



SCEIS ACCOUNTS PAYABLE AND AGENCY BLOCKED INVOICE RECONCILER (ZMRBR) (AP330)

End User Training
Columbia
Winter/Spring 2012



Welcome and Introductions



Welcome to SCEIS Accounts Payable and Agency Blocked Invoice Reconciler (ZMRBR)

- Introductions
- Sign-in sheet
- Restrooms
- Breaks
- Parking lot
- Complete course evaluation at end of class

Classroom Logistics

- Classroom etiquette
 - Cell phones off/silence
 - No side conversations
- Feel free to ask questions
- No email or internet usage during class except at breaks

Course Learning Objectives

- Upon completion of this workshop, you should be able to:
 - Understand the accounts payable changes
 - Discuss the changes to the workflow and approval process
 - Understand the reasons for the changes
 - Explain the standard 3-way match
 - Know when to use transaction codes MIR4 and MIR5
 - Describe the purpose of transaction code MIRO and when to use that transaction
 - Describe the variances between PO, GR and Invoice

Course Learning Objectives cont.

- Upon completion of this workshop, you should be able to:
 - Understand the roles and responsibilities of Receivers, Buyers, and Invoice Entry personnel
 - Understand the sub-processes (Receiving, Invoice Entry, and Invoice Reconciliation) and the relationships to the corresponding ECC/SRM transactions
 - Understand the essential transactions to complete your work
 - Understand the importance of the relationships between Receivers, Buyers, Invoice Entry and the Office of Comptroller General (Office of CG)

Course Map



- **Lesson 1:** Upcoming Changes
- **Lesson 2:** Accounts Payable (AP) Workflow
- **Lesson 3:** Accounts Payable Invoice Entry
- **Lesson 4:** Display Invoice Document – Transaction Codes MIR4 and MIR5
- **Lesson 5:** Variances – Blocked Invoices
- **Lesson 6:** Receiving Process Overview

- **Lesson 7:** Invoice Entry and Process Overview
- **Lesson 8:** Invoice Reconciliation Process Overview
- **Lesson 9:** Analyze Blocked Invoices
Transaction: ZMRBR
- **Lesson 10:** Analyze Blocked Invoices
Transaction: ME23N

Course Map cont.

- **Lesson 11: Examples and Resolutions**
- **Lesson 12: Subsequent Debits, Credits and Credit Memos**
- **Lesson 13: Next Steps**
- **Lesson 14: Support and References**



LESSON 1: UPCOMING CHANGES

AP Invoicing Changes

Effective Date – April 2, 2012

- Invoices will now be posted and Not Parked. This impacts PO invoices (document type RE)
- Transaction code MIRO replaces Transaction code MIR7. MIR7 will no longer be available.
- Subsequent Debits and Credits
- Agency Level Approval – Optional
- Change current hard stop error messages to warnings

AP Invoicing Changes cont.

- All purchase orders except document types of Blanket Agreements/Orders will require Goods Receipts (GR). This indicator will no longer be changeable on PO's except blanket document types.
- Invoices can be entered before a Goods Receipt is processed
- Invoices consume Goods Receipts at time of entry of invoice

Benefits of Process Changes

- Standard 3-way match of PO, GR, and Invoice will:
 - Prevent duplication of vendor payments now occurring
 - Reduce workloads
 - Stop manual overriding
 - Provide more accurate costing in inventory
 - Assist with cleaner year-end processing



LESSON 2: ACCOUNTS PAYABLE WORKFLOW

AP Workflow Flowchart (w/out Agency Approval)

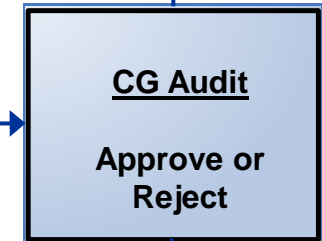
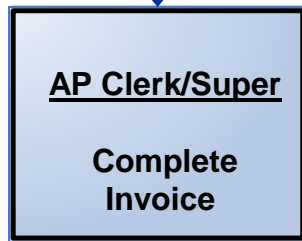


Paper invoice arrives.

Scan invoice.

Workflow-1

COMPLETED without Blocks
Invoice Posted.
Payment Block Set.



Ready for
Payment Run.

Payment Block
Released.

APPROVED

REJECTED
Email sent to initiator and
auto-reversed

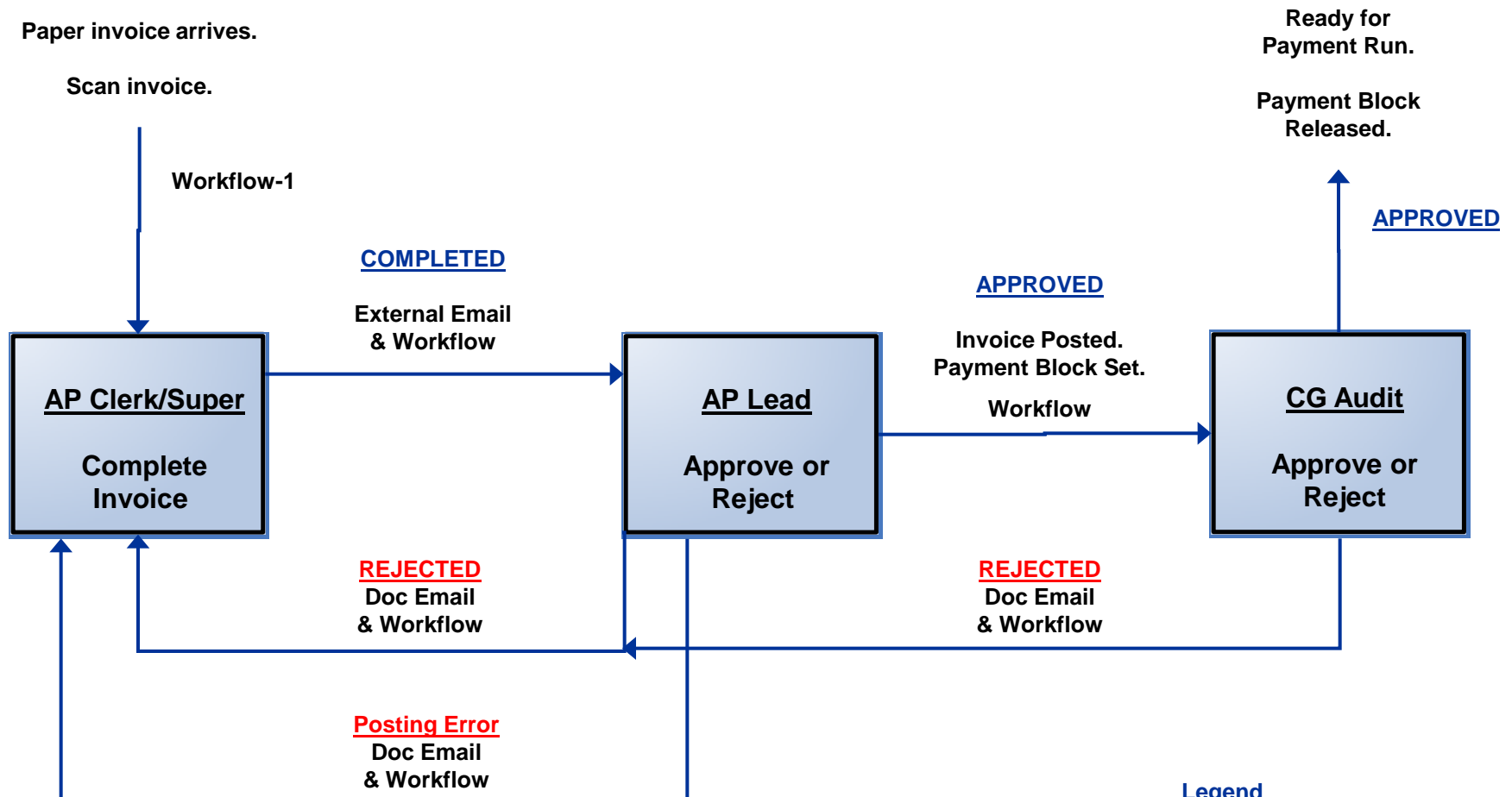
AP Workflow Flowchart (w/ Agency Approval)



Paper invoice arrives.

Scan invoice.

Workflow-1



Legend

Doc Email = SAP Inbox Document Folder

Workflow = SAP Inbox Workflow Folder

AP Invoice Approval

Post

- If there is not a three way match at posting a “R” block is set automatically and must be reviewed in ZMRBR.
- Once the three way match problem has been resolved, then a “P” block is set automatically and is work flowed to the Office of the CG
- If there is a three way match a “P” Block is set automatically and it is work flowed to the Office of CG.

If Office of Comptroller General (CG) Approves

- Payment Block is released and the invoice is ready for the payment run

If Agency Lead (ZMRBR Approver)/Office of CG Rejects

- Workflow and Express Mail are sent back to the initiator
- Invoice is auto reversed



LESSON 3: ACCOUNTS PAYABLE INVOICE ENTRY

Enter Invoice – Transaction Code MIRO

- MIRO screen is very similar to MIR7 except you will click on the save icon for posting.
- Select “Hold” if you want to come back later and finish the invoice. This invoice will then appear in the worklist.

Worklist- Transaction Code MIRO

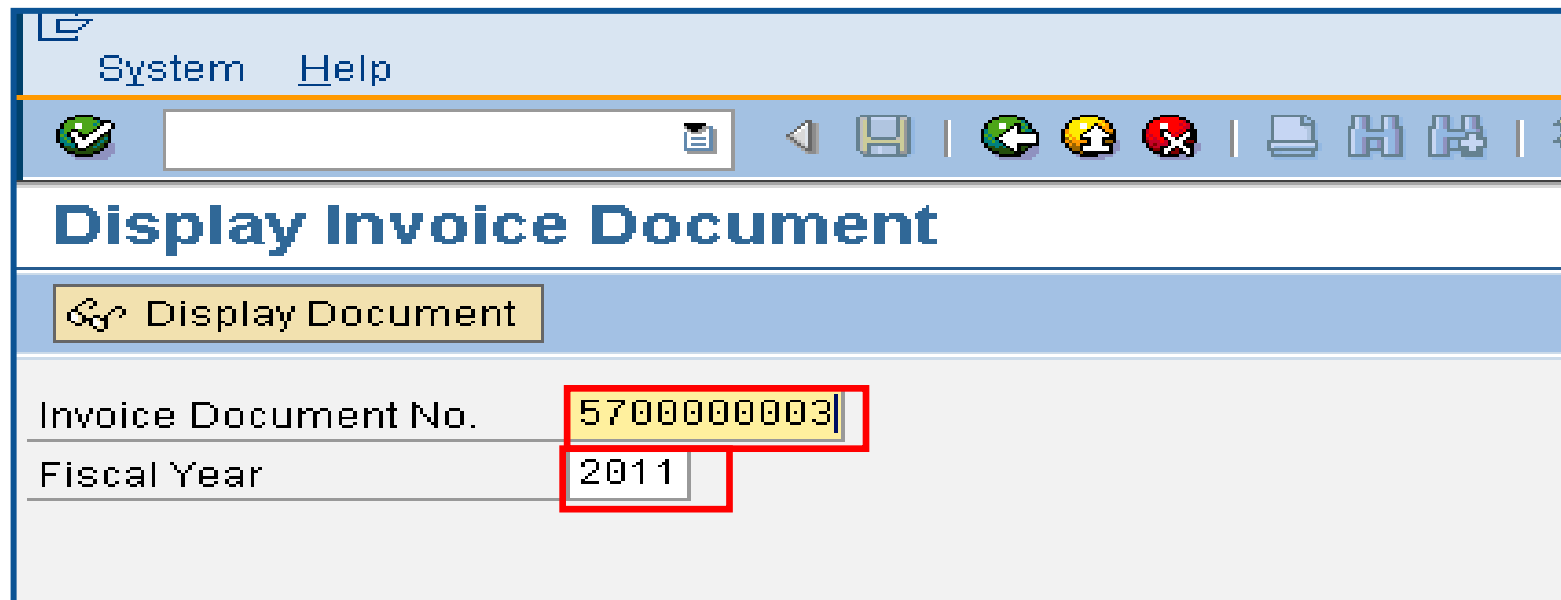
The screenshot displays the 'Enter Incoming Invoice: C' screen in the MIRO transaction code. The interface includes a menu bar with 'Invoice Document', 'Edit', 'Goto', and 'System'. Below the menu is a search bar with a green checkmark icon and a document icon. The main title 'Enter Incoming Invoice: C' is prominently displayed. Two buttons, 'Show PO structure' and 'Hide worklist', are located below the title. The 'Worklist' section on the left shows a tree view with 'Held documents' expanded, listing '5700390942 2012' (highlighted), 'Parked documents', and 'Docs complete for pos'. The right side of the screen shows a 'Transaction' section with a folder icon and a 'Basic d' section with fields for 'Invoice date', 'Posting Date', 'Amount', and 'Tax amount'.

- The worklist above shows all invoices awaiting completion



LESSON 4: DISPLAY INVOICE DOCUMENT – TRANSACTIONS MIR4 AND MIR5

Display Invoice Document: Initial Screen – MIR4



System Help

Display Invoice Document

Display Document




Invoice Document No. 5700000003





Fiscal Year 2011

- Search for an invoice by document number and fiscal year. Click the Display Document number.
 - Invoice Document No. – Enter a single document number.
 - Fiscal Year – Enter the correct fiscal year for which this transaction is relevant.













Invoice Document List: Initial Screen – MIR5


Display List of Invoice Documents

   **Expert Mode**

Document Number	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	<input type="text"/>	to	<input type="text"/>	
User	<input type="text"/>	to	<input type="text"/>	
Invoicing Party	<input type="text"/>	to	<input type="text"/>	

☐ One-Time Account Only

Company Code	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Posting Date	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Reference	<input type="text"/>	to	<input type="text"/>	
Document Header Text	<input type="text"/>	to	<input type="text"/>	
Currency Key	<input type="text"/>	to	<input type="text"/>	
Gross Invoice Amount	<input type="text"/>	to	<input type="text"/>	
Unplanned Del. Costs	<input type="text"/>	to	<input type="text"/>	
Exchange Rate	<input type="text"/>	to	<input type="text"/>	
Day data entered	<input type="text"/>	to	<input type="text"/>	
Time of Entry	<input type="text" value="00:00:00"/>	to	<input type="text" value="00:00:00"/>	



- 🕒 Fiscal Year – Enter the correct fiscal year for which this transaction is relevant.
- 🕒 Enter other relevant search criteria. For example: User name

Invoice Document List: Initial Screen – MIR5 cont.

Origin and Status	
Entry Type	
<input checked="" type="checkbox"/> Invoices Verified Online	<input type="checkbox"/> Cancellation
<input type="checkbox"/> ERS	<input type="checkbox"/> Parked
<input type="checkbox"/> BAPI	<input type="checkbox"/> Background
<input type="checkbox"/> Invoicing Plan	<input type="checkbox"/> EDI
<input type="checkbox"/> Invoices Posted in SRM	
Invoice Status	
<input checked="" type="checkbox"/> Posted	
Trans./Event	
<input checked="" type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Credit Memos
Restrictions	
<input type="checkbox"/> Manually Accepted	<input type="checkbox"/> Automatically Accepted
<input type="checkbox"/> Manually Reduced	<input type="checkbox"/> Automatically Reduced
DisplayOption	
Variant	<input type="text"/>



LESSON 5: VARIANCES – BLOCKED INVOICES

Invoice Variances

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code SC01

Show PO structure Show worklist Hold Simulate Message

Transaction 1 Invoice

Basic data Payment Details Tax Contacts Note

Invoice date Posting Date 12/28/2011 Reference

Amount Tax amount I1 I1 (A/P Sales Tax) Calculate tax

Text

Company Code SC01 State of South Carolina Columbia, SC

Lot No.

PO reference G/L account

1 Purchase Order/Scheduling Agreem...

Item	Amount	Quantity	Or...	Purchase ...

Item Search Term

Document no. 5700390961 created (Blocked for payment)

- ☪ If you get the message below,
Document no. xxx created (Blocked for payment)
a price or quantity block has been placed on the invoice. The invoice has posted but either there is a price difference or an issue with the GR.
- ☪ You can use MIR4 to display the invoice document or you can run transaction ZMRBR to see the blocking reason/s.

Variances between PO, GR and Invoice



- ZMRBR is the standard SCEIS solution for displaying blocked invoices caused by variances among the PO, Goods Receipt, and/or Invoice
- Invoices are blocked due to variances in price, quantity, or both
- Blocked invoices can only be corrected by performing corrective transactions (GR, Subsequent Credit/Debit , PO Price/Quantity Change, Credit Memos, etc.,) against the POs

Variances between PO, GR and Invoice cont.

- ⌚ Logistics blocked invoices should **never** be manually released.
- ⌚ Once the variance has been corrected, the block will be removed automatically via a scheduled batch job
- ⌚ Variances/blocks will be covered in more detail in the presentation on ZMRBR



LESSON 6: RECEIVING PROCESS

Agency Employee Responsibilities

- Agency employees are responsible for entering into SCEIS the data from the physical receipt of materials and services
 - Supplier Relationship Management (SRM)
Shopping Cart users enter *Goods Confirmations* in the SRM system
 - Goods Receivers using ECC enter *Goods Receipts* using the MIGO transaction

Agency Receivers Responsibilities

- Responsibilities of Agency Receivers are as follows:
 - Verification of receipt of materials and services
 - Sign receipt acknowledgement for material and retain a copy for agency records (Scan the attachment , if applicable)
 - Enter Confirmations and/or Goods Receipts into SCEIS at time of receipt



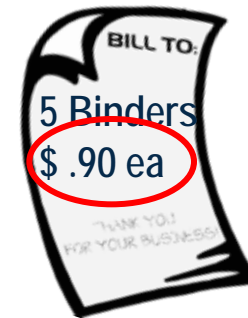
LESSON 7: INVOICE ENTRY AND PROCESSING

Invoice Entry and ECC

- Invoices are entered into the ECC:
 - PO related invoices are entered by invoice entry personnel using the paper invoice submitted by the vendor
 - The paper invoice document is scanned and attached to the invoice document

Three-Way Match for Posting Invoices

- Invoices will be posted and available for the Office of CG when a three-way 'match' occurs:
 - Invoice price has to be less than or equal to PO price



- Invoice quantity has to be less than or equal to PO/Receipt quantity





LESSON 8: INVOICE RECONCILIATION PROCESS

Invoice Reconciliation Process Overview

- Involves the review of PO, Goods Receipts and invoices to confirm that the quantity/prices reflected on the invoice document matches the materials ordered and received
 - This review is necessary to identify any discrepancies in the 3-way match between Purchase Order, Confirmation/Goods Receipt, and Invoices

Agency Responsibilities

- Agency Responsibilities:
 - Utilize ECC transactions ZMRBR
 - Identify the reason for the block
 - Work cooperatively with Receivers, Buyers, and Accounts Payable to reconcile the blocked invoice

Suggested Resolutions for Blocked Invoices

- Suggested Processes to Resolve Blocked Invoices:
 - Goods Receiver enters Goods Receipt/Confirmation
 - Buyer edits Purchase Order quantity or amount
 - Invoice Entry Person corrects invoice (Subsequent Debit/Credit)
 - Invoice Reconciler contacts Supplier to request a corrected invoice or Credit Memo

CGs Role

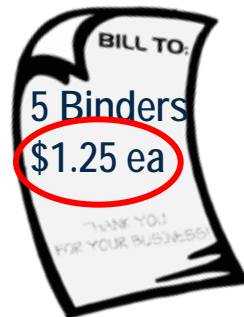
- Central Invoice Reconciler is a role held by the CG's office
- Contact the CG's office to manually release blocked invoices in case of an emergency

Impact of Blocked Invoices

- Impact of Blocked Invoices on Agencies and State
 - Payment to suppliers delayed
 - Large, long-term accounts payable balances
 - State unable to take advantage of payment discounts
 - Significant time required by agency staff to clear old balances
 - Potential year-end/budget issues

Automatic Invoice Blocking

- Invoices will be automatically blocked when:
 - Invoice price is greater than PO price



{ Price "per" block }

- Invoice quantity is greater than PO/Receipt quantity



{ Quantity "qty" block }

Key Transactions to Reconcile Blocked Invoices

- SCEIS provides several ways to analyze details of blocked invoices:
 - Transaction ZMRBR (Review Blocked Invoices)
 - Transaction ME23N (Display Purchase Order)
 - Transaction MIGO (Display Goods Receipt)
 - Transaction MIR4/MIR5 (Display Invoice Document)
 - Transaction ME2N (List Display by PO Number)
 - Transaction ME2K (List Display by Account assignment)



South Carolina Enterprise Information System

LESSON 9: ANALYZE BLOCKED INVOICES TRANSACTION: ZMRBR


STATE INFORMATION
TECHNOLOGY










SC BUDGET AND CONTROL BOARD

Invoice Reconciliation: ZMRBR – Selection Criteria

Release Blocked Invoices



Selection of Blocked Invoices

Company Code	SC01	to		
Invoice Document		to		
Fiscal Year		to		
Vendor		to		
Posting Date		to		
Due Date		to		
Purchasing Group		to		
User				
Plant				

Processing

☒ Release Manually
☐ Move Cash Disc. Date

Blocking Procedure

☒ Blocked Due to Variances
☐ Manual Payment Block
☐ Stochastically Blocked

Display options

Variant

Selection criteria in the ZMRBR transaction are broken down into four areas: Selection of Blocked Invoices, Processing, Blocking Procedure, and Display options

After completing desired selection criteria fields, select the EXECUTE icon on top left of screen.

Invoice Reconciliation: ZMRBR – Selection of Blocked Invoices

Selection of Blocked Invoices:

- Enter data such as *Fiscal Year*, *Vendor*, *Purchasing Group*, and *Plant* to filter results for specific criteria

Release Blocked Invoices



Selection of Blocked Invoices

Company Code	SC01	to		
Invoice Document		to		
Fiscal Year		to		
Vendor		to		
Posting Date		to		
Due Date		to		
Purchasing Group		to		
User		to		
Plant		to		

Invoice Reconciliation: ZMRBR – Processing

“Release manually” (defaults) controls the display to show only blocked invoices that match the criteria entered in *Selection of blocked invoices*

Processing

☒ Release Manually

☐ Move Cash Disc. Date


☐ Release Automatically

DO NOT USE “Release Automatically” because a scheduled batch job will automatically release the blocked invoice if corrective measures have been taken

Invoice Reconciliation: ZMRBR – Blocked Due to Variances

Blocking Procedure

- ☒ Blocked Due to Variances
- ☐ Manual Payment Block
- ☐ Stochastically Blocked



“Blocked Due to Variances” (default) controls the display to show only blocked invoices that have individual items blocked due to variances in 3-way match

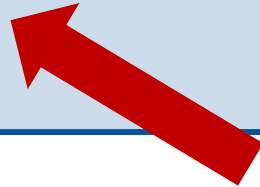
Invoice Reconciliation: ZMRBR – Manual Payment Block

Blocking Procedure	
<input checked="" type="radio"/> Blocked Due to Variances	<p>“Manual Payment Block” will show only invoices that have been blocked manually by setting the payment block in the document header during invoice entry.</p>
<input type="radio"/> Manual Payment Block	
<input type="radio"/> Stochastically Blocked	
Display options	
Variant	<input type="text"/>

Invoice Reconciliation: ZMRBR - Blocking Procedure

Blocking Procedure

- ☒ Blocked Due to Variances
- ☐ Manual Payment Block
- ☐ Stochastically Blocked



Stochastically Blocked:
This function is not currently used in South Carolina.

Invoice Reconciliation: ZMRBR – Display Options

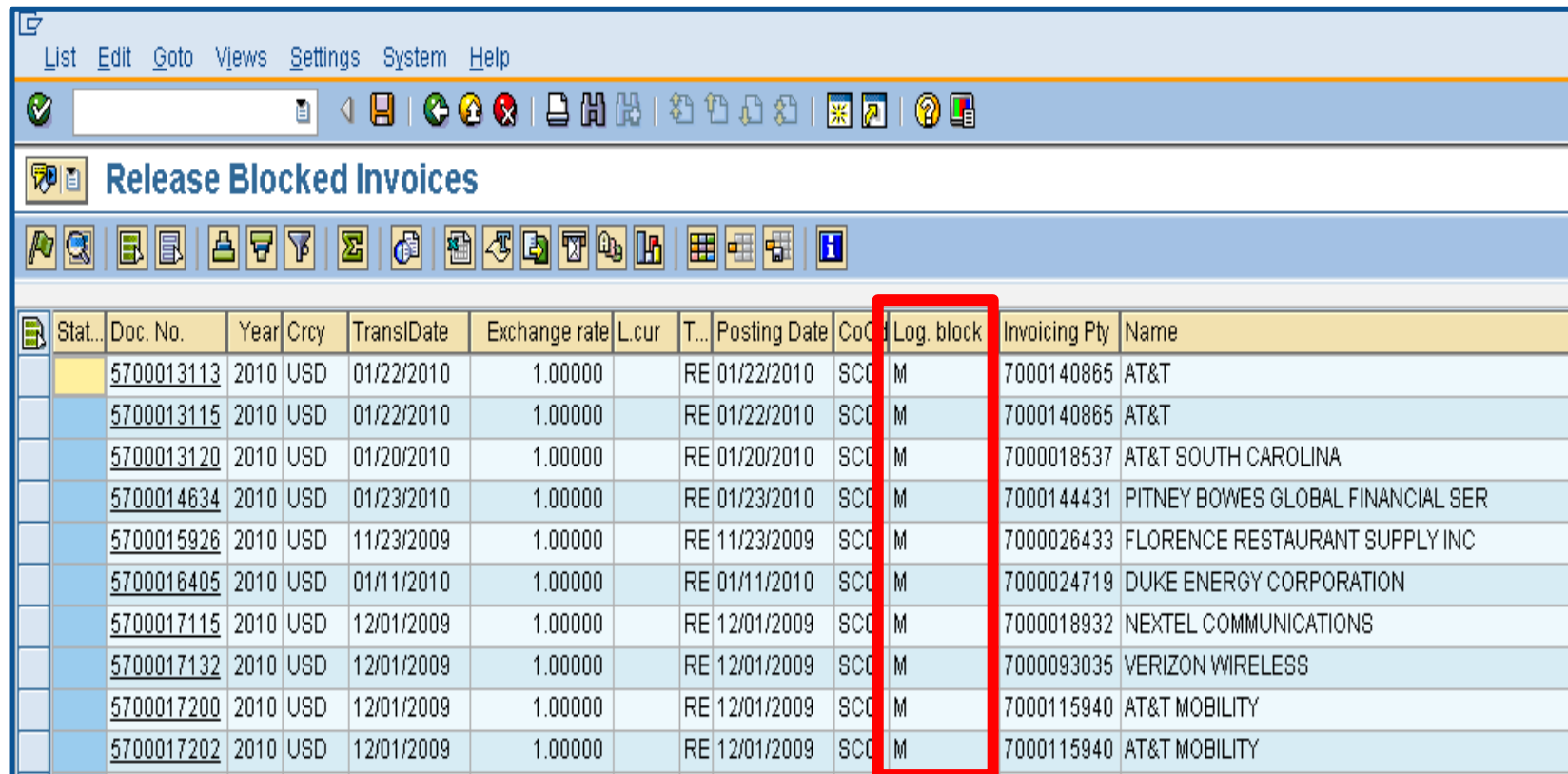
A screenshot of a software interface for "Display options". It features a light blue header bar with the text "Display options" on the left. Below this is a white input field labeled "Variant" with a thin grey border. A large red arrow points from a light blue callout box on the right towards the "Variant" input field. The callout box contains the following text: "Display options" used to enter a "Variant" when running report. Variants can be saved and reused such as the default "/SCEIS".

Display options

Variant

“Display options” used to enter a
“Variant” when running report.
Variants can be saved and reused
such as the default “/SCEIS”

Invoice Reconciliation: ZMRBR – Manual Blocks



Release Blocked Invoices

Stat...	Doc. No.	Year	Crcy	TranslDate	Exchange rate	L.cur	T...	Posting Date	CoC	Log. block	Invoicing Pty	Name
	5700013113	2010	USD	01/22/2010	1.00000		RE	01/22/2010	SCC	M	7000140865	AT&T
	5700013115	2010	USD	01/22/2010	1.00000		RE	01/22/2010	SCC	M	7000140865	AT&T
	5700013120	2010	USD	01/20/2010	1.00000		RE	01/20/2010	SCC	M	7000018537	AT&T SOUTH CAROLINA
	5700014634	2010	USD	01/23/2010	1.00000		RE	01/23/2010	SCC	M	7000144431	PITNEY BOWES GLOBAL FINANCIAL SER
	5700015926	2010	USD	11/23/2009	1.00000		RE	11/23/2009	SCC	M	7000026433	FLORENCE RESTAURANT SUPPLY INC
	5700016405	2010	USD	01/11/2010	1.00000		RE	01/11/2010	SCC	M	7000024719	DUKE ENERGY CORPORATION
	5700017115	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000018932	NEXTEL COMMUNICATIONS
	5700017132	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000093035	VERIZON WIRELESS
	5700017200	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000115940	AT&T MOBILITY
	5700017202	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000115940	AT&T MOBILITY

Displaying the Report showing Manual blocks

Invoice Reconciliation: ZMRBR – Blocks Due to Variances

List Edit Goto Views Settings System Help

Release Blocked Invoices

Blocking Reason

Stat...	Doc. No.	Year	Crcy	TransDate	Exchange rate	L.cur	T.	Qty	Pro	Posting Date	CoCd	Invoicing Pty	Name	
	<u>5700379218</u>	2012	USD	10/24/2011	1.00000		R	×		10/24/2011	SC01	7000135987	BLUE FLAME GAS	V
	<u>5700381026</u>	2012	USD	10/25/2011	1.00000		R	×		10/25/2011	SC01	7000024819	FORMS & SUPPLY INC	V
	<u>5700381188</u>	2012	USD	10/26/2011	1.00000		R	×		10/26/2011	SC01	7000042653	FORMS & SUPPLY INC	V
	<u>5700381641</u>	2012	USD	10/26/2011	1.00000		R	×		10/26/2011	SC01	7000141511	ONTARIO INVESTMENTS	V
	<u>5700382444</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000078511	GROVE MEDICAL INC	V
	<u>5700382445</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000078511	GROVE MEDICAL INC	V
	<u>5700382446</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000078511	GROVE MEDICAL INC	V
	<u>5700382475</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000118918	POWER SYSTEMS INC	V

Displaying the Report showing only blocks due to variances

Invoice Reconciliation: ZMRBR – Column Headings



Report results and display options

Stat...	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pty	Name	User Name	Blinc Date	...	Dy...	Disc.1	Dy...	Disc...
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461	ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	7000000001	BEAUFORT AUTO ELECTRIC	NHOARE	10/28/2011		22	0.000	0	0.000
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		NHOARE	11/07/2011		22	0.000	0	0.000
	5700371946	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371948	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371951	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371952	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371955	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000162720	CHILDS VAULT CO	WF-BATCH	08/31/2011		0	0.000	0	0.000
	5700370267	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000141411	GOODYEAR AUTO SERVICE CENTER	WF-BATCH	10/04/2011		22	0.000	0	0.000
	5700370107	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000011825	HILL TIRE & AUTO CENTER	WF-BATCH	09/02/2011		0	0.000	0	0.000
	5700370108	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000011825		WF-BATCH	09/14/2011		22	0.000	0	0.000
	5700370617	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	7000030611	MAC PAPERS INC	WF-BATCH	08/10/2011		22	0.000	0	0.000
	5700370322	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000028467	PAPER PRO INC	WF-BATCH	09/29/2011		10	0.000	0	0.000
	5700371034	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	7000021906	PATTERSON MEDICAL	WF-BATCH	10/07/2011		0	0.000	0	0.000
	5700370467	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	7000002273	SAFE INDUSTRIES	WF-BATCH	09/14/2011		0	0.000	0	0.000
	5700369588	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000035281	SPECIALTY UNDERWRITERS LLC	WF-BATCH	10/06/2011		0	0.000	0	0.000
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	US FOODSERVICE INC	WF-BATCH	10/04/2011		0	0.000	0	0.000
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167		WF-BATCH	10/04/2011		0	0.000	0	0.000

- Column headings:
 - Show the details of the blocked invoice, such as the invoice, associated PO and line item, the type of block (quantity, price, manual), etc.
 - Select a column heading to sort and group details, such as by Name in our example above

Invoice Reconciliation: ZMRBR – Blocking Reason Indicators



Report results and display options

Stat...	Doc. No.	Year	Crcy	TransDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Qty	BlockR	Pr.	Man	invoicing Pty	Name	User Name	Bline Date
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461	ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	✖	✖			000000001	BEAUFORT AUTO ELECTRIC	NHOARE	10/28/2011
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		NHOARE	11/07/2011
	5700371946	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371948	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371951	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371952	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371955	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000162720	CHILDS VAULT CO	WF-BATCH	08/31/2011
	5700370267	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000141411	GOODYEAR AUTO SERVICE CENTER	WF-BATCH	10/04/2011
	5700370107	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000011825	HILL TIRE & AUTO CENTER	WF-BATCH	09/02/2011
	5700370108	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000011825		WF-BATCH	09/14/2011
	5700370617	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01		✖			000030611	MAC PAPERS INC	WF-BATCH	08/10/2011
	5700370322	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000028467	PAPER PRO INC	WF-BATCH	09/29/2011
	5700371034	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01		✖			000021906	PATTERSON MEDICAL	WF-BATCH	10/07/2011
	5700370467	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01		✖			000002273	SAFE INDUSTRIES	WF-BATCH	09/14/2011
	5700369588	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01		✖			000035281	SPECIALTY UNDERWRITERS LLC	WF-BATCH	10/06/2011
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	✖				000046167	US FOODSERVICE INC	WF-BATCH	10/04/2011
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	✖				000046167		WF-BATCH	10/04/2011

- Blocking reason indicator:
 - For each blocked invoice, an “X” will show in the appropriate column(s) to indicate the type of block on the invoice – Qty (quantity), Prc (price), or Man (manual)
 - ü Some invoices may be blocked for multiple reasons

Invoice Reconciliation: ZMRBR – Blocking Reason Indicators cont.

Report results and display options

Stat...	Doc. No.	Year	Crcy	TranslDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pt	Qty	Prc	Man	Name	User Name	Blinc Date	...
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700016272		⌘		CHILDS VAULT CO	WF-BATCH	08/31/2011	
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369213	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369214	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369588	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700003528		⌘		SPECIALTY UNDERWRITERS LLC	WF-BATCH	10/06/2011	
	5700370107	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700001182		⌘		HILL TIRE & AUTO CENTER	WF-BATCH	09/02/2011	
	5700370108	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700001182		⌘		HILL TIRE & AUTO CENTER	WF-BATCH	09/14/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370267	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700014141		⌘		GOODYEAR AUTO SERVICE CENTER	WF-BATCH	10/04/2011	
	5700370322	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700002846		⌘		PAPER PRO INC	WF-BATCH	09/29/2011	
	5700370467	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	700000227		⌘		SAFE INDUSTRIES	WF-BATCH	09/14/2011	
	5700370617	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	700003061		⌘		MAC PAPERS INC	WF-BATCH	08/10/2011	
	5700371034	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	700002190		⌘		PATTERSON MEDICAL	WF-BATCH	10/07/2011	
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	700000000	⌘	⌘		BEAUFORT AUTO ELECTRIC	NHOARE	10/28/2011	
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	NHOARE	11/07/2011	
	5700371946	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	KCHHABRIA	11/07/2011	
	5700371948	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	KCHHABRIA	11/07/2011	
	5700371951	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	KCHHABRIA	11/07/2011	

- Blocking reason indicator (cont.):
 - When a blocking reason indicator is highlighted in yellow, it means that a transaction has been entered to correct the block; the blocked invoice will drop off of the report on the system's next payment processing run


Invoice Reconciliation: ZMRBR – Release Blocked Invoice Functions

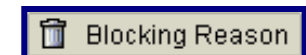
Report results and display options

Release Blocked Invoices

Blocking Reason

Stat...	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Qty	BlockR Pr.	Man	Invoicing Pty	Name
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		×		7000031461	ALPHANUMERIC SYSTEMS INC
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		×		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		×		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		×		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		×		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		×		7000031461	
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	×	×		7000000001	BEAUFORT AUTO ELECTRIC
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		×		7000000001	

- Release blocked invoice functions:
 - Do not use the Delete Blocking Reason or Release Invoice  buttons – these functions should only be used by the Comptroller's Office



Invoice Reconciliation: ZMRBR – Display Document Links

Report results and display options

Release Blocked Invoices

Blocking Reason

Stat	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pty	Qty	Prc	Man
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000162720		✕	
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	✕		
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	✕		
	5700369213	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	✕		
	5700369214	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	✕		

- Display document links:
 - Select a field with a document link to “drill down” and open the document for review

Display Invoice Document 5700368703 2012

Show PO structure Follow-On Documents ...

Transaction: 1 Invoice **5700368703 2012**

Basic data Payment Details Tax Contacts Note

Invoice date: 08/31/2011 Reference: 8/3/11-8/29/11 4
Posting Date: 10/06/2011
Amount: 1,540.00 USD ☐ Calculate tax
Tax amount: 0.00 ☐ 1010 (A/P Tax Exempt)
Text:
Paymt terms: Due immediately
Baseline Date: 08/31/2011
Company Code: SC01 State of South Carolina Columbia, SC

Vendor: 7000162720
CHILDS VAULT CO
PO Box 4087
ANDERSON SC 29622

PO reference

Layout: 7_6310 All information

Item	Amount	Quantity	Or.	Purchase	Item	PO Text	Tax Cod.
	1,540.00		TEA	4000116882 10		Gram Liners	10 10

0 / 0 Items



South Carolina Enterprise Information System

LESSON 10: ANALYZE BLOCKED INVOICES TRANSACTION: ME23N

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Basic Purchase Order Principles



- Vendor
- Review the Purchase Order History (ME23N)
- Change Price and/or Quantity

Invoice Reconciliation: ME23N

Purchase order Edit Goto Environment System Help

SRM Copy-Standard PO 4300002847 Created by Mark Hubbard

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

SRM Copy-Standard ... Vendor: 101176 OCE IMAGISTICS INC DBA O... Doc. date: 04/06/2007

Header

S..Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt
1	K			PHOTOCOPIERS	9.000	MON	D	08/01/2007	333.44	USD	1	MON	PHOTOCO...	HLTH
2	K			PHOTOCOPIERS	12.000	MON	D	08/01/2007	333.44	USD	1	MON	PHOTOCO...	HLTH
3	K			PHOTOCOPIERS	12.000	MON	D	08/01/2007	333.44	USD	1	MON	PHOTOCO...	HLTH

Item: [1] PHOTOCOPIERS

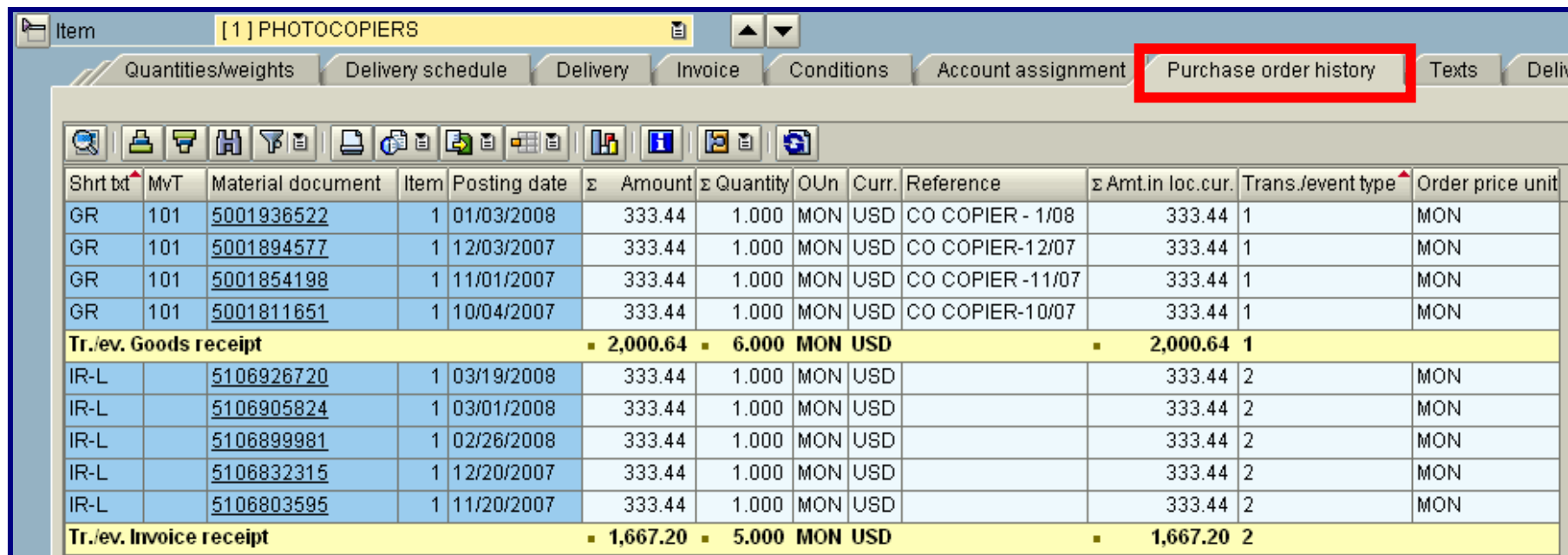
Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Purchase order history | Texts | Deliv

Shrt bt	MvT	Material document	Item	Posting date	Σ Amount	Σ Quantity	OUn	Curr.	Reference	Σ Amt.in loc.cur.	Trans./event type	Order price unit
GR	101	5001936522	1	01/03/2008	333.44	1.000	MON	USD	CO COPIER - 1/08	333.44	1	MON
GR	101	5001894577	1	12/03/2007	333.44	1.000	MON	USD	CO COPIER-12/07	333.44	1	MON
GR	101	5001854198	1	11/01/2007	333.44	1.000	MON	USD	CO COPIER -11/07	333.44	1	MON
GR	101	5001811651	1	10/04/2007	333.44	1.000	MON	USD	CO COPIER-10/07	333.44	1	MON
Tr./ev. Goods receipt					2,000.64	6.000	MON	USD		2,000.64	1	
IR-L		5106926720	1	03/19/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106905824	1	03/01/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106899981	1	02/26/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106832315	1	12/20/2007	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106803595	1	11/20/2007	333.44	1.000	MON	USD		333.44	2	MON
Tr./ev. Invoice receipt					1,667.20	5.000	MON	USD		1,667.20	2	

Line
Item
Over-
view

Line
Item
Detail

Invoice Reconciliation: ME23N – Purchase Order History Tab



The screenshot shows the SAP ME23N interface for item [1] PHOTOCOPIERS. The 'Purchase order history' tab is selected and highlighted with a red box. The table below displays the purchase order history, including goods receipts and invoice receipts.

Shrt txt	Mvt	Material document	Item	Posting date	Σ Amount	Σ Quantity	OU n	Curr.	Reference	Σ Amt. in loc. cur.	Trans./event type	Order price unit
GR	101	5001936522	1	01/03/2008	333.44	1.000	MON	USD	CO COPIER - 1/08	333.44	1	MON
GR	101	5001894577	1	12/03/2007	333.44	1.000	MON	USD	CO COPIER-12/07	333.44	1	MON
GR	101	5001854198	1	11/01/2007	333.44	1.000	MON	USD	CO COPIER -11/07	333.44	1	MON
GR	101	5001811651	1	10/04/2007	333.44	1.000	MON	USD	CO COPIER-10/07	333.44	1	MON
Tr./ev. Goods receipt					2,000.64	6.000	MON	USD		2,000.64	1	
IR-L		5106926720	1	03/19/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106905824	1	03/01/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106899981	1	02/26/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106832315	1	12/20/2007	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106803595	1	11/20/2007	333.44	1.000	MON	USD		333.44	2	MON
Tr./ev. Invoice receipt					1,667.20	5.000	MON	USD		1,667.20	2	

- In the line item detail section, select the Purchase order history tab for the appropriate line item
 - Goods Receipt documents and their corresponding details are displayed
 - Invoice documents and their corresponding details are displayed

Invoice Reconciliation: ME23N – Goods and Invoice Receipts

Shrt bd	MvT	Material document	Item	Posting date	Σ Amount	Σ Quantity	QUn	Curr.	Reference	Σ Amt.in loc.cur.	Trans./event type	Order price unit
GR	101	<u>5001936522</u>	1	01/03/2008	333.44	1.000	MON	USD	CO COPIER - 1/08	333.44	1	MON
GR	101	<u>5001894577</u>	1	12/03/2007	333.44	1.000	MON	USD	CO COPIER-12/07	333.44	1	MON
GR	101	<u>5001854198</u>	1	11/01/2007	333.44	1.000	MON	USD	CO COPIER -11/07	333.44	1	MON
GR	101	<u>5001811651</u>	1	10/04/2007	333.44	1.000	MON	USD	CO COPIER-10/07	333.44	1	MON
Tr..lev. Goods receipt					2,000.64	6.000	MON	USD		2,000.64	1	
IR-L		<u>5106926720</u>	1	03/19/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<u>5106905824</u>	1	03/01/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<u>5106899981</u>	1	02/26/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<u>5106832315</u>	1	12/20/2007	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<u>5106803595</u>	1	11/20/2007	333.44	1.000	MON	USD		333.44	2	MON
Tr..lev. Invoice receipt					1,667.20	5.000	MON	USD		1,667.20	2	

- ☉ Goods Receipts (GR) posted against the PO are grouped in the first section
- ☉ Invoice Receipts (IR-L) posted against the PO are grouped in the second section
 - The summary totals for each section are shown within yellow-highlighted rows



LESSON 11: EXAMPLES & RESOLUTIONS

Example #1

Purchase Order

- Quantity: 5
- Price: \$2

Goods Receipt: 5

Invoice

- Quantity: 5
- Amount: \$10 (\$2 per unit)

Resolutions for Example #1

- ➊ No Issues – this scenario would pass the 3-way match
- ➋ A “P” block will be placed and the invoice will workflow to the Agency’s Lead and/or CG’s Office

Example #2

Purchase Order

- Quantity: 10
- Price: \$10 (\$1 per unit)

Goods Receipt: 0

Invoice

- Quantity: 10
- Amount: \$10 (\$1 per unit)

Why is this document in ZMRBR?

- 🌀 Goods have not been received.
- 🌀 Invoice blocked due to Quantity variance
 - 🌀 Invoice Qty > GR Qty

st...	Doc. No.	Year	Crcy	TransIDate	Qty	Pro	User Name	Posting Date	Invoicing Pty	Name
	<u>5700391083</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC
	<u>5700391084</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC
	<u>5700391090</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC
	<u>5700391091</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC
	<u>5700391092</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC
	<u>5700391093</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC
	<u>5700391094</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BEAUFORT AUTO ELECTRIC

Resolutions for Example #2

- The Goods Receipt needs to be entered

Example #3

Purchase Order

- Quantity: 10
- Price: \$10

Goods Receipt: 0

Invoice

- Quantity: 10
- Amount: \$12

Why is this document in ZMRBR?

- ☉ Goods have not been received.
- ☉ Invoice price is greater than PO price
- ☉ Invoice blocked due to both Quantity and Price variances
 - Invoice qty > GR qty
 - Invoice price > PO price

Stat..	Doc. No.	Year	Crcy	TransIDate	Qty	Pro	User Name	Posting Date	Invoicing Pty	Name
	<u>5700391083</u>	2012	USD	03/12/2012	✕		ATULA	03/12/2012	7000000001	BEAUFORT
	<u>5700391084</u>	2012	USD	03/12/2012	✕	✕	ATULA	03/12/2012	7000000001	BEAUFORT
	<u>5700391090</u>	2012	USD	03/12/2012		✕	ATULA	03/12/2012	7000000001	BEAUFORT
	<u>5700391091</u>	2012	USD	03/12/2012		✕	ATULA	03/12/2012	7000000001	BEAUFORT

Resolutions for Example #3

- **Step 1)**
 - Is the PO price correct?
 - If Yes, reverse and re-enter a new invoice
 - If NO, the PO price needs to be updated.
- **Step 2)**
 - The Goods Receipt needs to be entered

Example #4

Purchase Order

- Quantity: 10
- Price: \$10

Goods Receipt: 10


Invoice

- Quantity: 10
- Amount: \$12

Why is this document in ZMRBR?

🔄 Invoice blocked due Price variance

- Invoice price > PO price

	Stat...	Doc. No.	Year	Crcy	TranslDate	Qty	Pro	User Name	Posting Date	Invoicing Pty	Nam
		<u>5700391083</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEAL
		<u>5700391084</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BEAL
		<u>5700391090</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BEAL
		<u>5700391091</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BEAL
		<u>5700391092</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEAL
		<u>5700391093</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEAL
		<u>5700391094</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BEAL

Resolutions for Example #4

- Is the price based on a contract and did the contract price change? (Responsible Party – Procurement)
- Does the vendor need to be contacted about an invoice error? (Responsible Party – AP Clerk/Procurement)
- Is the PO price correct?
 - If Yes, reverse and re-enter a new invoice
 - If NO, the PO price needs to be updated.

Example #5

Purchase Order

- Quantity: 10
- Price: \$10

Goods Receipt: 10

Invoice

- Quantity: 10
- Amount: \$12

Why is this document in ZMRBR?

Invoice blocked due Price variance

- Invoice price > PO price

Doc...	Doc. No.	Year	Ctry	TransDate	Qty	UoM	Obj Name	Posting Date	Invoicing Qty	Unit
	<u>5700391083</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEA
	<u>5700391084</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BEA
	<u>5700391090</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BEA
	<u>5700391091</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BEA
	<u>5700391092</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEA
	<u>5700391093</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BEA
	<u>5700391094</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BEA

Resolutions for Example #5

- Is the invoice price entered correctly? Ensure tax, freight or other unplanned charges are not included in the price per item. (Responsible Party – AP Clerk)
- Does the vendor need to be contacted about an invoice error? (Responsible Party – AP Clerk/Procurement)
- Is the Invoice price correct?
 - If Yes, PO price needs to be updated
 - If NO, the invoice needs to be reversed and re-entered
 - MR8M / F-44

Example #6

Purchase Order

- Quantity: 10
- Price: \$10

Goods Receipt: 5

Invoice

- Quantity: 12
- Amount: \$10

Why is this document in ZMRBR?

Quantity Block

- Invoice Qty > PO Qty; and
- Invoice Qty > GR Qty

Stat...	Doc. No.	Year	Crcy	TransIDate	Qty	Pro	User Name	Posting Date	Invoicing Pty	N
	<u>5700391083</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BE
	<u>5700391084</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BE
	<u>5700391090</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BE
	<u>5700391091</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BE
	<u>5700391092</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BE
	<u>5700391093</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BE
	<u>5700391094</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BE

Resolutions for Example #6

- **Step 1)** Invoice Quantity exceeds the PO quantity
 - § Update PO quantity if the invoice was entered correctly
- **Step 2)** Invoice Quantity exceeds the Goods Receipt quantity
 - § After updating the PO quantity, perform the Goods Receipt for the remaining quantity

Example #7

Purchase Order

- Quantity: 2500
- Price: \$1

Goods Receipt: N/A


Invoice

- Quantity: 2800
- Amount: \$2800

Why is this document in ZMRBR?

Quantity Block

- Invoice Qty > PO Qty

	Stat...	Doc. No.	Year	Crcy	TransIDate	Qty	Pro	User Name	Posting Date	Invoicing Pty	Nar
		<u>5700391083</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	7000000001	BEA
		<u>5700391084</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	7000000001	BEA
		<u>5700391090</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	7000000001	BEA
		<u>5700391091</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	7000000001	BEA
		<u>5700391092</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	7000000001	BEA
		<u>5700391093</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	7000000001	BEA
		<u>5700391094</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	7000000001	BEA

Resolutions for Example #7

- This example is for a Blanket PO, so you are looking at a 2-way match since the Goods Receipt is not required
- Invoice quantity exceeds the PO quantity. The AP Clerk first has to make sure that the Invoice Quantity was entered correctly
- If the invoice was entered correctly, then the PO quantity will need to be updated to 2800

Example #8

Purchase Order

- Document type: ZSTD
- Quantity: 2500
- Price: \$1

Goods Receipt: 0


Invoice

- Quantity: 1
- Amount: \$2500

Why is this document in ZMRBR?

Quantity Block and Price Block

- Invoice Qty > GR Qty
- Invoice Unit Price > PO Unit Price

	Stat...	Doc. No.	Year	Crcy	TransIDate	Qty	Pro	User Name	Posting Date	Invoicing Pty	N
		<u>5700391083</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BE
		<u>5700391084</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BE
		<u>5700391090</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BE
		<u>5700391091</u>	2012	USD	03/12/2012		✖	ATULA	03/12/2012	70000000001	BE
		<u>5700391092</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BE
		<u>5700391093</u>	2012	USD	03/12/2012	✖		ATULA	03/12/2012	70000000001	BE
		<u>5700391094</u>	2012	USD	03/12/2012	✖	✖	ATULA	03/12/2012	70000000001	BE

Resolutions for Example #8

- This example is for a Standard PO that has been setup as a Blanket PO
- If it needs to be setup as a Blanket, first update the PO document type to a Blanket purchase order type
- If a Goods Receipt is not required for this Blanket, then uncheck the GR and GR non-val flags on the Delivery tab
 - § However, if the PO already has history, then GR and GR non-val flags cannot be updated. In that case, GR will be required for this PO.
- Reverse the previously posted invoice document and re-enter a new invoice



LESSON 12: SUBSEQUENT DEBITS, CREDITS AND CREDIT MEMOS

Enter Subsequent Debit using MIRO

- “Subsequent debit” is entered also in the MIRO transaction.
- This can be used when an invoice is entered for the incorrect amount. For example: Original Invoice was 20 for \$2.00 ea. but should have been 20 for \$20.00 ea. This posting of 20 for \$18.00 will correct the issue.

Enter Subsequent Credit using MIRO

The screenshot shows the SAP MIRO (Invoice Document) transaction screen. The title bar indicates 'Invoice Document' with menu options: Edit, Goto, System, Help. The main header is 'Enter Incoming Invoice: Company Code SC01'. Below this is a toolbar with icons for various functions. A red rectangle highlights the 'Transaction' field, which contains the text '4 Subsequent credit'. To the right of this field is a 'Balance' field showing '0.00'. Below the transaction field are tabs for 'Basic data', 'Payment', 'Details', 'Tax', 'Contacts', and 'Note'. The 'Basic data' tab is active, showing fields for 'Document date' (12/28/2011), 'Posting Date' (12/28/2011), 'Amount' (10), 'Tax amount', 'Text', 'Paymt terms' (22 Days net), 'Baseline Date' (12/28/2011), and 'Company Code' (SC01 State of South Carolina Columbia, SC). There are also fields for 'Reference' (ASFAPAF) and 'USD' with a 'Calculate tax' checkbox. Below the 'Basic data' tab are tabs for 'PO reference' and 'G/L account'. The 'PO reference' tab is active, showing a 'Purchase Order/Scheduling Agreem...' with the number '4500023842'. To the right of this is a 'Layout' field showing '3 Goods/service items' and '7_6310 All inform'. At the bottom is a table with columns: Item, Amount, Quantity, Or..., Purchase ..., Item, PO Text. The table contains one row with Item '1', Amount '10', Quantity '30 EA', and PO Text 'BOX,SHIPPING,15"X 9"X4"'. The 'Purchase ...' column contains the number '4500023842'.

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text
1	10	30	EA	4500023842	10	BOX,SHIPPING,15"X 9"X4"

- “Subsequent credit” is entered also in the MIRO transaction.
- This can be used when an invoice is entered for the incorrect amount. For example: Original Invoice was entered for 30 for \$40.00 but should have been 30 for \$30.00. This posting of 30 for \$10.00 will correct the issue.

Enter Credit Memo

Transaction: 2 Credit memo

Balance: 10

Vendor 7000000001
BEAUFORT AUTO ELECTRIC
PO Box 95
PORT ROYAL SC 29935

Document date: 03/13/2012
Posting Date: 03/13/2012
Amount:
Tax amount:
Text:
Paymt terms: 22 Days net
Baseline Date: 03/13/2012
Company Code: SC01 State of South Carolina Columbia, SC

Reference: MRBR

USD ☐ Calculate tax
11 11 (A/P Sales Tax)

PO reference: 1 Purchase Order/Scheduling Agreem... 4500023895
G/L account: 3 Goods/service 7_6310 A

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text
1	10.00	10 EA	<input type="checkbox"/>	4500023895	10	ZMRBR Scenario 7

- ⌚ Credit Memo is also entered in the MIRO transaction.
- ⌚ This can be used when an invoice is entered for the incorrect quantity. For example: Original Invoice was 30 for \$30.00 but should have been 20 for \$20.00. This posting of 10 for \$10.00 will correct the issue.



LESSON 13: NEXT STEPS

Implementation Preparations

- Review all Standard PO document types which are set up like blanket PO document types
 - These PO's have **not** been setup as Blanket PO's, but their Quantity and Price have been reversed.
- Existing Standard POs not requiring GR
 - Standard POs will require GR after April 2nd.
 - Ensure that all existing Standard POs require GR's prior to April 2nd.
- Existing Parked Documents for PO Invoices
 - Either Approve or Reject all Parked documents prior to April 2nd.

Potential Process Changes – Agency Options

- Who should run the ZMRBR report?
- When should the ZMRBR report be run?
- Add Finance Approver to Shopping Cart Workflow (Agency Option)



LESSON 14: SUPPORT AND REFERENCES

Additional Resources: SCEIS uPerform Documents



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SCEIS uPerform
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Reminders & Tools
• **MySCEmployee Tools** - (Link - page resides under SCEIS Logins)
• **FY2010 / FY2011 Reminders & Tools** (Link) - Click to download tools and information to assist with FY2010 Year-End processes for Finance and Materials Management.
• **Time Management Conversion - Agency Instructions** - (1.1mb XLS)
• **PA0014 Furlough Template** - (Link) Click to download spreadsheet and view details.

SCEIS Service Desk – Contact Information



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Technology Team

[Click here to send a help request to the SCEIS Service Desk.](#)
803-896-0001

SCEIS Service Desk Ticket Form

Are you the user who is experiencing the problem? ☒ Yes ☐ No

Your First Name:

Your Last Name:

Your Email Address:

Your SCEIS Username (ID):

Your Contact Phone Number:

Your Agency:

Select the area of SCEIS in which you are experiencing a problem:

Describe the problem in detail:

Have you already reported this problem to the SCEIS Service Desk? ☐ Yes ☒ No

Attach a screen shot (optional): [How to attach screenshot](#)

Any Questions?



Evaluation

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