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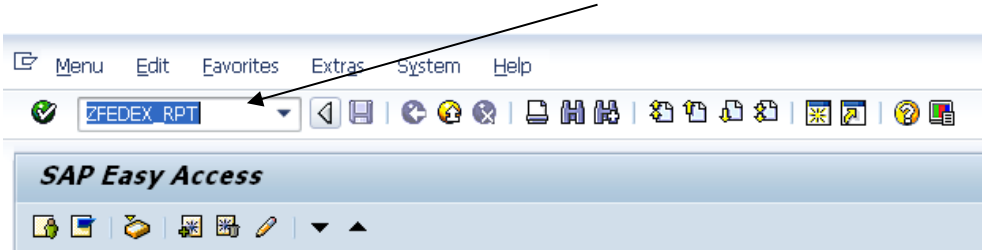
In October 2012 we went live with an advanced reporting transaction (ZFEDEX_RPT) specifically designed for the electronically billed FedEx invoices.

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

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.
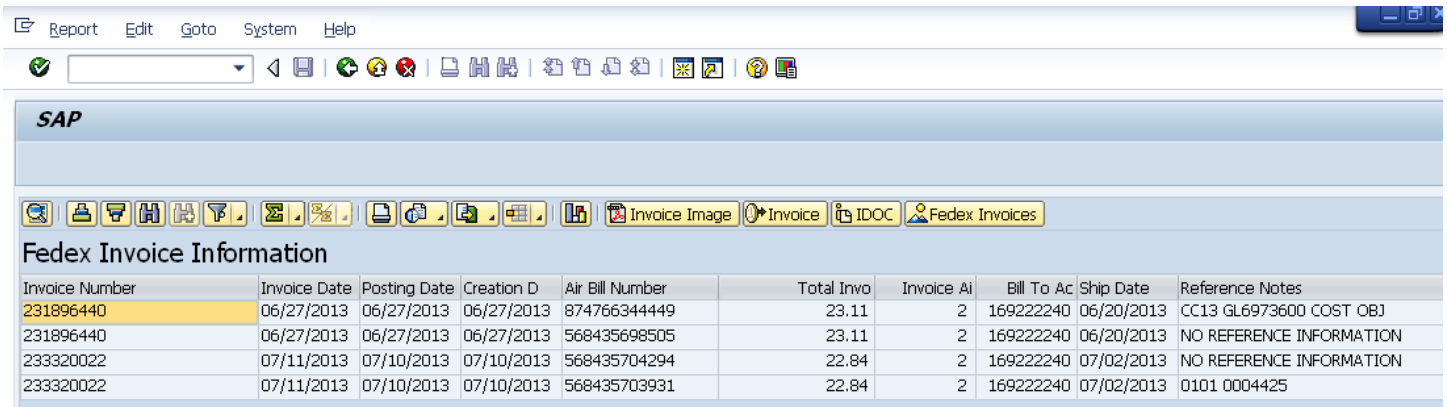
This will bring up your detailed report based on the information provided.

You will see on this screen a row of several quick icons that offer enhanced features for the report.
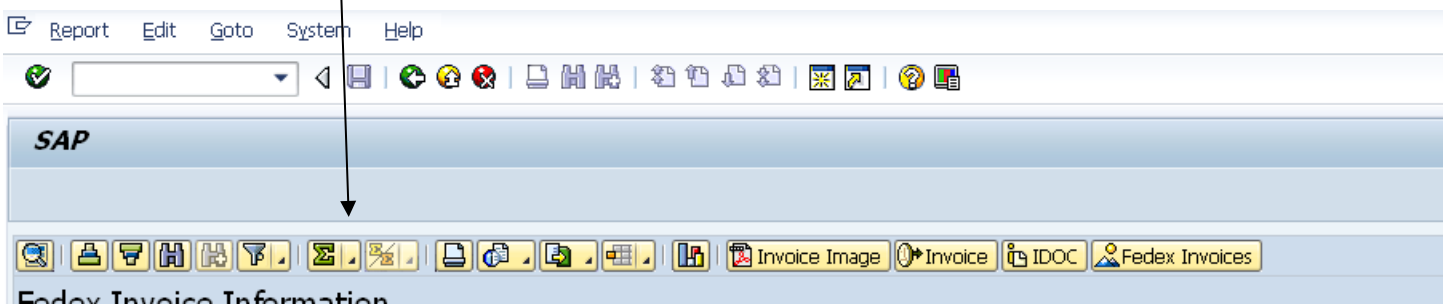
The icons on the bar each function as follows below: See (image of Icon then Screen Shot)

- details –previews all details of a line

Group description	Cell Cont...
Client	100
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
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
Package Recipient City	DURHAM

- sort ascending or descending
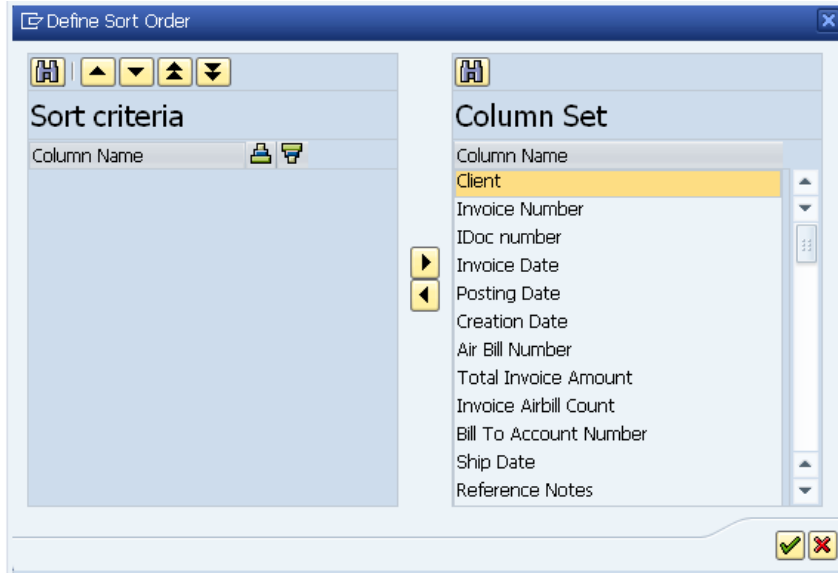
- Find
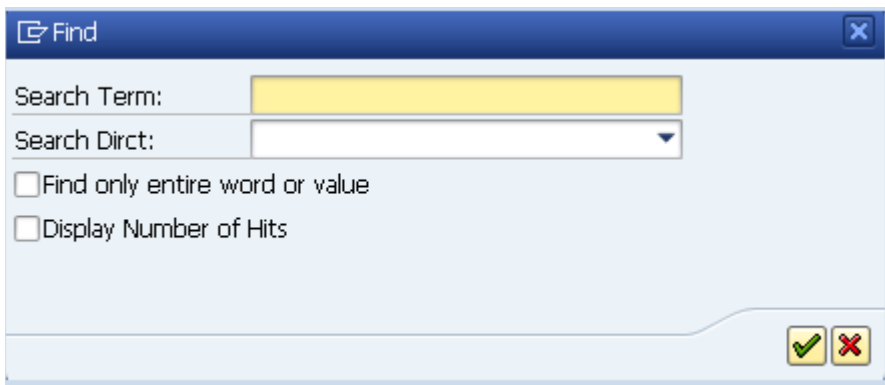
- Filter
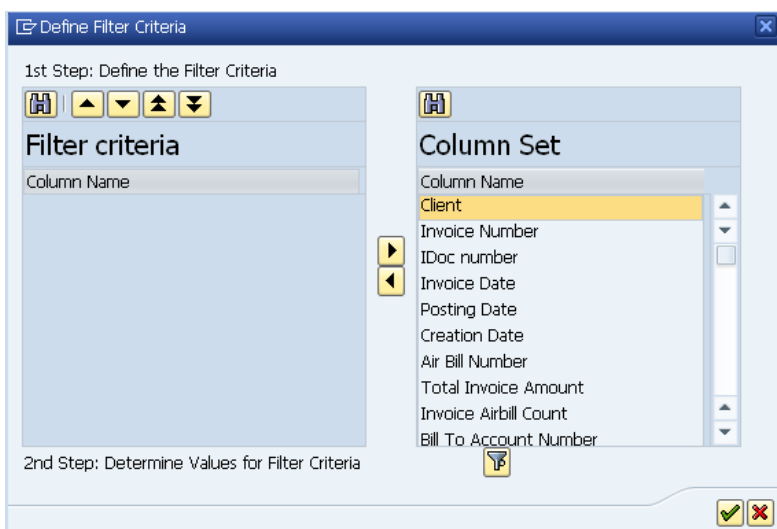
- Total – (Select a column with amounts)

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	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**	
⊥						▪▪	**91.90**	

- Print

- views (changes view of report)

List Output
Grid
Excel inplace

- Export (exports report to various doc types)

Spreadsheet
Word processing
Local File
Send
Office
ABC Analys.
HTML download
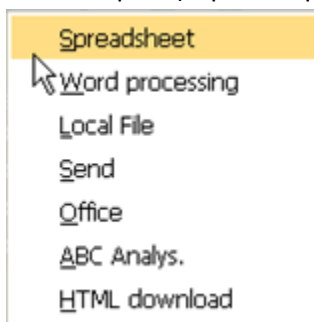
- Choose layout

- Display graphic
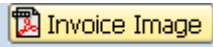
- Displays detailed invoice image

FedEx

Detail Shipment Report

Tracking Id 794279905638	Invoice # 211921959	Cost Alloc 0010*1234567*C
Shipped 12/12/2012 12:00:00AM	Reference 0010*1234567*C	Service FedEx Priority Overnight/International
Type	Packaging FedEx Envelope	Priori Net Charge $14.37
Rebilled	COD Ref	Billed To Prepaid (Bill Sender) Amt Due
Source Automated Source	SVC Code	Billed Acct 123456789 COD Amt
		COD

Type Express Rate Scale 0000208	Region Origin Zip 277	PS Bundle Num 0
Consolodated Acct		Commit Date
	Region 04	Cust. Dept
Cust Inv #	Multweight Id	
	Customer PO	Master Tracking ID
Exception		

Shipper	Recipient	Original Recipient
John Doe		
John Doe	Jane Doe, Jeff Doe	
Duke Department My Addre	1234 NW 104TH CT	
DURHAM,NC,27708US	GAINESVILLE,FL,32606US	
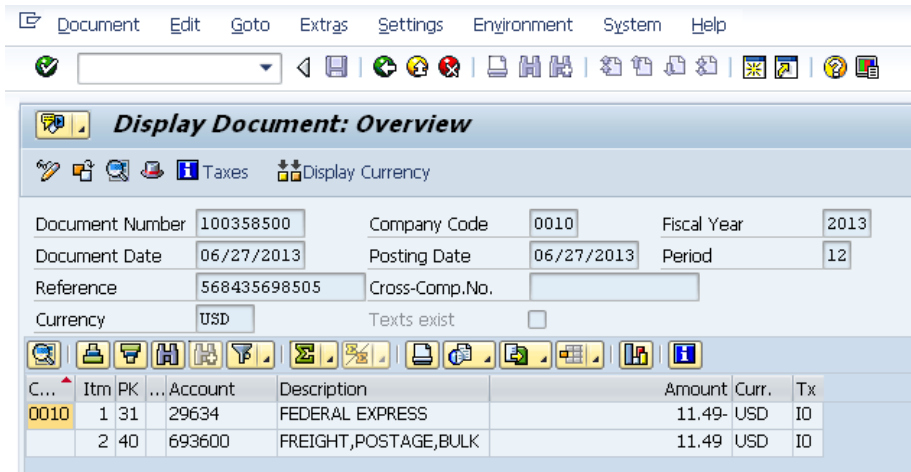
Pickup Code Shippers Door	Hold/Deliv Deliver	
Signed By SIGNATURE NOT SUPPLIED	Delivered 12/13/2012 10:56:00AM	Original Id Destination Id
Released By	Status	Deliv Sched BC - Primary Service Area
POD Status		Attempted
	POD Deliv Addr	POD Request
Delivery Exception		

Pieces 1		Declared Value
Weight 1.00 Pounds	Original Weight 1.00 Pounds	Customs value
	Oversized	Revenue Thresh $81947.31
Customs Entry #		Dangerious Goods

Misc. Charges	Charge Amount	Original Amount	Exchange Rate
Freight Charge	26.10 USD	26.10 USD	1.00
Fuel Surcharge	1.71 USD	1.71 USD	1.00
Residential Delivery Surcharge	3.00 USD	3.00 USD	1.00
Discount Amount	(14.09) USD	(14.09) USD	1.00
Earned Discount	(2.35) USD	(2.35) USD	1.00

- **Invoice** Displays SAP document overview

- **IDOC** 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.

Document Edit Goto Extras Settings Environment System Help

Display Document: Overview

Taxes   Display Currency

Document Number	100010168	Company Code	0010	Fiscal Year	2014
Document Date	07/11/2013	Posting Date	07/10/2013	Period	1
Reference	568435704294	Cross-Comp.No.			
Currency	USD	Texts exist			

C...	Itm	PK	...	Account	Description	Amount	Curr.	Tx
0010	1	31		29634	FEDERAL EXPRESS	11.42-	USD	I0
	2	40		693600	FREIGHT,POSTAGE,BULK	11.42	USD	I0

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

Vendor	29634	FEDERAL EXPRESS	G/L Acc	200900
Company Code	0010	PO BOX 371741		
Duke University		PITTSBURGH	Doc. no.	100010168

Line Item 1 / Invoice / 31

Amount	11.42	USD
Tax code	I0	

Additional Data

Disc. base	11.42	USD	Disc. amount	0.00	USD
Payt Terms	N20		Days/percent	20 0.000 % 0 0.000 % 0	
Bline Date	07/11/2013		Fixed		
Pmnt Block			Invoice ref.	/ / 0	
Pmt Method	Pmt meth.supl.				
Payment Ref.					
Collect.inv.	0				
Assignment	20130711				
Text	BEN EDMUNDSON,07/02/2013,LEIGH ANNE ARNOLD		Long text		

Document Header: 0010 Company Code

Field	Value	Field	Value
Document Type	YD I Non-Ref Vend Inv		
Doc.Header Text	233320022		
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	010001016800102014	Log.System	PRD100
Entered by	WF-BATCH	Parked by	
Entry Date	07/10/2013	Time of Entry	16:17:53
TCode	BAPI		
Changed on		Last update	
Ref.key(head) 1		Ref.key 2	

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