

Introduction

Process and Trigger

Perform this procedure when you need to create an invoice document for services and sales that are provided by Boston University departments to other organizations, companies, and individuals. The frequency is dictated by any billing/payment agreements/contracts with the outside entity.

Prerequisites

- Services and/or sales were provided.
- Customer Master Record must be established in order to record/enter an invoice.

Menu Path

Use the following menu path to begin this transaction:

Accounting → Financial Accounting → Accounts Receivable → Document Entry → Document Parking → Park/Edit Invoice

Transaction Code

FV70

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Although Boston University is a tax-exempt institution, providing services and/or selling goods may have tax consequences.
- Certain sales may require the collection of sales and meals tax. Boston University may also incur Unrelated Business Income Tax. Please contact the Office of the Comptroller at 617-353-2290 for tax questions prior to providing services or sales to outside entities.
- Revenue is credited to the Boston University Departmental account when an invoice is posted in SAP. Departments not using the SAP Accounts Receivable Component are considered to be on a cash basis and only receive revenue when an invoice is paid.

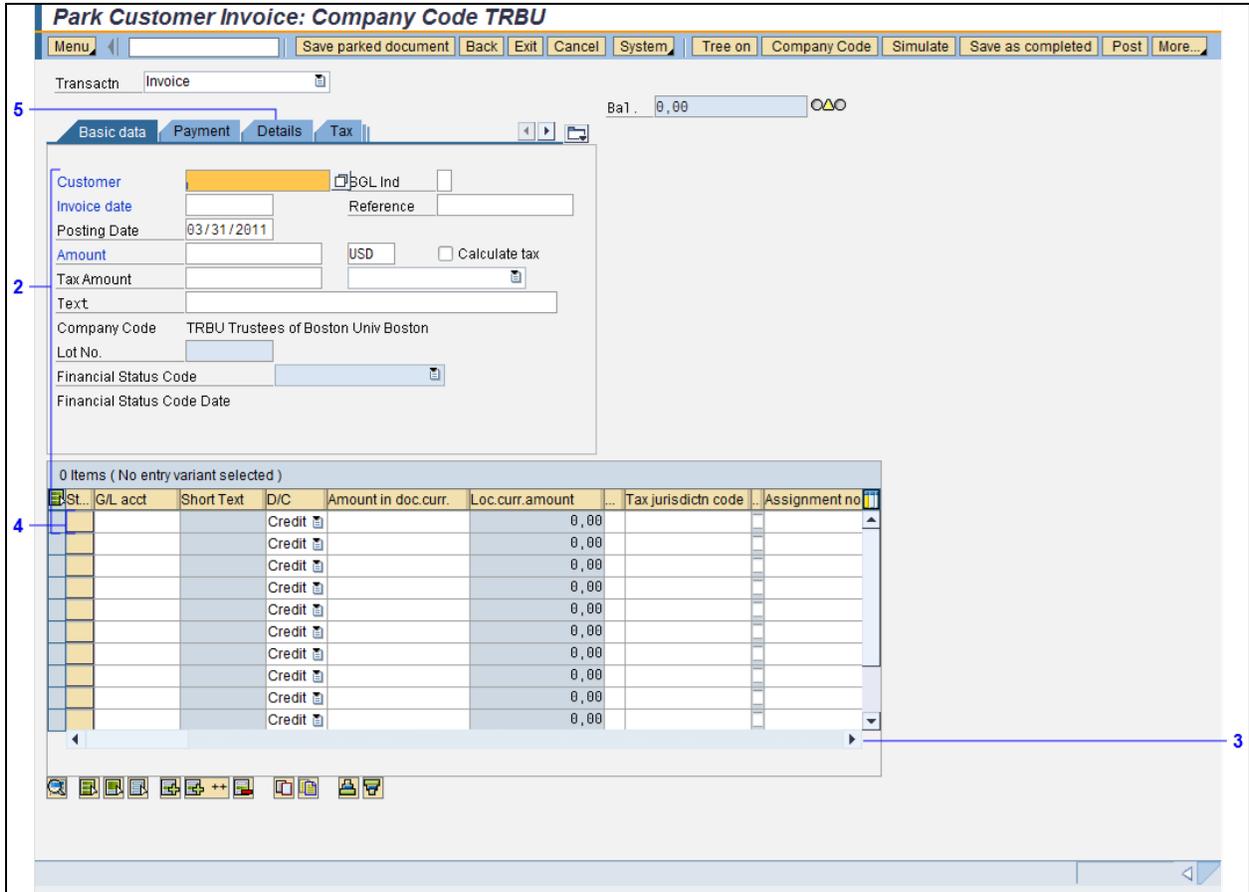
Reports

None

Procedure

1. Start the transaction using the above menu path or transaction code.

Park Customer Invoice: Company Code TRBU (Basic data)



2. As required, complete/review the following fields:

Field	R/O/C	Description
Customer	Required	SAP code that identifies a customer. A customer is a business partner who orders goods and services. Example: 102730
Invoice date	Required	It is the date that is given by the vendor and appears on the invoice. Example: 02/18/2011
Amount	Required	Net amount of transaction Example: 5000

Field	R/O/C	Description
Text in the Basic Data area	Required	Description field for an entry. Example: WBUR Underwriting February 2011
G/L acct	Required	Object used for accounting transactions in the FI module to form the basis for creating balance sheets and high level income statements. Example: 420030
Amount in doc.curr.	Required	Line item amount in document currency. BU always uses US\$. Example: 5000

- Click the right scroll arrow  to review the rest of the information.
- As required, complete/review the following fields:

Field	R/O/C	Description
Text in the Line Items area	Required	Description field for an entry. Example: WBUR Underwriting February 2011
Cost center	Required	A type of Cost Object that represents a clearly delimited location/Unit-Department where revenue and costs occur. Cost Centers can often be used when revenue or expense is posted in SAP. Cost Centers (FI) = Fund Centers (FM) = Sponsored Program (GM) Example: 1471000000

- Click the **Details** tab .

Park Customer Invoice: Company Code TRBU (Details)

6. As required, complete/review the following fields:

Field	R/O/C	Description
HeaderText	Required	Description of the header, designed to identify the header. Example: PO #1234567  Enter any information related to the invoice description.

7. Click the **Save parked document** button **Save parked document**.

 On the screen below, the system displays the message, "Document XXXX TRBU was parked."

8. The transaction is complete.

Results and Next Steps

You have created an invoice document.