Display a Posted Journal Entry Document

Once a journal entry (i.e., journal voucher) document is fully approved, the document is posted to the SAP General Ledger. Once posted, the document updates and appears on reports. Posted journal entry documents can be displayed several ways, such as from the report drill-down or via the Display FI Document transaction, which is covered in this section. In addition, the Display FI Document transaction can be used to display other types of posted documents, such as Invoice payments and Employee Travel and Reimbursement related documents.

When a journal entry document is initiated in the SAP system, the system automatically assigns a document number to the entry, along with the company code and fiscal year entered in the header. As the document is fully approved and posted to the General Ledger, all three fields serve as the complete reference for how to identify the document in SAP and remains with the document. If the original document includes more than one company code, then a separate document with its own sequential document number is created for each company code when posted and contains that company code’s debits and credits.

The SAP document number, company code, and fiscal year are all needed to display the document via the Display FI Document transaction.

If the SAP document number, company code, and fiscal year are not known, the user may still use the transaction and use the List Display feature. This feature allows the user to enter other known criteria and display a list from which to choose the desired journal entry to be displayed.

SAP – Journal Entry Basics

Display a Posted Journal Entry Document – FB03

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

On the Display Document: Initial Screen:

1. Enter the Document number.
2. Enter the Company code.
3. Enter the Fiscal year.
4. Click on the ✔ Enter button or press Enter to display the Display Document: Overview screen.
5. Proceed to step 13.

Use the Document List Feature if the Document Number is Unknown

6. Click on the Document List button (Shift+F8) to display the Document List screen (example shown on next page).
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. The Workflow Summary Report of JV Documents (Posted), Transaction code ZF181, is recommended for viewing lists of posted documents.

7. Enter the **Company code**.

8. Enter the **Fiscal year**.

9. Enter the **Document type**. (SA)

10. To narrow the search, enter other fields outlined below:
    
    - **Posting date**: to search for all documents containing a certain posting date or within a range of posting dates.
    
    - **Reference number**: to search for all documents with a certain reference number (i.e., Assigned JV number).

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

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

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

12. Locate and double click on the desired **Document number** to display the **Display Document: Overview** screen.
On the **Document Overview - Display** screen:

![Document Overview - Display](image)

13. Review the **Document Header** details in the top portion of the screen, such as:
   - **Parked by** = the User ID associated with person who created or initiated the document.
   - **Posted by** = WF – Batch indicates that the document was posted through the JV Workflow approval process. (Older documents may have the User ID associated with the person who posted the entry prior to late 2005 / early 2006)
   - **Doc. Number, Company Code, and Fiscal Year** = serves as reference for or identifies the document in SAP.
   - **Doc. Date, Posting Date, and Period** = indicates the timeframe that the document was created and posted.
   - **Ref Doc** = indicates the eight digit **Assigned JV number** (Ex: JV060132) that identifies who to contact concerning the document using the last four digits via the following website: [http://finance.duke.edu/accounting/jv/assignedjv.php](http://finance.duke.edu/accounting/jv/assignedjv.php).

14. Scroll across and review the **posted line items listed** in the bottom portion of the screen (40 = debit, 50 = credit).
Display a Journal Entry Document (cont.)

View the Document Header Information, such as Who Created the Document

15. Click on the Document header button.

On the Document Header: Company Code XXXX screen:

16. Review the fields of header information as summarized below:
   - **Document type** = Type of document for a transaction (SA, ZJ, or ZB for manually keyed documents).
   - **Doc. header text** = free-form text field that provides a description or information for the entire document.
   - **Parked by** = the User ID associated with the person who created or initiated the document.
   - **Posted by** = WF – Batch indicates that the document was posted through the JV Workflow approval process. (Older documents may have the User ID associated with the person who posted the entry prior to late 2005 / early 2006.)
   - **Reference** field = an eight digit **Assigned JV number** (Ex: JV060132) to help identify who to call with questions.
   - Other fields such as **Entry Date**, **Time of Entry**, and **Changed On** (if the entry was changed after posting).
17. Click on the **Continue** button to return to the *Document Overview - Display* screen.

**Print a Copy of the Journal Entry**

18. Click on the **Print** button to display the *Print ALV List* screen (see below).

19. On the *Print ALV List* screen (shown above) enter the printer value in the *Output device* field, if not defaulted.

20. Enter **Print out immediately** in the *Time of Print* field (via drop-down), if not defaulted.

21. **Optional:** In the *SAP Cover Sheet* field, drop-down and choose **No Cover Sheet if preferred** (if left at System Administrator: Default Setting a cover sheet will print)

24. If needed, click the **OK** button to clear Information dialog box which confirms that the document printed.
22. Use Properties button to change other options and set defaults for printing a document as desired.

23. When all fields are chosen on the screen above, click on the Continue button to complete the print request.

24. If needed, click the OK button to clear the Information dialog box which confirms that the document printed.

**View or Print the Extra Text (Note) for the Document**

*Note:* The following steps are done from the Document Overview - Display screen. The text applies to all line items, can be displayed from any line item, and supplements text entered on individual line items.

25. Follow the menu path to display the Texts in Accounting Document screen: Extra → Texts…

26. If text is present in the Note field, then double click anywhere on the line (or on Note) to display the Display Note: 0010… screen (example on next page).
Note: The text cannot be changed in the display mode.

27. To print the text, click on the Print button and follow the steps on the previous pages for printing.

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

29. Click on the Continue button (Shift+F1) to return to the Enter G/L account document: Display Overview screen.
View a History of the Changes Made to the Document, If Applicable

30. Follow the menu path: Environment → Document Changes.

On the Document Changes: Changed Fields screen:

Note: The Document Changes: Changed Fields screen, shown above, contains a list of all of the fields that were changed on a document. (If a dollar amount was changed, both the Amount and Amt in loc. Cur. Field will be listed.) This list does not provide other details about the changes. However, there are several options that are available to see more details about the changes as outlined in the next pages.
31. **Double click** on a field (e.g. Amount, Document Header Text, etc.) to display the *Document Changes: Overview* (shown below) and review as follows:

- Review the list of changes for that field (i.e., in this example the amount was changed on two line items from 5000.00 to 500.00 in this parked document).

- **Double click on a line item** to view the details of that change, including the SAP User ID of the person who made the change (shown below).

- Click on the X to close the window when done.

- To return to the list of changed fields, click on the Back button.
32. Click on the **All Changes** button to view a summary of all the changed fields for the document as follows:

- Review the changes outlined on the *Document Changes: Overview* (above), including the New and Old values for all the fields that were changed.

  **Note:** If a dollar amount was changed, both the *Amount* and *Amt in loc. Cur.* Field will be listed for each line item that was changed. Amounts can only be changed before a document is posted.

- **Double click on a line item** to view the details of that change, including the SAP User ID of the person who made the change.

- Click on the **X** (in the upper right) to close the window.

- To return to the list of changed fields, click the **Back** button or the **Changed fields** button.

33. When finished reviewing the changes, click on the **Back** button to return to the *Document Overview: Display* screen
Display a Journal Entry Document (cont.)

Display Any Attached Files (Word, Excel, etc.)

34. Click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.

35. In the resulting drop-down list, click on Attachment List.

36. In the Service: Attachment List window, double click anywhere on the attachment listed to open the file and review.

   Note: Attachments, which are a Windows application, will NOT launch on a MAC. MAC users must export the file to the MAC in order to open the file (click once on the attachment listed, click on the Export button, and choose a directory path and file name, then open the file).

37. After exiting the file, click on the Continue button to close the Service: Attachment List window and return to the posted document.
38. Once in the posted document, click on the **drop-down portion** of the **Services for Objects** button located in the Title Bar of the screen.

39. In the resulting drop-down list, click on the menu path **Workflow** → **Workflow overview**.
On the resulting *Data on Linked Workflows* window:

40. To view the **history or work log for all the approvals completed** for the document before it was posted (i.e., view the names, dates, and times of approvals done by the Department, Management Center, and other Finance areas, as applicable per your approval rules), **scroll down the screen**.

41. To view the **Office Document attachment** if applicable (e.g., the **Rejection Reason** attached if a Completed Document was rejected before it was posted), **scroll to the bottom of the screen and click once on the link**.

42. When ready, click on the **Continue** button to close the window and return to the posted document.

**To Exit the Transaction**

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