
Welcome to...

**Invoice Processing
in FI**

Welcome and Introductions



Course Prerequisites



- ✓ Change Discussions
- ✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Process a proper invoice or credit memo in FI
 - Return an invalid invoice
 - Create and edit payment proposals



Benefits of Invoice Processing in FI



- SAP provides an automated means to:
 - Enter invoices
 - Park and post invoices
 - Trace invoice status
 - Create and execute recurring entry documents
 - Create and edit a payment proposal



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:10
2. Background Knowledge	00:20
3. Topic 1: Enter FI Invoice or Credit Memo	01:45
3. Topic 2: Validate FI Invoice	00:30
4. Topic 3: Create Payment Proposal	01:00
5. End of Course Review/Feedback	00:15
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the End-User Evaluation Form



On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
 - Assist with completion of transactions in the SAP system



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials, become familiar with the content
 - Review Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Park:** Saving invoice data until the invoice can be validated and approved for payment
- **Post:** Creating and saving a document in the database or posts a parked or parked complete invoice and creates the SGL entries

Background Knowledge



■ Key definitions Continued:

- **Save as Completed (Park Complete):** Creates an invoice document in document parking and saves the data to the database. This also kicks off the Workflow process for approval for the applicable invoices. However, the Workflow process for approval will only be applicable for invoices that are processed through Material Management.
- Its important to know the difference between Park, Post, and Park Complete



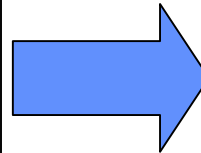
Background Knowledge



Differences between SAP and the previous system:

Old System:

- Several accounting systems used throughout the Agency at various locations
- Invoices and accounting information often entered into multiple screens at different times



SAP System:

- One system used throughout the Agency
- All accounting data entered in one transaction screen
- SAP creates commitment obligation and cost at the same time the invoice is posted in FI

Topic 1

Enter FI Invoice or Credit Memo

Topic 1: Overview



- Enter FI Invoice or Credit Memo
 - Record receipt of invoice or credit memo
 - Ensure proper discounts are taken
 - Prevent potential interest penalties
 - Post commitment, obligation, and cost at one time

- Process Flows: Enter Invoice
 - Initiate Enter Invoice sub-process activities



Topic 1: Objectives



- Upon completion of Enter FI Invoice or Credit Memo, end-users should be able to accomplish the following:
 - Enter and Park a Invoice in FI
 - Adjust an Invoice
 - Reject an Invoice
 - Create and Save a Recurring Entry Document
 - Execute a Recurring Entry Document



Topic 1: Process Flow



Enter FI Invoice or Credit Memo

A screenshot of a web-based financial system interface. The top navigation bar includes 'Contents', 'Index', and 'Search' tabs, with 'powered by RoboHelp Enterprise' on the right. A left sidebar titled 'Contents' lists: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main content area features a NASA logo and the title 'Core Financial OLQR Mission Control'. Below this is a 'Main Menu' section with six blue buttons arranged in two columns: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is located at the bottom center of the main menu area.



Topic 1: Enter FI invoice Screen



- Enter FI Invoice

Annotations:

- Verify transaction (invoice or credit memo)
- ZREM Vendor
- Select invoice Doc Type
- Vendor's invoice number
- Part of the Financial Classification Structure (FCS) data
- Must enter a GL Code

St...	G/L acct	Short text	DVC	Amount in ...	Bu...	Par...	Cost center	Order	WBS element
✓	6100 2200	Trans of Thi...	Debit	2,000.00	62		62ED19	FC400000	62-376-10-15
			Debit						
			Debit						
			Debit						
			Debit						



Topic 1: Enter FI invoice Screen



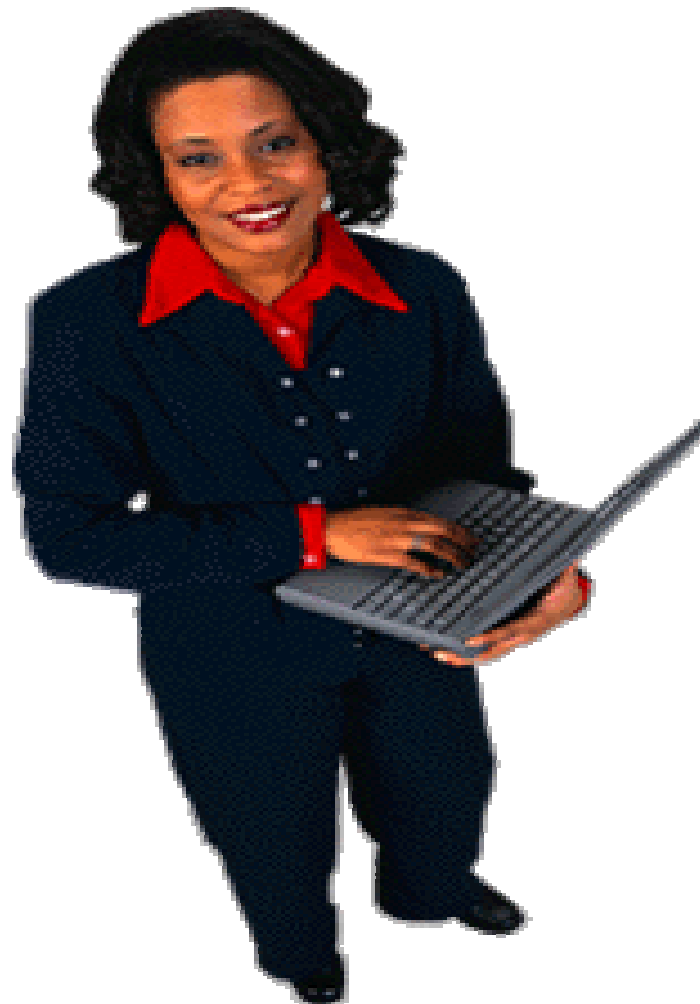
- Enter FI Invoice

Payment Method

Payment Method Supplement

St...	G/L acct	Short text	D/C	Fund	Pr...	Cost object
✓	6100.2200	Trans of Thi...	Debit	HSF542002D		
			Debit			
			Debit			
			Debit			
			Debit			

Demonstration and Exercise Introduction



Demonstration and Exercises



- Enter and Park FI Invoice
- Adjust Invoice Amount
- Reject FI Invoice
- Create and save Recurring Entry Doc.
- Execute Recurring Entry Document



Topic 1: Debrief



- Select appropriate Document Type in FI
- **Always** write down the SAP invoice document number on the hard copy of the invoice
- Park an invoice when important information (e.g. Financial Classification Structure) needed to post the invoice is missing or unknown
- In most cases you would not need to save an FI Invoice as Park Complete. Typically you would simply change it from Park to Post
- Recurring entry documents should only be used for payments that will recur on a regular basis for the same amount and due on the same day of the month. Such as: rent, and student loan
- Caution: Always verify transaction (invoice/credit memo)



Topic 2

Validate FI Invoice

Topic 2: Overview

- Validate FI Invoice
 - Verify approvals, account code and funding
 - Make Adjustments
 - Post invoice in SAP
- Process Flows: Validate Payments
 - Initiate Validate Payments sub-process activities

Topic 2: Objectives



- Upon completion of Validate FI Invoice, you should be able to accomplish the following:
 - Enter the FCS and other data elements that were missing or unknown when invoice was parked
 - Adjust invoice
 - Successfully Post a Parked or Parked Complete Invoice



Topic 2: Process Flow



Validate Invoice

The screenshot shows a web-based interface for the Core Financial OLQR Mission Control system. At the top, there is a navigation bar with 'Contents', 'Index', and 'Search' options, and a 'powered by RoboHelp Enterprise' label. On the left, a 'Contents' sidebar lists several menu items: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main content area features a 'Main Menu' with six blue buttons arranged in two columns: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is located below the buttons. The interface includes a NASA logo and a space shuttle image in the background.

Demonstration and Exercise Introduction



Demonstration and Exercise



- **Post a Parked FI invoice**



Topic 2: Debrief



- Post an invoice when no more changes are to be made
- Very limited changes can be made to a Posted Invoice
- Posting the invoice creates the SGL entries
- All required fields must be filled out prior to posting
- The system performs checks for valid FCS and funding when the invoice is posted
- If the FCS is not valid or funds are not available, the system will not post the invoice



Topic 3

Create Payment Proposal

Topic 3: Overview

- Create Payment Proposal
 - Listing of proposed invoice payments
 - Edit proposal
- Process Flow: Execute and Manage Payments
 - Process Manage Accounts Payable sub-processes

Topic 3: Objectives



- Upon completion of Create Payment Proposal, end-users should be able to accomplish the following:
 - Create a Payment Proposal
 - Edit a Payment Proposal
 - Block a Payment



Topic 1: Process Flow



Create Payment Proposal

A screenshot of a web-based application interface. The top navigation bar includes 'Contents', 'Index', and 'Search' buttons, and a 'powered by RoboHelp Enterprise' label. A left sidebar titled 'Contents' lists: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main content area has a NASA logo and the title 'Core Financial OLQR Mission Control'. Below this is a 'Main Menu' section with six blue buttons: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is located below the buttons.



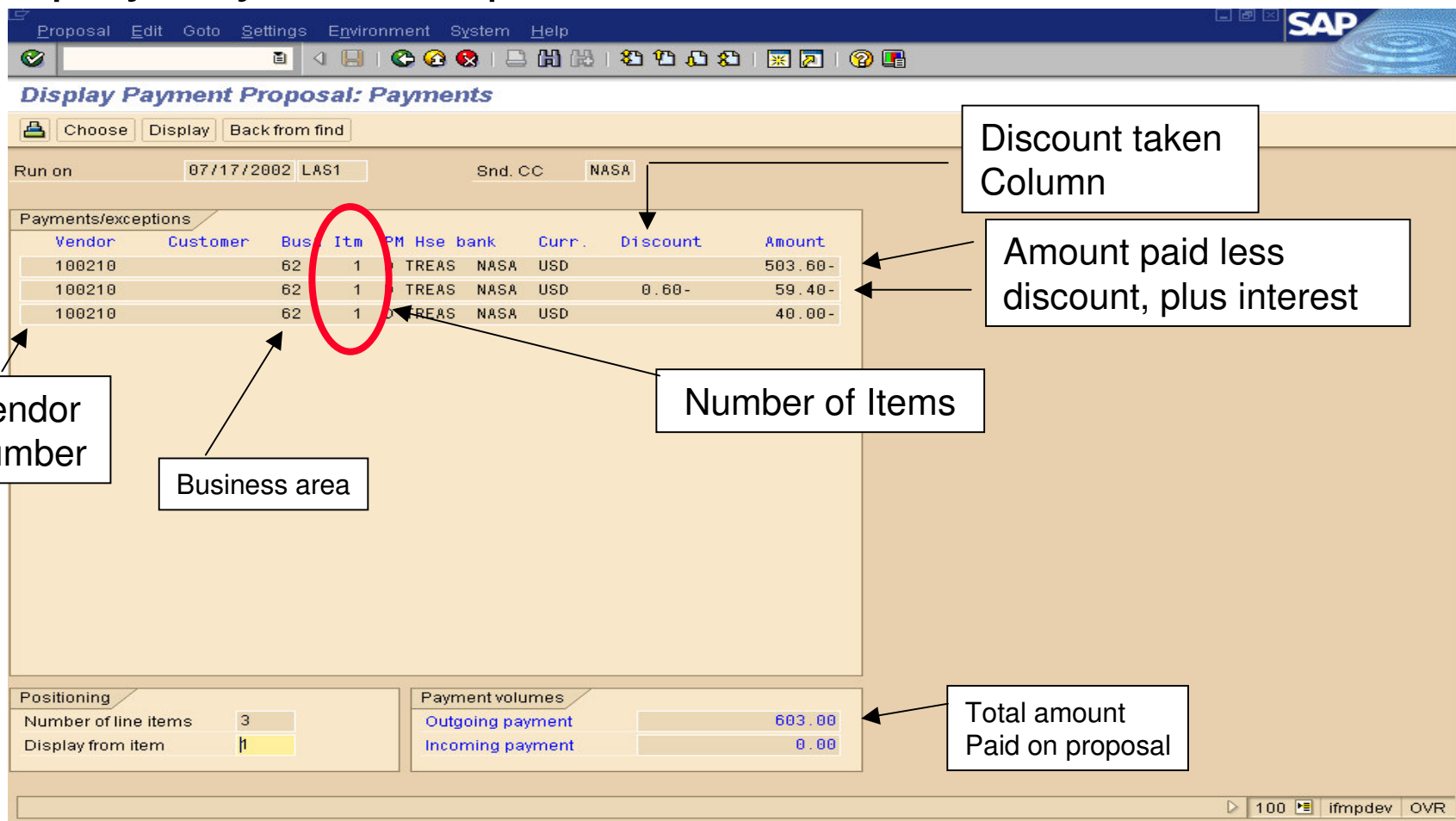
Create Payment Proposal Screenshot



Payment Proposal

Screenshot

Display Payment Proposal



The screenshot shows the SAP 'Display Payment Proposal: Payments' interface. The main data table is as follows:

Vendor	Customer	Bus	Itm	PM	Hse	bank	Curr.	Discount	Amount
100210		62	1			TREAS NASA	USD		503.60-
100210		62	1			TREAS NASA	USD	0.60-	59.40-
100210		62	1			TREAS NASA	USD		40.00-

Annotations on the screenshot include:

- Vendor Number**: Points to the 'Vendor' column.
- Business area**: Points to the 'Customer' column.
- Number of Items**: Points to the 'Itm' column, which is circled in red.
- Discount taken Column**: Points to the 'Discount' column.
- Amount paid less discount, plus interest**: Points to the 'Amount' column.
- Total amount Paid on proposal**: Points to the 'Outgoing payment' row in the 'Payment volumes' section, which shows 603.00.

At the bottom of the screen, the status bar shows '100 ifmpdev OVR'.

Screenshot



Display Payment Proposal

The screenshot shows the SAP 'Display Payment Proposal: Open Items' interface. The window title is 'Proposal Edit Goto Settings Environment System Help'. The main content area is divided into several sections:

- Header:** 07/17/2002 LAS1 Snd. CC NASA
- Selected group:** Vendor 100210, Currency USD, Payment method D, Customer, Business area 62, House bank TREAS NASA
- Paid items table:**

Document	CoCd	Curr.	Terms	Discount	Amount
5600001682		USD	5 1.000	0.60-	60.00-
- Positioning:** Number of line items 1, Display from item 1

Annotations with arrows point to the following elements:

- Terms:** Points to the 'Terms' field in the 'Paid items' table header.
- SAP Document Number:** Points to the 'Document' field in the 'Paid items' table.
- Discount taken Column:** Points to the 'Discount' field in the 'Paid items' table.
- Invoice Amount Column:** Points to the 'Amount' field in the 'Paid items' table.



Screenshot



Payment Proposal List

Document Type

Vendor Name & Address

Banking Information

SAP Document Number

Payment Method

Discount Taken

Payment includes Interest Penalty

Doc.no.	Type	P Name	Account holder	FC gross amount	Tot.ded.in FC	Net amount in FC	Curr.
0000100210							
01	TREAS	NASA	D A/P- Bank Transfers ACH (CCD+) LAS Inc.	500.00-	0.00	500.00-	USD
02	TREAS	NASA	D A/P- Bank Transfers ACH (CCD+) LAS Inc.	60.00-	0.60-	59.40-	USD
03	TREAS	NASA	D A/P- Bank Transfers ACH (CCD+) LAS Inc.	40.00-	0.00	40.00-	USD



Screenshot



Payment Proposal Log

Date	Time	Message
07/17/2002	10:31:20	Job started
07/17/2002	10:31:20	Step 001 started (program SAPP110S, variant &0000000001680, user name SZILALA)
07/17/2002	10:31:20	Log for proposal run for payment on 07/17/2002, identification LAS1
07/17/2002	10:31:21	>
07/17/2002	10:31:21	> Additional log for vendor 100210 company code NASA
07/17/2002	10:31:21	>
07/17/2002	10:31:21	> ----- Due date determination additional log
07/17/2002	10:31:21	> Document 5600001680 line item 001 via USD 500.00-
07/17/2002	10:31:21	> Terms of payment: 05/01/2002 5 1.000 % 30 0.000 % 0
07/17/2002	10:31:21	> 00 days grace period is being considered
07/17/2002	10:31:21	> Payment must take place before 05/31/2002; next payment on 07/01/2003
07/17/2002	10:31:21	> Item is due with 0.000 % cash discount
07/17/2002	10:31:21	> Payment late by 47 days. A penalty will be calculated.
07/17/2002	10:31:21	> The penalty rate of interest is 5.5000000 %
07/17/2002	10:31:21	> A penalty of USD 3.60 has resulted due to late payment
07/17/2002	10:31:21	>
07/17/2002	10:31:21	> ----- Due date determination additional log
07/17/2002	10:31:21	> Document 5600001682 line item 001 via USD 60.00-
07/17/2002	10:31:21	> Terms of payment: 07/15/2002 5 1.000 % 30 0.000 % 0
07/17/2002	10:31:21	> 00 days grace period is being considered
07/17/2002	10:31:21	> It is economically justified to take discount on run date of 07/17/2002
07/17/2002	10:31:21	> Cash discount is valid until 07/20/2002, next payment on 07/01/2003
07/17/2002	10:31:21	> Item is due with 1.000 % cash discount
07/17/2002	10:31:21	>
07/17/2002	10:31:21	> ----- Payment method selection additional log
07/17/2002	10:31:21	> Payment method selection for items due now to the amount of USD 503.60-
07/17/2002	10:31:21	> Payment method "D" is being checked
07/17/2002	10:31:21	> Bank details are being checked
07/17/2002	10:31:21	> Customer/vendor bank details are being read
07/17/2002	10:31:21	> Country US / Bank number 322270770 / Account 1234567890 ...
07/17/2002	10:31:21	> Customer/vendor bank details are being checked
07/17/2002	10:31:21	> System reads house banks and checks if they are allowed
07/17/2002	10:31:21	> Our bank TREAS is being checked

Interest penalty

Discount Is Economically Feasible



Screenshot



Payment Proposal Log (continued)

Job log Edit Goto System Help

Job Log Entries for F110-20020717-LAS1 -X

Long text Previous page Next page

SGL Affect

Date	Time	Message
07/17/2002	10:31:22	> Document F110000001 company code NASA currency USD payment method D
07/17/2002	10:31:22	> Lit PK Acct RA Amount Tax
07/17/2002	10:31:22	> 001 40 6330.1000 3.60 0.00
07/17/2002	10:31:22	> 002 25 0000100210 500.00 0.00
07/17/2002	10:31:22	> 003 50 2120.0000 503.60 0.00
07/17/2002	10:31:22	> ----- Payment method selection additional log
07/17/2002	10:31:22	> Payment method selection for items due now to the amount of USD 59.40-
07/17/2002	10:31:22	> Payment method "D" is being checked
07/17/2002	10:31:22	> Bank details are being checked
07/17/2002	10:31:22	> Customer/vendor bank details are being checked
07/17/2002	10:31:22	> System reads house banks and checks if they are allowed
07/17/2002	10:31:22	> Our bank TREAS is being checked
07/17/2002	10:31:22	> For currency USD and 005 days 999,999,999.00 are planned
07/17/2002	10:31:22	> Available amount is enough, 999,999,495.40 USD still available, 59.40 necessary
07/17/2002	10:31:22	> House bank is selected ...
07/17/2002	10:31:22	> Our bank details TREAS NASA are being used
07/17/2002	10:31:22	> Bank details of the partner with ctry US bk no. 322270770 acct 1234567890 are being used
07/17/2002	10:31:22	> Payment method "D" is permitted
07/17/2002	10:31:24	> ----- Posting documents additional log
07/17/2002	10:31:24	> Document F110000002 company code NASA currency USD payment method D
07/17/2002	10:31:24	> Lit PK Acct RA Amount Tax
07/17/2002	10:31:24	> 001 50 6100.9997 0.60 0.00
07/17/2002	10:31:24	> 002 25 0000100210 60.00 0.00
07/17/2002	10:31:24	> 003 50 2120.0000 59.40 0.00
07/17/2002	10:31:24	> ----- Due date determination additional log
07/17/2002	10:31:24	> Document 5600001681 line item 001 via USD 40.00-

100 ifmpdev OVR



Screenshot



Display Payment Proposal

Proposal Edit Goto Settings Environment System Help

SAP

Display Payment Proposal: Payments

Choose Display Back from find

Run on 01/14/2002 TEST Snd. CC NASA

Vendor	Customer	BusA	Itm	PM	Hse	bank	Comp	Discount	Amount
100017			3				***	Exceptions	***

Positioning

Number of line items 1
Display from item 1

Payment volumes

Outgoing payment 0.00
Incoming payment 0.00

FBZ0 ifmpdev OVR

This indicates that there are errors on the Payment Proposal

Screenshot



Display Payment Proposal

SAP Invoice Document Numbers

The screenshot shows the SAP 'Display Payment Proposal: Open Items' interface. At the top, there is a menu bar with 'Proposal', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Payment Proposal: Open Items' and contains several sections:

- Run on:** 01/14/2002 TEST, Snd. CC: NASA
- Selected group:** Vendor: 100017, Currency: [empty], Payment method: [empty], Customer: [empty], Business area: [empty], House bank: [empty]
- Exceptions:** A table with columns: Document, CoCd, Curr., Terms, Discount, Amount.
- Positioning:** Number of line items: 3, Display from item: 1

Document	CoCd	Curr.	Terms	Discount	Amount
1900000002	NASA	USD	3 0.000		2,000.00-
5100000011	NASA	USD	30 0.000		7,885,000.00
5100000002	NASA	USD	3 0.000 R		500.00-

At the bottom right of the window, there is a status bar with 'FBZ0', 'ifmpdev', and 'OVR'.

No Payment method, House Bank or Business area Indicates that there is a problem With this vendor's payment



Screenshot



Payment Proposal List with Errors

The screenshot displays the SAP 'Payment list' interface. At the top, the menu bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The title bar shows 'SAP'. Below the menu, the window title is 'Payment list'. The main content area shows the following details:

Agency: Washington DC
Company code: NASA
Payment proposal list for proposal run 01/14/2002/TEST
Date: 01/25/2002 / 16:45:18
Users: MS04116
Page: 1

Payment	House	bk	Acct	ID	P	Name (in language of country)	Account holder	Amount paid (FC)	Curr.	Err					
BA	CoCd	Doc.no.	Type	Document	date	Bline	date	PayT	PK	FC gross amount	Tot.ded.in FC	Net amount in FC	Curr.	Err	
Vendor 0000100017															
Mine Manufacturing 1500 Dunlop Ave Madison, AL															
Exception No payment															
62	NASA	1900000002	ZH	09/30/2001	09/30/2001	0000	31	2,000.00-	0.00	2,000.00-	USD	006			
62	NASA	5100000011	RE	09/30/2001	09/30/2001	NT30	21	7,885,000.00	0.00	7,885,000.00	USD	001			
62	NASA	5100000082	RE	11/07/2001	11/07/2001	0000	31	500.00-	0.00	500.00-	USD	003			
*										7,882,500.00	0.00	7,882,500.00	USD		

Agency: Washington DC
Company code: NASA
Payment proposal list for proposal run 01/14/2002/TEST
Date: 01/25/2002 / 16:45:18
Users: MS04116
Page: 2

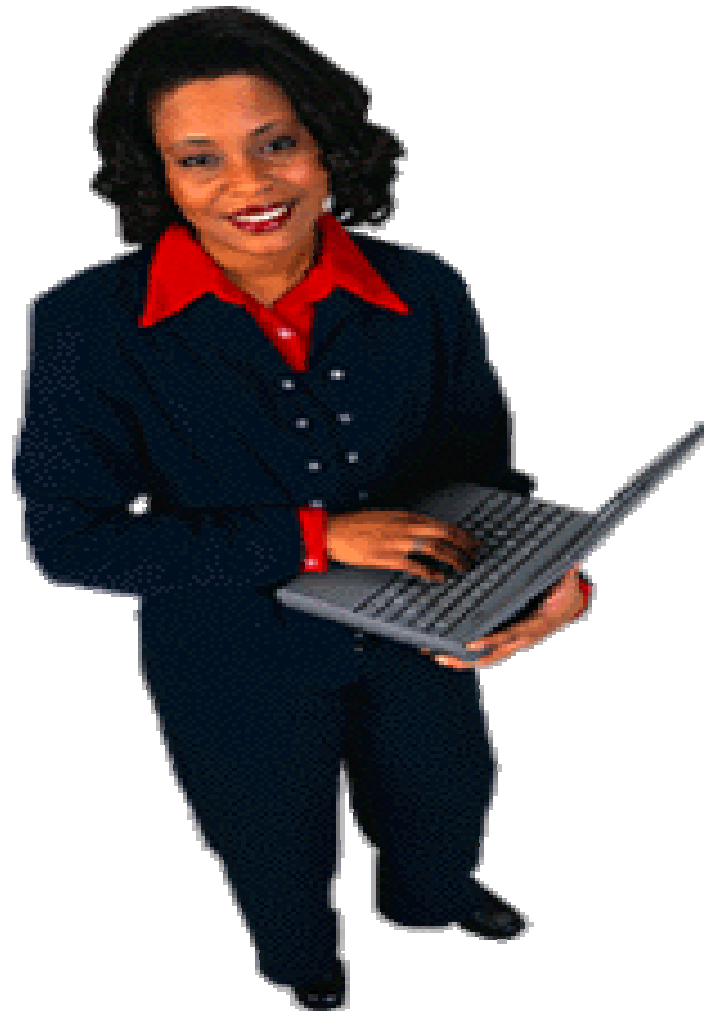
Legend

Err	Message text
001	No pymt possible because items with a debit bal.still exist; see job log
003	Item is blocked for payment
006	No valid payment method found

Callouts in the image:

- 'No Banking Information' points to the empty 'Amount paid (FC)' and 'Net amount in FC' columns in the table.
- 'Errors' points to the 'Legend' table.

Demonstration and Exercise Introduction



Demonstration and Exercise:



- Create payment proposal (including edit and block payment)

Topic 3: Debrief



- A payment proposal can be edited
- Invoice payments in the payment proposal can be removed from the proposal by selecting a block indicator in the block payment field
- During the proposal run, the system performs checks on the vendor's account, group due items, and selects the relevant banking information
- If relevant information is missing or incorrect, the system promptly displays an error message



End of Course Review

Review Objectives & Expectations



Everyone here should now able to:

- ✓ Process a proper invoice or credit memo in FI
- ✓ Return an invalid invoice
- ✓ Create and edit payment proposals
- ✓ Block a Payment



Available Resources



-
- SAP Practice Training Instance
 - OLQR
 - Super-users within each department
 - Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.



Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

