

## FREQUENTLY ASKED QUESTIONS

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- (1) Do I have to complete an MDR2 for copying over a vendor from one company to another?

No. To copy over a vendor from one company to another please email your [AP Contact](#).

- (2) What do I need to do to get a vendor unblocked/ re-activated?

Vendors are blocked for a number of reasons. You can find the reason why a vendor is blocked in the transaction XK03 – Extras – Text.

1- a vendor is blocked due to 18 month of inactivity:

Obtain confirmation on headed paper of the name, bank details and address of the supplier (it could be on the invoice). Send this document (by internal post or email) to Accounts Payable, quoting the relevant vendor number and requesting re-activation.

2- a vendor is blocked due to purchasing restrictions:

Obtain an approval email from

- a) FinRegs if the supplier is a provider of local accommodation, catering or a spin out company
- b) Purchasing Office if the vendor has been blocked on the instruction of the Purchasing Office

Forward the approval email to the Accounts Payable Supervisor Ann Rous or the Finance Operations Manager Ben Reece requesting unblocking.

For more information please see [Blocked Vendors](#)

(3) When is the latest to get invoices over to get paid on the payment run?

Accounts Payable endeavour to post all invoices received by 1pm the day but one prior to a payment run. The sterling payment run takes place each Thursday so invoices would need to be received by AP by 1pm on Tuesday; the US Dollar & Euro payment runs take place each Friday. There are occasional variations for statutory holidays / year end.

If the payment cannot be made to suppliers by automatic payment run allow 5 working days between sending an invoice to AP and the instruction being sent to Santander.

For more information see:

[Payment Methods](#)

[Sterling Payment Run Schedule](#)

(4) What paperwork do I need to complete to make a payment without invoice?

To make a payment without invoice fill in a [Form FP15b](#), enclose a copy of the SAP Purchase Order and all relevant information such as why the payment should be made.

As no VAT invoice will be received the goods or services must be coded VS.

For more information see [Section 15.25 of Financial Procedure 15 \(Purchasing\)](#) (v) Payment Without Invoice.

(5) How do I complete form FP15a?

The information required is the same as when raising a Purchase Order: *Amount, General Ledger Code, VAT Code, Cost Centre, any relevant text.*

The form should be signed by 2 different people:

- box 1 - by the person completing the Form (this confirms the payment has been completed in accordance with FP15.25 (vi))
- box 2 - by an authorised signatory (see [section 15.3](#)).

For more information see [Section 15.25 of Financial Procedure 15 \(Purchasing\)](#) (vi) Request for Payment.

(6) How do I complete/what info is required for a Request for Payment Form [FP15c](#) / [FP15c-Multiple Payment Request](#) (where more than one payment is to be made)

FP15c should only be used in exceptional circumstances where no invoice is available, and where a SAP-generated purchase order cannot be raised (for example balance sheet transactions, grants/bursaries/prizes to students). They must not be used for the supply of goods or services.

The upper section of the form should be completed in full and documentation to support the bank details must be attached.

The lower section of the form mirrors FP15a - the information required is the same as when raising a Purchase Order:

*Amount, General Ledger Code, VAT Code, Cost Centre, any relevant text.*

The form should be signed by 2 different people:

- box 1 - by the person completing the Form
- box 2 - by an authorised signatory (see [section FP15.3](#)).

As no VAT invoice will be received the expenditure must be coded VS.

For more information see [Section 15.25 of Financial Procedure 15 \(Purchasing\)](#)  
(viii) Request for Payment.

#### (7) When and how can I pay via "One-off" account?

If the supplier will not be used again a payment can be made via "One-off" account. Such requests will require a statement why a purchasing card cannot be used. Approval is required as follows:

- Payments up to £200, approval is given by your [AP Contact](#)
- Payments up to £500 enclose an approval email from the Accounts Payable Finance Manager Louise Ashley
- Payments over £500 require approval by the GFD, Finance Director or Financial Controller, but this is only given in exceptional circumstances.

No purchase orders can be raised for one-offs. If you have an invoice complete form [FP15a - Manual Invoice Coding Slip](#), if you don't have an invoice complete form [FP15c - Request for Payment](#). Attach FP15a to the invoice and if there are no bank details on the invoice also attach the letterhead with bank details. Enclose all supporting documentation and the approval email where applicable.

This information is also included in [Section 15.26 of Financial Procedure 15 \(Purchasing\)](#)

It is important to note that the audit trail on the Purchase Ledger side is weaker when the "one-off" vendor is used since it is not possible to search on the payee name.

#### (8) How do I process a credit note, what is the difference between Full and Subsequent?

Credit notes are processed onto SAP in a similar way to invoices, but care should be taken to ensure that the correct type of credit note is processed as choosing the incorrect type can result in an imbalance on the PO between the total goods receipts and total invoice receipts (GR/IR balances).

There are two types of credit notes on SAP – [Full Credit Notes](#) and [Subsequent Credit Notes](#).

##### Full Credit Notes

- matched against reverse Goods Receipts (also known as type 102 reversals in departments);

- affect GR/IR quantities;
  - are usually as a result of goods being returned.
- Examples:
- Changes in quantity as ALL goods returned;
  - Goods never received;
  - Changes in quantity as SOME goods returned.

The GR should be reversed.

### Subsequent Credit Notes

- not matched against a goods receipt (they are matched against the invoice that has already been posted);
  - do not affect GR/IR quantities.
  - are usually as a result of a price difference.
- Examples:
- Overcharges;
  - Group/collective orders and some are returned;
  - VAT only credit notes.

For more information see

[http://www2.warwick.ac.uk/services/finance/training\\_documents/fo\\_skills\\_-\\_creditnotesdetails.pdf](http://www2.warwick.ac.uk/services/finance/training_documents/fo_skills_-_creditnotesdetails.pdf)

(9) Has the invoice been posted on SAP/paid?

There are 2 ways to look if the invoice has been paid:

1- Through the transaction FBL1N:

Program Edit Goto System Help

**Vendor Line Item Display**

Data Sources

Vendor selection

Vendor account 10038353 to

Company code 1 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 20.11.2013

Cleared items

Clearing date to

Open at key date

All items

Posting date 010113 to 201113

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

Net due date to

Input the vendor N and the date of the invoice.

Execute

Documents that are marked  haven't been paid yet.

Vendor Line Item Display

Vendor: 10041122  
Company Code: 1  
Name: BOLLING COFFEE LTD  
City: HUDDERSFIELD

St	Type	DocumentNo	Reference	User	Entry Date	Doc. Date	Net due dt	Curr.	Amount in doc. curr.	Check number
<input type="checkbox"/>	RE	5111880814	INV69886C0	FOSHA1	22.11.2013	14.11.2013	14.12.2013	GBP	276.00-	
<input type="checkbox"/>	RE	5111880815	INV69885C0	FOSHA1	22.11.2013	14.11.2013	14.12.2013	GBP	120.00-	
<input type="checkbox"/>	RE	5111880816	INV69887C0	FOSHA1	22.11.2013	14.11.2013	14.12.2013	GBP	222.00-	
<input type="checkbox"/>	RE	5111881253	INV70245	FOSHA1	27.11.2013	20.11.2013	20.12.2013	GBP	1,215.00-	
<input type="checkbox"/>	RE	5111881363	INV70344	FOSHA1	27.11.2013	22.11.2013	22.12.2013	GBP	1,080.00-	
<input type="checkbox"/>	RE	5111881364	INV70345	FOSHA1	27.11.2013	22.11.2013	22.12.2013	GBP	1,122.88-	
									13,133.76-	

Vendor: 10041122  
Company Code: 1  
Name: BOLLING COFFEE LTD  
City: HUDDERSFIELD

St	Type	DocumentNo	Reference	User	Entry Date	Doc. Date	Net due dt	Curr.	Amount in doc. curr.	Check number
<input type="checkbox"/>	ZB	2100498124		FOSAW	07.06.2012	07.06.2012	07.06.2012	GBP	1,386.24	
<input type="checkbox"/>	RE	5111718649	INV46789	FOSHAH	29.05.2012	16.05.2012	15.06.2012	GBP	765.07-	
<input type="checkbox"/>	RE	5111720671	INV46778	FOSHAH	01.06.2012	15.05.2012	14.06.2012	GBP	188.71-	
<input type="checkbox"/>	RE	5111720814	INV46942	FOSHAH	01.06.2012	18.05.2012	17.06.2012	GBP	380.86-	
<input type="checkbox"/>	RE	5111720816	INV46887	FOSHAH	01.06.2012	17.05.2012	16.06.2012	GBP	51.60-	
<input type="checkbox"/>	ZB	2100498862		FOSAW	14.06.2012	14.06.2012	14.06.2012	GBP	652.57	
<input type="checkbox"/>	RE	5111720658	INV47002	FOSHAH	01.06.2012	21.05.2012	20.06.2012	GBP	166.80-	
<input type="checkbox"/>	RE	5111720659	INV47094	FOSHAH	01.06.2012	22.05.2012	21.06.2012	GBP	379.97-	

Document that are marked  have been paid.

2100\*\*\*\*\* - payment reference number,

Entry Date on the same line – a date when the payment was made,

Amount – total amount

In this case there 4 invoices were paid on 7.06.2012

Double click on the payment ref. N will bring you to the screen from which you can print BACS Remittance (see [How to print BACS Remittance?](#)).

Note: payments made in US\$ or Euro have a 2100\*\*\*\*\* reference but no remittances are produced for these types of payments.

## 2 - Through the PO – transaction ME23N:

SciQuest PO 5500032710 Vendor 10002185 AIR LIQUIDE UK LTD Doc. date 05.07.2013

St	Item	A	Material	Short Text	PO Quanti	OU	Net Price	Curre	Per	OP	Deliv. Date	Plnt	Stor. Locat	Matl Group	Info Rec.
	1	P	74539	Oxygen N5.0.99.999%	1	EA	83.81	GBP	1	EA	06.07.2013	School of En		Gases	

Add Planning

Item [ 1 ] 74539, Oxygen N5.0.99.999%

Sh.	MVT	Material Docu.	Item	Posting Date	Quantity	Delivery co	OU	Amount in LC	L.cur	Amount	Crcy	Tr./Ev.	Company Code	Time of Entry
GR	101	6212071387	1	22.07.2013	1	0	EA	100.57	GBP	100.57	GBP	Goods receipt	1	10:29:30
GR					1	0	EA	100.57	GBP	100.57	GBP	Goods receipt	1	10:27:53
IR-L		5111878746	1	15.11.2013	1	0	EA	100.57	GBP	100.57	GBP	Invoice receipt	1	10:27:53
IR-L					1	0	EA	100.57	GBP	100.57	GBP	Invoice receipt	1	10:27:53

Click on the document number

Invoice Document Edit Goto System Help

**Display Invoice Document 5111878746 2013**

Show PO structure Follow-On Documents ...

Transaction Invoice 5111878746 2013

Basic data Payment Details Tax Contacts Note

Invoice date 12.07.2013 Reference 40-3038  
 Posting Date 15.11.2013 Period 4  
 Amount 100.57 GBP Calculate tax  
 Tax Amount 16.76 V1 (Input VAT: Standard Rate)  
 Text  
 Paymt terms 30 Days net  
 Baseline Date 12.07.2013  
 Company Code 1 University of Warwick COVENTRY

Vendor 0010038353  
 AIR LIQUIDE UK LTD  
 NEWFIELD INDUSTRIAL ESTATE, TUNSTALL  
 STAFFORDSHIRE  
 STOKE-ON-TRENT ST6 5PD  
 Co Reg 232592  
 specgas.aluk@airliquide.com  
 Bank acct 12808862 185008  
 Alternate Payee

PO Reference

Item	Purchase Or	Item	PO Text	Quantity	Or	Amount	Tax Code	PO Quantity	Received	Settled	S
1	5500032710	1	Oxygen N5.0.99.999%	1	EA	83.81	V1 (Input	11	1		

Layout PO history

Item Search Term 0 / 0 Items

Click on 'Follow-On Documents'

Document Edit Goto Extras Settings Environment System Help

**Display Document: Overview**

Taxes Display Currency

Document Number 5111878746 Company Code 1 Fiscal Year 2013  
 Document Date 12.07.2013 Posting Date 15.11.2013 Period 4  
 Reference 40-3038 Cross-CC no.  
 Currency GBP Texts exist

Items in document currency

Item	PK	BusA	Acct no.	Description	Tx	Amount in	GBP
001	31		10038353	AIR LIQUIDE UK LTD	V1	100.57	-
002	86		540500	GR/IR C1g A/c	V1	100.57	

Item 1 / 2 Debit/Credit 100.57

Double-click on the 1<sup>st</sup> line in Description

Document Edit Goto Extras Environment System Help

**Display Document: Line Item 001**

Additional Data

Vendor 10038353 AIR LIQUIDE UK LTD G/L Acc 540001  
 Company Code 1 NEWFIELD INDUSTRIAL ESTATE, TUNSTAL  
 University of Warwick STOKE-ON-TRENT Doc. no. 5111878746

Line Item 1 / Invoice / 31  
 Amount 100.57 GBP  
 Tax code V1

Additional Data  
 Disc. base 100.57 GBP Disc. Amount 0.00 GBP  
 Payt Terms 0011 Days/percent 30 0.000 % 0 0.000 % 0  
 Bline Date 12.07.2013 Fixed  
 Pmnt Block Invoice ref. / / 0  
 Pmt Method  
 Assignment  
 Text Long text

If the result looks like above the invoice hasn't been paid yet.

If you see 'Clearing' field it means that the invoice was paid.  
 The date is the date when the payment was made.  
 2100xxxxxxx – the payment reference number.

Document Edit Goto Extras Environment System Help

**Display Document: Line Item 001**

Additional Data

Vendor 10000043 ADT FIRE & SECURITY PLC G/L Acc 540001  
 Company Code Z100 MUCKLOW HILL  
 UWSP Business Innovation HALESOWEN Doc. no. 5180000164

Line Item 1 / Invoice / 31  
 Amount 1,396.96 GBP  
 Tax code V1

Additional Data  
 Disc. base 1,396.96 GBP Disc. Amount 0.00 GBP  
 Payt Terms 0011 Days/percent 30 0.000 % 0 0.000 % 0  
 Bline Date 30.08.2013 Fixed  
 Pmnt Block Invoice ref. / / 0  
 Pmt Method  
 Clearing 03.10.2013 / 2100000046  
 Assignment  
 Text Long text

Double-click on payment ref. N will bring you to the transaction FBL1N.

You can print BACS Remittance from this screen ( see [How do I print a BACS Remittance?](#))

Note: payments made in US\$ or Euro have a 2100\*\*\*\*\* reference but no remittances are produced for these types of payments.

#### (10)How do I print a BACS Remittance?

Through the transactions FBL1N or ME23N:

- 1- Double click on the payment reference N 2100\*\*\*\*\*

2- Click on the "Services for Object"

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Services for Object Additional Data

Ve 41 DHL INTERNATIONAL (UK) LTD G/L Acc 540001  
 Company Code 1 178-188 GREAT SOUTH WEST ROAD  
 University of Warwick MIDDLESEX Doc. no. 5111879561

Line Item 1 / Invoice / 31  
 Amount 104.64 GBP  
 Tax code \*\*

Additional Data  
 Disc. base 104.64 GBP Disc. Amount 0.00 GBP  
 Payt Terms 0011 Days/percent 30 0.000 % 0 0.000 % 0  
 Bline Date 08.11.2013 Fixed Invoice Ref. / / 0  
 Pmnt Block  
 Pmt Method  
 Clearing 28.11.2013 / 2100571412  
 Assignment  
 Text Long text

3- Click on the "Attachment list"

Acctng Doc Line Item 1 51118795612013001

Attachment list

4- Double click on

Service: Attachment list

AttachmentFor1 21005714122013001

Icon	Title	Creator Name	Created On
	Covus Presenter Document		28.11.2013

(11) Why is my payment reference number 15\*\*\*\*\*?

If the payment has been made by CHAPS or via our correspondent bank – Santander – the payment transaction will have a 15\*\*\*\*\* reference number; there will not be a related remittance.