

How to View and Delete Parked Documents in SCEIS

Agencies should review parked documents and either process the parked documents if still valid, change the posting period or delete the documents if they are no longer valid. As part of the month end close process, agencies should be running the parked documents list each month-end.

1. Run the agency document list in SCEIS using transaction code **Z_AGY_DOCLIST**.

- Enter the Company Code, Fiscal Year, Date Range, Business Area and check “Parked Documents”
- Click Execute

Document List

Company Code: SC01 to []

Document Number: [] to []

Fiscal Year: 2026 to []

Ledger: ZL

General Selections

Document Type: [] to []

Posting Date: 07/01/2025 to 09/30/2025

Entry Date: [] to []

Reference Number: [] to []

Reference Transaction: [] to []

Reference Key: [] to []

Logical System: [] to []

Also display noted items

☐ Display noted items

Search for own documents

☐ Own documents only

Select Business Area

Business Area: E120

Select Display Variant

Display Variant: []

Display Document Totals

☐ Document Totals

Display Parked Documents

☒ Parked Documents

Once it's been determined the document is no longer needed or valid, it should be deleted. There are multiple ways to accomplish this deletion.

1. Double click on documents within the parked document report. This will open transaction code FV50.

- a) Click the “Document” button in the top left corner and select “Change”.
- b) Click the “Document” button in the top left corner and select “Delete Parked Document”.

2. In SCEIS, run transaction code FB03 or FBV2 to display document.

- a) Enter document number and company code “SC01”. Fiscal Year can be left blank.
- b) Click the green check to execute transaction.
- c) Click the “Document” button in the top left corner and select “Change”.
- d) Click the “Document” button in the top left corner and select “Delete Parked Document”.

3. In SCEIS, run transaction code FB03 or FBV2 to display document.

- a) Enter the document number and click execute.
- b) Click the “Document” button in the top left corner and select “Delete Parked Document”.