Introduction

Process and Trigger

Perform this procedure when you need to view the status of a parked journal entry in workflow.

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

Accounting ➡ Financial Accounting ➡ General Ledger ➡ Document ➡ Parked Documents ➡ FBV3 - Display

Transaction Code

FBV3

Tips and Tricks

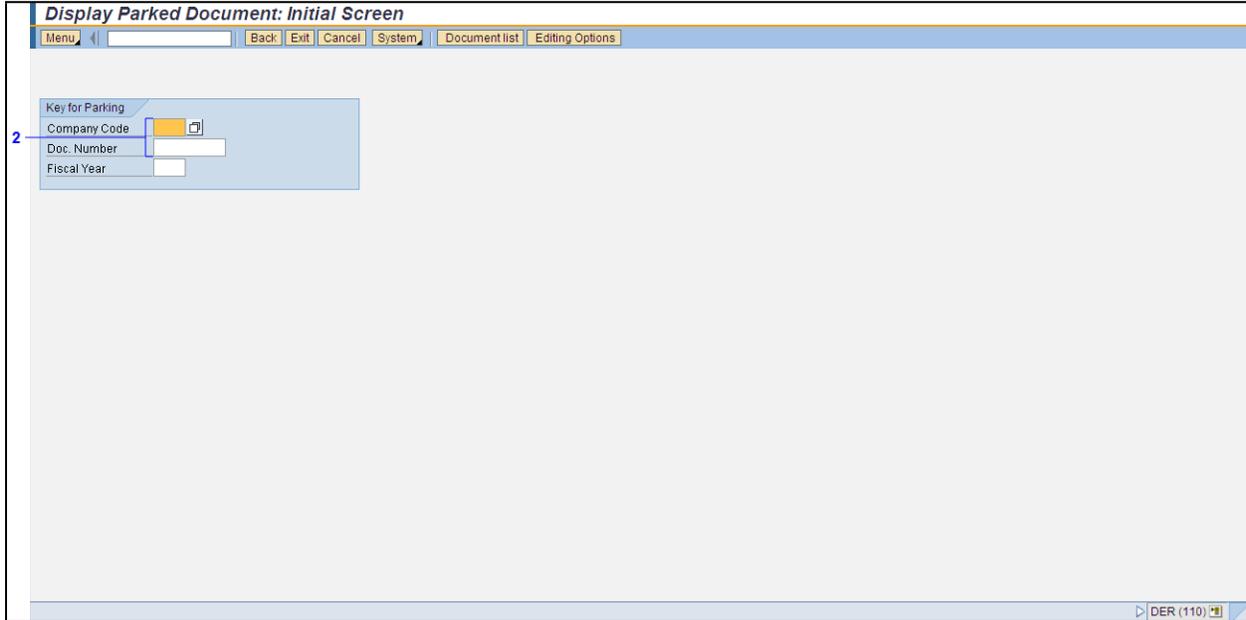At times you may need to use your scroll bar to view additional information.

Reports

None

Procedure

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

Display Parked Document: Initial Screen

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

Field	R/O/C	Description
Company Code	Required	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. **Example:** TRBU
Doc. Number	Required	Identification number of the parked document. **Example:** 1000013554 If the document number is not known, click the **Document list** button to search for the document.

3. Click **Enter**.

Display Parked G/L Document

4. Click the **Services for Objects** button .

Display Parked G/L Document

5. From the drop-down list, click **Workflow** ➜ **Workflow overview** Workflow overview .

If the **Services for Objects** button does not display on the screen - click the **Menu** button, then select, **System** ➜ **Services for Objects** from the drop-down list.
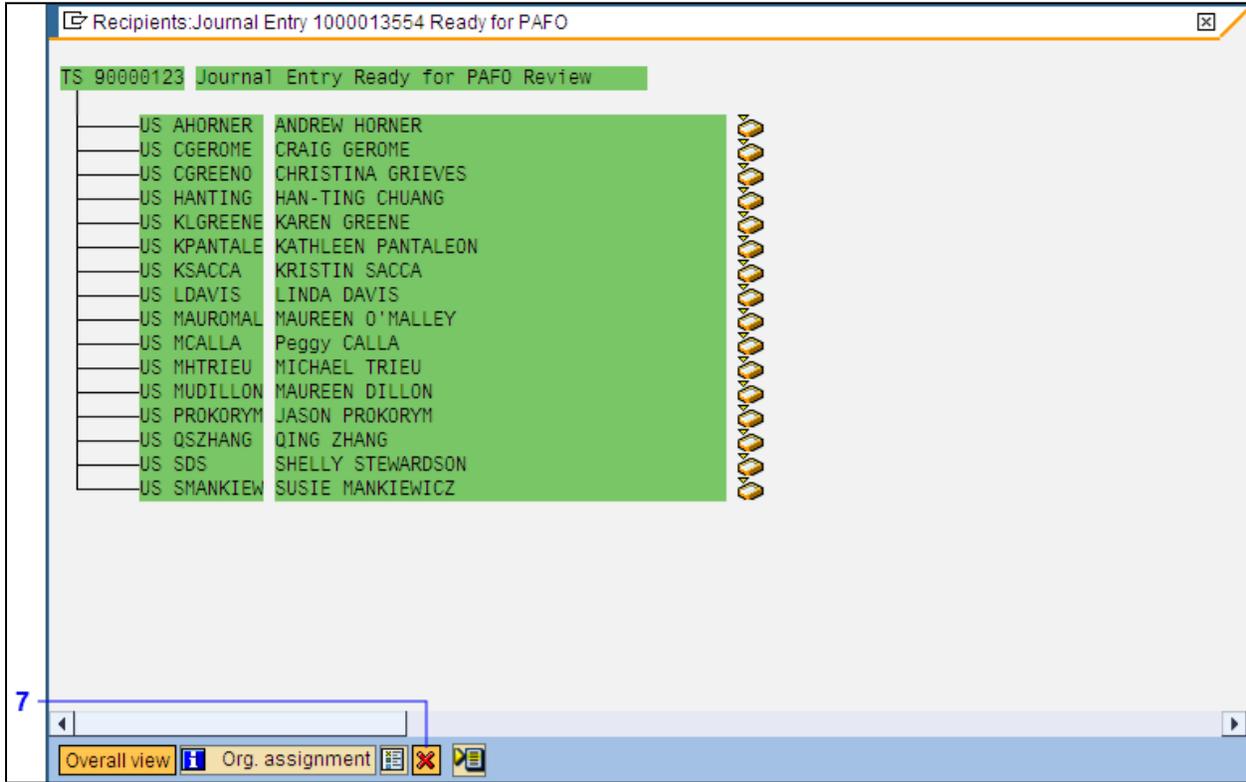
SWL1_WIDISP_UEXIT_01.HTM

Journal entry 1000013554 has NOT posted.	Completed	mail sent	10/20/2011 - 10:19:57	BUworks at Boston University
Get Agent E-Mails	Completed	executed	10/20/2011 - 10:19:57	BUworks at Boston University
Journal entry 1000013554 has NOT posted.	Completed	mail sent	10/20/2011 - 10:19:57	BUworks at Boston University
Journal Entry - Get FI Department Approvers	Completed	executed	10/20/2011 - 10:19:58	BUworks at Boston University
Journal Entry 1000013554 Ready for DEPT Review (Funds Center 1202200000)	Completed	Approved	10/20/2011 - 10:19:58	ADAM KRUEGER
Journal Entry 1000013554 Ready for PAFO Review (Funds Center 1202200000)	Ready		10/26/2011 - 11:17:10	Information...

6. Scroll to the final entry displayed, click the link displayed in the **Agent** column.

The screen below displays the **Recipients** of the Journal Entry. The mail-box to the right of the list identifies whose mailbox this is visible in.

Recipients:Journal Entry Ready for PAFO

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Recipients:Journal Entry 1000013554 Ready for PAFO                              ⊠

TS 90000123  Journal Entry Ready for PAFO Review
       ├──── US AHORNER   ANDREW HORNER
       ├──── US CGEROME   CRAIG GEROME
       ├──── US CGREENO   CHRISTINA GRIEVES
       ├──── US HANTING   HAN-TING CHUANG
       ├──── US KLGREENE  KAREN GREENE
       ├──── US KPANTALE  KATHLEEN PANTALEON
       ├──── US KSACCA    KRISTIN SACCA
       ├──── US LDAVIS    LINDA DAVIS
       ├──── US MAUROMAL  MAUREEN O'MALLEY
       ├──── US MCALLA    Peggy CALLA
       ├──── US MHTRIEU   MICHAEL TRIEU
       ├──── US MUDILLON  MAUREEN DILLON
       ├──── US PROKORYM  JASON PROKORYM
       ├──── US QSZHANG   QING ZHANG
       ├──── US SDS       SHELLY STEWARDSON
       └──── US SMANKIEW  SUSIE MANKIEWICZ


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 Overall view  ℹ  Org. assignment  ▦ ✖ ▶▤
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7.   Click the **Close** button ✖.

Data on Linked Workflows

8. Click the **Close** button ⊠ .

9. The transaction is complete.

BU BUworks Online Help

Results and Next Steps

You have successfully displayed the status of an unapproved journal entry via workflow.