ATTACHMENT #4

Sponsored Accounting Receivables Overview

Customer Number Lookup
- When VPF Sponsored Accounting creates an invoice, the following entry happens:
  - The WBS is credited under G/L 800600 (sponsored billings).
- The debit is posted to a customer number. This number begins with 86xxxxxxx. This customer number houses the receivable. When payments are received for invoices, they are posted to the customer numbers. Customer numbers for a sponsor can be obtained as follows:
  - In SAP, go into the Summary Statement by typing ZSTM in the fast path box or by following the navigation path ZMIT→Reports→ZSTM-Summary Statement
  - In the Summary Statement, enter the WBS to view the summary statement.
  - Click on the cumulative amount in the 800600 Sponsored Billings G/L.
  - Invoices numbers begin with either a 90xxxxxx or a 21xxxxxx. Click on the first invoice number.
  - A pop-up box will appear. Just click the green checkmark.
  - You should now see a two line entry. Double click the line that has the name of the sponsor.
  - You will then see the customer number 86xxxxxxx. Write down this number.
  - Repeat the steps again, but click on the last invoice number. We want to make sure the customer number has not changed. If it has we need to look at both customer numbers for payment verification. Now you are ready to check to see if a sponsor has paid and invoice.

How to Check to see if a Sponsor has Paid an Invoice

- In SAP, enter transaction number ZFBL5N in the fast path or follow the navigation path ZSBM →Accounts Receivable →Account →ZFBL5N-MIT Customer Line Items
- In the next screen, type in the 86xxxxxxx number you retrieved in the steps above.
- Select the appropriate Line item selection you want. This automatically defaults to Open Items but you can also select Cleared Items or All Items. Click on the execute button once you've made your line item selection.
- On the next screen, Red Dots are the Open Items. Green Squares are the cleared (paid) items. Payments have a document number of 14xxxxxxx.
- When an invoice is cleared, SAP assigns a clearing document number. SAP usually does not sort the clearing document numbers together but you can do this by clicking on the Clrng Doc header. Click one of the sort buttons. The sort button looks like 3 boxes on top of each other. SAP will now match up the debits and credits together. If the Clrng Doc column is not wide enough to display the entire Clearing Document Number, click Settings →Columns →Optimize Width.

How to Display the Invoice on Your Desktop:

- Continuing from the steps directly above, Double click on the invoice line item.
- Then select Environment (across the top of the screen) → Additional Assignments → Object Links
- An attachment list box appears, double click on the Sponsored Billing Document line item. The invoice should now appear on your desktop.