

How to Display a JV Upload File Entry using Transaction Code FBV3

Display Parked Document: Initial Screen 4

Menu ◀ Back Exit Cancel System Document list Editing Options

Key for Parking

1 Company Code

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 to

Document number to

Fiscal year to

General Selections

Posting date to

Document date to

Document type to

Reference to

Document header text

Entered by

Processing Status

Enter release

Complete

Released

Change Parked Documents: List

Menu ◀ Back Exit Cancel System Choose Select All Deselect All Sort in

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"/>

4c

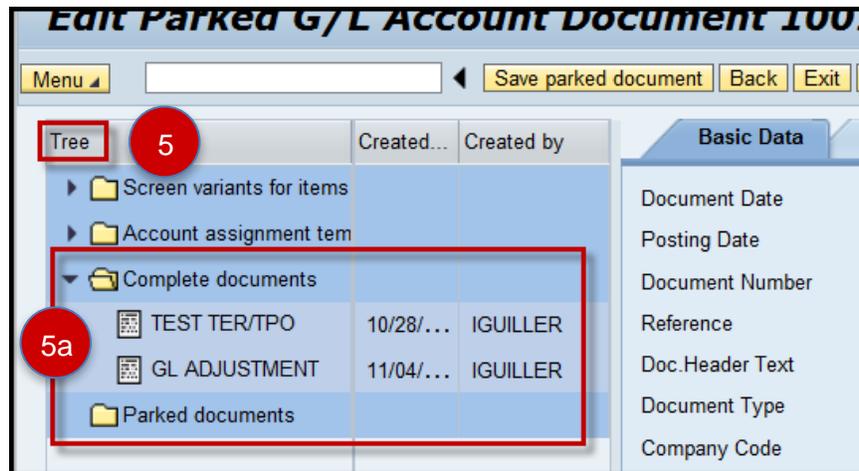
Use this method if FI document number is known; Steps 1 through 3

1	Company Code	<i>Required</i>	Enter TRBU – once entered Company Code defaults to TRBU
2	Doc Number	<i>Required</i>	Enter SAP Journal Entry document number – FI Document At times system will default to last FI document used
3	Fiscal Year	<i>Optional/Required</i>	Enter Fiscal Year that journal entry was created in

Or

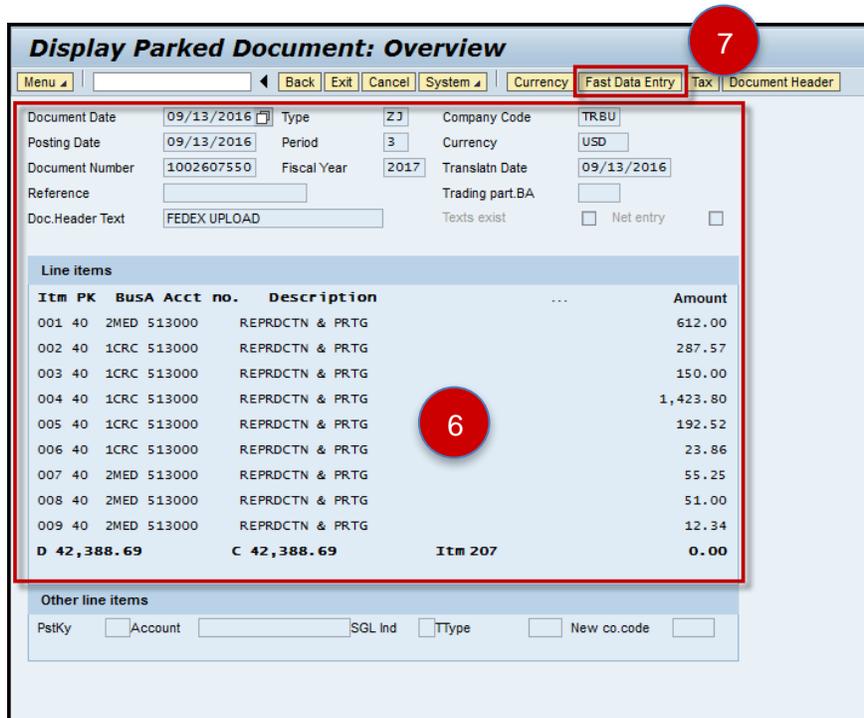
Use this method to search for FI document number; document number is not known

4	Document list	<i>Optional</i>	If document number is unknown, Click on Document list Button to search for a FI document number.
4a	List of Parked Documents	<i>Optional/Required</i>	Enter search criteria's – For best results narrow your criteria selection. - Single and multiple data search is available
4b	Execute	<i>Optional/Required</i>	Click on the Execute Button to run a real time report listing.
4c	Hit Enter Key to display list of document & results will display on a new window.		

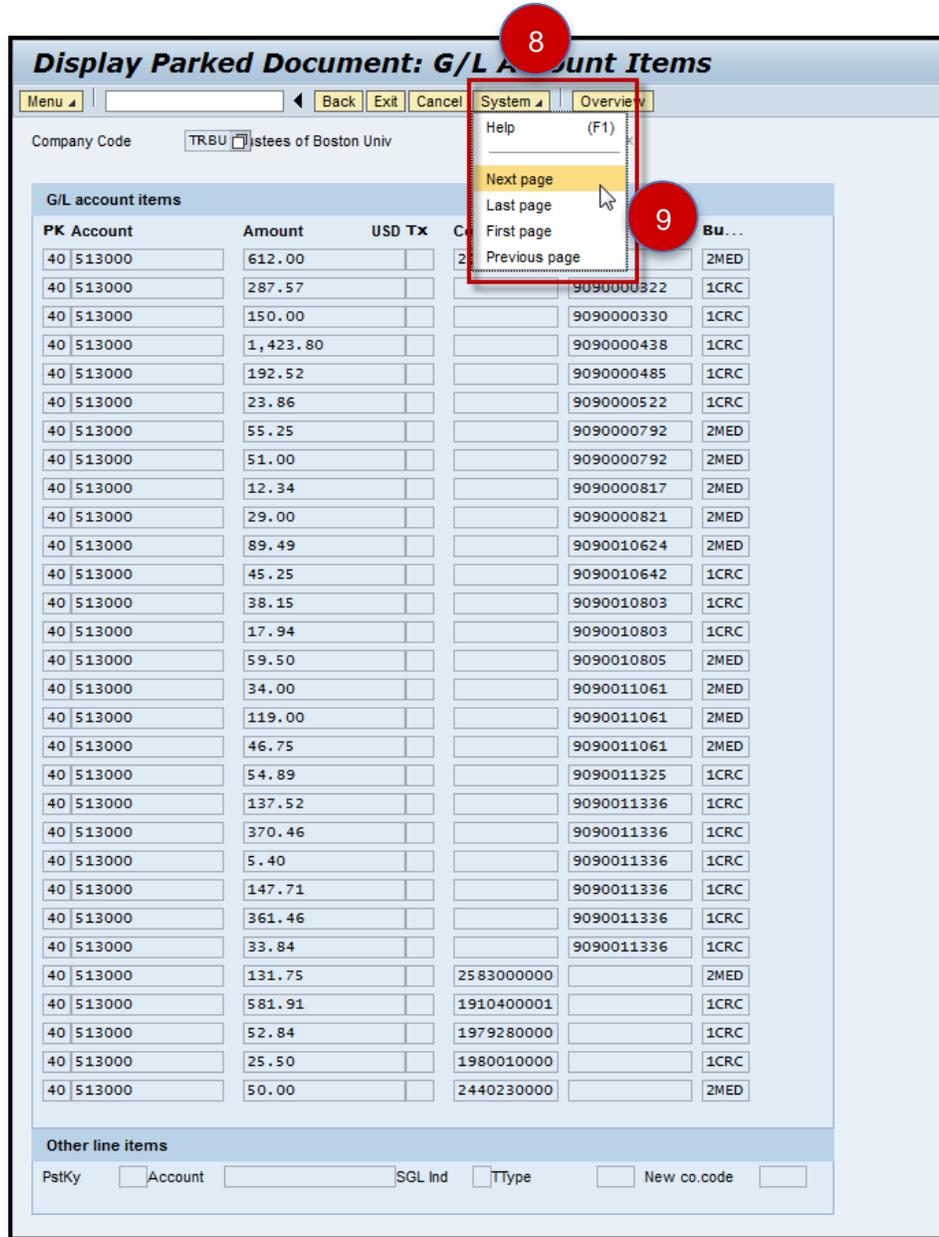


Use this method to access your parked or completed documents via Tree functionality			
5	Tree on	Optional	 To access your Parked or Completed document folder, Click on Tree on Button. - Tree functionality is available through transaction code FBV3, FBV2 and FV50
5a	Parked & Completed Folders	Optional	Select the FI document number to display entry

Highlight and select document to view then hit **Enter** Key to display journal document



6	Document entries display – JV upload file header, first nine line Item entries and debit and credit total amounts are displayed.		
7	Fast Data Entry button	Optional	Click here to display additional JV upload line item entries



Results: New window displaying additional JV upload file line item entries.			
8	System button	<i>Optional</i>	Click here to access navigation options to additional JV upload line items.
9	Next Page Last Page First Page Previous Page	<i>Optional</i>	Click on available navigation options to display “your department’s” Cost Object line item view.

You have successfully displayed JV upload line item entries using Fast Data Entry navigation options.