Finance Knowledge Transfer
Accounts Payable Breakout Session 2

Ground Rules

Important Ground Rules

- Sign the attendance sheet.

- Feel free to ask questions.

- Turn off your cell phones and pagers.

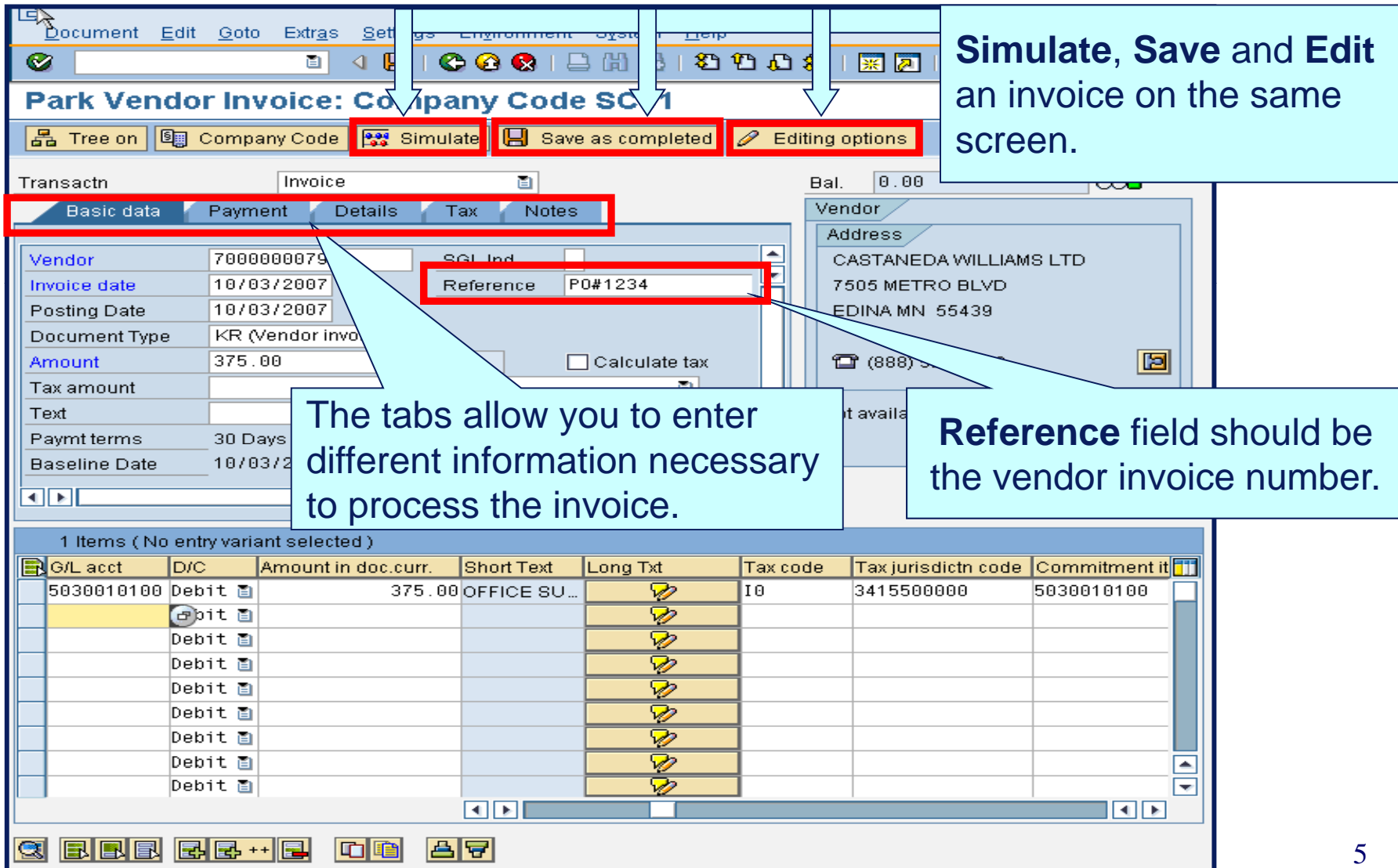- No email or internet usage during class except at breaks.

Agenda

- Enter Incoming Invoices Without a PO

- Enter Incoming Invoices With a PO

- Cancel Incorrect Invoices for Payment

- Display Payment Reports

- **Review and Summary**

Enter Invoices Without a PO/Direct Pays
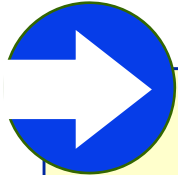
Park Vendor Invoice – FV60

Simulate, **Save** and **Edit** an invoice on the same screen.

The tabs allow you to enter different information necessary to process the invoice.

Reference field should be the vendor invoice number.

5
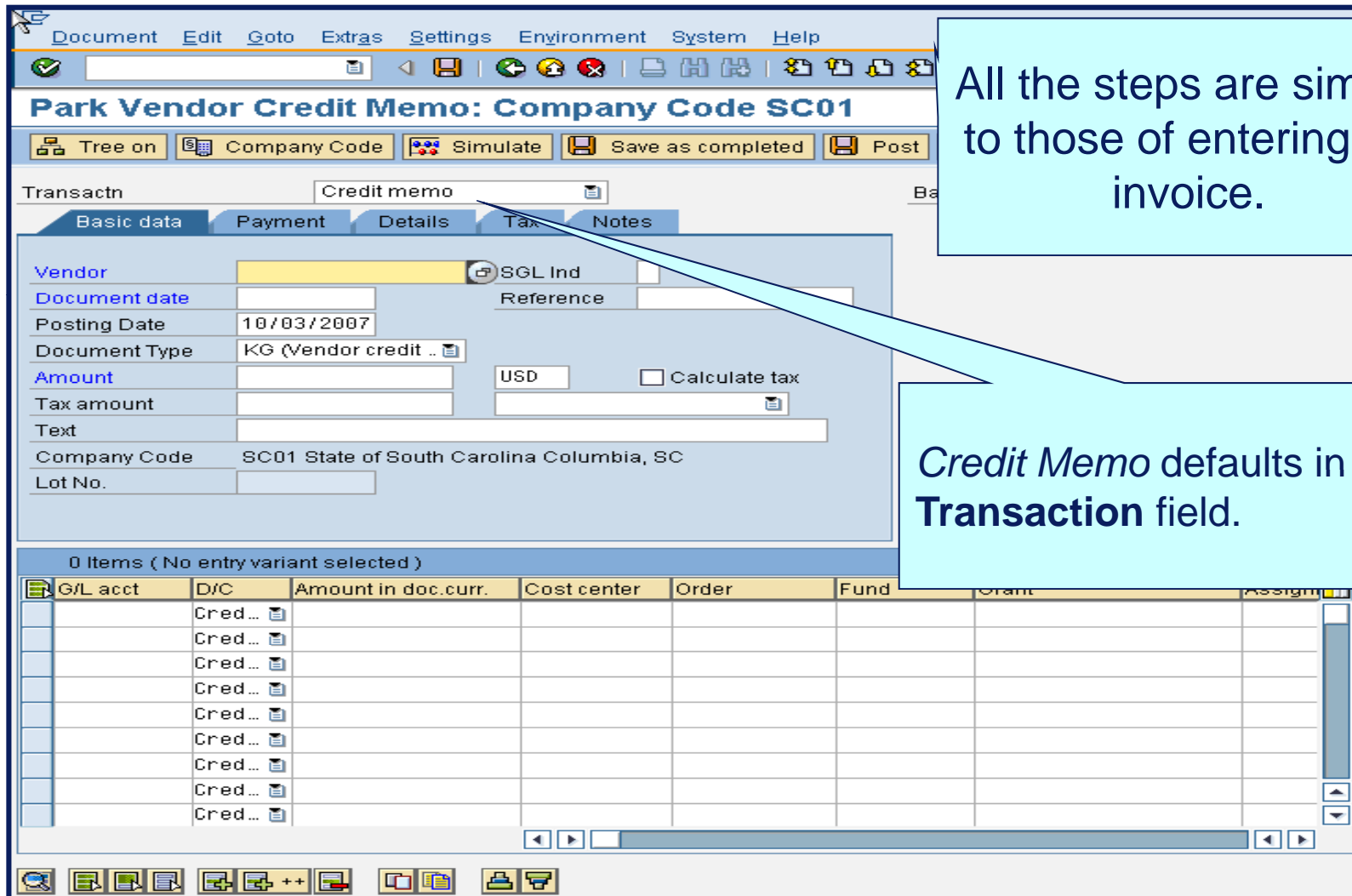
Demonstration

◆ Park Vendor Invoice   **FV60**

Park Vendor Credit Memo – FV65

All the steps are similar to those of entering an invoice.

Credit Memo defaults in the **Transaction** field.

Demonstration and Exercise

- ◆ Park Vendor Credit Memo   FV65
  - ◆ With tax exempt

Enter Incoming Invoices
With a Purchase Order

Enter a Logistics Invoice – MIR7

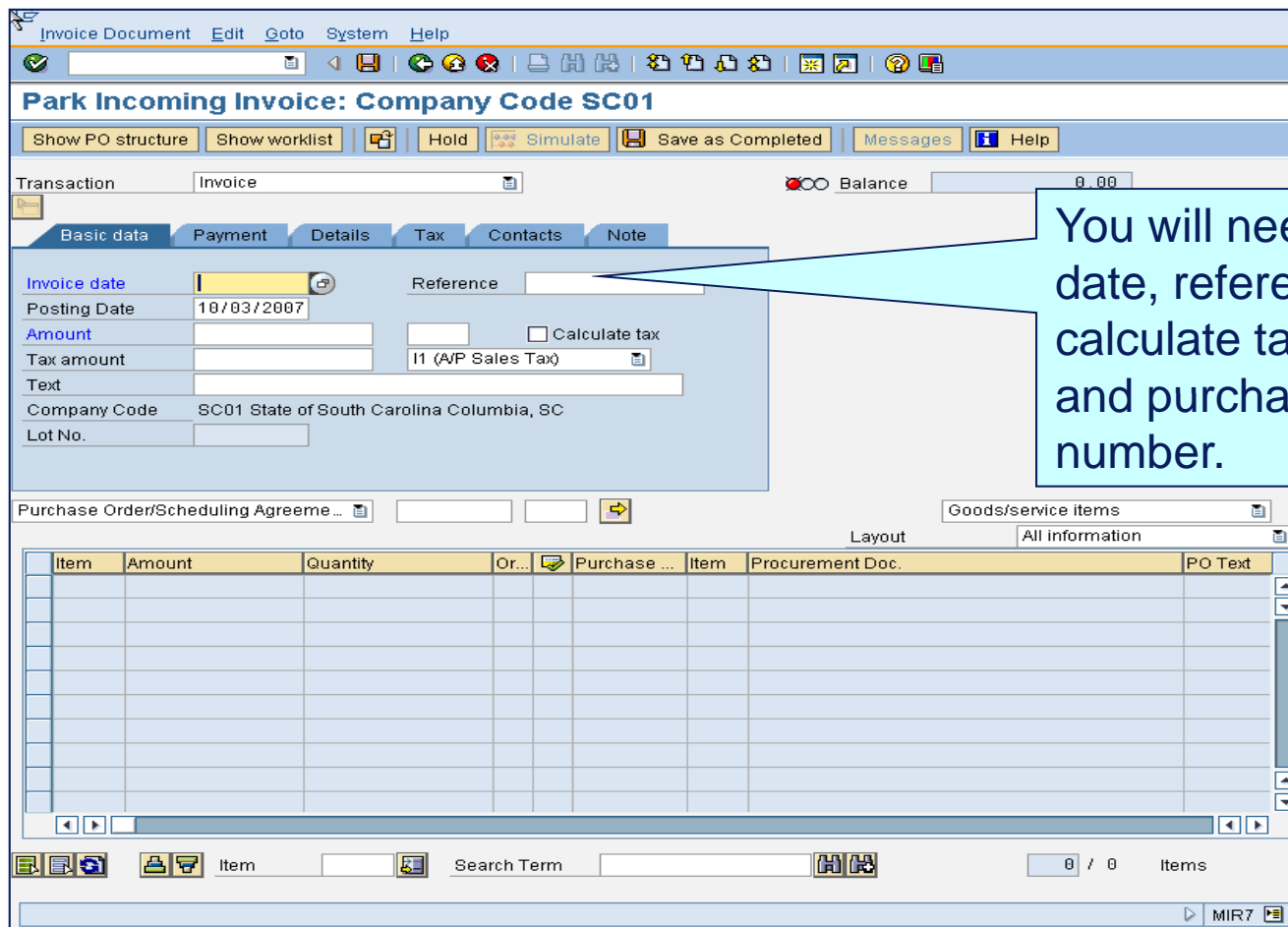This function allows you to enter all key information required for further processing of the invoice.

You will need the invoice date, reference, amount, calculate tax, tax code and purchase order number.

MIR7 – Change Tax Information

If the tax information is incorrect you can do the following:

- Click on Tax Tab
- Unclick Calculate Tax
- Type in the correct amount of the tax
- Click back on basic data tab to save change

MIR7 – Change Tax Information cont.

Park Incoming Invoice: Company Code SC01

Enter in the purchase order number in this box and then click Enter. The account information will populate.

To view all account assignments your settings should be set on **All information**.

MIR7 – Changing Account Assignment

Account assignment will allow you to change the funding stream on the purchase order, if needed.

MIR7 – Changing Account Assignment cont.

Multiple Account Assignment for Item 000001 Dell Computers

Amount	Quantity	G/L Account	Bu...	Cost Center	Servic...	Business Pro...	Text
11,315.36	7	5020070000	R040	R040B00010			
8,082.40	5	5020070000	R040	R040A00014			
8,082.40	5	5020070000	R040	R040A00013			
9,698.88	6	5020070000	R040	R040A00012			
16,164.80	10	5020070000	R040	R040A00011			
19,397.76	12	5020070000	R040	R040A00010			

Total Amount 72,741.60   Total Quantity 45   Item(s) 0
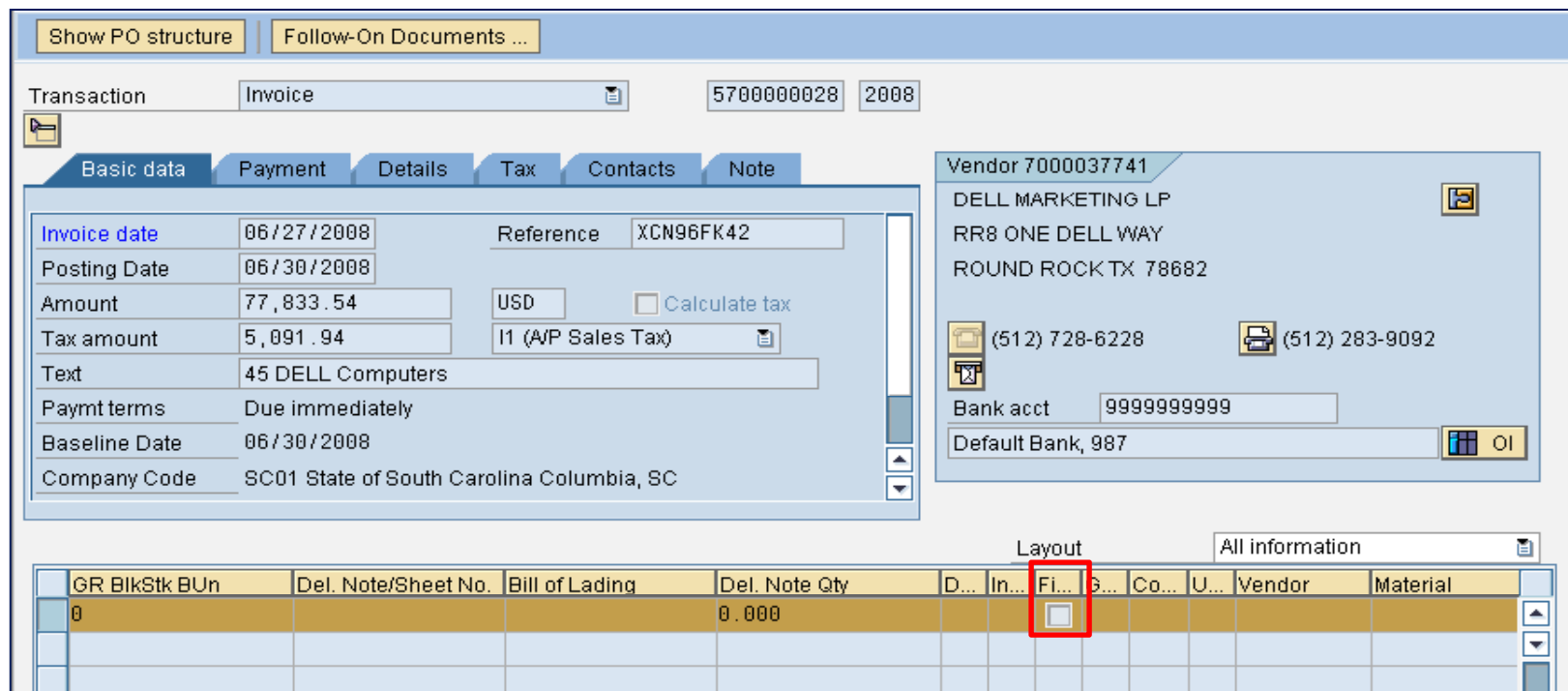
✓ Check   Back   ✗

You can change your information here and then green arrow check to save and then click on the back button to return to the front of your invoice.

MIR7 – Final Invoice

Place a check mark in the **FI** box to close out a purchase order while paying the invoice.

You would mark final payment for the following reasons:
- There is a balance on the purchase order but everything has been received.
- There are two items on a purchase order but you will never receive the second item.
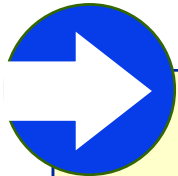- This is a blanket order and you are making your last payment.

Demonstration and Exercise

- Park PO Related Invoice   MIR7
  - With sales tax
  - With use tax
  - Use tax & line distribution
  - Blanket purchase order, tax exempt

Display Document – FB03

On the FB03 initial screen, you may click Document List to view all documents based on the search criteria. You may narrow a document search by document type, reference number or posting date. If you know the document number, you may enter it directly.

There are many document types. Make sure the appropriate doc type is chosen before entry.

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Change Parked Document - FBV2

The tabs allow you to enter different information necessary to process the invoice.

Use this transaction to edit parked vendor invoices.

Demonstration and Exercise
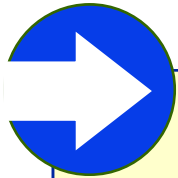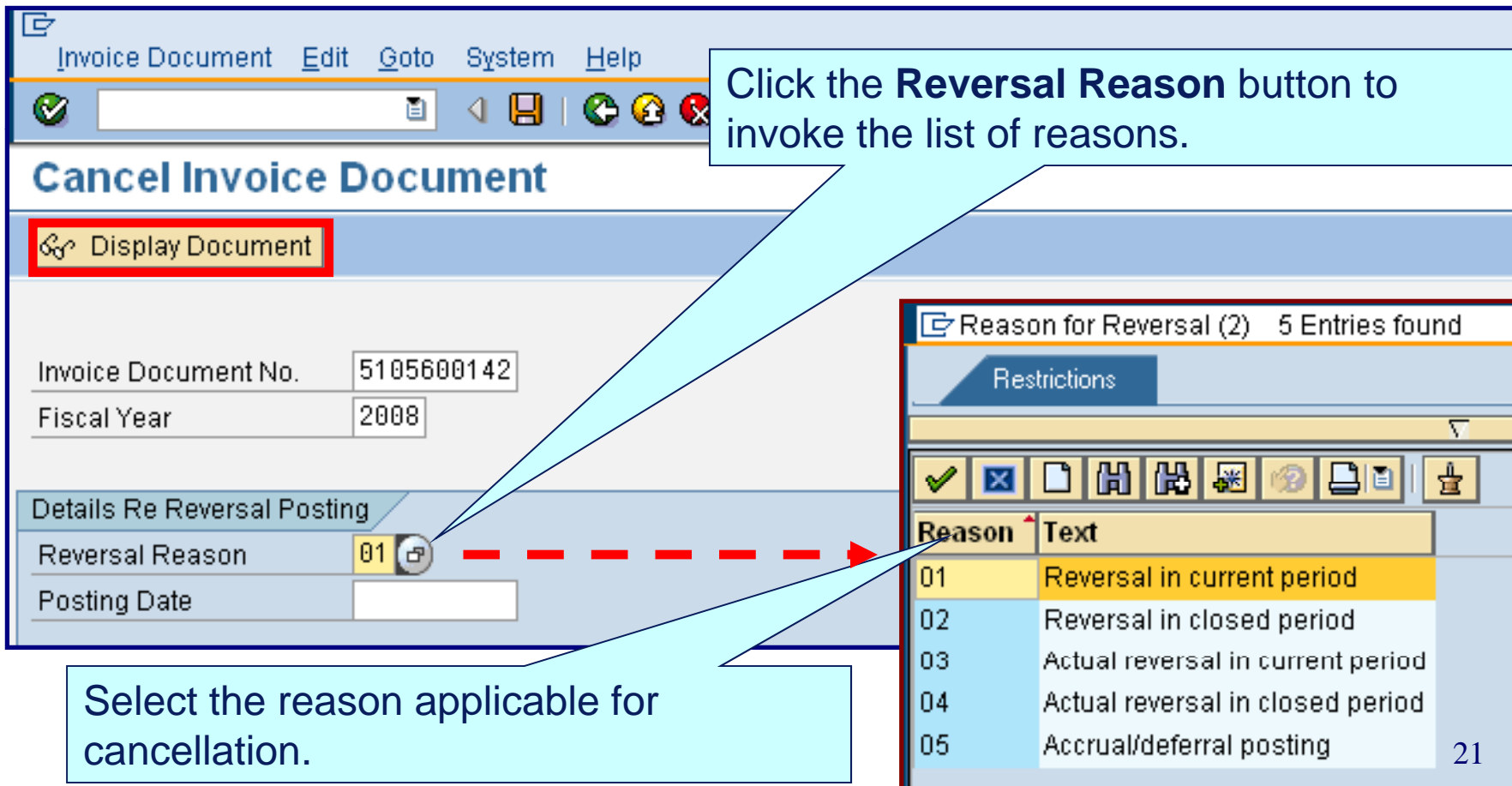
- ◆ Change Parked Document   FBV2
- ◆ Change Document   FB02

Cancel Incorrect Invoices

Cancel Invoice Document with PO –MR8M

Tip: After entering the invoice information, it is always advisable to click the "Display Document" button to view and verify that you are cancelling the correct invoice.

Invoice Document   Edit   Goto   System   Help

Cancel Invoice Document

🔗 Display Document

Invoice Document No.	5105600142
Fiscal Year	2008

Details Re Reversal Posting

Reversal Reason	01
Posting Date	

Click the **Reversal Reason** button to invoke the list of reasons.

Reason for Reversal (2)   5 Entries found

Restrictions

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

Select the reason applicable for cancellation.
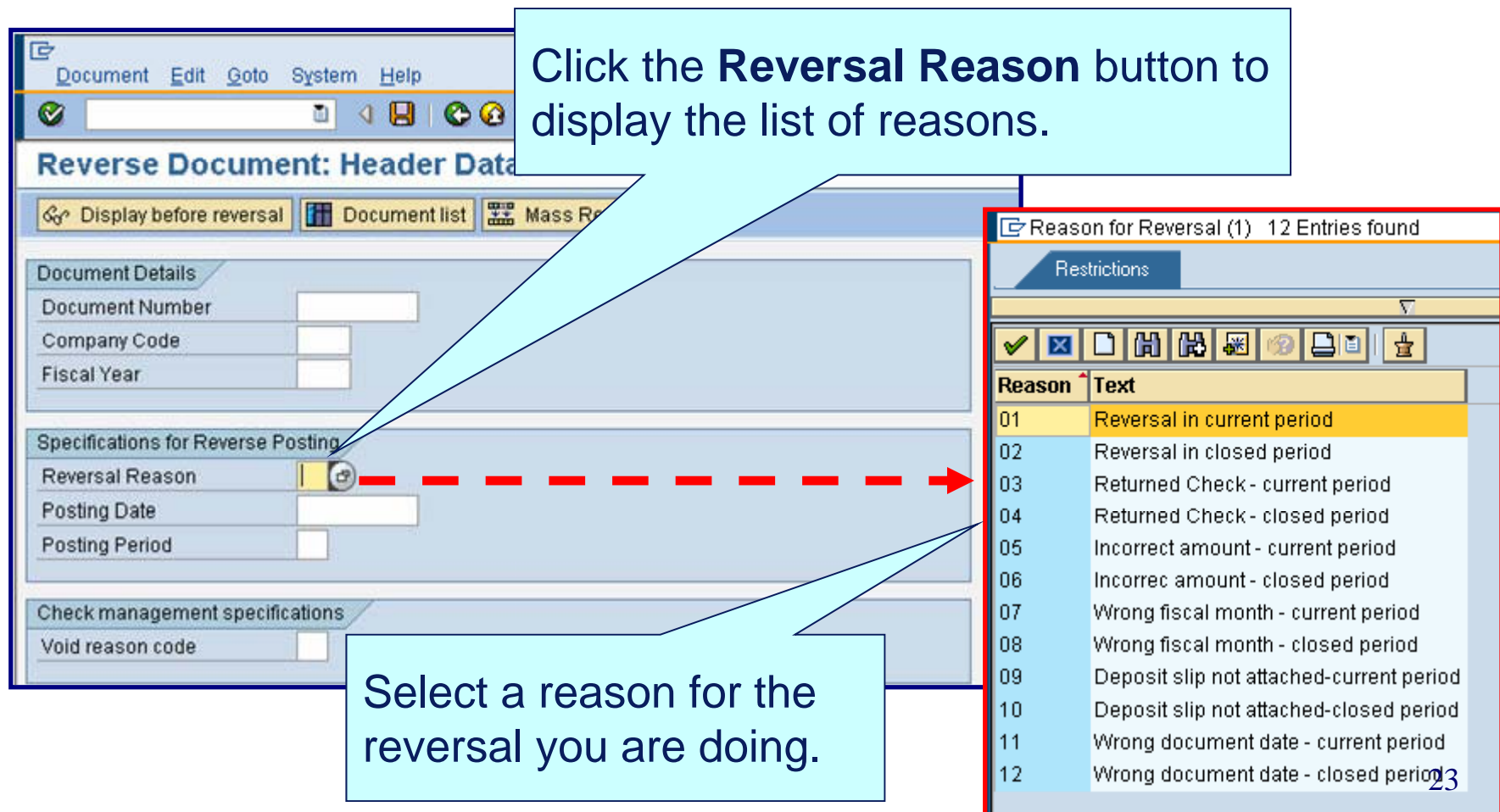
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Clear Vendor Process Open Items – F-44

The items that you want to clear should be in blue and you would double click the other items to turn them black. Your balance should be zero.

This transaction clears open FI documents.

Cancel a Document Without PO - FB08

Specify a reason to reverse a document. The reason is recorded in the reversed document.

Click the **Reversal Reason** button to display the list of reasons.

Select a reason for the reversal you are doing.

Reverse Document: Header Data

Display before reversal | Document list | Mass R...

Document Details
Document Number
Company Code
Fiscal Year

Specifications for Reverse Posting
Reversal Reason
Posting Date
Posting Period

Check management specifications
Void reason code

Reason for Reversal (1)   12 Entries found

Restrictions

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Returned Check - current period
04	Returned Check - closed period
05	Incorrect amount - current period
06	Incorrec amount - closed period
07	Wrong fiscal month - current period
08	Wrong fiscal month - closed period
09	Deposit slip not attached-current period
10	Deposit slip not attached-closed period
11	Wrong document date - current period
12	Wrong document date - closed period

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Demonstration and Exercise
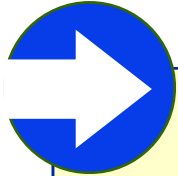
- ◆ Cancel Invoice Document   MR8M

- ◆ Clear Open Items   F-44

- ◆ Reverse Document   FB08

Next Steps – Accounts Payable Breakout Sessions

SCEIS
South Carolina Enterprise Information System

- Accounts Payable
  - June 16, at 9:00-12:00 (June 17, at 1:00-4:00 repeat) in Wade Hampton B01-B
  - June 23, at 9:00-12:00 (June 24, at 1:00-4:00 repeat) in Wade Hampton B01-B
  - June 30, at 9:00-12:00 (July 1, at 1:00-4:00 repeat) in Health and Human Services
  - July 7, at 9:00-12:00 (July 8, at 1:00-4:00 repeat) in Health and Human Services

Next Steps

- Additional Support and Reference Materials

    – You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

    Go to the SCEIS website at http://www.sceis.sc.gov and click "SCEIS uPerform"

Any Questions?