

# OCT Create Billing for Form A [ Manually ]

Module: PSCD // Process: Billing and Invoicing.

Transactions Used: PSOBCHANGE, FMCABILLI, FKINV\_S

**Change Contract Object**

A/R and A/P Data | Sample for A/R and A/P Data

Object key	Name
📁 New contract object	

Contract Object

Contract Object	92020312
Object Type	
Validity Date	08/04/2015

**Change Contract Object**

A/R and A/P Data | Sample for A/R and A/P Data

Object key	Name
📁 92020312 Utility licenses	Utility licenses
👤 577776	
📄 UL Utility Licenses	Utility Licenses

Contract Object

Contract Object	92020312
Object Type	UIRA Utility licenses
Validity Date	08/04/2015

## Overview

The majority of licensees and franchisees submit their quarterly and annual filings using Form A. This form has been designed to create the billing/invoice automatically when the form is filed electronically. However, if the form is submitted in a non-electronic format, the form must be processed manually

The process for billing is a two-step process.

- Step 1: Enter the key data from the form into the contract object.
- Step 2: Run the billing program to create the billing.

## Step 1

- 1.1 Enter transaction code **PSOBCHANGE**.
- 1.2 Enter the Contract Object to be billed.
- 1.3 Hit *Enter*.
- 1.4 Double-click on the lowest level of the Object key.

# OCT Create Billing for Form A [ Manually ]

Module: PSCD // Process: Billing and Invoicing.

Transactions Used: PSOBCHANGE, FMCABILLI, FKINV\_S

The screenshot shows the 'Reporting History' tab selected. Below the tab are several icons for actions like refresh, print, and search. A table displays the following data:

Per.	Gross Revenue	Rev Adj	Fee Adjustments	Net Revenue
15Q2	12,000.00	100.00	3.00	11,900.00


The 'Reporting Detail' section shows a checked 'Period Key' and the following values:

Compensation Rate	0.00	€
Gross Revenue		
Net Revenue	0.00	
Revenue Adjustments		
Total Fee Amount	0.00	
Fee Adjustments		
Net Fee Amount	0.00	

The 'Reporting Detail' section shows the 'Period Key' set to '15Q3 2015 Qtr 3' and the following values:

Compensation Rate	5.00	€
Gross Revenue	13,100.00	
Net Revenue	12,980.00	
Revenue Adjustments	120.00	
Total Fee Amount	649.00	
Fee Adjustments	5.00	
Net Fee Amount	644.00	

## Step 1 (cont'd)


- 1.5 Click on the *Reporting History* tab.
- 1.6 Click on the *Add Period Key* icon.   
A Reporting Detail section will appear at the bottom of the screen.  
(If you are in Display mode, you will need to switch to change mode for the Add Period Key icon to appear).
- 1.7 Enter the key billing information:
  - a. Period key that the filing pertains to
  - b. Gross Revenue
  - c. Revenue Adjustments
  - d. Fee Adjustments
- 1.8 Hit *Enter*.
- 1.9 The fee amount due is calculated based on the key data and appears on the screen.
- 1.10 Verify the amounts are correct, click *Save*.

# OCT Create Billing for Form A [ Manually ]

Module: PSCD // Process: Billing and Invoicing.

Transactions Used: PSOBCHANGE, FMCABILLI, FKINV\_S

**Create Billing Documents for Object-Based Tax**



**Selection Details**

Business Partner	577776		
Contract Account			
Contract	92020312		
Subapplication			
Revenue Type		to	
Period Key	15Q3	to	

**Billing**

Billing Without Adjustment  
 Billing with Adjustment  
 Simulated billing document  
Simulation date

**Invoicing**

No Invoicing Document  
 Invoicing and Posting Doc.  
 Simulated Invoicing Document

**Assessment Printout**

No Assessment Printout  
 Assessment Printout  
 PDF Document of Assessment  
 Simulate Assessment Printout

**Output Options**

Display Document  
 Display Messages  
 Display BRF Trace


**Run Control**

Simulation Run

## Step 2

**NOTE:** Only complete Step 2 if a billing and invoice must be processed immediately. The standard process is to allow the nightly batch job to create the billing and invoice.

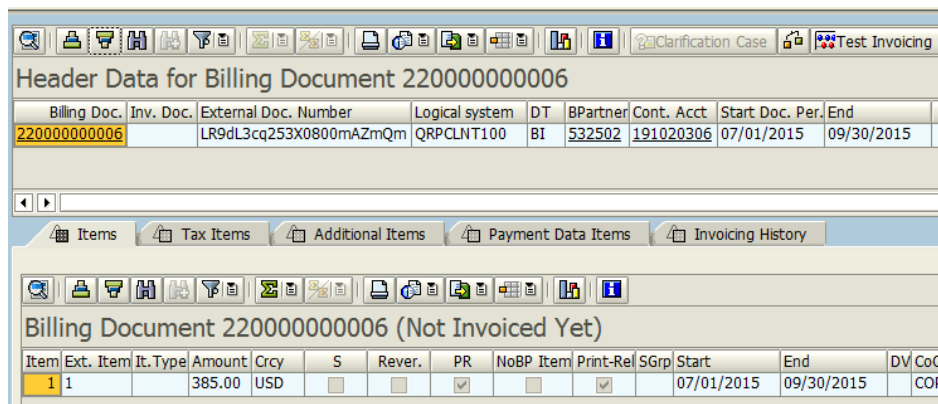
Step 2 is set up as a batch job to run each evening to automatically create a billing and invoice based on the information entered in Step 1. No additional steps are needed unless the billing/invoice needs to be created immediately. To manually create the billing and invoice, do the following:

- 2.1 Enter transaction code **FMCABILLI**.
- 2.2 Complete the following for the item to be billed from Step 1 above.
  - a. Business Partner
  - b. Contract Object
  - c. Period Key
- 2.3 Select the following:
  - a. Billing Without Adjustment
  - b. No Invoicing Document
  - c. No Assessment Printout
  - d. Display Document
  - e. Display Messages
- 2.4 Click *Execute* 

# OCT Create Billing for Form A [ Manually ]

Module: PSCD // Process: Billing and Invoicing.

Transactions Used: PSOBCHANGE, FMCABILLI, FKINV\_S

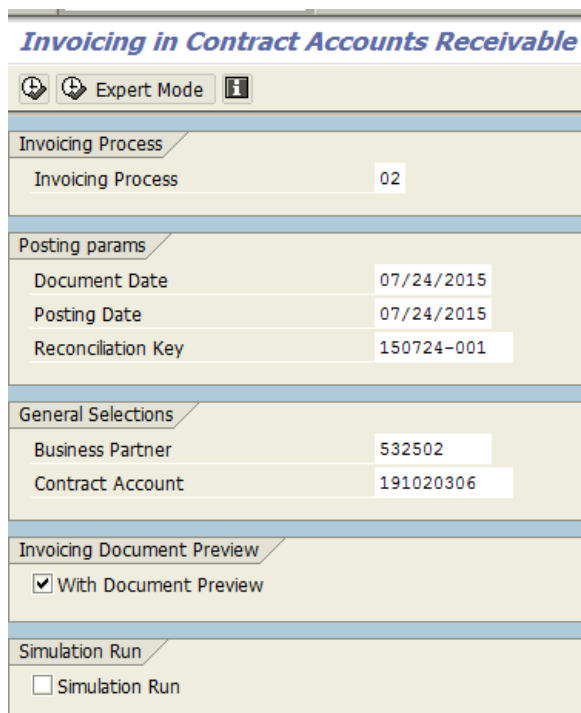


Header Data for Billing Document 220000000006

Billing Doc.	Inv. Doc.	External Doc. Number	Logical system	DT	BPartner	Cont. Acct	Start Doc. Per.	End
220000000006		LR9dL3cq253X0800mAZmQm	QRPLNT100	BI	532502	191020306	07/01/2015	09/30/2015

Items

Item	Ext. Item	It. Type	Amount	Crcy	S	Rever.	PR	NoBP	Item	Print-Rel	SGrp	Start	End	DV	CoC
1	1		385.00	USD			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		07/01/2015	09/30/2015		COP



### Invoicing in Contract Accounts Receivable

Expert Mode

Invoicing Process: 02

Posting params

Document Date: 07/24/2015  
Posting Date: 07/24/2015  
Reconciliation Key: 150724-001

General Selections

Business Partner: 532502  
Contract Account: 191020306

Invoicing Document Preview

With Document Preview

Simulation Run

Simulation Run

## Step 2 (cont'd)



2.5 The billing document is displayed.

2.6 Enter transaction code FKINV\_S.

2.7 Complete the following:

- Invoice Process: 02
- Document Date: Today's date
- Posting Date: Today's date
- Reconciliation Key: The system will provide the key. (If the system provided key has been previously used and closed. Update the key to the next sequential number).
- Business Partner: BP from billing document
- Contract Account: Contract Account from billing document

**TIP:** To find the contract account number, click in the contact account field, then click on the down button next to the field—the search screen should appear. Enter the business partner number you are billing.

Click the . The contract account number should  appear. Double-click on the contract account number to select it.

2.8 Check the *With Document Preview* box.

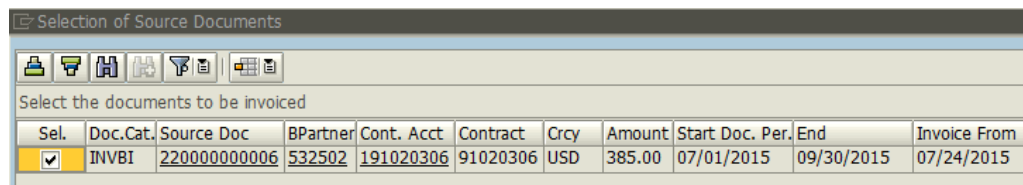
2.9 Click *Execute* 

# OCT Create Billing for Form A [ Manually ]

Module: PSCD // Process: Billing and Invoicing.


Transactions Used: PSOBCHANGE, FMCABILLI, FKKINV\_S

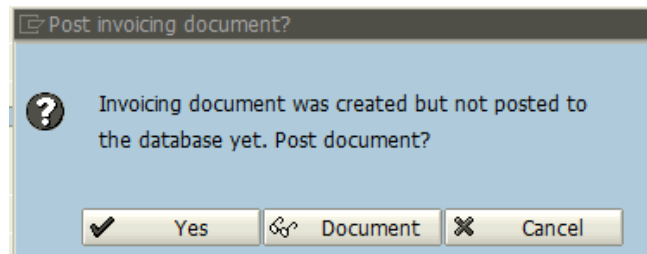
## Step 2 (cont'd)



The screenshot shows a dialog box titled "Selection of Source Documents". It contains a toolbar with icons for print, refresh, home, back, forward, filter, and list. Below the toolbar is the instruction "Select the documents to be invoiced". A table lists document details with the first row selected.

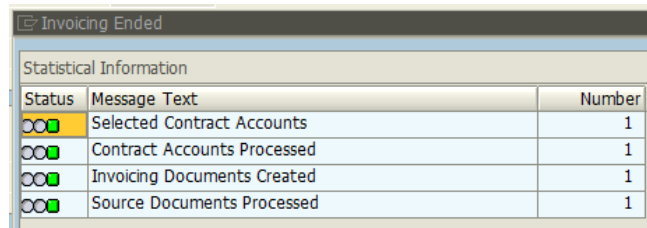
Sel.	Doc.Cat.	Source Doc	BPartner	Cont. Acct	Contract	Crcy	Amount	Start Doc. Per.	End	Invoice From
<input checked="" type="checkbox"/>	INVBI	2200000000006	532502	191020306	91020306	USD	385.00	07/01/2015	09/30/2015	07/24/2015

2.10 The document preview screen will appear. If the invoice is correct, click the 







2.11 A pop-up box will appear asking if you want to post the document. Click Yes.

2.12 A pop-up box will appear confirming that the invoice document has been created. Four steps will be showing with status indicator. All green squares are the preferred outcome.



The screenshot shows a dialog box titled "Invoicing Ended". It contains a table with "Statistical Information".

Status	Message Text	Number
	Selected Contract Accounts	1
	Contract Accounts Processed	1
	Invoicing Documents Created	1
	Source Documents Processed	1

# OCT Create Billing for Form A [ Manually ]

Module: PSCD // Process: Billing and Invoicing.

Transactions Used: PSOBCHANGE, FMCABILLI, FKINV\_S

## Step 2 (cont'd)

The screenshot displays the SAP Invoicing Documents interface. The top window, titled "Posted Invoicing Documents", shows a table with the following data:

Invoic. Doc.	Process	Inv. Type	Inv. Cat	TechDoc.	BPartner	Cont. Acct	MDT	Created By	Creation Date
200000000008	02	BI			532502	191020306		JOAMARTIN	07/24/2015

Below this table are navigation arrows and tabs for "Items", "Posting Documents", and "Source Documents". The bottom window, titled "Invoicing Document 200000000008", shows a detailed view of the selected document with the following table:

Item	Item Type	CoCode	DV	Contract	Cntr.Item	Subappl	MTrans	STrans	S	Rever.	InvTI
1	0INVBILL	COP1		91020306			FARR	RVOR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.13 Click "Invoicing Documents Created" to view the document.

➤ Process is complete.