

Researching Non-Payroll Expenses in R3



Today's Presenter

- Shannon Towner
Financial Manager, School of Public Health





Agenda

- FS911 Template
- Researching Missing Documents



What Won't Be Covered

- Payroll
- Revenue
- Special/unusual situations



FS911 Templates

Sponsored Accounts

School of Public Health

Sponsored Financial Detail (FS911)

Non-Sponsored Accounts

School of Public Health

Non-Sponsored Financial Detail (FS911)

Go to:

http://www.controller.jhu.edu/H1/bw_report_formats.html

Note: These reports will work for any accounts, not just Public Health accounts.

File Edit View Favorites Tools Help

 Back
 




 Search
  Favorites
 







Address  http://www.controller.jhu.edu/H1/bw_report_formats.html
Encumbrance Reporting Detail

center postings from Position Budget Control.

[Formatted Report](#)
[View Report Criteria](#)
FINANCIAL STATEMENTS
Sponsored Reconciliation
Sponsored Financial Summary (FS910)

This detail report displays revenue and expense summary for grants and sponsored programs.

[Formatted Report](#)
Sponsored Financial Detail (FS911)

This summary report displays revenue and expense detail for grants and sponsored programs.

[Formatted Report](#)
School of Public Health Sponsored Financial Detail (FS911)

This summary report version displays revenue and expense detail for grants and sponsored programs by sponsored class.

[Formatted Report](#)
Non Sponsored Reconciliation
Non Sponsored Financial Summary (FS910)

Year-to-date/Current period revenues and expenses. Includes Current Budget, Actuals and Commitments for specified fiscal period.

[Formatted Report](#)




Input Your IO and the Month

SAP NetWeaver Portal - Microsoft Internet Explorer provided by JHSPH Information Systems

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Mail Print W PDF Help People

Address https://hopkinsone.erp.johnshopkins.edu/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fJH.JHcontent!2fJH.iv_0!2fJ Go Links

Take me to [BW Report Center](#)

The following report has been sent to you:

Grant	=	<input type="text"/>	<input type="button" value="Include"/>	<input type="button" value="Insert Row"/>
Sponsored Program	=	<input type="text"/>	<input type="button" value="Include"/>	<input type="button" value="Insert Row"/>
For Period/Fiscal Year (*)		001/2006	JUL 2005	<input type="button" value="Include"/>
PI for Grants (Personnel Nbr)	=	<input type="text"/>	<input type="button" value="Include"/>	<input type="button" value="Insert Row"/>
PI for Spon Pgm (Personnel Nbr)	=	<input type="text"/>	<input type="button" value="Include"/>	<input type="button" value="Insert Row"/>

Input your IO number.

Input fiscal period.



Convert to Excel if Desired

BW Report - Microsoft Internet Explorer provided by JHSPH Information Systems

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://pr21xbw.erp.johnshopkins.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=ZPMAP_BWREF

Welcome Shannon Towner

JOHNS HOPKINS

Data Analysis Graphical display Information

Sponsored Rev-Exp Detail - Single Period

Toggle Nav Block Variable Screen **Printing** Bookmark No. of Rows No. of Columns Email New Window Exceptions/Conditions

Rows

Created by			
FI doc:doc.number			
G/L Account			
Item text			
PO Reqr			
Parked by User Name			
Posting date			
Predecessor doc.			
Reference doc number			
Sponsored Class			
Vendor			

Columns

Funds Center			
Grant			

Click on "Printing."

Sponsored Class	G/L Account	FI doc:doc.number	Referer
Sponsored Revenue	JHEN/420101	SPONSORED REVENUE	901234:
		900122892	901239:
		900123402	901245:
		900123937	901270:
		900126466	901278:
		900127290	901292:
		900128640	901305:
		900129941	



Convert to Excel if Desired

BW Report - Microsoft Internet Explorer provided by JHSPH Information Systems

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://pr21.xbw.erp.johnshopkins.edu/sap/bw/BEx?sap-language=EN&bslanguage=EN&CMD=LDOC&TEMPLATE_ID=ZPMAP_BV

Welcome Shannon Towner **JOHNS HOPKINS**

Data Analysis Graphical display Information

Sponsored Rev-Exp Detail - Single Period

Toggle Nav Block Variable Screen Printing Bookmark No. of Rows No. of Columns EMail New Window Exceptions/Conditions

Print to Excel

- Portrait Letter
- Landscape Letter
- Landscape Legal
- Portrait Letter - Fit to 1 Page
- Landscape Letter - Fit to 1 Page
- Landscape Legal - Fit to 1 Page

Rows

Created by	[icon]	[icon]	[icon]
FI doc:doc.number	[icon]	[icon]	[icon]
G/L Account	[icon]	[icon]	[icon]
Item text	[icon]	[icon]	[icon]
PO Reqr	[icon]	[icon]	[icon]
Parked by User Name	[icon]	[icon]	[icon]
Posting date	[icon]	[icon]	[icon]
Predecessor doc.	[icon]	[icon]	[icon]
Reference doc number	[icon]	[icon]	[icon]
Sponsored Class	[icon]	[icon]	[icon]
Vendor	[icon]	[icon]	[icon]

Columns

Sponsored Class	G/L Account	FI doc:doc.number	Ref
Sponsored Revenue	JHEN/420101	SPONSORED REVENUE	901
		900122892	901
		900123402	901
		900123937	901
		900126466	901
		900127290	901
		900128640	901

Select "Print to Excel."



Screenshot FS911- Sponsored



Grant: 307223
 MULTI-CENTER UVEITIS
 Sponsored Program: 30006729
 MULTI-CENTER UVEITIS
 PI for Sponsored Pgr:
 Fiscal year/period: May 2007
 01/2007
 Funds Center: JHEN/1602510000



Sponsored Class	G/L Account	FI doc: doc number	Reference doc number	Predecessor doc.	Parked by User Name	PO Reqr	Created by	Vendor	Item text	Posting date	Current Period Revenue and Expense	Current Period Commitments
Sponsored Revenue	JHEN/420101 SPONSORED REVENUE	300043182	30043313	#	#	#	JLEITH1	# Not assigned	#	05/03/2007	-\$ 1,819.14	
Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT	4800002858	4752	#	#	#	HRAUTO	# Not assigned	#	05/10/2007	\$ 666.66	
Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/P	4800002858	4752	#	#	#	HRAUTO	# Not assigned	#	05/10/2007	\$ 1,875.00	
Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/P	4800002858	4752	#	#	#	HRAUTO	# Not assigned	#	05/10/2007	\$ 838.75	
Supplies & Materials	JHEN/632001 OTHER INST SUP	1900234149	5105708820	2000119831	#	#	MSMITH19	PRSRVUSEF1007976	OFFICE DEPOT BSD	05/17/2007	\$ 45.60	
		1900235311	5105710170	2000119831	#	#	MSMITH19	PRSRVUSEF1007976	OFFICE DEPOT BSD	05/18/2007	\$ 15.20	
		5000118348	5000721802	2000120196	#	#	CBOSLEY1	PRSRVUSEF1009052	RELIABLE REPRODUK VIOLET HAN	05/16/2007	\$ 32.58	
		#	2000120196	1000407467	#	#	CBOSLEY1	PRSRVUSEF1009052	RELIABLE REPRODUK VIOLET HAN	05/14/2007		\$ 32.58
			1000407467	#	#	#	PRSRVUSEF	# Not assigned	VIOLET HAN	05/14/2007		\$ 0.00
	JHEN/632101 OTHER RESRCH SUP	100387273	100387273	#	#	#	FIAUTO	# Not assigned	DISCOUNT I	05/08/2007	\$ 2,388.00	
		100387297	100387297	#	#	#	FIAUTO	# Not assigned	DISCOUNT I	05/08/2007	\$ 150.00	
		100392439	100392439	200000329	#	#	ATIEMAN1	# Not assigned	JUNE 2006 ,	05/10/2007	\$ 1,729.40	
	JHEN/640281 DELIVERY SERVICE	1900196291	1900196291	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	05/01/2007	\$ 27.78	
		1900205632	1900205632	#	#	#	CBOSLEY1	LVALENT2 2039507	FEDERAL EXPRESS	05/01/2007	\$ 7.56	
		1900205649	1900205649	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	05/01/2007	\$ 33.55	
		1900205838	1900205838	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	05/01/2007	\$ 45.55	
		#	1900196291	#	#	#	JFERRET1	# Not assigned	#	05/01/2007		\$ 0.00
			1900205632	#	#	#	JFERRET1	# Not assigned	#	05/01/2007		\$ 0.00
Telecommunications	JHEN/641403 TELEPHONE NETWORK	100377611	100377611	#	#	#	FIAUTO	# Not assigned	PEER 1 DEDI	05/03/2007	\$ 123.95	
		100443945	100443945	#	#	#	FIAUTO	# Not assigned	PEER 1 DEDI	05/31/2007	\$ 123.95	
		1900215094	1900215094	#	#	#	DNOWAKO	KHAWKIN2 2004134	CALLWAVE INC	05/07/2007	\$ 7.95	
		#	1900215094	#	#	#	DNOWAKO1	# Not assigned	#	05/07/2007		\$ 0.00
			1900254357	#	#	#	DNOWAKO1	# Not assigned	#	05/29/2007		\$ 0.00
Service Center	JHEN/921205 JHEN/921205	#	1400048931	#	#	#	MELLIS1	# Not assigned	96812 CLINI	05/29/2007	\$ 59.90	
	JHEN/921225 JHEN/921225	#	1400051359	#	#	#	RBUKELH	# Not assigned	COPY PROC	05/31/2007	\$ 186.75	
			1400051360	#	#	#	RBUKELH	# Not assigned	COPY PROC	05/31/2007	\$ 41.25	
			1400051775	#	#	#	RBUKELH	# Not assigned	COPY PROC	05/31/2007	\$ 311.50	
	JHEN/921306 JHEN/921308	#	1400048659	#	#	#	RBUKELH	# Not assigned	SOFTWARE	05/23/2007	\$ 5.50	
				#	#	#			SOFTWARE	05/23/2007	\$ 30.00	
Facilities & Admin C	JHEN/644001 FACILITIES & ADMIN C	100378795	100378795	#	#	#	FIAUTO	# Not assigned	#	05/04/2007	\$ 1,299.56	
		100385645	100385645	#	#	#	FIAUTO	# Not assigned	#	05/08/2007	\$ 108.03	
		100388434	100388434	#	#	#	FIAUTO	# Not assigned	#	05/09/2007	\$ 2,592.41	



Life Cycle of Purchase Order

<u>Order</u>	<u>Doc Type</u>	<u>Status</u>
1 st	Shopping Cart	Commitment
		
2 nd	Purchase Order	Commitment
		
3 rd	Goods Receipt or Invoice Receipt	Expense



Screenshot FS911

												Grant	907223
												Sponsored Program	90006729
												PI for Sponsored Pgm	
												Fiscal year/period	May 2007 011/2007
												Funds Center	JHEN1602510000
												Period	Current
												Revenue and	Period
												Expense	Commitments
Sponsored Class	G/L Account	FI doc: doc.number	Reference doc number	Predecessor doc.	Parked by User Name	PO Reqr	Created by	Vendor	Item text	Posting date			
Sponsored Revenue	JHEN/420101 SPONSORED REVENUE	900049182	90049313	#	#	#	JLEITH1	#	Not assigned	#	05/03/2007	-\$ 1,819.14	
Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT	4800002858	4752	#	#	#	HRAUTO	#	Not assigned	#	05/10/2007	\$ 666.66	
Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/P	4800002858	4752	#	#	#	HRAUTO	#	Not assigned	#	05/10/2007	\$ 1,875.00	
Fringe Benefits	JHEN/62000 FRINGE BEN EXP FT/P	4800002858	4752	#	#	#	HRAUTO	#	Not assigned	#	05/10/2007	\$ 838.75	
Supplies & Materials	JHEN/63200 OTHER INST SUP	1900234149	5105708820	2000119891	#	#	MSMITH19	PRSRVUSEF1007976	OFFICE DEPOT BSD	#	05/17/2007	\$ 45.60	
		1900235311	5105710170	2000119891	#	#	MSMITH19	PRSRVUSEF1007976	OFFICE DEPOT BSD	#	05/18/2007	\$ 45.20	
		5000119343	5000721802	2000120196	#	#	CBOSLEY1	PRSRVUSEF1009052	RELIABLE REPRODUK	VIOLET HAN	05/16/2007	\$ 32.58	
		#	2000120196	1000407467	#	#	CBOSLEY1	PRSRVUSEF1009052	RELIABLE REPRODUK	VIOLET HAN	05/14/2007	\$ 32.58	\$ 32.58
					#	#					5/16/2007		\$ 32.58
					#	#	PRSRVUSEF	#	Not assigned	VIOLET HAN	05/14/2007		\$ 0.00
	RESRCH SUP	100387273	100387273	#	#	#	FIAUTO	#	Not assigned	DISCOUNT I	05/08/2007	\$ 2,388.00	
		100387297	100387297	#	#	#	FIAUTO	#	Not assigned	DISCOUNT I	05/08/2007	\$ 150.00	
		100392439	100392439	2000003296	#	#	ATIEMAN1	#	Not assigned	JUNE 2006 .	05/10/2007	\$ 1,729.40	
	JHEN/64028 DELIVERY SERVICE	1900196291	1900196291	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 27.78	
		1900205632	1900205632	#	#	#	CBOSLEY1	LVALENT2 2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 7.56	
		1900205649	1900205649	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 33.55	
		1900205838	1900205838	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 45.55	
		#	1900196291	#	#	#	JFERRET1	#	Not assigned	#	05/01/2007		\$ 0.00
			1900205632	#	#	#	JFERRET1	#	Not assigned	#	05/01/2007		\$ 0.00
Telecommunications	JHEN/641403 TELEPHONE NETWORK	100377611	100377611	#	#	#	FIAUTO	#	Not assigned	PEER 1 DEDI	05/03/2007	\$ 123.95	
		100449345	100449345	#	#	#	FIAUTO	#	Not assigned	PEER 1 DEDI	05/31/2007	\$ 123.95	
		1900215094	1900215094	#	#	#	DNOwAKO	KHAWKIN2 2004134	CALLWAVE INC	#	05/07/2007	\$ 7.95	
		#	1900215094	#	#	#	DNOwAKO1	#	Not assigned	#	05/07/2007		\$ 0.00
			1900254357	#	#	#	DNOwAKO1	#	Not assigned	#	05/29/2007		\$ 0.00
Service Center	JHEN/921205 JHEN/921205	#	1400048991	#	#	#	MELLIS1	#	Not assigned	96812 CLINI	05/29/2007	\$ 59.90	
	JHEN/921225 JHEN/921225	#	1400051359	#	#	#	RBUKELI1	#	Not assigned	COPY PROC	05/31/2007	\$ 186.75	
			1400051360	#	#	#	RBUKELI1	#	Not assigned	COPY PROC	05/31/2007	\$ 41.25	
			1400051775	#	#	#	RBUKELI1	#	Not assigned	COPY PROC	05/31/2007	\$ 311.50	
	JHEN/921308 JHEN/921308	#	1400048659	#	#	#	RBUKELI1	#	Not assigned	SOFTWARE	05/23/2007	\$ 5.50	
				#	#	#		#	Not assigned	SOFTWARE	05/23/2007	\$ 30.00	
Facilities & Admin C	JHEN/64400 FACILITIES & ADMIN C	100378795	100378795	#	#	#	FIAUTO	#	Not assigned	#	05/04/2007	\$ 1,299.56	
		100385645	100385645	#	#	#	FIAUTO	#	Not assigned	#	05/08/2007	\$ 108.03	
		100388434	100388434	#	#	#	FIAUTO	#	Not assigned	#	05/08/2007	\$ 2,593.41	

Goods Receipt

Purchase Order

Shopping Cart

\$ 32.58

\$ 32.58
\$ 32.58
\$ 0.00



Screenshot FS911

Grant 907223
 MULTI-CENTER UVEITIS
 Sponsored Program 90006729
 MULTI-CENTER UVEITIS
 PI for Sponsored Pgr
 Fiscal year/period May 2007
 01/2007
 Funds Center JHEN/1602510000

Sponsored Class	G/L Account	FI doc: doc.number	Reference doc: number	Predecessor doc:	Parked by: User Name	PO Reqr	Created by	Vendor	Item text	Posting date	Current Period Revenue and Expense	Current Period Commitments
Sponsored Revenue	JHEN/420101 SPONSORED REVENUE	900049182	90049313	#	#	#	JLEITH1	# Not assigned	#	05/03/2007	-\$ 1,819.14	
Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT	4800002858	4752	#	#	#	HRAUTO	# Not assigned	#	05/10/2007	\$ 666.66	
Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/PT	4800002858	4752	#	#	#	HRAUTO	# Not assigned	#	05/10/2007	\$ 1,875.00	
Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/PT	4800002858	4752	#	#	#	HRAUTO	# Not assigned	#	05/10/2007	\$ 838.75	
Supplies & Materials	JHEN/632001 OTHER INST SUP	1900234149	5105708820	2000119831	#	#	MSMITH19	PRSRVUSER1007976	OFFICE DEPOT BSD	05/17/2007	\$ 45.60	
		1900235311	5105710170	2000119831	#	#	MSMITH19	PRSRVUSER1007976	OFFICE DEPOT BSD	05/18/2007	\$ 15.20	
		5000118348	5000721802	2000120196	#	#	CBOSLEY1	PRSRVUSER1009052	RELIABLE REPROD	05/16/2007	\$ 32.58	
			2000120196	1000407467	#	#	CBOSLEY1	PRSRVUSER1009052	RELIABLE REPROD	05/14/2007		\$ 32.58
			1000407467	#	#	#	PRSRVUSER	# Not assigned	VIOLET HAM	05/14/2007		\$ 0.00
	JHEN/632101 OTHER RESRCH SUP	100387273	100387273	#	#	#	FIAUTO	# Not assigned	DISCOUNT	05/08/2007	\$ 2,388.00	
		100387297	100387297	#	#	#	FIAUTO	# Not assigned	DISCOUNT	05/08/2007	\$ 150.00	
		100392439	100392439	200000329	#	#	ATIEMANI	# Not assigned	JUNE 2006	05/10/2007	\$ 1,729.40	
	JHEN/640281 DELIVERY SERVICE	1900196291	1900196291	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	05/01/2007	\$ 27.78	
		1900205632	1900205632	#	#	#	CBOSLEY1	LVALENT2 2039507	FEDERAL EXPRESS	05/01/2007	\$ 7.56	
		1900205649	1900205649	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	05/01/2007	\$ 33.55	
		1900205838	1900205838	#	#	#	CBOSLEY1	SGRANT16 2039507	FEDERAL EXPRESS	05/01/2007	\$ 45.55	
		#	1900196291	#	#	#	JFERRET1	# Not assigned	#	05/01/2007		\$ 0.00
			1900205632	#	#	#	JFERRET1	# Not assigned	#	05/01/2007		\$ 0.00
Telecommunications	JHEN/641403 TELEPHONE NETWORK	100377611	100377611	#	#	#	FIAUTO	# Not assigned	PEER 1 DED	05/03/2007	\$ 123.95	
		100449945	100449945	#	#	#	FIAUTO	# Not assigned	PEER 1 DED	05/31/2007	\$ 123.95	
		1900215094	1900215094	#	#	#	DNOWAKO	KHAWKIN2 2004134	CALLWAVE INC	05/07/2007	\$ 7.95	
		#	1900215094	#	#	#	DNOWAKO1	# Not assigned	#	05/07/2007		\$ 0.00
			1900254357	#	#	#	DNOWAKO1	# Not assigned	#	05/29/2007		\$ 0.00
Service Center	JHEN/921205 JHEN/921205	#	1400048991	#	#	#	MELLIS1	# Not assigned	36812 CLIN	05/29/2007	\$ 59.90	
	JHEN/921225 JHEN/921225	#	1400051359	#	#	#	RBUKELH	# Not assigned	COPY PRO	05/31/2007	\$ 186.75	
			1400051360	#	#	#	RBUKELH	# Not assigned	COPY PRO	05/31/2007	\$ 41.25	
			1400051775	#	#	#	RBUKELH	# Not assigned	COPY PRO	05/31/2007	\$ 311.50	
	JHEN/921306 JHEN/921306	#	1400048659	#	#	#	RBUKELH	# Not assigned	SOFTWARE	05/23/2007	\$ 5.50	
				#	#	#			SOFTWARE	05/23/2007	\$ 30.00	
Facilities & Admin C	JHEN/644001 FACILITIES & ADMIN C	100378795	100378795	#	#	#	FIAUTO	# Not assigned	#	05/04/2007	\$ 1,299.56	
		100385645	100385645	#	#	#	FIAUTO	# Not assigned	#	05/08/2007	\$ 108.03	
		100388434	100388434	#	#	#	FIAUTO	# Not assigned	#	05/09/2007	\$ 2,592.41	

Where to look in R3	FI Document Number	Document Type
fast FB03	1xxxxxxxx (9 digits)	Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment
	15xxxxxxxx (10 digits)	Recurring payment (such as a lease)
	16xxxxxxxx (10 digits)	Accounts Receivable posting
	17xxxxxxxx (10 digits)	Prepayments/ Vendor Credits
	19xxxxxxxx (10 digits)	Payments to vendors, travel, refunds, check requests
	48xxxxxxxx (10 digits)	Payroll
	49xxxxxxxx (10 digits)	Supply Store
	50xxxxxxxx (10 digits)	Goods receipt, Goods receipt for PO
	87xxxxxxxx (10 digits)	Cash Journal (petty cash or deposits)
	89xxxxxxxx (10 digits)	Credit Card Receipts

Where to look in R3	Reference Document Number	Document Type
ME23N	20xxxxxxxx (10 digits), PO Requisitioner is populated	Purchase Order
	51xxxxxxxx (10 digits)	PO Invoice Receipt
FMX3	20xxxxxxxx (10 digits), Created by is populated	Funds Reservation
FMX3		If the text says "Journal #.xxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request"
	70xxxxxxxx (10 digits)	Funds Reservation
KSB5 or from Service Center Emails	14xxxxxxxx (10 digits)	Intra or Inter Entity transfers, Service Center charges, KB15



FB03



Screenshot FS911

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													Grant	9XXXXXX
2														MULTI-CENTER UVEITIS
3													Sponsored Program	9XXXXXXXX
4														MULTI-CENTER UVEITIS
5													PI for Sponsored Pgm	XXXX
6														Smith, Joe
7													Fiscal gear/period	May 2007
8														01/1/2007
9													Funds Center	JHEN/1602510000
													Current	
													Period	Current Period
10	Sponsored Class	G/L Account		FI doc: doc.number	Reference doc number	Predecessor doc.	Parked by User Name	PO Reqr	Vendor		Item text	Posting date	Revenue	Commitments
11	Sponsored Revenue	JHEN/420101 SPONSORED REVENUE		900049182	90049313	#	#	#	#	Not assigned	#	05/03/2007	-\$1,819.14	
12	Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT		4800002858	4752	#	#	#	#	Not assigned	#	05/10/2007	\$ 686.66	
13	Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/PT		4800002858	4752	#	#	#	#	Not assigned	#	05/10/2007	\$ 1,875.00	
14	Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/PT		4800002858	4752	#	#	#	#	Not assigned	#	05/10/2007	\$ 838.75	
15				4800003013	5294	#	#	#	#	Not assigned	#	05/25/2007	\$ 2,678.15	
16	Supplies & Materials	JHEN/632001 OTHER INST SUP		1900234149	5105708820	2000119891	#	MSMITH19	1007976	OFFICE DEPOT BE #		05/17/2007	\$ 45.60	
17				1900235911	5105710170	2000119891	#	MSMITH19	1007976	OFFICE DEPOT BE #		05/18/2007	\$ 15.20	
18				5000118948	5000721802	2000120196	#	CBOSLEY1	1009052	RELIABLE REPROI	VIOLET HANGING FI	05/16/2007	\$ 32.58	
19				#	1000405178	#	#	#	#	Not assigned	DUMMY LINE	05/14/2007		-\$ 45.60
20											HP MODEL C5023A	05/14/2007		\$ 0.00
21											HP MODEL C5024A	05/14/2007		\$ 15.20
22											HP MODEL C5025A	05/14/2007		\$ 15.20
23											HP MODEL C5026A	05/14/2007		\$ 15.20
24											RELIABLE REPROI	VIOLET HANGING FI	05/14/2007	\$ 32.58
25												05/16/2007		-\$ 32.58
26		JHEN/640282 DELIVERY SERVICE		1900196291	1900196291	#	CBOSLEY1	#	2039507	FEDERAL EXPRES #		05/01/2007	\$ 27.78	
27				1900205632	1900205632	#	CBOSLEY1	#	2039507	FEDERAL EXPRES #		05/01/2007	\$ 7.56	
28				1900205649	1900205649	#	CBOSLEY1	#	2039507	FEDERAL EXPRES #		05/01/2007	\$ 33.55	
29				1900205838	1900205838	#	CBOSLEY1	#	2039507	FEDERAL EXPRES #		05/01/2007	\$ 45.55	
30	Telecommunications	JHEN/641403 TELEPHONE NETWORK		100377611	100377611	#	#	#	#	Not assigned	PEER 1 DEDICATED	05/03/2007	\$ 123.95	
31				100449945	100449945	#	#	#	#	Not assigned	PEER 1 DEDICATED	05/31/2007	\$ 123.95	
32				1900215094	1900215094	#	DNDWAKO	#	2004134	CALLWAVE INC		05/07/2007	\$ 7.95	
33				#	1900215094	#	#	#	#	Not assigned	#	05/07/2007		\$ 0.00
34					1900254357	#	#	#	#	Not assigned	#	05/29/2007		\$ 0.00
35	Service Center	JHEN/921205 JHEN/921205		#	1400048991	#	#	#	#	Not assigned	96812 CLINICAL TRIA	05/29/2007	\$ 59.90	
36		JHEN/921225 JHEN/921225		#	1400051359	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 186.75	
37					1400051360	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 41.25	
38					1400051775	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 311.50	
39		JHEN/921308 JHEN/921308		#	1400048659	#	#	#	#	Not assigned	SOFTWARE PURCH	05/23/2007	\$ 5.50	
40											SOFTWARE PURCH	05/23/2007	\$ 30.00	
41	Facilities & Admin C	JHEN/644001 FACILITIES & ADMIN C		100378795	100378795	#	#	#	#	Not assigned	#	05/04/2007	\$ 1,299.56	
42				100385645	100385645	#	#	#	#	Not assigned	#	05/08/2007	\$ 108.03	
43				100388434	100388434	#	#	#	#	Not assigned	#	05/09/2007	\$ 2,592.41	
44				100391269	100391269	#	#	#	#	Not assigned	#	05/10/2007	\$ 17.64	
45				100394919	100394919	#	#	#	#	Not assigned	#	05/11/2007	\$ 3,260.70	

1900196291

1900196291

Where to look in R3	FI Document Number	Document Type
FB03	1xxxxxxx (9 digits)	Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment
	15xxxxxxx (10 digits)	Recurring payment (such as a lease)
	16xxxxxxx (10 digits)	Accounts Receivable posting
	17xxxxxxx (10 digits)	Prepayments/ Vendor Credits
	19xxxxxxx (10 digits)	Payments to vendors, travel, refunds, check requests
	48xxxxxxx (10 digits)	Payroll
	49xxxxxxx (10 digits)	Supply Store
	50xxxxxxx (10 digits)	Goods receipt, Goods receipt for PO
	87xxxxxxx (10 digits)	Cash Journal (petty cash or deposits)
	89xxxxxxx (10 digits)	Credit Card Receipts

Where to look in R3	Reference Document Number	Document Type
ME23N	20xxxxxxx (10 digits), PO Requisitioner is populated	Purchase Order
	51xxxxxxx (10 digits)	PO Invoice Receipt
FMX3	20xxxxxxx (10 digits), Created by is populated	Funds Reservation If the text says "Journal #..xxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request"
FMX3	70xxxxxxx (10 digits)	Funds Reservation
KSB5 or from Service Center Emails	14xxxxxxx (10 digits)	Intra or Inter Entity transfers, Service Center charges, KB15



FB03

Menu Edit Favorites Extras System Help

FB03

SAP Easy Access - User menu for Shannon Towner



- ▶ Favorites
- ▼ User menu for Shannon Towner
 - ▶ **CO-Display:**
 - ▶ FM-BCS Business Area Approver
 - ▶ FM-BCS Initiator
 - ▶ FM - Display FM Master Data
 - ▶ GL-Non-Payroll Cost Transfer Approver
 - ▶ GL-Finance Report Viewer
 - ▶ GL - Special display role for FMDERIVE and FMDERIVER
 - ▶ PS-Display
 - ▶ PS-Project Management
 - ▶ Award Master Data Viewer
 - ▶ Organization Management Object Display
 - ▶ AP Display
 - ▶ AP Electronic Check Request
 - ▶ MCE1 - PURCHIS: PurchGrp Analysis Selection
 - ▶ MCE3 - PURCHIS: Vendor Analysis Selection
 - ▶ MCE5 - PURCHIS: MatGrp Analysis Selection
 - ▶ MCE7 - PURCHIS: Material Analysis Selection





FB03-Input Screen

Document Edit Goto View System Help

Display Document: Initial Screen

Document list First item Editing options

Keys for Financial Accounting	
Document Number	1900196291
Company Code	JHEN
Fiscal Year	2007

Input FI Document Number...

Input Fiscal Year Posted...

And then hit the Green Check
at the top.





FB03 Useful Tools

Document Edit Goto Extras Settings Environment System Help

Display Document: Overview

Display currency

Document Number	1900196291	Company Code	JHEN	Fiscal Year	2007
Document Date	05/01/2007	Posting Date	05/01/2007	Period	11
Reference	806669875	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Items in document currency

Itm	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	31		2039507	FEDERAL EXPRESS		27.78-	
002	40	160	640282	DELIVERY SERVICE		27.78	



The Hat tells you who initiated the document. (Document Header)



This drop-down can get you a copy of the scanned invoice.

640282 DELIVERY SERVICE

Double-clicking the expense leads to more info.



FB03 Document Overview

SAP Document Edit Goto Extras Settings Environment System Help

Display Document: Overview

Display currency

Document Number	1900196291	Company Code	JHEN	Fiscal Year	2007
Document Date	05/01/2007	Posting Date	05/01/2007	Period	11
Reference	806669875	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Items in document currency

Itm	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	31		2039507	FEDERAL EXPRESS		27.78-	
002	40	100	640282	DELIVERY SERVICE		27.78	

Click on the Hat (Header) to find out who initiated the transaction.





FB03-Document Header

Document Header: JHEN Company Code

Document type	ZZ	Check Request
Doc.Header Text		
Card type		Card no. <input type="text"/>
Request Number	<input type="text"/>	
Reference	806669875	Document Date 05/01/2007
		Posting Date 05/01/2007
Currency	USD	Posting Period 11 / 2007
Ref. trans.	BKPF	Accounting document
Reference key	1900196291 JHEN2007	Log.System R3PCLNT800
Entered by	SGRANT16	Parked by CBOSLEY1
Entry date	05/09/2007	Time of Entry 11:18:58
TCode	FBVB	
Changed on	05/03/2007	Last update 05/03/2007



JHED Lookup of SAP ID's

Address  <https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP>

Home | Send Your Feedback | Preferences

Home myJhed mySupport Carey Student JHU Staff e210 JShare Library

Welcome SHANNON TOWNER!

SEARCH JH Topic Person [Advanced](#)

[Get vCard](#) [View Admin](#) [Print Entry](#)

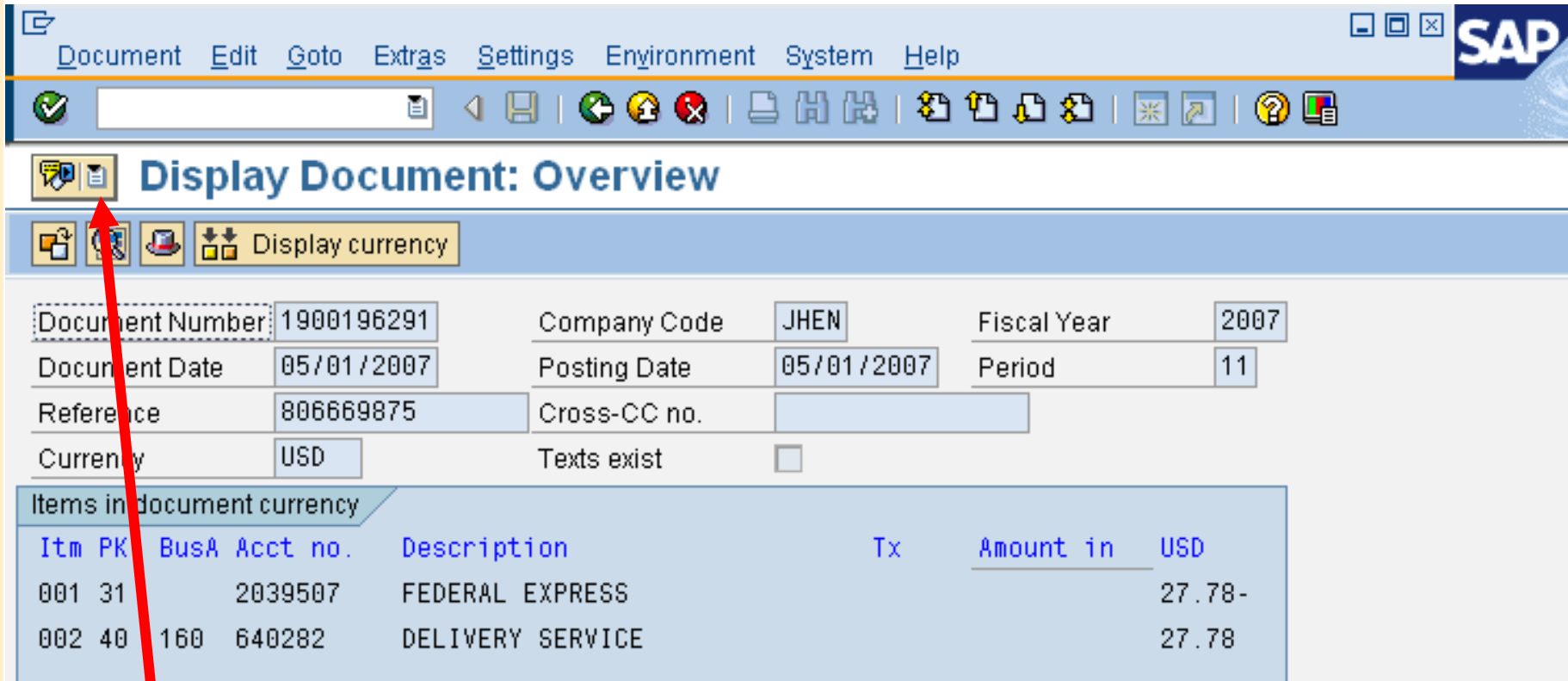
Shannon Towner (SHANNON TOWNER)

Login Id:	stowner1
Hopkins ID:	LOOG8D
Institution:	The Johns Hopkins University
Division:	School of Public Health
Department:	Finance
Title:	Financial Manager
Campus/Office Address:	WOLFE ST BLDG W1100
Affiliation:	Staff
Office Phone:	(410) 614-2795
Email:	stowner@jhsph.edu

Type the SAP user ID at the search line to find JHED info on that person. Example: stowner1



FB03 Document Overview



The screenshot shows the SAP FB03 Document Overview screen. The title bar reads "Display Document: Overview". The menu bar includes "Document", "Edit", "Goto", "Extras", "Settings", "Environment", "System", and "Help". The toolbar contains various icons for navigation and actions. Below the toolbar, there are several data fields:

Document Number	1900196291	Company Code	JHEN	Fiscal Year	2007
Document Date	05/01/2007	Posting Date	05/01/2007	Period	11
Reference	806669875	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Below the data fields, there is a section titled "Items in document currency" which contains a table with the following data:

Itm	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	31		2039507	FEDERAL EXPRESS		27.78-	
002	40	160	640282	DELIVERY SERVICE		27.78	

A red arrow points from a text box at the bottom to a drop-down icon in the toolbar, which is used to download scanned invoices.

Click on the drop-down to get a copy of the scanned invoice (possibly).





FB03 Drop-Down

Document Edit Goto Extras Settings Environment System Help

Display Document: Overview

- Create...
- Attachment list**
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

Company Code	JHEN	Fiscal Year	2007
Posting Date	05/01/2007	Period	11
Cross-CC no.			
Texts exist	<input type="checkbox"/>		

			Tx	Amount in	USD
001					27.78-
002	40	160	640282	DELIVERY SERVICE	27.78


Select "Attachment list."



FB03-Attachment List



Service: Attachment list

AttachmentForJHEN19001962912007

Title	Creator Name	Created On
 AP Invoices - PDF format ONLY		05/11/2007

Double-click on the file listed.

Note: If no PDFs are available, this area will be empty.



FB03-Document Viewer

Document Viewer Edit Goto System Help

Document Viewer AP Invoices - PDF format ONLY

MAY-08-2007 TUE 10:49 AM JHU EPI ADMIN FAX NO. 4106140902 P. 02/03

FedEx Document # 1900196291

Invoice Number	Invoice Date	Account Number	Page
8-066-69875	Apr 03, 2007	0212-2785-4	1 of 4

FedEx Tax ID: 71-0427007

Billing Address:
 JHU-EPIDEMIOLOGY DEPT
 CATHY BOSLEY
 615 N WOLFE ST RM 5010
 BALTIMORE MD 21205-2103

Invoice Questions?
Contact FedEx Revenue Services
 Phone: (800) 622-1147 M-F 7-6 (CST)
 Fax: (800) 548-3020
 Internet: www.fedex.com

Invoice Summary Apr 03, 2007

FedEx Express Services		
Transportation Charges		41.00
Base Discount		-15.40
Special Handling Charges		2.18
Total Charges	USD \$	27.78
TOTAL THIS INVOICE	USD \$	27.78

You saved \$15.40 in discounts this period!

Use these buttons to scroll through all pages.



Screenshot FS911

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													Grant	9XXXXXX
2														MULTI-CENTER UVEITIS
3													Sponsored Program	9XXXXXXXX
4														MULTI-CENTER UVEITIS
5													PI for Sponsored Pgm	XXXX
6														Smith, Joe
7													Fiscal gearperiod	May 2007
8														01/1/2007
9													Funds Center	JHEN/1602510000
													Current	
													Period	Current Period
10	Sponsored Class	G/L Account		FI doc: doc.number	Reference doc number	Predecessor doc.	Parked by User Name	PO Reqr	Vendor		Item text	Posting date	Revenue	Commitments
11	Sponsored Revenue	JHEN/420101 SPONSORED REVENUE		900049182	90049313	#	#	#	#	Not assigned	#	05/03/2007	-\$ 1,819.14	
12	Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT		4800002858	4752	#	#	#	#	Not assigned	#	05/10/2007	\$ 686.66	
13	Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/PT		4800002858	4752	#	#	#	#	Not assigned	#	05/10/2007	\$ 1,875.00	
14	Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/PT		4800002858	4752	#	#	#	#	Not assigned	#	05/10/2007	\$ 838.75	
15				4800003013	5294	#	#	#	#	Not assigned	#	05/25/2007	\$ 2,678.15	
16	Supplies & Materials	JHEN/632001 OTHER INST SUP		1900234149	5105708820	2000119891	#	MSMITHI9	1007976	OFFICE DEPOT BE	#	05/17/2007	\$ 45.60	
17				1900235911	5105710170	2000119891	#	MSMITHI9	1007976	OFFICE DEPOT BE	#	05/18/2007	\$ 15.20	
18				5000118948	5000721802	2000120196	#	CBOSLEY1	1009052	RELIABLE REPROI	VIOLET HANGING FI	05/16/2007	\$ 32.58	
19				#	1000405178	#	#	#	#	Not assigned	DUMMY LINE	05/14/2007		-\$ 45.60
20											HP MODEL C5023A	05/14/2007		\$ 0.00
21											HP MODEL C5024A	05/14/2007		\$ 15.20
22											HP MODEL C5025A	05/14/2007		\$ 15.20
23											C5026A	05/14/2007		\$ 15.20
24											GING FI	05/14/2007		\$ 32.58
25												05/16/2007		-\$ 32.58
26		JHEN/640282 DELIVERY SERVICE		1900196291	1900196291	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 27.78	
27				1900205632	1900205632	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 7.56	
28				1900205649	1900205649	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 33.55	
29				1900205838	1900205838	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 45.55	
30	Telecommunications	JHEN/641403 TELEPHONE NETWORK		100377611	100377611	#	#	#	#	Not assigned	PEER 1 DEDICATED	05/03/2007	\$ 123.95	
31				100449945	100449945	#	#	#	#	Not assigned	PEER 1 DEDICATED	05/31/2007	\$ 123.95	
32				1900215094	1900215094	#	DNDWAKO	#	2004134	CALLWAVE INC	#	05/07/2007	\$ 7.95	
33				#	1900215094	#	#	#	#	Not assigned	#	05/07/2007		\$ 0.00
34					1900254357	#	#	#	#	Not assigned	#	05/29/2007		\$ 0.00
35	Service Center	JHEN/921205 JHEN/921205		#	1400048991	#	#	#	#	Not assigned	96812 CLINICAL TRIA	05/29/2007	\$ 59.90	
36		JHEN/921225 JHEN/921225		#	1400051359	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 186.75	
37					1400051360	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 41.25	
38					1400051775	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 311.50	
39		JHEN/921308 JHEN/921308		#	1400048659	#	#	#	#	Not assigned	SOFTWARE PURCH	05/23/2007	\$ 5.50	
40											SOFTWARE PURCH	05/23/2007	\$ 30.00	
41	Facilities & Admin C	JHEN/644001 FACILITIES & ADMIN C		100378795	100378795	#	#	#	#	Not assigned	#	05/04/2007	\$ 1,299.56	
42				100385645	100385645	#	#	#	#	Not assigned	#	05/08/2007	\$ 108.03	
43				100388434	100388434	#	#	#	#	Not assigned	#	05/09/2007	\$ 2,592.41	
44				100391269	100391269	#	#	#	#	Not assigned	#	05/10/2007	\$ 17.64	
45				100394919	100394919	#	#	#	#	Not assigned	#	05/11/2007	\$ 3,260.70	

5000118948

2000120196

Where to look in R3	FI Document Number	Document Type
FB03	1xxxxxxx (9 digits)	Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment
	15xxxxxxx (10 digits)	Recurring payment (such as a lease)
	16xxxxxxx (10 digits)	Accounts Receivable posting
	17xxxxxxx (10 digits)	Prepayments/ Vendor Credits
	19xxxxxxx (10 digits)	Payments to vendors, travel, refunds, check requests
	48xxxxxxx (10 digits)	Payroll
	49xxxxxxx (10 digits)	Supply Store
	50xxxxxxx (10 digits)	Goods receipt, Goods receipt for PO
	87xxxxxxx (10 digits)	Cash Journal (petty cash or deposits)
	89xxxxxxx (10 digits)	Credit Card Receipts

Where to look in R3	Reference Document Number	Document Type
ME23N	20xxxxxxx (10 digits), PO Requisitioner is populated	Purchase Order
	51xxxxxxx (10 digits)	PO Invoice Receipt
FMX3	20xxxxxxx (10 digits), Created by is populated	Funds Reservation If the text says "Journal #..xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request"
FMX3	70xxxxxxx (10 digits)	Funds Reservation
KSB5 or from Service Center Emails	14xxxxxxx (10 digits)	Intra or Inter Entity transfers, Service Center charges, KB15



FB03

Document Edit Goto View System Help

Document list First item Editing options

Keys for Financial Accounting	
Document Number	5000118948
Company Code	JHEN
Fiscal Year	2007

Input FI Document Number...

Input Fiscal Year Posted...

And then hit the Green Check at the top.





FB03 Document Overview

Document Edit Goto Extras Settings Environment System Help

Display Document: Overview

Display currency

Document Number:	5000118948	Company Code	JHEN	Fiscal Year	2007
Document Date	05/16/2007	Posting Date	05/16/2007	Period	11
Reference	038135	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Items in document currency

Itm	PK	BusA	Acct no.	Description	Tx	Amount in	USD
001	81	160	632001	OTHER INST SUP		32.58	
002	96	160	201056	GR/IR		32.58-	

Double-click on expense to get more info.

Hint: You can identify the expense because the GL account will be the same as the GL on your FS911.



FB03 Line Item Information

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

More data

G/L Account: 632001 OTHER INSTRUCTIONAL SUPPLIES
Company Code: JHEN JOHNS HOPKINS ENTERPRI...
Doc. no. 5000118948

Line Item 1 / Costs / 81

Amount: 32.58 USD
Tax Code:
Jurisdict. Code: MD0000000

Additional Account Assignments

Business Area: 160 Trdg Part.BA:
Cost Center: Order: 90006720
Sales Order: 0 0
WBS Element: Network:
More

Purchasing Doc.: 2000120196
Quantity: 2 BX
Value date: 05/16/2007 Bline date:
Assignment:
Text: violet hanging file folders Long text

Double-click on the Purchasing Doc (PO Number) to go to the PO information (ME23N).



FB03 Link to ME23N

Purchase order Edit Goto Environment System Help SAP

Low Value Purchase 2000120196 Created by Cathleen Ewing

Document overview on Print preview Messages Personal setting

Low Value Purchase 2000120196 Vendor 1009052 RELIABLE REPRODUC... Doc. date 05/14/2007

Header

S...Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	P
1	F			violet hanging file folders		2 BX	D	05/15/2007	16.29	USD	1

Item [1] violet hanging file folders

Delivery Invoice Conditions Account assignment Purchase order history Texts Delivery ad...

Text	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amt.in loc.cur.	L.cur	Qty. in
GR	101	5000721802	1	05/16/2007	2	0 BX		32.58	USD	
Tr./ev. Goods receipt					2	BX		32.58	USD	
IR-L		5105763439	1	06/19/2007	2	0 BX		32.58	USD	
Tr./ev. Invoice receipt					2	BX		32.58	USD	



ME23N

Purchase Orders



Screenshot FS911

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													Grant	9XXXXX
2														MULTI-CENTER UVEITIS
3													Sponsored Program	9XXXXXXXX
4														MULTI-CENTER UVEITIS
5													PI for Sponsored Pgm	XXXX
6														Smith, Joe
7													Fiscal gearperiod	May 2007
8														01/1/2007
9													Funds Center	JHEN/1602510000
													Current	
													Period	Current Period
10	Sponsored Class	G/L Account	FI doc: doc.number	Reference doc number	Predecessor doc.	Parked by User Name	PO Reqr	Vendor		Item text	Posting date	Revenue	Commitments	
11	Sponsored Revenue	JHEN/420101 SPONSORED REVENUE	900049182	90049313	#	#	#	#	#	Not assigned	05/03/2007	-\$ 1,819.14		
12	Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT	4800002858	4752	#	#	#	#	#	Not assigned	05/10/2007	\$ 686.66		
13	Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/PT	4800002858	4752	#	#	#	#	#	Not assigned	05/10/2007	\$ 1,875.00		
14	Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/PT	4800002858	4752	#	#	#	#	#	Not assigned	05/10/2007	\$ 838.75		
15			4800003013	5294	#	#	#	#	#	Not assigned	05/25/2007	\$ 2,678.15		
16	Supplies & Materials	JHEN/632001 OTHER INST SUP	1900234149	5105708820	2000119891	#	MSMITH19	1007976	OFFICE DEPOT BE	#	05/17/2007	\$ 45.60		
17			1900235911	5105710170	2000119891	#	MSMITH19	1007976	OFFICE DEPOT BE	#	05/18/2007	\$ 15.20		
18			5000118948	5000721802	2000120196	#	CBOSLEY1	1009052	RELIABLE REPROI	VIOLET HANGING FI	05/16/2007	\$ 32.58		
19			#	1000405178	#	#	#	#	Not assigned	DUMMY LINE	05/14/2007		-\$ 45.60	
20										HP MODEL C5023A	05/14/2007		\$ 0.00	
21										HP MODEL C5024A	05/14/2007		\$ 15.20	
22										HP MODEL C5025A	05/14/2007		\$ 15.20	
23										C5026A	05/14/2007		\$ 15.20	
24										GING FI	05/14/2007		\$ 32.58	
25											05/16/2007		-\$ 32.58	
26		JHEN/640282 DELIVERY SERVICE	1900196291	1900196291	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 27.78		
27			1900205632	1900205632	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 7.56		
28			1900205649	1900205649	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 33.55		
29			1900205838	1900205838	#	CBOSLEY1	#	2039507	FEDERAL EXPRES	#	05/01/2007	\$ 45.55		
30	Telecommunications	JHEN/641403 TELEPHONE NETWORK	100377611	100377611	#	#	#	#	Not assigned	PEER 1 DEDICATED	05/03/2007	\$ 123.95		
31			100449945	100449945	#	#	#	#	Not assigned	PEER 1 DEDICATED	05/31/2007	\$ 123.95		
32			1900215094	1900215094	#	DNDWAKO	#	2004134	CALLWAVE INC	#	05/07/2007	\$ 7.95		
33			#	1900215094	#	#	#	#	Not assigned	#	05/07/2007		\$ 0.00	
34				1900254357	#	#	#	#	Not assigned	#	05/29/2007		\$ 0.00	
35	Service Center	JHEN/921205 JHEN/921205	#	1400048991	#	#	#	#	Not assigned	96812 CLINICAL TRI	05/29/2007	\$ 59.90		
36		JHEN/921225 JHEN/921225	#	1400051359	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 186.75		
37				1400051360	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 41.25		
38				1400051775	#	#	#	#	Not assigned	COPY PROGRAM C	05/31/2007	\$ 311.50		
39		JHEN/921308 JHEN/921308	#	1400048659	#	#	#	#	Not assigned	SOFTWARE PURCH	05/23/2007	\$ 5.50		
40										SOFTWARE PURCH	05/23/2007	\$ 30.00		
41	Facilities & Admin C	JHEN/644001 FACILITIES & ADMIN C	100378795	100378795	#	#	#	#	Not assigned	#	05/04/2007	\$ 1,299.56		
42			100385645	100385645	#	#	#	#	Not assigned	#	05/08/2007	\$ 108.03		
43			100388434	100388434	#	#	#	#	Not assigned	#	05/09/2007	\$ 2,592.41		
44			100391269	100391269	#	#	#	#	Not assigned	#	05/10/2007	\$ 17.64		
45			100394919	100394919	#	#	#	#	Not assigned	#	05/11/2007	\$ 3,260.70		

5000118948

2000120196

Where to look in R3	FI Document Number	Document Type
fast FB03	1xxxxxxx (9 digits)	Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment
	15xxxxxxx (10 digits)	Recurring payment (such as a lease)
	16xxxxxxx (10 digits)	Accounts Receivable posting
	17xxxxxxx (10 digits)	Prepayments/ Vendor Credits
	19xxxxxxx (10 digits)	Payments to vendors, travel, refunds, check requests
	48xxxxxxx (10 digits)	Payroll
	49xxxxxxx (10 digits)	Supply Store
	50xxxxxxx (10 digits)	Goods receipt, Goods receipt for PO
	87xxxxxxx (10 digits)	Cash Journal (petty cash or deposits)
	89xxxxxxx (10 digits)	Credit Card Receipts

Where to look in R3	Reference Document Number	Document Type
ME23N	20xxxxxxx (10 digits), PO Requisitioner is populated	Purchase Order
	51xxxxxxx (10 digits)	PO Invoice Receipt
FMX3	20xxxxxxx (10 digits), Created by is populated	Funds Reservation If the text says "Journal #..xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request"
FMX3	70xxxxxxx (10 digits)	Funds Reservation
KSB5 or from Service Center Emails	14xxxxxxx (10 digits)	Intra or Inter Entity transfers, Service Center charges, KB15



ME23N

A screenshot of the SAP Easy Access user menu for Shannon Towner. The browser window title is 'SAP Easy Access - User menu for Shannon Towner'. The address bar contains 'ME23N', which is highlighted with a red box and a red arrow pointing to it from the top left. The menu is organized into a tree structure under 'User menu for Shannon Towner'. The items listed are:

- CO-Display
- FM-BCS Business Area Approver
- FM-BCS Initiator
- FM - Display FM Master Data
- GL-Non-Payroll Cost Transfer Approver
- GL-Finance Report Viewer
- GL - Special display role for FMDERIVE and FMDEI
- PS-Display
- PS-Project Management
- Award Master Data Viewer
- Organization Management Object Display
- AP Display
- AP Electronic Check Request
- MCE1 - PURCHIS: PurchGrp Analysis Selection

The right side of the screenshot shows a blue background with a pattern of concentric ripples.



ME23N

Purchase order Edit Goto Environment System Help

Other purch. order Shift+F5
 Create F6
 Display/Change F7
 Save
 Save and output
 Check
 Exit Shift+F3

Order 2000066385 Created by Kimberley And

Print preview Messages Personal setting

Vendor 1007334 MOLECULAR DEVICES...

Port text	PO quantity	O...	C	Deliv. date
GenePix 4200AL Service ...		1 EA	D	12/31/2007

Item [1] GenePix 4200AL Service Contract

Delivery Invoice Conditions Account assignment Purchase order history Text



ME23N

The PO pulled up will be the last PO you were looking at.
Change PO number to the one you are seeking.

The screenshot shows the SAP ME23N Purchase Order screen. The 'Purchase order' menu is open, and the 'Select Document' dialog box is displayed. The dialog box shows the current PO number '2000120196' and the document type 'Pur. order'. The 'Other document' button is highlighted, indicating that the user is about to change the PO number.

Menu items:

- Purchase order (highlighted)
- Other purch. order (Shift+F5)
- Create (F6)
- Display/Change (F7)
- Save
- Save and output
- Check
- Exit (Shift+F3)

Dialog box 'Select Document':

- Pur. order: 2000120196
- Pur. order
- Purch. requisition
- Other document (with close button)

Table content:

1	K	GenePix 4
---	---	-----------

Item: [1] GenePix 4200AL Service Contract

Navigation tabs: Delivery, Invoice, Conditions, Account assignment, Purchase order history, Text



ME23N PO Info

Purchase order Edit Goto Environment System Help

Low Value Purchase 2000120196 Created by Cathleei

Document overview on | Print preview | Messages | Personal setting

Low Value Purchase 2000120196 Vendor 1009052 RELIABLE REPRODUC... Doc. date 05/14/2007

Header

S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	1	F			violet hanging file folders		2 BX	D	05/15/2007	16.29	USD	1

Item [1] violet hanging file folders

Delivery Invoice Conditions Account assignment Purchase order history Texts Delivery addr...

Text	MVT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amt.in loc.cur.	L.cur	Qty. in o
GR	101	5000721802	1	05/16/2007	2	0 BX		32.58	USD	
Tr./ev. Goods receipt					2		BX	32.58	USD	
IR-L		5105763439	1	06/19/2007	2	0 BX		32.58	USD	
Tr./ev. Invoice receipt					2		BX	32.58	USD	



FMX3 – Researching Funds Reservations



Funds Reservations

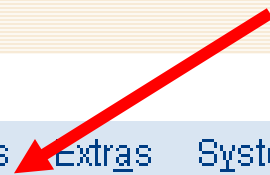
										Funds Center	JHEN/1602510000	
										Current Period	Current	
										Revenue and	Period	
Sponsored Class	G/L Account	FI doc:	Reference doc	Predecessor	Parked by	PO Reqr	Created by	Vendor	Item text	Posting date	Expense	Commitments
		doc.number	number	doc.	User Name							
Sponsored Revenue	JHEN/420101 SPONSORED REVENUE	900049182	90049313	#	#	#	JLEITH1	#	Not assigned	#	05/03/2007	-\$ 1,819.14
Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT	4800002858	4752	#	#	#	HRAUTO	#	Not assigned	#	05/10/2007	666.66
Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/PT	4800002858	4752	#	#	#	HRAUTO	#	Not assigned	#	05/10/2007	\$ 1,875.00
Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/PT	4800002858	4752	#	#	#	HRAUTO	#	Not assigned	#	05/10/2007	\$ 838.75
Supplies & Materials	JHEN/632001 OTHER INST SUP	1900234149	5105708820	2000119891	#	MSMITH19	PRSRVUSEF	1007976	OFFICE DEPOT BSD	#	05/17/2007	\$ 45.60
		1900235911	5105710170	2000119891	#	MSMITH19	PRSRVUSEF	1007976	OFFICE DEPOT BSD	#	05/18/2007	\$ 15.20
		5000118948	5000721802	2000120196	#	CBOSLEY1	PRSRVUSEF	1009052	RELIABLE REPRODUK	VIOLET HAN	05/16/2007	\$ 32.58
		#	2000120196	1000407467	#	CBOSLEY1	PRSRVUSEF	1009052	RELIABLE REPRODUK	VIOLET HAN	05/14/2007	\$ 32.58
			1000407467	#	#	#	PRSRVUSEF	#	Not assigned	VIOLET HAN	05/14/2007	\$ 0.00
	JHEN/632101 OTHER RESRCH SUP	100387273	100387273	#	#	#	FIAUTO	#	Not assigned	DISCOUNT	05/08/2007	\$ 2,388.00
		100387297	100387297	#	#	#	FIAUTO	#	Not assigned	DISCOUNT	05/08/2007	\$ 150.00
		100392499	100392499	2000003296	#	#	ATIEMANI	#	Not assigned	JUNE 2006 ,	05/10/2007	\$ 1,729.40
	JHEN/640281 DELIVERY SERVICE	1900196291	1900196291	#	CBOSLEY1	#	SGRANT16	2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 27.78
		1900205632	1900205632	#	CBOSLEY1	#	LYALENT2	2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 7.56
		1900205649	1900205649	#	CBOSLEY1	#	SGRANT16	2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 33.55
		1900205838	1900205838	#	CBOSLEY1	#	SGRANT16	2039507	FEDERAL EXPRESS	#	05/01/2007	\$ 45.55
		#	1900196291	#	#	#	JFERRET1	#	Not assigned	#	05/01/2007	\$ 0.00
			1900205632	#	#	#	JFERRET1	#	Not assigned	#	05/01/2007	\$ 0.00
Telecommunications	JHEN/641401 TELEPHONE NETWORK	100377611	100377611	#	#	#	FIAUTO	#	Not assigned	PEER 1 DEDI	05/03/2007	\$ 123.95
		100443945	100443945	#	#	#	FIAUTO	#	Not assigned	PEER 1 DEDI	05/31/2007	\$ 123.95
		1900215094	1900215094	#	DNOWAKO	#	KHAWKIN2	2004134	CALLWAVE INC	#	05/07/2007	\$ 7.95
		#	1900215094	#	#	#	DNOWAKO1	#	Not assigned	#	05/07/2007	\$ 0.00
			1900254357	#	#	#	DNOWAKO1	#	Not assigned	#	05/29/2007	\$ 0.00
Service Center	JHEN/921205 JHEN/921205	#	1400048991	#	#	#	MELLIS1	#	Not assigned	96812 CLINI	05/29/2007	\$ 59.90
	JHEN/921225 JHEN/921225	#	1400051359	#	#	#	RBUKELH	#	Not assigned	COPY PROC	05/31/2007	\$ 186.75
			1400051360	#	#	#	RBUKELH	#	Not assigned	COPY PROC	05/31/2007	\$ 41.25
			1400051775	#	#	#	RBUKELH	#	Not assigned	COPY PROC	05/31/2007	\$ 311.50
	JHEN/921306 JHEN/921306	#	1400048659	#	#	#	RBUKELH	#	Not assigned	SOFTWARE	05/23/2007	\$ 5.50
				#	#	#		#	Not assigned	SOFTWARE	05/23/2007	\$ 20.00



Where to look in R3	FI Document Number	Document Type
FB03	1xxxxxxx (9 digits)	Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment
	15xxxxxxx (10 digits)	Recurring payment (such as a lease)
	16xxxxxxx (10 digits)	Accounts Receivable posting
	17xxxxxxx (10 digits)	Prepayments/ Vendor Credits
	19xxxxxxx (10 digits)	Payments to vendors, travel, refunds, check requests
	48xxxxxxx (10 digits)	Payroll
	49xxxxxxx (10 digits)	Supply Store
	50xxxxxxx (10 digits)	Goods receipt, Goods receipt for PO
	87xxxxxxx (10 digits)	Cash Journal (petty cash or deposits)
89xxxxxxx (10 digits)	Credit Card Receipts	
Where to look in R3	Reference Document Number	Document Type
ME23N	20xxxxxxx (10 digits), PO Requisitioner is populated	Purchase Order
	51xxxxxxx (10 digits)	PO Invoice Receipt
FMX3	20xxxxxxx (10 digits), Created by is populated	Funds Reservation If the text says "Journal #.xxxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request"
FMX3	70xxxxxxx (10 digits)	Funds Reservation
KSB5 or from Service Center Emails	14xxxxxxx (10 digits)	Intra or Inter Entity transfers, Service Center charges, KB15



FMX3



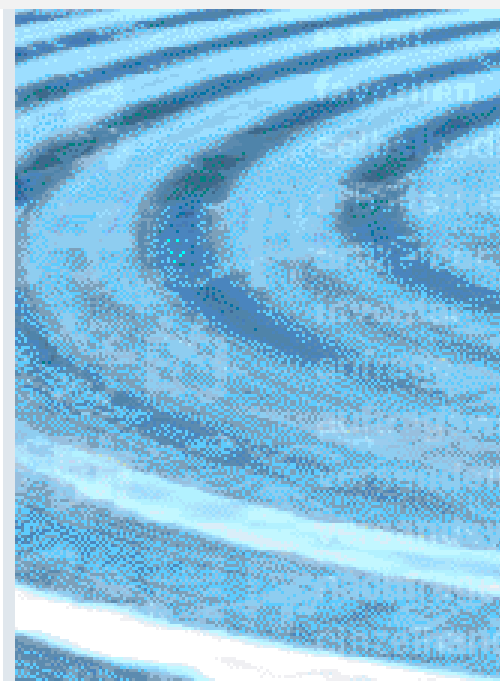
Menu Edit Favorites Extras System Help

FMX3

SAP Easy Access - User menu for Shannon Towner



- * FBL1N - AP Electronic Check Request -> Vendor Line Items
- * XK03 - AP Electronic Check Request -> Display vendor (centrally)
- * FS10N - Balance Display
- * FS10N - GL-Finance Report Viewer -> Balance Display
- ▼ User menu for Shannon Towner
 - ▶ CO-Display
 - ▶ FM-BCS Business Area Approver
 - ▶ FM-BCS Initiator
 - ▶ FM - Display FM Master Data
 - ▶ **GL-Non-Payroll Cost Transfer Approver**
 - ▶ GL-Finance Report Viewer
 - ▶ GL - Special display role for FMDERIVE and FMDERIVER
 - ▶ ...





FMX3

Document Edit Goto System Help

Funds reservation: Display InitScrn





















Document number	<input type="text" value="2000003296"/>
Line Item	<input type="text"/>












Journal Transfer Number

Document Edit Goto Extras Environment System Help

Funds reservation: Display Overview scrn







 Consumption

Document number	2000003296	 posted	Document Date	05/08/2007
Document type	FR	Funds Reservation	Posting Date	05/08/2007
Company Code	JHEN USD	JOHNS HOPKINS ENTER...	Currency/rate	USD
Doc.text	For Journal Transfer 000000000007427			
	USD			
Grand total	1,754.57			

Find the Journal Transfer number and write it down. You'll be inputting it in another transaction.

Line items						
D...	Overall amount	Original amount	Text	Fund	Grant	
1	1,729.40	1,729.40		9000000001	907223	
2	25.17	25.17		9000000001	907223	



GL Non Payroll Cost Transfer Screen

Menu Edit Favorites Extras System Help

ZSGM_COST_TRANSFER

SAP Easy Access - User menu for Shannon Towner

- * FBL1N - AP Electronic Check Request -> Vendor Line Items
- * XK03 - AP Electronic Check Request -> Display vendor (centrally)
- * FS10N - Balance Display
- * FS10N - GL-Finance Report Viewer -> Balance Display
- ▼ User menu for Shannon Towner
 - ▶ CO-Display
 - ▶ FM-BCS Business Area Approver
 - ▶ FM-BCS Initiator
 - ▶ FM - Display FM Master Data
 - ▼ GL-Non-Payroll Cost Transfer Approver
 - ▶ ZSGM_COST_TRANSFER - Cost Transfer
 - ▶ GL-Finance Report Viewer
 - ▶ GL - Special display role for FMDERIVE and FMDERIVER

Go to your GL Non Payroll Cost Transfer screen.



ZSGM_Cost_Transfer

System Help

Journal Transfer Request

Create Request **Display Request**

Journal Transfer Request Form

Type of Journal Transfer

- Expense Only
- Equipment
- Non-Recurring Cost Allocation, Intra-Entity
- Revenue

Transfer Request

Journal Transfer ID

Input the Journal Transfer number you wrote down earlier.

And then click on "Display Request."

System Help



Expense Transfer

Basic Data

Journal Transfer ID: Document Posted

Reason Code: G/L Account Code Error

Document Date: Posting Date: Posting Period:

G/L Ac...	D/C	Amount	Cost Center	Internal ...	WBS...	Fund	Grant	Original SAP Document Number	SAP D
632101	Deb...	1,729.40		90006729		900000000 ...	907 ...	3000000072	
651637	Cre...	1,729.40		90006729		900000000 ...	907 ...	3000000072	
632101	Deb...	25.17		90006729		900000000 ...	907 ...	3000000168	
651637	Cre...	25.17		90006729		900000000 ...	907 ...	3000000168	



EXPLANATION(If reason code "01,03" is selected, please provide additional explanation)

EXPLANATION FOR LATE TRANSFER(After 90 days from original transaction date)

SAP conversion did not transfer to an appropriate GL code.



KSB5



Screenshot FS911

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													Grant	9XXXXX
2														MULTI-CENTER UVEITIS
3													Sponsored Program	9XXXXXXXX
4														MULTI-CENTER UVEITIS
5													PI for Sponsored Pgm	XXXX
6														Smith, Joe
7													Fiscal year/period	May 2007
8														01/2007
9													Funds Center	JHEN1602510000
													Current	
													Period	Current Period
													Revenue	Commitments
10	Sponsored Class	G/L Account		FI doc: doc.number	Reference doc number	Predecessor doc.	Parked by User Name	PO Reqr	Vendor		Item text	Posting date		
11	Sponsored Revenue	JHEN/420101 SPONSORED REVENUE		900043182	90043313	#	#	#	#		Not assigned	05/03/2007		-\$ 1,819.14
12	Salaries & Wages	JHEN/611001 SAL-FACULTY FT/PT		4800002858	4752	#	#	#	#		Not assigned	05/10/2007		\$ 666.66
13	Administrative Salar	JHEN/612001 SAL-ADM STAFF FT/PT		4800002858	4752	#	#	#	#		Not assigned	05/10/2007		\$ 1,875.00
14	Fringe Benefits	JHEN/620001 FRINGE BEN EXP FT/PT		4800002858	4752	#	#	#	#		Not assigned	05/10/2007		\$ 838.75
15				4800003013	5294	#	#	#	#		Not assigned	05/25/2007		\$ 2,678.15
16	Supplies & Materials	JHEN/632001 OTHER INST SUP		1900234149	5105708820	2000119891	#	MSMITH19	1007976		OFFICE DEPOT BE #			\$ 45.60
17				1900235911	5105710170	2000119891	#	MSMITH19	1007976		OFFICE DEPOT BE #	05/18/2007		\$ 15.20
18				5000118948	5000721802	2000120196	#	CBOSLEY1	1009052		RELIABLE REPROI VIOLET HANGING FI	05/16/2007		\$ 32.58
19				#	1000405178	#	#	#	#		Not assigned	DUMMY LINE	05/14/2007	-\$ 45.60
20														\$0.00
21														\$ 15.20
22														\$ 15.20
23														\$ 15.20
24					2000120196	1000407467	#	CBOSLEY1	1009052		RELIABLE REPROI VIOLET HANGING FI	05/14/2007		\$ 32.58
25														-\$ 32.58
26		JHEN/640282 DELIVERY SERVICE		1900196291	1900196291	#	CBOSLEY1	#	2039507		FEDERAL EXPRES #	05/01/2007		\$ 27.78
27				1900205632	1900205632	#	CBOSLEY1	#	2039507		FEDERAL EXPRES #	05/01/2007		\$ 7.56
28				1900205649	1900205649	#	CBOSLEY1	#	2039507		FEDERAL EXPRES #	05/01/2007		\$ 33.55
29				1900205838	1900205838	#	CBOSLEY1	#	2039507		FEDERAL EXPRES #	05/01/2007		\$ 45.55
30	Telecommunications	JHEN/641403 TELEPHONE NETWORK		100377611	100377611	#					ed	PEER 1 DEDICATED	05/03/2007	\$ 123.95
31				100449945	100449945	#					ed	PEER 1 DEDICATED	05/31/2007	\$ 123.95
32				1900215094	1900215094	#						E INC	05/07/2007	\$ 7.95
33				#	1900215094	#	#	#	#		Not assigned			\$0.00
34					1900254357	#	#	#	#		Not assigned			\$0.00
35	Service Center	JHEN/921205 JHEN/921205		#	1400048991	#	#	#	#		Not assigned	96812 CLINICAL TRI/	05/29/2007	\$ 59.90
36		JHEN/921225 JHEN/921225		#	1400051369	#	#	#	#		Not assigned	COPY PROGRAM C	05/31/2007	\$ 186.75
37					1400051360	#	#	#	#		Not assigned	COPY PROGRAM C	05/31/2007	\$ 41.25
38					1400051775	#	#	#	#		Not assigned	COPY PROGRAM C	05/31/2007	\$ 311.50
39		JHEN/921308 JHEN/921308		#	1400048659	#	#	#	#		Not assigned	SOFTWARE PURCH-	05/23/2007	\$ 5.50
40												SOFTWARE PURCH-	05/23/2007	\$ 30.00
41	Facilities & Admin C	JHEN/644001 FACILITIES & ADMIN C		100378795	100378795	#	#	#	#		Not assigned		05/04/2007	\$ 1,299.56
42				100385645	100385645	#	#	#	#		Not assigned		05/08/2007	\$ 108.00
43				100388434	100388434	#	#	#	#		Not assigned		05/09/2007	\$ 2,592.41
44				100391269	100391269	#	#	#	#		Not assigned		05/10/2007	\$ 17.64
45				100394919	100394919	#	#	#	#		Not assigned		05/11/2007	\$ 3,260.70

Page 1

1400048991



Where to look in R3	FI Document Number	Document Type
FB03	1xxxxxxxx (9 digits)	Journal Upload, Pcard, Cost Transfer (primary GL's), Travel Adjustment, Year End Adjustment
	15xxxxxxxx (10 digits)	Recurring payment (such as a lease)
	16xxxxxxxx (10 digits)	Accounts Receivable posting
	17xxxxxxxx (10 digits)	Prepayments/ Vendor Credits
	19xxxxxxxx (10 digits)	Payments to vendors, travel, refunds, check requests
	48xxxxxxxx (10 digits)	Payroll
	49xxxxxxxx (10 digits)	Supply Store
	50xxxxxxxx (10 digits)	Goods receipt, Goods receipt for PO
	87xxxxxxxx (10 digits)	Cash Journal (petty cash or deposits)
	89xxxxxxxx (10 digits)	Credit Card Receipts

Where to look in R3	Reference Document Number	Document Type
ME23N	20xxxxxxxx (10 digits), PO Requisitioner is populated	Purchase Order
	51xxxxxxxx (10 digits)	PO Invoice Receipt
FMX3	20xxxxxxxx (10 digits), Created by is populated	Funds Reservation If the text says "Journal #..xxx", go to ZSGM_COST_TRANSFER and put in your journal # and press "display request"
FMX3		Funds Reservation
	70xxxxxxxx (10 digits)	

KSB5 or from Service Center Emails

14xxxxxxxx (10 digits)
Intra or Inter Entity transfers, Service Center charges, KB15



KSB5

The screenshot shows a web browser window displaying the SAP Easy Access user menu for Shannon Towner. The browser's address bar contains the text 'KSB5', which is highlighted with a red box and a red arrow pointing from the 'KSB5' text above. The browser's menu bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. The browser's toolbar contains various icons for navigation and actions. The page title is 'SAP Easy Access - User menu for Shannon Towner'. Below the title bar, there is a toolbar with icons for user profile, document, folder, search, and navigation. The main content area shows a tree view of the user menu:

- ▶ Favorites
- ▼ User menu for Shannon Towner
 - ▶ CO-Display
 - ▶ FM-BCS Business Area Approver
 - ▶ FM-BCS Initiator
 - ▶ FM - Display FM Master Data
 - ▶ GL-Non-Payroll Cost Transfer Approver
 - ▶ GL-Finance Report Viewer
 - ▶ GL - Special display role for FMDERIVE and FMDER
 - ▶ PS-Display

The right side of the page features a decorative background image of blue concentric ripples on water.



KSB5-Document Selection

Program Edit Goto Extras System Help

Display Actual Cost Documents : Initial Screen

Selection Options Further Selection Criteria...

Document Number to

Settings
Layout Primary cost posting
More Settings

Input Document Number...

And then click the green check with the timer.





KB5N-Transfer Detail

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Documents

Document Master Record

Layout 1SAP Primary cost posting
 COarea currency USD USD

DocuementNo	Doc. Date	Document Header Text	RT	RefDocNo	User	Rev	RvD
PRw Ty Object		CO object name	Cost Elem.	Cost element name		Value	COCurr
140048991	05/29/2007	101PrintingSvcs Chgs 0507			MELLIS1		
1	TR 1010405556	PRINTING SERVICES	921205	PRINTING SERVICE		60.00-	
2	TR 1300460001	RSC-OPS	921205	PRINTING SERVICE		60.00	
3	TR 1010405556	PRINTING SERVICES	921205	PRINTING SERVICE		336.25-	
4	TR 1100570002	ADMISSIONS NP	921205	PRINTING SERVICE		336.25	
5	TR 1010405556	PRINTING SERVICES	921205	PRINTING SERVICE		1,218.61-	
6	TR 1010061500	STATUS OF WOMEN	921205	PRINTING SERVICE		1,218.61	
7	TR 1010405556	PRINTING SERVICES	921205	PRINTING SERVICE		300.00-	
8	TR 1255350006	NURSING PROGRAMS	921205	PRINTING SERVICE		300.00	