FINANCIAL DATA – ACCOUNTS PAYABLE
SAP Screen Shots
The University of Mississippi
End User Documentation – 4.6C
5/2002

View by Document Number

SAP Menu Path:  Accounting > Financial Accounting > General Ledger > Document > Display [double-click]

Or use Transaction Code:  FB03

Document number – Enter document number
Fiscal year – Enter fiscal year
Enter – Left click on Enter icon.
Document Overview:

Purchase Order associated: To view the Purchase Order associated with this Document number. Double-click on A/P line. (51 Document # = PO)
<table>
<thead>
<tr>
<th>Document #s beginning with</th>
<th>Payment Type</th>
<th>Will work with FB03</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>G/L Posted Documents (Interdepartmental Charges – example: Printing Services)</td>
<td>Yes</td>
</tr>
<tr>
<td>19</td>
<td>Payments for Accounts Payable (Request for Payment forms)</td>
<td>Yes</td>
</tr>
<tr>
<td>50</td>
<td>Good Receipt – If the 50 is associated with PO – yes, if not no. (example of no - Budget Revisions)</td>
<td>Yes &amp; No</td>
</tr>
<tr>
<td>51</td>
<td>Payments for Purchase Orders</td>
<td>Yes</td>
</tr>
<tr>
<td>20</td>
<td>Clearing Documents (Payment Documents) OR Work Order (PPD or Telecommunications)</td>
<td>No</td>
</tr>
</tbody>
</table>

**Note:** If the G/L Account begins with 59# and has 6 digits it is a Work Order.

| 85                        | Credit on Departmental Credit Card                                           | Yes                 |
| 86                        | Debit on Departmental Credit Card                                            | Yes                 |
| 772                       | Travel Documents (Invoice)                                                   | Yes                 |

Other type documents that will not work in FB03

<table>
<thead>
<tr>
<th>Document #s beginning with</th>
<th>Payment Type</th>
<th>Will work with FB03</th>
</tr>
</thead>
<tbody>
<tr>
<td>771</td>
<td>Travel Authorization</td>
<td>No</td>
</tr>
<tr>
<td>45</td>
<td>Purchase Order Numbers</td>
<td>No</td>
</tr>
</tbody>
</table>
View by Vendor

SAP Menu Path: Accounting > Financial Accounting > Accounts Payable > Account > Display/change line items

Or use Transaction Code: FBL1N

Vendor account: Enter Vendor number (you may use search button)
Company Code: 1
Open items – Items that have not been paid to vendor.
Cleared items – Items that have been paid to vendor
All items – All items to vendor

Note: If you use date ranges, be careful. When using date ranges, you may not receive complete information about a transaction.
Vendor account numbers in Accounts Payable:
  Consultant numbers begin with 15
  Student numbers begin with 45

Purchase Orders & Payments (Request for Payment Forms) – 65
Purchase Orders & Payments (Request for Payment Forms) – 75 if vendor has a different address for payments.

Example: All items and date range selected for this example.

Select layout: Accounts Payable has created a variant with additional data that maybe helpful for departments. To select layout, left-click on the select layout icon.

Vendor Payment Information: Double click on Vendor Payment Information.
Status:
- Cleared – Check has been cut and mailed to vendor.

Reference:
Invoice number, if there is no invoice number,
A/P will try and put some meaningful information, such as the date.
771# - will be the Travel trip number.

Document #:
- 19 – Request for Payment
- 51 – Purchase Order
- 772 – Travel
- 20 – Clearing Document (Payment Document)

DD – Net due date symbol (Due date – under Status)

PM – Payment Method (P = Check; D = Direct Deposit)

PBK – Payment Block – If item is blocked for payment
  R- Goods Receipt has not been processed.
  A – Accounts Payable has blocked for some reason.
Create Variant (Layout)

Change Layout: To add additional information to report, left click on the Change layout icon.

Change layout standard local currency screen. On the left of your screen is what is displayed on your report. On the right are you hidden fields that can be moved to the right and added to your report. Use arrows in the middle to move fields.

Layout/Variant can be save.

Save layout icon – Left-click on Save layout icon.
**Give Layout Name and Description** – Make sure User-Specific is checked.

**SAVE** – Left-click on Save icon.

**Select layout** – To use this layout the next time run report, left-click on select layout icon.

**Select layout** – Left-click on copy for double click on line item.