

## SAP

### Vendor Invoice Management - Guidance for Coders

**Invoices arriving into school should be stamped and sent off to Accounts Payable, where they will be scanned into SAP.**

You will be notified of invoices for coding via your SAP Inbox and you should check this regularly.

Invoices should be coded and sent for approval or rejected as soon as notification is received.

#### Credit Notes

All Credit Notes received, like invoices, should be stamped and sent to Accounts Payable.

Credit Notes relating to OrderPoint will be scanned into SAP and matched with the invoice which will then be paid.

Credit Notes relating to non-OrderPoint invoices should have the additional information of your school's Cost Centre and the General Ledger (G/L) Expense Code to which you would like the money returned.

#### Contents

Sending off an Invoice.....	2
Checking an Invoice.....	3
Coding an Invoice.....	8
Changing Approver.....	16
Discrepancies.....	18
Rejecting an Invoice.....	20
Invoice is rejected by the Approver.....	23
Search for a Vendor account number.....	26

## Sending off an Invoice

When you receive a paper invoice into your school, you must stamp the invoice and complete the fields:

DFE No	
Vendor No	
Purchase Order No	

- Write in your DFE number (4 numeric digits only)
- Write in the Vendor Account Number
- If the invoice relates to an order placed through OrderPoint write in the purchase order number (65xxxxxxxx)

To search for the Vendor Account Number use transaction code **S\_ALR\_87012087** 'List of Vendor Addresses' (See page 27 of this guide to complete this search).

### Tip

If a new vendor needs to be set up you will need to complete the Master Data Form MD4.

You may also find it helpful to write on the General Ledger Code (expense /GL code and/or SIO) which the invoice relates to, this will assist with the invoice coding process.

Send the invoice to the Accounts Payable Team, Room 243, at County Hall Offices in your pink folder via your area mail

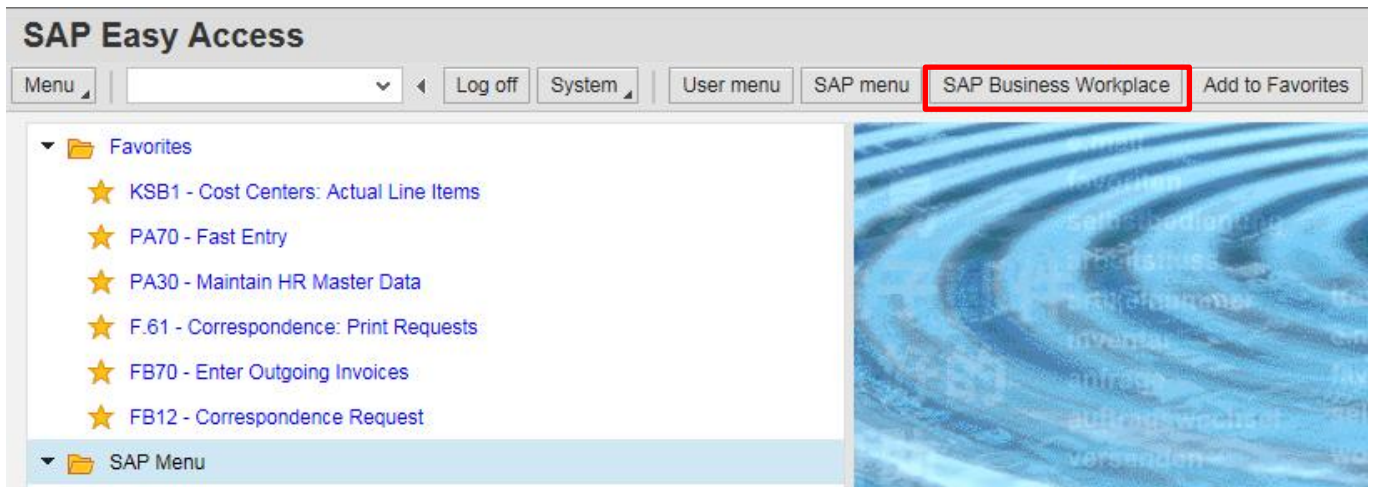
The Accounts Payable team will scan the invoices into SAP and using electronic workflow the invoices will be sent to your **SAP Inbox** for reviewing and coding.

SAP Business Workplace

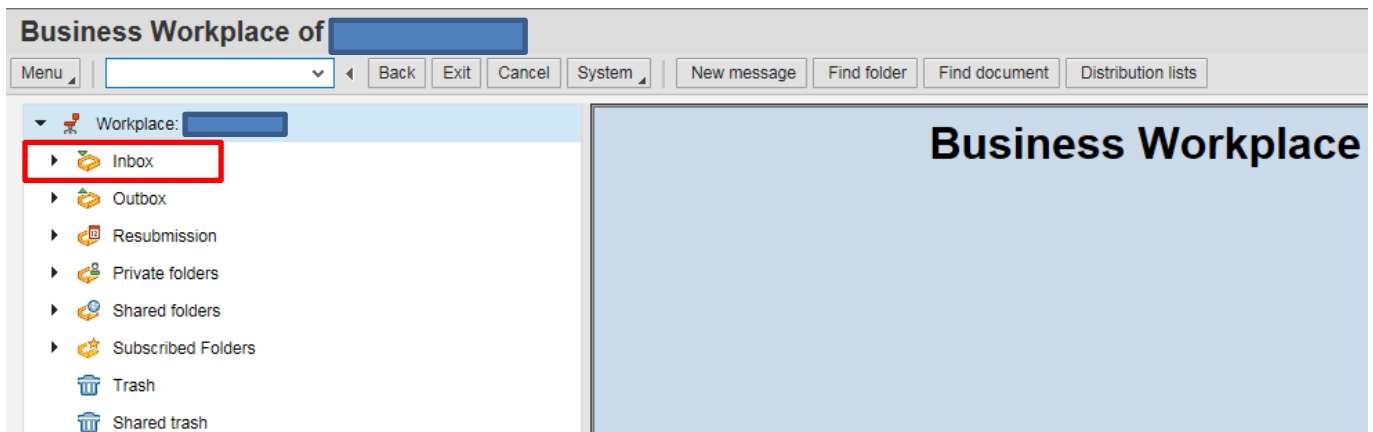
**If you delay sending invoices in there is a risk that payment will be late and your school may incur a late payment charge.**

## Checking an Invoice

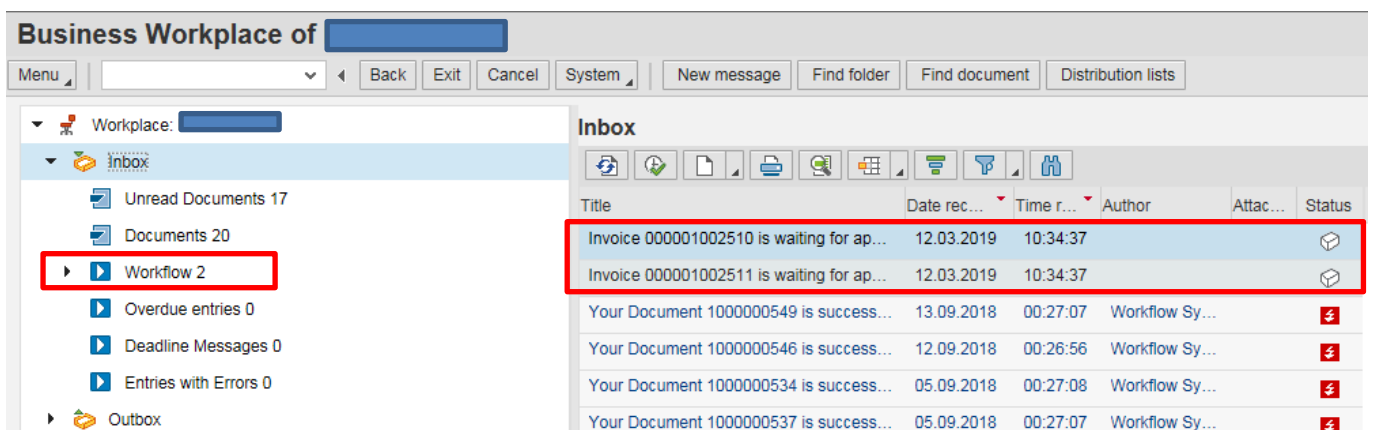
- Log into SAP and **Click on 'SAP Business Workplace'**



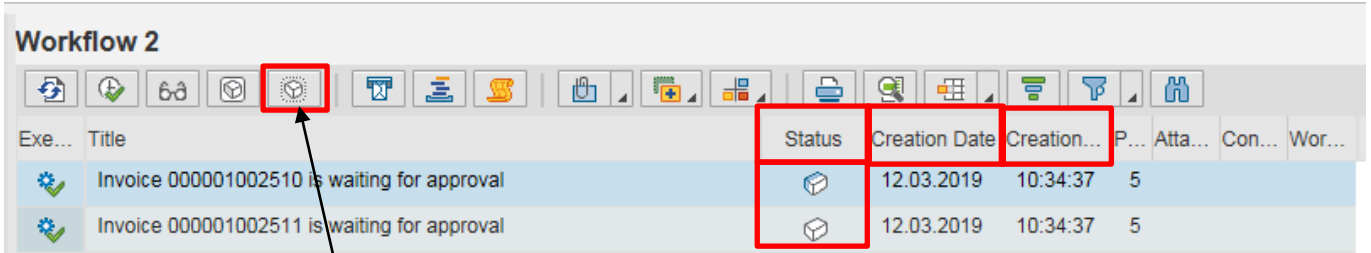
- Double click on your **Inbox** to open it.



- Double click on **Workflow** to expand the line items and icons on the right.



**Workflow 2**



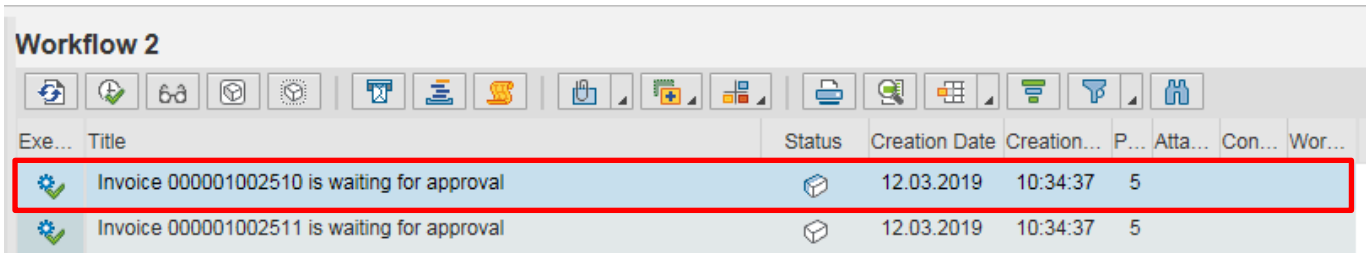
Exe...	Title	Status	Creation Date	Creation...	P...	Atta...	Con...	Wor...
	Invoice 000001002510 is waiting for approval		12.03.2019	10:34:37			5	
	Invoice 000001002511 is waiting for approval		12.03.2019	10:34:37			5	

White Cube – invoice is ready to code  
 Grey Cube – invoice has been previously opened

Creation date & time – when the invoice was scanned into your inbox

To reset the status box back to white use the 'replace' icon

**Workflow 2**



Exe...	Title	Status	Creation Date	Creation...	P...	Atta...	Con...	Wor...
	Invoice 000001002510 is waiting for approval		12.03.2019	10:34:37			5	
	Invoice 000001002511 is waiting for approval		12.03.2019	10:34:37			5	

- Double click on the invoice you wish to code

The information on screen **must** be checked with the scanned invoice image for accuracy

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Dis

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	[Redacted]	4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
[Icon]		[Icon]		Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
[Redacted]	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

Add Comments | Inquire | Approve | Reject | Return to Inbox

- If you wish you can click on the **Additional Details** tab to display further information

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | **Additional Details**

Vendor Number	20016625	Vendor Invoice Number	ANTHONY GELL 4
Company Code	1000		
DP Document Number	000001002510		

- To view the actual scanned invoice click on **Display Image**

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | **Display Image**

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

**Invoice Summary** | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	[Redacted]	4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/>
			Tax Amount	20.00

**Check that the details on the invoice displayed match the 'Invoice Summary'**

**TESTING FEBRUARY/MARCH 2019 AFTER EHP8 AND LCP PATCHING**

**QA 210 CLIENT AREA**

**NON PO**

X' = Credit Memo	
DCC Department	4505
SAP Vendor	20016625
X' = VAT inclusive	
Total Gross Amount	120.00
VAT Amount	20.00
VAT Code	VA
Contact Name	
Vendor Inv Ref	[Redacted] 4
Date	12032019

Date and Time Scanned: 12032019

**PURPOSE OF TEST**

TEST DOCUMENT FOR [Redacted] TESTING

**TEST DOC 106**

H:\SAP Development Team\SAP ECC - Finance\Change Control\FICO\VIM\POST VIM UPGRADE\SCANNING DOCS FOR TESTING JAN\_FEB 2019\TEST DOC.106 [Redacted]

- Click on the cross at the top right of the invoice to close it down and return to the coding screen

**By coding the invoice for your Approver you are confirming that the goods/services have been received and that the prices charged are correct. If this is the case, follow the instructions below to code the invoice.**

You should reject the invoice if it:

- relates to a school which is not your own
- relates to a purchase order number (always begins with 65\*) that has been raised in OrderPoint
- relates to an invoice that has already been paid
- contains information that does not match the coded information - e.g. gross amount, VAT amount, vendor etc.

Go to Page 21 'Rejecting an Invoice'.

If there is an issue or query with the information, see Page **18** for guidance.

## Coding an Invoice

- Enter a G/L (general ledger) Code – you can type this in if you know it

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Dis

OPEN TEXT | Vendor Invoice Management™ for SAP® Solutions

**Invoice Summary** | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	[Redacted]	4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 | Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	[Search Square Icon]			Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

- To search for a G/L code click in the 'G/L Acc' box the 'Search Square' icon will appear. Click on the Search icon

Click on the **G/L account description in chart of accounts**

**G/L Account Number (1)**

T: G/L account description in chart of accounts

G/L long text: [Input Field]

Language Key: EN

Chart of Accounts: DCC

G/L account: [Input Field]

Maximum No. of Hits: 500



- Type in part of the appropriate word, using the \* as a wild card e.g. to find printing and stationery enter 'print\*'

**G/L Account Number (1)** ✕

▼ **T: G/L account description in chart of accounts** 🔍


G/L long text

Language Key

Chart of Accounts

G/L account

Maximum No. of Hits

 ✕

- Click** on the binoculars to start search
- Select the required correct GL account




**G/L Account Number (1)** ✕

▶ **T: G/L account description in chart of accounts** 🔍

🌟 🔄 🏠 📄  📄

Long Text	ChAc	G/L Acct
Printing & Stationery	DCC	143000

1 Entry found

   ✕

- Click on the **green tick**

The G/L account field will have been populated in the coding screen

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Dis

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	[Redacted]	4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12. 03. 2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 | Balance: 0.00

Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000			Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

VAT balance: 0.00 | Balance: 0.00

Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.	WBS Elem.
	143000		CIP0021	Debit	100.00	100.00	VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		

- Enter either **Cost Centre** or scroll across to the right of the screen to **Order** to enter a **Statistical Internal Order (SIO)** number but you do not need to enter both

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Dis

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	[Dropdown]	4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12. 03. 2019
Invoice Amount	120. 00		Tax Code	VA VA (Standard rated input)
Net Amount	100. 00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard	[Dropdown]	Credit Memo	<input type="checkbox"/> Tax Amount 20. 00

VAT balance: 0. 00 | Balance: 0. 00

Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
[Icon]	143000	[Icon]		Debit	100. 00	100. 00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

Scroll across to the right of the screen to see the 'Order' column where you would enter an SIO code and the 'Text' column where information entered is visible on your finance reports.

Tax Jur.	WBS Elem.	Order	Text

If you wish you can split the net amount over two or more G/L Codes, Cost Centres, or SIOs. You can split by amount or percentage – see example below

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Di

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | Additional Details

Special Handling Instructions

Vendor: 0020016625 GRAND HOTEL BACS | Document ID: 1002510  
 Vendor Invoice #: 4 | Payment Terms: ZP30  
 Company Code: 1000 | Invoice Date: 12.03.2019  
 Invoice Amount: 120.00 | Tax Code: VA VA (Standard rated input)  
 Net Amount: 100.00 GBP | Auto-Calcul Tax:   
 Expense Type: ST-Standard | Credit Memo:  Tax Amount: 20.00

VAT balance: 0.00 | Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000	P&S	CIP0021	Debit	50.00	50.00	VA VA (Standard rate...)	
	140000	Equipment	CIP0021	Debit	50.00	50.00	VA VA (Standard rate...)	

If the items on the invoice have different rates of VAT, you will need to enter a separate line for each rate to reflect this in your coding.

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Di

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

Invoice Summary | Additional Details

Special Handling Instructions

Vendor: 0020016625 GRAND HOTEL BACS | Document ID: 1002510  
 Vendor Invoice #: 4 | Payment Terms: ZP30  
 Company Code: 1000 | Invoice Date: 12.03.2019  
 Invoice Amount: 120.00 | Tax Code: VA VA (Standard rated input)  
 Net Amount: 100.00 GBP | Auto-Calcul Tax:   
 Expense Type: ST-Standard | Credit Memo:  Tax Amount: 20.00

VAT balance: 0.00 | Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000	P&S	CIP0021	Debit	50.00	50.00	VA VA (Standard rate...)	
	140000	Equipment	CIP0021	Debit	50.00	50.00	V0 (Zero Rated input ...)	

If you scroll across to the right on the coding line you will see the 'Text' column.

File Edit View Favorites Tools Help

Web Slice Gallery Suggested Sites

### Approve Invoice 000001002510

Menu Save Back Exit Cancel System Unified Dashboard Display DP Add Attachment Display Image

OPENTEXT Vendor Invoice Management™ for SAP® Solutions

Invoice Summary Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	4		Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/>
			Tax Amount	20.00

VAT balance: 0.00 Balance: 0.00

Please Enter or Change G/L Account Information

Tax Jur.	WBS Elem.	Order	Text	CoC...	Profit Ctr
..				1000	
..				1000	
..				1000	
..				1000	
..				1000	
..				1000	
..				1000	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
[Redacted]	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

Add Comments Inquire Approve Reject Return to Inbox

The text entered here will appear on your SAP finance reports and will assist with your budget monitoring.

## Before sending the invoice for approval

- Check the balance boxes equal **zero**

**Approve Invoice 000001002510**

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Dis

Vendor: 0020016625 GRAND HOTEL BACS Document ID: 1002510  
 Vendor Invoice #: [Redacted] 4 Payment Terms: ZP30  
 Company Code: 1000 Invoice Date: 12.03.2019  
 Invoice Amount: 120.00 Tax Code: VA VA (Standard rated input)  
 Net Amount: 100.00 GBP Auto-Calcul Tax:   
 Expense Type: ST-Standard Credit Memo:  Tax Amount: 20.00

VAT balance: 0.00 Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.	WBS Elem.
	143000	P&S	CIP0021	Debit	100.00	100.00	VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		
				Debit			VA VA (Standard rate...)		

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
INDIA MILLWARD	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

Add Comments | Inquire | **Approve** | Reject | Return to Inbox

- Click **Approve**

(You are not approving the invoice, just sending it on for approval)

SAP will suggest the first approver alphabetically, if the invoice is within their level of authorisation you can send the invoice to them for approval. See page 13 for guidance on changing your Approver.

You may wish to add a note for your Approver to assist them. If the expenditure was subject to Governors approval you must quote the Governors minute number here. Comments will be attached to the invoice and can be accessed anytime during and after payment.

### Tip

You can also copy and paste text from Word documents and emails

- If you wish to **add a comment** type in the **'Comments'** box

**Approve Confirmation**

Menu | [Dropdown] | System

**Next Approver**

Next Proposed Approver	Override Approver	Name
John Smith	[Dropdown]	Search

Comments:

[Approve] [Cancel]

- Click **'Approve'**

You will be returned to your SAP inbox – the invoice will have gone from your workflow (and that of any other coders in school) and has been sent to your Approver – you can move on to code your next invoice.

## Changing Approver

If the value of the invoice exceeds the level of authority of the suggested Approver or you wish to send it to someone else you should select an alternative

- Click **Search**

**Approve Confirmation**

Menu  System

**Next Approver**

Next Proposed Approver	Override Approver	Name	
John Smith		▼ Search	☰

- Leave ALL the boxes **blank**

**Search User**

---

First Name

Last Name

E-Mail

Telephone No.

Department

- **Click** on the green tick to start the search
- A list of all the approvers available to you will be displayed

**Search User** ×

First Name	Last Name	Phone	Department	Email
John	Smith			
Jane	Jones			

- Double click on **the approver** you wish to use



### Approve Confirmation

Menu | [Dropdown] | System

#### Next Approver

Next Proposed Approver	Override Approver	Name	
John Smith	Jane Jones	[Dropdown]	Search

Comments:

**Your chosen Approver will appear in 'Override Approver'**

- Click **Approve**

You will be returned to your inbox – the invoice will have gone from your workflow (and that of any other coders) and has been sent to your chosen Approver – you can move on to code your next invoice

## Discrepancies

If you identify an error, you must query this with the vendor and, if necessary, request a credit note.

You should enter a reason for the non-coding of the invoice in the Comments box.

- Click on **'Add Comments'** to add a comment

**Approve Invoice 000001002510**

Menu  Save Back Exit Cancel System Unified Dashboard Display DP Add Attachment Display Image Disp

**Invoice Summary** Additional Details

Special Handling Instructions

Vendor: 0020016625 GRAND HOTEL BACS Document ID: 1002510  
 Vendor Invoice #:  4 Payment Terms: ZP30  
 Company Code: 1000 Invoice Date: 12.03.2019  
 Invoice Amount: 120.00 Tax Code: VA VA (Standard rated input)  
 Net Amount: 100.00 GBP Auto-Calcul Tax:   
 Expense Type: ST-Standard Credit Memo:  Tax Amount: 20.00

VAT balance: 0.00 Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000		CIP0021	Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
<input type="text"/>	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

**Add Comments** Inquire Approve Reject Return to Inbox

## Change General Comments.: DPNPO000001002510000020987038009 A

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Select Text | Insert | Li

F...	L...	Row Text
		.....1.....2.....3.....4.....5.....6.....7..
*		Enter your reason for not coding the invoice here

- Click **Save** and **Exit**
- Click **Return to Inbox**

### Approve Invoice 000001002510

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Disp

**Invoice Summary** | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	[Redacted]	4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 | Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000		CIP0021	Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
[Redacted]	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

The status cube will have turned grey, to indicate that there is a query with this invoice. This will show in all coders' inboxes

**Workflow 2**

Exe...	Title	Status	Creation Date	Creation...	P...	Atta...	Con...	Wor...
	Invoice 000001002510 is waiting for approval		12.03.2019	10:34:37	5			
	Invoice 000001002511 is waiting for approval		12.03.2019	10:34:37	5			

## Note

It is good practice to regularly review all your invoices that are in query to ensure issues are resolved and the invoices are coded and sent for approval as soon as possible.

If you are 'holding' an invoice in your SAP Business Workplace waiting for a credit note, once this is received in school, stamped and sent in your pink envelope, you should code the invoice and send for approval – adding the appropriate comments. You will not be notified that the credit note has been added to SAP, but it will be applied to your budget.

## Rejecting an Invoice

There are several reasons why you might choose to reject an invoice (i.e. return it back to the Accounts Payable team).

- The invoice does not belong to your school.
- The invoice quotes a purchase order number relating to an OrderPoint order (starting 65xxxxxxxx).
- The invoice relates to an OrderPoint order, even though it does not quote the number.
- The invoice has already been paid and the invoice is a duplicate.
- The invoice is incorrect and will be cancelled and replaced by the Vendor.
- The coding screen contains values that do not match to the scanned image of the invoice e.g. gross amount, VAT amount, vendor etc.
- The invoice relates to a different vendor to that showing on the screen

To reject an invoice complete the following steps:

- Within the main coding screen click **Reject**.

**Approve Invoice 000001002510**

Menu [ ] Save Back Exit Cancel System Unified Dashboard Display DP Add Attachment Display Image Dis

OPENTEXT Vendor Invoice Management™ for SAP® Solutions

Invoice Summary Additional Details

Special Handling Instructions

Vendor	0020016625 GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	ANTHONY GELL 4	Payment Terms	ZP30
Company Code	1000	Invoice Date	12.03.2019
Invoice Amount	120.00	Tax Code	VA VA (Standard rated input)
Net Amount	100.00 GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard	Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 Balance: 0.00

**Please Enter or Change G/L Account Information**

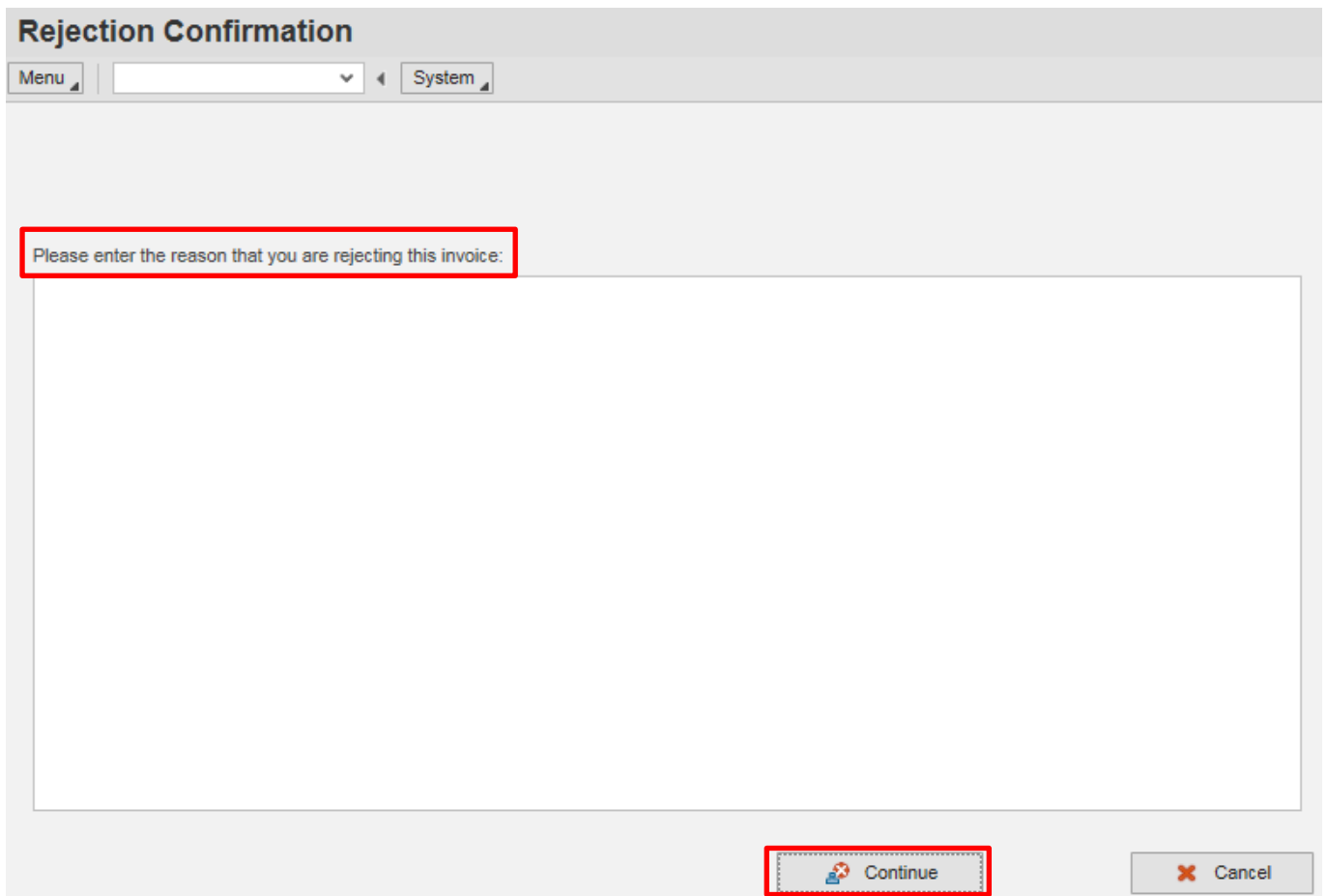
Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000	P&S	CIS4505	Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
INDIA MILLWARD	13.08.19 16:16:44	User returned the invoice back t...			
INDIA MILLWARD	13.08.19 16:11:44	User returned the invoice back t...			
INDIA MILLWARD	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

Add Comments Inquire Approve **Reject** Return to Inbox

- You **MUST** enter the reason why you are rejecting the invoice in the comment box.



Rejection Confirmation

Menu | [Dropdown] | System

Please enter the reason that you are rejecting this invoice:

Continue Cancel

- Click **Continue**

You will be returned to your inbox – the invoice will have gone from your workflow (and that of any other coders) and has been sent back to Accounts Payable – you can move on to code your next invoice.

## Invoice is rejected by the Approver

An Approver may reject the invoice for one or more reasons:

- The invoice does not belong to your school.
- The invoice quotes a purchase order number (always begins with 65\*) that relates to one that has been raised in the OrderPoint system.
- The invoice, although not quoting an OrderPoint purchase order number, actually relates to one that exists.
- The invoice has already been paid previously and is a duplicate.
- The coding screen contains values that do not match the scanned image of the invoice e.g. gross amount, VAT amount, vendor etc.
- The goods or services have not been delivered by the vendor.
- The goods delivered were damaged.
- The ledger codes used are incorrect.
- The coding screen shows a different vendor to that on the scanned image.

An invoice rejected by your Approver will re-appear in the Coder's SAP inbox (Business Workplace) and can be identified by checking the Logged Action column, found in the bottom half of the screen when the invoice is opened

### Approve Invoice 00001002510

Menu | [Dropdown] | Save | Back | Exit | Cancel | System | Unified Dashboard | Display DP | Add Attachment | Display Image | Dis

OPENTEXT | Vendor Invoice Management™ for SAP® Solutions

**Invoice Summary** | Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #	4		Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 | Balance: 0.00

#### Please Enter or Change G/L Account Information

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143000	P&S	CIP0021	Debit	100.00	100.00	VA VA (Standard rate...	
				Debit			VA VA (Standard rate...	
				Debit			VA VA (Standard rate...	
				Debit			VA VA (Standard rate...	
				Debit			VA VA (Standard rate...	
				Debit			VA VA (Standard rate...	
				Debit			VA VA (Standard rate...	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
[User]	13.08.19 16:16:44	Invoice Rejected			Please re-code this inv
[User]	13.08.19 16:11:44	User returned the invoice back t...			
[User]	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

Add Comments | Inquire | Approve | Reject | Return to Inbox

To view the reason for the rejection

- Click on the **Display Text** icon to see the comment made by your Approver.

### Change Notes: 1000 0000001 Language EN

Menu | [Dropdown] | **Back** | Exit | Cancel | System | Select Text | Insert | Line | Fc

F...	L...	Row Text	F
		.....1.....2.....3.....4.....5.....6.....7..	
*		Please recode this invoice to the books general ledger code 143030.	



- Click on **Back** to return to the main coding screen after you have reviewed your approvers comment

To make an amendment (e.g. change the G/L Code or SIO)

- Select the information that you want change and **edit** it

Any of the information in white boxes can be amended. You can change a G/L code, SIO, Text or add a line to split the invoice.

**Approve Invoice 000001002510**

Menu  Save Back Exit Cancel System Unified Dashboard Display DP Add Attachment Display Image Dis

OPENTEXT Vendor Invoice Management™ for SAP® Solutions

Invoice Summary Additional Details

Special Handling Instructions

Vendor	0020016625	GRAND HOTEL BACS	Document ID	1002510
Vendor Invoice #		4	Payment Terms	ZP30
Company Code	1000		Invoice Date	12.03.2019
Invoice Amount	120.00		Tax Code	VA VA (Standard rated input)
Net Amount	100.00	GBP	Auto-Calcul Tax	<input type="checkbox"/>
Expense Type:	ST-Standard		Credit Memo	<input type="checkbox"/> Tax Amount 20.00

VAT balance: 0.00 Balance: 0.00

**Please Enter or Change G/L Account Information**

Sta...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.
	143030	Books	CIP0021	Debit	100.00	100.00	VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	
				Debit			VA VA (Standard rate...)	

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	Di...	Di...	Comments Summary
	15.08.19 10:28:35	User returned the invoice back t...			
	13.08.19 16:16:44	User returned the invoice back t...			
	13.08.19 16:11:44	User returned the invoice back t...			
	13.08.19 13:34:59	User returned the invoice back t...			
WF-BATCH	12.03.19 10:34:14	Invoice submitted for Approval			

Add Comments Inquire **Approve** Reject Return to Inbox

- Click **Approve** to return the invoice to your Approver
- You must add a comment to the Approver confirming that the necessary changes have been carried out.

If your Approver requires the invoice to be rejected back to Accounts Payable, you should reject the invoice following the instructions from Page 20 onwards.

## Search for a Vendor

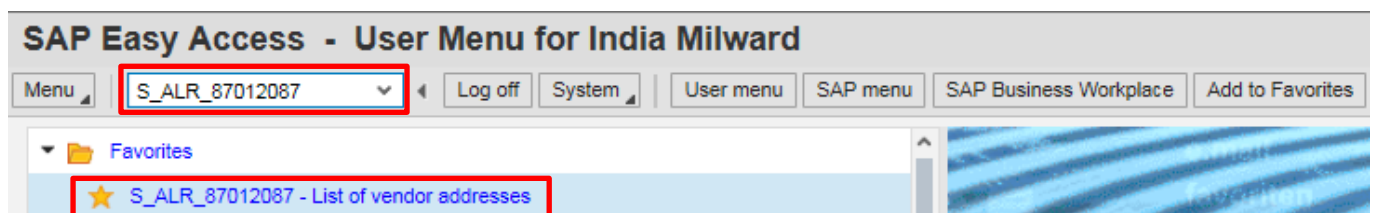
### S\_ALR\_87012087 – List of Vendor Addresses

This guide will assist you in searching for and displaying Vendor information, including Vendor account numbers

If a Vendor is not set up on SAP you should complete Master Data Form MD4 available on SchoolsNet to request a new Vendor account.

#### 1.1 Search for Vendor by Name

- In the Command Box enter the Transaction Code **S\_ALR\_87012087** and press **‘Enter** on your keyboard
- **OR** double click on the transaction code in your **‘Favorites’** list
- 



- To search for the Vendor’s details, click in the **‘Vendor account’** box and **Click** on the **Search Square**

The screenshot shows the SAP 'List of vendor addresses' transaction screen. The title is 'List of vendor addresses'. Below the title is a menu bar with buttons for 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Dynamic selections'. The main area is divided into several sections:
 

- Vendor selection:** A text box labeled 'Vendor account' is highlighted with a red box. To its right is a 'to' label and another text box. There is a 'Search Square' icon (a square with a magnifying glass) to the right of the second text box.
- Selection using search help:** A section with a 'Search help ID' field, a 'Search string' field, and a 'Search help' button.
- Program selections:** A section with a checkbox labeled 'Decimal comma instead of decim'.
- Output Format:** A section with radio buttons for 'SAP List Viewer', 'ABAP List', 'Graphic', 'ABC analysis', 'File Store', and 'Save with ID'. There are also checkboxes for 'Display as table', 'Word processing', and 'Spreadsheet'.

- To search for the **name of a Vendor**, type the first few letters of their name, followed by \* (e.g. for Bibby Leasing Ltd type bibby\*)

**Account Number of Vendor or Creditor (1)** ✕

**A: Vendors (General)** I: Vendors by Country/Company Code

Search term

Country

Postal Code



City

**Name**

Vendor

Deletion flag

Maximum No. of Hits

- Click on the binoculars to start your search

**Tip** - Search fields are **NOT** case sensitive.





- A list of possible Vendors will appear, **scroll down** to find the Vendor you are looking for

**Account Number of Vendor or Creditor (1)** ✕

**A: Vendors (General)** I: Vendors by Country/Company Code

SearchTerm	City	PostalCode	City	Name 1	Vendor	DelF
BIBBY	GB	BD19 8XF	DOVER	BIBBY	HIRE L	20009218
BIBBY	GB	L3 2OK	MILFORD	BIBBY	WEST L	20015462
BIBBY	GB	LE19 3NV	KINGSTON	BIBBY	STER L	20014296
BIBBY	GB	LS19 7OT	ASHLAND	BIBBY		20015270
BIBBY	GB	M50 5WH	NEWPORT	BIBBY	HESTER	20013598
BIBBY	GB	OX16 3JJ	KINGSTON	BIBBY	NATION	20018152
BIBBY	GB	OX16 5NY	KINGSTON	BIBBY	CES	20015607
BIBBY	GB	SR5 2TY	LEXINGTON	BIBBY	MITE	20012572
BIBBY	GB	ST15 5TB	NEWPORT	BIBBY		20025410
BIBBY	GB	TN34 4EH	MADISON	BIBBY	X LTD	20014421
BLOCKED	GB	SL1 8LS	ASHLAND	BIBBY	H LTD	20017358 X

11 Entries found

- Click the **'X'** at the top to close the box

## Tip

If you are not certain of the start of the word – i.e. the company could be The Bibby Leasing Ltd – surround your search with wildcards (i.e. \*bibby\*) this will enable SAP to find the correct entry, but more entries will almost always be found.

**Account Number of Vendor or Creditor (1)**

**A: Vendors (General)** I: Vendors by Country/Company Code

SearchTerm	Cty	PostalCode	City	Name 1	Vendor	DelF
BIBBY	GB	BD19 8XF	DOVER	BIBBY [REDACTED] HIRE L	20009218	
BIBBY	GB	L3 2OK	MILFORD	BIBBY [REDACTED] WEST L	20015462	
BIBBY	GB	LE19 3NV	KINGSTON	BIBBY [REDACTED] STER L	20014296	
BIBBY	GB	LS19 7OT	ASHLAND	BIBBY [REDACTED]	20015270	
BIBBY	GB	M50 5WH	NEWPORT	BIBBY [REDACTED] HESTER	20013598	
BIBBY	GB	OX16 3JJ	KINGSTON	BIBBY [REDACTED] NATION	20018152	
BIBBY	GB	OX16 5NY	KINGSTON	BIBBY [REDACTED] CES	20015607	
BIBBY	GB	SR5 2TY	LEXINGTON	BIBBY [REDACTED] MITE	20012572	
BIBBY	GB	ST15 5TB	NEWPORT	BIBBY [REDACTED]	20025410	
BIBBY	GB	TN34 4EH	MADISON	BIBBY [REDACTED] X LTD	20014421	
BLOCKED	GB	SL1 8LS	ASHLAND	BIBBY [REDACTED] H LTD	20017358	X

11 Entries found

If you have two or more entries for a Vendor, to check their details

- **Double click** on the line entry to check.

The Vendor account number will be displayed.

**List of vendor addresses**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Dynamic selections

**Vendor selection**

Vendor account: 20009218 to [Empty]

**Selection using search help**

Search help ID: [Empty]  
 Search string: [Empty]  
 Search help

- Click **Execute** to display the address details.
- Check the address details of each entry.

List of vendor addresses					
Vendor	Name 1	Street name	Ctr	Postal	cod
20009218	Bibby [REDACTED] Ltd	3707 Kent Road	GB	BD19	8XF
DOVER					
Number of country keys GB			1	*	*
Total number			1	**	**

- Click **Back** to return to the search screen.

If both/all addresses are the same, contact Accounts Payable to confirm which Vendor account number should be used.

## 1.2 Search by Postcode

It may be easier to search for the Vendor by postcode.

- Enter the **postcode** in the usual format (no need for \*).

**Account Number of Vendor or Creditor (1)** ✕

---

**A: Vendors (General)** I: Vendors by Country/Company Code

---

Search term

Country

**Postal Code**

City

Name

Vendor

Deletion flag

Maximum No. of Hits

- Press **Enter**.

Only those Vendors with that postcode will be displayed.

**Account Number of Vendor or Creditor (1)** X

**A: Vendors (General)** I: Vendors by Country/Company Code

SearchTerm	Cty	PostalCode	City	Name 1	Vendor	DelF
BIBBY	GB	BD19 8XF	DOVER	BIBBY [REDACTED] L	20009218	

1 Entry found

**Tip**

You can also search for a partial postcode, using the wildcard e.g. DE4\*

**1.3 Search for a Vendor by Number**

If you know the Vendor's account number, but want to check their details.

- Type in the **Vendor's account number**.

**List of vendor addresses**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Dynamic selections

**Vendor selection**

Vendor account: 20003000 [Copy] to [Field] [Paste]

**Selection using search help**

Search help ID: [Field]

Search string: [Field]

[Search help]

**Program selections**

Decimal comma instead of decim

- Click **Execute**.

The Vendor's details are displayed.

**List of vendor addresses**

Menu | [Dropdown] | Saving... | Back | Exit | Cancel | System | List overview | Previous S

Vendor	Name 1	Street name	Ctr	Postal cod
20003000	[REDACTED] Building & Civil engineering	2378 High Street	GB	DE72 4PM
SPRINGFIELD				
Number of country keys GB			1	**
Total number			1	**