

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# User Guide

## Manage Non PO Vendor Invoice

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# Overview

This document provides information about how to use the user interfaces of 'Manage Non PO Vendor Invoice'. 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.

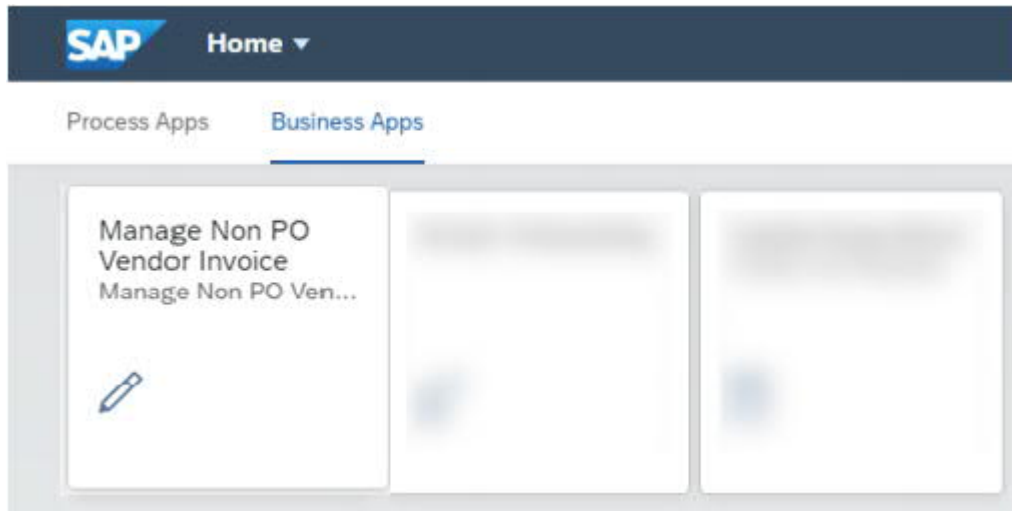
This process enables Business to automate the creation of Non PO Vendor Invoice in a very flexible and transparent way. It provides flexibility in choosing process variants depending on attributes like Company Code, Currency Key, GL Account, Cost Center, Plant, Profit Center, Amount threshold limit etc.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

The Manage Non PO Vendor Invoice 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 Non PO Vendor Invoice'.

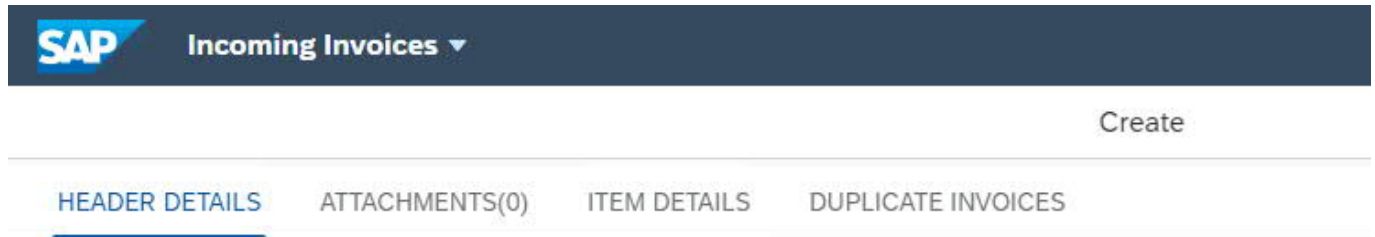


## Create Non PO Vendor Invoice Record

From the Manage Non PO Vendor Invoice application, the Accounts Payable Executive will be able to create a new Non PO Vendor Invoice.

A screenshot of the 'Create' form for a Non PO Vendor Invoice in SAP. The form is titled 'Incoming Invoices' and has a search icon in the top right corner. Below the title bar, there is a 'Create' button. The form is divided into several sections: 'HEADER DETAILS', 'ATTACHMENTS(0)', 'ITEM DETAILS', and 'DUPLICATE INVOICES'. The 'HEADER DETAILS' section contains the following fields: 'DocX Job ID:' with a 'Text' input field; 'Company Code:\*' with a 'Text' input field and a copy icon; 'Vendor Number:\*' with a 'Text' input field and a copy icon; 'One Time Vendor:' with an unchecked checkbox; 'Invoice Date:\*' with a 'yyyyMMdd' input field and a calendar icon; 'Amount:\*' with a 'Number' input field and a 'Currency Key' input field, both with copy icons; 'Exchange rate:' with an empty input field; 'Tax Amount:' with an empty input field; and 'Total Amount:' with an empty input field. At the bottom right of the form, 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 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

Go

Items (3)

Company Code	Description
0001	SAP A.G.
COPY	Copy from CC.0001
GE00	SAP A.G. (copy from 0001)

Cancel

Select: Select Company Code

SAP

Items (35)

Company Code	Description
0001	SAP A.G.
0010	SAP LGD
AA01	SAP A.G.
AT01	SAP Austria GmbH
AT99	SAP Linz GmbH
BE01	SAP Belgium S.A.

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)

 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:\*

Cost Center:

Amount in document currency:\*

Currency Key:

Tax Code:

Business Area:

Profit Center:

Plant:

Item Text:

Internal Order:

**Add** Cancel

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

HEADER DETAILS ATTACHMENTS(0) **ITEM DETAILS** DUPLICATE INVOICES

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.



**SAP** Incoming Invoices ▾

Create

HEADER DETAILS ATTACHMENTS(1) ITEM DETAILS DUPLICATE INVOICES

[Check Duplicate Invoices](#)

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:\*

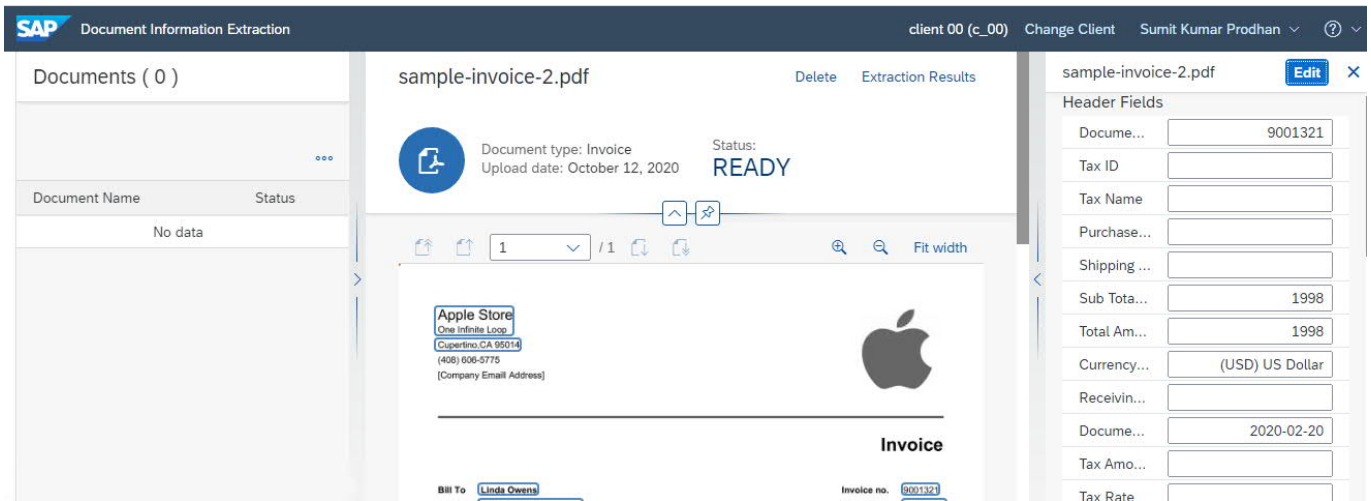
Amount:\*

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 .



The screenshot displays the SAP Document Information Extraction interface. The main window shows a document titled "sample-invoice-2.pdf" with a status of "READY". The document type is "Invoice" and the upload date is "October 12, 2020". The document content is a PDF invoice from Apple Store, with the following details:

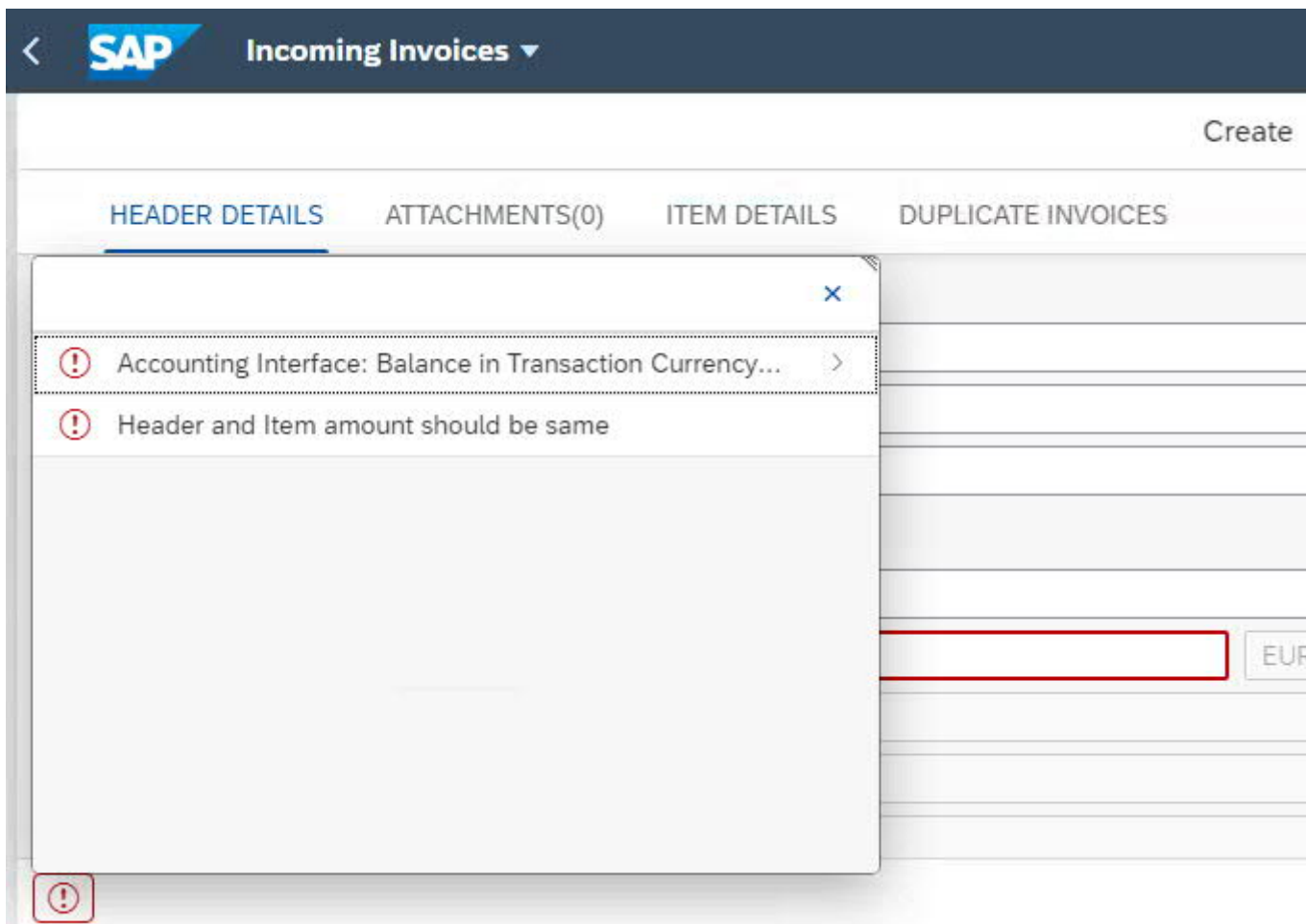
- Apple Store  
One Infinite Loop  
Cupertino, CA 95014  
(408) 606-5775  
[Company Email Address]
- Apple logo
- Invoice
- Bill To: Linda Owens
- Invoice no.: 9001321

The interface also includes a sidebar on the left with a "Documents (0)" section and a table with columns "Document Name" and "Status". The right sidebar shows "Header Fields" for the document, with the following data:

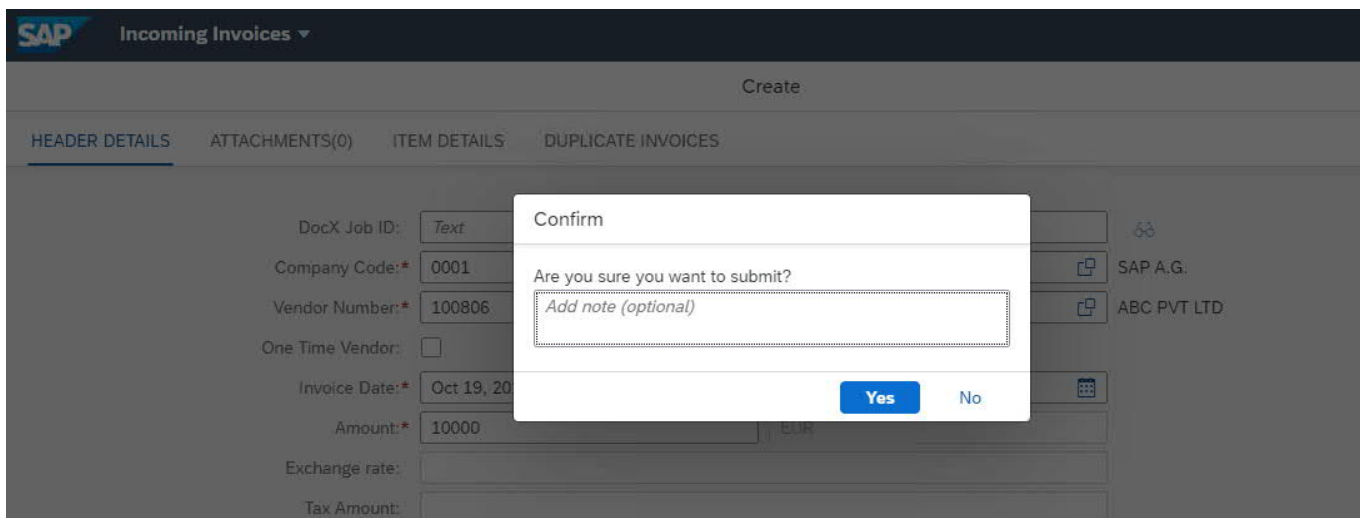
Header Fields	Value
Docume...	9001321
Tax ID	
Tax Name	
Purchase...	
Shipping ...	
Sub Tota...	1998
Total Am...	1998
Currency...	(USD) US Dollar
Receivin...	
Docume...	2020-02-20
Tax Amo...	
Tax Rate	

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).

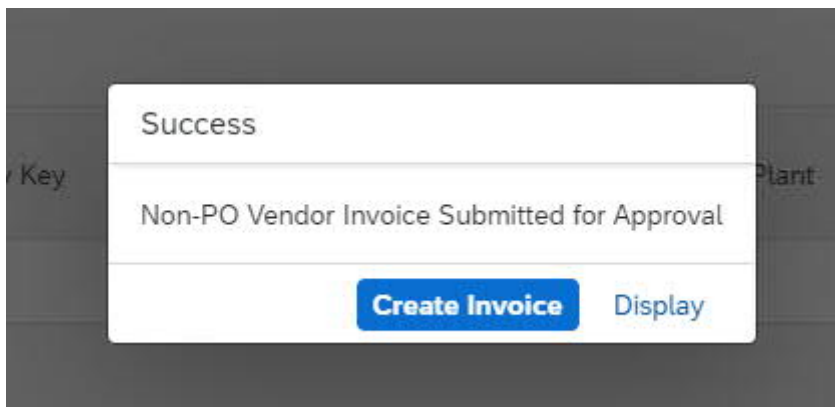


On click of the 'Yes' button, the request will be submitted for approval. This will trigger an approval process and approver will be notified with the system generated email for approval task.

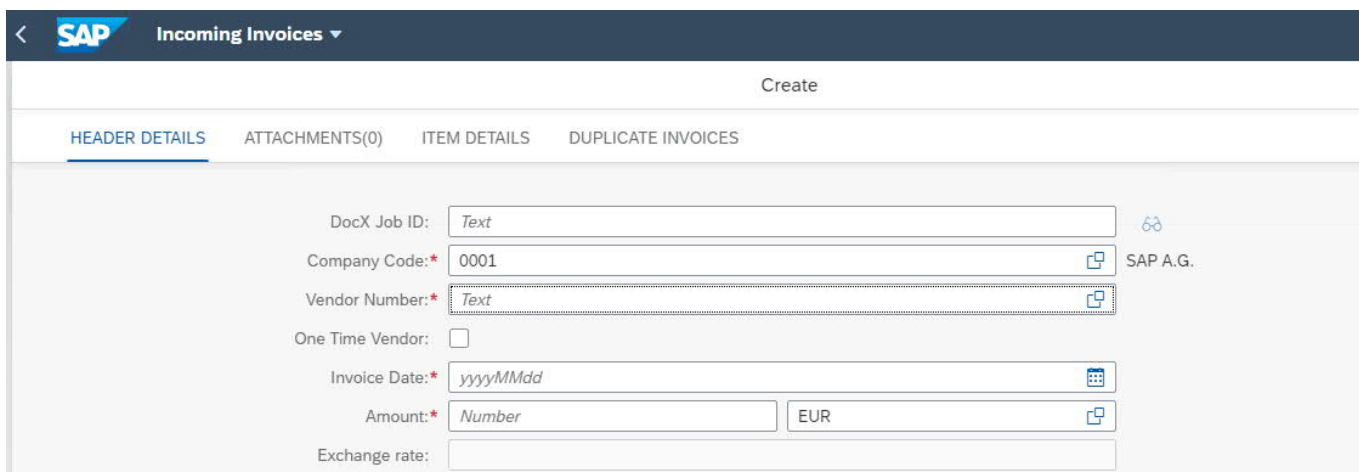
On click of the 'No' button, the Accounts Payable Executive will be back to the create invoice page.

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.

Create

HEADER DETAILS

ATTACHMENTS(0)

ITEM DETAILS

DUPLICATE INVOICES

DocX Job ID:



Company Code:\*

SAP A.G.

Vendor Number:\*

ABC PVT LTD

One Time Vendor:

Invoice Date:\*

Amount:\*

Exchange rate:

Tax Amount:

Total Amount:

# My Inbox to Approve or Decline or Not Responsible the Non PO Vendor Invoice

SAP 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 the 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 screenshot displays the SAP My Inbox interface. On the left, a task list shows 'Approval Task for Local Manager' with a status of 'Overdue'. The main area shows the details for this task, including header information such as Company Code (0001), Vendor Number (100806), Invoice Date (October 13 2020), and Amount (1000 EUR). At the bottom, there are buttons for 'Approve', 'Decline', 'Not Responsible', 'Show Log', and 'Claim'.

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 the Declined or Not responsible Non PO Vendor Invoice

A Non PO Vendor Invoice Request can be reworked using the 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.

The screenshot shows the SAP My Inbox interface. On the left, there is a list of tasks under 'All Tasks (49)'. The main area displays a 'Rework Task' form with the following details:

- Company Code: 0001 (SAP A.G.)
- Vendor Number: 100806 (ABC PVT LTD)
- One Time Vendor:
- Invoice Date: Oct 15, 2020
- Amount: 1000 EUR
- Exchange rate: 0
- Tax Amount: 50 EUR
- Total Amount: 1050 EUR
- Payment Method: C (Scheck (mit))

Buttons at the bottom include Submit, Cancel, Show Log, and Claim.

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

The screenshot shows the 'ITEM DETAILS' tab of a Rework Task. The table below contains one line item:

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

A plus sign (+) is visible in the top right corner of the table area, indicating an option to add new line items.



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




GL Account: *	470100	☐	Cafeteria equipment
Cost Center:	1006	☐	Cafeteria Cost Center
Amount in document currency: *	10750		
Currency Key:	EUR		
Tax Code:	Text	☐	
Business Area:	Text	☐	
Profit Center:	Text	☐	
Plant:	Text	☐	
Item Text:	Text		
Internal Order:	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

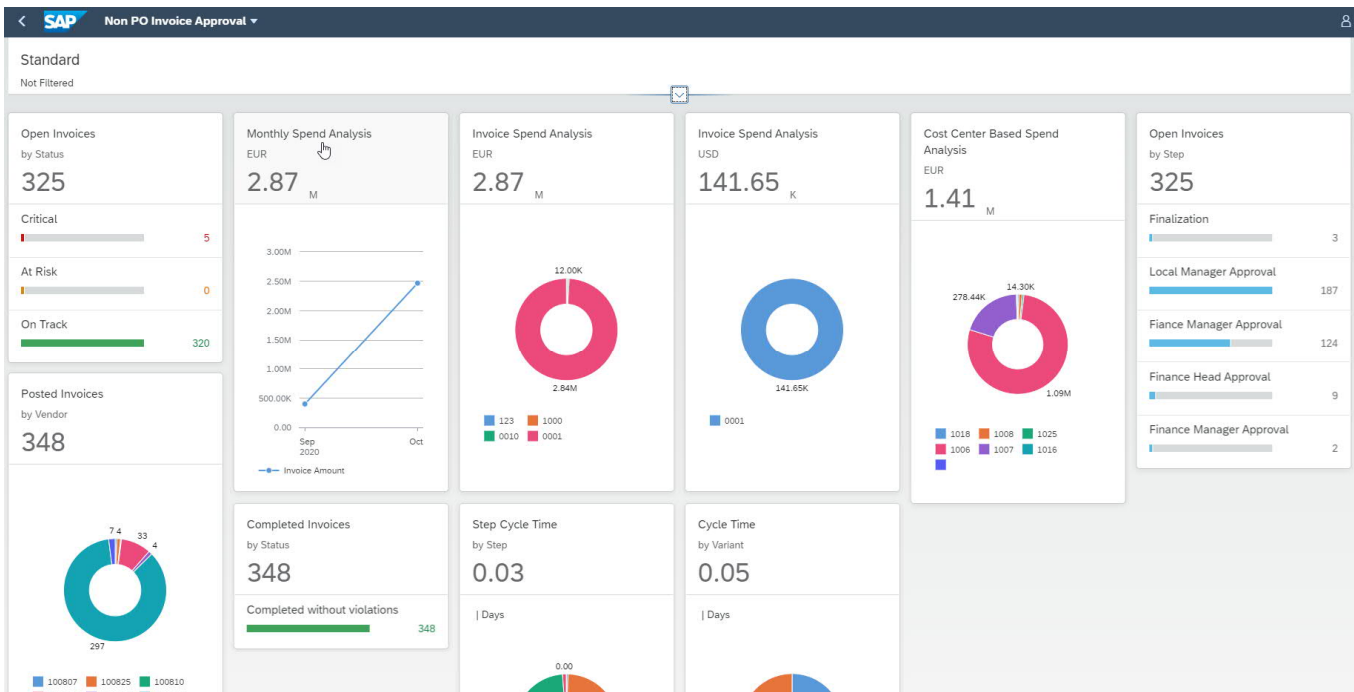
# Process Visibility Workspace

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 Non PO Vendor Invoice live process content package provides out of the box visibility to process performance indicators for all the deployed process variants in SAP 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 Non PO Vendor Invoice.
3. Click Live Process Insights – Non PO Vendor Invoice.



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