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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

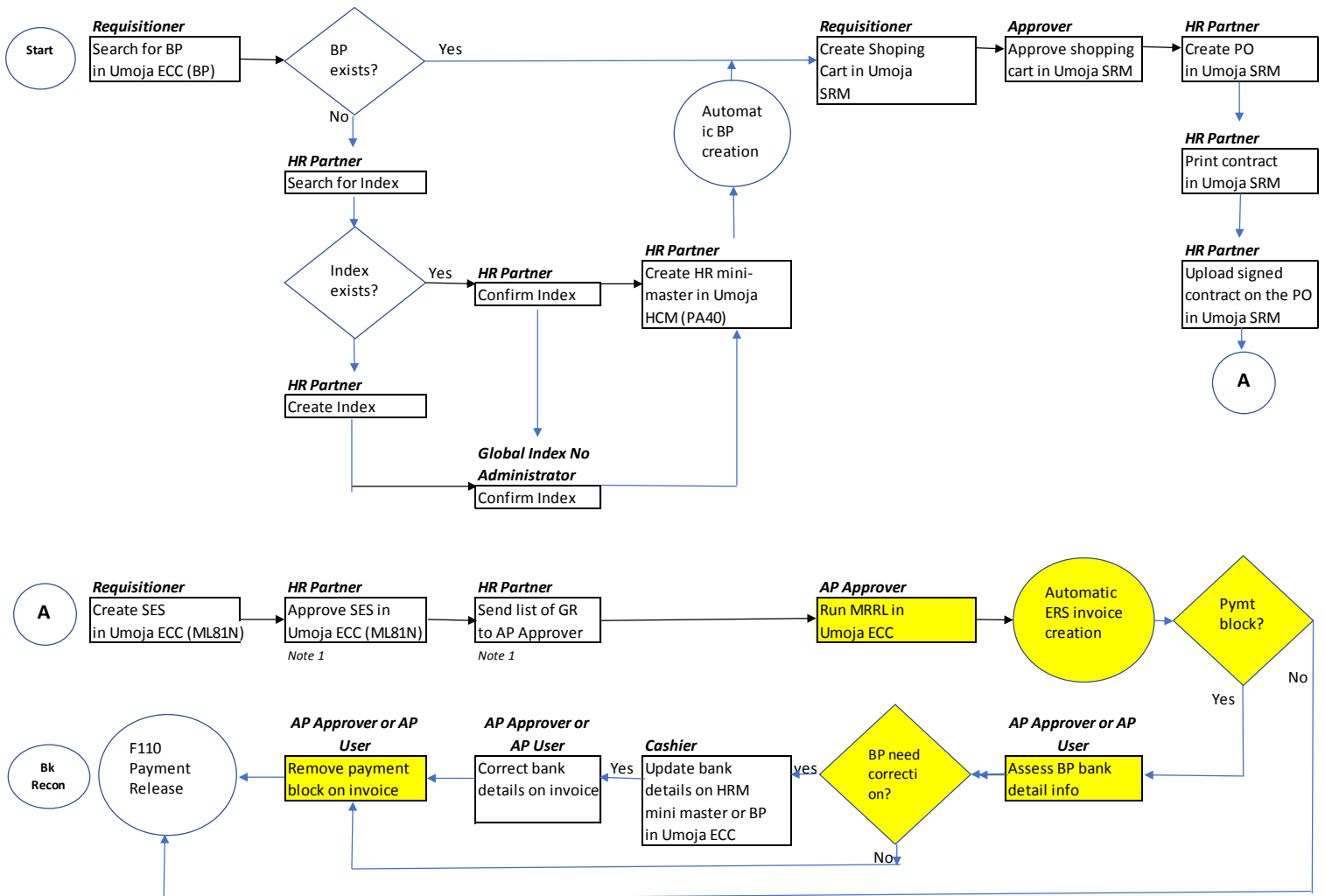
It is important to note that the July 2018 enhancements apply only when the Business Partner reconciliation GL account is 35101810 AP Individual External.



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/departamental_page/master-data-maintenance-0).

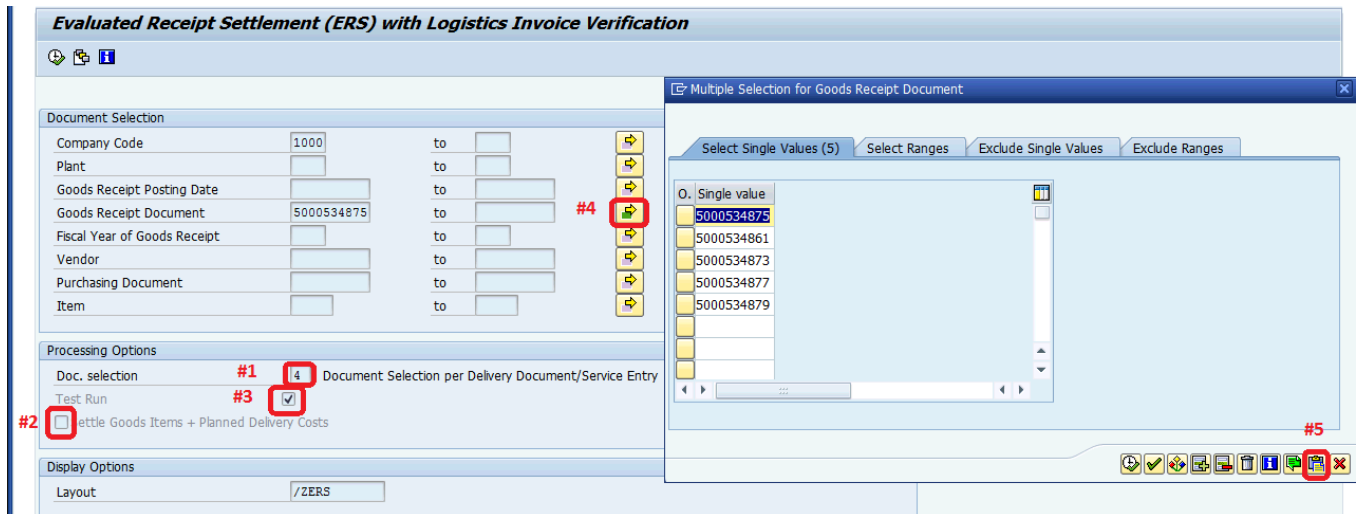
End to End Process

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.



Note 1 The approval workflow for SES is expected to change after completion of training of Certifying Officers.

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



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.

Evaluated Receipt Settlement (ERS) with Logistics Invoice Verification													
Vendor	Purch.Doc.	Ref. Doc.	FYrRef	Rfit	Item	Information Text	Reference	Doc. No.	Year	FI Doc.	DC B/Lading	Smart No.	Pstable
2000001239	2500099990	1000623107	2018	1	1								X
2000011234	2500099247	1000623083	2018	2	1	Issues detected by the system will appear in the Information Text e.g Grant expired							
2000011234	2500099247	1000623083	2018	3	1								
2000014260	2500095960	1000623105	2018	1	1								
2000018538	2500100999	1000623109	2018	1	1								
2000027021	2500103118	1000623111	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.

1000623083 Display Entry Sheet

Entry Sheet: 1000623083 Accepted Returns Indicator

For Purchase Order: 2500099247 1

Short Text: Test-1

Basic Data | **Accept. Data** | Vals. | Vendor Evaln | LongText | History

Acct Assgt Cat.: Project

External Number:

Service Loc.:

Period: -

Price Ref.: 22.01.2018

PRsp. Intern.:

PRsp. Extern.:

Line	D..	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3000464	Consultant Services (Delivery)	1	AU	16,300.00	USD
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3000464	Consultant Services (Delivery)	1	AU	16,000.00	USD

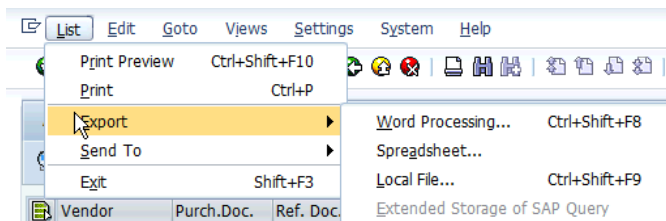
Step 6 – Go back one screen using the Green Arrow, remove the check from the Test Run box, and run MRRL.

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

Evaluated Receipt Settlement (ERS) with Logistics Invoice Verification

Vendor	Purch.Doc.	Ref. Doc.	FYrRef	Rfit	Item	InfoText	Reference	Inv. Doc. No.	Year	FI Doc.	DC B/Lading	Smart No.	Pstable
2000001239	2500099990	1000623107	2018	1	1			5100472517	2018	5100472517			X
2000011234	2500099247	1000623083	2018	2	1			5100472518	2018	5100472518			
2000011234	2500099247	1000623083	2018	3	1			5100472518	2018	5100472518			
2000014260	2500095960	1000623105	2018	1	1			5100472519	2018	5100472519			
2000018538	2500100999	1000623109	2018	1	1			5100472520	2018	5100472520			
2000027021	2500103118	1000623111	2018	1	1			5100472521	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



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:

Financial Accounting Accounts Payable

Company code : IEQ1000
 Vendor account : IEQ2000001239
 Open at key date : 20180222
 Document Number : IEQ5100472517
 Normal Items : X
 Open Items : X
 Name :
 City :

Payment Method comes from BP Master Record
Payment Block is determined by Umoja.

Text comes from SES Short Text field

Symbol	Posting Date	Account	Vendor (BP) first na	Doc...	DocumentNo	ISG	PM	PBk	LCurr	Σ	Amt in Loc Cur	Curr.	Σ	Amount in DC	Text	Fund	BusA	Grant
											1,100.00-	USD		1,100.00-		40MFL	F300	GMNR
	22.02.2018	2000011239	Alain	RE	5100472517						34,300.00-	USD		34,300.00-	SES for February to June 2018	32NFL	F300	M1-32NFL-000083
	22.02.2018	2000014260	Nancy	RE	5100472519		S	E			7,500.00-	USD		7,500.00-	SES for January 2018	32NFL	F300	M1-32NFL-000083
	22.02.2018	2000018538	Roel	RE	5100472520		S	E			7,000.00-	USD		7,000.00-	SES for January 2018	32BEL	F300	M1-32BEL-000003
	22.02.2018	2000027021	Catherine	RE	5100472521		X				1,680.00-	USD		1,680.00-	SES for January 2018	10UNA	F300	GMNR
											51,580.00-	USD	51,580.00-	Match control total per 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:

	MIR7	
	Credit Memo	Subsequent Credit
Open Period	Posting Date must be in open periods for MM, FM, AP, GL, CO and Grant must 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 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 SES needs to be reduced 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

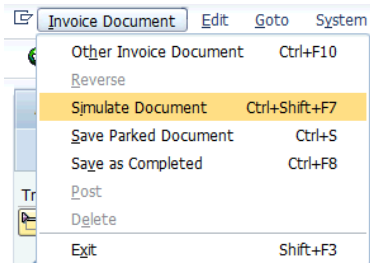
- Step 1** – Enter Document Date and Posting Date
- Step 2** – Enter meaningful Reference
- Step 3** – Enter amount and currency
- Step 4** – Enter text on vendor line
- Step 5** - Enter PO number
- Step 6 and 7** – Verify Quantity and Amount

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text
1	16,300.00	1 AU		2500099247	1		Consultant Services (Delivery)
2	18,000.00	1 AU		2500099247	1		Consultant Services (Delivery)
3		AU		2500099247	1		Consultant Services (Delivery)

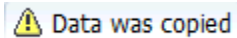
Step 8 – On the Payment Tab, enter the ERS invoice number and fiscal year in the Invoice Reference fields to link the Credit Memo to the Invoice.

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. it cannot be added after the Credit Memo is posted. The Credit Memo document can be reversed with t-code MR8M and recreated with the invoice reference field.

Step 9 – Simulate



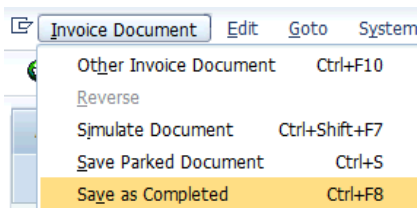
This will trigger a Yellow Message at the bottom of the screen to confirm that payment details have been copied from the ERS invoice to the Subsequent Credit document.



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

Position	Vendor	P..	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T..	Jurisd. Code
1	2000011234	21	K 35101810	Imogen MARTINEAU / London NW1 8...	34,300.00	USD				V0
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

Financial Accounting Accounts Payable																
Company code : IEQ1000 Vendor account : IEQ2000011234 Open at key date : 20180222 Document Number : IEQ5100472518 Normal items : X Open items : X Name : City :																
#1 #2 #3																
Symbol	Account	Vendor (BP)	St	PM	PBk	Doc ...	DocumentNo	Posting Date	LCurr	Σ	Amt in Loc Cur	Curr.	Amount in DC	Inv. ref.	Assignment	Text
	2000011234	Imogen	X	E	RE	5100472518	22.02.2018	USD			34,300.00	USD	34,300.00	5100472518	51004725180012018	SES for February to June 2018
	2000011234	Imogen	X	E	RE	5100472522	22.02.2018	USD			34,300.00	USD	34,300.00	5100472518	51004725180012018	To offset ERS inv 5100472518
											0.00					

- #1 and #2 The Payment Block and Payment Method have been copied automatically from the invoice to the credit note because 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. **This means that 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

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: Subsequent credit Balance: 1,100.00 USD

Basic data | **Payment** | Details | Tax | Contacts | Note

Document date: 23.02.2018 #1 Reference: SUB CRED ERS INV #2
 Posting Date: 23.02.2018 #1
 Amount: 1,100.00 #3 USD Calculate tax
 Tax Amount: V0 (Zero Tax)
 Text: To offset ERS inv 5100472517-Unneeded SES #4
 Paymt terms: Due immediately
 Baseline Date: 23.02.2018
 Company Code: 1000 United Nations New York

Vendor 2000001239
 Mr. Alain GELINAS
 P.O.Box 64082
 L'ANCIENNE-LORETTE QC G QC G2E 6B1
 CANADA
 Bank acct: 0725481
 C.P.D. DE L'UNIVERSITE LAVAL OI

PO Reference: #5 2500099990 Goods/service items
 #7 #7 Layout: #6 All information

Item	Amount	Quantity	O...	Purchase ...	Item	N...	A	Service	IR quantity	PO Quantity	Reference...	GR Blkd Stk	G
1	1100	5,000	EA	2500099990	1		P	3000227	5,000	5,000	1000623107	0	0
2			EA	2500099990	1		P	3000227	0	5,000	1000623108	0	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 Help

Transaction: Subsequent credit Balance: 0.00 USD

Basic data | **Payment** | Details | Tax | Contacts | Note

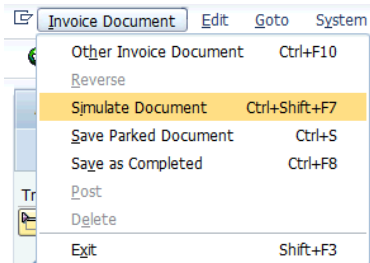
BaselineDt: 23.02.2018 Payt Terms: 2001 Days: \$
 Due on: 23.02.2018 Days: \$
 CashDiscnt: USD Days net: Fixed:
 Pmt Method: Pmnt Block: Free for payment
Inv.ref.: 5100472517 2018
 Part. Bank: House Bank: /

Vendor 2000001239
 Mr. Alain GELINAS
 P.O.Box 64082
 L'ANCIENNE-LORETTE QC G QC G2E 6B1
 CANADA
 Bank acct: 0725481
 C.P.D. DE L'UNIVERSITE LAVAL OI

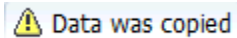
Entering the Invoice Reference is critical to ensure netting of the subsequent credit against the invoice.

Note: The invoice reference can only be entered before the Subsequent Credit is posted i.e. it 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



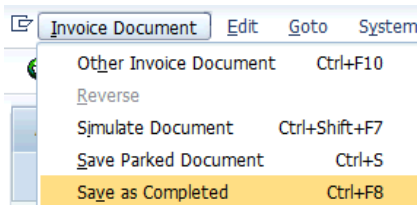
This will trigger a Yellow Message at the bottom of the screen to confirm that payment details have been copied from the ERS invoice to the Subsequent Credit document.



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!**

Position	Vendor	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T..	Jurisd. Code
1	2000001239	K 35101610	Alain GELINAS / L'Ancienne-Lorette Q.	1,100.00	USD			V0	
3		S 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

Financial Accounting Accounts Payable

Company code : IEQ1000
 Vendor account : IEQ2000001239
 Open at key date : 20180302
 Normal items : X
 Open items : X
 Name : Alain GELINAS
 City : L'Anceinne-Lorette QC G2E 6B1

Symbol	Account	Vendor	G/L Acc	Reference	Doc	DocumentNo	SG	PM	PBK	Curr	Amt in Loc	Curr	Amount in DC	Inv. ref.	Assignment	Text
	2000001239	Alain	35101610	5100472517	RE	5100472517			#1	JSD	1,100.00	USD	1,100.00	#2	51004725170012018	
	2000001239	Alain	35101610	SUB CRED ERS INV	RE	5100472529			#3	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 because the Invoice Reference has been (manually) entered on the subsequent credit.
- #3 The assignment has been automatically matched on the subsequent credit. **This means that the two documents will be automatically cleared by the daily F.13 clearing batch.**

* * * * *

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.

Address		Address Overview		Identification		Control		Payment Transactions		Status		Additional Info	
Partner Bank													
Additional Info													
ID	Ctry	Bank Key	Bank Account	Currency	Payment Methods	OFAC Instruction							
1001	IL	010902	30432595	ILS	X								
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:
 - (i) 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 more than one 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, and none of 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;
 - 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

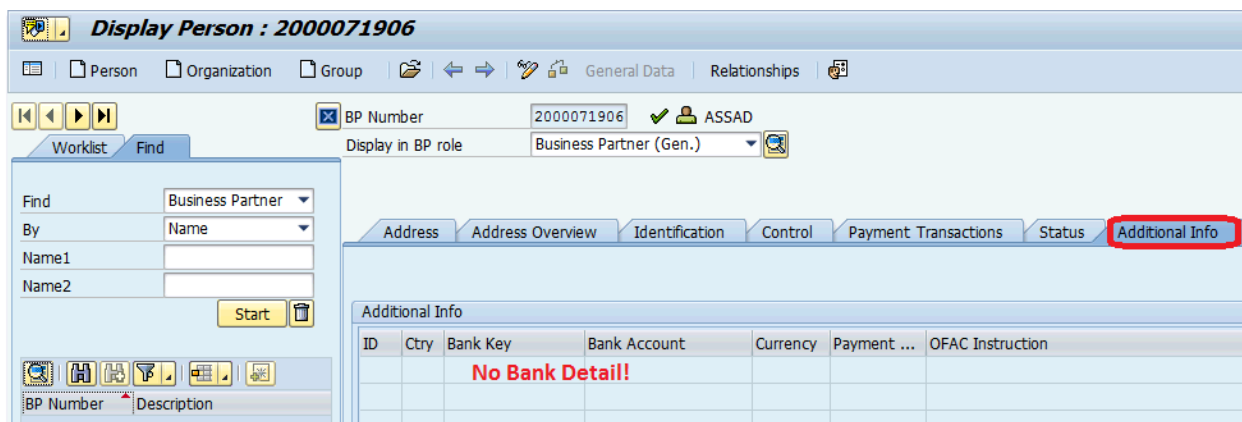
To benefit from the MRRL enhancement during the creation of ERS invoices and minimize the automatic addition of a payment block on invoices, adjustments should be recorded on the HRM master record or the business partner master record (if there is no HRM master) as indicated below.

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

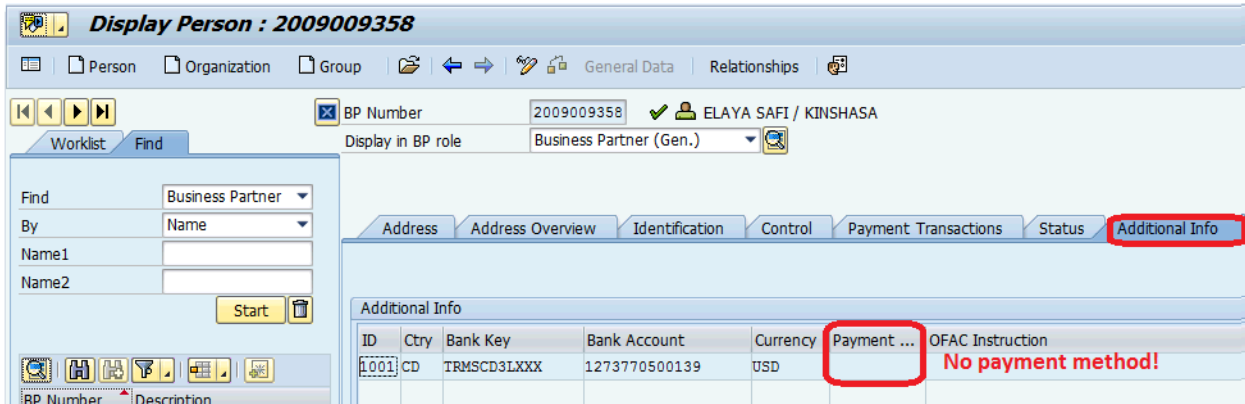
1) Payment block F - "No Bk Detail/PM/AccClerk"

Payment Block F indicates that either:

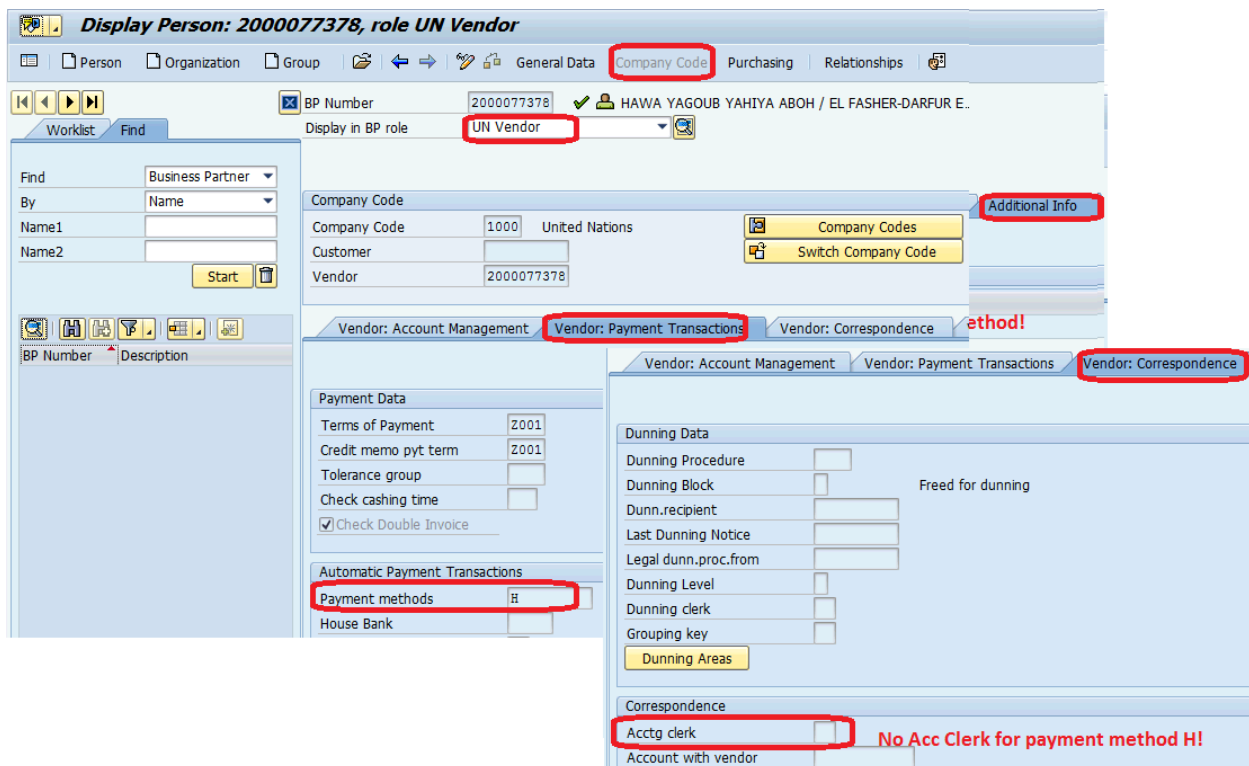
- there is no bank detail; or



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



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.



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 : 2009009520

BP Number: 2009009520 | NKUSWA KADIMA / KINSHASA

Display in BP role: Business Partner (Gen.)

ID	Ctry	Bank Key	Bank Account	Currency	Payment ...	OFAC Instruction
1001	CD	TRMSCD3LXXX	120162005960095	USD	X	More than one bank for USD currency!
1002	CD	AFRICDKSXXX	04001050008	USD	W	

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

Display Person: 2009003133, role UN Vendor

BP Number: 2009003133 | IDRIS

Display in BP role: UN Vendor

Company Code: 1000 United Nations

Vendor: 2009003133

Vendor: Account Management | **Vendor: Payment Transactions** | Vendor: Correspondence

Payment Data

Terms of Payment	Z001
Credit memo pyt term	Z001
Tolerance group	
Check cashing time	
<input checked="" type="checkbox"/> Check Double Invoice	

Automatic Payment Transactions

Payment methods	QYZ
House Bank	

Multiple payment methods! (No Partner 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"

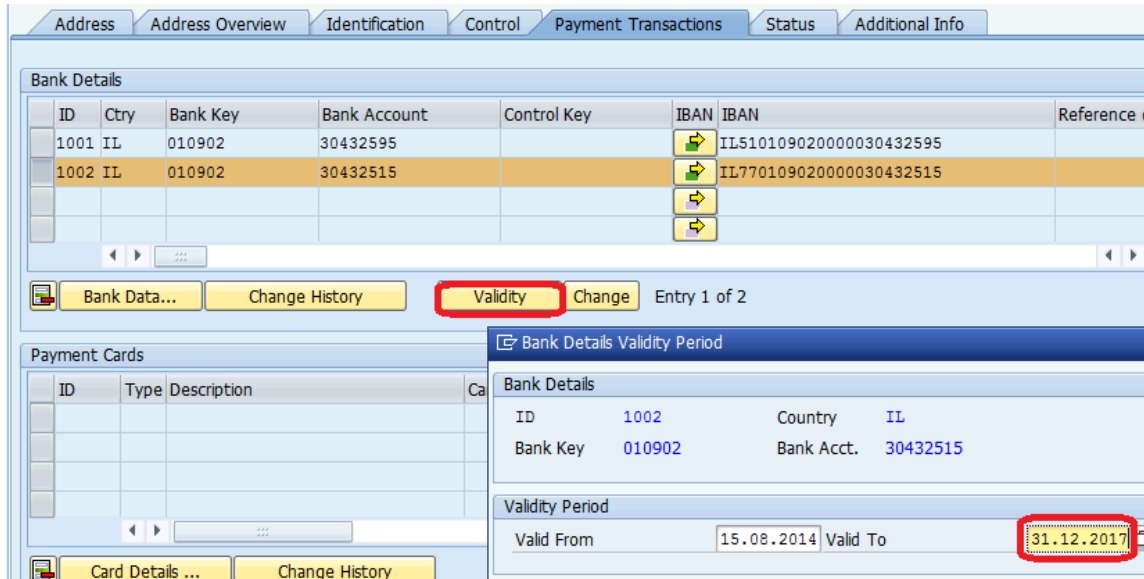
A prerequisite for the issuance of a Financial Authorization to UNDP is that the Vendor Line text field of the ERS invoice contains the UNDP Business Partner. Payment block U means that the ERS invoice was created with Payment Method U and the AP User must manually add the UNDP Business Partner on the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

The screenshot shows the SAP 'Change Document: Line Item 001' interface. Key elements include:

- Vendor Information:** Company Code 1000, Kipande Road, United Nations, Nairobi. G/L Acc 35101510, Doc. no. 5100472475.
- Line Item 1 / Invoice / 31:** Amount 719.00 USD, Tax code V0.
- Additional Data:** Bus. Area S300, Disc. base 719.00 USD, Payt Terms 2012, Bline Date 04.01.2018, Pmnt Block (highlighted), Payment cur., Pmt Method U (highlighted), Assignment 51004724750012018.
- Text Field:** A 'Text' field at the bottom with a 'Long text' button and a red arrow pointing to it.
- Restrictions List:** A list of UNDP business partners with ID ZT41 1400000238 UNDP-TURKMENISTAN highlighted.

5. How to Delete/Expire Bank Details

For individuals who do not have a HRM master record, 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.



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

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