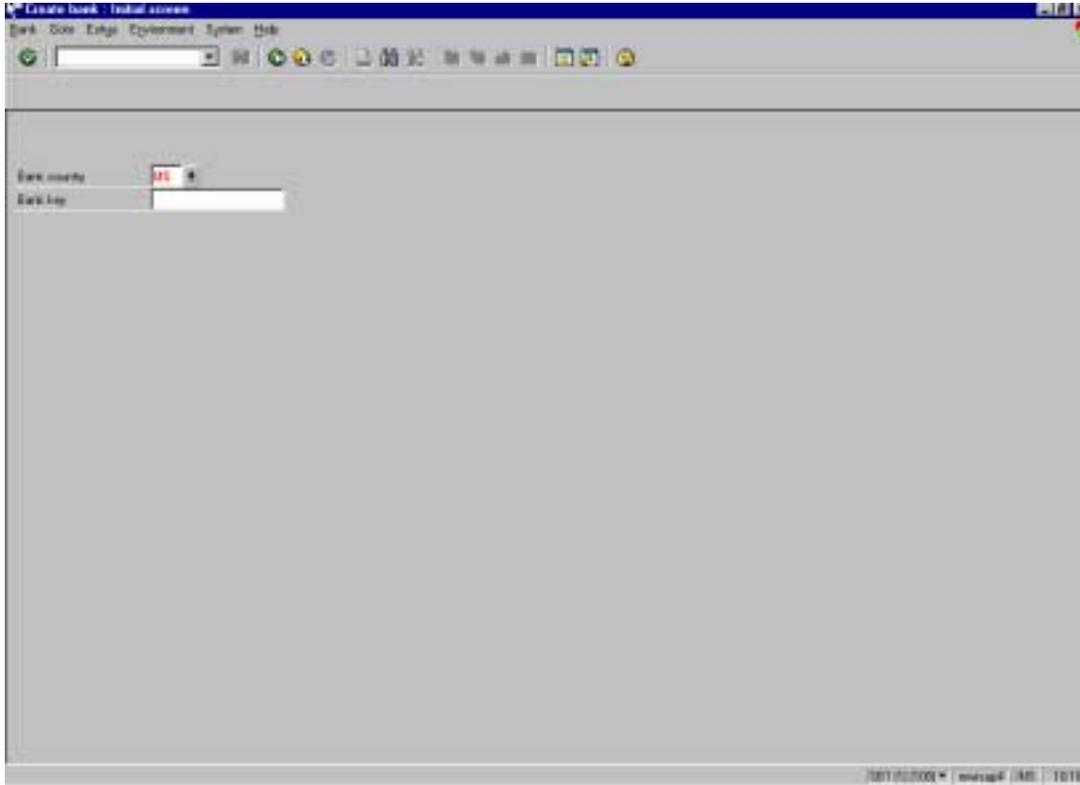


Chapter 4 Bank Master Records**Create Bank Master Record****ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER DATA → BANK MASTER RECORD → CREATE**Transaction Code: **FI01***Screen: Create Bank: Initial Screen*

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	<p>Enter the nine-digit routing/transit number of the new bank/branch. The routing/transit number is used to represent the bank key in the SAP system for American banks. Every bank key in the system is unique. Sometimes a particular bank's branch offices share the same routing/transit number. Only one of these bank/branches will exist in the system. This will not affect the EFT transfer to the vendor's bank account. Ensure that the routing number provided by the vendor is ACH capable, otherwise the EFT will fail. Some routing numbers are only for use with checks (MICR routing number) and are not ACH compatible. It is not a common problem, however.</p> <p>The system verifies that the bank key entered follows the check rule outlined by the American Bankers Association.</p>

Press the Enter key or the green check mark icon





Screen: Create Bank: Details Screen

Field	Description/Usage
Address:	
Bank	Enter the name of the bank in full.
Region	Enter the state in which the bank is located.
Street	Enter the street address for the bank.
City	Enter the city in which the bank is located.
Swift Code	Leave blank as this field is not required by MWR currently.
Bank Group	Leave blank as this field is not required by MWR currently.
Post. bank acct	Leave blank as this field is not required by MWR currently.

To save, click  .

**Change Bank Master Record**

**ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER DATA →
BANK MASTER RECORD → CHANGE**

Transaction Code: **FI02**

Screen: Change Bank: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be changed.

Press the Enter key or click on the icon

Some fields cannot be changed. Make changes to the field values as desired.

To save, click on

**Display Bank Master Record**

**ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER
DATA → BANK MASTER RECORD → DISPLAY**

Transaction Code: **FI03**

Screen: Display Bank: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be displayed.

Press the Enter Key or click 

The bank master record fields are displayed on the screen.

To exit, click on .



Display Changes to Bank Master Record



ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER RECORDS → BANK MASTER DATA → DISPLAY CHANGES

Transaction Code: **FI04**

Screen: Bank Data Changes: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be displayed.
From Change Date	Date as from which the changes are to be selected
Changed By	Enter the user ID of the user who made the changes, if known. If the user is unknown, leave the field blank.

Press the Enter Key or use Environment > Multiple Display to display all (or range) of banks.

Screen: Bank changes: changed fields

Click on 'All Changes' button. Shows date changed; field changed; new and old values.

To exit, click on .



Mark Bank Master Record for Deletion



ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER RECORDS → BANK MASTER DATA → MARK FOR DELETION

Transaction Code: **FI06**

Screen: Set Bank Delete Flag: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be displayed.

Press the Enter key or click on the  icon.

Screen: Set Bank Delete Flag: Details Screen

Field	Description/Usage
Address	
Deletion Indicator	When this indicator is set, the bank master record can be deleted by the archiving program

To save, click on .

**Automated Bank Master Data Transfer**

This procedure needs to be executed every time a new Thomson bank data file is received. The files on the Thomson CD must be pre-processed so that only ACH capable routing/transit numbers are included in the processed data file.

ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER RECORDS → BANK MASTER DATA → TRANSFER BANK DATA

Transaction Code: **OBXG**

Screen: ABAP/4 Program Directory

Select the bank transfer program **YFBVUS_0** by clicking once on the report name and pressing the Execute  push-button.

Field	Description/Usage
Bank Country	Always enter US for USA. The system will check to ensure this country key has been entered.
Path Name	Enter the file path name where the data file is located. Specify the location of the complete Thomson routing/transit number data file.
Maximum Number of Records	Leave the default value of 99999 records ensure that this program is executed in the background.
Update Run	Flag this checkbox to actually update the database. If this indicator is not flagged, the program will run in test mode only.
Detail List	Flag this checkbox if a complete report listing of all bank record updates is required.
Mark for Deletion	During merging of bank data of the file with bank data already in the system, it may be that a bank already created can no longer be found in the current file. By choosing this option, you have the delete flag set for such a bank.



NOTE: Use **Program > Execute** to run the program. The Thomson bank master data file is very large (up to 100 MB) and will take some time to process. Try to schedule the processing of the monthly file in non-peak system operating hours. Be patient.

Check Management

- ◆ The Check Management task is used to view, maintain, or change the status of check lots. Check lots are the hard copy check numbers. These numbers must be maintained in the system.
- ◆ Use the Void and Reprint Check system task to void a check and reprint another check.
- ◆ You may also display individual checks, payment documents, or the check register.



Check Lot Management



This procedure is used to create, change or view the check lot details and the number status of check lots. Check lots are the ranges of check numbers used by the system to assign a check number to a check. These number ranges must be maintained in the system.

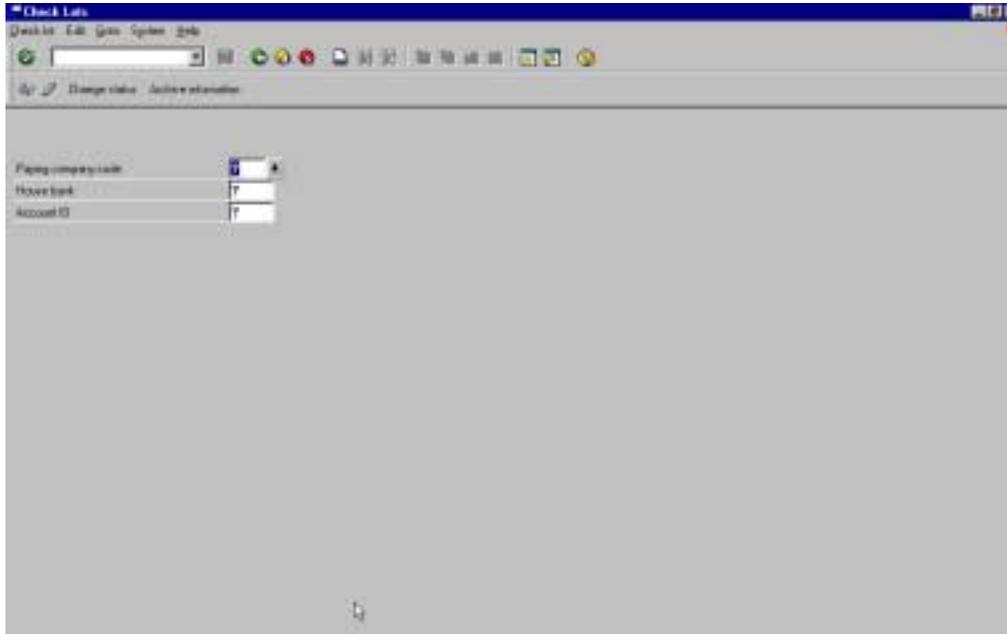
ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → PERIODIC PROCESSING → PAYMENTS → ENVIRONMENT → CHECK INFORMATION → NUMBER RANGES

Transaction Code: **FCHI**

Screen: Check Lots

Use this screen to enter check lot header data.

Field	Description/Usage
Paying Company Code	Enter company code 7900 as the paying company code. All other company codes are sender company codes for disbursements.
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. The disbursement house bank is NBDIS (NationsBank).
Account	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.



Payroll checks are prepared externally with a separate check lot established to identify ADP Managistics created payroll checks using an externally generated number range.

Select one of the following options:

To: ,

Then:

View the
Check lots,



click on  to access the Display
Lots screen.

Maintain the check
lots,



click on  to access the Maintain
Check Lots screen.

Change the status
on the check lots,
screen.



click **Change status** to access the
Change Check Number Status



Maintain Check Lots



Screen: Maintain Check Lots

Use this screen to create, change, delete, and rename on “split the check lots”.

Field	Description/Usage
Lot	Check Lot number
Short Info	Enter the name of the check lot. This can be as simple as “Check Lot 0001”.
From Check No.	Enter the beginning check number of the check lot. Remember to enter all of the significant digits of the check number.
To Check No.	Enter the ending check number of the check lot. Remember to enter all of the significant digits of the check number.
Next Lot	Enter the next available check lot number.

Create Lot



If you want to create a new lot, click on  to access the "Create Lot" dialog box.

Field	Description/Usage
Lot number	Enter the check lot you want to create. MWR check lots are numbered sequentially using four digits. However, it is expected that since MWR does not use the concept of lots currently, a single large lot can be created.
Check number	Enter the beginning check number of the new lot. MWR check numbers are seven digits in length.
To	Enter the last check number of the new lot.

Next lot number	Enter the next lot available. As MWR will only have a single large check lot, the next check lot number is not really applicable. If in the future large check lot is split, then this field will need to be completed.
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Press Enter or click on  to access the Maintain Check Lots screen again. You may select another option or save the changes made by clicking on .

Delete Lot

If you want to delete an existing lot, then select the lot to delete by clicking on it and press . The check lot you selected for is deleted. Now save the changes made to the check numbers.

Rename Check Lot

If you want to rename a check lot, place the cursor on the lot you want to rename and click  to access the Rename Lot dialog box.

Field	Description/Usage
Check lot number	Enter the new check lot number.

Press Enter to change the lot numbers. The Maintain Check Lots screen is displayed. You may save the changes made by clicking on .

Split Lot

If you want to split a check lot, place the cursor on the lot you want to split and click on **Split lot** to access the "Split Lot" dialog box.

Field	Description/Usage
Next lot number	Enter the check lot number you wish to create by splitting the check numbers.
Check number	Enter the first check number you want to take from the old check lot and place in the new check lot number

Press ENTER or click on . The new lot is displayed with the appropriate check number. The Maintain Check Lots screen is displayed again. Now save the changes made to the check numbers

Change Check Status

If you want to change the check number status, use **Goto > Change Status**. Use this screen to change the next available check in the lot. It is unlikely that this functionality will ever need to be used at MWR since all check numbers are assigned by the system. An exception are the payroll checks, however, these check numbers are not sequential since ADP controls check numbering.

Screen: Check Lots

Field	Description/Usage
Number status	Enter the next available check number in the check lot.

Click on  to access the Check Lots screen again.

Select Check number range > Save or click  to save the changes check number status. A message is displayed, indicating that your check numbers have been saved.



Use this system task to void a check that has not been printed, and has not been assigned to a payment. (usually, in cases where pre-numbered check stock is used)

A voided check is recorded in the check register. The system automatically assigns the next available check in the check lot. This transaction likely will only be used for payroll checks, since the system checks and “hot” checks will have their check numbers assigned at the time of printing.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > VOID > UNUSED CHECKS

Transaction: **FCH3**

Use this screen to enter the information about the unused checks in the system that you want to void.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
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. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. This transaction should only be used with the payroll check account A0019.
Payroll Accounting Checks	Do not flag this indicator. This indicator is only used when the SAP HR-Payroll module has been implemented.
Check number from	Enter the beginning number of the checks being voided.
To	Enter the ending number of the checks being voided.
Void reason code	Enter the reason the check is being voided.

Select Check > Void or click **Void** to void the specified checks.

The system task is completed.



Reprint Checks (Includes Void 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 is 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.

**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.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
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. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there is only one valid check disbursement account for producing system and “hot” checks. The regular check account is A0017. ADP payroll checks cannot (and should not) be printed using the SAP system.
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.
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.
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.
Print immediately	By selecting this indicator, the check will be printed immediately. Otherwise, the check will be placed in the spool queue.

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

Note: This reprint checks functionality will not void the payment document. It will just re-assign the payment document to the next check number.



To Print Check from the Spool

This step actually prints out the checks. 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.

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 word **SYSTEM CHECKS** 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.

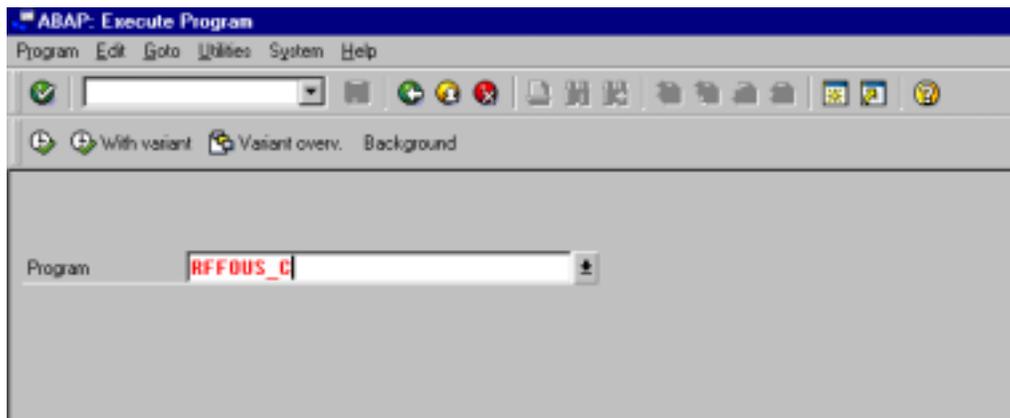


To VOID and REPRINT a range of checks

Use this task to void and **reprint a range of checks**. This may occur if you have run the check process and failed to correctly load the "signature" card - you will need to reprint all the checks due to the error in signatory/routing number info that occurs if the signature card is not loaded correctly. The old check numbers will be voided.

SYSTEM > SERVICES > REPORTING

Transaction Code: **SA38**



Use Program “**RFFOUS_C**” . **You must type in "RFFOUS_C"**

Hit the Execute  icon.

After entering the following parameters, click on .

Field	Description/Usage
Run Date	Enter the run date in which the checks to be re-printed were originally printed.
Identification feature	Enter the name of the payment run in which the checks to be re-printed were originally printed.
Paying Company Code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
Payment methods	Enter C for Check only.
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. The disbursement house bank is NBDIS (NationsBank).

Account ID	Enter the appropriate check disbursement bank account ID. Currently, there is only one valid check disbursement account for producing system and “hot” checks. The regular check account is A0017. ADP payroll checks cannot (and should not) be printed using the SAP system.
Check lot number	Enter the check lot number (always use 0001) in which you want the checks to be printed from.
Print Checks	Select this indicator for check printing
Print payment advice notes	Do not flag this indicator, separate payment advices are never printed with checks.
Void and reprint checks from payment run already printed	Select this indicator to void and reprint checks from the specified payment run
Check number from	The lower limit of the check interval to be voided and reprinted.
Check number to	The upper limit of the check interval to be voided and reprinted.
Void Reason	Select one of the void reasons from the possible options.



Cancel Payment

Use this system task to reverse the payment and void the check. This system task is used when a check should not have been created or to stop payment to the vendor. The invoice become becomes “open” after cancellation process is performed. This process should be performed locally in 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 on file.

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.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
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. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there is only one valid check disbursement account for producing system and “hot” checks. The regular check account is A0017. Managistics/ADP payroll checks cannot (and should not) be printed using the SAP system.
Check number	Enter the check number you want to void.



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.

Check number (Required) - **Select one of the following options:**

1. If you want to view the check information before canceling the payment and voiding the check, click on  to access the Display Check Information screen.
2. If you want to view the check recipient (the vendor and the vendor’s address), click **Check recipient...** to display the “Check Recipient” dialog box.
3. If you want to view the issuer of the check (who ran the payment program, date of the program, payment method), click on **Check issuer...**.
4. If you want to view the accompanying documents such as invoice reference number, document number, document type, amount, click on **Accompanying docs** to access the Check line items : Basic List screen.

Click on  to access the Cancel Payment screen again.

5. If you want to cancel the payment and void the check, select Check payment > Reverse or click **Cancel payment**. The payment is reversed and the check is voided.



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.



Void Issued Check



This is a HQ function only. This function is used after payment document has been posted and checks have been printed. For example, a check payee may lose his check or the check may be destroyed or otherwise become unusable. The payment however, is still valid. The system will mark the check as voided but not reverse the payment to the vendor. Contrast this with Cancel Payment function, where the payment document is reversed and the original open item becomes outstanding again.

Voiding issued payroll checks will likely be the only situation where this functionality will be used. The reprint check procedure will generally be required for system and hot checks.

To the local Accounting Office: If you feel you need to have this performed, please contact HQ Treasury.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > VOID > ISSUED CHECKS

Transaction Code: **FCH9**

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

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
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. The disbursement house bank is NBDIS (NationsBank).
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.

Check number	Enter the check number to be voided.
Void reason code	Enter the reason to void the check.

Click on **Void** to perform this system task.



Display Check Register

The check registers display 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 listing 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!

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > CHECK REGISTER

Transaction Code: **FCHN**

Retail (MM)

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
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. The disbursement house bank is NBDIS (NationsBank).
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.
Date of Issue	Posting date of the payment document
Checks from a payment run	The run date and identification of the payment run.
List of Outstanding Checks	Only checks, which are not yet cashed, are listed.
Items Paid	Only checks which have been cleared are listed
Separate List	A separate listing the outstanding and cleared checks if both of the above options are selected.

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

Check number	From to	Payable	Post date	Curr.	Amount paid (USD)	Recipient/paid reason code
10000000		00000000	01/01/1999	USD	67.37	DAVID ELIOTT WESTINGHOUSE
10000001		00000001	01/01/1999	USD	8,476.58	EDWARD BRUNSON JACKSONVILLE FL
10000002		00000002	01/01/1999	USD	588.88	LONG BIARE ORANGE PARK FL
10000003		00000003	01/01/1999	USD	588.88	JEWELL HOWELL JACKSONVILLE FL
10000004		00000004	01/02/1999	USD	5,888.88	SBC TRUCK ATLANTIC CO
10000005		00000005	01/02/1999	USD	8,878.58	ELAINE DIETZ MIYAPAT FL
10000006		00000006	01/02/1999	USD	202.54	BO (58) PATRICK B. SAGE MIYAPAT FL
10000007		00000007	01/02/1999	USD	596.88	AMERICAN THEATER BATT FOR PHOTOPHILADELPHIA PA
10000008		00000008	01/02/1999	USD	856.25	DAVID L BAY JACKSONVILLE FL
10000009		00000009	01/02/1999	USD	385.88	EDWARDS LABORATORY CHARLOTTE NC
10000010		00000010	01/02/1999	USD	54.54	WALDO LTD. MORGESVILLE GA
10000011		00000011	01/02/1999	USD	918.88	CENE SALTER KINGSBAY GA
10000012		00000012	01/02/1999	USD	38.88	JAYCE OGGI KINGSBAY GA
10000013		00000013	01/02/1999	USD	75.88	JUSTIN LAMOND KINGSBAY GA
10000014		00000014	01/02/1999	USD	878.88	R OUTLINE'S TRUCK, INC ORANGE PARK FL
10000015		00000015	01/02/1999	USD		voided by HQ_PASZET - Reversed check payment
10000016		00000016	01/02/1999	USD	4,918.88	DAVIDSON INT TRUCKWAY TICKET SPAYTON BLACK FL
10000017		00000017	01/02/1999	USD		voided by HQ_PASZET - Reversed check payment
10000018		00000018	01/02/1999	USD		voided by HQ_PASZET - Reversed check payment
10000019		00000019	01/02/1999	USD	872.28	DATE TRUCK SERVICE INC. MORGESVILLE FL
10000020		00000020	01/02/1999	USD	228.87	FRANC SELLER MIYAPAT FL
10000021		00000021	01/02/1999	USD	48,516.88	UNIVERSAL SIGNAGE FLORIAN OPALESDALE FL
10000022		00000022	01/02/1999	USD	81,888.88	MOY STEPHY ATTRACTIONS INC. 19 BAYVIEW BLVD FL
10000023		00000023	01/02/1999	USD		voided by HQ_PASZET - Reversed check payment
10000024		00000024	01/02/1999	USD		voided by HQ_PASZET - Reversed check payment

Scroll down the page to see additional items.



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.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > FOR CHECK

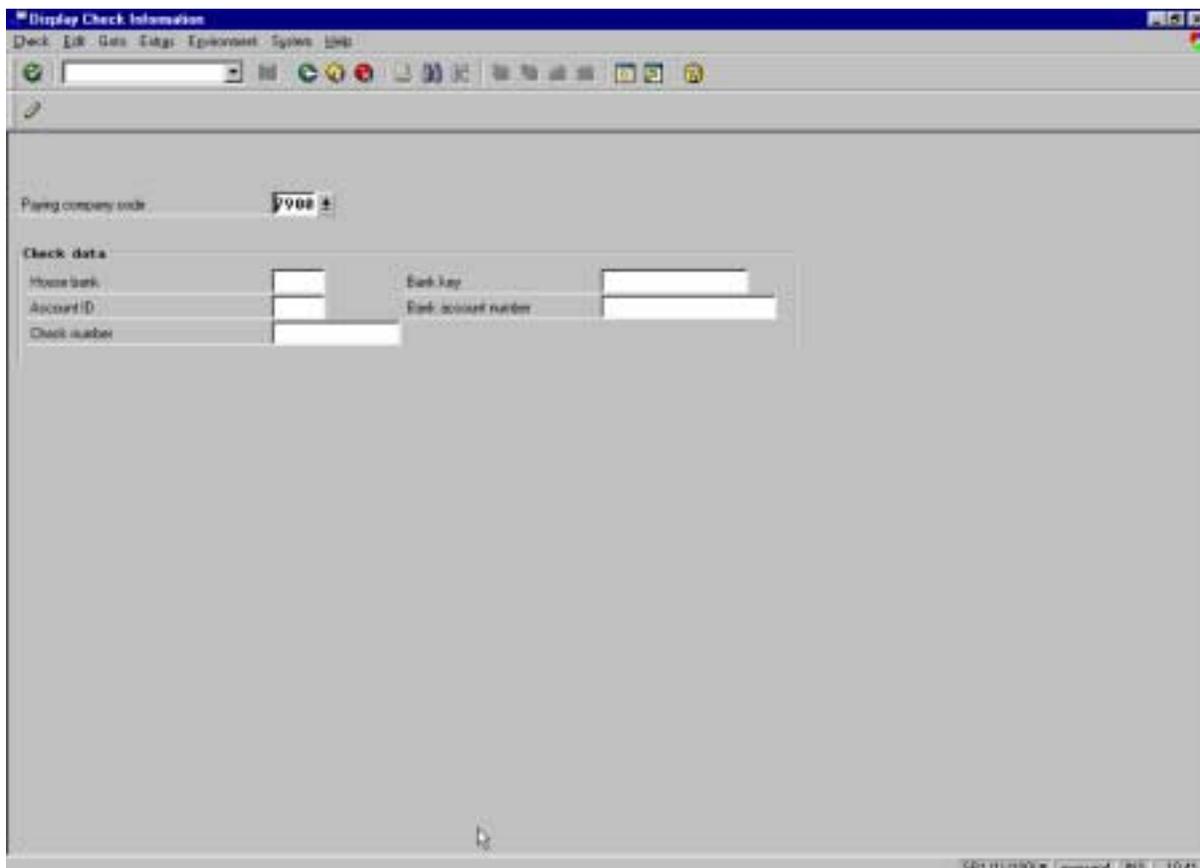
Transaction Code: **FCH1**

Retail (MM)

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
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. The disbursement house bank is NBDIS (NationsBank).
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.
Check number	The check number you want to display.

Press <Enter> or click on  to display the check details.

To exit, click on .

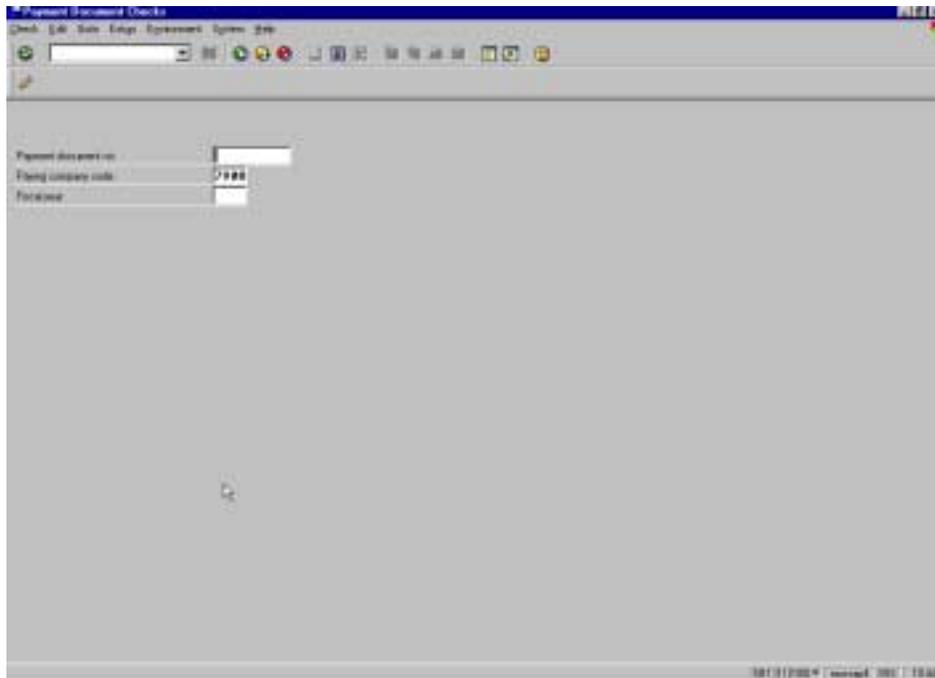


 **Display Payment Document**

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

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > FOR PAYMENT DOCUMENT

Transaction Code: **FCH2**



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.
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 .

**Online Cashed Checks**

NOTE: This procedure will only be used in the event that the automated cashed checks interface fails to function correctly. It will not normally be used. The procedure allows for the user to rapidly entered cashed check information from a statement issued by NationsBank. The system will alert the user to any payment amount discrepancies and any voided checks that have cleared the bank.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > CHANGE > ONLINE CASHED CHECKS

Transaction code: **FCHR**

Field	Description/Usage
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. The disbursement house bank is NBDIS (NationsBank).
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.
Check Encashment (Cashing) Date	Date on which the check was presented/cashed at the bank by the payee.
Value Date	Same date as the check encashment (cashing) date

Press the Enter key or click on  to proceed to the next screen.

Field	Description/Usage
Check Number	Enter the check number that you wish to cash
Amount Paid	The amount will be defaulted when you have entered the check number and press the Enter key.
Value Date	The value date will be the same as that of the value date that you have entered in the previous screen.
Check Encashment (Cashing) Date	The check encashment (cashing) date will be the same as that of the check encashment (cashing) date that you have entered in the previous screen.

You may enter multiple check numbers to be cashed. Use the **PageDown** and **PageUp** keys to scroll the screen. Click on  to save and post the checks.

A screen will pop up for you to enter the following:

Field	Description/Usage
Posting Date	Defaults to current date. The posting date could be the same or later than the posting date in the payment document of the check.
Document date	Defaults to current date
Document Type	Document type “ZV” is used.

Press the Enter key or click on  to proceed.

Reports

INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > SELECT REPORT

Program	Report Name	Menu Path
RFZALI00	Payment Settlement List	Accounts Payable > Payment Transactions > Payment settlement list
RFZALI10	Payment Settlement – List of Exception	Accounts Payable > Payment Transactions > List of Exceptions

Number Ranges

Document Types	Number Range
KZ-Vendor Manual Payment and Downpayment	1500000000 to 1599999999
ZP – Payment Posting	2000000000 to 2099999999

Invoices, Credit Memos and Parked Document Maintenance

Invoice and credit memos are entered and can be parked in the system for approval, or can be immediately posted. After sufficient checking has been performed on these parked documents, posting of the documents will take place. When a document is parked in the system, all changes can be made to the document. However, upon postings of these parked documents, changes to the documents are restricted.



Invoice Posting – “Direct Invoices”

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

**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.
Doc 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 current date. Change the posting date if the document ought to be posted in a different fiscal period.
Period	Leave blank.
Document Number	Leave blank.

<p>Reference (Required Field)</p>	<p>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#.</p> <p>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!</p>
<p>Doc header text</p>	<p>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.</p> <p>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 the format of their locally generated call number.</p>
<p>Trading Partner BA</p>	<p>Leave blank</p>
<p>PstKy</p>	<p>Enter posting key 31 for a credit entry to a vendor account number.</p>
<p>Account</p>	<p>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.</p>
<p>SP G/L Trans.type</p>	<p>Leave blank. Leave blank</p>

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



Screen: Enter Vendor Invoice: Create Vendor Item

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.
W.tax base	Leave blank if this field appears on the screen.
W.tax exempt	Leave blank if this field appears on the screen.
W.tax code	Leave the default value if this field appears on the screen. This code indicates the vendor is subject to 1099 reporting.
Payment 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 reference	Leave blank
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. Recurring "invoices" for utility companies (Public Works) may be blocked for payment until MWR receives a satisfactory invoice document.
Pmnt Method	Normally, this field should be left blank, so that the default payment method in the vendor master record will be used by the automatic payment program. However, if this particular vendor invoice should be paid by check (rather than EFT), enter payment method C.
Pmnt Meth.supl.	Leave blank.
Allocation	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!
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.

Retail (MM)

The screenshot displays a software application window for entering a G/L item fast entry. The main window contains the following fields and controls:

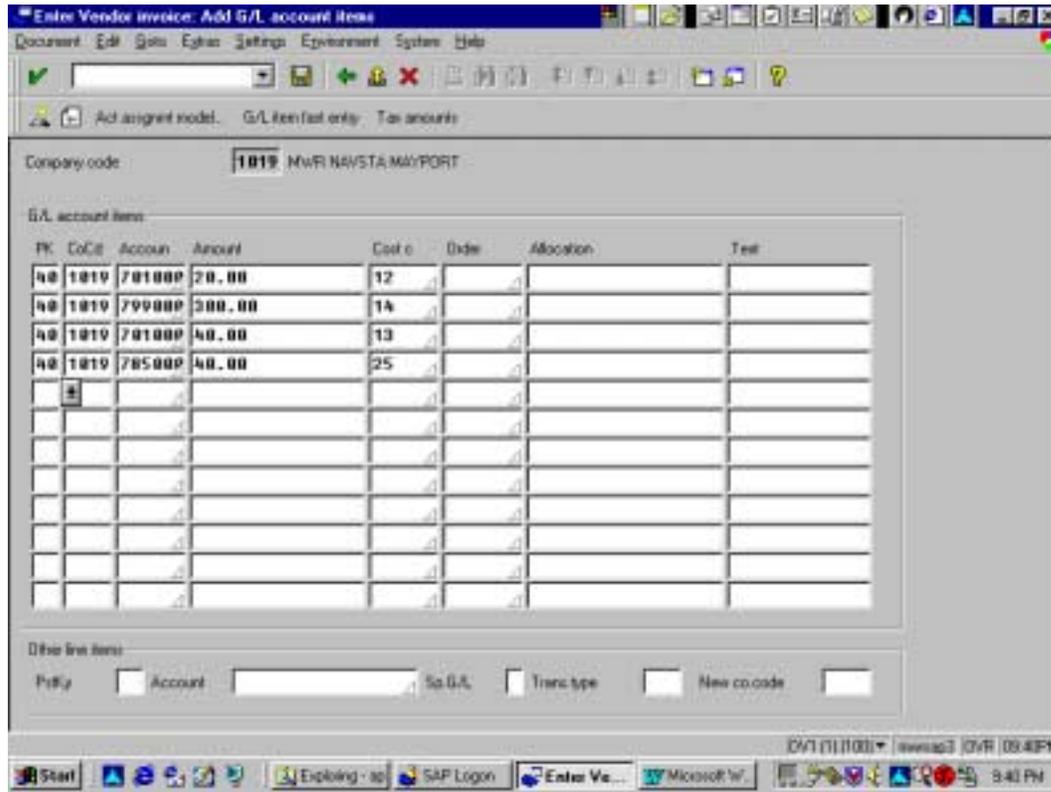
- Vendor: XXXXXXXXXXXX ID LINDSEY DHAZET G/L acc: 201000
- Company code: 1297 PO 800 6100
- WH/COMPANY/REG. NO.: JACKSONVILLE
- Item 1 / Revision / 01
- Amount: 200.00 USD
- Plant: 0001
- Disc. date: 06/04/2000
- Disc. base:
- Plant disc:
- Assignment:
- Text:
- Long fast button (green checkmark icon)
- Check item item:
- Profile: Account To G/L: Transaction: Item code:

A smaller dialog box titled "Long Fast for Debit and Line Item" is open in the foreground, showing a search field and a green checkmark icon.

Press the Enter key or click the green check mark icon 

The G/L item fast entry template can be utilized. Simply press the **G/L Item Fast Entry** push-button after the amount of the invoice is entered (prior to entering the offsetting posting key/accounts). Below see the Fast Entry Screen:

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).



If the Fast entry screen is not selected, proceed through the following fields/screen inputs:

Screen: Create Vendor Invoice: Create GL Account Item

Field	Description/Usage
Amount	Enter the dollar amount of the first offsetting expense item.
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)
Allocation	Can be used to identify USA items (at the item level) for month end report preparation. Suggestion: Enter "USA" in this field for each USA item.

Text	Enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.
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 Trans.type	Leave blank Leave blank
New Co.code	Do not enter a value in this field.

The remaining screens function as described previously (for the first offsetting expense line item).

Click  to review the entry for balancing debits/credits.

To post the document, click on .

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



Credit Memo Posting

**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS
PAYABLE → DOCUMENT ENTRY → CREDIT MEMO**

Transaction Code: **F-41**

Screen: Enter Vendor Credit Memo: Header Data

Field	Description/Usage
Document Date	Enter the date of the originating document or the vendor's credit memo.
Doc 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 ought to be posted in a different fiscal period.
Period	Leave blank.

Document Number	Leave blank.
Reference (Required Field)	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

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



Screen: Enter Vendor Credit Memo: Add Vendor Item

Field	Description/Usage
Amount	Enter the dollar amount indicated on the originating document or credit memo.
Calculate tax	Leave blank.
W.tax base	Leave blank if this field appears on the screen.
W.tax exempt	Leave blank if this field appears on the screen.
W.tax code	Leave the default value if this field appears on the screen. This code indicates the vendor is subject to 1099 reporting.
Payment Terms	Leave the default value if one appears. To adopt the payment terms on the vendor master record enter '*'.
Days/Percent	Leave blank.
Bline Date	Leave the default value.
Fixed	Leave blank.
Disc. base	Leave blank.
Disc. amount	Leave blank.
Invoice reference	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.
Allocation	Leave blank.
Text	Free entry description of transaction - useful for online inquiry and reporting.
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.



Screen: Create Vendor Credit Memo: Create GL Account Item

Field	Description/Usage
Payment Transactions:	
Amount	Enter the dollar amount of the first offsetting expense item.
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)
Allocation	Leave blank.
Text	Enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.

To post document, click on .

Message: 'Document 31xxxxxxxx is posted'.

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



Invoice/Credit Memo Fast Entry

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT ENTRY → INV./CR. MEMO FAST ENTRY

Transaction Code: **FB10**

Screen 1: Invoice/Credit Fast Entry: Header Data

Field	Description/Usage
Specifications for the following documents	
Company Code	Enter the company code for the base/fund in which the vendor item should be posted.
Doc Type	Enter KR for invoice postings and KG for credit memo postings or SD for DAR postings.
Posting Date	This field defaults to current date. Change the posting date if the document ought to be posted in a different fiscal period.
Posting Period	Leave blank.
Currency	Enter USD for US Dollars

Default data for the following documents	
Document Date	Enter the date of the originating document or vendor's invoice / credit memo.
Additional input fields for document header (select any of these additional input fields if that field information is required)	
Enter credit memos	Check this indicator if credit memos will also be entered with invoices.
Payment block	Check this indicator if payment block is required
Pmnt meth and supplement	Normally, this field should be left blank, so that the default payment method in the vendor master record will be used by the automatic payment program. However, if this particular vendor invoice should be paid by check (rather than EFT), enter payment method C.
Document header text	Check this indicator if document header text is to be ready for input. Generally, this indicator should be flagged.
Text and assignment	Check this indicator if item text and allocation are to be ready for input. Generally, this indicator should be flagged.
Cash disc base amnt	Check this indicator if cash discount base amount is required
Discount amount	Check this indicator if cash discount amount is required

Vendor/Trade Part Entry - Header Data

Specifications for the following documents

Company code: 4201 Document type: 31
Posting date: 04/04/2000 Posting period: 1

Default data for the following documents

Document date: 05/01/2000

Additional input fields for document header and vendor data

<input checked="" type="checkbox"/> Enter credit memos	<input type="checkbox"/> Payment block
<input type="checkbox"/> Automatic tax code determination	<input type="checkbox"/> Document header text
<input type="checkbox"/> Document header text	<input type="checkbox"/> Payment reference
<input type="checkbox"/> Text and assignment	<input type="checkbox"/> Alternative payment type
<input type="checkbox"/> Business area	<input type="checkbox"/> Flags
<input type="checkbox"/> Cash disc base amt	<input type="checkbox"/> PSE-PCR data
<input type="checkbox"/> Discount amount	

Click on the button.

Screen 2: Invoice/Credit Fast Entry: Enter Items

Field	Description/Usage
Document date	Field value defaults from document date entered on previous screen
Reference doc.	Enter the reference number of the originating document. For example, this may be the vendor's invoice number, vendor's credit memo number, form number of an employee expense claim, prize control number, or form number of a fund custodian's replenishment form.
VENDOR POSTING:	
Account	Vendor Account
Amount	Enter the dollar amount indicated on the originating document, invoice or credit memo.
Credit memo	Flag this indicator if this document is a vendor credit memo. Flagging this indicator actually just changes the default posting key from 31 (vendor credit) to 21 (vendor debit). It will also change the default posting keys for the offsetting entries from 40 (g/l debit) to 50 (g/l credit).
Tax amount	Leave blank.
Calculate tax	Leave blank.
Payment terms	Unlike regular invoice entry, the fast entry screen does not default the payment terms stored in the vendor's master record. However, the payment terms stored in the vendor master record can automatically be adopted by entering a '*' in this field. The asterisk character is the default value. If the payment terms on the originating document differ from those stored in the vendor master record, another payment term can be selected. Use the drop down arrow to aid in selecting a valid payment term:
Baseline date	Leave the default value which derived from the invoice date (document date).
Days	Leave blank.
Percentage	Leave blank.
W.tax base	Leave blank.
W.tax ex amt.	Leave blank.

/in (withholding tax code)	Leave the default value '*'. This will cause the withholding tax code from the vendor master record to be adopted. The withholding tax code facilitates 1099 reporting for the vendor. If the vendor is not subject to 1099 reporting, leaving this field with the asterisk character will have no impact.
Offsetting Items:	
CoCd	Do not enter any value in this field.
Account	Enter the GL account for the first offsetting expense item.
Amount	Enter the dollar amount of the first offsetting expense item.
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)
Allocation	Leave blank.
S	Check if this item is to be posted using inverted +/- signs. If the field is selected, credit postings are made for invoices and debit postings are made for credit memos.

Go to **Document > Simulate** to view the accounting entries.

Ensure the entry is in balance.

To post document, go to **Document > Post** or click on .



Change Document

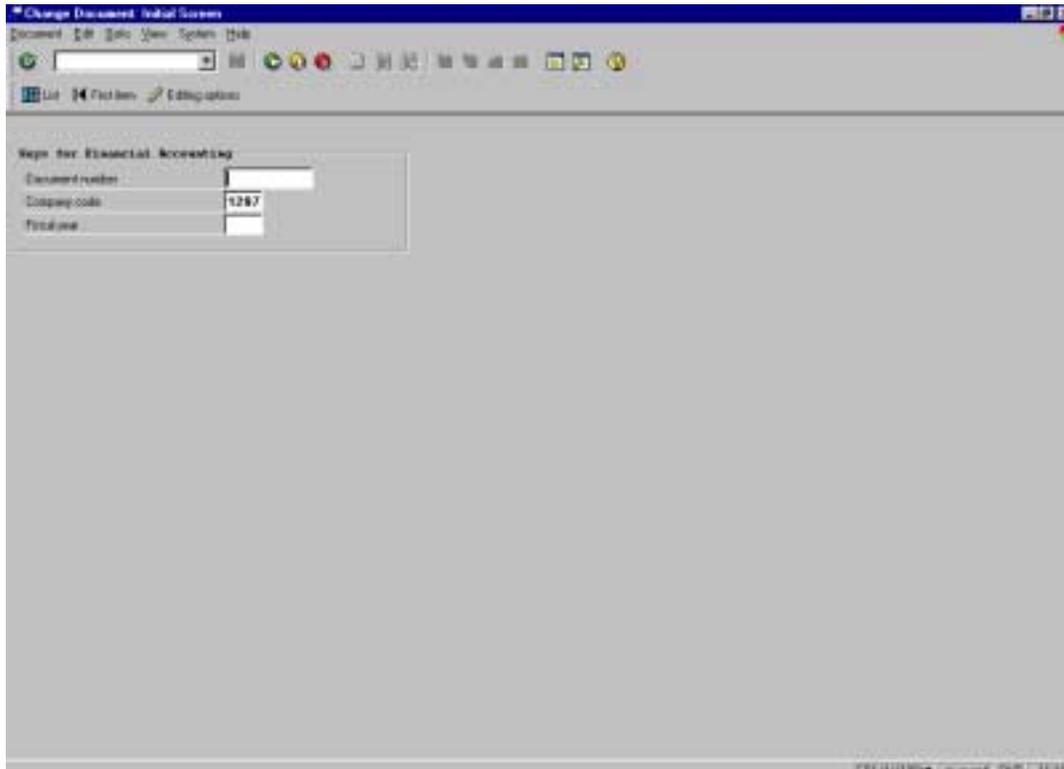
It might be necessary to change some details in the document. However, the dollar amount, GL account, cost center and internal order can never be changed if the document has been posted. If these values were posted in error, the document should be reversed. A new document with the correct values should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

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT → CHANGE

Transaction code: **FB02**

Screen: Change Document: Initial Screen

Field	Description/Usage
Document number	System-generated number after saving a document
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



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



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:

- Withholding tax code (vendor line item only)
- Payment terms (vendor line item only)
- Payment block (vendor line item only)
- Payment method (vendor line item only)
- Line item text

To save the changes click on the Save icon .



Change Document Line Items

**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS
PAYABLE → DOCUMENT → CHANGE LINE ITEMS**

Transaction code: **FB09**

Field	Description/Usage
Document number	Enter the document number to be changed.
Company Code	Enter the company code for the base/fund in which the document to be changed was posted.
Fiscal Year	Enter the financial year in which the document to be changed was posted.
Item number	
Line item	You may enter the line item that you wish to make changes for in this document that you have specified.
Only Line Items for	

Assets	By clicking on this indicator, it implies that only the asset line items can be changed
Customers	By clicking on this indicator, it implies that only the customer line items can be changed
Vendors	By clicking on this indicator, it implies that only the vendor line items can be changed
G/L accounts	By clicking on this indicator, it implies that only the GL line items can be changed

The fields that appear with light-colored backgrounds can be changed.



Display Document

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT → DISPLAY

Transaction code: **FB03**

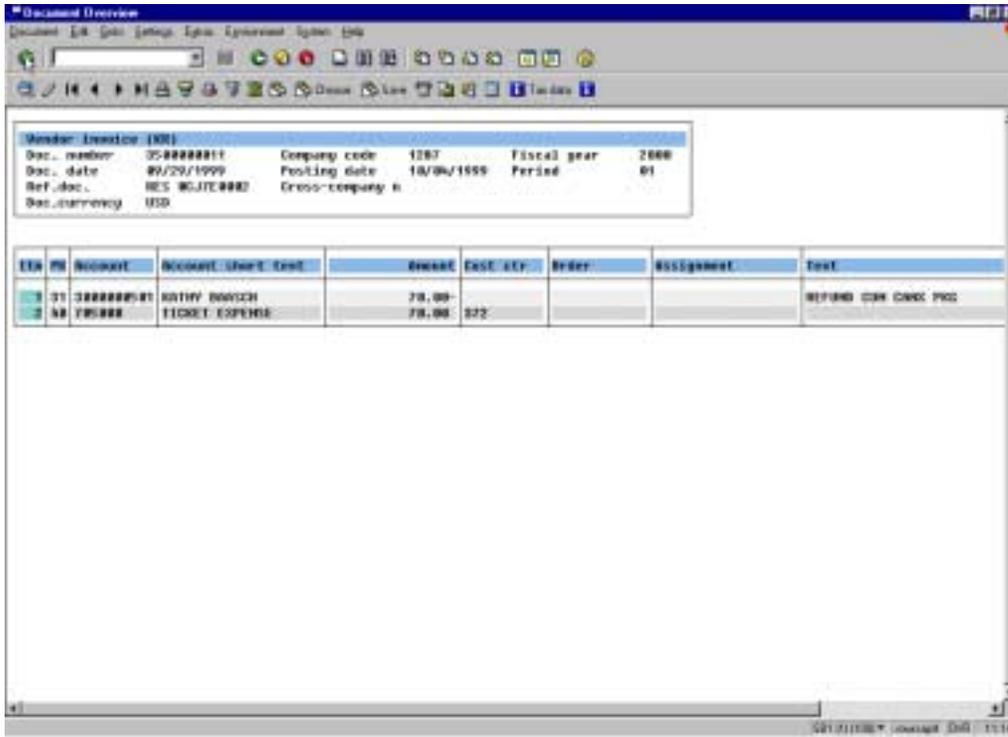
Screen: Display Document: Initial Screen

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



Retail (MM)



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

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



Display Document Changes

**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS
PAYABLE → DOCUMENT → DISPLAY CHANGES**

Transaction code: **FB03**

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: 'Enter' Key

Click on the  icon

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



Park a Document

At times you will enter an invoice or credit memo that needs to be saved, but not posted. For example, you may want to enter an invoice that you know you will need to make changes to the next day. When this situation occurs, you can *park* the document.

NOTE: When a document is parked, it is not posted to the General Ledger. You must follow the steps for posting a parked document (p. 2-47)

YOU CANNOT CLOSE THE ACCOUNTING PERIOD IF THERE ARE PARKED DOCUMENTS - REMEMBER TO REVIEW ALL PARKED DOCUMENTS AND EITHER POST OR DELETE THEM!

To park an invoice:

**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE
→ DOCUMENT ENTRY → PARK INVOICE**

Enter the information as you would on a normal invoice. When you choose the  button, the document is not posted. To park the document, select Document > Park. Note the parked document number.

To park credit memo:

**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE
→ DOCUMENT ENTRY → PARK INVOICE**

Enter the information as you would on a normal credit memo. When you choose the  button, the document is not posted. To park the document, select Document > Park. Note the parked document number.

**Change Parked Documents**

Occasionally, documents are parked during invoice verification of PO-related invoices. This procedure illustrates how to change details on a parked document. Direct vendor invoices should not be parked.

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT → PARK 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

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  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.

Select the  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 .

A new line item can also be added:

- Pst key
- Indicate GL account

OR

Click on 'GL fast entry'

When done, save the document by clicking on .



Change Parked Document Header

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT → PARK 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.

Select the  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

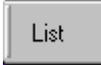
**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS
PAYABLE → DOCUMENT → PARKED DOCUMENTS → DISPLAY**

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  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 have entered the parked document.

Select the  icon

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

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

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  pushbutton.

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 is discovered later after routing.

**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] pushbutton to delete the parked document.

System message: *‘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, not does not post it to the general ledger! You must POST a parked document with the following transaction.

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  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  icon

Position your cursor on the line item that you wish to select, and click on the  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 center, internal orders) that are incorrect can easily be reversed. SAP provides functionality to automatically generate a reversal document, once the original document is specified by the user.

Remember, reversal documents cannot be posted to a period that is already closed, and the financial statements already generated. Generally, SAP will use the posting date of the original document as the reversal posting date. However, a different posting date can be specified by the user, but should be the same accounting period as the original document.

**ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS
PAYABLE → DOCUMENT → REVERSE → INDIVIDUAL DOCUMENTS**

Transaction code: **FB08**

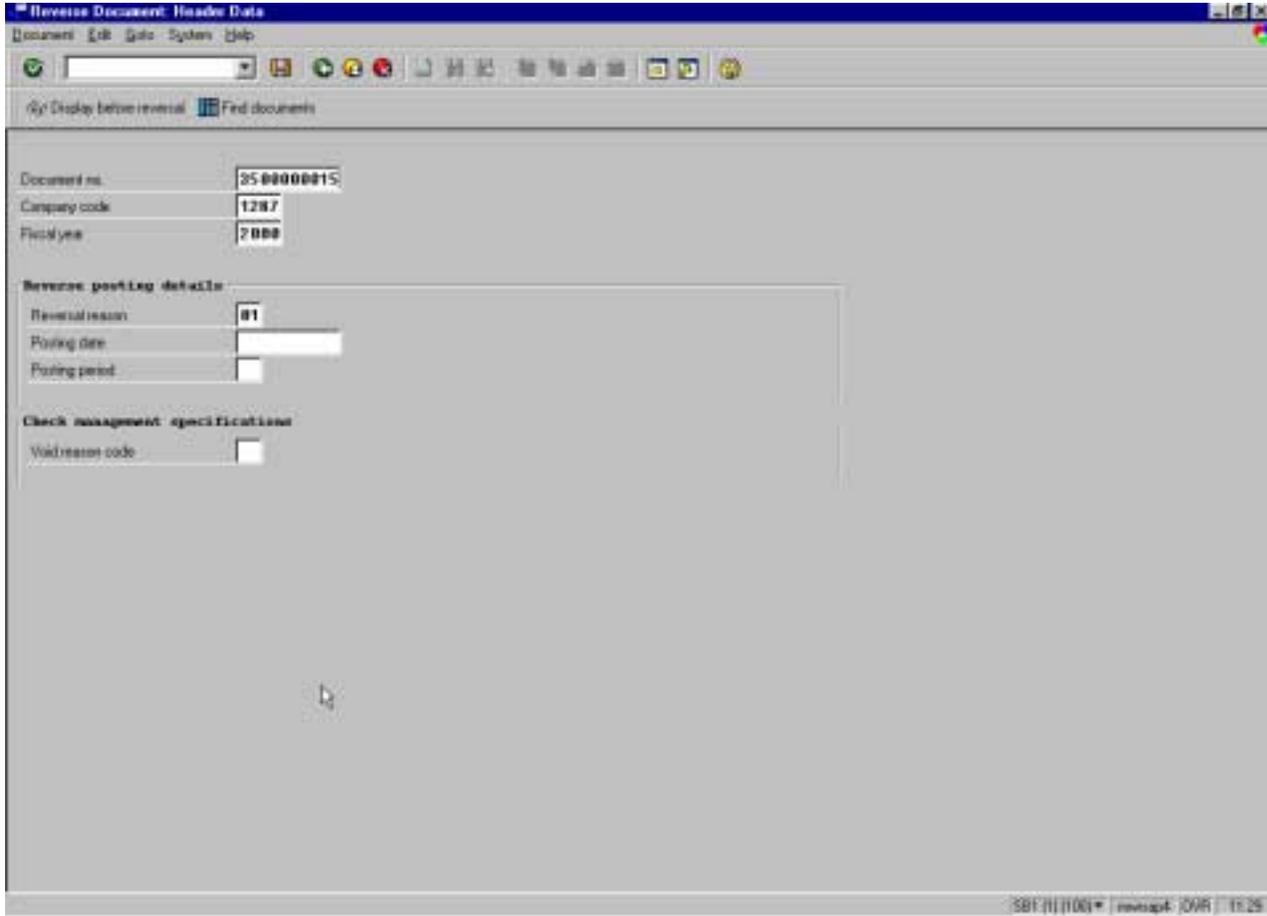
Screen: Reverse Document: Header Data

Field	Description/Usage
Document number	Enter the document number to be reversed.
Company Code	Enter the company code for the base/fund in which the document to be reversed was originally posted.
Fiscal Year	Enter the fiscal year in which the document to be reversed was originally posted. Remember that MWR 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). It should be left blank when using reversal reason code 01.
Posting period	Leave this field blank unless the reversal document should be posted into special period 13.

Check management specifications

Void reason code

Leave blank. Reversal of check payment documents should be performed using check management. Do not use this transaction to reverse check payments.



Press on the  icon to see the document for cancellation.

Click on  to escape to the previous screen.

To reverse the document, press on .

Document number range is 190000000 to 199999999. Write the reversing document number on the invoice.



Mass Reversal of Documents

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 (e.g. to reverse an incorrect EFT payment run, use the payment document numbers recorded in the payment run log).
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.

Reason for reversal	<p>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:</p> <p>01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal</p> <p>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.</p>
Posting Date	<p>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. It should be left blank when using reversal reason code 01.</p>
Posting Period	<p>Leave this field blank unless the reversal document should be posted into special period 13.</p>
Test Run	<p>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.</p>

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.

Reports

For other Accounts Payable reports:

INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > REPORT SELECTION >

Program	Report Name	Menu Path
RFKSLD00	Vendor Balances in Local Currency	Vendors > Information System > Account Information > Balances in Local Currency
RFKOPO00	List of Vendor Open Items	Vendors > Information System > Account Information > Open Items
RFKOFW00	Due Date Forecast	Vendors > Information System > Account Information > Due Date Forecast
RFKOPR00	Vendor Payment History with OI Sorted List	Vendors > Information System > Account Information > Payt history with OI analysis
RFKEPL00	List of Vendor Line Items	Vendors > Other analyses > Account > Line Items
RFKAPO00	List of Cleared Vendor Items	Vendors > Other analyses > Account > Cleared Items
RFKANZ00	List of Vendor Down Payments on Key Date – Vendors	Vendors > Other analyses > Account > Open down payments
RFZALI00	Payment Settlement List	Vendors > Payment Transactions > Payment settlement list
RFZALI10	Payment Settlement – List of Exception	Vendors > Payment Transactions > List of Exceptions

INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > REPORT SELECTION

Program	Report Name	Menu Path
RFBELJ00	Compact Document Journal	General Ledger > Adequacy and Documentation > Document > Compact Document Journal
RFEPOJ00	Line Item Journal	General Ledger > Adequacy and Documentation > Document > Line Item Journal

Number Ranges

Document Types	Number Range
KA – Down-payment Request and Down-payment Clearing	3000000000 to 3099999999
KG – Direct vendor credit memo	3100000000 to 3199999999
KP – Vendor account maintenance (misc postings to vendor)	3400000000 to 3499999999
KR – Direct vendor Invoice	3500000000 to 3599999999
KZ – Vendor payment receipt	8400000000 to 8499999999
RE – PO-related vendor invoice/credit memo	5100000000 to 5199999999
SR - Standard Reversal (invoice/credit reversal)	1900000000 to 1999999999
ZT – EFT payment posting	8000000000 to 8099999999
ZC – Check payment posting	8100000000 to 8199999999
ZV – Payment clearing	8200000000 to 8299999999

FI/AP Manual Payments, aka “Hot Checks”**Post Manual Payment**

This process describes the creation of a “hot” check (as opposed to an automatic system check) and the posting of manual payment document in SAP. “Hot” checks are created at the individual bases/funds. Hot check procedures produce one check at a time, so should be used for refunds, bingo prizewinners, custodian replenishment, etc.

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! Follow the procedures below

**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 for disbursements.
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. The disbursement house bank is NBDIS (NationsBank).
Check Lot Number	Enter the check lot number for the new check. Currently MWR only has a single check lot for regular system checks and “hot” checks. Enter check lot 0001.
Calculate Payment Amount	If the payment amount is not known in advance, the dollar amount for the posting to the cash disbursement account does not have to be entered on the following screen. This feature is useful since if the incorrect amount were entered it would have to be corrected later because it does not correspond to

Retail (MM)

	the total of the item(s) selected to be paid. If a payment on account is being made to a vendor, the amount field must be completed, so the field is not suppressed on the next screen.
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.
Print Immediately	By selecting this indicator, the check will be printed immediately. Otherwise, the check will be placed in the spool queue.

Payment with Preload: Header Data

Applications | Enter | Settings | Environment | System | Data

Enter payments

Payment method and form specifications

Company code: 7900
Payment method: C
House bank: MEDI5
Check list number: 0001
Alternative form:
File:

Processing type

Calculate print area

Printer

Printer for forms: Pc_437_1_coop2
Print advice printer:

Output control

Print immediately
 Recipient's lang
 Currency in ISO code
 Test print

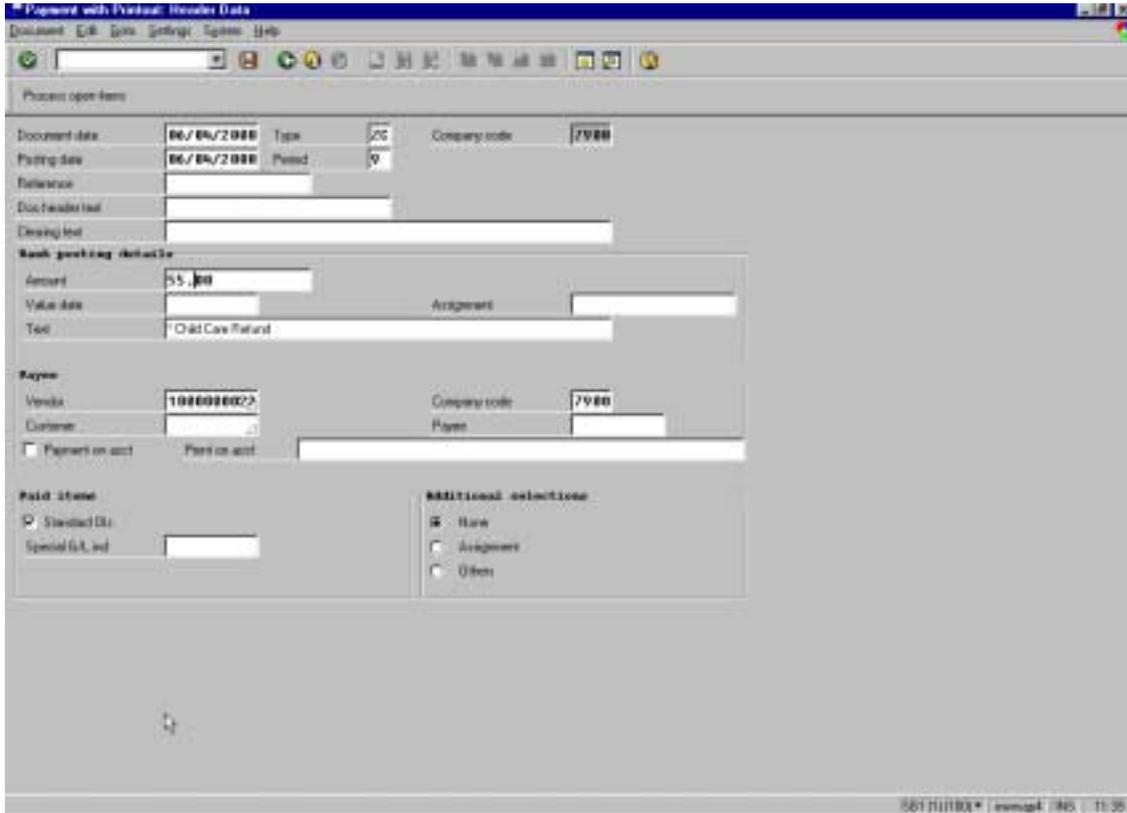
Click on **Enter payments** to post the payment document.

Screen: Payment with Printout: Header Data

DOCUMENT HEADER:	
Document Date	Enter the date of the payment.
Doc 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 document	Leave blank
Header Text	Leave blank
BANK POSTING DETAILS:	
Amount	Amount of check payment. If open items are to be selected, but the total amount is not known, leave this field blank. If the total payment amount is known, such as for a payment on account, enter the desired dollar amount.
Value Date	Enter the current date.
Text	Enter a description if required.
PAYEE:	
Vendor/Customer	If open items are to be selected, enter the appropriate vendor account number.
Company Code (Sender)	Enter the appropriate company code (fund) in which the vendor payment is to be made.
Payment on account	Flag this checkbox if payment is not related to an existing open item, but instead is simply a payment on account. Payment on account can be used in cases where supporting documentation or invoice has not been provided, but check is required immediately. Invoice can be entered "after the fact".
Text	Enter a description that can be printed on the check. To have the text print, simply prefix the text with an asterisk "*".
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) are not displayed for selection, this field should be left blank. To pay these special G/L postings, enter the relevant codes (A, D, U, etc). These types of postings only really 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.

Retail (MM)

Standard Ois	Activated (Default). Indicator determines that standard open items are to be taken into consideration during clearing.
ADDITIONAL SELECTION:	
Additional Selections	Accept the default value 'None'



If open items are to be selected for this payment, click on  button. This option would be used to process a check for an item is listed as open and unpaid such a vendor invoice that has been input but not yet processed for payment during an EFT payment run.

If a payment on account is being made, press the  button to post the payment document. The check will be automatically printed to the printer specified on the first screen. This option will be used in a case where you have been directed to prepare a check where the invoice or supporting check request is to be provided at a later time. **SEE SPECIAL NOTES FOR PAYMENT ON ACCOUNTS AT THE END OF THIS SECTION**

NOTE: Most payments will be processed against Open Items.

Screen: Post Outgoing Payments: Process Open Items

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

Doc.	DT	Doc.date	PK	BusA	Arrears	USD Gross	Discount	Cash0%
3500000016	KR	07/27/99	31	11		700.00-		
3500000017	KR	07/27/99	31	11		700.00-		
3500000018	KR	07/27/99	31	11		800.00-		
3500000019	KR	07/27/99	31	11		700.00-		

Processing status:

Number of items	4	Amount entered	700.00-
Display from item	1	Assigned	2,900.00-
Reason code		Difference postings	
Display in clearing currency	<input type="checkbox"/>	Not assigned	2,200.00

To select an invoice, double click on the line item under the “Amount/USD Gross” column. Subsequently, the “Not Assigned” amount should be zero (if the payment amount equals to the invoice amount). NOTE: Selected items are “BLUE” in color. Double clicking a single line item several times will turn the items black or blue indicating selected or not selected. Be sure your selected item (s) is Blue!!



NOTE: If you have a block of invoices to select, position your cursor on the first invoice to be selected and click on the **Select beg.** button to mark the beginning of your selection. Subsequently, position your cursor on the last invoice that you wish to select and click on the **Select end** button.

Retail (MM)

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.

If you did not specify a payment amount, just choose the desired open items and the system will calculate the total payment amount. In this case the “Not Assigned” field will not be displayed on the screen.

Click *Document* > *Simulate* or click  to view the accounting entries.

Click on  to post the payment document. The check will print automatically to the printer specified on the first screen.



Warning: If you used this option for PAYMENT ON ACCOUNT remember you **MUST** go back and process an invoice. 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 a zero balance.

SPECIAL NOTE: If you are creating a HOT CHECK for one invoice to a vendor and there are additional open items, you must **BLOCK** those invoices so that the HOT CHECK payment will not **OFFSET** the open amounts. Remember, the hot check process creates a payment **WITHOUT AN INVOICE**. If you try to pay the remaining open items for this vendor, the system will offset the open items against the existing payment (HOT CHECK) and will pay the net amount!!!



Reports

**INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING >
ACCOUNTS PAYABLE > SELECT REPORT >**

Program	Report Name	Menu Path
RFKAPO00	List of Cleared Vendor Items	Accounts Payable > Other analyses > Account > Cleared Items

Number Ranges

Document Types	Number Range
ZC	80000000000 to 80999999999

Automatic Payments

In order to execute the payment program, a vendor or customer master record must exist, and open items due for payment must also exist 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 EFT). Since MWR and VQ wish to maximize their cash discounts, the payment program will determine when to pay items to ensure that cash discounts are realized.

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

EFT Payment runs will be executed centrally (at MWR HQ). Payment runs for producing system checks (different from “hot” checks) should be kept to a minimum as the Debt Collection Act of 1996 requires payments to vendor 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. The process for creating “hot” checks is described in Chapter 4.



Perform Automatic Payment Run for Checks or EFTs

This process describes the automatic posting of payments and printing of system checks or creating of an EFT data file. Primarily this process will be performed at MWR HQ and EFT automatic payment runs will be executed. Some system check automatic payment runs may be necessary during the implementation/testing phase of the system. Routine system check payment runs are not anticipated during normal operation/day to day activity.

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 PC Card that is attached to the printer. This PC Card 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 PC Card should be restricted. Additionally, in order to ensure adequate internal controls, the ability to "run checks" should be restricted to 1 or 2 individuals!



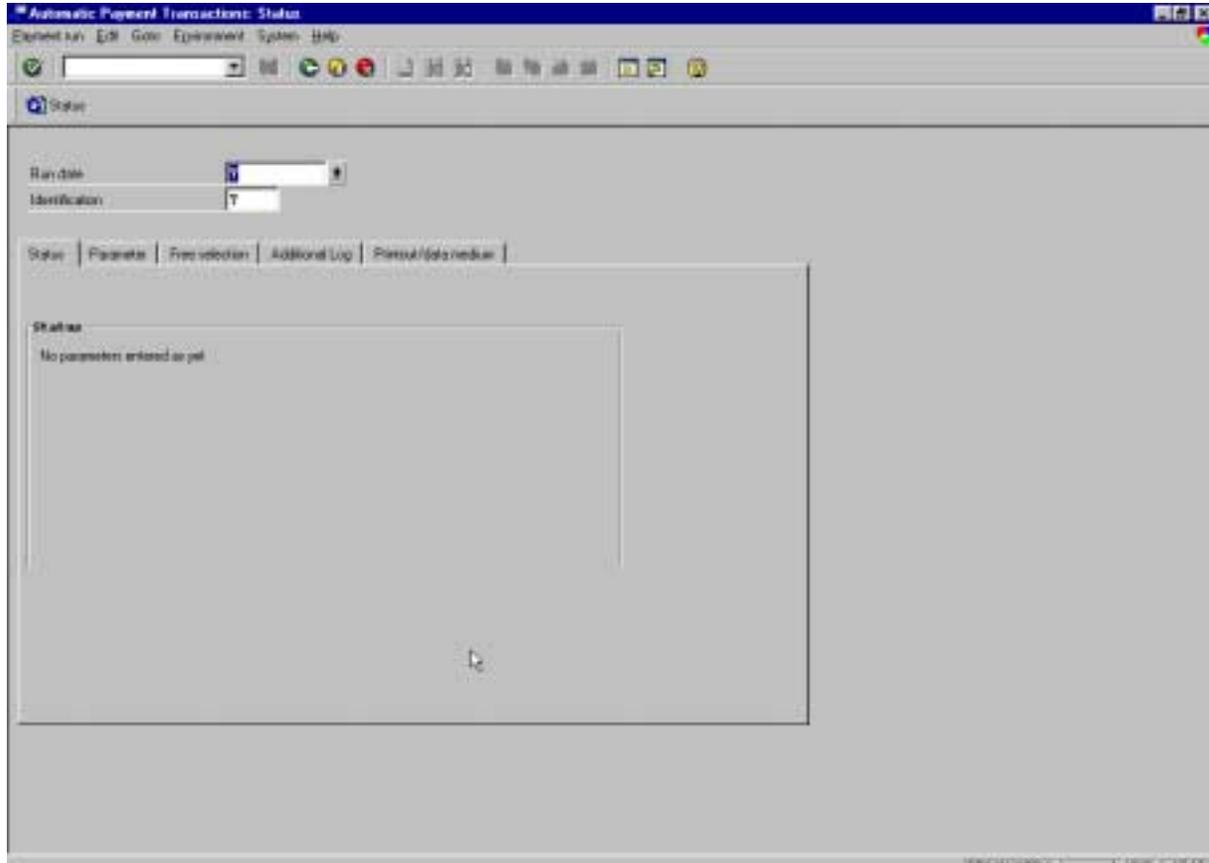
Maintain Header Data

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → PERIODIC PROCESSING → PAYMENTS

Transaction code: **F110**

Screen: Automatic Payment Transactions

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.



Press ENTER 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 called "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.
Documents entered up to	This field defaults to current date. MWR HQ requests MWR accounting departments respect the posting cut-off time of the noon every day. Those items ready to paid (based on due date) that are in the system by noon will be paid by the 14:00 payment runs. This means that if the local MWR Accounting Departments requires a review of open items prior to payment, it must be performed before 1200 (CST). EFT payment runs will be performed by HQ each day at 1400.
Company Codes	Enter all of the company codes that are to be paid together. HQ will process EFT payments run across Company Codes (entering the codes in the format of (1000,1999),(8000,8999). If local Accounting Offices are required to process an automatic payment (system checks) then only the appropriate company code should be entered.
Pmnt meths	Enter the payment method 'C' for check payment, or 'T' for EFTs. Never enter both payment methods. Local Accounting Departments are NOT authorized to initiate EFT transactions.
Next posting date	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.

Run date: 07/15/1999
 Identifier: 51801

Status: Parameters | Free selection | Address Log | Printout/Status screen

Posting date: 07/15/1999 Date entered up to: 07/15/1999
 Customer items due by:

Company code	Payment term	Next p/date
1819	E	10/01/1999

Accounts:
 Vendor: 180000002 To:
 Customer: To:

Foreign currencies:
 Rate type for conversion:

 **NOTE:** SAP selects all documents with the Documents that have been entered (goods received and invoice receipt) up to the date of the payment run. Then, matches them to the date identified as the next payment date to calculate which documents must be paid this payment run In other words, if a document will be overdue by the next payment date, the invoice 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.

Field	Description/Usage
Accounts	
Vendor	To pay a range of vendors, enter a beginning vendor in the from field and an ending vendor in the to field e.g. 0000000000 to ZZZZZZZZZZ. It is not efficient to pay a single vendor using the automatic payment program (although this is the only way to generate an EFT file for a single vendor). For example enter range 2000000000 to 4999999999.
Customer	To pay a range of customers, enter a beginning customer in the from field and an ending customer in the to field e.g. 0000000000 to ZZZZZZZZZZ. In general, customers credit items (eg. over-payments) will not be paid using the automatic payment program, so these fields should be left blank. <u>Customers will be usually be paid using a "hot" check in cases where a "refund" is needed.</u>
Foreign Currencies	
Rate type for conversion	Foreign currencies are not currently used, so this field must be left blank.

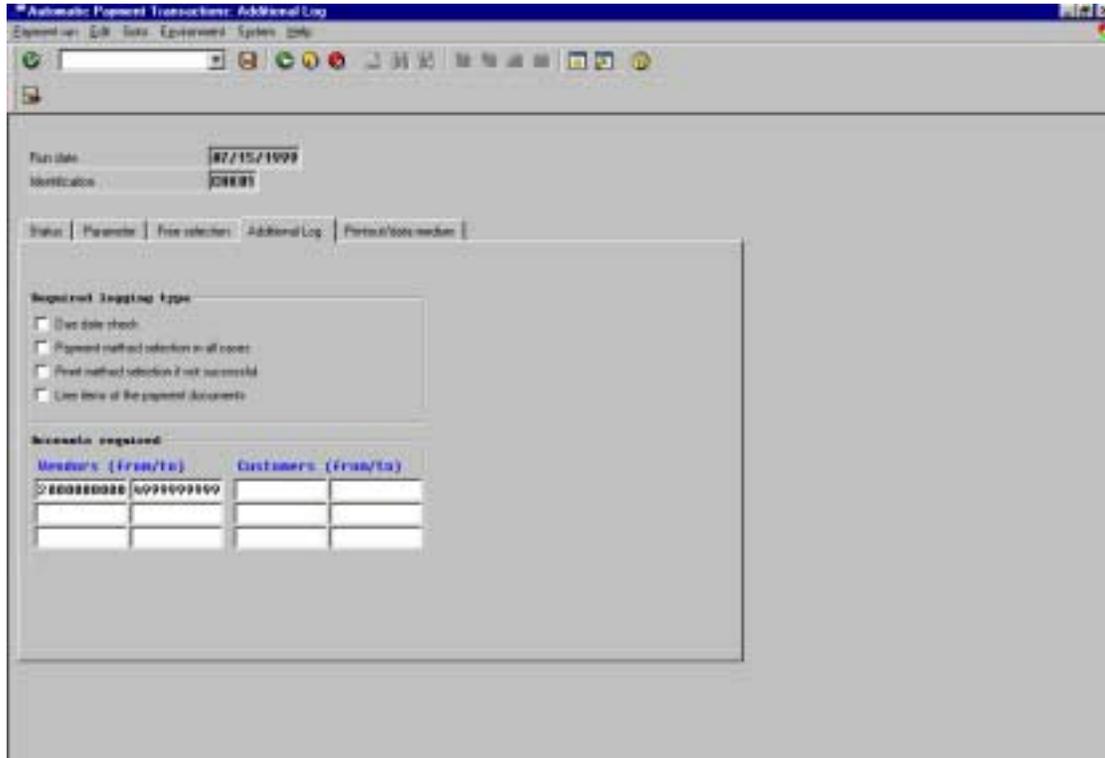
Skip the Tab labeled **[Free selection]**

Click on tab 

Field	Description/Usage
Required Logging type	
Due date check	Indicator that due date checking should be logged for open items. This indicator should be checked. By checking this indicator, the "log" identifies due date checking.
Payment method selection in all cases	Indicator that payment method and bank are logged. Leave blank.
Pmnt method if not successful	Alternatively to using the indicator described above, this checkbox could be flagged to log the attempted selection of above are recorded if no permissible entries are found. This indicator should be checked. By checking this indicator, the "log" identifies payment method if the payment run is not successful.
Line items of the payment documents	Indicator that all posted documents posted in the log is printed with your items. The documents are printed for payment proposals, which are generated during the following payment. This indicator should be checked. By checking this indicator, the "log" identifies all posted documents in the payment run.
Accounts Required	Again enter the range of vendors to be reviewed for payment. For example, 2000000000 to 4999999999.

Then click the green check mark  or press the Enter key.

This will enable the SAP system to produce a report that will list any payments that return an error.



 **NOTE:** To delete an erroneous parameter, click on **Edit > Parameters > Delete parameters**.



Print Programs

Click on Tab [Printout/data medium] **Print programs**.

Screen: Automatic Payment Transactions: Print Programs

In the field, beside the program **RFFOUS_C** select variant:

ZMWR_CHK_JAX (for Jacksonville only)

ZMWR_CHK_SEA (for Seattle only)

For EFTs, in the field, beside the program **RFFOUS_T** select variant:

ZMWR_EFT_HQ (HQ EFT only)

ZMWR_CCO_HQ (HQ cash concentration only)

Click on the Save icon  to save the transaction.



Schedule Proposal

Click on the Tab labeled "Status"

The status box now reads "Parameters have been entered"

This screen displays the status of the payment proposal. Use this screen to schedule the created proposal.

Click on the button labeled [**Proposal**] 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.

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.



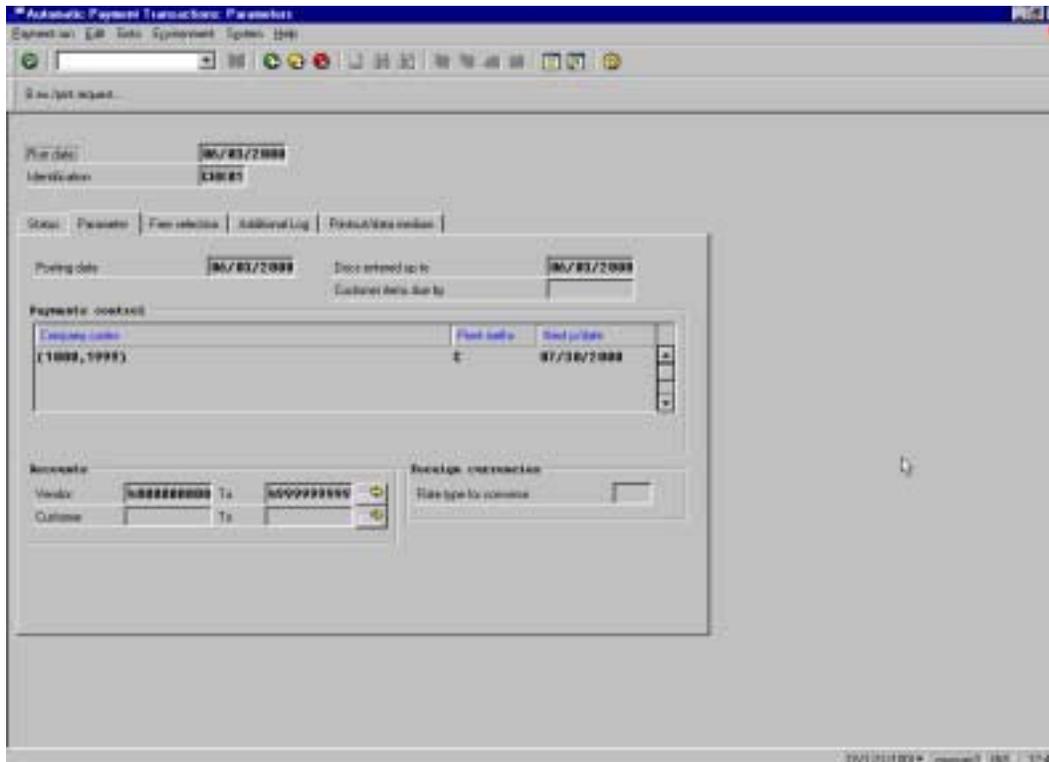
NOTE: Press Enter or click on  to refresh the status displayed on this screen. Initially the message may indicate the proposal is running. You may need to click on the Status Icon several times until the process is actually complete. Eventually, when the payment proposal is has been created the message 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] icon.
	NOTE: Skip the “Account Clerk” screen by clicking on the green check mark.



HR HQ TREASURY Payment proposal list for proposal run 06/02/2000/EH01 06/06/2000 12:06
 Millington Users: HQ_P
 Company code: 7900 Page: 1

Payment	House No	Next IB P. Name (In language of country)	Account holder	Amount paid (FC) Curr.					
BR	Cont No.	Type	Doc. date	Blind date	Payt FR	FC gross amount	Tot. ded. in FC	Net amount in FC Curr.	Exp
Vendor address									
Seaworld 500 Orlando Way Kissimmee FL 35046-0066									
Exception									
1824 2500000000 RE No payment									
			06/15/1999	06/15/1999	0005 31	25,000.00-	0.00	25,000.00-	USD 010
Vendor address									
C F C OF ISLAND COUNTY C D UNITED WY 000 HILLER PO BOX OAK HARBOR WA 98277									
Exception									
1287 5100000001 RE No payment									
			02/25/2000	02/25/2000	0001 31	5.00-	0.00	5.00-	USD 010
Vendor address									
KOHENBERG TANNEN L 3268 N STATE HWY 20 54									

If you clicked on **Edit proposal**, the following screen will appear:

Screen: Edit Payment Proposal: Payments

06/02/2000 7900

Vendor	Customer	Name	Doc No	Amount Paid
000000010	Seaworld		***	Exception
000000034	ERIE LE PALACE		F11000001	55.00
000000041	J L BAILEY		F11000000	9,999,999.99
000000058	DIAGNOSTIC KAREN		F11000000	9,999,999.99
000000063	E F C OF ISLAND COUNTY		***	Exception
000000205	KOHENBERG TANNEN L		***	Exception
000000205	KOHENBERG TANNEN L		F11000007	100.00
000000173	W. Hal		***	Exception
000000174	W. Rabbit		***	Exception
000000175	W. Hal		***	Exception
000000176	W. Rabbit		***	Exception
000000177	The Bad Guy		F11000000	25,000.00-
000000178	The Bad Guy		F11000001	25,000.00-
000000179	The Bad Guy		F11000003	25,000.00-
000000188	W. Barry Rabbit		***	Exception
000000191	Randy Putter		F11000001	5,000.00-
000000193	Rory Poplin		F11000007	10,000.00-
000000194	Randy Hake Bender		F11000001	355.00-

Number of the line: 47 Payment method: 20,615,688.25
 Display line: 7 Incoming payment: 0.00

Retail (MM)

Use this screen to display and edit the proposal created. This screen displays the documents available for payment and the documents not available for payment. The line layout display can be changed to display different information on the screen. To change the layout set, click on Settings > Line layout. Choose the desire line layout from the pop up screen. You may find it easier to view the exception list with the vendor NAME so select the line layout with VEND/CUST/NAME/DOCNO/AMOUNTPD

Layout set can be chosen to display different information about the payment document.

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 document and double click or click on **Choose**. The Edit Payment Proposal: Open Items screen will be displayed.

Screen: Edit Payment Proposal: Payments

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. 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.

However, it is wise for the Business Manager to periodically review the vendors with blocked items since these exceptions may not be reviewed regularly by the bases. This could lead to unreasonable delay in paying the vendor.

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

To delete the proposal, click on Edit > Proposal > Delete Proposal.



Schedule the Posting and Printing/Creating of Payment Media

EDIT > PAYMENTS > SCHEDULE PRINT.

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

Click on [**Start immediately**] pushbutton and the [**Post and Print**] pushbutton to run the payment program.



Be sure that the correct blank paper stock is in the printer AND the PC Card is located in the CHECKBOX!!



NOTE: Press Enter or click on **Status** 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.
- initiate the EFT data file creation and remittance advice printing processes for EFT payment runs



Print Checks and EFT Remittance Advices

If necessary, the checks or EFT payment documents can be scheduled for printing.
This step actually prints out the checks .



Warning: Be sure that the correct blank paper stock is in the printer AND the PC Card is located in the CHECKBOX!!

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 payment 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 that requests for the checks are identified “SYSTEM CHECKS”.

The spool request with EFT remittance advices is identified by “PAYMENT ADVICES”.

Remittance advices will be set up to be printed at MWR HQ although the EFT payment run will be performed centrally. HQ will initiate the printing of the EFT remittance advices. These remittance advices will be automatically faxed to those vendors with valid fax numbers in their master records (or mailed) to inform them of the payments (with detail info) that have been made directly to their bank accounts.

A summary report will be automatically at each local activity printer to inform you of EFT items paid. **PLEASE REVIEW THIS DOCUMENT!**

- Click the box next to the spool number of the first spool file. Click Spool request > Display and view the contents of the first spool file.
- To print – click on the print key and enter the printer details. To delete the spool file after the checks have been checked and completed: Menu > Spool Requests > Delete

Reports

**INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING >
ACCOUNTS PAYABLE > SELECT REPORT >**

Program	Report Name	Menu Path
RFZALI00	Payment Settlement List	Accounts Payable > Payment Transactions > Payment settlement list
RFZALI10	Payment Settlement – List of Exception	Accounts Payable > Payment Transactions > List of Exceptions

Number Ranges

Document Types	Number Range
ZT – EFT Posting	8200000000 to 8299999999
ZC– Check Posting	8000000000 to 8099999999

Vendor Master Data

This chapter discusses the process of creating a vendor master record as well as changing and displaying an existing vendor master record. Screen layouts vary depending on the account group assigned to the vendor. The Account Groups established for Morale, Welfare and Recreation and Visiting Quarters are:

Account Group	Description	Number Range for Account Numbers
CUSD	Petty Cash/Change/Unit Fund Custodians	1000000000 to 1099999999
EMPL	Employee Vendors	2000000000 to 2099999999
PRRF	Prize Winners/Refundees/FCC	3000000000 to 3099999999
TRAD	Trade Vendors	4000000000 to 4099999999

Vendor master records are comprised of at least two and up to three components:

- ◆ general
- ◆ company code
- ◆ purchasing.

The **General** component of the master record stores information that does not change depending on the company code (base/fund). This includes the vendor's name, address, and bank details.

The **Company Code** component includes information such as the g/l reconciliation account, payment terms, and allowable payment methods. These two components must exist for all vendors.

The **Purchasing** stores information for use with purchase order, such as order currency (always USD) and delivery terms. Trade vendors will be the only types of vendors that will have this third master record component maintained. All other types of vendors will not be issued with purchase orders.



Vendor Master Data Request Form



This is a Manual Process

Trade vendors will be centrally created and maintained by MWR HQ.



Requests from the field for new trade vendor creation (or changes) must be submitted via email, fax or phone on the Vendor Master Data Request Form. The Procurement Clerk/Accounts Payable clerk should request a new vendor record when bases/funds begin to procure goods and services from vendors that have never been used before. TradeVendor master records must exist in order for purchase orders to be created using that vendor. This form (see below) should be completely filled out (all fields noted as "required" must be completed when requesting a new vendor master record is created - failure to completely provide this information will prohibit the vendor record from being created!)

TRADE VENDOR MASTER DATA REQUEST

MWR/VQ COMPANY CODE: _____
 MWR/VQ POC: _____ POC PHONE NUMBER: _____

NEW
 BLOCK

CHANGE
 UNBLOCK

DELETE

AIMS ASSIGNED VENDOR NUMBER: _____

Vendor Name _____
 Search Term _____ (Optional in User Manual)

Vendor Remittance Address:

Street: _____

 Zip Code: _____
 City: _____
 State: _____
 Phone Number: _____
 FAX Number: _____
 Social Security Number: _____ (1099 Vendors - Individual only)
 TIN (Tax Identification Number): _____ (1099 Vendors - Corporation only)

Bank Information (unless/never has been granted)

Bank Key: _____ (ABA Number)
 Bank Account: _____
 Type of Account: _____ (Checking or Savings)
 Vendor's Account Name: _____

Reconciliation Account: _____

Payment Term #: _____
 Payment Method: _____ (EFT unless/never has been granted)

Correspondence Info: _____
 MWR Account Number w/Vendor: _____
 MWR POC Name w/Vendor: _____
 POC FAX Number: _____
 POC Internet Number: _____

Partner: Vendor Number: _____ Partner Function: _____
 Partner Function Code #: OA = Ordering Address; IP=Invoice Presented by; GS = Goods Supplier

Vendor Categories/Groups

The categories listed below are to be used to identify each vendor for the purpose of "searching". The "search term" can be used to search through the database of vendor master records and locate a vendor that belongs to a certain category/group. These categories selected for each vendor should closely represent/or identify the type of vendor or type of product procured through the vendor. The following Search Terms have been identified (note the abbreviation in **BOLD** type represents how the search terms will be keyed into the AIMS system and is a standardized abbreviation to be used in all cases):

F & B Food & Beverage

REC EQUIP (recreation equipment/rec resale items)

SUPPLIES (Office, custodial and operational)

CONTRACTORS (aerobics instructors, officials, dance instructors, Taekwando instructors, etc.)

SERVICES (e.g. Water delivery, plant maintenance, etc.)

ITT Vendors (ticket vendors, tour operators, bus companies, hotels, travel agencies, etc.)

UTILITIES (e.g. telephone, cable, internet, cellular pager/phones, etc.)

PERIODICALS (magazines, subscriptions to newspapers)

EMPLOYEES (handwrite payroll or travel)

REFUNDS

PRIZE (NEW ONE) (for prizes such as tournaments, races, contests)

BINGO (bingo prize winners or bingo supplies, bingo related)

CUSTODIANS (Petty/Change Fund Cash)

UNIT FUNDS

FCC (for FCC providers/Child Development Home Professionals)

AMENITIES (VQ only)

BOLD denotes the TEXT portion of category we'll use to encode the search term (abbreviated) into SAP. We only have a limited number of space in the search term field so use the letters in **BOLD** to fill out the Search Term field - REMEMBER ALWAYS USE CAPITAL LETTERS!!



Create Vendor Master for Trade Vendor



This transaction should only be used for creating trade vendors and can ONLY be performed by MWR HQ.

LOGISTICS → MATERIALS MANAGEMENT → PURCHASING → MASTER DATA → VENDOR → CENTRAL → CREATE

Transaction code: **XK01**

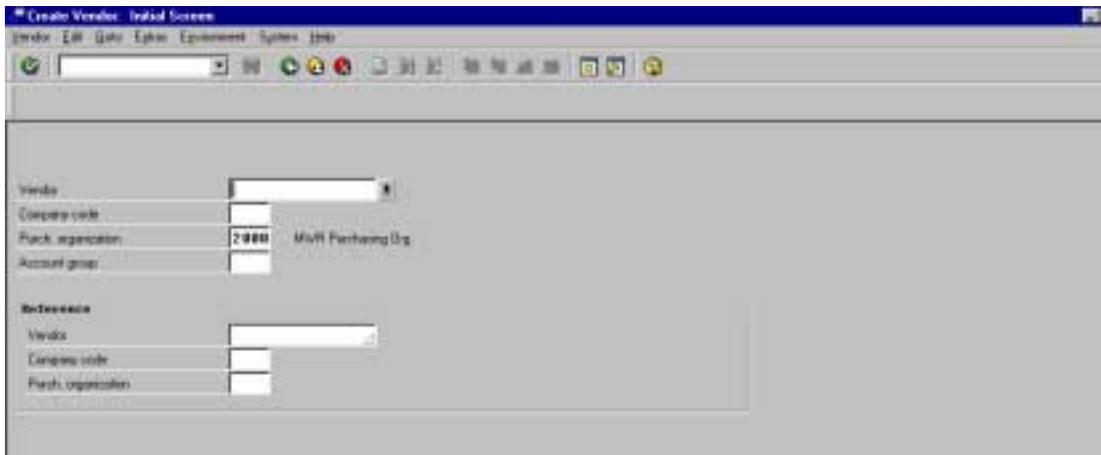
Screen 1: Create Vendor: Initial Screen

Field	Description/Usage
Vendor	Leave this field blank, as the system will automatically assign an account number for the new vendor.
Company code	Enter the company code for the base/fund in which the vendor should be initially created.
Purchase Organization	There is only one purchasing organization for MWR/VQ currently. Enter purchasing organization 2000.
Account group	Enter the account group TRAD for trade vendors.

Press the Enter key or use the green check mark



Screen: Create Vendor: Address



Field	Description/Usage
Address:	
Name1	Name of Vendor
Name2	Name of Vendor
Search Terms:	
Search Term A	One of the following: Food & Beverage; Recreation Equipment/Resale; Supplies; Contractors; Services; ITT Vendors; Utilities; Periodicals; Employees; Refunds; Petty Cash, Unit Funds, FCC, Amenities
House address:	
Street	Street address of vendor (including Suite and Building number)
House number	Leave blank
Postal Code	Zip Code
City	City
Country	US (USA)
Region	State code
PO box address:	
PO Box	PO Box number
Postal Code	Zip Code
Communication:	
Language	EN (English)
Telephone	Telephone, if any
Fax Number	FAX NUMBER - IMPORTANT, please include!

Press the Enter key or use the green check mark icon. 

Screen: Create Vendor: Control

Field	Description/Usage
Account Control:	
Tax Information: Use only one	
Tax code 1	Individual tax code (SSN number). Always complete this when creating a contractor vendor (or a vendor that is considered a 1099 vendor). YOU MUST INCLUDE A SSN IF THE VENDOR IS IDENTIFIED FOR A 1099 (Withholding Tax code 07 or 03)!
Tax code 2	Corporate tax code (eight digits)

Press the Enter key or use the green check mark icon. 



Warning: Data accuracy for the next section of information is very important. The automatic payment program to create EFT data files (for transmission to NationsBank) will use these details. Enter all information exactly as described below. If the EFT data file does function properly for a particular vendor, always check that the master data stored in this section is accurate, this is the most likely cause of EFT data file failures. Note that the fields marked, as 'mandatory' below, are not enforced by the system. In fact, all bank details fields are optional (to allow vendors without EFT capability to be created). However, these fields **MUST** be completed in order for the EFT payment program to properly work!

Screen: Create Vendor: Payment Transactions

Field	Description/Usage
Bank details:	
Ctry	US – Country of origin
Bank key	Enter the routing number for the bank account. This routing number must be ACH compatible. The system will validate the bank key enter against a table of valid values. If the bank key is not valid confirm with the vendor. If the bank key is correct, but does not appear in the check table, create the bank using the procedure described in another document.
Bank account	Bank account number
CK	01- Check account; 02 – Savings account (important for EFT)
BnkT	Leave this field blank at all times.
Reference details	Enter CTX in this field. This specification will ensure that the CTX detail line item format will be used when the automatic payment program creates the EFT data file in ACH format.
Collection	Leave blank, as this field is for authorization direct debits from a vendor or customer's bank account. This functionality is not used by MWR currently.
Account holder	Vendor's account name
Bank description	System will default the bank name in this field.
Payment transactions:	
Alternative payee	Leave this field blank, as the alternative payee functionality is not currently used by MWR.

Create Vendor: Payment transactions

Vendor Edit Goto Extras Environment System Help

Vendor: INTERNAL Debbie's Company Memphis

Bank details

City	Bank key	Bank account	CK	BankT	Reference details	Collection
US	064105200	5669903	01		CTX	<input type="checkbox"/>
	Debbie's Account				FIRST TENNESSEE BANK NA	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Bank data... Del. bk detail Page 1 of 1

Payment transactions

Alternative payee

DV1 (1) (100) mwrsap3 DVR 06:29PM

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Accounting Information Accounting

Field	Description/Usage
Accounting Information:	
<p>Reconciliation Account:</p> <p>MWR Reconciliation Accts:</p> <p>201000 - Trade Payables</p> <p>206000 - Consignment Tickets</p> <p>VQ Reconciliation Accts:</p> <p>201000 - Trade Payables</p> <p>201001 - Overseas Purchase Payable</p> <p>201002 - Contracts Payable</p> <p>202002 - Collective Payable</p> <p>Telephone</p> <p>202003 - Collections Payable Fair Market Rent Shelter</p> <p>202004 - Collection Payable Fair market Rent Utilities</p> <p>202005 Collections Payable cost / Damaged APF Property (VQ)</p> <p>202006 Payable Cable TV (VQ)</p>	<p>The reconciliation account is the G/L account to which the postings in the vendor sub-ledger are "posted". Valid reconciliation accounts for trade vendors include are listed in the column to the left:</p>

Retail (MM)

202007 Collections Payable Operations Contract Services	
Sort Key	Leave this field blank.
Withholding tax:	
W. tax code	<p>THIS FIELD IS KEY TO ENSURING PROPER PREPARATION of 1099 forms by the AIMS system at year-end. (Bingo forms W-2G must still be prepared manually) Enter the withholding tax code for those vendors that are subject to 1099 reporting. The tax codes that appear in the search help list represent 1099 reporting categories.</p> <p>In general, MWR vendors fall under one of two codes:</p> <p>03 Prizes, awards (used for Bingo) 07 Non-employee compensation</p> <p>Code 03 should be used for prize winners (bingo winners, etc.). A report will be generated at the end of the year so that WG2 forms can be prepared for these vendors if their winnings total \$1200 or greater in one game.</p> <p>Code 07 should be used for personal service contractors (e.g. aerobics instructors, fitness trainers, motivational speakers, etc.). These vendors will receive a 1099 at the end of each year providing earnings totaled \$1200 or more.</p>
Exemption no.	If the vendor is normally subject to 1099 reporting, but has an exemption certificate, enter the certificate number in this field.
Valid until	Enter the exemption certificate expiration date.
Reference data:	
Prev. acct no.	Enter the vendor's account number from the legacy system. MWR has decided not to complete this field during the initial data conversion.

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Payment Transactions Accounting

Field	Description/Usage
Payment data:	
Payment Terms	Enter payment terms code in this field. A number of standard payment terms are available using the search help.
Credit memo terms	If vendor credit memos should have a standard payment method, such as “net due immediately”, enter this payment terms code in this field.
Tolerance Group	Leave this field blank, as MWR is currently not assigning tolerance groups to vendors.
Chk double inv	Always flag this checkbox, as this will activate duplicate invoice checking during invoice entry. The system will determine whether a duplicate invoice exists by checking the <u>reference document number</u> (vendor’s invoice number) against existing values for that vendor.

Automatic payment transactions:	
Payment methods	If bank details for the vendor have been maintained (i.e. the vendor has provided EFT details), enter payment method T (EFT) in this field. If the vendor is still to be paid by check, enter payment method C (Check).
Individual pmnt	Leave blank
Payment block	Leave blank
Grouping key	Leave blank
Pmnt meth supl	If the payment advices (check or EFT remittance advice) is to be sent by regular post or fax, leave the field blank. If the vendor always collects the check or remittance advice, enter payment method supplement 01. If other special handling for checks and remittance advices is required (such as courier, hand delivery, etc.) enter supplement code 02. Most trade vendors will not require a payment method supplement.
Invoice verification:	
Tolerance group	Leave this field blank.

Create Vendor: Payment transactions Account

Vendor: INTERNAL Debbie's Company Memphis
 Company code: 1019 MWR NAVSTA MAYPORT

Payment data

Payment terms: V010 Tolerance group:
 Chk double inv.

Automatic payment transactions

Payment methods: T Payment block: Free for payment:
 Individual pmnt: Grouping key:
 Pmnt meth.supl:

Invoice verification

Tolerance grp:

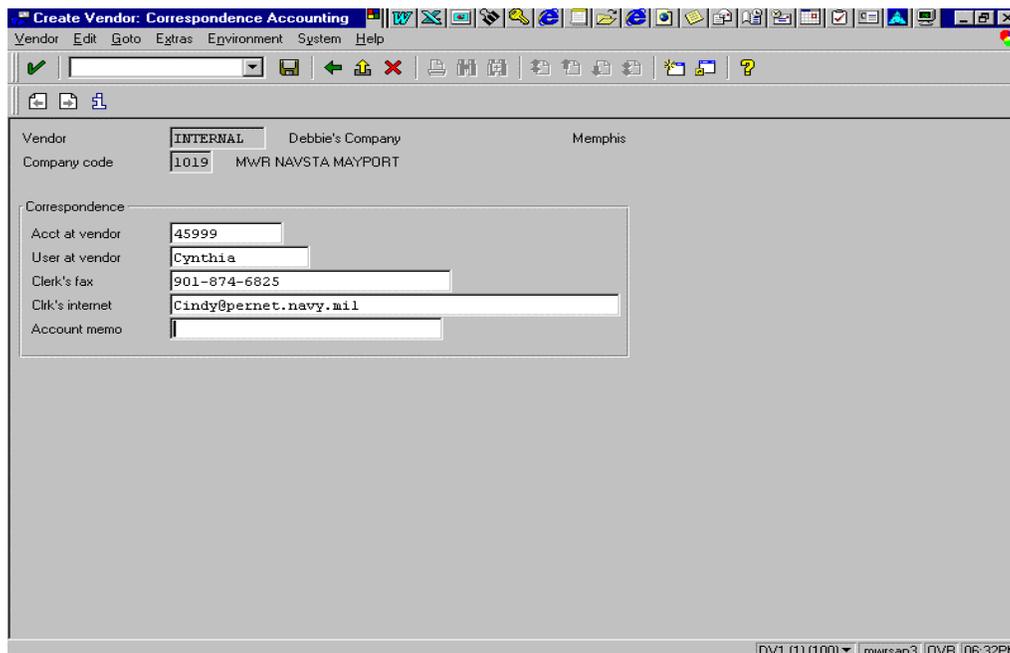
DV1 (1) (100) | mwrsap3 | DV1 06:31PM

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Correspondence Accounting

Field	Description/Usage
Correspondence:	
Acct at vendor	Enter MWR/VQ account number with the vendor if available.
User at vendor	Enter the name of accounting point of contact at vendor.
Clerk's fax	Enter the contact's fax number.
Clrk's internet	Enter the contact's email address.
Account memo	Enter a memo regarding the vendor's account contact information if desired.



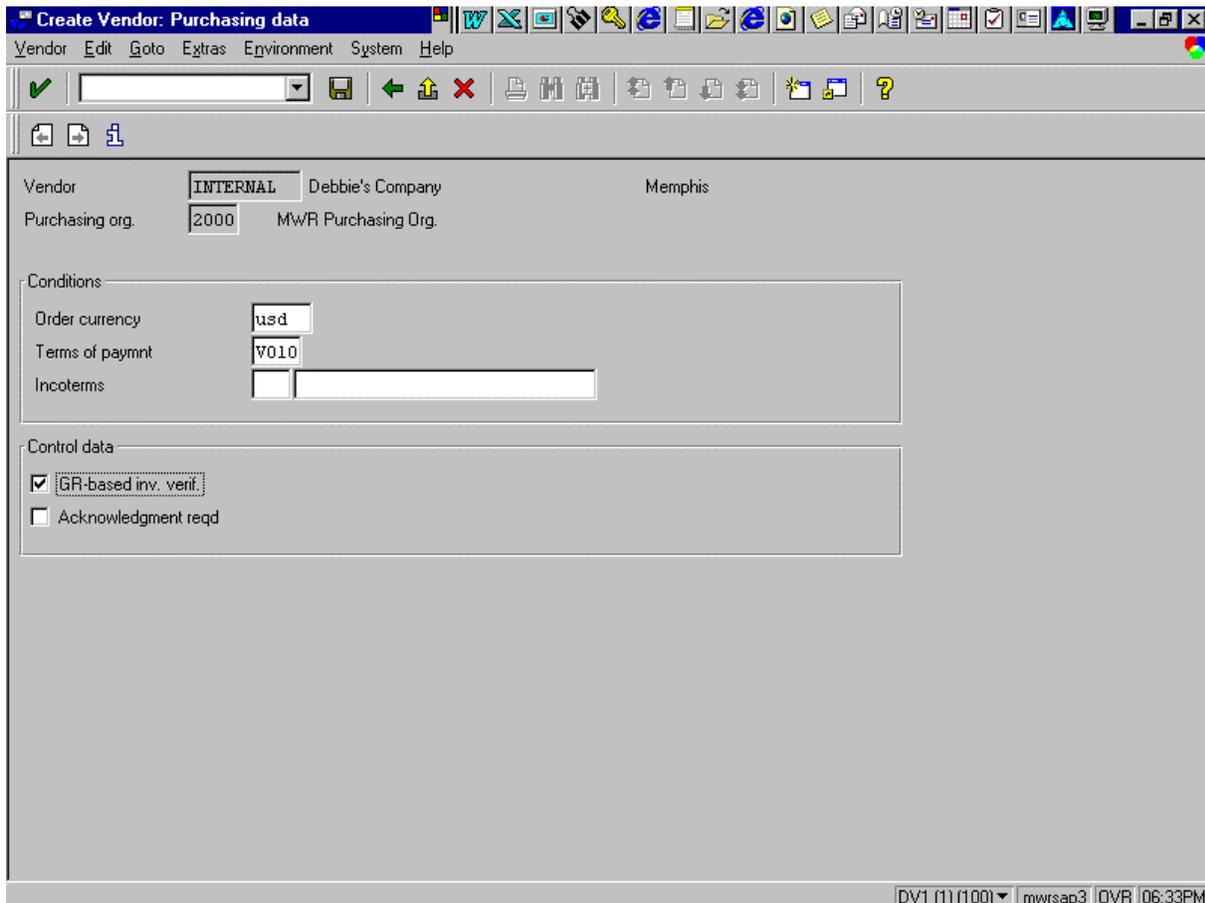
Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Purchasing Data

Field	Description/Usage
Conditions:	
Order currency	Always enter USD for vendors since currently MWR does not procure in currencies other than USD at this time.

Terms of payment	Enter payment terms code in this field. A number of standard payment terms are available using the search help. This term of payment code will default into the purchase order, unlike the code stored in the company code component of the vendor master record. Generally, <u>the two values should always be the same.</u>
Incoterms	Incoterms are delivery terms, such as FOB, that will default into purchase orders created for the vendor. This field is important for Prompt Payment purposes. Use FBD for "free on board - destination (when vendor is responsible for merchandise up to destination). Use FBS for "free on board - shipping point (when vendor is responsible merchandise up to shipping point)
Control data:	
GR- based inv verif	This checkbox should always to flagged to ensure that SAP performs a three-way matching with the PO, Goods Receipt and Invoice.
Acknowledgement required	Check if an acknowledgment by the vendor of receipt of the purchase order is required.



Press the Enter key or use the green check mark icon. 

Screen: Create Vendor: Partner Functions

Field	Description/Usage
Partner Functions:	
Partner function	Leave this field blank.
Number	Leave this field blank.
DP	Leave this field blank.

To save the vendor master records you have just created, click on .

The system will issue the vendor's new account number in a screen message.



Create Vendor Master for Custodians, Employee or Prize/Refundee/FCC Vendors



Vendor master records for custodians, Family Child Card providers, employees or bingo prize winners, unit fund custodians, refundee vendors will be created and maintained locally by the MWR or VQ fund.

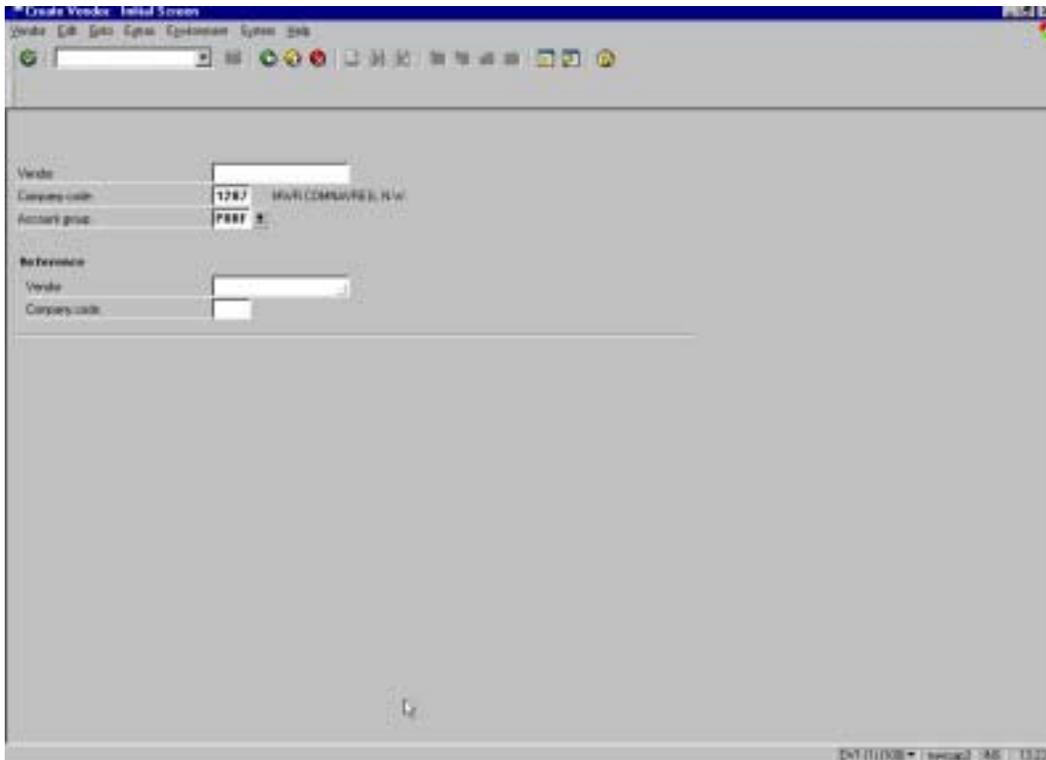
This transaction should only be used for creating Custodians, Employees Unit Funds or Prize Winners/ Refundees/FCC vendors. This process should **NEVER** be used for Trade Vendors

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → MASTER DATA → VENDOR → MAINTAIN CENTRAL → CREATE

Transaction code: **FK01**

Screen 1: Create Vendor: Initial Screen

Field	Description/Usage
Vendor	<p>Leave this field blank for account group CUSD and PRRF as the system will automatically assign an account number for the new vendor. For account group EMPL, the vendor number will be externally assigned. The number will be a ten (10) digit number ALWAYS BEGINNING WITH "2" in the following format:</p> <p>2 XXXX 0 XXXX CoCode ADP Employee File Number</p> <p>For employee at Mayport (1019) with a employee file number of 1421 should be encoded as: 2101901421</p>
Company code	Enter the company code for the base/fund in which the vendor should be initially created.
Account group	Enter the account group CUSD for Petty Cash; Change Fund and Unit Fund Custodians, EMPL for Employees or PRRF for Prizewinners / Refundees/Family Child Care Providers.



Press the Enter key or use the green check mark icon. 

Screen: Create Vendor: Address

Field	Description/Usage
Address:	
Name1	Name of Vendor
Name2	Name of Vendor
Search Terms:	
Search Term A	One of the following: Food & Beverage; Recreation Equipment/Resale; Supplies; Contractors; Services; ITT Vendors; Utilities; Periodicals; Employees; Refunds; Petty Cash, Unit Funds, FCC, Amenities
Search Term B	
House address:	
Street	Street address of vendor (including Suite and Building number)
House number	Leave blank
Postal Code	Zip Code
City	City
Country	US (USA)
Region	State code
PO box address:	
PO Box	PO Box number
Postal Code	Zip Code

Retail (MM)

Communication:	
Language	EN (English)
Telephone	Telephone, if any
Fax Number	Fax number, if any

The screenshot shows a software window titled "Create Vendor Address" with a menu bar (Vendor, Edit, Tools, Extras, Environment, System, Help) and a toolbar. The main content area is titled "INTERNET" and contains the following fields and sections:

- Name:** A text input field with a green checkmark icon to its right.
- Search term:** A text input field labeled "Search term 1/2".
- Street address:** Fields for "House no./Street", "City/Region/Postal", and "Country" (set to "US USA").
- PO box address:** Fields for "PO Box" and "Postal Code".
- Communication:** A section with a "Language" dropdown menu (set to "English"), "Telephone", "Fax", "Standard comm. type", "Data line", and "Telefax" fields. A "Dialer communication" button is also present.

The status bar at the bottom right shows "0V1 (1) (100) | wwwsp2 | (MS) | 13.11".

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Control

Field	Description/Usage
Account Control:	
Tax Information: Use only one	
Tax code 1	Individual tax code (SSN number) - IMPORTANT FOR BINGO PRIZE WINNERS WHERE ONE BINGO GAME WINNINGS TOTAL OVER \$1200.00. ALSO IMPORTANT FOR FAMILY CHILD CARE PROVIDERS WHERE A SUBSIDY IS PAID!!

Press the Enter key or use the green check mark icon.



 **NOTE:** EFT information should only be inserted for employees (Account Group EMPL) for payroll and travel purposes. Custodians, prize winners, refundees, unit fund, etc., should be “check” vendors.



Warning: Data accuracy for the next section of information is very important. The automatic payment program to create EFT data files (for transmission to NationsBank will use these details). Enter all information exactly as described below. If the EFT data file does function properly for a particular vendor, always check that the master data stored in this section is accurate, this is the most likely cause of EFT data file failures. Note that the fields marked, as mandatory below are not actually mandatory in the system and it will not be enforced by the system. In fact, all bank details fields are optional (to allow vendors without EFT capability to be created). However, if utilizing EFT (for employee vendor type) you **MUST** complete all fields identified as required for the EFT payment program to work properly.

Screen: Create Vendor: Payment Transactions

Field	Description/Usage
Bank details:	
Ctry	US – Country of origin
Bank key	Enter the routing number for the bank account. This routing number must be ACH compatible. The system will validate the bank key enter against a table of valid values. If the bank key is not valid confirm with the vendor. If the bank key is correct, but does not appear in the check table, create the bank using the procedure described in another document. REQUIRED.
Bank account	Bank account number. REQUIRED
CK	01- Check account; 02 – Savings account (important for EFT) REQUIRED
BnkT	Leave this field blank at all times.
Reference details	Enter CTX in this field. This specification will ensure that the CTX detail line item format will be used when the automatic payment program creates the EFT data file in ACH format. REQUIRED
Collection	Leave blank, as this field is for authorization direct debits from a vendor or customer's bank account. This functionality is not used by MWR currently.
Account holder	Vendor's account name REQUIRED
Bank description	System will default the bank name in this field.
Payment transactions:	
Alternative payee	Leave this field blank, as the alternative payee functionality is not currently used by MWR.

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Accounting Information Accounting

Field	Description/Usage
Accounting Information:	
Reconciliation Account	The reconciliation account is the G/L account to which the postings in the vendor sub-ledger are “posted”. Valid reconciliation accounts for custodians, unit funds, employee and prize winners/refundee vendors include: 201000 Trade Payables/206000 Consignment Tickets
Sort Key	Leave this field blank.
Withholding tax:	
W. tax code	Enter the withholding tax code for those vendors that are subject to 1099 reporting. The tax codes that appear in the search help list represent 1099 reporting categories. 03 Prizes, awards (used for Bingo) 07 Non-employee compensation

Retail (MM)

Exemption no.	If the vendor is normally subject to 1099 reporting, but has an exemption certificate, enter the certificate number in this field.
Valid until	Enter the exemption certificate expiry date.
Reference data:	
Prev. acct no.	Enter the vendor's account number from the legacy system. MWR has decided not to complete this field during the initial data conversion.

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Payment Transactions Accounting

Field	Description/Usage
Payment data:	
Payment Terms	Enter payment terms code in this field. A number of standard payment terms are available using the search help.
Credit memo terms	If vendor credit memos have a standard payment method, such as "net due

	immediately”, enter this payment terms code in this field.
Tolerance Group	Leave this field blank, as MWR is currently not assigning tolerance groups to vendors.
Chk double inv	Always flag this checkbox, as this will activate duplicate invoice checking during invoice entry. The system will determine whether a duplicate invoice exists by checking the reference document number (vendor’s invoice number) against existing values for that vendor.
Automatic payment transactions:	
Payment methods	If bank details for the vendor have been maintained (i.e. the vendor has provided EFT details), enter payment method T (EFT) in this field. If the vendor is still to be paid by check, enter payment method C (Check).
Individual pmnt	Leave blank
Payment block	Leave blank
House Bank	Leave blank
Grouping key	Leave blank
Pmnt meth supl	If the payment advices (check or EFT remittance advice) is to be sent by regular post or fax, leave the field blank. If the vendor always collects the check or remittance advice, enter payment method supplement 01. If other special handling for checks and remittance advices is required (such as courier, hand delivery, etc.) enter supplement code 02. Most trade vendors will not require a payment method supplement.

Retail (MM)

Press the Enter key or use the green check mark icon.



Screen: Create Vendor: Correspondence Accounting

Field	Description/Usage
Correspondence:	
Acct at vendor	Enter MWR's account number with the vendor if available.
User at vendor	Enter the name of accounting point of contact at vendor.
Clerk's fax	Enter the contact's fax number.
Clrk's internet	Enter the contact's email address.
Account memo	Enter a memo regarding the vendor's account contact information if desired.

To save the vendor master records you have just created, click on .

The system will issue the vendor’s new account number in a screen message.

 **Change the Vendor Master**

This procedure enables values of certain fields to be changed on vendor master.



NOTE: At this time, the ability to change trade vendor master data can only be performed at HQ level. The account group and reconciliation account can never be changed. To transfer a vendor sub-ledger balance to another reconciliation account, a new vendor must be created (using the appropriate reconciliation account) and the line items transferred using the procedure for a transfer posting with clearing. Certain sensitive fields, such as SSN and Tax ID (Tax Codes 1 and 2), have been assigned to special field groups. The user must have these field groups in their user profile in order to change the values in the master record fields assigned to the field group. The process of transferring a vendor sub-ledger to another reconciliation account is authorized at HQ level only.



Custodian/Employee/Prize Winner Vendors (Field)

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > CHANGE

Transaction code: **FK02**



Trade Vendors (HQ Usage Only)

LOGISTICS > RETAILING > PURCHASING > MASTER DATA > VENDOR > CENTRAL > CHANGE

Transaction code: **XK02**

Screen: Change Vendor: Initial Screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.
Purchasing Organization	There is only one purchasing organization for MWR currently. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK02.
Master Record Component Checkboxes	Select data to be changed by flagging the desired checkboxes or select all of the checkboxes.

Press the Enter key or use the green check mark icon. 

Screen: Change Vendor:

Make the required changes by over-typing the existing information or adding new details.

To save the changes click on  .

**Display Vendor Master**

This procedure is used to display a vendor master record. Certain sensitive fields, such as SSN and Tax ID (Tax Codes 1 and 2), have been assigned to special field groups. The user must have these field groups in their user profile in order to display the fields assigned to the field group.



NOTE: Please keep in mind that social security and tax identification information, as well as bank account data is sensitive information. Treat this information with care and be sure access to such information is limited.

Custodian/Employee/Prize Winner Vendors

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > DISPLAY

Transaction code: **FK03**

Trade Vendors

LOGISTICS > RETAILING > PURCHASING > MASTER DATA > VENDOR > CENTRAL > CHANGE

Transaction code: **XK03**

Screen: Display Vendor: Initial Screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.
Purchasing Organization	There is only one purchasing organization for MWR currently. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK03.
Master Record Component Checkboxes	Select data to be displayed by flagging the desired checkboxes or select all of the checkboxes.

Press the Enter key or use the green check mark icon.



Screen: Display Vendor:

View existing vendor information.

To exit, click on .



Display changes made on vendor master

This procedure is used to display changes made to fields on the vendor master. The system logs all changes to master records, including what was changed (i.e. old and new values); user changes; and dates and time the change was made. This provides a complete audit trail.



Custodian/Employee/Prize Winner Vendors

**ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE >
MASTER RECORDS > DISPLAY CHANGES**

Transaction: **FK04**



Trade Vendors

**LOGISTICS > RETAILING > PURCHASING > MASTER DATA > VENDOR >
CENTRAL > DISPLAY CHANGES**

Transaction: **XK04**

The change record for the vendor master record is displayed.

To exit, click on .



Block/unblock Vendors

This system task is used to block or unblock vendors for posting. Blocking a vendor refers to the process where a restriction can be placed on the vendor to prohibit payment from being generated (no matter the due date requirements). This process can be used in cases where there may be a dispute or disagreement with a vendor or in cases where follow-up is required on the open item and payment should NOT be made until the investigation is complete.



Custodian/Employee/Prize Winner Vendors

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > BLOCK/UNBLOCK

Transaction: **FK05**

Screen: Block/unblock vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

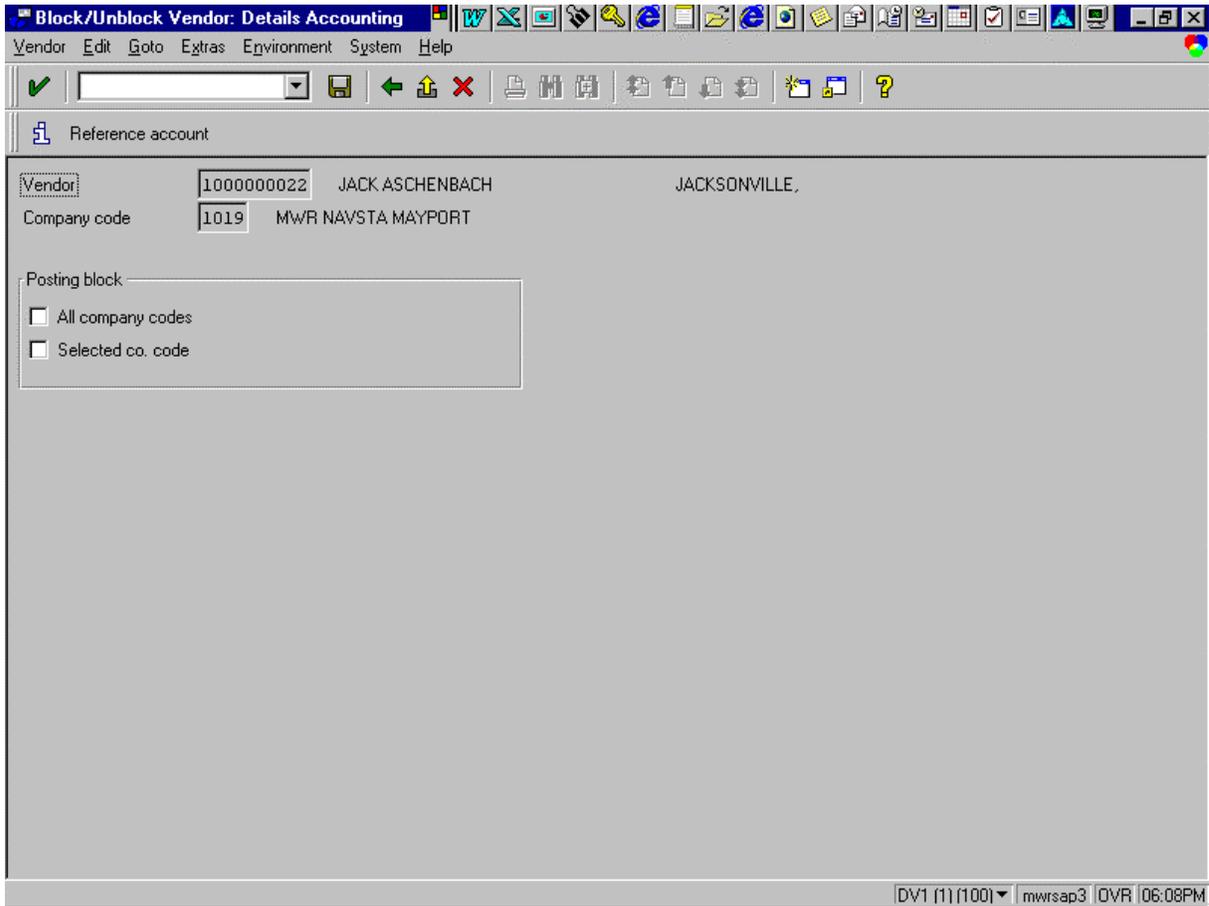
Press the Enter key or use the green check mark icon.



Screen: Block/unblock vendor: details Accounting

Field	Description/Usage
Posting block: All company codes	Flag this indicator to block postings to this vendor in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.

Posting block: Specified co. code	Flag this indicator to block postings to this vendor in the company code specified on the previous screen. MWR FIELD USERS CAN ONLY BLOCK VENDORS IN THEIR OWN COMPANY CODE!!!
--	--



Trade Vendors (HQ ONLY)

LOGISTICS > RETAILING > PURCHASING > MASTER DATA > VENDOR > CENTRAL > BLOCK

Transaction code: **XK05**

Screen: Block/unblock vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Purchasing Organization	There is currently only one purchasing organization for MWR. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK05.
--------------------------------	---

Press the Enter key or use the green check mark icon.



Screen: Block/unblock vendor: details

Field	Description/Usage
Posting block: All company codes	Flag this indicator to block postings to this vendor in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Posting block: Specified co. code	Flag this indicator to block postings to this vendor in the company code specified on the previous screen.
Block for Quality Reasons	Leave this field blank, as MWR is currently not using SAP's Quality Management module.



Mark Vendor for Deletion

Prior to deleting a vendor, ensure that there are no open transactions on the account. A vendor to be marked for deletion should have previously been blocked for posting, in order to prevent new open items being posted to the vendor sub-ledger. This procedure only marks the vendor master record for deletion; it does not actually delete the record from the database. The archiving process will search for all vendors marked for deletion and purge them from the database (after making the suitable archive file). The archive process will not purge any vendor master record that contains open items against it.



Custodian/Employee/Prize Winner Vendors

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > MARK FOR DELETION

Transaction code: **FK06**

Screen: Mark for deletion vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Press the Enter key or use the green check mark icon.



Screen: Mark for deletion vendor: details

Field	Description/Usage
Deletion flags:	
All Areas	Flag this indicator to mark this vendor for deletion in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Selected Company Codes	Flag this indicator to mark this vendor for deletion in the company code specified on the previous screen. MWR FIELD USERS CAN ONLY MARK FOR DELETION VENDORS WITHIN THEIR OWN COMPANY CODE!!
Deletion blocks:	
General data	Leave blank

<p>Selected company code incl. General data</p>	<p>Leave blank</p>
--	--------------------



Trade Vendors

LOGISTICS > RETAILING > PURCHASING > MASTER DATA > VNEDOR > CENTRAL > FLAG FOR DELETION

Transaction code: **XK06**

Screen: Mark for deletion vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.
Purchasing Organization	There is only one purchasing organization for MWR currently. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK06.

Press the Enter key or use the green check mark icon.

*Screen: Mark for deletion vendor: details*

Field	Description/Usage
Deletion flags:	
Delete flag	Flag this indicator to mark this vendor for deletion in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Delete flag	Flag this indicator to mark this vendor for deletion in the company code specified on the previous screen.
Deletion blocks:	
General data	Leave blank
Selected company code incl. General data	Leave blank

Flag for Deletion Vendor: Details

Vendor Edit Goto Extras Environment System Help

Reference account

Vendor: 1000000022 JACK ASCHENBACH JACKSONVILLE,
 Company code: 1019 MWR NAVSTA MAYPORT
 Purchasing org.: 2000 MWR Purchasing Org.

Deletion flags

- All areas
- Selected company code
- Selected purchasing organization

Deletion blocks

- General data
- Selected company code incl. general data

DV1 (1) (100) mwrsap3 DVR 06:18PM

Reports

Program	Report Name	Menu Path
RFKKVZ00	Vendor List	Account Payable > Adequacy and Documentation > Master Data > Directory
RFKABL00	Display of Vendor Changes	Account Payable > Adequacy and Documentation > Master Data > Changes

Number Ranges

Account Group	Description	Number Range for Account Numbers
CUSD	Petty Cash/Change/Unit Custodians	1000000000 to 1099999999
EMPL	Employee Vendors	2000000000 to 2099999999
PRRF	Prize Winners/Refundees	3000000000 to 3099999999
TRAD	Trade Vendors	4000000000 to 4099999999

Vendor Inquiry and Vendor Line Items Maintenance

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

Vendor line items system task is used to display and analyze the postings that have been recorded for a particular vendor in any given period.

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

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).

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



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:

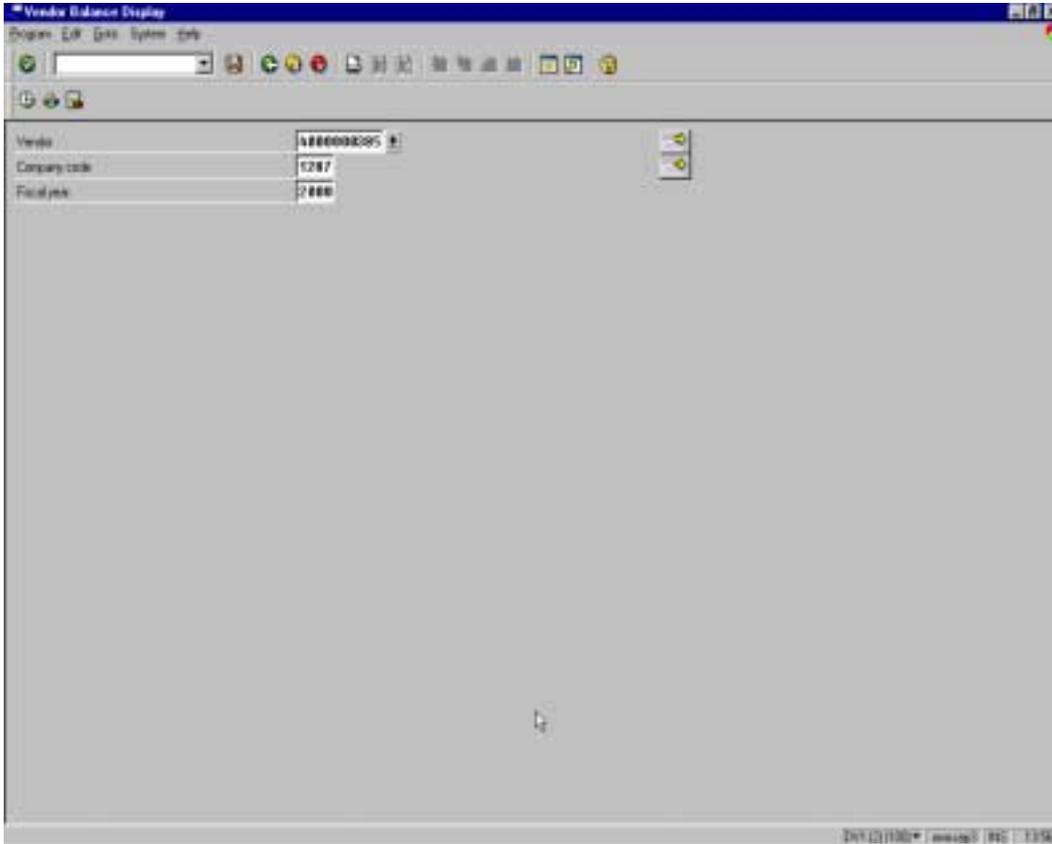
- analyze a Vendor account's opening/closing balance
- analyze, at the debit/credit level, all transactions pertaining to that Vendor account for any given posting period.
- analyze the Vendor account balance for any given posting period

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → ACCOUNT → DISPLAY BALANCES

Transaction code: **FK10N**

Screen: Initial Screen Balances Display

Use this screen to specify the Vendor account to be displayed.



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

Use this screen to select the line items to view.



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

The screenshot shows the 'Vendor Balance Display' application window. The title bar reads 'Vendor Balance Display'. The menu bar includes 'Account', 'Edit', 'Data', 'Environment', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main window displays the following information:

Vendor: 400000000 KANNENBERG TAMPA FL
Company code: 1297 MWV COMM/REG. N.W.
Fiscal year: 2000
Display currency: USD

Tab: Special GL

Period	Debit	Credit	Balance	Cur. bal.	Sales
1					
2					
3					
4					
5					
6	509.00	1,746.00	1,237.00	1,237.00	1,237.00
7				1,237.00	
8	280.00	280.00		1,237.00	40.00
9	1,529.00	38,871.12	36,542.12	37,779.12	37,647.12
10				37,779.12	
11				37,779.12	
12				37,779.12	
13				37,779.12	
14				37,779.12	
15				37,779.12	
16				37,779.12	
Total	2,318.00	40,397.12	37,779.12	37,779.12	38,324.12

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.

Vendor Line Item Display

Status: open Parked Cleared
 Rec'd due Due Not due

XXXXXXXXXXXXXXXXXXXX
 2000 W STATE HWY 20 S
 MN 55427

St	CoCd	Assignment	Doc.no.	Type	Rec. date	Postg date	FK	S	DO	Net. due dt	Amount in local cur.	Ciring doc.
	1287		0100000000	RI	06/00/2000	06/00/2000	21			06/00/2000	30.00	
	1287		0000000007	ZC	06/00/2000	06/00/2000	25			06/00/2000	1,100.00	
	1287										1,130.00	
	1287		1000000000	SR	06/00/2000	06/00/2000	33			06/00/2000	400.00	1000000000
	1287										400.00	
** Account 4000000005											1,530.00	

Use the following screen to sort and group account information.

- To view the account line item details for a particular line item, then click on any field for that line item, and click on .
- The Display document: Line Item XXX screen is displayed. Click  to return to the previous screen.
- Ensure the correct line item variant is chosen. Click the Choose icon  to open the Display Variant window as shown below:

Display variant: Choose

Variant	Name
/AIMS01	Standard local currency
1SAP	Standard local currency
1SAP-C	Clearing data
1SAP-FC	Standard foreign currency
1SAP-LC	Vendor local currency
1SAP-P	Terms of payment

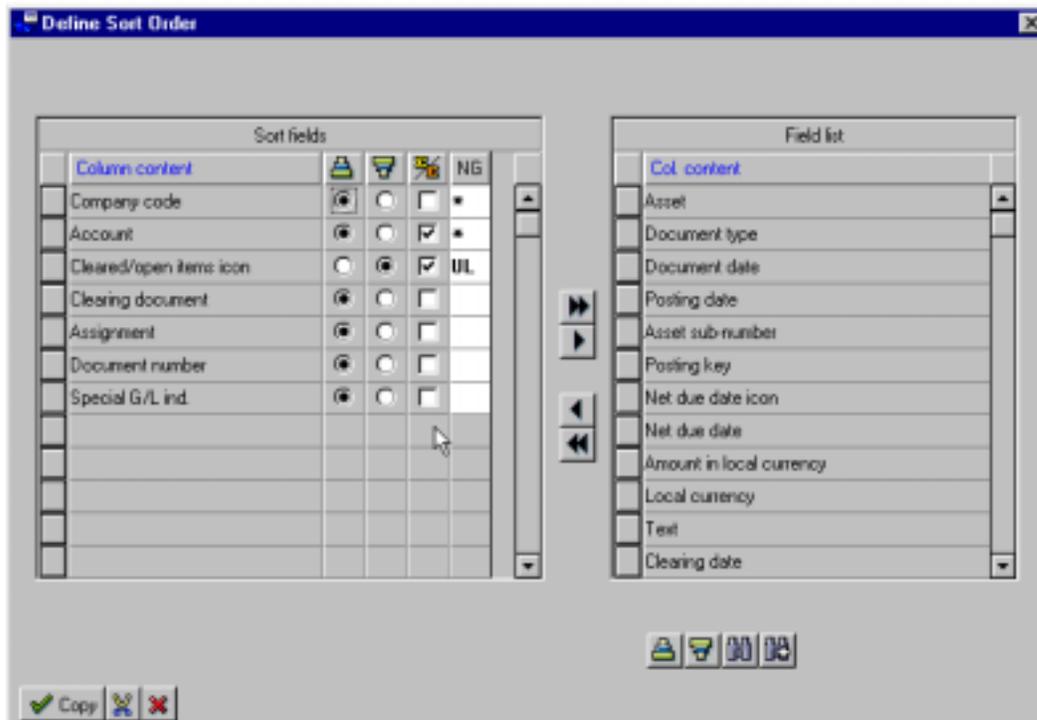
Copy     

Our standard display variant is called /AIMS01 and should be used. Click the green checkmark on this window.

- To further narrow the line item list, click . Click  on the next screen. The Find: Field List dialog box is displayed.
- Select up to three search criteria fields and click .
- The Find Values dialog box is displayed. Enter the search criteria and click .
- To sort the list, click either of these two icons . They denote a sort selection either ascending or descending.

 **NOTE:** The sort default sequence is ascending. Click  to reverse the sequence.

- Click the ‘subtotals’ icon  to sum the amounts by group. You must designate a column that you wish the report subtotaled by. For example: you might want to see the report subtotaled by the document date, so you would click in the header of the column labeled ‘Doc. Date’. Then click the ‘subtotals’ icon. If you do not designate a specific column or you wish to subtotal by more than one, click the subtotals icon without selecting a column and the following window opens.



Ensure a checkmark is placed in the checkbox for the field you wish to subtotal, then click the green arrow copy icon in the window.

Click  to sort the list and display the List screen.

- To display only totals click . The Total: Variants dialog box is displayed. Select from the totaling criteria and click [Choose].

 **NOTE:** The default sequence is ascending. Click  to reverse the sequence.

- 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 . A line layout “Accounts Payable” has been created for Morale, Welfare and Recreation.

Select the field to add to the display and click .

Click  to return

This system task is completed.



Perform Vendor Line Items Inquiry

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

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → ACCOUNT → DISPLAY LINE ITEMS

Transaction code: **FBL1N**

Screen: Display Vendor Line Items: Initial Screen

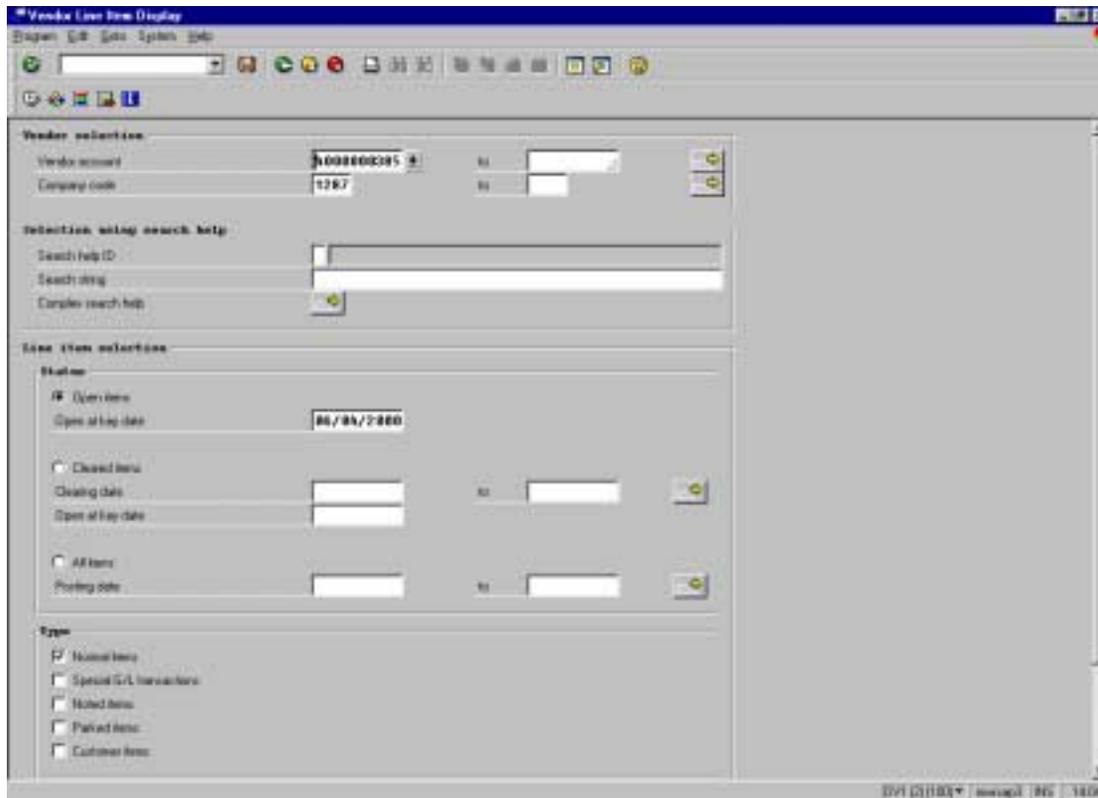
Use this screen to specify the vendor to be displayed.

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.

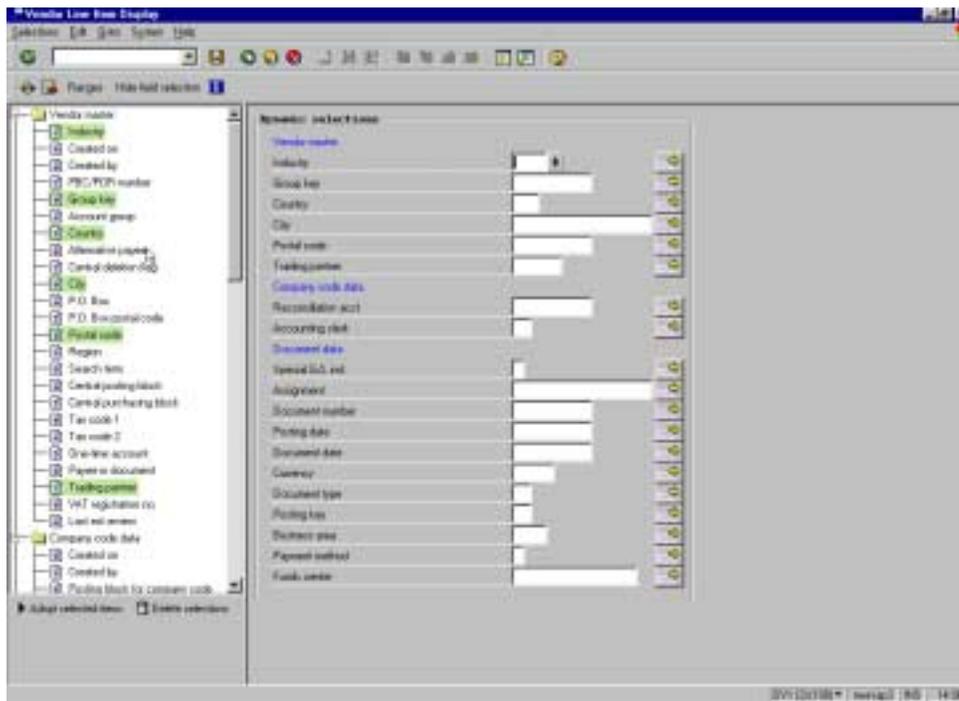
Select from the following options:

- 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 With special G/L transactions
- To view customer items, click on With customer items
- To begin the list with line items, select <Line 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:



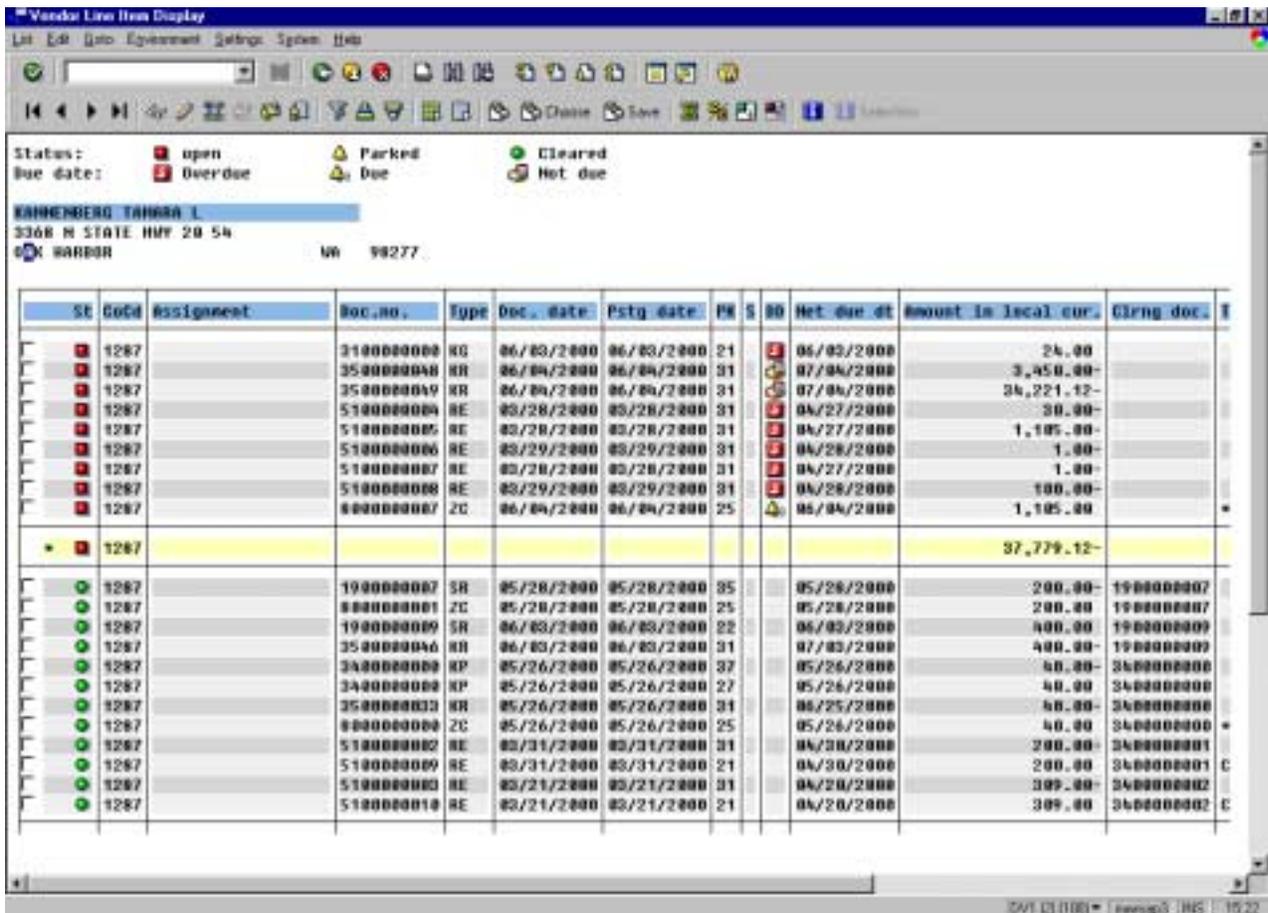
Select any of the fields displayed on the Popup window. Enter any of the desired search criteria.

Screen: Vendor Line Item Display

Click on  to save.

Click on  to display the requested list.

Screen: Display Vendor Line Items: Basic List



ST	Code	Assignment	Doc. no.	Type	Doc. date	Postg. date	PR	S	RD	Net due dt	Amount in local cur.	Cirng doc.
	1287		310000000	RG	06/03/2000	06/03/2000	21			06/03/2000	24.00	
	1287		350000048	RR	06/04/2000	06/04/2000	31			07/04/2000	3,450.00	
	1287		350000049	RR	06/04/2000	06/04/2000	31			07/04/2000	34,221.12	
	1287		510000004	RE	03/28/2000	03/28/2000	31			04/27/2000	30.00	
	1287		510000005	RE	03/28/2000	03/28/2000	31			04/27/2000	1,105.00	
	1287		510000006	RE	03/29/2000	03/29/2000	31			04/28/2000	1.00	
	1287		510000007	RE	03/28/2000	03/28/2000	31			04/27/2000	1.00	
	1287		510000008	RE	03/29/2000	03/29/2000	31			04/28/2000	100.00	
	1287		800000007	ZC	06/04/2000	06/04/2000	25			05/04/2000	1,105.00	
	1287										37,779.12	
	1287		190000007	SR	05/28/2000	05/28/2000	35			05/28/2000	200.00	190000007
	1287		800000001	ZC	05/28/2000	05/28/2000	25			05/28/2000	200.00	190000007
	1287		190000009	SR	06/03/2000	06/03/2000	22			06/03/2000	400.00	190000009
	1287		350000046	RR	06/03/2000	06/03/2000	31			07/03/2000	400.00	190000009
	1287		340000000	RP	05/26/2000	05/26/2000	37			05/26/2000	40.00	340000000
	1287		340000000	RP	05/26/2000	05/26/2000	27			05/26/2000	40.00	340000000
	1287		350000033	RR	05/26/2000	05/26/2000	31			06/25/2000	40.00	340000000
	1287		800000000	ZC	05/26/2000	05/26/2000	25			05/26/2000	40.00	340000000
	1287		510000002	RE	03/31/2000	03/31/2000	31			04/30/2000	200.00	340000001
	1287		510000009	RE	03/31/2000	03/31/2000	21			04/30/2000	200.00	340000001
	1287		510000003	RE	03/21/2000	03/21/2000	31			04/20/2000	309.00	340000002
	1287		510000010	RE	03/21/2000	03/21/2000	21			04/20/2000	309.00	340000002

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 download to MS Excel, click on .
- To find a certain string, click on .

The Find: Field List dialog box is displayed. Enter the search criteria. Click  to narrow 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 types 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 or not possible on posted documents.

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → ACCOUNT → CHANGE LINE ITEMS

Transaction code: **FBL1N**

Screen: Change Vendor Line Items: Initial Screen

OR

Use this screen to specify the vendor.

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 Allocation 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 Allocation fields.

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



NOTE: For the above selection, it is possible to make any changes.

Screen: Change Vendor Line Items: Basic List

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.



Automatic Clearing

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → PERIODIC PROCESSING → AUTOMATIC CLEARING

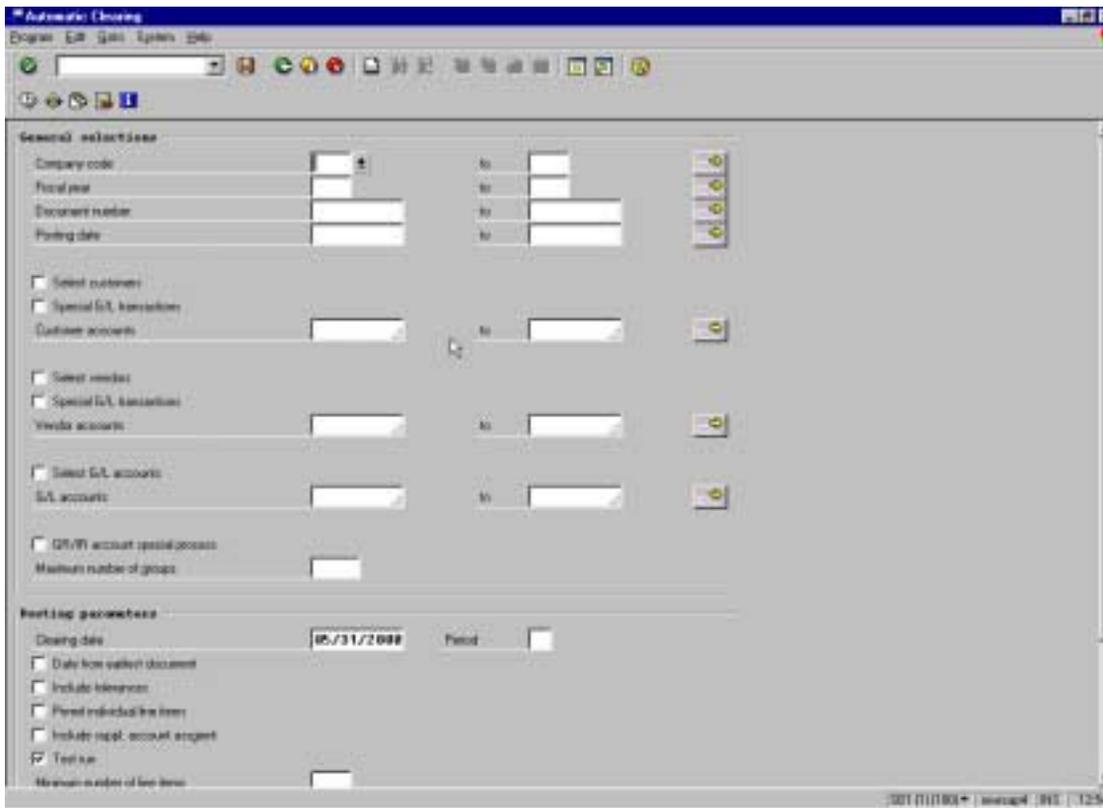
Transaction code: **F.13**

Screen: Automatic Clearing

Field	Description/Usage
General Selections	
Company codes	Enter the company code for the base/fund in which the open items are posted and in which the clearing should occur.
Fiscal Years	Enter the current financial year to ensure only those documents (open items) posted in the current year are considered for clearing.
Document number	Leave this field blank.
Posting date	Leave this field blank.
Select customers	Do not flag this checkbox when just clearing customers.
Special G/L transactions customer accounts	Leave this field blank.
Customer Accounts Range	Leave this field blank.
Select Vendors	Flag this checkbox to clear vendors.
Special G/L transactions	Special G/L indicators are not used by MWR for vendor postings.
Vendor Account Range	Enter the vendor number range to clear. The automatic clearing program will examine open items in each vendor in the range. Cross vendor clearing will not occur.
Select G/L Accounts	Do not flag this checkbox when just clearing vendors.
G/L Accounts Range	Leave this field blank.
GR/IR account special process Clearing date	Leave this field blank Enter the desired clearing date. Generally, this will be the current date.
Date from earliest document	Do not flag this indicator.

Test Run	Do not select this indicator for production run
Output control	
Detail list with error log	Flag this indicator to generate a detailed list with an error log.
Detail list without error log	Flag this indicator to generate a detailed list without an error log
Short list (statistics)	Flag this indicator to generate a brief list of open, clearable and cleared items
Only docs which can be cleared	Flag this indicator to generate a brief list of cleared items

Choose the appropriate variant by clicking the Get Variant icon  or by following the menu path: GoTo > Variants > Get or by using the keyboard shortcut Shift + F5



Warning: Always do a test run before the actual production run. To perform an actual posting run, unflag the **Test run** indicator.

Click on  and the automatic clearing will be executed. A message “*This program run is a production run*” will appear. Press the Enter key or use the green check mark icon  to proceed.

This system task is completed.



Clear Vendor Line Items:

**ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS
PAYABLE>ACCOUNT>CLEAR**

Transaction code: **F-44**

Use this task to clear the postings of a particular vendor (e.g. to clear the vendor invoices against the credit memos or payments on account).



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.

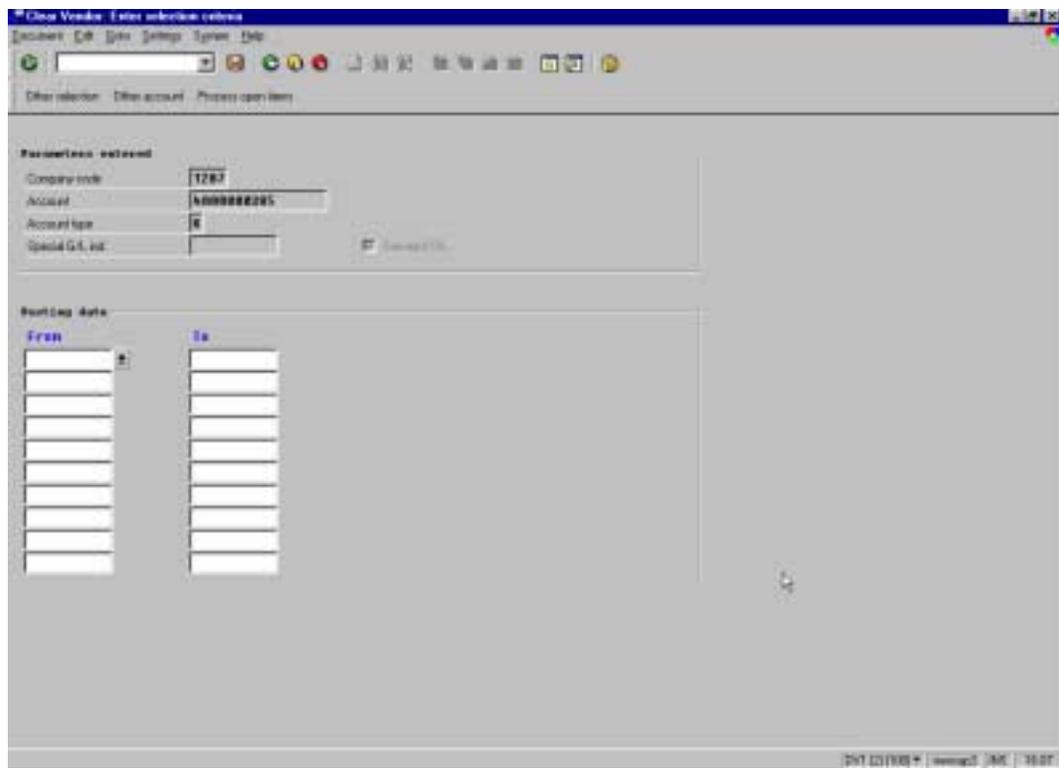
A “PAYMENT ON ACCOUNT” could be done in a situation where a prepayment to the vendor is required prior to receipt of goods and/or invoice. For example, a check must be prepared in order for the Post Office authorizing the postage meter increase or a check is necessary for prepaid ITT tickets. The check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

After receipt of the increased 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 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.



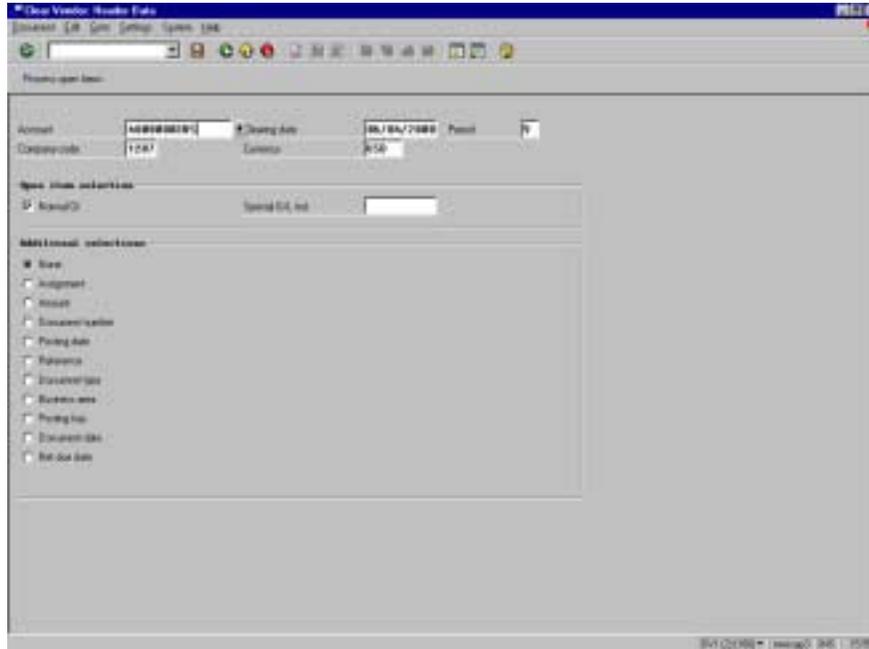
yable

Field	Description/Usage
Account	Enter the vendor account number to be cleared
Company Code	Enter the appropriate company code
Date	Enter the date
Normal OI (open item)	Be sure this indicator is flagged

In the ADDITIONAL SELECTIONS section you can indicate the field on which to clear. In most accounts payable situations, the AMOUNT will be the field used to clear. Click the AMOUNT field.

Click the process open items button  Process open items

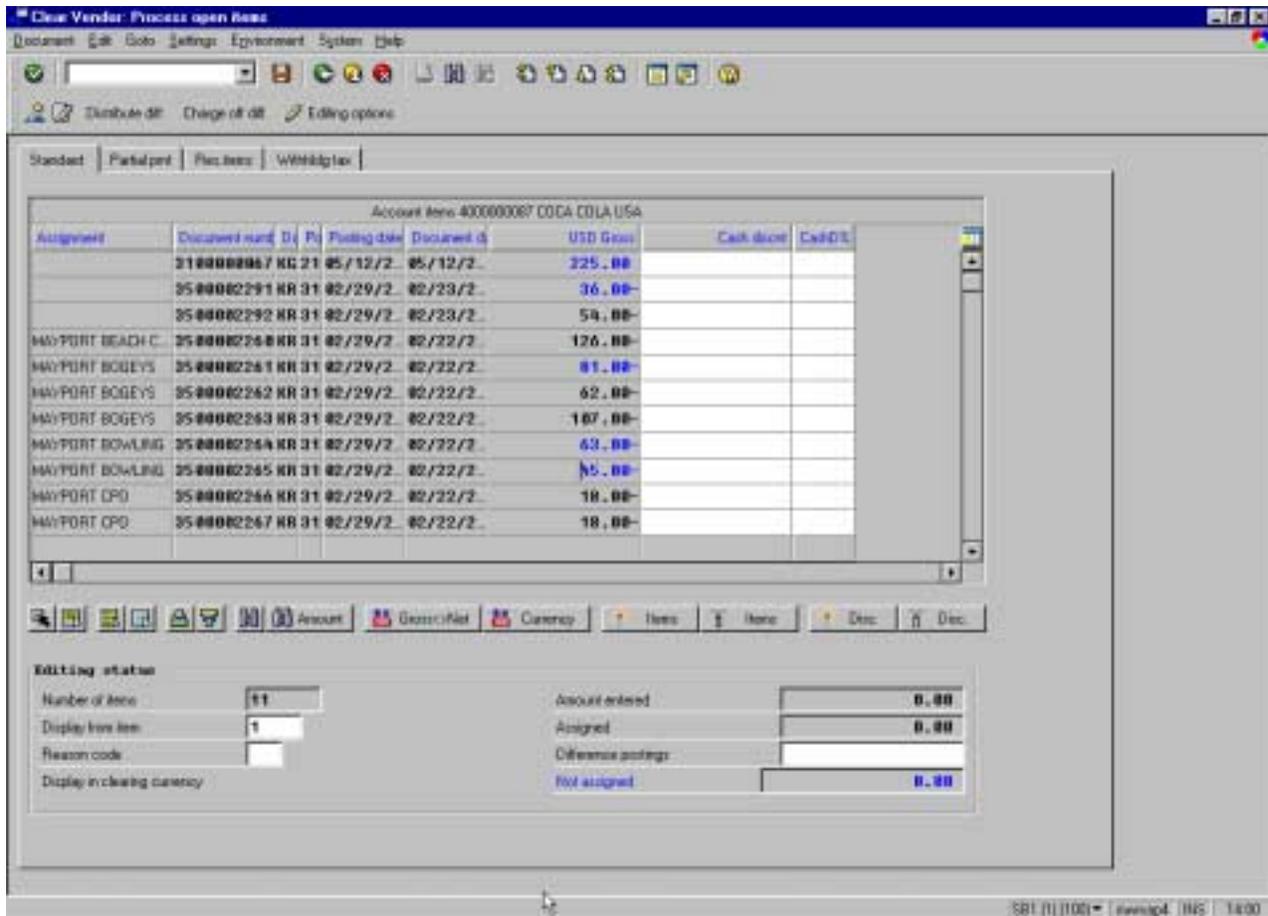
The Enter Selection Criteria Screen appears if any radio button other than “None” was selected.



In the amount section, enter the amount of the invoice/payment to be cleared. Again, click **Process open items**. You will then see the open items (one payment document and one invoice) which match the amount you entered. Select (double click or “turn blue”) the items you wish to clear (or match against each other).

NOTE: If your payment is represented by more than one invoice (for example, if the payment document is for \$400 and two invoices for \$150 and \$250 represent that payment), you will NOT be able to clear on AMOUNT. You will need to indicate “NONE” in the ADDITIONS SELECTIONS section. You will have to identify visually the items you want to clear or match off against each other.

Click **Process open items** and all open items for the selected vendor will appear. Select (by double clicking) the items that you want to clear.



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

To double check that the items are cleared:

ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS PAYABLE>ACCOUNT>DISPLAY LINE ITEMS

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

Retail (MM)

SI	Assignment	Doc. no.	Type	Doc. Date	\$ BB	Amount in local cur.	Clear	Clring doc.	Text
		310000007	EE	05/12/2000		225.00	USD	340000005	
		3500002591	EE	02/22/2000		50.00	USD	340000005	
	INVENTORY RECEIV	3500002561	EE	02/22/2000		81.00	USD	340000005	+RECT 000021 INVENTORY
	INVENTORY DEBITING	3500002564	EE	02/22/2000		60.00	USD	340000005	+RECT 000021 INVENTORY
	INVENTORY DEBITING	3500002565	EE	02/22/2000		40.00	USD	340000005	+RECT 000021 INVENTORY
						0.00	USD		
		** account 400000007				0.00	USD		
						0.00	USD		



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.

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]** push-button. 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.

Click on **Resetting and revers** to reset the clearing document with a reversal posting. The related invoices will be an open item again.

A “*Reversal data*” screen will appear.

Select reversal reason

The message “Clearing XXXXXXXXX reset” will appear on the status bar. Click on the icon  to continue.

If the push-button **Only resetting** 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 XXXXXXXXXXXX reset*” will appear. Click on the icon  to continue. This is followed by another message “*Document XXXXXXXXXXXX was posted in company code XXXX*”. Click on the icon  to continue.

Open Item (Discount Item)

If your open item is a discount item (payment terms include a discount) you will need to enter the gross amount against the new (or correct) vendor. Then when you select the open items (the incorrect vendor side) you will note that, when you select document >simulate, a message appears indicating “the amount is too large for clearing”.

When this occurs, click “Charge Off Diff” and at the bottom of the screen, key in the entry to “charge off” the difference of the discount amount. This would require you to use a posting key of 40 (debit) with the G/L account for Discounts Taken (780001) with the amount being the discount amount. After you make this entry, you can click

Process open items

again and then select document>simulate.

Post the document as above.

You will note the SAP system has created an additional offsetting entry to the discounts taken in the general ledger account (in effect zeroing the discount amount). This will ensure the open item (now recorded to the correct vendor) is posted with the gross amount (payment terms defaulting to the master record that will indicate the discount). When paid, the discount will be taken.



NOTE: You should go back and quickly review vendor open items to verify that the open items are correctly reported.

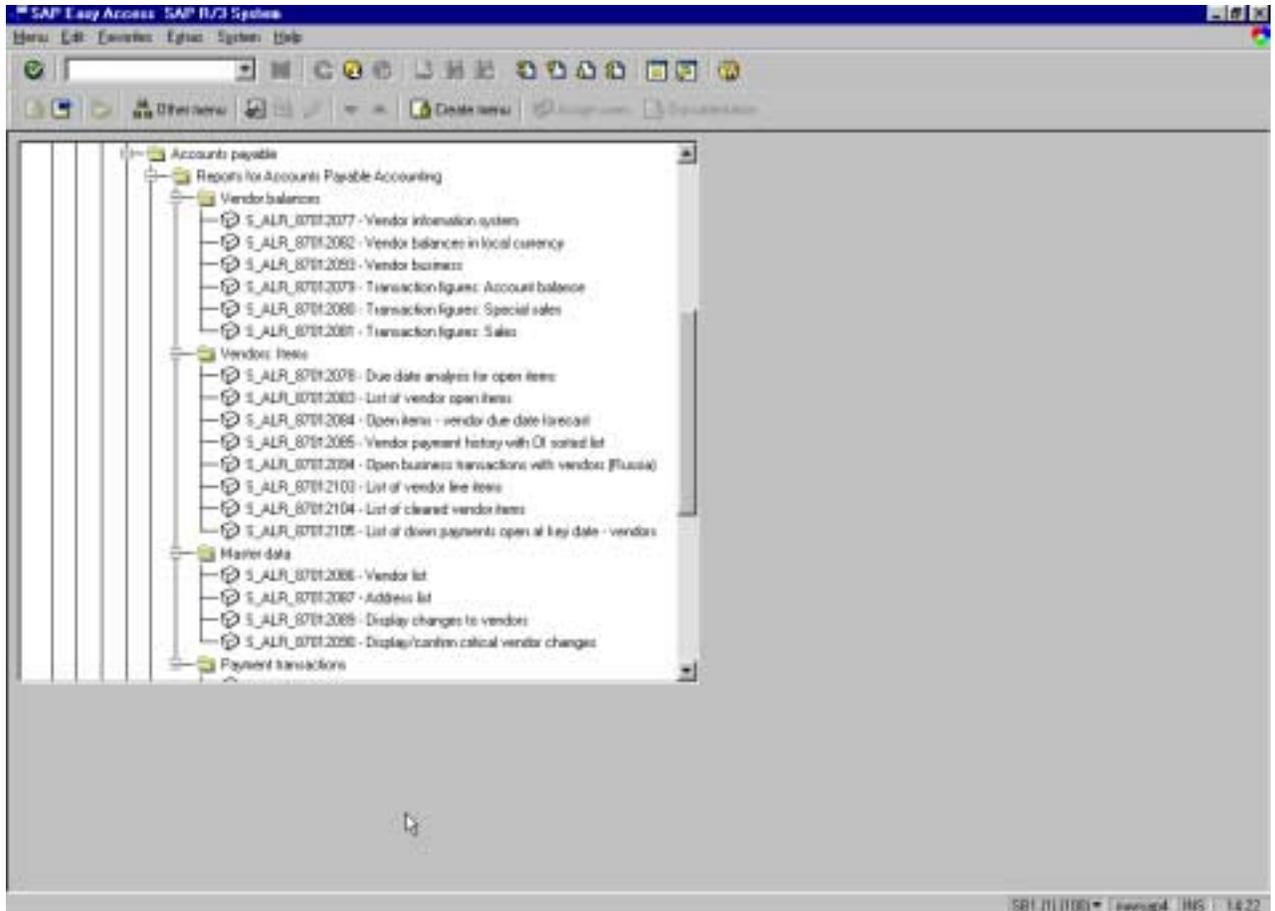
ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ACCOUNT > DISPLAY OPEN ITEMS

You will note that the item originally posted to the incorrect vendor is now listed as “cleared” against the transfer document you just posted, and the correct vendor now has an open item for that amount.

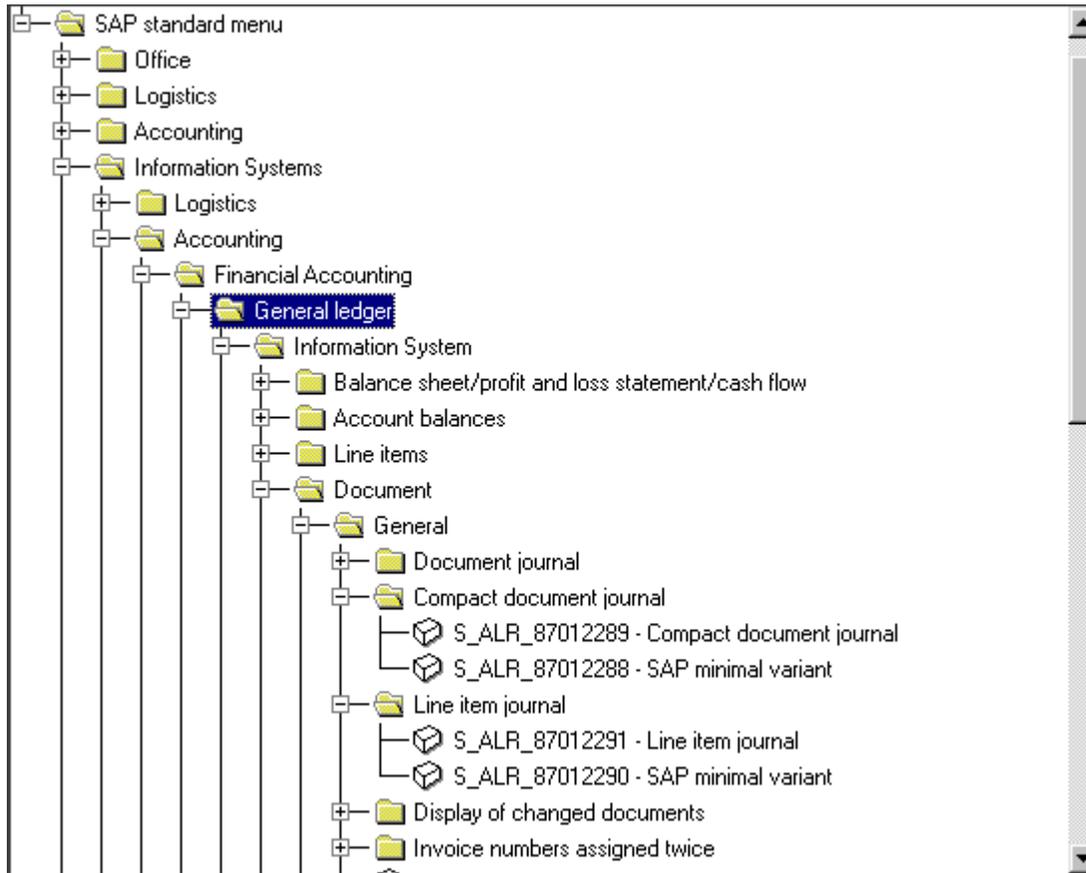
Reports

For other Accounts Payable reports:

INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > REPORT SELECTION >



INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > SELECT REPORT >



Document Number Ranges

Document Types	Number Range
KA - Vendor Documents	3000000000 to 3099999999
KG - Vendor Credit Memo	3100000000 to 3199999999
KP - Vendor Account Maintenance	3400000000 to 3499999999
KR - Vendor Invoice	3500000000 to 3599999999
KZ - Vendor Receipt	8400000000 to 8499999999
ZT - EFT Payment Posting	8000000000 to 8099999999
ZC - Check payment	8100000000 to 8199999999



MWR Consistency Report

This report should be run periodically to ensure that tax and banking information in the Vendor master record has been entered correctly. This report will identify errors such as incorrect bank account type (e.g., 01 represents a checking account type), incorrect file format (e.g., miscoded CXT vice CTX), failure to correctly enter account holder's name, improper social security number formats, etc.

It is recommended that this report be run once each week and corrections made based on the findings of the report. Use the following menu path to access the report:

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > PERIODIC PROCESSING > INFO SYSTEM > REPORT SELECTION



Double click on **MWR All validations**.

You only need to identify the vendor number range and the appropriate company codes you wish to review. For example, if you wish to run the consistency report for all Trade Vendors for Company code 1034, simply enter the vendor number range 4000000000 to 4999999999. Then identify company code 1034. If you wish to run this report for locally created vendors, enter the vendor number range from 1000000000 to 3999999999, then identify the company code.

It is **NOT** necessary to complete any additional fields or change any field in the area labeled "Data for Validation". This area has been pre-filled for this report and need **NOT** be changed in order to process this report!!

Click the Execute button. 



NOTE: MWR HQ will perform this function for all Trade Vendors (those that start with “4”, and make the appropriate corrections.

Local Vendor File coordinators should perform this function for all locally created vendors (those that start with “1”, “2” or “3”). The local coordinators will then make the necessary corrections.

Typical Errors reported on this report:

- Social Security Numbers not keyed in the proper format. Social Security numbers **MUST** be entered using the format XXX-XX-XXXX (Nine digits and must include the hyphens).
- TIN must be keyed in the proper format, also a 9 digit number. Usually this format is XX-XXXXXXXX
- Bank File format is CTX, not CXT or TXC
- Bank Account types are 01 and 02 (not simply 1 and 2)
- Bank Account name is required - You **MUST** have a account holder name in the Bank Account Name field (usually this "name" is the name of the company or individual).
- Vendor has been identified as subject to withholding tax, but **NO** Social Security tax was entered - Every vendor identified as a "07" or "03" for withholding tax purposes, **MUST** have a SSN number in the master record.
- Bank Data not allowed for Non-EFT - usually this error occurs when an EFT vendor has been changed to a "check" vendor due to a returned EFT item. This item is awaiting correction of bank information error. The field user should contact the vendor to review EFT (bank) data. If incorrect, a vendor change request should be submitted to MWR HQ. MWR HQ staff will then change the vendor master data back to an "EFT" vendor by marking a "T" in payment method.