

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:

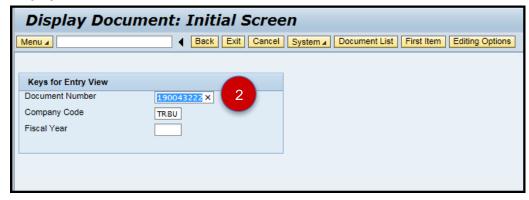
- FB03 Display Document QRG
- How to research and review a FI Posting on BW report FB03 QRG
- Editing Options How to add Reference no. field to FB03 QRG
- <u>Vendor Payment Lookup Demo Video</u>



Procedure

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

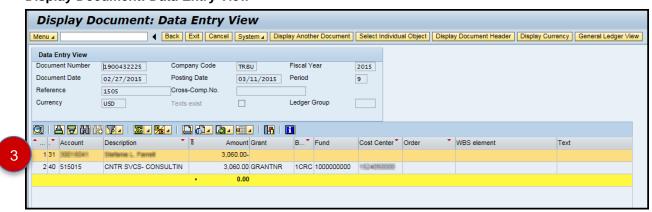
Display Document: Initial Screen



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

Field	R/O/C	Description
Document Number		A system generated unique identification value assigned to a business event. Important: Manual assigning of document numbers is not possible.
		Example: Enter Document Number 1900432225

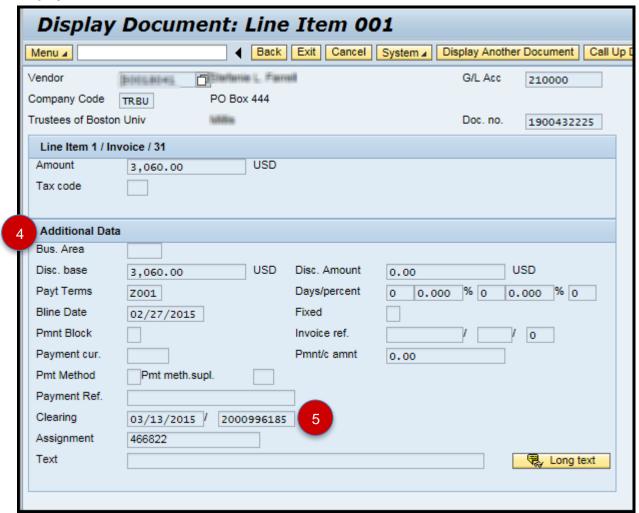
Display Document: Data Entry View



3. Highlight and Double-click the Vendor line item.



Display Document: Line Item 001



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



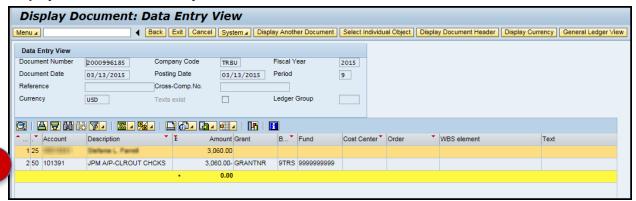
- 1. The **Days/percent** field contains the terms that the vendor has negotiated with Sourcing and Procurement.
- 2. Bline date field or Baseline data field is the same as the Invoice date.
- 3. Clearingdate is the date the payment was issued.
- **4. Clearing document number** is the SAP document number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



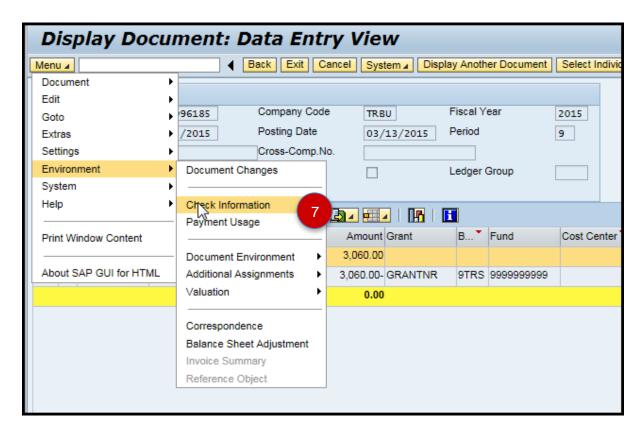
5. Double-click the **Clearing** number field to the right of the /.

Display Document: Data Entry View

6



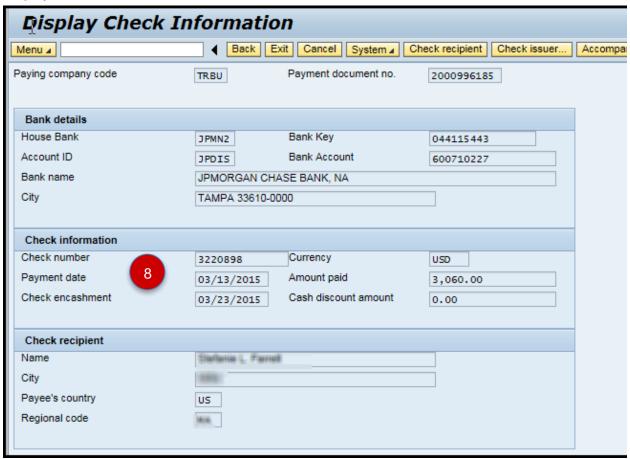
6. The **Description column / line item 2** field JPM A/P-CLROUT CHCKS indicates that a check has been issued to the vendor.



7. Click the **Menu** button select **Environment** and from the **Drop-down** list select **Check Information**Check Information



Display Check Information



8. Review the displayed information.



Review the fields under the Check Information section on screen below.

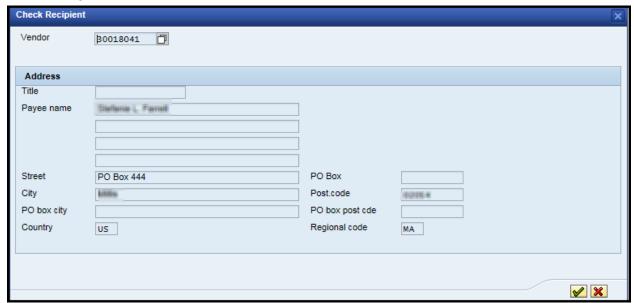
- 1. Check Number field check number is used to identify the check.
- 2. Payment date field date payment is processed.
- 3. Check encashment field represents the date the check was cashed.

a. If the check encashment field is blank, then the check has not been cashed by the vendor.

9. Click the Check recipient button Check recipient to display where the check was mailed.



Check Recipient



- 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.