

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

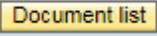
None

Procedure

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

Display Parked Document: Initial Screen

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: 1002012281 If the document number is not known, click the Document List button  to search for a document.
Fiscal Year	Optional	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

- Press the **Enter** key on your keyboard to proceed.

Display Parked G/L Document (Basic data)

Display Parked G/L Document 1002012281 TRBU 2016

Menu | Back | Exit | Cancel | System | Tree on | Editing options

Basic Data | Details | Workflow

Document Date: 05/23/2016 | Currency: USD
 Posting Date: 05/23/2016 | Period: 11
 Document Number: 1002012281
 Reference: CORRECT CC & GL
 Doc. Header Text: Correct & Adjust CC & GL
 Document Type: SA | G/L Account Document
 Company Code: TRBU | Trustees of Boston Univ Boston

Amount Information
 Total Dr.: 100.00 USD
 Total Cr.: 100.00 USD

2 Items (No entry variant selected)

Sta...	G/L acct	Short Text	D/C	Amount in doc. curr.	T...	Assignment
<input checked="" type="checkbox"/>	510010	SUPPLIES	Debit	100.00		
<input checked="" type="checkbox"/>	510040	CONS SUP ...	Credit	100.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		
<input type="checkbox"/>				0.00		

- Review the displayed information.
- The transaction is complete.

Results and Next Steps

You have displayed a parked document.