

# Account Payable Invoice Processing PTP0401B



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



	<b>Chapter Description</b>
<b>1</b>	<b>Processing Non PO Based Invoices</b>
<b>2</b>	<b>Processing Credit Memos</b>
<b>3</b>	<b>Processing Travel Expenses</b>

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

- Process Non PO Based Invoices
- Create Credit Memos
- Process Travel Related Expenses
- Describe Vendor Master Data
- Describe Vendor Reporting



	<b>Chapter Description</b>
<b>1</b>	<b>Processing Non PO Based Invoices</b>
2	Processing Credit Memos
3	Processing Travel Expenses

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

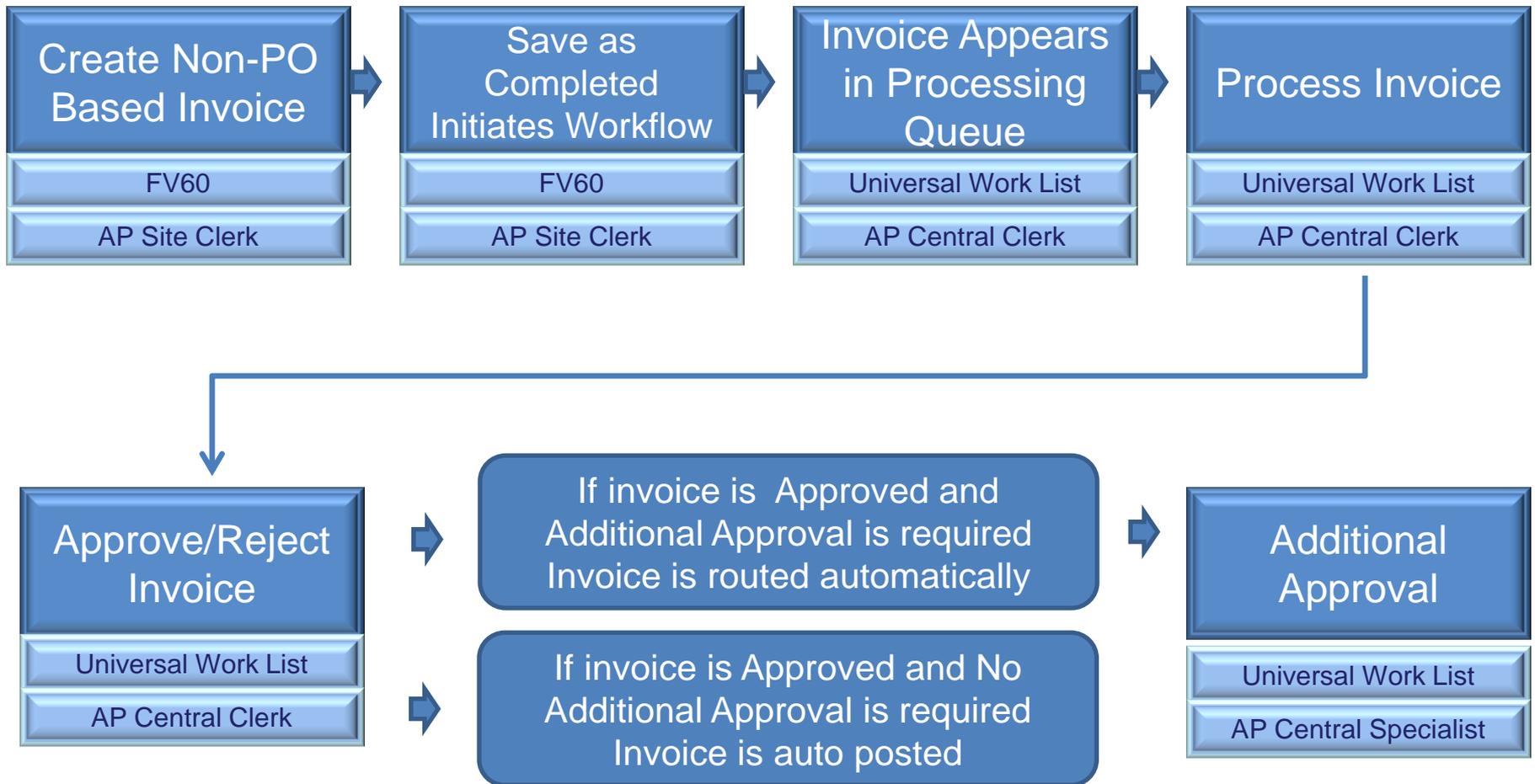
- **Describe Non PO Based Process Flow**
- **Approve Non PO Based Invoices Initiated by Locations**
- **Create Non PO Based Invoices by AP**



## NON PO Based Invoices

- **Locations will process invoices which will then be routed to Accounts Payable for validation/approval**
- **Accounts Payable will have the ability to enter Non PO Based invoices directly**

## Non PO Based Invoice Processing - Locations



## Non PO Based Invoice Processing -Locations

- **The Site Clerk will enter Non PO Invoice into SAP**
- **Upon saving with Save as Completed button it will trigger approval workflow**
- **The invoice will appear in the AP Central Clerks work queue for review and approval**
- **The invoice will be reviewed and approved**
- **If the invoice is above \$100,000 or \$50 Million for global vendors it will automatically be routed for additional approval**

## Walkthrough Review/Approve Non-PO Based Invoice



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

# Review/Approve Non-PO Based Invoice

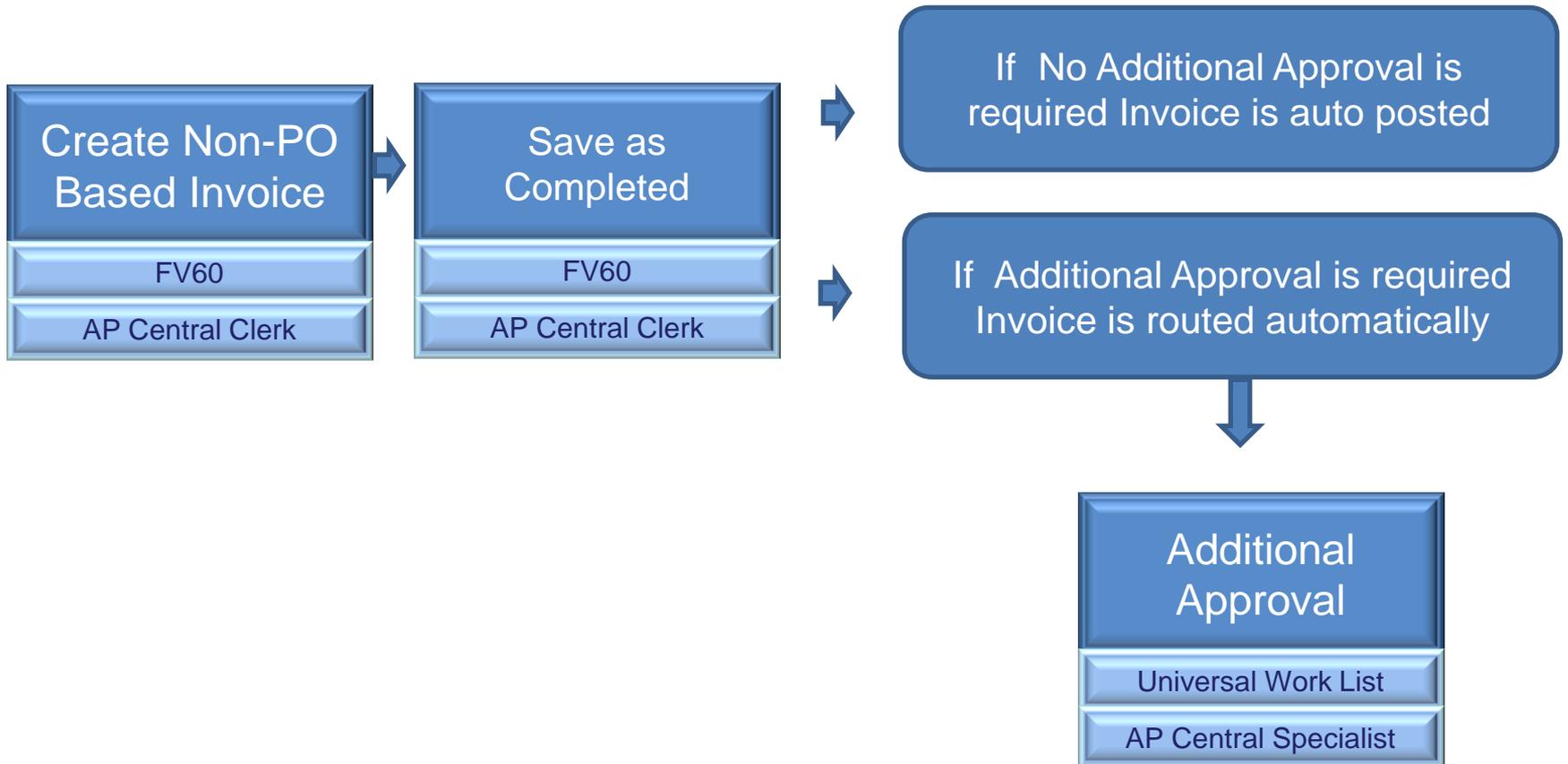
## Exercise: Review/Approve Non-PO Based Invoice



**Exercise**

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

# Non PO Based Invoice Processing – Account Payable



## Non PO Based Invoice Processing –Accounts Payable

- **This process is performed when an invoice is to be posted directly by the AP Central Clerk**
- **Upon saving with Save as Completed button it will trigger workflow only if the second level approval is required**
- **If no additional approval is required the invoice will post automatically**

## Walkthrough **Create Non-PO Based Invoice**



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

## **Exercise: Create Non-PO Based Invoice**



**Exercise**

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

	<b>Chapter Description</b>
1	Processing Non PO Based Invoices
<b>2</b>	<b>Processing Credit Memos</b>
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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 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.*

## Create Credit Memo

### Exercise: Create Credit Memo



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

## Course Chapters

	<b>Chapter Description</b>
1	Processing Non PO Based Invoices
2	Processing Credit Memos
<b>3</b>	<b>Processing Travel Expenses</b>

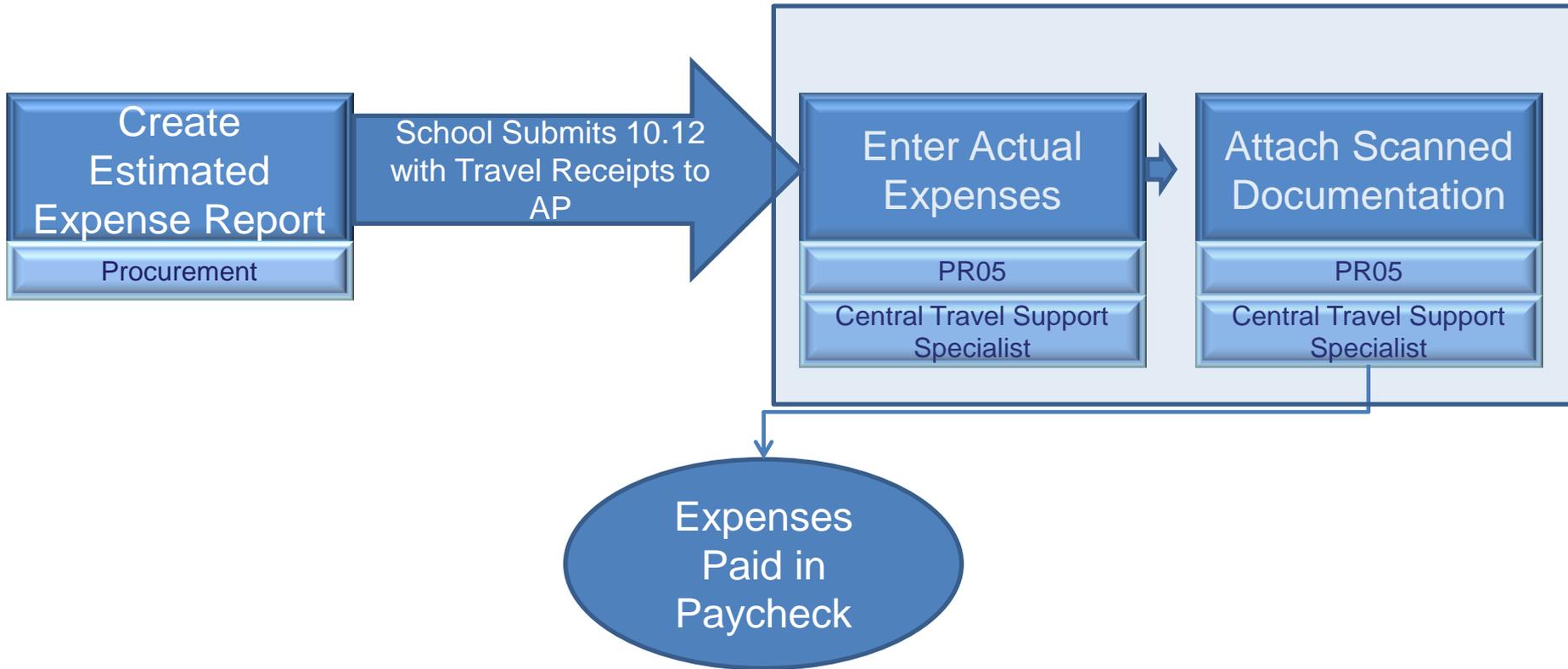
**By the end of this Chapter, you will be able to:**

- Describe the Travel Related Payments Process
- Describe Vendor Reporting



- **Two different Processes for Travel Expenses**
  - Schools
  - Central Offices
- **AP will enter actual expenses for Schools**
- **AP will confirm/approve not enter expenses for Central Office**

# Schools Travel Expenses Process



## School Travel Expense Report

- **This process is performed when a school submits a 10.12 to the Procurement office**
- **The Procurement office will create an estimated expense report**
- **Once travel is completed the traveler will submit 10.12 with receipts to AP**
- **AP will enter actuals in the previously created estimated expense report**
- **Scanned supporting documentation will be attached**
- **Travel reimbursements will be paid in paycheck**

## Walkthrough Enter Actual Travel Expenses



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

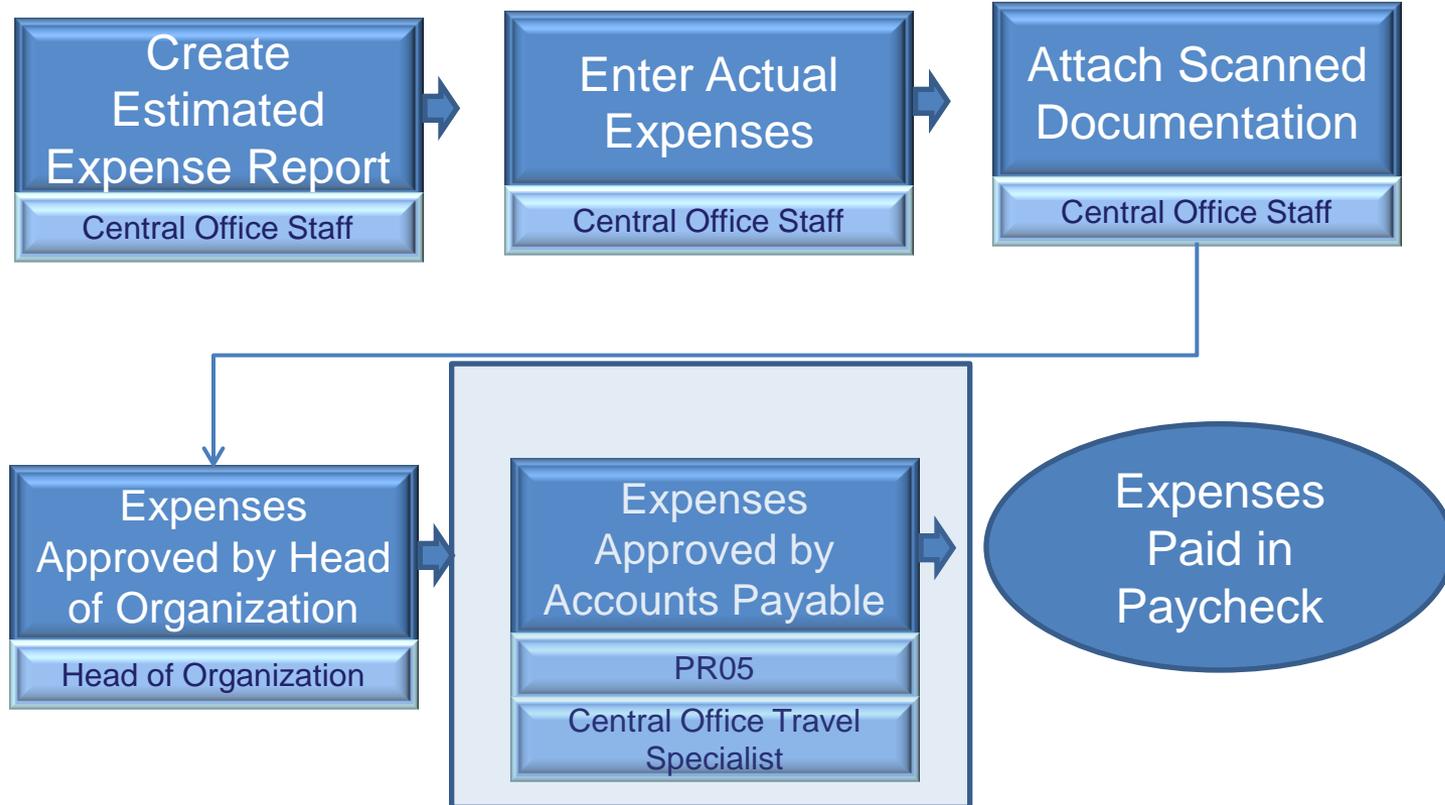
## Exercise: Enter Actual Travel Expenses



**Exercise**

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

## Central Office Travel Expenses Process



## Central Office Travel Expense Report

- **This process is performed when a traveler submits a 10.12 to their Department Administrative Support Staff**
- **The Department Administrative Aide will create an estimated expense report**
- **Once travel is completed the traveler will submit 10.12 with receipts to the Department Administrative Aide**
- **The Aide will enter actuals in the previously created estimated expense report**
- **Scanned supporting documentation will be attached**
- **Travel reimbursements will be paid in paycheck**

- **SAP has many reports to aide in finding detailed vendor line item information**
- **Reports allow drill down capability**
- **Examples of available reports:**
  - Display Vendor Account Line Balances
  - Display Vendor Line Items

## Walkthrough Approve Expense Report



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

## Approve Expense Report

### Exercise: Approve Expense Report



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

**You have just completed the ....course.**

**Thank you for attending!**

