

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.

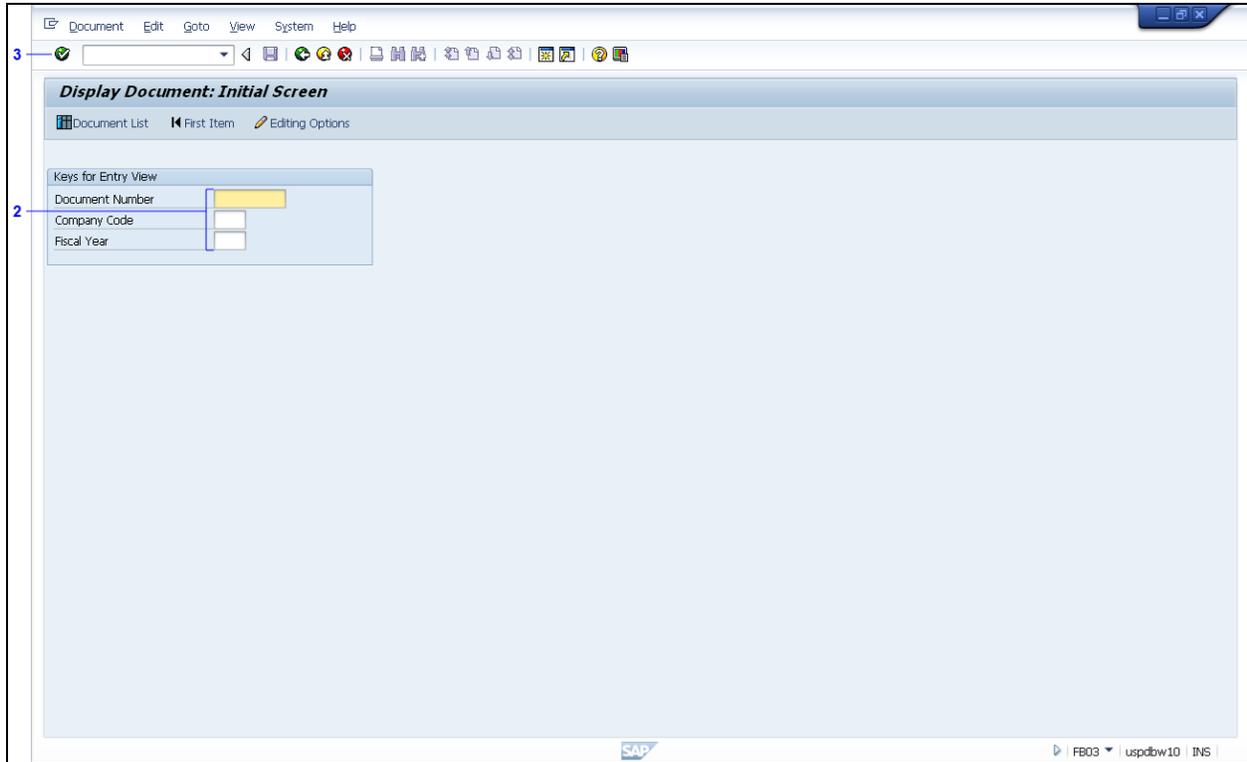
Reports

None

Procedure

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

Display Document: Initial Screen



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

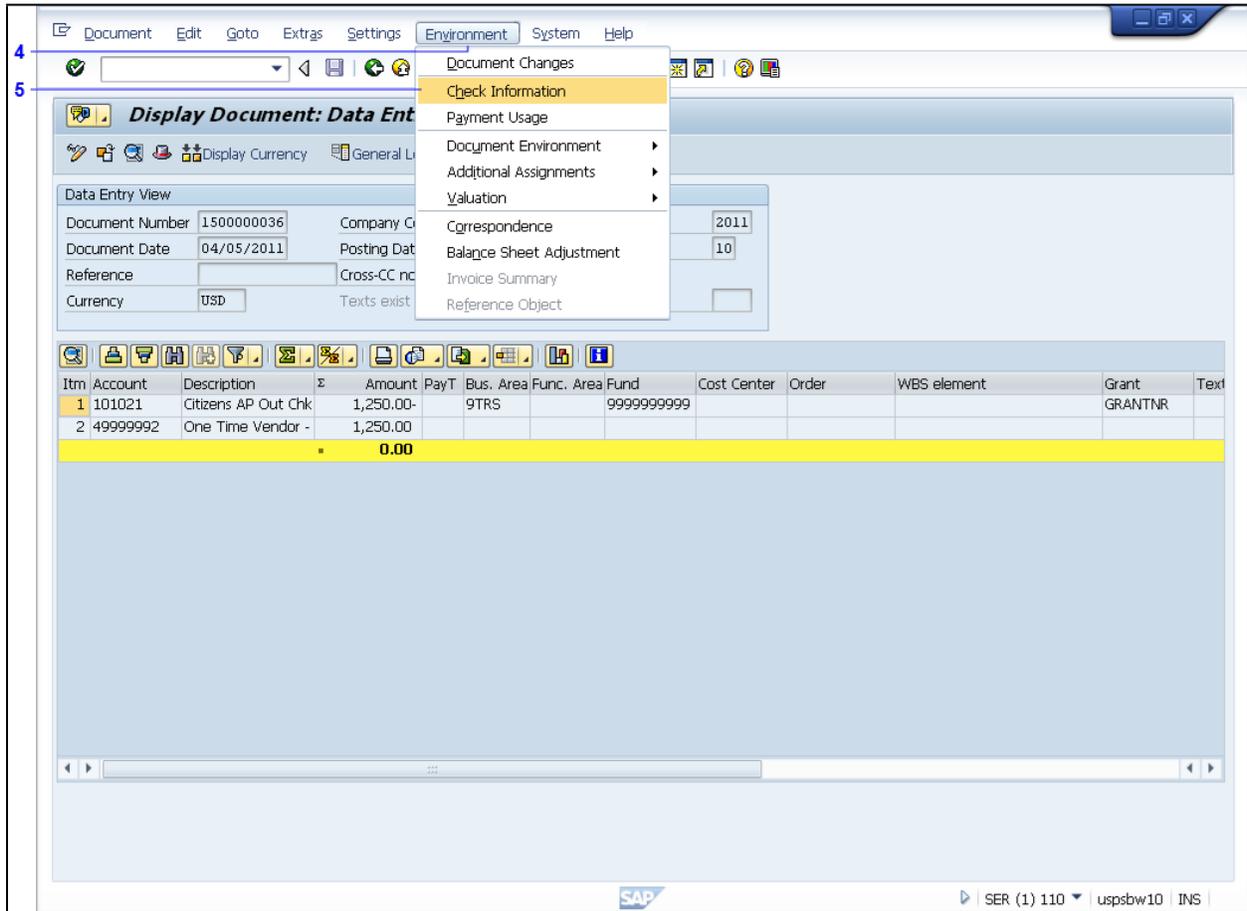
Field	R/O/C	Description
Document Number	Required	<p>The unique identification value assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted. Manual assigning of document numbers is not possible.</p> <p>Example: 1900000050</p> <p> You can also click the Document List button  to search for a document number.</p>

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  to display the document.

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

Display Document: Data Entry View



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.