Introduction

Process and Trigger

Perform this procedure when you need to display a parked document for review.

Prerequisites

- A document must have been created and parked.
- Department Submitter Role or Department Approver Role

Menu Path

Use the following menu path to begin this transaction:

- **Department Submitter Role or Department Approver Role** ➔ **FBV3 - Display Parked Document**

Transaction Code

- **FBV3**

Tips and Tricks

- At times, you may need to use your scroll bar to view additional information.
- This procedure can be used for tracking parked and/or completed documents. While displaying the parked document, if any files are attached, those files can be opened and viewed as well.

Reports

None
**Procedure**

1. Start the transaction using the above menu path or transaction code.

**Display Parked Document: Initial Screen**

![Display Parked Document: Initial Screen](image)

2. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>Required</td>
<td>The Company Code is the highest organizational unit in Financial Accounting that represents a business organization. The Trustees of Boston University is considered one legal entity and will require only one Company Code - TRBU.</td>
</tr>
<tr>
<td>Doc. Number</td>
<td>Required</td>
<td>Identification number of the parked document. Example: 1002012281 If the document number is not known, click the Document List button to search for a document.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Optional</td>
<td>This identifies the accounting year in which the original transaction was posted. Boston University's fiscal year is from July 1 - June 30. Enter the fiscal year that the clearing document was posted. If left blank the system defaults to the current fiscal year. Example: 2016</td>
</tr>
</tbody>
</table>
3. Press the **Enter** key on your keyboard to proceed.

**Display Parked G/L Document (Basic data)**

![Display Parked G/L Document](image)

4. Review the displayed information.

5. The transaction is complete.
Results and Next Steps

You have displayed a parked document.