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Invoice Posting – "Direct Invoices"

This type of invoice entry posts directly into FI - Accounts Payable. This procedure is used for entering non-purchase order (PO) related invoices (i.e., utilities, telephone, magazine subscriptions, etc.), BPA-related invoices, NAF purchase card invoices, custodian fund replenishments (i.e., petty cash, change funds, unit funds), prize winnings (e.g., bingo events), or employee expense reimbursements (e.g., travel expenses).

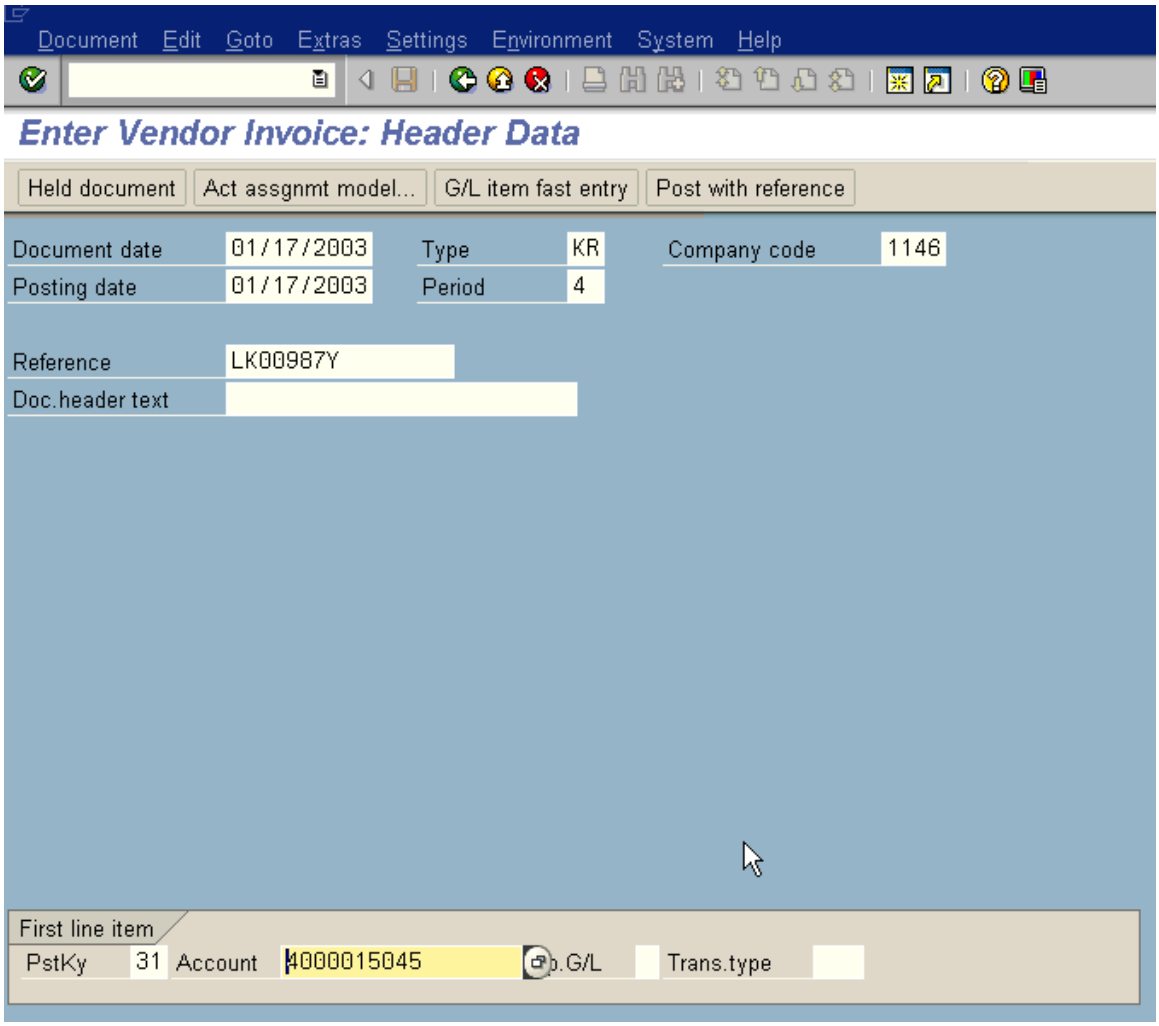
Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY ➔ INVOICE**

Transaction Code**: F-43**

Screen: Enter Vendor Invoice: Header Data

Field	Description/Usage
Document date	Enter the date of the originating document. For example, this date may be the date of a non-PO related vendor invoice, date of a BPA-related vendor invoice, date of an employee expense claim, date prize was won, or date of a custodian's petty cash/change or unit fund replenishment form.
Type	KR (default entry)
Company code	Enter the company code for the base/fund in which the vendor item should be posted.
Posting date	This field defaults to the current date. Change this date if the document should be posted in a different fiscal period.
Period	Leave blank.
Reference	Enter the reference number of the originating document. For example, this may be the vendor's invoice number, form number of an employee expense claim, prize control number, or form number of a fund custodian's replenishment form. DO NOT PREFIX the vendor invoice number with # or INV#. Remember in order for the duplicate invoice feature to work properly, the system will check for exact matches of invoice numbers on exact same dates! EXACT MATCHES….please carefully key in invoice number to avoid duplicate payments - do NOT change invoice date from that on the invoice or receiving document!
Doc. header text	The document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here. For certain transactions special data must be entered in this field. For example, for BPA-related invoices, enter the BPA number and the call number. Users should be careful to use the format of their locally generated call number.
PstKy	Enter posting key 31 for a credit entry to a vendor account number.

Account	Enter the vendor account number. This should not be confused with the accounts payable reconciliation G/L account. If it is an invalid vendor account, the system will give an error message.
Sp.G/L	Leave blank.
Trans.type	Leave blank

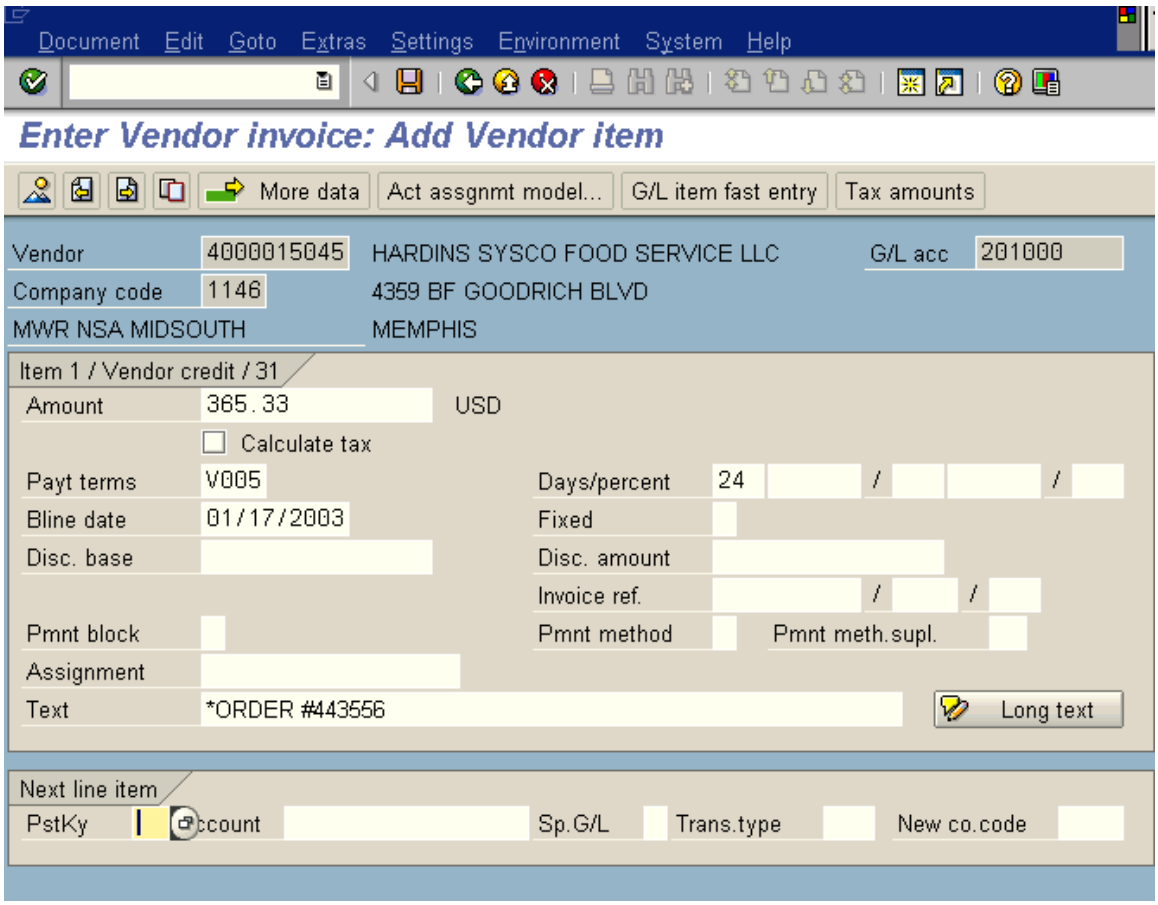


Press the **[Enter]** key or click on the green check mark icon

Field	Description/Usage
Amount	Enter the dollar amount indicated on the originating document (non-purchase order- related invoice, expense claim form, prize form, replenishment form, etc.)
Calculate tax	Leave blank.
Payt terms	Leave the default value unless it differs from the invoice. The default value is stored in the vendor's master record. Use the matchcode to select different payment terms for this invoice, if necessary.
Days/percent	Leave blank for default or enter special discount terms from vendor invoice. For example vendor will give a 5 percent discount if paid in 3 days. Enter "3" days, and "5" percent.
Bline date	The default value is populated by the entry made in the document date field. The default value is generally correct but the baseline date can be changed. This date is the date from which the terms of payment are calculated. There can be instances where the document date is different from the **Bline date**.
Fixed	Leave blank.
Disc. base	Leave blank.
Disc. amount	Leave the default value or if the vendor has offered a special "lump sum" discount for payment within a specified time or a "good customer discount", enter the amount in this field.
Invoice ref.	Used for linking credit memos with invoice. Leave blank for invoice
Pmnt block	Blocking payments restricts the payment from being made whether due or not. This function may be used if there is a dispute or problem with a vendor. If the invoice item should be blocked from payment, enter payment block 'A' in this field. Normally, this field will be left blank.
Pmnt method	Normally, this field should be left blank, so that the default payment method in the vendor master record will used by the automatic payment program.
Pmnt meth.supl.	Leave blank.
Assignment	Can leave blank or enter information that you would sort in the line item display report.

Text	Free entry description of transaction - useful for display and reporting purposes. **If this field is prefixed with an "*" character, this text will print on the check stub and EFT remittance advice.**
Long text	Click this button to add notes. You can document many lines of text for notation purposes here! This will not print on the check or remittance advice.

Screen: Enter Vendor Invoice: Add Vendor Item



For multiple line items:
You can enter multiple line items on one screen (G/L Fast Entry) or you can enter one item per screen. You still need to go to the screen titled *Screen: Enter Vendor Invoice: Add Vendor Item* (see above), to enter the amount of the 1st line item. Fast entry screen can not be used to enter vendor related line items. To use the fast entry screen see the instructions on G/L Item Fast Entry.

G/L Item Fast Entry:
The G/L fast entry template can be selected at the outset of the transaction especially where multiple expense accounts will be entered against a single vendor (e.g., petty cash replenishment). You don't want to use this type of entry if you have to change terms or discount amounts. Simply press the **G/L Item Fast Entry** push-button after the amount of the invoice is entered for the vendor line item (prior to entering the offsetting posting key/accounts.)

Screen: Enter Vendor Invoice: Add G/L Account Items

Field	Description/Usage
PK	Enter posting key 40 for a debit to GL account. This is the standard form for entering a journal.
CoCd	Leave blank.
Accoun	Enter the GL account for the first offsetting expense item.
Amount	Enter the dollar amount of the first offsetting expense item.
Site	Leave blank
Cost c	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals)
Assignment	Can be used to sort items in the G/L line item display, an example would be to identify USA items at the item level or other notation.
Text	Optional field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Add G/L account items

Act assgnmt model... | G/L item fast entry | Tax amounts

Company code 1146 MWR NSA MIDSOUTH

G/L account items

PK	CoCd	Account	Amount	Site	Cost c	Assignment	Text
40		151000	100		4466		
40		151000	100		4485		
40		151000	165.33		4486		

Other line items

PstKy | Account | Sp.G/L | Trans.type | New co.code

If the G/L Fast entry option is not selected, then proceed with the following instructions:

After entering the amount for the first line item for the credit, posting key 31(instructions are listed above, *Screen: Enter Vendor Invoice: Add Vendor Item*), follow the instructions listed below to enter the debit, posting key 40, for this transaction.

Field	Description/Usage
PstKy	Enter posting key 40 for a debit to GL account. This is the standard form for entering a journal.
Account	Enter the GL account for the first offsetting expense item.
Sp.G/L	Leave blank
Trans.type	Leave blank
New co.code	Do not enter a value in this field.

Press the **[Enter]** key or click on the green check mark icon

Screen: Create Vendor Invoice: Add G/L Account Item

Field	Description/Usage
Amount	Enter the dollar amount of the first offsetting expense item.
Tax code	Leave default.
Calculate tax	Leave blank
Cost center	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals)
Article	Leave blank
Site	Leave blank
Quantity	Leave blank
Assignment	Can be used to sort items in the G/L line item display, an example would be to identify USA items at the item level or other notation.
Text	Option field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.
Long Text	Click this button to add notes. You can document many lines of text for notation purposes here! This will not print on the check or remittance advice.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Add G/L account item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

G/L account 151000 DEPARTMENT RESALE INVENTORIES
Company code 1146 MWR NSA MIDSOUTH

Item 8 / Debit entry / 40
Amount 20.00 USD
Cost center 4505 Order
Article Site
Quantity
Assignment
Text Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

Press the **[Enter]** key or click on the green check mark icon if there are **more** entries, if **not** proceed on to the next section, Reviewing Entries.

Reviewing Entries:

Click to review the entry before posting.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Display Overview

Display currency | Park document | Act assgnmt model... | G/L item fast entry | Taxes

Document date	01/17/2003	Type	KR	Company code	1146
Posting date	01/17/2003	Period	4		
Document number	INTERNAL	Fiscal year	2003		
Reference	LK00987Y			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		4000015045	HARDINS SYSCO FOOD			750.66-
002	40		151000	RESALE INVENTORY	4466		100.00
003	40		151000	RESALE INVENTORY	4485		100.00
004	40		151000	RESALE INVENTORY	4486		165.33
005	40		151000	RESALE INVENTORY	4466		100.00
006	40		151000	RESALE INVENTORY	4485		100.00
007	40		151000	RESALE INVENTORY	4486		165.33
008	40		151000	RESALE INVENTORY	4505		20.00

D 750.66 C 750.66 0.00 * 8 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

If everything balances, you can post the document. Click on the icon to save. If not, double click on the line to make changes or to add additional line items, go to the bottom of this screen (Display overview) to Other line item and enter the information there.

Message: *'Document 35xxxxxxxxx is posted'.*

Document number generated: 3500000000 to 3599999999. This number should be written by hand on the originating document or invoice.

To park an invoice:

Enter the information as you would on a invoice (T-code F-43). If you wish to park the document instead of saving it, select **Document > Park**.

Note the parked document number. It should be a 10-digit number that looks something like, 3500000010.

NOTE: When a document is parked, it is not posted to the General Ledger.

You CANNOT close an accounting period if there are any parked documents. Review the status of all documents and if there are any parked, either post or delete them.

To edit the parked document see the section on **Change Parked Documents.**

To post a parked document see the section on **Post Parked Documents.**

Direct Invoice– "Posting to an Asset"

This is the entry of the invoice direct into FI Accounts Payable. This procedure is used for entering non-purchase order (PO) related invoice. An Asset shell must exist in the system prior to posting. To post a direct invoice for an asset the Vendor will be credited and the Asset debited in the following manner. You will use Document Type AA (Asset Posting) and on the Debit side of the transaction use Transaction type 100 (External Asset Acquisition) and Posting Key 70 to Debit the Asset.

Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔DOCUMENT ENTRY ➔INVOICE

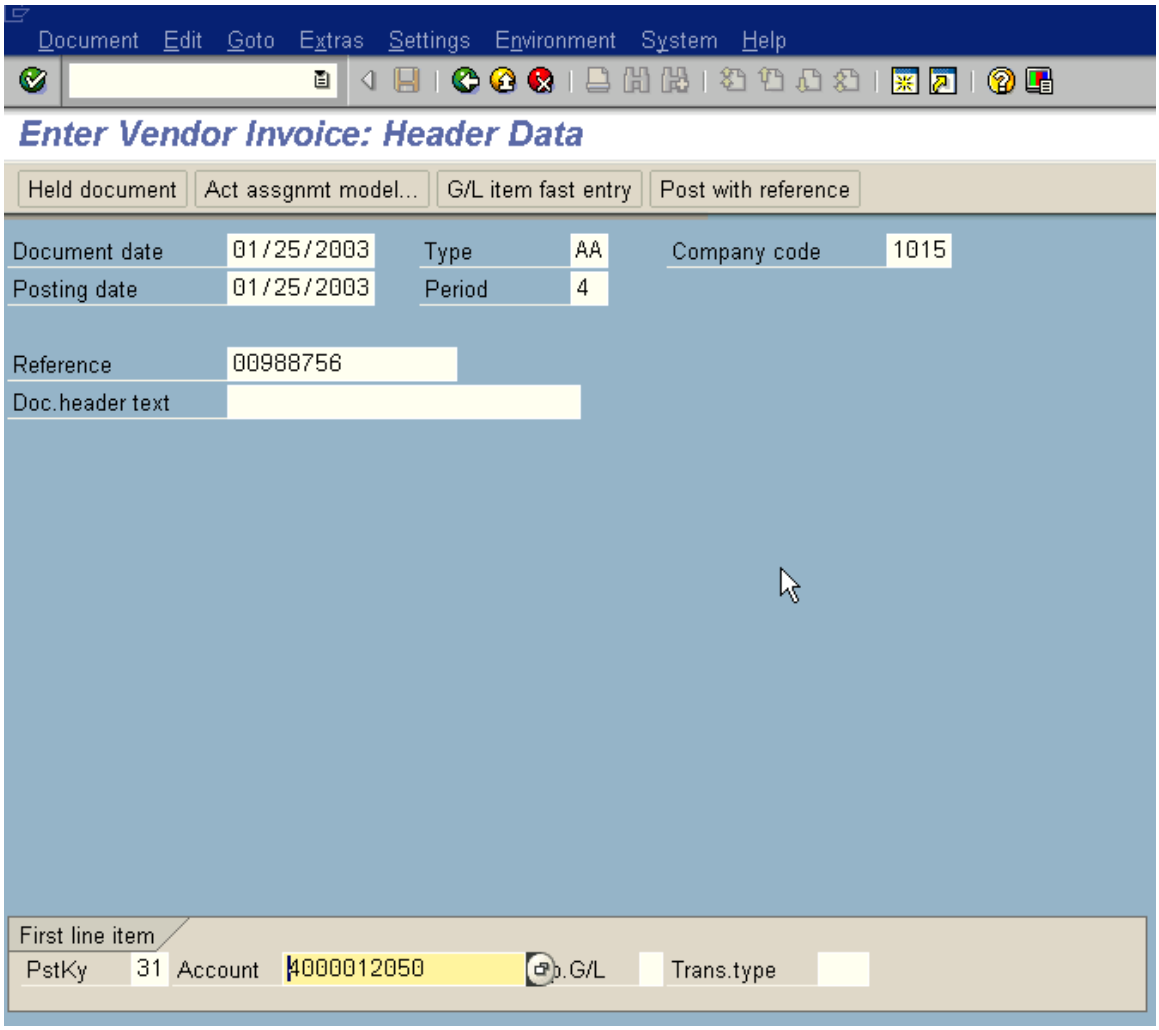
Transaction Code**: F-43**

Screen: Enter Vendor Invoice: Header Data

Field	Description/Usage
Document date	Enter the date of the originating document. For example, this date may be the date of a non-PO related vendor invoice or date of a BPA-related vendor invoice
Type	AA (asset posting)
Company code	Enter the company code for the base/fund in which the vendor item should be posted.
Posting date	This field defaults to current date. Change the posting date if the document ought to be posted in a different fiscal period.
Period	Leave blank.
Reference (Required Field)	Enter the reference number of the originating document. DO NOT PREFIX the vendor invoice number with # or INV#. Remember in order for the duplicate invoice feature to work properly, the system will check for exact matches of invoice numbers on exact same dates! EXACT MATCHES….please carefully key in invoice number to avoid duplicate payments - do NOT change invoice date from that on the invoice or receiving document!
Doc. header text	Free entry document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here.
PstKy	Enter posting key 31 for a credit entry to a vendor account number.
Account	Enter the vendor account number. This should not be confused with the accounts payable reconciliation G/L account. If it is an invalid vendor account, the system will give an error message.
Sp G/L	Leave blank.
Trans.type	Leave blank

Press the Enter key or click on the green check mark icon

Screen: Enter Vendor Invoice: Create Vendor Item



Field	Description/Usage
Vendor	
Amount	Enter the dollar amount indicated on the originating document (non-purchase order- related invoice, expense claim form, prize form, replenishment form, etc.)
Calculate tax	Leave blank.
Payt terms	Leave the default value unless it differs from the invoice. The default value is stored in the vendor's master record. Use the matchcode to select different payment terms for this invoice, if

	necessary.
Days/percent	Leave blank for default or enter special discount terms from vendor invoice. For example vendor will give a 5 percent discount if paid in 3 days. Enter "3" days, and "5" percent.
Bline date	Leave the default value.
Fixed	Leave blank.
Disc. base	Leave blank.
Disc. amount	Leave the default value or if the vendor has offered a special "lump sum" discount for payment within a specified time or a "good customer discount", enter the amount in this field.
Invoice ref.	Used for linking credit memo's with invoice. Leave blank for invoice.
Pmnt block	If the invoice item should be blocked from payment, enter payment block 'A' in this field. Normally, this field will be left blank.
Pmnt method	Normally, this field should be left blank, so that the default payment method in the vendor master record will used by the automatic payment program.
Pmnt meth.supl.	Leave blank.
Assignment	Leave blank.
Text	Free entry description of transaction - useful for online inquiry and reporting. **If this field is prefixed with an "*' character, this text will print on the check stub and EFT remittance advice.** You will note, by hitting the "long text" icon, you can document many lines of text for notation purposes here!
Next Line Item	
PstKy	**Enter posting key 70 for a debit to the asset.**
Account	Enter the asset number (asset must have been created prior to this step.)
Sp G/L	Leave blank
Trans.type	****Type "100" for External Asset Acquisition** (VERY IMPORTANT)**
New co.code	Do not enter a value in this field.

Document Edit Goto Extras Settings Environment System Help

Enter Asset posting: Add Vendor item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

Vendor 4000012050 ROCKENBACH CHEVROLET G/L acc 201000
Company code 1015 PO BOX 309
MWR NS GREAT LAKES GRAYSLAKE

Item 1 / Vendor credit / 31
Amount 8965.32 USD
Calculate tax
Payt terms V001 Days/percent 30 / /
Bline date 01/25/2003 Fixed
Disc. base Disc. amount
Invoice ref. / /
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text Long text

Next line item
PstKy 70 Account 17100034 Sp.G/L Trans.type 100 New co.code

Press the Enter key or click on the green check mark icon

Field	Description/Usage
Amount	Enter the dollar amount indicated on the originating document (non-purchase order- related invoice, expense claim form, prize form, replenishment form, etc.)
Calculate tax	Leave blank.
Tax code	Leave blank.
Quantity	****Must enter a quantity for the asset** EA is the default for unit of measure.**
Asset	Defaults in from the previous screen
Assignment	Leave blank.
Text	Free entry description of transaction - useful for online inquiry and reporting. You will note, by hitting the "long text" icon, you can document many lines of text for notation purposes here!

Item 2 Debit asset / 70 External asset acqui / 100

Amount	8965.32	USD	
Tax code			Calculate tax
			Bus.place/sectn
Quantity	1	EA	
Asset	17100034	0	More
Assignment			
Text			Long text

Next line item

PstKy		Account		Sp.G/L		Trans.type		New co.code	

Click to review the entry before posting.

Document date	01/25/2003	Type	AA	Company code	1015
Posting date	01/25/2003	Period	4		
Document number	INTERNAL	Fiscal year	2003		
Reference	00988756			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		4000012050	ROCKENBACH CHEVROLE			8,965.32-
002	70		171000	000017100034 0000			8,965.32

D 8,965.32 C 8,965.32 0.00 * 2 Line items

To post the document, click on .

Document number generated: XXXXXXXXXX. This number should be written by hand on the originating document or invoice.

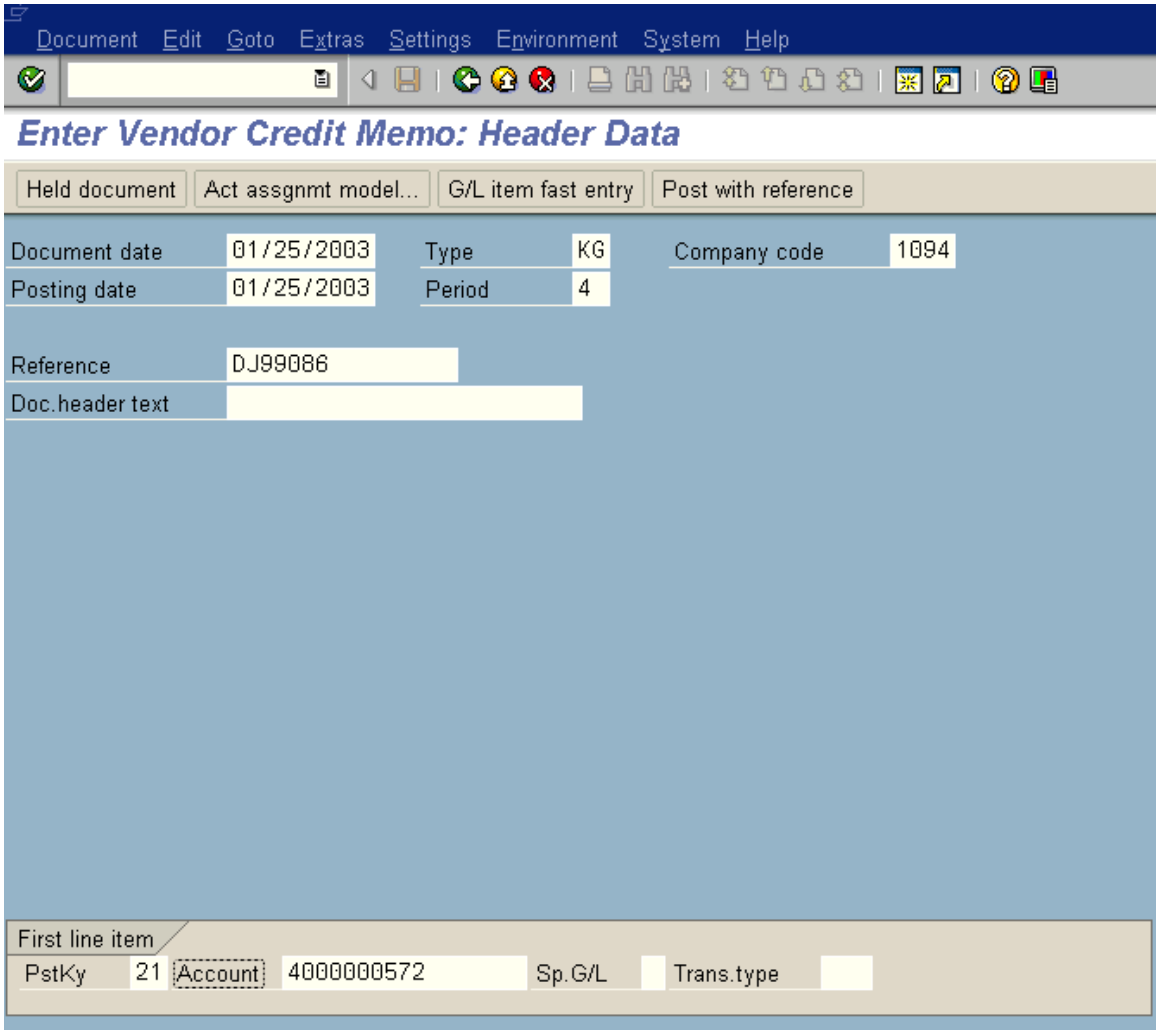
Credit Memos

Menu path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY ➔ CREDIT MEMO**

Transaction Code**: F-41**

Field	Description/Usage
Document date	Enter the date of the originating document or the vendor's credit memo.
Type	KG (default entry)
Company code	Enter the company code for the base/fund in which the vendor item should be posted.
Posting date	This field defaults to current date. Change the posting date if the document should be posted in a different fiscal period.
Period	Leave blank.
Reference	Enter the reference number of the originating document. For example, this may be the vendor's credit memo number.
Doc. header text	Free entry document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here.
PstKy	Enter posting key 21 for a debit entry to a vendor account number.
Account	Enter the vendor account number. This should not be confused with the payables reconciliation g/l account. If it is an invalid vendor account, the system will give an error message.
Sp.G/L	Leave blank.
Trans.type	Leave blank.

Screen: Enter Vendor Credit Memo: Header Data



Press the **[Enter]** key or click on the green check mark icon.

The following fields appear on the next screen:

Field	Description/Usage
Amount	Enter the dollar amount indicated on the credit memo.
Calculate tax	Leave blank.
Payt terms	Leave the default value if one appears. If the credit memo is **NOT** associated with an existing invoice you can enter an '*' to adopt the payment terms on the vendor master record.
Days/percent	Leave blank.
Bline date	Leave the default value.
Fixed	Leave blank.
Disc. base	Leave blank.
Disc. amount	Leave blank.
Invoice ref	Enter the SAP invoice document number and fiscal year to which the vendor credit memo relates. **This will cause the original invoice's payment terms to be adopted automatically for the credit memo!**
Pmnt block	Normally, this field will be left blank.
Pmnt method	Leave blank.
Pmnt meth.supl.	Leave blank.
Assignment	Can leave blank or enter information that you would sort in the line item display report.
Text	Free entry description of transaction - useful for display and reporting purposes. **If this field is prefixed with an "*" character, this text will print on the check stub and EFT remittance advice.**
Long text	Click this button to add notes. You can document many lines of text for notation purposes here! This will not print on the check or remittance advice.

Screen: Enter Vendor Credit Memo: Add Vendor Item

Document Edit Goto Extras Settings Environment System Help

Enter Vendor credit memo: Add Vendor item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

Vendor 4000000572 DISCOUNT SCHOOL SUPPLY G/L acc 201000
Company code 1094 PO BOX 60000
MWR COMNAVREG, NE SAN FRANCISCO

Item 2 / Vendor debit / 21
Amount 56.32 USD
Calculate tax
Payt terms * Days/percent / /
Bline date 01/25/2003 Fixed
Disc. base Disc. amount
Invoice ref. / /
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *FAULTY PUMP Long text

Next line item
PstKy 50 Account 701000 Sp.G/L ans.type New co.code

For multiple line items:
You can enter multiple line items on one screen (G/L Fast Entry) or you can enter one item per screen. You still need to go to the screen titled *Screen: Enter Vendor Credit Memo: Add Vendor Item* (see above), to enter the amount of the 1st line item. Fast entry screen cannot be used to enter debit entries. To use the fast entry screen see the instructions on G/L Item Fast Entry.

G/L Item Fast Entry:
The G/L fast entry template can be selected at the outset of the transaction especially where multiple expense accounts will be entered against a single vendor (e.g., petty cash replenishment). You don't want to use this type of entry if you have to change terms or discount amounts. Simply press the **G/L Item Fast Entry** push-button after the amount of the credit memo is entered for the 1st line item (prior to entering the offsetting posting key/accounts.)

Field	Description/Usage
PK	Enter posting key 50 for a credit to GL account. This is the standard form for entering a journal.
CoCd	Leave blank.
Accoun	Enter the GL account for the first offsetting expense item.
Amount	Enter the dollar amount of the first offsetting expense item.
Site	Leave blank
Cost c	Enter the cost center to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals)
Assignment	Can be used to sort items in the G/L line item display, an example would be to identify USA items at the item level or other notation.
Text	Optional field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.

Screen: Enter Vendor Invoice: Add G/L Account Items

Company code 1094 MWR COMNAVREG, NE ☐ Calculate tax

G/L account items

PK	CoCd	Account	Amount	Site	Cost c	Assignment	Text
50		701000	10.00		4088		
50		701000	10.00		4090		
50		701000	36.32		4092		

If the G/L Fast entry option is not selected, then proceed with the following instructions:

After entering the amount for the first line item for the debit, posting key 21(instructions are listed above, *Screen: Enter Vendor Credit Memo: Add Vendor Item*), follow the instructions listed below to enter the credit, posting key 50, for this transaction.

Field	Description/Usage
PstKy	Enter posting key 50 for a debit to GL account. This is the standard form for entering a journal.
Account	Enter the GL account for the first offsetting expense item.
Sp.G/L	Leave blank.
Trans.type	Leave blank.
New co.code	Do not enter a value in this field.

Press the **[Enter]** key or click on the green check mark icon.

Field	Description/Usage
Amount	Enter the dollar amount of the first offsetting expense item.
Tax code	Leave default.
Calculate tax	Leave blank.
Cost center	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (i.e., air shows, concerts, festivals, other base-wide events)
Article	Leave blank.
Site	Leave blank.
Quantity	Leave blank.
Assignment	Leave blank.
Text	Enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.

Screen: Create Vendor Credit Memo: Add G/L Account Item

Enter Vendor credit memo: Correct G/L account item

More data | Act assgnmt model... | G/L item fast entry | Tax amounts

G/L account 701000 SUPPLIES
Company code 1094 MWR COMNAVREG, NE

Item 2 / Credit entry / 50
Amount 56.32 USD
Tax code
Calculate tax
Cost center 4088
Order
Article
Site
Quantity
Assignment
Text
Long text

Next line item
PstKy Account Sp.G/L Trans.type New co.code

Press the **[Enter]** key or click on the green check mark icon if there are **more** entries, if **not** proceed on to the next section, Reviewing Entries.

Reviewing Entries:

Click to review the entry before posting.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor credit memo: Display Overview

Display currency | Park document | Act assgnmt model... | G/L item fast entry | Taxes

Document date 01/25/2003 Type KG Company code 1094
Posting date 01/25/2003 Period 4
Document number INTERNAL Fiscal year 2003
Reference DJ99086 Cross-CC no.
Doc.header text

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	21		4000000572	DISCOUNT SCHOOL SUP			56.32
002	50		701000	SUPPLIES	4088		56.32-

D 56.32 C 56.32 0.00 * 2 Line items

If everything balances, you can post the document. Click on the icon to save. If not, double click on the line to make changes or to add additional line items, go to the bottom of the screen (Display overview) to Other line item and enter the information there.
Message: *'Document 31xxxxxxxxx is posted'.*

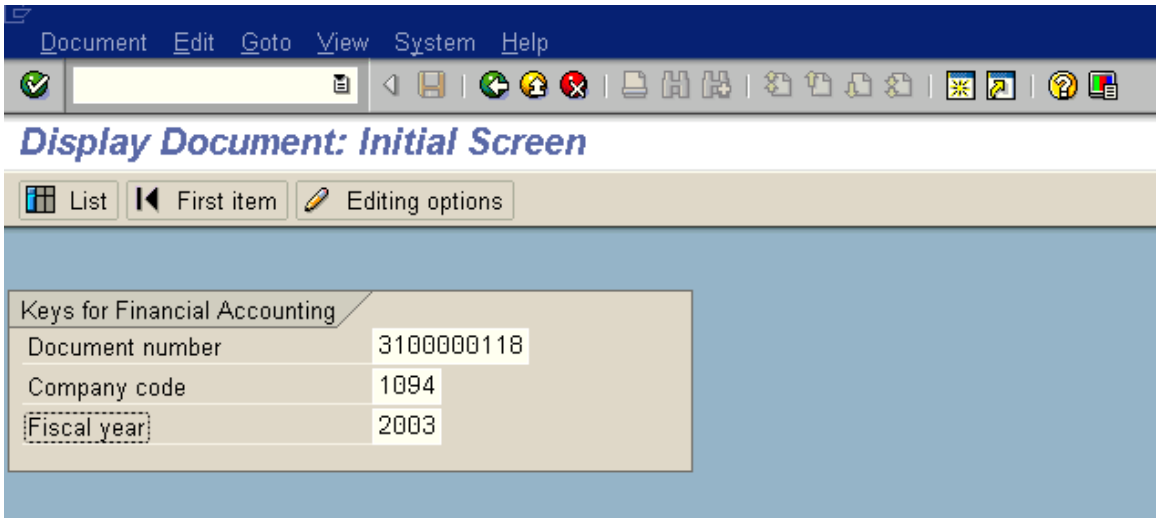
Document number generated: 3100000000 to 3199999999. This number should be written on the originating document or credit memo.

Display Document

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ DISPLAY**

Transaction code: **FB03**

Screen: Display Document: Initial Screen



Field	Description/Usage
Document number	Enter the document number to be displayed.
Company code	Enter the company code for the base/fund in which the document to be displayed was posted.
Fiscal year	Enter the financial year in which the document to be displayed was

	posted.

Press the **[Enter]** key or use the green check mark icon .

Document Edit Goto Settings Extras Environment System Help

Document Overview

Choose Save Tax data

Doc.type : KG (Vendor credit memo) Normal document

Doc. number	3100000118	Company code	1094	Fiscal year	2003
Doc. date	01/25/2003	Posting date	01/25/2003	Period	04
Ref.doc.	DJ99086				
Doc.currency	USD				

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	21		4000000572	DISCOUNT SCHOOL SUPPLY				56.32	
2	50		701000	SUPPLIES	4088			56.32-	

Double-click on a line item to view the details for each line.

To exit this transaction, click on the backward green arrow .

Change A Document

It might be necessary to change some details in the document. However, the dollar amount, GL account, cost center and internal order can never be changed if the document has been posted. If these values were posted in error, the document should be reversed (See Reversing Documents). A new document with the correct values should then be entered.

Menu path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ CHANGE**

Transaction code**: FB02**

Document Edit Goto View System Help

Change Document: Initial Screen

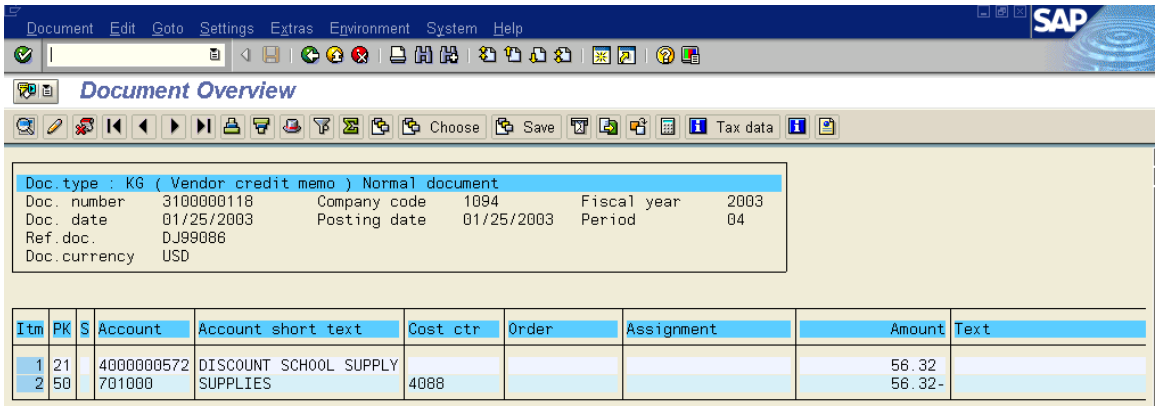
List First item Editing options

Keys for Financial Accounting

Document number	3100000118
Company code	1094
Fiscal year	2003

Screen: Change Document: Initial Screen

Field	Description/Usage
Document number	System-generated number after saving a document. Enter the document number you want to display.
Company code	Enter the company code for the base/fund in which the vendor item was posted.
Fiscal year	Year when the document number above was posted



Double click on the line items that you want to change. The fields that appear with light colored backgrounds can be changed. These fields include:

Document Header fields (press the Header icon):

- Document Header Text
- Reference Doc

Line Item fields:

- Payment terms (vendor line item only)
- Payment block (vendor line item only)
- Payment method (vendor line item only)
- Assignment
- Line item text

To save the changes, click on the Save icon .

Display Document Changes

Use this transaction to view all the changes that have been made to a single document.

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ DISPLAY CHANGES**

Transaction code**: FB04**

Field	Description/Usage
Company code	Enter the company code for the base/fund in which the document was posted.
Document number	Enter the document that you wish to view for all the changes made to this document.
Fiscal year	Enter the financial year in which the document is posted.
Period of change	
From change date	The system only display changes which were made after this date
Time	The system only display changes which were made after this time
Changed by	User ID of the user who made the change

Press the **[Enter]** key or use the green check mark icon .

Click on the All changes icon.

Double click on each line if you wish to view the details of the changes.

Parking Documents

This transaction is used when a business office wants technicians to enter invoices but NOT to post them to the G/L. The technician's supervisor will have authority to post the parked document.

NOTE: When a document is parked, it is NOT posted to the General Ledger.

You cannot close an accounting period if there are any parked documents. Review the status of all documents and if there are any parked, either post or delete them.

To park an invoice:

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY ➔ PARK INVOICE**

Transaction code: **F-63**

Note the parked document number. It should be a 10 digit number that looks something like, 3500000010

To park a credit memo:

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY ➔ PARK CREDIT MEMO**

Transaction code: **F-66**

Note the parked document number. It should be a 10 digit number that looks something like, 3100000010.

Change Parked Documents

Menu Path: **ACCOUNTING ➔FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ PARKED DOCUMENT ➔ CHANGE**

Transaction code: **FBV2**

Press the **[Enter]** Key or use the green check mark icon

Field	Description/Usage
Document number	Enter the document number of the parked document to be change
Company code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal year	Enter the fiscal year in which the document to be changed was parked.

Press the **[Enter]** key or use the green check mark icon

Changes can be made to the following:

- Reference
- Doc head text
- Add more lines

OR

To view the list of parked documents, click on the List icon.

Field	Description/Usage
Company code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal year	Enter the fiscal year in which the document to be changed was parked.
Posting date	Leave blank.
Entered by	Enter the User ID of the user who entered the parked document, if known.

Click the Execute icon.

Position your cursor on the line item that you wish to select, and click on the Choose icon.

Double-click on the line items that need to be changed.

To exit this transaction, click on .

New line items can also be added:

- Pst key
- Indicate GL account

OR

Click on 'GL fast entry'. When finished, save the document by clicking on .

> **IMPORTANT NOTE**
> Saving the changed document does ***not*** post the document to the GL! After the document is saved you will get a message saying, "Preliminarily posted document 3100000010 was changed". To post the document, see section on **POST PARKED DOCUMENTS**

Change Parked Document Header

Menu Path: **ACCOUNTING ➔FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ PARKED DOCUMENT ➔ CHANGE HEADER**

Transaction code: **FBV4**

Press the Enter Key or click the green check mark

Screen: Change Parked Document: Initial Screen

Field	Description/Usage
Document number	Enter the document number of the parked document to be changed.
Company code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal year	Enter the fiscal year in which the document to be changed was parked.

Press the **[Enter]** key or click the green check mark

OR

To view the list of parked documents, click on the **[List]** icon.

Field	Description/Usage
Company code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal year	Enter the fiscal year in which the document to be changed was parked.
Posting date	Leave blank.
Entered by	Enter the User ID of the user who entered the parked document, if known.

Click the Execute icon.

Position your cursor on the line item that you wish to select, and click on the icon. The fields that appear with light colored backgrounds can be changed. These fields include:

Document Header fields (press the Header Information icon).

- Document Header Text
- Reference Doc

To save the changes made, click on .

Display a Parked Document

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ PARKED DOCUMENTS ➔ DISPLAY**

Transaction code: **FBV3**

Screen: Display Parked Document: Initial Screen

Field	Description/Usage
Company code	Enter the document number of the parked document to be displayed.
Document number	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal year	Enter the fiscal year in which the document to be displayed

	was parked.

Press the **[Enter]** key or use the green check mark icon

To view the list of parked documents, click on the List icon.

Field	Description/Usage
Company code	Enter the company code for the base/fund in which the vendor item was posted.
Fiscal year	Enter the financial year in which the documents are posted to.
Posting date	Enter a range of posting dates
Entered by	User Id of the user who has entered the parked document.

Select the Execute icon

Position your cursor on the line item that you wish to select, and click on the Choose icon.

Double click on the line items to view the details of each line item.

To exit this transaction, click on or

Display Changes to a Parked Document

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE➔DOCUMENT ➔PARKED DOCUMENTS ➔ DISPLAY CHANGES**

Transaction code**:** **FBV5**

Field	Description/Usage
Company code	Enter the document number of the parked document to be displayed.
Document number	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal year	Enter the fiscal year in which the document to be displayed was

	parked.
Period of change	
From change date	The system only displays changes which were made as of this date. A range of dates is sometimes useful.
Time	The system only displays changes which were made as of this time, if known. A range is best if using this field.
Changed by	Enter the user ID of the user who made the change, if known.

Press the **[Enter]** key or use the green check mark icon

Click on the All changes icon.

Double click on each line if you wish to view the details for the changes.

Delete Parked Document

Parked documents are deleted when:

1. The concerned cost center manager and/or division manager, for valid reasons, does not approve an invoice.

2. An erroneous bill forwarded to Morale, Welfare and Recreation or VQ is discovered after routing.

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE, DOCUMENT ➔PARKED DOCUMENTS ➔POST/DELETE**

Transaction code: **FBV0**

Field	Description/Usage
Document number	Enter the document number of the parked document to be displayed.
Company code	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal year	Enter the fiscal year in which the document to be displayed was parked.

Press the **[Enter]** key or use the green check mark icon

Go to: '**Document ➔ Delete** Parked Document'.

There will be a system message "Data will be lost. Delete parked document?" Click on the **[Yes]** icon to delete the parked document.

A System message appears: ***'Parked document deleted'***.

Post Parked Documents

Once a parked document is ready for posting, a special procedure must be followed.

When editing or making changes to a parked document, the only serves to save changes to the parked document, **it does not post it to the general ledger**! You must POST a parked document with the following transaction.

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE, DOCUMENT ➔ PARKED DOCUMENTS ➔ POST/DELETE**

Transaction code: **FBV0**

Press the **[Enter]** key or use the green check mark icon

Field	Description/Usage
Document number	Enter the document number of the parked document to be posted.
Company code	Enter the company code for the base/fund in which the document to be posted was parked.
Fiscal year	Enter the fiscal year in which the document to be posted was parked.

Press the **[Enter]** key or use the green check mark icon

To post the changes made, click on .

To view the list of parked documents, click on the List icon.

Field	Description/Usage
Company code	Enter the company code for the base/fund in which the document to be posted was parked.
Fiscal year	Enter the fiscal year in which the document to be posted was parked.
Posting date	Leave blank.
Entered by	Enter the User ID of the user who entered the parked document, if known.

Select the Execute icon

Position your cursor on the line item that you wish to select, and click on the Choose icon.

Double-click on the line items that are to be changed.

Post document by clicking on .

System message received: ***'Parked document is posted'***.

Reversal of Individual Documents

Documents that have been posted in error or contain amounts, accounts or account assignments (cost centers, internal orders) that are incorrect can easily be reversed. SAP provides functionality to automatically generate a reversal document, when the user specifies the original document.

Remember that reversal documents **cannot** be posted to a period that is already closed, and where the financial statements have already been generated. Generally, SAP will use the posting date of the original document as the reversal posting date if it is within the current period. A different posting date may be specified by the user. It should be in the same accounting period as the original document. If it is determined that an invoice from a previous (closed) period needs to be reversed, you must specify an alternate posting date because the system cannot post to the original.

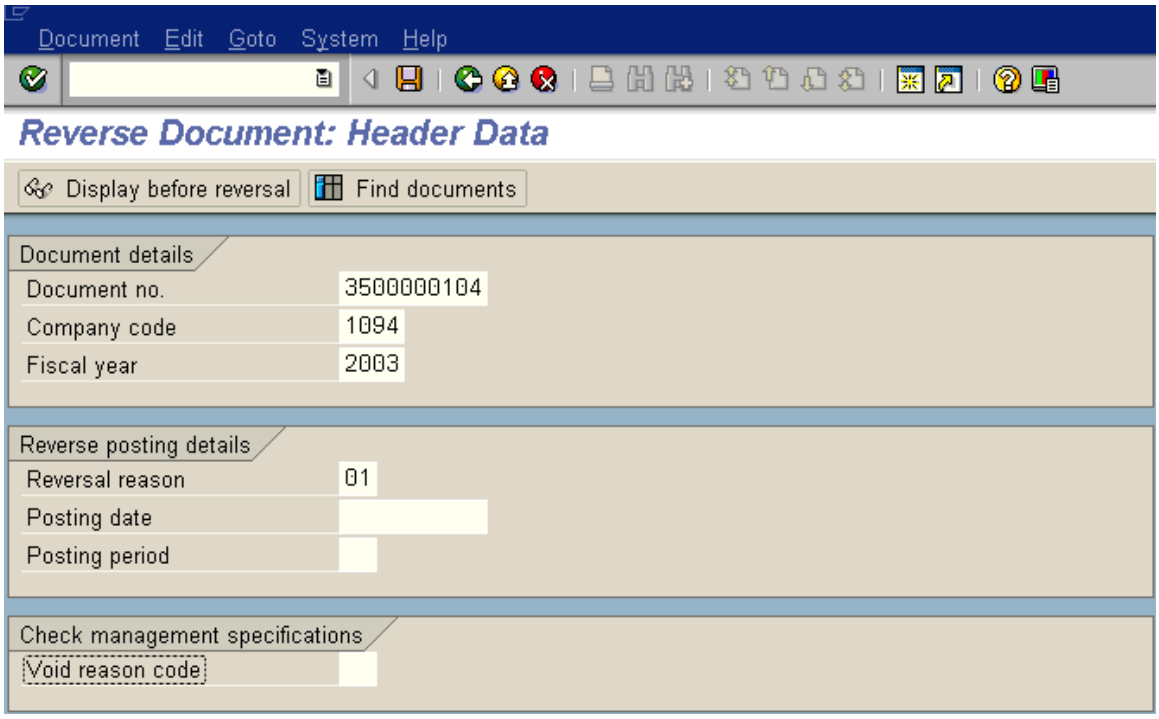
Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ REVERSE ➔ INDIVIDUAL REVERSAL**

Transaction code**: FB08**

Screen: Reverse Document: Header Data

Field	Description/Usage
Document no.	Enter the document number to be reversed.
Company code	Enter the company code for the base/region in which the document to be reversed was originally posted.
Fiscal year	Enter the fiscal year in which the document was originally posted. Remember that MWR/VQ uses document numbers that are company code dependant and that reset themselves after they reach the end of the respective number ranges. **Therefore a unique document can only be found when both the document number, company code and fiscal year are specified in combination. This combination is a unique key in the database that identifies a particular document.**

Reverse posting details	
Reversal reason	Currently, MWR has three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are: 01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period.
Posting date	This field could be left blank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02 - you must indicate the date you want the reversal posted (it CANNOT be in a closed period…it must be a date in the current period you are using). This field should be left blank when using reversal reason code # 01.
Posting period	Leave this field blank unless the reversal document is to be posted into special period 13.
Check management specifications	
Void reason code	**Leave blank. Do not use this transaction to reverse check payments**



Click on the Display document icon to see the document for cancellation.

Click on to escape to the previous screen.

To reverse the document, click on the Save icon .

Document number range is 1900000000 to 1999999999. Write the reversing document number on the invoice.

Mass Reversal of Documents

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ REVERSE ➔ MASS REVERSAL**

Transaction code**: F.80**

Screen: Mass Reversal of Document: Initial Screen

Field	Description/Usage
Company code	Enter the company code for the base/fund in which the document to be reversed was originally posted. A range of company codes can be specified if required.
Document number	Leave blank to have the system search for all documents. Specify a range of documents if the document numbers are known.
Fiscal year	Enter the financial year in which the documents to be reversed were posted.
General Selections	
Document type	To limit the number of documents the system will search, specify the document type of the documents to be reversed. A range of documents can be entered if required. Vendor invoices are posted using document type, "KR" (direct invoices) and "RE" (PO related invoices). Vendor credit memos are posted using document type, "KG" (credit memos for direct invoices) and "RE" (credit memos for PO related invoices).
Posting date	Range of posting dates for the documents to be selected for reversal.
Entry date	Range of document entry dates can be entered if desired. This selection field is useful if the document were entered on a known date, but the document dates and posting dates may be numerous or different than the entry date.
Reference number	Range of reference document numbers can be entered if desired.
Reference procedure	Leave blank.
Reference key	Leave blank.
Logical system	Leave blank.

Reverse Posting details	
Reason for reversal	Currently, MWR has three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are: 01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period.
Posting date	This field could be left bank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02. It should be left blank when using reversal reason code # 01.
Posting period	Leave this field blank unless the reversal document is to be posted into special period 13.
Test run	If this indicator is activated, a log will be generated. Selected documents will not be reversed. If this indicator is inactivated, reversal of selected documents will take place.
Cross-company code transactions	
Do not process	Is the default
Process	Leave blank
Relevant documents if possible	Leave blank
Only reverse completely	Leave blank

Press the Execute icon to start the mass reversal program. If the test run mode was activated, the program will have to be executed again in productive mode to actually post the reversal documents.

Program Edit Goto System Help

Mass Reversal of Documents: Initial Screen

Company code		to	
Document number		to	
Fiscal year		to	

General selections

Document type		to	
Posting date		to	
Entry date		to	
Reference number		to	
Reference transaction		to	
Reference key		to	
Logical system		to	

Reverse posting details

Reason for reversal	01
Posting date	
Posting period	

☑ Test run

Cross-company code transactions

- (●) Do not process
- ( ) Process
- ( ) Relevant docs if possible
- ( ) Only reverse completely

Three-way Match Overview

Procuring items done on a SAP purchase order is part of the three-way match process. In order for a purchase order to be paid, three things must occur:

Step 1:
The Procurement Technician must create the purchase order in SAP. In this step there is no accounting impact, although PO items are coded to the appropriate general ledger account, cost center, or asset.

Step 2:
The Accounts Payable Clerk/Receiving Agent must enter a goods receipt (GR) into SAP. In this step, the goods receipt will match up the information that was entered on the purchase order. If this is a partial shipment, the clerk may modify the quantity, which will leave the GR open until the rest of the shipment is entered. The General Ledger is automatically updated with the general ledger account (i.e. expense or prepaid account), cost center, or asset that was coded on the SAP Purchase Order. The offsetting posting is made to a new account called the Goods Receipt/ Invoice Receipt (GR/IR) clearing account (201010). This is known as an accrued liability account.

Credit GR/IR 201010
Debit An Expense Account [(701000 (Supplies), 151000 (Inventory), 1710000012 (Asset) Vehicle]

Step 3:
The Accounts Payable Clerk receives the invoice. Invoice Verification is the last step of the three-way match process. Transaction code MIRO is used to enter the purchase order number and verify that the amount of the PO that appears on the screen is the amount being invoiced. MIRO must match what was entered at the purchase order level and goods receipt. You are only authorized within AIMS/SAP to accept a 5% variance between the purchase order line item price and the invoice for a **prime vendor**, except for assets. A 5% variance is ONLY tolerated on prime vendors all other vendor invoices are required to match the purchase order. A price difference greater than 5% requires a purchase order modification (this necessitates a return to the Procurement Department).

The following entry is posted, once the invoice is saved.

Credit To the vendor "4/XXX" which in turn credits the correct GL account (201000/206000)
Debit 201010 - GR/IR Clearing Account

Goods Receipt

Goods receipt will be verified against the corresponding purchase order to ensure the correct goods and quantity are received.

For all system generated purchase orders, the Accounts Payable Technician will directly enter the goods receipt into the system. Based on local connectivity and staffing requirements, it is possible for persons other than the Accounting staff to enter the goods receipt into the system. The Receiving Agent (or warehouse person) may be given authorization to enter the goods receipt in the AIMS system - this is a local decision.

MWR and VQ:

Until such time that the warehouse and facility staffs have access to AIMS and the goods receipt function, the following procedure should be used.

Purchasing/Receiving Agent

1. Upon receipt of all goods the goods receipt copy of the purchase order is signed/dated by the receiving agent and forwarded to the MWR Regional Accounting Office.

2. In cases of partial receipts, the receiving copy should be flagged as "partial" and forwarded to the Accounting Office. When all goods are received a final goods receipt can be signed and forwarded to the accounting office with a notation of "complete" or "complete delivery."

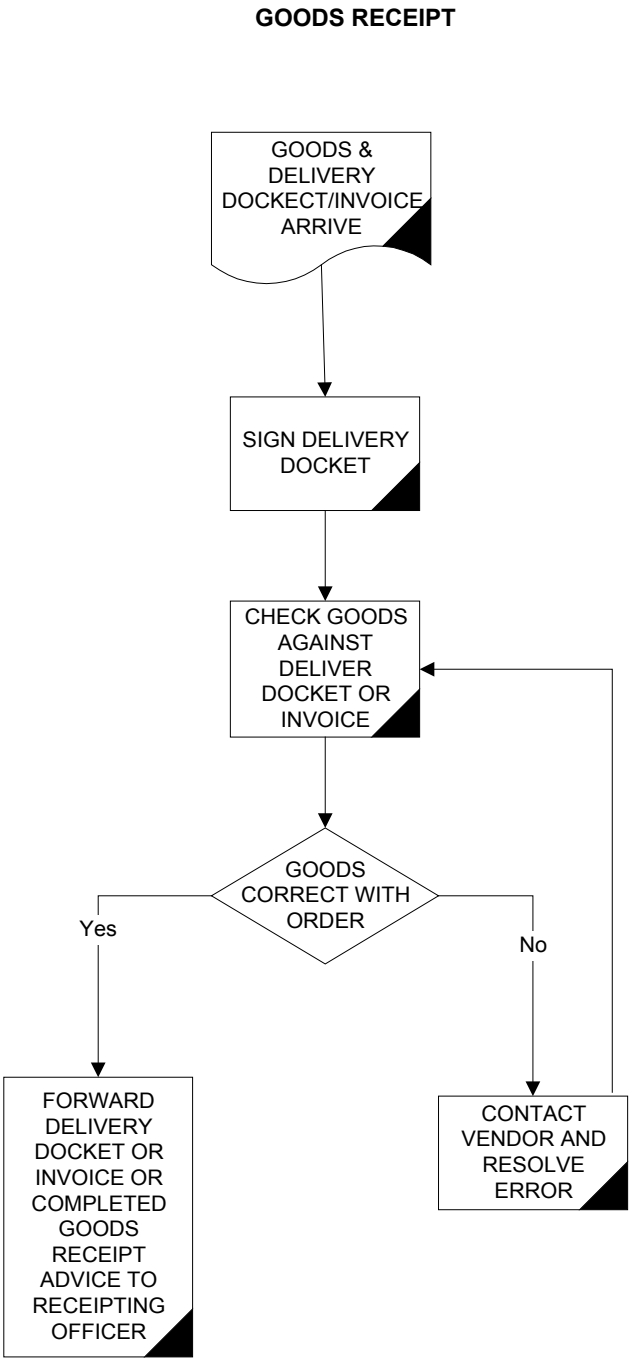
Accounting Office

3. Goods Receipt is checked to ensure the Goods Receipt has been signed and dated.
4. Goods Receipts are entered into the SAP system.
5. Goods Receipts document number should be noted on the Purchase order copy.

Note: Goods receipts may also be entered into the system where there is no receiving copy in the following instances:

- Vendor's invoice has been signed by an authorizing departmental person acknowledging receipt of the goods
- Verbal assurance has been given by the receiving officer that the goods are received (In this case a memorandum would be signed attesting to the fact that the goods are received)

Business Model



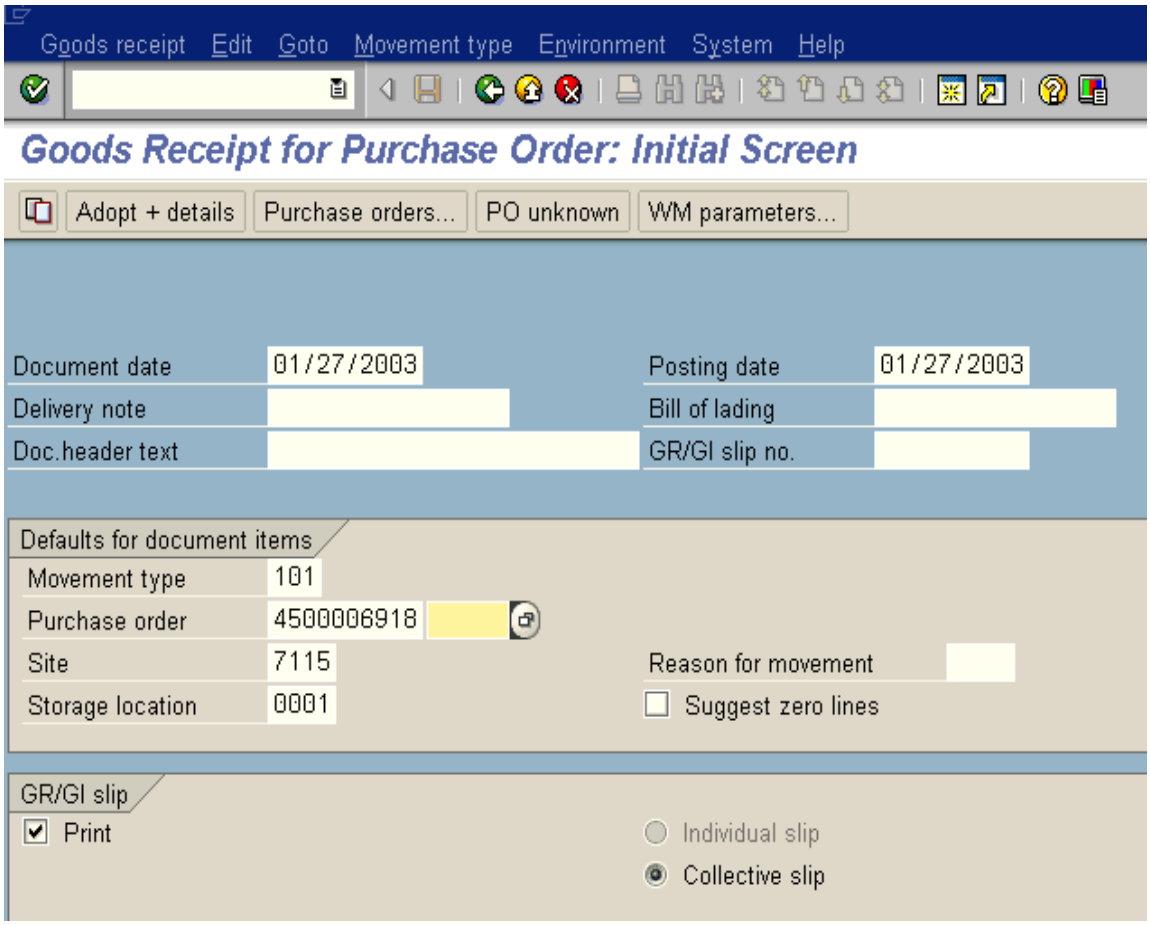
STEP 2 OF THE THREE WAY MATCH PROCESS:

Post Goods Receipt

Menu path: **LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ PURCHASE ORDERS ➔ PURCHASE ORDER ➔ FOLLOW-0N FUNCTIONS ➔ GOODS RECEIPT**

Transaction code: **MB01**

Screen 1: Goods Receipt for Purchase Order: Initial screen

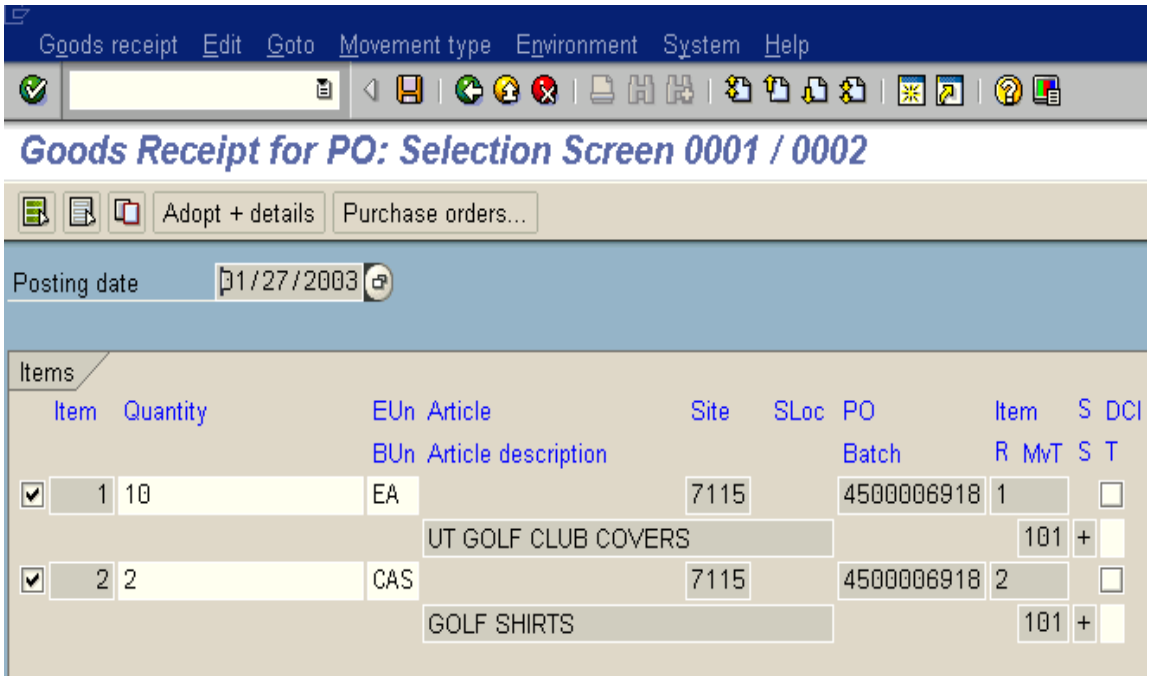


Field	Description/Usage
Document date	The document date is the date on which the original document was issued.
Delivery note	Leave blank.

Bill of lading	Number identifying the bill of lading of the goods that have been received. The bill of lading is the document issued by the sender that accompanies the goods. Normally left blank
Doc. header text	The document header text contains explanations or notes, That apply to the document as a whole not only for certain line items.
GR/GI slip no.	Leave blank
Defaults for document items	
Movement type	Enter '101' for a goods receipt.
Purchase order	Enter the relevant purchase order number to which the goods receipt or goods return relates. The purchase order number should to be quoted by the vendor on the shipping documents or packing slip. The purchase order number can also be found on the goods receipt copy of the purchase order (which is sent to the warehouseman).
Site	Enter the site to which the goods are being received or from which they are being returned.
Reason for movement	While processing a Goods Receipt, leave this field blank.
Storage location	Leave this field blank.
Suggest zero lines	Leave this field blank.
GR/GI slip	
Individual slip	Leave the default value.
Print	Check this box if you want to print the goods receipt.

Press the **[Enter]** key or click the green checkmark to continue.

Screen: Goods Receipt for PO: Selection screen 0001/XXXX



Field	Detail to Input
Item	Make sure that the checkbox beside the item is flagged. The system defaults a value from the purchase order. In cases of partial shipments where one of the line items order was NOT received, remember to "unflag" the checkbox beside the line item. In other words, if you did **NOT** receive the item, unflag this box.
Quantity	Enter the quantity to be receipted, in the unit of entry. quantity is automatically converted to the stockkeeping unit of measure. The system defaults a value from the purchase order. n cases of partial shipments, **remember to change the default quantity to the amount actually received.**
EUn	Unit of measure in which the goods movement or inventory count is entered. The system defaults a value from the purchase order.
Delivery completed	Flag this indicator if the goods receipt is expected to be the final delivery (i.e. the purchase order quantity has been fully received or when no further shipments are expected).
Stock type	Leave this field blank.

To display the goods receipt document in detail, press the [Adopt + Details] push-button.

Reviewing G/L Accounts & Cost Center Before Posting:
To display the G/L accounts and the cost centers that were selected when creating the purchase order, before posting occurs, select Environment, Purchase order , Acct. assgts. . To get back, press the green arrow, .

Click the SAVE icon to post the Goods Receipt.

The following message will appear: ***"Document 50XXXXXXXX posted"***

NOTE: Posting of the goods receipt document results in an entry being recorded to the general ledger. This entry records the liability of the MWR/VQ activity (to pay the vendor for the goods/service) on the balance sheet. The following entry is made:

Debit: XXXXXX (Expense Account/Inventory or Asset Account)
Credit: 201010 (GR/IR Clearing)

Change Goods Receipt

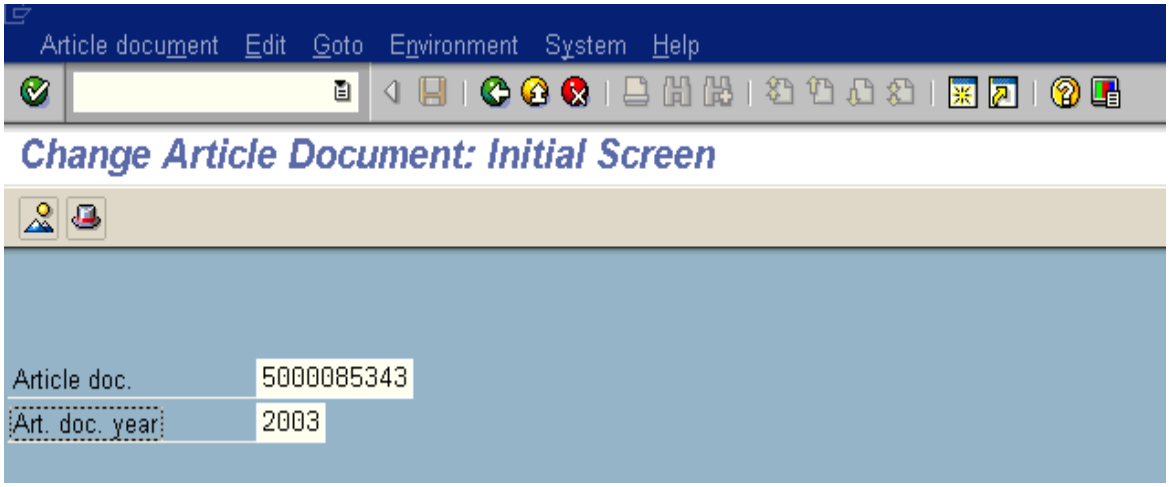
Very few fields on a goods receipt can be changed. The fields that may be changed include the document header text and the item text. All other fields such as quantity, or date cannot be changed. If these other fields require changing, the goods receipt should be reversed using Movement Type 102 (see the following section).

In cases where merchandise is returned to the vendor, enter a new goods receipt using Movement Type 122. You will note when using movement type 122, the quantity for each line item returned is marked with a "-" or minus sign signifying its return to the vendor.

Menu path:**LOGISTICS ➔ RETAILING➔ MERCHANDISE LOGISTICS ➔ INVENTORY MANAGEMENT ➔ ARTICLE DOCUMENT ➔ CHANGE**

Transaction code: **MB02**

Screen: Change Material Document: Initial screen



Field	Description/Usage
Article doc.	Enter the document number of the goods receipt that is to be changed.
Art. doc. year	Enter the fiscal year in which the goods receipt was posted.

Press the Enter key or click the green checkmark to continue.

Screen: Change material document XXXXXXXXXX: Overview

Article document Edit Goto Environment System Help

Change Article Document 5000085343 : Overview

Details fm item | Article | Accounting docs...

Posting date 01/27/2003 Name HQ_P657F10

Items

Item	Quantity	EUn / BUn	Article / Article description	Site	SLoc	PO / Batch	Item / R	MvT	S / S	DCI / T
1	10	EA		7115		4500006918	1			☑
			UT GOLF CLUB COVERS					101	+	
2	2	CAS		7115		4500006918	2			☑
			GOLF SHIRTS					101	+	

Field	Description/Usage
All fields	Display only

Menu Path: **Go to ➔ More functions ➔ Header**

Article document Edit Goto Environment System Help

Change Article Document 5000085343 : Header

Document date 01/27/2003 Posting date 01/27/2003

Art. doc. year 2003

Entry date 01/27/2003 Time of entry 09:03:34

Tr./ev.

Trans./ev. type WE Goods receipt for purchase order

Doc.header text Name HQ_P657F10

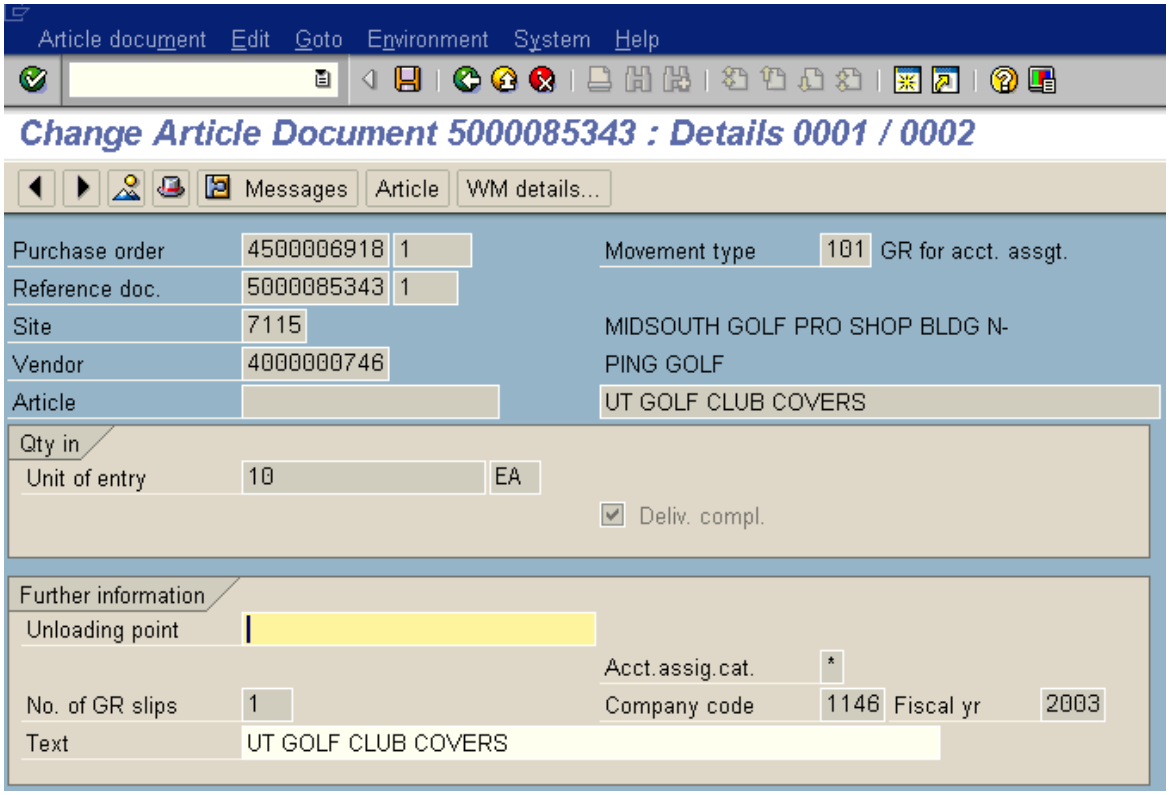
☑ Print

○ Individual slip

◉ Collective slip

Field	Description/Usage
Doc header text	The document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items.

Menu Path: **Go to ➔ Details from item**



Field	Description/Usage
Text	The text may contain explanations or notes that apply to certain line items.

Click to save the changed Goods Receipt

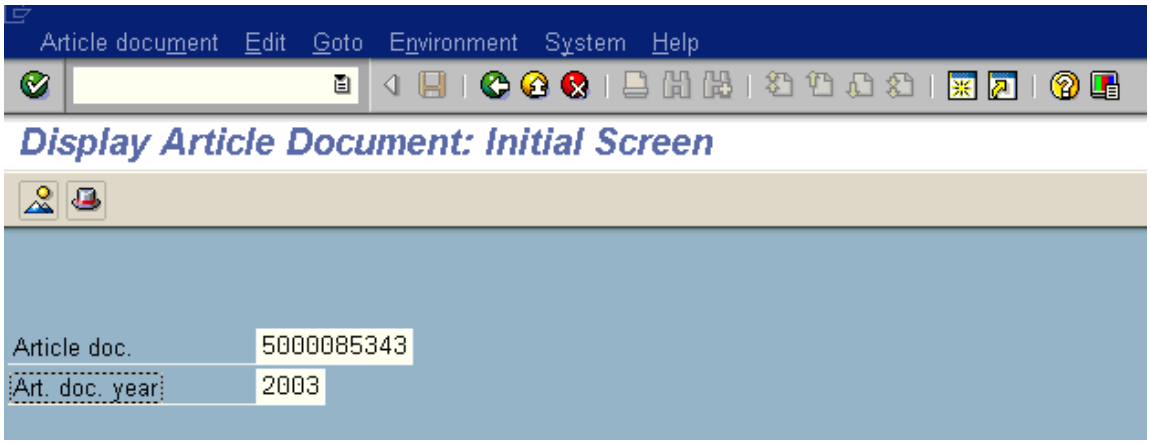
The following message will appear: ***"Document 50XXXXXXXX changed"***

Display Goods Receipt

Menu path: **LOGISTICS ➔ RETAILING ➔ MERCHANDISE LOGISTICS ➔ INVENTORY MANAGEMENT ➔ ARTICLE DOCUMENT ➔ DISPLAY**

Transaction code: **MB03**

Screen: Display material document XXXXXXXXXX: Overview



Field	Description/Usage
Article doc	Enter the document number
Art. doc. year	Enter the fiscal year in which the goods receipt was posted.

Press the Enter key or click the green checkmark to continue.

Screen: Display material document XXXXXXXXXX: Overview

Article document Edit Goto Environment System Help

Display Article Document 5000085343 : Overview

Details fm item | Article | Accounting docs...

Posting date 01/27/2003 Name HQ_P657F10

Items

Item	Quantity	EUn / BUn	Article / Article description	Site	SLoc	PO / Batch	Item / R	MvT	S / S	DCI / T
1	10	EA		7115		4500006918	1			☑
			UT GOLF CLUB COVERS					101	+	
2	2	CAS		7115		4500006918	2			☑
			GOLF SHIRTS					101	+	

Field	Detail to Input
Item	Display only
Quantity	Display only
EUn	Display only

Menu Path: **Go to ➔ More functions ➔ Header**

Article document Edit Goto Environment System Help

Display Article Document 5000085343 : Header

Document date 01/27/2003 Posting date 01/27/2003

Art. doc. year 2003

Entry date 01/27/2003 Time of entry 09:03:34

Tr./ev.

Trans./ev. type WE Goods receipt for purchase order

Name HQ_P657F10

☑ Print

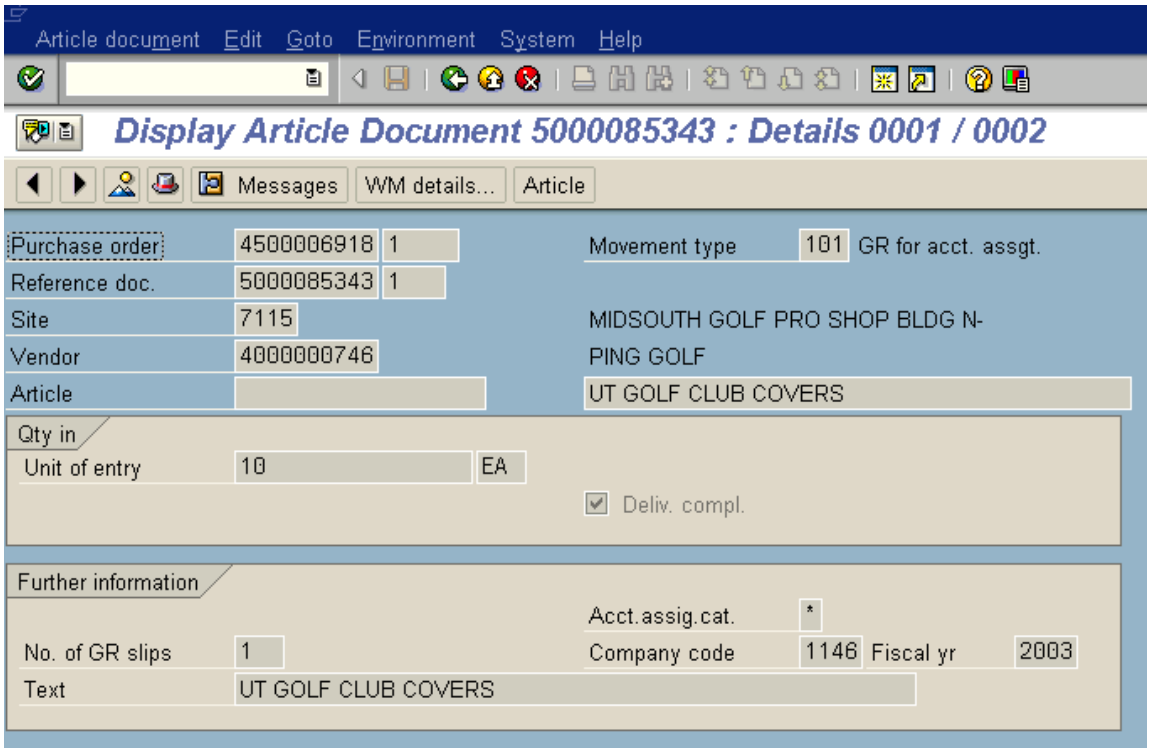
○ Individual slip

◉ Collective slip

Field	Description/Usage
Document date	Display only
Posting date	Display only
Mat doc year	Display only

Click to return to the previous screen.

Menu Path: **Go to ➔ Details from item**



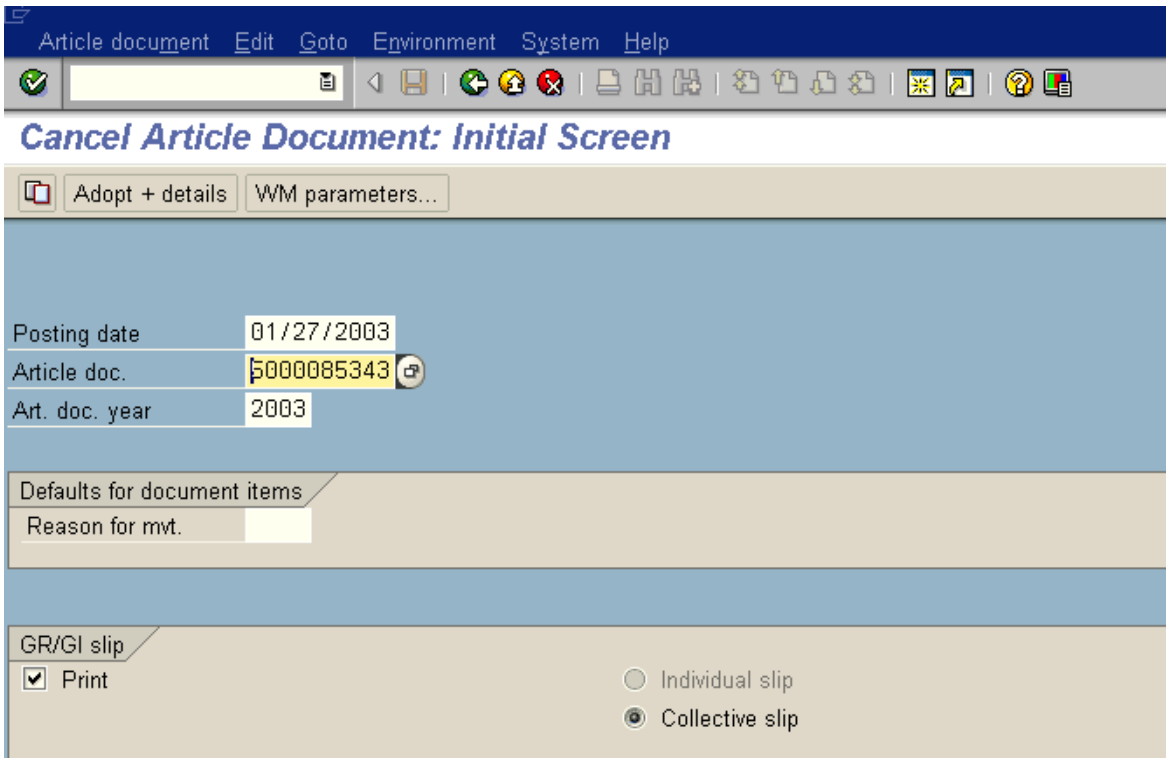
Field	Description/Usage	M/O/D/S
Purchase order	Display only	D
Movement type	Display only	D
Reference doc	Display only	D
Site	Display only	D
Vendor	Display only	D
Incoterms	Display only	D
Unit of entry	Display only	D
Acct assig cat	Display only	D
No. of GR slips	Display only	D
Company code	Display only	D
Fiscal year	Display only	D

Reverse (Cancel) Goods Receipt

This transaction should be used when it is determined that an incorrect Goods Receipt was entered or an error was made during posting.

Menu path: **LOGISTICS ➔ RETAILING ➔ MERCHANDISE LOGISTICS ➔ INVENTORY MANAGEMENT ➔ ARTICLE DOCUMENT ➔ CANCEL/REVERSE**

Transaction code: **MBST**



If you want to have all items selected automatically, click to adopt.

Article document Edit Goto Environment System Help

Cancel Article Document: Collective Processing 0001 / 0002

Posting date 01/27/2003

Items

Item	Quantity	EUn BUn	Article / Article description	Site	SLoc	PO / Batch	Item R	MvT	S S	DCI T
1	10	EA		7115		4500006918	1			☐
			UT GOLF CLUB COVERS					102	-	
2	2	CAS		7115		4500006918	2			☐
			GOLF SHIRTS					102	-	

(You will notice that you cannot select or deselect items to be reversed.)

Otherwise, if you only want to cancel some of the items on the GR from the **initial screen** press **[ENTER]** or choose the .

Article document Edit Goto Environment System Help

Cancel Article Document: Selection Screen 0001 / 0002

Adopt + details

Posting date 01/27/2003

Items

Item	Quantity	EUn BUn	Article / Article description	Site	SLoc	PO / Batch	Item R	MvT	S S	DCI T
☑ 1	10	EA		7115		4500006918	1			☑
			UT GOLF CLUB COVERS					102	-	
☑ 2	2	CAS		7115		4500006918	2			☑
			GOLF SHIRTS					102	-	

(To deselect, click in the box that corresponds to the line item that you do not want to reverse.)

Click to post the reversal.

Goods Return

Menu path: **LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ PURCHASE ORDERS ➔ PURCHASE ORDER ➔ FOLLOW-ON FUNCTIONS ➔ GOODS RECEIPT**

Transaction code: **MB01**

Screen 1: Goods Receipt for Purchase Order: Initial screen

Field	Description/Usage
Document date	The document date is the date on which the original document was issued.
Posting date	Enter the return date.
Delivery note	Leave blank.
Bill of lading	Normally left blank
Doc. header text	The document header text contains explanations or notes, That apply to the document as a whole not only for certain line items.
GR/GI slip no.	Leave blank
Defaults for document items	
Movement type	"122" for a return to vendor.
Purchase order	Enter the relevant purchase order number to which the goods return relates. The purchase order number should to be quoted by the vendor on the shipping documents or packing slip. The purchase order number can also be found on the goods receipt copy of the purchase order (which is sent to the warehouseman).
Site	Enter the site from which the goods are being returned.
Reason for movement	Enter one of the following codes for a goods return: 0001 Poor quality 0002 Incomplete 0003 Damaged
Storage location	Leave this field blank.
Suggest zero lines	Leave this field blank.
GR/GI slip	
Individual slip	Leave the default value.
Print	Check this box if you want to print the goods receipt

Goods Receipt for Purchase Order: Initial Screen

Goods receipt Edit Goto Movement type Environment System Help

Adopt + details Purchase orders... PO unknown WM parameters...

Document date 11/04/2002 Posting date 11/04/2002
Delivery note Bill of lading
Doc.header text GR/GI slip no.

Defaults for document items
Movement type 122
Purchase order 4500004424
Site 1123 Reason for movement
Storage location 0001 Suggest zero lines

GR/GI slip
Print Individual slip
Collective slip

Press the **[Enter]** key or click the green checkmark to continue.

Screen: Goods Receipt for PO: Selection screen 0001/XXXX

Field	Detail to Input
Items:	
Item	Make sure that the checkbox beside the item is flagged. The system defaults a value from the purchase order.
Quantity	Enter the quantity to be returned, in the unit of entry.
EUn	Unit of measure in which the goods movement or inventory count is entered.
Delivery completed	Leave blank.
Stock type	Leave blank.

Click the SAVE icon to post the Goods Return.

The following message will appear: ***"Document 50XXXXXXXX posted"***

STEP 3 OF THE THREE WAY MATCH PROCESS:

Logistics Invoice Verification

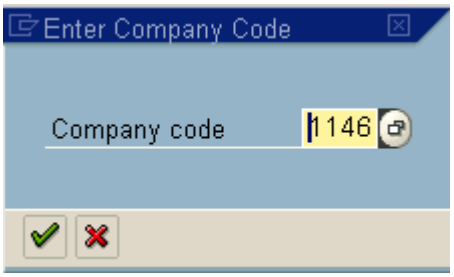
This method of invoice verification **must** be used for all purchase orders.

Posting of the invoice results in an entry being recorded to the general ledger. This entry now moves the liability of the MWR/VQ activity (to pay the vendor for the goods/service) to the actual vendor account, creating an "open item" due for payment. The GR/IR account is "cleared". The following entry is made:

Debit: **201010 (GR/IR Clearing)**
Credit: **Vendor Number (or balance sheet account – 201000 - the reconciliation account for most vendors)**

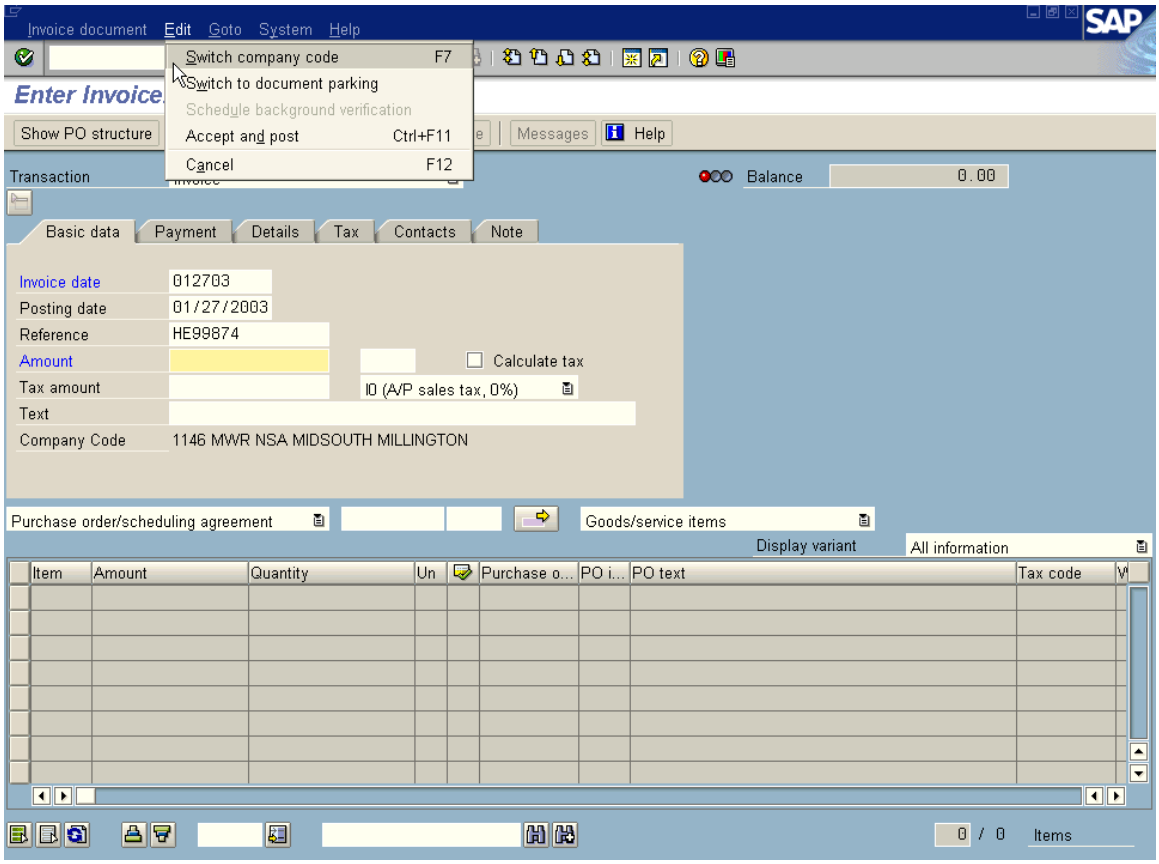
Menu Path: LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ LOGISTICS INVOICE VERIFICATION ➔ DOCUMENT ENTRY ➔ ENTER INVOICE

Transaction code: MIRO



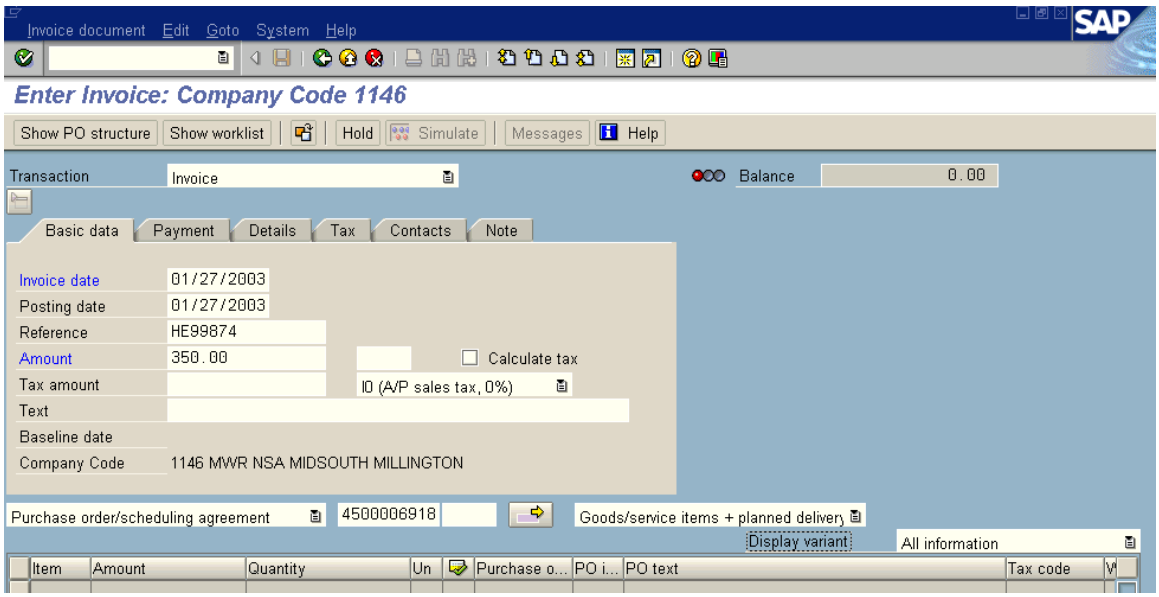
A Company code is required. Enter it on this pop-up window and click the green check to continue. This window pops up the first time you select this transaction. To pay invoices for a different company code after the first invoice is entered, use the icon

In the menu path go to **EDIT > SWITCH COMPANY CODE** to change to a different company code.



Information on the invoice is entered via a series of tabs. The first tab is shown below.

Invoice Verification



Enter information in the following fields as specified in the table below.

Field Name	Description/Usage
Transaction	You can choose between the following transactions: Invoice, Credit memo, Subsequent debit, or Subsequent credit. System will default to Invoice – change if necessary
Basic data	***The first tab***
Invoice date	Enter vendor's invoice date
Posting date	Enter posting date, defaults to today's date.
Reference	Enter vendor's invoice number
Invoice amount	Enter the gross amount on the invoice.
Calculate tax	**DO NOT SELECT**, Leave blank
Tax amount	Leave blank
Tax code	Defaults to I0 (Do not change)
Purchase Order Information	Defaults to Purchase order/scheduling agreement
Purchase order number	Enter Purchase Order number.
Indicator for Delivery Cost	Select the indicator that says "Goods/Service items + planned delivery costs". By selecting this indicator, if the PO has planned freight the freight/delivery cost will automatically be displayed. Field to indicate whether the PO includes delivery costs

Once you enter your reference document or vendor, press **[ENTER]**. You will note that the purchase order line items now appear at the bottom of your screen

All line items come in "selected" or highlighted in YELLOW. If one or more of the line items are NOT to be included in this payment, "unselect/deselect" them by clicking them (they will no longer be YELLOW).

Invoice document Edit Goto System Help

Enter Invoice: Company Code 1146

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: Invoice — Balance: 0.00 USD

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date: 01/27/2003
Posting date: 01/27/2003
Reference: HE99874
Amount: 350.00 USD — Calculate tax
Tax amount: I0 (A/P sales tax, 0%)
Text:
Paymt terms: 30 Days net
Baseline date: 01/27/2003

Vendor 4000000746
PING GOLF
KARSTEN MFG CORP
PO BOX 52450
PHOENIX AZ 85072-2450
(602) 687-5362 (602) 687-5541
Bank acct: 252452742
BANK OF AMERICA, NA, GRANT & CRAYCROFT

Purchase order/scheduling agreement: 4500006918 — Goods/service items + planned delivery

Display variant: All information

Item	Amount	Quantity	Un	Purchase o...	PO i...	PO text	Tax code
1	150.00	10	EA	4500006918	1	UT GOLF CLUB COVERS	I0 (A/P...
2	200.00	2	CAS	4500006918	2	GOLF SHIRTS	I0 (A/P...

Moving on through the rest of the tabs, select the next tab "Payment."

Invoice document Edit Goto System Help

Enter Invoice: Company Code 1146

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: Invoice — Balance: 0.00 USD

Basic data | Payment | Details | Tax | Contacts | Note

BaselineDt: 01/27/2003 — Pmnt terms: V001 — 30 Days
Due on: 02/26/2003 — Days
Discount: USD — Days net
Fixed
Pmnt meth. — Pmnt meth.sup. — Pmnt block: Free for payment
Inv.ref.

Vendor 4000000746
PING GOLF
KARSTEN MFG CORP
PO BOX 52450
PHOENIX AZ 85072-2450
(602) 687-5362 (602) 687-5541
Bank acct: 252452742
BANK OF AMERICA, NA, GRANT & CRAYCROFT

Purchase order/scheduling agreement: 4500006918 — Goods/service items + planned delivery

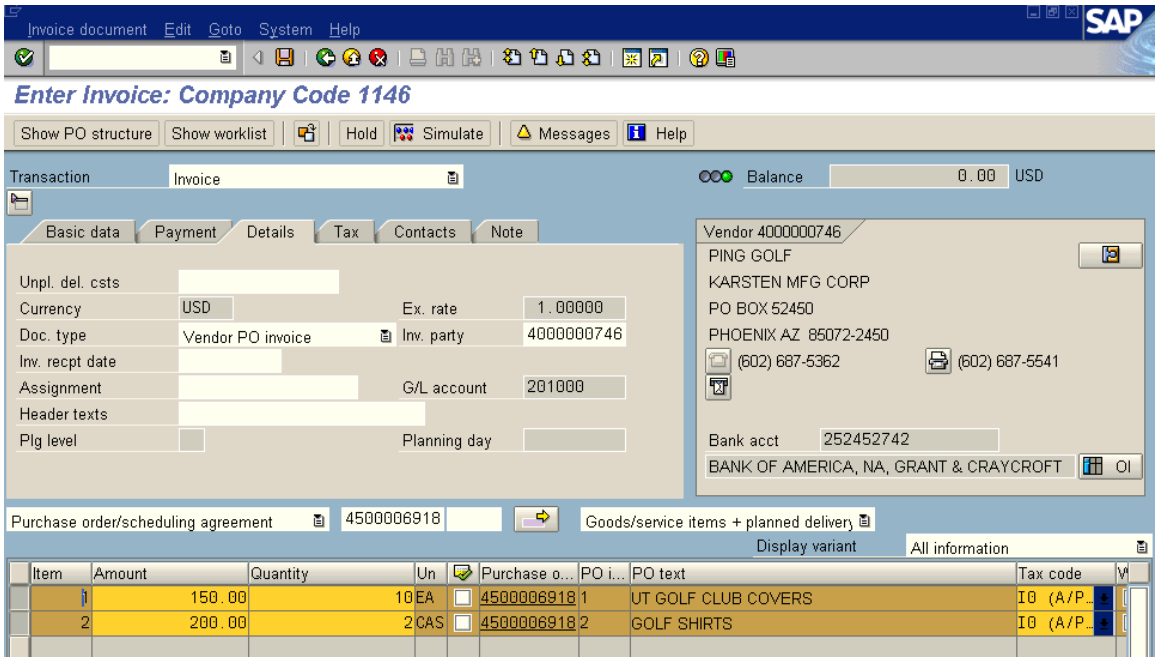
Display variant: All information

Item	Amount	Quantity	Un	Purchase o...	PO i...	PO text	Tax code
1	150.00	10	EA	4500006918	1	UT GOLF CLUB COVERS	I0 (A/P...
2	200.00	2	CAS	4500006918	2	GOLF SHIRTS	I0 (A/P...

Field Name	Description/Usage
Payment	***The second tab***
BaselineDt	The default value is populated by the entry made in the document date field. The default value is generally correct but the baseline date can be changed. This date is the date from which the terms of payment are calculated. There can be instances where the document date is different from the Bline date.
Pmnt terms	This will default from the purchase order. Select via pull down menu. It can be changed if necessary
Days	Defaults from PO, however changes can be made here. If an invoice has multiple days with multiple discounts, enter the 1st number of days for 1st discount to be taken.
Percentage	Cash discount percentage rate applied to the payment period, which will default, based on the PO or it can be changed.
Discount	Enter cash discount if discount is a 'lump sum' vs. a percentage
Days Net	System will default from master record, change if necessary.
Pmnt meth.	System will default from master record, change if necessary.
Pmnt meth.sup.	Characteristic in an open item for the grouping of payments.
Pmnt block	Enter block if necessary.
Inv. ref.	**Used for credit memos**. Enter SAP/AIMS invoice number if credit memo should be linked/referenced to invoice.
Part. bank	Leave blank
House bank	Leave blank
Payment ref.	Leave blank

Click on the "Details" tab.

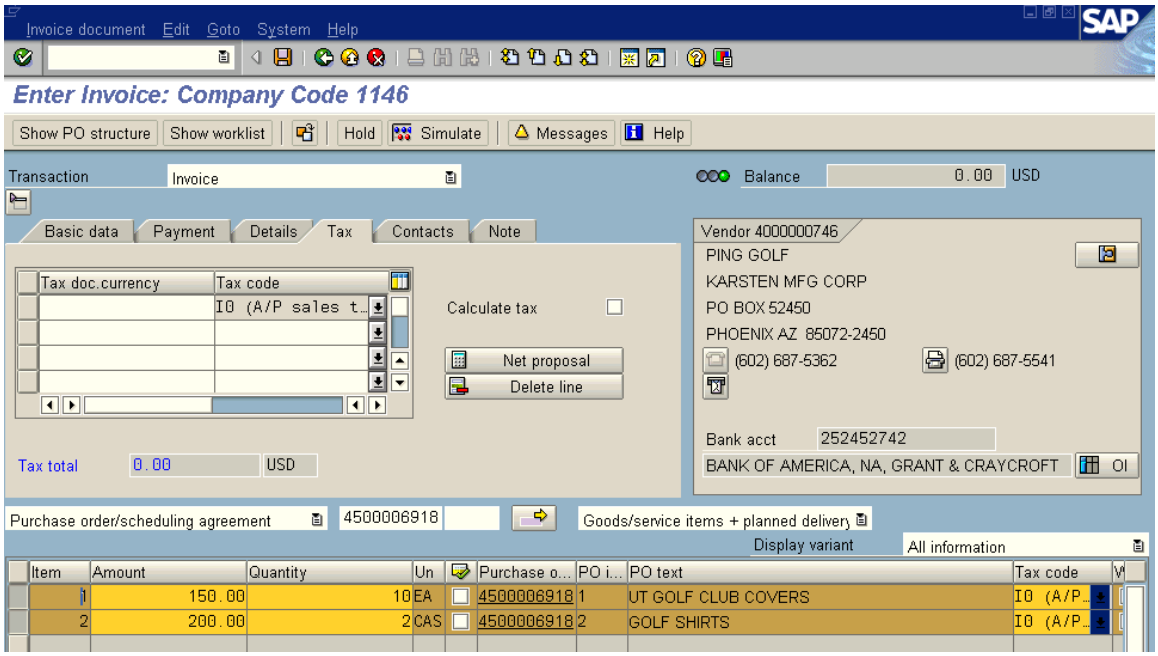
Invoice Verification Details tab



Field Name	Description/Usage
Details	***The third tab***
Unpl. del. csts	Enter unplanned delivery costs without taxes. Note that the system will allocate delivery costs entered among the individual items. If you have planned delivery costs (that is freight that is included on the PO, you **do not** have to enter anything here!). The unplanned delivery costs will not post to the freight g/l account 731000 like it does if it is planned freight. The unplanned freight posts to the expense account of the items that are being invoiced.
Doc. type	**DO NOT CHANGE THE DEFAULT!**
Inv. party	Will default from Vendor Master, if partner vendor is identified within the Vendor master this vendor will appear. If an alternative payee is necessary, enter the new vendor number here.
Inv. Recpt date	Enter date
Assignment	The assignment number is an additional information reference field in the line item.

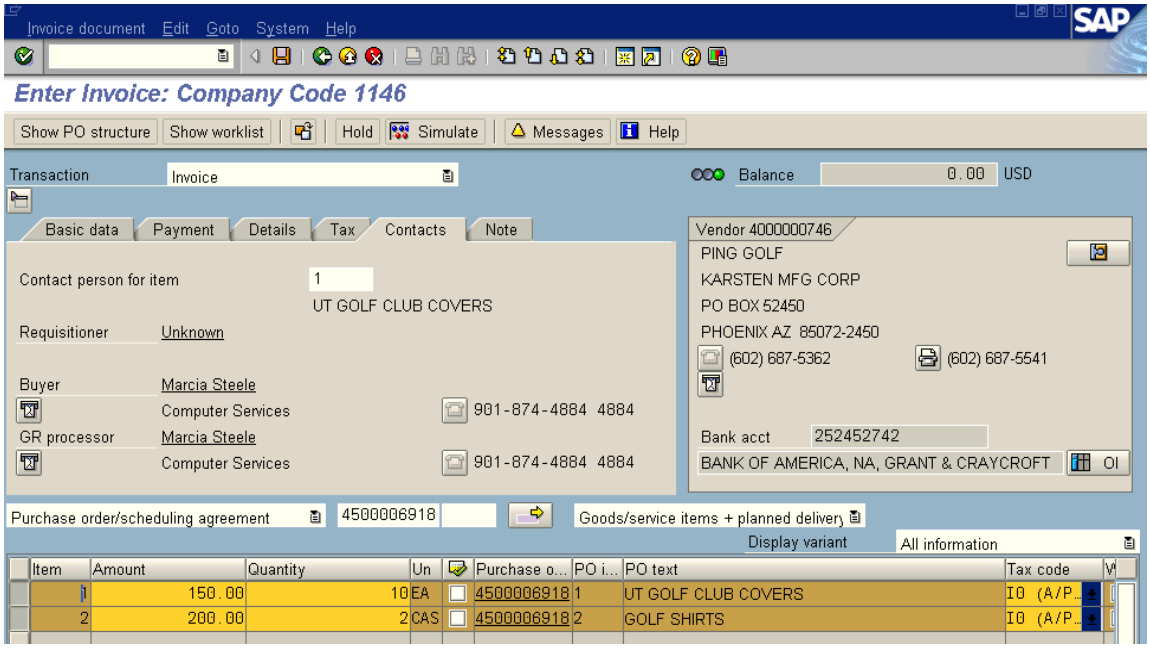
Header texts	The document header text contains explanations or notes, which apply to the document as a whole, that is, not only for certain line items.
Cent. bank	Leave blank
Sppl. cntry	Leave blank
Serv. ind.	Leave blank

Below is a view of the "Tax" tab. Do not make any changes.

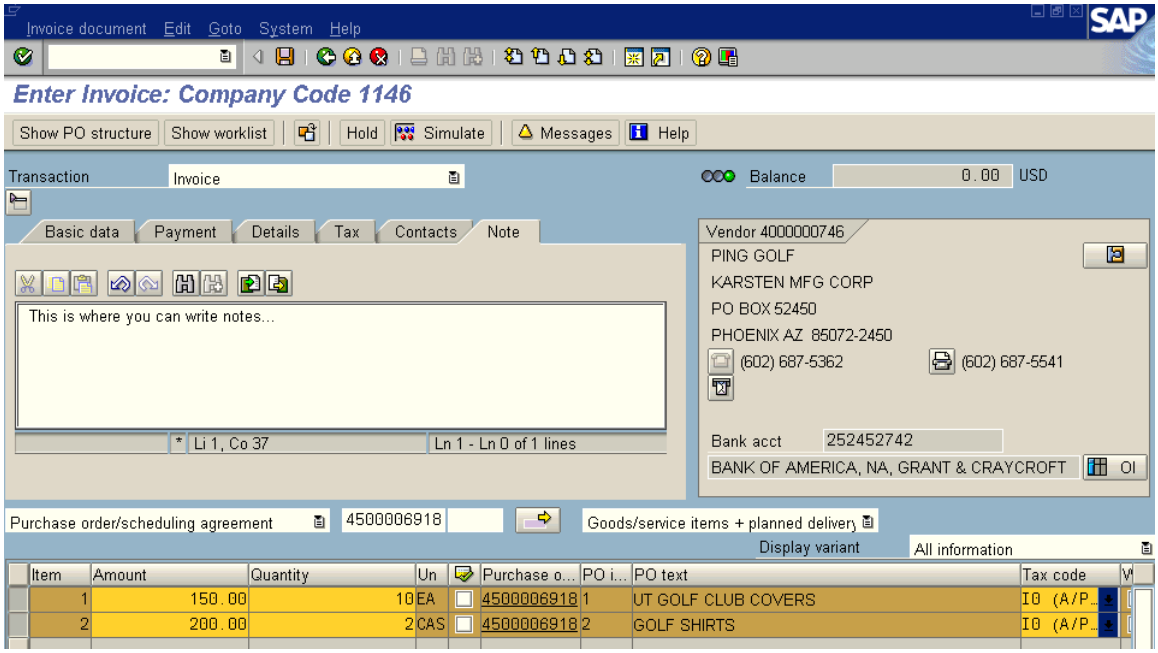


Remember: Do not make any changes on this tax tab!

Select the "Contacts" tab. No action is required on this screen.



Select the "Note" tab to add any notes or import a local file.



Underneath the tabs are the entry fields for reference information.

Review the document by hitting the **Simulate** icon

. If the document is in balance and correct, select save .

If certain errors exist, you will not be able to post it. The system will generate a message "Invoice document still contains messages." All errors must be resolved prior to posting.

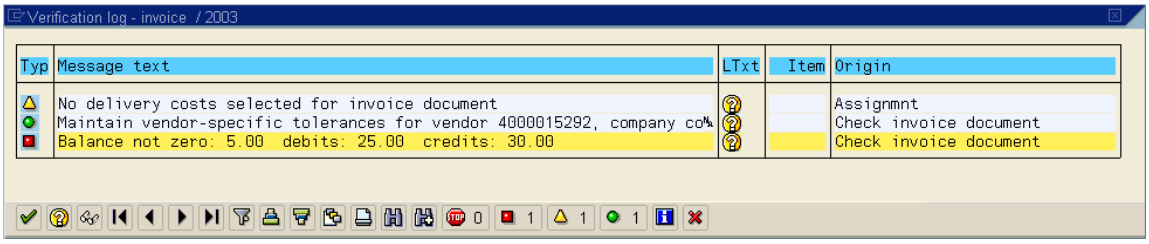
After correcting the errors, select save .

If the document is in balance and no error messages exist, you will received a message with a document number.

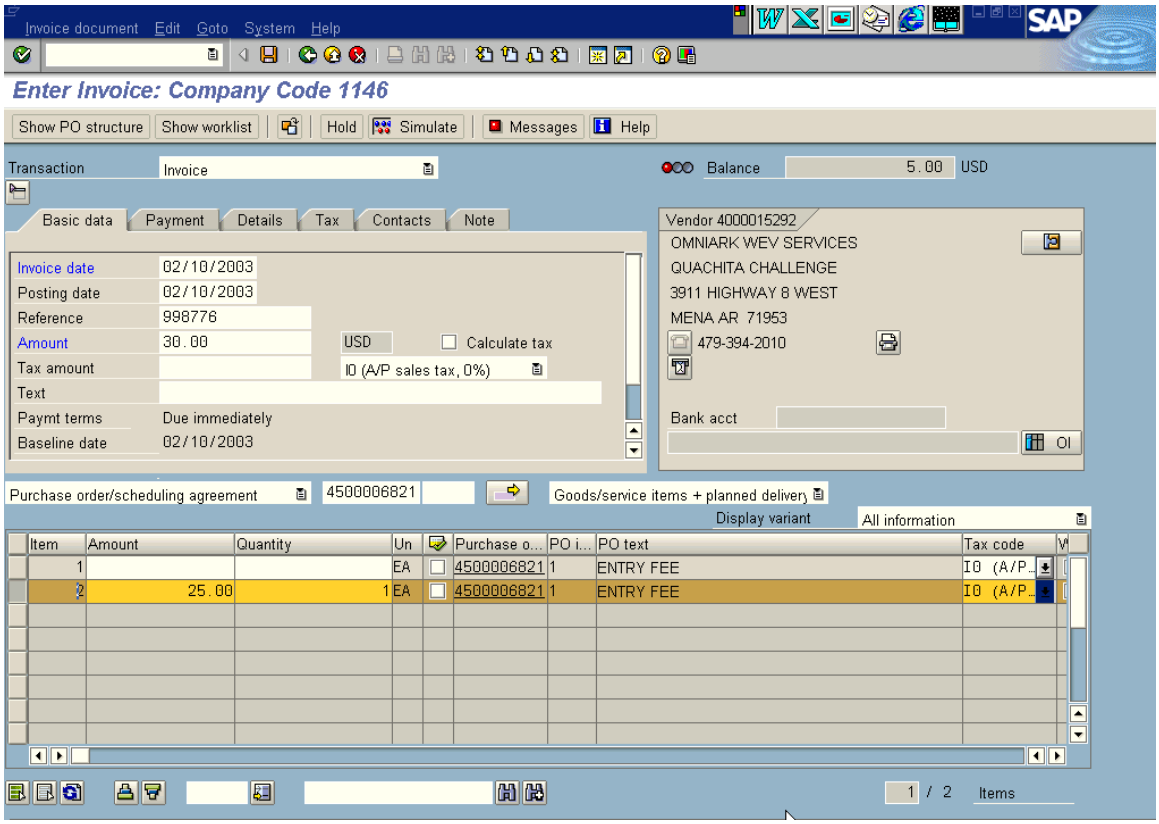
Remember: If you are entering invoices for multiple company codes, remember to change company codes prior to entering invoices!

Invoices where prices vary from that of PO price

If your invoices show a price difference from that of the PO line item, your invoice will not "balance" and you will see the following notation when trying to save the invoice.



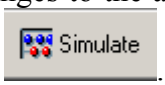
You must resolve these discrepancies prior to posting the document. A price difference requires a purchase order modification (this necessitates a return to the Procurement Department). If there is a price difference you will get a hard ERROR and you will NOT be able to save/post the invoice.



Exception to price variance:
There is a price variance exception that is allowed for prime vendors for all items **EXCEPT** fixed assets. They can have 5% over and 5% under price variance from the original price of the PO. (The percentages are currently being reviewed by the NPC Procurement Department and may change.)

If the price difference is within the acceptable amounts, you must edit the line item of the purchase order section of the invoice verification screen (the bottom portion).

Go to the line with the price difference and change the amount/price to that of the invoice. Remember – only a 5% over or a 5% under variance is acceptable. If it outside of those boundaries the system will return a hard ERROR that will not allow the invoice to be saved or posted.

After making all changes to the appropriate line items, review the document by clicking on the simulate icon, 

.

If the document is in balance, select save .

Record the document number on the original invoice.

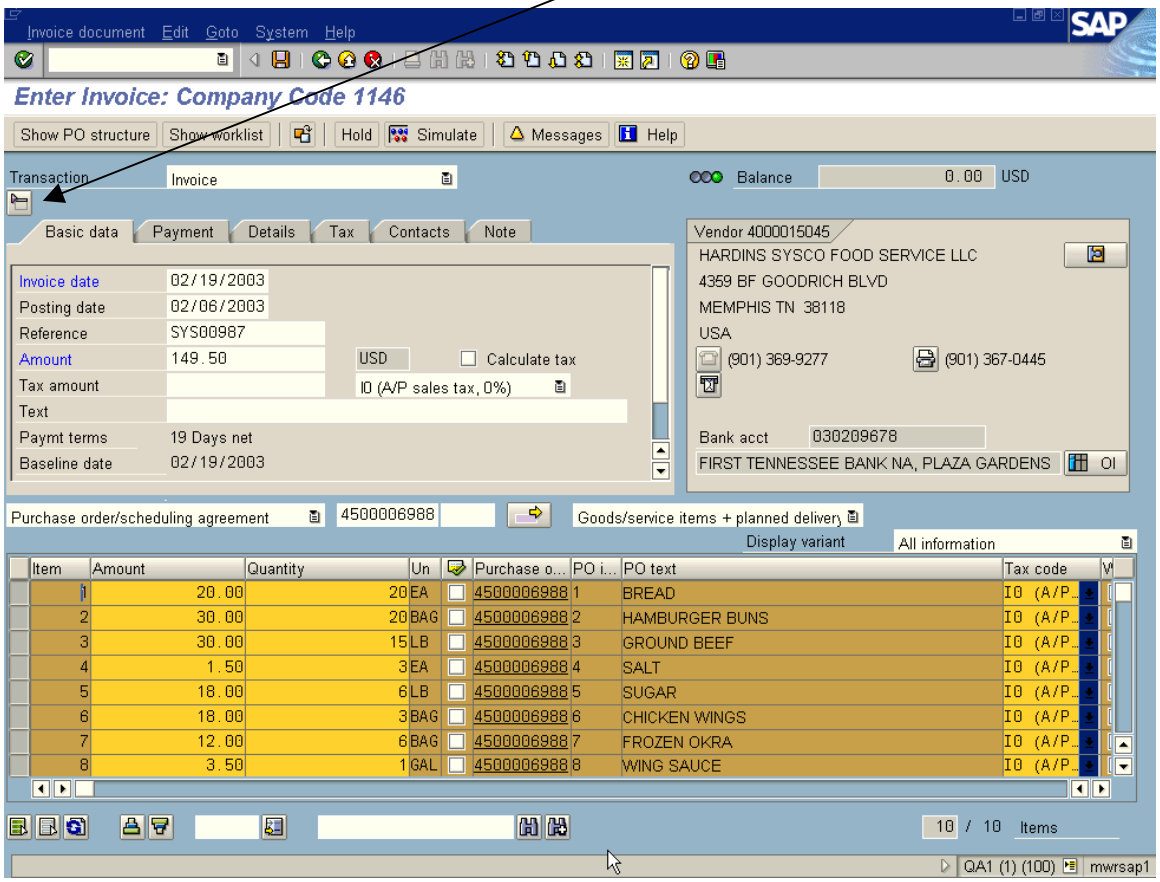
Note: Both BPA's and NAF credit card payments will be processed using Direct Invoice Methods, **NOT** Logistics Invoice Verification. Goods receipts for BPA calls and credit cards wil be handled manually outside SAP. Invoices will be posted as Direct Invoices and payments processed either via EFT or, if necessary, by issuance of a check.

Other Features to Posting Direct Invoices

Since the upgrade to version 4.6c, some new features have been added to the posting direct invoice screen.

Invoices with many line items can now be more easily displayed by pressing a button, , which will hide the invoice header information. This leaves more room on the screen so that all of the line items can be displayed.

To do this click once on the hide header data icon



After you click on it the screen changes to look like the following screen shot.

Invoice document Edit Goto System Help

Enter Invoice: Company Code 1146

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: Invoice — Balance: 0.00 USD

Header

Purchase order/scheduling agreement: 4500006988 — Goods/service items + planned delivery

Display variant: All information

Item	Amount	Quantity	Un	Purchase o...	PO i...	PO text	Tax code
1	20.00	20	EA	4500006988	1	BREAD	I0 (A/P...
2	30.00	20	BAG	4500006988	2	HAMBURGER BUNS	I0 (A/P...
3	30.00	15	LB	4500006988	3	GROUND BEEF	I0 (A/P...
4	1.50	3	EA	4500006988	4	SALT	I0 (A/P...
5	18.00	6	LB	4500006988	5	SUGAR	I0 (A/P...
6	18.00	3	BAG	4500006988	6	CHICKEN WINGS	I0 (A/P...
7	12.00	6	BAG	4500006988	7	FROZEN OKRA	I0 (A/P...
8	3.50	1	GAL	4500006988	8	WING SAUCE	I0 (A/P...
9	15.00	6	CAN	4500006988	9	CHILI	I0 (A/P...
10	1.50	3	CAN	4500006988	10	PEPPER	I0 (A/P...

10 / 10 Items

The line items are all displayed. To change it back and display the header information, simply click once more on the same icon.

It is now also possible to go from the Enter Invoice screen directly to the Vendor's account. To view the vendor's open items, click on the line item list icon. OI

Invoice document Edit Goto System Help

Enter Invoice: Company Code 1146

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: Invoice — Balance: 0.00 USD

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date: 02/19/2003
Posting date: 02/06/2003
Reference: SYS00987
Amount: 149.50 USD — Calculate tax
Tax amount: I0 (A/P sales tax, 0%)
Text:
Paymt terms: 19 Days net
Baseline date: 02/19/2003

Vendor 4000015045
HARDINS SYSCO FOOD SERVICE LLC
4359 BF GOODRICH BLVD
MEMPHIS TN 38118
USA
(901) 369-9277 (901) 367-0445
Bank acct: 030209678
FIRST TENNESSEE BANK NA, PLAZA GARDENS OI

Purchase order/scheduling agreement 4500006988 — Goods/service items + planned delivery
Display variant: All information

Item	Amount	Quantity	Un	Purchase o...	PO i...	PO text	Tax code
1	20.00	20	EA	4500006988	1	BREAD	I0 (A/P...
2	30.00	20	BAG	4500006988	2	HAMBURGER BUNS	I0 (A/P...
3	30.00	15	LB	4500006988	3	GROUND BEEF	I0 (A/P...
4	1.50	3	EA	4500006988	4	SALT	I0 (A/P...
5	18.00	6	LB	4500006988	5	SUGAR	I0 (A/P...
6	18.00	3	BAG	4500006988	6	CHICKEN WINGS	I0 (A/P...
7	12.00	6	BAG	4500006988	7	FROZEN OKRA	I0 (A/P...
8	3.50	1	GAL	4500006988	8	WING SAUCE	I0 (A/P...

10 / 10 Items

This is the Line Item Display Icon

After clicking on the line item display icon once, the following screen appears. To return to the "enter invoice" screen simply go back one screen.

List Edit Goto Extras Environment Settings System Help

Vendor Line Item Display

Selections

Run Date: 02/06/2003
User: HQ_P657F10

HARDINS SYSCO FOOD S
4000015045
4359 BF GOODRICH BLVD
MEMPHIS TN 38118

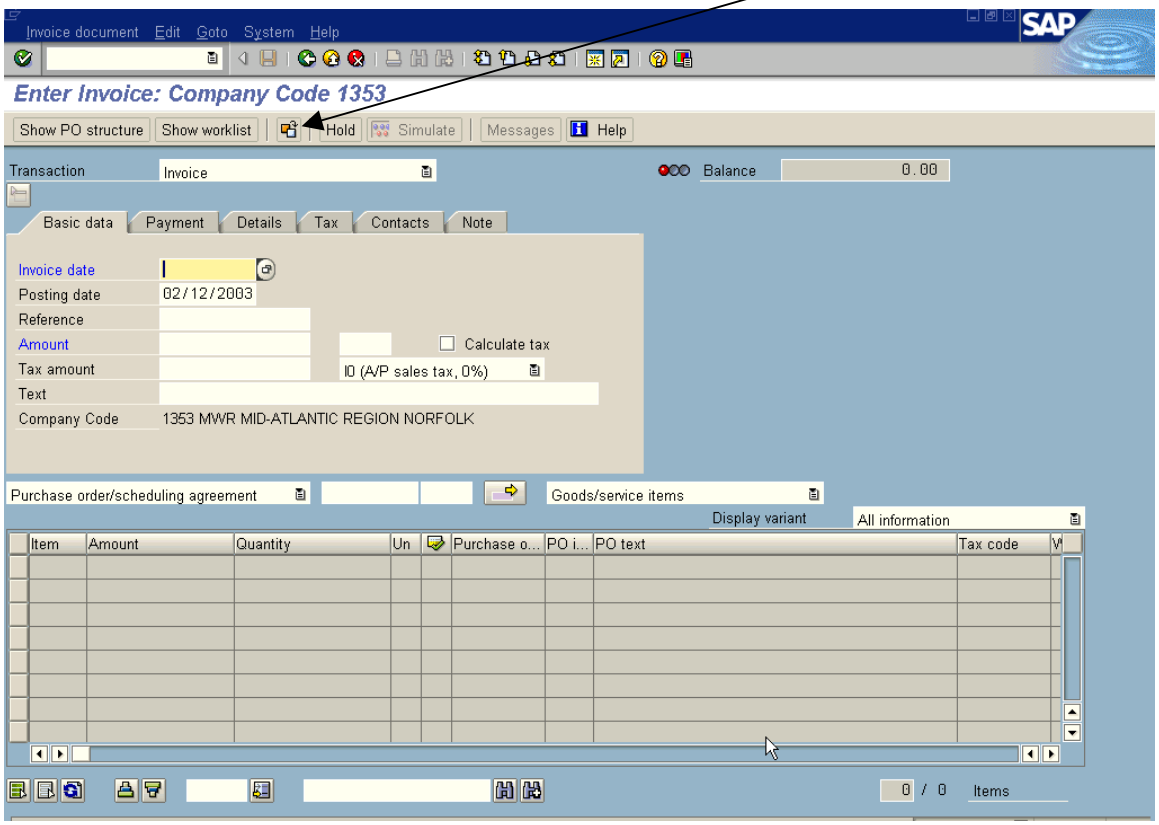
Stat	CoCd	Reference	Doc.no.	Type	Document date	Posting date	PK	DD	Net due date	Amount in local cur.	Text
	1146	LK00987Y	3500000205	KR	01/17/2003	01/17/2003	31		02/10/2003	750.66 -	*ORDER #4435
										750.66 -	
Account 4000015045										750.66 -	
										750.66 -	

Display Invoice Verification Documents

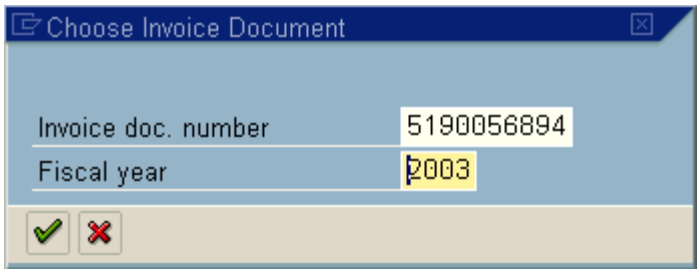
Menu Path: LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ LOGISTICS INVOICE VERIFICATION ➔ DOCUMENT ENTRY ➔ ENTER INVOICE

Transaction code: MIRO

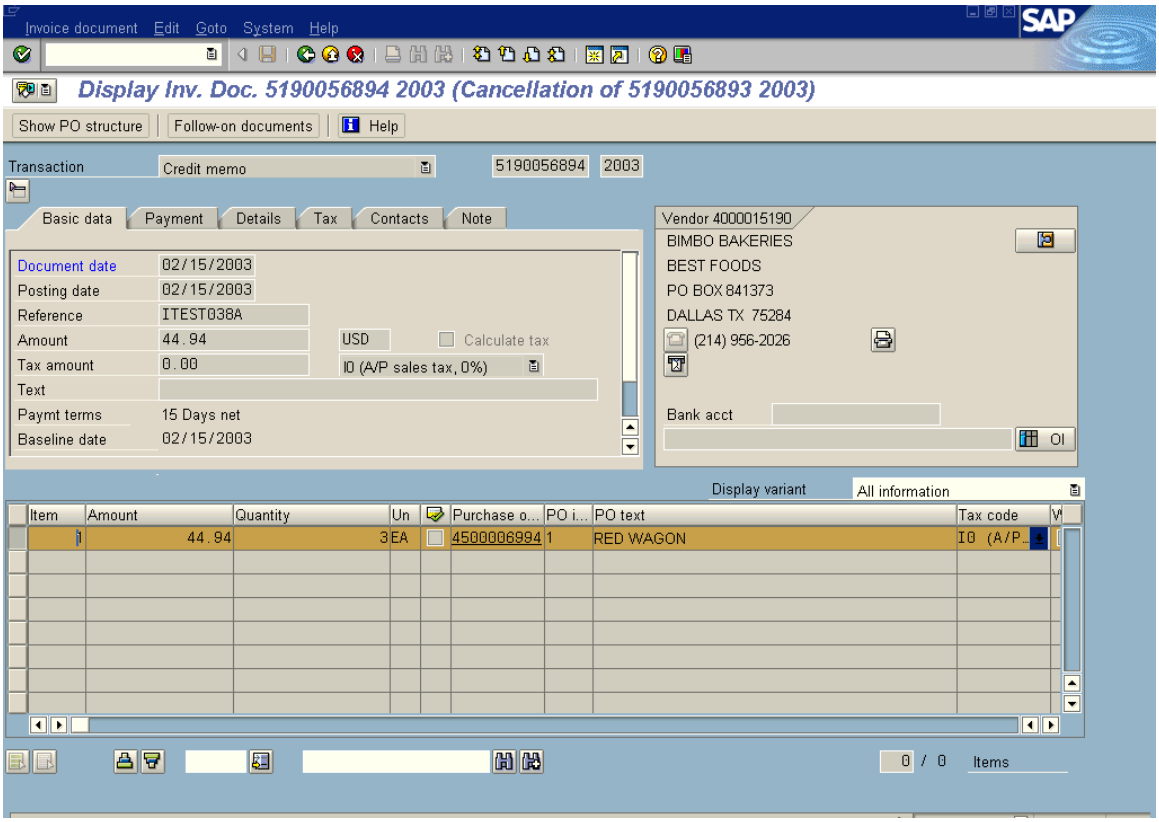
This function replaces the old transaction MR3M, which can no longer be used. There is now the capability to display Invoice Verification Documents directly from the MIRO data entry screen. To display, click on the "Other Invoice Document" icon.



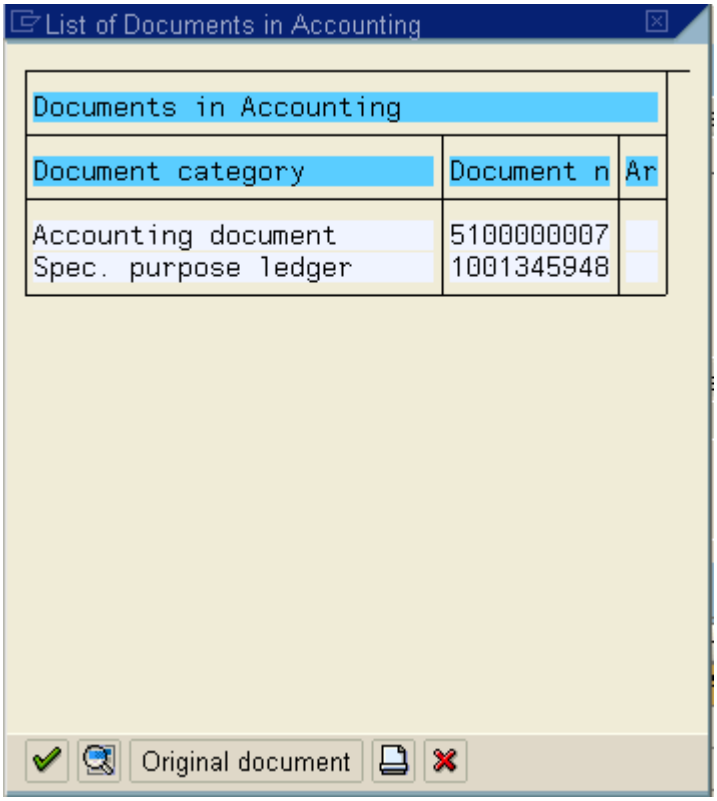
Field Name	Description/Usage
Invoice doc. number	Enter the document number of the invoice you want to display
Fiscal Year	Enter the fiscal year that the document was posted in



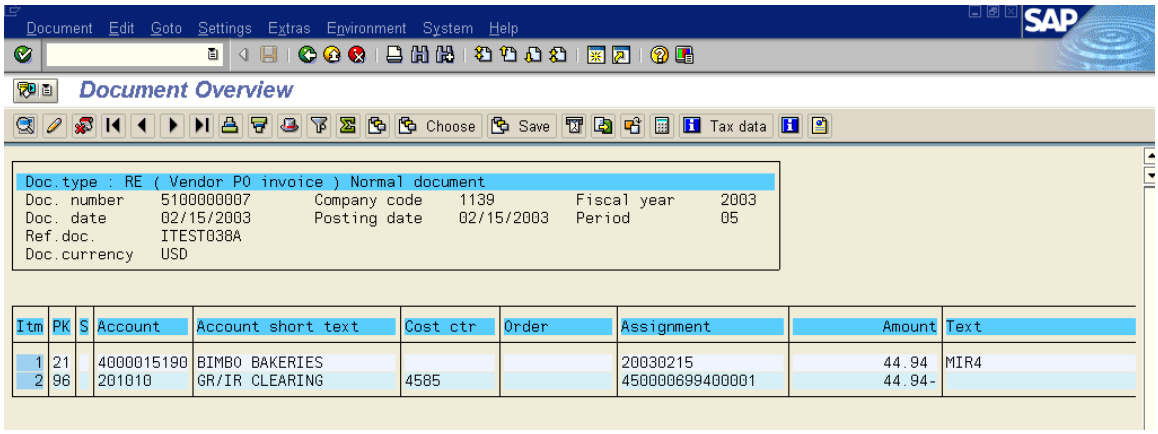
Click the green checkmark or hit “enter” to continue.



To display the accounting documents associated with this invoice document, click on the Follow-On Documents icon.



Double click on either option to display the documents or click green checkmark.



Reversal of Individual Logistics Invoice Documents

Documents that have been posted in error can easily be reversed. SAP provides functionality to automatically generate a reversal document, when the user specifies the original document.

Remember that reversal documents **cannot** be posted to a period that is already closed, and where the financial statements have already been generated. Generally, SAP will use the posting date of the original document as the reversal posting date if it is within the current period. The user may specify a different posting date. It should be in the same accounting period as the original document. If it is determined that an invoice from a previous (closed) period needs to be reversed, you must specify an alternate posting date because the system cannot post to the original.

There are now two options for reversing documents. The first option is the same as it has been in the past, from T-code MR8M. The second option is from the MIRO screen. The document can be displayed and reversed directly from MIRO.

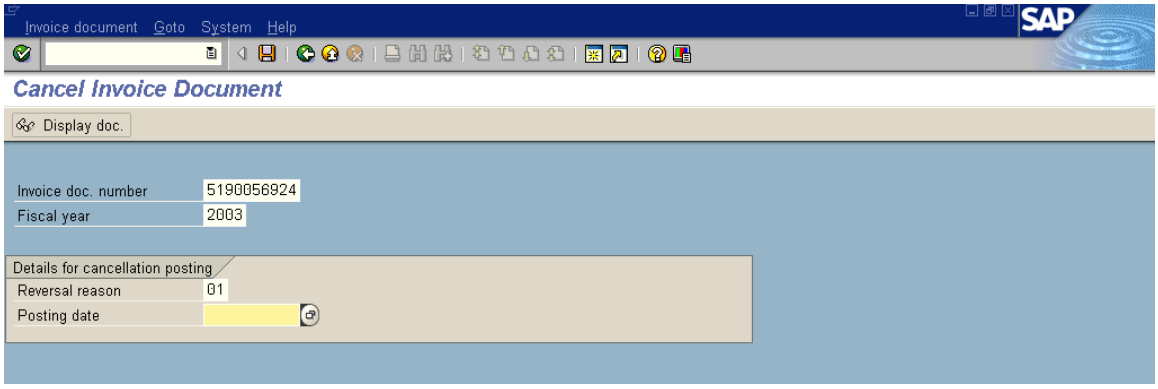
Menu Path: **LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ LOGISTICS INVOICE VERIFICATION ➔ FURTHER PROCESSING ➔ CANCEL INVOICE**

Transaction code**: MR8M**

Screen: Reverse Document: Header Data

Field	Description/Usage
Invoice doc. number	Enter the document number to be reversed.
Fiscal year	Enter the fiscal year in which the document was originally posted. Remember that MWR/VQ uses document numbers that are company code dependant and that reset themselves after they reach the end of the respective number ranges. **Therefore a unique document can only be found when both the document number, company code and fiscal year are specified in combination. This combination is a unique key in the database that identifies a particular document.**
Details for cancellation posting	
Reversal reason	Currently, MWR has three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are: 04 Reversal in current period

	05 Reversal in closed period (alt posting date) 06 Accrual reversal Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period.
Posting date	This field could be left blank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02 - you must indicate the date you want the reversal posted (it CANNOT be in a closed period…it must be a date in the current period you are using). This field should be left blank when using reversal reason code # 01.



Click on the Display doc. icon to see the document for cancellation.

Click on to escape to the previous screen.

To reverse the document, click on the Save icon .

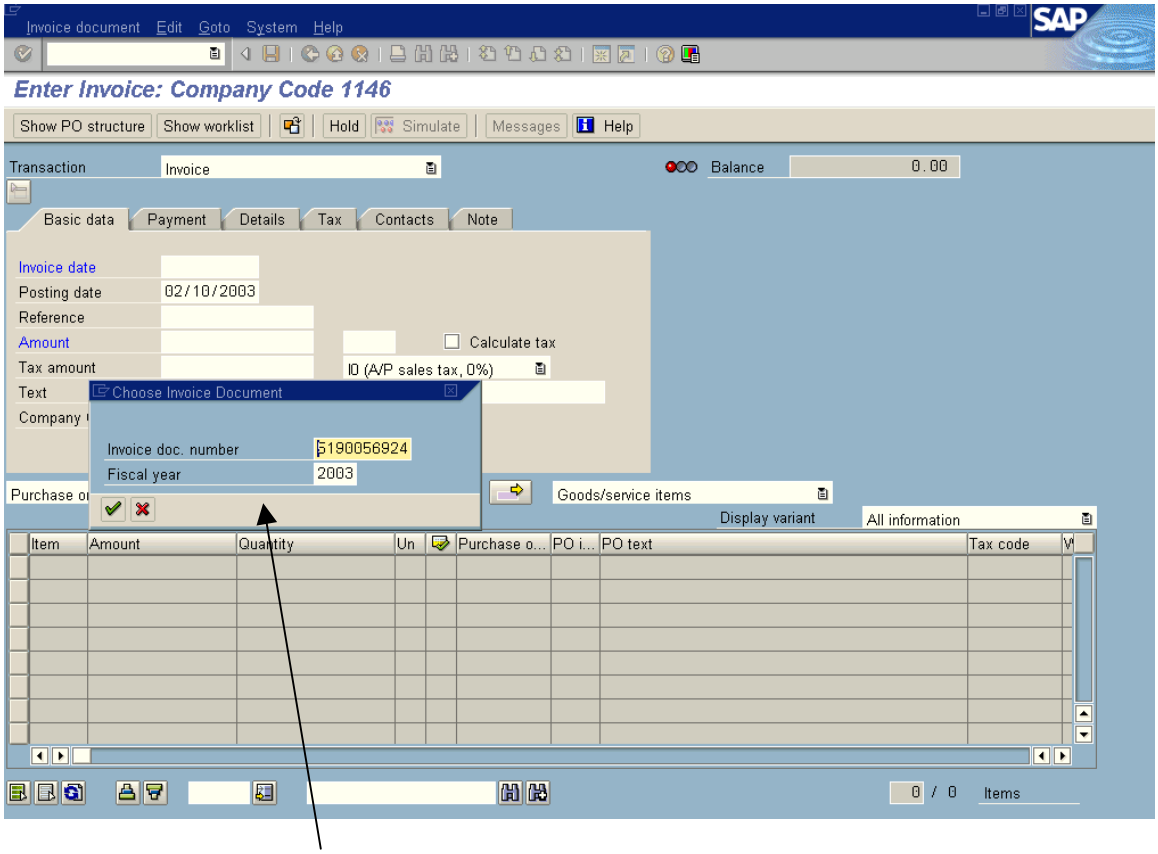
NOTE: After reversal has been made. You will need to manually clear the reversal document with the original document (See section on Manually Clearing Documents).

This is the second option for reversals:

Menu Path: **LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ LOGISTICS INVOICE VERIFICATION ➔ DOCUMENT ENTRY ➔ ENTER INVOICE**

Transaction code: **MIRO**

The first step is to click on the Other Invoice Document icon.



A popup box will appear and you will fill in the document number of the invoice you want to reverse and the fiscal year that it was posted in.

Invoice document Edit Goto System Help

Display Invoice Document 5190056924 2003

Show PO structure | Follow-on documents | Help

Transaction Invoice 5190056924 2003

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date 02/10/2003
Posting date 02/10/2003
Reference 998776
Amount 25.00 USD Calculate tax
Tax amount 0.00 I0 (A/P sales tax, 0%)
Text
Paymt terms Due immediately
Baseline date 02/10/2003

Vendor 4000015292
OMNIARK WEV SERVICES
QUACHITA CHALLENGE
3911 HIGHWAY 8 WEST
MENA AR 71953
479-394-2010
Bank acct

Display variant All information

Item	Amount	Quantity	Un	Purchase o...	PO i...	PO text	Tax code
2	25.00	1	EA	4500006821	1	ENTRY FEE	I0 (A/P...

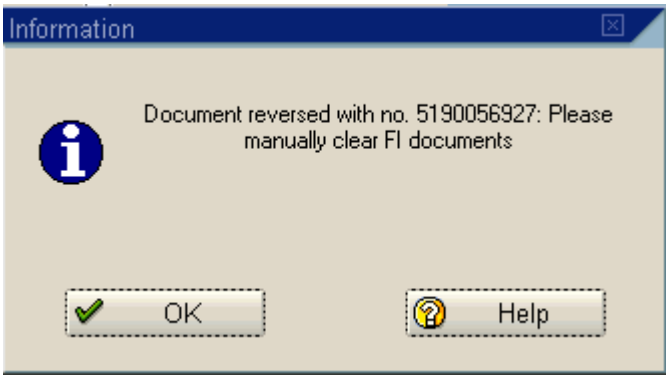
0 / 0 Items

There is a new icon on the screen, the reverse document icon.

Click on this icon and another popup box will appear where you must enter the reversal reason and posting date if it is to be reversed on another date than the original posting.

Hit the enter key or click on the green checkmark icon.

The following message will appear after the document is reversed:



Manually Clearing Vendor Line Items

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ACCOUNT ➔ CLEAR**

Transaction code: **F-44**

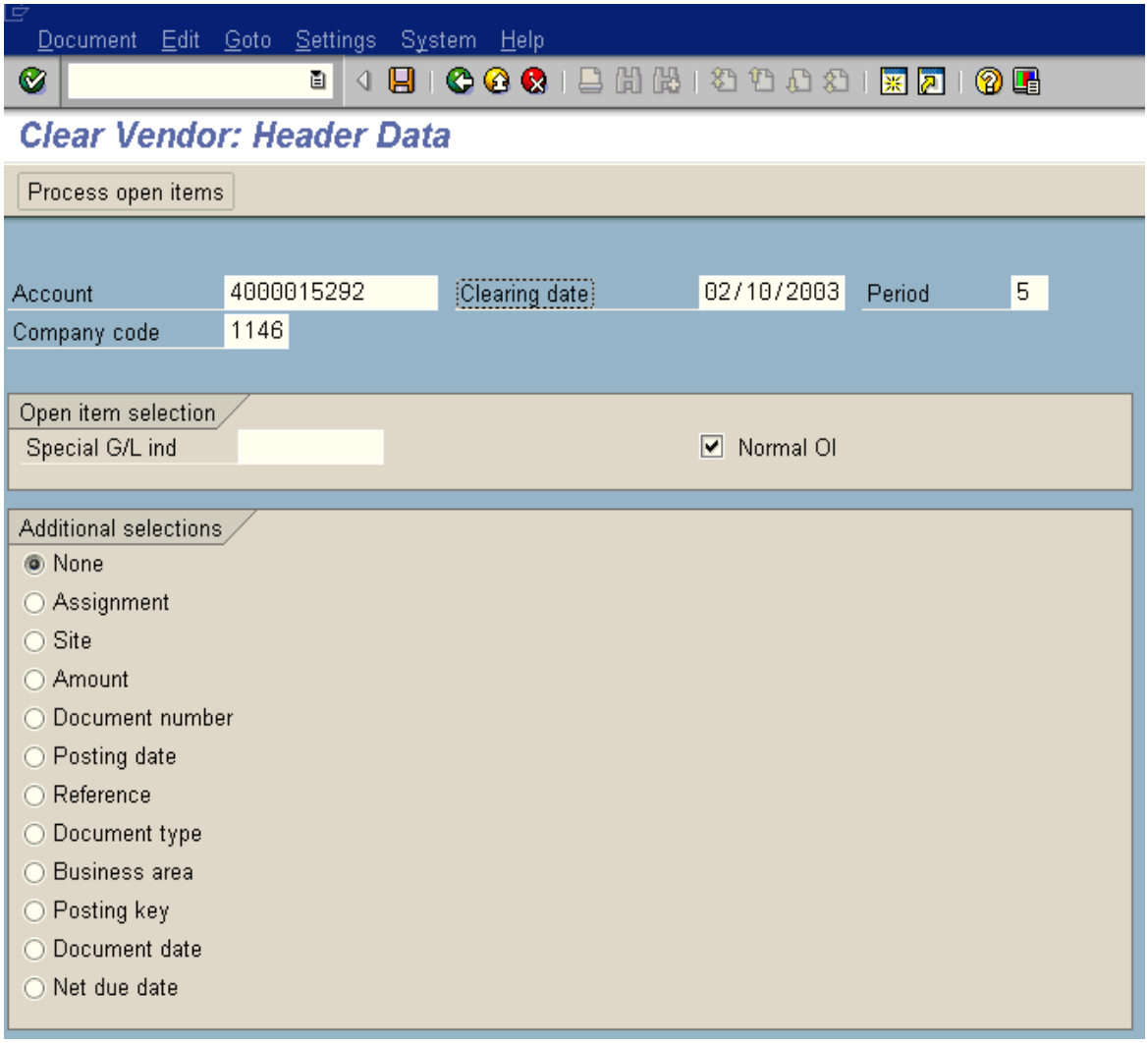
NOTE: This process should be done after a "payment on account" has been performed and the offsetting source documents (i.e., goods receipt and invoice) have been received.

A "PAYMENT ON ACCOUNT" could be done in a situation where a prepayment to the vendor is required prior to receipt of goods and/or invoice. For example, a check must be prepared in order for the Post Office authorising the postage meter increase or a check is necessary for prepaid ITT tickets. The check is prepared as a "Payment on Account" resulting in a check being cut with NO offsetting invoice or paperwork. (see: "HOT CHECKS" for Payment On Account)

After receipt of the increased meter postage from the Post Office, (or receipt of the ITT tickets), the receiving document should be returned to the Accounts Payable Technician. This receipt should be processed as a "goods receipt and invoice verification" in the case of procurement through a purchase order. If the direct invoicing method is used, the receipt of the postage or the prepaid tickets should be used to enter the "invoice".

Once the invoice has been entered into the system, you will note that the vendor has two "open items" - one invoice and one payment (with matching amounts/items). However, in the SAP system they are unmatched and NOT CLEARED as are normal payments. The SAP system cannot automatically match these items as is (payment first and invoice second), so MANUAL CLEARING is required.

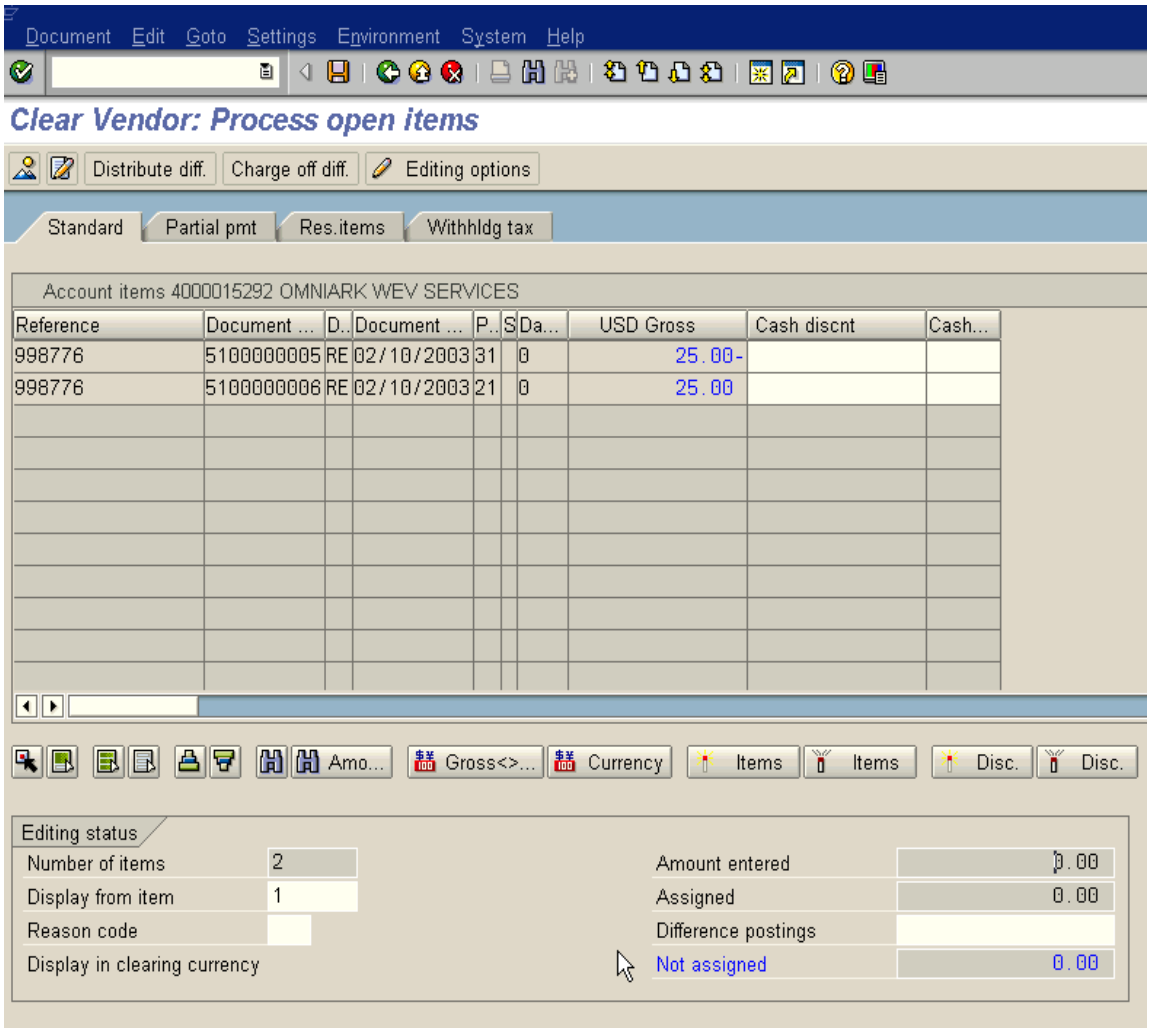
NOTE: The automatic payment run program will handle the above-mentioned clearing automatically for most routine payments.



Field	Description/Usage
Account	Enter the vendor account number to be cleared
Company Code	Enter the appropriate company code
Clearing date	Enter the date
Period	Enter period
Currency	Enter "USD"
Open item selection	
Normal OI (open item)	Be sure this indicator is flagged
Special G/L Ind.	Can select a G/L indicator from drop down, if needed.
Additional selections	
Criteria List	Can choose any of the selection criteria

In the ADDITIONAL SELECTIONS section, you may indicate the field on which to clear. In most Accounts Payable situations, the NONE will be the field used to clear. Click the NONE field.

Click Process open items and all open items for the selected vendor will appear. Select (by double clicking) the amounts of the items that you want to clear. The amounts should change from black to blue (as pictured below) or red depending on your user profile.



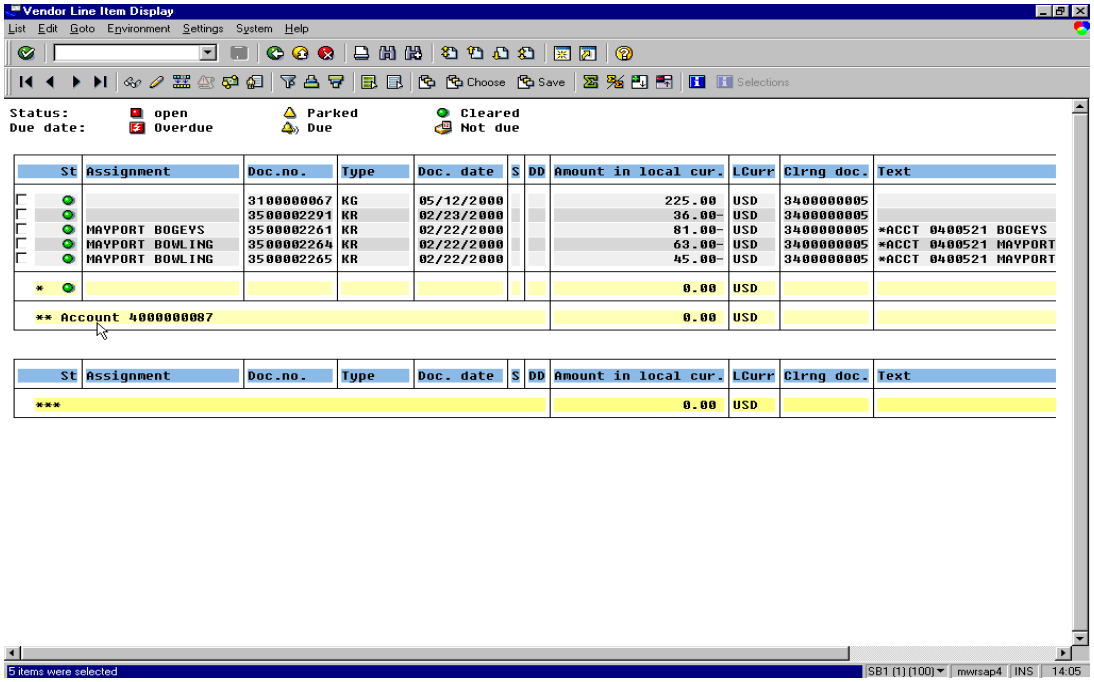
After you have selected the items (by double-clicking on the line item amount or by clicking once and selecting the "activate items icon" Items you want to clear, then click the Save button The items are "CLEARED".

To double check that the items are cleared:

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ACCOUNT ➔ DISPLAY/CHANGE LINE ITEMS**

Transaction code: **FBL1N**

You will note the items no longer show as OPEN ITEMS but have moved down to CLEARED ITEMS.



Reset Vendor Cleared Items

This procedure is used to reset the clearing between two or more documents. Effectively, this transaction breaks the clearing "link" and makes the documents open items again. For example, two documents may be mistakenly cleared against one another.

This transaction is never to be used to reverse check payments to vendors. Always use the check management functionality.

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ RESET CLEARED ITEMS**

Transaction code: **FBRA**

Screen: Reset Cleared Items

Field	Description/Usage
Clearing document	Clearing document number to be reversed
Company code	Enter the company code for the base/fund in which the cleared items are posted.
Fiscal year	The financial year in which the clearing document was posted.

To view the related documents, click on **[Items]** under the toolbar. This will display the line items that were cleared together. To view the individual documents, double-click on the desired line item.

Click on to return to the original screen.

To view a list of the accounts included in the clearing document, click on [Accounts] push-button.

Click on to return to the original screen, then:

To reverse the clearing document, click on .

A "*Reversal of Clearing document*" screen will appear.

The push-button

is pressed, the clearing document will be reset as an open item. **No reversal posting is generated.** The related invoices will be open items again, however the original clearing document will remain. This feature should only be used for resetting manually cleared items.

A message "*Clearing XXXXXXXXXX reset*" will appear. Click on the icon to continue. This is followed by another message " *Document XXXXXXXXXX was posted in company code XXXX*". Click on the icon to continue.

Payment Runs - Automatic Payments

In order to execute the payment program two conditions must exist:

- a vendor or customer master record must exist
- open items due for payment for that vendor or customer.

The payment program analyzes all open items and determines which items should be paid and how (i.e., by check or by Electronic File Transfer (EFT)). Since MWR and VQ wish to maximize their cash discounts, the payment program will determine when to pay items to ensure that all cash discounts are realized.

MWR/VQ has two valid payment methods for paying vendor and customer open items: check and EFT (ACH /CTX file formats).

The EFT proposal run is created at 1500 CST each day. The proposal reports are distributed to each Region automatically, and by company code. The report should be reviewed and analyzed by the AP technicians in each Region to determine whether corrective action is necessary (i.e., invoices that should not be paid need to be blocked, or exceptions need to be unblocked). You have from about 1530 CST to 0945 CST (next day) to make the corrections that you deem necessary. To make the corrections you must SAPmail the HQ EFT Coordinator contact given to you by your supervisor, to either block or unblock a particular vendor.

Remittance Advices (Advices that tell the vendor how much they are being paid and for what items), will be automatically faxed to the vendor (if the correct fax number is maintained in the master record). For those vendors with no fax number, the remittance advice is mailed from MWR HQ.

Payment runs for checks (different from "Hot Checks") should be kept to a minimum, as the Debt Collection Act of 1996 requires payments to vendors must be through EFT wherever possible.

"Hot Checks" (or individual checks) can be printed at each region for such things as petty/change fund replenishments, customer refunds, emergency checks, etc. For the process for creating "Hot Checks" see "Manual Payment Hot Checks."

Perform Automatic Payment Run for Checks

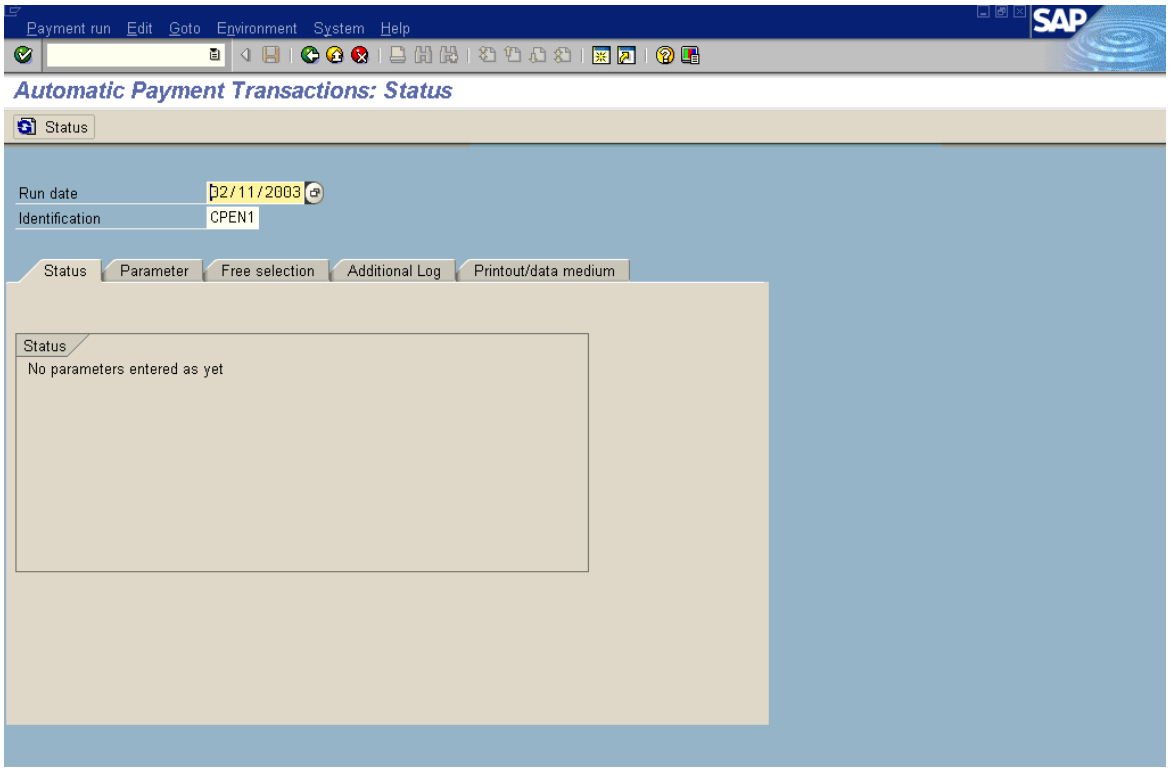
This process describes the automatic posting of payments and printing of system checks. It is important to note that blank checks will be used to prepare checks (all types of checks). Blank check stock can be loaded into the printer identified as the "check printer".

This printer is **SPECIFICALLY** to be used for the printing of checks and **CANNOT** be used for any other purposes. There is a special toner cartridge that is housed in the printer that contains MICR ink that enables the bank to read the ABA (bank routing number) and bank account number. Under no circumstances should this toner cartridge be removed and inserted into another printer without prior authorization by MWR HQ (additional configuration may be required). We recommend that the blank check stock be properly secured along with the MICRO CHIP that is inserted in the Checkbox device that is attached to the printer. This MICRO CHIP holds the MICR encoded string AND the electronic signature and SHOULD always be kept secured in a safe or locked receptacle when not in use! Access to the MICRO CHIP should be restricted. Additionally, in order to ensure adequate internal controls, the ability to "run checks" should be restricted to 1 or 2 individuals!

Maintain Header Data

Menu path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ PERIODIC PROCESSING ➔ PAYMENTS**

Transaction code: **F110**



Field	Description/Usage
Run date	Enter the date that you want the payment to be run on in the format MM/DD/YYYY. The run date is used for identifying the parameters. To view the parameters of a payment run created previously, use the search help pull-down.
Identification	This is the identifier for the CHECK run. A standard naming convention is used as follows: CJAX1 – Used by Jacksonville Region (CNRSE) CSEA1 – Used by CNRNW CMAM1 –Used by Mid-Atlantic Region MWR CMAV1 – Used by Mid-Atlantic Region VQ CSDG1 – Used by CNRSW CGLK1 – Used by NS, Great Lakes CNNE1 – Used by CNRNE CMDS1- Used by NSA Midsouth CPEN1 – Used by Pensacola Region CHWI1- Used by Hawaii Region If there are multiple check runs each day, replace the "1" with "2" for the second run, "3" for the third, etc.

Press the **[ENTER]** key or click on to determine current status. Note: at any time view the status box to determine the status of the payment program.

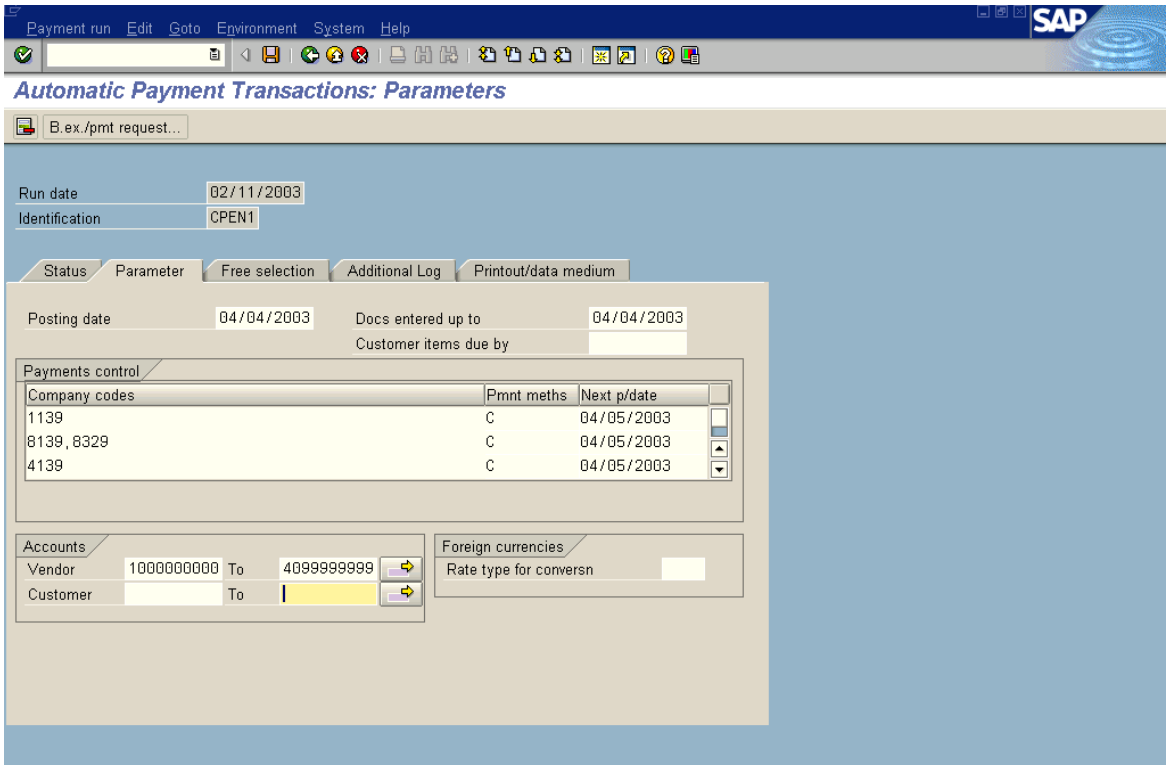
Click on the Tab [Parameter]

to access the Automatic Payment Transactions: Parameters screen.

Maintain Parameters

Enter the payment proposal's parameters. These parameters are limiting criteria that include the following: company code, payment methods, next posting date, and vendor/customer accounts.

Screen: Automatic Payment Transactions: Parameters

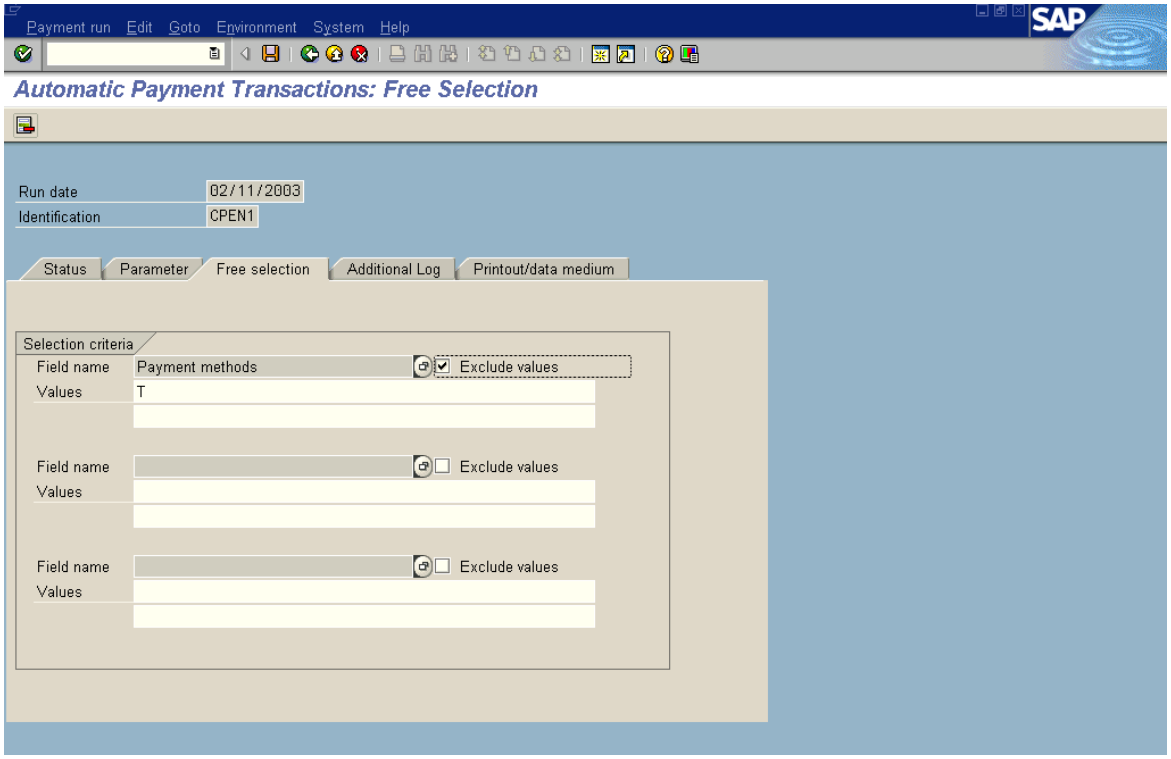


Field	Description/Usage
Posting date	This field defaults to current date. This is the date that appears as the posting date for the payment document and the check date. This date will generally coincide with the payment run date.
Docs entered up to	This field defaults to current date. It may be changed, if necessary.
Company codes	Enter all of the company codes that are to be paid together. If local Accounting Offices are required to process a check run, then only the appropriate company codes should be entered. Multiple company codes should be separated by a comma.
Pmnt meths	Enter the payment method 'C' for check payment. Local Accounting Departments are NOT authorized to initiate EFT transactions.

Next p/date (next payment run)	Enter the date of the next future payment run. This allows the system to pay items that would otherwise lose the vendor discount. Since payment runs are expected to be executed everyday, the next day's date should be entered, unless other procedures are in place at your local business office.
Accounts	
Vendor	To pay a range of vendors, enter a beginning vendor in the *from* field and an ending vendor in the *to* field. It is not efficient to pay a single vendor using the automatic payment program For example, enter range 1000000000 to 4099999999.
Customer	To pay a range of customers, enter a beginning customer in the "*from"* field and an ending customer in the "*to"* field. In general, customers credit items (e.g., over-payments) will not be paid using the automatic payment program, so these fields should be left blank. An important exception to this "rule-of-thumb" is the payment of unit allocations or funds on deposit with MWR. All ships, units and other commands should be created as customers in the AIMS system. When a unit requests withdrawal of funds held on deposit with MWR, a payment can be made to this customer via the automatic payment program.
Foreign Currencies	
Rate type for conversion	Foreign currencies are not currently used, so this field must be left blank.

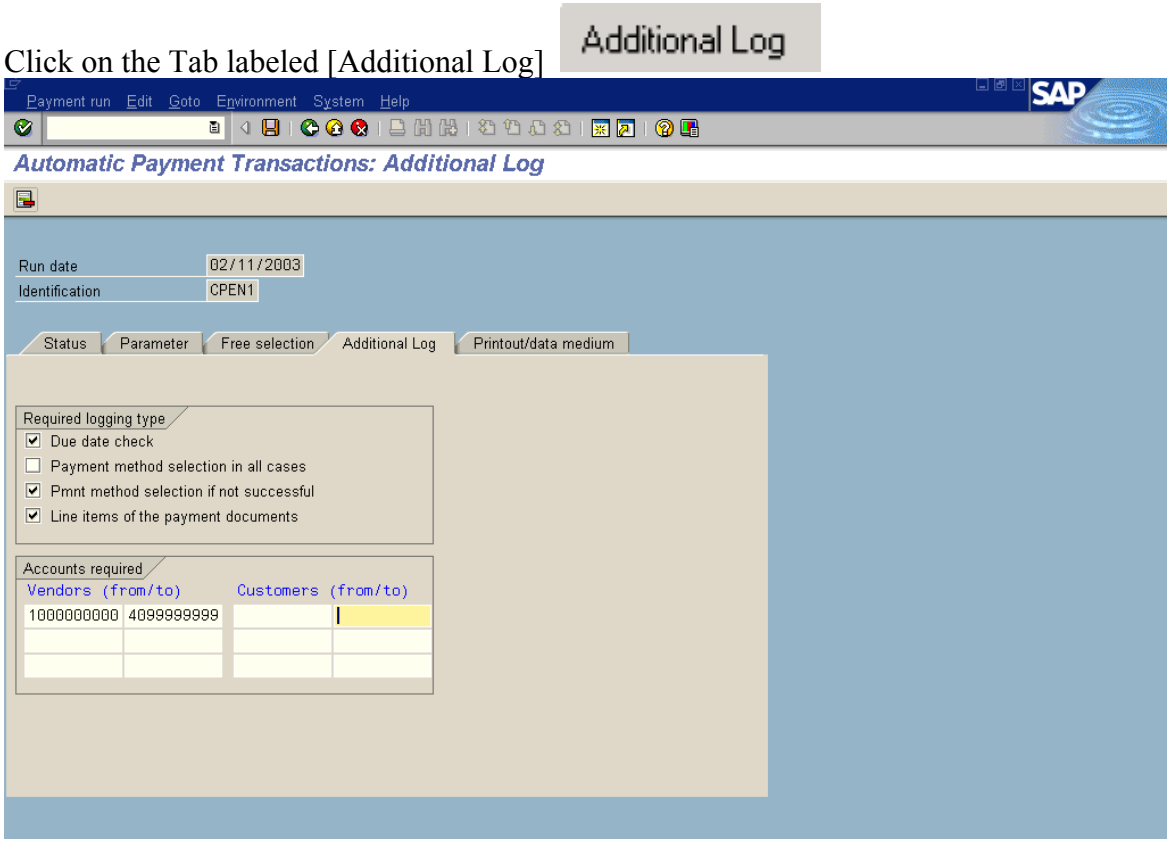
NOTE:
SAP selects all documents among the documents that have been entered (vendor invoices, other vendor credit open items, customer credit open items) up to the date of the payment run. Then, the system matches them to the date identified as the **next** payment date to calculate which documents must be paid during this payment run. In other words, if a document will be overdue by the next payment date, the open item will be selected in the current payment run. For example, if the documents entered "up to date" is 04/01/99 and the next posting/payment date is 04/30/99, SAP selects all documents with a payment term of V003 (net due 15 days) or less.

Click on Tab [Free Selection]



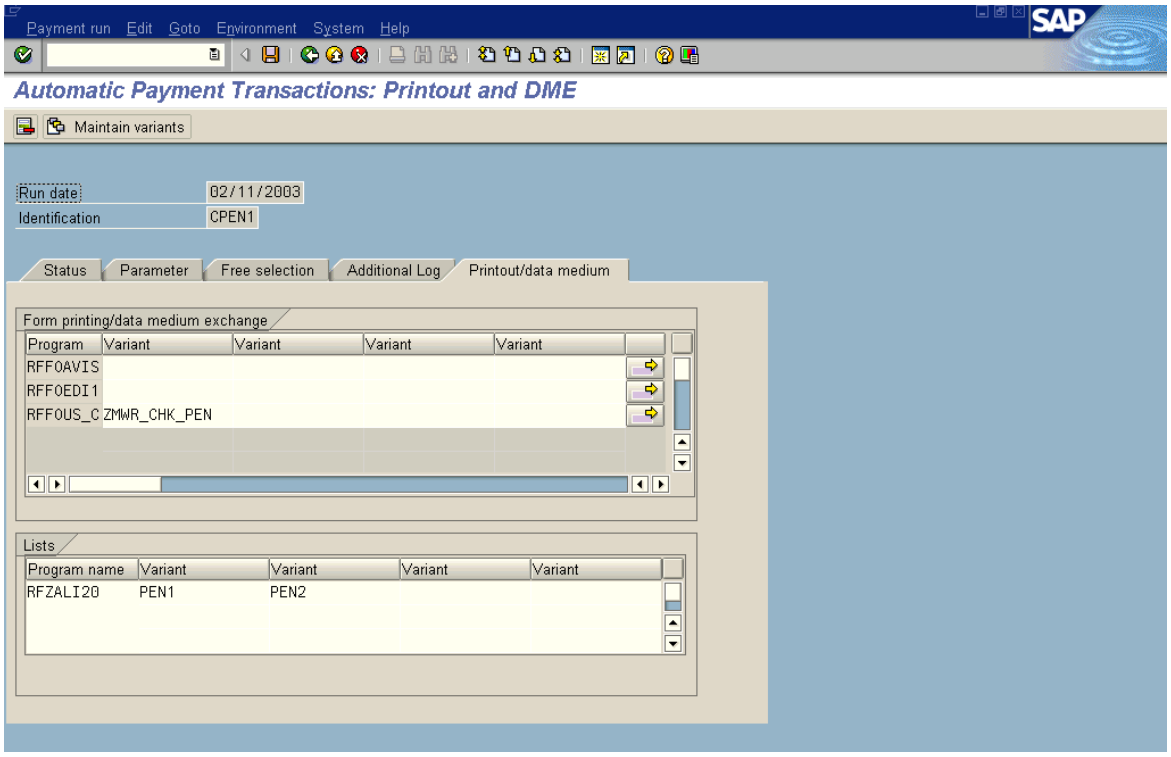
Field	Description/Usage
Selection Criteria	
Field Name	Hit the drop-down menu. Select the payment methods
Exclude Values	Check this box
Values	For processing a check run – place a "T" in this field. This will signal the system to exclude those vendors with the noted payment, "EFT". This will prevent numerous exceptions, due to an invalid payment method, from appearing in the payment proposal.

Click on the Tab labeled [Additional Log]



Field	Description/Usage
Required logging type	
Due date check	This indicator should be checked. By checking this indicator, the "log" identifies due date checking.
Payment method selection in all cases	Leave blank. Indicator that payment method and bank are logged.
Pmnt method if not successful	This indicator should be checked. This will enable the SAP system to produce a log report that will list any payments that return an error.
Line items of the payment documents	This indicator should be checked. Indicates that all posted documents posted in the log are printed with your items. By checking this indicator, the "log", identifies all posted documents paid by vendor in the payment run.
Accounts required	Again, enter the range of vendors to be reviewed for payment. For example, 1000000000 to 4099999999.

Click on the Tab labeled [Printout/data medium]



Field	Description/Usage
Printout/data medium	
Program Column	
RFFOAVIS	Leave blank
RFFOEDI1	Leave blank
RFFOUS_C	Select the variant or variants that relate(s) to your payment run. Select by clicking on the down arrow box.
Lists	
Program column	Type “RFZALI20”
Variant	Select the variant or variants that relate(s) to you payment run. The first variant needs to relate to the payment list and the second needs to relate to the exception list.

Click on the Save icon to save the parameters.

NOTE: To delete (all erroneous parameters), click on **Edit > Parameters > Delete parameters**.

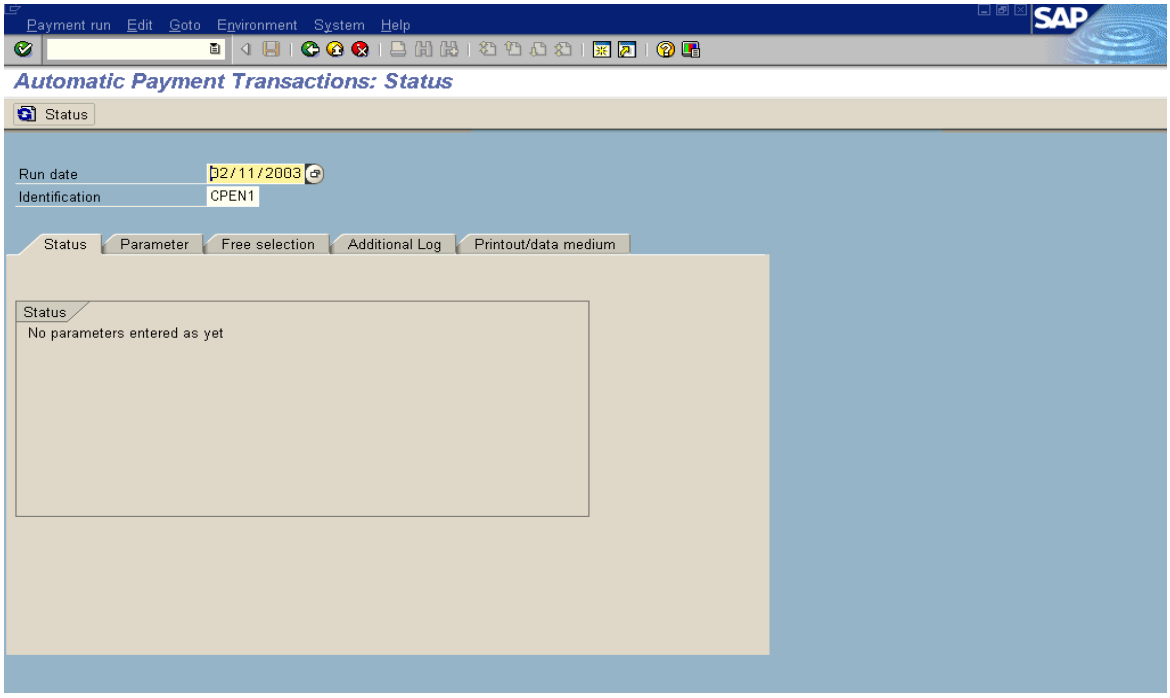
NOTE:
Once these parameters have been selected and saved for the first check run, they can be copied and changed for future check runs. This will save key strokes and time.

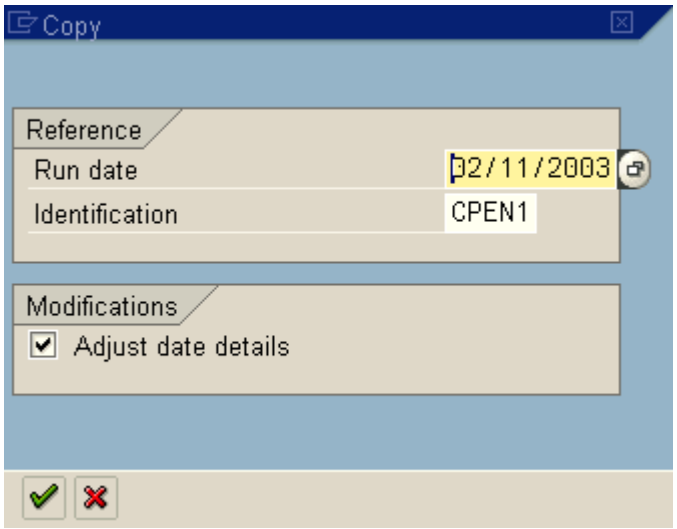
Copying the Parameters of a Previous Check Run

To save time when running the payment program, the clerk in charge of the check run can copy the parameters of a previous check run. This is done from the same T-Code as the payment run.

Menu path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ PERIODIC PROCESSING ➔ PAYMENTS**

Transaction code: **F110**

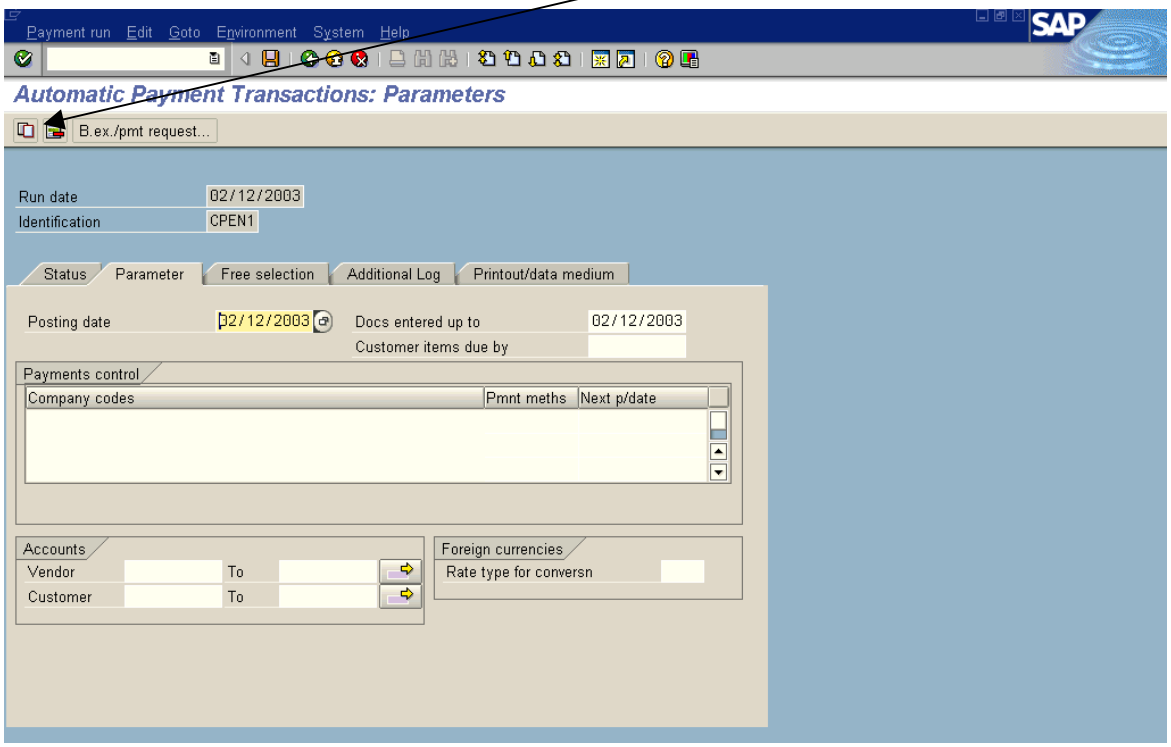




Click on the Tab [Parameter]

to access the Automatic Payment Transactions: Parameters screen.

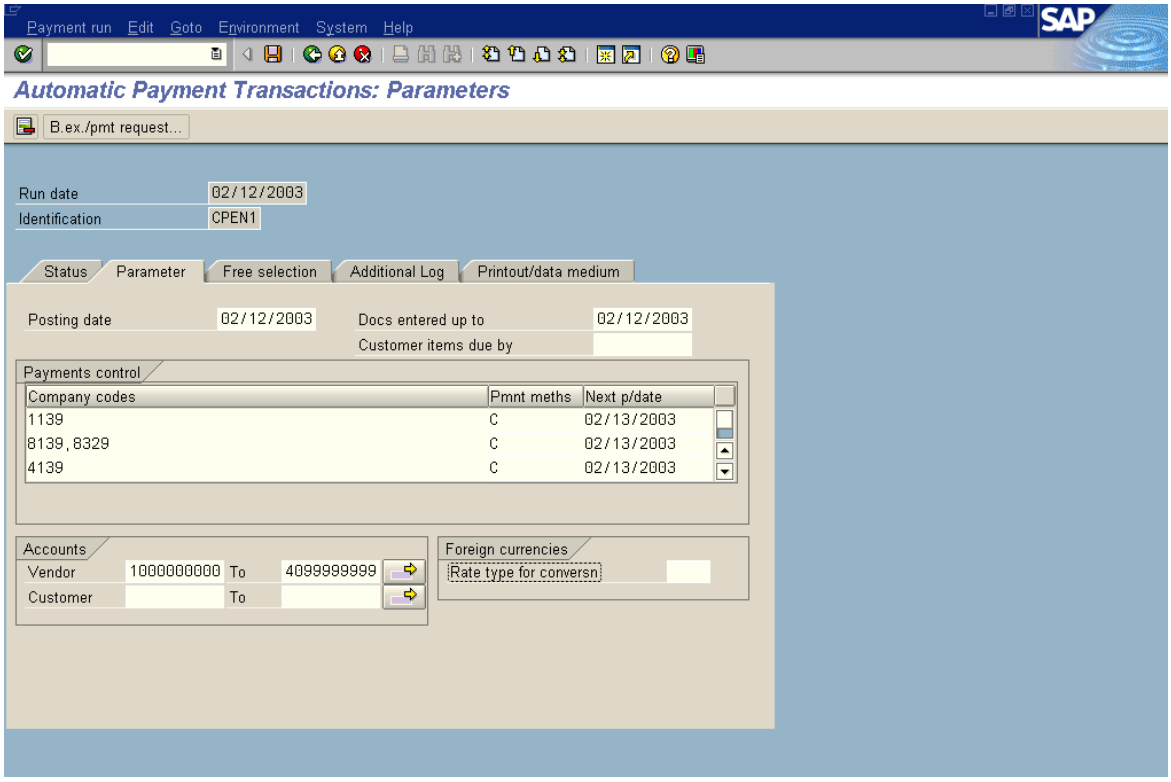
Do not enter any parameters, instead click on the copy parameters icon



The following screen will appear:

Click on the drop down box in the Run Date field and choose the previous payment run that you want to copy. Generally the proper choice is the last payment run performed. The Identification will default in. Leave the Adjust date details box checked. Then click the green check mark icon or hit enter to continue.

All of the parameters from the previous check run that was copied will then default into all fields.

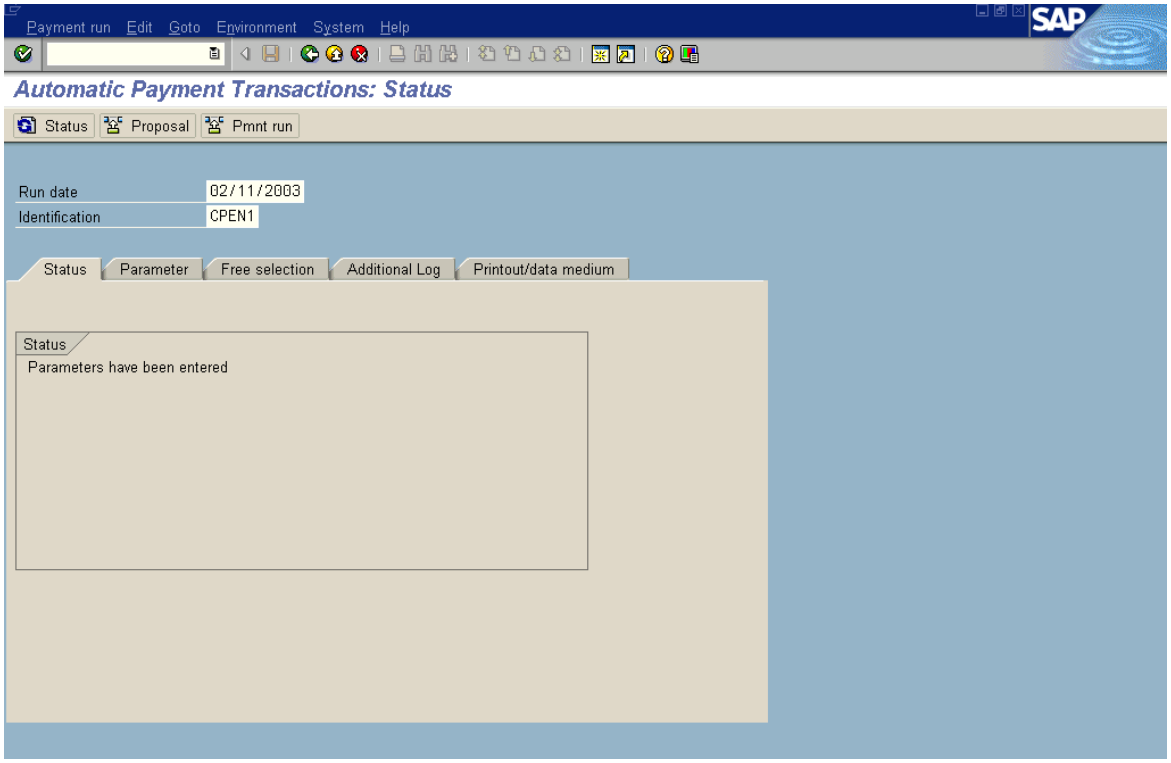


You can change any dates that need to be changed such as the Posting date, the Docs entered up to date, and the next p/date. The last of these dates is really important because it is how SAP decides which invoices to pay now and which to hold off until your next check run. You can then flip through the tabs and make sure everything is the way you want it. After you are satisfied, you can save the parameters and continue on by scheduling the proposal.

Schedule Proposal

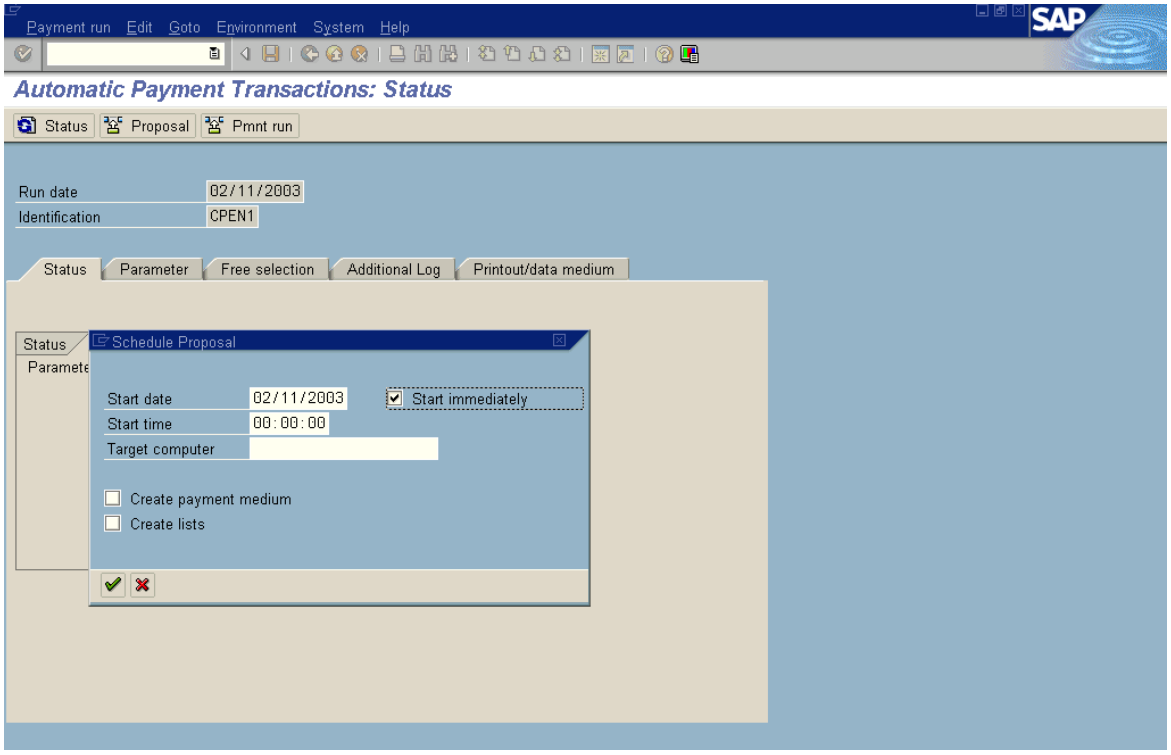
Click on the Tab [Status]

. Keep clicking (or hitting enter) until the status box reads “Parameters have been entered.” This screen displays the current status of the payment proposal.

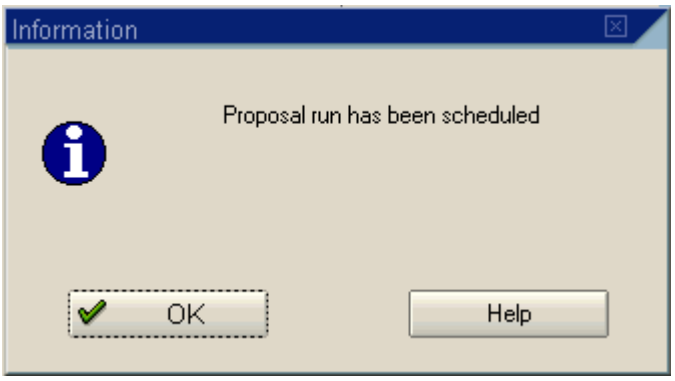


Click on the [Proposal] button to access the Schedule Proposal dialog box. Use this dialog box to indicate when you want to run the payment proposal.

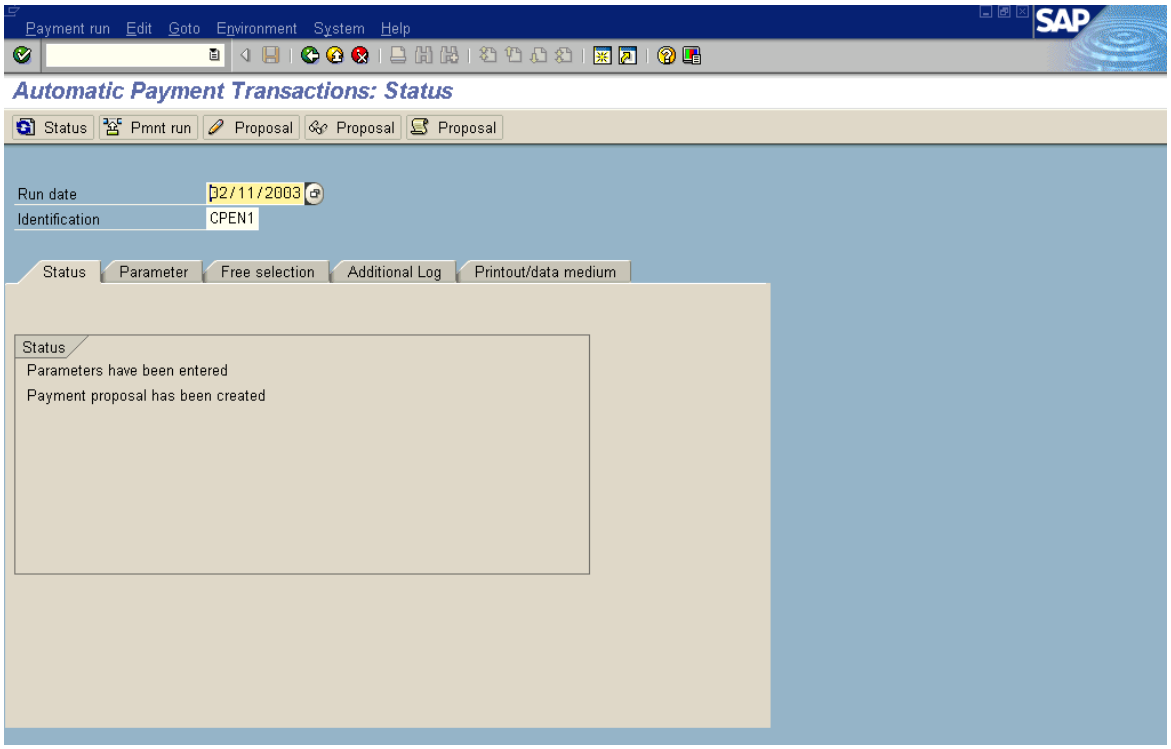
- **Start immediately -** Click this field to start the payment proposal immediately
- **With lists** – Click this field to have an exception report print out with the proposal.



Click on to schedule the payment proposal. Note: the proposal is only going to display the items selected based on the payment parameters entered. No payment documents are posted at this time. You will get a message saying that the proposal has been scheduled:



NOTE: Press Enter or click on Status to refresh the status displayed on this screen. Initially, the message may indicate the proposal is running. You may need to click on the Status Icon several times until the process is actually complete. Eventually, when the payment proposal has been created the message will indicate "proposal has been created".



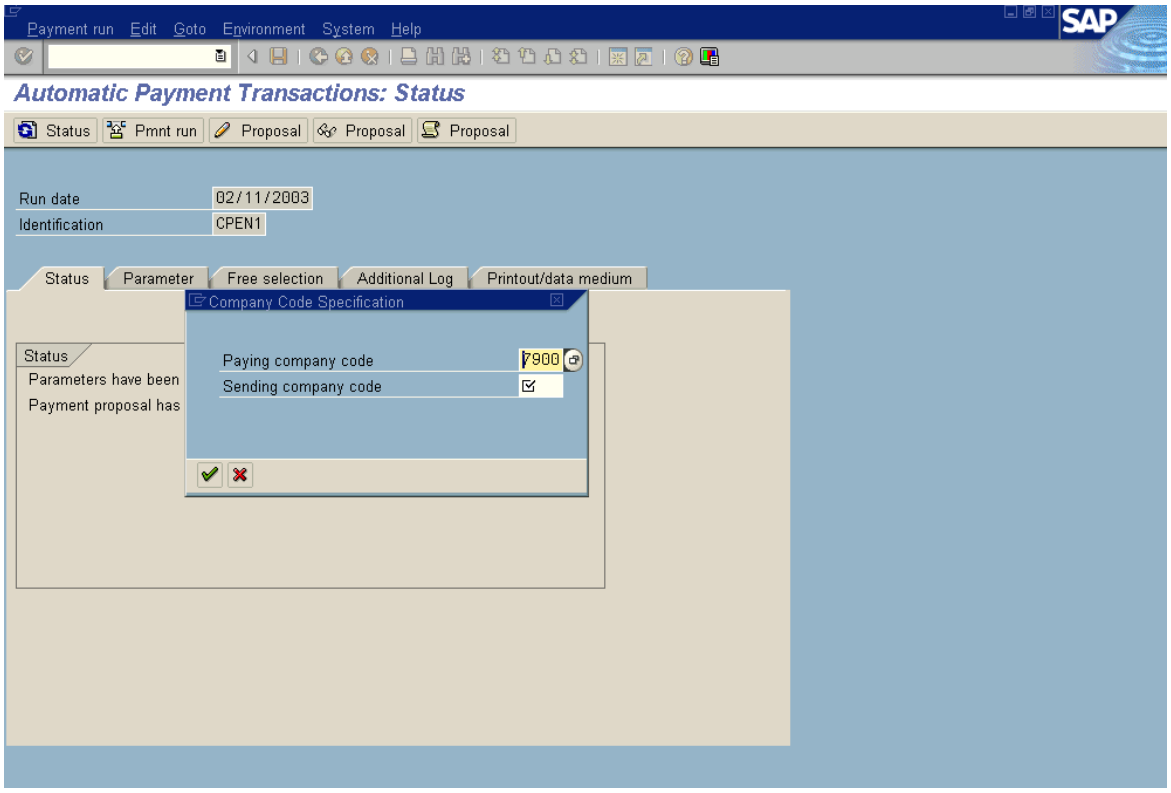
Check the Payment Proposal

Select one of the following options:

If:	Then:
You wish to view your proposal list:	Select Edit > Proposal list. The Report name appears. Press Enter or click the green check mark icon .
	NOTE: You may skip the "List Variant" screen by clicking the green check mark icon.

You wish to view your proposal exceptions:	Select Edit > Proposal > Exception List Variant. The Report Name appears. Press Enter or click the green check mark icon .
You wish to view or edit your proposal:	Click on the [Edit Proposal] Proposal icon. This is helpful to block payment or unblock payment that need to be modified. It is important you analyze your proposal.
	NOTE: Skip the "Account Clerk" screen by clicking on the green check mark.

The following is instructions on editing the proposal. Click on the [Edit Proposal] Proposal icon

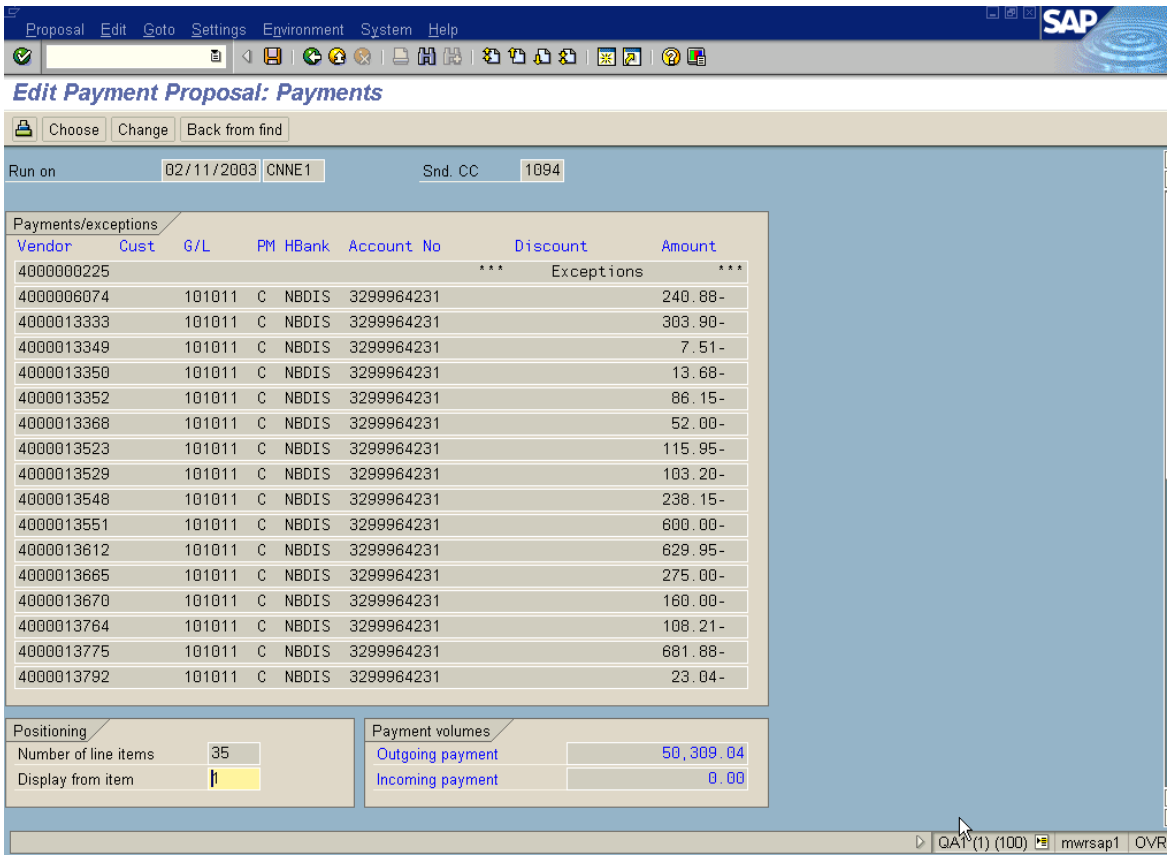


Enter the sending company code you wish to display the proposal items. Note that the paying company code is always 7900, unless you want to display items for Navy Flying Clubs. In the case of Navy Flying Club Company codes, the paying and sending company codes are the same.

Press the button to continue.

You can ignore the next pop-up window relating to the Account Clerks. Just press the button again.

Screen: Edit Payment Proposal: Payments



The documents not available for payment are "Exceptions". The documents that are available for payment do not include in the "Exceptions".

Place your cursor on the exception document and double click or click on **Choose**. The Edit Payment Proposal: Open Items screen will be displayed. Use this screen to select the line item (or specific document) you want to change or view.

However, it is not recommended that you block items within this screen if they are going to continue to be blocked for future payment runs. If a payment needs to be blocked for future runs as well it is important to not only block it in this payment run, but then the AP tech needs to go into the invoice document and block it as well. That will block it from future runs until it is time to pay the vendor. Follow the normal business process of investigating invoices prior to unblocking them using the regular process rather than within the payment run. The individual regions/funds are responsible for blocking and unblocking vendors for payment. They will do these using the regular process. Remember, if you block an open item after you have run the payment proposal, the proposal will have to be deleted and re-started for the manual payment on that open item to take effect.

However, it is wise for the Business Manager or AP Supervisor to periodically review the vendors with blocked items since these exceptions will lead to unreasonable delay in paying the vendor or customer.

Click on if you have made any changes. If not, click on backward green arrow to access the Automatic payment transaction screen.

NOTE: If you need to run the proposal again to pick up missing payment then you must delete the proposal before creating a new one. To delete the proposal, click on Edit > Proposal > Delete Proposal.

Schedule the Posting and Printing/Creating of Payment Media

Click on the Tab [Status]

. The status box now reads “Payment Proposal has now been created.” This screen displays the current status of the payment proposal.

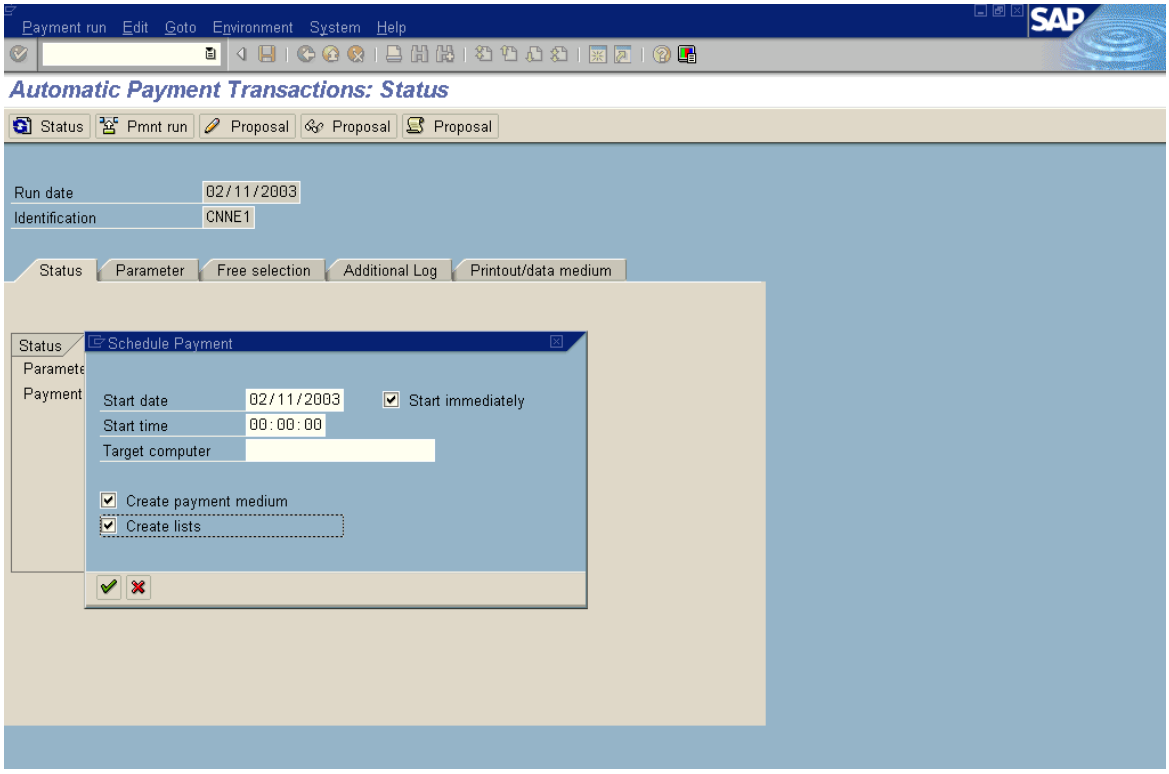
To schedule the payment run, click on the [Payment Run]

button to access the Schedule Payment dialog box. Use this dialog box to indicate when you want to run the payment posting run.

This step actually posts the documents required to clear the open items as suggested in the payment proposal.

- **Start immediately -** Click this field to start the payment posting run immediately
- **Create Payment medium** – Click this field to actual print the checks after the payment posting run

- **Create lists** – Click this field to have a payment report print out after the checks



Be sure that the correct blank paper stock is in the printer AND the MICRO CHIP/SIGNATURE CARD is located in the CHECKBOX device!!

NOTE: Press **[Enter]** or click on

to refresh the status displayed on this screen. A message indicating that the payment run is running and then created is displayed. Again, you may need to click on the Status Icon several times until the message indicates the payment is complete.

If:	Then:
You wish to view your payment list:	Select Edit > Payment list. The Report name appears. Press Enter or click the green check mark .
You wish to view your payment exceptions.	Select Edit > Payment > Exception list. The Report Name appears. Press Enter or click the green check mark .

This step will post the payment documents to the general ledger. It will also automatically initiate the check printing process for check payment runs.

The automatic payment process for checks is now complete. The checks can be retrieved from the check printer.

****Important Note****
After the checks have printed, a "Display Check Register" report must be run and signed and dated by a manager per policy for auditing purposes. This report must be generated after every type of payment run, including hot checks. See section on "Display Check Printer" for instructions on how to run the report.

Posting a Manual Payment aka "Hot Checks"

There are three basic types of "Hot Checks"; 1) "Hot Checks" with "Open Items" 2)"Hot Checks" as "Payment on Account" and 3) Hot checks that are a partial payment.

The following procedure is used to begin all types of "Hot Checks":

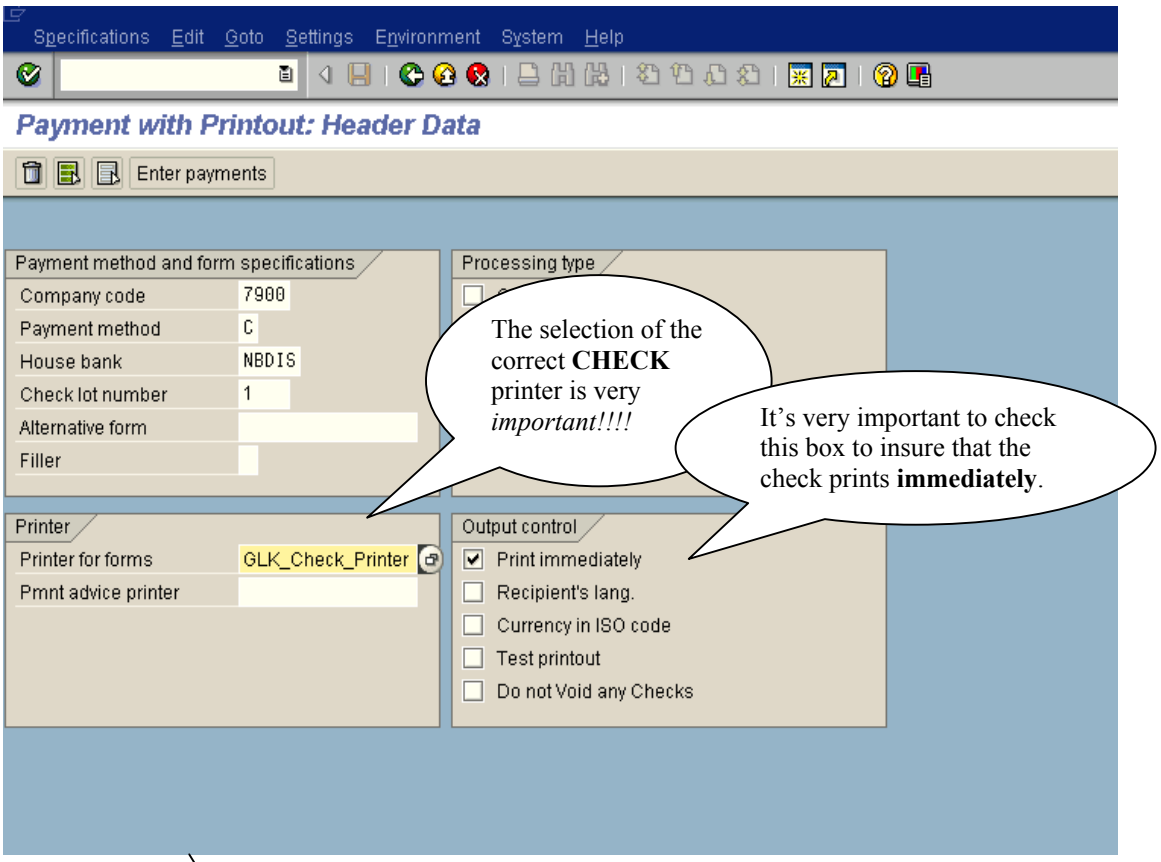
Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY ➔ OUTGOING PAYMENT ➔ POST + PRINT FORMS.**

Transaction code: **F-58.**

Screen: Payment with Printout: Header Data

Field	Description/Usage
Company code (Paying)	Enter company code 7900 as the paying company code. All other company codes are sender company codes. One exception: Navy Flying Club (NFC) is their own paying and sending company code.
Payment method	The only valid payment method that can be used for checks is "C".
House bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made if using paying company code 7900. The disbursement house bank is NBDIS (Bank of America), except for FTSCU.
Check lot number	Enter check lot "0001" for MWR and 5### for NFC.
Alternative form	Leave blank.
Filter	Leave blank.
Processing type	
Calculate pmnt amnt	Check this box if you don't know the total of the of the open items. It doesn't hurt to leave it checked even if you do the total of the open items.
Printer	
Printer for forms	Enter the check printer ID. Make sure that the correct printer (the name should include your base/location name) is chosen, otherwise the check may not print, or print to the wrong location.
Pmnt advice printer	Leave blank.
Output control	

Print immediately	By selecting this indicator, the check will be printed immediately. Otherwise, the check will be placed in the spool queue. DO NOT FORGET to check this box – otherwise your check will NOT Print and will sit in the print spool waiting for you to "kick off the print job".
Recipient's lang.	Leave blank.
Currency in ISO code	Leave blank.
Test printout	Leave blank.



NOTE: This screen only appears automatically for the first hot check process on a given day. If you do NOT see this screen use the green arrow, to get to it.

Click on Enter payments to post the payment document.

This process describes the creation of a "Hot check" (as opposed to an automatic system check) and the posting of a manual payment document in SAP. "Hot Checks" may be created at the local MWR/VQ business offices. "Hot Check" are produced one check at a time, so they should generally be used for refunds, bingo prize winners, petty cash custodian replenishment and other payments that are time sensitive and cannot wait for the normal Check Run.

To process a "Hot Check" with "Open Items":

Hot checks for open items are produced after an invoice has been entered into the system. The use of the "Hot Check" process should be kept to a minimum – **CHECK Runs should be the normal procedure for producing checks (checks produced in bulk).**

Screen: Payment with Printout: Header Data

Field	Description/Usage
Document date	Enter the date of the payment.
Type	ZC (default)
Company code	Defaulted from value entered in the previous screen.
Posting date	Defaults to current date.
Period	The system will default the fiscal period from the posting date.
Reference	Leave blank.
Doc. header text	Leave blank.
Clearing text	Leave blank.
Bank posting details:	
Amount	Amount of check payment or it can be left blank if the "Calculate pmnt amnt" was flagged on the first screen.
Value date	Enter 3 days after today's date.
Text	Enter a description if required. This field will **NOT** print on check.
Assignment	Leave blank.
Payee:	
Vendor/Customer	If open items are to be selected, enter the appropriate Vendor/Customer account number.
Company Code (Sender)	**Enter MWR/VQ'S company code (fund) in which the vendor payment is to be made. (**Always change the default from 7900 to the correct sending company code**)**
Payment on account	Leave blank, if you are doing a hot check with open items.
Payment on account (Text Box)	Leave blank, if you are doing a hot check with open items.

Payee	Leave blank.
Paid items:	
Standard OIs	Activated (Default). Indicator determines that standard open items are to be taken into consideration during clearing. If this payment is a "payment on account" you will need to un-flag this field.
Special GL indicator	When selecting open items, this field can be left blank to ensure that special G/L postings (security deposits, advances, unearned revenue, etc.) are not displayed for selection. To pay these special G/L postings, enter the relevant codes (D, U, R, V, etc). These types of postings only apply to customers who are receiving refunds. By indicating the Special GL indicator, the customer account number is used but will automatically default to the G/L account associated with the indicator. ***If you have been asked to refund or prepare a check for a CUSTOMER, ensure that the Accounts Receivable technician has UNBLOCKED both the customer master record AND the invoice!***
Additional selections:	
None **Assignment** **Others**	Accept the default value 'None'

Document Edit Goto Settings System Help

Payment with Printout: Header Data

Process open items

Document date	02/06/2003	Type	ZC	Company code	7900
Posting date	02/06/2003	Period	5		
Reference					
Doc.header text					
Clearing text					

Bank posting details

Amount	10913.54		
Value date	02/08/2003	Assignment	
Text			

Payee

Vendor	4000012058	Company Code	1015
Customer		Payee	
☐ Payment on acct	Pmnt on acct		

Paid items

- ☑ Standard OIs
- Special G/L ind

Additional selections

- ◉ None
- ○ Assignment
- ○ Others

Since you are creating a "Hot Check" with open items, click on Process open items button. This option is used to process a check for an item listed as open and unpaid.

Screen: Post Outgoing Payments: Process Open Items

A list of open invoices and credit memos will appear based on the selections made.

To select an invoice, double click on the line item under the "USD Gross" column. Subsequently, the "Not Assigned" amount should be zero (if the payment amount equals to the invoice amount). **NOTE:** Items may come in selected which may appear "BLUE" or "RED" in color. Double clicking a single line item will turn the items BLACK (deselected) or BLUE/RED (selected). You want the items being paid to be blue/red.

In order to post the payment document, the "Not Assigned" amount at the bottom right corner of the screen must be zero. This will only occur if you specified an amount on the previous screen, and this amount equals the sum of the open item amounts. However, this is not necessary if the box for the "calculate pmnt amnt" was flagged.

Document Edit Goto Settings Environment System Help

Payment with Printout: Process open items

Distribute diff. | Charge off diff. | Editing options

Standard | Partial pmt | Res.items | Withhldg tax

Account items 4000012058 SCC CLEANING CO INC

Assignment	Document ...	D..	P..	Posting ...	Docume...	USD Gross	Cash discnt	Cash...
GREAT LAKES Y...	3500001575	KR	31	12/18/2...	12/01/2...	2,167.33-		
PIER 525	3500001574	KR	31	12/18/2...	12/01/2...	6,304.97-		
PORT O CALL	3500001573	KR	31	12/18/2...	12/01/2...	1,786.09-		
ROSS	3500001572	KR	31	12/18/2...	12/01/2...	655.15-		

Amo... | Gross<>... | Currency | Items | Items | Disc. | Disc.

Editing status

Number of items	4	Amount entered	10,913.54-
Display from item	1	Assigned	10,913.54-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Click the document overview icon to view the accounting entry.
Now go to the menu path: ***Document*** > ***Simulate*** to view all line items related to this posting.

Document Edit Goto Extras Settings Environment System Help

Payment with Printout: Display Overview

Display currency | Taxes | Reset

7900 MWR HQ TREASURY
1015 MWR NS GREAT LAKE

Items in document currency

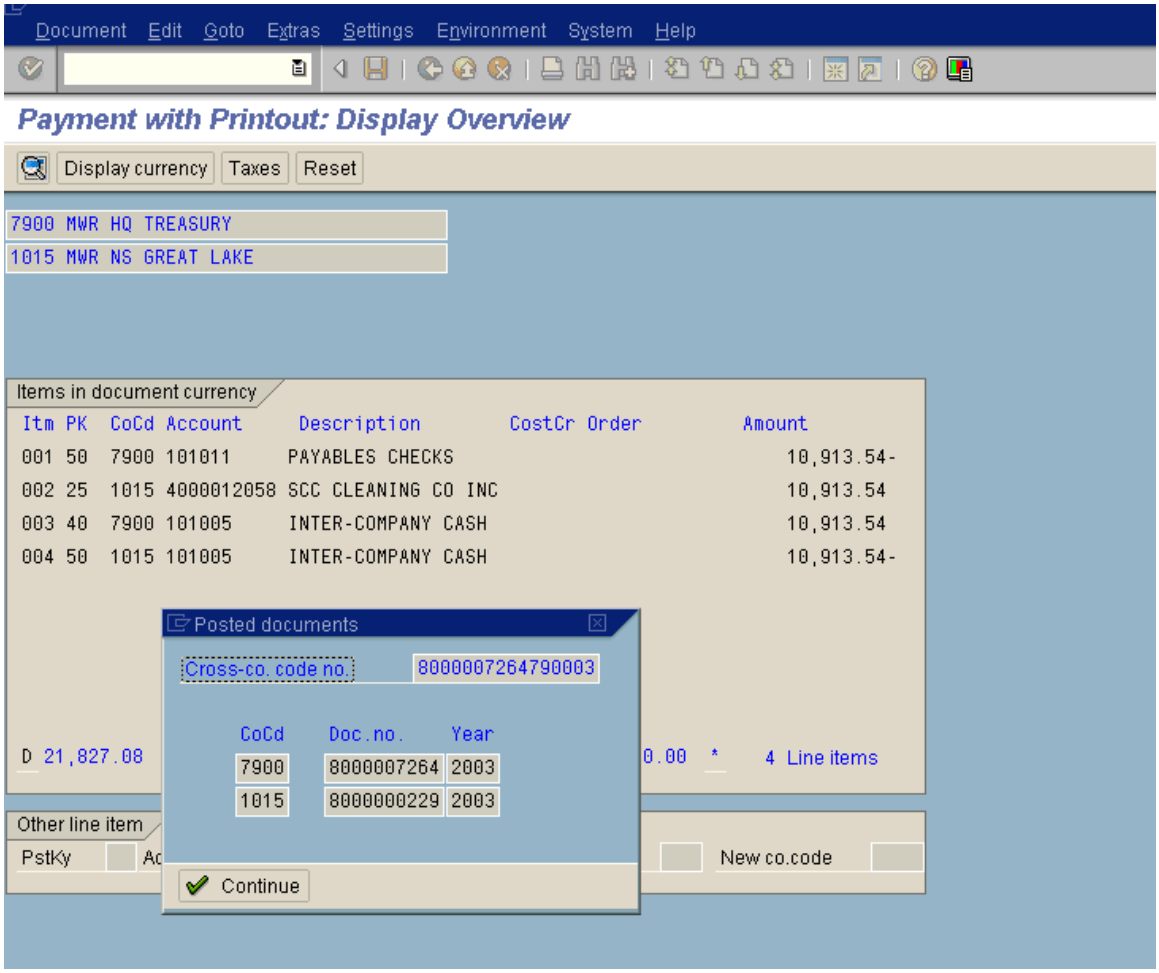
Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50	7900	101011	PAYABLES CHECKS			10,913.54-
002	25	1015	4000012058	SCC CLEANING CO INC			10,913.54
003	40	7900	101005	INTER-COMPANY CASH			10,913.54
004	50	1015	101005	INTER-COMPANY CASH			10,913.54-

D 21,827.08 C 21,827.08 0.00 * 4 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

To save and post the payment document, click on the save icon, .



Write down the company code & document number listed in the Posted Documents box

Click the continue button, Continue. The check will print automatically to the printer specified on the first screen.

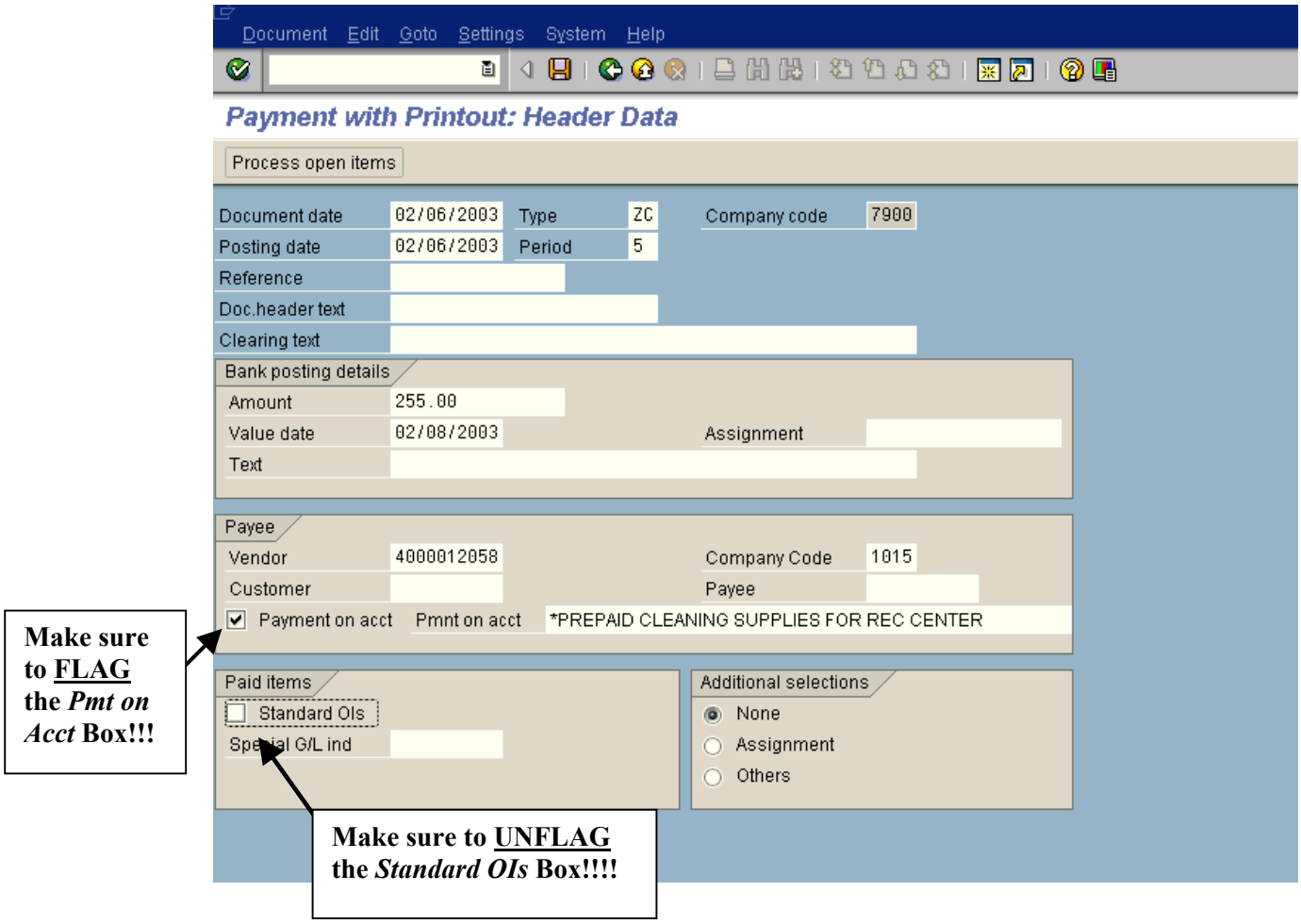
To process a “Hot Check” “Payment on Account”:

Additionally, this procedure can be used to create a "PAYMENT ON ACCOUNT”. A payment on account is simply a check that is prepared WITHOUT source documents (without an invoice). Payment on account checks should be kept to a minimum!! They may occur in cases where a check is required in advance of receipt of goods (i.e. prepaid tickets, magazine subscriptions, deposits, etc.). The check is prepared using the "HOT CHECK" process, however NO OPEN ITEM (or invoice) exists to cut the check against! Effectively there will be a debit in the vendor’s account until the receipt is entered.

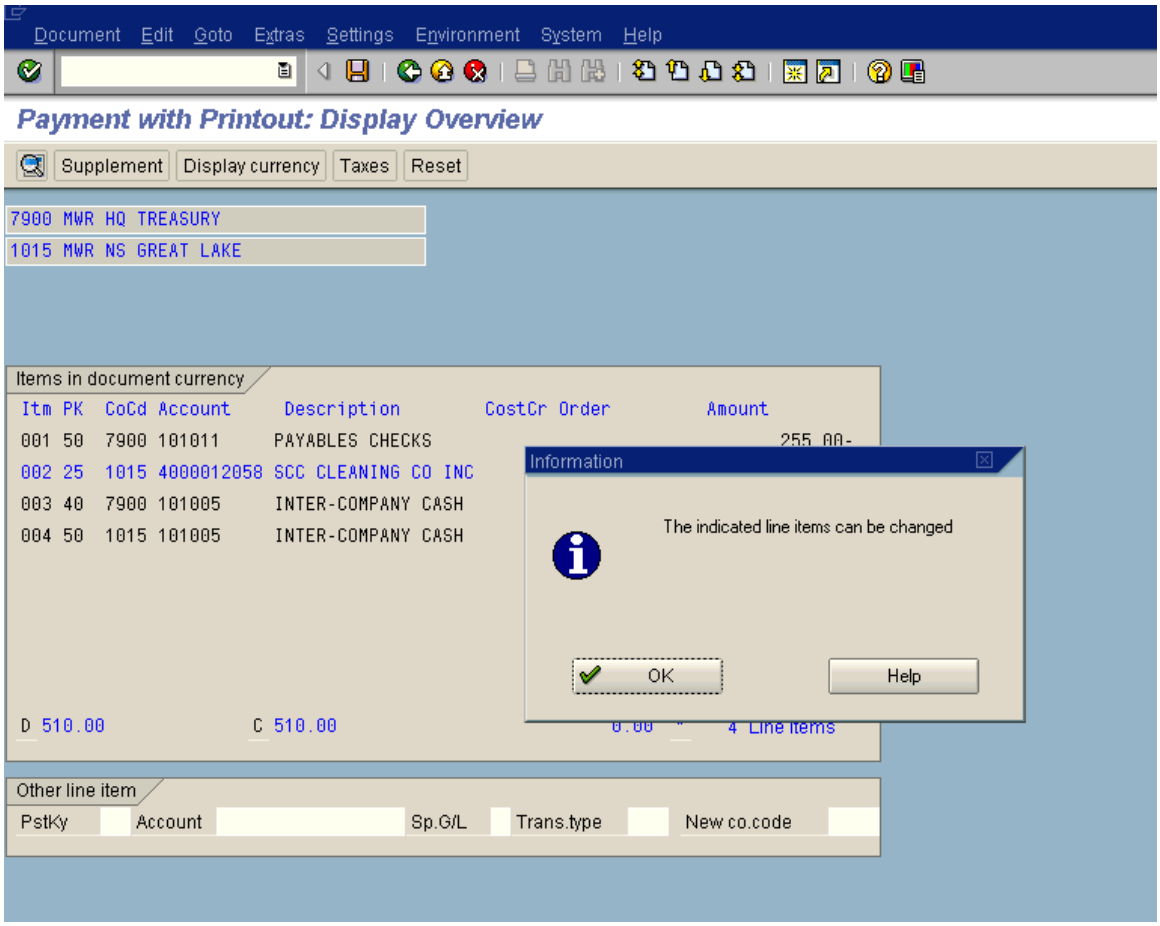
Screen: Payment with Printout: Header Data

Field	Description/Usage
Document date	Enter the date of the payment.
Type	ZC (default)
Company code	Defaulted from value entered in the previous screen.
Posting date	Defaults to current date
Period	The system will default the fiscal period from the posting date.
Reference	Optional field. Useful if a certain document should be referenced
Doc. header text	Optional field. Useful for extra information regarding particular check.
Clearing text	Leave blank.
Bank posting details:	
Amount	Amount of check payment.
Value Date	Enter 3 days in advance of today’s date.
Text	Enter a description if required. However, this field will NOT print on check.
Assignment	Leave blank.
Payee:	
Vendor/Customer	If open items are to be selected, enter the appropriate vendor/customer account number.
Company Code (Sender)	**Enter MWR/VQ’S company code (fund) in which the vendor payment is to be made. (**Always change the default from 7900 to the correct sending company code**)**
Payee	Leave blank.
Payment on account	!!!!!**Flag** this checkbox for payment on account. When this field if flagged you must un-flag “standard OI’s” box.

Payment on account (Text Box)	To have the text print, simply prefix the text with an asterisk '*'. This field is used frequently to provide additional information to the vendor such as our account number with the vendor, the file number or case number for garnishment checks, etc. **Note**: If you are preparing a Payment on Account you MUST enter text in this field!
Paid items:	
Standard OIs	****Uncheck** the box.**
Special GL indicator	Leave blank with Payment on Account
Additional selections:	
None **Assignment** **Others**	Accept the default value 'None'



Press the button. The next screen will have a pop-up window that says, “The indicated line items can be changed”. Click “Ok”.



To see, add or make a change to the text that will appear on the check, double click the vendor line item.

Document Edit Goto Extras Settings Environment System Help

Payment with Printout: Correct Vendor item

Supplement | More data | Reset

Vendor 4000012058 SCC CLEANING CO INC G/L acc 201000
Company code 1015 PO BOX 711
MWR NS GREAT LAKES GURNEE

Item 2 / Outgoing payment / 25
Amount 255.00 USD
Calculate tax
Bline date 02/06/2003
Disc. amount 0.00
Invoice ref. / / 0
Pmnt block Pmnt method Pmnt meth.supl.
Assignment
Text *PREPAID CLEANING SUPPLIES FOR REC CENTER

Next line item
PstKy Account Sp.G/L New co.code

To get back to the line item postings, click on the green arrow, .

Document Edit Goto Extras Settings Environment System Help

Payment with Printout: Display Overview

Display currency | Taxes | Reset

7900 MWR HQ TREASURY
1015 MWR NS GREAT LAKE

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50	7900	101011	PAYABLES CHECKS			255.00-
002	25	1015	4000012058	SCC CLEANING CO INC			255.00
003	40	7900	101005	INTER-COMPANY CASH			255.00
004	50	1015	101005	INTER-COMPANY CASH			255.00-

D 510.00 C 510.00 0.00 * 4 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

If everything balances, press the Save icon, .

Document Edit Goto Extras Settings Environment System Help

Payment with Printout: Display Overview

Display currency | Taxes | Reset

7900 MWR HQ TREASURY
1015 MWR NS GREAT LAKE

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50	7900	101011	PAYABLES CHECKS			255.00-
002	25	1015	4000012058	SCC CLEANING CO INC			255.00
003	40	7900	101005	INTER-COMPANY CASH			255.00
004	50	1015	101005	INTER-COMPANY CASH			255.00-

D 510.00 0.00 * 4 Line items

Posted documents

Cross-co. code no. 8000007265790003

CoCd	Doc.no.	Year
7900	8000007265	2003
1015	8000000230	2003

Continue

Other line item

PstKy Ac New co.code

Write down the company code & document number listed in the Posted Documents box

Click the continue button, Continue. The check will print automatically to the printer specified on the first screen

NOTE: Most payments will be processed against Open Items. The most notable item where "Payment On Account" will be used is Prepaid Tickets.

Warning: If you used this option for "PAYMENT-ON-ACCOUNT", remember, you MUST go back and process an invoice. The payment on account transaction results in the following entry on the Funds' balance sheet

DR Vendor Number (recon 201000)
CR 101005 Inter-company cash

As you will note, the balance against the vendor is a debit (reverse of the normal). In order to settle this item, upon receipt/entry of the invoice into SAP, the following entry will occur:

DR GL Expense Account/Inventory account
CR Vendor Number (recon 201000)

For a purchase order the entries will be as follows:

Goods Receipt:

DR GL Expense Account/Inventory account
CR GR/IR Clearing (201010)

Invoice Verification:

DR GR/IR Clearing (201010)
CR Vendor Number (201000)

The vendor account (open items) must be manually "cleared", a process that normally is automatically performed as open items are paid.

If you fail to do complete this procedure, the vendor account will not be cleared and will retain a debit balance with no offsetting entry. After payment, the desired balance in any vendor account should be zero.

Posting a Manual Partial Payment of Open Line Item

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY ➔ OUTGOING PAYMENT ➔ POST + PRINT FORMS.**

Transaction code: **F-58.**

Partial payments of open line items are often requested for vendors or customers. This will very common when paying out Unit Funds or Deposits to Commands. When a payment request comes in to pay only partial amounts of an open item, the manual payment aka (Hot Check) scenerio must be used.

Example: Accounts Payables Tech requests that only $54.00 of a line item of $98.91 (credit) to be paid to vendor. The check writer must process a "Hot Check" for $54.00 while creating a residual item of $44.91 (credit) that will still be left as an open item in the vendor account.

To process a partial payment "Hot Check" with "Open Items": partial payment out of one line item.

Screen: Payment with Printout: Header Data

Field	Description/Usage
Document date	Enter the date of the payment.
Type	ZC (default)
Company code	Defaulted from value entered in the previous screen.
Posting date	Defaults to current date.
Period	The system will default the fiscal period from the posting date.
Reference	Leave blank.
Doc. header text	Leave blank.
Clearing text	Leave blank.
Bank posting details:	
Amount	Amount of check payment or it can be left blank if the "Calculate pmnt amnt" was flagged on the first screen.
Value date	Enter 3 days after today's date.
Text	Enter a description if required. This field will **NOT** print on check.
Assignment	Leave blank.
Payee:	
Vendor/Customer	If open items are to be selected, enter the appropriate Vendor/Customer account number.

Company Code (Sender)	**Enter MWR/VQ'S company code (fund) in which the vendor payment is to be made. (**Always change the default from 7900 to the correct sending company code**)**
Payment on account	Leave blank, if you are doing a hot check with open items.
Payment on account (Text Box)	Leave blank, if you are doing a hot check with open items.
Payee	Leave blank.
Paid items:	
Standard OIs	Activated (Default). Indicator determines that standard open items are to be taken into consideration during clearing. If this payment is a "payment on account" you will need to un-flag this field.
Special GL indicator	When selecting open items, this field can be left blank to ensure that special G/L postings (security deposits, advances, unearned revenue, etc.) are not displayed for selection. To pay these special G/L postings, enter the relevant codes (D, U, R, V, etc). These types of postings only apply to customers who are receiving refunds. By indicating the Special GL indicator, the customer account number is used but will automatically default to the G/L account associated with the indicator. ***If you have been asked to refund or prepare a check for a CUSTOMER, ensure that the Accounts Receivable technician has UNBLOCKED the invoice!***
Additional selections:	
None **Assignment** **Others**	Accept the default value 'None'

Document Edit Goto Settings System Help

Payment with Printout: Header Data

Process open items

Document date	02/06/2003	Type	ZC	Company code	7900
Posting date	02/06/2003	Period	5		
Reference					
Doc.header text					
Clearing text					

Bank posting details

Amount	54.00		
Value date	02/08/2003	Assignment	
Text			

Payee

Vendor	4000006021	Company Code	1015
Customer		Payee	
☐ Payment on acct	Pmnt on acct		

Paid items

☑ Standard OIs

Special G/L ind

Additional selections

◉ None

○ Assignment

○ Others

Since you are creating a "Hot Check" with open items, click on Process open items button. This option is used to process a check for an item listed as open and unpaid.

Screen: Post Outgoing Payments: Process Open Items

A list of open invoices and credit memos will appear based on the selections made.

To select an invoice, double click on the line item under the "USD Gross" column. Subsequently, the "Not Assigned" amount should be zero (if the payment amount equals to the invoice amount). **NOTE:** Items may come in selected which may appear "BLUE" or "RED" in color. Double clicking a single line item will turn the items BLACK (deselected) or BLUE/RED (selected). You want the items being paid to be blue/red.

At this time you must click on the Res. Items tab (residual items).

Document Edit Goto Settings Environment System Help

Payment with Printout: Create residual items

Distribute diff. | Charge off diff. | Editing options

Standard | Partial pmt | Res.items | Withhldg tax

Account items 4000006021 DIRECT TV

Assignment	Document ...	D..	P..	Posting ...	Docume...	Net amount	Payment amount	R...
PIER 525	3500001610	KR	31	12/26/2...	11/19/2...	98.91-	54.00-	

Amo... | Gross<>... | Currency | Items | Items | Disc. | Disc.

Editing status

Number of items	1	Amount entered	54.00-
Display from item	1	Assigned	98.91-
Reason code		Difference postings	
Currency	USD		
Display in clearing currency		Not assigned	44.91

When this screen first appears, the payment amount will be the same ($98.91) as the initial line item. The check writer must change the amount in the payment amount field to the amount to be paid ($54.00). Click the document overview icon to view the accounting entry.

Now go to the menu path: ***Document > Simulate*** to view all line items related to this posting.

Notice that there is a line item highlighted in red or blue. This line item will be the residual item left in the vendor's or customer's account. You must double click on the item and correct what is specified. (Usually SAP is asking you to populate the text field)

Document Edit Goto Extras Settings Environment System Help

Payment with Printout: Display Overview

Supplement | Display currency | Taxes | Reset

7900 MWR HQ TREASURY
1015 MWR NS GREAT LAKE

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	50	7900	101011	PAYABLES CHECKS			54.00-
002	36	1015	4000006021	DIRECT TV			44.91-
003	25	1015	4000006021	DIRECT TV			98.91
004	40	7900	101005	INTER-COMPANY CASH			54.00
005	50	1015	101005	INTER-COMPANY CASH			54.00-

D 152.91 C 152.91 0.00 * 5 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

Document Edit Goto Extras Settings Environment System Help

Payment with Printout: Correct Vendor item

Supplement | More data | Reset

Vendor 4000006021 DIRECT TV G/L acc 201000
Company code 1015 PO BOX 100746
MWR NS GREAT LAKES PASADENA

Item 2 / Payment difference / 36

Amount 44.91 USD
Calculate tax
Payt terms Days/percent 0.000 / /
Bline date 02/06/2003 Fixed
Disc. base 44.91 Disc. amount 0.00
Pmnt block Pmnt method Pmnt meth.supl.
Assignment PIER 525
Text *REMAINING PMT FOR SERVICE

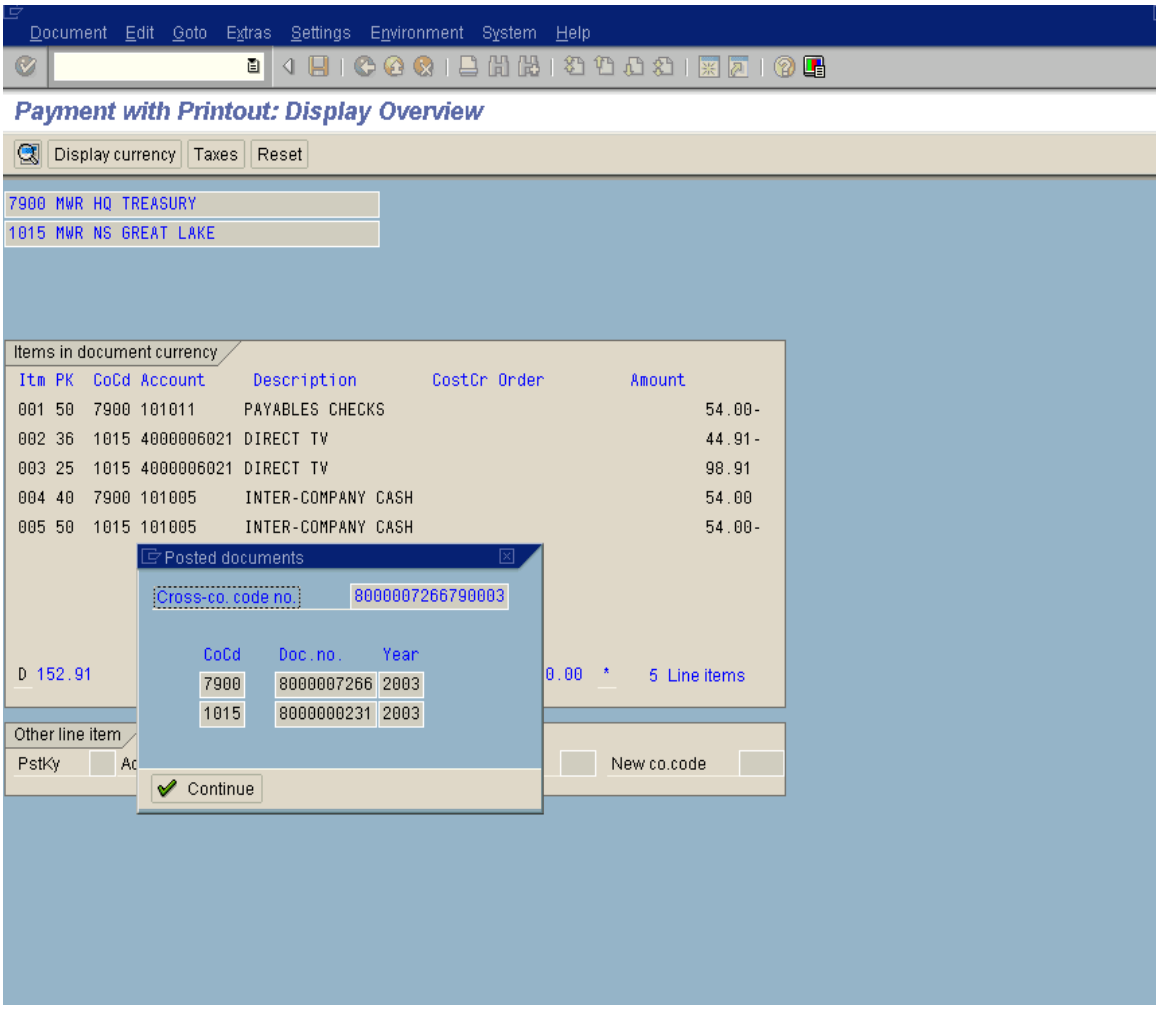
Fill in the Text to identify the remaining balance

Next line item

PstKy Account Sp.G/L New co.code

To go back to overview screen, click on the overview button

To save and post the payment document, click on the save icon, .



Write down the company code & document number listed in the Posted Documents box

Click the continue button, . The check will print automatically to the printer specified on the first screen.

Reprint Checks (Includes Voiding Old Check)

Use this task to reprint a check using a new check number. The old check number is voided.

NOTE: This task may be required if an error occurs during printing resulting in the AIMS system "thinking" it has cut a check and posted a payment document, but in reality the printing function did not occur. Another situation that may require this task is that one of the checks may have been caught in the printer, or the vendor address was incorrect, but the payment is still valid. A replacement check can be printed.

We request that as a courtesy, Field activities call MWR HQ if this situation occurs. With the assistance and advice of MWR HQ, it will be determined whether this transaction should be performed.

Menu path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ENVIRONMENT ➔ CHECK INFORMATION ➔ CHANGE ➔ REPRINT CHECK**

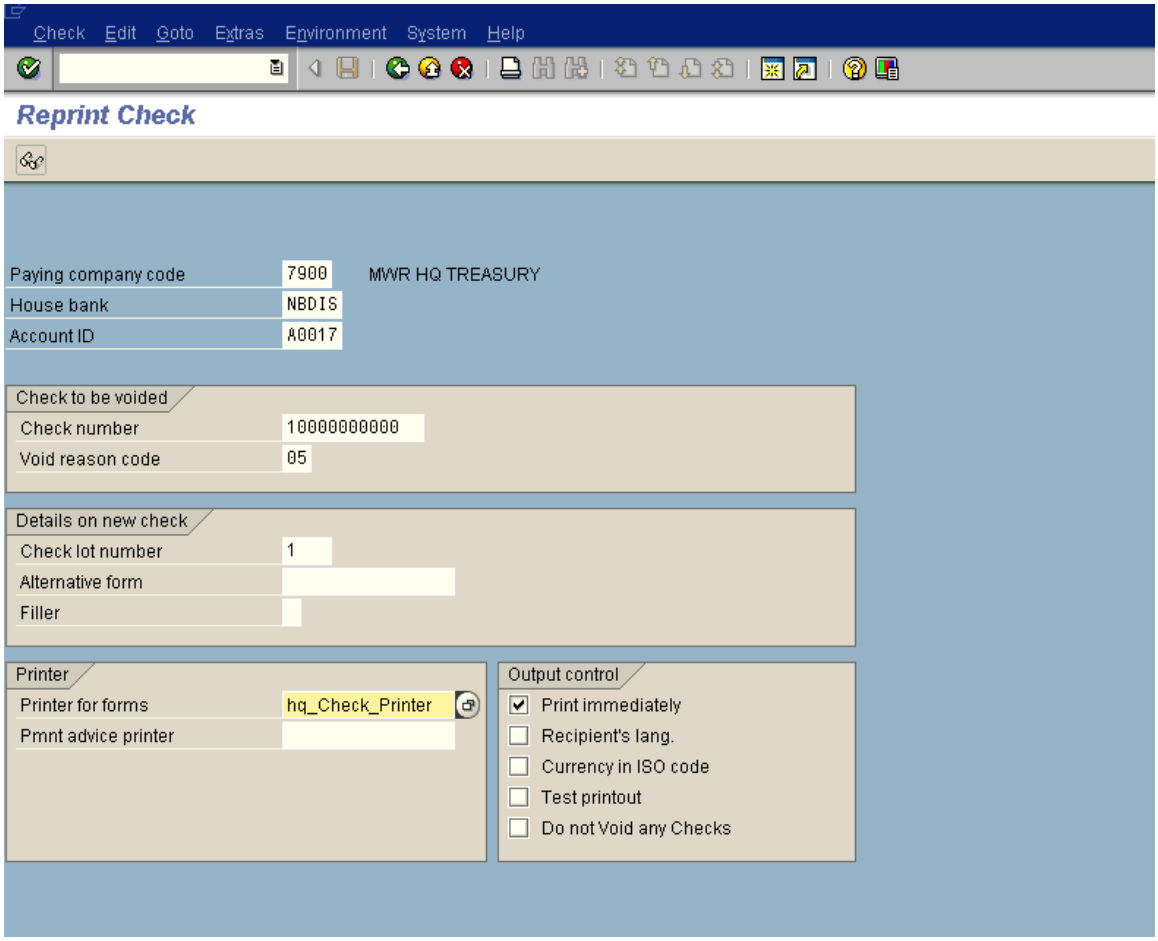
Transaction Code: **FCH7**

Use this screen to enter information about the check being voided.

Screen: Reprint Check: Initial Screen

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes. One exception: Navy Flying Club (NFC) is their own paying and sending company code.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made if using paying company code 7900. The disbursement house bank is NBDIS (Bank of America), except for NFC's.
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019, except for NFC.
Check to be voided	

Check number	Enter the check number you want to void.
Void reason code	Enter the code associated with the reason you are voiding the check. Void reason codes 04 and 05 are the most commonly used void reason codes.
Details on new check	
Check lot number	Enter the check lot number for the new check. Currently MWR only has a single check lot for regular system checks, 0001.
Alternative form	Leave blank.
Filler	Leave blank.
Printer	
Printer for forms	Enter the CHECK PRINTER ID for the replacement check. ***Make sure that the correct printer (including Base location) is chosen, otherwise the check may not print***
Pmnt advice printer	Leave blank.
Output control	
Print immediately	By selecting this indicator, the check will be printed immediately. Otherwise, the check will be placed in the spool queue.
Recipient's lang.	Leave blank
Currency in ISO code	Leave blank.
Test printout	Leave blank.



Click on to view the details of the check being replaced and click on to print a replacement.

Note: The Reprint Checks functionality will void the check but will not reverse the payment document. The system simply reassigns the payment document to the next check number.

To Print Checks from the Spool

This step actually prints out the checks. Only use this procedure if you have failed to mark the "print immediately" box, use this function to actually print the checks.

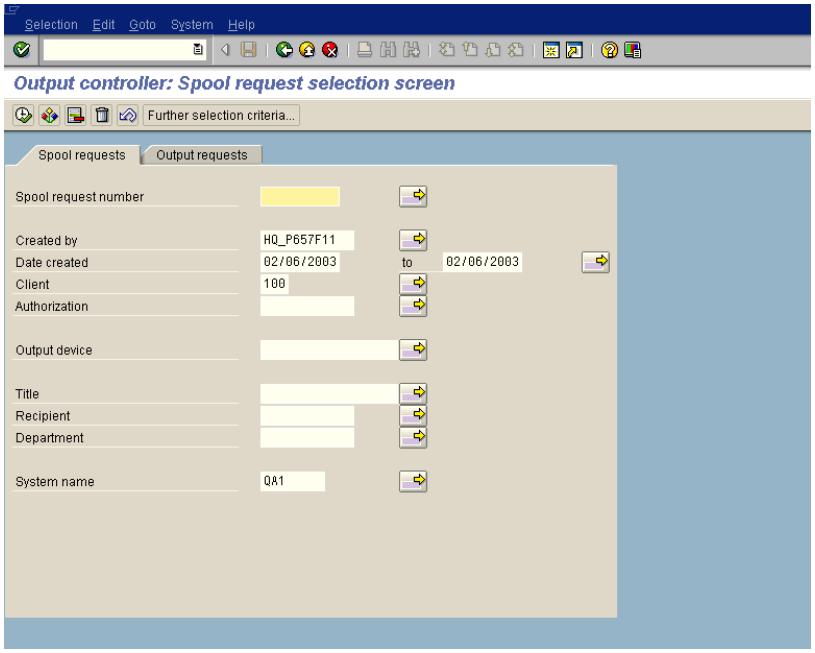
NOTE: Be sure that the blank check stock is in the printer.

Menu path: **SYSTEM ➔ SERVICES ➔ OUTPUT CONTROLLER**

Transaction Code: **SP01**

Screen: Spool: Request Screen

Field	Description/Usage
User Name	Enter the name of the user that performed the check run. Usually, this is already defaulted on the screen
From Date	Enter the date the check run was performed



Click on or press the **[Enter]** key to continue.

The spool screen will display all print requests for that user for that day. The spool requests for the checks will have the words CHECKS as the title.

- Click the box next to the spool number of the first check file. Click Spool request > Display and view the contents of the first check file.

- To print – click on the print key and enter the printer details.

Cancel Payment / Void Checks

Use this procedure to reverse the payment and void the check. This transaction is used when a check should not have been created ("wrong payment") or when stop payment is necessary for some reason. The invoice becomes "open" again after check cancellation process is performed. This process should be performed locally if the actual physical check is **IN YOUR HAND**. If the check has been mailed or is "missing" - DO NOT RUN this process - NOTIFY MWR HQ. They will perform the "stop payment" process.

It is important to remember to go back and correct the invoice(s) or whatever item resulted in the incorrect payment. It may be necessary to "reverse" the invoice, in the case of a duplicate or incorrect payment.

Remember to ALWAYS write VOID on the check and cut out the signature portion of the check. Maintain the voided checks in a file for audit purposes.

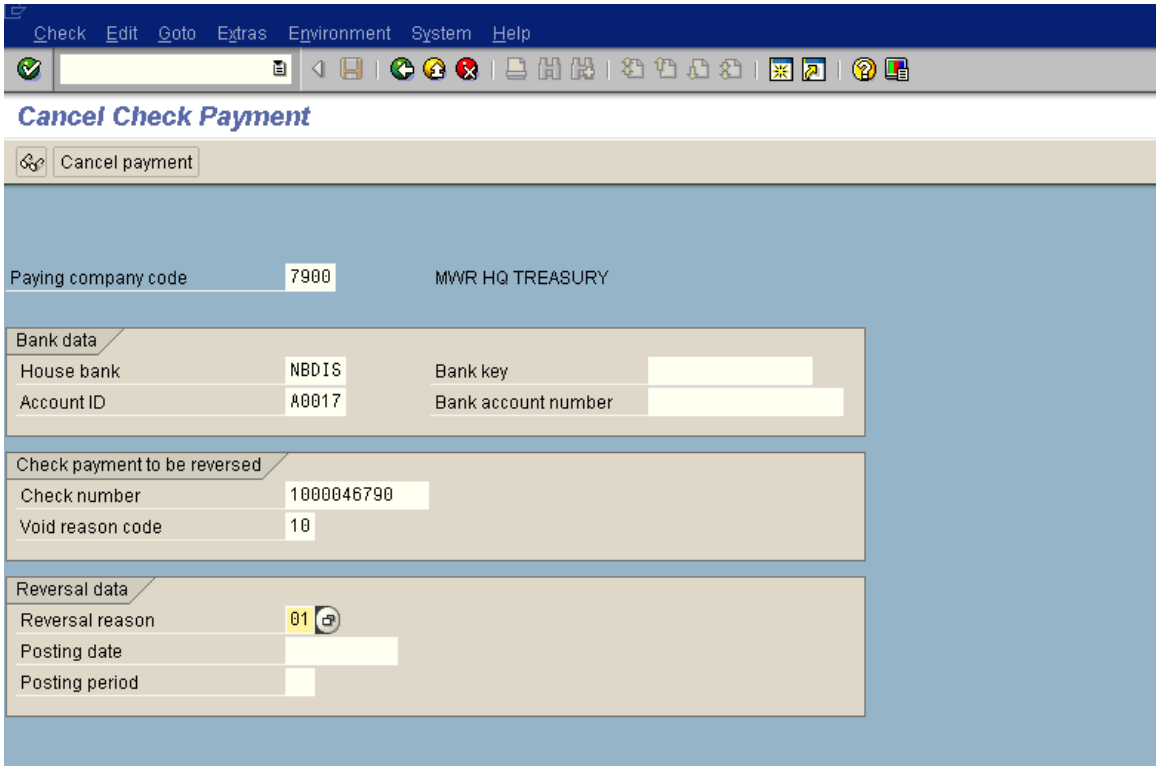
Menu path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ENVIRONMENT ➔ CHECK INFORMATION ➔ VOID ➔ CANCEL PAYMENT**

Transaction Code: **FCH8**

Use this screen to enter information about the payment that you want to reverse.

Screen: Cancel Check Payment

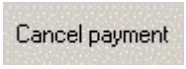
Field	*Description/Usage*
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes. One exception: Navy Flying Club (NFC) is their own paying and sending company code.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made if using paying company code 7900. The disbursement house bank is NBDIS (Bank of America), except for NFC's
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019, except for NFC.
Bank key	Leave blank.
Bank account number	Leave blank.
Check payment to be reversed	
Check number	Enter the check number you want to void.
Void reason code	Select a reason: 01 Test printout 02 Page overflow 03 Form closing 04 Stale-dated check 05 Printed incorrectly 06 Destroyed/unusable 07 Stolen 08 Stop payment 09 Reversed check payment 10 Check voided after printing
Reversal data	
Reversal reason	Select a reason 01 Reversal in original document period 02 Reversal in current or alternate period
Posting date	Enter the date if option 02 was selected for reversal reason
Posting period	Leave blank.



Warning: ADP payroll checks cannot (and should not) be printed using the SAP system. These checks can be voided, but cannot be cancelled as all ADP checks are related to one source document from ADP posted as an IP document. All adjustments and corrections have to be made through ADP.

Click on the icon to make sure the check selected is the correct check that needs to be voided.

If that is the check and everything is ok to void, then green arrow back .

Click on the icon 

to void.

Warning: Local Activities can never use this process to cancel an EFT payment – Only MWR HQ is authorized to make any changes/cancellations of EFT transactions.

Display Check Register

The check register displays the details of all check payments. The report is flexible in that check characteristics can be restricted in the selection screen of the report. For example, an outstanding checks list can be produced by flagging the appropriate checkbox. A list of all voided checks can also be produced.

Remember you can always run the check register from the REPORT TREE in Accounts Payable!

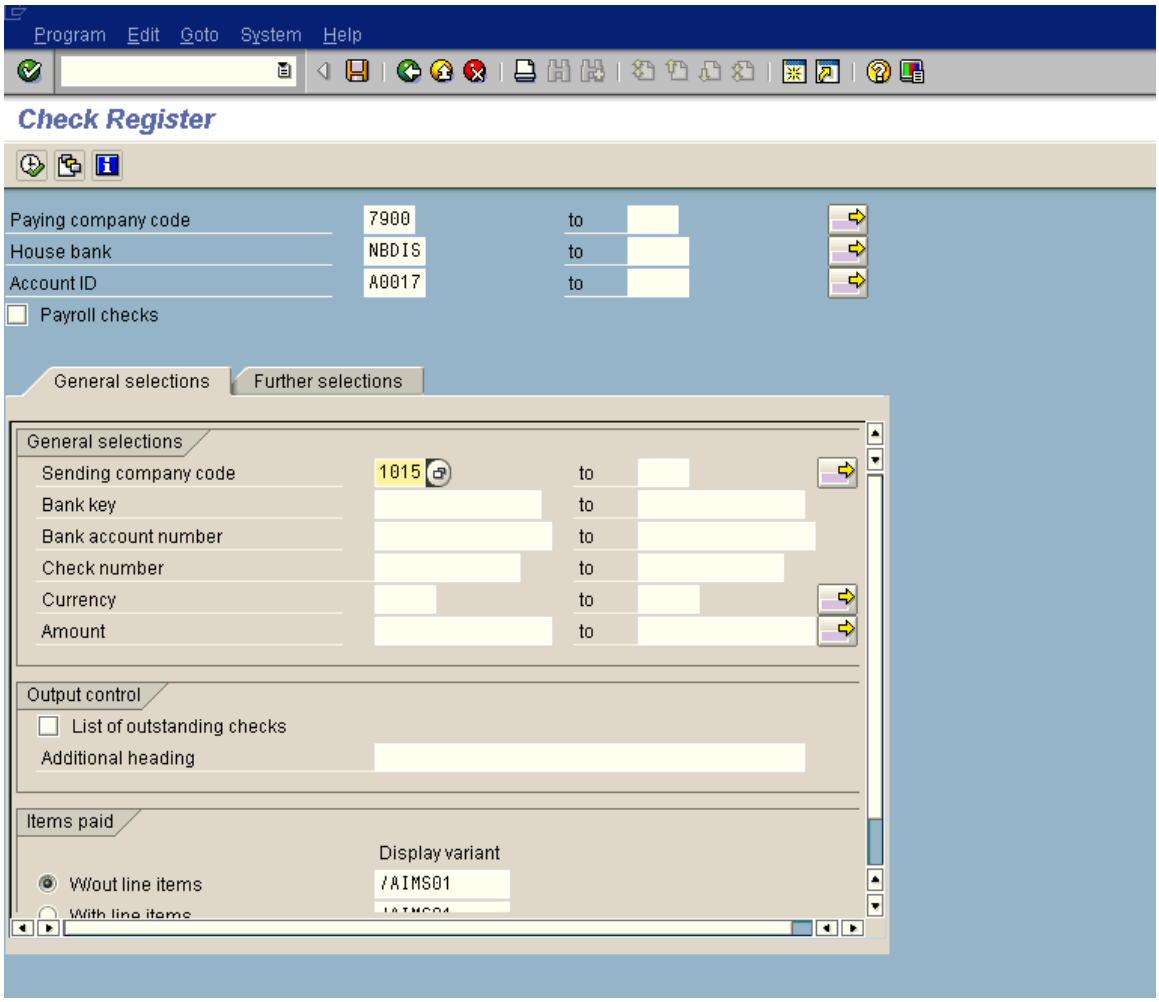
Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > CHECK REGISTER**

Transaction Code: **FCHN**

Screen: Check Register

Field	*Description/Usage*
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes. One exception: Navy Flying Club (NFC) is their own paying and sending company code.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made if using paying company code 7900. The disbursement house bank is NBDIS (Bank of America), except for NFC's.
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019, except for NFC.
General selections TAB	
Sending company code	Enter sending company code e.g. 1197, 1034, or 8042
Output control	
List of outstanding checks	When flagged, a list of checks that have not been cashed will print.
Items paid	
W/out line items	If selected report will print without detail of invoices being paid
With line items	If selected report will print with detail of invoices being paid
Further selections TAB	

Date of Issue	Posting date of the payment document.
Checks from payment run	The run date and identification of the payment run.
Vendor	Enter vendor to list checks issued to that vendor.
Customer	Enter customer to list checks issued to that customer



After entering the above parameters, click on the Execute icon to display the check register.

List Edit Goto Settings System Help

Check Register

MWR HQ TREASURY
MILLINGTON
Company code 7900

Check register

02/06/2003 / 09:12:32
Users: HQ_P657F11
Page: 1

Bank NBDIS BANK OF AMERICA NA ATLANTA
Bank keys 061112788
Account No. A0017 3299964231

Check

Check no.	Payment	Pmnt date	Curr	Amount paid (FC)	Vendor	Recipient/void reason code	Enca./void
1000046789	8000007264	02/06/2003	USD	10,913.54	4000012058	SCC CLEANING CO INC GURNEE IL	
1000046790	8000007265	02/06/2003	USD	255.00	4000012058	SCC CLEANING CO INC GURNEE IL	
* Check			USD	11,168.54			

Total of all entries

Check register

02/06/2003 / 09:12:32
Users: HQ_P657F11
Page: 2

Check no.	Payment	Pmnt date	Curr	Amount paid (FC)	Vendor	Recipient/void reason code	Enca./void
**			USD	11,168.54			

Reviewed by: _____ Date: _____

Scroll down the page to see additional items.

****Important Note****
This report must be printed after **every** payment run and signed and dated by a manager per policy for auditing purposes.

Display Check

Check information for any check can be displayed using this procedure. Check information includes details such as, payee name, payee address, amount, check issuer (system user who created the check), cashing date and check date.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > FOR CHECK**

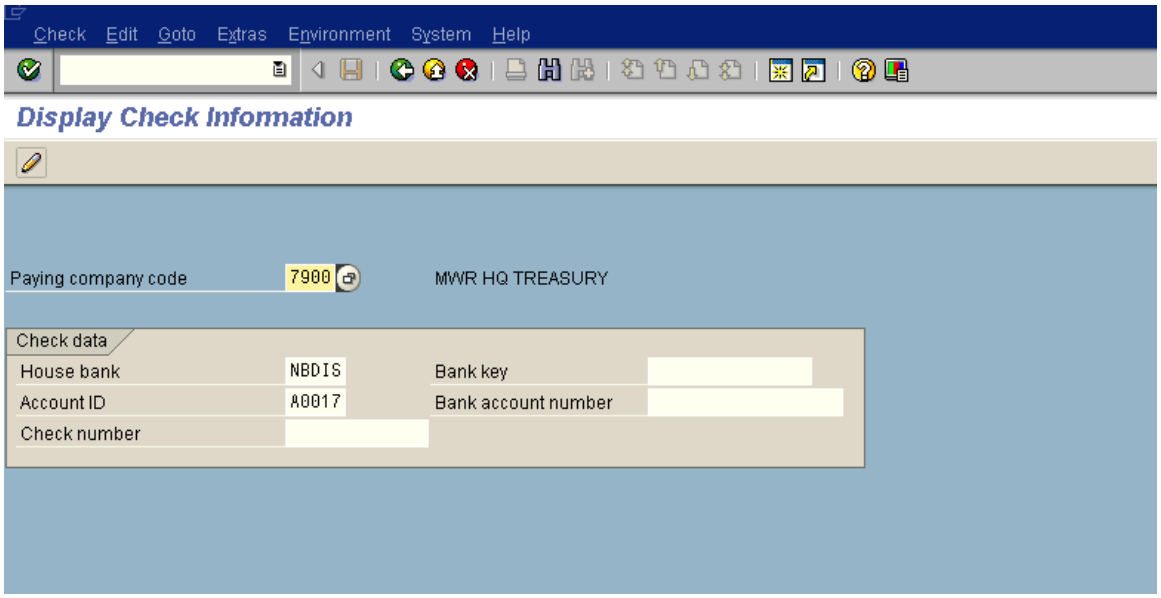
Transaction Code: **FCH1**

Screen: Display Check Information

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes. One exception: Navy Flying Club (NFC) is their own paying and sending company code.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made if using paying company code 7900. The disbursement house bank is NBDIS (Bank of America), except for NFC's.
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019, except for NFC.
Check number	The check number you want to display.

Press **[Enter]** or click on to display the check details.

To exit, click on .



Display Payment Document

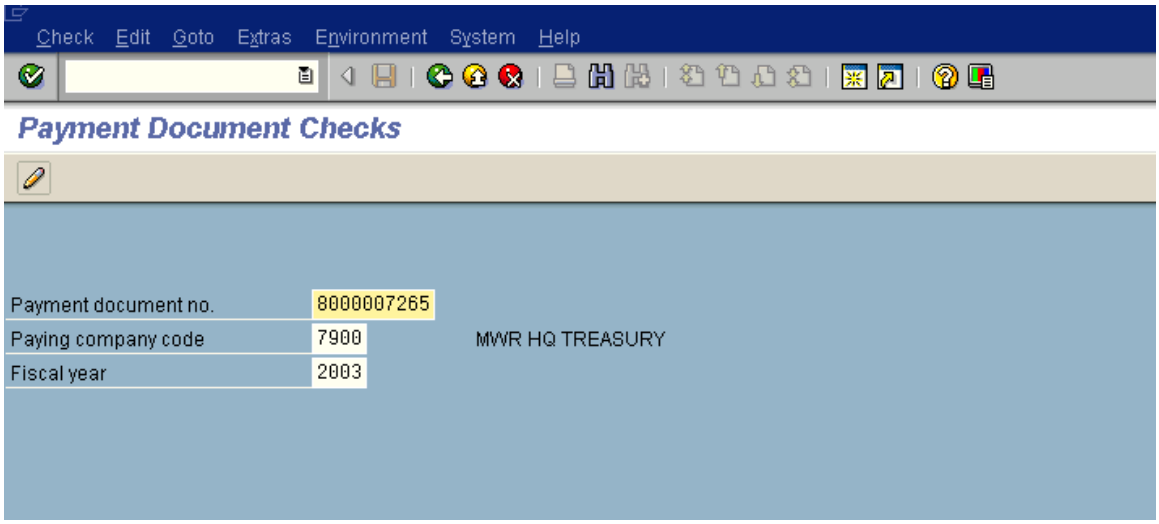
This procedure displays the accounting document that represents the check payment.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > FOR PAYMENT DOCUMENT**

Transaction Code: **FCH2**

Screen: Payment Document Checks

Field	Description/Usage
Payment document number	The payment document that you want to display.
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes. One exception: Navy Flying Club (NFC) is their own paying and sending company code.
Fiscal Year	The financial year in which the payment document is posted.



Press the **[Enter]** key or click on to display the check details.

To exit, click on .

Vendor Inquiry and Vendor Line Items Maintenance Transactions

The "vendor balances inquiry" system task is used to display and analyze the postings that have been recorded to a particular vendor account subtotaled by accounting period.

The "change vendor line items" system task is used to change the postings for a particular vendor in any given period.

The "clear vendor line items" system task is used to clear the postings of a particular vendor (e.g., to clear the vendor invoices against the credit memos).

The "reset vendor line items" system task is used to reverse clearing document e.g. reversal of payment document posted from manual payment.

The above tasks are outlined below:

Perform Vendor Balances Inquiry

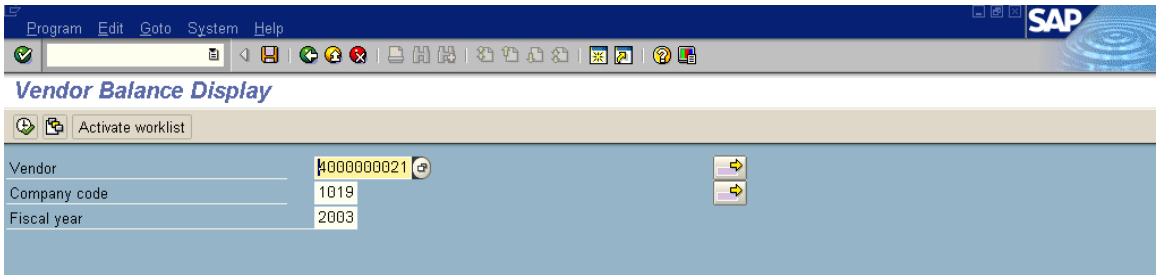
Use this system task to display and analyze the postings that have been recorded to a particular vendor account in any given period.

This system task allows the user to perform the following activities:

- Analyze a vendor account's opening/closing balance.
- Analyze, at the debit/credit level, all transactions pertaining to that vendor account for any given posting period.
- Analyze the vendor account balance for any given posting period.

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ACCOUNT ➔ DISPLAY BALANCES**

Transaction code: **FK10N**



Screen: Initial Screen Balances Display

Field	Description/Usage
Vendor	Enter the vendor number to view.
Company code	Enter the company code for the base/fund for which the vendor balances should be displayed.
Fiscal year	Enter the desired fiscal year for the balances.

Click on the Execute Icon

Screen: Vendor: Account Balance Balances Display

NOTE: It is possible to perform any or all of the activities described for this screen.

Account Edit Goto Environment System Help

Vendor Balance Display

Vendor	4000000021	JOHN L BAILEY
Company code	1019	MWR NAVSTA MAYPORT
Fiscal year	2003	
Display crncy	USD	

Bals | Special G/L

Period	Month	Debit	Credit	Net activity	Cumulative balance
Bal. car...	Bal. carried fo...				
1	October				
2	November				
3	December				
4	January				
5	February	3,500.00	3,500.00		
6	March				
7	April				
8	May				
9	June				
10	July				
11	August				
12	September				
13	Special period 1				
14	14				
15	15				
16	16				
Total	Total	3,500.00	3,500.00		

QA1 (1) (100) mwrsap1 OVR

Select one of the following options:

To view the account line items for a specific period, position the cursor on the field containing the amount for that specific period and click in the top left corner of the Application Toolbar. This is the Call Up Line Item Report icon.

List Edit Goto Extras Environment Settings System Help

Vendor Line Item Display

Selections

Run Date: 02/11/2003
User: HQ_P657F10

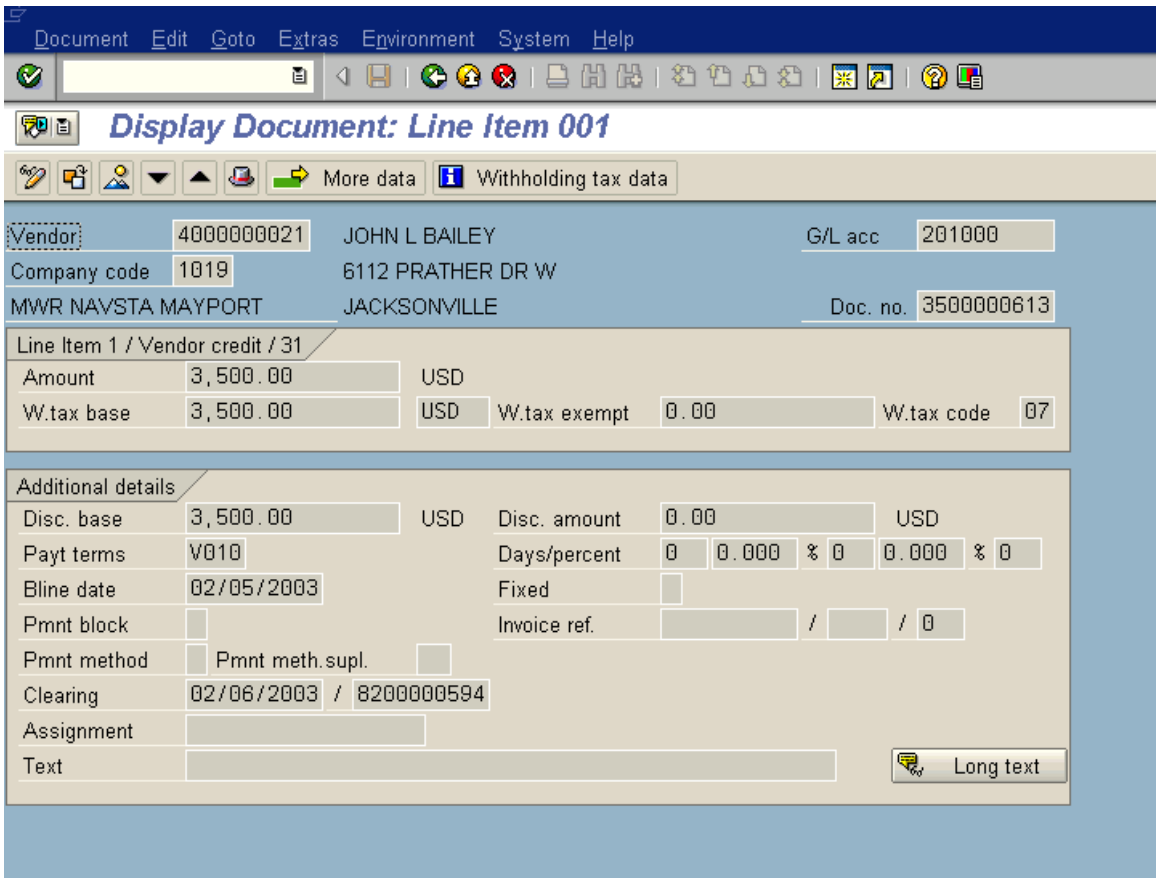
JOHN L BAILEY 4000000021
6112 PRATHER DR W
JACKSONVILLE FL 32216

Stat	CoCd	Reference	Doc.no.	Type	Document date	Posting date	PK	DD	Net due date	Amount in local cur.	Text
	1019	R-ITEST051A	3500000613	KR	02/05/2003	02/05/2003	31		02/05/2003	3,500.00-	
			8200000594	ZT	02/06/2003	02/06/2003	25		02/06/2003	3,500.00	
										0.00	
Account 4000000021										**0.00**	
										0.00	

Use the following screen to look at detailed account information.

- To view the account line item details for a particular line item, select a line item and double click on it

  or click on



- The Display document: Line Item XXX screen is displayed. Click to return to the previous screen.

Display Vendor Line Items

Use this system task to display and analyze the postings that have been recorded for a particular vendor in any given period.

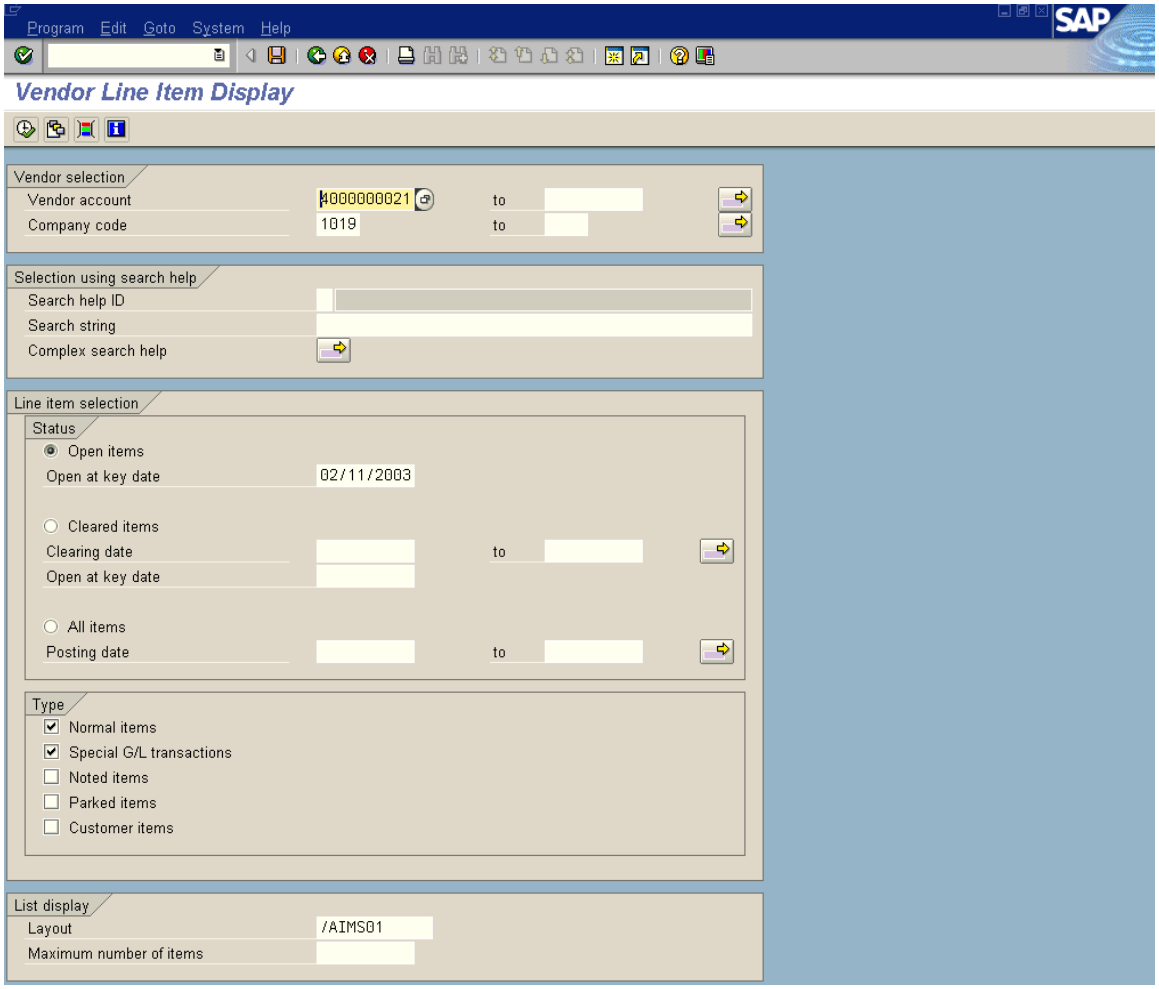
This system task allows the user to analyze, at the debit/credit level, all transactions pertaining to that vendor

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ACCOUNT ➔ DISPLAY LINE ITEMS**

Transaction code: **FBL1N**

Field	Description/Usage
Vendor	Enter the vendor number to view.
Company code	Enter the desired base/fund company code. Note that only the vendor line items that relate to this company code will be displayed.

Screen: Display Vendor Line Items: Initial Screen

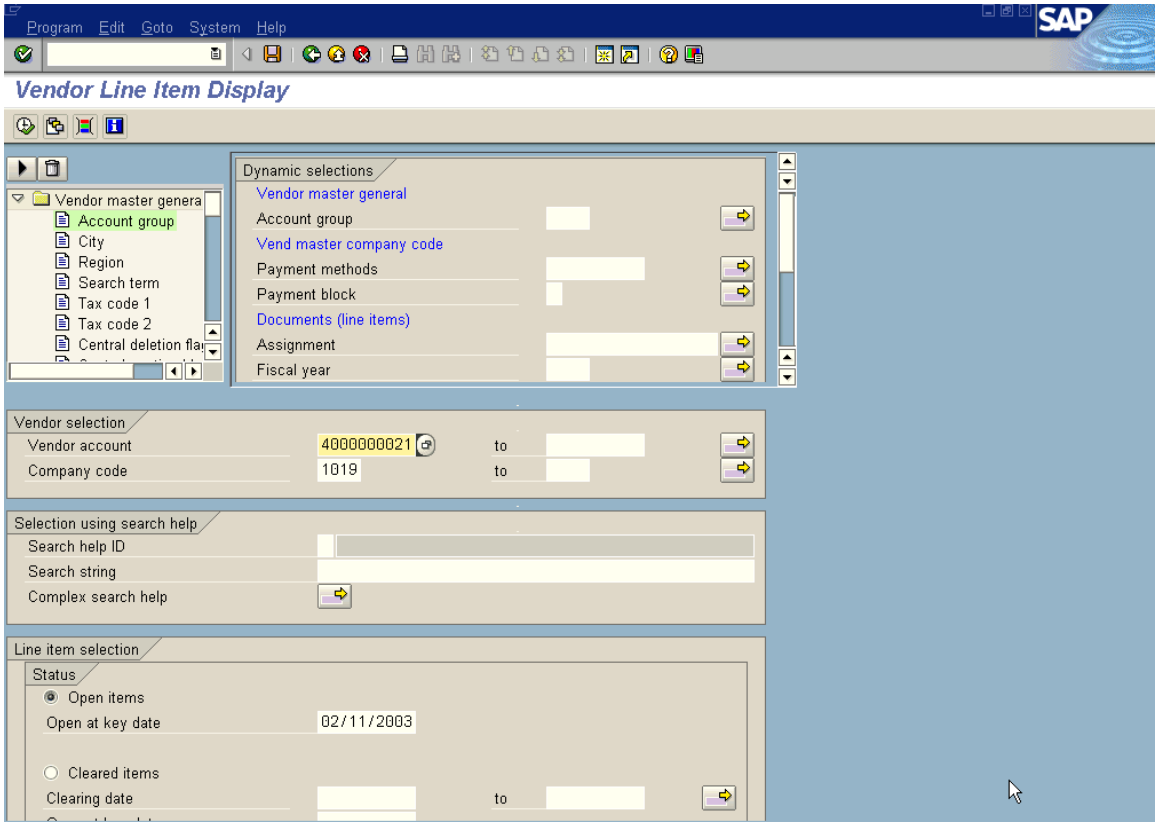


Select from the following options:

- To view unpaid invoices, click on the Open items radio button and enter the document date or allow the system to default to the current date
- To view details of paid invoices, click on Cleared item radio button.
- To view all items (Open and Cleared), click on the All Items radio button. Enter the posting date or leave blank for all.
- To view parked invoices, click on <Parked items> checkbox on the bottom of the window.
- To view down-payment postings, click on <Special G/L transactions>
- To view customer items, click on <Customer items>

Click on the Execute Icon .

If you wish to further restrict or refine your search, on the same screen click on the Dynamic Selection icon to see the following screen:

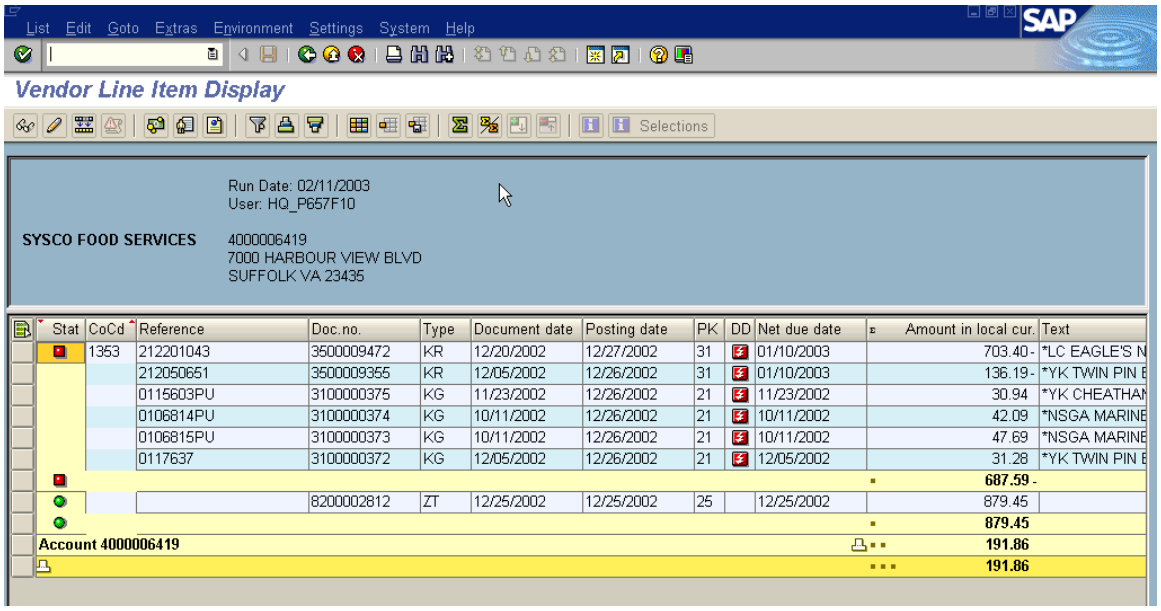


Select any of the fields displayed on the Popup window in the top left corner. To select these fields simply highlight them by clicking once and then move them across to the "dynamic selections" box on the top right hand side of the screen. Enter any of the desired search criteria.

DO NOT CLICK SAVE. THIS SAVES YOUR DISPLAY AS A VARIANT, IT IS NO LONGER A NECESSARY STEP.

Click on to display the requested list.

Screen: Display Vendor Line Items: Basic List



From this screen it is possible to drill down to the document details by double clicking on any line item or clicking on a line item then clicking on .

In addition there are the following options:

- To view the check number, then click on the payment document line and click on .

  This option is only possible if the invoice has been paid.

  - To print the screen, then click and complete the printer details screen.
  - To sort the items, click on the column to sort by and then click for sorting in ascending order or for sorting in descending order.

- To find a certain item, click on .

  The Find: Field List dialog box is displayed. Enter the search criteria. Click to narrow the display of line items.

  To total the items using a column, click on the column to total by and then click .

- To change the way the line items are displayed, click. The Line Layout: Standard Variants dialog box is displayed. Select a standard or special display type and click .

- To display the Vendor Master record, Click the display master data icon
- To change an item, select the item that you wish to change (click once on the line or click in the checkbox at the far left of the line) Click on the change document icon .

Change Vendor Line Items

Use this system task to change the postings for a particular vendor in any given period. Changes to amounts or account number are **not** possible on posted documents.

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ACCOUNT ➔ CHANGE LINE ITEMS**

Transaction code: **FBL1N**

To change vendor line items display line items as shown in the previous section (Display Line Items).

Field	Description/Usage
Vendor	Enter the vendor number to view.
Company code	Enter the desired base/fund company code. Note that only the vendor line items that relate to this company code will be displayed.

Select from the following Line Item selections.

- To make changes to unpaid invoices, click on **[Open Items]** Select a date or allow the default to the current date.

  Note: For the above selections, changes to the Payment Block, Payment Method, Text and Assignment fields are possible.

- To make changes to paid invoices, click on **[Cleared Items]** Select the clearing date or leave blank.

- To make changes to all types of documents, click on all items, select a posting date or leave blank.

NOTE: For the above selection, only make changes to the Text and Assignment fields.

- To make changes to the parked invoices, click on **[Parked Items].**

NOTE: For parked items, it is possible to make any changes since they have not been posted.

From this screen drill down to the document details by double clicking on any line item or clicking on a line item then clicking on .

Make the desired changes and then click on the post icon to save**.**

Reports

For Accounts Payable reports:

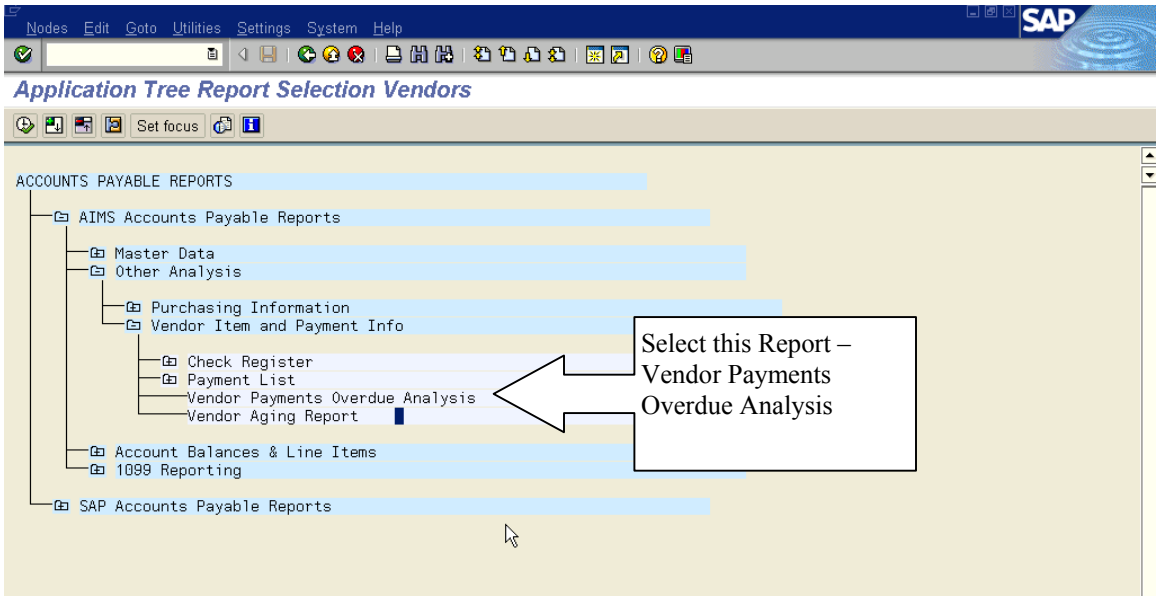
Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > PERIOD PROCESSING >INFORMATION SYSTEM > REPORT SELECTION >**

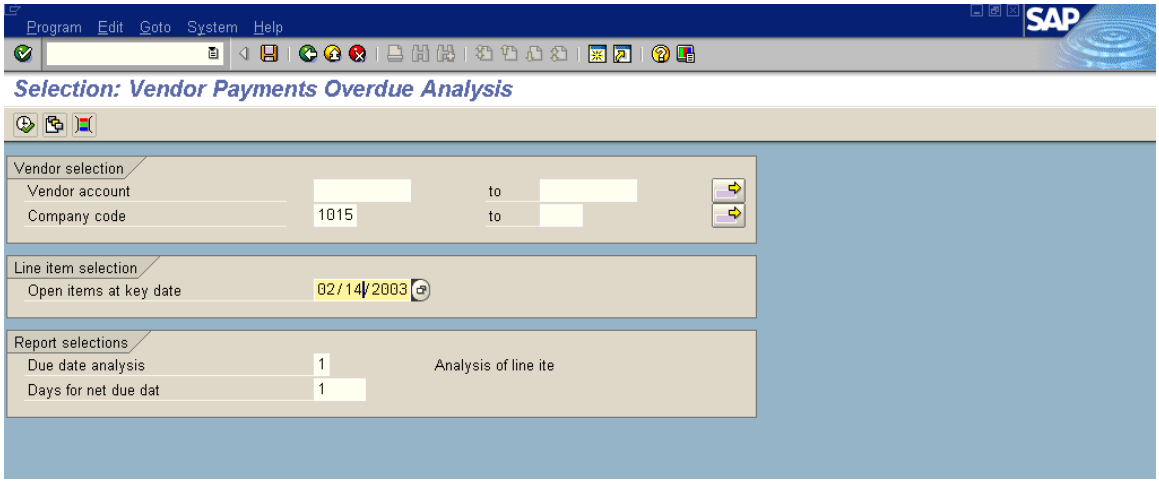
Transaction Code: **F.98**

Accounts Payable Reports – Overdue Invoices

In order to ensure invoices are being paid promptly, a report can be executed to identify any invoice that is "overdue". This report of "overdue" items is based on the entry date of the invoice and payment terms from the vendor master record. Use the following menu path to execute this report:

Within the report tree that appears, select by double clicking:





Leave the "Vendor account" field blank, as you will want to have the system check ALL vendors for overdue items.

Enter the appropriate company code. In the example above, we are using the Northwest region MWR company code "1287".

In the field labeled "Open items at key date", enter a date three days ahead of today. For example, today is 10/30/2000, enter 11/02/2000. The field will default to today's date. (Remember, EFT payments run "today" are dated with the next following business day's date for posting purposes, you have to allow for potential EFT payments paid on a Friday to be posted on the Monday or Tuesday following, if there is a "long" weekend to be captured).

The field "Due date analysis" will default to "1"

You may now "Execute" this process.

The following basic report will appear as shown below:

List Edit Goto Settings System Help

Object List:ZSAPDUEAN-01 -Vendor Payments Overdue Analysis

ZSAPDUEAN-01	Vendor Payments Overdue Analysis
Data from	02/11/2003
CoCode	1015 MWR NS GREAT LAKES
Ols key dt	02/14/2003 Friday
Account type	Vendors

CoCode	Vendor	Vendor	Amt 1 +
1015	2101501295	GERALD R HIEB	574.00
1015	2101507761	ALICIA B JONES	10.14
1015	2101509431	JOHN D PRUE	0.00
1015	2101509471	GERALD R HIEB	0.00
1015	2101512417	DANIEL T KONDZIELA	858.00
1015	4000000352	EDWARD DON AND COMPA	80.00-
1015	4000000571	COMMANDER NAVY REGIO	2,704.50-
1015	4000002147	NATIONAL ASSOC OF CO	50.00-
1015	4000005085	CELEBRITY ENTERTAINM	1,500.00-
1015	4000006021	DIRECT TV	44.91-
1015	4000011834	ACCENT NEON SIGN WOR	290.00-
1015	4000011836	ADA S MCKINLEY ADULT	778.75-
1015	4000011838	ADVANTAGE BUILDING M	1,455.00-
1015	4000011877	CHICAGO BEARS FOOTBA	5,000.00
1015	4000011879	CHICAGO CUBS BALL CL	15,060.00
1015	4000011899	CUSTOM AQUARIUM SERV	133.00-
1015	4000011921	FIVE STAR DISTRIBUTO	557.04-
1015	4000012032	PFIZER ANIMAL HEALTH	135.06
1015	4000012058	SCC CLEANING CO INC	255.00
1015	4000012070	SUBURBAN CHICAGO NEW	361.38-
1015	4000012129	MEDIEVAL TIMES	514.50-
1015	4000012136	NAPA AUTO PARTS OF W	884.56-
1015	4000012137	ENTERTAINMENT PUBLIC	207.40-

You must review this report very carefully. Also, remember that Credit Memos (Shown as a positive number in the report) may appear as “overdue”. These credits should be collected directly from the vendors (since they are receivables), if MWR/VQ will not be procuring goods or services from these vendors in the very near future.

Currently, this report does **NOT** have drill-down capability. Instead, create another SAP session and using the Vendor Line Item Display, review each overdue item. Carefully check the due date, drill-down to the invoice to check for blocking, review the vendor master record for blocking, etc.

Remember to run this process frequently – at least once a week – to review and correct.

REPORTS

Display Purchase Orders by Vendor

You may find it necessary to run various reports to display purchase orders. Individual purchase orders can be viewed very easily using the Purchase Order > Display **menu path. However, if it is necessary to examine all purchase orders for a cost center (or group of cost centers), for a assignment category (for example USA items), or for a specific purchasing group, use the following menu path:**

Menu path: LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS >PURCHASE ORDER > LIST DISPLAYS > BY VENDOR

Transaction code: **ME2L**

Field	Description/Usage
Vendor	Enter vendor number or range of vendor numbers
Purchasing organization	Will default to 2000.
Scope of list	Will default to BEST. Do not change.
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports Open purchase order with Goods Receipt, but no invoice 3_NO_GR - Reports open purchase orders that have no Goods Receipt but an Invoice
Purchasing Group	Enter purchasing group to create a report for only a specific purchasing group. Leave blank for all purchasing groups.
Document type	Enter a document type (ie. restricted PO > $25K)
Merchandise category	Enter Merchandise category to create a report that includes a specific merchandise category. Leave blank for all merchandise categories.

Program Edit Goto System Help

Purchasing Documents per Vendor

Choose...

Vendor		to	
Purchasing organization	2000	to	
Scope of list	BEST		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Site		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Document number		to	
Article		to	
Merchandise category		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's article number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	
Season year		to	
Short text			
Vendor name			

Any of the selection criteria can be identified in order to create a report for a specific set of data.
Choose any/all selection criteria to obtain the desired report.

Press the Execute icon

List Edit Goto Environment System Help

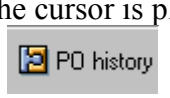
Purchasing Documents per Vendor

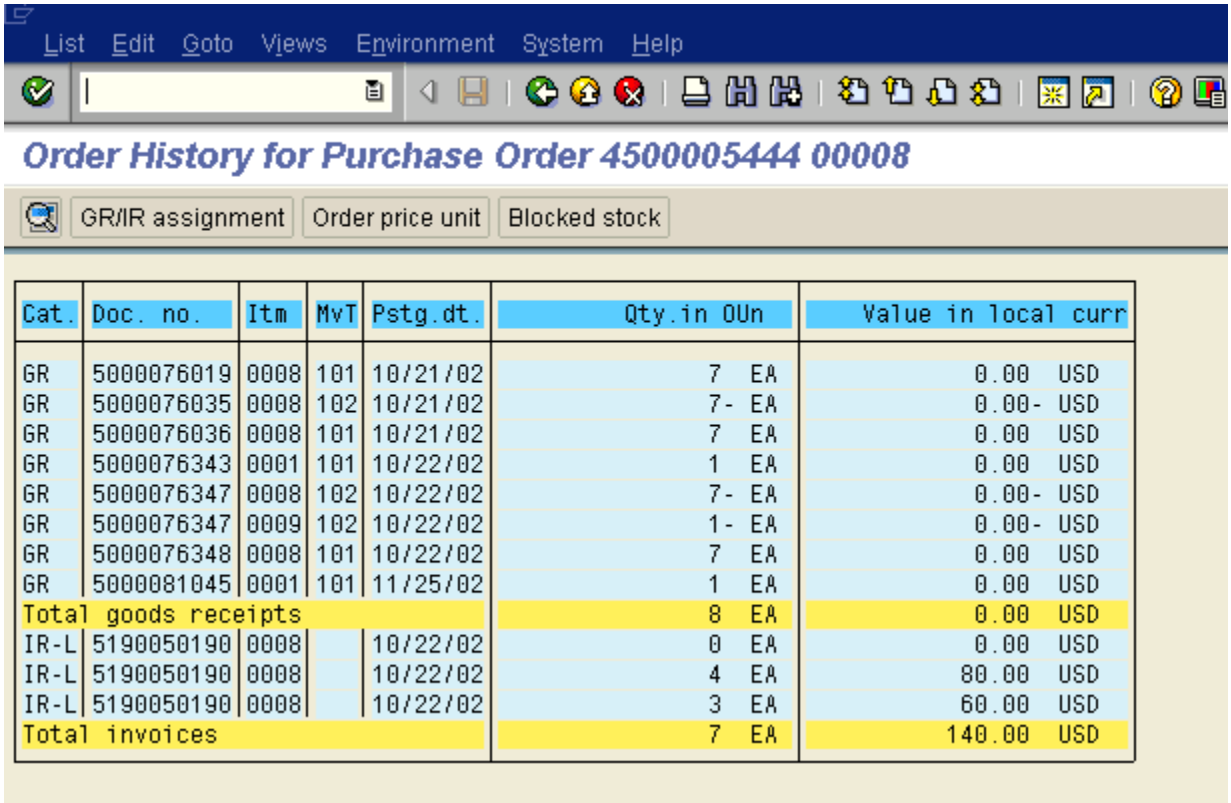
Print preview | PO history | Changes | Delivery schedule | Services

PO / Item / D I A	Type	Vendor / Article / Site	SLoc	Name / Short text / Order qty.	Un	Net Price	Curr.	SGp / Order date / Mdse catgy / per Un
4500006910	NB	4000000561		DIRECT SAFETY COMPANY				202 01/23/2003
00001				ROOT BEER				2070001
K		1095		10	CAS	15.00	USD	1 CAS
Still to be delivered				10	CAS	150.00	USD	100.00 %
Still to be invoiced				10	CAS	150.00	USD	100.00 %
4500006357	NB	4000001918		EAGLE MARKETING GRP INC				202 11/12/2002
00001				MODEL 24-CEA-10 CONVECTION STEAMER				2070001
A		1129		1	EA	6,678.00	USD	1 EA
Still to be delivered				1	EA	6,678.00	USD	100.00 %
Still to be invoiced				1	EA	6,678.00	USD	100.00 %
4500004320	NB	4000002975		MISSION RIDGE SKI RESORT				202 06/05/2002
00001				SHIRTS				2070001
S		1018		25	EA	19.99	USD	1 EA
Still to be delivered				25	EA	499.75	USD	100.00 %
Still to be invoiced				25	EA	499.75	USD	100.00 %
4500006859	NB	4000005875		AIRECO SUPPLY INC				202 12/23/2002
00001				QD-0452A MANITOWOC CUBER				2070001
A		1129		1	EA	1,623.08	USD	1 EA
Still to be delivered				1	EA	1,623.08	USD	100.00 %
Still to be invoiced				1	EA	1,623.08	USD	100.00 %
00002				S0570 MAINTOWOC STORAGE BIN				2070001
A		1129		1	EA	598.50	USD	1 EA
Still to be delivered				1	EA	598.50	USD	100.00 %
Still to be invoiced				1	EA	598.50	USD	100.00 %
4500006364	NB	4000006093		GILL GROUP INC				202 11/12/2002
00001				MODEL #2712 - SLICER, ANGLE-FEED SEMI				2070001
A		1129		1	EA	3,358.29	USD	1 EA
Still to be delivered				1	EA	3,358.29	USD	100.00 %
Still to be invoiced				1	EA	3,358.29	USD	100.00 %
4500006906	NB	4000006101		GREAT PLANES MODEL DISTRIB CO				202 01/20/2003
00001				TREADMILL				2070001

The resulting list will include all purchase orders with the criteria selected from the selection screen. The purchase order can be examined by “double-clicking” on the actual purchase order number. The Display Purchase Order: Item Overview screen will appear.

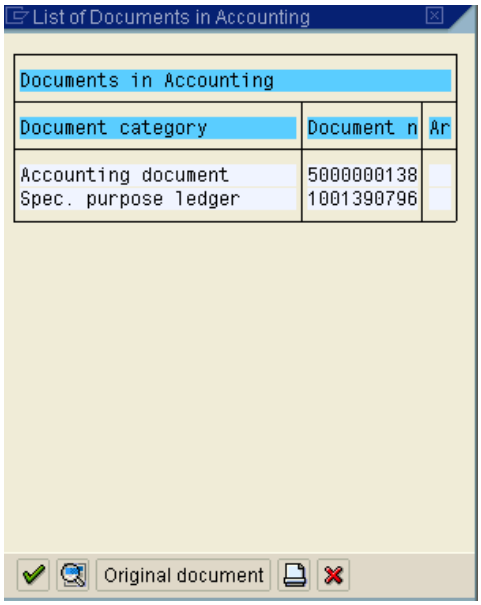
You will be able to identify the status of the purchase order based on the quantities received (still to be delivered) and quantity invoiced (still to be invoiced).

If you wish to view individual GR/IR documents, simply click on one of the line items (make sure that the cursor is placed on an individual line item). Then select the PO HISTORY icon 

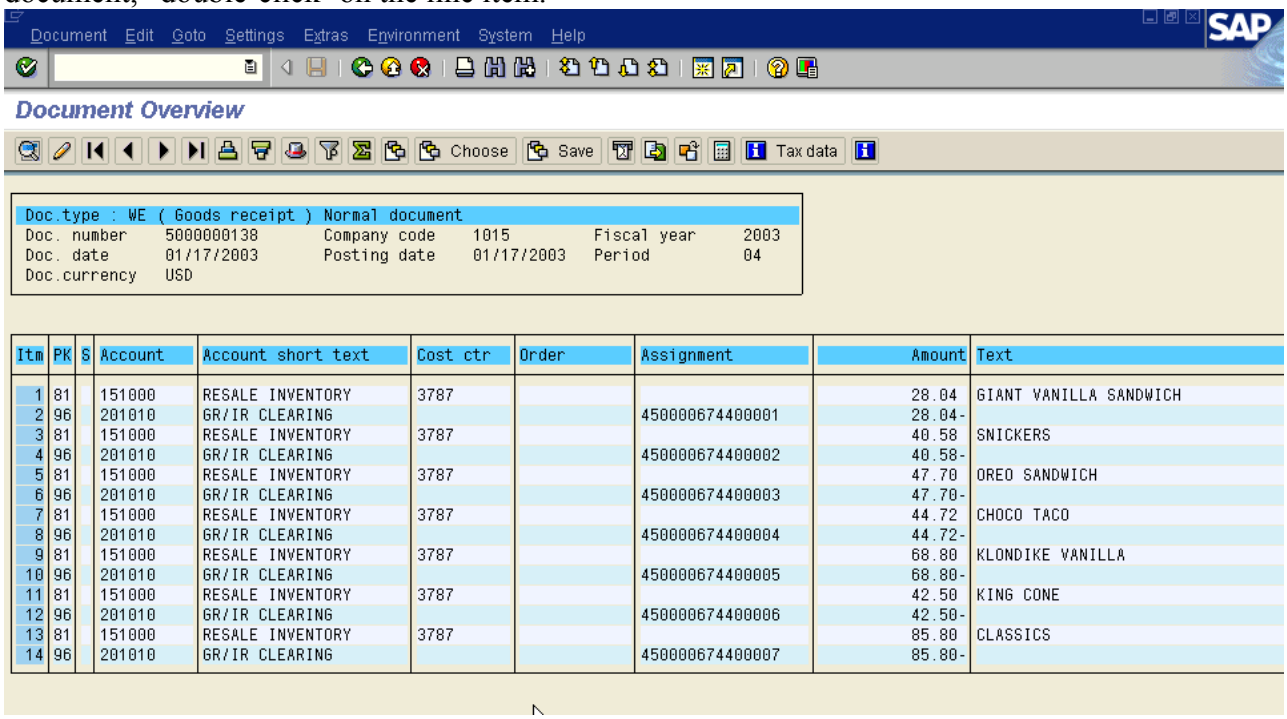


Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn	Value in local curr
GR	5000076019	0008	101	10/21/02	7 EA	0.00 USD
GR	5000076035	0008	102	10/21/02	7- EA	0.00- USD
GR	5000076036	0008	101	10/21/02	7 EA	0.00 USD
GR	5000076343	0001	101	10/22/02	1 EA	0.00 USD
GR	5000076347	0008	102	10/22/02	7- EA	0.00- USD
GR	5000076347	0009	102	10/22/02	1- EA	0.00- USD
GR	5000076348	0008	101	10/22/02	7 EA	0.00 USD
GR	5000081045	0001	101	11/25/02	1 EA	0.00 USD
Total goods receipts					8 EA	0.00 USD
IR-L	5190050190	0008		10/22/02	0 EA	0.00 USD
IR-L	5190050190	0008		10/22/02	4 EA	80.00 USD
IR-L	5190050190	0008		10/22/02	3 EA	60.00 USD
Total invoices					7 EA	140.00 USD

If you wish to review the actual general ledger entry associated with the GR document, "double-click' on the line item, then select the ACCOUNTING DOCS… push button



If you wish to review an individual general ledger line item associated with the IR document, “double-click’ on the line item.



Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	81		151000	RESALE INVENTORY	3787			28.04	GIANT VANILLA SANDWICH
2	96		201010	GR/IR CLEARING			450000674400001	28.04-	
3	81		151000	RESALE INVENTORY	3787			40.58	SNICKERS
4	96		201010	GR/IR CLEARING			450000674400002	40.58-	
5	81		151000	RESALE INVENTORY	3787			47.70	OREO SANDWICH
6	96		201010	GR/IR CLEARING			450000674400003	47.70-	
7	81		151000	RESALE INVENTORY	3787			44.72	CHOCO TACO
8	96		201010	GR/IR CLEARING			450000674400004	44.72-	
9	81		151000	RESALE INVENTORY	3787			68.80	KLONDIKE VANILLA
10	96		201010	GR/IR CLEARING			450000674400005	68.80-	
11	81		151000	RESALE INVENTORY	3787			42.50	KING CONE
12	96		201010	GR/IR CLEARING			450000674400006	42.50-	
13	81		151000	RESALE INVENTORY	3787			85.80	CLASSICS
14	96		201010	GR/IR CLEARING			450000674400007	85.80-	

Display Purchase Order by PO Number

Use this process when a list of purchase orders is needed.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > LIST DISPLAY > BY PO NUMBER**

Transaction code: **ME2N**
Purchasing Documents per Document Number

Field Name	Description
Purchasing document	Document number(s)
Purchasing organization	Enter 2000.
Scope of list	BEST is default.
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports open purchase orders with Goods Receipt, but no invoice
Document type	Type of purchasing document(s)
Purchasing group	Enter Purchasing Group
Site	Enter site number or leave blank for all.
Item category	Leave blank
Account assignment category	Select using the drop down menu
Delivery date	Date that the items are scheduled to be delivered
Validity key date	Only items that are relevant for this date are shown
Range of coverage to	Date that the outline agreement will be fulfilled
Vendor	Vendor name
Supplying site	Describes site from which material is supplied.
Article	Article Number
Merchandise category	Merchandise Category
Document date	Date that the document was originally created
Intern. Article number (EAN/UPC)	If material number is not known, but EAC or UPC is known
Vendor's material number	Material number for the vendor
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.
Promotion	Number identifying a promotion for which procurement is to take place.
Season	Key that identifies season type
Season year	Indicates the first season year when the material will be sold
Short text	Short description of the material
Vendor name	Name of the vendor

Program Edit Goto System Help

Purchasing Documents per Document Number

Choose...

Purchasing document		to	
Purchasing organization	2000	to	
Scope of list	BEST		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Site		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Vendor		to	
Supplying site		to	
Article		to	
Merchandise category		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's article number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	
Season year		to	
Short text			
Vendor name			

Select the execute button to generate the list.

List Edit Goto Environment System Help

Purchasing Documents by Document Number

Print preview | PO history | Changes | Delivery schedule | Services

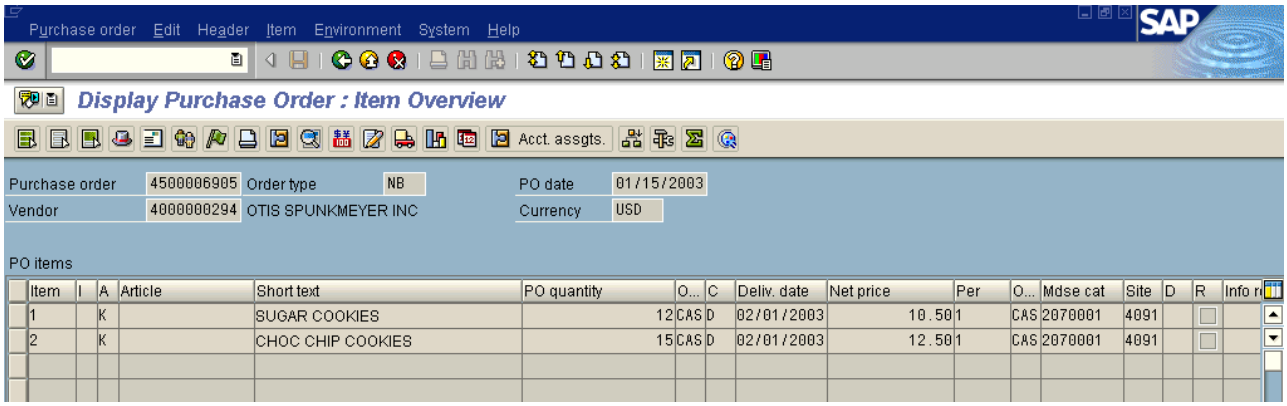
```
PO          Type Vendor      Name                                  SGp Order date
  Item   Article             Short text                                Mdse catgy
  D I A Site SLoc                Order qty.   Un        Net Price  Curr.    per Un

4500004774 NB    4000012004 NAVY PUBLIC WORKS CENTER               260 07/12/2002
  00001                      CONTRACT # N68950-02-C-0039               2070001
      A 7002                                1  LOT       2,015.00  USD        1 LOT
     Still to be delivered                  1  LOT       2,015.00  USD   100.00 %
     Still to be invoiced                   1  LOT       2,015.00  USD   100.00 %
4500004838 NB    4000011928 GENUITY SOLUTIONS INC                  260 07/17/2002
  00001                      INTERNET ADVANTAGE 9.7 SERVICE, FLEX T1  2070001
      K 7000                               12  MON       1,601.00  USD        1 MON
     Still to be delivered                  12  MON      19,212.00  USD   100.00 %
     Still to be invoiced                   12  MON      19,212.00  USD   100.00 %
4500004859 NB    4000004036 GKM INTERNATIONAL                      260 07/18/2002
  00001                      EG SMART SEAT FOR BRUNSWICK OMNI 2000    2070001
      A 7000                              128  EA          54.00  USD        1 EA
     Still to be delivered                 128  EA       6,912.00  USD   100.00 %
     Still to be invoiced                  128  EA       6,912.00  USD   100.00 %
  00002                      SHIPPING                                  2070001
      A 7000                                1  LOT         447.50  USD        1 LOT
     Still to be delivered                  1  LOT         447.50  USD   100.00 %
     Still to be invoiced                   1  LOT         447.50  USD   100.00 %
```

In the output screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item and select an icon to "drill down" into the report.

Icons	Description/Usage
	Displays details of the purchase order
PO history	Displays history of the purchase order such as goods receipts documents and invoice documents.
Changes	Displays any changes to the header of the PO
Deliv. schedule	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
Services	Not used by MWR/VQ

For example, place the cursor on the purchase order number, highlight it by clicking once, then select . The purchase order document overview screen appears.

Display Purchase order: Item Overview



Select a line item to view more detail about that item. Click the to return to the purchase order list.

Display Purchase Orders by Account Assignment

Background Information

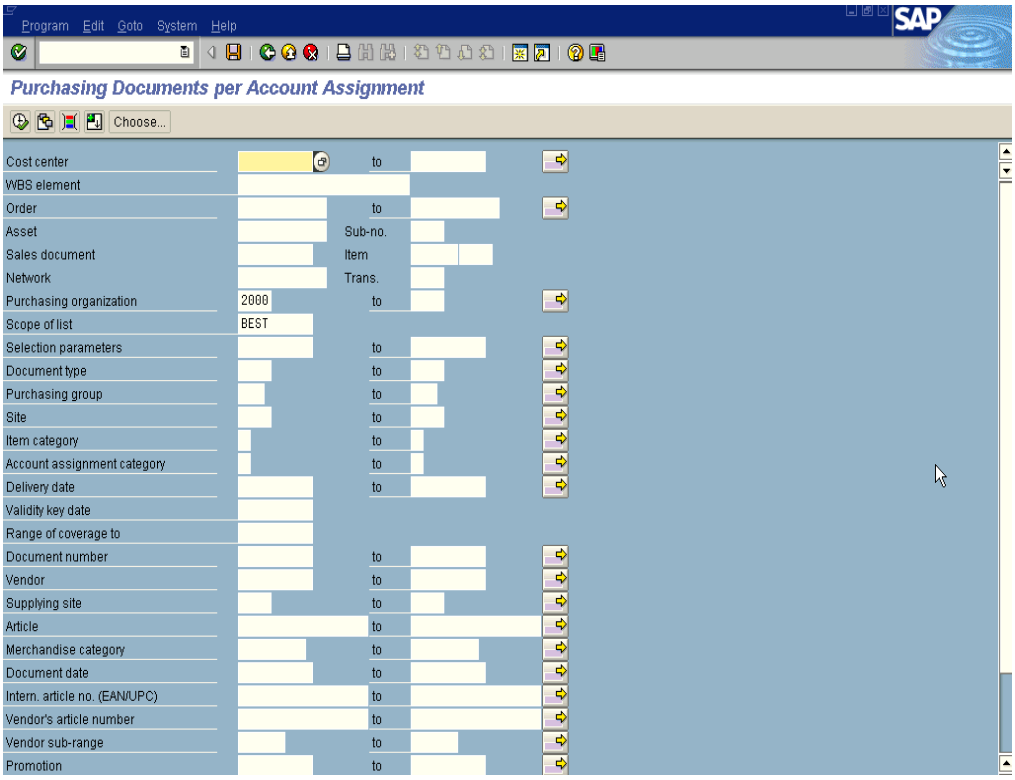
Purchase order listings, by merchandise category, enables the purchasing organization and others to view all purchase orders that have been created for an account assignment for an individual site or range of sites. Account assignment objects include cost center, order, or asset.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > LIST DISPLAYS > BY ACCOUNT ASSIGNMENT > GENERAL**
Transaction Code: **ME2K**

Field	Description/ Usage
Cost center	Cost center number used on PO.
WBS element	Leave Blank Not used
Order	Internal Order Number
Asset	Enter asset number or select from pull down menu
Sales document	Leave Blank Not used.
Network	Leave Blank Not used.
Purchasing organization	Enter 2000.
Scope of list	"BEST" will default. Use default
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports open purchase order with Goods Receipt, but invoice 3_NO_GR - Reports open purchase orders with no Goods Receipts but an Invoice
Document type	Enter purchasing document(s) type.
Purchasing group	Enter Purchasing Group
Site	Enter site.
Item category	Type of purchase order
Acct. assignment category	Account where costs are allocated
Delivery date	Date that the items are scheduled to be delivered
Validity key date	Only items that are relevant for this date are shown

Range of coverage to	Date that the outline agreement will be fulfilled
Vendor	Vendor number
Supplying site	Site supplying materials for stock transport orders
Article	Material master number
Merchandise category	Merchandise Category Number.
Document date	Date that the document was originally created
Intern. article no. (EAN/UPC)	If material number is not known, but EAC or UPC is known
Vendor's article number	Material number for the vendor
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.
Promotion	Number identifying a promotion for which procurement is to take place.
Season	Key that identifies season type
Season year	Indicates the first season year when the material will be sold
Short text	Short description of the material
Vendor name	Name of vendor

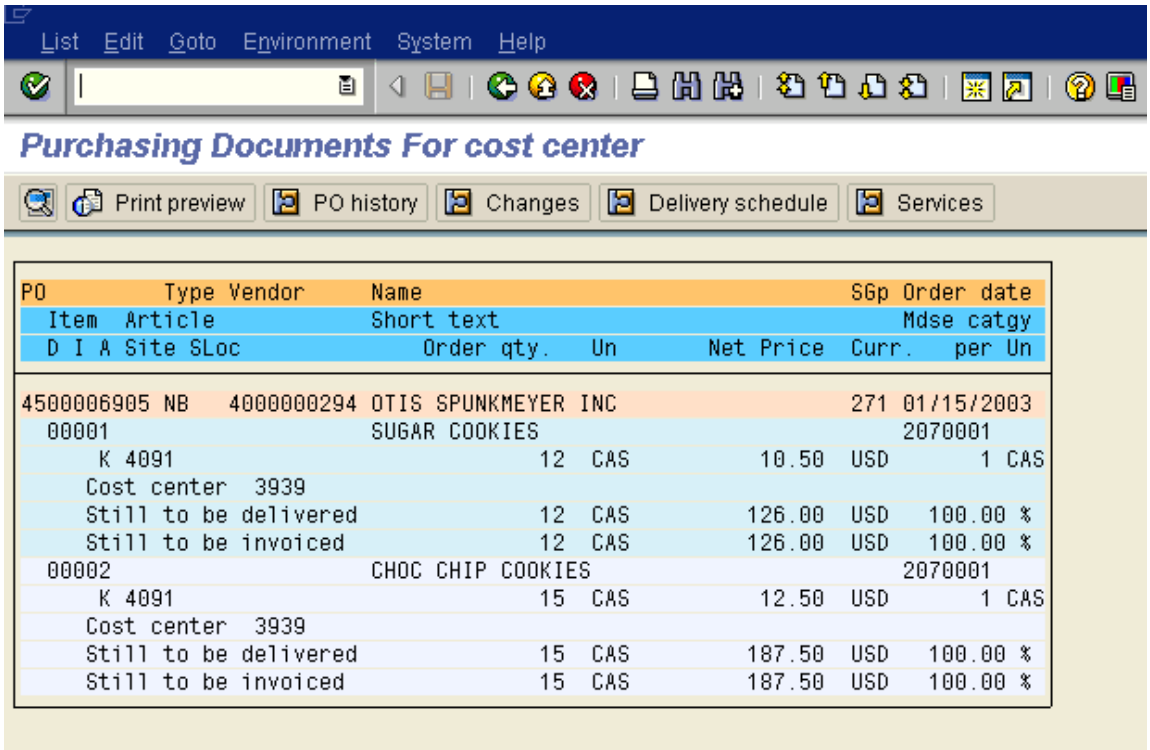
Select the Execute icon.



Purchasing Documents For cost center

In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Icons	Description/Usage
	Displays details of the purchase order
PO history	Displays history of the purchase order such as goods receipts documents and invoice documents.
Changes	Displays any changes to the header of the PO
Deliv. schedul	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
Services	Not used by MWR/VQ



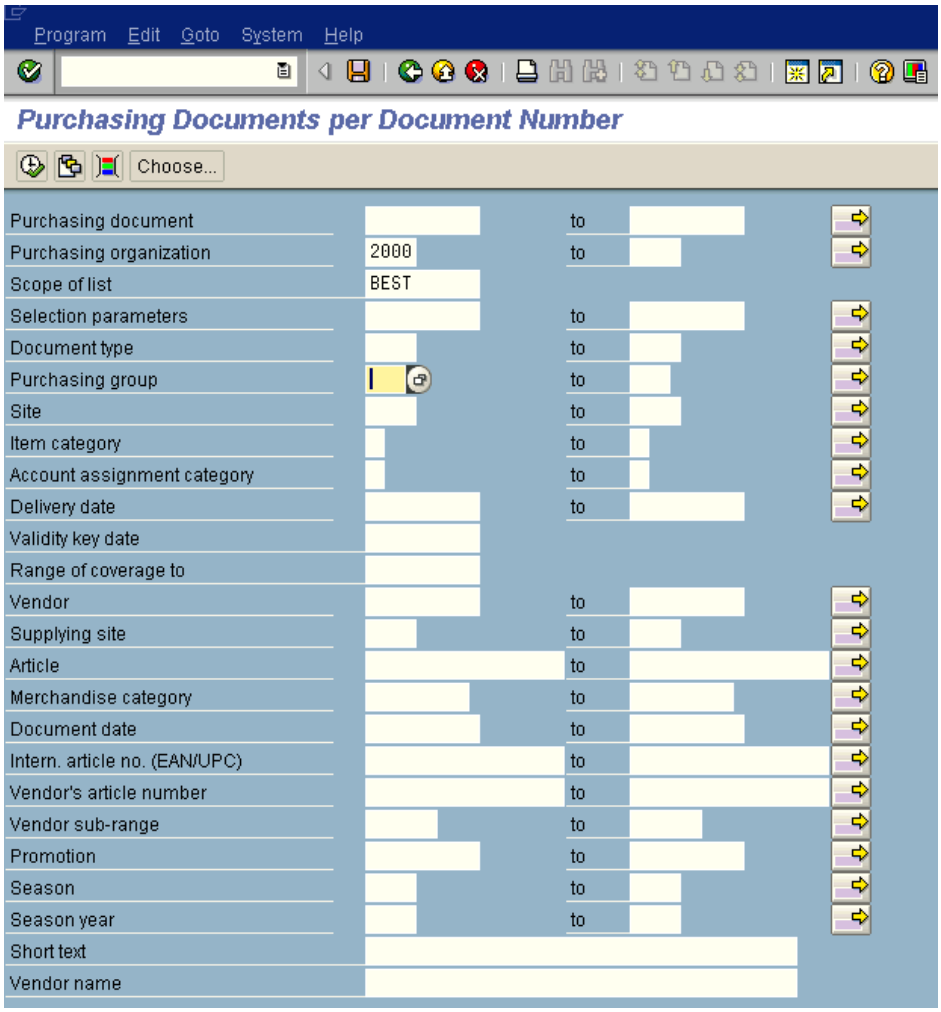
Purchase Orders with Open Items:

You may find it necessary throughout the fiscal year and especially at the end of the year, to check the status of all your purchase orders. For example, you may wish to identify all those purchase orders where the promised delivery date has passed and the ordered goods have **NOT** been received. In this case, you may need to re-negotiate the delivery date, cancel the order with the permission of the requesting official, or void the purchase order due to an error in processing. For example, the goods receipt/invoice was incorrectly entered into the system through the "direct invoice" method.

To produce this report/listing of purchase orders where the delivery date has past without full receipt of goods use the following menu path:

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER>LIST DISPLAYS > BY PO NUMBER**

Transaction Code: **ME2N**



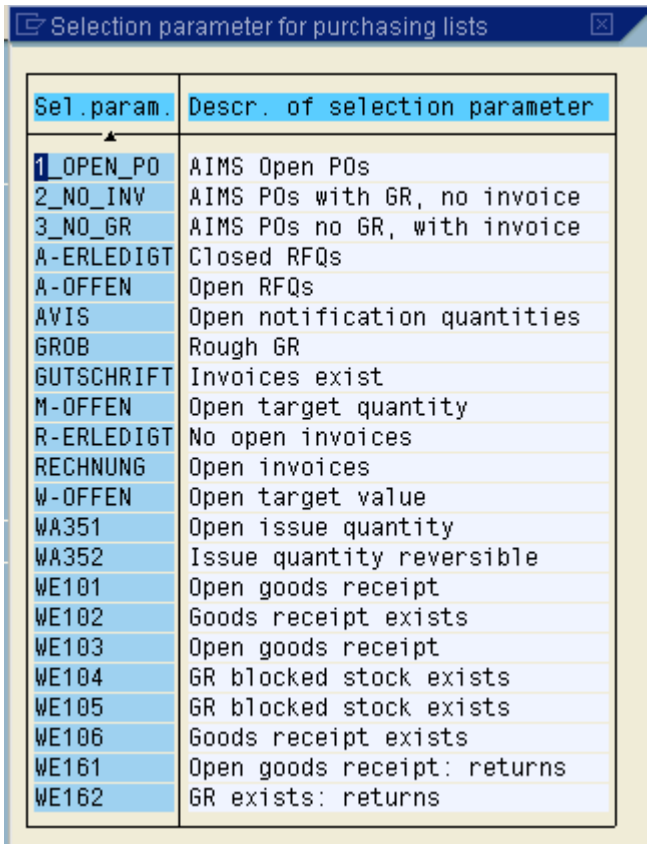
This screen allows certain parameters to be set.

1. Leave the field “Purchasing Document” blank

2. The field “Purchasing Organization” will default to “2000”

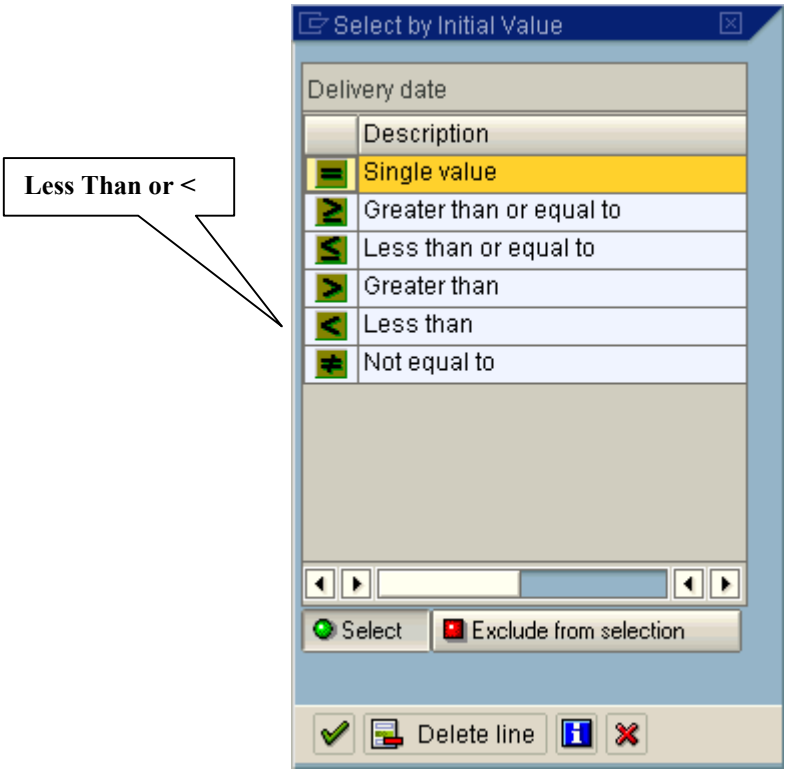
3. The field “Scope of List” should default to “BEST”

4. Using the drop down arrow for the field “Selection Parameters”, select the first item on the list, **1_OPEN_PO (AIMS Open POs)** as shown below.



Enter the relevant site in the field labeled “**SITE**”. You may choose to insert an entry into the “Purchasing Group” field if you wish to further refine the search. You may use any of the criteria on this screen and in the dynamic selections to further identify the purchase orders.

In the field “Delivery Date”, you need to identify the promised delivery date(s) (from the purchase order) that you wish to view. For example, you may wish to view ALL purchase orders with delivery dates that were prior to 15 October 2002. The resulting report will list all purchase orders with delivery dates prior to 15 October 2002 that have NOT been fully received. In our example, we will put 10/15/2002 in the “Delivery Date” field. Double click in the delivery date field, select “less than”or “<”.



This will ensure that you will get a listing of all purchase orders with delivery dates “less than” or prior to 10/15/2002.

Program Edit Goto System Help

Purchasing Documents per Document Number

Choose...

Purchasing document		to	
Purchasing organization	2000	to	
Scope of list	BEST		
Selection parameters	1_OPEN_PO	to	
Document type		to	
Purchasing group		to	
Site		to	
Item category		to	
Account assignment category		to	
Delivery date	10/15/2002	to	
Validity key date			
Range of coverage to			
Vendor		to	
Supplying site		to	
Article		to	
Merchandise category		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's article number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	
Season year		to	
Short text			
Vendor name			

Click the Execute icon.

List Edit Goto Environment System Help

Purchasing Documents by Document Number

Print preview | PO history | Changes | Delivery schedule | Services

PO / Item / D I A	Type	Vendor / Article / Site	SLoc	Name / Short text	Order qty.	Un	Net Price	Curr.	SGp	Order date / Mdse catgy / per	Un
4500005954	NB	4000014320		WORKRITE ERGONOMICS ACCESSORIES INC					271	10/10/2002	
00001				#2128-22 BANANA BOARD SYS. W KEYBOARD						2070001	
K		4090			12	EA	211.12	USD		1	EA
Still to be delivered					12	EA	2,533.44	USD		100.00 %	
Still to be invoiced					12	EA	2,533.44	USD		100.00 %	
4500005982	NB	4000014347		OLDPORT MARINE					271	10/11/2002	
00001				Service for hospital Moorings balls #15-						2070001	
K		4098			19	EA	125.00	USD		1	EA
Still to be delivered					19	EA	2,375.00	USD		100.00 %	
Still to be invoiced					19	EA	2,375.00	USD		100.00 %	
00002				Replace 20',1/2" galvanized chain with						2070001	
K		4098			15	EA	100.00	USD		1	EA
Still to be delivered					15	EA	1,500.00	USD		100.00 %	
Still to be invoiced					15	EA	1,500.00	USD		100.00 %	
00003				1/2" galvanized shaclkles for the moorin						2070001	
K		4098			30	EA	8.00	USD		1	EA
Still to be delivered					30	EA	240.00	USD		100.00 %	
Still to be invoiced					30	EA	240.00	USD		100.00 %	
00004				Replace 30", 1/2" galvanized chain						2070001	
K		4098			4	EA	150.00	USD		1	EA
Still to be delivered					4	EA	600.00	USD		100.00 %	
Still to be invoiced					4	EA	600.00	USD		100.00 %	
00005				1/2" galvanized shacklea for anchorin						2070001	
K		4098			4	EA	8.00	USD		1	EA
Still to be delivered					4	EA	32.00	USD		100.00 %	
Still to be invoiced					4	EA	32.00	USD		100.00 %	
00006				Place (15) single pennants-Braided (Com						2070001	
K		4098			15	EA	167.00	USD		1	EA
Still to be delivered					15	EA	2,505.00	USD		100.00 %	
Still to be invoiced					15	EA	2,505.00	USD		100.00 %	

The resulting report, as shown above, should be reviewed very carefully. Requesting officials and/or vendors may need to be contacted to determine the true status of the order. You will also find it necessary to determine whether items on these purchase orders were incorrectly received and invoiced through the "DIRECT INVOICE" method.

After determining the status of the purchase orders, some purchase orders may need to be "deleted/closed". In the case where NONE of the line items have been received, the entire purchase order should be "deleted".

Report Purchase Orders – With Goods Receipt but with No Invoices

Periodically, you will need to review the status of Purchase Orders that have had **Goods Receipts** entered into the system, but have had **NO INVOICE** entered. In some cases, you will need to follow-up by calling the vendor for the invoice and in other cases, you will find that the invoice was actually entered through the "direct invoice" method in error. If this is the case, you must REVERSE the goods receipt in order to reverse the duplicate expense for the items (remembering that at the time of the Goods Receipt, the expense is incurred).

To produce this report (listing) of purchase orders where goods have been received but no invoice has been entered, use the following menu path:

Menu Path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER>LIST DISPLAY > BY PO NUMBER**

Transaction code: **ME2N**

Program Edit Goto System Help

Purchasing Documents per Document Number

Choose...

Purchasing document		to	
Purchasing organization	2000	to	
Scope of list	BEST		
Selection parameters	1_OPEN_PO	to	
Document type		to	
Purchasing group	271	to	
Site		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Vendor		to	
Supplying site		to	
Article		to	
Merchandise category		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's article number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	
Season year		to	
Short text			
Vendor name			

Leave the first field, “Purchasing document” BLANK.

The next field, “Purchasing organization” should default to “2000”.

The next field, “Scope of list” will default to “BEST”.

For the field, “Selection parameters”, using the drop down search arrow, select the second item on the window listing: **2_NO_INV** (AIMS PO’s with GR, No Invoice)

Enter the relevant site number in the “SITE” field. In our example, we have used site number 1287. You may also select a purchasing group, if you wish to further narrow the parameters of your search. (You may use ANY of the criteria on this screen and/or in the Dynamic Selections to further identify the purchase orders you wish to search for)

Click the Execute icon .

List Edit Goto Environment System Help

Purchasing Documents by Document Number

Print preview | PO history | Changes | Delivery schedule | Services

PO / Item / D I A	Type	Vendor / Article / Site	SLoc	Name / Short text / Order qty.	Un	Net Price	Curr.	SGp / Mdse catgy / per	Order date / Un
4500005954	NB	4000014320		WORKRITE ERGONOMICS ACCESSORIES INC				271	10/10/2002
00001				#2128-22 BANANA BOARD SYS. W KEYBOARD				2070001	
K		4090		12	EA	211.12	USD	1	EA
Still to be delivered				12	EA	2,533.44	USD	100.00	%
Still to be invoiced				12	EA	2,533.44	USD	100.00	%
4500005982	NB	4000014347		OLDPORT MARINE				271	10/11/2002
00001				Service for hospital Moorings balls #15-				2070001	
K		4098		19	EA	125.00	USD	1	EA
Still to be delivered				19	EA	2,375.00	USD	100.00	%
Still to be invoiced				19	EA	2,375.00	USD	100.00	%
00002				Replace 20',1/2" galvanized chain with				2070001	
K		4098		15	EA	100.00	USD	1	EA
Still to be delivered				15	EA	1,500.00	USD	100.00	%
Still to be invoiced				15	EA	1,500.00	USD	100.00	%
00003				1/2" galvanized shaclkles for the moorin				2070001	
K		4098		30	EA	8.00	USD	1	EA
Still to be delivered				30	EA	240.00	USD	100.00	%
Still to be invoiced				30	EA	240.00	USD	100.00	%
00004				Replace 30", 1/2" galvanized chain				2070001	
K		4098		4	EA	150.00	USD	1	EA
Still to be delivered				4	EA	600.00	USD	100.00	%
Still to be invoiced				4	EA	600.00	USD	100.00	%
00005				1/2" galvanized shacklea for anchorin				2070001	
K		4098		4	EA	8.00	USD	1	EA
Still to be delivered				4	EA	32.00	USD	100.00	%
Still to be invoiced				4	EA	32.00	USD	100.00	%
00006				Place (15) single pennants-Braided (Com				2070001	
K		4098		15	EA	167.00	USD	1	EA
Still to be delivered				15	EA	2,505.00	USD	100.00	%
Still to be invoiced				15	EA	2,505.00	USD	100.00	%
4500005986	NB	4000014330		CARDIO THEATER				271	10/11/2002

The resulting report should be reviewed **VERY** closely. By noting the "order date" in the far right column, you may detect that some items are current and are awaiting invoices from vendors. Vendors may need to be contacted and reminded to submit an invoice in

cases where the purchase order appears "old". You must also ensure that the invoice was not erroneously entered through the "DIRECT INVOICE" method resulting in a doubling of the expense for that item. If this occurs, be sure to reverse the Goods Receipt (through the Logistics module), then "close" out that purchase order so no further goods receipts/invoice can be entered against it.

USA Report– PO's With Goods Receipt

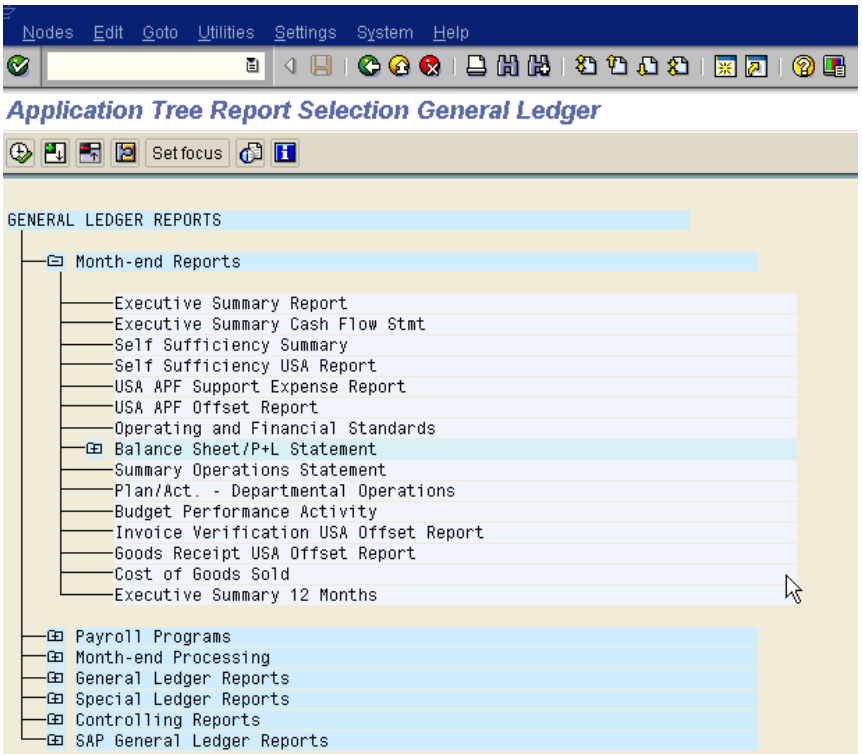
It may be necessary to review the status of USA Items that have been procured through the Procurement module and have been received (using Goods Receipt). The following report may be used for information only, as per USA Procedures (as directed by MWR HQ), the USA offset entry and establishment of the receivable ***cannot be made until the time of invoice verification*** (or time of inputting of the invoice!!) You may find this report useful in an effort to monitor and manage USA purchases or to correct errors prior to invoice/vendor payment.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION**

Transaction Code: **F.97**

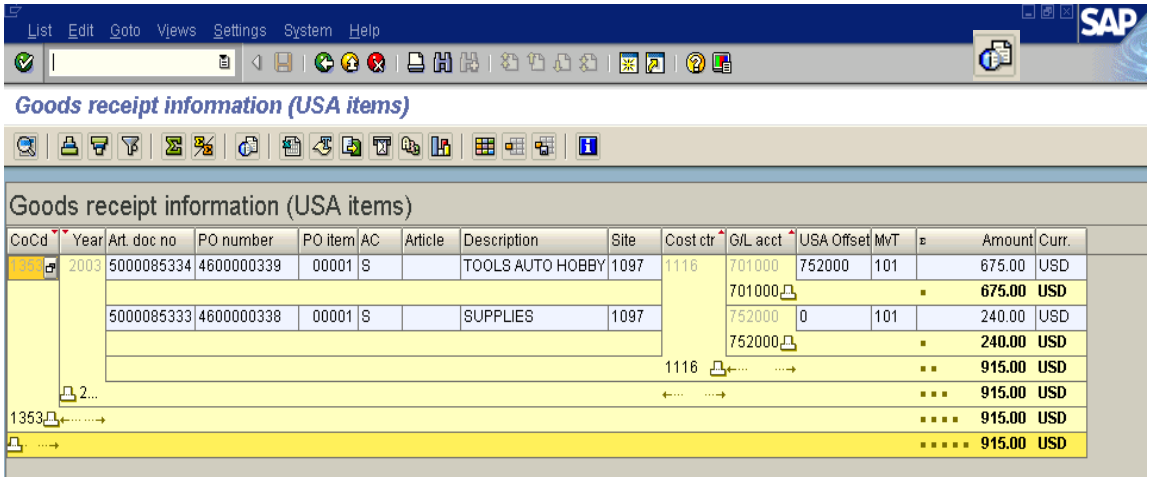
SELECT: MONTH END REPORT>GOODS RECEIPT USA OFFSET REPORT

.



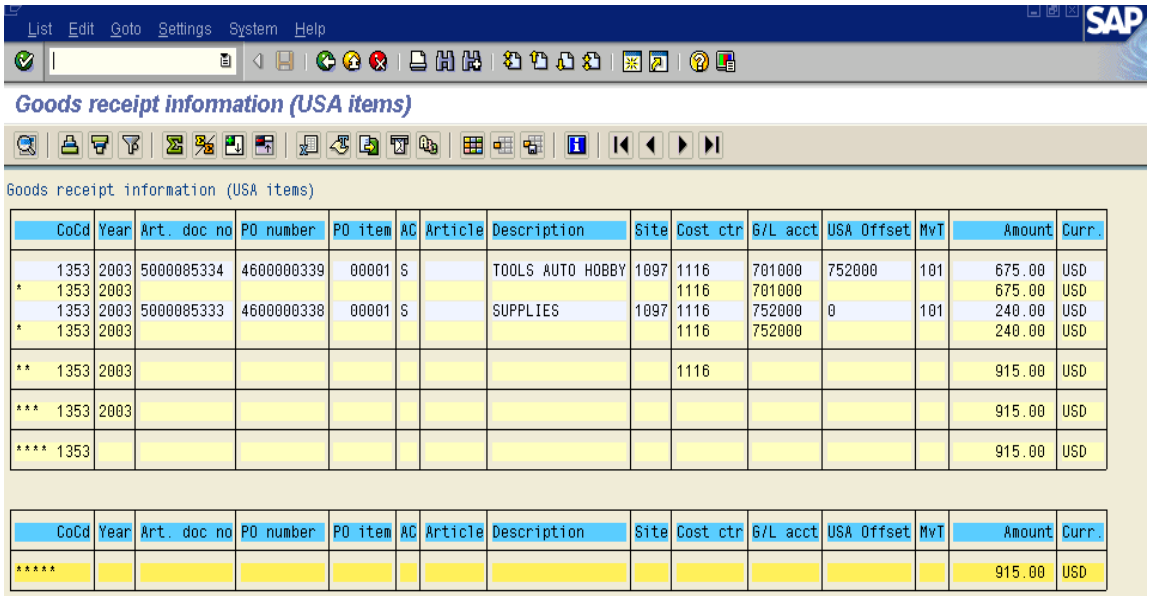
On the selection screen, simply enter the Company Code (MWR ONLY), and enter "S" in the Account Assignment Category field. ALWAYS remember to enter the date range of the month you are working in. For example, if you are reviewing July 2001 USA purchases, enter the Posting Date (article doc) range of 07/01/01 to 07/31/01. If you want to search more specifically, you can enter a USA Offset Account (the offset account that would be used for setting up the receivable entry) specific posting date, cost center, general ledger account originally entered at time of Purchase Order creation.

After selecting the appropriate criteria, hit "execute"



CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
1353	2003	5000085334	4600000339	00001	S		TOOLS AUTO HOBBY	1097	1116	701000	752000	101	675.00	USD
										701000			675.00	USD
		5000085333	4600000338	00001	S		SUPPLIES	1097		752000	0	101	240.00	USD
										752000			240.00	USD
									1116				915.00	USD
	2...												915.00	USD
1353													915.00	USD
													915.00	USD

This report is easier to read if you display it using the print preview button .



	CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
	1353	2003	5000085334	4600000339	00001	S		TOOLS AUTO HOBBY	1097	1116	701000	752000	101	675.00	USD
*	1353	2003								1116	701000			675.00	USD
	1353	2003	5000085333	4600000338	00001	S		SUPPLIES	1097	1116	752000	0	101	240.00	USD
*	1353	2003								1116	752000			240.00	USD
**	1353	2003								1116				915.00	USD
***	1353	2003												915.00	USD
****	1353													915.00	USD

CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
*****													915.00	USD

It is important to note that on the Purchase Order, the Facility Manager or Procurement staff should enter the appropriate general ledger expense account for the initial expenditure. Do NOT enter the USA Offset account (752000) on the Purchase Order (if you do you will receive an error!). The report shown above will "PROPOSE" the offset account that should be used if the receivable was set up.

As you can see from the example, an error was made by the individual creating the Purchase Order (they used the USA Offset General Account number). As a result, the system CANNOT propose the USA Offset account because the error was made. This error should be resolved as soon as possible. To resolve the error, the goods receipt should be reversed (see Section 2: Goods Receipt – Transaction Code MB01 Movement Type 102). The Purchase Order should be corrected (entering a GOOD general ledger account number), then the goods receipt should be redone as well!

List Edit Goto Settings System Help

Goods receipt information (USA items)

Goods receipt information (USA items)

CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
1353	2003	5000085334	4600000339	00001	S		TOOLS AUTO HOBBY	1097	1116	701000	752000	101	675.00	USD
* 1353	2003								1116	701000			675.00	USD
1353	2003	5000085333	4600000338	00001	S		SUPPLIES	1097	1116	752000	0	101	240.00	USD
* 1353	2003								1116	752000			240.00	USD
** 1353	2003								1116				915.00	USD
*** 1353	2003												915.00	USD
**** 1353													915.00	USD

CoCd	Year	Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset	MvT	Amount	Curr.
*****													915.00	USD

The USA Offset General Ledger Account Number was used instead of the general expense account.

TRAVEL ADVANCES PROCESS

SUMMARY

Employees travelling on behalf of MWR or VQ are sometimes entitled to request and receive travel advances. This is entirely voluntary. If the employee chooses not to get a travel advance then you proceed by simply posting an ordinary vendor direct invoice, when they turn in their travel claim. The employee vendor is credited and the offsetting debit entries are posted to the appropriate travel and per diem related expense accounts. An example of this document is shown below:

Step1: Issuing of Travel Advance Request: The special g/l indicator "E" can be used with vendor line items to direct the debit amount to the AR EMPLOYEE TRAVEL ADVANCES g/l account. A summary of this journal is shown below:
Example: An employee has been approved for a travel advance in the amount $200.00

CR (PK 31)	Employee Vendor Account (201000)		200.00
DR (PK 29 "E")	Employee Vendor Account (133004)	200.00	

Payment of Travel Advance Request: This step is performed automatically during the automatic payment runs for EFTs or checks. If a check payment is required immediately, a "hot check" can be printed by the appropriate user by processing the vendor open item created in Step 1: Processing Employee Travel Advance Request. **Be sure that the open item is selected for the "hot check". A "payment on account" should never be used for a travel advance**.

Once the travel advance is paid, the employee vendor line items will appear as shown below. Note that the travel advance amount was paid (by check in the example below), but there remains debit or Receivable amount from the employee vendor.

Step 2: Recording of Travel Claim: Once the employee has completed the travel, they are required to submit a travel claim within five working days. With this submission the travel claim adjudication process can begin in SAP. Processing the travel claim involves simply posting an ordinary vendor direct invoice. The employee vendor is credited and the offsetting debit entries are posted to the appropriate travel and per diem related expense accounts. Other offsetting expense accounts are possible here as well. An example of this document is shown below:

CR	(PK 31)	Employee Vendor Account (201000)		250.00
DR	(PK 40)	Travel and Per Diem Expense (721000)	250.00	

Step 3: Issue of Travel Claim Payment or Receivable:

Issue of Travel Claim Payment: Once the travel claim has been entered, the employee vendor line items will appear in the vendor account as a debit and credit. Note that the travel advance amount will be shown as a debit (PK 29 E) and the travel claim amount will be a credit (PK31). The net amount due will be a credit for $50.00, which is due to the employee. **The payment run will automatically net out the debit and credit and pay the net difference by either check or EFT.**

Collection of Travel Claim Receivable: In the case where the travel claim is less than the travel advance, A debit will sit in the Vendor's line item until a collection process is started to receive the amount due from the employee.
The receipt of the money can be accounted for using the DAR process for vendors. As this process is in itself unusual (collected receivables from vendors), an example is shown below:

Example: An employee pays back the excess travel advance

DR (PK 40)	DAR/POS Clearing Account (101060)	50.00	
CR (PK 39 "E")	Employee Vendor Account (133004)		50.00

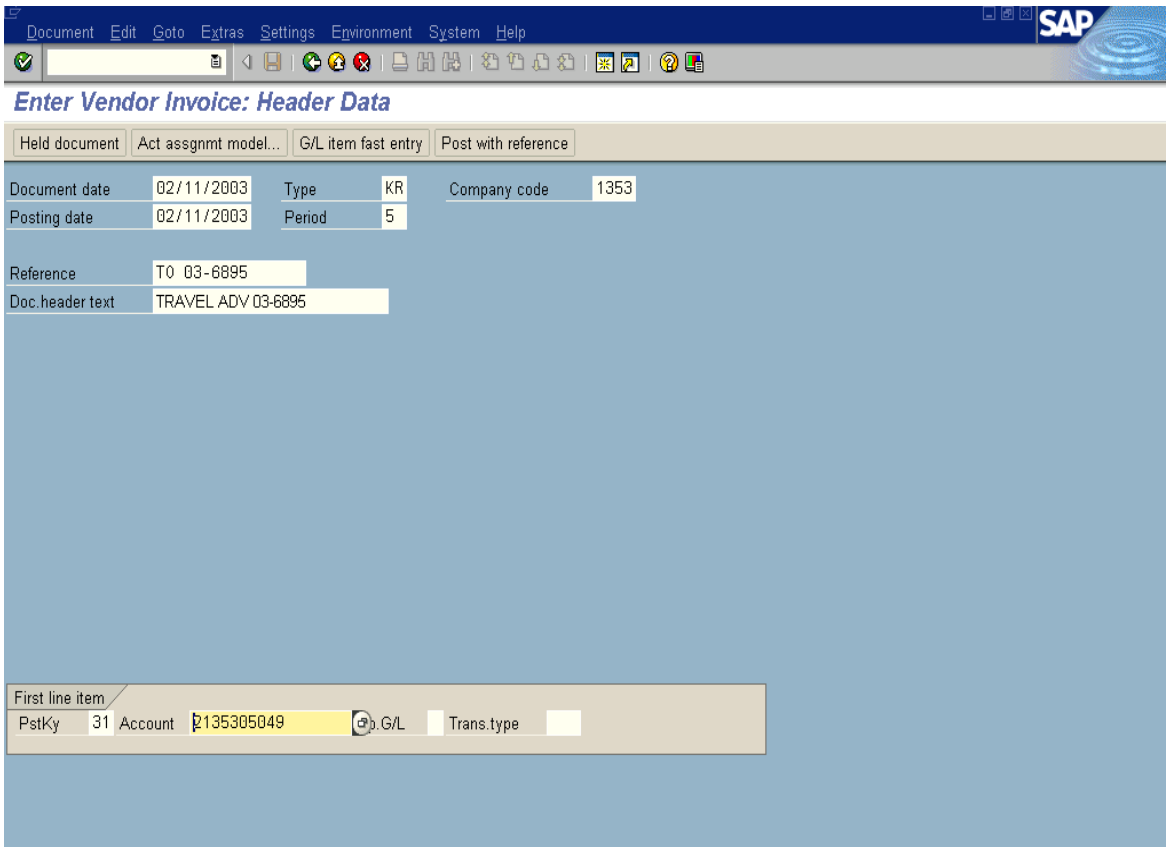
PLEASE NOTE: If a credit is entered for this Employee Vendor, at any time while a debit is there, the two line items will net out and the difference will either pay out in form of a Check or EFT. If the credit isn't greater then the original debit in his/her vendor account then a debit will continue to sit in his/her account. To prevent the debit from netting out with any other credit, you must block the line item.

SAP PROCEDURE

2.4 Step 1: Processing of Employee Travel Advance Request.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-43**
The Opening screen: *Enter Vendor Invoice: Header Data*

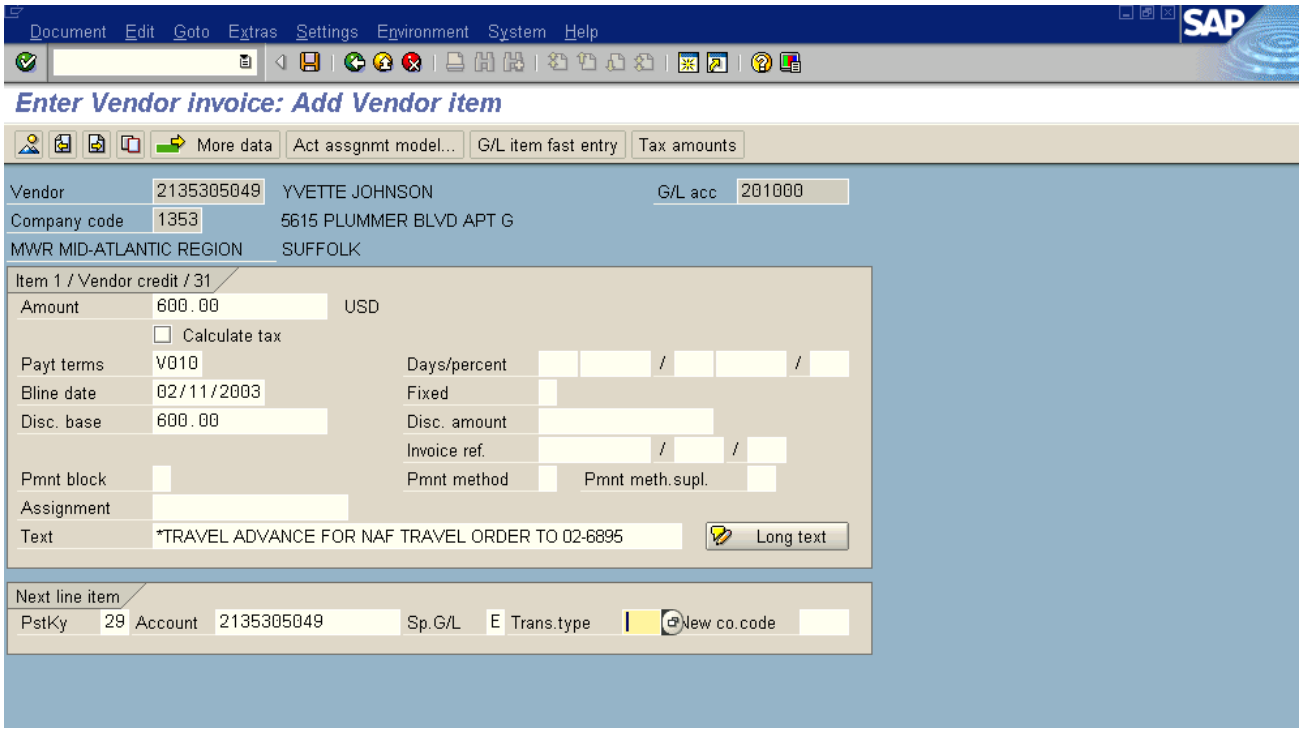


Field Name	Proper entry
Document date	The date of the travel advance
Document type	KR – Vendor Invoice
Posting date	Same as the Document date
Reference	**VERY IMPORTANT:** The format of data entered in this field must always be consistent. The following is the recommended format: **"TO 02-123"** where "TO " stands for travel order and the numbers represent the travel order number.

Doc. header text	To aid searching the following format is recommended: **"TRAVEL ADV 02-123"**
Next line item	
PstKy	**31** – The Credit side of the Invoice
Account	**Employee Vendor Number**

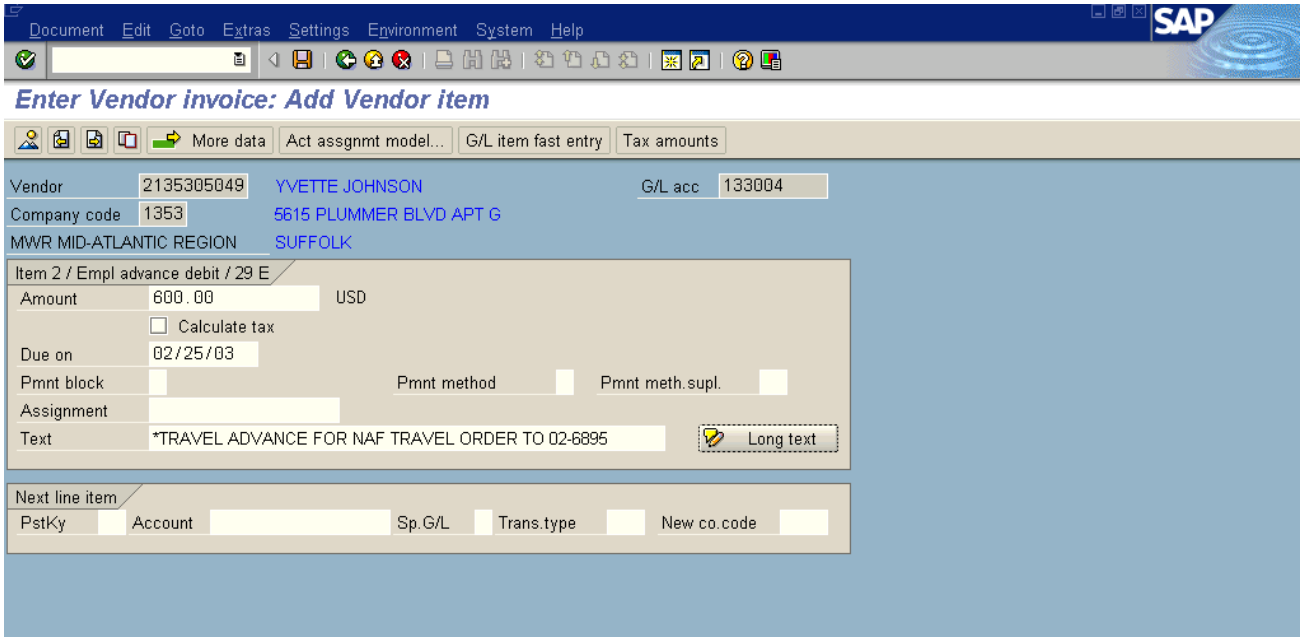
Press the**[Enter]**key or click on the green checkmark icon.

The Second screen in the Process: *Enter Vender Invoice: Add Vendor Item*



The Field Name	The Proper Entry
Amount	Amount of the Travel Advance
Bline date	Should default correctly from document date
Disc. base	Enter the same amount as the **Amount** field to avoid error message
Text	We recommend: **"*TRAVEL ADVANCE FOR NAF TRAVEL ORDER TO 02-291"**
Next Line Item :	
PstKy (Posting Key)	**29** – Special GL Debit
Account	**Employee Vendor Number**
Sp. G/L	**E** – Employee Advance

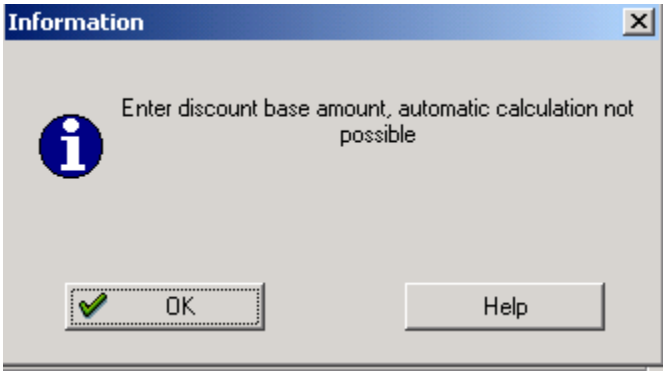
Press the **[Enter]** key or click on the green checkmark icon to proceed to the detail screen for the next line item.



The Field Name	The Proper Entry
Amount	Total amount of the approved travel advance request.
Due on	**IMPORTANT!!!** Enter the date the travel claim is to settled or due, this date **should not** be the same date as the date of the travel advance request. If the date is the same the automatic payment program will not correctly pay the travel advance.
Text	We recommend: **"*TRAVEL ADVANCE FOR NAF TRAVEL ORDER TO 02-123"**

Press the **[Enter]** key or click on the green checkmark to check the entries in the current line item.

You may or may not receive the following message depending on whether you entered an amount in the **Disc. base** field. Due to the nature of this particular document (i.e. two vendor-related line items), the system cannot automatically derive the **Disc. base** amount.



If you receive the message above, enter the amount of the travel advance into the field labeled **Disc. base**. You can avoid this error message altogether if you simply enter the **Disc. base** before proceeding to the next screen (pressing Enter).

Now click on the "Document Overview" icon to view a summary of the travel advance document.

Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency | Park document | Act assgnmt model... | G/L item fast entry | Taxes

Document date	02/11/2003	Type	KR	Company code	1353
Posting date	02/11/2003	Period	5		
Document number	INTERNAL	Fiscal year	2003		
Reference	TO 03-6895			Cross-CC no.	
Doc.header text	TRAVEL ADV 03-6895				

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		2135305049	YVETTE JOHNSON			600.00-
002	29E		2135305049	YVETTE JOHNSON			600.00

D 600.00 C 600.00 0.00 * 2 Line items

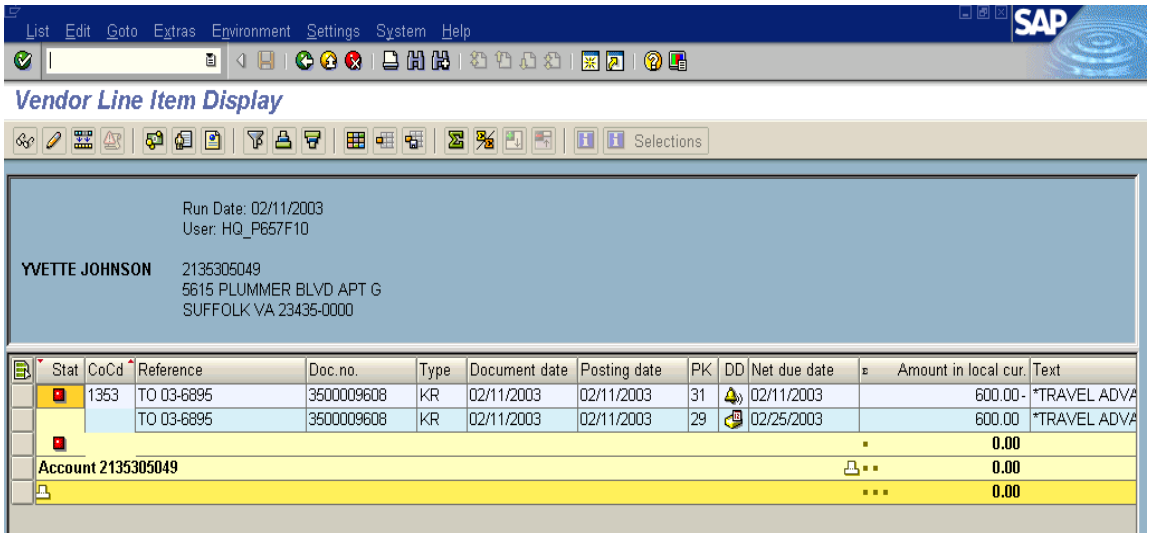
Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on the travel claim paperwork.

Once the travel advance is posted, the employee vendor line items will appear as shown below. Note that line item with the credit (PK 31) will be paid by the automatic payment program (either check or EFT), while the debit (PK 29 E) item will not be paid since its due date is 10 days from the date of the advance. **This due date is critical for the advance to be paid.**

If the due date is set as a date before the automatic payment program is run, the two open items will be cleared together and no advance payment will be made to the employee. Employee travel advances should be carefully reviewed to ensure that the payments are actually made.



PLEASE NOTE: The ordinary vendor payable generated by the credit side of the document described above will be automatically selected and paid during the regular payment run for either EFTs or checks. Unless a "hot check" must be issued for the travel advance, no further intervention by the AP technician is required to issue the travel advance to the employee.

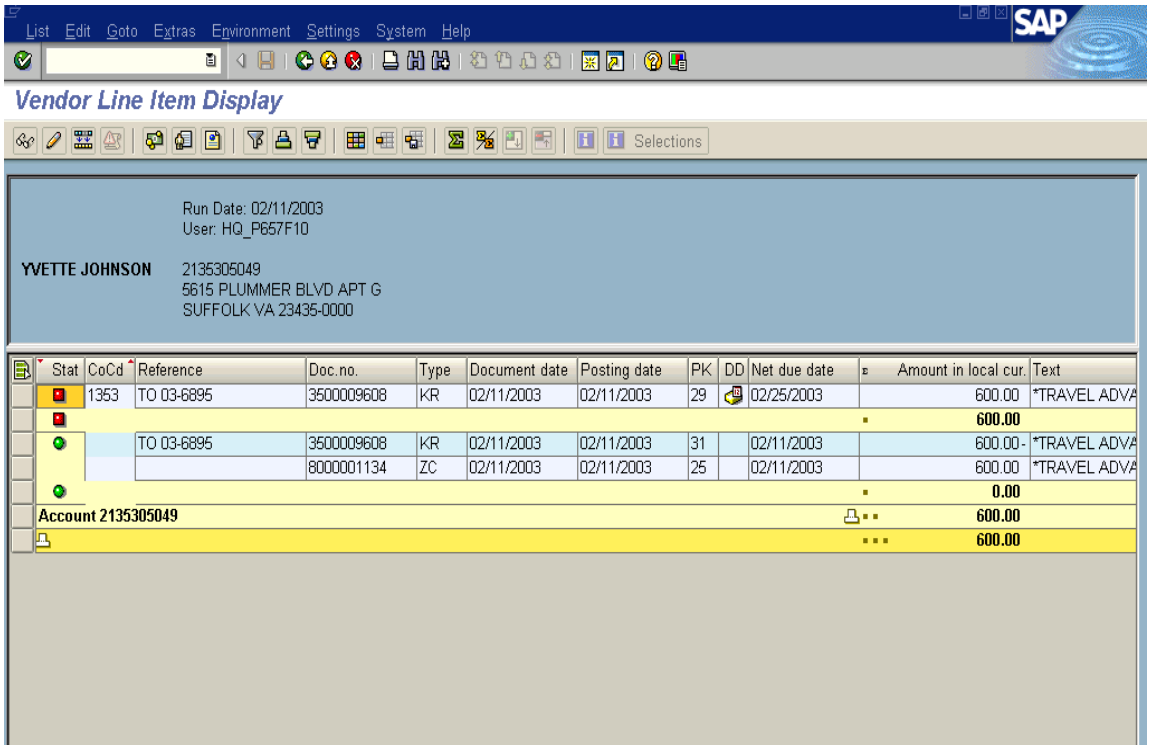
2.5 Step 2: Issuing Travel Advance

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ACCOUNT > DISPLAY/CHANGE LINE ITEMS**

Transaction Code: **FBL1N**

This step is performed automatically during the automatic payment runs for EFTs or checks. If a check payment is required immediately, a "hot check" can be printed by the appropriate user by processing the vendor open item created in Step 1: Processing Employee Travel Advance Request. **Be sure that the open item is selected for the "hot check". A "payment on account" should never be used for a travel advance**.

Once the travel advance is paid, the employee vendor line items will appear as shown below. Note that the travel advance amount was paid (by check in the example below), but there remains debit or Receivable amount from the employee vendor.



PLEASE NOTE: It is always beneficial to review an employee's vendor sub-ledger account line items before processing a travel claim. Displaying the line items will determine whether the employee has any outstanding travel advances or other debit items posted from MWR credit card statements.

2.6 Step 3: Processing the Travel Claim

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-43**

The Opening screen: *Enter Vendor Invoice: Header Data*

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Header Data

Held document | Act assgnmt model... | G/L item fast entry | Post with reference

Document date 02/26/03 Type KR Company code 1353
Posting date 02/26/03 Period 5

Reference TO 03-6895
Doc.header text TRAVEL CLAIM

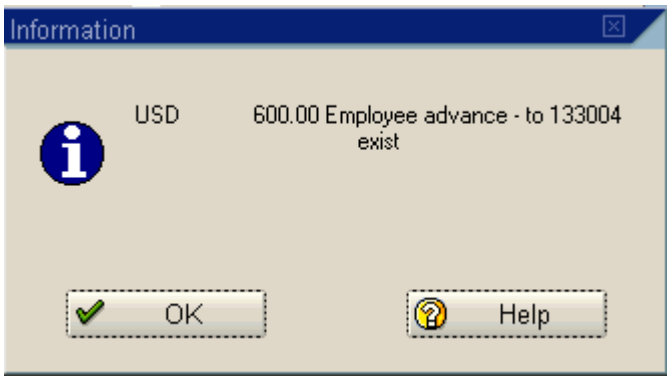
First line item
PstKy 31 Account 2135305049 G/L Trans.type

Field Name	Proper entry
Document date	The date of the approved travel claim submitted by the employee (Employee must submit their travel claims within 5 days of the end date on their travel order)
Document type	KR – Vendor Invoice
Posting date	Same as the Document date, unless the period is closed
Reference	**VERY IMPORTANT:** The format of data entered in this field must always be consistent. The following is the recommended format: **"TO 02-291"** where "TO " stands for travel order and the numbers represent the travel order number.
Doc. header text	To aid searching the following format is recommended:

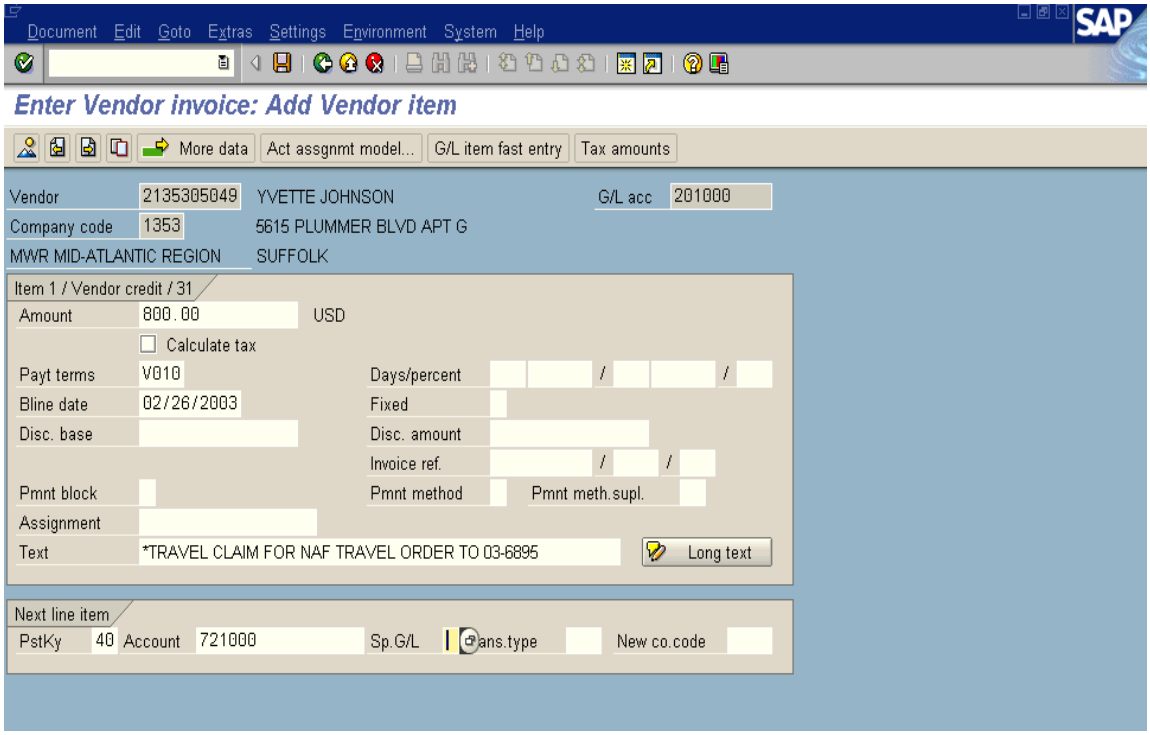
	"TRAVEL CLAIM 02-291"
First line item	
PstKy	**31** – The Credit side of the Invoice
Account	**Employee Vendor Number**

Press the **[Enter]** key or click on the green checkmark icon.

If there is a travel advance in the employee vendor's account an information message will appear telling of that fact.



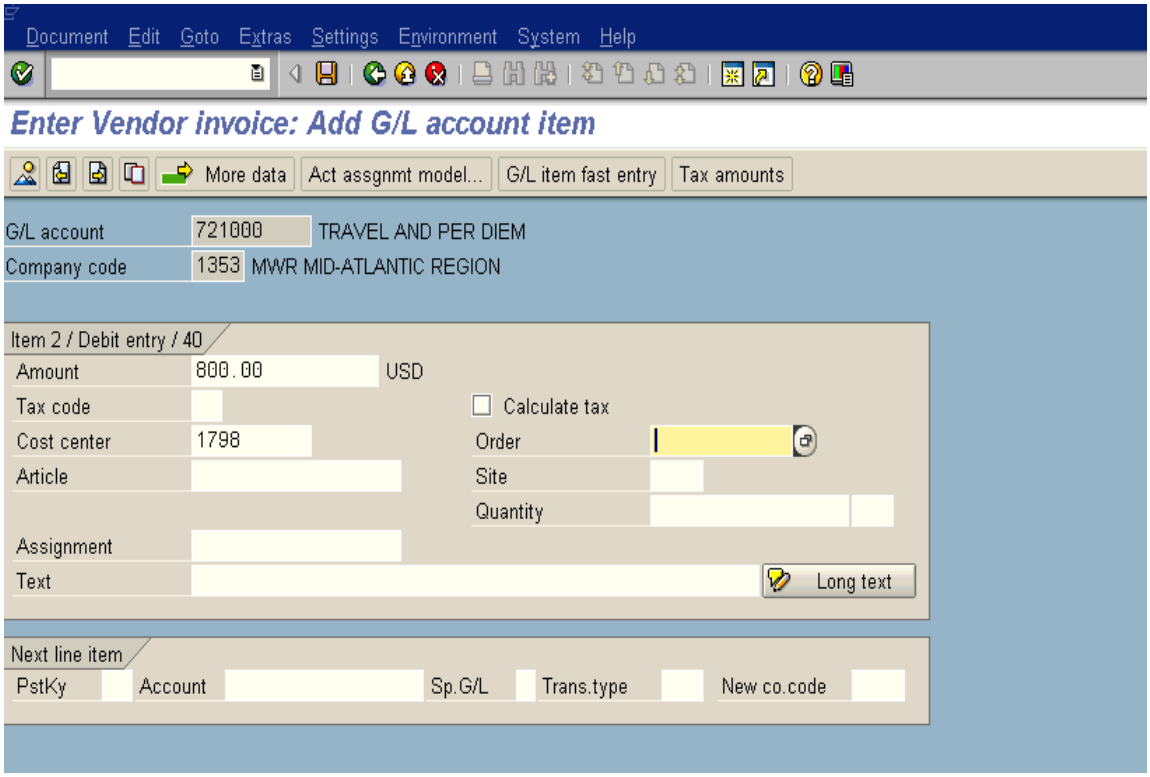
Click on OK and continue entering data.



The Field Name	Proper Entry
Amount	Total amount of the approved travel claim
Bline date	Should default correctly from the document date
Text	We recommend: **"*TRAVEL CLAIM FOR NAF TRAVEL ORDER TO 02-291"**

To enter the offsetting line items to the appropriate Travel and Per Diem expense accounts, click the G/L item fast entry pushbutton, if several line items, or enter as a regular one-line item screen.

Enter Vendor Invoice: Add GL account items



After entering all the necessary line items, click on the "Document Overview" icon to view a summary of the travel claim and determine whether the debits and credits of this transaction are equal.

Enter Vendor Invoice: Display Overview

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Display Overview

Display currency | Park document | Act assgnmt model... | G/L item fast entry | Taxes

Document date	02/26/2003	Type	KR	Company code	1353
Posting date	02/26/2003	Period	5		
Document number	INTERNAL	Fiscal year	2003		
Reference	TO 03-6895			Cross-CC no.	
Doc.header text	TRAVEL CLAIM				

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		2135305049	YVETTE JOHNSON			800.00-
002	40		721000	TRAVEL AND PER DIEM 1798			800.00

D 800.00 C 800.00 0.00 * 2 Line items

Other line item

PstKy | Account | Sp.G/L | Trans.type | New co.code

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. The 10-digit document number should be recorded on the travel claim paperwork.

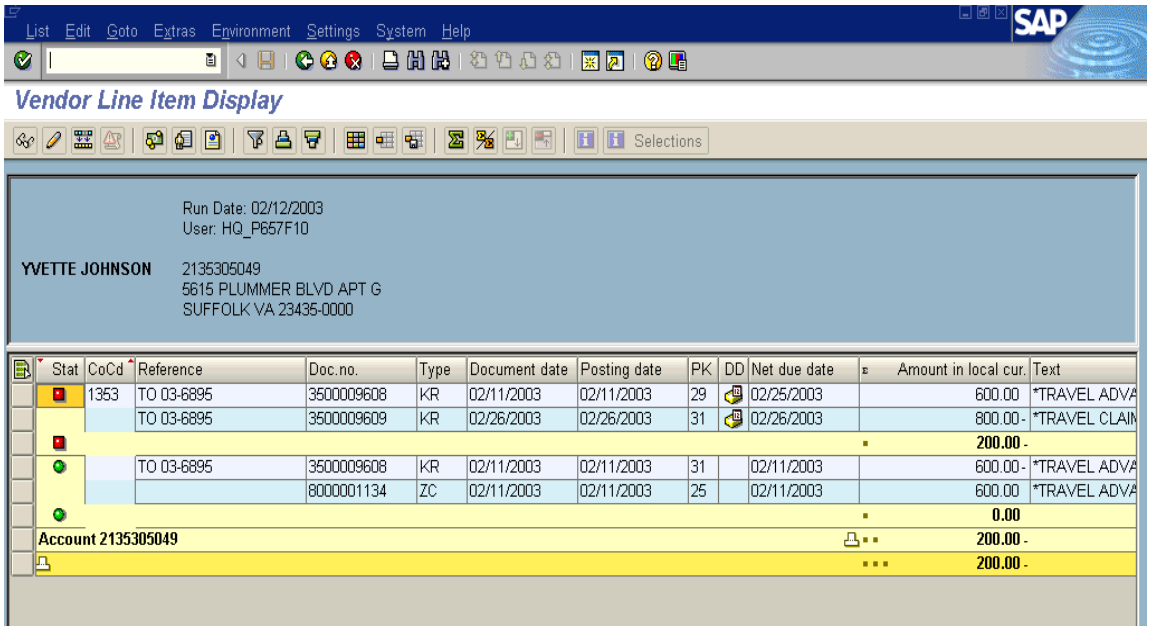
2.7 Step 4: Issuing the Travel Claim Payment or Collecting the Travel Claim Receivables

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ACCOUNT>DISPLAY/CHANGE LINE ITEMS**

Transaction Code: **FBL1N**

Issuing the Travel Claim Payment

Once the travel claim has been entered, the employee vendor line items will appear as shown below. Note that the travel advance amount is shown as a debit (PK 29 E) and the travel claim amount is a credit (PK31). The net amount due is a credit for $50.00, which is due to the employee. This will automatically pay when the payment program is run, either check or EFT.



Stat	CoCd	Reference	Doc.no.	Type	Document date	Posting date	PK	DD	Net due date	Amount in local cur.	Text
	1353	TO 03-6895	3500009608	KR	02/11/2003	02/11/2003	29		02/25/2003	600.00	*TRAVEL ADVA
		TO 03-6895	3500009609	KR	02/26/2003	02/26/2003	31		02/26/2003	800.00 -	*TRAVEL CLAIM
										200.00 -	
		TO 03-6895	3500009608	KR	02/11/2003	02/11/2003	31		02/11/2003	600.00 -	*TRAVEL ADVA
			8000001134	ZC	02/11/2003	02/11/2003	25		02/11/2003	600.00	*TRAVEL ADVA
										0.00	
Account 2135305049										200.00 -	
										200.00 -	

The ordinary vendor payable represented by the credit open item of the document described in the case where the travel claim is greater than the travel advance, will be automatically selected and paid during the regular payment run for either EFTs or Checks. AS SHOWN ABOVE.

Collecting the Travel Claim Receivable

In the case where the travel claim is less than the travel advance, A debit will sit in the Vendor's line item until a collection process is started to receive the amount due from the employee.

The receipt of the money can be accounted for using the DAR process for vendors. As this process is in itself unusual (collected receivables from vendors), an example is shown below:

Example: An employee pays back the excess travel advance

DR (PK 40)	DAR/POS Clearing Account (101060)	50.00
CR (PK 39 "E")	Employee Vendor Account (133004)	

PLEASE NOTE: If a credit is entered for this Employee Vendor, at any time while a debit is there, the two line items will net out and the difference will either pay out in form of a Check or EFT. If the credit isn't greater then the original debit in his/her vendor account then a debit will continue to sit in his/her account. To prevent the debit from netting out with any other credit, you must block the line item.

1.5 Supplement MWR Credit Card Statement Settlement

Sometimes when MWR credit card settlements are being posted, certain purchases are submitted that need to be adjudicated on a Travel / Expense Claim. Rather than expensing these purchases on the MWR credit card journal, they should be debited to the relevant employee's vendor account.

Once the employee has completed the travel, they are required to submit a travel claim within five working days. With this submission the travel claim adjudication process can begin in SAP. Processing the travel claim involves simply posting an ordinary vendor direct invoice. The appropriate MWR credit card vendor (HINT: always search by Account Holder name as this is the Approving Officer's name, rather than the vendor's name which is always CITIBANK) is credited and the offsetting debit entries are posted to the appropriate expense accounts AND the employee vendor account (if applicable). An example of this document is shown below:

Example: An Approving Officer has filed a credit card settlement in the amount of $1,000.00

CR (PK 31)	Credit Card Vendor Account (201000)	1,000.00	
DR (PK 40)	Supplies (701000)		465.00
DR (PK 29 E)	Employee Vendor Account (133004)		500.00
DR (PK 29 E)	Employee Vendor Account (133004)		35.00

Other offsetting expense accounts are possible here as well.

An example of an MWR credit card settlement journal is shown below:

Document Edit Goto Settings Extras Environment System Help

Document Overview

Choose Save Tax data

Doc.type : KR (Vendor invoice) Normal document

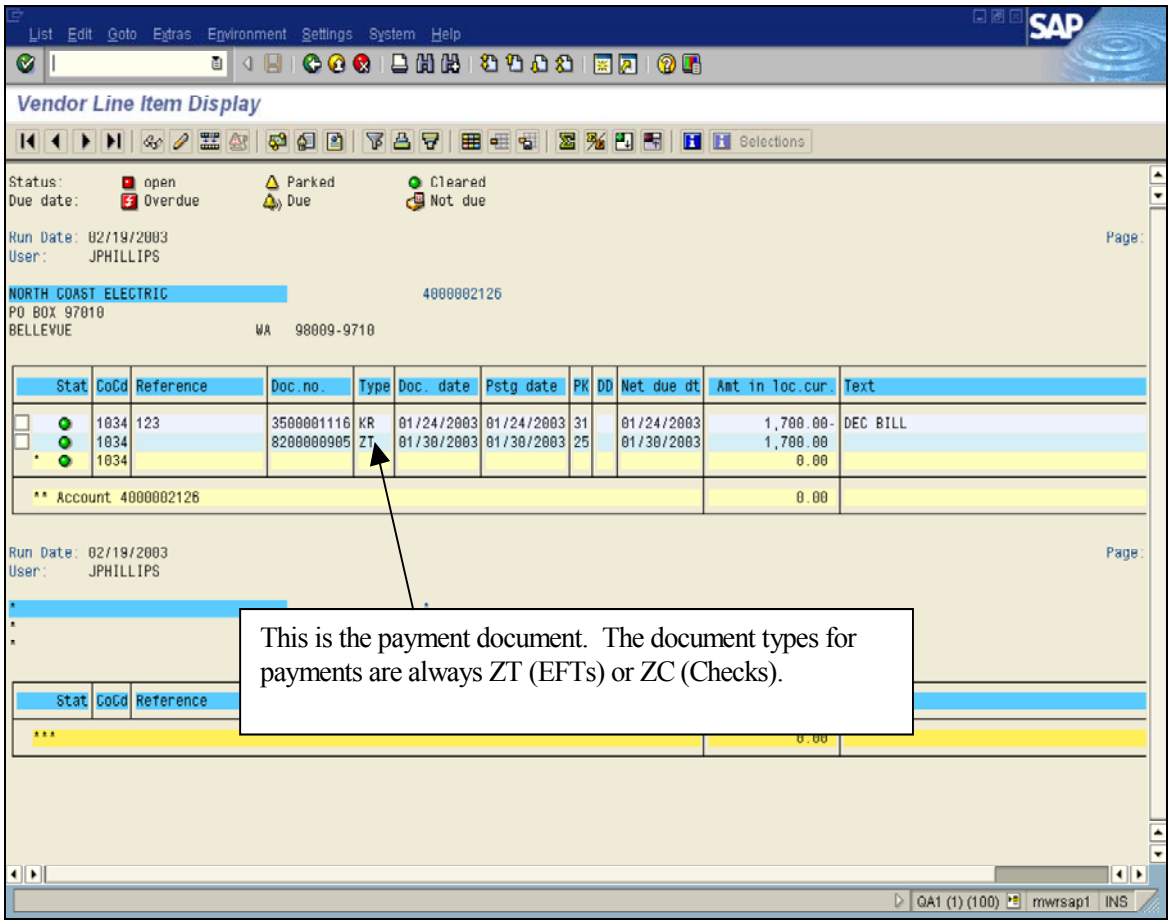
Doc. number	3500009610	Company code	1353	Fiscal year	2003
Doc. date	02/28/2003	Posting date	02/28/2003	Period	05
Ref.doc.	A0 AJONES FEB				
Doc.currency	USD				

Itm	PK	S	Account	Account short text	Cost ctr	Order	Assignment	Amount	Text
1	31		3000002985	CITIBANK CARD			20030228	1,000.00-	
2	29	E	2135305049	YVETTE JOHNSON			20030228	500.00	*AIRLINE TICKETS
3	29	E	2135305049	YVETTE JOHNSON			20030228	35.00	*REGISTRATION FEE
4	40		701000	SUPPLIES	1798			465.00	

Displaying Archived Images of Payment Media (Checks, EFT Remittance Advices)

In version 4.6C, it is now possible to view an image of virtually all correspondence output from SAP. This includes payment media such as EFT remittance advices and checks.

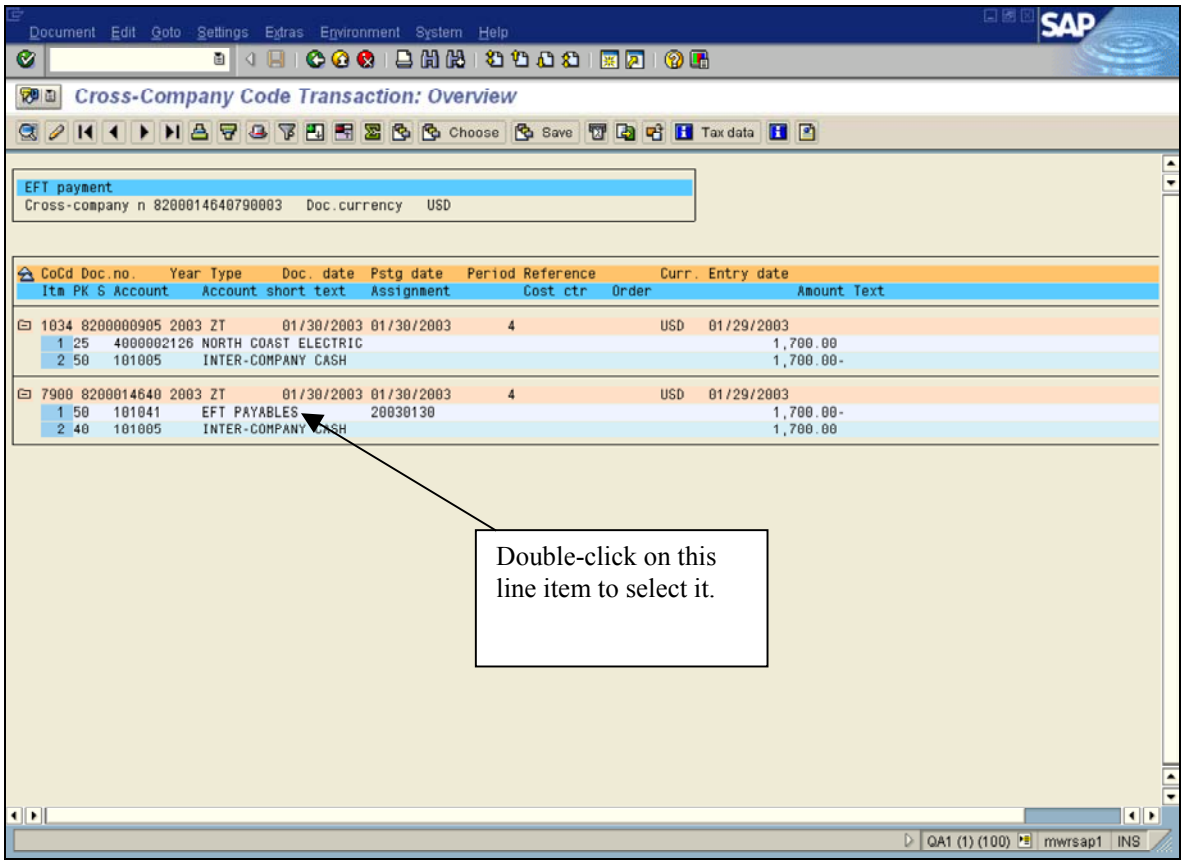
The most practical way to find an archived image of a payment medium is to navigate to the relevant vendor or customer line item display screen (t-code FBL1N or FBL5N).



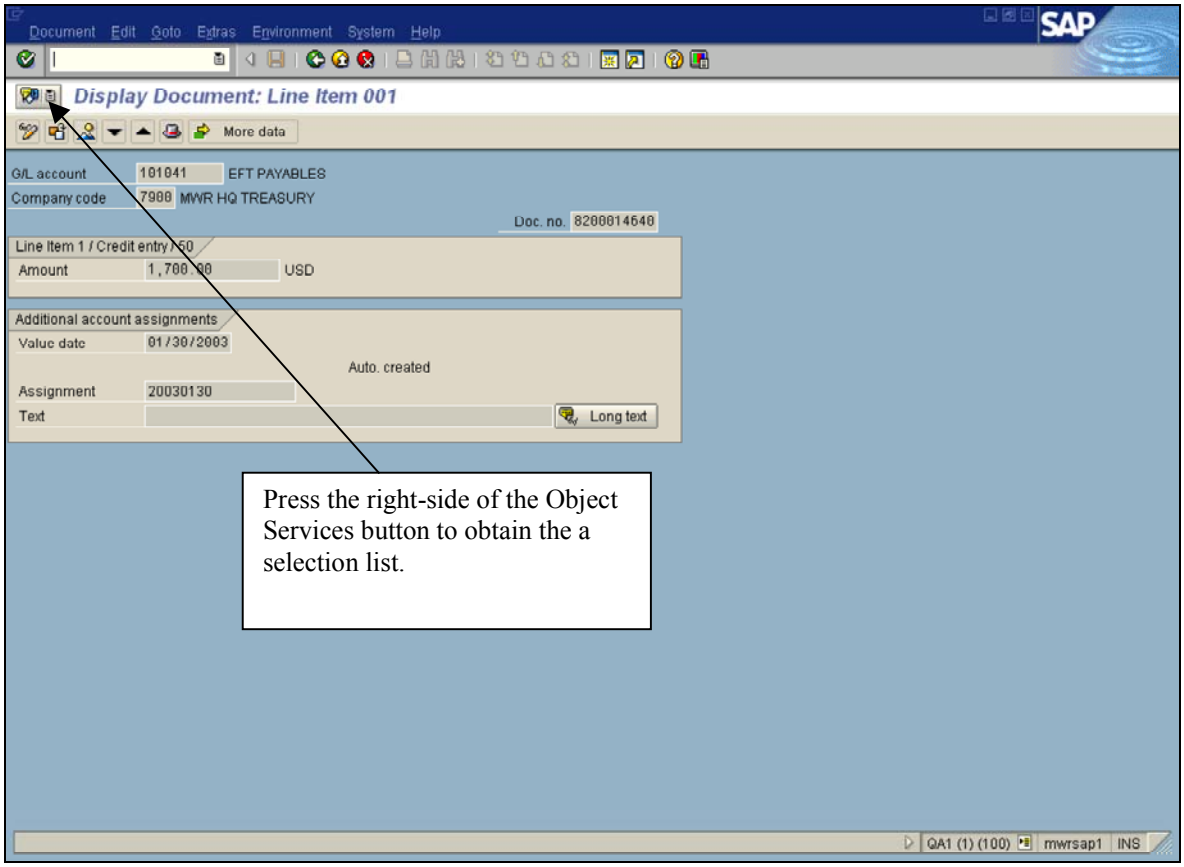
To view an image of the EFT remittance advice that is attached to the payment document, drill-down on the payment document line item. Then display the overview of the document by pressing the Document Overview button .

Once the document overview is displayed, double-click on the first line item of the document for the paying company code (for MWR, VQ and CNAFI this is 7900; for NFCs there will only be one document).

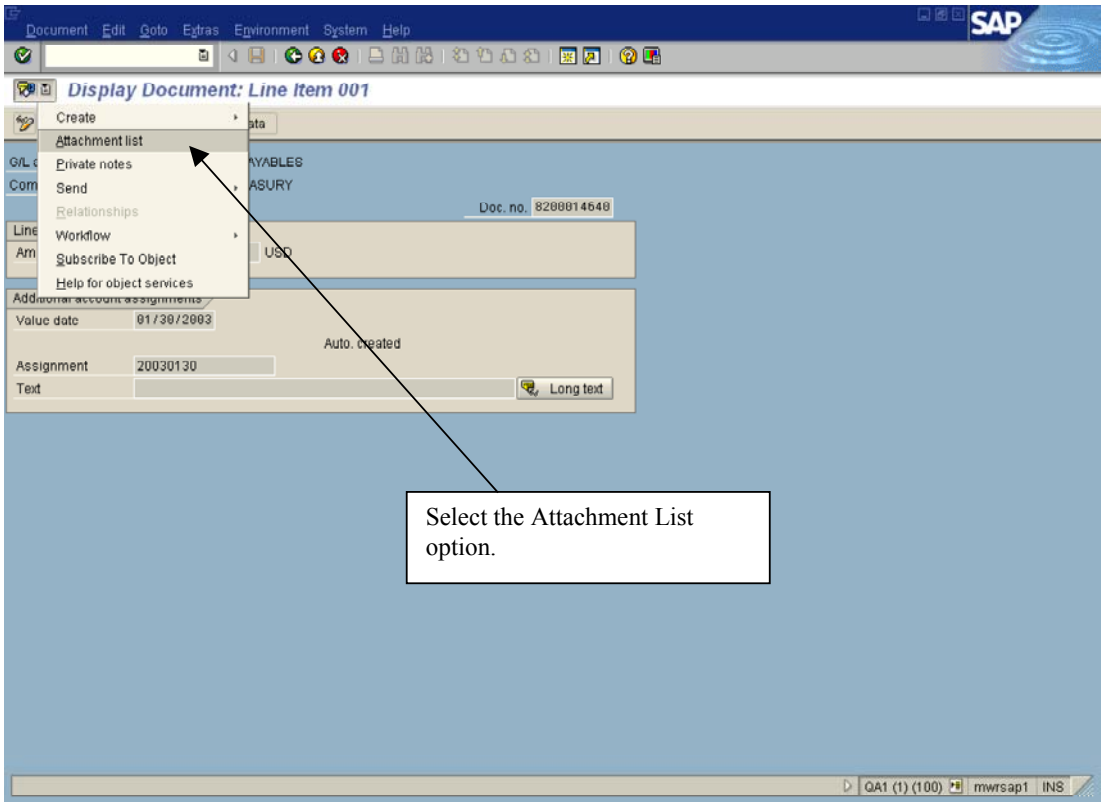
Alternatively from this document overview screen, the menu path Environment -> Additional Assignments -> Object Links can be used to display the archived image immediately. Use the menu path once the first line item of the document for the paying company code is selected with a single-click.



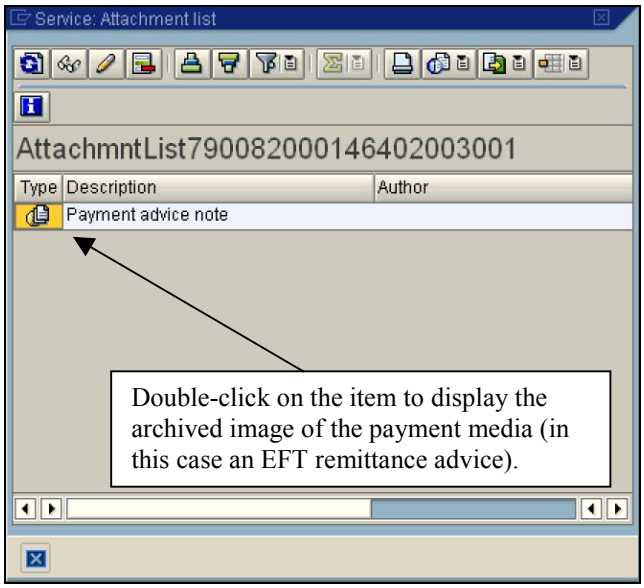
Once the document is displayed, press the right-side of the Object Services button to obtain a selection list.



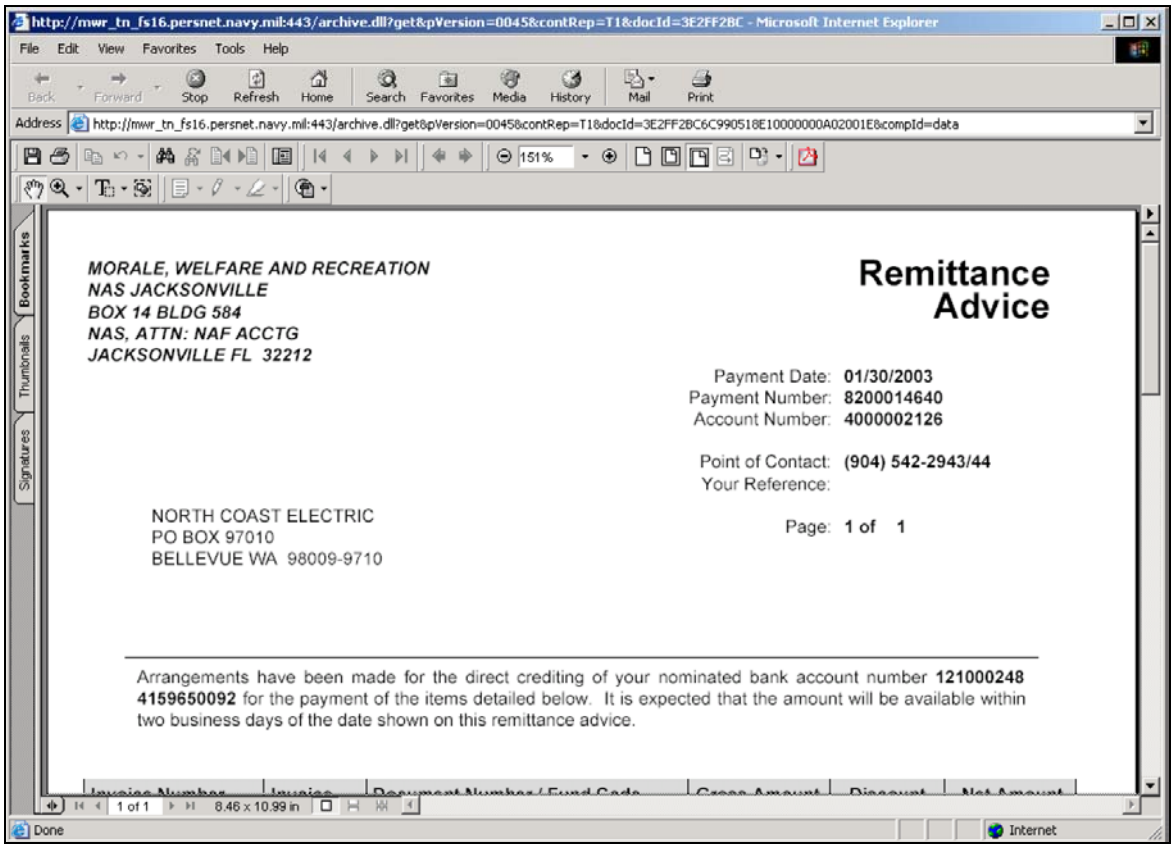
The selection list for Object Services is shown below.



By choosing the Attachment List option, a pop-up window will appear that contains all archived images that have been attached to the selected payment document.



Once the item is selected, SAP will launch the viewer. For archived images the viewer is generally going to be Adobe Acrobat (via Internet Explorer) since each image is stored as a Portable Document Format (PDF) file.



All of the functions of Adobe Acrobat are now available to use, including printing, saving and emailing. It is recommended that Adobe Acrobat version 5 be installed on the client computer (although version 4 will also function correctly).

For security and technical reasons, the MICR characters and electronic signature will not be visible on archived images of checks.