

SAP – Internal Provider Billing Quick Reference

Navigating to Create a JV for SAP reqs

From the SAP User Menu screen, follow the navigation path:
User menu → Role ZISP → Billing → Create ISP JV
 Or use the transaction code: **/nzip1**

1. Enter the purchase requisition that you want to post a JV to or use the Matchcode button to search for it.

2. Click the Enter button .

3. Complete text fields and display req line items.

Document date: Date of requisition you want to reference

Close requisition: (optional) Check if your jv will close the balance on the req

Header text: (optional) Any info about the req

Correspondence text: Explanation for the jv

Display all account assignments: (optional) Display all line items on the second IP screen

4. Click the Enter button  to display all line items or double-click on one line item at a time.

5. Debit requisitioner's account.

Invoiced amount: Dollar amount to post to jv from requisitioner's account

Text field: (optional) Description of charge

Due on: Delivery date of goods/services

6. Credit internal provider's account.

Account: G/L account that will be credited

Cost Cntr Cost object to be credited

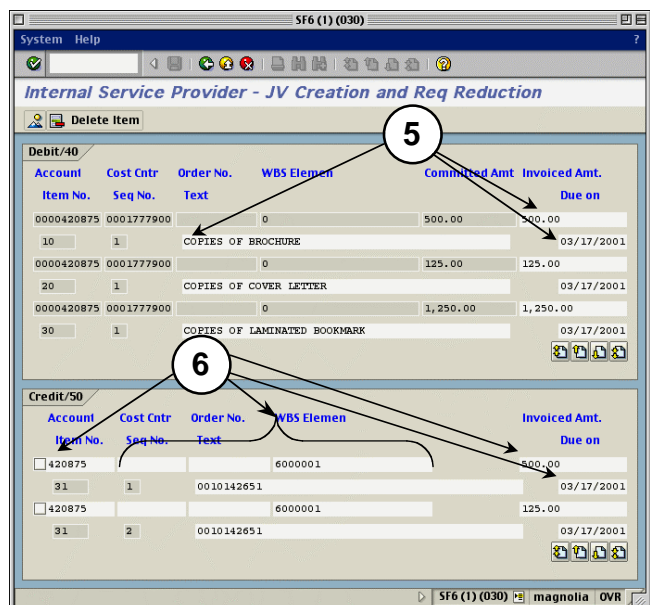
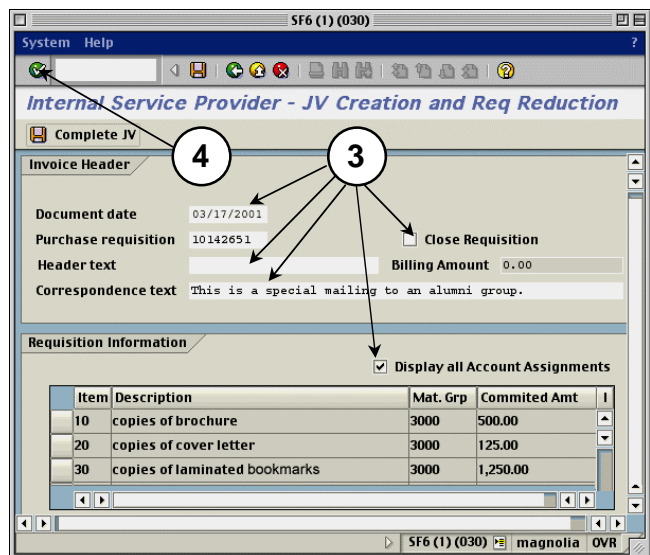
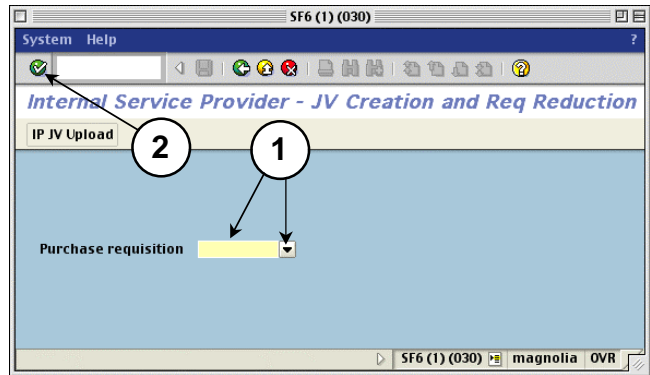
Order No.

WBS Element





Invoiced Amt: Dollar amount of credit or enter asterisk (*) to have SAP calculate it

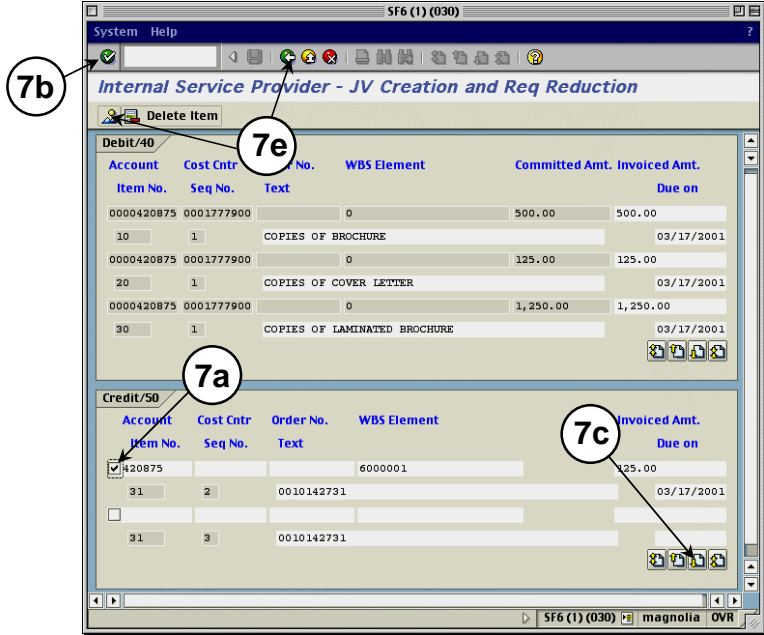
Text field: (optional) Additional info about the req

Due on: Delivery date of goods/services



7. Credit more than one line item (optional).

- a) Click in the check box to the left of the previous line item after you complete it.
- b) Click the Enter button .
- c) Click the Page down button  to see the new line below the one you just filled out for more than two line items.
- d) Repeat steps 5–6 for any other items you wish to post to your account.
- e) Click on the Back button  or on the Overview button .



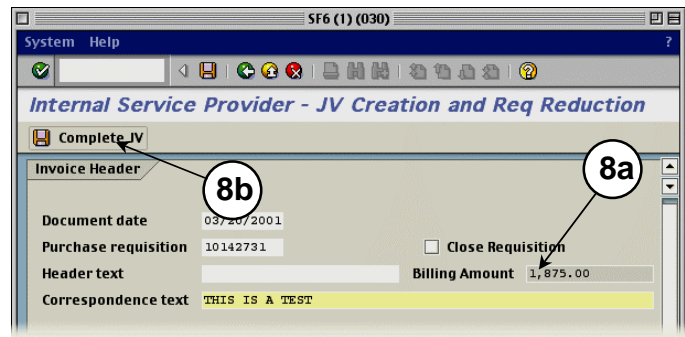
8. Post the journal voucher.

- a) The second IP Billing screen appears. The billing amount changes from 0 to the amount you billed for.
- b) Click on the Complete JV button.

Result if there are no errors:



The first IP Billing screen appears with the req and the new JV document number at the bottom of the screen.

Note: Write down the JV number for future reference.



Result if there are errors:

They appear on the bottom of the second screen.

- Check **Display All Account Assignments**.
- Click the Enter button .
- Fix the errors on the third screen (debits and credits).
- Use the Page down button  to see all line items.
- Repeat steps 7e–8.

