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**Introduction****Process and Trigger**

Perform this procedure when navigating within the SAP Portal WebGUI.

Use transaction code FBL5N to access the Customer Line Item Display page.

**Prerequisites**

- None

**Tips and Tricks**

- At times you may need to use your scroll bar to view additional information.

**Reports**

None

**Procedure**

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

**Customer Line Item Display**

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

| Field            | R/O/C    | Description   |
|------------------|----------|---|
| Customer account | Required | Account number assigned to a customer.<br><b>Example:</b><br>100000 |

3. Click the **Company code** field .
4. Click the **Matchcode** button  to display a pick-list to choose from.

**Company Code (1)**

| CoCd | Company Name              | City            | Crcy |
|------|---------------------------|-----------------|------|
| PT01 | Country Template PT       | Portugal        | EUR  |
| RECO | Sondereigentum (WEG)      | Walldorf        | EUR  |
| REOB | Referenz Objektmandate    | Walldorf        | EUR  |
| RERF | WEG Referenzbuchungskreis | Walldorf        | EUR  |
| RU01 | Country Template RU       | Russia          | RUB  |
| SE01 | Country Template SE       | Sweden          | SEK  |
| SG01 | SAP Asia                  | Singapore       | SGD  |
| SK01 | Country Template SK       | Slovak Republic | SKK  |
| TH01 | Country Template TH       | Bangkok         | THB  |
| TR01 | Country Template TR       | Turkey          | TRL  |
| TRBU | Trustees of Boston Univ   | Boston          | USD  |
| TW01 | Country Template TW       | Taipei          | TWD  |
| UA01 | Country Template UA       | Ukraine         | UAH  |
| US01 | Country Template US       | U.S.A.          | USD  |
| VE01 | Country Template VE       | Venezuela       | VEB  |
| ZA01 | Country Template ZA       | South Africa    | ZAR  |

57 Entries found

5. Double-click on the **TRBU Company code** to add it to your search criteria.

**Customer Line Item Display**

6. Click the **Open Items** radio button  **Open items** to display only open items.



To view only cleared items, select the **Cleared items** radio button.

Use the date fields to narrow your search.



To view all items, select the **All items** radio button.

Use care when using this option. Use the **Posting date** fields, to narrow your search. If not, this could be a very large report based on the vendor's activity.

### Customer Line Item Display

7. Click **Normal Items**  **Normal items** check box.



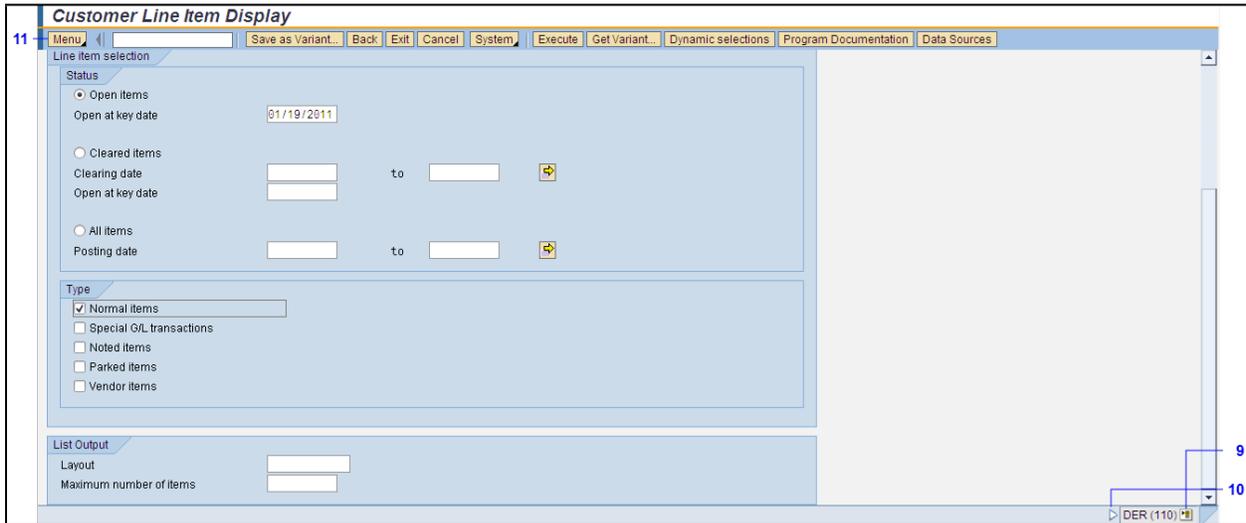
Select one of the other types to view different outputs for the data you selected.

8. Click the **Expand** icon to view the Logon information.



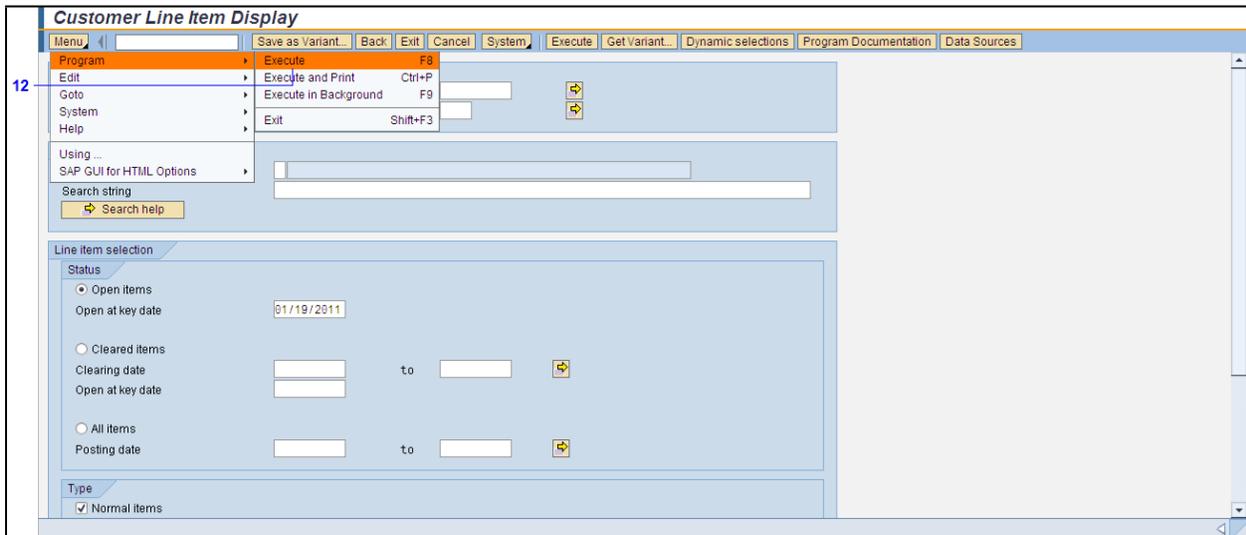
Verify that the System information is displayed in the **Status Bar**.

### Customer Line Item Display



9. Click the drop-down arrow  to view the different types of Logon information that can be displayed in the **Status Bar**.
10. Click the **Collapse** icon  to close the Logon information displayed in the **Status Bar**.
11. Click the **Menu** button .

### Customer Line Item Display



12. From the drop-down list, select **Program** → **Execute**  to display the information that you have selected in a report, or move to the next part of the process.

### Customer Line Item Display

The screenshot shows the SAP 'Customer Line Item Display' transaction. The header includes fields for Customer (100000), Company Code (TRBU), Name (Test, Carol), and City (Boston). Below this is a table with columns: St, Assignment, DocumentNo, Typ, Doc. Date, S, DD, Amt in loc. cur., LCurr, Clrng. doc, and Text. The table contains several rows of data, including a summary row for 'Account 100000' with a total amount of 643.00 USD. At the bottom of the window, a status bar indicates '7 items displayed'.

13. Click the **Exit** button  to exit the report or transaction.



Remember to read the system messages displayed on the left side of the **Status Bar**.

### Customer Line Item Display

The screenshot shows the SAP 'Customer Line Item Display' transaction with selection criteria. Under 'Customer selection', the Customer account is set to 100000 and Company code to TRBU. The 'Status' section has 'Open items' selected, with 'Open at key date' set to 01/19/2011. There are also fields for 'Cleared items' and 'All items'. The 'Type' section has 'Normal items' checked. The status bar at the bottom indicates '7 items displayed'.

14. Click the **Exit** button  to exit the transaction and return to the *SAP Easy Access* screen.

15. The transaction is complete.

**Results and Next Steps**

You have navigated within the WebGUI via the SAP Portal.