

## 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: View Increased Detail via FB03](#)
- [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 31 500-00001	Shelene L. Farrell	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

**Display Document: Line Item 001**

Menu | Back | Exit | Cancel | System | Display Another Document | Call Up D

Vendor:  G/L Acc:   
 Company Code:  PO Box 444  
 Trustees of Boston Univ:  Doc. no.:

**Line Item 1 / Invoice / 31**

Amount:  USD  
 Tax code:

**4 Additional Data**

Bus. Area:   
 Disc. base:  USD Disc. Amount:  USD  
 Payt Terms:  Days/percent:   %   %   
 Bline Date:  Fixed:   
 Pmnt Block:  Invoice ref.:  /  /   
 Payment cur.:  Pmnt/c amnt:   
 Pmt Method:  Pmt meth.supl.   
 Payment Ref.:   
 Clearing:  /  **5**  
 Assignment:   
 Text:

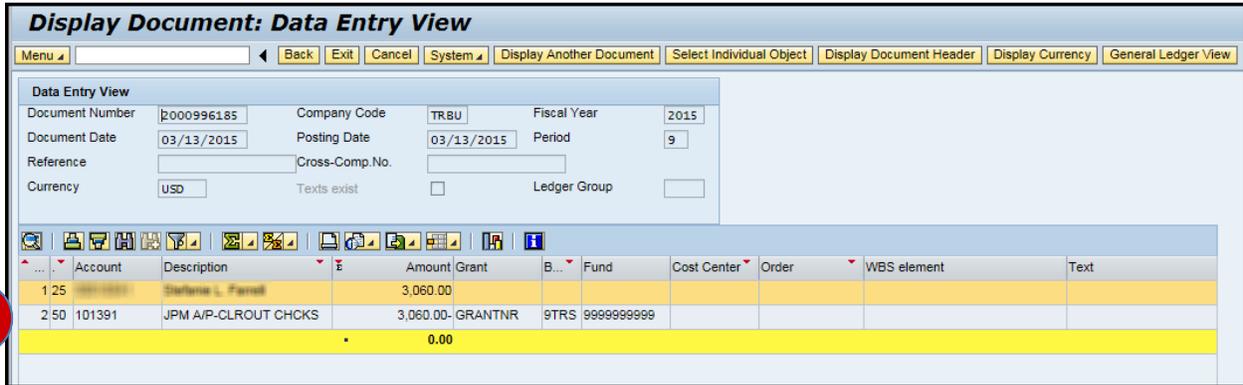
4. Review the fields under the **Additional data** section.



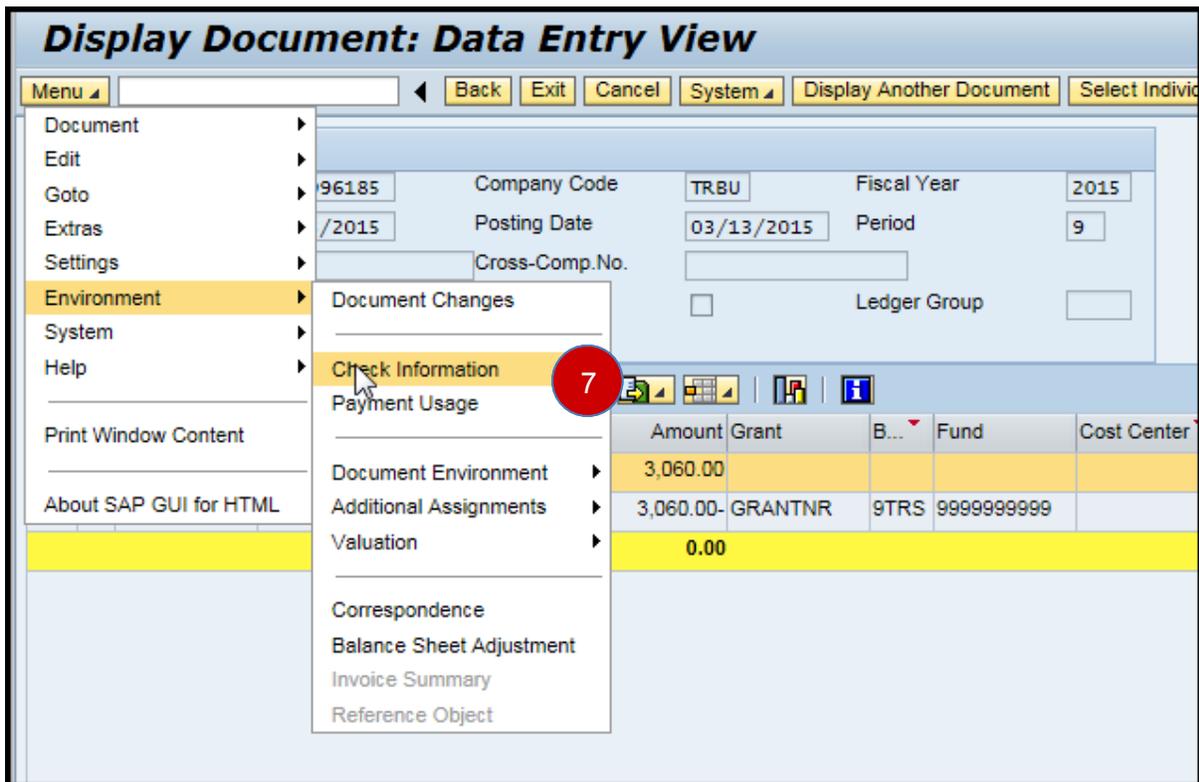
1. The **Days/percent** field contains the terms that the vendor has negotiated with Sourcing and Procurement.
2. **Bline date** field or Baseline data field is the same as the Invoice date.
3. **Clearingdate** is the date the payment was issued.
4. **Clearing document number** is the SAP document number 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**



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



- 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

The screenshot shows a window titled "Check Recipient" with a blue header bar. Below the header, there is a "Vendor" field containing the value "0018041" and a small icon to its right. A section titled "Address" contains several input fields: "Title" (empty), "Payee name" (containing "Stefania L. Farrell"), "Street" (containing "PO Box 444"), "City" (containing "Boston"), "Country" (containing "US"), "PO Box" (empty), "Post code" (containing "02108"), "PO box city" (empty), "PO box post cde" (empty), and "Regional code" (containing "MA"). At the bottom right of the window, there are three small icons: a green checkmark, a red X, and a grey square.

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.