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
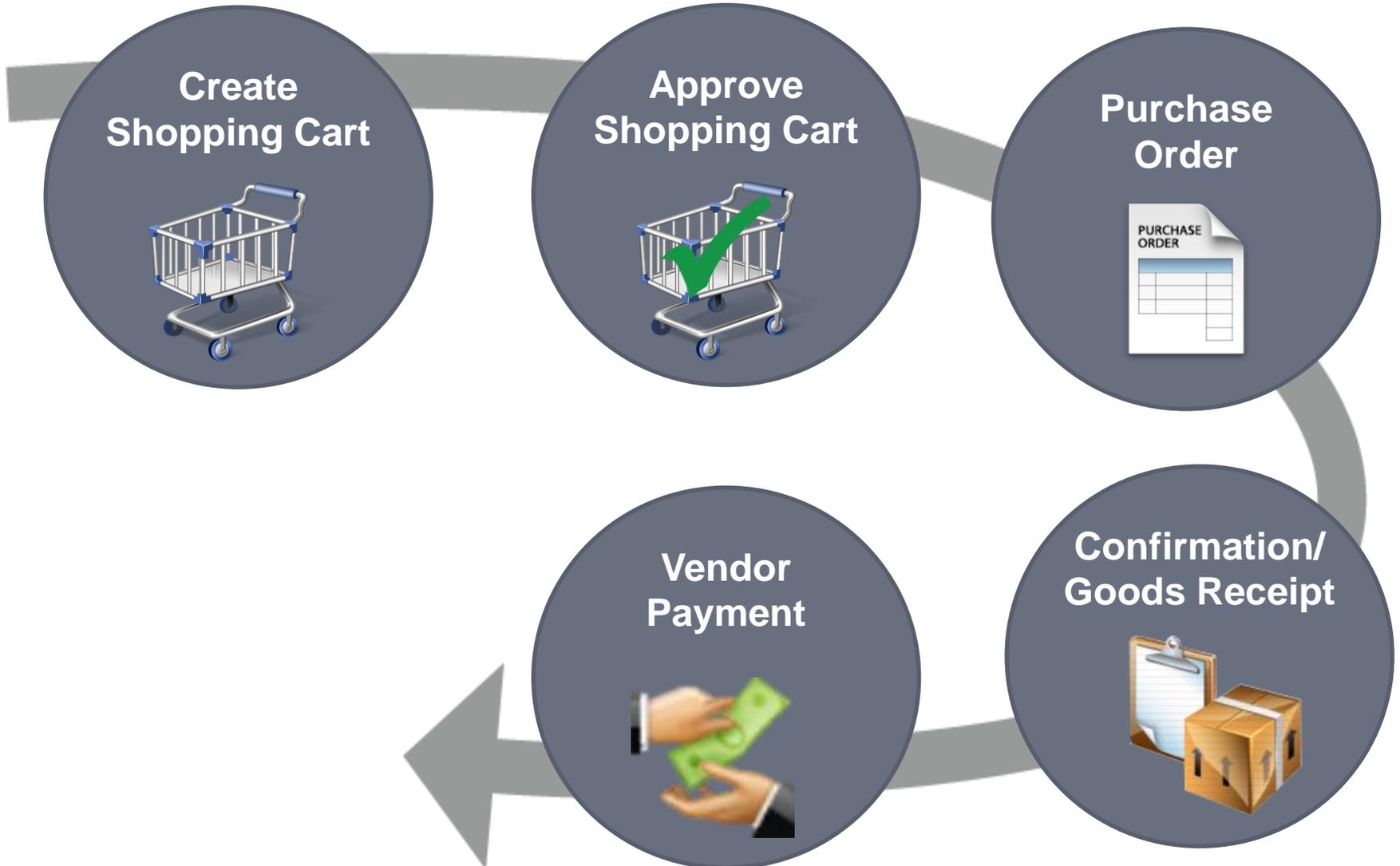- Reversing and Resetting Entries

	Chapter Description
1	**Process PO Based Invoices**
2	**Blocking and Reversing**
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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

PO Based Invoice Verification Process:

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

3-Way Match

Goods Receipt	=	Purchase Order	=	Invoice

- **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.

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

Encumbered

Create Shopping Cart

Approve Shopping Cart

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**

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

Invoices Scanned		Invoice Indexed		Invoice Validated		Invoices Appear in Payer Queue A
FileNet		FileNet		FileNet		FileNet

Invoice Sent to SAP		Invoice Received in SAP		Process Invoice		Post Invoice
		Universal Work List		MIRO		MIRO
		AP Central Clerk		AP Central Clerk		AP Central Clerk
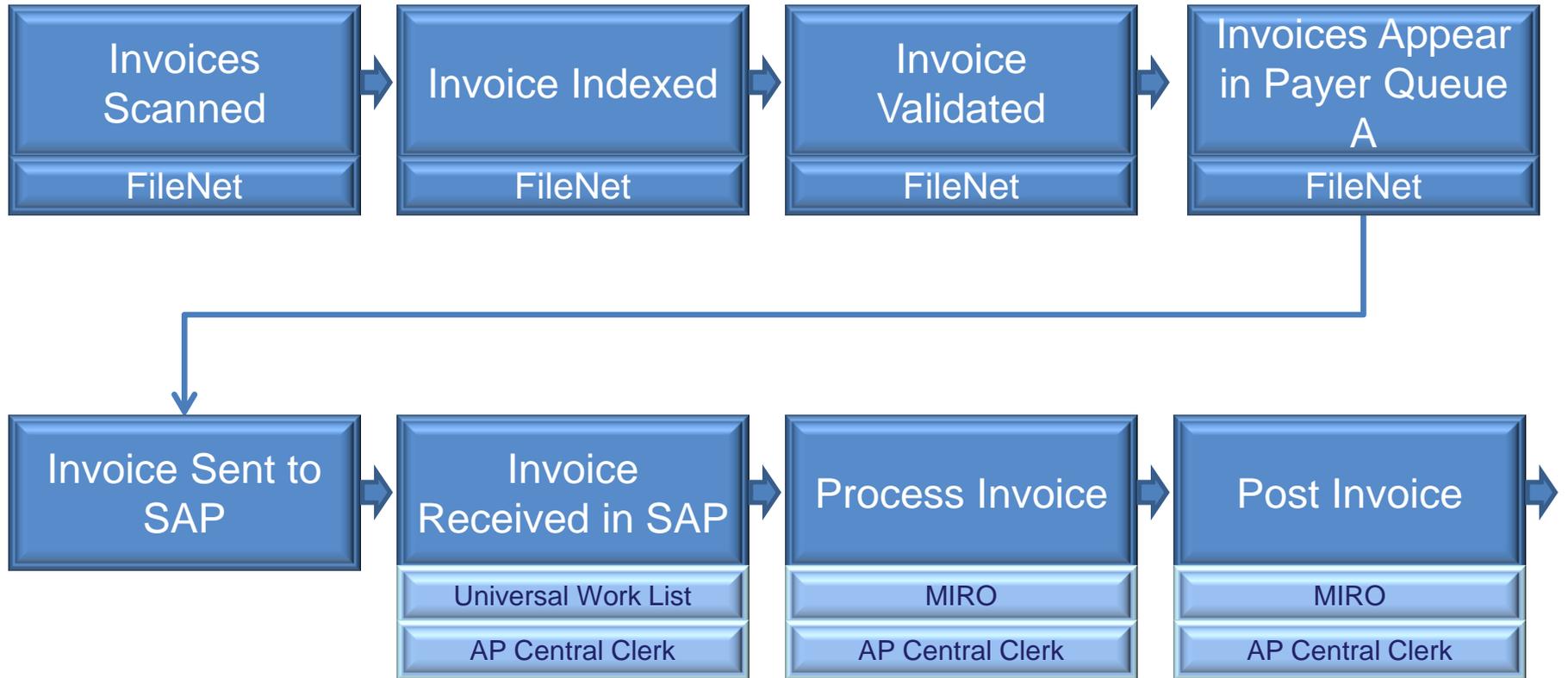
- **Invoices will be Scanned into FileNet**
- **Indexing will continue in FileNet, using established guidelines**
- **Invoices will be validated to confirm PO exists and Vendor is created correctly**
- **Once validation is complete valid invoices will appear in Payer Queue A**
- **The Payer will select 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**

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.

Training

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- **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

*To complete this exercise
follow the
instructions listed
here.*

- **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

To complete this exercise follow the instructions listed here.

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

- Describe Credit Memo Process
- Create Credit Memo

- **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

Create Credit Memo
FB65
AP Central Clerk

➡

Save as Completed
FB65
AP Central Clerk

Walkthrough Create Credit Memo

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

Exercise: Create Credit Memo

To complete this exercise follow the instructions listed here.

You have just completed the ….course.

Thank you for attending!