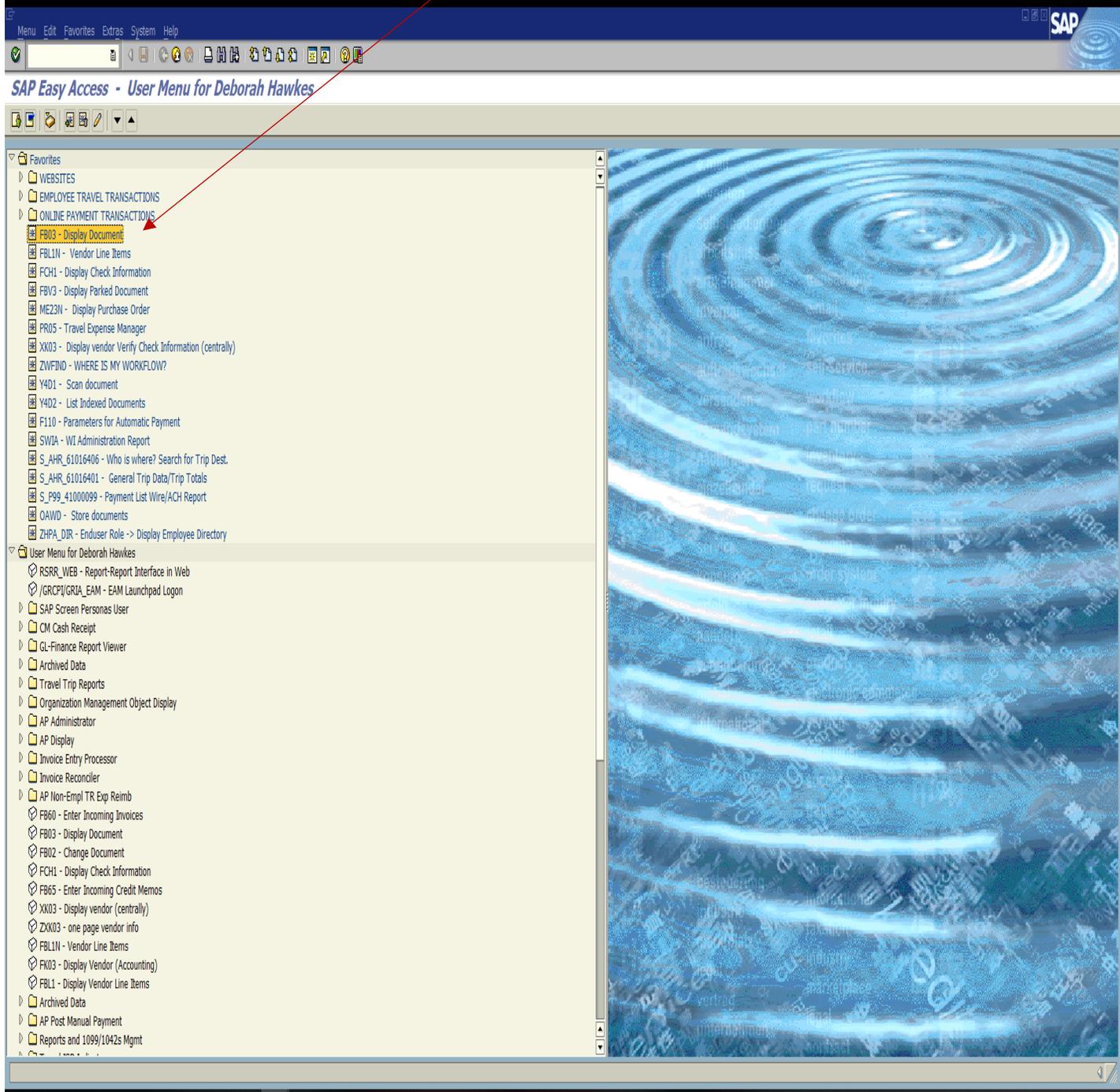


# HOW TO DELETE A PARKED DOCUMENT

## SAP TRANSACTION FB03 – DISPLAY DOCUMENT



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

The screenshot shows the SAP 'Display Document: Initial Screen' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Document: Initial Screen' and contains a sub-menu with 'Document List', 'First Item', and 'Editing Options'. A table with two columns is visible. The left column is titled 'Keys for Entry View' and contains three rows: 'Document Number' with the value '1910503182', 'Company Code' with the value 'JHEZ1', and 'Fiscal Year' with an empty field. The right column is titled 'Document display using...' and contains one row: 'Reference no.' with an empty field. A red arrow points from the text above to the 'Document Number' field in the table.

| Keys for Entry View | Document display using... |
|---------------------|---------------------------|
| Document Number     | Reference no.             |
| 1910503182          |                           |
| Company Code        |                           |
| JHEZ1               |                           |
| Fiscal Year         |                           |
|                     |                           |

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

CLICK ON DOCUMENT – THEN SELECT CHANGE

Vendor Invoice 1910511636 JHEN 2019

Processing Options

Tr... Bal. 0.00

Workflow Tax Withholdin

Vendor

Address  
JANE BROWN  
2133 E FAIRMOUNT AVE  
BALTIMORE MD 21231  
443-386-7564

Bank account 233747900  
Bank Number 252076235  
JOHNS HOPKINS FCU, HOMEWOOD

OS

Document type ZZ (Check Request) DocumentNo 1910511636

Amount 2,066.08 USD Calculate tax

Tax Amount 0.00

Text \*Clear Project Advance for Jane Brown #1700050453

Paymt terms Due immediately

Baseline Date 02/26/2019

1 Items (No entry variant selected)

| St | G/L acct | Short Te | D/C   | Amount in doc.curr. | Busi | Cost center | Order    | Fund       | Text          | L   |
|----|----------|----------|-------|---------------------|------|-------------|----------|------------|---------------|-----|
| ✓  | 652101   | TRAVEL   | Debit | 2,066.08            | 160  |             | 90076497 | 9000000000 | Reconciling a | .08 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |
|    |          |          | Debit | 0.00                |      |             |          |            |               | .00 |

Document 1910511636 has initially been parked

9:08 AM 2/27/2019



