

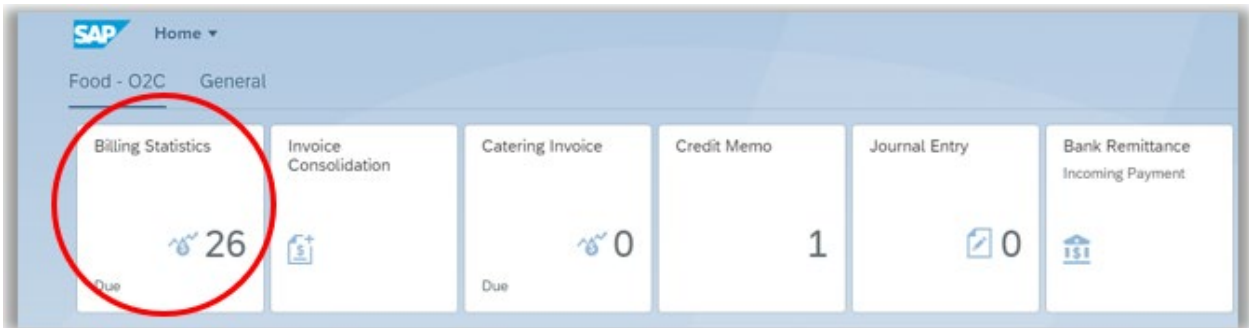
Auto-Populating Billing Statistics in SAP Fiori

When working in the SAP Fiori Billing Statistics module, you can **copy the billing statistics from the previous invoice**.

Note: This feature copies only contract statistics, **not** one time lines.

How to copy the billing statistics from the previous invoice:

1. Log into SAP Fiori and open the module related to billing statistics. Depending on your specific step up, the module may be named **Billing Statistics** or a similar name.



2. Click to **select** the record you'd like to update (the record will be in "Due" status).

98478001

WEEKLY RES MEAL PLANS STUB AND YEAR 1
Contract Description

Cost Center Name: UW CAW MARKET
Customer Number: 100043855
Customer Name: UNIVERSITY OF WINDSOR
Contract Number: 600154332

Billing Schedule (11) MM/DD/YYYY

Settlement From	Settlement To	Billing Date	Status
07/09/2023	07/15/2023	07/15/2023	Temp Closure
07/16/2023	07/22/2023	07/22/2023	Temp Closure
07/23/2023	07/29/2023	07/29/2023	Temp Closure
07/30/2023	08/05/2023	08/05/2023	Invoiced
08/06/2023	08/12/2023	08/12/2023	Invoiced
08/13/2023	08/19/2023	08/19/2023	Due
08/20/2023	08/26/2023	08/26/2023	Open

3. In the lower right corner of the screen, click **Enter Statistics**.

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Billing Schedule (11) MM/DD/YYYY

Settlement From	Settlement To	Billing Date	St
07/09/2023	07/15/2023	07/15/2023	Temp Clo
07/16/2023	07/22/2023	07/22/2023	Temp Clo
07/23/2023	07/29/2023	07/29/2023	Temp Clo
07/30/2023	08/05/2023	08/05/2023	Invo
08/06/2023	08/12/2023	08/12/2023	Invo
08/13/2023	08/19/2023	08/19/2023	
08/20/2023	08/26/2023	08/26/2023	C
08/27/2023	09/02/2023	09/02/2023	C
09/03/2023	09/09/2023	09/09/2023	C
09/10/2023	09/16/2023	09/16/2023	C
09/17/2023	09/23/2023	09/23/2023	C

Enter Statistics Skip Billing

4. You'll be prompted with an option to copy the prior sales order's billing statistics into your new request. Click **Yes**.

a. Note: If you click No, the statistics will be blank and you'll manually enter the statistics.

Confirm

Do you want to copy the prior sales order's billing statistics into your new request?

Yes No

- 5. You'll now see the statistics from the previously submitted sales order. You can **edit** one, some, or all of the contract statistics.

The screenshot displays the 'Contract Statistics' page for contract 98478001. The contract description is 'WEEKLY RES MEAL PLANS STUB AND YEAR 1'. Key details include Contract Number: 600154332, Billing Date: 08/19/2023, and Service Dates: 08/13/2023 To 08/19/2023. A summary bar shows 4 Contract Statistics and 0 One Time Lines. Below this, a 'Total Items - 4' section is followed by two line items:

- RES MP MINIMUM- ZERO DOLLAR INVOICE** (Line Item 10):
 - Number of Residents: 115.000
 - Number of Board Days: 7.000
 - Semester Days: 62.00
- RES MP LIGHT- ZERO DOLLAR INVOICE** (Line Item 20):
 - Number of Residents: 169.000
 - Number of Board Days: 7.000
 - Semester Days: 62.00

At the bottom right, there are two buttons: 'Save Statistics' and 'Submit Statistics'.

- 6. **Proceed with the invoice as normal**, including submitting the statistics, order preview, and approving/rejecting the invoice.