Accounting Document Display (FB03)

Purpose
Use this transaction to display documents. Note that changes to parked documents cannot be made through FB03.

This document explains how to Display Accounting Documents and assumes that you already have access to the FB03 transaction. Note that changes cannot be made to documents when using the FB03 transaction.

Trigger
Perform this procedure when you need to review information on an accounting document.

FB03 Transaction Process
Follow the steps below to display an accounting document.

1. Navigate to the FB03 – Accounting Document Display transaction:
   a. Type the transaction code FB03 directly into the Command Bar and press Enter to the left of the command bar or on your keyboard.

Starting Screen: The image above displays the landing page after accessing the FB03 transaction. If you have the document number that you want to access, input the number in the document number field. UC should have been defaulted into the Company Code field. The Fiscal Year is not needed if the Document Number is known. Press Enter to the left of the command bar or on your keyboard. Skip to Step 3, if you knew your document number. If you do not know your document number, select the text Document List to bring up a search page for a list of accounting documents and proceed to Step 2.
2. Access your unknown parked documents.

a. The Company code is required when searching for document. At least one additional search criteria from the General selections area must be entered. You are able to be as specific as you want when searching for documents. An example of searching for JE documents from 2018 is displayed. After entering your search criteria select the execute icon to perform the search.

![Document List](image)

b. Based on the criteria above, a listing of JE documents from 2018 will be displayed. It is recommended to change the layout using the layout icon to **/UC STANDARD**. This will allow users to see who parked and posted a document. Double click on the document number of the document you want to view.

![Document List](image)

3. The document you select will be displayed. Remember that this transaction is for display only. Changes cannot be made to documents while using the FB03 transaction.
a. To view specific item information, double click on the Itm number you want to display.

![Display Document: Overview](image1.png)

b. To view header information, select the display document header icon 📊.

![Display Document: Line Item 002](image2.png)

c. Use Print Preview to see the entire entry.
   i. In the Menu Bar: **Document > Print Preview**

✔ Check out **Best Practices for Entering Accounting Documents in UC Flex** for more information.

Contact the **Office of the Controller** for questions. 513-556-3152