Work Instruction

Parked Document Display   **FBV3**

When to Use

Use this procedure to display an individual or list of parked financial documents, in order to verify the transaction amount, accounts used, and header information.

Steps

- Determine the document or selection criteria for the range of documents you wish to display.
- Display the document or list of documents.

Menu Path

Use the following menu path(s) to begin this transaction:

Accounting ➜ Financial Accounting ➜ Accounts Payable ➜ Document ➜ Parked Documents ➜ Display

OR

Accounting ➜ Financial Accounting ➜ General Ledger ➜ Document ➜ Parked Documents ➜ Display Document
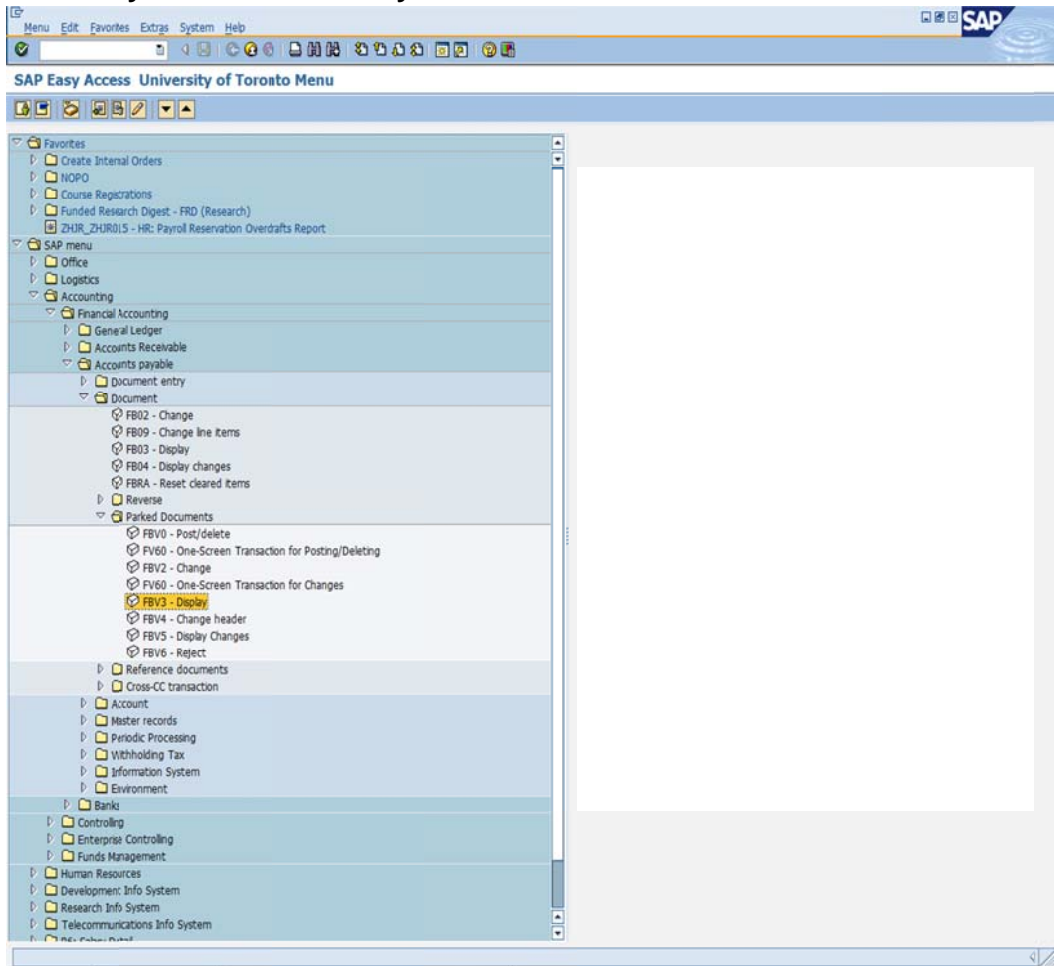
Transaction Code

FBV3

Helpful Hints

The list of parked documents procedure will retrieve a list of all parked documents that match the search criteria used. The more detailed the criteria, the more specific the results.
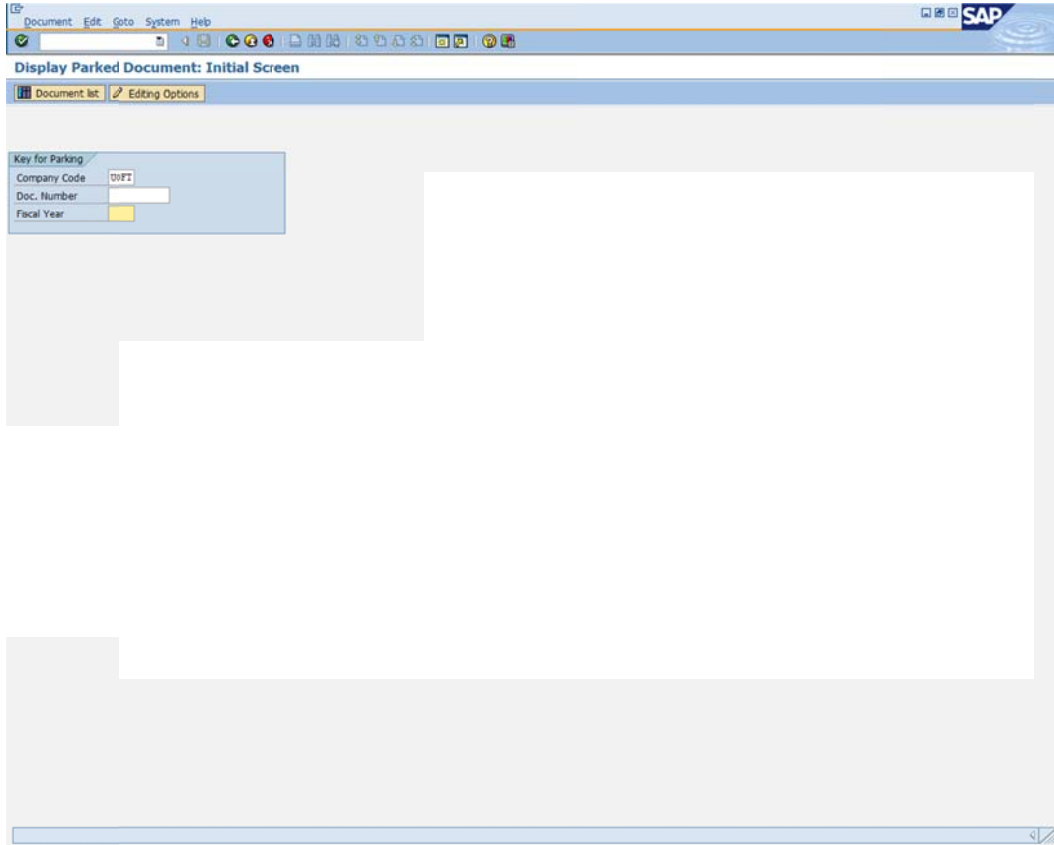
Detailed Procedure

1.   Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu

2.   Double-click **FBV3 - Display Parked Document** .

Display Parked Document: Initial Screen

3.   Display Options:

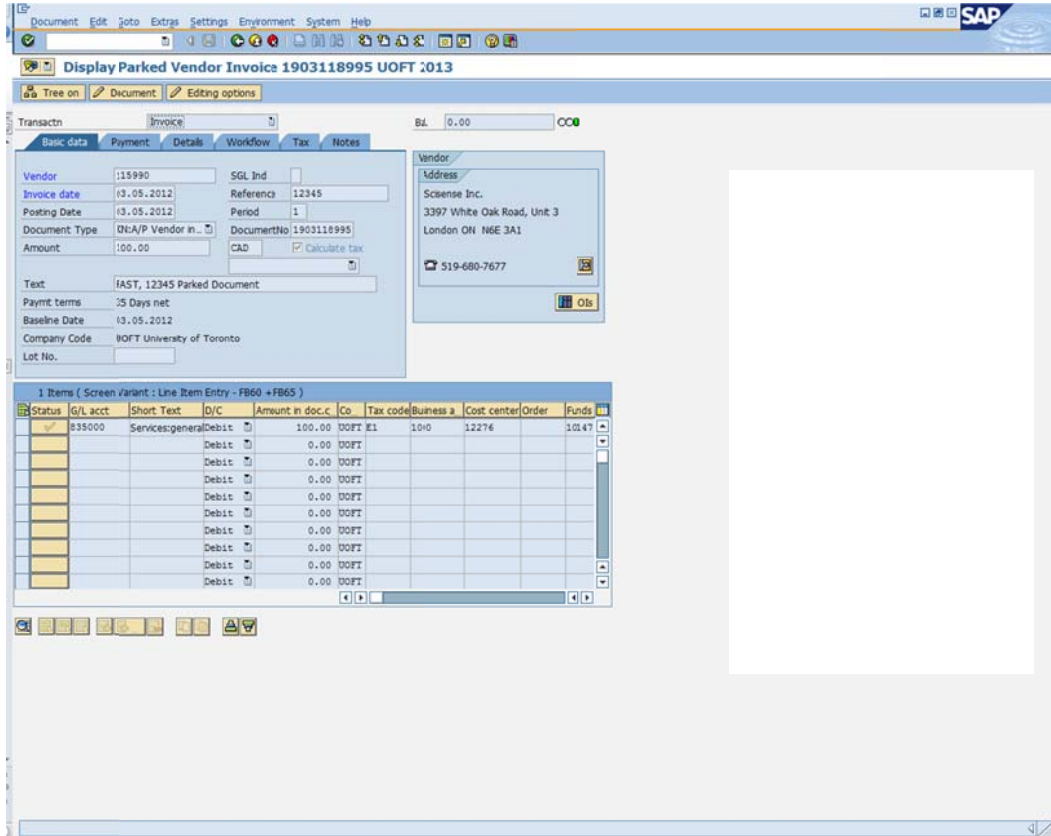| If You Want To	Go To
Display a single document.	Step **4**
Display a list of documents	Step **5**

Display a Single Document

4. Complete the following as required:

Field Name	Required/Optional/ Conditional	Description
Company Code	Required	Defaults to UofT. Change only if required.
Doc. Number	Required	AMS assigned number.
Fiscal Year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year). Leave blank to allow the system to retrieve the fiscal year.

Click to proceed to the *Display Parked Document* screen.

Display Parked Vendor Invoice

To perform Common Parked Document Functions go to step 9

Display a List of Parked Documents

5.　　Click 🟦 Document list .

List of Parked Documents

　For a selection screen variant, click 🔲 to choose an existing variant.

　Reference Guide: Screen Variants:
http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf .

6. **Ensure that at least one field from the *General Selections* section is entered for the search:**
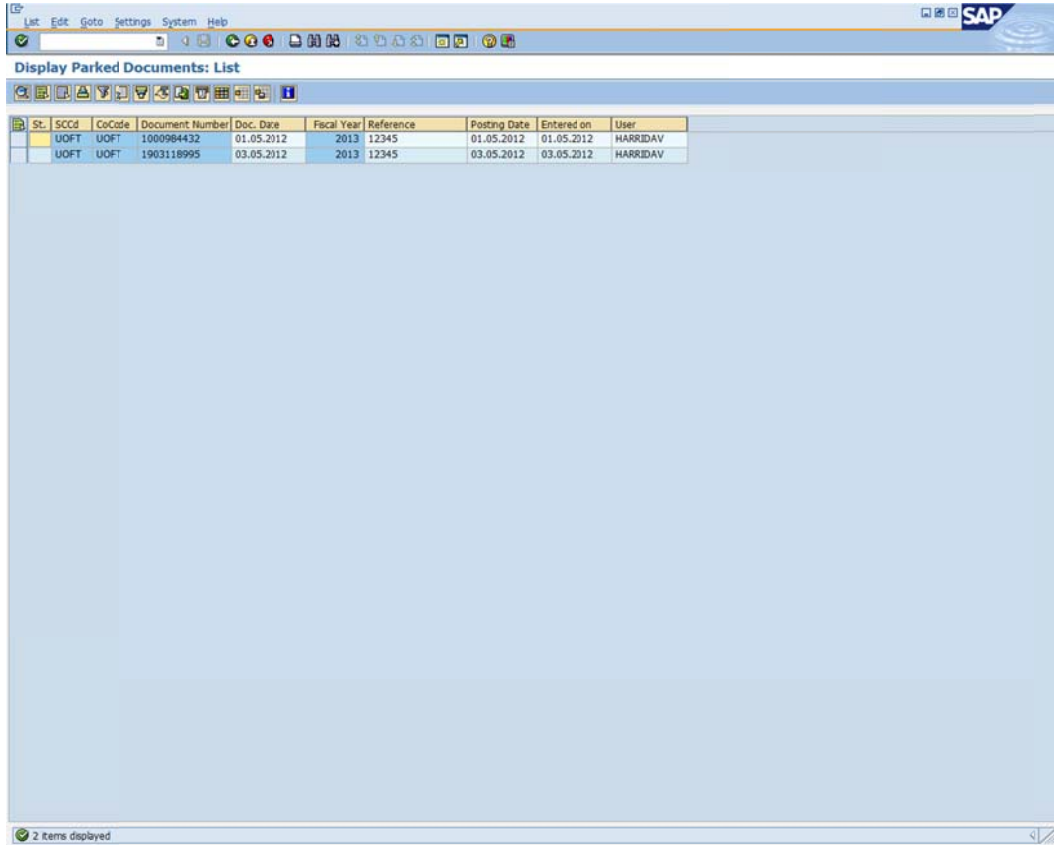
Field Name	Required/Optional/ Conditional	Description
Company code	Required	Defaults to UofT. Change only if required.
Document number	Optional	AMS assigned number.
Fiscal year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).
Posting date	Optional	Date the financial transaction is recorded.
Document date	Optional	Document creation date or Customer/Supplier date.
Document type	Optional	Document transaction indicator. It determines the document number ranges. More information on the document types and what they mean, see: http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/
Reference	Optional	Used to refer to source document or transaction description.
Document header text	Optional	Description of transaction.
Entered by	Optional	AMS USERID. Userid of person that parked the document.

The more detailed the criteria, the more specific the results.

7. Click 🔍 to retrieve the Document List.

Display Parked Documents: List
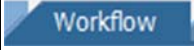
8. To display a single document, double click the document number.

Commonly Used Parked Document Functions

9.   Perform one of the following:

If You Want To	Then	Additional Instructions
Review the document workflow.	Click **Workflow** OR Click **Document Header**	Entry Data Transaction FV60 Enter.by GARNEHEV Entered on 30.04.2012 Entered at 11:09:28 Changed on 09.05.2012 Completed by ☐ Net entry
Review the changes to the document	From the menu, select **Environment ➔ Changes.**	Click **All changes** to review complete details of changes made to the document.
To switch to the change parked document transaction	From the menu select **Document ➔ Change.**	See reference guide for Parked Document: Edit, Post or Delete: http://finance.utoronto.ca/wp-content/uploads/2015/11/Parked-Document-Edit-Post-Delete-Converted.pdf

Resource Information:

Contact your FAST team representative for additional assistance
http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

Reference Guides:

Held Document Retrieve and Post:

http://finance.utoronto.ca/wp-content/uploads/2016/02/Held-Document-Retrieve-and-Post_Feb2016.pdf

Parked Document: Edit, Post or Delete:

http://finance.utoronto.ca/wp-content/uploads/2015/11/Parked-Document-Edit-Post-Delete-Converted.pdf