

Customer Invoice and Grant Receivable



A “ZG” document is used to bill the sponsor of the grant for grant related expenditures. This document is considered the receivable due from the sponsor (Federal Government or other entity issuing the grant). The “YG” document is used to record the funds received from the sponsor and clears against the “ZG”.

This job aid will provide instructions on how to create a ZG Grant Billing and a YG Grant Receipts with Customer document.

To create a ZG Grant Billing document:

1) Enter T-Code: **FV70**



2) Enter the following information:

- **Customer number**
The customer number will be your Sponsor on the Grant Master Data (T-Code: GMGRANTD).
- **Invoice Date**
- **Reference**
The Reference is a unique way for the agency to identify the invoice.
- Select Document Type of **ZG Grant Billing**
- Enter the **Amount**

Park Customer Invoice: Company Code SOMS

Menu | Save parked document | Back | Exit | Cancel

Transactn: R Invoice

Basic data | Payment | Details | Tax

Customer	6000000016	SGL Ind	<input type="checkbox"/>
Invoice date	01/08/2016	Reference	INVOICE 1
Posting Date	01/08/2016		
Document Type	ZG Grant Billing		
Amount	500.00	USD	<input type="checkbox"/> Calculate tax
Tax Amount			
Text			
Paymt terms	Due immediately		
Baseline Date	01/08/2016		
Company Code	SOMS State of Mississippi Jackson		
Lot No.			

Customer Invoice and Grant Receivable



- Go to the **Details** tab and enter the same information you entered on the reference field in the **Assign.** Field

- Enter and/or complete the following:
 - G/L Acct** – Input revenue account
 - The amount under the **Amount in doc. curr.** column.
 - The internal order number under the **Order** column.
 - Press the enter key after you have recorded all your revenue lines.

0 Items (No entry variant selected)

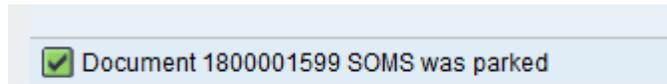
St...	G/L acct	D/C	Amount in doc. curr.	Text	Lo...	Co...	Busi...	Part...	Cost center	Order
	42100000	H Credit	500.00			SOMS				3000000680
		H Credit				SOMS				
		H Credit				SOMS				
		H Credit				SOMS				
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		H Credit				SOMS				
		H Credit				SOMS				
		H Credit				SOMS				

- Make sure document balance and icon is green and select the **Save as completed** button.

Customer Invoice and Grant Receivable



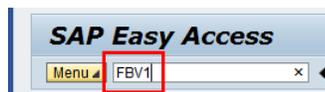
- 6) After the document is saved as complete, you should receive a document number and the document should be available for workflow. Please write document number down because you will need to reference number when creating your YG documents.



- 7) After this document has posted and you have received your funds from the grant sponsor, please follow the next steps to post the **YG** document.

Creating a YG Grant Receivable with Customer document

- 1) Enter T-Code **FBV1**



- 2) Enter and/or complete the following:

- **Document Date**
- Select **Doc. Type: YG**
- Enter **Reference**
 - DFA suggest using the same as what's on the invoice document.
- Under **Control** leave the box checked
- Under **First line item** enter
 - **PstKy: 15 Incoming Payment**
 - **Account:** The Customer Number

Customer Invoice and Grant Receivable



Park Document: Document Header

Menu [] [Back] [Exit] [Cancel] [System] [Fast Data Entry] [Acct model]

Document Date	11/04/2015	Doc. Type	YG	Company Code	SOMS
Posting Date	11/04/2015	Period	5	Currency	USD
Document Number		Translatn Date			
Reference	Invoice 1				
Doc.Header Text					
Partner BArea					

Control

Only transfer amnts in document curr.in invoice

First line item

PstKy	15	Account	6000000141	x	L Ind		TType	
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- 3) Hit enter and enter the **Amount**
- 4) Enter the customer invoice document number on the **Invoice ref.** field
- 5) Under the **Next line item** enter
 - **PstKy: 40 Debit Entry**
 - **Account: Cash G/L Acct**

Park Document: Enter Customer Item

Menu [] [Save] [Back] [Exit] [Cancel] [System] [Overview] [Previous item] [Next item]

Customer: 6000000141 Department of Education G/L Acc: 13000000
Company Code: SOMS 210 E. Capitol Street
State of Mississippi Jackson

Item 1 - Incoming payment / 15

Amount	500.00	USD	
<input type="checkbox"/> Calculate tax			
Contract		Flow Type	
Bus. Area			
Bline Date	11/04/2015	Disc. Amount	
		Invoice ref.	1800001599 / /
Pmnt Block		Pmt Method	
Assignment			
Text			[Long Texts]

Next line item

PstKy	40	Account	10060000	x	L Ind		New co.code	
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- 6) Hit enter and you will receive a message at the bottom that says **"Data was Copied"**.
- 7) Hit enter key again and input a **"**"** or fill in the dollar value in the **Amount** field and hit enter key

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Park Document: Enter G/L Account Item

Menu [] Save Back Exit Cancel System Overview Previous item Next item

G/L Account 10060000 Cash - Direct Postings
Company Code SOM5 State of Mississippi

Item 2 / Debit entry / 40

Amount [] x USD

Calculate tax
 W/o Cash Dscnt

Park Document: Change G/L Account Item

Menu [] Save Back Exit Cancel System Overview Previous item Next item

G/L Account 10060000 Cash - Direct Postings
Company Code SOM5 State of Mississippi

Item 2 / Debit entry / 40

Amount 500.00 x USD

Calculate tax
 W/o Cash Dscnt

8) Go to **Menu** then **Document** and select **Complete**

Park Document: Change G

Menu [] Save

Document [] Change Direct
Edit [] Display ppi
Goto [] Check (Shift+F6)
Extras [] Delete
Settings [] Complete (Shift+F5)
Environment [] Park document (Ctrl+S) USD
System [] Post
Help [] Exit (Shift+F3)

9) After you select complete, you should receive a document number and the document should be available for workflow.

Document 1400000699 SOMS was parked

10) Please provide both the ZG and YG document to Treasury as backup documentation in order to release your funds.