

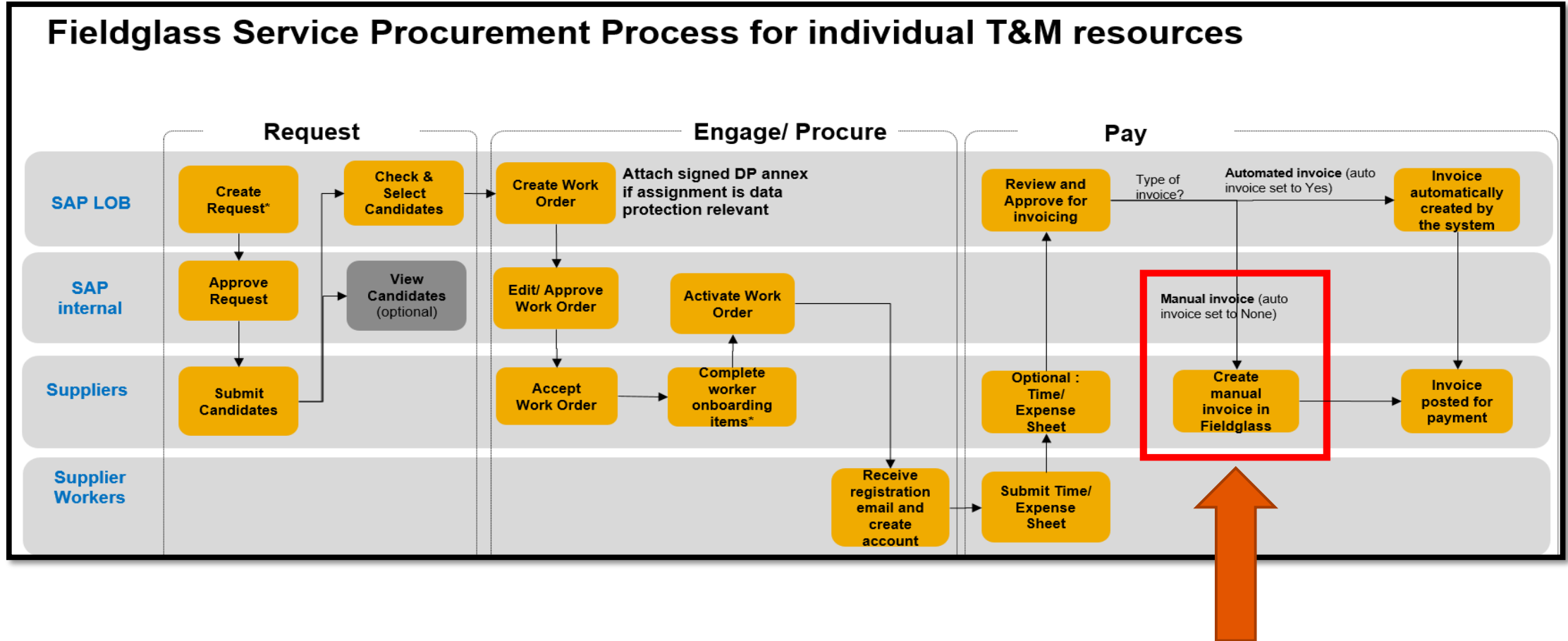
# Reference Guide

## Creating a Manual Invoice for a Contingent Work Order

Version 3.0  
October 2020

PUBLIC

# Please see below the step in the process which will be explained in this guide



# Invoice settings check (mandatory)

SAP Fieldglass Beta Mode

Search by ID or text

99+

1.

Home View Create Analytics

SAP Fieldglass Beta Mode

Home View Create

### Admin Configuration

Find:

- User
  - Password Policy
  - User Role
  - User
- 2.** Buyer
- Company Structure
  - Account
  - Business Unit
  - Company Details
  - Labor Type
  - Storefront

### Buyer List

Items Found: 1 [Apply Filters](#)

Status	Code	Name	Site Served
All	Enter Crit	Enter Criteria	
Active	<b>3.</b> SAP		

[Clear Sort](#) [Clear Filters](#)

Admin Configuration / Buyer List / Buyer / Details

### Buyer

**4.** Edit

**Details**

Note: Some Buyer users cannot view Job Seeker name, email and related Workforce records until the Work Orders are activated.

Details	
Name	SAP
Address 1	3999 West Chester Pike
City	Newtown Square
State/Province	Pennsylvania
Country/Region	USA
ZIP/Postal Code	19073

Remit-to Addresses: 17

Account Managers & Sites: 243

## Edit Buyer: SAP

### Details

Buyer

SAP

### Buyer Preferences

5.

Auto Invoicing for Contingent \* 

Yes  No

Lock \*

Yes  No

Auto Invoicing for Services \* 

Yes  No

Lock \*

Yes  No

Allow Buyer to Add to Workforce \*

Cancel

Update

### Important:

Please ensure you select the right auto invoicing setting for both Contingent and Services modules.

To determine if you must have auto invoice or manual invoice when using SAP Fieldglass, please check the „[HOW TO INVOICE IN SAP FIELDGLASS LINK HERE](#)“ document, which is also accessible from your SAP Fieldglass homepage in the reference library section. **If those settings are not correctly maintained, your invoices might get rejected and hence we might have delays in the payments.**

- **Auto invoicing : Yes** – This means invoices will be automatically created by Fieldglass for timesheets / expenses which have been fully approved by SAP (for orders created in Fieldglass).
- **Auto invoicing : No** – This means the invoices will have to be manually created by you in Fieldglass after the timesheets / expenses have been fully approved by SAP (for orders created in Fieldglass).
- **Lock** : If you select Yes here, the auto invoice settings on SOWs cannot be changed anymore. Whichever auto invoice setting you choose; it will be defaulted if the lock is on Yes. We recommend to select “No” here in order to have sufficient flexibility in the future.

6.

# Once the settings are checked, the invoicing can begin.







The screenshot displays the SAP Fieldglass interface in Beta Mode. The top navigation bar includes 'Home', 'View', 'Create', and 'Analytics'. The 'Create' button is highlighted with a red box and a yellow callout '1.'. Below the navigation bar, the 'Invoices' section is visible on the left, with filters for 'Period' (20/08/2019), 'Group By' (None), and 'Status' (All). The main content area shows a list of options under 'Workforce' and 'Profile Worker'. The 'Invoice' option under 'Payments' is highlighted with a red box and a yellow callout '2.'. The 'Invoice' option is the first item in the list under 'Payments', followed by 'Miscellaneous Invoice', 'Consolidated Transaction Invoice', and 'SOW Invoice'.

- 1.) On the home page, click "Create"
- 2.) Select "Invoice"

## Invoice Generator - Select Schedule

### Buyer Schedules

Buyer September 2019

SAP	AED Invoice Schedule Time	AED Invoice Schedule Expense	CAD Invoice Schedule Time	CAD Invoice Schedule Expense	CLP Invoice Billing Schedule Time	CLP Invoice Billing Schedule Expense
	03/09/2019 	03/09/2019 	03/09/2019 	03/09/2019 	03/09/2019 	03/09/2019 

3.



3.) Select the Invoice Billing Schedule, based on the ordering currency and whether the invoice is for timesheets or expenses. You will see here only the currencies displayed in which you have received the orders.

**Important: Only workers with approved time/expense sheets will be available here, ready for invoicing. Also, please note that you can only invoice items AFTER their period end date.**

E.g. June 2019 timesheet can only be invoiced starting 1 July 2019.

## Invoice Generator - Select Worker

Invoice Billing Schedule: (SAPX - CAD Invoice Schedule)

Filter

End Date 17/01/2020

Description

Item Type Time

Select a maximum of 100 items

1 out of 100 possible selected

<input type="checkbox"/>	Status	ID	Worker	Business Unit	Site	Time Sheets
<input type="checkbox"/>	All <input type="button" value="v"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	<input type="text" value="Enter Criteria"/>	
<input checked="" type="checkbox"/>	Closed	SAPXWK00002310	McClane, AA	SAP Canada, Inc. (0009)	SAP Canada Inc. (0009)	1

Cancel

5.

Continue

4.) Select the workers to include on the invoice by placing a check in the desired check boxes. To remove items, clear the related check boxes.

**Important: Only workers with approved time/expense sheets will show up here, ready for invoicing. You can only invoice TIMESHEET items AFTER their period end date. E.g. June 2019 timesheet can only be invoiced starting 1 July 2019.**

5.) Click Continue.

Invoice Generator - Select Line Items

Invoice Billing Schedule: (SAPX - EUR Invoice Billing Schedule)

End Date	03/09/2019	Description	Invoice Billing Schedule necessary for manual invoicing of timesheets
Item Type	Time		

1 Selected Workers

Invoice Details	Line Item Status	Line Item ID	Quantity	End/Submit Date	Amount (EUR)
<input checked="" type="checkbox"/>	Approved	SAPXTS00044072	80,00	31/07/2019	8.000,00

Amount (EUR) 8.000,00

6.) Enter an **Invoice Code**. The invoice code is the number of your **original invoice** from your own internal invoicing system. This is a free text field. (mandatory)

6. Invoice Code \*

Time Sheet SAPXTS00044072

Period	Status	Next Step	Worker	Job Posting	Buyer
July, 2019	Approved	Need to create an invoice	<a href="#">SAPXWK00002325</a>	Parked document deletion test_invoice <a href="#">SAPXJP00003404</a>	SAP

Time Sheet

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5

Time Worked

7.) Click "Continue".

7.

Cancel



Invoice Generator - Create Invoices

**ATTENTION**  
Please do not forget to attach your original supplier invoice document

Generated Invoices ready for creation

Rows:

20

<input checked="" type="checkbox"/>	Invoice Code	Worker	Worker ID	Site	Adjustment (CAD)	Net Total (CAD)
<input checked="" type="checkbox"/> !	12345test		SAPXWK00002310	SAP Canada Inc. (0009) (0901)	520,00	4.520,00

! Supplier Invoice Date is required.

Edit

Complete Later

Submit

Invoice Tax Information

Bill To SAP

ITI Name (Code)

SAP Canada Inc. (0009) (0009)

ITI Name (Code)

TAX/VAT ID

8.) Tick the check box for the worker being invoiced in order to complete other mandatory fields.

9.) Click "Edit".

8.

9.

## Create Invoice

⚠ Your data has not been saved. Please review the errors or warnings and try again. [View all errors and warnings»](#)

### Edit Invoice

Invoice Code	End Date	Invoice Billing Schedule	Worker	Buyer
12345test	21/01/2020	CAD Invoice Schedule	(SAPXWK00002310)	SAP

### Setup

Invoice Code \*

12345test

Remit-to Address \*

002 -- Street Walldorf DEU

10.) Check if the Invoice Code which was entered earlier is correct, and make changes when necessary.

11.) Select the **Remit-to Address** relevant for the invoice of the order. If you are unable to see your Remit-to Address here, please check your master data settings. The steps are here on pages 21-35 of the [Supplier Set up Guide](#). (mandatory)

10.

11.

## Time Sheets

<input type="checkbox"/> Status	ID	Quantity
<input checked="" type="checkbox"/> Approved	SAPXTS00046136	40,00
Total		

## Adjustments

12.

X	Level	Name	Description	Module	Adjustable Amount	Adjustment	Unit	Amount (CAD)
X	1	CAN, GST Charged, Ontario_V4_CAON	<input type="text"/>	Invoice	4.000,00	<input type="text" value="13,000"/>	Percentage	<input type="text" value="520,00"/>

Subtotal

520,00

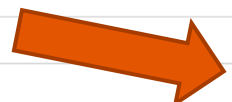
[Calculate Totals](#)

## Summary (CAD)

Line Items	4.000,00
Adjustments	520,00
Total Amount Due	4.520,00

13.) Check the total amount due if net amount is correct.

13.



12.) Select the tax code under Adjustments, if not already selected (mandatory). Please do not change the adjustment value.

If you not sure which tax adjustment to apply, please refer to the [Supplier Tax Guide \(click here to access\)](#).

14.

Supplier Invoice Date \*

DD/MM/YYYY



15.

Work Delivery Location (City) \*

Bangkok



16.

Attachments

No Attachments Defined

+ Add Attachments



Cancel

Complete Later

Continue

Submit

17.

14.) Add the Supplier Invoice Date and (mandatory).  
 15.) Add the Work Delivery Location (City). This field will only appear for orders from certain ordering company codes.  
**Note:** It is possible to back date the Supplier Invoice Date.

**Attention: For orders from company codes in INDIA only:** Add the SAC code (mandatory).

16.) **IMPORTANT:** Attach your original supplier invoice in the “Attachments” section. Please make sure that your original invoice matches exactly with the Fieldglass invoice, i.e. all information and the amount need to be exactly the same.  
**Failure to comply will cause the rejection of your invoices, delaying payments.**

17.) Once you have entered all information shown correctly, click **Submit**.

If you see a yellow warning sign, please ignore and click “submit” once more.

If you see a red warning sign, please view your error and correct, before submitting.

# Invoice | HCM Education 23

SAPXPI00003054



**18.**

Status	Next Step	Submit Date	Statement of Work ID	Buyer
Pending Approval	Buyer needs to approve	17/01/2020 15:06	<a href="#">SAPXTQ00001607</a>	SAP



 **Success!**  
Statement of Work Invoice has been submitted.

Actions 

18.) The SOW Invoice is created and routed to the Buyer (SAP) for invoice posting. Your reference is the invoice ID and status.

Please contact the accounts payable (AP) team if you have more questions regarding your invoice. For the AP team's contact details please check the appropriate contact section on the [SAP Supplier Portal](#).