

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:

DFE No	
Vendor No	
Purchase Order No	

- 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).

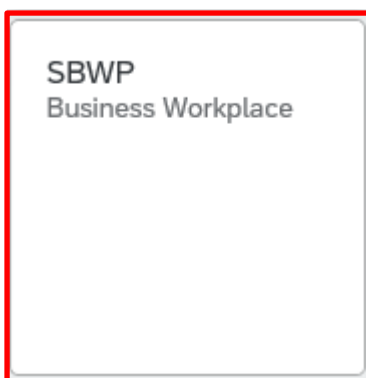
Tip

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.

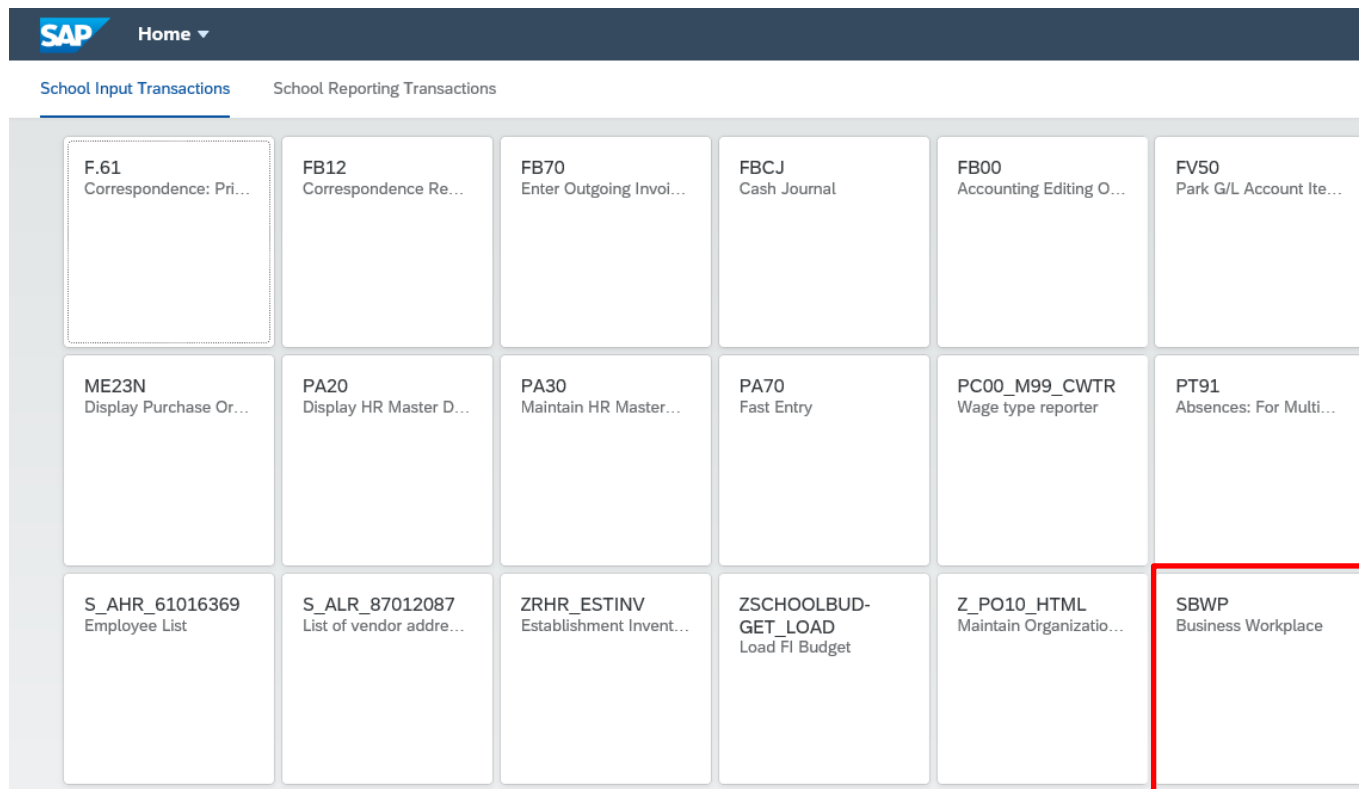
Send the invoice to the Accounts Payable Team, Room 243, at County Hall Offices in your pink folder via your area mail or see information above if you e-mail your invoices.

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.

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

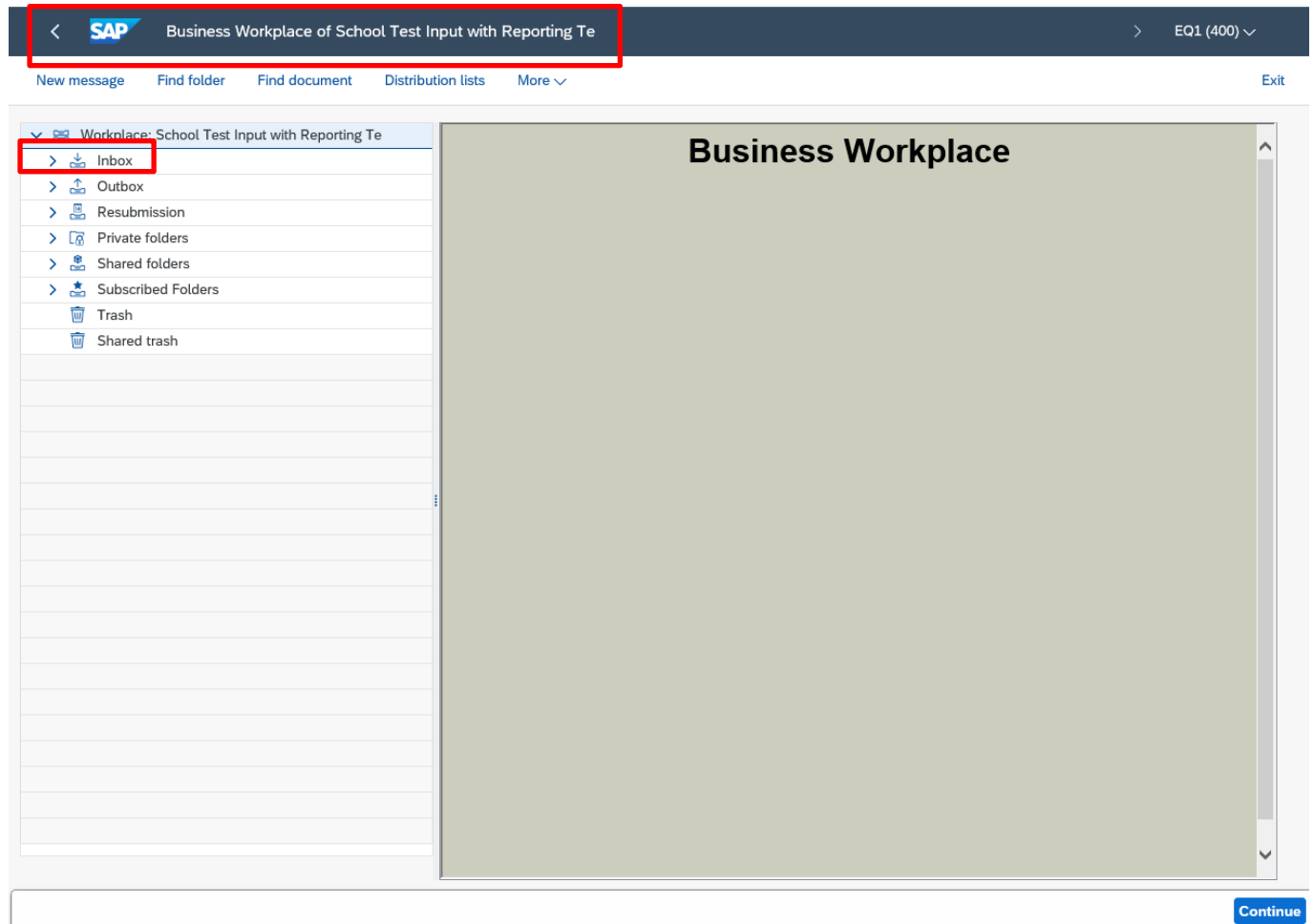


You will now be in the **SBWP Business Workplace** screen.

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.

The screenshot shows the SAP Business Workplace interface. The top navigation bar includes the SAP logo, the text 'Business Workplace of School Test Input with Reporting Te', and a user indicator 'EQ1 (400)'. Below the navigation bar are search and action buttons: 'New message', 'Find folder', 'Find document', 'Distribution lists', and 'More'. The main content area is divided into a left sidebar and a right main pane. The sidebar shows a folder tree under 'Workplace: School Test Input with Reporting Te', with 'Inbox' expanded to show 'Unread Documents 10', 'Documents 11', and 'Workflow 6' (highlighted with a red box). The main pane displays an 'Inbox' table with columns for Title, Date received, Time received, Author, Attachment, and Status. The table contains 17 rows of entries, including documents and invoices, with various statuses like 'successfully posted' and 'waiting for approval'. A 'Continue' button is located at the bottom right of the interface.

Title	Date received	Time received	Author	Attac...	Status
Your Document 1000242136 is successfully post	04.02.2022	00:00:23	Workflow System - I		🔴
Your Document 1000242135 is successfully post	04.02.2022	00:00:23	Workflow System - I		🔴
Invoice 000002646371 is waiting for approval	01.02.2022	11:48:56			🔄
Invoice 000002646372 is waiting for approval	01.02.2022	11:47:54			🔄
Your Document 1000242147 is successfully post	28.01.2022	13:13:37	Workflow System - I		🔴
Your Document 1000242147 for Cost Center CIN	28.01.2022	13:13:32	Workflow System - I		🔴
Your Document 1000241786 is successfully post	07.01.2022	00:23:17	Workflow System - I		🔴
Your Document 1000241488 is successfully post	29.12.2021	00:09:51	Workflow System - I		🔴
Your Document 1000241781 is successfully post	22.12.2021	16:05:02	Workflow System - I		🔴
Your Document 1000241781 for Cost Center CIN	22.12.2021	16:04:57	Workflow System - I		🔴
Your Document 1000241493 is successfully post	09.12.2021	11:15:48	Workflow System - I		🔴
Your Document 1000241493 for Cost Center CIP	09.12.2021	11:15:42	Workflow System - I		📧
Your Document 1000240938 is successfully post	03.12.2021	00:02:31	Workflow System - I		🔴
Invoice 000002646280 is waiting for approval	28.11.2021	23:18:58			🔄
Invoice 000002646283 is waiting for approval	26.11.2021	15:04:40			🔄
Invoice 000002646284 is waiting for approval	23.11.2021	23:41:36			🔄
Invoice 000002646281 is waiting for approval	23.11.2021	23:38:59			🔄

- Now only invoices line entries awaiting coding are displayed.

SAP Business Workplace of School Test Input with Reporting Te EQ1 (400) v

New message Find folder Find document Distribution lists More v Exit

Workplace: School Test Input with Reporting Te

Inbox

- Unread Documents 10
- Documents 11
- Workflow 6**
- Overdue entries 0
- Deadline Messages 0
- Entries with Errors 0

Outbox

- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

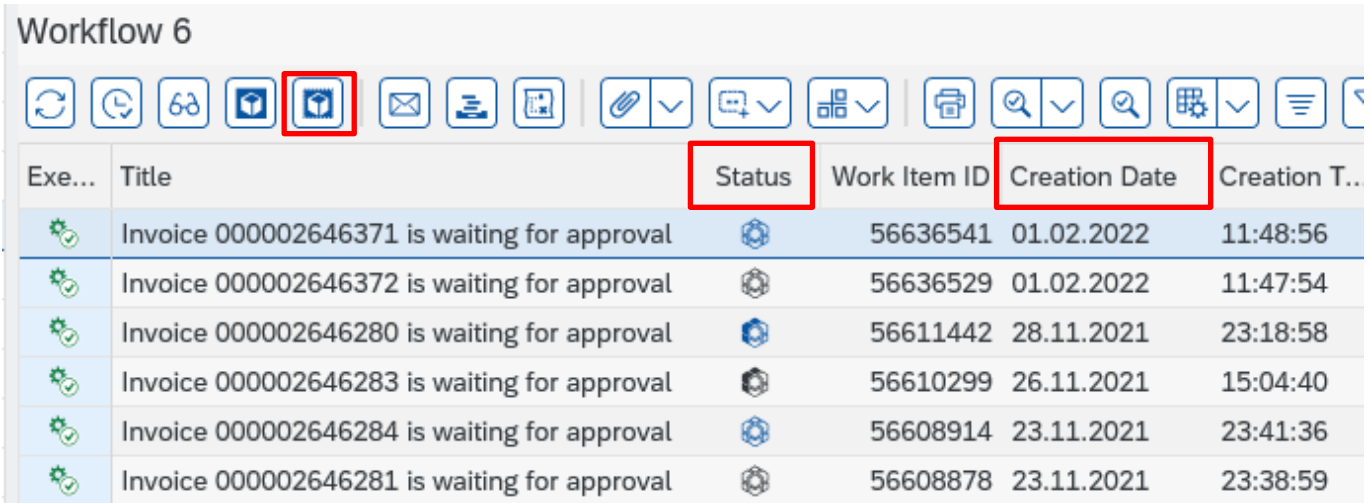
Workflow 6

Exe...	Title	Status	Work Item ID	Creation Date	Cre
	Invoice 000002646371 is waiting for approval		56636541	01.02.2022	11:
	Invoice 000002646372 is waiting for approval		56636529	01.02.2022	11:
	Invoice 000002646280 is waiting for approval		56611442	28.11.2021	23:
	Invoice 000002646283 is waiting for approval		56610299	26.11.2021	15:
	Invoice 000002646284 is waiting for approval		56608914	23.11.2021	23:
	Invoice 000002646281 is waiting for approval		56608878	23.11.2021	23:

Continue

- 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.

Workflow 6



Exe...	Title	Status	Work Item ID	Creation Date	Creation T..
	Invoice 000002646371 is waiting for approval		56636541	01.02.2022	11:48:56
	Invoice 000002646372 is waiting for approval		56636529	01.02.2022	11:47:54
	Invoice 000002646280 is waiting for approval		56611442	28.11.2021	23:18:58
	Invoice 000002646283 is waiting for approval		56610299	26.11.2021	15:04:40
	Invoice 000002646284 is waiting for approval		56608914	23.11.2021	23:41:36
	Invoice 000002646281 is waiting for approval		56608878	23.11.2021	23:38:59

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.

SAP Approve Invoice 000002646371 on behalf of SCHOOL TEST INPUT TEST

Unified Dashboard Display DP Add Attachment Display Image Display Attachments View Log Delete Attachment More ▾

pentext™
Vendor Invoice Management for SAP® Solutions

Invoice Summary

Additional Details

Special Handling Instructions

Vendor:

Vendor Invoice #:

Company Code:

Invoice Amount:

Net Amount:

* Expense Type:

Document ID:

Payment Terms: within 21 days Due net

Invoice Date:

Tax Code:

Auto-Calcul Tax:

Credit Memo: Tax Amount:

VAT balance:
Balance:

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
✓				Debit ▾	10,000.00	100.00	VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		
				Debit ▾			VA (Standard rated input ' ▾		

Time Zone: : GMTUK

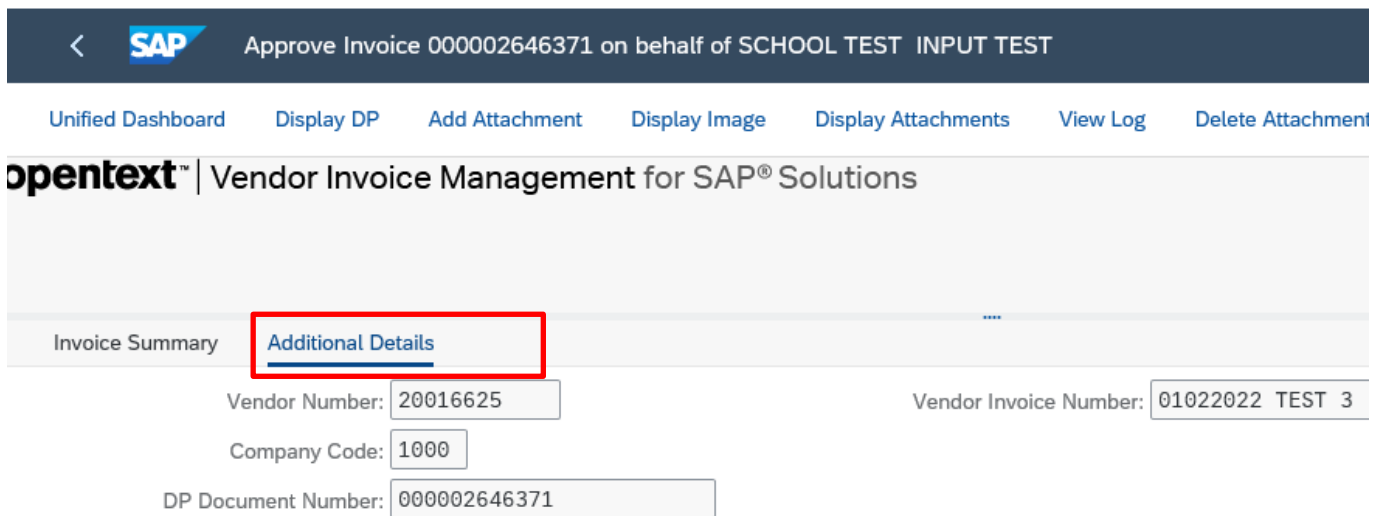
Approver	Time Stamp	Logged Action	D...	D...	Comments Summary
	01.02.2022 11:48:41	Invoice submitted for Approval			

Add Comments
 Inquire

Approve
 Reject

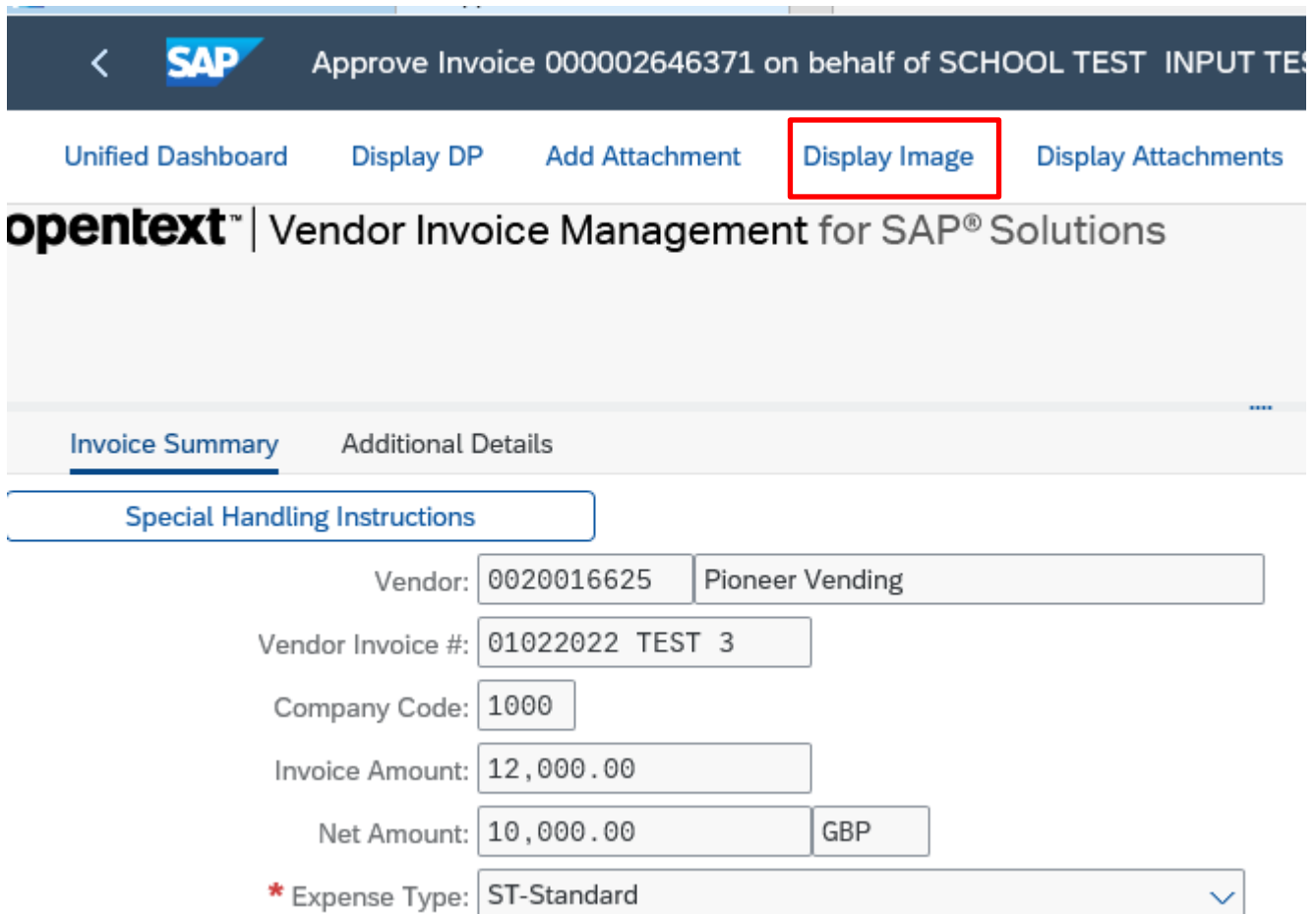
Return to Inbox

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



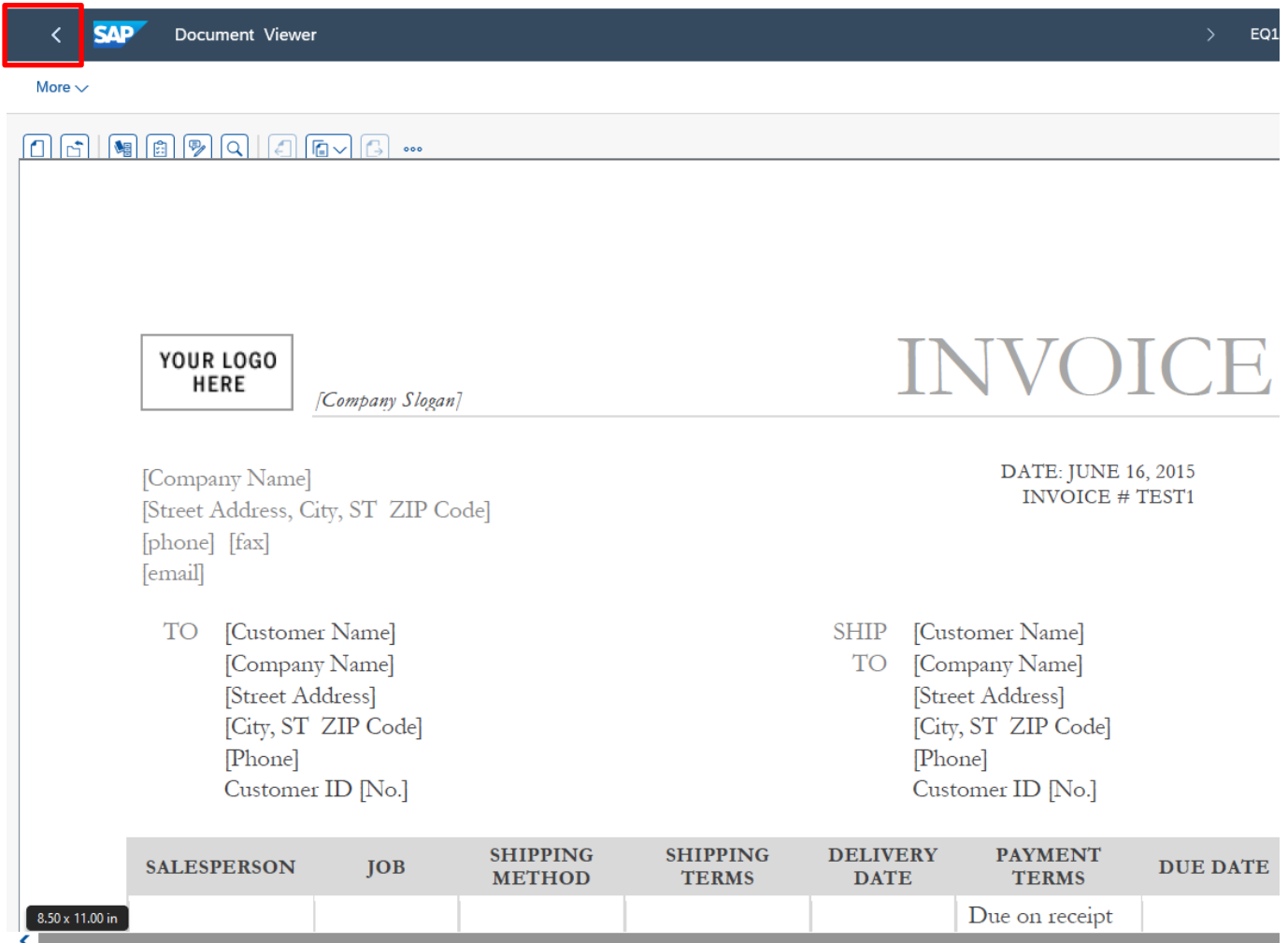
The screenshot shows the SAP Vendor Invoice Management interface. At the top, there is a dark blue header with the SAP logo and the text "Approve Invoice 000002646371 on behalf of SCHOOL TEST INPUT TEST". Below the header is a navigation bar with several links: "Unified Dashboard", "Display DP", "Add Attachment", "Display Image", "Display Attachments", "View Log", and "Delete Attachment". The main content area has a light gray background with the "opentext" logo and the text "Vendor Invoice Management for SAP® Solutions". Below this, there are two tabs: "Invoice Summary" and "Additional Details". The "Additional Details" tab is selected and highlighted with a red box. Below the tabs, there are several input fields: "Vendor Number: 20016625", "Company Code: 1000", "DP Document Number: 000002646371", and "Vendor Invoice Number: 01022022 TEST 3".

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



The screenshot shows the same SAP Vendor Invoice Management interface as the previous one. The "Display Image" button in the navigation bar is highlighted with a red box. Below the navigation bar, the "opentext" logo and the text "Vendor Invoice Management for SAP® Solutions" are visible. Below this, there are two tabs: "Invoice Summary" and "Additional Details". The "Additional Details" tab is selected. Below the tabs, there is a section titled "Special Handling Instructions" with a blue border. Below this section, there are several input fields: "Vendor: 0020016625 Pioneer Vending", "Vendor Invoice #: 01022022 TEST 3", "Company Code: 1000", "Invoice Amount: 12,000.00", "Net Amount: 10,000.00 GBP", and "* Expense Type: ST-Standard".

- 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.

SAP Approve Invoice 000002646371 on behalf of SCHOOL TEST INPUT TEST

Unified Dashboard
Display DP
Add Attachment
Display Image
Display Attachments
View Log
Delete Attachment
More ▾

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Invoice Summary
Additional Details

Special Handling Instructions

Vendor: <input type="text" value="0020016625"/> <input type="text" value="Pioneer Vending"/>	Document ID: <input type="text" value="2646371"/>
Vendor Invoice #: <input type="text" value="01022022 TEST 3"/>	Payment Terms: <input type="text" value="ZP21"/> within 21 days Due net
Company Code: <input type="text" value="1000"/>	Invoice Date: <input type="text" value="01.02.2022"/>
Invoice Amount: <input type="text" value="12,000.00"/>	Tax Code: <input type="text" value="VA (Standard rated input VAT ..."/> ▾
Net Amount: <input type="text" value="10,000.00"/> <input type="text" value="GBP"/>	Auto-Calcul Tax: <input type="checkbox"/>
* Expense Type: <input type="text" value="ST-Standard"/> ▾	Credit Memo: <input type="checkbox"/> Tax Amount: <input type="text" value="2,000.00"/>

VAT balance:
Balance:

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.
<input type="radio"/>	<input type="text"/>			Debit ▾	10,000.00	100.00	VA (Standard rated input ' ▾	<input type="text"/>
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾	

- 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.

G/L Account Number (1)

> G/L account no. in chart of accounts G/L account description in chart of accounts

Long Text	ChAc	G/L Acct
<input type="radio"/> Printed advertising material	CACH	66100
<input type="radio"/> Printed matter	CACH	65010
<input type="radio"/> Printed matter	CASE	615000
<input type="radio"/> Printed matters	CANO	682000
<input checked="" type="radio"/> Printing/Stationery	DCC	143000

5 Entries found

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.

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.
<input checked="" type="radio"/>	143000		CIP0011	Debit	10,000.00	100.00	VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		
<input type="radio"/>				Debit			VA (Standard rated input '...		

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	D...	D...	Comments Summary
	01.02.2022 11:48:41	Invoice submitted for Approval			

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.

Please Enter or Change G/L Account Information

D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.	WBS Elem.	Order	Text
Debit	10,000.00	100.00	VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				
Debit			VA (Standard rated input '1				

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.

VAT balance: 1,000.00- Balance:

Please Enter or Change G/L Account Information

St...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code
✓	143000	Printing/Stationery	CIP0011	Debit	5,000.00	50.00	VA (Standard rated input '1
✓	140000	Equipment	CIP0011	Debit	5,000.00	50.00	VA (Standard rated inp...
				Debit			VA (Standard rated input '1
				Debit			VA (Standard rated input '1
				Debit			VA (Standard rated input '1
				Debit			VA (Standard rated input '1
				Debit			VA (Standard rated input '1
				Debit			VA (Standard rated input '1

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.

VAT balance: 1,000.00- Balance:

Please Enter or Change G/L Account Information

St...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code
✓	143000	Printing/Stationery	CIP0011	Debit	5,000.00	50.00	VA (Standard rated input '1
✓	140000	Equipment	CIP0011	Debit	5,000.00	50.00	VN (Non Business (outsid
				Debit			VA (Standard rated input '1

- 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.

Before sending the invoice for approval: -

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

The screenshot shows the SAP Vendor Invoice Management interface for document 2646371. The 'Special Handling Instructions' tab is active, displaying invoice details such as Vendor (0020016625), Invoice Amount (12,000.00), and Net Amount (10,000.00). Two red boxes highlight the 'VAT balance: 0.00' and 'Balance: 0.00' fields. Below this is a table for 'Please Enter or Change G/L Account Information' with columns for G/L Acc, Short Text, Cost Ctr, D/C indic., Item Amount, Percentage, Tax code, Tax Jur., and WBS Elem. The first row shows a debit entry for 'Printing/Stationery' with an amount of 10,000.00. At the bottom, an 'Approver' table shows a single entry for 'Invoice submitted for Approval' on 01.02.2022. The 'Approve' button is highlighted with a red box.

St...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.	WBS Elem
<input checked="" type="radio"/>	143000	Printing/Stationery	CIP0011	Debit	10,000.00	100.00	VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		
<input type="radio"/>				Debit			VA (Standard rated input		

Approver	Time Stamp	Logged Action	D...	D...	Comments Summary
	01.02.2022 11:48:41	Invoice submitted for Approval			

(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’**

Home | Approve Confirmation

SAP Approve Confirmation

More ▾

Next Approver

Next Proposed Approver	Override Approver	Name
MIA PORTER		Search

Comments:

You can add a comment to your approver here

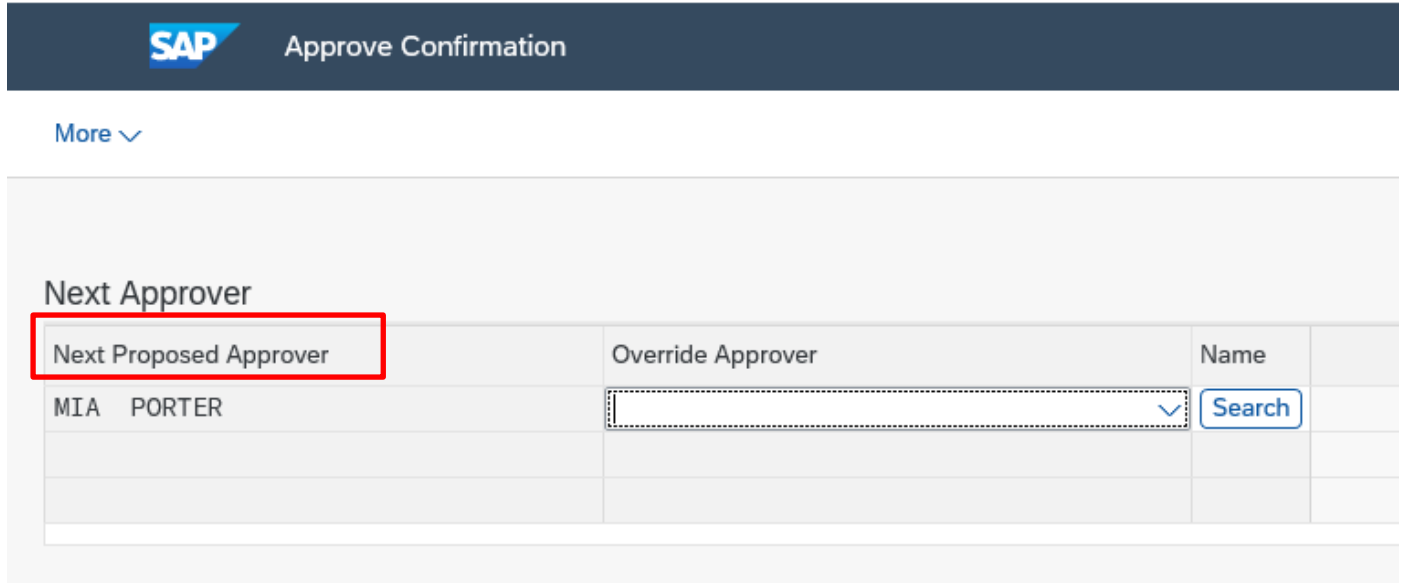
Approve Cancel

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.

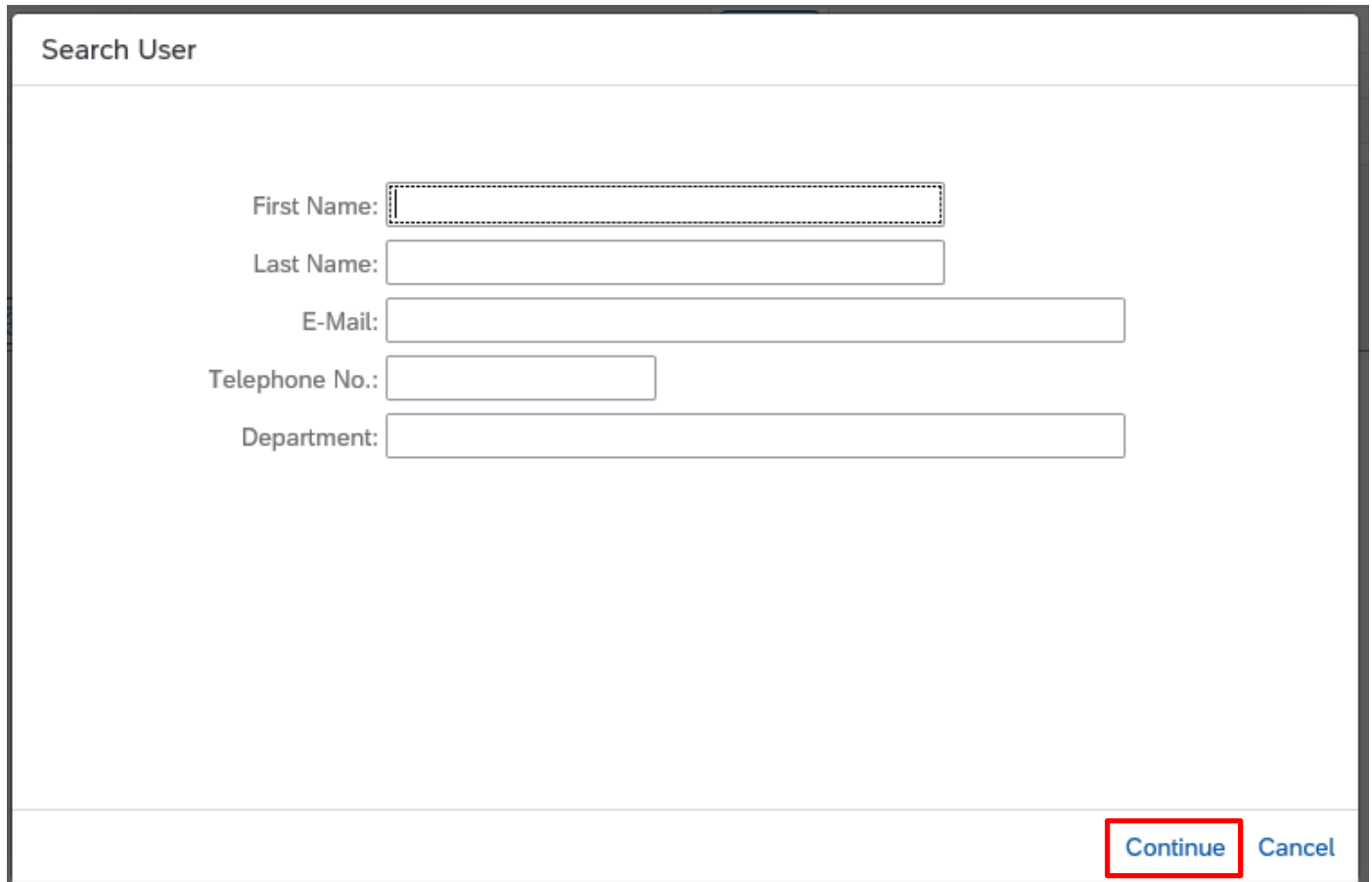
- Click on **Search**



The screenshot shows the SAP 'Approve Confirmation' interface. At the top, there is a dark blue header with the SAP logo and the text 'Approve Confirmation'. Below the header, there is a 'More' dropdown menu. The main content area is titled 'Next Approver' and contains a table with the following structure:

Next Proposed Approver	Override Approver	Name	
MIA PORTER	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

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



The screenshot shows a 'Search User' pop-up box with the following fields:


- First Name:
- Last Name:
- E-Mail:
- Telephone No.:
- Department:

At the bottom right of the pop-up box, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

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

Search User ✕

First Name	Last Name	Phone	Department	Email
MIA	PORTER			DI.GEE@DERBYSHIRE.GOV.UK
SCHOOL TEST	APPROVER TEST			SCHOOLAPPROV@RIPLEYNURSERY.DERBYS



Your chosen Approver will now appear in **‘Override Approver’**

- Click **Approve**

Next Approver

Next Proposed Approver	Override Approver	Name
MIA PORTER	SCHOOL TEST APPROVER TEST	<input type="text" value="Search"/>

✔ 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

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.

SAP Approve Invoice 000002646281 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

Vendor: 0020016625 Pioneer Vending	Document ID: 2646281
Vendor Invoice #: 23112021 TEST B	Payment Terms: ZP21 within 21 days Due net
Company Code: 1000	Invoice Date: 23.11.2021
Invoice Amount: 1,200.00	Tax Code: VA (Standard rated input VAT ... ▾)
Net Amount: 1,000.00 GBP	Auto-Calcul Tax: <input type="checkbox"/>
* Expense Type: ST-Standard ▾	Credit Memo: <input type="checkbox"/> Tax Amount: 200.00

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 El
<input type="radio"/>	✓ 143000	Printing/Stationery	CIN1	Debit ▾	1,000.00	100.00	VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		

Time Zone: GMTUK

Approver	Time Stamp	Logged Action	D...	D...	Comments Summary
SCHOOL TEST INPUT WITH REPORTING TEST	22.02.2022 16:36:22	User returned the invoice back to th			
SCHOOL TEST INPUT TEST	26.11.2021 14:11:55	User returned the invoice back to th			
SCHOOL TEST INPUT TEST	26.11.2021 14:08:34	User returned the invoice back to th			
SCHOOL TEST INPUT TEST	26.11.2021 14:08:33	Comment entered			FQ1 test add comment and return to inbox
	23.11.2021 23:38:43	Invoice submitted for Approval			

Add Comments

Inquire

Approve

Reject

Return to Inbox

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.

The screenshot shows the SAP 'Change General Comments' interface. At the top left, a back arrow icon is highlighted with a red box. The title bar reads 'SAP Change General Comments.: DPNPO000002646281000056608878019 Approval'. Below the title bar is a menu bar with options: 'Select Text', 'Insert', 'Line', 'Format', 'Page', 'Paste', 'Replace', 'Program Symbols...', and 'Symb'. The main area is a table with columns 'F...', 'L...', 'Row Text', and 'R..'. The first row contains a '*' in the 'L...' column and a text input field in the 'Row Text' column containing the placeholder text 'Add your comments here'. This input field is also highlighted with a red box. At the bottom right of the screen, there is a blue 'Save' button.

- Click **Return to Inbox**

SAP Approve Invoice 000002646281 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

Vendor: 0020016625 Pioneer Vending	Document ID: 2646281
Vendor Invoice #: 23112021 TEST B	Payment Terms: ZP21 within 21 days Due net
Company Code: 1000	Invoice Date: 23.11.2021
Invoice Amount: 1,200.00	Tax Code: VA (Standard rated input VAT ... ▾)
Net Amount: 1,000.00 GBP	Auto-Calcul Tax: <input type="checkbox"/>
* Expense Type: ST-Standard ▾	Credit Memo: <input type="checkbox"/> Tax Amount: 200.00

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 El
<input type="radio"/>	✓ 143000	Printing/Stationery	CIN	Debit ▾	1,000.00	100.00	VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		
<input type="radio"/>				Debit ▾			VA (Standard rated input ' ▾		

Time Zone: : GMTUK

Approver	Time Stamp	Logged Action	D...	D...	Comments Summary
SCHOOL TEST INPUT WITH REPORTING TEST	22.02.2022 16:36:22	User returned the invoice back to th			
SCHOOL TEST INPUT TEST	26.11.2021 14:11:55	User returned the invoice back to th			
SCHOOL TEST INPUT TEST	26.11.2021 14:08:34	User returned the invoice back to th			
SCHOOL TEST INPUT TEST	26.11.2021 14:08:33	Comment entered			FQ1 test add comment and return to inbox
	23.11.2021 23:38:43	Invoice submitted for Approval			

Add Comments	Inquire	Approve	Reject	Return to Inbox
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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.



Exe...	Title	Status
	Invoice 000002646371 is waiting for approval	
	Invoice 000002646372 is waiting for approval	
	Invoice 000002646280 is waiting for approval	
	Invoice 000002646283 is waiting for approval	
	Invoice 000002646284 is waiting for approval	
	Invoice 000002646281 is waiting for approval	

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 **85xxxxxxxx**).
- 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.

SAP Approve Invoice 000002646284 on behalf of SCHOOL TEST INPUT TEST

Unified Dashboard Display DP Add Attachment Display Image Display Attachments View Log Delete Attachment More ▾

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Invoice Summary Additional Details

Special Handling Instructions

Vendor:

Vendor Invoice #:

Company Code:

Invoice Amount:

Net Amount:

* Expense Type:

Document ID:

Payment Terms: within 21 days Due net

Invoice Date:

Tax Code:

Auto-Calcul Tax:

Credit Memo: Tax Amount:

VAT balance:
Balance:

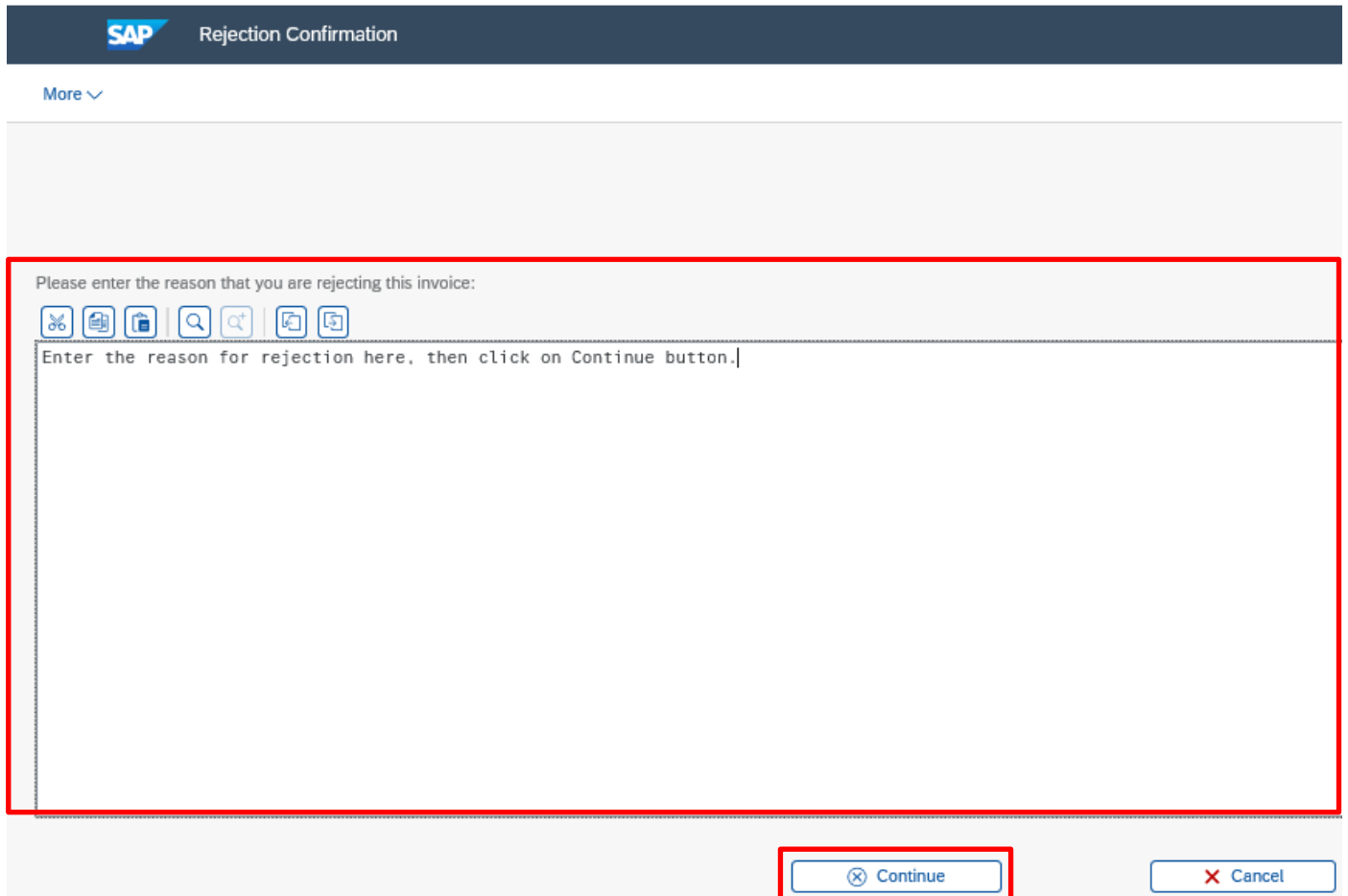
Please Enter or Change G/L Account Information

St...	G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amount	Percentage	Tax code	Tax Jur.	WBS Elem
<input type="radio"/>	<input checked="" type="checkbox"/>			Debit ▾	1,200.00	100.00	VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		

Time Zone: : GMTUK

Approver	Time Stamp	Logged Action	D...	D...	Comments Summary
	23.11.2021 23:41:10	Invoice submitted for Approval			

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



The screenshot shows the SAP 'Rejection Confirmation' dialog box. At the top, there is a dark blue header with the SAP logo and the text 'Rejection Confirmation'. Below the header, there is a 'More' dropdown menu. The main area of the dialog is a large text input field with a red border. Above the input field, there is a prompt: 'Please enter the reason that you are rejecting this invoice:'. Below the prompt, there is a toolbar with icons for undo, redo, search, and other functions. The input field contains the text: 'Enter the reason for rejection here, then click on Continue button.' At the bottom of the dialog, there are two buttons: 'Continue' (with a red border) and 'Cancel'.

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.

SAP 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: <input type="text" value="0020016625"/> <input type="text" value="Pioneer Vending"/>	Document ID: <input type="text" value="2646283"/>
Vendor Invoice #: <input type="text" value="23112021 TEST D"/>	Payment Terms: <input type="text" value="ZP21"/> within 21 days Due net
Company Code: <input type="text" value="1000"/>	Invoice Date: <input type="text" value="23.11.2021"/>
Invoice Amount: <input type="text" value="120.00"/>	Tax Code: <input type="text" value="VN (Non Business (outside th..."/>
Net Amount: <input type="text" value="120.00"/> <input type="text" value="GBP"/>	Auto-Calcul Tax: <input type="checkbox"/>
* Expense Type: <input type="text" value="ST-Standard"/>	Credit Memo: <input type="checkbox"/> Tax Amount: <input style="border: 1px dashed black;" type="text"/>

VAT balance: <input type="text" value="0.00"/>	Balance: <input type="text" value="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
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				Debit			VN (Non Business (outsid		
<input type="radio"/>				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	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
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- 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.

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	Document ID:	2646283
Vendor Invoice #:	23112021 TEST D	Payment Terms:	ZP21 within 21 days Due net
Company Code:	1000	Invoice Date:	23.11.2021
Invoice Amount:	120.00	Tax Code:	VN (Non Business (outside th... ▾)
Net Amount:	120.00 GBP	Auto-Calcul Tax:	<input type="checkbox"/>
* Expense Type:	ST-Standard ▾	Credit Memo:	<input type="checkbox"/>
		Tax Amount:	<input type="text"/>

VAT balance: Balance:

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
<input type="radio"/>	✓ 143010	Admin P and S		Debit ▾	120.00	100.00	VN (Non Business (outsid		
<input type="radio"/>	✓ 143000	Printing/Stationery	CIN	Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		<input type="text"/>
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				Debit ▾			VN (Non Business (outsid		
<input type="radio"/>				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	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			

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.

The screenshot shows the SAP Fiori home screen with a dark blue header containing the SAP logo and a 'Home' dropdown menu. Below the header, there are two tabs: 'School Input Transactions' (active) and 'School Reporting Transactions'. The main content area is a grid of 18 transaction code tiles arranged in 3 rows and 6 columns. The tile 'S_ALR_87012087 List of vendor address...' is highlighted with a red border.

Transaction Code	Description
F.61	Correspondence: Pri...
FB12	Correspondence Re...
FB70	Enter Outgoing Invoi...
FBCJ	Cash Journal
FB00	Accounting Editing O...
FV50	Park G/L Account Ite...
ME23N	Display Purchase Or...
PA20	Display HR Master D...
PA30	Maintain HR Master...
PA70	Fast Entry
PC00_M99_CWTR	Wage type reporter
PT91	Absences: For Multi...
S_AHR_61016369	Employee List
S_ALR_87012087	List of vendor addre...
ZRHR_ESTINV	Establishment Invent...
ZSCHOOLBUD-GET_LOAD	Load FI Budget
Z_PO10_HTML	Maintain Organizatio...
SBWP	Business Workplace

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

< **SAP** List of vendor addresses

Save as Variant... Dynamic selections More ▾

Vendor selection

Vendor account:

to:

Selection Using Search Help

Search Help ID:

Search String:

Program selections

Decimal comma instead of decim:

Output Format

SAP List Viewer

ABAP List Display as table

Graphic Word processing

ABC analysis Spreadsheet

File Store

Save with ID

- 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.

Account Number of Vendor or Creditor (1) ✕

Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code Suppliers by Country ...

Search term:

Country:

Postal Code:

City:

Name:

Vendor:

Deletion flag:

Maximum No. of Hits:

- 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.

Account Number of Vendor or Creditor (1) ✕

Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code ⋮

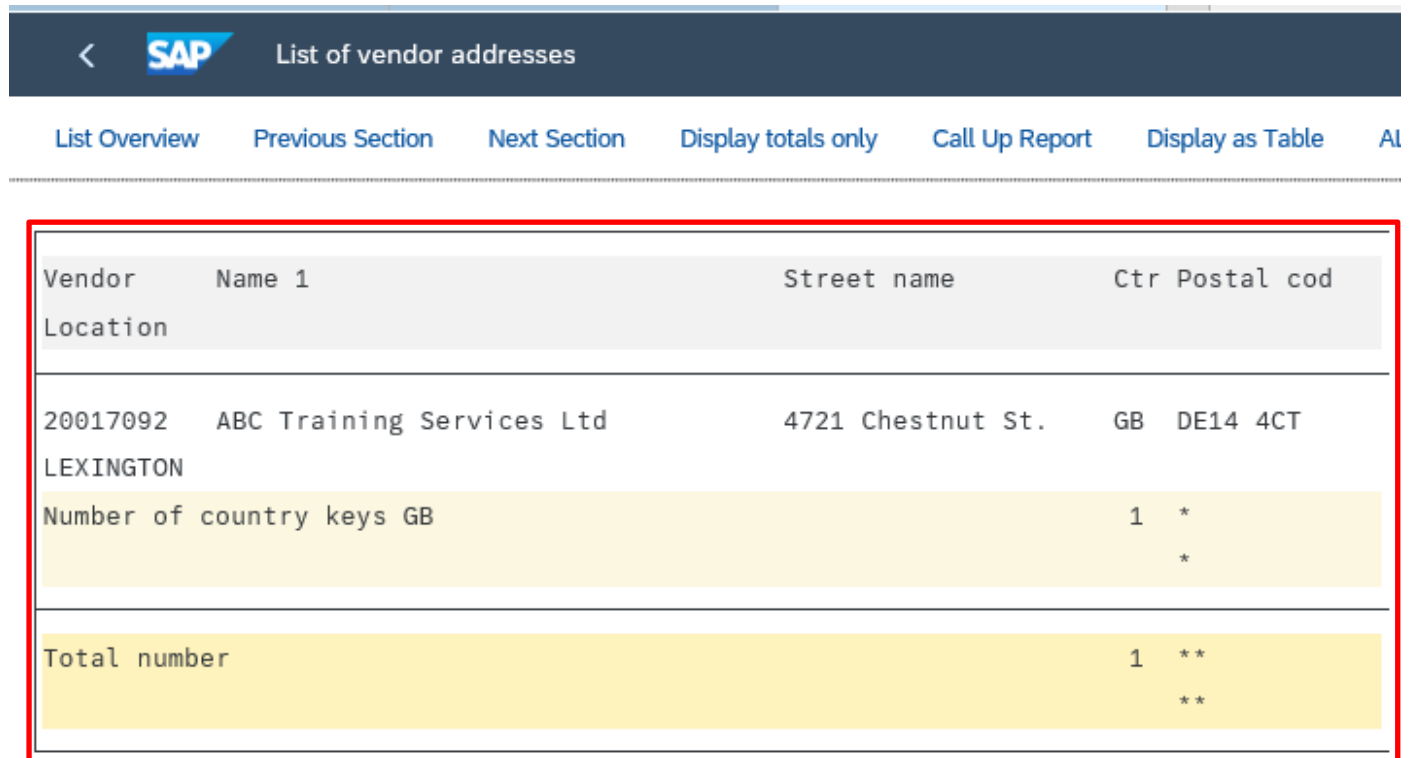
	SearchTerm	Cty	PostalCode	City	Name 1	Vendor
<input checked="" type="radio"/>	ABC	GB	DE14 4CT	LEXINGTON	ABC TRAINING SERVICES LTD	20017092
<input type="radio"/>	ABC	GB	LE2 8GV	GEORGETOWN	ABC TAXI (LEICESTER) LTD	20036250
<input type="radio"/>	ABC	GB	S43 6LQ	KINGSTON	ABC NURSERY	30000246
<input type="radio"/>	ABC	GB	WA15 3OQ	GREENVILLE	ABC DOES LTD	20017790
<input type="radio"/>	ABC	GB	WS13 8BO	MADISON	ABC TEACHERS LTD	20005654
<input type="radio"/>	BHBISYP	GB	DE72 5MT	WINCHESTER	ABCX GCAE	60005409
<input type="radio"/>	BLOCKED	GB	BH24 8LV	WINCHESTER	ABC TONER CARTRIDGES LTD	20013757
<input type="radio"/>	BLOCKED	GB	CV21 2WT	MADISON	ABC TAXIS RUGBY	20028837
<input type="radio"/>	BLOCKED	GB	DE11 5PJ	ARLINGTON	ABC CLEANING & MAINTENANC	20000084
<input type="radio"/>	BLOCKED	GB	DE21 7XP	WINCHESTER	ABC COACHING	20027380
<input type="radio"/>	BLOCKED	GB	DE7 9GV	SPRINGFIELD	ABC COACHING	20017046
<input type="radio"/>	BLOCKED	GB	L19 3FU	MILTON	ABCMOTIVATE	20023005
<input type="radio"/>	BLOCKED	GB	M44 9OH	ARLINGTON	ABC INDUSTRIAL DOORS LTD	20025291
<input type="radio"/>	BLOCKED	GB	NG3 1SW	DOVER	ABC DANCE SCHOOL	20024275
<input type="radio"/>	BLOCKED	GB	OL3 9KH	MILTON	ABC SUCCESS	20028560
<input type="radio"/>	BLOCKED	GB	PE20 2UY	LEXINGTON	ABC BOATS	20017368
<input type="radio"/>	BLOCKED	GB	S43 5YS	GEORGETOWN	ABC NURSERY	30000276
<input type="radio"/>	BLOCKED	GB	S43 7GR	ARLINGTON	ABC NURSERY	20005656
<input type="radio"/>	BLOCKED	GB	SE1 7WN	LEXINGTON	ABCD INSPIRING CHORAL LEA	20028474
<input type="radio"/>	BLOCKED	GB	SP1 2NO	GEORGETOWN	ABC PRODUCTION	20000085

36 Entries found

- 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 screenshot shows the SAP 'List of vendor addresses' interface. At the top, there is a dark blue header with the SAP logo and the text 'List of vendor addresses'. Below the header, there are three menu items: 'Save as Variant...', 'Dynamic selections', and 'More'. The main content area is divided into several sections: 'Vendor selection' with a 'Vendor account' field containing '20017092' (highlighted with a red box) and a 'to:' field; 'Selection Using Search Help' with 'Search Help ID' and 'Search String' fields and a 'Search Help' button; 'Program selections' with a 'Decimal comma instead of decim:' checkbox; and 'Output Format' with radio buttons for 'SAP List Viewer', 'ABAP List' (selected), 'Graphic', 'ABC analysis', 'File Store', and 'Save with ID', along with radio buttons for 'Display as table', 'Word processing', and 'Spreadsheet'. At the bottom right, there is a blue 'Execute' button (highlighted with a red box).

The following is displayed:-



The screenshot shows the SAP 'List of vendor addresses' interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'List of vendor addresses'. Below this, there are several menu options: 'List Overview', 'Previous Section', 'Next Section', 'Display totals only', 'Call Up Report', 'Display as Table', and 'All'. The main content area displays a table of vendor addresses. The table has columns for 'Vendor', 'Name 1', 'Street name', and 'Ctr Postal cod'. The first entry is for Vendor 20017092, Name 1 'ABC Training Services Ltd', Street name '4721 Chestnut St.', and Ctr Postal cod 'GB DE14 4CT'. Below this, there are summary rows for 'Number of country keys GB' and 'Total number', both showing a count of 1. The table is highlighted with a red border.

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

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.

Account Number of Vendor or Creditor (1) ✕

➤ Suppliers (General)
Suppliers by Country/Company Code
Suppliers by Company Code
Suppliers by Country
...

★ 🔍 🔍 🔍

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

47 Entries found

🔍 ↕ ✔ 📄 ✕

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

Vendor selection

Vendor account: 20017092 to:

Selection Using Search Help

Search Help ID:

Search String:

Search Help

Execute

Vendor	Name 1	Street name	Ctr	Postal cod
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.

Account Number of Vendor or Creditor (1)

Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code Suppliers by Country ...

Search term:

Country:

Postal Code:

City:

Name:

Vendor:

Deletion flag:

Maximum No. of Hits:

Account Number of Vendor or Creditor (1)

Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code Suppliers by Country ...

SearchTerm	Cty	PostalCode	City	Name 1	Vendor
ABC	GB	DE14 4CT	LEXINGTON	ABC TRAINING SERVICES LTD	20017092

1 Entry found

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.

Vendor selection

Vendor account: 20017092 to:

Selection Using Search Help

Search Help ID:

Search String:

Search Help

Program selections

Decimal comma instead of decim:

Execute

The Vendor’s details are displayed.

Vendor	Name 1	Street name	Ctr	Postal cod
20017092	ABC Training Services Ltd	4721 Chestnut St.	GB	DE14 4CT
Location				
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.

The screenshot shows the SAP Home dashboard with a grid of transaction codes. The 'S_ALR_87012087 List of vendor address...' app is highlighted with a red box. The dashboard includes the SAP logo, a 'Home' dropdown menu, and two tabs: 'School Input Transactions' and 'School Reporting Transactions'. The grid contains the following transaction codes and descriptions:

F.61 Correspondence: Pri...	FB12 Correspondence Re...	FB70 Enter Outgoing Invoi...	FBCJ Cash Journal	FB00 Accounting Editing O...	FV50 Park G/L Account Ite...
ME23N Display Purchase Or...	PA20 Display HR Master D...	PA30 Maintain HR Master...	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multi...
S_AHR_61016369 Employee List	S_ALR_87012087 List of vendor addre...	ZRHR_ESTINV Establishment Invent...	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PO10_HTML Maintain Organizatio...	SBWP Business Workplace

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

< **SAP** List of vendor addresses

Save as Variant... Dynamic selections More v

Vendor selection

Vendor account: to:

Selection Using Search Help

Search Help ID:

Search String:

Program selections

Decimal comma instead of decim:

Output Format

SAP List Viewer

ABAP List Display as table

Graphic Word processing

ABC analysis Spreadsheet

File Store

Save with ID

- 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)

Account Number of Vendor or Creditor (1) ✕

Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code ⋮

Search term:

Country:

Postal Code:

City:

Name:

Vendor:

Deletion flag:

Maximum No. of Hits:

- 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



Account Number of Vendor or Creditor (1) ✕

> **Suppliers (General)** Suppliers by Country/Company Code Suppliers by Company Code ...

	SearchTerm	Cty	PostalC...	City	Name 1	Vendor	DelF
<input type="radio"/>	ABC	GB	DE14 4CT	LEXINGTON	ABC TRAINING SERVICES LTD	20017092	
<input type="radio"/>	ABC	GB	LE2 8GV	GEORGETOWN	ABC TAXI (LEICESTER) LTD	20036250	
<input checked="" type="radio"/>	ABC	GB	S43 6LQ	KINGSTON	ABC NURSERY	30000246	
<input type="radio"/>	ABC	GB	WA15 3OQ	GREENVILLE	ABC DOES LTD	20017790	
<input type="radio"/>	ABC	GB	WS13 8BO	MADISON	ABC TEACHERS LTD	20005654	
<input type="radio"/>	BHBISYP	GB	DE72 5MT	WINCHESTER	ABCX GCAE	60005409	X
<input type="radio"/>	BLOCKED	GB	BH24 8LV	WINCHESTER	ABC TONER CARTRIDGES LTD	20013757	
<input type="radio"/>	BLOCKED	GB	CV21 2WT	MADISON	ABC TAXIS RUGBY	20028837	
<input type="radio"/>	BLOCKED	GB	DE11 5PJ	ARLINGTON	ABC CLEANING & MAINTENANC	20000084	X
<input type="radio"/>	BLOCKED	GB	DE21 7XP	WINCHESTER	ABC COACHING	20027380	
<input type="radio"/>	BLOCKED	GB	DE7 9GV	SPRINGFIELD	ABC COACHING	20017046	X
<input type="radio"/>	BLOCKED	GB	L19 3FU	MILTON	ABCMOTIVATE	20023005	X
<input type="radio"/>	BLOCKED	GB	M44 9OH	ARLINGTON	ABC INDUSTRIAL DOORS LTD	20025291	X
<input type="radio"/>	BLOCKED	GB	NG3 1SW	DOVER	ABC DANCE SCHOOL	20024275	X
<input type="radio"/>	BLOCKED	GB	OL3 9KH	MILTON	ABC SUCCESS	20028560	
<input type="radio"/>	BLOCKED	GB	PE20 2UY	LEXINGTON	ABC BOATS	20017368	X
<input type="radio"/>	BLOCKED	GB	S43 5YS	GEORGETOWN	ABC NURSERY	30000276	X
<input type="radio"/>	BLOCKED	GB	S43 7GR	ARLINGTON	ABC NURSERY	20005656	X
<input type="radio"/>	BLOCKED	GB	SE1 7WN	LEXINGTON	ABCD INSPIRING CHORAL LEA	20028474	
<input type="radio"/>	BLOCKED	GB	SP1 2NO	GEORGETOWN	ABC PRODUCTION	20000085	X

36 Entries found

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.

Account Number of Vendor or Creditor (1)
✕

➤ **Suppliers (General)**
Suppliers by Country/Company Code
Suppliers by Company Code
⋮

★
🔍
🔍

	SearchTerm	Cty	PostalCode	City	Name 1	Vendor
<input type="radio"/>	ABC	GB	DE14 4CT	LEXINGTON	ABC TRAINING SERVICES LTD	20017092
<input type="radio"/>	ABC	GB	LE2 8GV	GEORGETOWN	ABC TAXI (LEICESTER) LTD	20036250
<input type="radio"/>	ABC	GB	S43 6LQ	KINGSTON	ABC NURSERY	30000246
<input type="radio"/>	ABC	GB	WA15 3OQ	GREENVILLE	ABC DOES LTD	20017790
<input type="radio"/>	ABC	GB	WS13 8BO	MADISON	ABC TEACHERS LTD	20005654
<input type="radio"/>	BHBISYP	GB	DE72 5MT	WINCHESTER	ABCX GCAE	60005409
<input type="radio"/>	BLOCKED	GB	BH24 8LV	WINCHESTER	ABC TONER CARTRIDGES LTD	20013757
<input type="radio"/>	BLOCKED	GB	CV21 2WT	MADISON	ABC TAXIS RUGBY	20028837
<input type="radio"/>	BLOCKED	GB	DE11 5PJ	ARLINGTON	ABC CLEANING & MAINTENANC	20000084
<input type="radio"/>	BLOCKED	GB	DE21 7XP	WINCHESTER	ABC COACHING	20027380
<input type="radio"/>	BLOCKED	GB	DE7 9GV	SPRINGFIELD	ABC COACHING	20017046
<input type="radio"/>	BLOCKED	GB	L19 3FU	MILTON	ABCMOTIVATE	20023005
<input type="radio"/>	BLOCKED	GB	M44 9OH	ARLINGTON	ABC INDUSTRIAL DOORS LTD	20025291
<input type="radio"/>	BLOCKED	GB	NG3 1SW	DOVER	ABC DANCE SCHOOL	20024275
<input type="radio"/>	BLOCKED	GB	OL3 9KH	MILTON	ABC SUCCESS	20028560
<input type="radio"/>	BLOCKED	GB	PE20 2UY	LEXINGTON	ABC BOATS	20017368
<input type="radio"/>	BLOCKED	GB	S43 5YS	GEORGETOWN	ABC NURSERY	30000276
<input type="radio"/>	BLOCKED	GB	S43 7GR	ARLINGTON	ABC NURSERY	20005656
<input type="radio"/>	BLOCKED	GB	SE1 7WN	LEXINGTON	ABCD INSPIRING CHORAL LEA	20028474
<input type="radio"/>	BLOCKED	GB	SP1 2NO	GEORGETOWN	ABC PRODUCTION	20000085

36 Entries found

🔍
📄
✔
🔍
✕

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

< **SAP** List of vendor addresses

Save as Variant... Dynamic selections More ▾

Vendor selection

Vendor account: to:

Selection Using Search Help

Search Help ID:

Search String:

Program selections

Decimal comma instead of decim:

Output Format

SAP List Viewer

ABAP List Display as table


Graphic Word processing

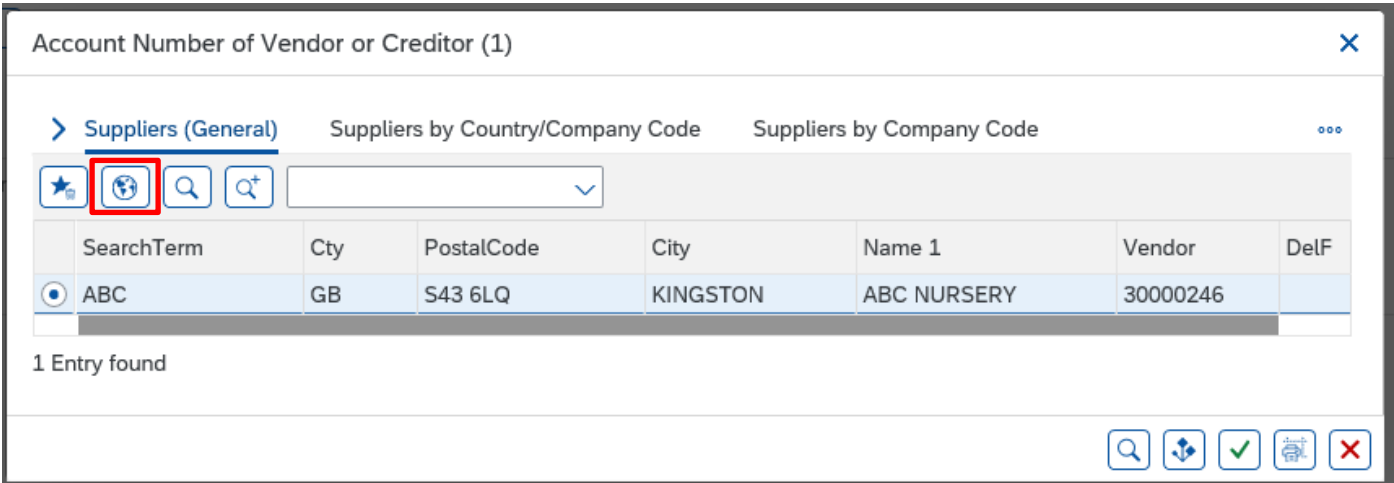
ABC analysis Spreadsheet

File Store

Save with ID

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



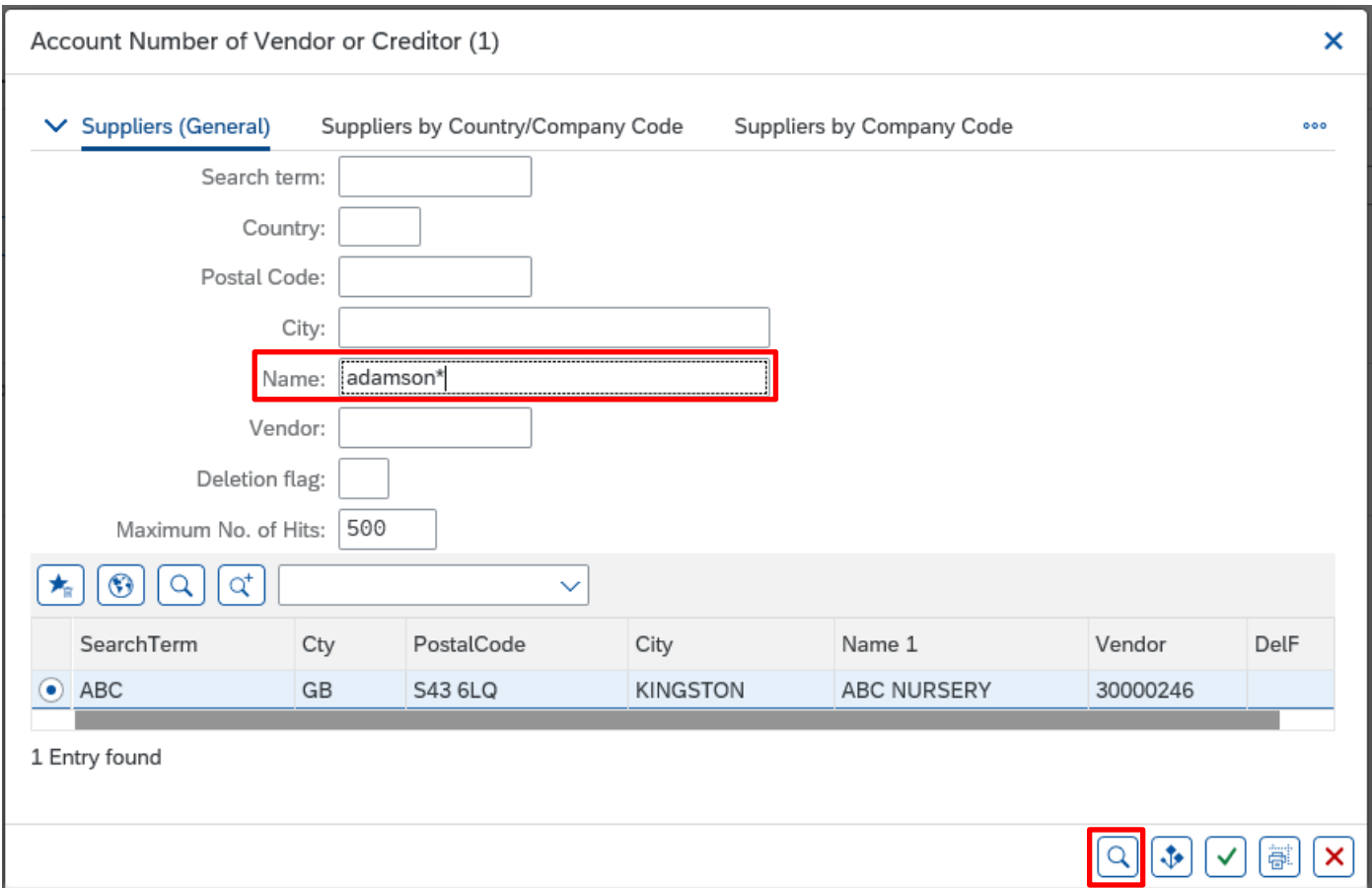
Account Number of Vendor or Creditor (1)

Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code

SearchTerm: ABC Cty: GB PostalCode: S43 6LQ City: KINGSTON Name 1: ABC NURSERY Vendor: 30000246 DelF:

1 Entry found

- 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.



Account Number of Vendor or Creditor (1)


Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code

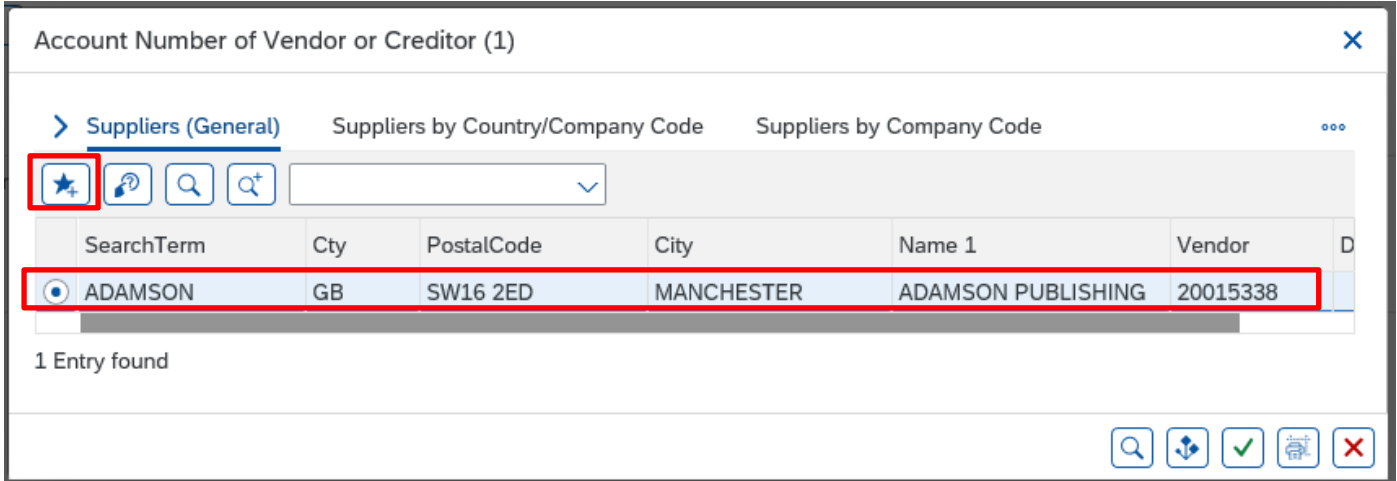
Search term: Country: Postal Code: City: Name: **adamson*** Vendor: Deletion flag: Maximum No. of Hits: 500

SearchTerm: ABC Cty: GB PostalCode: S43 6LQ City: KINGSTON Name 1: ABC NURSERY Vendor: 30000246 DelF:

1 Entry found





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 








Account Number of Vendor or Creditor (1) ✕

> **Suppliers (General)** Suppliers by Country/Company Code Suppliers by Company Code ⋮

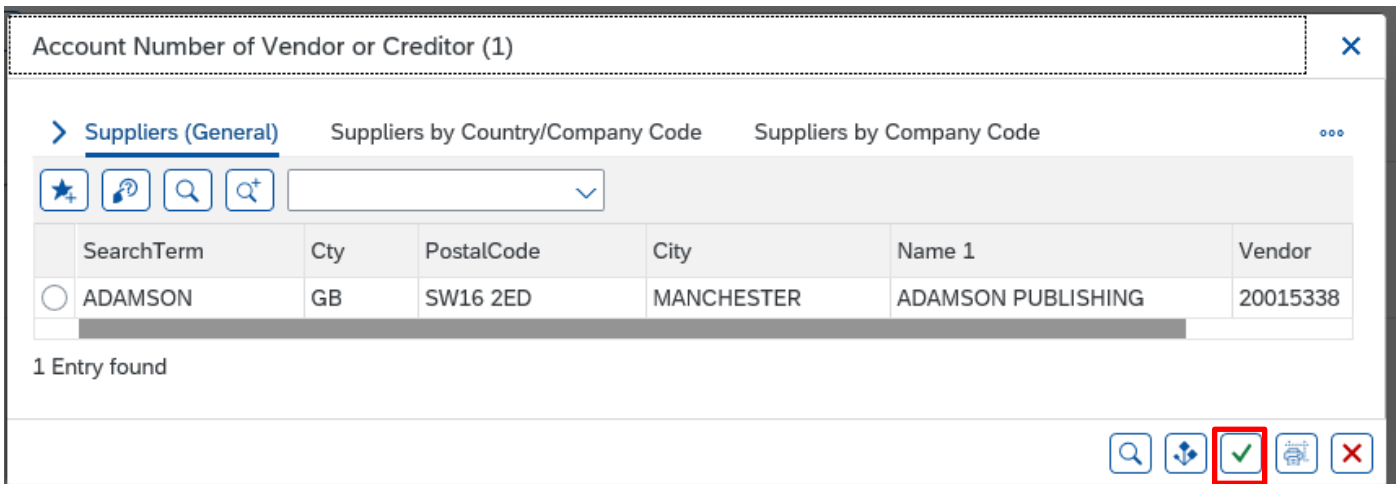
   

	SearchTerm	Cty	PostalCode	City	Name 1	Vendor	D
<input checked="" type="radio"/>	ADAMSON	GB	SW16 2ED	MANCHESTER	ADAMSON PUBLISHING	20015338	

1 Entry found





    

The following screen will appear with no entries highlighted.








Account Number of Vendor or Creditor (1) ✕

> **Suppliers (General)** Suppliers by Country/Company Code Suppliers by Company Code ⋮

	SearchTerm	Cty	PostalCode	City	Name 1	Vendor	D
<input type="radio"/>	ADAMSON	GB	SW16 2ED	MANCHESTER	ADAMSON PUBLISHING	20015338	

1 Entry found


- 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


Vendor selection

Vendor account:  to:

Selection Using Search Help

Search Help ID:

Search String:

 Search Help

Program selections

Account Number of Vendor or Creditor (1)

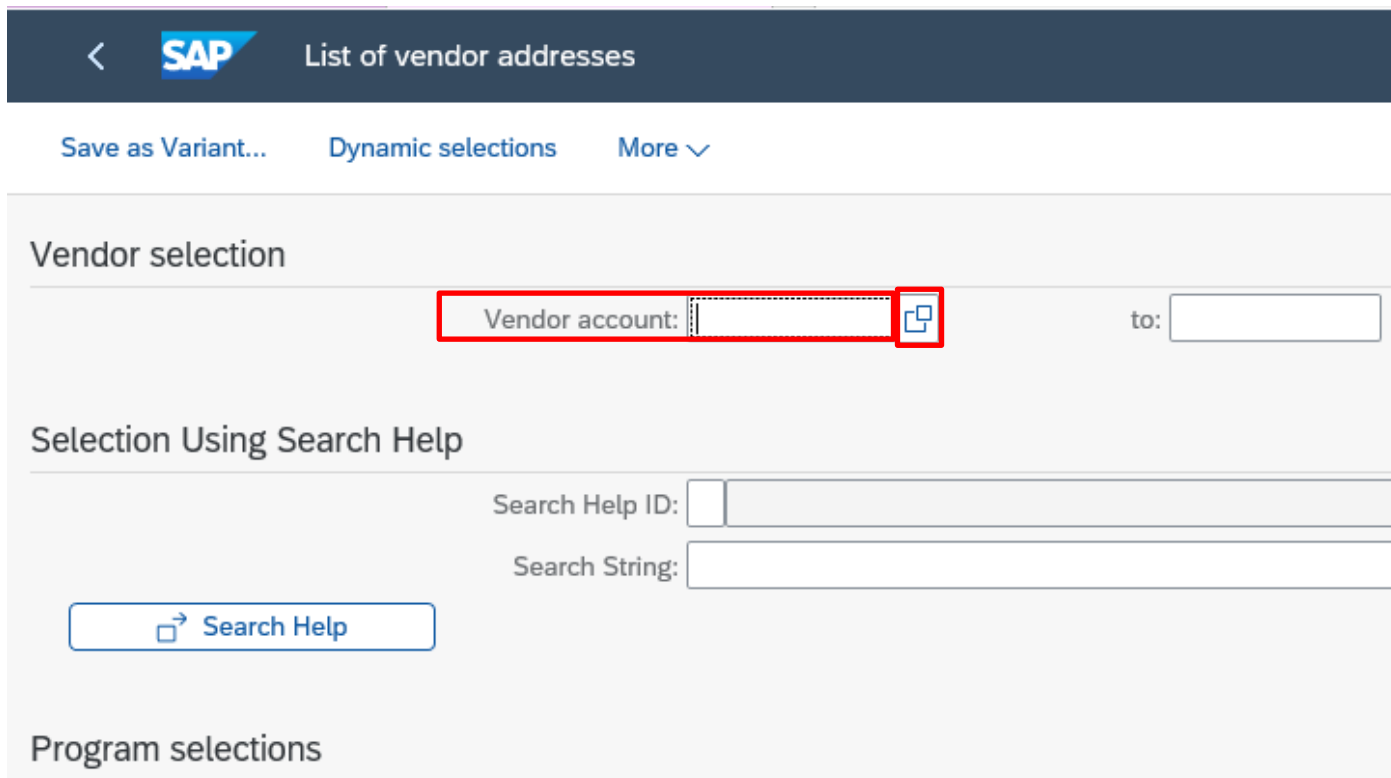
Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code

	SearchTerm	Cty	PostalCode	City	Name 1	Vendor
<input checked="" type="radio"/>	ABC	GB	S43 6LQ	KINGSTON	ABC NURSERY	30000246
<input type="radio"/>	ADAMSON	GB	SW16 2ED	MANCHESTER	ADAMSON PUBLISHING	20015338
<input type="radio"/>	BREADSALL	GB	DE21 5NR	OXFORD	BREADSALL CRICKET CLUB	30003608
<input type="radio"/>	FROGTRADE	GB	HX3 3SS	OXFORD	FROGTRADE LTD	20015765


4 Entries found

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




Vendor selection

Vendor account:  to:


Selection Using Search Help

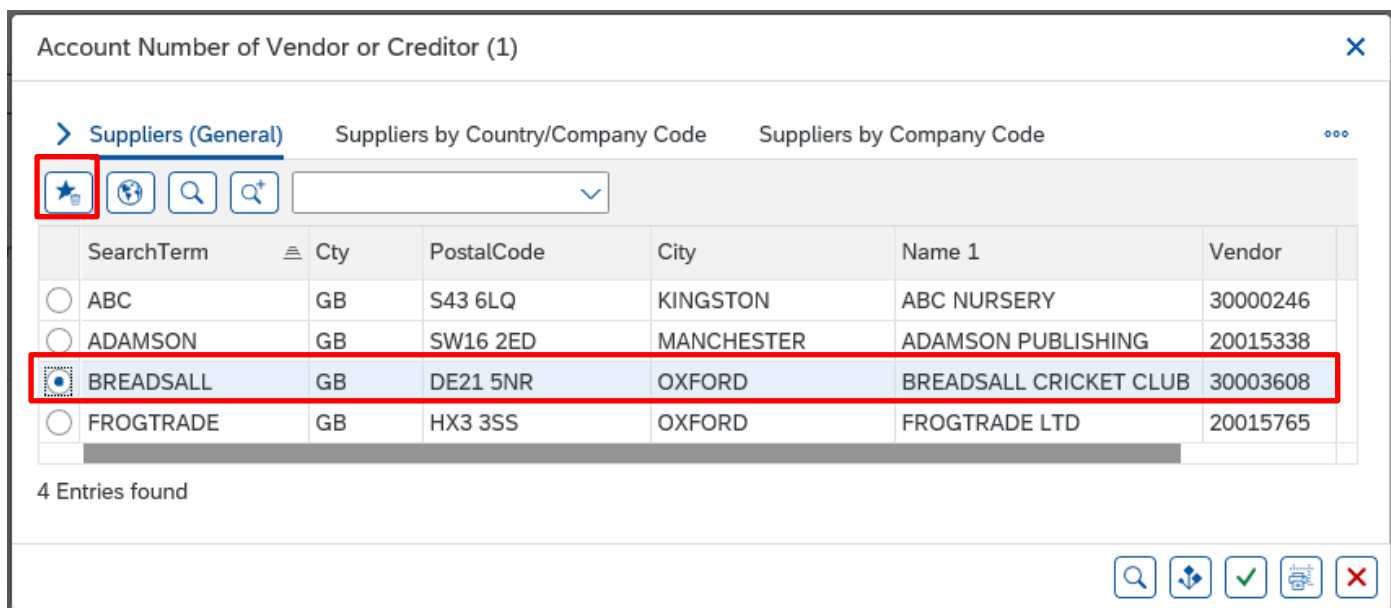
Search Help ID:

Search String:

 Search Help

Program selections

- 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 



Account Number of Vendor or Creditor (1)

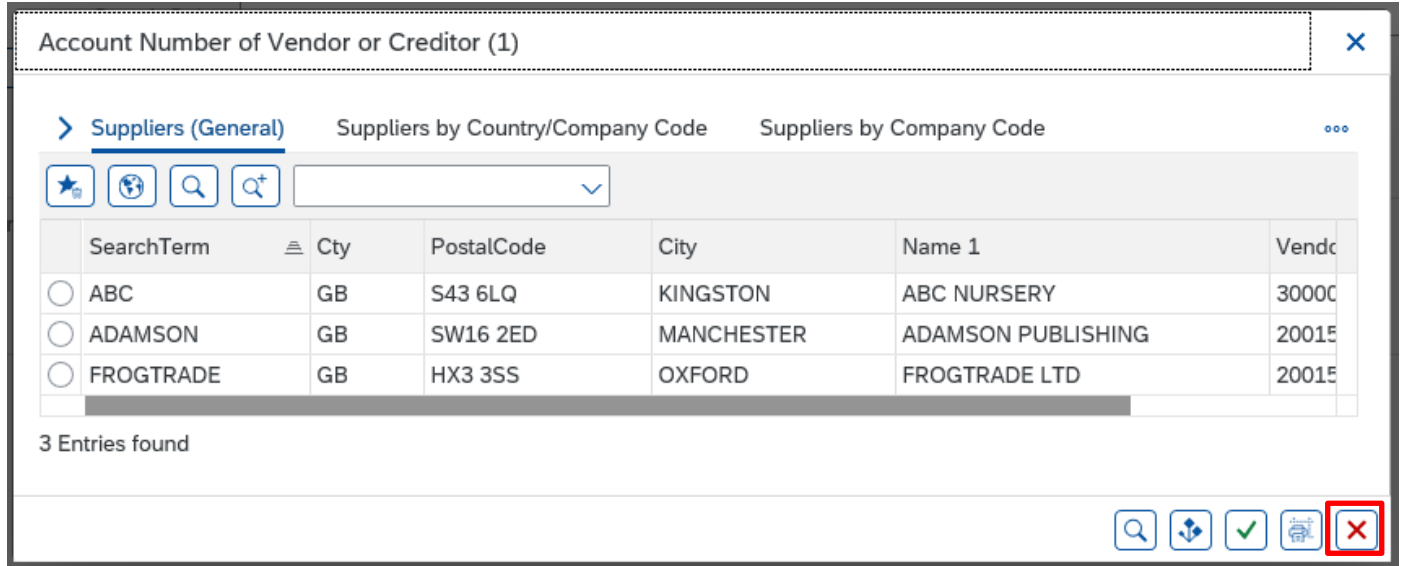
Suppliers (General) Suppliers by Country/Company Code Suppliers by Company Code

SearchTerm	Cty	PostalCode	City	Name 1	Vendor
<input type="radio"/> ABC	GB	S43 6LQ	KINGSTON	ABC NURSERY	30000246
<input type="radio"/> ADAMSON	GB	SW16 2ED	MANCHESTER	ADAMSON PUBLISHING	20015338
<input checked="" type="radio"/> BREADSALL	GB	DE21 5NR	OXFORD	BREADSALL CRICKET CLUB	30003608
<input type="radio"/> FROGTRADE	GB	HX3 3SS	OXFORD	FROGTRADE LTD	20015765

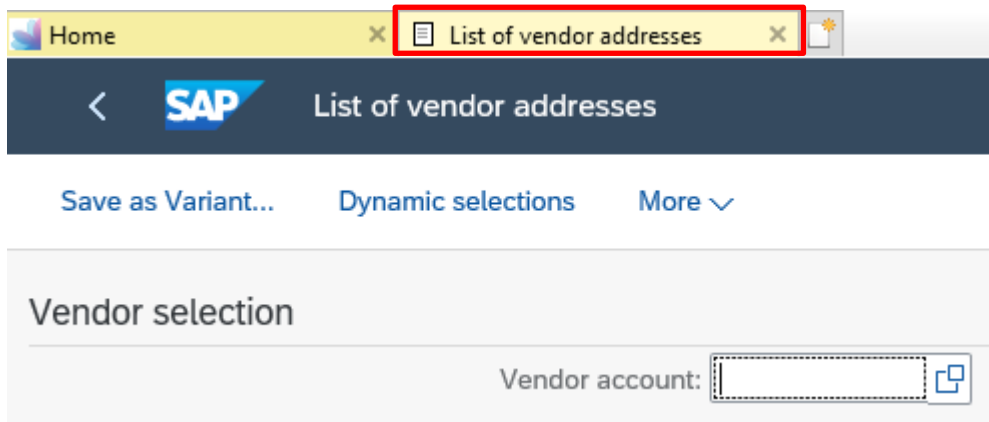
4 Entries found

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**.

Display Document: Data Entry View

Document Number: 1900495120 Company Code: 1000 Fiscal Year: 2020
Document Date: 03.02.2021 Posting Date: 23.02.2021 Period: 11
Reference: 004460003121 Cross-Comp.No.: Ledger Group:
Currency: GBP Texts Exist:

Co...	Item	Account	Key	Amount	Descriptn	Text	Clrng doc.	Crcy	Tx	G/L Acct
1000	1	20006340	31	11.69	British Gas Trading Limited		2000246792	GBP	V1	840999
	2	121030	40	11.69	Electricity			GBP	V9	121030

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

Display Document: Line Item 1

Vendor: 20006340 British Gas Trading Limited G/L Acct: 840999
Company Code: 1000 1303 Notting Hill
Derbyshire County Council KINGSTON Doc. No.: 1900495120

Line Item 1 / Invoice / 31

Amount: 11.69 GBP
Tax Code: V1

Additional Data

Bus. Area: CD Base: 0.00 GBP CD Amount: 0.00 GBP
Payt terms: ZP01 Days/Percent: 0 0.000 % 0 0.000 % 0
Bline Date: 03.02.2021 Fixed:
Pmnt block: Invoice Ref.: / / 0
Pmnt Method:
Clearing: 24.02.2021 2000246792
Assignment: 1900495120
Text: Long Text

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).

Additional Data

Bus. Area:

CD Base: GBP

Payt terms:

Bline Date:

Pmnt block:

Payt Method:

Clearing: /

Assignment:

Text:

- 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.

< SAP Display Document: Data Entry View

Display Another Document Select Individual Object More ▾

Data Entry View

Document Number: Company Code:

Document Date: Posting Date:

Reference: Cross-Comp.No.:

Currency: Texts Exist:

Item	Account	Key	Amount	Descriptn	Text	Clrng doc.
1	20006340	25	23,244.81	British Gas Trading Limited		2000246792
2	837002	50	23,244.81-	Creditor BACS-Lloyds		2000249515

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**.

Postg Date	Name	Year	DocumentNo	Doc. Date	DocTyp	User	RefDocNo
11.11.2021		2021	A00000YM00	11.11.2021	SA		00240935
11.11.2021		2021	A00000YM00	11.11.2021	SA	Copy Text	00240935
11.11.2021		2021	A00000YN00	11.11.2021	IR	Hide	00240936
12.11.2021	TEST FQ1	2021	A00000YP00	12.11.2021	DF	Show...	00015684
12.11.2021	FQ1 test cash income	2021	A000011W00	12.11.2021	SK	Optimize Width	01833621
12.11.2021	FQ1 test	2021	A000011X00	12.11.2021	SK	Freeze to Column	01833623
12.11.2021	100250	2021	A000011Y00	12.11.2021	SK	Unfreeze Columns	01833624
12.11.2021	100250	2021	A000011Z00	12.11.2021	AE	Sort in Ascending Order	01833625
12.11.2021	SCHINPUT Test	2021	A000012000	12.11.2021	SK	Sort in Descending Order	01833627
12.11.2021	100251	2021	A000012100	12.11.2021	SK	Find	01833629
12.11.2021	100252	2021	A000012200	12.11.2021	SK	Set Filter...	01833630
12.11.2021	100252	2021	A000012300	12.11.2021	AE		01833631
12.11.2021		2021	A000012400	12.11.2021	IR		00240948

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

Determine Values for Filter Criteria

Select.

Document Type: to:

- 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	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.

The screenshot shows the SAP 'Display Document: Data Entry View' interface. At the top, there are navigation buttons: 'Display Another Document', 'Select Individual Object', 'Display Document Header', 'Taxes', and 'More' (highlighted with a red box). Below these are input fields for document details: Document Number (1900495120), Company Code (1000), Fiscal Year (2020), Document Date (03.02.2021), Posting Date (23.02.2021), Period (11), Reference (004460003121), Cross-Comp.No., Currency (GBP), Texts Exist (checkbox), and Ledger Group.

Below the input fields is a toolbar with various icons. Underneath is a table with the following data:

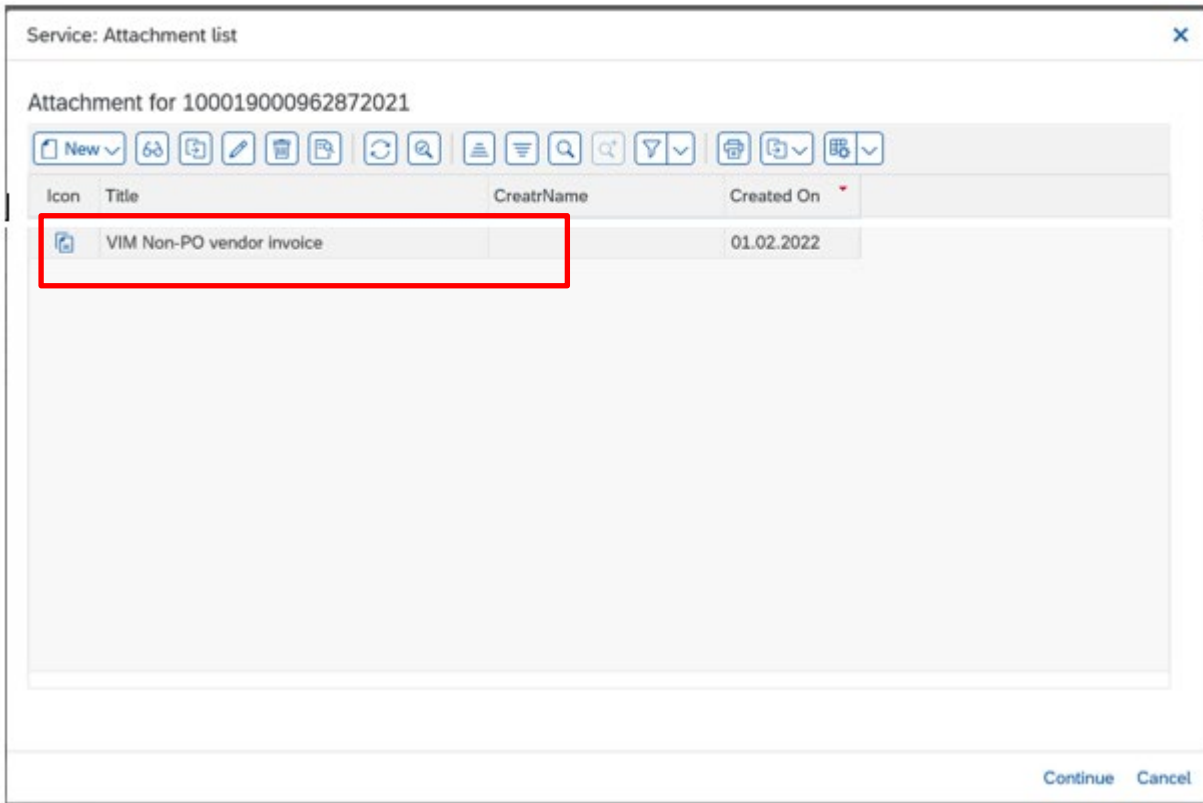
Co...	Item	Account	Key	Amount	Descriptn	Text	Clrng doc.	Crcy	Tx	G/L Acct
1000	1	20006340	31	11.69	British Gas Trading Limited		2000246792	GBP	V1	840999
	2	121030	40	11.69	Electricity			GBP	V9	121030

To see the invoice copy:

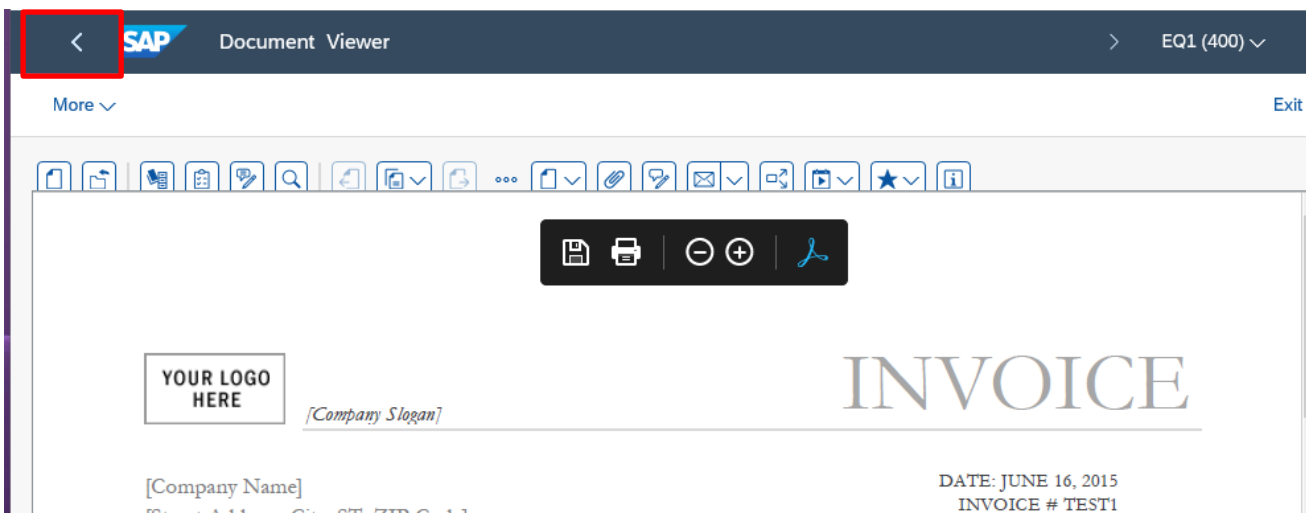
- Click on **More**, then on **Services for Object**, then **Attachment list**

This screenshot shows the same SAP interface as above, but with the 'More' dropdown menu open. The 'More' button is highlighted with a red box. The menu options are: 'Display Currency (FB)', 'General Ledger View (Ctrl+FB)', 'Services for Object' (highlighted with a red box), 'Exit/Cancel (Escape)', 'Document', 'Edit', 'Goto', and 'Extras'. The 'Services for Object' option has a sub-menu open, with 'Attachment list' highlighted by a red box. Other sub-menu options include 'Create...', 'Private note', 'Send', 'Relationships', and 'Workflow'.

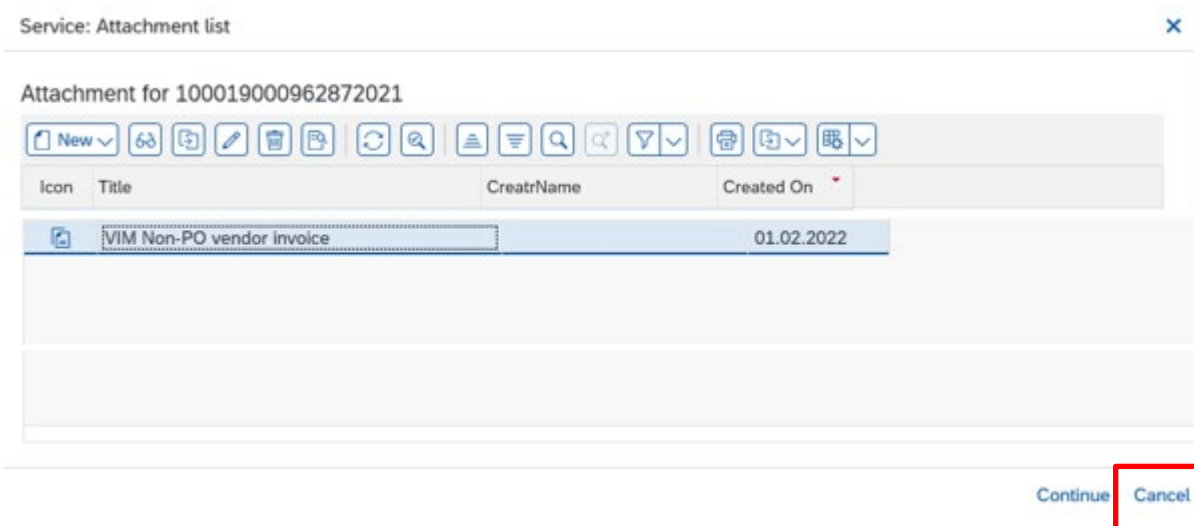
- In the Attachment list screen, **double click** on the **VIM Non-PO vendor invoice** line to open up the pdf copy of the invoice



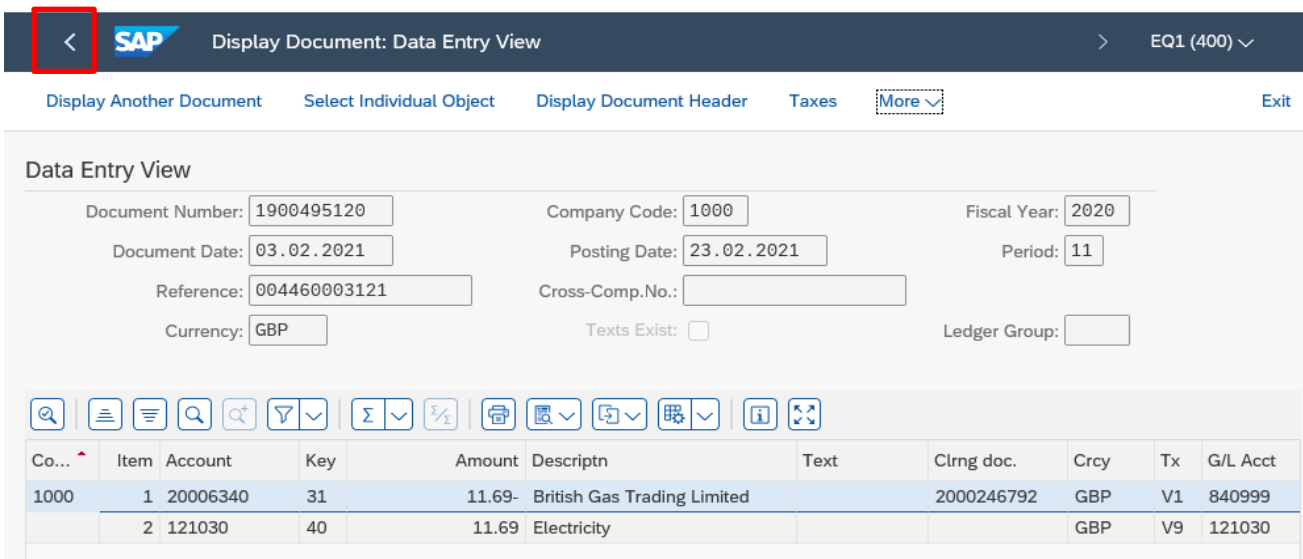
- The invoice opens
- Once viewed, click on the **Back** arrow to return to the previous screen



- 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 it 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).