Display a Parked Document (Individual or via List)

There are many ways to display a parked document in SAP. One way is to use the Display Parked Document transaction as covered in this section. In addition, initiators and approvers can easily display the parked document from their JV Workflow Outbox or Inbox, by clicking on the Parked Document ####### link once a completed document is highlighted on the work list.

This section of the Guide covers using the Display Parked Document transaction, which can be used to view **parked documents (those on hold) and / or completed documents** (those in the JV Workflow approval process) **BEFORE the documents have been fully approved and posted** to the SAP General Ledger and financial reports. Documents that are completed documents and still in the JV Workflow approval process (i.e., have not been fully approved) are still considered as a “parked document” in SAP.

Once posted, documents can still be displayed using the Parked documents menu path, but a message will indicate that this is now a posted “accounting document”, instead of a “preliminarily posted” one.

A parked or completed document can be displayed either individually or by using the **Document list** button on the initial screen. An individual parked document can be displayed by entering a known document number, fiscal year, and company code. If the document number is unknown, a list can be generated based on specific criteria and an individual parked document can be chosen from that list of parked documents. Both methods are covered in this section.

The Document list feature of this Display Park Document transaction is a handy tool for tracking parked and/or completed documents in SAP, whether your role is to initiate or review / approve documents.

While displaying the parked document, if any files are attached, those files can be opened and viewed as well.
SAP – Journal Entry Basics

Display a Parked Document - FBV3

Via User Menu: Financials → Financial Documents → Display Parked Document

On the Display Parked Document: Initial Screen:

1. Enter the **Company Code** for the parked document.
2. Enter the **Document number** for the parked document.
3. Enter the **Fiscal year** for the parked document.
4. Click on the **Enter** button or press **Enter** to display the Display Parked Document: Overview screen.
5. Proceed to **step 16**.

If the Document number is unknown (Document list):

6. Click on the **Document list** button (F5) to display the *List of Parked Documents* screen.

If the Document number is known:

1. Use **Steps 6-13** if document number is NOT known.
2. Use **Steps 1-5** if the document number is known.
On the *List of Parked Documents* initial screen:

- **Company code**
- **Fiscal year**
- **Document type** (SA, ZJ, or ZB)
- **Posting date**
- **Document date**
- **Reference number**

**Note:** *All fields on the Document List screen are optional.* Each field narrows the list from all SAP documents to those matching the fields specified.

7. Enter the **Company code** for the parked document.

8. Enter the **Fiscal year** for the parked document.

9. Enter the **Document type** (SA, ZJ, or ZB) for the parked document.

10. To narrow the search, enter other fields outlined below:
    - **Posting date**: to search for all documents based on the posting date that was entered on the Document Header when the document was initiated (or that falls within a range of posting dates).
    - **Document date**: to search for all documents based on the Document date that was entered on the Document Header when the document was initiated (or that falls within a range of posting dates).
    - **Reference number**: to search for all documents with a certain reference number (i.e., Assigned JV number).
11. Leave your defaulted SAP User ID in the Entered by field to view only parked and/or completed documents that you created.

*Note:* Those reviewing and approving can also use this transaction and enter the SAP User ID for those initiating documents to display those documents as well. Use the [Multiple Selection] button to enter more than one SAP User ID if needed.

12. In the Processing Status section, choose one of the following options to view a list of parked and/or completed documents that have not yet posted to the General Ledger:

- To view a combined list of all parked documents (those completed and those not), do not enter a value in the Completed field (leave blank). This list now includes a Document Complete column which will indicate if a parked document has been completed with an X mark.

- To view a list of only parked documents that have been completed, enter an X in the Completed field (use [Drop-down] button if needed).

- To view a list of parked documents that have NOT been completed, click on the [Multiple Selections] button for the Completed field (to far right of field), click on the [Single vals tab shaded in RED], and enter an X in the first field to exclude all Completed Documents from the list, and click on the [Execute] button (bottom of the box).

13. Click on the [Execute] button (F8) to display the Display Parked Documents: List screen (example shown next page).
Display a Parked Document (cont.)

On the resulting *Display Parked Documents: List* screen:

14. Review the columns of data for each parked document found per the search criteria as follows (based on the standard layout):
   - The first few columns identify the document (*Company Code, Document Number, Document Type, etc.*)
   - The *User* column contains the SAP User ID of the person who initiated the document.
   - The *Reference* column contains the Assigned JV Number entered in the Document Header.
   - The *Entered on* column contains the date that the document was originated.
   - The *Document Complete* column contains a checkbox – a check indicates the document has been completed and is in the JV Workflow approval process and a blank indicates that the document is parked but has not been completed.

15. To display the parked document, double click on the desired *Doc. no.* or anywhere on that line.

17. Review the posted line items listed in the bottom portion of the screen.

18. Review the total of the debits and credits and the net of those totals (needs to equal 0.00 before document can be completed).

19. Review the Texts exist checkbox to see if a check indicates that more text is available (via the menu path: Extras → Text).
Display the Extra Text (Audit Documentation) in the Note Field

Note: The following steps are done from the **Display Parked Document: Overview** screen (not available in the “display as list” format for a Parked document). The text applies to all line items, can be displayed from any line item, and supplements the short text entered on individual line items. The text serves as audit documentation.

20. Follow the menu path to display the **Texts in Accounting Document** screen (shown below): Extra → Texts....

21. Double click on the Note line (or on the word Note) to display the **Display Note: [Company Code + Document number]**... screen (shown next page).
22. Review the documentation for the journal entry.

23. To print the text, click on the **Print** button (**Ctrl+P**), and follow printing steps outlined in the **Display Document** section of this Guide.

24. When done, click on the **Back** button (**F3**) to return to the **Texts in Accounting Document** screen.

25. Click on the **Continue** button (**Shift+F1**) to return to the **Display Parked Document: Overview** screen.
Choose a Better Layout of the Entire Document Including Line Item Text

Note: The following steps are done from the Display Parked Document: Overview screen. This function allows the parked document to display in the format of a posted document.

26. Follow the menu path: Goto → Display as list.

27. Review the header data and line items for each cost object, along with other details like the line item text (i.e., the layout of a posted document).

Note: Use the menu path Settings → Columns → Optimize Width to size columns and possibly fit the entire line item on one screen.

28. Use the Back button to return to the Display Parked Document: Overview screen when desired.
Display a Parked Document (cont.)

View Information in the Document Header such as Who Originated the Entry


30. Review data in the fields, such as:
   - Fields that display in the top section on the Overview of the document (Document Header Text, Reference, Dates, etc.)
   - The Entered by field = the SAP UserID of the person who originated (i.e., parked and/or completed) the document.
   - The Entered on and Entered at fields = the date and time the entry was either parked or completed originally.
   - The Doc. Complete field under Workflow Control = check in the box indicates if Document is complete and in the JV Workflow process (no check if parked and not complete).
31. Click on the Overview button to return to the Display Parked Document: Overview screen.

View an Overview of the Current JV Workflow Approval (for Completed Documents Only)

32. From the Display Parked Document: Overview screen, click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.

33. In the resulting drop-down list, click on the menu path Workflow → Workflow overview.

On the resulting Workflows for Current Context window:

34. Scroll down to view the current approvals needed and use the Information link to display who needs to approve the document.

35. When ready, click on the Continue button to close the window and return to the parked document.
Display a Parked Document (cont.)

Display any Files (Word, Excel, etc.) Attached to the Parked Document

36. Once in the parked document, click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.

37. In the resulting drop-down list, click on Attachment List.

38. In the Service: Attachment list window, double click on the attachment to open the file (MAC users – see below).

   Note: Attachments, which are a Windows application, will NOT launch on a MAC. MAC users must export the file to the MAC in order to open the file (click once on the attachment listed, click on the Export button, and choose a directory path and file name, then open the file).

39. When ready, close the file and click on the Continue button to exit the Service: Attachment list window.
View any Changes Made to the Parked Document, If Applicable

40. Follow the menu path: Environment → Changes.

On the Parked Document: Changed Fields screen, to view more details made to the document, if applicable:

Note: The Parked Document: Changed Fields screen, shown above, contains a list of all of the fields that were changed on a document. (If a dollar amount was changed, both the Amount and Amt in loc. Cur. Field will be listed.) This list does not provide other details about the changes. However, there are several options that are available to see more details about the changes as outlined in the next pages.
Display a Parked Document (cont.)

41. **Double click** on a field (e.g. Amount, Document Header Text, etc.) to display the *Parked Document: Overview* (shown below) with more details as follows:

- Review the list of changes for that field (i.e., in this example the amount was changed on two line items from 5000.00 to 500.00 in this parked document).

- **Double click on a line item** to view the details of that change, including the SAP User ID of the person who made the change (shown below).

- Click on the **X** to close the window when done.

- To return to the list of changed fields, click on the **Changed fields** button or use the **Back** button.
42. From the **Parked Document: Changed Fields** screen, click on the **All Changes** button to view a summary of all the changed fields for that document as follows:

- Review the changes outlined on the Parked Document: Overview screen (above), including New and Old values for that particular field that was changed.

  *Note:* If a dollar amount was changed, both the Amount and Amt in loc. Cur. Field will be listed for each line item that was changed. Amounts can only be changed before a document is posted.

- **Double click on a line item** to view the details of that change, including the SAP User ID of the person who made the change.

  When done, click on the X in the upper right to close the window.

- Click on the X (in the upper right) to close the window.

- To return to the list of changed fields, click on the **Back** button or the **Changed fields** button.
Display a Parked Document (cont.)

View More Details on a Specific Line Item of the Parked Document

Note: The function outlined below is another way to view the details of a line item, such as the line item text, from the Display Parked Document: Overview screen. A better alternative is to use the menu path provided earlier in this section: Goto → Display as list.

On the Display Parked Document: Overview screen:

43. Double click on a line item to display the Display Parked Document: Display G/L Account Item screen (shown next page).
44. Review the details of the line item selected, such as the cost object (cost center, WBS Element, Profit Center) charged or the line item text.

45. Use the Next item (Shift+F7) or Previous item (Shift+F6) buttons to scroll through the other detailed line item screens if needed.

46. Click on the Overview button to return to the Display Parked Document: Overview screen.

To Exit the Transaction

47. Click on the Exit button or press Shift+F3 until the initial SAP screen is displayed.