

Introduction

Process and Trigger

Perform this procedure when there is a need to display the Customer Master Record.

Prerequisites

A Customer Master Record must have been created.

Menu Path

Use the following menu path to begin this transaction:

Accounting → Financial Accounting → Accounts Receivable → Master Records → Display

Transaction Code

FD03

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- If the Customer number is not known, click on the Document List button on the Customer Display: Initial Screen to enter search criteria.
- This example demonstrates the AR process for this transaction.

Reports

None



Procedure

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

Customer Display: Initial Screen

	Customer Display: I	initial Screen	×
2 -	Customer		
	Company Code	TRBU	
3 -	┙ <mark>┙</mark> ╔┓ ╱		

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

Field	R/O/C	Description
Customer	Required	SAP code that identifies a customer. A customer is a business partner who orders goods and services.
		Example: 102730

3. Click the **Enter** button **I** to continue.



Display Customer: General Data

Display Customer: General Data							100
Menu 🕨 Baci	Exit Cancel System	Other Customer	Display -> Change	Company Code E	Display next tab page	BU specific Fields	
Customer	102730 🗖 Rain, Rich:	ard	Boston				E
Address	Control Data Payment Tran	sactions					
							^
Name							
Title		1					
Name	Rain, Richard						
Search Terms							
Search term 172	RAIN, RICHARD						
Street Address	/						
House no./stree	et 5 Birch 9	Street					
City/State/ZIP C	ode Boston		MA 02	215			
Country	US USA		Massa	chusetts			
Time zone	CST Tax Ju	isdictn					
PO Box Addrood	. /						
PO Box Address	·						
FOBOX							
Communication							
Language	English		Other comn	nunication			
Telephone	617-353-5555	Extension		\$			
Mobile Phone							
Fax		Extension		₽			
E-Mail							•
							4

- 4. Review the displayed information.
- 5. Click the Company Code Data button Company Code Data



Display Customer: Company Code Data

Display Customer: Company Code Data				
Menu Back Exit Cancel System Other Customer Display -> Change General Data Display previous tab page Display next tab page More			7	
Customer 102730 Image: Company Code Trustees of Boston Univ				
Account Management Payment Transactions Correspondence Withholding Tax				
Accounting information Sort key 001 Posting date Head office Option for the second seco				
Autronzation Cash mgmt group CS Cust_sto				
Interest calculation Interest indic. Interest cycle 0 Last interest run				
Reference data Prev.acct no. Personnel number				
4	Þ	•		
	4	2		

- 6. Review the displayed information.
- 7. Click the More... button More... to view the drop-down window.



Display Customer: Company Code Data

Display Customer: Company Code Data						
Menu Back Exit Cancel System Other Customer Display -> Change General Data Display previous tab page Displa	y next tab page More,					
	Other Customer	Shift+F5				
Customer 102730 DRain, Richard Boston	Display -> Change	F5				
Company Code TRBU Trustees of Boston Univ	General Data	Ctrl+F1				
	Display previous tab page	F7				
Account Management Payment Transactions Correspondence Withholding Tax	Display next tab page	F8				
	BU specific Fields	Ctrl+F4-8				
Accounting information						
Recon, account 133000 Sort key 001 Posting date						
Head office						
Autorization Cash mgmi group C3 Cust_stu						
Interest calculation						
Interest mate.						
Interest cycle U Last interest run						
Reference data						
Prev.acct no. Personnel number 0						
		-				
4		•				
		\triangleleft				

8. Click the BU specific Fields Ctrl+F4 menu item BU specific Fields Ctrl+F4



Display Customer: General Data (Enhanced)

Display Customer: General L	Data (Enhanced)		100 E
Menu Back Exit Cancel System	Other Customer Display -> Change	General Data Company Code Data	
Customer 102730 Rain, Richar	rd Boston		^
Financial Status Code			
Financial Status Code			
FS Code Date 15.02.2011			
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- **9.** Review the displayed information.
- **10.** The transaction is complete.



Results and Next Steps

You have displayed the Customer Master Record.