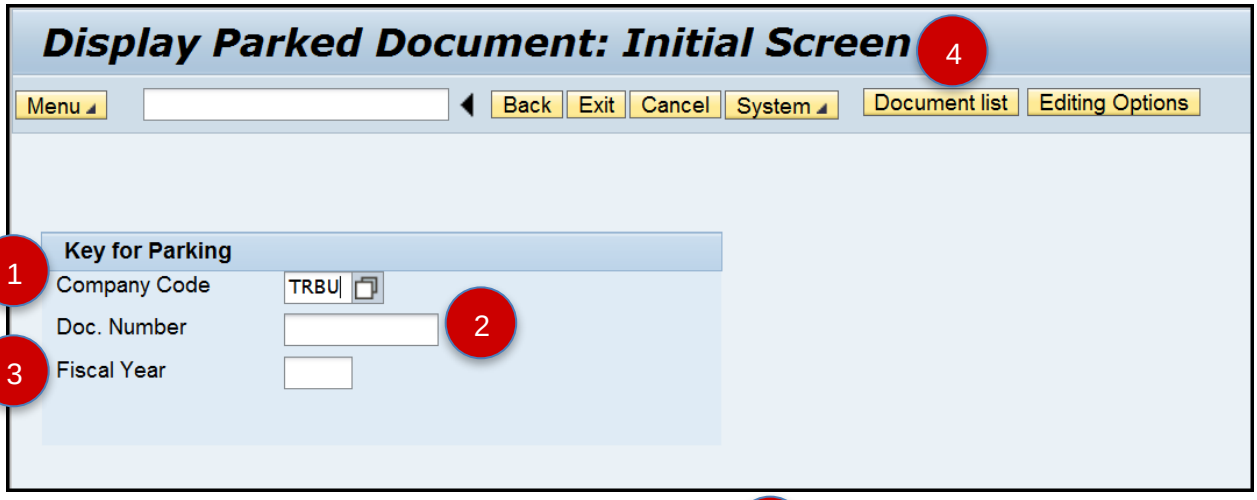
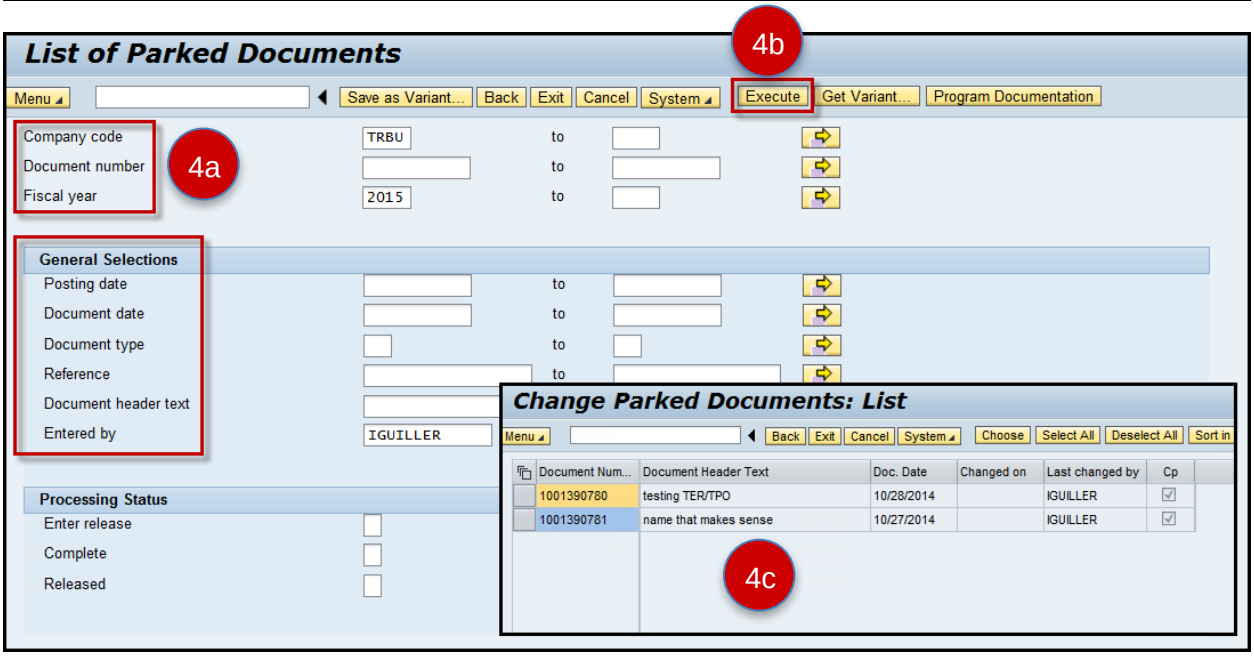
How to Display a JV Upload File Entry using Transaction Code FBV3





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.		

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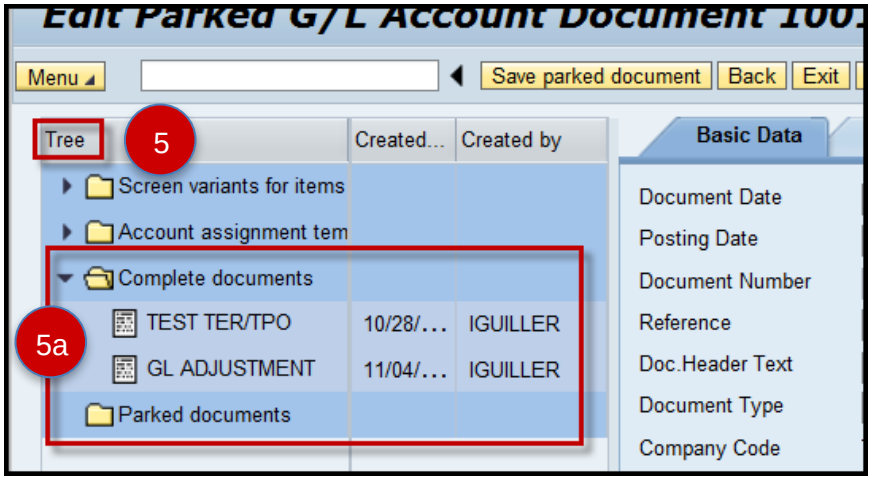
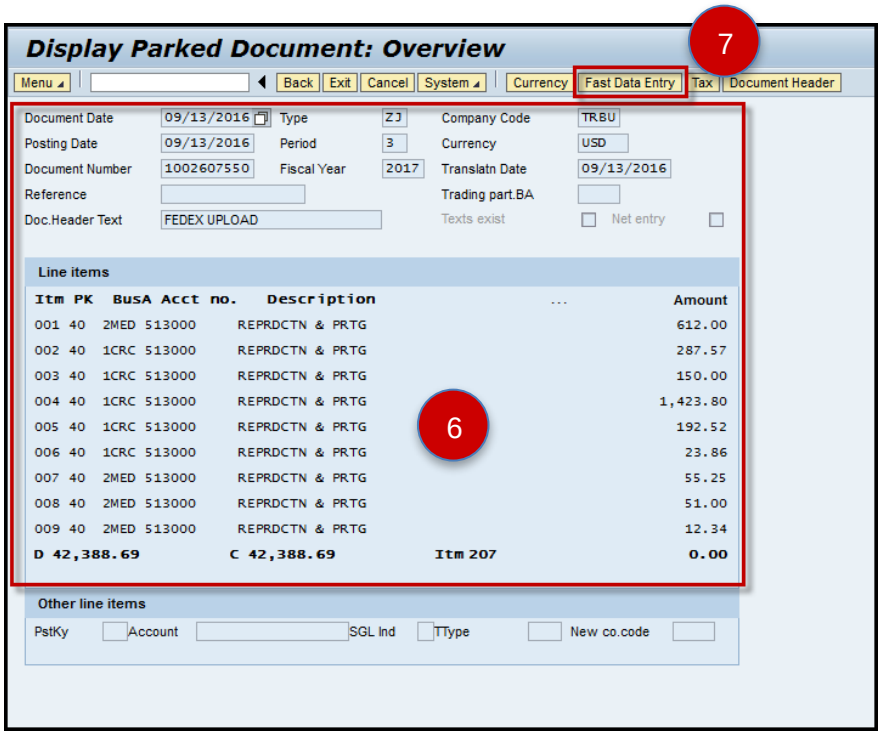


Use this method to access your parked or completed documents via Tree functionality			
5	**Tree on**	*Optional*	To access your **Parked** or **Completed** document folder, Click on Tree on Button. - Tree functionality is available through transaction code **FBV3**, **FBV2** and **FV50**
5a	**Parked & 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	Document entries display – JV upload file header, first nine line Item entries and debit and credit total amounts are displayed.		
7	**Fast Data Entry button**	*Optional*	Click here to display additional JV upload line item entries

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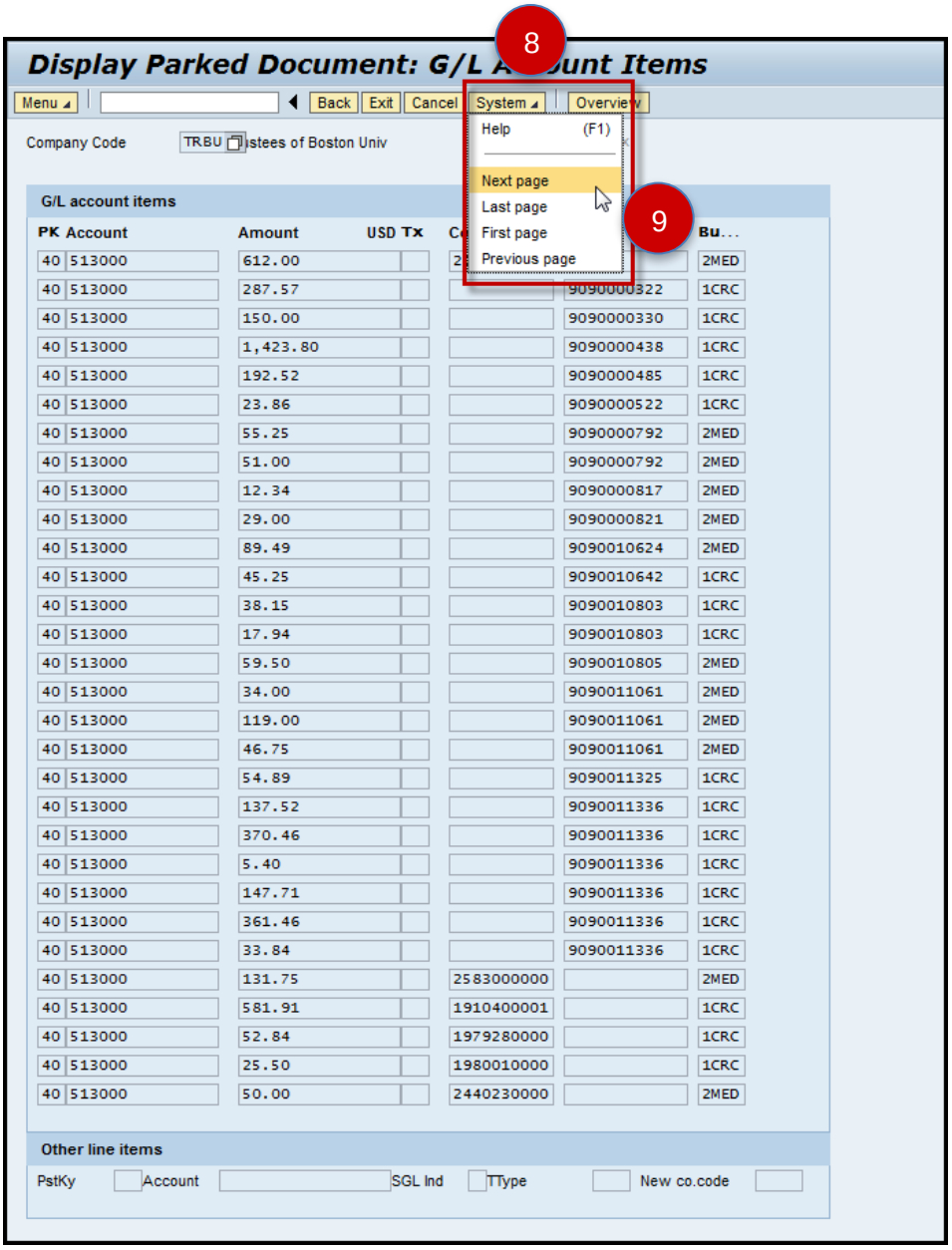

Results: New window displaying additional JV upload file line item entries.			
8	**System button**	*Optional*	Click here to access navigation options to additional JV upload line items.
9	**Next Page** **Last Page** **First Page** **Previous Page**	*Optional*	Click on available navigation options to display "your department's" Cost Object line item view.

You have successfully displayed JV upload line item entries using Fast Data Entry navigation options.

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