

User Guide

Processing Online Payments



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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 @ <u>http://ssc.jhu.edu/supplychain/</u> <u>exceptions.html</u>.

Online Payment Request

- Used to pay non-purchase order vendor invoices for transactions on the purchase order exception list, which can be found online @ <u>http://ssc.jhu.edu/supplychain/</u> <u>exceptions.html</u>.
 - 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:.
 - o 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
 - o Create payment requests
- FBV3—Display Parked Documents
 - o 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).

SAP NetWeaver	
User ID * Password * Log on	
@ 2008 SAP AG. All rights reserved.	SAP

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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

© Document Edit Goto Extras Settings Environment System Help	
Park Vendor Invoice: Company Code JHEN	
🚜 Tree On 📵 Company Code 👯 Simulate 🥒 Editing Options	
Transactn R Invoice Bal. 0.00 OXO	
Basic data Payment Details Tax Withholding tax Notes	
Vendar Olsa 64	
Invoice date Reference	
Posting Date 02/23/2009	
Document type KR KR (Vendor in a	
Amount USD Calculate tax	
Tax amount 🔄 🔤	
Text	
Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A.	
Lot No.	
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• WebGUI—Can be used without installing special client software

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3.3 Determining Your Interface

Log in to the SAP production client.

If you see an ECC tab,:

You have the appropriate security role to access the WinGUI interface.

This does not indicate that the client software has been installed on your workstation.

 If you need to install the client software, go to <u>http://h1support.jhu.edu</u>. You may need to work with your LAN administrator for the installation.



- If you do not see the ECC tab,:
 - 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.

Welcome	Knowledge Network ECC ECC - MAC OS		BW Report Center	Go Shopping	Internal Service Provider Ordering	Online Payment Request						
Getting Started Archived Messages SMART												
Cotting Sta	orted											

4.2 Navigating in WebGUI

Park Incoming Invoid	es - SAP NetWeav	er Portal - Microsoft	Internet Explorer								
File Edit View Favorit	es										
🕞 Back 🝷 🕥 🚽 🗖		TUSE Favorites	🙆 🔗 🍓	w .	📃 🗐 🛍	- 25					
uddress 🕘 https://hopkinsone.erp.johnshopkins.edu/irij/portal											
Welcome Lisa Finnen				*	JOHNS H	HOPKINS 🛦					
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Park Incoming Invoices	Accounting Editing	Options Vendor Line Iten	ns Display Parked D	ocument	Document Change	s of Parked Document	: Transactions	and Screen Va	riants Display Ven	dor (Centra	illy)
Park Incoming Invoices											
Park Vendor	Invoice: O	tode .	JHEN								
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Menu A		Company	y code Simulate	Ealang	Options						
Transactn	Invoice	1		Bal.	0.00	040					
Basic data 🛛 F	Payment Details	Tax Withholding	tax Notes								
Vendor		D Sp.G/L									
Invoice date		Reference									
Posting Date	02/23/2009										
Amount		USD	Calculate tax								
Tax amount											
Text											
Company Code	JHEN JOHNS HOP	KINS ENTERPRISE U.S	5.A.								
Lot No.											
0 Items (No entry v	ariant selected)										
St G/L acct	Short text D/C	Amount in doc.curr.	Text Cos	st center	Order I	Loc.curr.amount	1				
	Debit	ũ				U. <u>_</u>	4				
e)											4

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.

Park Vendor Invoice: Company Code JHEN													
Menu 🖌 📢	E	3ack	Cancel	Tools 🖌 📔 Tree On	Company Code	Simulate	More 🖌						
				Display Templates			Shift+F1						
Transactn	Invoice			Switch Company Co	de		F7	020					
Basic data Pa	ayment / Details	Та	x / With	Simulate Document	Posting		F9						
	·	_	_	Call U <mark>I Editing Optic</mark>	ons for Accounting		Shift+F4						

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.

Welcome	Nelcome Knowledge Network		ECC - MAC OS	BW Report Center	Go Shopping	Internal S	ervice Provider Ordering	Online Payment Request	ECC Inbox	Travel Reimbursement Requester	Trav
Park Incoming Invoices		Accountin	g Editing Options	Vendor Line Items	Display Parked I	Document	Document Changes of P	arked Documents Transactio	ns and Scree	en Variants Display Vendor (Centr	ally)

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.

Park Vendor Invoice: Company Code JHEN							
Menu 🖌 🗍	Back	Cancel Tools / Tree On	Company Code Simulate	Editing Options < 1			
Transactn Basic data	Invoice Payment Details T	Tax Withholding tax Notes	Bal. 0.00	010			
Vendor Invoice date Posting Date Amount Tax amount Text		DSp.G/L Reference USD Calculate tax					
Company Code Lot No.		ENTERPRISE U.S.A.					

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

	Accounting	Editing	Options
--	------------	---------	---------

<u> </u>	
Menu 🖌 🗐 📃 Change user mas	ster Back Cancel Tools
General Entry Options	Default document currency
Documents only in local currency	O Local currency
Amount fields only for document currency	Last document currency used
Exchange rate from first line item	🔘 None
No special G/L transactions	
Documents not cross-company code	Default Company Code
Documents must be complete for parking	🔲 No Company Code Proposal
🔲 🔲 No partner business area in head.screen	
🔲 Calculate taxes on net amount	
Copy text for G/L account entry	
🔲 Do not copy tax code	
🔲 Fast entry via POR number	
POR Entry with Control Display	Document type will be displayed
🔲 Do not update control totals	Document type ready for input
Automatic Negative Posting	Entry with short name
	Document type hidden
Special options for single screen transactions	
Hide transaction Doc.ty	pe option 🛛 🛛 Document type hidden 📑 🧹 2

- You should see the following message in the lower left corner.
 The options were entered in the user master record
 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

Park Vendo	r Invoice: Com	pany Code Ji	HEN			
Menu 🔺 🚽	Back	Cancel Tools 🖌	Tree On	Company Code	Simulate	Editing Options
Transactn Basic data	Invoice Payment Details C	Tax Withholding ta	ax Notes	Bal. 0.	00	010
Vendor Invoice date Posting Date Document type Amount Tax amount Text	02/23/2009 KR (Vendor invoic 🗈	USD CIL	calculate tax			
Company Code Lot No.	JHEN JOHNS HOPKIN	S ENTERPRISE U.S.#	λ.			

- 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.

- e. Click the ibutton 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.

🖙 Account or Matchcode for	the Next Line Item (1)	\boxtimes
▼ Search Criteria		
Category Vendors - Genera	al custom fields 🛛 🚺	1
Vendor		
Name		
Name 2		
Account group		
Search Term 1		
Search Term 2		
Street		
Street 4		
City		
Region		
Postal Code		
Country Key		
<u> </u>		

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.

🖙 Vendor search using ad	dress attribs.	\times
Name		
Name	*mobile*	
Search terms		
Search term 1/2		
Street address		
House no./street		
City/State/ZIP Code		
Country		
√ ×		

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 $\frac{1}{2}$ icon indicates the column that is currently sorting results.

Search	i Criteria						
10	👩 🚊 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	43311-177	BELLEFONTAINE	MOBIINSERE	BLOCKED	US
1007315	MOBILE INSTRUMENT SVC REPAIR INC	333 WATER AVE	43311-177	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	45274-259	6 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 🗸

Ê

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 yo

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 @ <u>http://ssc.jhu.edu/accountspayable/DataFiles/VendorAddForm.pdf</u>.

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: <u>http://ssc.jhu.edu/accountspayable/DataFiles/ForeignCurrencyWireform.doc</u>

5.3 Entering a Cost Assignment

0	0 Items (No entry variant selected)										
	3t	G/L acct	Short text	D/C		Amount in doc.curr.	Loc.curr.amount		Tax jurisdictn code	Assignment no	
				Debit			0.00		C	ו	-
				Debit			0.00		C	- L	
				Debit			0.00		C	L L L L L L L L L L L L L L L L L L L	
				Debit			0.00		C		-

- 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.

Transactn Basic data 🌈	Invoice Payment Details	Tax / Withholding tax / Notes	Bal. 0.00 CCO
			Address
Vendor	2019669	SGL Ind	T-MOBILE
Invoice date	02/20/2009	Reference T12345	P O BOX 742596
Posting Date	05/27/2009		CINCINNATI OH 45272-2596
Document Type	ZZ (Check Reque 🗈		
Amount		USD 🗌 Calculate tax	
Tax Amount		Ĩ	
Text			Bank data: not available
Baseline Date	_		Ols
Company Code	JHEN JOHNS HOPKIN	S ENTERPRISE U.S.A.	
Lot No.			

1. Click the **Payment** tab.

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

🖙 Payment	t Met	hod (1)		⊠		
▶ Search Criteria						
🖌 🚱 😹	<u>a</u> :	Search results: 19 Entries found				
Country Key	r . \$	PName (in language of country)				
US	1	CheckJHU	•			
US	2	Wires JHU				
US	3	Vendor ACH JHU				
US	4	CheckJHHS				
US	5	Wires JHHS				
US	6	ACH JHHS	_			
US	7	Emply ACH JHU				
US	8	JHU-single check				
US	9	JHHS-single check				
US	A	Offcycle Payroll Check	•			

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

🔄 Paym	ent method supplement (1)	×						
▶ Sear	▶ Search Criteria							
🖌 🚱	😹 🚊 Search results: 46 Entries fou	und						
PmtMth	nSu Description							
01	Departmental Pick up							
02	Attachment Required							
03	Airmail							
04	Returned Interdepart Mail							
05	Refund - Nursing Student							
06	Refund - Keane Patient Refund							
07	Refund - Meditech Patient Ref							
08	Refund - IDX Core							
09	Payroll Dept. Pickup							
10	Ck Sent to Other Addressee	•						

P

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.

Transactn	Invoice	E	Bal. 0.00
Basic data 📊	Payment Details	Tax 🖉 Withholding tax 🚺 Notes	Vendor
			Address
Vendor	2019669	SGL Ind	T-MOBILE
Invoice date	02/20/2009	Reference T12345	P O BOX 742596
Posting Date	05/27/2009		CINCINNATI OH 45272-2596
Document Type	ZZ (Check Reque 🗈		
Amount		USD 📃 Calculate tax	
Tax Amount		1	
Text			Bank data: not available
Baseline Date			Ols
Company Code	JHEN JOHNS HOPKIN	S ENTERPRISE U.S.A.	
Lot No.			

1. Click the 🗔 button.

2. Select **Notes** from the drop-down list.

Edit Parked Vendor Invoice										
Menu 🖌 🗐	Save Parked Document	Back Cancel	Tools 🖌	Tree On	Company Code	Simulate	Save as Completed	Editing Options		
Transact Invoice Notes term long text Lisa Finnen JHU @ Eastern 443-997-6564	5		Bal. Vendor Addre T-MO P O E CINC Bank a Not av	0.00 r PSS BILE 30X 742596 INNATI OH Account ailable	45272-2596	3				

- 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.
- Ð 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.

ł.	
	- \

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

Menu 🔺 📲	Back	Cancel Tools 🖌	Tree On	Company Code	Simulate	Editing Options
ransactn	Invoice			Bal. (.00	040
Basic data 🍟	Payment Details	Tax Vithholding ta	Notes			
		_				
Vendor		🗖 Sp.G/L				
Invoice date		Reference				
Posting Date	02/23/2009					
Document type	KR (Vendor invoic 🖺					
Amount		USD 🗌 Ca	alculate tax			
Tax amount			1			
Text						
Company Code	JHEN JOHNS HOPKIN	S ENTERPRISE U.S.A.				
Lot No.						

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

Menu 🖌 🚽 👘 Tool:	s 🖌 Refresh Tree Tree Off Company Code Simulate Editing Options
ee Created on Created by Created on Created by Account assignment template Complete documents Parked documents	Transactn Invoice Basic data Payment Details Tax Withholding tax Notes Vendor Invoice date Reference Posting Date 02/23/2009 Document type KR (Vendor invoic) Arnount USD Calculate tax Tax amount Import Text Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A. Lot No.

Park Vendor Invoice: Company Code JHEN

• 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.

Menu 🔺 🚽	Save Parked D	ocument
Tree	Created on	Created by
 Creen variants for items Account assignment template Complete documents Parked documents 		
🖾 LLF12345	02/23/09 18:46:43	LFINNEN1

- 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.
- \square

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

Park Vendor Invoice: Company Code JHEN										
Menu 🖌 🗍	Back Cancel Tools	s 🖌 🛛 Refresh Tree	Tree Off Company Code	Simulate	Editing Options					
Tree Carlot Complete documents Parked documents	Created on Created by	Transactn Basic data Vendor Invoice date Posting Date Document type Amount Tax amount Text Company Code Lot No.	Invoice Payment Details T Details T Details T Details T C Details T C Details T Details T C Details T Details	ax Withhol Psp.G/L Reference USD ENTERPRISE	ding tax Notes					

- 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 button to the left of the **Parked documents** folder.

Edit Parked Vendor	Invoice 19014443	31 JHEN 200	9					
Menu 🖌 📢	Save Parked Documen	t Back Cancel	Tools 🖌 🛛 Refresh Tree	Tree Off Company Code	Simulat	e Save as Completed	Editing Options	
Tree Constraints for items Constraints for items Constraints for itemplate	Created on Created by	Transactn Basic data	Invoice Payment Details V	Vorkflow Tax		Bal. 0.00	040	
Complete documents	02/23/09 18: LFINNEN1	Vendor Invoice date	2019669 [Bp.G/L	^	Address T-MOBILE		
		Posting Date Document type	02/23/2009 ZZ (Check Reque 🗈	DocumentNc 1901444331		P O BOX 742596 CINCINNATI OH 45	5272-2596	
		Amount Tax amount Text	100.00	USD Calculate tax				
		Paymt terms Baseline date	Due immediately 02/20/2009			Bank account Not available		
		Company Code Lot No.	JHEN JOHNS HOPKINS	SENTERPRISE U.S.A.	•		🚹 Ols	
R R		•			►			-

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

	7
Create Attachment	Create +
Create note	Attachment list
Create external document (URL)	Private note
Store business document	Send •
Enter Bar Code	Relationships
Vendor	Workflow •
Address	My Objects 🔹 🕨
TMORILE	Help for object services

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



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

🕌 Storing File	s in Documents
Look <u>i</u> n: 📑 I	My Documents
📑 My Adobe	Captivate Projects
📑 My Google	Gadgets
📑 My Music	
📑 My Picture	S
📑 My Videos	
Snagit Cat	alog
File <u>N</u> ame:	*.pdf
Files of <u>T</u> ype:	All Files (^.*)
	Open Cancel

- 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.

Edit Parked Vendor Invoice 1901444331 JHEN 2009								See
Menu 🖌 🚽	Save Parked Document	Back Cancel	Tools 🖌 📔 Refresh Tree	Tree Off Company Code Si	mulate	Save as Completed	Editing Options	
Tree Cartery Screen variants for items Cartery Cartery Count assignment template	Created on Created by	Transactn Basic data	Invoice Payment Details V	Tax •••		Bal. 0.00	020	<u> </u>
Complete documents Carlot Parked documents Carlot Parked documents Carlot Parked Accuments Carlot Parked Accuments	00/00/00 40-1 EININENIA	Vendor	2019669	∃sp.G/L	_	Vendor Address		
	02/23/08 T6. LEINNENT	Invoice date Posting Date	02/20/2009 02/23/2009	Reference LLF12345		T-MOBILE P O BOX 742596		
		Document type Amount	ZZ (Check Reque 🖺	DocumentNc 1901444331 USD Calculate tax		CINCINNATI OH 452	72-2596	
		Tax amount Text	test					
		Paymt terms Baseline date	Due immediately 02/20/2009			Bank account Not available		
		Company Code Lot No.	JHEN JOHNS HOPKINS	3 ENTERPRISE U.S.A.			🚹 Ols	
R		•			•			

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

Create	٠
Attachment list	
Private note 🖓	
Send	•
Relationships	
Workflow	•
My Objects	•
Help for object services	

🖙 Service: Attachment list				\times	1	
AttachmentForJHEN19014443312009						
Title	Creator Name	Created On				
AP Parked documents - PDF format onl		02/23/2009				
					·	
•						
✓ ×						

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.

East arked vehicles	mvoice	1001444001	UNEN 2000					
Menu 🖌 📲	Save Pa	irked Document	Back Cancel Tools 4	Refresh Tree Tree Off	Company Co	de Simulate	Save as Completed	Editing Options
Tree > Screen variants for items > Account assignment template Complete documents < Parked documents	02/23/09 11	Transactn Basic data Vendor Invoice date Posting Date Document type Amount Tax amount Text Paymt terms Baseline date Company Code Lot No.	Back Carlet Bods 2 Invoice Invoice Payment Details 2019669 02/20/2009 02/23/2009 2Z 2Z (Check Reque 1) 100.00 100.00 100.00 test Due immediately 02/20/2009 JHEN JOHNS HOPKIN	Workflow Tax Bp.G/L Reference ILF12345 DocumentNc 1901444331 USD Calculat	etax	Bail. 0.00 Vendor Address T-MOBILE P O BOX 7425 CINCINNATI C Bank account Not available	96 HH 45272-2596	
		Lot No.			• •			

Edit Parked Vendor Invoice 1901444331 JHEN 2009

B

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 Restau 1309 N Char Baltimore MI	rant Group Inc les St D 21201	02/02/2009
JHU Dept. Attn: Jane Si 1101 E. 33 rd Baltimore MI	mith Street D 21218	
Invoice #:	000 <i>yourinitials</i> 12345	
Sandwich PI	atter 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 hext 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.

Edit Parked Vendor Invoice 1901444331 JHEN 2009

Menu 🖌 🚽	Save Parked Documer	nt Back Cancel	Tools A Refresh Tree	e Tree Off Company Code	Simulat	e Save as Completed	Editing Options	
Tree Carbon Content of the second se	Created on Created by	Transactn Basic data	Invoice Payment Details W	Vorkflow Tax		Bal. 0.00	040	<u>-</u>
🔤 LLF12345	02/23/09 18: LFINNEN1	Vendor	2019669	Sp.G/L		Address		
🔁 Parked documents		Invoice date	02/20/2009	Reference LLF12345		T-MOBILE		
		Posting Date	02/23/2009			P O BOX 742596		
		Document type	ZZ (Check Reque 🖺	DocumentNc 1901444331		CINCINNATI OH 4527	2-2596	
		Amount	100.00	USD 📃 Calculate tax				
		Tax amount		1				
		Text	test					
		Paymt terms	Due immediately			Bank account		
		Baseline date	02/20/2009			Not available		
		Company Code	JHEN JOHNS HOPKINS	SENTERPRISE U.S.A.			🚹 Ols	
		Lot No.			-			
		4			F			

- 4. Click the Services for Object 💯 🗈 button.
- 5. Click Workflow, and then click Workflow overview.

	1	9 🖹	
Completed Editing Optic	Create Attachment list Private note Send	•	
	Relationships	ŗ	
Vorkflow overview	Workflow	•	
Archived workflows 🖑 Start Workflow	My Objects Help for object services	,	

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.

🔄 Data on Linked Workflo	ws						\boxtimes
Title		c	reation D	Creation	Status	Task	
Check Request 19014443	31 Route for Approval	0	2/23/2009	22:12:27	In Process	Check Request V	Vorkf
Check Request 19014443	31 Route for Approval	0	2/23/2009	22:07:42	Completed	Check Request V	Vorkf
4							Þ
							^
Current data for s	started workflow: Ch	eck Requ	uest 1901	444331	Route for	Approval	
Steps in this process	s so far						
Step name		Status	Result	Time sta	mp Agen	t	
Determine Depart App Request	provers for the Check	Completed	l Complete	02/23/200 22:12:27	9 - <u>Workf</u>	low System	
REVIEW - RELEASE REQ - DOC: 1901444	- DEPRT APPR - CHECK 331	Ready		02/23/200 22:12:29	9 - Inform	ation	.
•							
V							

- 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.

ß	7 Data on Linked Workflows						×
Ti	tle	c	reation D	Creation	Status	Task	▲
С	heck Request 1901444331 Route for Approval	0	2/23/2009	22:07:42	In Proce	ess Check Re	quest Workf
							Þ
F							~
	Current data for started workflow: Ch	eck Regi	lest 1901	444331	Route	for Approva	al 🗌
_	CULTERIL UALA FOR STATECT WORKHOW, CH						
	Current data for started worknow. Ch	connequ	1001 1001				
	Steps in this process so far	connoqu	1001 1001				
	Steps in this process so far	Status	Result	Time sta	mp A	gent	
	Steps in this process so far Step name Determine Depart Approvers for the Check Request	Status Completed	Result Completed	Time star 02/23/200 22:07:42	mp A 9- ⊻	gent Vorkflow Syster	n
	Steps in this process so far Step name Determine Depart Approvers for the Check Request REVIEW - RELEASE - DEPRT APPR - CHECK REQ - DOC: 1901444331	Status Completed Ready	Result	Time star 02/23/200 22:07:42 02/23/200 22:07:44	mp A 9- V 9- [r	gent Vorkflow Syster formation	
1	Steps in this process so far Step name Determine Depart Approvers for the Check Request REVIEW - RELEASE - DEPRT APPR - CHECK REQ - DOC: 1901444331	Status Completed Ready	Result	Time star 02/23/200 22:07:42 02/23/200 22:07:44	mp A 9- V 9- Ir	gent Vorkflow Syster Iformation	

- 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

 \square

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

le heck Request 1901047677 Route for Approval		Creation D Cre 11/04/2008 16	eation Status :37:52 In Proc	Task :ess Check Request	Wor
					Þ
Step name	Status	Result	Time stamp	Agent	
REVIEW - RELEASE - DEPRT APPR - CHECK REQ - DOC: 1901047677	Completed	RELEASED	11/04/2008 - 16:37:52	Training UPUR31	
REVIEW - RELEASE - CENTRAL AP - CHECK REQ - DOC: 1901047677	Completed	REJECTED	11/04/2008 - 16:38:22	Don Cornely	
DOCUMENT 1901047677 REJECTED	Completed	No supporting documentation	11/05/2008 - 08:12:20	Don Cornely	
RESET COMPLETE FLAG	Completed	EXECUTED	11/05/2008 - 08:12:23	Workflow System	
On-line check request 1901047677 refused	Completed	Mail sent	11/05/2008 -	Workflow System	

- 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.

? Data on Linked Workflows					×
heck Request 1901047676 Route for Approval	1	1/04/2008	16:29:17 In Pro	icess Check Reque	st Workf 📩
					Þ
REVIEW - RELEASE - DEPRT APPR - CHECK REQ - DOC: 1901047676	Completed	REJECTED	11/04/2008 - 16:29:18	Training UPUR31	
DOCUMENT 1901047676 REJECTED	Completed	Other	11/04/2008 - 16:32:47	Training UPUR31	Τ.Ι
Create Note for 1901047676 2009	Completed		11/04/2008 - 16:32:57	Training UPUR31	≡
RESET COMPLETE FLAG	Completed	EXECUTED	11/04/2008 - 16:33:56	Workflow System	
On-line check request 1901047676 refused	Completed	Mail sent	11/04/2008 - 16:33:58	Workflow System	
REFUSED - DOC: 1901047676	Ready		11/04/2008 - 16:33:58	Information	✓ -
					•
\$ •					

- 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.

Display Parked Document: Initial Screen							
Menu 🖌 🕨 🛛 Back 🛛 Can	cel Tools 🖌	Document list	Editing Options				
Key for Parking							
Company Code JHEN	Ð						
Doc. Number							
Fiscal Year							

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.

List of Parked Documents									
Menu 🖌 📔 Save as Variant	Back Cancel Tools 🖌	Execute Prog	ram Documentation						
Company code Document number Fiscal year	JHEN []	to to	 						
General Selections Posting date Document date Document type Reference Document header text Entered by	UAPTO1	to	4 4 4 4 4 4 4 4						
Processing Status Enter release Complete Released		to to to	+ + + + +						

- 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.

	Display Parked Documents: List												
Ľ	Menu 🖌 🌗	Back Cance	I Tools 🖌 🖸	hoose Select All	Deselect All Sort	in Ascending Order S	et Filter	Sort in Descen	ding Order	Download Change Layou	it Select Layout	Save Layout	More 🖌
Ī		Document Nu	P Posting Da	ate Changed on	User	Last changed b	iy Cp	Released by	Reference	DocDate			
	JHEN	a 1901047676	5 11/04/200	8 11/04/2008	UPUR01	WF-BATCH			LLF12345	10/30/2008			
T	JHEN	1901047677	5 11/04/200	8 11/05/2008	UPUR01	WF-BATCH		UPUR31	LLF09876	11/01/2008			
	JHEN	1901047806	5 11/17/200	8	UPUR01	UPUR01	 Image: A start of the start of		111	11/17/2008			

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

Display Parked Vendor Invoice 1901047676 JHEN 2009									
Menu 🖌 🕨 🛛 Back	Cancel Tools 🖌	Tree On Document Editing Optio	ins						
Transactn	Invoice			Bal. 0.00 OAO					
Basic data 👔	Payment Details	Workflow Tax	-						
				Vendor					
Vendor	1010354	Sp.G/L		Address					
Invoice date	10/30/2008	Reference LLF12345		TMOBILE					
Posting Date	11/04/2008			PO BOX 742596					
	<u> </u>	DocumentNc 1901047676		CINCINNATI OH 45274-2596					
Amount	150.00	USD Calculate tax							
Tax amount	0.00								
Text									
Paymt terms	Due immediately			Bank account					
Baseline date	10/30/2008			Not available					
Company Code	JHEN JOHNS HOPK	INS ENTERPRISE U.S.A.		ዡ Ols					
Lot No.			-						
4									

Ê

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.

EditParke	ed Vendor Invo	ice 1901047676	JHEN 2009	9	
Menu 🖌 🗼 Sa	ve Parked Document	Back Cancel Tools.	I Tree On C	ompany Code Simulate	Save as Completed
Transactn Basic data	Invoice Payment Details	U Workflow		Bal. 0.00	040
Vendor Invoice date Posting Date	<mark>1010354</mark> 10/30/2008 11/04/2008	Bp.G/L Reference LLF12:	345	Address T MOBILE PO BOX 742596	
Amount Tax amount	150.00	DocumentNc 190104	17676 culate tax	CINCINNATI OH 452	74-2596
Text Paymt terms	Due immediately			Bank account	
Baseline date Company Code	10/30/2008 JHEN JOHNS HOPI	KINS ENTERPRISE U.S.A.		Not available	🞢 Ols
Lot No.			▼ ►		



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.

Edit Pari	ked	d Vendor Invoice	1901444331	JHEN 20	09
Menu 🖌 📢		Save Pa	rked Document	Back Cance	I Tools 🖌
Document	•	Change			Inus
Edit	•	Display		actn	INVU
Goto	•			Basic data 🧹 F	Payment 👘 I
Extras	•	Select Parked Document	Ctrl+Shift+F9		
Settings	•	Simulate	F9	dor	2010660
Environment	•	Park	F8		2019009
System	•	Save as Completed	Ctrl+Shift+F6	ice date	02/20/200
Help	•	Post		ting Date	02/23/200
		Delete Parked Document	_http://www.ctrl+Shift+F10	ument type	ZZ (Check F
		E wit		ount	105.00
		EXIL	Shift+F3	amount	

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.

ĒD	🖙 Delete Parked Document						
l I	Data will be lost.						
•	Delete parked document?						
	Yes No						



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 Ver

Vendor Line Items tab.

Vendor Line Item Di	splay					
Menu 🖌 🕨 Save as Variant	Back Cancel Tools 🖌	Execute	Get Variant	Dynamic selections	Program Documentation	Data Sources
Vendor selection Vendor account Company code	2006395 🗇	to to		\$		
Selection using search help Search help ID Search string Complex search help						
Line item selection Status Open items Open at key date	02/24/2009					
Cleared items Clearing date Open at key date		to		\$		

- 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.

Vendor	Line Item Dis	play						
Menu 🖌 🌗	Save as Variant	Back Cancel	Tools 🖌	Execute	Get Variant	Dynamic selections	Program Documentation	Data Sources
Line item se Status O Open Open at	lection items key date	02/24/20	09					
Clear Clearing Open at	red items I date key date			to				
All ite Posting	ms date			to		\$		

- 4. Click All items.
- 5. Click the Execute button.

Vend	or Line Item	Display													
Menu 🖌	Back Cancel	Tools 🖌 🕴 F	First columr	Column Lef	t C	olumn Right	Last column	Display Doc	ument Ch	ange document	Mass change	Change error log	Display check	information	More 🖌
Status: Due date	🗎 open 🜠 Overdue	≙ P: Aj) Di	arked ue	📒 Clea 🎝 🔁	ared due										
Vendor Company	2006395 Code JHEN														
Name City	DEER PARK S LOUISVILLE	PRING WATER												R	
St	Reference	DocumentNo	Туре	DocDate	S DI	Amount i	n local cur.	Clrng doc.	Postg Da	te Text				. 0	
			1	1		1		1							
		2000539445	ZP	05/01/2008			123.46	2000539445	05/01/20	08					
	DEERPARKAPR	1900849576	ZZ	04/02/2008			118.59-	2000540828	04/24/20	08 *Invoice 0	8C7802666946				
	07J0080201106	1900853845	ZZ	11/03/2007			88.81-	2000540828	04/28/20)8 *unpaid in	voices Novemb	er 07 to March	08		
		2000540828	ZP	05/02/2008			207.40	2000540828	05/02/20	08					
	08A0427570395	1900701849	ZZ	02/05/2008			19.29-	2000542497	05/02/20	08 *08A042757	0395				
	08B0431504430	1900844744	ZZ	02/26/2008			69.98-	2000542497	05/02/20	08 *MISTC Lab	act # 043150)4430 *			
	0880430339531	1900844745	ZZ	02/26/2008			9.61-	2000542497	05/02/20	08 *Adult Tra	uma act # 043	30339531*			
	0800427955857	1900857680	22	04/29/2008			122.60-	2000542497	05/02/20	18 Feb thru M	arch water de	entivery for acct	0427956867		
	0000433642978	2000542454	20	05/26/2008			31.49-	2000542497	05/01/20	o "cax exemp	C 31006126				
	0900422424902	2000542497	DF	04/26/2008			370.82	2000542497	05/05/20						
	0000432434092	19100399496	I'CE	104/20/2000		1	11/.05-	2000342497	103/02/20	101					

- 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.
 - \circ **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 **Cirng 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.

Display D	ocument	: Line Ite	m 001				
Menu 🖌 🗼 🖪	ack Cancel	Tools 🖌 📔 Di	splay another do	cument	Call Up Doc	ument Overview	Next if
Vendor Company Code JOHNS HOPKINS	2006395 JHEN 3 ENTERPRISE	DEER PARK PO BOX 8561 LOUISVILLE	SPRING WATER 92		G/L A	cc 201001 c. no. 190084474	15
Amount	9.61	USD					
Additional detail Bus. Area Disc. base Payt terms Bline date Pmnt block Pmt Method Clearing Assignment	s 9.61 2001 02/26/2008 1 Pmt meth.su 05/05/2008 /	USD Jpl. 200054249	Disc. amount Days/percent Fixed Invoice ref. 7	0.00	0.000 % 0 /	USD 0.000 % 0	
Text	*Adult Trauma	act#0430339	9531*			🥷 Long Te	xt

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

Display Do	cument: Line Item 001
Menu 🖌 🕨 🛛 Baci	Cancel Tools 🖌 Display another document
Document + Edit + Goto + Extras +	06395 DEER PARK SPRING WATER EN PO BOX 856192 NTERPRISE LOUISVILLE
Environment • System • Help •	Check information
Additional details	Payment usage
Bus. Area Disc. base 9	Document environment
Payt terms Z Bline date 0	Valuation , iys/percent 0 i
Pmnt block Pmt Method 1	Correspondence oice ref.
Clearing 0	Reference object F2

I	Display Check Information								
Ī	Menu 🖌 🕨 🛛 Back 🛛 Cancel 🗋	Tools 🖌 📔 Check	recipient Check issuer	Accompanying docs	Payment document				
	Paying company code	JHEN	Payment document no.	2000542497					
	Bank details								
	House bank	UC001	Bank Key	021309379					
	Account ID	79034	Bank Account Number	601879034					
	Bank name	JPMORGAN CHA	ASE BANK, NA						
	City	13206 SYRACUS	3E						
(Check information		_						
	Check Number	10271804	Currency	USD					
	Payment date	05/05/2008	Amount paid	370.82					
	Check encashment	05/12/2008	Cash discount amount	0.00					
U	Extract creation	05/05/2008	07:26:48						
	Check recipient								
	Name	DEER PARK SPE	RING WATER						
	City	LOUISVILLE							
	Payee's country	US							

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 III button to expand the command box.

Vendor	Line Item Display
Menu 🖌 🌗	Save as Variant Back Cancel Tools 🖌

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.

Display Docume	nt: Initial Screen				
Menu 🖌 📲	Back Cancel	Tools 🖌 📔	Document list	First item	Editing options
Keys for Financial Accounti	ng				
Document Number					
Company Code	JHEN				
Fiscal Year					
1. Click the Editing	options button.				

Accounting Editing Options
Menu 🖌 🚽 👘 Change user master 🛛 Back Cancel Tools 🖌
Doc.display
Display from document archive
Query before archive search
Currency conversion when docmnts read from archive
Search strategy Single document search
Line layout variants for document display
Line Layout
Display documents using Reference no.

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

Display Document: Initial Screen				
Menu 🖌 📲	Back Cancel To	ols 🖌 📔 Documen	it list First item	Editing options
Line for Financial Association		Descusses talients		
Keys for Financial Accounting		Document displa	iy using	
Document Number		Reference no.		
Company Code	JHEN			
Fiscal Year				

Ê

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.

Display Document: Overview				
Menu 🔺 🚽	Back Cancel Tools	🖬 📔 Display another docume	nt Select Individual Object	
Document Number 190084 Document Date 02/26/ Reference 068043 Currency USD Items in document currency Itm PK BusA Acct no. 001 31 2006395 002 40 170 632001	4745 Company Code 2008 Posting Date 0339531 Cross-CC no. Texts exist Description DEER PARK SPRING WATER OTHER INST SUP	JHEN Fiscal Year 05/02/2008 Period	2008 11 9.61- 9.61	
ltem 1 / 2	Deb	oit/Credit	9.61	

To see more detailed information:

2. Double-click the invoice line.

Display Document: Line Item 001								
Menu 🖌 📢 🗌		Back	Cancel Tools		Display	another	document 🛛 Call Up D)00
Vendor Company Code	2006395 DEEI JHEN POB	R PARK S OX 8561	8PRING WATER 92			G/L Ac	c 201001	
Line Item 1 / In	voice / 31	SVILLE				Doc.	no. 1900844745	
Amount	9.61	USD						
Additional deta	ills							
Bus. Area								
Disc. base	9.61	USD	Disc. amount	0.0)0		USD	
Payt terms	Z001		Days/percent	0	0.000	% O	0.000 % 0	
Bline date	02/26/2008		Fixed					
Pmnt block			Invoice ref.			1	/ 0	
Pmt Method	1 Pmt meth.supl.							
Clearing	05/05/2008 / 200	0542497						
Assignment								
Text	*Adult Trauma act#	0430339	531*				💘 Long Text	

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

Display Check Info	rmation				
Menu 🔺 🚽	Back C:	ancel Tools 🖌 Check i	recipient Check issuer	Accompanying docs	Payment document
Paying company code	JHEN	Payment document no.	2000542497		
Bank details					
House bank	UC001	Bank Key	021309379		
Account ID	79034	Bank Account Number	601879034		
Bank name	JPMORGAN CH	ASE BANK, NA			
City	13206 SYRACU	SE			
Check information					
Check Number	10271804	Currency	USD		
Payment date	05/05/2008	Amount paid	370.82		
Check encashment	05/12/2008	Cash discount amount	0.00		
Extract creation	05/05/2008	07:26:48			
)	
Check recipient					
Name	DEER PARK SP	RING WATER			
City	LOUISVILLE				
Payee's country	US				

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 PO Box 371461 Pittsburg, PA 15250-7	07/22/2008
JHU Dept. Attn: Jane Smith 1101 E. 33 rd 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 <u>http://finance.jhu.edu</u>
- Shared Services <u>http://ssc.jhu.edu/</u>
 - 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
 - <u>http://ssc.jhmi.edu/accountspayable/DataFiles/Workflow_Overview_Online_Pymt</u>
 <u>Request.pdf</u>
 - Add/Change Vendor Form for Honoraria payments
 - http://ssc.jhmi.edu/accountspayable/DataFiles/VendorAddChange.pdf
- JHU Accounts Payable Policies and Procedures
 - <u>http://ssc.jhu.edu/accountspayable/policies.html</u>
- 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