

**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**

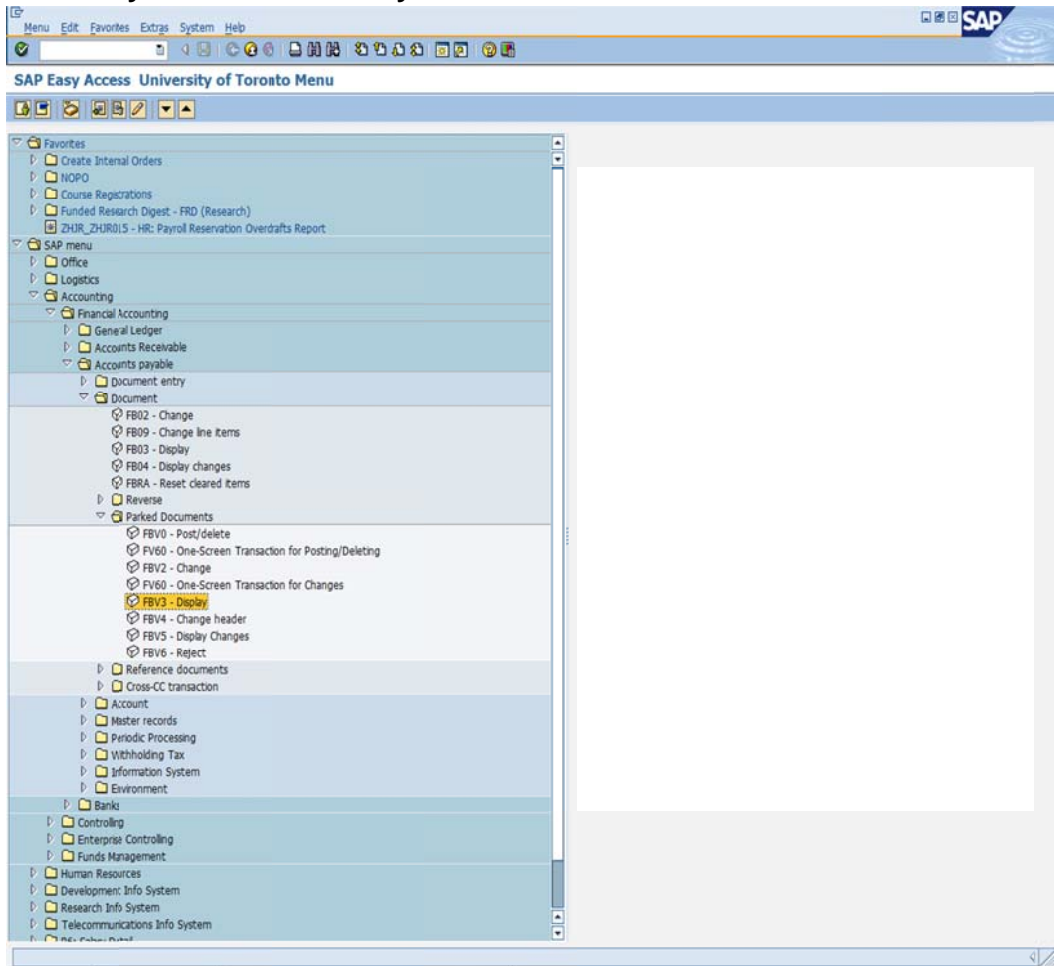
**Helpful Hints**

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

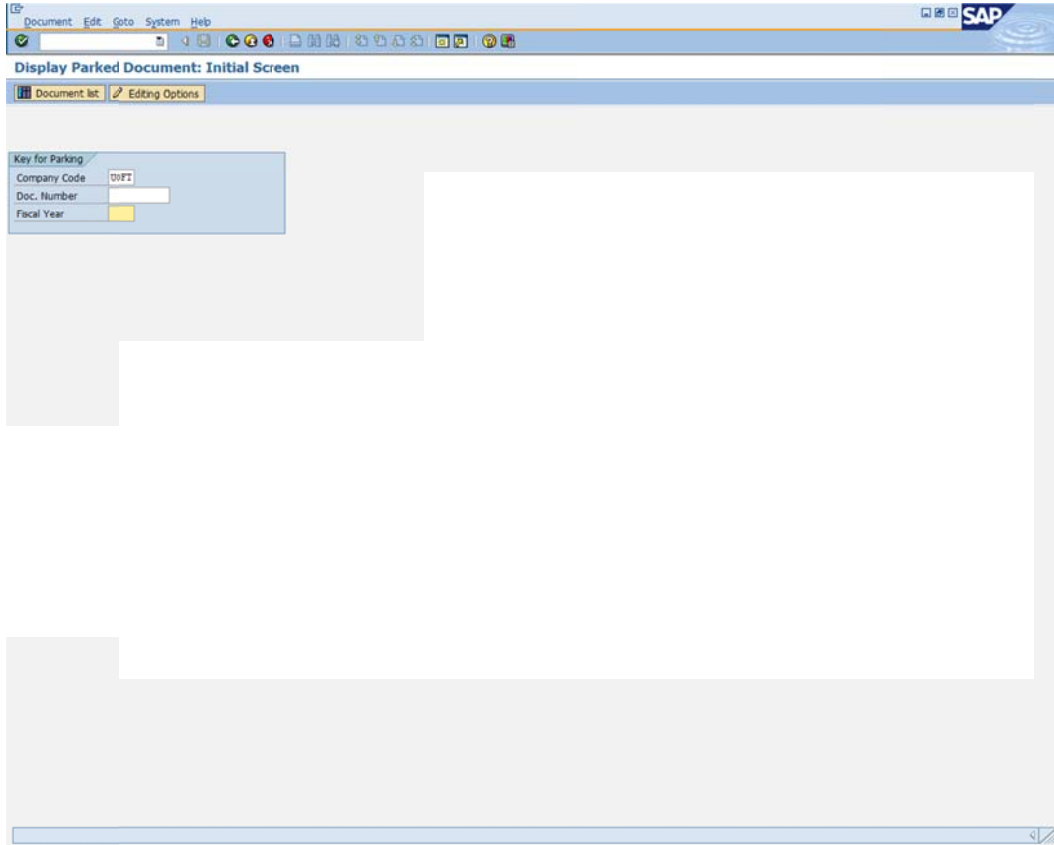
1. Start the transaction using the menu path or transaction code.

### 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.	<a href="#">Step 4</a>
Display a list of documents	<a href="#">Step 5</a>

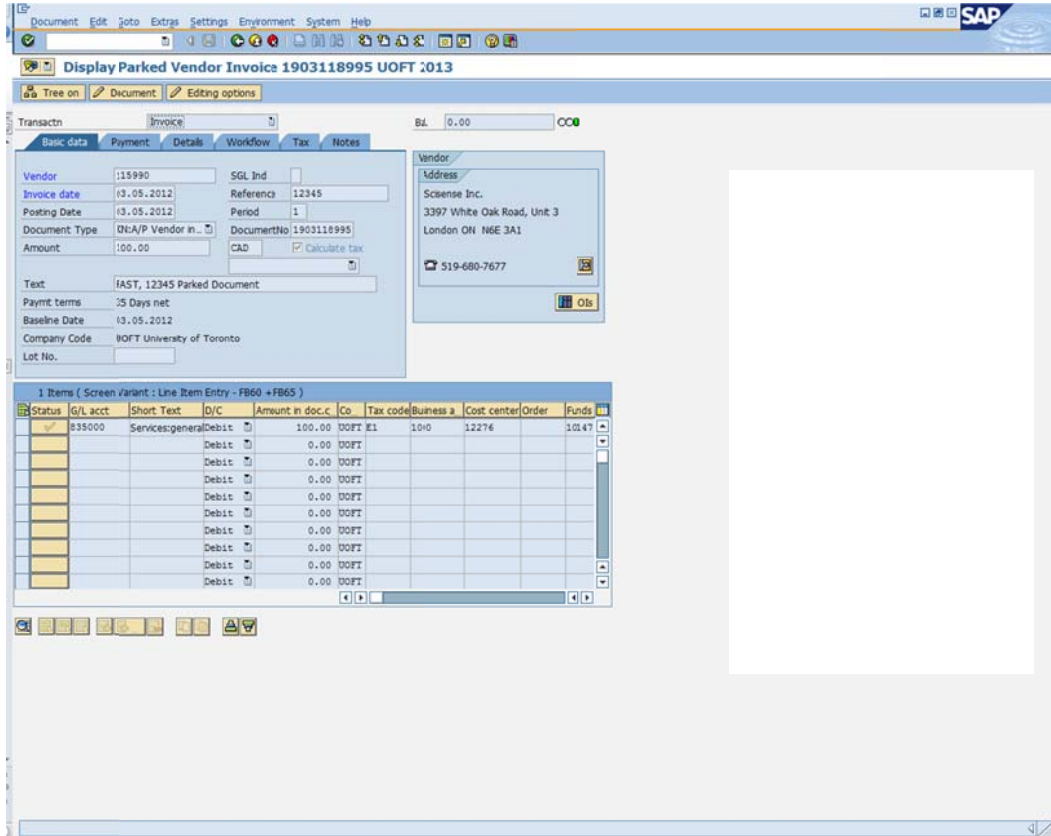
## Display a Single Document

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	<p>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).</p>  <p>Leave blank to allow the system to retrieve the fiscal year.</p>

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

## Display Parked Vendor Invoice



The screenshot shows the SAP 'Display Parked Vendor Invoice' interface for document 1903118995. The main window is titled 'Display Parked Vendor Invoice 1903118995 UOFT :013'. It features a menu bar with options like 'Document', 'Edit', 'Go to', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu, there are tabs for 'Basic data', 'Payment', 'Details', 'Workflow', 'Tax', and 'Notes'. The 'Basic data' tab is active, showing fields for Vendor (115990), Invoice date (03.05.2012), Posting Date (03.05.2012), Document Type (U&A/P Vendor in...), Amount (100.00), SGL Ind, Reference (12345), Period (1), Document No (1903118995), and CAD. A 'Calculate tax' checkbox is checked. The 'Vendor' section shows 'Scense Inc.' with address '3397 White Oak Road, Unit 3, London ON N6E 3A1' and phone '519-680-7677'. The 'Text' field contains 'FAST, 12345 Parked Document' and 'Paymt terms 35 Days net'. The 'Baseline Date' is 03.05.2012 and the 'Company Code' is UOFT University of Toronto. Below the form is a table with 1 item:

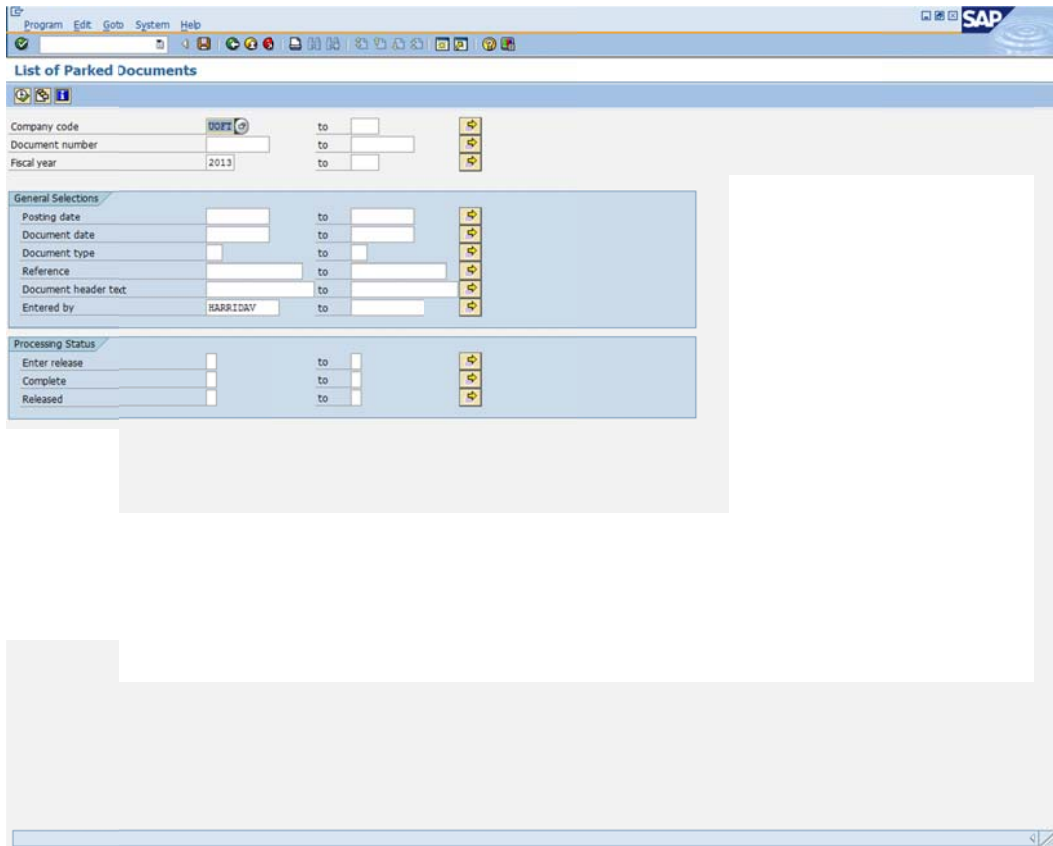
Status	G/L acct	Short Text	D/C	Amount in doc.c	Co.	Tax code	Business a	Cost center	Order	Funds
	835000	Services:general	Debit	100.00	DOFT E1	1010	12276			10147
			Debit	0.00	DOFT					
			Debit	0.00	DOFT					
			Debit	0.00	DOFT					
			Debit	0.00	DOFT					
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			Debit	0.00	DOFT					

To perform Common Parked Document Functions go to step 9

## Display a List of Parked Documents

5. Click  **Document list** .

### List of Parked Documents



The screenshot displays the SAP 'List of Parked Documents' screen. It features a search interface with the following fields and options:

- Company code:** DOPT (with a selection icon) to [ ]
- Document number:** [ ] to [ ]
- Fiscal year:** 2013 to [ ]
- General Selections:**
  - Posting date: [ ] to [ ]
  - Document date: [ ] to [ ]
  - Document type: [ ] to [ ]
  - Reference: [ ] to [ ]
  - Document header text: [ ] to [ ]
  - Entered by: HARRIDAY to [ ]
- Processing Status:**
  - Enter release: [ ] to [ ]
  - Complete: [ ] to [ ]
  - Released: [ ] to [ ]




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:

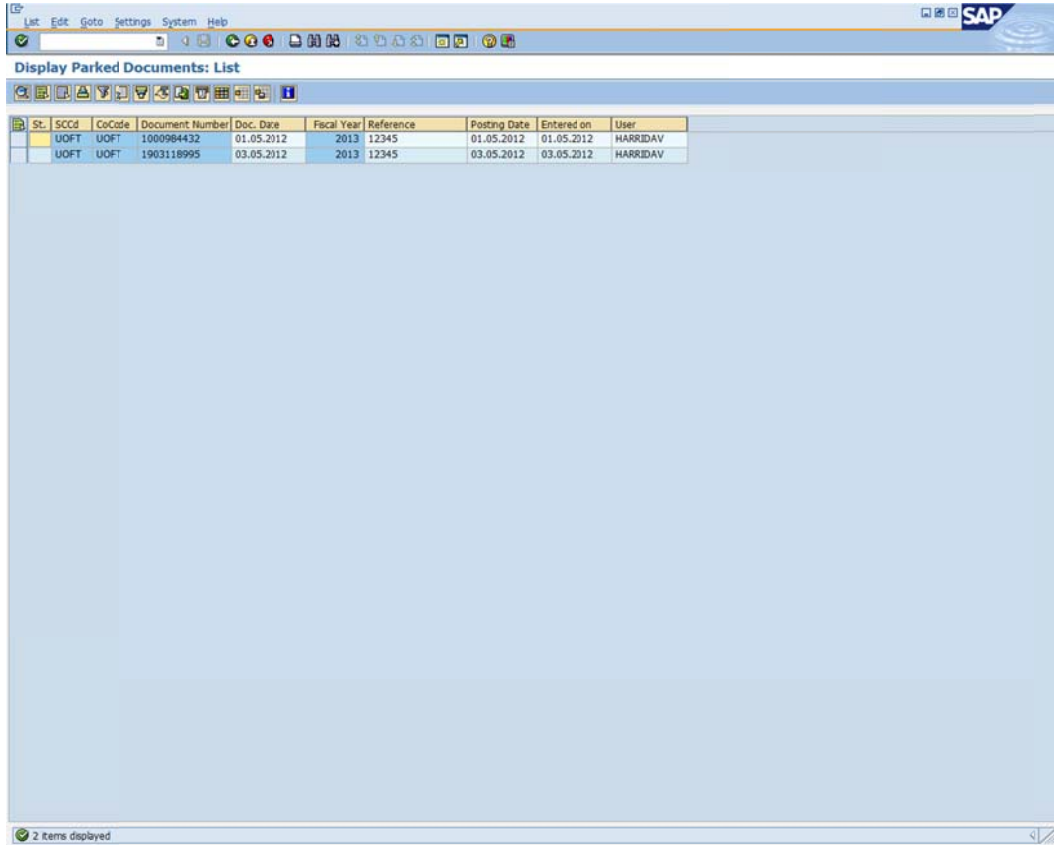
Field Name	Required/Optional/Conditional	Description
Company code	Required	Defaults to UofT. Change only if required.
Document number	Optional	AMS assigned number.
Fiscal year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at 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: <a href="http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/">http://finance.utoronto.ca/faqs/procntl-entries-and-document-types/</a>
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



The screenshot shows the SAP 'Display Parked Documents: List' window. It features a menu bar (List, Edit, Goto, Settings, System, Help), a toolbar with various icons, and a table with the following data:

St.	SCCd	CoCode	Document Number	Doc. Date	Fiscal Year	Reference	Posting Date	Entered on	User
	UOFT	UOFT	1000984432	01.05.2012	2013	12345	01.05.2012	01.05.2012	HARRIDAV
	UOFT	UOFT	1903118995	03.05.2012	2013	12345	03.05.2012	03.05.2012	HARRIDAV

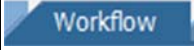



At the bottom left of the window, it indicates '2 items displayed'.

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  OR Click 	 Entry Data Transaction FV60 Enter.by GARNEHEV Entered on 30.04.2012 Entered at 11:09:28 Changed on 09.05.2012 Completed by <input type="checkbox"/> Net entry
Review the changes to the document	From the menu, select <b>Environment</b> → <b>Changes</b> .	Click  to review complete details of changes made to the document.
To switch to the change parked document transaction	From the menu select <b>Document</b> → <b>Change</b> .	See reference guide for Parked Document: Edit, Post or Delete: <a href="http://finance.utoronto.ca/wp-content/uploads/2015/11/Parked-Documents-Edit-Post-Delete-Converted.pdf">http://finance.utoronto.ca/wp-content/uploads/2015/11/Parked-Documents-Edit-Post-Delete-Converted.pdf</a>

### 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-Documents-Retrieve-and-Post-Feb2016.pdf>

Parked Document: Edit, Post or Delete:

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