



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.

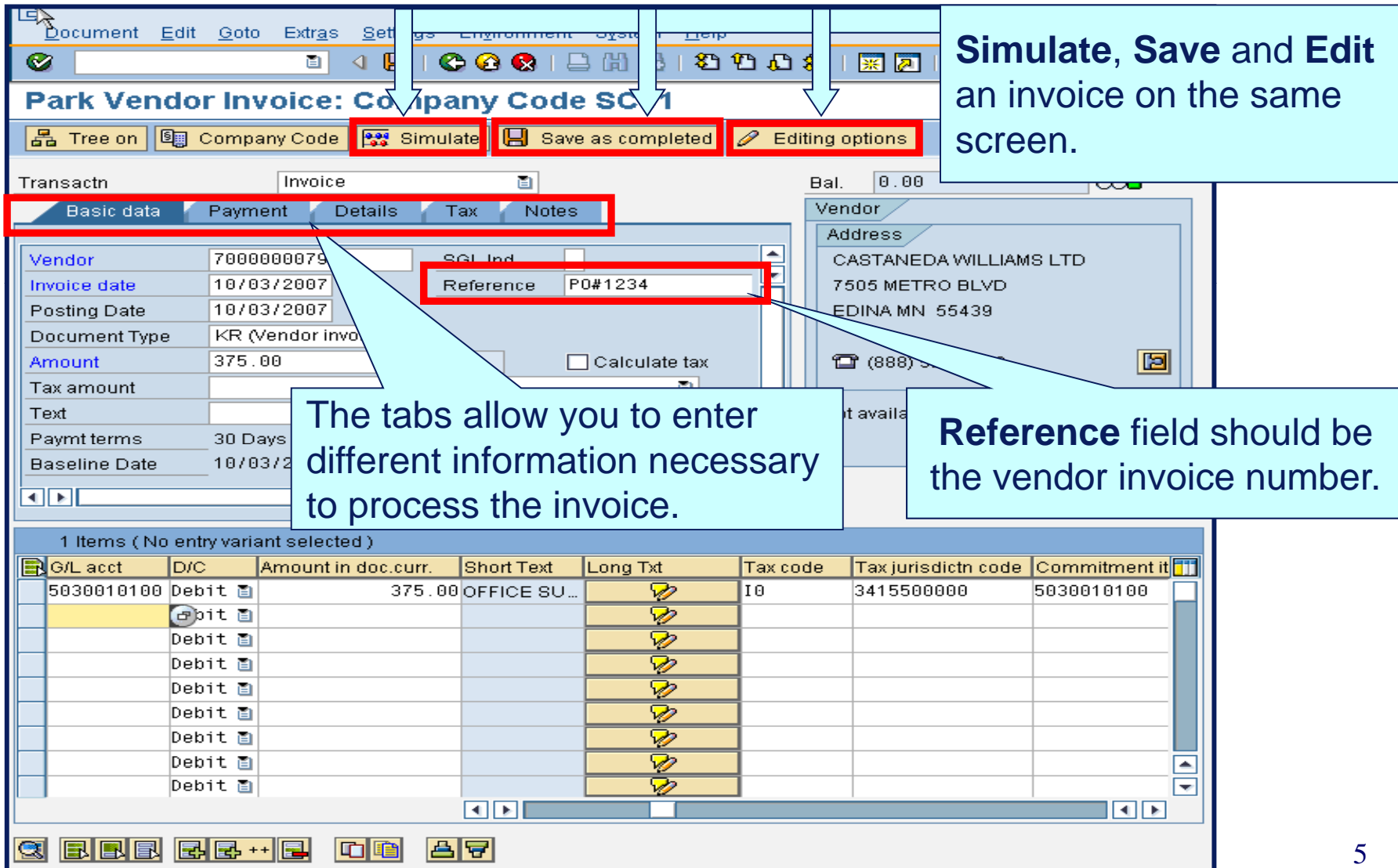
Agenda

- ④ Enter Incoming Invoices Without a PO
- ④ Enter Incoming Invoices With a PO
- ④ Cancel Incorrect Invoices for Payment
- ④ Display Payment Reports
- ④ **Review and Summary**



Enter Invoices Without a PO/Direct Pays

Park Vendor Invoice – FV60



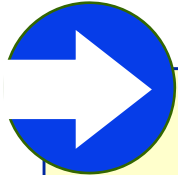
Simulate, Save and Edit an invoice on the same screen.

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

Reference field should be the vendor invoice number.

G/L acct	D/C	Amount in doc.curr.	Short Text	Long Txt	Tax code	Tax jurisdictn code	Commitment it
5030010100	Debit	375.00	OFFICE SU...		I0	3415500000	5030010100
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

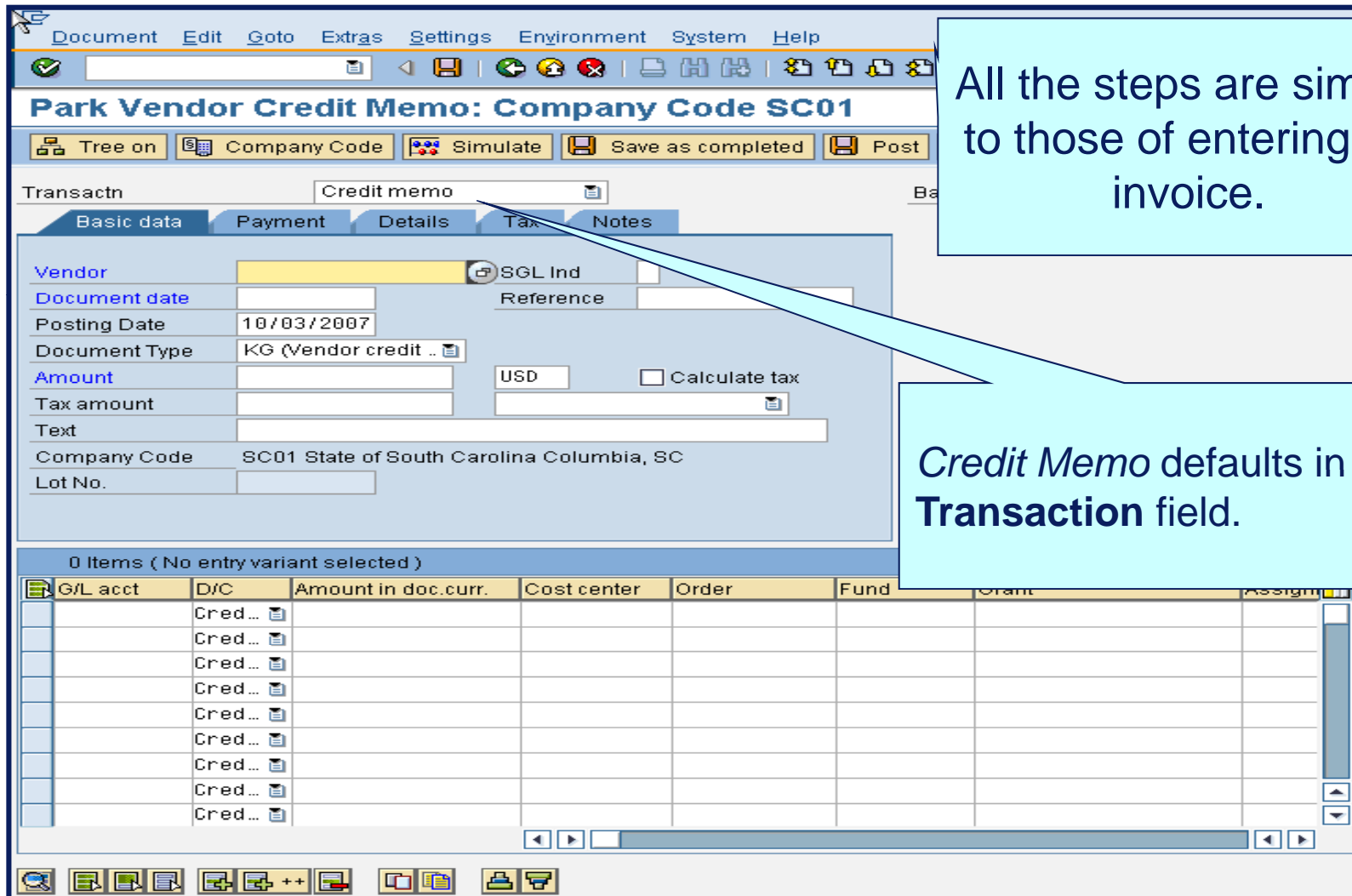
Demonstration



◆ Park Vendor Invoice

FV60

Park Vendor Credit Memo – FV65



Document Edit Goto Extras Settings Environment System Help

Park Vendor Credit Memo: Company Code SC01

Tree on Company Code Simulate Save as completed Post

Transactn Credit memo

Basic data Payment Details Tax Notes

Vendor [] SGL Ind []
Document date [] Reference []
Posting Date 10/03/2007
Document Type KG (Vendor credit ...)
Amount [] USD Calculate tax
Tax amount []
Text []
Company Code SC01 State of South Carolina Columbia, SC
Lot No. []

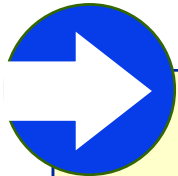
0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm
	Cred...						
	Cred...						
	Cred...						
	Cred...						
	Cred...						
	Cred...						
	Cred...						

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
 - ◆ With tax exempt

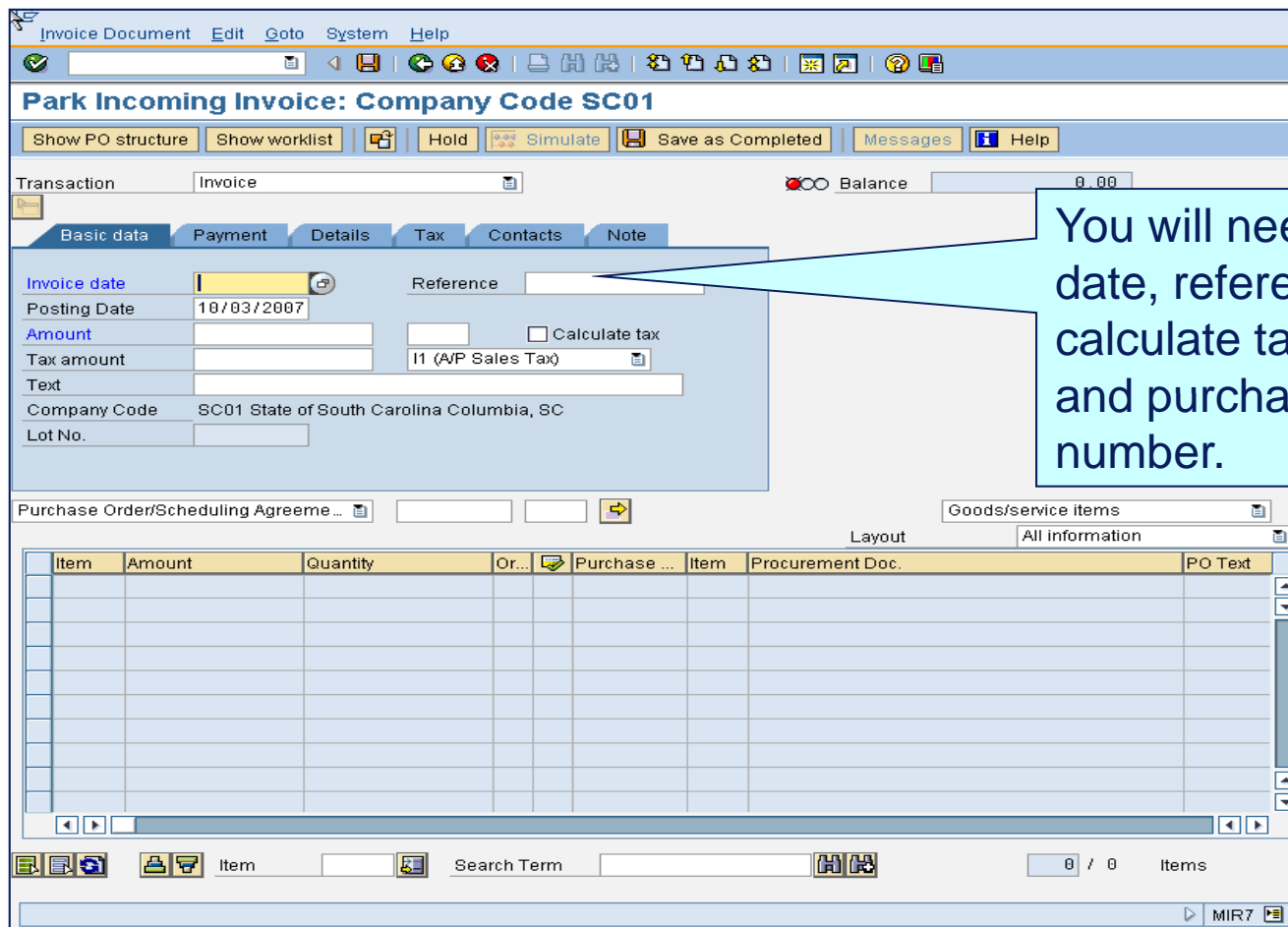
FV65



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

Invoice Document Edit Goto System Help

Display Invoice 5700000028 2008 (Canceled)

Show PO structure Follow-On Documents ...

Transaction Invoice 5700000028

Basic data Payment Details Tax Contacts Note

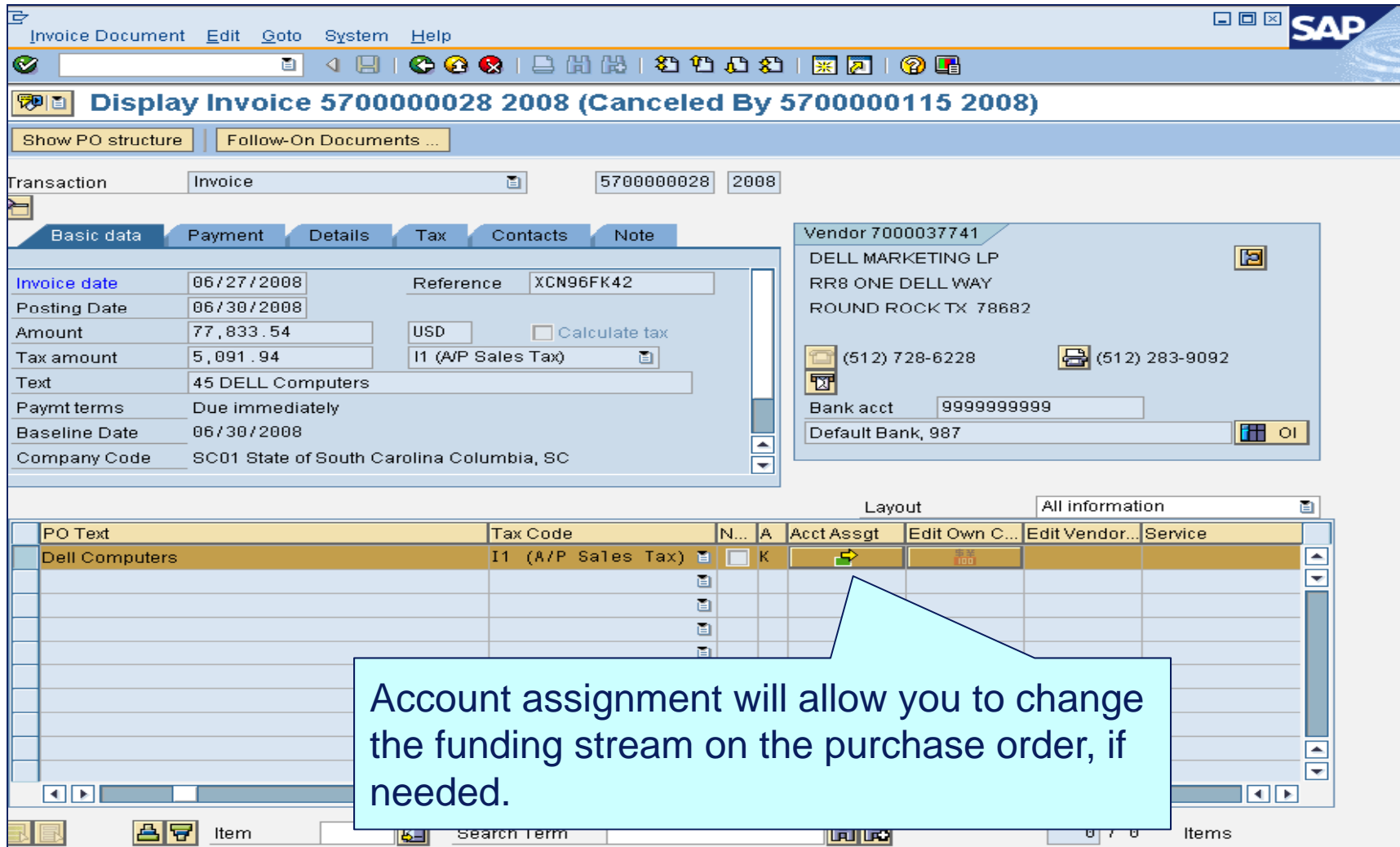
Tax doc.c...	Tax code	Tax Jur.
5,091.94	I1 (A/P Sale...	4106300000

Calculate tax

Net proposal

Delete Row

MIR7 – Changing Account Assignment

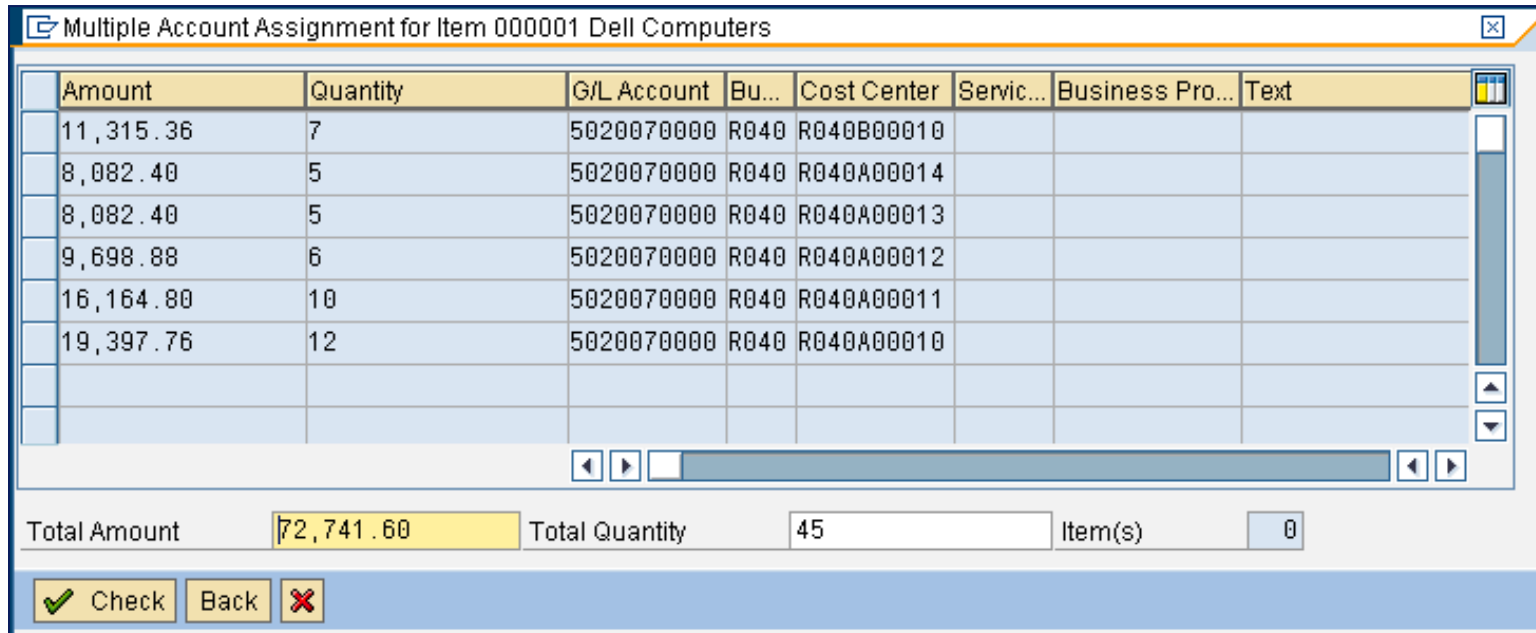


The screenshot displays the SAP Invoice Document interface for document 5700000028 in 2008. The 'Basic data' tab is active, showing invoice details such as date (06/27/2008), amount (77,833.54), and tax amount (5,091.94). A vendor profile for DELL MARKETING LP is visible on the right. At the bottom, a table lists items with columns for PO Text, Tax Code, N..., A, Acct Assgt, Edit Own C..., Edit Vendor..., and Service. The first row shows 'Dell Computers' with tax code 'I1 (A/P Sales Tax)' and account assignment 'K'. A callout box points to the 'Acct Assgt' field.

PO Text	Tax Code	N...	A	Acct Assgt	Edit Own C...	Edit Vendor...	Service
Dell Computers	I1 (A/P Sales Tax)		K				

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

MIR7 – Changing Account Assignment cont.



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 X

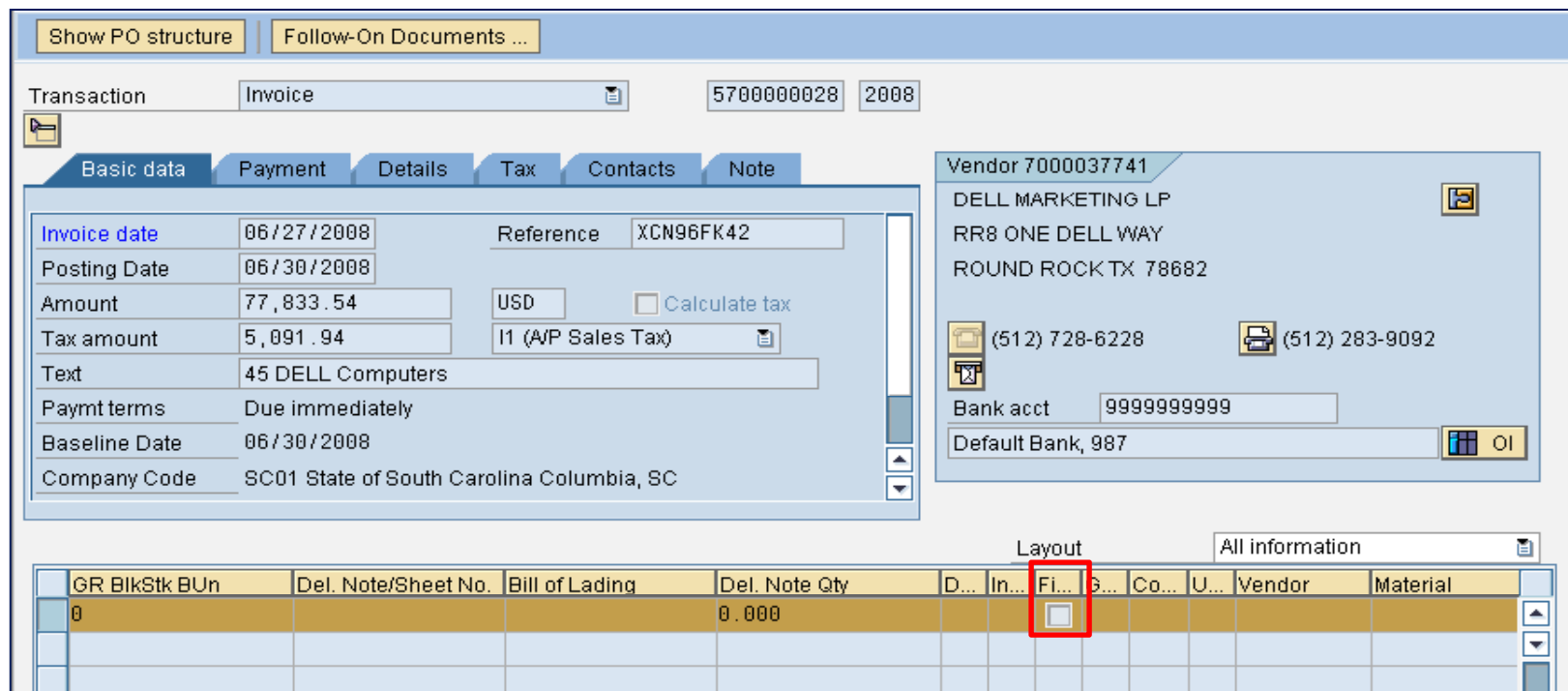
You can change your information here and then green arrow check to save and then click on the back button to return to the front of your invoice.

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.



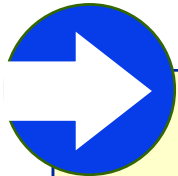
The screenshot displays the SOEIS interface for an invoice. The top navigation bar includes "Show PO structure" and "Follow-On Documents ...". The main header shows "Transaction Invoice" with ID "5700000028" and year "2008". Below this are tabs for "Basic data", "Payment", "Details", "Tax", "Contacts", and "Note".

The "Basic data" tab is active, showing fields for "Invoice date" (06/27/2008), "Posting Date" (06/30/2008), "Amount" (77,833.54), "Tax amount" (5,091.94), "Text" (45 DELL Computers), "Paymt terms" (Due immediately), "Baseline Date" (06/30/2008), and "Company Code" (SC01 State of South Carolina Columbia, SC). A "Reference" field contains "XCN96FK42".

To the right, the "Vendor 7000037741" section shows "DELL MARKETING LP" with address "RR8 ONE DELL WAY, ROUND ROCK TX 78682". It also lists phone numbers "(512) 728-6228" and "(512) 283-9092", a "Bank acct" (9999999999), and "Default Bank, 987".

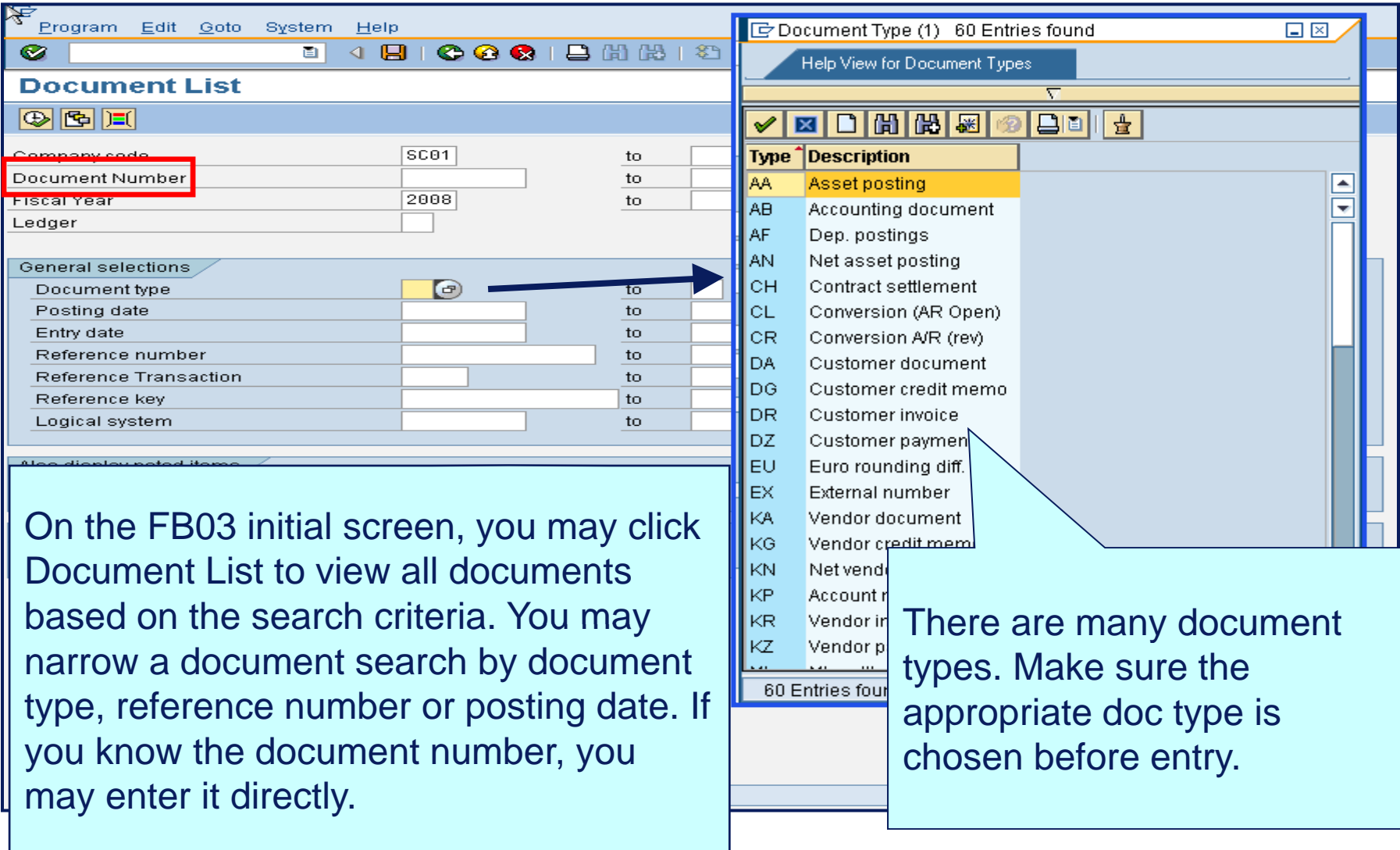
At the bottom, a table with columns "GR BkStk BU", "Del. Note/Sheet No.", "Bill of Lading", "Del. Note Qty", "D...", "In...", "Fi...", "G...", "Co...", "U...", "Vendor", and "Material" is shown. The first row has "0" in the "GR BkStk BU" column and "0.000" in the "Del. Note Qty" column. The "Fi..." column contains a red-bordered checkbox, which is the "Final Invoice" checkbox mentioned in the text.

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



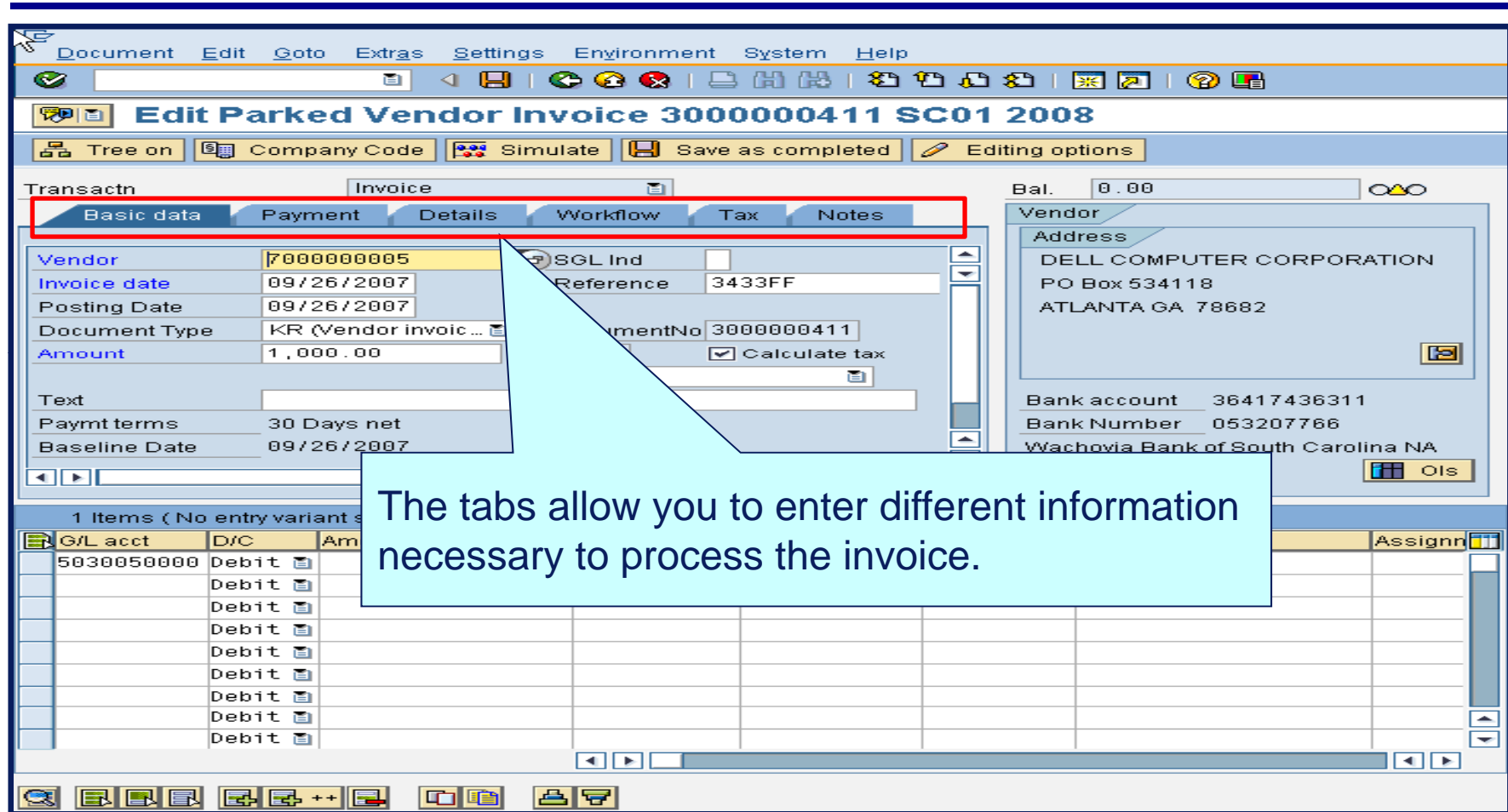
The screenshot shows the SAP FB03 'Document List' screen. The 'Document Number' field is highlighted with a red box. A blue arrow points from the 'Document type' field in the 'General selections' section to a dropdown menu. The dropdown menu is titled 'Document Type (1) 60 Entries found' and lists various document types with their descriptions. The 'AA Asset posting' type is highlighted in yellow.

Type	Description
AA	Asset posting
AB	Accounting document
AF	Dep. postings
AN	Net asset posting
CH	Contract settlement
CL	Conversion (AR Open)
CR	Conversion A/R (rev)
DA	Customer document
DG	Customer credit memo
DR	Customer invoice
DZ	Customer payment
EU	Euro rounding diff.
EX	External number
KA	Vendor document
KG	Vendor credit memo
KN	Net vendor
KP	Account
KR	Vendor invoice
KZ	Vendor payment

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.

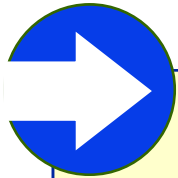
Change Parked Document - FBV2



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

Use this transaction to edit parked vendor invoices.

Demonstration and Exercise



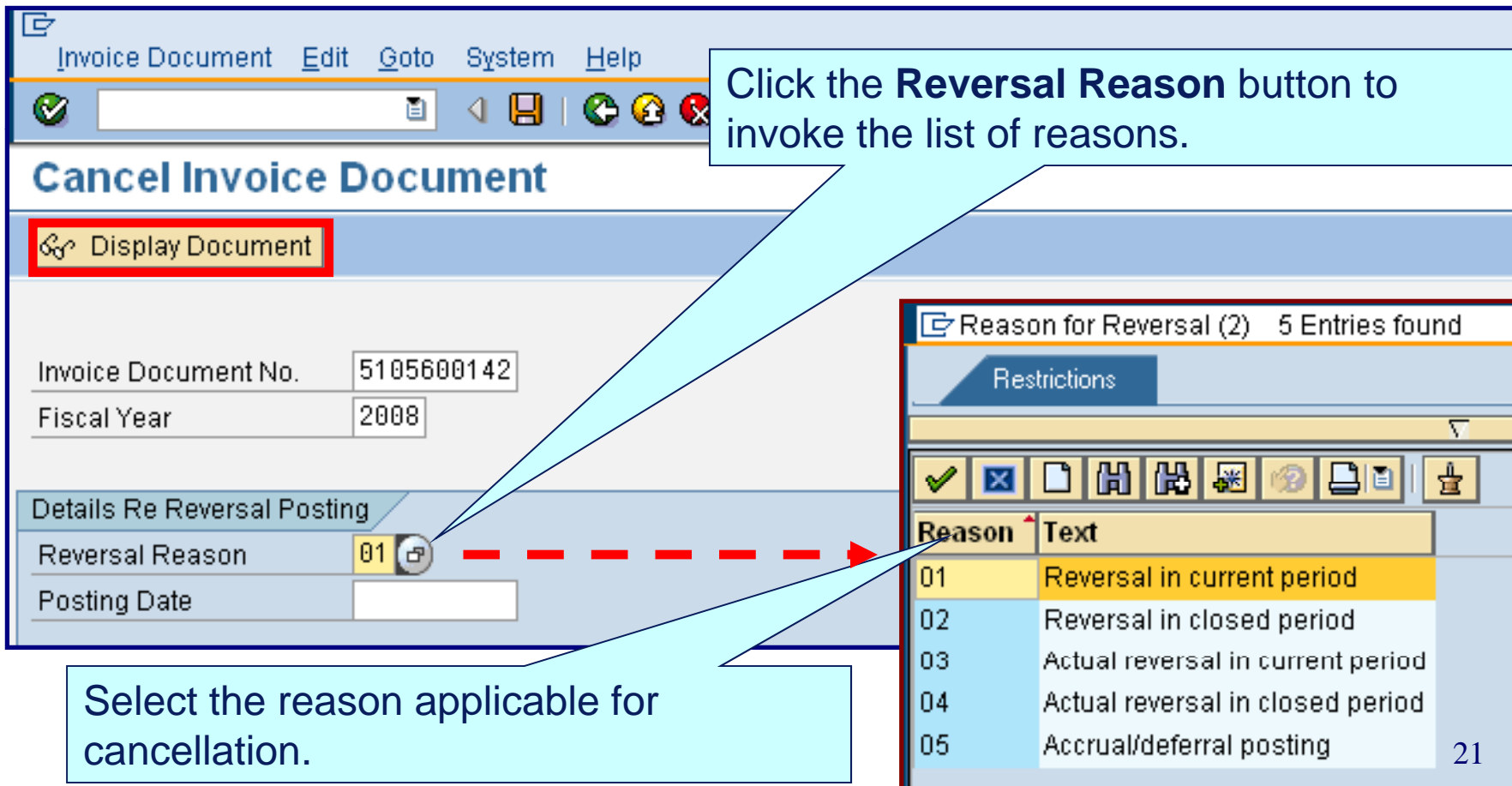
- ◆ Change Parked Document FBV2
- ◆ Change Document FB02



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.



The screenshot shows the 'Cancel Invoice Document' window. The 'Display Document' button is highlighted with a red box. A callout points to the 'Reversal Reason' dropdown menu, which is currently set to '01'. A red dashed arrow points from this dropdown to a pop-up window titled 'Reason for Reversal (2) 5 Entries found'. This pop-up window contains a table of reversal reasons.

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

Select the reason applicable for cancellation.

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

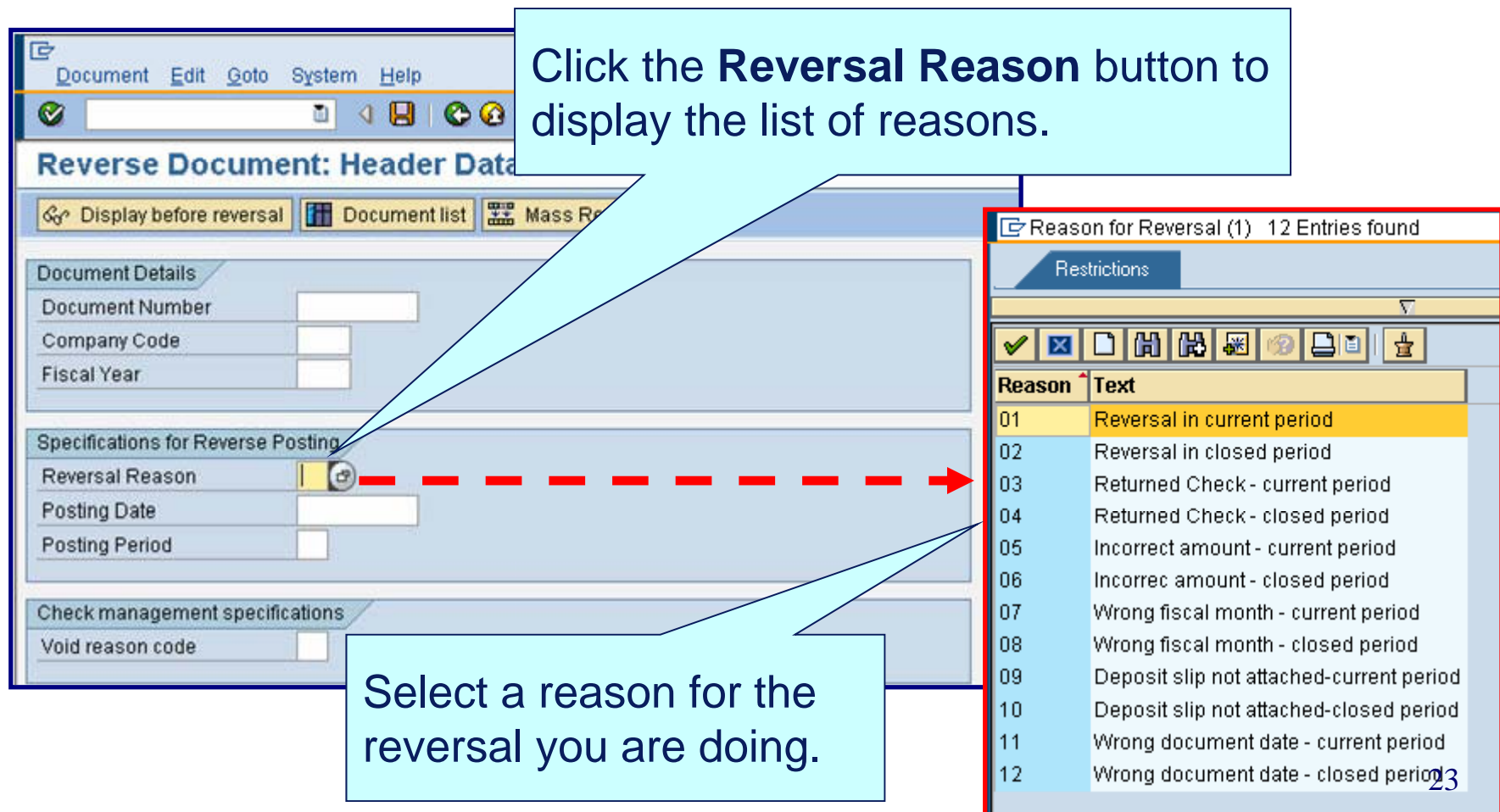
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Clear Vendor Process Open Items – F-44

🔄 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.



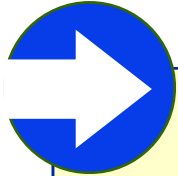
Click the **Reversal Reason** button to display the list of reasons.

Select a reason for the reversal you are doing.

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



🌀 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?

