
Welcome to...

Processing Payments Through Treasury

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- At the conclusion of this course, individuals should be able to use SAP to:
 - Execute the payment schedule
 - Verify a proposal
 - Execute the payment run
 - Create a file for Treasury
 - Notify a payee electronically (Travel Payments only)
 - Record the Treasury confirmation
 - Record the payment confirmation (for emergency only)



Benefits of Processing Payment Through Treasury



- SAP provides automation for:
 - Processing invoices from receipt through payment to Treasury
 - Integrated system
 - ↓ Viewing data across functional areas
 - Alleviating the burden of communication
 - Reducing paper-based communication
 - Electronic posting of treasury confirmation through the Treasury Interface



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:10
2. Background	00:25
3. Topic 1: Execute Payment Schedule	02:15
4. Topic 2: Record Treasury Confirmation	00:45
5. Course Summary	00:25
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 on-line training course feedback form



Course Tool: On-Line Quick Reference



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



Prepare Your Workspace



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



Background Knowledge

Background Knowledge



- Key definitions:

- **Payment Proposal:** A listing of vendor invoices that are due. When the payment proposal is run, the system:
 - Checks the accounts and documents specified in the parameters for due items
 - Groups due items for payment
 - Selects the relevant payment methods, house banks, and partner banks
- **Payment Run:** The final run of the payment proposal after it has been edited and is error free. During the payment run, the system:
 - Posts payment documents
 - Clears open items
 - Prepares data for the printing of payment media



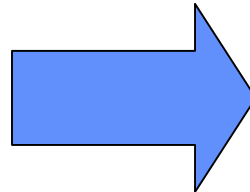
Background Knowledge



Differences between the previous system and SAP:

Old system:

- Some of the current Accounting Systems – not integrated
- Mostly paper-based communication with other functional areas
- Manual posting of the Treasury Payment Confirmation



SAP system:

- Procurement and Budget departments can view invoice information
- Significantly fewer paper-based processes
- Treasury Payment confirmation posted electronically

Topic 1

Execute Payment Schedule

Topic 1: Overview



- Execute Payment Schedule
 - Verify that invoices payment should be made on the invoice.
 - Review terms and conditions of contractual documents
 - Check that goods have been received and accepted, and services have been performed
 - Certifies the invoices for payment



Topic 1: Objectives



- Upon completion of this topic individuals should be able to accomplish the following:
 - Verify a Proposal
 - Execute a Payment
 - Send an Electronic Notification to Payee
 - Create a File for Treasury



Topic 1: Process Flow



Execute Payment Schedule

The screenshot shows a web-based interface for "Core Financial OLQR Mission Control". At the top, there are navigation links for "Contents", "Index", and "Search", and a note "powered by RoboHelp Enterprise". On the left, a "Contents" sidebar lists: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main area features a "Main Menu" 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. The NASA logo is visible in the top left corner of the interface.

Topic 1: Screenshot



Vendor Payment Proposal List

Payment list

Agency: Washington DC
Company code: NASA

Payment proposal list for proposal run 10/19/2002/6JA19
Users: MS04116
Page: 1

Payment	House bk	Acct ID	P Name (in language of country)	Account holder	Amount paid (FC)	Curr.					
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 0000101573			Bank details:								
Test Vendor 1			First Commercial Bank								
1500 Dunlop Blvd Madison, AL			Bank number: 111222333								
			Account number: 1402								
F110000001	TREAS	NASA	D A/P- Bank Transfers ACH (CCD+)	MAYFLOWER COMM CO INC	250.00-	USD					
62	NASA 1910000261	ZN	10/17/2002	10/17/2002 NT30 31	250.00-	USD					
					0.00	250.00- USD					
					250.00-	0.00	250.00- USD				
Vendor 0000106252			Bank details:								
Test Vendor 2			Union Bank								
2800 Oakridge Dr Nashville, TN			Bank Number: 444555333								
			Account number: 22100								
F110000002	TREAS	NASA	D A/P- Bank Transfers ACH (CCD+)	UNITED PARCEL SERVICE	175.00-	USD					
62	NASA 1910000262	ZN	10/16/2002	10/16/2002 3030 31	175.00-	USD					
					5.25-	169.75- USD					
					175.00-	5.25-	169.75- USD				

Agency: Washington DC
Company code: NASA

Payment proposal list for proposal run 10/19/2002/6JA19
Totals per business areas
Users: MS04116
Page: 2

Discount Taken

BA	Payment method	Curr.	Amount paid (FC)	Tot.ded.in FC	LCurr	Local curr.pmnt amnt
----	----------------	-------	------------------	---------------	-------	----------------------

Vendor Number and Name

SAP Invoice Document Number

Payment Method

Banking Information

Amount Paid



Topic 1: Screenshot



Vendor Payment Settlement List – Payment Run

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 bar, the window title is 'Payment list'. The main content area shows 'Payment settlement list for payment run 10/19/2002/6JA19' for 'Agency: Washington DC' and 'Company code: NASA'. The date and time are '10/21/2002 / 13:28:19', with 'Users: MS04116' and 'Page: 1'. A table of payment entries is shown, with columns for 'Payment', 'House bk', 'Acct ID', 'P Name', 'Account holder', and 'Amount paid (FC) Curr.'. Two vendors are highlighted with blue boxes: 'Test Vendor 1' (1500 Dunlop Blvd Madison, AL) and 'Test Vendor 2' (2800 Oakridge Dr Nashville, TN). A red oval highlights the navigation buttons at the top of the table area. A blue callout box contains the following text:

- Note the similarity of this screenshot and the previous screenshot.
 - Payment settlement list from payment run
 - SAP payment run clearing document number

At the bottom of the screenshot, the status bar shows '311 ifmptst OVR'.



Topic 1: Screenshot



Verify Payment Data Medium File

The screenshot shows the SAP Data Medium Overview interface. The menu bar includes 'DME administration', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The title bar shows 'mir4' and the SAP logo. The main area is titled 'Data Medium Overview' and contains a form with 'Paying co. code' set to 'NASA' and 'Bank country' set to 'US'. Below the form is a table with the following data:

Run on	Identif...	Propo...	Local curr.pmnt amnt	Curr...	Entered by	Receiver	Format	Ex...	Date created	Consec.
10/25/2002	GJA8B		1,517.99	USD	MS04116	TREAS	ACH		10/29/2002	1

A callout box with a blue background and red text is overlaid on the table, containing the following instructions:

To Display Data Medium File:
Click Environment, Payment
Medium, and DME
Administration

The status bar at the bottom of the window shows 'Position cursor on a line' and '950 tr1svr01 OVR'.



Topic 1: Screenshot



Data Medium File Contents

The screenshot shows the SAP Data Medium Overview window. The main window displays a table with the following data:

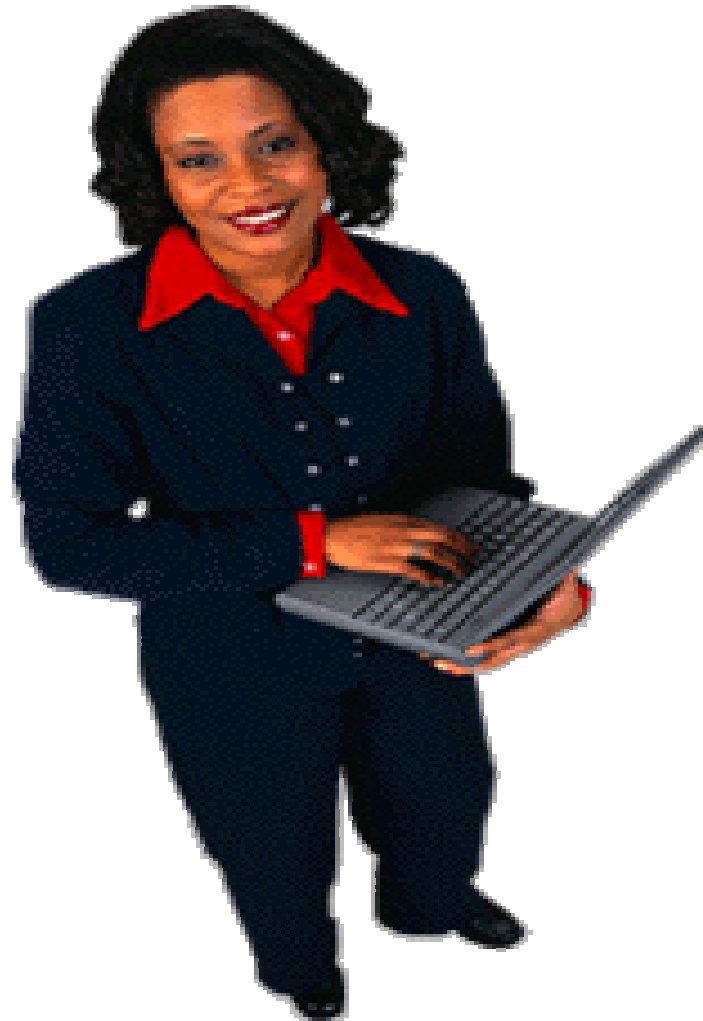
Run on	Identif...	Propo...	Local curr.pmnt amnt	C
10/25/2002	GJA8B		1,517.99	U

A pop-up window titled "Display Data Medium Contents" shows the following text:

```
.....+.....1.....+.....2.....+.....3.....+.....4.....+.....5.....+.....6.....  
DHDR          MSFCVENMIS02302      MARSHALL SPC FLT CNT  
              VENMIS00021025002  
              <CR/LF>  
44422333A0000020242V80004901UNIVERSITY OF SAN FRAN C01100127611  
1111111      RMR*IV*01*AI*202.42\REF*RB*5.500*$2.42 interest f  
or 79 days\      Y<CR/LF>  
44422333A0000030363V80004901UNIVERSITY OF SAN FRAN C01100127611  
1111111      RMR*IV*02*AI*303.63\REF*RB*5.500*$3.63 interest f  
or 79 days\      Y<CR/LF>  
621475873A0000101194V80004901PREMIER SYSTEM INTEGRA C06410139811  
1111111      RMR*IV*01-62736D*AI*1,011.94\REF*RB*5.500*$11.94  
interest for 78 days\      Y<CR/LF>  
DEOR          0000000003          000000151799 000000000003 00000000  
151799  
              80004901<CR/LF>  
<END>
```



Demonstrations and Exercises Introduction



Topic 1: Demonstrations & Exercises



- Verify Payment Proposal
- Execute Payment Run

Caution: Limit how many times you display the payment run list because each time it is displayed, an electronic notification goes out to employees for travel payments.



- Review payment proposal prior to executing the payment run
- The payment medium file for Treasury must be created when executing the payment run if applicable (always verify that the medium file was created if it was applicable)
- Displaying the Payment run list kicks off the electronically notification to employees for travel reimbursement payments (use caution as to how many times you display it)
- The Payment Run **cannot** be edited or deleted

Topic 2

Record Treasury Payment Confirmation

Topic 2: Overview



- Record Treasury Payment Confirmation
 - Final accounting event of the payment process
 - Treasury interface will post the payment schedule confirmations
 - Payments move from Disbursements in Transit (DIT) into the Fund Balance account



Topic 2: Objectives



- Upon completion of the Record Treasury Payment Confirmation topic, individuals should be able to accomplish the following:
 - Manually record the payment schedule confirmation from Treasury (for emergencies only)
 - Understand how the recording affects the SGL (Standard General Ledger) accounts



Topic 2: Screenshot



Manual Treasury Confirmation

The screenshot shows the SAP Treasury Confirmation screen. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window title is 'Treasury Confirmation'. The form contains the following fields and options:

- Agency Location Code: 80004901
- File name: c://gloria1.bt
- PC File
- Start Bank Stmt Reconciliation
- Variant name: TCONFIRM
- Reversal reason: (empty)
- Manual Confirmation Only
- Test
- Test Parameters:
 - With file creation:
 - Without file creation:

The status bar at the bottom right shows '950 tr1svr01 OVR'.



Topic 2: Screenshot



Manual Treasury Confirmation

Agency Location Code: 80004901

Schedule Nbr	Confirm Date	Check number	Check number	Local curr.pmnt amnt
--------------	--------------	--------------	--------------	----------------------

Payment Schedule Number (1) 44 Entries found

Sched Nbr	Run on	ID	P	ALC	Pmt ...	File Nbr	Sch Stat...
00020724012	07/24/2002	AEJ09	D	80000701	GRC	000002	C
00020724013	07/24/2002	AEJ10	D	80000701	GRC	000002	C
00020724014	07/24/2002	AEJ11	D	80000701	GRC	000002	C
00020724015	07/24/2002	AEJ12	D	80000701	GRC	000002	C
00020724016	07/24/2002	AEJ13	D	80000701	GRC	000002	C
00020724017	07/24/2002	AEJ14	D	80000701	GRC	000002	C
00020724018	07/24/2002	AEJ15	D	80000701	GRC	000002	C
00020724019	07/24/2002	AEJ17	D	80000701	GRC	000002	C
00020724020	07/24/2002	AEJ18	D	80000701	GRC	000002	C
00020724021	07/24/2002	AEJ19	D	80000701	GRC	000002	C
00020724022	07/24/2002	AEJ20	D	80000701	GRC	000002	C
00020724023	07/24/2002	GJAC1	D	80004901	MSFC	000002	N
00020724024	07/24/2002	GJAC2	D	80004901	MSFC	000002	C
00020724025	07/24/2002	GJAC4	D	80004901	MSFC	000002	C
00021025001	10/25/2002	GJA9A	D	80004901	MSFC	000002	C
00021025002	10/25/2002	GJA8B	D	80004901	MSFC	000002	N
00021030001	10/30/2002	GJA8A	D	80004901	MSFC	000002	N



Topic 2: Screenshot



Manual Treasury Confirmation Continued

System Help SAP

Treasury Confirmation: Confirmation Data Entry

Agency Location Code 80004901

Schedule Nbr	Confirm Date	Check number	Check number	Local curr.pmnt amnt
00021025002	10/29/02	300	302	1517.99

950 tr1svr01 OVR



Topic 2: Screenshot



Manual Treasury Confirmation Continued

Post Bank Statement/Check Deposit List

Agency Washington DC Bank statement posting Posting log Time 16:54:52 Date 10/29/2002 RFEBBU00/MS04116 Page

Area: Bank Accounting Bank: 123456780 Account: 999999999 Treasury Statement: 00022 ID: 00000022

LI No	Int/external trans.	TCode	PNo	DT	PK	Acct	Description	Curr.	Amount	SE LFD	Search term
00001	ZINC N075	FB05	001	ZR	50	1010.6100	Distrib and Adj	USD	1,011.94		
						2120.0000	Disbursements In-Tra				BELNR 2020000010
Document 1310000004 was posted in company code NASA											
00002	ZINC N075	FB05	001	ZR	50	1010.6100	Distrib and Adj	USD	202.42		
						2120.0000	Disbursements In-Tra				BELNR 2020000011
Document 1310000005 was posted in company code NASA											
00003	ZINC N075	FB05	001	ZR	50	1010.6100	Distrib and Adj	USD	303.63		
						2120.0000	Disbursements In-Tra				BELNR 2020000012
Document 1310000006 was posted in company code NASA											

Agency Washington DC Bank statement posting Posting log Time 16:54:56 Date 10/29/2002 RFEBBU00/MS04116 Page 2

Area: Subledger postings Bank: 123456780 Account: 999999999 Treasury Statement: 00022 ID: 00000022

LI No	Int/external trans.	TCode	PNo	DT	PK	Acct	Description	Curr.	Amount	SE LFD	Search term
-------	---------------------	-------	-----	----	----	------	-------------	-------	--------	--------	-------------

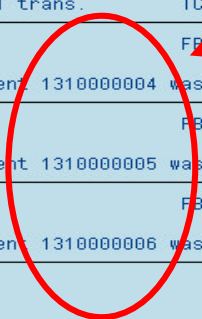
Agency Washington DC Bank statement posting Processing statistics Time 16:54:56 Date 10/29/2002 RFEBBU00/MS04116 Page 3

Document 1310000006 was posted in company code NASA

950 tr1svr01 OVR

SAP Document Number that created An entry to cash

Clearing Documents From Payment Run



Topic 2: Screenshot



Manual Treasury Confirmation Continued

Bank Statement: Various Formats (SWIFT, MultiCash, BAI...)

Agency: Washington DC Time 16:54:52 Date 10/29/2002
RFEBKA00/MS04116 Page

Treasury
Bank no.: 123456780 Account number: 999999999 Statement numbe 00022 ID: 00000022
House bank: TREAS Acct ID: NASA Statement date: 10/29/2002 Currency: USD

INo	ValDt	PstDt	Note to payee	Posting text	BTC Journal	Amount
					Beginning ba	119,617.99-
00001	10/28	00/00			N075	1,011.94-
00002	10/28	00/00	Reference	2020000010	N075	202.42-
00003	10/28	00/00	Reference	2020000011	N075	303.63-
			Reference	2020000012		
Total debits						1,517.99
Total credit						0.00
Ending balan						121,135.98-

Annotations:
- Red circle around reference numbers: 2020000010, 2020000011, 2020000012
- Red circle around Total Paid: 1,517.99
- Red arrow pointing to SAP Clearing Document Number field



Topic 2: Screenshot



Manual Treasury Confirmation Continued

The screenshot shows the SAP Treasury Confirmation interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Treasury Confirmation'. The screen displays a table with the following data:

Schedule Nbr	Pymt Off	PM	Check From	Check To	Amount
00021025002	MSFC	D	0000000000300	0000000000302	1,517.99-
			0000000000300	NASA 202000010	1,011.94-
			0000000000301	NASA 202000011	202.42-
			0000000000302	NASA 202000012	303.63-
					1,517.99-

Below the table, the text 'Schedule confirmed successfully' is displayed. The bottom status bar shows '950 tr1svr01 OVR'.



Topic 2: Process Flow



Record Payment Confirmation

The screenshot shows a web application interface for "Core Financial OLQR Mission Control". At the top right, it says "powered by RoboHelp Enterprise". On the left, there is a "Contents" sidebar with a list of menu items: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main 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. Below the buttons is a link for "Glossary". The NASA logo is visible in the top left corner of the application window.



Demonstrations and Exercises Introduction



Topic 2: Demonstration & Exercise



- Post Treasury confirmation

- Posting the Treasury payment confirmation:
 - Posts Electronically in SAP through Interface
 - Clears the DIT (Disbursements-in-transit)
 - Can be processed manually in emergency situations **only**

End of Course Review

Review Objectives & Expectations



- Everyone here should now be able to:
 - ✓ Verify a proposal
 - ✓ Execute a payment run
 - ✓ Understand that Treasury Confirmation are posted electronically through the interface but can be posted manually in an emergency situation
 - ✓ Understand what launches the electronic notification to employees for travel payments
 - ✓ Create a Data Medium file for Treasury



Available Resources



-
- SAP Practice Training Database
 - 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

