



The Pennsylvania State University

SIMBA Hands-On Guide

FV60_Park Vendor Invoice



SYSTEM FOR INTEGRATED
MANAGEMENT + BUDGETING + ACCOUNTING

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1 FV60_Park Vendor Invoice

1.1 Overview

Transaction Description:

This tile is used for non-PO A/P related invoices from vendors. This invoice document is routed to Central A/P. The A/P department reviews the invoice to ensure it is in line with like invoices.

Penn State Purpose:

The transaction is used to enter non-PO related invoices. Please refer to the [Payment Decision Matrix](#) for usage criteria. Invoices such as utilities, rents and car leases can be paid via the non-PO invoice.

1.2 Process Steps

1.2.1 Park Vendor Invoice: Company Code 1855

The screenshot shows the SAP Fiori 'Park Vendor Invoice' application interface. The 'Vendor' field is highlighted with a red box and a yellow circle with the number 1, indicating the first step in the process.

Step	Action
	In this simulation, we will demonstrate the use of the non-PO invoice. The non-PO invoice is used to pay vendor invoices not associated with a purchase order.

Step	Action
	If the Vendor Number is unknown, refer to the Display Business Partner simulation for guidance.
1.	860009969 is typed into the Vendor field.

1.2.2 Park Vendor Invoice: Company Code 1855

The screenshot shows the SAP Fiori 'Park Vendor Invoice' application interface. The 'Vendor' field is highlighted with a red box and a yellow circle with the number 2, indicating the second step in the process. The search results table is displayed below the 'Vendor' field.

Vendor	SearchTerm	Cty	PostalC...	City	Name 1	DelF
860009969	MILLER RON	US	17036	HUMMELSTOWN	RONALD MILLER	
860009969	HANGLEY AR	US	19103	PHILADELPHIA	HANGLEY ARONCHICK SEGAL P	
860009996	SATHY VIJI	US	27516	CHAPEL HILL	VIJI SATHY	
860009969	KRUSE HEIN	US	07060	MAPLEWOOD	HEINRICH KRUSE	

Step	Action
2.	The Vendor is selected.

1.2.3 Park Vendor Invoice: Company Code 1855

The screenshot shows the 'Basic data' tab of a Vendor Invoice form. The fields and their values are as follows:

- Vendor: 860009969
- Sp.G/LI: (empty)
- Invoice date: 04/24/2020 (highlighted with a red box and callout 3)
- Reference: 789 (highlighted with a red box and callout 4)
- Posting Date: 04/24/2020
- Document type: KR (Vendor Invoice)
- Doc. Currency: (unchecked)
- Amount: 7999.99 (highlighted with a red box and callout 5)
- USD: (selected)
- Calculate Tax: (unchecked)
- Tax Amount: (empty)

Step	Action
	The original Invoice date is entered.
3.	04/24/2020 is typed in the Invoice date field.

Step	Action
	The Reference field should be populated with the Vendor Invoice Number (strictly the number itself without additional entry).
4.	789 is typed in the Reference field.

Step	Action
	The invoice Amount is entered.
5.	7999.99 is typed into the Amount field.

1.2.4 Park Vendor Invoice: Company Code 1855

Document type: KR (Vendor Invoice) ▾

☐ Doc. Currency

Amount: 7999.99 USD

☐ Calculate Tax

Tax Amount: ▾

Text: **Honorarium Payment**

Branch number:

Company Code: 1855 Penn State University University Park

Lot No.:

0 Items (Screen Variant : PSU FV60 Layout)

Step	Action
	The Text field can be filled with up to 50 characters. This can be used to describe the reason for payment.
6.	Honorarium payment is typed in the Text field.

Step	Action
	Note: The Text field can be used to help the vendor identify the reason for payment. When entering an asterisk (*) before the text, this information will be output on the payment advice.
	Enter is pressed.

1.2.5 Park Vendor Invoice: Company Code 1855

Vendor

Address

RONALD MILLER

140 BLUE JAY WAY

HUMMELSTOWN PA 17036

1.2.7 Park Vendor Invoice: Company Code 1855

Transactn: Invoice Bal.: 7,999.99-

Basic data **Payment** Details Tax Withholding tax Notes

Vendor: 860 9969 Sp.G/LI:

Invoice date: 04/24/2020 Reference: 789

Posting Date: 04/24/2020

Document type: KR (Vendor Invoice)

Step	Action
7.	The Payment tab is clicked.

1.2.8 Park Vendor Invoice: Company Code 1855

Transactn: Invoice Bal.: 7,999.99-

Basic data **Payment** Details Tax Withholding tax Notes

BaselineDt: 04/24/2020 Pyt Terms: NT00 Days %

Due on: 04/24/2020 Days %

CD: USD Days net

CD Base: USD To be calcultd Fixed:

Payt Meth.: Pmnt Meth.Sup.: Pmnt block: Free for payment

Step	Action
	<p>Payment terms will default from the vendor set-up. Only change payment terms if there is an exception which overrides the vendor master data for this invoice.</p> <p>Note: Payment term NT00 means the payment is due immediately and NT30 is due in 30 days.</p>

1.2.9 Park Vendor Invoice: Company Code 1855

BaselineDt:	04/24/2020	Pyt Terms:	NT00		Days		%
Due on:	04/24/2020				Days		%
CD:					Days net		
CD Base:		USD	To be calculatd		Fixed:		
Payt Meth.:		Pmnt Meth.Sup.:		Pmnt block:	Free for payment		
PmntCurrcy:							
Pmnt/c amt:							
Inv. Ref.:							
Part. bank:		House bank:					

Step	Action
	The Payment Method field should be left blank in most situations. A blank indicates the invoice will be paid by the method selected by the vendor. This field should only be changed by exception.

1.2.10 Park Vendor Invoice: Company Code 1855

fiori.qa.simba.psu.edu/sap/bc/ui5_ui2/ushell/shells/abap/FioriLaunchpad.html#VendorInvoice-manage

SAP Park Vendor Invoice: Company Code 1855

ny Code Simulate Save as Completed Post Editing options More ▾

Transactn: Invoice Bal.: 7,999.99-

Payment Details Tax Withholding tax Notes







24/2020	Pyt Terms:	NT00		Days		%
24/2020				Days		%
				Days net		
		USD	To be calculatd	Fixed:		
		USD				
	Pmnt Meth.Sup.:		Pmnt block:	Free for payment		

Step	Action
	In this example, the Honorarium fee is charged to a different cost center than the Honorarium payment. Two line items will be used to distinguish the split between the cost centers being charged for each component.

Step	Action
	<p>The total payment requested is \$7999.99, \$7000.00 for the Honorarium and \$999.99 for the Honorarium fee. We will first enter the amount for the Honorarium.</p> <p>Note: The amount in the header should total the amounts entered in the line items.</p>

1.2.11 Park Vendor Invoice: Company Code 1855

0 Items (Screen Variant : PSU FV60 Layout)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Ord
<input type="checkbox"/>				Debit				1855		
<input type="checkbox"/>				Debit				1855		
<input type="checkbox"/>				Debit				1855		
<input type="checkbox"/>				Debit				1855		
<input type="checkbox"/>				Debit				1855		

Step	Action
	If the G/L account is unknown, select the Search icon.

1.2.12

Park Vendor Invoice: Company Code 1855

0 Items (Screen Variant : PSU FV60 Layout)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Ord
	52600901		Debit	7000.00	Honorarium		1855		
			Debit				1855		
			Debit				1855		
			Debit				1855		
			Debit				1855		

Vendor 860009969 is subject to withholding tax

Step	Action
8.	52600901 is entered into the G/L acct field.
9.	7000 is typed into the Amount in doc.curr. field.
10.	Honorarium is typed into the Text field.







1.2.13

Park Vendor Invoice: Company Code 1855

curr.	Text	Lo...	Co...	Cost center	Order	WBS Element	Bus...	Fund
7,000.00	Honorarium		1855					
			1855					
			1855					
			1855					
			1855					

Step	Action
	Cost Center, Internal Order or WBS Element is required for a P&L G/L. If the Cost Center is unknown, select the Search icon.

1.2.14 Park Vendor Invoice: Company Code 1855

Amount in doc.curr.	Text	Lo...	Co...	Cost center	Order	WBS Element	Bus...	Fund
7,000.00	Honorarium		1855	6510801000				
			1855					
			1855					
			1855					
			1855					

Step	Action
11.	6510801000 is typed into the Cost center field.
	Enter is pressed.

1.2.15 Park Vendor Invoice: Company Code 1855

Cost center	Order	WBS Element	Bus...	Fund	Grant	Funds center	Fu...
6510801000			6510	1100000001	NOTRELEVANT	6510801000	NO

Save parked document

Step	Action
	<p>When specifying a Cost Center, the Business Area, Fund Center, Fund, Grant, and Functional Area will populate when pressing Enter on the keyboard. This derivation of information also happens for an Internal Order or WBS Element.</p> <p>If a Balance sheet G/L is used, Business Area, Fund, and Grant will need to be entered instead of a Cost Center, Internal Order, or WBS Element. The Grant value NOTRELEVANT is used when a Grant does not apply.</p>

1.2.16 Park Vendor Invoice: Company Code 1855

1 Items (Screen Variant : PSU FV60 Layout)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Order
<input type="checkbox"/>	✓	52600901	SVC-Honr-Non-E	Debit	7,000.00	Honorarium		1855	6510801000	
<input type="checkbox"/>		52600901		Debit	999.99	Honorarium ...		1855	6510801005	
<input type="checkbox"/>				Debit				1855		
<input type="checkbox"/>				Debit				1855		
<input type="checkbox"/>				Debit				1855		

12 13 14 15

Save parked document 16

Step	Action
	The information for the second line item, the Honorarium fee, is entered.
12.	52600901 is entered into the G/L acct field.
13.	999.99 is typed into the Amount in doc.curr. field.
14.	Honorarium fee is typed into the Text field.
15.	6510801005 is typed into the Cost center field.
	Enter is pressed.

1.2.17 Park Vendor Invoice: Company Code 1855

Save parked document 16

Step	Action
	A parked document is saved, but not yet posted.
16.	The Save parked document button is clicked.

1.2.18 Park Vendor Invoice: Company Code 1855

0 Items (Screen Variant : PSU FV60 Layout)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Ord
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		

Document 1900013812 1855 was parked

Step	Action
	System Status Bar Confirmation: Document 1900013812 1855 was parked.

1.2.19 Park Vendor Invoice: Company Code 1855

0 Items (Screen Variant : PSU FV60 Layout)

<input type="checkbox"/>	St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo...	Co...	Cost center	Ord
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		
<input type="checkbox"/>				Debit ▾				1855		

Document 1900013812 1855 was parked

Step	Action
	Note: The Park Vendor Invoice screen is cleared for the entry of another invoice after Save parked document is clicked.

Step	Action
	To add attachments before workflow is triggered, the document must first be parked. We will open the newly created document. Note the document number displayed in the System Status Confirmation Bar - 1900013812.

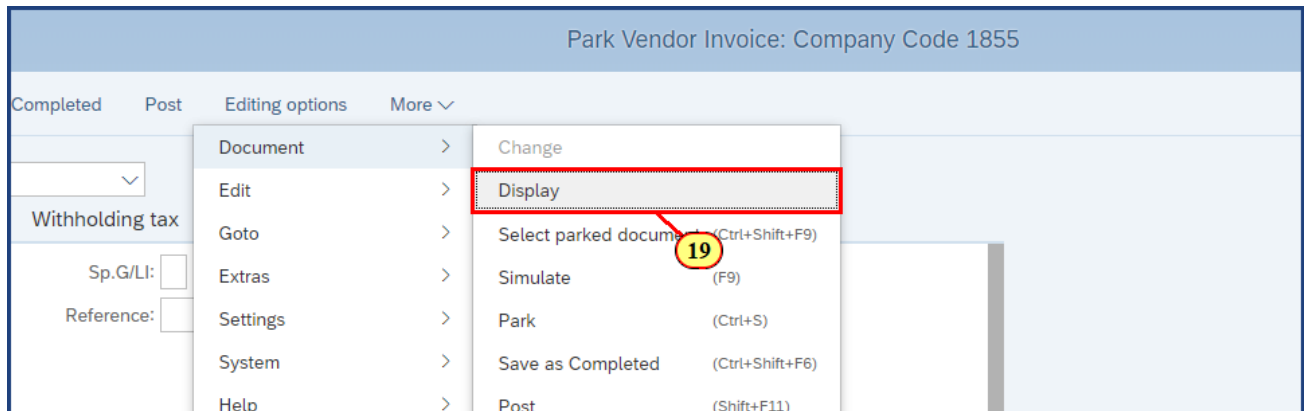
1.2.20 Park Vendor Invoice: Company Code 1855

Step	Action
17.	The More dropdown is clicked.

1.2.21 Park Vendor Invoice: Company Code 1855

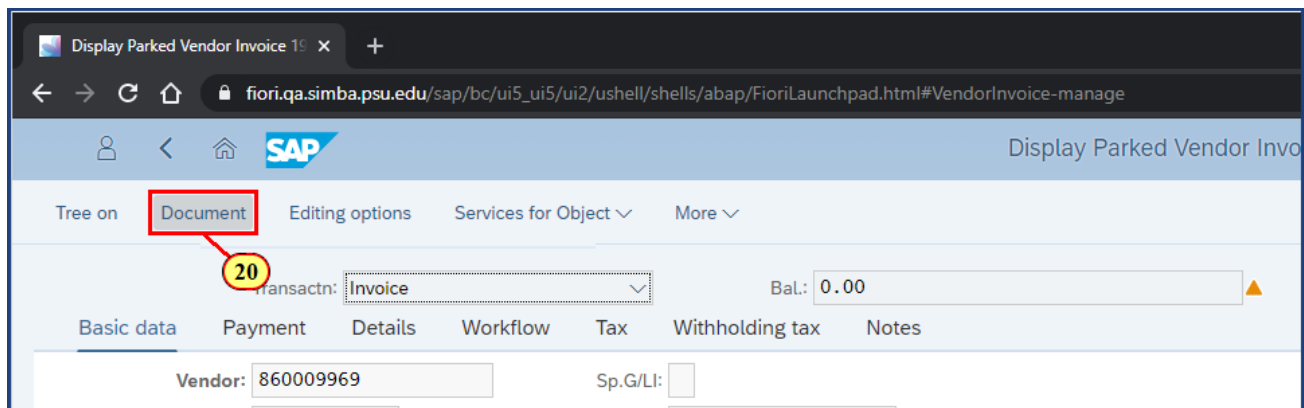
Step	Action
18.	The Document menu item is selected.

1.2.22 Park Vendor Invoice: Company Code 1855



Step	Action
19.	The Display menu item is selected.

1.2.23 Display Parked Vendor Invoice 1900013812 1855 2020



Step	Action
	Document 1900013812 is now open. The information is grayed out.

Step	Action
	Selecting the Document tab will change the display options, enabling us to edit the document before submitting it to the workflow.
20.	The Document tab is clicked.

1.2.24 Edit Parked Vendor Invoice 1900013812 1855 2020

The screenshot shows the SAP 'Edit Parked Vendor Invoice' interface. The 'Services for Object' dropdown menu is highlighted with a red box and a yellow circle containing the number 21. The screen displays various fields including 'Transactn: Invoice', 'Bal.: 0.00', 'DocumentNo: 1900013812', and 'Reference: 789'.

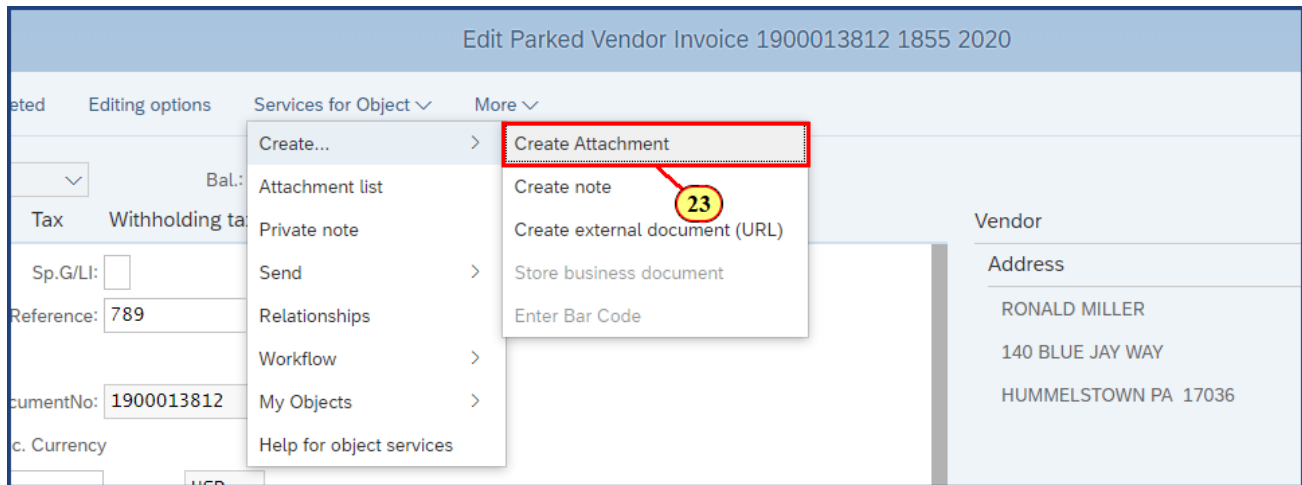
Step	Action
	The Services for Object dropdown is used to attach the invoice and any supporting documentation.
21.	The Services for Object dropdown is clicked.

1.2.25 Edit Parked Vendor Invoice 1900013812 1855 2020

The screenshot shows the SAP 'Edit Parked Vendor Invoice' interface with the 'Create...' menu item highlighted. The dropdown menu is open, showing options such as 'Create Attachment', 'Create note', 'Create external document (URL)', 'Store business document', and 'Enter Bar Code'. A red box and a yellow circle with the number 22 highlight the 'Create...' item.

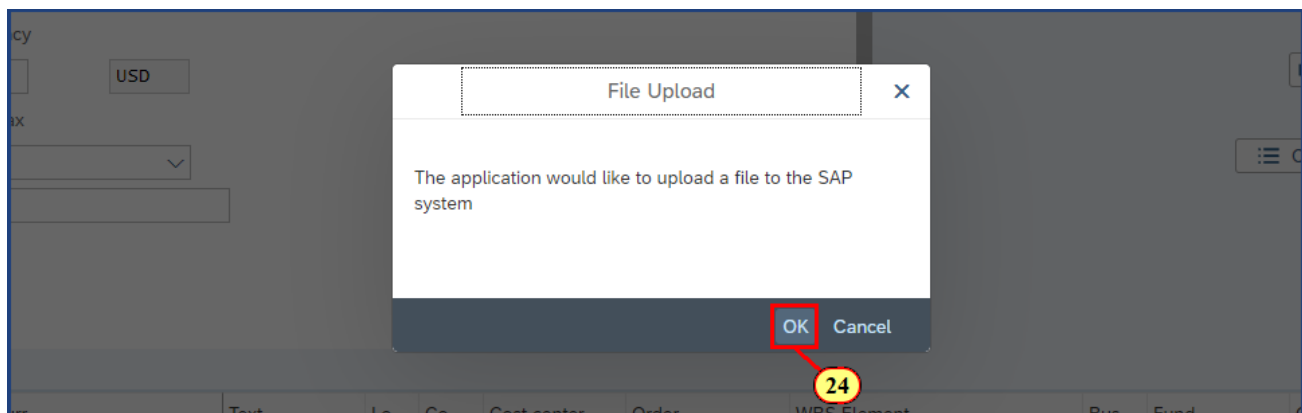
Step	Action
22.	The Create menu item is clicked.

1.2.26 Edit Parked Vendor Invoice 1900013812 1855 2020



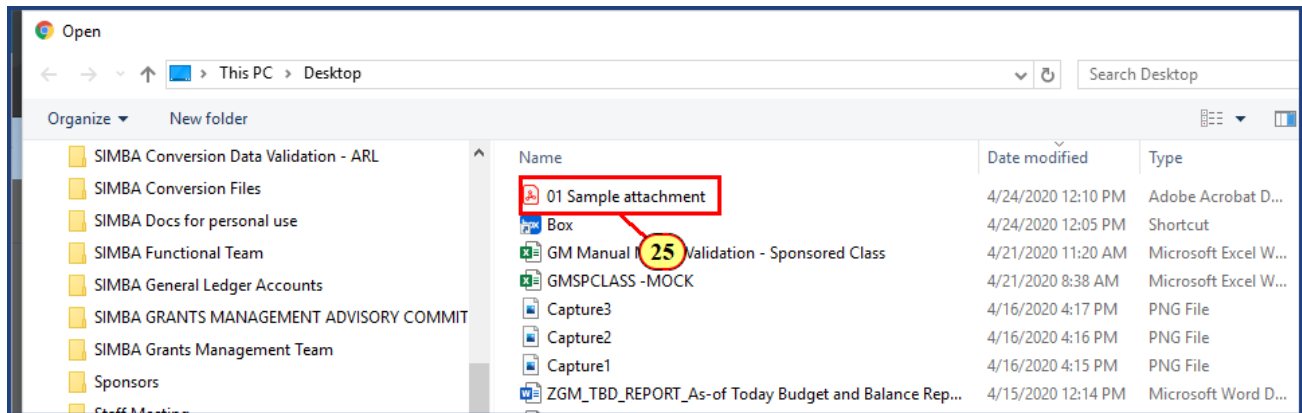
Step	Action
23.	The Create Attachment menu item is selected.

1.2.27 Edit Parked Vendor Invoice 1900013812 1855 2020



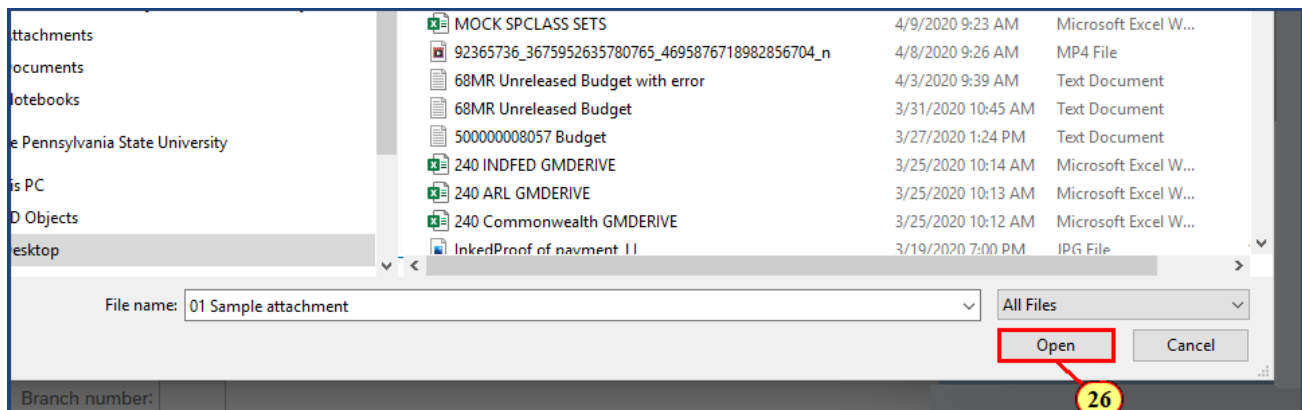
Step	Action
	The File Upload pop-up is displayed. The OK button is clicked to confirm we would like to upload a file to the SAP system.
24.	The OK button is clicked.

1.2.28 Open



Step	Action
25.	The 01 Sample attachment File is clicked.

1.2.29 Open



Step	Action
26.	The Open button is clicked.

1.2.32

Edit Parked Vendor Invoice 1900013812 1855 2020
















Step	Action
28.	The Attachment List item is selected.


1.2.33


Edit Parked Vendor Invoice 1900013812 1855 2020

Service: Attachment list

Attachment for 185519000138122020

Icon	Title	File Name	Created On	Created By
	01 Sample attachment	01 Sample attachment.pdf	04/24/2020	Trevor Brown

Continue 

Step	Action
	The attached document is displayed. Multiple attachments can be created for this invoice.
29.	The Continue button is clicked.

1.2.36

Park Vendor Invoice: Company Code 1855

Transactn: Invoice Bal.: 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor: Sp.G/L: Reference:

Invoice date: Posting Date: 04/24/2020

Document type: KR (Vendor Invoice) Doc. Currency: USD

Amount: Tax Amount: Text: Branch number:

Company Code: 1855 Penn State University University Park Lot No.:

0 Items (Screen Variant : PSU FV60 Layout)

St...	G/L acct	Short Text	D/C	Amount in doc. curr.	Text	Lo...	Co...	Cost center	Order	WBS Element	Bus...	Fund	Grant	Funds center	Funded Progra
			Debit				1855								
			Debit				1855								
			Debit				1855								
			Debit				1855								
			Debit				1855								

Preliminarily posted document 1900013812 1855 was changed Save parked document Cancel

Step	Action
	Once workflow is kicked off, do not make any changes through the Park Vendor Invoice tile. Adjustments must be made by going through the Inbox. Refer to the Business Workplace_Inbox simulation for guidance with this process.

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