



## FBV3 Display Parked Document

### Purpose

Use this procedure to retrieve and review a parked G/L account document entered by another user that needs to be approved. You can also use this transaction to retrieve your own parked document.

### Trigger

Perform this procedure when you need to create a new display layout, retrieve, and review a G/L account document.

### Prerequisites

A parked journal entry must exist in the system

### Menu Path

Use the following menu path to begin this transaction:

N/A

### Transaction Code

FBV3

### Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Setting a display layout makes it easier to find documents that are awaiting approval.
- Fields that are grayed out cannot be changed.
- If you are an Approver and are authorized to make changes to a document entered by another user, select **Change** from the Document drop-down menu.
- If you are reviewing your own document with this transaction and want to make changes, select **Change** from the Document drop-down menu. This will allow you to edit or delete the document.
- It is helpful to have the document number of the journal entry that needs to be reviewed.

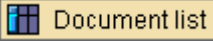


## FBV3 Display Parked Document

### Procedure

1. Start the transaction using the menu path or transaction code. The *Display Parked Document: Initial Screen* displays.

### Display Parked Document: Initial Screen

2. Click the **Document list** button . The *List of Parked Documents* screen displays.



If you know the document number, enter it in the **Doc. Number** field.



## FBV3 Display Parked Document

### List of Parked Documents

- As required, complete/review the following fields:

Field	R/O/C	Description
Fiscal year	R	The fiscal year for which this transaction is relevant. <b>Example:</b> 2009

- Click the **Entered by** field  to delete the value in the field.
- Click the **Execute** button . The *Display Parked Documents: List* screen displays.



## FBV3 Display Parked Document

### Display Parked Documents: List

The screenshot shows the SAP 'Display Parked Documents: List' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following columns: St., SC., CoCd, DocumentNo, and Year. The table lists 28 items, all with a year of 2009. The first row is highlighted in yellow. At the bottom of the screen, a status bar shows '28 items displayed' and the user information 'FBV3 sapdrp INS'.

St.	SC.	CoCd	DocumentNo	Year
	COP1	COP1	1200000000	2009
	COP1	COP1	1900000015	2009
	COP1	COP1	1900000016	2009
	COP1	COP1	1900000037	2009
	COP1	COP1	1900000081	2009
	COP1	COP1	1900000087	2009
	COP1	COP1	3100000016	2009
	COP1	COP1	3100000017	2009
	COP1	COP1	3100000023	2009
	COP1	COP1	3100000024	2009
	COP1	COP1	3100000051	2009
	COP1	COP1	3100000071	2009
	COP1	COP1	3100000072	2009
	COP1	COP1	3100000073	2009
	COP1	COP1	3100000075	2009
	COP1	COP1	3100000077	2009
	COP1	COP1	3100000085	2009
	COP1	COP1	3100000119	2009
	COP1	COP1	3100000120	2009
	COP1	COP1	3100000122	2009
	COP1	COP1	3100000123	2009
	COP1	COP1	3100000124	2009
	COP1	COP1	3100000221	2009
	COP1	COP1	3100000244	2009
	COP1	COP1	3100000258	2009
	COP1	COP1	3100000281	2009
	COP1	COP1	3100000319	2009
	COP1	COP1	3700000003	2009

6. Click the **Change layout** button .

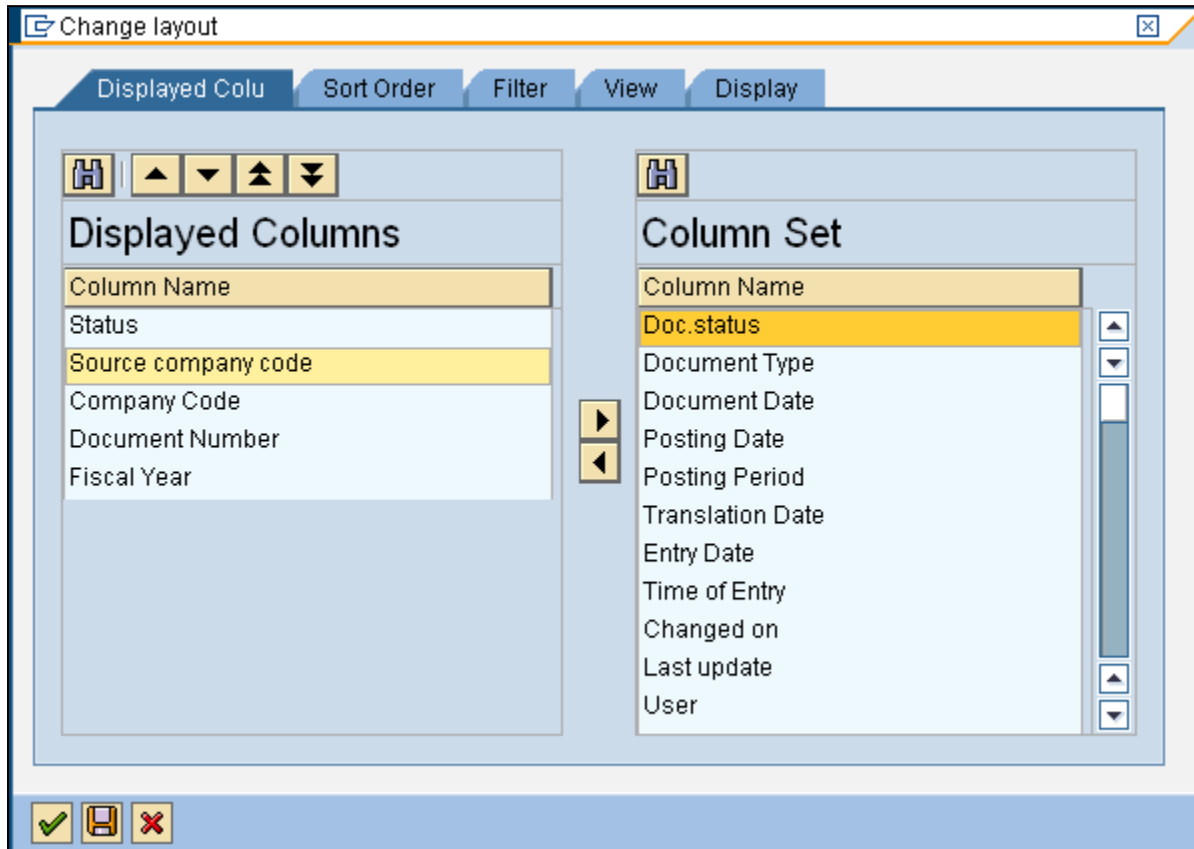


The system returns the message, **"XXXX items displayed"**.





## FBV3 Display Parked Document

### Change layout



7. Perform one of the following:

If	Then	Go To
	Click the <b>Hide selected fields</b> button  to delete objects from <i>Displayed Columns</i> .	<a href="#">Step 8</a>
	Click the <b>Show selected fields</b> button  to add objects from <i>Column Set</i> .	<a href="#">Step 8</a>

8. Click the **Save** button .



### FBV3 Display Parked Document

#### Save layout

Layout	Layout description	Default setting
AMY'S	amy's	

Save layout

Name:

User-specific  Default setting

9. As required, complete/review the following fields:

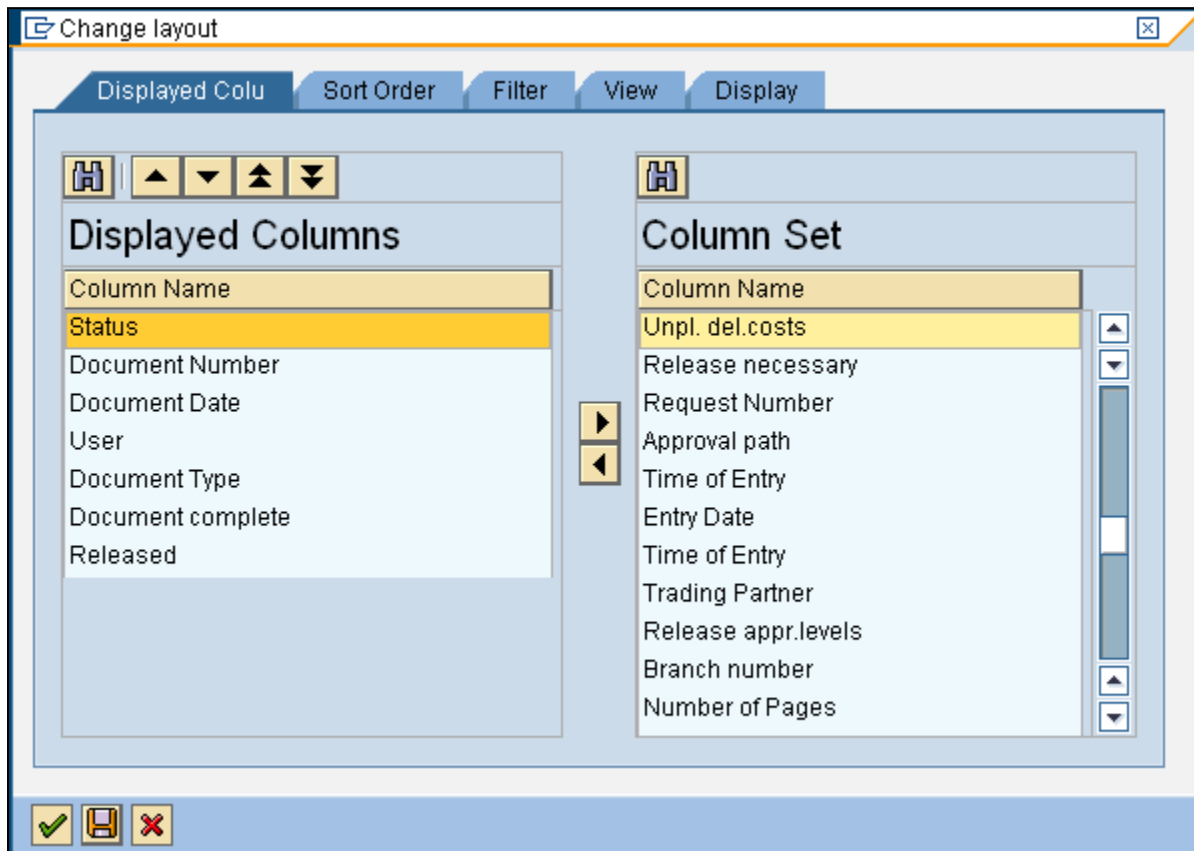
Field	R/O/C	Description
Save layout	R	The layout determines the list format. <b>Example:</b> Approver
Name:	R	Persons or companys name or name given to an object. <b>Example:</b> Bureau Approver

10. Click the **Continue (Enter)** button .



## FBV3 Display Parked Document

### Change layout



11. Click the **Save** button .



The system returns the message, "**Layout saved**".



## FBV3 Display Parked Document

### Display Parked Documents: List

The screenshot shows the SAP 'Display Parked Documents: List' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and actions. The main area contains a table with the following columns: St., SC., CoCd, DocumentNo, and Year. The table lists 30 rows of data, each representing a parked document. The first row is highlighted in yellow. The status column (St.) contains icons for document status, such as a lock icon. The bottom status bar shows 'FBV3', 'sapdrp', and 'INS'.

St.	SC.	CoCd	DocumentNo	Year
	COP1	COP1	1200000000	2009
🔒	COP1	COP1	1900000015	2009
🔒	COP1	COP1	1900000016	2009
	COP1	COP1	1900000037	2009
	COP1	COP1	1900000081	2009
	COP1	COP1	1900000087	2009
🔒	COP1	COP1	3100000016	2009
🔒	COP1	COP1	3100000017	2009
	COP1	COP1	3100000023	2009
	COP1	COP1	3100000024	2009
	COP1	COP1	3100000051	2009
	COP1	COP1	3100000071	2009
	COP1	COP1	3100000072	2009
	COP1	COP1	3100000073	2009
	COP1	COP1	3100000075	2009
	COP1	COP1	3100000077	2009
	COP1	COP1	3100000085	2009
	COP1	COP1	3100000119	2009
	COP1	COP1	3100000120	2009
	COP1	COP1	3100000122	2009
	COP1	COP1	3100000123	2009
	COP1	COP1	3100000124	2009
	COP1	COP1	3100000221	2009
	COP1	COP1	3100000244	2009
	COP1	COP1	3100000258	2009
	COP1	COP1	3100000281	2009
	COP1	COP1	3100000319	2009
	COP1	COP1	3700000003	2009

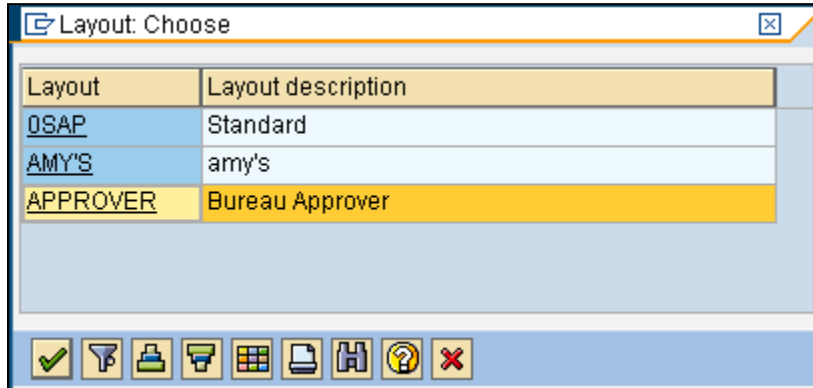
12. Click the **Select Layout** button  .





## FBV3 Display Parked Document

### Layout: Choose



13. Click the **Continue (Enter)** button  to choose *Bureau Approver* layout.




## FBV3 Display Parked Document

### Display Parked Documents: List

The screenshot shows the SAP 'Display Parked Documents: List' interface. It features a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with columns: St., DocumentNo, Doc. Date, User, T..., Cp, and Rele... The table lists 30 rows of document data. The status 'Layout applied' is visible at the bottom left, and the user 'FBV3 sapdrp INS' is shown at the bottom right.

St.	DocumentNo	Doc. Date	User	T...	Cp	Rele...
	1200000000	08/11/2008	CAABY	SB	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1900000015	07/01/2008	WBCINDDL	KR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1900000016	07/01/2008	WBCINDDL	KR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1900000037	08/04/2008	THILLARY_Z	KR	<input type="checkbox"/>	<input type="checkbox"/>
	1900000081	08/11/2008	CDELATORE_Z	KR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1900000087	06/10/2008	HHELLAPPA_KR	KR	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3100000016	07/28/2008	ACPAT	SA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3100000017	07/28/2008	ACPAT	SA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3100000023	07/29/2008	ACPAT	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000024	07/29/2008	ACPAT	SA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3100000051	08/02/2008	ACPAT	SA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3100000071	08/05/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000072	08/05/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000073	08/05/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000075	08/05/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000077	08/05/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000085	08/06/2008	DTHORNTON_AA	AA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000119	08/13/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000120	08/13/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000122	08/14/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000123	08/14/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000124	08/14/2008	TBASETTY_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000221	08/29/2008	ACPAT	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000244	09/02/2008	ALOYD_Z	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3100000258	09/02/2008	ALOYD_Z	SA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3100000281	09/03/2008	ALOYD_Z	SA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	3100000319	09/04/2008	ACPAT	SA	<input type="checkbox"/>	<input type="checkbox"/>
	3700000003	08/01/2008	ACPAT	CR	<input type="checkbox"/>	<input type="checkbox"/>

14. Click the **DocumentNo** field  .

 The system returns the message, **"Layout applied"**.

15. Click the **Choose** button  . The *Display Parked G/L Document XXXXCOP1 YYYY* screen displays.



## FBV3 Display Parked Document

### Display Parked G/L Document XXXX COP1 YYYY

The screenshot displays the SAP 'Display Parked G/L Document' interface for document 3100000281. The document is dated 09/03/2008 and is in USD. The amount information shows a total debit of 150.00 USD and a total credit of 150.00 USD. The table below lists two items:

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS element	Text
✓	532000	Operating sup	Debit	150.00	TRMN000002			
✓	141240	Maximo Inven	Credit	150.00				
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				

16. Click the **Cost center** field  .



Notice the fields are grayed out and cannot be changed.

17. Select **Change**  from the Document drop-down menu.



### FBV3 Display Parked Document

#### Edit Parked G/L Account Document XXXX COP1 YYYY

The screenshot shows the SAP interface for editing a parked G/L account document. The title bar reads "Edit Parked G/L Account Document 310000281 COP1 2009". The left sidebar shows a tree view with "Parked documents" selected. The main area is divided into "Basic data" and "Amount Information" sections. The "Basic data" section contains fields for Document Date (09/03/2008), Posting Date (09/03/2008), Document Number (3100000281), Reference, Doc. Header Text, Document Type (SA), and Company Code (COP1). The "Amount Information" section shows Total deb. (150.00 USD) and Total cred. (150.00 USD). Below these sections is a table with 2 items:

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Order	WBS element
✓	532000	Operating sup	Debit	150.00	TRM000002		
✓	141240	Maximo Inven	Credit	150.00			

18. Click the **Cost center** field  to edit that value if necessary.



**FBV3**

**Work Instruction**

## **FBV3 Display Parked Document**

### **Result**

You have created a new display layout, retrieved, and reviewed a parked G/L account document.