

## Introduction

### Process and Trigger

Perform this procedure when you need to research a vendor invoice document. This transaction will allow you to display a document, check information, baseline date, clearing date and payment terms.

### Prerequisites

- Department Submitter Role
- Department Approver Role

### Menu Path

Use the following menu path to begin this transaction:

WebGUI ➔ ECC Systems ➔ User Menu ➔ Department Submitter or Department Approver  
➔ FB03 – Display Document

### Transaction Code

FB03

### Tips and Tricks

- The **Reference no.** field is defaulted not to display for transaction code **FB03**. To add the field as an option for searching vendor invoice entry, click on *Editing Option* button and check off to select **Reference no.** then click on *Change User Master Record* to save.
- Additional toolbar options can be accessed by clicking on the **More** or **Menu** button.
- At times you may need to use your scroll bar to view additional information.

### Reports

- Reporting ➔ Funds Management (Distributed) ➔ Transaction Details
- WebGUI ➔ ECC Systems ➔ Department Submitter ➔ FMRP\_RFFMEP1AX - All Posting Report

### Related Help Resources:

- [FB03 - Display Document - QRG](#)
- [How to research and review a FI Posting on BW report FB03 – QRG](#)
- [Editing Options – How to add Reference no. field to FB03 – QRG](#)
- [Vendor Payment Lookup – Demo Video](#)

**Procedure**

1. Start the transaction using the above menu path or transaction code.

**Display Document: Initial Screen**

2. As required, complete/review the following fields:

Field	R/O/C	Description
Document Number	Required	A system generated unique identification value assigned to a business event. Important: Manual assigning of document numbers is not possible.  <b>Example:</b> Enter Document Number 1900432225

**Display Document: Data Entry View**

Account	Description	Amount Grant	Fund	Cost Center	Order	WBS element	Text
1 31 500-02001	Stefania L. Parrisi	3,060.00-					
2 40 515015	CNTR SVCS- CONSULTIN	3,060.00 GRANTNR	1CR	1000000000			
		0.00					

3. Highlight and Double-click the **Vendor line item**.

Display Document: Line Item 001

4. Review the fields under the **Additional data** section.



1. The **Days/percent** field contains the terms that the vendor has negotiated with Sourcing and Procurement.
2. **Bline date** field or Baseline data field is the same as the Invoice date.
3. **Clearingdate** is the date the payment was issued.
4. **Clearing document number** is the SAP document number that represents the clearing of this invoice
  - a. If a check was issued, the clearing document number is not the check number.
  - b. If an ACH or credit card payment was issued, the clearing document number is the number that the vendor will need to reference with their bank.
5. If the clearing field is not displayed, then the payment has not been process.

- Double-click the **Clearing** number field to the right of the /.

**Display Document: Data Entry View**

**Display Document: Data Entry View**

Menu | Back | Exit | Cancel | System | Display Another Document | Select Individual Object | Display Document Header | Display Currency | General Ledger View

Data Entry View

Document Number: 2000996185    Company Code: TRBU    Fiscal Year: 2015  
 Document Date: 03/13/2015    Posting Date: 03/13/2015    Period: 9  
 Reference:    Cross-Comp.No.:     
 Currency: USD    Texts exist:     Ledger Group:

Account	Description	Amount	Grant	B...	Fund	Cost Center	Order	WBS element	Text
1 25	Stefanie L. Farrell	3,060.00							
2 50	JPM A/P-CLROUT CHKS	3,060.00-	GRANTNR	9TRS	9999999999				
		0.00							

- The **Description** column / line item 2 field **JPM A/P-CLROUT CHKS** indicates that a check has been issued to the vendor.

**Display Document: Data Entry View**

Menu | Back | Exit | Cancel | System | Display Another Document | Select Individ...

Document: 96185    Company Code: TRBU    Fiscal Year: 2015  
 Edit: /2015    Posting Date: 03/13/2015    Period: 9  
 Goto:    Cross-Comp.No.:     
 Extras:    Texts exist:     Ledger Group:

Environment: Document Changes, **Check Information**, Payment Usage  
 System:     
 Help:     
 Print Window Content  
 About SAP GUI for HTML

Document Environment: 3,060.00  
 Additional Assignments: 3,060.00- GRANTNR 9TRS 9999999999  
 Valuation: 0.00

- Click the **Menu** button select **Environment** and from the **Drop-down** list select **Check Information**

**Display Check Information**

**Display Check Information**

Menu  ◀ Back Exit Cancel System ▶ Check recipient Check issuer... Accompa

Paying company code  Payment document no.

**Bank details**

House Bank	<input type="text" value="JPMN2"/>	Bank Key	<input type="text" value="044115443"/>
Account ID	<input type="text" value="JPD15"/>	Bank Account	<input type="text" value="600710227"/>
Bank name	<input type="text" value="JPMORGAN CHASE BANK, NA"/>		
City	<input type="text" value="TAMPA 33610-0000"/>		

**Check information**

Check number	<input type="text" value="3220898"/>	Currency	<input type="text" value="USD"/>
Payment date	<input type="text" value="03/13/2015"/>	Amount paid	<input type="text" value="3,060.00"/>
Check encashment	<input type="text" value="03/23/2015"/>	Cash discount amount	<input type="text" value="0.00"/>

**Check recipient**

Name	<input type="text" value="Stelena L. Farrell"/>
City	<input type="text" value="Tampa"/>
Payee's country	<input type="text" value="US"/>
Regional code	<input type="text" value="FL"/>

8. Review the displayed information.



Review the fields under the Check Information section on screen below.

1. **Check Number** field check number is used to identify the check.
2. **Payment date** field date payment is processed.
3. **Check encashment** field represents the date the check was cashed.

a. If the check encashment field is blank, then the check has not been cashed by the vendor.

9. Click the **Check recipient** button  to display where the check was mailed.

### Check Recipient

Check Recipient

Vendor

**Address**

Title

Payee name

Street  PO Box

City  Post code

PO box city  PO box post cde

Country  Regional code

10. This screen displays the **Payee** name and address that the check was mailed to.

Click the **Continue** button to close window.

11. The transaction is complete.

### Results and Next Steps

You have successfully displayed a document and any associated information related to the document entry.