



# eINVOICE INFO PORTAL.

TRAINING TUTORIAL – BALANCE INFORMATION.

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# BALANCE INFORMATION.

## **Main aim:**

This report enables you as a supplier to call up your **balance information** up until a specific date. Additionally, all respective open items are displayed regarding the search criteria.

Note: Blocked items are not displayed in this report.

Furthermore, this report is only enabled for business relations with company codes

A1	BMW AG
MU	BMW (UK) Manufacturing Ltd.
B7	BMW Fahrzeugtechnik GmbH

# HOW TO ACCESS REPORT.

Home

**REPORTING** <

**BMW AG** ^

- Invoices / Self Billed Invoices
- Purchase Order Information
- Goods Receipt / Service Confirmation
- Payment Information
- Balance Information

**BMW SLP** v

**BMW BCS** v

1. Login to elnvoice Info Portal.
2. Click on Report „Balance Information“.
3. You can now enter your search parameters in order to retrieve relevant balance information.

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**Reporting**

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**REPORTING** <

**BMW AG** ^

- Invoices / Self Billed Invoices
- Purchase Order Information
- Goods Receipt / Service Confirmation
- Payment Information
- Balance Information

**BMW SLP** ^

- Invoice Status
- Goods Receipt/Service Confirmation
- Revaluation
- Supplier Claims
- Fixed Costs
- Freight

**STANDARD REPORTS - BALANCE INFORMATION**

Search Reset

Company: A1 - BMW AG x B7 - BMW Fahrzeugtechnik GmbH x  
MU - BMW (UK) Manufacturing Ltd. x

Partner number: [input field] !

Open items at key date: [input field] !

Currency: [input field]

View Reset Fullscreen Download

Company	Partner number	Open items at key date	Total balance	Currency
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# SEARCH FIELDS.

Fields (simple search)	Information
Company	Company codes assigned to your profil are always pre-populated indicating the BMW business partner.
Partner number	8-digit supplier number.
Open items at key date	This field indicates the date of balance you are searching for. This search parameter will result in all open items up to demanded key date.
Currency	Currency of balance.

# SEARCH WINDOW – SIMPLE VIEW.

This field is mandatory and prepopulated with company codes assigned to you indicating respective BMW companies.

Click on the dropdown to select a partner number you are in charge of. Multiple selection is also available in case you are enabled for several partner numbers.

**STANDARD REPORTS - BALANCE INFORMATION**

🔍 Search    ↶ Reset

Company: A1 - BMW AG × B7 - BMW Fahrzeugtechnik GmbH ×  
MU - BMW (UK) Manufacturing Ltd. ×

Partner number: 88888810 - SK1 KRED.INZAHLUNGNAHME/ BMW NL - MUENCHEN ×

Open items at key date: 30.08.2018

Currency:

Select a currency in order to see balance information for a specific currency. Leave this field blank to see an overview of all open items.

Click on this icon to select a specific key date. Alternatively, type in the date (format dd.mm.yyyy).

# REPORT SPECIFIC INFORMATION.

## Mandatory fields:

- Company
- Partner number
- Open items at key date

Result window of this report is limited to display a maximum of 5.000 entries. After running a search, the total balance, based on currency and company, is displayed. In order to see all relevant open items, click on the „+“ sign on the right hand side.

In case of a high volume of open items, directly click on the „Download“-button, to export the data into Excel as .xlsx or .csv file.

# RESULT FIELDS.

## Header Level

Fields	Information
Company	Company codes assigned to your profil are always pre-populated indicating the BMW business partner.
Partner number	8-digit supplier number
Open items at key date	This field indicates the date of balance you are searching for. This search parameter will result in all open items up to demanded key date.
Total balance	This field indicates the total balance for a certain currency and company code. Negative amount is a debit for the partner. Positive amount is a credit in favor of the partner.
Currency	Currency of balance

## Line Item Level

Fields	Information
Partner invoice number	External document number
BMW invoice number	BMW document number
Document type	Internal code indicating different types of documents (for internal purposes).
Document date	Date of the invoice
Posting date	Date when invoice is posted within the system
Due	The due date is calculated as follows: Due date = Base date (usually posting date) + payment term
Amount in document currency	Gross amount of respective invoice in document currency.
Currency	Currency stated on the invoice.
Clearing date	This field indicates the date of payment, which is usually a date after the populated key date.
Clearing document	This field indicates the payment advice number, by which respective invoice will be paid.

# RESULT WINDOW.

In order to see more respective items/open invoices to the total balance, click here to open respective line items.

Click on "Download" in order to export your results into Excel (.xlsx / .csv).

On the header level balances are displayed based on the Company Code and Currency. In order to see all items resulting in this total balance, see invoice line items.

When running a search for open items at a key date in the past, invoices usually are already paid. These 2 fields indicate the date of payment and respective payment advice number. These 2 fields are blank, if a payment has not yet been executed.

Company			Partner number	Open items at key date	Total balance	Currency			
A1 - BMW AG			88888810	30.08.2018	176.928,69	EUR			
INVOICE LINE ITEMS									
Partner invoice number	BMW invoice number	Document type	Document date	Posting date	Due	Amount in document currency	Currency	Clearing date	Clearing document
1810409420	0001118276	SU	29.08.2018	29.08.2018	29.08.2018	21.222,69	EUR	31.08.2018	0001119365
1810409422	0001118834	SU	30.08.2018	30.08.2018	30.08.2018	55.009,37	EUR	04.09.2018	0011682753
1810409423	0001118836	SU	30.08.2018	30.08.2018	30.08.2018	4.000,00	EUR	04.09.2018	0011682754
1810409409	0001117792	SU	28.08.2018	28.08.2018	28.08.2018	12.000,00	EUR	04.09.2018	0011682757
1810409421	0001118835	SU	30.08.2018	30.08.2018	30.08.2018	58.996,63	EUR	04.09.2018	0011682758
1810409439	0001118838	SU	30.08.2018	30.08.2018	30.08.2018	25.700,00	EUR	12.09.2018	0011734388

In the invoice line items all respective invoices to the total balance (head level) are displayed.