

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](#)
- [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. 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.

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

Display Document: Data Entry View

Display Document: Data Entry View

Menu

Data Entry View

Document Number: 2000996185 Company Code: TRBU Fiscal Year: 2015
 Document Date: 03/13/2015 Posting Date: 03/13/2015 Period: 9
 Reference: Cross-Comp.No.:
 Currency: USD Texts exist: ☐ Ledger Group:

Account	Description	Amount	Grant	B...	Fund	Cost Center	Order	WBS element	Text
1 25	Debit	3,060.00							
2 50	101391 JPM A/P-CLROUT CHCKS	3,060.00	GRANTNR	9TRS	9999999999				
		0.00							

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

Display Document: Data Entry View

Menu | Amount | Grant | B... | Fund | Cost Center |
| --- | --- | --- | --- | --- |
| 3,060.00 | | | | |
| 3,060.00 | GRANTNR | 9TRS | 9999999999 | |
| 0.00 | | | | |

- 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 Bank Key
 Account ID Bank Account
 Bank name
 City

Check information

Check number Currency
 Payment date Amount paid
 Check encashment Cash discount amount

Check recipient

Name
 City
 Payee's country
 Regional code

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

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.