



Finance Knowledge Transfer Accounts Payable Breakout Session 1

Agenda

- ④ Display Invoices With a Purchase Order
- ④ Display Invoices Without a PO
- ④ Display Payment Reports
- ④ Enter Invoices Without a PO/Direct Pays

Accounts Payable Concepts

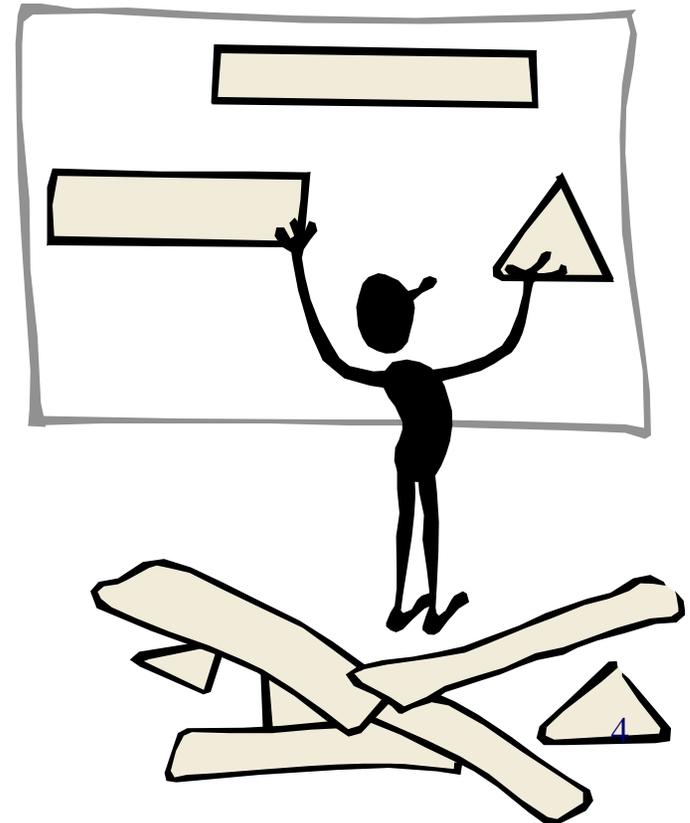
- Important organizational elements of AP consist of vendor master record and account groups.
- Vendor accounts can be combined in various account groups, so that they can be organized and managed more easily.
- Number ranges are assigned to these account groups for reporting and management purposes.

Vendor Type	Description
ZVEN	Vendor
ZCCD	City, County, District
ZIDT	State Agencies
ZINT	International
ZOTV	One-time Vendor

Accounts Payable Concepts cont.

AP Document Types:

- KA Vendor Reversal Document
- KR Vendor Invoice
- KG Vendor Credit Memo
- RE Logistics Invoice
- ZI IDT INV Paying Party
- ZP Payment Posting
- ZT Travel
- ZQ List Voucher



Accounts Payable Concepts cont.

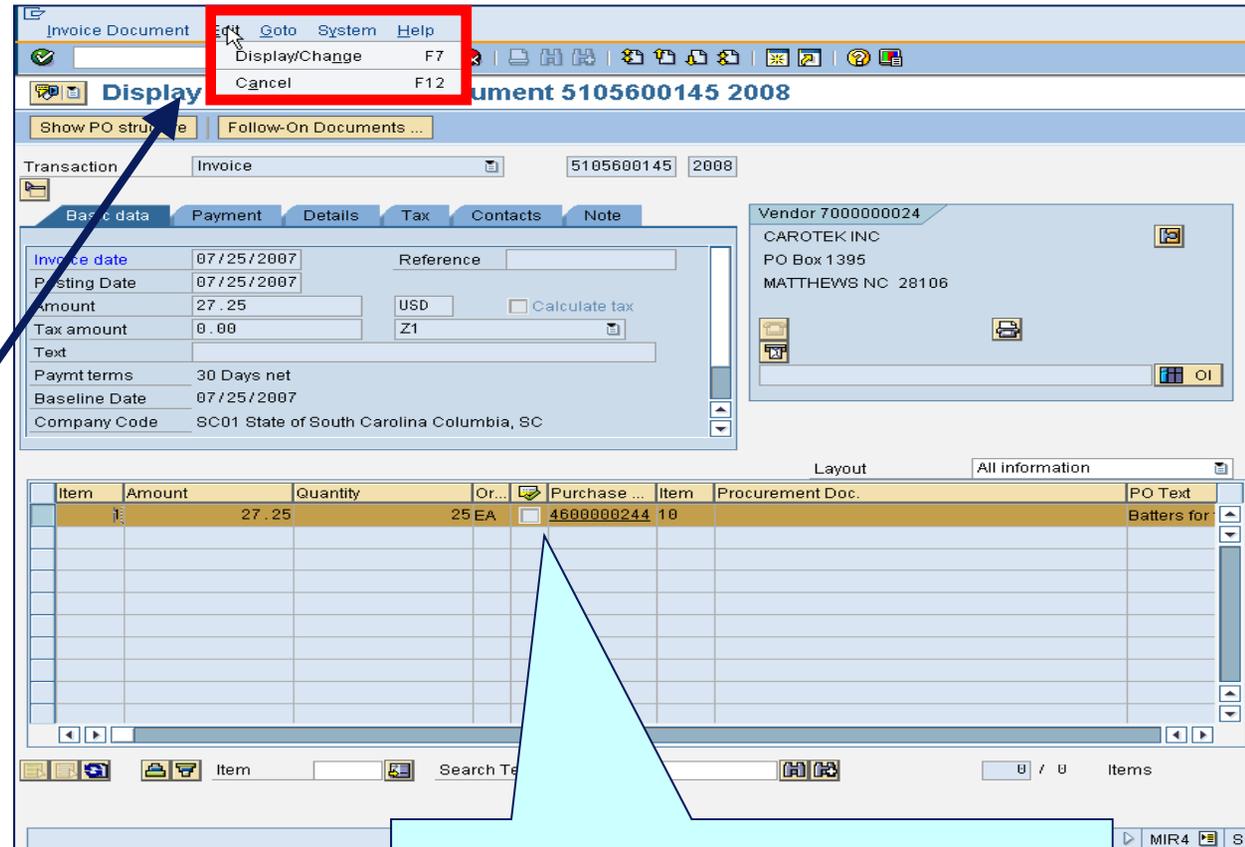
- 🌀 MM Document Number
- 🌀 FI Document Number
- 🌀 Other SAP Document Numbers
- 🌀 Logistics Invoice
- 🌀 Purchase Order
- 🌀 Goods Receipts (GR)
- 🌀 Invoice Receipts (IR)
- 🌀 Account Assignment
- 🌀 Header Data



Display Invoices With a Purchase Order

Display Invoice Document – MIR4

- Display parked invoice document – MIR4 - will initially provide view access.
- To change or edit fields click edit button to create “active” fields.
- Select the different tabs to display specific information related to the invoice.



The screenshot shows the 'Invoice Document' window for document 5105600145 in 2008. The 'Edit' menu is open, showing 'DisplayChange' (F7) and 'Cancel' (F12). The 'Display' button is highlighted in blue. The 'Basic data' tab is selected, showing invoice details such as Invoice date (07/25/2007), Posting Date (07/25/2007), Amount (27.25), and Tax amount (0.00). The 'Vendor' information for CAROTEK INC is displayed on the right. The table below shows one item with an amount of 27.25 and a quantity of 25 EA. A callout box points to a field in the table with the value '4600000244'.

Item	Amount	Quantity	Or...	Purchase ...	Item	Procurement Doc.	PO Text
1	27.25	25 EA		4600000244	10		Batters for

View the associated PO and its details. This active field will link back to the ME23N transaction.

Display Purchase Orders – ME23N

Use ME23N transaction to display a purchase order to:

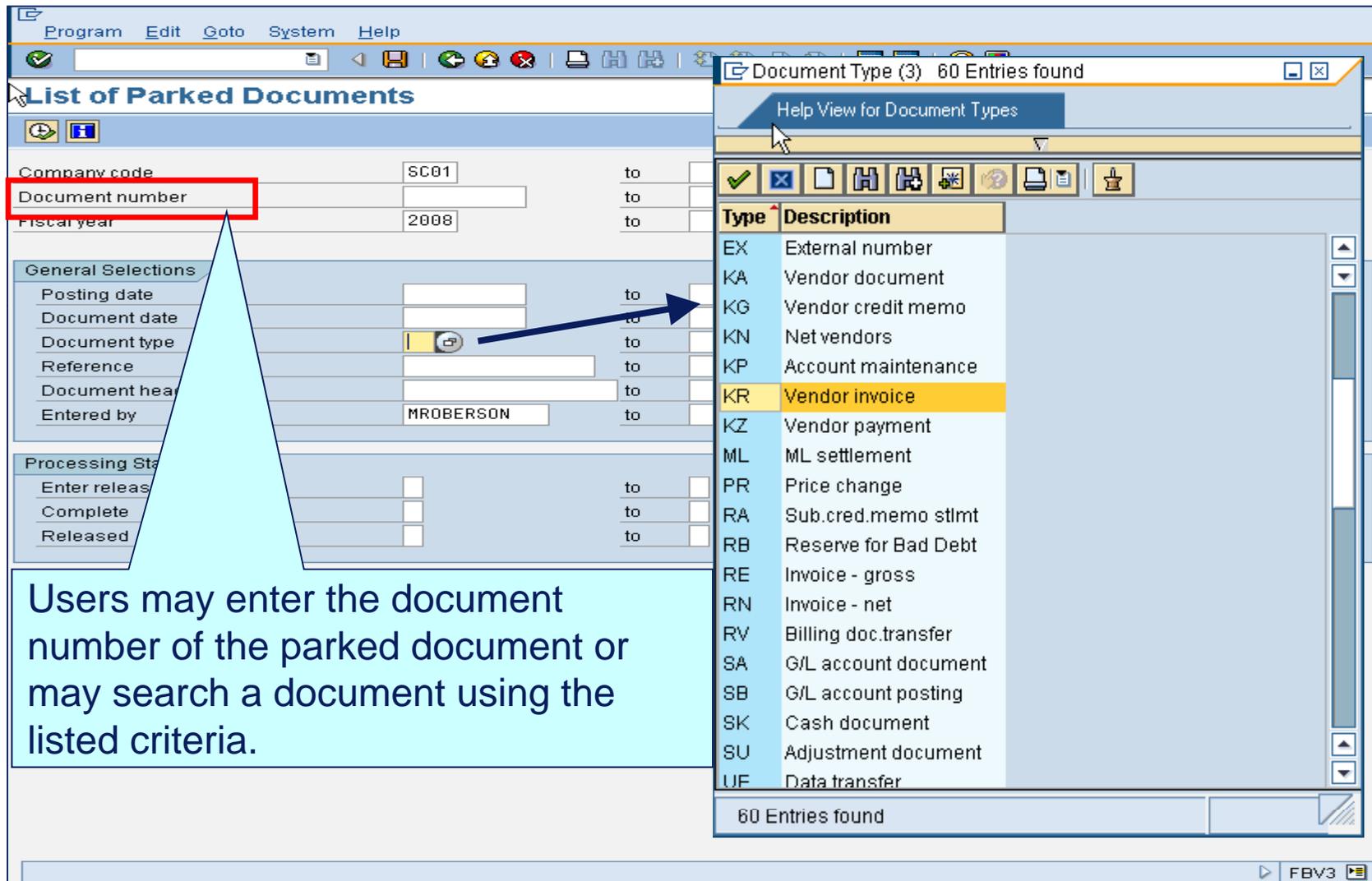
- View the status of a previously created purchase order.
- View the changes made to a PO.
- View the purchase order history (status of goods received and payments).
- Evaluate supplier performance.





Display Invoices Without Purchase Order

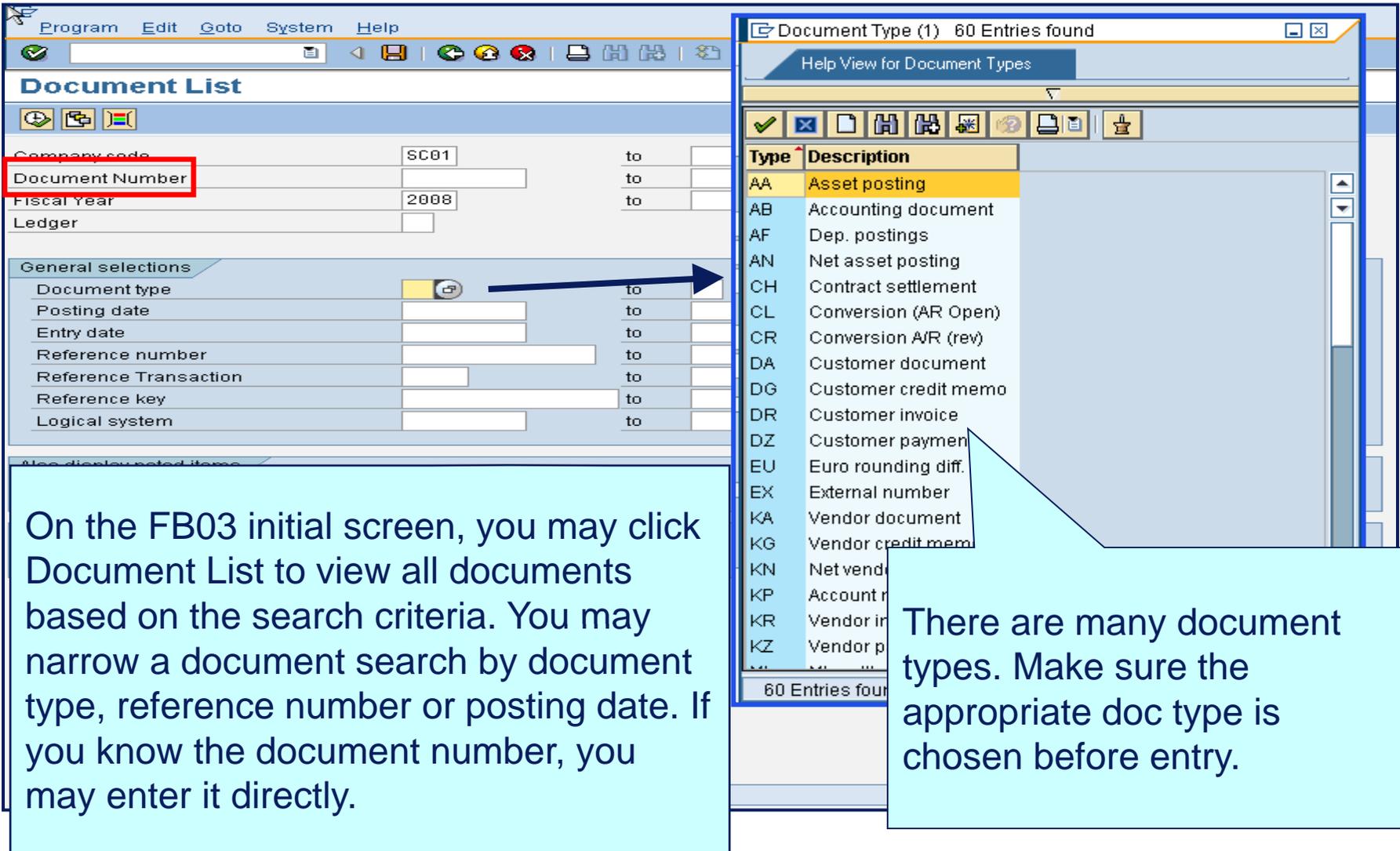
Display Parked Document - FBV3



The screenshot displays the 'List of Parked Documents' window in the FBV3 system. The window includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area contains search criteria: Company code (SC01), Document number (highlighted with a red box), and Fiscal year (2008). Below this are sections for 'General Selections' and 'Processing Status'. A dropdown menu for 'Document type' is open, showing a list of document types with 'KR Vendor invoice' selected. A blue arrow points from the 'Document type' dropdown to the 'Document number' field. A light blue callout box at the bottom left contains the text: 'Users may enter the document number of the parked document or may search a document using the listed criteria.'

Type	Description
EX	External number
KA	Vendor document
KG	Vendor credit memo
KN	Net vendors
KP	Account maintenance
KR	Vendor invoice
KZ	Vendor payment
ML	ML settlement
PR	Price change
RA	Sub.cred.memo stlmt
RB	Reserve for Bad Debt
RE	Invoice - gross
RN	Invoice - net
RV	Billing doc.transfer
SA	G/L account document
SB	G/L account posting
SK	Cash document
SU	Adjustment document
UF	Data transfer

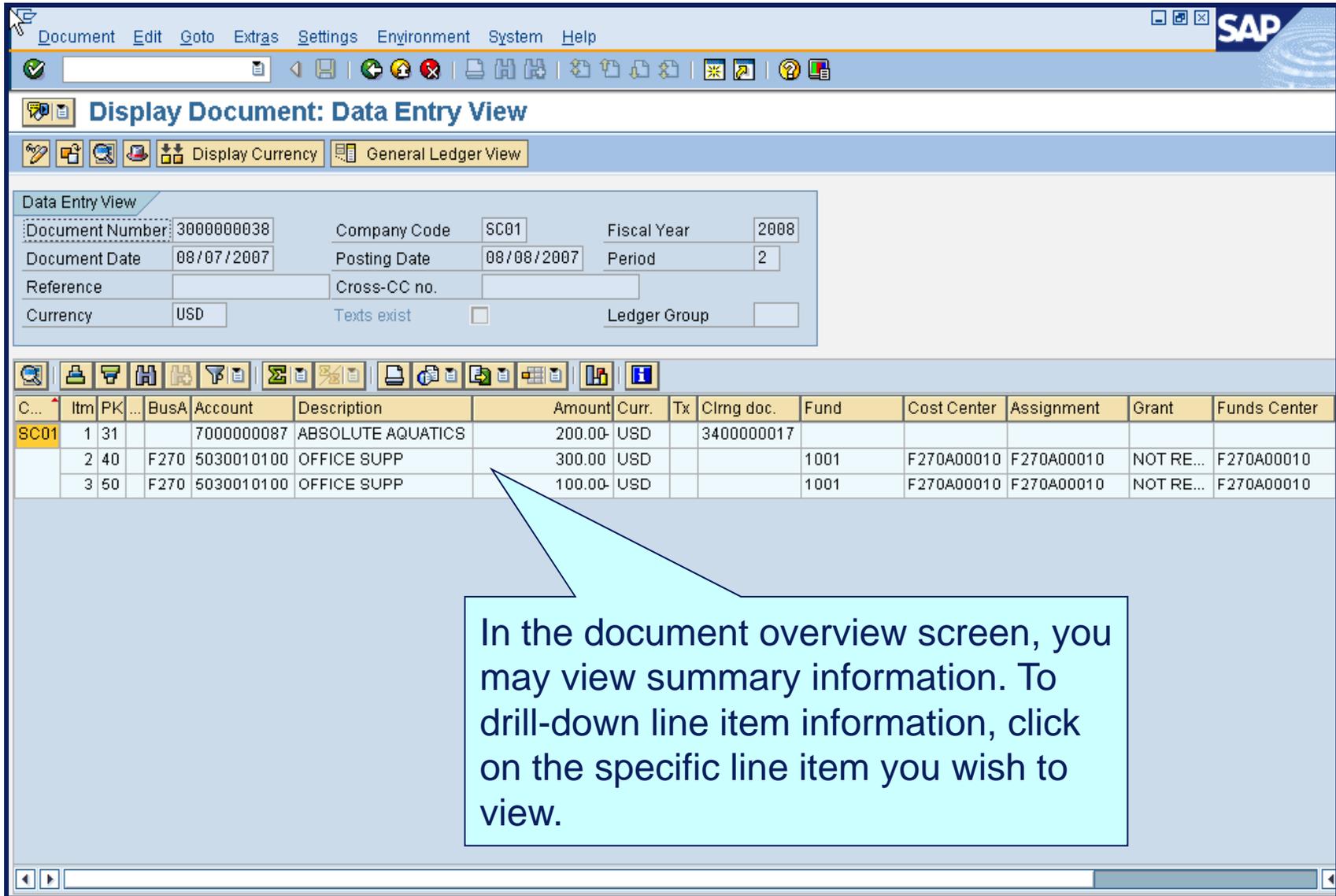
Display Document – FB03



On the FB03 initial screen, you may click Document List to view all documents based on the search criteria. You may narrow a document search by document type, reference number or posting date. If you know the document number, you may enter it directly.

There are many document types. Make sure the appropriate doc type is chosen before entry.

Display Document – FB03 (cont.)



The screenshot shows the SAP 'Display Document: Data Entry View' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Document: Data Entry View' and contains a 'Data Entry View' section with the following fields:

Document Number:	3000000038	Company Code:	SC01	Fiscal Year:	2008
Document Date:	08/07/2007	Posting Date:	08/08/2007	Period:	2
Reference:		Cross-CC no.:			
Currency:	USD	Texts exist:	<input type="checkbox"/>	Ledger Group:	

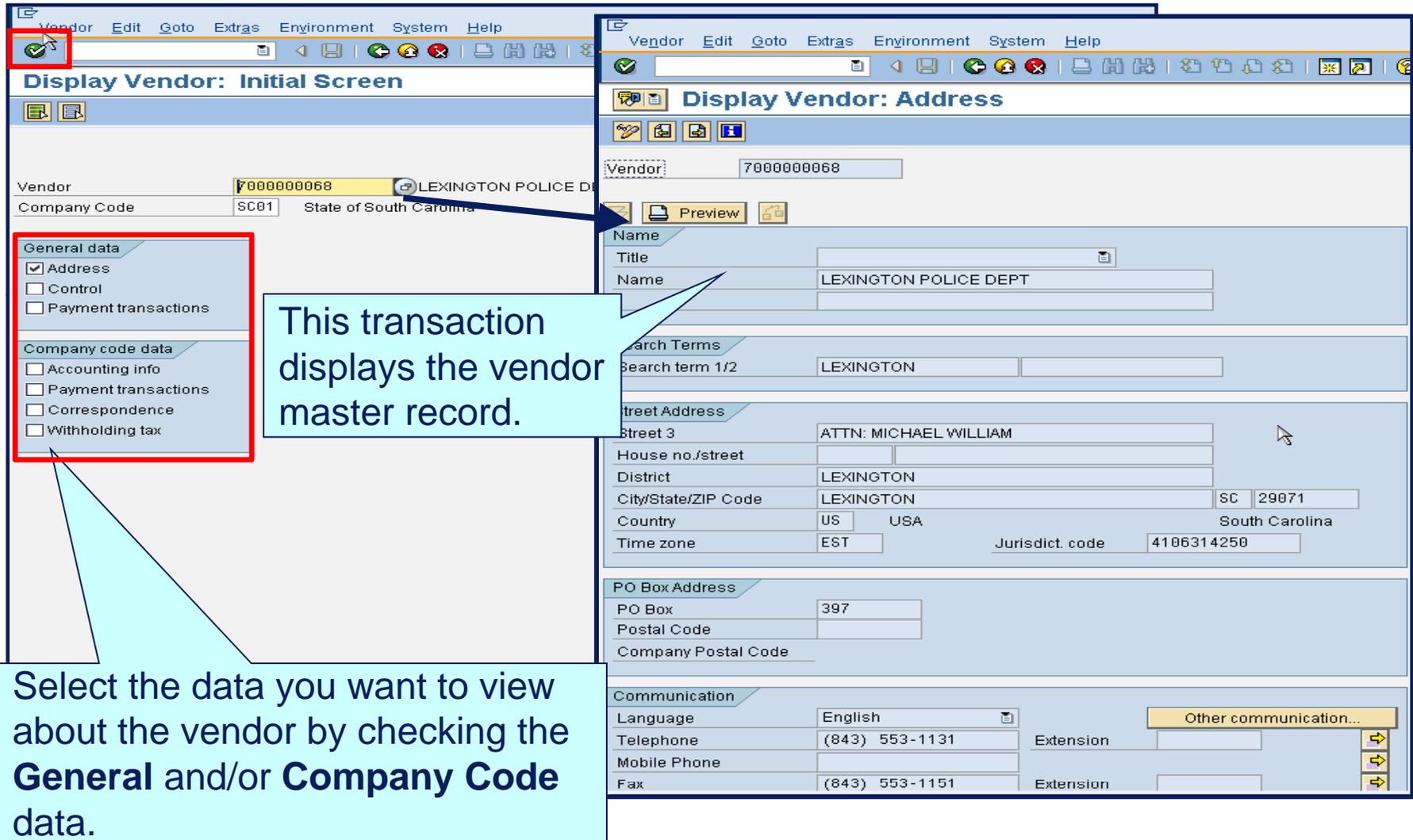
Below the data entry section is another toolbar with icons for search, print, and other functions. The main data area is a table with the following columns: C..., Itm, PK, BusA, Account, Description, Amount, Curr., Tx, Clmg doc., Fund, Cost Center, Assignment, Grant, Funds Center.

C...	Itm	PK	BusA	Account	Description	Amount	Curr.	Tx	Clmg doc.	Fund	Cost Center	Assignment	Grant	Funds Center
SC01	1	31		7000000087	ABSOLUTE AQUATICS	200.00	USD		3400000017					
	2	40	F270	5030010100	OFFICE SUPP	300.00	USD			1001	F270A00010	F270A00010	NOT RE...	F270A00010
	3	50	F270	5030010100	OFFICE SUPP	100.00	USD			1001	F270A00010	F270A00010	NOT RE...	F270A00010

A light blue callout box with a pointer to the second line item (Itm 2) contains the following text:

In the document overview screen, you may view summary information. To drill-down line item information, click on the specific line item you wish to view.

Display Vendor – FK03

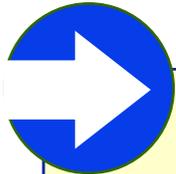


The screenshot displays two overlapping windows from the SOEIS application. The left window, titled "Display Vendor: Initial Screen", shows a menu bar with "Vendor", "Edit", "Goto", "Extras", "Environment", "System", and "Help". Below the menu, the vendor ID "7000000068" and name "LEXINGTON POLICE DEPT" are visible. A red box highlights a "General data" section with a checked "Address" option and a "Company code data" section with several unchecked options. A blue callout box points to this section with the text: "Select the data you want to view about the vendor by checking the **General** and/or **Company Code** data."

The right window, titled "Display Vendor: Address", shows the same vendor ID and name. It contains a "Preview" button and a "Name" field with "LEXINGTON POLICE DEPT". Below this is a "Search Terms" section with "LEXINGTON" entered. The "Street Address" section includes fields for "Street 3" (ATTN: MICHAEL WILLIAM), "House no./street", "District" (LEXINGTON), "City/State/ZIP Code" (LEXINGTON SC 29071), "Country" (US USA), "Time zone" (EST), and "Jurisdict. code" (4106314250). The "PO Box Address" section includes "PO Box" (397), "Postal Code", and "Company Postal Code". The "Communication" section includes "Language" (English), "Telephone" ((843) 553-1131), "Mobile Phone", and "Fax" ((843) 553-1151).

A blue callout box points to the "Vendor" field in the right window with the text: "This transaction displays the vendor master record."

Demonstration and Exercise



- ◆ Display Parked Document FBV3
- ◆ Display Document FB03
- ◆ Display Vendor FK03



Display Payment Reports

Key Terms and Concepts

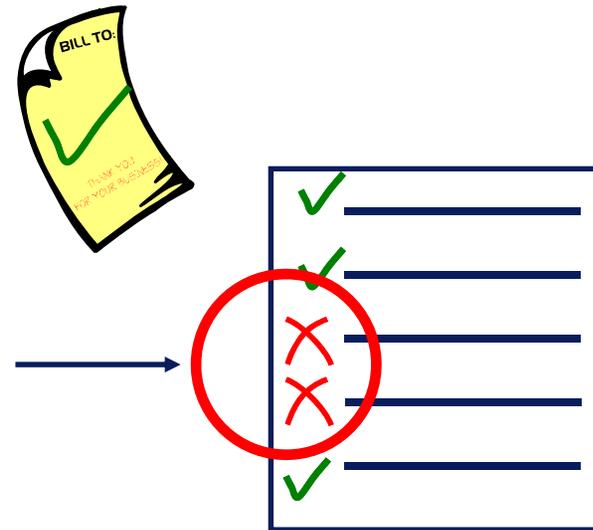
- Exception
- Vendor Account
- Check Register



Display Exception Reports

Run an exception report to generate a payment list.
The payment list displays:

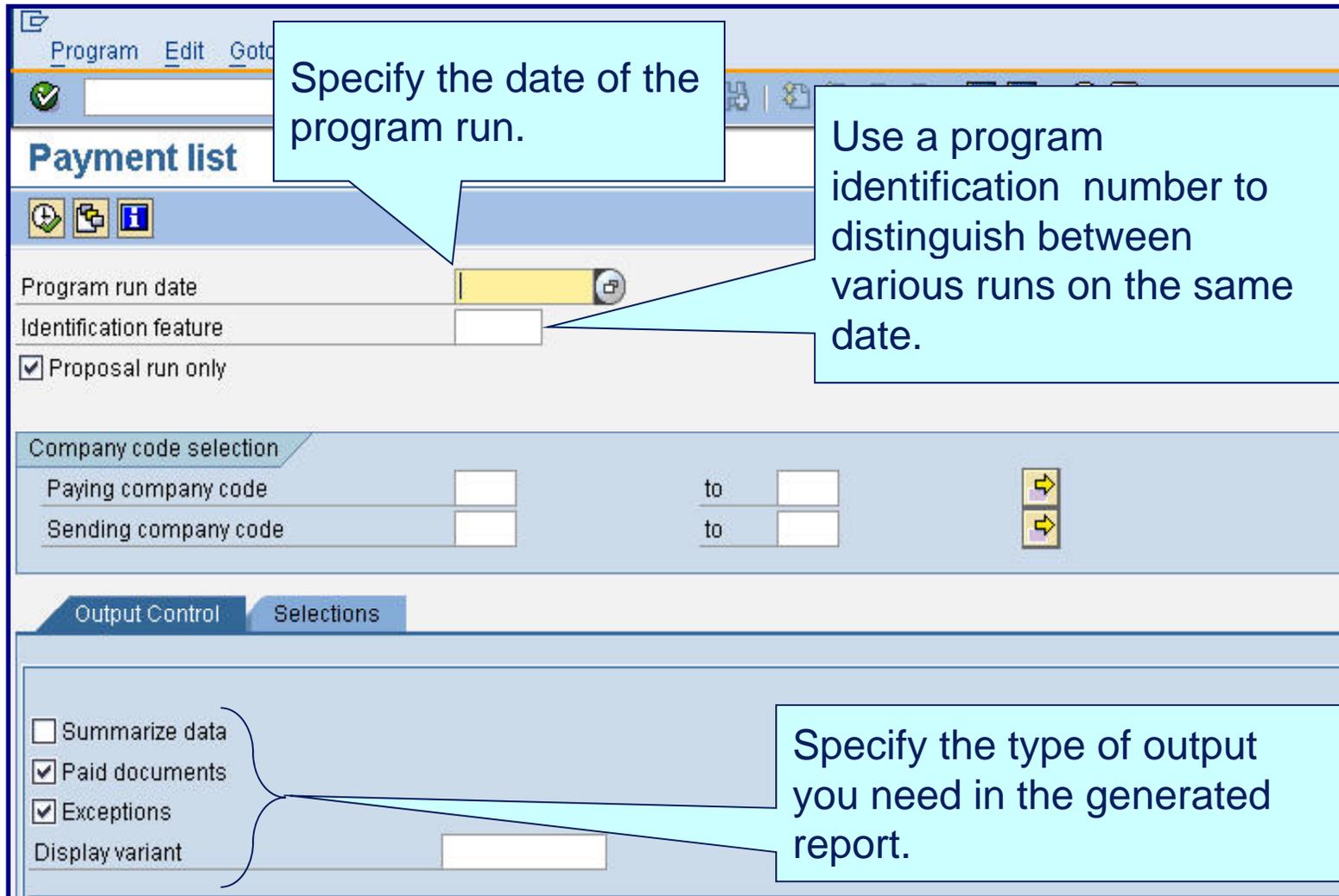
- All invoices due for payment.
- All items that are not marked for payment.



The payment list has item indicators that explain the reason for blocking. These lists can be used to reconcile the payment summaries.

Display Exception Reports cont.

Transaction Z_PAYMENT_LIST runs exception reports.



The screenshot shows the SAP Z_PAYMENT_LIST transaction interface. It includes a menu bar (Program, Edit, Goto), a title bar (Payment list), and several input fields. Callouts provide the following information:

- Specify the date of the program run.** Points to the 'Program run date' field.
- Use a program identification number to distinguish between various runs on the same date.** Points to the 'Identification feature' field.
- Specify the type of output you need in the generated report.** Points to the 'Output Control' section, which includes checkboxes for 'Summarize data', 'Paid documents', and 'Exceptions', and a 'Display variant' field.

Other visible fields include 'Proposal run only' (checked), 'Company code selection' (Paying and Sending company codes), and 'to' fields for range selection.

Vendor Line Item Display- FBL1N

- This transaction allows the user to view vendor line items in various ways.
- Items you may view are:
 - open items,
 - cleared items, and
 - all vendor line items.
- Vendor balance display also has drill-down capabilities that allow the user to see account details.
- Unblock vendor for payment may also be accessed through this transaction.

Vendor Line Item Display cont.

Vendor Line Item Display

Vendor: 7000000005
Company Code: SC01
Name: DELL COMPUTER CORPORATION
City: ATLANTA

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amou
<input type="checkbox"/>		5800000037	RE	08/24/2007			
<input type="checkbox"/>		5800000061	RE	09/04/2007			
<input type="checkbox"/>	3433	3000000410	KR	09/26/2007			
<input type="checkbox"/>	45	5800000148	RE	10/03/2007			
<input type="checkbox"/>	4500000284	5800000140	RE	10/03/2007			
<input type="checkbox"/>	45000002841	5800000141	RE	10/03/2007			
<input type="checkbox"/>	45000002842	5800000142	RE	10/03/2007			
<input type="checkbox"/>	451	5800000149	RE	10/03/2007			
* <input type="checkbox"/>							16,066.45- USD
<input type="checkbox"/>		1500000000	KZ	04/05/2007			2,500.00 USD
<input type="checkbox"/>		1700000000	KA	04/05/2007			2,500.00- USD
<input type="checkbox"/>			ZP	07/10/2007			750.00 USD
<input type="checkbox"/>							750.00- USD
<input type="checkbox"/>							100.00- USD
<input type="checkbox"/>							100.00 USD
* <input type="checkbox"/>							0.00 USD
** Account							16,066.45- USD

Display Document: Line Item 001

Vendor: 7000000005 DELL COMPUTER CORPORATION G/L Acc: 2010000000
Company Code: SC01
State of South Carolina: ATLANTA Doc. no.: 3000000410

Line Item 1 / Invoice / 31
Amount: 500.00 USD

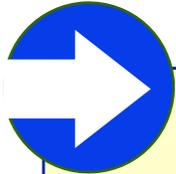
Additional Data
Bus. Area: F270
Disc. base: 500.00 USD Disc. amount: 0.00 USD
Payt Terms: NT30 Days/percent: 30 0.000 % 0 0.000 % 0
Bline Date: 09/26/2007 Fixed:
Pmnt Block: Invoice ref.: / / 0
Pmt Method:
Assignment: 3433
Text: Long text

The status field will show if a document is **cleared (green)**, **open (red)** or **parked (yellow)**.

Check Register



Check Register					
Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
2007003090060	3400000000	11/05/2007	USD	711.76	DELORES DACOSTA AWENDAW SC
2007003100029	3400000007	11/06/2007	USD	93.15	MICHAEL L WRIGHT GREER SC
2007003100210	3400000001	11/06/2007	USD	57.85	BIN SUN COLUMBIA SC
2007003100211	3400000002	11/06/2007	USD	57.85	WADE A LINEBERGER COLUMBIA SC
2007003100212	3400000003	11/06/2007	USD	48.95	CARRIE J MITCHELL COLUMBIA SC
2007003100213	3400000004	11/06/2007	USD	57.85	JOHN H MILLS III COLUMBIA SC
2007003100214	3400000005	11/06/2007	USD	370.63	JAMES R BURCH COLUMBIA SC
2007003100215	3400000006	11/06/2007	USD	431.65	GWENDOLYN F MCGRIF COLUMBIA SC
2007003100216	3400000008	11/06/2007	USD	40.94	SARAH B PADGETT LEXINGTON SC
2007003100217	3400000009	11/06/2007	USD	1,366.72	JAMES M YOUNG POWELL OH
2007003100218	3400000010	11/06/2007	USD	826.98	PAUL E CARSON COLUMBIA SC
2007003100219	3400000011	11/06/2007	USD	97.90	KAIYING WEI COLUMBIA SC
2007003110031	3400000023	11/07/2007	USD	4.62	USA MOBILITY WIRELESS INC ALEXANDRIA VA
2007003110032	3400000024	11/07/2007	USD	127,887.35	KING BUSINESS SOLUTIONS SIMPSONVILLE SC
2007003110268	3400000012	11/07/2007	USD	57.85	BIN SUN COLUMBIA SC
2007003110269	3400000014	11/07/2007	USD	57.85	WADE A LINEBERGER COLUMBIA SC
2007003110270	3400000015	11/07/2007	USD	48.95	CARRIE J MITCHELL COLUMBIA SC
2007003110271	3400000017	11/07/2007	USD	1,311.20	PAUL E CARSON COLUMBIA SC
2007003120006	3400000037	11/08/2007	USD	3,065.39	QED INFORMATION SYSTEMS IN MARLTON NJ
2007003120162	3400000028	11/08/2007	USD	1,001.04	CYNTHIA E DUBLIN-CAULEY COLUMBIA SC
2007003120163	3400000032	11/08/2007	USD	97.91	FEDERAL EXPRESS CORP PITTSBURGH PA
2007003130024	3400000043	11/09/2007	USD	98.34	JACOB D SHERBERT COLUMBIA SC
2007003130025	3400000045	11/09/2007	USD	96.12	THOMAS E DARBY CHESTER SC
2007003130026	3400000046	11/09/2007	USD	72.98	JERRI L BUTLER MARION SC
2007003130036	3400000044	11/09/2007	USD	6.23	DOUGLAS S COONER LEXINGTON SC
2007003170010	3400000050	11/13/2007	USD	143.32	PALMETTO MICROFILM SYSTEMS LEXINGTON SC
2007003180037	3400000063	11/14/2007	USD	353.48	RICHARD S GAINES LEXINGTON SC
2007003180038	3400000072	11/14/2007	USD	239.89	EDITH E WEAVER W COLUMBIA SC
2007003180039	3400000080	11/14/2007	USD	13.63	USA MOBILITY WIRELESS INC ALEXANDRIA VA
2007003180285	3400000057	11/14/2007	USD	530.02	CARLA L GRIFFIN LEXINGTON SC
2007003180286	3400000058	11/14/2007	USD	559.13	JOHN C NICHOLS COLUMBIA SC
2007003180287	3400000059	11/14/2007	USD	57.85	BIN SUN COLUMBIA SC
2007003180288	3400000060	11/14/2007	USD	57.85	WADE A LINEBERGER COLUMBIA SC
2007003180289	3400000061	11/14/2007	USD	306.84	ROSA M RIVERS COLUMBIA SC
2007003180290	3400000062	11/14/2007	USD	29.37	CARRIE J MITCHELL COLUMBIA SC

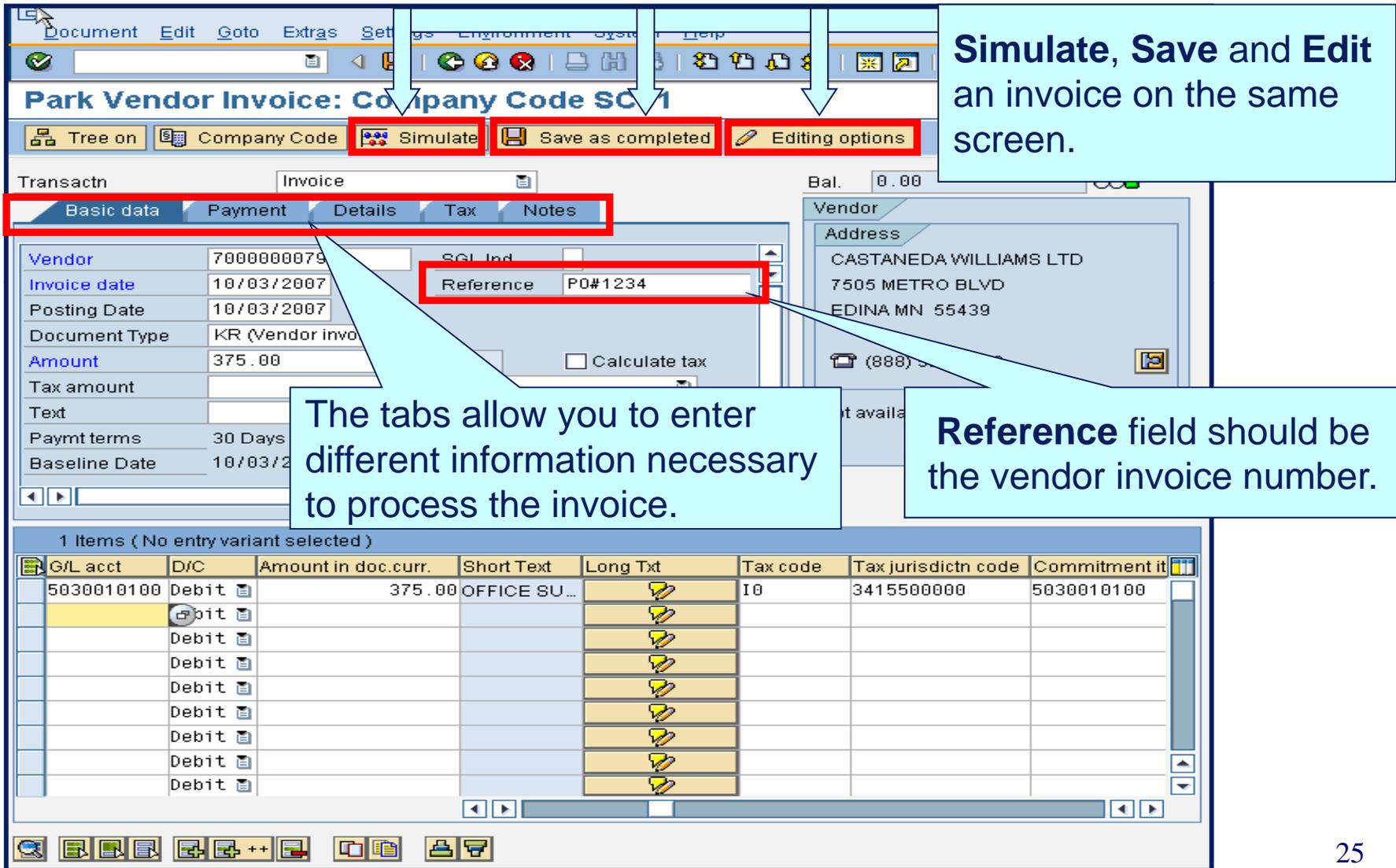


- ◆ Display Exception Report **Z_PAYMENT_LIST**
- ◆ Display Check Register **FCHN**
- ◆ Vendor Line Item Display **FBL1N**



Enter Invoices Without a PO/Direct Pays

Park Vendor Invoice – FV60



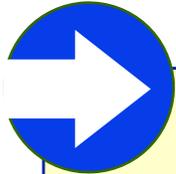
Simulate, Save and Edit an invoice on the same screen.

The tabs allow you to enter different information necessary to process the invoice.

Reference field should be the vendor invoice number.

G/L acct	D/C	Amount in doc.curr.	Short Text	Long Txt	Tax code	Tax jurisdictn code	Commitment it
5030010100	Debit	375.00	OFFICE SU...		I0	3415500000	5030010100
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

Demonstration



◆ Park Vendor Invoice

FV60

Any Questions?



Next Steps – Accounts Payable Breakout Sessions



🌀 Accounts Payable

- June 9, at 9:00-12:00 (June 10, at 1:00-4:00 repeat)
- June 16, at 9:00-12:00 (June 17, at 1:00-4:00 repeat)
- June 23, at 9:00-12:00 (June 24, at 1:00-4:00 repeat)
- June 30, at 9:00-12:00 (July 1, at 1:00-4:00 repeat)
- July 7, at 9:00-12:00 (July 8, at 1:00-4:00 repeat)

All Accounts Payable (AP) Breakout Sessions will be held at the Wade Hampton Training Room B01-B

Contact us



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