

TRIP Documentation in SAP – FB03

Process: To review a TRIP and the Trip's supporting documentation in SAP.

PROCEDURES

To view a Trip pdf and attachments from SAP, go to SAP screen FB03, Display Document.

Click on the Document List button to open additional search criteria.

From the Document List screen, Company Code of UK00 is required.

Search Options:
Document Number = SAP document number from the SAP transaction (19XXXXXXXX).

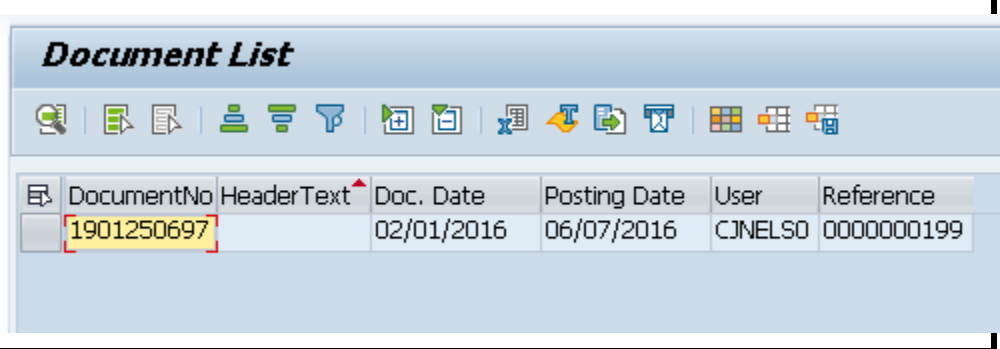
Reference Number = Trip Number. The TRIP number in the reference field will be 10 digits (0000000199).

The screenshot shows the 'Display Document: Initial Screen' in SAP. At the top left, the 'Document List' button is highlighted with a red box. Below it, there are navigation buttons for 'First Item' and 'Editing Options'. The main area contains search criteria fields: 'Document Number' (highlighted with a yellow box), 'Company Code' (set to 'UK00'), and 'Fiscal Year'. To the right, there are fields for 'Document display using...' and 'Reference no.'.

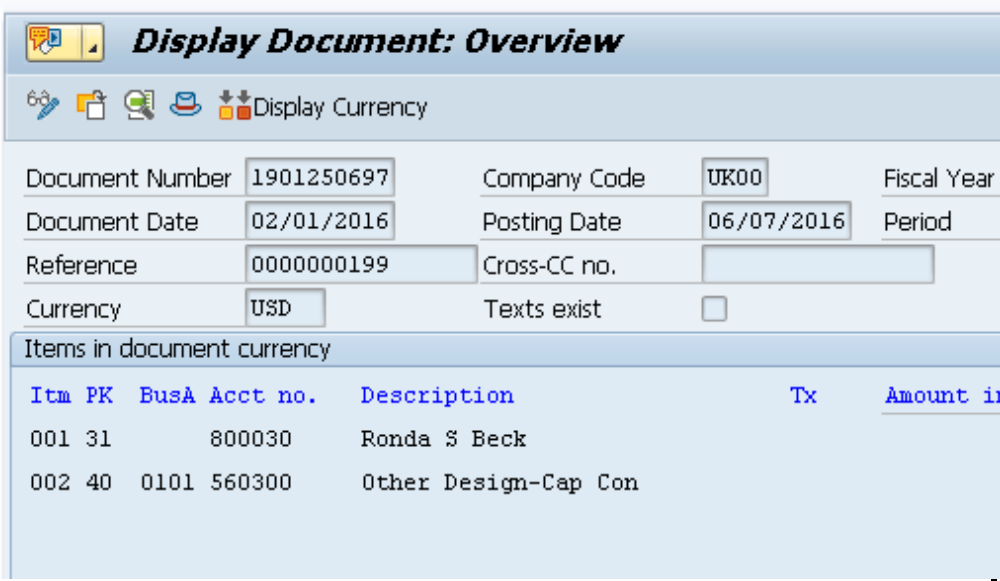
The screenshot shows the 'Document List' screen in SAP. The 'Company code' field is set to 'UK00' and is highlighted with a red box. A red arrow points from a blue box containing the text 'Must be UK00' to the 'UK00' field. Below the search criteria, there are sections for 'General selections' (Document type, Posting date, Entry date, Reference number, Reference Transaction, Reference key, Logical system) and 'Also display noted items' (with a checkbox for 'Display noted items'). At the bottom, there is a section for 'Search for own documents' (with a checkbox for 'Own documents only').

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A listing of search results will be displayed if more than 1 item matched the search criteria. Double click on the document to be reviewed from the list.



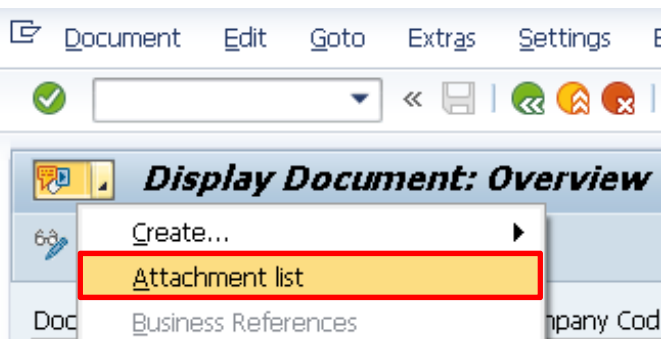
The Document Display: Overview will provide the basic information about the FI posting of the PRD.



To review the Trip attachments: Click on the little arrow on the Services for Object Button.

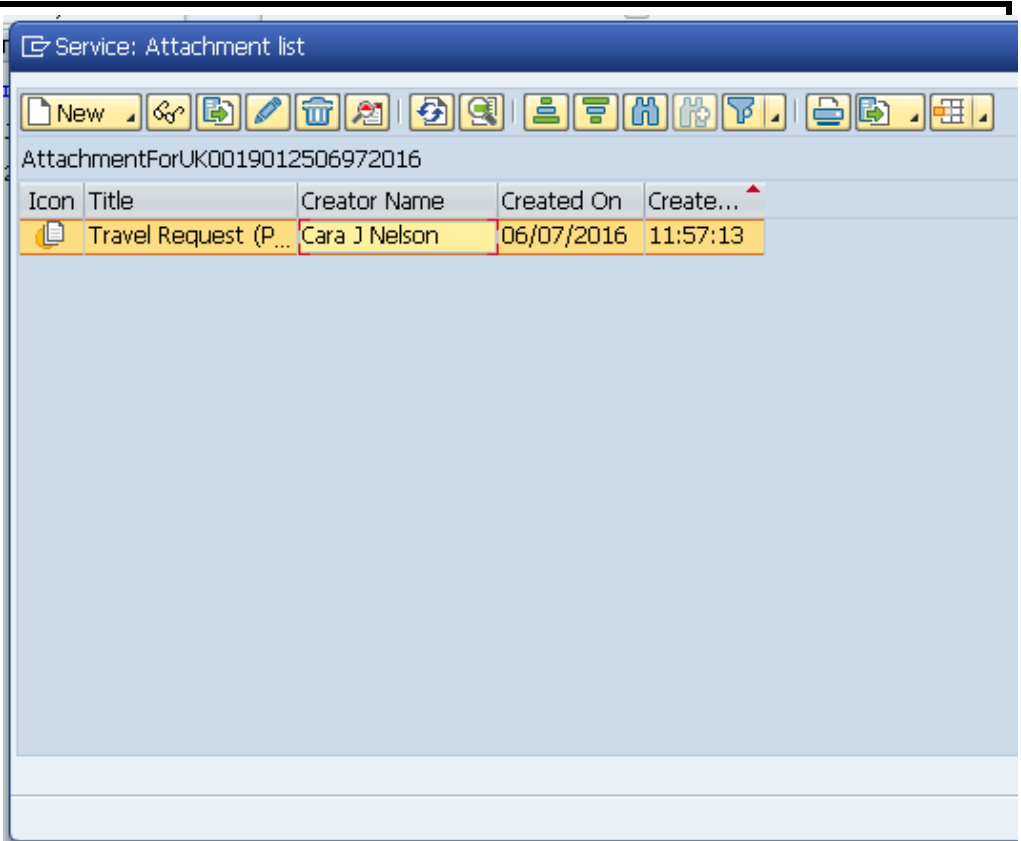


Then click on the Attachment list option. (If attachment list is in light grey, no attachment is available for review.)

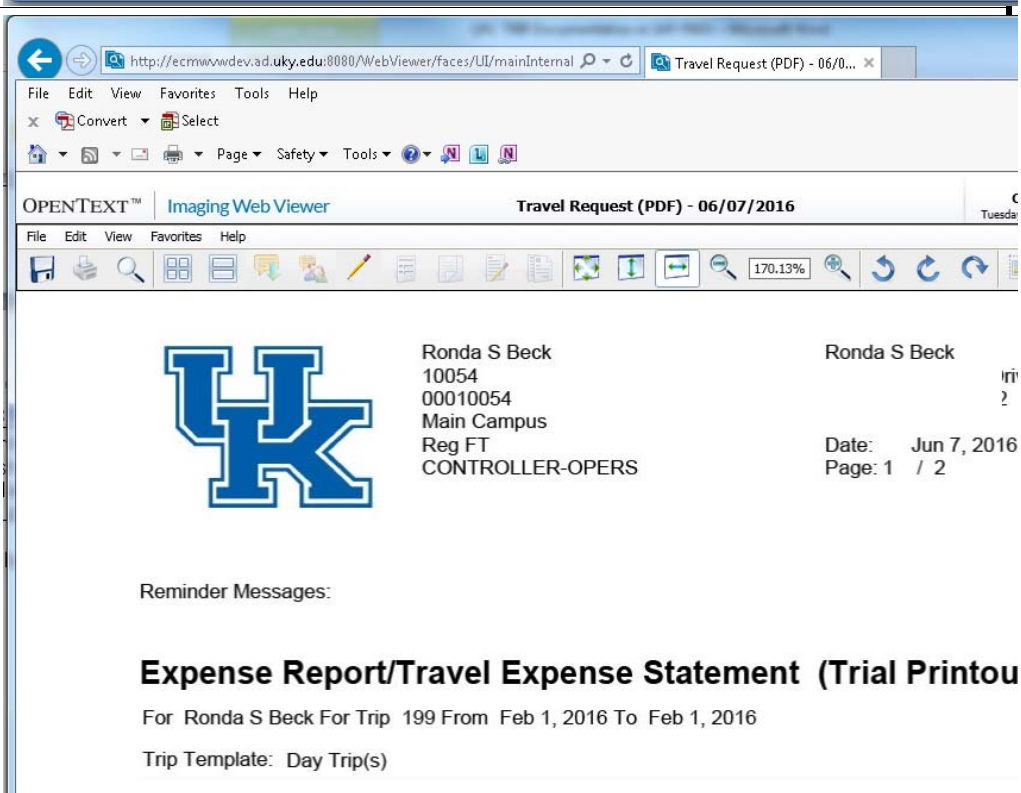


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The Attachment List will open and show the items available for review. Double click on the attachment to be opened.

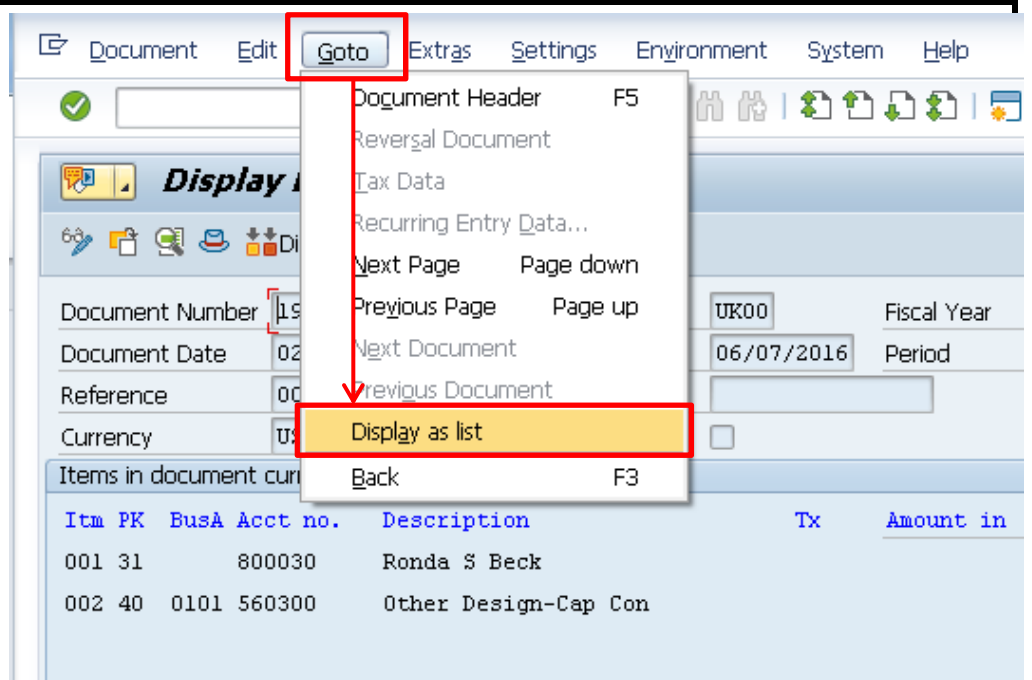


Attachments in PDF, BMP, TXT, etc will open with the Open Text Imaging Web Viewer. Any Word/Excel attachment will open using the software from your workstation.



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To review the complete accounting information for a Trip, from the Display Document: Overview, click on Goto and click on Display As List.



The complete accounting information for the Trip will be displayed.

Doc.Type : ZT (Travel Expenses) Normal document										
Doc. Number		1901250697		Company Code		UK00		Fiscal Year		2016
Doc. Date		02/01/2016		Posting Date		06/07/2016		Period		12
Calculate Tax <input type="checkbox"/>										
Ref.Doc.		0000000199								
Doc. Currency		USD								

Item	PK	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assig
2	40	560300	Other Design-Cap Con	324.00	1012013010		1012013010	0011002000	*Trip from 02/01/16 To 02/01/16: US-KY	0000
*				0.00						