In October 2012 we went live with an advanced reporting transaction (ZUPS_RPT) specifically designed for the electronically billed UPS 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 UPS 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 “ZUPS_RPT” and hit enter.

The UPS Report screen will open

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

- UPS Invoice Number - single or range
- Invoice date - single or range
- Tracking number (airbill) - single or range
- Bill to account (The UPS 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
- **Sort**:
  - Sort ascending or descending

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

- **Filter**:
  - Define Filter Criteria
- **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>A/R Bill Number</th>
<th>Total Invo</th>
<th>Invoice A/P</th>
</tr>
</thead>
<tbody>
<tr>
<td>231895440</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>231895440</td>
<td>06/27/2013</td>
<td>06/27/2013</td>
<td>06/27/2013</td>
<td>560435668505</td>
<td>23.11</td>
<td>2</td>
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</tr>
<tr>
<td>235320022</td>
<td>07/11/2013</td>
<td>07/10/2013</td>
<td>07/10/2013</td>
<td>560435704294</td>
<td>22.84</td>
<td>2</td>
</tr>
<tr>
<td>235320022</td>
<td>07/11/2013</td>
<td>07/10/2013</td>
<td>07/10/2013</td>
<td>560435703901</td>
<td>22.84</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Posting Date</th>
<th>Creation D</th>
<th>A/R Bill Number</th>
<th>Total Invo</th>
<th>Invoice A/P</th>
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- **Print**

- **views** (changes view of report)

- **Export** (exports report to various doc types)

- **Choose layout**

- **Display graphic**
# Detail Shipment Report

<table>
<thead>
<tr>
<th>Invoice date</th>
<th>01/05/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice number</td>
<td>0000002087AR019</td>
</tr>
<tr>
<td>Shipper number</td>
<td>2087AR</td>
</tr>
<tr>
<td>Tracking number</td>
<td>122087AR9096131259</td>
</tr>
<tr>
<td>Ship Date</td>
<td>01/04/2019</td>
</tr>
<tr>
<td>Reference</td>
<td>4990014</td>
</tr>
<tr>
<td>Cost allocation</td>
<td>2010<em>4990014</em>C</td>
</tr>
<tr>
<td>Net Charge</td>
<td>2.25-</td>
</tr>
<tr>
<td>Invoice Type</td>
<td>Credit Memo</td>
</tr>
</tbody>
</table>

**Sender:**
Benjamin Drummond  
13 Storer Creek Road  
TWISP, WA, 98956 US

**Receiver:**
OTSNAO  
OTS  
408 SWIFT AVE  
DURHAM, NC, 27705 US

**Zone**

<table>
<thead>
<tr>
<th>Charge Description</th>
<th>Published Charge (2.25) USD</th>
<th>Billed Charge (2.25) USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Net Charge 2.25-
- Displays SAP document overview

- idoc (Duke Internal USE)

- UPS 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 UPS 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.
- UPS “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 - UPS invoice number
- Airbill Number – tracking number of the shipment
- Bill to Account – UPS 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