

# OCT Create Manual Request Billings & Invoices

Module: PSCD // Process: Billing and Invoicing.

Transactions Used: FKKORD1

## Overview

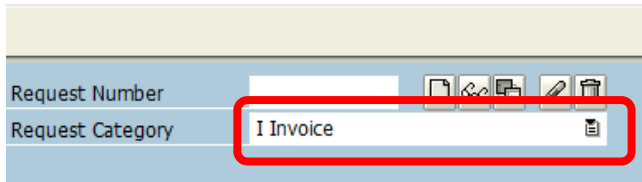
All quarterly filings using Form A are processed through the automated processing model. However, some filings do not fit that model and therefore must be billed and invoiced manually. Examples include Forms B, C, D, F, audit recoveries, and penalties assessed from audits.

The process used to create manual billings in PSCD is called a Request. One Request can be created for multiple billings from multiple customers; a separate line item should be completed for each billing.

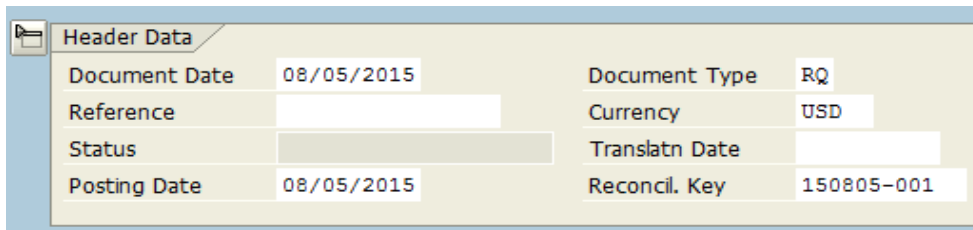
### A: Creating Manual Request

1. Enter transaction code **FKKORD1**.
2. For Request Category, select **I Invoice**.
3. Hit *Enter* key.
4. The Header Data should default in with the current date for Posting Date, RQ for Document Type, and a default Reconcil. Key. (If the Reconcil. Key has been used and closed previously, you will need to change it to the next sequential number).
5. Change Document Date to the received date of the filing report (if different from current date).

### Request Edit



The screenshot shows the 'Request Edit' form. The 'Request Category' dropdown menu is open, and 'I Invoice' is selected. A red box highlights the dropdown menu.



The screenshot shows the 'Header Data' form. The fields are as follows:

Header Data			
Document Date	08/05/2015	Document Type	RQ
Reference		Currency	USD
Status		Translatn Date	
Posting Date	08/05/2015	Reconcil. Key	150805-001

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MTrans	STrans	Description	Use
FARR	RVAU	FA - Revenue Audit Recovery	Billing for audit recovery for Franchises
FARR	RVOR	FA - Revenue Original	Billing for quarterly/annual filings for Franchises
FARR	RVPN	FA - Revenue Penalty	Billing for penalties for Franchises
SYCL	9080	Clearing	System use only – DO NOT USE
SYPA	9060	Payment on Account	System use only – DO NOT USE
SYPI	0020	Penalty & Interest	System use only – DO NOT USE
SYRF	9080	Return Fee	System use only – DO NOT USE
SYWO	9040	Credit Write Off	System use only – DO NOT USE
SYWO	9050	Receivable Write Off	System use only – DO NOT USE
ULRR	RVAU	UL - Revenue Audit Recovery	Billing for audit recovery for Utilities
ULRR	RVOR	UL - Revenue Original	Billing for quarterly/annual filings for Utilities
ULRR	RVPN	UL - Penalty	Billing for penalties for Utilities

5. In the Request Items section, complete the following:

- a. Co. Code: COP1
- b. Contract: Contract object number for item being billed.
- c. MTrans and STrans: Select the appropriate main and sub transactions. See chart to the left for descriptions. (DO NOT USE any of the main transactions starting with "SY". Those are for system use only).

**NOTE:** PSCD uses Main and Sub transactions to determine how items are posted from an accounting perspective. For example, General Ledger and Controlling account determinations are based on the main and sub transactions.

- d. Amount: Enter the amount to be billed.
- e. Period key: Enter/select the appropriate period key that the billing pertains to.
- f. Due date: Enter the due date of the report (the due date should be a business day only).

**TIP:** Use the Due Date Offset information in the contract object to help determine the due date.

Request Items									
	CoCode	Contract	BPartner	Contract Acct	MTrans	STrans	Amount	Period key	Net Due Date
	COP1	91020301			FARR	RVOR	450.00	15Q1	05/14/2015
	COP1	91020304			FARR	RVOR	625.00	15Q1	05/15/2015
							0.00		


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Request Items									
CoCode	Contract	BPartner	Contract Acct	MTrans	STrans	Amount	Period key	Net Due Date	
COP1	91020301	517130	191020301	FARR	RVOR	450.00	15Q1	05/14/2015	
COP1	91020304	515304	191020304	FARR	RVOR	625.00	15Q1	05/15/2015	
						0.00			


G/L Account	BusA	Cost Center	Order	WBS Element	Cmnt It.	Fund	Funds Center	Functional Area	Funded Program	Recon.Acct	
425100	MF00	MFFM000002				425100	100000	MFFM000002	LAFPBE00000000GL	NON-PROGRAM	132101
425100	MF00	MFFM000002				425100	100000	MFFM000002	LAFPBE00000000GL	NON-PROGRAM	132101

 Request 100000000021 was saved successfully

## Requests: Generated Documents

Print Date: AUG/06/2015  
 No. of Requests: 1  
 No. documents: 2

Request No	Name	Doc. Date	Status	Status	Created by	Entered on	DT	Doc. No.	Posting Date
<u>100000000021</u>	Invoice	08/05/2015	4	Completed	JOAMARTIN	08/05/2015	RQ	<u>500000000030</u>	08/05/2015
	Invoice	08/05/2015	4	Completed	JOAMARTIN	08/05/2015	RQ	<u>500000000031</u>	08/05/2015

6. Continue to add line items for items to be billed.
7. Once all items have been entered, hit *Enter*.
  - Default finance information, such as cost center, GL account, Fund, etc. will appear.
8. If the information is correct, click **Save** 
9. The request and billing document have been created; the request number will appear at the bottom of the screen.
10. Click *Extras* > *Generated Documents* on the top menu bar.
11. The invoice document number will be displayed.
12. Double-click on the document number to display the document.

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**Edit Inbound Correspondence**

Selection of Inbound Correspondences

Business Partner: 542561 to [ ]

Contract Account: [ ] to [ ]

Contract Object: 92020438 to [ ]

Contract Acct. Categ.: [ ]

Inbound Corresp. Cat.: [ ] to [ ]

Limitation

Maximum Number of Hits: 250

Further Restrictions

Only Initial Status

W/o Date of Receipt

Lower Limit for Ref. Period: 10/28/2013

Upper Limit for Ref. Period: 10/28/2017

## B: Manually setting "Date of Receipt"

1. Enter transaction code **FMCAINCOH**
2. Business Partner: Use BP# from the manual request.
3. Contract Object: use the CO# from the manual request.
4. Click *Execute* icon
5. In the new screen, verify the Receiver matches the BP# and the Clearing Date on the same line is blank.
6. Select this line by click on the square at the beginning of the row. Click the Set Date of Receipt icon

**Inbound Correspondence for Reference Period**

Reference Period: From 10/28/2013 to 10/28/2017

Set Status: [ ]

Y...	Receiver	PeriodName	Per.	Nm RecipGUID	Due Date	Calc. period	OrgRcpGU...	Calculate to	Per.	Issue Date	Created On	Issue Tim	Clearing Date
	542561	Immediately			11/16/2015	07/01/2015		09/30/2015	15Q3	10/12/2015	10/28/2015	14:19:18	

**Inbound Correspondence for Reference Period**

Reference Period: From 10/28/2013 to 10/28/2017

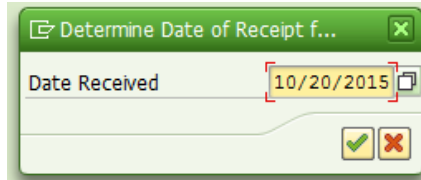
Set Status: [ ]

Y...	Receiver	PeriodName	Per.	Nm RecipGUID	Due Date	Calc. period	OrgRcpGU...	Calculate to	Per.	Issue
	542561	Immediately			11/16/2015	07/01/2015		09/30/2015	15Q3	10/12

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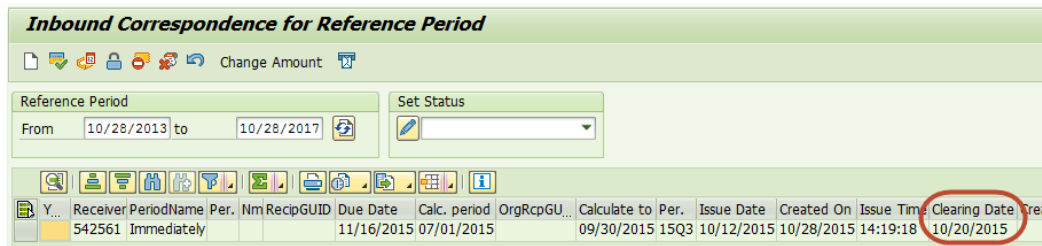
Transactions Used: FKKORD1



Determine Date of Receipt f...

Date Received 10/20/2015

✓ ✗



**Inbound Correspondence for Reference Period**

Change Amount

Reference Period: From 10/28/2013 to 10/28/2017

Set Status

Y...	Receiver	PeriodName	Per.	Nm	RecpGUID	Due Date	Calc. period	OrgRcpGU...	Calculate to Per.	Issue Date	Created On	Issue Time	Clearing Date	Pre
	542561	Immediately				11/16/2015	07/01/2015		09/30/2015 15Q3	10/12/2015	10/28/2015	14:19:16	10/20/2015	

7. In the pop up window, input the date of receipt of the report, then click Green check.

8. Verify the Clearing Date field is populated with the date of receipt.

9. Click the Save icon 

10. Message: *Date was saved* displays at the bottom.

➤ Process is complete.