SAP_Report of Incoming invoice verification with WorkFlow info.

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1   Access and data selection

This report allows users to view and analyze invoices that have incidents of confrontation, by type of incident, actions, status, deadlines and responsible. It provides control and recognition of all invoices parked or blocked for payment arising from incidents in the confrontation of the vendor invoice against the information of purchase orders and goods receipt registered in SAP.

This report includes details of the following cases:

- Details of invoices affected by each kind of incident.
- Current status of the resolution about all incidences for each invoice.
- Person responsible of solving the invoice incidences.
- Details about the tasks that have been completed up to invoice release.
- A counter to measure the elapsed resolution time for incidence.
- Control about the credit memos requested to vendors. It also allows to cancel a credit memo request.
- Enables the navigation through the MRBR transaction, in display mode, in order to see the incidences details (quantity and Price incidences).
- Enables the navigation through the MM documents (purchase order and goods receipt) included in the invoice with incidence.

It also includes two execution modes:

- **Normal Mode:** Shows one line by invoice/kind of incidence with current situation.
- **Log Mode:** Shows one line for each action performed during the incidence resolution process.

The transaction is: **ZWF_MM_IV_LOG**

Incoming Invoice Verification with WF Info

Invoices Selection

Company Code	☑	to		➡
Business Area		to		➡
Vendor		to		➡
Invoice Document No.		to		➡
Year	☑	to		➡
Created ON		to		➡

1

Status Selection

☐ Parked Invoices	Status Parked		to	➡
☐ Quantity Incidence	Status Qty		to	➡
☐ Price Incidence	Status Prc		to	➡

Processed by (User Name)		➡
Current Agent		➡

Total incidence Days		to	➡
Days in current status		to	➡

2

Aditional Options

☐ Get TMS User

3

Execution Mode Selection

⦿ Normal Mode
◯ Log Mode
ALV Layout Variant

4

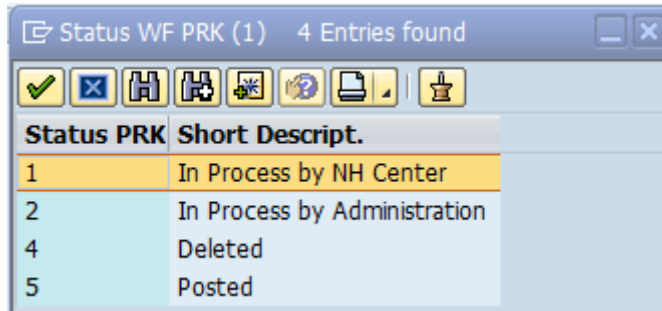**1.** In block "Invoices selection," the user can filter by:

- Company code (Mandatory field).
- Business area.
- Vendor.
- Invoice document number.
- Year (Mandatory field).
- Date of creation.

2. In block "Status selection", we can select the type of incidents:

- Parked invoices.
- Quantity incidences.
- Price incidences.

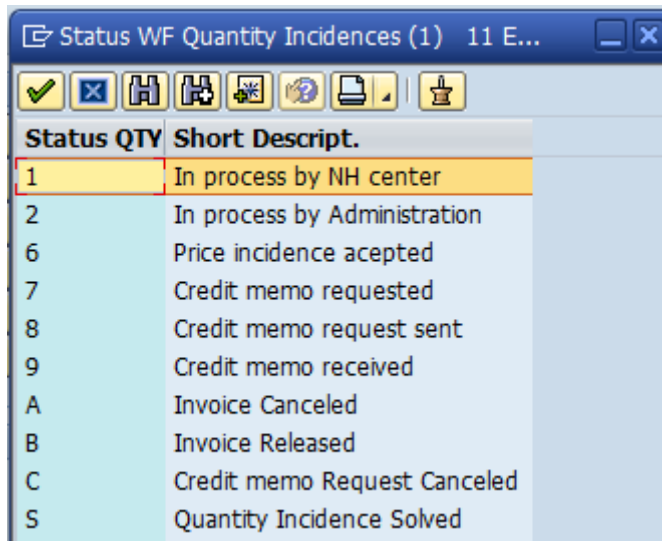Within each one of them we can filter by one or more status:
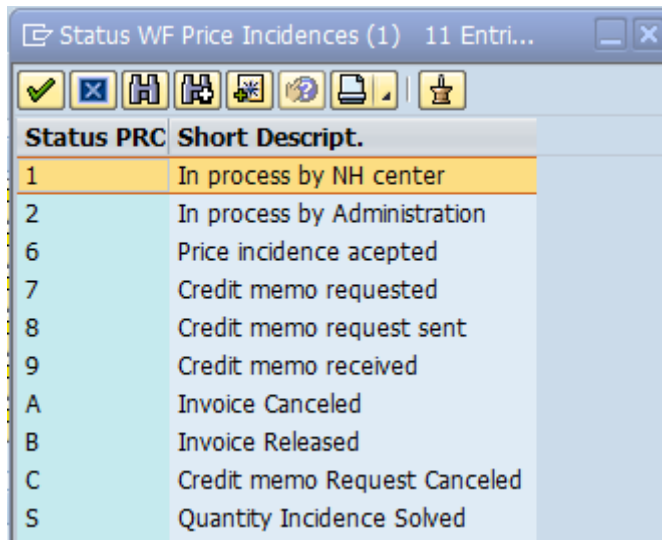
Status parked invoices:

- **In process by NH Center:** When Administration detects that a delivery note or any part thereof has not been registered, it communicates with the user NH to perform the goods receipt.
- **In process by Administration:** Once the user NH solves the incidence, the invoice must be posted by administration.
- **Deleted:** Deleted document by administration.
- **Posted:** Administration completes the processing of the invoice.

Status Quantity and Price incidences:

nh | HOTEL GROUP

Status PRC	Short Descript.
1	In process by NH center
2	In process by Administration
6	Price incidence acepted
7	Credit memo requested
8	Credit memo request sent
9	Credit memo received
A	Invoice Canceled
B	Invoice Released
C	Credit memo Request Canceled
S	Quantity Incidence Solved

- **In process by NH Center:** By registering the vendor´s invoice, price and / or quantity discrepancies are detected with the corresponding purchase order.
- **In process by Administration:** Once the user NH solves the incidence, the invoice can be released for payment.
- **Price incidence accepted:** User NH has solved the price incidence.
- **Credit memo requested:** User NH determines that, for a price or quantity incidence, the supplier must send a credit memo.
- **Credit memo request sent:** A same invoice can have price and quantity incidences ongoing. The credit memo request will not be sent until all issues are completed, performing in this case, by the sum of the differences in price and quantity detected.
- **Credit memo received:** The supplier sends the credit memo to NH.
- **Invoice cancelled:** User NH determines that the invoice sent by the supplier is not correct.
- **Invoice released:** Once completed all incidents related to an invoice, this is released for payment.
- **Credit memo request canceled:** User NH cancels the credit memo request.
- **Quantity incidence Solved:** User NH has solved the quantity incidence.

3. In the Block "Additional options" marking this flag and depending on the "layout" used, the system displays the TMS user who owns the incidence.

4. In the Block "Execution mode selection", we can select between Normal mode and Log mode:

- **Normal Mode:** Shows one line by invoice/kind of incidence with current situation.
- **Log Mode:** Shows one line for each action performed during the incidence resolution process.

2   Data Shown

Running the report in normal mode, shows one line per invoice / incidence type with current situation:

All the information related to the document will be shown: Type of incidence, invoice document number, fiscal year, name processed by, Status description, current agent name, Company code, business area, vendor, vendor name, nominated vendor, document date, created by, reference, gross invoice amount, currency, PO line missing, PO consumed, days since incidence, days in current step, total amount of incidence, action description, processed on, reason to send SSC/ hotel, reason description and amount credit memo.

Running the report in log mode, shows us one line for each action performed during the incidence resolution process.

Options available in the report:

The report provides the following options to perform a detailed analysis of the invoice incidences:

  Shows the workflow logs related with the selected invoice / incidence.
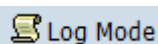
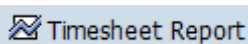 Displays the users responsible for the treatment of the incidence.

  (Only incidences of quantity / price). It leads us to the transaction MRBR display mode and displays the details of the incidence to item level, including two fields that indicate the quantity and unit price that the supplier must indicate in the credit note to be sent to release the invoice.

Log Mode Shows the history of actions performed for each of the selected invoices / incidences.

	Tipo de Incidencia	Descr.tipo Incidenc	Nº doc.factura	Ejercicio	Descripción Estado	Nombre Respon Act	Descrip de Acción	Nombre	Tratado el	Sociedad	Nombre empresa
	MM-IV-PK	Packing Slip Missing	5106586139	2016	In processing by Administration	ALMOND CUNTAPAY	Sent to NH center	MIA DE LA CRUZ	28.06.2016 15:10:42	ES10	NH HOTELES ESPAÑA, S.A
	MM-IV-PK	Packing Slip Missing			In processing by Administration	ALMOND CUNTAPAY	Sent to Admin	SUSANA DE PRADO HUERTA	28.06.2016 15:32:59	ES10	NH HOTELES ESPAÑA, S.A

Incoming Invoice Verification with WF Info LOG

Timesheet Report Shows the elapsed time for each step of the workflow.

Descripc.tipo Incidenc	Nº doc.factura	Ejercicio	Descripción Estado	Días desde que se cr	Description Step	Días del paso actual	Creado el	Step Processor Descr	Cerrado a las	Nombre
Packing Slip Missing	5106586139	2016	In processing by Administration	98	In Administration	63	26.04.2016 16:34:42	LENY GRACE BARRO	28.06.2016 15:10:47	MIA DE LA CRUZ
		2016	In processing by Administration	98	In NH Center	0	28.06.2016 15:10:48	SUSANA DE PRADO HUERTA	28.06.2016 15:33:03	SUSANA DE PRAD
		2016	In processing by Administration	98	In Administion	35	28.06.2016 15:33:03	JOREL REYES		

Incoming Invoice Verification with WF Info Timesheet
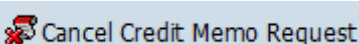
Cancel Credit Memo Request Allows to reverse a credit memo request <u>if the user has the corresponding authorizations</u> to do so. It is only available for invoices with a requested credit memo, which has not yet been received. When the credit memo request is canceled, a new workflow is triggered in order to treat the invoice incidence.

Another options available in the report:

- In the field "reason to send to SSC/Hotel" if the user has completed the field "free text", the report gives us the opportunity to consult the text it by clicking on the reason to send.

	Gross inv. amnt	Currency	PO Line Missing	PO Consumed	Days since incidence	Days in current step	Tot amount of incic.	Action description	Processed On	Reason to send to SS	Reason Description
	11.124,03	EUR	X		17	2	0,00	Sent to Admin	02.08.2016 11:52:28	GR_DONE	GR is done. Proceed to Post the Invoice

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Display Rejection Reason on Release: MM-IV-PK51067676222016201608022

```
F.. L Row Text                                                    R
       ....+....1....+....2....+....3....+....4....+....5....+....6....+....7...
*     please post asap and release for payment
*     GR: 5001688893
*     thanks
```

- In the "Inv. Doc. No" field, we can display the invoice document by clicking on the document number.

	Descripc Kind Incid	Inv. Doc. No.	Fiscal Year	Name Processed by	Status Description	Current Agent Name	Company Code	Business area	Vendor	Vendor Nar
	Packing Slip Missing	5106767622	2016	STOREKEEPER NH EUROBUILDING	In processing by Administration	ALMOND CUNTAPAY	ES10	ES10NH COLLECTION EUROBUILDING	834	ANTONIO D

Incoming Invoice Verification with WF Info

3   Document version

Version	Corporate area	Approved by	Type of document	Date
1	IT & Organization Department		Related document	September 2016