



South Carolina Enterprise Information System

# **SCEIS ACCOUNTS PAYABLE UPDATED DESIGN WORKSHOP AP500 – PART A**

End User Training  
Columbia  
Winter 2012

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Welcome and Introductions

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## Welcome to SCEIS Accounts Payable Updated Design Workshop

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

# Classroom Logistics

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- ④ Classroom etiquette
  - Cell phones off/silence
  - No side conversations
- ④ Feel free to ask questions
- ④ No email or internet usage during class except at breaks

# Workshop Learning Objectives

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- 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

# Workshop Agenda

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- ④ **Topic 1: Upcoming Changes**
- ④ **Topic 2: Accounts Payable (AP) Workflow**
- ④ **Topic 3: Display Invoice Document – Transaction Codes MIR4 and MIR5**
- ④ **Topic 4: Variances – Blocked Invoices**
- ④ **Topic 5: Support and References**
- ④ **Topic 6: Next Steps**



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# TOPIC 1: UPCOMING CHANGES

## Effective Date – March 1, 2012

- Invoices will now be posted and Not Parked
- Transaction code MIRO will be used and not MIR7
- Subsequent Debits and Credits
- No Agency Level Approval
- Change current hard stop error messages to warnings

# AP Invoicing Changes cont.

- ① 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.
- ① Invoices can be entered before a Goods Receipt
- ① Invoices will 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



## **TOPIC 2: ACCOUNTS PAYABLE WORKFLOW**

# AP Workflow Flowchart



Paper invoice arrives.

Scan invoice.

Workflow-1

COMPLETED without Blocks  
Invoice Posted.  
Payment Block Set.

Ready for  
Payment Run.

Payment Block  
Released.

APPROVED

AP Clerk/Super  
Complete Invoice

CG Audit  
Approve or Reject

REJECTED  
Email sent to initiator and  
auto-reversed

# AP Invoice Approval

## 🌀 Post

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

## 🌀 If Office of Comptroller General (CG) Approves

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

## 🌀 If Office of CG Rejects

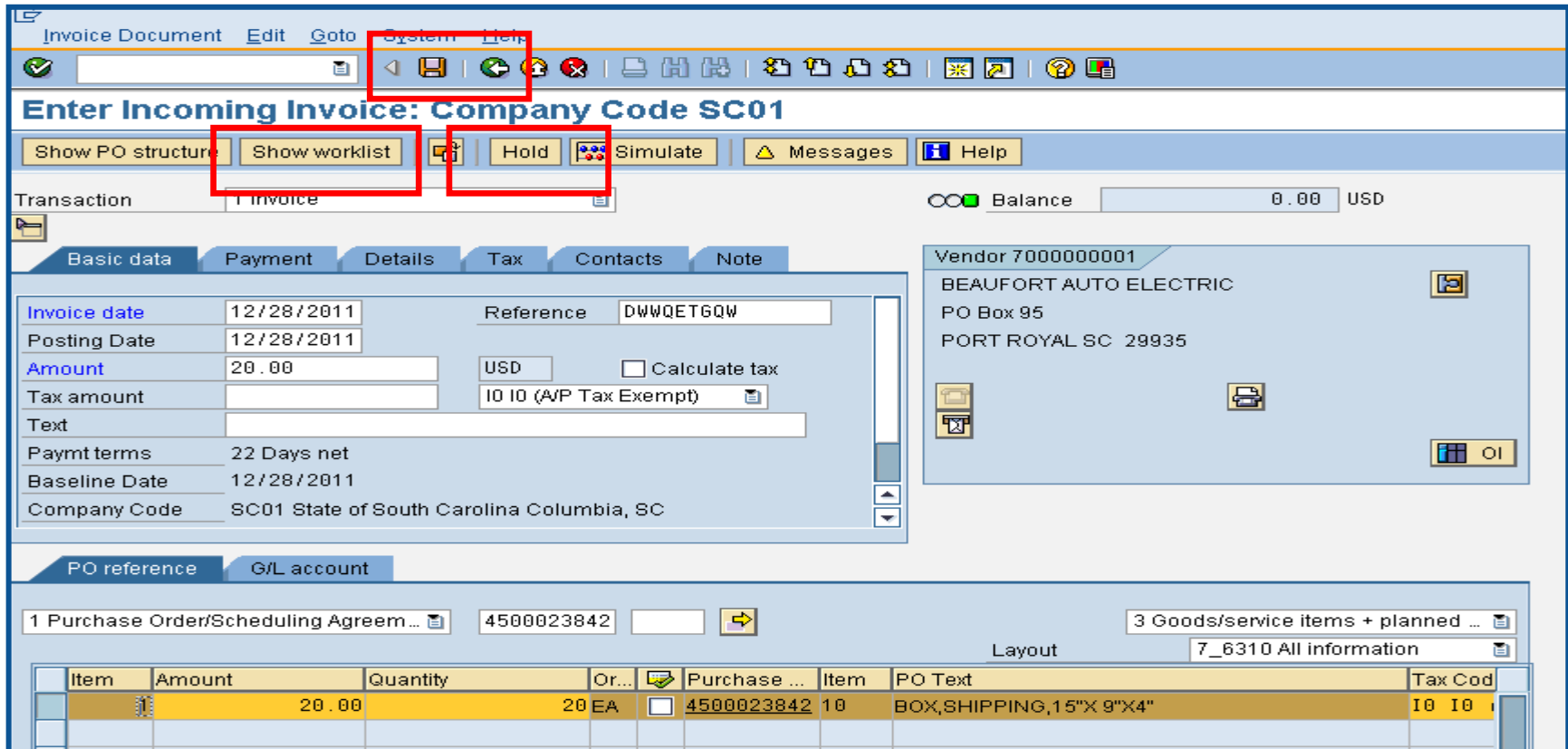
- Workflow and Express Mail are sent back to the initiator
- Invoice is auto reversed



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# **TOPIC 3: ACCOUNTS PAYABLE INVOICE ENTRY**

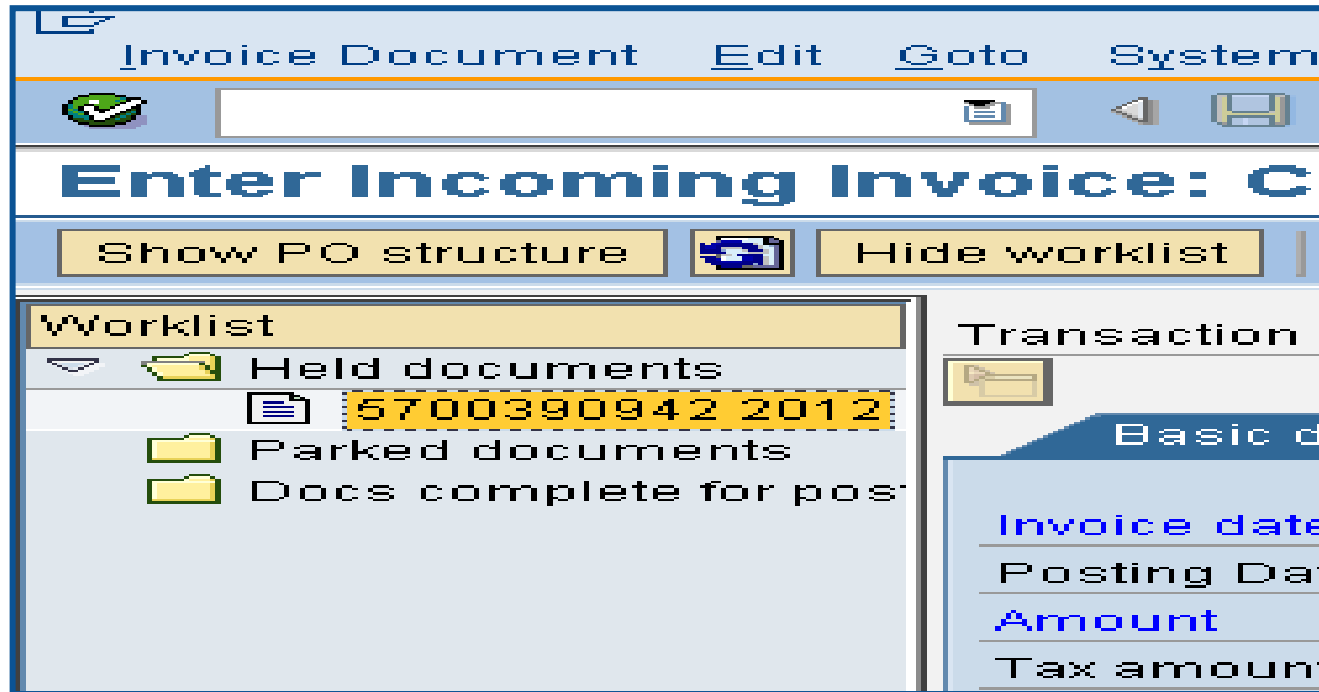
# Enter Invoice – Transaction Code MIRO



The screenshot shows the SAP MIRO transaction screen. The title bar reads "Invoice Document" and the main title is "Enter Incoming Invoice: Company Code SC01". The interface includes a menu bar (Invoice Document, Edit, Goto, System, Help), a toolbar with various icons, and a main area with several tabs: "Basic data", "Payment", "Details", "Tax", "Contacts", and "Note". The "Basic data" tab is active, showing fields for "Invoice date" (12/28/2011), "Posting Date" (12/28/2011), "Amount" (20.00), "Tax amount", "Text", "Paymt terms" (22 Days net), "Baseline Date" (12/28/2011), and "Company Code" (SC01 State of South Carolina Columbia, SC). The "Reference" field contains "DWWQET6QW". The "Vendor" field is set to "7000000001" with the address "BEAUFORT AUTO ELECTRIC, PO Box 95, PORT ROYAL SC 29935". The "Balance" field shows "0.00 USD". The "PO reference" tab is also visible, showing "1 Purchase Order/Scheduling Agreem..." with PO number "4500023842". The "G/L account" tab is also visible. At the bottom, there is a table with columns for "Item", "Amount", "Quantity", "Or...", "Purchase ...", "Item", "PO Text", and "Tax Cod". The table contains one row with "20.00", "20 EA", "4500023842", "10", and "BOX,SHIPPING,15\"X 9\"X4\"".

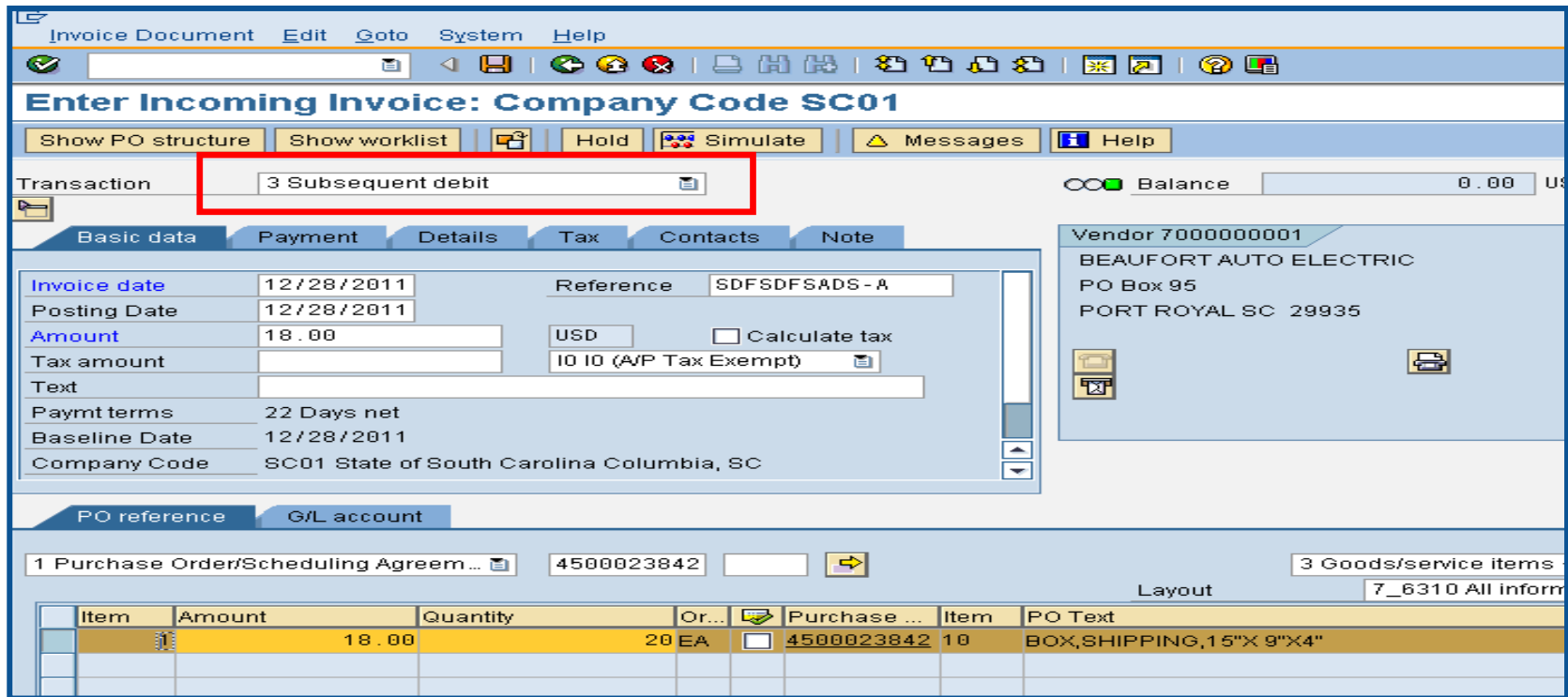
- MIRO screen is very similar to MIR7 except you will click on the save icon for posting.
- Select "Hold" if you want to come back later and finish the invoice. This invoice will then appear in the worklist.

# Worklist- Transaction Code MIRO



☉ The worklist above shows all invoices awaiting completion

# Enter Subsequent Debit using MIRO

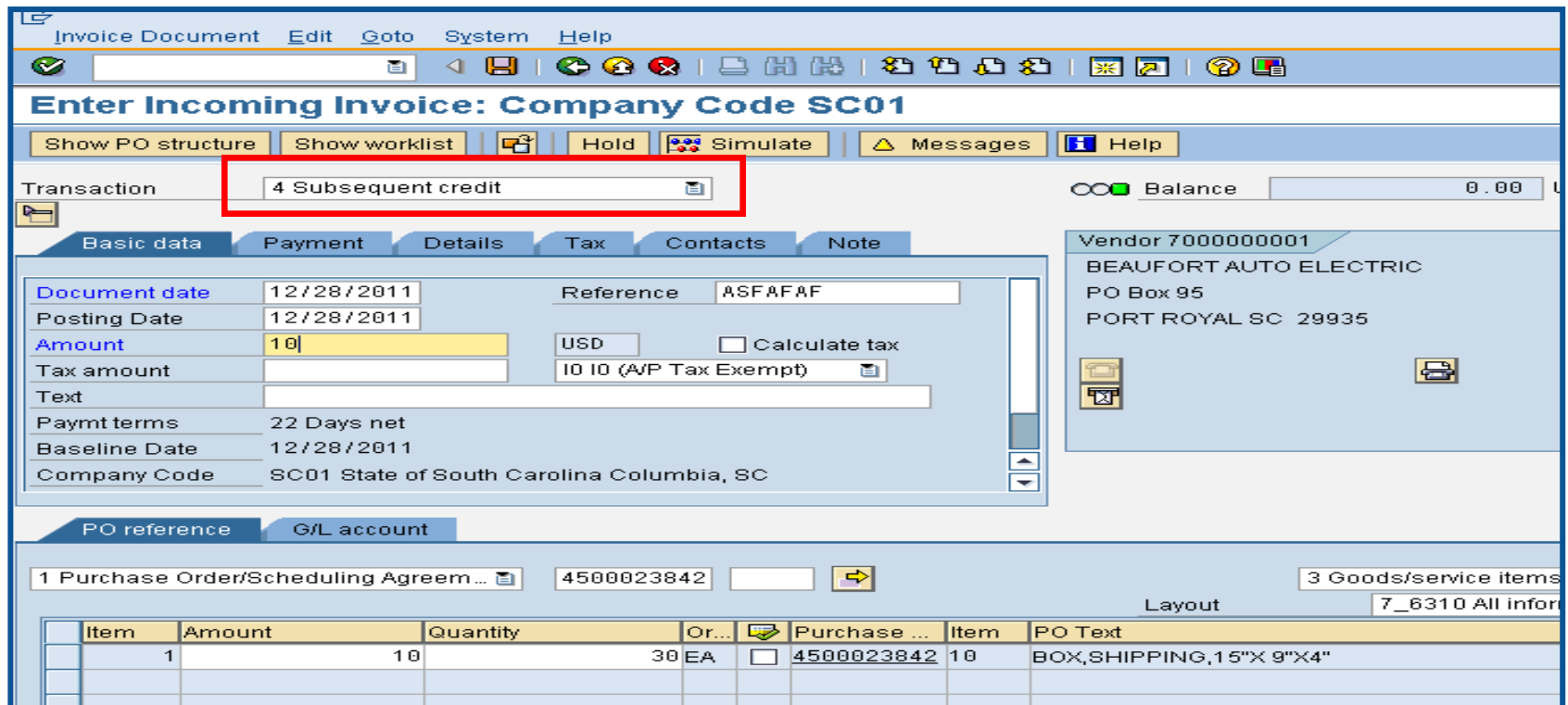


The screenshot shows the SAP MIRO (Enter Incoming Invoice) transaction interface. The title bar reads "Enter Incoming Invoice: Company Code SC01". The "Transaction" field is highlighted with a red box and contains the text "3 Subsequent debit". The "Amount" field is set to "18.00". The "Posting Date" is "12/28/2011". The "Reference" field contains "SDFSDFSADS - A". The "Company Code" is "SC01 State of South Carolina Columbia, SC". The "Vendor" information is displayed as "7000000001 BEAUFORT AUTO ELECTRIC, PO Box 95, PORT ROYAL SC 29935". The "PO reference" is "4500023842". The "G/L account" is "10 10 (A/P Tax Exempt)". The "Item" table shows one item with an amount of 18.00, quantity of 20 EA, and PO text "BOX, SHIPPING, 15\"X 9\"X4\"".

- “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 transaction interface. The title bar reads "Invoice Document" with menu options "Edit", "Goto", "System", and "Help". Below the title bar is a toolbar with various icons. The main header area displays "Enter Incoming Invoice: Company Code SC01". A secondary toolbar contains buttons for "Show PO structure", "Show worklist", "Hold", "Simulate", "Messages", and "Help". The "Transaction" field is highlighted with a red box and contains the text "4 Subsequent credit". To the right of this field, the "Balance" is shown as "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), "Reference" (ASFAPAF), "Tax amount", "Text", "Paymt terms" (22 Days net), "Baseline Date" (12/28/2011), and "Company Code" (SC01 State of South Carolina Columbia, SC). A "Vendor" popup window is visible on the right, showing "Vendor 7000000001", "BEAUFORT AUTO ELECTRIC", "PO Box 95", and "PORT ROYAL SC 29935". At the bottom, there are tabs for "PO reference" and "G/L account". The "PO reference" tab is active, showing "1 Purchase Order/Scheduling Agreem..." with PO number "4500023842". A table at the bottom displays the following data:

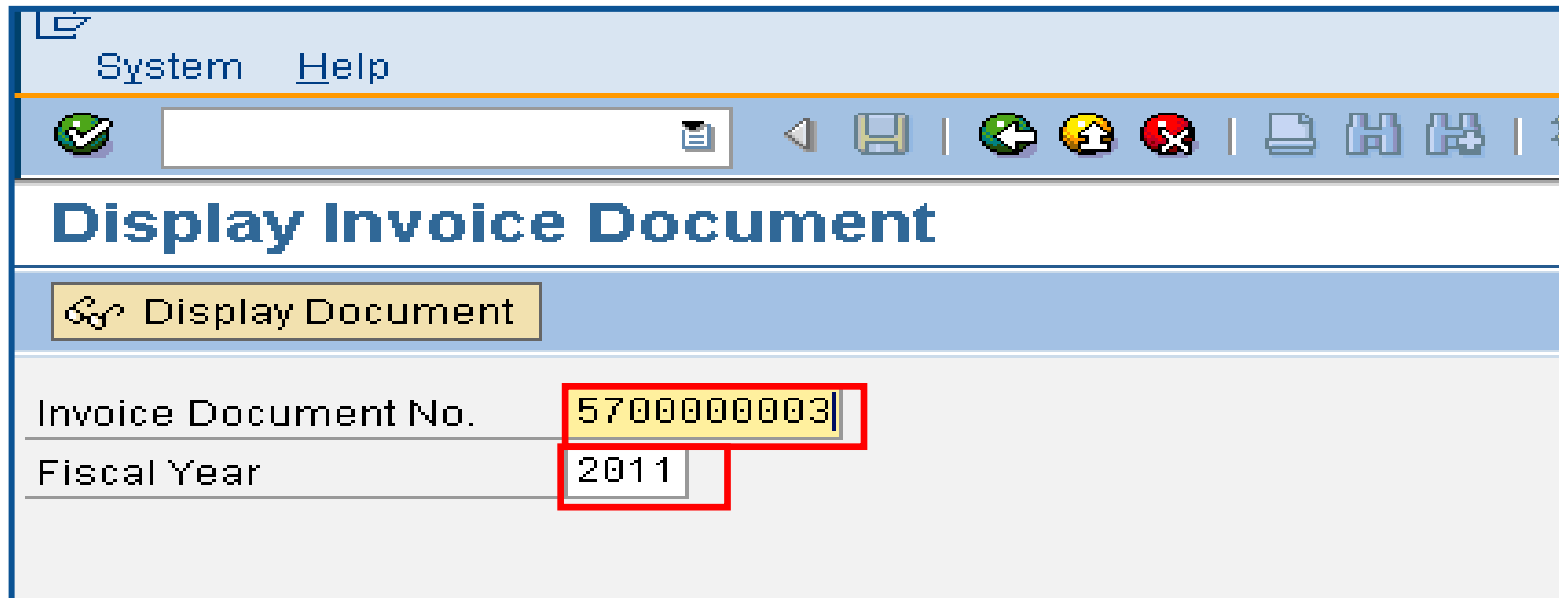
Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text
1		10	30 EA	4500023842	10	BOX,SHIPPING,15"X 9"X4"

- “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 30 for \$40.00 but should have been 30 for \$30.00. This posting of 30 for \$10.00 will correct the issue.



# **TOPIC 4: DISPLAY INVOICE DOCUMENT – TRANSACTIONS MIR4 AND MIR5**

# Display Invoice Document: Initial Screen – MIR4



System Help

**Display Invoice Document**

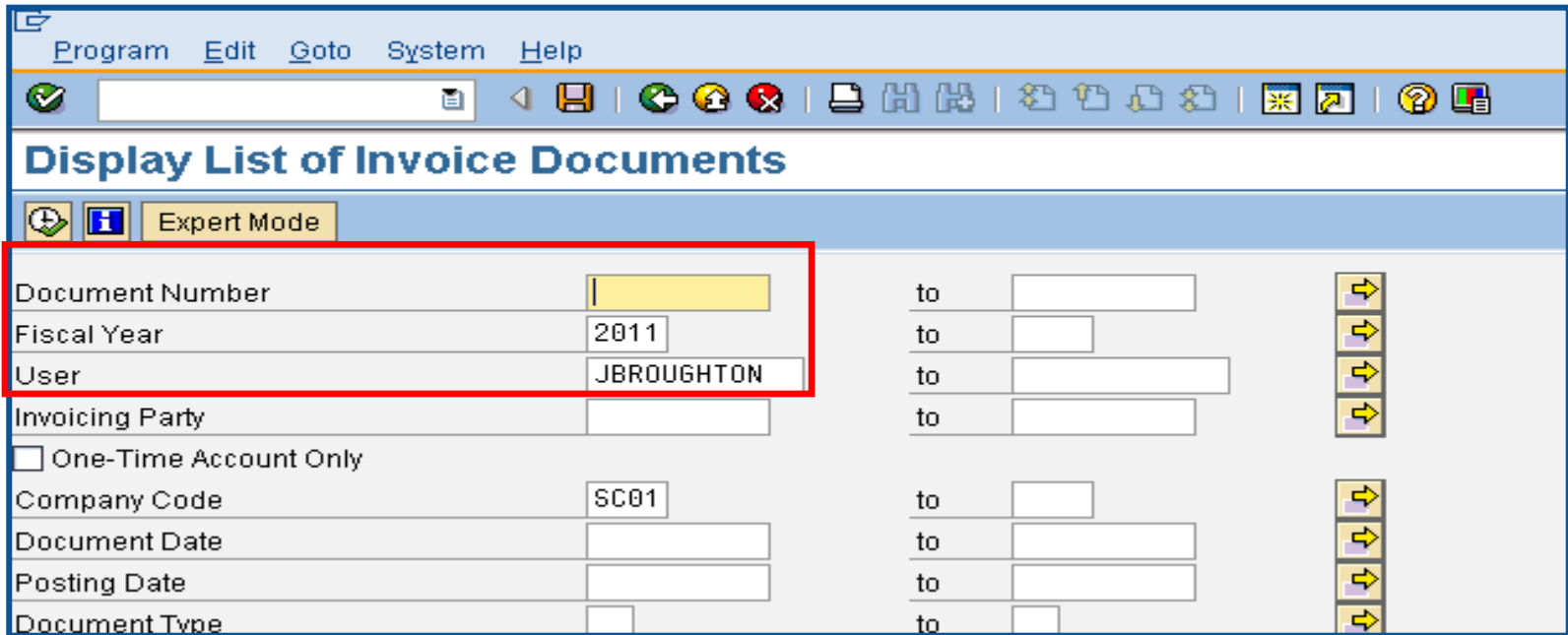
Display Document









Invoice Document No. 57000000003

Fiscal Year 2011

- ④ Invoice Document No. – Enter a single document number.
- ④ Fiscal Year – Enter the correct fiscal year for which this transaction is relevant. South Carolina’s fiscal year runs from July 1 – June 30.

# Invoice Document List: Initial Screen – MIR5



Document Number	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	2011	to	<input type="text"/>	
User	JBROUGHTON	to	<input type="text"/>	
Invoicing Party	<input type="text"/>	to	<input type="text"/>	
<input type="checkbox"/> One-Time Account Only				
Company Code	SC01	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"/>	

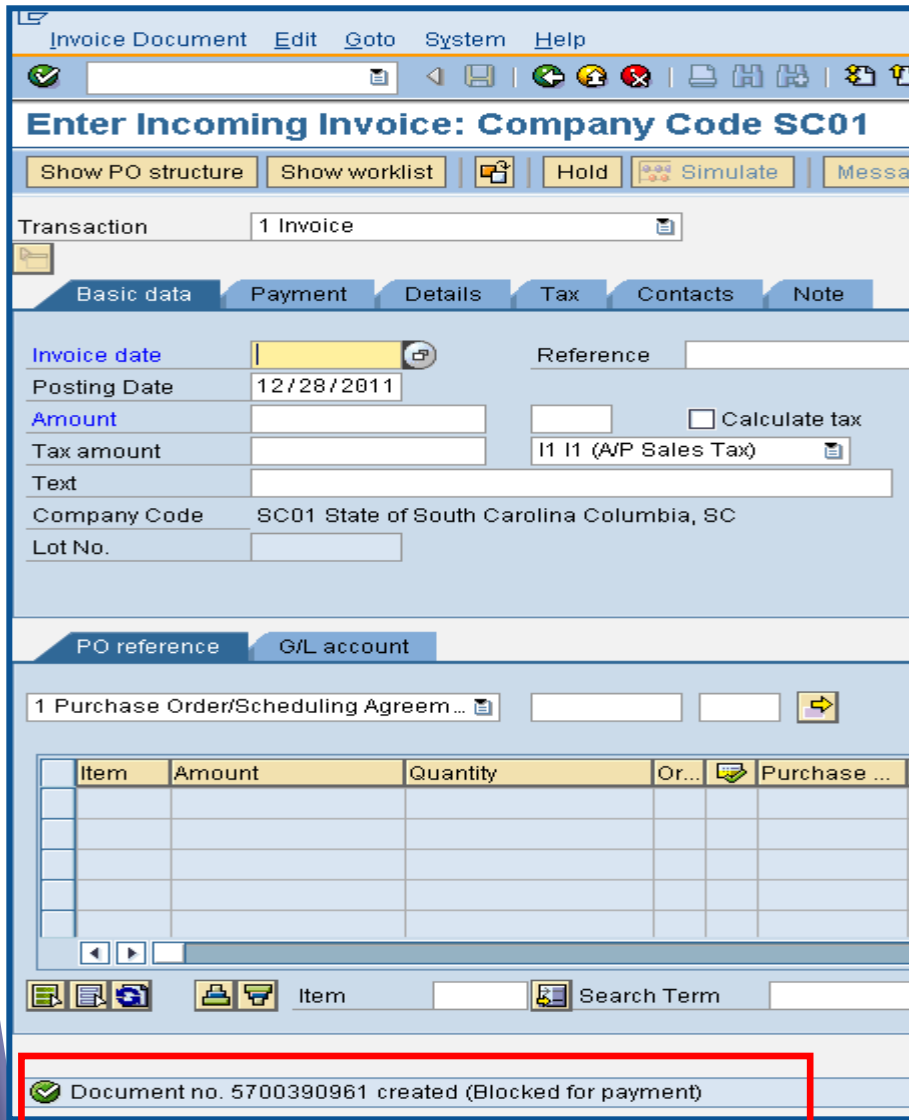
- ⦿ Fiscal Year – Enter the correct fiscal year for which this transaction is relevant. South Carolina’s fiscal year runs from July 1 – June 30.
- ⦿ Enter other relevant search criteria. For example: User name



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## **TOPIC 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 Reference

Posting Date 12/28/2011

Amount Calculate tax

Tax amount I1 I1 (A/P Sales 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.

# Variations between PO, GR and Invoice

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

# Variations between PO, GR and Invoice cont.

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



# Summary of Changes

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- ④ AP Workflow – The invoice is entered by AP and subsequently approved by the CG's office
- ④ Invoices can now be entered prior to Goods Receipt and will consume Goods Receipts at time of entry
- ④ MIRO transaction will be used to process invoices
- ④ ZMRBR is the SCEIS solution for identifying variances between the PO, Goods Receipt, and Invoice



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# **TOPIC 6: SUPPORT AND REFERENCES**

# Additional Resources: SCEIS uPerform Documents



The screenshot shows the SCEIS website interface. At the top left is the SCEIS logo and the text "South Carolina Enterprise Information System SC Budget and Control Board". To the right are links for "Site Map", "Privacy", and "Disclaimer", and a search bar. Below this is a navigation menu with items: Home, Meetings, Contact Us, News & Updates, FAQs, Links, SCEIS Logins, and Service Desk. On the left side, there is a vertical menu with categories: About SCEIS, Data Cleansing & Conversion, Cutover, Agency Support Teams, Training, Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. The "MySCEmployee" category is highlighted in yellow. A green arrow points from the left towards this menu. A green box highlights the "SCEIS uPerform" option in the dropdown menu. The main content area features a banner titled "Streamlining Business Processes within the Government of South Carolina" with an image of a pen on a document. To the right of the banner is a "Reminders & Tools" section with a list of links: MySCEmployee Tools, FY2010 / FY2011 Reminders & Tools, Time Management Conversion - Agency Instructions, and PA0014 Furlough Template.

# SCEIS Service Desk – Contact Information



**SCEIS** South Carolina Enterprise Information System  
SC Budget and Control Board

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## Contact Us

**SCEIS Service Desk**

Administration

Enterprise Change & Communications Team

Finance (FI) Team

Human Resources/Payroll (HR) Team

Integration and Project Management

Materials Management (MM) Team

Technology Team

**MySCEmployee**

**B&CB**  
SC Budget and Control Board

**FRAUD PREVENTION HOTLINE**

[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](#)

# Workshop Summary

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- You should now 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

# Any Questions?

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***Please complete the online course evaluation that will be emailed to you after the workshop.***

Your input will help to shape future enhancements to the SCEIS End User Training Program.