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

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)

4.   Click the **Services for Objects** button [icon], from the drop-down list, select **Attachment list** Attachment list .

> If the **Services for Objects** icon is not displayed, click the **Menu** button, and from the drop-down list, select
>
> **System,** than select **Services for Objects**.

Service: Attachment list
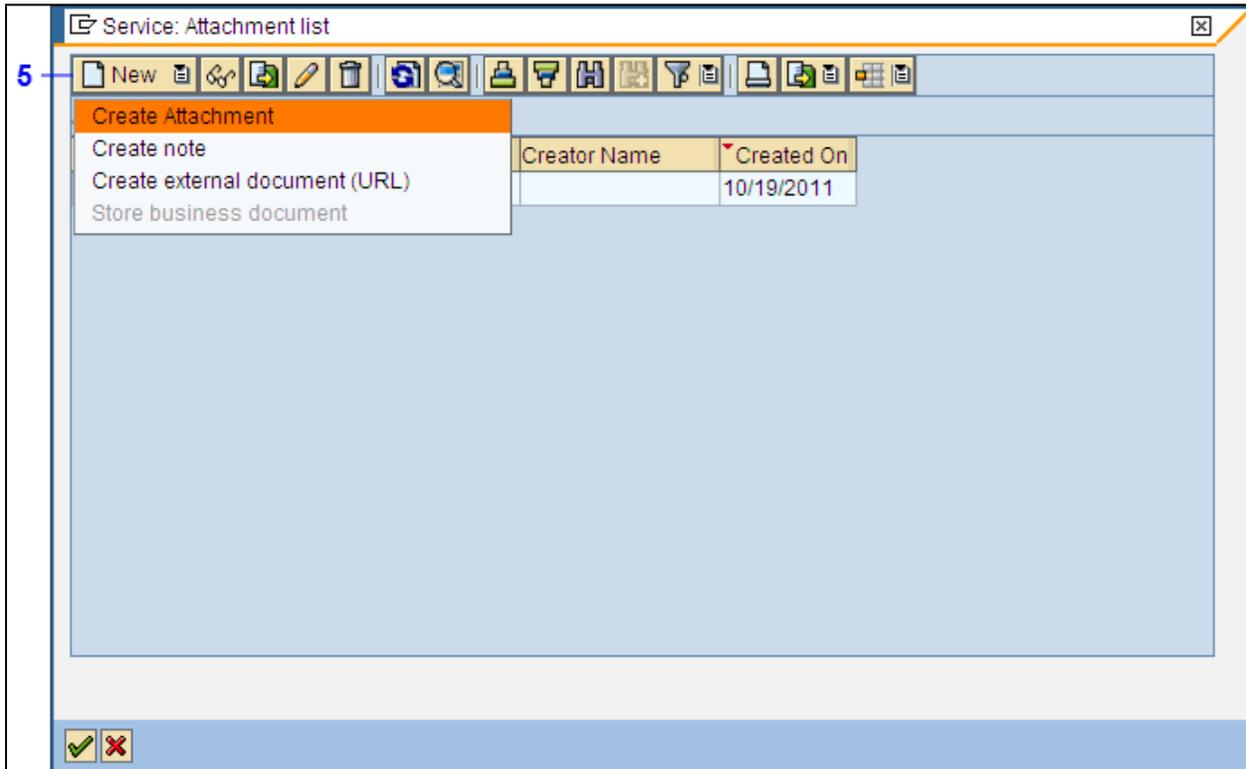
5.   Click the **New** button [New], from the drop-down list, select **Create Attachment** [Create Attachment].
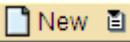
Import file
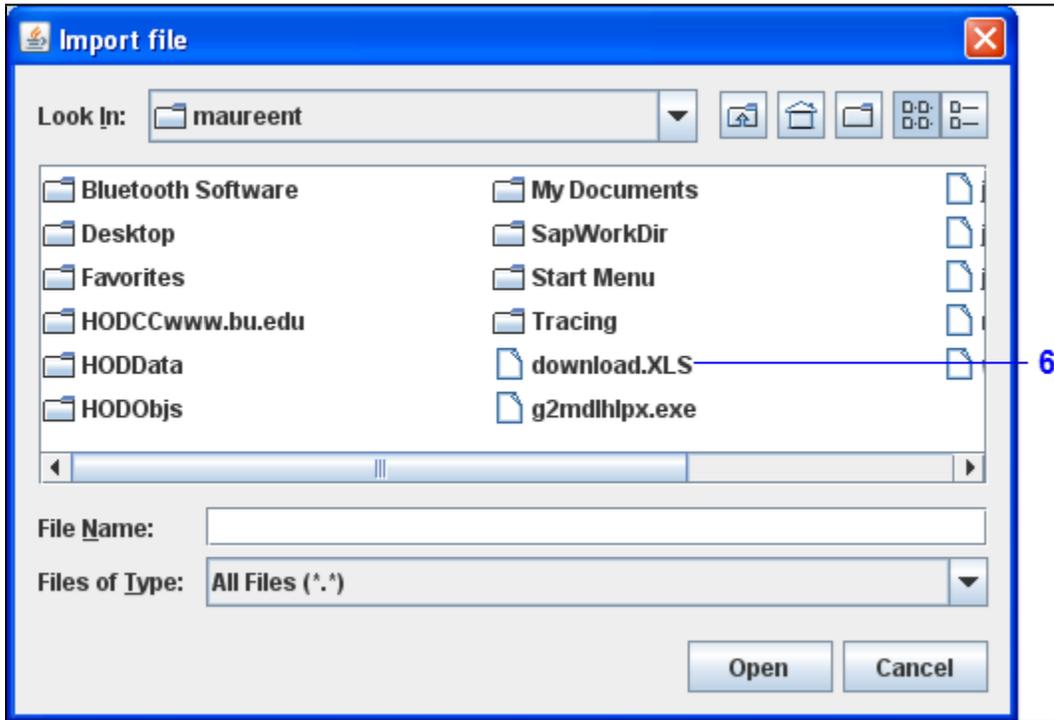
6.   Double-click the file to be attached. For this example, the ☐ **download.XLS** file has been selected.

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

	Title	Creator Name	Created On
	download	Maureen Tarantino	09/08/2011

AttachmentForTRBU10000086992012
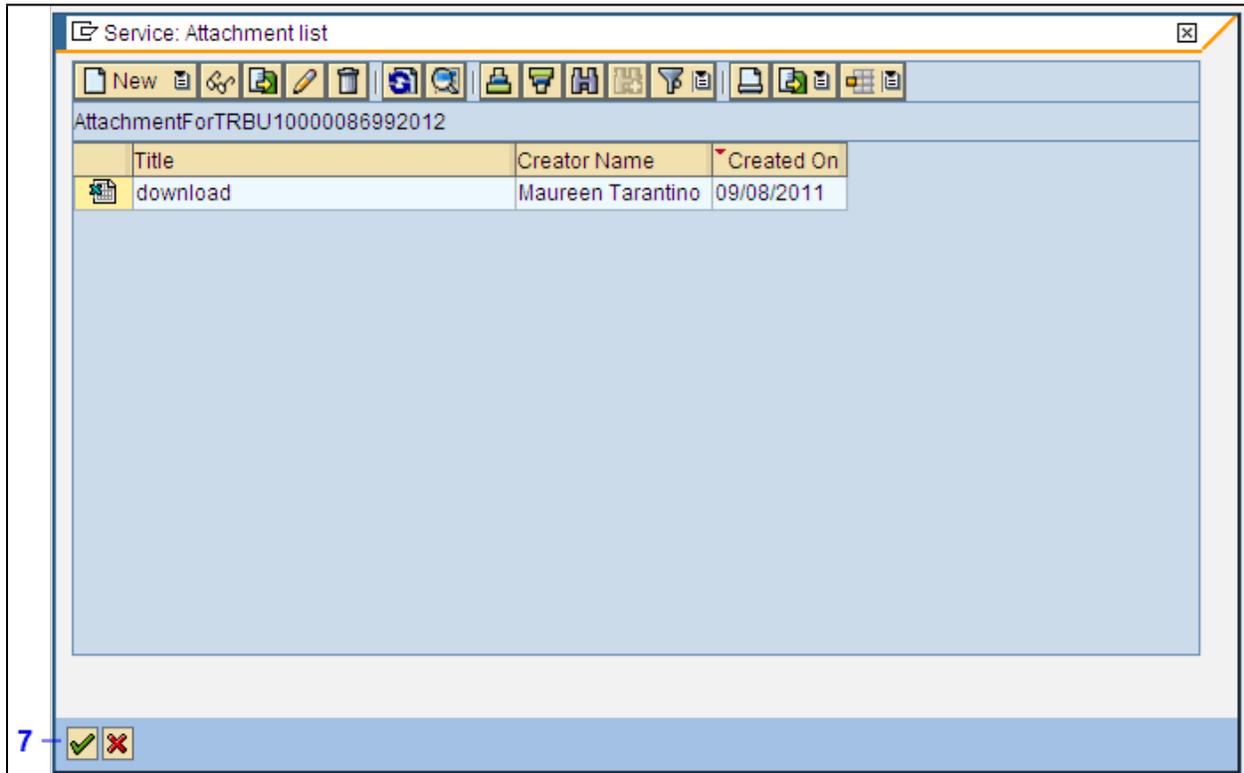
7. Click the **Continue** button ✔.

8. The transaction is complete.

Results and Next Steps

You have successfully attached a document to a Journal Entry.

BU BUworks Online Help

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7/7
File Name:Attach Document to Journal Entry (FBV3).udc

Status:Final
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