

Introduction

Process and Trigger

Perform this procedure to display the status of a Financial Document.

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

Financial Accounting **→** Accounts Payable **→** Document **→** Display Document

Transaction Code

FB03

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- This example demonstrates the **Accounts Payable** (AP) process for this transaction.

Reports

None



Procedure

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

Display Document: Initial Screen

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	Display Document: Initial Screen
	ⅢDocument List Krist Item 🖉 Editing Options
	Keys for Entry View
	Document Number
2	Company Code
	Fiscal Year

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

Field	R/O/C	Description			
Document Number	Required	The unique identification value assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted. Manual assigning of document numbers is not possible.			
		Example: 190000050			
		You can also click the Document List			
		button to search for a document number.			



Field	R/O/C	Description
Company Code	Required	The Company Code is the highest organizational unit in Financial Accounting that represents a business organization for which a complete self- contained set of accounts can be drawn upon for purposes of external and internal reporting. The <i>Trustees of Boston University</i> are considered one legal entity and will require only one Company Code - TRBU.
		Example: TRBU
Fiscal Year	Required	This identifies the accounting year in which the original transaction was posted. Boston University's fiscal year is from July 1 - June 30. Example: 2011

3. Click the **Continue** button **Solution** to display the document.



The screen below displays the document information including the accounting information.



Display Document: Data Entry View

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- 4. Click Environment Environment on the main toolbar.
- 5. Select Check Information
- **6.** The transaction is complete.



Results and Next Steps

You have successfully displayed a financial document.