

Introduction

Process and Trigger

Perform this procedure when you need to attach a document to a Journal Entry.

Prerequisites

A Journal Entry must be created.

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

Menu Image: System Document list Editing Options 2 Company Code Image: System Image: System Image: System 2 Doc. Number Image: System Image: System Image: System Image: System 2 Doc. Number Image: System Image
2 Company Code Doc. Number Fiscal Year
Z Doc. Number Fiscal Year
Fiscal Year

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		

3. Click on Enter.



Display Parked G/L Document (Basic data)

Display Parked G/L Docum	nent 1000013554 TRBU	2012	1
lenu, (Back	Exit Cancel System Tree or	Editing options	Create >
Basic data Details Workflow Document Date 08/08/2011 Image: Current Posting Date 08/08/2011 Document Number 1000013554 Image: Corrent Posting Date 08/08/2011 Document Number 1000013554 Image: Corrent Posting Date 08/08/2011 Document Number 1000013554 Image: Corrent Posting Date 08/08/2011 Doc.Header Text Fix JE Coding Error Company Code TRBU Trustees of Bo:	ncy USD ston Univ Boston	Amount Information Total deb. 12.48 USD Total cred. 12.48 USD OQO	Private note Send + Relationships Workflow + My Objects + Help for object services
2 Items (No entry variant selected) St. G/L acct Short Text D/C Ar 510050 CONS SUPP Debit 510050 CONS SUPP Credit 510050 CONS SUP CREDIT 510050 CONS SUPP CREDIT 510050 CONS SUP CREDIT 5	mount in doc.curr. Assignment no 12.48 12.48 12.48 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	D.	
			DER (110)
	.		

list Attachment list

Ð

If the **Services for Objects** icon is not displayed, click the **Menu** button, and from the dropdown list, select

System, than select Services for Objects.



Service: Attachment list

	🖙 Service: Attachment list	\times
5 -		
Ū		
	Create Name	
	Create external document (URL)	
	Store business document	
5.	Click the New button 🛄 New 🔳, from the drop-down list, select Create	
	Attachment Create Attachment	



Import file

🕌 Import file		
Look In: 📑 maureent		
📑 Bluetooth Software	🗂 My Documents	
🚍 Desktop	🚍 SapWorkDir 🚺 j	
🚍 Favorites	🚍 Start Menu 🚺 j	
📑 HODCCwww.bu.edu	📑 Tracing	
📑 HODData	🗋 download.XLS	6
🗂 HODObjs	🗋 g2mdlhlpx.exe	
	•	
File <u>N</u> ame:		
Files of <u>Type</u> : All Files (*.*)	-	
	Open Cancel	

6. Double-click the file to be attached. For this example, the Double-click the file has been selected.

Browse for the file you want to attach. You can repeat the process to upload multiple attachments as needed. You can attach various types of documents, including Excel, Word, PDF, and JPEG files.



Service: Attachment list

C Se	rvice: Attachment list			×
		1 .2.191 1521 b 16		
Aπach	mentForTRB01000086992012			
	Title	Creator Name	Created On	
	download	Maureen Tarantino	09/08/2011	
XX				
	1			
Click	the Continue button 🖌			

8. The transaction is complete.



Results and Next Steps

You have successfully attached a document to a Journal Entry.