Retrieve Invoice: When you do not know the invoice number

From the SAP start page, enter transaction code **ZSTM** in the fast path then click **Execute**.

From the Summary Statement page, enter the **WBS Element** number then click **Execute**.

Double click on **Sponsored Billing** amount to drill down.

Double click on **Document Number** to drill down.

Retrieve Invoice: When you do not know the invoice number

Display Document: Overview

Display Currency

Document Number	90180441	Company Code	CUR	Fiscal Year	2012
Document Date	07/31/2011	Posting Date	07/31/2011	Period	1
Reference	2-R01-GM039334-2	Cross-CC no.			

Currency — **Document Header CUR Company Code**

Items in

#	PK	GL
1	01	00
2	50	80

Document Header CUR Company Code

Document Type	RV	ling doc.transfer	
Doc.Head			
Branch number		Number of Pages	0
Reference	2-R01-GM039334-2	Document Date	07/31/2011
		Posting Date	07/31/2011
Currency	USD	Posting Period	01 / 2012
Ref. Transactn	VBRK Billing document		
Reference key		Log.System	ZZPS103001
Entered by	BPIERSON	Parked by	
Entry Date	08/02/2011	Time of Entry	14:47:23
TCode	ZVF04		
Changed on		Last update	
Ledger Grp		Ledger	
Ref.key(head) 1		Ref.key 2	

> Click on **Green Check** to close document header.

Document	Edit	Goto	Extras	Settings	Environment	System	Help

Environment menu:
- Document Changes
- Check Information
- Payment Usage
- Document Environment ▸
- Additional Assignments ▸ → **Object Links** / Assign Original
- Valuation ▸
- Correspondence
- Balance Sheet Adjustment
- Invoice Summary
- Reference Object

Display Document: Overview

Display Currency

Document Number	90180441	Company C			
Document Date	07/31/2011	Posting Dat			1
Reference	2-R01-GM039334-2	Cross-CC			
Currency	USD	Texts exist			

Items in document currency

#	PK	GLacct	GLacctDesc	CCenter	Order	WBS		
1	01	000017	NIH Advanc					17,
2	50	800600	Sponsored		6920448			17,

> From the Document Display Overview use the top menu path:
> **Environment>Additional Assignments>Object Links**

Document	Edit	Goto	Extras	Settings	Environment	System	Help

Display Document: Overview

Display Currency

Document Number	90179759	Company Code	CUR	Fiscal Year	2012
Document Date		Posting Date	07/05/2011	Period	1
Reference					
Currency					

Attachment list

New

AttachmentFor

Icon	Title	Creator Name	Created On
	Sponsored Billing Document		
	Sponsored Billing Document		

> Double click on **Sponsored Billing Document** in Attachment list.

Retrieve Invoice: When you do not know the invoice number

A printable copy of the customer invoice will appear in IXOS format.

billing-issues@mit.edu