Account Payable Invoice Processing
PTP0401A
Introduction

- Ramon Mira

- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content
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By the end of this class, you will be able to:

- Describe 3 way matching
- Describe Filenet integration with SAP
- Describe Work Distribution with SAP
- Process PO Based Invoices
- Reversing and Resetting Entries
## Course Chapters

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By the end of this Chapter, you will be able to:

- Describe the Purchasing Process
- Describe 3 Way Matching
- Describe Filenet Integration with SAP
Purchasing Process Overview

1. Create Shopping Cart
2. Approve Shopping Cart
3. Purchase Order
4. Vendor Payment
5. Confirmation/Goods Receipt
PO Based Invoice Verification Process:
Three-way-match functionality: goods receipt matches purchase order and invoice.

3-Way Match

Goods Receipt = Purchase Order = Invoice
• Each location will perform goods receipt
• An invoice can be entered by Accounts Payable without a goods receipt
• An invoice entered without a goods receipt will trigger an email to location warning of no receiver
• An invoice cannot be paid unless goods receipt is entered
Missing Goods Receipt E-mail
An Automatic e-mail reminder is sent when an invoice is processed and a Goods Receipt is missing.
Funding for PO Based Invoices will be encumbered before the invoice is received.
• FileNet will remain as the Document Management System
• FileNet will be updated nightly to stay in sync with changes to Vendor and PO information
• Only Invoices that can be posted based on PO and Vendor validation will be allowed to be sent to SAP
• FileNet will keep Invoices that require further data evaluation
• FileNet will link to SAP and will display the scanned invoice automatically when the invoice is worked in Universal Work List
Work Distribution for PO Based and Non PO Based:

PO Based Invoices:
- Each processor will be assigned a range of vendors based on name
- FileNet will automatically assign invoices from those vendors to the processor

Non PO Based Invoice from Schools
- They will go to one Universal WorkList for processing without being assigned
By the end of this Chapter, you will be able to:

- Describe Work Distribution with SAP
- Describe PO Based Invoice processing
- Describe Credit Memo Processing
• Invoices that are PO Based will be 3 Way Matched
• Funding for these POs will have been checked upon creation of the Shopping Cart (Requisition) and Encumbered upon creation of the Purchase Order
• When posting the Invoice the system will check to see if the quantity or amount that was on the PO has been exceeded.
• It does not do a funds availability check, the funds have already been encumbered by the PO.
PO Based Invoice Processing

1. Invoices Scanned
   - FileNet

2. Invoice Indexed
   - FileNet

3. Invoice Validated
   - FileNet

4. Invoices Appear in Payer Queue
   - FileNet

5. Invoice Sent to SAP
   - Universal Work List
     - MIRO
     - AP Central Clerk

6. Invoice Received in SAP
   - Universal Work List
     - MIRO
     - AP Central Clerk

7. Process Invoice
   - MIRO
     - AP Central Clerk

8. Post Invoice
   - MIRO
     - AP Central Clerk
• Invoices will be Scanned into FileNet
• Indexing will continue in FileNet, using established guidelines
• Invoices will be validated to confirm PO exists and Vendor is created correctly
• Once validation is complete valid invoices will appear in Payer Queue A
• The Payer will select invoices they would like to process and will send to SAP using FIFO
• Invoices will be received in the SAP Universal Worklist ready to be processed
• The Invoices will be processed and posted in SAP using the FileNet scanned invoice as reference
Walkthrough Process PO Based Invoice

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Process PO Based Invoice

To complete this exercise follow the instructions listed here.
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• Vendors can be blocked for the following reasons:
  ▪ Vendor is in litigation and we will withhold payment until ruling
Walkthrough **Blocking a Vendor Invoice for Payment**

*This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.*
Exercise: Blocking a Vendor Invoice for Payment

To complete this exercise follow the instructions listed here.
Reversing a Document

- Documents that have not cleared can be reversed
- SAP will automatically select the document type for the reversal and the posting keys
- The date will default to the original document posting date
Walkthrough Reversing a Posted Document

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Reversing a Posted Document

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By the end of this Chapter, you will be able to:

- Describe Credit Memo Process
- Create Credit Memo
• A school or department will receive a credit memo and it will be forwarded to Accounts Payable
• The Accounts Payable staff will enter credit memo
• The credit memo will post immediately
• Credit memo will be posted to Vendor account when next invoice is posted.
• Location of CM doesn’t have to be the same as invoice
Credit Memo Processing

Create Credit Memo

FB65
AP Central Clerk

Save as Completed

FB65
AP Central Clerk
Walkthrough Create Credit Memo

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Create Credit Memo

To complete this exercise follow the instructions listed here.
You have just completed the ....course.

Thank you for attending!