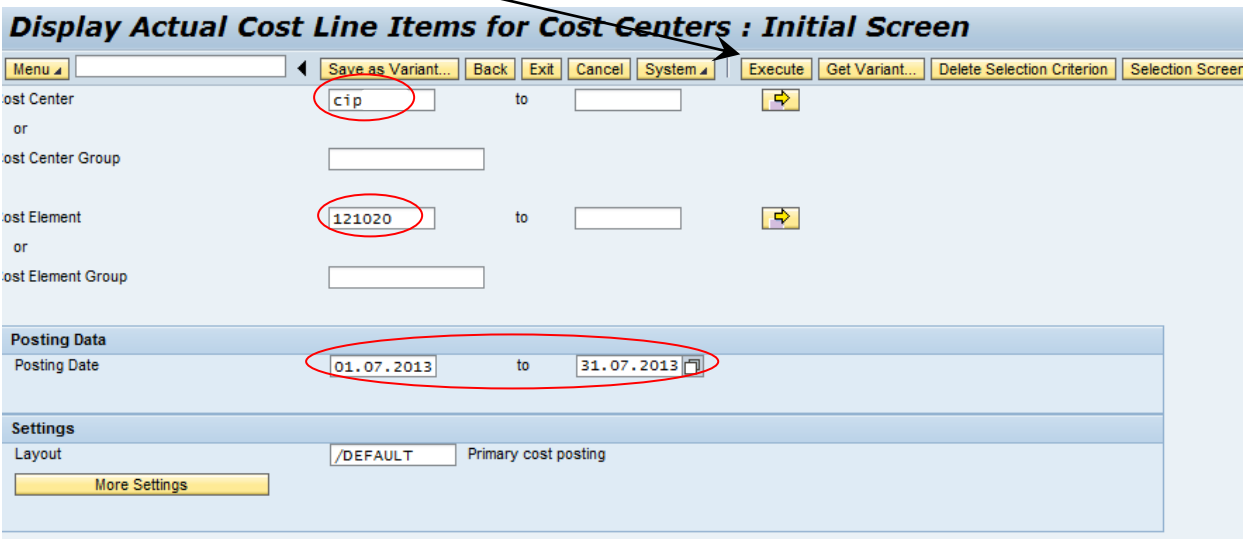


How to find a copy of an invoice which has already been approved (Non Purchase Order)

- Go into transaction **KSB1**



- Enter the Cost Centre and the G/L Code (if you know it)
- Check the dates meet your requirements
- Click Execute



- Double click anywhere in your chosen line

The screenshot shows the main screen of the 'Display Actual Cost Line Items for Cost Centers' transaction. The title bar includes buttons for 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Document', 'Master Record', 'Correction Request', 'Details', 'Set Filter', 'Sort in Ascending Order', 'Sort in Descending Order', and 'Change Layout...'. The main area displays a table of cost line items. The table has columns for Cost Element, AuxAcctAsmnt_1, Cost element name, Cost Ctr, CO object name, Val/COArCur, D/C, Posting Date, Per, Name of offsetting account, and Name. The first three rows are highlighted in yellow.

Cost Element	AuxAcctAsmnt_1	Cost element name	Cost Ctr	CO object name	Val/COArCur	D/C	Posting Date	Per	Name of offsetting account	Name
121020		Gas	CF	Junior	38.00	C	17.07.2013	4	Gas	Gas invoice July13
121020		Gas	CF	Junior	182.71	D	17.07.2013	4	Corona Ogc	
121020		Gas	CF	Junior	370.68	D	17.07.2013	4	Corona Ogc	

At the bottom of the table, there is a summary row with a total value of 515.39.

- Click Services for Object icon
- Choose Attachment list

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Display Another Document | Select Individual Object | Display Document Header | Taxes | Display Currency | General

Data Entry View

Document Number: 1900199822 Company Code: 1000 Fiscal Year: 2013
 Document Date: 10.07.2013 Posting Date: 17.07.2013 Period: 4
 Reference: 08425516 Cross-Comp.No.: Ledger Group:
 Currency: GBP Texts exist:

Attachment list icon circled in red.

C...	Item	Account	PK	Amount	Description	Text	Clrng doc.	Curr.	Tx	G/L Account	Cost Center
1000	1	20006880	31	444.82	Corona Ogc		2000116427	GBP	VA	840999	
	2	121020	40	370.68	Gas			GBP	VA	121020	CIP
	3	704200	40	74.14	Input VAT			GBP	VA	704200	

- Double click VIM Non Vendor PO invoice

Service: Attachment list

AttachmentFor100019001998222013

Icon	Title	Creator Name	Created On
	VIM Non-PO vendor invoice		16.07.2013

Your invoice will be displayed

- Click on Save / Print icon

Document Viewer

Menu | Back | Exit | Cancel | System

Your ref: 1375-01
Date: 10/07/2013

CORONA ENERGY Government Procurement Service supplier

Customer Ref: 20145825
Our ref: 55005985
Billing period: Jun-13 to Jul-13
Invoice No.: 08425516
Gas Supplied: ad

23949
14300
02006
11024
Page: 1 of 1

Meter Point Reference	Meter Serial Number	Previous Read Date	Previous Read	Present Read	Present Read Date	Metered Consumption	Correction Factor	Corrected Consumption	Read Factor	Calorific Value	Total kWh
71038500	M069K0247509D6	01/06/2013	112764	113430	01/07/2013	666	1.022840	681	1.00	39.3	7,435

We now have a simple and efficient way for you to provide us with your meter reads via our website at www.coronaenergy.co.uk
Please note if you previously used our email service to submit your reads, this method is no longer available.

	kWh	Rate p/kWh	Totals
Total Gas Usage	7,435	2.3262	£172.95
Climate Change Levy	7,435	Relief 0.00%	£13.53
Daily Charge	30 Days at £0.14 per day		£184.20
AMR Charge			N/A
Charge for current period			£370.68
VAT @ 5.0%	£0.00		£0.00
@ 20.0%	- £370.68		£74.14
Total Invoice Charge			£444.82

DFE No: CIP
Vendor No: 20006880
Purchase Order No: G/L 121020

Save / Print icon circled in red.