

# Viewing Parked Documents



Listed below are the steps to retrieve a list of parked documents. In step four, you will be able to select to view documents that are either in a workflow status or documents that are not in a workflow status.

1. Execute Transaction **FBV3**. Once executed, the following screen will be displayed.

The screenshot shows the 'Display Parked Document: Initial Screen' interface. At the top, there is a menu bar with a dropdown menu currently displaying 'FBV3'. To the right of the menu are buttons for 'Back', 'Exit', 'Cancel', 'System', 'Document list', and 'Editing Options'. Below the menu bar is a section titled 'Key for Parking' with a search icon. It contains three input fields: 'Company Code' with the value 'SOWS', 'Doc. Number' which is empty, and 'Fiscal Year' with the value '2015'.

2. Click the **Document list** button.

This screenshot is identical to the previous one, but the 'Document list' button in the top menu bar is highlighted with a red box.

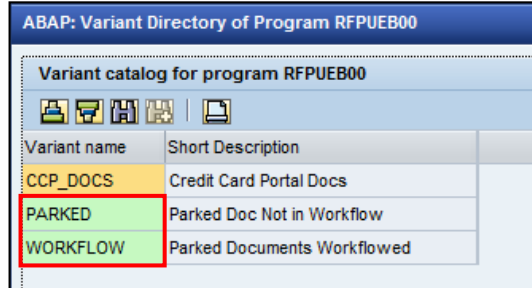
3. The **List of Parked Documents** screen will be displayed.  
Once displayed, click the **Get Variant...** button.

The screenshot shows the 'List of Parked Documents' screen. At the top, there is a menu bar with a dropdown menu currently displaying 'Get Variant...'. To the right of the menu are buttons for 'Save as Variant', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Get Variant...', and 'Program Documentation'. Below the menu bar are several input fields for search criteria: 'Company code' (SOWS), 'Document number', and 'Fiscal year' (2014). There are also 'to' fields and search icons. Below these are sections for 'General Selections' and 'Processing Status', each with multiple rows of input fields and search icons.

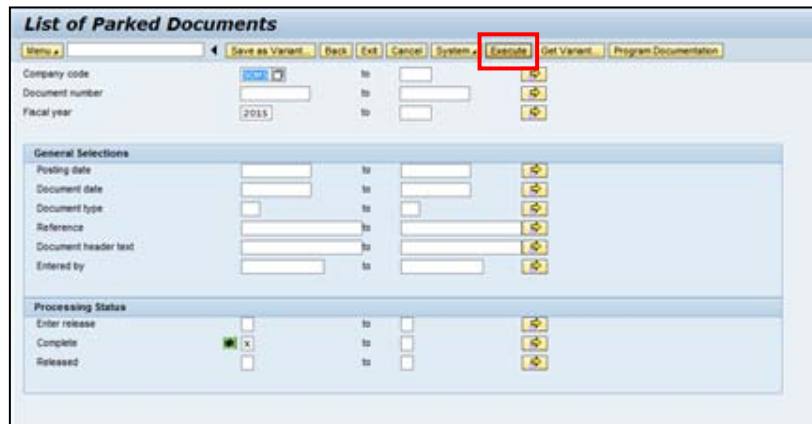
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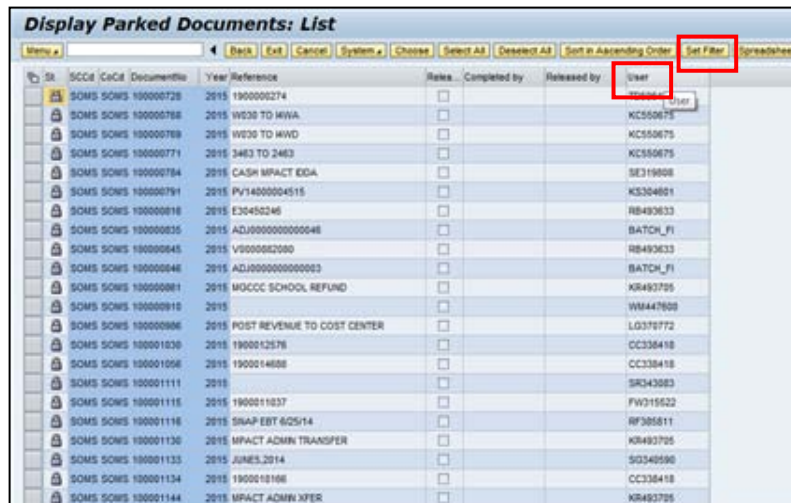
- The **ABAP: Variant Directory of Program RFPUEB00** screen will be displayed. Once displayed, to display documents that are NOT in workflow click **PARKED** or to display documents that ARE in workflow click **WORKFLOW**



- The **List of Parked Documents** screen will be displayed. Once displayed, click the **Execute** button.



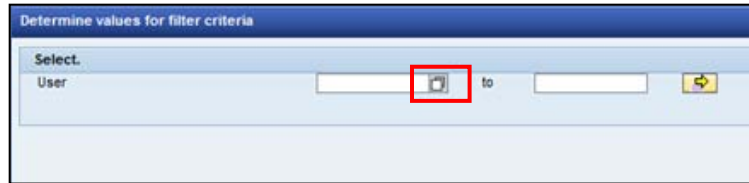
- The **Display Parked Documents: List** screen will be displayed. Once displayed, click **User** then click **Set Filter**



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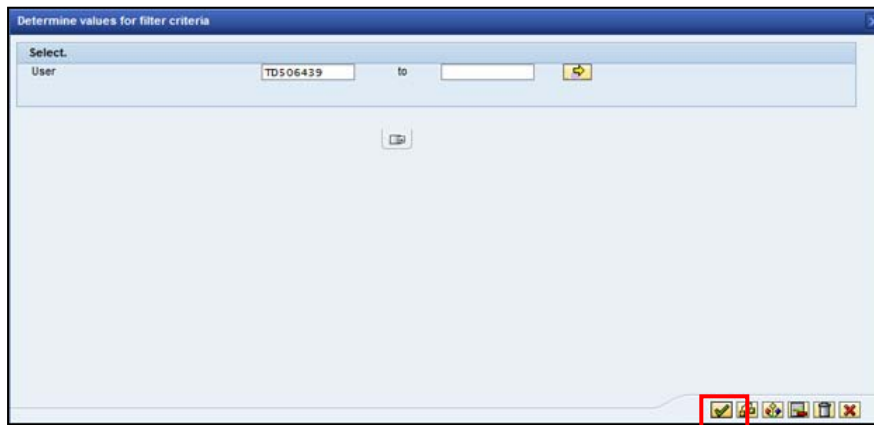
7. The **Determine values for filter criteria** screen will be displayed. Once displayed, click the User  button.



8. The **Restrict Value Range (1)** screen will be displayed. Once displayed, double click the desired user.



9. The entered information will be populated in the **Determine values for filter criteria** screen. Once displayed, click the Execute (Enter)  button.



10. Your desired list should be displayed.