FREQUENTLY ASKED QUESTIONS

(1) Do I have to complete an MDR2 for copying over a vendor from one company to another?
(2) What do I need to do to get a vendor unblocked/ re-activated?
(3) When is the latest to get invoices over to get paid on the payment run?
(4) What paperwork do I need to complete to make a payment without invoice?
(5) How do I complete form FP15a?
(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)
(7) When and how can I pay via "One-off" account?
(8) How do I process a credit note, what is the difference between Full and Subsequent?
(9) Has the invoice been posted on SAP/paid?
(10) How do I print a BACS Remittance?
(11) Why is my payment reference number 15********?

(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 1pn 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

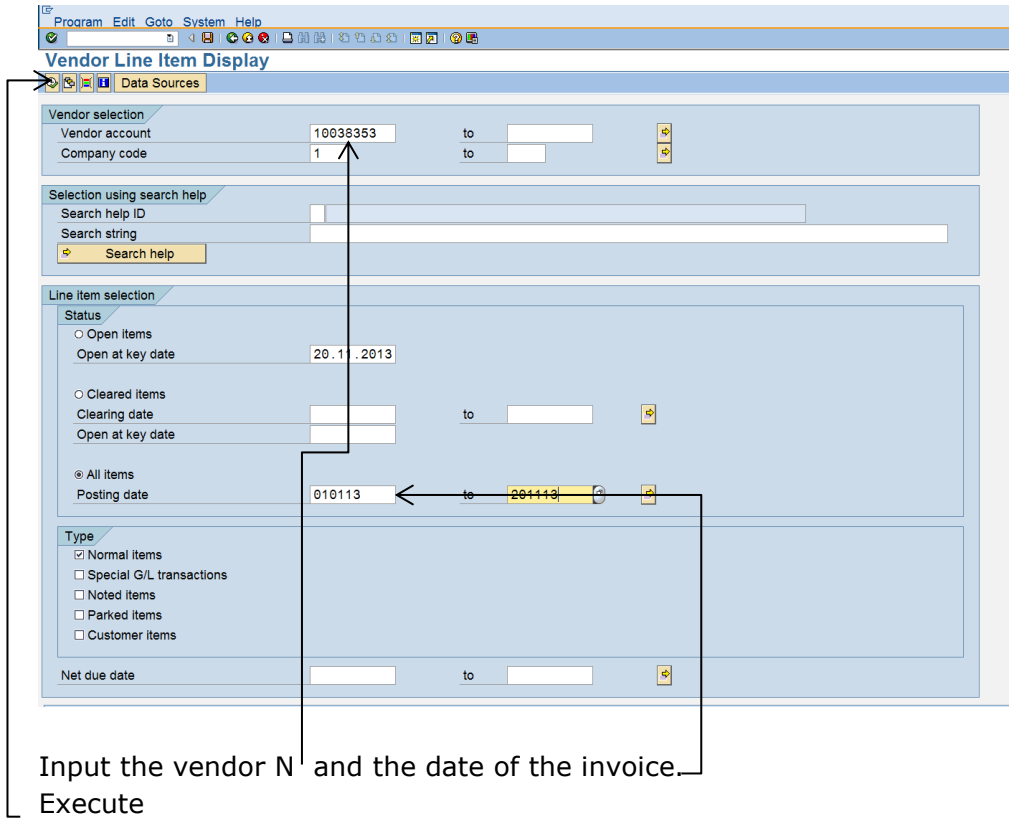
- not matched against a goods receipt (they are matched against the invoice that has already been posted);
- do not affect GR/IR quantities.
- are usually as a result of a price difference.
  Examples:
  - Overcharges;
  - Group/collective orders and some are returned;
  - VAT only credit notes.

For more information see
http://www2.warwick.ac.uk/services/finance/training_documents/fo_skills_-_creditnotesdetails.pdf

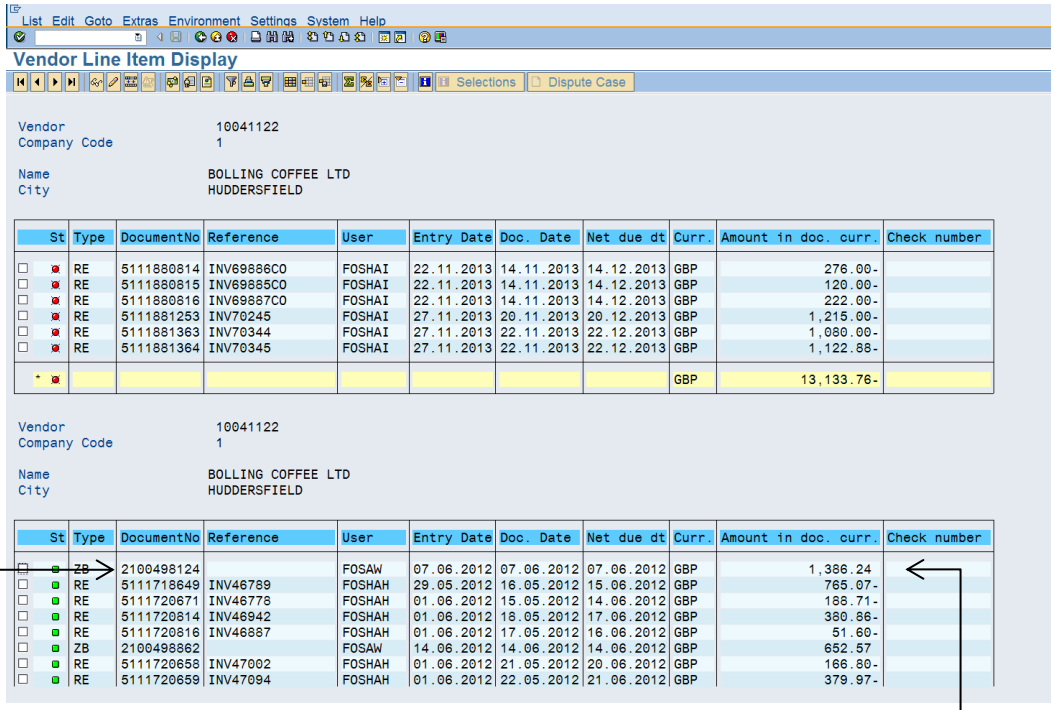
(9) Has the invoice been posted on SAP/paid?

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

1- Through the transaction FBL1N:



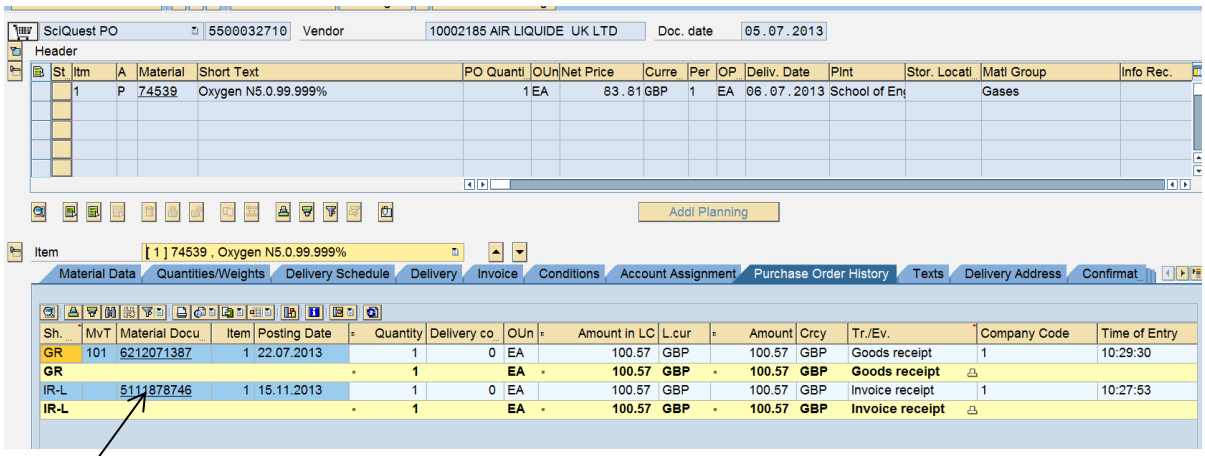
Documents that are marked haven't been paid yet.



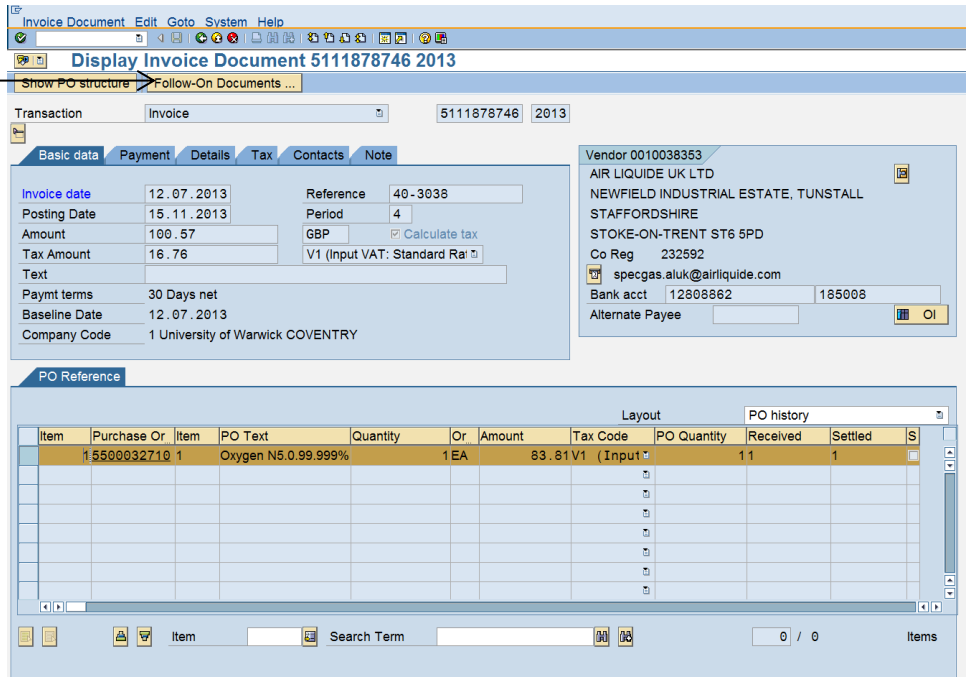
Document that are marked have been paid.
2100****** - payment reference number,
Entry Date on the same line – a date when the payment was made,
Amount – total amount
In this case there 4 invoices were paid on 7.06.2012

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.

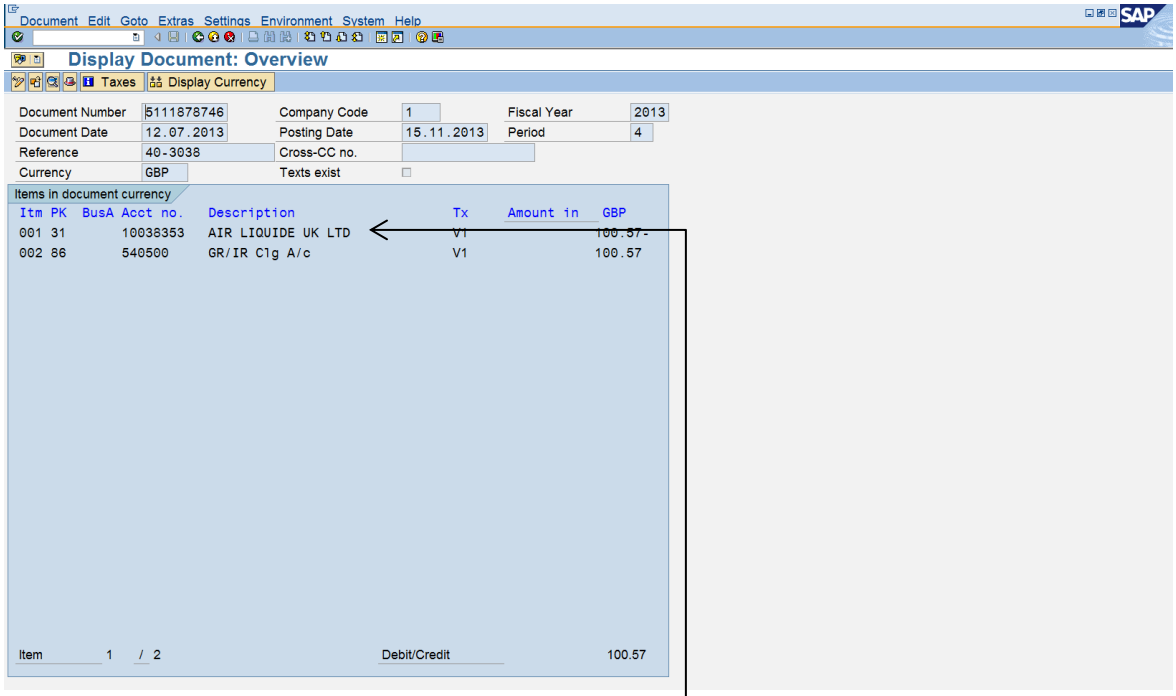
2 - Through the PO – transaction ME23N:



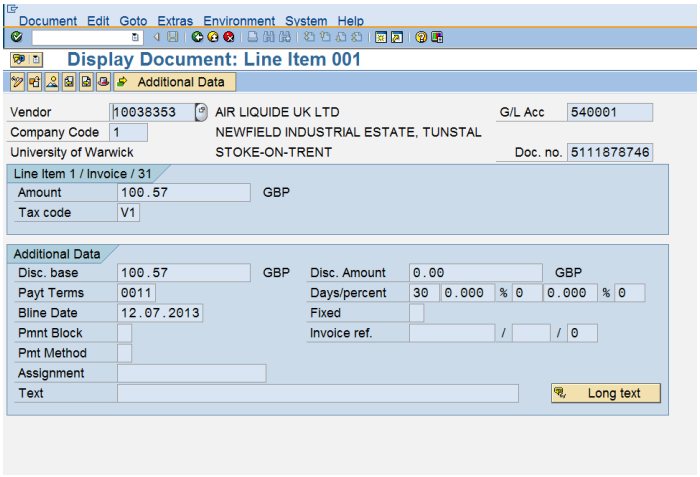
Click on the document number



Click on 'Follow-On Documents'

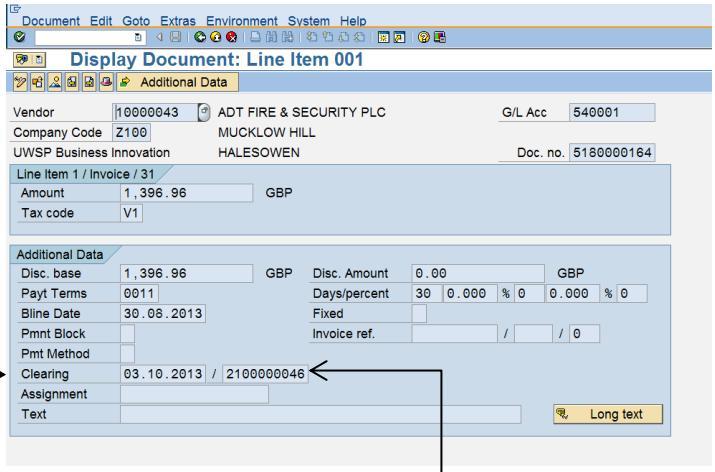


Double-click on the 1st line in Description



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.
2100xxxxxxxx – the payment reference number.



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?)

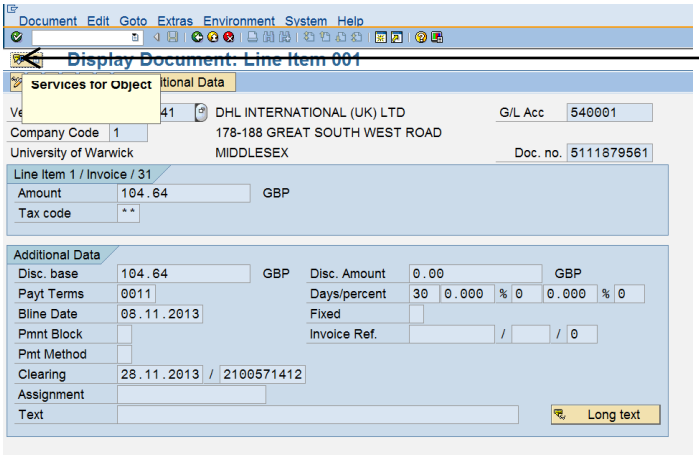
Note: payments made in US$ or Euro have a 2100****** reference but no remittances are produced for these types of payments.

(10)How do I print a BACS Remittance?

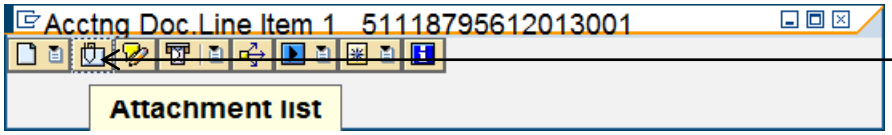
Through the transactions FBL1N or ME23N:

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

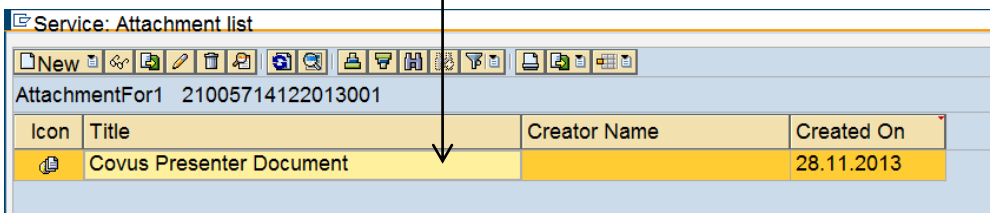
2- Click on the "Services for Object"



3- Click on the "Attachment list"



4- Double click on



(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.