

**Work Instruction**

**Document: Display**

**FB03**

**When to Use**

Use this procedure to display an individual or list of financial documents, in order to verify the transaction amount, accounts used, header information, whether a cheque was produced and/or cashed.

**Steps**

- Determine the document or selection criteria for the range of documents you wish to display.
- Display the document or list of documents.

**Menu Path**

Use the following menu path(s) to begin this transaction:

- **Accounting → Financial Accounting → Accounts Payable → Document → Display**
- **OR**
- **Accounting → Financial Accounting → General Ledger → Document → Display Document**

**Transaction Code**

**FB03**

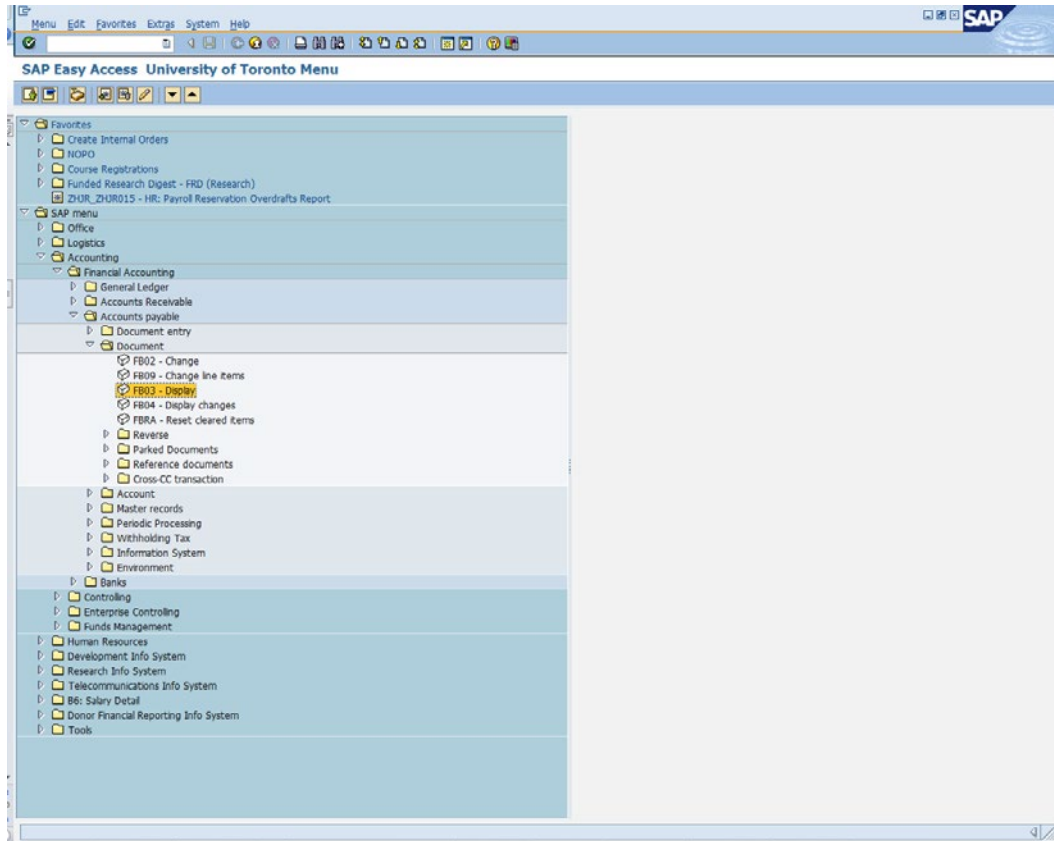
**Helpful Hints**

- This transaction can be used to display a PO Accounting Document (51XXXXXXXX series) and PO Goods Receipts (GR) (50XXXXXXXX series).
- To display a Purchase Order (PO) use the following menu path:
  - **Logistics → Materials Management → Purchasing → Purchase Order → Display**
- To display a list of Purchasing Documents use:
  - <http://www.finance.utoronto.ca/fast/qrg/purch/po/purchlist.htm>
- To display a Manual Reserve:
  - <http://www.finance.utoronto.ca/Assets/FAST/Reference+Guides/bp/fcchngdisplay.pdf>

## Detailed Procedure

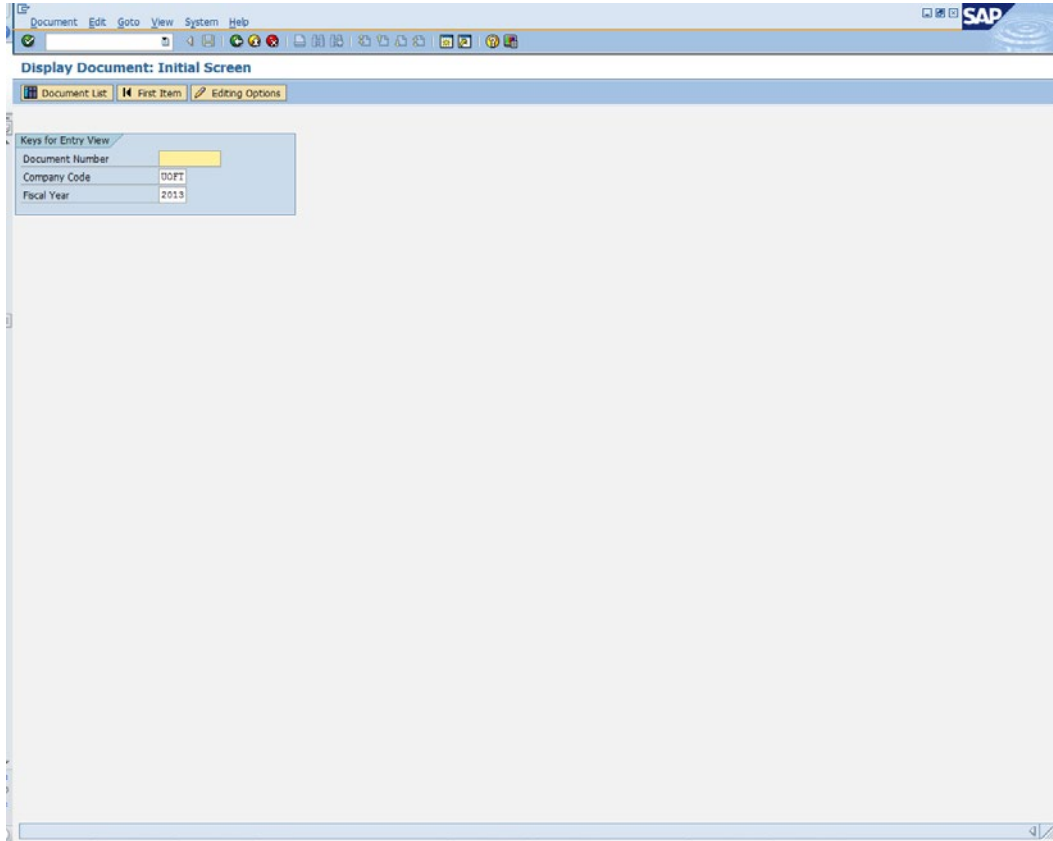
1. Start the transaction using the menu path or transaction code.

### SAP Easy Access University of Toronto Menu



2. Double-click  FB03 - Display.

### Display Document: Initial Screen





### 3. Display Options:

If You Want To	Go To
Display a single document.	<a href="#">Step 4</a>
Display a list of documents	<a href="#">Step 5</a>

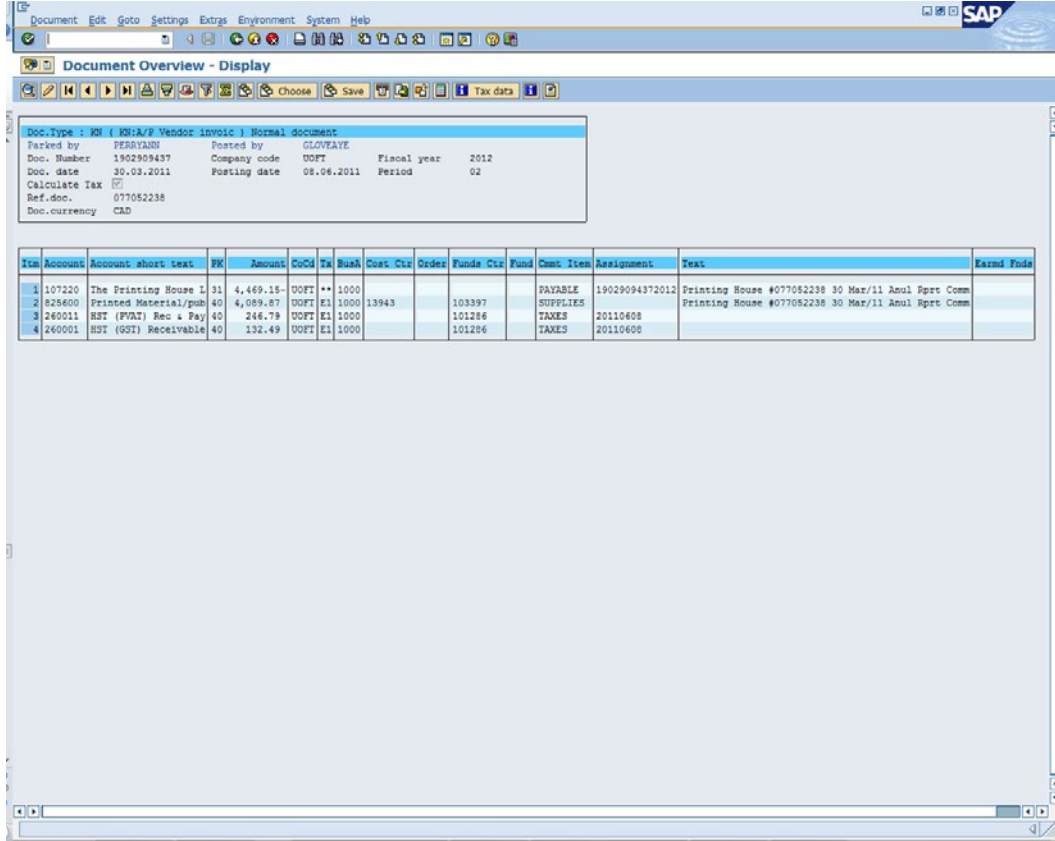
## Display a Single Document

4. Complete the following as required on the *Display Document: Initial Screen*

Field Name	Required/ Optional/ Conditional	Description
Document Number	Required	AMS assigned number.
Company Code	Required	Defaults to UofT. Change only if required.
Fiscal Year	Optional	<p>The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).</p>  <p>Leave blank to allow the system to retrieve the fiscal year.</p>

Click  to proceed to the *Document Overview – Display* screen.

**Document Overview – Display:**



The screenshot shows the SAP 'Document Overview - Display' window. At the top, there is a menu bar with options like 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and actions. The main content area is divided into two sections. The upper section displays document metadata in a table-like format. The lower section is a table with columns for line items, including 'Item', 'Account', 'Account short text', 'PK', 'Amount', 'CoGS', 'Ta', 'BusA', 'Cost Ctr', 'Order', 'Funds Ctr', 'Fund', 'Cmnt Item', 'Assignment', 'Text', and 'Exmtd Fnds'.

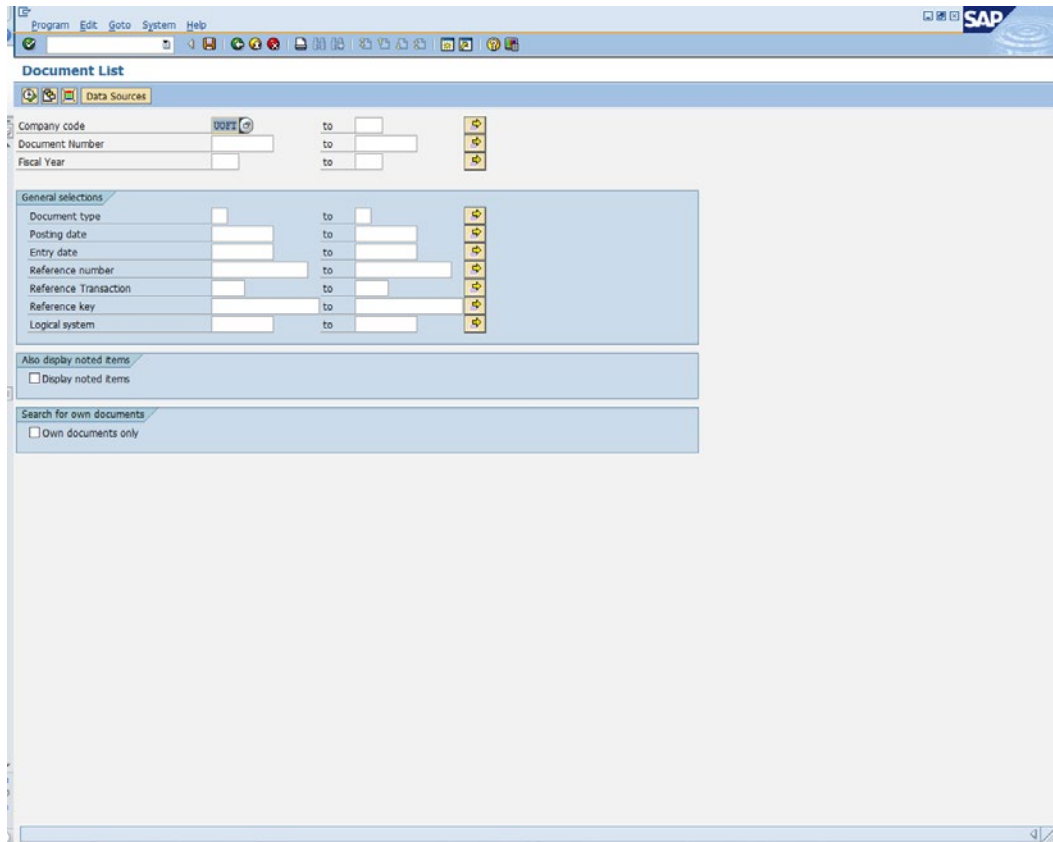
Item	Account	Account short text	PK	Amount	CoGS	Ta	BusA	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item	Assignment	Text	Exmtd Fnds
1	107220	The Printing House L	31	4,469.15	UOFT	**	1000					PAYABLE	19029094372012	Printing House #077052238 30 Mar/11 Anul Spet Comm	
2	825600	Printed Material/pub	40	4,089.87	UOFT	E1	1000	13943				SUPPLIES		Printing House #077052238 30 Mar/11 Anul Spet Comm	
3	240011	HST (PVAT) Rec & Pay	40	246.79	UOFT	E1	1000					TAXES	20110608		
4	240001	HST (GST) Receivable	40	132.49	UOFT	E1	1000					TAXES	20110608		

To perform Common Document Display Functions go to step 9

## Display a List of Documents

5. Click  Document List

### Document List










Document List

Company code  to

Document Number  to

Fiscal Year  to

General selections

Document type	<input type="text"/>	to	<input type="text"/>	
Posting date	<input type="text"/>	to	<input type="text"/>	
Entry date	<input type="text"/>	to	<input type="text"/>	
Reference number	<input type="text"/>	to	<input type="text"/>	
Reference Transaction	<input type="text"/>	to	<input type="text"/>	
Reference key	<input type="text"/>	to	<input type="text"/>	
Logical system	<input type="text"/>	to	<input type="text"/>	

Also display noted items

Display noted items

Search for own documents

Own documents only



For a selection screen variant, click  to choose an existing variant.



Reference Guide: Screen Variants:

<http://www.finance.utoronto.ca/fast/qrg/nav/commonrptfcns.htm>.

6. Complete the following as required.



**Ensure that at least one field from the *General Selections* section is entered for the search to execute.**



The more detailed the criteria, the more specific the results.

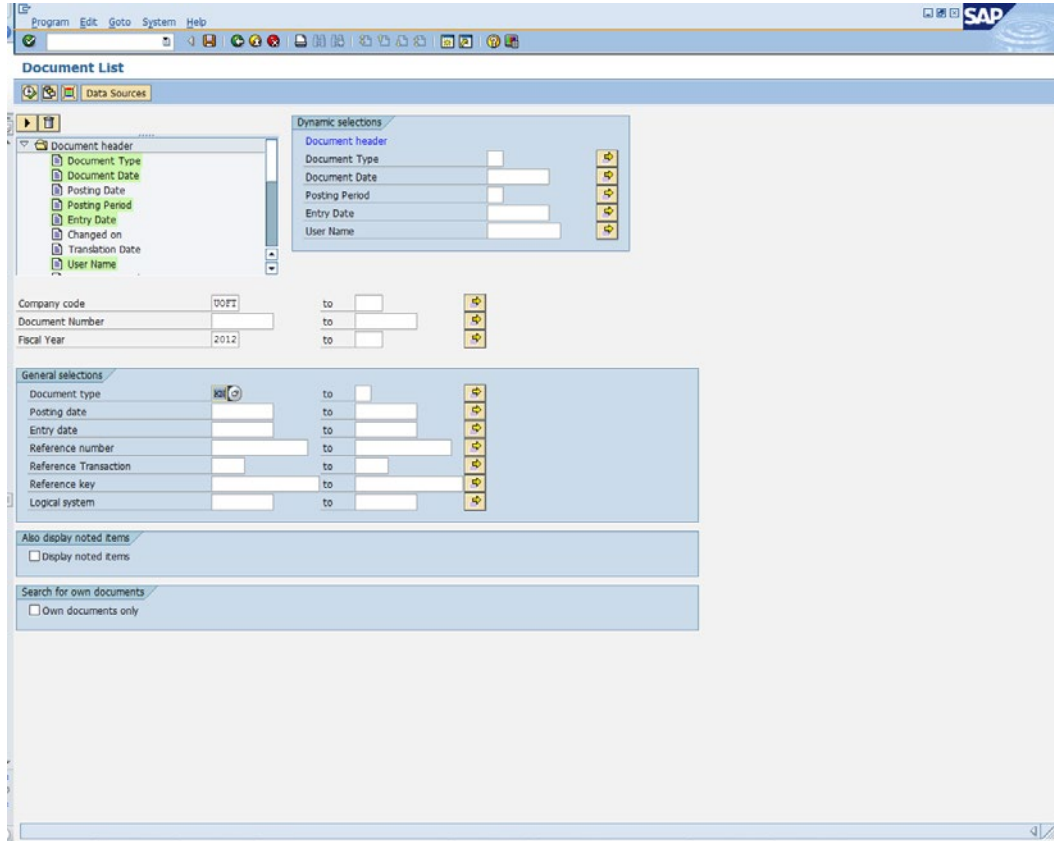
Field Name	Required/ Optional/ Conditional	Description
Company Code	Optional	Defaults to UofT. Change only if required.
Document Number	Optional	AMS assigned number.
Fiscal Year	Optional	The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).
Document type	Optional	Document transaction indicator. It determines the document number ranges. More information on the document types and what they mean can be found at: <a href="http://www.finance.utoronto.ca/fast/qrg/nav/amsfisdoctype.htm">http://www.finance.utoronto.ca/fast/qrg/nav/amsfisdoctype.htm</a>
Posting date	Optional	Date the financial transaction was recorded. Defaults to current date and should not be changed.
Entry date	Optional	FIS generated transaction date.
Reference number	Optional	Used to refer to source document or transaction description.
Own documents only	Optional	Allows a user to display only documents which they have created.



(Optional Step)

Click  to enter additional selection criteria

## Document List: Dynamic Selections



The screenshot shows the SAP 'Document List' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Document List' and contains several sections:

- Data Sources:** A tree view on the left shows 'Document header' expanded, with sub-items: Document Type, Document Date, Posting Date, Posting Period, Entry Date, Changed on, Translation Date, and User Name. The 'Document Type' and 'Document Date' items are highlighted in green.
- Dynamic selections:** A panel on the right lists the selected criteria: Document Type, Document Date, Posting Period, Entry Date, and User Name. Each item has a small yellow icon with a plus sign to its right.
- Company code:** A field containing '0001' with a 'to' field and a yellow icon.
- Document Number:** An empty field with a 'to' field and a yellow icon.
- Fiscal Year:** A field containing '2012' with a 'to' field and a yellow icon.
- General selections:** A section with fields for Document type, Posting date, Entry date, Reference number, Reference Transaction, Reference key, and Logical system. Each field has a 'to' field and a yellow icon.
- Also display noted items:** A checkbox labeled 'Display noted items' which is currently unchecked.
- Search for own documents:** A checkbox labeled 'Own documents only' which is currently unchecked.

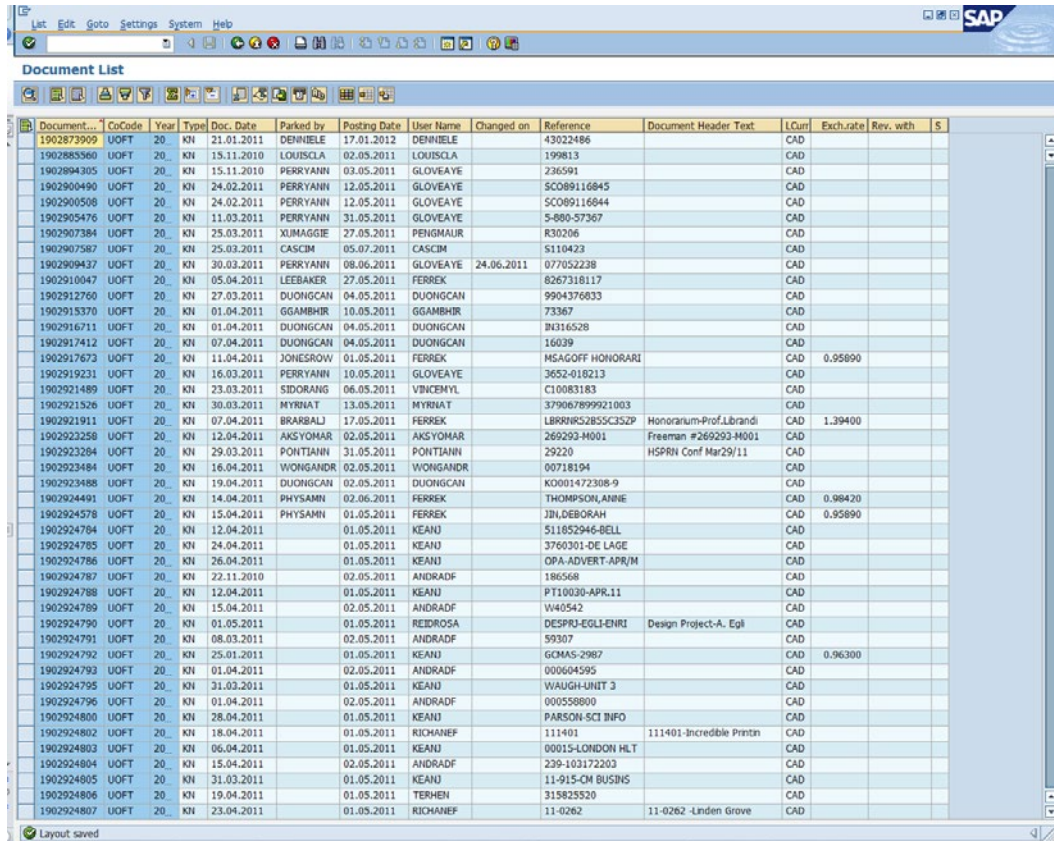


Highlighted items are available for selection in the *Dynamic selections* section.  
 To remove criteria, double click the highlighted field name (top left)  
 To add criteria, double click the field name to add it to the *Dynamic selections* section.

- Click  to retrieve the Document List.



## Document List



The screenshot shows the SAP Document List interface. At the top, there is a menu bar with options: 'Lat Edit Goto Settings System Help'. Below the menu is a toolbar with various icons. The main area is titled 'Document List' and contains a table with the following columns: Document..., CoCode, Year, Type, Doc. Date, Parked by, Posting Date, User Name, Changed on, Reference, Document Header Text, LCurr, Exch.rate, Rev. with, and S.



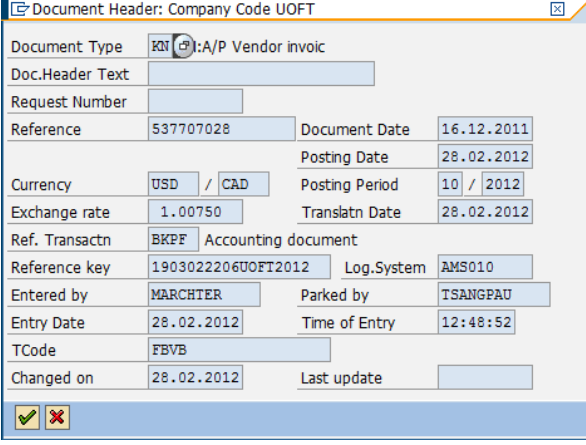
Document...	CoCode	Year	Type	Doc. Date	Parked by	Posting Date	User Name	Changed on	Reference	Document Header Text	LCurr	Exch.rate	Rev. with	S
1902873909	UOFT	20	KN	21.01.2011	DENNELE	17.01.2012	DENNELE		43022486		CAD			
1902883360	UOFT	20	KN	15.11.2010	LOUISCLA	02.05.2011	LOUISCLA		199813		CAD			
1902894305	UOFT	20	KN	15.11.2010	PERRYANN	03.05.2011	GLOVEAYE		236591		CAD			
1902900490	UOFT	20	KN	24.02.2011	PERRYANN	12.05.2011	GLOVEAYE		SC089116845		CAD			
1902900508	UOFT	20	KN	24.02.2011	PERRYANN	12.05.2011	GLOVEAYE		SC089116844		CAD			
1902905476	UOFT	20	KN	11.03.2011	PERRYANN	31.05.2011	GLOVEAYE		5-860-57367		CAD			
1902907384	UOFT	20	KN	25.03.2011	XIJMAGGIE	27.05.2011	PENGMAUR		R30206		CAD			
1902907587	UOFT	20	KN	25.03.2011	CASCIM	05.07.2011	CASCIM		S110423		CAD			
1902909437	UOFT	20	KN	30.03.2011	PERRYANN	08.06.2011	GLOVEAYE	24.06.2011	077052238		CAD			
1902910047	UOFT	20	KN	05.04.2011	LEEBAKER	27.05.2011	FERREK		8267318117		CAD			
1902912760	UOFT	20	KN	27.03.2011	DUONGCAN	04.05.2011	DUONGCAN		9904376833		CAD			
1902915370	UOFT	20	KN	01.04.2011	GGAMBHR	10.05.2011	GGAMBHR		73367		CAD			
1902916711	UOFT	20	KN	01.04.2011	DUONGCAN	04.05.2011	DUONGCAN		IN316528		CAD			
1902917412	UOFT	20	KN	07.04.2011	DUONGCAN	04.05.2011	DUONGCAN		16039		CAD			
1902917673	UOFT	20	KN	11.04.2011	JONESROW	01.05.2011	FERREK		MSACOFF HONORARI		CAD	0.95890		
1902919231	UOFT	20	KN	16.03.2011	PERRYANN	10.05.2011	GLOVEAYE		3652-018213		CAD			
1902921489	UOFT	20	KN	23.03.2011	SIDORANG	06.05.2011	VINCEMYL		C10683183		CAD			
1902921526	UOFT	20	KN	30.03.2011	MYRNAT	13.05.2011	MYRNAT		379067899921003		CAD			
1902921911	UOFT	20	KN	07.04.2011	BRABALI	17.05.2011	FERREK		LB88RH52BSSCJ5ZP	Honorarium-Prof.Librari	CAD	1.39400		
1902923256	UOFT	20	KN	12.04.2011	AKSYOMAR	02.05.2011	AKSYOMAR		269293-M001	Freeman #269293-M001	CAD			
1902923284	UOFT	20	KN	29.03.2011	PONTIANH	31.05.2011	PONTIANH		29220	HSPRN Conf Mar29/11	CAD			
1902923484	UOFT	20	KN	16.04.2011	WONGANDR	02.05.2011	WONGANDR		00718194		CAD			
1902923488	UOFT	20	KN	19.04.2011	DUONGCAN	02.05.2011	DUONGCAN		KD001472308-9		CAD			
1902924491	UOFT	20	KN	14.04.2011	PHYSAMN	02.06.2011	FERREK		THOMPSON,ANNE		CAD	0.98420		
1902924578	UOFT	20	KN	15.04.2011	PHYSAMN	01.05.2011	FERREK		JBL,DEBORAH		CAD	0.95890		
1902924764	UOFT	20	KN	12.04.2011	KEANJ	01.05.2011	KEANJ		511852946-BELL		CAD			
1902924785	UOFT	20	KN	24.04.2011	KEANJ	01.05.2011	KEANJ		3760301-DE LAGE		CAD			
1902924786	UOFT	20	KN	26.04.2011	KEANJ	01.05.2011	KEANJ		OPA-ADVERT-APR/M		CAD			
1902924787	UOFT	20	KN	22.11.2010	ANDRADP	02.05.2011	ANDRADP		186568		CAD			
1902924788	UOFT	20	KN	12.04.2011	KEANJ	01.05.2011	KEANJ		PT10030-APR.11		CAD			
1902924789	UOFT	20	KN	15.04.2011	ANDRADP	02.05.2011	ANDRADP		W40542		CAD			
1902924790	UOFT	20	KN	01.05.2011	REIDROSA	01.05.2011	REIDROSA		DESPPJ-EGLJ-ENRI	Design Project-A. Egl	CAD			
1902924791	UOFT	20	KN	08.03.2011	ANDRADP	02.05.2011	ANDRADP		59307		CAD			
1902924792	UOFT	20	KN	25.01.2011	KEANJ	01.05.2011	KEANJ		GCMA5-2987		CAD	0.96300		
1902924793	UOFT	20	KN	01.04.2011	ANDRADP	02.05.2011	ANDRADP		000604595		CAD			
1902924795	UOFT	20	KN	31.03.2011	KEANJ	01.05.2011	KEANJ		WUAUGH-UNIT 3		CAD			
1902924796	UOFT	20	KN	01.04.2011	ANDRADP	02.05.2011	ANDRADP		000558800		CAD			
1902924800	UOFT	20	KN	28.04.2011	KEANJ	01.05.2011	KEANJ		PARSON SCI INFO		CAD			
1902924802	UOFT	20	KN	18.04.2011	RICHANEF	01.05.2011	RICHANEF		111401	111401-Incredible Printn	CAD			
1902924803	UOFT	20	KN	06.04.2011	KEANJ	01.05.2011	KEANJ		00015-LONDON HLT		CAD			
1902924804	UOFT	20	KN	15.04.2011	ANDRADP	02.05.2011	ANDRADP		239-103172203		CAD			
1902924805	UOFT	20	KN	31.03.2011	KEANJ	01.05.2011	KEANJ		11-915-CM BUSINS		CAD			
1902924806	UOFT	20	KN	19.04.2011	TERHEN	01.05.2011	TERHEN		315825520		CAD			
1902924807	UOFT	20	KN	23.04.2011	RICHANEF	01.05.2011	RICHANEF		11-0262	11-0262-Linden Grove	CAD			

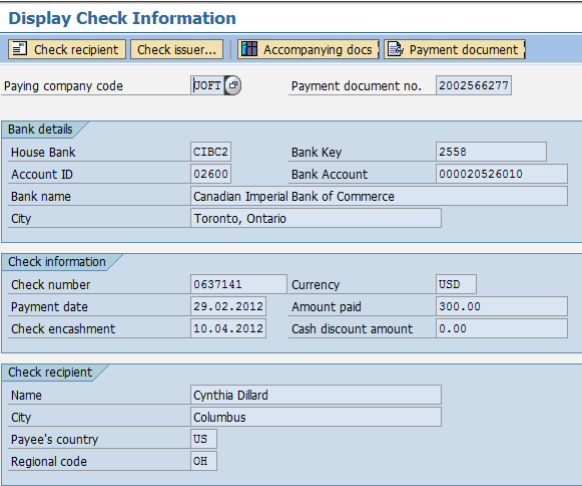



8. To display a single document, double click the document number:

**Additional Functionality:**

**Commonly Used Document Display Functions:**

9. Complete the following as required:

If You Want To	Then	Additional Instructions
Verify Account Assignments.	Review the <i>Document Overview</i> – <i>Display</i> main screen	 <p>To adjust the columns widths select <b>Settings → Columns → Optimize width</b></p>
Verify Header information	Click 	 <p><b>i</b> The following information is available:</p> <p><i>Exchange Rate</i> – Conversion rate to CAD currency</p> <p><i>Entered by</i> - User that entered the original document</p> <p><i>Parked by</i> – User that parked the document last</p> <p><i>Time of Entry</i> – Time the document was posted</p>

If You Want To	Then	Additional Instructions
Verify Cheque Production, and/or Encashment	Double click the vendor line – item 1.  From the menu, select <b>Environment</b> → <b>Check Information</b>	 <p>The <i>Display Check Information</i> screen provides information such as the cheque number (<i>Check number</i>), issue date (<i>Payment date</i>), and encashment date.</p> <p> If <i>Check Information</i> choice is not available, a cheque has not been produced.</p>
Review the <b>OTA Vendor Address</b> information	Double click the vendor line – item 1	Review the Address details for the payee on the <i>Address and Bank Data</i> screen
Review the <b>Alternate Payee Address</b> information	Double click the vendor line – item 1. From the menu, select <b>Extras</b> → <b>Alternative Payee</b>	<p>Click  to return to the <i>Display Document Line Item</i> screen</p> <p>Click  to return to the <i>Document Overview – Display</i> screen</p>

**Resource Information:**



Contact your FAST team representative for additional assistance  
<http://www.finance.utoronto.ca/fast/contacts.htm>

**Reference Guides:**

Journal Entry Create:

<http://www.finance.utoronto.ca/fast/qrg/je/create.htm>

Document Change:

<http://www.finance.utoronto.ca/fast/qrg/je/change.pdf>

Document Reverse:

<http://www.finance.utoronto.ca/fast/qrg/je/reverse.pdf>

Credit Memo:

<http://www.finance.utoronto.ca/fast/qrg/ap/invoices/creditmemo.pdf>

FAQ

- Cheque Production: <http://www.finance.utoronto.ca/faq/chqprod.htm>