

# 2 Way & 3 Way PO Invoice

**Work Stream**

Accounts Payables

**Version #**

1.0

**Last Revised Date**

**Process Implementation  
Date**

**SOP Owner**

**SOP Approver**



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# 1. Overview

## 1.1. General Information

<b>Audience</b>	ABC COMPANY AP Team
<b>Frequency</b>	Daily

## 1.2. Related Internal Policies and Processes

<b>Upstream/Downstream processes</b>	<b>Upstream:</b> Invoice Entry <b>Downstream:</b> 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 [Annexure](#), 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.



## Accounts Payables: 2 Way & 3 Way 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	<ul style="list-style-type: none"> <li>Reject invoice in case the exception is not resolved</li> <li>Initiates 2-Way or 3-Way PO invoice process</li> <li>Post the 2-Way and 3-Way PO invoice and block the payment</li> <li>Validate the price or quantity variance in 3-Way match PO invoice</li> <li>Unblock the 2-Way or 3-Way match PO invoice and release the payment</li> </ul>
Requisitioner	<ul style="list-style-type: none"> <li>Check if the price or quantity discrepancy is resolved</li> </ul>



## Accounts Payables: 2 Way & 3 Way PO Invoice

	<ul style="list-style-type: none"><li>• Initiate the 2-Way match workflow approval process</li><li>• Process short payment of invoice</li><li>• Process credit memo from Supplier</li><li>• Reject the invoice and perform the document reversal process</li></ul>
Receiver	<ul style="list-style-type: none"><li>• Complete the GR process</li></ul>



# 3. Inputs

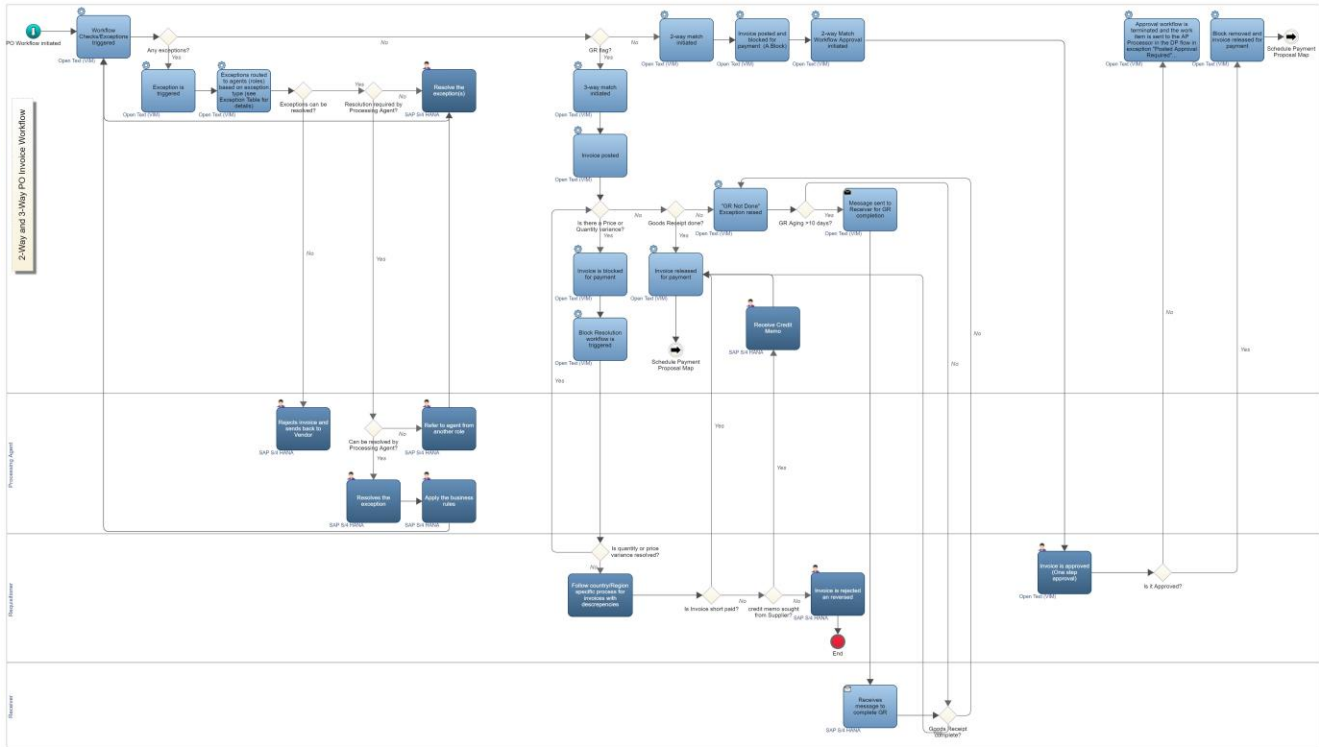
Input	File Type and Location	Frequency	Owner	Purpose/Usage
Invoice	VIM document	Daily	ABC COMPANY AP Team	To process 2-Way and 3-Way PO invoice for payments





# 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.



2Way-3Way PO Invoice (Workflow).r



## 5. Process Description

### Disclaimer!

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

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

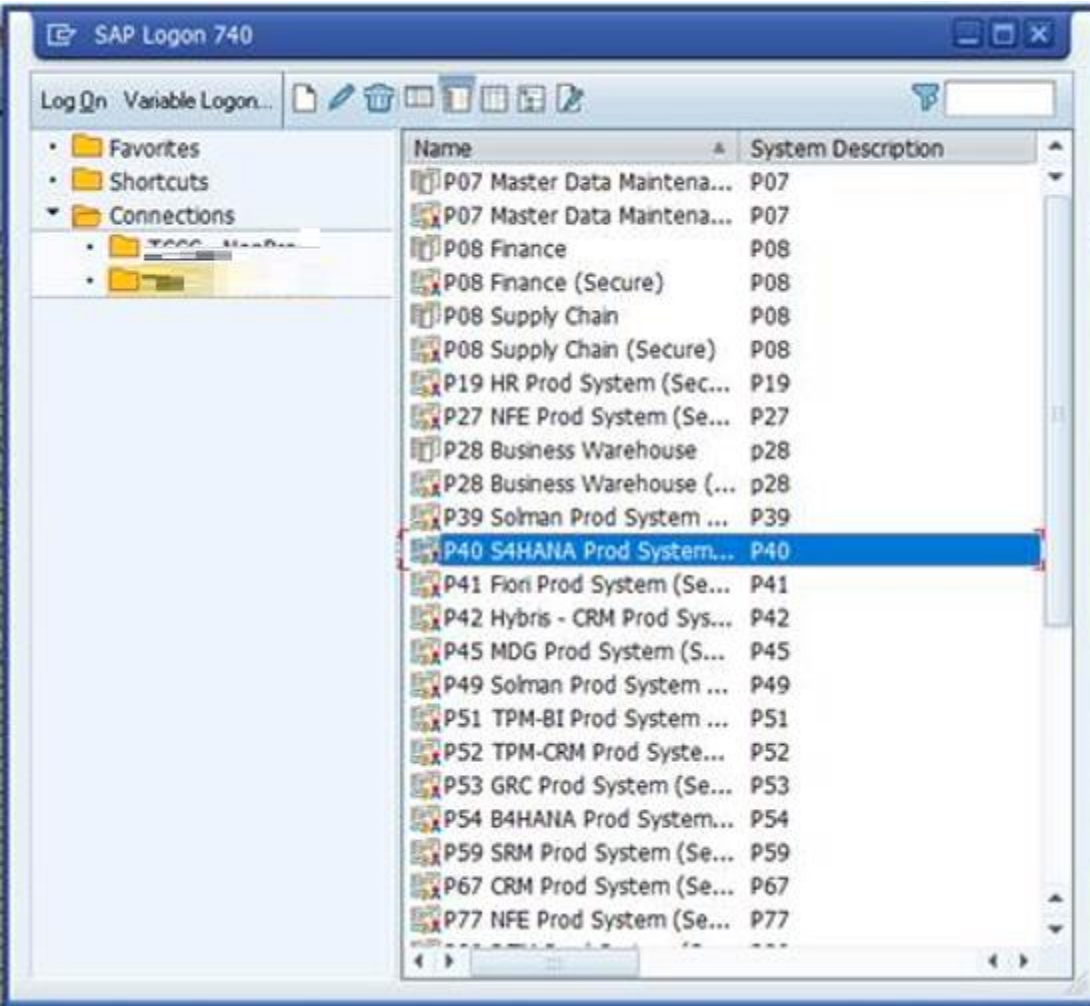
The process of 2-Way and 3-Way approval is initiated when OpenText VIM applies Document type Determination Logic rules to identify document type. Once the invoice document is identified as PO, the PO invoice Workflow starts.

1. View Triggered Exception

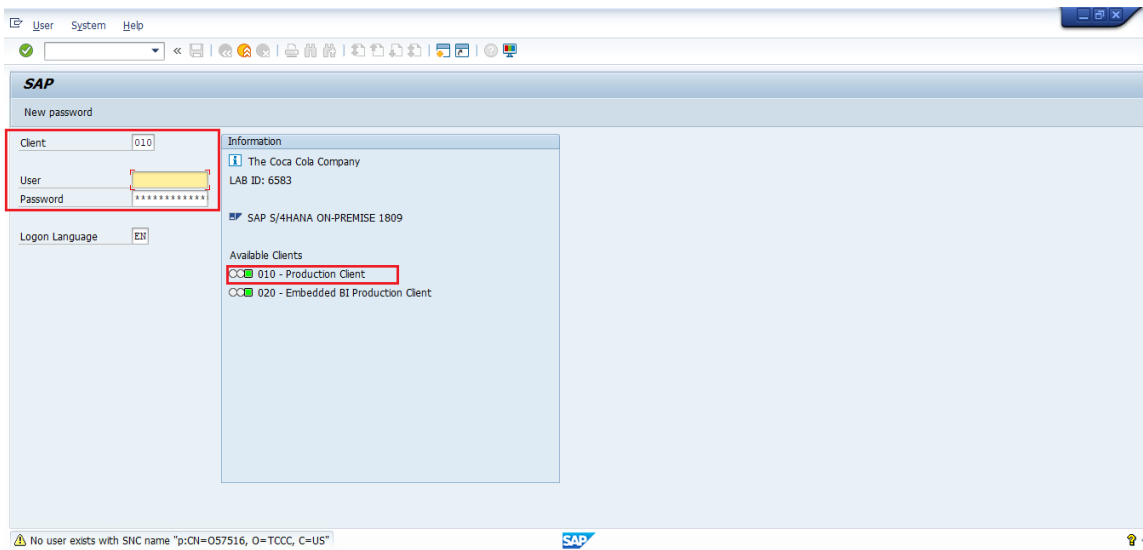
The 2-Way and 3-Way PO Invoice document goes through the global template of checks or exceptions. In the event of triggered exception(s), the resolution of the exception(s) is carried out by the Processing Agents.

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.



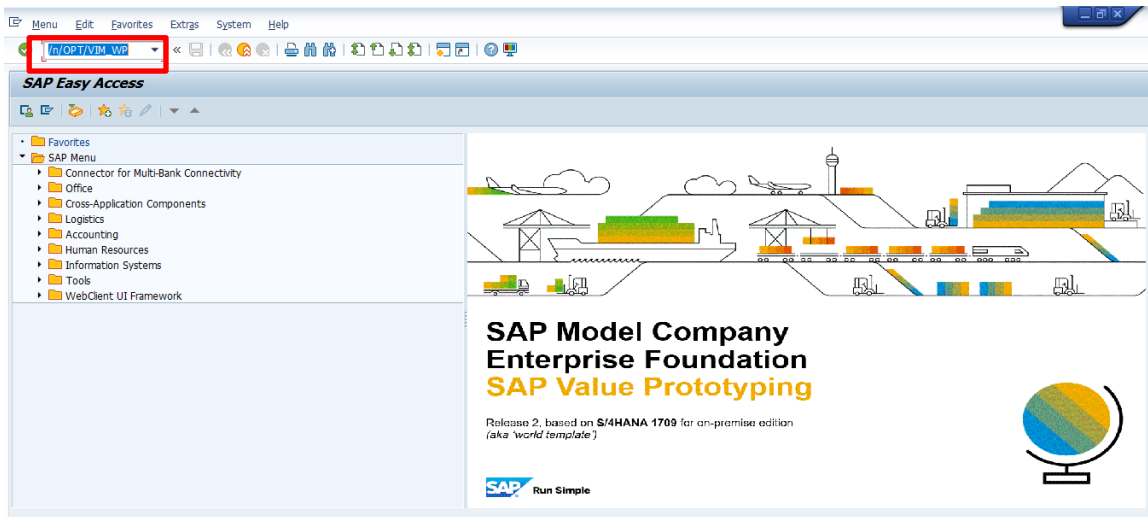
- The **SAP Secure Login Client – Login** pop-up, enter the KO ID and password, and click the **OK** button.



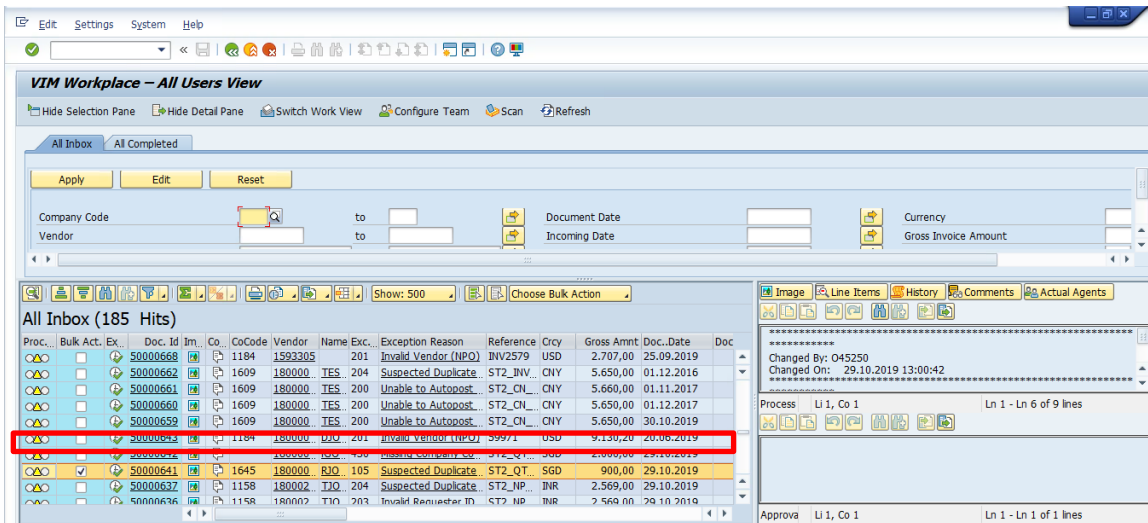
- In the **Command box**, enter the transaction code **OPT/VIM\_WP** and press the Enter key.



# Accounts Payables: 2 Way & 3 Way PO Invoice



- 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.



## 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:

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



# Accounts Payables: 2 Way & 3 Way PO Invoice

VIM Workplace - All Users View

All Inbox (185 Hits)

Proc.	Bulk Act.	Ex.	Doc. Id	Im.	Co.	CoCode	Vendor	Name	Exc.	Exception Reason	Reference	Crv	Gross Amnt	Doc..Date	Doc
50000668			1184	1593305		180000	1609	180000	TES	204	Invalid Vendor (NPO)	INV2579	USD	2,707.00	25.09.2019
50000662			1609	180000		180000	1609	180000	TES	200	Suspected Duplicate	ST2_INV...	CNY	5,650.00	01.12.2016
50000661			1609	180000		180000	1609	180000	TES	200	Unable to Autopost	ST2_CN...	CNY	5,660.00	01.11.2017
50000660			1609	180000		180000	1609	180000	TES	200	Unable to Autopost	ST2_CN...	CNY	5,650.00	01.12.2017
50000659			1609	180000		180000	1609	180000	TES	200	Unable to Autopost	ST2_CN...	CNY	5,650.00	30.10.2019
50000643			1184	180000		180000	1184	180000	DJO	201	Invalid Vendor (NPO)	S9971	USD	9,130.20	20.06.2019
50000642						180000		180000	RJO	430	Missing Company Co.	ST2_QT...	SGD	2,000.00	29.10.2019
50000641						180000		180000	RJO	105	Suspected Duplicate	ST2_QT...	SGD	900.00	29.10.2019
50000637			1158	180002		TJO	204	180002	TJO	204	Suspected Duplicate	ST2_NP...	INR	2,569.00	29.10.2019
50000636			1158	180002		TJO	203	180002	TJO	203	Invalid Remitter ID	ST2_NP...	INR	2,569.00	29.10.2019

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.

Process PO Processing - 00005000641

Process Options for: Duplicate Analyst

Apply Rules	Apply Business Rules
Refer for Info	Refer for Information
Refer	Refer to PO Invoice Buyer
Refer	Refer to Receiver
Refer	Refer to AP Processor

Basic Data

Street / House No: Albert Rd South 100 Country / Region: SG SG

Postl Code / City: 123000 Singapore PO Box:

Invoice Data

Trans/event: **ST2\_QTY\_SG\_02**

Reference Number: **ST2\_QTY\_SG\_02** Document Date: 29.10.2019

Auto-Calculate Tax: Supply Date: 29.10.2019

Gross Amount: 900,00 SGD CCB Balance: 0,00

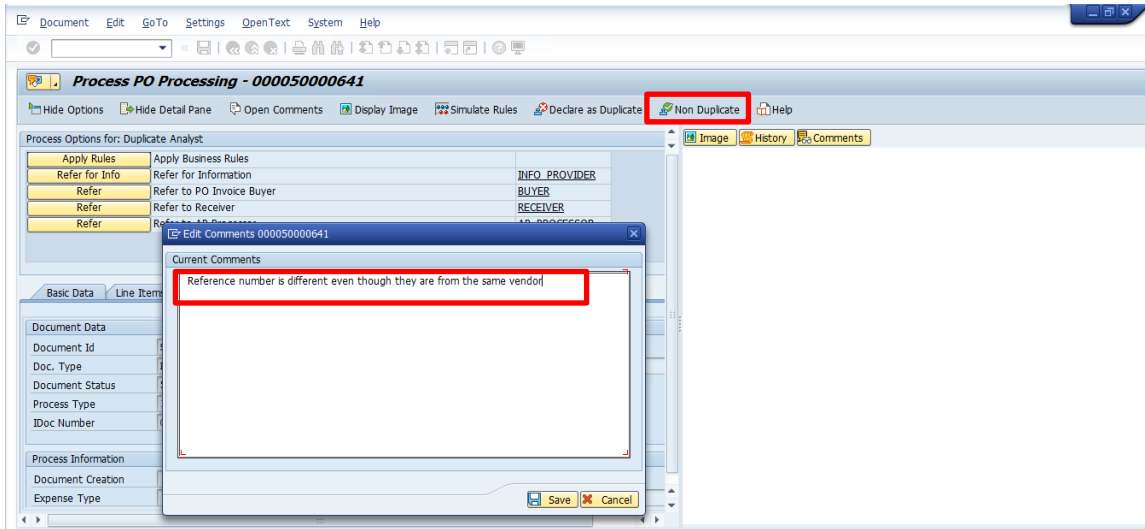
Tax Amount: Tax Code:

Total Tax Amount: Tax Rate:



## Accounts Payables: 2 Way & 3 Way PO Invoice

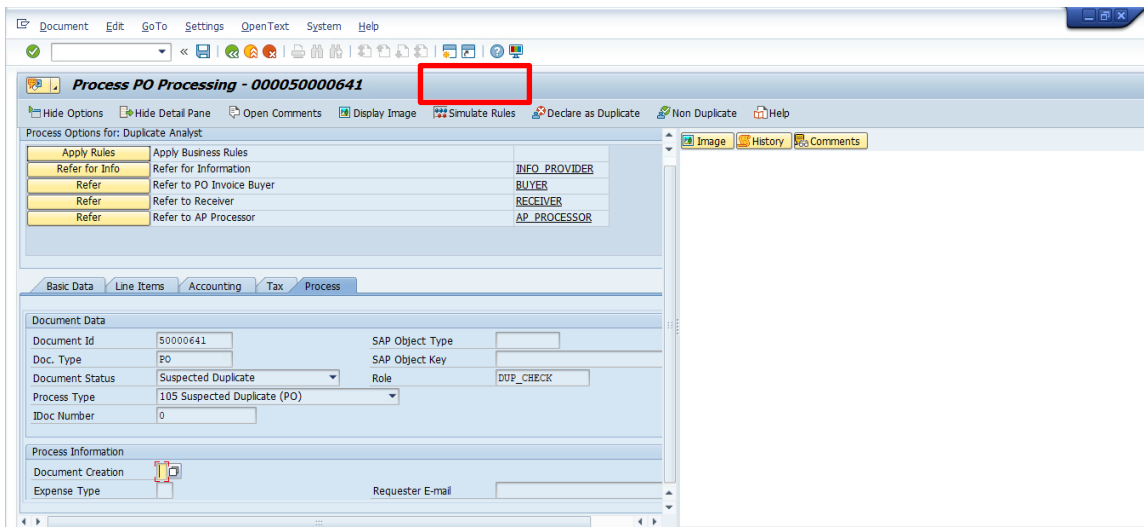
4. Click the **Non Duplicate** button. The **Enter Comment <XXXX>** pop-up box is displayed. Enter the comment and click the **Save** button.



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:

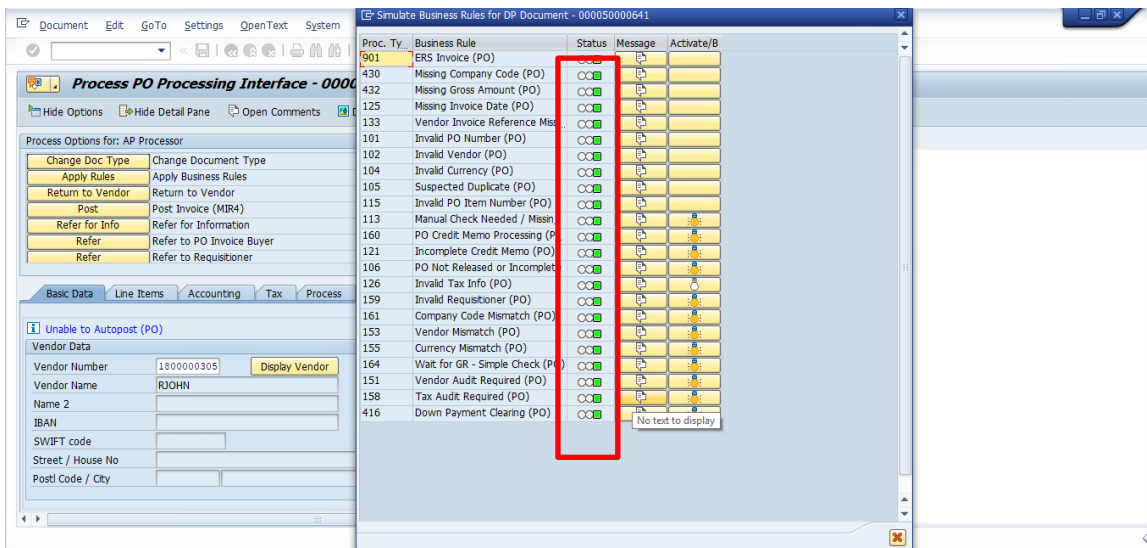
1. On the **Process PO Processing- <XXXX>** screen, click the **Simulate Rule** button.



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



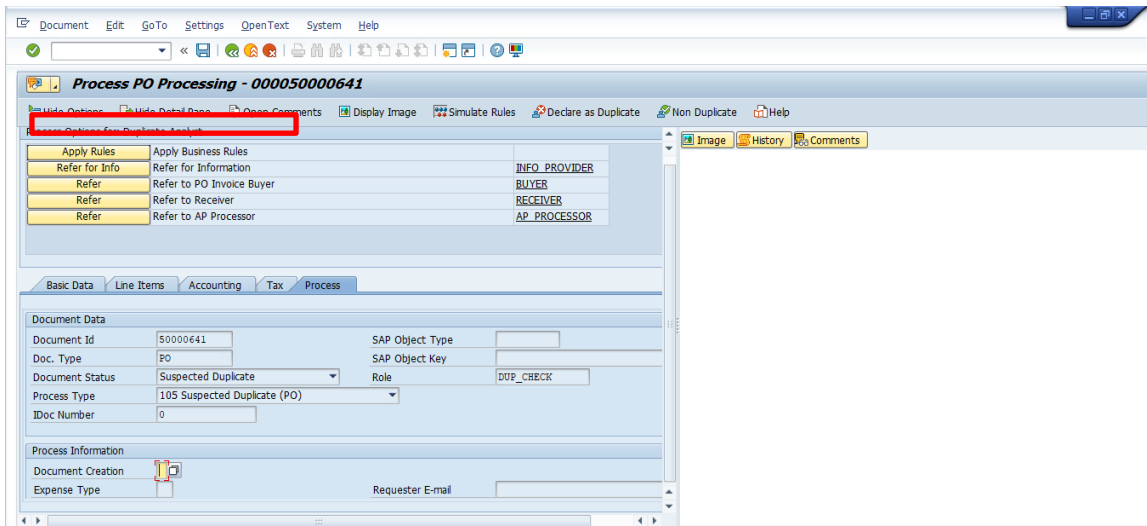
## Accounts Payables: 2 Way & 3 Way PO Invoice



After resolving the triggered exceptions, the Processing Agent applies the business rules.

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

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



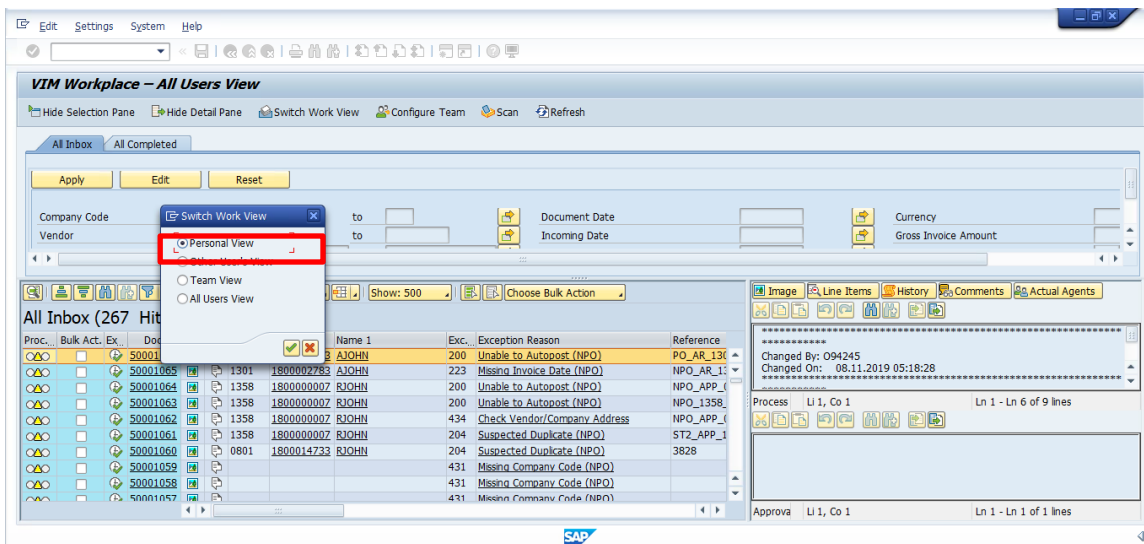
After all the triggered exception are resolved and all business rules are applied, the Processing Agent may validate the triggered exceptions.

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

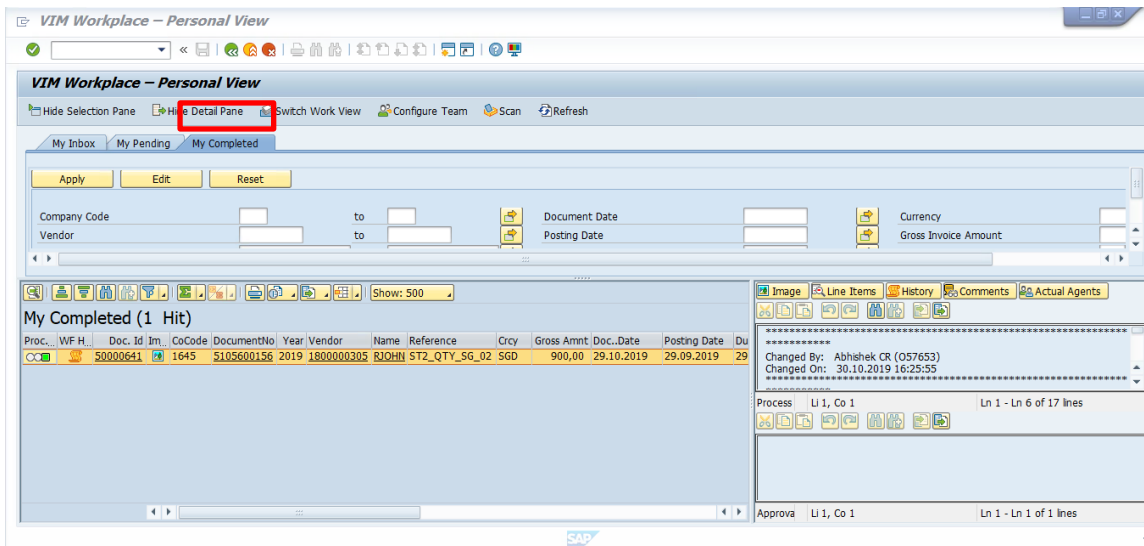
1. In the **VIM Workplace- All User View**, click the **Switch Work View** button and select **Personal View** option.



## Accounts Payables: 2 Way & 3 Way PO Invoice



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



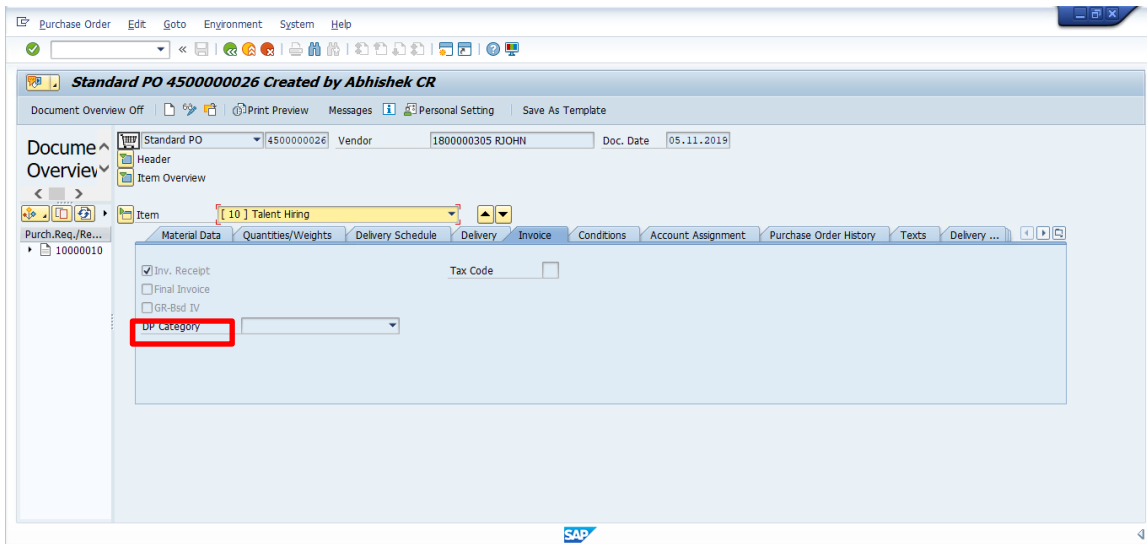
### 5.3 Check for 2-Way or 3-Way match

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.





## 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]**

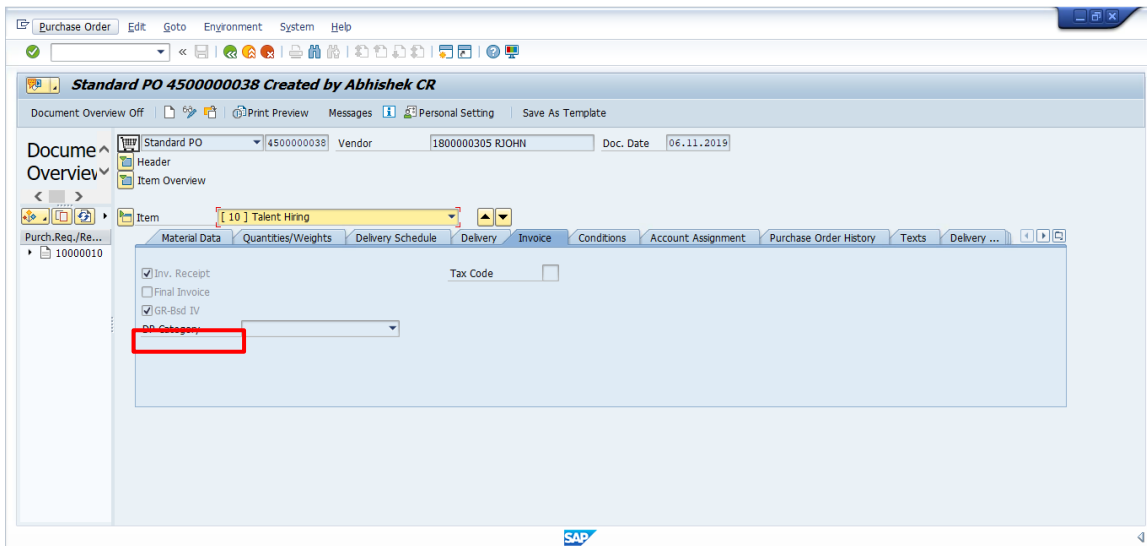
## 5.5 Initiate PO invoice 3-Way match process

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.



## Accounts Payables: 2 Way & 3 Way PO Invoice

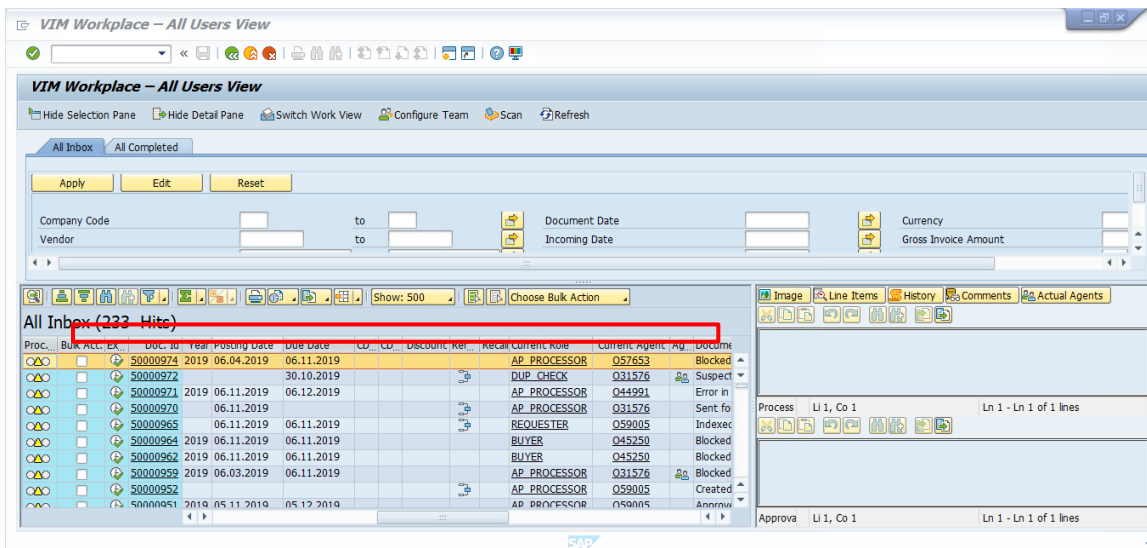


2. In a 3-Way PO invoice, if the PO, Invoice and GR is matching, Invoice is released for payment automatically.

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.



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



## Accounts Payables: 2 Way & 3 Way PO Invoice

The screenshot shows the SAP Dashboard for document 5105600183. The 'Blocked Document Info' section is highlighted with a red box and contains the following data:

Orig. Inv	PO History	Purchase Order	Goods Receipt	SAP Invoice
Doc/Item	450000038/00010	500000168/0001	5105600183/000001	
Quantity	10 EA	10 EA	10 EA	
Price / 1 EA	15.097,10 SGD	15.097,10 SGD	15.097,10 SGD	15.097,10 SGD
Amount	150.971,00 SGD	150.971,00 SGD	150.971,00 SGD	150.971,00 SGD

The 'Process Options For A/P Processor' section is also visible, listing various actions like 'Cancel and Re-enter', 'Authorize', and 'Refer' with their respective descriptions and receiving actors.

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.

The screenshot shows the SAP VIM Analytics 'Processes' section. The 'Results (1 Hit)' table is highlighted with a red box and contains the following data:

Doc. Id	CoCode	MM Invoice	Acc. Doc.	Year	VIM Proc...	Exception Reason	Current Role	Curr. Agent
50000974	1645	5105600183	5100000270	2019	Blocked	Blocked for Payment	AP_PROCESSOR	

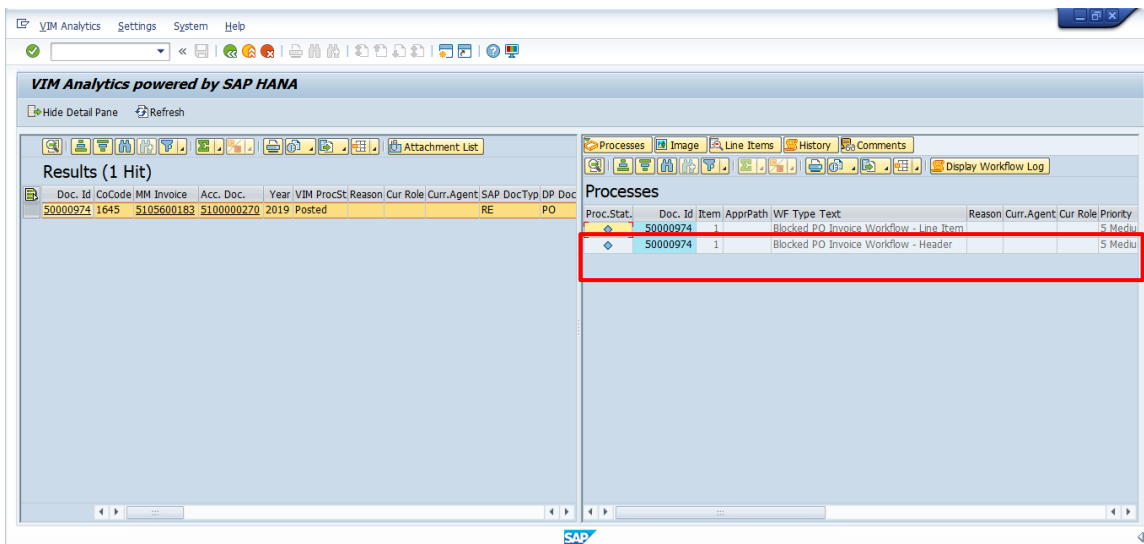
The 'Processes' table below it shows the process status for document 50000974. The process status is highlighted with a red box and shows a yellow and green status, indicating that the 3-Way PO invoice approval process is in progress.

Proc. St.	Document Id	Item	ApprPath	WF Type	Text	Reason	Curr.Agent	Current
Yellow	50000974	1			Blocked PO Invoice Workflow - Line Item LIV - Date Block			
Green	50000974	1			Blocked PO Invoice Workflow - Header	Blocked Header...	AP_PR	

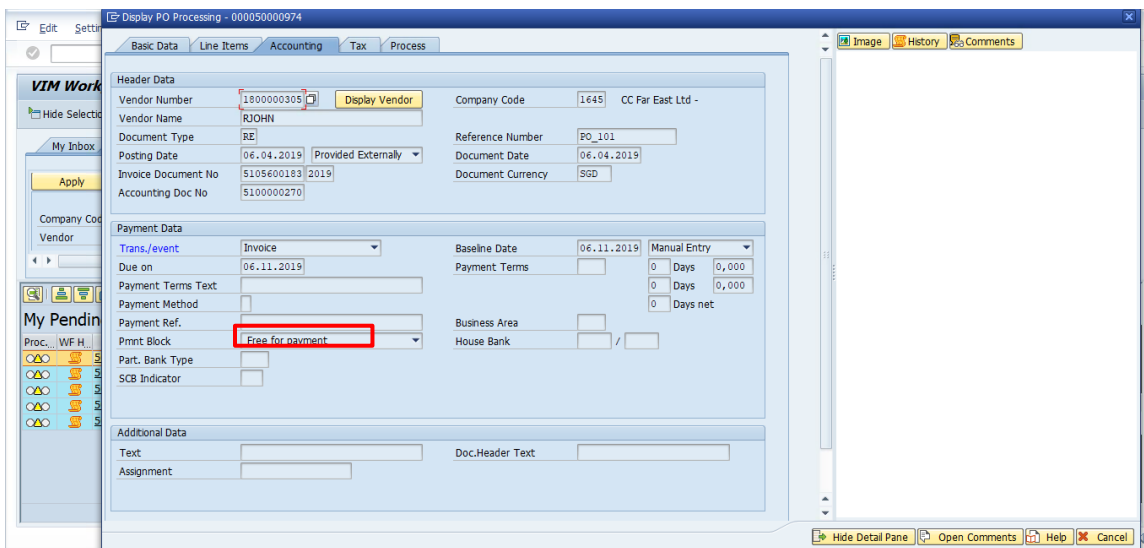
5. In the **Processes** section, the Process status the Process status indicates blue that means that the payment block is removed.



## Accounts Payables: 2 Way & 3 Way PO Invoice



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.



### 5.6 Price or Quantity Variance in 3-Way PO Invoice

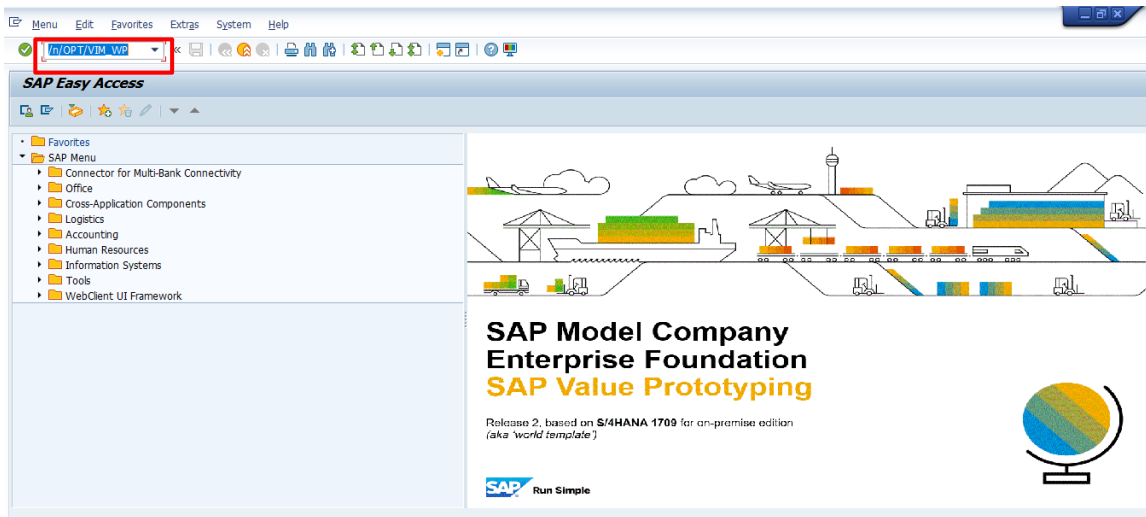
In a 3-Way PO invoice, price or quantity discrepancy between the PO and the invoice can be encountered. In such case, Document is blocked for payment, and the discrepancy is reviewed or resolved.

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.



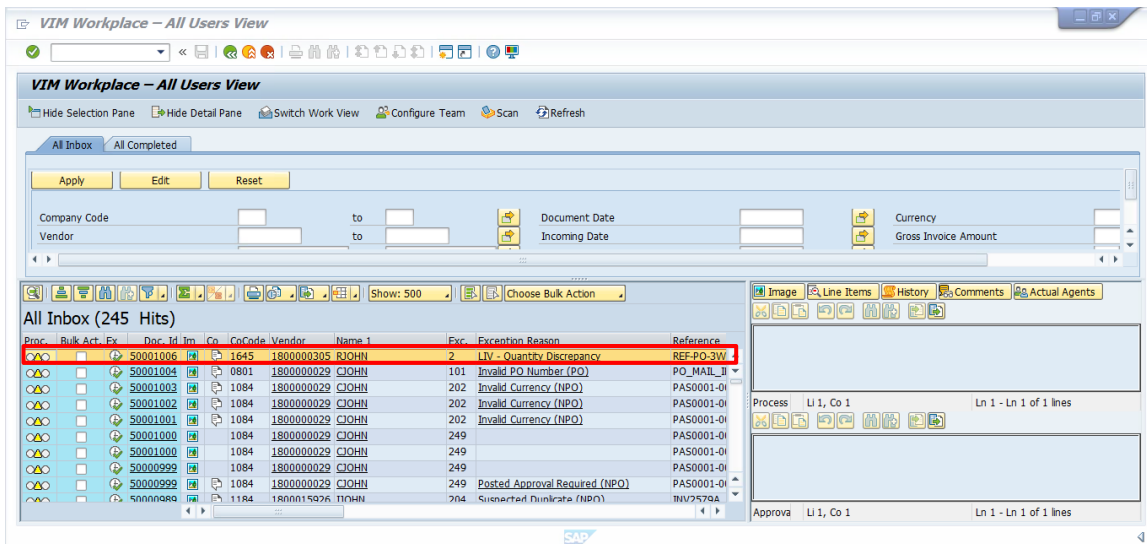
## Accounts Payables: 2 Way & 3 Way PO Invoice



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**.



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



## Accounts Payables: 2 Way & 3 Way PO Invoice

Display PO Processing - 00050001006

Basic Data | Line Items | Accounting | Tax | Process

Header Data  
Vendor Number: 1800000305 (Display Vendor) | Company Code: 1645 | CC Far East Ltd -  
Vendor Name: RJOHN  
Document Type: RE | Reference Number: REF-PO-3WAY-EXEP  
Posting Date: 07.04.2019 | Provided Externally | Document Date: 07.04.2019  
Invoice Document No: 5105600188 | 2019 | Document Currency: SGD  
Accounting Doc No: 5100000272

Payment Data  
Trans./event: Invoice | Baseline Date: 07.04.2019 | Manual Entry: [v]  
Due on: 07.04.2019 | Payment Terms: [v] | 0 Days 0,000  
Payment Terms Text: [v] | 0 Days 0,000  
Payment Method: [v] | 0 Days net  
Payment Ref.: [v] | Business Area: [v]  
Part. Bank Type: **R Invoice verification** | House Bank: [v]  
SCB Indicator: [v]

Additional Data  
Text: [v] | Doc.Header Text: [v]  
Assignment: [v]

Buttons: Hide Detail Pane, Open Comments, Help, Cancel

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.

VIM Workplace - All Users View

Hide Selection Pane | Hide Detail Pane | Switch Work View | Configure Team | Scan | Refresh

All Inbox | All Completed

Apply | Edit | Reset

Company Code: [v] to [v] | Document Date: [v] | Currency: [v]  
Vendor: [v] to [v] | Incoming Date: [v] | Gross Invoice Amount: [v]

Show: 500 | Choose Bulk Action

Proc.	Bulk Act.	Doc. Id	Im.	Co.	CoCode	Vendor	Name 1	Exc.	Exception Reason	Reference
[v]	[v]	50001006	[v]	1645	1800000305	RJOHN	2	2	LN - Quantity Discrepancy	REF-PO-3W
[v]	[v]	50001004	[v]	1081	1800000029	CJOHN	101	101	Invalid PO Number (PO)	PO_MAIL_0
[v]	[v]	50001003	[v]	1084	1800000029	CJOHN	202	202	Invalid Currency (NPO)	PAS0001-0
[v]	[v]	50001002	[v]	1084	1800000029	CJOHN	202	202	Invalid Currency (NPO)	PAS0001-0
[v]	[v]	50001001	[v]	1084	1800000029	CJOHN	202	202	Invalid Currency (NPO)	PAS0001-0
[v]	[v]	50001000	[v]	1084	1800000029	CJOHN	249	249		PAS0001-0
[v]	[v]	50001000	[v]	1084	1800000029	CJOHN	249	249		PAS0001-0
[v]	[v]	50000992	[v]	1084	1800000029	CJOHN	249	249		PAS0001-0
[v]	[v]	50000992	[v]	1084	1800000029	CJOHN	249	249	Posted Approval Required (NPO)	PAS0001-0
[v]	[v]	50000980	[v]	1184	1800015026	TIJOHN	204	204	Systemated Duplicate (NPI)	INV2570A

Buttons: Image, Line Items, History, Comments, Actual Agents

Process: L1, Co 1 | Ln 1 - Ln 1 of 1 lines  
Approva: L1, Co 1 | Ln 1 - Ln 1 of 1 lines

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.



## Accounts Payables: 2 Way & 3 Way PO Invoice

Orig. Inv	PO History	Purchase Order	Goods Receipt	SAP Invoice
Doc/Item	4500000041/00010		500000156/0001	5105600188/000001
Quantity	10 EA		10 EA	8 EA
Price / 1 EA	100,00 SGD		100,00 SGD	12,50 SGD / 100,00 SGD
Amount	1.000,00 SGD		1.000,00 SGD	100,00 SGD / 800,00 SGD

Option	Description	Receiving Actor
Authorize	Cancel Invoice	AP_PROCESSOR
Authorize	Short Pay	AP_PROCESSOR
Authorize	Pay as Invoiced	AP_PROCESSOR
Refer	Refer to Info Provider	INFO_PROVIDER
Refer	Refer to PO Invoice AP Processor	AP_PROCESSOR
Refer	Refer to PO Invoice Buyer	BUYER
Refer	Refer to PO Invoice Receiver	RECEIVER
Refer	Refer to PO Invoice Requisitioner	REQUISITIONER
Post-GR	Post Goods Receipt	RECEIVER

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.

**VIM Analytics powered by SAP HANA**

**Invoice Data**

Document Date	10.04.2019	to		[Execute]
Total Amount		to		[Execute]
Document Currency		to		[Execute]
Requisitioner		to		[Execute]
Bar Code		to		[Execute]
Transaction/Event	Invoice			

**Vendor and Purchasing Data**

Vendor		to		[Execute]
Reference		to		[Execute]
Purchasing Document		to		[Execute]
Purchasing Group		to		[Execute]
Plant		to		[Execute]

**Process Data**

Document Processing Number		to		[Execute]
DP Document Type		to		[Execute]
Company Code		to		[Execute]
Invoice Document Number		to		[Execute]
Accounting Document Number		to		[Execute]

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



## Accounts Payables: 2 Way & 3 Way PO Invoice

The screenshot shows the VIM Analytics interface with search results and process details. The search results table is as follows:

Doc. Id	CoCode	MM Invoice	Acc. Doc.	Year	VIM ProcSt	Exception Reason	Cur Role	Curr.Agent	SAP
50001009	1645	5105600189	5100000274	2019	Posted				
50001008	1645	5105600189	5100000273	2019	Blocked	Blocked for Payment	RECEIVER	Q57653	RE
50001006	1645	5105600188	5100000272	2019	Posted				RE
50000997	1645	5105600182	5100000271	2019	Posted				RE

The process details table is as follows:

Proc.Stat	Document Id	It.	ApprPath	WF Type	Text	Exception Reason	Current Agent	Cur Role	Work Item	Priorit
	50001006	1			Blocked PO I.				5 Medium	
	50001006	1			Blocked PO I.				5 Medium	
	50001006	1			Blocked PO I.				5 Medium	

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**.
2. 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.

The screenshot shows the 'Display PO Processing - Accounting' tab. The 'Pmnt Ref.' field is highlighted with a red box and shows 'Free for payment'.

Header Data:

- Vendor Number: 1800000305
- Company Code: 1645
- Vendor Name: RJOHN
- Document Type: RE
- Posting Date: 07.04.2019
- Invoice Document No: 5105600188
- Accounting Doc No: 5100000272

Payment Data:

- Trans./event: Invoice
- Due on: 07.04.2019
- Payment Terms: 0 Days
- Payment Ref.: Free for payment

### 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 Received Amount is 1000 and IR received Amount is 1180.





# Accounts Payables: 2 Way & 3 Way PO Invoice

Standard PO 450000041 Created by Abhishek CR

Document Overview Off | Print Preview | Messages | Personal Setting | Save As Template

Standard PO 450000041 Vendor 180000305 RJOHN Doc. Date 07.11.2019

Item [ 10 ] Talent Hiring

Sh. Text	MvT	Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	OUn	EA	Amt.in Loc.Cur.	L.Cur	%Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Crc	
WE	101	5000000156	1	07.04.2019	10	10	0	EA	1,000,00	SGD	10	0	EA	1,000,00	SG	1,000,00	SG	
TR/ Ev.		Goods receipt				10		EA	1,000,00	SGD	10		EA	1,000,00	SG			
RE-L		5105600200	1	08.04.2019	10	0	EA	1,000,00	SGD	10	0	EA	1,000,00	SG	100,00	SG	1,000,00	SG
RE-L		5105600200	1	08.04.2019	8	0	EA	100,00	SGD	8	0	EA	100,00	SG	100,00	SG	100,00	SG
RE-L		5105600189	1	07.04.2019	10	0	EA	100,00	SGD	10	0	EA	100,00	SG	100,00	SG	100,00	SG
RE-L		5105600188	1	07.04.2019	8	0	EA	100,00	SGD	8	0	EA	100,00	SG	80,00	SG	100,00	SG
RE-L		5105600185	1	07.04.2019	10	0	EA	80,00	SGD	10	0	EA	80,00	SG	80,00	SG	80,00	SG
TR/ Ev.		Invoice receipt				30		EA	1,100,00	SGD	30		EA	1,100,00	SG			

- 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

Display Document: Data Entry View

Document Number 1500000012 Company Code 1645 Fiscal Year 2019

Document Date 08.04.2019 Posting Date 08.04.2019 Period 4

Reference REF\_110 Cross-Comp.No. Ledger Group

Currency SGD Texts Exist

Co.	Item	PK	S	Account	Description	Amount	Curr.	Profit Center	Tx
1645	1	50		10043000	Cash Accounts - SGD	1,000,00	SGD	10282	
	2	25		1800000305	RJOHN	1,000,00	SGD		
	3	40		71010050	Real Loss on Exchg.	0,00	SGD	10266	

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:

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



# Accounts Payables: 2 Way & 3 Way PO Invoice

**Standard PO 450000041 Created by Abhishek CR**

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Standard PO: 450000041 | Vendor: 1800000305 RJOHN | Doc. Date: 07.11.2019

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group
	10	K			Talent Hiring		10	EA	D 05.11.2019	100,00	SGD	1	EA	Folders,Bind
	20	K			Talent Hiring		10	EA	D 09.11.2019	100,00	SGD	1	EA	Folders,Bind

Item: [ 20 | Talent Hiring ]

Sh. Text	Mv	Material Document	Item Posting Date	Quantity	Delivery cost quantity	OU	Amt.In	Loc.Cu	Lcur	Qty	In OP	DelCostQty	(OPU	Order Price Unit	Amount	Crcy	Reference
WE		101 5000000200	1 10.05.2019	10		EA	1,000,00	SGD		10		0	EA		1,000,00	SGD	
Tr./Ev.		Goods receipt		10		EA	1,000,00	SGD		10		0	EA		1,000,00	SGD	
RE-L		5105600209	2 10.04.2019	10		EA	1,100,00	SGD		10		0	EA		1,100,00	SGD	
Tr./Ev.		Invoice receipt		10		EA	1,100,00	SGD		10		0	EA		1,100,00	SGD	

- To resolve this variance of amount 100 – We post the **subsequent credit** after we receive the credit memo from supplier.
- Go to Transaction **MIRO** and select **Subsequent credit**

**Enter Incoming Invoice: Company Code 1645**

Show PO structure | Show worksheet | Hold | Simulate | Messages | Help | INF

Transaction: **Subsequent Credit** | Balance: 0,00 SGD

Basic D... | Payment | Details | Tax | Withholding tax | Contacts | Note

Document date: 10.04.2019 | Reference: REF-20 ITEM CM  
Posting Date: 10.04.2019  
Amount: 100,00 SGD  
Tax Amount: | Calculate Tax:  | I1 (Input VAT)  
Payment terms: Due immediately  
Baseline Date: 10.04.2019

Vendor 1800000305  
RJOHN  
123 MAIN STREET  
WASHINGTON DC 20062-0002  
USA  
999-999-9999  
SWIFT: LUMIILT  
Bank acct: 8954568  
BANK LEUMI LE ISRAEL BM

Purchase Order/Scheduling Agreement: 450000041 | Goods/service items | All information

Item	Amount	Quantity	Or...	Purchase order	Item	PO Text	Outline agree..
1			EA	450000041	10	Talent Hiring	
2	100,00		10 EA	450000041	20	Talent Hiring	

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



# Accounts Payables: 2 Way & 3 Way PO Invoice

**Enter Incoming Invoice: Company Code 1645**

Show PO structure Show worklist Hold **Simulate** Messages Help NF

Simulate Document in SGD (Document currency)

Position	A.G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing Doc.	Item	T...	Jurisd. Code	Tax date	Bus...	Cost C
1K	20000000	RJOHN / WASHINGTON DC	100,00	SGD			I1				
3S	68000000	Paid Media-Television	100,00	-SGD	4500000041	20	I1				1073

Debit 100,00      Credit 100,00      Bal. 0,00

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

**Standard PO 4500000041 Created by Abhishek CR**

Document Overview On Print Preview Messages Personal Setting Save As Template

Standard PO 4500000041 Vendor 1800000305 RJOHN Doc. Date 07.11.2019

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group
10	K				Talent Hiring		10	EA	D 05.11.2019	100,00	SGD	1	EA	Folders, Bin
20	K				Talent Hiring		10	EA	D 09.11.2019	100,00	SGD	1	EA	Folders, Bin

Item [20] Talent Hiring

Material D... Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment **Purchase Order History** Texts Delivery Address Confirmations Condition C

Sh. Text	Mv	Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	OU	EA	Loc.Cu	L.cur	Qty in OP	DelCostQty	(OPU	Order Price	Unit	Amount	Crcy	Reference
WE	101	5000000200			1 10.05.2019	10		0	EA		1.000,00	SGD	10	0	EA			1.000,00	SGD	
<b>Tr./Ev. Goods receipt</b>																				
RE-L		5105600211			2 10.04.2019	10		0	EA		1.100,00	SGD	10	0	EA			1.100,00	SGD	
RE-L		5105600210			2 10.04.2019	10-		0	EA		1.100,00-	SGD	10-	0	EA			1.100,00-	SGD	
RE-L		5105600209			2 10.04.2019	10		0	EA		1.100,00	SGD	10	0	EA			1.100,00	SGD	
<b>Tr./Ev. Invoice receipt</b>																				
NB-L		5105600213			2 10.04.2019	10-		0	EA		100,00-	SGD	10-	0	EA			100,00-	SGD	
<b>Tr./Ev. Subs. deb. log. IV</b>																				
						10-			EA		100,00-	SGD	10-		EA			100,00-	SGD	

## 5.9 Reverse the Document

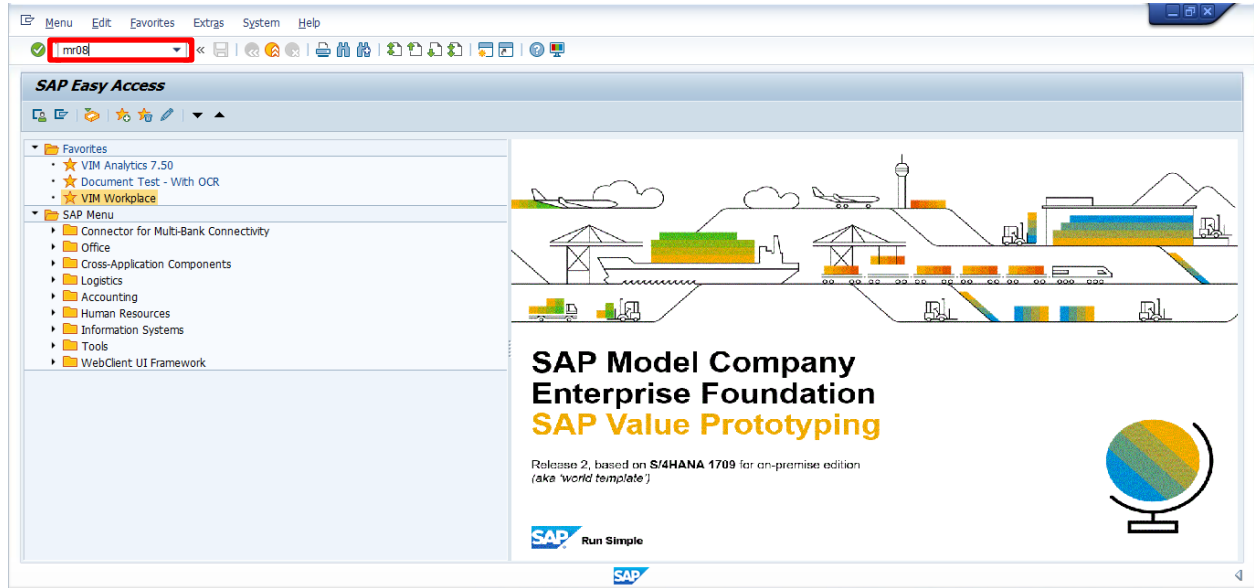
In some countries/region, the invoice is reversed and returned to the supplier in the scenario variance in Quantity/price cannot be resolved. Requisitioner rejects the invoice and performs the document reversal process.

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



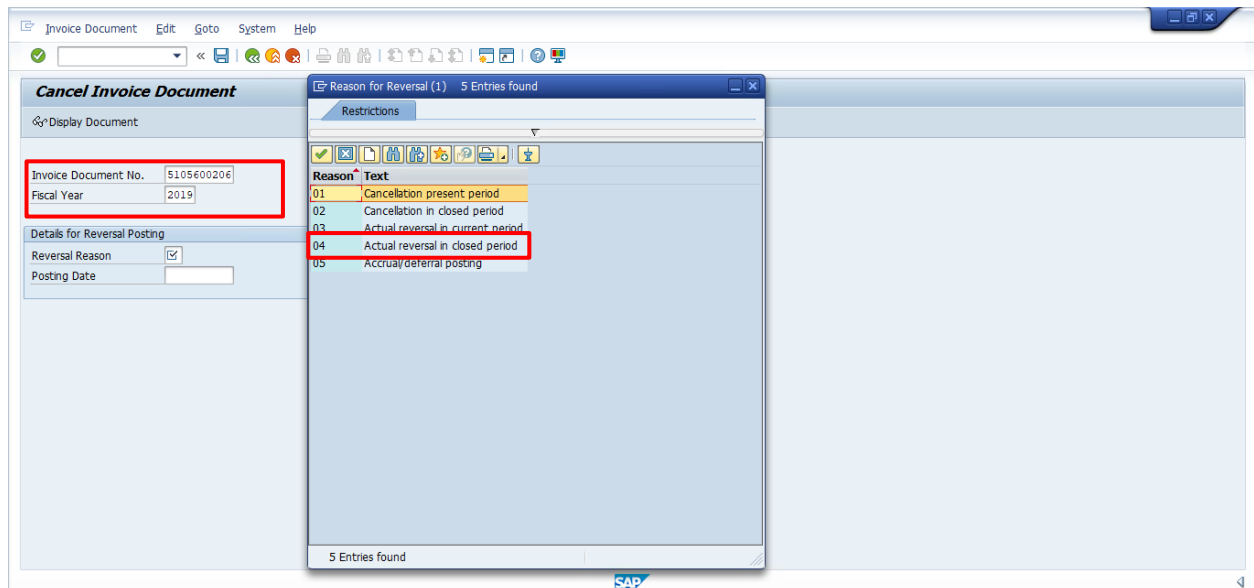
## Accounts Payables: 2 Way & 3 Way PO Invoice

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.



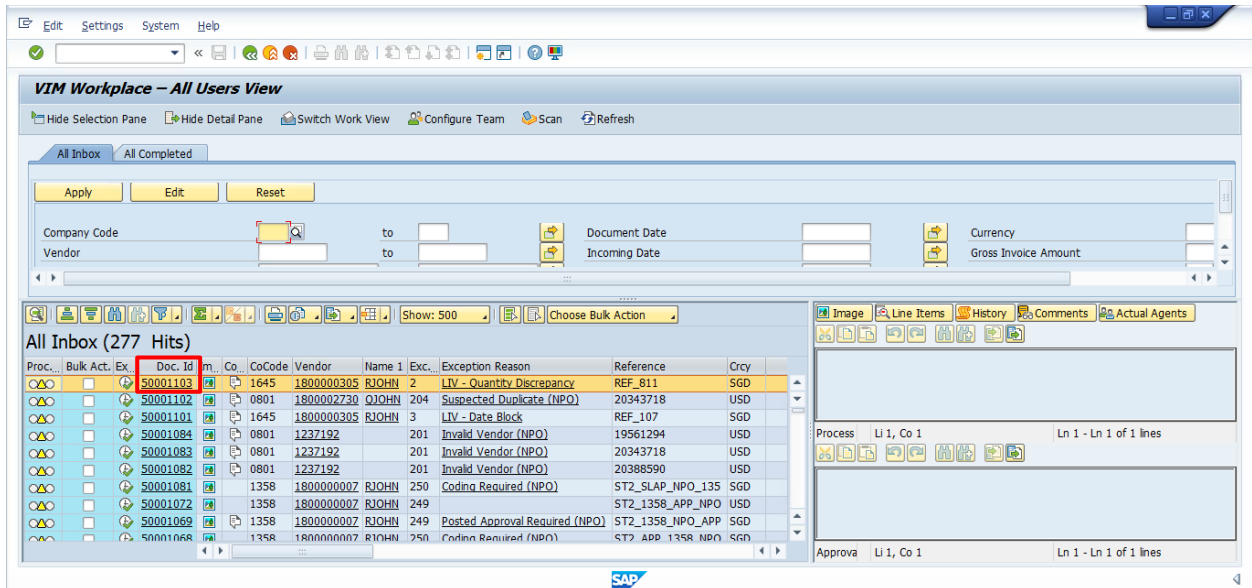
This completes the document reversal process.



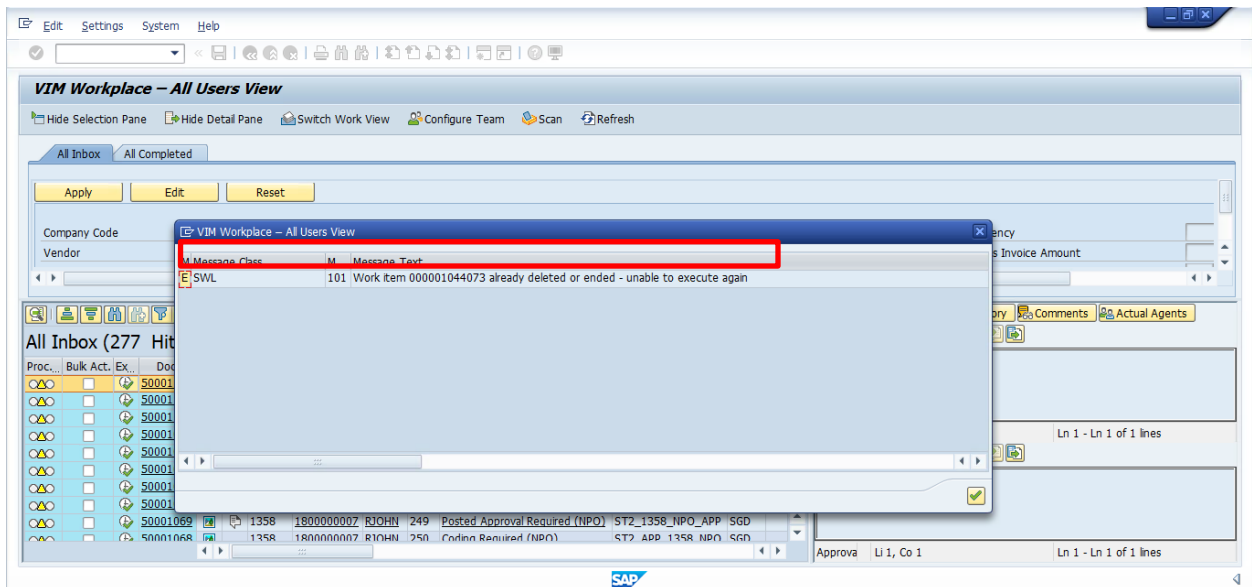
## Accounts Payables: 2 Way & 3 Way PO Invoice

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



**Accounts Payables: 2 Way & 3 Way PO Invoice**



# 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 Payables: 2 Way & 3 Way PO Invoice

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	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to Referring Role				



### 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	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (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
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Refer to AP Processor				
		Refer to Vendor Maintenance				
		Refer for Information				
	<b>Vendor Maintenance</b> (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				
	<b>Info Provider</b> (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**

Process Type 405: Check BPF Added Data (PO)						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (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 Company Code field	The field is blank. This should be very rare, as a fixed company code is used and applied during the inbound process. This exception will be more relevant if ABC COMPANY adds additional company codes in the future.

**Involved roles and options**

Process Type 430: Missing Company Code						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				



	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to 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	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (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.



**Involved roles and options**

Process Type 125: Missing Invoice Date						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (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
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				



	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to 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	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to 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
<b>No PO number</b>	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 ' <b>Error! Reference source not found. Error! Reference source not found.</b> ') and the vendor is not flagged as a non-PO vendor.





	<p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The PO number(s) is (are) not mentioned on the invoice.</li> <li>• The PO number(s) on the invoice is (are) not readable and thus it couldn't be recognized.</li> <li>• The PO master data in the recognition system did not contain the PO number(s) from the invoice.</li> <li>• The invoice was changed from document type non-PO to PO.</li> <li>• The validator did not populate the PO number during the validation.</li> </ul> <p><u>Possible cases:</u> The validator did not find the PO number(s) on the invoice.</p>
<p><b>Incorrect PO number</b></p>	<p>This means that the PO number doesn't exist in the SAP master data.</p> <p><u>Possible cases:</u> 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)</p>

**Involved roles and options**

Process Type 101: Invalid PO Number						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Change Doc Type	X	X	X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Info Provider</b> (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
<p><b>No vendor number</b></p>	<p>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 '<b>Error! Reference source not found. Error! Reference source not found.</b>').</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The vendor on the invoice is a new vendor or a one-time vendor.</li> <li>• The vendor details on the invoice are not readable and thus it couldn't be recognized.</li> <li>• The vendor details in the SAP master data are incorrect.</li> <li>• The validator did not populate the vendor number during the validation.</li> </ul> <p><u>Possible cases:</u></p> <p>The validator couldn't determine the vendor number based on the vendor details on the invoice.</p>
<p><b>Incorrect vendor number</b></p>	<p>This means that the vendor number doesn't exist in the SAP master data.</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The validator manually added an incorrect vendor number during the validation. (paper invoices or invoices received by e-mail)</li> <li>• An incorrect vendor number was provided. (EDI invoices)</li> </ul>
<p><b>Vendor number doesn't exist for company code</b></p>	<p>This means that the vendor number is not activated for the company code within the SAP master data.</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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)</li> <li>• 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. (EDI invoices)</li> <li>• 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 invoice is active for the vendor. (paper invoices or invoices received by e-mail)</li> <li>• A wrong company code was provided. This company code is not activated for the vendor. The company code on the invoice is active for the vendor. (EDI invoices)</li> <li>• The SAP master data is not correct. The vendor should be activated for the company code.</li> </ul>



<b>Vendor number is blocked</b>	<p>This means that the vendor is blocked within the SAP master data.</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The vendor is blocked for payment in the SAP master data.</li> <li>• The SAP master data isn't correct. The vendor shouldn't be blocked.</li> <li>• The wrong vendor was determined during the recognition phase. This vendor is blocked. The vendor on the invoice isn't blocked.</li> <li>• 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)</li> <li>• A wrong vendor number was provided. This vendor is blocked. The vendor on the invoice isn't blocked. (EDI invoices)</li> </ul>
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**Involved roles and options**

Process Type 102: Invalid Vendor for Company Code						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer to Vendor Maintenance				
		Refer for Information				
	<b>Vendor Maintenance</b> (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				
	<b>Info Provider</b> (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
<b>No currency</b>	<p>This means that during the recognition phase the currency couldn't be recognized (see paragraph '<b>Error! Reference source not found. Error! Reference source not found.</b>').</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The currency is not mentioned on the invoice.</li> <li>• The currency on the invoice is not readable and thus it couldn't be recognized.</li> <li>• The currency format is not known by the recognition system.</li> <li>• The validator did not populate the currency during the validation.</li> </ul> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The validator did not find the currency on the invoice.</li> <li>• The validator has entered an incorrect currency, but incorrect values are cleared.</li> </ul>

**Involved roles and options**

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



		Refer to Buyer				
		Refer to Requisitioner				
		Refer for Information				
	<b>Requisitioner</b> (REQUISITIONER)	Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to 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
<b>Missing or Invalid Required Field Value</b>	<p>This means that one or more fields defined as "Required" is not completed or has an invalid value.</p> <p><u>Mandatory Fields:</u></p> <ul style="list-style-type: none"> <li>• Vendor ID</li> <li>• Company Code</li> <li>• Gross Amount</li> <li>• Invoice Date</li> <li>• Invoice Reference Number</li> <li>• Posting Date</li> <li>• PO Number</li> </ul>

**Involved roles and options**

Process Type 138: Missing Mandatory Information						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (BUYER)	Apply Business Rules	X	X	X	
		Refer to Buyer				
		Refer to Requisitioner				
		Refer to AP Processor				
		Refer for Information				



		Return to Vendor				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)			X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Requisitioner				
		Refer for Information				
	<b>Requisitioner</b> (REQUISITIONER)	Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (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:** These enhancements will be tracked in Appendix A under CR7 – VIM Global Template enhancements.

Trigger	Explanation
<b>Duplicate invoice</b>	<p>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.</p> <p>The duplicate check takes into account the following fields:</p> <ul style="list-style-type: none"> <li>• Vendor number</li> <li>• Vendor invoice reference</li> <li>• Gross amount</li> </ul>



	<p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The invoice was sent for a second time by the vendor.</li> <li>• The invoice was scanned for a second time by the scan operator.</li> <li>• One or more double check fields were not correctly recognized during the recognition phase. Coincidentally, this corresponds to one of the existing invoices.</li> <li>• The invoice is a new invoice, but by chance, the supplier has used the same reference number and amount.</li> </ul>
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**Involved roles and options**

Process Type 105: Suspected Duplicate Invoice						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>Duplicate Analyst</b> (DUP_CHECK)	Confirm Duplicate	X	X	X	
		Confirm Not Duplicate				
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Duplicate Analyst				
		Refer for Information				
	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer to Duplicate Analyst				
		Refer for Information				
	<b>Info Provider</b> (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
<b>PO item/line number does not match</b>	This means that the PO line number given on the DP document does not match any of the lines on the PO. For example, the DP document may have the lines shown as "1" and "2", while the PO lines may actually be "10" and "20".

**Involved roles and options**

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

**17.PO.13 Incomplete Credit Memo (PO)**

**Exception trigger**

Trigger	Explanation
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<b>Credit memo</b>	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 SAP S/4HANA system.
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**Involved roles and options**

Process Type 121: Incomplete Credit Memo (PO)						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Post Invoice (MIRO)				
		Refer to AP Processor				
		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to 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
<b>Credit memo</b>	<p>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.</p> <p><u>Possible cases</u></p> <ul style="list-style-type: none"> <li>The invoice contains one of the keywords for a credit memo and it is a credit memo.</li> <li>The invoice contains one of the keywords for a credit memo, but is not a credit memo.</li> </ul>

**Involved roles and options**

Process Type 160: PO Credit Memo Processing						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b>	Apply Business Rules	X	X	X	X



	(AP_PROCESSOR)	Post Invoice (MIRO)				
		Refer to AP Processor				
		Refer for Information				
	<b>Info Provider</b> (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
<b>Not released</b>	<p>This means that the PO number is not yet released but the PO number was already sent to the vendor.</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The PO number(s) on the invoice is (are) not correct.</li> <li>• The PO number is not released and should be released.</li> </ul>

**Involved roles and options**

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



	(BUYER)	Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (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
<b>Missing or Mismatched Tax Amount</b>	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	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Post Invoice (MIRO)				
		Refer to AP Processor				
		Refer to Tax Expert				
		Refer for Information				
	<b>Tax Expert</b>	Apply Business Rules			X	



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

**21.PO.42 Invalid Requisitioner (PO)**

**Exception trigger**

Trigger	Explanation
<b>Invalid Requisitioner</b>	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
	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
X	<b>Buyer</b> (BUYER)	Apply Business Rules			X	
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to Referring Role				

**22.PO.44 Company Code Mismatch (PO)**



**Exception trigger**

Trigger	Explanation
<b>Company Code mismatch</b>	The company code of at least one PO that is entered in the header and in the 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
X	<b>AP Processor</b> (AP_PROCESSOR)	Display PO (ME23N)	X	X	X	X
		Change Doc Type				
		Apply Business Rules				
		Return to Vendor				
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)			X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (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.



Trigger	Explanation
<b>Vendor mismatch</b>	<p>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.</p> <p>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.</p> <p><u>Possible cases:</u></p> <ul style="list-style-type: none"> <li>• The wrong vendor was determined during the recognition phase. The PO number(s) is (are) not created for this vendor.</li> <li>• The recognized vendor from the invoice is correct, but it is not the vendor used on the PO numbers; for example a transport invoice.</li> <li>• The PO number(s) on the invoice is (are) not correct.</li> <li>• The SAP master data is not correct. The PO number should be updated.</li> </ul>

**Involved roles and options**

Process Type 153: Vendor Mismatch						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Display PO (ME23N)	X	X	X	
		Change Doc Type				
		Apply Business Rules				
		Return to Vendor				
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)			X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to Referring Role				



**24.PO.37 Currency Mismatch (PO)**

**Exception trigger**

Trigger	Explanation
<b>Currency mismatch</b>	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
X	<b>AP Processor</b> (AP_PROCESSOR)	Display PO (ME23N)	X	X	X	
		Change Doc Type				
		Apply Business Rules				
		Refer to Buyer				
		Refer to Requisitioner				
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)			X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Requisitioner				
		Refer for Information				
	<b>Requisitioner</b> (REQUISITIONER)	Refer to AP Processor				
		Refer to Buyer				





		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to Referring Role				

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

**Exception trigger**

Trigger	Explanation
<b>UOM mismatch</b>	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
X	<b>AP Processor</b> (AP_PROCESSOR)	Display PO (ME23N)	X	X	X	X
		Change Doc Type				
		Apply Business Rules				
		Refer to Buyer				
		Refer to Requisitioner				
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)			X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Requisitioner				



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

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

**Exception trigger**

Trigger	Explanation
<b>Withholding tax flag</b>	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**

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

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

**Exception trigger**

Trigger	Explanation
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<b>Invalid Withholding Tax Type</b>	This business rule is valid for documents that are subject to withholding tax. If the withholding tax type is not valid for the invoice vendor, the exception is raised
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**Involved roles and options**

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

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

**Exception trigger**

Trigger	Explanation
<b>No GR found</b>	<p>If a PO is GR-IV based and the Good Receipt is not done, this exception is raised.</p> <p>This rule is optimized to be maintained for a waiting process type.</p> <ul style="list-style-type: none"> <li>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.</li> <li>For each of these lines, it is checked that there is an open proposal item (GR) with the same quantity as the invoice line.</li> </ul> <p>Note: An exact quantity match is performed, not a tolerance check.</p>

**Involved roles and options**

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



**Accounts Payables: 2 Way & 3 Way PO Invoice**

X	<b>AP Processor</b> (AP_PROCESSOR)	Display PO (ME23N)	X	X	X	X
		Change Doc Type				
		Apply Business Rules				
		Refer to Buyer				
		Refer to Receiver				
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)				X
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Receiver				
		Refer for Information				
	<b>Receiver</b> (RECEIVER)	Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to Referring Role				

**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
<b>Vendor Audit Required</b>	This means that the vendor in the invoice has been selected for audit purposes.



	<p><u>Possible cases:</u> Vendor has been added to the Vendor Audit list</p>
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**Involved roles and options**

Process Type 151: Vendor Audit Required						
Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Buyer</b> (BUYER)	Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (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
<b>Tax Audit Required</b>	<p>This means that the vendor, company code, material group in the invoice has been selected for audit purposes.</p> <p><u>Possible cases:</u> Tax Information in the invoice has been added to the Tax Audit list</p>

**Involved roles and options**

<b>Process Type 158: Tax Audit Required</b>
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Initial role	Role	Process options	Change index	Obsolete	Simulate	Bypass
X	<b>AP Processor</b> (AP_PROCESSOR)	Apply Business Rules	X	X	X	X
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Tax Expert				
		Refer for Information				
	<b>Buyer</b> (BUYER)	Apply Business Rules Refer to AP Processor Refer to Buyer Refer for Information Refer to Tax Expert				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to Referring Role				
	<b>Tax Expert</b> (TAX_EXPERT)	Refer to AP Processor				
		Refer to Buyer				

**31.PO.91 Down Payment Clearing (PO)**

**Exception trigger**

Trigger	Explanation
<b>Down Payment Exist</b>	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	<b>AP Processor</b>	Display PO (ME23N)	X	X	X	X



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

**32.PO.40 Freight on Invoice (PO)**

**Exception trigger**

Trigger	Explanation
<b>Unplanned Freight Amount</b>	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
X	<b>AP Processor</b> (AP_PROCESSOR)	Display PO (ME23N)	X	X	X	X
		Change Doc Type				
		Apply Business Rules				
		Refer to Buyer				
		Refer to Receiver				
		Refer to AP Processor				
		Refer for Information				
		Return to Vendor				
	<b>Buyer</b> (BUYER)	Change PO (ME22N)			X	
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Receiver				



		Refer for Information				
	<b>Receiver</b> (RECEIVER)	Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (INFO_PROVIDER)	Refer back to 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
<b>No auto-posting</b>	<p>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.</p> <p><u>Possible cases:</u></p> <p>An error message was given by the SAP system that the invoice couldn't be posted; for example: posting period is closed.</p>

**Involved roles and options**

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





	<b>Buyer</b> (BUYER)	Change PO (ME22N)				
		Apply Business Rules				
		Refer to AP Processor				
		Refer to Buyer				
		Refer to Requisitioner				
		Refer for Information				
	<b>Requisitioner</b> (REQUISITIONER)	Refer to AP Processor				
		Refer to Buyer				
		Refer for Information				
	<b>Info Provider</b> (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 (2-way 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