

#### Introduction

### **Process and Trigger**

Perform this procedure when you need to view the status of a parked journal entry in workflow.

### Prerequisites

None

### 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.
		If the document number is not known, click the <b>Document list</b> button to search for the document.

# 3. Click Enter.



# **Display Parked G/L Document**

Display Parked G/L Document 1000013554	TRBU 2012
Menu, 4 Back Exit Cancel System,	Tree on Editing options
Basic data Details Workflow	
	Amount Information
Document Date 08/08/2011 🗗 Currency USD	Total deb.
Posting Date 08/08/2011	12.48 USD
Document Number 1000013554	
Reference ANIMAL CARE CORR	Total cred.
Doc.Header Text Fix JE Coding Error	12.48 USD
Document Type ZK Grant Cost Transfer	
Company Code TRBU Trustees of Boston Univ Boston	040
2 Items ( No entry variant selected )	
St. G/L acct Short Text D/C Amount in doc.curr Ass	ignment no.
✓ 518858 CONS SUPP Debit  12.48	
0.00	
0.00	
0.00	
0.00	
0.00	
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	> PER (500) 🖭 📝

4. Click the Services for Objects button 2.



### **Display Parked G/L Document**

	Display Par	rked G/L Docu	iment 100001355	4 TRBU :	2012		4	<b>79</b> 🗈
	Menu (	Ba	ck Exit Cancel System	n Tree on	Editing options		Create	•
							Attachment list	
	Basic data	Details Workflow			,		Private note	
					Amount Information		Send	•
-	Document Date	08/08/2011 🗇 Cu	rrency USD		Total deb.	Worldow overview	Relationships	
°	Posting Date	08/08/2011			12.48 USC	Archived workflows	dy Objects	
	Document Number	r 1000013554				Start Workflow	Help for objects	, i
	Reference	ANIMAL CARE CORR			Total cred.			
	Doc.Header Text	Fix JE Coding Error			12.48 USD			
	Document Type	ZK Grant Cost 1	Fransfer					
	Company Code	TRBU Trustees of	Boston Univ Boston		040			
	2 Items ( No entry)	variant selected )						
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5. From the drop-down list, click Workflow Dorkflow overview

If the **Services for Objects** button does not display on the screen - click the **Menu** button, then select, **System Services for Objects** from the drop-down list.

# SWL1\_WIDISP\_UEXIT\_01.HTM

Journal entry 1000013554 has NOT posted.	Completed mail sen	t 10/20/2011 - 10:19:57	<u>BUworks at Boston</u> <u>University</u>	2	
Get Agent E-Mails	Completed execute	d 10/20/2011 - 10:19:57	<u>BUworks at Boston</u> <u>University</u>		
Journal entry 1000013554 has NOT posted.	Completed mail sen	t 10/20/2011 - 10:19:57	<u>BUworks at Boston</u> <u>University</u>		
Journal Entry - Get FI Department Approvers	Completed execute	d 10/20/2011 - 10:19:58	BUworks at Boston University		
Journal Entry 1000013554 Ready for DEPT Review (Funds Center 1202200000)	Completed Approve	d 10/20/2011 - 10:19:58	ADAM KRUEGER		
Journal Entry 1000013554 Ready for PAFO Review (Funds Center 1202200000)	Ready	10/26/2011 - 11:17:10	Information		- 6
					1

6. Scroll to the final entry displayed, click the link displayed in the **Agent** column.



The screen below displays the **Recipients** of the Journal Entry. The mail-box to the right of the list identifies whose mailbox this is visible in.



# **Recipients: Journal Entry Ready for PAFO**

Recipients:Journal	Entry 1000013554 Ready for PAFO		× /
TS 90000123 Journa US AHORNER US CGEROME US CGREENO US HANTING US KPANTALE US KPANTALE US KSACCA US LDAVIS US MAUROMAI US MAUROMAI US MALLA US MHTRIEU US MUDILLOI US PROKORYI US QSZHANG US SDS US SMANKIEU	ANDREW HORNER CRAIG GEROME CHRISTINA GRIEVES HAN-TING CHUANG E KAREN GREENE E KATHLEEN PANTALEON KRISTIN SACCA LINDA DAVIS L MAUREEN O'MALLEY Peggy CALLA MICHAEL TRIEU N MAUREEN DILLON M JASON PROKORYM QING ZHANG SHELLY STEWARDSON W SUSIE MANKIEWICZ	\$0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,	
Overall view Org	assignment 📰 🕱 🕅		Þ

7. Click the Close button 🔀.



# **Data on Linked Workflows**

orkflows for Current Context						
	C	reation D	Creation S	Status	Task	
ton University FIPP Frame	0	8/08/2011	14:32:17 Ir	n Process	Boston Univers	ity FIPF
						~
	a a ta u I I u i	en en litere El				
Current data for started workflow: B	oston Univ	ersity F	IPP Frame	•		
urrent data for started workflow: B	oston Univ	/ersity F	IPP Frame	•		
Current data for started workflow: B	oston Univ	/ersity F	IPP Frame	•		
Current data for started workflow: B Steps in this process so far Step name	Soston Univ	/ <b>ersity F</b> Result	IPP Frame	e p Ageni	t	1
Current data for started workflow: B Steps in this process so far Step name Get Doc Type	Status Completed	Result executed	<b>Time stam</b> 08/08/2011 14:32:17	p Agent - <u>BUwo</u> Univer	t rks at Boston rsity	
Current data for started workflow: B Steps in this process so far Step name Get Doc Type Journal Entry - Get FI Department Approvers	Status Completed Completed	Result executed executed	<b>Time stam</b> 08/08/2011 14:32:17 08/08/2011 14:32:17	p Agen - BUwo Univer - BUwo Univer	t rks at Boston rsity rks at Boston rsity	
Current data for started workflow: B Steps in this process so far Step name Get Doc Type Journal Entry - Get FI Department Approvers Journal Entry 1000013554 Ready for DEPT Review (Funds Center 120220000)	Soston Univ Status Completed Completed	Result executed executed Approved	<b>Time stam</b> 08/08/2011 14:32:17 08/08/2011 14:32:17 08/08/2011 14:32:17	p Agen - BUwo Univer - BUwo Univer - ADAN	t rks at Boston sity rks at Boston rsity 1 KRUEGER	

**8.** Click the **Close** button  $\boxtimes$ .

**9.** The transaction is complete.



## **Results and Next Steps**

You have successfully displayed the status of an unapproved journal entry via workflow.