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 £50 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.

SAP Home •						۹	8		
My Inbox School Input Transactions School Reporting Transactions Procurement Transactions									
F.61 Correspondence: Pri	FB12 Correspondence Re	FB70 Enter Outgoing Invoi	FBCJ Cash Journal	FB00 Accounting Editing O	FV50 Park G/L Account Ite				
ME23N Display Purchase Or	PA20 Display HR Master D	PA30 Maintain HR Master	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multip				
S_AHR_61016369 Employee List	S_ALR_87012087 List of vendor addres	ZRHR_ESTINV Establishment Invent	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PO10_HTML Maintain Organizatio	SBWP Business Workplace				

You are now in the FB70 Enter Outgoing Invoice screen.

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

• Double click on Editing Options on the top menu bar.

< SAP Enter Customer Invoice: Company Code 1000
Menu V 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

On the following screen:

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

< SAP Accounting Editing Options		> ED1 (400) ∨
Menu 🗸		Exit
Document entry		
General Entry Options	Default Document Currency	
Documents Only in Local Currency	Local Currency	
Amount Fields Only for Document Currency	C Last Document Currency Used	
Exchange Rate from First Line Item	O None	
No Special G/L Transactions		
Documents Not Cross-Company Code	Default Company Code	
Only Complete Documents Can Be Parked	No Company Code Proposal	
No Partner Business Area in Head.Screen		
✓ Calculate Taxes on Net Amount		
Copy Text for G/L Account Entry		
Do Not Copy Tax Code		
Fast Entry with ISR Number/QR IBAN		
ISR Entry with Control Display		
Do Not Update Control Totals		
Automatic Negative Posting		
		Change user master Cancel

A system message will appear in bottom left of screen.

The options were entered in the user master record

• 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 V Tree On Company Code Hold Simulate Park Editing Options		
Transactn: Invoice		
Basic data Payment Details Tax Withholding tax Notes		
Customer: Sp.G/L: Invoice date: Reference: Posting Date: 05.02.2024 * Period: 11 * Document Type: Customer Invoice ~ Cross-CC Number: GBP Calculate Tax Tax Amount: Calculate Tax		
Text:		
Baseline Date:		
Company Code: 1000 Derbyshire County Council Great Britain 0 Items (No entry variant selected)		
E St G/L acct D/C Amount in doc.curr. T Text Lo Co Cost center Order	Profit center WBS Element	Material
Credit ~ 9 1000		
Credit V 9 1000		
Credit V 9 1000		
Credit V 9 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: 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

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- 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:	Pugh*		
Customer			
Deletion Flag:			
Maximum No. of Hits:	500		
		Find Multi	ole Selection Close

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.

*	F 🔊 Q	q*		~				
	SearchTe ≞	C	PostalC	City	Name 1	Custo	DelF	
	PUGH, OLIV	GB	DE5 7LN	NEWPORT	PUGH, OLIVIA	40031416		
	PUGH, OLWI	GB	NG20 4XL	RIVERSIDE	PUGH, OLWIN	60013294	Х	
	PUGH, OWEI	GB	S40 2NY	MILTON	PUGH, OWEIN	40002388	Х	
	PUGH, OWIN	GB	SK13 4TT	NEWPORT	PUGH, OWIN	60029950	х	
En	tries found							

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

C 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 CP Sp.G/LI:	
Invoice date: 05.02.2024 Reference:	
Posting Date: 05.02.2024 * Period: 11	
* Document Type: Customer Invoice	
Cross-CC Number:	
Amount: GBP	
Calculate Tax	
Tax Amount:	
Text:	
Paymt terms: Due immediately	
Baseline Date: 05.02.2024	
Company Code: 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.

Budget Manager Support Creating Customer Invoices – FB70	February 2024	Public
K SAP Enter Customer Invoice: Company Code 1000		
Menu 🗸 Tree On Company Code Hold Simulate Park Editing Options		
Transactn: Invoice		
Basic data Payment Details Tax Withholding tax Notes		Customer
Customer: 40031416 Sp.G/LI: Invoice date: 05.02.2024 Reference: Posting Date: 05.02.2024 * Period: 11 * Document Type: Customer Invoice ~ Cross-CC Number:		Address Mrs. Olivia Pugh 7809 Notting Hill NEWPORT NEWPORT DE5 7LN
Amount: GBP		
Pavmt terms: Due immediately		
Baseline Date: 05.02.2024		
Company Code: 1000 Derbyshire County Council Great Britain		

<u>Note:</u> 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 <u>not</u> 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
Customer: 40031416 Sp.G/LI: Invoice date: 05.02.2024 Reference: Anytown Primary Posting Date: 05.02.2024 * Period: 11 * Document Type: Customer Invoice ~ Cross-CC Number: Amount: GBP	Address Mrs. Olivia Pugh 7809 Notting Hill NEWPORT NEWPORT DE5 7LN
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	OIs

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

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Creating Customer Invoices – FB70

- 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)

Ð	St	G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co	Cost center	Order
			🖸 dit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸		_		9	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	000
G/L Long Text lett*		
Language Key: EN		
Chart of Accounts: DCC		
G/L Account:		
Maximum No. of Hits: 500		
		Find Multiple Selection Close

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

× 2.2710000000] (a t) [
Long Text	Chrt/A	G/L Acct	
Lettings	DCC	232030	
Entry found			

Enter the **<u>net</u> amount** of the item – do **NOT** include VAT.

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0 Items (No entry variant selected)

۳	St	G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co	Cost center	Order
		232030	Credit 🗸	150.00			9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	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)

۳	St	G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co	Cost center	Order
		232030	Credit 🗸	150.00		C	9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	1000		
			Credit 🗸				9	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.

*		
T.	Description	
A	0 Zero Rated output VAT	
A	2 Reduced Rate output VAT 5.00%	
A	3 Delivery of goods within EU	
A	4 Sevices within the EU	
A	6 Reduced rate output VAT: 12.5%	
A	9 Exempt from output VAT	
A	A Standard rated output VAT: 20.0%	
A	N Non Business (outside the scope of Output VAT)	
V	0 Zero Rated input VAT	
V	2 Reduced Rate Input VAT 5.00%	
V:	3 Delivery of goods within EC	
V	4 Sevices within the EU	
V	6 Reduced rate input VAT: 12.5%	
V	7 Input VAT: 17.5% - 50% non-deductible (allocated)	

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 <u>v.at@derbyshire.gov.uk</u>

• Enter your school's **Cost Centre** or **Statistical Internal Order (SIO)** number <u>but</u> <u>not both.</u>

0 Items (No entry variant selected)										
0	St	G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co	Cost center	Order
		232030	Credit 🗸	150	Α9		9	1000	CIP1234	

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

V

Click on the Long Text icon

٠

1	1 Items (No entry variant selected)							
Ð	St	G/L acct	D/C	Amount in doc.curr.	т	Text	Lo	Co
	\checkmark	232030	Credit 🧹	150.00	A9		9	1000
		[]	🗗 🗸				9	1000
			Credit 🗸				9	1000
			Credit 🗸				9	1000
\square	\square		Credit 🗸				9	1000

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

Long T	ext for Document Line	ltem			×
Notes					
ХL	Description	1st line	T L C	u:1 / 3	
🗌 EN	Note			ፆ !-) ≔ 🖪	
🗌 EN	Structured QR Code			_	
EN	Unstructured QR Code				
			Copy text	Delete Text	Cancel

- 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).

<	SAP	Change Note: 1000 2023001 Language EN	
Menu	v S	elect Text Insert Line Format Page Paste Replace Program Symbols Symbol	Definition Standard
F	L I	Row Text	R
	_	+1+2+3+4+5+6+	
*		Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024	
	0	5.00pm to 8.00pm	

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.

Long Te	xt for Document Line I	tem			×
Notes					
X L	Description	1st line	TLC	Curr.: 1 / 3	
EN	Note	Hire of classroom at Anytown Primary on the 11.01.2024, 1	12.01.2024	୭ 📴 🖬 🗖	3
EN	Structured QR Code				_
EN	Unstructured QR Code				
			Copy text	t Delete Text	Cancel

Тір

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

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 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.

< SAP Enter (Customer Invoice: Cor	npany Code 10	00							
Menu 🗸 Tree On Com	pany Code Hold Sir	nulate Park E	diting Options							
Transactn: Invoice	et Deteile Terr	V Miable e lating a	Bal.:	150.0	0 -				Curture	
Basic data Payme	nt Detaits Tax	withholding ta	ix Notes						Address	
Customer Invoice date Posting Date * Document Type Cross-CC Number	40031416 05.02.2024 05.02.2024 Customer Invoice	R	Sp.G/LI: eference: ANYTO * Period: 11	WN PRIM	MARY				Mrs. Olivia Pugh 7809 Notting Hill NEWPORT NEWPORT DE5 7LN	(WQ)
Amount		Calculate	GBP Tax						Ois	
Text	This text will appear or	your finance rep	orts]				
Paymt terms Baseline Date Company Code	: Due immediately : 05 . 02 . 2024 : 1000 Derbyshire County	/ Council Great B	ritain							
The St G/L acct	D/C Amount in d	oc.curr. T.	Text	Lo	Co	Cost center	Order	Profit center	WBS Element	Material
232030	Credit V	150.00 A9		9	1000	CIP1234		CIP1234		
	🖙 edit 🗸			নি	1000					

- 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.

< SAP Enter C	ustomer Invoice: Company Code 1000
Menu∨ Tree On Com	Dany Code Hold Simulate Park Editing Options
Transactn: Invoice	\sim
	Bal.: 150.00-
Basic data Paymer	nt Details Tax Withholding tax Notes
Customer:	40031416 Sp.G/LI:
Invoice date:	05.02.2024 Reference: ANYTOWN PRIMARY
Posting Date:	05.02.2024 * Period: 11
* Document Type:	Customer Invoice V
Cross-CC Number:	
Amount:	150 GBP
	Calculate Tax
	~

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Public

Post

Cancel

- Creating Customer Invoices FB70
 - The balance box on the right of the screen should now be zero and the 'traffic light' should be green.

< 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:
Invoice date: 05.02.2024 Reference: ANYTOWN PRIMARY
Posting Date: 05.02.2024 * Period: 11
* Document Type: Customer Invoice
Cross-CC Number:
Amount: 150.00 GBP
Calculate Tax
Text: This text will appear on your finance reports

• 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. <u>Make a note</u> of <u>your invoice</u> <u>number (18*******)</u> which will appear <u>in the bottom left of the screen</u> (it is required for invoice printing).



- Invoice <u>must</u> 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.

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.

S										
My	My Inbox School Input Transactions School Reporting Transactions Procurement Transactions									
	IW59	KOB1	KOB2	KSB1	KSB2	KSBP				
	PC00_M08_DRL_C OSTOBJ	S_ALR_87012087	S_ALR_87012999	S_ALR_87013000	S_ALR_87013611	S_ALR_87013620				

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. •

< SAP Display Actual Cost Line Items for Cost Centers : Initial Screen	> ED1 (400) √
Menu V Further Selection Criteria	Exit
Controlling Area: 1000 Cost Center: CIP1234 to:	
or Cost Center Group:	
or	
Cost Element Group:	
Posting Data	
Posting Date: 05.02.2024 to: 05.02.2024	
Settings	
Layout: /DEFAULT LAYOUT More Settings	
	Execute

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• Double click on invoice line entry.

< SAP Display Actual Cost Line Items for Cost Cent	ers							ED1 (400) 🗸
Menu ν Document Master Record Correction Request 🔍 🏹 🚊 🗑 🌐 🐯 🐻 Σ 🧏 🖾 🕼 🕼 💿								
Layout1000/DEFAULTLAYOUTCost CenterCIP1234Anytown PrimaryReport CurrencyGBPPound sterling								
Cost Element Aux.acct assgnmnt_1 Cost element name	Cost Center	CO Object Name	₅ ValCOAr	Cur D/C	↑ Per	Name of Offsetting Accou	int	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: GBF	•		Texts Exist:	Ledger Group:			
Q		a (* (*	7 ~	Σ 🗸 🧏 🔒					
C *	Item	Account	Key	Amount	Description	Text	Clrng doc.	Currency	Тх
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	A 9

On the following screen click on the Long Text button:

< SAP Display	y Documen	t: Line Item 2							
Menu 🗸 🛛 Display Another	Document	Call Up Document O	verview	Display Previous Item	Display Next Item	Display Docume	nt Header	Additional Data	•••
G/L Account: 2	232030	C tings							
Company Code: 1	Derby:	shire County Council			Doc. No.: 18	800069455			
Line Item 2 / Credit entry	/ / 50								
Amount:	150.00			GBP					
Tax Code:	A9								
Account Assignments									
Cost Center:	CIP1234			Order:					
WBS Element:				Profit. Segment:					
Profit Center:	CIP1234			Sales Order:	0	0			
					(_ → More			
Assignment:	20240205								
Text:					ا ر	Long Text			

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Budget Manager SupportFebruCreating Customer Invoices – FB70In the following pop-up box click on the Long Text icon.

Long Te	xt for Document Line I	tem	×
Notes			
X L	Description	1st line T L Curr.: 1 / 3	
EN	Note	Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024 🔽 🗌 🍞 🏣 🛅 🛋	
EN	Structured QR Code		
EN	Unstructured QR Code		
		Continue Canc	el

• The Invoice text details are displayed.

F	L.,	. Row Text	R	
		$\ldots + \ldots +$		
*		Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024		
		6.00pm to 8.00pm		
		SAD	~	

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

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You are returned to the pop-up box click on Contin	nue.

Long Te	xt for Document Line I	tem		×
Notes				
X L	Description	1st line T L Curr.:	1 / 3	
EN EN	Note	Hire of classroom at Anytown Primary on the 11.01.2024, 12.01.2024 🗹 🗌 🆻	- -]
EN	Structured QR Code			
EN EN	Unstructured QR Code			
e				
r				
e				
r				
			Continue	Cancel

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

< SAP Displa	y Document	: Line Item 2			
Menu 🗸 🛛 Display Another	r Document	Call Up Docume	nt Overview	Display Previous Item	Display Next Item Dis
G/L Account:	232030 1000 Derbys	Lings hire County Coun	cil		Doc. No.: 18000
Line Item 2 / Credit entry	y / 50				
Amount:	150.00			GBP	
Tax Code:	A9				
Account Assignments					
Cost Center:	CIP1234			Order:	
WBS Element:				Profit. Segment:	đ
Profit Center:	CIP1234			Sales Order:	0
Assignment:	20240206				
Text:					🖗 Lon

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Creating Cust	omer Invo	ices – I	FB70	
				•

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

					agann			
<	SAP	Display Doc	umer	it: Data Entry View				
Menu 🗸	Disp	ay Another Docu	ment	Select Individual Ob	ject Display Docume	ent Header) (Taxe	es Display Currency G	eneral Ledger View Servic
Data En	try Vie	N						
D	ocumen	t Number: 1800	0694	55	Company Code: 10	000	Fiscal Year:	2023
	Docur	nent Date: 05.0	2.20	24	Posting Date: 05	5.02.2024	Period:	11
	F	Reference: ANYT	OWN	PRIMARY	Cross-Comp.No.:			
		Currency: GBP			Texts Exist:		Ledger Group:	
۹ (F Q (7	· ~	Σ 🗸 🧏 🖨		~ i []		
C *	ltem	Account	Key	Amount	Description	Text		
1000	1	40031416	01	150.00	Olivia Pugh	This t	text will appear on your fin	ance reports
	2	232030	50	150.00-	Lettings			

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

< SAP	Display Actual Cost L	ine Items for Cost Cente	rs						>
Menu 🗸 Docume	nt Master Record C	Correction Request	'≜ ₹	Ξ 🛱 🖫 Σ 🧞) 🖻		^A ₿ _C []	<u>م</u>	
Layout Cost Center Report Curren	1000 /DEE CIP1 CY GBP	AULT LAYOUT 234 Anytown Pri Pound sterl	.mary ing						
Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	Б	ValCOArCur	D/C	1 Per	Name of Offsetting Account
232030		Lettings	CIP1234	Anytown Primary		150.00-	С	11	Olivia Pugh
						150.00-			

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

Displa	ay Actual Cost Line Items for Cost Centers
0	Do you want to exit this list?
	Yes No

Budget Manager Support Creating Customer Invoices – FB70 Returned to initial KSB1 entry screen.

< SAP	Display Actual Cost Line Items for Cost Centers : Initial Screen	
Menu 🗸 🛛 Furthe	r Selection Criteria)	
	Cost Center: CIP1234 to:	
01	Cost Center Group:	
	Cost Element: to:	
or	Cost Element Group:	
Posting Data		
	Posting Date: 05.02.2024 to: 05.02.2024	
Settings		
	Layout: /DEFAULT 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.

My Inbox School Input Tr	ransactions School Repo	rting Transactions Procu	rement_Transacations		
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	ZINVOICE_STATUS

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.

Suprovide Print/Email Status Report	>	ED1 (400) 🗸
Menu 🗸 Save as Variant) Get Variant) 👓		Exit
Invoice Print Report		
* Company Code: 1000		
* Date Range: 05.02.2024 to:		
Document number: 1800069455 to:		
User ID:		

Execute

The following screen is displayed with a X in the "Process Not Started" column.

< SAP Invo	ice Print/Emai	l Status Report		
Menu 🗸 🍳 🔳 🗐) 🛛 🏼 🗉		
Document Number	Process Not S	Started	Process Not Completed	Er
1800069455	Х			

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).

< SAP Invo	pice Print/Email Status Report							ED1 (•	400) 🗸	
Menu 🗸 🍳 🚊								q	₿ E	ĸit
Document Number	Process Not Started	Process Not Completed	Email triggered	Email SOST	Print triggered	User	Da	te		J

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.

S/	P Home 🔻					C	L
My	Inbox School Input Tra	nsactions School Reporti	ng Transactions Procuren	nent Transactions			
	FB70 Enter Outgoing Invoi	FB12 Correspondence Re	F.61 Correspondence: Pri	FBCJ Cash Journal	FB00 Accounting Editing O	FV50 Park G/L Account Ite	
	ME23N Display Purchase Or	PA20 Display HR Master D	PA30 Maintain HR Master	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multip	
	S_AHR_61016369 Employee List	S_ALR_87012087 List of vendor addres	ZRHR_ESTINV Establishment Invent	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PO10_HTML Maintain Organizatio	SBWP Business Workplace	

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



Budget Manager Support	February 2024	Public
Creating Customer Invoices – FB70		
On the following screen ensure DCC01	is highlighted and click on green	tick icon.

*		Q (*)	~
C		Correspondence Type	
D	CC01	Customer Invoice	
D	CC02	School Penalty Notices	
D	CC03	Customer Credit Notes	
D	CC04	Customer Account Statement	
D	CC06	Customer Invoice - Cofunding	
Entri	es four	nd	

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**.

Detail Specifications for Correspondence		×
Customer Invoice		
Company Code: 1000		
* Document Number: 1800069455		
Fiscal Year: 2023		
	Continue	Cancel

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.

Customer Invoice was 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.	
< SAP Invoice Print/Email Status Report	ED1 (400) 🗸
Menu 🗸 Save as Variant) Get Variant) 👓	Exit
Invoice Print Report	
* Company Code: 1000	
* Date Range: 05.02.2024 to:	
Document number 1800069455 to:	
User ID:	

Execute

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

< SAP Invoid	e Print/Email Status Report			
Menu 🗸 🍳 🚍 🛒	7 🖪 🗗 🖂 🏢 🗓)		
Document Number	Process Not Started	Process Not Com	pleted	Email triggered
1800069455		х		

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.

SAP	Home 🔻		
My Inbox	School Input T	ransactions	School Repc
School	. Input Transad	ctions	
F.61 Correspo	ondence: Pri	FB12 Correspond	ence Re

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

< SAP Trigger for Correspondence				>	ED1 (400) 🗸
Menu ∨ Save as Variant) Get Variant) •••					Exit
General Selections					
Correspondence	DCC01	to:			
Company code	: 1000	to:			
Account type	:	to:			
Open item account	:	to:			
Document number	: 1800069455	to:			
Fiscal year	2023	to:			
User	:	to:			
Date of request	:	to:			
Time of request	: 00:00:00	to: 00:00:00			
Repeat at print date: =		to:			
Cash journal number	:	to:			
Program Control					
Delete if finished since	: 8				

Execute

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

Corres	Correspondence requests				
	A correspondence request was selected				
0	Would you like to issue the request?				
	Yes No X Cancel				

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:

< SAP	Print Program: Document Extract		ED1 (400) \	~
Menu 🗸		Q	Q ⁺	7	Exit
Production Matlock	Time 10:58:53 Date 06.02.202 Page	4 1			
Mail sent					_

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.



Budget Manager Support Creating Customer Invoices – FB70

Public

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

- +	•• 1 of 2	ତ୍ର (B		۹	Ø	8 2	¢3
DERBYSHIRE County Council		CONTROLLED INVOIC	E ar: GB 127 248 178			•	
Mrs. Olivia Pugh 7809 Notting Hill NEWPORT DE5 7LN		Goods & Servic Same as billing	ces Delivered to: address				
Your Ref. : ANYTOWN PRIMARY		Invoice No. : 10 Customer No. : Invoice Date : 0	00020231800069455 40031416 05.02.2024				
DETAILS		VAT RATE (%)	NET AMT (£)				
Lettings		0.00	150.00				

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

Print ? Total: 2 sheets of paper	DERBYSHIRE County Council		Î
Printer		VAT Registration Number: G8 127 248 178	
Microsoft Print to PDF 🛛 🗸			
Copies 1	Mrs. Olivia Pugh 7809 Notting Hill NEWPORT DE5 7LN	Goods & Services Delivered to: Same as billing address	
Layout			
O Portrait		Invoice No : 100020231800069455	
C Landscape	Your Ref. : ANYTOWN PRIMARY	Customer No. : 40031416 Invoice Date : 05.02.2024	
Pages	DETAILS	VAT NET AMT	
O All		(%)	
Odd pages only	Lettings	0.00 150.00	
Even pages only			
Print Cancel			÷

Note

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

Budget Manager Support	February 2024	Public
Creating Customer Invoices – FB70		
Click on ZINVOICE_STATUS app on your Fi	iori Dashboard <mark>to check tl</mark>	ne status:

 Enter Invoice number in Document number (In this example - Invoice number 1800069455).

Click on Execute Icon.	
< SAP Invoice Print/Email Status Report	ED1 (400) 🗸
Menu V Save as Variant] Get Variant] ***	Exit
Invoice Print Report	
* Company Code: 1000	
* Date Range: 05.02.2024 to:	
Document number: 1800069455 to:	
User ID:	

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.

	e Print/Email Status Report			
Menu 🗸 🍳 🔳 🕎				
Document Number	Process Not Started	Process Not Completed	Email triggered	Email SOST
1800069455			Х	test@test.

OR

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

< SAP Invoid	e Print/Email Status Report					>	ED1	(400) 🗸
Menu 🗸 🍳 🚊 🛒	7 🖪 🖪 🖂 🏼 🗓						Q	₿ E
Document Number	Process Not Started	Process Not Completed	Email triggered	Email SOST	Print triggered	Jser	Date	
1800069455					х	CHOOLREPORT	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.

S	Home 🔻								
Sch	nool Input Transactions	School Reporting Transactions							
	School Reporting Transactions								
	IW59	KOB1	KOB2	KSB1					
	PC00_M08_DRL_C OSTOBJ	S_ALR_87012087	S_ALR_87012999	S_ALR_87013000					

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

< SAP Dis	splay Actual Cost Line Items for Cost Centers : Initi	al Screen		> ED1 (400) √
Menu ~ Further Sel	lection Criteria) (***			Ex
	Controlling Area: 1000			
	Cost Center: CIP1234	to:		
or				
	Cost Center Group:			
	Cost Element:	to:	_	
or				
	Cost Element Group:]		
osting Data				
	Posting Date: 05.02.2023	to: 05.02.2024		
settings				
	Layout: DEFAULT	YOUT		

For assistance email the Budget Manager Support Team on cst.budgetsupport@derbyshire.gov.uk Page **30** of **31** Double click anywhere in your chosen invoice line entry.

< SAP	Display Actual Cost I	Line Items for Cost Centers							
$Menu \lor Document Master Record Correction Request \oslash \bigtriangledown \mathbf{E} \boxdot \mathbf{E} \boxdot \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E} \mathbf{E} \cdots$									
Layout 1000 /DEFAULT LAYOUT Cost Center CIF1234 Anytown Primary Report Currency GBP Pound sterling									
Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	valCOArCur	D/C	Per	Name of Offsetting A	
232030		Lettings	CIP1234	Anytown Primary	150.00-	С	10	Olivia Pugh	
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50-	С	11	CJ0033	
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62-	С	11	CJ0033	
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00-	С	11	CJ0033	
232030		Lettings	CIP1234	Anytown Primary	150.00-	С	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.

<	SAP	Display D	Document	t: Data Entry View				ED1 (400) 🗸
Menu 🗸	Disp	lay Another Do	ocument	Select Individual Ob	ject Display Document Heade	r) Taxes) (Display Currency) (General Ledger View) (Services for Object \checkmark		Exi
Data En	try Vie	w						
D	ocumer	nt Number: 18	80006945	5	Company Code: 1000	Fiscal Year: 2023		
	Docur	ment Date: 05	5.02.202	4	Posting Date: 05.02.202	24 Period: 11		
	1	Reference: Al	NYTOWN P	RIMARY	Cross-Comp.No.:			
		Currency: GE	BP		Texts Exist:	Ledger Group:		
۹ (a (1)	$\nabla \sim $	Σ 🗸 🖓 🖶	₹ √ \$ √ \$			
c *	Item	Account	Key	Amount	Description	Text	Clrng do	c. Currei
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.