

FBV3 - Display Parked Document

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message

2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

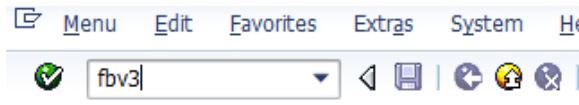
STEP 1

Use transaction code:

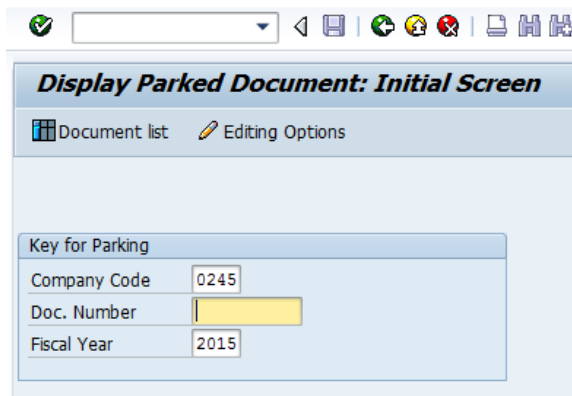


FBV3 - Display Parked Document: Initial Screen

Enter the transaction in the SAP command field:



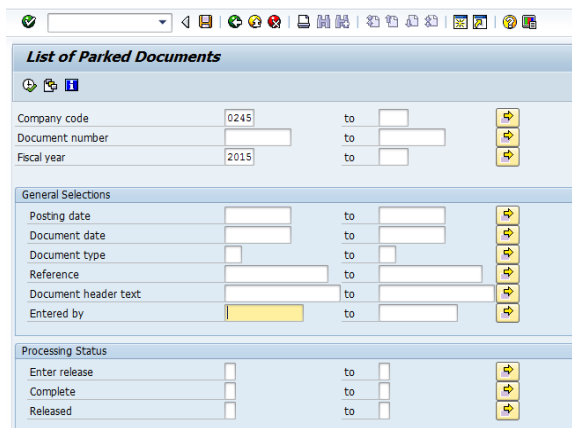
Next screen opens:



STEP 2

Get the list of parked documents

Click on "Document list".
You get the next screen:



 **For park document creator:** Enter the company code and the fiscal year and click on 
For Finance Operations: Enter the company, the fiscal year and put an "X" on processing status "Complete".

Processing Status		
Enter release	☐	to ☐
Complete	☒	to ☐
Released	☐	to ☐

You will have only the documents ready to treatment by Finance Operations.

Do "ENTER" or  and you get the next screen:

											
Display Parked Documents: List											
        											
	St.	SCCd	CoCd	Document	Fiscal Yr	Document Header Text	T	Doc. Date	Posting Date	Cp	Entered on
	0245	0245	5010016137	2015			S1	13.10.2015	13.10.2015	☒	13.10.2015

Now you are able to see all the documents parked by your selection criteria.