Displaying an SAP (FI) Document – FB03

Via User Menu: Financials → Financial Documents → Display FI Document

Note: An FI (financial) document can be displayed via the User menu per these steps or via report drill-down (into the source document). The steps below apply to most document types, including Journal Entries, Invoice Accounting documents, as well as Employee Travel and Reimbursement documents.

On the Display Document: Initial Screen:

1. Enter the Document number.
2. Enter the Company code.
3. Enter the Fiscal year.

Note: If needed, click on the Editing Options button to change your own preferences for the layout of the Document Overview screen. The default layout is ALV Classic List, which displays the Document Overview screen in a format similar to the old paper journal vouchers. If you prefer the SAP layout (default prior to the upgrade), choose the Classic View option. Click on the Save button and exit.

4. Click on the Enter button or press Enter to display the Document Overview - Display screen.
5. Proceed to Step 14.
If Document number is unknown:

6. Click on the Document List button (Shift+F8) to display the Document List screen.

   Note: All fields on the Document List screen are optional. Each field narrows the list from all SAP documents to those matching the fields specified.

7. Enter the Company code.

8. Enter the Fiscal year.

9. Enter the Document type (SA, RN, YD, YT, etc.) that you’d like to include in the filtered results – a blank field includes all document types.

10. Enter other optional fields outlined below as desired.
    - Posting date: to search for all documents containing a certain posting date.
    - Reference number: to search for all documents with a certain reference number (i.e., Assigned JV number).
11. Optional: Click in the **Own documents only** check box (**Search for own documents** section) to view only documents that you created.

12. Click on the **Execute** button (F8) to display the **Document List** screen.

13. Once executed and on the resulting **Document List** screen, double click on a Document number to select and view that document.

13. **Double click** on the desired **Document number** to display the **Document Overview - Display** screen.
On the **Document Overview - Display** screen:

14. Review the **Document Header** details in the top portion of the screen.

15. Review the **posted line items listed** in the bottom portion of the screen.

   **Note:** To adjust the width of all columns, follow the menu path: **Settings → Columns → Optimize Width**.

To view more details on a specific line item from the **Document Overview-Display** screen:

16. Either **click once** on the actual line item number (in the first column) **OR** double click anywhere else on the desired line item to display the **Display Document: Line Item XXX** screen (example shown next page).

**Note:** The examples of the Overview screen in this guide are based on the default Duke preferred layout of **ALV Classic List**. This setting can be changed via the **Editing Options** button on the initial FI Document Display screen. The layout of your screen could be in the **Classic View** if you changed your preferences via the **Editing Options** button.
17. Review the fields listed, such as the **cost object charged** under **Additional account assignments** or the **Text** field.

   **Note:** Each Document Type will vary in the information shown on this detailed screen. For example, Document Type RN for vendor invoices will have more detailed fields on this screen regarding payment terms and an indicator if a payment has been processed. The SA Document Type for Journal Entries does not have any additional information on this screen that you didn’t already see on the Document Overview screen of the journal entry.

18. Use the **Next item (Shift+F7)** or **Previous item (Shift+F6)** buttons to scroll through the detail screens for each line item if needed.

19. Click on the **Call Up Document Overview** button (F9) to return to the **Document: Overview - Display** screen.
To view the document header information, such as the Document Type (from any screen):

20. Click on the Document header button (F5) to display the Document Header: Company Code XXXX screen (see next page).

21. View the fields of data, such as the Document Header text, Reference, and Created by fields.

   Note: The fields of information on this screen vary for each type of document and are outlined in the document sections of this Guide (i.e., Journal Entry, Invoices, etc.). Refer to those sections as needed.

22. Click on the Continue button (F7) to return to the Document Overview - Display screen.
Display Any Attached Files for the Document

Note: This function is available from the original document or any other supporting documents or screens within a document. More details about the kinds of attachments and other specifics are covered in each Document Type as applicable.

1. Click on the Services for Objects (use triangle on right side of button to see a list of options vs a toolbar with icons as shown above).

2. Click on the Attachment List option.

3. In the resulting Service: Attachment list screen, double click on any attachments listed to open a file and view the attachment (Excel, Word, PDF, etc.)
Print a Copy of the Document (from Document Overview – Display screen)

1. Click on the Print button (Ctrl+P) to display the Print ALV List screen.

   1. Click on the Print button (Ctrl+P) to display the Print ALV List screen.
   2. Enter the printer value in the Output device field, if not defaulted.
   3. Ensure Immediately is selected in the Print Time field.
   4. Change the selections in other fields as desired (examples: change the number of copies or select Do Not Print in the SAP Cover Sheet field).
   5. Click on the Continue button (Shift+F7) to complete steps.

   Note: See the message on the bottom status bar stating the spool request has been sent to the SAP printer indicated (if message displayed in dialogue box, click the OK button to clear the Information message).
Displaying an SAP Document (cont.)

View or Print the Extra Text (note) for Applicable Documents

*Note:* These steps pertain to a few Document Types are done from the *Document Overview - Display* screen. The text applies to all line items and supplements text entered on individual line items.

1. Follow the menu path: **Extra → Texts**...

2. In the resulting Texts in Accounting Document window, double click anywhere on the **Note** line (or on the word Note).

3. Review the full text provided in the resulting *Display Note: #* screen (# = reference number indicating company code and document number).

4. Click the Continue button to close the window when done.
Displaying an SAP Document (cont.)

4. To print the text, click on the Print button (Ctrl+P).

5. When done, click on the Back button to return to the Texts in Accounting Document screen.

6. Click the Continue button to close the Texts in Accounting Document screen.

Exiting the Transaction

1. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.