

How to review Journal Entry workflow – SAP Transaction Code FBV3

Display Parked Document: Initial Screen 4

Menu ◀ Back Exit Cancel System Document list Editing Options

1 Key for Parking

Company Code TRBU 2

Doc. Number

3 Fiscal Year

List of Parked Documents 4b

Menu ◀ Save as Variant... Back Exit Cancel System Execute Get Variant... Program Documentation

Company code TRBU to ⇄

Document number to ⇄

Fiscal year 2015 to ⇄

4a

General Selections

Posting date to ⇄

Document date to ⇄

Document type to ⇄

Reference to ⇄

Document header text

Entered by IGUILLER

Processing Status

Enter release


Complete

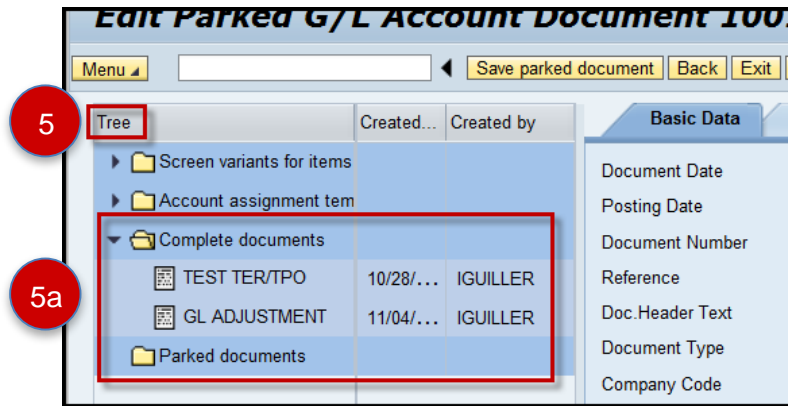
Released

Change Parked Documents: List 4c

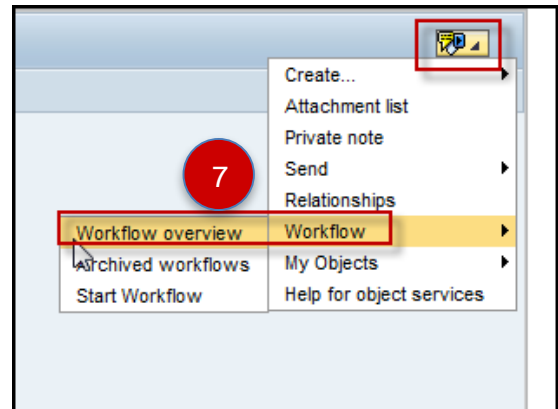
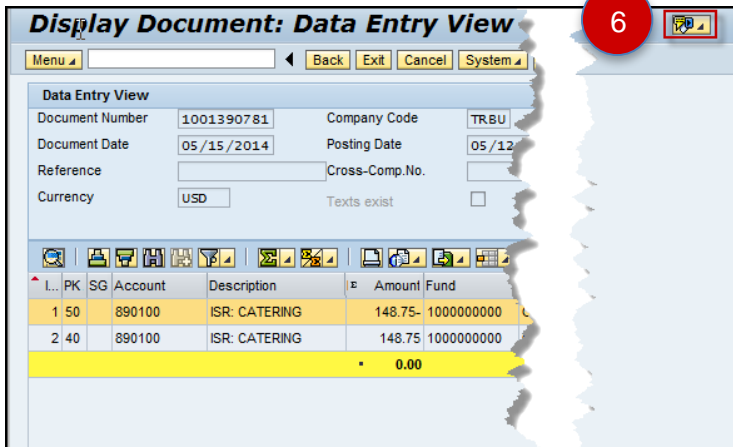
Menu ◀ Back Exit Cancel System Choose Select All Deselect All Sort in

Document Num...	Document Header Text	Doc. Date	Changed on	Last changed by	Cp
1001390780	testing TER/TPO	10/28/2014		IGUILLER	<input checked="" type="checkbox"/>
1001390781	name that makes sense	10/27/2014		IGUILLER	<input checked="" type="checkbox"/>

Use this method if FI document number is known; Steps 1 through 3			
1	Company Code	<i>Required</i>	Enter TRBU – once entered Company Code defaults to TRBU
2	Doc Number	<i>Required</i>	Enter SAP Journal Entry document number – FI Document At times system will default to last FI document used
3	Fiscal Year	<i>Optional/Required</i>	Enter Fiscal Year that journal entry was created in
Or			
Use this method to search for FI document number; document number is not known			
4	Document list	<i>Optional</i>	 If document number is unknown, Click on Document list Button to search for a FI document number.
4a	List of Parked Documents	<i>Optional/Required</i>	Enter search criteria's – For best results narrow your criteria selection. - Single and multiple data search is available
4b	Execute	<i>Optional/Required</i>	Click on the Execute Button to run a real time report listing.
4c	Hit Enter Key to display list of document & results will display on a new window.		



Use this method to access your parked or completed documents via Tree functionality			
5	Tree on	Optional	To access your Parked or Completed document folder, Click on Tree on Button. - Tree functionality is available through transaction code FBV3, FBV2 and FV50
5a	Parked & Completed Folders	Optional	Select the FI document number to display entry
Highlight and select document to view then hit Enter Key to display journal document			



6	Click the Services for Object button.
7	Select Workflow and click on Workflow Overview



Information

Click [here](#) for additional information on Journal Entry Workflow process.

Click [here](#) for additional information on JV Upload Workflow process.

Journal entry 1000013554 has NOT posted.	Completed	mail sent	10/20/2011 - 10:19:57	BUworks at Boston University
Get Agent E-Mails	Completed	executed	10/20/2011 - 10:19:57	BUworks at Boston University
Journal entry 1000013554 has NOT posted.	Completed	mail sent	10/20/2011 - 10:19:57	BUworks at Boston University
Journal Entry - Get FI Department Approvers	Completed	executed	10/20/2011 - 10:19:58	BUworks at Boston University
Journal Entry 1000013554 Ready for DEPT Review (Funds Center 1202200000)	Completed	Approved	10/20/2011 - 10:19:58	ADAM KRUEGER
Journal Entry 1000013554 Ready for PAFO Review (Funds Center 1202200000)	Ready		10/26/2011 11:17:11	Information...

- 8** Scroll to the final entry displayed, click the link displayed in the Agent column.
- 9** The screen below displays the Recipients of the Journal Entry. The mail-box to the right of the list displays the additional information on the user.

✉ Recipients: Journal Entry 1000013554 Ready for PAFO

TS 90000123 Journal Entry Ready for PAFO Review

<input type="checkbox"/>	US AHORNER	ANDREW HORNER
<input type="checkbox"/>	US CGEROME	CRAIG GEROME
<input type="checkbox"/>	US CGREENO	CHRISTINA GRIEVES
<input type="checkbox"/>	US HANTING	HAN-TING CHUANG
<input type="checkbox"/>	US KLGREENE	KAREN GREENE
<input type="checkbox"/>	US KPANTALE	KATHLEEN PANTALEON
<input type="checkbox"/>	US KSACCA	KRISTIN SACCA
<input type="checkbox"/>	US LDAVIS	LINDA DAVIS
<input type="checkbox"/>	US MAUROMAL	MAUREEN O'MALLEY
<input type="checkbox"/>	US MCALLA	Peggy CALLA
<input type="checkbox"/>	US MHTRIEU	MICHAEL TRIEU
<input type="checkbox"/>	US MUDILLON	MAUREEN DILLON
<input type="checkbox"/>	US PROKORYM	JASON PROKORYM
<input type="checkbox"/>	US QSZHANG	QING ZHANG
<input type="checkbox"/>	US SDS	SHELLY STEWARDSON
<input type="checkbox"/>	US SMANKIEW	SUSIE MANKIEWICZ