Print Internal Billing Invoice (ZBL)

Purpose
Use this procedure to print internal billing invoice forms. This transaction is available to decentral users who have the Financial Processor – G/L (Doc Type BL). Visit the BCS page Request Access to request access to the roles that utilize this transaction.

Trigger
Perform this procedure to print the internal billing invoice for an internal unit.

ZBL Transaction Process
Follow the steps below to print an internal billing invoice form.

1. Navigate to the ZBL – Billing Invoice Form:
   a. Type the transaction code ZBL directly into the Command Bar and press Enter to the left of the command bar or on your keyboard.

Starting Screen: The image above displays the landing page after accessing the ZBL transaction. Enter LOCL in the output to printer field and be sure that the Print Immediate box is checked. Enter the document number and the fiscal year for the document and then select the Execute icon.

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Invoice Print Preview: The image above displays what the screen will look like after selecting the Internal Billing document to print. You can review the information on this screen, and then select the Print icon to print the document to send to the internal customer.

✓ Check out Best Practices for Entering Accounting Documents in UC Flex for more information.

Contact the Office of the Controller for questions. 513-556-3152