How to review Journal Entry workflow – SAP Transaction Code FBV3


	Use this method if FI document number is known; Steps 1 through 3		
1	**Company Code**	*Required*	Enter **TRBU** – once entered Company Code defaults to **TRBU**
2	**Doc Number**	*Required*	Enter SAP Journal Entry document number – FI Document. At times system will default to last FI document used
3	**Fiscal Year**	*Optional/Required*	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**	*Optional*	If document number is unknown, Click on **Document list** Button to search for a FI document number.
4a	**List of Parked Documents**	*Optional/Required*	Enter search criteria's – For best results narrow your criteria selection. - Single and multiple data search is available
4b	**Execute**	Optional/Required	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.
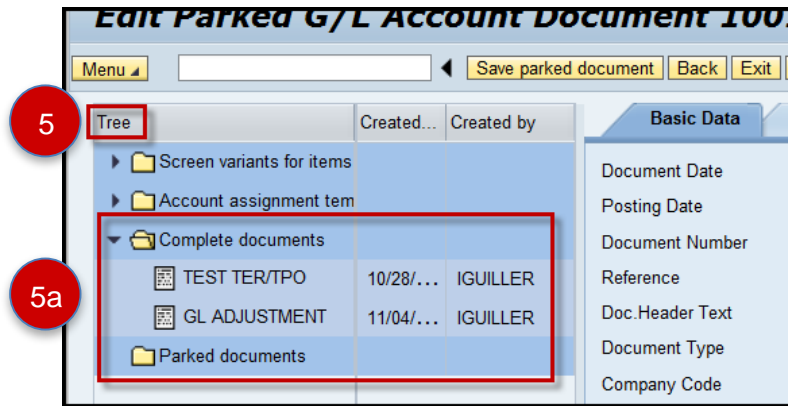
Use this method to access your parked or completed documents via Tree functionality			
5	**Tree on**	*Optional*	⚡ To access your **Parked** or **Completed** document folder, Click on Tree on Button. - Tree functionality is available through transaction code FBV3, FBV2 and FV50
5a	**Parked & Completed Folders**	*Optional*	Select the FI document number to display entry
Highlight and select document to view then hit **Enter** Key to display journal document			
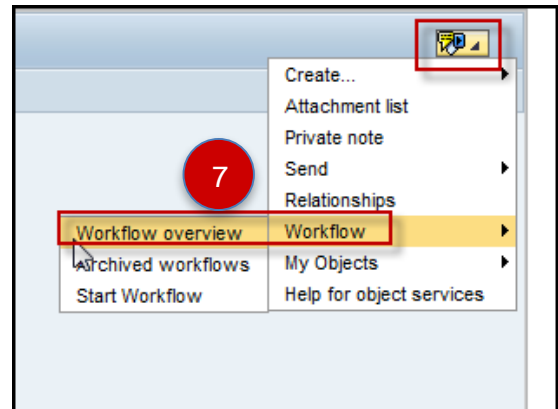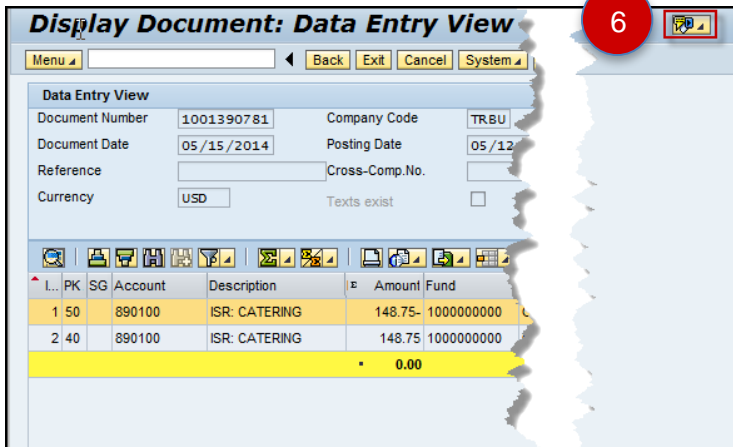
6	Click the **Services for Object** 🔳 button.
7	Select **Workflow** and click on **Workflow Overview**

ℹ️ **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		10/26/2 11:17:1	Information...

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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

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