Coding Vendor Invoices SBWP

VIM – Vendor Invoice Management

All Vendor invoices arriving at school should be stamped and sent to Accounts Payable, where they will be scanned into SAP.

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

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

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

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

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

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Section 1 - Sending in an Invoice (E-mail)

When you receive an invoice into school, you must stamp the invoice and complete the fields below before scanning them as **PDF** copies to attach to an e-mail to Accounts Payable. Their e-mail address is accounts.payable@derbyshire.gov.uk

DFE No	
Vendor No	
Purchase Order No	

- Your school's **DfE number** (this is a 4-digit number) – it is the last 4 digits of your SAP cost centre. For example, CIP1234 the DfE number is 1234.

- The SAP **Vendor Number.** To search for the Vendor Account Number use appcode **S_ALR_87012087 'List of Vendor Addresses'** (See page **33** of this guide to complete this search).
- If the invoice is a PO invoice **– enter the PO number (8500….)**
- Scan each invoice separately **(must be in PDF format**) – do **not** send a PDF document with more than one invoice.

- Attach all the Non-PO invoices (i.e., those for coding and approving) to an e-mail. It is important to include the number of invoices you have attached in the email title, e.g., **"12 - Non-PO invoices"** and email to accounts.payable@derbyshire.gov.uk

- Attach any PO (Purchase Order) invoices to a separate email. Again, it is important to include the number of invoices you have attached in the email title, e.g., **"12 - PO invoices"** and email to accounts.payable@derbyshire.gov.uk

- Send your Non-PO invoices and Purchase order (PO) invoices in **PDF format** only on separate emails – do not mix PO and non-PO on the same email. Similarly, send separate emails for Non-PO and PO credit notes.

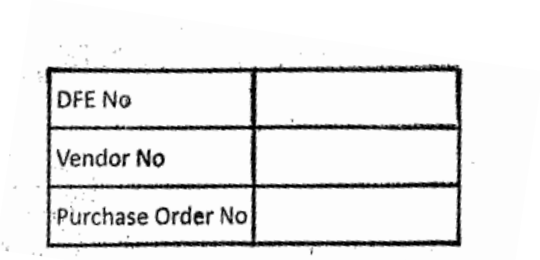
  Invoices which do not comply with the above instructions may be rejected.

  Always try to process invoices in your SAP Business workplace inbox (SBWP) as quickly as possible to avoid payment delays to suppliers/vendors and remember that Exchequer process payment runs on Monday, Wednesday and Thursday mornings.

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

Section 1.1 - Sending in an Invoice (Area Mail)

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



- Write in your DFE number (4 numeric digits only)
- Write in the SAP Vendor Account Number
- If the invoice relates to a Purchase Requisition (Purchase order) write in the purchase order number (85xxxxxxxx)

To search for the Vendor Account Number, use the app code **S_ALR_87012087 'List of Vendor Addresses'** (See page **33** of this guide to complete this search).

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

We require no other information to process the invoice, but you may include the SAP General Ledger Code (expense /GL code and/or SIO) which the invoice relates to. This will assist coders to code non-PO invoices.

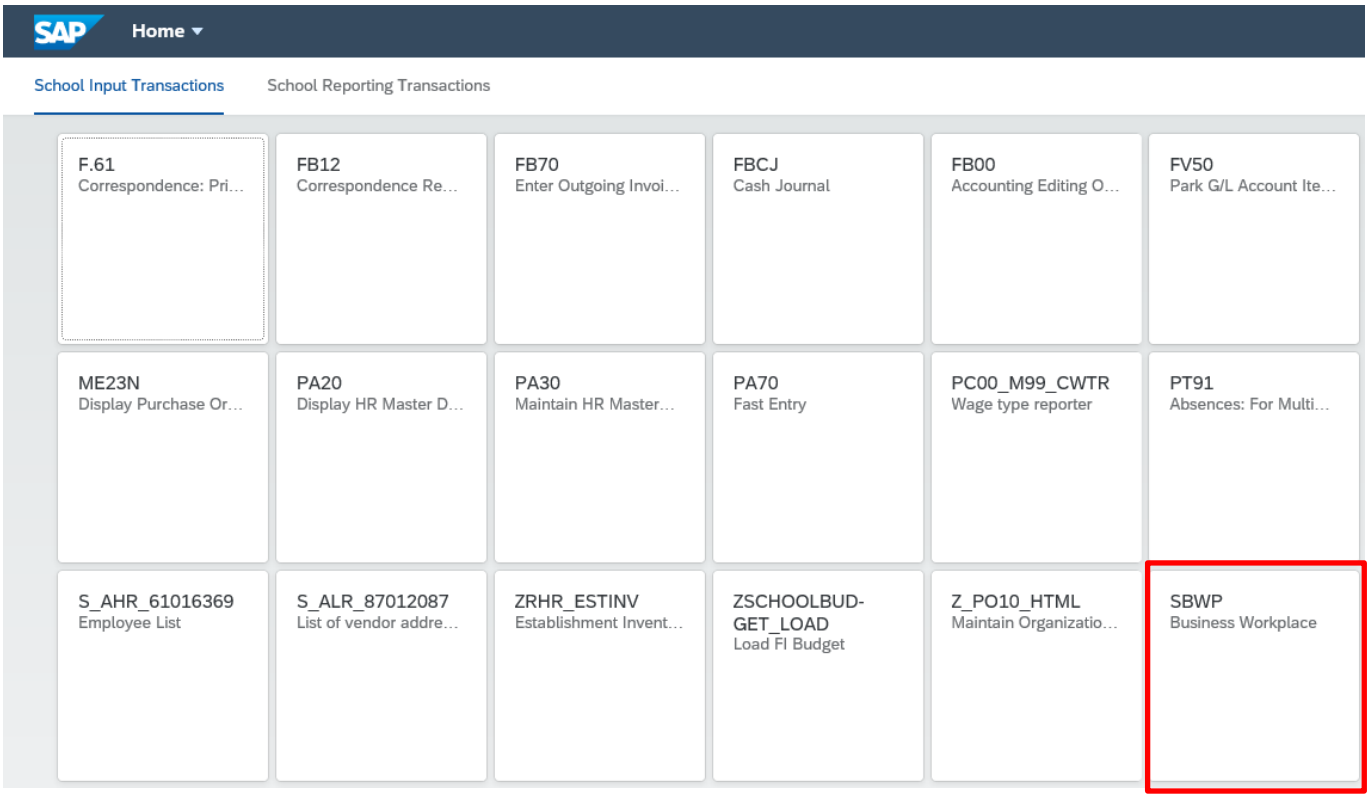
Send the invoice to the Accounts Payable Team, Room 243, at County Hall Offices in your pink folder via your area mail or see information above if you e-mail your invoices.

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

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

Log into SAP Fiori.

- This loads the Fiori Dashboard
- Click on the **SBWP Business Workplace app.**

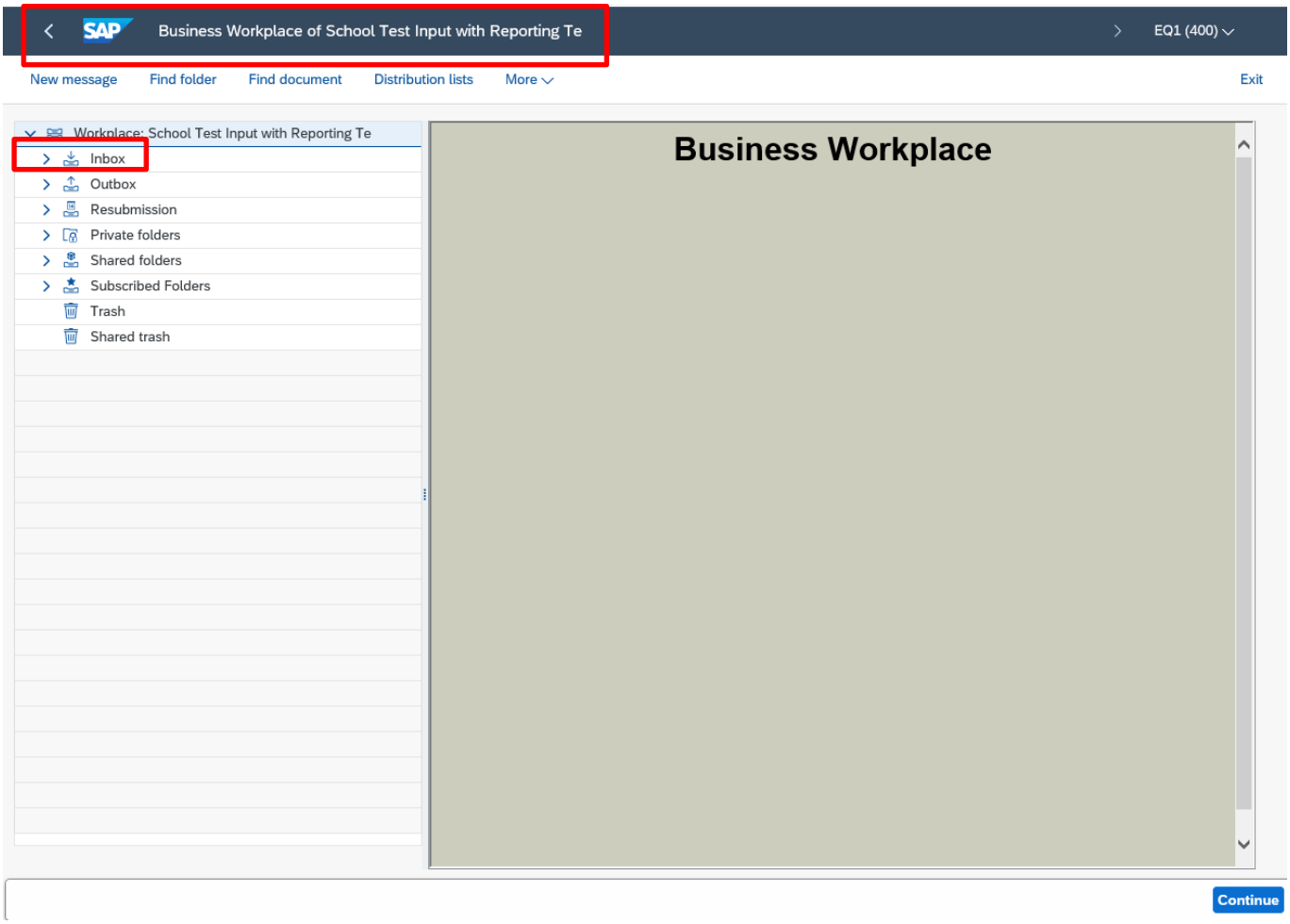


You will now be in the **SBWP Business Workplace** screen.

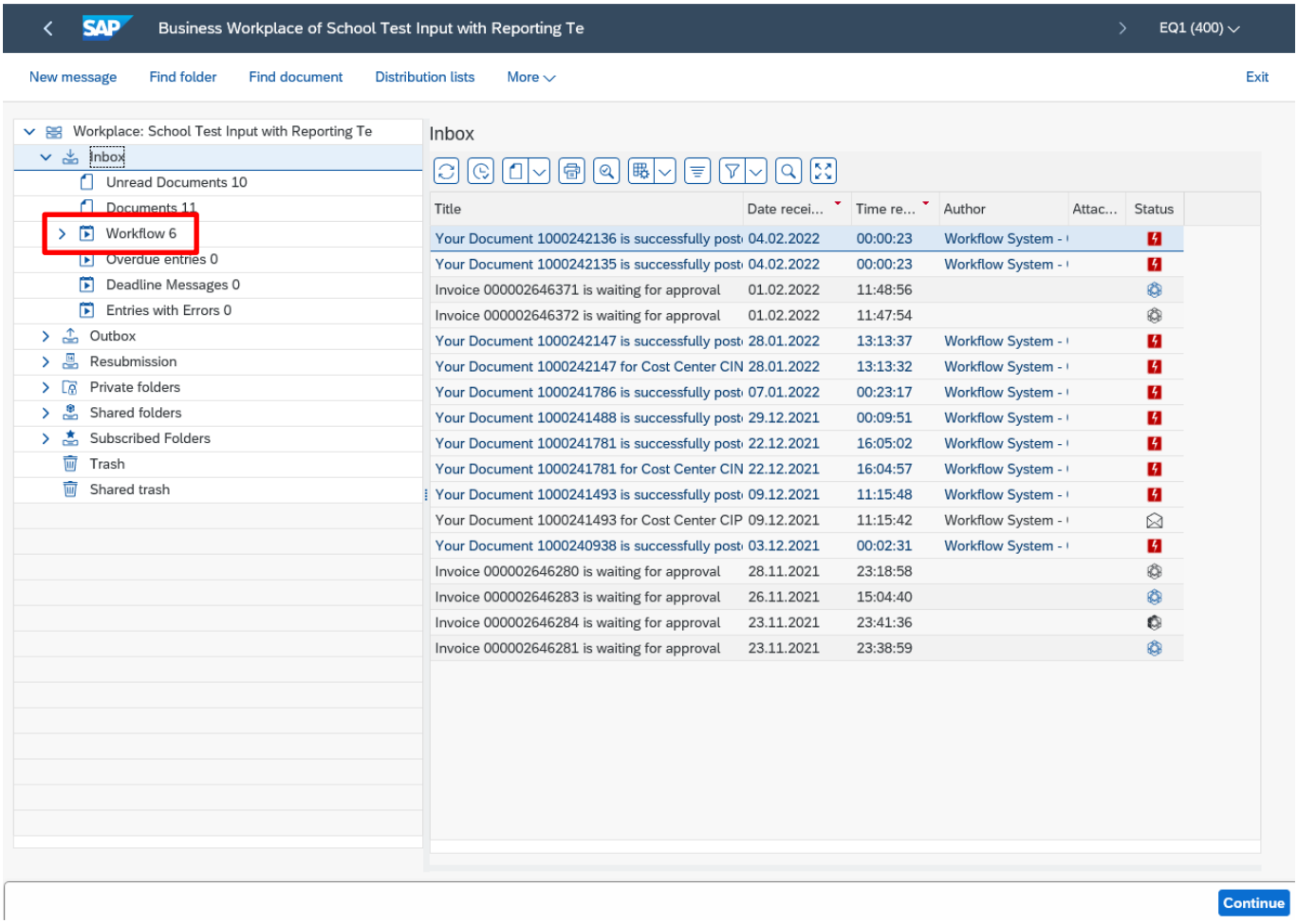
Section 2 - Checking an Invoice

After clicking on the SBWP app the User's **Business Workplace** is displayed

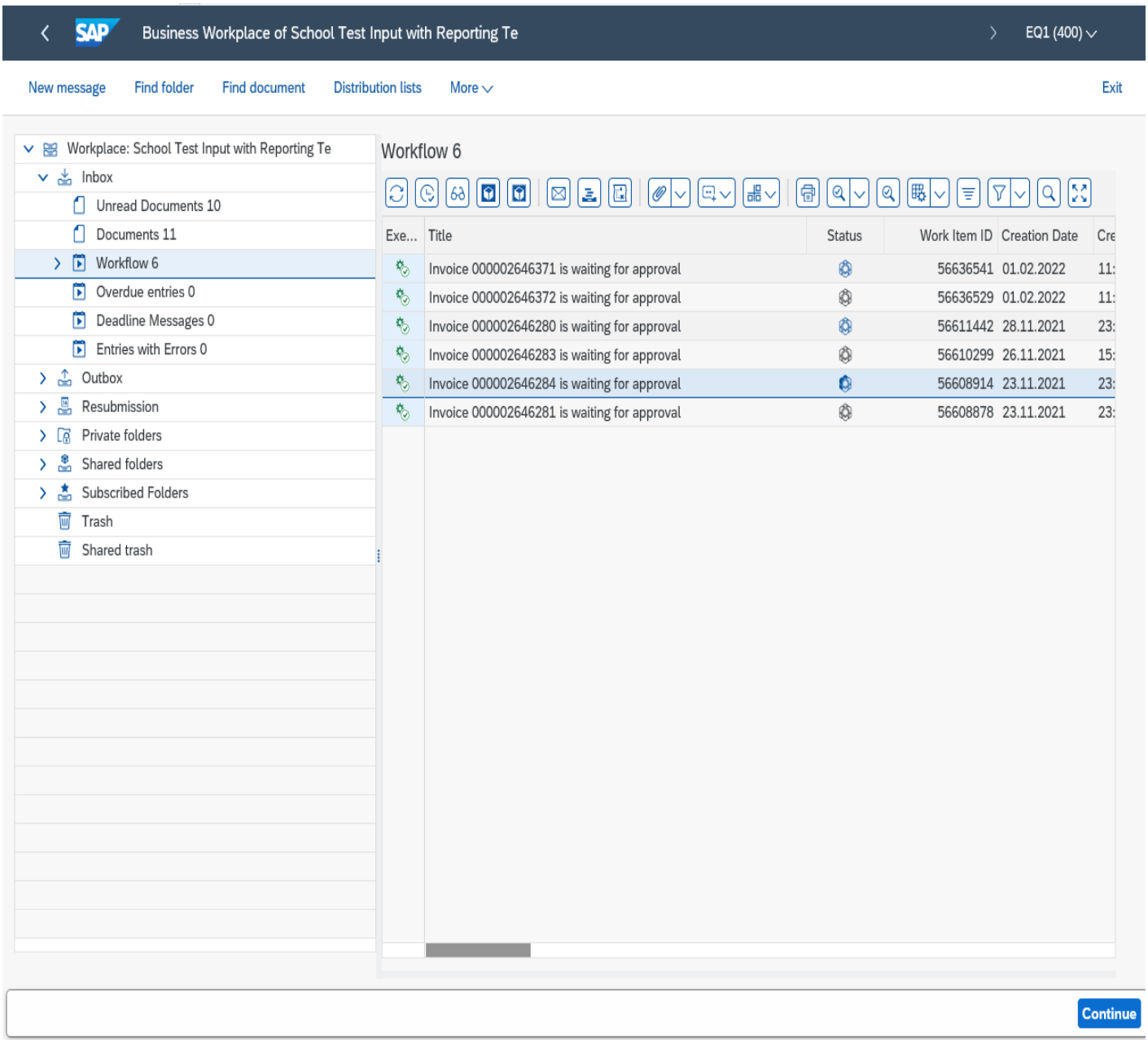
- Double click on **Inbox** to open.



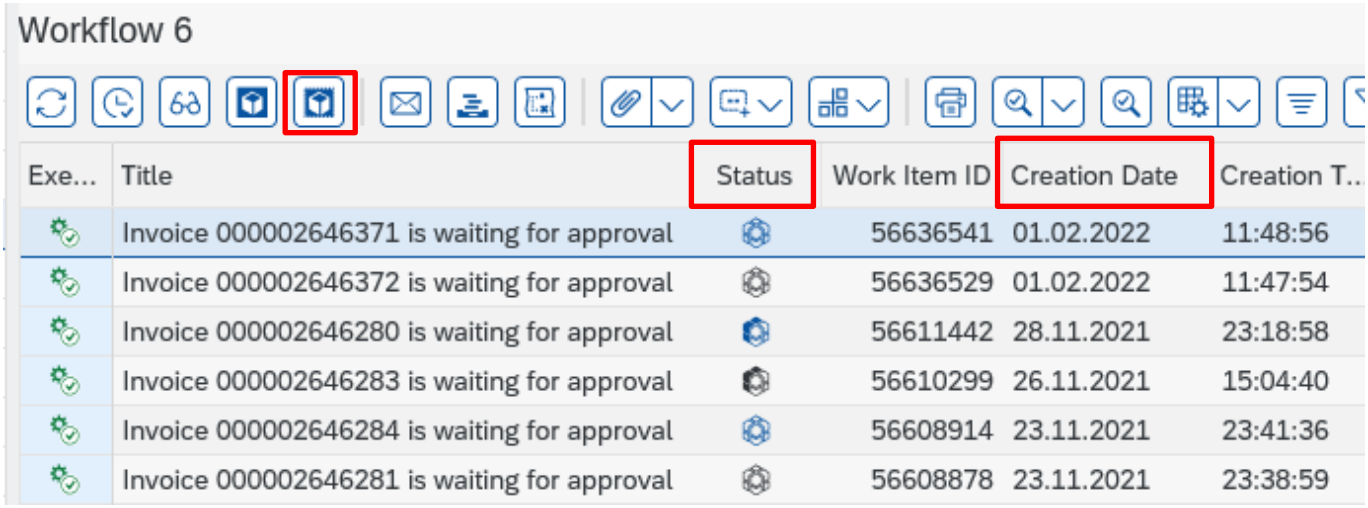
- Inbox line entries are now displayed.
- Double click on **Workflow** to expand the line items and icons on the right of the screen.



- Now only invoices line entries awaiting coding are displayed.



- Double click on an entry to start coding process.
- The invoices are in date order with the most recent displaying at the top of the list.

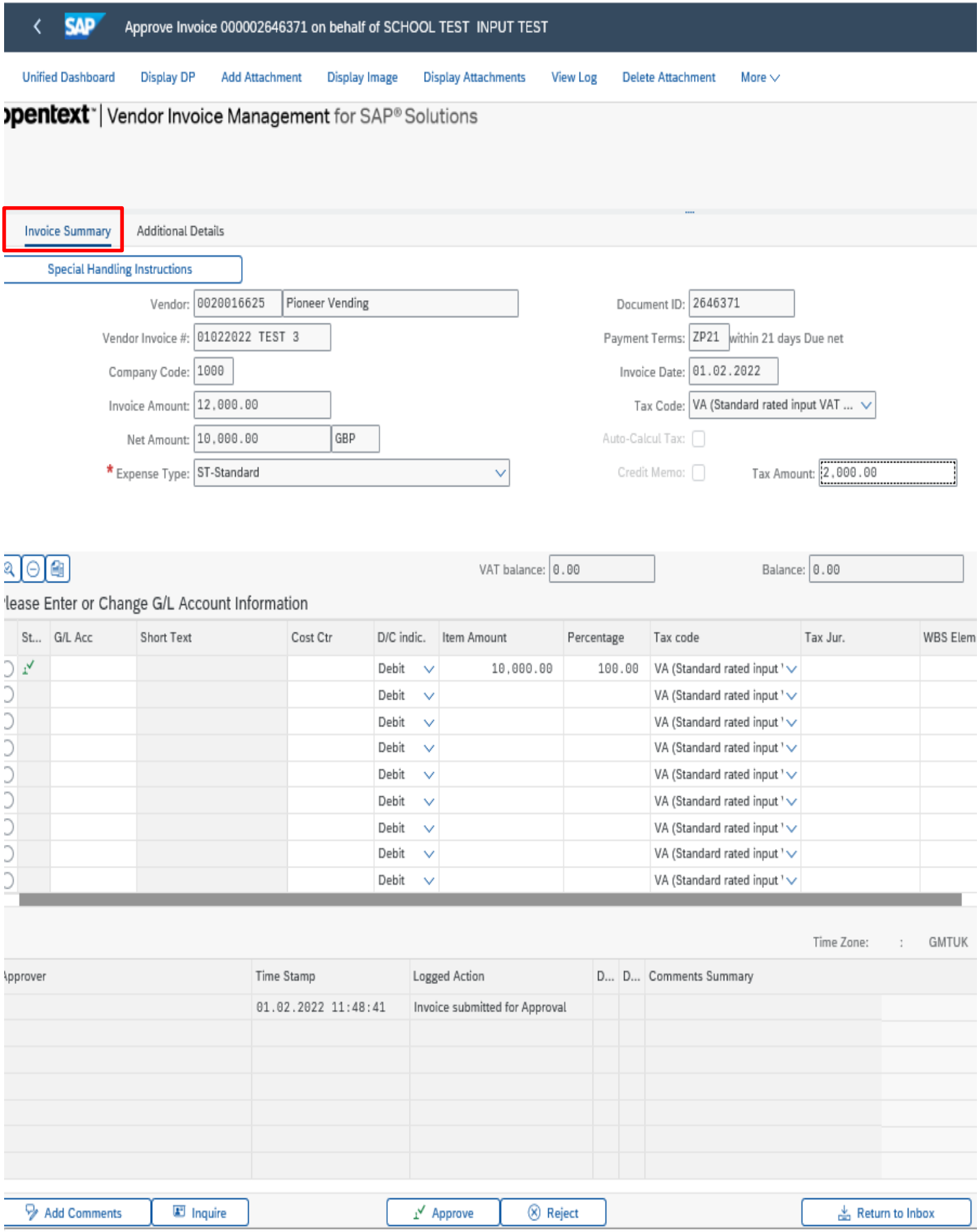


Status
Blue/black flower – Invoice ready to code.
Blue/black flower with shading – Invoice has been previously opened.

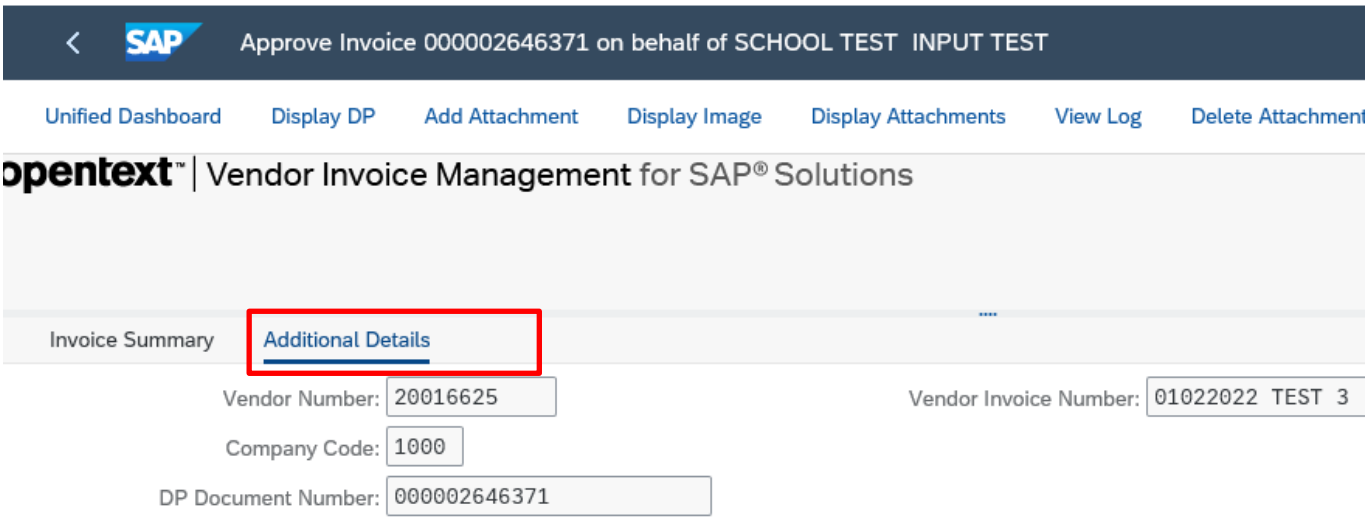
Creation date and time
When the invoice was scanned into your inbox.

To reset the status box back to ready to code blue/black flower use the **'replace'** icon

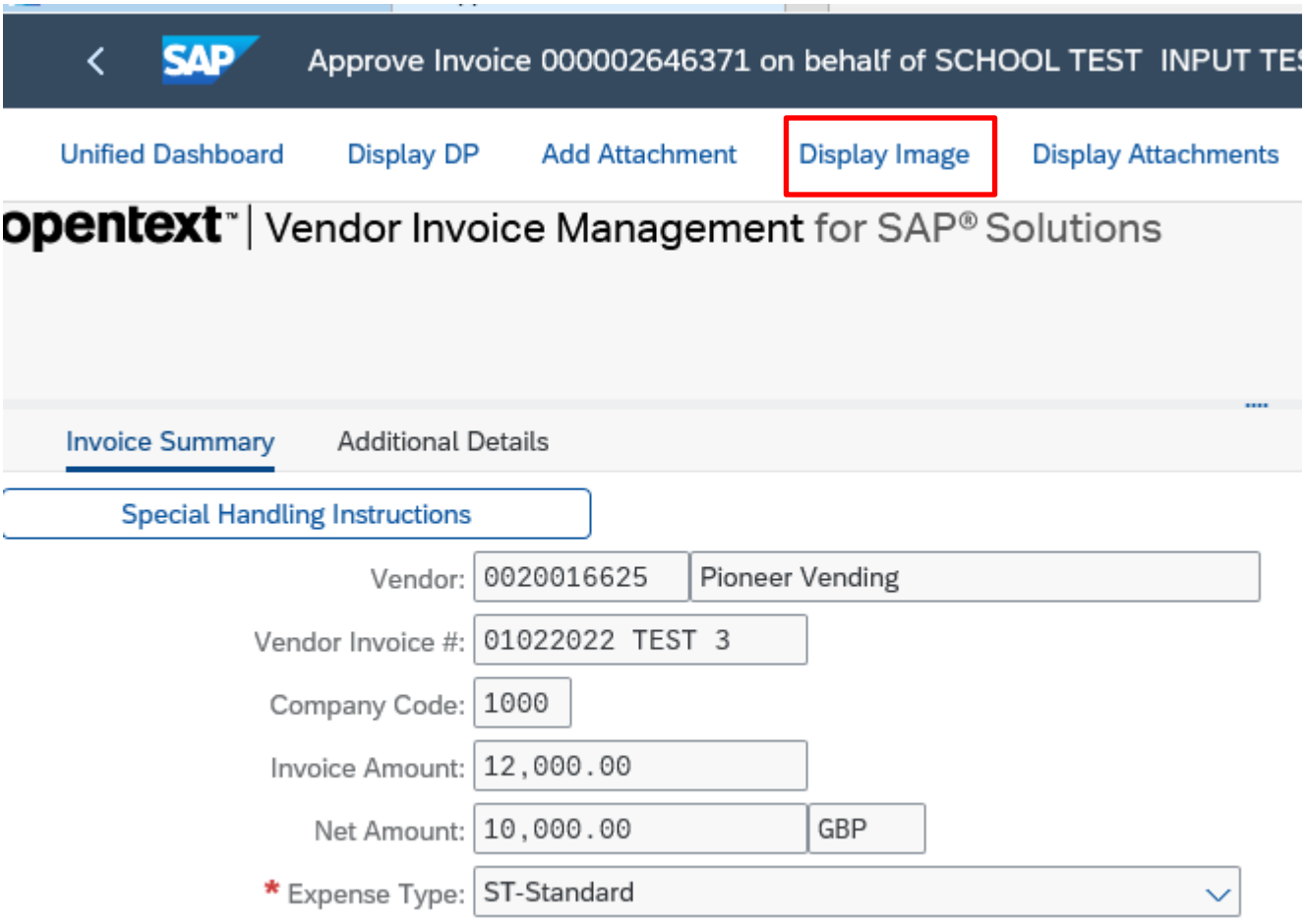
The information on screen must be checked with the scanned invoice image for accuracy.



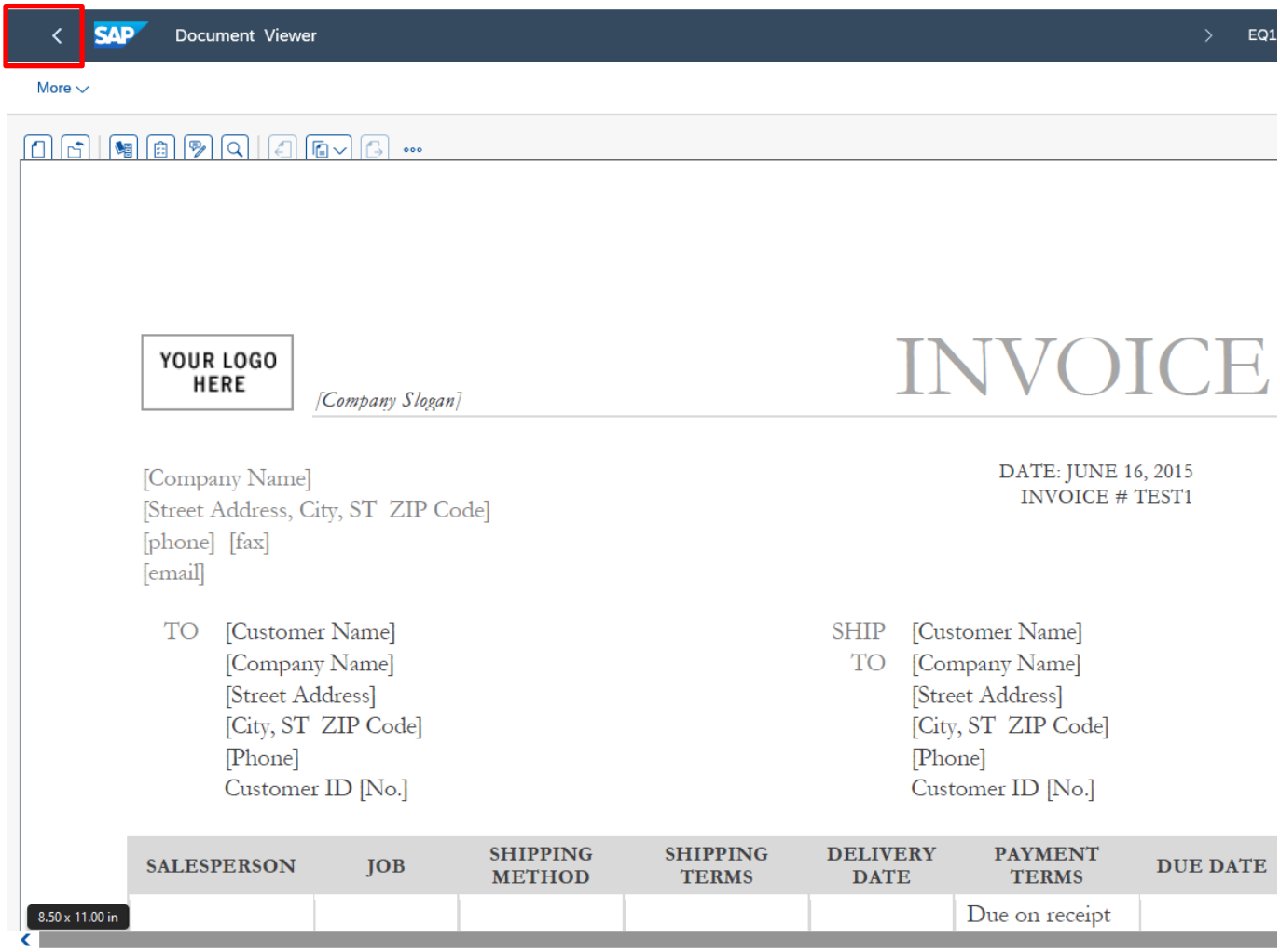
- If you wish you can click on the **Additional Details** tab to display further information



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



- Scanned copy of invoice displayed.
- **Check that the details on the invoice displayed match the 'Invoice Summary'.**
- Click on the **back arrow** on the top left to close the invoice image and return to the coding screen.



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

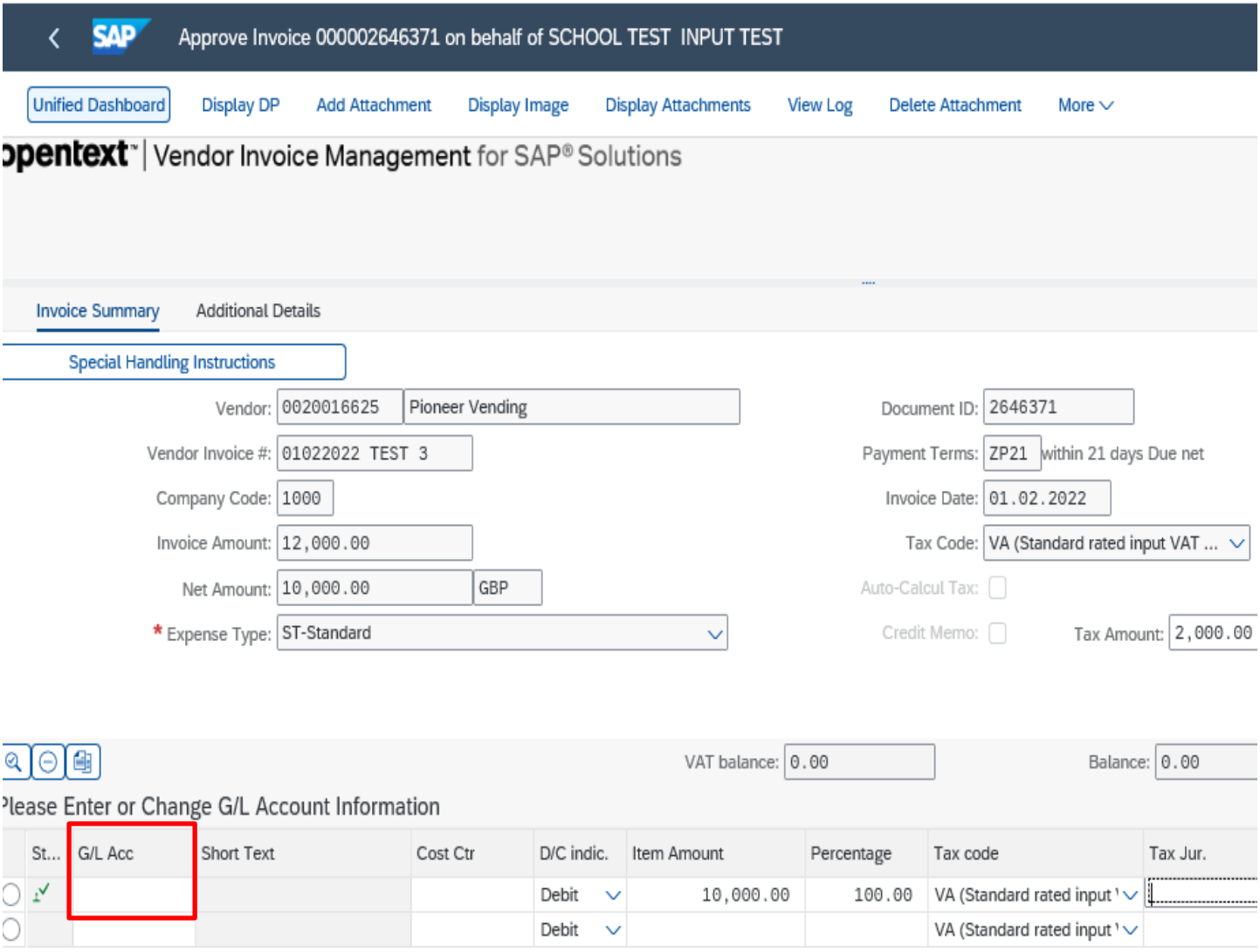
You should reject the invoice if it:

- relates to a school which is not your own.
- relates to a purchase order number (always begins with 85*) that has been raised as a Purchase Requisition
- relates to an invoice that has already been paid.
- contains information that does not match the coded information - e.g., gross amount, VAT amount, vendor etc.

Go to Page 25 **'Rejecting an Invoice'**

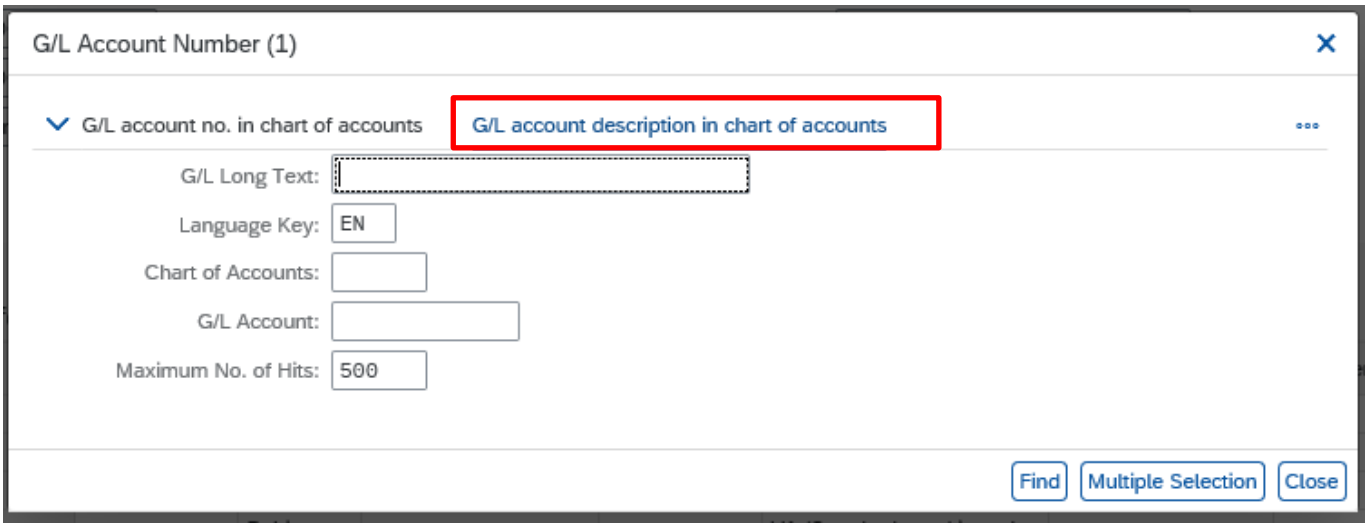
Section 3 - Coding an Invoice

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

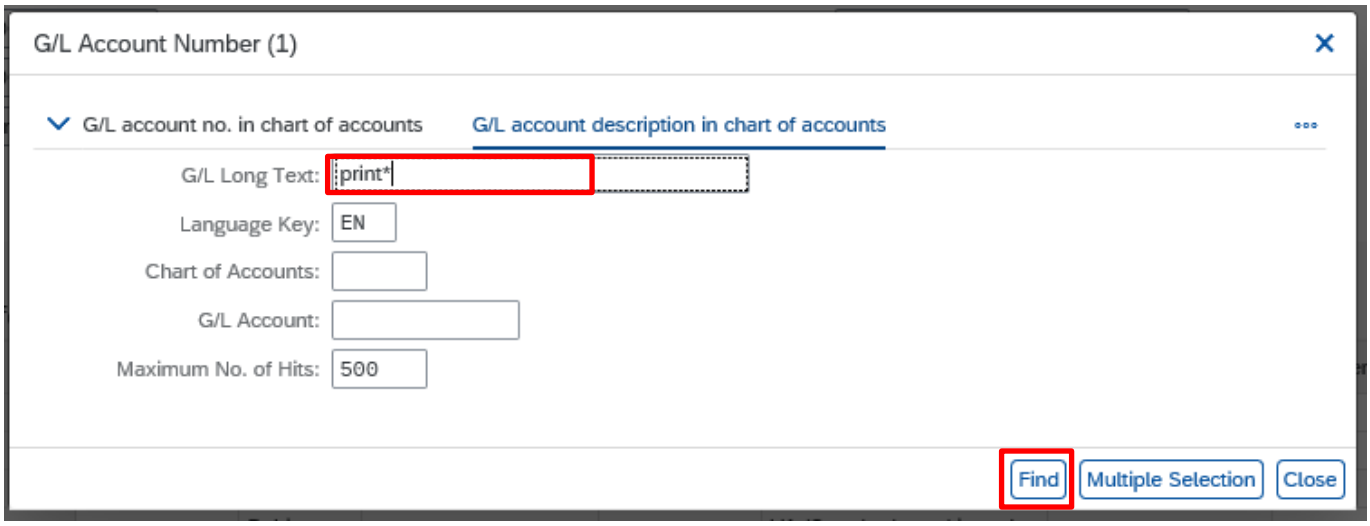


- To search for a G/L expenditure code click in the **'G/L Acc' box** the 'Search Square' icon will appear. Click on the Search icon.

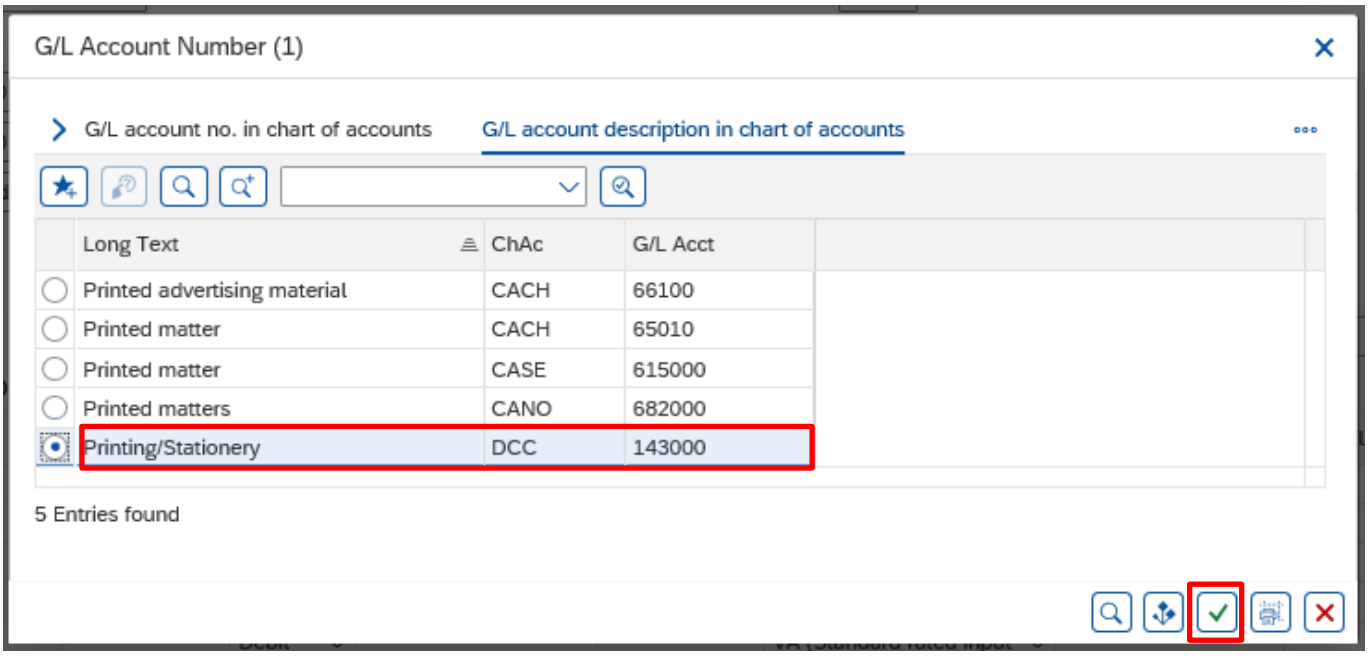
Click on the **G/L account description in chart of accounts**



- Type in part of the appropriate word, using the * as a wild card e.g., to find printing and stationery enter '**print***'
- Click on **Find** button to start search.

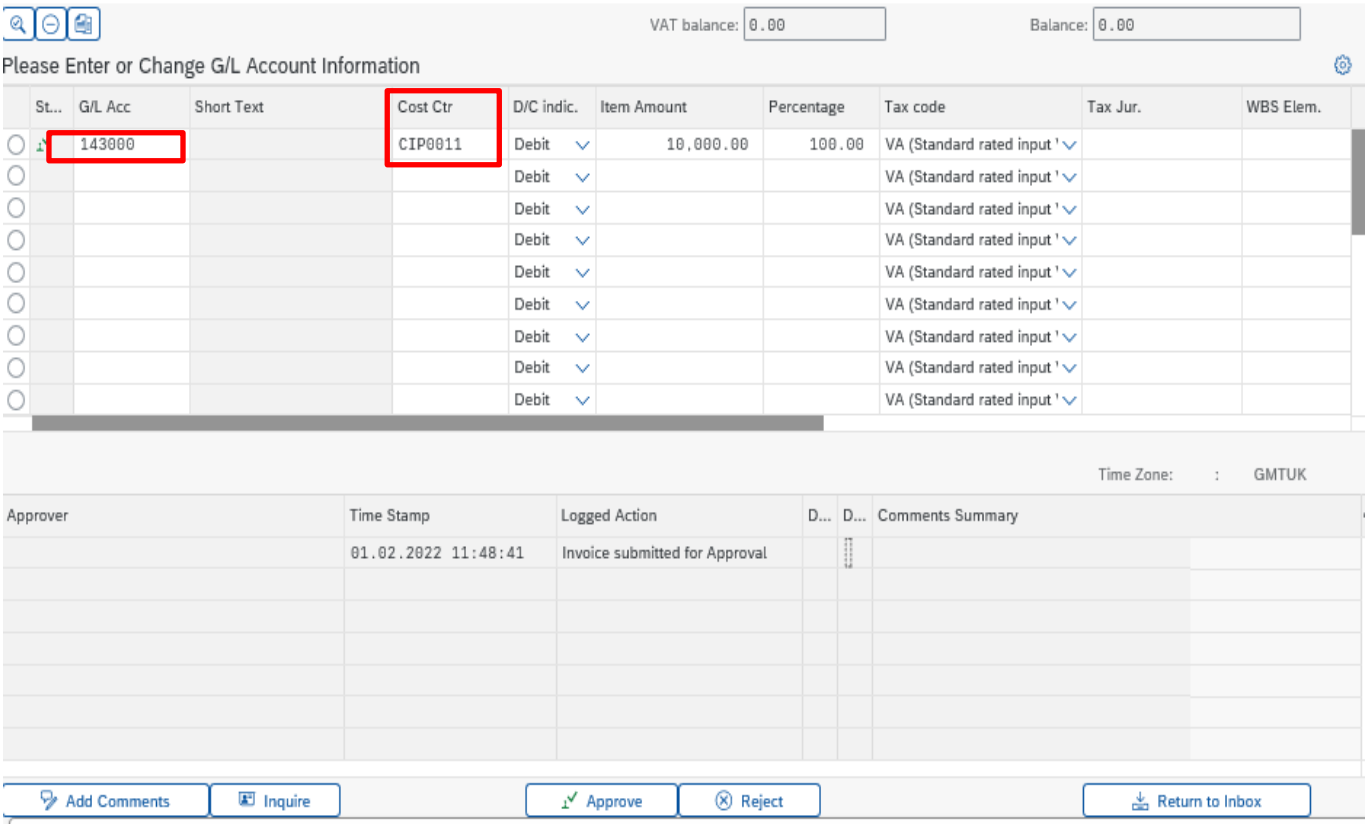


- Click on the radio button for required correct GL account.
- Click on **green tick icon** to confirm selection.

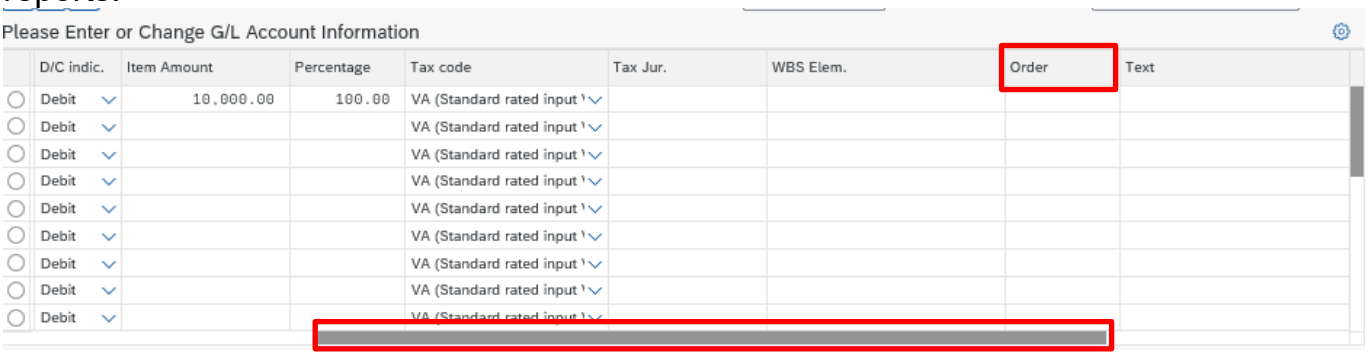


The G/L account field will have been populated in the coding screen.

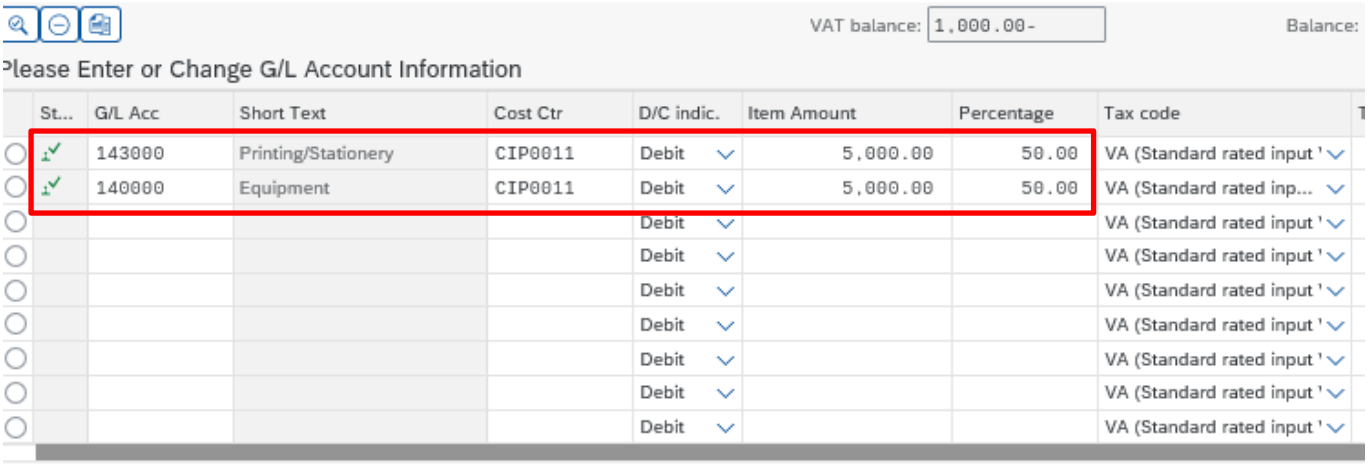
- Enter either **Cost Centre** or scroll across to the right of the screen to **Order** to enter a **Statistical Internal Order (SIO)** number but you do not need to enter both.



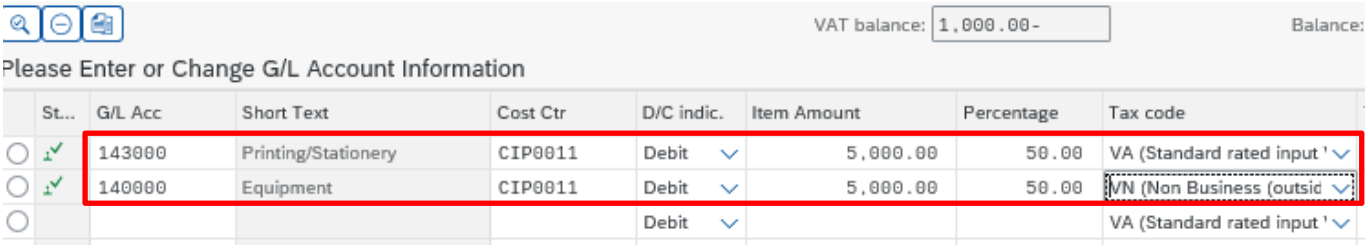
Scroll across to the right of the screen to see the **'Order'** column where you would enter an SIO code and the **'Text'** column where information entered is visible on your finance reports.



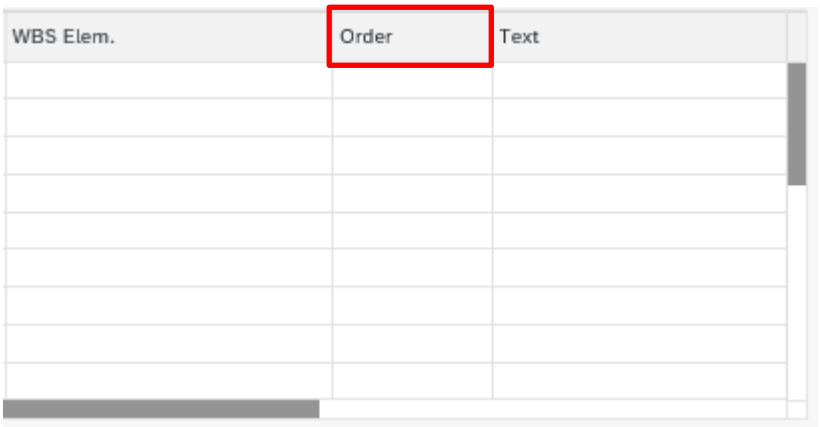
If you wish you can split the net amount over two or more G/L Codes, Cost Centres, or SIOs. You can split by amount or percentage – see example below.



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

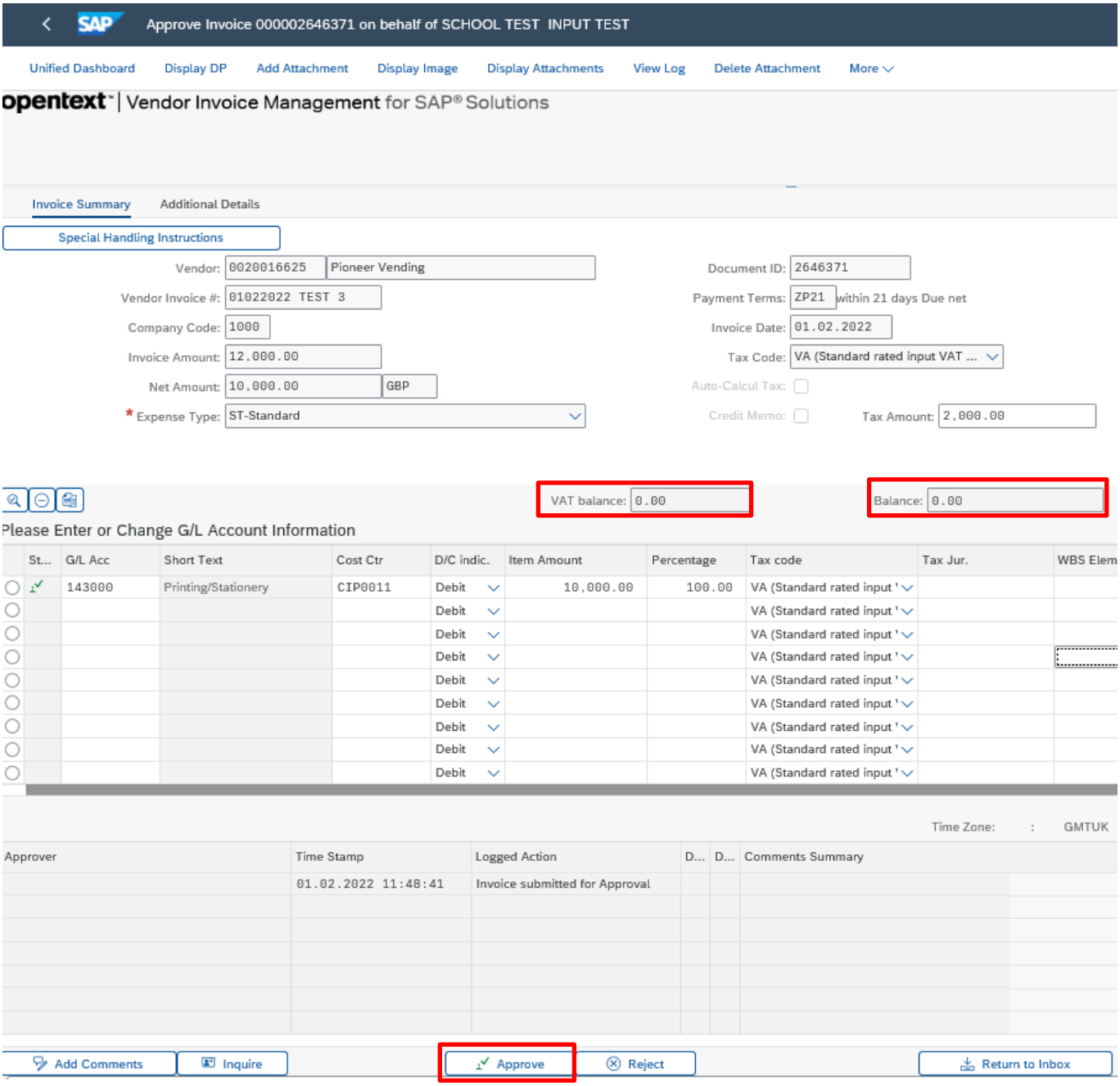


- If you scroll across to the right on the coding line you will see the **'Text'** column.
- The text entered here will appear on your SAP finance reports and will assist with your budget monitoring.


WBS Elem.
Order
Text

Before sending the invoice for approval: -

- Check the balance boxes equal **zero.**
- Click **Approve**



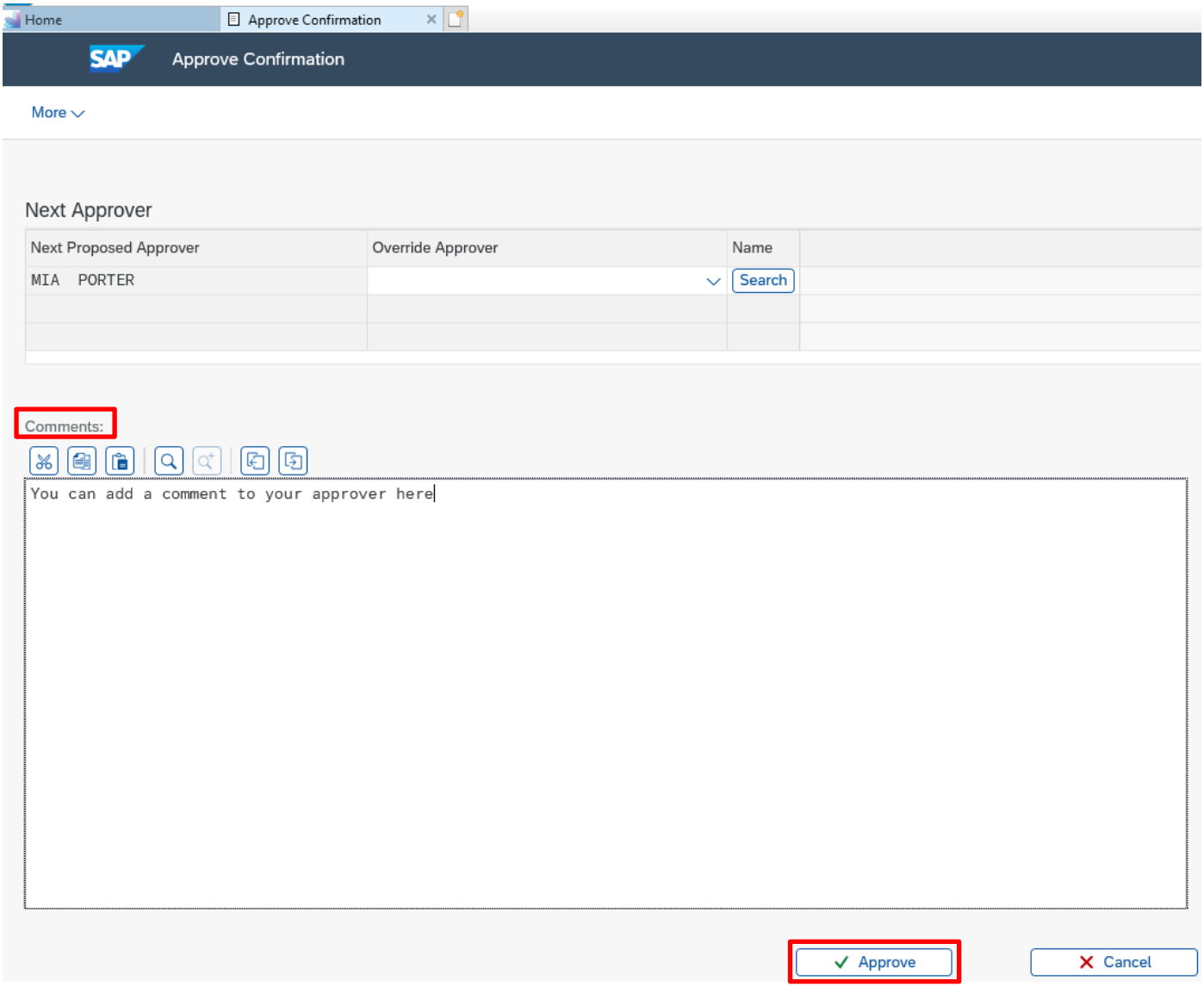
(You are not approving the invoice, just sending it on for approval)

SAP will suggest the first approver alphabetically, if the invoice is within their level of authorisation, you can send the invoice to them for approval. See page **20** for guidance on changing your Approver.

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

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

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

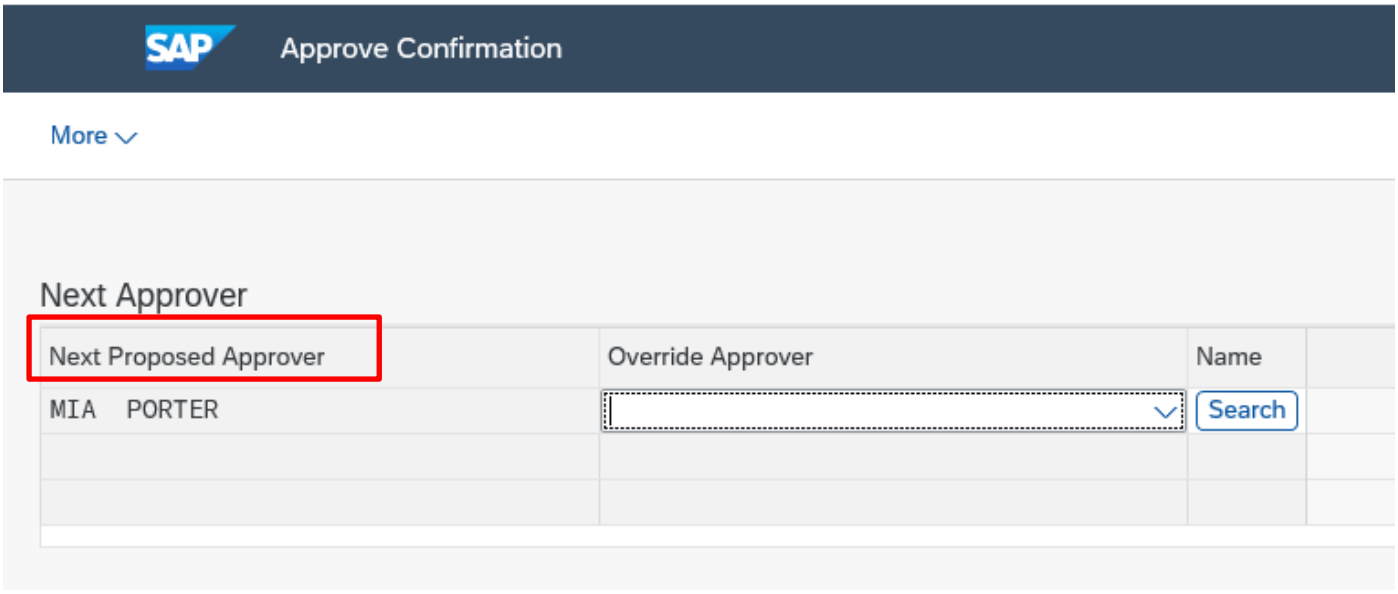


You will be returned to your SAP inbox – the invoice will have gone from your workflow (and that of any other coders in school) and has been sent to your Approver – you can move on to code your next invoice.

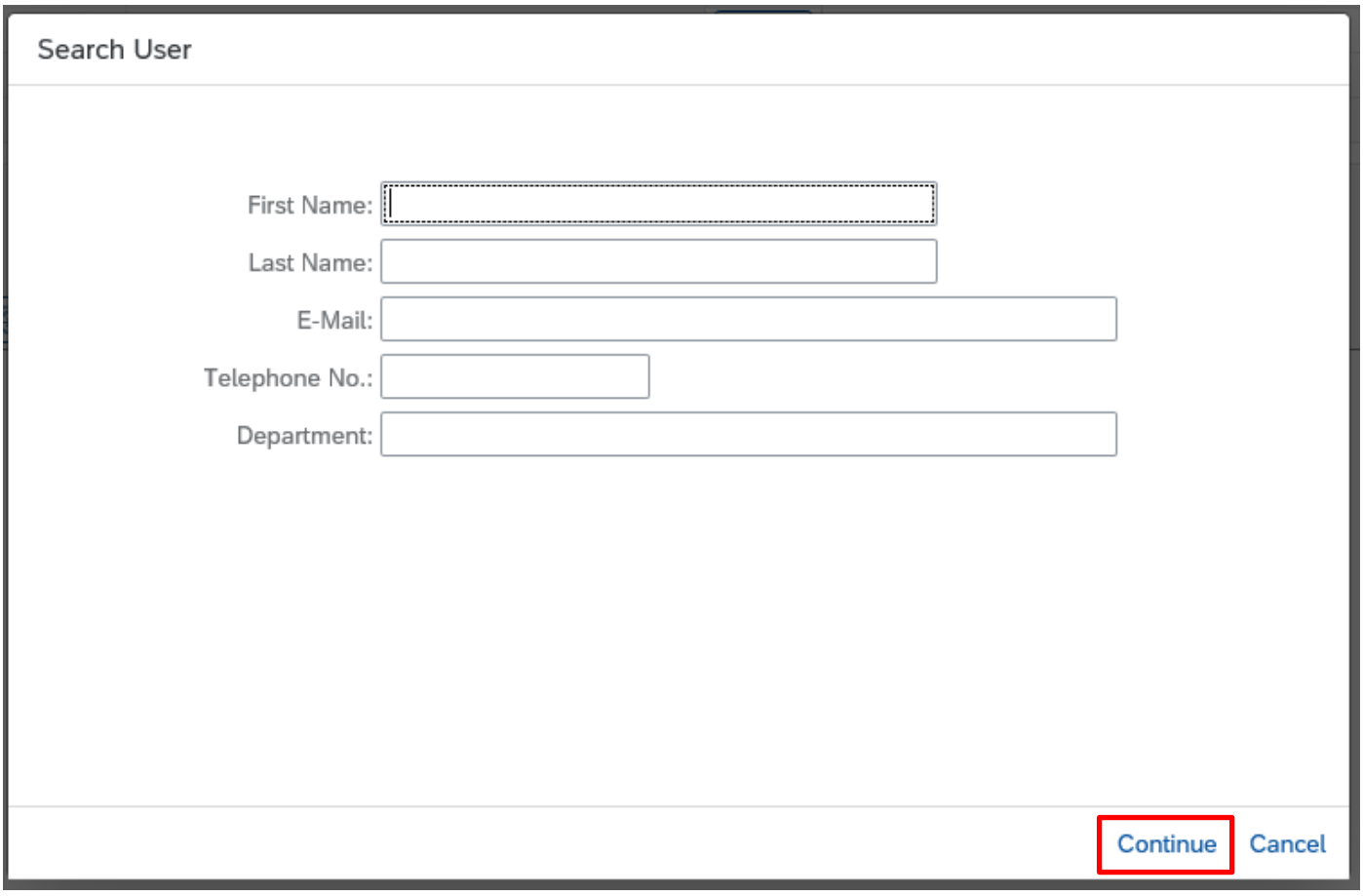
Section 4 - Changing Approver

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

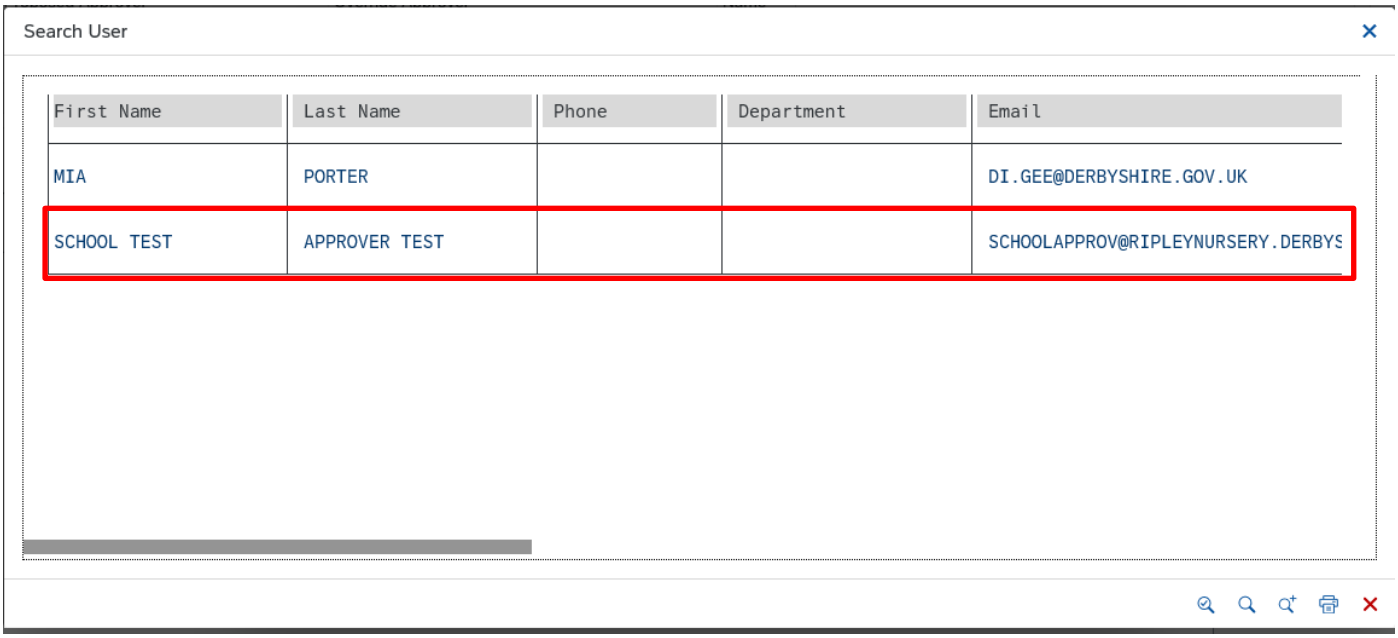
- Click on **Search**



- In the following pop-up box leave ALL the boxes blank and click on the Continue to start the search

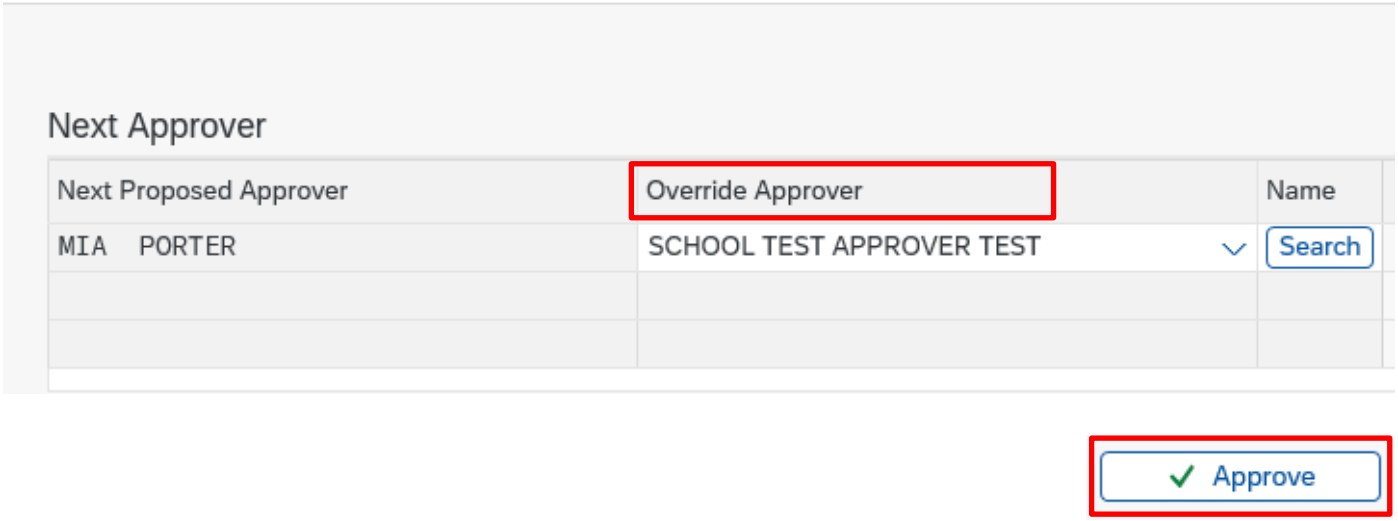


- A list of all the approvers for your school will be displayed.
- Double click on name of **the approver** you wish to use.



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

- Click **Approve**



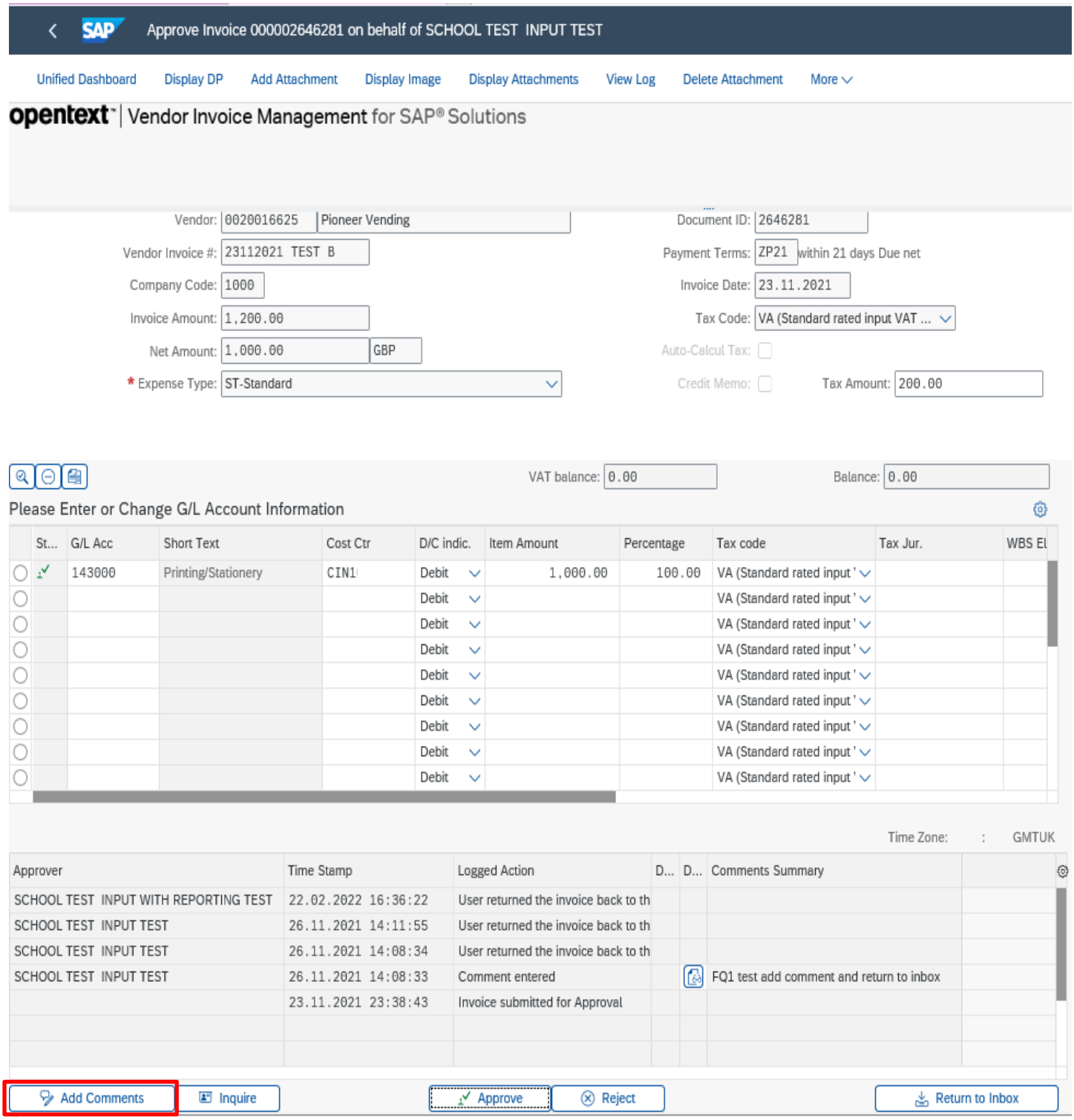
You will be returned to your inbox – the invoice will have gone from your workflow (and that of any other coders) and has been sent to your chosen Approver – you can move on to code your next invoice

Section 5 - Discrepancies

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

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

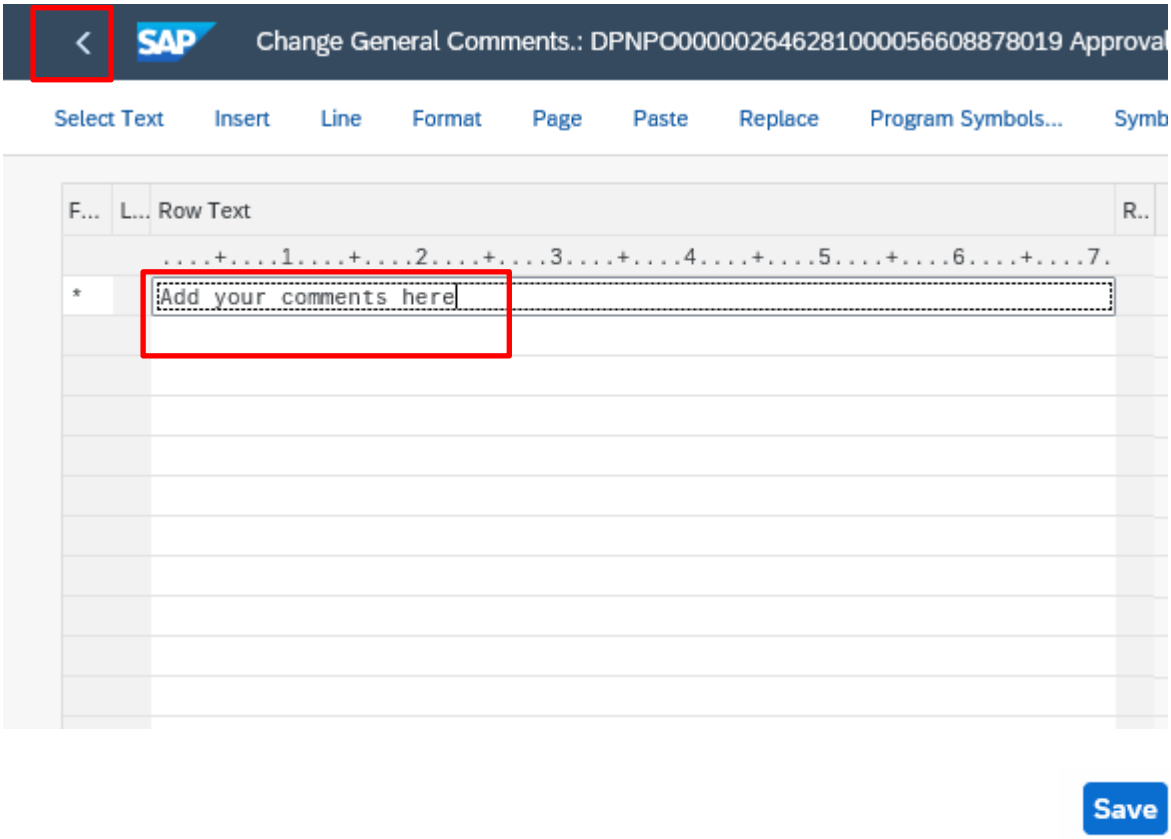
- Click on **'Add Comments'** to add a comment.



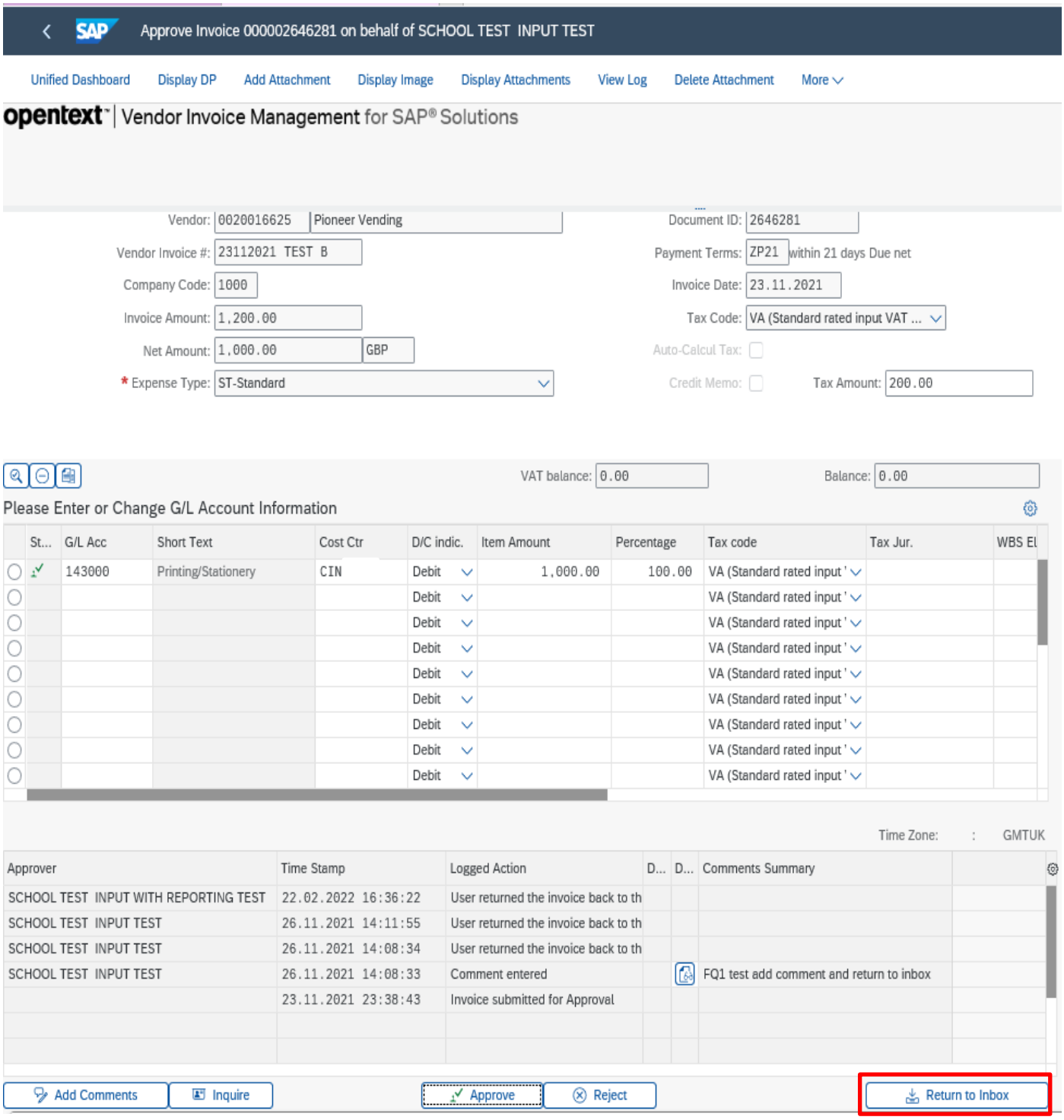
On the following screen add your comment

Click on **Save** button in the bottom right of the screen.

Then click on back arrow on top left of screen to return to main invoice screen.



- Click **Return to Inbox**



The status flower will now have shading on it to indicate that there is a query with this invoice. This will show in all coders' inboxes.

- Blue/black flower – invoice ready to code.
- Blue/black flower with shading – invoice has been previously opened and returned to Inbox.

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

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

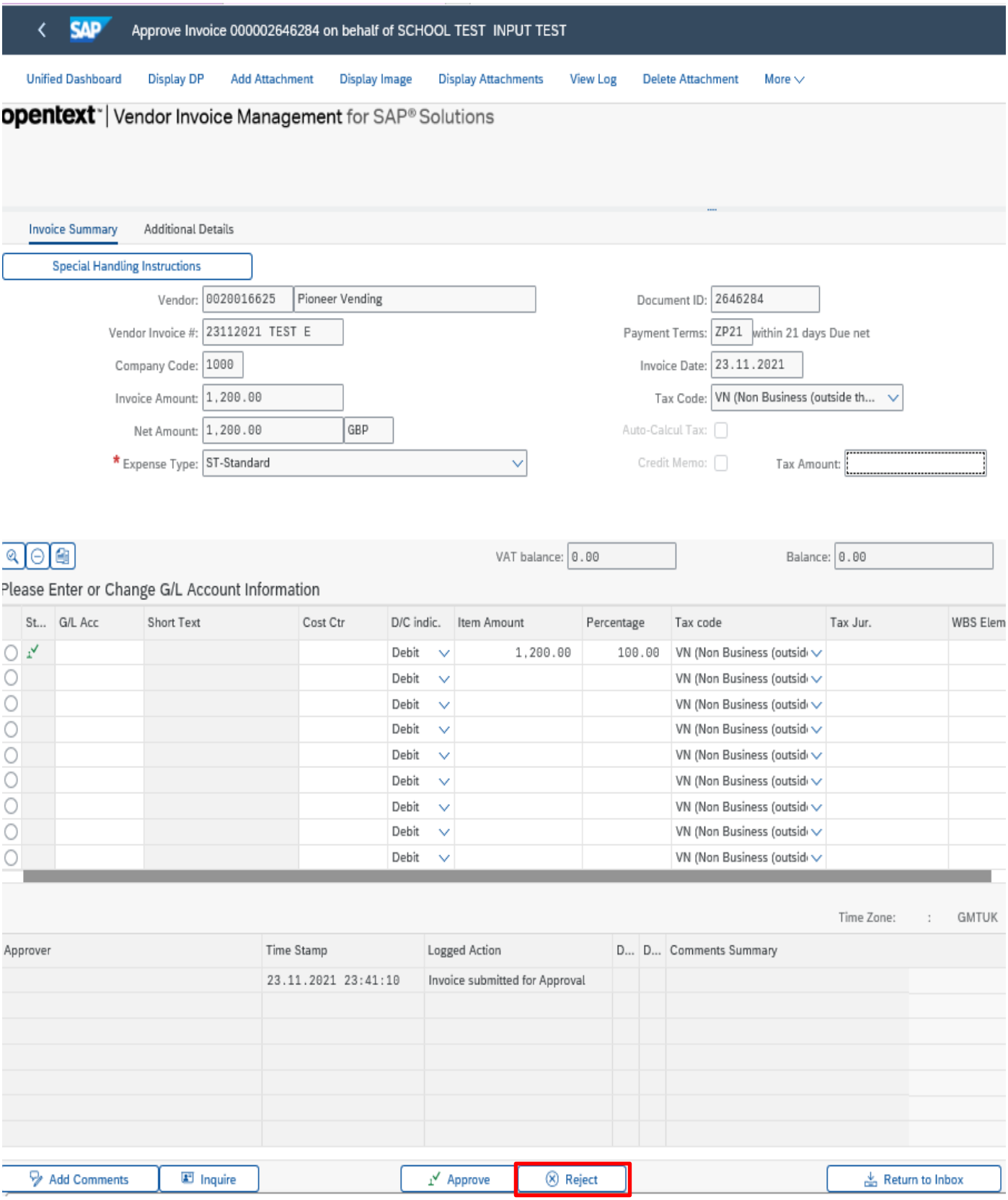
Section 6 - Rejecting an Invoice

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

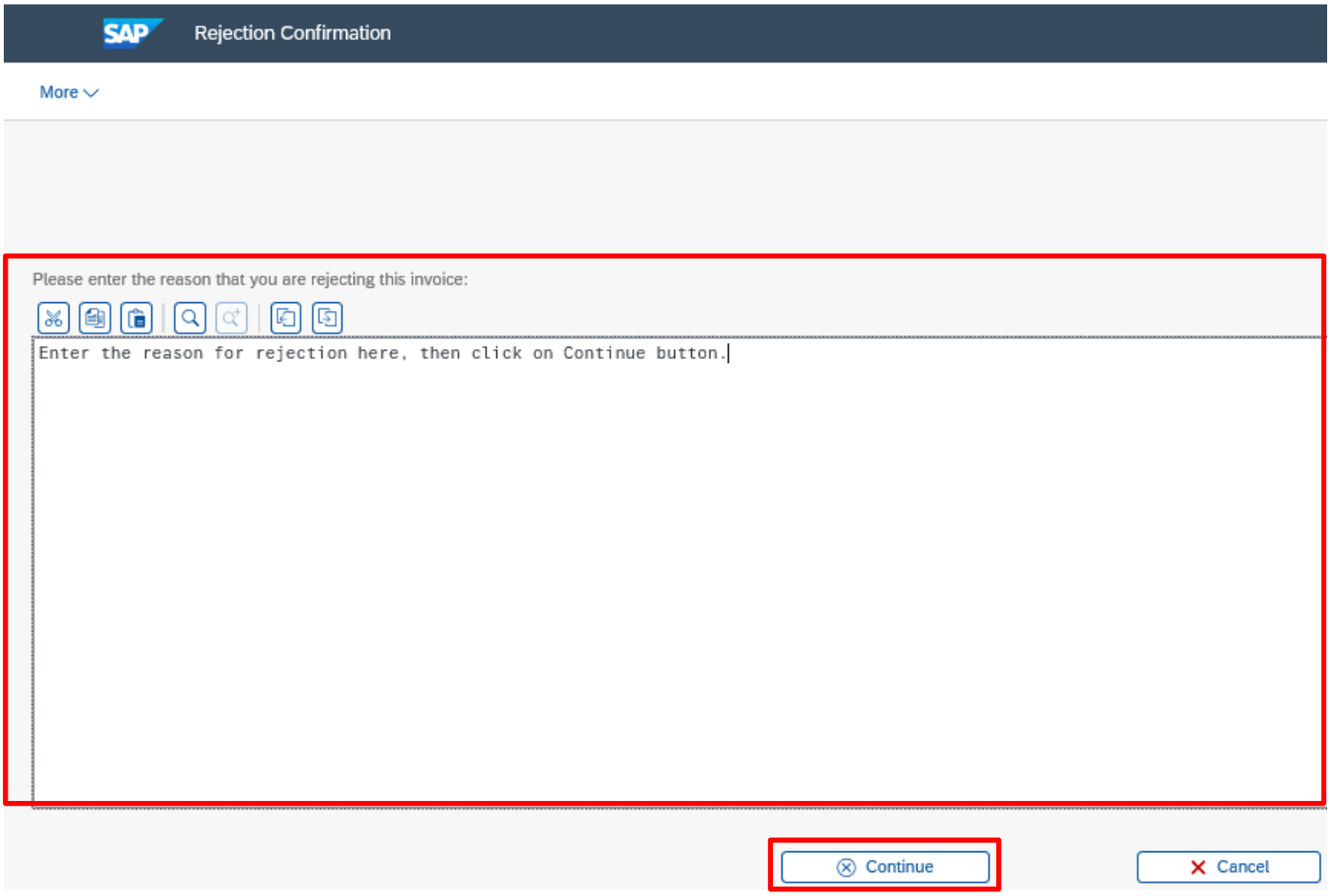
- The invoice does not belong to your school.
- The invoice quotes a purchase order number relating to a Purchase Requisition (starting 85xxxxxxx).
- The invoice relates to a Purchase order, even though it does not quote the number.
- The invoice has already been paid and the invoice is a duplicate.
- The invoice is incorrect and will be cancelled and replaced by the Vendor.
- The coding screen contains values that do not match to the scanned image of the invoice e.g., gross amount, VAT amount, vendor etc.
- The invoice relates to a different vendor to that showing on the screen.

To reject an invoice, complete the following steps:

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



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



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

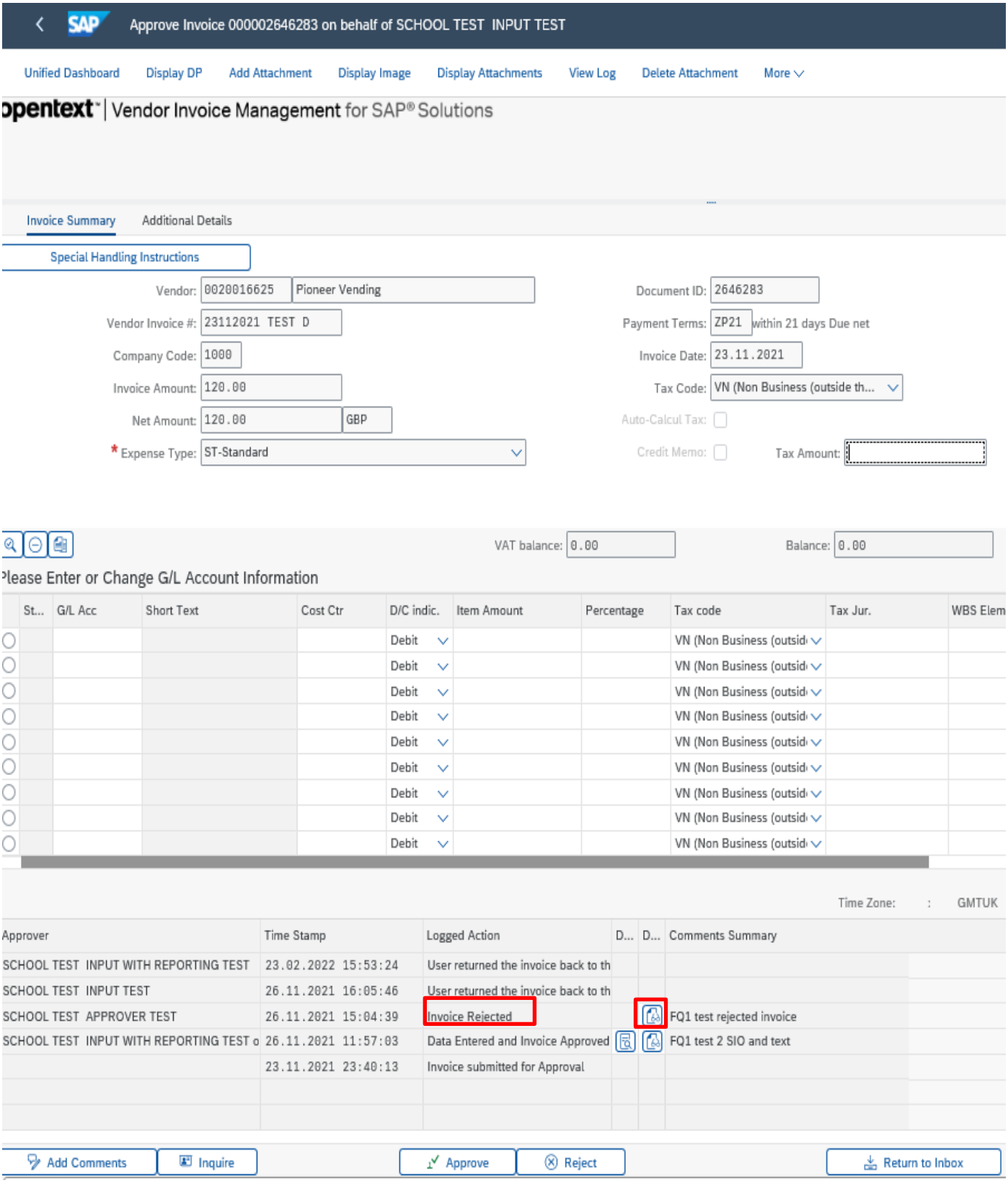
Section 6.1 - Invoice is rejected by the Approver.

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

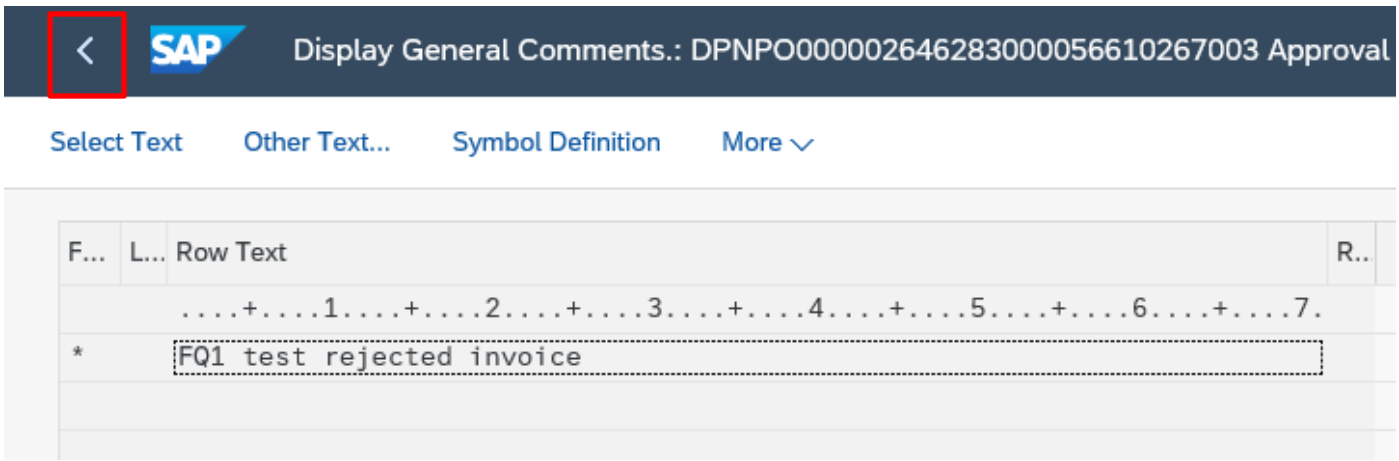
- The invoice does not belong to your school.
- The invoice quotes a purchase order number (always begins with 85*) that relates to a Purchase Requisition.
- The invoice, although not quoting a Purchase order number, actually relates to one that exists.
- The invoice has already been paid previously and is a duplicate.
- The coding screen contains values that do not match the scanned image of the invoice e.g., gross amount, VAT amount, vendor etc.
- The goods or services have not been delivered by the vendor.
- The goods delivered were damaged.
- The ledger codes used are incorrect.
- The coding screen shows a different vendor to that on the scanned image.

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

- To view the reason for the rejection, click on the **Display Text** icon to see the comment made by your Approver.



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



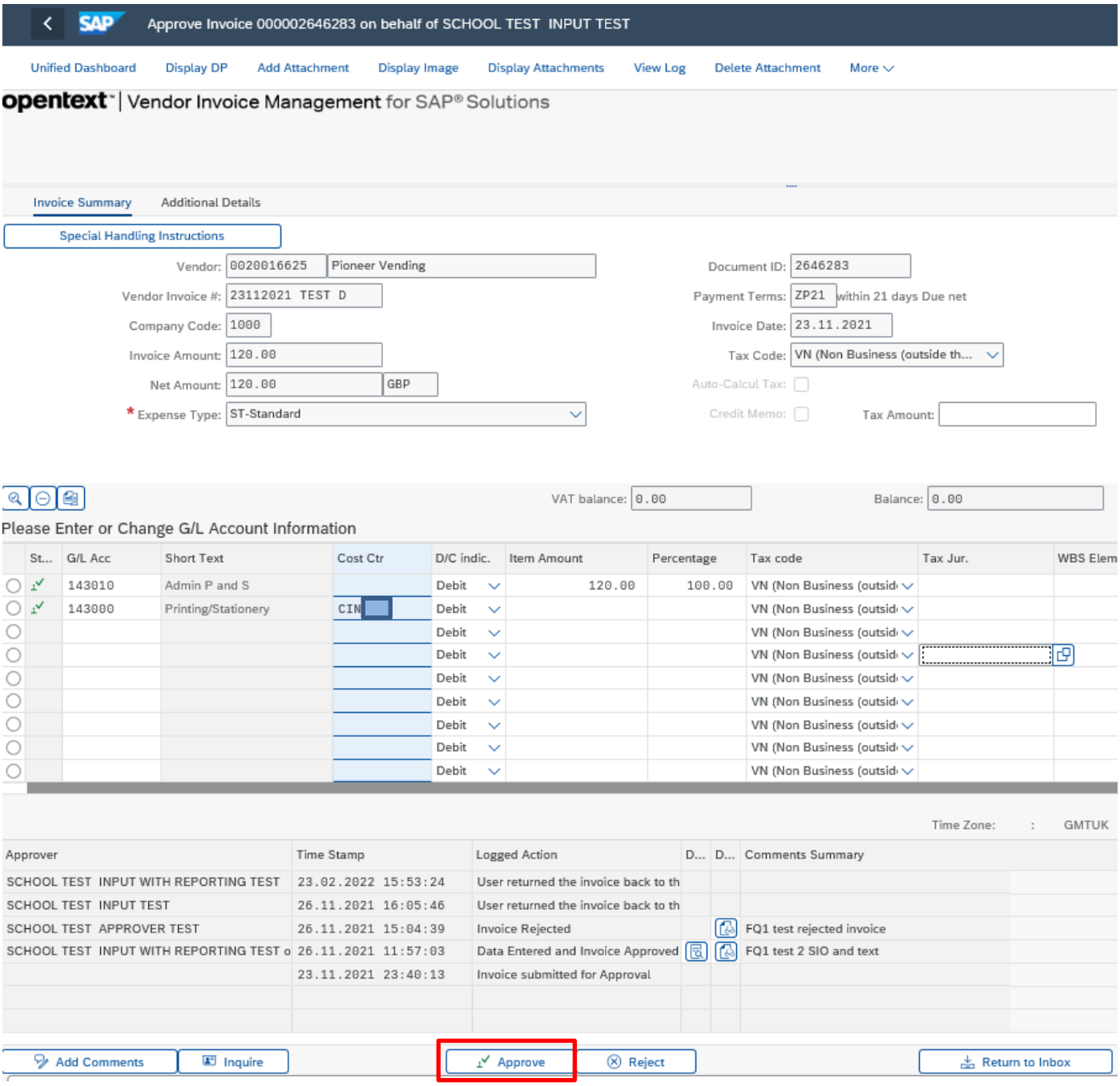
To make an amendment (e.g., change the G/L Code or SIO)

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

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

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

If your Approver requires the invoice to be rejected back to Accounts Payable, you should reject the invoice following the instructions from Page **27** onwards.

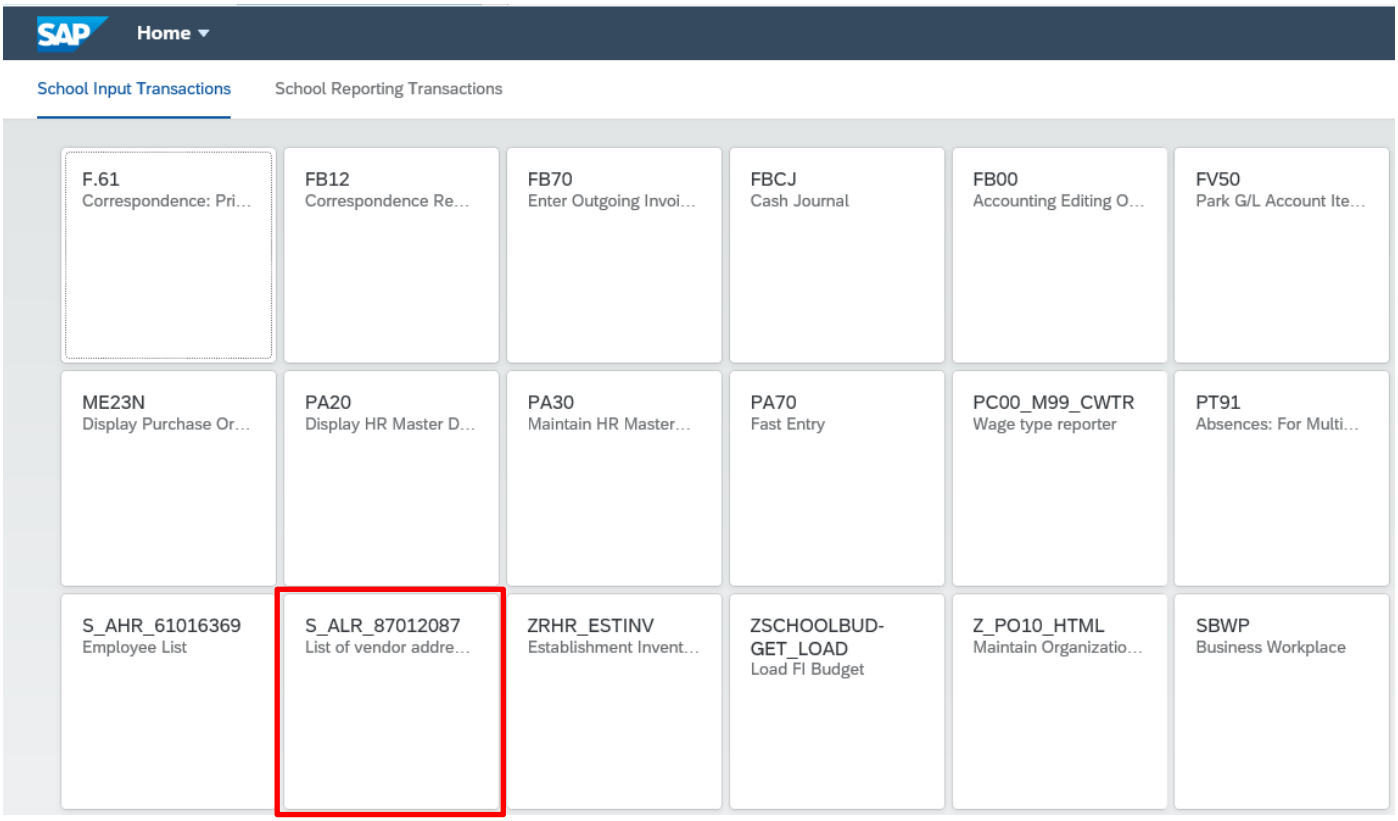

Approve Invoice 000002646283 on behalf of SCHOOL TEST INPUT TEST
Unified Dashboard
Display DP
Add Attachment
Display Image
Display Attachments
View Log
Delete Attachment
More
opentext | Vendor Invoice Management for SAP® Solutions
Invoice Summary
Additional Details
Special Handling Instructions
Vendor: 0020016625 Pioneer Vending
Vendor Invoice #: 23112021 TEST D
Company Code: 1000
Invoice Amount: 120.00
Net Amount: 120.00 GBP
Expense Type: ST-Standard
Document ID: 2646283
Payment Terms: ZP21 within 21 days Due net
Invoice Date: 23.11.2021
Tax Code: VN (Non Business (outside th...
Auto-Calcul Tax:
Credit Memo:
Tax Amount:
VAT balance: 0.00
Balance: 0.00
Please Enter or Change G/L Account Information
St... G/L Acc Short Text Cost Ctr D/C indic. Item Amount Percentage Tax code Tax Jur. WBS Elem
143010 Admin P and S Debit 120.00 100.00 VN (Non Business (outsid
143000 Printing/Stationery CIN Debit VN (Non Business (outsid
Time Zone: : GMTUK
Approver Time Stamp Logged Action D... D... Comments Summary
SCHOOL TEST INPUT WITH REPORTING TEST 23.02.2022 15:53:24 User returned the invoice back to th
SCHOOL TEST INPUT TEST 26.11.2021 16:05:46 User returned the invoice back to th
SCHOOL TEST APPROVER TEST 26.11.2021 15:04:39 Invoice Rejected FQ1 test rejected invoice
SCHOOL TEST INPUT WITH REPORTING TEST o 26.11.2021 11:57:03 Data Entered and Invoice Approved FQ1 test 2 SIO and text
23.11.2021 23:40:13 Invoice submitted for Approval
Add Comments
Inquire
Approve
Reject
Return to Inbox

Section 7 - How to Search for a Vendor Account Number by name.

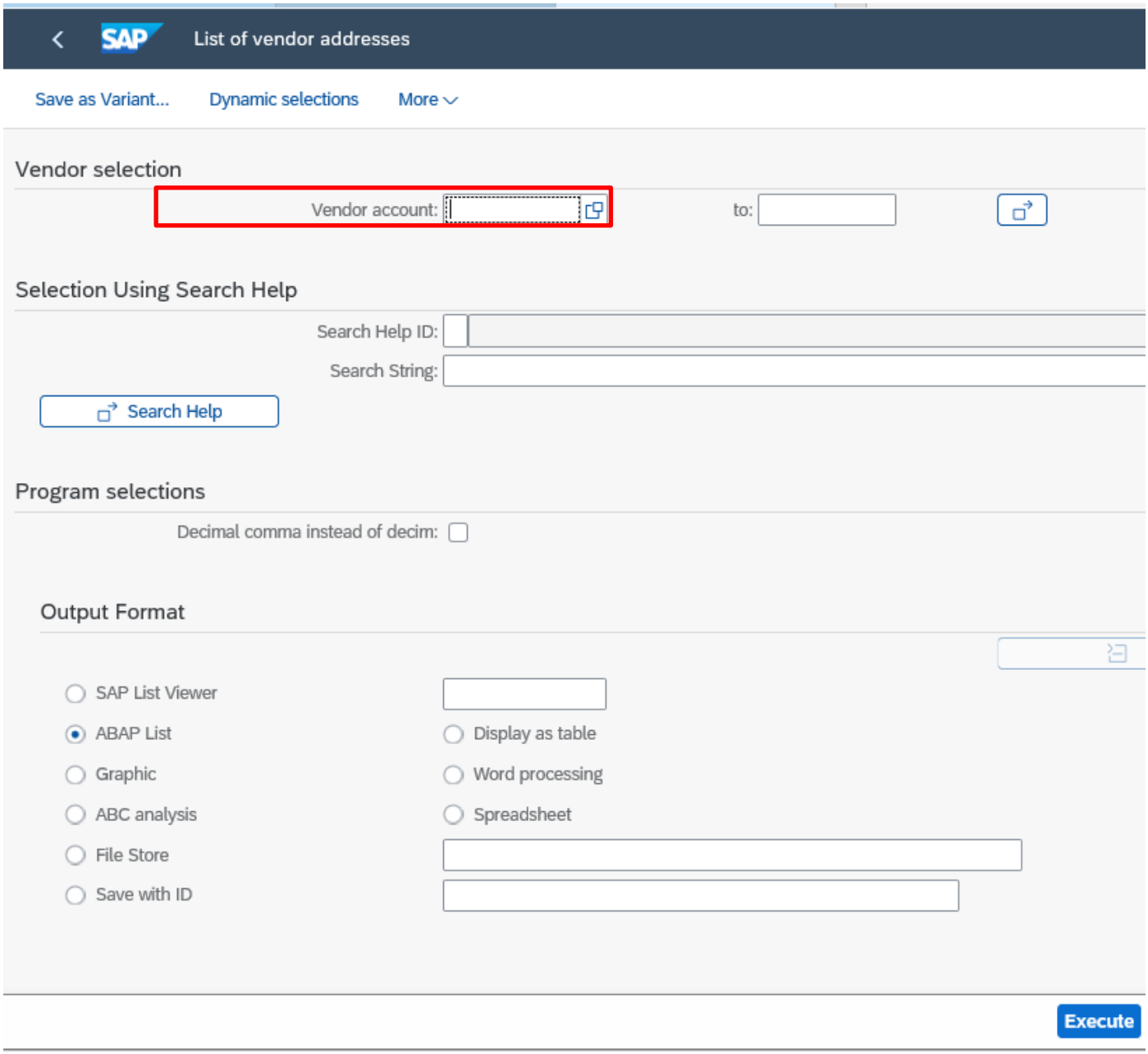
This app will assist you in searching for and displaying Vendor information, including Vendor account numbers.

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

Click on List of Vendor Addresses app.



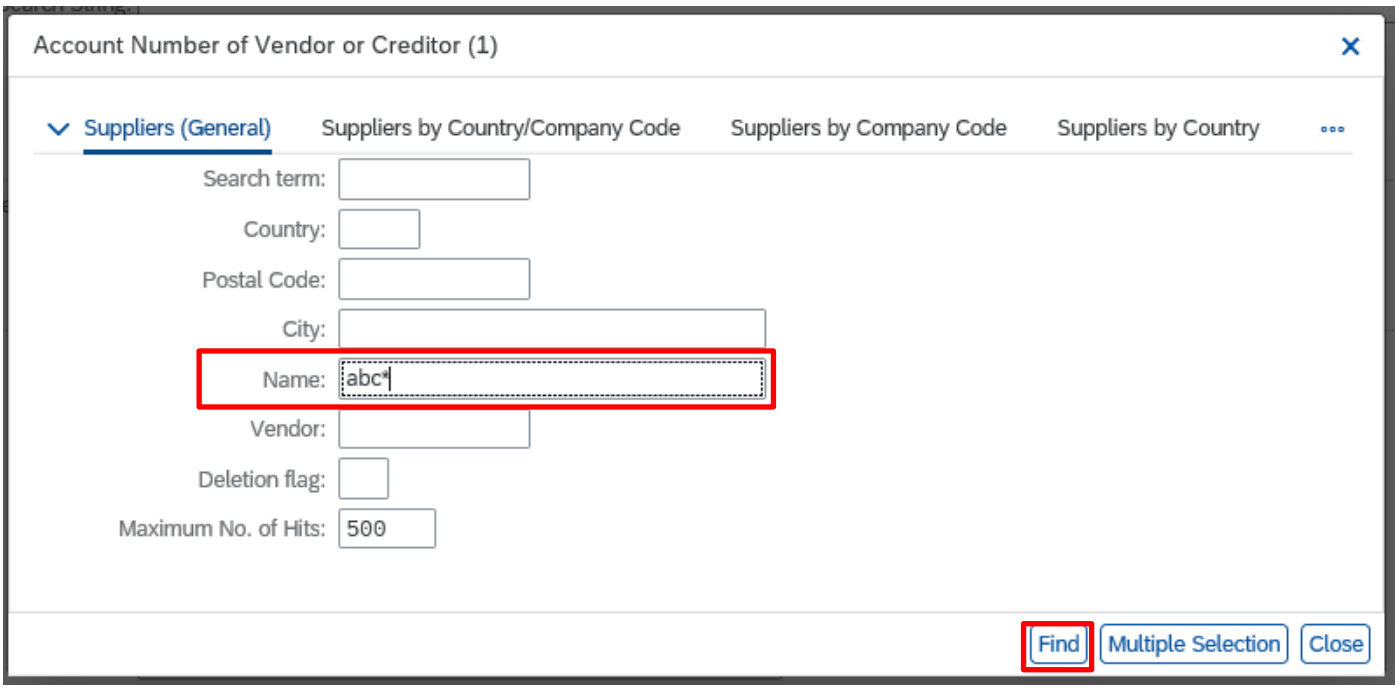
- To search for the Vendor's details, click in the '**Vendor account'** box and Click on the **Search Square**



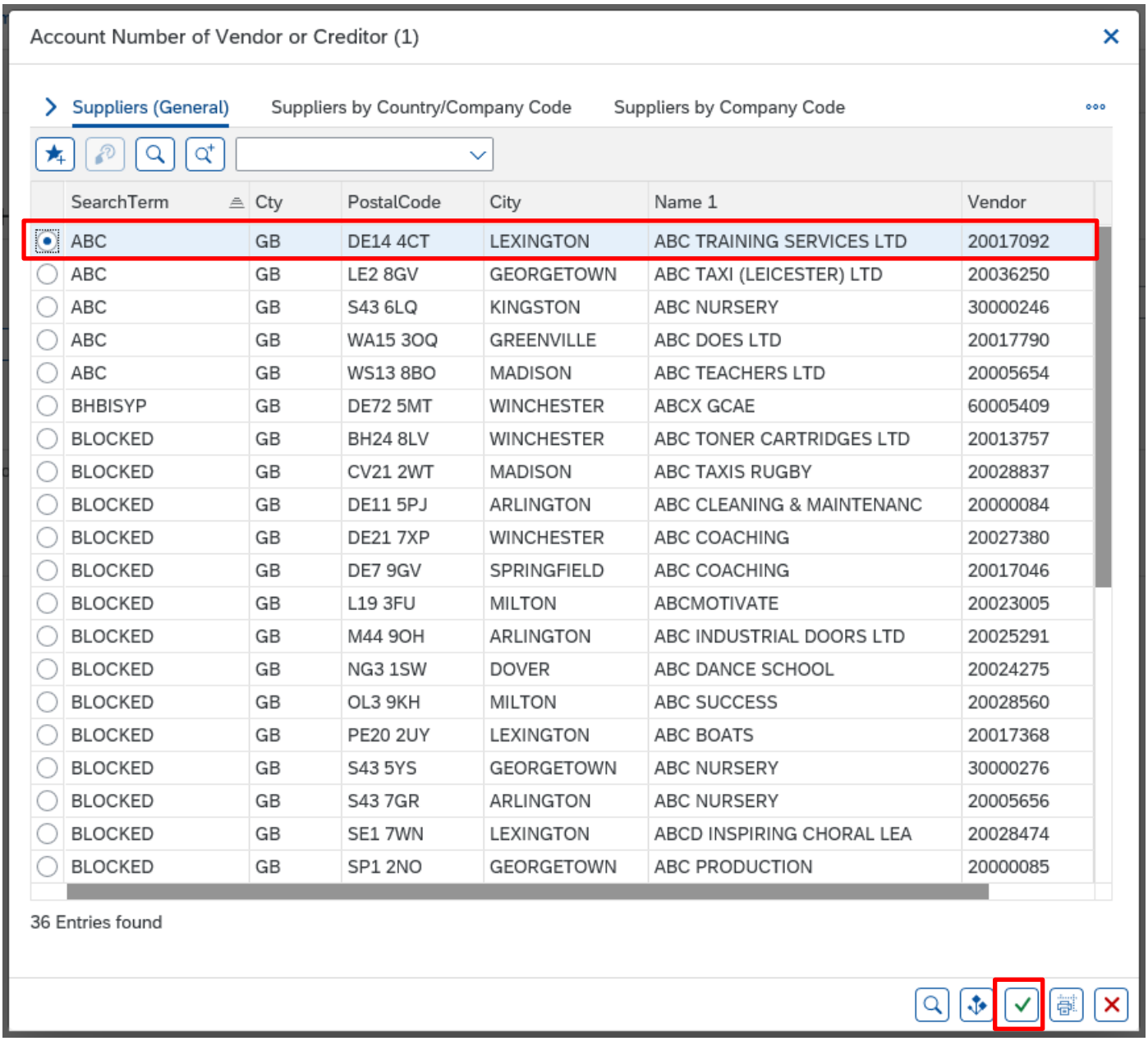
- To search for **a Vendor by name**, type the first few letters of their name, followed by * (For example, ABC Training Services Ltd type **abc***)

- Click on Find to start the search.

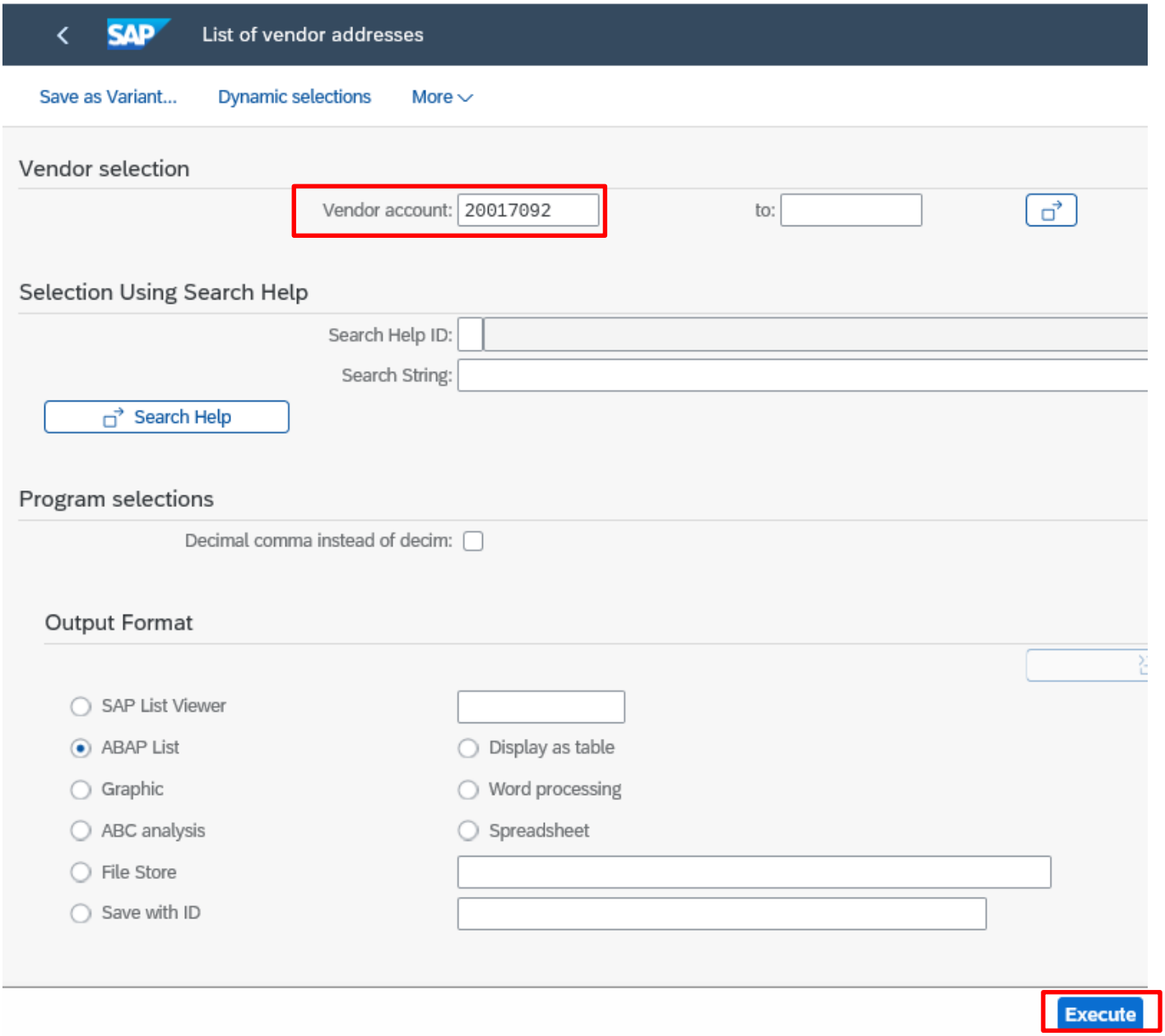
- **Tip -** Search fields are **NOT** case sensitive.



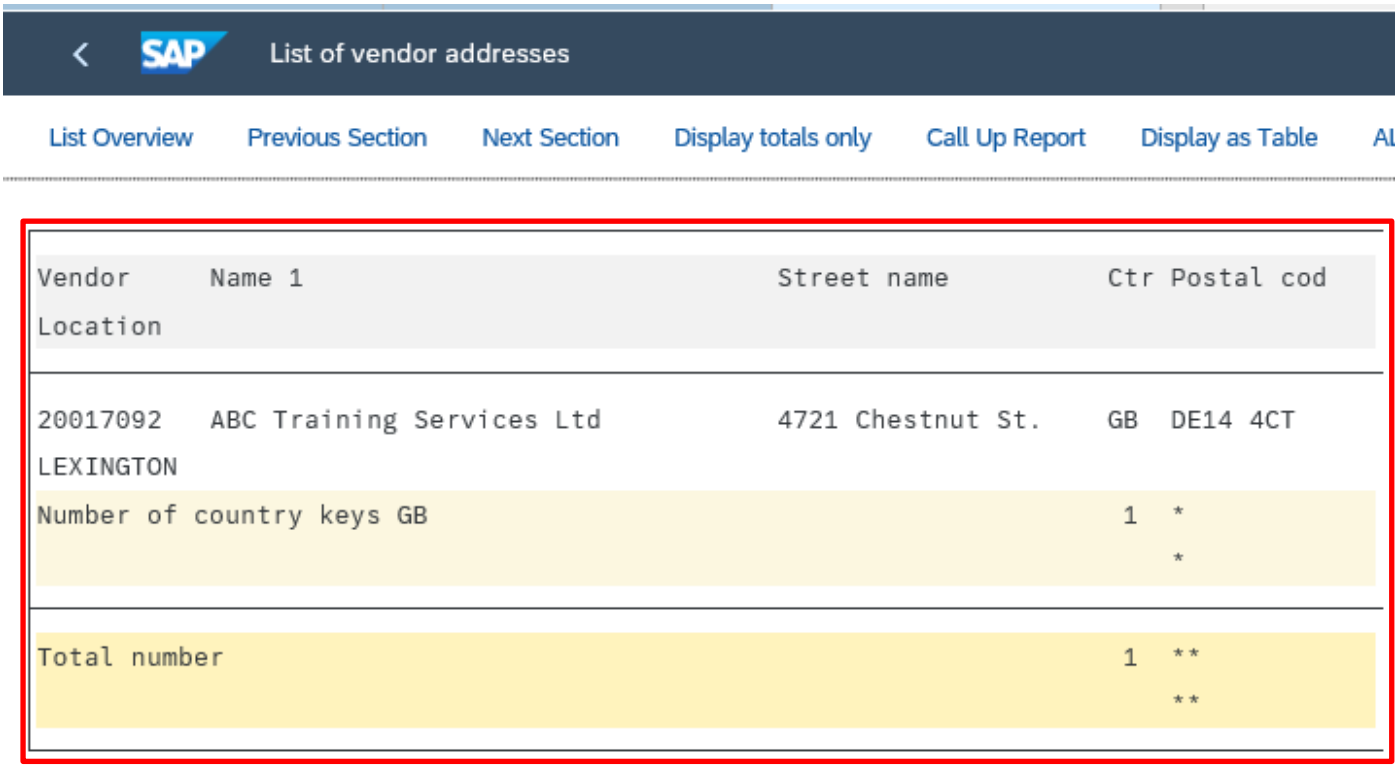
- A list of possible Vendors will appear, **scroll down** to find the Vendor you are looking for and click the radio button at the beginning of the vendor line entry required to highlight it.
- Click on the **green tick icon** in the bottom right of the screen.



- The Vendor account box is now populated with the Vendor's account number.
- To view the Vendor's full address, click on the **Execute** button in the bottom right of the screen.



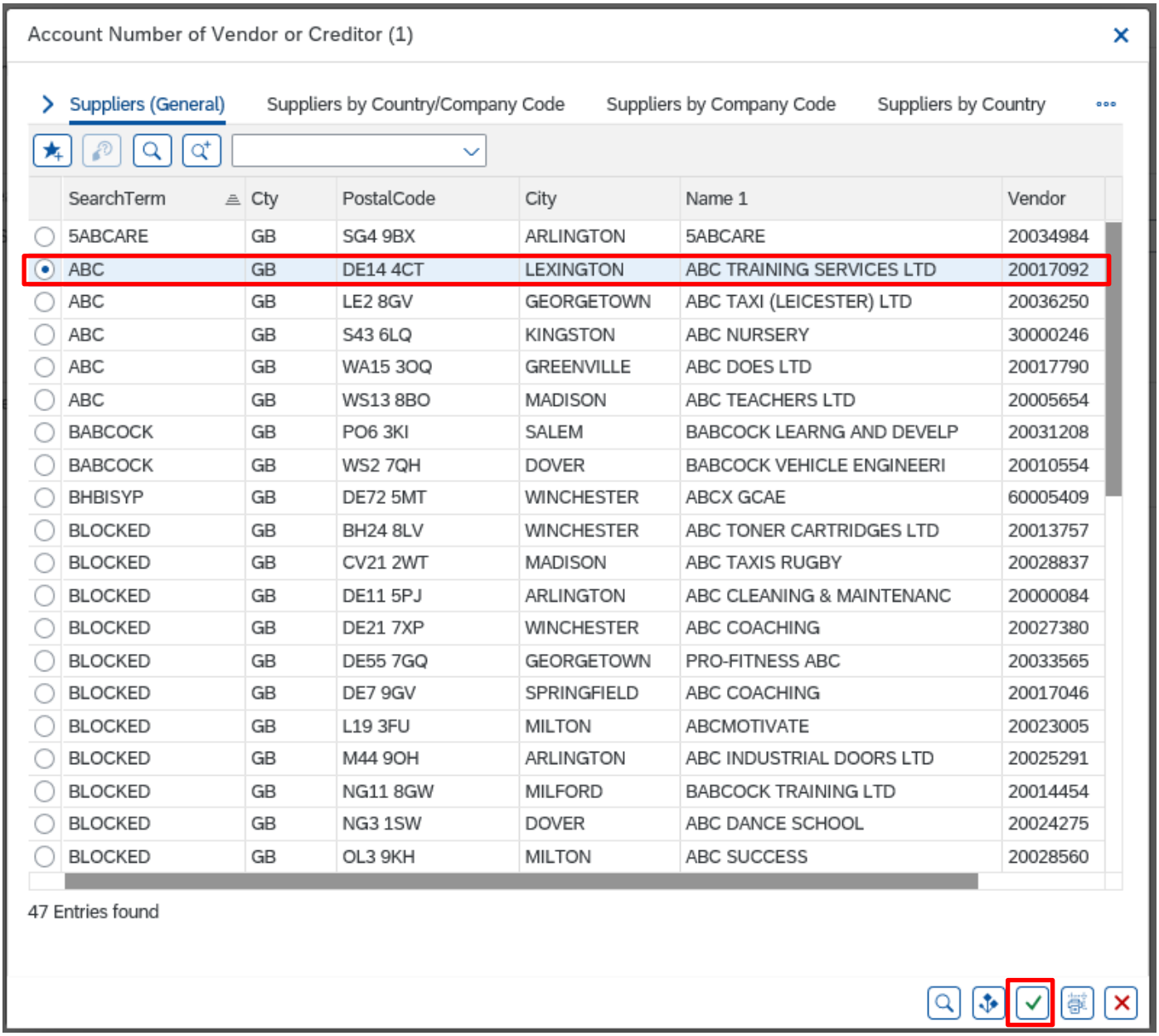
The following is displayed:-



Tip

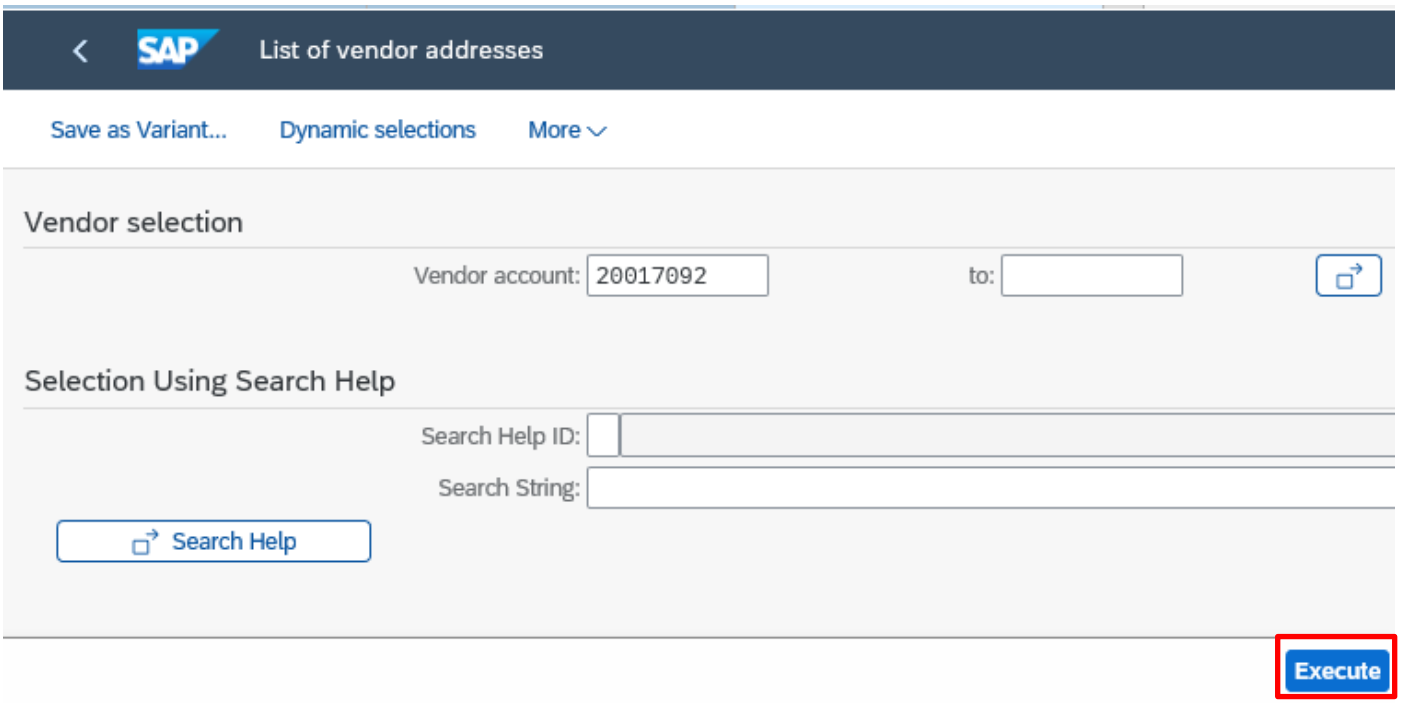
If you are not certain of the start of the word – i.e., the company could be The ABC Training Services Ltd – surround your search with wildcards (i.e., ***abc*)** this will enable SAP to find the correct entry, but more entries will almost always be found.

- If you have two or more entries for a Vendor, to check their details select the radio button at the beginning of the required line entry to highlight it and then click on the green tick icon on the bottom right of the screen.



SearchTerm	Cty	PostalCode	City	Name 1	Vendor
5ABCARE	GB	SG4 9BX	ARLINGTON	5ABCARE	20034984
ABC	GB	DE14 4CT	LEXINGTON	ABC TRAINING SERVICES LTD	20017092
ABC	GB	LE2 8GV	GEORGETOWN	ABC TAXI (LEICESTER) LTD	20036250
ABC	GB	S43 6LQ	KINGSTON	ABC NURSERY	30000246
ABC	GB	WA15 3OQ	GREENVILLE	ABC DOES LTD	20017790
ABC	GB	WS13 8BO	MADISON	ABC TEACHERS LTD	20005654
BABCOCK	GB	PO6 3KI	SALEM	BABCOCK LEARNG AND DEVELP	20031208
BABCOCK	GB	WS2 7QH	DOVER	BABCOCK VEHICLE ENGINEERI	20010554
BHBISYP	GB	DE72 5MT	WINCHESTER	ABCX GCAE	60005409
BLOCKED	GB	BH24 8LV	WINCHESTER	ABC TONER CARTRIDGES LTD	20013757
BLOCKED	GB	CV21 2WT	MADISON	ABC TAXIS RUGBY	20028837
BLOCKED	GB	DE11 5PJ	ARLINGTON	ABC CLEANING & MAINTENANC	20000084
BLOCKED	GB	DE21 7XP	WINCHESTER	ABC COACHING	20027380
BLOCKED	GB	DE55 7GQ	GEORGETOWN	PRO-FITNESS ABC	20033565
BLOCKED	GB	DE7 9GV	SPRINGFIELD	ABC COACHING	20017046
BLOCKED	GB	L19 3FU	MILTON	ABCMOTIVATE	20023005
BLOCKED	GB	M44 9OH	ARLINGTON	ABC INDUSTRIAL DOORS LTD	20025291
BLOCKED	GB	NG11 8GW	MILFORD	BABCOCK TRAINING LTD	20014454
BLOCKED	GB	NG3 1SW	DOVER	ABC DANCE SCHOOL	20024275
BLOCKED	GB	OL3 9KH	MILTON	ABC SUCCESS	20028560

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



Vendor	Name 1	Street name	Ctr	Postal cod	Location
20017092	ABC Training Services Ltd	4721 Chestnut St.	GB	DE14 4CT	LEXINGTON
Number of country keys GB			1	*	*
Total number			1	**	**

- Click **on back arrow on top left** to return to the search screen.

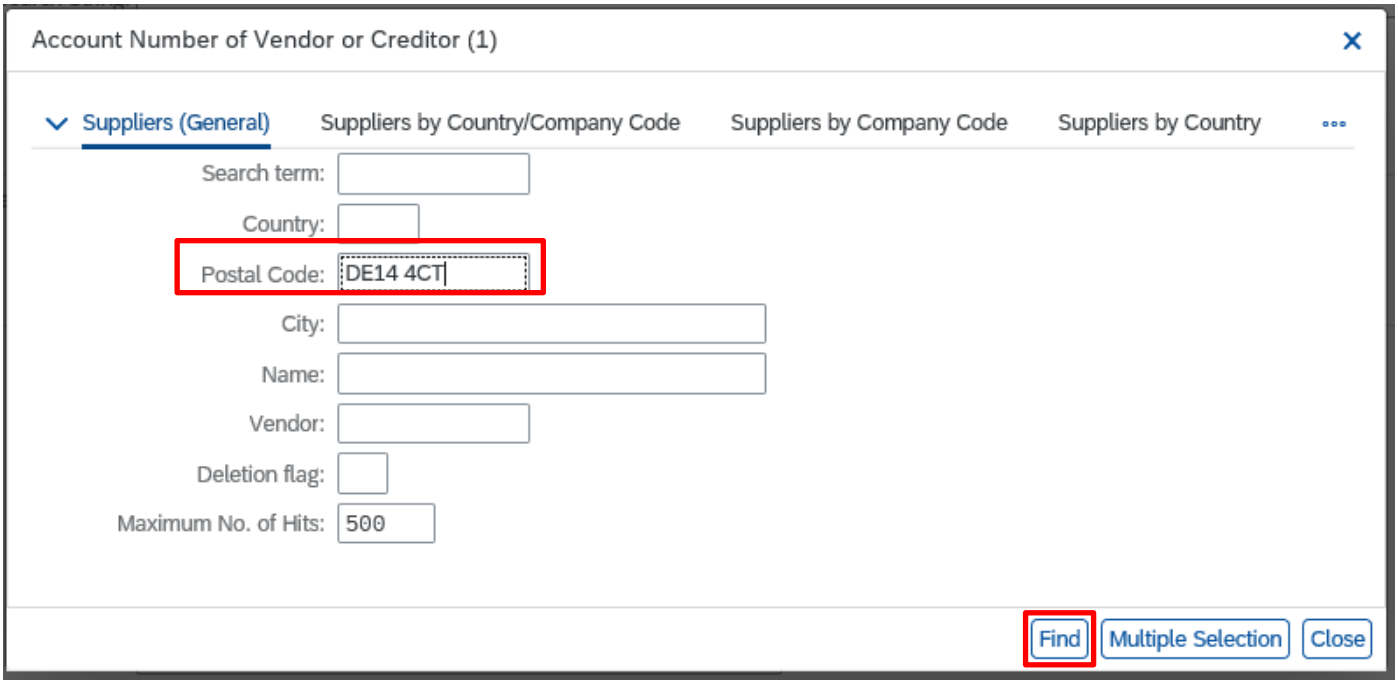
If both/all addresses are the same, contact Accounts Payable to confirm which Vendor account number should be used.

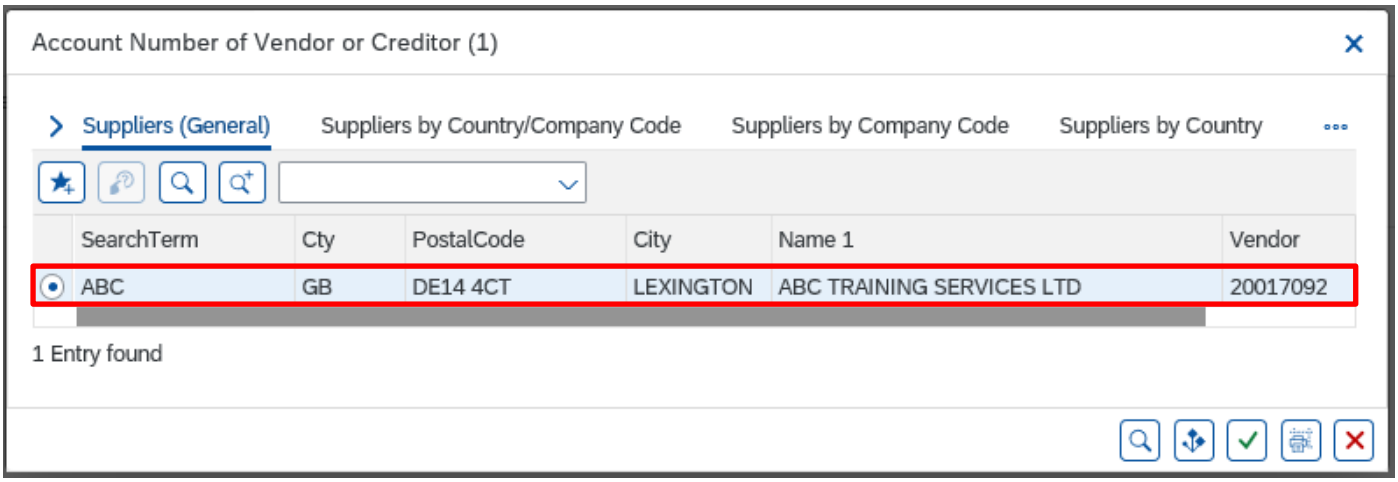
Section 7.1 – How to Search for a Vendor by Postcode

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

- Enter the **postcode** in the usual format (no need for *).
- Click on **Find** to start search.

Only those Vendors with that postcode will be displayed.



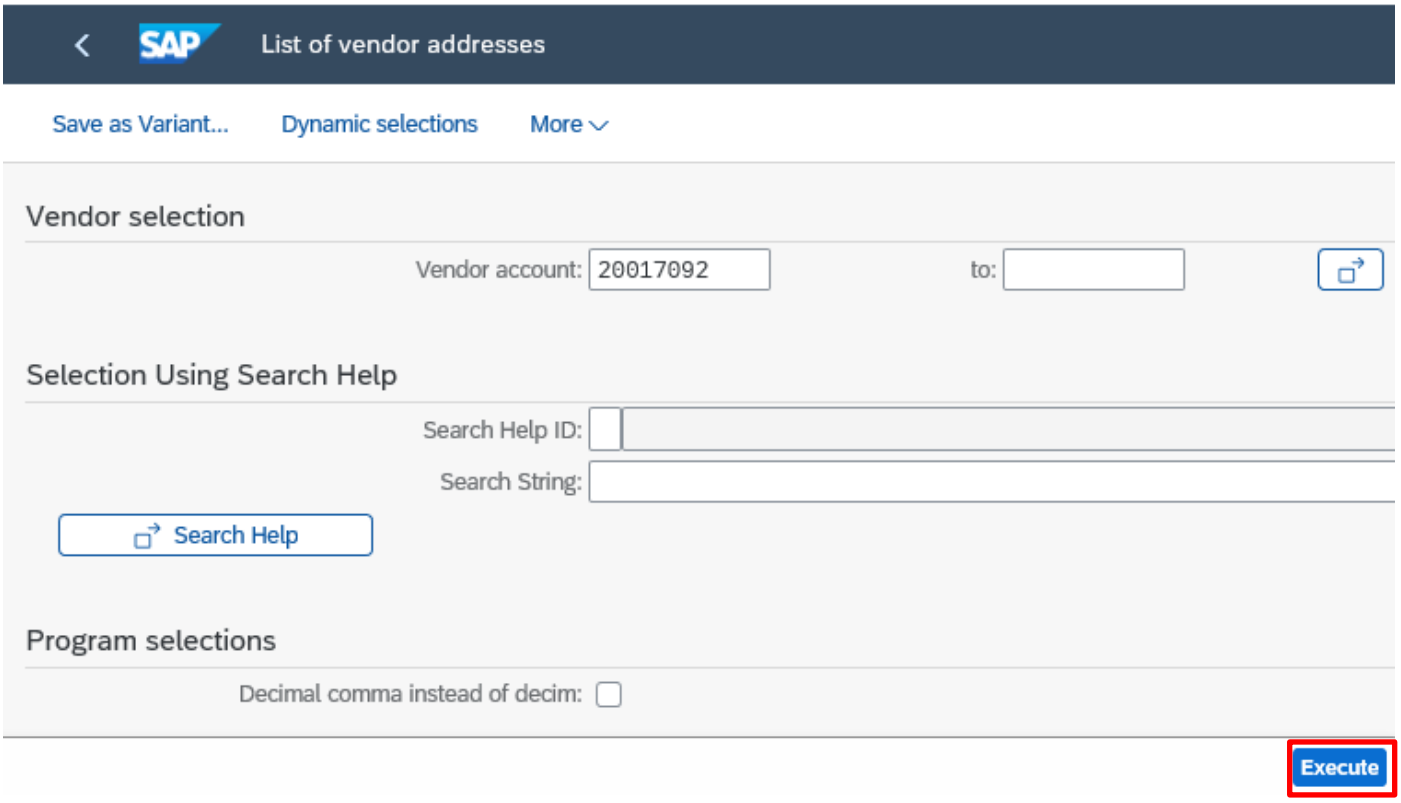


Tip
You can also search for a partial postcode, using the wildcard e.g., DE14*

Section 7.2 – How to Search for a Vendor by Number

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

- Type in the **Vendor's account number**
- Click on **Execute** button in bottom right of screen.

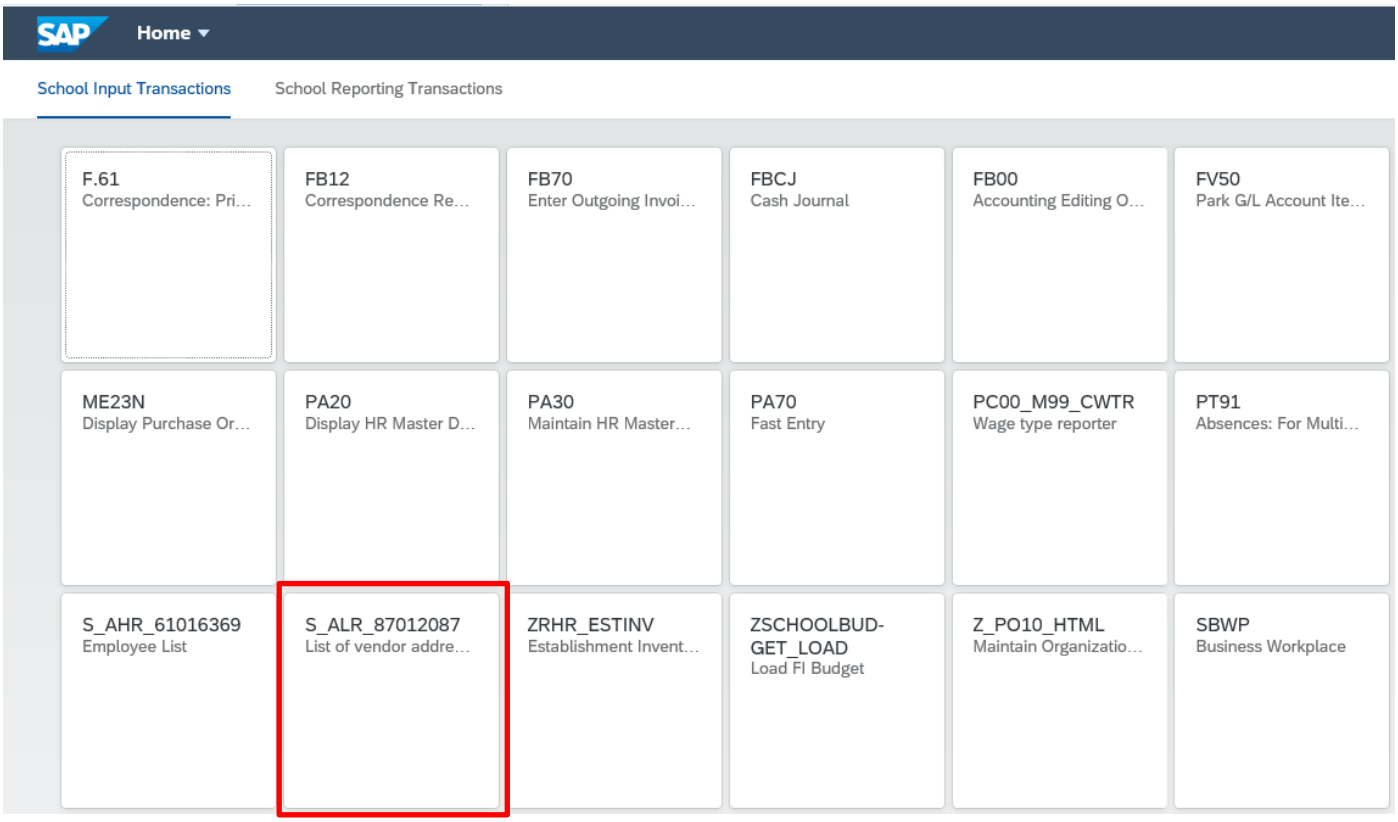


The Vendor's details are displayed.

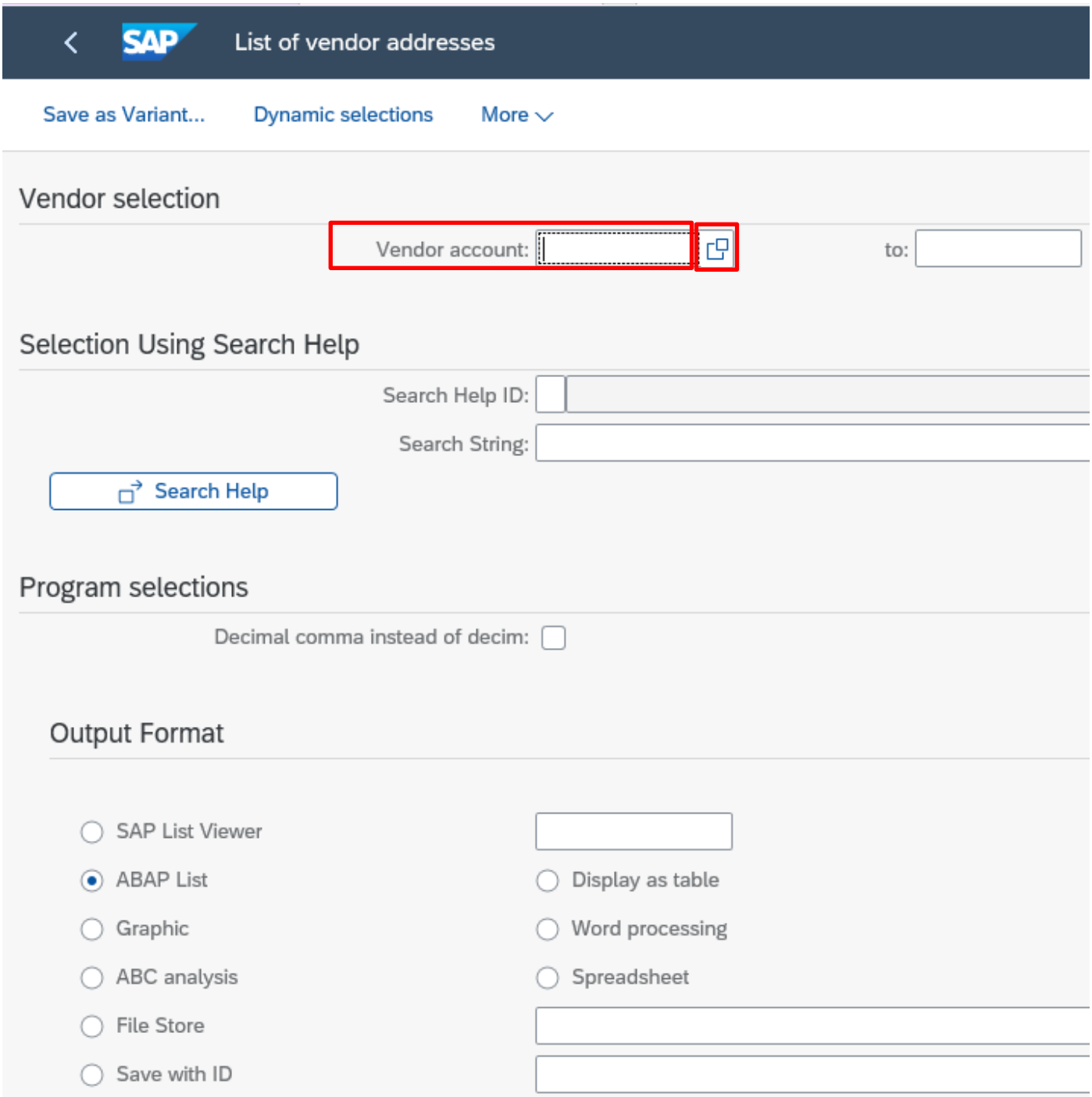
Vendor	Name 1	Street name	Ctr	Postal cod	Location
20017092	ABC Training Services Ltd	4721 Chestnut St.	GB	DE14 4CT	LEXINGTON
Number of country keys GB			1	*	*
Total number			1	**	**

Section 8 - How to Create, Display and Delete your own 'Personal List' of Vendor account numbers.

- Click on the List of Vendor Addresses app.



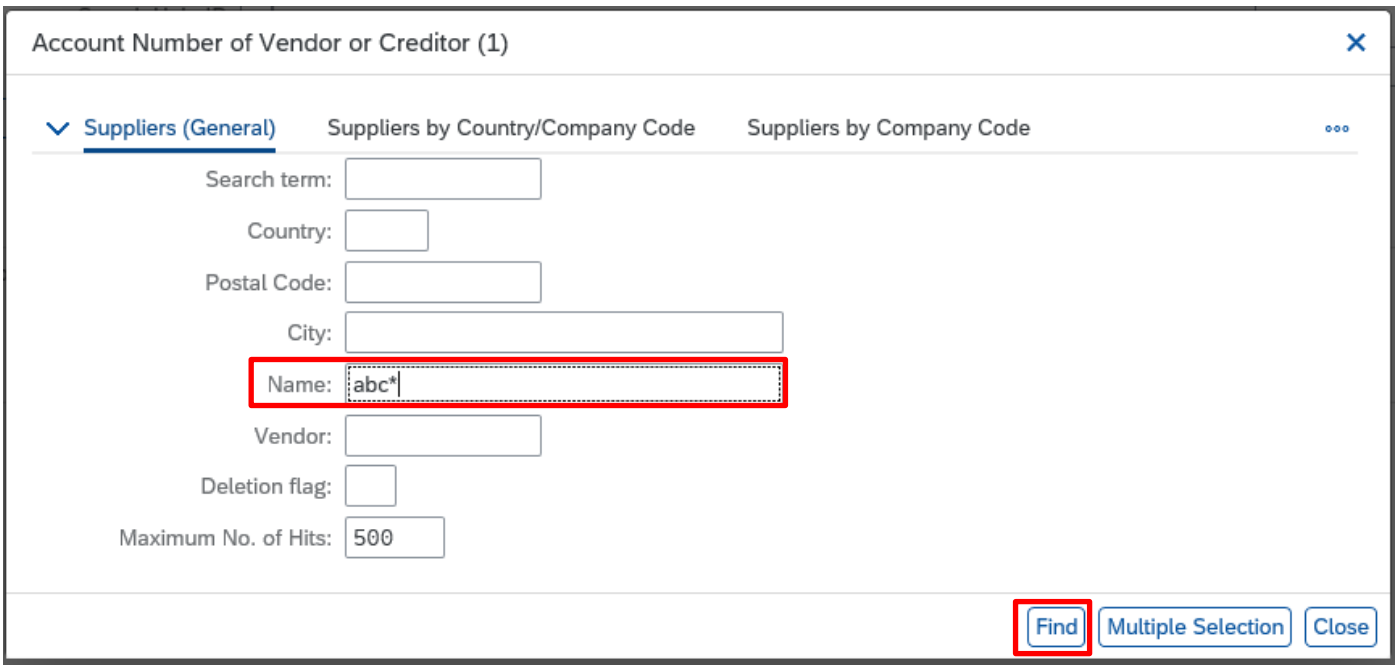
- To search for the Vendor's details, click in the '**Vendor account'** box and Click on the **Search Square**



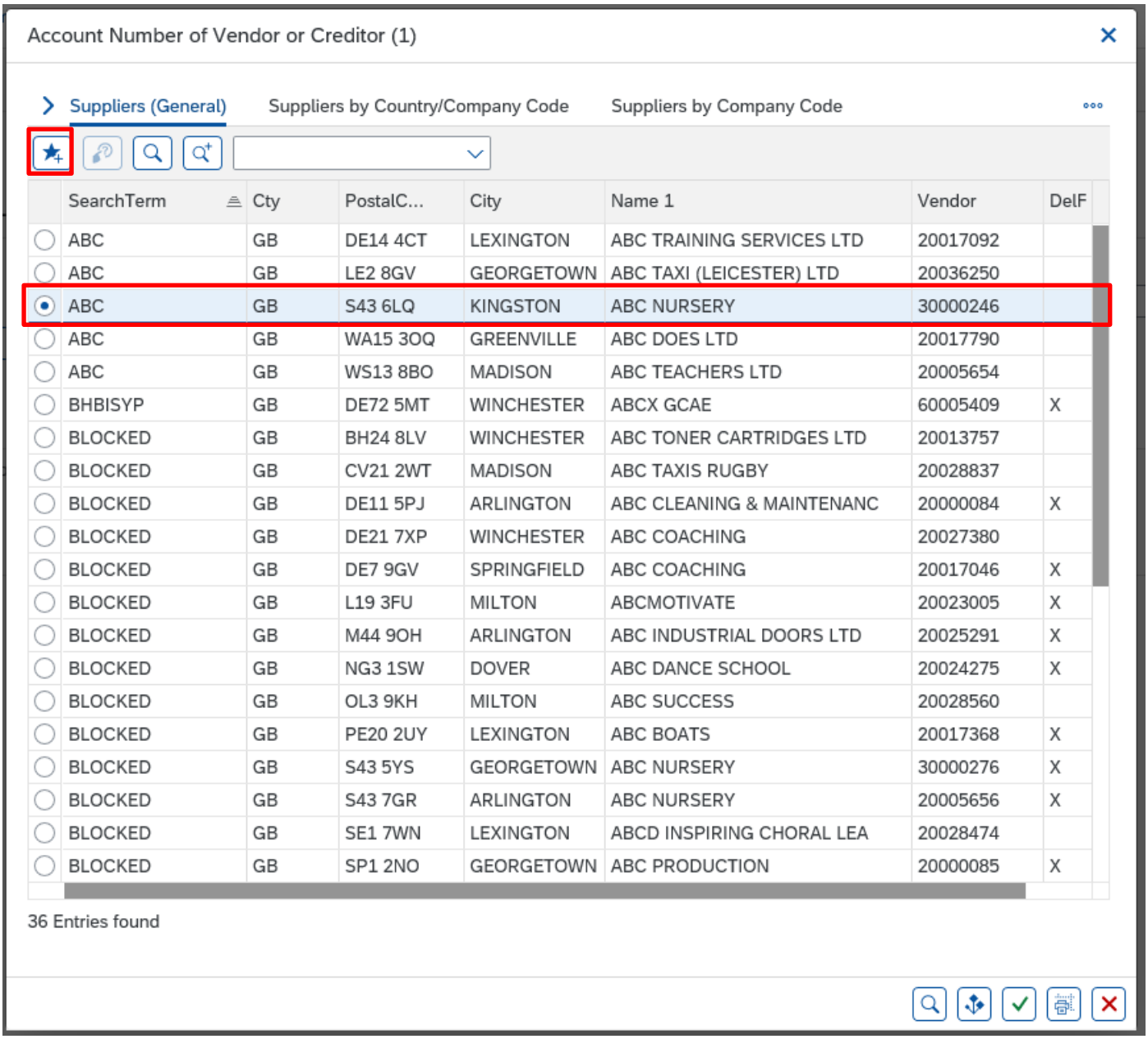
- To search for the **name of a Vendor**, type the first few letters of their name, followed by * (e.g., for ABC Nursery type abc*) in the **'Name'** box.
- Click on the **Find** button to start your search.

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

- You can also search by post code (Use the 'Postal Code' box)

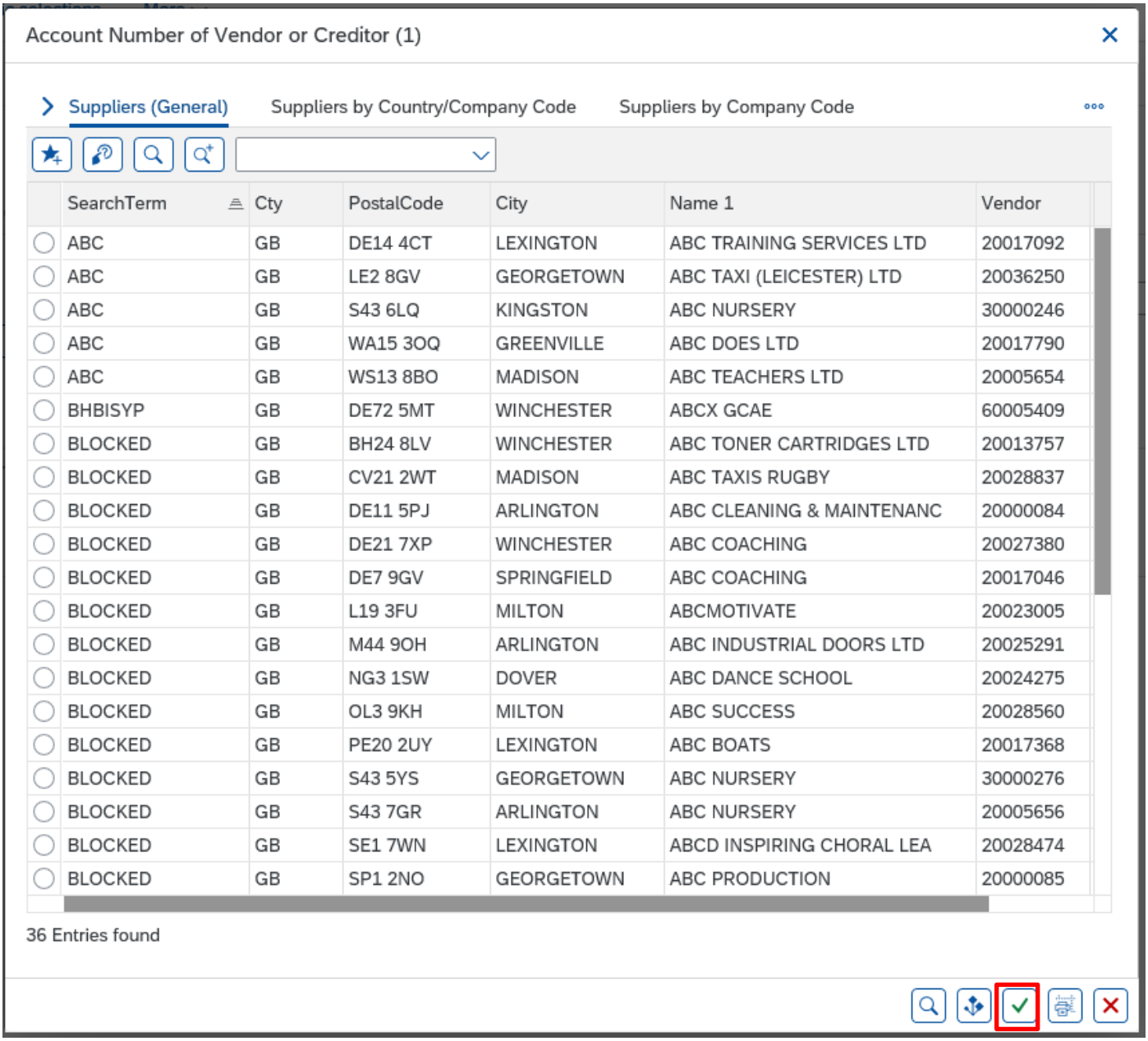


- A list of possible Vendors will appear, **scroll down** to find the Vendor you are looking for
- Click on the Vendor required to highlight the entry in blue
- Then click on the **'Insert in Personal list'** icon on the top left of the screen

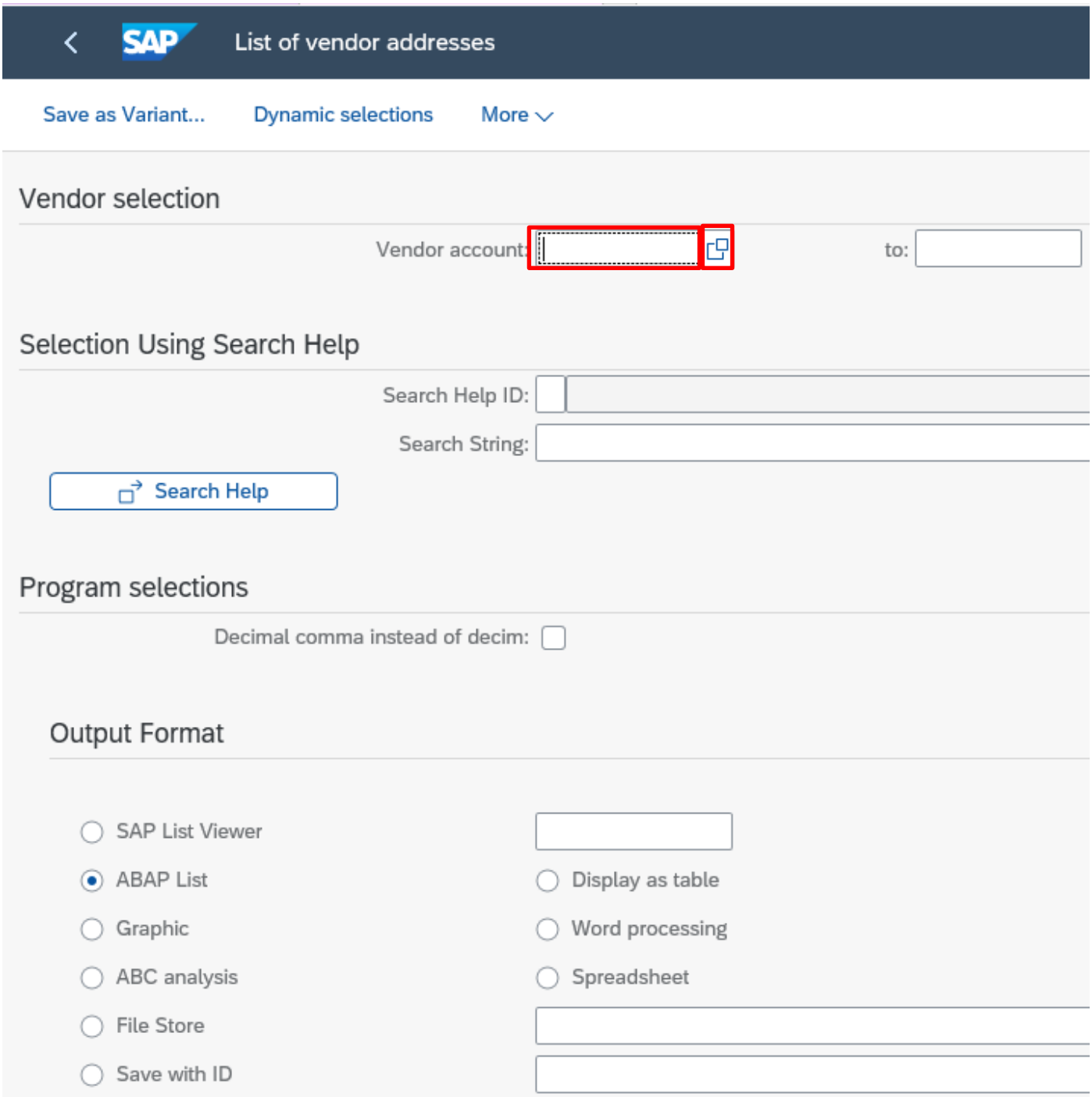


The following screen will appear with no entries highlighted.

- Click on the **green tick icon** in the bottom right of the screen to return to the List of Vendor addresses initial screen.

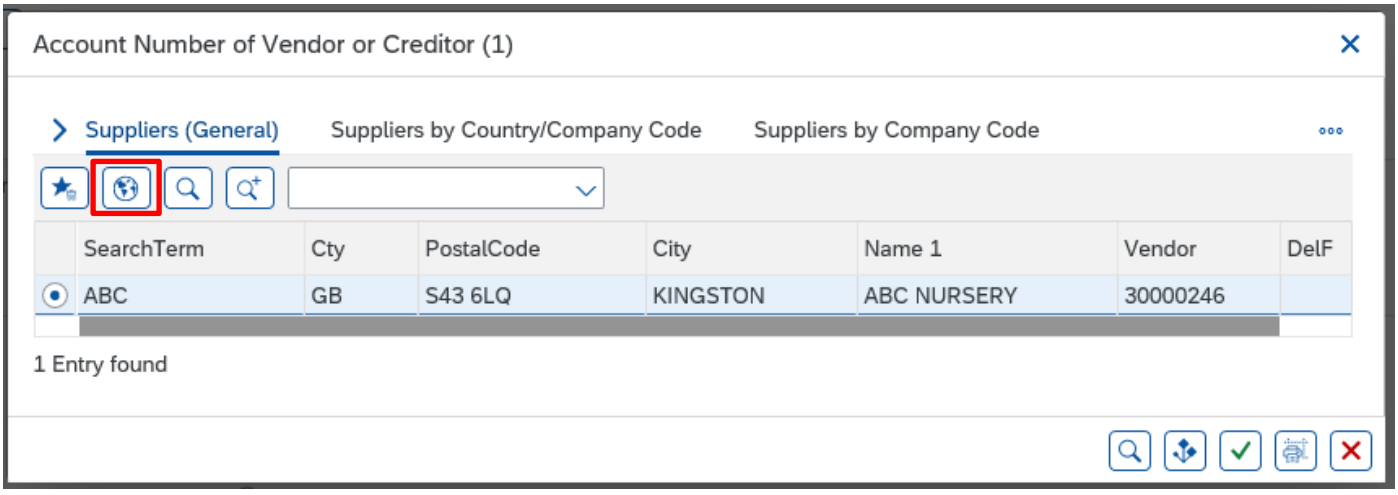


- To search for another Vendor's details, click in the '**Vendor account'** box and Click on the **Search Square**

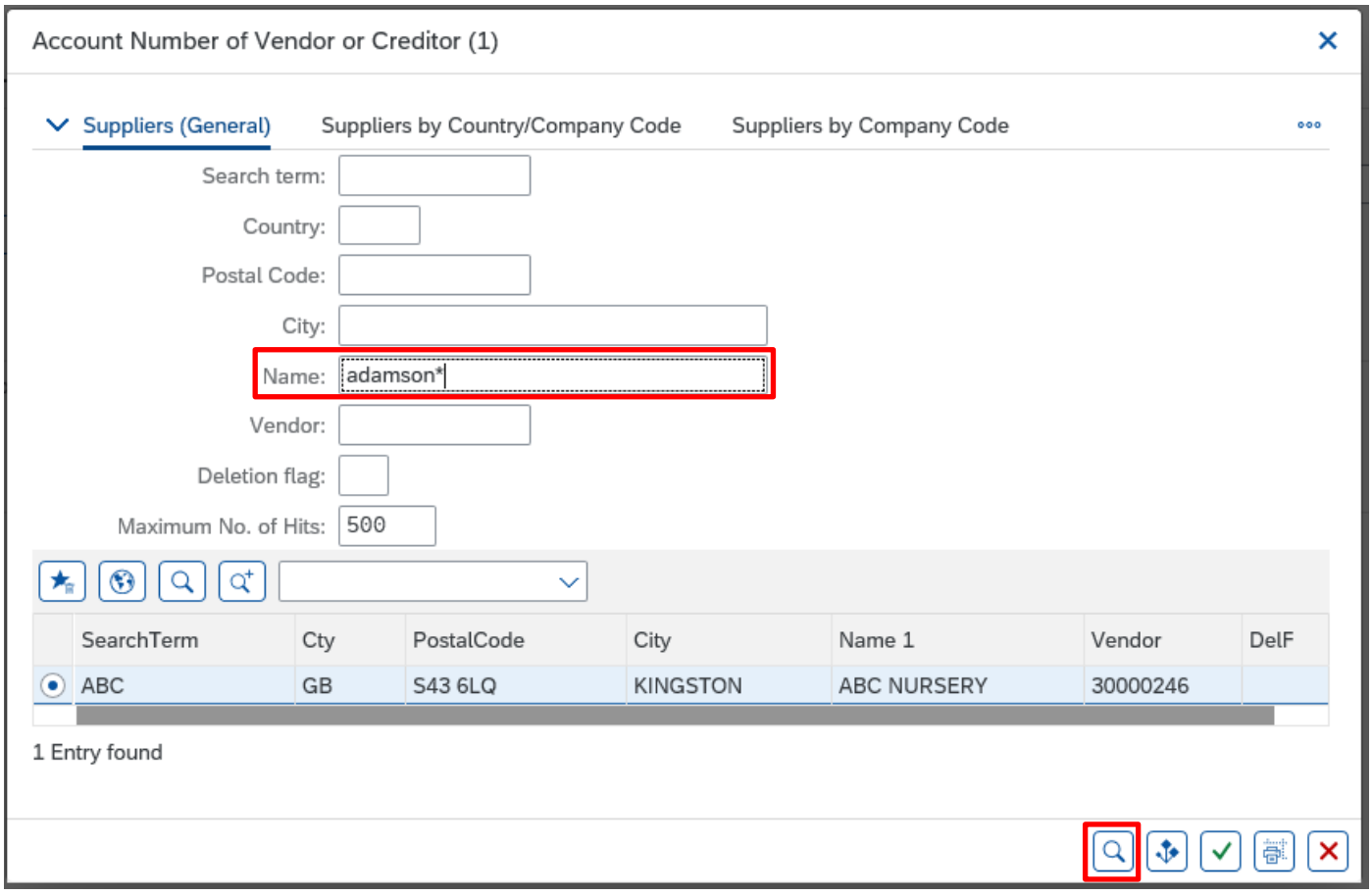


Your **'Personal List of Vendors'** will appear.

- Click on the **'Display all values'** icon on the top left to search for a new vendor to add to your Personal List

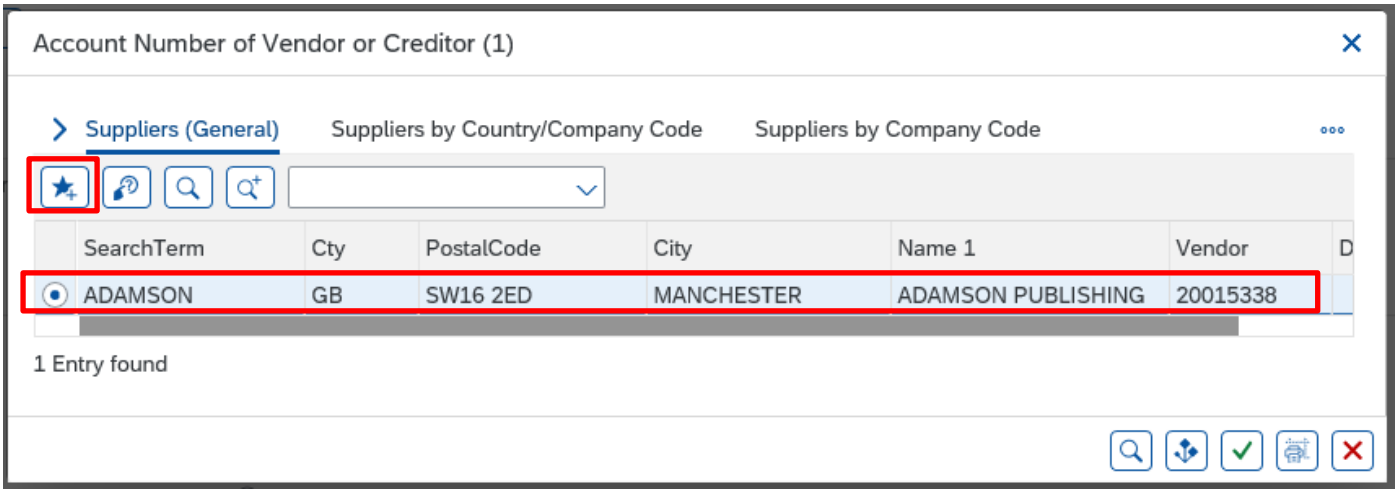


- To search for the **name of a Vendor**, type the first few letters of their name, followed by * (e.g., for Adamson Publishing type **adamson***)
- Click on magnifying glass icon to start search.

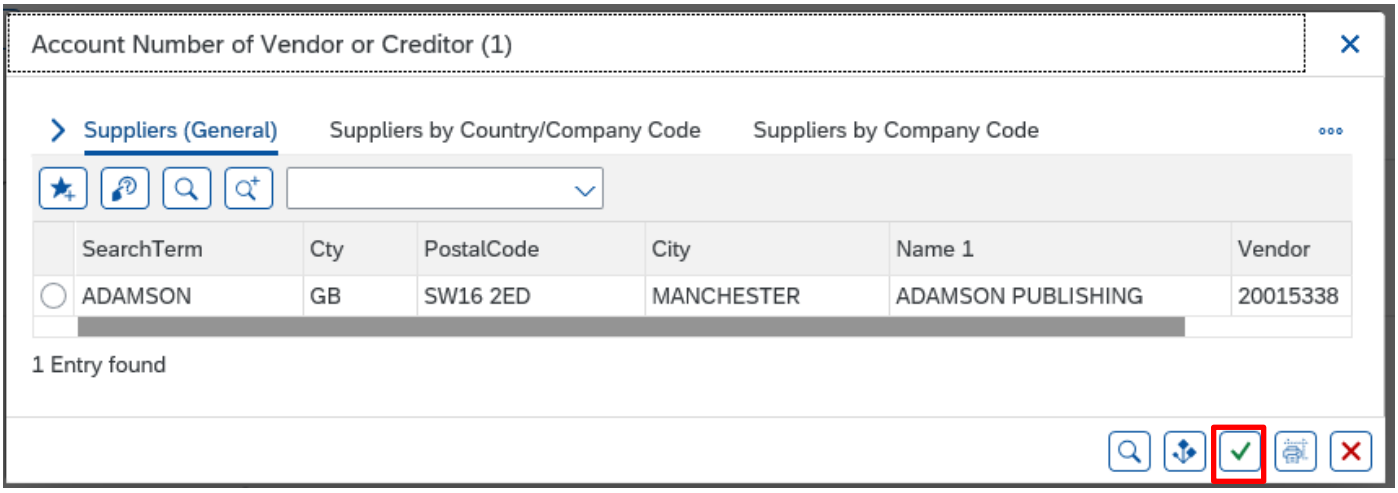


Tip - Search fields are **NOT** case sensitive.
You can also search by postal code.

- A list of possible Vendors will appear, **scroll down** to find the Vendor you are looking.
- Click on the radio button for the Vendor required to highlight the entry in blue.
- Then click on the '**Insert in Personal list'** icon on the top left of the box



The following screen will appear with no entries highlighted.

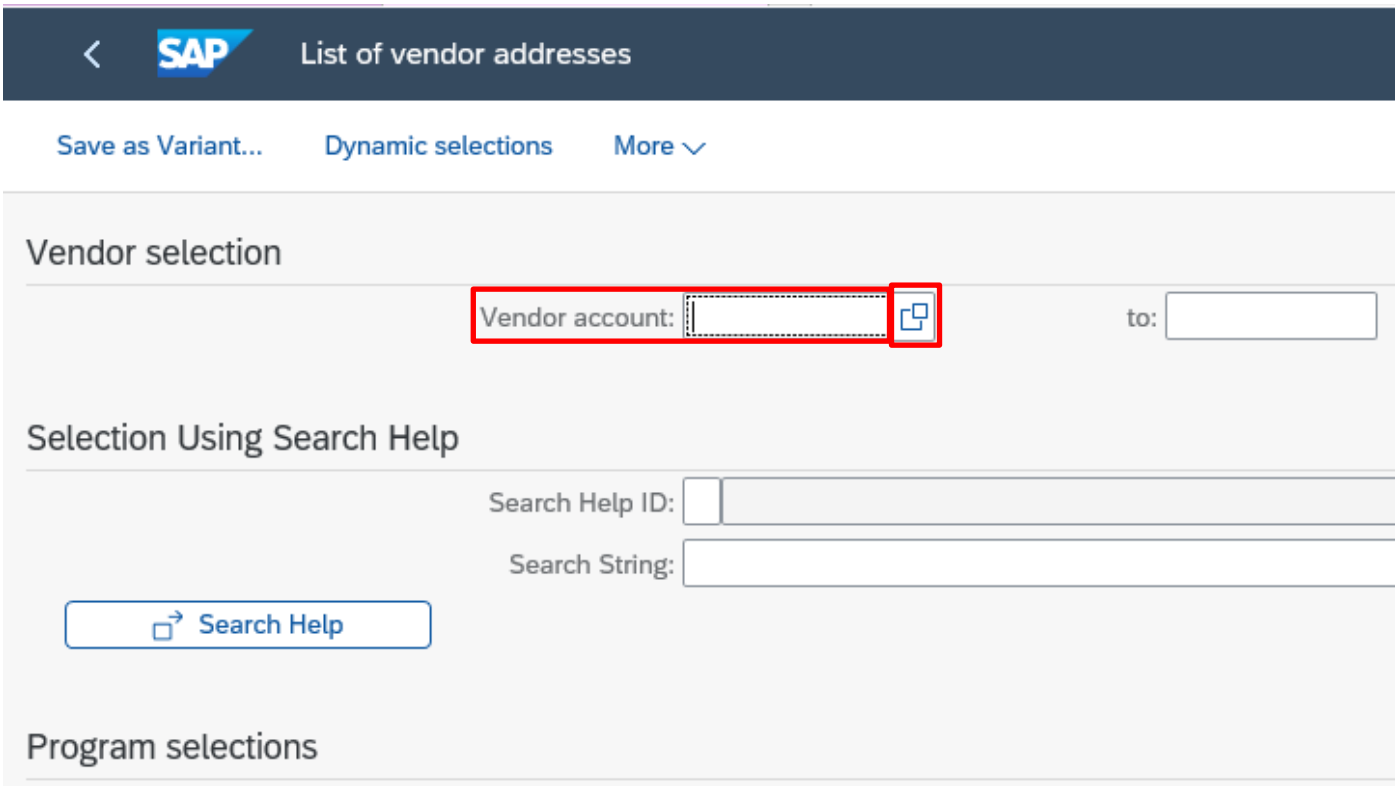


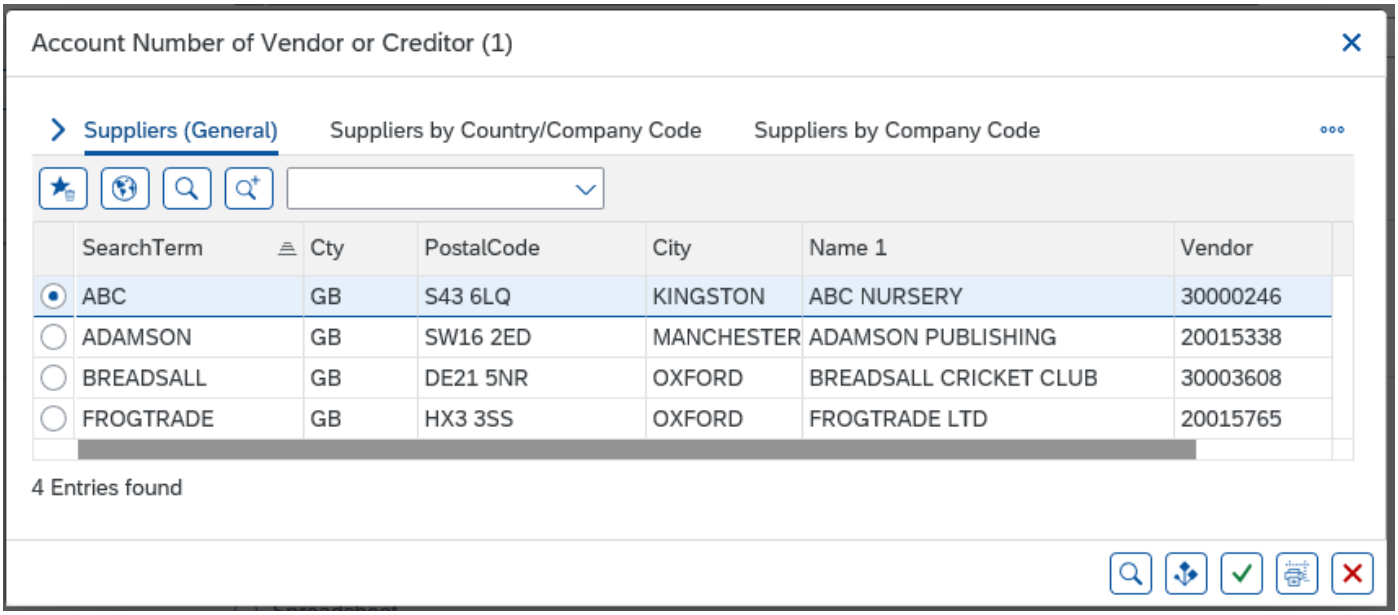
- Click on the **green tick icon** to return to the List of Vendor addresses initial screen.

Repeat the steps above to add more Vendors to your Personal List

To view your Personal List of Vendors

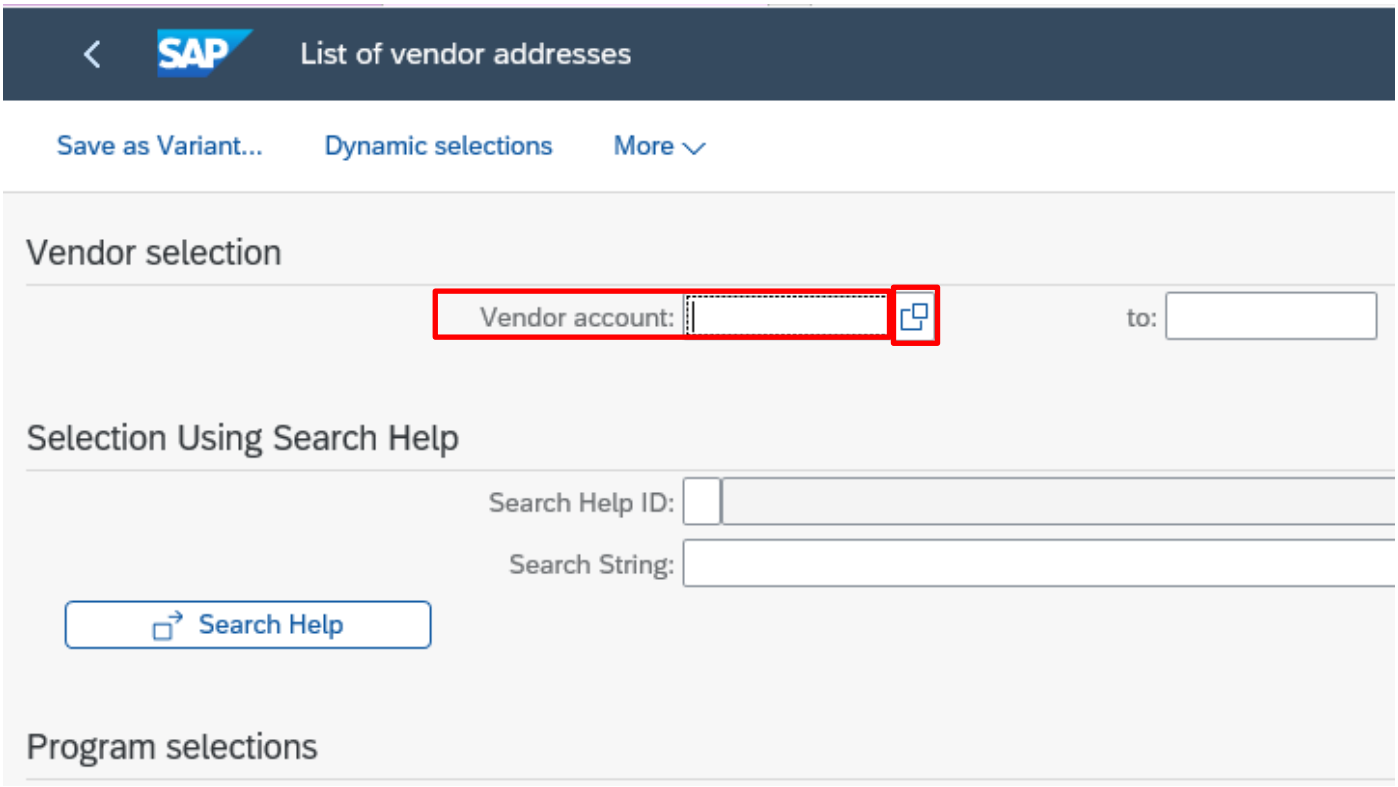
- Click on the List of Vendor Addresses app
- In the **'Vendor Account'** box Click on the search squares and your personal list will be displayed



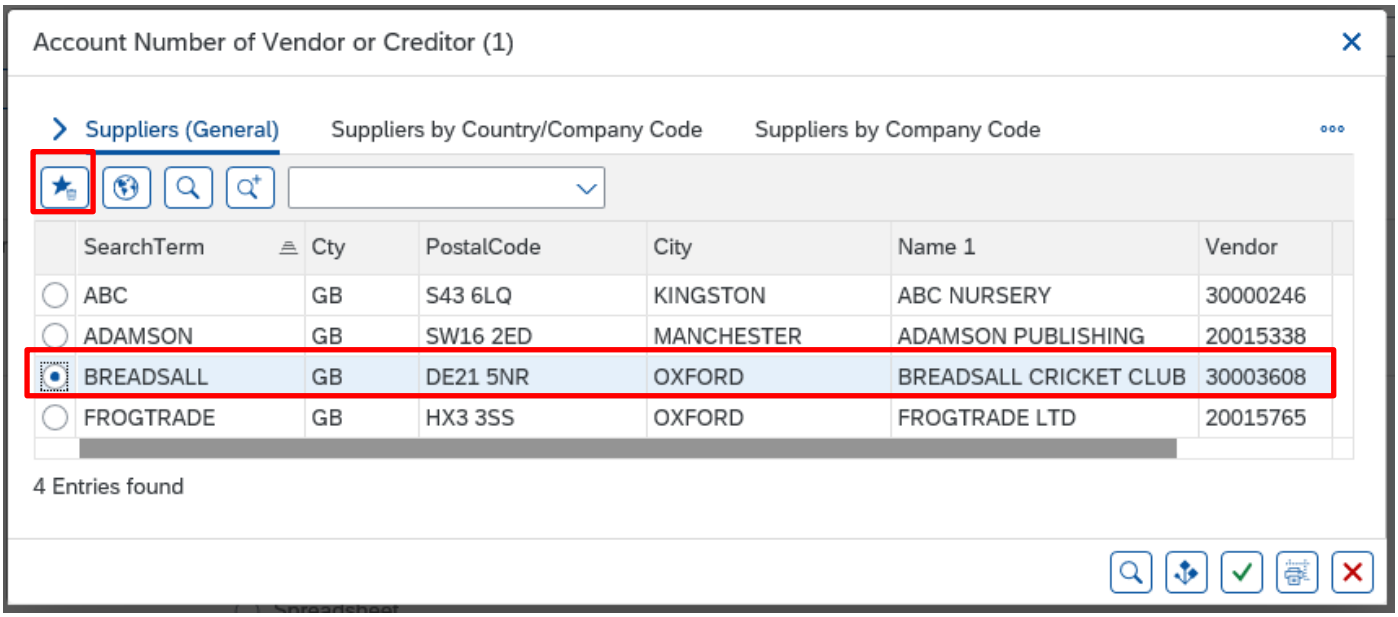


1. How to remove a Vendor from your 'Personal List

- Click on the List of Vendor Addresses app.
- In the **'Vendor Account'** box Click on the search squares and your list will be displayed

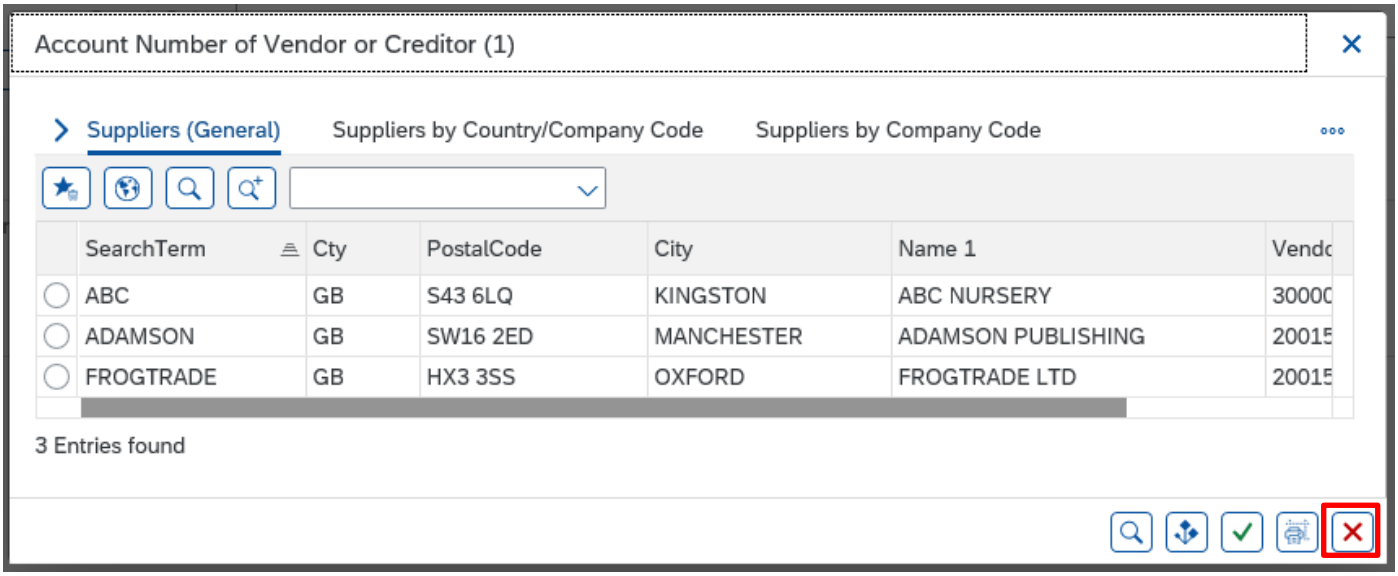


- Click on the radio button for the line entry you want to delete to highlight it in blue
- Now click on the **'Delete from Personal List'** icon

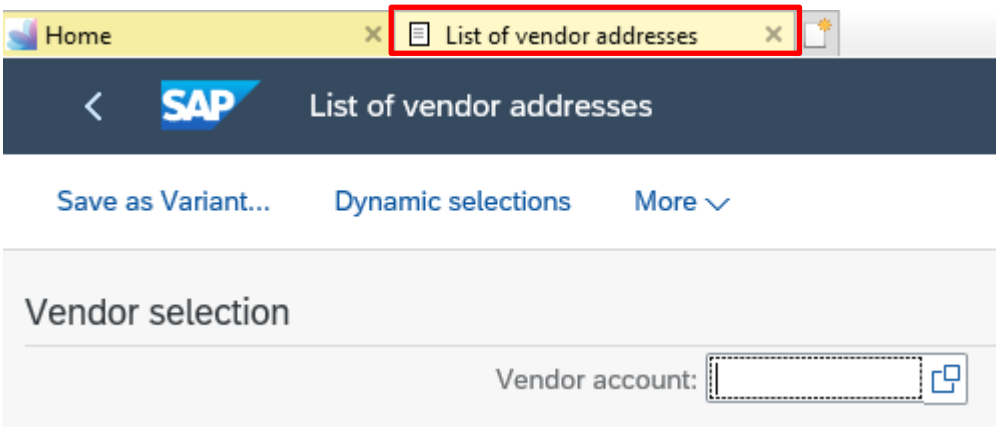


The vendor account is now deleted from the Personal List

- Click on **red cross icon** in bottom right to return to the List of vendor addresses initial.



- Click on **grey cross** on List of vendor addresses tab to exit screen.

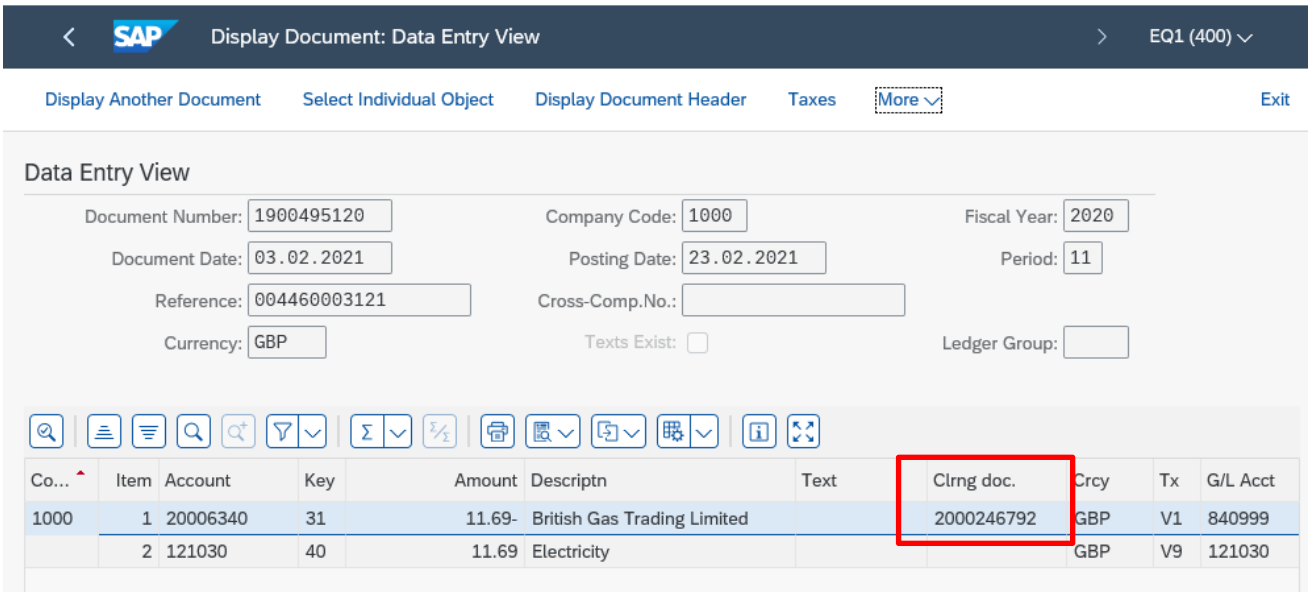


When you have finished using SAP, please ensure you log off the system and close out of all windows.

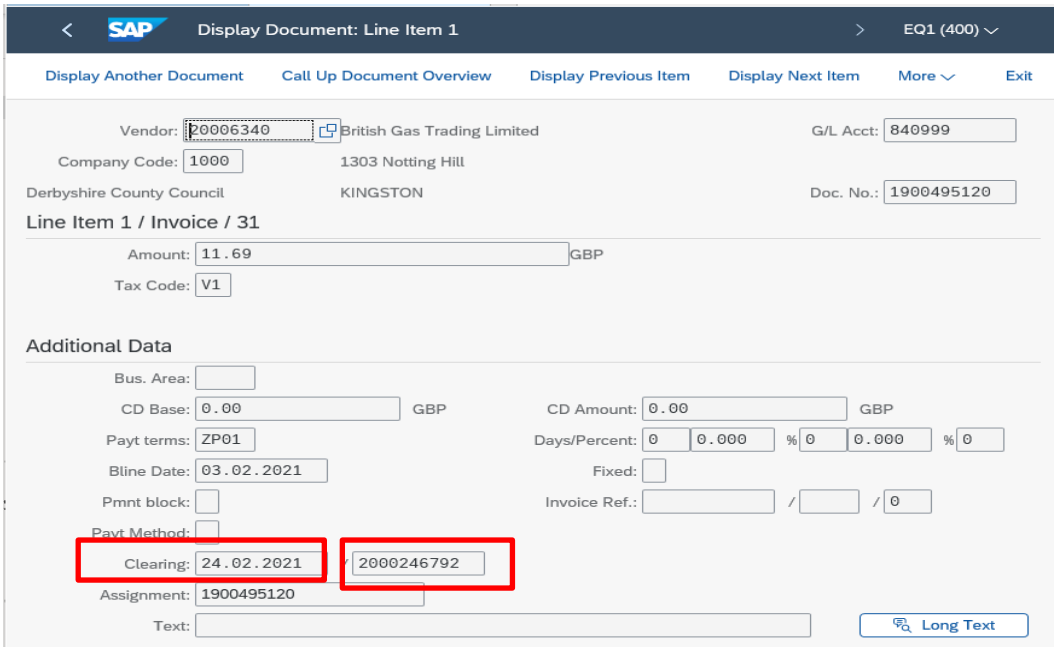
Section 9 - View a VIM invoice payment – Using the KSB1 app.

When a VIM invoice is approved, it immediately shows in your budget, however the payment goes to the vendor when the invoice payment terms are met (usually 30 days from the date of the invoice). You can view the amount (gross) and clearing document number (which appears on the remittance advice which goes to the Vendor).

- Click on the List KSB1 app on the Fiori Dashboard.
- To find the invoice, run the **KSB1** report and **filter** to **Document Type** of **KR** (See KSB1 guide for further information).
- Double click on the invoice postings line.
- If there is a clearing document number in the **Clrng doc.** field, payment has been made.
- To see the clearing date (which is the date money was transferred to the vendor's bank), **double click** on the **clearing document number.**

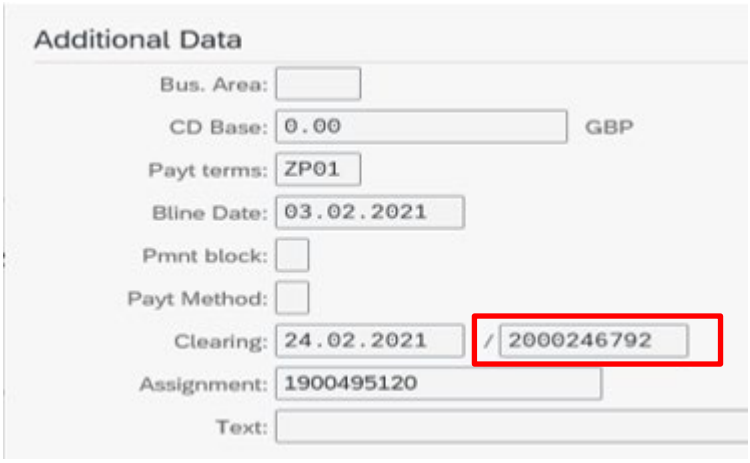


- In the **Clearing** field you can see the date the payment left our bank.

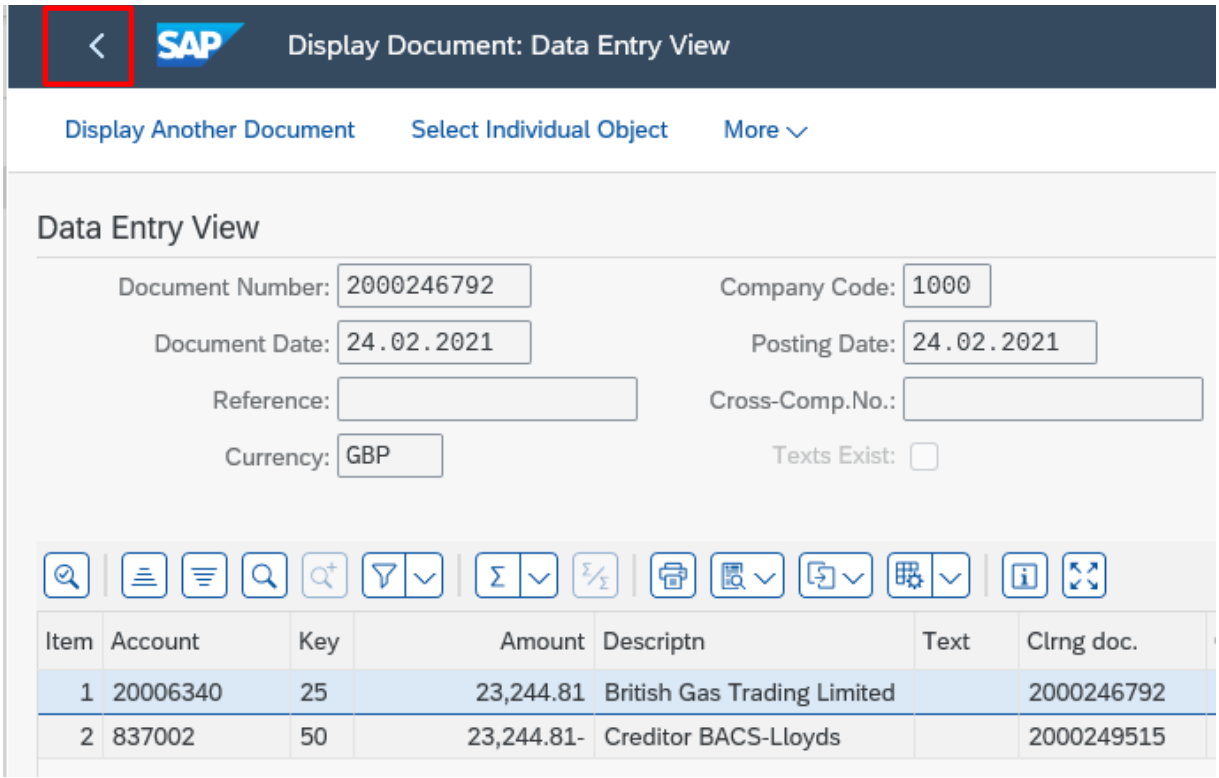


Your invoice payment may be part of a larger payment made to the vendor that day. We only pay the vendor once on a payment day, not in individual invoice amounts. Gross invoice amounts are shown on the vendor's remittance advice but not your school's name.

- To see the total payment made to the vendor on that day, **double click** on the **clearing document number** (next to the Clearing date).

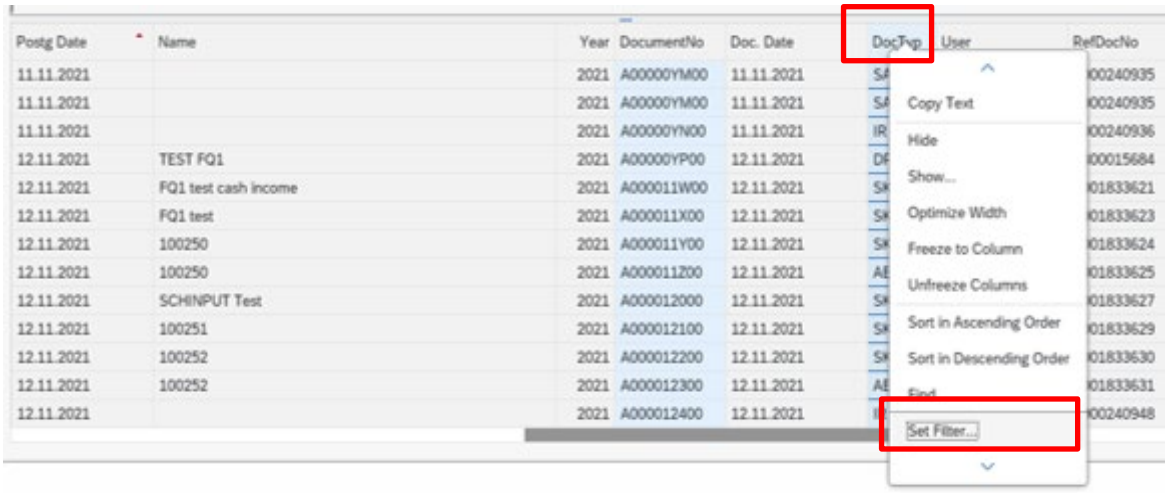


- You can see the total amount paid to the vendor on that date/clearing document number.
- Once viewed, click on the **Back** arrow to return to the postings report.

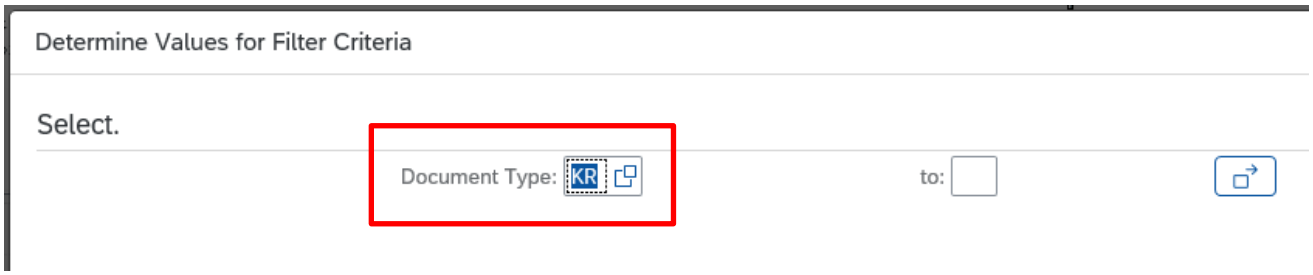


Section 9.1 - View a copy of a VIM invoice.

- Run the **KSB1** report for your required period.
- In the report, **right click** on the **Doc Type column** and click on **Set Filter.**



- Type **KR** in the **Document Type field.**

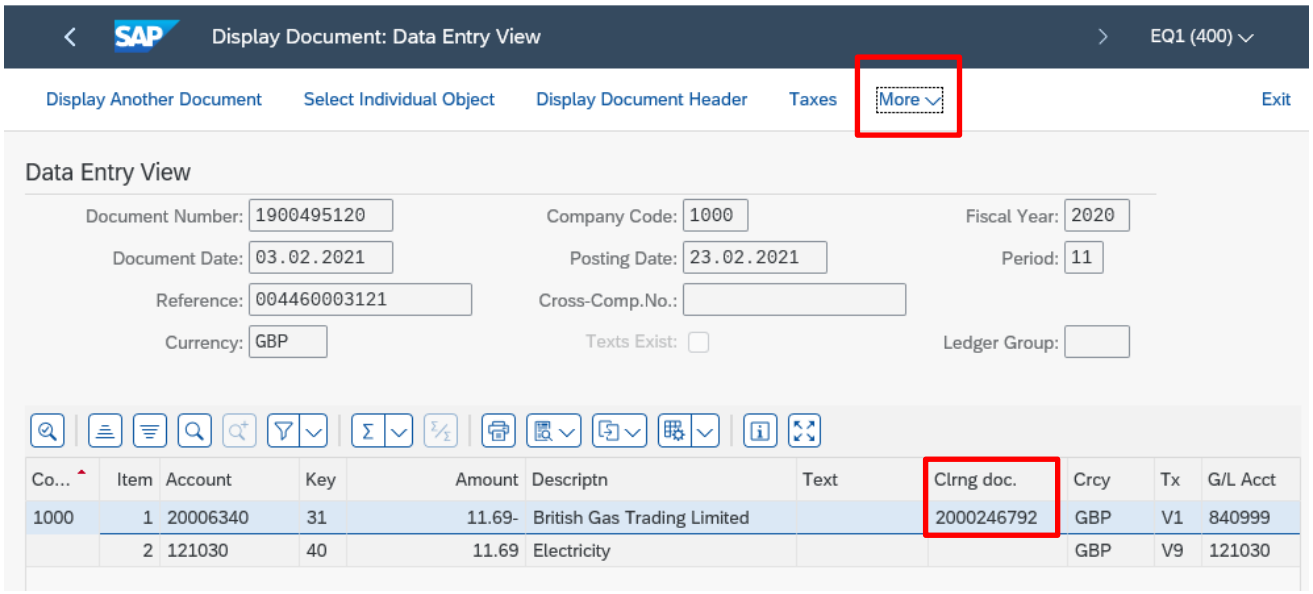


- Click on the green tick

- All the VIM invoice lines display, the vendor's name shows in **Name of Offsetting account column** with the total net invoice amount in **Value.**

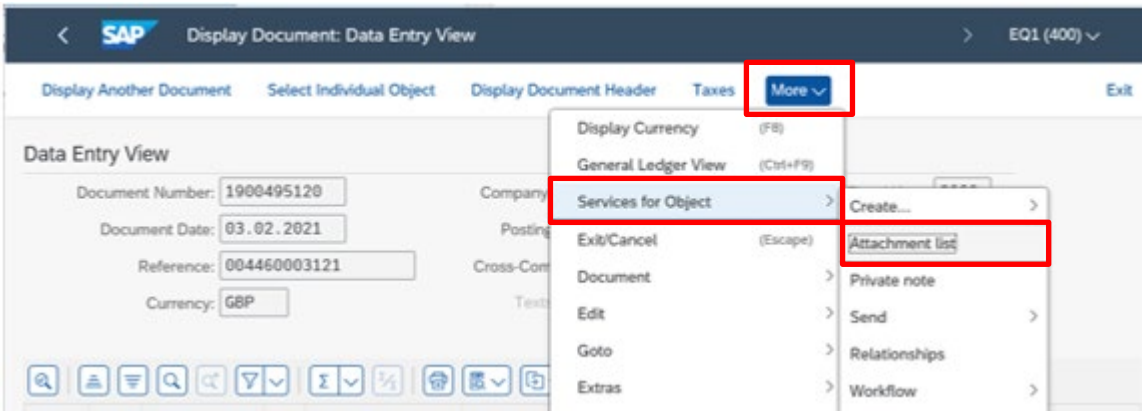
Name of Offsetting Account	Postg Date	Name	Year	DocumentNo	Doc. Date	Doc....
Pioneer Vending	26.11.2021	FQ1 school input approve t	2021	A000029100	23.11.2021	KR
Pioneer Vending	26.11.2021		2021	A000029100	23.11.2021	KR
Pioneer Vending	03.02.2022	FQ1 Testing	2021	A00003ZY00	01.02.2022	KR
Pioneer Vending	03.02.2022	FQ1 Testing	2021	A00003ZY00	01.02.2022	KR
Pioneer Vending	03.02.2022	FQ1 Testing	2021	A000042700	01.02.2022	KR

- **Double click** on an invoice line.
- From this next screen, you can see if the invoice has been paid and a copy of the invoice.

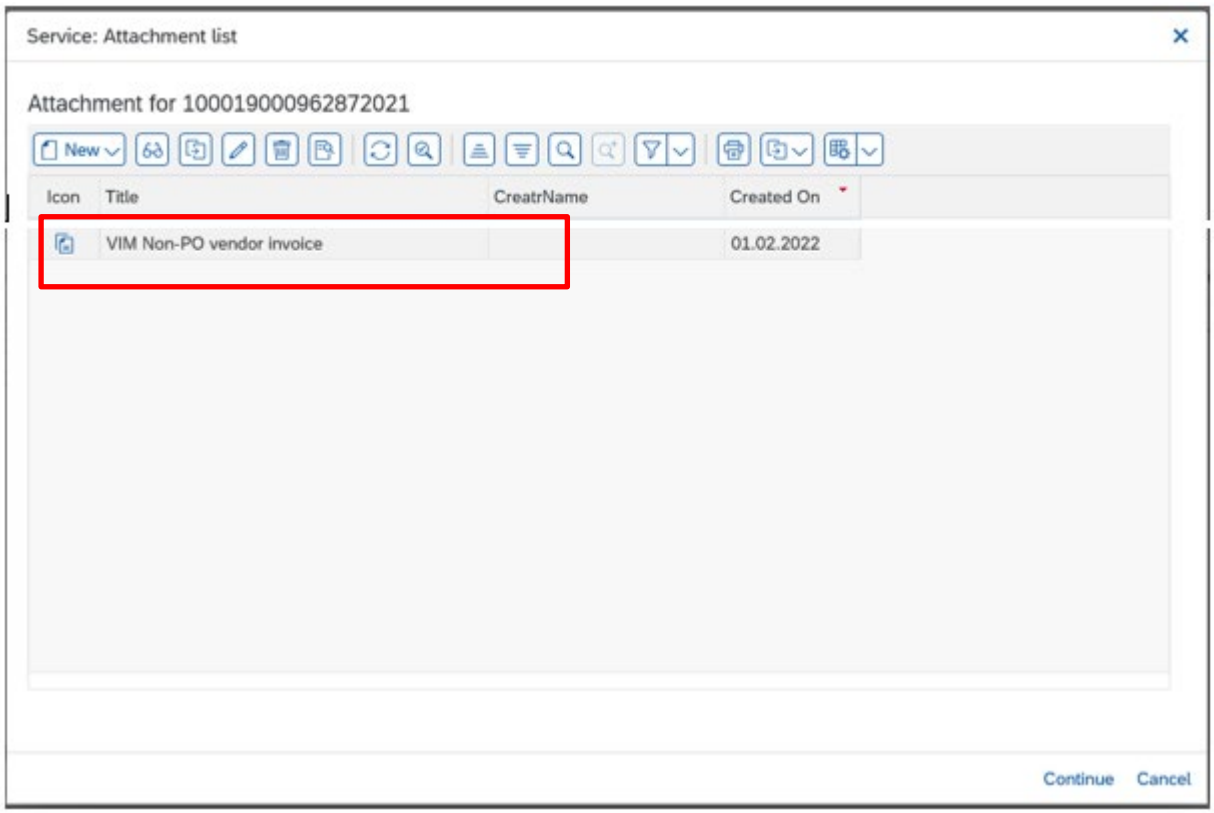


To see the invoice copy:

- Click on **More**, then on **Services for Object**, then **Attachment list**



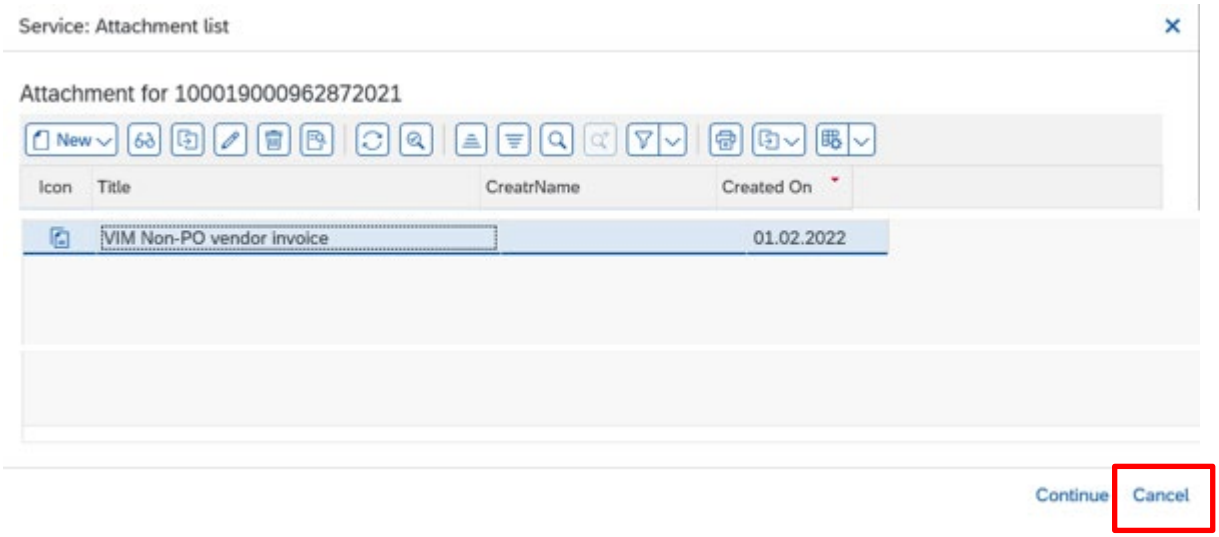
- In the Attachment list screen, **double click** on the **VIM Non-PO vendor invoice** line to open up the pdf copy of the invoice



- The invoice opens

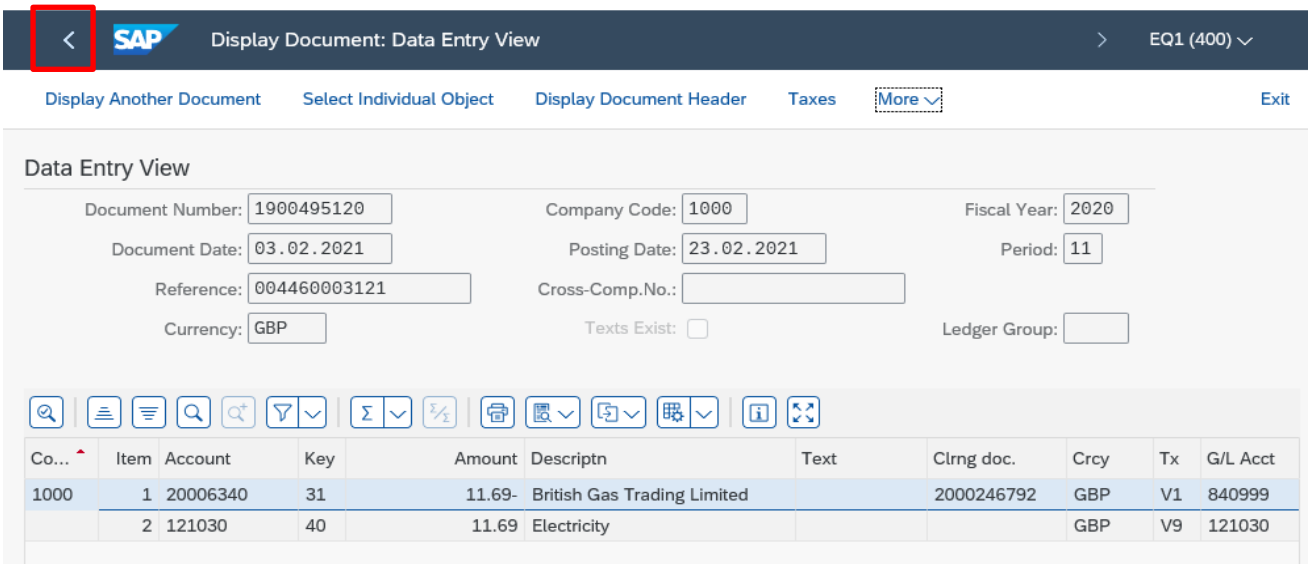
- Once viewed, click on the **Back** arrow to return to the previous screen

- Then click **Cancel** in the Attachment list screen



- You are now back in the **Display Document: Data Entry View** screen

- Click on **back arrow** on top left to return to report



Section 10 - How to code a VAT only invoice.

When the invoice is scanned in by Accounts Payable, the net amount should be 0 and the tax amount and the invoice amount should be the same figure.

If not reject the invoice back to AP for correction.

The school needs to enter 2 lines of coding one a credit and the other a debit – the credit line must be completed first (otherwise is will not work).

On the first line enter the GL code, the cost centre and in the DR/CR column select ‘credit’ from the drop-down menu and the amount should be the amount that was originally paid and select tax code VN.

On the second line enter the same GL code, the cost centre and in the DR/CR column select ‘debit’ from the drop-down menu and enter the same amount and the appropriate VAT code, e.g., VA for 20%.

The invoice will then go through to the Approver and once approved they will have a debit and a credit on their cost centre which will cancel each other out but still allows the VAT payment to go to the Vendor (supplier).