


Appendix 1: Where to Look Up Document Numbers in R3

		
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