



Go-Live Accounts Payable

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COURSE OVERVIEW

TARGET AUDIENCE

This course is intended for the following audiences:

- Fiscal end users responsible for Accounts Payable process, evaluation, and analysis

COURSE PREREQUISITES

REQUIRED KNOWLEDGE

- Basic accounting principles

RECOMMENDED KNOWLEDGE

- None

COURSE GOALS

This course will prepare you to:

- Understand the most basic structure and procedures of Accounts Payable within the SAP system and how it relates to court services

COURSE OBJECTIVES

After completing this course, you will be able to:

- Run a Vendor Master Query
- Park an invoice with reference to a Purchase Order (PO)
- Park a direct invoice using the Account Assignment Model and Fast Entry
- Post an invoice
- Park a Direct Credit Memo using the Account Assignment Model
- Post a Direct Credit Memo
- Display Vendor Balance
- Display Vendor Line Item
- Display Vendor History Report
- Display Vendor Aging Report
- Display Check Register

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(Notes)

UNIT 1: INTRODUCTION TO ACCOUNTS PAYABLE

UNIT OVERVIEW

In this unit, you will learn the Accounts Payable process; then learn the required transaction fields or accounting blocks.

UNIT OBJECTIVES

After completing this unit, the upcoming lessons will teach you how to:

- Identify processes and key components of the Accounts Payable process
- Analyze accounting blocks

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(Notes)

UNIT 1—LESSON 1: IDENTIFYING PROCESSES AND KEY COMPONENTS OF THE ACCOUNTS PAYABLE PROCESS

Lesson Overview

In this lesson we will review the Accounts Payable process, different data sources, and the invoice process flow.

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the Accounts Payable process
- Identify Accounts Payable data sources
- Identify the Invoice Process Flow

BUSINESS EXAMPLE

Accounts Payable is the process by which a trial court (court) pays for goods and services supplied to the court by outside vendors, parties, or individuals. The process also incorporates employee reimbursement for authorized expenditures.

The Accounts Payable department compares invoices to source documents to verify accuracy. Once the information is verified and approved for posting, the invoice is entered and a payment is processed.

SAP does not affect the basic processes in Accounts Payable; SAP performs many specific Accounts Payable procedures that you may have previously done manually.

Accounts Payable data comes from different sources throughout the courts and relates to certain types of Accounts Payable information. These Accounts Payable types include:

- PO or contracts
- Court interpreter fee claims and similar items
- Employee reimbursement
- Recurring invoices

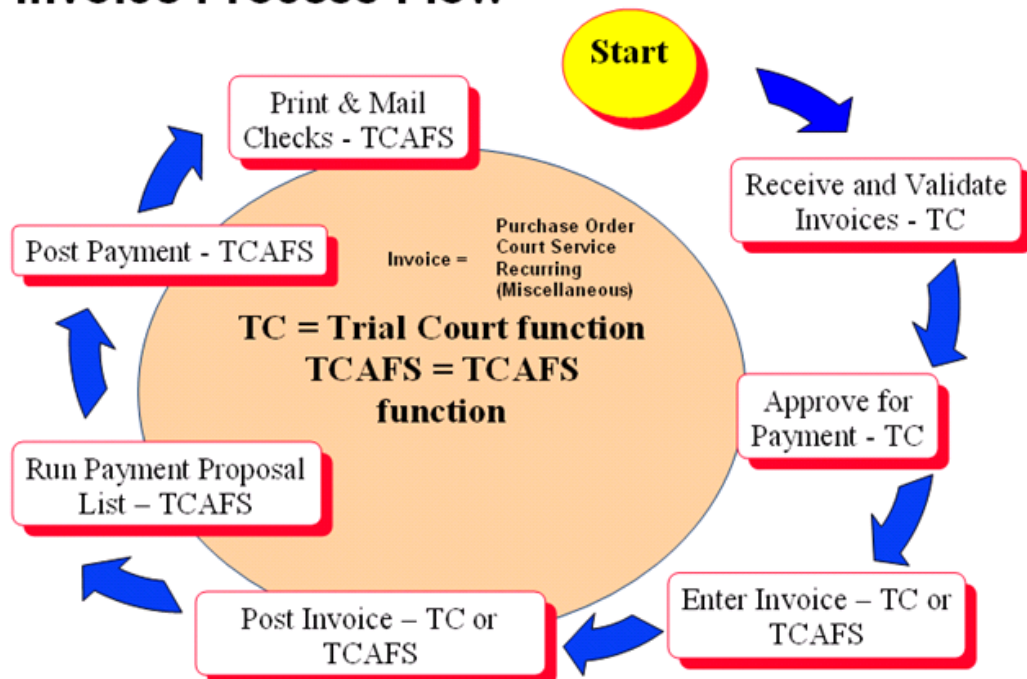
The basic Accounts Payable processes do not change with the implementation of SAP; the only thing that changes is the tool used to accomplish the Accounts Payable tasks.

The SAP system will do the following for you:

- Manage vendor information
- Process invoices and payment requests
- Generate payments
- Provide reports on all the above procedures

Below, the Invoice Process Flow chart shows how the invoice flows through the system. To help you understand who performs which functions, TC stands for Trial Court and TCAFS stands for Trial Court Accounting & Financial Services or AOC.

Invoice Process Flow



UNIT 1—LESSON 2: ANALYZING ACCOUNTING BLOCKS

Lesson Overview

In this lesson, we will review several transactions and identify the required fields to ensure proper posting to accounts.

Lesson Objective

After completing this lesson, you will be able to:

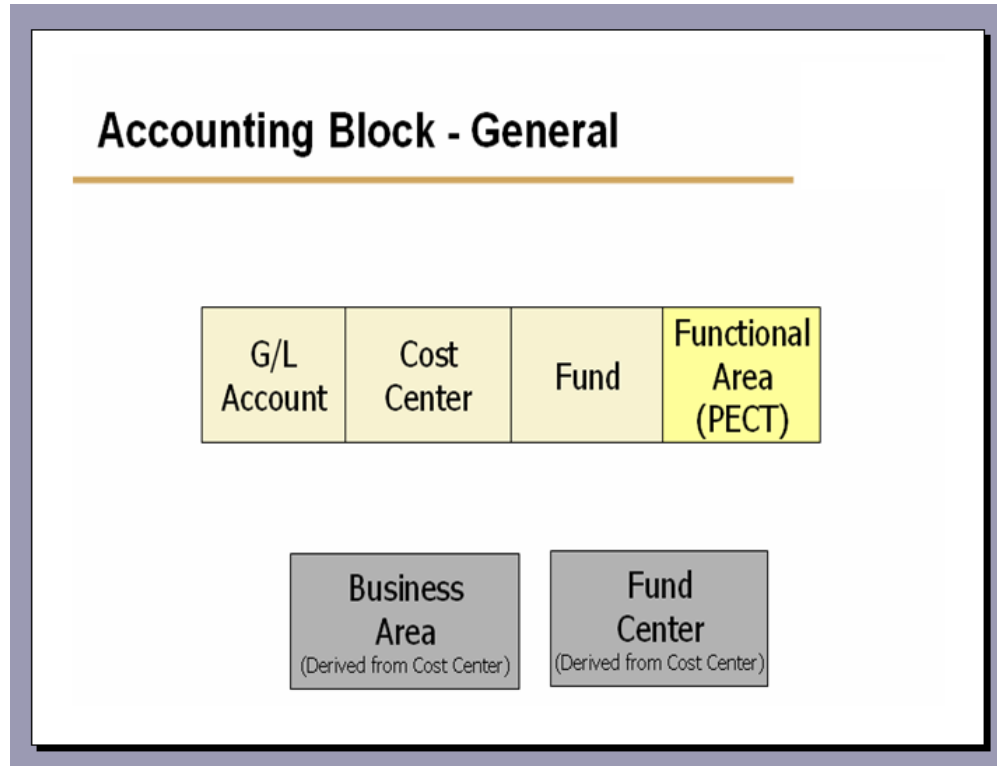
- Identify key components for accounting blocks

BUSINESS EXAMPLE

The court processes many transactions daily. Before the transactions can be posted, key fields or accounting blocks have to be in place.

The accounting blocks in SAP can vary, depending on the reason an entry is being made. (For example, coding an expense to a fund is different from coding costs to a project.)

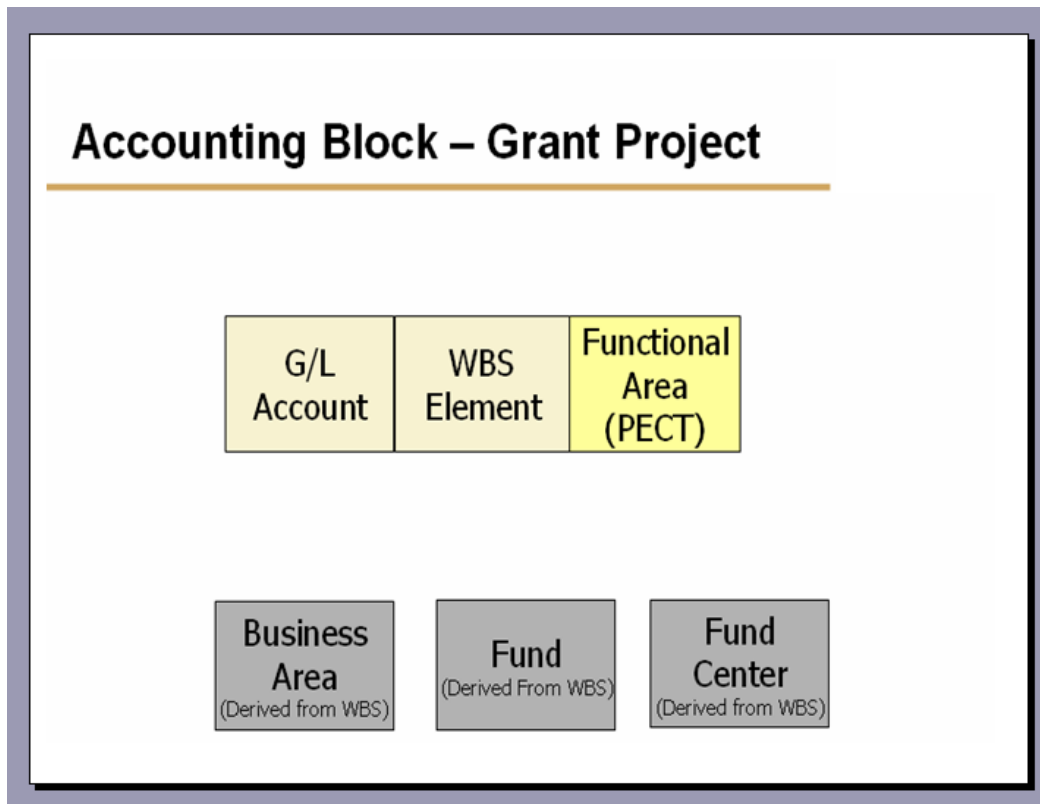
The most frequently used accounting block is the one used for coding items to a Cost Center. The data required in this instance (and shown in the figure below) is General Ledger (G/L) Account, Cost Center, Fund, and Functional Area (PECT). Note that the Business Area and Fund Center are automatically derived from the Cost Center.



Field Screen Example

Business area	G/L a...	S...	Fund	Functional area	Cost center	WBS element	Text
	926102		110001	1231	991100		GENERAL BLOCK

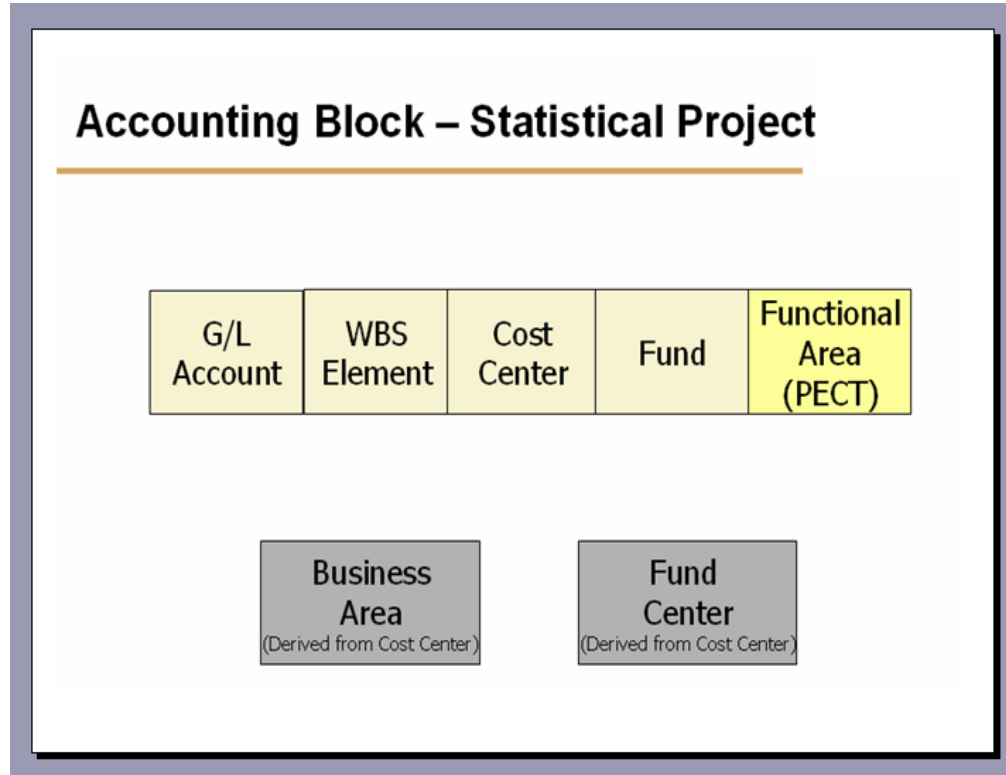
Another accounting block is used when posting items to a grant project (shown below). For this, the needed items are G/L Account, Work Breakdown Structure (WBS) Element, and Functional Area.



Field Screen Example

Business area	G/L a...	S...	Fund	Functional area	Cost center	WBS element	Text
	926102		1910591	1231		G-991059-1-04	GRANT PROJECT

An accounting block is used for coding items with statistical project fields (see below). A statistical project is one where costs are tracked only for reporting purposes. In this case, the needed items are G/L Account, WBS Element, Cost Center, Fund, and Functional Area.



Field Screen Example

Business area	G/L acct	S...	Fund	Functional area	Cost center	WBS element	Text
	926102		120001	1231	991400	M-9904-125-01	STAT PROJECT

UNIT SUMMARY

You should now be able to:

- Identify processes and key components of the Accounts Payable process
- Analyze accounting blocks

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(Notes)

UNIT 2: VENDOR MASTER OVERVIEW

UNIT OVERVIEW

In this unit you will learn the Vendor Master process and how to maintain a Vendor Master.

UNIT OBJECTIVES

After completing this unit, you will be able to:

- Understand the Vendor Master process flow
- Perform a Vendor Master Query
- Display a specific vendor

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(Notes)

UNIT 2 – LESSON 1: UNDERSTANDING THE VENDOR MASTER PROCESS FLOW

Lesson Overview

In this lesson, we will review the Vendor Master process flow and identify its roles and responsibilities.

Lesson Objective

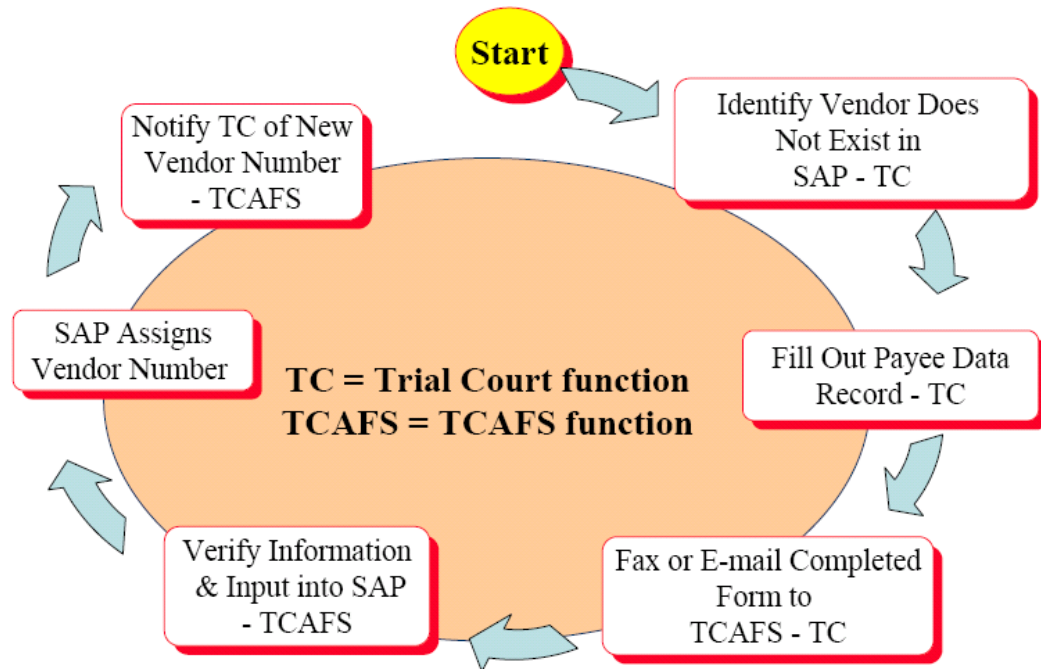
After completing this lesson, you will:

- Understand the Vendor Master process flow

BUSINESS EXAMPLE

The court wants to do business with a new vendor but does not know if other courts are already using the vendor. (Please see the following chart for a description of the Vendor Master Process flow.)

Vendor Master Process Flow



Vendor Master Query

The Vendor Master Query is available to all SAP users to assist in researching system vendor information. Examples of this include determining if a vendor is already in the system, the correct partner vendor to use for an invoice, and if a specific vendor is listed under an alternative name in the system.

To better understand the Vendor Master Query, read the following brief explanation of the vendor structure in the SAP system as related to purchasing.

There are two vendor account groups in the SAP system used in purchase requisitions and orders:

1. 50 or main/headquarters (Main Account Group)
2. Partners Account Group

In the Main Account Group, no two vendors should have the same Tax ID number (Tax ID). If a new vendor address (for ordering or payment) must be used in a PO, and that vendor has a Tax ID that is already in the system, that vendor is automatically added into the Partners Account Group.

Partner Function setups on the Main Vendor Master record are used to link the Partner vendors of a specific Tax ID to the vendor in the Main Account Group with the corresponding Tax ID. There are two types of Partner Vendors in SAP:

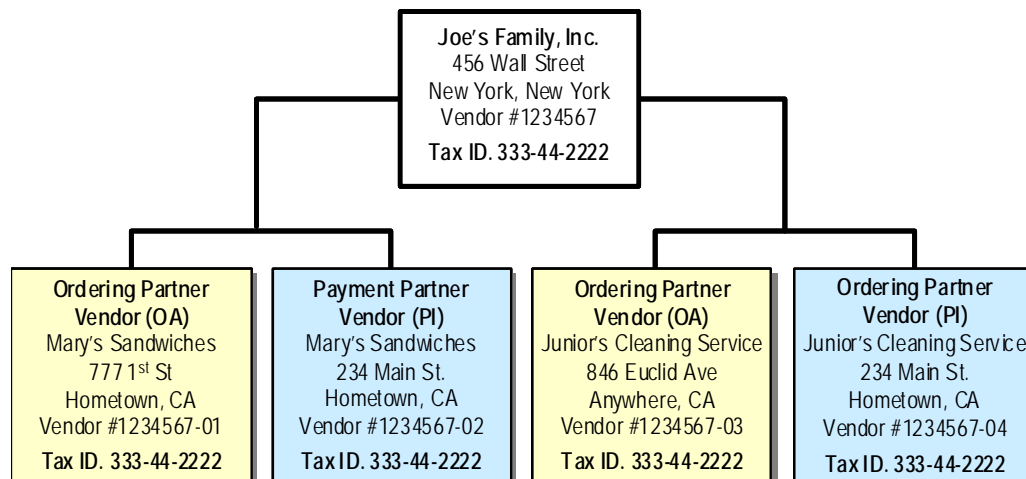
1. Vendors who use the Ordering Address (OA) partner function (different ordering addresses).
2. Vendors who use the Payment Address (PI) partner function (different payment addresses).

The Partner Vendors may also have different names than the Main Vendor, but if the Tax ID is already in the system, they must be entered in as a Partner Vendor. Again, no two vendors in the Main Account Group should have the same Tax ID.

Main Vendors have seven-digit vendor numbers, starting with 50 (e.g., 5001001). Partner Vendors use the same seven-digit vendor numbers as their corresponding Main Vendor (for which they share the same Tax ID), but to eliminate confusion and allow all linked vendors to share the same number, the seven-digit vendor number is followed by a hyphen and two-digit sequential suffix (for example: 5001001-01, 5001001-02, and so on).

The following is an example of how a vendor in SAP could be set up with a complex organizational structure:

Joe's Family, Inc.



NOTE: All the different businesses have the same Tax ID. Therefore partner addresses need to be set up for each OA and PI, and consecutive numbers must be added to each vendor number for clarity.

Walkthrough 1: Performing a Vendor Master Query

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

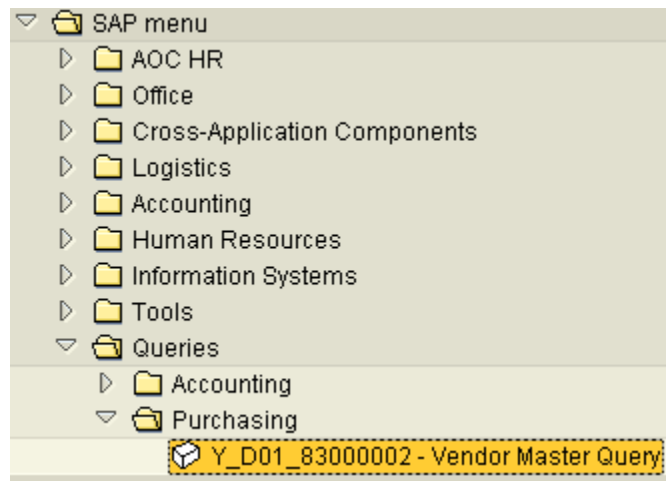
- Perform a Vendor Master Query

BUSINESS EXAMPLE

The court would like to display the Vendor Master for Corporate Express.

Procedural Steps

1. From the SAP menu, choose **Queries>Purchasing>Y_D01_83000002 - Vendor Master Query** (as shown below).



- The Vendor Master Query selection screen will appear (as shown below).

Vendor Master Query

Report-specific selections

Vendor# to [] []

Vendor account group to [] []

Industry key to [] []

Vendor Name 1 to [] []

Vendor Name 2 to [] []

Street to [] []

City to [] []

State/Region to [] []

Zip Code to [] []

Tax code 2 to [] []

Search term to [] []

Created By to [] []

Creation Date to [] []

Withholding tax Code to [] []

Withholding tax Liabie? [] []

Deletion Flag [] []

Posting Block [] []

Purchasing Block [] []

Payment Block to [] []


Output specification

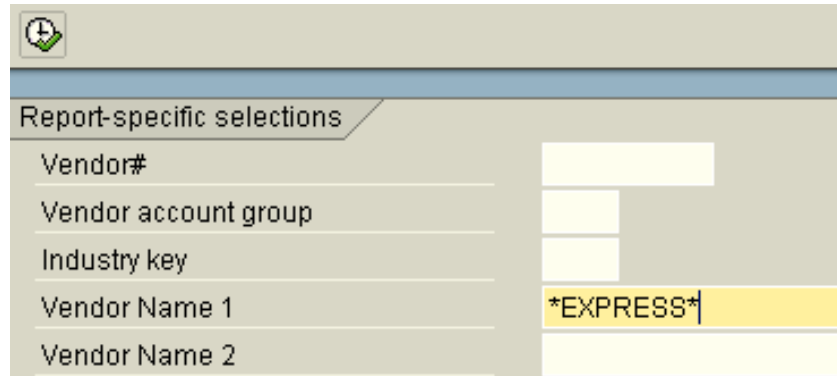
Layout [] []

- This screen has numerous fields through which the search parameters can be narrowed down, such as Industry key (the vendor type), Vendor Name, City, Zip Code, and Tax Code 2 (Tax ID—either Social Security Number for individuals and Federal ID Number for corporations). Refining your query eliminates the amount of information you will sort through to get your result. Also, many fields have drop-down menus that display the available selections.
- It is important to remember that the Vendor Master Query is case sensitive.*** This means that typing in **corporate express** (all lower case) in the Vendor Name field will not return results for CORPORATE EXPRESS. The lettering must be identical for the query to return the proper result. Because all Vendor Master record names and addresses are in all capital letters, query parameters must be entered with all capital letters.

NOTE: Use the wildcard asterisk (*) for text searches involving names and addresses. It is most effective to use the asterisk before and after the text you enter for the search criteria. For example, typing ***SMITH*** will result in all vendors with “SMITH” anywhere within the vendor name, but **SMITH*** (with one asterisk after the name) will result only in vendors with “SMITH” at the

beginning of the vendor name, and ***SMITH** (with the asterisk before the name) will result only in vendors with “SMITH” at the end of the vendor name.

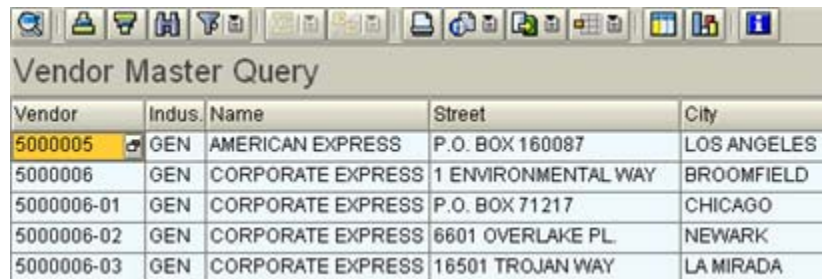
5. Enter your query information, and select the **Execute**  button or press the **F8** key on the keyboard. SAP uses the selection criteria to return a display of vendors. In this example, we will look up all locations for Corporate Express by using the wildcard asterisk with the word express like this: ***EXPRESS*** (see example below).






Report-specific selections


Vendor#	
Vendor account group	
Industry key	
Vendor Name 1	*EXPRESS*
Vendor Name 2	

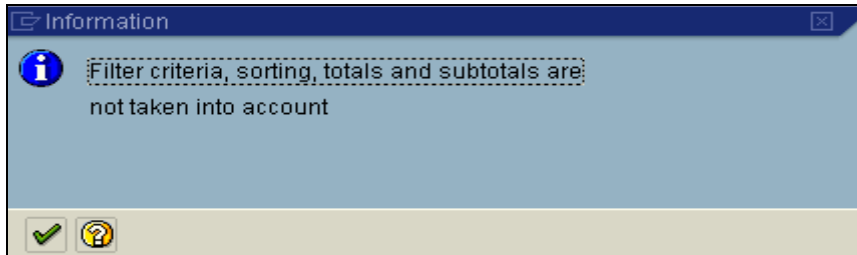
6. The Vendor Master Query data screen will appear (as shown below).



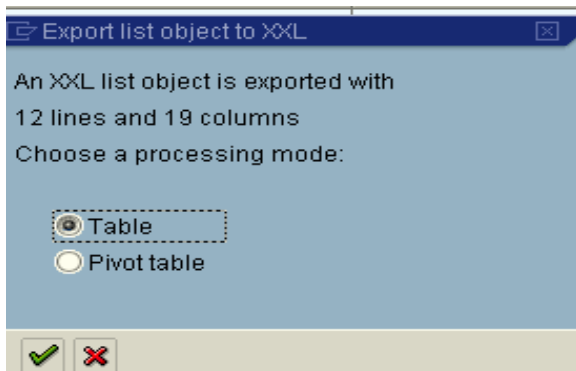
Vendor	Indus.	Name	Street	City
5000005	GEN	AMERICAN EXPRESS	P.O. BOX 160087	LOS ANGELES
5000006	GEN	CORPORATE EXPRESS	1 ENVIRONMENTAL WAY	BROOMFIELD
5000006-01	GEN	CORPORATE EXPRESS	P.O. BOX 71217	CHICAGO
5000006-02	GEN	CORPORATE EXPRESS	6601 OVERLAKE PL.	NEWARK
5000006-03	GEN	CORPORATE EXPRESS	16501 TROJAN WAY	LA MIRADA


7. This screen displays the master data of all vendors in the system matching the criteria specified in the original query screen; in this case, data for all general vendors with “EXPRESS” in the name. (Due to space limitations, not all data retrieved is shown above.)
8. The system-generated list can be sorted using the **Ascending**  and **Descending**  buttons. Highlight the column you want to sort with; then select the appropriate icon to move the list in the direction you choose.
9. The list can also be exported into an Excel file. Select the **Export**  button and choose **Spreadsheet** from the pull-down list.

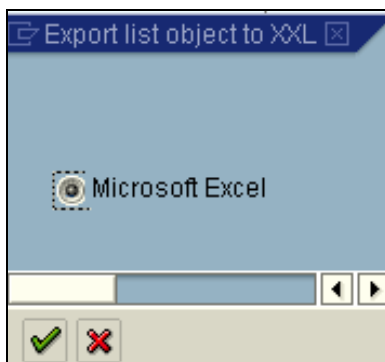
10. Select the **Enter**  button when the following Information display appears (see below).



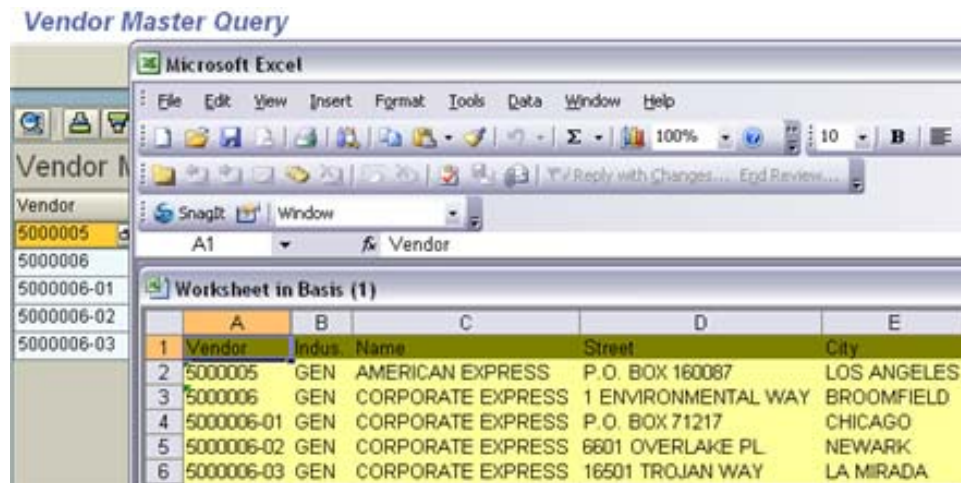
11. Click the **Table** option and select the **Enter**  button (see below).






12. Choose **Microsoft Excel** and select the **Enter**  button (see below).



13. Excel will appear in a new window (as shown below).



14. To save the Excel file, choose the **File** drop-down menu and select the **Save Copy As** command. Select the directory in which you want to save the file (change the name if desired) and select **Save**. The query results will be saved in an Excel file.

NOTE: If after selecting the **Export**  button, a blank screen is displayed rather than an Excel spreadsheet, you will most likely be able to successfully generate an Excel file by re-executing the query: From the blank screen, select the **Back**  button, then re-execute the Query, and select the **Export**  button again.

Walkthrough 2: Displaying a Specific Vendor

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

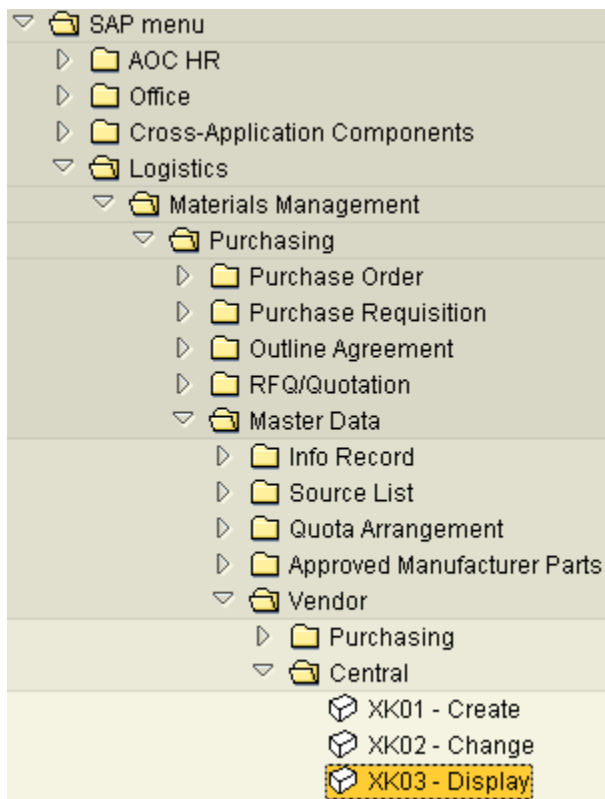
- Display a specific vendor

BUSINESS EXAMPLE

The court would like to view the vendor file for Court Arbitrator Angela Hines.


Procedural Steps

1. From the SAP menu, choose **Logistics>Materials Management>Purchasing>Master Data>Vendor>Central>XK03 – Display** (as shown below).



The Display Vendor: Initial Screen will display (see below).

Display Vendor: Initial Screen

Vendor  ANGELA HINES

Company Code California Trial Courts

Purch. Organization North Central Region

General data



- Address
- Control
- Payment transactions

Company code data

- Accounting info
- Payment transactions
- Correspondence
- Withholding tax

Purchasing organization data

- Purchasing data
- Partner functions

2. Enter the vendor number into the Vendor field, or select the **Pull-Down**  button and do a search.
3. Click the **Select All**  button to select all boxes.
4. Press the **ENTER** key on your keyboard.

The Display Vendor: Address screen will display (see below).

Display Vendor: Address

Vendor: 5000001

Preview




Name: ANGELA HINES

Search terms: ANGELAH

Street address: 1111 VERANO AVE, 95355 MODESTO, CA, California

PO box address:

Communication: English, Telephone: 209-832-5555, Mobile Phone, Fax: 209-832-5656, E-Mail: angela.hines@court.com

5. Select the **Next Screen**  button to scroll through all information selected in the previous screen.
6. Select the **Previous Screen**  button to go back.
7. Select the **Exit**  button to exit.

UNIT SUMMARY

You should now be able to:

- Understand the Vendor Master process flow
- Perform a Vendor Master Query
- Display a specific vendor

UNIT 3: PURCHASE ORDER INVOICE PROCESSING UNIT OVERVIEW

In this unit you will learn how to park a vendor's invoice against a standard and blanket PO. You will also learn how to display and change a parked PO invoice.

UNIT OBJECTIVES

After completing this unit, you will be able to:

- Park an invoice in reference to a PO
- Park an invoice in reference to a blanket PO
- Display a parked PO-related invoice
- Change a parked PO-related invoice

Walkthrough 1: Parking an Invoice in Reference to a Standard PO

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

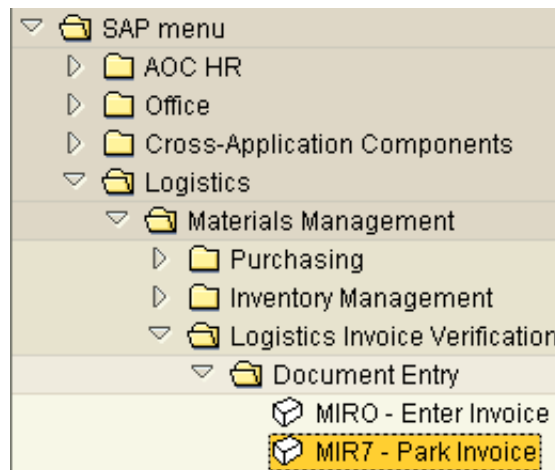
- Park an invoice against a standard PO

BUSINESS EXAMPLE

The court purchases letterhead paper and wants to encumber the funds.

Procedural Steps


1. In the SAP menu, choose **Logistics>Materials Management>Logistics Invoice Verification>Document Entry>MIR7 – Park Invoice** (see example below).

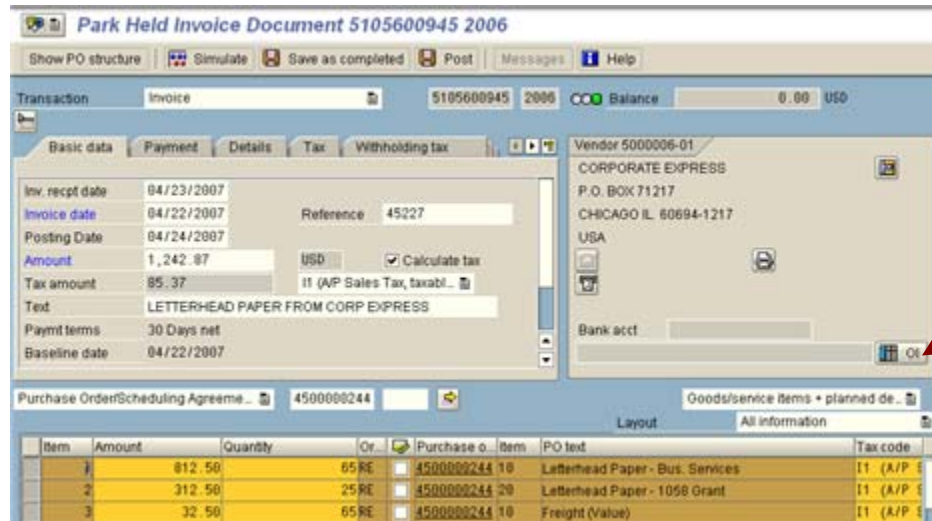


The Park Incoming Invoice: Company Code 1000 screen will display (see below).

- Fill in the fields using the following guidelines.

Field	Value
Inv. recpt date	Date that the invoice was received.
Invoice date	Date on the invoice.
Reference	Enter the invoice number.
Posting Date	Defaults to today's date.
Amount	Gross amount of the invoice (\$1,242.87).
Box to right of Amount	Enter USD .
Calculate tax	Check the box.
Box on right of Tax amount	Enter I1 .
Text	Enter applicable text for this document. (For example, Letterhead paper from Corp Express).
Purchase Order/Scheduling Agreement	Enter PO number given.

3. Select Goods/service items plus planned delivery costs to add freight.
4. Select the **Enter**  button or press the **ENTER** key on the keyboard.
5. Click the **Details** tab. In the Bus. Area field under the details tab, type **99**. This will default to your business area in production.
6. Return to **Basic data** tab.




Park Held Invoice Document 5105600945 2006

Show PO structure | Simulate | Save as completed | Post | Messages | Help

Transaction: Invoice 5105600945 2006 CO Balance 0.00 USD

Basic data | Payment | Details | Tax | Withholding tax

inv. rcpt date 04/23/2007
 Invoice date 04/22/2007 Reference 45227
 Posting Date 04/24/2007
 Amount 1,242.87 USD Calculate tax
 Tax amount 85.37 IT (V/P Sales Tax, taxabl...
 Text LETTERHEAD PAPER FROM CORP EXPRESS
 Paymt terms 30 Days net
 Baseline date 04/22/2007


Vendor 5000006-01
 CORPORATE EXPRESS
 P.O. BOX 71217
 CHICAGO IL 60694-1217
 USA
 Bank acct. 

Purchase Order/Scheduling Agreement 450000244

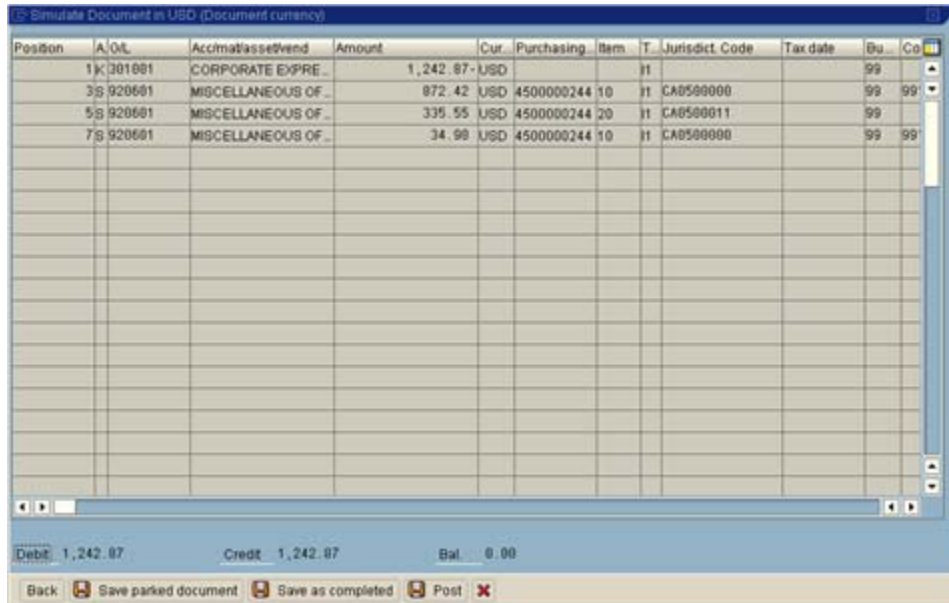
Goods/service items + planned de...

Item	Amount	Quantity	Or.	Purchase o.	Item	PO text	Tax code
1	812.50		65 RE	450000244	10	Letterhead Paper - Bus. Services	11 (A/P
2	312.50		25 RE	450000244	20	Letterhead Paper - 1058 Grant	11 (A/P
3	32.50		65 RE	450000244	10	Freight (Value)	11 (A/P




NOTE: A green light will display next to the Balance field in the upper right-hand corner of the screen, to indicate that both debits and credits are balanced. (If the line items are blank and grayed out, this means the goods receipt has not been completed. This alerts the user to contact the buyer.)

7. Select the **Simulate**  **Simulate** button to validate the document entries.


The Simulate Document in USD (Document currency) screen will display (as shown below).




Position	A.O/L	Account	Amount	Cur	Purchasing	Item	T.	Jurisdict. Code	Tax date	Bu.	Co.
1K	301001	CORPORATE EXPRE ..	1,242.87	USD			11			99	
3S	920601	MISCELLANEOUS OF ..	872.42	USD	4500000244	10	11	CA0500000		99	99
5S	920601	MISCELLANEOUS OF ..	335.55	USD	4500000244	20	11	CA0500011		99	
7S	920601	MISCELLANEOUS OF ..	34.90	USD	4500000244	10	11	CA0500000		99	99
			Debit: 1,242.87	Credit: 1,242.87		Bal.: 0.00					

8. Select the **Back**  button.
9. If there are errors (a red or yellow light will appear to indicate any errors), select the **Back**  button to make corrections; then follow the previous steps to park.
10. If there are no errors, select the **Save Parked Document**  button.

The following message will display in the Status Messages Bar:

 Invoice document 5105600945 has been saved as complete

11. Select the **Exit**  button to return to the SAP Easy Access menu.

Walkthrough 2: Parking an Invoice in reference to a Blanket PO

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

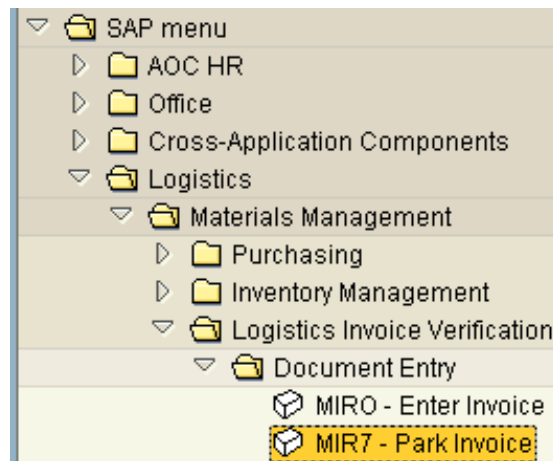
- Park an invoice against a blanket PO

BUSINESS EXAMPLE

The court purchases office supplies for Business Services (\$500) and Human Resources (\$500) for Corporate Express.

Procedural Steps


1. In the SAP menu, choose **Logistics>Materials Management>Logistics Invoice Verification>Document Entry>MIR7 – Park Invoice** (as shown below).




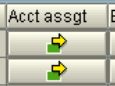
The Park incoming Invoice: Company Code 1000 screen will display (see below).


- Fill in the required fields using the following guidelines.

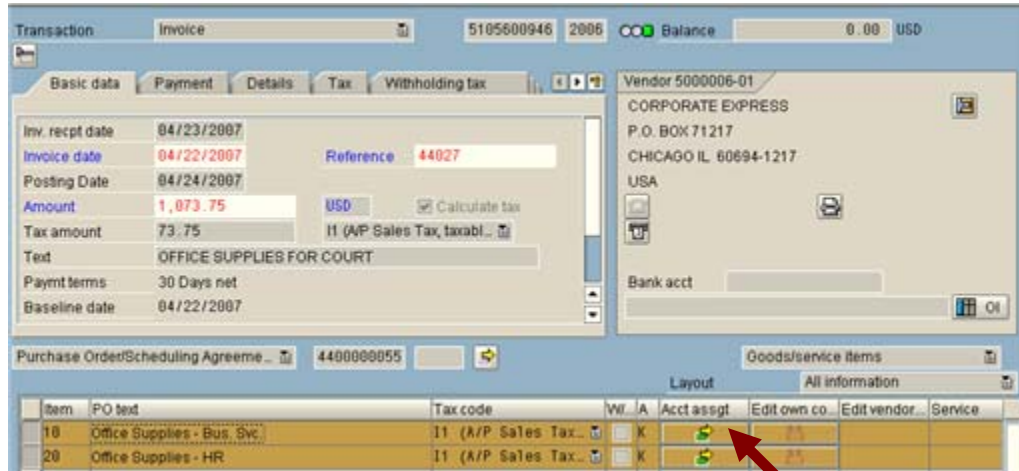
Field	Value
Inv recpt date	Date that the invoice was received.
Invoice date	Date on the invoice.
Reference	Enter the invoice number.
Posting Date	Defaults to today's date.
Amount	Gross amount of the invoice (\$1073.75).
Box to right of Amount	Enter USD .
Calculate tax	Check the box.
Box on right of Tax amount	Enter I1 .
Text	Enter your vendor account number or detailed description of goods or services.
Purchase order/scheduling agreement	Enter PO number given.

- Select the **Enter**  button or press the **ENTER** key on the keyboard.
- Click the **Details** tab. In the Bus. Area field under the details tab, type **99**. This will default to your business area in production.

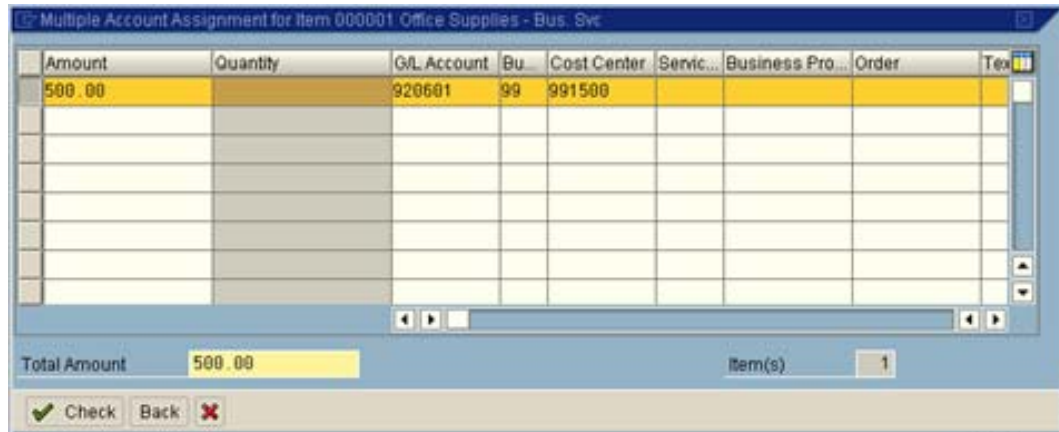
5. Return to the **Basic data** tab.
6. Use the **Scroll**  button to move item screen until **Account**



Assignment  column displays.

7. Double-click on the first **Account Assignment** column  Line (as shown in the screen below).

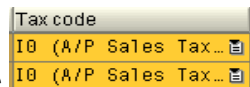



The Multiple Account Assignment for item 000001 Office Supplies – Bus. Svc tab will display (as shown below).




8. Input **\$500** under Amount in the first line item.
9. Select the **Check**  button.
10. Select the **Back**  button (which will take you back to the screen shown below #7 above).


11. Repeat steps 6-10 for the second line item.



12. Select the **Tax Code**  button for each line item and change to **I1**.



13. Select the **Enter**  button or press the **ENTER** key on the keyboard. Once complete, your screen should look similar to the following example (shown below).

Item	Amount	Quantity	Or.	Purchase o.	Item	PO text	Tax code
1	590.00			440000055	10	Office Supplies - Bus. Svc.	I1 (A/P Sales Tax)
2	590.00			440000055	20	Office Supplies - HR	I1 (A/P Sales Tax)

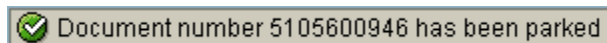
14. Select the **Simulate**  **Simulate** button to validate the document entries (shown below).


Position	A./O.L.	Accmat/asset/vend	Amount	Cur	Purchasing	Item	T.	Jurisdct	Code	Tax date	Bu.	Co.
1	K	301001	CORPORATE EXPRE	1,073.75	USD		11				99	99
3	S	920601	MISCELLANEOUS OF...	536.68	USD	440000055	10	11	CA0500000		99	99
5	S	920601	MISCELLANEOUS OF...	536.87	USD	440000055	20	11	CA0500000		99	99

Debit: 1,073.75 Credit: 1,073.75 Bal.: 0.00

15. If there are errors (a red or yellow light will appear to indicate any errors), select the **Back**  button to make corrections; then follow the previous steps to park.
16. If there are no errors, select the **Save Parked Document**  button.

The following message will display at the bottom of the screen.



17. Select the **Exit**  button to return to the SAP Easy Access menu.

Walkthrough 3: Displaying a Parked PO-Related Invoice

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

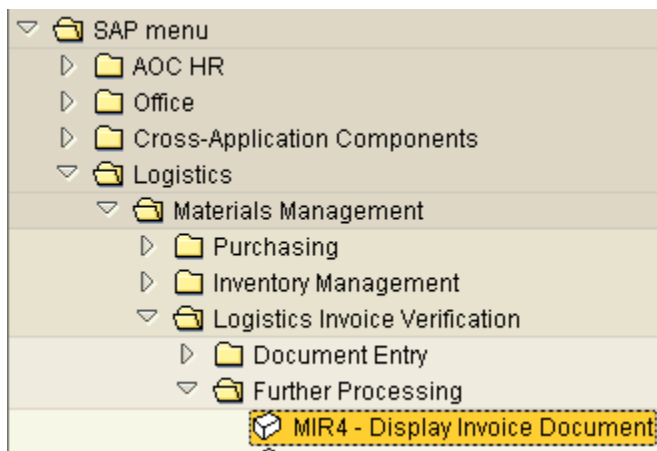
- Display a parked PO invoice

BUSINESS EXAMPLE



The court made a purchase of letterhead paper from Corporate Express.

Procedural Steps

1. From the Sap menu, Choose **Logistics>Materials Management>Logistics Invoice Verification>Document Entry>MIR4 – Display Invoice Document** (as shown below).




The Display Invoice Document screen will display (see below).

2. Enter the PO document number into the Invoice doc. number field.
3. Enter the fiscal year into the Fiscal Year field.
4. Select the **Display Document**  Display doc. button to display the next screen, or select the **Enter**  button, or press the **ENTER** key on the keyboard.

The Display Invoice Document screen will appear (as shown below).

Item	Amount	Quantity	Or.	Purchase o.	Item	PO text	Tax code
1	812.50		65 RE	4500000244	10	Letterhead Paper - Bus. Services	11 (A/P 1
2	312.50		25 RE	4500000244	20	Letterhead Paper - 1050 Grant	11 (A/P 1
3	32.50		65 RE	4500000244	10	Freight (Value)	11 (A/P 1

5. Select the **Exit**  button to return to the SAP Easy Access menu.

Walkthrough 4: Changing a Parked PO-Related invoice

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

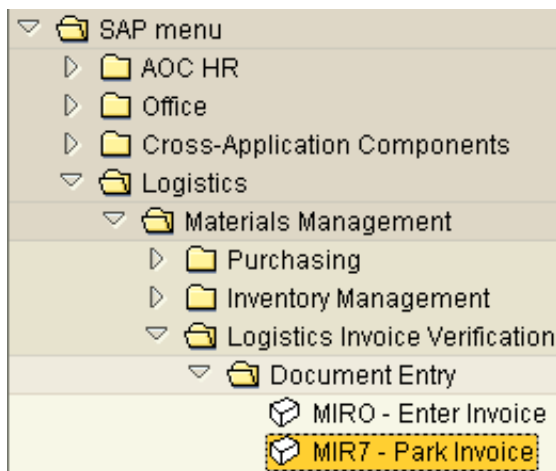
- Change a parked PO-related invoice

BUSINESS EXAMPLE




The court purchased office supplies from Corporate Express, but the actual payment should go to Corporate Express's Newark location.

Procedural Steps

1. Choose **Logistics>Materials Management>Logistics Invoice Verification>Document Entry>MIR7 – Park Invoice** (as shown below).



The Park Incoming Invoice: Company Code screen will appear (as shown below).

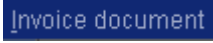
2. Select the **Other Invoice**  button.
3. In the Choose Invoice Document screen, type in the invoice document number you want to change and fiscal year.
4. Select the **Enter**  button or press.
5. Change the text. (Change to **Office Supplies for Court Judges**).
6. Select the **Save as Completed**  Save as completed button.

Item	Amount	Quantity	Or.	Purchase o...	Item	PO text	Tax code
1	500.00			4400000055	10	Office Supplies - Bus. Svc.	11 (A/P E
2	500.00			4400000055	20	Office Supplies - HR	11 (A/P E

Other Reasons for Changing a PO-Related Invoice

- Received invoice with different amount which needs to be entered
- Different partner vendor payment recipient
- Incorrect tax code
- Incorrect PO number

NOTE: In most cases, when changes are necessary, it is easier to delete the existing invoice (explained below) and start a new document. **(Remember, once a document is posted, it cannot be deleted.)** To delete an invoice, perform the following steps:

1. Select the **Invoice Document**  button in the overhead menu.
2. Select the **DELETE** key on the keyboard.

NOTE: Only a Poster has the ability to delete an invoice. (A Poster is a supervisor with the authority to post invoices).

UNIT SUMMARY

You should now be able to:

- Park an invoice in reference to a PO
- Park an invoice in reference to a blanket PO
- Display a parked PO-related invoice
- Change a parked PO-related invoice

UNIT 4: DIRECT INVOICE PROCESSING

UNIT OVERVIEW

In this unit, you will learn to park a direct invoice using different methods. You will also learn how to display and change a direct invoice.

UNIT OBJECTIVES

After completing this unit, you will be able to:

- Park an invoice using Account Assignment Model
- Park an invoice using Fast Entry
- Display a parked invoice
- Change a parked invoice

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(Notes)

Walkthrough 1: Parking an Invoice Using Account Assignment Model

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

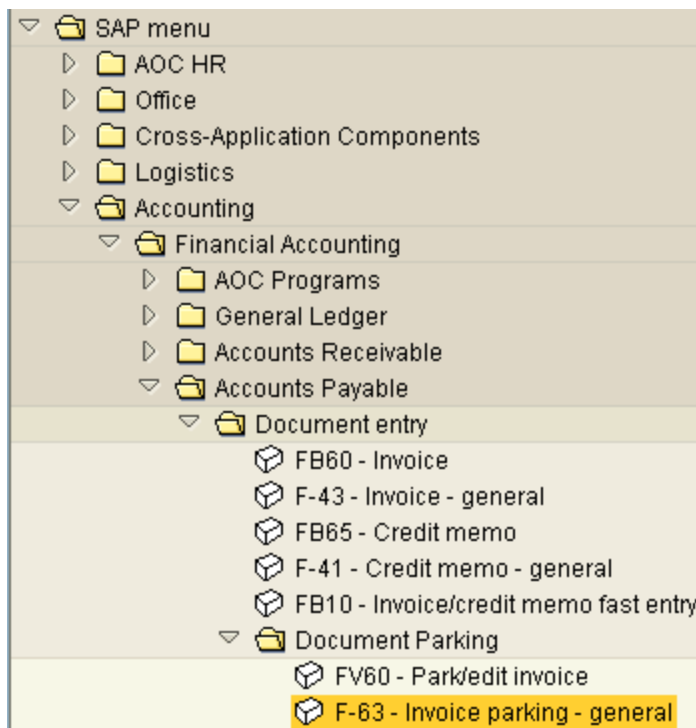
- Park an invoice using Account Assignment Model

BUSINESS EXAMPLE

Court Arbitrator Angela Hines submitted a claim of \$1,000 for payment.




Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document entry>Document Parking>F-63 – Invoice parking – general** (as shown below).



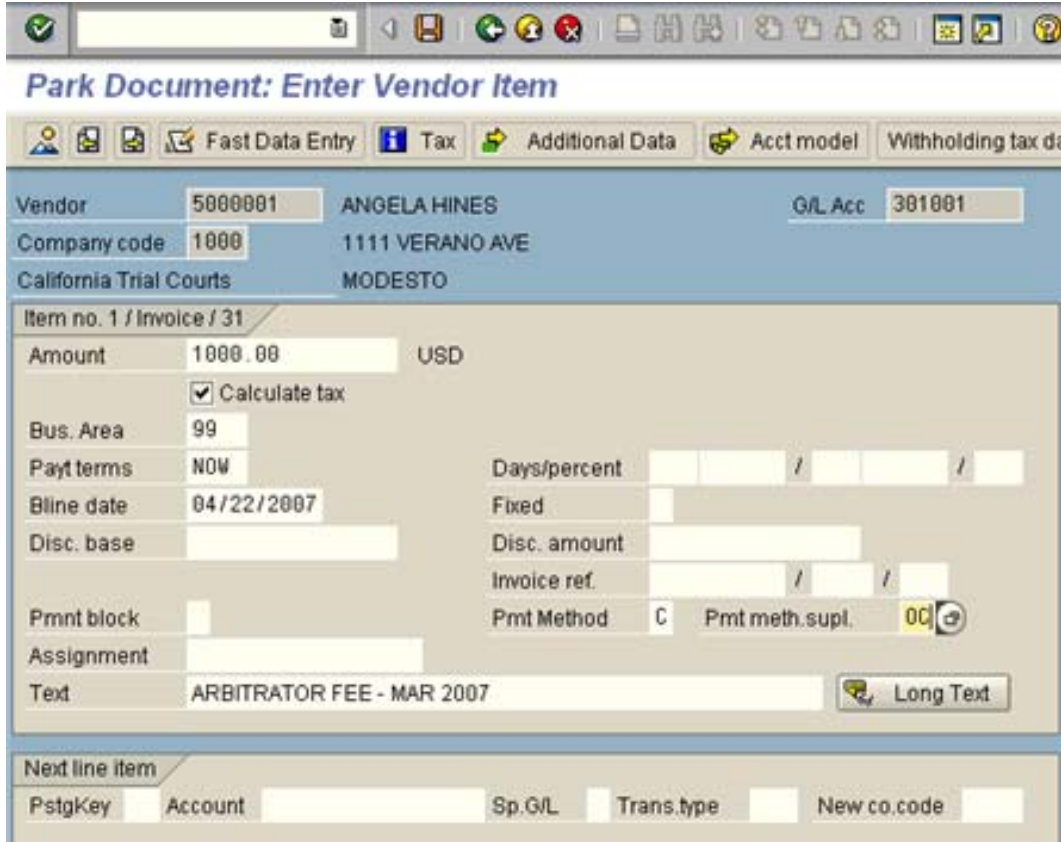
The Park Document: Document Header screen will display (as shown below).

- Fill in the required fields using the following guidelines.

Field	Value
Document date	Enter the document date. Select the Pull-Down  button to display the calendar.
Doc. type	Defaults to KR (Vendor Invoice).
Company Code	Defaults to 1000.
Posting date	Posting date will default. Select the Pull-Down  button to display the calendar.
Period	Period will default from posting date.
Currency	USD for US Dollars will default.
Reference	Enter the invoice number.
Doc. Header Text	Enter an explanation that will apply to the document as a whole, that is, not only for certain line items.
PstKy	Defaults to 31 (Credit).
Account	Enter the vendor account number. Select the Pull-Down  button to search for selections.

3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Park Document: Enter Vendor Item screen will display (as shown below).



Park Document: Enter Vendor Item

Vendor: 5000001 ANGELA HINES G/L Acc: 301001
 Company code: 1000 1111 VERANO AVE
 California Trial Courts MODESTO

Item no. 1 / Invoice / 31
 Amount: 1000.00 USD
 Calculate tax
 Bus. Area: 99
 Payt terms: NOW Days/percent: / /
 Bline date: 04/22/2007 Fixed: /
 Disc. base: / Disc. amount: /
 Invoice ref: / /
 Pmnt block: / Pmt Method: C Pmt meth.supl.: OC
 Assignment: /
 Text: ARBITRATOR FEE - MAR 2007 Long Text

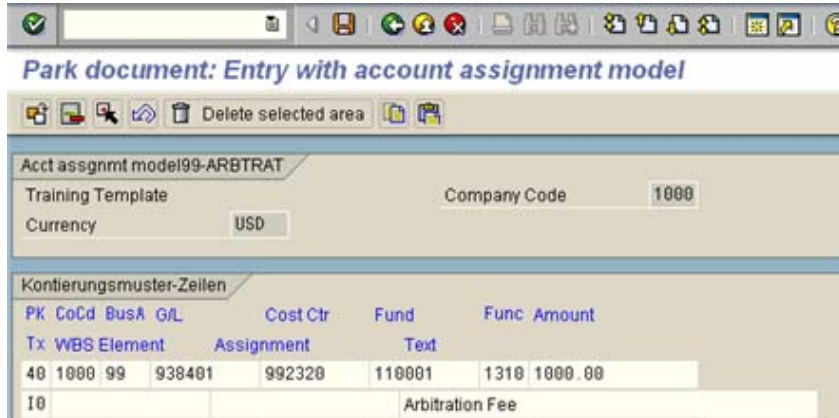
Next line item
 PstgKey Account Sp.G/L Trans.type New co.code

4. Fill in the required fields using the following guidelines.

Field	Value
Amount	Enter 1000 .
Calculate tax	Check the box.
Bus. Area	Default is 99 .
Payt terms	Default from Vendor Master data, but court can override if necessary.
Pmt Method	Enter C for check.
Pmt meth. supl.	Enter OC for overnight to court.
Text	Enter an appropriate text for the document. This will appear on the check remittance and should include enough information for the vendor to apply payment correctly.


12. Select the **Enter**  button or press the **ENTER** key on the keyboard.

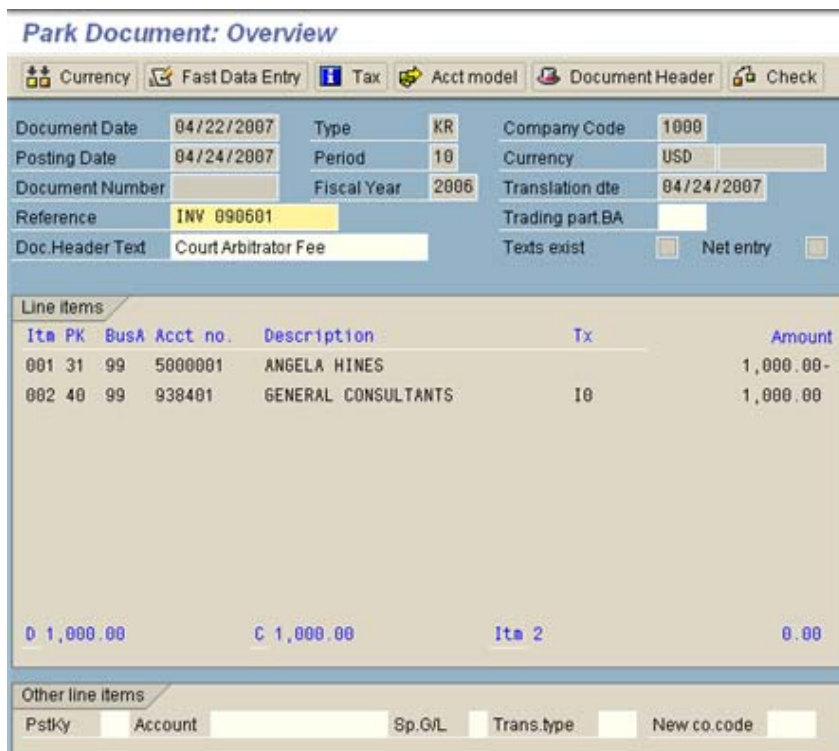
The Park document: Entry with account assignment model screen will display (as shown below).



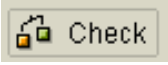
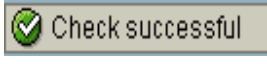

PK	CoCd	BusA	G/L	Cost Ctr	Fund	Func	Amount
Tx	WBS Element		Assignment		Text		
48	1000	99	938401	992320	110001	1310	1000.00
I0					Arbitration Fee		


13. Complete the Amount field of the Account Assignment Model.

14. Select the **Back**  button to go back one screen to the Park Document: Overview screen (shown below).



Ita	PK	BusA	Acct no.	Description	Tx	Amount
001	31	99	5000001	ANGELA HINES		1,000.00-
002	40	99	938401	GENERAL CONSULTANTS	I0	1,000.00
D				1,000.00		
C				1,000.00		
Ita 2						0.00

15. Select the **Check**  button.
16. The **Check Successful**  button will appear in the message status bar if the coding combination is correct and all the required fields were properly completed.
17. Select the **Save**  button to Park the document.
18. The status field will appear containing the document number (see below). Write this number down on your invoice so the person posting the document can review it and post it within the system.

 Document 1900000100 1000 was parked

NOTE: After Go-Live, if a court wants to create additional Account Assignment Models, they can create them using transaction **FKMT**.

Walkthrough 2: Parking an Invoice Using Fast Entry

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

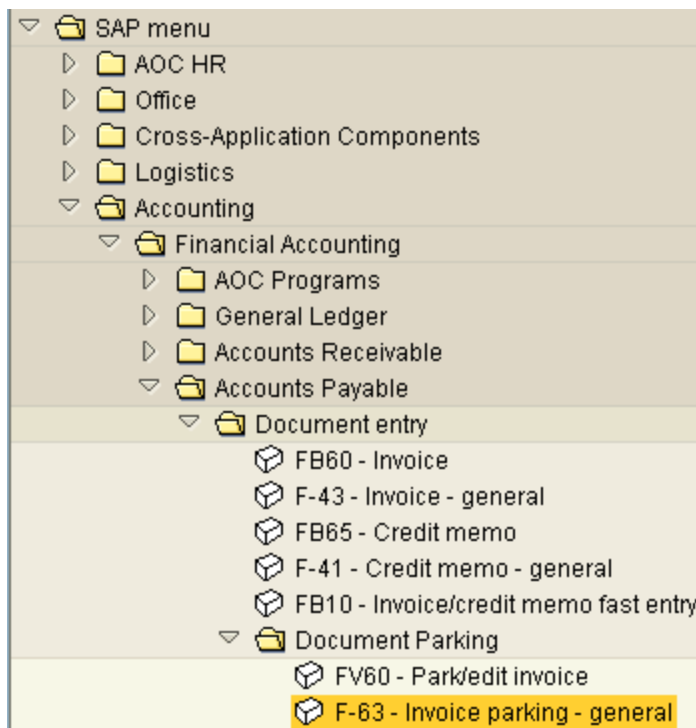
- Park an invoice using Fast Entry

BUSINESS EXAMPLE

Court Arbitrator, Angela Hines, submitted a claim of \$1,000 for payment.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document entry>Document Parking>F-63 – Invoice parking – general** (as shown below).



The Park Document: Document Header screen will display (as shown below).

Park Document: Document Header

Fast Data Entry Acct model

Document Date	04/22/2007	Doc.type	KR	Company Code	1000
Posting Date	04/24/2007	Period	10	Currency	USD
Document Number		Translation dte			
Reference	Inv 090601				
Doc.Header Text	Court Arbitrator Fee				
Partner BArea					


Control

Only transfer amnts in document curr.in invoice

First line item

PstKy	31	Account	5000001	Sp.G/L		ans.type	
-------	----	---------	---------	--------	--	----------	--

- Fill in the required fields using the following guidelines.

Field	Value
Document Date	Enter the Document Date. This should be the date of the AP Invoice.
Doc. type	Defaults to KR (Vendor Invoice).
Company Code	Defaults to 1000.
Posting Date	Posting Date will default.
Period	Period will default from posting date.
Currency	USD for US Dollars will default.
Reference	Type the invoice number from the AP Invoice.
Doc. Header Text	Enter an explanation that will apply to the document as a whole—not only for certain line items. (For example, services for court reporter).
PstKy	Defaults to 31 (Credit).
Account	Enter the vendor account number. Click the Pull-Down  button to search for selections.

- Select the **Enter**  button or press the **ENTER** key on the keyboard.

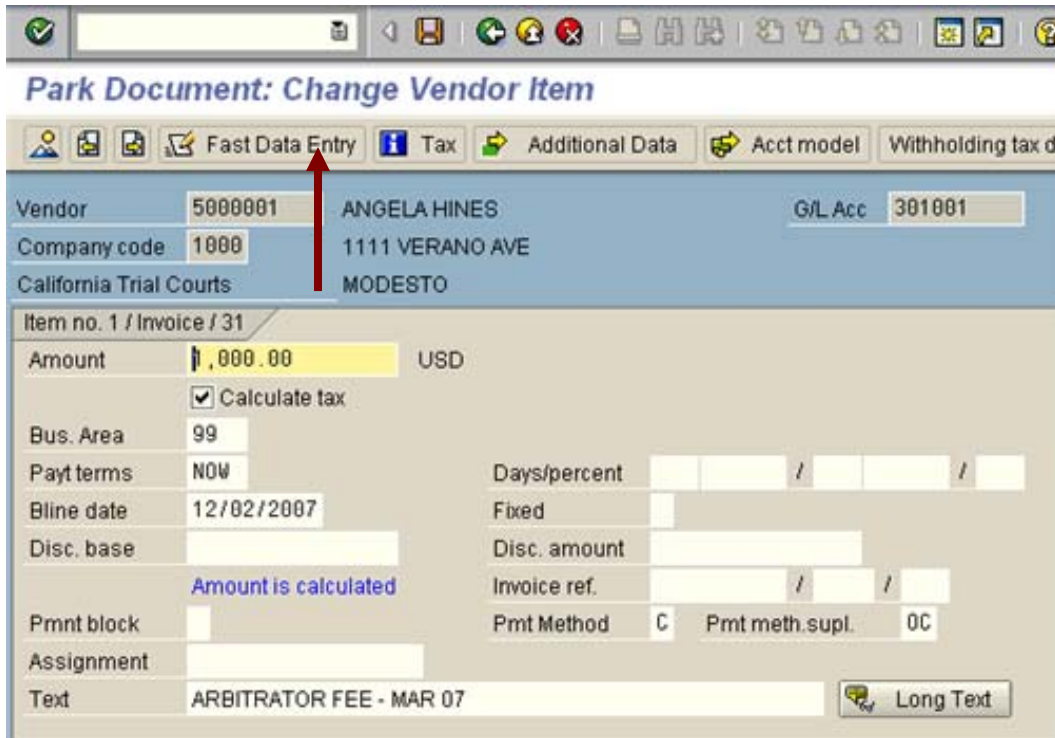
The Park Document: Enter Vendor Item screen will display (as shown below).


- Fill in the required fields using the following guidelines.

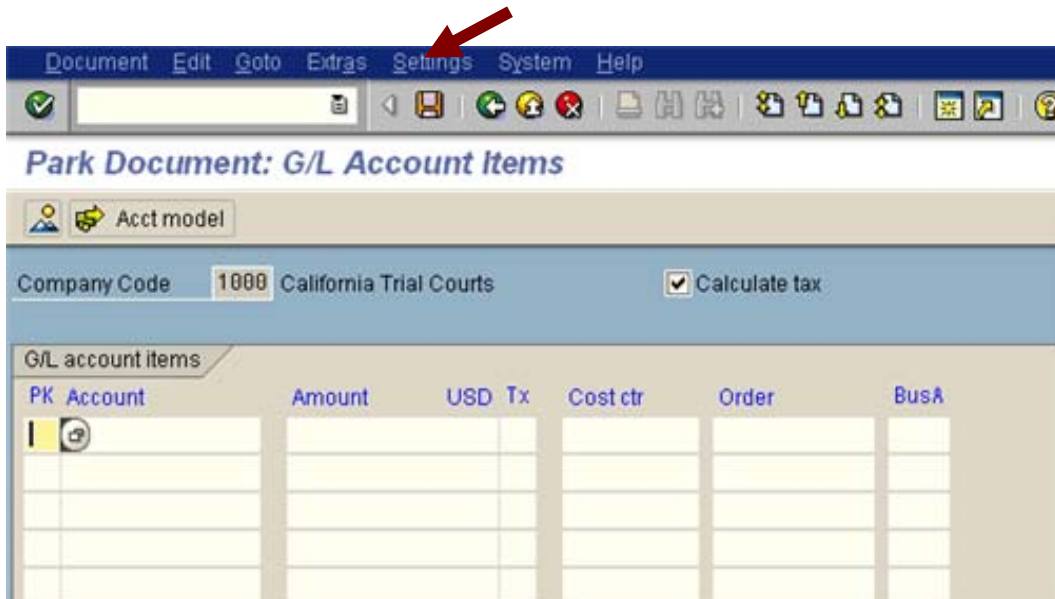
Field	Value
Amount	Enter 1000 .
Calculate tax	Check the box.
Bus. Area	Default is 99 .
Payt terms	Default from Vendor Master data, but court can override if necessary.
Pmt Method	Enter C for check.
Pmt meth. supl.	Enter OC for overnight to court.
Text	Enter appropriate text for the document. This will appear on the check remittance and should include enough information for the vendor to apply payment correctly.

- Select the **Enter**  button or press the **ENTER** key on the keyboard.

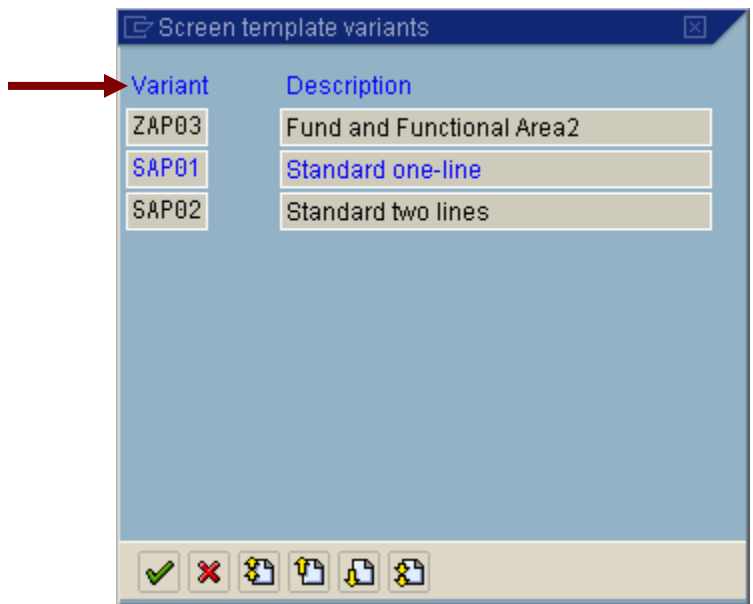
The Park Document Change Vendor Item screen will display (as shown below).



- 9. Select the **Fast Data Entry**  button.
- 10. Make sure that the correct screen template is in view by clicking on **Settings/Screen Template** (as shown below).



11. Choose Variant ZAP03 Description Fund and Functional Area2.
(as shown below).



12. Click the **Choose**  button.

The Park Document G/L Account Items will display (as shown below).



Park Document: G/L Account Items

Acct model


Company Code: 1000 California Trial Courts Calculate tax

PK	Account	Amount	Tx	BusA	Cost Ctr	Fund	Func
Text							WBS Element
40	938401	1000.00	I0 99		992320	110001	1310
ARBITRATOR FEE - MAR 2007							







13. Fill in the required fields using the following guidelines.

Field	Value
PK	Enter 40 . (40 = debit; 50 = credit).
Account	Enter 938401 .
Amount	Enter 1000 .
Tx	Enter tax code. Click the Pull-Down  button to display your options (only use I1, I0, or U1).
BusA	Enter 99 .
Cost Ctr	Enter 992320 .
Fund	Enter 110001 .
Func	Enter 1310 .
Text	Enter GENERAL CONSULTANTS . This will appear as text on G/L reports that are requested.
WBS Element	If applicable, enter the WBS Element. Click the Pull-Down  button to search for selections. (In this training example, leave blank.)

14. Repeat steps above for each line item.

15. Select the **Back**  button to go back one screen to display the Park Document: Overview screen (as shown below).

Park Document: Overview

 Currency
  Fast Data Entry
  Tax
  Acct model
  Document Header
  Check

Document Date: 04/22/2007 Type: KR Company Code: 1000
 Posting Date: 04/24/2007 Period: 10 Currency: USD
 Document Number: Fiscal Year: 2006 Translation dte: 04/24/2007
 Reference: INV 090601 Trading part BA:
 Doc. Header Text: Court Arbitrator Fee Texts exist: Net entry:

Line items

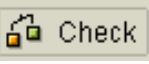


Ita	PK	BusA	Acct no.	Description	Tx	Amount
001	31	99	5000001	ANGELA HINES		1,000.00-
002	40	99	938401	GENERAL CONSULTANTS	10	1,000.00


D 1,000.00 C 1,000.00 Ita 2 0.00

Other line items

Pstky: Account: Sp.G/L: Trans.type: New co.code:

NOTE: If you need to go back to the Fast Data Entry screen to add more data, select the Fast Data Entry button above.

16. Select the **Check**  button.
17. The **Check Successful**  button will appear on the bottom left-hand corner if the coding combination is correct and all the required fields were properly completed.
18. Select the **Save**  button to Park the document.
19. The status field will appear containing the document number (see below). Write this number down on your invoice so the person posting the document can review it and post it within the system.

 Document 1900000101 1000 was parked

Walkthrough 3: Displaying a Parked Invoice

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

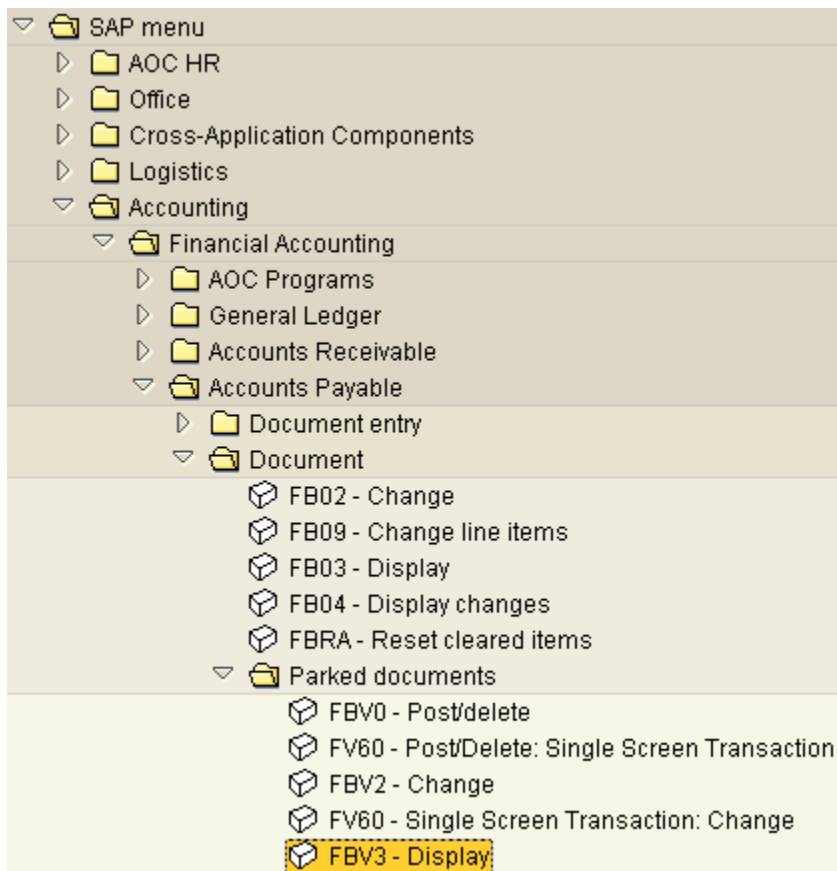
- Display a Parked invoice

BUSINESS EXAMPLE

A \$1,000 claim submitted by Court Arbitrator Angela Hines has been parked, and the court would like to view the document.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document >Parked documents>FBV3 – Display** (as shown below).



The Display Parked Document: Initial Screen will display (as shown below).


2. Enter the document number from Walkthrough 1 (as shown below) and the Fiscal Year—the Company Code will default to 1000.



Display Parked Document: Initial Screen

Document list Editing Options

Key for Parking	
Company Code	1000
Doc. Number	19000000100
Fiscal Year	2006

3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Display Parked Document: Overview screen will display (as shown below).

Display Parked Document: Overview

Currency Fast Data Entry Tax Document Header

Document Date	04/22/2007	Type	KR	Company Code	1000
Posting Date	04/24/2007	Period	10	Currency	USD
Document Number	1900000100	Fiscal Year	2006	Translation dte	04/24/2007
Reference	INV 090601	Trading part BA			
Doc. Header Text	Court Arbitrator Fee	Texts exist	<input type="checkbox"/>	Net entry	<input type="checkbox"/>

Line items


Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	31	99	5000001	ANGELA HINES		1,000.00-
002	40	99	938401	GENERAL CONSULTANTS	10	1,000.00
D			1,000.00	C		1,000.00
				Itm 2		0.00

Other line items

Pstky Account Sp.G/L Trans.type New co.code

4. Select the **Document Header**  Document Header button.

The Display Parked Document: Display Document Header screen will display (as shown below).

Select the **Back**  button to return to the Display Parked Document: Overview screen (as shown below).

Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	31	99	5000001	ANGELA HINES		1,000.00-
002	40	99	938401	GENERAL CONSULTANTS	10	1,000.00
D 1,000.00						
C 1,000.00						
Itm 2						0.00

6. Double-click on **Itm 001**.

The Display Parked Document: Display Vendor Item screen will display (as shown below).

Display Parked Document: Display Vendor Item

Fast Data Entry Tax Additional Data Withholding tax data

Vendor: 5000001 ANGELA HINES G/L Acc: 301001
Company code: 1000 1111 VERANO AVE
California Trial Courts: MODESTO

Item no. 1 / Invoice / 31



Amount: 1,000.00 USD
 Calculate tax

Bus. Area: 99
Payt terms: NOW Days/percent: 0 0.000 / 0 0.000 / 0
Bline date: 04/22/2007 Fixed:
Disc. base: 0.00 Disc. amount: 0.00
Amount is calculated Invoice ref.: / / 0
Pmnt block: Pmt Method: C Pmt meth.supt.: 0C
Assignment:
Text: ARBITRATOR FEE - MAR 2007 Long Text

7. Select the **Withholding Tax Data** button.

The Display Withholding Tax Information screen will display (as shown below).

Name of w/hld tx t...	Wta...	W/Tax Base	W/Tax Amt	W/tax base LC	W/Tax Amt LC
1099 Federal Rep...	07	0.00	0.00	0.00	0

8. Select the **Enter**  button or press the **ENTER** key on the keyboard to return to the previous screen.
9. Select the **Next Item**  button in the application toolbar.

The Display Parked Document: Display G/L Account Item screen will display (as shown below).

Display Parked Document: Display G/L Account Item

Fast Data Entry Tax Additional Data

G/L Account 938401 GENERAL CONSULTANTS & PROFESSIONALS
Company Code 1000 California Trial Courts


Item no. 2 / Debit entry / 40

Amount 1,000.00 USD
Tax Code 18
Jurisdict. Code CA0500000

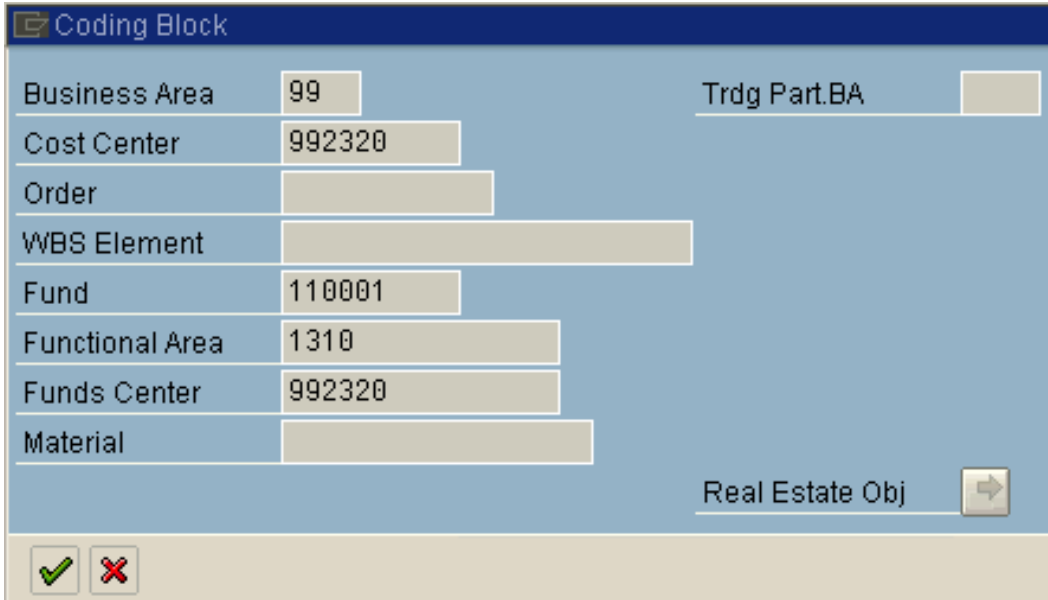
Business Area 99 Trdg Part.BA
Cost Center 992328 Court Reporters
Order
Functional Area 1310 More


Quantity 0.000



Assignment
Text ARBITRATOR FEE - MAR 2007 Long Text



10. Select the **More**  button to display the fund.

The Coding Block screen will display (as shown below).



Business Area	99	Trdg Part.BA	
Cost Center	992320		
Order			
WBS Element			
Fund	110001		
Functional Area	1310		
Funds Center	992320		
Material			
		Real Estate Obj	

11. Select the **Enter**  button or press the **ENTER** key on the keyboard to return to the Display Parked Document: Display G/L Account Item screen.
12. Select the **Exit**  button to exit.

Walkthrough 4: Changing a Parked Invoice

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

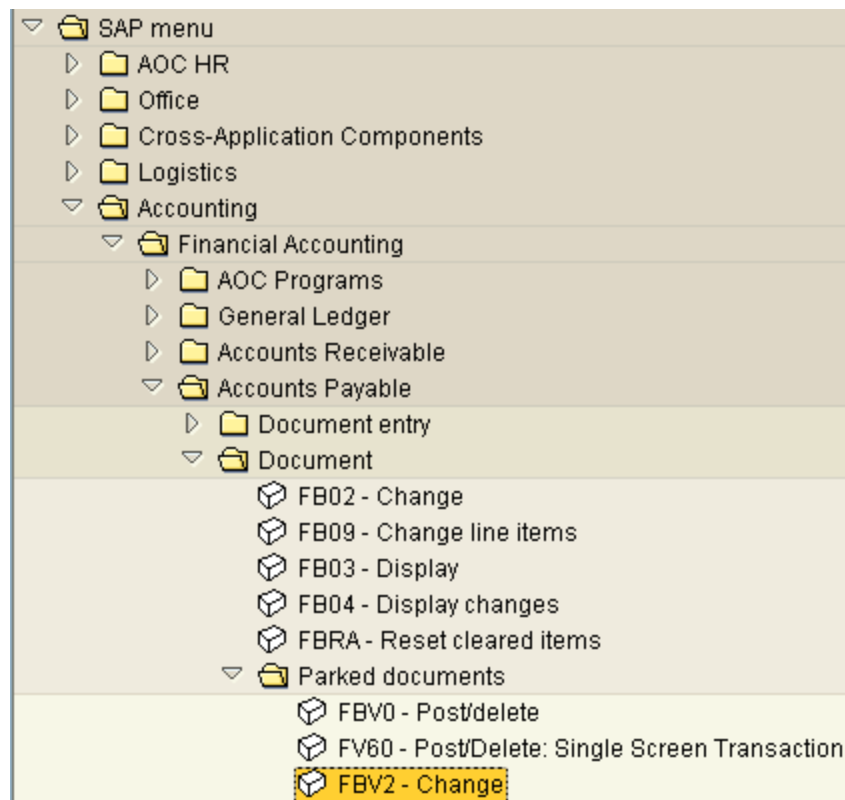
- Change a Parked invoice

BUSINESS EXAMPLE

Court Arbitrator Angela Hines submitted a claim of \$1,000 for payment, but now would like to change the claim to \$1,250.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document >Parked documents>FBV2 – Change** (as shown below).



The Change Parked Document: Initial Screen will display (as shown below).


2. Enter the document number from Walkthrough 2 (shown below) and the Fiscal Year. The Company Code will default to 1000.

Change Parked Document: Initial Screen

Document list Editing Options

Key for Parking

Company Code	1000
Doc. Number	1900000101
Fiscal Year	2006

3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Change Parked Document: Overview screen will display (as shown below).

Change Parked Document: Overview

Currency Fast Data Entry Tax Acct model Document Header Check

Document Date	04/22/2007	Type	KR	Company Code	1000
Posting Date	04/24/2007	Period	10	Currency	USD
Document Number	1900000101	Fiscal Year	2006	Translation dte	04/24/2007
Reference	INV 090601	Trading part.BA			
Doc.Header Text	Court Arbitrator Fee	Texts exist	<input type="checkbox"/>	Net entry	<input type="checkbox"/>

Line items




Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	31	99	5000001	ANGELA HINES		1,000.00-
002	40	99	938401	GENERAL CONSULTANTS	10	1,000.00
D 1,000.00		C 1,000.00		Itm 2	0.00	

Other line items

Pstky Account Sp.G/L Trans.type New co.code

4. Double-click on **Itm 001**.

The Changed Parked Document: Change Vendor Item screen will display (as shown below).

5. Manually change the Amount from \$1000 to \$1250.
6. Select the **Back**  button to return to the Changed Parked Document: Overview screen.
7. Double-click on **Itm 002**.
8. Manually change the Amount from \$1000 to \$1250.
9. Select the **Back**  button to return to the Changed Parked Document: Overview screen.
10. Make sure the journal screen balances.
11. Select the **Save**  button to save changes.

NOTE: You can utilize transaction **FBV4** to change a Parked Document Header Invoice. For example, if you entered the wrong document date or reference number and needed to correct the information prior to the invoice being posted for payment, you would utilize this transaction. If you find that the GL account number or vendor number is incorrect for a particular line, just zero out the line and enter the correct GL or vendor number.

UNIT SUMMARY

You should now be able to:

- Park an invoice using Account Assignment Model
- Park an invoice using Fast Entry
- Display a parked invoice
- Change a parked invoice

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(Notes)

UNIT 5: INVOICE POSTING

UNIT OVERVIEW

In this unit, you will learn how to post a direct invoice and a PO invoice. You will also learn how to block an invoice for payment.

UNIT OBJECTIVES

After completing this unit, you will be able to:

- Post a direct invoice
- Post a PO invoice
- Block an invoice for payment

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(Notes)

Walkthrough 1: Posting a Direct Invoice

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

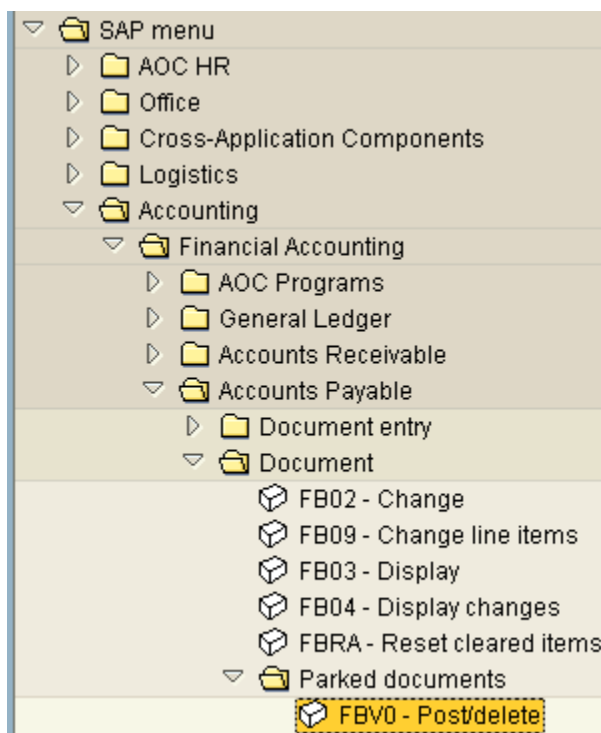
- Post a Direct invoice

BUSINESS EXAMPLE

The court approver is ready to review the parked document created for the court arbitrator, and post it through for payment.

Procedural Steps


1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document >Parked documents>FBV0 – Post/delete** (as shown below).



The Post Parked Document: Initial Screen will display (as shown below).

2. Enter the Doc. Number from Walkthrough 1 (shown below) and the Fiscal Year. Company Code will default to 1000.

The screenshot shows a software window titled "Post Parked Document: Initial Screen". At the top, there is a toolbar with icons for back, forward, and other navigation functions. Below the title bar, there are two buttons: "Document list" and "Editing Options". The main area contains a "Key for Parking" section with three input fields: "Company Code" with the value "1000", "Doc. Number" with the value "1900000100", and "Fiscal Year" with the value "2006".

3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Post Parked Document: Overview screen will display (as shown below).

The screenshot shows a software window titled "Post Parked Document: Overview". At the top, there is a toolbar with icons for Currency, Fast Data Entry, Tax, Document Header, and Check. Below the title bar, there are several input fields for document details: Document Date (04/22/2007), Posting Date (04/24/2007), Document Number (1900000100), Reference (NV 090601), and Doc. Header Text (Court Arbitrator Fee). Other fields include Type (KR), Period (10), Fiscal Year (2006), Company Code (1000), Currency (USD), Translation dte (04/24/2007), Trading part BA, Texts exist, and Net entry. Below the input fields is a "Line items" table with columns for Item, PK, BusA, Acct no., Description, Tx, and Amount.

Item	PK	BusA	Acct no.	Description	Tx	Amount
001	31	99	5000001	ANGELA HINES		1,000.00-
002	40	99	938401	GENERAL CONSULTANTS	10	1,000.00



At the bottom of the screen, there is a summary line: D 1,000.00 C 1,000.00 Item 2 0.00


4. Select **Goto / Display as list** from the overhead Menu bar.

The Document Overview - Display screen will display (as shown below).

Itm	PK	Account	Account short text	Tx	Amount	Amt. in Loc. cur.	Crncy
1	31	5000001	ANGELA HINES		1,000.00-	1,000.00-	USD
2	40	938401	GENERAL CONSULTANTS	10	1,000.00	1,000.00	USD

This will give approver more detailed information to ensure that all components of the invoice are correct.

5. Select the **Back**  button to go back to the previous screen.
6. Select the **Save**  button to Post.
7. The status field will appear containing the document number (see below). Write this number down for reference.

 Document 1900000100 was posted in company code 1000

Walkthrough 2: Posting a PO Invoice

EXERCISE OBJECTIVES

After completing this exercise, you will be able to:

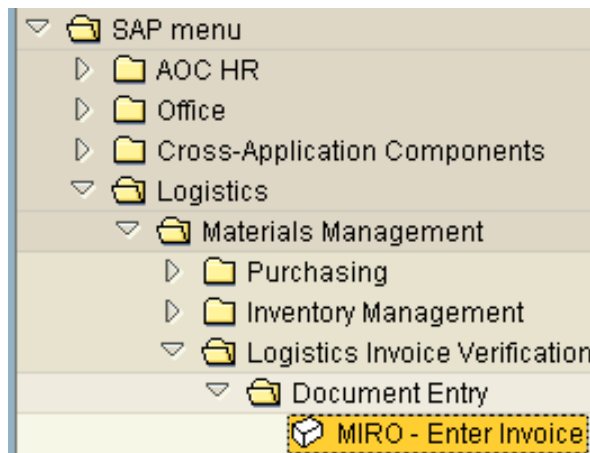
- Post a PO invoice

BUSINESS EXAMPLE

The court approver is ready to review the parked document created for the PO and post it through for payment.

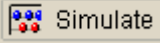
Procedural Steps

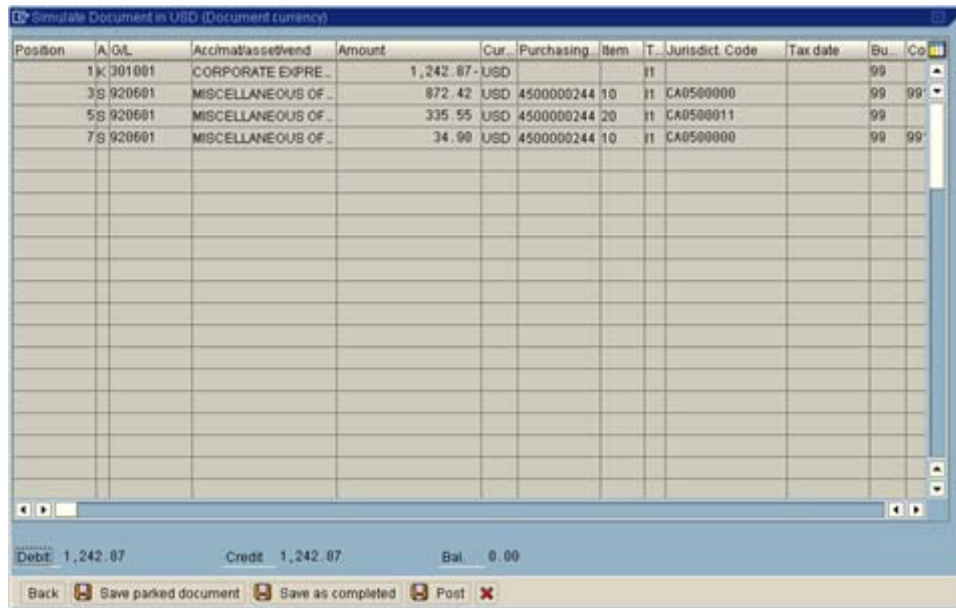
1. From the SAP menu, choose **Logistics>Materials Management>Logistics Invoice Verification>Document Entry>MIRO – Enter Invoice** (as shown below).



The Change Parked Invoice Document screen will appear (as shown below).



5. Select the **Simulate**  button to validate the document entries and display the Simulate Document in USD (Document Currency) screen (shown below).



6. Select the **Post**  button located at the bottom of the screen.

Walkthrough 3: Blocking an Invoice for Payment

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

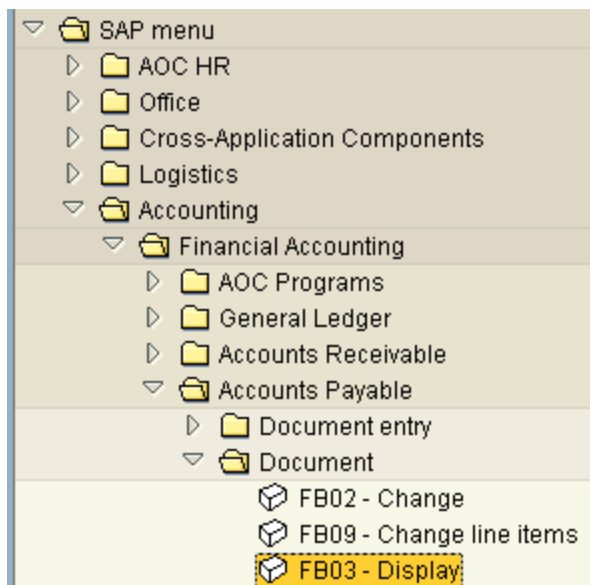
- Block an invoice for payment

BUSINESS EXAMPLE

The court approver posted invoices; then was notified that a vendor's invoice was entered for \$1,000 and should have been \$100.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document >FB03 – Display** (as shown below).



The Display Document: Initial Screen will display (as shown below).

- 2 Enter the document number from Walkthrough 1 (shown below) and the Fiscal Year. The Company Code will default to 1000.

Display Document: Initial Screen

Document list | First item | Editing options

Keys for Financial Accounting

Document Number	1900000100
Company Code	1000
Fiscal Year	2006

- 3 Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Document Overview - Display screen will appear (as shown below).

Document Overview - Display

Choose Save



Doc.type : KR (Vendor invoice) Normal document

Parked by	DMOORE	Posted by	DMOORE		
Doc. Number	1900000100	Company code	1000	Fiscal year	2006
Doc. date	04/22/2007	Posting date	04/24/2007	Period	10
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.doc.	INV 090601				
Doc.currency	USD				
Doc.head.text	Court Arbitrator Fee				



Itm	PK	Account	Account short text	Assignment	Tx	Amount
1	31	5000001	ANGELA HINES	0005000001	10	1,000.00-
2	40	938401	GENERAL CONSULTANTS	0000992320	10	1,000.00

- 4 Select **Itm 1** from the list at the bottom of the screen.

The Change Document: Line Item 001 screen will display (as shown below).

5. Select the **Pencil**  button. This will now show fields in red that can be changed.
6. Click in the **Pmnt block**  button to display the dropdown box (shown below).

Block in...	Description
*	Skip account
A	Free for payment
B	Block in pmnt run
R	Manual block
V	Invoice verification
X	Payment clearing
	Employee / Deposits

7. Select B/Manual block.
8. Select the **Save**  button in the Change Document Line Item 001 screen to save changes.
9. Select the **Back**  button to return to the Document Overview Display screen.

NOTE: Only block an invoice for payment if the wrong vendor is being paid or the wrong amount is being paid. If the wrong G/L information is entered and is not caught in time, do a journal entry. If the changes require creating a new document, notify Phoenix services to have the original document reversed. As stated previously, once posted, documents can not be deleted.

UNIT SUMMARY

You should now be able to:

- Post a Direct invoice
- Post a PO invoice
- Block an invoice for payment

UNIT 6: PROCESSING AND POSTING CREDIT MEMOS

UNIT OVERVIEW

In this unit you will learn the different methods associated with credit memos, including how to change and post a credit memo.

UNIT OBJECTIVES

After completing this unit, you will be able to:

- Park a direct credit memo using the Account Assignment Model
- Change a parked credit memo
- Post a credit memo

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(Notes)

Walkthrough 1: Parking a Direct Credit Memo Using the Account Assignment Model

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

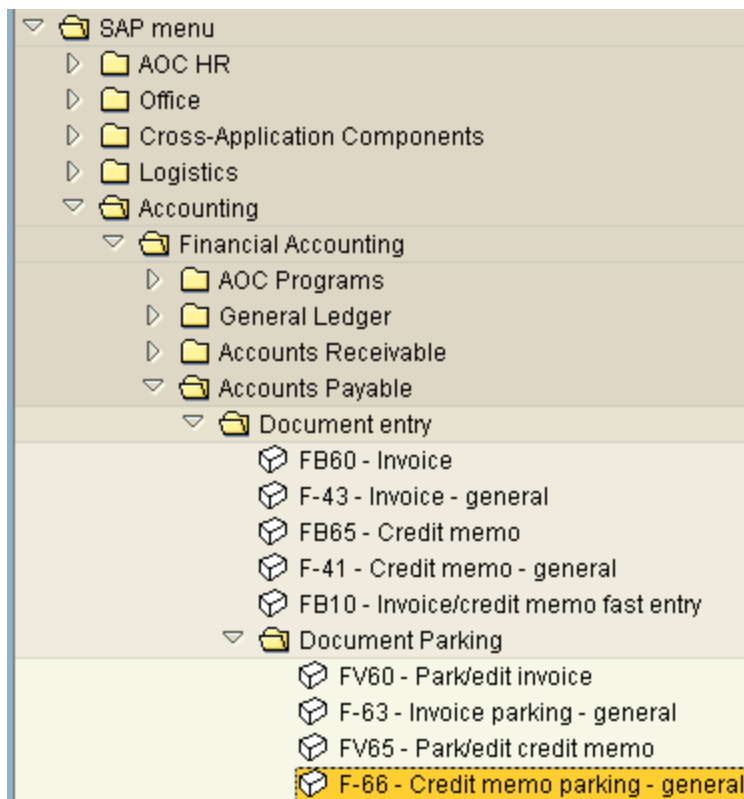
- Park a direct credit memo using the Account Assignment Model

BUSINESS EXAMPLE

The court approver has posted an invoice for \$1,000, and is notified that \$200 of the goods is defective; therefore, a credit memo has been issued.




Procedural Steps


1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document entry >Document Parking>F-66 – Credit memo parking – general** (as shown below).



The Park Document: Document Header screen will display (as shown below).

2. Fill in the required fields using the following guidelines.

Field	Action
Document Date	Enter the Document Date. Click the Pull Down  button to display the calendar. Always use Credit Memo Date. (For training purposes, enter today's date.)
Doc. type	Defaults to KG (Vendor Credit Memo).
Company Code	Defaults to 1000.
Posting Date	Posting Date will default. Click the Pull Down  button to display the calendar.
Period	Period will default from posting date.
Currency	USD for US Dollars will default.
Reference	Type the credit memo number: CM T20 .
Doc. Header Text	Enter an explanation that will apply to the document as a whole (for example, Arbitrator Fee C.M.).
PstKy	Defaults to 21 (Credit Memo) Debit.
Account	Enter the vendor account number. Click the Pull Down  button to search for selections (for example, Angela Hines = 5000001).

3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Park Document: Enter Vendor Item screen will display (as shown below).

Park Document: Enter Vendor Item

Vendor: 5000001 ANGELA HINES G/L Acc: 381001
 Company code: 1000 1111 VERANO AVE
 California Trial Courts: MODESTO

Item no. 1 / Credit memo / 21
 Amount: 200.00 USD
 Calculate tax
 Bus. Area: 99
 Payt terms: NOW Days/percent: / /
 Bline date: 04/22/2007 Fixed: /
 Disc. base: / Disc. amount: /
 Invoice ref.: 1900000100 / /
 Pmnt block: / Pmt Method: Pmt meth. supl. /
 Assignment: /
 Text: Credit Memo for Arbitrator Service

Next line item
 PstgKey: Account: / Sp.G/L: / Trans.type: / New co.code: /

4. Fill in the required fields using the following guidelines.

Field	Action
Amount	Enter 200 .
Calculate tax	Check the box.
Bus. Area	Default is 99 .
Payt terms	Default from Vendor Master data, but court can override if necessary.
Invoice ref.	Enter appropriate invoice reference to conduct the credit memo. NOTE: you will need the SAP document number from the original invoice.
Pmt Method	Enter C for check.
Text	Enter an appropriate text for the document. This will appear on the check remittance and should include enough information for the vendor to apply payment correctly.

5. Select the **Enter**  button or press the **ENTER** key on the keyboard.

Park Document: Enter Vendor Item

Fast Data Entry Tax Additional Data Acct model Withholding tax d:

Vendor 5000001 ANGELA HINES G/L Acc 301001
 Company code 1000 1111 VERANO AVE
 California Trial Courts MODESTO

Item no. 1 / Credit memo / 21

Amount 200. USD
 Calculate tax

Bus. Area 99

Payt terms NOW Days/percent / /
 Biline date 08/24/2004 Fixed
 Disc. base Disc. amount
 Invoice ref. 1900002 / 2004 / 1
 Pmnt block Pmt Method Pmt meth.spl.


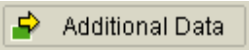


Assignment 0005000001

Text Credit Memo for Arbitrator Service Long Text

Next line item

PstgKey Account Sp.G/L Trans.type New co.code

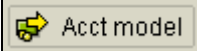
! Data was copied



9. The Data Was Copied  button will display at the bottom left corner.
10. Select the **Additional Data**  button.
11. The Data Was Copied  button will display again.
12. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Park Document: Change Vendor Item screen will display (as shown below).

- In this screen, you will only enter information into the Fund field (use guidelines below).

Field	Value
Fund	Enter 110001

- Select the **Account Model**  button to display the Select Account Assignment Model screen (shown below).

- Select the **Pull Down**  button.
- From the pull down menu, select the **99-ARBTRAT** Account Assignment Model.
- Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Park document: Entry with account assignment model screen will appear (as shown below).

Park document: Entry with account assignment model

Acct assgnmt model99-ARBTRAT
Training Template Company Code 1000
Currency USD

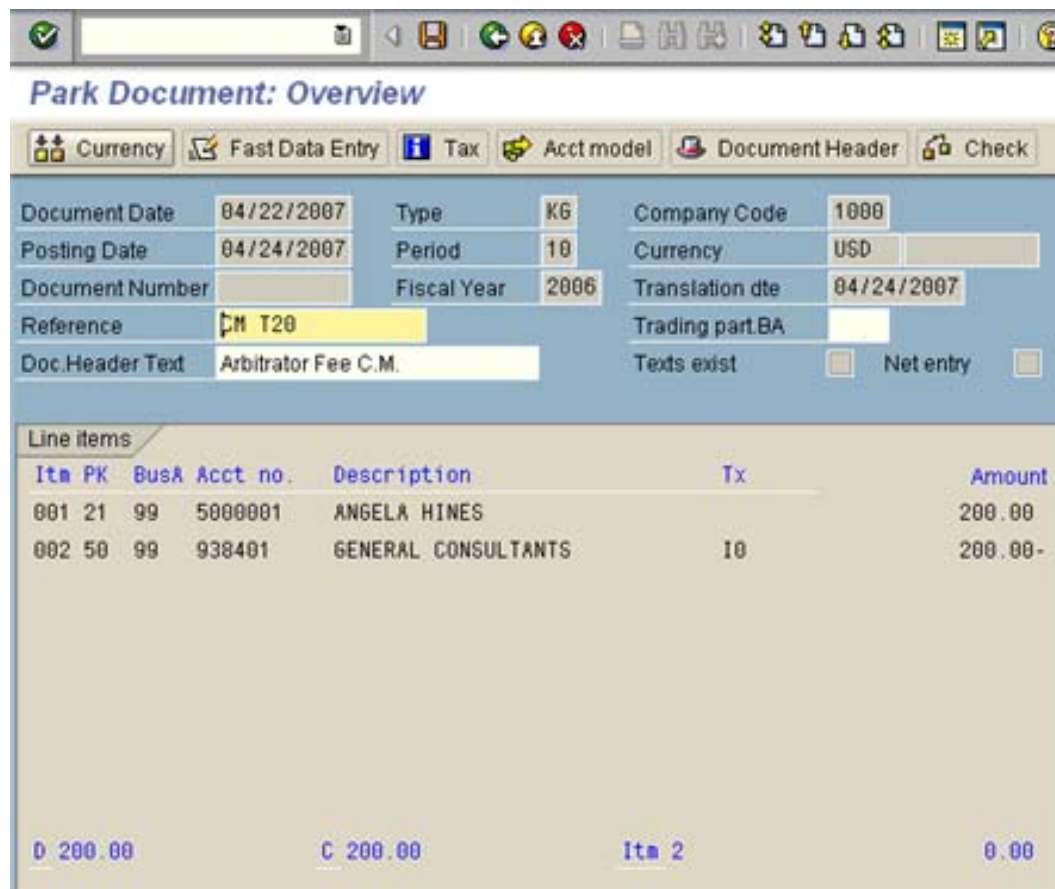
Kontierungsmuster-Zellen

PK	CoCd	BusA	G/L	Cost Ctr	Fund	Func	Amount
50	1000	99	938401	992320	110001	1310	200.00
10							Arbitration Fee

18. Change Posting Key (PK) from 40 (Debit) to 50 (Credit).
19. Type \$200.00 to complete the Amount field of the Account Assignment Model.

20. Select the **Back**  button to go back one screen.

The Park Document: Overview screen will display (as shown below).




Park Document: Overview


Document Date	04/22/2007	Type	K6	Company Code	1000
Posting Date	04/24/2007	Period	10	Currency	USD
Document Number		Fiscal Year	2006	Translation dte	04/24/2007
Reference	PM T20	Trading part.BA			
Doc.Header Text	Arbitrator Fee C.M.	Texts exist	<input type="checkbox"/>	Net entry	<input type="checkbox"/>

Line items	Itm	PK	BusA	Acct no.	Description	Tx	Amount
	001	21	99	5000001	ANGELA HINES		200.00
	002	50	99	938401	GENERAL CONSULTANTS	10	200.00-

D 200.00 C 200.00 Itm 2 0.00

NOTE: If you need to go back to the Fast Data Entry screen to add more data, select the Fast Data Entry button above.

21. Make sure journal balances and all other entries are correct.
22. Select the **Save**  button to Park document.
23. The status field will appear containing the document number (see below). Write this number down so the person posting the document can review it and post it within the system.

 Document 1700000047 1000 was parked

Walkthrough 2: Changing a Parked Credit Memo

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

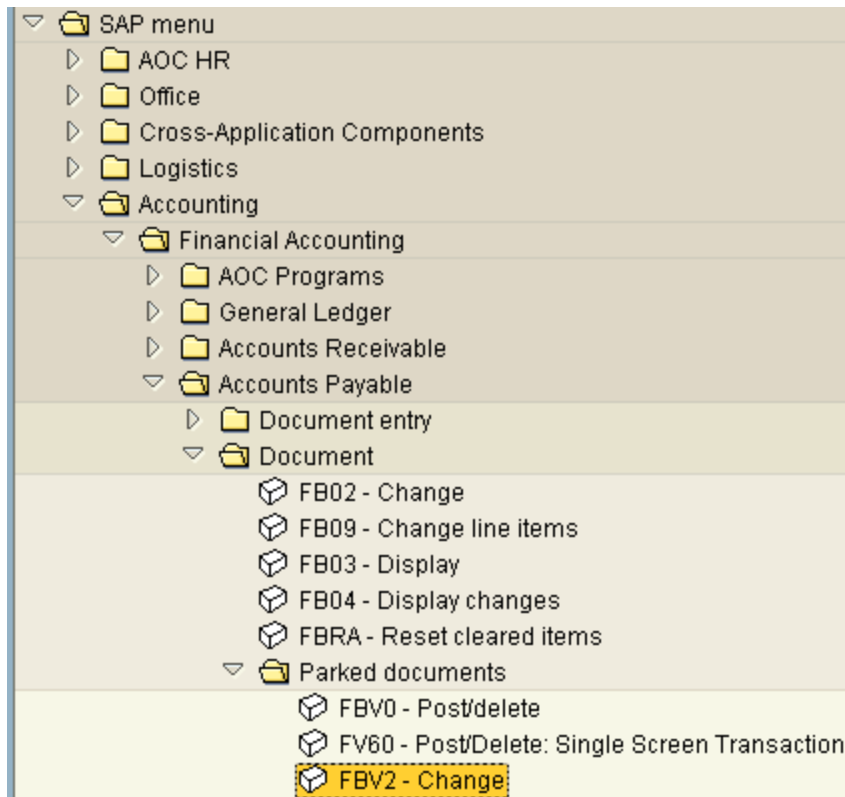
- Change a parked credit memo

BUSINESS EXAMPLE

Court Arbitrator Angela Hines submitted a credit memo for \$200, but after further review, she discovered the correct amount is \$150.

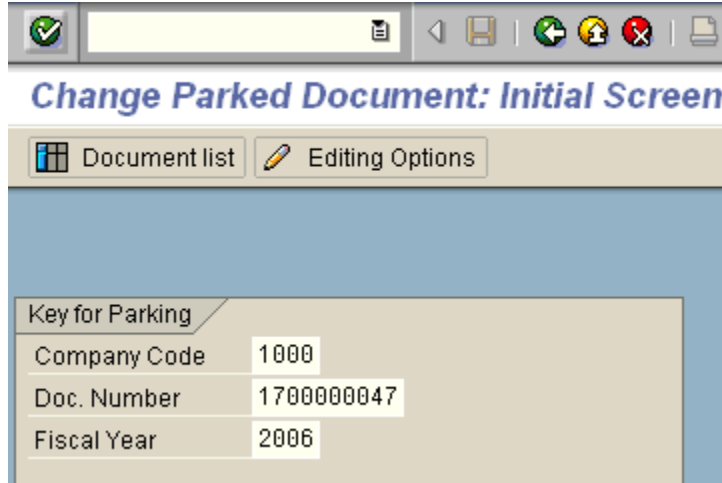
Procedural Steps


1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document>Parked documents>FBV2 – Change** (as shown below).



The Change Parked Document: Initial Screen will display (shown below).

2. Enter the credit memo document number from Walkthrough 1 (shown below) and the Fiscal Year. The Company Code will default to 1000.



3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

The Change Parked Document: Overview screen will display (see below).




4. Double-click on **Itm 001**.

The Changed Parked Document: Change Vendor Item screen will display (as shown below).

Change Parked Document: Change Vendor Item

Vendor: 5000001 ANGELA HINES G/L Acc: 381001
Company code: 1000 1111 VERANO AVE
California Trial Courts: MODESTO

Item no. 1 / Credit memo / 21
Amount: 150.00 USD
 Calculate tax
Bus. Area: 99
Payt terms: NOW Days/percent: / /
Bline date: 04/22/2007 Fixed:
Disc. base: Disc. amount:
Amount is calculated Invoice ref. 1900000100 / 2006 / 1
Pmnt block: Pmt Method: C Pmt meth. supl.: 0C
Assignment: 0005000001
Text: Credit Memo for Arbitrator Service

5. Change the amount from \$200 to \$150.
6. Select the **Back**  button to go back to the Change Parked Document: Overview screen.
7. Double-click on **Itm 002**.

This will open the Change Parked Document: Change G/L Account Item screen (as shown below).

Change Parked Document: Change G/L Account Item

Fast Data Entry Tax Additional Data Acct model Check

G/L Account 938481 GENERAL CONSULTANTS & PROFESSIONALS
Company Code 1000 California Trial Courts



Item no. 2 / Credit entry / 50


Amount 150.00 USD
Tax Code 10
Jurisdict. Code CA0500000

Business Area 99 Trdg Part.BA
Cost Center 992320 Court Reporters
Order
Functional Area 1310 More

Assignment
Text Arbitration Fee Long Text

Quantity

8. Change amount from \$200 to \$150.
9. Select the **Back**  button to return to the Change Parked Document: Overview screen.
10. Select the **Save**  button to save changes.
11. The status field will appear containing the document number (see below). Write this number down for reference.

 Preliminarily posted document 1700000047 1000 was changed

NOTE: You can utilize transaction **FBV4** to change a Parked Document Header Invoice, For example, if you entered the wrong document date or reference number and needed to correct the information prior to the invoice being posted for payment, you would utilize this transaction.

Walkthrough 3: Posting a Parked Credit Memo

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

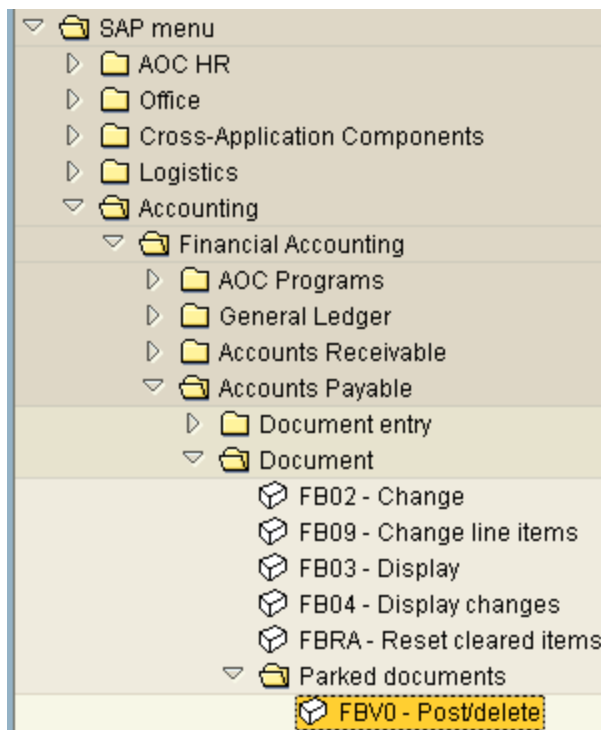
- Post a parked credit memo

BUSINESS EXAMPLE

The accounting supervisor is ready to review the parked document created for the court arbitrator, and post it through for payment adjustment.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Document >Parked Documents>FBV0 - Post/delete** (as shown below).



The Post Parked Document: Initial Screen will display (as shown below).

1. Enter the document number from Walkthrough 1 (shown below) and enter the Fiscal Year. Customer Code will default to 1000.

3. Select the **Enter**  button or press the **ENTER** key on the keyboard.

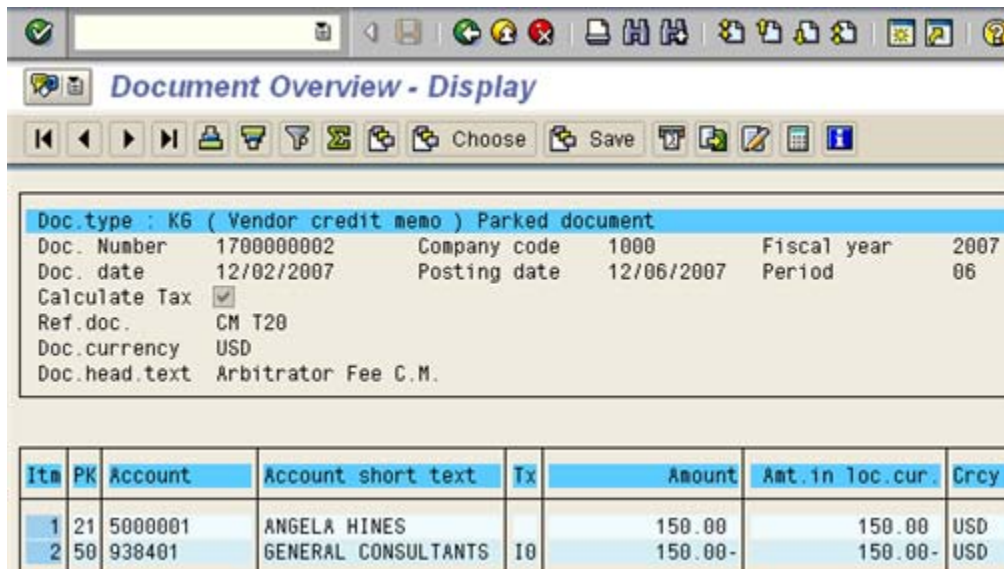
The Post Parked Document: Overview screen will display (as shown below).

Document Date	04/22/2007	Type	K6	Company Code	1000
Posting Date	04/24/2007	Period	10	Currency	USD
Document Number	1700000047	Fiscal Year	2006	Translation dte	04/24/2007
Reference	M T20	Trading part BA		Texts exist	<input type="checkbox"/> Net entry <input type="checkbox"/>
Doc. Header Text	Arbitrator Fee C.M.				

Line items						
Ita	PK	BusA	Acct no.	Description	Tx	Amount
001	21	99	5000001	ANGELA HINES		150.00
002	50	99	938401	GENERAL CONSULTANTS	10	150.00-
			D 150.00	C 150.00	Ita 2	0.00

4. Select Goto / Display as list from the Menu bar.

The Document Overview – Display screen will appear (as shown below).





Document Overview - Display

Doc.type : K6 (Vendor credit memo) Parked document

Doc. Number 1700000002 Company code 1000 Fiscal year 2007
 Doc. date 12/02/2007 Posting date 12/06/2007 Period 06
 Calculate Tax
 Ref.doc. CM T20
 Doc.currency USD
 Doc.head.text Arbitrator Fee C.M.

Itm	PK	Account	Account short text	Tx	Amount	Amt. in loc. cur.	Crcy
1	21	5000001	ANGELA HINES		150.00	150.00	USD
2	50	938401	GENERAL CONSULTANTS	10	150.00-	150.00-	USD

5. This list will provide more detailed information to the approver to ensure that all components of the invoice are correct.
6. Select the **Back**  button to return to the previous screen.
7. Select the **Save**  button to Post.

UNIT SUMMARY

You should now be able to:

- Park a direct credit memo using the Account Assignment Model
- Change a parked credit memo
- Post a credit memo

UNIT 7: GENERATING VENDOR REPORTS

UNIT OVERVIEW

In this unit you will learn about various Accounts Payable vendor reports. You will also learn the different report formats and how to change them to fit your needs.

UNIT OBJECTIVES

After completing this unit, you will be able to:

- Display a vendor balance
- Display a vendor line item
- Display a vendor history report
- Display a vendor aging report
- Display a check register

Walkthrough 1: Displaying a Vendor Balance

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

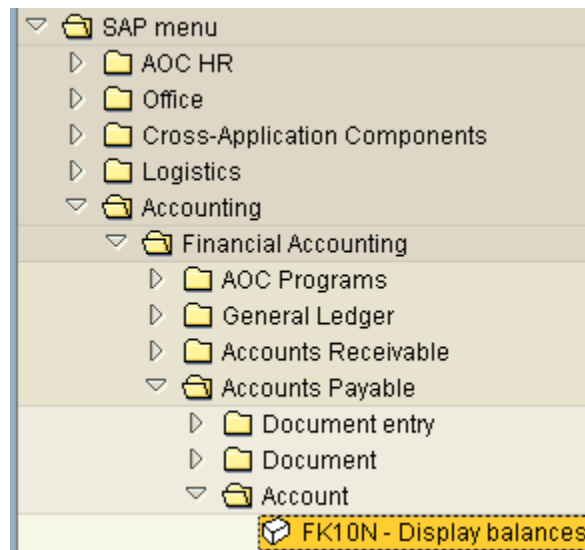
- Display a vendor balance

BUSINESS EXAMPLE


The court would like to review Court Arbitrator Angela Hines's vendor balance.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Account >FK10N – Display balances** (as shown below).




The Vendor Balance Display screen will appear (as shown below).


2. Enter the vendor number. If the vendor number is unknown, click on the **Pull-Down**  button to search for the vendor.

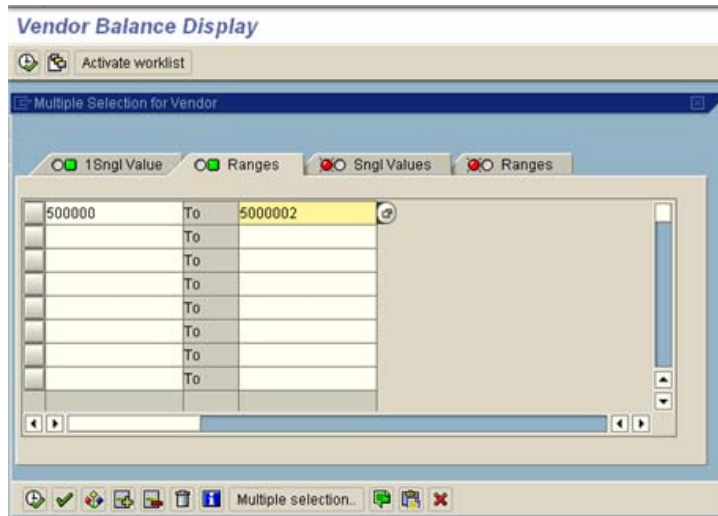
The Company Code will default to 1000.


3. Enter the current fiscal year.

NOTE: If there is more than one vendor balance to display, select the **Multiple Selection**  button to display the Vendor Balance Display screen (shown below).


4. To display balances of vendors not in sequential order (for example, vendor 500001 and vendor 500005) enter the individual vendor numbers in the field under the Sngl Value column.

- To display a range of vendors in sequential order (for example, vendor 500000, 500001, and 500002) select the **Ranges**  Ranges tab (this will display the screen shown below).



- Enter the appropriate ranges and select the **Execute**  button to return to the Vendor Balance Display screen (shown below).

Period	Debit	Credit	Balance	Cum. balance	Sales/Purchases
Balance C...					
1					
2					
3					
4					
5					
6					
7					
8	1,650.00	25,250.00	23,600.00	23,600.00	23,600.00
9	2,650.00	37,250.00	34,600.00	58,200.00	34,600.00
10	150.00	2,250.00	2,100.00	60,300.00	2,100.00
11				60,300.00	
12				60,300.00	
13				60,300.00	
14				60,300.00	
15				60,300.00	
16				60,300.00	
Total	4,450.00	64,750.00	60,300.00	60,300.00	60,300.00

- Double-click any line item for specific details.
- Select the **Exit**  button to return to the SAP menu.

Walkthrough 2: Displaying a Vendor Line Item

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

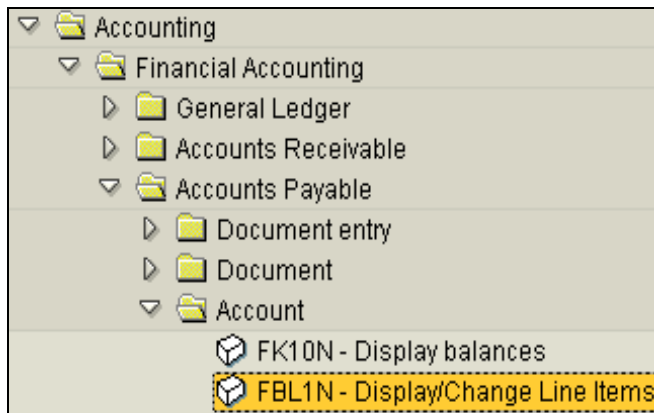
- Display a vendor line item

BUSINESS EXAMPLE


The court would like to review Court Arbitrator Angela Hines's vendor line items.

Procedural Steps


1. From the SAP menu, choose **Accounting>Financial Accounting>Accounts Payable>Account >FBL1N – Display/Change Line Items** (as shown below).



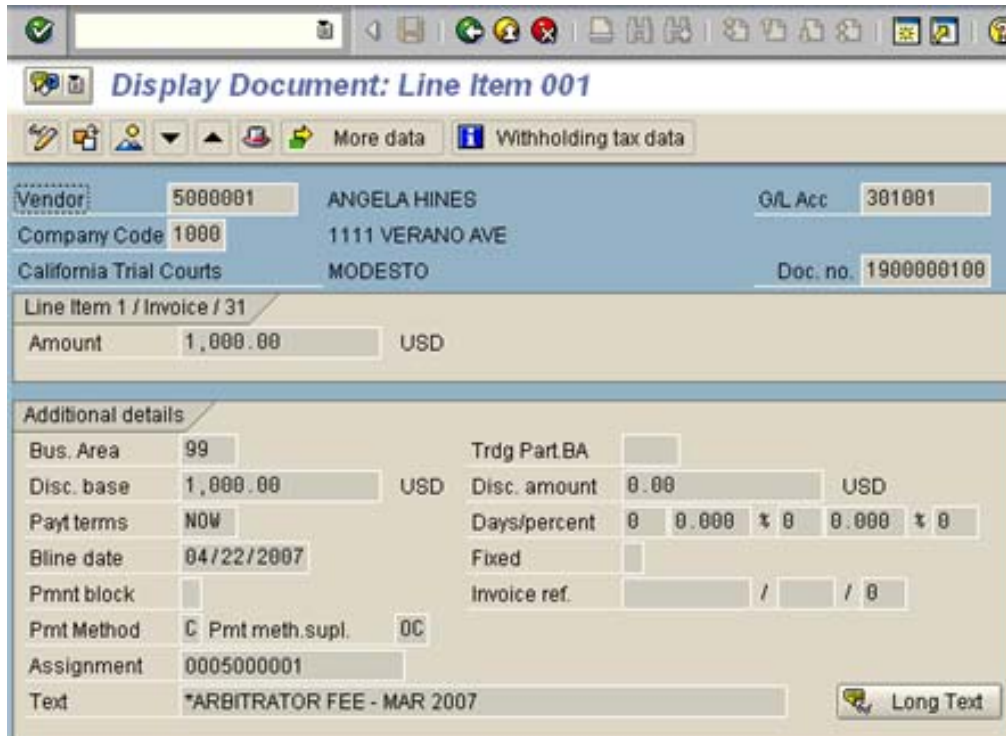
The Vendor Line Item Display screen will appear (as shown below).

2. Enter the vendor number in the Vendor account field.
3. The Company code will default to 1000.
4. Under the Line item selection tab, select **Open items**, **Cleared Items**, or **All items** (which includes both Open and Cleared items). For training purposes, check **All items**, then click the **Execute**  button.

This will generate the Vendor Line Item Report (see sample report on page 121).

5. Double-click on the line item to display the vendor line item details or select the appropriate box and then click the **Display Document**  button.

The Display Document: Line Item screen will display (as shown below).



The screenshot shows the SAP 'Display Document: Line Item 001' screen. The window title is 'Display Document: Line Item 001'. Below the title bar, there are several icons and buttons, including 'More data' and 'Withholding tax data'. The main content area is divided into several sections:

- Vendor:** 5000001 ANGELA HINES G/L Acc 301001
- Company Code:** 1000 1111 VERANO AVE
- California Trial Courts:** MODESTO Doc. no. 1900000100
- Line Item 1 / Invoice / 31:** Amount 1,000.00 USD
- Additional details:**
 - Bus. Area 99 Trdg Part.BA
 - Disc. base 1,000.00 USD Disc. amount 0.00 USD
 - Payt terms NOW Days/percent 0 0.000 % 0 0.000 % 0
 - Bline date 04/22/2007 Fixed
 - Pmnt block Invoice ref. / / 0
 - Pmt Method C Pmt meth.spl. 0C
 - Assignment 0005000001
 - Text *ARBITRATOR FEE - MAR 2007

At the bottom right of the 'Additional details' section, there is a 'Long Text' button.

6. Select the **Exit**  button to return to the SAP menu.

Walkthrough 3: Displaying a Vendor History Report

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

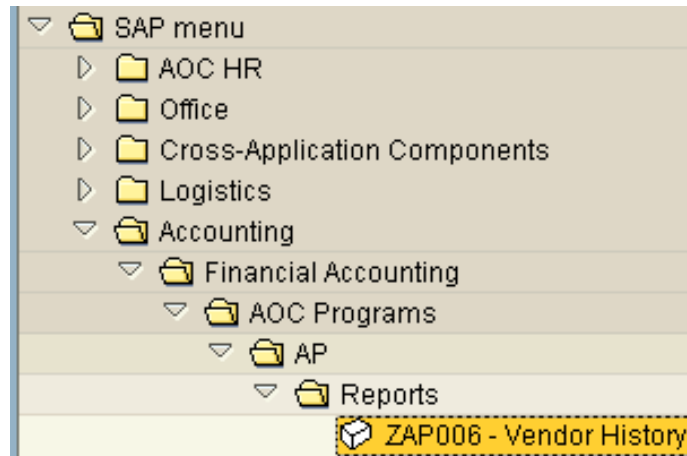
- Display a vendor history report

BUSINESS EXAMPLE

The court would like to review Court Arbitrator Angela Hines's vendor history.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>AOC Programs>AP >Reports>ZAP006 – Vendor History** (as shown below).





The Vendor History Report screen will display (as shown below).


2. Fill in fields using the following guidelines.

Field	Mandatory (M)/ Optional (O)/ Conditional (C)	Description
Vendor number	C	Enter the from and/or to values for the relevant vendor number(s). (Enter * for all vendors.) Only data that matches the selected vendor number will be displayed. You must enter a value here or a Tax ID.
Tax ID	C	Enter the from and/or to values or Tax IDs of the vendors or leave blank.
Trial Court (BA)* *BA: Business Area	M	Enter the from and/or to values of the authorized business area(s). Only data that matches the selected and authorized business areas will be displayed.

Field	Mandatory/Optional / Conditional	Description
Invoice Date	O	Enter the from and/or to values for the relevant invoice date(s) . Only data that matches the selected invoice date(s) will be displayed.
Vendor Invoice Number	O	Enter the from and/or to values of the relevant vendor invoice number(s), or leave blank to select all vendor invoices.
SAP Document Number	O	Enter the from and to values of the relevant document number(s), or leave blank to select all documents.
Header Text/ Case No	O	This can be used as additional selection criteria.
Include Parked Documents	O	Option to include or exclude parked invoices in the report. The default option excludes parked invoices.
Output Options	M	Click on the radio button to select report output.

3. You can also run parameters for the report by doing one of the following:
 - Choosing from a possible entry list (select an input field and then press F4), or selecting the Pull-Down  button next to the input field.
 - Clicking the Multiple Selection  button
 - Entering a list or range of input values
 - Excluding a list or range of input values
4. Select **Fixed format by Vendor-Summary** under the Output Options tab—this will generate the Fixed Format Report (see page 123 for an example of this report).

NOTE: The report displayed will always vary depending on the output option selected.

5. Once all the mandatory input fields have been entered, select the **Execute**  button to execute the program.

NOTE: The Fixed Format Report has a fixed-column format, and the report is sorted, totaled, and displayed in a pre-defined manner and cannot ever be changed.

List of Buttons/Icons and Functions in Fixed Format by Vendor-Summary Report

Document Viewer  Button:

Position mouse on the desired document line and select this button to see the document; or simply double-click at the document line to drill down to Document Overview Display screen

If the selected line does not have a document number, an error message will display.

Print  Button:

Click this button to print your selected document.

Navigation  Buttons:

Use to scroll to the desired page using the appropriate icon (left to right as shown on panel: first page, previous page, next page, last page):

6. Select **Fixed Format by Vendor - Details** under the Output Options tab—this will generate the Fixed Format Report (see page 125 for an example of this report).

NOTE: The Fixed Format Report has a fixed-column format, and the report is sorted, totaled, and displayed in a pre-defined manner and cannot ever be changed.

7. Select **List Viewer (ALV)** under the Output Options tab—this will display the List Viewer (see page 127 for an example of this report).

Characteristics of List Viewer

- The List Viewer (ALV) is a very flexible tool for displaying reports. This option allows many operations to be performed on the report output such as an Excel spreadsheet (sort, filter, and sub-total). Report fields can be displayed or hidden, and columns can be moved to the desired position.
- The report layout can be saved for later use.
- There are many more reporting fields available in this format compared to the Fixed Format.

8. Select the **Exit**  button to return to the SAP menu.

Walkthrough 4: Displaying a Vendor Aging Report

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

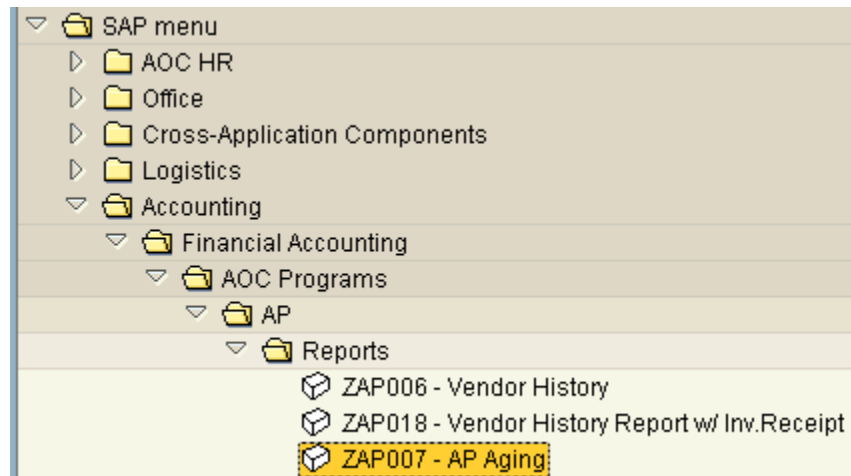
- Display a Vendor Aging Report

BUSINESS EXAMPLE

The court would like to review Court Arbitrator Angela Hines's vendor aging.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>AOC Programs>AP >Reports>ZAP007 – AP Aging** (as shown below).



The Accounts Payable – Aging Report screen will display (as shown below).

Accounts Payable - Aging Report

Data Selection

Company Code: 1000

Business Area: 99 to []

Vendor Number: [] to []

Vendor Account Group: [] to []

G/L Account number: [] to []

Open at Key Date: 04/25/2007

Additional Selection

Aged Days: 30 Days 60 Days 90 Days 120 Days


Output Options

Summary by Vendor Number:


Detail Listing by Vendor:

- Fill in the required fields using the following guidelines.

Field	Mandatory / Optional	Description
Company Code	M	Default 1000 . This is the only company code for AOC.
Business Area	M	Enter the from and to values for authorized business area(s). Only data that matches the authorized business areas will be extracted.
Vendor Number	O	Enter the from and to values for the desired vendor number(s), or leave blank to select all.
Vendor Account Group	O	Enter the from and to values for desired vendor account group(s), or leave blank to select all.
Open at Key Date	M	Enter a baseline date, or it will default to the date of the invoice that is or was open at the specified baseline date
Age Days	M	Four reference numbers of days used to categorize invoices into five aging groups.
Output Options	M	Click on the radio button to select the desired report output.

- Parameters for the report can also be selected from a possible entry list by selecting an input field and pressing **F4**, or clicking on the **Pull-Down**  button next to the input field.
- Select **Summary by Vendor Number** under the Output Options tab—this will generate the Fixed Format Report (see page 129 for an example of this report).

NOTE: The Fixed Format report displayed on page 129 summarizes all vendors based on the account group within the master record, and provides a summary of the ages of the invoices.

- Once all the mandatory input fields have been entered, select the **Execution**  button to execute the program.

NOTE: The Fixed Format Report has a fixed-column format and is sorted, totaled and displayed in a pre-defined manner and cannot be changed.

List of Buttons/Icons and Functions in Summary by Vendor Number Report

Multiple Selection  Icon.

Allows you to enter a list of values, a range of input values, or an exclusion of a list of values or a range of input values.

Document Viewer  Button

Position the mouse on the desired line and click this button to see the document; or simply double-click on the **vendor summary** line to drill down to the document detail level. If the selected line does not have a vendor number, an error message will display.

Print  Button

Navigation  Buttons

Use to scroll to the desired page using the appropriate icon (left to right as shown on panel: first page, previous page, next page, last page):

- Select **Detail Listing by Vendor** under the Output Options tab—this will generate a List Viewer (see page 131 for an example of this report).

NOTE: This detailed List Viewer lists open invoices for all vendors and places each invoice into the relevant aging group.

Characteristics of List Viewer

- The List Viewer (ALV) is a very flexible tool for displaying reports. This option allows many operations to be performed on the report output such as an Excel spreadsheet (sort, filter, and sub-total). Report fields can be displayed or hidden, and columns can be moved to the desired position.
- The report layout can be saved for later use.
- There are many more reporting fields available in this format compared to the Fixed Format (see page 133 for example of this report).

Walkthrough 5: Displaying a Check Register

EXERCISE OBJECTIVE

After completing this exercise, you will be able to:

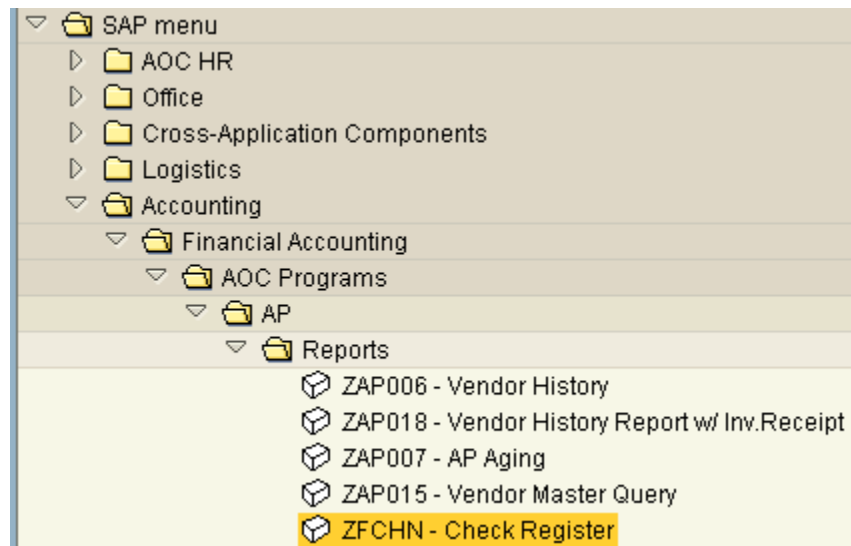
- Display a check register

BUSINESS EXAMPLE

The court would like to review the check register for Business Area 99.

Procedural Steps

1. From the SAP menu, choose **Accounting>Financial Accounting>AOC Programs>AP >Reports>ZFCHN – Check Register** (as shown below).





The Check Register screen will display (as shown below).

- Enter input parameters to display check register with line item detail. The following tables address only the fields in the top portion of the screen (with blue background) and the fields in the Items paid tab at the bottom of the screen.

Field	Mandatory / Optional	Description
Paying company code	M	1000
House bank	M	XXBOA. XX = Business Area Reference Number
Account ID	O	CHECK DISBR TRUST

Field	Mandatory / Optional	Description
W/out line items	O	Displays list of checks.
With line items	M	Select this to display the User ID.

3. Select the **Execute**  button to execute the report (see page 135 for an example of this report).
4. Select the **Back**  button to go back one screen.

The Check Register input screen will display (as shown below).

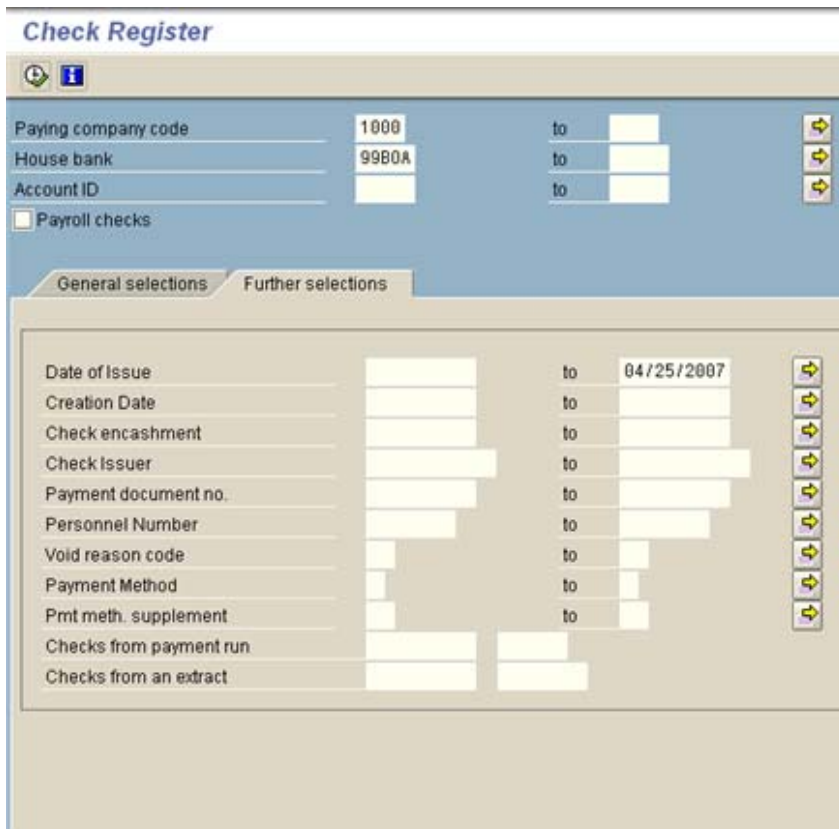
Enter input parameters to display outstanding check list with check-issue date. The following tables address the fields in the top portion of the screen (with blue background), the fields in the Output control tab, and the fields in the Items paid tab at the bottom of the screen.

Field	Mandatory / Optional	Description
Paying company code	M	1000.
House bank	M	XXBOA. XX = Business Area.
Account ID	O	CHECK DISBR TRUST

Field	Mandatory / Optional	Description
List of outstanding checks	M	List of checks

Field	Mandatory / Optional	Descriptions
W/out line items	M	Select this option with the "List of outstanding checks" (see sample screen on page 137).
With line items	O	Select this to display the User ID

5. Select the **Further Selections**  tab to populate the issue date (as shown below).



Field	Mandatory/Optional	Description
Date of Issue	M	Enter date up to

6. Select the **Execute**  button to execute report.

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(Notes)

Vendor Line Item Display

Status: open Overdue Parked Cleared Not due
 Due date: Due Due

Vendor: 5000001
 Company Code: 1000
 Name: ANGELA HINES
 City: MODESTO

St Assignment	DocumentNo	Type	Doc...Date	\$ DD	Amount in local cur.	LCurr	Clring doc	Text
0005000001	1900000079	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000083	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000086	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000087	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000088	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000089	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000090	KR	03/27/2007	\$	1,250.00-	USD		*Arbitrator Fee
0005000001	1900000095	KR	03/31/2007	\$	1,250.00-	USD		*ARBITRATOR FEE - JAN 2007
0005000001	1900000100	KR	04/22/2007	\$	1,000.00-	USD		*ARBITRATOR FEE - MAR 2007
* *					65,870.00-	USD		
** Account 5000001					65,870.00-	USD		

Vendor: *
 Company Code: *
 Name: *
 City: *

St Assignment	DocumentNo	Type	Doc...Date	\$ DD	Amount in local cur.	LCurr	Clring doc	Text
***					65,870.00-	USD		

Figure 1: Vendor Line Item Display Report Sample

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(Notes)

Vendor History Report

Superior Courts of State of California
 Program: ZFIR_VENDOR_HISTORY_NEW_V2
 Business Area 99 - Superior Court of Training Busi
 Vendor 5900001 - ANGELA HINES

Page: 7
 Run Date: 05/08
 Run Time: 10:5

Inv. Ref. #	Invoice #	Inv. Date	Amount	Doc #	Type	Post. Date	Period	Clear. Doc.	Check #	Check Date	Parked	Assignment
Total - Invoice Ref. 1900000088			1,050.00									
1900000089	CRED MEMO CMT2	03/27/2007	200.00-	1700000041	KG	03/27/2007	MAR			00/00/0000		00050
1900000089	INV 090601	03/27/2007	1,250.00	1900000089	KR	03/27/2007	MAR			00/00/0000		00050
Total - Invoice Ref. 1900000089			1,050.00									
1900000090	CMT 20	03/27/2007	200.00-	1700000043	KG	03/27/2007	MAR			00/00/0000		00050
1900000090	INV 090601	03/27/2007	1,250.00	1900000090	KR	03/27/2007	MAR			00/00/0000		00050
Total - Invoice Ref. 1900000090			1,050.00									
1900000095	CH T20	03/31/2007	150.00-	1700000046	KG	03/31/2007	MAR			00/00/0000		00050
1900000095	INV 090601	03/31/2007	1,250.00	1900000095	KR	04/13/2007	APR			00/00/0000		00050
Total - Invoice Ref. 1900000095			1,100.00									
1900000100	CH T20	04/22/2007	150.00-	1700000047	KG	04/24/2007	APR			00/00/0000		00050
1900000100	INV 090601	04/22/2007	1,000.00	1900000100	KR	04/24/2007	APR			00/00/0000		00050
Total - Invoice Ref. 1900000100			850.00									
TOTAL - Vendor 5000001			373,722.00									
GRAND TOTAL - BA 99			373,722.00									

Figure 2: Vendor History Report Sample - Fixed Format by Vendor-Summary

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(Notes)

Vendor History Report

Superior Courts of State of California
 Program: ZFIR_VENDOR_HISTORY_NEW_V2
 Vendor: 5000001 - ANGELA HINES
 Business Area 99 - Superior Court of Training Busi

Inv. Ref. #	Invoice #	Inv. Date	Amount	Doc #	Type	Line	Post. Date	Period	Clear. Doc.	Check #	Check Date	P0 #
Total - Invoice Ref. 1900000088			1,050.00									
1900000089	CRED MEMO CMT2	03/27/2007	200.00-	1700000041	KG	002	03/27/2007	MAR			00/00/0000	
1900000089	INV 090601	03/27/2007	1,250.00	1900000089	KR	002	03/27/2007	MAR			00/00/0000	
Total - Invoice Ref. 1900000089			1,050.00									
1900000090	CMT 20	03/27/2007	200.00-	1700000043	KG	002	03/27/2007	MAR			00/00/0000	
1900000090	INV 090601	03/27/2007	1,250.00	1900000090	KR	002	03/27/2007	MAR			00/00/0000	
Total - Invoice Ref. 1900000090			1,050.00									
1900000095	CM T20	03/31/2007	150.00-	1700000046	KG	002	03/31/2007	MAR			00/00/0000	
1900000095	INV 090601	03/31/2007	1,250.00	1900000095	KR	002	04/13/2007	APR			00/00/0000	
Total - Invoice Ref. 1900000095			1,100.00									
1900000100	CM T20	04/22/2007	150.00-	1700000047	KG	002	04/24/2007	APR			00/00/0000	
1900000100	INV 090601	04/22/2007	1,000.00	1900000100	KR	002	04/24/2007	APR			00/00/0000	
Total - Invoice Ref. 1900000100			850.00									
TOTAL - Vendor 5000001			373,722.00									
GRAND TOTAL - BA 99			373,722.00									

Figure 3: Vendor History Report Sample - Fixed format by Vendor-Details

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(Notes)

Superior Courts of State of California
 Vendor History Report
 Report Title 05/02/2007 11:26:40 by DMOORE TRN-410

Business Area Desc.	BusA	Vendor Name	Vendor Number	Invoice ref.	Invoice Number	Invoice Date	Due date	DocumentNo	Posting Date	Period
Training Business Area 99	BusA	ANGELA HINES	5000001	1900000076	INV 090601	03/27/2007	03/27/2007	1900000076	2 03/27/2007	9 MAR
			5000001	1900000077	CMT 20	03/27/2007	03/27/2007	1700000042	2 03/27/2007	9 MAR
			5000001	1900000079	CM T20	03/27/2007	03/27/2007	1900000039	2 03/27/2007	9 MAR
			5000001	1900000083	INV 090601	03/27/2007	03/27/2007	1900000079	2 03/27/2007	9 MAR
			5000001	1900000083	CMT 20	03/27/2007	03/27/2007	1700000036	2 03/27/2007	9 MAR
			5000001	1900000086	INV 090601	03/27/2007	03/27/2007	1900000083	2 03/27/2007	9 MAR
			5000001	1900000086	CREDIT MEMO CNT2	03/27/2007	03/27/2007	1700000037	2 03/27/2007	9 MAR
			5000001	1900000087	INV 090601	03/27/2007	03/27/2007	1900000086	2 03/27/2007	9 MAR
			5000001	1900000087	CRD MEMO CMT20	03/27/2007	03/27/2007	1700000038	2 03/27/2007	9 MAR
			5000001	1900000088	INV 090601	03/27/2007	03/27/2007	1900000087	2 03/27/2007	9 MAR
			5000001	1900000088	CM T20	03/27/2007	03/27/2007	1700000045	2 03/27/2007	9 MAR
			5000001	1900000089	INV 090601	03/27/2007	03/27/2007	1900000088	2 03/27/2007	9 MAR
			5000001	1900000089	CRED MEMO CMT2	03/27/2007	03/27/2007	1700000041	2 03/27/2007	9 MAR
			5000001	1900000090	INV 090601	03/27/2007	03/27/2007	1900000089	2 03/27/2007	9 MAR
			5000001	1900000090	CMT 20	03/27/2007	03/27/2007	1700000043	2 03/27/2007	9 MAR
			5000001	1900000095	INV 090601	03/27/2007	03/27/2007	1900000090	2 03/27/2007	9 MAR
			5000001	1900000095	CM T20	03/31/2007	03/31/2007	1700000046	2 03/31/2007	9 MAR
			5000001	1900000100	INV 090601	03/31/2007	03/31/2007	1900000095	2 04/13/2007	10 APR
			5000001	1900000100	CM T20	04/22/2007	04/22/2007	1700000047	2 04/24/2007	10 APR
			5000001	1900000100	INV 090601	04/22/2007	04/22/2007	1900000100	2 04/24/2007	10 APR

Figure 4: Vendor History Report Sample - List Viewer (ALV)

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(Notes)

Accounts Payable - Aging Report

Superior Courts of State of California
 Program: ZFIR_AP_AGING
 Business Area 99 - Superior Court of Training Business Area
 A/P Account 301001 - Open at Key Date 04/25/2007

Page: 1 of 1
 Run Date: 05/02/2007
 Run Time: 11:36:46

Vendor #	Vendor Name	Invoice \$	0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Day
5000000	OFFICE DEPOT	2,147.50-	0.00	0.00	0.00	0.00	2,147.5
5000001	ANGELA HINES	65,870.00-	13,700.00-	20,950.00-	25,650.00-	0.00	5,570.0
5000002	KELLY SERVICES INC.	4,000.00-	4,000.00-	0.00	0.00	0.00	0.0
5000006-01	CORPORATE EXPRESS	3,358.17-	2,115.30-	1,242.87-	0.00	0.00	0.0
Total-A/P Account 301001		75,375.67-	19,815.30-	22,192.87-	25,650.00-	0.00	7,717.5
GRAND TOTAL-BA 99		75,375.67-	19,815.30-	22,192.87-	25,650.00-	0.00	7,717.5
****GRAND TOTAL****		75,375.67-	19,815.30-	22,192.87-	25,650.00-	0.00	7,717.5

Figure 5: Accounts Payable Aging Report Sample - Summary by Vendor Number

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(Notes)

Accounts Payable - Aging Report

Superior Courts of State of California

Accounts Payable - Aging Report
Run Date 05/02/2007 11:44:14 by DMOORE TRN-410
Open at Key Date 04/25/2007

BusA	GL-Acc	Vendor Name	Vendor	Reference	DocumentNo	Invoice Date	Posting Date	Due date	Open Balance	0-30 Days	31-60 Days	61-90 Days
99	301001	ANGELA HINES	5000001	CM 123	1700002	04/26/2005	04/26/2005	04/25/2005	150.00	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	INV1 234	1900013	04/25/2005	04/25/2005	04/25/2005	2,000.00	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	INV1 2345	1900014	04/25/2005	04/25/2005	04/25/2005	500.00	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	INV1 23	1900015	04/25/2005	04/25/2005	04/25/2005	1,250.00	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	INVOICE Y	1900017	05/19/2005	05/19/2005	06/18/2005	450.00	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	INVOICE X	1900018	05/19/2005	05/19/2005	05/19/2005	600.00	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	INVOICE Z	1900019	05/19/2005	05/19/2005	05/19/2005	920.00	0.00	0.00	0.00
	301001	OFFICE DEPOT	5000000	INVOICE1	5100023	04/25/2005	04/25/2005	05/25/2005	1,073.75	0.00	0.00	0.00
	301001	OFFICE DEPOT	5000000	INVOICE2	5100025	04/25/2005	04/25/2005	04/25/2005	1,073.75	0.00	0.00	0.00
	301001	OFFICE DEPOT	5000000	CREDIT MEMO 2	5100028	04/26/2005	04/26/2005	05/25/2005	1,073.75	0.00	0.00	0.00
	301001	ANGELA HINES	5000001	CM T01	1700000002	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	CM T01	1700000004	02/07/2007	02/07/2007	02/07/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	CM T01	1700000005	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	CM T01	1700000006	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	INV 090601	1700000007	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	INV 090601	1700000008	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	INV 090601	1700000010	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	INV 090601	1700000011	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	CM T01	1700000012	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	CM T01	1700000014	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00
	301001	ANGELA HINES	5000001	INV 090601	1700000015	02/13/2007	02/13/2007	02/13/2007	150.00	0.00	0.00	150.00

Figure 6: Accounts Payable Aging Report Sample - Detail Listing by Vendor

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(Notes)

Accounts Payable - Aging Report

Superior Courts of State of California

Report Title: Accounts Payable - Aging Report
 Run Date: 05/02/2007 11:52:44 by DMOORE TRN-410
 Open at Key Date: 04/25/2007

Reference	DocumentNo	Invoice Date	Posting Date	Due date	Open Balance	0-30 Days	31-60 Days	61-90 Days	91-120 D...	Over 120 Days
INV 090601	1900000095	03/31/2007	04/13/2007	03/31/2007	1,250.00-	1,250.00-	0.00	0.00	0.00	0.00
INV 090601	1900000100	04/22/2007	04/24/2007	04/22/2007	1,000.00-	1,000.00-	0.00	0.00	0.00	0.00
					65,870.00-	13,700.00-	20,950.00-	25,650.00-	0.00	5,570.00-
44027	5100000036	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
44027	5100000038	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
44027	5100000039	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
440027	5100000040	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
44027	5100000042	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
44027	5100000043	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
44027	5100000044	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
TEST	5100000046	03/27/2007	03/27/2007	03/27/2007	500.00-	500.00-	0.00	0.00	0.00	0.00
					4,000.00-	4,000.00-	0.00	0.00	0.00	0.00
123456	5100000008	03/19/2007	03/19/2007	04/18/2007	1,242.87-	0.00	1,242.87-	0.00	0.00	0.00
123456	5100000014	03/19/2007	03/19/2007	04/18/2007	1,242.87-	0.00	1,242.87-	0.00	0.00	0.00
123456	5100000022	03/19/2007	03/19/2007	04/18/2007	1,242.87	0.00	1,242.87	0.00	0.00	0.00
45227	5100000026	03/27/2007	03/27/2007	04/26/2007	872.43-	872.43-	0.00	0.00	0.00	0.00
45227	5100000049	03/31/2007	03/31/2007	04/30/2007	1,242.87-	1,242.87-	0.00	0.00	0.00	0.00
					3,358.17-	2,115.30-	1,242.87-	0.00	0.00	0.00
					75,375.67-	19,815.30-	22,192.87-	25,650.00-	0.00	7,717.50-
					75,375.67-	19,815.30-	22,192.87-	25,650.00-	0.00	7,717.50-

Figure 7: Accounts Payable Aging Report Sample - Detail Listing (ALV)

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(Notes)

Check Register

California Trial Courts
San Francisco
Company code 1000

Bank: 9980A Bank Of America
Bank keys: 121000358
Acct number: CHECK 1499999999

DocumentNo	Item	Postg Date	Crcy	Payment Amount	in FC	Pent date	Crcy	Amount paid (FC)	Disc.	Recipient/void reason code	Net amount
5100009	1	08/24/2004	USD	250.00	250.00			0.00			250.00
5100010	1	09/02/2004	USD	644.14	644.14			0.00		*Tables for Work	644.14
5100017	1	10/26/2004	USD	2,684.26	2,684.26			0.00		*Desks	2,684.26
5100018	1	11/02/2004	USD	267.90	267.90			0.00		*Services	267.90
5100020	1	11/29/2004	USD	2,361.66	2,361.66			0.00		*Hard Drives	2,361.66
99000011				2003010	01/20/2005	USD		50,500.00		ANGELA HINES MODESTO CA	
1900008	1	11/29/2004	USD	42,000.00	42,000.00			0.00		*Court Service Fees	42,000.00
1900009	1	01/20/2005	USD	8,500.00	8,500.00			0.00		*Court Service Invoice	8,500.00
99000012				2003014	04/15/2005	USD		51,172.00		ANGELA HINES MODESTO CA	
1900010	1	01/20/2005	USD	28,450.00	28,450.00			0.00		*Court Service Invoice	28,450.00
1900011	1	02/03/2005	USD	22,222.00	22,222.00			0.00		*Court Service Invoice	22,222.00
1900012	1	04/15/2005	USD	500.00	500.00			0.00		*test	500.00
99000013				2003015	04/27/2005	USD		3,671.25		OFFICE DEPOT DELRAY BEACH FL	
1700003	1	04/26/2005	USD	300.00	300.00			0.00		*Credit Memo for membership fees	300.00
1900016	1	04/26/2005	USD	750.00	750.00			0.00		*Membership Fees	750.00
5100024	1	04/25/2005	USD	1,073.75	1,073.75			0.00		*Computer from Office Depot	1,073.75
5100029	1	04/27/2005	USD	2,147.50	2,147.50			0.00		*Laptops	2,147.50
99000014				2200000000	05/19/2006	USD		854.71		OFFICE DEPOT SAN FRANCISCO CA	
5100000001	1	05/19/2006	USD	854.71	854.71			0.00		*Computer Purchase	854.71

Figure 8: Check Register Sample Screen with Line Items.

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(Notes)

List of outstanding checks

California Trial Courts
San Francisco
Company code 1000

Bank: 9980A Bank Of America
Bank keys: 121000358
Acct number: CHECK 1499999999

Check number	from to	Payment	Payment date	Crcy	Amount paid (FC)	Recipient/void reason code
99000000		2003002	08/19/2004	USD	1,159.65	OFFICE DEPOT DELRAY BEACH FL
99000001		2003003	08/19/2004	USD	1,342.19	OFFICE DEPOT DELRAY BEACH FL
99000002		2003004	08/19/2004	USD	2,142.13	OFFICE DEPOT DELRAY BEACH FL
99000003		2003005	09/02/2004	USD	2,574.85	OFFICE DEPOT DELRAY BEACH FL
99000004		2003006	10/26/2004	USD	5,435.18	OFFICE DEPOT DELRAY BEACH FL
99000005		2003007	11/02/2004	USD	27,529.00	ANGELA HINES MODESTO CA
99000006		2003008	11/29/2004	USD	4,818.35	OFFICE DEPOT DELRAY BEACH FL
99000007		2003009	01/20/2005	USD	12,842.05	OFFICE DEPOT DELRAY BEACH FL
99000008		2003012	01/20/2005	USD	9,400.00	AMERICAN EXPRESS LOS ANGELES CA
99000009		2003011	01/20/2005	USD	65,284.00	KELLY SERVICES INC. PASADENA CA
99000010		2003013	01/20/2005	USD	6,207.96	OFFICE DEPOT SAN FRANCISCO CA
99000011		2003010	01/20/2005	USD	50,500.00	ANGELA HINES MODESTO CA
99000012		2003014	04/15/2005	USD	51,172.00	ANGELA HINES MODESTO CA
99000013		2003015	04/27/2005	USD	3,671.25	OFFICE DEPOT DELRAY BEACH FL
99000014		2200000000	05/19/2006	USD	854.71	OFFICE DEPOT SAN FRANCISCO CA
* Payment method Check					244,925.32	

Total of all entries: 244,925.32 USD

Figure 9: List of Outstanding Checks Sample Screen.

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(Notes)