



Finance Knowledge Transfer Accounts Payable Breakout Session 3

Ground Rules

🌐 Important Ground Rules

- Sign the attendance sheet.
- Feel free to ask questions.
- Turn off your cell phones and pagers.
- No email or internet usage during class except at breaks.

Agenda

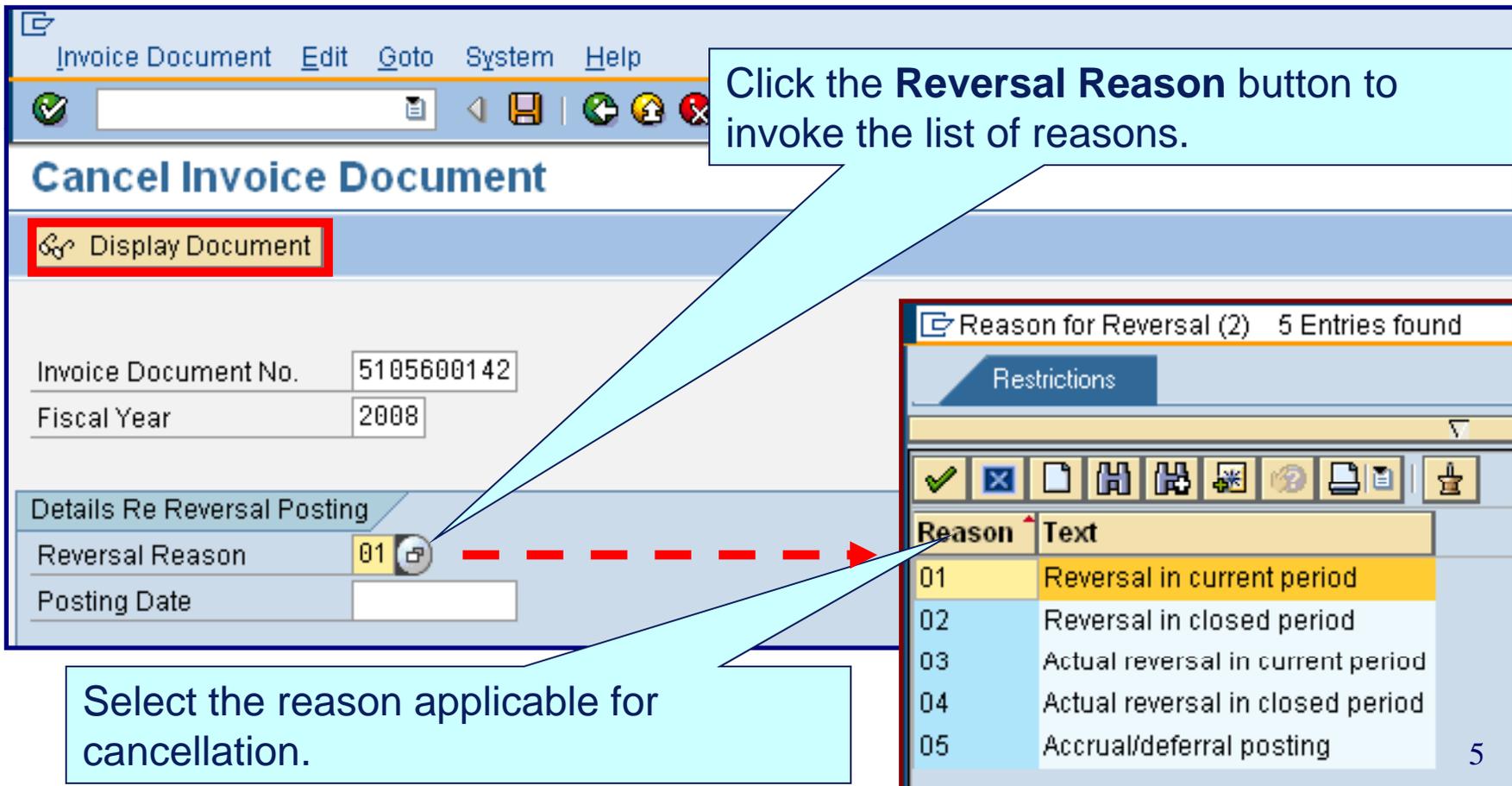
- ④ Cancel Incorrect Invoices for Payment
- ④ Vendor Payment – ZTRAVEL
- ④ **Review and Summary**



Cancel Incorrect Invoices

Cancel Invoice Document with PO –MR8M

Tip: After entering the invoice information, it is always advisable to click the “Display Document” button to view and verify that you are cancelling the correct invoice.

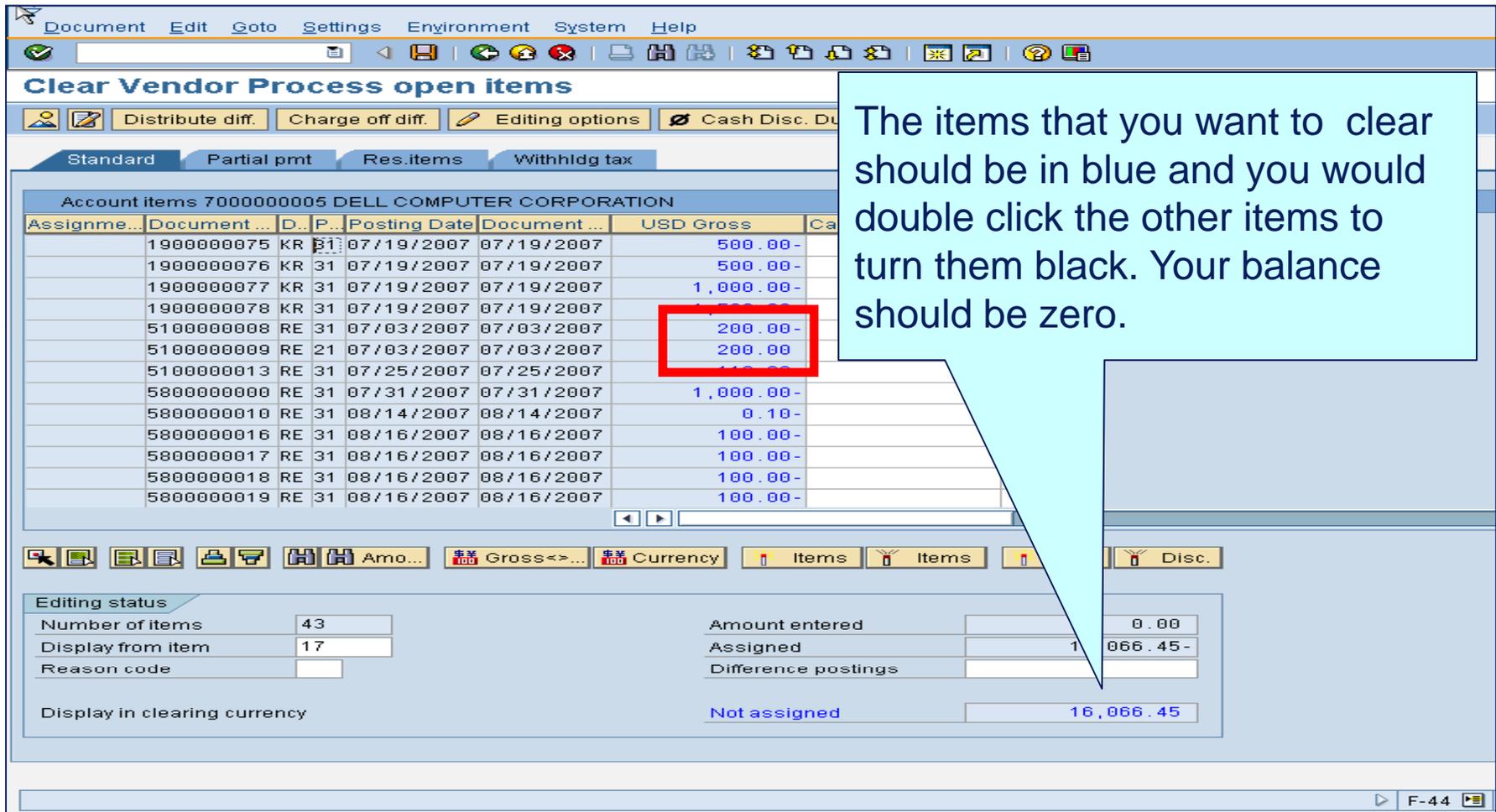


The screenshot shows the 'Cancel Invoice Document' window. The 'Display Document' button is highlighted with a red box. A callout points to this button with the text: "Click the **Reversal Reason** button to invoke the list of reasons." Below the button, the 'Invoice Document No.' is 5105600142 and the 'Fiscal Year' is 2008. The 'Reversal Reason' field is set to 01 and has a lock icon. A red dashed arrow points from this field to a pop-up window titled 'Reason for Reversal (2) 5 Entries found'. This window contains a table of reversal reasons:

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

A second callout points to the '01' in the 'Reversal Reason' field with the text: "Select the reason applicable for cancellation." The number '5' is visible in the bottom right corner of the pop-up window.

Clear Vendor Process Open Items – F-44



Assignme...	Document ...	D..	P..	Posting Date	Document ...	USD Gross	Ca
1900000075	KR	31		07/19/2007	07/19/2007	500.00-	
1900000076	KR	31		07/19/2007	07/19/2007	500.00-	
1900000077	KR	31		07/19/2007	07/19/2007	1,000.00-	
1900000078	KR	31		07/19/2007	07/19/2007	200.00-	
5100000008	RE	31		07/03/2007	07/03/2007	200.00-	
5100000009	RE	21		07/03/2007	07/03/2007	200.00-	
5100000013	RE	31		07/25/2007	07/25/2007	100.00-	
5800000000	RE	31		07/31/2007	07/31/2007	1,000.00-	
5800000010	RE	31		08/14/2007	08/14/2007	0.10-	
5800000016	RE	31		08/16/2007	08/16/2007	100.00-	
5800000017	RE	31		08/16/2007	08/16/2007	100.00-	
5800000018	RE	31		08/16/2007	08/16/2007	100.00-	
5800000019	RE	31		08/16/2007	08/16/2007	100.00-	

Editing status

Number of items	43	Amount entered	0.00
Display from item	17	Assigned	1,066.45-
Reason code		Difference postings	

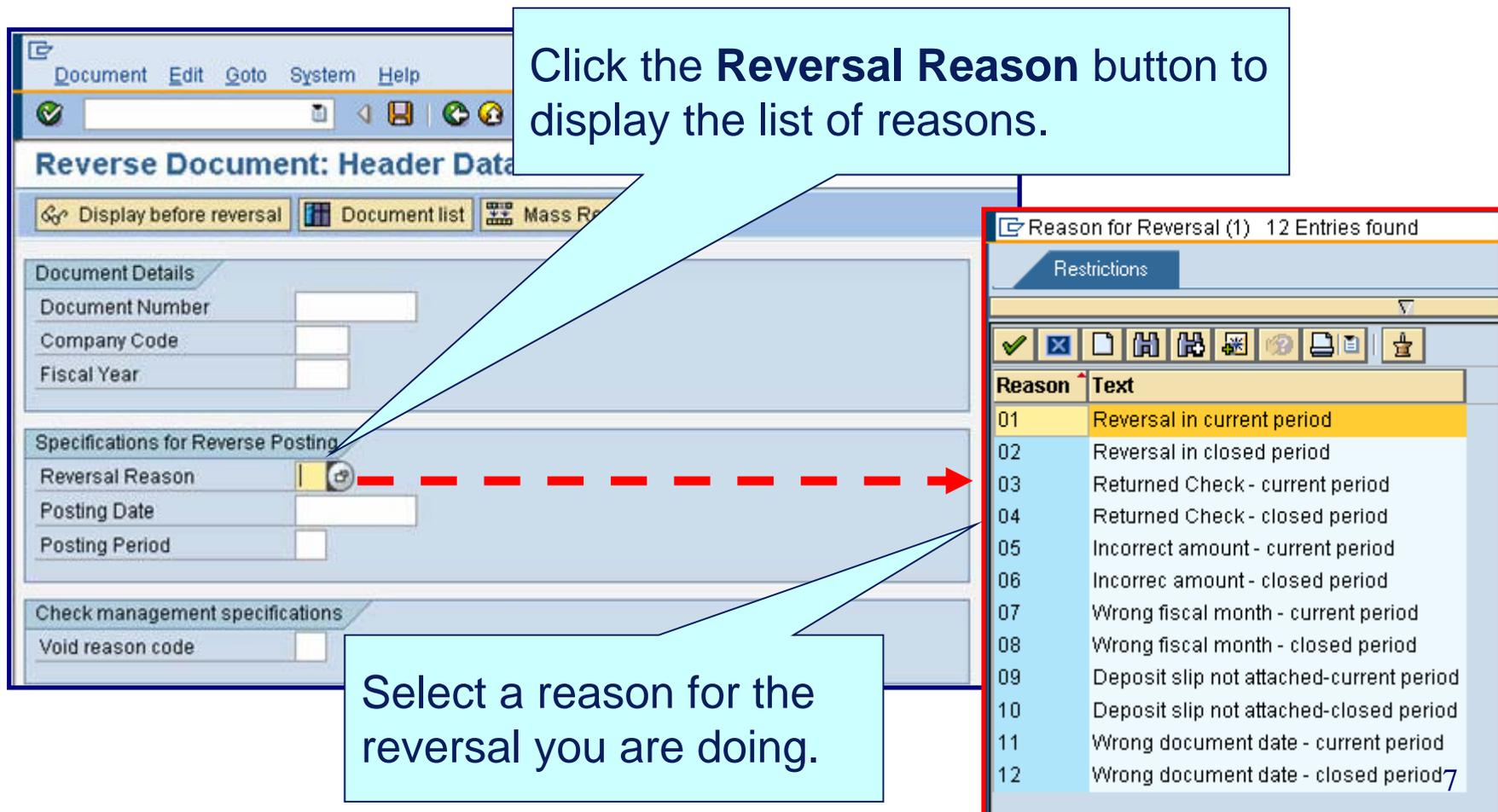
Display in clearing currency

Not assigned	16,066.45
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🔄 This transaction clears open FI documents.

Cancel a Document Without PO - FB08

Specify a reason to reverse a document. The reason is recorded in the reversed document.

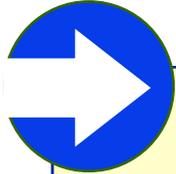


Click the **Reversal Reason** button to display the list of reasons.

Select a reason for the reversal you are doing.

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Returned Check - current period
04	Returned Check - closed period
05	Incorrect amount - current period
06	Incorrec amount - closed period
07	Wrong fiscal month - current period
08	Wrong fiscal month - closed period
09	Deposit slip not attached-current period
10	Deposit slip not attached-closed period
11	Wrong document date - current period
12	Wrong document date - closed period

Demonstration and Exercise

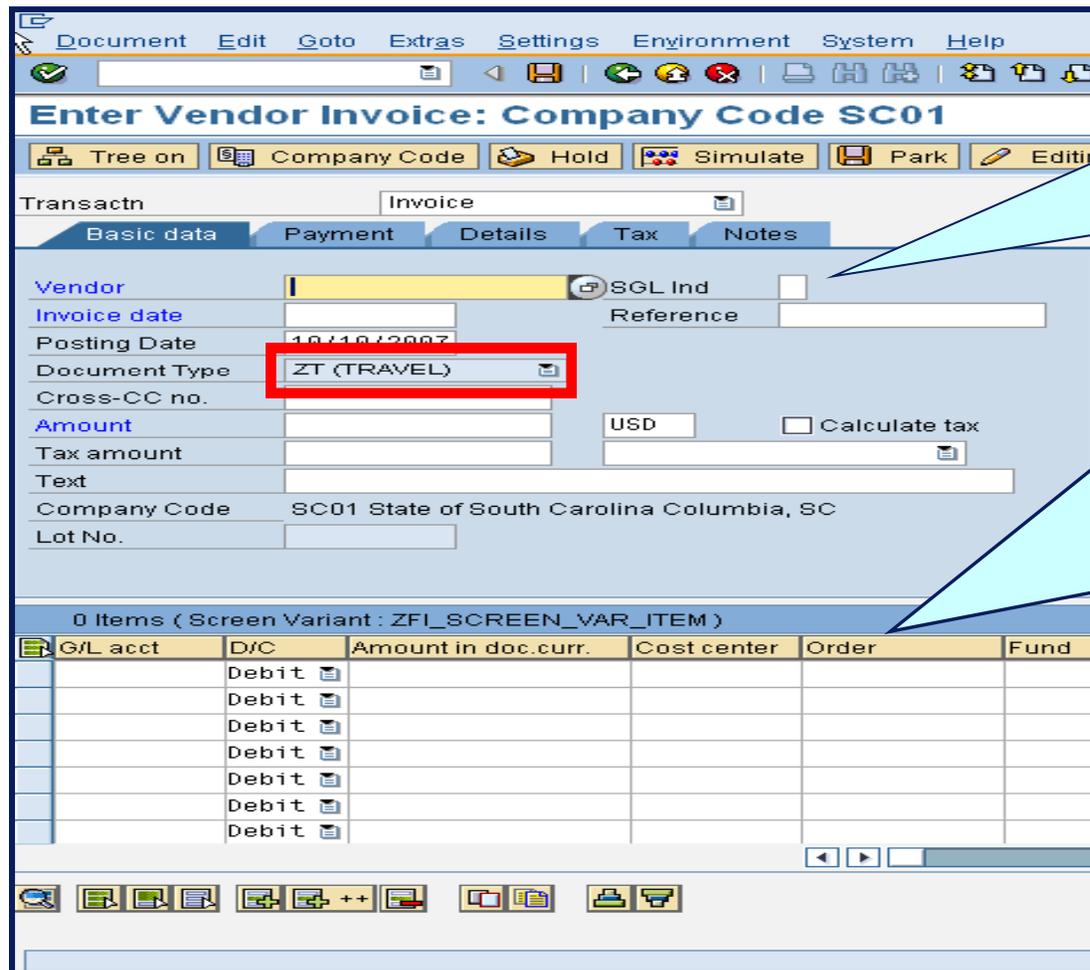


- ◆ Cancel Invoice Document MR8M
- ◆ Clear Open Items F-44
- ◆ Reverse Document FB08



Travel

Vendor Payment - ZTRAVEL



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code SC01

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor | SQL Ind

Invoice date | Reference |

Posting Date 10/10/2007

Document Type **ZT (TRAVEL)**

Cross-CC no. |

Amount | USD Calculate tax

Tax amount |

Text |

Company Code SC01 State of South Carolina Columbia, SC

Lot No. |

0 Items (Screen Variant : ZFI_SCREEN_VAR_ITEM)

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund
	Debit				

Required Fields:

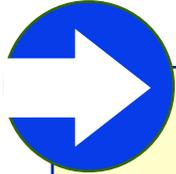
- Vendor (SAP vendor number)
- Invoice Date (date of entry)
- Reference
- Amount

Required Fields:

- G/L Account
- Amount in doc curr.
- Cost Center
- Fund
- Number of Miles/ Trips
- Unit of Measure
- SAP Employee Vendor number
- Functional Area

🕒 This transaction used specifically for entering travel-related expenses.

Demonstration and Exercise



- ◆ Vendor Payment ZTRAVEL
 - ◆ Employee Travel Mileage Reimbursement
 - ◆ Vendor payment on behalf of employee

Next Steps – Accounts Payable Breakout Sessions



🌀 Accounts Payable

- June 23, at 9:00-12:00 (June 24, at 1:00-4:00 repeat)
at Wade Hampton (WH)
- June 30, at 9:00-12:00 (July 1, at 1:00-4:00 repeat)
at Health and Human Services (HHS)
- July 7, at 9:00-12:00 (July 8, at 1:00-4:00 repeat)
at Health and Human Services (HHS)

Next Steps

🌐 Additional Support and Reference Materials

- You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at <http://www.sceis.sc.gov> and click “SCEIS uPerform”

Any Questions?

