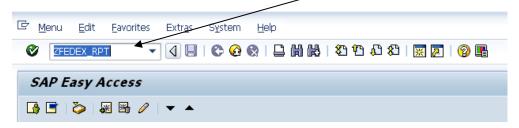
In October 2012 we went live with an advanced reporting transaction (ZFEDEX_RPT) specifically designed for the electronically billed FedEx invoices.

Purpose:

This report transaction was designed to provide departments with advanced invoice viewing options and enhanced billing details of all charges expensed to a FedEx account originating from a shipper, recipient, third party and/or customs and duties fees that standard SAP reporting was unable to provide.

Procedure:

1. On the SAP start screen enter the transaction "ZFEDEX_RPT" and hit enter.



The FedEx Report screen will open

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Fedex Report	
Fedex Invoice	
Fedex Invoice Number	to 🔗
Invoice Date	to 🖻
Tracking Number(airbill)	to 🖻
Fedex Information	
Bill To Account	to 🖻
SAP Info Area	
Posting Date	
Creation Date	to 🖻
Account Information	
Company Code	to S
Cost Center	to S
WBS Element	to
Report Variant	

This screen provides multiple selectable reporting options for the end user to use.

FedEx info:

- Fedex Invoice Number single or range
- Invoice date single or range
- Tracking number(airbill) single or range
- Bill to account (The Fedex account number billed) single or range

Sap info:

- Posting date single or range
- Creation date single or range

Expense info:

- Company code single or range
- Cost center single or range
- WBS Element single or range
- 2. After selecting a reporting option to use based on your specific accounts or expense codes enter your data and click the green check to execute.

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Fedex Invoice	
Fedex Invoice Number	to 😒
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WBS Element	to
Report Variant	

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Fedex Invoice Inform	nation								
Invoice Number	Invoice Date	Posting Date	Creation D	Air Bill Number	Total Invo	Invoice Ai	Bill To Ac	Ship Date	Reference Notes
	06/07/0010	06/07/0010	06/07/0010			-	160000040	06/00/0010	
231896440	06/2//2013	00/2//2013	00/2//2013	874766344449	23.11	2	109222240	00/20/2013	CC13 GL6973600 COST OBJ
231896440 231896440				874766344449 568435698505	23.11 23.11	2			CC13 GL6973600 COST OBJ NO REFERENCE INFORMATION
	06/27/2013	06/27/2013	06/27/2013				169222240	06/20/2013	

You will see on this screen a row of several quick icons that offer enhanced features for the report.

🔄 <u>R</u> eport <u>E</u> dit <u>G</u> oto	System Help
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The icons on the bar each function as follows below: See (image of Icon then Screen Shot)

🕞 Details		
Group description	Cell Cont	
Client	100	1
Invoice Number	231896440	
IDoc number	18965208	
Invoice Date	06/27/2013	
Posting Date	06/27/2013	
Creation Date	06/27/2013	
Air Bill Number	568435698505	
Total Invoice Amount	23.11	
Invoice Airbill Count	2	ŀ
Bill To Account Number	169222240	
Ship Date	06/20/2013	
Reference Notes	NO REFERENCE INFORMATION	
Recipient Signiture	T.ODELL	
Actual Delivery date	06/21/2013	
Actual Delivery Time	09:25:00	
Actual Weight	1.000	
Package Recipient Contact	LEIGH ANNE ARNOLD	
Package Recipient Company Name	OFFICE OF SPONSORED PROGRAM	
Package Recipient Address	2200 WEST MAIN ST SUITE 300	1
Package Recipient City	DURHAM	

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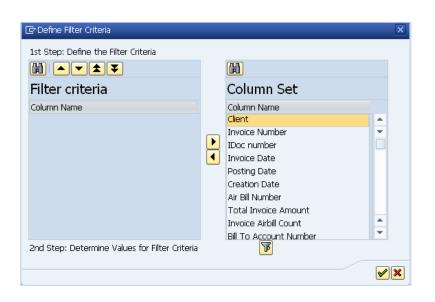
sort ascending or descending

🖻 Define Sort Order	×
	H
Sort criteria	Column Set
Column Name	Column Name Client Invoice Number IDoc number Invoice Date Posting Date Creation Date Air Bill Number Total Invoice Amount Invoice Airbill Count Bill To Account Number Ship Date Reference Notes



Tind		
🔄 Find		×
Search Term: Search Dirct:		
Find only entire wo	rd or value	
Display Number of F	Hits	
		××.

Filter •



Total – (Select a column with amounts)

Σ	Total Invo
	23.11
	23.11
	22.84
	22.84
•	91.90



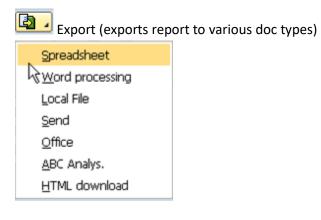
Subtotal – (after using total you can subtotal by vendor invoice number)

Invoice Number	Invoice Date	e Posting Date	Creation D	Air Bill Number	Σ	Total Invo	Invoice Ai
231896440	06/27/2013	06/27/2013	06/27/2013	874766344449		23.11	2
	06/27/2013	06/27/2013	06/27/2013	568435698505		23.11	2
231896440	_					46.22	
233320022	07/11/2013	07/10/2013	07/10/2013	568435704294		22.84	2
	07/11/2013	07/10/2013	07/10/2013	568435703931		22.84	2
233320022	_					45.68	
<u>A</u>						91.90	



views (changes view of report)

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Detail Shipment Report

Page 1 of 1 12/20/2012 05:45:45AM

Fracking Id 794279905638 Shipped 12/12/2012 12:00:00AM Fype Rebilled Source Automated Source	Invoice # 211921959 Reference 0010*1234567*C Packaging FedEx Envelope COD Ref SVC Code	Cost Alloc 0010*1234567*C Service FedEx Priority Overnight/International Priori Net Charge \$14.3 Billed To Prepaid (Bill Sender) Amt Due Billed Acct 123456789 COD Amt COD
Type Express Rate Scale 0000208 Consolodated Acct	Region Origin Zip 277 Region 04	PS Bundle Num 0 Commit Date Cust. Dept
Cust Inv #	Multweight Id Customer PO	Master Tracking ID
Exception Shipper	Recipient	Original Recipient
John Doe Duke Department My Addre DURHAM,NC,27708US	Jane Doe, Jeff Doe 1234 NW 104TH CT GAINESVILLE,FL,32606US	
Pickup Code Shippers Door Signed By SIGNATURE NOT SUPPLIED Released By POD Status	Hold/Deliv Deliver Delivered 12/13/2012 10:56:00AM Status POD Deliv Addr	Original Id Destination Id Deliv Sched BC - Primary Service Area Attempted POD Request
Delivery Exception		
Delivery Exception Pieces 1 Weight 1.00 Pounds Customs Entry #	Original Weight 1.00 Pounds Oversized	Declared Value Customs value Revenue Thresh \$81947.31
Pieces 1 Weight 1.00 Pounds		Customs value
Pieces 1 Weight 1.00 Pounds		Customs value Revenue Thresh \$81947.31
Pieces 1 Weight 1.00 Pounds Customs Entry #	Oversized	Customs value Revenue Thresh \$81947.31 Dangerious Goods
Pieces 1 Weight 1.00 Pounds Customs Entry # Misc. Charges	Oversized Charge Amount	Customs value Revenue Thresh \$81947.31 Dangerious Goods Original Amount Exchange Rate
Pieces 1 Weight 1.00 Pounds Customs Entry # Misc. Charges Freight Charge	Oversized Charge Amount 26.10 USD	Customs value Revenue Thresh \$81947.31 Dangerious Goods Original Amount Exchange Rate 26.10 USD 1.00
Pieces 1 Weight 1.00 Pounds Customs Entry # Misc. Charges Freight Charge Fuel Surcharge	Oversized Charge Amount 26.10 USD 1.71 USD	Customs value Revenue Thresh \$81947.31 Dangerious Goods Original Amount Exchange Rate 26.10 USD 1.00 1.71 USD 1.00

<mark>⊭Invoice</mark> Disp	plays SAP docu	ument overvie	ew.		
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Document Date Reference	06/27/2013 568435698505	Posting Date Cross-Comp.No. Texts exist			
Document Date Reference Currency	06/27/2013 568435698505 USD	Posting Date Cross-Comp.No. Texts exist	06/27/2013	Period	
Document Date Reference Currency C TIM PK Ac	06/27/2013 568435698505 USD () () () () () () () () () () () () () (Posting Date Cross-Comp.No. Texts exist	06/27/2013	Period	12

- Idoc
- Fedex Invoices
 Fedex invoices (groups all airbills by invoice number)

Understanding The Detailed Report

The information contained in the above report is the extended detailed billing info that standard SAP reporting and limited document fields do not provide.

Duke processes all electronic FedEx charges at the airbill/tracking number level.

In the standard SAP document view shown on the following pages below we are limited to the data that can be captured, you can note the location of some pieces of that billed information in the standard view.

- "Airbill number/tracking number" is in the "reference" field.
- FedEx "Invoice number" is in the "Doc Header txt" .
- "Senders name, shipment date and recipient name" are combined/ truncated into the limited space of the "text" field.
- "Total Airbill amount" is in the amount field.
- "Invoice date" is in the "document date" field.

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Card type	Card no.										
Request Number											
Reference	568435704294	Document Date	07/11/2013								
		Posting Date	07/10/2013								
Currency	USD	Posting Period	01 / 2014								
Ref. Transactn	BKPFF Actg doc.direct inpt										
Reference key	0100010168001020	14 Log.System	PRD100								
Entered by	WF-BATCH	Parked by									
Entry Date	07/10/2013	Time of Entry	16:17:53								
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Report fields:

The report shows all the information found on the original airbill. This will identify all charges on an account at the airbill level and indicate the expensed codes billed.

In the report some key fields are:

- Invoice number- Fedex invoice number
- Airbill Number –tracking number of the shipment
- Bill to Account Fedex account number
- Reference notes Typically where the Duke expense billing info is provided (If left blank or in wrong format the system will charge the departments default expense code assigned to the account) any other info in this field with display as well
- Senders name and address
- Recipient name and address
- Bill to account name and address
- Company code- expense info charged
- Cost center- expense info charged
- WBS Element- expense info charged