

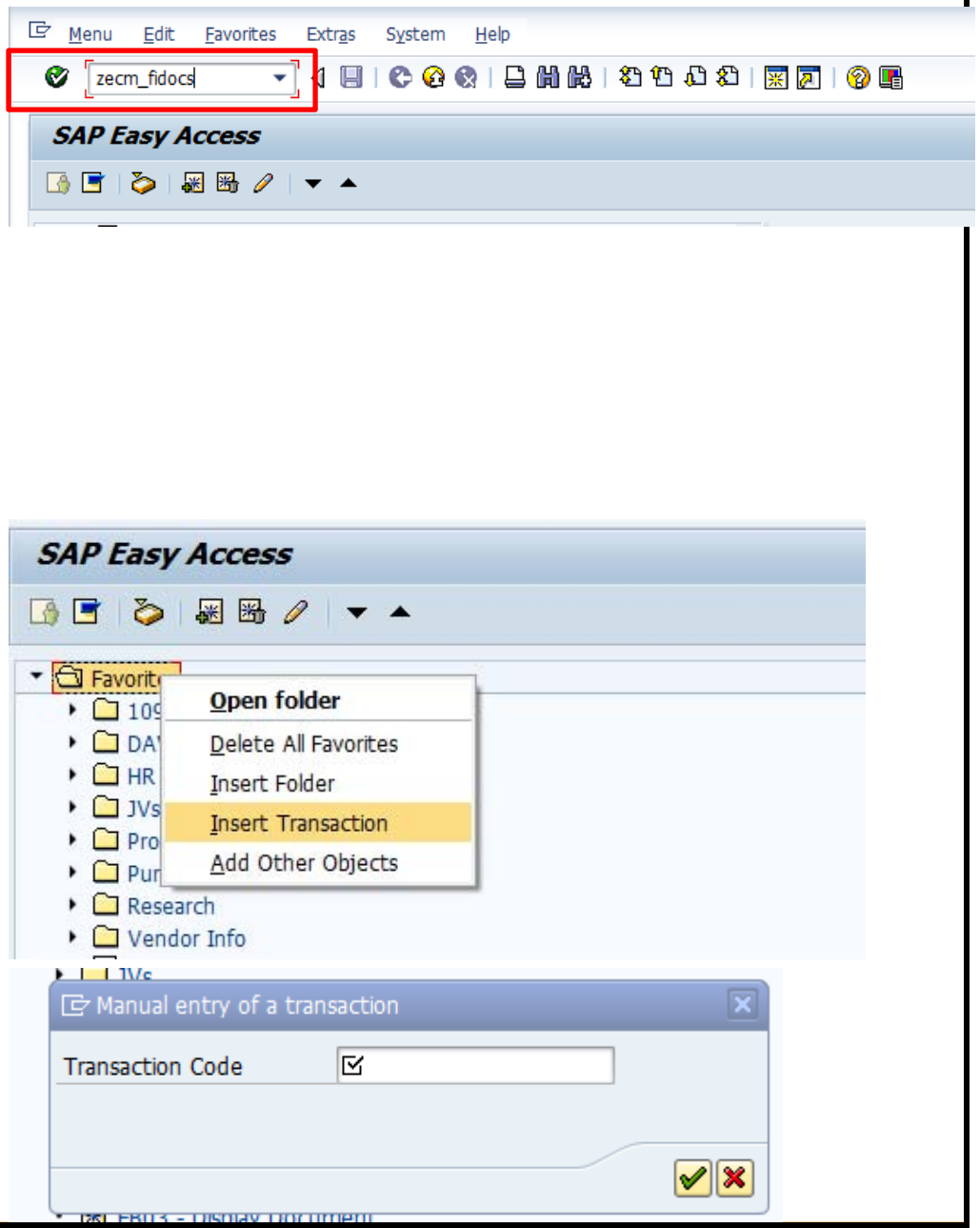
ECM – Enhanced Content Management

Process: To review a PRD's supporting documentation in SAP.

PROCEDURES

To view a PRD's supporting documentation directly through ECM (Enhanced Content Management), type transaction code ZECM_FIDOCs in the SAP Command Field. Click the green check button or press enter.

NOTE: To save this SAP transaction to your favorites, you must right click on Favorites and then click on Insert Transaction. Type in the Transaction Code then click the green Check.



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On the Selection Screen, the Company Code, Fiscal Year, and Document Type fields are mandatory. The Company Code is always UK00 and the Document Type is always KR for a PRD.

NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search.

The screenshot shows the SAP Selection Financial Documents screen. The 'Financial' section is highlighted with a red box, containing the following fields:

Field	Value	to	Field	Value
Company Code	UK00			
Fiscal Year	2014			
Document Type	KR			
Fiscal Period				
Document Number				
Entry Date				
Posting Date				
Ref. Doc. Number				

The 'Cost' section below includes the following fields:

Field	Value	to	Field	Value
Vendor				
Cost Center				
General Ledger				
Internal Order				
Grant				
Fund				
WBS				

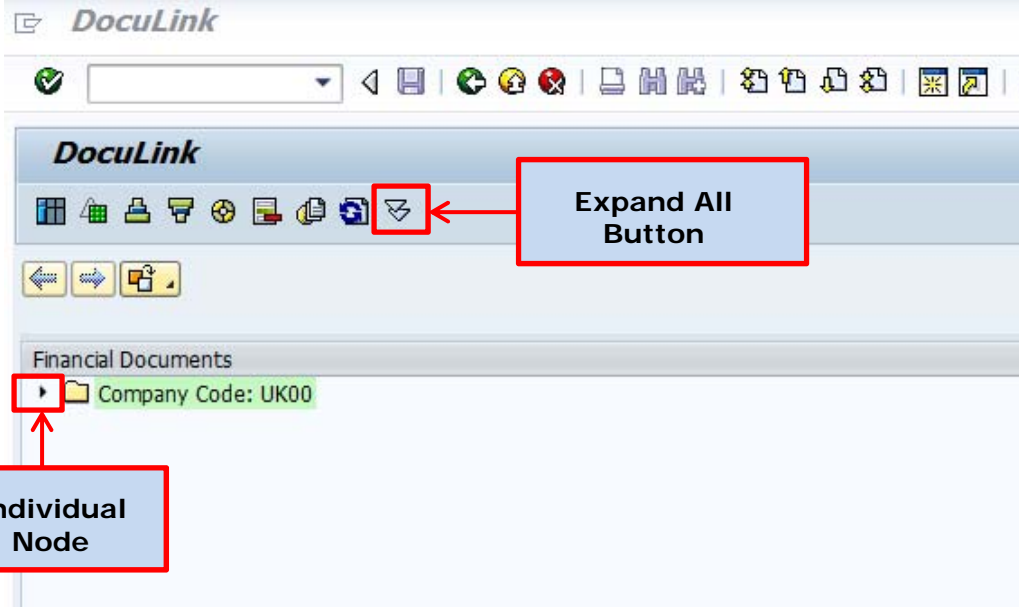
To review a specific PRD, the selection should be made by using the Document Number field (SAP document number from the PRD tracking tab) or the Ref. Doc. Number field (Vendor's Invoice number or PRD number assigned by the department).

To review the supporting documentation for multiple PRDs from the same search, the cost object can be entered in the appropriate field.

Click the Execute button.

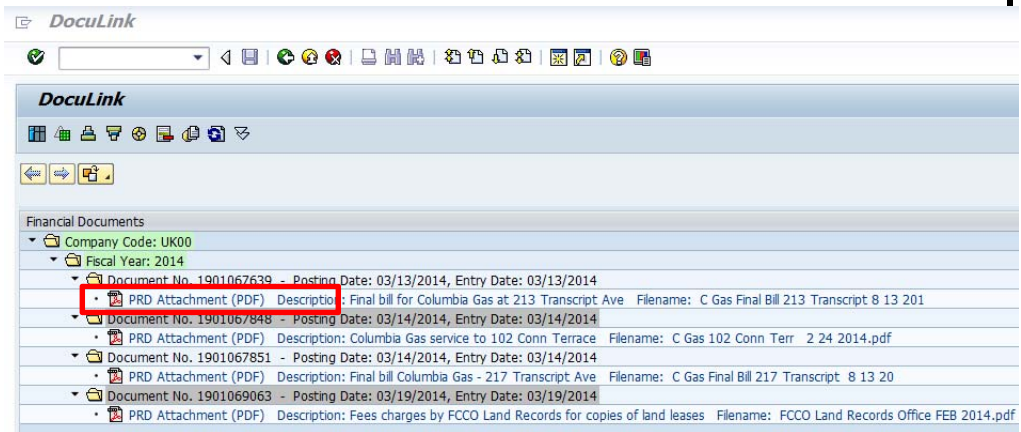
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To view the attachments, click on each node to expand the information or use the Expand All button to display all of the backup documents for the selection.



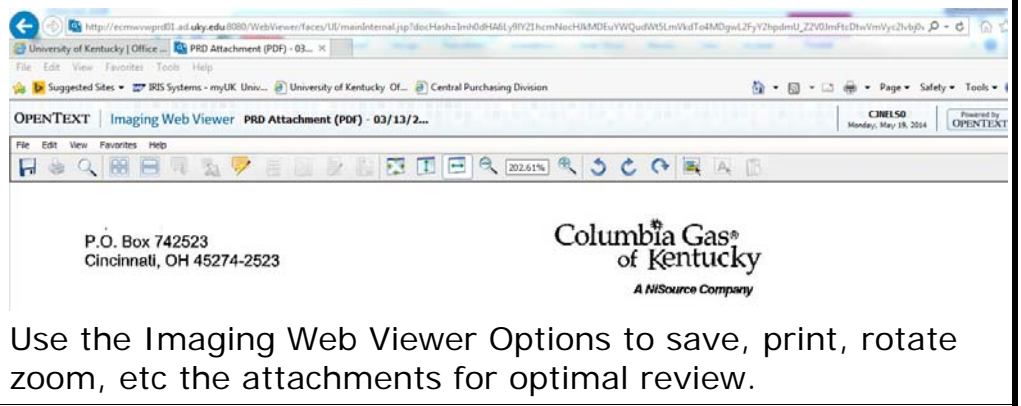
Double click on the PRD attachment you wish to view.

NOTE: If the search parameters are set to search for multiple PRDs at once, the ECM selection may contain other KR document types that are not PRDs and therefore attachments may not be visible for all Document No listings.



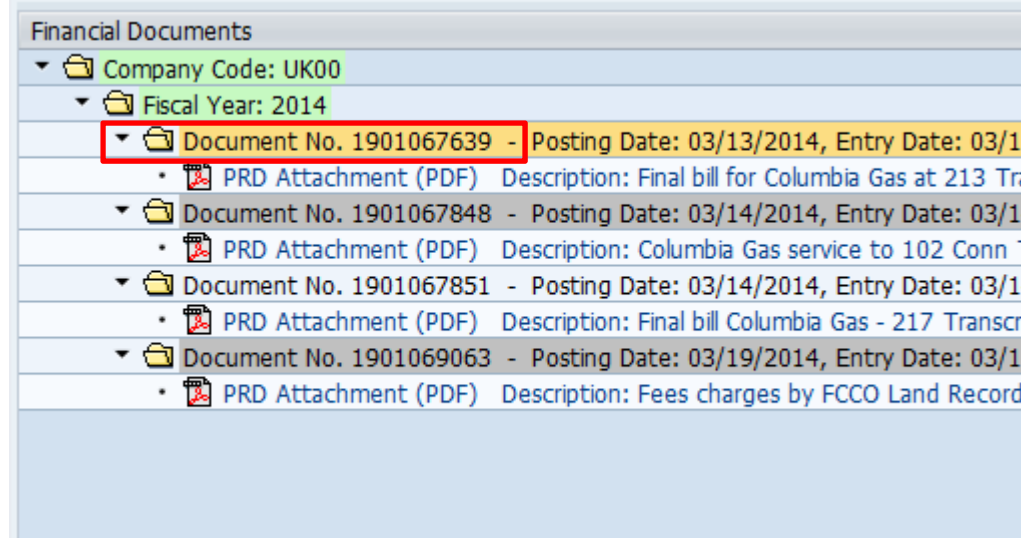
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Attachments in PDF, BMP, TXT, etc will with the Open Text Imaging Web Viewer. Any Word/Excel attachment will open using the software from your workstation.



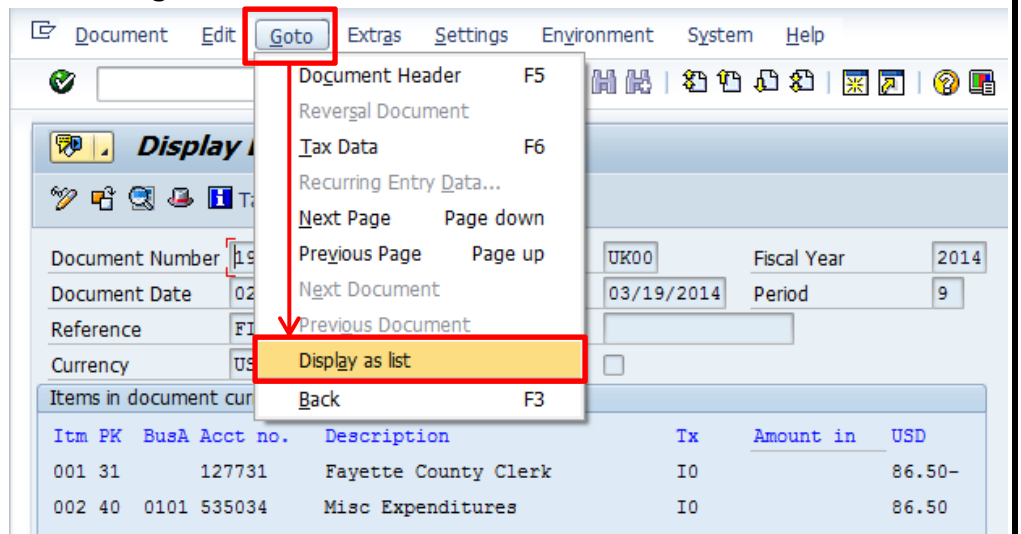
Use the Imaging Web Viewer Options to save, print, rotate zoom, etc the attachments for optimal review.

To view the PRD's FI posting in SAP, double click on the Document No.



Click on GOTO then Display As List to view the full accounting information for the PRD.

FI Posting Overview:



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The complete accounting information for the PRD can be viewed including any split accounting when applicable.

Doc.Type : KR (Vendor invoice) Normal document Doc. Number 1901067639 Company Code UK00 Fiscal Year 2014 Doc. Date 08/27/2013 Posting Date 03/13/2014 Period 09 Calculate Tax <input type="checkbox"/> Ref.Doc. FINAL BILL ON AC Doc. Currency USD Doc. Hdr Text *106370931830005									
Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assignment
2	531302	Electricity	15.76	1012013920		1012013920	0011002000	Utility Payments	19010676392014 20140313
			0.00						

To view a PRD attachment from the Display Document Screen, go to SAP screen FB03.

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

Display Document: Initial Screen

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Display Document: Initial Screen

📄 Document List
⏪ First Item
✎ Editing Options

Keys for Entry View		Document display using...	
Document Number	<input type="text"/>	Reference no.	FINAL
Company Code	UK00		
Fiscal Year	2014		

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

Search Options:
 Document Number = SAP document number from the PRD's tracking tab

Reference Number = Vendor's invoice number or the department's assigned PRD number.

Reference Key = The PRD number (3XXXXXXXXX)

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.

NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search especially when searching from the Reference Key (PRD number).

Document List

Entered at	User name	Parked ...	Entered on	Type	DocumentNo	Doc. Date	Posting Date	Reference	Period	Year	Documen
08:36:30	SYS-SRMECC		03/19/2014	KR	1901069063	02/28/2014	03/19/2014	FIRM ACCT # 2117	9	2014	*FCCO La

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

To review the PRD attachment: 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.)

The screenshot shows the 'Display Document: Overview' window with the following details:

Document Number	1901069063	Company Code	UK00	Fiscal Year	
Document Date	02/28/2014	Posting Date	03/19/2014	Period	
Reference	FIRM ACCT # 2117	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Items in document currency

Itm PK	BusA	Acct no.	Description	Tx	Amount
001	31	127731	Fayette County Clerk	IO	
002	40	0101 535034	Misc Expenditures	IO	

This close-up shows the 'Services for Object Button' (a small arrow icon) highlighted with a red box. Below it, the 'Attachment list' option is visible in a light grey color, indicating it is not available for review.

This close-up shows the 'Attachment list' option highlighted with a red box, indicating it is available for review. Other options like 'Create...' and 'Business References' are also visible.

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

The complete accounting information for the PRD will be displayed.

Document Header F5
Reversal Document
Tax Data F6
Recurring Entry Data...
Next Page Page down
Previous Page Page up
Next Document
Previous Document
Display as list
Back F3

Doc. Type : KR (Vendor invoice) Normal document
Doc. Number 1901067639 Company Code UK00 Fiscal Year 2014
Doc. Date 08/27/2013 Posting Date 03/13/2014 Period 09
Calculate Tax
Ref.Doc. FINAL BILL ON AC
Doc. Currency USD
Doc. Hdr Text *106370931830005

Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assignment
1	192488	COLUMBIA GAS	15.76					*106370931830005	190106763920
2	531302	Electricity	15.76	1012013920		1012013920	0011002000	Utility Payments	20140313
*			0.00						

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To review the check information for the PRD, from the Display Document: Overview screen, double click on the Merchant Name.

The Display Document: Line Item 1 screen will provide additional information regarding the transaction including a Clearing date and document number if a check has been processed.

Display Document: Overview

Taxes Display Currency

Document Number	1901069063	Company Code	UK00	Fiscal Year	
Document Date	02/28/2014	Posting Date	03/19/2014	Period	
Reference	FIRM ACCT # 2117	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Items in document currency

Itm PK	BusA	Acct no.	Description	Tx	Amount
001	31	127731	Fayette County Clerk	IO	
002	40	0101 535034	Misc Expenditures	IO	

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data Withholding Tax Data

Vendor	127731	Fayette County Clerk	G/L Acc
Company Code	UK00	162 E Main St	
University of Kentucky	Lexington		Doc. no.

Line Item 1 / Invoice / 31

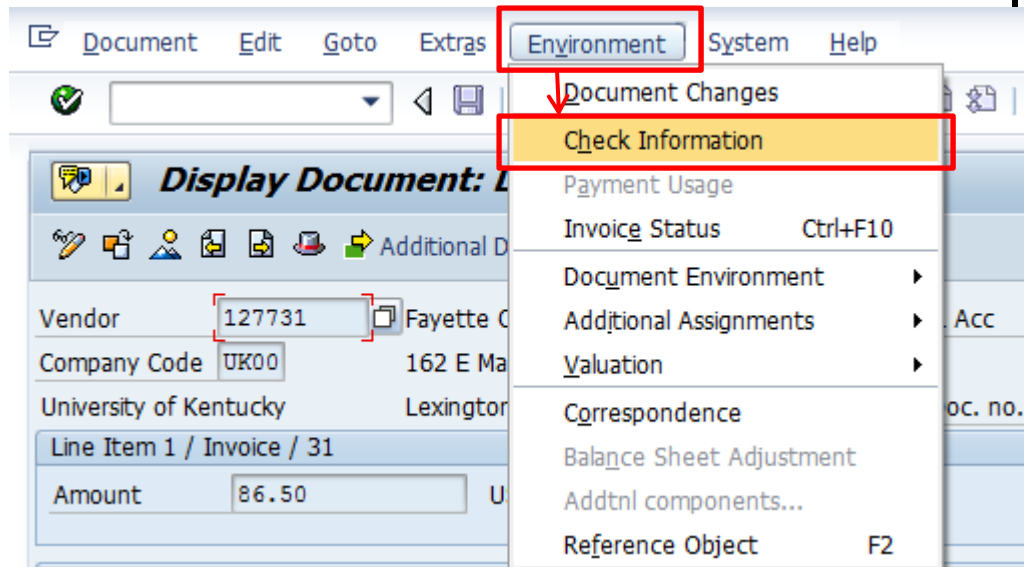
Amount	86.50	USD
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Additional Data

Bus. Area			
Disc. base	86.50	USD	Disc. Amount 0.00
Payt Terms			Days/percent 0 0.000 \$ 0 0.
Blne Date	03/19/2014		Fixed <input type="checkbox"/>
Pmnt Block			Invoice ref. / /
Pmt Method		Pmt meth.supl. <input type="checkbox"/>	
Clearing	03/19/2014 / 2001265880		
Assignment	19010690632014		
Text	*FCCO Land Records account bill FEB 2014		

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To retrieve the actual check number, click on Environment and Check Information.



On the Display Check Information screen, all of the necessary check information is provided such as check number, payment date, check amount, and check encashment.

