

Supplemental Invoice Documentation Process

Process: To upload supplemental invoice documentation obtained through the hold process to SAP and attach to the FI accounting document for audit purposes.

PROCEDURES

Option one - copy FI document number from the task as shown in the review/approver screen.

Note: Process picks up within the approval steps. See SIR/PI Approval QRC for further instructions.

Review Subaward Invoice INV 40101 2017 with Value 100.91

Approve | Hold | EXIT

Invoice Information

Grant: 3200000492 HIGH YIELD, ECONOMICAL, AND ENVIRONMENTALLY SAFE PRO
Project: SC-1910-02
Sponsor: 1000301022 Physical Sciences Inc

Invoice Number: INV 40101 2017
Receive Date: 04/01/2017
Invoice Date: 04/01/2017
Posting Date: 04/04/2017
Vendor: 310163 US Geological Survey
Purchase Order: 7800003490
FI Document: 5100974488
Amount: 100.91

Attachments

Go to SAP to transaction code FB03 and paste the information in the document number field and hit enter or execute using the green check mark. Skip to box two on page 4 of these instructions.

Document Edit Goto View System Help

Document List First Item Editing Options

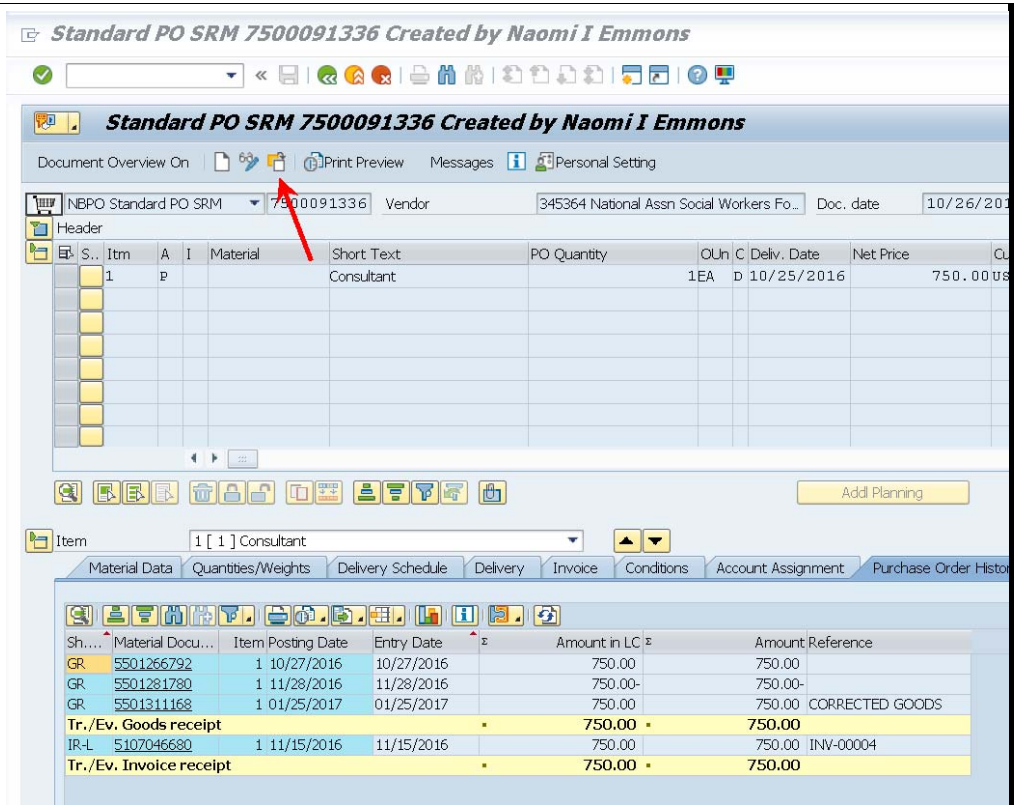
Keys for Entry View

| | | |
|-----------------|------------|------------------|
| Document Number | 5100974488 | Document display |
| Company Code | UK00 | Reference no. |
| Fiscal Year | | |

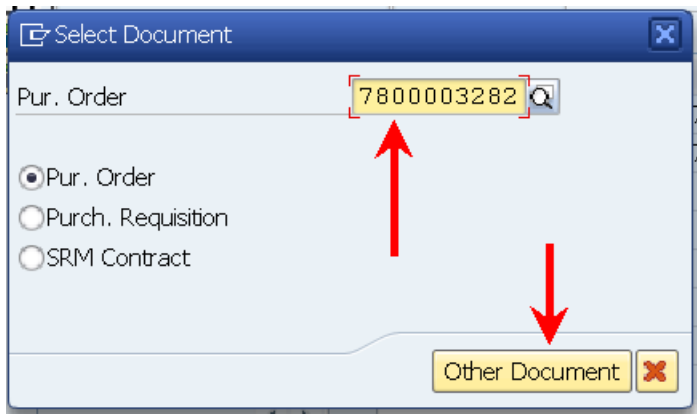
Supplemental Invoice Documentation Process

Option two - drill down in the purchase order to find the FI accounting document number.

Open the purchase order using transaction code ME23N, then select icon shown to enter your number.



Type in the purchase order number, and then click the Other Document button.



Supplemental Invoice Documentation Process

Select the Purchase Order History tab, and then click on the invoice number for which you need to attach documentation.

Subawards FO SRM 780003282 Created by Sara C Poll

Document: Overview On | Print Preview | Messages | Personal Setting

ZOPO Subawards FO SRM 780003282 Vendor 138211 Virginia Tech Doc. date 08/05/2016

| S. | Itm | A | I | Material | Short Text | PO Quantity | OUh | C | Delv. Date | Net Price | Curr... | PA |
|----|-----|---|---|----------|-------------------|-------------|-----|---|------------|---------------|---------|----|
| 1 | | P | B | | 3048110944-16-247 | | 1AU | D | 07/01/2016 | 25,000.00 USD | | 1 |
| 2 | | P | B | | 3048110944-16-247 | | 1AU | D | 07/01/2016 | 22,846.00 USD | | 1 |

Item: [1] 3048110944-16-247

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History**

| Sh... | Material Docu... | Item Posting Date | Entry Date | Amount in LC * | Amount Reference |
|--------------------------------|------------------|-------------------|------------|------------------|--------------------|
| IR-L | 5107045720 | 1 11/14/2016 | 11/14/2016 | 493.67 | 493.67 1 |
| IR-L | 5107045721 | 1 11/14/2016 | 11/14/2016 | 987.34 | 987.34 2 |
| IR-L | 5107057682 | 1 12/05/2016 | 12/05/2016 | 987.34 | 987.34 3 |
| IR-L | 5107094240 | 1 01/13/2017 | 01/13/2017 | 987.34 | 987.34 417921 #4 |
| IR-L | 5107106870 | 1 02/14/2017 | 02/14/2017 | 7,134.20 | 7,134.20 417921 #5 |
| Tr. Ev. Invoice receipt | | | | 10,589.89 | 10,589.89 |

Click the Follow-On Documents button.

Display Invoice Document 5107106870 2017

Show PO structure | **Follow-On Documents ...**

Transaction: 1 Invoice | 5107106870 | 2017

Basic Data | Payment | **Details** | Tax | Withholding tax | Contacts | Note

Invoice date: 01/31/2017 | Reference: 417921 #5
 Posting Date: 02/14/2017 | Period: 8
 Amount: 7,134.20 | USD | Calculate tax
 Tax Amount: 0.00 | 10 10 (A/P sales tax, 0%)
 Text:
 Paymt terms: Due immediately
 Baseline Date: 01/31/2017
 Company Code: UK00 University of Kentucky Lexington

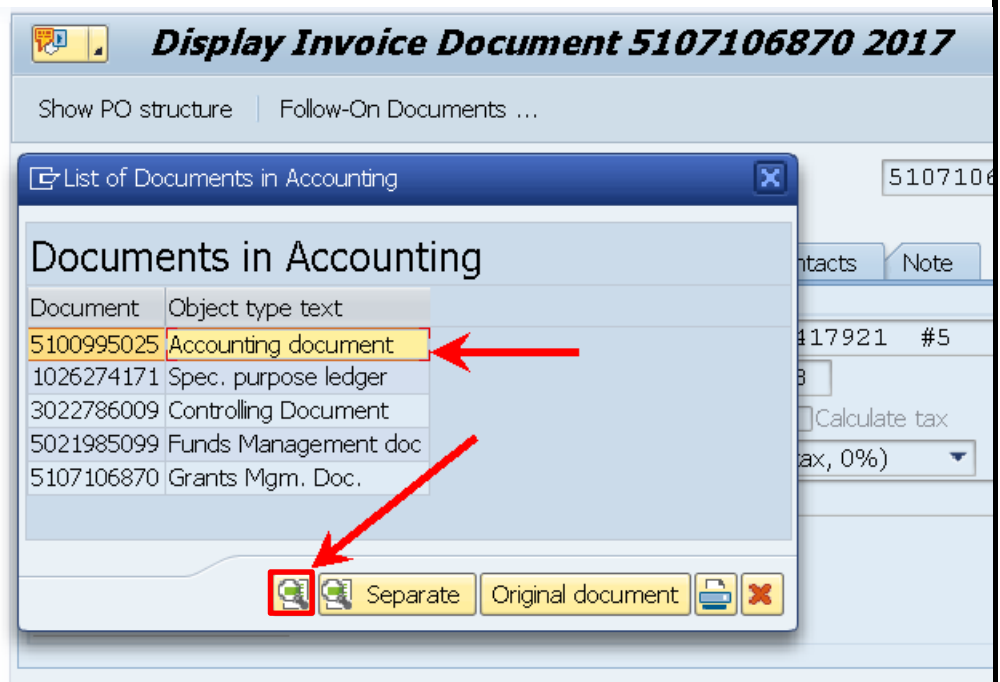
Vendor 0000138211
 Virginia Tech
 Office of Sponsored Program
 460 Turner St Ste 306
 Blacksburg VA 24060
 540-231-6042

PO Reference

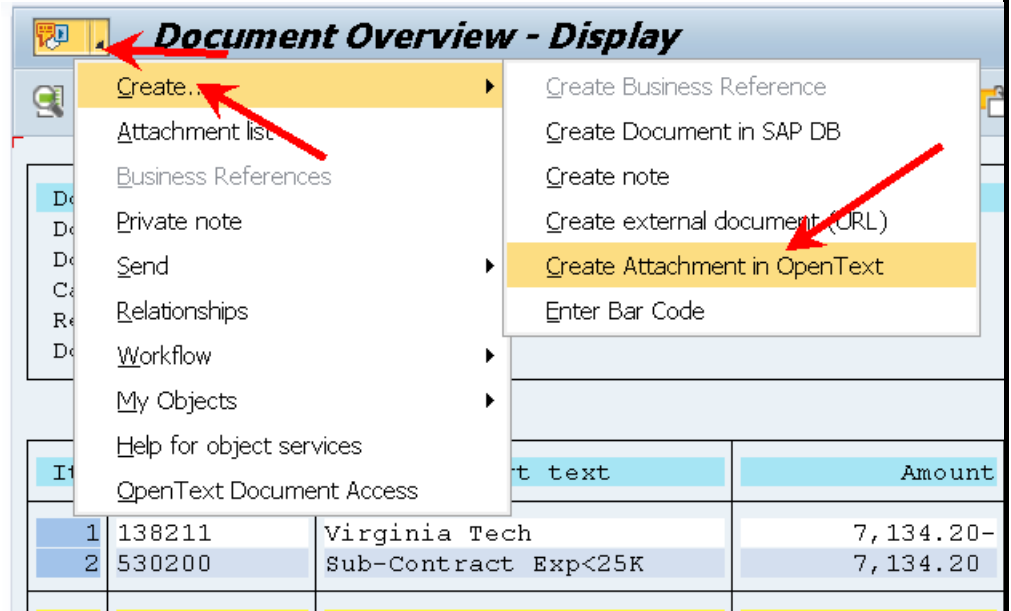
| Item | Amount | Quantity | O... | Purchase Or... | Item | PO Text |
|------|----------|----------|------|----------------|------|-------------------|
| 1 | 7,134.20 | | | 7800003282 | 1 | 3048110944-16-247 |

Supplemental Invoice Documentation Process

Select the Accounting Document and click the Display Document icon.

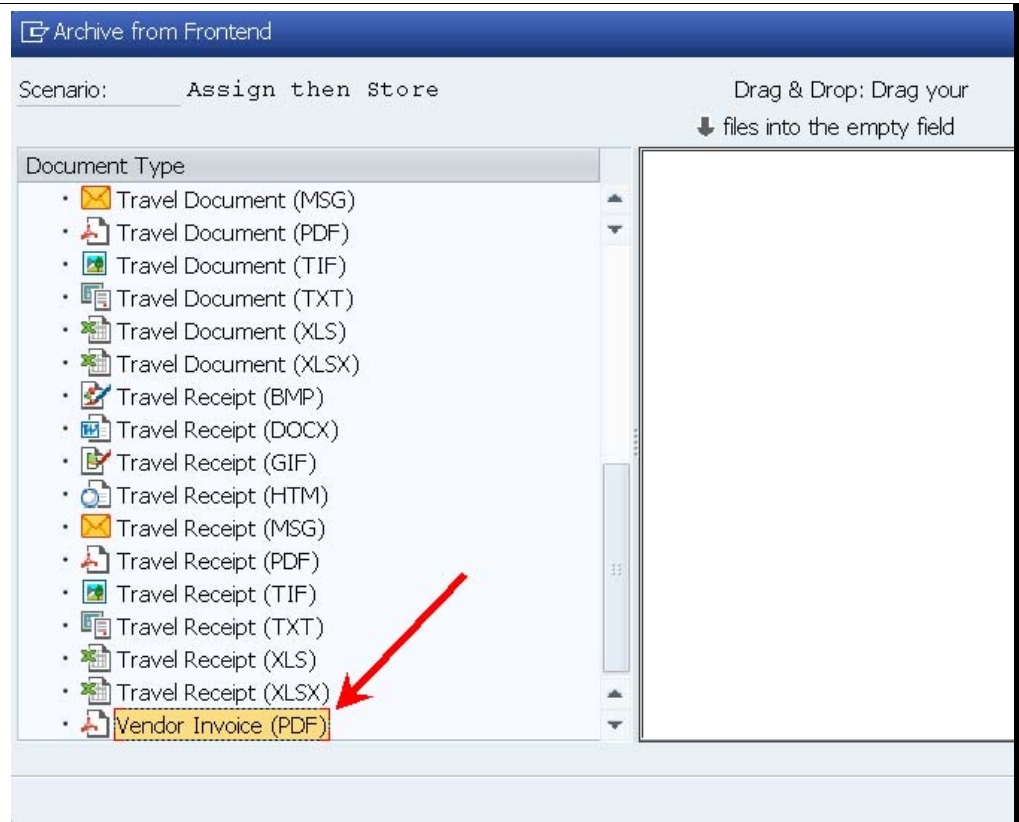


Click on the Services for Object drop down box, select Create, and then Create Attachment in Open Text.

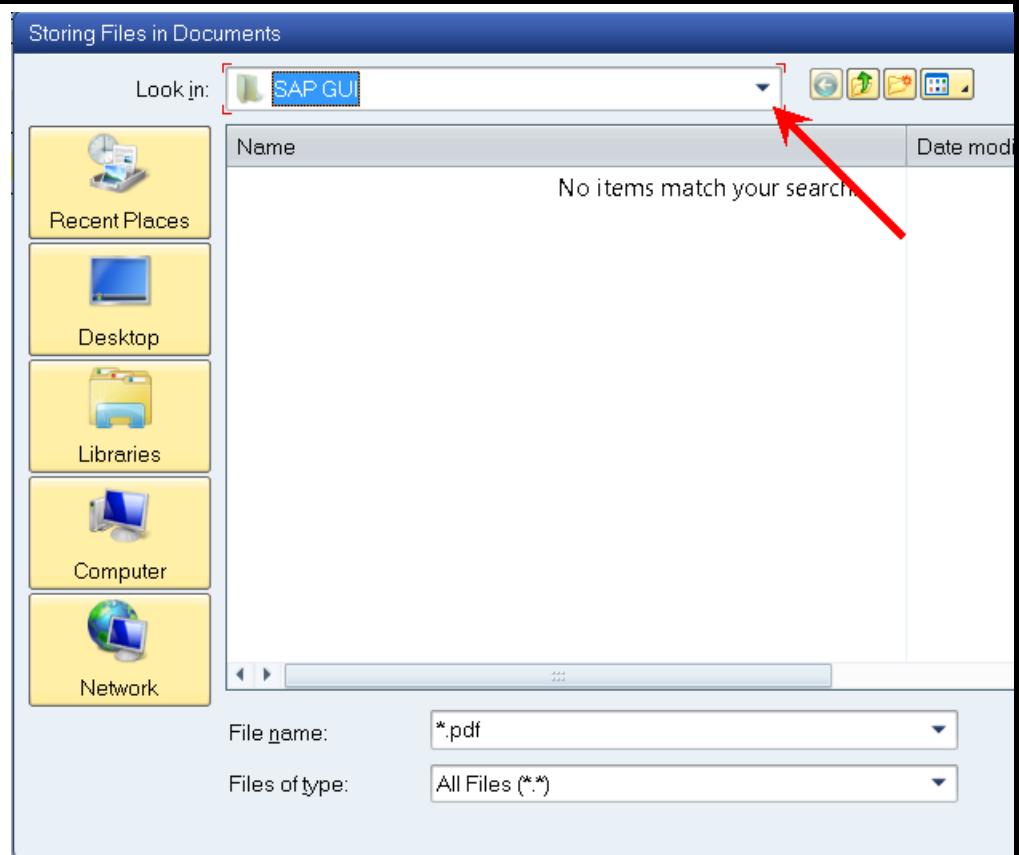


Supplemental Invoice Documentation Process

Scroll to the bottom of the screen to select Vendor Invoice (PDF) as the document type.

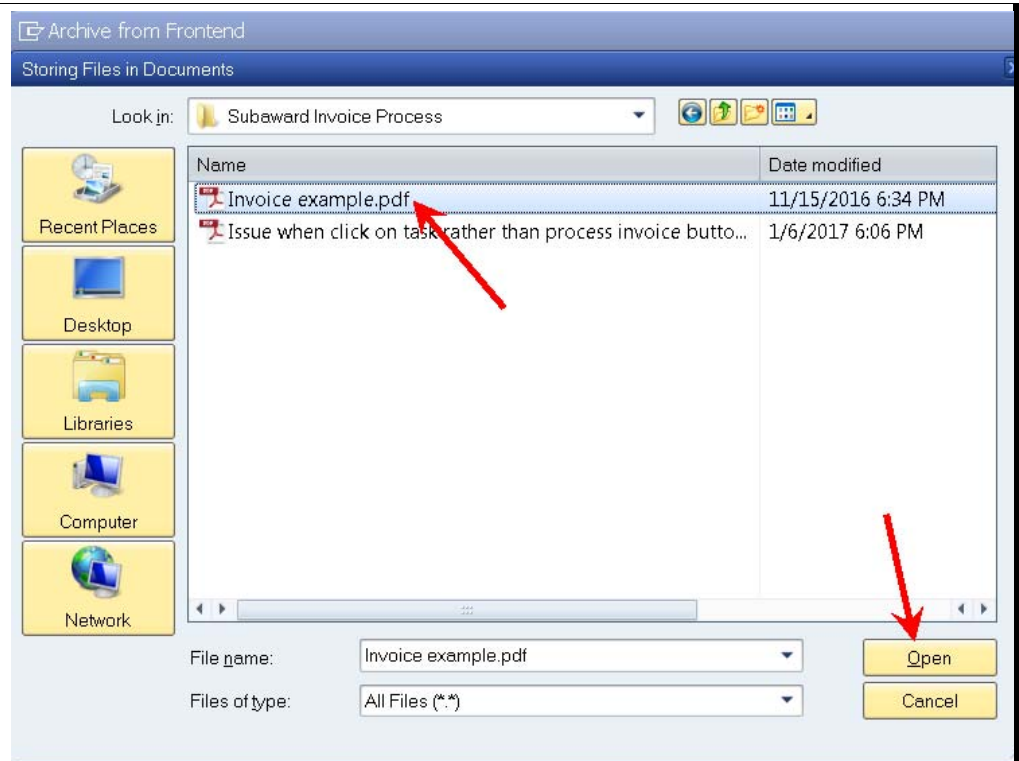


Either double click on Vendor Invoice (PDF) to bring up the screen shown to search for the document(s) to attach, or drag and drop documents directly into the box on the right side of the screen.

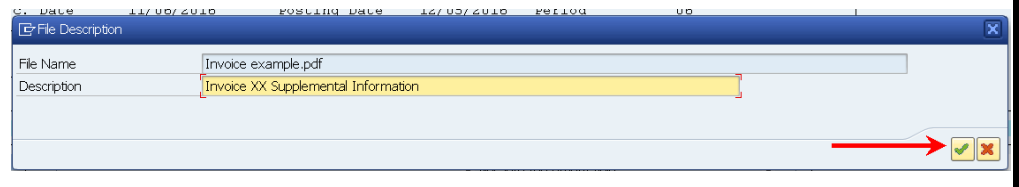


Supplemental Invoice Documentation Process

If searching for the document, once located, click on it then select Open.



Add a description for the document and click the green check mark to add the file to the window.

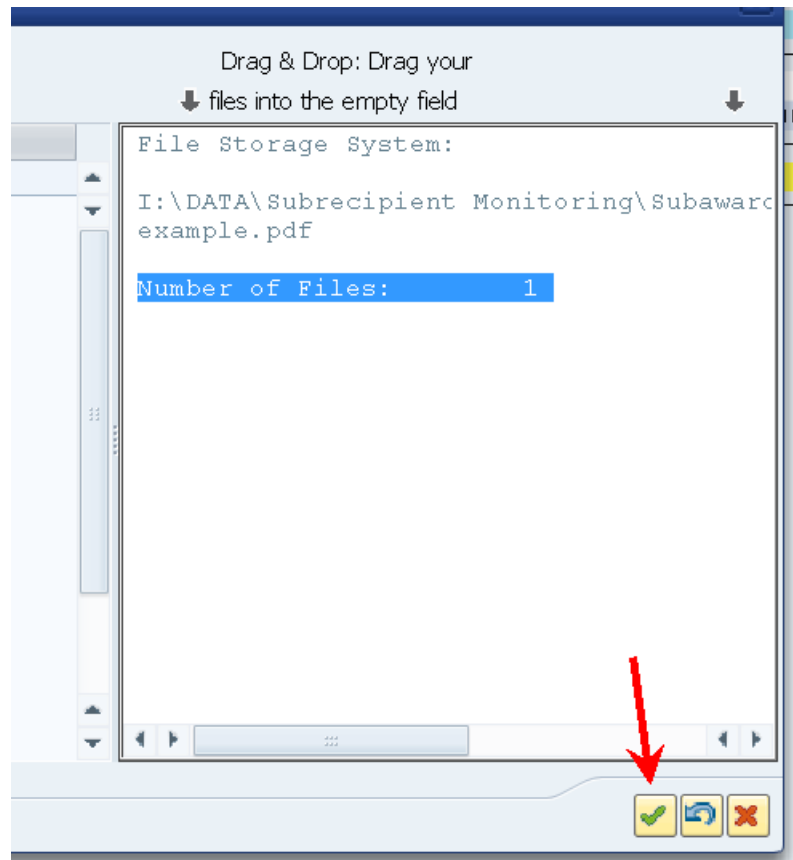


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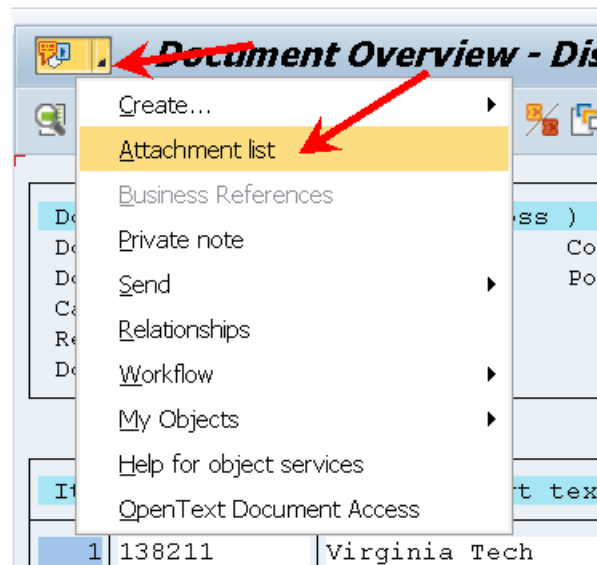
Follow the previous steps until all documents have been added to the window.

Select the green check mark to save the documents.

NOTE: If you make a mistake, select the undo button in between the green check mark and red x to remove the document; otherwise, select the green check mark to finalize saving the document.

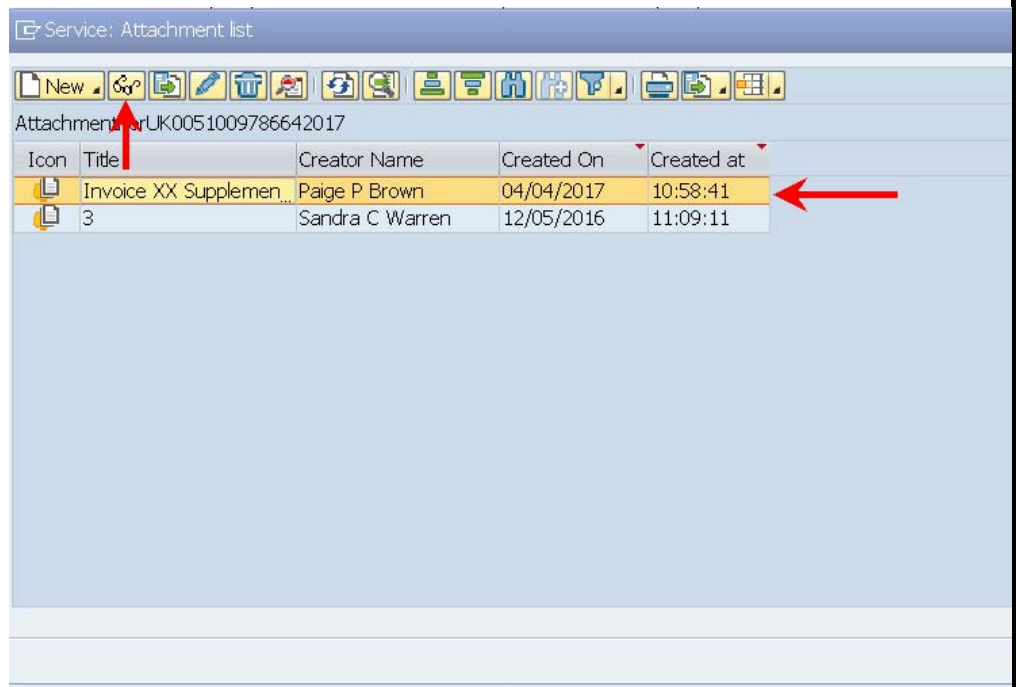


To review the information to make sure it saved, select the Service for Object button drop down and click Attachment list.

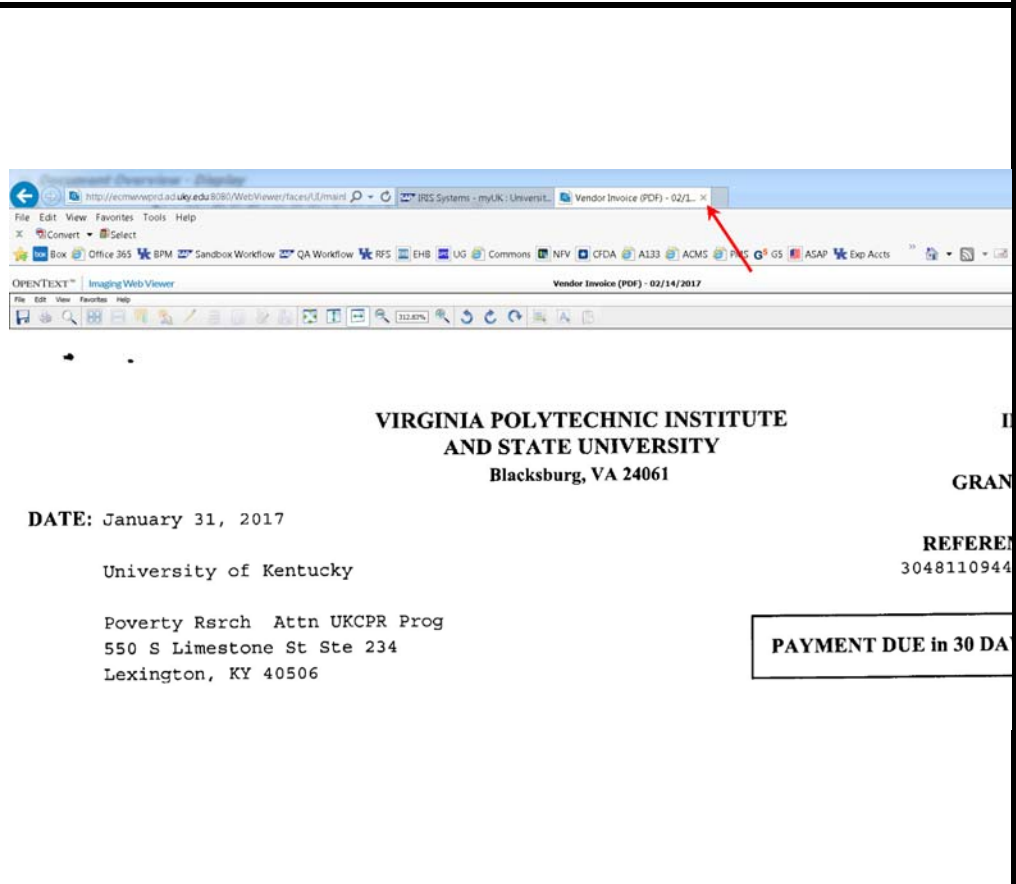


Supplemental Invoice Documentation Process

Select the document to review and click the Display icon.



A second tab will open in your internet browser as shown. Review the document to make sure it is the correct information, and then click the x in the tab to close the window.



The subsequent documentation has now been attached and the invoice should be approved for certification, then payment.

Note: See SIR/PI Approval QRC to finalize invoice for payment.