



AP Listing Voucher Backup (Workflow)

Description Approves Direct invoice and Logistic invoices

Accounts Payable - Approval Invoices with a PO
Accounts Payable - Approval Invoices without a PO
Accounts Payable - Approval Travel Reimbursement
Accounts Payable - Approval Credit Memo

Tasks/Responsibilities

- Approve documents
- Display and verify purchasing documents
- Display common AP transactions
- Verify prices and items listed on invoices are in agreement with state regulation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices
- Knowledge of State policies for blocking invoices

Expected Training Courses

Total Training Hours: 17

Course Title: AP300 SCEIS Accounts Payable Invoice Processing Duration in Hours: 15

Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics Duration in Hours: 2



Central AP CG Audit (Workflow)

Description Approves Direct invoice and Logistic invoices

Related Processes:

Accounts Payable - Approval Invoices with a PO

Accounts Payable - Approval Invoices without a PO

Accounts Payable – Approval Travel Reimbursement

Accounts Payable - Approval Credit Memo

Tasks/Responsibilities

- Approve documents.
- Display and verify purchasing documents
- Display common AP transactions
- Verify prices and items listed on invoices are in agreement with state regulation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order

Expected Training Courses

COR100: SCEIS Overview (OLT, 1 hour)

COR120: SCEIS SAP ECC Overview and Navigation (OLT, 2 hours)

FI100: SCEIS Financial Overview (OLT, 3 hours)

MM100: SCEIS Materials Management Overview (OLT, 3 hours)

PTP100: SCEIS Procure to Pay (ILT, 7.5 hours)

AP200: SCEIS Accounts Payable Invoice Processing - Basics (OLT, 4 hours)

AP300: SCEIS Accounts Payable Invoice Processing (ILT, 7.5 hours)



Central AP CG IDT (Workflow)

Description Approves IDTS

Tasks/Responsibilities

- Approve document
- Display IDT Document
- Verify that all rules and regulations set by the state have been met.

Related Processes

- Accounts Payable - IDT Invoices

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- None

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of state policies for reversing documents

Expected Training Courses

COR100: SCEIS Overview (OLT, 1 hour)
COR120: SCEIS SAP ECC Overview and Navigation (OLT, 2 hours)
FI100: SCEIS Financial Overview (OLT, 3 hours)
MM100: SCEIS Materials Management Overview (OLT, 3 hours)
PTP100: SCEIS Procure to Pay (ILT, 7.5 hours)
AP200: SCEIS Accounts Payable Invoice Processing - Basics (OLT, 4 hours)
AP300: SCEIS Accounts Payable Invoice Processing (ILT, 7.5 hours)



Central AP CG Internal (Workflow)

Description Approves Direct invoice and Logistic invoices

Related Processes:

Accounts Payable - Approval Invoices with a PO

Accounts Payable - Approval Invoices without a PO

Accounts Payable – Approval Travel Reimbursement

Accounts Payable - Approval Credit Memo

Tasks/Responsibilities

- Approve documents
- Display and verify purchasing documents
- Display common AP transactions
- Verify prices and items listed on invoices are in agreement with state regulation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- None

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order
- Knowledge of state policies for reversing documents

Expected Training Courses

COR100: SCEIS Overview (OLT, 1 hour)

COR120: SCEIS SAP ECC Overview and Navigation (OLT, 2 hours)

FI100: SCEIS Financial Overview (OLT, 3 hours)

MM100: SCEIS Materials Management Overview (OLT, 3 hours)

PTP100: SCEIS Procure to Pay (ILT, 7.5 hours)

AP200: SCEIS Accounts Payable Invoice Processing - Basics (OLT, 4 hours)

AP300: SCEIS Accounts Payable Invoice Processing (ILT,7.5 hours)



Central AP CG Treasurer (Workflow)

Description Approves direct invoice and logistic invoices

Related Processes:
 Accounts Payable - Approval Invoices with a PO
 Accounts Payable - Approval Invoices without a PO
 Accounts Payable - Approval Travel Reimbursement
 Accounts Payable - Approval Credit Memo

Tasks/Responsibilities

- Approve documents
- Display and verify purchasing documents
- Display common AP transactions
- Verify prices and items listed on invoices are in agreement with state regulation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 27

Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics	Duration in Hours: 2
Course Title: AR200 SCEIS Accounts Receivable Basics	Duration in Hours: 2
Course Title: AP300 SCEIS Accounts Payable Invoice Processing	Duration in Hours: 15
Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing	Duration in Hours: 8



Central AP Listing Voucher CG (Workflow)

Description Approves Direct invoice and Logistic invoices

Related Processes:

- Accounts Payable - Approval Invoices with a PO
- Accounts Payable - Approval Invoices without a PO
- Accounts Payable - Approval Travel Reimbursement
- Accounts Payable - Approval Credit Memo

Tasks/Responsibilities

- Approve documents
- Display and verify purchasing documents
- Display common AP transactions
- Verify prices and items listed on invoices are in agreement with state regulation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices
- Knowledge of state policies for reversing documents

Expected Training Courses

- COR100: SCEIS Overview (OLT, 1 hour)
- COR120: SCEIS SAP ECC Overview and Navigation (OLT, 2 hours)
- FI100: SCEIS Financial Overview (OLT, 3 hours)
- MM100: SCEIS Materials Management Overview (OLT, 3 hours)
- PTP100: SCEIS Procure to Pay (ILT, 7.5 hours)
- AP200: SCEIS Accounts Payable Invoice Processing - Basics (OLT, 4 hours)
- AP300: SCEIS Accounts Payable Invoice Processing (ILT, 7.5 hours)



AP GR-IR Reconciler

Description The GR/IR (Goods Receipt/Invoice Receipt) Reconciler is responsible for researching, editing and resolving any unmatched or not equal scenarios within the GR/IR General Ledger account. This role is only required for State Agencies that will implementing Inventory Management (IM).

This role should be mapped to positions in Accounts Payable, Corporate Finance personnel, Procurement and Inventory Mgmt personnel.

Positions that receive GR/IR Reconciler access must also receive the following:

- Purchasing Display
- Finance Display
- Accounts Payable Display

SAP Transactions:

- MB5SList of GR/IR Balances
- MR11GR/IR Maintenance
- MR11SHOWAccount Maintenance Document Display-Reversal
- FB03 Display
- MIR4Display MM Invoice Document

Tools:

- SAP Business Suite
- Intranet/Internet

Training Prerequisites:

- PC and Windows User fundamentals
- Intranet/Internet
- Microsoft Office 2000

Tasks/Responsibilities

- Coordinate/communicate with Accounts Payable Service Center, Purchasing, and Inventory/ Warehouse receivers on correcting/reconciling Goods Receipt and Invoice Receipt discrepancies
- Evaluate GR/IR account to determine cause of discrepancies between goods receipts & invoice receipts and resolve differences
- Have knowledge of invoicing process, including workflow, system verification (3-way match on price & quantity, & price tolerances) and exceptions management (parks/blocks).
- Have understanding of how to manage different reconciliation processes (e.g., no goods receipt, no goods receipt match and invoice discrepancies)
- Reconcile discrepancies in GR/IR account
- Work with Purchasing, Central Receiving, Requisitioners, and Finance to resolve purchasing and invoicing discrepancies

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- See role description field (at the top of this page) for detail



Knowledge/Skills/Abilities

- Have a basic knowledge in Accounting and account reconciliation processes
- Knowledge of a computer and the ability to read and write English
- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & freight tolerances) and exceptions management (parks/blocks).

Expected Training Courses

TBD



AP Travel Lead (Workflow)

Description AP approves travel reimbursement request in sure all state regulations are met. Examples of approving will be mileage and mileage rate. Hotel rates to agree with any regulations the state/agency is following (GSA). Meals will also need to be verified according to amount set by the Legislature.

Tasks/Responsibilities

- All supporting documents will be audited by AP Travel Lead.
- To insure guidelines for the state of SC are met.
- To verify all supporting documentation is attached for reimbursement.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- None

Knowledge/Skills/Abilities

- The approver will need to have knowledge of the state guidelines regarding travel.

Expected Training Courses

Travel Management training to be defined by HR Team. Due to travel being in two different modules, Travel Management for employee travel and FI for Travel to Vendor, the AP travel Lead will need to also take AP 300 for travel to vendor training.



AP Listing Voucher Lead (Workflow)

Description Approves Direct invoice and Logistic invoices

- Accounts Payable - Approval Invoices with a PO
- Accounts Payable - Approval Invoices without a PO
- Accounts Payable - Approval Travel Reimbursement
- Accounts Payable - Approval Credit Memo

Tasks/Responsibilities

- Approve documents
- Display and verify purchasing documents
- Display common AP transactions
- Verify prices and items listed on invoices are in agreement with state regulation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices
- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 17

Course Title: AP300 SCEIS Accounts Payable Invoice Processing Duration in Hours: 15

Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics Duration in Hours: 2



Accounting Lead

- Description**
- Display relevant Accounts Payable information related to invoices and vendor payments
 - Create, validate, and process invoices
 - Display and review vendor information
 - Display, review and reverse purchasing documents

Tasks/Responsibilities

- Ability to display list of invoice documents and invoice overview selection criteria
- Communicate with vendors in auditing vendor statements and resolving discrepancies
- Create and verify purchase Order (PO) and Non-PO related invoices
- Display and verify purchasing documents
- Display and verify vendors from vendor master file
- Display common AP transactions
- Display due data analysis for any open items concerning payments
- Display vendor details
- Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.
- Display vendor payment information including check information
- Evaluate invoices and determine whether to manually block or park if there is a need
- Park invoices and Save as Complete to workflow to approvers
- Reversal of several documents at one time
- Review documents necessary for reversal prior to executing process
- Validate vendor submitted invoices in the SAP Business Suite
- Verify prices and items listed on invoices to the original purchase order.

Related Processes

- Accounts Payable - Invoices with a PO
- Accounts Payable - Invoices without a PO
- Accounts Payable - IDT Invoices
- Accounts Payable - Travel Reimbursement
- Accounts Payable - Credit Memo
- Accounts Payable - Canceling Incorrect Invoices for Payments
- Accounts Payable - Payment Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order



- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 28

Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: AP300 SCEIS Accounts Payable Invoice Processing	Duration in Hours: 15
Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics	Duration in Hours: 2
Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing	Duration in Hours: 8
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1



AP Lead (Workflow)

Description The AP Lead (Workflow) role is assigned to employees who were mapped to the AP Accounting Lead role.

- Display relevant Accounts Payable information related to invoices and vendor payments
- Create, validate, and process invoices
- Display and review vendor information
- Display, review and reverse purchasing documents

Tasks/Responsibilities

- Ability to display list of invoice documents and invoice overview selection criteria
- Communicate with vendors in auditing vendor statements and resolving discrepancies
- Create and verify purchase Order (PO) and Non-PO related invoices
- Display and verify purchasing documents
- Display and verify vendors from vendor master file
- Display common AP transactions
- Display due data analysis for any open items concerning payments
- Display vendor details
- Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc
- Display vendor payment information including check information
- Evaluate invoices and determine whether to manually block or park if there is a need
- Park invoices and Save as Complete to workflow to approvers
- Reversal of several documents at one time
- Review documents necessary for reversal prior to executing process
- Validate vendor submitted invoices
- Verify prices and items listed on invoices to the original purchase order

Related Processes

- Accounts Payable - Invoices with a PO
- Accounts Payable - Invoices without a PO
- Accounts Payable - IDT Invoices
- Accounts Payable - Travel Reimbursement
- Accounts Payable - Credit Memo
- Accounts Payable - Canceling Incorrect Invoices for Payments
- Accounts Payable - Payment Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)



- Knowledge of State policies for blocking invoices and what orders require a purchase order

Expected Training Courses

Total Training Hours: 8

Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing Duration in Hours: 8



AP Supervisor (Workflow)

- Description**
- Display relevant Accounts Payable information related to invoices and vendor payments
 - Create, validate, and process invoices
 - Display and review vendor information
 - Display, review and reverse purchasing documents

Tasks/Responsibilities

- Ability to display list of invoice documents and invoice overview selection criteria
- Communicate with vendors in auditing vendor statements and resolving discrepancies
- Create and verify purchase Order (PO) and Non-PO related invoices
- Display and verify purchasing documents
- Display and verify vendors from vendor master file
- Display common AP transactions
- Display due data analysis for any open items concerning payments
- Display vendor details
- Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.
- Display vendor payment information including check information
- Evaluate invoices and determine whether to manually block or park if there is a need
- Park invoices and Save as Complete to workflow to approvers
- Reversal of several documents at one time
- Review documents necessary for reversal prior to executing process
- Validate vendor submitted invoices
- Verify prices and items listed on invoices to the original purchase order.

Related Processes

- Accounts Payable - Invoices with a PO
- Accounts Payable - Invoices without a PO
- Accounts Payable - IDT Invoices
- Accounts Payable - Travel Reimbursement
- Accounts Payable - Credit Memo
- Accounts Payable - Canceling Incorrect Invoices for Payments
- Accounts Payable - Payment Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order



- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 8

Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing

Duration in Hours: 8



AP List Voucher Account Assignment

Description The legacy STARS system provides a mechanism for creating listing vouchers when paying multiple payees with the same accounting information. Listing vouchers can now be created in SAP in much the same manner as the legacy system. A text file is created with the payee information along with a parameter file that contains the accounting information. After the parameter file has been created and the text file has been transferred to the appropriate location, SAP will automatically generate the documents and start the workflow process for approval. All documents are created with a payment block and cannot be processed through a payment run until approved at both the agency level and at the CG's office. The workflow process begins with the imaging process to scan the supporting documentation and attach it to every document in the batch. After imaging, the batch moves to the agency level approver and then to the CG. It can be rejected at any level but rejecting the document will cause it to be automatically reversed. A return option is also available to simply return the item to the previous agent without reversing.

This process requires the use of a specific one-time vendor number created only for this process. As with all one-time vendors, 1099 reporting is not possible. For each input record, a separate SAP accounts payable invoice document will be posted with payee name, address and payment amount. Terms of payment will be defaulted to pay immediate after CG approval. If any records cannot process due to budget or other posting errors, it will be bypassed. Individual checks will be issued for per document.

Tasks/Responsibilities

- Once information is entered, then the FTP file should be connected to SAP.
- To enter the parameter information, execute transaction ZFI_LV and enter the account assignment information.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- AP Listing Voucher Scan (Workflow)

Knowledge/Skills/Abilities

- Knowledge of the record layout will be needed and is provided through training

Expected Training Courses

Total Training Hours: 17

Course Title: AP300 SCEIS Accounts Payable Invoice Processing Duration in Hours: 15

Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics Duration in Hours: 2



AP Listing Voucher Scan (Workflow)

Description The legacy STARS system provides a mechanism for creating listing vouchers when paying multiple payees with the same accounting information. Listing vouchers can now be created in SAP in much the same manner as the legacy system. A text file is created with the payee information along with a parameter file that contains the accounting information. After the parameter file has been created and the text file has been transferred to the appropriate location, SAP will automatically generate the documents and start the workflow process for approval. All documents are created with a payment block and cannot be processed through a payment run until approved at both the agency level and at the CG's office. The workflow process begins with the imaging process to scan the supporting documentation and attach it to every document in the batch. After imaging, the batch moves to the agency level approver and then to the CG. It can be rejected at any level but rejecting the document will cause it to be automatically reversed. A return option is also available to simply return the item to the previous agent without reversing.

This process requires the use of a specific one-time vendor number created only for this process. As with all one-time vendors, 1099 reporting is not possible. For each input record, a separate SAP accounts payable invoice document will be posted with payee name, address and payment amount. Terms of payment will be defaulted to pay immediate after CG approval. If any records cannot process due to budget or other posting errors, it will be bypassed. Individual checks will be issued for per document.

Tasks/Responsibilities

- A workflow item will also be sent to the scanner's inbox informing them that the listing voucher has been created and the backup documentation needs to be scanned and attached
- After executing the work item for scanning, the user must enter the document number of the first document in the listing voucher.
- Instructions for the scanner are provided in the description of the work item. The user should first scan the images into Onbase and then run OAWD to create a work item to link the scanned image(s) to the listing voucher batch of posted documents
- It appears in the text and the description for the listing voucher approval work item as seen in the screenshot on the previous page
- OAWD creates the work item in the scanners inbox

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- None

Knowledge/Skills/Abilities

- Knowledge of the scanning will be needed and is provided through training

Expected Training Courses

Total Training Hours: 17

Course Title: AP300 SCEIS Accounts Payable Invoice Processing Duration in Hours: 15

Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics Duration in Hours: 2



Accounting Clerk

Description - Display relevant Accounts Payable information related to invoices and vendor payments.
- Create, validate, and process invoices.
- Display and review vendor information and purchasing documents.

Tasks/Responsibilities

- Ability to display list of invoice documents and invoice overview selection criteria.
- Communicate with vendors in auditing vendor statements and resolving discrepancies.
- Create and verify purchase Order (PO) and Non-PO related invoices within the SAP Business Suite.
- Display and verify purchasing documents
- Display and verify vendors from vendor master file
- Display common AP transactions
- Display due data analysis for any open items concerning payments
- Display vendor details
- Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.
- Display vendor payment information including check information
- Evaluate invoices and determine whether to manually block or park if there is a need
- Park invoices and Save as Complete to workflow to approvers
- Validate vendor submitted invoices in the SAP Business Suite.
- Verify prices and items listed on invoices to the original purchase order.

Related Processes

- Accounts Payable - Invoices with a PO
- Accounts Payable - Invoices without a PO
- Accounts Payable - IDT Invoices
- Accounts Payable - Travel Reimbursement
- Accounts Payable - Credit Memo
- Accounts Payable - Canceling Incorrect Invoices for Payments
- Accounts Payable - Payment Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver
- Accounting Supervisor
- Accounting Lead

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order

Expected Training Courses

Total Training Hours: 28

Tuesday, November 03, 2009



Course Title: AP300 SCEIS Accounts Payable Invoice Processing	Duration in Hours: 15
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: AP200 SCEIS Accounts Payable Invoice Processing - Basics	Duration in Hours: 2
Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing	Duration in Hours: 8



Accounting Supervisor

- Description**
- Display relevant Accounts Payable information related to invoices and vendor payments
 - Create, validate, and process invoices
 - Display and review vendor information
 - Display, review and reverse purchasing documents

Tasks/Responsibilities

- Ability to display list of invoice documents and invoice overview selection criteria
- Communicate with vendors in auditing vendor statements and resolving discrepancies
- Create and verify purchase Order (PO) and Non-PO related invoices
- Display and verify purchasing documents
- Display and verify vendors from vendor master file
- Display common AP transactions
- Display due data analysis for any open items concerning payments
- Display vendor details
- Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.
- Display vendor payment information including check information
- Evaluate invoices and determine whether to manually block or park if there is a need
- Park invoices and Save as Complete to workflow to approvers
- Reversal of several documents at one time
- Review documents necessary for reversal prior to executing process
- Validate vendor submitted invoices in the SAP Business Suite.
- Verify prices and items listed on invoices to the original purchase order.

Related Processes

- Accounts Payable - Invoices with a PO
- Accounts Payable - Invoices without a PO
- Accounts Payable - IDT Invoices
- Accounts Payable - Travel Reimbursement
- Accounts Payable - Credit Memo
- Accounts Payable - Canceling Incorrect Invoices for Payments
- Accounts Payable - Payment Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)
- Knowledge of State policies for blocking invoices and what orders require a purchase order



- Knowledge of state policies for reversing documents

Expected Training Courses

Total Training Hours: 3

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation Duration in Hours: 1

Course Title: FI100 SCEIS Financial Overview Duration in Hours: 2



AP Backup (Workflow)

Description Backup to the AP Lead (Workflow). The AP Lead (Workflow) role is assigned to employees who were mapped to the AP Accounting Lead role.

- Display relevant Accounts Payable information related to invoices and vendor payments
- Create, validate, and process invoices
- Display and review vendor information
- Display, review and reverse purchasing documents

Tasks/Responsibilities

- Ability to display list of invoice documents and invoice overview selection criteria
- Communicate with vendors in auditing vendor statements and resolving discrepancies
- Create and verify purchase Order (PO) and Non-PO related invoices
- Display and verify purchasing documents
- Display and verify vendors from vendor master file
- Display common AP transactions
- Display due data analysis for any open items concerning payments
- Display vendor details
- Display vendor information, i.e. account balances, contact information, status of unpaid invoices, etc.
- Display vendor payment information including check information
- Evaluate invoices and determine whether to manually block or park if there is a need
- Park invoices and Save as Complete to workflow to approvers
- Reversal of several documents at one time
- Review documents necessary for reversal prior to executing process
- Validate vendor submitted invoices
- Verify prices and items listed on invoices to the original purchase order

Related Processes

- Accounts Payable - Invoices with a PO
- Accounts Payable - Invoices without a PO
- Accounts Payable - IDT Invoices
- Accounts Payable - Travel Reimbursement
- Accounts Payable - Credit Memo
- Accounts Payable - Canceling Incorrect Invoices for Payments
- Accounts Payable - Payment Reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Central Goods Receiver

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of invoicing, including workflow and system verification, and different types of invoices
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)



- Knowledge of State policies for blocking invoices and what orders require a purchase order

Expected Training Courses

Total Training Hours: 8

Course Title: AR310 SCEIS Interdepartmental Transfer of Funds (IDT) Processing

Duration in Hours: 8