User Guide | PUBLIC
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Application Help for SAP Treasury G-Invoicing for SAP S/4HANA

THE BEST RUN

Content

1 SAP Treasury G-Invoicing for SAP S/4HANA

Product Information

Product	SAP Treasury G-Invoicing for SAP S/4HANA
Release	2022 FPS03
Based On	SAP S/4 HANA OP 2022, SAP S/4HANA Foundation 2022, and SAP NetWeaver Application Server for ABAP 7.52 for SAP S/4HANA
Product Assistance Published	March 25, 2024

Use

Government Invoicing (G-Invoicing) is a long-term, sustainable solution, intended to improve the quality of the United States' Intragovernmental Transactions (IGT) - Buy/Sell data and to support more accurate financial management by Federal trading partners. Driven by the US Treasury, G-Invoicing will address current buy-sell accounting and reporting challenges by:

- Providing a common platform for brokering all IGT buy/sell activity
- Implementing a Federal IGT buy/sell activity

The US Treasury has mandated that G-Invoicing be implemented by the start of fiscal year 2023 per the US Federal fiscal calendar. Federal agencies must comply with this mandate and need to ensure that their ERP capabilities are enhanced to support the directive.

This release of SAP Treasury G-Invoicing for SAP S/4HANA is compatible with US Treasury G-Invoicing release 4.3.

2 Document History

See what changes have been made to this document since it was first released.

> ⓘ Note
>
> The latest version of this document is available on SAP Help Portal at http://help.sap.com/ginv.

Date	Change	More Information
March 25, 2024	Many topics added or changed to support new Wave 3 functionality released as part of FPS04	With the release of FPS03, the following topics were updated or added: • Changing a Sales Order [page 18] (Updated) • Changing a Purchase Order [page 28] (Updated) • Check for and Resolve G-Invoicing Purchase Order Data Inconsistencies [page 33] (Updated) • Viewing the Change Log of an Order Modification or Performance [page 53] (New, Appears in both the *Orders* and *Performances* chapters) • Create Debit/Credit Memo [page 57] (Updated) • Deferred Payments (Servicing) [page 60] (Updated) • Deferred Payments (Requesting) [page 70] (New) • Buyer Accruals [page 71] (New) • Managing Your Orders, Performances, and GT&Cs [page 80] (New) • Email Notifications [page 82] (Updated) • Activating and Deactivating Notification Scenarios [page 82] (New) • Access the G-Invoicing Error Monitoring Cockpit [page 84] (Updated)

Date	Change	More Information
November 27, 2023	Many topics added or changed to support new Wave 2 functionality released as part of FPS02	With the release of FPS02, the following topics were updated or added: • Servicing Agency [page 17] • Creating a Sales Order in SAP Treasury G-Invoicing for SAP S/4HANA [page 17] • Changing a Sales Order [page 18] • Check for and Resolve G-Invoicing Sales Order Data Inconsistencies [page 21] • Creating a Sales Order [page 23] • Changing a Sales Order [page 24] • Seller Comments on Orders and Performances [page 56] • Creating a Down Payment Request and Down Payment [page 59] • Manually Clearing a Performance [page 62] • Automatic Mapping of D/P Performances to Credit Memos [page 63] • Performance Deletion Report for Performances Not Synced with Treasury [page 64] • Making a Down Payment [page 72] • Settlement [page 73] • Attachments [page 76] • Attachment Handling in ERP [page 76] • Attachment Handling in the Hub [page 78] • Email Notifications [page 82] • Access the G-Invoicing Error Monitoring Cockpit [page 84] • Printing Form 7600B [page 86]

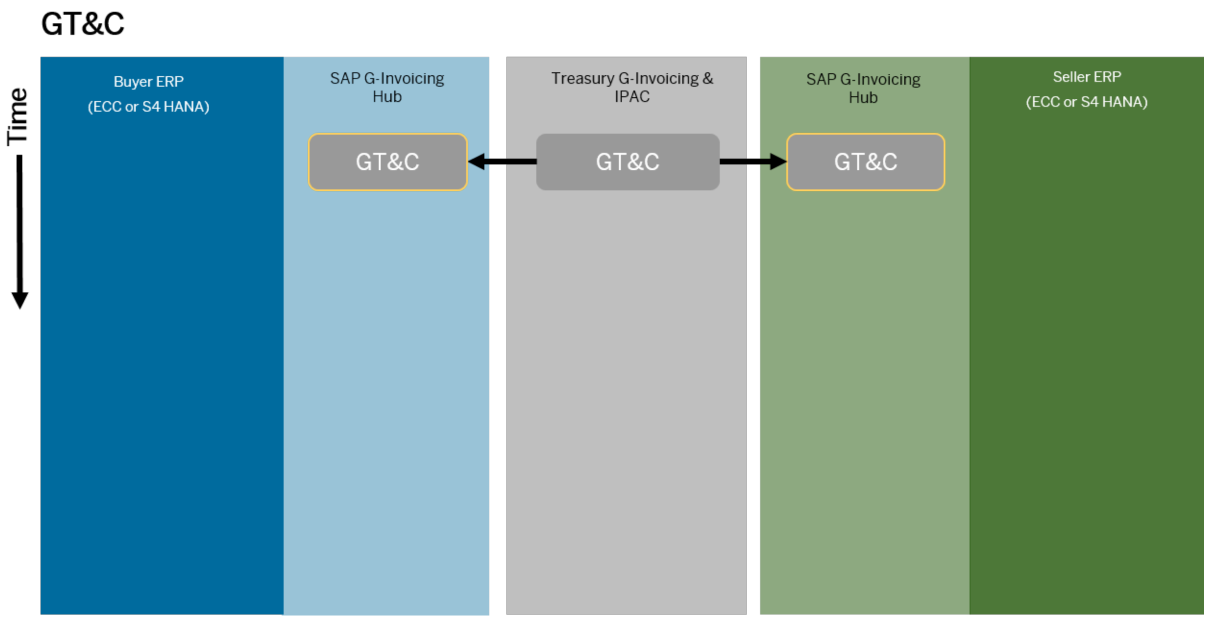
3 General Terms and Conditions (GT&Cs)

GT&C's are the foundation of the trading partner relationship between the Requesting Agency and Servicing Agency. G-Invoicing system process flows start here and information flows to the Orders and Performance. A GT&C specifies whether that GT&C can be used in either Buyer Initiated Orders (BIO) or Seller Facilitated Orders (SFO) scenarios. The GT&C determines which groups can participate in Orders against the GT&C, both on the Requesting Agency and Servicing Agency side. When creating a purchase order, purchase requisition, or sales order and selecting the groups, the allowable groups information is pulled directly from the Treasury system.

The GT&C determines the values that you can select in a purchase or sales order for the following fields on the *G-Invoicing* tab, Business Unit, Cost Center, Department ID, ALC, and Partner ALC. You can only select from values that were specified in the GT&C. For more information see, BIO Purchase Order G-Invoicing Fields [page 38]. The GT&C also determines the Period of Performance for Orders against the GT&C.

Only a GT&C with the status *Open for Orders* can be used in Orders.

This section details some of the key tasks that you may need to carry out in relation to GT&Cs. You can view the available GT&Cs on the SAP G-Invoicing Hub, but GT&Cs can only be created, changed, and approved in Treasury.



3.1 Viewing a GT&C

Context

You want to view a GT&C, for example, to see if it is now open for Orders. Before a GT&C is available to view on the SAP G-Invoicing Hub, it must first have been pulled from Treasury using transaction `/GINH/GTC_PULL_R` or transaction `/GINH/GTC_PULL_S`.

Procedure

1. Log on to the SAP G-Invoicing Hub.
2. Choose the *All GT&Cs (Requesting)* or *All GT&Cs (Servicing)* apps.
3. Click the GT&C that you are interested in to open the details of that GT&C. Explore the various tabs.

   The group-related data on the GT&C tabs is pulled live from the Treasury system.

   All the data from the GT&C on the Treasury is available to view on the SAP G-Invoicing Hub but it is not editable on the Hub.

   On the *GT&C Information* tab, you can see important information, such as which partner (Requesting or Servicing) can begin the ordering process, whether advances are allowed, and whether multiple Orders can use this GT&C. On the *ALC and TAS Information* tab, you can see the ALC, group, and TAS information for both the Requesting Agency and the Servicing Agency.

4 Orders

G-Invoicing Orders on the SAP G-Invoicing Hub are derived from the GT&C. The Order has both a Requesting Agency side and a Servicing Agency side. The Requesting Agency side is tied to a purchase order and the Servicing Agency side is tied to a sales order.

> **Note**
>
> During the G-Invoicing Order Creation process, both trading partners must coordinate their need to assign TAS values to the order schedules and subsequently the associated purchase order line items and account assignments or sales order line items in order.

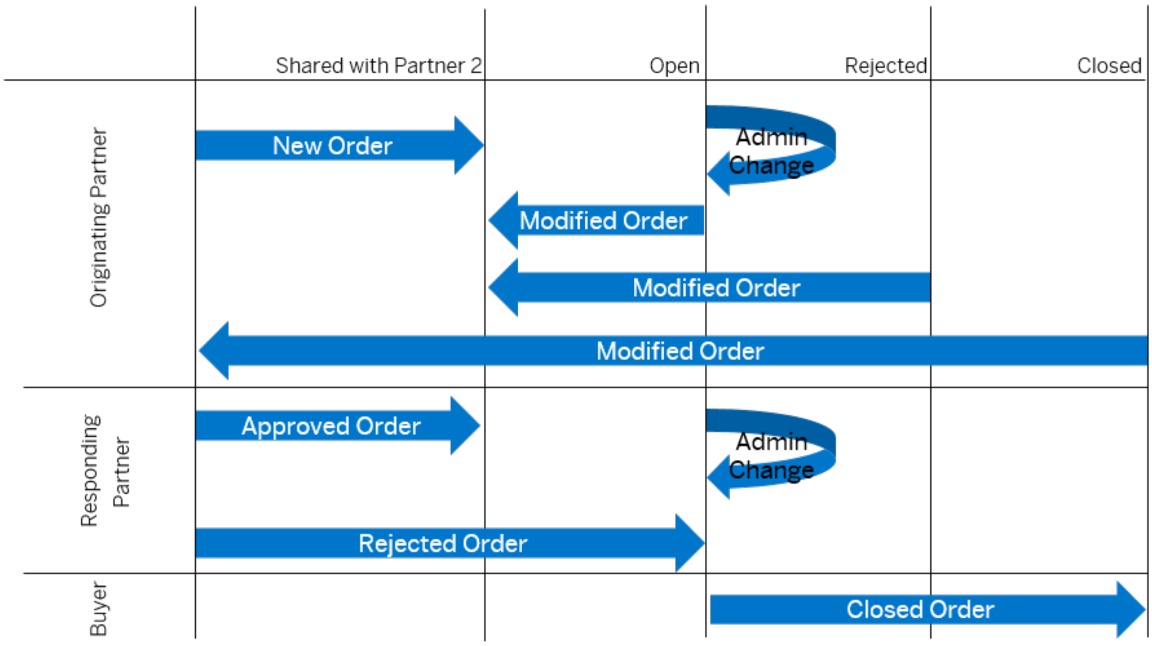
G-Invoicing Orders progress through different stages and each stage has a Treasury Status that you can view on the SAP G-Invoicing Hub. These statuses are as follows:

- Shared with Partner 2: The Order has been created or changed by one side.
- Open: The Order has been accepted by both sides and can be used in Performances. You can only make changes to an already established purchase order or sales order when the associated Order has a status of Open.
- Rejected: The Servicing Agency has rejected the initial Order or a modification to it.
- Closed: The Requesting Agency has closed the Order.

In addition to the Treasury Status, you can also view the Buyer Hub Status or Seller Hub Status of an Order in cases where there are changes to the Order that haven't been yet synced to Treasury. For example, if a purchase order relating to an open Order has had modification-triggering changes made (for example, the addition of a line item) and the changes have been uploaded to the Hub, the Buyer Hub Status is Modified until the Order is synced with Treasury. At that point, the Buyer Hub Status is cleared and the Treasury Status of the Order changes from Open to Shared with Partner 2. Admin changes can be made to an Order without changing the Treasury Status of the Order.

Buyer/Seller Hub Statuses

- Created
- Modified
- Admin Change
- Re-Open - In Progress
- Error - Closed
- Error - Modified



Treasury Status of Orders

4.1 Configuration of a Purchase Order or Sales Order as G-Invoicing Relevant

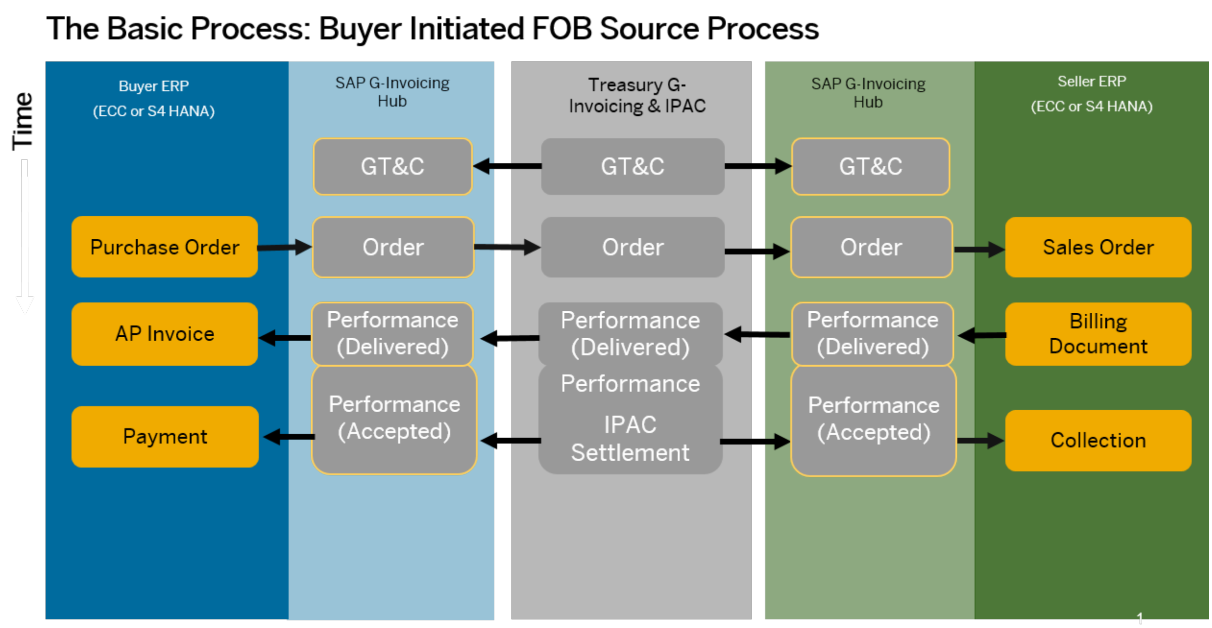
At the first level, you configure the document types that are G-Invoicing relevant. You do this for both purchase orders and sales orders using the *Document type relevant for ginvoicing* customizing activity that you can find in ECC under: *SAP Customizing Implementation Guide (SPRO)* > *Public Sector Management* > *Functions for US Federal Government* > *General Settings* > *G-Invoicing*.

At the second level, you can use the *BAdIs /GINB/SO_GINV_RELEVANT* and */GINB/PO_GINV_RELEVANT*, to further filter out purchase and sales orders for which G-Invoicing is not relevant. For example, because the vendor is not G-Invoicing relevant.

If you still have the *G-Invoicing* tab on your purchase order or sales order, but don't require it, you can select the *Is Not G-Invoicing Relevant* checkbox on the *G-Invoicing* tab. If you do this, the remaining G-Invoicing fields disappear from the *G-Invoicing* tab at header level, and the *G-Invoicing* tab disappears at item level. In addition, all G-Invoicing validations are turned off.

4.2 Buyer Initiated Orders (BIO)

A buyer initiated order scenario begins with the order being created by the requesting agency. The diagram below shows an SAP ERP-to-ERP scenario, but either a requesting or servicing agency could also be in a non-SAP system interacting through Treasury.



4.2.1 Requesting Agency

The topics in this section show a BIO scenario for a requesting agency on SAP ERP.

4.2.1.1 Creating a Purchase Order in SAP Treasury G-Invoicing for SAP S/4HANA

Context

This task describes the process of creating a G-Invoicing purchase order.

Procedure

1. Create a purchase order using transaction `ME21N`.
2. In addition, complete the G-Invoicing header and item fields as set out in the following document BIO Purchase Order G-Invoicing Fields [page 38].

   The *G-Invoicing* tab is only available for purchase order types that you have designated as G-Invoicing relevant in configuration. If you have not completed this configuration, none of the purchase order types are regarded as G-Invoicing relevant.

   There is a BAdI available to extend and check the fields on this tab (/GINB/GINV_PO_HEADER_CUSTUI).

The GT&C determines the values that you can select from for the Business Unit, Cost Center, and Department ID fields.

3. On the *Partners* tab, add entries for the following partner types: Funding Official, Program Official, and Point of Contact.
4. At item level, on the *G-Invoicing* tab, complete the required fields. At item level, on the *Public Sector* tab, specify the earliest start date and latest end date of the Performance Date for Performances against the Order. These dates must be within the validity dates of the GT&C.
5. Once you have completed the purchase order and checked that there are no errors, save the purchase order.

   The purchase order is created and the purchase order number is provided at the bottom of the screen.

   > ⓘ Note
   >
   > Conversion to dollars for service line items. If you have a quantity of 1 and unit cost of 10, it converts to a unit cost of 1 USD and a quantity of 10.

6. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.

   This creates the Order on the SAP G-Invoicing Hub (but does not send to Treasury yet), where a temporary Order number with % before and after the number is provided.
7. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Requesting)* app. Find the Order and open it.

   At this point, the Order has a Buyer Hub Status of Created but no Treasury Status.
8. In the SAP G-Invoicing Hub, sync the order with Treasury.

   If successful, a Treasury Order number is provided (replacing the temporary Order number) and the Treasury Status is set to *Shared with Partner 2*. There is no longer a Buyer Hub Status because this status only exists when an Order hasn't been sent to Treasury.
9. Back in the eDocument Cockpit, in the *G-Inv Purchase Order In* view, find the purchase order and choose *Post Purchase Order*.

   This provides the Treasury Order number from the SAP G-Invoicing Hub back to the purchase order. You can see it on the *G-Invoicing* tab at header level in the *Order Number* field.

Related Information

Creating a Sales Order in SAP Treasury G-Invoicing for SAP S/4HANA [page 17]

4.2.1.2 Changing a Purchase Order in SAP Treasury G-Invoicing for SAP S/4HANA

Context

You need to make a modification-triggering change (changes the modification number) to an already created purchase order. Normally, these changes are financial, such as a new line item or a change to quantity, but can also be nonfinancial such as a change to the ship-to address or the period of performance.

Procedure

1. Log on to the SAP G-Invoicing Hub. In the *All Orders (Requesting)* app, find the Order and choose Sync with Treasury to ensure that you are seeing the most up-to-date Order.
2. Make the required modification-triggering changes to the purchase order in your SAP ERP system using transaction `ME22N`.

   If there is already a Performance against the Order, then you are limited in the number of fields that you can change. The Treasury Status of the Order also determines which fields are editable. See field restrictions in the Data Standards section of the Treasury G-Invoicing (https://www.fiscal.treasury.gov/g-invoice/).
3. Once you have completed the purchase order and checked that there are no errors, save the purchase order.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.

   This updates the Order on to the SAP G-Invoicing Hub but does not update Treasury yet.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Requesting)* app. Find the Order and open it.

   The Buyer Hub Status field is now *Modified* and the modification is reflected in a change to the end of the Order number, for example XXX**.1**. You can choose *Compare Order* to see the changes that have been made since the previous version of the Order.
6. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order status changes from Open to Shared with Partner 2.

   The Order now passes to the Servicing Agency, who can modify the sales order as detailed here Changing a Sales Order [page 18] or reject the modification as detailed here: Rejecting an Order [page 20].

Related Information

G-Invoicing Fields [page 34]

4.2.1.3 Making an Administrative Change to a Purchase Order

Context

There are a limited number of changes that you can make to a purchase order that will not result in a triggering of the modification process. These two possible changes are the addition of an attachment or a change to the point of contact information, for example, a change of partner for the Point of Contact partner type. These changes are known as Admin Changes. You can only make such changes when the Treasury Order has a status of *Open*.

Procedure

1. Log on to the SAP G-Invoicing Hub. In the *All Orders (Requesting)* app, find the Order and choose Sync with Treasury to ensure that you are seeing the most up-to-date Order.
2. Make the required admin modification changes to the purchase order in your SAP ERP system using transaction `ME22N`.
3. Once you have completed the order and checked that there are no errors, save the order.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.

   This updates the Order on to the SAP G-Invoicing Hub but does not update Treasury yet.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Requesting)* app. Find the Order and open it.

   The Buyer Hub Status is Admin Change.
6. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order's Treasury status remains at *Open* because no modification triggering changes have been made.

4.2.1.4 Sending an Empty Modification

Context

In a BIO scenario, if the Servicing Agency wants to change one or more of its order fields that are modification relevant, for example, billing frequency, it must first request that the Requesting Agency send an empty modification. The Servicing Agency can then respond with its real modification.

Procedure

1. You as the Requesting Agency are notified by the Servicing Agency of their need to change one or more of its Order fields that are modification relevant. This notification happens outside the G-Invoicing system, usually by e-mail or phone.
2. Log on to the SAP G-Invoicing Hub.
3. Choose the *All Orders (Requesting)* app.
4. Search for the Order that you want to send the empty modification for.
5. Open the Order and choose *Send empty mod*.
6. Enter the reason for sending the empty modification and choose *OK*.

   The Order modification number and Status fields are updated. The Servicing Agency can now respond with its real modification.

4.2.1.5 Creating or Updating Purchase Orders from Purchase Requisitions

Context

You can prepare some of the G-Invoicing fields in the purchase requisition that you will need in the resulting purchase order. There is no header in a purchase requisition so not all the G-Invoicing header fields can be completed here, for example, partners information. The availability of the G-Invoicing fields in the purchase requisition is determined by the choice of document type and whether you have configured that document type to be G-Invoicing relevant.

Procedure

1. In your SAP ERP system, create a purchase requisition using transaction `ME51N`. Complete the fields on the *G-Invoicing* tab as detailed here: Purchase Requisitions [page 34]. The G-Invoicing values from the first line item are automatically copied over for later line items in the purchase requisition, but you can change these for each line item. On the *Public Sector* tab, specify the earliest start date and latest end date for Performances.

   Once you select the GT&C, the Group Name and TP Group Name are pulled as suggested groups. They can be adjusted via the value help.

   The Fixed Vendor must be consistent with the GT&C because it has an ALC.
2. In your SAP ERP system, create a purchase order based on the purchase requisition. Complete the G-Invoicing information that was not available in the purchase requisition, for example, the partners information on the *Partners* tab and the *Funding Official Date Signed* and *Programming Official Date Signed* fields on the *G-Invoicing* tab.

For more information about creating a purchase order, see Creating a Purchase Order in SAP Treasury G-Invoicing for SAP S/4HANA [page 11]

4.2.1.6 Closing an Order

Context

Only the Requesting Agency can close an Order. For full information on the conditions that must be met before an Order can be closed, see the Treasury site: https://www.fiscal.treasury.gov/g-invoice/resources.html#standards.

Procedure

1. Log on to the SAP G-Invoicing Hub.
2. Choose the *All Orders (Requesting)* app.
3. Search for the Order that you want to close.
4. Select the Order that you want to close and choose *Close Order*. In the dialog box, provide a reason for closing the Order and choose *OK*. The Treasury status of the Order changes to Closed. If one or more of the conditions for closing the order had not been met, you would receive an error message.

   A closed Order can be reopened by the Requesting Agency in a Buyer Initiated Order (BIO) scenario.

4.2.1.7 Reopening an Order

Context

This topic explains the procedure to reopen an order.

Procedure

1. Log on to the SAP G-Invoicing Hub.
2. Choose the *All Orders (Requesting)* app.

3. Search for the Order that you want to reopen.
4. Select the Order that you want to reopen and choose *Reopen Order*.

   The Buyer Hub Status changes to Reopen - In Progress and Treasury Status remains as Closed.
5. Make the required changes in your SAP ERP system to the corresponding purchase order using transaction `ME22N` and save it.
6. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.
7. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Requesting)* app. Find the Order and open it.

   The Buyer Hub Status has changed to Modified and Treasury Status remains as Closed.
8. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order status changes from Closed to Shared with Partner 2.

   The Order now passes to the Servicing Agency, who can accept and approve the reopened and modified Order or reject it.

4.2.2 Servicing Agency

The topics in this section show a BIO scenario for a servicing agency on SAP ERP.

4.2.2.1 Creating a Sales Order in SAP Treasury G-Invoicing for SAP S/4HANA

Context

The Requesting Agency has prompted the creation of a Hub Order and you now need to create the resulting sales order.

Procedure

1. Pull the latest servicing Order documents using the `/GINH/ORD_PULL_S_DOC` transaction.
2. Log on to the SAP G-Invoicing Hub.
3. Choose the *All Orders (Servicing)* app.
4. Select the Order and open it. If there are no issues with the Order, choose *Accept Order*. You cannot create the sales order if you have not accepted the Order.

> ⓘ Note
>
> If you have implemented the creation of shell sales orders from purchase orders (which is done by activating BAdI `/GINB/BADI_SALES_ORD_CR`), you would choose *Sync to ERP*. And in eDocument Cockpit, in the *G-Inv Sales Order In* view, find and submit the sales order.

If there are issues with the Order, you can choose *Reject Order*.

5. In the G-Invoicing Hub system, create a sales order as detailed here using transaction `VA01`:

   When creating the sales order manually, you must enter the Treasury Order number from the SAP G-Invoicing Hub in the *Order Number* field of the *G-Invoicing* tab at header level.
6. Complete the *G-Invoicing* tab header and item level fields as detailed here: BIO Sales Order G-Invoicing Fields [page 46].

   On the *Partners* tab, add values for the following partner types: Funding Official, Program Official, Point of Contact, and Prepared By.

   On the *Sales* tab, under *Period of Performance*, specify the performance start and end dates.
7. Save the sales order.

   Completion and validation checks take place.
8. In the eDocument Cockpit, *G-Inv Sales Order Out* view, find and submit the sales order.
9. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Order and open it

   The Order has a *Seller Hub Status* of Created and a Treasury Status of Shared with Partner 2.
10. Sync the Order with Treasury. This serves as the implicit approval of the Order.

    The Treasury Order status changes to *Open* and the Order can now be used for Performances. The *Seller Hub Status* field is now empty because there are no pending changes to be sent to Treasury.

Related Information

Seller Comments on Orders and Performances [page 56]

4.2.2.2 Changing a Sales Order

Context

You need to respond to a modification-triggering change (changes the modification number) to an order by changing an already created sales order. Normally, these changes are financial, such as a new line item or a change to quantity, but they can also be non-financial, such as a change to the ship-to address or the period of performance. Before you accept a changed order from the requesting agency, you can use the *Compare Order* button to see what has changed.

ⓘ Note

Agencies can designate that certain G-Invoicing validations be skipped based on selected timeframes. This enables you to make changes to sales orders independent of the BIO Treasury order data on the servicing side, supporting scenarios like year-end draw-down and allowing realigning sales orders for the new fiscal year ahead of the modification from the buyer.

In such circumstances, the ECC and Hub orders are flagged with an "Out of Sync" status.

You can also use the standard SAP Sales Order Adjustment Program (`FMFG_RPT_E_UNFILLED`) to reduce existing obligations and optionally generate new lines for unfilled obligations. If your adjustments with this program result in the order being out of sync with Treasury, the "Out of Sync" status will be set.

Procedure

1. Pull the latest servicing Order documents using the `/GINH/ORD_PULL_S_DOC` transaction.
2. Log on to the SAP G-Invoicing Hub.
3. Choose the *All Orders (Servicing)* app.
4. Select the changed Order and open it. Choose *Accept Order* if you have no issues with the changes.

   If you are not happy with the Hub order, you can choose *Reject Order*.
5. If you accepted the Order, make the required changes to the sales order in your SAP ERP system using transaction `VA02`.

   If there is already a Performance against the Order, you are limited in the number of fields that you can change. The Treasury Status of the Order also determines which fields are editable.
6. Save your sales order.
7. In the eDocument Cockpit, *G-Inv Sales Order Out* view, find and submit the sales order.
8. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Order and open it

   The Order has a *Seller Hub Status* of Modified and a Treasury Status of Open.
9. Sync the order with Treasury. The Order status changes to *Shared with Partner 2* .

   The Order now passes to the Requesting Agency.

Related Information

Check for and Resolve G-Invoicing Sales Order Data Inconsistencies [page 21]

4.2.2.3 Making an Administrative Change to a Sales Order

Context

There are a limited number of changes that you can make to a sales order that will not result in a triggering of the modification process. These two possible changes are the addition of an attachment or a change to the point of contact information, for example, a change of partner for the Point of Contact partner type. These changes are known as admin changes. You can only make such changes when the Treasury Order has a status of *Open*.

Procedure

1. Log on to the SAP G-Invoicing Hub. In the *All Orders (Servicing)* app, find the Order and choose Sync with Treasury to ensure that you are seeing the most up-to-date Order.
2. Make the required admin modification changes to the sales order in your SAP ERP system using transaction `VA02`.
3. Once you have completed the order and checked that there are no errors, save the order.
4. Use transaction **`EDOC_COCKPIT`** to open the eDocument Cockpit. In the *G-Inv Sales Order Out* view, find and submit the sales order.

   This updates the Order on to the SAP G-Invoicing Hub but does not update Treasury yet.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *All Orders (Servicing)* app. Find the Order and open it.

   The Seller Hub Status is Admin Change.
6. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order's Treasury status remains at *Open* because no modification triggering changes have been made.

4.2.2.4 Rejecting an Order

Context

The Requesting Agency has created or modified an Order.

Procedure

1. Pull the latest servicing Order documents using the `/GINH/ORD_PULL_S_DOC` transaction.
2. Log on to the SAP G-Invoicing Hub.
3. Choose the *All Orders (Servicing)* app.
4. Select the Order and open it. Choose *Reject*. Provide a reason for rejection and choose *OK*.

   The rejection is sent immediately without the need to Sync with Treasury.

   The Treasury Status changes to Rejected.

   The Order goes back to the Requesting Agency for them to make the required changes.

   You can also reject the Order later before you send the Order to Treasury.

4.2.2.5 Approving an Order

Context

The Requesting Agency has created or modified an Order.

Procedure

Create or change the sales order in your SAP ERP system as described here: Creating a Sales Order in SAP Treasury G-Invoicing for SAP S/4HANA [page 17] and Changing a Sales Order [page 18]. Creating or changing the sales order and sending it to the Hub and on to Treasury serves as an implicit approval of the Hub Order.

4.2.2.6 Check for and Resolve G-Invoicing Sales Order Data Inconsistencies

When the sales order in ERP is out of sync with the corresponding accepted order in the Hub and at Treasury, you can use this procedure to synchronize them.

Context

At times, sales orders on ERP may become out-of-sync with the corresponding accepted orders in the Hub and at Treasury. While G-Invoicing normally has validations in place that prevent this from happening, in some instances, such as during year-end sales order processing or for particular kinds of sales orders, you may find it necessary to make changes to the ERP version of a sales order without those changes being immediately synchronized with the Treasury version of the order.

Likewise, there may be situations where you have accepted a modification made by the buyer. This modification alters the Treasury order without affecting the sales order, resulting in discrepancies between the two sets of data. This process enables you to locate and resolve these inconsistencies.

When working with a sales order in ERP, the text "Order in Sync with Treasury" appears in the header data on the *G-Invoicing* tab if the order is in sync. This text changes to "Order Out of Sync with Treasury" when the sales order is out of sync.

When working with a sales order in the Hub, authorized users can click the *Check Order* button to quickly check whether the order is in sync with Treasury.

For more information about setting up exceptions to the standard validations, see BAdI: Facilitate Internal Mod Scenarios - BIO SO.

The following steps explain how to find all out-of-sync orders and synchronize them.

Procedure

1. Execute transaction `/GINB/CHECK_SYNC_SO`.

   Alternatively, you can execute transaction `SE38`, then enter **`/GINB/CHECK_SYNC_SALES_ORDER`** in the Program field and click the *Execute* button.
2. In the *Execution Options* section, choose the mode you would like to use:
   - *Check only* mode
     This mode fetches the sales orders and displays logs that are found.
   - *Check and Sync* mode
     In addition to checking, this mode also resets any out-of-sync sales order to in-sync, if the data in ERP is already in-sync with the data in Treasury, and updates the seller Hub status.
3. Provide any search criteria you wish. The following selection parameters are available:
   - Header Data
     - Sales Documents
     - Document type
     - Sold-to party
     - Requesting TP agency code
     - GT&C Number
     - Order Number

     > **Note**
     >
     > When you choose *Check only* mode, you can uncheck the *Out of Sync Orders Only* flag if you wish to run the report for all orders, not just those that have been flagged as out-of-sync. This could be useful when you have accepted a modification made by the buyer, which alters the Treasury order without affecting the sales order.
   - Organization Data

- Sales Organization
- Distribution Channel
- Division
- Sales Office
- Sales group

4. Click the *Execute* button.

   The report displays a list of out-of-sync sales orders that match your selection criteria. The report's output appears in ALV format with sales order number, traffic light, order number, and message text. If you selected the Check and Sync mode, then all sales orders that are out-of-sync are reset to in-sync, if the data in ERP is already in-sync with the data in Treasury, and the seller Hub status is updated.

Related Information

Authorization Objects

4.3 Seller Facilitated Orders (SFO)

With seller facilitated orders, the Requesting Agency's original order is often created in a non-SAP ERP system, for example, a Web UI from the General Services Administration (GSA). After the Servicing Agency has created the sales order, the Requesting Agency responds with the purchase order. This allows the entire flow to be tracked in G-Invoicing.

4.3.1 Servicing Agency

The topics in this section show an SFO scenario for a servicing agency on SAP ERP.

4.3.1.1 Creating a Sales Order

Context

This topic explains the steps for creating a G-Invoicing sales order in your ERP system.

Procedure

1. In your SAP ERP system, create a sales order as detailed here using transaction `VA01`.
2. Complete the *G-Invoicing* tab header and item level fields as detailed here: SFO Sales Order G-Invoicing Fields [page 49].

   On the *Partners* tab, add values for the following partner types: Funding Official, Program Official and Point of Contact.

   On the *Sales* tab, under *Period of Performance*, specify the earliest start date and latest end date of the Performance Date for Performances against the Order. These dates must be within the validity dates of the GT&C.
3. Save the sales order.

   Completion and validation checks take place.
4. In the eDocument Cockpit, *G-Inv Sales Order Out* view, find and submit the sales order.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Order and open it

   The Order has a *Seller Hub Status* of Created and no Treasury Status.
6. Sync the order with Treasury.

   If successful, a Treasury Order number is provided (replacing the temporary Order number) and the Treasury Status is set to *Shared with Partner 2*. There is no longer a Seller Hub Status because this status only exists when an Order hasn't been sent to Treasury.
7. Back in the eDocument Cockpit, in the *G-Inv Sales Order In* view, find the sales order and choose *Post Sales Order*.

   This provides the Treasury Order number from the SAP G-Invoicing Hub back to the sales order. You can see it on the *G-Invoicing* tab at header level in the *Order Number* field.

Related Information

Seller Comments on Orders and Performances [page 56]

4.3.1.2 Changing a Sales Order

Context

You need to make a modification-triggering change (changes the modification number) to an already created sales order. Normally, these changes are financial, such as a new line item or a change to quantity, but can also be non-financial such as a change to the ship-to address or the period of performance.

> ⓘ Note
>
> Agencies can designate that certain G-Invoicing validations be skipped based on selected timeframes. This enables you to make changes to sales orders independent of the BIO Treasury order data on the servicing

side, supporting scenarios like year-end draw-down and allowing realigning sales orders for the new fiscal year ahead of the modification from the buyer.

In such circumstances, the ECC and Hub orders are flagged with an "Out of Sync" status.

You can also use the standard SAP Sales Order Adjustment Program (`FMFG_RPT_E_UNFILLED`) to reduce existing obligations and optionally generate new lines for unfilled obligations. If your adjustments with this program result in the order being out of sync with Treasury, the "Out of Sync" status will be set.

Procedure

1. Make the required changes to the sales order in your SAP ERP system using transaction `VA02`.

   If there is already a Performance against the Order, you are limited in the number of fields that you can change. The Treasury Status of the Order also determines which fields are editable.
2. Save your sales order.
3. In the eDocument Cockpit, *G-Inv Sales Order Out* view, find and submit the sales order.
4. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Order and open it

   The Order has a *Seller Hub Status* of Modified and a Treasury Status of Open.
5. Sync the order with Treasury. The Order status changes to *Shared with Partner 2* .

   The Order now passes to the Requesting Agency.

4.3.1.3 Making an Administrative Change to a Sales Order

Context

There are a limited number of changes that you can make to a sales order that will not result in a triggering of the modification process. These two possible changes are the addition of an attachment or a change to the point of contact information, for example, a change of partner for the Point of Contact partner type. These changes are known as admin changes. You can only make such changes when the Treasury Order has a status of *Open*.

Procedure

1. Log on to the SAP G-Invoicing Hub. In the *All Orders (Servicing)* app, find the Order and choose Sync with Treasury to ensure that you are seeing the most up-to-date Order.

2. Make the required admin modification changes to the sales order in your SAP ERP system using transaction `VA02`.
3. Once you have completed the order and checked that there are no errors, save the order.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Sales Order Out* view, find and submit the sales order.

   This updates the Order on to the SAP G-Invoicing Hub but does not update Treasury yet.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *All Orders (Servicing)* app. Find the Order and open it.

   The Seller Hub Status is Admin Change.
6. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order's Treasury status remains at *Open* because no modification triggering changes have been made.

4.3.1.4 Sending an Empty Modification

Context

In an SFO scenario, if the Requesting Agency wants to change one of its order fields that are modification relevant, for example, billing frequency, it must first request that the Servicing Agency send an empty modification. The Requesting Agency can then respond with its real modification.

Procedure

1. You as the Servicing Agency are notified by the Requesting Agency of their need to change one or more of its order fields that are modification relevant. This notification happens outside the G-Invoicing system, usually by email or phone.
2. Log on to the G-Invoicing Hub.
3. Choose the *All Orders (Servicing)* app.
4. Search for the order that you want to send the empty modication for.
5. Open the order and choose *Send empty mod*.
6. Enter the reason for sending the empty modification and choose *OK*.

   The Order Modification Number and Status fields are updated. The Requesting Agency can now respond with their real modification.

4.3.1.5 Reopening an Order

Context

This topic explains the steps for reopening a G-Invoicing order.

Procedure

1. Log on to the SAP G-Invoicing Hub.
2. Choose the *All Orders (Servicing)* app.
3. Search for the Order that you want to reopen.
4. Select the Order that you want to reopen and choose *Reopen Order*.

   The Seller Hub Status changes to ReOpen - In Progress and Treasury Status remains as Closed.
5. Make the required changes in your SAP ERP system to the corresponding sales order using transaction `VA02` and save it.
6. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Sales Order Out* view, find and submit thesales order.
7. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Order and open it.

   The Seller Hub Status has changed to Modified and Treasury Status remains as Closed.
8. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order status changes from Closed to Shared with Partner 2.

   The Order now passes to the Requesting Agency, who can accept the reopened and modified Order or reject it.

4.3.2 Requesting Agency

The topics in this section show an SFO scenario for a requesting agency on SAP ERP.

4.3.2.1 Creating a Purchase Order

Context

This task explains the steps for creting a G-Invoicing purchase order.

Procedure

1. Pull the latest requesting Order documents using the `/GINH/ORD_PULL_R_DOC` transaction.
2. Log on to the G-Invoicing Hub.
3. Choose the *All Orders (Requesting)* app.
4. Select the Order and open it. If there are no issues with the Order, choose *Accept Order*. You cannot create the purchase order if you have not accepted the Order.

   > ⓘ Note
   >
   > If you have implemented the creation of shell purchase orders from sales orders, you would choose *Sync to ERP*. And in eDocument Cockpit, in the *G-Inv Purchase Order In* view, find and submit the purchase order.

   If there are issues with the Order, you can choose *Reject Order*.
5. Create a purchase order using transaction `ME21N`.

   When creating the sales order manually, you must enter the Treasury Order number from SAP Treasury G-Invoicing for SAP S/4HANA Hub.
6. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.
7. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Receiving)* app. Find the Order and open it

   The Order has a *Buyer Hub Status* of Created and a Treasury Status of Shared with Partner 2.
8. Sync the Order with Treasury. This serves as the implicit approval of the Order.

   The Treasury Order status changes to *Open* and the Order can now be used for Performances. The *Buyer Hub Status* field is now empty because there are no pending changes to be sent to Treasury.

4.3.2.2 Changing a Purchase Order

Context

You need to respond to a modification-triggering change (changes the modification number) from the Servicing Agency by making a change to an already created purchase order. Normally, these changes are financial, such as a new line item or a change to quantity, but can also be nonfinancial such as a change to the ship-to address or the period of performance. Before you accept a changed Order from the Servicing Agency, you can use the *Compare Order* button to see what has changed.

> ⓘ Note
>
> Agencies can designate that certain G-Invoicing validations be skipped based on selected timeframes. This enables you to make changes to purchase orders independent of the SFO Treasury order data on the

receiving side, supporting scenarios like year-end draw-down and allowing realigning purchase orders for the new fiscal year ahead of the modification from the seller.

In such circumstances, the ECC and Hub orders are flagged with an "Out of Sync" status.

Later, when a seller makes the relevant modification, the buyer can either run the Check for and Resolve G-Invoicing Purchase Order Data Inconsistencies [page 33] report or edit the PO in `ME22N` and click *Save* to reset the "Out of Sync" status on the ECC order and process the corresponding PO_OUT eDocument to bring the buyer Hub status of the Hub order to “Modified”.

Procedure

1. Log on to the SAP G-Invoicing Hub. In the *All Orders (Requesting)* app, find the Order and choose Sync with Treasury to ensure that you are seeing the most up-to-date Order.
2. Make the required modification-triggering changes to the purchase order in your SAP ERP system using transaction `ME22N`.

   If there is already a Performance against the Order, then you are limited in the number of fields that you can change. The Treasury Status of the Order also determines which fields are editable.
3. Once you have completed the purchase order and checked that there are no errors, save the purchase order.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.

   This updates the Order on to the SAP G-Invoicing Hub but does not update Treasury yet.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Requesting)* app. Find the Order and open it.

   The Buyer Hub Status field is now *Modified* and the modification is reflected in a change to the end of the Order number, for example XXX.1. You can choose *Compare Order* to see the changes that have been made since the previous version of the Order.
6. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order status changes from Open to Shared with Partner 2.

Related Information

Check for and Resolve G-Invoicing Purchase Order Data Inconsistencies [page 33]

4.3.2.3 Making an Administrative Change to a Purchase Order

Context

There are a limited number of changes that you can make to a purchase order that will not result in a triggering of the modification process. These two possible changes are the addition of an attachment or a change to the point of contact information, for example, a change of partner for the Point of Contact partner type. These changes are known as Admin Changes. You can only make such changes when the Treasury Order has a status of *Open*.

Procedure

1. Log on to the SAP G-Invoicing Hub. In the *All Orders (Requesting)* app, find the Order and choose Sync with Treasury to ensure that you are seeing the most up-to-date Order.
2. Make the required admin modification changes to the purchase order in your SAP ERP system using transaction `ME22N`.
3. Once you have completed the order and checked that there are no errors, save the order.
4. Use transaction **`EDOC_COCKPIT`** to open the eDocument Cockpit. In the *G-Inv Purchase Order Out* view, find and submit the purchase order.

   This updates the Order on to the SAP G-Invoicing Hub but does not update Treasury yet.
5. Still in the eDocument Cockpit, open the Order by clicking *View Order*. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Requesting)* app. Find the Order and open it.

   The Buyer Hub Status is Admin Change.
6. In the SAP G-Invoicing Hub, sync the Order with Treasury. The Order's Treasury status remains at *Open* because no modification triggering changes have been made.

4.3.2.4 Rejecting an Order

Context

The Servicing Agency has created or changed a sales order.

Procedure

1. Pull the latest requesting order documents using the `/GINH/ORD_PULL_R_DOC` transaction.
2. Log on to the SAP G-Invoicing Hub.
3. Choose the *All Orders (Requesting)* app.
4. Select the Order and open it. Choose *Reject*. Provide a reason for rejection and choose *OK*.

   The rejection is sent immediately without the need to Sync with Treasury.

   The Treasury Status changes to Rejected.

   The Order goes back to the Servicing Agency for them to make the required changes.

   You can also reject the Order later before you send the Order to Treasury.

4.3.2.5 Approving an Order

Context

The Servicing Agency has created or modified an Order.

Procedure

Create or change the purchase order in your SAP ERP system as described here: Creating a Purchase Order [page 27] and Changing a Purchase Order [page 28]. Creating or changing the purchase order and sending it to the Hub and on to Treasury serves as an implicit approval of the Hub Order.

4.3.2.6 Creating or Updating Purchase Orders from Purchase Requisitions

Context

You can prepare some of the G-Invoicing fields in the purchase requisition that you will need in the resulting purchase order. There is no header in a purchase requisition so not all the G-Invoicing header fields can be completed here, for example, partners information. The availability of the G-Invoicing fields in the purchase requisition is determined by the choice of document type and whether you have configured that document type to be G-Invoicing relevant.

Procedure

1. In your SAP ERP system, create a purchase requisition using transaction `ME51N`. Complete the fields on the *G-Invoicing* tab as detailed here: Purchase Requisitions [page 34]. The G-Invoicing values from the first line item are automatically copied over for later line items in the purchase requisition, but you can change these for each line item. On the *Public Sector* tab, specify the earliest start date and latest end date for Performances.

   When you complete the *Own ALC* field, it determines the GT&Cs that you can choose from. Once you select the GT&C, the Group Name and TP Group Name are pulled as suggested groups. They can be adjusted via the value help.

   The Fixed Vendor must be consistent with the GT&C because it has an ALC.
2. In your SAP ERP system, create a purchase order based on the purchase requisition. Complete the G-Invoicing information that was not available in the purchase requisition, for example, the partners information on the *Partners* tab and the *Funding Official Date Signed* and *Programming Official Date Signed* fields on the *G-Invoicing* tab.

   For more information about creating a purchase order, see Creating a Purchase Order [page 27]

4.3.2.7 Closing an Order

Context

Only the Requesting Agency can close an Order. For full information on the conditions that must be met before an Order can be closed, see the Treasury site: https://www.fiscal.treasury.gov/g-invoice/resources.html#standards.

Procedure

1. Log on to the SAP G-Invoicing Hub.
2. Choose the *All Orders (Requesting)* app.
3. Search for the order that you want to close.
4. Select the order that you want to close and choose *Close Order*. In the dialog box, provide a reason for closing the Order and choose *OK*. The Treasury status of the Order changes to Closed. If one or more of the conditions for closing the order had not been met, you would receive an error message.

   A closed Order can be reopened by the Servicing Agency in a Seller Facilitated Order (SFO) scenario.

4.3.2.8 Check for and Resolve G-Invoicing Purchase Order Data Inconsistencies

When a purchase order in ERP is out of sync with the corresponding accepted order in the Hub and at Treasury, you can use this procedure to synchronize them.

Context

At times, purchase orders in ERP may become out-of-sync with the corresponding orders in the Hub and at Treasury. While G-Invoicing normally has validations in place that prevent this from happening, in some instances, such as during year-end purchase order processing or for particular kinds of purchase orders, you may find it necessary to make changes to the ERP version of a purchase order without those changes being immediately synchronized with the Treasury version of the order.

Likewise, there may be situations where you have accepted a modification made by the seller. This modification alters the Treasury order without affecting the purchase order, resulting in discrepancies between the two sets of data. This process enables you to locate and resolve these inconsistencies.

When working with a purchase order in ERP, the text "Order in Sync with Treasury" appears in the header data on the G-Invoicing tab if the order is in sync. This text changes to "Order Out of Sync with Treasury" when the purchase order is out of sync.

When working with a purchase order in the Hub, authorized users can click the *Check Order* button to quickly check whether the order is in sync with Treasury.

For more information about setting up exceptions to the standard validations, see BAdI: Facilitate Internal Mod Scenarios - Seller Facilitated Order.

The following steps explain how to find all out-of-sync orders and synchronize them.

Procedure

1. Execute transaction `/GINB/CHECK_SYNC_PURCHASE_ORD`.

   Alternatively, you can execute transaction `SE38`, then enter **`/GINB/CHECK_SYNC_PURCHASE_ORD`** in the Program field and click the *Execute* button.
2. In the *Execution Options* section, choose the mode you would like to use:
   - *Check only* mode
     This mode fetches the sales orders and displays logs that are found.
   - *Check And Sync* mode
     In addition to checking, this mode also resets any out-of-sync purchase orders to in-sync, if the data in ERP is already in-sync with the data in Treasury, and updates the Hub status.
3. Provide any search criteria you wish. The following selection parameters are available:
   - Header Data
     - Purchase Order Number

        - Purchase Document Type
        - Vendor
        - TP ALC
        - GT&C Number
        - Order Number

> ⓘ Note
>
> When you choose *Check only* mode, you can uncheck the *Out of Sync Orders Only* flag if you wish to run the report for all orders, not just those that have been flagged as out-of-sync. This could be useful when you have accepted a modification made by the buyer, which alters the Treasury order without affecting the sales order.

    - Organization Data
        - Purchase Org
        - Purchasing Group
4. Click the *Execute* button.

   The report displays a list of out-of-sync purchase orders that match your selection criteria. The report's output appears in ALV format with purchase order number, traffic light, order number, and message text. If you selected the Check and Sync mode, then all purchase orders that are out-of-sync are reset to in-sync, if the data in ERP is already in-sync with the data in Treasury, and the Hub status is updated.

Related Information

Authorization Objects

4.4 G-Invoicing Fields

For SAP Treasury G-Invoicing for SAP S/4HANA field specifications and rules, see the Treasury G-Invoicing Data Standards (https://www.fiscal.treasury.gov/g-invoice/).

4.4.1 Purchase Orders

This section lists the G-Invoicing fields for purchase orders.

4.4.1.1 Purchase Requisitions

Buyer Initiated Order (BIO)

In addition to the standard purchase requisition fields, the following SAP Treasury G-Invoicing for SAP S/4HANA header fields are relevant for all line items when creating a G-Invoicing relevant purchase requisition::

Header Level G-Invoicing Purchase Order Fields - G-Invoicing Tab

Field	Required	Description
GT&C	Yes. Only GT&Cs with the status Open for Orders can be used for purchase orders.	The unique agreement number that must be established between the Requesting Agency and Servicing Agency, which will track each GT&C from the origination through to the completion or termination.
Business Unit	Yes if the GT&C has a value for business unit. The business unit value provided in the purchase order must match the requesting business unit value in the GT&C.	Treasury Business Unit field.
Order	Yes.	A unique number used to identify the order created in reference to the GT&C.
Cost Center	Yes if the GT&C has a value for cost center. The cost center value provided in the purchase order must match the requesting cost center value in the GT&C.	Treasury Cost Center field.
Department ID	Yes if the GT&C has a value for department ID. The department ID value provided in the purchase order must match the requesting department ID value in the GT&C.	Treasury Department ID.
FOB Point	Yes. Must be *S* or *D*. Modification of this field not allowed if Performance reported.	Specifies the point at which the seller transfers ownership of the goods to the buyer.
Own ALC	Yes. Must match one of the Requesting Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC. Modification of this field not allowed if Performance reported.	Unique identifier Agency Location Code (ALC) for a federal agency buying goods and/or services.

Field	Required	Description
TP ALC	Yes. Must match one of the Serivicing Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC. Modification of this field not allowed if Performance reported.	Unique identifier Agency Location Code (ALC) for a federal agency selling goods and/or services.
Assisted Acquisition	No. If this checkbox is selected, value must be *Y* on GT&C. Modification of this field not allowed if Performance reported.	Identifies whether the document will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services.
Group Name	Yes. Must be an eligible Requesting Group for the referenced GT&C. Must be a Group the user has access to. The selected ALC must be assigned to this Group.	A unique and recognizable name for an organizational group
Constructive Receipt days	Required if FOB point is *D*. Cannot exceed maximum (configurable) receipt days. You can configure the maximum receipt days in Customizing under: *SAP Customizing Implementation Guide (SPRO)* > *Public Sector Management* > *Functions for US Federal Government* > *General Settings* > *G-Invoicing* > *Requesting Agency*. Modification of this field not allowed if Performance reported.	The number of elapsed days since the Performance Date/Transaction Date of the Delivered/Performed transaction before requesting agency receipt is assumed to occur.
TP Group Name	Yes. Must be an eligible Servicing Group for the referenced GT&C. ALC must be assigned to the Group. Buyer can only supply value if Mod = 0.	A unique and recognizable name for an organizational group.

Field	Required	Description
Funding Agency Code	Required if *Assisted Acquisition* is selected. You can still set this code even if the *Assisted Acquisition* checkbox has not been selected.	The identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.
Stat. Auth. Fund Type	Yes. Must be one of the following values: FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund), EA (Economy Act), OA (Other Authority). Modification of this field not allowed if Performance reported.	This identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.
Funding Office Code	Required if *Assisted Acquisition* is selected. You can still set this code even if the *Assisted Acquisition* checkbox has not been selected.	The identification code for the office (or other organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.
Stat. Auth. Fund Type Citation	Required if Authority Fund Type = FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund) or OA (Other Authority). Optional if Authority Fund Type = EA. Modification of this field not allowed if Performance reported.	The authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.
Stat. Auth. Fund Title	Required if Authority Fund Type = FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund) or OA (Other Authority). Optional if Authority Fund Type = EA. Modification of this field not allowed if Performance reported.	This is the authority that allows the requesting agency to purchase products and services from another Federal agency.

In addition to the standard purchase requisition fields, the following SAP Treasury G-Invoicing for SAP S/4HANA individual line item fields are relevant when creating a G-Invoicing relevant purchase requisition.

Line Item G-Invoicing Purchase Requisition Fields - G-Invoicing Tab

Field	Required	Description
Type of Service Requirements	Yes. Must be S (Severable Service), NS (Non-severable Service), or NA (Not Applicable). Modification of this field not allowed if Performance reported.	Severable Service, Non-severable Service, or Not Applicable.
Advance Payment Indicator	No. You cannot select if the GT&C does not allow advance. Modification of this field not allowed if Performance reported.	Controls whether the schedule allows advances (true) or not (false).
Bona Fide Need	Yes. Modification of this field not allowed if Performance reported.	Sufficient information to describe and support the transaction.

4.4.1.2 BIO Purchase Order G-Invoicing Fields

Buyer Initiated Order (BIO)

In addition to the standard purchase order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA header fields are relevant when creating a G-Invoicing relevant purchase order:

Header Level G-Invoicing Purchase Order Fields - G-Invoicing Tab

Field	Required	Description
GT&C	Yes. Only GT&Cs with the status Open for Orders can be used for purchase orders.	The unique agreement number that must be established between the Requesting Agency and Servicing Agency, which will track each GT&C from the origination through to the completion or termination.
Business Unit	Yes if the GT&C has a value for business unit. The business unit value provided in the purchase order must match the requesting business unit value in the GT&C.	Treasury Business Unit field.
Order	Yes.	A unique number used to identify the order created in reference to the GT&C.
Cost Center	Yes if the GT&C has a value for cost center. The cost center value provided in the purchase order must match the requesting cost center value in the GT&C.	Treasury Cost Center field.

Field	Required	Description
Department ID	Yes if the GT&C has a value for department ID. The department ID value provided in the purchase order must match the requesting department ID value in the GT&C.	Treasury Department ID.
FOB Point	Yes. Must be *S* or *D*. Modification of this field not allowed if Performance reported.	Specifies the point at which the seller transfers ownership of the goods to the buyer.
Own ALC	Yes. Must match one of the Requesting Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC. Modification of this field not allowed if Performance reported.	Unique identifier Agency Location Code (ALC) for a federal agency buying goods and/or services. When you select the ALC, the available GT&Cs are filtered.
TP ALC	Yes. Must match one of the Servicing Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC. Modification of this field not allowed if Performance reported.	Unique identifier Agency Location Code (ALC) for a federal agency selling goods and/or services.
Assisted Acquisition	No. If this checkbox is selected, value must be *Y* on GT&C. Modification of this field not allowed if Performance reported.	Identifies whether the document will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services.
Group Name	Yes. Must be an eligible Requesting Group for the referenced GT&C. Must be a Group the user has access to. The selected ALC must be assigned to this Group.	A unique and recognizable name for an organizational group

Field	Required	Description
Constructive Receipt days	Required if FOB point is *D*. Cannot exceed maximum (configurable) receipt days. You can configure the maximum receipt days in Customizing under: *SAP Customizing Implementation Guide (SPRO)* > *Public Sector Management* > *Functions for US Federal Government* > *General Settings* > *G-Invoicing* > *Requesting Agency*. Modification of this field not allowed if Performance reported.	The number of elapsed days since the Performance Date/Transaction Date of the Delivered/Performed transaction before requesting agency receipt is assumed to occur.
TP Group Name	Yes. Must be an eligible Servicing Group for the referenced GT&C. ALC must be assigned to the Group. Buyer can only supply value if Mod = 0.	A unique and recognizable name for an organizational group.
Funding Agency Code	Required if *Assisted Acquisition* is selected. You can still set this code even if the *Assisted Acquisition* checkbox has not been selected.	The identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.
Stat. Auth. Fund Type	Yes. Must be one of the following values: FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund), EA (Economy Act), OA (Other Authority). Modification of this field not allowed if Performance reported.	This identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.
Funding Office Code	Required if *Assisted Acquisition* is selected. You can still set this code even if the *Assisted Acquisition* checkbox has not been selected.	The identification code for the office (or other organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.

Field	Required	Description
Stat. Auth. Fund Type Citation	Required if Authority Fund Type = FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund) or OA (Other Authority). Optional if Authority Fund Type = EA. Modification of this field not allowed if Performance reported.	The authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.
Funding Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Program Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Stat. Auth. Fund Title	Required if Authority Fund Type = FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund) or OA (Other Authority). Optional if Authority Fund Type = EA. Modification of this field not allowed if Performance reported.	This is the authority that allows the requesting agency to purchase products and services from another Federal agency.

In addition to the standard purchase order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA line item fields are relevant when creating a G-Invoicing relevant purchase order:

Line Item G-Invoicing Purchase Order Fields - G-Invoicing Tab

Field	Required	Description
Line Number	Yes. Must be unique per order.	Unique identifier for each line on the order.
Type of Service Requirements	Yes. Must be S (Severable Service), NS (Non-severable Service), or NA (Not Applicable). Modification of this field not allowed if Performance reported.	Severable Service, Non-severable Service, or Not Applicable.
Advance Payment Indicator	No. You cannot select if the GT&C does not allow advance. Modification of this field not allowed if Performance reported.	Controls whether the schedule allows advances (true) or not (false).
Bona Fide Need	Yes. Modification of this field not allowed if Performance reported.	Sufficient information to describe and support the transaction.

US Government Fields

Field	Required	Description
Schedule Number	No.	The sequential sub-line structure below an order line. It contains the detailed financial information and shipping information.

4.4.1.3 SFO Purchase Order G-Invoicing Fields

In addition to the standard purchase order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA header fields are relevant when creating a G-Invoicing relevant purchase order:

Header Level G-Invoicing Purchase Order Fields - G-Invoicing Tab

Field	Required	Description
GT&C	Yes. Only GT&Cs with the status Open for Orders can be used for purchase orders.	The unique agreement number that must be established between the Requesting Agency and Servicing Agency, which will track each GT&C from the origination through to the completion or termination.
Business Unit	Yes if the GT&C has a value for business unit. The business unit value provided in the purchase order must match the requesting business unit value in the GT&C.	Treasury Business Unit field.
Order	Yes.	A unique number used to identify the order created in reference to the GT&C.
Cost Center	Yes if the GT&C has a value for cost center. The cost center value provided in the purchase order must match the requesting cost center value in the GT&C.	Treasury Cost Center field.
Modification Number	System created	An identifier assigned to an order by the system when a modification is made to the original order record. For example,
Department ID	Yes if the GT&C has a value for department ID. The department ID value provided in the purchase order must match the requesting department ID value in the GT&C.	Treasury Department ID.
FOB Point	Yes. Must be *S* or *D*. Modification of this field not allowed if Performance reported.	Specifies the point at which the seller transfers ownership of the goods to the buyer.

Field	Required	Description
Own ALC	Yes. Must match one of the Requesting Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC. Modification of this field not allowed if Performance reported.	Unique identifier Agency Location Code (ALC) for a federal agency buying goods and/or services.
TP ALC	Yes. Must match one of the Servicing Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC. Modification of this field not allowed if Performance reported.	Unique identifier Agency Location Code (ALC) for a federal agency selling goods and/or services.
Assisted Acquisition	No. If this checkbox is selected, value must be *Y* on GT&C. Modification of this field not allowed if Performance reported.	Identifies whether the document will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services.
Group Name	Yes. Must be an eligible Requesting Group for the referenced GT&C. Must be a Group the user has access to. The selected ALC must be assigned to this Group.	A unique and recognizable name for an organizational group

Field	Required	Description
Constructive Receipt Days	Required if FOB point is *D*. Cannot exceed maximum (configurable) receipt days. You can configure the maximum receipt days in Customizing under: *SAP Customizing Implementation Guide (SPRO)* > *Public Sector Management* > *Functions for US Federal Government* > *General Settings* > *G-Invoicing* > *Requesting Agency*. Modification of this field not allowed if Performance reported.	The number of elapsed days since the Performance Date/Transaction Date of the Delivered/Performed transaction before requesting agency receipt is assumed to occur.
TP Group Name	Yes. Must be an eligible Servicing Group for the referenced GT&C. ALC must be assigned to the Group. Buyer can only supply value if Mod = 0.	A unique and recognizable name for an organizational group.
Funding Code	Required if *Assisted Acquisition* is selected. You can still set this code even if the *Assisted Acquisition* checkbox has not been selected.	The identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.
Stat. Auth. Fund Type	Yes. Must be one of the following values: FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund), EA (Economy Act), OA (Other Authority). Modification of this field not allowed if Performance reported.	This identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.
Office Code	Required if *Assisted Acquisition* is selected. You can still set this code even if the *Assisted Acquisition* checkbox has not been selected.	The identification code for the office (or other organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.

Field	Required	Description
Stat. Auth. Fund Type Citation	Required if Authority Fund Type = FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund) or OA (Other Authority). Optional if Authority Fund Type = EA. Modification of this field not allowed if Performance reported.	The authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.
Funding Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Program Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.

In addition to the standard purchase order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA line item fields are relevant when creating a G-Invoicing relevant purchase order:

Line Item G-Invoicing Purchase Order Fields - G-Invoicing Tab

Field	Required	Description
Line Number	Yes. Must be unique per order.	Unique identifier for each line on the order.
Type of Service Requirements	Yes. Must be S (Severable Service), NS (Non-severable Service), or NA (Not Applicable). Modification of this field not allowed if Performance reported.	Severable Service, Non-severable Service, or Not Applicable.
Advance Payment Indicator	No. You cannot select if the GT&C does not allow advance. Modification of this field not allowed if Performance reported.	Controls whether the schedule allows advances (true) or not (false).
Bona Fide Need	Yes. Modification of this field not allowed if Performance reported.	Sufficient information to describe and support the transaction.

a

US Government Fields

Field	Required	Description
Schedule Number	Yes	The sequential sub-line structure below an order line. It contains the detailed financial information and shipping information.

4.4.2 Sales Order

This section lists the G-Invoicing fields for sales orders.

4.4.2.1 BIO Sales Order G-Invoicing Fields

In addition to the standard sales order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA header fields are relevant when creating a G-Invoicing relevant sales order:

Header Level G-Invoicing Sales Order Fields - G-Invoicing Tab

Field	Required	Description
GT&C	Yes. Only GT&Cs with the status Open for Orders can be used for sales orders.	The unique agreement number that must be established between the Requesting Agency and Servicing Agency, which will track each GT&C from the origination through to the completion or termination. Only GT&Cs with the status Open for Orders can be used for purchase orders.
Business Unit	Yes if the GT&C has a value for business unit. The business unit value provided in the sales order must match the servicing business unit value in the GT&C.	Treasury Business Unit field.
G-Invoicing Order Number	Yes.	A unique number used to identify the order created in reference to the GT&C.
Cost Center	Yes if the GT&C has a value for cost center. The cost center value provided in the sales order must match the servicing cost center value in the GT&C.	Treasury Cost Center field.
Department ID	Yes if the GT&C has a value for department ID. The department ID value provided in the sales order must match the department ID value in the GT&C.	Treasury Department ID.
FOB Point	Yes. Must be *S* or *D*. Modification of this field not allowed if Performance reported.	Specifies the point at which the seller transfers ownership of the goods to the buyer.
Own ALC	Yes. Must match one of the Servicing Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC.	Unique identifier Agency Location Code (ALC) for a federal agency selling goods and/or services.

Field	Required	Description
TP ALC	Yes. Must match one of the Requesting Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC.	Unique identifier Agency Location Code (ALC) for a federal agency buying goods and/or services.
Constructive Receipt days	Required if FOB point is *D*. Cannot exceed maximum (configurable) receipt days. You can configure the maximum receipt days in Customizing under: *SAP Customizing Implementation Guide (SPRO)* > *Public Sector Management* > *Functions for US Federal Government* > *General Settings* > *G-Invoicing* > *Requesting Agency*. Modification of this field not allowed if Performance reported.	The number of elapsed days since the Performance Date/Transaction Date of the Delivered/Performed transaction before requesting agency receipt is assumed to occur.
Group Name	Yes. Must be an eligible Servicing Group for the referenced GT&C. ALC must be assigned to the Group.	A unique and recognizable name for an organizational group.
Assisted Acquisition	No. If this checkbox is selected, value must be Y on GT&C. Modification of this field not allowed if Performance reported.	Identifies whether the document will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services.
TP Group Name	Yes. Must be an eligible Requesting Group for the referenced GT&C. ALC must be assigned to the Group.	A unique and recognizable name for an organizational group.
Stat. Auth. Fund Type	Yes. Must be one of the following values: FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund), EA (Economy Act), OA (Other Authority). Modification of this field not allowed if Performance reported.	This identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.

Field	Required	Description
Program Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Funding Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Billing Frequency	Yes. W (Weekly), M (Monthly), Q (Quarterly), or O (Other)	The frequency of an occurrence for an item, for example, collection, bill, or invoice.
Billing Frequency other explanation	Yes if O (Other) is selected as the Billing Frequency, you must add a free form text briefly explaining the Billing Frequency.	Free form text briefly explaining the Billing Frequency.
Adv. Rev. Recognition Methodology	Yes.	Identification of the methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue.
Adv. Rev. Recognition Description	Yes if the Advance Revenue Recognition method is one other than Straight One, Accrual Per Work, or Monthly.	Field identifies the specific frequency.
Advance Payment Authority Citation	Yes if the agreement allows advanced payments.	For agreements with Advance Payment allowed, free-form text stating the Servicing Agency's specific authority that allows advances.
Advance Payment Authority Title	Yes if the agreement allows advanced payments.	For agreements with Advance Payment allowed, free-form text as Title stating the Servicing Agency's specific authority that allows advances.

In addition to the standard sales order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA line item fields are relevant when creating a G-Invoicing relevant sales order:

Line Item G-Invoicing Sales Order Fields - G-Invoicing Tab

Field	Required	Description
Line Number	Yes. Must be unique per order.	Unique identifier for each line on the order.
Schedule Number	Yes.	The sequential sub-line structure below an order line. It contains the detailed financial information and shipping information.
Type of Service Requirements	Yes. Must be S (Severable Service), NS (Non-severable Service), or NA (Not Applicable). Modification of this field not allowed if Performance reported.	Severable Service, Non-severable Service, or Not Applicable.

Field	Required	Description
Capitalized Asset Indicator	Yes.	Specifies when the Seller considers the line item to be a capitalized asset (True). Otherwise False.

4.4.2.2 SFO Sales Order G-Invoicing Fields

In addition to the standard sales order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA header fields are relevant when creating a G-Invoicing relevant sales order:

Header Level G-Invoicing Sales Order Fields - G-Invoicing Tab

Field	Required	Description
GT&C	Yes. Only GT&Cs with the status Open for Orders can be used for sales orders.	The unique agreement number that must be established between the Requesting Agency and Servicing Agency, which will track each GT&C from the origination through to the completion or termination. Only GT&Cs with the status Open for Orders can be used for purchase orders.
Business Unit	Yes if the GT&C has a value for business unit. The business unit value provided in the sales order must match the servicing business unit value in the GT&C.	Treasury Business Unit field.
G-Invoicing Order Number	Yes.	A unique number used to identify the order created in reference to the GT&C.
Cost Center	Yes if the GT&C has a value for cost center. The cost center value provided in the sales order must match the servicing cost center value in the GT&C.	Treasury Cost Center field.
Department ID	Yes if the GT&C has a value for department ID. The department ID value provided in the sales order must match the department ID value in the GT&C.	Treasury Department ID.
FOB Point	Yes. Must be *S* or *D*. Modification of this field not allowed if Performance reported.	Specifies the point at which the seller transfers ownership of the goods to the buyer.
Own ALC	Yes. Must match one of the Servicing Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC.	Unique identifier Agency Location Code (ALC) for a federal agency selling goods and/or services.

Field	Required	Description
TP ALC	Yes. Must match one of the Requesting Agency ALCs in parent GT&C. It must be an active ALC. The selected Group must contain that ALC.	Unique identifier Agency Location Code (ALC) for a federal agency buying goods and/or services.
Constructive Receipt Days	Required if FOB point is *D*. Cannot exceed maximum (configurable) receipt days. You can configure the maximum receipt days in Customizing under: *SAP Customizing Implementation Guide (SPRO)* > *Public Sector Management* > *Functions for US Federal Government* > *General Settings* > *G-Invoicing* > *Servicing Agency*. Modification of this field not allowed if Performance reported.	The number of elapsed days since the Performance Date/Transaction Date of the Delivered/Performed transaction before requesting agency receipt is assumed to occur.
Group Name	Yes. Must be an eligible Servicing Group for the referenced GT&C. ALC must be assigned to the Group.	A unique and recognizable name for an organizational group.
Assisted Acquisition	No. If this checkbox is selected, value must be Y on GT&C. Modification of this field not allowed if Performance reported.	Identifies whether the document will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services.
TP Group Name	Yes. Must be an eligible Requesting Group for the referenced GT&C. ALC must be assigned to the Group.	A unique and recognizable name for an organizational group.
Stat. Auth. Fund Type	Yes. Must be one of the following values: FF (Franchise Fund), RF (Revolving Fund), WC (Working Capital Fund), EA (Economy Act), OA (Other Authority). Modification of this field not allowed if Performance reported.	This identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.

Field	Required	Description
Program Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Funding Official Date Signed	Yes.	The order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency officials.
Billing Frequency	Yes. W (Weekly), M (Monthly), Q (Quarterly), or O (Other)	The frequency of an occurrence for an item, for example, collection, bill, or invoice.
Billing Frequency other explanation	Yes if O (Other) is selected as the Billing Frequency, you must add a free form text briefly explaining the Billing Frequency.	Free form text briefly explaining the Billing Frequency.
Adv. Rev. Recognition Methodology	Yes.	Identification of the methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue.
Adv. Rev. Recognition Description	Yes if the Advance Revenue Recognition method is one other than Straight One, Accrual Per Work, or Monthly.	Field identifies the specific frequency.
Advance Payment Authority Citation	Yes if the agreement allows advanced payments.	For agreements with Advance Payment allowed, free-form text stating the Servicing Agency's specific authority that allows advances.

In addition to the standard sales order fields, the following SAP Treasury G-Invoicing for SAP S/4HANA line item fields are relevant when creating a G-Invoicing relevant sales order:

Line Item G-Invoicing Sales Order Fields - G-Invoicing Tab

Field	Required	Description
Line Number	Yes. Must be unique per order.	Unique identifier for each line on the order.
Schedule Number	Yes.	The sequential sub-line structure below an order line. It contains the detailed financial information and shipping information.
Type of Service Requirements	Yes. Must be S (Severable Service), NS (Non-severable Service), or NA (Not Applicable). Modification of this field not allowed if Performance reported.	Severable Service, Non-severable Service, or Not Applicable.
Capitalized Asset Indicator	Yes.	Specifies when the Seller considers the line item to be a capitalized asset (True). Otherwise False.

4.4.3 Billing Document

In addition to the standard billing document fields, the following SAP Treasury G-Invoicing for SAP S/4HANA header fields are relevant when creating a G-Invoicing relevant billing document:

Header Level G-Invoicing Billing Document Fields - G-Invoicing Tab

Field	Required	Description
G-Invoicing Order Number	Yes. Must reference an IGT Order in open status.	Identifying number for purchase order assigned by G-Invoicing at the time of order creation by the buyer.
Reference Performance Number	Required if you create a credit memo. This number references the performance number of the debit memo.	A number that links a new performance transaction to an existing performance transaction.

Line Item G-Invoicing Billing Document Fields - G-Invoicing Tab

Field	Required	Description
Reference Performance Detail Number	Required if you create a credit memo. This number references the performance detail number of the debit memo.	A number that links a new Performance Detail to an existing one.
G-Invoicing Order Line Number	System generated.	Identifier of a specific Line Item within the Order.
G-Invoicing Schedule Number	System generated.	Identifier of a specific Schedule within the Line Item, containing the detailed financial and shipping information.

4.4.4 Supplier Invoice

In addition to the normal supplier invoice fields, the following SAP Treasury G-Invoicing for SAP S/4HANA line item and line item details fields are relevant when creating a G-Invoicing relevant supplier invoice:

Line Item G-Invoicing Supplier Invoice Fields - G-Invoicing Tab

Field	Required	Description
Order Number	Yes. Must reference an IGT Order in open status.	Identifying number for Purchase Order assigned by G-Invoicing at the time of Order creation by the Buyer.
Order Line Number	Derived for UI.	Identifier of a specific Line Item within the Order.

Field	Required	Description
Ref. Performance Num	Conditional: Performance by receiving agency must always reference the servicing agency's Performance Number. Negative performance must reference a prior Performance Number of the same Type. Must be unique within a single Performance Number.	A number that links a new Performance Transaction to an existing one.

Line Item Details G-Invoicing Supplier Invoice Fields - G-Invoicing Tab

Field	Required	Description
Schedule Number	Derived for UI.	Identifier of a specific Schedule within the Line Item, containing the detailed financial and shipping information.
Reference Detail	Conditional: Positive performance by Receiving Agency must reference the Servicing Agency's Performance Detail Number. Negative performance must reference positive Performance of the same Type. Performance must not reference previous Performance with negative QTY.	A number that links a new Performance Detail to an existing one.

4.5 Viewing the Change Log of an Order Modification or Performance

Prerequisites

> ⚠ Restriction
>
> This feature depends on certain reused components that are not available in NetWeaver. Therefore, you cannot use this feature if your SAP Treasury G-Invoicing setup uses the Hub standalone deployment scenario - that is, the Hub system is not installed on the same application server as the ERP system. In order to use this functionality, you must use an embedded deployment scenario, in which the Hub system is installed on the same application server as the ERP system. For more information, see:

- The SAP Treasury G-Invoicing Administration Guide > System Landscape for SAP Treasury G-Invoicing for SAP S/4HANA
- SAP note 3423292 - **Limitation note for "Change Log" functionality in GINVOICING**, including the details in the attachment to that note

- Report `/GINH/CHANGE_DOC_BOFU_MAP` must be executed to create the required business object and change document object mapping in table `/BOFU/I_OBM_CDO` as described in Post-Installation Tasks.
- The `/GINH/CHANGE_DOCUMENTS_SRV` oData service must be activated. For more information, see Activate Required oData Services.

Context

While viewing an order modification or a performance, you can review all the modifications that have been made to it.

Procedure

1. While viewing an order modification or a performance, click the *Change Log* button.
   The system displays a list of all the changes made to the object.

   > Note
   >
   > You can view the log for a single modification of an order.
2. By default, the system displays the following columns:
   - Field Name
   - New Value
   - Old Value
   - Change Type

   If you wish, you can click the gear icon to reveal other columns. You can also sort, filter, and group the list.

5 Performances

Performances can be made against an Order that has a status of open. After there has been a delivery of goods or once expenses have been posted against a WBS element, the Performance stage begins normally with a billing document from the Servicing Agency.

The following performance types are available:

- *Delivered/Performed*: Originates on the Seller side (relates to a billing document, either a debit memo or credit memo). In FOB source, the Delivered/Performed gets linked to a supplier invoice on the Receiving Agency side. In FOB Destination, the Delivered/Performed is not linked to an invoice/credit memo on the Receiving Agency side.
- *Received/Accepted*: Originates on the Hub. In FOB Source, Received/Accepted has no bearing on the supplier invoice on the Receiving Agency side. In FOB destination, Received/Accepted triggers a supplier invoice on the Receiving Agency side.
- *Advance*: Relates to a down payment.
- *Deferred Payment*: Reflects the FI Accruals on the Servicing Agency side.

The following Treasury statuses are available for Performances:

- Informational
- Pending
- Settled (Cash has gone from Receiving Agency to Servicing Agency)

In an FOB Source scenario, the Delivered/Performed goes from pending to settled, and the Received/Accepted is only informational. While in an FOB Destination scenario, the Delivered/Performed is informational, and the Received/Accepted goes from pending to settled.

The following Hub acceptance statuses are available for Performances in FOB Source:

- Acceptance implied
- Partially accepted
  (In the case of partial acceptance, there will be a balance to resolve. Only when the balance is brought back to 0 by a credit or an additional partial acceptance will the acceptance status go to Fully accepted.)
- Fully accepted
- Open

The following Hub acceptance statuses are available for Performances in FOB Destination:

- Open
- Partially accepted
  (In the case of partial acceptance, there will be a balance to resolve. Only when the balance is brought back to 0 by a credit or an additional partial acceptance will the acceptance status go to Fully accepted)
- Fully accepted

5.1 Servicing Agency

The topics in this section describe performance-related tasks for servicing agencies.

5.1.1 Seller Comments on Orders and Performances

Context

As a seller, you can add comments to a sales order at the header level. These comments are ultimately copied to any performances generated from this sales order.

- If a comment added to a sales order should be updated only for specific performances derived from the sales order, you can enable the *Performances on hold* checkbox. While this checkbox is enabled, all performances derived from this sales order are parked in the Hub, so so you can continue to update the comment, as well as uploading attachments. Once you are finished working with the performance, you can release it, allowing so the performance to be snyced to Treasury manually or via the push report.
- If a comment added to a sales order is the same for all derived performances, you do not need to enable the *Performances on hold*, so all performances created from this sales order will be executed by the push report and synced to Treasury.

Procedure

In the ERP system

1. While working on a sales order in the ERP system, on the *Texts* tab, select *Performance Comments* in the *Text Type* box.
2. In the text field of the sales order, add the comment you wish to share with your trading partner via performances.
3. If you wish to delay the syncing of performances based on this sales order - for instance because the comments should be updated only for specific performances derived from the sales order - on the *G-Invoicing* tab check the *Performances on Hold* checkbox. As long as this box remains checked, performances created for this sales order will not be synced to Treasury, although they will be created n the Hub with the *On hold* status.
4. Save the sales order.

In the Hub system

5. You can search for all performances that are on hold, and you can further edit performance comments directly in the Hub.

   When you are finishing working with the performance on hold, you can release it, so the status changes from *On hold* to *Created* and the performance moves forward with the regular flow.

   You can also select multiple on-hold performances in the *Performance Overview* screen and release them all at once.

5.1.2 Create Debit/Credit Memo Request

Context

For services billing: for example, costs have been on WBS element that you want to bill.

Procedure

1. In your SAP ERP system, run a resource-related billing request for the corresponding sales document using transaction `DP91`.
2. Select the item(s) you want to bill and choose *Billing Request*.

   A debit memo request is created with the amount that you chose to bill. On the *G-Invoicing* tabs of the debit memo request, all the relevant information is copied over from the sales order.

5.1.3 Create Debit/Credit Memo

Context

You have created a debit/credit memo request for services or a delivery for materials.

> **Note**
>
> The accounting period in performance acceptance and rejection can be configured using maintenance view `/GINH/V_ACC_PER`. For more information, see SAP Note 3235858 - Configure the ability to choose accounting period.

Procedure

1. In your SAP ERP system, in a debit/credit memo request, choose *Sales Document* > *Billing*.

   A debit/credit memo is created. On the *G-Invoicing* tabs of the debit/credit memo, all the relevant information is copied over from the sales order.
2. Save the debit/credit memo.

3. Choose *Billing document* > *Display* to confirm that the required accounting documents were created.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Billing Document Out* view, find and submit the debit/credit memo. This will normally be a scheduled step.

   A Performance is created.

   > **Note**
   >
   > Services amounts and quantities are transformed from 1 unit for X USD each to X units of DO for 1 USD each.

5. Still in the eDocument Cockpit, select the document and click *View Performance* to view the Performance on the SAP G-Invoicing Hub. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Performance and open it

   The Performance has a Performance Type of *Delivered/Performed* and a Status of *Created* and a temporary number.
6. Sync the Performance with Treasury.

   If the Order is FOB Source, the Performance has a Performance Type of *Delivered/Performed* , a Treasury Status of *Pending* and then after another sync to Treasury *Settled*, and an *Acceptance Status* of *Acceptance Implied*.

   If the order is FOB Destination, the Performance has a Performance Type of *Delivered/Performed* , a Treasury Status of *Informational* and an *Acceptance Status* of *Open*.

   > **Note**
   >
   > Debit memo/credit memo references the debit memo's Performance. The acceptance status should only be seen on the positive Delivered/Performed . Any negative Delivered/Performed does not have an acceptance status because the acceptance status is only on the positive Delivered/Performed.

   The Requesting Agency now creates a corresponding supplier invoice/credit memo.

5.1.4 Posting a Collection

Context

In FOB Destination, customer invoices and credit memos are often settled automatically, even if the Received/Accepted was only partially accepted or if more than one document has to be settled against the initial Delivered/Performed.

In cases where automatic settlement is not possible. In these cases, the system sets a flag that prevents automatic settlement, and *Auto Settlement: Not Allowed* appears in the document header.

Procedure

1. Execute settlement transaction */GINH/S_STL_PERONERP*.
2. Enter the performance you want to settle.
3. Select the *Type of Settlement Run*.
   - Settling with Direct Processing (Recommended)
     1. Click *Execute*. The system executes a job with the name `/ginb/create_settlement_job_S` in ERP that creates a cash posting for the collection.
   - Settling with eDocuments (Deprecated)
     1. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit.
     2. In the *G-Inv Settlement In* view, find the corresponding eDocument.
     3. Choose *Post Accounting Document*. This is normally a scheduled step.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit, where the accounting document will create a Settlement Out eDocument.
5. In the *G-Inv Settlement Out* view, find the corresponding Settlement Out eDocument.
6. *Submit* the document to update the performance with the relevant accounting document.

Results

If you navigate back to the performance on the Hub (D/P Performance for FOB Source and R/A Performance for FOB Destination) and refresh it, under the *Settlement Details* tab, the *Accounting Document Number* field is updated.

Related Information

Settlement [page 73]

5.1.5 Creating a Down Payment Request and Down Payment

Context

There is a sales order with advance. You have added a down payment at item level.

Procedure

1. In your SAP ERP system in transaction `VA02`, create a billing document and as *Billing Type* choose the configured down payment request type.
2. Save the down payment request.
3. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Billing Document Out* view, find and submit the down payment. This will normally be a scheduled step.

   A Performance of type *Advance* is created.
4. Still in the eDocument Cockpit, select the document and click *View Performance* to view the Performance on the SAP G-Invoicing Hub. Alternatively, log into the SAP G-Invoicing Hub and to the *Orders (Servicing)* app. Find the Performance and open it

   The performance has a Performance Type of *Advance* and a Status of *Created*.
5. Sync the Performance with Treasury.

   The Status is *Pending* but after a short delay and another sync with Treasury changes to *Settled* .
6. Once the performance is Settled, send the performance to your SAP ERP system using the `/GINH/S_PER_DPATOERP` program.
7. Select the *Type of Down Payment Run*.
   - Settling with Direct Processing (Recommended)
     1. Click *Execute*. The system creates a clearing document, and a Settlmenet Out eDocument is also created for the new clearing document.
   - Settling with down payment in eDocuments (Deprecated)
     1. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit.
     2. In the *G-Inv Down Payment In* view, find the corresponding eDocument.
     3. Choose *Post Accounting Document*. This is normally a scheduled step.
8. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit where the Down Payment creates a Settlement Out eDocument.
9. In the *G-Inv Settlement Out* view, find the corresponding Settlement Out eDocument.
10. Submit the document to update the performance with the relevant Down Payment document.

5.1.6 Deferred Payments (Servicing)

Context

Servicing agencies can post expenses that have not yet been billed. To do this, users create deferred performances for existing accrual postings.

> ⓘ Note
>
> SAP Treasury G-Invoicing previously supported creating deferred performances via an API. While this is still possible, SAP recommends you use the updated procedure described here.

ⓘ Note

The accounting period in performance acceptance and rejection can be configured using maintenance view `/GINH/V_ACC_PER`. For more information, see SAP Note 3235858 - Configure the ability to choose accounting period.

Procedure

1. Execute transaction `/GINB/DEFERRED_PERF` (report name `/GINB/DEFERRED_PERF_CREATE`) to create the deferred performances.
2. Enter any relevant parameters.

   This report selects the accrual posting based on:
   - Company code, document type, and GL account
     The report uses the account maintained in BAdI `/GINB/FILL_ACCRUAL_POSTING`.
   - Funded program of the sales order, based on your selections in this step

   ⓘ Note

   The criteria used to fetch the JV posting can be changed by implementing BAdI `/GINB/FILL_ACCRUAL_POSTING`. For more information, see .BAdI: Fetch the Accrual Postings (Servicing Sides).
3. Click *Execute*. The report aggregates the JV postings based on the sales order and creates a deferred performance for the respective sales order.

5.1.7 Cancel an Invoice

To cancel a G-Invoicing relevant bill, the Servicing Agency has to wait until the Reference Performance Number is established in the Treasury system.

5.1.8 Automatically Refunding an Advance from a Prior Year

Prerequisites

At least a cash disbursement account must be maintained for the company code and document type for which you wish to reverse a downpayment from a prior year. See Accounts of Down Payment Reversal of Advances from Prior Year for more information.

This feature is available only when you use the billing plan with FAS/FAZ as a billing document type.

Context

Sometimes, you need to return a downpayment you have already received. If the downpyament was received during the previous fiscal year, the return will be linked to the previous year's downpayment document, and you can track more details in configurable budgetary line item fields.

Procedure

1. On the Sales Order billing plan tab, create an FAS entry to reverse the downpayment. At the header level in the generated billing document, the performance number for the prior year's downpayment will be linked. Should there be additional downpayments, then the system will default to the most recent performance. Make sure that the linked performance points to the correct performance number.

   The new performance related to the reverse downpayment is settled in the Hub and transferred to the ERP system.
2. Open the relevant clearing document. Depending on your system's configuration, you can review the following line items, which are readable by the budgetary ledger:
   1. The *debit customer account* and the *credit cash disbursement account*
   2. The *debit customer account* and the *credit cash disbursement account* and also the *debit entry account* and the *credit entry account*

Related Information

Accounts of Down Payment Reversal of Advances from Prior Year

5.1.9 Manually Clearing a Performance

Context

Often, posting a collection or making a payment results in a clearing document that gets posted automatically, and in those instances no manual activity is required.

When multiple partial postings or collections have been done for the same performance, they may need to be manually cleared, which includes clearing all the partial payments against the underlying invoice. This process updates the performance on the Hub with the reference to the clearing document.

> ⓘ Note
>
> There are several ways to manually clear a performance. The procedure below illustrates one way, using transaction `FB05` - *Post with Clearing*. For general information on clearing, see General Ledger Accounting (FI-GL) > Clearing.

Procedure

1. Execute transaction *FB05*.
2. In the *Type* field, enter type **`ZV - Payment Clearing`**. Enter at least the other required information, including *Document Date*, *Company Code*, and *Currency Rate*.
3. Click *Choose open items*.
4. Enter the relevant *Account* and select **`Document Number`** in the *Additional selections* box.
5. Click *Process Open Items*.

Results

A clearing document is created. You can view and submit this document in the *eDocument Cockpit* under the *G-Inv Settlement Out* view.

If you navigate back to the performance on the Hub (D/P Performance for FOB Source and R/A Performance for FOB Destination) and refresh it, under the *Settlement Details* tab, the *Clearing Document Number* field is updated.

5.1.10 Automatic Mapping of D/P Performances to Credit Memos

G-Invoicing can automatically map D/P performances to credit memos (CM)

Mapping

When you create a credit memo (CM) without reference to a performance, the system automatically maps the CM to one or more corresponding performances, creating new negative performances as necessary. You can configure the priority of scenarios considered when automatically mapping credit memos and implement specific mapping rules via a BAdI.

If the system creates a single performance, its number is displayed in the *Performance Number* field in the eDocument Cockpit.

If the system creates multiple performances, the *Performance Number* field instead displays `MULTIPLE`. If you click the *View Performance* button in the eDocument Cockpit with the document selected, the system searches for all related performances based on the relevant Agency Transaction ID, and all the negative performances are displayed.

Validations for Credit Memo Request (CMR) or Negative Debit Memo Request (Negative DMR)

When credit memo requests (CMR) and negative debit memo requests (DMR) are processed, the system performs the following validations:

- If a CMR or negative DMR is created from Resource Related Billing (RRB), the D/P reference is bypassed.
- If a CMR or negative DMR is processed from the order UI *and* if no explicit performance reference is provided, the system checks to ensure if the CMR or negative DMR can be covered by prior positive Delivered/Performed (D/P) performances linked to the order before persisting the document.

Validations for Credit Memo (CM) or Negative Debit Memo (Negative DM)

When credit memos (CM) and negative debit memos (DM) are processed, the system performs the following validations:

- If an explicit performance reference if not provided, performance reference mapping is automated.
- The system checks to ensure that the CM or negative DM can be covered by prior positive D/P performances linked to the order before persisting the document.

Related Information

Negative Performance to D/P Mapping
Performance Deletion Report for Performances Not Synced with Treasury [page 64]
Performance Deletion Report for Performances Not Synced with Treasury [page 64]

5.1.11 Performance Deletion Report for Performances Not Synced with Treasury

Context

> ⓘ Note
>
> This is an administrative task intended to be performed by authorized users. To be able to perform this task, a user requires access to authorization object `/GINH/ADMN`.

The deletion report allows you to set or undo deletion flags for performances that are not synchronized with Treasury. This is useful for exception scenarios where the source ERP document needs to be cancelled. The mandatory input parameter for the report is the Agency Transaction ID. Users can provide Invoice/Credit Memo/Debit Memo numbers to display related performances and mark them for deletion or undo the deletion.

Procedure

1. Execute transaction `SE38`, enter program name `/GINH/PERF_MARK_FOR_DELETION`, and click *Execute*.
2. Enter the *Agency Transaction ID* for which you wish to delete performances. This is the same as the invoice, credit memo, or debit memo number. Click *Execute*.
3. Select all the performances that appear and click *Mark for Deletion*.

   > ⓘ Note
   >
   > To ensure data integrity, you cannot select only some of the listed performances linked to the same source document and mark them for deletion. You must select all of them.

   As long as the relevant performances have not been synced to Treasury, you can also select performances marked for deletion, then choose *More > Undo Deletion* to unmark them for deletion.

Related Information

Automatic Mapping of D/P Performances to Credit Memos [page 63]

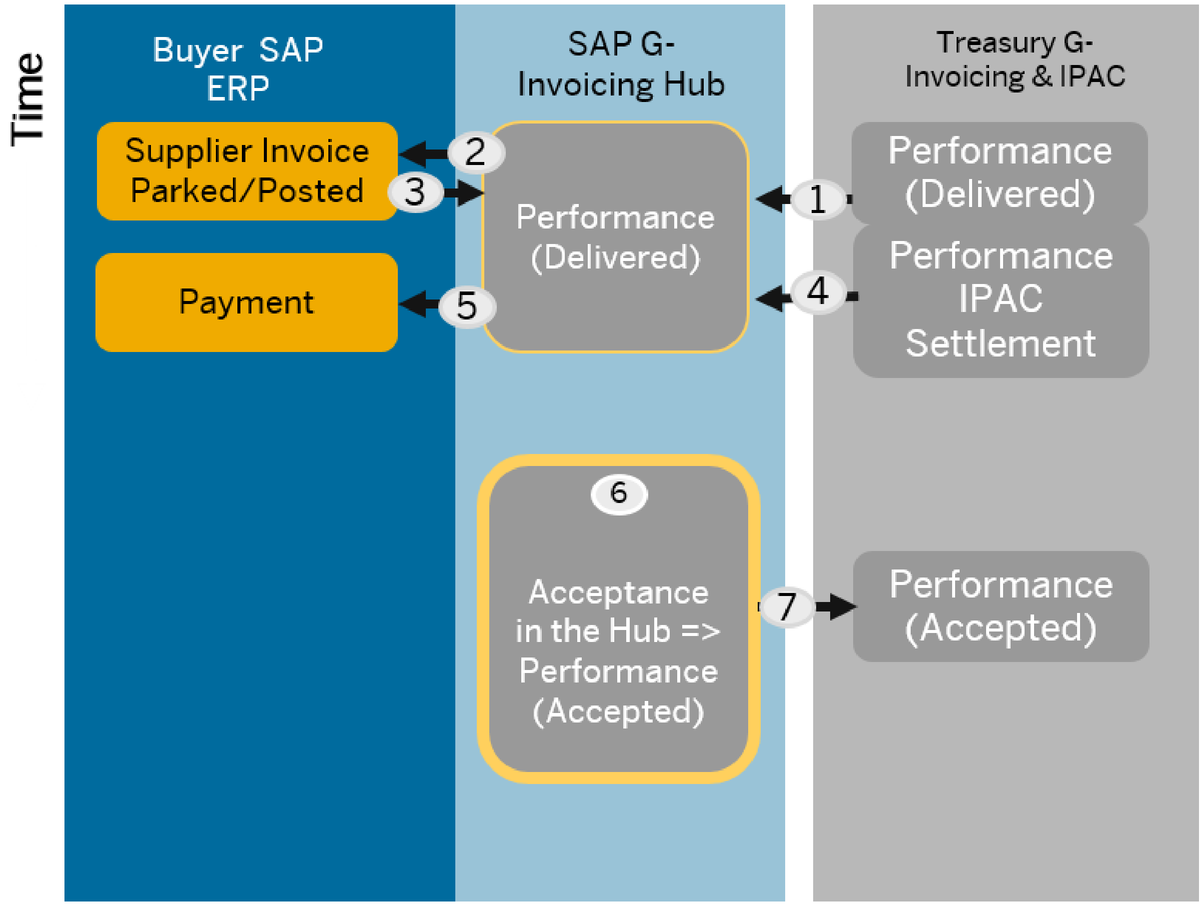
5.2 Requesting Agency

The topics in this section describe performance-related tasks for requesting agencies.

5.2.1 Performance Acceptance: FOB Source Versus FOB Destination

The actions triggered by accepting a Performance on the SAP G-Invoicing Hub are different depending on whether the Performance relates to an Order that is FOB Source or an Order that is FOB Destination. In FOB Source, the Received/Accepted performance type does not trigger a supplier invoice/credit memo parking and results only in an update to Treasury. It is the Delivered/Performed performance type that triggers the supplier invoice/credit memo parking and gets linked to this supplier invoice/credit memo number on the Receiving Agency side. In FOB Destination, we have the opposite situation. Received/Accepted triggers a supplier invoice/credit memo on the Receiving Agency side, while the Delivered/Performed is not linked to an invoice/credit memo. The invoice/credit memo is only triggered after acceptance. In FOB Destination, all Performances must be accepted on the SAP G-Invoicing Hub before they can be settled. In FOB Source, acceptance is not required for settlement.

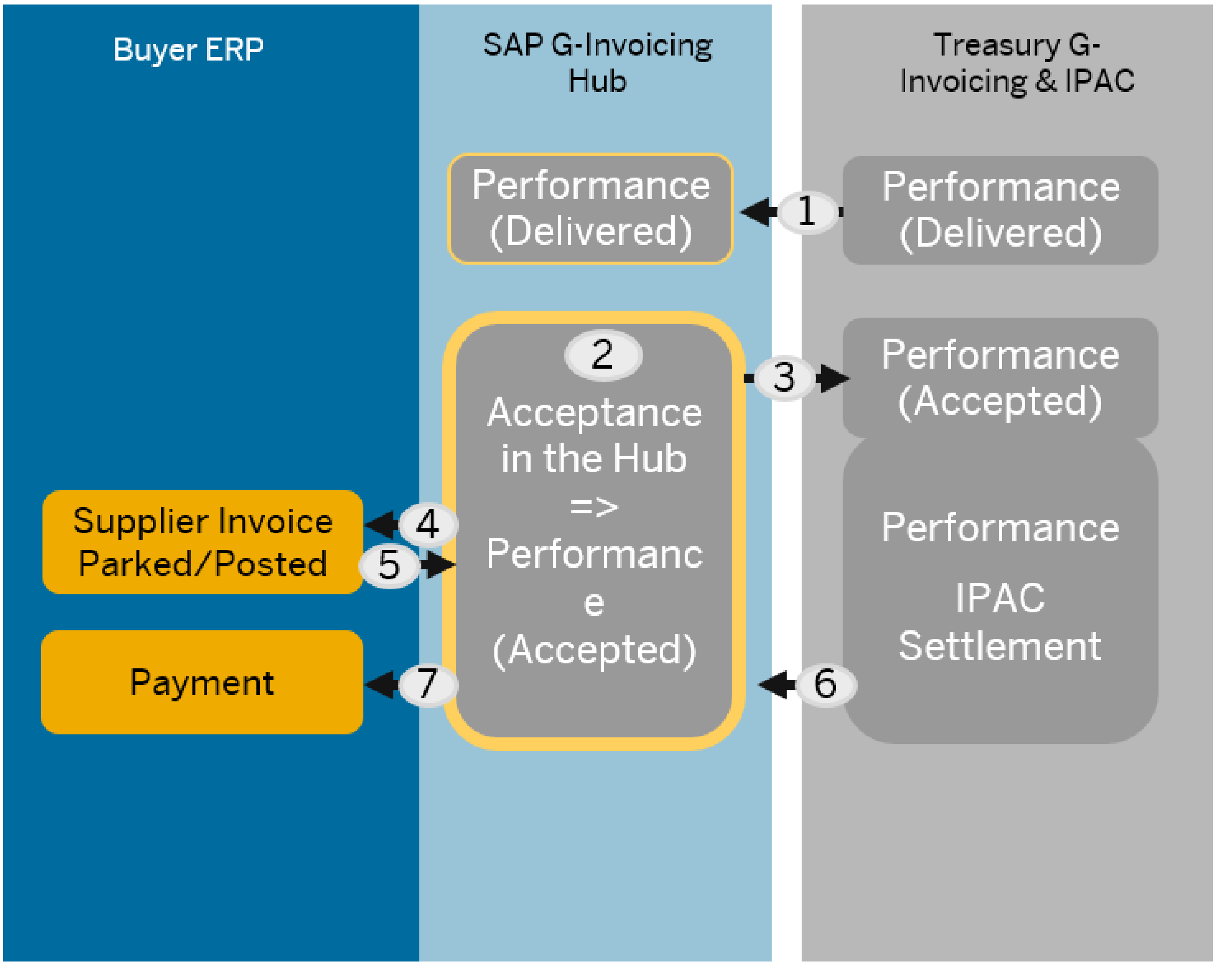
FOB Source: Performance Acceptance on the SAP G-Invoicing Hub



FOB Source: Performance Acceptance on the SAP G-Invoicing Hub

1. The Delivered/Performed (D/P) is received from Treasury into Hub after the Servicing Agency has created a billing document.
2. The Delivered/Performed is sent to SAP ERP for parking/posting using transaction `MIRO`.
3. The Delivered/Performed is updated with the posted supplier invoice/credit memo number.
4. The Delivered/Performed status is updated on the Hub to Settled.
5. The Settled Delivered/Performed triggers the payment without the need for acceptance.
6. Received/Accepted Performance. The Receiving Agency manually enters a received quantity on the Hub only in cases of zero or partial acceptance. There is no need to do an acceptance at all if the full quantity is being accepted.
7. The Received/Accepted is sent to Treasury.

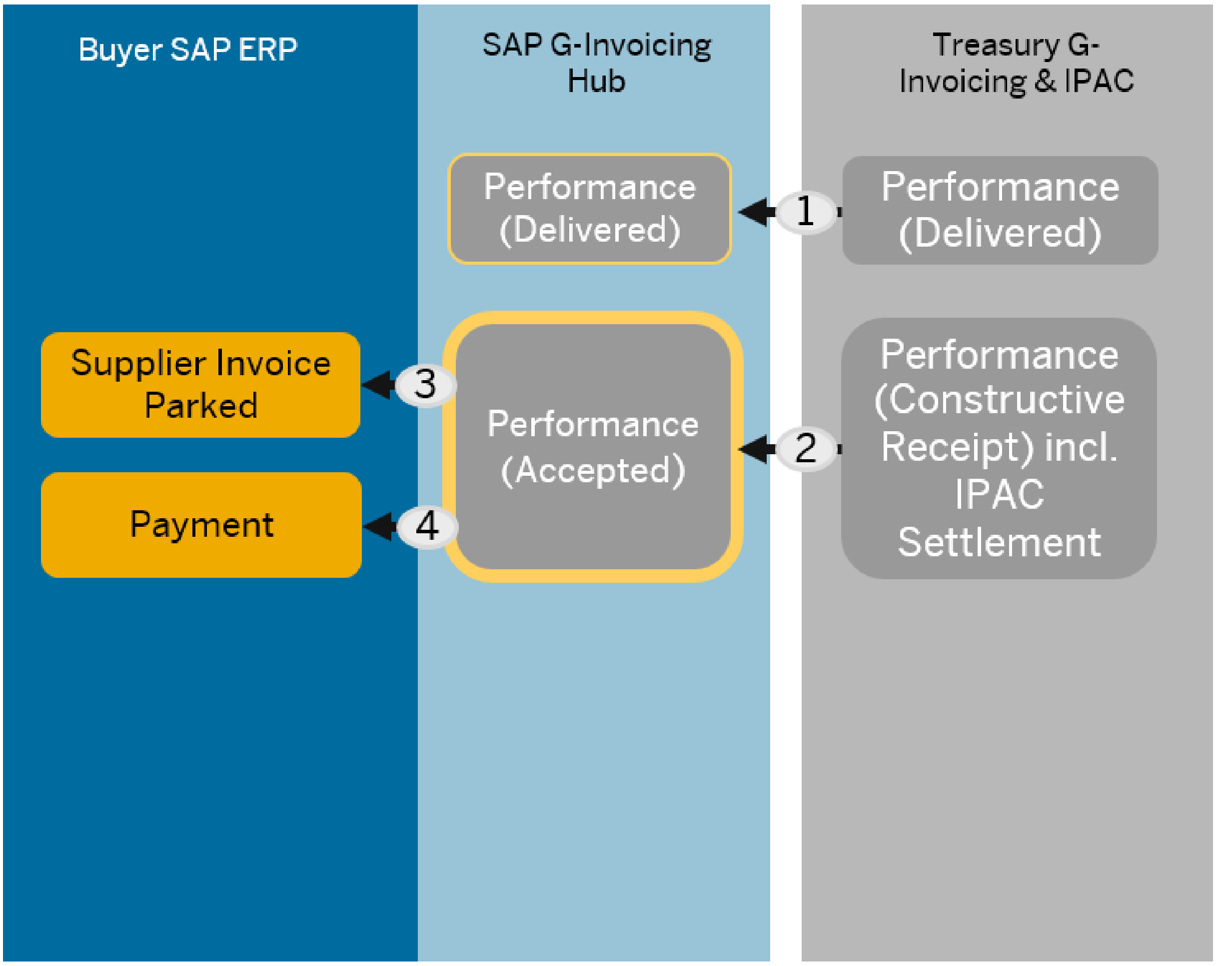
FOB Destination: Performance Acceptance



FOB Destination: Performance Acceptance on the SAP G-Invoicing Hub

1. The Delivered/Performance (D/P) is received from Treasury into Hub after the Servicing Agency has created a billing document.
2. The Receiving Agency manually enters a received quantity on the Hub in all cases. It is this acceptance on the Hub that triggers the creation of the supplier invoice/credit memo and the update to Treasury.
3. The Received/Accepted Performance is sent to Treasury. The Performance is validated in the transaction and so it always succeeds.
4. The quantity accepted in the Hub gets sent to SAP ERP for parking using transaction `MIRO`.
5. Supplier invoice/credit memo posting that can trigger the Payment if Settlement has happened.
6. The Received/Accepted Performance gets settled in Treasury.
7. After the Received/Accepted Performance has been settled and the supplier invoice/credit memo has been posted, the payment is posted in SAP ERP.

FOB Destination: Constructive Receipt on the SAP G-Invoicing Hub



FOB Destination: Constructive Receipt on the SAP G-Invoicing Hub

If a Delivered/Performed is not accepted within the number of days specified in the *Constructive Receipt days* field of the Order, Treasury accepts the Delivered/Performed.

1. The Delivered/Performed is received from Treasury into SAP G-Invoicing Hub after the Servicing Agency has created a billing document.
2. When Treasury sends Constructive Receipt performance as already settled, it generates the *Received/ Accepted* on the Hub with the Status of *Settled*.
3. The Constructive Receipt quantity gets sent from the Hub to SAP ERP for parking using transaction `MIRO`.
4. When the manual posting of the supplier invoice/credit memo is made, the payment is posted in SAP ERP.

5.2.2 Creating a Supplier Invoice/Credit Memo

Context

The Servicing Agency has created a billing document, for example, a debit/credit memo, which results in a performance Delivered/Performed (D/P)

Procedure

1. Pull the latest Performance documents using the */GINH/PERF_PULL_R* transaction.
2. Send the Performance to your SAP ERP system using the /GINH/SEND_PERF_TO_ECC program. You could alternatively navigate to the Performance on the Hub and choose *Sync to ERP*. In FOB Destination, the supplier invoice/credit memo is not created until you accept the Performance. In FOB Source, no acceptance is necessary. For more information, see Performance Acceptance: FOB Source Versus FOB Destination [page 65].
3. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit. In the *G-Inv Supplier Invoice In* view, find the invoice/credit memo and choose *Park Incoming Invoice*.

   A parked supplier invoice is created.
4. In your SAP ERP system, review the parked invoice and post it.
5. In the eDocument Cockpit, *G-Inv Supplier Invoice Out* view, find the invoice and submit it.

   If you navigate back to the Performance on the Hub and refresh it, the *Linked Invoice* field is updated with the number of the supplier invoice that you created.

5.2.3 Making a Payment

Context

When a supplier invoice or credit memo has posted, you can use this task to make a payment.

Supplier invoices and credit memos are often settled automatically, but in cases where automatic settlement is not possible, the system sets a flag that prevents automatic settlement, and Auto Settlement: Not Allowed appears in the document header.

Procedure

1. Execute requesting settlement transaction `/GINH/R_STL_PERONERP`.
2. Enter the performance you want to settle.
3. Select the *Type of Settlement Run*.
   - Settling with Direct Processing (Recommended)
     1. Click *Execute*. The system executes a job with name `/ginb/create_settlement_job_R` in ERP that creates a cash posting covering the payment.
   - Settling with eDocuments (Deprecated)
     1. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit.
     2. In the *G-Inv Settlement In* view, find the corresponding eDocument.
     3. Choose *Post Accounting Document*. This is normally a scheduled step.
4. Use transaction `EDOC_COCKPIT` to open the eDocument Cockpit, where the Accounting Document creates a Settlement Out eDocument.
5. In the *G-Inv Settlement Out* view, find the corresponding Settlement Out eDocument.
6. Submit the document to update the performance with the relevant accounting document.

Results

If you navigate back to the performance on the Hub (D/P Performance for FOB Source and R/A Performance for FOB Destination) and refresh it, under the *Settlement Details* tab, the *Accounting Document Number* field is updated.

Related Information

Settlement [page 73]

5.2.4 Deferred Payments (Requesting)

Context

Requesting agencies can post expenses that have not yet been billed. To do this, users create accrual postings for every deferred performance.

Procedure

1. Execute transaction `/GINH/CREATE_ACR_DEF` (report name `/GINH/CREATE_ACCRUALS_DEFERRED`).
2. Enter any relevant parameters.
3. Click *Execute*.

   The report submits background job `/GINB/CREATE_ACCRUAL_POST_JOB_R` in the ERP system. You can see the output summary in the spool list of this job.
4. For each deferred performance, the system creates a JV posting using the accounts maintained in Customizing. For more information, see Accounts of Accrual Posting (Requesting Side).
5. The existing JV postings for the deferred performances with "Deleted" status are reversed, and new JV postings are created for the deferred payment performances with "Informational" status.
6. The system generates a settlement-out eDocument for every accrual posting. The JV posting document number is updated on the performance when the eDocument is submitted.
7. In the *Performance (Requesting)* Fiori app, you can release performances with the "On Hold" status. When you release a performance this way, its status is set to "Informational".

   > ⓘ Note
   >
   > Authorization object `/GINH/RELR` is required to place holds on and release deferred performances on the requesting side.

5.2.5 Buyer Accruals

Context

Agencies can post the accruals for the unaccepted or under-accepted amounts by the buyer for delivered performances. (This works only for FOB destination)

Procedure

1. Execute transaction `/GINH/CREATE_BUY_ACR` (report name `/GINH/CREATE_BUYER_ACCRUALS`).
2. Provide any relevant selection parameters and click *Execute*.

   The report fetches the delivered performances based on your selection parameters, then submits background job `/GINB/CREATE_ACCRUAL_POST_JOB_R` in the ERP system. You can see the output summary in the spool list of this job.
3. For each delivered performance, the system creates a JV posting using the accounts maintained in Customizing. For more information, see Accounts of Accrual Posting (Requesting Side).

4. The existing JV postings for the deferred performances are reversed, and new JV postings are created for the current unaccepted amount.
5. The system generates a settlement-out eDocument for every accrual posting. The JV posting document number is updated on to the performance when the Edocument is submitted.

5.2.6 Partially Accepting or Rejecting a Performance

Context

A Delivered/Performed performance has been created. All positive acceptance is done against the Delivered/Performed; all negative acceptance is done against the Received/Accepted.

Procedure

1. Pull the latest requesting Performance documents using the /GINH/PERF_PULL_R transaction.
2. Log on to the SAP G-Invoicing Hub.
3. Choose the *All Performance (Requesting)* app.
4. Select the Performance and open it. In FOB Source, the Performance Type is *Delivered/Performed*, the Status is Settled, and the Acceptance Status is *Acceptance Implied*. In FOB Destination, the Performance Type is *Delivered/Performed*, the Status is Informational, and the Acceptance Status is *Open*. Choose *Reject* in the case that you want to reject the entire Performance. In the case of a partial acceptance, choose *Create Acceptance* and provide a reason for the partial acceptance and enter the accepted quantity. Choose *Save* and *OK*.

   The partial acceptance goes directly to Treasury without needing to go through the eDocument Cockpit. In FOB Source a new Performance document is created of type *Received/Accepted* and Status *Informational*.

5.2.7 Making a Down Payment

Context

The Servicing Agency has created an Advance Performance and the Performance has the status of Settled.

Procedure

1. Pull the Performance documents using the /GINH/PERF_PULL_R transaction.
2. Execute transaction /GINH/R_PER_DPATOERP - *Send Advance Performance Detail to ERP - Requesting*.
3. Select the *Type of Down Payment Run*.
    - Settling with Direct Processing (Recommended)
        1. Click *Execute*. The system creates a clearing document, and a Settlement Out eDocument is also created for the new clearing document.
    - Settling with down payment in eDocuments (Deprecated)
        1. Use transaction EDOC_COCKPIT to open the eDocument Cockpit.
        2. In the *G-Inv Down Payment In* view, find the corresponding eDocument.
        3. Choose *Post Accounting Document*. This is normally a scheduled step.
4. Use transaction EDOC_COCKPIT to open the eDocument Cockpit where the Down Payment creates a Settlement Out eDocument.
5. In the *G-Inv Settlement Out* view, find the corresponding Settlement Out eDocument.
6. Submit the document to update the performance with the relevant Down Payment document.

5.3 Settlement

In FOB Source in a "no advance" scenario, Delivered/Performed is automatically settled and results in the movement of cash from the Receiving Agency to the Servicing Agency. A Received/Accepted is informational only.

In FOB Destination, automatic settlement is usually possible, including in cases where the Received/Accepted does not fully cover the Delivered/Performed or in cases where a negative credit memo is posted against negative Received/Accepted. This remains true in scenarios with multi-line billing documents on servicing agency Performances

Certain scenarios, though, do require manual settlement, and in such cases the system sets a flag that prevents automatic settlement. Custom logic can be maintained to control when the system activates these flags. (See the SAP Treasury G-Invoicing for SAP S/4HANA Administration Guide > Manual Activity Needed and Automatic Settlement Not Allowed. Note that you must be logged into the SAP Help Portal for this link to work. To make sure you are logged in, click the person icon at the top right of the screen.)

Settlement in No Advance Scenarios

		Requesting Agency		Servicing Agency	
		Supplier Invoice	**Credit Memo**	**Billing Document**	**Credit Memo**
FOB Source	Triggering Document	Delivered/Performed	Negative Delivered/Performed	Delivered/Performed	Negative Delivered/Performed
	How to Settle	Automatically	Automatically	Automatically	Automatically

		Requesting Agency		Servicing Agency	
		Supplier Invoice	**Credit Memo**	**Billing Document**	**Credit Memo**
FOB Destination	Triggering Document	Received/Accepted	Negative Received/Accepted	Received/Accepted	Negative Received/Accepted
	How to Settle	Automatically, unless the *Automatic Settlement Not Allowed* flag is set	Automatically, unless the *Automatic Settlement Not Allowed* flag is set	Automatically, unless the *Automatic Settlement Not Allowed* flag is set	Automatically, unless the *Automatic Settlement Not Allowed* flag is set

> ⓘ Note
>
> Posting a final clearing document is automatic if the system can determine all related postings and there is no open amount still pending for the D/P performance.
>
> Because performances can be settled even when they only partially cover the D/P, underlying accounting documents may remain in an uncleared state. Such performances require manual activity to be fully cleared.
>
> You can search for performances that require manual activity by filtering the *Manual Activity Needed* flag for the value **Yes**.

Settlement of Advance

		Requesting Agency		Servicing Agency	
		Supplier Invoice	**Credit Memo**	**Billing Document**	**Credit Memo**
FOB Source	Triggering Document	Advance	Return of Advance	Advance	Return of Advance
	How to Settle	Automatically Paid		Automatically Collected	
FOB Destination	Triggering Document	Advance	Return of Advance	Advance	Return of Advance
	How to Settle	Automatically Paid		Automatically Collected	

5.4 Viewing the Change Log of an Order Modification or Performance

Prerequisites

> ⚠ Restriction
>
> This feature depends on certain reused components that are not available in NetWeaver. Therefore, you cannot use this feature if your SAP Treasury G-Invoicing setup uses the Hub standalone deployment

scenario - that is, the Hub system is not installed on the same application server as the ERP system. In order to use this functionality, you must use an embedded deployment scenario, in which the Hub system is installed on the same application server as the ERP system. For more information, see:

- The SAP Treasury G-Invoicing Administration Guide > System Landscape for SAP Treasury G-Invoicing for SAP S/4HANA
- SAP note 3423292 - **Limitation note for "Change Log" functionality in GINVOICING**, including the details in the attachment to that note

- Report `/GINH/CHANGE_DOC_BOFU_MAP` must be executed to create the required business object and change document object mapping in table `/BOFU/I_OBM_CDO` as described in Post-Installation Tasks.
- The `/GINH/CHANGE_DOCUMENTS_SRV` oData service must be activated. For more information, see Activate Required oData Services.

Context

While viewing an order modification or a performance, you can review all the modifications that have been made to it.

Procedure

1. While viewing an order modification or a performance, click the *Change Log* button.
   The system displays a list of all the changes made to the object.

   > Note
   >
   > You can view the log for a single modification of an order.

2. By default, the system displays the following columns:
   - Field Name
   - New Value
   - Old Value
   - Change Type

   If you wish, you can click the gear icon to reveal other columns. You can also sort, filter, and group the list.

6 Attachments

You can add attachments to purchase orders, sales orders, and billing documents.

G-Invoicing categorizes attachments as one of two possible types: "internal" or "external."

- Internal attachments are not meant to be shared with an external partner.
- External attachments are always shared with external partners.

> Note
>
> G-Invoicing treats all attachments added in ERP as "external" attachments, which means that they will be shared with external partners. See Update Order Data sent from ERP and Update the Performance data sent from ERP to learn about BAdIs you can use if you want to be able to convert attachments made in ERP from external to internal.

> → Recommendation
>
> Although it is possible to add attachments in Treasury, SAP recommends that you add attachments in ERP or the Hub instead.

Related Information

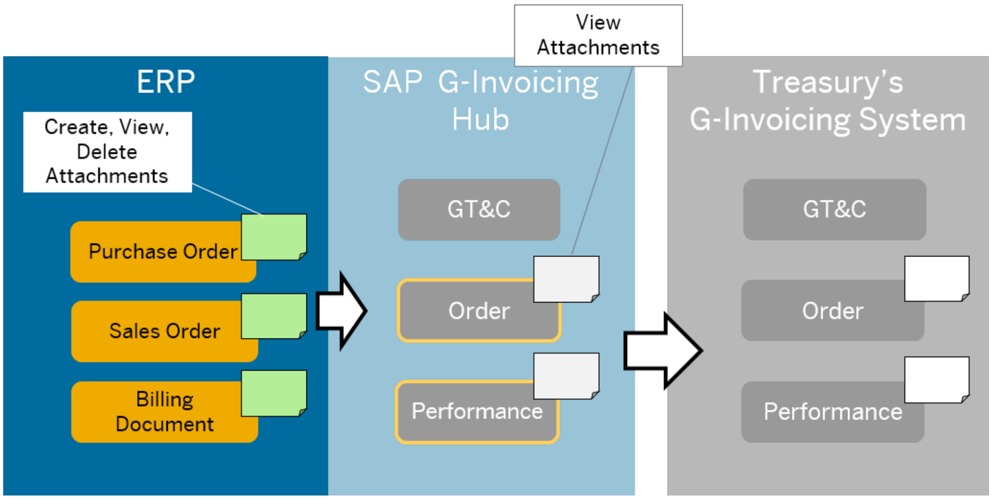
Attachment Handling in ERP [page 76]
Attachment Handling in the Hub [page 78]

6.1 Attachment Handling in ERP

After you add attachments in ERP and send the ERP document out through eDocument, the attachments are available in the related order or performance on the SAP G-Invoicing Hub. After you sync the order or performance with Treasury, the attachments will also be available in Treasury

> Note
>
> G-Invoicing treats all attachments added in ERP as "external" attachments, which means that they will be shared with external partners. See Update Order Data sent from ERP and Update the Performance data sent from ERP to learn about BAdIs you can use if you want to be able to convert attachments made in ERP from external to internal.

Attachments Flow outbound



You can add attachments while you create a purchase order by choosing *Create* > *Create Attachment* in the *Object Services* menu and uploading the attachment. The attachment appears in the attachment list after you save the purchase order. When you send the purchase order to the SAP G-Invoicing Hub, the attachment displays in the order under the *Attachments* tab. The attachment will also be available in the Order on the Servicing Agency side after they pull the latest version of the Order. You cannot create attachments as you create a sales order, but you can add them after the sales order has been saved. When you send the sales order to the SAP G-Invoicing Hub, the attachment displays in the Order under the *Attachments* tab. The attachment will also be available in the Order on the Receiving Agency side after they pull the latest version of the Order.

When you add attachments to a GT&C, order, or performance on Treasury, these attachments will also be available on the SAP G-Invoicing Hub after you pull the latest version from Treasury.

→ Recommendation

Although it is possible to add attachments in Treasury, SAP recommends that you add attachments in ERP or the Hub instead.

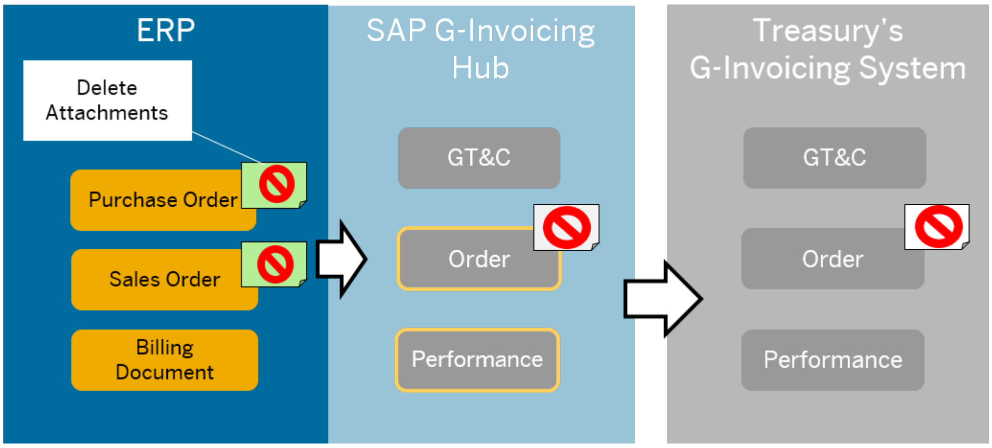
ⓘ Note

Adding an attachment to a sales or purchase order as the only action is not registered in the eDocument Cockpit as an admin change, so a non-modifying change - for example, adding a space to a header text - is required to trigger the eDocument Cockpit update.

If you delete an attachment from a purchase order or sales order in ERP, the attachment is also removed from the order on the SAP G-Invoicing Hub when you send out the purchase order or sales order to the SAP G-Invoicing Hub via eDocument. If you added a comment in ERP about the deletion, this comment will be available to view in the order on the SAP G-Invoicing Hub.

You cannot delete attachments from billing documents.

Order Attachments Delete Flow outbound



6.2 Attachment Handling in the Hub

You can add an attachment to an order or performance in the SAP G-Invoicing Hub by clicking *Add Attachment* on the *Attachments* tab.

Attachment Fields in the Hub

When viewing attachments on the *Attachment* tab in the Hub, the following fields provide more information:

- **Type**
  Indicates whether the attachment is "internal" or "external". Note that only attachments added via the Hub can be set to be internal. By default, all attachments added via ERP are treated as external. See Update Order Data sent from ERP and Update the Performance data sent from ERP to learn about BAdIs you can use if you want to be able to convert attachments made in ERP from external to internal.
- **Origin**
  Indicates in which system the attachment was added to this document: either ERP or the Hub.
- **Sync Status**
  Indicates the current synchronization status of the attachment with Treasury:
  - *In Sync*: The attachment is successfully synced with Treasury.
  - *Not In Sync*: The attachment is successfully synced with Treasury.
  - *Error syncing*: The attachment encountered an error while trying to sync with Treasury.

The header section of the document may display the cumulative sync status with Treasury of all its attachments, as long as the document has at least one external attachment that was added by you and not an external partner. If this status appears, it can have the following values:

- *Error Syncing*: At least one attachment has the `Error syncing` status.
- *Not in Sync*: At least one attachment has the `Not in Sync` status, but none have the `Error syncing` status.
- *In Sync*: All external attachments in the document have the `In Sync` status.

Syncing Attachments with Treasury

Which you click the *Sync with Treasury* button on the Hub, the system consider the *Attachment Sync Status* of the order or performance header to determine the push or pull operation to Treasury:

- If the order or performance has new or updated attachments, even ifit does not have any other new or changed information, the system will push the information to Treasury. While doing so, if an error is encountered, the error information with the file name is displayed in the *Error details* tab of the order or performance. The *Attachment Sync Status* is set accordingly.
- If the information in the order or performance, including its attachments, is already synced with Treasury, the system will pull information from Treasury.

Deleting Attachments

When you delete an external attachment that has already been synced with Treasury, the `Flagged for deletion` flag is shown, indicating that this deletion has not yet synced with Treasury. The attachment is now grayed-out and no action is allowed. Once the sync with treasury is complete, the attachment is removed from the attachment list.

When you delete internal attachments in the Hub, they are removed right away.

You cannot delete attachments that were added by external partners.

Comparing Attachment Versions

When comparing versions of an order, the system also compares attachments and indicates which attachments have been added or deleted between two order versions.

7 Managing Your Orders, Performances, and GT&Cs

Context

You can track specific G-Invoicing-relevant orders, performances, and GT&Cs in the Hub. You can also determine which objects appear on your lists and for which ones you will receive notifications.

Procedure

1. In the G-Invoicing Hub, select the relevant tile: *My Orders*, *My Performances*, or *My GT&Cs*. The system displays all the objects of the chosen type to which you are assigned.

   You can filter the list of objects using a variety of criteria. For instance, you can use the *Subscribed (Order Header Set)* filter to display orders or performances based on whether or not you are subscribed to them. Likewise, you can use *Assigned (Order Header Set* to filter to display orders, performances, and GT&Cs basecd on whether you are assigned to them.

   Objects may be auto-assigned or auto-subscribed based on certain configured notification scenarios. See Review Delivered Scenario Definitions and Maintain Function Modules Triggered by Scenarios.
2. To view all orders, performances, or GT&Cs, not just those assigned to you, select the *All Orders*, *All Performances*, or *All GT&Cs* tab. To return to a view of just those objects assigned to you, select the *My Orders*, *My Performances*, or *My GT&Cs* tab.
3. You have several tools to manage objects assigned to you.

   > ⓘ Note
   >
   > Buttons to assign, unassign, subscribe, and unsubscribe appear on the order detail view. Buttons to assign and unassign appear on the GT&C detail view.

   1. To remove an object from your list, select it, click the *Assign* drop-down, and choose *Unassign Me*.
   2. To add an object to your list, you must first select the correspting *All ...* tab. Then select the object you wish to assign, click the *Assign* drop-down, and choose *Assign Me*.
   3. To subscribe to notifications for an object, select it, click the *Subscribe* drop-down, and choose *Subscribe Me*.
   4. To unsubscribe from notifications for an object, select it, click the *Subscribe* drop-down, and choose *Unsubscribe Me*.

ⓘ Note

Administrators can assign, unassign, subscribe, and unsubscribe other users. To do so, after selecting the *Assign* or *Subscribe* drop-down, choose *Assign User(s)*, *Unassign User(s)*, *Subscribe User(s)*, or *Unsubscribe User(s)*.

From the order details screen, administrators can also click the *Worklist* button to display a list of all users who are assigned and or subscribed to the order.

Authorization object `/GINH/NADM` is required to use the Notification Scenario Configuration app as an administrator. See Authorization Objects.

⚠ Caution

Subscribing to notifications via this method only works for users with SAP IDs. To enable email notifications for non-SAP IDs, see the detailed customizing under Maintain Settings for Email Notification Framework Functionality.

→ Remember

In addition to determining the objects to which you subscribe to notifications, you can also determine which available notification scenarios will trigger notifications for your subscribed objects. See Activating and Deactivating Notification Scenarios [page 82].

8 Email Notifications

The email notification framework enables you to automate notifications to users when orders or performances are created, and when orders are modified, accepted, or rejected. This is useful for sending email notifications to users regarding orders and performances that require manual action, such as new orders or new FOB destination performances awaiting acceptance.

Order-based email notifications are provided for the following scenarios:

- New order pull from servicing side for BIO
- Modified order pull from servicing side for BIO
- New or modified order acceptance for BIO
- New or modified order rejection for BIO
- New order pull from receiving side for SFO
- Modified order pull from receiving side for SFO
- New or modified order acceptance for SFO
- New or modified order rejection for SFO

Performance-based email notifications are provided for the following scenarios:

- New FOB destination D/P performance pull by receiving side
- Reminder email triggered on a schedule before constructive receipt days, until FOB destination D/P performance is accepted by receiving side
- New partially accepted R/A performance pull by servicing agency (for both FOB source and FOB destination)
- Reminder email triggered based on a schedule until parent D/P is fully accepted on servicing side (for both FOB source and FOB destination)

Because the email notification framework handles sending these notifications automatically, you don't need to do anything while working with orders or performances for the notifications to be sent. The exact notifications, triggers, recipients, and other details are maintained according to your organizations needs. For more information, see Maintain Settings for Email Notification Framework Functionality.

8.1 Activating and Deactivating Notification Scenarios

Prerequisites

The `/GINH/NOTIFICATIONS_SRV` oData service must be activated. For more information, see Activate Required oData Services.

Context

The Notification Scenario Configuration app allows you to activate and deactivate configured notifications on a per-user level. When you set a scenario to be active for a user, that user will receive notifications when the scenario is triggered.

Individual users can do this for themselves, while admins can do this for users other than themselves as well.

> ⓘ Note
>
> This process determines which notification scenarios are active for a user. To determine which orders and performances will trigger notifications for a user, see Managing Your Orders, Performances, and GT&Cs [page 80].

Procedure

1. In the Hub, select the *Notification Scenario Configuration* tile in the G-Invoicing Configuration section.
2. If you are using the app with the standard user persona, your SAP User will be displayed in the selection box at the top-left, but you won't be able to select a different user. If you are using the app with the admin persona, you can select a different user for which you wish to activate and deactivate notification scenarios by selecting the desired user in the selection box at the top-left of the app.

    > ⓘ Note
    >
    > Role `/GINU/BR_CONF_MODELR` is required to access the Notification Scenario Configuration app. See Standard Roles.
    >
    > Authorization object `/GINH/NADM` is required to use the Notification Scenario Configuration app as an administrator. See Authorization Objects.

3. The system displays a list of all available G-Invoicing notification scenarios, sorted by orders and performances and further separated by servicing- and requesting-side scenarios. In the *Notification Status* column, switches indicate which displayed notifications are active for the currently selected user.

    The system displays only notification scenarios that have been activated in the Customizing. For more information, see Maintain Scenario Settings.
4. Set the switches for those scenarios you wish to activate for the current user to *On*, and set those which you wish to deactivate to *Off*.
5. Click *Save*.

Related Information

Maintain Settings for Email Notification Framework Functionality

9 Access the G-Invoicing Error Monitoring Cockpit

A central error-monitoring tool allows users to review all errors related to G-Invoicing documents, regardless of whether they originate from ERP, the Hub, or Treasury. Within this cockpit, errors are presented in an easy-to-read and easy-to-interpret manner.

Context

One characteristic by which errors are classified is *Error Origin*, and possible values include *HUB*, *Treasury*, and *ERP non eDOC*.

When you use direct processing of settlements, down payments, and refunds of advances (but not if you use the settlement in eDocument functionality), errors are captured using error origin *ERP non eDOC*. For errors are raised in the ERP system, only those raised during direct processing are stored in the Hub and displayed in the Error Monitoring Cockpit, as well as appearing in the error details in the performance app. Performances with errors raised in ERP receive the status *Error Settlement*. (See Posting a Collection [page 58] and Making a Payment [page 69] for more on the difference between direct processing and the settlement in eDocument functionality.)

G-Invoicing also captures any HTTP errors that may be returned by Treasury when an attempt is made to sync an order or performance with Treasury and displays them in the cockpit.

Procedure

1. You can access the Error Monitoring Cockpit from either the Hub or your ERP system.
   - To access the cockpit from the Hub, select the *Error Monitoring Cockpit* tile.
   - To access the cockpit from your ERP system, execute transaction `/GINH/ERRORHANDLE`.
2. In the *Errors View* section, select whether you wish to review Hub errors or ERP integration errors (errors relating to eDocuments).
3. If you wish, use the options in the *Selection* section to refine your search. The exact options vary depending on whether you are reviewing Hub errors or ERP integration errors.

   > ⓘ Note
   >
   > If you choose to search by *Group Name*, only groups linked to the account maintained as "Internal" can be selected. For more information, see Maintain Settings for Persist Group and Sales Order Functionality.

4. Click *Execute*. All G-Invoicing errors matching your selection criteria are displayed.

Related Information

Error Monitoring

10 Printing Form 7600B

If you wish, you can print form Treasury's Form 7600B from orders from both ERP and the Hub. The form provides essential information about newly created orders for approvers, enabling them to make effective approval decisions. For a full description of the form, see Treasury's Order 7600B Instructions .

Printing from a BIO Purchase Order in ERP

As a requesting agency, you can generate Form 7600B from a created purchase order. You do this by using a custom output type while working on the purchase order. The exact steps to do this vary depending on your system's output control and management configuration.

The form output generated at this point is automatically populated with all the available requesting-side attributes, and you can use it for initial internal approval processes.

Printing from an SFO Sales Order in ERP

As a servicing agency, you can generate Form 7600B from a created sales order. You do this by using a custom output type while working on the sales order. The exact steps to do this vary depending on your system's output control and management configuration.

The form output generated at this point is automatically populated with all the available servicing-side attributes, and you can use it for initial internal approval processes.

Downloading from the Hub

As either a requesting agency or a servicing agency, you can download the most current version of Form 7600B from the Hub. You can download this form even for orders that are currently "out of sync" with Treasury.

The most current version in the Hub is always populated with available attributes from both the servicing and receiving sides.

You can also download earlier versions of Form 7600B from the Hub, reflecting the state of the order at earlier points in its lifecycle.

- To download the current version in the Hub, open the order in the Hub and click the *Print* button.
- To download earlier versions in the Hub, open the order in the Hub and navigate to the *Audit Trail* tab. Select the version of the form you wish to print from the list and click the *Print* button.

Related Information

Maintain Settings to Support Print Form 7600B Functionality
BAdI: Update G-Invoicing Print Form Attributes

11 SAP G-Invoicing Hub

SAP has provided the SAP G-Invoicing Hub to give the user a full view of all details of the Treasury's G-Invoicing documents: GT&Cs, Orders, and Performances. For Order and Performance documents, the related SAP documents are also shown. ERP documents are enabled as links. Similarly, you can navigate from the ERP documents to the Order and Performance documents on the SAP G-Invoicing Hub via links.

You can also carry out certain G-Invoicing related tasks on the SAP G-Invoicing Hub. For example, you can reject a modification to an Order, do a partial acceptance of an Order quantity, or send an empty modification.

You can view the Treasury status of each Order and Performance on the SAP G-Invoicing Hub. Where the Buyer Hub Status or Seller Hub Status of an Order or Performance is populated, this indicates that a change to the Order or Performance has not yet been synced to Treasury. Once the sync happens, there is no value displayed in the Buyer Hub Status or Seller Hub Status fields.

Users and administrators can use the SAP G-Invoicing Hub to view error details. For Performances and Orders, these issues are displayed on the *Error Details* tab. For more technical information, the *Service Logs* app contains information on all the calls and the information sent to the Treasury web service and the information that comes back from Treasury.

Access to the SAP G-Invoicing Hub apps is controlled by business roles. You need to be assigned to the relevant role in order to see the corresponding apps. Business roles for SAP G-Invoicing Hub are desacribed in detail in the SAP Treasury G-Invoicing Admin Guide: Standard Roles.

If you have access to an app, what you can see and do within that app is controlled by certain authorization objects. Authorization objects for SAP G-Invoicing Hub are desacribed in detail in the SAP Treasury G-Invoicing Admin Guide: Authorization Objects.

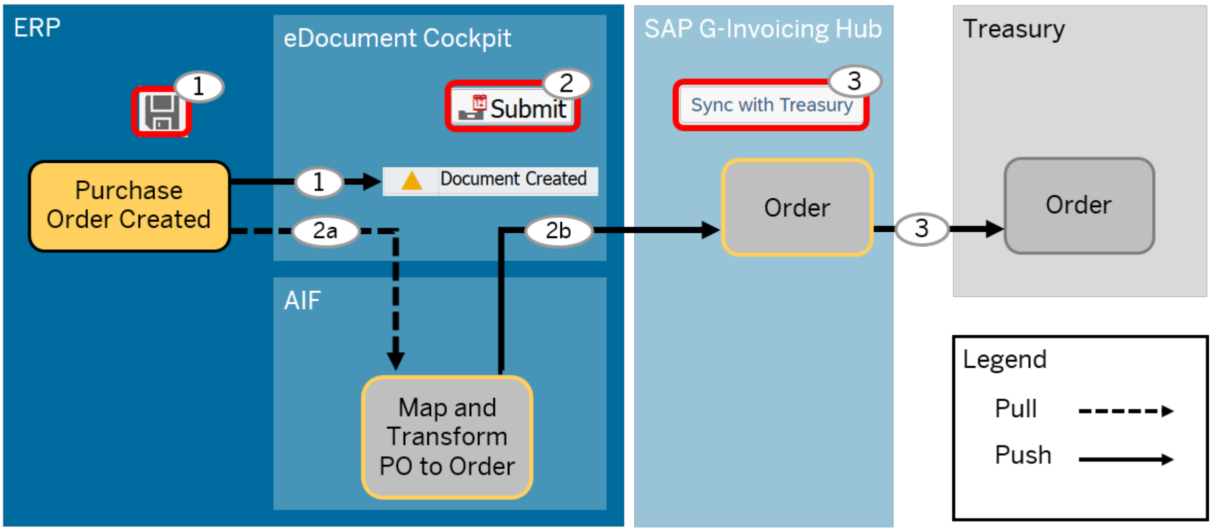
The *All* apps show GT&Cs, Orders, or Performances that a group you are assigned to is associated with. The *My* apps show GT&Cs, Orders, or Performances only for the user that prepared the Order or Performance. For example, for an Order this could be the user who prepared the order. If you have access to an Order in your *My Orders* app, you will also have access to the Performances related to that Order in your *My Performances* app.

12 Document Compliance Framework

The Document Compliance Framework allows you to create electronic documents based on source documents, such as invoices, that you have created in other SAP applications. The system uses the Application Interface Framework (AIF) to map the transactional data to the required XML format.

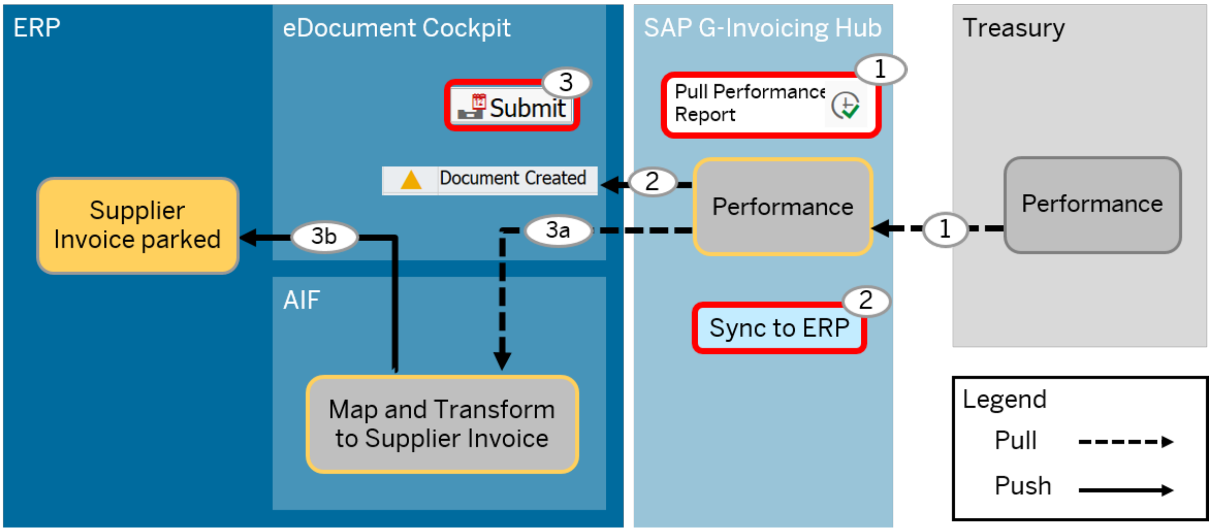
In SAP Treasury G-Invoicing for SAP S/4HANA, you use the eDocument Cockpit (part of the Document Compliance Framework) to push documents or changes to documents that you made in your SAP ERP system, for example a purchase order, to the SAP G-Invoicing Hub. You also use the eDocument Cockpit to pull documents from the SAP G-Invoicing Hub, for example, invoices, to your SAP ERP system. In the process of pulling and pushing, the Document Compliance Framework triggers the mapping and transformation of the documents via AIF, from SAP ERP to the Treasury format and back from the Treasury format.

When you post an ERP document, it creates an entry in the relevant eDocument Cockpit view. For example, for a purchase order, this is G-Inv Purchase Order Out view. When you submit this entry in the G-Inv Purchase Order Out view, it pulls the latest version of the ERP purchase order and submits it to AIF for mapping and transformation into the Order XML format required by Treasury. This Order is then uploaded to the SAP G-Invoicing Hub.



Purchase Order to Hub Order

When you send a Hub Order or Performance to ERP using the *Sync to ERP* button, it creates an entry in the relevant eDocument Cockpit view. For example, for an invoice, this is G-Inv Supplier Invoice In view. When you submit this entry in the G-Inv Supplier Invoice In view, it pulls the latest version of the Hub invoice and submits it to AIF for mapping and transformation into a supplier invoice format that can be read by SAP ERP and can park the invoice in ERP.



Performance to Supplier Invoice in ERP

eDocument Cockpit Views

When you submit a document from one of the eDocument Cockpit views, you get either the latest ERP document version in the case of the Out views or the latest Hub document in the case of the In views.

G-Inv Billing Document Out

G-Inv Down Payment In

G-Inv Purchase Order In

G-Inv Purchase Order Out

G-Inv Sales Order In

G-Inv Sales Order Out

G-Inv Settlement In (Serves both Requesting and Servicing Side settlement)

G-Inv Supplier Invoice In

G-Inv Supplier Invoice Out

13 Pull, Push, and Send Transactions

SAP Treasury G-Invoicing for SAP S/4HANA provides you with transactions to send documents between the SAP G-Invoicing Hub and Treasury, and from the Hub to SAP ERP.

Pull, Push, and Send Transactions

Transaction	Description	Run As Open Query
/GINH/R_SND_ORDTOERP	Send Requesting Agency Order from Hub to ERP	Yes
/GINH/SEND_PERF_TO_ERP	Send Requesting Agency Performance from Hub to ERP	Yes
/GINH/R_PER_DPATOERP	Send Requesting Agency Down Payment Performance to ERP	Yes
/GINH/R_STL_PERONERP	Settle Requesting Agency Performance on ERP	Yes
/GINH/S_SND_ORDTOERP	Send Servicing Agency Order from Hub to ERP	Yes
/GINH/S_PER_DPATOERP	Send Servicing Agency Down Payment Performance to ERP	Yes
/GINH/S_STL_PERONERP	Settle Servicing Agency Performance on ERP	Yes
/GINH/GTC_PULL_R	Pull Requesting Agency GT&Cs from Treasury to Hub	Yes, with ALC option chosen
/GINH/ORD_PUSH_R_DOC	Push Requesting Agency Order documents from Hub to Treasury	Yes
/GINH/ORD_PULL_R_DOC	Pull Requesting Agency Order documents from Treasury to Hub	Yes, with ALC option chosen
/GINH/PERF_PULL_R	Pull Requesting Agency Performances from Treasury to Hub	Yes, with ALC option chosen
/GINH/PERF_PUSH_R	Push Requesting Agency Performances from Hub to Treasury	Yes
/GINH/GTC_PULL_S	Pull Servicing Agency GT&Cs from Treasury to Hub	Yes, with ALC option chosen
/GINH/ORD_PUSH_S_DOC	Push Servicing Agency Order documents from Hub to Treasury	Yes
/GINH/ORD_PULL_S_DOC	Pull Servicing Agency Order documents from Treasury to Hub	Yes, with ALC option chosen
/GINH/PERF_PULL_S	Pull Servicing Agency Performances from Treasury to Hub	Yes, with ALC option chosen
/GINH/PERF_PUSH_S	Push Servicing Agency Performances from Hub to Treasury	Yes

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