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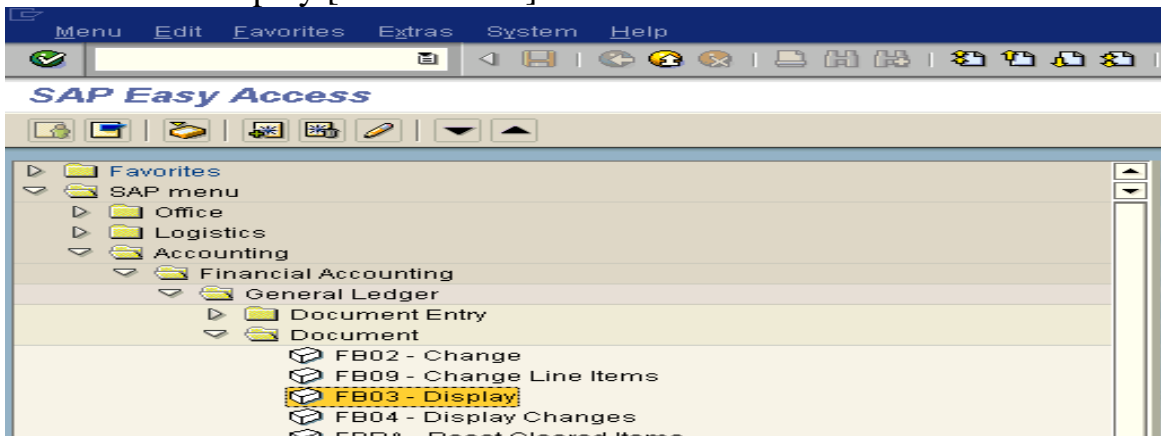
SAP Screen Shots
The University of Mississippi
End User Documentation – 4.6C
5/2002

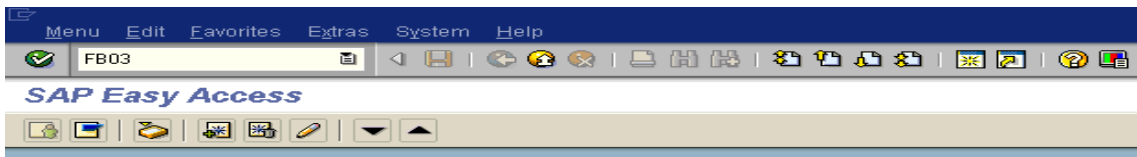E-Mail: sap@olemiss.edu   SAP Support: 662.915.5222

View by Document Number

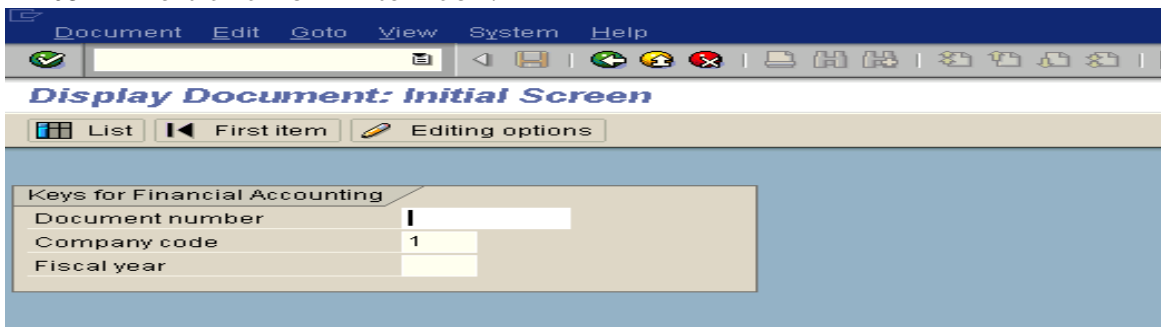**SAP Menu Path**: Accounting > Financial Accounting > General Ledger > Document > Display [double-click]

Or use Transaction Code: FB03

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

Document Overview:

```
Document  Edit  Goto  Settings  Extras  Environment  System  Help

Document Overview

Doc.type : RN ( Net invoice receipt ) Normal document
Doc. number    5100857        Company code    1          Fiscal year    2001
Doc. date      10/30/2000                                Period
Ref.doc.       685379
Doc.currency   USD
```

Doc number   **A/P Line**

Itm	PK	Account	Account short text	Assignment	TX	Amount	Text
1	31	6503582	CAMBRIDGE ISOTOPE L..	20001109		461.47-	CAMBRIDGE ISOTOPE LABORATORIES
2	86	22199	Accts Payable GR/IR	20001109	I0	79.56	acetone d6, 99.9%, dlm-9, 10x1G
3	86	22199	Accts Payable GR/IR	20001109	I0	54.56	acetonitrile-d3, 99.8%,dlm-21, 10x1G
4	86	22199	Accts Payable GR/IR	20001109	I0	34.86	benzene-d6, 99.6%, dlm-1, 10x1G
5	86	22199	Accts Payable GR/IR	20001109	I0	75.78	chlorform-d, 99.8%, dlm-7, 100G
6	86	22199	Accts Payable GR/IR	20001109	I0	31.83	dimethyl sulfoxide-d6, 99.9%, dlm-10,1
7	86	22199	Accts Payable GR/IR	20001109	I0	131.85	methanol-d4,99.8%, dlm-24,10x1G
8	86	22199	Accts Payable GR/IR	20001109	I0	53.03	trfuoracetic acid-d, 99.5%, dlm46, 100

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

```
Document  Edit  Goto  Extras  Environment  System  Help

Display Document: Line Item 002

More data

G/L account    22199        Accounts Payable GR/IR
Company code   1     The University of Miss.
                                               Doc. no. 51008579
Line Item 2 / GR/IR debit / 86
Amount         79.56        USD
```

Purchase Order #

```
Additional account assignments
Business area   30
Sales order                    0      0
WBS element                              Network
                                                              More
Purchasing doc.  4500014809  1
Clearing date    01/18/2001  1049365
Assignment       20001109
Text             acetone d6, 99.9%, dlm-9, 10x1G        Long text
```

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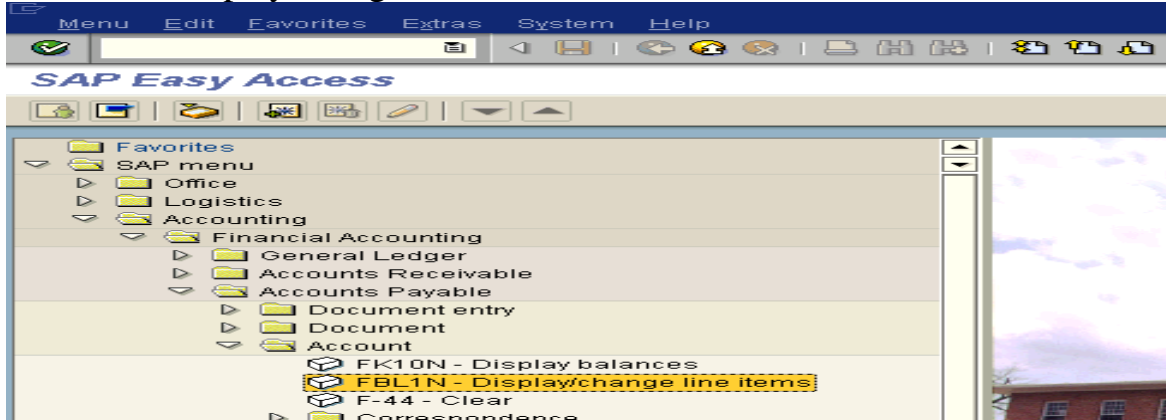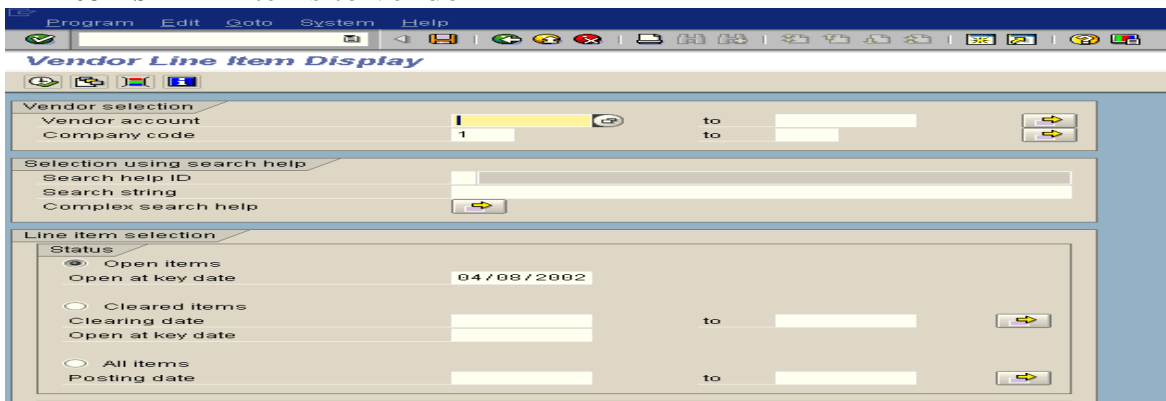

Or use Transaction Code: FBL1N

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.
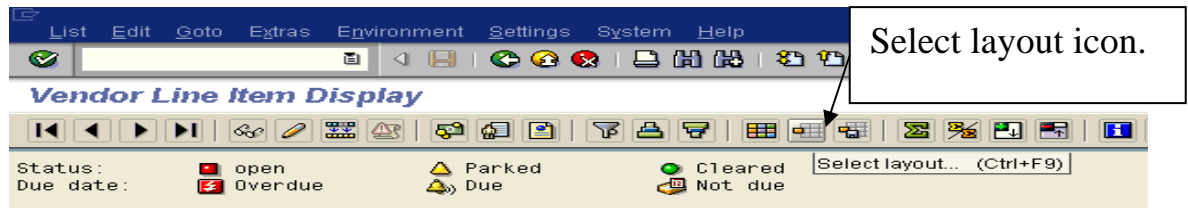
Vendor Payment Information: Double click on Vendor Payment Information.

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

```
List   Edit   Goto   Extras   Environment   Settings   System   Help

Vendor Line Item Display

Status:        ■ open           △ Parked      ● Cleared
Due date:      ⚡ Overdue        △» Due        ⬚ Not due

Vendor          6505577
Company Code    1

Name            AT&T
City            LOUISVILLE
```

St	Reference	Doc.no.	Clrng doc.	Doc. date	DD	Amt in loc.cur.	PM	PBk	Text
●		20125290	20125290	04/16/2002		64.63	P		
●		20125290	20125290	04/16/2002		449.70	P		
●	888-732-8587	19025424	20125290	04/03/2002		449.70-			*A/C #020 319 3760 001
●	228 872-2424	19025364	20125290	03/27/2002		64.63-			*A/C # 019 718 5924 001
*			20125290			0.00			
●		20125470	20125470	04/17/2002		70.13	P		
●	601 957-2571	19025521	20125470	04/01/2002		17.95-			*A/C # 020 966 9619 001
●	662 513-0331	19025517	20125470	03/21/2002		52.18-			*A/C # 030 367 4900 001
*			20125470			0.00			
●		20125638	20125638	04/18/2002		1,164.20	P		
●	020 806 3930...	19025709	20125638	04/03/2002		1,164.20-			*A/C # 020 806 3930 001
*			20125638			0.00			
**						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)
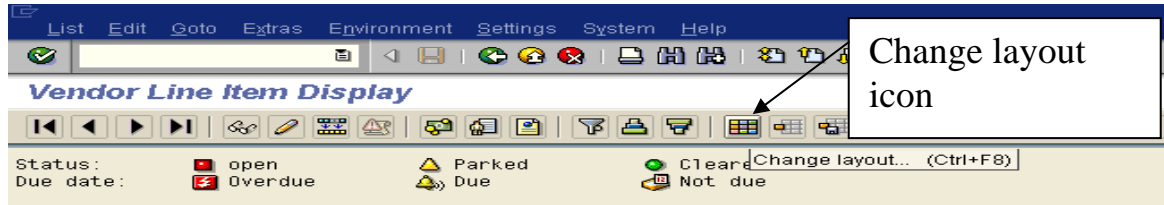
PBK – Payment Block – If item is blocked for payment
   R- Goods Receipt has not been processed.
      A – Accounts Payable has blocked for some reason.

Create Variant (Layout)

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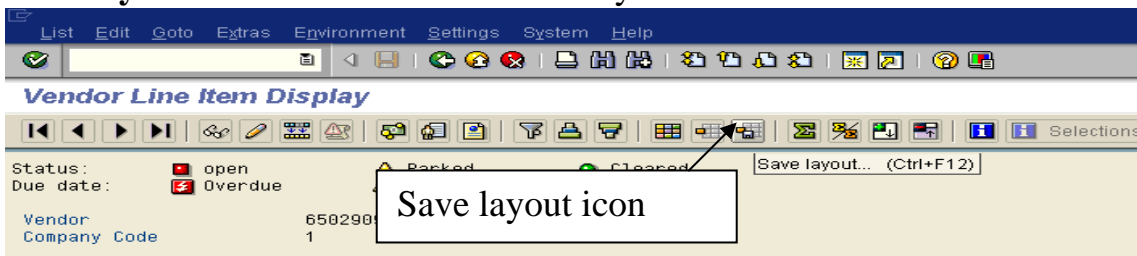

Change layout standard local currency screen. On the left of your screen is what is displayed on your report. On the right are you hidden fields that can be moved to the right and added to your report. Use arrows in the middle to move fields.
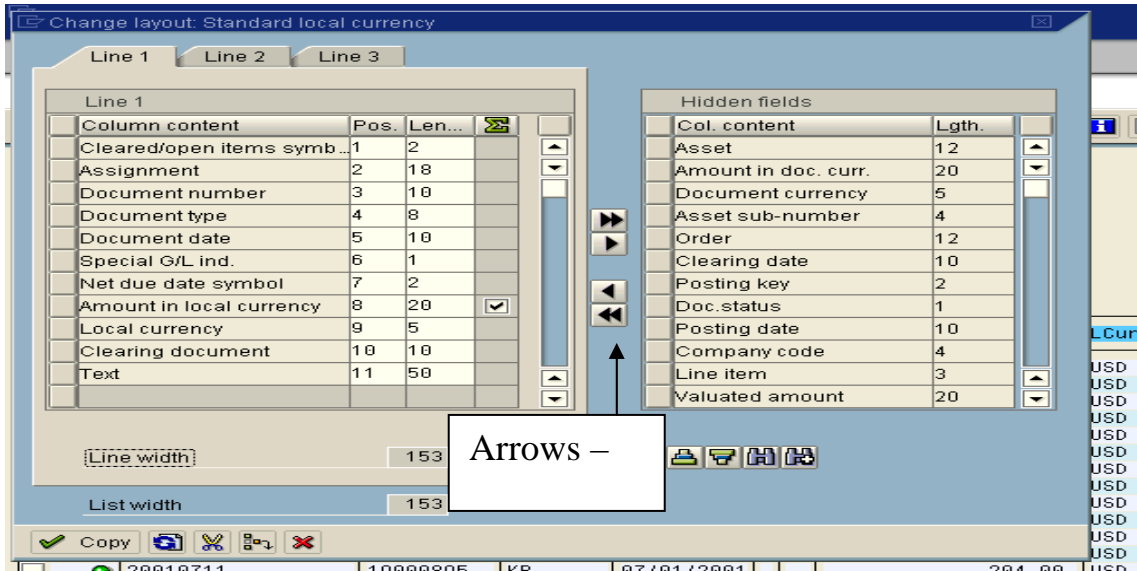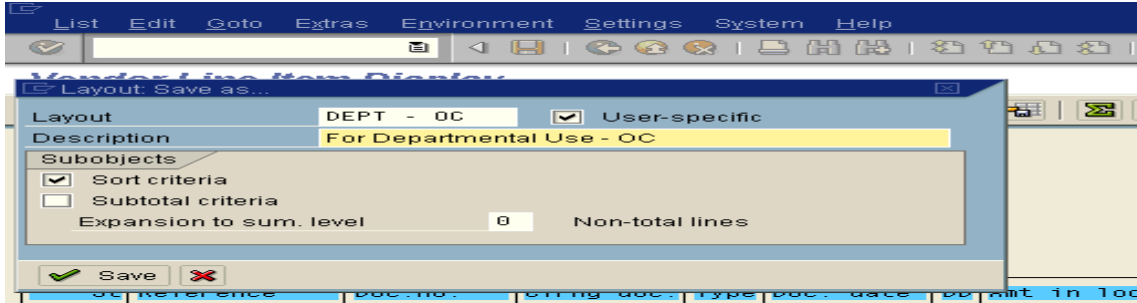

Layout/Variant can be save.

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.