How to review Journal Entry workflow – SAP Transaction Code FBV3

Display Parked Document: Initial Screen

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

List of Parked Documents

4a. List of Parked Documents: List
   - Company code
   - Document number
   - Fiscal year

4b. Execute
   - 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.

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
   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.
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

6  Click the Services for Object button.

7  Select Workflow and click on Workflow Overview

Information

Click here for additional information on Journal Entry Workflow process.

Click here for additional information on JV Upload Workflow process.
8 Scroll to the final entry displayed, click the link displayed in the Agent column.

9 The screen below displays the Recipients of the Journal Entry. The mail-box to the right of the list displays the additional information on the user.