

Account Payable Invoice Processing PTP0401A



- Ramon Mira
- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content



	Chapter Description
1	Process PO Based Invoices
2	Blocking and Reversing
3	Processing Credit Memos

By the end of this class, you will be able to:

- Describe 3 way matching
- Describe Filenet integration with SAP
- Describe Work Distribution with SAP
- Process PO Based Invoices
- Reversing and Resetting Entries



Course Chapters

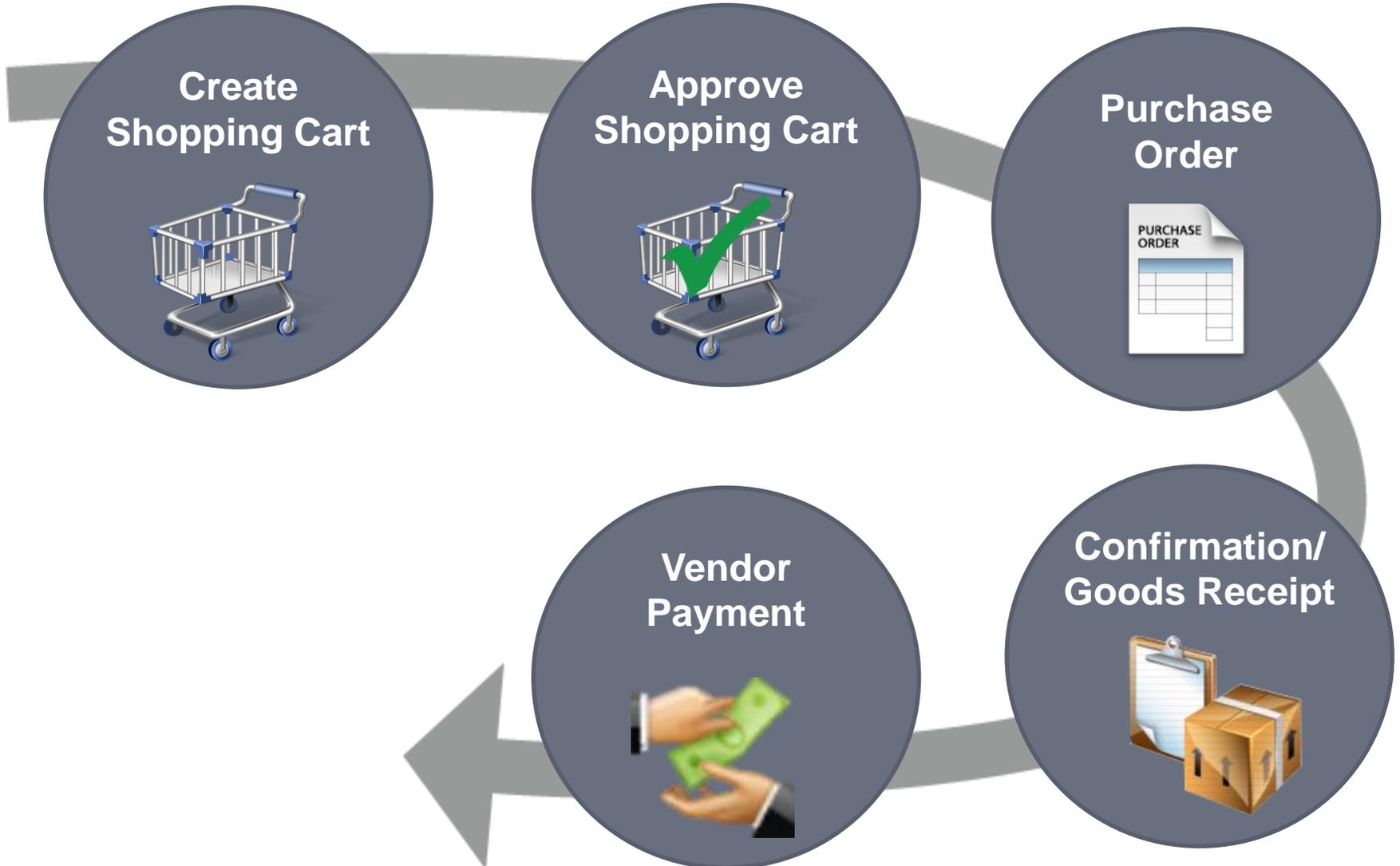
	Chapter Description
1	Process PO Based Invoices
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By the end of this Chapter, you will be able to:

- Describe the Purchasing Process
- Describe 3 Way Matching
- Describe Filenet Integration with SAP



Purchasing Process Overview



PO Based Invoice Verification Process:

Three-way-match functionality: goods receipt matches purchase order and invoice.

3-Way Match



Goods Receipt at Location

- **Each location will perform goods receipt**
- **An invoice can be entered by Accounts Payable without a goods receipt**
- **An invoice entered without a goods receipt will trigger an email to location warning of no receiver**
- **An invoice cannot be paid unless goods receipt is entered**

Missing Goods Receipt E-mail

An Automatic e-mail reminder is sent when an invoice is processed and a Goods Receipt is missing.

The screenshot shows an Outlook email window titled "Invoice Alert->GR Mismatch. SAP Invoice 5500001797 - Message (HTML)". The email content includes a warning that the message was sent with high importance, followed by the sender information (From, To, Cc, Subject) and a detailed message body. The message body contains a paragraph explaining the invoice mismatch and a table with invoice details.

Accounts payable has received the following invoice (vendor invoice #VENKATA_PO). A goods receipt/service entry either has not been entered or is not sufficient to cover the value of the given invoice. Please review the invoice details. If the invoice should be paid please enter the goods receipt in SAP. If the invoice is not correct please contact the vendor to request a revised invoice.

Vendor Name :admin Vendor # :1000000065 Vendor Invoice # :VENKATA_PO SAP Invoice # :5500001797 Invoice Date :04/01/2013
Purchase Order # :4500002175

PO Item	Material	Description	Quantity	Value	Total GR Quantity	Total IR Quantity	Total GR Amount	Total IR Amount
1		PriorTOGR	12	100.00	0	12	0.00	110.00

Funding for PO Based Invoices will be encumbered before the invoice is received

Create Shopping Cart



Approve Shopping Cart



Encumbered

Purchase Order



Vendor Payment



Confirmation/
Goods Receipt



- **FileNet will remain as the Document Management System**
- **FileNet will be updated nightly to stay in sync with changes to Vendor and PO information**
- **Only Invoices that can be posted based on PO and Vendor validation will be allowed to be sent to SAP**
- **FileNet will keep Invoices that require further data evaluation**
- **FileNet will link to SAP and will display the scanned invoice automatically when the invoice is worked in Universal Work List**

Filenet Invoice Displayed Alongside SAP

Invoice

<https://ecmt.lausd.net/Workplace/WcmJavaViewer.jsp?id=%7BD269B324-0FB7-4003-A04>

Outlook Web A... LRP Sharepoint AA PRefAB Options Other bookm

Pinner Construction Co INC
We do our best to make your life simpler

2738 Factory St
Los Angeles, CA. 90017
Phone 213-241-2771 Fax 213-241-2772

Bill To:
LAUSD
Accounts Payable
333 South Beaudry Ave
Los Angeles, CA. 90017

INVOICE

DATE: 04/05/2013
INVOICE # 06.3110.01B
VENDOR # 1000000723
Purchase Order# 4500008961

Line	Description	Qty	Unit Price	AMOUNT
1	Building Construction	1	\$30,000.00	\$30,000.00
2				
3				
4				
5				
SUB-TOTAL				\$30,000.00
SHIPPING				\$0.00
TAXES				\$0.00
GRAND TOTAL				\$30,000.00

If you have any questions concerning this invoice, Joe Simple 213-555-5555.

THANK YOU FOR YOUR BUSINESS!

SAP

SAP NetWeaver Portal - Windows Internet Explorer

http://sapq7-3t.lausd.net:50000/irj/servlet/prt/portal/...name/Navigate/prtroot/pcd!3aportal_content!2feve

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00

Basic data Payment Details Tax Withholding tax

Invoice date Posting Date 04/23/2013 Reference

Amount Tax Amount Z1 (A/P Sales Tax) Calculate tax

Text

Company Code 1000 LAUSD Los Angeles Lot No.

PO Reference G/L Account

Purchase Order/Scheduling Agreement 4500008961

Layout All information

MIRO sapqrx-2te OVR 125%

Work Distribution for PO Based and Non PO Based:

PO Based Invoices:

- Each processor will be assigned a range of vendors based on name
- FileNet will automatically assign invoices from those vendors to the processor

Non PO Based Invoice from Schools

- They will go to one Universal WorkList for processing without being assigned

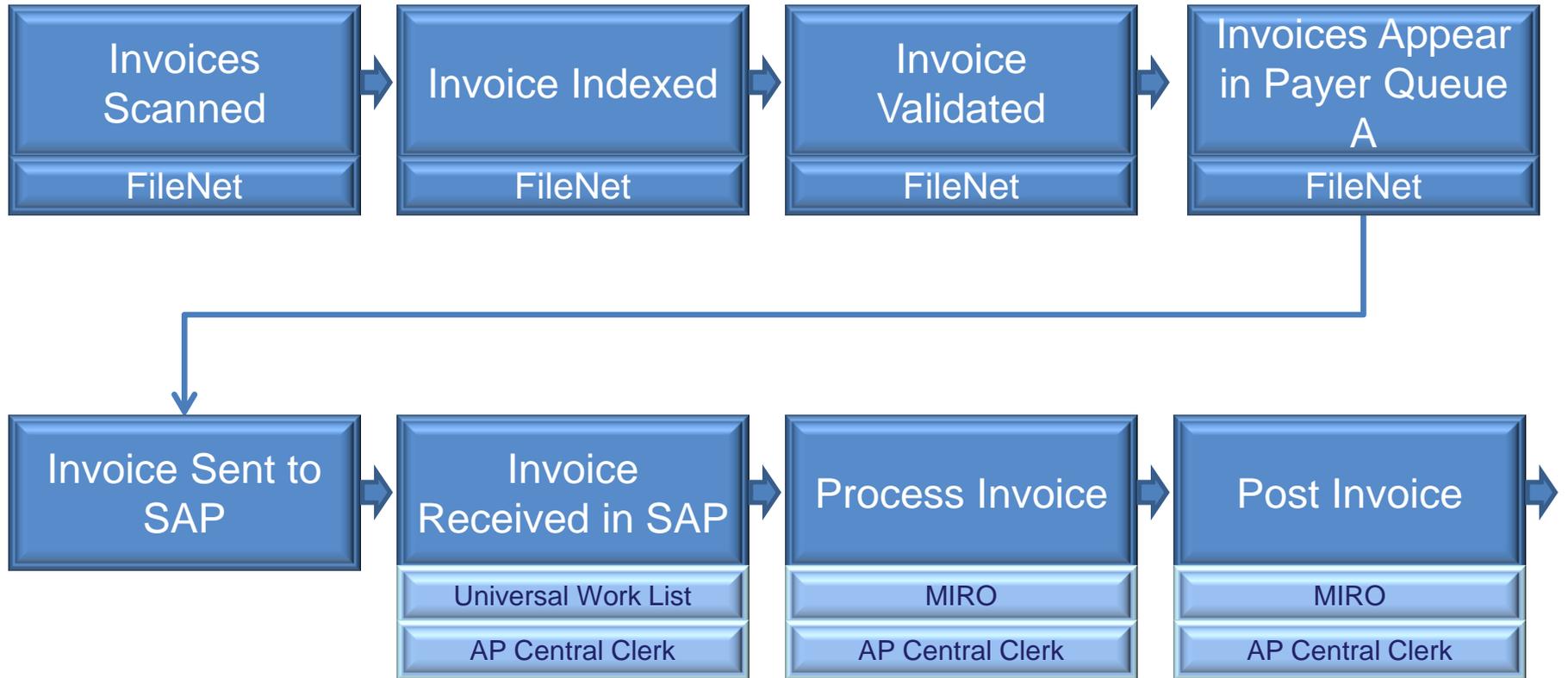
By the end of this Chapter, you will be able to:

- Describe Work Distribution with SAP
- Describe PO Based Invoice processing
- Describe Credit Memo Processing



- **Invoices that are PO Based will be 3 Way Matched**
- **Funding for these POs will have been checked upon creation of the Shopping Cart (Requisition) and Encumbered upon creation of the Purchase Order**
- **When posting the Invoice the system will check to see if the quantity or amount that was on the PO has been exceeded.**
- **It does not do a funds availability check, the funds have already been encumbered by the PO.**

PO Based Invoice Processing



PO Based Invoice Processing

- **Invoices will be Scanned into FileNet**
- **Indexing will continue in FileNet, using established guidelines**
- **Invoices will be validated to confirm PO exists and Vendor is created correctly**
- **Once validation is complete valid invoices will appear in Payer Queue A**
- **The Payer will select invoices they would like to process and will send to SAP using FIFO**

- **Invoices will be received in the SAP Universal Worklist ready to be processed**
- **The Invoices will be processed and posted in SAP using the FileNet scanned invoice as reference**

Entering a PO Based Invoice

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 200.00- USD

Vendor 6000003207
649 LAS CASAS LLC
2908 NEBRASKA AVE
SANTA MONICA CA 90404-4109
310-828-8888

Basic data Payment Details Tax Withholding tax

Invoice date Reference
Posting Date 04/24/2013
Amount USD Calculate tax
Tax Amount Z1 (A/P Sales Tax)
Text
Paymt terms Due immediately
Baseline Date 04/24/2013
Company Code 1000 LAUSD Los Angeles

PO Reference G/L Account

Purchase Order/Scheduling Agreement 4800000019 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	Tax Code	Jurisd. Code	Smart Numbe
	200.00		2 DZ	4800000019	10	Z1 (A/P Sales Tax)	CA1110001	

Item Search Term 1 / 1 Items

Walkthrough **Process PO Based Invoice**



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Process PO Based Invoice



To complete this exercise follow the instructions listed here.

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Blocking a Vendor Invoice

- **Vendors can be blocked for the following reasons:**
 - Vendor is in litigation and we will withhold payment until ruling

Walkthrough **Blocking a Vendor Invoice for Payment**



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Blocking a Vendor Invoice for Payment



Exercise

To complete this exercise follow the instructions listed here.

Reversing a Document

- **Documents that have not cleared can be reversed**
- **SAP will automatically select the document type for the reversal and the posting keys**
- **The date will default to the original document posting date**

Walkthrough Reversing a Posted Document



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Exercise: Reversing a Posted Document



Exercise

To complete this exercise follow the instructions listed here.

Course Chapters

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By the end of this Chapter, you will be able to:

- Describe Credit Memo Process
- Create Credit Memo



Processing Credit Memos

- **A school or department will receive a credit memo and it will be forwarded to Accounts Payable**
- **The Accounts Payable staff will enter credit memo**
- **The credit memo will post immediately**
- **Credit memo will be posted to Vendor account when next invoice is posted.**
- **Location of CM doesn't have to be the same as invoice**

Credit Memo Processing



Walkthrough Create Credit Memo



This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.

Create Credit Memo

Exercise: Create Credit Memo



To complete this exercise follow the instructions listed here.

You have just completed thecourse.

Thank you for attending!

