

Configuration Guide Pre-Numbered Invoicing in SAP



Applies to:

SAP ECC 6.0. For more information, visit the [Enterprise Resource Planning homepage](#).

Summary

This article illustrates how to generate Pre-numbered Invoices in SAP that caters to the legal regulations of many countries. These countries provide the pre printed forms to the companies operating in the country, which they need to use to send Invoices to their customers. These forms have government issued invoice numbers. Hence rather than generating a new Invoice number in SAP, the system should take these pre-printed numbers and print the Invoice.

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Author Bio



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Initial Configuration details

In certain countries, you are required by law to issue some documents, such as invoices on preprinted, prenumbered forms. The forms, which you obtain from state-approved agencies, are numbered consecutively, each with its own unique number – the official document number.

You are required to keep a record of all incoming and outgoing prenumbered forms. The system does this for you. When you print out an Invoice on a form, for example, the system automatically records the form's official document number in the Invoice.

Features

The system:

- Enables you to record the official document numbers of documents sent by you to customers.
- Automatically records the official document numbers used when you print out system documents on prenumbered forms
- Automatically changes the official document numbers when you reprint documents (for example, in the event of a prenumbered form going missing or being damaged)
- Enables you to change the official document number assigned to a system document.

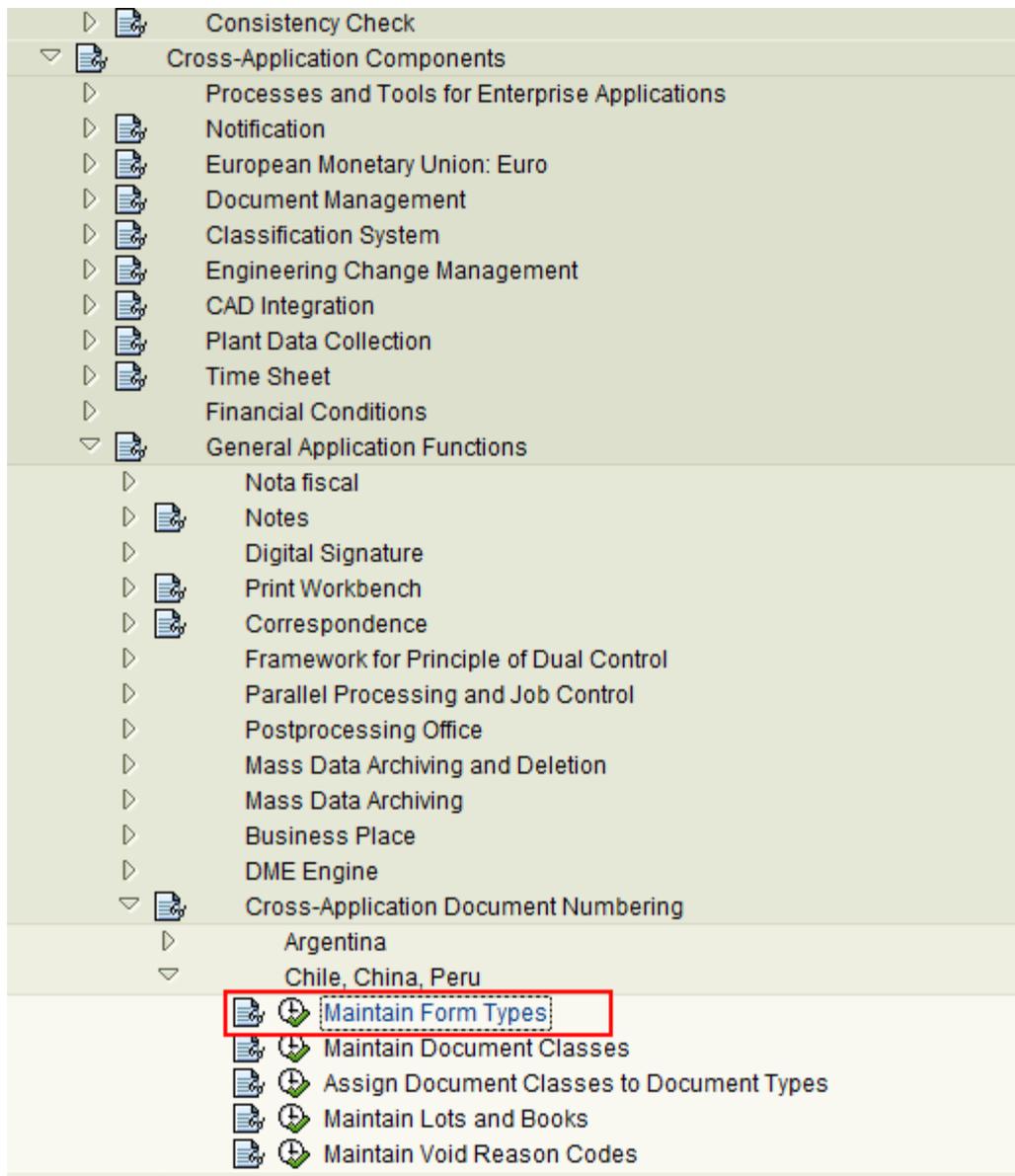
Structure

In the system, you organize your forms as follows:

- For each type of form that you use (for example, invoices or credit notes), you define a form type.
- Approved agencies sell forms in large quantities known as lots. When you purchase a form lot, you record it in the system.
- You can divide lots up into more manageable chunks known as books. Again, you must record each of these books in the system.

SPRO Menu Path

Maintain Form Type



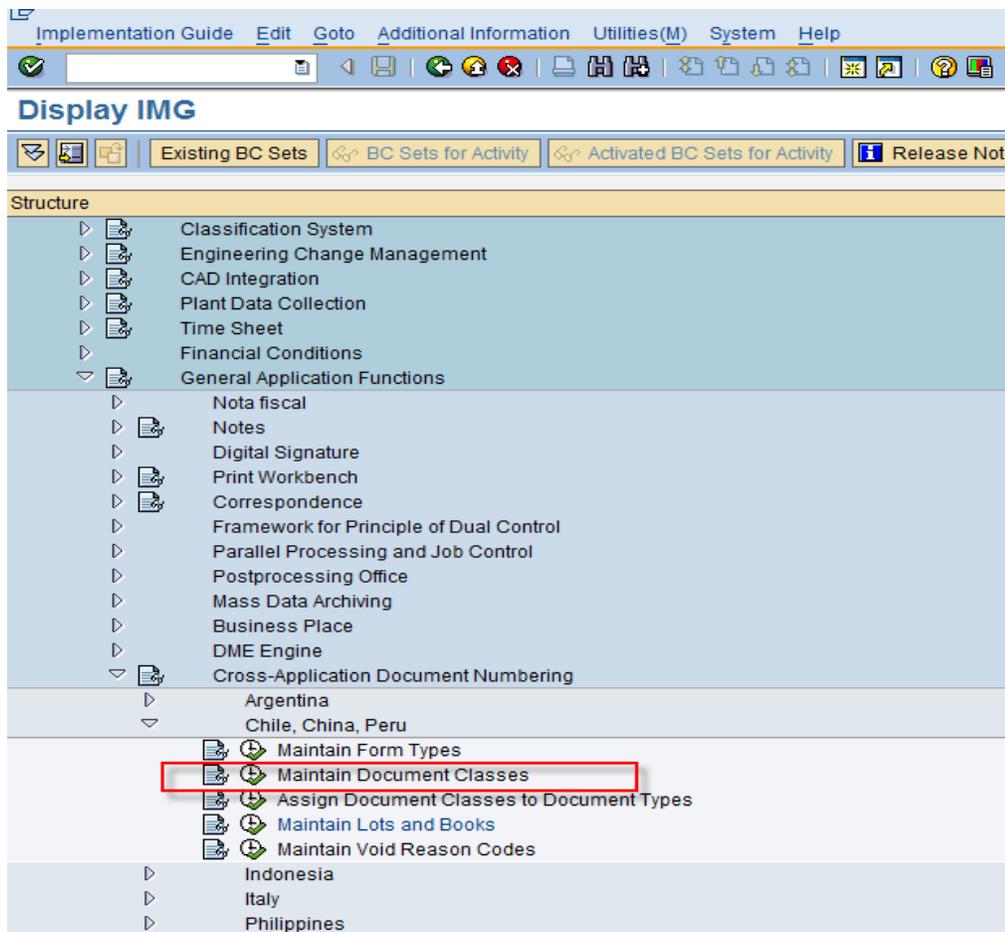
The form type distinguishes between different types of prenumbered forms prescribed by the authorities, for example, invoices or delivery notes. You define a form type for every type of prenumbered form used in your country (or those that you use).

The screenshot shows the 'New Entries' dialog box with a table of existing form types. The table has columns for Country (Ctry), Name, Form Type, and Description.

Ctry	Name	Form Type	Description
CL	Chile	FK	Invoice (dummy)
CL	Chile	GR	Dely note (dummy)

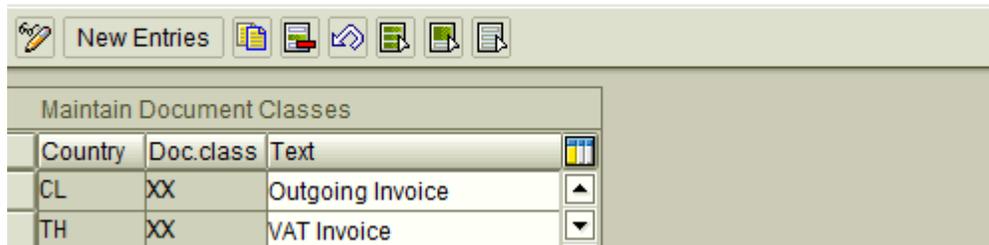
See if the standard Form type description for Chile fits your needs or else new form types can be defined using based on your needs using 'New Entries'.

Maintain Document Classes.



Document Classes are used to further distinguish between different types of invoicing needs that a country might have. Based on the document classes, you can make the pre-numbered functionality behave differently like have a different Accounting document or Date check function can be activated etc.

Change View "Maintain Document Classes": Overview



See if the standard Document class description for Chile fits your needs or else new Document classes can be defined based on your need using 'New Entries'

Assign Document Classes to Document type.

In this IMG activity, you assign each document class to the appropriate accounting document types

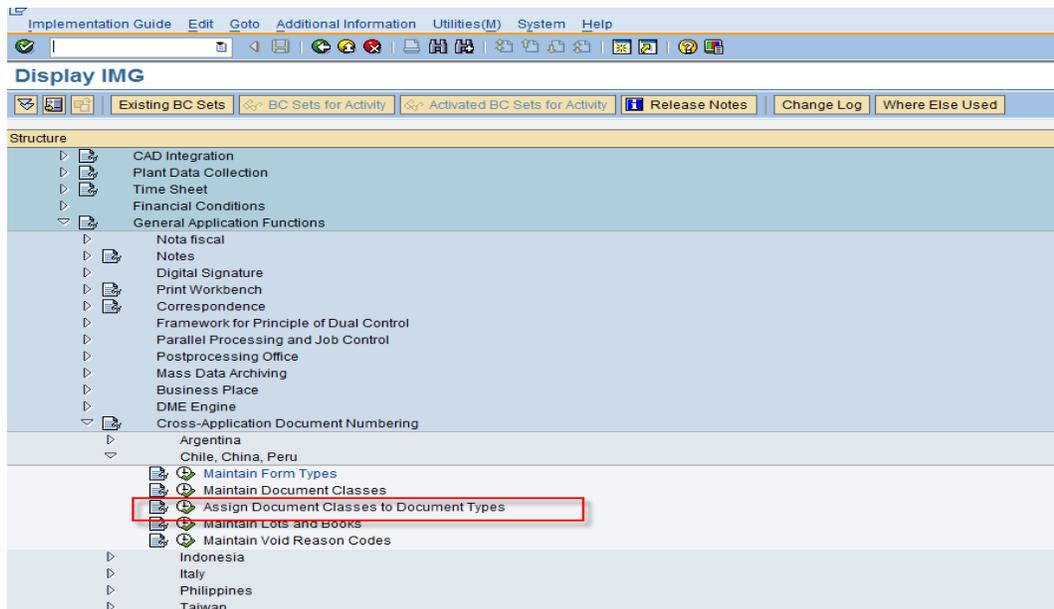


Table View Edit Goto Selection Utilities System Help

Change View "Assign Document Classes to Document Types": Details

New Entries

Country Chile

Document Type Billing Doc.Transfer

Assign Document Classes to Document Types

Doc.class Outgoing Invoice

Official Doc.Number

Special case: zero-value billing	Alt. control of official document numbering
<input checked="" type="checkbox"/> Force Numbering	<input type="checkbox"/> Self-issued doc.
	If so, then: <input type="checkbox"/> Check Date

Credit Invoice

Maintain Lots and Books.

Implementation Guide Edit Goto Additional Information Utilities(M) System Help

Display IMG

Existing BC Sets BC Sets for Activity Activated BC Sets for Activity Release Notes

Structure

- ▶ Plant Data Collection
- ▶ Time Sheet
- ▶ Financial Conditions
- ▼ General Application Functions
 - ▶ Nota fiscal
 - ▶ Notes
 - ▶ Digital Signature
 - ▶ Print Workbench
 - ▶ Correspondence
 - ▶ Framework for Principle of Dual Control
 - ▶ Parallel Processing and Job Control
 - ▶ Postprocessing Office
 - ▶ Mass Data Archiving
 - ▶ Business Place
 - ▶ DME Engine
 - ▼ Cross-Application Document Numbering
 - ▶ Argentina
 - ▼ Chile, China, Peru
 - ▶ Maintain Form Types
 - ▶ Maintain Document Classes
 - ▶ Assign Document Classes to Document Types
 - ▶ **Maintain Lots and Books**
 - ▶ Maintain Void Reason Codes
 - ▶ Indonesia
 - ▶ Italy
 - ▶ Philippines
 - ▶ Taiwan

A Lot is a quantity of Prenumbered forms as sold by official stationers. When you buy a new lot, you enter it in the system. You assign each lot a number of your own, an internal number. This is the number that you use within your business. You also record the lot's official number, as issued by the authorities. This is the number that you use in official correspondence.

For each lot, you also enter the official document numbers of all the forms that it contains. You can also specify which form type the forms in this lot belong to and the date that you purchased the lot on.

To make lots more manageable, you can divide them into books. Hence Books are the further break-up of the Lots into smaller manageable bunch of numbers.

The last document number issued for a lot and a book is recorded automatically in this configuration.

Determine Work Area: Entry

Work Area
CL01

Company Code

Further select cond. Append

Change View "Lots": Details

New Entries

Dialog Structure

- Lots
- Books

Company Code: CL01 Country Template: CL

Internal Lot No.: CL01 Lot Number 01 for CL01

Lots

Official Lot No.: A

Official Doc. No.: 00225500 To 00226000

Additional Information

Form Type: FK Invoice (dummy)

Purchase Date: 04.08.2009

The Official Lot number field is printed as a Prefix to the actual pre-number that is generated by the system when you carry out the pre-numbered form transaction IDCP. This field can be used based on the Lot that has been purchase. Example the Invoice number would be A 225500

Double click the Books node on the left panel

Change View "Lots": Details



Company Code: CL01 Country Template CL

Internal Lot No.: CL01 Lot Number 01 for CL01

Lots

Official Lot No.: A

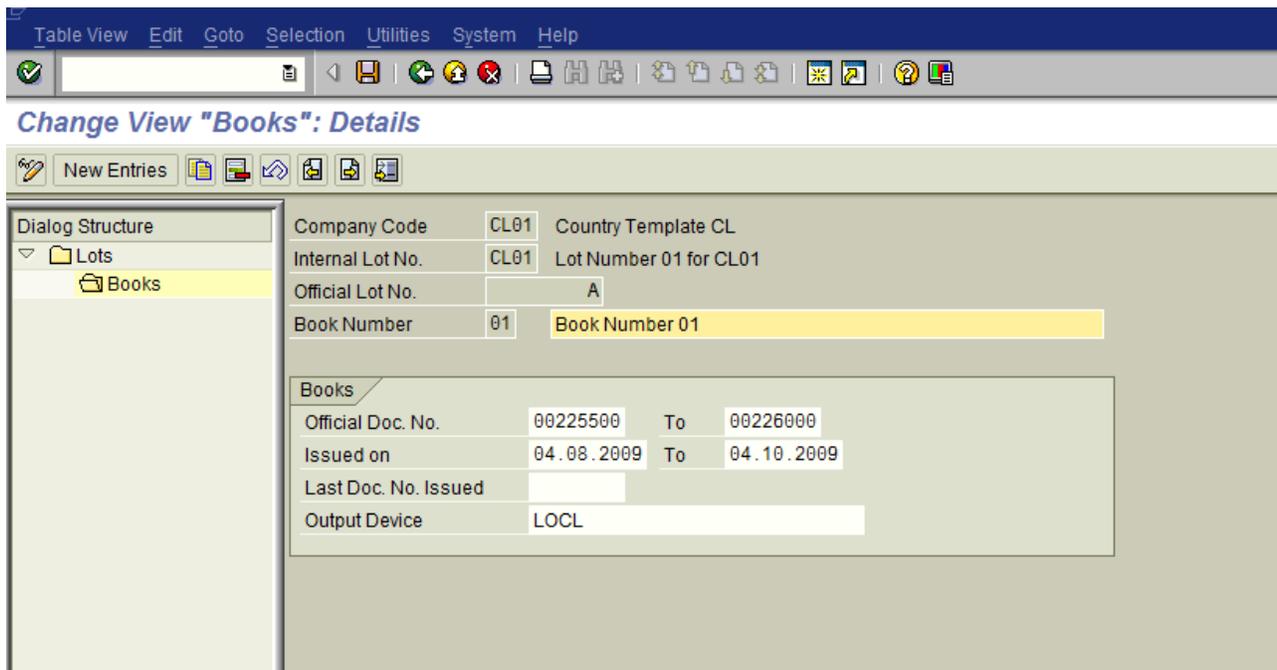
Official Doc. No.: 00225500 To 00226000

Additional Information

Form Type: FK Invoice (dummy)

Purchase Date: 04.08.2009

The actual document number needs to be filled in during go-live as per the then existing inventory of pre-numbered form.



Company Code: CL01 Country Template CL

Internal Lot No.: CL01 Lot Number 01 for CL01

Official Lot No.: A

Book Number: 01 Book Number 01

Books

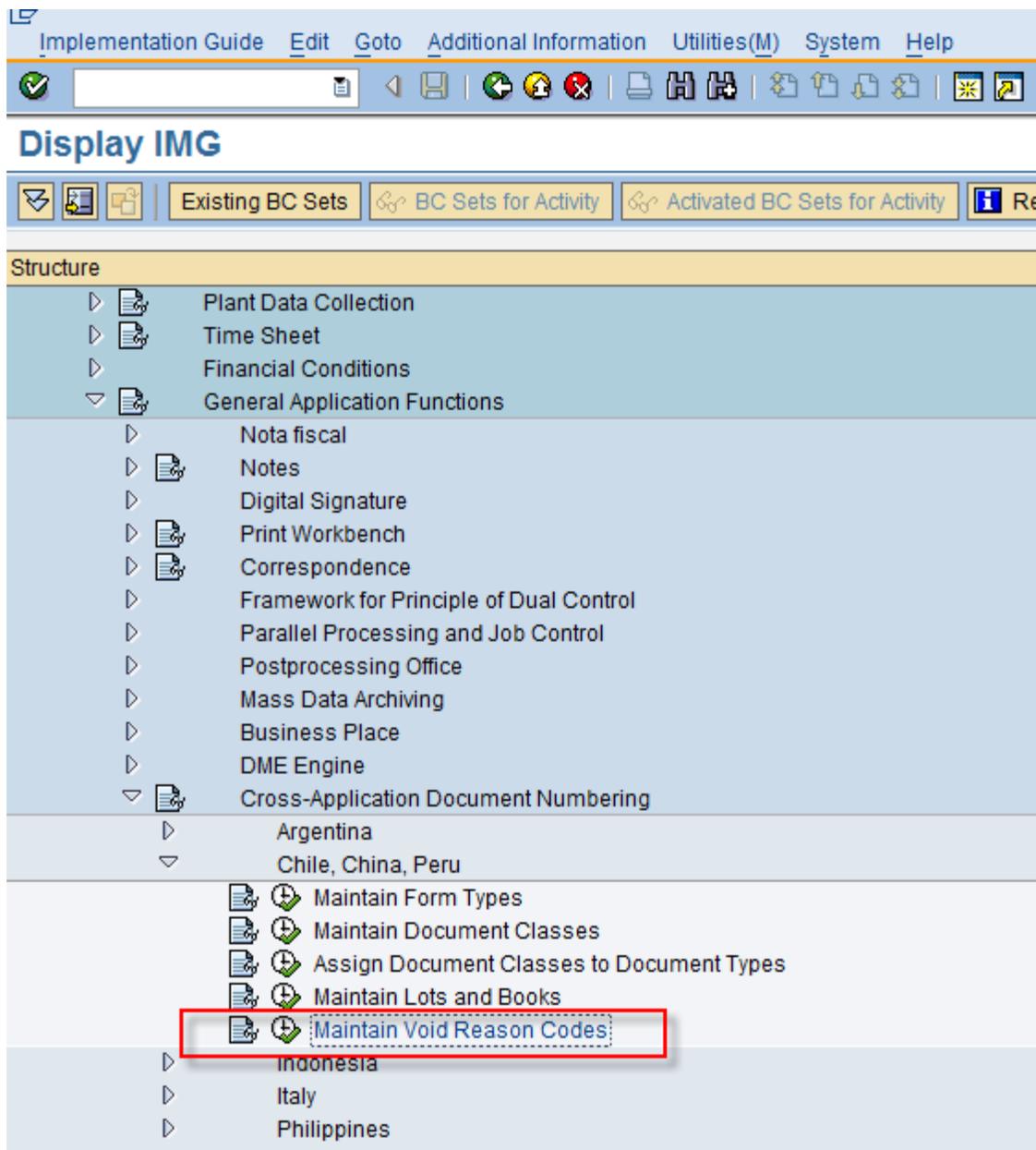
Official Doc. No.: 00225500 To 00226000

Issued on: 04.08.2009 To 04.10.2009

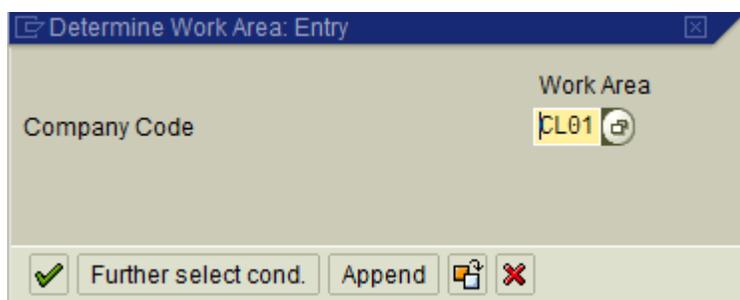
Last Doc. No. Issued:

Output Device: LOCL

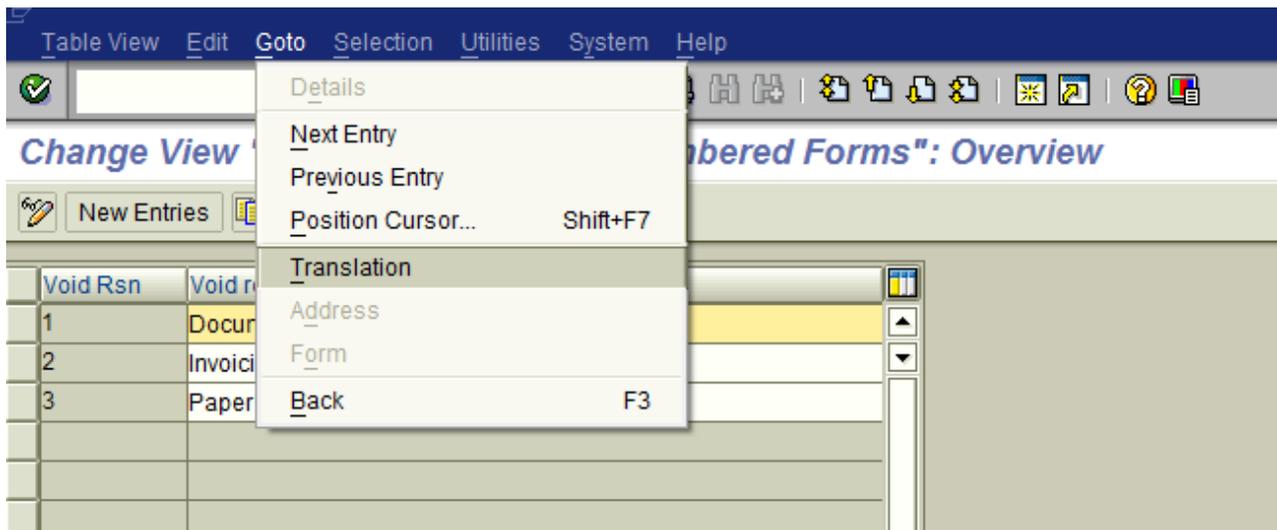
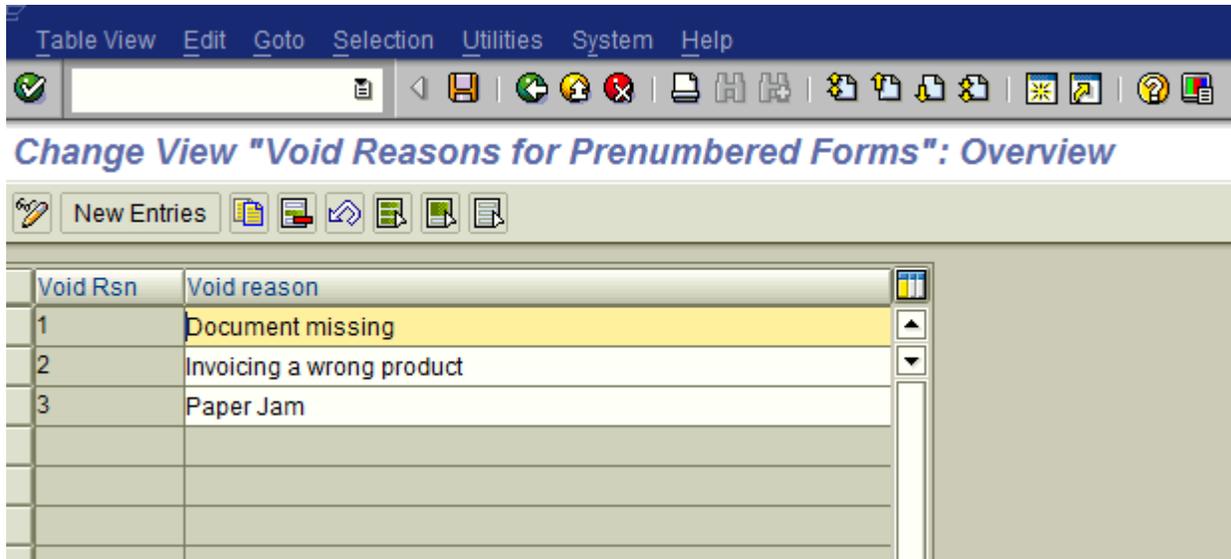
If the pre-numbered forms are contained in different sets, then you have to create more Book numbers.

Maintain Void Reason.

In this config activity, you define reasons for voiding prenumbered documents. When a clerk voids a document, using the **Used Prenumbered Forms Report** or the **Void Unused Prenumbered Documents** function, he enters one of the reasons that you have defined.



The following reason codes can be given as an example. Translations need to be maintained in the local language.



The transactional procedure to generate the Pre-numbered form in SAP will be given in a separate document

Related Content

For more information, visit the [Enterprise Resource Planning homepage](#)

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