

SAP CLOUD PLATFORM | EXTERNAL

User Guide

Manage Invoices without Purchase Order

Table of Contents

Table of Contents.....	2
Overview.....	3
Manage Vendor Invoices: Invoices without PO Application	4
Create Non-PO Vendor Invoice Record.....	4
My Inbox to Approve or Decline the Non-PO Vendor Invoice	12
Approve Non-PO Vendor Invoice.....	12
My Inbox to rework on the Declined or Not responsible Non-PO Vendor Invoice.....	14
Process Visibility Workspace	16
Access Process Workspace	16

Overview

This document provides information about how to use the user interfaces of 'Manage Invoices without Purchase Order'. Below are the main audience of this document:

- Accounts Payable Executive – Initiator of the Non-PO Vendor Invoice
- Approver – Approver of the Non-PO Vendor Invoice (Example Head of Department, Cost Center Owner, Finance Manager etc.)

This content package will enable SAP ERP customers to automate the Non-PO Vendor Invoice creation process without additional development in SAP ERP application.

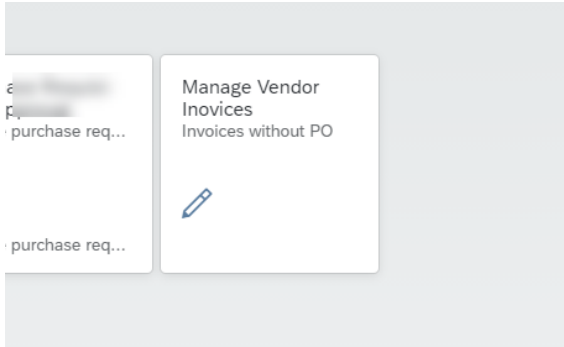
This process enables Business to automate the creation of Non-PO Vendor Invoice in a very flexible and transparent way. It provides flexibility in choosing process variants depending on attributes like Company Code, Currency Key, GL Account, Cost Center, Plant, Profit Center, Amount threshold limit etc. When an initiator creates a Non-PO Vendor Invoice, pre-configured process variants get triggered in SAP Cloud Platform.

Key steps to execute the process

- Non-PO Vendor invoice data gets validated using Business Rules before approval.
- Approvers are determined by using these Business Rules based on the below fields:
 - Company Code
 - Currency
 - Cost Center
 - Profit Center
 - Business Area
 - Invoice Amount
 - Approval Level
- Approvers get notified via email.
- Approvers will have the following three decision options:
 - Approve
 - Decline
 - Not Responsible
- On approval, system will trigger the next level of approval with automatic email notification.
- On complete approval, the Non-PO Vendor invoice will be posted in SAP ERP.
- On Decline or Not Responsible, a rework request will get submitted, and initiator will be notified with the rework task.

Manage Vendor Invoices: Invoices without PO Application

The **Manage Vendor Invoices: Invoices without PO** SAPUI5 application enables the line of business users to post Non-PO Vendor Invoice in SAP ERP. Once enabled, the application can be accessed from the tile 'Manage Vendor Invoices: Invoices without PO'.



Create Non-PO Vendor Invoice Record

From the Manage Invoices without Purchase Order application, the Accounts Payable Executive will be able to create a new Non-PO Vendor Invoice.

A screenshot of the SAP 'Incoming Invoices' application in 'Create' mode. The header shows 'SAP Incoming Invoices' and a search icon. Below the header, there are tabs for 'HEADER DETAILS', 'ATTACHMENTS(0)', 'ITEM DETAILS', and 'DUPLICATE INVOICES'. The main form contains the following fields:

- DocX Job ID: Text input field with a refresh icon.
- Company Code: * Text input field with a refresh icon.
- Vendor Number: * Text input field with a refresh icon.
- One Time Vendor:
- Invoice Date: * yyyyMMdd date picker.
- Amount: * Number input field and Currency Key input field with a refresh icon.
- Exchange rate: Empty input field.
- Tax Amount: Empty input field.
- Total Amount: Empty input field.

At the bottom right, there are 'Save' and 'Cancel' buttons.

In the Non-PO Vendor Invoice creation screen, the Accounts Payable Executive will get four sections – Header Details, Attachments, Item Details and Duplicate Invoices.

The Accounts Payable Executive can only navigate to the Item Details and Duplicate Invoices sections after filling the following mandatory information in the Header Details:

1. Company Code
2. Vendor No
3. Invoice Date
4. Amount
5. Reference (External Vendor Invoice Number)

The Accounts Payable Executive can also process the Non-PO Vendor Invoice for One Time Vendor. On selecting the One Time Vendor checkbox, the below fields will be populated, and Accounts Payable Executive must mandatorily fill the below information:

- One-time Vendor Name
- One-time Vendor City
- One-time Vendor Country

The screenshot shows the SAP 'Incoming Invoices' 'Create' screen. The 'HEADER DETAILS' tab is active. The form contains the following fields and values:

- DocX Job ID: Text
- Company Code: IC02 (Bukrs 1000)
- Vendor Number: 100681 (Leo Leasinggeber_CE_U18A)
- One Time Vendor:
- Invoice Date: yyyyMMdd
- Amount: Number (EUR)
- Exchange rate: (empty)
- Tax Amount: (empty)
- Total Amount: (empty)
- Payment Method: Text

The Header details also have option to enter the following optional fields:

- Payment Method – Mode of payment
- Payment Term – Terms of payments agreed with the vendor
- Text – Explanatory text that will get updated in Header text of the posted document in SAP ERP
- Requestor – SAP User ID of the person requested for the services or expenses.
- Requestor Name – requestor Name will be automatically retrieved from the Requestor SAP User ID

Based on the Vendor Code selected, the Payment Terms will be automatically retrieved from the Vendor master and populated in the Header details. If the Vendor is not mapped with the Payment Term in SAP ERP, Accounts Payable Executive will also have the option to enter the Payment Term manually in the header details.

The Due Date will be automatically calculated based on the Invoice date and the Payment Term. Out of the

3 days mentioned in the below screenshot, system considers the last highest days to calculate the Due Date.

Due Date Calculation logic = Invoice Date + Highest No. of Days

Payment Terms: PT02 15 days 3%, 30 days net

Days: 15 3.000 %

Days: 30 0.000 %

Days: 0

Due Date: Nov 18, 2020

Accounts Payable Executive can type the information or choose from the value help. In the value help pop-up, the Accounts Payable Executive can search by providing either the name or description as shown in the below example:

Select: Select Company Code

AR

Go

Items (11)

Company Code	Description
AR01	Country Template AR
ARG1	Country Template AR
BG01	Bulgaria
MBMB	Marion's company
PT10	PT with FY variant V3

Cancel

Similarly, Accounts Payable Executive can search for other fields like Vendor, Payment Method, Payment Term, Requestor.


The Document Currency will be automatically retrieved from the selected Company Code.

If the Company Code Currency and Document Currency both are same, the Exchange rate field will not be editable, and Accounts Payable Executive will not have the option for manual input. But if the Company Code Currency and Document Currency both are different, Accounts Payable Executive will have the option to manually enter the exchange rate in the Header Section. If no value is entered, system would post the invoice with a default exchange rate.

In the Attachments section, Accounts Payable Executive will have the option to upload the supporting documents and those will be visible for the approver. The Accounts Payable Executive will also have the option to check the attachment or delete it before submitting the request.

HEADER DETAILS **ATTACHMENTS(1)** ITEM DETAILS DUPLICATE INVOICES

Attachments (1) Upload

 **pdf-PDF-Invoice3.pdf**
 Uploaded On: Oct 19, 2020, 10:00:59 AM
 File Size: 2.5 MB ✕

In the Item Details section, the Accounts Payable Executive will enter GL Account, Cost Center, Amount, Tax Code, Business Area, Profit Center, Plant, Item Text, Internal Order.

Accounts Payable Executive have option to manually type the information or choose from the value help. In the value help pop-up, the Account Payable Executive can search by providing either the name or description.

In line item, Currency Key will automatically be retrieved from the Header Details section. After adding the line item, the Accounts Payable Executive will not have any option to change the Currency in the Header Details section.

Based on the Tax Code selected in the line item, system automatically calculates the Tax Amount and Total Amount will be shown in the Header Details section.

Total Amount = Amount + Tax Amount

Incoming Invoices 🔍 👤

Add Item

GL Account:*	<input type="text" value="Text"/>	📄
Cost Center:	<input type="text" value="Text"/>	📄
Amount in document currency:*	<input type="text" value="Number"/>	
Currency Key:	<input type="text" value="EUR"/>	
Tax Code:	<input type="text" value="Text"/>	📄
Business Area:	<input type="text" value="Text"/>	📄
Profit Center:	<input type="text" value="Text"/>	📄
Plant:	<input type="text" value="Text"/>	📄
Item Text:	<input type="text" value="Text"/>	
Internal Order:	<input type="text" value="Text"/>	📄

Add Cancel

After adding the line item, the Accounts Payable Executive will have flexibility to edit or delete the line item.

GL Account	Cost Center	Amount in document currency	Currency Key	Tax Code	Business Area	Profit Center	Plant	Item Text	Internal Order
470100	1006	1000	EUR						

Check Duplicate Invoices:

In the Duplicate Invoices section, the Accounts Payable Executive will have the option to check the Non-PO Vendor Invoices already posted in ERP system or the invoices that are requested and under approval.

The following header information will be checked to determine the duplicate invoices:

- Company Code
- Vendor Code
- Invoice Date
- Reference

The Accounts Payable Executive needs to click on ‘Check Duplicate Invoices’ to get the result. If the invoice is already posted in ERP, system will show the corresponding Accounting Document Number.

Accounting Document Number	Reference	Vendor Number	Invoice Date	Status	Requested By	Requested On
	INV100005	100809	Oct 10, 2020	In Approval	Manikanta	Oct 16, 2020
	INV100005	100809	Oct 10, 2020	In Approval	Sumit	Oct 15, 2020
1900001291	INV100005	100809	Oct 10, 2020	Completed		

Document Information Extraction Service:

Document Information Extraction service enables the business to eliminate the manual data entry for Non-PO Vendor Invoices. This service helps to automatically extract the key invoice header information from PDF invoice copy and the same can be automatically populated in Non-PO Vendor Invoice header section without any manual input.

The Receiver of the Invoice needs to upload the PDF copy of the Vendor Invoice in the Document Information Extraction application. After the successful upload, system will generate the Document Extraction Job ID.

This Job ID needs to be shared with the Initiator of Non-PO Vendor Invoice.

Based on the Document Extraction Job ID entered in the Header Details section, following header fields will be automatically populated in the Header section:


- Company Code


- Vendor Number
- Amount
- Currency
- Reference
- Requestor


SAP Incoming Invoices ▾

Create


HEADER DETAILS ATTACHMENTS(0) ITEM DETAILS DUPLICATE INVOICES


DocX Job ID: 

Company Code: *  Linda Owens

Vendor Number: *  Apple Store One Infinite Loop

One Time Vendor:

Invoice Date: * 

Amount: * 

Exchange rate:

Tax Amount:

After entering the Document Extraction Job ID, the display icon will be activated, and the Account Payable Executive can validate the extracted invoice details with PDF copy of invoice.


Click on .





SAP Document Information Extraction client 00 (c_00) Change Client Sumit Kumar Prodhan ▾


Documents (0)

Document Name	Status
No data	

sample-invoice-2.pdf Delete Extraction Results

 Document type: Invoice Status: **READY**
Upload date: October 12, 2020

 / 1    Fit width



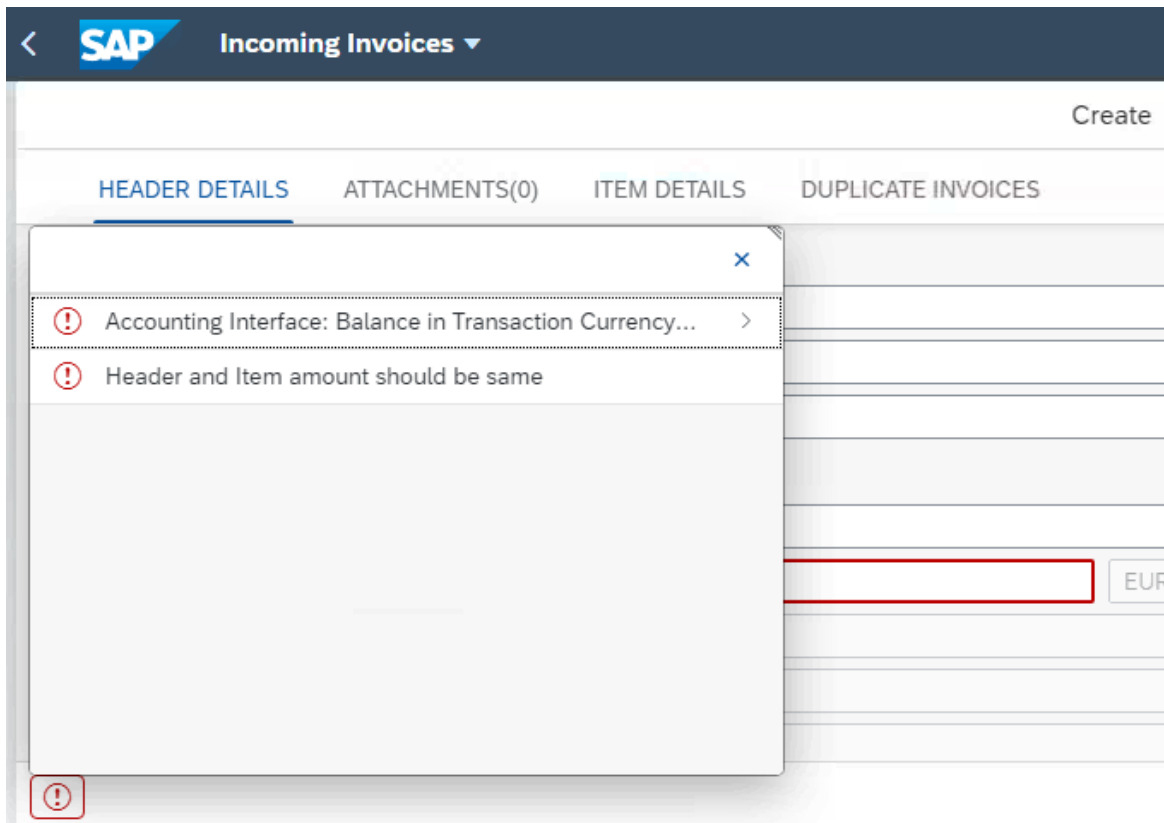
Invoice

Bill To: Linda Owens Invoice no.: 9001321

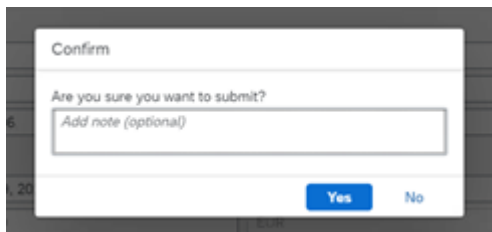
Header Fields	
Docume...	<input type="text" value="9001321"/>
Tax ID	<input type="text"/>
Tax Name	<input type="text"/>
Purchase...	<input type="text"/>
Shipping ...	<input type="text"/>
Sub Tota...	<input type="text" value="1998"/>
Total Am...	<input type="text" value="1998"/>
Currency...	<input type="text" value="(USD) US Dollar"/>
Receivin...	<input type="text"/>
Docume...	<input type="text" value="2020-02-20"/>
Tax Amo...	<input type="text"/>
Tax Rate	<input type="text"/>

If there is any invalid entry or the information is not extracted from the PDF Invoice copy (Like Company Code, Vendor Number etc.), the Accounts Payable Executive will manually input the information or choose from the value help.

On click of 'Save' button, the validations are performed (mandatory field checks, validate the information provided with master data) and appropriate messages will be shown to the user.



If the validation is successful, the Initiator will have the option to provide a comment (optional) that will be shared with the approver(s).



On click of the 'Yes' button, the request will be submitted for approval. This will trigger an approval process and approver will be notified with the system generated email for approval task.

On click of the 'No' button, the Accounts Payable Executive will be back to the create invoice page.

After submitting the Non-PO Vendor Invoice, the Accounts Payable Executive will get following two options:

- Create Invoice
- Display

'Create Invoice' will populate the Company Code and Currency from the last submitted Non-PO Vendor Invoice request and the Accounts Payable Executive will be able to process next invoice

'Display' option will populate a new screen with all the details of last submitted Non-PO Vendor Invoice request in a non-editable mode.

My Inbox to Approve or Decline the Non-PO Vendor Invoice

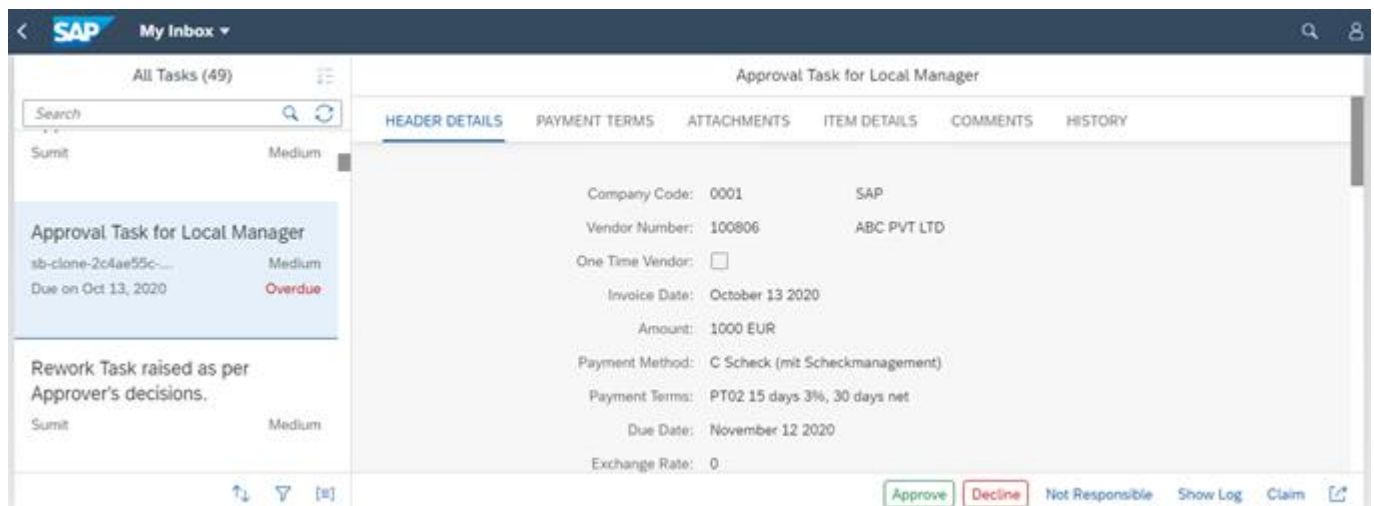
SAP Cloud Platform Workflow Management My Inbox enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

Approve Non-PO Vendor Invoice

A Non-PO Vendor Invoice request will be approved using SAP Cloud Platform My Inbox application. Please refer [help documentation on how to access My Inbox](#).

An approver will get a list of tasks. From there he will select the appropriate task for Approval.

Based on the cost objects, the line items will be merged in a group and approval task will be triggered and assigned accordingly. The line item cost objects are flexible, and system allows to include or exclude the fields in the Business Rules.



The Approval User Interface has five sections.

1. Header Details have the header information about the approval request
2. Payment Terms – Payment Term details with Due days and Discount percentage.
3. Attachments – Attachment sections have the copy of all the supporting documents attached by creator.
4. Item Details – Item details have the item information including all the cost objects.
5. Approval History – Record of the previous approvals, if any. The approver can display the history only based on the Cost object. The approver will not be able to see the history of other cost objects for which he/she is not responsible to approve.
6. Comments - Comments from Approvers and Requester

The Approver can make the following decisions:

1. Approve
2. Decline
3. Not Responsible

On complete approval of the Non-PO Vendor Invoice, the Invoice document gets posted in SAP ERP. The Initiator will be notified with a system generated email that has all the header information along with Accounting Document Number and Fiscal Year.

On Decline or Not Responsible of the approval task, the Initiator will be notified with the system generated email for rework task.

My Inbox to rework on the Declined or Not responsible Non-PO Vendor Invoice

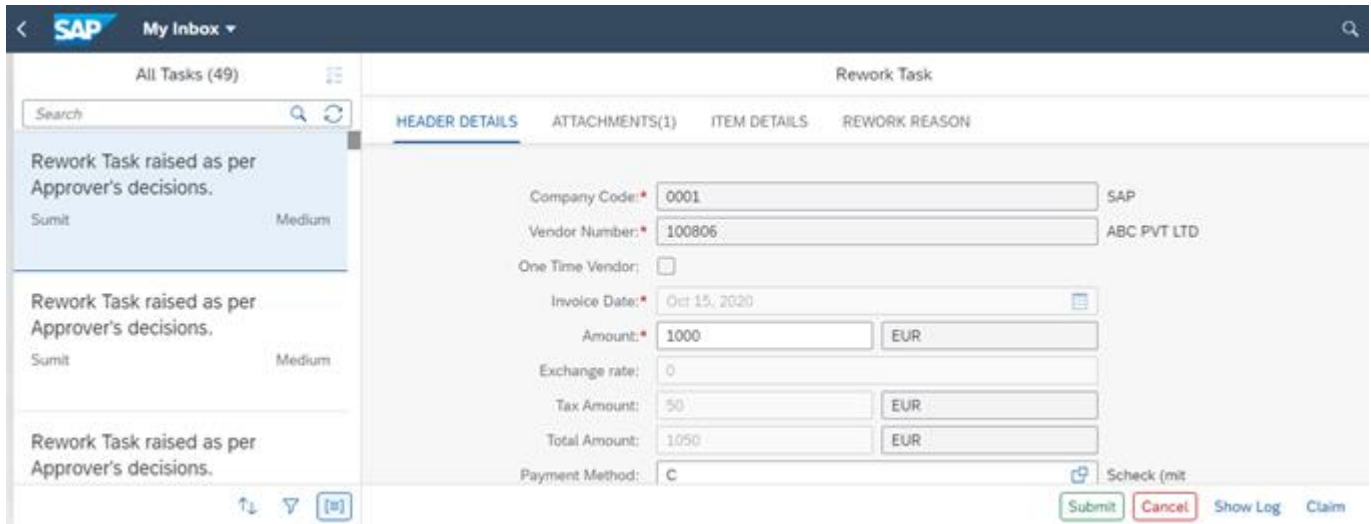
A Non-PO Vendor Invoice Request can be reworked using SAP Cloud Platform My Inbox application. Based on the Decline or Not Responsible reason provided by approver, Initiator (Accounts Payable Executive) will modify the invoice details and re-submit the invoice for approval.

Re-submission will trigger the approval process from the beginning.

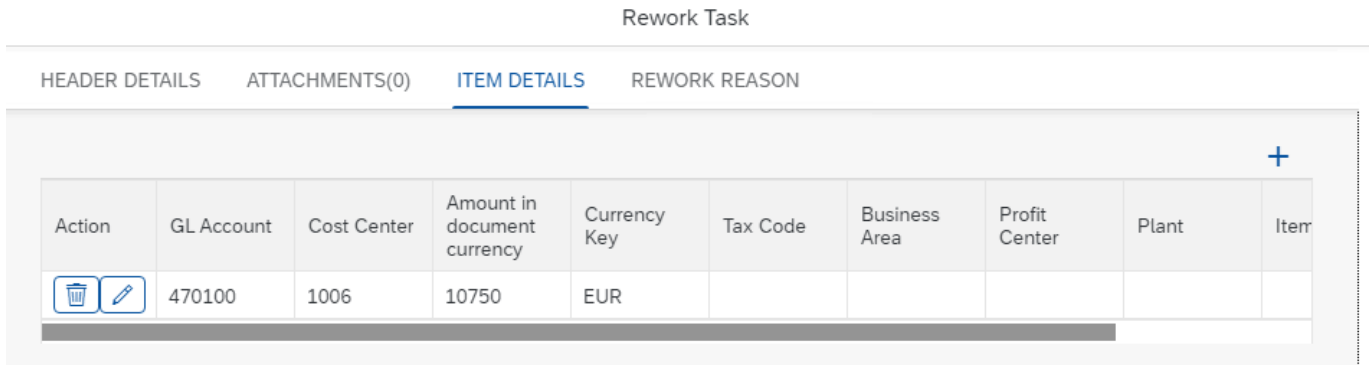
The Initiator will not be able to modify the following information in the rework task. The other header or line item details can be modified in rework task.

- Company Code
- Vendor Code
- Currency
- Reference

The Accounts Payable Executive will select the Rework Task.



Accounts Payable Executive will also have an option to add or modify new line item in the Rework task.



On click of the 'Edit' button, the line item page will be opened in an editable mode and Initiator will get option to change the line item information. After the required changes, Initiator needs to click on the 'Save' button to save the line item details.

Rework Task

Save Cancel

GL Account: *	<input type="text" value="470100"/>		Cafeteria equipment
Cost Center:	<input type="text" value="1006"/>		Caferia Cost Center
Amount in document currency: *	<input type="text" value="10750"/>		
Currency Key:	<input type="text" value="EUR"/>		
Tax Code:	<input type="text" value="Text"/>		
Business Area:	<input type="text" value="Text"/>		
Profit Center:	<input type="text" value="Text"/>		
Plant:	<input type="text" value="Text"/>		
Item Text:	<input type="text" value="Text"/>		
Internal Order:	<input type="text" value="Text"/>		

On click of the 'Add' button, a new line item page will be opened, and initiator will be able to add new line item information. After entering the required line item details, Initiator needs to click on the 'Save' button to save the line item details.

On click of the 'Delete' button, the line item details will be removed from the request.

After entering all the required information for the rework task, the Initiator will either 'Submit' or 'Cancel' the rework task.

On 'Submit', it will trigger the approval process from beginning and approver will be notified with a system generated email.

On 'Cancel', the rework task will be closed, and no further processing will be allowed.

Rework Task

HEADER DETAILS
ATTACHMENTS(0)
ITEM DETAILS
REWORK REASON

Action	GL Account	Cost Center	Amount in document currency	Currency Key	Tax Code	Business Area	Profit Center	Plant	Item
	470100	1006	10750	EUR					

REWORK REASON

Details

No data

Submit
Cancel
[Show Log](#)
[Claim](#)

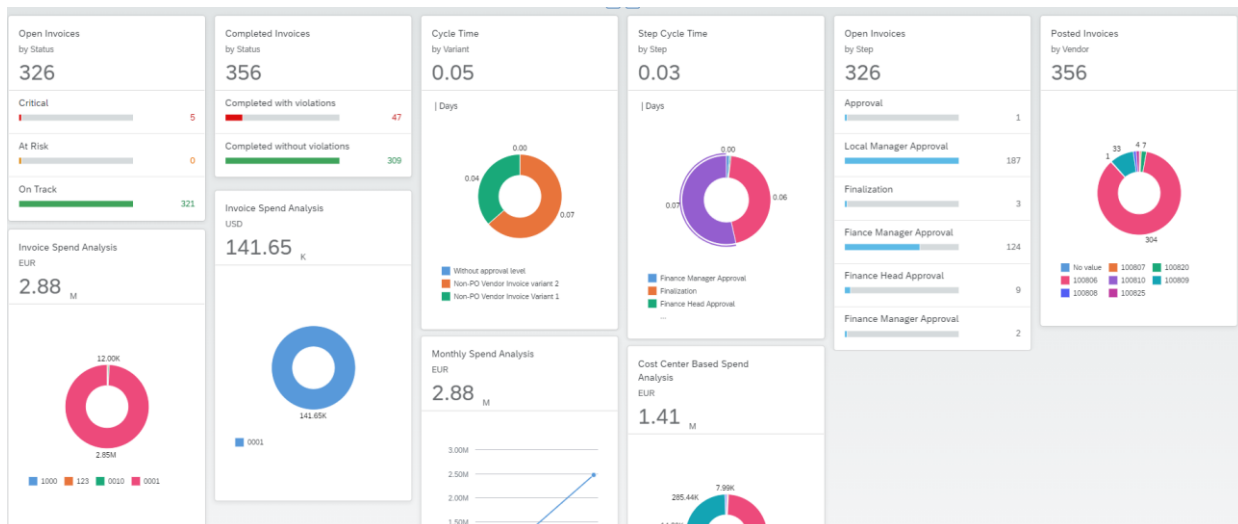
Process Visibility Workspace

Process visibility enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. Process visibility capability enables customers to gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

The **Manage Invoices without Purchase Order** live process content package provides out of the box visibility to process performance indicators for all the deployed process variants in SAP Cloud Platform Workflow Management. A process owner or line of business expert will be able to enhance the visibility scenario.

Access Process Workspace

1. Go to Process Flexibility Cockpit.
2. Select **Manage Invoices without Purchase Order**.
3. Click Live Process Insights



Please go through [help documentation](#) how to access process workspace.