

Retrieve Invoice: When you do not know the invoice number

SAP Easy Access - User menu for Margaret S Benson

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

Summary Statement

Selection options About This Report

Selection Criteria Print Options Column Options

Fiscal period: 10 2012 Month ending: 04/30/2012
 Cost Element Group: CEMIT-0 MIT Summary Statement
 Company Code: CUR
 Profit Center Group:
 Profit Center:
 Project:
 WBS Element:
 Include lower level WBS's:
 WBS Level: 0 to 0
 Internal Order:
 Cost Center:
 to
 to
 to
 to
 to
 to

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

Revenue					
Revenues					
Sponsored Revenues					
800600 - Sponsored Billings			59,550.30-	661,320.00-	
TOTAL Sponsored Revenues			59,550.30-	661,320.00-	
TOTAL Revenues			59,550.30-	661,320.00-	
TOTAL Revenue			59,550.30-	661,320.00-	661,320.00
TOTAL EXPENSE NET OF REVENUE	661,320.00		0.00	0.00	

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

Type	Document Number	Trans Date	Description	Amount	Check Number
			Cost Element 800600 - Sponsored Billings		
RV	901804	07/31/2011	2261330 NIH Advance Payments		
RV	901817	08/31/2011	2262105 NIH Advance Payments		
RV	901834	09/30/2011	2262894 NIH Advance Payments		
RV	901851	10/31/2011	2263770 NIH Advance Payments		
RV	901865	11/30/2011	2264588 NIH Advance Payments	6,333.07-	
RV	901877	12/31/2011	2265408 NIH Advance Payments	1,911.54-	
RV	901891	01/31/2012	2266294 NIH Advance Payments	928.75-	
RV	901904	02/29/2012	2267124 NIH Advance Payments	928.75-	
			TOTAL Cost Element 800600 - Sponsored Billings	59,550.30-	
			TOTAL WBS	59,550.30-	

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

Retrieve Invoice: When you do not know the invoice number

Display Document: Overview

Document Number: 90180441 Company Code: CUR Fiscal Year: 2012
Document Date: 07/31/2011 Posting Date: 07/31/2011 Period: 1
Reference: 2-R01-6M039334-2 Cross-CC no.:

Document Type: Billing doc.transfer
Doc. Head:
Branch number: Number of Pages: 0
Reference: 2-R01-6M039334-2 Document Date: 07/31/2011
Posting Date: 07/31/2011
Posting Period: 01 / 2012
Currency: USD
Ref. Transactn: Ref. Transactn: Ref. Transactn:
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

Document Changes
Check Information
Payment Usage
Document Environment
Additional Assignments > Object Links
Valuation > Assign Original
Correspondence
Balance Sheet Adjustment
Invoice Summary
Reference Object

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

Attachment list

AttachmentFor	Icon	Title	Creator Name	Created On
00180441	[Icon]	Sponsored Billing Document		
800600	[Icon]	Sponsored Billing Document		

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

Retrieve Invoice: When you do not know the invoice number

IXOS-eCON Desktop - data - [Archived: SP]
 Document Edit Page View Tools Annotations Help

Customer No. 8600021622 Invoice No. 90179759

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
 Cambridge, Massachusetts 02138

Forward to:
 CASHIERS OFFICE NE49-3077
 77 Massachusetts Avenue
 Cambridge, Mass 02138

DATE July 07, 2011

TO Smithsonian Inst. - Astrophysical Observatory
 Attn: Ronald Waisworth
 Principal Investigator
 80 Garden Street
 MS 89
 Cambridge MA 02138-1618

Make check payable to:
 MASSACHUSETTS INSTITUTE OF TECHNOLOGY
 (See reverse side for wire transfer instructions)

For Billing Inquiries send e-mail to:
 Billing-issues@mit.edu

NUMBER	CONTRACTOR/AVT	DATE	DATE CLOSED	FOR THE PERIOD	PLANT NUMBER	ESTIMATED COST
AGREEMENT 131258		10	06/01/11 to 06/30/11		6921715	400,000.00

STATEMENT OF EXPENDITURE	CUMULATIVE	CURRENT
Salaries & Wages - On Campus	43,807.54	9,185.32
Salaries & Wages - On No O/H	5,401.97	921.63
Research Assistants-On	23,035.00	2,335.00
Employee Benefit Summary	12,157.66	2,335.77
Employee Benefits-No O/H	1,671.08	285.71
Indirect Expense Summary	55,454.36	9,422.14
Travel Expense Foreign	913.18	0.00
Materials and Services	13,663.13	186.62
Materials and Services-No O/H	774.00	103.68
Equipment-No O/H	81,192.27	5,407.95
Tuition-No O/H	19,470.02	0.00

I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the application and award documents.

Brian Pearson or Michael DiPalm Staff Accountant

2_14_EXPENDITURE

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

1 / 1 30,188.82