2 Way & 3 Way PO Invoice

Work Stream

Accounts Payables

Version #

1.0

Last Revised Date

Process Implementation Date

SOP Owner

SOP Approver

Accounts Payables: 2 Way & 3 Way PO Invoice

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1. Overview

1.1. General Information

Audience	ABC COMPANY AP Team
Frequency	Daily

1.2. Related Internal Policies and Processes

Upstream/Downstream processes	Upstream : Invoice Entry Downstream : Schedule Payment Proposal
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1.3. Systems/Tools

1.3.1. Global Systems/Tools

System/Tool	System ID/Name	Description
SAP S/4 HANA	P40	S4 Production
OpenText VIM	P40-60	Production

1.3.2. Market-Specific/Regional Systems/Tools

System/Tool	System ID	Description



2. Executive Summary

Synopsis

PO invoice is based on a Purchase Order (PO) which is an authorization of the purchase transaction and includes the details of the goods and services provided as per the agreement. The PO invoices contains the PO number.

The invoice enters the system, gets archived, and OCR (Optical Character Recognition) recognized and validated. Then, these invoice flow into the OpenText VIM system. This activity is performed daily to process the regular day-to day input of invoices in the system queue.

All the PO invoice go through either 2-Way or 3-Way matching and approval process before finally getting processed for the payment. In 2- Way process, the invoice is matched against the PO. In 3-Way process, the invoice is matched against Purchase Order (PO) as well as the Goods Receipt (GR) registered upon the reception of goods or services. The steps of processing and approving the PO invoice are done through two systems- SAP S/4 HANA and OpenText VIM

The process of 2-Way and 3-Way approval is initiated when Opentext VIM applies Document type Determination Logic rules to identify document type. Once the invoice document is identified as PO, the PO invoice Workflow starts.

The key sub-activities for processing and approval in the VIM includes three work-flows as follows:

- 1. Document Processing (DP) workflow for all pre-posting exceptions
- 2. Resolution for the Blocked Invoice workflow for the quantity or the price discrepancies between the posted invoice and the associated PO
- 3. 2 Way Match PO Invoice Approval Workflow

In addition to the above activities, the PO invoice goes through the global template of checks or exceptions.

Note: Refer to the <u>Annexure</u>, to know more about the types of checks or exceptions.

Once all the business rules are passed including resolution of any triggered exceptions, the invoice are identified as 2-Way or 3-Way based on the GR flag in the PO.

If the PO does not have the GR flag marked, the 2-Way match process is initiated. The invoice is posted and blocked for the payment. In this process, the approval of PO Requisitioner is required after posting the invoice. This process is based on single approval and does not follow KO Approval Request (KOAR) hierarchy. For example, ABC COMPANY raises a **blanket PO** for the services. This means that there are no specific assets or fixed unit prices and each invoice is just posted as a portion of the remaining PO amount. Once the 2-Way match workflow is approved, the block is removed and the PO invoice is released for payment. In case of a rejection, the workflow is routed back to the AP Processor in DP exception "Posted Approval Required". The Requestor will be asked to provide the reason for his rejection by means of comments. This completes the procedure of processing and approving 2-Way match PO invoice.



If the PO has the GR flag marked, the 3-Way match process is initiated and the PO invoice is posted. In 3-Way match scenario, the GR serves as a confirmation that the products or services are received and the invoice approval is not required. Let's understand the 3-Way match through an example. Suppose, ABC COMPANY buys 20 desktop computers. There will be a fixed unit price per item defined in the PO, and the receiver would need to complete a GR process and post the invoice. Upon posting, the invoice is checked against the PO. On checking against the PO, if there is a discrepancy in price or quantity, a payment block is applied. The responsible party (buyer) on the PO would need to resolve the discrepancy and clear the payment block. If there is no discrepancy, the GR is validated. If GR is done, the invoice is released for payment. If the GR is not done, "GR Not Done" exception is raised and the **Receiver** becomes responsible to complete the GR. Once the GR is complete, the invoice is released for payment. This completes the procedure for processing and approving 3-Way PO invoice.



Objective

This SOP details the procedure to process and approve the 2 way and 3 way PO invoice through OpenText VIM.

Process-specific Service Level Agreements (SLAs)

NA

Risks and Controls

1.1.1. Global Risks and Controls

Risk		Control
1.1.2.	Market-specific Risks	and Controls
Risk		Control

Roles and Responsibilities

Roles	Responsibilities
Processing Agent	 Reject invoice in case the exception is not resolved Initiates 2-Way or 3-Way PO invoice process Post the 2-Way and 3-Way PO invoice and block the payment Validate the price or quantity variance in 3-Way match PO invoice Unblock the 2-Way or 3-Way match PO invoice and release the payment
Requisitioner	 Check if the price or quantity discrepancy is resolved

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	 Initiate the 2-Way match workflow approval process Process short payment of invoice Process credit memo from Supplier Reject the invoice and perform the document reversal process
Receiver	Complete the GR process



3. Inputs

Input	File Type and Location	Frequency	Owner	Purpose/Usage
Invoice	VIM document	Daily	ABC COMPANY AP Team	To process 2-Way and 3-Way PO invoice for payments



4. Process Map

Given below is the high-level process map that describes this process:



Double-click the document below for an enlarged view of the process map.





5. Process Description

Disclaimer!

- <u>Please note that the screenshots used in this document are purely for illustration</u> <u>purposes only and may not be an exact representation of the actual environment</u>.
- The same process is followed to update, block, and unblock a Profit Center.

5.1 Initiate 2-Way and 3-Way PO Invoice workflow

The process of 2-Way and 3-Way approval is initiated when OpenText VIM applies Document type Determination Logic rules to identify document type. Once the invoice document is identified as PO, the PO invoice Workflow starts.

1. View Triggered Exception

The 2-Way and 3-Way PO Invoice document goes through the global template of checks or exceptions. In the event of triggered exception(s), the resolution of the exception(s) is carried out by the Processing Agents.

To view the triggered exceptions for the 2-Way and 3-Way PO invoice, the Processing Agent performs the following steps:

1. The SAP Logon 740 window, double-click the P40 server.

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	P59 SRM Prod System (Se	P59	
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	P/7 NFE Prod System (Se	P//	
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2. The **SAP Secure Login Client – Login** pop-up, enter the KO ID and password, and click the **OK** button.

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3. In the **Command box**, enter the transaction code **OPT/VIM_WP** and press the Enter key.

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4. The **VIM Workplace** screen is displayed. Click the **Switch Work View** button and select **All User's View**.

In the **All Inbox** section, the DP documents are displayed with the **Exception Reason**. For example, the following screen shows the **Document ID**: 50000641 and the **Exception Reason**: Suspected Duplicate.

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5.2 Resolve the Triggered Exception

The DP documents are routed to different Processing Agents according to the Exception Reason.

Let's understand the resolution process for a triggered exception through an example, where the Exception Reason is: Suspected Duplicate. In this example, the Processing Agent checks and verifies the suspected duplicates and finds they are not duplicating, however have same reference number in the system. This is resolved and marked as Non-Duplicate.

To resolve the triggered exceptions, the Processing Agent performs the following steps:

1. From the **All Inbox** section, select the **Document ID**, and click the **Execute** button.





- 2. The Process Non PO Processing- <XXXX> is displayed.
- 3. Under the **Basic Data** tab, in the **Reference Number** field, enter the new Reference Number to resolve the duplicacy of the document.

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4. Click the **Non Duplicate** button. The **Enter Comment <XXXX>** pop-up box is displayed. Enter the comment and click the **Save** button.

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Document Status
Process Type
IDoc Number
Process Information
Document Creation
Expense Type

After resolving the triggered exception, the Processing Agent may check if there is any other exception existing.

To check if there exists any other exception, the Processing Agent performs the following steps:

1. On the **Process PO Processing- <XXXX>** screen, click the **Simulate Rule** button.

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The **Simulate Business Rules for DP Document- <XXXX>** screen is displayed. The green status indicates that there is no other triggered exception.

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ae Doc Type Change Document Type	102	Invalid Vendor (PO)	000	Þ			
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After resolving the triggered exceptions, the Processing Agent applies the business rules.

To apply business rules, the Processing Agent performs the following steps:

Accounts Payables: 2 Way & 3 Way PO Invoice

1. From the **Process PO Processing- <XXXX>** screen, click the **Apply Rules** button.

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After all the triggered exception are resolved and all business rules are applied, the Processing Agent may validate the triggered exceptions.

To validate if all the triggered exceptions are resolved, the Processing Agent performs the following steps:

1. In the **VIM Workplace- All User View**, click the **Switch Work View** button and select **Personal View** option.



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2. Under the **My Completed** tab, the DP document is displayed. This indicates that all the triggered exceptions are resolved.

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5.3 Check for 2-Way or 3-Way match

Once all the business rules are passed and any triggered exceptions have been resolved, the invoice are identified as 2-Way or 3-Way based on the GR flag in the PO.

1. If the GR flag is not marked while creating the PO invoice, then 2-Way PO approval process is initiated and if the GR flag is marked, the 3-Way PO approval process is initiated.

For example, the below screen shows that the **GR-Bsd IV** field is not marked, this indicates that 2-Way match approval process will be initiated.

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5.4 Initiate PO invoice 2-Way match process

If the PO does not have the GR flag marked, the 2-Way match process is initiated.

[2-Way Match process steps to be added later as 2-Way functionality on hold as of now. Will be added once confirmed and tested]

5.5 Initiate PO invoice 3-Way match process

1. If the GR flag is marked while creating the PO invoice, then 3-Way PO approval process is initiated.

For example, the below screen shows that the **GR-Bsd IV** field is marked, this indicates that 3-Way match approval process will be initiated.

Classified - Confidential



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2. In a 3-Way PO invoice, if the PO, Invoice and GR is matching, Invoice is released for payment automatically.

In the example, we see a document where there are no price or quantity variance and GR is also completed.

The VIM Workplace- All Users View screen is displayed.

The **All Inbox** section displays the Document ID.

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3. The **Dashboard <YYYY>** screen is displayed. Under the **Blocked Document Info** section, See details of PO, Invoice and GR with no discrepancy.

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4. In the **Processes** section, the Process status indicates yellow and green that means that the 3-Way PO invoice approval process is in progress.



5. In the **Processes** section, the Process status the Process status indicates blue that means that the payment block is removed.



6. In the **Display PO Processing <XXXX>** screen is displayed. Under the **Accounting** tab, the **Pmnt Block** field shows Free for Payment, that means that PO invoice is released for the payment process.

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5.6 Price or Quantity Variance in 3-Way PO Invoice

In a 3-Way PO invoice, price or quantity discrepancy between the PO and the invoice can be encountered. In such case, Document is blocked for payment, and the discrepancy is reviewed or resolved.

To check the status of any price or quantity variance, the Processing Agent performs the following steps:

1. In the **Command box**, enter the transaction code **OPT/VIM_WP** and press the Enter key.



2. The VIM Workplace-All User's View screen is displayed.

In the **All Inbox** section, the DP documents are displayed with the **Exception Reason**. Click the DP Document ID.

For example, the following screen shows the **Document ID**: 50001006 and the **Exception Reason**: LIV- Quantity Discrepancy.

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3. The **Display PO Processing <XXXX>** screen is displayed. Under the **Accounting** tab, the **Pmnt Block** field shows R Invoice verification.

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The price or quantity discrepancies are reviewed and resolved. Once the price and quantity discrepancy is resolved, the DP document undergoes approval process.

To approve the DP document, the Processing Agent performs the following steps:

1. On the **VIM Workplace- All Users View**, click the **Execute** button against the DP Document ID.

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2. The **Dashboard <YYYY>** screen is displayed. Under the **Process Options For Receiver** section, click the **Authorize Pay as invoiced** button to achieve first level approval.

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After the first level approval, the DP document undergoes the second level approval.

After approving the DP document, the Processing Agent can check the status of the DP document.

To check the status, the Processing Agent performs the following steps:

1. On the **VIM Analytics powered by SAP HANA** screen, in the **Document Date** field, enter the document date of the DP document and click the **Execute** button.

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In the **Processes** section, the Process status indicates blue that means that the payment block is removed.



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In order to validate if the payment blocked is removed, the Processing Agent performs the following steps:

- 1. On the **VIM Workplace- Personal View** screen, under the **My Pending** section, click the **Doc. ID**.
- The Display PO Processing <XXXX> screen is displayed. Under the Accounting tab, check the Pmnt Block field. If the Pmnt Block field shows Free for Payment, that means that the payment block is removed and the PO invoice is released for the payment process.

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,	Vendor Number	180000305	Display Vendor	Company Code	1645 CC Far East Ltd -		
Hide Detail P	Vendor Name	RJOHN					
	Document Type	RE		Reference Number	REF-PO-3WAY-EXEP		
	Posting Date	07.04.2019 Provide	d Externally 🔻	Document Date	07.04.2019		
Results	Invoice Document No	5105600188 2019		Document Currency	SGD		
Doc. Id C	Accounting Doc No	5100000272					
50001009 1							
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50001006 1	Trans./event	Invoice	Ψ.	Baseline Date	07.04.2019 Manual Entry 👻		
20000331	Due on	07.04.2019		Payment Terms	0 Days 0,000		
	Payment Terms Text				0 Days 0,000		
	Payment Method				0 Days net		
	Payment Ref.			Business Area			
	Pmnt Block	Free for payment	•	House Bank			
	Part. Bank Type						
	SCB Indicator						
	Additional Data						
	Text			Doc.Header Text			
	Assignment						
						Ĵ Ĉ	

5.7 Initiate Short Pay Process

If the price or quantity discrepancy cannot be resolved, one of the processing options (which is region/country specific) will be short payment of the invoice.

To short pay the PO invoice, the Requisitioner performs the following step:

- 1. Click on purchase order history and see the highlighted document
- 2. In this example GR Recived Amount is 1000 and IR received Amount is 1180.

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🛄 Standa	rd PO 45	000000041 Crea	ted by Abhishe	ek CR							
ocument Overview	Off 🕴 🗋 6	🎐 📫 🛛 🗊 Print Previ	ew Messages 🚺	Personal	Setting Save Ar	s Tem	plate				
ocume ^ verviev ~	Standard Header Item Oven	PO 🔻 45000	00041 Vendor	18000	00305 RJOHN		Doc. Date 07	.11.2019			
, , , ,	Item	[10] Talent Hir	ina	•							
rch.Req./Re	Mater	rial Data Quantities/	Weights Delivery S	chedule	Delivery Invoice	C	onditions Accour	nt Assignment /	Purchase Order History	Texts Delivery	
10000010	Sh. Text	MvT Material Documer	nt Item Posting Date	ΣQuantity [🕽 🖌 😥 Jelivery cost quantity	OUn	ΣAmt.in Loc.Cur. L.c	ur ² Qty in OPUn	DelCostQty (OPUn) Order Pric	ce Unit ² Amount Crc	
	WE	101 <u>5000000156</u>	1 07.04.2019	10	0	EA	1.000,00 SG	D 10	0 EA	1.000,00 SG	
	17./EV. 0	Soods receipt	1 00 04 2010	· 10		EA	1.000,00 SG	10	EA CA	1.000,00 SG	
		5105600200	1 08 04 2019	8-	0	FΔ	100.00- 561	D 8-	0 64	100.00- 56	
	REJ		1 00.01.2015	10	0	EA	100,00 SG	D 10	0 EA	100,00 SG	
	RE-L RE-L	5105600189	1 07.04.2019	10				D 8	0 EA	100,00 SG	
	RE-L RE-L RE-L	<u>5105600189</u> 5105600188	1 07.04.2019 1 07.04.2019	8	0	EA	100,00 SGL				
	RE-L RE-L RE-L RE-L	5105600189 5105600188 5105600185	1 07.04.2019 1 07.04.2019 1 07.04.2019	8	0	EA	100,00 SGL 80,00 SGL	D 10	0 EA	80,00 SG	
	RE-L RE-L RE-L RE-L	5105600189 5105600188 5105600185	1 07.04.2019 1 07.04.2019 1 07.04.2019	10 8 10 • 50	0	EA EA	100,00 SGI 80,00 SGI 1.180,00 SGI	D 10	0 EA	80,00 SG	
	RE-L RE-L RE-L RE-L	5105600189 5105600188 5105600185 Twoice receipt	1 07.04.2019 1 07.04.2019 1 07.04.2019	10 8 10 • 50	0	EA EA	100,00 SGI 80,00 SGI - 1.180,00 SGI	D 10	0 EA	80,00 SG	
***	RE-L RE-L RE-L RE-L TT./EV. 1	5105600189 5105600188 5105600188 5105600185	1 07.04.2019 1 07.04.2019 1 07.04.2019	8 10 - 50	0	EA EA	100,00 SGI 80,00 SGI • 1.130,00 SGI	D 10	0 EA	80,00 SG	

3. In this scenario, Invoice is short paid. Here invoice is posted for payment per the GR amount 1000.Transaction Code **F-53 for manual** and **F110 for automatic** payment

🖻 Document Edit Goto Extras Settings E	nyironment System <u>H</u> elp	
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💌 🕽 Display Document: Data Entry	View	
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Data Entry View		
Document Number 1500000012 Company Code Document Date 08.04.2019 Posting Date	2 1645 Fiscal Year 2019 08.04.2019 Period 4	
Reference REF_110 Cross-Comp.No)	
Currency SGD Texts Exist	Ledger Group	
g 1 7 8 8 7 . 2 . % . 6 6 .		
Co Itm PK S Account Description	Amount Curr. Profit Center Tx	
1645 1 50 10043000 Cash Accounts - SGD 2 25 1800000305 RJOHN	1.000,00- SGD 10282	
3 40 71010050 Real. Loss on Exchg.	0,00 SGD 10266	
	SAP	

Once the short pay process is completed, the invoice is released for the payment.

5.8 Raise Credit Memo

Another process option in case Quantity/Price variance is not resolved is to require Credit Memo from the Supplier.

To process the credit memo of the PO invoice, the Requisitioner performs the following step:

- 1. Click on purchase order history and see the highlighted document
- 2. In this example GR Received Amount is 1000 and IR received Amount is 1100.

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Sta	andard PO		▼ 45	500000041 V	endor	18000003	05 RJOHN		Doc. Date	07.11.	2019			
Head	der													
民 s	S Itm	AI	Material		Short Text		PO Quantity	OUn	C Deliv. Date	Net Price	Curre.	Per	OPU	Matl
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Item	Material D	Qui	(20) Talent Hi intities/Weights	ring Delivery Sched	ule Delivery	Invoice Condit	ions Account Assig	nment Pu ur ¤Qty in OP	rchase Order Histor	y Texts	Delivery Address	Confirmation	ns Co	ondi
Item	Material D	Qua	(20) Talent Hi intities/Weights Document Its 10000	ring Delivery Sched	ule Delivery Quantity Deliver 10	Invoice Condit y cost quantity OU 0 EA	Account Assig	nment Pu ur ¤Qty in OP D 1	DelCostQty (OP	y Texts U Order Pr 0 EA	Delivery Address	Confirmation	ns Co ence	ondi
Item	Material D Text Mv 10: /Ev. Good	Materia 50000	20] Talent Hi antities/Weights Document Ite 10200 pt	ring Delivery Sched	ule Delivery Quantity Deliver 10	Invoice Condit y cost quantity OU 0 EA EA	* Amt.in Loc.Cu Loc 1.000,00 SG	nment Pu ur ¤Qty in OP D 1 D 1	DelCostQty (OP 0 0	V Order Pr 0 EA EA	Delivery Address	Confirmation It Crcy Refer	ns Co ence	ond
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- 3. To resolve this variance of amount 100 We post the **subsequent credit** after we receive the credit memo from supplier.
- 4. Go to Transaction **MIRO** and select **Subsequent credit**

Enter Incomin	ng Invoice: Company	Code 1645				
Show PO structure Sh	now worklist 📑 Hold 🞇 Sin	nulate Messages i Help	00 NF			
ransaction	Subsequent Credit	-		OC Balance	0,00 5	GD
Basic D Paymen	t Details Tax Withholding	tax Contacts Note		Vendor 1800000305	5	
				RJOHN		
Document date	10.04.2019	Reference REF-20	ITEM CM	123 MAIN STREET		
Posting Date	10.04.2019			WASHINGTON DC	20062-0002	
Amount	100,00	S	3D	USA		
		Calculate Tax		999-999-9999		
Tax Amount		I1 (Input VAT)	- 1			
Text				SWIFT LUM	IILIT	
Paymt terms	Due immediately			Bank acct	8954568	
Baseline Date	10.04.2019			BANK LEUMI LE IS	RAEL BM	II OI
PO Referen G/L / Purchase Order/Schedu	Account Material	450000041		1	Goods/service items	
				Layout	All information	-
Item Amount	Quantity	Or 🤜 Purcha	se order Item	PO Text		Outline agree
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2	100,00	10 EA <u>4500</u>	000041 20	Talent Hiring		÷
• •						4 1
BBG 1	Item	Search Term		M Ke	1 / 2	Items

5. Click on the **Simulate** and we can see the amt 100 debited to vendor account.



now PO s	tructure Show workl	ist Hold 👯 Simulate	viessages 🖬 Help 🕅	NF							
Er Simulate	e Document in SGD (D	ocument currency)									
Position	A. G/L	Act/Mat/Ast/Vndr	Amount	Curr	Purchasing Doc.	Item	Т	. Jurisd. Code	Tax date	Bus	Cost C
	1K 20000000	RJOHN / WASHINGTON DC	100,00	SGD			11				
	3 S 68000000	Paid Media-Television	100,00-	SGD	450000041	20	I1				1073.
											-
•											4 1

6. Now we can see update of the credit memo amount in the same posting in PO with Transaction **ME23N** in **Purchase Order History** Tab

Doc	J Stand	on 🗋 🎲 📬 🕼	Print Preview	nted by A	bhishek CR	Save As Template	9						
漸	Standard PO	▼ 450	00000041 Ver	dor	180000030	15 RJOHN		Doc. Date	07.11.	2019			
	Header												
	E S Itm	A I Material		Short Text		PO Quantity	OUn	C Deliv. Date	Net Price	Cu	re Pe	OPL	J Matl Grou
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1	Material D	Quantities/weights	Delivery Schedule	Delivery		Account Assignme	ent Pu	rchase Order History	Texts	Delivery Address	Confi	mations	Condition C
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	Sh. Text Mv	Material Document Iter	n Posting Date 2 Qi	Jantity Deliver	y cost quantity OU	EAmt.in Loc.Cu L.cur	EQty in OP	DelCostQty (OPU	Order Pr	rice Unit 2 Amo	ount Crcy	Reference	
	WE 101	500000200	1 10.05.2019	10	U EA	1.000,00 SGD	1		EA	1.000	00 SGD		
	DE I	5 receipt		10		1 100 00 SGD	· 1	0 (EA	1.100	00 SGD	-	
	RE-L PE-I	5105600211	2 10.04.2019	10-	0 64	1.100,00 SGD	1	0- (1,100	00- SGD		
	RE-L	5105600209	2 10.04.2019	10	0 64	1 100,00 SGD	1	0 0	FΔ	1 100	00 SGD		
	Tr./Ev. Invoid	ce receipt		10	FA	1.100.00 SGD	• 1	0	FA	• 1,100	00 SGD		
			2 10 04 2019	10-	0 EA	100.00- SGD	1	0- () EA	100	00- SGD		
	NB-L	5105600213	2 10.04.2013					0		100			
	NB-L Tr./Ev. Subs.	5105600213 deb. log. IV		10-	EA	 100,00- SGD 	- 1	0-	EA	• 100,	00- SGD		
	NB-L Tr./Ev. Subs.	5105600213 deb. log. IV		10-	EA	100,00- SGD	. 1	U -	EA	• 100,	00- SGD		
	NB-L Tr./Ev. Subs.	5105600213 deb. log. IV		10-	EA	• 100,00- SGD	· 1	<u>u-</u>	EA	. 100,	00- SGD		
	NB-L Tr./Ev. Subs.	5105600213 deb. log. IV	•	10-	EA	• 100,00- SGD	. 1	U-	EA	. 100,	<u>00- SGD</u>		

5.9 Reverse the Document

In some countries/region, the invoice is reversed and returned to the supplier in the scenario variance in Quantity/price cannot be resolved. Requisitioner rejects the invoice and performs the document reversal process.

To reverse the document, the Requisitioner performs the following steps:

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1. In the **Command box**, enter the transaction code **MR08** and press the Enter key.



- 2. The Cancel Invoice Document screen is displayed.
- a. Under the Document Details section:
- In the **Document Number** field, enter the document number.
- In the **Company Code** field, enter the company code.
- b. Under the **Specifications for Reverse Posting** section, in the **Reverse Reason** field, enter **04**, and then press the Enter key.

Note: From the **Reason for Reversal 5 Entries** pop-up box, select the Reversal Reason **04** from the list and click the Save button.

며 Invoice Document Edit Goto System H	eb	×
🖉 💽 🔹 🐨 🗸	글 M M 최 입 유 치 , 코 @ 및	
Cancel Invoice Document Invoice Document Invoice Document No. Fiscal Year 2019 Details for Reversal Posting Reversal Reason Posting Date	Creason for Reversal (1) 5 Entries found Restrictions V Reason Text 01 Cancellation present period 02 Cancellation in dosed period 03 Actual reversal in closed period 05 Accua/deferral posting	
	5 Entries found	4
	SAM SALAR SALA	4

This completes the document reversal process.

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To validate if the DP document is rejected and reversed, the Requisitioner performs the following steps:

3. In the **VIM Workplace** screen, click **Execute** button against the required DP document.



The **VIM Workplace** pop-up box is displayed screen with a Message Text stating, Work item <YYYY> already deleted or ended- unable to execute again. This indicates that the PO invoice rejection and reversal process is successful.



This completes document reversal process.



6. Abbreviations/Acronyms

Short Form	Full Form
DP	Document Processing
GR	Goods Receipt
KOAR	Coca-Cola Approval Request
OCR	Optical Character Recognition
PO	Purchase Order
VIM	Vendor Invoice Management

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7. Outputs

Output Name	Output Type	Output Location
Approved Invoice	PDF	SAP S/4 HANA

8. Annexure

A. Checks/ Exception Table:

Sequence	Guide Ref.	Exception	Bypass Possible
1	G.1	Check Data after Restart	Yes
2	PO.901	ERS Invoice (PO)	No
3	PO.100	Check Vendor/Company Address (PO/NPO)	Yes
4	PO.87	Check BPF Added Data (PO)	Yes
5	PO.98	Missing Company Code (PO)	No
6	PO.99	Missing Gross Amount (PO)	No
7	PO.17	Missing Invoice Date (PO)	No
8	PO.25	Vendor Invoice Reference Missing (PO)	No
9	PO.903	Legacy Invoice - Cannot find PO	No
10	PO.1	Invalid PO Number (PO)	No
11	PO.2	Invalid Vendor (PO)	No
12	PO.4	Invalid Currency (PO)	No
13	PO.30	Missing Mandatory Information (PO)	No
14	PO.5	Suspected Duplicate (PO)	No
15	PO.8	Manual Check Needed / Missing Data for Indexing Lines (PO)	Yes
16	PO.11	Invalid PO Item Number (PO)	No
17	PO.13	Incomplete Credit Memo (PO)	Yes
18	PO.43	PO Credit Memo Processing (PO)	Yes
19	PO.6	PO Not Released or Incomplete	Yes
20	PO.18	Invalid Tax Info (PO)	Yes
21	PO.42	Invalid Requisitioner (PO)	Yes
22	PO.44	Company Code Mismatch (PO)	Yes
23	PO.35	Vendor Mismatch (PO)	Yes
24	PO.37	Currency Mismatch (PO)	Yes
25	PO.38	Unit of Measure Mismatch (PO)	Yes
26	PO.90	Check Withholding Tax Data (PO)	Yes

Accounts P	avables:	2 Way a	& 3 Way	PO Invoice
7.0000411.001	ayasiooi		a o 11aj	

27	PO.85	Invalid Withholding Tax Code / Type (PO)	Yes
28	PO.75	Wait for GR - Enhanced Check (PO)	Yes
29	PO.33	Vendor Audit Required (PO)	Yes
30	PO.41	Tax Audit Required (PO)	Yes
31	PO.91	Down Payment Clearing (PO)	Yes
32	PO.40	Freight on Invoice (PO)	Yes
33	PO.00	Unable to Auto-Post PO Invoice (PO)	No
34	PO.PAS	Posted Approval Required (PO)	No

1. G.1 Check Data After Restart

Exception trigger

This exception is triggered if the process option "Delete and Restart" is chosen. This provides an opportunity to review indexing data prior to any posting attempts, in case there are no other exceptions to be triggered.

Trigger	Explanation
First pass after "Delete and Restart"	The process option exists to allow a user to restart the workflow in limited circumstances.

Involved roles and options

Process Type 142: Check Data after Restart							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
x	AP Processor (AP_PROCESSOR)	Apply Business Rules Refer to AP Processor Refer for Information Return to Vendor	- X	x	x	x	
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role					

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2. PO.901 ERS Invoice (PO)

Exception trigger

This exception is triggered when ERS Invoice is being processed.

Trigger	Explanation
ERS Invoice	This exception is triggered when ERS Invoice is being processed.

Involved roles and options

Process Type 901: ERS Invoice							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
x	AP Processor (AP_PROCESSOR)	Apply Business Rules Refer to AP Processor Refer for Information Return to Vendor	- X	x	x	x	
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role					

3. PO.100 Check Vendor/Company Address (PO)

Exception trigger

This rule is checked by random in the standard setting. The rule checks vendor and company address against vendor and company code master data.

Trigger	Explanation
Random	The rule checks vendor and company address against vendor and company code master data.

Involved roles and options

Process Type 434: Check Vendor/Company Address (PO)



Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
		Apply Business Rules				х
X	AP Processor	Refer to AP Processor				
Х	(AP_PROCESSOR)	Refer to Vendor Maintenance	X	X	X	
		Refer for Information				
		Create New Supplier (MDG Portal Shortcut)				
		Change Supplier (MDG Portal Shortcut)	-			
	Vendor Maintenance	Apply Business Rules	-			
	(VENDOR_MAINT)	Refer to AP Processor				
		Refer to Vendor Maintenance				
		Refer for Information				
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

4. PO.87 Check BPF Added Data (PO)

Exception trigger

When this business rule is applied, a check is performed whether data of a DP PO document was enhanced within the logic module processing.

Trigger	Explanation
DP PO document was enhanced within the logic module processing	DP is stopped for manual check when data was enhanced within the logic module processing.



Involved roles and options

Proces	Process Type 405: Check BPF Added Data (PO)					
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
х	AP Processor (AP_PROCESSOR)	Apply Business Rules Refer to AP Processor Refer for Information Return to Vendor	X	x	x	x
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

5. PO.98 Missing Company Code (PO)

Exception trigger

This exception is triggered if the company code field on the DP Document is blank.

Trigger	Explanation
Blank	The field is blank. This should be very rare, as a fixed company code is used
Company	and applied during the inbound process. This exception will be more relevant
Code field	if ABC COMPANY adds additional company codes in the future.

Involved roles and options

Proces	Process Type 430: Missing Company Code					
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
×	AP Processor (AP_PROCESSOR)	Apply Business Rules Refer to AP Processor	- X	x		
		Refer for Information				
		Return to Vendor				

Accounts Payables: 2 Way & 3 Way PO Invoice

Info Provider	Refer back to		
(INFO_PROVIDER)	Referring Role		

6. PO.99 Missing Gross Amount (PO)

Exception trigger

This exception is triggered if the "Gross Amount" field is blank on the DP document.

Trigger	Explanation
Blank Gross Amount Field	The field is blank and was not recognized by the OCR or populated by the Validator.

Involved roles and options

Process Type 432: Missing Gross Amount						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
x	AP Processor (AP_PROCESSOR)	Apply Business Rules Refer to AP Processor Refer for Information Return to Vendor	- X	x	x	
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

7. PO.17 Missing Invoice Date (PO)

Exception trigger

This exception is triggered if the invoice date field on the DP document is blank.

Trigger	Explanation
Blank Invoice Date Field	The field is blank and was not recognized by the OCR or populated by the Validator.

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Involved roles and options

Proces	Process Type 125: Missing Invoice Date					
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
x	AP Processor (AP_PROCESSOR)	Apply Business Rules Refer to AP Processor Refer for Information Return to Vendor	X	х	х	
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

8. PO.17 Vendor Invoice Reference Missing (PO)

Exception trigger

This exception is triggered if the reference number field is blank on the DP document.

Trigger	Explanation
Blank Reference Number Field	The field is blank and was not recognized by the OCR or populated by the Validator.

Involved roles and options

Process Type 133: Vendor Invoice Reference Missing							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
×	AP Processor	Apply Business Rules Refer to AP Processor	×	x x			
	(AP_PROCESSOR)	Refer for Information					
		Return to Vendor					

معادلة Accounts Payables: 2 Way & 3 Way PO Invoice

Info Provider	Refer back to		
(INFO_PROVIDER)	Referring Role		

9. PO.903 Legacy Invoice - Cannot find PO

Exception trigger

This exception is triggered when Legacy Invoice is being processed.

Trigger	Explanation
Legacy Invoice	This exception is triggered when Legacy Invoice is being processed.

Involved roles and options

Process Type 9xx: Legacy Invoice - Cannot find PO							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
x	AP Processor (AP_PROCESSOR)	Apply Business Rules	- X	x	x		
		Refer to AP Processor					
		Refer for Information					
		Return to Vendor					
	Info Provider	Refer back to					
	(INFO_PROVIDER)	Referring Role					

10.PO.1 Invalid PO Number (PO)

Exception trigger

This exception is triggered if there is no PO number or an incorrect PO number.

Trigger	Explanation
No PO number	This means that during the recognition phase no PO number could be recognized from the invoice based on the SAP PO master data (see paragraph ` Error! Reference source not found. Error! Reference source not found. ') and the vendor is not flagged as a non-PO vendor.

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	Possible cases:					
	• The PO number(s) is (are) not mentioned on the invoice.					
	 The PO number(s) on the invoice is (are) not readable and thus it couldn't be recognized. 					
	 The PO master data in the recognition system did not contain the PO number(s) from the invoice. 					
	 The invoice was changed from document type non-PO to PO. 					
	• The validator did not populate the PO number during the validation.					
	Possible cases:					
	The validator did not find the PO number(s) on the invoice.					
Incorrect PO number	This means that the PO number doesn't exist in the SAP master data.					
	Possible cases:					
	The validator entered manually an incorrect PO number during the validation.					
	(paper invoices or invoices received by e-mail)					
	An incorrect PO number was provided. (EDI invoices)					

Involved roles and options

Process Type 101: Invalid PO Number							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Change Doc Type					
x		Apply Business Rules					
	AP Processor (AP_PROCESSOR)	Refer to AP Processor	x	x	x		
		Refer for Information					
		Return to Vendor					
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role					

11.PO.2 Invalid Vendor (PO)

Exception trigger

This exception is triggered if there is no vendor number, an incorrect vendor number or the vendor number does not exist for the company code.

Trigger	Explanation				
No vendor number	 This means that during the recognition phase the vendor number couldn't be determined from the SAP master data based on the vendor details on the invoice (see paragraph 'Error! Reference source not found. Error! Reference source not found.). <u>Possible cases:</u> The vendor on the invoice is a new vendor or a one-time vendor. The vendor details on the invoice are not readable and thus it couldn't be recognized. The vendor details in the SAP master data are incorrect. The validator did not populate the vendor number during the validation. <u>Possible cases:</u> The validator couldn't determine the vendor number based on the vendor details on the invoice. 				
Incorrect vendor number	 This means that the vendor number doesn't exist in the SAP master data. <u>Possible cases:</u> The validator manually added an incorrect vendor number during the validation (paper invoices or invoices received by e-mail) 				
	An incorrect vendor number was provided. (EDI invoices)				
Vendor number doesn't exist for company code	 An incorrect vendor number was provided. (EDI invoices) This means that the vendor number is not activated for the company code within the SAP master data. <u>Possible cases:</u> The wrong vendor was determined during the recognition phase. This vendor is not activated for the company. The vendor on the invoice is active for the company code. The wrong company code was determined during the recognition phase. This company code is not activated for the vendor. The company code on the invoice is active for the vendor. The validator manually added a wrong vendor number during the validation. This vendor is not activated for the company. The vendor on the invoice is active for the company code. (paper invoices or invoices received by e-mail) A wrong vendor number was provided. This vendor is not activated for the company code. (EDI invoices) The validator manually added a wrong company code during the validation. This company code is not activated for the vendor. The company code. (EDI invoices) A wrong vendor number was provided. This vendor is not activated for the company. The vendor on the invoice is active for the company code on the invoice is active for the vendor. (EDI invoices) The validator manually added a wrong company code during the validation. This company code is not activated for the vendor. The company code on the invoices or invoices received by email) A wrong company code was provided. This company code is not activated for the vendor. (EDI invoices) The validator manually added on the invoice is active for the vendor. (EDI invoices) The SAP master data is not correct. The vendor should be activated for the company code. 				

Vendor	This means that the vendor is blocked within the SAP master data.
number is	Possible cases:
blocked	 The vendor is blocked for payment in the SAP master data. The SAP master data isn't correct. The vendor shouldn't be blocked. The wrong vendor was determined during the recognition phase. This vendor is blocked. The vendor on the invoice isn't blocked. The validator manually added a wrong vendor number during the validation. This vendor is blocked. The vendor on the invoice isn't blocked. (paper invoices or invoices received by e-mail) A wrong vendor number was provided. This vendor is blocked. The vendor on the invoice isn't blocked.

Involved roles and options

Process Type 102: Invalid Vendor for Company Code								
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass		
		Apply Business Rules			x			
v	AP Processor	Refer to AP Processor						
X	(AP_PROCESSOR)	Refer to Vendor Maintenance	X	X				
		Refer for Information						
	Vendor Maintenance (VENDOR_MAINT)	Create New Supplier (MDG Portal Shortcut)						
		Change Supplier (MDG Portal Shortcut)						
		Apply Business Rules						
		Refer to AP Processor						
		Refer to Vendor Maintenance						
		Refer for Information						
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role						



12.PO.4 Invalid Currency (PO)

Exception trigger

This exception is triggered if there is no currency, or the currency entered is not valid. The OCR will default the currency to USD, and the currency will be applied during non-OCR / upload inbound processes, so this exception may be not-applicable and is under review for removal.

Trigger	Explanation
No currency	This means that during the recognition phase the currency couldn't be recognized (see paragraph 'Error! Reference source not found. Error! Reference source not found.').
	 Possible cases: The currency is not mentioned on the invoice. The currency on the invoice is not readable and thus it couldn't be recognized. The currency format is not known by the recognition system. The validator did not populate the currency during the validation. Possible cases: The validator did not find the currency on the invoice. The validator has entered an incorrect currency, but incorrect values are cleared.

Involved roles and options

Process Type 104: Invalid Currency							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Apply Business Rules	-				
		Refer to Buyer					
х	AP Processor	Refer to Requisitioner					
	(BUYER)	Refer to AP Processor	X	X	X		
		Refer for Information					
		Return to Vendor					
		Change PO (ME22N)					
	Buyer (BUYER)	Apply Business Rules			x		
		Refer to AP Processor					

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		Refer to Buyer			
		Refer to Requisitioner			
		Refer for Information			
	Requisitioner (REQUISITIONER)	Refer to AP Processor			
		Refer to Buyer			
		Refer for Information			
	Info Provider	Refer back to			
	(INFO_PROVIDER)	Referring Role			

13.PO.30 Missing Mandatory Information (PO)

Exception trigger

This exception is triggered if one or more required fields do not contain valid entries.

Trigger	Explanation
Missing or Invalid	This means that one or more fields defined as "Required" is not completed or has an invalid value.
Required Field Value	Mandatory Fields: • Vendor ID
	 Company Code Gross Amount Invoice Date
	 Invoice Reference Number Posting Date PO Number

Involved roles and options

Proces	Process Type 138: Missing Mandatory Information					
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
x		Apply Business Rules				
		Refer to Buyer				
	AP Processor	Refer to Requisitioner	o tioner X X	x		
	(BUYER)	Refer to AP Processor				
		Refer for Information				



	Return to Vendor			
	Change PO (ME22N)			
-	Apply Business Rules			
Buyer	Refer to AP Processor		x	
(BUYER)	Refer to Buyer			
	Refer to Requisitioner			
	Refer for Information			
Doguisitionau	Refer to AP Processor			
Requisitioner	Refer to Buyer			
(REQUISITIONER)	Refer for Information			
Info Provider (INFO_PROVIDER)	Refer back to Referring Role			

14.PO.5 Suspected Duplicate Invoice (PO)

Exception trigger

This exception is triggered if the invoice could be a duplicate of at least one existing invoice in the system. The duplicate check includes all invoices processed through VIM as well as the invoices posted outside VIM and even the invoice processed before VIM was introduced.

Suspected Duplicate enhancements to include in S/4:

1) Mark as Suspected Duplicate from 2 invoice onwards so the 1st can be posted without exception.

2) Automatic Duplicate confirmed when all 2 parameters match (Vendor#, VendorInvRef#, VendorInvDate#, VendorInvAmt)

Note CR7: The	se enhancements	s will be tracke	d in Appendix	A under	CR7 –	VIM Global	Template
enhancements.							

Trigger	Explanation
Duplicate invoice	The duplicate check includes all invoices processed through VIM as well as the invoices posted outside VIM and even the invoice processed before VIM was introduced. The duplicate check takes into account the following fields: • Vendor number • Vendor invoice reference • Gross amount

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Possible cases:
 The invoice was sent for a second time by the vendor. The invoice was scanned for a second time by the scan operator. One or more double check fields were not correctly recognized during the recognition phase. Coincidentally, this corresponds to one of the existing invoices.
 The invoice is a new invoice, but by chance, the supplier has used the same reference number and amount.

Involved roles and options

Proces	Process Type 105: Suspected Duplicate Invoice					
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
		Confirm Duplicate			X	
×		Confirm Not Duplicate	x	x		
		Apply Business Rules				
	(DOP_CHECK)	CK) Refer to AP Processor	X			
		Refer to Duplicate Analyst				
		Refer for Information				
		Apply Business Rules				
	AP Processor	Refer to AP Processor				
	(AP_PROCESSOR)	Refer to Duplicate Analyst	X	X	X	
		Refer for Information				
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

15.PO.8 Manual Check Needed / Missing Data for Indexing (PO)



Exception trigger

This is a *non-interactive check* (no interaction from an agent is required) to derive or complete the PO lines items automatically. The behavior of the check depends on the type of incoming invoice:

Without line items (indexing lines)

The system will request SAP for a proposal of all the invoice-able PO lines of all PO numbers delivered on header level. If invoice-able lines are found, the invoice - including the retrieved line item data - will be evaluated against the subsequent business rules. Situations in which no invoice-able line could be found are:

'GR-based invoice verification' flag is checked for a PO line and the goods receipt for that line has not been carried out yet.

The PO of which lines have to be retrieved is getting processed at the exact moment on which the system tries to retrieve those PO lines.

With line items (indexing lines)

The system will try to complete the recognized invoice lines. An invoice line is considered to be incomplete if at least one mandatory, expected field is empty. The mandatory line item fields are:

For PO lines without the 'GR-IV based' flag checked:

- PO number
- PO item number
- Quantity
- Amount
- Unit of measurement (UOM)

For PO lines with the 'GR-IV based' flag checked:

- PO number
- PO item number
- Delivery note/GR reference document
- Quantity
- Amount
- Unit of measurement (UOM)
- Net price

If incomplete lines are detected, the system will try to complete them using the available mandatory fields in combination with the MIRO proposal of all invoice-able PO lines, which is based on the PO numbers at header level.

16.PO.11 Invalid PO Item Number (PO)

Exception trigger

This exception is triggered if item/line number for the PO line on the DP document does not match the PO.

Trigger	Explanation
PO item/line	This means that the PO line number given on the DP document does match
number does	any of the lines on the PO. For example, the DP document may have the lines
not match	shown as "1" and "2", while the PO lines may actually be "10" and "20".

Involved roles and options

Proces	Process Type 115: Invalid PO Item Number					
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
		Change Doc Type				
	AP Processor (AP_PROCESSOR)	Apply Business Rules	x	x	х	
х		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
		Return to Vendor				
		Change PO				
	Buyer (BUYER)	Apply Business Rules				
		Refer to AP Processor			х	
		Refer to Buyer				
		Refer for Information				
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

17.PO.13 Incomplete Credit Memo (PO)

Exception trigger

Trigger



Credit memo	When this business rule is applied, the credit memo should have the original suppliers invoice number and the original invoice date. Also, the original invoice number mentioned on the credit memo must be present in the SADS (414).
	system.

Involved roles and options

Process Type 121: Incomplete Credit Memo (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
x	AP Processor (AP_PROCESSOR)	Apply Business Rules	x	X	x	x	
		Post Invoice (MIRO)					
		Refer to AP Processor					
		Refer for Information					
	Info Provider	Refer back to					
	(INFO_PROVIDER)	Referring Role					

18.PO.43 PO Credit Memo Processing (PO)

Exception trigger

This exception is triggered if the 'Credit Memo' checkbox is flagged.

Trigger	Explanation
Credit memo	This means that during the recognition phase one of the keywords for credit memo were found on the invoice. This exception gives the possibility to the AP Processor to post the credit memo manually.
	 Possible cases The invoice contains one of the keywords for a credit memo and it is a credit memo. The invoice contains one of the keywords for a credit memo, but is not a credit memo.

Involved roles and options

Process Type 160: PO Credit Memo Processing							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
X	AP Processor	Apply Business Rules	x	х	х	Х	



(AP_PROCESSOR)	Post Invoice (MIRO)		
	Refer to AP Processor		
	Refer for Information		
Info Provider (INFO_PROVIDER)	Refer back to Referring Role		

Remark

The exception is triggered to enable the AP Processor to select the correct type of PO credit memo: a Credit Memo or a Subsequent Credit Memo (see 'Basic Data' tab of the DP dashboard).

19.PO.6 PO not Released or Incomplete (PO)

Exception trigger

This exception is triggered if one of the PO numbers on the invoice is not released.

Trigger	Explanation
Not released	This means that the PO number is not yet released but the PO number was already sent to the vendor.
	 <u>Possible cases:</u> The PO number(s) on the invoice is (are) not correct. The PO number is not released and should be released.

Involved roles and options

Process Type 106: PO not Released								
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass		
		Change Doc Type						
	AP Processor (AP_PROCESSOR)	Apply Business Rules	X	Х	Х			
		Refer to AP Processor						
		Refer to Buyer						
		Refer for Information						
X	Buyer	Apply Business Rules			X			

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(BUYER)	Refer to AP Processor		
	Refer to Buyer		
	Refer for Information		
Info Provider (INFO_PROVIDER)	Refer back to Referring Role		

Assumption

The release strategy applies to purchase order (PO) level and not to purchase requisition (PR) level.

20.PO.18 Invalid Tax Info (PO)

Exception trigger

This exception is triggered if the Tax Amount given at the header level does not match with the expected amount based on the given SAP Tax Codes.

No direct call from VIM to Vertex is required but through SAP standard routines.

Trigger	Explanation
Missing or Mismatched Tax Amount	The header-level tax amount field is either blank, or is a different amount than the system calculates using the line item net amounts and associated tax codes.

Involved roles and options

Process Type 126: Invalid Tax Info							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
X	AP Processor (AP_PROCESSOR)	Apply Business Rules	X	x	x	x	
		Post Invoice (MIRO)					
		Refer to AP Processor					
		Refer to Tax Expert					
		Refer for Information					
	Tax Expert	Apply Business Rules			Х		

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(TAX_EXPERT)	Refer to AP Processor		
	Refer to Tax Expert		
	Refer for Information		
Info Provider (INFO_PROVIDER)	Refer back to Referring Role		

21.PO.42 Invalid Requisitioner (PO)

Exception trigger

Trigger	Explanation
Invalid Requisitioner	This exception is raised when the requisitioner in the PO (first line mapped in the invoice) is not a valid (active) user

Involved roles and options

Process Type 159: Invalid Requisitioner (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Apply Business Rules			Х		
	AP Processor	Refer to AP Processor	x	Х			
	(AP_PROCESSOR)	Refer to Buyer	-				
		Refer for Information					
x	Buyer	Apply Business Rules					
		Refer to AP Processor			x		
	(BUYER)	Refer to Buyer					
		Refer for Information					
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role					

22.PO.44 Company Code Mismatch (PO)



Exception trigger

Trigger	Explanation
Company Code	The company code of at least one PO that is entered in the header and in the
mismatch	line items does not match the company code of the invoice

Involved roles and options

Process Type 161: Company Code Mismatch (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Display PO (ME23N)					
		Change Doc Type					
		Apply Business Rules				х	
х		Return to Vendor	х	X	х		
	(AP_PROCESSOR)	Refer to AP Processor	-				
		Refer to Buyer					
		Refer for Information					
		Change PO (ME22N)					
		Apply Business Rules					
	Buyer (BUYER)	Refer to AP Processor			Х		
		Refer to Buyer					
		Refer for Information					
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role					

23.PO.35 Vendor Mismatch (PO)

Exception trigger

This exception is triggered if there is a vendor mismatch between the invoice and one of the PO numbers.



Vendor mismatch This means that one of the PO's on the invoice is created for another vendor than the vendor of the invoice. The vendors from the PO considered in this exception are the invoicing party, the vendor and the vendor mentioned on one of the condition records of the PO.	Trigger	Explanation
 If the vendor of the invoice is the same as the vendor of the PO, but the invoicing party of the PO is different this exception will be triggered as well. <u>Possible cases:</u> The wrong vendor was determined during the recognition phase. The PO number(s) is (are) not created for this vendor. The recognized vendor from the invoice is correct, but it is not the vendor used on the PO numbers; for example a transport invoice. The PO number(s) on the invoice is (are) not correct. The SAP master data is not correct. The PO number should be updated. 	Vendor mismatch	 This means that one of the PO's on the invoice is created for another vendor than the vendor of the invoice. The vendors from the PO considered in this exception are the invoicing party, the vendor and the vendor mentioned on one of the condition records of the PO. If the vendor of the invoice is the same as the vendor of the PO, but the invoicing party of the PO is different this exception will be triggered as well. <u>Possible cases:</u> The wrong vendor was determined during the recognition phase. The PO number(s) is (are) not created for this vendor. The recognized vendor from the invoice is correct, but it is not the vendor used on the PO numbers; for example a transport invoice. The SAP master data is not correct. The PO number should be updated.

Involved roles and options

Process Type 153: Vendor Mismatch							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Display PO (ME23N)					
		Change Doc Type					
		Apply Business Rules					
x		Return to Vendor	x	X	X		
	(AF_FROCESSOR)	Refer to AP Processor	-				
		Refer to Buyer					
		Refer for Information					
		Change PO (ME22N)					
		Apply Business Rules					
	Buyer (BUYER)	Refer to AP Processor			х		
		Refer to Buyer					
		Refer for Information					
		Refer back to Referring Role					



24.PO.37 Currency Mismatch (PO)

Exception trigger

Trigger	Explanation
Currency mismatch	The currency provided on the vendor's invoice does not match with the purchase order currency in SAP S/4HANA

Involved roles and options

Process Type 155: Currency Mismatch (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Display PO (ME23N)	-				
		Change Doc Type					
		Apply Business Rules					
	AP Processor	Refer to Buyer					
Х	(AP_PROCESSOR)	Refer to Requisitioner	X	X	X		
		Refer to AP Processor	-				
		Refer for Information					
		Return to Vendor					
	Buyer (BUYER)	Change PO (ME22N)					
		Apply Business Rules					
		Refer to AP Processor			x		
		Refer to Buyer					
		Refer to Requisitioner					
		Refer for Information					
	Requisitioner	Refer to AP Processor					
	(REQUISITIONER)	Refer to Buyer					



	Refer for Information		
Info Provider	Refer back to		
(INFO_PROVIDER)	Referring Role		

25.PO.38 Unit of Measure Mismatch (PO)

Exception trigger

Trigger	Explanation
UOM mismatch	The UOM provided on the vendor's invoice does not match with the purchase order UOM in SAP S/4HANA

Involved roles and options

Process Type 156: UOM Mismatch (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Display PO (ME23N)				×	
		Change Doc Type					
		Apply Business Rules		X	x		
	AP Processor	Refer to Buyer					
X	(AP_PROCESSOR)	Refer to Requisitioner	X				
		Refer to AP Processor					
		Refer for Information					
		Return to Vendor					
		Change PO (ME22N)					
	Buyer (BUYER)	Apply Business Rules	-				
		Refer to AP Processor	-		х		
		Refer to Buyer	1				
		Refer to Requisitioner					



Requisitioner (REQUISITIONER)	Refer for Information Refer to AP Processor Refer to Buyer Refer for		
	Information		
Info Provider	Refer back to Referring Role		
(INFO_PROVIDER)			

26.PO.90 Check Withholding Tax Data (PO)

Exception trigger

Trigger	Explanation
Withholding tax flag	This business rule is valid for documents that are subject to withholding tax. If the withholding tax checked flag is not filled, the exception is raised

Involved roles and options

Process Type 415: Check Withholding Tax Data (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
	AP Processor (AP_PROCESSOR)	Display PO (ME23N)			x	x	
		Change Doc Type		X			
х		Apply Business Rules	- X				
		Refer to AP Processor					
		Refer to Tax Expert					
		Return to Vendor					
	Tax Expert	Refer to AP					
	(TAX_EXPERT)	Processor					

27.PO.85 Invalid Withholding Tax Code / Type (PO)

Exception trigger

Trigger

Explanation



Invalid	This business rule is valid for documents that are subject to withholding tax. If
Withholding	the withholding tax type is not valid for the invoice vendor, the exception is
Тах Туре	raised

Involved roles and options

Т

Process Type 401: Invalid Withholding Tax Code / Type (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Display PO (ME23N)			x	×	
	AP Processor (AP_PROCESSOR)	Change Doc Type		X			
x		Apply Business Rules	- x				
		Refer to AP Processor					
		Refer to Tax Expert					
		Return to Vendor					
	Tax Expert	Refer to AP					
	(TAX_EXPERT)	Processor					

28.PO.75 Wait for GR - Enhanced Check (PO)

Exception trigger

Trigger	Explanation
No GR found	If a PO is GR-IV based and the Good Receipt is not done, this exception is raised.
	This rule is optimized to be maintained for a waiting process type.
	• For any PO item within indexing data (header/item), the delivered PO lines
	are
	checked if any line has the GR-IV based flag set.
	• For each of these lines, it is checked that there is an open proposal item (GR)
	with
	the same quantity as the invoice line.
	Note: An exact quantity match is performed, not a tolerance check.

Involved roles and options

Process Type 165: Wait for GR - Enhanced Check (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	



		Display PO (ME23N)				
		Change Doc Type				
		Apply Business Rules				
Ň	AP Processor	Refer to Buyer				Ň
Х	(AP_PROCESSOR)	Refer to Receiver	X	X	X	X
		Refer to AP Processor	•			
		Refer for Information				
		Return to Vendor				
		Change PO (ME22N)				
	Buyer (BUYER)	Apply Business Rules				
		Refer to AP Processor			x	
		Refer to Buyer				
		Refer to Receiver				
		Refer for Information				
	President	Refer to AP Processor				
	Receiver	Refer to Buyer				
	(RECEIVER)	Refer for Information				
		Refer back to Referring Role				
	(INFO_PROVIDER)					

29.PO.33 Vendor Audit Required (PO)

Exception trigger

This exception is triggered if the vendor in the invoice has to be audited

Trigger	Explanation
Vendor Audit Required	This means that the vendor in the invoice has been selected for audit purposes.

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Possible cases:
Vendor has been added to the Vendor Audit list

Involved roles and options

Process Type 151: Vendor Audit Required						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
	AP Processor (AP_PROCESSOR)	Apply Business Rules				x
x		Refer to AP Processor	х	Х	х	
		Refer to Buyer	-			
		Refer for Information				
		Apply Business Rules				
	Buyer	Refer to AP Processor				
	(BUYER)	Refer to Buyer				
		Refer for Information				
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

30.PO.41 Tax Audit Required (PO)

Exception trigger

This exception is triggered if the tax information in the invoice has to be audited

Trigger	Explanation
Tax Audit Required	This means that the vendor, company code, material group in the invoice has been selected for audit purposes.
	Possible cases:
	Tax Information in the invoice has been added to the Tax Audit list

Involved roles and options

Process Type 158: Tax Audit Required



Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
		Apply Business Rules				
		Refer to AP Processor				х
Х		Refer to Buyer	x	х	х	
	(AP_PROCESSOR)	Refer to Tax Expert				
		Refer for Information				
		Apply Business Rules				
		Refer to AP Processor				
	(BUYER)	Refer to Buyer				
	(BOTER)	Refer for Information				
		Refer to Tax Expert				
		Refer back to				
	(INFO_PROVIDER)					
		Refer to AP Processor				
	(TAX_EXPERT)	Refer to Buyer				

31.PO.91 Down Payment Clearing (PO)

Exception trigger

Trigger	Explanation
Down Payment Exist	The down payment clearing function is used to clear the down payments that are posted with reference to a PO directly in logistics invoice verification (MIRO transaction).

Involved roles and options

Process Type 416: Down Payment Clearing (PO)						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
x	AP Processor	Display PO (ME23N)	x	х	х	х

معدومات Accounts Payables: 2 Way & 3 Way PO Invoice

(AP_PROCESSOR)	Change Doc Type		
	Apply Business Rules		
	Return to Vendor		

32.PO.40 Freight on Invoice (PO)

Exception trigger

Trigger	Explanation
Unplanned Freight Amount	This exception is triggered when the unplanned freight on the invoice is greater than the freight amount maintained in the global configuration

Involved roles and options

Process Type 157: Freight on Invoice (PO)							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
		Display PO (ME23N)	X	X	x	X	
		Change Doc Type					
		Apply Business Rules					
V	AP Processor	Refer to Buyer					
X	(AP_PROCESSOR)	Refer to Receiver					
		Refer to AP Processor					
		Refer for Information					
		Return to Vendor					
	Buyer (BUYER)	Change PO (ME22N)					
		Apply Business Rules					
		Refer to AP Processor			Х		
		Refer to Buyer					
		Refer to Receiver					

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	Refer for Information			
	Refer to AP Processor			
Receiver	Refer to Buyer			
(RECEIVER)	Refer for Information			
Info Provider	Refer back to			
(INFO_PROVIDER)	Referring Role			

33.PO500: Unable to Auto-Post PO Invoice (PO)

Exception trigger

This exception is triggered if the invoice couldn't be automatically posted.

Trigger	Explanation
No auto- posting	This means that all the preceding DP exceptions (including the approval flow) were validated successfully. VIM tried to automatically post the invoice, but the system did not succeed. This exception gives the possibility to the AP Processor role to post the invoice manually in MIRO.
	Possible cases:
	An error message was given by the SAP system that the invoice couldn't be posted; for example: posting period is closed.

Involved roles and options

Process Type 100: Process PO Invoice							
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass	
	AP Processor (AP_PROCESSOR)	Display PO (ME23N)	X	x	X		
		Change Doc Type					
		Apply Business Rules					
		Refer to Buyer					
X		Refer to Requisitioner					
		Refer to AP Processor					
		Refer for Information					
		Return to Vendor					



	Buyer (BUYER)	Change PO (ME22N)				
		Apply Business Rules				
		Refer to AP Processor		×		
		Refer to Buyer				
		Refer to Requisitioner				
		Refer for Information				
	Doguisitionau	Refer to AP Processor				
	(REQUISITIONER)	Refer to Buyer				
		Refer for Information				
	Info Provider (INFO_PROVIDER)	Refer back to Referring Role				

34.PO550: Posted Approval Required (PO)

This rule is triggered when business rules are run and the PO doesn't have the GR flag set (2way PO scenario). The external Approval sub-workflow will begin automatically.

Version History

Version	Date	Change Owner	Change Request No.	Change Details
1.0	Month in words/Date/Year	Name of the change owner	Change request ID	Change description