## HOW TO DELETE A PARKED DOCUMENT

## SAP TRANSACTION FB03 – DISPLAY DOCUMENT

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Menu Edit Favorites Extras System Help	
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SAP Easy Access - User Menu for Deborah Hawkes	
V Favorites	
* FB11N - Vendor Line Thems	
FCH1 - Display Check Information	
😹 FBV3 - Display Parked Document	
圏 ME23N - Display Purchase Order	A R. Martine Rev. White Management of the second se
🗷 PR05 - Travel Expense Manager	MANY AND
圏 XK03 - Display vendor Verify Check Information (centrally)	
圏 ZWFIND - WHERE IS MY WORKFLOW?	Statuto produktion of MEMORY and a second second
援 Y4D1 - Scan document	
1402 - List Indexed Voluments	
SVIA - VI Administration Report	
S AHR 61016406 - Who is where? Search for Trip Dest.	and the second
S AHR 61016401 - General Trip Data/Trip Totals	
圈 S_P99_41000099 - Payment List Wire/ACH Report	
	and the second sec
圏 ZHPA_DIR - Enduser Role -> Display Employee Directory	and the second sec
Cluser Menu for Deborah Hawkes	
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🕨 🗀 Travel Trip Reports	
Organization Management Object Display	
D Administrator	
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AP Non-Empl TR Exp Reimb	
PB60 - Enter Incoming Invoices	
🕅 FB03 - Display Document	the second s
PB02 - Change Document	The A I WANK A THE AND A SHOW AND A SHOW
© FCH1 - Display Check Information	and an and a second sec
V FB65 - Enter Incoming Credit Memos	
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PBL1 - Display Vendor Line Items	Y Part and the second
D 🗋 Archived Data	Contraction in the second
👂 🗀 AP Post Manual Payment	A Constant of the second se
D Careports and 1099/1042s Mgmt	

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## ENTER THE DOCUMENT NUMBER IN THE DOCUMENT NUMBER FIELD – MAKE SURE NO FISCAL YEAR IS IN THE FISCAL YEAR FIELD AND HIT THE ENTER KEY

🛗 Document List 🛛 🖁 First Item 🖉 Editing Options			
Keys for Entry View	Document display using		
Company Code JHEN	Reference no.		
Fiscal Year			

AT THE VERY TOP OF THE SCREEN YOU HAVE TO MOVE YOUR CURSOR ALL THE WAY TO THE TOP OF THE DOUCMENT IN THE DARK BLUE SECTION AND A MENU BAR WILL APPEAR.

CLICK ON DOCUMENT – THEN SELECT CHANGE

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## ONCE YOU SELECT CHANGE THE DOCUMENT WILL OPEN IN THE EDIT MODE.

GO BACK TO THE TOP MENU AND SELECT DOCUMENT AGAIN AND THEN SELECT DELETE PARKED DOCUMENT

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