

### How to Display a Journal Entry – FBV3

**Display Parked Document: Initial Screen** 4

Menu  ◀ Back Exit Cancel System  Document list Editing Options

**Key for Parking**

1 Company Code TRBU

Doc. Number  2

3 Fiscal Year

**List of Parked Documents** 4b

Menu  ◀ Save as Variant... Back Exit Cancel System  Execute Get Variant... Program Documentation

Company code TRBU to  ⇄

Document number  to  ⇄

Fiscal year 2015 to  ⇄

**General Selections** 4a

Posting date  to  ⇄

Document date  to  ⇄

Document type  to  ⇄

Reference  to  ⇄

Document header text

Entered by IGUILLER

**Processing Status**

Enter release

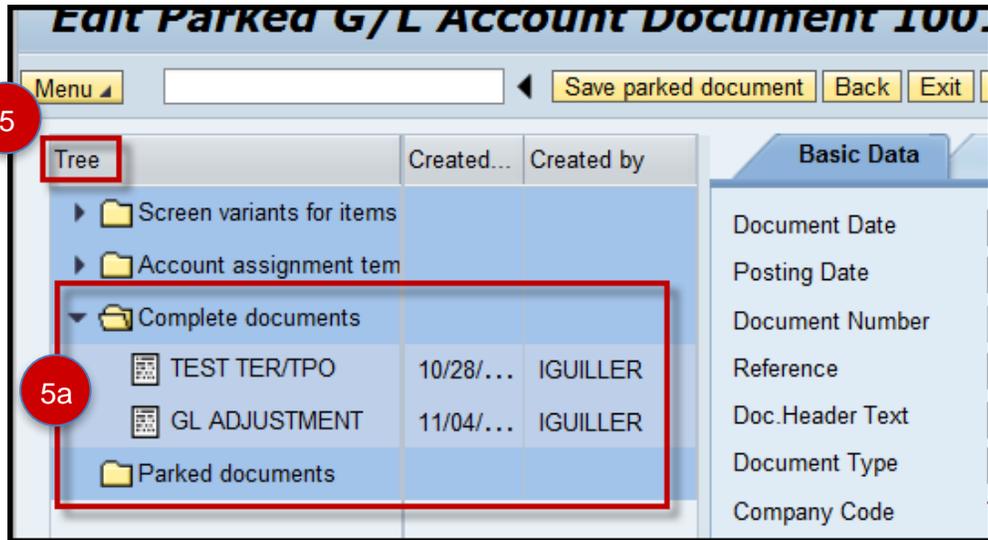
Complete

Released

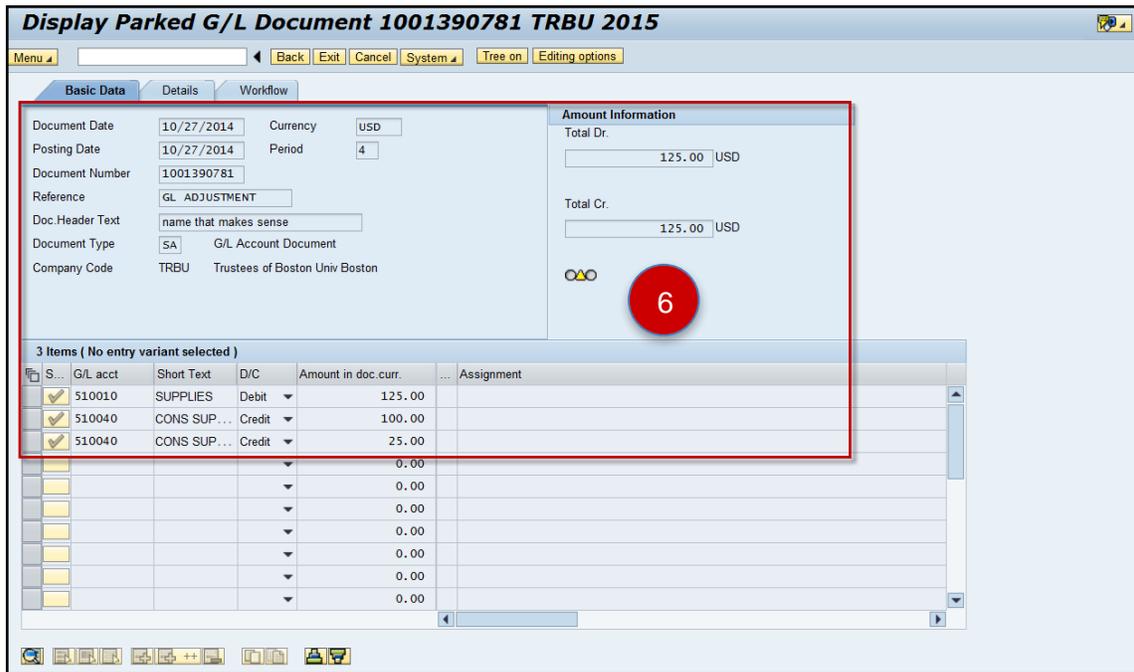
**Change Parked Documents: List** 4c

Document Num...	Document Header Text	Doc. Date	Changed on	Last changed by	Cp
1001390780	testing TER/TPO	10/28/2014		IGUILLER	<input checked="" type="checkbox"/>
1001390781	name that makes sense	10/27/2014		IGUILLER	<input checked="" type="checkbox"/>

Use this method if FI document number is known; Steps 1 through 3			
1	<b>Company Code</b>	<i>Required</i>	Enter <b>TRBU</b> – once entered Company Code defaults to <b>TRBU</b>
2	<b>Doc Number</b>	<i>Required</i>	Enter SAP Journal Entry document number – FI Document At times system will default to last FI document used
3	<b>Fiscal Year</b>	<i>Optional/Required</i>	Enter Fiscal Year that journal entry was created in
<b>Or</b>			
Use this method to search for FI document number; document number is not known			
4	<b>Document list</b>	<i>Optional</i>	If document number is unknown, Click on <span style="border: 1px solid black; padding: 2px;">Document list</span> Button to search for a FI document number.
4a	<b>List of Parked Documents</b>	<i>Optional/Required</i>	Enter search criteria's – For best results narrow your criteria selection. - Single and multiple data search is available
4b	<b>Execute</b>	<i>Optional/Required</i>	Click on the Execute Button to run a real time report listing.
4c	Hit <b>Enter</b> 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 <b>Parked</b> or <b>Completed</b> document folder, Click on <b>Tree on</b> Button.  - Tree functionality is available through transaction code <b>FBV3, FBV2 and FV50</b>
5a	Parked & Completed Folders	Optional	Select the FI document number to display entry
Highlight and select document to view then hit <b>Enter</b> Key to display journal document			



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

**You have successfully displayed a Journal Entry document**