

ZAR_UPLOAD - Creating Customer Invoices Using Upload Program

This QRG outlines the process for **Creating FI-AR Customer Invoices** via the **Upload Program**.

Hyperlinks & Jump Links – [Accessing the Accounts Receivable Upload Template](#), [Creating Customer Invoices Using Upload Program](#)

When to Create Customer Invoices Using Upload Program

This process is the preferred method used to create a customer invoice for sales and services provided to an outside customer using the FI-AR upload template.

Role required: AR230_000_Dept_AR_Clerk

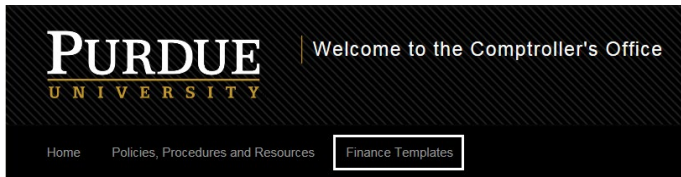
Creating Customer invoices Using Upload Program Process

The Departmental AR Clerk with the designated security role is the creator of customer invoices using this transaction.

Access the Accounts Receivable Billing Upload Template

Click on <https://www.purdue.edu/business/comptroller/finTemplates/index.php> to access **Finance Templates**.

Location: Go to **Comptroller's Office** homepage → Click on **Finance Templates**.



Under **Templates available**, click **AR upload template** and then open.

The **Accounts Receivable Billing Upload** template is opened and ready for data entry.

AR Billing Upload Header Details:

| | | | | | | | | | | | | |
|---|------------------------------------|--|---------------|---|------------------|--|--|--|--|----------|-------------|-----------|
| 1 | Accounts Receivable Billing Upload | | | | | | | | | | Version: | AR2017.11 |
| 2 | Email Address: mickeym@purdue.edu | | | | | | | | | | Create file | Load file |
| 3 | Posting Date: 2/18/19 | | | Description: Consulting & Travel - Prof XYZ | | | | | | | Total: | 4,000.00 |
| 4 | Document Type: DA | | Currency: USD | | User ID: mickeym | | | | | Records: | 4 | |

Email address –email address of the individual inputting the invoice. This email address will be used to return the upload results/document numbers created once the upload has processed.

Posting Date –protected field; defaults to the current day's date.

Description – AR Upload description

Document Type –protected field; defaults to **DA**- AR Customer Invoice

Currency –protected field; defaults to **USD**.

User ID – the user's SAP alias.

Total - Total upload amount; calculated field based on template total; should tie to supporting documentation, cannot be changed.

Records - Total number of items to be uploaded, calculated field, cannot be changed.

Customer Invoice/Billing Details:

| Customer | Company Code | GL Account | Amount | Fund | Cost Center | Order | VBS | Business Area | Text | Payment Terms | Header Text / PO# |
|----------|--------------|------------|---------|------|-------------|------------|-----|---------------|--|------------------|-------------------|
| 1 | 3000521 | PUR 535110 | 1250.00 | | | 3200007526 | | | Out of state travel Prof XYZ | Z06- Net 30 Days | |
| 2 | 3000521 | PUR 533005 | 1000.00 | | | 3200007526 | | | Consulting Principles of Manufacturing | Z06- Net 30 Days | 6363587514 |
| 3 | 3000521 | PUR 533005 | 250.00 | | | 3200007526 | | | Leadership Behavior | Z06- Net 30 Days | |
| 4 | 3000227 | PUR 428625 | 1500.00 | | | 4100000954 | | | Hanger Lease | Z06- Net 30 Days | 52857415 |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |

Customer –use only the customer’s **Business Partner** number with a Display in BP role: **Purdue Customer FI-AR**

Note: Enter lines items in BP/Customer number order so charges entered for a single customer will appear on a single invoice. Charges entered with a PO number will appear on a single invoice.

Company Code – defaults to **PUR**, use the drop down arrow to select appropriate company code.

GL Account – General Ledger 6-digit number (revenue 4xxxxx or expense 5xxxxx)

Amount – value of the customer invoice or line item.

- Charges entered less than \$5 in aggregate, by customer number, will be rejected when uploaded to SAP/FI-AR.
- The upload template will not process a negative (credit) amount. A Request for Credit Memo must be completed and submitted to Accounts Receivable for adjustments to a customer invoice.

Enter an **Order** or **WBS Number**. Once entered the BA, Fund and CC will be derived when the upload is processed/posted to SAP and the customer record.



When not using an **IO** or **WBS**, the BA (4 digit) fund, cost center (when appropriate) and GL will be required in order to enter an invoice.

Text – Description that shows on the customer line item invoice. Limited to 50 characters.

Payment Terms – defaults to Z06, use the drop down box to choose the appropriate payment terms based on PO and/or contractual agreement.

- Z06 – Net 30 –No discount, 30 days from document date**
- Z01 – Payable Immediately, Based on Doc Date**
- Z02 - Net 10, no discount, 10 days from document date**
- Z26 – Net 45, no discount, 45 days from document date**
- Z27 - Net 60, no discount, 60 days from document date**
- Z33 – Net 90, no discount, 90 days from document date**
- Z34 – Net 120, no discount, 120 days from document date**



Discount Terms are **NOT** allowed

Header Text/PO# - enter a PO number when one is required for payment of an invoice. (Do not use as an extra text field, this field should only be populated with a **Purchase Order** number provided by the customer.

Once complete, confirm the total and number of records and amount match the supporting documentation.

- Departments are to retain documentation according to record retention requirements

| | |
|----------|-----------|
| Version: | AR2017.11 |
| | Load file |
| Total: | 4,000.00 |
| Records: | 4 |

Click **Create file** to convert the Excel file to a .txt file for upload. Save the file to a local directory for easy access.

| | | |
|--------------------|----------|-----------|
| | Version: | AR2017.11 |
| | | Load file |
| Create file | Total: | 4,000.00 |
| | Records: | 4 |

****Be sure to save the upload template someplace where you will remember where you placed it. You will upload the file to SAP/FI-AR in the next step.**

Create File-creates a .txt file that will be used to upload to SAP/FI-AR

```

OnePurdueARProf XYZ - Notepad
File Edit Format View Help
VER AR2017.11
CTL emdoland / 02/18/2018 14:41:30Consulting & Travel - Prof XYZemdoland@purdue.edu
HDR 20180218DAUSD 20180218
DTL 3000521 PUR 5350101250 / / 3200007526/ / Out of state travel Prof XYZ Z06/
HDR 20180218DAUSD 20180218
DTL 3000521 PUR 5330051000 / / 3200007526/ / Consulting Principles of Manufacturing Z066363587514
HDR 20180218DAUSD 20180218
DTL 3000521 PUR 533005250 / / 3200007526/ / Leadership Behavior Z06/
HDR 20180218DAUSD 20180218
DTL 3000227 PUR 4286251500 / / 4100000954/ / Hanger Lease Z0652857415
END 00000000004000.000000000004
    
```

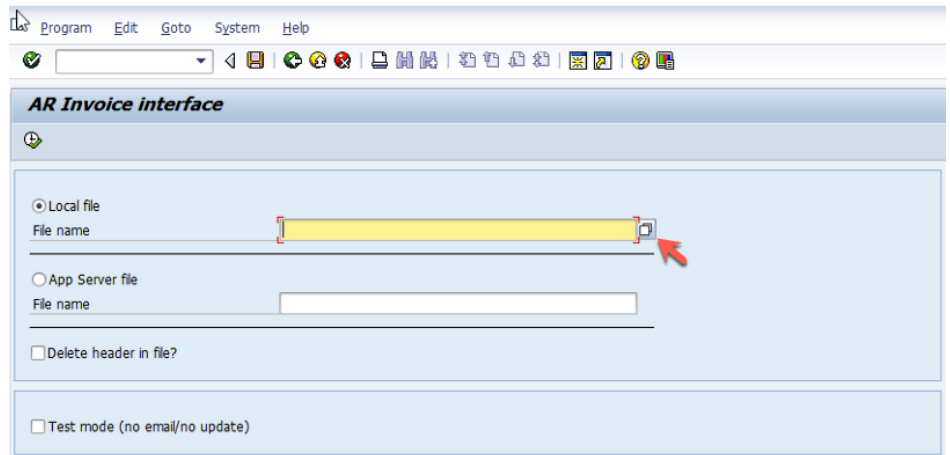
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From the **SAP Easy Access** Screen, type the transaction code **ZAR_UPLOAD** in the **Command Field** and click the **Enter** icon or press the **Enter** key on the keyboard



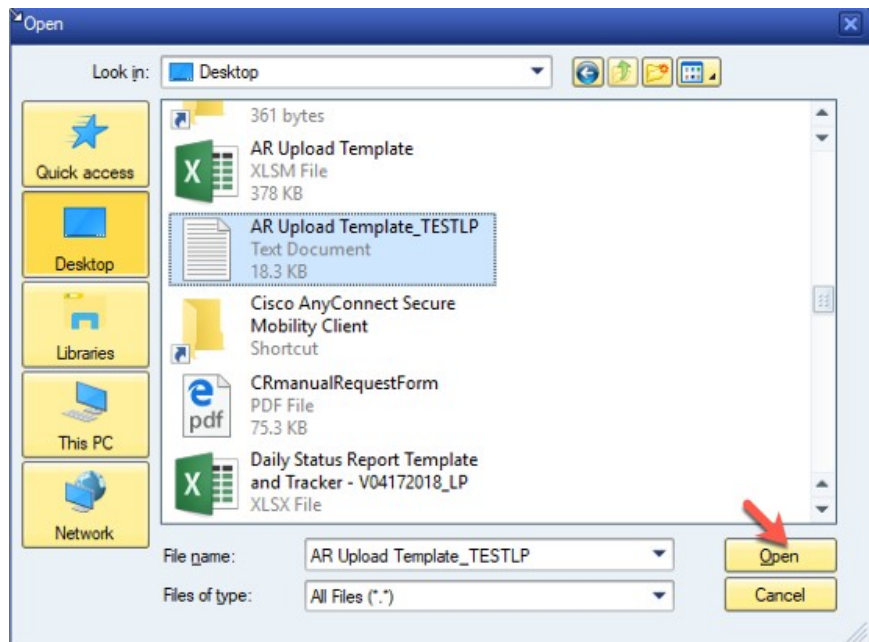
The **AR Invoice Interface** screen is displayed

Click on the **Search** icon to locate the AR Upload file just created.



The **Browse** window opens. Search for the .txt file created above.

Select the file and click **Open**

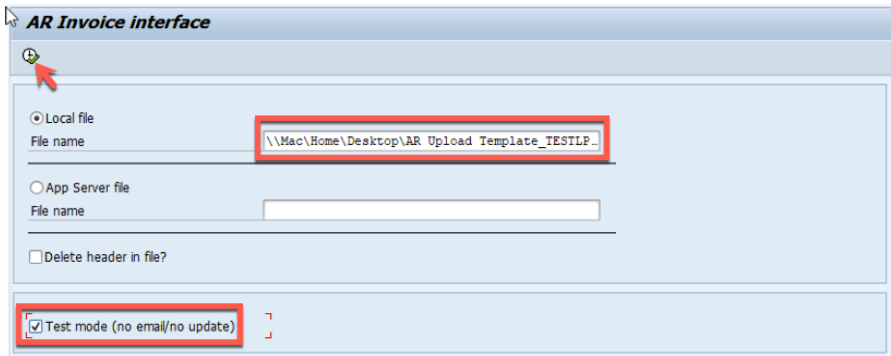


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The File name field is populated

Click **Test Mode**

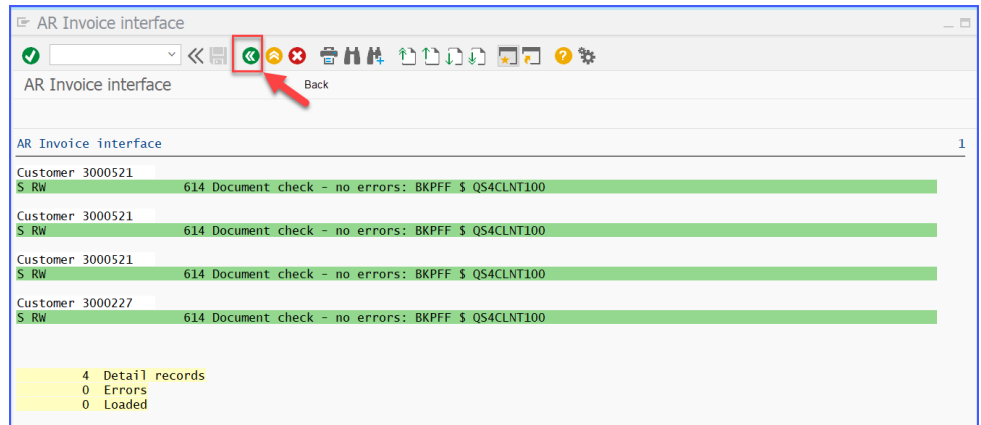
Click **Execute**



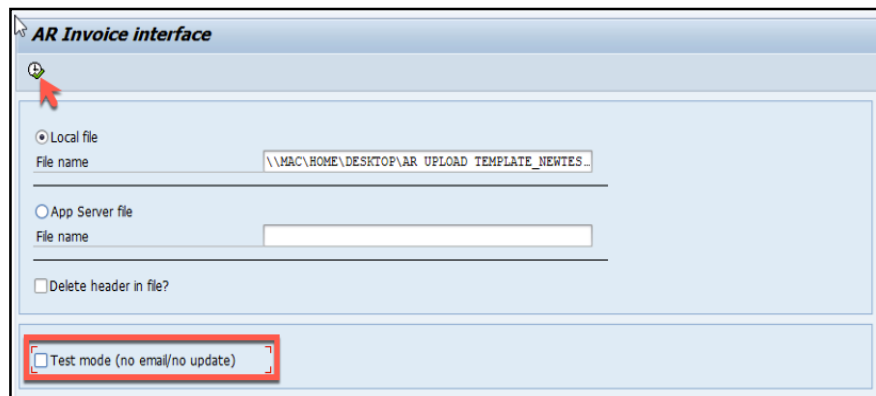
All lines are correct and displayed in green.

Click the **Back** button to return to the **AR Interface invoice** screen to take the upload out of Test Mode.

If there are errors, they will appear in red. You will need to go back to the template and make the corrections and re- create the file.

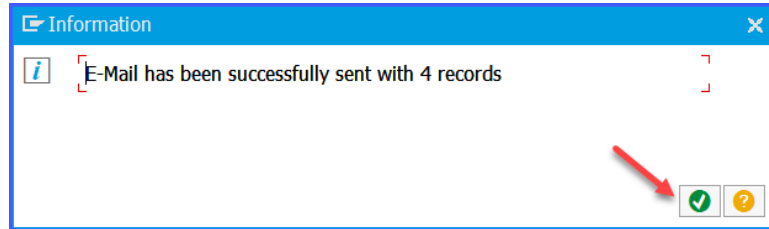


Uncheck **Test mode** and click the **Execute** icon to process the upload file



The **Information** dialogue box is displayed.

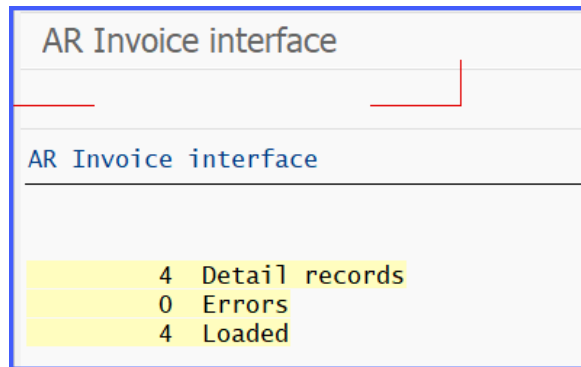
Click the **Green Check Mark** to continue.



The records have been loaded.

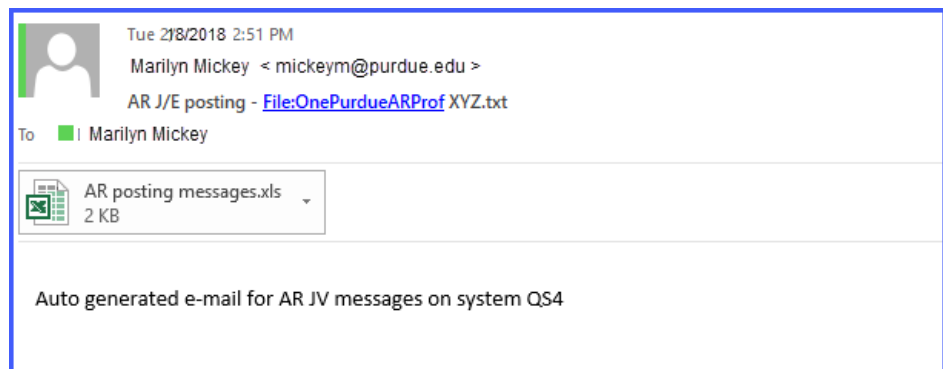


The Document Numbers will be distributed in an auto generated email to the email address provided on the template.



Email Notification - Upload Results

Auto generated email



AR Posting message.xls

Provides a list of document/invoice numbers created.

Use excel feature **Data→Text to Columns to parse Column D to columns

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|----|-----|--|----|------|------------|---|---|---|---|
| 1 | S | RW | 605 | Document posted successfully: BKPF0400026738 | UR | 2021 | QS4CLNT100 | | | | |
| 2 | S | RW | 605 | Document posted successfully: BKPF0400026739 | UR | 2021 | QS4CLNT100 | | | | |
| 3 | S | RW | 605 | Document posted successfully: BKPF0400026740 | UR | 2021 | QS4CLNT100 | | | | |
| 4 | S | RW | 605 | Document posted successfully: BKPF0400026741 | UR | 2021 | QS4CLNT100 | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |