



Table of Contents





Overview

Due to the large volume of payments to individual contractors and consultants (CICs), the creation of vendor invoices is automated. Transaction code MRRL is used to automatically generate ERS invoices (i.e. MIR7 invoice against purchase orders).

The MRRL program to create ERS invoices has first been enhanced in 2017 to populate the ERS invoice vendor-line item text field with text entered in the header of the Service Entry Sheet (SES) i.e. the Short Text field. This was necessary as the vendor line item text is used in the remittance advice sent to payees to explain the nature of the payment. Consequently, due diligence is required when creating and approving SES documents to ensure the SES Header Text field is populated with information useful for the identification of the payment by the payee.

The MRRL program has been further enhanced in July 2018 with logic to retrieve the Payment Method and Partner Bank fields from the business partner master record and populate these values on ERS invoices for individual consultants and contractors.

In the event no appropriate Payment Method or Partner Bank is found on the business partner, the MRRL program will automatically add a payment block to the ERS invoice to flag this anomaly, as action is required before a payment can be issued. New payment blocks have been configured for different anomalies. Refer to section 4 for an explanation of each block.

Prior to this enhancement, ERS invoices were created without Payment Method and Partner Bank and the payment program (F110) automatically retrieved the first payment method and the first partner bank from the business partner master record by default and ERS invoices were not automatically blocked. This could result in invoices going into exception during the payment process and delayed payment.



The enhancement provides the following benefits:

- a) Visibility of Payment Method and Partner Bank on AP reports (ZAPFBL1NN, ZAPFBL1N, FBL1N) which facilitates management of accounts payable and identification of incorrect payment parameters;
- b) Automatic selection of a Partner Bank matching the currency of the purchase order;
- c) Automatic addition of payment blocks to flag anomalies and specify action needed.

This job aid explains:

- 1. Step by step process for using MRRL;
- 2. Program logic to retrieve Payment Method and Partner Bank from business partner and blocking invoices when needed;
- 3. Assumptions for efficient determination of bank details;
- 4. How to address Payment Blocks;
- 5. Correct way to expire bank details.

Scope of Enhancements

It is important to note that the July 2018 enhancements apply only when the Business Partner reconciliation GL account is 35101810 <u>AP Individual External.</u>

👼 🖌 Displa	y Person:		, r	ole UN	Vendo	r				
🔲 📔 Person	C Organization	ີ່ Grou) 🎽	⇐ ⇒	1 🎾 茚	General Data	Company Code	Purchasing	Relationships	® :
Worklist Find	Business Partner		P Number isplay in BP	role	UN Ve	endor 📘	.			
Ву	Name		Company C	ode						
Name1			Company C	ode	100	0 🗗 United N	ations		Company Codes	
Name2			Customer					F 3	Switch Company C	ode
BP Number Descr	Start 🖬		/		Managem	ent Vendo	r: Payment Transact	tions Ver	ndor: Corresponde	nce
			Account M	lanagemei	nt					
			Reconciliat	tion acct		35101810				

If the Business Partner reconciliation GL account is different, the enhancements will not apply until after the BP master record is amended through a Business Partner Master Data change request. This process is described in the Umoja MDM page in iSeek link

(https://iseek.un.org/departmental_page/master-data-maintenance-0).





End to End Process

The end to end process is summarized below. This Job Aid provides detailed guidance for the process steps highlighted in yellow, performed by the Accounts Payable team.







1. Step-by-Step: Running MRRL

Enterprise role required to run MRRL:

FA.07: FA Approver (AP)	or
FA.14: FA Closing User	or
FA.30: Local Closing User	

<u>The recommended process is to run MRRL for the list of Goods Receipt (GR) received from the</u> <u>HR Partner or Certifying Officer</u>. This minimizes the risk of overpayment when one GR/SES is created for multiple months (by mistake) or GR/SES are duplicated (by mistake). Furthermore, this will ensure that one ERS invoice is created for each GR/SES i.e. multiple GR/SES will not be consolidated in one invoice. It is important to not consolidate invoices so that each invoice can reflect the SES Short Text information in the vendor line text field.

Umoja allows MRRL to be run for a list of purchase orders; however, this should be done only when the office performing the SES takes full responsibility for eventual overpayments resulting from errors in the SES.

A. Obtain information from HR Partner or Certifying Officer

It is recommended that the HR Partner provides information to the Accounts Payable unit in this format (or a similar format that provides BP number, BP name, PO No, GR No, SES No and a control total):

Purch.Doc.	Vendor	Pint	SES	GR	SES	Amount
2500099990	2000001239 Alain GELINAS	KE30	1000623107	5000534875	\$	1,100.00
2500099247	2000011234 Imogen MARTINEAU	KE30	1000623083	5000534861	\$	34,300.00
2500095960	2000014260 Nancy ISARIN	KE30	1000623105	5000534873	\$	7,500.00
2500100999	2000018538 Roel SLOOTWEG	KE30	1000623109	5000534877	\$	7,000.00
2500103118	2000027021 Catherine MCMULLEN	KE30	1000623111	5000534879	\$	1,680.00
			Control Total>		\$	51,580.00

B. Enter Transaction Code: MRRL

Step 1 – Change Document Section to 4 "Document Selection per Delivery Document/Service Entry

- Step 2 Ensure Settle Goods Item + Planned Delivery Costs box is empty
- Step 3 Ensure the Test Run box is checked



Step 4 – Using the Multiple Section Yellow Arrow, paste the list of Goods Receipts documents provided by the HR Partner or Certifying Officer.

	RS) with Logistics Invoice Verificat	ion
😌 🔁 🚺		
		🖻 Multiple Selection for Goods Receipt Document
Document Selection		
Company Code 1000	to 📄	Select Single Values (5) Select Ranges Exclude Single Values Exclude Ranges
Plant	to 📄	
Goods Receipt Posting Date	to 🔁	O. Single value
Goods Receipt Document 5000534	1875 to #4 🖻	5000534875
Fiscal Year of Goods Receipt	to 💽	5000534861
Vendor	to 🖻	5000534873
Purchasing Document	to 🕞	5000534877
Item	to 🔁	5000534879
Processing Options		
	ument Selection per Delivery Document/Service Entry	
Test Run #3 🔽		
ettle Goods Items + Planned Delivery Costs		#
-		
Display Options		♥✔�₽∎┃■♥
Layout /ZERS		

Step 5 – Click Execute and review the test run results. Clicking on the Purch.Doc or Ref.Doc number will open the PO or the SES.

L	valuated R	eceipt Se	ettlement	(ERS	9 и	<i>ith</i>	Logistics Invoice V	erificat	ion						
G		5 🗟 🖉 🖉 1 🕻	🗗 🐴 🍕	b	ľ										
R	Vendor	Purch.Doc.	Ref. Doc.	FYrRef	RfIt	Item	Information Text	Reference	Doc. No.	Year	FI Doc.	DC	B/Ladino	Smart No.	[▲] Pstable
	2000001239 🗗					1							-,9		X
	2000011234	2500099247	1000623083	2018	2	1	Issues detected by	the sys	tem wi	ll ar	pear	in t	the		
	2000011234	2500099247	1000623083	2018	3	1	Information Text e								
	2000014260	<u>2500095960</u>	<u>1000623105</u>	2018	1	1		- B Grant	CAPITO						
	2000018538	<u>2500100999</u>	<u>1000623109</u>	2018	1	1									
	2000027021	<u>2500103118</u>	<u>1000623111</u>	2018	1	1									

In this example, PO 2500099247 and SES 1000623083 appear twice in the test run log. When we open the ERS invoice, we can see that there are two service lines in the SES document. Thus, it is correct to see two lines in the test run log with the same PO and SES numbers.



1000623	083 Display En	try She	et				
Entry Sheet	1000623083		ccepted		Returns I	ndicator	
For Purchase Order	2500099247 1	Se .					
Short Text	Test-1						
	pt. Data Vals. Project 🔹	Vendor Eva	In LongText	History			
😰 Period	_		静 PRsp. Extern.				
Line D., P	C U Service No.	Short Text		Quantity	Un	Gross Price	Crcy
<u>10</u>	<u>3000464</u>	Consultant	Services (Delivery)	1	AU	16,300.00	USD
20	3000464	Consultant	Services (Delivery)	1	AU	18,000.00	USD

Step 6 – Go back one screen using the Green Arrow, remove the check from the Test Run box, and run MRRL.

In this example, 5 ERS invoices were created. FI documents can be opened by clicking on the document number.

E	valuated R	eceipt Se	ettlement	(ERS) и	vith	Logist	tics Invo	oice Verifi	catio	n				
Q		5 🗟 🖉 1 0	p 🕾 🍕	b	h		🖷 🖷				J.				
R	Vendor	Purch.Doc.	Ref. Doc.	FYrRef	RfIt	Item	InfoText	Reference	Inv. Doc. No.	Year	FI Doc.	DC	B/Lading	Smart No.	• Pstable
	2000001239 🗗					1			5100472517				-,		X
	2000011234	2500099247	1000623083	2018	2	1			5100472518	2018	5100472518				
	2000011234	2500099247	1000623083	2018	3	1			<u>5100472518</u>	2018	5100472518				
	2000014260	<u>2500095960</u>	<u>1000623105</u>	2018	1	1			<u>5100472519</u>	2018	5100472519				
	2000018538	<u>2500100999</u>	<u>1000623109</u>	2018	1	1			<u>5100472520</u>	2018	<u>5100472520</u>				
	2000027021	2500103118	<u>1000623111</u>	2018	1	1			<u>5100472521</u>	2018	5100472521				

Step 7 – It is recommended to save the results. Go to List at the top of the page and save them as a spreadsheet

¢	List Edit	<u>G</u> oto V <u>i</u> ews	<u>S</u> ettin	gs System	<u>H</u> elp	
•	P <u>r</u> int Previe <u>P</u> rint		t+F10 Ctrl+P	ا 🔇 😧 🎝	e H K	2002
	Sxport		•	Word Pr	ocessing	Ctrl+Shift+F8
(Send To		•	Spre <u>a</u> ds	heet	
2	E <u>x</u> it	Sh	ift+F3	<u>L</u> ocal File	e	Ctrl+Shift+F9
	Vendor	Purch.Doc.	Ref. Doc	<u>E</u> xtende	d Storage of	SAP Query

C. Reconcile results

Step 8 – To reconcile invoices to the control total amount provided by the HR Partner and check for inconsistencies or possible mistakes (e.g. SES created for multiple months), copy the RE invoice document numbers from the spreadsheet into the document number field using t-code



FBL1N, ZAPFBL1N or ZAPFBL1NN. The AP Approver/AP User will be able to identify any unusually high value payments from the resulting list and block them before disbursement for further validation.

ZAPFBL1NN:

Fi	nanc	ial Accour	nting Acc	ounts Payabl	e												
68°	0 II	👜 🖓 👰	1 🖻 🐨 🕹	3 🛛 🖩 🖷 🕯	1 🗵	🏂 🖻 🛅	H	Se	lections								
	endor ac pen at k		00001239 30222		Reco	nent Metho ord nent Block								Text comes from SES Short Text field			
R	Symbol Posting Date Account Vendor (BP) first na Doc DocumentNo SG PM PBk LCurr 2 Amt in Loc Cur Curr. 2 Amount in DC Text Fund BusA Grant																
	Ø		2000001239	Alain	RE	5100472517			USD		1,100.00-	USD	1,100.	0-	40MFL	F300	GMNR
	Ø	22.02.2018	2000011234	Imogen	RE	5100472518	х	Е	USD		34,300.00-	USD	34,300.	0- SES for February to June 2018	32NFL	F300	M1-32NFL-000083
	Ø	22.02.2018	2000014260	Nancy	RE	5100472519	S	Е	USD		7,500.00-	USD	7,500.	0- SES for January 2018	32NFL	F300	M1-32NFL-000083
	Ø	22.02.2018	2000018538	Roel	RE	5100472520	S	Е	USD		7,000.00-	USD	7,000.	0- SES for January 2018	32BEL	F300	M1-32BEL-000003
	X	22.02.2018	2000027021	Catherine	RE	5100472521	х		USD		1,680.00-	USD	1,680.	0- SES for January 2018	10UNA	F300	GMNR
											51,580.00-	USD	51,580.	• Match control to	tal per	r HR	Partner

D. Corrections

It is important to note that invoices created with MRRL cannot be reversed.

If an invoice was not created correctly, it means the SES was not created correctly. The only way to correct the situation is for the Account Payable unit to first block the invoice for payment and evaluate whether the situation requires the manual creation of a MIR7 Credit Memo or a MIR7 Subsequent Credit document.

To decide whether a MIR7 credit memo or subsequent credit should be used, the AP Approver or AP User must consult with the HR Partner or Certifying Officer to determine whether the SES should be reversed. If the SES should be reversed, then a MIR7 Credit Memo should be created to clear the GR-IR. Otherwise, a MIR7 Subsequent Credit should be created.



The following table summarizes the differences between the two documents:

	Λ	MIR7
	Credit Memo	Subsequent Credit
Open Period	c 1 1	eriods for MM, FM, AP, GL, CO and not be expired
Posting Scheme	Dr Vendor Cr 35401010 GR-IR -> offsets reversal of SES in GR-IR account	Dr Vendor Cr Expense
Budget	<u>Does not</u> release budget on the PO or the cost object (cost ctr, WBSE, IO)	<u>Releases</u> budget on the cost object (Cost Ctr, WBSE, IO) <u>but not on the PO</u>
SES	There should be a reversal of SES in order to create a Credit Memo. The two documents will offset in the GR-IR account	Should be used when no new invoice will be created for the PO and the SES will not be reversed
Note	Only the reversal of the SES	S can release budget <u>on the PO</u>

i) MIR7 Credit Memo

For example, if the AP Approver or AP User in conjunction with the HR Partner determined that invoice 5100472518 in the above example should not be paid because the <u>SES needs to be</u> <u>reduced</u> from 6 months to 1 month, they would:

- **Step 1** Block the invoice for payment
- Step 2 Verify that the SES is reversed (there should be an open amount in GR-IR account)
- Step 3 Create MIR7 Credit Memo linked to Invoice
- Step 4 Verify the automatic clearing of Invoice and Credit Memo on vendor's account
- Step 5 New SES should be created with correct amount
- Step 6 MRRL should be run for new SES/GR with correct amount

Note: in the above scenario a credit note should not be created for 5 months. The SES needs to be reversed and re-entered properly to record the correct expense amount in each month.

Creation of Credit Memo: Enter Transaction Code MIR7 and at the top of the screen select Transaction: Credit Memo

- **Step 1** Enter Document Date and Posting Date
- **Step 2** Enter meaningful Reference
- Step 3 Enter amount and currency
- **Step 4** Enter text on vendor line
- Step 5 Enter PO number
- Step 6 and 7 Verify Quantity and Amount



Basic data Payment Details Tax Contacts Note Basic data Payment Details Tax Contacts Note Vendor 2000011234 Ms. Imogen MARTINEAU 107 Regents Park Road London NW1 8UR UNITED KINGDOM Tax Amount V0 (Zero Tax) Text To offset ERS inv 5100472518 #4 aymt terms Due immediately iaseline Date 22.02.2018 toompany Code 1000 United Nations New York PO Reference Goods/service items #7 #6	ansaction	Credit memo	\		-	1				DO O Balance		0.00 USD	
bask data Payment Details Tax Contacts Note Ms. Imogen MARTINEAU 107 Regents Park Road 108 Amount 34, 300.00 #3 USD 108 Calculate tax 109 Wo (Zero Tax) 109 Wo (Zero Tax) 100 United Nations New York 100 United Nations New York PO Reference 6/L Account #5 Purchase Order/Scheduling Agreement 2500099247 11 tem Amount Quantity 0 Purchase Item Amount		Credic memo	,	_		J.,				Datalice		0.00 035	
Document date 22.02.2018 #1 Reference CN ERS INVOICE #2 Interms 107 Regents Park Road London NW1 8UR UNITED KINGDOM W0 (Zero Tax) Image: Colored c	Basic data	Payment I	Details	Tax C	ontac	ts	Note			Vendor 20000112	34		
osting Date 22.02.2018 #1 mount 34,300.00 #3 USD ax Amount V0 (Zero Tax) ext To offset ERS inv 5100472518 aymt terms Due immediately aseline Date 22.02.2018 ompany Code 1000 United Nations New York PO Reference G/L Account #7 #6 Layout Item Amount Quantity Purchase Item Sma PO Text										Ms. Imogen MART	INEAU		
Bank acct 24176224 WITED KINGDOM ax Amount V0 (Zero Tax) ext To offset ERS inv 5100472518 aymt terms Due immediately aseline Date 22.02.2018 ompany Code 1000 United Nations New York PO Reference G/L Account #5 urchase Order/Scheduling Agreement 2500099247 Item Amount Quantity On. Purchase Item Sma PO Text	ocument date	22.02.2018	#1	Referenc	e	CN I	ERS INVOICE	#2	2	107 Regents Park	Road		
Ax Amount V0 (Zero Tax) V (Zero Tax) V0 (Zero Tax) V1 (Zer	osting Date	22.02.2018	#1							LONDON NW1 8U	R		
ext To offset ERS inv 5100472518 #4 aymt terms Due immediately aseline Date 22.02.2018 ompany Code 1000 United Nations New York PO Reference G/L Account #5 urchase Order/Scheduling Agreement 2500099247 Goods/service items #7 #6 Layout All information Item Amount Quantity O Purchase Item Sma PO Text	mount	34,300.00		#3 _{USD}	(Ca	alculate tax		33	UNITED KINGDOM			
aymt terms Due immediately aseline Date 22.02.2018 Dompany Code 1000 United Nations New York PO Reference G/L Account #5 urchase Order/Scheduling Agreement 2500099247 Goods/service items #7 #6 Layout All information Item Amount Quantity O Purchase Item Sma PO Text	ax Amount			V0 (Zero	Tax)			8				B	
Asseline Date 22.02.2018 Asseline Date 22.02.2018 Asseline Date 22.02.2018 CO-OPERATIVE BANK PLC., (SKELMERSDALE, CO-OPERATIVE BANK PLC., (SKELMERSDALE, PO Reference G/L Account #5 Urchase Order/Scheduling Agreement #7 #6 Layout All information Item Amount Quantity O Purchase Item Sma PO Text	ext	To offset ER	S inv 5100	0472518	#4					1			
PO Reference G/L Account #5 urchase Order/Scheduling Agreement 2500099247 #7 #6 Layout Item Amount Quantity Omega York Item Sma PO Text	aymt terms	Due immedia	itely							Bank acct 24	176224		
PO Reference G/L Account #5 urchase Order/Scheduling Agreement 2500099247 \$ Reference G/L Account Goods/service items Layout All information Item Amount Quantity O Purchase Item Sma PO Text	aseline Date	22.02.2018							-	CO-OPERATIVE BA	ANK PLO	C., (SKELMERSDALE,	
#5 urchase Order/Scheduling Agreement ▼ 2500099247 Image: Second	ompany Code	1000 United	Nations N	ew York									
urchase Order/Scheduling Agreement 2500099247 Solution Construction C	PO Reference	G/L Accou	nt										
#7 #6 Layout All information Item Amount Quantity O 🐶 Purchase Item Sma PO Text				#5									
Item Amount Quantity O 🥪 Purchase Item Sma PO Text	urchase Order/S	cheduling Agre	ement 🔻	2500099	247			1	27		Goods	/service items	
Item Amount Quantity O 🐶 Purchase Item Sma PO Text		#7	#	6						Layout		All information	
16, 300.00 1 AU 📄 2500099247 1 Consultant Services (Delivery)		nt			0	>	Purchase	Item	Sma.	PO Text			
	6	16,300.00		1	AU		2500099247	1		Consultant Servic	es (Del	ivery)	
	3				AU		2500099247	1		Consultant Servic	es (Del	iverv)	

Step 8 – On the Payment Tab, enter the ERS invoice number and fiscal year in the Invoice Reference fields to link the Credit Memo to the Invoice.

Enter Incoming Invoice: Company Code 1000	
Show PO structure Show worklist I 🛱 I Hold 🗱 Simulate I 🛆 Messages	🚺 Help
Transaction Credit memo	COO Balance 0.00 USD
Basic data Payment Details Tax Contacts Note	Vendor 2000011234
	Ms. Imogen MARTINEAU
BaselineDt 22.02.2018 Payt Terms Z001 Days	107 Regents Park Road
Due on 22.02.2018 Days \$	LONDON NW1 8UR
CashDiscnt USD Days net	UNITED KINGDOM
Fixed	
Pmt Method Pmnt Block Free for payment 🔻	
Inv.ref. 5100472518 2018	Bank acct 24176224
Part. Bank House Bank /	CO-OPERATIVE BANK PLC., (SKELMERSDALE, 🛛 🛗 OI

Entering the Invoice Reference is critical to ensure netting of the credit note against the invoice. **Note:** The invoice reference can only be entered before the Credit Memo is posted i.e. <u>it cannot</u> be added after the Credit Memo is posted. The Credit Memo document can be reversed with tcode MR8M and recreated with the invoice reference field.



Step 9 – Simulate

¢	Invoice Document Edit Goto System
6	Other Invoice Document Ctrl+F10
	<u>R</u> everse
	Simulate Document Ctrl+Shift+F7
	Save Parked Document Ctrl+S
	Save as Completed Ctrl+F8
Tr	Post
۴	D <u>e</u> lete
	E <u>x</u> it Shift+F3

This will trigger a Yellow Message at the bottom of the screen to confirm that payment details have been copied from the ERS invoice to the Subsequent Credit document.

① Data was copied

Ensure there is a credit to the GR-IR account for the full invoice amount.

🖙 Simulate Document in USD (Document currency)											
Position	Vendor	P A	G/L	Act/Mat/Ast/Vndr	Amount	Cu	Purchasing	Item	т	Jurisd. Code	
1	2000011234	21) K	35101810	Imogen MARTINEAU / London NW1 8	34,300.00	USD			V 0		
2		96 S	35401010	AP Exch Goods Receipt Payable GRIR	16,300.00-	USD	2500099247	1	V0		
3		96 S	35401010	AP Exch Goods Receipt Payable GRIR	18,000.00-	USD	2500099247	1	V0		

Step 10 - Save as Completed to trigger the Umoja workflow



Step 11 – Confirm correction using FLB1N, ZAPFBL1N or ZAPFBL1NN for the vendor

Ensure that the invoice reference has been properly entered on the credit note and the Assignment, Payment Method and Payment Block are the same.



ZAPFBL1NN

Company co Vendor acc Open at ke Document I Normal item Open items Name :	ode : IEQ1000 count : IEQ200 ey date : 2018 Number : IEQ! ns : X	0011234	2 4 1		∰ I ∑ ¾		Se Se	elect	tions					
Vendor acc Open at ke Document I Normal item Open items Name :	count: IEQ200 ay date: 2018 Number: IEQ5 ns: X	0011234 0222												
	City:													
			#1									#2	#3	
Symbol A	Account N	/endor (BP S	PM PBk	Doc	DocumentNo	Posting Date	LCurr	Σ	Amt in Loc Cur C	urr.	Amount in DC	Inv. ref.	Assignment	Text
🥥 2	2000011234]	mogen	ΧE	RE	5100472518	22.02.2018	USD		34,300.00- U	ISD	34,300.00-	5100472518	51004725180012018	SES for February to June 2018
🦲 💆 2	2000011234]	mogen	ХЕ	RE	5100472522	22.02.2018	USD		34,300.00 U	ISD	34,300.00	5100472518	51004725180012018	To offset ERS inv 5100472518
								1	0.00					

- #1 and #2 The Payment Block and Payment Method have been copied automatically from the invoice to the credit note <u>because</u> the Invoice Reference has been (manually) entered on the credit note. F.110 will not consider these two documents as they will go to exception until they are netted by the F.13 clearing batch.
- #3 The assignment has been automatically matched on the credit note. <u>This means that</u> the two documents will be automatically cleared by the daily F.13 clearing batch.

ii) MIR7 Subsequent Credit

For example, if the AP Approver or AP User in conjunction with the HR Partner or Certifying Officer determined that invoice 5100472517 in the above example should not be paid because the SES was created for the last month of a six-month contract but the contractor was terminated early after the fifth month. They would:

- **Step 1** Block the invoice for payment
- Step 2 Create MIR7 Subsequent Credit linked to Invoice
- Step 3 Verify the automatic clearing of Invoice and Subsequent Credit on vendor's account

Creation of Subsequent Credit: Enter Transaction Code MIR7 and at the top of the screen select Transaction: Subsequent Credit

- Step 1 Enter Document Date and Posting Date
- **Step 2** Enter meaningful Reference
- Step 3 Enter amount and currency
- Step 4 Enter text on vendor line
- Step 5 Enter PO number
- Step 6 Identify correct line for the SES 100623107 using the Reference column
- Step 7 Verify Quantity and Amount



Show PO structur	e Show worklist	📲 🗎 Hold 🖺	🖁 Simulate		🏹 Message	s [Help)			
Transaction	Subsequent credit		•				@ 00	Balance		1,100.00 USD	
Basic data	Payment Details	Tax Cor	ntacts	Note			Ven	dor 20000012	239		
				Mr.	Alain GELINAS	5					
Document date	23.02.2018 #1	Reference	2	P.0	.Box 64082						
Posting Date	23.02.2018 #1						L'AN	VCIENNE-LORE	ETTE QC	G QC G2E 6B1	
Amount	1,100.00	#3 USD	Calc	ulate ta	ax	#	CAN	IADA			
Tax Amount		V0 (Zero 1	Fax)		· - C		T			8	
Text	To offset ERS inv 51	100472517-Unne	eeded SES	#4			1			_	
Paymt terms	Due immediately						Ban	k acct	25481		
Baseline Date	23.02.2018						C.P.	D. DE L'UNIV	ERSITE L/	AVAL	
Company Code	1000 United Nations	New York				÷					
PO Reference	G/L Account										
		#5				_					
		25000999	90		<u>></u> (28			Goods/s	service items	
· · · ·	heduling Agreement							Layout	#6 A	Il information	
Purchase Order/So #7	heduling Agreement #7							Layout	#0 /		
#7 Item Amour			Item N.	A 9	Service	IR qua	antity	PO Quantity	Referenc	e GR Blkd Stk	G
#7	#7 t Quantity O 4				Service 1 000227		antity 5,000	PO Quantity	_	e GR Blkd Stk	1.0

Step 8 – On the Payment Tab, enter the ERS invoice number and fiscal year in the Invoice Reference fields to link the Subsequent Credit to the Invoice.

Enter Incoming Invoice: Company Code 1000	
Show PO structure Show worklist 🛛 🖶 🖁 Hold 🗱 Simulate 👘 🛆 Messages	s 🚺 Help
Transaction Subsequent credit	Balance 0.00 USD
Basic data Payment Details Tax Contacts Note	Vendor 2000001239
	Mr. Alain GELINAS
BaselineDt 23.02.2018 Payt Terms Z001 Days	§ P.O.Box 64082
Due on 23.02.2018 Days	L'ANCIENNE-LORETTE QC G QC G2E 6B1
CashDiscnt USD Days net	CANADA
Fixed	
Pmt Method Pmnt Block Free for payment 🔻	
Inv.ref. 5100472517 2018	Bank acct 0725481
Part. Bank House Bank /	C.P.D. DE L'UNIVERSITE LAVAL

Entering the Invoice Reference is critical to ensure netting of the subsequent credit against the invoice.

Note: The invoice reference can only be entered before the Subsequent Credit is posted i.e. <u>it</u> cannot be added after the Subsequent Credit is posted. The Subsequent Credit document can be reversed with t-code MR8M and recreated with the invoice reference field.



Step 9 – Simulate

¢	Invoice Document Edit Goto System
6	Other Invoice Document Ctrl+F10
	<u>R</u> everse
	Simulate Document Ctrl+Shift+F7
	Save Parked Document Ctrl+S
	Save as Completed Ctrl+F8
Tr	Post
۴	D <u>e</u> lete
	E <u>x</u> it Shift+F3

This will trigger a Yellow Message at the bottom of the screen to confirm that payment details have been copied from the ERS invoice to the Subsequent Credit document.

① Data was copied

Ensure there is a credit to the expense account for the full invoice amount. **Note: No lines should be recorded to the 35401010 GR-IR account!**

☞ Simulate Document in USD (Document currency)											
Position	Vendor	/endor A G/L		Act/Mat/Ast/Vndr	Amount	Cu	Purchasing	Item	Т.,	Jurisd. Code	
	1 2000001239	к	35101610	Alain GELINAS / L'Ancienne-Lorette Q.	1,100.00	USD			V0		
	3	5	74221010	OE Language Service Translation	1,100.00-	USD	2500099990	1	V0		

Step 10 – Save as Completed to trigger the Umoja workflow



Step 11 – Confirm correction using FLB1N, ZAPFBL1N or ZAPFBL1NN for the vendor

Ensure that the invoice reference has been properly entered on the subsequent credit and the Payment Method and Payment Block are the same.



ZAPFBL1NN

F	inanc	ial Accour	nting A	ccounts	Payable											
660	0 II	: 🕸 i 🖓 🕼	1 📔 🍞	≜ 🗑	🏛 🖷 🖷 🔀 🎙	6 🖬 1	🔁 🚹 🚺 Sel	lections								
V O N O N	endor a pen at k ormal ite pen iter ame :Ala		00001239 80302	81					#1					#2	#3	
B					Reference		DocumentNo S						Amount in DO			Text
	X	2000001239		35101610	5100472517	RE	5100472517			JSD	1,100.00-	USD			51004725170012018	
	X	2000001239	Alain	35101610	SUB CRED ERS INV	RE	5100472529		В	JSD	1,100.00	USD	1,100.00	5100472517	51004725170012018	To offset ERS inv 5100472517-Unneeded SES
									-		• 0.00					

- #1 and #2 The Payment Block has been copied automatically from the invoice to the subsequent credit <u>because</u> the Invoice Reference has been (manually) entered on the subsequent credit.
- #3 The assignment has been automatically matched on the subsequent credit. <u>This</u> <u>means that the two documents will be automatically cleared by the daily F.13</u> <u>clearing batch.</u>

2. ERS Invoice Enhancements

A. Overview

Bank detail information is either maintained on the business partner master record or on the HRM mini-master record by staff with enterprise role TR.03 Cashier. Information maintained on HRM master records is automatically replicated on the business partner.

Following the July 2018 enhancement, the MRRL program will evaluate information on the business partner master record "Additional Information" tab.

Addre	55	Address Overvie	w Identification	Control Pa	ayment Transactions	Status Additional Info
		🔑 Par	tner Bank			
Additiona	al Info					
ID	Ctry	Bank Key	Bank Account	Currency	Payment Methods	OFAC Instruction
1001	IL	010902	30432595	ILS	Х	
1002	IL	010902	30432515	USD	W	



B. Logic for Selection of Payment Method and Partner Bank

Using the currency of the PO, MRRL will attempt to select a Partner Bank based on the currency field maintained in the "BP additional information tab". The program will refer to the expiration date of the partner bank on the Payment Transaction tab and will ensure only non-expired bank accounts are considered i.e. expired bank accounts will be ignored in the steps described below.

- 1) If a unique match can be found, i.e. there is only one partner bank with the same currency as the PO currency:
 - (i) The program populates the line item with the partner bank identifier; and
 - (ii) The program populates the line item with the payment method corresponding with the partner bank found in the "BP additional information tab"; and
 - (iii) If a blank is retrieved for payment method, i.e. the additional info tab contains only a partner bank without payment method, the program adds a **payment block "F"/"No Bk Detail/PM/AccClerk**".
- 2) If more than one match can be found, i.e. there is more than one partner bank with the same currency as the PO currency:
 - (i) The program selects the first one and populate the line item with the corresponding partner bank identifier; and
 - (ii) The program populates the payment method in the line item with payment method corresponding with the partner bank found in the "BP additional information tab"; and
 - (iii) The program adds a payment block "L"/"Multi Bk Det/PayMeth".
 - (iv) However, if a blank is retrieved for payment method, i.e. the additional info tab contains only a partner bank without payment method, the program adds a payment block "F"/"No Bk Detail/PM/AccClerk" instead of a block "L".
- 3) If no match for the partner bank can be found, i.e. there is no partner bank with same currency as the PO currency, there are five scenarios as outlined below:
 - 3.1) If there is one (or more) partner banks but none with same currency as the PO the program:
 - Selects the first partner bank with the corresponding payment method and add payment block "E"/"PO Curr <> Bk Detail".

It is expected that the AP User will perform one of the following actions:

- Request HR Partner to obtain bank details from the individual contractor or consultant for a bank in the PO currency; or
- Verify that the selected bank account accepts foreign currency payments; or



- Add a payment currency on the MIR7 document to match one of the bank account currency. This should be rare, as payments are expected to be made in the currency of the PO.
- 3.2) If there are no partner bank in the "BP additional information" tab, it means that the payment is to be made via UNDP, cash or cheque:
 - (i) The program reads the payment methods from the Vendor master and if payment method 'U' (UNDP) appears in the list of payment methods it populates the line item with no Partner Bank and adds payment method U and payment block "U"/"Add UNDPinTextField".
- 3.3) If there are no partner bank in the "BP additional information" tab and no payment method U on the Vendor master, the program:
 - (i) Validates if there is only one of the following four payment methods:
 - Y = Cash
 - Z = Cash
 - H = Cheque or
 - Q = Cheque
 - (ii) Populates the line item with no Partner Bank and the identified payment method.
- 3.4) If there are no partner bank in the "BP additional information" tab and no payment method U on the Vendor master and there are <u>more than one</u> of the following four payment methods:
 - Y= Cash
 - Z = Payment List
 - H = Cheque or
 - Q = Cheque
 - (i) The program selects the first option (Y, Z, H, or Q) and populates the line item with no Partner Bank and the first payment method identified. In addition, the program adds a payment block "L" "Multi Bk Det/PayMeth".



- 3.5) If there are no partner bank in the "BP additional information" tab, and there is no payment method U on the Vendor master, <u>and none of</u> the following payment methods:
 - Y= Cash
 - Z = Payment List
 - H = Cheque
 - Q = Cheque
 - (i) The program does not populate payment method and place a payment block: "F"/"No Bk Detail/PayMeth".

3. Assumptions for Efficient Determination of Bank Details

The efficiency and efficiency of the automatic determination of the Partner Bank and Payment Method will depend on:

- Integrity of information on Business Partner "Additional Information" tab;
 - Currency;
 - o Partner Bank; and
 - Payment Method.
- Diligence in creation of Purchase Order (PO) in the currency of payment, as the PO currency is used as the basis for automatic selection of partner bank without payment blocks being applied if match has been found;
- Diligence in expiring bank details.



4. Addressing Payment Blocks

To benefit from the MRRL enhancement during the creation of ERS invoices and minimize the automatic addition of a payment block on invoices, adjustments should be recorded on the HRM master record or the business partner master record (if there is no HRM master) as indicated below.

Please note that ERS invoices <u>created after</u> the enrichment of bank details will inherit the correct payment method and partner bank with no payment block. ERS invoice that were <u>created prior</u> to enrichment of bank details will remain blocked until the AP User manually removes the block and adds the appropriate bank details.

1) Payment block F - "No Bk Detail/PM/AccClerk"

Payment Block F indicates that either:

a) there is no bank detail; or

Display Person : 2000	071906							
💷 📄 Person 📄 Organization 📑 Gro	roup 🍃 🗢 🔿 🎾 🖆 General Data Relationships 👰							
Worklist Find	BP Number 2000071906 Image: Comparison of C							
Find Business Partner	Address Address Overview Identification Control Payment Transactions Status Additional Info	0						
Name1 Name2								
Start 🛅	Additional Info							
	ID Ctry Bank Key Bank Account Currency Payment OFAC Instruction							
BP Number Description	No Bank Detail!							

b) there is a Partner Bank with no Payment Method on the business partner master record; or



Display Person : 2009009358										
🖽 🗋 Person 🗋 Organization 🗋 Group 🛛 🈂 🛛 😓 🗳 🤣 🚰 General Data 🔹 Relationships 🛛 🚳										
Worklist Fir			9009358 🖌 🖉 占 ELA ness Partner (Gen.)	AYA SAFI / KINSHASA						
Find By	Business Partner 💌	Address Address Over	view Identification	Control Payment Transactions Status Additional Info						
Name1 Name2										
	Start 🛅	Additional Info ID Ctry Bank Key	Bank Account	Currency Payment OFAC Instruction						
	escription	[1001] CD TRMSCD3LXXX	1273770500139	USD No payment method!						

c) there is no Partner Bank but there is either payment method Y, Z, H or Q on the vendor master with no accounting clerk being associated to it.

Display Person: 20000	77378, role UN Vendor
💷 📄 Person 🗋 Organization 📑 Gro	oup 🍰 🗢 🔿 🎾 🖧 General Data 🛛 Company Code Purchasing Relationships 🚳
Worklst Find Find Business Partner •	BP Number 2000077378 Image: Annual A
By Name Name1 Name2 Start	Company Code Additional Info Company Code 1000 Customer E Vendor 2000077378
BP Number Description	Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence ethod! Vendor: Account Management Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence
	Terms of Payment Z001 Credit memo pyt term Z001 Tolerance group Dunning Procedure Check cashing time Dunning Block Image: Check Double Invoice Example Check Double Invoice Automatic Payment Transactions Legal dunn.proc.from
	Payment methods H Dunning Level Dunning clerk Grouping key Dunning Areas
	Acctg clerk No Acc Clerk for payment method H!

Step 1 – Bank details should be reviewed and corrected with the Cashier.

Step 2 – AP User should add appropriate bank details on the invoice and remove the payment block.



2) Payment block L - ''Multi Bk Det/PayMeth"

Payment block L indicates that there is either:

a) more than one Partner Bank for the PO Currency; or

Display Person : 200	0009520
💷 📄 Person 📄 Organization 📑	Group 🛛 😂 🛛 🗢 👻 🖆 General Data 📄 Relationships 🛛 🔞
Worklist Find	BP Number 2009009520 Image: Comparison of C
Find Business Partner By Name	Address Address Overview Identification Control Payment Transactions Status Additional Info
Name1 Name2	
Start 1	Additional Info ID Ctry Bank Key Bank Account Currency Payment OFAC Instruction 1001 CD IRMSCD3LXXX 120162005960095 USD X More than one bank 1002 CD AFRICDKSXXX 04001050008 USD W for USD currency!

b) no partner bank and multiple payment methods on the vendor master. The MRRL enhancement will pick the first payment and block the invoice.

🖲 🖌 Displa	y Person: 20090	03133, role UN Vendor
💷 🛛 🗋 Person	Crganization C Gr	oup 🔢 😂 🗢 🔿 🌮 🏜 General Data 🚺 Company Code 🛛 Purchasing 🕴 Relationships 🗌 🧔
Worklist Find	J	BP Number 2009003133 ✔ ♣ IDRISS Display in BP role UN Vendor ♥
Find	Business Partner	
By Name1	Name	Company Code Company Code United Nations Company Code
Name2	Start 🗊	Customer Switch Company Code
BP Number Des	cription	Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence
		Payment Data
		Terms of Payment Z001
		Credit memo pyt term Z001
		Tolerance group Check cashing time
		Check Double Invoice
		Automatic Payment Transactions Multiple payment
		Payment methods QYZ methods! (No Partner
		House Bank Bank)



- Step 1 The AP User must review the invoice and select the correct Partner Bank and Payment Method or if there is no Partner Bank, select only the correct Payment Method (Y, Z, H or Q).
- Step 2 The AP User jointly with the Cashier will need to determine whether bank details need to be expired for the PO currency. To expire bank details, follow the process explained in Section 5 of this Job Aid.

Note: Bank Details should not be deleted in t-code BP! Instead, they should be expired.

3) Payment block E - "PO Curr <> Bk Detail"

Payment block E indicates there are no bank details for the PO Currency but there are bank details for other currencies. The AP user must determine whether:

a) The PO currency is incorrect

If the PO currency is incorrect, the AP User should create a MIR7 subsequent credit to offset the ERS invoice and SES (i.e. subsequent credit will Debit Vendor and Credit expense to release budget). A new shopping cart, PO and SES must be created in the correct currency by the Requisitioner and HR Partner. MRRL must be run for the new SES.

b) The bank account of the individual contractor or consultant accepts foreign currencies

The AP User must enter the correct Partner Bank and Payment Method on the ERS invoice and remove the payment block.

c) A payment currency should be manually added to the ERS invoice

The AP User must enter the appropriate Partner Bank and Payment Method as well as enter a payment currency equivalent to the currency of the Partner Bank. The AP User must remove the payment block. This should be rare, as payments are expected to be made in the currency of the PO. However, when the PO is in a currency for which the UN does not maintain a house bank, this scenario can arise.

d) New bank details are needed

The AP User may request new bank details for the individual through the HR Partner when it is determined that i) the PO currency is correct; b) the bank account of the





individual will not accept the PO currency; and c) the payment is to be made in a currency maintained by the UN.

4) Payment block U - "Add UNDPinTextField"

A prerequisite for the issuance of a Financial Authorization to UNDP is that the Vendor Line text field of the ERS invoice contains the UNDP Business Partner. Payment block U means that the ERS invoice was created with Payment Method U and the AP User must manually add the UNDP Business Partner on the Vendor Line text field before removing the payment block.

🖻 🤽 🖨 🗟 🚇 🗗 Addit	lional Data			로 Text (1) 186 Entries found
endor ompany Code 1000	Kipande Road		L Acc 35101510	Restrictions
Line Item 1 / Invoice / 31	Nairobi		Joc. no. 51004/24/5	
Amount 719.00 Tax code V0	USD			ID Text edit format ZT34 1400000231 UNDP-SYRIAN ARAB REPUBLIC ZT35 1400000232 UNDP-TAJIKISTAN ZT36 1400000233 UNDP-THAILAND
Additional Data Bus. Area S300 Disc. base 719.00 Payt Terms Z012 Bline Date 04.01.2018 Pmnt Block	USD	Trdg Part.BA Disc. Amount 0.00 Days/percent 30 \$ Fixed Invoice ref. /	USD	ZT37 1400000234 UNDP-TOGO ZT38 1400000235 UNDP-TRINIDAD AND TOBAGO ZT39 1400000236 UNDP-TUNISIA ZT40 1400000237 UNDP-TURKEY ZT41 1400000238 UNDP-TURKMENISTAN ZT42 1400000239 UNDP-UGANDA ZT43 1400000240 UNDP-UGANDA
Payment cur. Pmt Method U Assignment 51004724750 Text	0012018		📆 Long text	ZT44 1400000241 UNDP-UNITED ARAB EMIRATE ZT45 1400000242 UNDP-TANZANIA ZT46 1400000243 UNDP-URUGUAY ZT47 1400000244 UNDP-UZBEKISTAN ZT48 1400000245 UNDP-VENEZUELA



5. How to Delete/Expire Bank Details

For individuals who <u>do not have a HRM master record</u>, bank details should not be deleted on the business partner using t-code BP; instead they should be expired through the addition of an expiration date. On the Payment Transactions tab of the Business Partner (BP), the validity dates can be modified using the Validity button. The change needs to be saved.

4	•

For individuals who have an HRM master record, bank details should be updated in HRM master record with the bank info type 9.