Display Parked Document (FBV3)

**Purpose**
Use this transaction to view parked documents. Note that changes to parked documents cannot be made through FBV3.

This document explains how to Display Parked Documents and assumes that you already have access to the FBV3 transaction and have a parked document.

**Trigger**
Perform this procedure prior to month end/year end closing or anytime during the month to ensure that all documents are posted or to determine if any new document may need review.

**FBV3 Transaction Process**
Follow the steps below to display a parked G/L account document.

1. Navigate to the FBV3 – Parked Document Display transaction:
   a. Type the transaction code **FBV3** directly into the **Command Bar** and press **Enter** to the left of the command bar or on your keyboard.

   **Starting Screen:** The image above displays the landing page after accessing the FBV3 transaction. If you have the document number that you want to access, input the number in the document number field. UC should be defaulted into the Company Code field. The fiscal year is not needed if the document number is known. Press **Enter** to the left of the command bar or on your keyboard. Skip to **Step 3**, if you know your document number. If you do not know your document number, select the text **Document List** to bring up a search page for a list of parked documents and proceed to **Step 2**.
2. Access your unknown parked documents.
   
a. The only required field in the List of Parked Documents search page is the company code. You are able to be as specific as you want when searching parked documents. It is suggested that you include your UC username in the **Entered by** field in order to only display documents that you have parked. After entering your search criteria select the execute icon \( \square \) to perform the search.

![List of Parked Documents](image)

b. A listing of your parked documents will be displayed. It is recommended to change the layout using the layout icon \( \square \) to **/UC STANDARD**. This will allow users to see whether a parked document was completed. Double click on the document number to be taken to the Display Parked Document page.

![Display Parked Documents: List](image)
3. The document you select will be displayed. Remember that this transaction is for display only. Changes cannot be made to parked document while using the FBV3 transaction.

✓ Check out Best Practices for Entering Accounting Documents in UC Flex for more information.

Contact the Office of the Controller for questions. 513-556-3152