

## Creating and Printing Customer Invoices

**FB70 – Create Customer Invoice – FB70 app.**

**KSB1 – Check Invoice Details KSB1 app.**

**ZINVOICE\_STATUS – Check Invoice Status app.**

**FB12 – Correspondence Request FB12 app.**

**F.61 – Print/Email Request F.61 app.**

This guidance shows how to use the FB70, KSB1, ZINVOICE\_STATUS FB12 and F.61 apps from your Fiori Dashboard to create, check, email directly / print a Customer Invoice in SAP Fiori.

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### Section 1 - Introduction

Customer invoices must only be created to recover **external** debt. Charges between schools or other Derbyshire County Council departments should be made via the creation of a Negotiated Journal which is covered in separate course material.

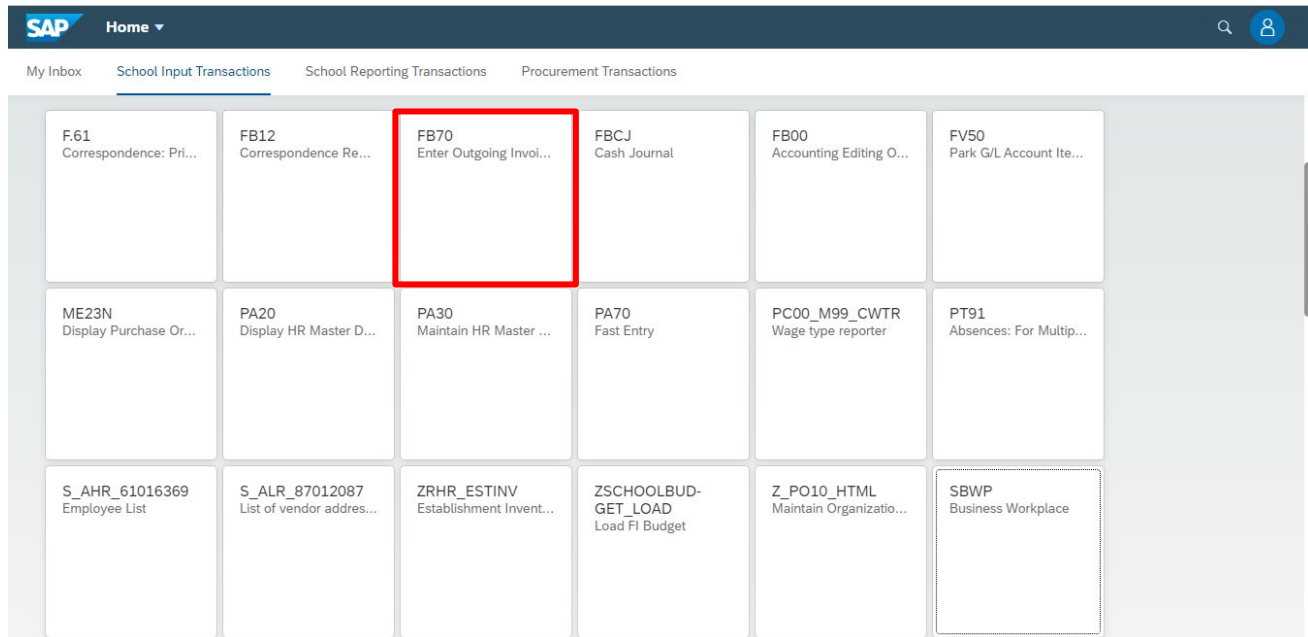
Monies from customer invoices raised through SAP Fiori will be added to your budget immediately and Derbyshire County Council may pursue them if they remain unpaid. Customer invoices for less than £25 should **not** be raised.

Schools operating a local bank account and Academies operate outside Derbyshire’s financial systems and should be treated as external organisations.

Invoices created for Customers with an email address on their Customer account will be emailed directly to them.

## Section 2 - Creating an Invoice – FB70

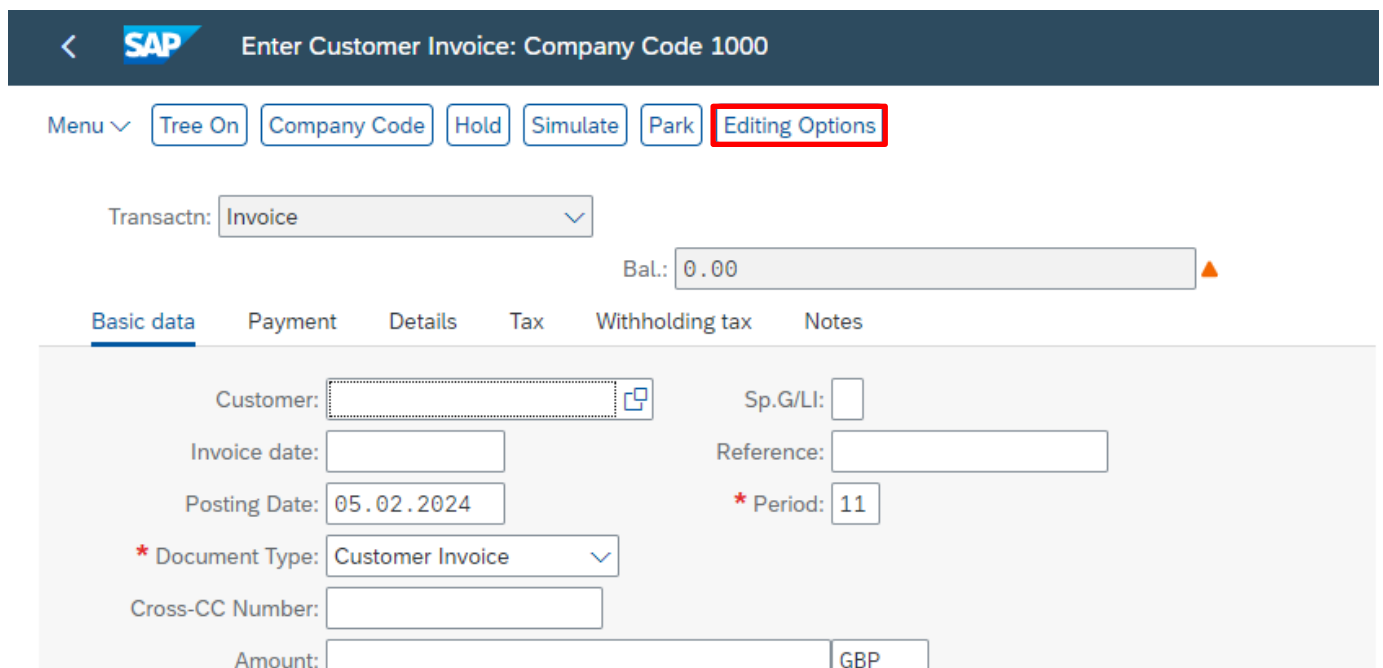
- Log into SAP Fiori.
- This loads the Fiori Dashboard.
- Click on the **FB70 Enter Outgoing Invoice** app to log into FB70.



You are now in the **FB70 Enter Outgoing Invoice** screen.

The first time you create an invoice you will need to change some settings (you only need to do this once).

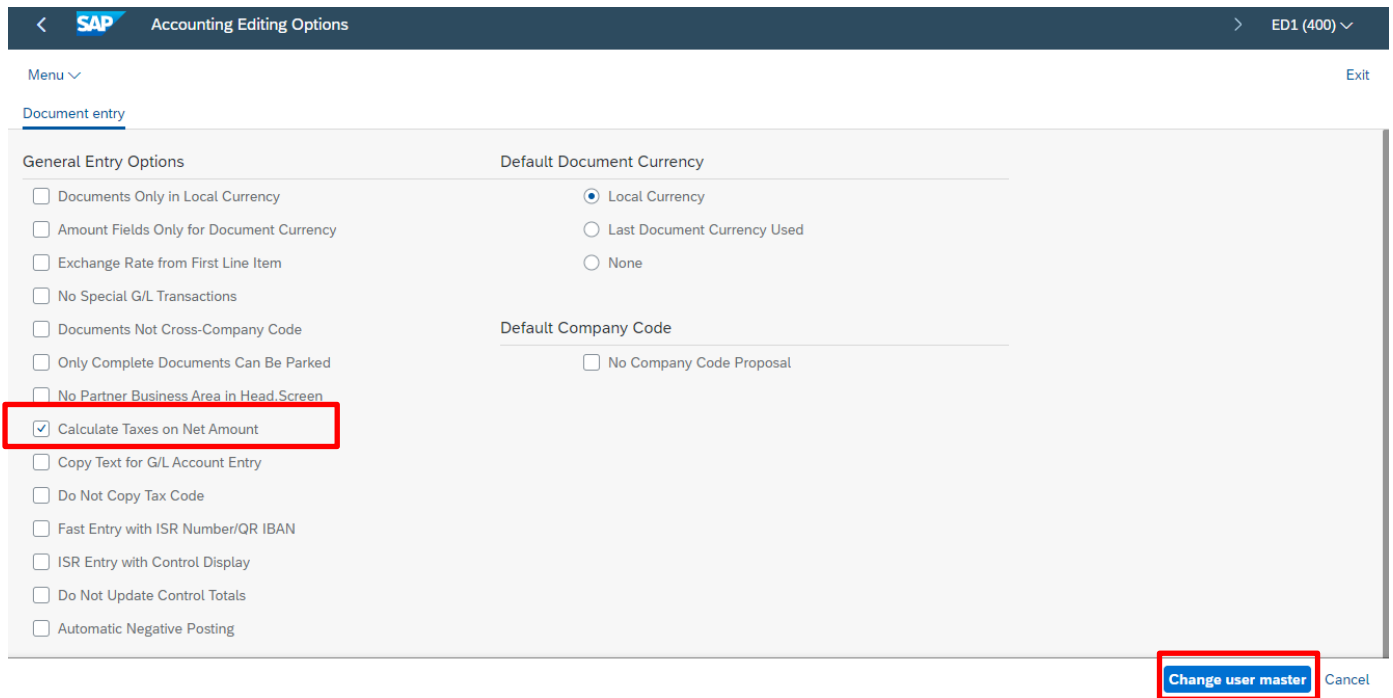
- Double click on **Editing Options** on the top menu bar.



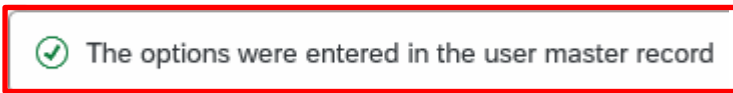
On the following screen:

For assistance email the Budget Manager Support Team on [cst.budgetsupport@derbyshire.gov.uk](mailto:cst.budgetsupport@derbyshire.gov.uk)

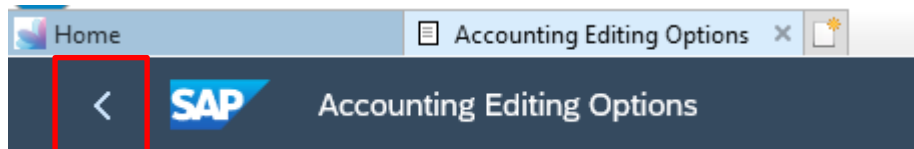
- Tick **Calculate taxes on net amount**.
- Click **Change user master** button on bottom right of screen to save the change.



A system message will appear in bottom left of screen.



- Click on back arrow on top left to return to Customer Invoice screen.



The Customer Invoice screen is divided into two halves:

- The top half relates to the Header Data.
- The bottom half is where the invoice items are entered.

SAP Enter Customer Invoice: Company Code 1000

Menu ▾ Tree On Company Code Hold Simulate Park Editing Options

Transactn: Invoice Bal.: 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer:  Sp.G/LI:   
Invoice date:  Reference:   
Posting Date: 05.02.2024 \* Period: 11  
\* Document Type: Customer Invoice  
Cross-CC Number:   
Amount:  GBP  Calculate Tax  
Tax Amount:    
Text:   
Baseline Date:  
Company Code: 1000 Derbyshire County Council Great Britain

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input type="checkbox"/>	<input type="text"/>	Credit ▾				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	Credit ▾				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	Credit ▾				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	Credit ▾				<input type="text"/>	1000					
<input type="checkbox"/>	<input type="text"/>	Credit ▾				<input type="text"/>	1000					

- Type in the Customer account number in the **‘Customer’** box if you know it or search.
- To search for a Customer, click in the box and the ‘Search Square’ icon will appear, click on it.

SAP Enter Customer Invoice: Company Code 1000

Menu ▾ Tree On Company Code Hold Simulate Park Editing Options

Transactn: Invoice Bal.: 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer:    
Invoice date:  Reference:   
Posting Date: 05.02.2024 \* Period: 11  
\* Document Type: Customer Invoice  
Cross-CC Number:   
Amount:  GBP  Calculate Tax  
Tax Amount:    
Text:   
Baseline Date:  
Company Code: 1000 Derbyshire County Council Great Britain

- In **Search Term** or **Name** type the customer's name, followed by \* (e.g. Pugh\* to search for Pugh Olivia).
- Click on Find button to start search.

Account or Matchcode for the Next Line Item (1)

Customers (General) Customers (by company code) Customers by country/company code

Search term:

Country:

Postal Code:

City:

Name:

Customer:

Deletion Flag:

Maximum No. of Hits:

**Tip:** - If the name contains the letters, but does not start with them, put a \* at either end of the letters typed - e.g., \*Abbott\*, \*Pugh\*.

**Note:** Search criteria fields are **NOT** case sensitive.

- **Click** on the square button to highlight the required customer.
- **Click** the green tick icon on bottom right of the screen to confirm selection.

Account or Matchcode for the Next Line Item (1)

Customers (General) Customers (by company code) Customers by country/company code

SearchTe...	C..	PostalC...	City	Name 1	Custo...	Delf	
PUGH, OLIVIA	GB	DE5 7LN	NEWPORT	PUGH, OLIVIA	40031416		
PUGH, OLWIN	GB	NG20 4XL	RIVERSIDE	PUGH, OLWIN	60013294	X	
PUGH, OWEIN	GB	S40 2NY	MILTON	PUGH, OWEIN	40002388	X	
PUGH, OWIN	GB	SK13 4TT	NEWPORT	PUGH, OWIN	60029950	X	

4 Entries found

- Type in the **Invoice date** (always today's date) in the format dd.mm.yyyy
- Tick **Calculate tax** box.

The screenshot shows the SAP 'Enter Customer Invoice' interface for Company Code 1000. The 'Basic data' tab is selected. The 'Transactr:' dropdown is set to 'Invoice' and the balance is 0.00. The 'Customer:' field contains '40031416', 'Invoice date:' is '05.02.2024', and 'Posting Date:' is '05.02.2024'. The '\* Document Type:' is 'Customer Invoice'. The '\* Period:' is '11'. The 'Amount:' field is empty with 'GBP' as the currency. The 'Calculate Tax' checkbox is checked. The 'Tax Amount:' field is empty. The 'Text:' field is empty. The 'Paymt terms:' are 'Due immediately'. The 'Baseline Date:' is '05.02.2024'. The 'Company Code:' is '1000 Derbyshire County Council Great Britain'.

- The screen will refresh displaying the customer address details on the right of the screen.
- Check you have selected the correct customer.
- If the customer is incorrect return to the search.

SAP Enter Customer Invoice: Company Code 1000

Menu ▾ Tree On Company Code Hold Simulate Park Editing Options

Transactn: Invoice Bal.: 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer: 40031416 Sp.G/LI: Reference: \* Period: 11

Invoice date: 05.02.2024 Posting Date: 05.02.2024

\* Document Type: Customer Invoice

Cross-CC Number: Amount: GBP

Calculate Tax

Text: Payment terms: Due immediately

Baseline Date: 05.02.2024

Company Code: 1000 Derbyshire County Council Great Britain

Customer Address: Mrs. Olivia Pugh, 7809 Notting Hill, NEWPORT, NEWPORT DE5 7LN

OIs

**Note:** If the required Customer does not exist or the address needs to be changed please complete and submit the Customer Master Data Form **MD6** to the Master Data Team.

- **DO NOT** complete the **Amount** box at this stage
- Add a **Reference** (this will appear on the actual invoice, maximum of 16 characters) this will always appear in UPPERCASE.
- Add **Text** This will appear on your finance reports **not** on the printed invoice (maximum of 50 characters).

SAP Enter Customer Invoice: Company Code 1000

Menu ▾ Tree On Company Code Hold Simulate Park Editing Options

Transactn: Invoice Bal.: 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer: 40031416 Sp.G/LI: Reference: Anytown Primary \* Period: 11

Invoice date: 05.02.2024 Posting Date: 05.02.2024

\* Document Type: Customer Invoice

Cross-CC Number: Amount: GBP

Calculate Tax

Text: This text will appear on your finance reports

Payment terms: Due immediately

Baseline Date: 05.02.2024

Company Code: 1000 Derbyshire County Council Great Britain

Customer Address: Mrs. Olivia Pugh, 7809 Notting Hill, NEWPORT, NEWPORT DE5 7LN

OIs

Now add the details of the invoice in the lower half of the screen

For assistance email the Budget Manager Support Team on [cst.budgetsupport@derbyshire.gov.uk](mailto:cst.budgetsupport@derbyshire.gov.uk)

- Enter the **G/L Code** – this must be an income code, starting with a 2.
- If you do not know the code, you will need to search for it.
- To search for the **G/L code** click in the box and the ‘Search Square’ icon will appear click on it.

0 Items ( No entry variant selected )

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order
<input type="checkbox"/>	<input type="text"/>	dit <input type="checkbox"/>	<input type="text"/>			<input type="text"/>	1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>				<input type="text"/>	1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>				<input type="text"/>	1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>				<input type="text"/>	1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>				<input type="text"/>	1000		

Ensure that the **G/L account description in chart of accounts** tab is chosen.

- Using ‘\*’ as a wild card as before, type into the **G/L long text** box e.g., lett\*.
- **Click on Find** button in bottom right to start search.

General Ledger Account (1)

G/L account no. in chart of accounts    
  **G/L account description in chart of accounts**

G/L Long Text:

Language Key:

Chart of Accounts:

G/L Account:

Maximum No. of Hits:

- **Click** on square button to highlight required entry, then **click** on green tick icon in bottom left of the screen to confirm selection.

General Ledger Account (1)

G/L Account Number in Chart of Accounts    
  **G/L account description in chart of accounts**

Long Text	Chrt/A...	G/L Acct
<input checked="" type="checkbox"/> Lettings	DCC	232030

1 Entry found

- Enter the **net amount** of the item – do **NOT** include VAT.



0 Items ( No entry variant selected )

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order
<input type="checkbox"/>	<input type="text" value="232030"/>	Credit <input type="checkbox"/>	150.00				1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		

- Click in the **T...** (tax column) and enter the **VAT code** if known.
- To search for a VAT Code, click in the box and the ‘search Square’ icon will appear – click on it.

0 Items ( No entry variant selected )

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order
<input type="checkbox"/>	<input type="text" value="232030"/>	Credit <input type="checkbox"/>	150.00	<input type="text" value=""/>			1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		
<input type="checkbox"/>	<input type="text"/>	Credit <input type="checkbox"/>					1000		

The following list will appear, you **must** use one of the following income VAT codes:

- **Click** on the square button to highlight the required code and click green tick icon in bottom right of screen to confirm selection.

Tax Code (1) ✕

> Restrictions


T..	Description
<input type="checkbox"/>	A0 Zero Rated output VAT
<input type="checkbox"/>	A2 Reduced Rate output VAT 5.00%
<input type="checkbox"/>	A3 Delivery of goods within EU
<input type="checkbox"/>	A4 Services within the EU
<input type="checkbox"/>	A6 Reduced rate output VAT: 12.5%
<input checked="" type="checkbox"/>	A9 Exempt from output VAT
<input type="checkbox"/>	AA Standard rated output VAT: 20.0%
<input type="checkbox"/>	AN Non Business (outside the scope of Output VAT)
<input type="checkbox"/>	V0 Zero Rated input VAT
<input type="checkbox"/>	V2 Reduced Rate Input VAT 5.00%
<input type="checkbox"/>	V3 Delivery of goods within EC
<input type="checkbox"/>	V4 Services within the EU
<input type="checkbox"/>	V6 Reduced rate input VAT: 12.5%
<input type="checkbox"/>	V7 Input VAT: 17.5% - 50% non-deductible (allocated)

20 Entries found

**Note** - If you are unsure which is the correct VAT code to use, or if VAT should be charged, please contact the DCC Technical Accountancy Team on [v.at@derbyshire.gov.uk](mailto:v.at@derbyshire.gov.uk)

- Enter your school’s **Cost Centre** or **Statistical Internal Order (SIO)** number but not both.






0 Items ( No entry variant selected )

St...	G/L acct	D/C	Amount in doc.curr.	T... Text	Lo...	Co...	Cost center	Order
<input type="checkbox"/>	<input type="text" value="232030"/>	Credit <input type="text"/>	150	A9		1000	CIP1234	

**Note** You must enter your Cost Centre/SIO before entering **Long Text**.

- Click on the **Long Text** icon 

1 Items ( No entry variant selected )





St...	G/L acct	D/C	Amount in doc.curr.	T... Text	Lo...	Co...
<input checked="" type="checkbox"/>	232030	Credit <input type="text"/>	150.00	A9		1000
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Credit"/> <input type="text"/>				1000
<input type="checkbox"/>	<input type="text"/>	Credit <input type="text"/>				1000
<input type="checkbox"/>	<input type="text"/>	Credit <input type="text"/>				1000
<input type="checkbox"/>	<input type="text"/>	Credit <input type="text"/>				1000

- In the following pop-up box click on the **Long Text**  icon (again).

Long Text for Document Line Item ✕

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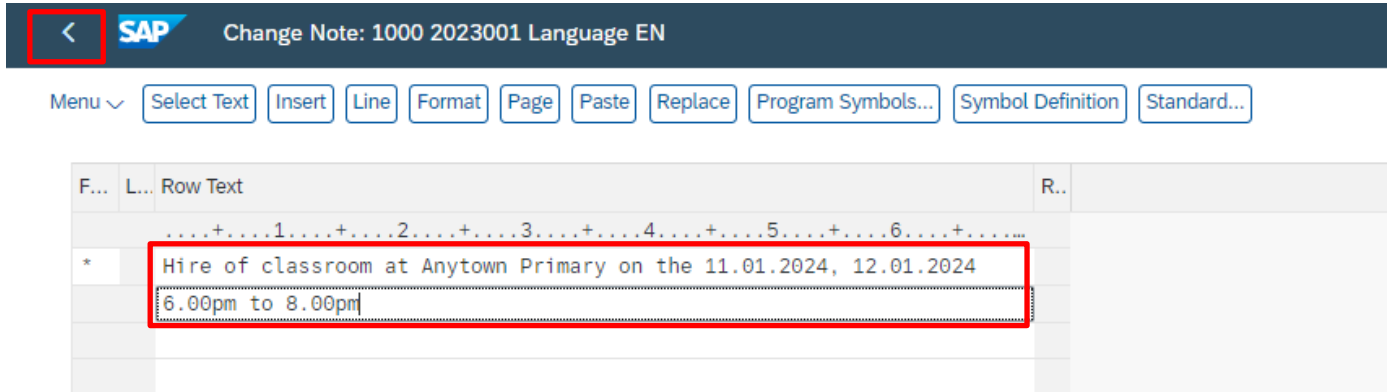
Notes

X	L	Description	1st line	T	L	Cu... : 1 / 3
<input type="checkbox"/>	EN	Note	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	   
<input type="checkbox"/>	EN	Structured QR Code	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	EN	Unstructured QR Code	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Copy text Delete Text Cancel

The following screen will appear: -

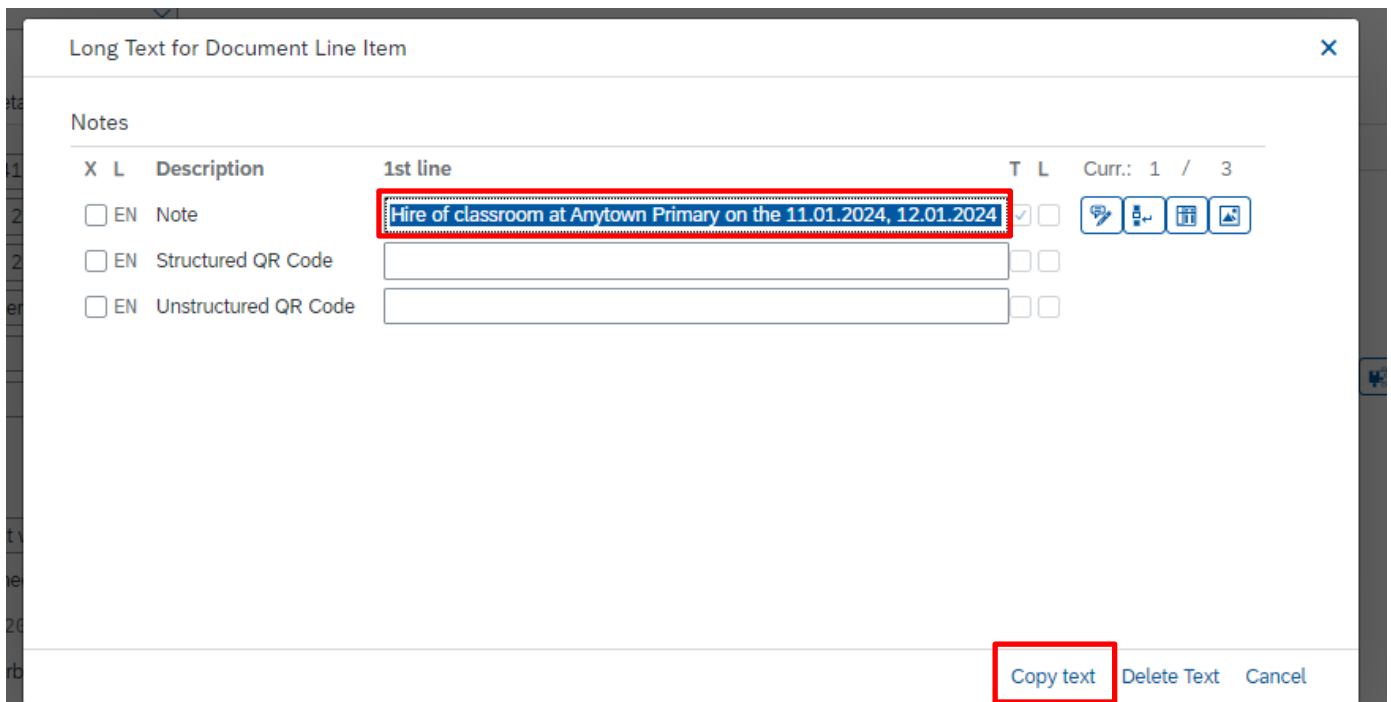
- Enter text as appropriate – at the end of each line click onto the following line.
- Make sure you include the name of your school in the text, so that the customer knows who the invoice is from.
- Click **Back** arrow on top left (**this will save your invoice text**).



You are returned to the pop-up box and the first line of your text is visible.

- **Click on Copy Text** in bottom right to continue.

**Occasionally SAP may move your text down one line leaving the top line blank, in which case no text will appear in the box, however your text will have been saved.**



### Tip

Repeat the above process to add more line items to the same invoice.

- When all entries have been added **check** that a green tick has appeared next to each line and that the balance has been calculated correctly. NB Any VAT will be added.

Enter Customer Invoice: Company Code 1000

Menu ▾ Tree On Company Code Hold Simulate Park Editing Options

Transactn: Invoice

Bal.: 150.00-

Basic data Payment Details Tax Withholding tax Notes

Customer: 40031416 Sp.G/LI: Reference: ANYTOWN PRIMARY  
Invoice date: 05.02.2024 Posting Date: 05.02.2024 \* Period: 11  
\* Document Type: Customer Invoice  
Cross-CC Number: Amount: GBP  
 Calculate Tax  
Text: This text will appear on your finance reports  
Paymt terms: Due immediately  
Baseline Date: 05.02.2024  
Company Code: 1000 Derbyshire County Council Great Britain

Customer Address  
Mrs. Olivia Pugh  
7809 Notting Hill  
NEWPORT  
NEWPORT DES 7LN

1 Items ( No entry variant selected )

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input checked="" type="checkbox"/>	232030	Credit	150.00	A9		1000	1000	CIP1234		CIP1234		

- Now **type** the total (gross amount) of the invoice in the Amount box on the top half of the screen – this should agree with the balance calculated.
- Press **Enter** on keyboard.

Enter Customer Invoice: Company Code 1000

Menu ▾ Tree On Company Code Hold Simulate Park Editing Options

Transactn: Invoice

Bal.: 150.00-

Basic data Payment Details Tax Withholding tax Notes

Customer: 40031416 Sp.G/LI: Reference: ANYTOWN PRIMARY  
Invoice date: 05.02.2024 Posting Date: 05.02.2024 \* Period: 11  
\* Document Type: Customer Invoice  
Cross-CC Number: Amount: 150 GBP  
 Calculate Tax

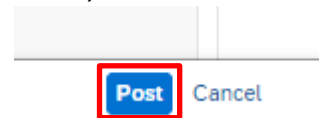
1 Items ( No entry variant selected )

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input checked="" type="checkbox"/>	232030	Credit	150.00	A9		1000	1000	CIP1234		CIP1234		

- The balance box on the right of the screen should now be zero and the ‘traffic light’ should be green.

The screenshot shows the SAP 'Enter Customer Invoice' interface for company code 1000. At the top, there are navigation buttons: 'Tree On', 'Company Code', 'Hold', 'Simulate', 'Park', and 'Editing Options'. Below these, the 'Transactn:' dropdown is set to 'Invoice'. The balance box on the right shows 'Bal.: 0.00' with a green traffic light icon. The 'Amount:' field is set to '150.00' with the currency 'GBP'. The 'Calculate Tax' checkbox is checked. The 'Post' button in the bottom right corner is highlighted with a red box.

- **Click on ‘Post’** button in bottom right of screen (to create the invoice).



The screen will be cleared for a new invoice to be input. **Make a note of your invoice number (18\*\*\*\*\*)** which will appear **in the bottom left of the screen** (it is required for invoice printing).



- Invoice **must** be checked, then emailed or printed and sent out to the Customer on day of input.
- Please run KSB1 report to check Customer invoice details.
- Please complete transactions FB12 Request correspondence and F.61 Trigger for correspondence to print out the Customer invoice.

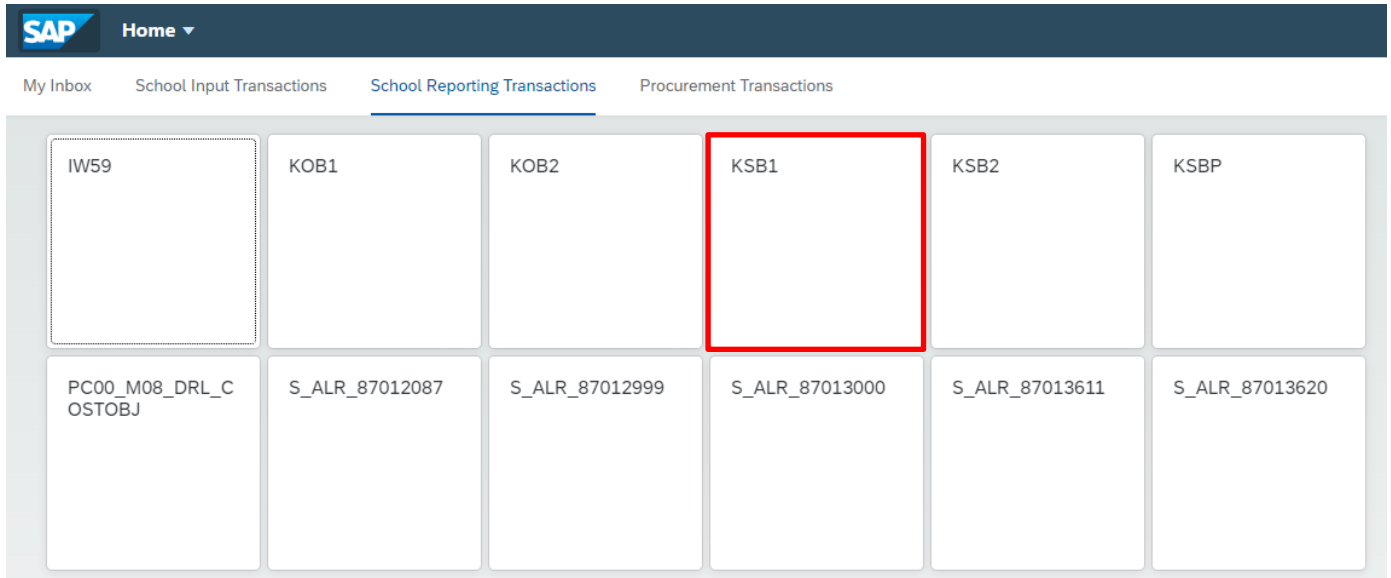
To **exit**, click on the grey cross in the top right corner of the screen.

### Section 3 Checking Invoice details – KSB1

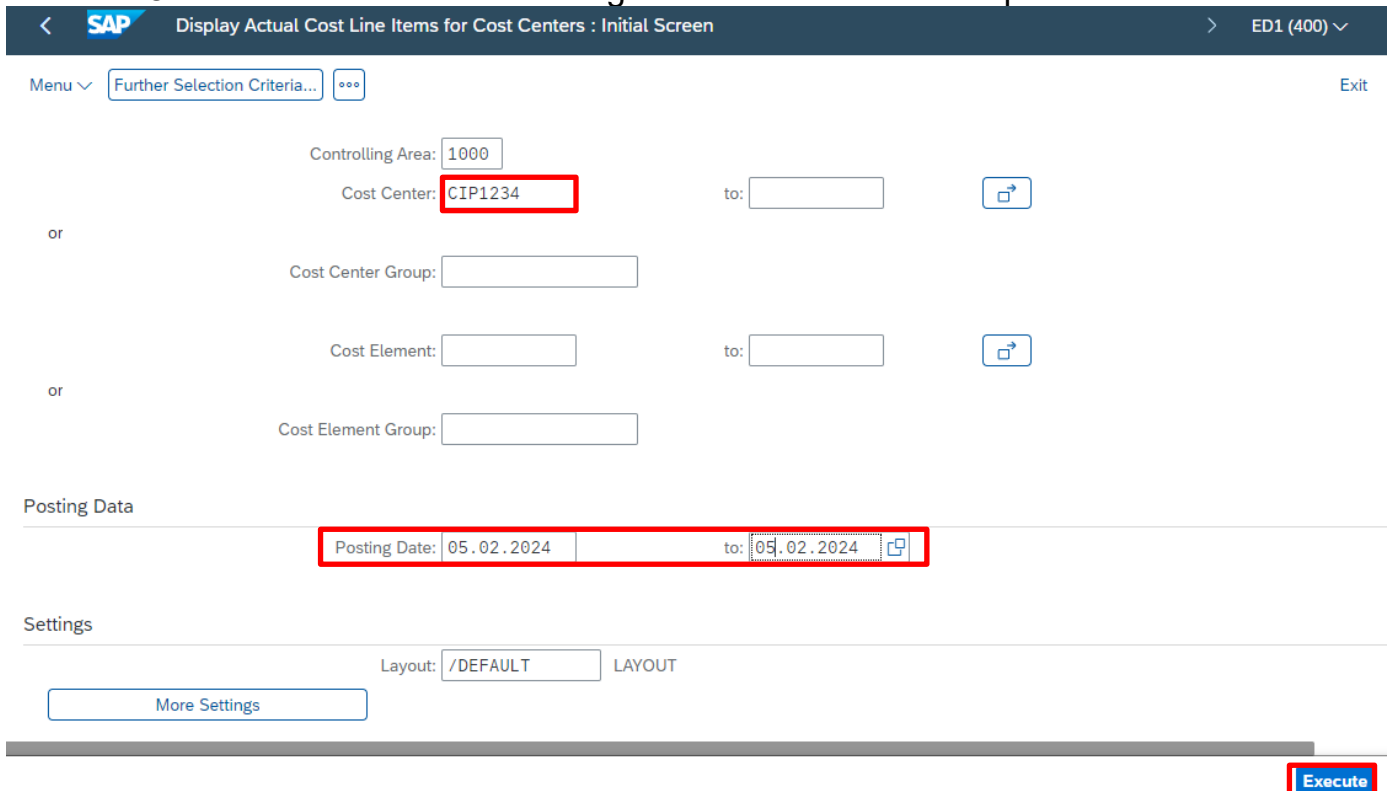
Display Actual Cost Line Items for Cost Centres.

Run the KSB1 report to check the invoice details are correct before it is emailed directly to the Customer or Printed and posted out to the Customer.

Click on the KSB1 report app on the Fiori Dashboard.



- Enter the Cost Centre.
- Enter the posting dates as today's date (invoice creation date).
- Click Execute button in bottom right of screen to run the report.



- Double click on invoice line entry.

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account	Pos
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	05.
					150.00-				

On the following screen check all the following invoice details: -

- Customer name
- Amount
- Tax Code
- Reference
- General ledger code

To check the actual invoice text double click on the second line:

Currency:       Texts Exist:       Ledger Group:

C...	Item	Account	Key	Amount	Description	Text	Clmg doc.	Currency	Tx
1000	1	40031416	01	150.00	Olivia Pugh	This text will appear on your finance reports		GBP	A9
	2	232030	50	150.00-	Lettings			GBP	A9

On the following screen click on the **Long Text** button:

Menu ▾

G/L Account:

Company Code:  Derbyshire County Council

Doc. No.:

Line Item 2 / Credit entry / 50

Amount:  GBP

Tax Code:

Account Assignments

Cost Center:       Order:




WBS Element:       Profit. Segment:

Profit Center:       Sales Order:

Assignment:

Text:

In the following pop-up box **click** on the Long Text icon.

X L	Description	1st line	T L	Curr.: 1 / 3
<input type="checkbox"/>	EN Note	Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024	<input checked="" type="checkbox"/>	  
<input type="checkbox"/>	EN Structured QR Code		<input type="checkbox"/>	
<input type="checkbox"/>	EN Unstructured QR Code		<input type="checkbox"/>	

- The Invoice text details are displayed.

F...	L...	Row Text	R..
		.....1.....2.....3.....4.....5.....6.....	
*		Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024	
		6.00pm to 8.00pm	



- To go back, click on the back arrow on the top left of the screen







You are returned to the pop-up box click on **Continue**.

Long Text for Document Line Item ✕


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Notes


X	L	Description	1st line	T	L	Curr.: 1 / 3
<input type="checkbox"/>	EN	Note	Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	   
<input type="checkbox"/>	EN	Structured QR Code		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	EN	Unstructured QR Code		<input type="checkbox"/>	<input type="checkbox"/>	

Continue Cancel

- You are returned to the **Display Document** screen.
- **Click** on back arrow on top left again.

<  Display Document: Line Item 2

Menu ▾ Display Another Document Call Up Document Overview Display Previous Item Display Next Item Dis

G/L Account:   ings

Company Code:  Derbyshire County Council

Doc. No.:

---

Line Item 2 / Credit entry / 50


Amount:  GBP


Tax Code:

---


Account Assignments

Cost Center:  Order:

WBS Element:  Profit. Segment:  

Profit Center:  Sales Order:  

Assignment:

Text:   Lon

- Returned to Data Entry View screen.
- **Click** on back arrow on top left again.

Menu ▾ Display Another Document Select Individual Object Display Document Header Taxes Display Currency General Ledger View Service

Data Entry View

Document Number: 1800069455 Company Code: 1000 Fiscal Year: 2023  
Document Date: 05.02.2024 Posting Date: 05.02.2024 Period: 11  
Reference: ANYTOWN PRIMARY Cross-Comp.No.:  
Currency: GBP Texts Exist:  Ledger Group:

C...	Item	Account	Key	Amount	Description	Text
1000	1	40031416	01	150.00	Olivia Pugh	This text will appear on your finance reports
	2	232030	50	150.00-	Lettings	

- Now returned to initial report screen.
- **Click** on back arrow.

Menu ▾ Document Master Record Correction Request

Layout 1000 /DEFAULT LAYOUT  
Cost Center CIP1234 Anytown Primary  
Report Currency GBP Pound sterling

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh

In the following pop-up box **click** on **Yes** button.


Display Actual Cost Line Items for Cost Centers


Do you want to exit this list?

Yes No

< **SAP** Display Actual Cost Line Items for Cost Centers : Initial Screen


Menu ▾ Further Selection Criteria... ☰

Controlling Area:  

Cost Center:  to:  

or

Cost Center Group:

Cost Element:  to:  

or

Cost Element Group:

---

Posting Data

Posting Date:  to:

---

Settings

Layout:  LAYOUT

To exit, click on the grey cross in the top right corner of the screen.

## Section 4 - Checking progress using ZINVOICE\_STATUS app (invoice Print/Email Status report)

Click on the ZINVOICE\_STATUS app.

The screenshot shows the SAP Fiori Home page with a dark blue header containing the SAP logo and a 'Home' dropdown menu. Below the header, there are navigation tabs: 'My Inbox', 'School Input Transactions' (which is selected), 'School Reporting Transactions', and 'Procurement\_Transactions'. The main area displays a grid of transaction tiles. The tiles include: PA20 (Display HR Master D...), PA30 (Maintain HR Master...), PA70 (Fast Entry), PC00\_M99\_CWTR (Wage type reporter), PT91 (Absences: For Multi...), S\_AHR\_61016369 (Employee List), ZRHR\_ESTINV (Establishment Invent...), ZSCHOOLBUD-GET\_LOAD (Load FI Budget), Z\_PO10\_HTML (Maintain Organizatio...), SBWP (Business Workplace), SU3 (Mainain User Profile), and ZINVOICE\_STATUS (highlighted with a red border).

Enter data for the invoice you are checking.

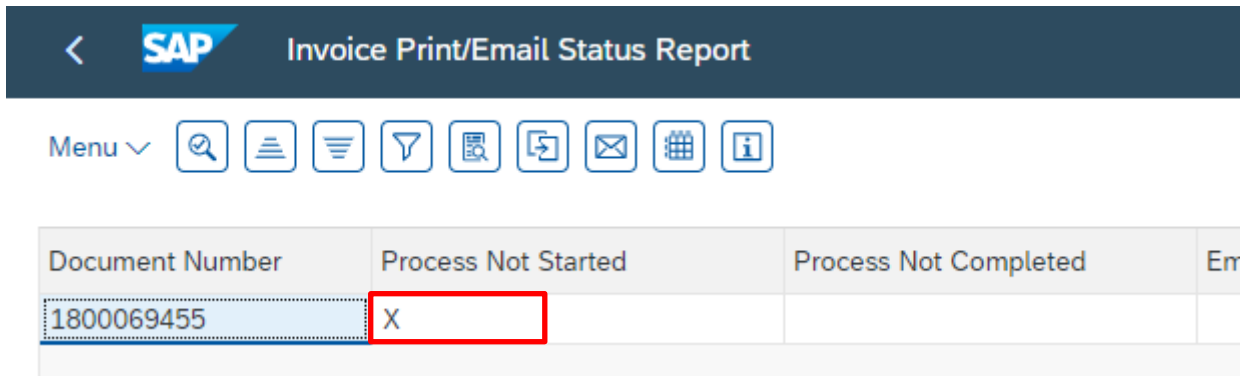
In this example - Invoice number 1800069455.

- Date range defaults to today's date.
- Enter your invoice number (or number range using the multiple selection icon) in Document Number.
- Click on Execute icon.

The screenshot shows the SAP 'Invoice Print/Email Status Report' form. The header includes the SAP logo, a back arrow, and the text 'Invoice Print/Email Status Report'. On the right side of the header, there is a dropdown menu showing 'ED1 (400)'. Below the header, there is a 'Menu' dropdown and buttons for 'Save as Variant...', 'Get Variant...', and a three-dot menu icon. The main form area is titled 'Invoice Print Report' and contains the following fields: '\* Company Code: 1000', '\* Date Range: 05.02.2024', 'Document number: 1800069455', and 'User ID:'. There are also two 'to:' fields and a 'User ID' field, each with a copy icon to its right. At the bottom right of the form area, there is a blue 'Execute' button.

Execute

The following screen is displayed with a **X** in the “**Process Not Started**” column.



Document Number	Process Not Started	Process Not Completed	Email triggered
1800069455	X		

**Status of the invoice columns:**

Document Number – invoice number.

Process Not Started – cross confirms that printing/emailing 2 step process not started.

Process Not Completed – cross confirms that step 1 (FB12) was actioned.

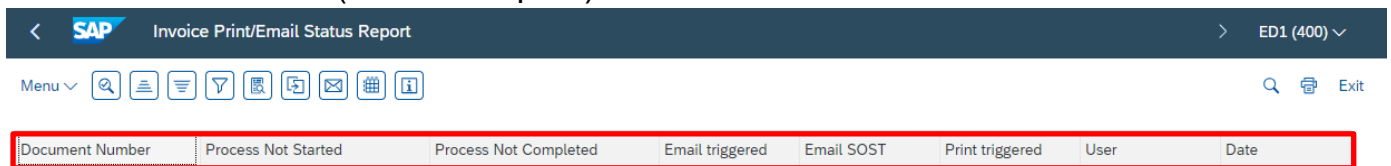
Email triggered – cross confirms that step 2 (F.61) was actioned (email sent).

Email SOST – customer’s email address where invoice was sent to.

Print triggered – cross confirms that step 2 (F.61) was actioned (print option).

User – payroll number.

Date – date of action (to email/to print).

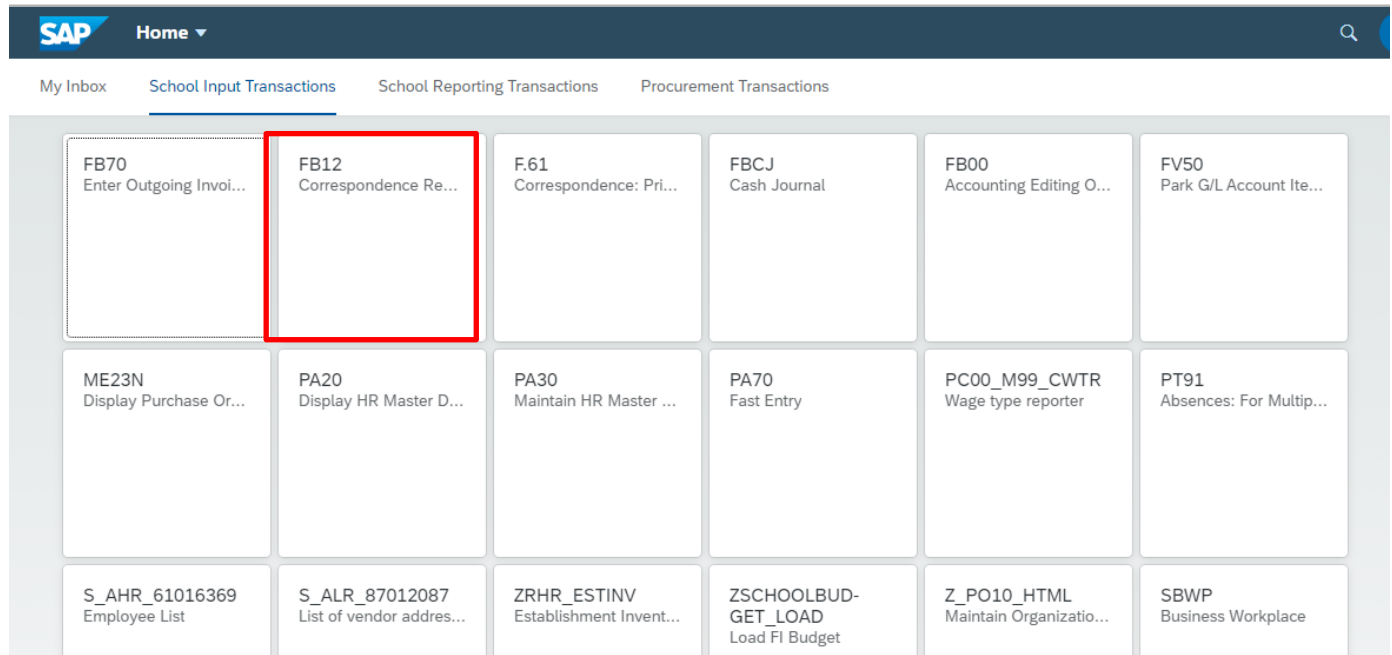


Document Number	Process Not Started	Process Not Completed	Email triggered	Email SOST	Print triggered	User	Date
-----------------	---------------------	-----------------------	-----------------	------------	-----------------	------	------

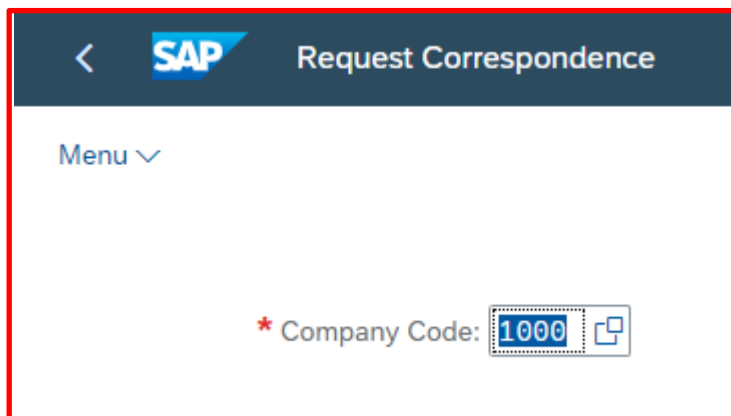
To exit, click on the grey cross in the top right corner of the screen.

## Section 5 - Step 1 FB12 Correspondence request

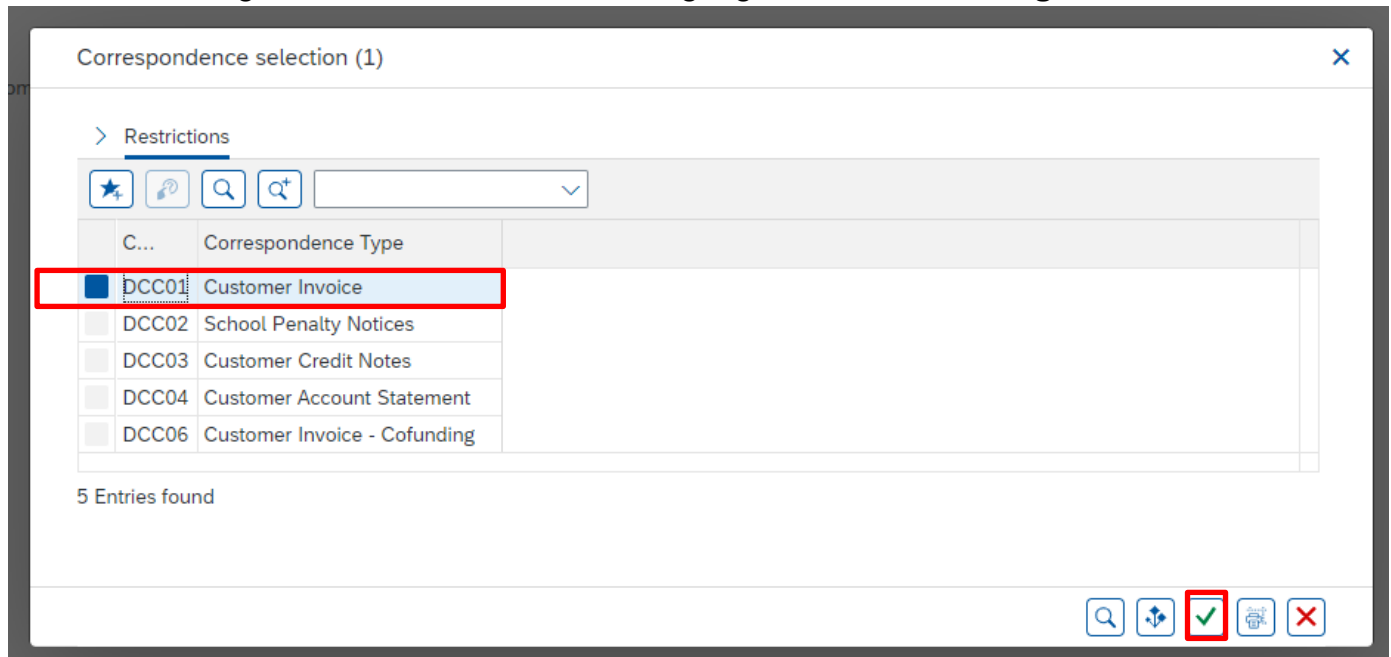
Step 1 – Click on FB12 Correspondence request app.



The following screen is displayed, press enter on your keyboard.

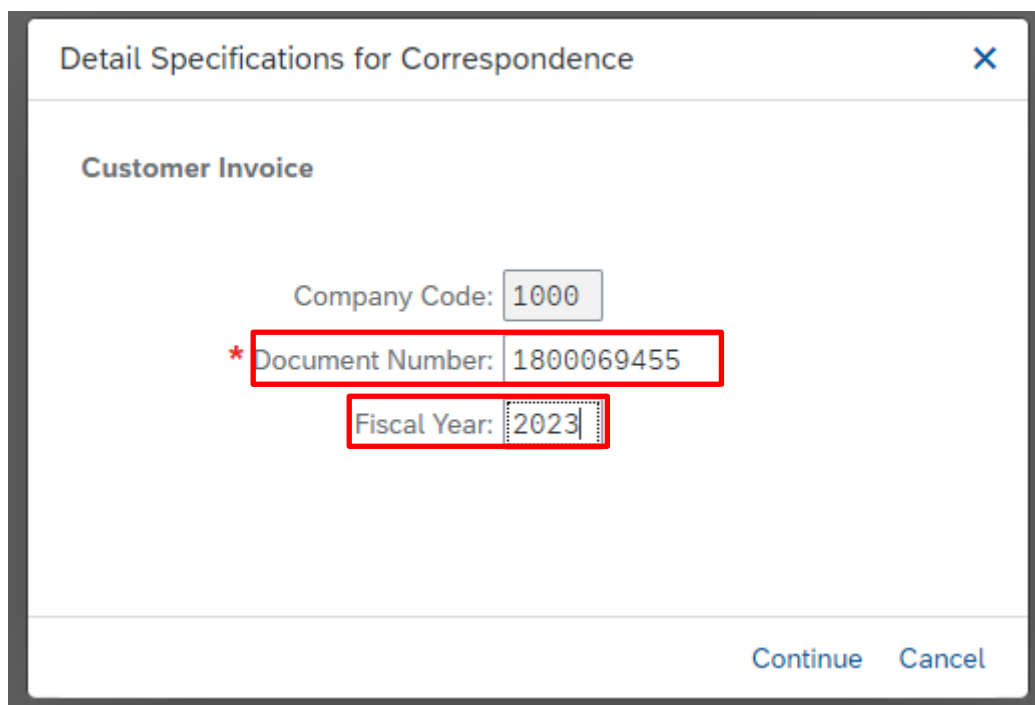


On the following screen ensure **DCC01** is highlighted and **click on green tick icon**.

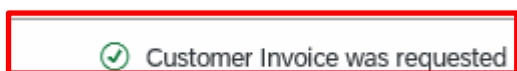


In the following pop-up box enter the following: -

- **Document Number** enter the 10-digit Invoice number (In this example Invoice number 1800069455).
- **Fiscal Year** enter current financial year.
- Click on **Continue**.



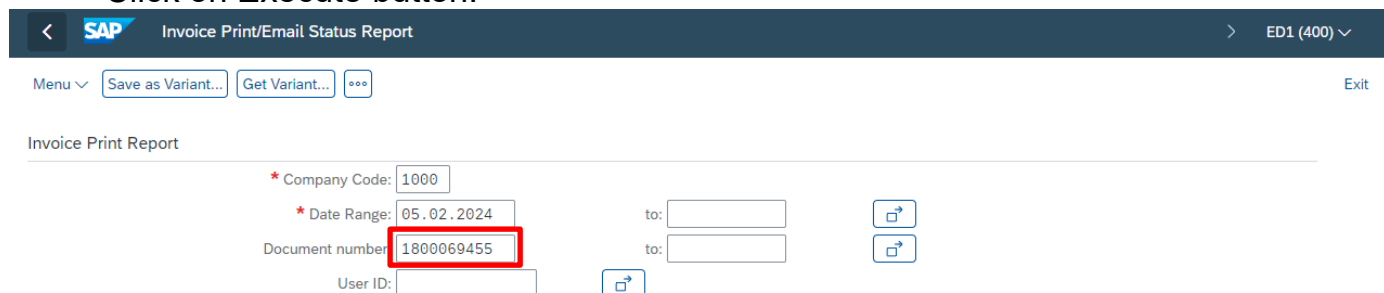
You are returned to the first FB12 screen and there is a message in the bottom left of the screen advising the Customer Invoice has been requested.



Exit the app back to the Fiori Dashboard.

Now click on **ZINVOICE\_STATUS** app on your Fiori Dashboard to check the invoice status:

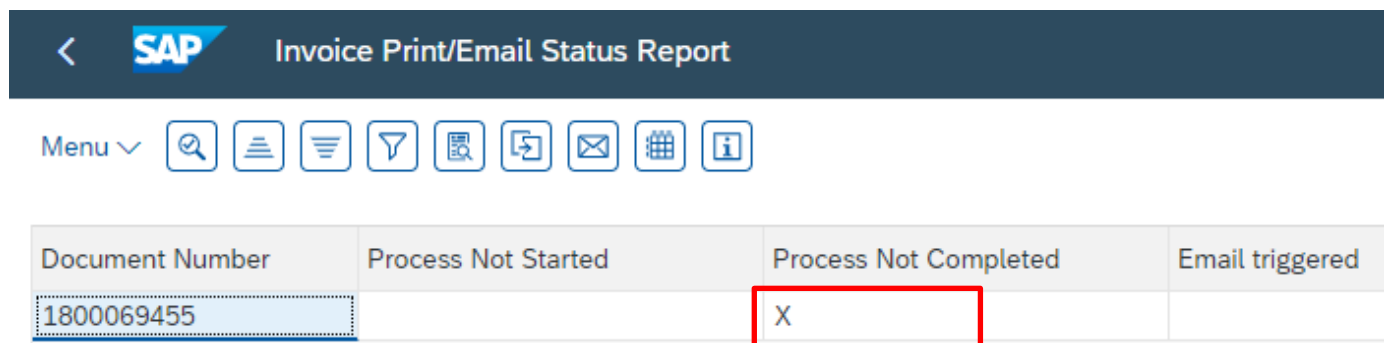
- Enter Invoice number in Document number.
- Click on Execute button.



The screenshot shows the SAP 'Invoice Print/Email Status Report' interface. At the top, there is a header with the SAP logo and the title 'Invoice Print/Email Status Report'. Below the header, there are menu options: 'Menu', 'Save as Variant...', 'Get Variant...', and 'Exit'. The main form area is titled 'Invoice Print Report' and contains several input fields: 'Company Code' (1000), 'Date Range' (05.02.2024), 'Document number' (1800069455), and 'User ID'. There are also 'to:' fields and share icons. The 'Document number' field is highlighted with a red box.

**Execute**

There is now a **X** in the **Process Not Completed** column. (Step 1 - FB12 – correspondence request was actioned).



The screenshot shows the SAP 'Invoice Print/Email Status Report' table. The table has four columns: 'Document Number', 'Process Not Started', 'Process Not Completed', and 'Email triggered'. The 'Document Number' column contains the value '1800069455'. The 'Process Not Completed' column contains an 'X'. The 'Process Not Started' and 'Email triggered' columns are empty. The 'Document Number' and 'Process Not Completed' cells are highlighted with red boxes.

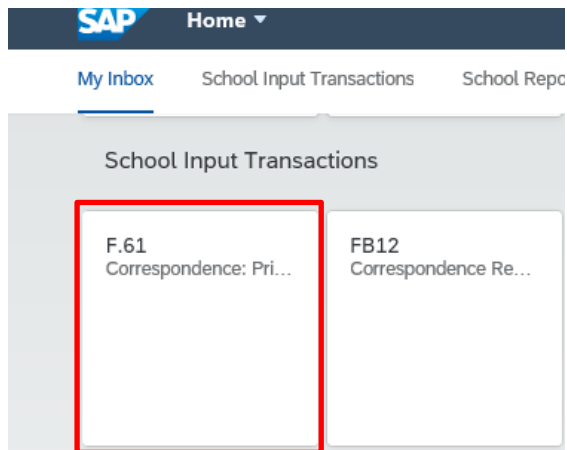
Document Number	Process Not Started	Process Not Completed	Email triggered
1800069455		X	

To exit, click on the grey cross in the top right corner of the screen.



## Section 6 - Step 2 F.61 Printing/Emailing invoice request.

Click on **F.61** app.

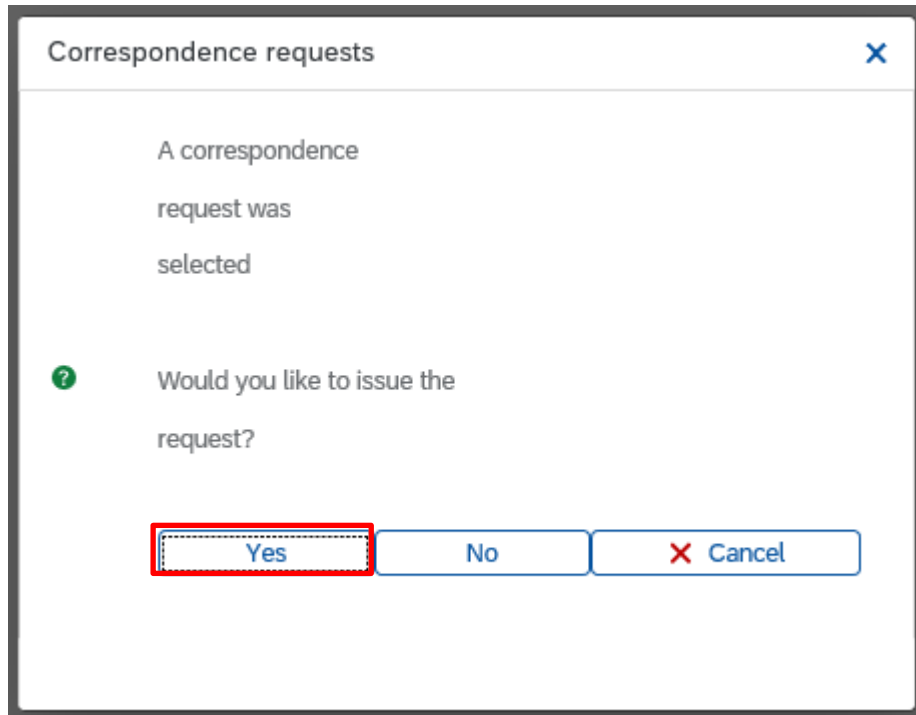


On the Trigger for Correspondence screen enter the following details: -

- Correspondence - DCC01
- Company Code - 1000
- Document number - 10-digit Customer invoice number
- Fiscal year - Current Fiscal Year
- **Click on Execute**

The screenshot shows the 'Trigger for Correspondence' screen in SAP. The top bar includes the SAP logo, a back arrow, and the title 'Trigger for Correspondence'. On the right, there is a dropdown menu for 'ED1 (400)' and an 'Exit' button. Below the top bar, there is a 'Menu' dropdown and two buttons: 'Save as Variant...' and 'Get Variant...'. The main area is titled 'General Selections' and contains a grid of input fields. The following fields are highlighted with red boxes: 'Correspondence: DCC01', 'Company code: 1000', 'Document number: 1800069455', and 'Fiscal year: 2023'. Other fields include 'Account type:', 'Open item account:', 'User:', 'Date of request:', 'Time of request: 00:00:00', 'Repeat at print date: [checkbox]', and 'Cash journal number:'. Each field has a 'to:' field and a button with a right-pointing arrow. At the bottom, there is a 'Program Control' section with a field 'Delete if finished since: 8'. A red-bordered 'Execute' button is located at the bottom right of the screen.

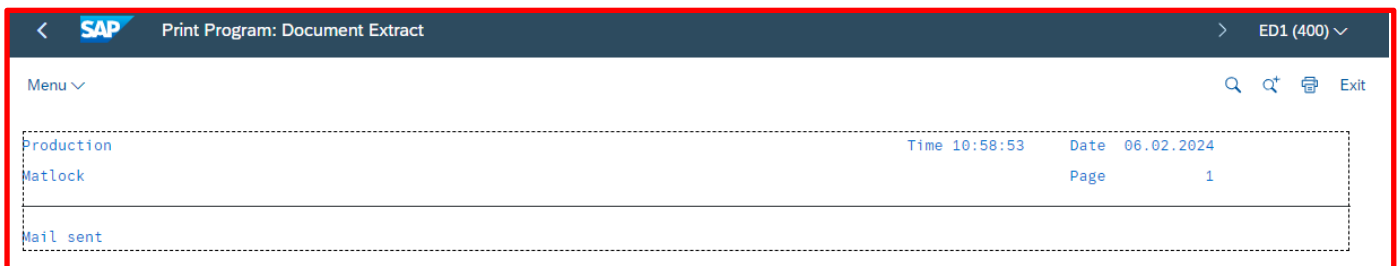
The following message will appear, when you click on the Yes button.



and then:

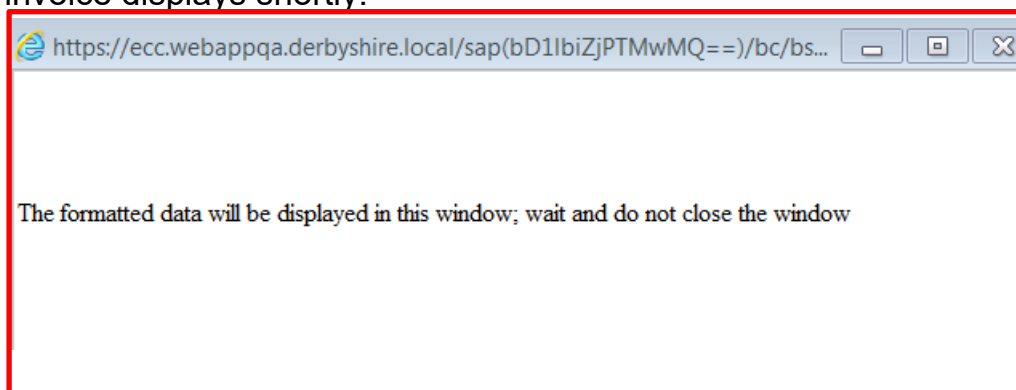
- a) the invoice is emailed to the Customer (automatically) and to the person who has created invoice.
- b) the invoice has to be printed to be sent out to the Customer.

a) Email sent: The following screen will be displayed:

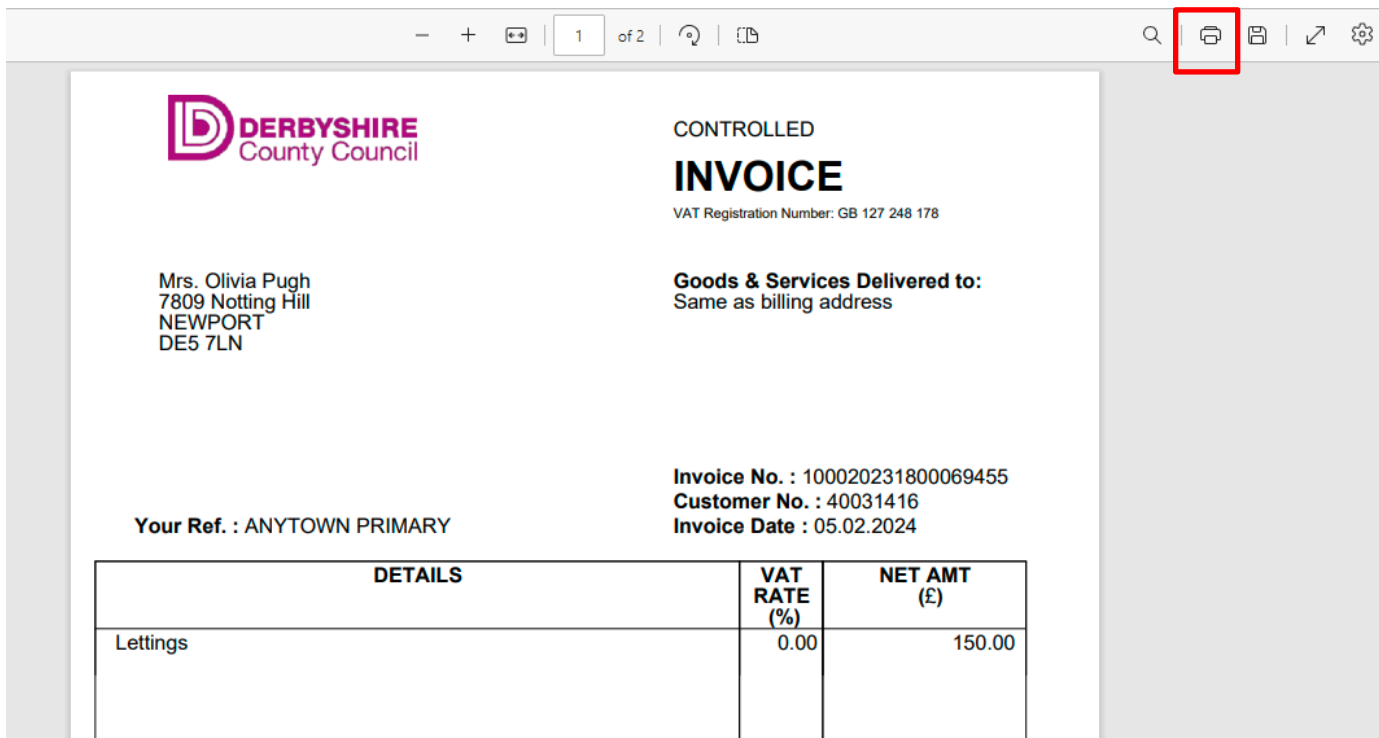


To exit, click on the grey cross in the top right corner of the screen.

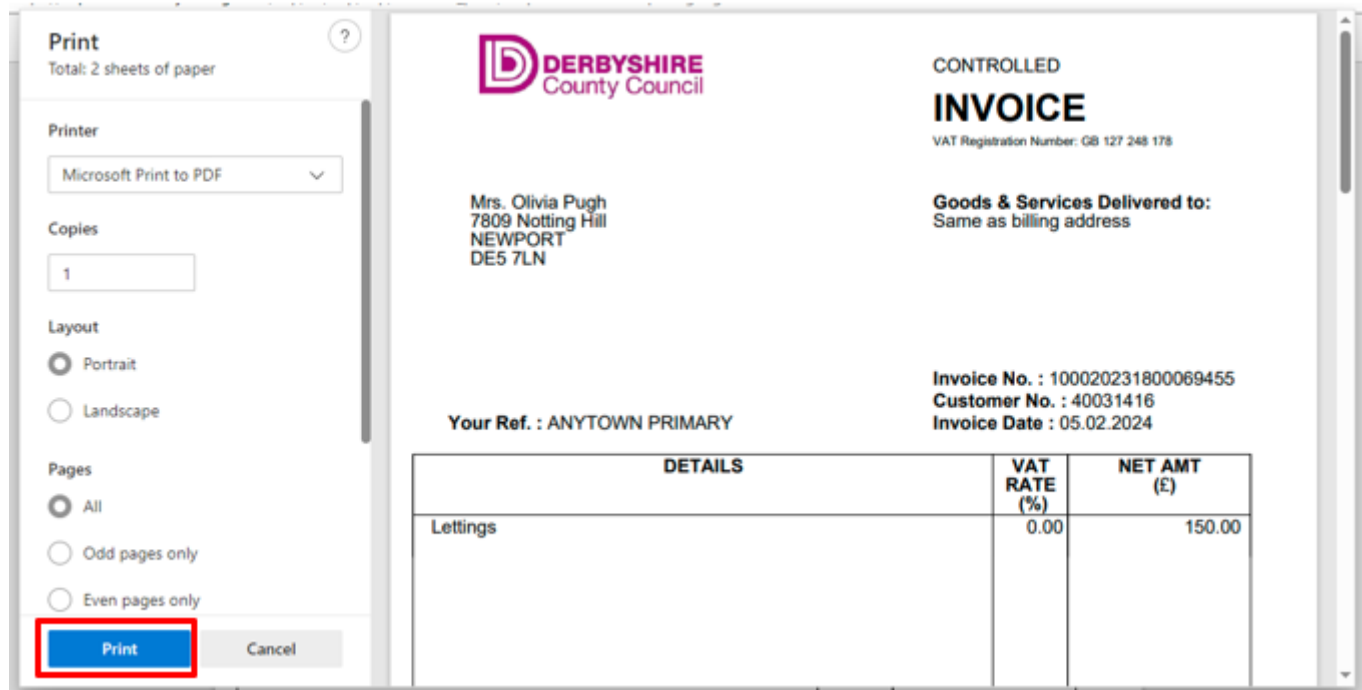
b) If no email is set up for the Customer: The following pop window appears, and invoice displays shortly.



- Click on **Print** button to print to your local printer.



- Make any setting adjustments, including printing double-sided (duplex) if possible.

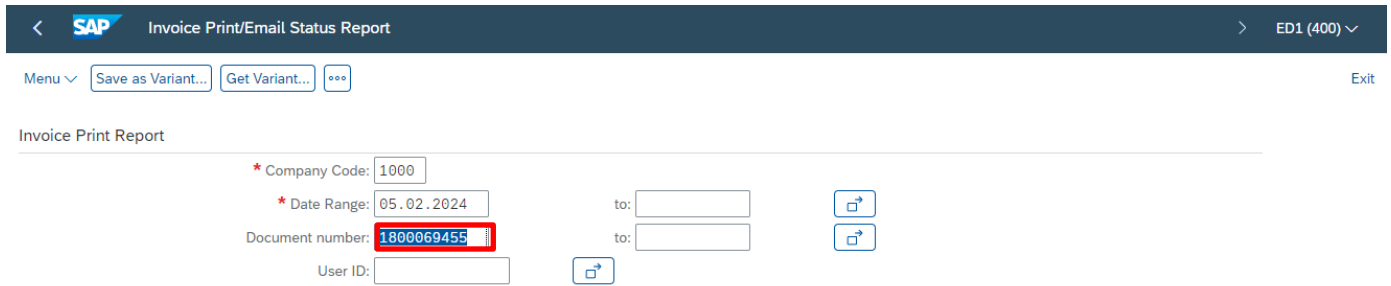


**Note**

The 2<sup>nd</sup> side of the invoice gives important “**How to Pay**” information to the customer. If your invoice is not printed on two sides, you **MUST** send out both sheets.

Click on **ZINVOICE\_STATUS** app on your Fiori Dashboard **to check the status:**

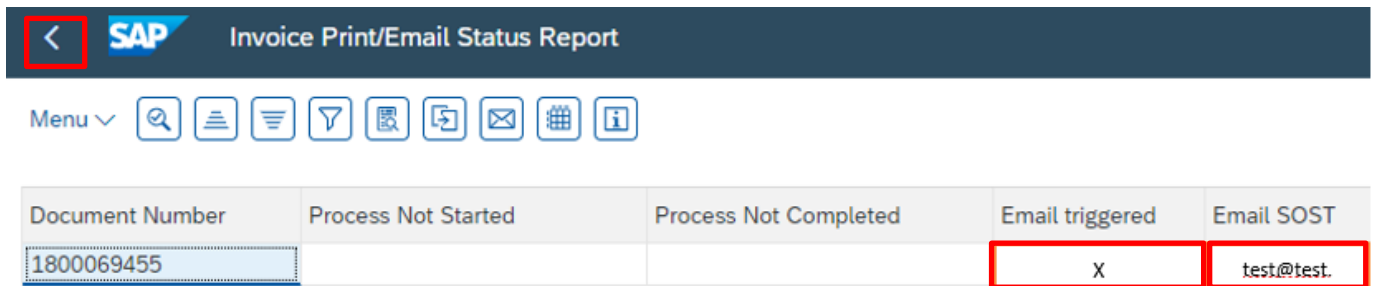
- Enter Invoice number in Document number (In this example - Invoice number **1800069455**).
- Click on Execute icon.



The screenshot shows the SAP Fiori 'Invoice Print/Email Status Report' form. The 'Document number' field is highlighted with a red box and contains the value '1800069455'. Other fields include 'Company Code' (1000), 'Date Range' (05.02.2024), and 'User ID'. There are 'to:' fields for email distribution and an 'Execute' button at the bottom right.

**Execute**

There will be a **X** in the **Email triggered column** confirming the invoice has been emailed to the Customer and the Customer email address is visible. **Exit** this screen.

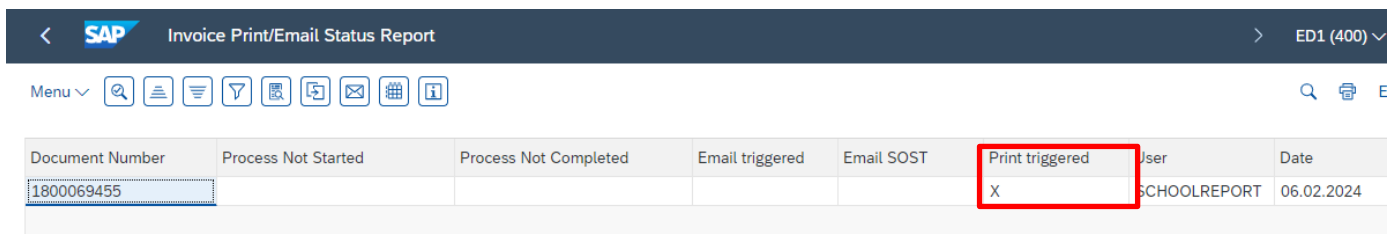


The screenshot shows the SAP Fiori table with columns: Document Number, Process Not Started, Process Not Completed, Email triggered, and Email SOST. The row for document number 1800069455 has an 'X' in the 'Email triggered' column and 'test@test.' in the 'Email SOST' column. Both are highlighted with red boxes.

Document Number	Process Not Started	Process Not Completed	Email triggered	Email SOST
1800069455			X	test@test.

**OR**

There will be a **X** in the **Print triggered column** confirming the invoice has been triggered to be printed.



The screenshot shows the SAP Fiori table with columns: Document Number, Process Not Started, Process Not Completed, Email triggered, Email SOST, Print triggered, User, and Date. The row for document number 1800069455 has an 'X' in the 'Print triggered' column. This cell is highlighted with a red box.

Document Number	Process Not Started	Process Not Completed	Email triggered	Email SOST	Print triggered	User	Date
1800069455					X	SCHOOLREPORT	06.02.2024

To **Exit**, click on the grey cross on the top right corner of the screen.

## **Section 7 - Invoice Cancellation, Reduction or Write Off of Debt**

Any customer invoice cancellation, reduction or write off is requested by the completion of the appropriate Master Data forms that are available on SchoolsNet.

### **Credit Note**

Form **MD30** is only used to reduce/cancel an invoice where the original invoice has been sent to the customer.

### **Reversal**

Form **MD31** is only used to cancel an invoice where the original invoice has **not** been sent to the customer.

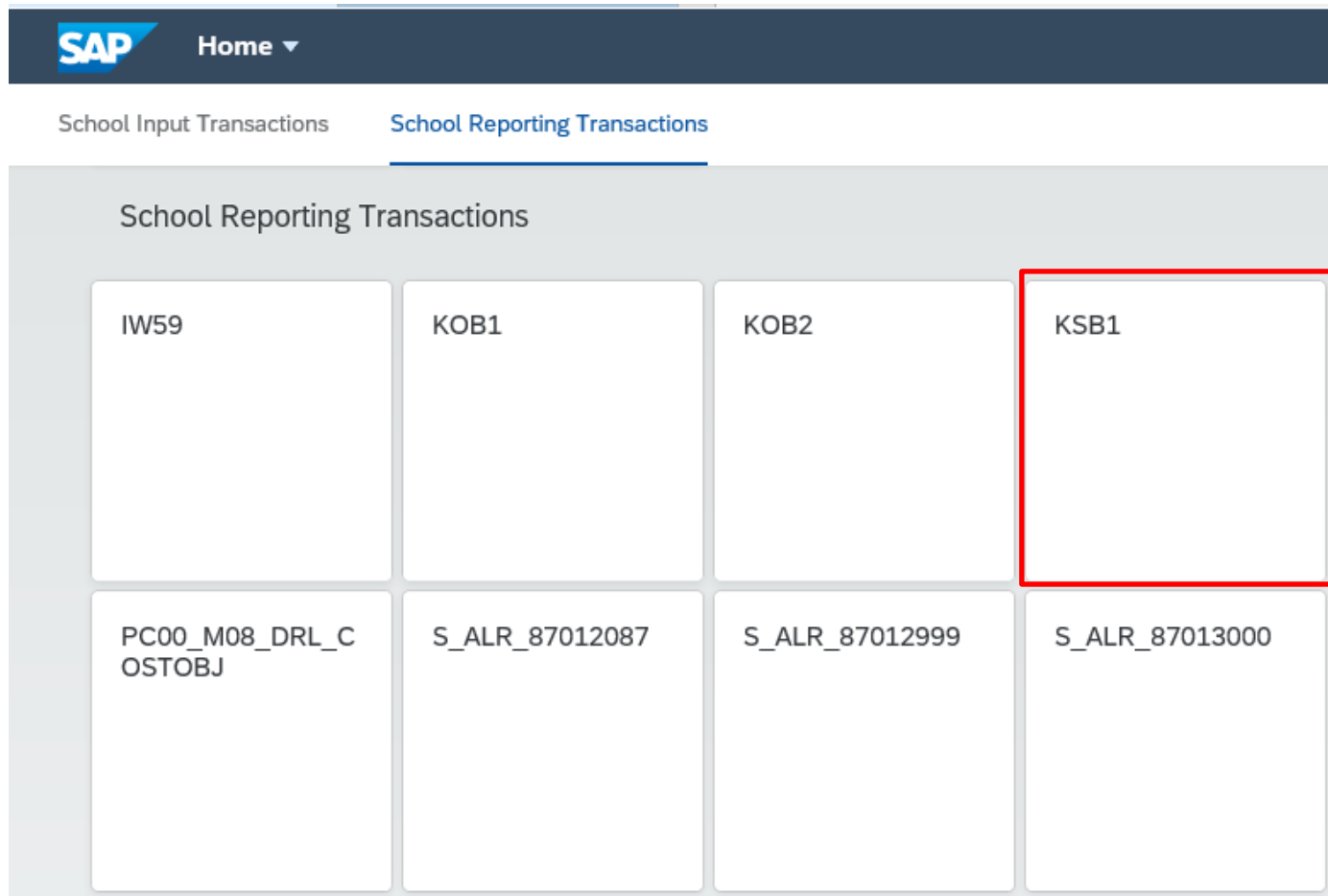
### **Write Off**

Form **MD32** is only used to write off bad or irrecoverable debt.

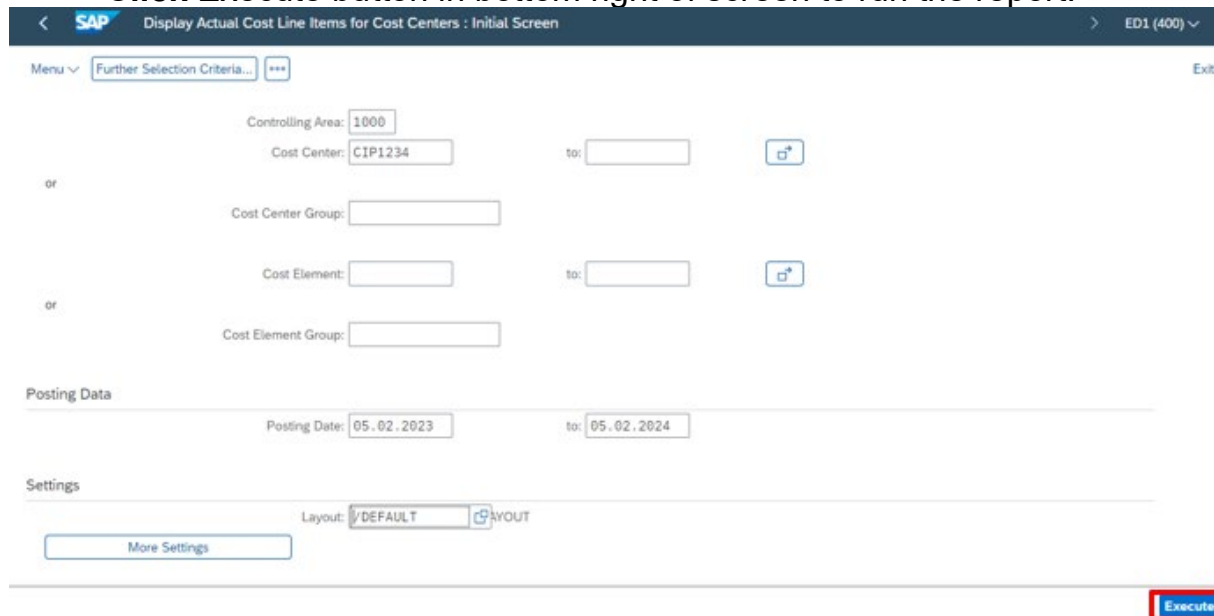
All forms should be completed electronically and approved in accordance with current accepted practice.

## Section 8 - How to check if a Customer Invoice has been paid.

Click on the **KSB1 app** – Display Actual Cost Line Items for Cost Centres.



- Enter the Cost Centre and the G/L Code (if you know it).
- Check the posting dates meet your requirements.
- **Click Execute button in bottom right of screen to run the report.**



Double click anywhere in your chosen invoice line entry.

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting A
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	10	Olivia Pugh
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50-	C	11	CJ0033
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62-	C	11	CJ0033
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00-	C	11	CJ0033
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh
					347.12-			

- If there is a number starting with **14\*\*** in the **Clearing Document** box (top line) the Customer invoice has been paid in full.

Document Number: 1800069455    Company Code: 1000    Fiscal Year: 2023  
 Document Date: 05.02.2024    Posting Date: 05.02.2024    Period: 11  
 Reference: ANYTOWN PRIMARY    Cross-Comp.No.:  
 Currency: GBP    Texts Exist:     Ledger Group:

C...	Item	Account	Key	Amount	Description	Text	Clrng doc.	Curre
1000	1	40031416	01	150.00	Olivia Pugh	This text will appear on your finance reports		GBP
	2	232030	50	150.00-	Lettings			GBP

To see what date the Customer invoice has been paid: -

- Double click on the Clearing Document Number.
- The date the Customer invoice has been paid will be displayed as the '**Clearing**' date.

When you have finished using SAP Fiori, please ensure you log off the system.