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

```
Fedex Report

Fedex Invoice
  Fedex Invoice Number
  Invoice Date
  Tracking Number

Fedex Information
  Bill To Account

SAP Info Area
  Posting Date
  Creation Date

Account Information
  Company Code
  Cost Center
  WBS Element

Report Variant
```

---

**SAP Advanced reporting for FedEx**

---

1 | Page
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

**Sapinfo:**
- 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
- sort ascending or descending

- **Find**

  - **Search Term:**
  - **Search Dirct:**
  - Find only entire word or value
  - Display Number of Hits

- **Filter**
- Total – (Select a column with amounts)

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Posting Date</th>
<th>Creation D</th>
<th>Air Bill Number</th>
<th>£ Total Inv</th>
<th>Invoice A</th>
</tr>
</thead>
<tbody>
<tr>
<td>231896440</td>
<td>06/27/2013</td>
<td>06/27/2013</td>
<td>06/27/2013</td>
<td>874750344449</td>
<td>23.11</td>
<td>2</td>
</tr>
<tr>
<td>231896440</td>
<td>06/27/2013</td>
<td>06/27/2013</td>
<td>06/27/2013</td>
<td>56843568506</td>
<td>23.11</td>
<td>2</td>
</tr>
<tr>
<td>233320022</td>
<td>07/11/2013</td>
<td>07/10/2013</td>
<td>07/10/2013</td>
<td>568435704294</td>
<td>22.84</td>
<td>2</td>
</tr>
<tr>
<td>233320022</td>
<td>07/11/2013</td>
<td>07/10/2013</td>
<td>07/10/2013</td>
<td>568435703901</td>
<td>22.84</td>
<td>2</td>
</tr>
</tbody>
</table>

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

- Subtotal = 46.22
- Subtotal = 45.68
- Total = 91.90

- Print

- views (changes view of report)

- Export (exports report to various doc types)

- Choose layout

- Display graphic
# Detail Shipment Report

**Tracking Id**: 794279905638  
**Shipped**: 12/12/2012 12:00:00AM  
**Type**: Rebilled  
**Source**: Automated Source  
**Invoice #**: 211921359  
**Reference**: 0010*1234567°C  
**Packaging**: FedEx Envelope  
**CCD Ref**: NVG Code  
**Cost Alloc**: 0010*1234567°C  
**Service**: FedEx Priority Overnight/International  
**Priori**: Net Charge $14.37  
**Billed To**: Prepaid (Bill Sender)  
**Ant Due**:  
**Billed Acc #**: 123456789  
** COD**:  

## Details

<table>
<thead>
<tr>
<th>Shipment Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type Express</strong></td>
<td>Rate Scale 0000208</td>
</tr>
<tr>
<td><strong>Consolidated Acct</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cust Inv #</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Shipment Details

- **Shipper**: John Doe  
- **Recipient**: Jane Doe, Jeff Doe  
- **Department**: My Addr  
- **Address**: 1234 NW 104TH CT GAINESVILLE, FL 32606US  
- **Zip**: 27708US

## Delivery Details

- **Pickup Code**: Shippers Door  
- **Signed By**: SIGNATURE NOT SUPPLIED  
- **Released By**: POC Status  
- **Hold/Deliv**: Deliver  
- **Delivered**: 12/12/2012 10:56:00AM  
- **POD Deliv Addr**:  
- **Original Id**:  
- **Destination Id**: Deliv Sched BC - Primary Service Area  
- **Status**: Attempted  
- **POD Request**:  

## Delivery Exception

- **Pieces**: 1  
- **Weight**: 1.00 Pounds  
- **Customs Entry #**:  
- **Original Weight**: 1.00 Pounds  
- **Oversized**:  

## Misc. Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge Amount</th>
<th>Original Amount</th>
<th>Exchange Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Charge</td>
<td>26.10 USD</td>
<td>26.10 USD</td>
<td>1.00</td>
</tr>
<tr>
<td>Fuel Surcharge</td>
<td>1.71 USD</td>
<td>1.71 USD</td>
<td>1.00</td>
</tr>
<tr>
<td>Residential Delivery Surcharge</td>
<td>3.00 USD</td>
<td>3.00 USD</td>
<td>1.00</td>
</tr>
<tr>
<td>Discount Amount</td>
<td>(14.09) USD</td>
<td>(14.09) USD</td>
<td>1.00</td>
</tr>
<tr>
<td>Earned Discount</td>
<td>(2.35) USD</td>
<td>(2.35) USD</td>
<td>1.00</td>
</tr>
</tbody>
</table>
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.
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