User Guide

Processing Online Payments

LEARNING SOLUTIONS

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1 About This Course

This course is designed to provide hands-on instruction that explains how to use the online payment function in SAP @ Johns Hopkins to process vendor payments. In this course, you will practice creating an online payment request, reviewing document status, and reviewing payment status.

1.1 Course Prerequisites

Before you take this course, you must complete the following prerequisites.

- Category 1: Introduction to Financial Administration

1.2 How to Use This Guide

As a Learning Guide

Each section of this guide provides specific step-by-step instructions for completing certain tasks within the Online Payment Request transaction. As the instructor moves through the training course, you can follow along using this guide as a classroom aide.

As a Reference

This manual was organized in a linear format that corresponds to the sequence of steps required to complete an online payment request, review document status, and review payment status. This guide serves as both a learning tool in class and a reference guide after you complete the course. You can use it to find definitions, procedures, and additional tips and information.

1.3 Course Objectives

After completing this course, you should be able to:

- Identify and explain each of the various payment methods.
- Create an online payment request.
- Review, change, and delete documents.
- Check document status.
- Check payment status.

2 Getting Started

2.1 Introduction to Payment Methods

The Park Incoming Invoices transaction is used to request payment for a vendor invoice. Let's take a look at each of the various payment methods.

Purchase Order

- Used to pay invoices against purchase orders (created with shopping carts).
  - This method needs to be used if the transaction is NOT on the purchase order exception list, which can be found online @ http://ssc.jhu.edu/supplychain/exceptions.html.

Online Payment Request

- Used to pay non-purchase order vendor invoices for transactions on the purchase order exception list, which can be found online @ http://ssc.jhu.edu/supplychain/exceptions.html.
  - A 1099 tax document must be created for all nonincorporated vendors that receive more than $600 in one calendar year.

Travel Reimbursement

- Used to reimburse employees' out-of-pocket expenses for:.
  - Travel costs.
  - Business expenses.
    - These reimbursements are nontaxable.

Using a Combination of These Methods—Example: Paying an Honorarium

- Submit an online payment request to pay his fee (which is 1099 reportable).
- If the department is covering the travel costs (which are nontaxable), create a travel reimbursement for these expenses. Submit the Non-Employee Travel & Entertainment Expense Report Fax Cover Sheet, which can be found online @

http://ssc.jhu.edu/accountspayable/DataFiles/nonemployee_exp_report.xls, to Accounts Payable Shared Services.

2.2 Introduction to Security Roles

Two security roles are associated with the Online Payment Request transaction. If you do not have access to this transaction, contact your HR/payroll administrator and ask him to process a Position Maintain ISR to add the appropriate security role(s) to your position.

- **Online Payment Requester (WinGUI)**
- **Portal Role—Online Payment Requester (WebGUI)**
  - Allows employees to request vendor payments for transactions that do not require purchase orders.

- **Online Payment Approver (WinGUI)**
- **Portal Role—Online Payment Approver (WebGUI)**
  - Allows employees to process requests for vendor payments. Approvers cannot modify requests.

The following security role also allows users to review vendor payments.

- **AP Display**
  - Allows employees to display all nonemployee vendor transactions.

This course concentrates on the following four SAP transactions.

- FV60—Park Incoming Invoices
  - Create payment requests
- FBV3—Display Parked Documents
  - Display payment requests
- FBL1N—Vendor Line Item
  - Display payments by vendor number
- FB03—Display Document (AP Display security role)

- Display payments by invoice number

3 Logging In to SAP

You should be familiar with the SAP login process, but this will serve as a review.

3.1 Logging In to the SAP Training Client

To log in:

1. Close all internet browsers.
2. Open Internet Explorer (on the desktop).
3. Go to the **Favorites** menu and click **SAP Training Portal**.
4. Enter the student login ID (User ID) and password (provided by the instructor).

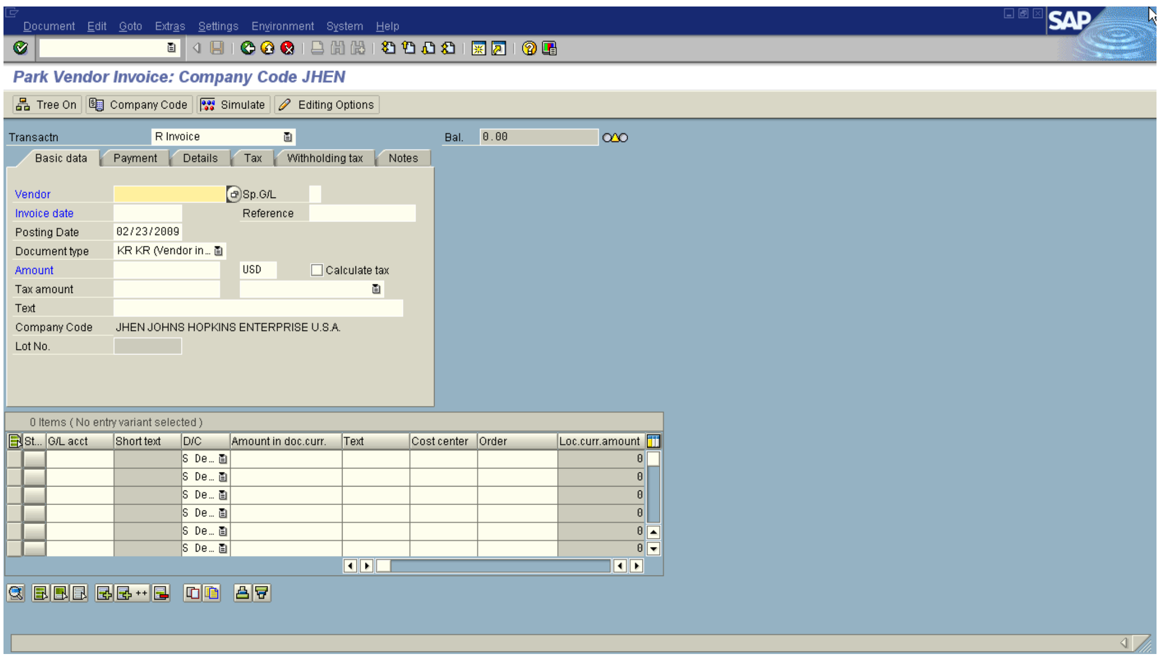
When you log in to the SAP production client, use your JHED ID and password.

SAP production client URL: http://hopkinsone.johnshopkins.edu/

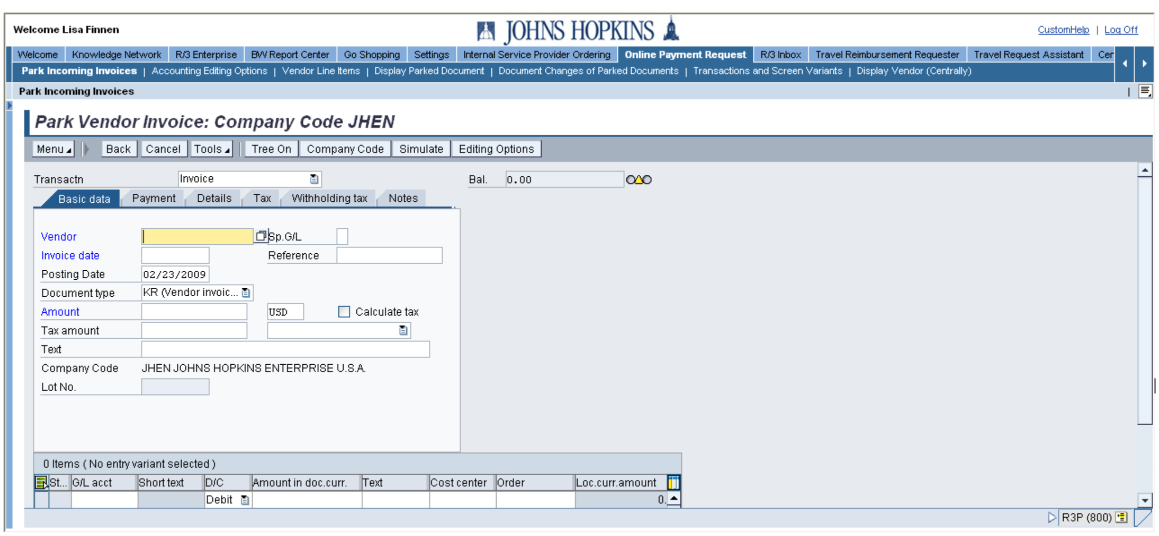
3.2 WebGUI vs. WinGUI

There are two ways to access the Online Payment Request transaction: the WebGUI and WinGUI interfaces. Both have the same functionality, but some icons are different in each. This guide documents the **WebGUI** interface.

- **WinGUI**—Requires proper security access and client software installed on your computer



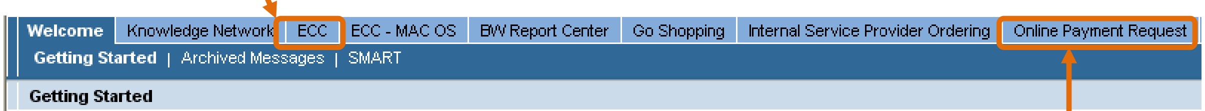
- **WebGUI**—Can be used without installing special client software



3.3 Determining Your Interface

Log in to the SAP production client.

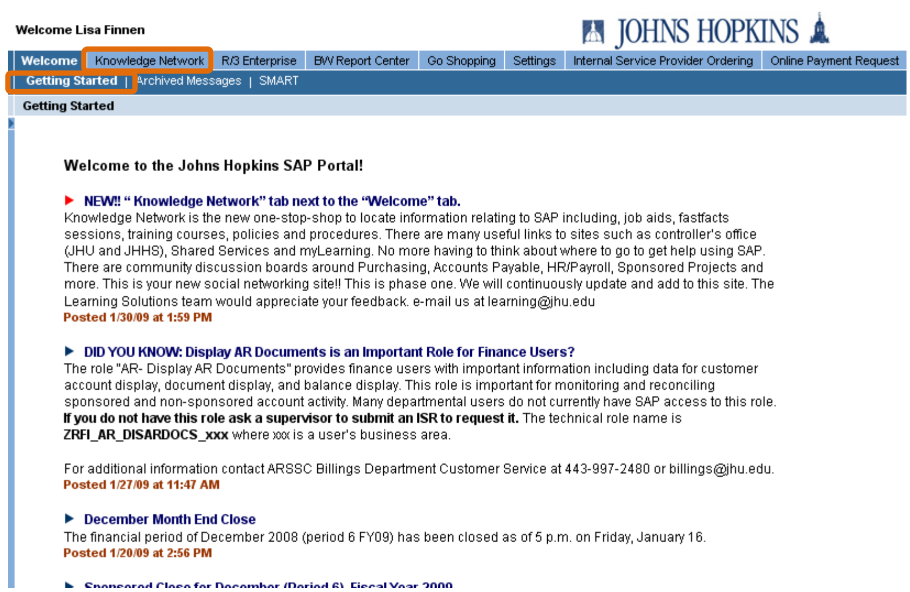
- If you see an **ECC** tab,:
  - o You have the appropriate security role to access the WinGUI interface.
  - o This does not indicate that the client software has been installed on your work-station.
- If you need to install the client software, go to http://h1support.jhu.edu. You may need to work with your LAN administrator for the installation.



- If you do not see the **ECC** tab,:
  - o You can access the Online Payment Request transaction using the **WebGUI** interface.

3.4 Welcome Page

The system will bring you to the Getting Started page in the Welcome section.



Important notices are posted on this page in descending chronological order. The top menu bar also contains a new **Knowledge Network** tab. This link brings you to one-stop shop for information relating to SAP, including job aids, FastFacts sessions, training courses, and policies and procedures.

4 Accessing Online Payments

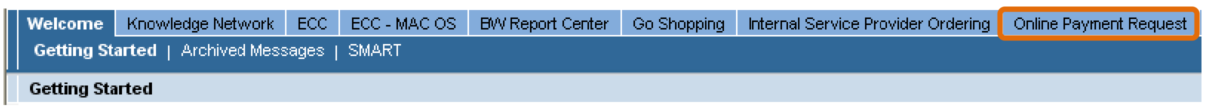
This guide shows you how to use the Online Payment Request transaction in the WebGUI interface.

4.1 Online Payment Request in WebGUI

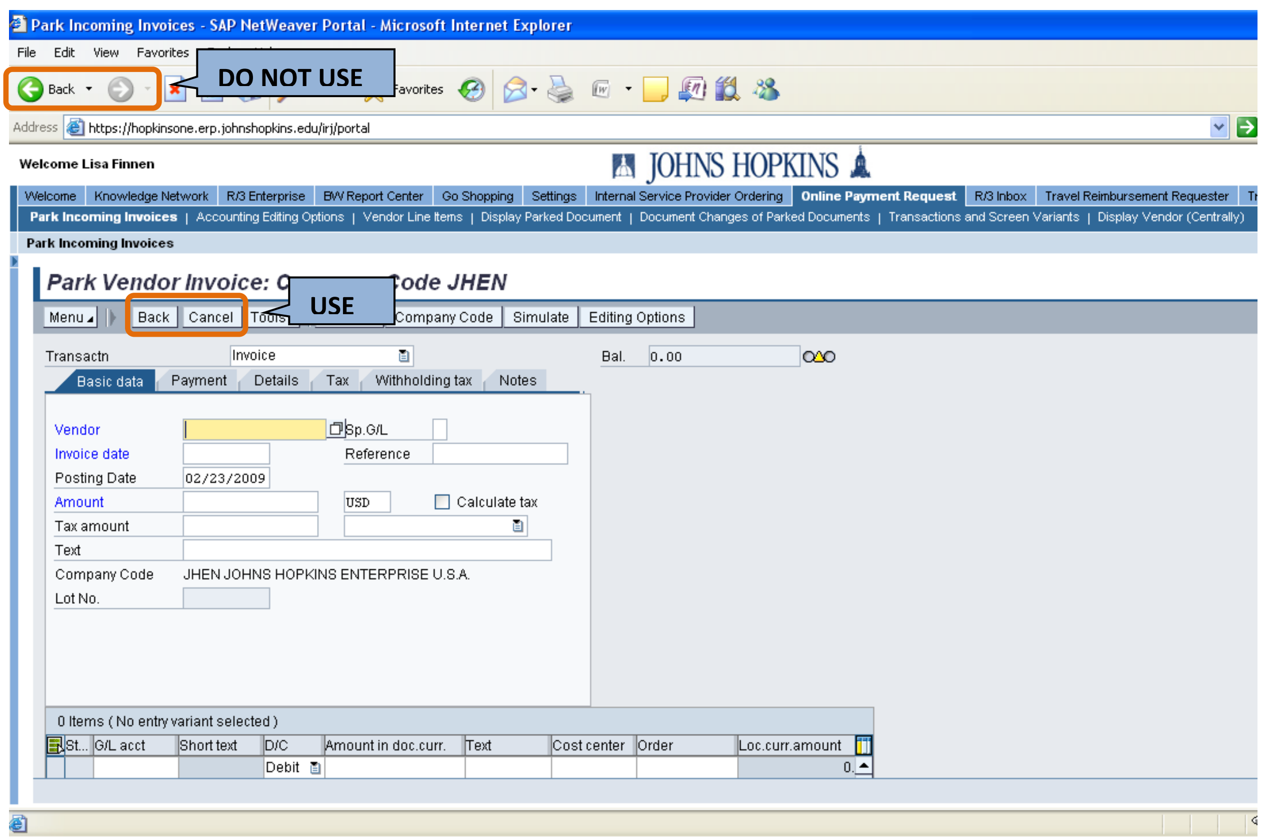
After logging in to SAP:

- Click the **Online Payment Request** tab.

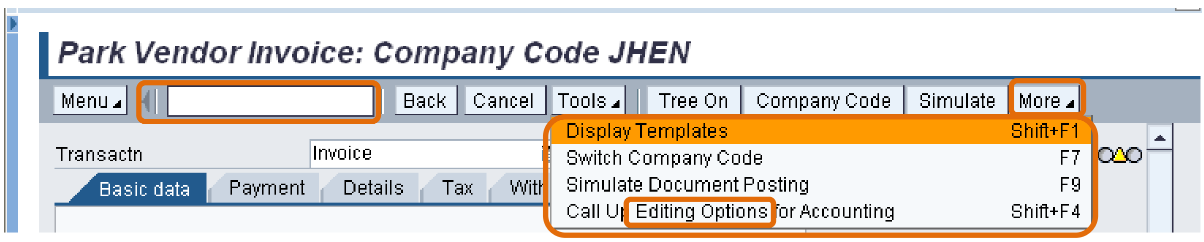
*This always defaults to the **Park Vendor Invoice** transaction.*



4.2 Navigating in WebGUI



Warning: When you're working in the WebGUI interface, only use the navigation buttons in the SAP Online Payment Request application window. Do NOT use the Web browser's **Back** or **Next** buttons.



*The application window size and open command boxes affect the display of navigation buttons. If you need to use a button and don't see it, check the drop-down **More** menu.*

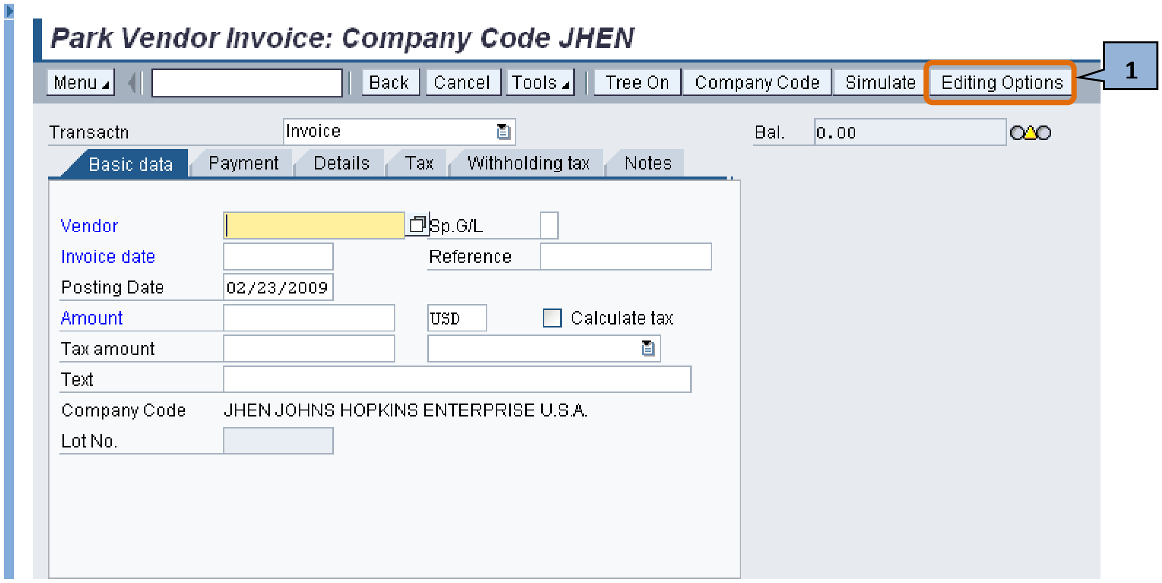
The **Online Payment Request** tab has a series of subtabs that allow you to access various SAP transactions. This course will focus on:

- **Park Incoming Invoices**—Creates a payment request.
- **Vendor Line Items**—Displays a payment by vendor number.
- **Display Parked Document**—Displays a payment request.

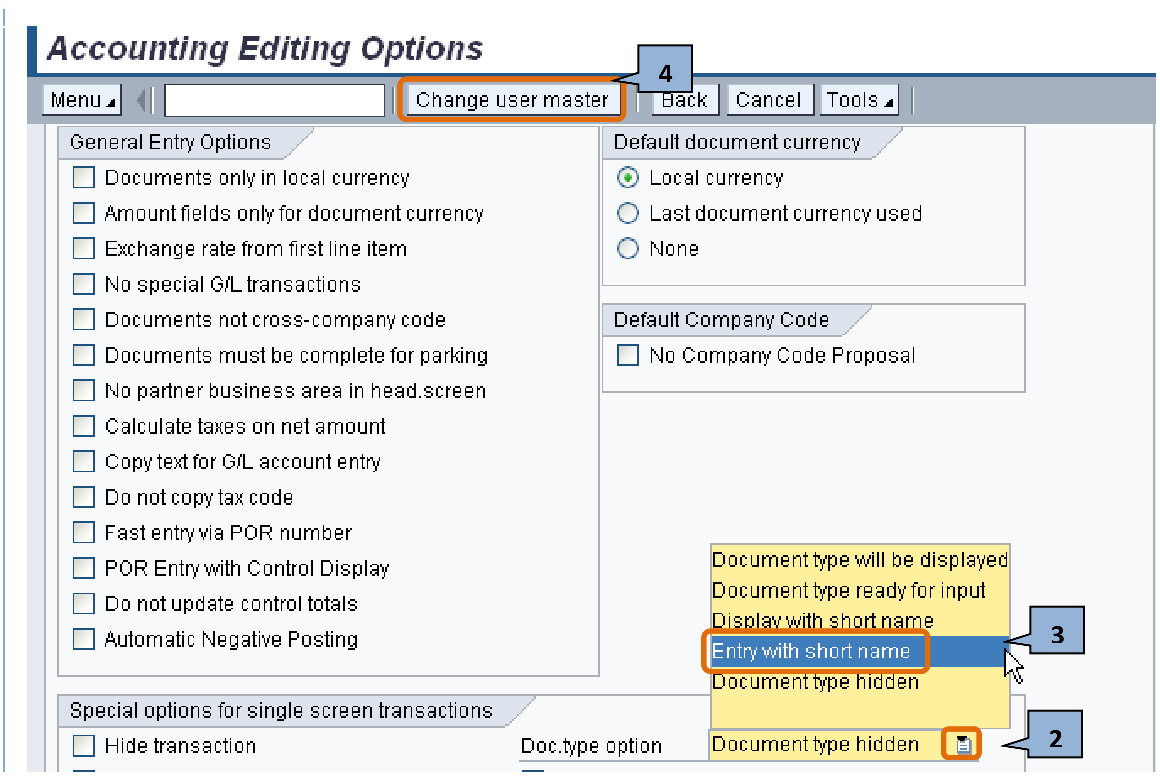
4.3 Establishing Initial Settings

Perform the following actions to enable the setting that allows you to create online payment requests.

1. Click the Editing Options button.



2. Click the button in the **Doc.type option** field.
3. Click **Entry with short name**.
4. Click the Change user master button.



You should see the following message in the lower left corner.

The options were entered in the user master record

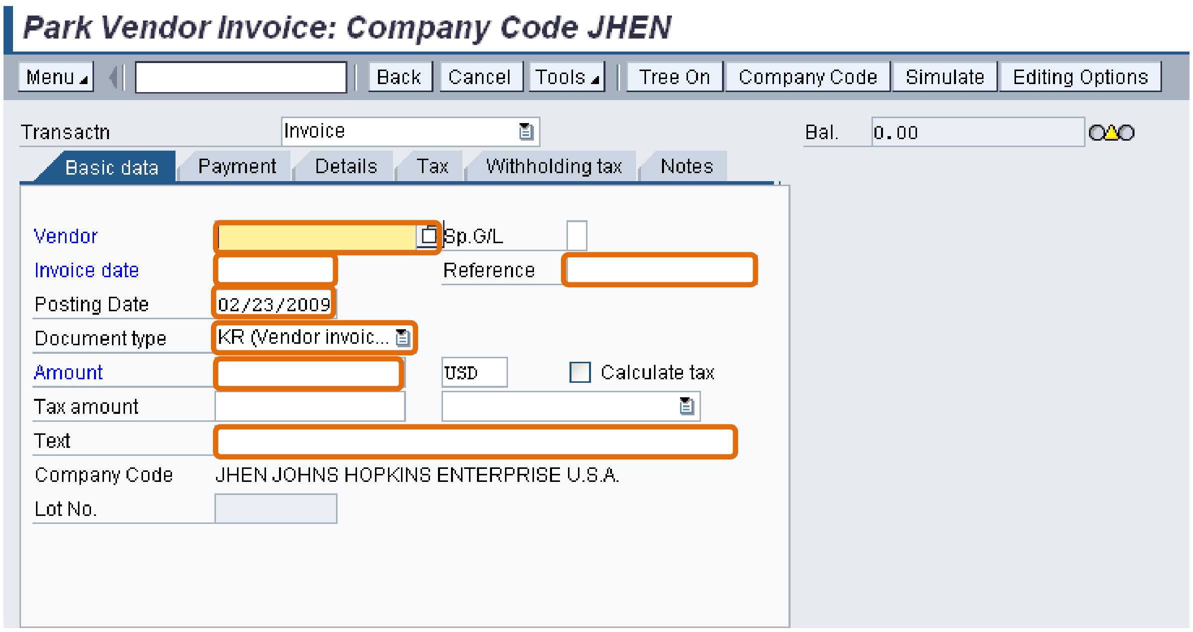
5. Click **Park Incoming Invoices**, a subtab on the top navigation bar.

This will refresh the Parking Vendor Invoice screen, and there should now be a ***Document type*** *field.*

5 Creating an Online Payment Request

Use an online payment request to pay vendor invoices on the purchase order exception list.

5.1 Completing the Basic Data Tab



1. Enter basic information about the trip in the **Basic Data** section.
    a. Type the vendor number in the **Vendor** field, or search for the vendor number if you don't know it.
    b. Enter the date on the invoice in the **Invoice date** field.
    c. Enter the invoice number (unique identifier) in the **Reference** field.

Warning: It's very important to enter the invoice number exactly as it appears on the invoice. This prevents duplicate payments and helps users search for payment information. Accounts Payable will reject a document if the **Reference** field is blank.

Warning: To prevent duplicate payments, the system reviews information from three fields: **Vendor** (vendor number), **Invoice date,** and **Reference** (invoice number). If a match is found, an error prevents the payment request from being created.

    d. The **Posting Date** field defaults to the current system date. Leave this as is.

e. Click the button in the **Document type** field and select **ZZ Check Request** from the drop-down list.

f. Enter the invoice amount in the **Amount** field.

g. The **Text** field is optional. Use it to enter additional information.

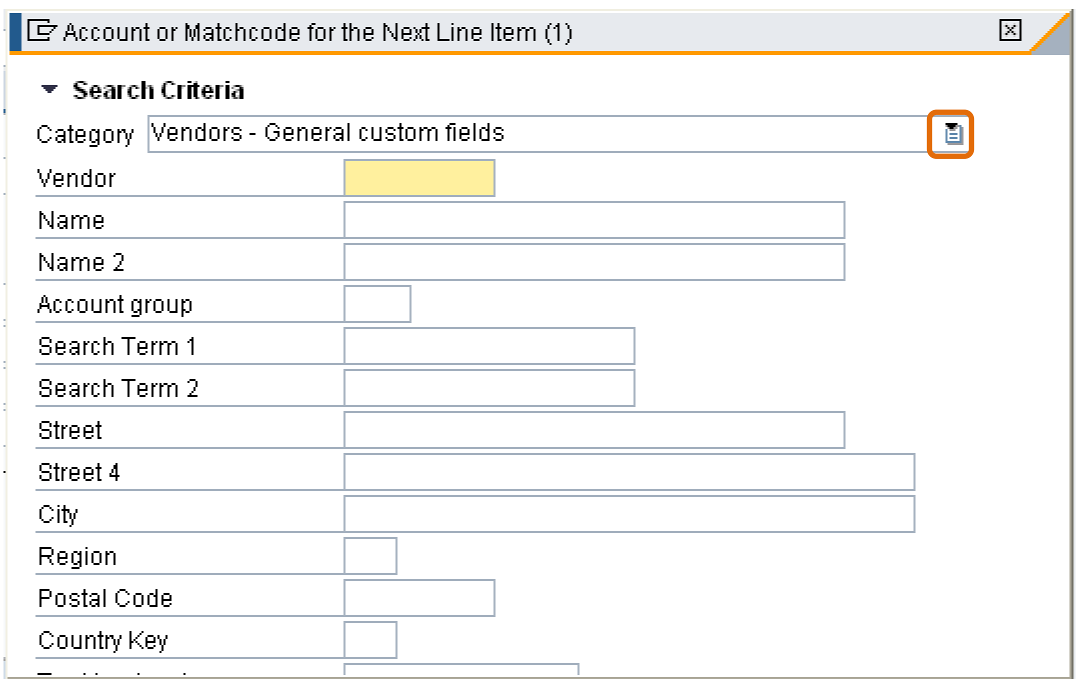
   i. If the text is preceded by an asterisk (*****), it will be included on the vendor's check.

   ii. If the text is NOT preceded by an asterisk (*), it will only be read by Accounts Payable Shared Services.

The text in this field is not displayed on the BW report.

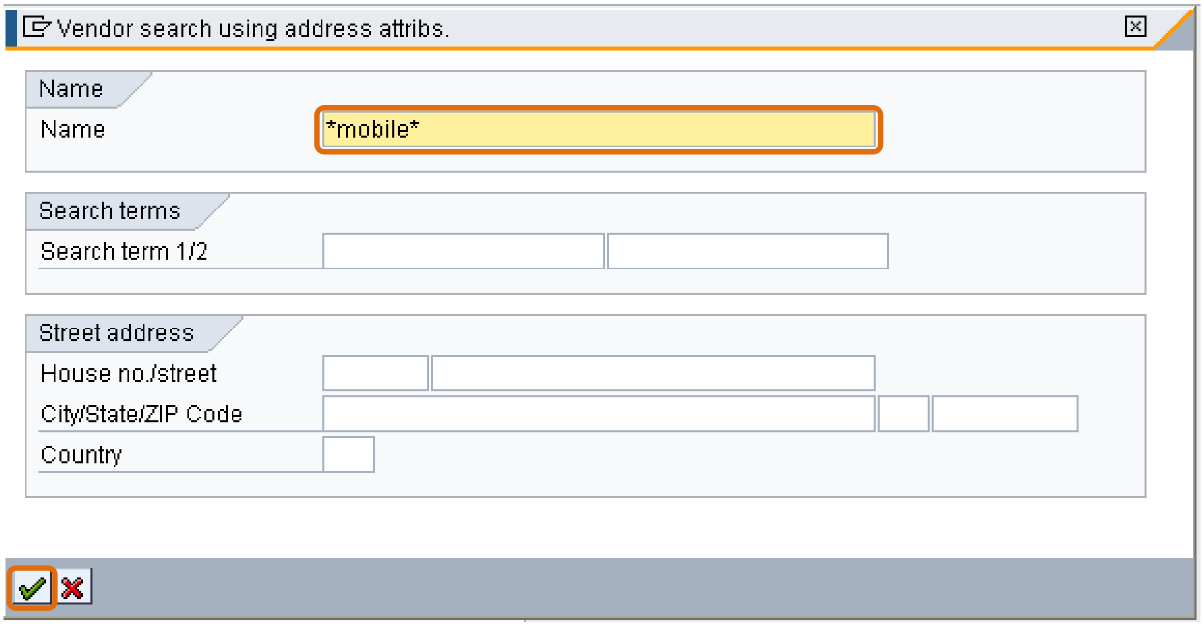
5.2 Searching for a Vendor Number

1. Click in the **Vendor** box.
2. Click the **Search** button.
3. Click the button in the **Category** field and select **Vendors by Address Attributes** from the drop-down list.

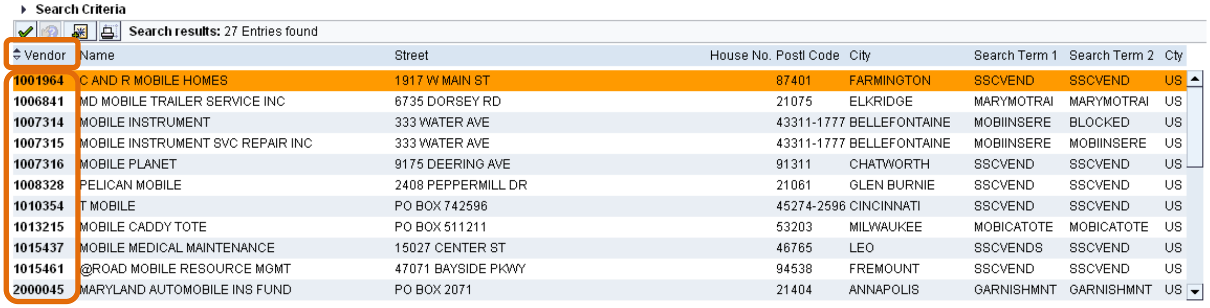


*The **Vendors by Address Attributes** option generates a list of vendors that includes vendors' names, street addresses, zip codes, and state information. This helps you select the correct address listed on the vendor's invoice.*

4. Type the wildcard character (*), followed by part of the vendor's name, followed by a second wildcard character (e.g., ***mobile*** to find T Mobile) in the **Name** field.
5. Click the **Enter**  button.



By default, the results list is sorted by vendor number. You can also sort results using any other column by clicking the column heading. The  *icon indicates the column that is currently sorting results.*


Search Criteria

Search results: 27 Entries found

Vendor	Name	Street	House No.	Postl Code	City	Search Term 1	Search Term 2	Cty
1001964	C AND R MOBILE HOMES	1917 W MAIN ST		87401	FARMINGTON	SSCVEND	SSCVEND	US
1006841	MD MOBILE TRAILER SERVICE INC	6735 DORSEY RD		21075	ELKRIDGE	MARYMOTRAI	MARYMOTRAI	US
1007314	MOBILE INSTRUMENT	333 WATER AVE		43311-1777	BELLEFONTAINE	MOBIINSERE	BLOCKED	US
1007315	MOBILE INSTRUMENT SVC REPAIR INC	333 WATER AVE		43311-1777	BELLEFONTAINE	MOBIINSERE	MOBIINSERE	US
1007316	MOBILE PLANET	9175 DEERING AVE		91311	CHATWORTH	SSCVEND	SSCVEND	US
1008328	PELICAN MOBILE	2408 PEPPERMILL DR		21061	GLEN BURNIE	SSCVEND	SSCVEND	US
1010354	T MOBILE	PO BOX 742596		45274-2596	CINCINNATI	SSCVEND	SSCVEND	US
1013215	MOBILE CADDY TOTE	PO BOX 511211		53203	MILWAUKEE	MOBICATOTE	MOBICATOTE	US
1015437	MOBILE MEDICAL MAINTENANCE	15027 CENTER ST		46765	LEO	SSCVENDS	SSCVEND	US
1015461	@ROAD MOBILE RESOURCE MGMT	47071 BAYSIDE PKWY		94538	FREMOUNT	SSCVEND	SSCVEND	US
2000045	MARYLAND AUTOMOBILE INS FUND	PO BOX 2071		21404	ANNAPOLIS	GARNISHMNT	GARNISHMNT	US

Vendor numbers that start with:

- ***1*** *are linked to shopping carts. The purchase order will be mailed to the address listed.*
- ***2*** *are used for online payments. The payment will be mailed to the address listed.*

- ***3*** *are HR/PR vendor numbers used for employee reimbursements. These numbers are not used in online payments.*
- ***4*** *are manufacturing numbers not used in online payments.*

If the system only returns vendor numbers starting with 1, and if the address listed on these records matches what's on the invoice, you can select a vendor number starting with 1.

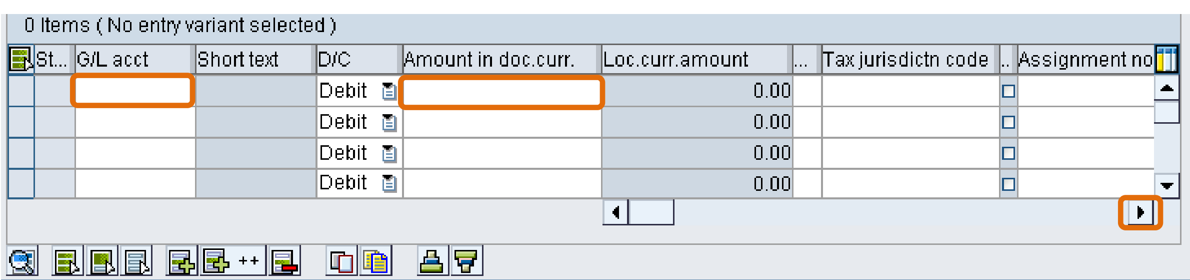
If you can't find the vendor you're looking for, you need to request that a vendor record be created. Fill out a New Vendor Form, which you can find online @ http://ssc.jhu.edu/accountspayable/DataFiles/VendorAddForm.pdf.

Create a personal list to save time searching for vendors you use frequently. Refer to the SAP Navigation e-course for detailed instructions.

You can also find the following vendor forms on the Accounts Payable Shared Services website.

- **Vendor ACH Information** form (for domestic wire payments): http://ssc.jhu.edu/accountspayable/DataFiles/vendorachinfo.pdf
- **International Wire Form**: http://ssc.jhu.edu/accountspayable/DataFiles/INTLWIREINFO.pdf
- **Foreign Currency Wire Form**: http://ssc.jhu.edu/accountspayable/DataFiles/ForeignCurrencyWireform.doc

5.3 Entering a Cost Assignment



1. Enter the general ledger account (cost category) in the **G/L acct** field.
2. Enter the amount to be charged to the G/L account and cost object in the **Amount in doc.curr.** field.
3. Click the right scroll arrow to access the remaining fields to be completed.

4. Enter the vendor name and/or invoice number in the **Text** field. This information will display on the BW report.
5. Enter the cost object that the expense should be charged to in either the **Cost Center, Order,** or **WBS Element** field.

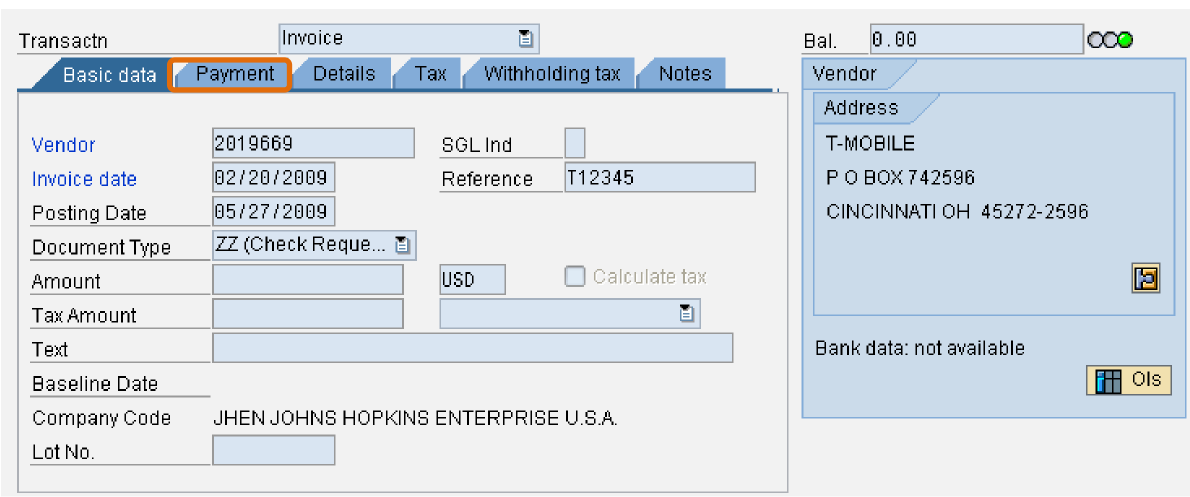
An expense can be charged to multiple cost objects, but only one cost object can be listed on each line.

5.4 Change the Default Payment Method

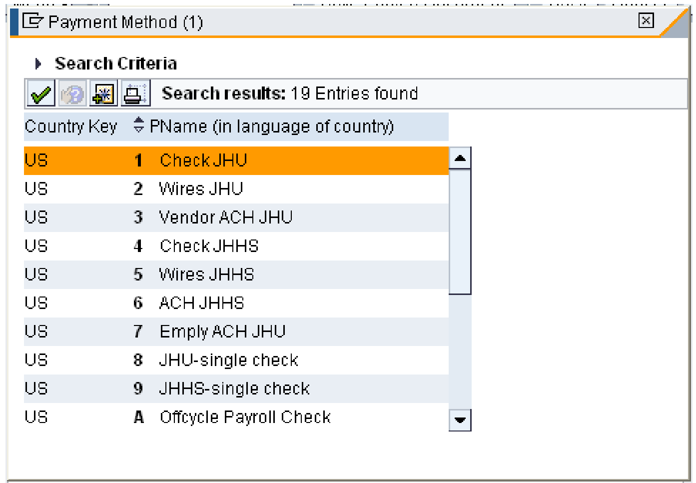
The **Payment** tab allows you to specify the method of payment and delivery. The system populates these fields using information from the vendor master record, and they should normally be left as is, but you may need to override them in special situations.

For example, an employee is preparing for a business trip and wants to take a check with her to pay the hotel. You can request that one JHU check be mailed to the department.

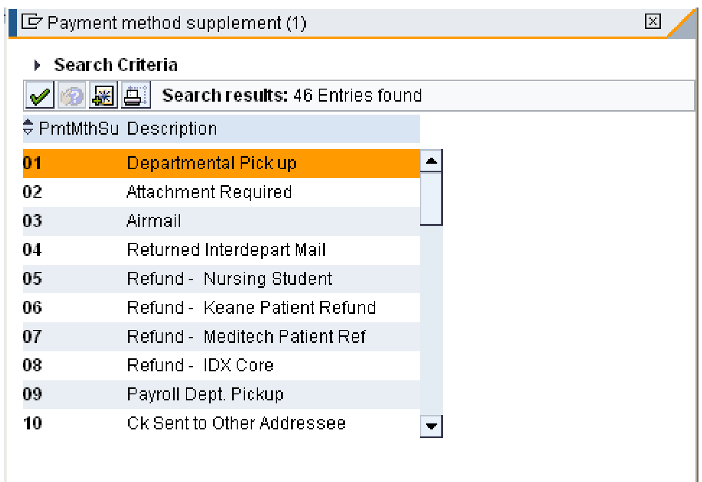
1. Click the **Payment** tab.



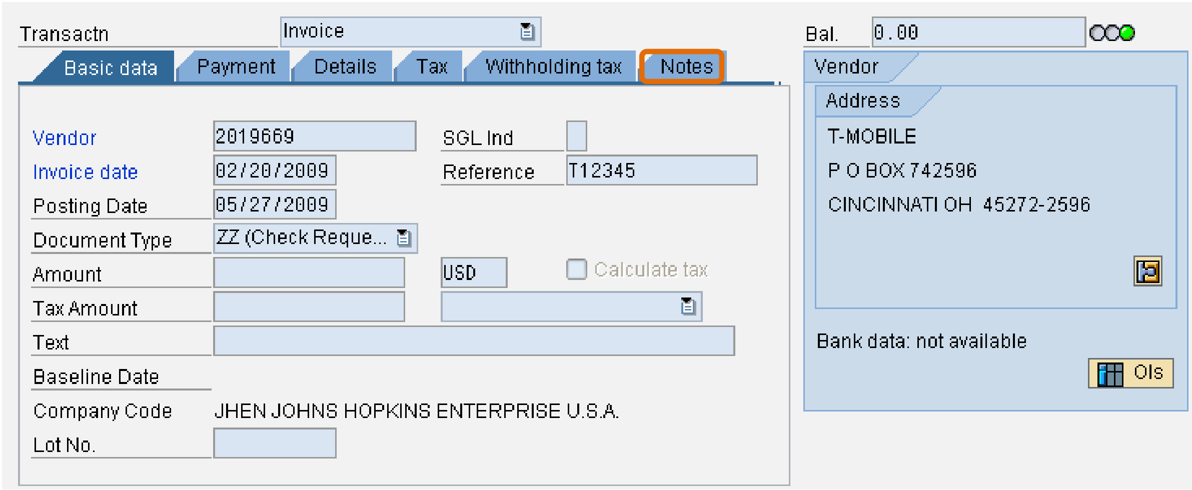
2. Click the **Pmt Method** box and click the button.
3. Double-click to select the appropriate payment method from the list.



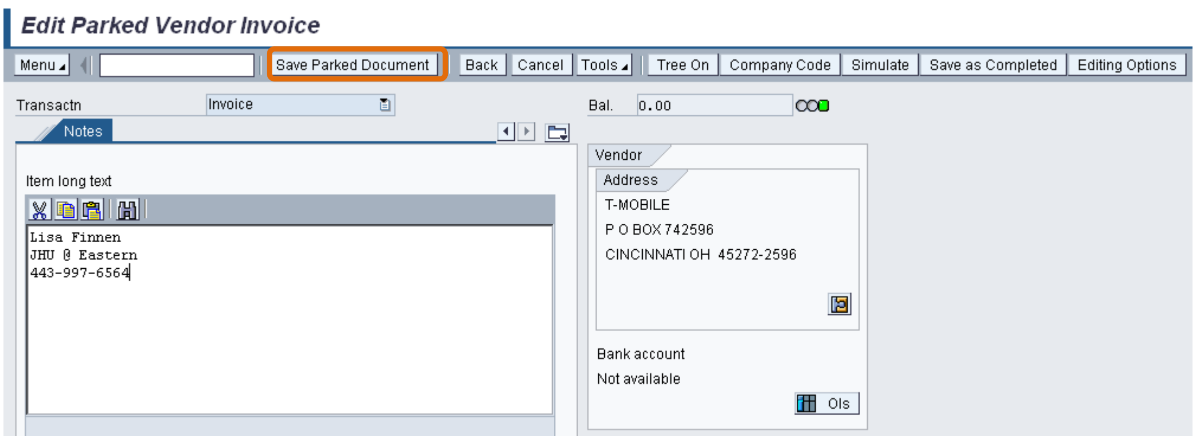
4. Click the **Pmnt Meth.Sup.** box and click the button.
5. Double-click to select the appropriate delivery option from the list.



*If you select **Returned Interdepart Mail**, enter the name, work address, and work phone number for the employee that Accounts Payable should return the check to in the **Notes** tab.*



1. Click the button.
2. Select **Notes** from the drop-down list.



3. Enter the employee's name, work address, and work phone number.
4. After all information has been entered, click the Save Parked Document button to generate a document number and save the document.

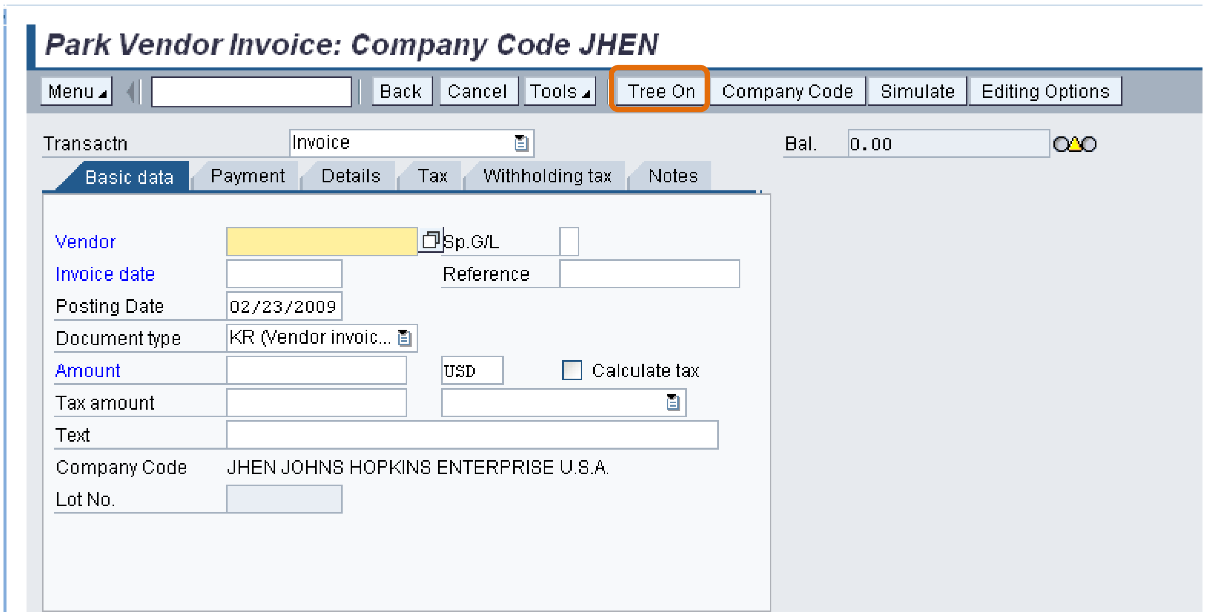
You'll receive a warning message that says something like: ⚠ Net due date on 02/20/2009 is in the past*. (The system is looking at the date in the **Invoice date** field.) Press ENTER to continue processing.*

This action does not submit the document for approval; it only saves and exits the document.

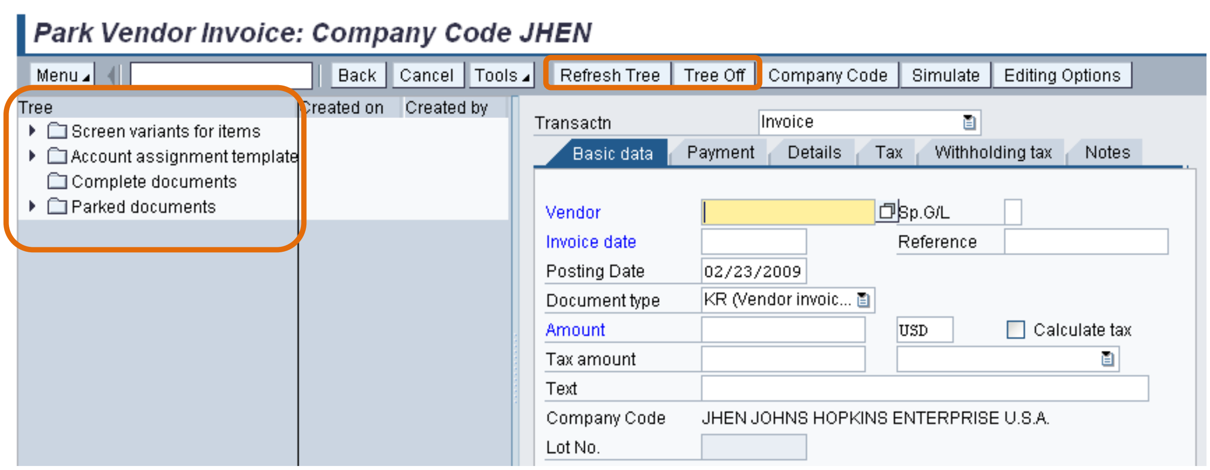
5.5 Navigating the Tree Window

The Park Vendor Invoice transaction provides quick access to documents *you created* that are still in parked status.

A parked document has either been saved or submitted to workflow for approval.

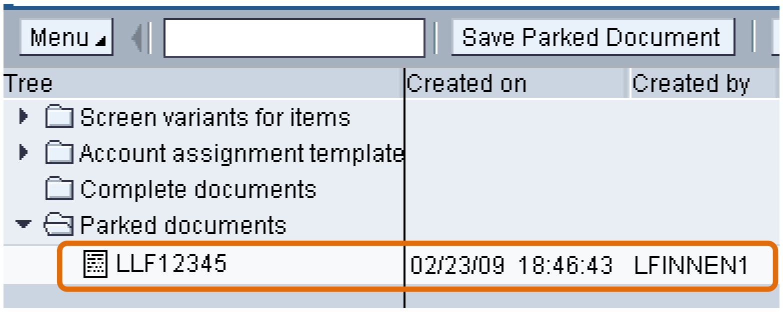


- If you can see the Tree On button, the Tree window is currently closed, and you can turn it on by clicking this button.



- If you can see the Refresh Tree and Tree Off buttons, the Tree window is open.

- Click the Tree Off button to close the Tree window.
- Click the Refresh Tree button to refresh the list of documents displayed in the Tree window. This window does not automatically refresh.
- If you can see the **Expand** button next to a folder (e.g., **Complete documents**, **Parked documents**), this folder contains documents.



  - Click the **Expand** button to see a list of documents in that folder. The system will display each document's invoice number, date and time created, and originator's JHED ID.

*Documents in the **Complete documents** folder have been submitted to workflow (i.e., you clicked **Save as Completed**).*

*Documents in the **Parked documents** folder have only been saved (i.e., you clicked **Save Parked Document**).*

5.6 Attaching Scanned Documentation

This step is optional, but strongly recommended. Departments can scan and attach their own invoices, which speeds up the audit process in Accounts Payable and allows approvers to look at invoices online.

If a department does not have scanning equipment, it can fax the invoice to Accounts Payable Shared Services. Use the **Online Payment Request Cover Sheet**, which can be found online @ http://ssc.jhu.edu/accountspayable/DataFiles/OnlinePaymentFaxCoverSheet.doc .

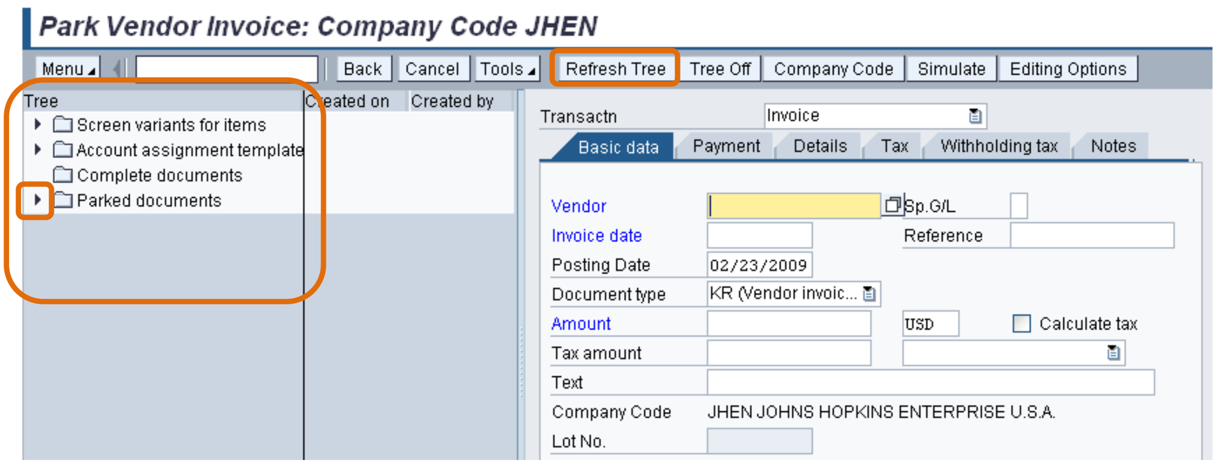
- Scanned documents must be saved in PDF format with a 300 dpi resolution.

- All pages of the invoice should be saved together in one PDF file.

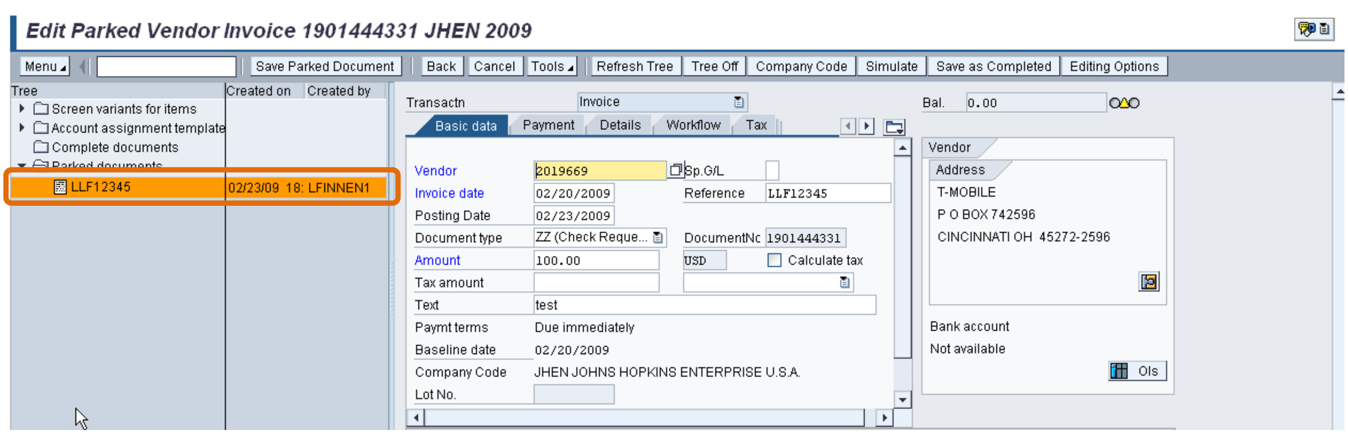
You must save a document in order to see its assigned document number and ***Services for Object*** *button.*

1. Click the Save Parked Document button.

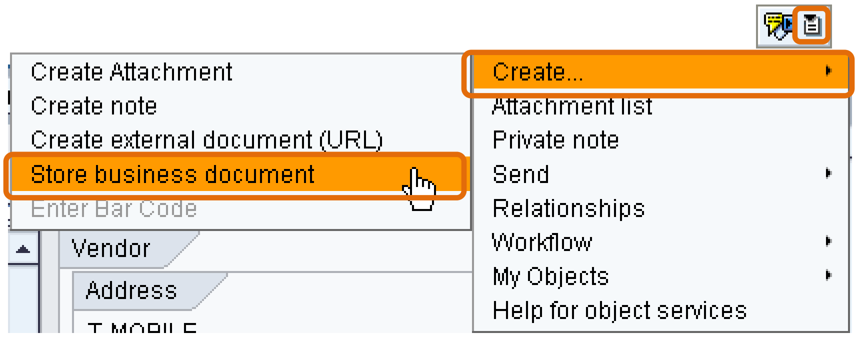
This action does not submit the document for approval; it only saves and exits the document.



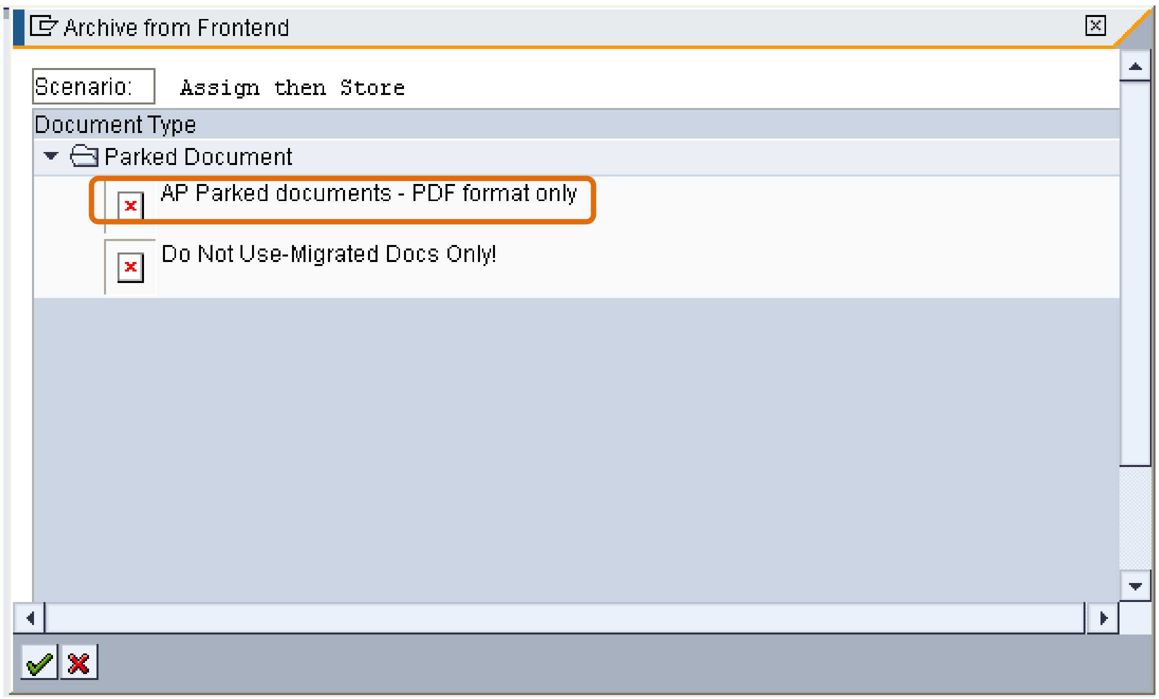
2. Click the Tree On button (if Tree window is closed) or the Refresh Tree button (if the Tree window is open) to refresh the document list.
3. Click the **Expand** button to the left of the **Parked documents** folder.



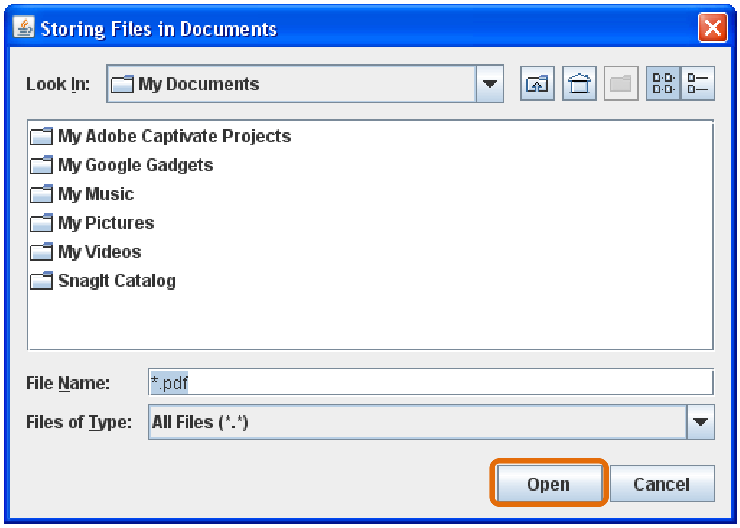
4. Double-click the invoice number to open the document for editing.
5. Click the **Services for Object** button.



6. Click **Create**.
7. Click **Store business document**.

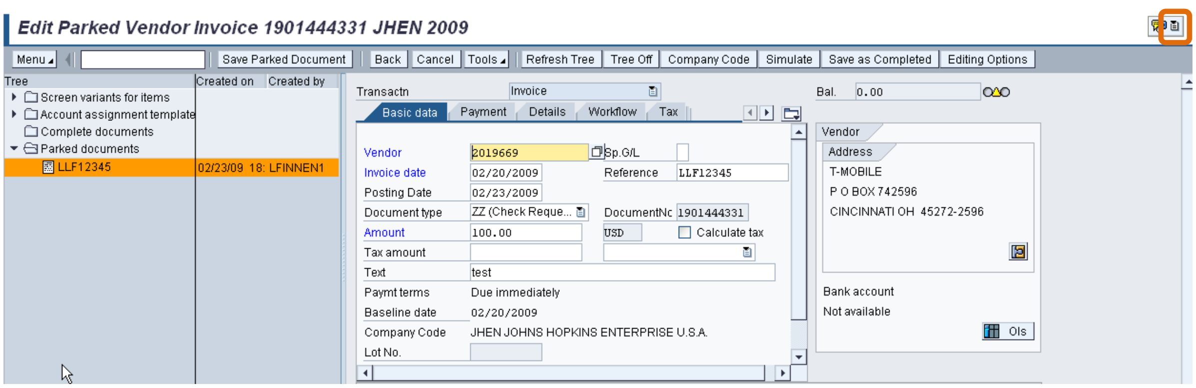


8. Double-click **AP Parked documents – PDF format only**.

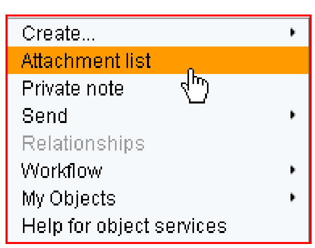


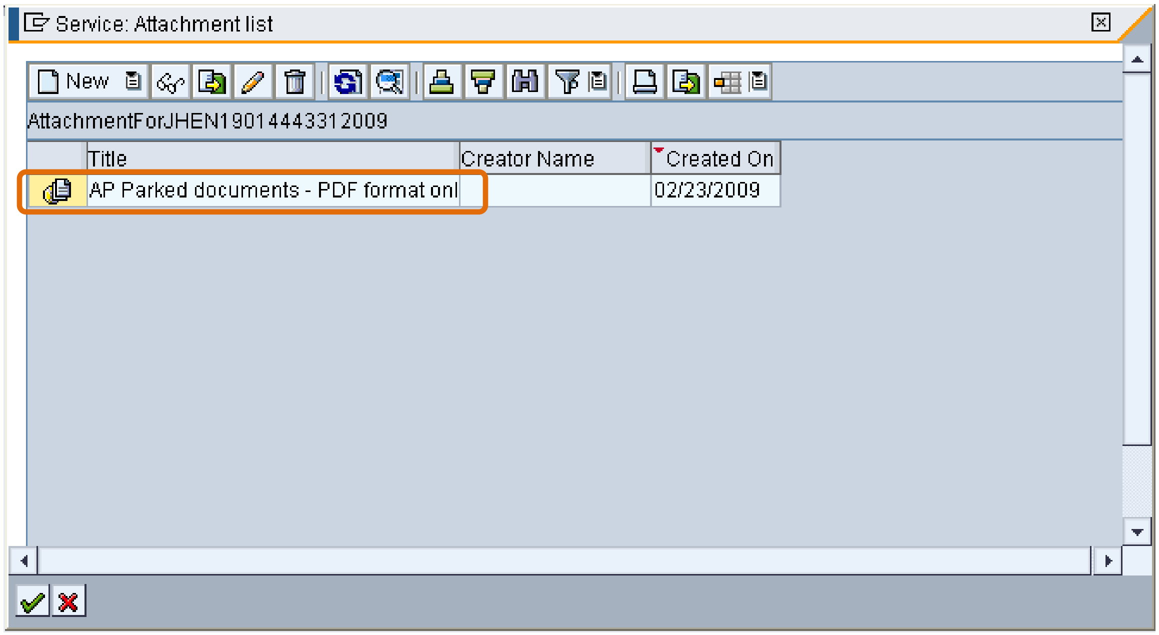
9. Find the PDF file, click to select it, and click **Open**.
10. Click the **Enter** button.
11. Close the document window.

An hourglass will appear, then disappear, but the PDF filename will not be listed. Perform the following actions to make sure the document is attached.



12. Click the **Services for Object** button.
13. Click **Attachment list**.

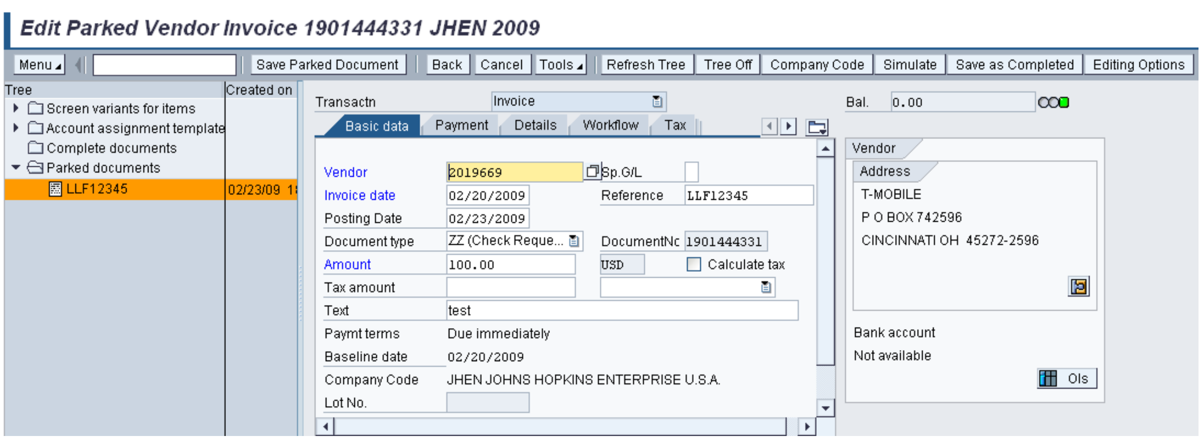




14. Double-click **AP Parked documents - PDF format only**.

This will open the PDF viewer and display scanned documentation.

Close the PDF viewer and submit your document for approval.



15. Click the Save as Completed button to submit the document to workflow.

*After you click **Save as Completed**, the document moves to the **Complete documents** folder. The Tree window, however, does not automatically refresh; you have to click the **Refresh Tree** button in order to see the document.*

5.7 Activity—Practice Session 1

Jays Restaurant sent your department the following invoice, which you need to pay by submitting an online payment request.

INVOICE

Jays Restaurant Group Inc
1309 N Charles St
Baltimore MD 21201

02/02/2009

JHU Dept.
Attn: Jane Smith
1101 E. 33rd Street
Baltimore MD 21218

Invoice #: **000*yourinitials*12345**

Sandwich Platter for 10	56.00
Total Cost:	**56.00**

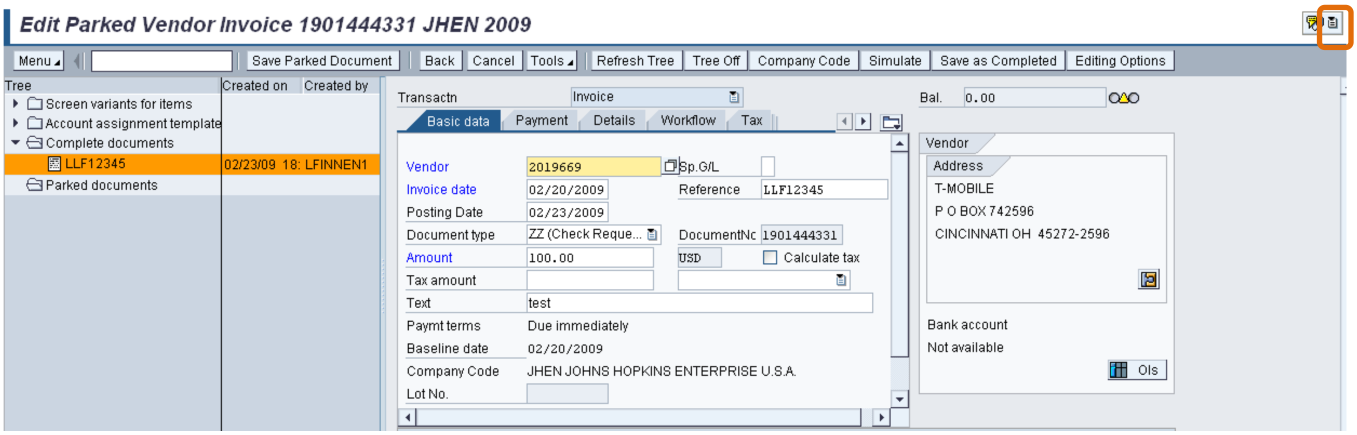
6 Reviewing Workflow

You can review workflow to see exactly where a document is in the approval process, names of people who have already acted on the document, names of people who still have the document in their inboxes, whether or not the document has been rejected, and reasons given for rejection.

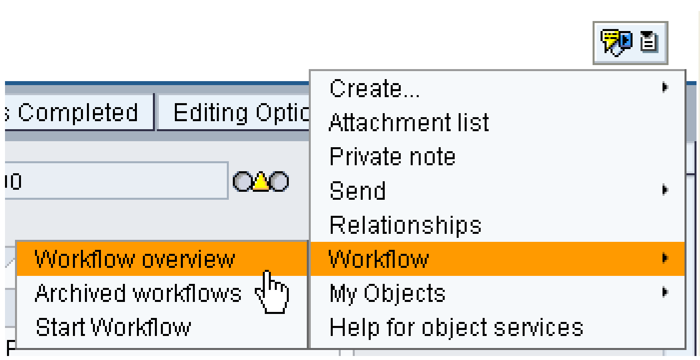
1. Click the Tree On button.
2. Click the **Expand** button next to the **Completed documents** folder.

*Documents in the **Parked documents** folder have not yet been submitted to workflow.*

3. Double-click an invoice to open the document and review its workflow.



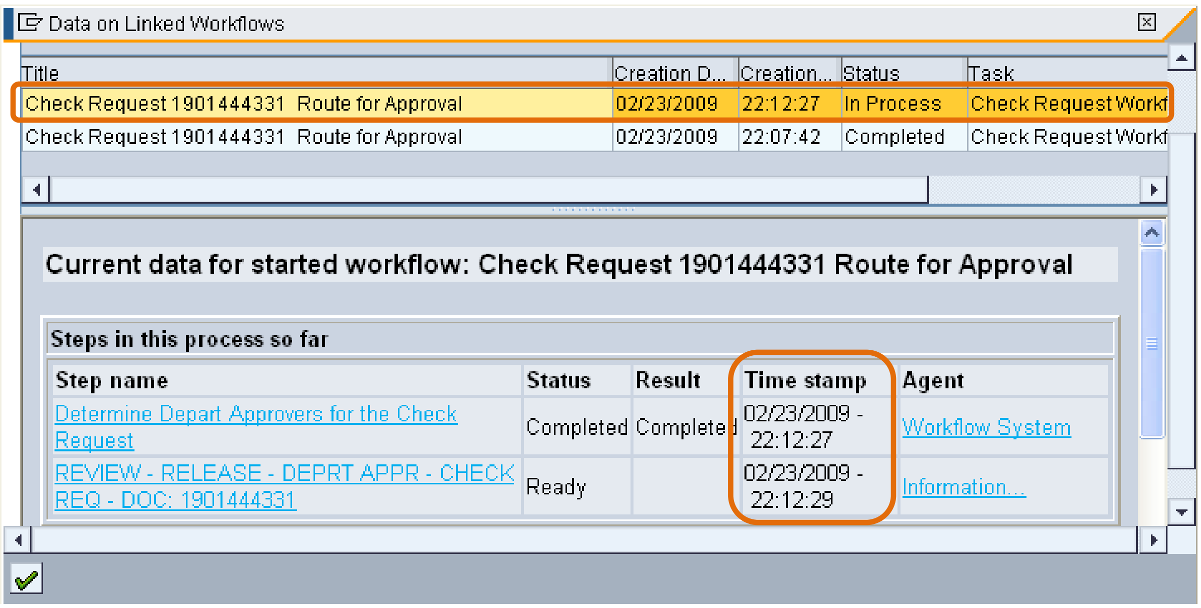
4. Click the **Services for Object** button.
5. Click **Workflow**, and then click **Workflow overview**.



6.1.1 Documents That Have Been Submitted to Workflow Multiple Times

The following example shows a document that has been submitted to workflow more than once.

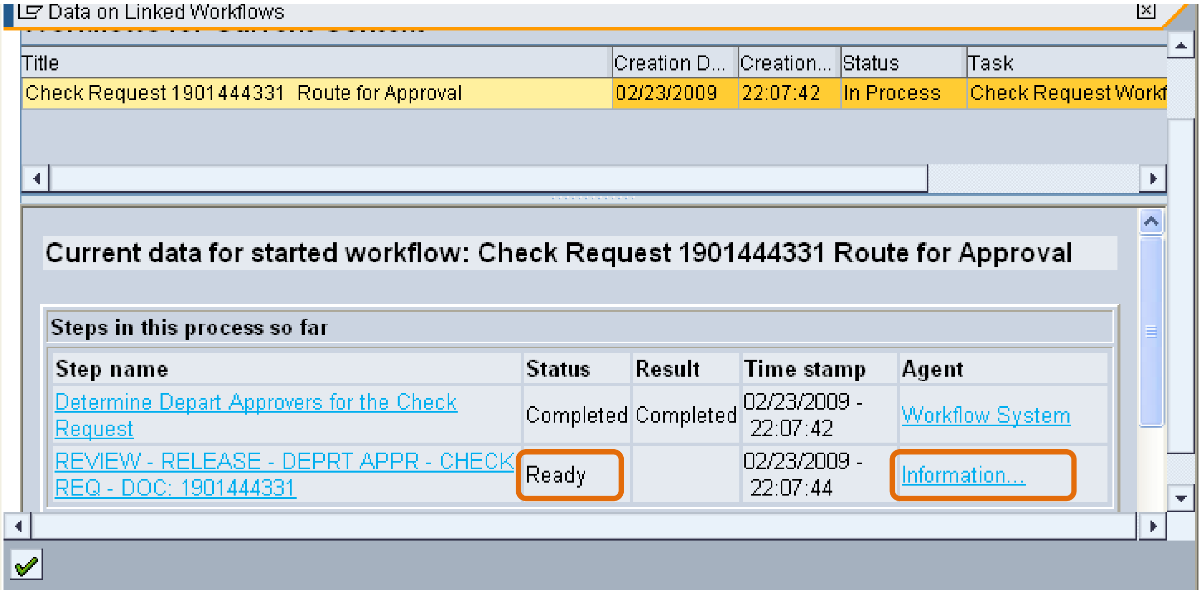
*Each time a user makes changes to a document and clicks **Save as Completed** (thereby resubmitting it to workflow), a new workflow is created, and the old workflow becomes obsolete. You need to look at the workflow with the most recent date and time stamp.*



6. Double-click the most recent workflow entry.
7. The bottom window will display the time stamp for the selected line.

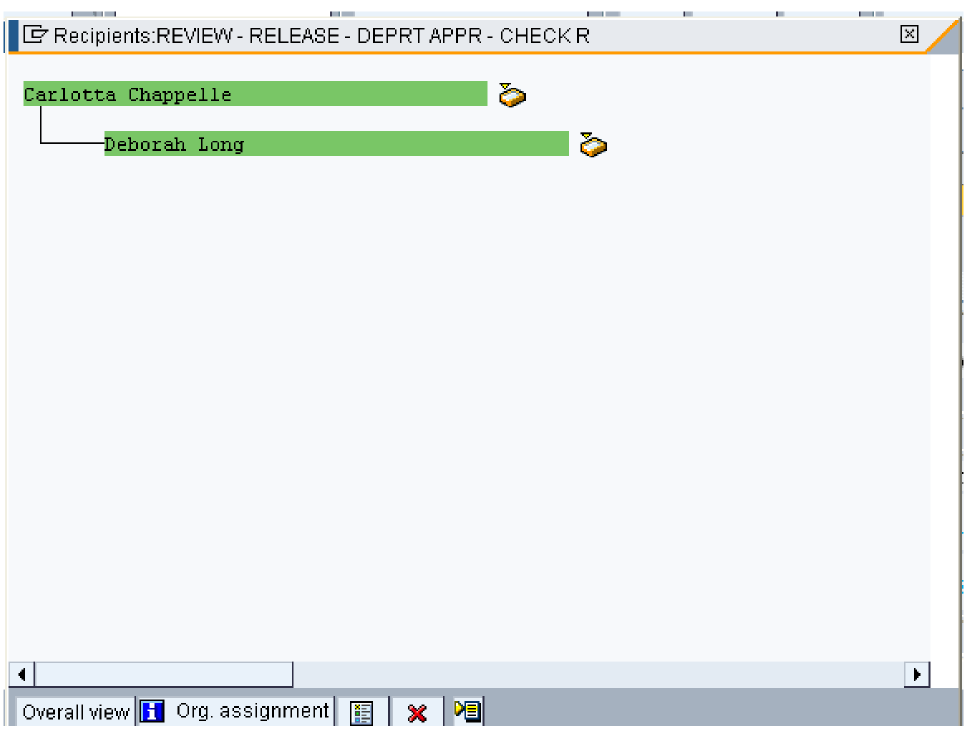
6.1.2 Awaiting Approval

The following is an example of a document in workflow awaiting approval.



- The **Status** column is marked "Ready."
- The **Agent** column says "Information…"

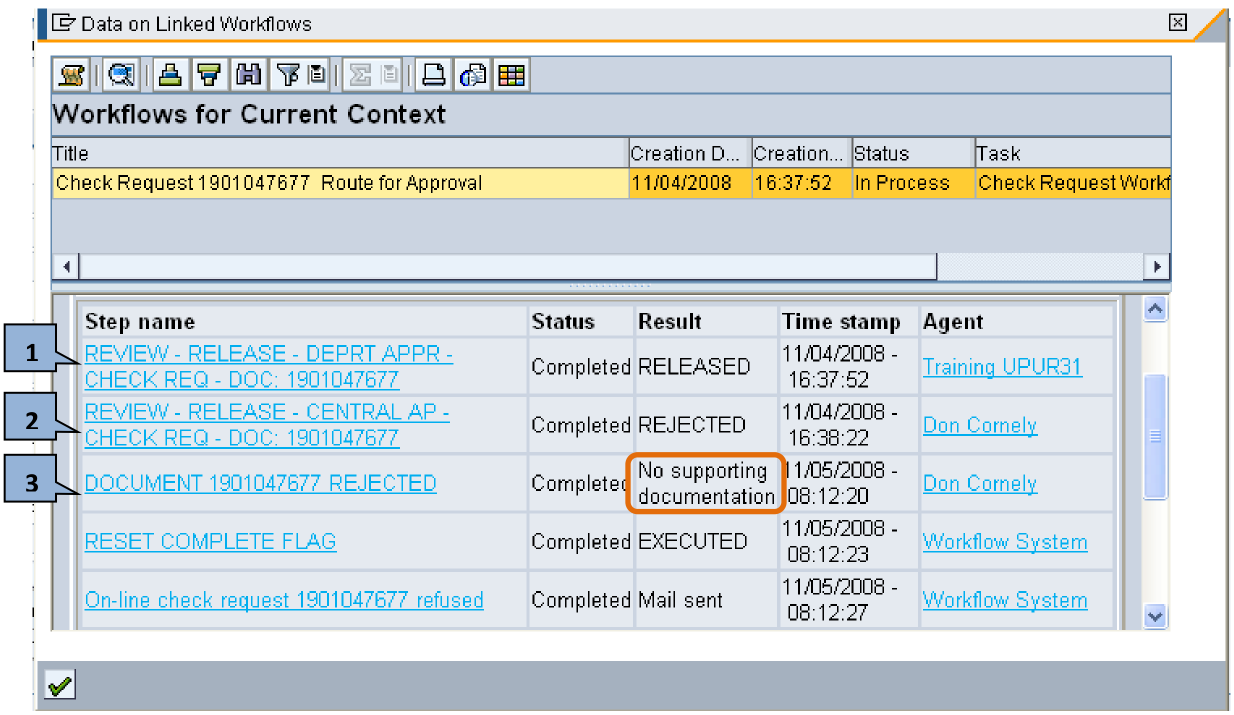
1. Click **Information…** to see the names of the approvers who still have the document sitting in their inboxes.



You may see many approvers listed for one document, because once a document is submitted to workflow, it automatically routes to the inboxes of all users who are authorized to approve it. After an approver opens a document, it becomes his or her responsibility to process and it disappears from all other approvers' inboxes.

6.1.3 Approved by Department/Rejected by APSS

The following is an example of a document that was approved by the department but rejected by Accounts Payable Shared Services.



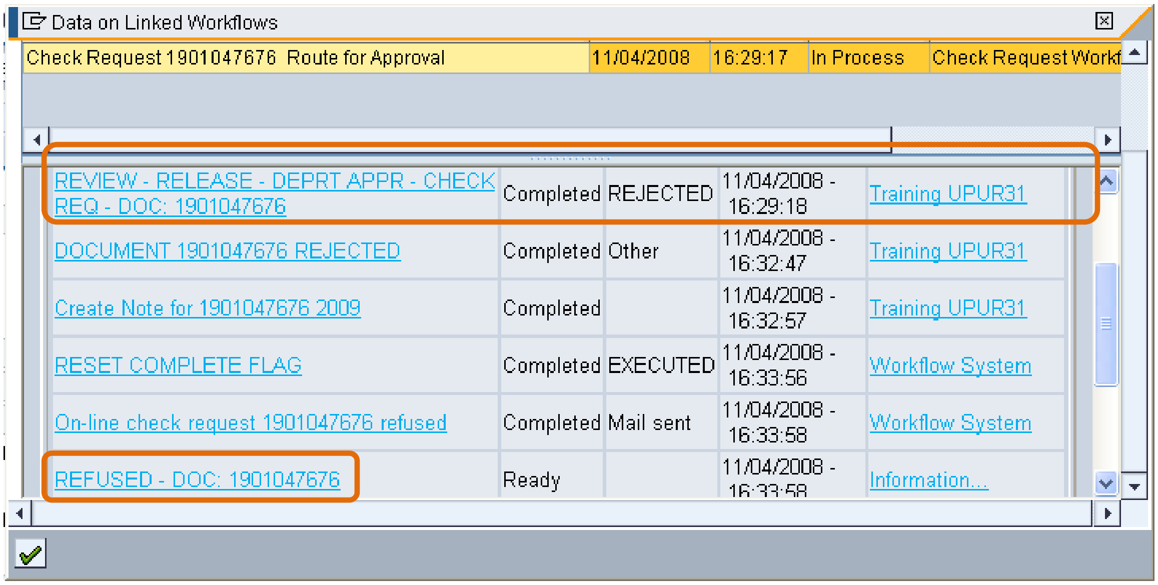
1. The **Step name** column includes the phrase "DEPRT APPR," indicating that the department approved this document.
   - The **Status** column is marked "Completed."
   - The **Result** column says "RELEASED"
   - The **Agent** column displays the approver's name.
2. The **Step name** column includes the phrase "CENTRAL AP," indicating that APSS rejected the document.
   - The **Status** column is marked "Completed."

- The **Result** column says “REJECTED”
- The **Agent** column displays the rejecter’s name

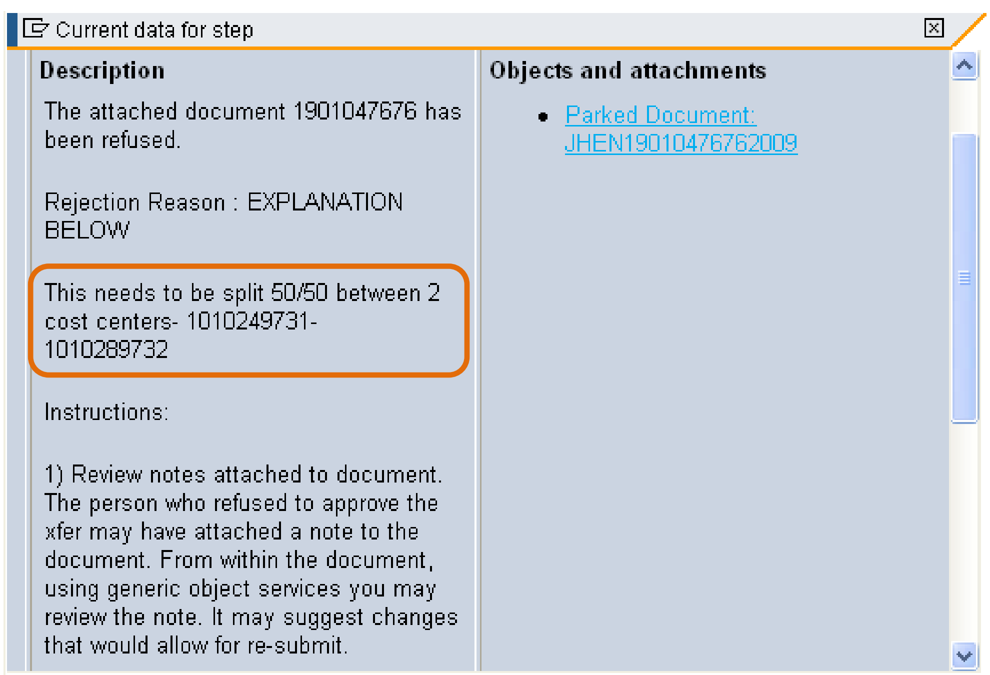
3. In this example, you can find the rejection reason in the **Result** column on the next line.

6.1.4 Rejected by the Department

The following is an example of a document rejected by the department.



- The **Status** column says "REJECTED."
- The **Agent** column displays the rejecter's name.
- Click **REFUSED - DOC: <*document number*>** to see any explanations entered for the rejection.



Rejection text must be entered at the time the document is rejected in order for it to appear here. If you don't see an explanation, contact the person who rejected the document.

Rejected documents remain in workflow. They can be corrected by the Online Payment Requester and resubmitted for approval.

6.2 Activity—Practice Session 2

You learn that 100% of the charges on the Jays invoice should be charged to Cost Center 1010289732. Reopen the document you just submitted, modify the cost assignment, and resubmit the document for approval.

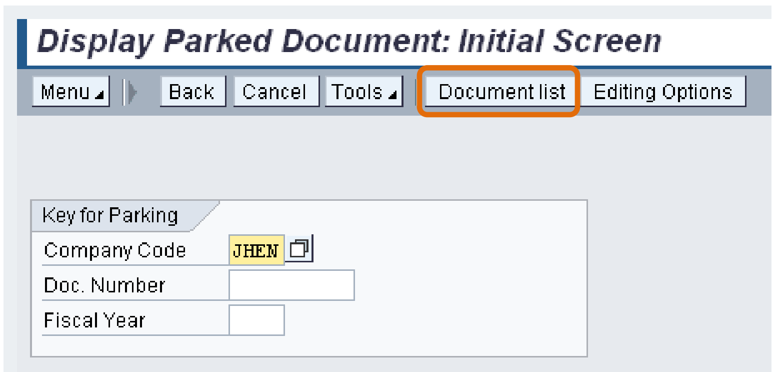
6.3 Activity—Practice Session 3

You want to email your approver to let him know that you submitted an online payment request for his review, but you're not sure who the approver is. Look up the name of the person authorized to sign the payment request you just submitted.

7 Display Parked Documents

This transaction can be used to review parked documents (i.e., documents that have been saved or submitted to workflow). Unlike the Tree window, which only displays documents that you created, this function can retrieve documents that other people originated.

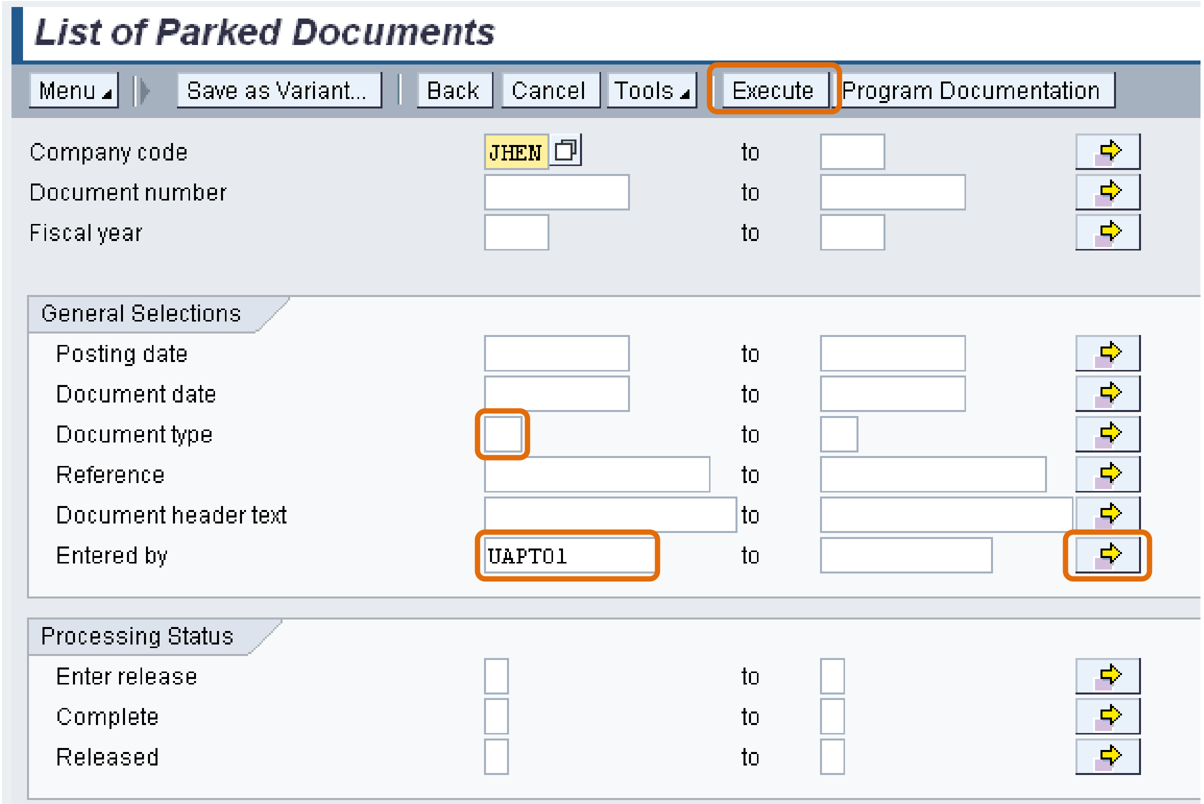
1. Click the **Display Parked Document** tab.



2. If you’re searching for a specific document and know the document number, type it in the **Doc. Number** field and press ENTER.

OR

Click the Document list button to search by document originator.

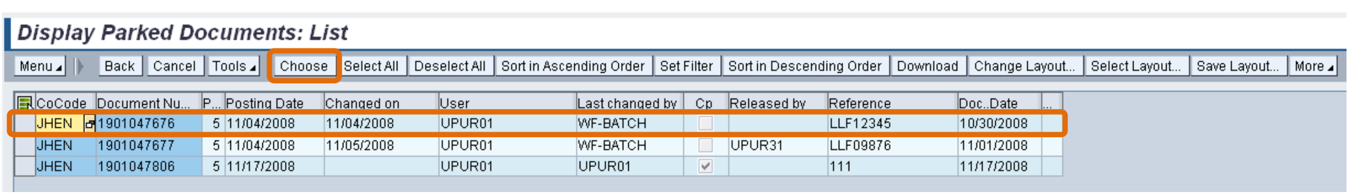


a. Type the originator's JHED ID in the **Entered by** field.

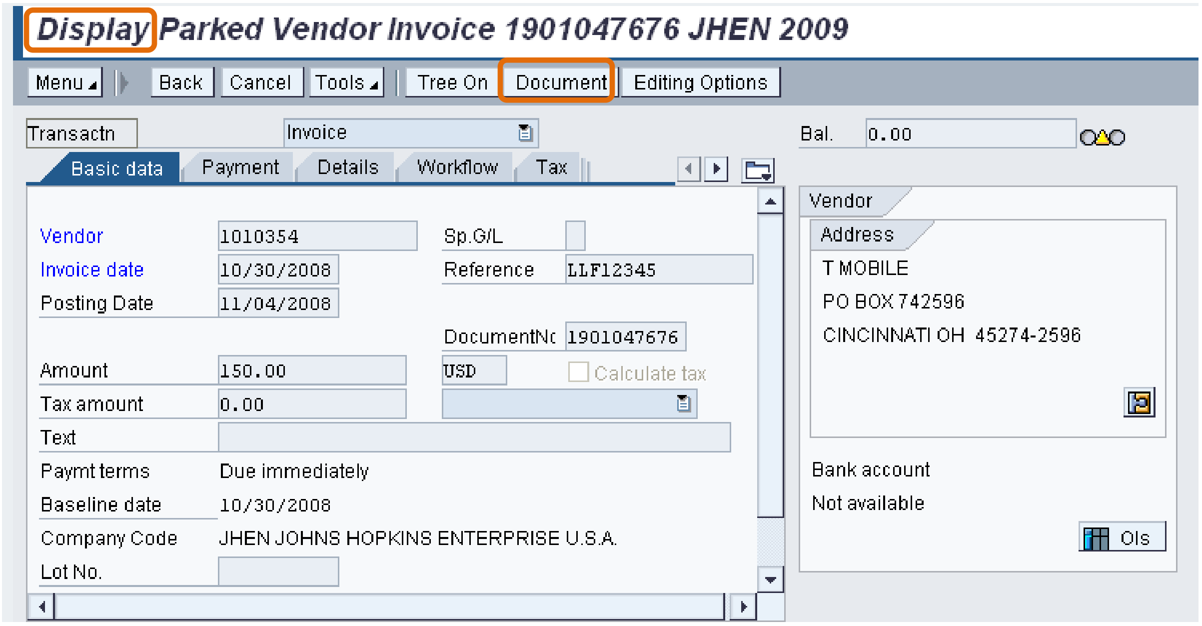
To search for documents created by multiple users, click the ***Multiple Selection*** *button and enter all relevant JHED IDs.*

b. Type *ZZ* (for check request documents) in the **Document type** field.

c. Click the Execute button.

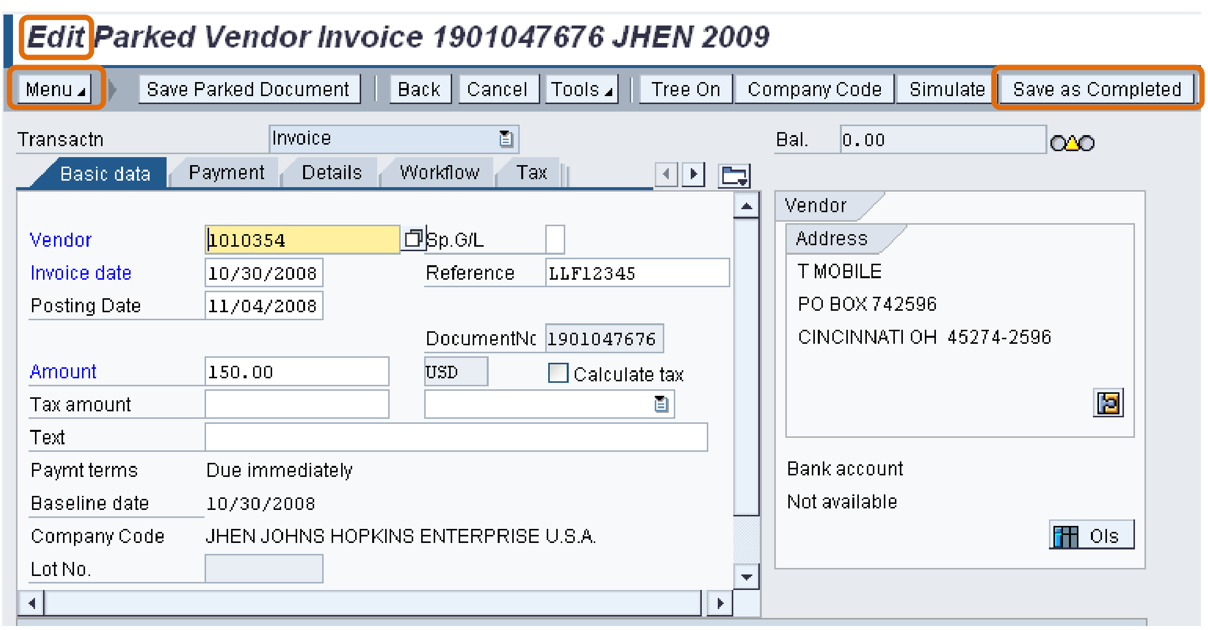


3. Click a document to select it for review, and then click the Choose button.



This opens the document in a read-only window. You can use this display to review document information and workflow. (Refer to section 5.7.)

4. Click the Document button to open the document for editing.



The Edit function allows you to modify documents and resubmit them to workflow, or delete documents that you no longer need.

To modify a document and resubmit it to workflow,:

a. Make any necessary corrections.

b. Click the Save as Completed button.

To delete a document,:

c. Click **Menu**, then click **Document**, and then click **Delete Parked Document**.

The Display Parked Documents list does not refresh automatically. A deleted document will continue to appear on this list until you reexecute the report.

7.1 Activity—Practice Session 4

Using the Display Parked Document transaction, review workflow for documents created by your coworker, whose JHED ID is UPUR01.

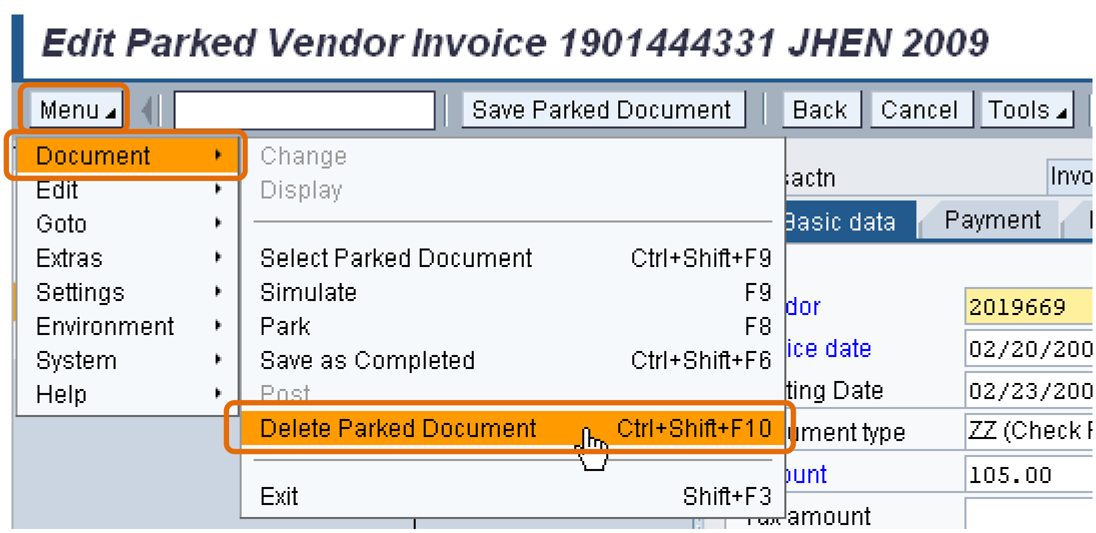
8 Modifying and Deleting Documents

You can modify and delete documents that are still in parked status.

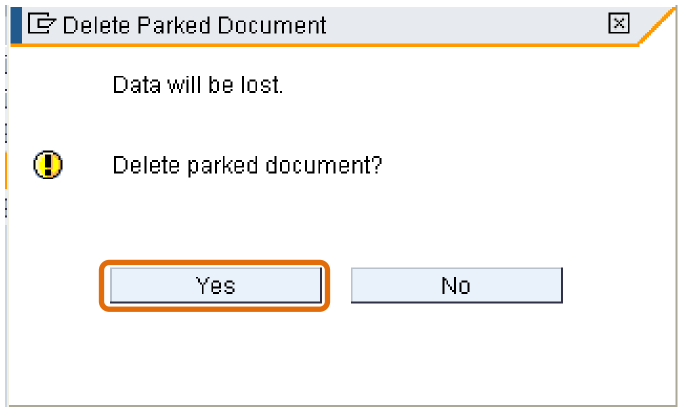
8.1 Using Park Incoming Invoices

The following procedure allows you to modify or delete a document that you created and can access from the Tree window.

1. Click the Park Incoming Invoices tab.
2. Click the Tree On button.
3. Click the **Expand** button next to either the **Complete documents** or **Parked documents** folder.
4. Double-click an invoice to open a document.
5. To *modify* the document and resubmit it to workflow,:
    d. Make any necessary corrections.
    e. Click the Save as Completed button.
6. To *delete* the document,:
    f. Click **Menu**, then click **Document**, and then click **Delete Parked Document**.



7. A warning message will appear, asking you to confirm the delete. Click **Yes** to delete the document, or click **No** to cancel the delete.



*If you click **Yes**, you'll see a message that looks something like this:*

Parked document 1901444331 JHEN 2009 deleted

8.2 Using Display Parked Documents

The following procedure allows you to modify or delete a document created by another staff member.

1. Click the **Display Parked Document** tab.
2. Find the appropriate document (refer to section 7 for instructions on how to perform a search) and open it in edit mode.
2. To modify the document and resubmit to workflow,:
   a. Make any necessary corrections.
   b. Click the Save as Completed button.
3. To delete the document,:
   a. Click **Menu**, then click **Document**, and then click **Delete Parked Document**.

The Display Parked Document list does not refresh automatically. A deleted document will continue to appear on this list until you reexecute the report.

8.3 Activity—Practice Session 5

You just discovered that a payment request had already been submitted for the Jays invoice, meaning you created a duplicate payment request. Because the original requestor forgot the enter 000 before the invoice number, your request wasn't flagged as a duplicate payment. Delete your payment request

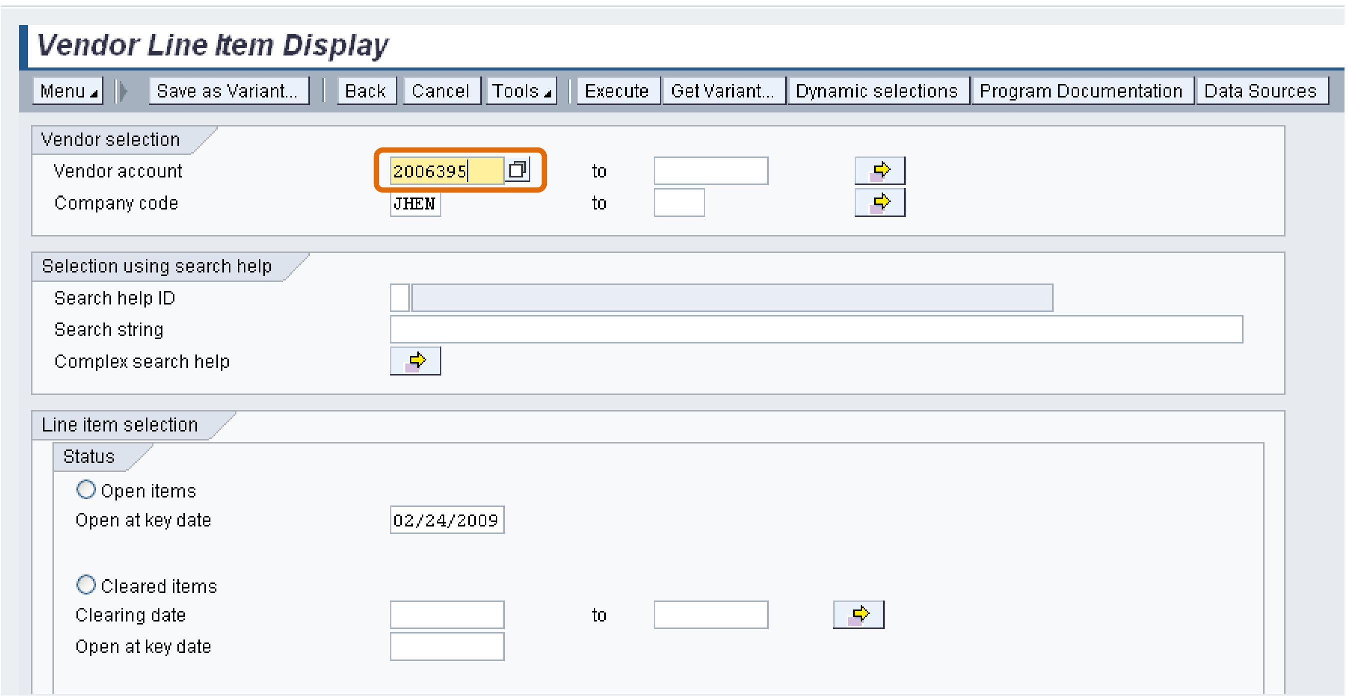
9 Display Payment

You have two options for finding payment information: searching by vendor number or searching by invoice number.

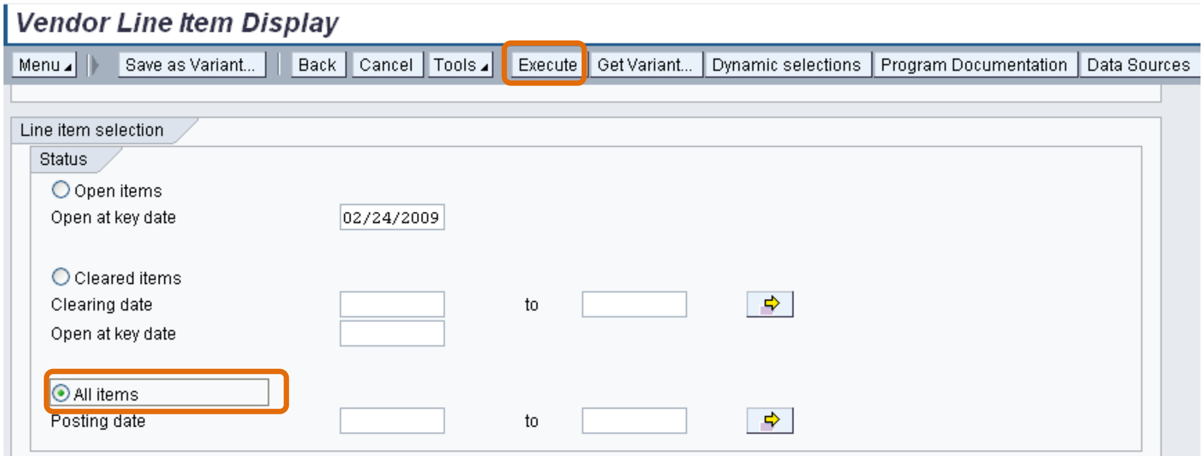
9.1 Searching by Vendor Number

Let’s look at the way you find payments using vendor numbers.

1. Click the  tab.

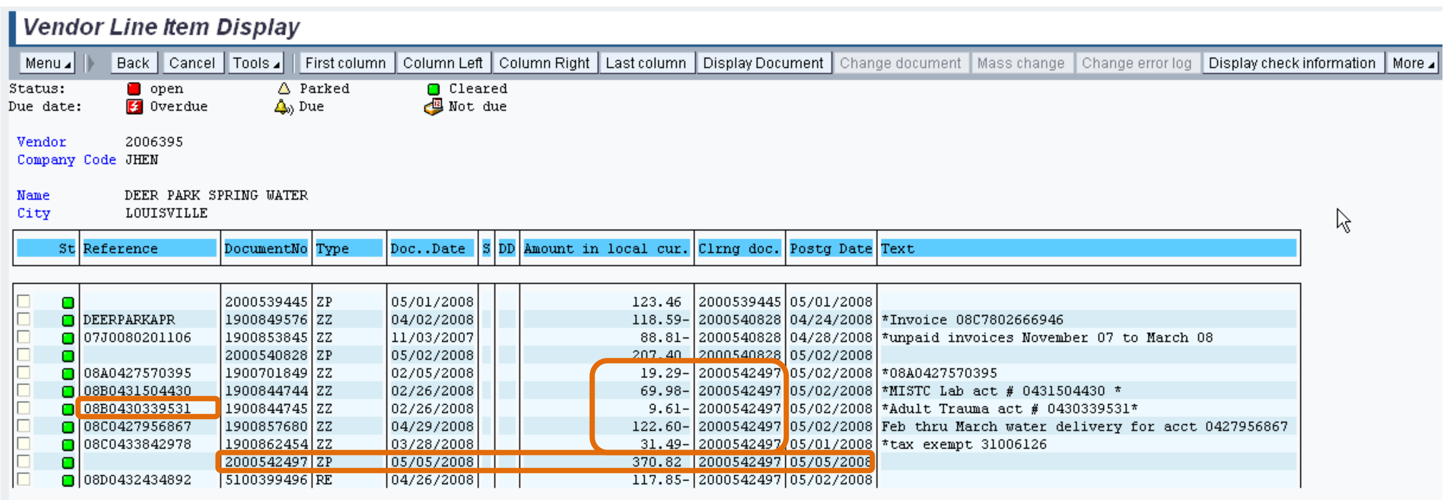


2. Type the vendor number in the **Vendor account** field, or search for the vendor number (refer to section 5.2 for instructions).
3. Click the down scroll arrow. 



4. Click **All items**.

5. Click the Execute button.



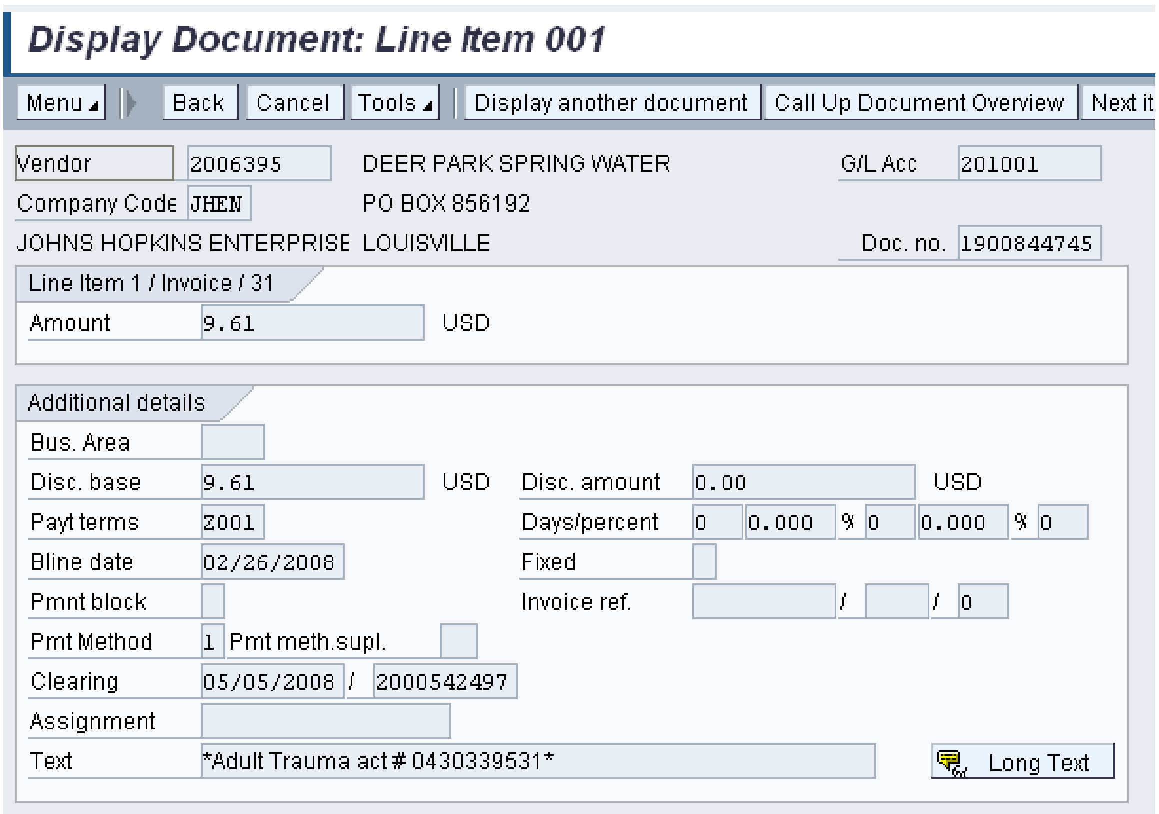
St	Reference	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	Clrng doc.	Postg Date	Text
		2000539445	ZP	05/01/2008			123.46	2000539445	05/01/2008	
	DEERPARKAPR	1900849576	ZZ	04/02/2008			118.59-	2000540828	04/24/2008	*Invoice 08C7802666946
	07J0080201106	1900853845	ZZ	11/03/2007			88.81-	2000540828	04/28/2008	*unpaid invoices November 07 to March 08
		2000540828	ZP	05/02/2008			207.40	2000540828	05/02/2008	
	08A0427570395	1900701849	ZZ	02/05/2008			19.29-	2000542497	05/02/2008	*08A0427570395
	08B0431504430	1900844744	ZZ	02/26/2008			69.98-	2000542497	05/02/2008	*MISTC Lab act # 0431504430 *
	08B0430339531	1900844745	ZZ	02/26/2008			9.61-	2000542497	05/02/2008	*Adult Trauma act # 0430339531*
	08C0427956867	1900857680	ZZ	04/29/2008			122.60-	2000542497	05/02/2008	Feb thru March water delivery for acct 0427956867
	08C0433842978	1900862454	ZZ	03/28/2008			31.49-	2000542497	05/01/2008	*tax exempt 31006126
		2000542497	ZP	05/05/2008			370.82	2000542497	05/05/2008	
	08D0432434892	5100399496	RE	04/26/2008			117.85-	2000542497	05/02/2008	

- The **Reference** column displays the invoice number.
- The **DocumentNo** column displays the SAP document number.
- The **Type** column indicates the document type:
    - **ZZ**: check request.
    - **ZP** – payment to vendor.
- The **Doc..Date** column shows the invoice date.
- The **Amount in local cur.** column shows the invoice amount (in lines with *ZZ* in the **Type** column) and payment amount (in lines with *ZP* in the **Type** column).
- The **Clrng doc.** column displays the SAP payment document number.

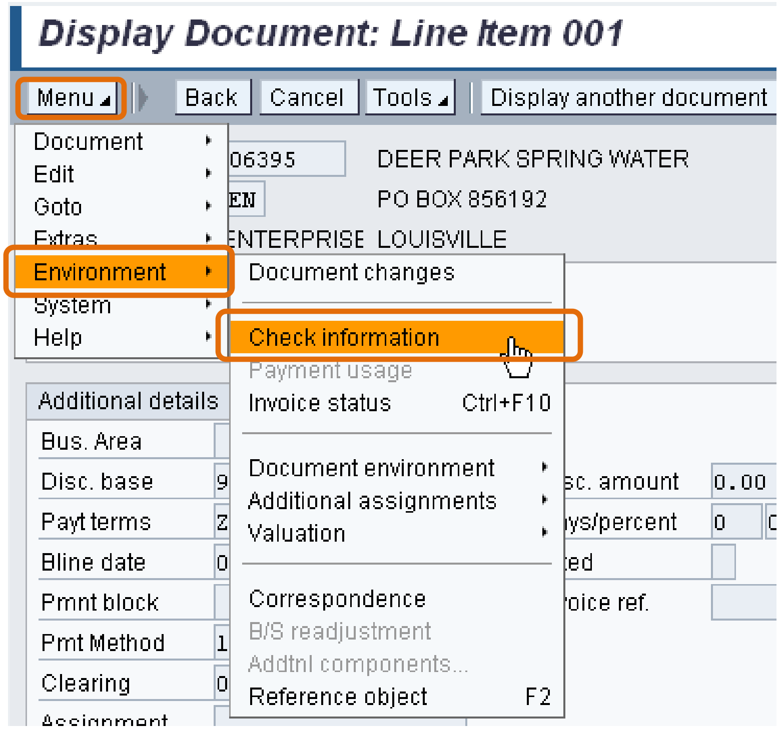
In this example, we're looking for Invoice 08B0430339531, which totaled $9.61. This document is associated with four other invoices, which were all paid with one payment totaling $370.82.

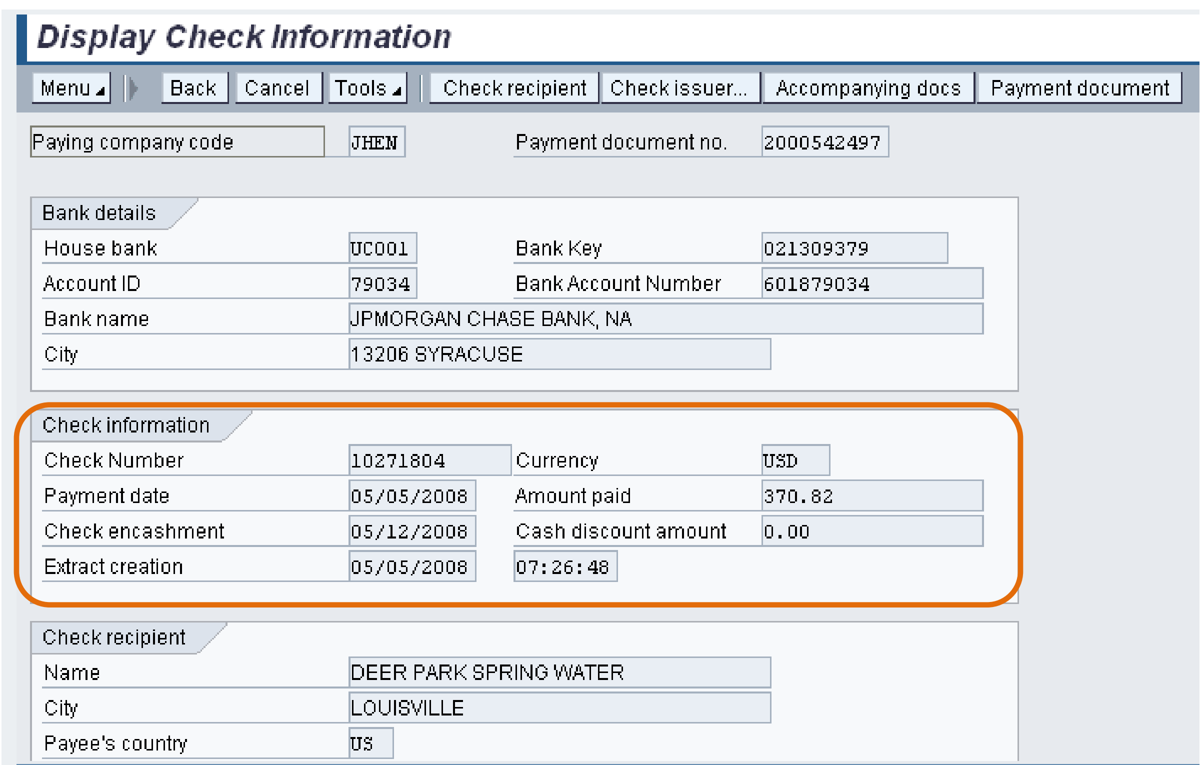
To see more detailed information on your invoice:

1. Double-click the invoice line.



2. Click **Menu**, then click **Environment**, and then click **Check Information**.





This display shows you the check number, date paid, date cashed, and check amount. Even though your invoice was only for $9.61, it was added to other invoices and included on a check for $370.82.

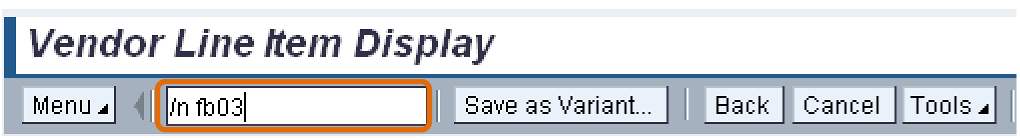
9.2 Searching by Invoice Number

Let's look at the way you find payments using invoice numbers.

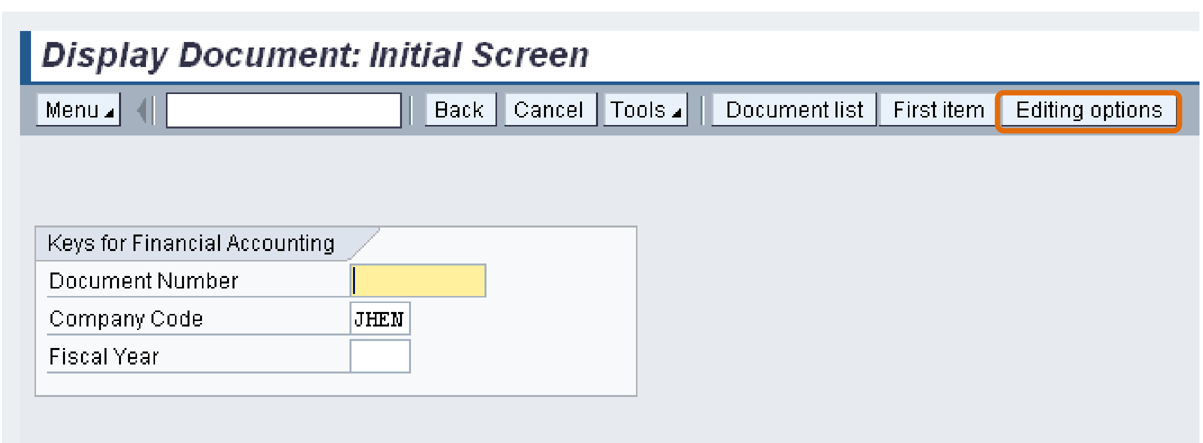
You must have access to the AP Display role to use this transaction.

1. Click the button to expand the command box.

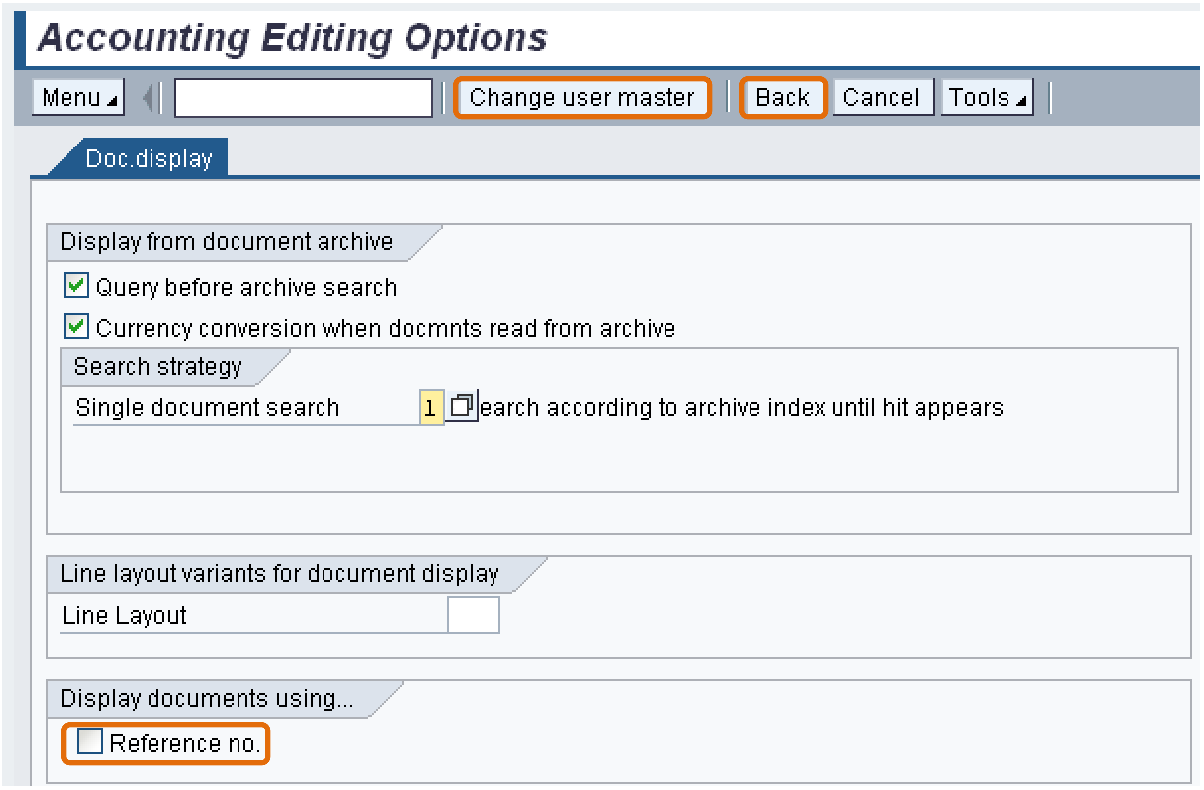
2. Type **/n fb03** and press ENTER.



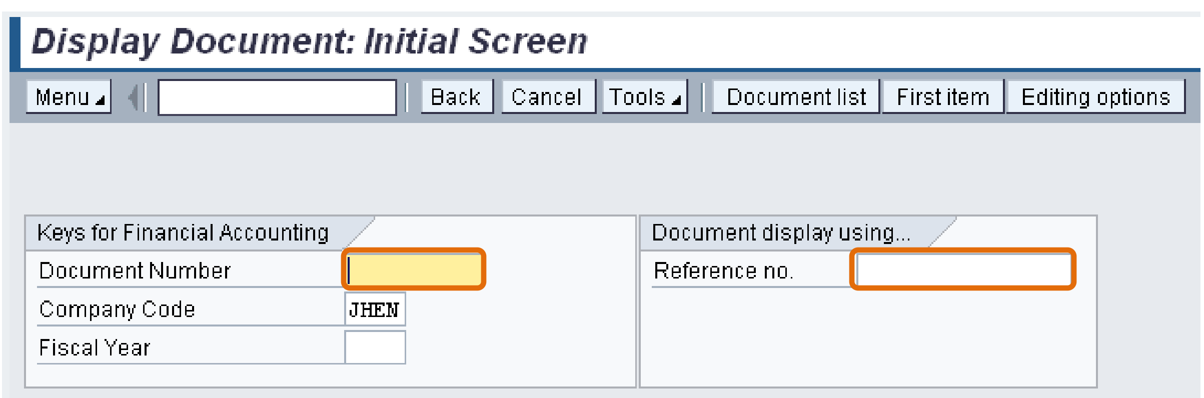
You need to establish an initial setting in order to access the field that allows you to search by invoice number. You only have to do this once, and afterwards the field will appear each time you access this transaction.



1. Click the Editing options button.



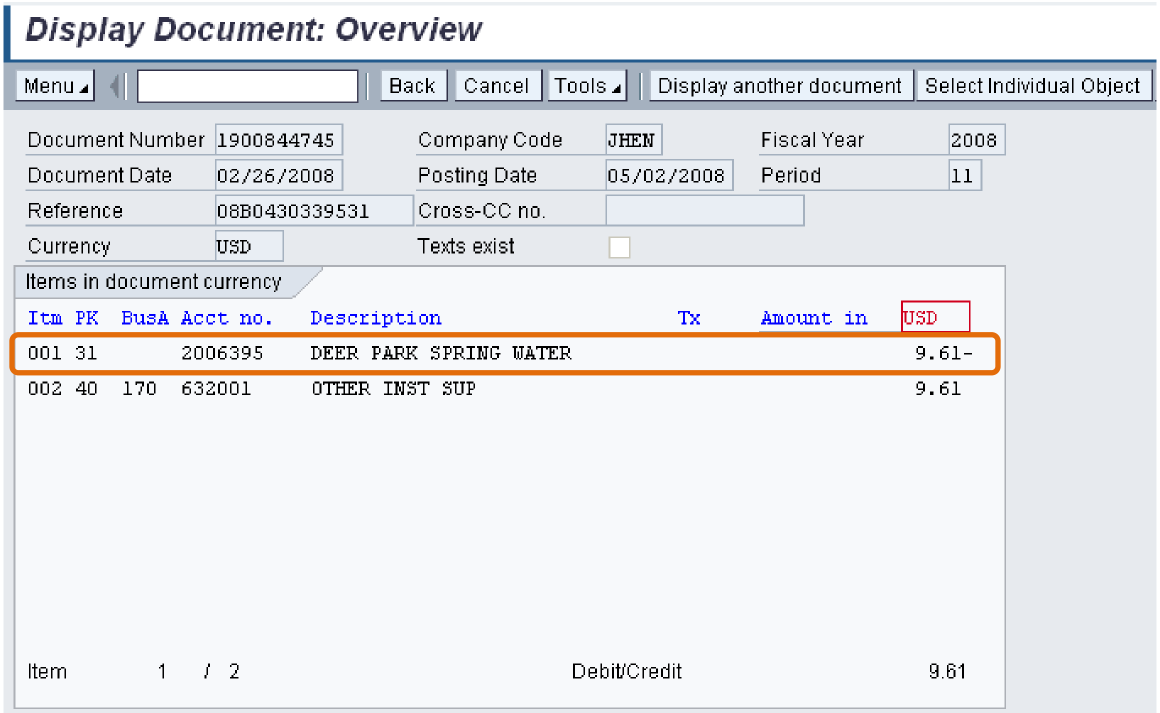
2. Click the check box next to **Reference no.**
3. Click the Change user master button.
4. Click the Back button.



*Now you can search for a payment using either the SAP document number (in the **Document Number** field) or the invoice number (in the **Reference no.** field).*

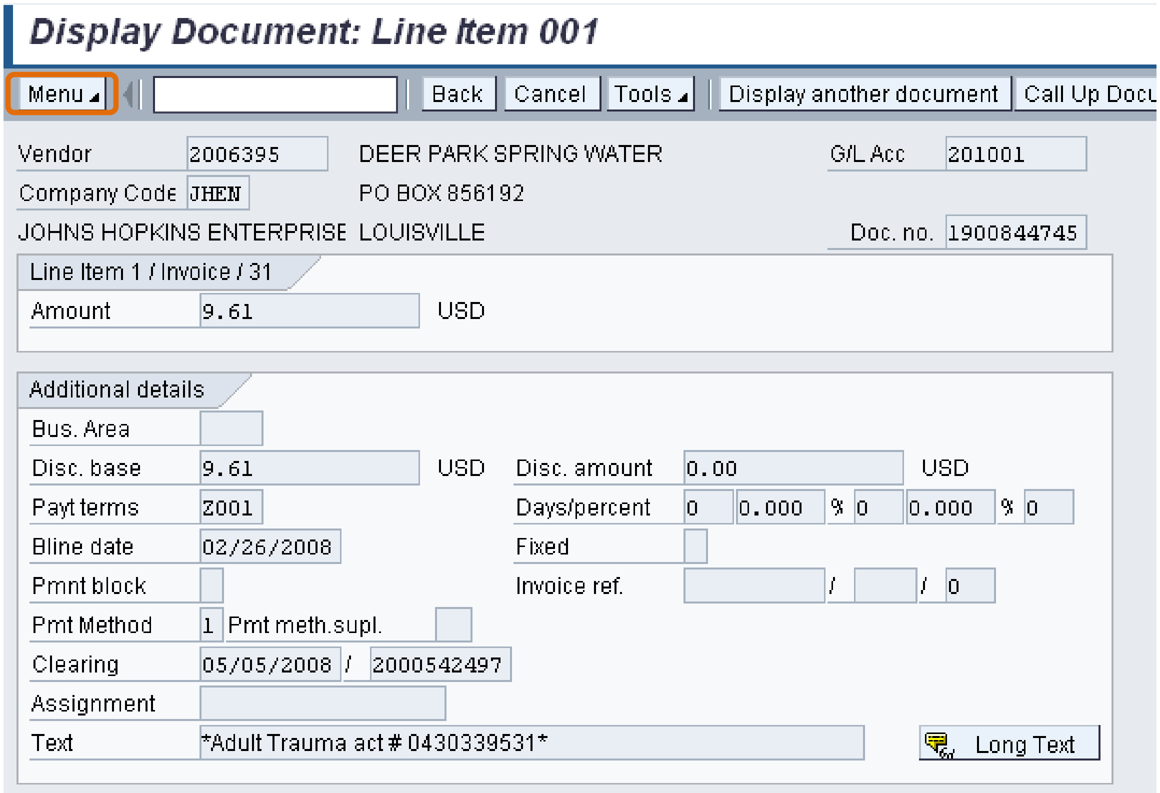
In this example, we're looking for Invoice 08B0430339531, which totaled $9.61.

1. Type the invoice number in the **Reference no.** field and press ENTER.

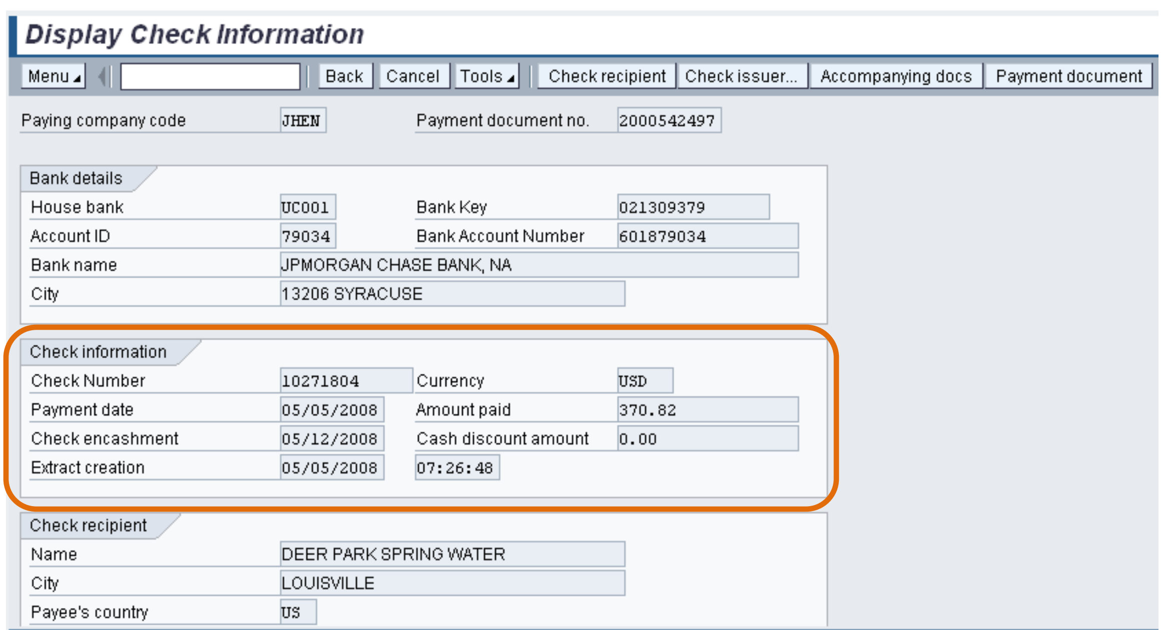


To see more detailed information:

2. Double-click the invoice line.



3. Click **Menu**, then click **Environment**, and then click **Check Information**.



This display shows the check number, date paid, date cashed, and check amount. Even though your invoice was only for $9.61, it was added to other invoices and included in a check for $370.82.

9.3 Activity—Practice Session 6

A FEDEX vendor called you about Invoice 8-240-52342. The company says it has not received any payment.

You checked both Park Incoming Invoices (documents you created) and Display Parked Documents (documents created by any processor in your department), but you didn't find any check request.

Now you need to figure out whether or not a payment has been processed. Search for a payment using the vendor number.

INVOICE

FEDEX 07/22/2008
PO Box 371461
Pittsburg, PA 15250-7461

JHU Dept.
Attn: Jane Smith
1101 E. 33rd Street
Baltimore MD 21218

Invoice #: 2-823-41284

Courier Service	10.53
Total Cost:	**10.53**

9.4 Activity – Practice Session 7

Using the invoice listed above, search for a payment using the invoice number.

10 Appendix A—Resources

For more information, consult the following resources.

General Web Sites

- University Finance http://finance.jhu.edu
- Shared Services http://ssc.jhu.edu/
  - PO Exception List
    - http://ssc.jhmi.edu/supplychain/exceptions.html
  - Searching Vendor Number job aid
    - http://ssc.jhmi.edu/accountspayable/DataFiles/Vendor_Search_and_Setup.pdf
  - Checking Workflow
    - http://ssc.jhmi.edu/accountspayable/DataFiles/Workflow_Overview_Online_Pymt_Request.pdf
  - Add/Change Vendor Form for Honoraria payments
    - http://ssc.jhmi.edu/accountspayable/DataFiles/VendorAddChange.pdf
- JHU Accounts Payable Policies and Procedures
  - http://ssc.jhu.edu/accountspayable/policies.html
- Contact information for Accounts Payable Shared Services
  - http://ssc.jhu.edu/accountspayable/contact.html
- Contact Information for SAP
  - http://www.sapathopkins.org/contact/

SAP Tips and Tricks

- SAP Tutorials (short videos on initial settings and vendor search in WinGUI)
  - http://www.sapathopkins.org/sap-tutorials/

Useful Roles for Web GUI On-line Payment Requestor

- ZRSC_AP_E_CHECK_REQ_ALL AP Online Payment Requester

Useful Roles for Win GUI On-line Payment Requestor

- ZPSC_AP_CHKRQ_REQ_ALL Portal Role - Online Payment Requestor
- ZRSC_AP_DISPLAY_ALL AP Display
- ZPWINGUI_LAUNCH Portal Role - WIN GUI Pad
- Useful Roles for Win GUI On-line Payment Requestor

FastFacts regarding Online Payments (click on Accounts Payable button)

- http://hopkinsfastfacts.org