Quick Reference Card - Basic FBV3 Display Parked Document



Process: When a FI parked document needs to be viewed, FBV3 is used to view it.	
Role: General User	Frequency: When Needed
BEGINNING	
Does a FI parked document need to be viewed?	Yes
Enter the transaction code	FBV3
DISPLAY PARKED DOCUMENT: INITIAL SCREEN	
Company Code	UKOO
Fiscal Year	Enter the fiscal year of the document
Doc. Number (Document Number)	Enter the document number or use the Document List button to search
DOCUMENT LIST BUTTON	
Company Code	UKOO
Fiscal Year	Enter the fiscal year of the document
Posting Date	Enter the posting date, if known
Document Date	Enter the document date, if known
Document Type	Enter the document type, if known. SA for Journal Voucher (IDIV) KR for Vendor Invoice (DAV) YY for ProCard
Reference	Enter the reference, if known
Document Header Text	Enter the document header text, if known
Entered by	Enter the User ID of the person who entered the document, if known
Click on the Execute icon to search	¢
DISPLAY PARKED DOCUMENTS: LIST (if Document List search used)	
Double-click on the Document number	Display Parked Documents: List Image: Ima

The following tools to help you are on the myHelp website.

Course Material

Transaction Procedures
Transaction Simulations
Online Feedback Form

Quick Reference Card - Basic FBV3 Display Parked Document Integrated Re Information System **DISPLAY PARKED DOCUMENT** Displays document data, amount information, and line item details **BASIC DATA TAB** Basic data Workflow Details Document Date 09/21/2005 Currency USD Provides: document date, posting date, 09/21/2005 Posting Date currency, document number, reference, Document Number 100000059 document header text, and company code Reference GA. Doc.Header Text Office Build-out Company Code UK00 University of Kentucky Lexington **DETAILS TAB** Basic data 🖉 Workflow Details Company Code UK00 University of Kentucky Lexington Exchange rate Provides company code, exchange rate (if Translation dte 09/21/2005 applicable), and translation date Trading Part.BA È Calculate tax WORKFLOW TAB Basic data 🖌 Details 🖊 Workflow Provides entry data: transaction code, Entry Data / Workflow Control 🗸 entered by, created on (date), created on EV50 Transaction Code Release necessary (time), changed on, completed by, and MISSY Enter.by Document complete Created on 09/21/2005 Released workflow control (release necessary, Created on 19:44:54 document complete, released, approval Changed on Approval path Completed by MISSY Release levels 0 path, and release levels)

The following tools to help you are on the myHelp website. Course Material
Transaction Procedures
Transaction Simulations
Online Feedback Form
http://myhelp.uky.edu/