FINANCIAL DATA – ACCOUNTS PAYABLE

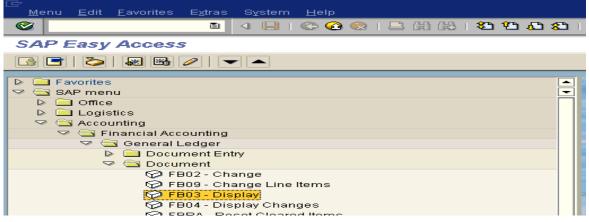
SAP Screen Shots The University of Mississippi End User Documentation – 4.6C 5/2002

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SAP Support: 662.915.5222

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.

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Display Document	t: Initial Screen
En List	🖉 Editing options
Keys for Financial Accounting	g
Document number	
Company code	1
Fiscal year	

Document Overview:

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Document Overview										
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			Net invoice recei							
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		22199 22199	Accts Payable GR Accts Payable GR		20001109	10 10	54.5 34.8		tonitrile-d3, 99.8%,dlm-21, zene-d6, 99.6%, dlm-1, 10x1	
		22199	Accts Payable GR		20001109	10	34.8		2ene-ub, 99.6%, unm-n, 10xn orform-d, 99.8%, dlm-7, 100	
		22199	Accts Payable GR		20001109	10	31.8		ethyl sulfoxide-d6, 99.9%, u	
		22199	Accts Payable GR		20001109	10	131.8		hanol-d4,99.8%, dlm-24,10x1	
		22199	Accts Payable GR		20001109	IO	53.6		uoracetic acid-d, 99.5%, dli	

Purchase Order associated: To view the Purchase Order associated with this Document number. Double-click on A/P line. (51 Document # = PO)

☐ Document <u>E</u> dit	<u>G</u> oto E <u>x</u> tras E <u>n</u> vironment S <u>v</u> stem <u>H</u> elp
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🞾 🖻 🎿 🔽 4	🔺 🛃 🖆 More data
X	22199 Accounts Payable GR/IR 1 The University of Miss.
	Doc. no. 51008579
Line Item 2 / GR/IR (debit/86
Amount	79.56 USP
	Purchase Order #
Additional account a	assignments
Business area	30
Sales order	
WBS element	Network
	More Nore
Purchasing doc.	4500014809 1
Clearing date	01/18/2001 1049365
Assignment	20001109
Text	acetone d6, 99.9%, dlm-9, 10x1G

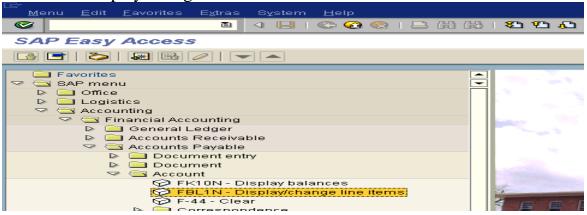
	FI Document Numbers	
Document #s	Payment Type	Will work
beginning with		with FB03
10	G/L Posted Documents (Interdepartmental	Yes
	Charges – example: Printing Services)	
19	Payments for Accounts Payable	Yes
	(Request for Payment forms)	
50	Good Receipt – If the 50 is associated with PO	Yes & No
	– yes, if not no. (example of no - Budget	
	Revisions)	
51	Payments for Purchase Orders	Yes
20	Clearing Documents (Payment Documents)	No
	OR	
	Work Order (PPD or Telecommunications)	
	Notes If the C/L Assessment has size so it 50 the set	
	<i>Note:</i> If the G/L Account begins with 59# and	
07	has 6 digits it is a Work Order.	*7
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

771	Travel Authorization	No
45	Purchase Order Numbers	No

View by Vendor

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



Or use Transaction Code: FBL1N

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SAP E	SAP Easy Access									

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

endor Line Item Dis	1 4 🖬 😋 🐼 🔞 0 (av)		프 쇼 쇼 ㅣ 🔚 🔚 ㅣ જ? 🎚
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Vendor selection			
Vendor account) to	
Company code	1	to	
Selection using search help Search help ID			
Search string			
Complex search help	-		
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Line item selection			
Status			
Open items			
Open at key date	04/08/2002		
O Cleared items			
Clearing date		to	
Open at key date			
All items			

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.

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Vendo	Vendor Line Item Display												
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Status: Due date	i∎ open Si Overdue	🛆 Par 🗛) Due) Clear O Not d									
Vendor Company		6502909											
Name City		BELLSOUTH											
									1				
St	Assignment	Doc.no.	Туре	Doc. date	s	DD	Amount in	local cur.	LCurr	Cirng doc.	Text		
	20010702	19000055	KR	06/14/2001				88.05-	USD	20070246	*601-206-8920-295-0592		
	20010702	20070246	ZP	07/02/2001				88.05	USD	20070246			
	20010703	19000185	KR	06/10/2001				45.93-	USD	20070590	*662 236-7908 350 1597		
	20010705	20070590	ZP	07/05/2001				45.93	USD	20070590			
		19000368	KR	06/10/2001				45.61-	USD	20070802	*662 236-1931 345 0593 L ROGERS		
	20010706 20010711	20070802	ZP KR	07/06/2001 05/29/2001				45.61 400.92-	USD USD	20070802 20071415	*A/C # 662 M67-8320 320 0592		
H	20010711	19000841	KR	05/29/2001	-			400.92-		20071415	*A/C # 662 234-8021 021 0593		
H	20010711	19888843	KR	07/11/2001				784.38-	USD	20071415	*A/C # 662 234-8621 621 6595		
	20010711	20071415	ZP	07/11/2001	-			784.38	USD	20071415			
	20010711	20071415	ZP	07/11/2001				460.99		20071415			

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.

		System <u>H</u> elp 🕒 🕼 🖧 🏖 1	Select layout icon.
Vendor Line Item Displ	ay		/]
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Status: 🔤 open Due date: 🛃 Overdue	🛆 Parked 📣 Due	⊙ Cleared S ⊴ Not due	elect layout (Ctrl+F9)

Vendor Payment Information: Double click on Vendor Payment Information.

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	/TRAVEL	Travel display	00	1					
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Cit	1SAP-C	Clearing data 🛛 🛛 🖓 🖉							
	1SAP-DDNET	Internet service open items	00						

Status:

Open – Waiting to be paid. Will be paid when checks cut. Example: Net 30. **Cleared** – Check has been cut and mailed to vendor.

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Status: 🖬 open 🛆 Parked 👁 Cleared Due date: 🜠 Overdue 📣 Due 🥥 Not due											
Vendor Company Code	650557 1	7									
Name City	AT&T Louisv	ILLE									
St Reference	Doc.no.	Cirng doc.	Doc. date	DD	Amt in loc.cur.	PM	PBK	Text			
888-732-858 228 872-242 662 513-033 020 806 393	20125364 20125470 19025521 19025517 20125638	20125290 20125290 20125290 20125290 20125290 20125470 20125470 20125470 20125470 20125638 20125638	04/16/2002 04/03/2002 03/27/2002 04/03/2002 04/17/2002 04/01/2002 03/21/2002 04/18/2002 04/03/2002		64.63 449.70 64.63- 0.00 70.13 17.95- 52.18- 0.00 1,164.20 1,164.20 0.00	P P P		*A/C #020 319 3760 001 *A/C # 019 718 5924 001 *A/C # 020 966 9619 001 *A/C # 030 367 4900 001			
**					0.00						

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.

List Edit Goto Extras Environment Settings System Help	ده بهر Change layout
Vendor Line Item Display I◀ ◀ ▶ ▶I @ 夕 蠶 앞 월 월 일 译 읍 당 읍 명 ▦	icon
Status: 🖪 open 🛆 Parked 👁 Cleard Due date: 🛃 Overdue 📣 Due 🥮 Not du	Change layout (Ctrl+F8) e

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.

Line 1						Hidden fields		
Column content	Pos. I	Len	$\mathbf{\Sigma}$			Col. content	Lgth.	
Cleared/open items symb		2				Asset	12	
Assignment	2 1	18				Amount in doc. curr.	20	
Document number	3 1	10				Document currency	5	
Document type	4 8	3				Asset sub-number	4	
Document date	5 1	10				Order	12	
Special G/L ind.	6 1	1				Clearing date	10	
Net due date symbol	7 2	2				Posting key	2	
Amount in local currency	8 2	20				Doc.status	1	
Local currency	9 5	5				Posting date	10	
Clearing document	10 1	10				Company code	4	
Text	11 5	50				Line item	3	
				-		Valuated amount	20	
Line width 153 Arrows -								

Layout/Variant can be save.

Save layout icon – Left-click on Save layout icon.

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Vendor Line Item Display						
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Status: Due date: Overdue Save layout icon Vendor Company Code 1 Save layout icon						

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

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

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

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Status	ZTRAVEL	Travel display	60					
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Name	1SAP-INETT 1SAP-INET2	Internet service open items Internet service cleared items	00					
City	1SAP-INET2	Internet service sales volume	00					
	1SAP-INET4	Internet service clearing data	00					
	1SAP-LC	Vendor local currency	00	~				Doc.no.
	1SAP-P	Terms of payment	00	-				200
	1SAP-RE	Standard Real Estate account assignment	0.0					20078119
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