

Blade - Late Bill/ Invoice Report

Manual

1 — Last update: 2015/08/27

Basis Technologies

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Blade Overview

Blade investigates your customer portfolio identifying customer accounts that have not completed the end to end invoice process, highlighting the key milestones in the process trapping revenue.

Blade is comprised of 2 main reports that are executed in order to understand the Late Bill and/or Late Invoice position.

Example Blade Metrics:

- Individual invoice process milestone volumes
- Length of invoice delay
- Estimated value of trapped revenue/uninvoiced contracts
- Number of customers, accounts and contracts impacted

This insight enables your business to respond to invoicing delays quickly and efficiently by re-prioritise exception processing therefore not impacting the customer experience. Blade is also an enabler to complete Trend or Root Cause Analysis to pro-actively manage or prevent delays in the invoicing process.

This user guide provides information on accessing, running and using the Blade reports.

See below an example report.

System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Milestone

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Milestone	BORD	115	114	115	1,941,064.56	GBP	129,924	1,920	1,139.68
Summarized by Milestone	BOUT	1	1	1	26,070.30	GBP	1,745	1,745	1,745.00
Summarized by Milestone	IMPR	1	1	1	11,384.28	GBP	762	762	762.00
Summarized by Milestone	INVT	15	15	20	380,907.90	GBP	26,549	1,920	1,769.93
Summarized by Milestone	IOUT	1	1	1	18,645.12	GBP	1,248	1,248	1,248.00
Summarized by Milestone	MRR	97	97	98	2,103,402.60	GBP	140,790	1,979	1,451.44
Summarized by Milestone	MRU	40	40	41	744,759.00	GBP	49,850	1,974	1,246.25

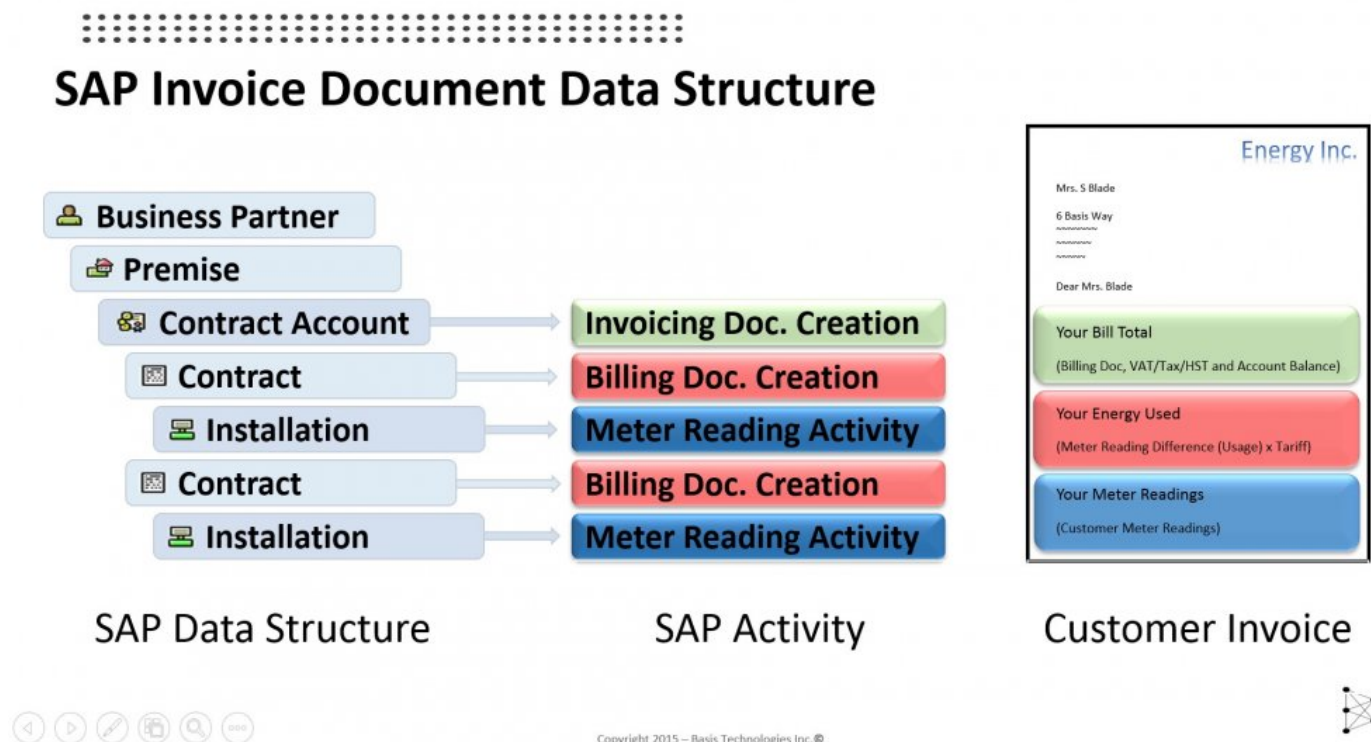
Partner	Contract	Acct	StdCoCode	AcCl	Last P.Doc	Print Date	Process	LockCat.	Rsn.	Blocked	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days
0000000013	200000000003	0001									3	3000000004	01.03.2010	103	01.04.2010	INVT	28,684.80	GBP	1920
0000000014	200000000004	0001									4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000076	200000000004	0001									4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000017	200000000005	0001									6	3000000006	25.08.2010		01.01.2012	BORD	26,040.42	GBP	1743
0000000016	200000000006	0001									5	3000000007	25.08.2010		31.08.2011	BORD	26,040.42	GBP	1743
0000000031	200000000101	0001		30000000000							2	3000000008	01.07.2010	203	30.07.2010	INVT	26,862.12	GBP	1798
0000000032	200000000102	0001									8	3000000009	01.01.2010		01.10.2010	BORD	5,438.16	GBP	364
0000000041	200000000201	0001									9	3000000010	01.06.2010		01.10.2011	MRR	27,310.32	GBP	1828
0000000051	200000000301	0001		30000000010							10	3000000011	15.02.2011	412	01.04.2011	INVT	23,440.86	GBP	1569
0000000055	200000000302	0001		30000000009							11	3000000013	02.09.2010	702	01.12.2010	INVT	25,920.90	GBP	1735
0000000061	200000000401	0001									12	3000000014	04.04.2011		01.07.2011	BORD	22,723.74	GBP	1521
0000000072	200000000501	0001									1026	3000000017	01.01.2011	601	01.01.2011	INVT	24,113.16	GBP	1614
0000000073	200000000502	0001		30000000093							1027	3000000018	02.01.2012		01.10.2012	MRR	7,260.84	GBP	486

SAP

SAP Invoice Document Data Structure

Understanding the high level SAP data structure and invoicing process will support you unlocking the value from the information Blade offers.

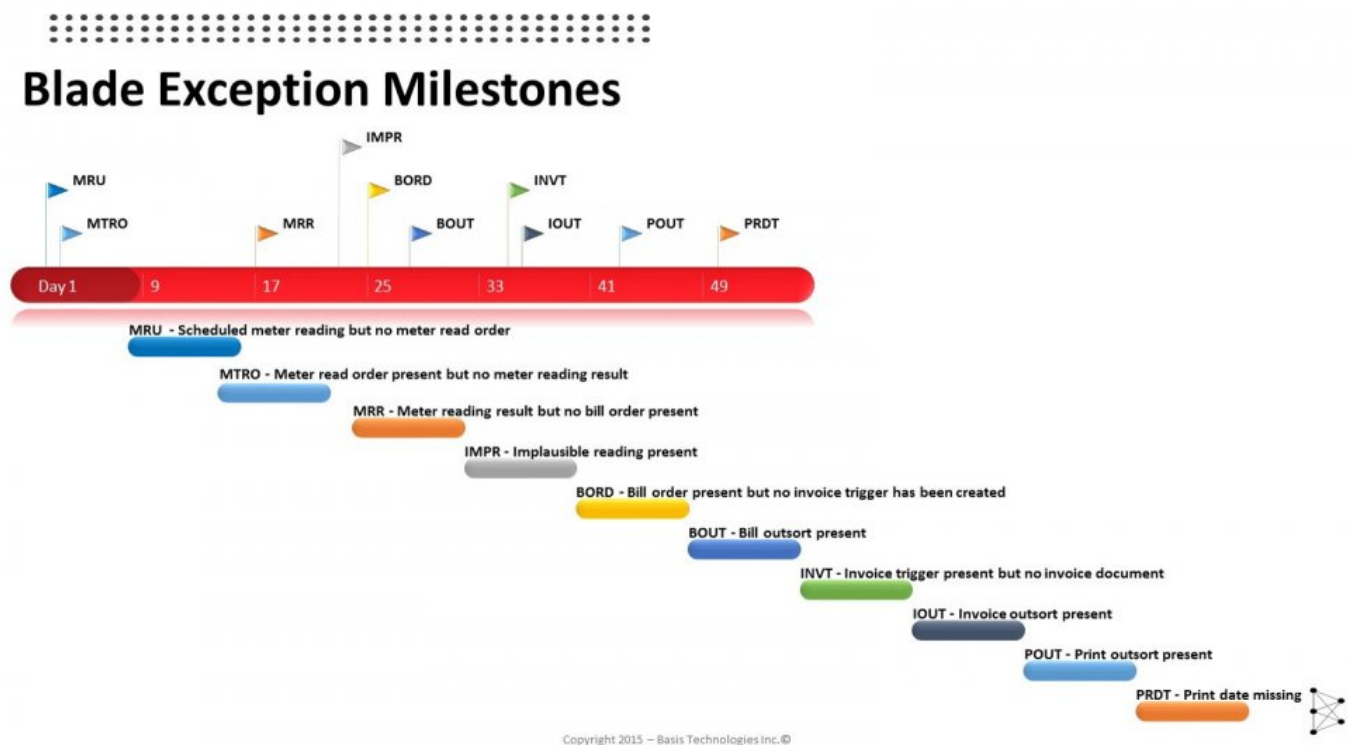
Please find below a high level summary of the SAP data structure, the activity that occurs at each level in the data structure and how a customer's invoice is constructed using the individual activity outputs.



Blade Exceptions Guide

Blade reports on the last successful invoicing step completed and therefore what exception is likely to be present preventing a customer receiving the invoice. These are called Milestones, below describes the Milestones Blade is currently configured to report on.

(The timeline below shown in days that is displayed is an example, as the SAP Invoice Process timeline can be configured specifically for your business.)



Price Calculator Overview

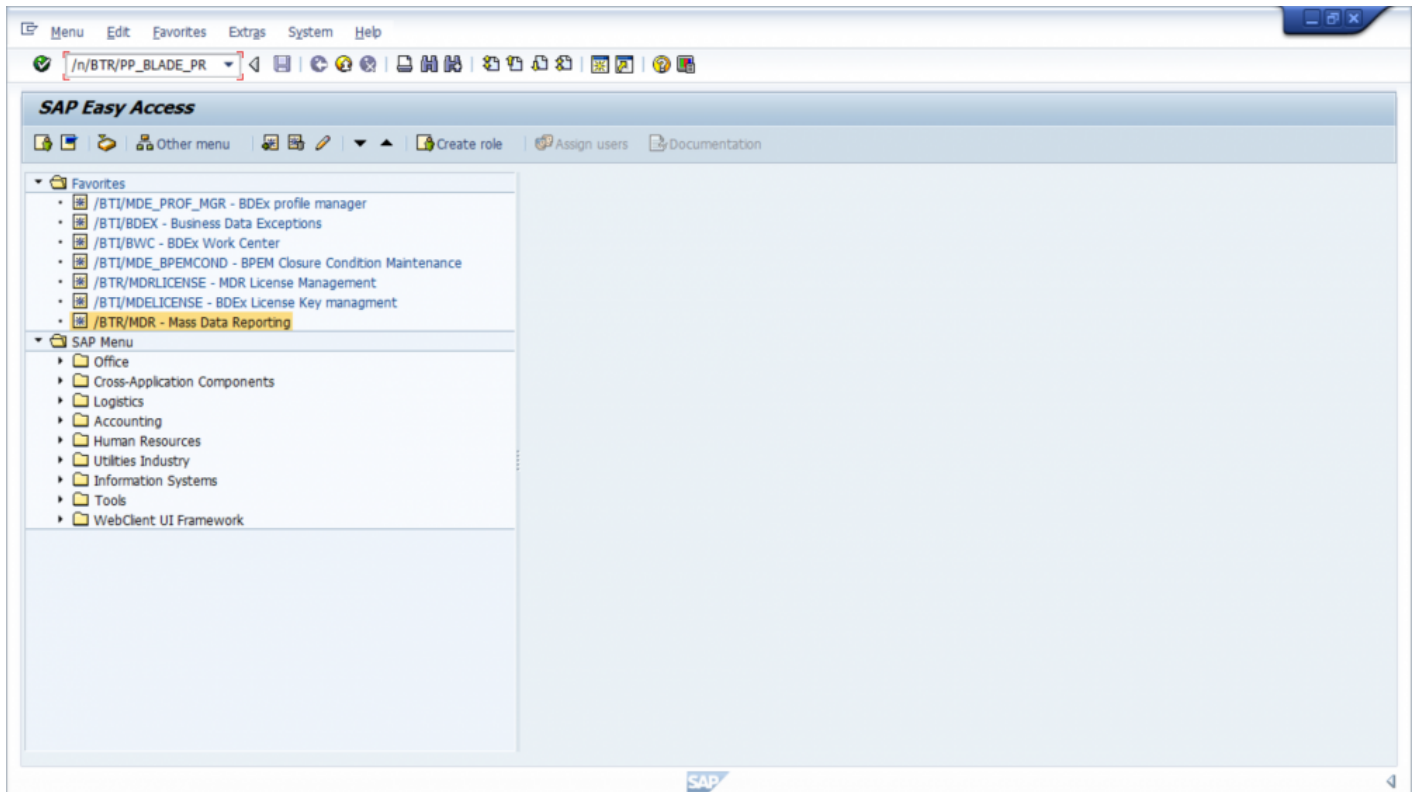
The Price Calculator Module is an essential prerequisite to running Blade, as it feeds Blade with an average standard price in order to calculate the Late Bill or Late Invoice estimated trapped revenue.

It is important to update the price calculation when a recent pricing change has taken effect or more frequently as the business sees fit. This can be completed manually or as a scheduled batch run.

Running the Price Calculator Module will make the estimated late billed and invoiced revenue value as up to date as possible.

Accessing the Price Calculator Module

Enter in the SAP Transaction field: /n/BTR/PP_BLADE_PR



Run Price Calculator Module

This section covers how to run the Price Calculator Module.

Setting Date Parameters

On entry to the Price Calculate you will be present with the below screen.

The screenshot shows the 'Blade - Price Calculations' window with the 'Technical Settings' tab selected. The 'Billing Period' is set from '28.05.2015' to '28.05.2015'. Other fields include 'Billing Document No.', 'Company Code', 'Division', 'Contract Acct Categ.', 'Billing class', 'Rate category', 'Account determin. ID', and 'Contract', each with input fields and arrows for selection or modification.

The Price Calculator requires a "from" and "to" Billing Period to be set. The Billing Period is a specific period in which billing takes place.

If this is set for the current data this will use today's average price to calculate the a price which is then used in the Blade reports. The Billing Period can be tailored to cover longer pricing periods to calculate the average price, if required.

The default value for the Billing Period is today's day.

A close-up of the 'Billing Period' field, showing the date '28.05.2015' and a calendar icon for date selection.

Once you have set the date, select Technical Settings.

A close-up of the 'Blade - Price Calculations' window, showing the 'Technical Settings' tab selected.

Technical Settings

All Blade reports have a “Technical Settings” option available within the application tool bar next to the “Execute” button (see below).



At a high level the Technical Settings allows you to set a number of parameters including how many intervals and batches of data you would like to process. These settings will increase or decrease the processing time of the report depending on the performance capacity available within SAP at the point of running the report. e.g. The higher the number of intervals and batches, the faster the report will run, this will increase the short term demand on SAP based on the size of the data set. See below for further detail.

When you select the “Technical Settings” button you will be prompted with the following screen:

A screenshot of a software dialog box titled "Blade - Price Calculations". The dialog box has a blue header bar with the title and a close button. It contains several sections: "Instance Settings" with a "Label" field set to "Price Update - 28 May 2015"; "Interval Settings" with "Interval Count" set to 10 and an empty "Interval Size" field; "Distribution" with three radio buttons: "Number of batch jobs across all servers" (selected), "Distribution according to server group", and "Manual Distribution". The selected option has a value of 2 in a text field. There are also two empty text fields and a "Run online as a single process (debugging mode)" option. "Other settings" include a "Wait for run to complete" checkbox, a "Distribution List" field, and a "Message log level" dropdown set to "Other". At the bottom right, there is a toolbar with icons for "Check", "Save", and "Close".

Below are listed the various technical settings that can be set:

Label – A label/title should be specified to identify the particular execution for the report – e.g. “Price Update – 28th May 2015”. This allows you to identify later which Price Calculation Blade is using or if you need a price update.

Interval Count – This represents the “packet size” of how many intervals there are to be processed independently or how many objects are within each interval. You can set up intervals to either have an “interval size” (how many objects are within each interval) or you can set them up by a number – e.g. 1000 intervals. This should be representative of how many objects you have.

Interval Size – As above depending on selection Interval Count or Size.

Number of batch jobs across all servers – This specifies the number of parallel processes, you are always looking for “direct and linear scalability”, i.e. if you run a program with 10 parallel processes then it should run 10 times faster than with a single process. Ensure that sufficient background work processes are available. Be mindful that too much parallel processing can impact other batch/dialogue processes that are running at the same time. This value will be dependent upon the how fast you would like to run the program and how much capacity you have available at the time of running the program.

Distribution according to server group: Not in use.

Manual Distribution: Not is use.

Run online as a single process (debugging mode) – This is only used when debugging programs and ensures the whole program runs within a single process rather than a background one. It runs sequentially so both hard and soft break-points will be reached.

Wait for run to complete before finishing – This is often used to ensure the parent process waits until all child parallel process has completed. Once all child parallel processes have finished, control is returned to the parent for completion.

Distribution List – After a program completes it is able to send a SAP office document or external email (e.g. to Outlook or Lotus Notes) to a set of recipients that can be specified here. This means that the business users who receive the output of the reports can be specified in this list. After the program completes, an email will be automatically generated from the SAP system and sent to external email addresses (via SAP Connect). Upon receiving the email in their email client, the user can select the attachment to open the SAP GUI in order to directly view the output of the program.

Message log level – Lower limit for the priority of messages output to the application log. For example, you can restrict output of informational application log messages by increasing the log level via this parameter.

Once you have set your technical settings select "Execute"



For further information refer to:

Current platform – [MDR Administrators Guide](#)

Future platform – [Node5 Administrators Guide](#)

Executing Price Calculator Module

Now you have completed the technical settings by entering the appropriate parameters for the Price Calculation, select “Execute” button.

The screenshot shows the SAP 'Blade - Price Calculations' technical settings screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is titled 'Blade - Price Calculations' and contains a 'Technical Settings' section. This section has a table with the following fields and values:

Field	Value	Field	Value
Billing Period	28.05.2015	to	28.05.2015
Billing Document No.		to	
Company Code		to	
Division		to	
Contract Acct. Categ.		to	
Billing class		to	
Rate category		to	
Account determin. ID		to	
Contract		to	

On the right side of the table, there is a vertical column of yellow buttons with arrows, likely for navigating between different settings or data views. The 'Execute' button is highlighted in yellow.

The execution sequence is as follows:

- 1) Creation of “intervals” that represent the work to be processed
- 2) Processing of each interval
- 3) Collation of results for aggregation of what has been done across the parallel processes
- 4) Display of aggregated result as an output (ad-hoc)

Whilst this sequence is running you are presented with the “Instance” screen which represents the run of the corresponding Blade program. You should see that it is currently in progress, the percentage complete and the number of parallel processes that are currently running.

MDR: Run History

Transform Application Log

MDR Program	Report title	Run Count
/BIR/MDR_PP_ISU_IB_PRICE_CALC	Blade - Price Calculations	1

Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining
Price Update - 28 May 2015	MBlade	28.05.2015	14:51:49		00:00:00	In Process	0%	

A new run has been started in background

SAP

In order to see when the report has completed running select the “Refresh” button or “F8” until you can see the report in 100% completed.

MDR: Run History

Transform Application Log

MDR Program	Report title	Run Count
/BIR/MDR_PP_ISU_LB_PRICE_CALC	Blade - Price Calculations	1

Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining
Price Update - 28 May 2015	MBlade	28.05.2015	14:51:49		00:00:00	Finished	100%	

A new run has been started in background

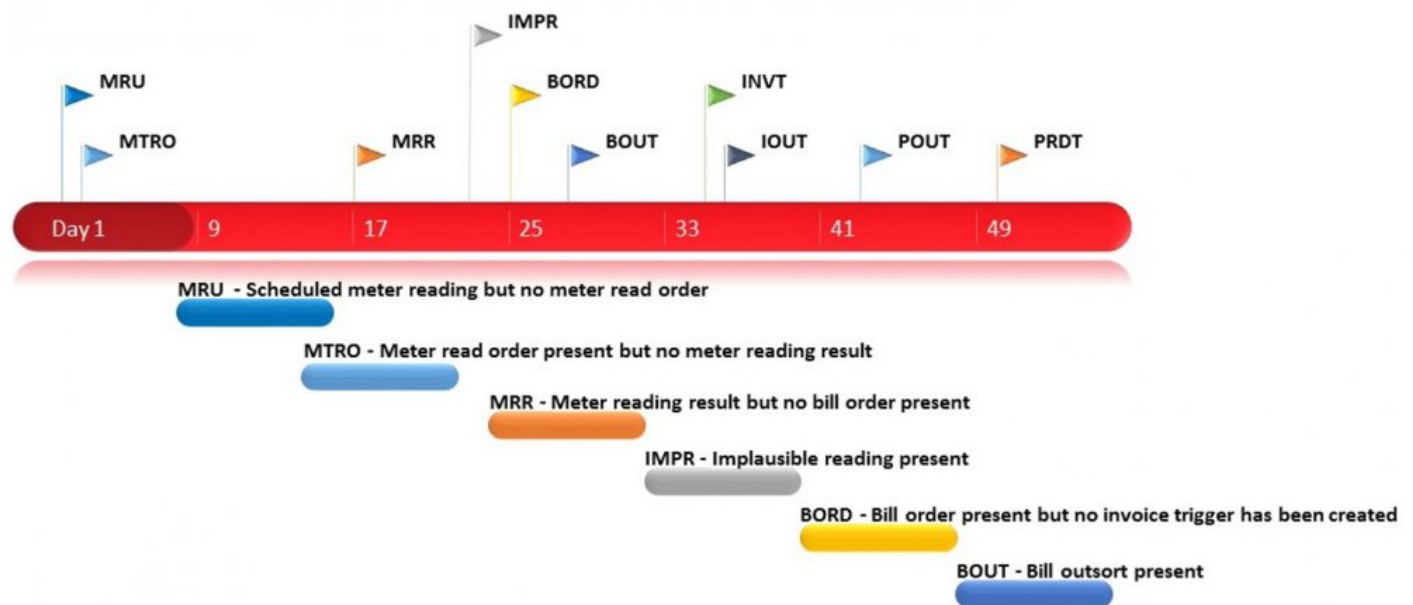
SAP

The price is now available to use and you are now ready to run the Late Bill or Late Invoice Reports.

Late Bill Report Overview

The Blade Late Bill Report collates and displays all Meter Reading and Billing related types of exceptions grouped and categorized as Milestones as described in the [Blade Exceptions Guide](#).

Below are the Meter Reading and Billing Document creation milestones only.



The report runs sequentially through the invoice milestones for each contract and reports on the last successful invoice processing step that has taken place. This means any corrective action can be prioritised by the actual issue relating to the Billing Document not being produced.

System Help

Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification Summarized by Contract Account...

Summary Category Summarized by Contract Account Category

Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

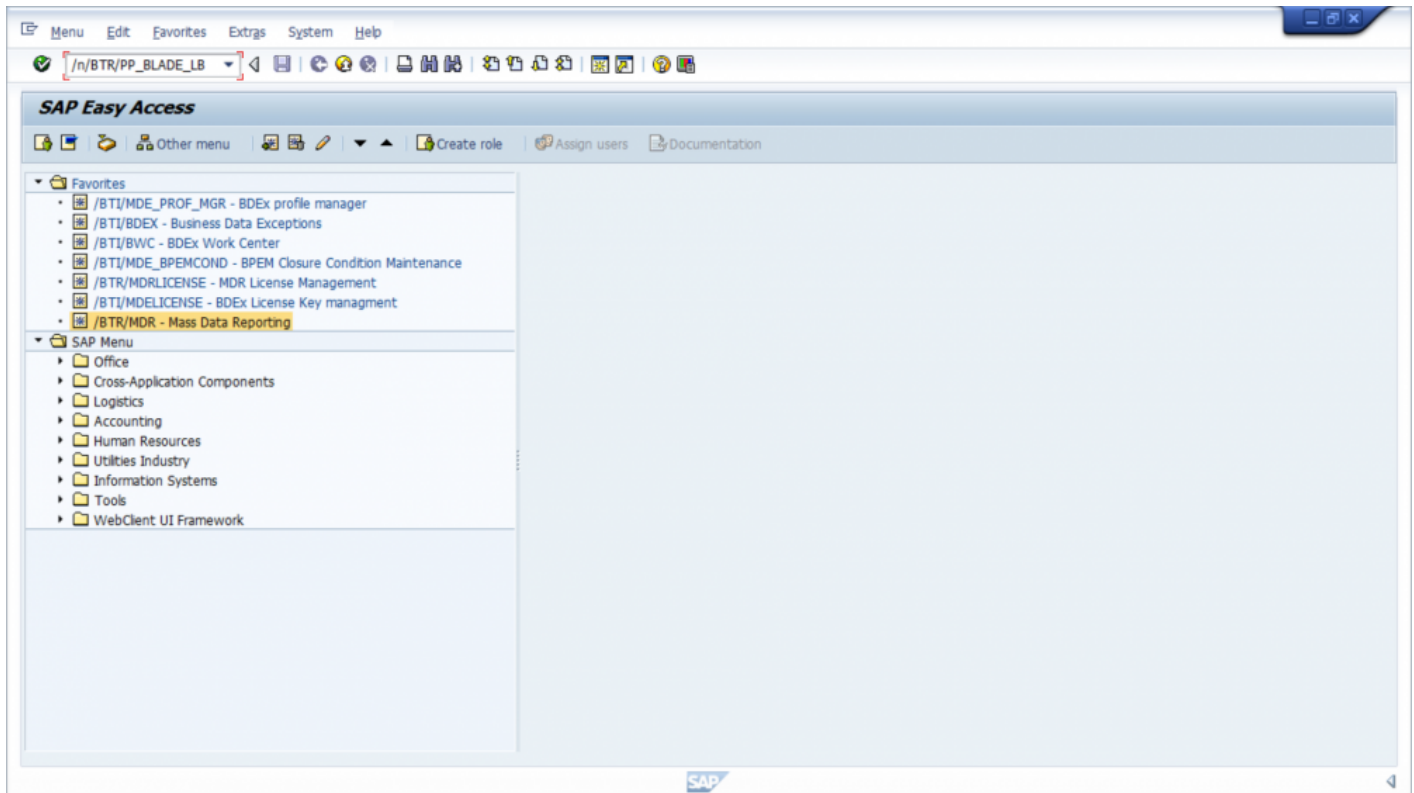
Partner Contract Acct Contract Installation Start bill.per. Last B.Doc Sch. bill. date Milestone Price TrCurr LB Days BBR Blocked Move-In Date MvOut date

0000000013	200000000003	3	3000000004	02.06.2010		01.07.2010	MRU	27,351.42	GBP	1821			01.03.2010	31.12.9999
0000000014	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000076	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000016	200000000006	5	3000000007	25.08.2010		31.08.2011	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000017	200000000005	6	3000000006	25.08.2010		01.01.2012	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000031	200000000101	7	3000000008	02.10.2011	1402	01.01.2012	BOUT	20,036.68	GBP	1334			01.02.2010	31.12.9999
0000000032	200000000102	8	3000000009	01.01.2010		01.10.2010	BORD	5,467.28	GBP	364			01.01.2010	31.12.2010
0000000041	200000000201	9	3000000010	01.06.2010		01.10.2010	MRR	27,366.44	GBP	1822			01.06.2010	31.12.9999
0000000051	200000000301	10	3000000011	02.10.2012	1603	16.03.2014	BORD	14,539.36	GBP	968			01.06.2010	31.12.9999
0000000055	200000000302	11	3000000013	02.04.2011	804	15.09.2011	BORD	22,785.34	GBP	1517			01.06.2010	31.12.9999
0000000061	200000000401	12	3000000014	04.04.2011		01.07.2011	BORD	22,755.30	GBP	1515			04.04.2011	31.12.9999
0000000072	200000000501	1026	3000000017	02.01.2013		01.04.2013	MRU	13,157.52	GBP	876			01.01.2011	31.12.9999
0000000073	200000000502	1027	3000000018	02.01.2012		01.10.2013	MRR	7,299.72	GBP	486	01		01.01.2011	02.05.2013
0000000074	200000000503	1028	3000000019	02.07.2013		01.04.2014	MRR	10,438.90	GBP	695			01.01.2011	31.12.9999

SAP

Access Run Late Bill Report

Enter in the SAP Transaction field: /n/BTR/PP_BLADE_LB



Run Late Bill Report

This section covers how to run the Blade Late Bill Report.

Setting Selection Parameters Late Bill

The Late Bill Report has multiple options for you to streamline the report data set. These are relevant if you want a report for a specific data set. The mandatory fields are stated in the list below along with the other optional selection criteria.

Blade - Late Billing

Technical Settings

Options

Business Partner		to		→
Contract Account		to		→
Contract		to		→
Company Code		to		→
Division		to		→
Contract Acct Categ.		to		→
Account determin. ID		to		→
Billing class		to		→
Rate category		to		→
Move-In Date		to		→
Move-Out Date		to		→
Key Date	28.05.2015			

☒ Start of Bill Per. => Key Date
☐ Sched. Bill Date => Key Date

Time Interval: 30

The selection criteria below is described based on the SAP standard configuration and related to the invoice process, individual businesses may have customized these data items to have a specific company definitions.

Business Partner: Customer identification number.

Contract Account: Customer Account number, this relates to the general invoicing and payments level for the Customer Account structure. This is where all related contracts are held and grouped to produce a combined Invoice Documents.

Contract: This related to individual product contract that has individual characteristics for required for Billing Documents to be created..

Company Code: This is the smallest organizational unit of external accounting for which a complete, self-contained set of accounts can be created.

Division: This defines the product type the the contract relates to.

Contract Acct. Categ.: A contract account category defines a specific attribute for a contract account. e.g. Standard Contract Account or Collective Contract Account.

Account Determin. ID: A characteristic used with company code, division, main transaction and (if required) sub-transaction to determine a General Ledger (G/L) account.

Billing Class: This relates to the classification of the supply point e.g. Business or Residential.

Rate Category: This relates to the tariff on which the product is billed.

Move-In Date: This is the start date of the contract.

Move-Out Date: This is the end date of the contract.

Key Date: This is the date you would like to report up to and including.

e.g. If you want the Late Billed position at the end of Quarter 1, this might be set to 03.31.2015 (American) 31.03.2015 (Europe). The report will calculate the number of late invoicing days up to and including this date. It is recommended this is set to today's date to allow any management decisions to be made with the current late invoicing position. Any accounts that have not been invoiced after the key date will not be displayed in the report.

Start of Bill Per. => Key Date: The "Start of the Billing Period" is day +1 from the last invoice with a successful print date. Selecting this option will mean the late invoicing days will count will commence from this date.

Recommendation – This view is beneficial if you would like to know how much revenue is trapped in the invoicing process or looking at late invoicing from the perspective of when did the customer last receive an invoice. If the account has never billed this date defaults to the move in date for the customer.

Sched. Bill Date => Key Date: The "Scheduled Bil Date" is the date the invoice was due to be created. e.g. The last invoice the customer received covered the period January 1st to March 31st. Therefore the customers next scheduled bill date is June 30th. Selecting this option will mean the late invoicing days will count will commence from this date.

Recommendation – This view is beneficial if you would like to know the number of delayed invoices and the length of the delay.

Time Interval: This is the blocks of time you would like customers to be summarized by.

e.g. 30 day intervals would show in the summary the number of customer that are 0-30 days late, 31- 60 days late etc.

Technical Settings Late Bill

All Blade reports have a “Technical Settings” option available within the application tool bar next to the “Execute” button (see below).

The screenshot shows the 'Blade - Late Billing' application window with the 'Technical Settings' dialog box open. The dialog box contains a list of parameters to be configured for the report. The parameters are organized into two columns, with a 'to' field and a selection button (a yellow arrow) for each. The 'Key Date' is set to 28.05.2015. The 'Time Interval' is set to 30. The 'Start of Bill Per. => Key Date' radio button is selected.

Parameter	Value	to	Selection
Business Partner			+
Contract Account			+
Contract			+
Company Code			+
Division			+
Contract Acct Categ.			+
Account determin. ID			+
Billing class			+
Rate category			+
Move-In Date			+
Move-Out Date			+
Key Date	28.05.2015		
Start of Bill Per. => Key Date	<input checked="" type="radio"/>		
Sched. Bill Date => Key Date	<input type="radio"/>		
Time Interval	30		

At a high level the Technical Settings allows you to set a number of parameters including how many intervals and batches of data you would like to process. These settings will increase or decrease the processing time of the report depending on the performance capacity available within SAP at the point of running the report. e.g. The higher the number of intervals and batches, the faster the report will run, this will increase the short term demand on SAP based on the size of the data set. See below for further detail.

When you select the “Technical Settings” button you will be prompted with the following screen:

Blade - Late Billing

Instance Settings

Label: 28 May 2015

Interval Settings

Interval Count: 10

Interval Size:

Distribution

☒ Number of batch jobs across all servers: 2

☐ Distribution according to server group:

☐ Manual Distribution:

☐ Run online as a single process (debugging mode)

Other settings

☐ Wait for run to complete

Distribution List:

Message log level: Other

Check Save Close

Below are listed the various technical settings that can be set:

Label: A label/title should be specified to identify the particular execution for the report – e.g. “Late Bill – 28th May 2015”. This allows you to identify later which Price Calculation Blade is using or if you need a price update.

Interval Count: This represents the “packet size” of how many intervals there are to be processed independently or how many objects are within each interval. You can set up intervals to either have an “interval size” (how many objects are within each interval) or you can set them up by a number – e.g. 1000 intervals. This should be representative of how many objects you have.

Interval Size: As above depending on selection Interval Count or Size.

Number of batch jobs across all servers: This specifies the number of parallel processes, you are always looking for “direct and linear scalability”, i.e. if you run a program with 10 parallel processes then it should run 10 times faster than with a single process. Ensure that sufficient background work processes are available. Be mindful that too much parallel processing can impact other batch/dialogue processes that are running at the same time. This value will be dependent upon the how fast you would like to run the program and how much capacity you have available at the time of running the program.

Distribution according to server group: Not required

Manual Distribution: Not required

Run online as a single process (debugging mode): This is only used when debugging programs and ensures the whole program runs within a single process rather than a background one. It runs sequentially so both hard and soft break-points will be reached.

Wait for run to complete before finishing: This is often used to ensure the parent process waits until all child parallel process has completed. Once all child parallel processes have finished, control is returned to the parent for completion.

Distribution List: After a program completes it is able to send a SAP office document or external email (e.g. to Outlook or Lotus Notes) to a set of recipients that can be specified here. This means that the business users who receive the output of the reports can be specified in this list. After the program completes, an email will be automatically generated from the SAP system and sent to external email addresses (via SAP Connect). Upon receiving the email in their email client, the user can select the attachment to open the SAP GUI in order to directly view the output of the program.

Message log level: Lower limit for the priority of messages output to the application log. For example, you can restrict output of informational application log messages by increasing the log level via this parameter.

Once you have set your technical settings select "Execute"



For further information refer to:

Current platform – [MDR Administrators Guide](#)

Future platform – [Node5 Administrators Guide](#)

Executing Late Bill Report

Now you have completed the technical settings by entering the appropriate parameters for the Late Bill Report, select “Execute” button.



The execution sequence is as follows:

- 1) Creation of “intervals” that represent the work to be processed
- 2) Processing of each interval
- 3) Collation of results for aggregation of what has been done across the parallel processes
- 4) Display of aggregated result as an output (ad-hoc)

Whilst this sequence is running you are presented with the “Instance” screen which represents the run of the corresponding Blade program. You should see that it is currently in progress, the percentage complete and the number of parallel processes that are currently running.

MDR: Run History

Transform Application Log

MDR Program	Report title	Run Count
/BIR/MDR_PP_ISU_LATE_BILL	Blade - Late Billing	1

Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining
28 May 2015	MSTEPHENS	28.05.2015	13:14:53		00:00:00	In Process	70%	0:00:00

A new run has been started in background

SAP

In order to see when the report has completed running select the “Refresh” button or “F8” until you can see the report in 100% completed.

MDR Program	Report title	Run Count
/BIR/MDR_PP_ISU_LATE_BILL	Blade - Late Billing	1

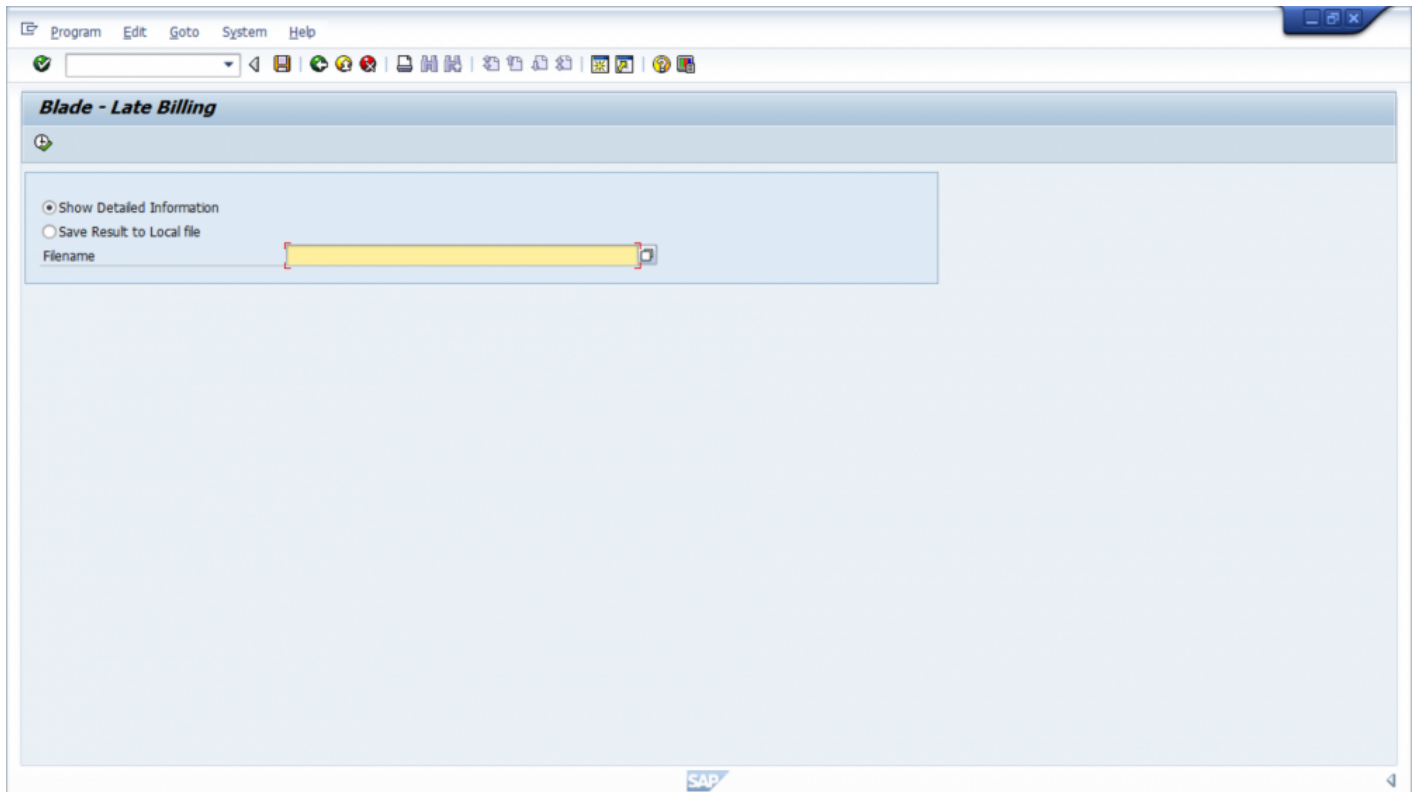
Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining
28 May 2015	MSTEPHENS	28.05.2015	13:14:53	28.05.2015	13:14:56	Finished	100%	

The Late Bill Report is now available to use, select “Transform” to view the report.



View Late Bill Report

You are able to select which way to view the data.



The options the are available are listed below.

Show Detailed Information: This will give you all the data including summary tables to view the information. There are further options to export this data to a database within this view.

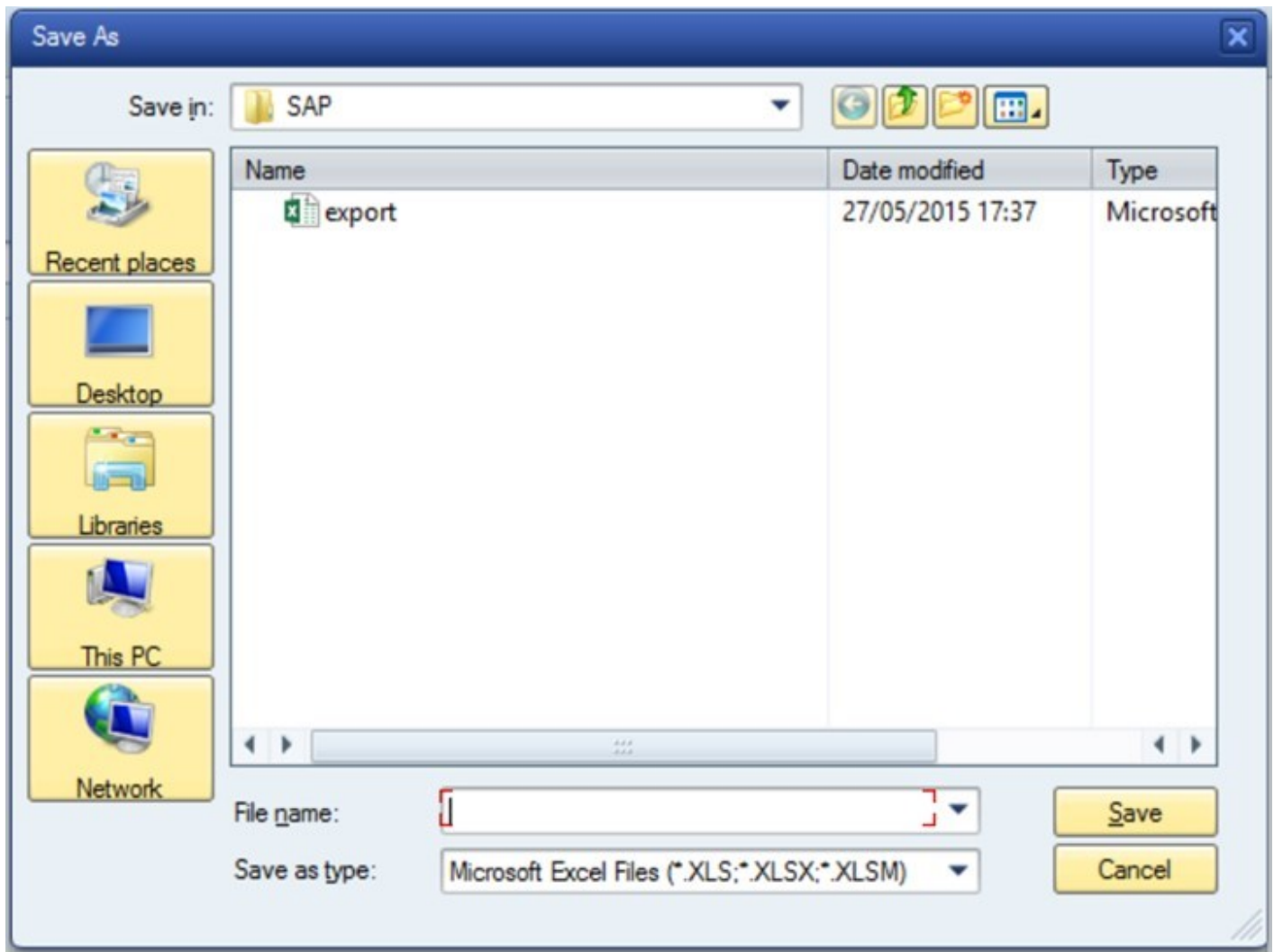
Save Result to Local file: This option will give the raw data which can be configured.

Once you have selected the way in which you wish to view the data, select the execute button.



If you have selected to view the detailed information please move on to the Late Bill Report Explained section.

If you have selected to save to a local file, completed the save process by naming the file and saving it to your designated place.



Late Bill Report Explained

This section explains the Blade Late Bill Report.

System Help

Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification Summarized by Contract Account...

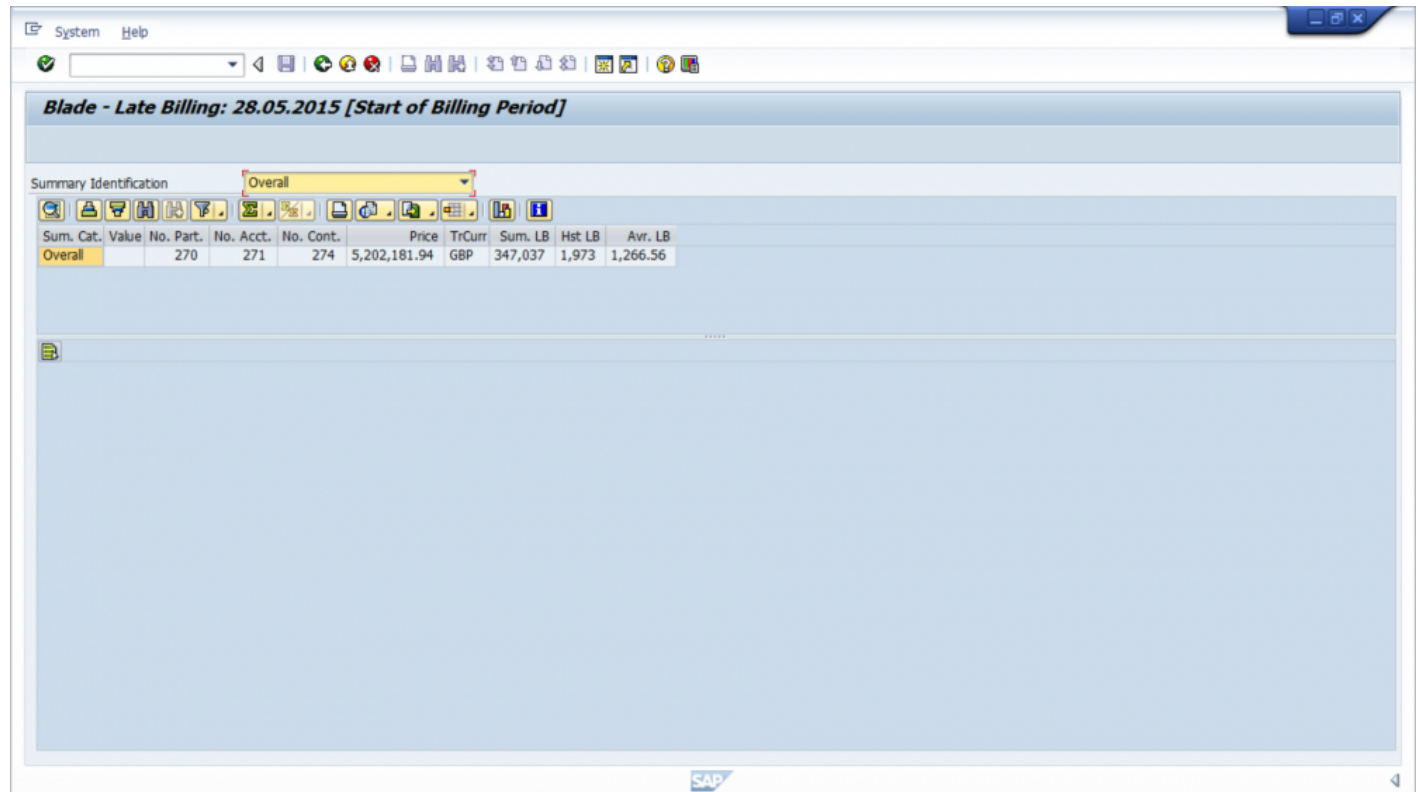
Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Contract Account Category	01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Partner	Contract Acct	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days	BBR	Blocked	Move-In Date	MvOut date
0000000013	200000000003	3	3000000004	02.06.2010		01.07.2010	MRU	27,351.42	GBP	1821			01.03.2010	31.12.9999
0000000014	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000076	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000016	200000000006	5	3000000007	25.08.2010		31.08.2011	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000017	200000000005	6	3000000006	25.08.2010		01.01.2012	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000031	200000000101	7	3000000008	02.10.2011	1402	01.01.2012	BOUT	20,036.68	GBP	1334			01.02.2010	31.12.9999
0000000032	200000000102	8	3000000009	01.01.2010		01.10.2010	BORD	5,467.28	GBP	364			01.01.2010	31.12.2010
0000000041	200000000201	9	3000000010	01.06.2010		01.10.2010	MRR	27,366.44	GBP	1822			01.06.2010	31.12.9999
0000000051	200000000301	10	3000000011	02.10.2012	1603	16.03.2014	BORD	14,539.36	GBP	968			01.06.2010	31.12.9999
0000000055	200000000302	11	3000000013	02.04.2011	804	15.09.2011	BORD	22,785.34	GBP	1517			01.06.2010	31.12.9999
0000000061	200000000401	12	3000000014	04.04.2011		01.07.2011	BORD	22,755.30	GBP	1515			04.04.2011	31.12.9999
0000000072	200000000501	1026	3000000017	02.01.2013		01.04.2013	MRU	13,157.52	GBP	876			01.01.2011	31.12.9999
0000000073	200000000502	1027	3000000018	02.01.2012		01.10.2013	MRR	7,299.72	GBP	486	01		01.01.2011	02.05.2013
0000000074	200000000503	1028	3000000019	07.07.2013		01.04.2014	MRR	10,438.90	GBP	695			01.01.2011	31.12.9999

SAP

Summary Reports Available

On entry to the Late Bill Report you will be presented with the following screen.



Sum. Cat.	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Overall		270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

This provides the Overall Summary which are the headline totals. These include total number of Business Partners impacted, estimated unbilled total (excluding VAT/Tax/HST) etc.

The other summaries that are available are as follows:

Summarized by Date: This is grouped and summarized by the Time Interval set in the Run Late Bill Selection Parameters.

System Help

Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification: Summarized by Date

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Date	000150	1	1	1	2,042.72	GBP	136	136	136.00
Summarized by Date	000240	7	7	7	22,379.80	GBP	1,490	215	212.86
Summarized by Date	000270	1	1	1	3,679.90	GBP	245	245	245.00
Summarized by Date	000300	2	2	2	8,996.98	GBP	599	300	299.50
Summarized by Date	000360	1	1	1	5,061.74	GBP	337	337	337.00
Summarized by Date	000390	1	1	1	5,467.28	GBP	364	364	364.00
Summarized by Date	000510	1	1	1	7,299.72	GBP	486	486	486.00
Summarized by Date	000720	2	2	2	10,564.00	GBP	1,390	695	695.00

Summarized by Milestone: This is grouped and summarized by the Milestones relating to the meter reading and billing document processes.

System Help

Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification: Summarized by Milestone

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Milestone	BORD	115	114	115	1,941,064.56	GBP	129,924	1,920	1,139.68
Summarized by Milestone	BOUT	1	1	1	26,070.30	GBP	1,745	1,745	1,745.00
Summarized by Milestone	IMPR	1	1	1	11,384.28	GBP	762	762	762.00
Summarized by Milestone	INVT	15	15	20	380,907.90	GBP	26,549	1,920	1,769.93
Summarized by Milestone	IOUT	1	1	1	18,645.12	GBP	1,248	1,248	1,248.00
Summarized by Milestone	MRR	97	97	98	2,103,402.60	GBP	140,790	1,979	1,451.44
Summarized by Milestone	MRU	40	40	41	744,759.00	GBP	49,850	1,974	1,246.25

Summarized by Division: This is grouped and summarized by Division (Definition of Division based on individual Business SAP configuration)

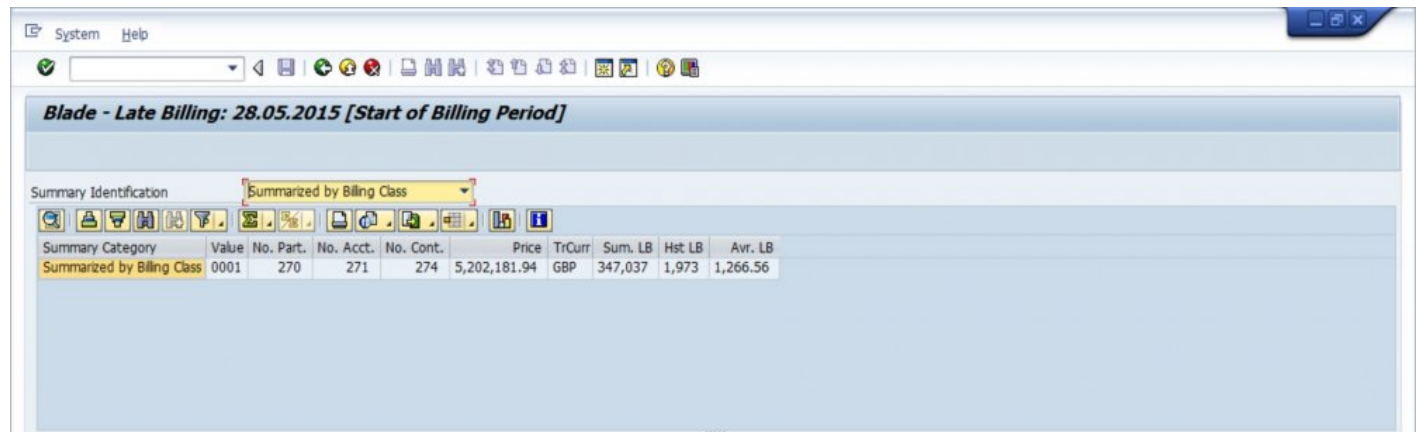
System Help

Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification: Summarized by Division

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Division	01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Billing Class: This is grouped and summarized by Billing Class (Definition of Billing Class based on individual Business SAP configuration)

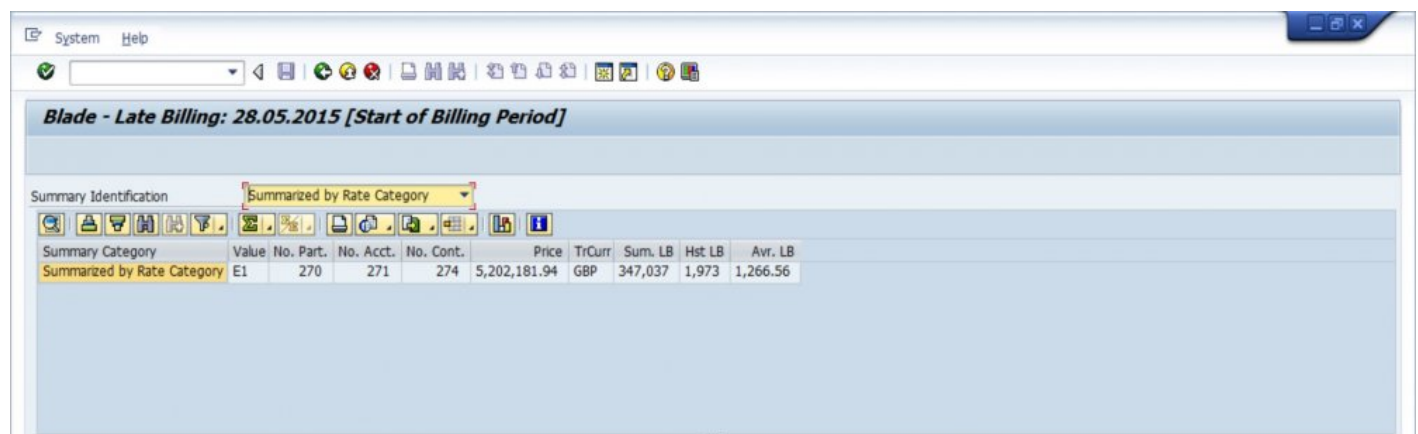


Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification: Summarized by Billing Class

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Billing Class	0001	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Rate Category: This is grouped and summarized by Rate Category this would be Meter and Tariff Type dependent on SAP configuration.

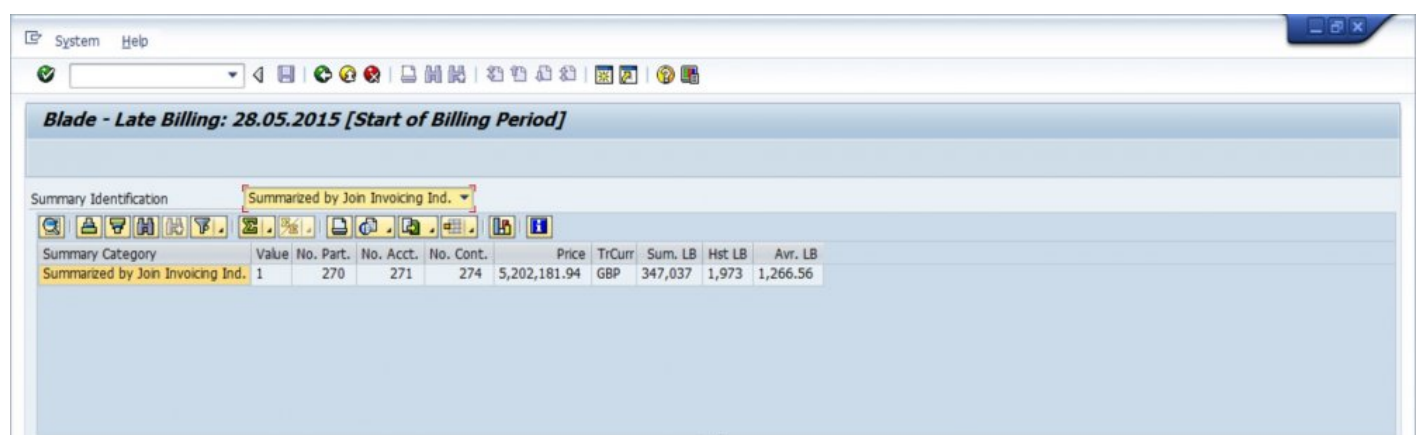


Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification: Summarized by Rate Category

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Rate Category	E1	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Joint Invoicing Indicator: This is grouped and summarized by Joint Invoice Indicator (Definition of Joint Invoicing Indicator based on individual Business SAP configuration)

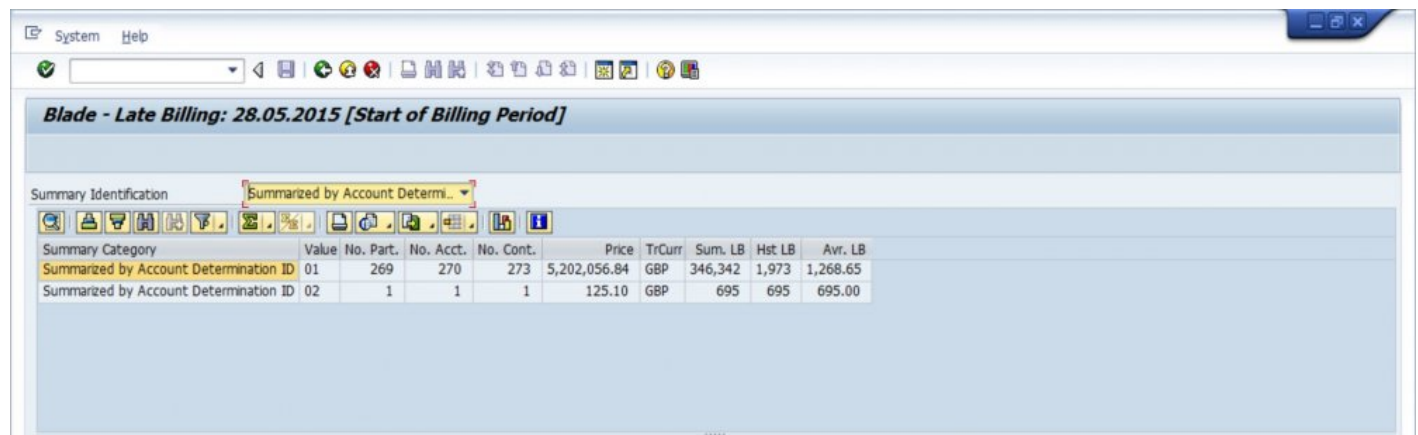


Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification: Summarized by Join Invoicing Ind.

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Join Invoicing Ind.	1	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

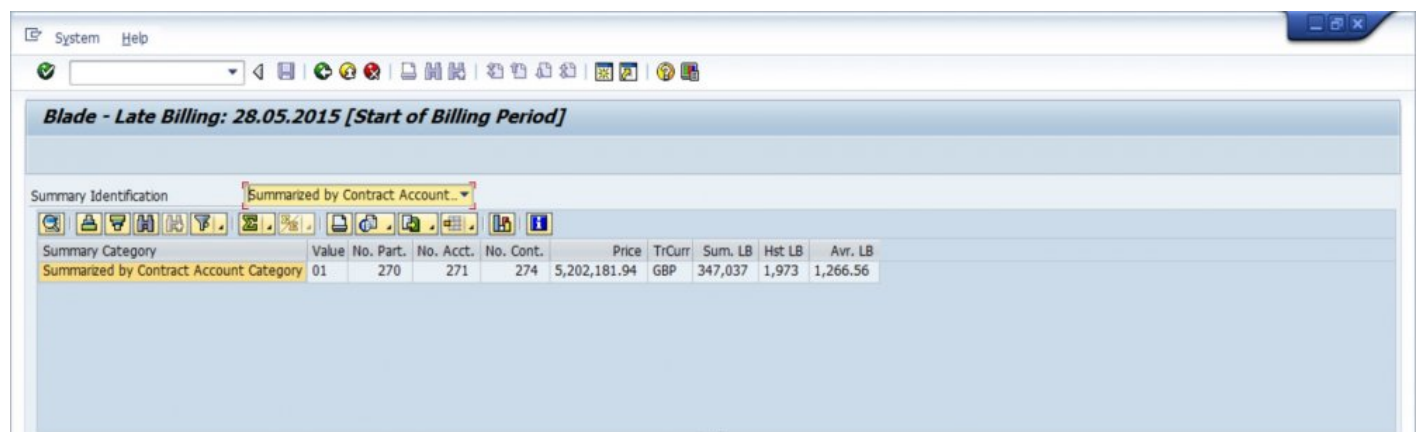
Summarized by Account Determination ID: This is grouped and summarized by Account Determination ID (Definition of Account Determination ID based on individual Business SAP configuration)



The screenshot shows the 'Blade - Late Billing: 28.05.2015 [Start of Billing Period]' report. The 'Summary Identification' dropdown is set to 'Summarized by Account Determi...'. The table below displays summary data for two categories.

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Account Determination ID 01	269	270	273	5,202,056.84	GBP	346,342	1,973	1,268.65	
Summarized by Account Determination ID 02	1	1	1	125.10	GBP	695	695	695.00	

Summarized by Contract Account Category: This is grouped and summarized by Contract Account Category (Definition of Contract Account Category based on individual Business SAP configuration)



The screenshot shows the 'Blade - Late Billing: 28.05.2015 [Start of Billing Period]' report. The 'Summary Identification' dropdown is set to 'Summarized by Contract Account...'. The table below displays summary data for one category.

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Contract Account Category 01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56	

Summary Report Explained

Each Summary table contains the same columns, the difference is the data displayed in the table is specific to the Summary View selected.



The screenshot shows a software window titled "Blade - Late Billing: 28.05.2015 [Start of Billing Period]". Below the title bar is a menu bar with "System" and "Help". A toolbar with various icons is visible. Below the toolbar is a "Summary Identification" section with a dropdown menu set to "Overall". Below this is a table with the following data:

Summary Category	Value	No. of Business Partners	Number of Contract Accounts	Number of Contracts	Price	Transaction Currency	Sum of Late Billed Days	Highest number of days late	Average LB days
Overall		270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summary Category: This states the summary view selected.

Value: This is subject to the summary view you are in. e.g. Summarized by date, this column will be the number of days

Number of Business Partners: This is the number of Business Partners that have a late billed account.**

Number of Contract Accounts: This is the number of Contract Accounts that are a late billed account.**

Number of Contracts: This is the number of Contracts that are a late billed account.**

**Note depending on the number of Customers that have multiple Contract Accounts and number of Joint Invoiced Accounts, the number of Business Partners to Contract Accounts to Contracts will always differ.

Price: This is an estimated value of the unbilled energy consumption excluding VAT/Tax/HST.

Transaction Currency: This is the currency the account is billed in.

Sum of Late Billed Days: This is the total number of late billed days there are in the defined period. The number is dependent on if the Sch Bill date or Start bill period were selected. [Selection Criteria Definitions](#).

Highest number of days late: This is the age of the oldest Contract that remains unbilled.

Average LB days: This is the average number of days customers remain unbilled.

All of these summary views and the data provided there in, is based on the data that was selected at the point the report was run.

Individual Records Explained

To access the individual record data double click on a Summary Report table line item. This will populate the individual record table.

System Help

Blade - Late Billing: 28.05.2015 [Start of Billing Period]

Summary Identification Summarized by Contract Account...

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Contract Account Category	01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Partner	Contract Acct	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days	BBR	Blocked	Move-In Date	MvOut date
0000000013	200000000003	3	3000000004	02.06.2010		01.07.2010	MRU	27,351.42	GBP	1821			01.03.2010	31.12.9999
0000000014	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000076	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000016	200000000006	5	3000000007	25.08.2010		31.08.2011	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000017	200000000005	6	3000000006	25.08.2010		01.01.2012	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000031	200000000101	7	3000000008	02.10.2011	1402	01.01.2012	BOUT	20,036.68	GBP	1334			01.02.2010	31.12.9999
0000000032	200000000102	8	3000000009	01.01.2010		01.10.2010	BORD	5,467.28	GBP	364			01.01.2010	31.12.2010
0000000041	200000000201	9	3000000010	01.06.2010		01.10.2010	MRR	27,366.44	GBP	1822			01.06.2010	31.12.9999
0000000051	200000000301	10	3000000011	02.10.2012	1603	16.03.2014	BORD	14,539.36	GBP	968			01.06.2010	31.12.9999
0000000055	200000000302	11	3000000013	02.04.2011	804	15.09.2011	BORD	22,785.34	GBP	1517			01.06.2010	31.12.9999
0000000061	200000000401	12	3000000014	04.04.2011		01.07.2011	BORD	22,755.30	GBP	1515			04.04.2011	31.12.9999
0000000072	200000000501	1026	3000000017	02.01.2013		01.04.2013	MRU	13,157.52	GBP	876			01.01.2011	31.12.9999
0000000073	200000000502	1027	3000000018	02.01.2012		01.10.2013	MRR	7,299.72	GBP	486	01		01.01.2011	02.05.2013
0000000074	200000000503	1028	3000000019	02.07.2013		01.04.2014	MRR	10,438.90	GBP	695			01.01.2011	31.12.9999

The individual record data table contains more detailed information, please see below the column descriptions.

Partner	Contract Acct	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days	BBR	Blocked	Move-In Date	MvOut date
0000000013	200000000003	3	3000000004	02.06.2010		01.07.2010	MRU	27,351.42	GBP	1821			01.03.2010	31.12.9999
0000000014	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000076	200000000004	4	3000000005	01.03.2010		01.01.2011	BORD	28,748.28	GBP	1914			01.03.2010	31.12.9999
0000000016	200000000006	5	3000000007	25.08.2010		31.08.2011	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000017	200000000005	6	3000000006	25.08.2010		01.01.2012	BORD	26,089.74	GBP	1737			25.08.2010	31.12.9999
0000000031	200000000101	7	3000000008	02.10.2011	1402	01.01.2012	BOUT	20,036.68	GBP	1334			01.02.2010	31.12.9999
0000000032	200000000102	8	3000000009	01.01.2010		01.10.2010	BORD	5,467.28	GBP	364			01.01.2010	31.12.2010
0000000041	200000000201	9	3000000010	01.06.2010		01.10.2010	MRR	27,366.44	GBP	1822			01.06.2010	31.12.9999
0000000051	200000000301	10	3000000011	02.10.2012	1603	16.03.2014	BORD	14,539.36	GBP	968			01.06.2010	31.12.9999
0000000055	200000000302	11	3000000013	02.04.2011	804	15.09.2011	BORD	22,785.34	GBP	1517			01.06.2010	31.12.9999
0000000061	200000000401	12	3000000014	04.04.2011		01.07.2011	BORD	22,755.30	GBP	1515			04.04.2011	31.12.9999
0000000072	200000000501	1026	3000000017	02.01.2013		01.04.2013	MRU	13,157.52	GBP	876			01.01.2011	31.12.9999
0000000073	200000000502	1027	3000000018	02.01.2012		01.10.2013	MRR	7,299.72	GBP	486	01		01.01.2011	02.05.2013
0000000074	200000000503	1028	3000000019	02.07.2013		01.04.2014	MRR	10,438.90	GBP	695			01.01.2011	31.12.9999

Partner: This is the Business Partner number for the individual customer.

Contract Account: This is the Contract Account number that relates to the Business Partner number.

Contract: This is the Contract number that relates to the Contract Account number.

Installation: This is the Installation number that relates to the Contract Account number.

Start billing period: This is Day+1 of the last invoice produced. This is the earliest Billing Period date that remains unbilled.

Last Bill Doc: This is the last Billing Document produced for the contract that has not been outsourced. This populates when the Milestone is above the "BOUT" Milestone and there is a Billing Document on the customer account.

Sched. billing date: This is the earliest Scheduled Billing Date that remains unbilled.

Milestone: This is the last successful invoicing step completed for the contract.

Price: This is an estimated value of the unbilled energy consumption excluding VAT/Tax/HST. i.e. This is the billing document total.

Transaction Currency: This is the currency the account is assigned.

Late Billed Days: This is the number of days the contract has remained unbilled based on the selection when producing the report. i.e. Start of Bill Per. => Key Date or Sched. Bill Date => Key Date.

Billing block reas.: This is the business reason the Contract remains blocked and unbilled.

Blocked: This is a quick indicator to show this record has a block registered against it.

Move-In Date: This is the Contract Move-In Date

Move-Out Date: This is the Contract Move-Out Date.

All of the records provided within this section are subject the initial selection criteria.

Late Invoice Report Overview

The Blade Late Invoice Report collates and displays all Meter Reading, Billing related and Invoice related types of exceptions grouped and categorized as Milestones as described in the [Blade Exceptions Guide](#).

The report runs sequentially through the invoice milestones for each contract and reports on the last successful invoice processing step that has taken place. This means any corrective action can be prioritised by the actual issue relating to the Billing Document not being produced.

System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Milestone

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Milestone BORD	115	114	115	1,941,064.56	GBP	129,924	1,920	1,139.68	
Summarized by Milestone BOUT	1	1	1	26,070.30	GBP	1,745	1,745	1,745.00	
Summarized by Milestone IMPR	1	1	1	11,384.28	GBP	762	762	762.00	
Summarized by Milestone INVT	15	15	20	380,907.90	GBP	26,549	1,920	1,769.93	
Summarized by Milestone IOUT	1	1	1	18,645.12	GBP	1,248	1,248	1,248.00	
Summarized by Milestone MRR	97	97	98	2,103,402.60	GBP	140,790	1,979	1,451.44	
Summarized by Milestone MRU	40	40	41	744,759.00	GBP	49,850	1,974	1,246.25	

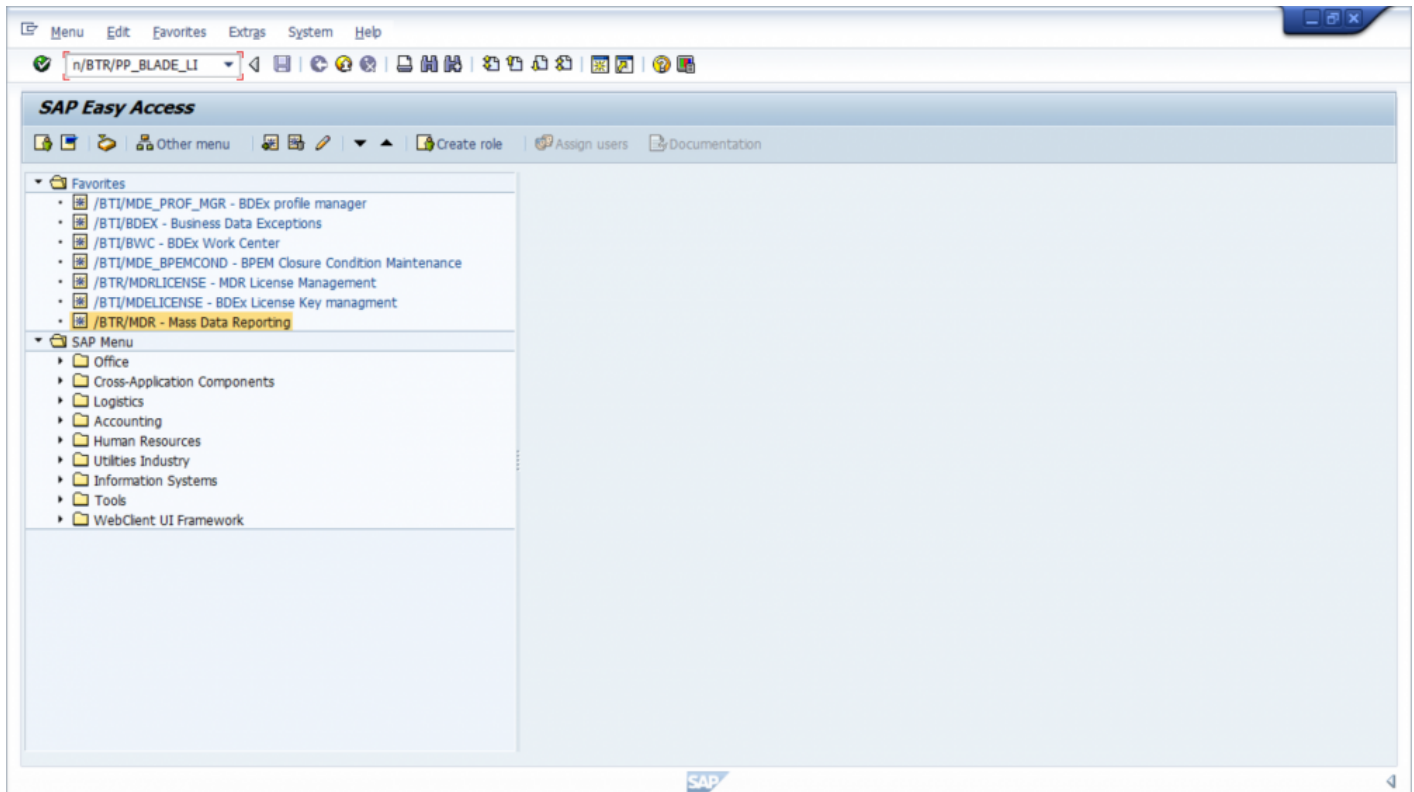
Partner	Contract	Acct	StdCoCode	AcCl	Last P.Doc	Print Date	Process	LockCat.	Rsn.	Blocked	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days
0000000013	200000000003	0001									3	3000000004	01.03.2010	103	01.04.2010	INVT	28,684.80	GBP	1920
0000000014	200000000004	0001									4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000016	200000000006	0001									5	3000000007	25.08.2010		01.01.2012	BORD	26,040.42	GBP	1743
0000000017	200000000005	0001									6	3000000006	25.08.2010		31.08.2011	BORD	26,040.42	GBP	1743
0000000031	2000000000101	0001		30000000000							7	3000000008	01.07.2010	203	30.07.2010	INVT	26,862.12	GBP	1798
0000000032	2000000000102	0001									8	3000000009	01.01.2010		01.10.2010	BORD	5,438.16	GBP	364
0000000041	2000000000201	0001									9	3000000010	01.06.2010		01.10.2011	MRR	27,310.32	GBP	1828
0000000051	2000000000301	0001		30000000010							10	3000000011	15.02.2011	412	01.04.2011	INVT	23,440.86	GBP	1569
0000000055	2000000000302	0001		30000000009							11	3000000013	02.09.2010	702	01.12.2010	INVT	25,920.90	GBP	1735
0000000061	2000000000401	0001									12	3000000014	04.04.2011		01.07.2011	BORD	22,723.74	GBP	1521
0000000072	2000000000501	0001									1026	3000000017	01.01.2011	601	01.01.2011	INVT	24,113.16	GBP	1614
0000000073	2000000000502	0001		30000000093							1027	3000000018	02.01.2012		01.10.2012	MRR	7,260.84	GBP	486

As shown in the SAP Invoice Document Data Structure section these are all the invoicing related exceptions that occur up to the Invoice Document registering a print date.

The report will only show the root cause exception per Contract in order to accurately count the number of exceptions. This avoids double counting in the report as other exceptions may exist due to the initial exception and any corrective action can be prioritised by the actual issue relating to the Invoice Document not registering a print date.

Access Run Late Invoice Report

Enter in the SAP Transaction field: /n/BTR/PP_BLADE_LI



Run Late Invoice Report

This section covers how to run the Blade Late Invoice Report.

Setting Selection Parameters Late Invoice

The Late Invoice Report has multiple options for you to streamline the report data set. These are relevant if you want a report for a specific data set. The mandatory fields are stated in the list below along with the other optional selection criteria.

Blade - Late Invoicing

Technical Settings

Options

Business Partner		to		
Contract Account		to		
Contract Acct Categ.		to		
Standard CompanyCode		to		
Account class		to		
Account determin. ID		to		
Contract		to		
Company Code		to		
Division		to		
Billing class		to		
Rate category		to		
Move-In Date		to		
Move-Out Date		to		
Key Date	28.05.2015			
<input checked="" type="radio"/> Start of Bill Per. => Key Date <input type="radio"/> Sched. Bill Date => Key Date				
Time Interval	30			

The selection criteria below is described based on the SAP standard configuration and related to the invoice process, individual businesses may have customized these data items to have a specific company definitions.

Business Partner: Customer identification number.

Contract Account: Customer Account number, this relates to the general invoicing and payments level for the Customer Account structure. This is where all related contracts are held and grouped to produce a combined Invoice Documents.

Contract: This related to individual product contract that has individual characteristics for required for Billing Documents to be created..

Company Code: This is the smallest organizational unit of external accounting for which a complete, self-contained set of accounts can be created.

Division: This defines the product type the the contract relates to.

Contract Acct. Categ.: A contract account category defines a specific attribute for a contract account. e.g. Standard Contract Account or Collective Contract Account.

Account Determin. ID: A characteristic used with company code, division, main transaction and (if required) sub-transaction to determine a General Ledger (G/L) account.

Billing Class: This relates to the classification of the supply point e.g. Business or Residential.

Rate Category: This relates to the tariff on which the product is billed.

Move-In Date: This is the start date of the contract.

Move-Out Date: This is the end date of the contract.

Key Date: This is the date you would like to report up to and including.

e.g. If you want the Late Invoice position up to the end of Quarter 2, this might be set to 06.30.2015 (American) 30.06.2015 (Europe). The report will calculate the number of late invoicing days up to and including this date. It is recommended this is set to today's date to allow any management decisions to be made with the current late invoicing position. Any accounts that have not been invoiced after the key date will not be displayed in the report.

Start of Bill Per. => Key Date: The "Start of the Billing Period" is day +1 from the last invoice with a successful print date. Selecting this option will mean the late invoicing days will count will commence from this date.

Recommendation – This view is beneficial if you would like to know how much revenue is trapped in the invoicing process or looking at late invoicing from the perspective of when did the customer last receive an invoice. If the account has never billed this date defaults to the move in date for the customer.

Sched. Bill Date => Key Date: The "Scheduled Bil Date" is the date the invoice was due to be created. e.g. The last invoice the customer received covered the period April 1st to June 30th. Therefore the customers next scheduled bill date is September 30th. Selecting this option will mean the late invoicing days will count will commence from this date.

Recommendation – This view is beneficial if you would like to know the number of delayed invoices and the length of the delay.

Time Interval: This is the blocks of time you would like customers to be summarized by.

e.g. 30 day intervals would show in the summary the number of customer that are 0-30 days late, 31- 60 days late etc.

Technical Settings Late Invoice

All Blade reports have a “Technical Settings” option available within the application tool bar next to the “Execute” button (see below).

The screenshot displays the 'Blade - Late Invoicing' window with the 'Technical Settings' tab active. The window has a standard SAP menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area contains a list of settings:

Option	Value	to	Value	Action
Business Partner	[Empty]	to	[Empty]	[+]
Contract Account	[Empty]	to	[Empty]	[+]
Contract Acct Categ.	[Empty]	to	[Empty]	[+]
Standard CompanyCode	[Empty]	to	[Empty]	[+]
Account class	[Empty]	to	[Empty]	[+]
Account determin. ID	[Empty]	to	[Empty]	[+]
Contract	[Empty]	to	[Empty]	[+]
Company Code	[Empty]	to	[Empty]	[+]
Division	[Empty]	to	[Empty]	[+]
Billing class	[Empty]	to	[Empty]	[+]
Rate category	[Empty]	to	[Empty]	[+]
Move-In Date	[Empty]	to	[Empty]	[+]
Move-Out Date	[Empty]	to	[Empty]	[+]
Key Date	28.05.2015			
<input checked="" type="radio"/> Start of Bill Per. => Key Date <input type="radio"/> Sched. Bill Date => Key Date				
Time Interval	30			

At a high level the Technical Settings allows you to set a number of parameters including how many intervals and batches of data you would like to process. These settings will increase or decrease the processing time of the report depending on the performance capacity available within SAP at the point of running the report. e.g. The higher the number of intervals and batches, the faster the report will run, this will increase the short term demand on SAP based on the size of the data set. See below for further detail.

When you select the “Technical Settings” button you will be prompted with the following screen:

Blade - Late Invoicing

Instance Settings

Label

Interval Settings

Interval Count

Interval Size

Distribution

☒ Number of batch jobs across all servers

☐ Distribution according to server group

☐ Manual Distribution

☐ Run online as a single process (debugging mode)

Other settings

☐ Wait for run to complete

Distribution List

Message log level: Other

Check

Below are listed the various technical settings that can be set:

Label: A label/title should be specified to identify the particular execution for the report – e.g. “Late Invoice – 28th May 2015”. This allows you to identify later which Price Calculation Blade is using or if you need a price update.

Interval Count: This represents the “packet size” of how many intervals there are to be processed independently or how many objects are within each interval. You can set up intervals to either have an “interval size” (how many objects are within each interval) or you can set them up by a number – e.g. 1000 intervals. This should be representative of how many objects you have.

Interval Size: As above depending on selection Interval Count or Size.

Number of batch jobs across all servers: This specifies the number of parallel processes, you are always looking for “direct and linear scalability”, i.e. if you run a program with 10 parallel processes then it should run 10 times faster than with a single process. Ensure that sufficient background work processes are available. Be mindful that too much parallel processing can impact other batch/dialog processes that are running at the same time. This value will be dependent upon the how fast you would like to run the program and how much capacity you have available at the time of running the program.

Distribution according to server group: Not required

Manual Distribution: Not required

Run online as a single process (debugging mode): This is only used when debugging programs and ensures the whole program runs within a single process rather than a background one. It runs sequentially so both hard and soft break-points will be reached.

Wait for run to complete before finishing: This is often used to ensure the parent process waits until all child parallel process has completed. Once all child parallel processes have finished, control is returned to the parent for completion.

Distribution List: After a program completes it is able to send a SAP office document or external email (e.g. to Outlook or Lotus Notes) to a set of recipients that can be specified here. This means that the business users who receive the output of the reports can be specified in this list. After the program completes, an email will be automatically generated from the SAP system and sent to external email addresses (via SAP Connect). Upon receiving the email in their email client, the user can select the attachment to open the SAP GUI in order to directly view the output of the program.

Message log level: Lower limit for the priority of messages output to the application log. For example, you can restrict output of informational application log messages by increasing the log level via this parameter.

Once you have set your technical settings select "Execute"



For further information refer to:

Current platform – [MDR Administrators Guide](#)

Future platform – [Node5 Administrators Guide](#)

Executing Late Invoice Report

Now you have completed the technical settings by entering the appropriate parameters for the Late Invoice Report, select “Execute” button.



The execution sequence is as follows:

- 1) Creation of “intervals” that represent the work to be processed
- 2) Processing of each interval
- 3) Collation of results for aggregation of what has been done across the parallel processes
- 4) Display of aggregated result as an output (ad-hoc)

Whilst this sequence is running you are presented with the “Instance” screen which represents the run of the corresponding Blade program. You should see that it is currently in progress, the percentage complete and the number of parallel processes that are currently running.

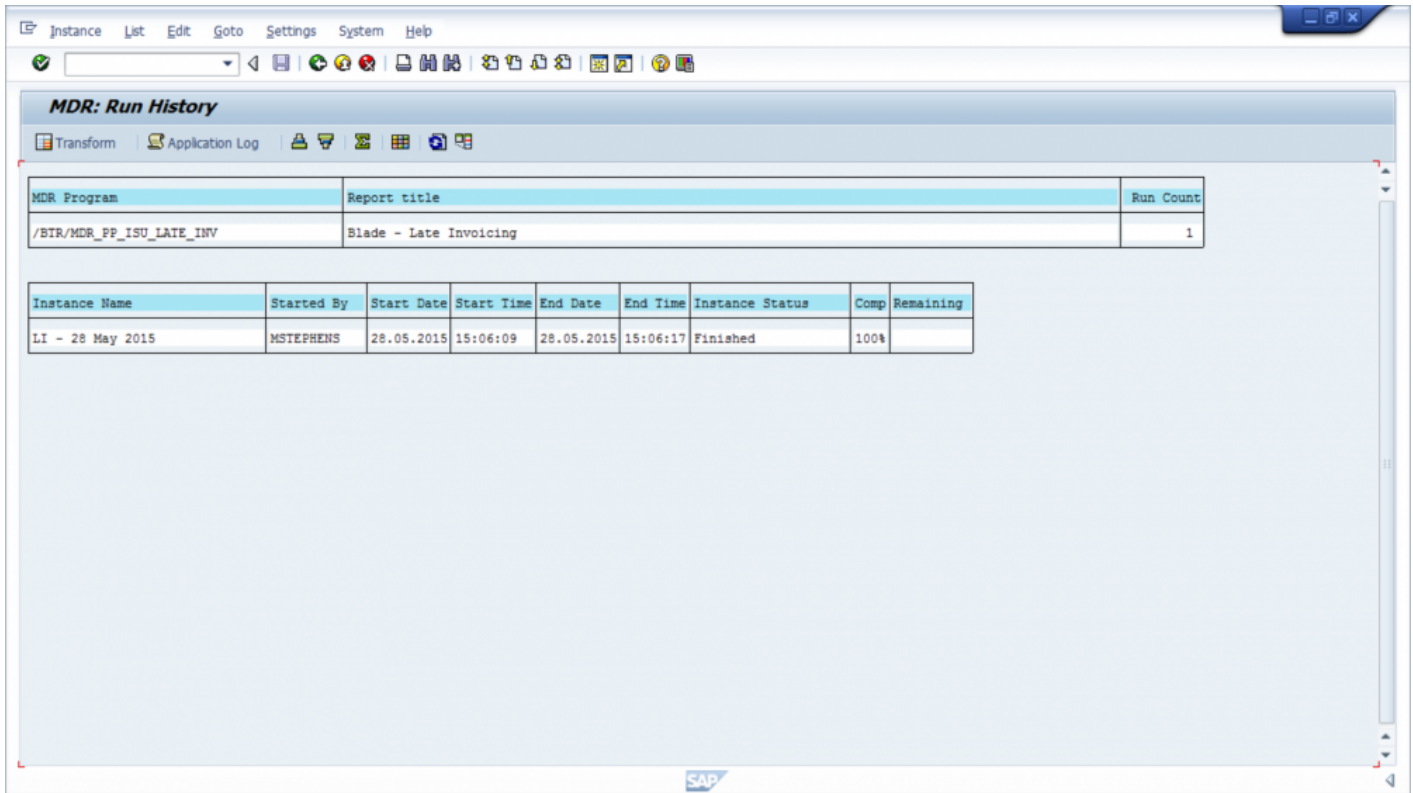
The screenshot shows the SAP MDR: Run History window. The menu bar includes Instance, List, Edit, Goto, Settings, System, and Help. The toolbar contains various icons for file operations and system functions. The main area displays two tables. The first table, titled 'MDR: Run History', has columns for MDR Program, Report title, and Run Count. The second table, titled 'Instance Log', has columns for Instance Name, Started By, Start Date, Start Time, End Date, End Time, Instance Status, Comp, and Remaining. A status bar at the bottom indicates 'A new run has been started in background' and features the SAP logo.

MDR Program	Report title	Run Count
/BIR/MDR_PP_ISU_LATE_INV	Blade - Late Invoicing	1

Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining
LI - 28 May 2015	MSTEPHENS	28.05.2015	15:06:09		00:00:00	In Process	0%	0:00:00

A new run has been started in background

In order to see when the report has completed running select the “Refresh” button or “F8” until you can see the report in 100% completed.



The screenshot shows the 'MDR: Run History' window. It has a menu bar (Instance, List, Edit, Goto, Settings, System, Help) and a toolbar. Below the title bar, there are buttons for 'Transform' and 'Application Log'. The main area contains two tables.

MDR Program	Report title	Run Count
/BIR/MDR_PP_ISU_LATE_INV	Blade - Late Invoicing	1

Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining
LI - 28 May 2015	MSTEPHENS	28.05.2015	15:06:09	28.05.2015	15:06:17	Finished	100%	

The SAP logo is visible in the bottom right corner of the window.

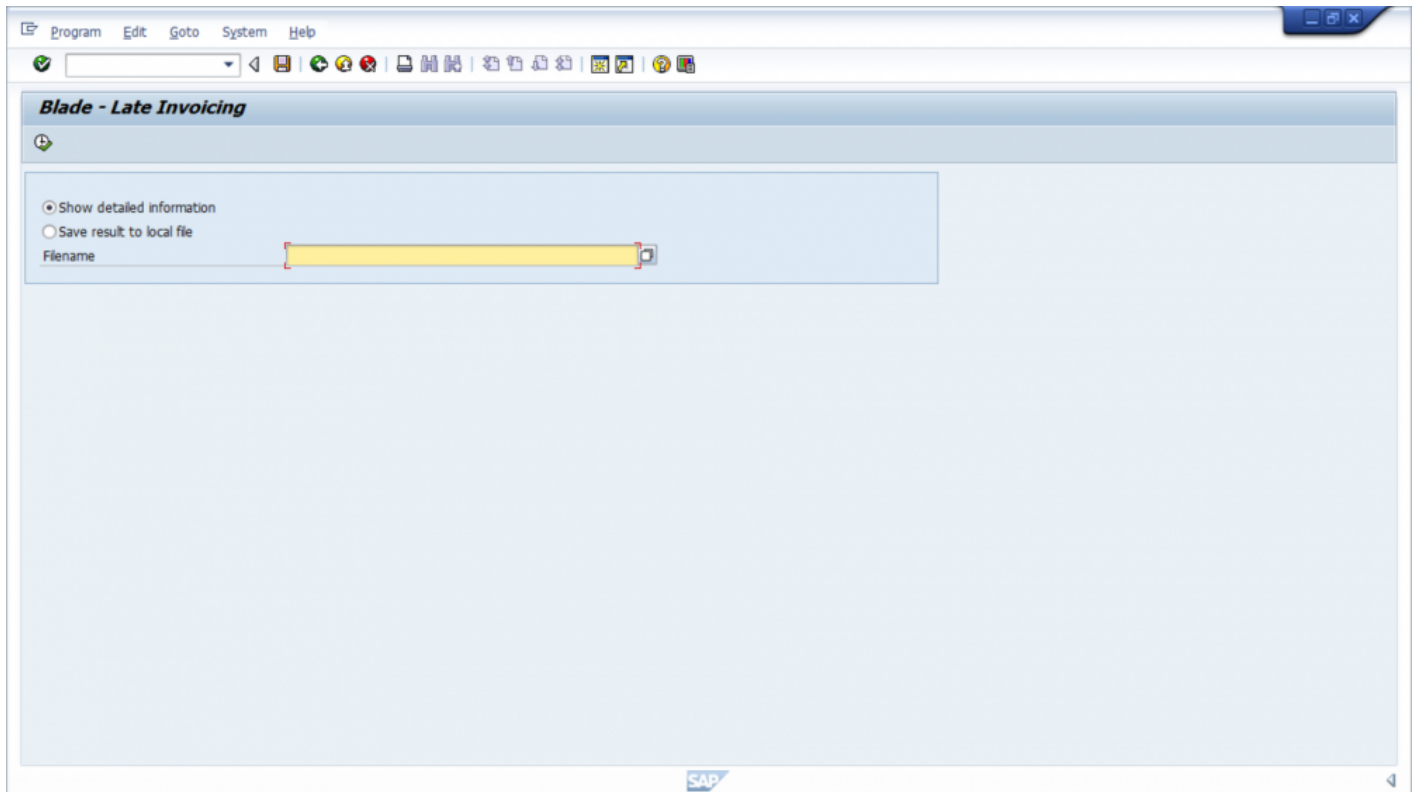
The Late Invoice Report is now available to use, select “Transform” to view the report.



This is a close-up of the 'MDR: Run History' window. It shows the title bar and the toolbar with the 'Transform' button (represented by a document icon) and the 'Application Log' button (represented by a notepad icon).

View Late Invoice Report

You are able to select which way to view the data.



The options the are available are listed below.

Show Detailed Information: This will give you all the data including summary tables to view the information. There are further options to export this data to a database within this view.

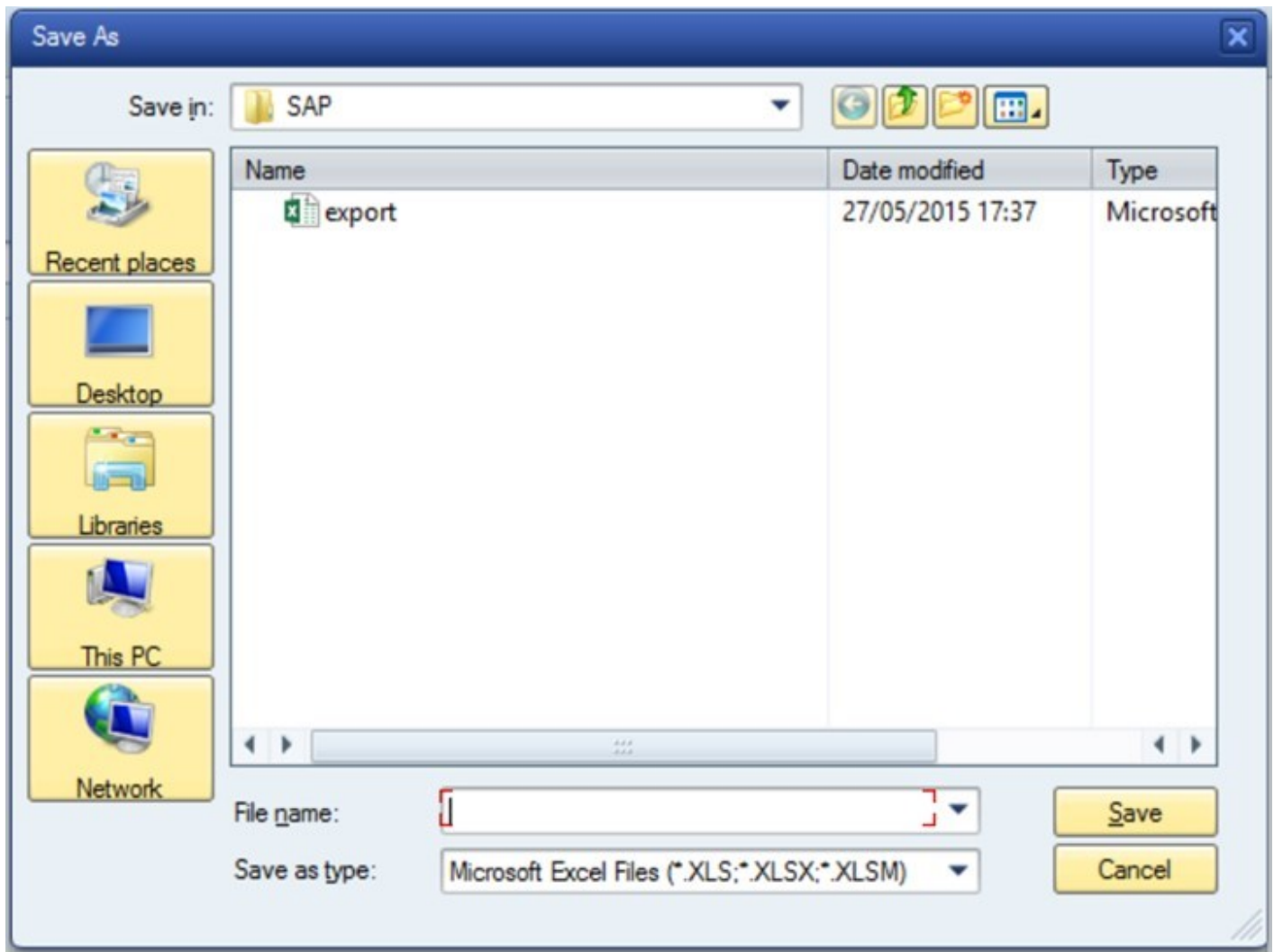
Save Result to Local file: This option will give the raw data which can be configured.

Once you have selected the way in which you wish to view the data, select the execute button.



If you have selected to view the detailed information please move on to the Late Invoice Report Explained section.

If you have selected to save to a local file, completed the save process by naming the file and saving it to your designated place.



Late Invoice Report Explained

This section explains the Blade Late Invoice Report.

System Help

Blade - Late Invoicing: 03.06.2015

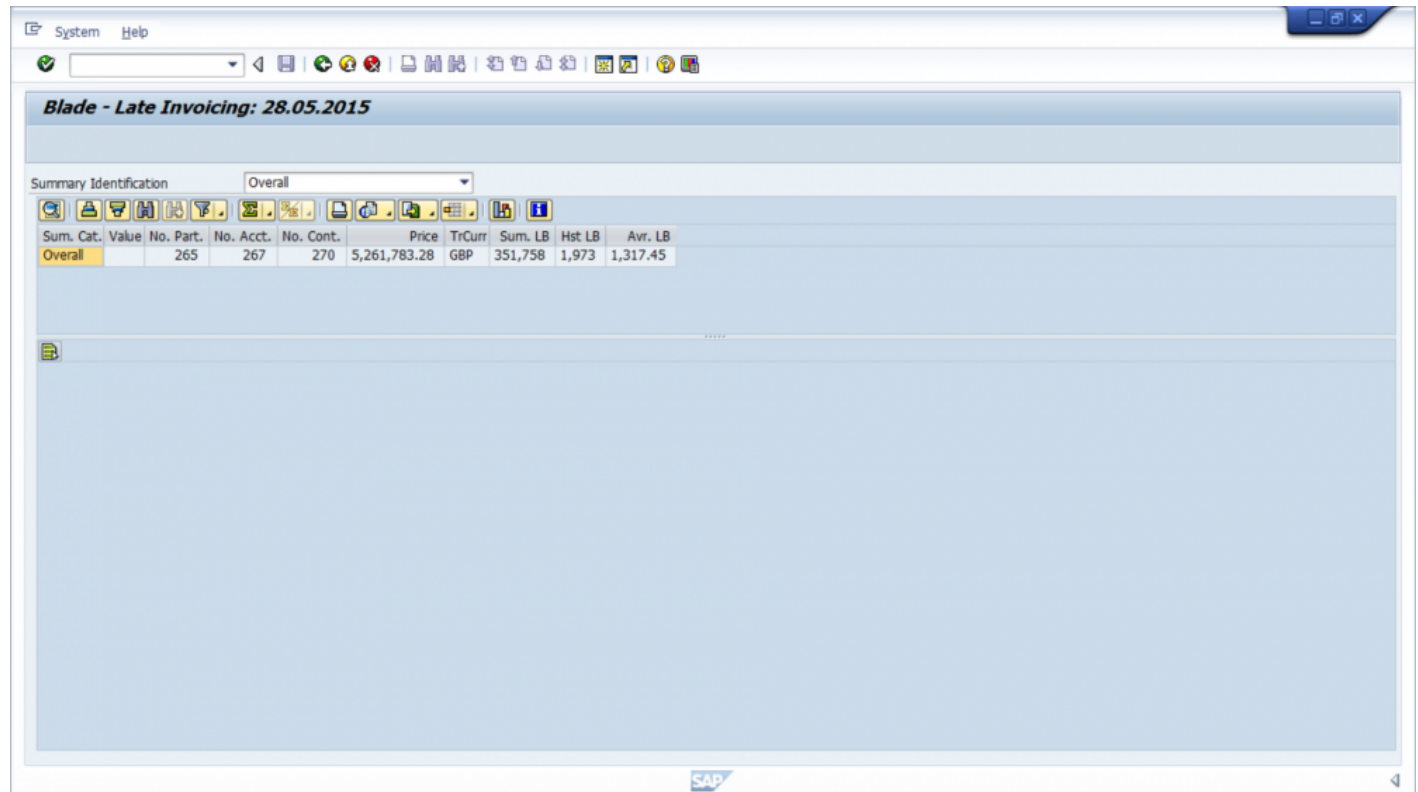
Summary Identification Summarized by Milestone

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Milestone BORD	115	114	115	1,941,064.56	GBP	129,924	1,920	1,139.68	
Summarized by Milestone BOUT	1	1	1	26,070.30	GBP	1,745	1,745	1,745.00	
Summarized by Milestone IMPR	1	1	1	11,384.28	GBP	762	762	762.00	
Summarized by Milestone INVT	15	15	20	380,907.90	GBP	26,549	1,920	1,769.93	
Summarized by Milestone IOUT	1	1	1	18,645.12	GBP	1,248	1,248	1,248.00	
Summarized by Milestone MRR	97	97	98	2,103,402.60	GBP	140,790	1,979	1,451.44	
Summarized by Milestone MRU	40	40	41	744,759.00	GBP	49,850	1,974	1,246.25	

Partner	Contract	Acct	StdCoCode	AcCl	Last P.Doc	Print Date	Process	LockCat.	Rsn.	Blocked	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days
0000000013	200000000003	0001									3	3000000004	01.03.2010	103	01.04.2010	INVT	28,684.80	GBP	1920
0000000014	200000000004	0001									4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000076	200000000004	0001									4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000017	200000000005	0001									6	3000000006	25.08.2010		01.01.2012	BORD	26,040.42	GBP	1743
0000000016	200000000006	0001									5	3000000007	25.08.2010		31.08.2011	BORD	26,040.42	GBP	1743
0000000031	2000000000101	0001		30000000000							7	3000000008	01.07.2010	203	30.07.2010	INVT	26,862.12	GBP	1798
0000000032	2000000000102	0001									8	3000000009	01.01.2010		01.10.2010	BORD	5,438.16	GBP	364
0000000041	2000000000201	0001									9	3000000010	01.06.2010		01.10.2011	MRR	27,310.32	GBP	1828
0000000051	2000000000301	0001		30000000010							10	3000000011	15.02.2011	412	01.04.2011	INVT	23,440.86	GBP	1569
0000000055	2000000000302	0001		30000000009							11	3000000013	02.09.2010	702	01.12.2010	INVT	25,920.90	GBP	1735
0000000061	2000000000401	0001									12	3000000014	04.04.2011		01.07.2011	BORD	22,723.74	GBP	1521
0000000072	2000000000501	0001									1026	3000000017	01.01.2011	601	01.01.2011	INVT	24,113.16	GBP	1614
0000000073	2000000000502	0001		30000000093							1027	3000000018	02.01.2012		01.10.2012	MRR	7,260.84	GBP	486

Summary Late Invoice Reports Available

On entry to the Late Invoice Report you will be presented with the following screen.



Blade - Late Invoicing: 28.05.2015

Summary Identification: Overall

Sum. Cat.	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Overall		265	267	270	5,261,783.28	GBP	351,758	1,973	1,317.45

This provides the Overall Summary which are the headline totals. These include total number of Business Partners impacted, estimated uninvoiced total including VAT/Tax/HST.

The other summaries that are available are as follows:

Summarized by Date: This is grouped and summarized by the Time Interval set in the Run Late Invoice Selection Parameters.

System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Date

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Date	000150	1	1	1	2,042.72	GBP	136	136	136.00
Summarized by Date	000240	7	7	7	22,379.80	GBP	1,490	215	212.86
Summarized by Date	000270	1	1	1	3,679.90	GBP	245	245	245.00
Summarized by Date	000300	2	2	2	8,996.98	GBP	599	300	299.50
Summarized by Date	000360	1	1	1	5,061.74	GBP	337	337	337.00
Summarized by Date	000390	1	1	1	5,467.28	GBP	364	364	364.00
Summarized by Date	000510	1	1	1	7,299.72	GBP	486	486	486.00
Summarized by Date	000720	2	2	2	10,564.00	GBP	1,390	695	695.00

Summarized by Milestone: This is grouped and summarized by the Milestones relating to the meter reading, billing document and invoice document processes.

System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Milestone

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Milestone	BORD	115	114	115	1,941,064.56	GBP	129,924	1,920	1,139.68
Summarized by Milestone	BOUT	1	1	1	26,070.30	GBP	1,745	1,745	1,745.00
Summarized by Milestone	IMPR	1	1	1	11,384.28	GBP	762	762	762.00
Summarized by Milestone	INVT	15	15	20	380,907.90	GBP	26,549	1,920	1,769.93
Summarized by Milestone	IOUT	1	1	1	18,645.12	GBP	1,248	1,248	1,248.00
Summarized by Milestone	MRR	97	97	98	2,103,402.60	GBP	140,790	1,979	1,451.44
Summarized by Milestone	MRU	40	40	41	744,759.00	GBP	49,850	1,974	1,246.25

Summarized by Division: This is grouped and summarized by Division (Definition of Division based on Individual Business SAP Configuration)

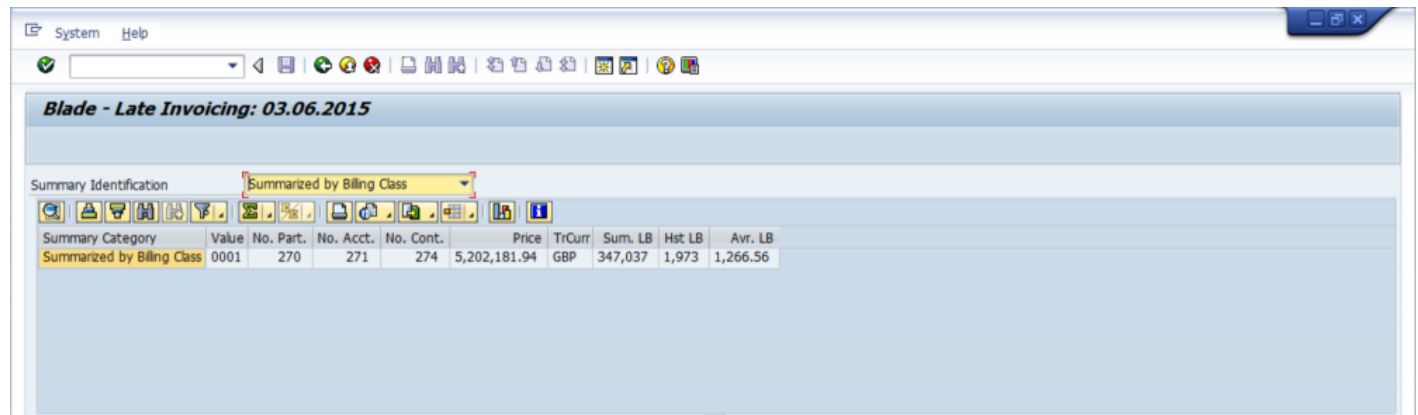
System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Division

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Division	01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Billing Class: This is grouped and summarized by Billing Class (Definition of Billing Class based on Individual Business SAP Configuration)



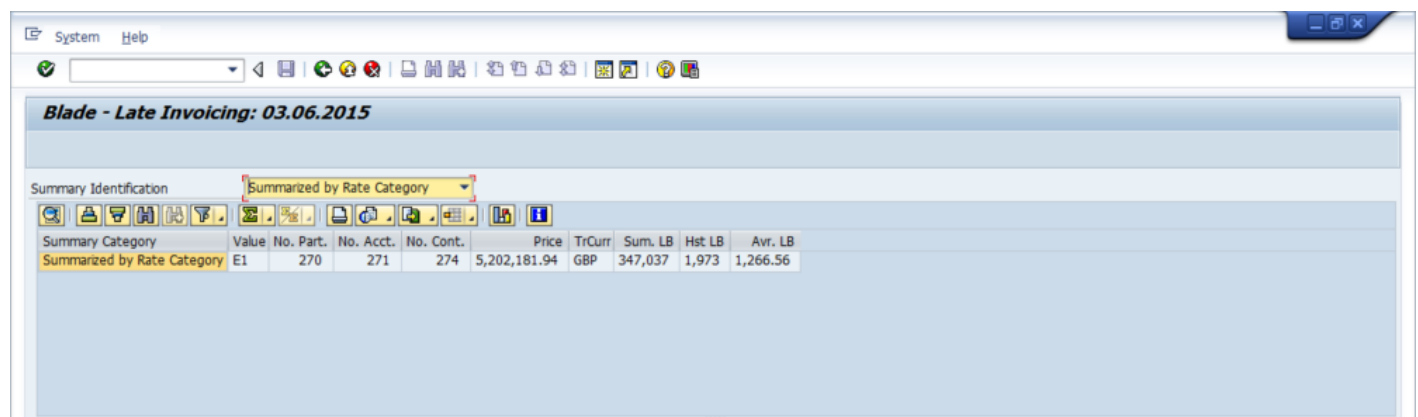
System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Billing Class

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Billing Class	0001	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Rate Category: This is grouped and summarized by Rate Category which is Meter or Tariff Type dependent on SAP Configuration.



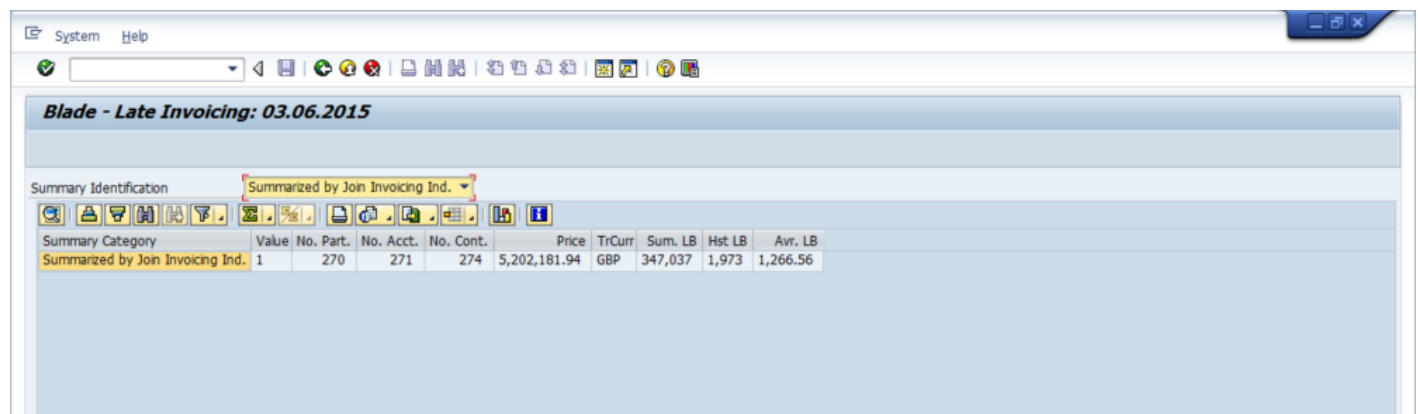
System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Rate Category

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Rate Category	E1	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Joint Invoicing Indicator: This is grouped and summarized by Joint Invoice Indicator (Definition of Joint Invoicing Indicator based on Individual Business SAP Configuration)



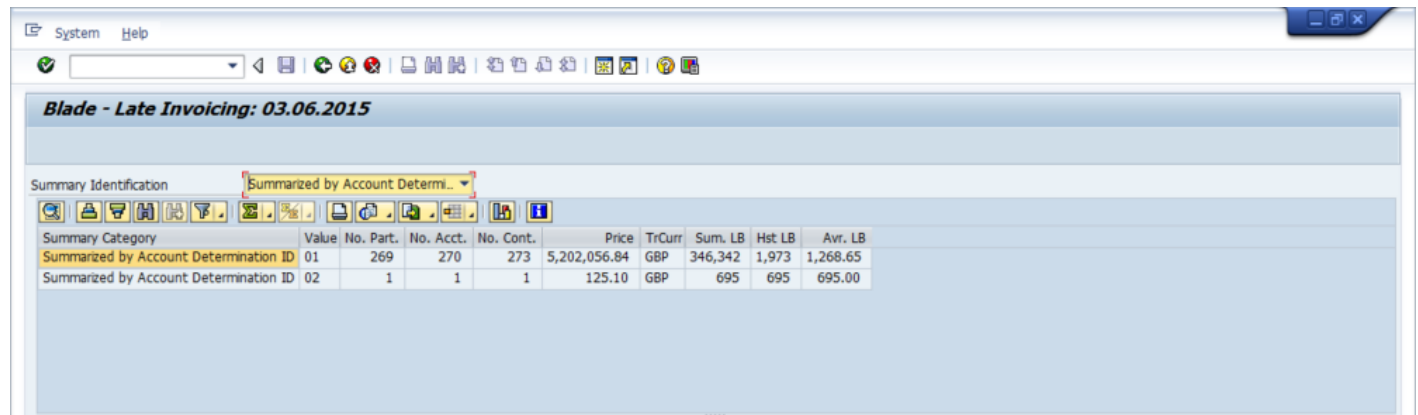
System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification: Summarized by Join Invoicing Ind.

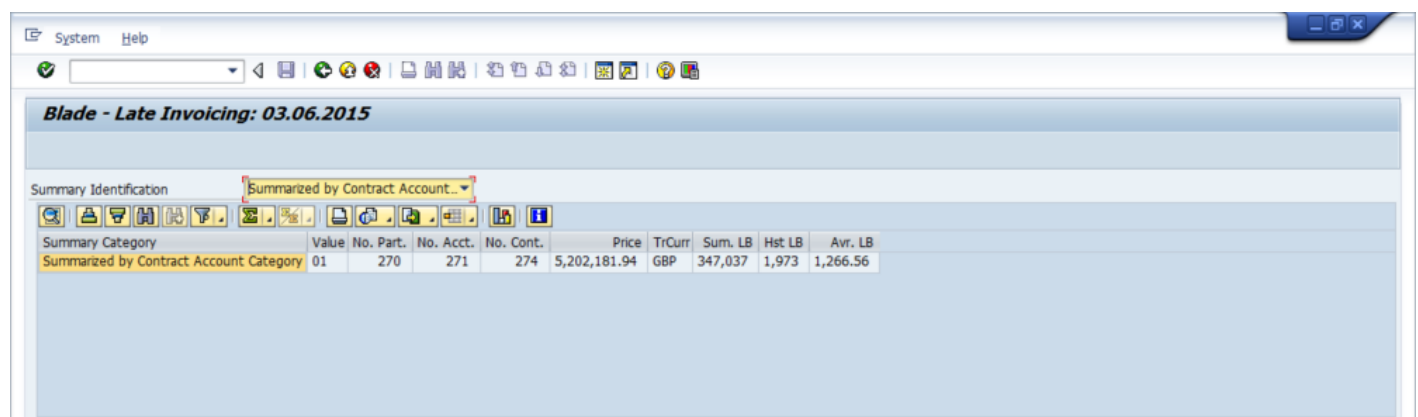
Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Join Invoicing Ind.	1	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56

Summarized by Account Determination ID: This is grouped and summarized by Account Determination ID (Definition of Account Determination ID based on Individual Business SAP Configuration)



Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Account Determination ID 01	269	270	273	5,202,056.84	GBP	346,342	1,973	1,268.65	
Summarized by Account Determination ID 02	1	1	1	125.10	GBP	695	695	695.00	

Summarized by Contract Account Category: This is grouped and summarized by Contract Account Category (Definition of Contract Account Category based on Individual Business SAP Configuration)



Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Contract Account Category 01	270	271	274	5,202,181.94	GBP	347,037	1,973	1,266.56	

Summary Late Invoice Report Explained

Each Summary table contains the same columns, the difference is the data displayed in the table is specific to the Summary View selected.

Sum. Cat.	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Overall		265	267	270	5,261,783.28	GBP	351,758	1,973	1,317.45

Summary Category: This states the summary view selected.

Value: This is subject to the summary view you are in. e.g. Summarized by date, this column will be the number of days

Number of Business Partners: This is the number of Business Partners that have a late invoiced account.**

Number of Contract Accounts: This is the number of Contract Accounts that are a late invoiced account.**

Number of Contracts: This is the number of Contracts that are a late invoiced account.**

**Note depending on the number of Customers that have multiple Contract Accounts and number of Joint Invoiced Accounts, the number of Business Partners to Contract Accounts to Contracts will always differ.

Price: This is an estimated value of the uninvoiced energy consumption including VAT/Tax/HST.

Transaction Currency: This is the currency the account is billed in.

Sum of Late Billed Days: This is the total number of late invoiced days there are in the defined period. The number is dependent on if the Sch Bill date or Start bill period were selected. [Selection Criteria Definitions](#).

Highest number of days late: This is the age of the oldest Contract that remains uninvoiced.

Average LB days: This is the average number of days customers remain uninvoiced.

All of these summary views and the data provided there in, is based on the data that was selected at the point the report was run.

Individual Late Invoice Records Explained

To access the individual record data double click on a Summary Report table line item. This will populate the individual record table.

System Help

Blade - Late Invoicing: 03.06.2015

Summary Identification Summarized by Milestone

Summary Category	Value	No. Part.	No. Acct.	No. Cont.	Price	TrCurr	Sum. LB	Hst LB	Avr. LB
Summarized by Milestone	BORD	115	114	115	1,941,064.56	GBP	129,924	1,920	1,139.68
Summarized by Milestone	BOUT	1	1	1	26,070.30	GBP	1,745	1,745	1,745.00
Summarized by Milestone	IMPR	1	1	1	11,384.28	GBP	762	762	762.00
Summarized by Milestone	INVT	15	15	20	380,907.90	GBP	26,549	1,920	1,769.93
Summarized by Milestone	IOUT	1	1	1	18,645.12	GBP	1,248	1,248	1,248.00
Summarized by Milestone	MRR	97	97	98	2,103,402.60	GBP	140,790	1,979	1,451.44
Summarized by Milestone	MRU	40	40	41	744,759.00	GBP	49,850	1,974	1,246.25

Partner	Contract Acct	StdCoCode	AcCl	Last P.Doc	Print Date	Process	LockCat.	Rsn.	Blocked	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr	LB Days
0000000013	200000000003	0001								3	3000000004	01.03.2010	103	01.04.2010	INVT	28,684.80	GBP	1920
0000000014	200000000004	0001								4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000076	200000000004	0001								4	3000000005	01.03.2010		01.01.2011	BORD	28,684.80	GBP	1920
0000000017	200000000005	0001								6	3000000006	25.08.2010		01.01.2012	BORD	26,040.42	GBP	1743
0000000016	200000000006	0001								5	3000000007	25.08.2010		31.08.2011	BORD	26,040.42	GBP	1743
0000000031	200000000101	0001		3000000000						7	3000000008	01.07.2010	203	30.07.2010	INVT	26,862.12	GBP	1798
0000000032	200000000102	0001								8	3000000009	01.01.2010		01.10.2010	BORD	5,438.16	GBP	364
0000000041	200000000201	0001								9	3000000010	01.06.2010		01.10.2011	MRR	27,310.32	GBP	1828
0000000051	200000000301	0001		3000000010						10	3000000011	15.02.2011	412	01.04.2011	INVT	23,440.86	GBP	1569
0000000055	200000000302	0001		3000000009						11	3000000013	02.09.2010	702	01.12.2010	INVT	25,920.90	GBP	1735
0000000061	200000000401	0001								12	3000000014	04.04.2011		01.07.2011	BORD	22,723.74	GBP	1521
0000000072	200000000501	0001								1026	3000000017	01.01.2011	601	01.01.2011	INVT	24,113.16	GBP	1614
0000000073	200000000502	0001		3000000093						1027	3000000018	02.01.2012		01.10.2012	MRR	7,260.84	GBP	486

The Individual Record data table contains more detailed information, please see below the column descriptions.

Partner	Cont. Acct	StdCoCode	AcCl	Last P.Doc	Print Date	Process	Category	R	Blocked	Contract	Installa	BP start	Last B.D.	Sched...	Date T...	Price	TrCurr	LB Da...	BBR	Blocked	M/I Date	M/O Da...
0000000	2000000000	0001				05	41	1		1170	3000000	12.03.2011		01.04.20	MRU	23,10	GBP	1538			12.03.20	31.12.99
0000000	2000000000	0001								3	3000000	01.03.2010	103	01.04.20	INVT	28,74	GBP	1914			01.03.20	31.12.99
0000000	2000000000	0001								4	3000000	01.03.2010		01.01.20	BORD	28,74	GBP	1914			01.03.20	31.12.99
0000000	2000000000	0001								4	3000000	01.03.2010		01.01.20	BORD	28,74	GBP	1914			01.03.20	31.12.99
0000000	2000000000	0001								6	3000000	25.08.2010		01.01.20	BORD	26,08	GBP	1737			25.08.20	31.12.99
0000000	2000000000	0001								5	3000000	25.08.2010		31.08.20	BORD	26,08	GBP	1737			25.08.20	31.12.99
0000000	2000000000	0001		300000000						7	3000000	01.07.2010	203	30.07.20	INVT	26,91	GBP	1792			01.02.20	31.12.99

Partner: This is the Business Partner number for the individual customer.

Contract Account: This is the Contract Account number that relates to the Business Partner number.

Standard Company Code: This is the a code that defines an organizational unit used in accounting.

Account Class.: This defines the customer type. e.g. Domestic or Business use.

Last Print Document: This is the last Invoice Document that was created for the contract that has not been outsourced. This populates when the Milestone is above the "INVT" Milestone and there is an Invoice Document on the customer account.

Print Date: This is the date last Invoice Document that was sent for printing. This populates when the Milestone is the "PRDT" Milestone and there is an earlier Invoice Document on the customer account.

Process: This refers to the process the lock present on the customers account relates to. e.g. Dunning, Payments etc.

Lock Category: This refers to what object a lock has been applied. e.g. The lock the specifically relates to a Print Document.

Lock Reason: This is the business reason the lock was applied and the contract remains uninvoiced. e.g. Customer Complaint, Bill Complaint etc.

Blocked: This is a quick indicator to show this record has a Lock registered against it.

Contract: This is the Contract number that relates to the Contract Account number.

Installation: This is the Installation number that relates to the Contract Account number.

Start billing period: This is Day+1 of the last invoice produced. This is the earliest Billing Period date that remains uninvoiced.

Last Bill Document: This is the last Billing Document produced for the contract that has not been outsourced. This only populates when the Milestone is above the "BOUT" Milestone.

Scheduled billing date: This is the earliest Scheduled Billing Date that remains uninvoiced.

Milestone: This is the last successful invoicing step completed for the contract.

Price: This is an estimated value of the uninvoiced energy consumption excluding VAT/Tax/HST. i.e. This is the billing document total.

Transaction Currency: This is the currency the account is assigned.

Late Billed Days: This is the number of days the contract has remained uninvoiced based on the selection when producing the report. i.e. Start of Bill Per. => Key Date or Sched. Bill Date => Key Date.

Billing block reason: This is the business reason the block was applied and the Contract remains uninvoiced. e.g. Customer Complaint, Bill Complaint etc.

Blocked: This is a quick indicator to show this record has a block registered against it.

Move-In Date: This is the Contract Move-In Date

Move-Out Date: This is the Contract Move-Out Date.

All of the records provided within this section are subject the initial selection criteria.

Data Table Tools

The data in the “Summary” and “Individual” tables of the Late Bill and Late Invoice Reports can be configured to show alternative views using the following tools.





Below are listed the tools:

Details: This shows a list view of the line selected.



Details		
Group description	Cell Content	
Partner	0000000074	
Contract Account	200000000503	
Contract	1028	
Installation	3000000019	
Start billing period	02.07.2013	
Last Bill Document	1102	
Sched. billing date	01.04.2014	
Milestone	BORD	
Price	10,383.30	
Transaction Currency	GBP	
Late Billed Days	695	
Move-In Date	01.01.2011	
Move-Out Date	31.12.9999	
Natural Number	1	



Sort in Ascending/Descending order: This will sort a selected column in order.



Find: This will find specific values in the table.



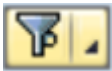
The screenshot shows a software interface with a table and a 'Find' dialog box. The table has the following data:

Partner	Contract Acct	Contract	Installation	Start bill.per.	Last B.Doc	Sch. bill. date	Milestone	Price	TrCurr
0000000074	200000000503	1028	3000000019	02.07.2013	1102	01.04.2014	BORD	10,383.30	GBP

The 'Find' dialog box is open, showing the following fields and options:

- Search Term: BORD
- Search Dirct: (dropdown menu)
- ☒ Find only entire word or value
- ☐ Display Number of Hits
- Hit Displayed : 1

Set Filter: This will filter the data based on specific values in the table.



Total: This will summarize the table with totals at the bottom of each section or the table.



Print / View / Export / Choose Layout: This will allow you to print, view or export data, alternatively choose a layout which best suits you.



Display Graphic: This will create a graph for any selected cloumns. e.g. Milestones vs. Price, this will show the trapped revenue in each Milestone.



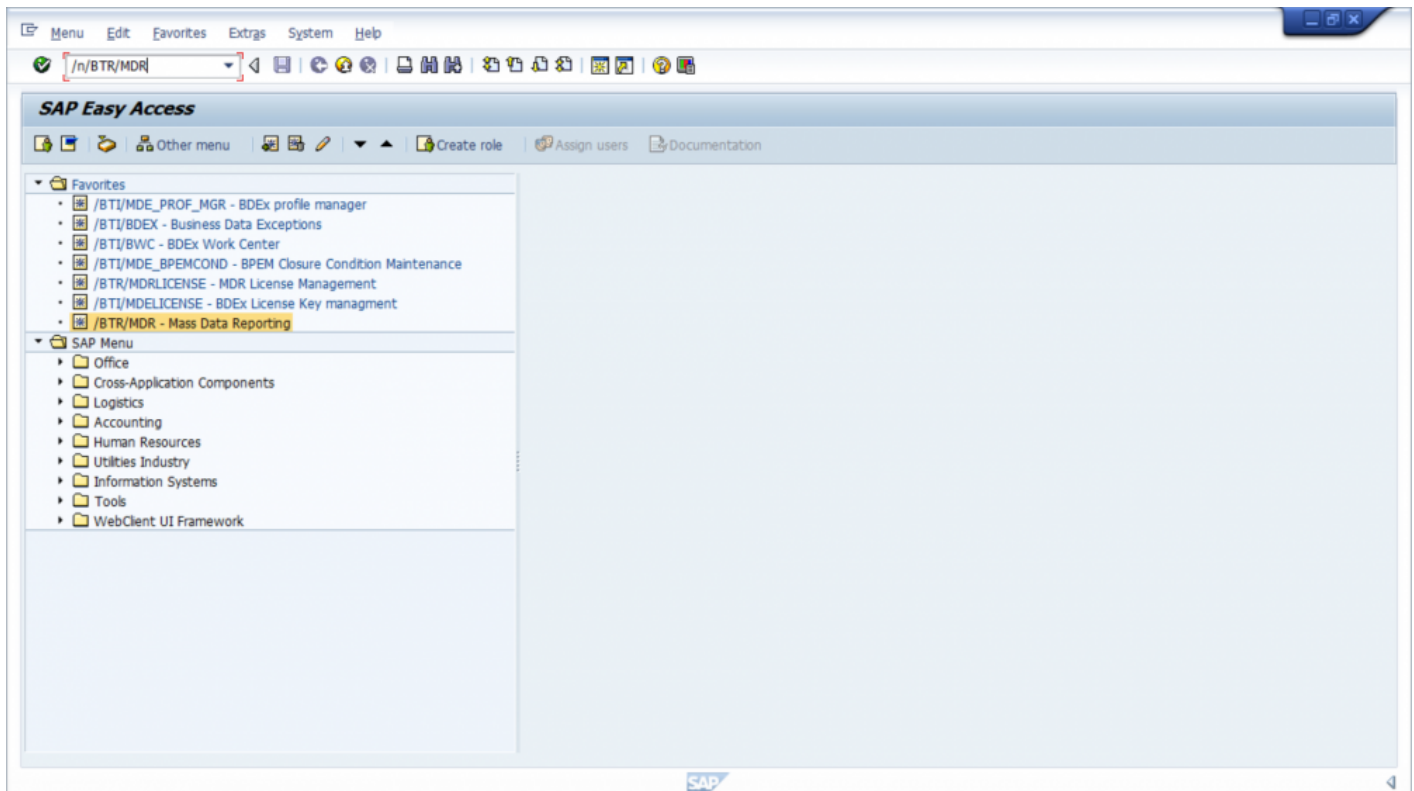
End User Documentation: This will access specific help documentation if it is configured to do so.



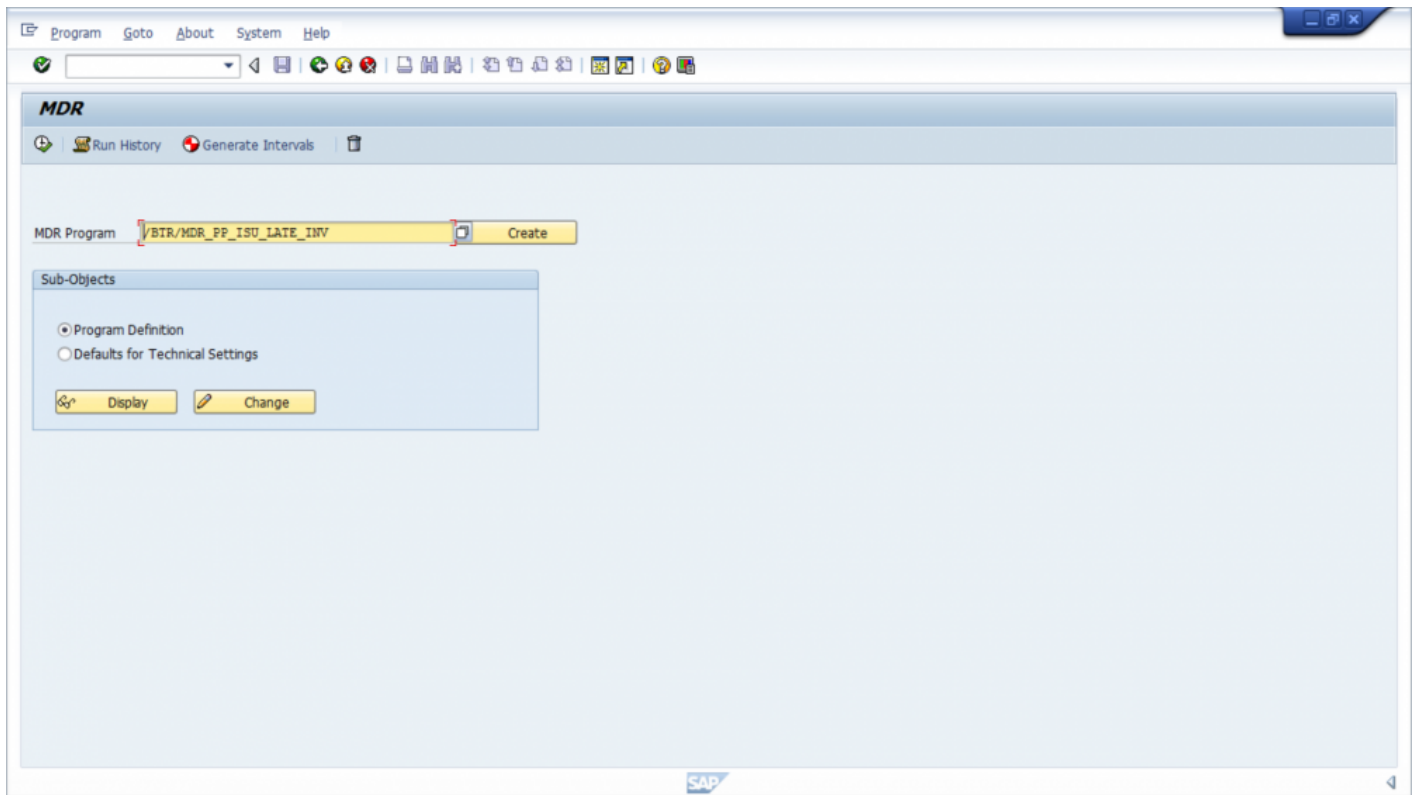
Access Historic Blade Reports

In order to access previously run reports follow the below instructions.

Enter in the SAP Transaction field: /n/BTR/MDR



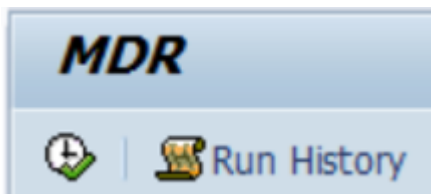
You will now be presented with the field “MDR Program” to select which report you would like to view.



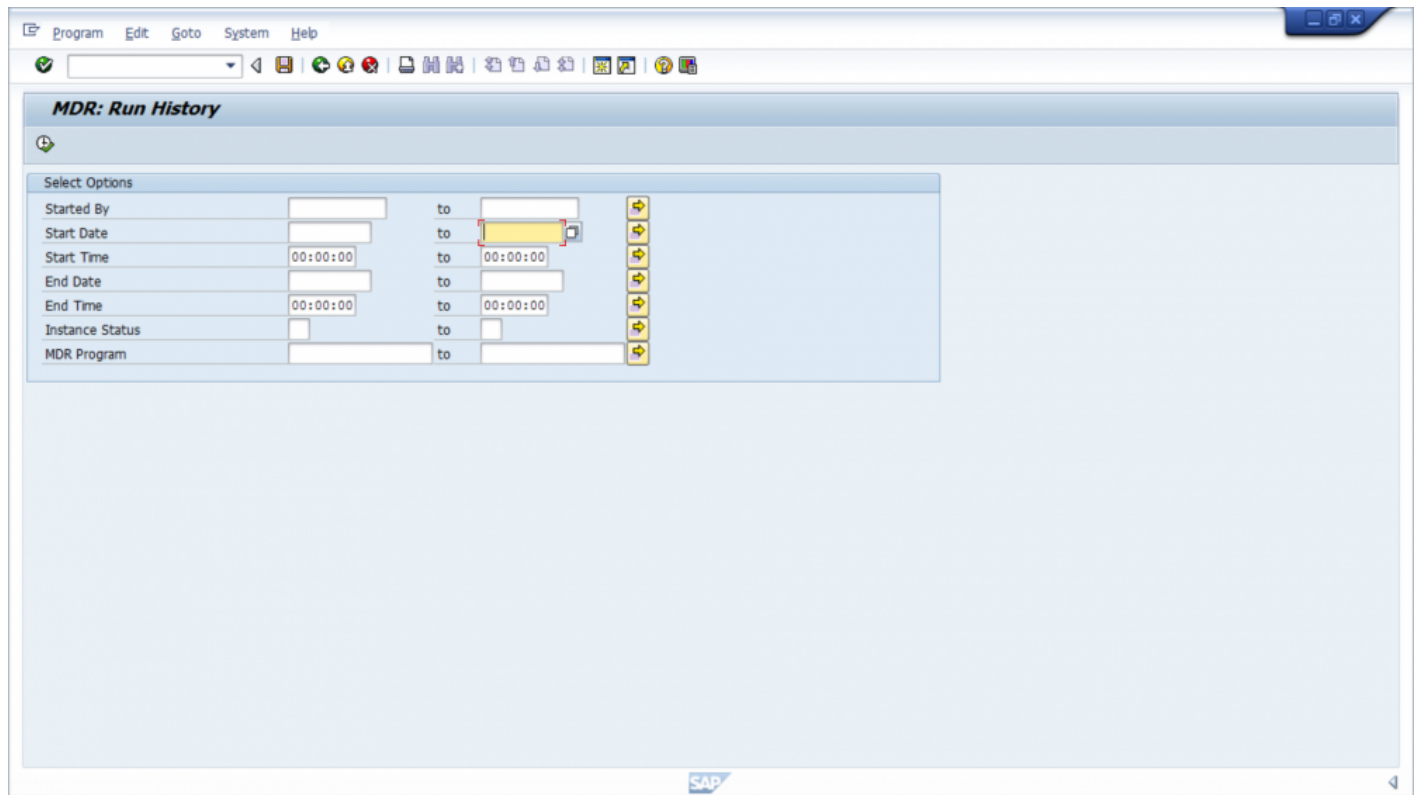
For the Late Bill Report enter: /BTR/MDR_PP_ISU_LATE_BILL

For the Late Invoice Report enter: /BTR/MDR_PP_ISU_LATE_INV

Once you have entered the report you want to view select the “Run History” button.



You are now able to search for which specific report you would like to view..



Select Options		
Started By		to
Start Date		to
Start Time	00:00:00	to 00:00:00
End Date		to
End Time	00:00:00	to 00:00:00
Instance Status	<input type="checkbox"/>	to
MDR Program		to

If the “Started By” and “Start Date” are known populate these fields, alternatively delete the default values. Once you have completed your criteria select “Execute”.



This will now show a list of available reports.

Instance List Edit Goto Settings System Help											
MDR: Run History											
Transform Application Log Results Intervals Variants App. Servers											
MDR Program		Report title								Run Count	
/BIR/MDR_PP_ISU_LATE_INV		Blade - Late Invoicing								20	
Instance Name	Started By	Start Date	Start Time	End Date	End Time	Instance Status	Comp	Remaining	Active Job	-	+
LI - 28 May 2015	MSTEPHENS	28.05.2015	15:06:09	28.05.2015	15:06:17	Finished	100%				
Testing	MSTEPHENS	28.05.2015	10:11:44	28.05.2015	10:11:57	Finished	100%				
	TIICHHURST	15.03.2015	22:47:46	15.03.2015	22:48:15	Finished	100%				
	MGTAYLOR	11.03.2015	11:10:17	11.03.2015	11:10:20	Finished	100%				
	MGTAYLOR	15.12.2014	12:22:09	15.12.2014	12:22:11	Finished	100%				
	MGTAYLOR	15.12.2014	12:19:11	15.12.2014	12:19:26	Finished	100%				
	MGTAYLOR	12.12.2014	17:12:38	12.12.2014	17:13:28	Finished	100%				
	MGTAYLOR	12.12.2014	17:10:11	12.12.2014	17:10:11	Finished	100%				
	MGTAYLOR	12.12.2014	17:08:29	12.12.2014	17:08:30	Finished	100%				
	MGTAYLOR	12.12.2014	16:45:49	12.12.2014	16:46:07	Finished	100%				
	MGTAYLOR	12.12.2014	16:40:06	12.12.2014	16:40:33	Finished	100%				
	MGTAYLOR	12.12.2014	16:18:00	12.12.2014	16:18:22	Finished	100%				
	MGTAYLOR	12.12.2014	16:15:30	12.12.2014	16:16:00	Finished	100%				
	MGTAYLOR	12.12.2014	16:14:37	12.12.2014	16:15:07	Finished	100%				
	MGTAYLOR	12.12.2014	16:12:50	12.12.2014	16:13:46	Finished	100%				
	MGTAYLOR	12.12.2014	16:12:22	12.12.2014	16:12:22	Finished	100%				
	MGTAYLOR	12.12.2014	15:44:42	12.12.2014	15:44:42	Finished	100%				
	MGTAYLOR	12.12.2014	15:43:43	12.12.2014	15:43:43	Finished	100%				
	MGTAYLOR	12.12.2014	15:42:10	12.12.2014	15:42:10	Finished	100%				
	MGTAYLOR	12.12.2014	15:40:34		00:00:00	Collating	99	0:00:04			

Click the report you would like to view and select "Transform"



For further information of how to use the report go to:

Late Bill: [Late Bill Report Explained](#)

Late Invoice: [Late Invoice Report Explained](#)