How to Display a Journal Entry – FBV3

**Display Parked Document: Initial Screen**

1. **Key for Parking**
   - **Company Code**: TRBU
   - **Doc. Number**: 
   - **Fiscal Year**: 

2. **List of Parked Documents**

3. **General Selections**
   - **Posting date**: 
   - **Document date**: 
   - **Document type**: 
   - **Reference**: 
   - **Document header text**: 

4. **Change Parked Documents: List**

**Use this method if FI document number is known; Steps 1 through 3**

1. **Company Code**
   - Required
   - Enter TRBU – once entered Company Code defaults to TRBU

2. **Doc Number**
   - Required
   - Enter SAP Journal Entry document number – FI Document
   - At times system will default to last FI document used

3. **Fiscal Year**
   - Optional/Required
   - Enter Fiscal Year that journal entry was created in

**Or**

**Use this method to search for FI document number; document number is not known**

4. **Document list**
   - Optional
   - If document number is unknown, Click on Document list button to search for a FI document number.

4a. **List of Parked Documents**
   - Optional/Required
   - Enter search criteria’s – For best results narrow your criteria selection.
   - Single and multiple data search is available

4b. **Execute**
   - Optional/Required
   - Click on the Execute Button to run a real time report listing.

4c. **Hit Enter Key to display list of document & results will display on a new window.**

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Use this method to access your parked or completed documents via Tree functionality

5  Tree on  Optional  To access your **Parked** or **Completed** document folder, Click on **Tree on** Button.
- Tree functionality is available through transaction code FBV3, FBV2 and FV50

5a  Parked & Completed Folders  Optional  Select the FI document number to display entry

Highlight and select document to view then hit **Enter** Key to display journal document

Document is displayed - Header and Line Item information is displayed.

You have successfully displayed a Journal Entry document