

Logistics Invoice Verification (MM-IV-LIV)



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Icons

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	Example
	Note
	Recommendation
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Logistics Invoice Verification (MM-IV-LIV)

Purpose

Logistics Invoice Verification is a part of *Materials Management* (MM). It is situated at the end of the logistics supply chain that includes Purchasing, Inventory Management, and Invoice Verification. It is in Logistics Invoice Verification that [incoming invoices \[Seite 11\]](#) are verified in terms of their content, prices, and arithmetic. When the invoice is posted, the invoice data is saved in the system. The system updates the data saved in the invoice documents in Materials Management and Financial Accounting.

Integration

Logistics Invoice Verification is closely integrated with the components *Financial Accounting* (FI) and *Controlling* (CO). It passes on the relevant information about payments or invoice analyses to these components.

Features

In *Materials Management*, *Logistics Invoice Verification* has the following features:

- It completes the material procurement process, which started with the purchase requisition and resulted in a goods receipt.
- It allows invoices that do not originate in materials procurement (such as services, expenses, course costs) to be processed.
- It allows credit memos to be processed, either as invoice reversals or return deliveries.

An invoice can be processed in *Logistics Invoice Verification* in various ways:

- [Invoice Verification Online \[Seite 19\]](#)

You receive an invoice and enter the information contained in it in the system, comparing the data (such as quantities and values) suggested by the system with that in the invoice and making any necessary corrections. You then post the invoice. In the SAP System, a distinction is made between the following types of invoices:

- Invoices with purchase order reference

All the items in a purchase order can be settled. With purchase-order-based Invoice Verification, all the items of a purchase order can be settled together, regardless of whether an item has been received in several partial deliveries.

- Invoices with goods receipt reference

Each goods receipt is settled separately.

- Invoices without purchase order reference

Invoices can be posted directly to G/L accounts or material accounts.

- [Parking \[Seite 60\] \[Seite 60\]](#)

You receive an invoice, enter the data in the system, and save the invoice document. The system does not make any postings. You can change this parked document. When you have finished changing the document, you can post the parked document.

- [Invoice Verification in the Background \[Seite 66\]](#)
 You receive an invoice, only enter the total amount of the invoice and match the invoice up with another system document. The system then checks the invoice in the background. If no errors occur, the system also posts the invoice in the background. If errors do occur, the system saves the invoice and you then have to process it in a separate step.
- [Automatic Settlement \[Seite 174\]](#)
 - Evaluated Receipt Settlement (ERS)
 Here, you do not receive any invoices from your vendors, but post them yourself based on information contained in purchase orders and goods receipts.
 - Consignment and pipeline settlement
 You are not expecting a vendor invoice, instead you settle posted withdrawals yourself and send the vendor a statement of the settlement.
 - Invoicing plan
 You do not wait for the vendor invoice for goods supplied or services performed every time. Instead you create invoices based on the dates scheduled in the purchase order and these trigger the payment to the vendor.
 - Revaluation
 You determine difference values based on retroactively valid price changes and create the associated settlement documents. You send these documents to the vendor.
- [Invoices Received via EDI \[Seite 214\]](#)
 The invoice information is transmitted to the SAP System using electronic data interchange and the system tries to post the invoice automatically. If errors occur, you have to process the invoice manually.

Comparison with Conventional Invoice Verification

Logistics Invoice Verification was developed to take into account requirements that were technically not possible in the conventional Invoice Verification component, such as distributing MM and FI to separate systems.

All the functions in conventional Invoice Verification are available in *Logistics Invoice Verification*. If required, you can use conventional Invoice Verification and *Logistics Invoice Verification* alongside each other.

The following functions are available only in *Logistics Invoice Verification*:

- [Worklist that you can show or hide \[Seite 17\]](#)
- [PO structure that you can show or hide \[Seite 15\]](#)
- [Unlimited multiple allocation \[Seite 23\]](#)
- [Manual invoice reduction \[Seite 51\]](#)
- [Total-based invoice reduction \[Seite 159\]](#)
- [Invoice verification in the background \[Seite 66\]](#)

- [Verification of invoices with installment conditions \[Seite 98\]](#)
- [Posting across company codes \[Extern\]](#)
- Control of document parking using workflow

See also:

[Transaction Codes in Logistics Invoice Verification \(MM-IV-LIV\) \[Extern\]](#)

Incoming Invoice

Definition

Document from an invoicing party containing the payments to be made based on business transactions performed in Purchasing and Inventory Management. An incoming invoice can be an invoice or a credit memo.

Use

An invoice contains various information, such as:

- Who issued the invoice?
- Which transaction does the invoice refer to?
- How much tax do you have to pay?

One of the basic questions is the invoice reference, which enables you to clearly allocate the invoice to a business transaction. If such a reference exists, the system uses “knowledge” that it already has and proposes the appropriate values when verifying the invoice, for example:

- Agreed terms of payment
- Quantities to be invoiced
- Amounts expected for each item

If the vendor invoice contains different information, you can overwrite the data proposed. The system checks whether your entries are allowed and displays a warning or error message if anything is incorrect.

Structure

In Logistics Invoice Verification – as in other applications – the SAP system often needs to retrieve stored data at many points, change this data where necessary, or add new information.

Depending on the type of information, the data in the SAP System is stored in different master records, such as the material master record or the vendor master record. This central data storage function avoids redundant data and ensures that the different departments use the most up-to-date information from various departments (Material Requirements Planning, Purchasing, Inventory Management, Quality Management, Logistics Invoice Verification, and so on).

The important data for Invoice Verification is:

- Master data
- Transaction data

Master Data

Master data is permanent data on objects, for example materials, in the SAP System. Every object is given a unique number by which it can be identified in the system.

- **Material Data**

Material data is information on the materials bought by or produced in the company. This includes the material number, material name, units of measure, stock data, overdelivery

Incoming Invoice

and underdelivery tolerances, reminder keys, price control data, and prices. Different departments in Materials Management maintain material data.

- **Vendor Data**

Vendor data provides information on the suppliers that a company deals with. Vendor data includes the address, bank data, possibly also the name of the bank head office, the currency of the vendor, as well as the terms of payment and terms of delivery. The Purchasing department and Accounting department maintain vendor data.

- **Accounting Data**

Accounting data is used to define G/L accounts. It includes the account name, the account type, the currency in which the account is managed, information as to whether an account may be posted to directly, and which financial budget it is allocated to. The accounting data is maintained in Financial Accounting.

Transaction Data

Transaction data records transactions in the SAP System. Whenever you post a purchase order, scheduling agreement, goods receipt, or invoice, the system automatically creates a document. The document data of a transaction depends on the application area that the transaction belongs to. Every document receives a document number by which it can be uniquely identified.

- **Purchasing Document**

A purchasing document contains information such as the vendor number, the purchase order date, the terms of delivery, the material number, and the order quantity.

- **Material Document**

A material document is created when a goods receipt is posted. It includes the posting date, the quantity delivered, and perhaps also the delivery note number and the purchase order number that the goods receipt refers to. It documents the quantity-based changes.

- **Accounting Document**

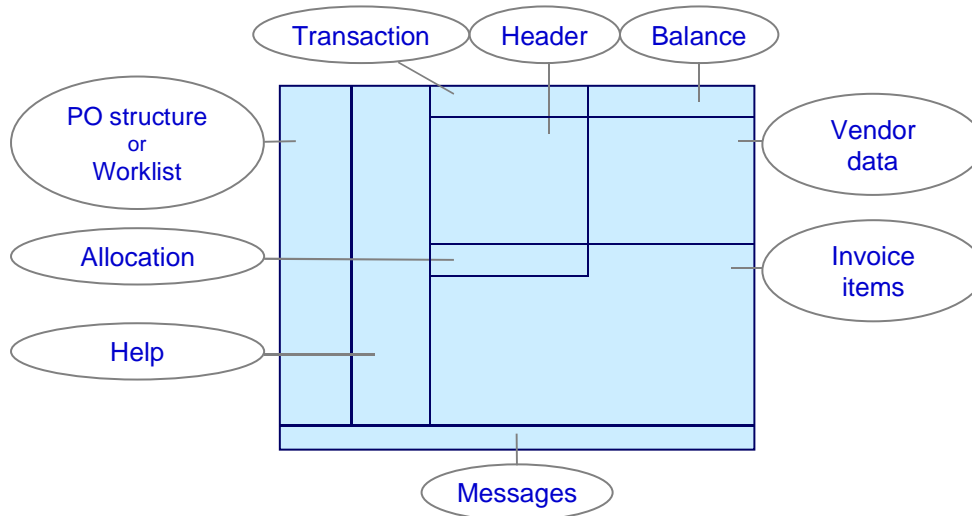
An accounting document is created when a goods receipt (unless the goods receipt is not valued) or an invoice is posted. It contains details of the individual postings with the account number, posting key, and the amount. It documents the value-based changes.

Working with Logistics Invoice Verification

Use

The *Logistics Invoice Verification* interface has been reduced to a single screen. Below you will find an overview of the screen areas and their functions.

Features





PO Structure

In this screen area, you can display the PO history for the purchase orders that you are currently processing. You can show or hide this information as required. When you show the [PO structure \[Seite 15\]](#), the purchase orders that the business transactions are based on are displayed, depending on the allocation made.

Worklist

You can display the invoice documents to be processed here and choose documents for processing. The [worklist \[Seite 17\]](#) is displayed on a user-specific basis in the applications *Enter Invoice* and *Park Invoice*. You can show or hide the worklist as required.

Help

You can display the  *Help* beside the application. The *Help* contains instructions and short explanations of the user interface for the applications *Enter Invoice*, *Park Invoice*, *Enter Invoice for Invoice Verification in the Background*, and the *Invoice Overview*. Use the  *Help* to familiarize yourself with the layout of the user interface. It explains the following elements of the user interface:

1. Screen areas
2. Application toolbar buttons
3. Menu functions

Working with Logistics Invoice Verification

4. More functions in *Logistics Invoice Verification*

Transaction

You can determine the type of invoice here. Choose whether the [transaction \[Seite 20\]](#) is an invoice, a [credit memo \[Seite 197\]](#), or a [subsequent debit or credit \[Seite 154\]](#).

Header

In this screen area, you enter the invoice [header data \[Seite 21\]](#).

Balance

In this screen area, the system displays the document [balance \[Seite 55\]](#) and the corresponding invoice status, for example, if an invoice can be posted.

Allocation

In this screen area, you allocate a [purchasing transaction \[Seite 23\]](#) to the invoice, so that the system suggests the invoice items to be processed.

Vendor Data

In this screen area, the system displays the [vendor data \[Seite 30\]](#) for the invoice. You can communicate directly with the vendor via [mail \[Extern\]](#), [telephone \[Extern\]](#), and [fax \[Extern\]](#).

Invoice Items

In this screen area, you can select user specific layouts for processing invoice items, and can also check and change the [invoice items \[Seite 34\]](#) suggested.

Messages

In this screen area, the system displays messages that are generated during processing and verifying of the invoice. You can display the message number, the exact diagnosis, and information on how to proceed by clicking the question mark.

See also:

[Logistics Invoice Verification \(MM-IV-LIV\) \[Extern\]](#)

[Incoming Invoices \[Seite 11\]](#)

PO Structure

Use

You can use the *PO structure* in the applications *Enter Invoice* and *Park Invoice*. In the application *Enter Invoice*, the PO structure is displayed in the standard system.

In the PO structure, you can display the business transactions for the purchase order items entered. **Once** you have assigned the invoice, to a scheduling agreement or delivery note, for example, the system fills the PO structure with the information from the relevant purchase order history. Each time that you change the assignment, the PO structure display is updated.



The PO structure is not a [worklist \[Seite 17\]](#).

Integration

You can choose to show the PO structure or the worklist in the same area.

Features

For each section in the PO structure, the nodes *Vendor*, *PO number*, and *PO item* are displayed in their expanded form. This setting is fixed. You can expand and collapse the corresponding subnodes, provided that they contain additional information. Depending on the assignment, the system arranges the contents of the PO structure in different ways.

PO Structure Display

Allocation to Purchase Order Item	PO History Display	Subnodes
With purchase-order-based invoice verification	For each purchase order item	<ul style="list-style-type: none"> • Total goods receipts • Total invoices • Total down payments • Total parked invoice documents • Total delivery costs for goods receipts • Total delivery costs for invoices
With goods-receipt-based invoice verification	For each goods receipt For each delivery note	<ul style="list-style-type: none"> • Delivery note: You can display goods receipts, invoice receipts, and subsequent debits/credits entered for each delivery note. • Total down payments • Total parked invoice documents • Total delivery costs for goods receipts • Total delivery costs for invoices

PO Structure

For a PO for external services with goods-receipt-based invoice verification	For each entry sheet	<ul style="list-style-type: none"> Entry sheet: You can display acceptance and invoices entered for each entry sheet. Total down payments Total parked invoice documents
For a PO for external services with service-based invoice verification for which no goods receipt has been defined	For each service	<ul style="list-style-type: none"> Service: You can display invoices and subsequent debits/credits entered for each service. Total down payments Total parked invoice documents
For a PO for external services with service-based and goods-receipt-based invoice verification	For each service entry sheet	<ul style="list-style-type: none"> Service entry sheet: You can display invoices and subsequent debits/credits entered for each service. Total down payments Total parked invoice documents

You can increase the width of the PO structure screen area. You can see the following information for the business transactions:

- Delivered or invoiced quantity
- Amount in document currency: If line items are posted in different document currencies, then the system displays the total amount in the local currency.
- Posting date
- Document number

Activities

- You can show or hide the PO structure as required. To do this, you choose *Show PO structure* or *Hide PO structure*, as appropriate.
- You can increase and reduce the PO structure display area.
- You can change the column widths. However, you cannot save these changes.

**Personal Display**

When you call up the application again, the system proposes the last personal setting chosen.

Worklist

Use

You can use the *worklist* in the applications *Enter Invoice* and *Park Invoice*.

In the worklist, the system displays invoice documents that you have already processed using the applications *Enter Invoice* or *Park Invoice*, but which have not yet been posted. The documents are displayed under the following nodes:

- *Held documents*
- *Parked documents*
- *Documents complete for posting*



Documents that have been processed using *Enter Invoice for Invoice Verification in the Background* are not displayed in the worklist. To process these documents, use the application *Invoice Overview*.

Integration

You can choose to show the worklist or the [PO structure \[Seite 15\]](#) in the same area.

Features

To edit or display invoice documents, you can double-click the document number in question to select it from the worklist. Generally, the invoice documents are called in Change mode.



If other employees are already processing the documents, you can only display them.


You can change the width of the worklist area and read the following information on the held or parked documents, if available:

- Document number
- Reference document number
- Vendor
- Amount in document currency

Activities

- You can show or hide the worklist as required. You choose *Show worklist* or *Hide worklist* as appropriate to do this.
- You can increase and reduce the worklist display area.
- You can change the width of the columns, but you cannot save these changes.
- You can choose the document that you want to process by double-clicking the document number.

Worklist

- After processing a document you can refresh the worklist by choosing the symbol  *Refresh worklist* in the application toolbar.

**Personal Display**

When you call up the application again, the system proposes the last personal setting chosen.

See also:

[Document Parking \[Seite 60\]](#)

Invoice Verification Online

Purpose

This process is the classic method used to verify invoices:

1. You enter the data from the vendor invoice in the system.
2. As you do this, you compare the data with the suggested quantities and values for each item.
3. If differences occur, you make any necessary corrections.
4. You then post the invoice.

Process Flow

You receive an invoice from the vendor referring to a purchase order and a goods receipt, for example.

When you first call up the application, enter the company code that you work in. All further transactions are then posted in this company code. If you want to switch to a different company code, you can do this during processing.

Entering a vendor invoice involves:

1. [Choosing the Transaction \[Seite 20\]](#)
2. [Entering Document Header Data \[Seite 21\]](#)
3. [Allocating Invoices \[Seite 23\]](#)
4. [Processing Invoice Items \[Seite 36\]](#)



The last step is not mandatory. If there is no balance or if the variances are within the tolerance limits set, you can post the invoice immediately after entering the allocation data.

If the system cannot post the invoice, you can check the invoice items and change them.



When you post without checking the invoice items, variances in individual items can cancel each other out.

Result

The posted invoice passes on information about payments to Financial Accounting.

Choosing the Transaction

Choosing the Transaction

Use

Here you choose the transaction for the invoice that you want to enter:

- *Invoice*
You have received a vendor invoice. The vendor invoices you for the goods that you have ordered from that company.
- *Credit memo*
The vendor has invoiced you too much for the last delivery, for example, less than the agreed quantity was delivered and that at the agreed total price, or you have returned part of a delivery to the vendor due to quality problems.
- *Subsequent debit*
You have already received an invoice from your vendor for all the goods received. Subsequently, freight costs are to be taken into account, however, the invoice quantity remains the same.
- *Subsequent credit*
You have already received a credit memo from your vendor for all the goods received. Subsequently, freight costs are to be credited to your company, however, the credit memo quantity remains the same.



Personal Display

When you call up the transaction again, the system proposes the last *transaction* chosen again.

Activities

1. Choose *Logistics* → *Materials Management* → *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice*.
The *Enter Invoice* screen appears.
2. Choose the *transaction* required from those available in the list field.

Entering Document Header Data

Use

When you enter a vendor invoice, you must enter the following document header data:

- Document date
- Posting date
- Gross invoice amount

Procedure

1. Choose *Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice*.

The *Enter Invoice* screen appears.

2. Enter the required document header data on the tab pages listed below:

- *Basic data*

On this tab page, you enter information such as the document date, the posting date, the gross invoice amount, and the tax information.

- *Payment*

On this tab page, you enter information such as the baseline date for payment, the terms of payment, and the bank details.

- *Details*

On this tab page, you enter information such as unplanned delivery costs and a different invoicing party.

- [Tax \[Seite 96\]](#)

On this tab page, you enter information such as the tax amounts and the tax code or you select *Calculate tax*. If you select *Calculate tax*, the system calculates the tax amount based on the tax codes in the invoice items.

- *Contacts*

After you have allocated the invoice, the system determines the processors of the business transactions that have taken place so far.

- *Note*

On this tab page, you can enter a memo that could be useful for further processing of the invoice.

- *Amount split*

You can divide up the final amount of an invoice or credit memo here, for example, according to different payment methods or terms of payment. If you have entered a payment method here, this entry takes priority over the payment method in the terms of payment. Maintain the settings for amount splitting in the Implementation Guide (IMG) for Financial Accounting under the menu path *Financial Accounting Global Settings → Company Code → Enter Global Parameters*.

Entering Document Header Data

- [Withholding Tax \[Extern\]](#)

You can find further information in the Implementation Guide (IMG) for Financial Accounting under the menu path *Financial Accounting Global Settings* → [Withholding Tax \[Extern\]](#).

Allocating Invoices

Use

When you enter an invoice, it is important that you match up or “allocate” the invoice to an order transaction so that:

- The system proposes the default data from the purchase order and the purchase order history
- The system can update the purchase order history when you post the invoice

You use the allocation fields to control which order items are proposed on the item list for processing. You can enter invoices with purchase order reference or without purchase order reference, by posting directly to G/L accounts or material accounts. For more information, see [Direct Posting \[Seite 86\]](#).

The more precisely you match up the invoice, the simpler it is to process the invoice items in Logistics Invoice Verification. If you match up the invoice too vaguely, you may have to exclude invoice items from the invoice. If you discover that invoice items are missing from the item list, you can make a further allocation and add invoice items.

Features

You can allocate invoices to the following objects:

Allocation to:	More Allocation Criteria	Type of invoice items
Purchase order [Extern] / Scheduling agreement [Extern]	<ul style="list-style-type: none"> • Multiple allocation 	<ul style="list-style-type: none"> • Goods and services only • Planned delivery costs only • Goods, services, and planned delivery costs
Delivery note You can enter a delivery note number for every goods receipt. The number can then be referenced later in the invoice for a goods item. You can use the delivery note to uniquely match up the invoice by selecting goods-receipt-based invoice verification [Seite 28] in the order item.	<ul style="list-style-type: none"> • Multiple allocation • Selection vendor 	<ul style="list-style-type: none"> • Goods and services only
Bill of lading [Extern] You can enter a bill of lading number for each goods receipt. The number can then be referenced later in an invoice for delivery costs.	<ul style="list-style-type: none"> • Multiple allocation • Selection vendor 	<ul style="list-style-type: none"> • Planned delivery costs only

Allocating Invoices

Service entry sheet [Extern] You can enter a service entry sheet [Extern] for each acceptance. The number can then be referenced later in an invoice.	<ul style="list-style-type: none"> Multiple allocation 	<ul style="list-style-type: none"> Services only
Vendor [Extern]	You narrow down the invoice items selected by: <ul style="list-style-type: none"> Plants Deliveries Returns Time periods 	<ul style="list-style-type: none"> Goods and services only Planned delivery costs only Goods, services, and planned delivery costs
Transportation service agent For more information, see the component <i>Transportation</i> at Shipment Costs Settlement with Transportation Service Agents [Extern] : <ul style="list-style-type: none"> Credit memo procedure Verify invoices manually 	You make your selection using: <ul style="list-style-type: none"> Means of transport Partner, for example, vendor Freight costs number 	<ul style="list-style-type: none"> Services only

Selecting Purchasing Documents and Vendors in the Document Number Input Field.

If you do not know the exact details of the purchasing document or the vendor, the system gives you several other selections to help you find the document number. Place the cursor in the document number input field, and choose the function key F4.

The system shows you the following possible entries for selecting your purchasing document:

Purchase Order/Scheduling Agreement and Delivery Note

- If you only enter the *invoicing party*, the system displays those documents where the relevant invoicing party is maintained as a partner role.
- If you only enter the *vendor*, the system displays those documents where the relevant vendor is maintained as a partner role.
- If you enter values for *invoicing party* **and** *vendor*, the system displays the documents for the vendor that contain the relevant invoicing party.
- The field *Different inv. party too* only affects the selection of documents when the *Invoicing party* field is not populated. If you select the field *Different inv. party too* as well as entering a vendor, the system displays all documents for that vendor, and also those documents where the vendor appears as the different invoicing party.
- If you have selected the field *Invoice expected*, the system only displays those documents where a goods receipt has already taken place. That means, where the quantity of goods received is greater than zero. To select blanket purchase orders or purchase orders where

Allocating Invoices

invoice entry occurs before goods receipt, you must deselect this field, as no goods receipt will be posted for these purchase orders.

- If you have selected the field *Credit memo expected*, the system only displays those documents where a credit memo is expected. That means, where the purchase order contains a returns item and the goods receipt has already taken place.

Bill of lading

- You can limit the possible entries for the bill of lading using attributes such as *vendor*, *purchasing document*, *step number*, *counter*, and *transaction type*.


Vendor and Transportation Service Agent

- You can limit the possible entries using *addresses*, *vendors by company code*, *vendors by material* and *personnel numbers*.


Service entry sheet

- You can limit the possible entries using attributes such as *short text*, *purchasing document*, *item*, and *entry sheet*.

More Allocation Criteria

You can use the multiple allocation function, in  *More allocation criteria*, to match invoices with more than one purchasing document, delivery note, bill of lading, or service entry sheet.

Limiting Allocation to One Vendor

If you match up the invoice to a vendor, you can display all invoice items for that vendor. You can limit the allocation using  *More allocation criteria* to the following criteria:

- Plant only

This makes sense when, for example, a purchase order was created for a number of plants, but the invoice is only for one particular plant.
- Deliveries

If you limit allocation to deliveries, only those items that are flagged as deliveries appear on the item list.
- Returns

If you limit allocation to returns, only those items that are flagged as [returns items \[Seite 210\]](#) appear on the item list.
- Time periods

You can enter separate time periods for deliveries and returns. The item list only contains purchase order items that there is at least one goods receipt for in the time period entered.

If goods-receipt-based invoice verification has not been defined for the purchase order item, the system also takes into account goods receipts outside the specified time period when determining the proposed quantity.


If goods-receipt-based invoice verification has been defined for the purchase order item, the system only proposes goods receipts within the specified time period.

Allocating Invoices

Limiting Allocation to a Delivery Note or a Bill of Lading

- Selection vendor

This makes sense when entering invoices referencing delivery note numbers or bill of lading numbers.

If you allocate invoices for goods items to a selection vendor in  *More allocation criteria*, only those purchase orders that were created for the selection vendor appear on the item list.

Since for planned delivery costs you can also define a conditions vendor in addition to the vendor in the purchase order, you can configure the system so that when you allocate using a selection vendor, all items are proposed in which:

- The purchase order vendor **and** the conditions vendor are the same as the selection vendor
- The purchase order vendor is the same as the selection vendor
- The conditions vendor is the same as the selection vendor

Invoicing Party

The invoicing party is the creditor to whose account the gross invoice amount is posted.

You can enter and change the invoicing party directly in the document header data on the tab page *Details*.

If you do not enter an invoicing party, the system attempts to determine the invoicing party automatically, using the following rules:

- If you have entered a selection vendor, the system uses the selection vendor as the invoicing party.
- If you have not entered a selection vendor and have selected goods items, the system uses the invoicing party from the first purchase order.
- If you have not entered a selection vendor and have not selected any goods items, the system uses the conditions vendor from the first delivery costs item as the invoicing party.



See also:

[Vendor Data \[Seite 30\]](#)

Entering Invoices with Purchase Order Reference


1. Choose *Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice*.

The *Enter Invoice* screen appears.

2. Enter the header data from the vendor invoice as required.
3. Allocate the invoice. Choose from:
 - Purchase order/scheduling agreement
 - Delivery note
 - Bill of lading
 - Service entry sheet
 - Vendor
 - Transportation service agent
4. Enter the document number in the next field or if you allocate the invoice to a vendor or a transportation service provider, enter the vendor number.
5. Choose  *More allocation criteria*.
6. Enter data as required.
7. Choose .

The system displays the invoice items and vendor data that match the allocation.



You can overwrite incorrect entries, such as the purchase order number, without entering new header data or leaving the application. After entering the new purchase order number, choose . The system updates the invoice items and vendor data to match the changed allocation.

See also:

[Invoices with Different Payee \[Seite 32\]](#)

Goods-Receipt-Based Invoice Verification

Goods-Receipt-Based Invoice Verification

Use

The buyer can decide at order item level whether to activate goods-receipt-based Invoice Verification or not.

If goods-receipt-based Invoice Verification is active for a particular order item, each invoice item can then be matched up uniquely with the goods receipt item. It makes sense to work with goods-receipt-based Invoice Verification when you expect a delivery to be made and posted in several parts.

Features

Working with or without goods-receipt-based Invoice Verification affects invoice allocation as follows:

Effects of Goods-Receipt-Based Invoice Verification on Invoice Allocation

	Goods-Receipt-Based Invoice Verification	No Goods-Receipt-Based Invoice Verification
Allocation via purchase order	An item is created on the item list for every goods receipt for the order item. If several goods receipt were posted for one purchase order item, the same purchase order item appears more than once on the item list.	One item is created on the item list for the order item. If more than one goods receipt was posted, the system suggests the total quantity in that one item.
Allocation via delivery note	A line is created on the item list with the order item to which the delivery note belongs and the information on the delivery note.	The system searches for the purchase order for the delivery note and allocates the invoice to it. The item list only consists of one line with the order item to which the delivery note belongs. If more than one goods receipt was posted, the system suggests the total quantity in that one item.

Entering Invoices Without Purchase Order Reference


Use

If you post to G/L accounts or material accounts, you can enter invoices without purchase order reference.

Prerequisites

Function	Implementation Guide (IMG) for Logistics Invoice Verification
You can show or hide the tab pages <i>G/L account</i> and <i>Material</i> as required.	<i>Incoming Invoice</i> → <i>Activate Direct Posting to G/L Accounts and Material Accounts</i>

Procedure

- Choose *Logistics* → *Materials Management* → *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice*.
The *Enter Invoice* screen appears.
- Enter header data from the vendor invoice as required and enter a different invoicing party on the tab page *Details*.
- If you want to post to G/L accounts, choose the tab page *G/L account* and enter data as required in the invoice items.
- If you want to post to material accounts, choose the tab page *Material* and enter data as required in the invoice items.
- Choose .

Result

The system displays the invoice items and vendor data that match the allocation.

See also:





[Direct Posting \[Seite 86\]](#)

Vendor Data

Vendor Data

Use

Once you have allocated the invoice to purchase order items or directly entered a different invoicing party, the vendor data is displayed in the *Logistics Invoice Verification* applications to make it easier to initiate contact with the vendor, or to perform checks on the vendor. The following information on the vendor is displayed from the vendor master record:

- Address details
- Communication details
 -  Telephone
 -  Fax
 -  E-mail
- Bank details
-  [Master data \[Extern\]](#)
- OP for [open line items \[Extern\]](#)

See also:

[Invoices from One-Time Vendors \[Seite 31\]](#)

[Invoices with Different Payee \[Seite 32\]](#)

Invoices from One-Time Vendors


Use

One-time vendors are vendors that supply your company only once or very rarely. It does not make sense to create master records for these vendors in the system since access to this data is no longer or rarely needed after the original transaction. Therefore, collective accounts are set up for one-time vendors. These accounts are also referred to as one-time accounts.


Since these accounts are used for more than one vendor, the master records do not contain any vendor-specific data. Therefore, data such as address, salesperson, bank details, and so on, must be entered in Purchasing or Invoice Verification.

Features

Invoices from one-time vendors are posted in the same way as other invoices, with the following differences:

- In the case of invoices from one-time vendors, the system proposes the address data for the invoicing party and the button  OTV on the *Vendor data* screen area.
- If you post an invoice and the data on the one-time vendor has not been maintained, an error message appears. Maintain the data for a one-time vendor as follows:

Activities

1. In the area *Vendor data*, choose  OTV.

The *Address and Bank Data* screen appears.

2. Enter the relevant data from the invoice.

It may be that some of the fields have already been filled by the Purchasing department, for example, the vendor's address. You can change these fields and add missing data.

3. Choose  and your entries are adopted.

See also:

[One-time accounts \[Extern\]](#)

Invoices with Different Payee

Invoices with Different Payee

Use

An invoice has a different payee if the invoice payment is not to be credited to the invoicing party specified in the purchase order. In the SAP System, this procedure is controlled in two ways:

- The different payee is already taken into account when the invoice is posted.

The invoice is posted to the vendor account for the different invoicing party. The payment program then accesses this account. A vendor master record must have been maintained for the different invoicing party.
- The different payee is only taken into account when the payment program runs.

The invoice is posted to the account of the vendor with whom the purchase order was placed. The payment program then makes the posting from this vendor to the bank account of the different payee. In this case, you do not have to create a vendor master record for the different payee.

Features

Posting to the Different Payee's Account

To post an invoice to the account of an invoicing party different to the one specified in the purchase order, proceed as follows:

- **Automatic replacement of the vendor, for example, replacing a branch office with the head office**

To post an invoice to a head office account:

- A vendor master record must have been created for the head office
- The head office must be entered on the *Accounting information* view in the vendor master record of the invoicing party specified in the purchase order.

If a head office is maintained in the vendor master record, the account number of the branch is displayed in the header data after you create and allocate the invoice. The payment program uses the vendor for the head office and the branch office, in this case it makes the posting to the head office account.

For more information, see [Head office and branch accounts \[Extern\]](#).

- **Manual replacement when entering an invoice**

If you have to post an invoice to a vendor account different to the one specified in the purchase order, you enter the *Different invoicing party* on the *Details* tab page in the invoice header and the document number that the invoice refers to in the *Allocation* screen area. The system adopts the different invoicing party in the *Vendor data*.

If there is no indication in the invoice that the invoicing party is different to the one specified in the purchase order, you only enter the document number in the *Allocation* screen area. In the *Vendor data*, the system adopts the invoicing party specified in the purchase order. If you subsequently want to change the invoicing party, you enter the *Different invoicing party* in the *Header*.

Invoices with Different Payee



Note that when entering a different invoicing party, the terms of payment from the underlying purchase order item are valid.

Posting to the Account of the Vendor in the Purchase Order

If you want to post an invoice to the account of the vendor in the purchase order, but the payment is intended for a third party, you enter the allowed payee on the *Payment transactions* view in the vendor master record.

To do this, select the *Individual spec.* field in the *Different payee in document* frame and choose *Allowed payee*.

Invoice Items

Invoice Items

Definition

The system proposes on the item list all the purchase order items that meet the selection criteria made.

Invoice Item Display Variants

You can create, change, and delete the invoice item display variants in Customizing for *Logistics Invoice Verification*. To do this, choose *Logistics Invoice Verification* → *Incoming Invoice* → [Maintain Item List Variants \[Extern\]](#) or *Aggregation*.

The display variants in the standard system all contain the changeable fields *Quantity*, *Amount*, and *Tax code*.

Display Variant and Information

Display variant	Information
<i>All information</i>	This display variant contains all information that you can display, such as the fields for subsequent debit/credit [Seite 154] , final invoice, and manual block [Seite 132] .
<i>PO history</i>	You can see the quantity delivered to date and invoiced to date.
<i>Purchase order – order price quantity</i>	You can see the material number, the material short text, and the quantity in purchase order price units.
<i>Purchase order – entry sheet</i>	You can see and change the delivery note number, the entry sheet number, and the account assignments [Seite 168] .
<i>Purchase order – jurisdiction code</i>	You can see the tax jurisdiction.
<i>Purchase order – delivery note</i>	You can see the delivery note number or the entry sheet number.
<i>Acct assignment – asset, order</i>	You can see and change assets, sub-numbers, orders, G/L accounts, and account assignments.
<i>Acct assignment – cost center</i>	You can see and change material short texts, sub-cost centers, business areas, profit centers, and account assignments.
<i>Services</i>	You can see and change services and account assignments.
Invoice reduction [Seite 51]	You can enter correction indicators, for example, for vendor errors and different invoice quantities and invoice amounts.
<i>Shipments</i>	You can see the reference document and the shipment costs number.

Invoice Items

<i>Aggregation: Purchase Order</i> <i>Aggregation: Delivery Note</i> <i>Aggregation: Material</i> <i>Aggregation: Plant</i>	<p>You can read the net amount in the document currency, the delivery note, the delivery date, and the net vendor error, and aggregate invoice documents according to the criterion selected.</p>
--	---



If you choose an aggregation variant as the display variant, the pushbuttons below the invoice items change and with them the processing options. For more information, see [Aggregation \[Seite 74\]](#).

Header Data for the Invoice Items

Once you have allocated the invoice, you can change the header data for the invoice items displayed, including:

- Name and address of the invoicing party (tab page *Details*)
- The gross invoice amount entered (tab page *Basic data*)
- The tax information entered (invoice items)

More Details on the Invoice Items

- Display of the number of items proposed and selected
- Display of the difference between the net total plus tax and the gross invoice amount
- Display of the vendor data
- Display of the PO structure

See also:

[Processing Invoice Items \[Seite 36\]](#)

Processing Invoice Items

Processing Invoice Items

Use

You compare the invoice items that the system proposes with the items delivered and presented in the vendor invoice.

You can change the display variant while you are processing the invoice items.

Features

Selecting Invoice Items

Each invoice item has a field that you can flag. All invoice items in which the quantity expected by the system is not zero are selected by default. Only the selected invoice items are copied to the document when you post the invoice.

- You deselect any invoice items that the system has proposed and selected if they do not appear in your invoice.
- You select any invoice items that are contained in your invoice if they are not selected on the screen.
- If the vendor invoice contains items that are not listed among the invoice items, you have to make a further allocation.

Quantities and Amounts

In the *Quantity* column, the system proposes the quantity to be invoiced. The system calculates the proposed quantity as follows:

- If goods-receipt-based Invoice Verification has been defined in the order item, the system proposes the difference between the quantity delivered and that invoiced so far for each goods receipt.
- If goods-receipt-based Invoice Verification has not been defined in the order item, the system proposes the difference between the total quantity delivered and that invoiced so far.

In the *Amount* column, the system proposes the product of the quantity proposed and the order price. This amount does not include tax.

Indicating Processed Items

In the *Posting OK* column, you can select items that have already been checked and processed. This function has no effect on updates in Financial Accounting. Use this function to check

- Incoming invoices, if you are often interrupted during processing.
- Mass data
- Incoming invoices where the invoice items are displayed in a different order than in the paper invoice.

You can recognize straightaway which items you have already checked and/or processed. This helps you avoid entering duplicate invoices.

Deleting Items That Are Not Selected

You can delete *items that are not selected*. Use this function when you are processing mass data, for example, to prevent time-consuming scrolling. If you want to display the *items that are not selected* again, you have to assign the invoice again. Note that changes that you make up to this point are lost.

Sorting

You can sort the list in ascending or descending order on a particular column.

Positioning

You can enter an item number in an invoice document to jump to the line that you want to process.

Searching

You can search columns for purchase order numbers or material short texts.

Simulating Account Movements

During or after processing the invoice items, you can use [Simulating Account Movements \[Seite 56\]](#) to display the account movements that will take place when you post the invoice.

See also:

[Entering Quantity or Price Variances \[Seite 38\]](#)

Entering Quantity or Price Variances

Entering Quantity or Price Variances

Use

If there are differences between the quantity or amount the system expects to be invoiced and the actual quantity or amount in the invoice, you can enter and post these differences in the following way:

- **Accept the Difference**

If you want to accept the difference, you change the quantity and value suggested by the system. When you post the invoice, the system bases the account movements on the changed data. The system also updates the purchase order history with the changed data.

[Example: Accepting a Price Variance \[Seite 42\]](#)

[Example: Accepting a Quantity Variance \[Seite 40\]](#)

- **Reduce the Invoice**

If you do not want to accept the difference, you enter the quantity and amount actually invoiced in separate fields and flag the difference as a *vendor error*. When you post, the system creates two documents. The first document posts the invoice items using the default data and the vendor line using the actual invoice amount; the second document enters a credit memo as a complaint document for the difference, so that during the payment run the vendor only receives the amount actually expected by the system. The system updates the purchase order history using the unchanged default data.

You can only reduce an invoice if the quantity or price exceeds that expected by the system.

In the Implementation Guide (IMG) for Logistics Invoice Verification, you can define whether tax postings should be taken account of in the invoice document, or in the invoice and credit memo document.

[Example: Invoice Reduction due to Price Variance \[Seite 44\]](#)

[Example: Invoice Reduction due to Quantity Variance \[Seite 46\]](#)

[Example: Partial Invoice Reduction \[Seite 48\]](#).

You can inform the vendor that you reduced the invoice in a letter of complaint.

For further information, see [Messages in Logistics Invoice Verification \[Seite 193\]](#)



If you cannot tell if the difference is due to an error on the part of the vendor, or if you should accept the difference, you can first enter the actual values in the invoice. The data is saved, but not posted.

You will need to process the invoice again later: accept the variances or flag them as *vendor errors*.

See also:

[Invoice Reduction: Correcting Quantities or Values \[Seite 51\]](#)

[Invoice Item \[Seite 34\]](#)

Entering Quantity or Price Variances

[Invoice with Variances \[Seite 103\]](#)

[Automatic Amount Correction](#)

[\[Seite 50\]](#)

Example: Accepting a Quantity Variance**Example: Accepting a Quantity Variance**

Purchase order:	100 pieces of <i>material A</i> at \$10/pc.
Goods receipt:	40 pieces
Invoice:	60 pieces of <i>Material A</i> at \$10/pc. = \$600

When you enter the invoice, the system suggests the following values:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400		

Change the values suggested as follows, to accept the quantity variance:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
60	600		

When you post the invoice, the purchase order history for the item is as follows:

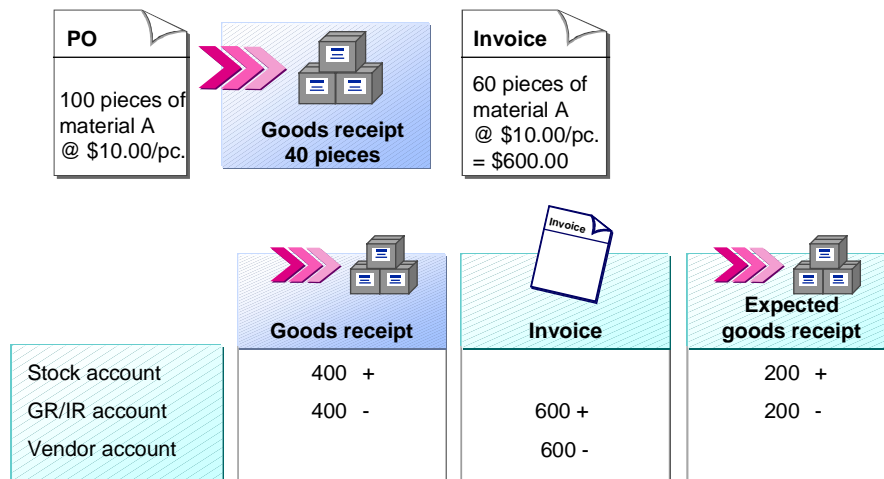
	Quantity	Value
Total delivered	40	400
Total invoiced	60	600

The system therefore expects a further goods receipt for 20 pieces.



When you post, the system carries out the following account movements:

Example: Accepting a Quantity Variance



Example: Accepting a Price Variance**Example: Accepting a Price Variance**

Purchase order:	100 pieces of <i>material</i> A at \$10/pc.
Goods receipt:	40 pieces
Invoice:	40 pieces of <i>Material</i> A at \$12/pc. = \$480

When you enter the invoice, the system suggests the following values:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400		

Change the suggested values as follows to accept the price variance:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	480		

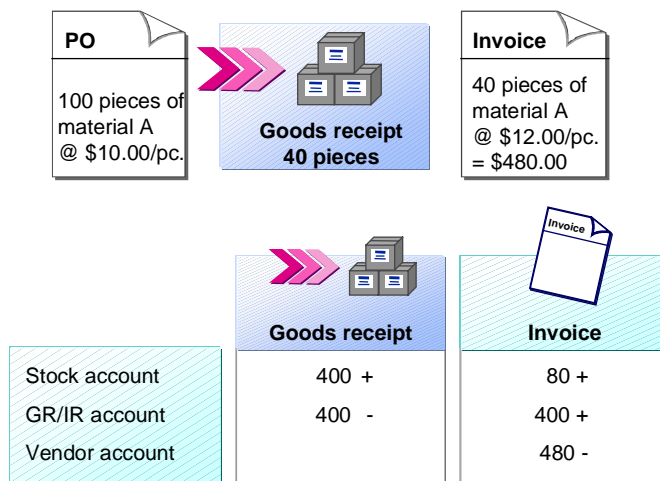
When you post the invoice, the purchase order history for the item is as follows:

	Quantity	Value
Total delivered	40	400
Total invoiced	40	480



When you post, the system carries out the following account movements:

Example: Accepting a Price Variance



Example: Accepting a Price Variance**Example: Invoice Reduction due to Price Variance**

Purchase order:	100 pieces of <i>material A</i> at \$10/pc.
Goods receipt:	40 pieces
Invoice:	40 pieces of <i>Material A</i> at \$12/pc. = \$480

When you enter the invoice, the system suggests the following values:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400		

So that the system reduces the invoice, you leave the system default data, the purchase order quantity, and the purchase order amount as they are. Select correction indicator *Vendor error: Reduce invoice* in the list field. Enter the quantity and amount stated in the invoice in the fields *Invoice quantity acc. vendor* and *Invoice amount acc. vendor*.

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400	40	480

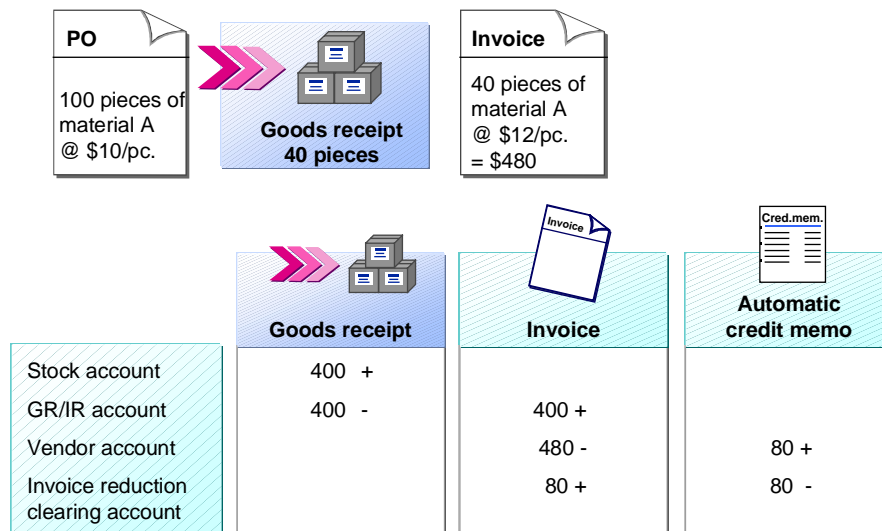
When you post the invoice, the purchase order history for the item is as follows:

	Quantity	Value
Total delivered	40	400
Total invoiced	40	400



When you post, the system carries out the following account movements:

Example: Accepting a Price Variance



See also:

[Invoice Reduction: Correcting Quantities or Values \[Seite 51\]](#)

Example: Invoice Reduction due to Quantity Variance**Example: Invoice Reduction due to Quantity Variance**

Purchase order:	100 pieces of <i>material A</i> at \$10/pc.
Goods receipt:	40 pieces
Invoice:	60 pieces of <i>Material A</i> at \$10/pc. = \$600

When you enter the invoice, the system suggests the following values:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400		

So that the system reduces the invoice, you leave the default system data, the purchase order quantity, and the purchase order amount as they are. Select the correction indicator *Vendor error: Reduce invoice* in the list field. Enter the quantity and amount stated in the invoice in the fields *Invoice quantity acc. vendor* and *Invoice amount acc. vendor*.

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400	60	600

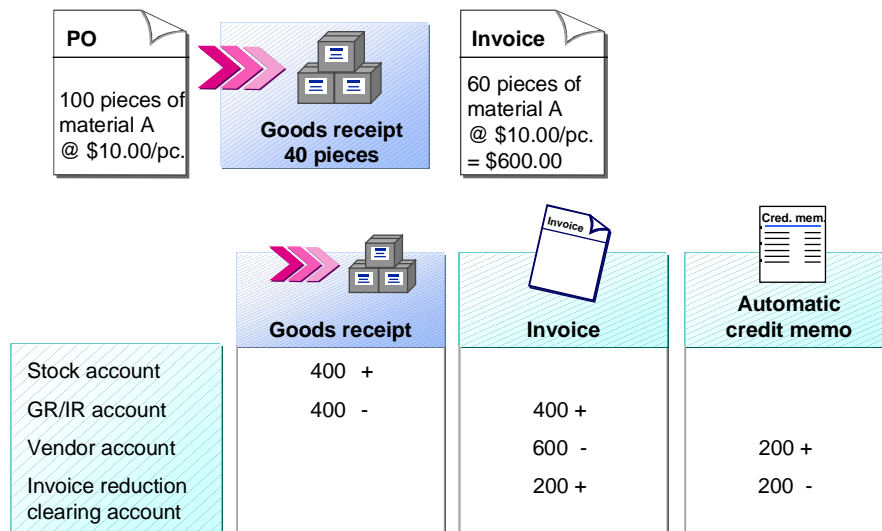
When you post the invoice, the purchase order history for the item is as follows:

	Quantity	Value
Total delivered	40	400
Total invoiced	40	400



When you post, the system carries out the following account movements:

Example: Invoice Reduction due to Quantity Variance



Example: Partial Invoice Reduction

Example: Partial Invoice Reduction

Purchase order:	100 pieces of <i>material A</i> at \$10/pc.
Goods receipt:	40 pieces
Invoice:	60 pieces of <i>material A</i> at \$12/pc. = \$720

When you enter the invoice, the system suggests the following values:

Order quantity	Order amount	Invoiced quantity	Invoiced amount
40	400		

You now want to accept the quantity difference, but not the price difference. Change the suggested *purchase order quantity* and enter the *invoiced amount according to vendor* in the relevant field. The system automatically calculates the *purchase order quantity* and the *invoiced quantity according to vendor* from the changed purchase order quantity.

Order quantity	Order amount	Invoiced quantity	Invoiced amount
60	600	40	720

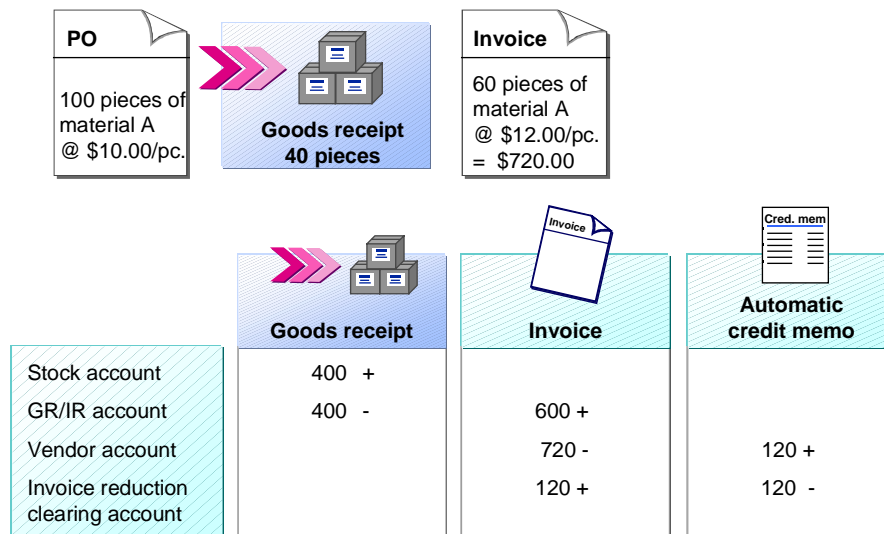
When you post the invoice, the purchase order history for the item is as follows:

	Quantity	Value
Total delivered	40	400
Total invoiced	60	600



When you post, the system carries out the following account movements:

Example: Partial Invoice Reduction



The system expects another goods receipt for 20 pieces, which is posted with a value of \$200.

Automatic Amount Correction

Automatic Amount Correction

Use

When quantity changes occur, you can perform automatic correction of an item amount using the user parameter RBB. You can use automatic amount correction in the applications *Enter Invoice* and *Park Invoice*, for example, if you often create partial invoices. The user parameter contains 13 characters. The thirteenth character is relevant for setting automatic amount correction.



The developments for Release 4.6C have rendered the previous 12 characters invalid, and so they can no longer be used for Logistics Invoice Verification.

Features

If you enter an X for the thirteenth character, automatic amount correction takes place. This means that if you change the quantity of an invoice item and then choose *Enter*, the system automatically calculates the new item amount. If you have already entered the quantity and item amount manually, and you change the quantity afterwards, the system does not calculate the amount again.

If you enter a blank for the thirteenth character of the user parameter, you have to enter the values for quantities and amounts manually.

Activities

1. Choose *User profile* → *Own data*.
2. Choose the *Parameters* tab page and enter *RBB* as the user parameter.
3. In the *Value* column, enter blanks for the first 12 rows, and an X in the 13th row.
4. Save your entries.

Invoice Reduction: Correcting Quantities or Values

Prerequisites

Display variant

On the *Logistics Invoice Verification* screen, choose the display variant *Invoice reduction*.

Customizing


Function	Customizing for Logistics Invoice Verification
<p>You can configure whether you want to take into account tax postings in the following way:</p> <ul style="list-style-type: none"> Only in the invoice document In the invoice document and in the credit memo document 	<p><i>Logistics Invoice Verification</i> → <i>Incoming Invoice</i> → <i>Tax Treatment in Invoice Reduction</i>.</p>

Procedure

Carry out the following for each invoice item:

1. Check the quantities

Compare the purchase order quantity proposed by the system with the actual quantity according to the vendor invoice.

- If the quantities match, continue with step 2.
- If the quantities differ, check if you want to accept the different quantity:
 - If you want to accept the different quantity, overwrite the purchase order quantity suggested by the system and choose  *Continue*.
 - If you do not want to accept the different quantity, select *Vendor error: Reduce invoice* as the *adjustment indicator* in the list field. Choose *Continue*. The fields for *Invoice quantity acc. to vendor* and *Invoice amount acc. to vendor* are now ready for input. The system proposes the purchase order data. Enter the invoice quantity from the vendor invoice. Choose *Continue*. The system calculates the amount it expects for the invoice quantity and displays a message indicating the amount of the invoice reduction. When you acknowledge the message, the system suggests the expected amount for the *invoice quantity* in the *Invoice amount* field.

2. Check the amounts

If you did not enter an invoice quantity, compare the amount invoiced according to the vendor invoice with the purchase order amount.

- If the amounts match up, you have now finished verifying this invoice item.
- If the amounts differ, check if you want to accept the different amounts:
 - If you want to accept a different amount, overwrite the invoiced amount suggested by the system.

Invoice Reduction: Correcting Quantities or Values

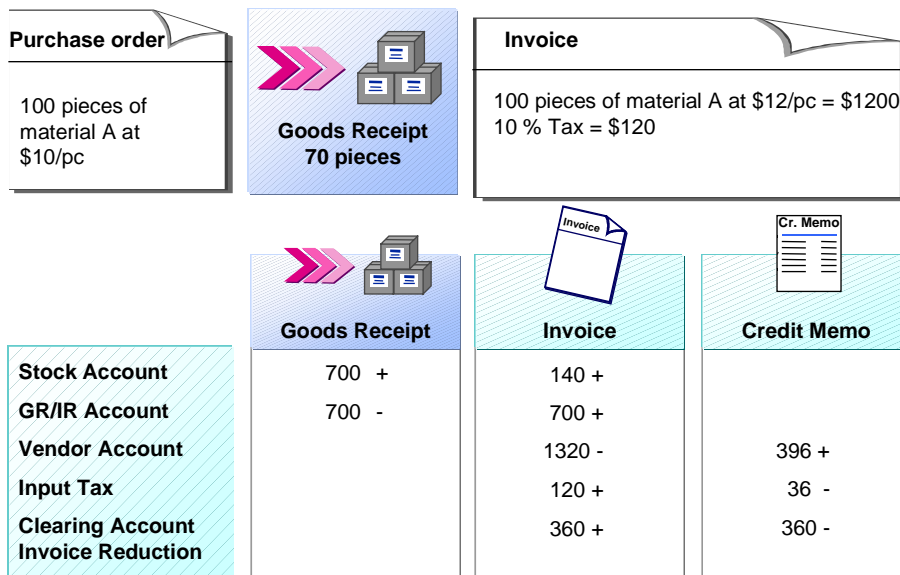
- If you do not want to accept the different amount, select *Vendor error: Reduce invoice* as the *adjustment indicator* in the list field. Choose *Continue*. The fields for the invoice data are now ready for input. The system proposes the purchase order data. Enter the invoice amount from the vendor invoice. A message appears indicating the amount of the invoice reduction.

If you have already entered an invoice quantity, compare the amount invoiced according to the vendor invoice with the purchase order amount.

- If there are no differences, you have now finished verifying this invoice item.
- If there are differences, you can overwrite the suggested purchase order amount. A message appears indicating the amount of the invoice reduction.

Example: Invoice Reduction - Accepting a Price Variance

Example: Invoice Reduction - Accepting a Price Variance



When you reduce invoices, the system creates an invoice and a credit memo simultaneously. When you accept the price variance, the GR/IR clearing account is cleared in the invoice, and the price difference is subsequently debited to the stock account. The difference of \$360 between the two amounts and the invoiced amount is posted to a clearing account for vendor invoice reduction.

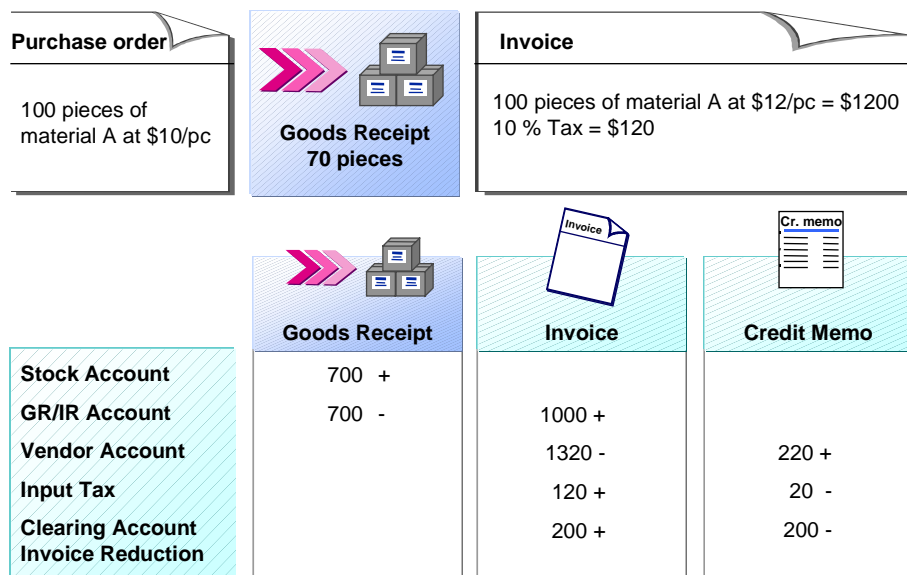
The posting to the clearing account for vendor invoice reduction is cleared in the credit memo that is created. The offsetting entry is posted to the vendor account.

The tax posted in the invoice is based on the item amount entered. The credit memo corrects the tax posting.

Together, the invoice and the credit memo create the liability that results on the basis of the changed proposed data.

Example: Invoice Reduction - Accepting a Quantity Variance

Example: Invoice Reduction - Accepting a Quantity Variance



When you reduce invoices, the system creates an invoice and a credit memo simultaneously. When you accept the quantity variance, \$1000 is posted to the GR/IR clearing account in the invoice (the system expects a further goods receipt of 30 pieces). The difference of \$200 to the invoiced amount is posted to a clearing account for vendor invoice reduction.

The posting to the clearing account for vendor invoice reduction is cleared in the credit memo that is created. The offsetting entry is posted to the vendor account.

The tax posting in the invoice is based on the item amount entered. The credit memo corrects the tax posting.

Together, the invoice and the credit memo create the liability that results on the basis of the changed proposed data.

Balance

Definition

The balance specifies whether the gross invoice amount is equal to the total of the invoice items, the tax amounts, and the unplanned delivery costs.

Use

If the difference is not equal to zero and you have not selected the field *Calculate tax*, correct the following entries as necessary:

- Gross invoice amount
- Tax amounts
- Invoice item selections
- Invoice item amounts
- Unplanned delivery costs

Structure

The traffic light icon beside the field *Balance* visualizes whether the invoice document can be posted.

 The invoice document contains errors and cannot be posted.

 The invoice document is correct, but is blocked for payment.

 The invoice document is correct and is posted.

Integration

System messages are collected in *Messages*. These describe the cause of errors, origin of messages, possible reasons for a balance, and how to proceed.

You can also determine the balance when you simulate the account movements.

See also:

[Simulating Account Movements \[Seite 56\]](#)

Simulating Account Movements

Simulating Account Movements

Use

When an invoice is posted, various account movements occur. The system automatically determines the accounts to be posted and the amounts for posting. This function allows you to display these account movements before posting the document.

Features

The system displays the account movements in the table *Simulate Document*. You can change the order of the table columns so that those most important to you are displayed first.


The amounts are displayed in the currency that you entered on the Logistics Invoice Verification initial screen. If the invoice document to be posted is posted in several currencies, you can switch between the currencies in which the amounts for posting are displayed. You can only use this function if the balance is zero.

If the balance is zero when you simulate the document, you can post it immediately.

The following posting lines are not displayed because they are not determined when you simulate the document:

- Postings for withholding tax
- Multiple vendor line items due to split terms of payment
- Multiple documents due to cross-company code posting

Activities

- On the *Logistics Invoice Verification* screen, choose  *Simulate*.
- On the document simulation screen, you can switch currencies by choosing *Change display currency*, if the document is to be posted in more than one currency.
 - If there are two currencies, the system switches automatically to the other currency.
 - If there are more than two currencies, you can select the currency required.

Check for Duplication of Invoice Entry

Use

The check for duplication of invoice entry aims to avoid invoices being accidentally created and paid twice.

When entering an invoice, the system first checks whether the Logistics Invoice Verification invoice documents have already been created. Only invoices with errors or those entered for invoice verification in the background are checked. The system then checks whether any FI documents have already been created by Logistics Invoice Verification, and which of the documents fulfill the relevant criteria.

Only invoices are checked. When you enter credit memos or subsequent debits or credits, the system does not check for duplicate invoices in Logistics. When you create a duplicate invoice, the system displays a warning or error message, depending on your settings in Customizing.

If a previously created document is canceled and then created again, the system does not display a message.



Exception

For the Argentina country version and for documents in Financial Accounting, both invoices **and** credit memos are checked for duplicate entries.

Integration with Financial Accounting

One of the following checks is performed in Financial Accounting, depending on the entry in the *Reference* field:

1. If a reference document number is given in the current invoice or credit memo, then the system checks for previously posted invoices or credit memos in Financial Accounting that match all the following attributes:
 - Company code
 - Vendor
 - Currency
 - Document date
 - Reference document number
2. If no reference document number is given in the current invoice or credit memo, then the system checks for previously posted invoices or credit memos that match all the following attributes:
 - Company code
 - Vendor
 - Currency
 - Document date
 - Amount in document currency

Check for Duplication of Invoice Entry

Your system settings determine whether the system sends a warning or error message when it finds an invoice or a credit memo that matches all the relevant attributes.

Prerequisites

The system only checks for duplicate invoices in Logistics Invoice Verification if you enter the reference document number when entering the invoice.

In the Implementation Guide (IMG) for Logistics Invoice Verification, you can define that the following characteristics are not checked:

(Logistics Invoice Verification → Incoming Invoice → Set Check for Duplicate Invoices)

- Reference document number
- Invoice date
- Company code

The result of this is that the system is more likely to find a duplicate invoice, as it checks fewer characteristics.

Features

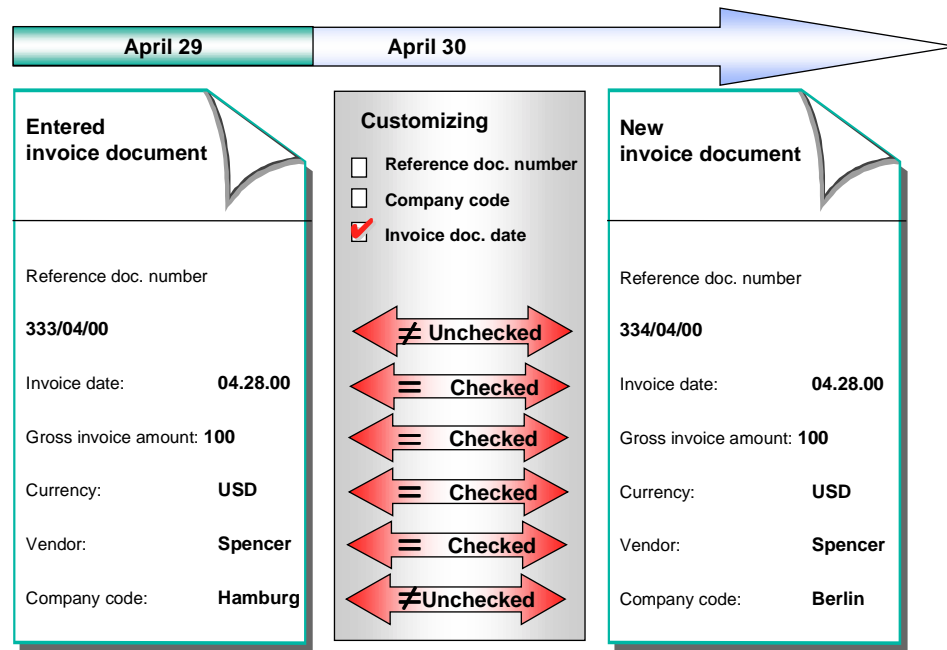
During the check for duplicate invoices, the system compares the following entered attributes in the standard system in Logistics Invoice Verification:

- Reference document number
- Invoice date
- Gross invoice amount
- Currency
- Vendor
- Company code



Connection Between Settings in Customizing and Entering a Duplicate Invoice

Check for Duplication of Invoice Entry



In this example, the fields *reference document number* and *company code* are not selected in Customizing for Logistics Invoice Verification. This means that these characteristics will not be checked.

Now you enter a new invoice as set out in the example. The reference document number and the company code are not the same, all the other characteristics have the same values. The system displays a message telling you that the invoice is a duplicate entry.

If, for example, the reference document number is selected in Customizing, then the system checks this and recognizes that this is different from the previously entered invoice. No message is displayed.

Document Parking**Document Parking****Use**

You can park invoices or credit memos. This means that you enter the invoice data or credit memo data in the system and save it in a document, but the system does not post this invoice initially.

You can change a parked document as often as you wish, for example, by adding or correcting data. The changes are logged. When you have finished changing the document, you can post the parked document. Only when you post an invoice or credit memo, does the system carry out the normal account movements and make the necessary updates.

Document Parking by One Accounts Payable Clerk

- An employee is interrupted when entering an invoice. He or she can park the document and continue processing it later on. This saves him or her having to enter the data twice.
- or
- An employee wants to clarify certain issues before posting an invoice. He or she can park the document and continue processing it later on. This saves him or her having to enter the data twice.

Document Parking by More than One Accounts Payable Clerk

- The process flow is organized in such a way that one employee parks invoices without checking them. Another employee then performs invoice verification and posts the parked documents, possibly after changing them.
- or
- The process flow is organized in such a way that one employee saves invoices as complete for posting, this means that the balance is zero and no more changes are necessary. Another employee then approves these invoice documents, if they are subject to release.



These processes can also be performed one after the other.

Constraints

You cannot reduce invoices when parking documents.

Prerequisites

If several accounts payable clerks participate in the document parking process flow, you can use a workflow to control document parking.

Function	Customizing for Logistics Invoice Verification
-----------------	---

Document Parking

In document parking, an employee parks invoice documents. Then another employee receives a work item in his or her inbox to continue processing these parked invoice documents.	Document Parking → Activate Workflow Template for Document Completion
In document parking, an employee saves invoice documents as complete for posting. If the invoice document is subject to release, the person responsible for releasing it receives a work item in his or her inbox to approve the invoice document.	Document Parking → Define Release Criteria Document Parking → Activate Workflow Template for Release for Posting

For more information on using workflow to control process flows, see:



[Parking: Complete Invoices for Posting \(MM-IV-LIV\) \[Extern\]](#)

[Parking: Release of Invoices Completed for Posting \(MM-IV-LIV\) \[Extern\]](#)

Features

Parking Invoice Documents

When you call the application *Park Invoice*, the system offers the following functions:

Function	Updates
<p><i>Hold:</i></p> <p>You use <i>Hold</i> if you want to save the document in its current status.</p>	<ul style="list-style-type: none"> Only minimal checks are performed, for example, to check if the company code exists. No updates take place.
<p> <i>Park:</i></p> <p>You use <i>Park</i> in the following situations:</p> <ul style="list-style-type: none"> Information required to post the invoice document is still missing and you do not want to have to re-enter the data entered so far. The balance is not zero. 	<ul style="list-style-type: none"> Information purchase order history Data for advance tax returns Index for duplicate invoice check Open vendor items in parked documents Log of document changes
<p> <i>Save as complete:</i></p> <p>You use <i>Save as complete</i> in the following situations:</p> <ul style="list-style-type: none"> No more changes should be made to the invoice document. The balance is zero. The invoice document is flagged for posting but is not to be posted yet. 	<ul style="list-style-type: none"> Information purchase order history Data for advance tax returns Index for duplicate invoice check Open vendor items in parked documents Purchase order commitments Controlling documents Funds management documents Document changes

Document Parking

Depending on the function chosen, the processed invoice documents are saved under the following nodes in the worklist:

- *Held documents*
- *Parked documents*
- *Documents complete for posting*

Processing Invoice Documents

You can call invoice documents that have not yet been posted for further processing or changing by double-clicking the document in the worklist. You can process the invoice documents in the following ways:

- Change
- Update the allocation
- Save them as complete
- Delete
- [Simulate them \[Seite 56\]](#)
- Post



Substitution and validation are not supported in document parking or when changing a parked document. Only when you post a parked document is the substitution or validation made.

See also:

[Parking Invoice Documents \[Seite 63\]](#)

[Processing Invoice Documents \[Seite 64\]](#)

[Invoice Verification Online \[Seite 19\]](#)


Parking Invoice Documents

1. To park a document, choose *Logistics Invoice Verification* → *Document Entry* → *Park Invoice*.

The *Park Invoice* screen appears.

2. Enter the invoice data. It does not matter if:
 - Your entries are complete or incomplete
 - The balance of the document is zero or not

The system does not carry out any checks, as you can correct or add more information to a parked document later on.

3. Choose  *Save parked document* to park the document.

Result

The system issues a message containing the document number created.



In addition to entering the application *Park Invoice* directly, you can switch from the application *Enter Invoice* to document parking. To do this, choose *Edit* → *Switch to document parking*. When you do this, the data entered so far is retained. The *Park Invoice* screen appears.



If you want to use a workflow to control the invoice verification process flow, see [Parking: Complete Invoices for Posting \(MM-IV-LIV\) \[Extern\]](#) for more information.

See also:

[Processing Invoice Documents \[Seite 64\]](#)

Processing Invoice Documents




Processing Invoice Documents

Calling Invoice Documents from the Worklist

You can select the following documents from the worklist by double-clicking them:


- Held documents
- Parked documents
- Documents complete for posting

You can process them in the following ways:

Function	Description
Change You want to change a parked document.	If you call a document from the worklist by double-clicking it, you can change the document. Save your changes by choosing:  <i>Save parked document</i> or  <i>Save as complete</i>
Delete You no longer want to use a parked document.	If you call a document from the worklist by double-clicking it, the system displays the document in Change mode. You can delete the document. Choose <i>Invoice document</i> → <i>Delete</i> .
Post You want to post a parked document.	If you call a document from the worklist by double-clicking it and it is not subject to release, you can post the document directly. Choose  <i>Post</i> .

Entering Invoice Documents Directly

If you know the number of the invoice document that you want to process, you can enter this number directly and process the corresponding document.

1. Choose  *Other invoice document*.
2. Enter the invoice document number and acknowledge your entry.

Update Allocations for Goods-Receipt-Based Invoice Verification


If you have already entered or changed quantities or amounts for invoice items, you can no longer change the allocation. Changed values arise, for example, from different values in incoming invoices, and should be taken account of during verification.

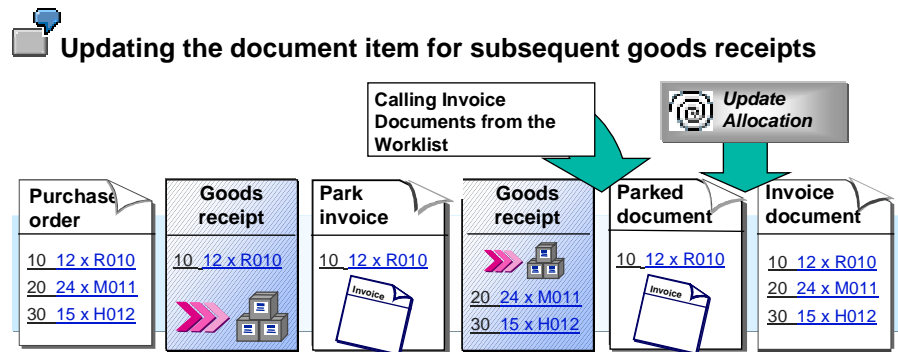
Invoice receipt before goods receipt

If goods-receipt-based invoice verification has been defined for the transaction and no goods receipt has been posted yet, the system does not proposed any items to be settled. If you park a document that is allocated to a purchase order item subject to goods-receipt-based invoice verification and no goods receipt has been posted for this item yet, you can enter the allocation, even without the proposed items.

Processing Invoice Documents

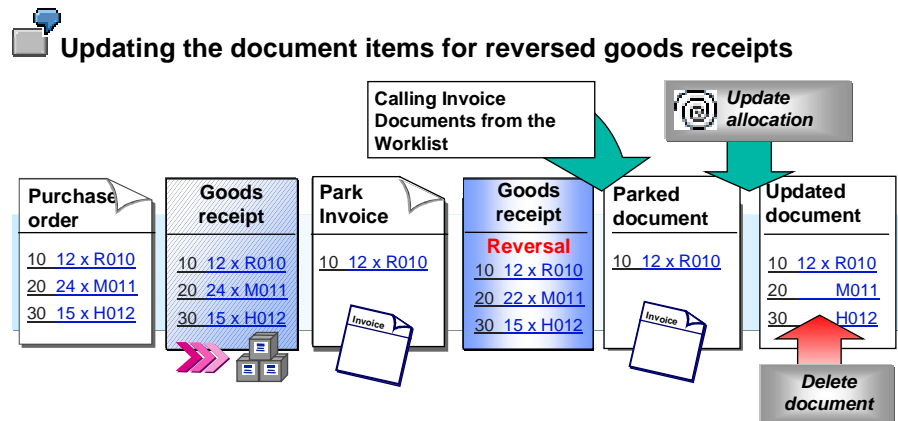
When you subsequently call up the parked document from the worklist and a goods receipt has been posted in the meantime, the system can find this goods receipt and proposed the corresponding items for settlement on the item list.

Choose  *Update allocation* to do this.



Reversing Goods Receipts

You have already parked an invoice document for a document item. Later, the goods receipt for this invoice document is reversed. In order to remove the document from your worklist, you can delete the parked document. To do this, choose *Invoice document* → *Delete*.



Update Allocations for Purchase-Order-Based Invoice Verification

For purchase-order-based invoice verification, the quantities and values for parked documents are no longer changed using the function *Update allocation*. The accounts payable clerk can verify the invoice using the purchase order history. If the invoice quantity is larger than the quantity of goods received, and you still try to post the document, the invoice is blocked for payment.

Controlling Invoice Document Processing Using Workflow

If you want to use a workflow to control the invoice verification process flow, see [Parking: Release of Invoices Completed for Posting \(MM-IV-LIV\) \[Extern\]](#) for more information.

Invoice Verification in the Background

Invoice Verification in the Background

Purpose

This process is suitable for the following transactions:

- Posting invoices with mass amounts of data for which no item check is required
- Posting invoices referring to transactions not yet entered in the system

Entering Invoices for Verification in the Background (Without Item List)

When verifying invoices in the background, you enter only a small set of document header data, such as the invoice amount, the currency and the tax information. You also allocate the incoming invoice to a purchasing document or a vendor. The system saves the data and allocation criteria you enter.

At a later point, the system verifies the invoice in the background. It uses the allocation criteria you entered to determine the item list. It then calculates the net total from the item list.

If the **net total = gross amount invoiced - tax amount (+/- tolerance)**, the system posts the invoice in the background.

If the **net total ≠ gross amount invoiced - tax amount (+/- tolerance)**, the system does not post the invoice in the background. It saves the document header data and the items determined in the background; the saved document then has to be processed manually in Invoice Verification.

With Invoice Verification in the background, the system does not check for any quantity or price differences at item level. Since you do not enter any actual invoice item data, the system uses the default data for comparison.

Manually Processing Invoices with Item List for Verification in the Background

In addition, you can implement Invoice Verification in the Background for invoices that have been verified in the background as containing errors and for which you have subsequently corrected their items on the *Logistics Invoice Verification* screen.

In this case, the system calculates the net total from the corrected actual values that you entered and not from the default values.

Prerequisites

Invoice Verification in the background is run using program **RMBABG00**. Your system administrator defines jobs that start the program for verifying invoices in the background.

Process Flow

Entering a vendor invoice for posting in the background involves:

1. [Entering Document Header Data \[Seite 21\]](#)
2. [Allocating Invoices \[Seite 23\]](#)

After invoices have been verified in the background, you may have to:

- Check the posted documents by creating a list of them

Invoice Verification in the Background

- Process the documents that were not posted

To do so, you can generate a list of the documents that were not posted, go to each document directly from the list and display, change, or delete the documents, for example.



To process the invoice documents, you go to the *Logistics Invoice Verification* screen. You can then process the documents in the same way as in the application *Enter Invoice*.

See also:


[Invoice Overview \[Seite 69\]](#)

[Invoice Verification Online \[Seite 19\]](#)

Entering Invoices for Invoice Verification in the Background

Entering Invoices for Invoice Verification in the Background

Post

1. Choose *Logistics Invoice Verification → Document Entry → Enter Invoice for Invoice Verification in Background*.
2. Enter the header data as required and match up the invoice.
3. Choose  *Post*.

The system creates an invoice document containing the header data. The invoice is saved for invoice verification in the background.

You can process the invoice further using the [Invoice Overview \[Seite 69\]](#) function.



Hold

1. Choose *Logistics Invoice Verification → Document Entry → Enter Invoice for Invoice Verification in Background*.
2. Enter the header data as required and match up the invoice. However, this information does not have to be complete.
3. Choose *Hold*.

You save the invoice in its current status. The system creates an invoice document containing the header data. The invoice document is not verified. These invoice documents are not flagged with a *traffic light icon* on the *Invoice Overview*.

You can process the invoice further using the [Invoice Overview \[Seite 69\]](#) function.



You can convert invoice documents that were posted or held in releases earlier than Release 4.6C using the function  *Schedule background verification*. In the list, select the column for *Schedule background verification* and choose the symbol  in the list of invoices. Only those invoices are converted that have already been assigned items.

Invoice Overview

Use

You use this function to generate a list of invoices, for example, to check which documents were posted in the background or which were not posted and therefore have to be processed manually.

Features

Selection Criteria

You can use numerous selection criteria to narrow down the list of invoices selected, including:

- Document number
- Fiscal year
- Processor
- Invoicing party
- Posting and document date
- [Invoice Status \[Seite 71\]](#)


List of Invoice Documents

The list of invoice documents contains various information, including:

- If the invoice was posted
- When it was last verified
- If the invoice contains items with unclarified errors or vendor errors
- If the invoice is scheduled for background verification
- If there is an error log for the invoices

You can go from the list to the individual documents that have not been verified or have been verified as containing errors and process them manually. You can process the documents in the same way as in the application *Enter Invoice* by double-clicking the document number.

Activities

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Invoice Overview*.
2. Enter selection criteria as required.
3. Choose  *Display*.

The system displays the list of invoice documents.

See also:

[Invoice Status \[Seite 71\]](#)

[Processing Invoices Following Background Verification \[Seite 72\]](#)

[Aggregation \[Seite 74\]](#)

Invoice Overview

[Deleting Invoice Documents \[Seite 76\]](#)

[Changing Invoice Documents \[Seite 77\]](#)

[Invoice Verification Online \[Seite 19\]](#)

Invoice Status

Definition

The status of an invoice illustrates the extent to which it has been processed.

An invoice can have the following statuses:

Status	Meaning
<i>Scheduled for background verification</i>	The invoice is to be verified in the background. The invoice was saved online using the application <i>Enter Invoice for Invoice Verification in the Background</i> or an older invoice document from an earlier release was converted.
<i>Verified as incorrect</i>	The invoice was verified in the background but could not be posted because the differences were too large. A system error occurred during verification in the background, for example, system settings have not been made. The invoice was held online using the application <i>Enter Invoice for Invoice Verification in the Background</i> (no verification).
<i>Correct (posted, not completed)</i>	The invoice was successfully posted using Invoice Verification in the background. You can differentiate between invoices posted online and those posted in the background.
<i>Posted</i>	The invoice was posted online. The invoice was verified in the background as being correct and the status was manually changed later on.



Invoices with status *Parked*, *Parked and completed*, *Parked and held*, and *Entered and held* are not displayed in the application *Invoice Overview*. These invoices are displayed in the [worklist \[Seite 17\]](#) in the applications *Enter Invoice* and *Park Invoice*.

Integration

In Customizing for *Logistics Invoice Verification*, you can configure the system so that invoices successfully posted in the background are given the status *Posted* immediately.

(*Invoice Verification in the Background* → *Define Automatic Status Change*)

Processing Invoices Following Background Verification

Processing Invoices Following Background Verification


Use


If invoices contain errors or were held or saved in the application *Enter Invoice for Invoice Verification in the Background*, you must process them manually so that the system can post them.

Prerequisites






You use the *Invoice overview* to generate a list of invoices verified as containing errors and of those not verified.

Features





From the list of invoice documents, you can go directly back to the selection screen by choosing  *New selection*, to choose different invoice documents.

If you have already corrected invoice documents that contain errors and go back to the list to continue processing, you can update the list of invoice documents by choosing  *Refresh*.

If the following symbols are active on the invoice document rows, you can call up the corresponding function by choosing the symbol.

Symbol and Function	Description
 <i>Display items</i>	You can display header data, vendor data, and item data for the invoice document (in the same way as in the application <i>Enter Invoice</i>), for example, unplanned delivery costs and the PO structure.
 <i>Change items</i>	<p>You can change the items (in the same way as in the application <i>Enter Invoice</i>), for example, the quantity, the amount, or the tax code of incorrect invoices.</p> <p> <i>Change Allocation Criteria</i></p> <p>You can change the allocation criteria for invoices containing errors (in the same way as in the application <i>Enter Invoice</i>), for example, you can change an incorrect order number or add an additional allocation.</p>
 <i>Display error log</i>	The messages collected notify you of the causes of the errors that occurred and how to proceed.
 <i>Quantity comparison: goods receipt - delivery note</i>	Differences can occur between the quantity of the actual goods receipt and the goods receipt noted by the vendor on the delivery note. You can filter invoice items containing such differences out of the invoices selected.

Processing Invoices Following Background Verification

 <i>Unclarified errors</i>	<p>You can filter the display of the invoices selected by unclarified errors. The system only includes invoice items containing unclarified errors in the item list.</p>
 <i>Display follow-on documents</i>	<p>You can display follow-on documents, for example, accounting documents.</p>
 <i>Checked</i>	<p>You can set invoice documents that were successfully posted in the background to status <i>Completed</i>.</p>
 <i>Schedule for background verification</i>	<p>You can schedule the invoice document for verification in the background. The invoice documents are then verified using report RBMBAG00.</p>



If an invoice was verified in the background as incorrect, you can set the invoice to *Invoice Verification in background* again to have the system verify it again. You would do this, for example, if you had not yet entered the delivery to which the invoice refers.

Aggregation

Aggregation

Use

You can aggregate several invoice items of an invoice. That means that the invoice items are grouped together for display as a single line, depending on the aggregation criterion used. This allows you to considerably reduce the work involved in checking the invoice or searching for variances.

You have received vendor invoices containing several invoice items and totals lines for each purchase order, delivery note, material, or plant.

Prerequisites

Function	Setting in Customizing for Logistics Invoice Verification
Define appropriate variants for aggregation.	<i>Incoming Invoice</i> → <i>Aggregation</i> → <i>Maintain Variants for Aggregation List</i>
Maintain additional aggregation criteria for each aggregation variant.	<i>Incoming Invoice</i> → <i>Aggregation</i> → <i>Preset Aggregation Criteria</i>

Integration

You can call the aggregation function from the list of invoice documents on the *Invoice Overview* and using the display variant on the item list in the applications *Invoice Overview* and *Enter Invoice*.

Features

You can only use the following criteria to aggregate invoices containing errors:

- *Aggregation: Delivery Note*
- *Aggregation: Purchase Order*
- *Aggregation: Material*
- *Aggregation: Plant*


After choosing the aggregation, you go to further processing of the invoice document on a screen analog to that used in the application *Enter Invoice*. Here you can expand the aggregated lines according to your requirements. You can maintain your personal criteria in Customizing for Logistics Invoice Verification:



A delivery note details deliveries to different plants, you can expand the aggregated lines for the delivery note via *Plants* and check the aggregation lines displayed for the delivery note and the plant respectively.

In the case of variances in the totals lines specified in the vendor invoices, you can branch to the item list of the aggregated lines and change the quantities and amounts, if necessary. After you have changed the invoice items and hidden the item list, the system updates the values according to the items changed.


Activities

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Invoice Overview*.
2. Enter selections as required.
3. Choose  *Display*.


The system displays the list of invoice documents selected.

4. Aggregate the invoice document required by choosing the aggregation criterion on the row containing the document to be verified.

A screen analog to that in the application *Enter Invoice* appears displaying the aggregated lines.

5. Compare the amounts with the totals lines specified on the vendor invoices.
6. If you find variances and want to enter other quantities or values, choose  *Items*.

The *Edit Item List* screen appears.

7. Make the changes.
8. When you have changed the items, choose *Hide item list*. The system updates the values in the aggregated rows.
9. Choose  *Post*.

See also:

[Invoice Item \[Seite 34\]](#)

Deleting Invoice Documents

Deleting Invoice Documents

Use

You want to delete an invoice document that is posted in the background or that you did not want verified at the time.


Prerequisites

The invoice has not been posted yet.

Procedure

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Invoice Overview*.
2. Enter your selection criteria.

The system displays the list of invoice documents.

3. Choose the invoice document to be deleted by choosing the icon  *Change*.

The *Logistics Invoice Verification* screen appears and the system displays the invoice document.

4. Choose *Invoice document* → *Delete*.

Result

The system deletes the invoice document. A message appears indicating that the document was deleted.

Changing Invoice Documents

Use


If you entered an invoice for verification in the background or which you did not want verified at the time, you can change the invoice.

Procedure

2. Choose *Logistics Invoice Verification* → *Further Processing* → *Invoice Overview*.



3. Enter your selection criteria.

The system displays the list of invoice documents.

5. Choose the invoice document to be processed by choosing the icon  *Change*.

The *Logistics Invoice Verification* screen appears and the system displays the invoice document.

4. Enter your changes and choose:

Symbol/Menu	Function
<i>Hold</i>	The current invoice document data is saved and you can further process the invoice document later.
 <i>Post</i>	The invoice document is posted.
 <i>Schedule for background verification</i>	The invoice is scheduled for background verification
Edit → <i>Accept difference and post</i> For more information, see Posting Total-Based Differences [Seite 158] .	The difference in the invoice document is accepted and posted. This can save you time and effort searching for variances in mass data.

Account Determination

Account Determination

Use

When you post an invoice, the system updates various accounts in Financial Accounting. It determines automatically which amounts have to be posted to which accounts.

Account assignment is based partly on your entries when you enter an invoice, partly on information stored in the system and partly on the system settings.

Prerequisites

The system administration must define and configure the accounts in the chart of accounts when implementing the R/3 System in your company.

Features

- Your **entries** provide the following information:
 - Which vendor account must be posted to?
 - Which amounts must be posted?
- The **material master record** provides the following information:
 - Which valuation class does the material belong to?
 - Which type of price control is required for the material?
 - Which account must be posted to for the material?
 - Is the stock available smaller than the quantity invoiced?
- **Posted documents** provide the following information:
 - What is the purchase order price?
 - Has a goods receipt been posted for the purchase order?
- The **system settings** provide the following information:
 - Is the invoice posted as a net or a gross amount?
 - Which G/L accounts must be posted to?

See also:

[Important Accounts for Invoice Verification \[Seite 79\]](#)

[Purchase Account Management \[Seite 82\]](#)

[Posting Small Differences \[Seite 81\]](#)

Important Accounts for Invoice Verification

The following accounts are particularly important for Invoice Verification:

Vendor Accounts

There is a separate account in the sub-ledger for each vendor that all amounts concerning this vendor are posted to. Making a posting to the vendor account is not the same as making a payment; payment is only made when the Financial Accounting department posts the vendor's payment to a bank account.

Stock Accounts

In the R/3 System, you do not set up a separate account for each material. Instead, different materials with similar features are grouped together in a common account (for example, raw materials: acids). The account relevant for a material is defined in the material master record when a material is created.

The system only posts to the stock account when a price difference occurs for an invoice.

For more information, see [Posting Price Variances \[Seite 109\]](#).

GR/IR Clearing Accounts

The GR/IR clearing account is an "intermediate" account between the stock account and the vendor account. At goods receipt, the net invoice amount expected is posted to the stock account. The offsetting entry is posted to the GR/IR clearing account. This posting is then cleared by an offsetting entry on the vendor account at invoice receipt.

For more information, see [Postings at Goods Receipt and Invoice Receipt \[Extern\]](#).

Tax Accounts

The system makes postings to special tax accounts when invoices include tax.

For more information, see [Entering Tax Data \[Seite 96\]](#).

Price Differences Accounts

Price differences have to be posted to a price differences account if price differences have occurred in an invoice and when invoices are posted net and no posting can be made to the stock account.

For more information, see [Posting Price Variances \[Seite 109\]](#) or [Example: Net Posting \[Seite 101\]](#).

Cash Discount Clearing Account

When you post an invoice net, the cash discount amount is taken into account in the invoice, it reduces the value of the items; the offsetting posting is made to the cash discount clearing account, which is then cleared when payment is made.

For more information, see [Example: Net Posting \[Seite 101\]](#).

Important Accounts for Invoice Verification**Freight Clearing Account**

The stock account is debited with the planned delivery costs at goods receipt and the system makes the offsetting posting to a freight clearing account. This posting is then cleared by an offsetting entry to the vendor account at invoice receipt.

For more information, see [Planned Delivery Costs \[Seite 146\]](#).

Posting Small Differences

Use

An invoice can only be posted if the balance is zero. If there is only a slight difference between the total debit and credit amounts, it may cost too much time and effort to find out why the differences occurred and then have to change the individual items.

You can therefore have the system automatically create an additional posting line for the small difference so that the balance is zero.

Prerequisites

Function	Setting in Customizing for Invoice Verification
Define the tolerance limits for small differences.	<i>Invoice Block</i> → <i>Set Tolerance Limits</i>

Features

If the difference determined is within the tolerance limits set for small differences, the system automatically generates a posting line when you simulate or post the invoice document that posts the difference to a non-operating expense or revenue account.

You can also define vendor-specific tolerances so that the system either accepts larger differences or automatically reduces the invoice.

For more information, see [Posting Total-Based Differences \[Seite 158\]](#).



You ordered one kilogram of a material costing \$10.87. The invoice you receive contains a typing error:

1 kg of *material A* = \$10.78

When entering the invoice, you enter the amount \$10.78 on the tab page *Basic data* in the header area. You could change the proposed amount from \$10.87 to \$10.78 in the invoice item but this would affect how the price is updated.

If you want to avoid this, you have a difference of \$0.09 on the document overview when you simulate the invoice. The system automatically creates a posting line during the document check to clear the difference.

The system automatically creates a line that posts the difference to the expense account for small differences. The balance is therefore zero and the document can be posted.

See also:

[Setting Tolerances \[Seite 133\]](#)

Purchase Account Management

Purchase Account Management

Use

Some countries require companies to manage purchase accounts. This account documents the value that externally procured materials are posted at.

Prerequisites

Function	Customizing Setting
Define whether purchase account management is active for the company code.	<i>Materials Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Purchase Account Management → Activate Purchase Account in Company Code</i>
Define the value calculation that applies to the purchase account.	<i>Purchase Account Management → Calculation of Value for Purchase Account</i>
Define whether the system is to create separate accounting documents for the purchase account postings.	<i>Purchase Account Management → Separate Accounting Document for Purchase Account Postings</i>
Create the appropriate accounts.	<i>Materials Management → Invoice Verification → Logistics Invoice Verification → Incoming Invoice → Configure Automatic Postings</i>

Features

Purchase accounts can be updated in the following ways:

- **At the receipt value**

In this case, the exact amount posted at goods receipt to the GR/IR clearing account is posted to the purchase account.

In Invoice Verification, the system only posts to the purchase account if there is a price difference. The system posts this difference to the stock account or to a price difference account, the sum of these two postings is posted to the purchase account.

For more information, see [Postings at Receipt Value \[Seite 84\]](#).

- **At the stock value**

In this case, the exact amount posted at goods receipt or at invoice receipt is posted to the purchase account.

In Invoice Verification, the system only posts to the stock account – and therefore to the purchase account and to the purchase offsetting account – if the invoice item meets the following conditions (see [Price Variance \[Seite 108\]](#)):

- A price variance has occurred
- The material is subject to moving average price control
- Stock exists for the material

Purchase Account Management

For more information, see [Postings at Stock Value \[Seite 85\]](#).

Similar to the purchase account, a freight account exists for documenting delivery costs that have been posted for externally procured materials.

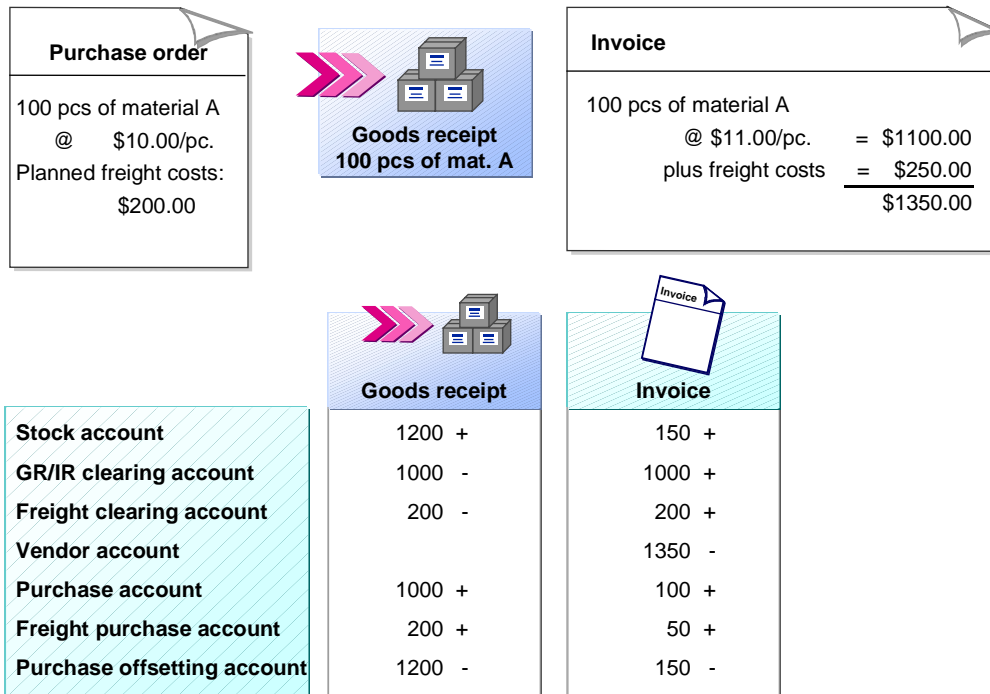
If purchase account management is active, the system automatically carries out the additional postings.

Postings at Receipt Value

Postings at Receipt Value

Customizing is configured so that the posting to the purchase account is based on the receipt value and separate accounting documents are created for the purchase account postings. The following postings are made:

Postings Based On the Receipt Value for Material with Moving Average Price



Goods Receipt

The first document contains the postings to the GR/IR clearing account and the purchase account, plus the postings to the freight clearing account and the freight purchase account, if there are delivery costs.

The second document contains the postings to the purchase offsetting account and the stock account.

Invoice Receipt

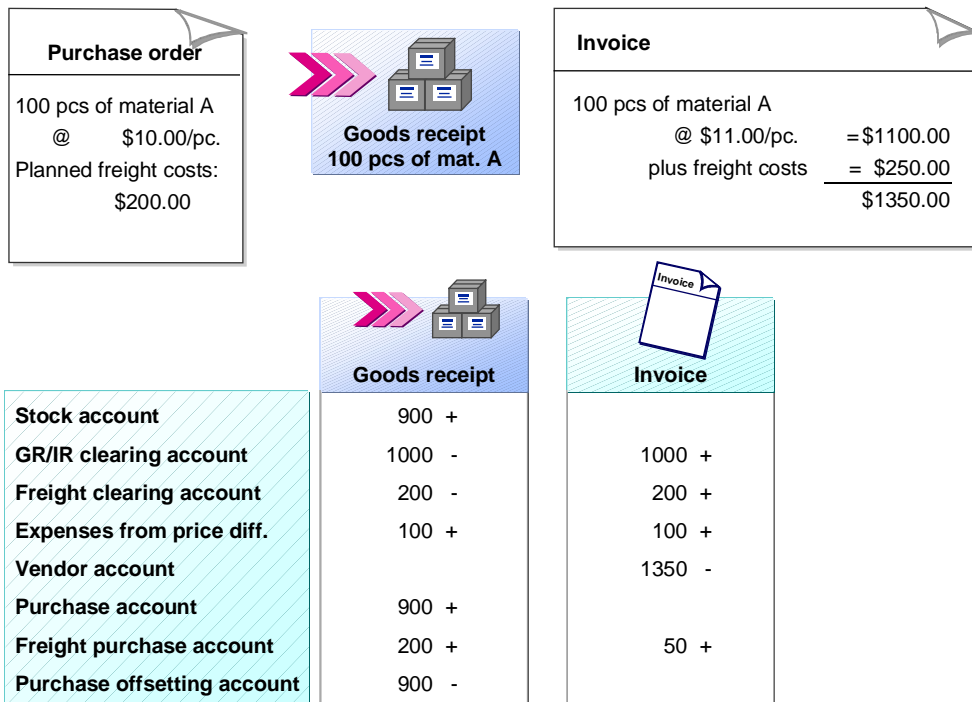
The first document contains the postings to the vendor account, the GR/IR clearing account, and the purchase account, plus the postings to the freight clearing account and the freight purchase account, if there are delivery costs.

The second document contains the postings to the purchase offsetting account and the stock account.

Postings at Stock Value

Customizing is configured so that the posting to the purchase account is based on the stock value and separate accounting documents are created for the purchase account postings. The following postings are made:

Postings at Stock Value for Material with Standard Price of \$9



Goods Receipt

The first document contains the postings to the GR/IR clearing account and the purchase account, plus the postings to the freight clearing account, the freight purchase account, and the account for expenses from price differences, if there are delivery costs.

The second document contains the postings to the purchase offsetting account and the stock account.

Invoice Receipt

The first document contains the postings to the vendor account and the GR/IR clearing account, plus the postings to the freight clearing account, the freight purchase account, and the account for expenses from price differences, if there are delivery costs.

➡ Based on the receipt value and a material subject to standard price control, the purchase account is updated with a value of 1000 at goods receipt and with a value of 100 at invoice receipt.

Direct Posting

Direct Posting

Use

In *Logistics Invoice Verification*, you can also post invoices that do not refer to a purchase order or a delivery. A typical example of this is a bill for expenses.

As in the case of an invoice with a reference, you first need to enter the header data and the vendor information.

In contrast to invoices with a reference, the system does not display any proposed values for the invoice items, since it cannot determine any purchase order items and posted goods receipts for this invoice. As a result, the system does not know which accounts are affected by the offsetting entry for the vendor line item. Therefore, you must specify which accounts the amounts are to be posted to. The SAP System provides the following options:

- Posting to a G/L account
- Posting to a material account

You can also combine these options by generating the relevant posting lines one after the other, or by generating lines with reference to a purchase order.



When you enter an invoice without a reference, you may find that a vendor has not been created in the system. You can post this invoice to a one-time account. For more information, see [Invoices from One-Time Vendors \[Seite 31\]](#).

See also:

[Posting to G/L Accounts \[Seite 87\]](#)

[Posting to Material Accounts \[Seite 89\]](#)

Posting to G/L Accounts

Use

You post to **G/L accounts** if you, for example, want to settle small amounts for freight costs and similar items and do not want to add these to the material accounts or cost accounts for the invoice items.

Prerequisites

Function	Setting in Customizing for Logistics Invoice Verification
You can show or hide the tab page <i>G/L account</i> as required.	<i>Incoming Invoice</i> → <i>Activate Direct Posting to G/L Accounts and Material Accounts</i>

Posting Without Purchase Order Reference

If you want to create a posting line without a purchase order reference to a G/L account, proceed as follows:

1. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice* or *Park Invoice*.
2. Enter the header data as required and enter the number of the invoicing party on the tab page *Details* in the field *Inv. party*.
3. Choose the tab page *G/L account*.
4. Enter data as required:
 - G/L account number
 - Credit or debit posting
 - Amounts
 - Account assignment information, for example., cost centers
5. Choose *Post*.

Posting with Purchase Order Reference

If you want to create a posting line with purchase order reference to a G/L account, proceed as follows:

1. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice* or *Park Invoice*.
2. Enter header data as required.
3. Allocate the invoice to a document and check the items to be settled.
4. Choose the tab page *G/L account*.
5. Enter data as required:
 - G/L account number
 - Credit or debit posting
 - Amounts

Posting to G/L Accounts

- Account assignment information, for example., cost centers
6. Choose *Post*.

Posting to Material Accounts

Use

You post to **material accounts**, if you, for example, want to debit or credit a material without using a purchase order reference.

Prerequisites

Function	Setting in Customizing for Logistics Invoice Verification
You can show or hide the tab page <i>Material</i> as required.	<i>Incoming Invoice</i> → <i>Activate Direct Posting to G/L Accounts and Material Accounts</i>

Posting Without Purchase Order Reference

If you want to create a posting line without purchase order reference to a material account, proceed as follows:

5. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice* or *Park Invoice*.
6. Enter the header data as required and enter the number of the invoicing party on the tab page *Details* in the field *Inv. party*.
7. Choose the tab page *Material*.
8. Enter data as required:
 - Material number
 - Plant
 - Valuation type, if applicable
 - Credit or debit posting
 - Amount
6. Choose *Post*.

Posting with Purchase Order Reference

If you want to create a posting line with purchase order reference to a material account, proceed as follows:

6. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice* or *Park Invoice*.
7. Enter header data as required.
8. Allocate the invoice to a document and check the goods items to be settled.
9. Choose the tab page *Material*.
10. Enter data as required:
 - Material number
 - Plant

Posting to Material Accounts

- Valuation type, if applicable
- Credit or debit posting
- Amount

6. Choose *Post*.

Posting Taxes

Use

Which taxes are to be paid and how they are to be posted in the system depends on the tax regulations defined by law in the country of the company concerned. The postings made are controlled by the tax code. A distinction is made between the following:

- Deductible taxes
- Non-deductible taxes

Prerequisites

Function	Setting in Customizing for Financial Accounting
The tax code controls the tax rates, the accounts to be posted and the whole procedure.	<i>Financial Accounting → Financial Accounting Global Settings → Sales tax → Calculation → Define Tax Codes for Sales/Purchases</i>

Features

Deductible Taxes

Input tax is paid to the vendor, who passes this on to the tax authorities. The offsetting entry for the tax is posted to a separate input tax account; on the basis of this account and the sales tax account, Financial Accounting can calculate the difference between the tax received and tax paid and pay this amount to the appropriate tax authority.

The system creates a line for every tax code you enter. If various line items have the same tax code, the tax postings are added together.

Non-Deductible Taxes

There are three different ways of processing non-deductible taxes. In all three cases, the tax for a tax code can be defined on several levels. The postings on the individual levels can be distributed to different accounts.

- **Distribution Among Invoice Items**

With this processing method, you post the invoice and tax amounts to the vendor account. The taxes are distributed among the G/L account line items and totaled in each case as a net value.

[Example \[Seite 93\]](#)

- **Separate Posting Lines**

With this processing method, you post the invoice amount and the tax amount to the vendor account. The offsetting entry is divided up: the offsetting entry for the invoice amount is posted to the stock account, and the offsetting entry for the tax amount is posted to separate tax accounts.

[Example \[Seite 94\]](#)

- **Sales Tax not Charged**

Posting Taxes

In this case, the invoice does not contain any taxes. The tax is determined by the tax code entered. You do not enter a tax amount. The tax expense is either distributed among the invoice items or posted separately. The offsetting entry is posted to separate tax accounts.

[Example \[Seite 95\]](#)

See also:

[Entering Tax Data \[Seite 96\]](#)

Example: Distribution Among Invoice Items

You receive the following invoice for a purchase order, for which a goods receipt has been entered.
The same tax code, defined at several levels, applies to both invoice items:

Invoice: 100 pieces of *material A* @ \$10 = \$1000
100 pieces of *material B* @ \$30 = \$3000
Subtotal = \$4000
5% Tax 1 \$200
2% Tax 2 \$80
1% Tax 3 \$40
Total: \$4320

On the Logistics Invoice Verification *Enter Invoice* screen, you enter the following data:

\$4320 in the *Gross invoice amount* field

\$320 in the *Sales tax* field

The appropriate tax code in the *Tax code* field

Account movements:

	Goods receipt	Invoice
Stock account A	1000 +	80 +
GR/IR account A	1000 -	1000 +
Stock account B	3000 +	240 +
GR/IR account B	3000 -	3000 +
Vendor account		4320 -

Example: Separate Posting Lines**Example: Separate Posting Lines**

The postings are similar to those for deductible tax, with the difference that deductible tax does not allow multiple levels.

You receive the following invoice for a purchase order, for which a goods receipt has been entered.
The same tax code, defined at several levels, applies to both invoice items:

Invoice:

100 pieces of <i>material A</i> @ \$10	= \$1000
100 pieces of <i>material B</i> @ \$30	= \$3000
Subtotal	= \$4000
5% Tax 1	\$200
2% Tax 2	\$80
1% Tax 3	\$40
Total:	\$4320

On the Logistics Invoice Verification *Enter Invoice* screen, you enter the following data:

\$4320 in the *Gross invoice amount* field

\$320 in the *Sales tax* field

The appropriate tax code in the *Tax code* field

Account movements:

	Goods receipt	Invoice
Stock account A	1000 +	
GR/IR account A	1000 -	1000 +
Stock account B	3000 +	
GR/IR account B	3000 -	3000 +
Vendor account		4320 -
Tax 1		200 +
Tax 2		80 +
Tax 3		40 +

Example: Sales Tax Not Charged

You receive the following invoice for a purchase order, for which a goods receipt has been entered.

Invoice: 100 pieces of *material A* @ \$10 = \$1000
 100 pieces of *material B* @ \$30 = \$3000
 Total = \$4000

On the Logistics Invoice Verification *Enter Invoice* screen, you enter the following data:

\$4000 in the *Gross invoice amount* field

On the item list, you enter the *Tax amount* and the *Tax code* for each item.

For example, for *material A* 3% tax and for *material B* 5% tax.

Account movements:

	Goods receipt	Invoice
Stock account A	1000 +	30 +
GR/IR account A	1000 -	1000 +
Stock account B	3000 +	150 +
GR/IR account B	3000 -	3000 +
Vendor account		4000 -
Tax 1		30 -
Tax 2		150 -

Entering Tax Data

Entering Tax Data

Use

Invoices usually include sales tax. This is specified either as a percentage rate or as a set amount. You have to enter tax data when you are entering an invoice. The system automatically makes all the necessary postings.

Prerequisites

You maintain the following settings in Customizing for Logistics Invoice Verification:

Function	Settings in Customizing for Logistics Invoice Verification
Maintain the default values for tax codes for invoices.	<i>Incoming Invoice</i> → <i>Maintain Default Values for Tax Codes</i>

Procedure

You enter the tax information contained in an invoice in the document header data or in the invoice items.

1. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice*.

The *Enter Invoice* screen appears.



2. Enter header data as required. Enter the tax amount and choose the *Tax code* from the list field. You can change any tax codes proposed by the system if necessary.

If the tax amounts are not specified in the invoice, leave the field *Tax amount* blank and select the field *Calculate tax*.

3. Match up the invoice to another system document.

4. Choose .

The system proposes the invoice items. The system automatically proposes the tax code from the order item or the G/L account to be posted to for each invoice item. You can overwrite these tax codes.

5. If your entries are incorrect and you choose  *Simulate* or  *Post*, the tax data screen appears. This contains:

- All tax codes in the session
- All tax amounts you entered previously
- The tax base for each tax code

You can correct the tax amounts. If you did not enter all the tax amounts and tax codes on the Logistics Invoice Verification screen, the missing tax codes (but not the amounts) contained in the items are displayed. You have to enter the relevant amounts. The system does not, however, check your entries here. The system only checks the tax amount, the tax code, and the base amount after you choose the *Post* or *Simulate* functions.



Entering Tax Data

You cannot change the tax base on the tax data screen. If this is wrong, then the amount or the tax code has probably been entered wrongly in the item. You then have to go back to the invoice items to make the correction.


6. Choose  *Continue*.

The *Logistics Invoice Verification* screen reappears.

Result

When you choose  *Post* or  *Simulate*, the system checks if the correct tax amount has been entered for every tax code. If the tax amount is incorrect, the tax data screen appears and a message appears showing the correct tax amount.

If you want to change the tax data, choose *Cancel*. The invoice items reappear. You can change the tax information here.

If you do not want to change the tax data, acknowledge the message by choosing  *Continue*. The system then posts the document.

See also:

[Posting Taxes \[Seite 91\]](#)

Cash Discounts

Cash Discounts

Definition

Percentage discount on the purchase price that you are guaranteed under the terms of payment if you pay the invoiced amount within a certain period.

Use

To define exactly when an invoice is to be paid, you can agree terms of payments with your vendor. Terms of payment can be agreed on three levels, for example, payment within 5 days 3 % cash discount, within 10 days 2 % cash discount, within 20 days net.

You can also agree installment conditions, which divide up the invoice amount into smaller amounts with different payment term keys. In this case, several vendor lines are created in the Financial Accounting document.

You can define terms of payment keys in Customizing for frequently used terms of payment, so that you only have to enter the key in Purchasing or Invoice Verification. The terms of payment key also contains the baseline date as of which the terms of payment days apply.

Integration

The buyer generally defines the terms of payment in the purchase order. The terms of payment are entered in the purchase order header and therefore apply to all items.

These terms of payment are suggested in Invoice Verification, but can be overwritten. If an invoice refers to more than one purchase order, the terms of payment in the first purchase order are suggested.

See also:

[Types of Cash Discount Clearing \[Seite 99\]](#)

Types of Cash Discount Clearing

Use

This function uses the document type to control how cash discount is to be cleared.

The standard system contains two document types:

- [Gross Posting \[Seite 100\] \(RE\)](#)
The cash discount amount is not taken into consideration when the invoice is entered.
Only when payment is made, is the cash discount amount posted to a revenue account.
- [Net Posting \[Seite 101\] \(RN\)](#)
The cash discount amount is credited directly to the account that the costs are posted to when you enter the invoice. For example, if you are posting an amount to a cost center, only the invoice amount minus the cash discount amount is posted to the cost center.


Prerequisites

The following settings are made in Customizing for Logistics Invoice Verification:

(*Invoice Verification* → *Logistics Invoice Verification* → *Incoming Invoice* → *Maintain Document Types and Number Ranges* → *Document Type*)

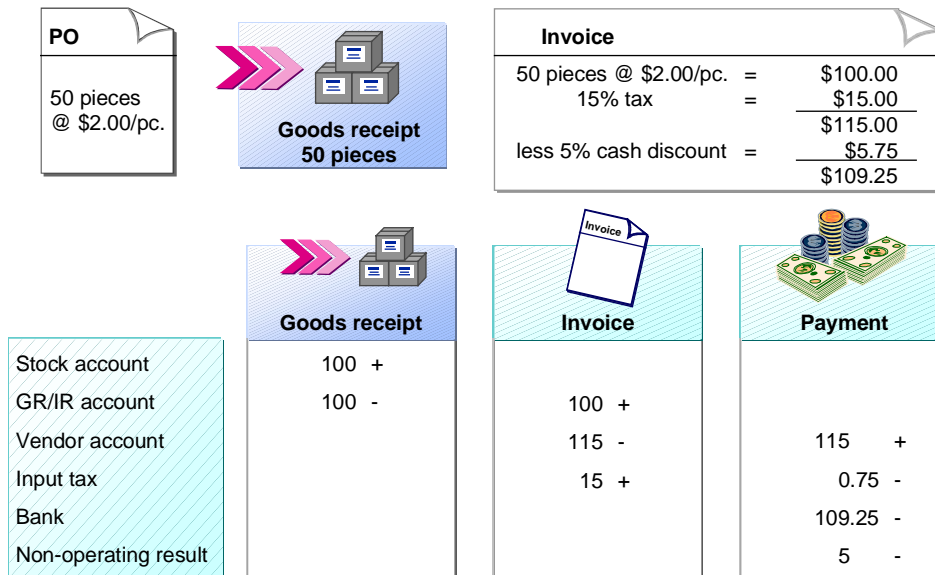
- Which document types exist
- Whether an invoice is posted net or gross
- Which document type is proposed in Logistics Invoice Verification

Activities

1. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice*.
The *Logistics Invoice Verification* screen appears.
2. First, enter the header data required on the tab page *Basic data* and match up the invoice.
3. Choose .
The system then determines the terms of payment from the first purchase order allocated.
4. Check the terms of payment, the system displays them in the header area on the tab page *Basic data*. If you want to change the terms of payment, choose the tab page *Payment*.
If a fixed cash discount is specified in the invoice, you can enter this amount in the field *Cash disc*. In this case, the system ignores the terms of payments that the system proposes or that you enter.
You can change the default document type in the header area, on the tab page *Details*.

Example: Gross Posting

Example: Gross Posting



If an invoice contains a cash discount and taxes, more tax is posted with the invoice than should be, as the cash discount is not taken into account. When payment is made, the system automatically corrects the tax payment: The tax amount for the cash discount is credited to the input tax account.

The input tax account is debited with \$15 when the invoice is posted. However, only \$95 (100 - 5%) is to be taxed. Therefore, the tax to be paid is 15% of \$95 = \$14.25. The difference of \$0.75 is credited to the input tax account when the invoice is paid.

Example: Net Posting

The cash discount amount expected is already taken into consideration when the invoice is posted. The type of price control defined for the material determines which offsetting account is posted when the stock account is posted.

- **Material with Standard Price**

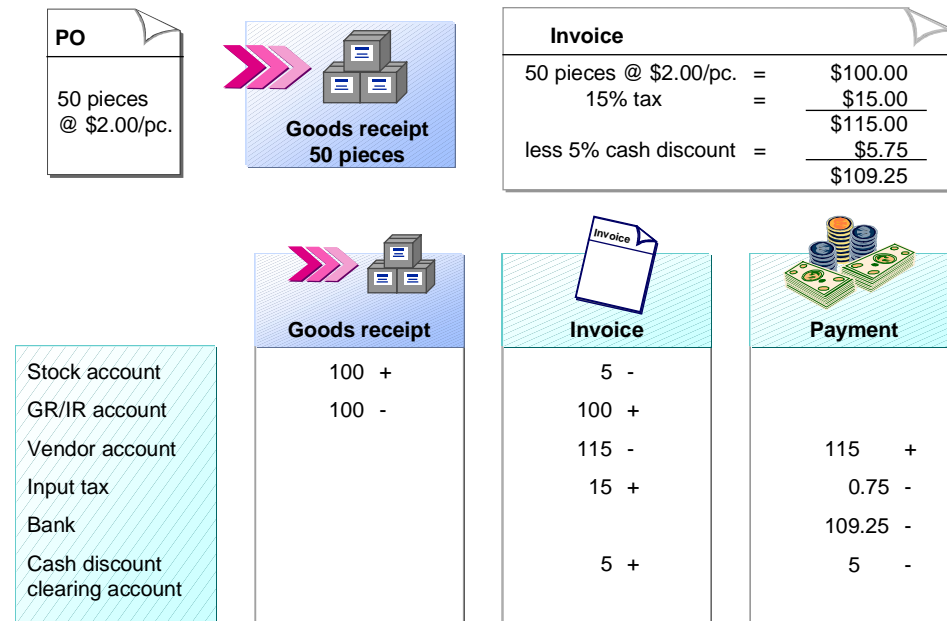
The cash discount amount is credited to the **income from price differences account** and debited from the cash discount clearing account.

- **Material Valuated at a Moving Average Price**

The tax amount is credited to the **stock account** and debited from the cash discount clearing account, provided that there is sufficient stock to cover the quantity invoiced.



Net Posting for a Material with a Moving Average Price



If an invoice contains a cash discount and taxes, more tax is posted with the invoice than should be, as the cash discount is not taken into account. When payment is made, the system automatically corrects the tax payment: The tax amount for the cash discount is credited to the input tax account.

The input tax account is debited with \$15 when the invoice is posted. However, only \$95 (100 - 5%) is to be taxed. Therefore, the tax to be paid is 15% of \$95 = \$14.25. The difference of \$0.75 is credited to the input tax account when the invoice is paid.

Example: Net Posting

It is also possible to post the goods receipt net. In this case, when an invoice is entered, only the GR/IR clearing account is cleared and the vendor account credited.

Invoice with Variances

Definition

An invoice is said to contain variances if a quantity or value in at least one item is invoiced at a different value to the value that the system proposes.

Use

If you accept a variance in an invoice item and overwrite the proposed value, the system checks if the variance is within the [tolerance limits \[Seite 133\]](#) defined in Customizing. If it is outside the limits, a warning message is displayed but you can still post the invoice. If an upper tolerance limit is exceeded, the invoice is posted but blocked for payment. You have to release the invoice for payment in a separate step.

Structure

There are four different types of variance:

[Quantity Variance \[Seite 106\]](#)

The quantity in the invoice is not the same as the difference between the quantity delivered and the quantity invoiced so far.



Ordered:	100 pieces at \$10/pc.
Delivered:	50 pieces
Invoiced so far:	0 pieces
Invoice:	80 pieces at \$10/pc. = \$800

[Price Variance \[Seite 108\]](#)

The price in the invoice differs from the price in the purchase order.



Ordered:	100 pieces at \$1.30/pc.
Delivered:	100 pieces
Invoiced so far:	0 pieces
Invoice:	100 pieces at \$1.24/pc. = \$124

[Quantity and Price Variance \[Seite 116\]](#)

Here we have a variance in both quantity and price.



Invoice with Variances

Ordered:	100 pieces at \$10/pc.
Delivered:	60 pieces
Invoiced so far:	0 pieces
Invoice:	100 pieces at \$11/pc. = \$1100

[Order Price Quantity Variance \[Seite 124\]](#)

If the price in the purchase order refers to a unit of measure different to the order quantity, this quantity is referred to as the order price quantity (for example, you order in pieces but are invoiced in \$/kg). As a check, the system works out the ratio between the quantities in order price units and in order units. If this ratio in the invoice is different from the ratio at goods receipt, a variance in order price quantity exists. If the invoice is received before the goods, the ratio in the invoice is compared with that in the purchase order.



Ordered:	100 pieces (= 250 kg) at \$20/kg
Delivered:	100 pieces (= 240 kg)
Invoiced so far:	0 pieces
Invoice:	100 pieces (= 260 kg) at \$52/kg = \$5200

Thus, the ratio of order price quantity to order quantity is:


- 2.5 kg/piece in the purchase order
- 2.4 kg/piece at goods receipt
- 2.6 kg/piece in the invoice

See also:

[Posting Invoices with Variances \[Seite 105\]](#)

Entering Invoices with Variances


Procedure


1. Choose *Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice*.
2. Enter the header data as required and match up the invoice on the *Enter Invoice* screen.
3. Choose .


The system proposes the invoice items. The system has selected all invoice items for which an invoice is still outstanding. Check the selection and make any necessary changes.

In the invoice items that an invoice is still outstanding, the system proposes the quantity to be invoiced and calculates the amount to be invoiced from the order price. If the invoice differs, you can overwrite the proposed values.

If no invoice is outstanding for an invoice item, the system proposes neither amount nor quantity. However, you can still enter values in these fields, but you must select the invoice item if you want it to be included in the document.

4. Choose . The system can now check if your entries have resulted in variances in the selected items. If variances occur, the system:
 - Accepts your change and processes the item as if there were no variance, if the variance is within the tolerance limits
 - Displays an appropriate message if the variance is outside the tolerance limits.

You can now correct any typing errors or acknowledge the message by choosing .

5. Choose  *Post*. The system posts the document.

Result

If a variance is outside the tolerance limits, the document is posted and blocked for payment.

Quantity Variance

Quantity Variance

Definition

The difference between the quantity delivered and the quantity invoiced for goods received for a purchase order is the quantity still to be invoiced. A quantity variance exists if the quantity you are entering from the invoice does not match this open quantity.

Use

Quantity variances occur if the vendor:

- Sends a partial invoice for one or more deliveries
In this case, the system expects to receive more invoices (or return deliveries).
- Sends an invoice for a delivery that the goods receipt has not yet been posted for.
In this case, the system expects further goods receipts (or credit memos).

Special circumstances exist for [goods-receipt based invoice verification \[Seite 28\]](#):

- If goods-receipt based Invoice Verification has been defined for an order item and the goods receipt has not yet been posted, the system does not allow you to post the invoice.
- If goods-receipt based invoice verification has been defined for a purchase order item, a goods receipt has been posted, and an invoice is now entered for a larger quantity, the standard system is configured to display a warning message. This enables you to post a quantity larger than that received at the time of invoice receipt even when goods-receipt based invoice verification is active.



Note that no more goods receipts can be matched to this invoice. As a result, you can no longer tell from the purchase order history which goods receipt items belong to which invoice items.

- You can control the system messages for goods-receipt-based invoice verification and purchase-order-based invoice verification separately in Customizing for Invoice Verification. In the standard system, both messages are configured as warning messages. For example, you can configure the message for goods-receipt-based invoice verification as an error message. This allows you to prevent payment for an invoice quantity that is larger than the delivered quantity in goods-receipt-based invoice verification.

See also:

[Posting Quantity Variances \[Seite 107\]](#)

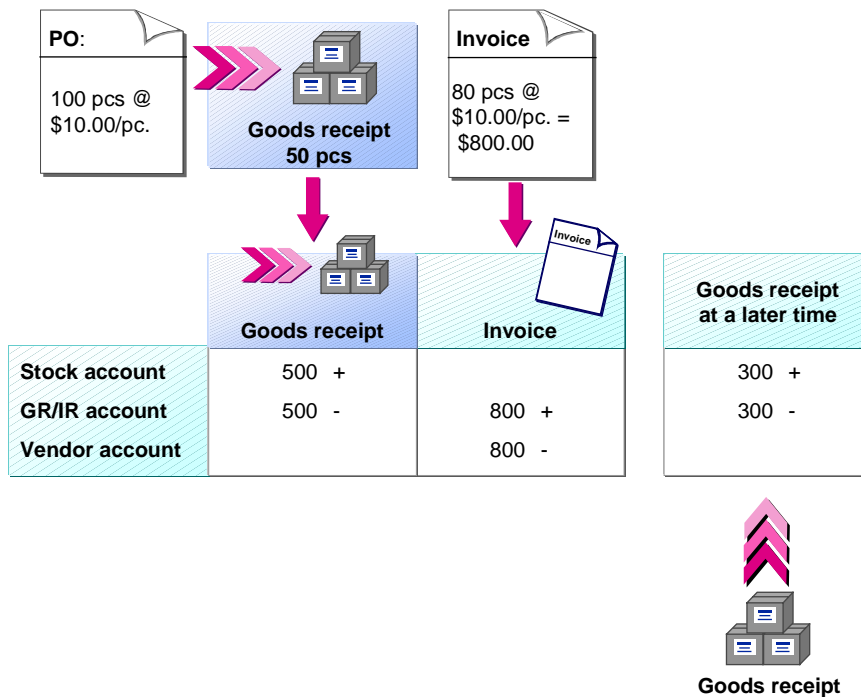
Posting Quantity Variances

As in the case of invoices without variances, the amount invoiced is posted from the GR/IR clearing account to the vendor account. When quantity variances occur, the following applies:

- If the quantity invoiced is larger than the quantity received, the system expects that the extra quantity invoiced will still be delivered.
- If the quantity received is larger than the quantity invoiced, the system expects a further invoice to arrive.

When the goods or invoice are received, the balance is cleared on the GR/IR clearing account.

Postings in the Case of Quantity Variance: Invoice Quantity Greater than Goods Receipt Quantity



If no more goods or invoices are received, the balance remains open on the GR/IR clearing account. You must maintain the GR/IR clearing account at regular intervals to clear these amounts manually.

See also:

[GR/IR Clearing Account Maintenance \[Extern\]](#)

Price Variance

Price Variance

Definition

A price variance occurs if the price per unit of measure differs to that in the purchase order, based on the quantity and amount invoiced.

Use

Price variances occur if:

- The vendor does not keep to the price arrangements made with your Purchasing department.
- Your purchasing department entered the wrong price in the order item.

See also:

[Posting Price Variances \[Seite 109\]](#)

Posting Price Variances

Use

When price variances occur, the type of [price control \[Extern\]](#) defined for the material determines how the difference is posted. This is defined in the material master record.

There are two types of price control in the SAP system:

- **Standard price**

If a material is managed at a standard price, the value of the material is always calculated using a fixed price stored in the material master record. When goods are received, the value of the receipt is calculated from the price in the material master. Variances at goods receipt or invoice receipt are posted to a **price difference account**.

For more information on postings when price variances occur, see [Example: Material with Standard Price \[Seite 110\]](#).

- **Moving average price (MAP)**

If a material is managed at a moving average price, the price of the material can change. It is calculated by dividing the current total value by the current total quantity of the material. It changes if the current material price differs from the delivered cost at goods or invoice receipt. Variance are posted to the **stock account**, with one exception: If the stock of material is less than the quantity specified in the invoice because goods were withdrawn between goods receipt and invoice receipt, then the price variance for the missing quantity is posted to a price difference account.

For more information, see:

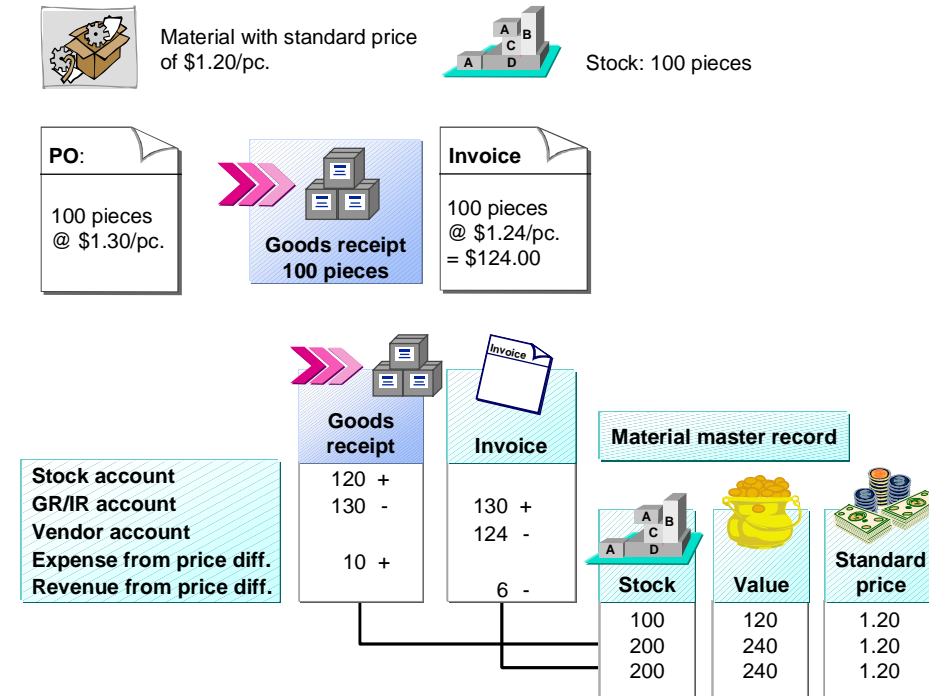
[Material with MAP with Stock Coverage \[Seite 112\]](#)

[Material with MAP Without Stock Coverage \[Seite 114\]](#)

Example: Material with Standard Price

Example: Material with Standard Price

Postings in the Case of Price Variance and Extract from Material Master Record



Goods Receipt

The stock account is posted with the receipt value based on the standard price.

Delivered quantity * Standard price
100 pieces * \$1.20/pc. = \$120

The offsetting entry to the GR/IR clearing account is based on the purchase order price.

Delivered quantity * PO price
100 pieces * \$1.30/pc. = \$130

The purchase order price is different to the standard price: The variance between the goods receipt value and the purchase order value is posted as follows:

- To an expense account, if the purchase order value is greater than the goods receipt value
- To an revenue account, if the purchase order value is less than the goods receipt value

Value Calculation

The material price does not change. The stock and value in the material master record increase in proportion to the goods receipt quantity.

Example: Material with Standard Price**Invoice Receipt**

The GR/IR clearing account is cleared on the basis of the purchase order price. The offsetting entry is posted to the vendor account based on the invoice price. The invoice price is different to the purchase order price: The variance between the purchase order value and the invoice value is posted as follows:

- To an expense account, if the invoice value is greater than the purchase order value
- To a revenue account, if the invoice value is less than the purchase order value

Value Calculation

The material price, stock, and value in the material master record do not change.

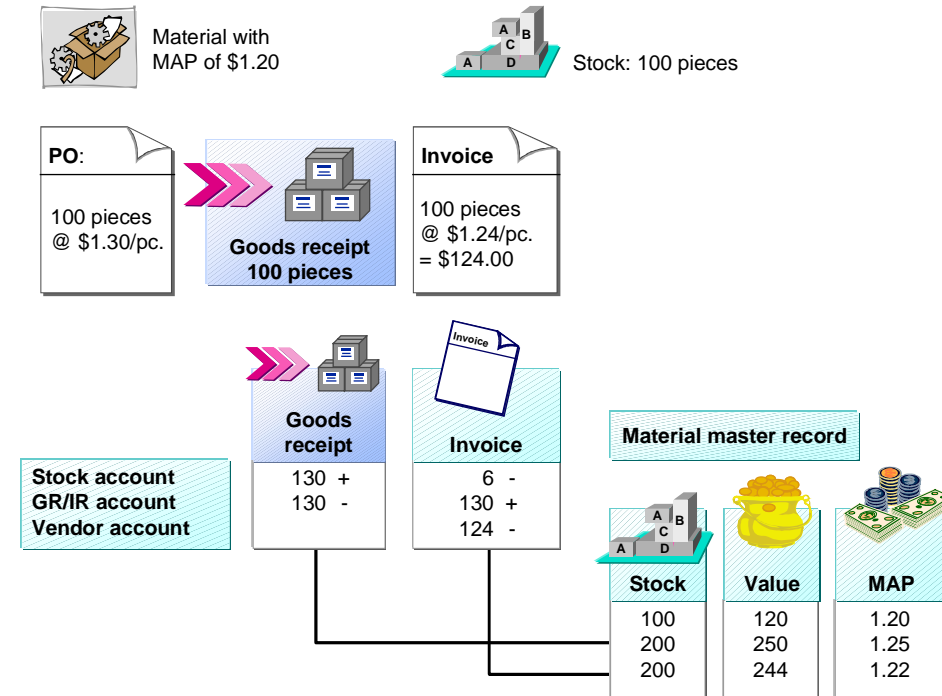


For information purposes, the material master record of a material with standard price control also keeps track of the moving average price. The moving average price demonstrates how much on average the delivered price deviates from the standard price.

Example: Material with MAP with Stock Coverage

Example: Material with MAP with Stock Coverage

Postings in the Case of Price Variance and Extract from Material Master Record



Goods Receipt

The stock account is posted with the receipt value based on the purchase order price.

$$\begin{aligned} &\text{Delivered quantity} * \text{PO price} \\ &100 \text{ pieces} * \$1.30/\text{pc.} = \$130 \end{aligned}$$

The offsetting entry is posted to the GR/IR clearing account.

Value Calculation

The purchase order price is different to the moving average price: At the time of posting, the value in the material master record does not increase in proportion to the stock, so the moving average price in the material master record changes.

Invoice Receipt

The GR/IR clearing account is cleared on the basis of the purchase order price. The offsetting entry is posted to the vendor account based on the invoice price. The invoice price is different to the purchase order price: The variance between the purchase order value and the invoice value is posted to the stock account.

Example: Material with MAP with Stock Coverage**Value Calculation**

The invoice price is different to the purchase order price: When you post the invoice, the system corrects the value in the material master record, so the moving average price changes. The stock in the material master record does not change.

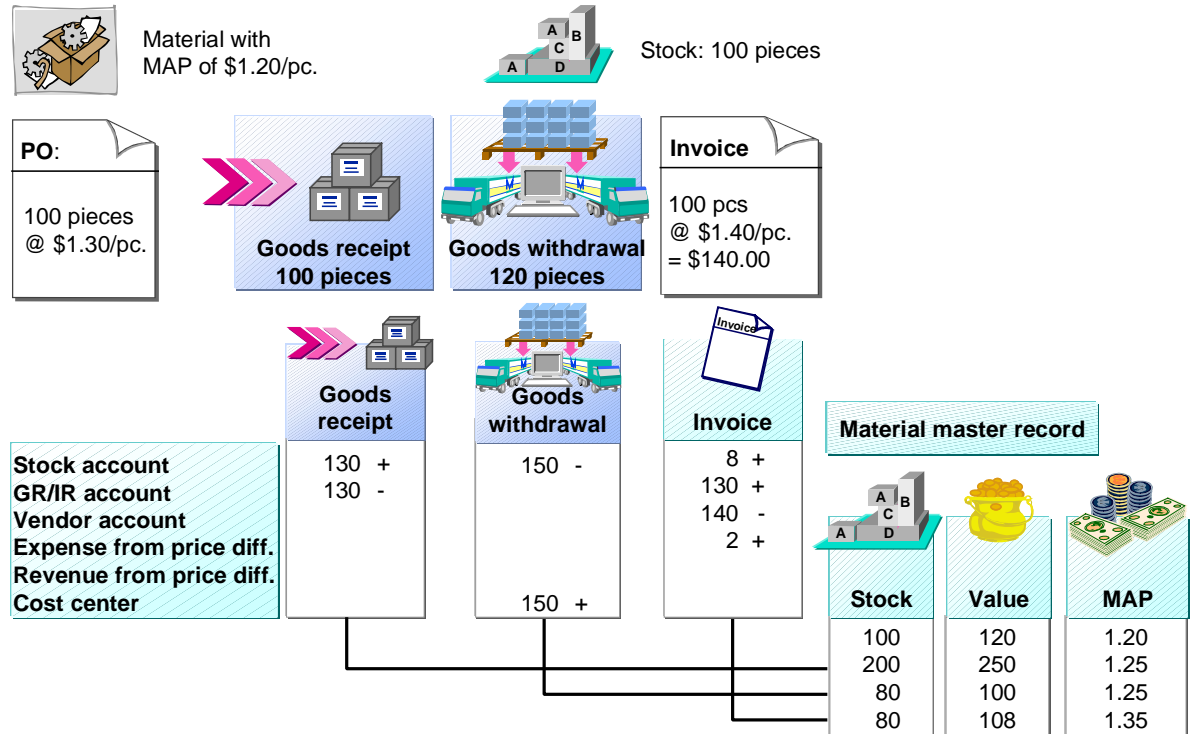


If the stock of a material is less than the quantity specified in the invoice because goods were withdrawn between goods receipt and invoice receipt, the stock account is only debited or credited for the actual stock. The remaining amount is posted to a price differences account. For more information, see [Material with MAP Without Stock Coverage \[Seite 114\]](#).

Example: Material with MAP Without Stock Coverage

Example: Material with MAP Without Stock Coverage

Postings in the Case of Price Variance and Extract from Material Master Record



Goods Receipt

The stock account is posted with the receipt value based on the purchase order price:

Delivered quantity * PO price
100 pieces * \$1.30/pc. = \$130

The offsetting entry is posted to the GR/IR clearing account.

Value Calculation

The purchase order price is different to the moving average price: At the time of posting, the value in the material master record does not increase in proportion to the stock, so the moving average price changes.

Goods Withdrawal

The posting to the cost center is based on the moving average price.

Example: Material with MAP Without Stock Coverage

Withdrawn quantity * MAP
 120 pieces * \$1.25/pc. = \$150

The offsetting entry is posted to the stock account.

Value Calculation

The stock and the value are reduced in proportion to the goods withdrawal, so the moving average price in the material master record does not change.

Invoice Receipt

The GR/IR clearing account is cleared on the basis of the purchase order price. The offsetting entry is posted to the vendor account based on the invoice price.

The invoice price is different to the purchase order price: The variance between the purchase order value and the invoice value is posted to the stock account only for the actual stock.

Since only 80 pieces of the material are in stock at the time of invoice receipt, the price difference is debited to the material for 80 pieces only, in this case:

Stock * (Invoice price - PO price)
 80 pieces * (\$1.40/pc. - \$1.30/pc.) = \$8.00

The remainder of the variance is posted to the account "Expenses from price differences", in this case:

Without stock * (Invoice price - PO price)
 20 pcs * (\$1.40/pc. - \$1.30/pc.) = \$2.00

Value Calculation

The invoice price is different to the purchase order price: When you post the invoice, the system corrects the value in the material master record, so the moving average price changes. The stock in the material master record does not change.

Quantity and Price Variances

Quantity and Price Variances

Definition

Quantity and price variances occur when an invoice not only contains a different quantity to that still to be invoiced, but also a different price basis to that specified in the purchase order.

See also:

[Quantity Variance \[Seite 106\]](#)

[Price Variance \[Seite 108\]](#)

[Posting Quantity and Price Variances \[Seite 117\]](#)

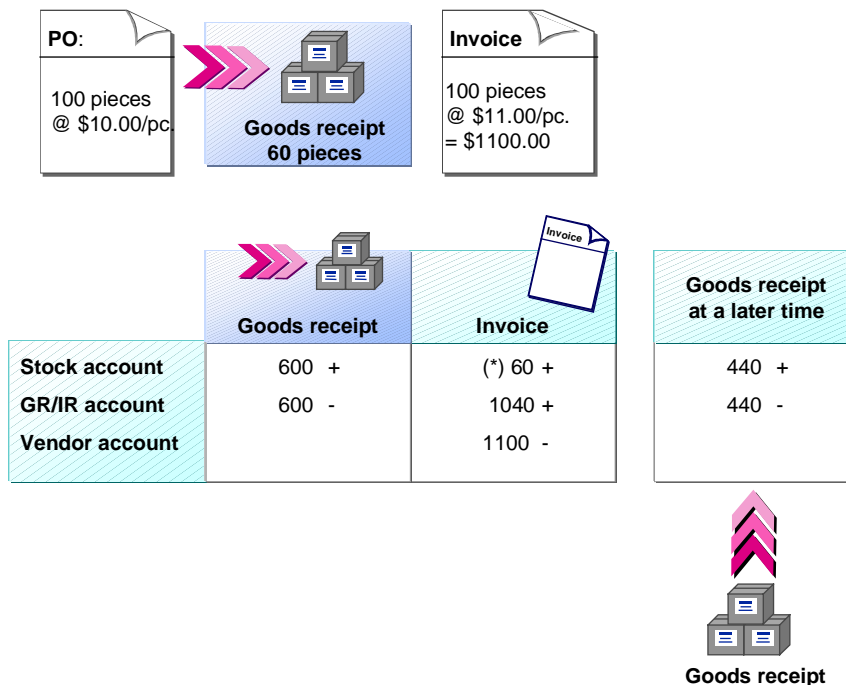
Posting Quantity and Price Variances

The account movements made when quantity and price variances occur depend on the type of [price control \[Extern\]](#) defined in the material master record, in the same way as for regular price variances.

For the posting selected with an asterisk (*), the following must be considered:

- In the case of a **material subject to moving average price control**, the stock account can only be debited or credited in accordance with the actual stock level. If the material stock available is less than the quantity invoiced, the stock account is only debited or credited with the invoice difference for the actual stock balance (stock balance x price difference).
- In the case of a **material subject to standard price control**, this posting would be made to the account "Expenses from Price Differences".

Postings in the Case of a Material with a Moving Average Price



Goods Receipt

The material is debited with the purchase order price at goods receipt, that is, with \$600 instead of \$660.

Invoice Receipt

When you enter the invoice, this \$60 has to be subsequently debited.

Goods Receipt at a Later Time

The GR/IR clearing account is cleared when the expected goods receipt of 40 pieces for \$440 arrives. The offsetting entry is then posted to the stock account.

Posting Quantity and Price Variances

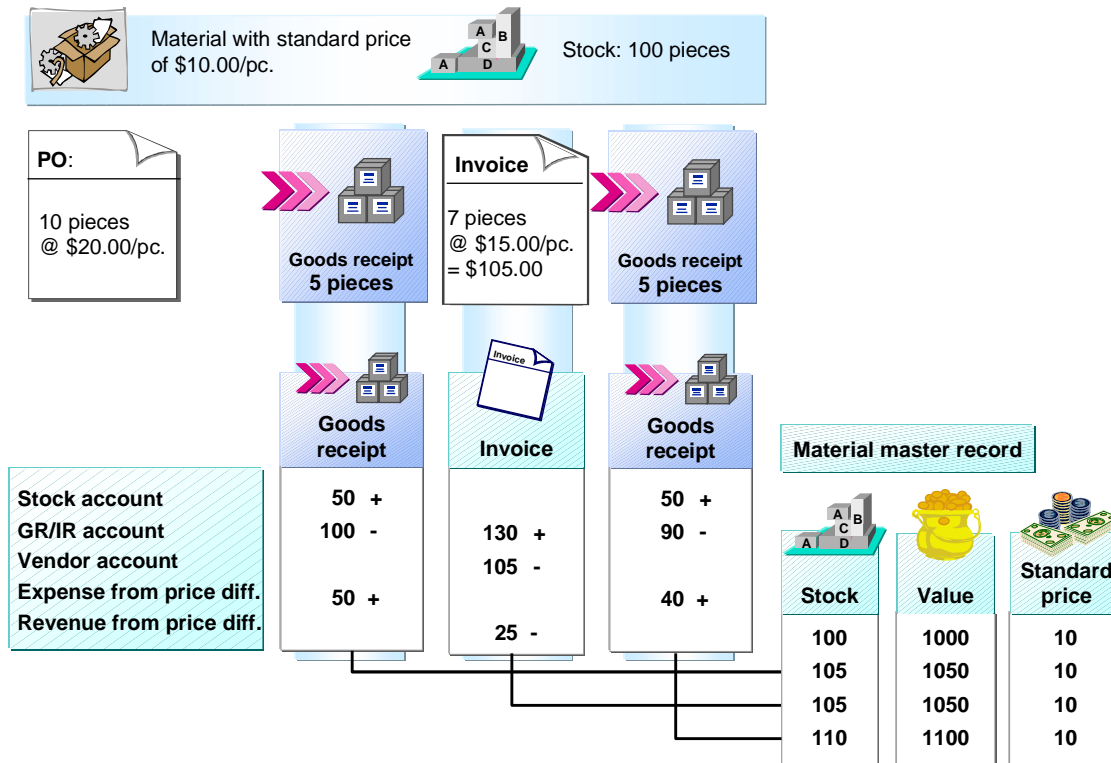
See also:

[Material with Standard Price \[Seite 119\]](#)

[Material with MAP with Stock Coverage \[Seite 122\]](#)

Example: Material with Standard Price

Postings in the Case of Quantity and Price Variances with Extract from Material Master Record



Goods Receipt

The stock account is posted with the receipt value based on the standard price.

Delivered quantity * Standard price
5 pieces * \$10/pc. = \$50

The offsetting entry is posted to the GR/IR clearing account based on the purchase order price.

Delivered quantity * PO price
5 pieces * \$20/pc. = \$100

The purchase order price is different to the standard price: The variance between the goods receipt value and the purchase order value is posted to a price difference account.

Value Calculation

The material price does not change. The stock and value in the material master record increase in proportion to the goods receipt quantity.

Example: Material with Standard Price**Invoice**

The invoice quantity is greater than the goods receipt quantity, the GR/IR clearing account is cleared as follows for the portion of the invoice that has already been delivered and the portion that has not yet been delivered:

Delivered portion of the invoice	
Delivered quantity * PO price 5 pieces * \$20/pc. = \$100.00	= \$90
+	
Portion of the invoice not yet delivered	
(IR quantity - Delivered quantity) * Invoice price (7 pcs - 5 pcs) * \$15/pc. = \$30.00	
<i>IR quantity = Invoice receipt quantity</i>	

The offsetting entry is posted to the vendor account based on the invoice price:

Invoice quantity * Invoice price 7 pieces * \$15/pc. = \$105

A goods receipt is still expected for the invoice. The invoice price is different to the purchase order price: Therefore, the system makes a correction posting to the price difference account at invoice receipt.

Value Calculation

The material price, stock, and value in the material master record remain unchanged.

Goods Receipt

The goods receipt quantity is greater than the invoice quantity. The stock account is posted with the receipt value based on the standard price.

Delivered quantity * Standard price 5 pieces * \$10/pc. = \$50

The GR/IR clearing account is cleared as follows: The invoiced portion is valued at the invoice price, the portion that has not been invoiced yet is valued at the purchase order price:

Example: Material with Standard Price

Invoiced portion of the goods receipt	
$\left(\frac{\text{Total invoiced quantity} - \text{Total delivered quantity}}{\text{Total delivered quantity}} \right) * \text{Invoice price}$ $(7 \text{ pcs} - 5 \text{ pcs}) * \$15/\text{pc.} = \$30.00$	
+	
Portion of the goods receipt not yet invoiced	
$\left(\frac{\text{Total delivered quantity} - \text{Total invoiced quantity}}{\text{Total delivered quantity}} \right) * \text{PO price}$ $(10 \text{ pcs} - 7 \text{ pcs}) * \$20/\text{pc.} = \$60.00$	
	= \$90

The difference between the stock account and the GR/IR clearing account is posted to a price difference account.

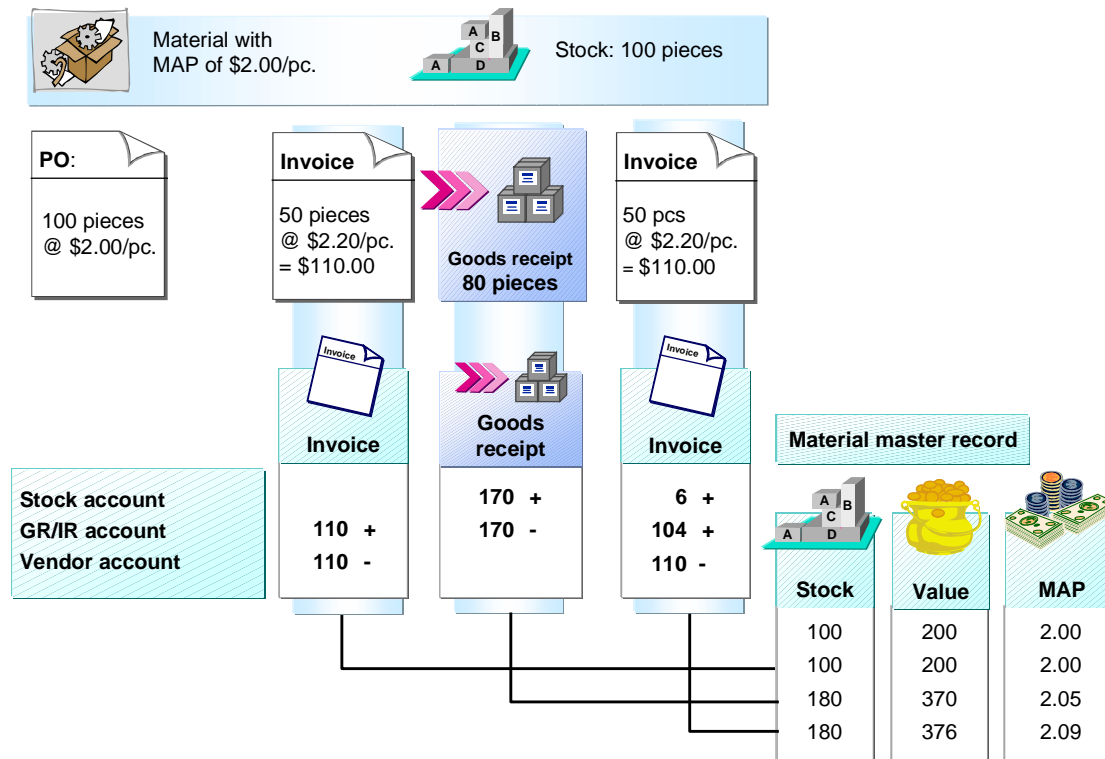
Value Calculation

The material price does not change. The stock and value in the material master record increase in proportion to the goods receipt quantity.

Example: Material with MAP with Stock Coverage

Example: Material with MAP with Stock Coverage

Postings in the Case of Quantity and Price Variances and Extract from Material Master Record



Invoice Receipt

The invoice is posted before the goods receipt, therefore the posting to the GR/IR clearing account is based on the invoice price.

Invoice quantity * Invoice price
50 pieces * \$2.20/pc. = \$110

The offsetting entry is posted to the vendor account.

Value Calculation

The stock, value, and material price in the material master record remain unchanged.

Goods Receipt

The invoice is posted before the goods receipt. The GR/IR clearing account is posted as follows: The invoiced portion is valued at the invoice price, the portion that has not been invoiced yet is valued at the purchase order price:

Example: Material with MAP with Stock Coverage

Invoiced portion of the goods receipt		
Invoiced quantity * Invoice price		
50 pieces * \$2.20/pc. = \$110.00		
+		
Portion of the goods receipt not invoiced		
(GR quantity - Invoiced quantity) * PO price		
(80 pcs - 50 pcs) * \$2.00/pc. = \$60.00		
<i>GR quantity = Goods receipt quantity</i>		
		= \$170

The offsetting entry is posted to the stock account.

Value Calculation

The purchase order price is different to the invoice price: At the time of posting, the value, stock quantity, and moving average price in the material master record change.

Invoice Receipt

The invoice quantity is greater than the goods receipt quantity. The GR/IR clearing account is cleared as follows: The portion of the invoice that has already been delivered is valued at the purchase order price, the portion that has not been delivered yet is valued at the invoice price:

Delivered portion of the invoice		
(Total delivered quantity - Total invoiced quantity) * PO price		
(80 pcs - 50 pcs) * \$2.00/pc. = \$60.00		
+		
Portion of the invoice not yet delivered		
(Total invoiced quantity - Total delivered quantity) * Invoice price		
(100 pcs - 80 pcs) * \$2.20/pc. = \$44.00		
		= \$104

The offsetting entry is posted to the vendor account based on the invoice price.

The difference between the vendor account and the GR/IR clearing account is posted to the stock account if there is sufficient stock coverage.

Value Calculation

The invoice price is different to the purchase order price: When you post the invoice, the system corrects the value in the material master record, the stock quantity changes, therefore the material price in the material master record changes.

Order Price Quantity Variances

Order Price Quantity Variances

Definition

The unit in which a material is priced in a purchase order is called the purchase order price unit.



You order 100 pieces of a material at \$20 per kg. In this case, "piece" is the purchase order unit (OUn), and "kg" (kilogram) is the order price unit (OPUn). With this type of purchase order, the ratio between piece and kilogram must also be entered so that the system can convert quantities of one unit of measure into the other, for example, four pieces equal 10 kg.

A variance in order price quantity occurs in the following cases:

- Invoice receipt after goods receipt
Ratio **(Invoice quantity in OPUn) : (Invoice quantity in OUn)** is different to the ratio **(Goods receipt quantity in OPUn) : (Goods receipt quantity in OUn)**.
- Invoice receipt before goods receipt
Ratio **(Invoice quantity in OPUn) : (Invoice quantity in OUn)** is different to the ratio **(Order quantity in OPUn) : (Order quantity in OUn)**.

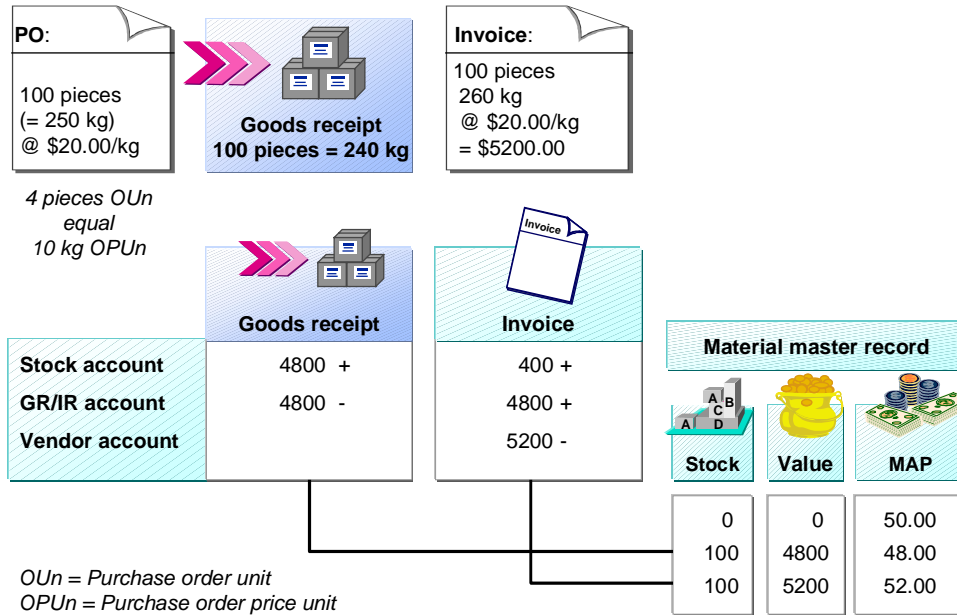
See also:

[Posting Order Price Quantity Variances \[Seite 125\]](#)

Posting Order Price Quantity Variances

When order price quantity variances occur, the account movements made are the same as those made when price variances occur on their own. The variances are posted either to the stock account, or to one of the accounts "Revenue from Price Differences" or "Expenses from Price Differences", depending on the type of [price control \[Extern\]](#) defined for the material.

Account Movements for a Material with a Moving Average Price (MAP) and Extract from Material Master Record



Goods Receipt

The stock account is posted with the receipt value based on the purchase order price.

Delivered quantity * PO price
 240 kg * \$20/kg = \$4800

The offsetting entry is posted to the GR/IR clearing account.

Value Calculation

The purchase order price quantity in the goods receipt is different to the purchase order price quantity in the purchase order: The value in the material master record does not increase in proportion to the stock, so the moving average price changes.

Invoice Receipt

The GR/IR clearing account is cleared on the basis of the purchase order price.

The offsetting entry is posted to the vendor account based on the invoice price.

Posting Order Price Quantity Variances

Invoice quantity * Invoice price
260 kg * \$20/kg = \$5200

The difference between the GR/IR clearing account and the vendor account is posted to the stock account if the material is subject to moving average price control and there is sufficient stock coverage.

Value Calculation

The purchase order price quantity in the invoice is different to the purchase order price quantity in the purchase order: When you post the invoice, the system corrects the value in the material master, so the moving average price changes. The stock in the material master record does not change.

Blocking Invoices

Use

When an invoice is blocked, Financial Accounting cannot pay the invoice. Invoices can be blocked either automatically or manually.

When you enter an invoice, the system suggests the values that it expects an invoice to contain as a result of the purchase order or goods receipt. If the invoice item differs from the default values, you must determine the reason for the variance by contacting the purchasing or goods receiving department or the vendor.

An invoice can be blocked for payment due to one of the following reasons:

- [Variance in an Invoice Item \[Seite 128\]](#)
- [Amount of an Invoice Item \[Seite 130\]](#)
- [Stochastic Block \[Seite 131\]](#)
- [Manual Block \[Seite 132\]](#)

Features

It is too time-consuming to investigate small variances. Tolerance limits are set up in the system for such situations: If variances in an invoice item are within these limits, they are accepted by the system.

If a tolerance limit is exceeded, you receive a system message. You can post the invoice in the system, but it is **automatically** blocked for payment if an upper tolerance limit is exceeded.

When you post an invoice, two things happen:

- The account postings resulting from the invoice are made.
- In the vendor line of the accounting document, the system enters an **R** in the field *Payment block* so that Financial Accounting cannot make payment for the invoice.

If the invoice is blocked, all the items are blocked, even if the invoice only displays variances in one item.

When an invoice is blocked, the period in which the vendor grants a cash discount may expire.

See also:

[Setting Tolerances \[Seite 133\]](#)

[Validity of a Block \[Seite 135\]](#)

[Releasing Invoices \[Seite 137\]](#)

[Release of Invoices Blocked for Price Reasons \(MM-IV\) \[Extern\]](#)

Variance in an Invoice Item

Variance in an Invoice Item

Use

The following blocking reasons exist for variances in invoice items:

- **Quantity Variance (Q)**

The invoiced quantity is larger than the difference between the quantity delivered and that already invoiced. In the SAP System, a quantity variance is treated differently depending on the amount of the variance. The product of the order price and the variance quantity is used as the basis for determining whether the invoice is to be blocked.

Lower priced items are therefore allowed relatively large quantity variances, whereas more expensive items are allowed only very small variances.

- **Price Variance (P)**

The invoiced price (amount invoiced divided by the quantity invoiced) is not the same as the net order price.

- **Schedule Variance (D)**

The date of invoice entry is before the delivery date agreed in the purchase order. In the SAP system, schedule variances are treated differently depending on the value of the invoice items. The product of the invoice item value and the number of days variance is used as a basis for determining whether the invoice is to be blocked. Lower priced items are therefore allowed relatively large schedule variances, whereas more expensive items are allowed only very small variances. If an invoice refers to a scheduling agreement, the system does not check for schedule variances, as there is no unique delivery date in the scheduling agreement.

- **Variance in Order Price Quantity (G)**

The ratio between the order price quantity and the order quantity in the invoice differs from the ratio at goods receipt (or it differs from the ratio in the purchase order, if no goods receipt has been entered so far).

- **Quality Inspection (I)**

If a material is defined as being relevant for quality management, goods receipts for this material are posted to stock in quality inspection. Invoices for the material are blocked until the inspection has been successfully completed.

If more than one goods receipt is posted for an order item, an inspection is carried out for every goods receipt. In Invoice Verification, the system reacts differently depending on whether goods-receipt-based Invoice Verification is active:

- Goods-receipt-based Invoice Verification is defined in the purchase order.

The invoice is blocked if the inspection has not been completed for the goods receipt.

- Goods-receipt-based Invoice Verification is not defined in the purchase order.

The invoice is blocked if any goods receipts are still in quality inspection. If an invoice is posted before the goods are received, it cannot be blocked for quality inspection.

Variance in an Invoice Item



When Quality Management is active, we recommend you work with goods-receipt-based Invoice Verification. In addition to the fact that the only invoices blocked are those that refer to the exact goods receipt, this also ensures that an invoice cannot be posted before the goods receipt and thus before the quality inspection has taken place.

Integration

An invoice containing a blocking indicator is blocked for payment until you release it.

See also:

[Validity of a Block \[Seite 135\]](#)

Amount of an Invoice Item

Amount of an Invoice Item

Use

If an invoice item containing a large amount is entered, it is advisable to initially block this invoice to check the amount, especially in the case of invoices that do not refer to a purchase order.

Items that are blocked due to their amount are given the blocking reason **Other variances (O)**.

Prerequisites

In Customizing for Logistics Invoice Verification, you can define:

Function	Setting in Customizing for Logistics Invoice Verification
If the invoiced amount should be checked	<i>Invoice Block → Item Amount Check → Activate Item Amount Check</i>
The purchase orders in which the amount should be checked in invoice items, depending on the item category and goods receipt indicator of the order item.	<i>Invoice Block → Item Amount Check → Set Item Amount Check</i>
The amount as of which an item should be blocked	<i>Invoice Block → Set Tolerance Limits</i>

Stochastic Block

Use

You can block invoices at random to check them again. If the stochastic block is active and you post an invoice that is not subject to any other blocking reason, it can be randomly selected for blocking.

A stochastic block is not set at item level, but for the whole invoice. If a stochastic block is set when you post the invoice, the system automatically sets an **R** in the field *Payment block* in the document header data; there is no blocking indicator in the individual items.

Prerequisites

In Customizing for Invoice Verification, you can define:

- If stochastic blocking is active
- The degree of probability of a block. You set a threshold value and a percentage for this.
 - If the value of the invoice is larger than or the same as the threshold value, the degree of probability that the invoice will be blocked is that of the percentage.
 - If the value of the invoice is smaller than the threshold value, the degree of probability that the invoice will be blocked is calculated proportionally to the percentage.



If, for example, the threshold value is \$100 and the percentage 50%, every invoice over \$100 would have a 50% chance of being blocked; an invoice for \$500 would have a 25% change of being blocked. If you want the degree of probability to be the same for all invoices, you set the threshold value to zero.

If you enter a threshold value of zero and a percentage of 99.9%, all invoices would then be blocked.

Manual Blocks

Manual Blocks

Use

You can block an invoice **manually**. You have two options for doing this when you enter the invoice:

- You can block an invoice by entering an **R** in the field *Payment block* in the document header data.
- You can block an item by selecting the *Ma* (manual blocking reason) field in the item list. When you post the invoice, the system automatically sets an **R** in the field *Payment block* in the vendor line of the accounting document. Manually blocked items are given the blocking reason **Manual block (M)**.

Setting Tolerances

Use

Invoices containing variances within defined tolerance limits are accepted by the system.

The system administration configures these tolerance limits. When the tolerance limits are set, they not only define limits for variances, they also determine the amount above which an invoice item should be blocked.

Features

You can set the following tolerances:

- **Price variance**

You can also set special tolerances if the price in the purchase order is flagged as an estimated price.

- **Quantity variance**

You can set separate tolerances for:

- Invoice receipt after goods receipt
- Invoice receipt before goods receipt

- **Order price quantity variance**

You can set separate tolerances for:

- Invoice receipt after goods receipt
- Invoice receipt before goods receipt

- **Schedule variance**



The table displays the tolerance limits for price variances for an estimated price. If the purchasing department flags the order price as an estimated price in the purchase order, these tolerance limits are checked at invoice receipt. Both a percentage and an absolute variance are set for the upper and lower limits. If one of these limits is exceeded, the system displays a warning message. If one of the upper limits is exceeded, the invoice is blocked for payment when it is posted.

If you generally do not want to block an invoice item on the basis of a particular variance, you must set all the tolerance limits to *Do not check*. For example, you would not want to have the system check for quantity shortfall if you often receive invoices for part quantities.

If you want to block an invoice item on the basis of a particular variance in all cases, set the value and percentage for the upper limit to zero and select *Check limit*.

You can define up to four limits for each tolerance:

Lower limit		
Absolute	Do not check	
	Check limit: X	Value: 20.00

Setting Tolerances

Percentage	Do not check	
	Check limit: X	25 %
Upper limit		
Absolute	Do not check	
	Check limit: X	Value: 10.00
Percentage	Do not check	
	Check limit: X	10 %

Validity of a Block

Definition

In the case of quantity, price, and schedule variances and when an invoice is blocked due to quality inspection, the invoice may still be blocked although the blocking reason is no longer valid.

Use

Once an invoice has been blocked, it remains blocked until you release it.



Quantity Variance

An invoice is blocked due to a quantity variance.

For a purchase order for 100 pieces, 80 pieces are delivered, but 100 pieces are invoiced. The invoice is entered and blocked for payment. A day later, the missing 20 pieces are delivered. The blocking reason is no longer valid. However, you still have to release the invoice before it can be paid.

Schedule Variance

An invoice is blocked due to schedule variance.

The goods receipt and invoice receipt for a purchase order both take place on the first of the month, although the delivery was planned for the 25th of the month. The invoice is blocked for payment. On the 25th of the month, the blocking reason is no longer valid. However, you still have to release the invoice before it can be paid.

An invoice for a [blanket purchase order \[Extern\]](#) that is blocked due to schedule variances cannot be released automatically.

Price Variance

An invoice is blocked due to a price variance.

After consulting the vendor, the buyer changes the order price. The blocking reason is no longer valid. However, you still have to release the invoice before it can be paid.

or

For a purchase order for 100 pieces at \$10/piece, 20 pieces are delivered, and \$240 is invoiced. The invoice is blocked for payment. Another goods receipt for 30 pieces is entered and \$330 is invoiced. The invoice is blocked for payment. As a reaction to these price variances, you have posted a subsequent credit for 50 pieces and \$70. The blocking reason is no longer valid. However, you still have to release the invoice before it can be paid.

Quality Inspection

An invoice is blocked due to quality inspection.

If the result of the inspection is positive, the inspection process is complete. The blocking reason is no longer valid. However, you still have to release the invoice before it can be paid.

Validity of a Block

Invoice Release

Purpose

Before you can pay a blocked invoice, you must release it in a separate step. You do so by canceling the blocking indicator that was set when the invoice was posted.

Since the total invoice amount is to be paid and not individual invoice items, the blocking indicator is set in the vendor line of the accounting document. As a result, all the items in an invoice can only be released at the same time.

To specify when exactly an invoice is to be paid, you agree terms of payments with the vendor. These terms of payment contain the baseline date from which your cash discount period applies. If an invoice was blocked for payment for a long time, your cash discount deadline could expire. If you release this invoice, you can select the field *Move cash discount date* on the initial screen of the invoice release transaction and retain the agreed cash discount.



You can only process blocked invoices that were posted in conventional Invoice Verification (MR01) using the invoice release transaction in conventional Invoice Verification (MR02).

You can process blocked invoices that were posted before Release 4.6A in Logistics Invoice Verification using the invoice release transaction in conventional Invoice Verification (MR02) or you can use report RM08RBKPBLOCKED to convert them and process them using the invoice release transaction in Logistics Invoice Verification (MRBR).

You can also control the release of invoice items blocked due to price using a workflow. For more information, see [Release of Invoices Blocked for Price Reasons \(MM-IV\) \[Extern\]](#).

Process Flow

The following processes are available for releasing invoices for payment:

- **Releasing Automatically**
 1. [Choosing Blocked Invoices \[Seite 138\]](#)
 2. [Releasing Invoices Automatically \[Seite 139\]](#)
- **Releasing Invoices Manually**
 1. [Choosing Blocked Invoices \[Seite 138\]](#)
 2. [Releasing Invoices Manually \[Seite 140\]](#)

See also:

[Blocking Invoices \[Seite 127\]](#)


Choosing Blocked Invoices

Choosing Blocked Invoices

Use

You can narrow down the release process to particular invoices by entering selection criteria.

Procedure

1. Choose *Logistics Invoice Verification* → *Further processing* → *Release invoices*.
The selection screen for *Releasing Blocked Invoices* appears.
2. Specify the *Selection of blocked invoices*. You can enter the following criteria:
 - Company code
 - Invoice document
 - Fiscal year
 - Vendor
 - Posting date
 - Due date
 - Purchasing group
 - User
3. Select the type of *Processing*.
 - Releasing Invoices Manually
 - Releasing Automatically
4. If necessary, select the field *Move cash disc. date*.
5. Select a *Blocking procedure*.
 - Blocked due to variances, meaning that the invoice document is blocked due to blocking reasons in invoice items
 - Manual payment block, meaning that the invoice document is blocked by a payment block that was manually entered in the document header
 - Stochastically blocked, meaning that the invoice was blocked due to a payment block set at random in the document header.
6. Choose  *Execute*.

See also:

[Releasing Invoices Automatically \[Seite 139\]](#)

[Releasing Invoices Manually \[Seite 140\]](#)

Releasing Invoices Automatically

Use

When you release invoices automatically, the system deletes all blocking reasons that no longer apply. For more information and examples, see [Validity of a Block \[Seite 135\]](#).

When all blocking reasons in an invoice are deleted, the system automatically releases the invoice.

If you select the *Move cash discount date* field on the initial screen, the agreed cash discount period is retained.

Canceled invoices are not taken into account.

Prerequisites

It is only possible to automatically release invoices if their blocking reasons are no longer valid. This can be the case for invoices blocked due to quantity, price, or schedule variances, or due to quality inspection.

You can only use the function *Release automatically* for the blocking procedure *Blocked due to variances*.

Procedure

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Release Invoices*.

The initial screen for releasing invoices appears.

2. Enter the selection criteria.
3. In the screen area *Processing*, select the field *Release automatically*.
4. In the screen area *Blocking procedure*, select the field *Blocked due to variances*.



Note that invoices for which a manual block was set in the document header in addition to the blocking reasons in individual items are also automatically released if the blocking reasons in all items no longer apply.

5. Choose  *Execute*.

The system releases the invoices that meet your selection criteria and for which the blocking reason is no longer valid.

Result

The system issues a list of the invoices released.



You can have the system automatically release invoices in the background. You use program **RM08RELEASE** for this. Let your system administrator know which variants should be created for the program and which jobs have to be defined.

Releasing Invoices Manually

Releasing Invoices Manually

Use

When you release invoices manually, a list of the blocked invoices that match your criteria appears. In this list, blocking reasons that no longer apply are highlighted in color. You can delete individual blocking reasons or select invoices that are to be released.

For more information and examples, see [Validity of a Block \[Seite 135\]](#).

Canceled invoices are not included in the list.

Features

Analysis

You can display the following environment information to analyze the invoice documents selected. To do this, choose *Goto* →:

- *Display purchase order*
- *Display invoice*
- *Display vendor*
- *Display purchase order history*
- *Display note*

SAP List Viewer

For more information about processing the list, see the General Application Functions section of [SAP List Viewer \[Extern\]](#).

See also:

[Deleting Blocking Reasons \[Seite 141\]](#)

[Releasing Invoices \[Seite 143\]](#)

Deleting Blocking Reasons

Use

You can delete individual blocking reasons while processing a blocked invoice item. This is useful in the following cases:

- An invoice contains several blocking reasons. The time required to investigate each reason can differ. If a particular blocking reason is no longer valid, you can remove it, without this affecting the other blocking reasons.
- In your company, different employees may be responsible for processing different blocking reasons. Your system administrator can assign different authorizations for deleting individual blocking reasons. Therefore, each employee can delete the blocking reasons for which he or she has authorization.

If you have selected the field *Move cash discount date*, the agreed cash discount period is retained.

Procedure

6. Choose *Logistics Invoice Verification → Further Processing → Release Invoices*.

The selection screen for releasing invoices appears.

7. Enter data as required. In the screen area *Processing*, select the field *Release manually*.
8. In the screen area *Blocking procedure*, select a procedure.



If you manually set a payment block in the document header when entering the invoice and one of the invoice items contains blocking reasons, this invoice is not displayed in the blocking procedure *Manual payment block*, instead it is displayed in the blocking procedure *Blocked due to variances*.

9. Choose  *Execute*.

The system issues a list of blocked invoices that meet the criteria entered.

5. Place the cursor on the blocking reasons that you want to delete.

6. Choose  *Delete blocking reasons*.

The system highlights the deleted blocking reason in color.

8. Check your entries.

9. Choose  *Save changes*.

The blocking reasons selected are only deleted when you save them.

Result

If there are other blocking reasons in this item or other items in the invoice, you receive a message

indicating that the selected blocking reason was deleted.

Deleting Blocking Reasons

When you delete the last blocking reason in an invoice, the system automatically releases the invoice. The following message appears:

nn invoice(s) released

Releasing Invoices

Use

When you release an invoice, the system reverses the blocking indicator in the accounting document for the invoice. In the vendor line, the *R* in the field *Payment block* is deleted.

You can release invoices while processing a blocked invoice. This is useful in the following cases:

- An invoice contains several blocking reasons. You have investigated the reason for the block and resolved it. The blocking reasons are no longer valid, therefore you can release the invoice.
- One employee is responsible for releasing invoices in your company. Your system administrator can assign the appropriate authorization.

If you have selected the field *Move cash discount date*, the agreed cash discount period is retained.

Procedure

10. Choose *Logistics Invoice Verification* → *Further Processing* **###** *Release Invoices*.

The selection screen for releasing invoices appears.

11. Enter data as required. In the *Processing* screen area, select the field *Release manually*.

12. In the *Blocking procedure* screen area, select a procedure.



If you manually set a payment block in the document header when entering the invoice and one of the invoice items contains blocking reasons, this invoice is not displayed in the blocking procedure *Manual payment block*, instead it is displayed in the blocking procedure *Blocked due to variances*.

13. Choose  *Execute*.

The system issues a list of blocked invoices that meet the criteria entered.

5. Select the invoice document that you want to release.

The system automatically selects all other items in the invoice since you cannot release individual items.

6. Choose  *Release invoice*.

7. Check your entries.

8. Choose  *Save changes*.

The invoices selected are only released for payment when you save them.

Result

The system releases the invoice. The following message appears:

nn invoice(s) released

Releasing Invoices

Delivery Costs

Definition

Delivery costs are costs that are invoiced for a delivery over and above the value of the delivery itself. This includes freight charges, customs duty, or other costs.

Use

In the SAP System, there are the following types of delivery costs:

- [Planned Delivery Costs \[Seite 146\]](#)

Planned delivery costs are entered in the purchase order on an item basis. Provisions are set up for the relevant costs at goods receipt. The delivery costs planned in the purchase order are referenced when the invoice is entered. The provisions are cleared. The values proposed for the items come from the purchase order history.

Planned delivery costs are entered in the material valuation at goods receipt. In the case of a purchase order with account assignment, you debit the account assignment object.

- [Unplanned Delivery Costs \[Seite 149\]](#)

Unplanned delivery costs are only entered when the invoice is entered. No provision is made at goods receipt.

When you enter unplanned delivery costs, the system does not check if planned delivery costs were entered in the purchase order.

When you enter the invoice, you can enter both planned and unplanned delivery costs.

Planned Delivery Costs

Planned Delivery Costs

Use

Planned delivery costs are agreed upon with the vendor, a carrier, or a customs office before the purchase order is created. You enter them in the purchase order.

Planned delivery costs can be differentiated as follows:

- **Origin of Costs**
 - Freight charges
 - Customs charges
- **Calculation of Costs**
 - Fixed amount, irrespective of delivered quantity
 - Quantity-dependent amount
 - Percentage of value of the goods

Prerequisites

When you enter the purchase order, you enter the planned delivery costs at item level.

Features

Function	Setting in Customizing for Purchasing
The system administrator can define other origin types for planned delivery costs.	<i>Purchasing → Conditions → Define Price Determination Process → Define Condition Types</i>

Allocating Planned Delivery Costs

At invoice receipt, the system lists all planned delivery costs that match the allocation. You can have the system list planned delivery costs by vendor, purchasing documents, delivery notes, or bills of lading.

Changing the Invoicing Party

Planned delivery costs are not restricted to a particular creditor. When you plan the delivery costs in a purchase order, you can enter a special vendor, such as a freight supplier, for the delivery costs. In Invoice Verification, however, you can post the delivery costs to another invoicing party.

Posting Planned Delivery Costs

Planned delivery costs are automatically posted to clearing accounts at goods receipt. Each origin type has its own clearing account. When you post the invoice for these delivery costs, the corresponding clearing accounts are cleared.




Planned Delivery Costs

Account Movements when Posting Planned Delivery Costs

Purchase order:	100 pcs @ \$1.30/pc.	
Planned delivery costs:	Freight \$0.10 /pc.	
	Customs \$6.00	
Goods receipt for this purchase order:	100 pcs	
Invoice:	100 pcs @ \$1.30/pc.	= \$130.00
	plus freight \$0.10/pc.	= \$10.00
	Customs	= \$6.00
		<u>\$146.00</u>

	Goods receipt	Invoice
Stock account	146 +	
GR/IR account	130 -	130 +
Vendor account		146 -
Freight clearing	10 -	10 +
Customs clearing	6 -	6 +

Activities


- Enter the header data as required on the *Logistics Invoice Verification* screen.
- Match up the invoice to a:
 - Purchase order/scheduling agreement
 - Delivery note
 - Bill of lading
 - Vendor
- Depending on your allocation, enter the document number or the vendor.
- In the list field, choose the items that you want to display:
 - Goods items and service items
 - Planned delivery costs
 - Goods items, service items, and planned delivery costs
- Choose .

The system suggests the invoice items.
- Check that the invoice items selected match those in the invoice. Change the selections if necessary.
- Compare the quantities and amounts in the delivery costs items with those in the invoice.

If there are variances, you can either accept them or have the system reduce the invoice.

Planned Delivery Costs

For more information, see [Entering Quantity or Price Variances \[Seite 38\]](#)

8. Choose  Post.

Unplanned Delivery Costs

Use

Unplanned delivery costs were not agreed on in the purchase order and are not entered until the invoice is received.

You can enter them in the invoice document alongside the costs incurred. There are two ways to post them.

Prerequisites

In Customizing for Logistics Invoice Verification, you can specify if:

(Incoming Invoice → Posting Unplanned Delivery Costs)

- Unplanned delivery costs are distributed among the items when the document is posted
- Unplanned delivery costs are posted to a separate G/L account

In Customizing for Logistics Invoice Verification, you can configure which tax codes the system should suggest for the G/L account: *Incoming Invoice → Maintain Default Values for Tax Codes*.

Features

Distributing Unplanned Delivery Costs Among Items in the Invoice

The system distributes the unplanned delivery costs automatically in the ratio of the value invoiced so far to the values in the current invoice.

[Example: Distributing Unplanned Delivery Costs \[Seite 151\]](#)

When the invoice is posted, the system automatically adds the share of delivery costs to the item amounts.



If you want to allocate the delivery costs differently, you enter them as a price variance or as a subsequent debit. This could lead to the system blocking the invoice for payment.

Posting Unplanned Delivery Costs to a Separate G/L Account

The system posts unplanned delivery costs to a separate G/L account. Therefore, the unplanned delivery costs do not debit stock accounts or account assignment objects.

Miscellaneous Provisions

Alongside the planned delivery costs, the buyer can make miscellaneous provisions, for example, for freight costs. These provisions are automatically posted to a G/L account at goods receipt in the same way as planned delivery costs. However, you cannot reference the miscellaneous provisions when you enter the invoice. You must post invoices for these costs as unplanned delivery costs. You have to make the following settings in Customizing for Purchasing:

Conditions → Define Price Determination Process → Define Condition Types → Save condition type MAR1 with condition category B on the Details screen.

Unplanned Delivery Costs



PO History

You cannot differentiate between unplanned distributed delivery costs and price variances in the purchase order history.

The system does not display unplanned delivery costs that were posted to a separate G/L account in the purchase order history.



The system does not check the maximum amount of the prices for unplanned delivery costs.

Activities

You have received an invoice for unplanned delivery costs:

1. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice*.
2. Enter the required header data, choose the tab page *Details*, and enter the amount of the unplanned delivery costs in the field *Unpl. del. cst.*. If the unplanned delivery costs are to be posted to a separate G/L account, enter the tax code in the next field, if necessary.
3. Enter the allocation that the unplanned delivery costs refer to and choose *Goods/service items* in the list field next to the allocation fields.
4. Choose . The system proposes the invoice items.
5. Check that the invoice items selected match those in the invoice. Change the selections if necessary.
6. Choose *Simulate*. You can check the accounts that the system distributes the unplanned delivery costs to.
7. Save your entries.



Entering Unplanned Delivery Costs After Matching Up the Invoice

You can also enter unplanned delivery costs after matching up the invoice. To do this, choose the tab page *Details* in the header area and enter the unplanned delivery costs. Choose . The system refreshes the document balance.

See also:

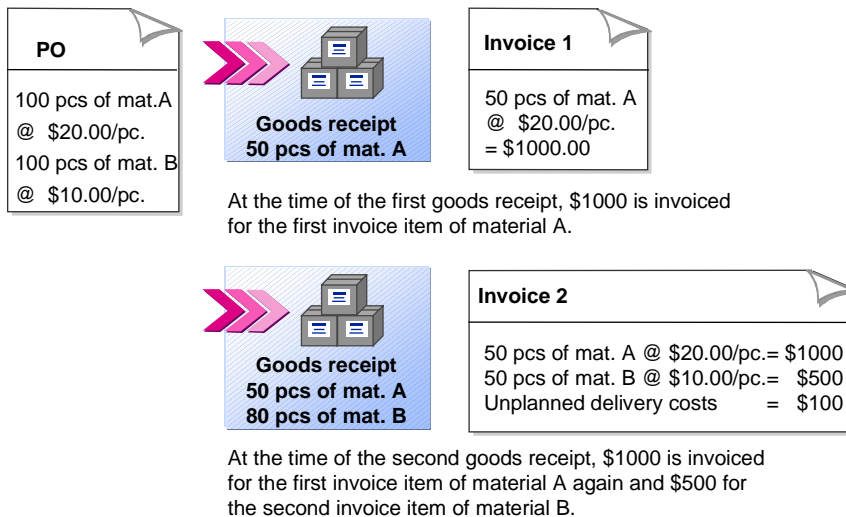
[Example: Posting Unplanned Delivery Costs \[Seite 152\]](#)

Example: Distributing Unplanned Delivery Costs

Example: Distributing Unplanned Delivery Costs

In Customizing for Logistics Invoice Verification, you configure how the system is to distribute unplanned delivery costs among the invoice items. If the unplanned delivery costs are to be distributed among the invoice items, you can only post an invoice for delivery costs if you have already posted an invoice.

Unplanned delivery costs are distributed among the invoice items in proportion to the total invoiced values in the current invoice, for example, as follows:



This results in the system distributing the unplanned delivery costs as follows:

- First invoice item at time of first goods receipt = \$1000
First invoice item at time of second goods receipt = \$1000
Total: **\$2000**
- Second invoice item at time of second goods receipt = \$500
Total: **\$500**
- This gives a ratio of $2000 : 500 = 4 : 1$
The unplanned delivery costs of \$100 are distributed in the ratio of 4 : 1 among the invoice items for materials A and B:
\$80 of the delivery costs are allocated to material A.
\$20 of the delivery costs are allocated to material B.

See also:

[Example: Posting Unplanned Delivery Costs \[Seite 152\]](#)

Example: Posting Unplanned Delivery Costs**Example: Posting Unplanned Delivery Costs**

For unplanned delivery costs, a posting is made to the stock account of the material or to a cost account. Here the costs cannot be split according to origin.

In the case of materials valued at a standard price, or in the event of insufficient stock coverage, the postings marked with an asterisk (*) in the graphic below are made to a price difference account.

Account Movements in the Case of Distribution Among Invoice Items

Purchase order:	100 pieces of <i>Material A</i> @ \$ 20
	100 pieces of <i>Material B</i> @ \$ 10
Goods receipt 1:	50 pieces of <i>Material A</i>
Invoice 1:	50 pieces of <i>Material A</i> @ \$ 20 = \$ 1000
Goods receipt 2:	50 pieces of <i>Material A</i>
	80 pieces of <i>Material B</i>
Invoice 2:	50 pieces of <i>Material A</i> @ \$ 20 = \$ 1000
	50 pieces of <i>Material B</i> @ \$ 10 = \$ 500
	Unplanned delivery costs = \$ 100
	\$ 1600

	Goods receipt 1	Invoice 1	Goods receipt 2	Invoice 2
Stock account A	1000 +		1000 +	(*) 80 +
GR/IR account A	1000 -	1000 +	1000 -	1000 +
Stock account B			800 +	(*) 20 +
GR/IR account B			800 -	500 +
Vendor account		1000 -		1600 -

Example: Posting Unplanned Delivery Costs

Account Movements in the Case of Posting to a Separate G/L Account

Purchase order:	100 pieces of <i>Material A</i> @ \$ 20
	100 pieces of <i>Material B</i> @ \$ 10
Goods receipt 1:	50 pieces of <i>Material A</i>
Invoice 1:	50 pieces of <i>Material A</i> @ \$ 20 = \$ 1000
Goods receipt 2:	50 pieces of <i>Material A</i>
	80 pieces of <i>Material B</i>
Invoice 2:	50 pieces of <i>Material A</i> @ \$ 20 = \$ 1000
	50 pieces of <i>Material B</i> @ \$ 10 = \$ 500
	Unplanned delivery costs = \$ 100
	\$ 1600

	Goods receipt 1	Invoice 1	Goods receipt 2	Invoice 2
Stock account A	1000 +		1000 +	
GR/IR account A	1000 -	1000 +	1000 -	1000 +
Stock account B			800 +	
GR/IR account B			800 -	500 +
Vendor account		1000 -		1600 -
G/L account for unplanned delivery costs				100 +

Subsequent Debits/Credits

Subsequent Debits/Credits

Definition

A subsequent debit/credit exists when an additional invoice or credit memo is received for a transaction that has already been invoiced.

Use

When you post an invoice or a credit memo as a subsequent debit/credit, you should note the following:

- The system records every subsequent debit/credit in the purchase order history.
- By posting a subsequent debit/credit, the system updates the ordering transaction on a value basis but not on a quantity basis. The quantity invoiced therefore does not change, but the total value invoiced does.
- The maximum quantity you can subsequently debit or credit is the quantity that has already been invoiced. It is not possible to post a subsequent debit before an invoice. The system does not check the quantity delivered. A subsequent debit/credit cannot be blocked due to quantity variance.
- If you are entering invoices or credit memos containing both standard items **and** subsequent debits/credits, you have the following options:
 - If the invoice consists mainly of subsequent debit/credit items, you choose the transaction *Subsequent debit* and deselect the field *Subsequent debit/credit* for the items that are not subsequent debits.
 - If the invoice consists mainly of standard items, you choose the transaction *Invoice* and select the field *Subsequent debit/credit* for the items that are subsequently debited.
- If you want the system to carry out a price check for a subsequent debit, it compares the value invoiced to date plus the value of the subsequent debit with the expected value based on the purchase order. The system takes tolerance limits into account when carrying out the price check. If a price variance exceeds one of the upper tolerance limits, the subsequent debit is blocked for payment.

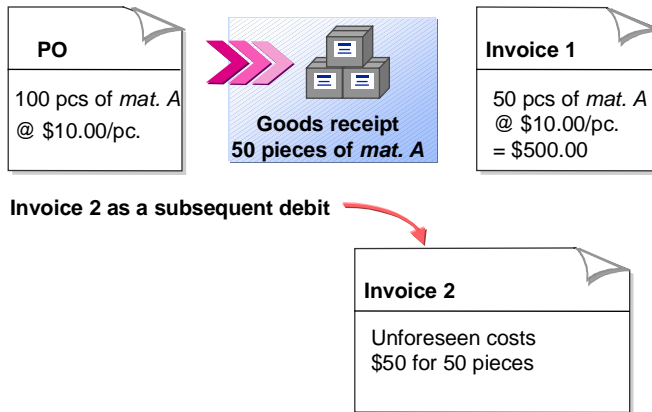
See also:

[Posting Subsequent Debits/Credits \[Seite 156\]](#)

[Examples: Subsequent Debits/Credits \[Seite 155\]](#)

Examples: Subsequent Debits/Credits

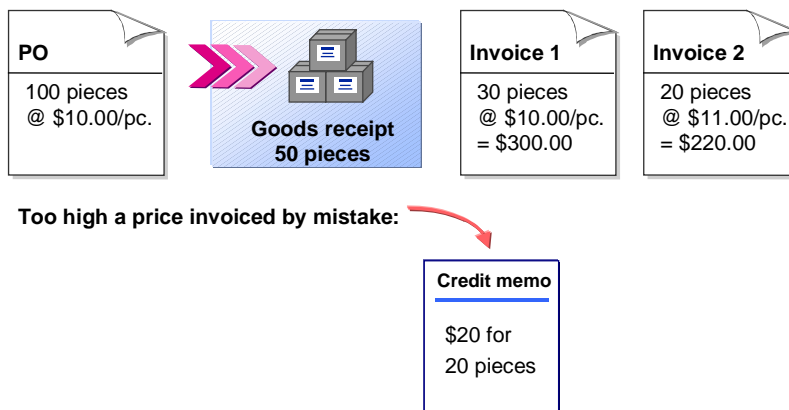
Subsequent Debit



If you did not post the second invoice as a subsequent debit, the system would interpret this invoice as another partial invoice for the purchase order. When entering the invoice, you would receive warning messages due to quantity and price differences.

When posting the invoice, the quantity update for the purchase order would be wrong: The system would update the invoice quantity with 100 pieces.

Subsequent Credit



If you did not post the credit memo as a subsequent credit, the system would interpret the credit memo as a reversal.

When posting the invoice, the quantity update for the purchase order would be wrong: The system would update the invoice quantity with 30 pieces.

Posting Subsequent Debit/Credits

Posting Subsequent Debit/Credits



Use

You want to post an invoice or a credit memo for subsequent charges in which all the items are subsequent debits/credits.

Prerequisites

You can only enter a subsequent debit or credit for a purchase order item that you have already posted an invoice for.

Procedure

1. Choose *Logistics Invoice Verification* → *Document Entry* → *Enter Invoice*.
The *Enter Invoice* screen appears.
2. Choose one of the following transactions:
 - Subsequent debit
 - Subsequent credit
3. Enter the header data as required, and enter the *Allocation* that the subsequent debit/credit refers to.
4. Choose . The system proposes the invoice items.
All invoice items that an invoice has already been posted for are selected by default. The default quantity is the total quantity invoiced without a value.
5. Check the selection indicators and the quantities.
6. Enter the amount in the individual invoice items.
7. Choose  *Post*.
If the balance is zero, you can post the document.

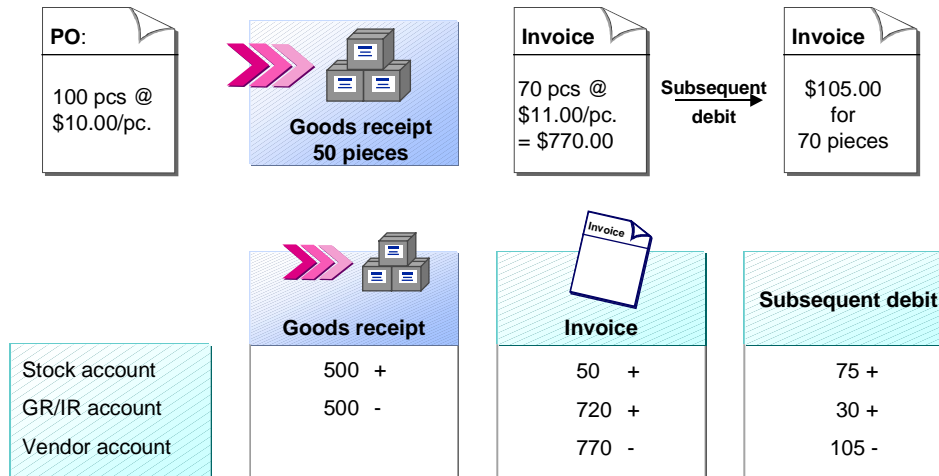


Account Movements When Subsequent Debits/Credits Are Posted

The account postings for a subsequent debit/credit depend on the quantity that the subsequent debit/credit applies to:

- If the quantity of the subsequent debit/credit is smaller than or the same as the quantity delivered, the system tries to post the subsequent debit/credit to the stock account. If the material is valued with a standard price or if there is insufficient stock coverage for the quantity to be debited or credited, the amount is posted to a price difference account.
- If the quantity of the subsequent debit/credit is larger than the quantity delivered, the system distributes the relevant amount proportionally. The part of the subsequent debit/credit that does not have a goods receipt is posted to the GR/IR clearing account. The remaining amount is posted to the stock account – or in the case of standard price control or insufficient stock coverage – to a price difference account.

Account Postings Made when an Invoice Is Posted as a Subsequent Debit:



Posting Total-Based Differences

Posting Total-Based Differences

Use

You can use this process to post invoices containing variances. For example, the vendor invoices you for more than agreed in the purchase order. In Invoice Verification, the system determines a difference between the net total of the invoice items and the invoice amount less taxes and unplanned delivery costs, when the invoice is posted.

When invoices contain small differences, it can often be too time-consuming and therefore costly to find out the reason for the difference. Instead, the system can post the invoice with the difference if the difference is within pre-defined tolerance limits. This would be done for Invoice Verification where there is no item check, in the background or online.

Prerequisites

Whether a difference is posted and how it is posted depends on how your system is configured in the Implementation Guide (IMG) for Logistics Invoice Verification: *Incoming Invoice* → [Configure Vendor-Specific Tolerances \[Extern\]](#).

In Customizing for Logistics Invoice Verification, you can also configure a tolerance limit for small differences. For more information, see [Posting Small Differences \[Seite 81\]](#).

Features

The following options are available:

1. [Total-Based Invoice Reduction \[Seite 159\]](#)
2. [Total-Based Acceptance \[Seite 161\]](#)

If the invoice does not meet the prerequisites for total-based invoice reduction or total-based acceptance, the system reacts in one of the following ways:

- An error message appears if you are verifying the invoice online
- The invoice status is changed to “verified as incorrect” if the invoice is being verified in the background

Total-Based Invoice Reduction

Use

This function is best used for vendors that often send overpriced invoices.

Reducing an invoice usually means more work for you. The vendor will usually have queries about why an invoice was reduced or will send an invoice for the difference.

Before you use total-based invoice reduction, you should carefully consider:

- Which vendors you can use the total-based invoice reduction function for
- Whether you can be really sure that the difference is due to a vendor error
- Cases in which manual invoice reduction would be more appropriate
- Whether total-based acceptance would not be better than total-based invoice reduction for small differences, in cases where the costs of searching for the error are greater than the gain.

Prerequisites

You only use total-based invoice reduction when all of the following conditions are fulfilled:

- The invoiced amount is larger than the planned amount.
- You have not reduced the invoice manually.
- You have not yet accepted the difference in the invoice manually.
- The difference exceeds the positive small difference set in Customizing for Logistics Invoice Verification.
- An invoice reduction tolerance has been set for the vendor and company code in Customizing for Logistics Invoice Verification.
- The difference lies within the invoice reduction tolerance limits set.

Features

This function automatically generates a credit memo when an invoice is posted. As a result, the vendor is only paid for the amount minus the invoice reduction. The vendor receives a letter of complaint detailing why the invoice was reduced.



This letter of complaint does not, however, contain any information on which items were reduced, since invoices are only reduced automatically at header level and not at item level.

When an invoice is posted with total-based invoice reduction, the system posts the amount invoiced that you entered to the vendor account. In addition to the other postings, it also creates a posting line for the difference and posts it to the "invoice reduction clearing account". In addition to the invoice, the system also posts a credit memo to clear the balance on the "invoice reduction clearing account". The offsetting entry is posted to the vendor account. The invoice and credit memo together amount to the open item on the vendor account that is to be paid.

Total-Based Invoice Reduction

Total-Based Acceptance

Use

With the total-based acceptance function, the system accepts a difference in the invoice and automatically posts it to an expense or income account.

Total-based acceptance is used when:

- The invoice is for less than expected
- An invoice that is higher than expected is from a reliable vendor
- It would be too time-consuming and expensive to investigate the causes of a difference
- The costs of reducing an invoice are likely to be too high in relation to the gains

Prerequisites

The difference must lie within the [vendor-specific tolerances \[Extern\]](#) configured in the Implementation Guide (IMG) for Logistics Invoice Verification.

For further information see [Example: Total-Based Acceptance \[Seite 162\]](#)

Features

When an invoice is posted with total-based acceptance, the system posts the amount invoiced that is too high or too low to the vendor account. In addition to the other postings, it also creates a posting line for the difference and posts it to an income or expense account set up for this purpose.

If the difference is outside the tolerance limits for total-based acceptance, you have to process the invoice manually. To do this, you can either change individual items or [manually accept total-based differences \[Seite 164\]](#).

Example: Total-Based Acceptance**Example: Total-Based Acceptance**

You want to post an invoice. The vendor-dependant tolerances are set in the Implementation Guide (IMG) in Logistics Invoice Verification for each company code and tolerance group. The tolerance group is assigned to the invoicing party in the vendor master record.

Set the tolerance check for either total-based acceptance or total-based invoice reduction. In the example the following limits are checked:

Total-based acceptance of negative differences

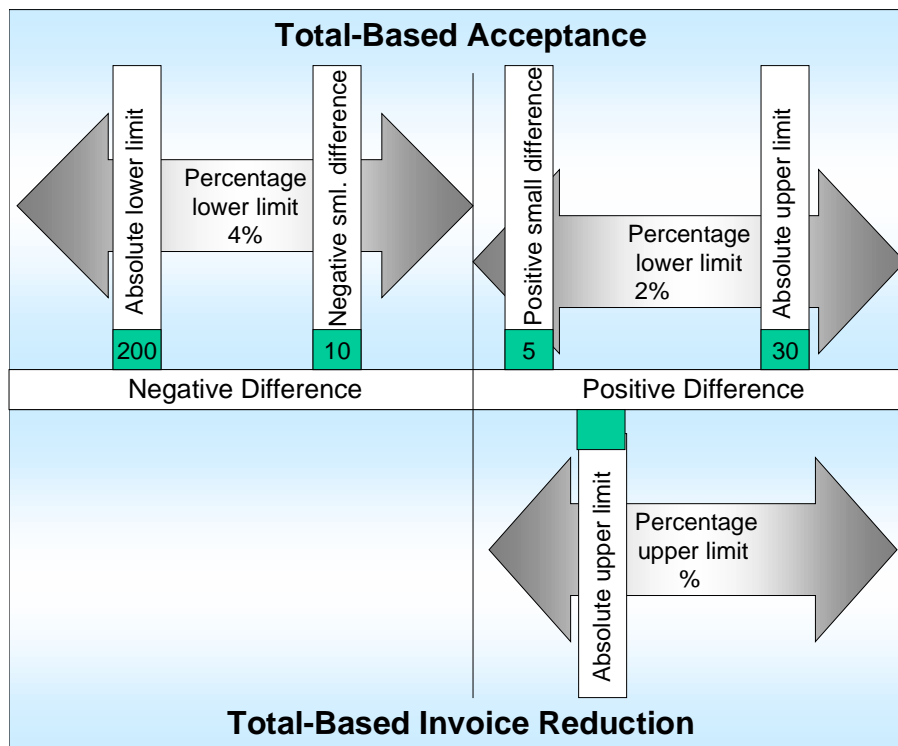
- Check absolute lower limit: **200**
- Check percentage lower limit: **4%**
- Check negative minor difference: **10 -**

Total-based acceptance of positive differences

- Check positive minor difference: **5**
- Check absolute upper limit: **30**
- Check percentage upper limit: **2%**

Total-based invoice reduction

- **Do not check** absolute upper limit and percentage upper limit

Defined Tolerance Limits**Posting Variances**

Example: Total-Based Acceptance

The system expects an invoice value of **\$4000**.

Net invoice amount in USD	Differences	Balance	Explanation
3992	-8	0	-8 < (-10) negative minor difference → posting to small difference account
3925	-75	0	-75 < (-200) absolute lower limit → posting to small difference account
3820	-180	-180	-180 < (-160) percentage lower limit → cannot be posted
4004	+4	0	+4 < (+5) positive small difference → posting to small difference account
4025	+25	0	+25 < (+30) absolute upper limit → posting to small difference account
4035	+35	+35	+35 > (+30) absolute upper limit → cannot be posted

Manually Accepting Total-Based Differences

Manually Accepting Total-Based Differences

Use


If an invoice contains a difference that cannot be reduced or accepted as a whole, you have to change individual items in the invoice. It can often be very time-consuming and expensive to find out exactly which item needs to be changed by which amount. To save costs and avoid losing potential cash discount savings, you can manually accept a total-based difference to post an invoice without making any changes.

Prerequisites

You require special authorization to enter a total-based acceptance manually: You can maintain this in Customizing for Logistics Invoice Verification: *Logistics Invoice Verification* → *Authorization Management* → *Maintain Authorizations* → *Post Invoices with Differences*.

Procedure

When a difference cannot be posted automatically, it appears in the *Invoice Overview* as *incorrect*. To manually accept the difference, proceed as follows:

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Invoice Overview*.
2. Enter data as required and choose  *Execute*.

The *Invoice Overview* screen appears.


3. Choose *Change items*.

The *Logistics Invoice Verification* screen appears. On this screen, you can see how large the difference is in the screen area *Balance*, for example.

4. Choose *Edit* → *Accept difference and post*. This function is only active if you have the necessary authorization.

The system accepts the difference and schedules the invoice for background verification. If tolerance limits are exceeded, the invoice is blocked for payment. When the program for verification in the background is next run, the system verifies the invoice in the background.

5. Choose *Back*.

The *Invoice Overview* screen reappears. Save the changes by choosing  *Save*.

Invoices for Purchase Orders with Acct Assignment

Use

When a purchase order is created, you can enter an account assignment for each order item. This is, for example, necessary when:

- You order a material which is not subject to inventory management and which consequently goes straight to consumption
- You order a service

As a rule, you cannot tell from an invoice if it refers to a purchase order with account assignment. You can only tell if a purchase order with account assignment is concerned by looking at the column *Acct* (Account assignment) on the item list in Logistics Invoice Verification. You can [display the account assignment information \[Seite 168\]](#) and [change \[Seite 168\]](#) it under certain conditions.

Prerequisites

In the case of invoices for purchase orders with account assignment, the Purchasing department must maintain the following settings when creating the purchase orders:

- The account assignment category, for example, account assignment to an asset or a cost center
- The number of the account to be debited
- The number of the cost center or asset to be debited
- That a goods receipt or invoice receipt is expected
- The type of goods receipt, whether it should be valued or non-valued

An order item can be distributed to several account assignment objects. For this type of multiple account assignment, the buyer must also specify:

- How the system should distribute the order quantity among the individual account assignment objects
- How the system should distribute the amount of an invoice for partial delivery



[Multiple Account Assignment of Invoice Quantities \[Seite 167\]](#)

For more information, see [Account Assignment \[Extern\]](#) in the documentation on *Purchasing (MM-PUR)*.

Features

When an invoice is posted for a purchase order with account assignment, two different situations can occur:

- A valued goods receipt is defined for the purchase order item.
At the time of goods receipt, the system creates a posting to the cost account given in the purchase order; the offsetting entry is made to the GR/IR clearing account. The

Invoices for Purchase Orders with Acct Assignment

GR/IR clearing account is cleared when the invoice is posted; any price differences are posted to the cost account defined in the purchase order.

- A non-valuated goods receipt or no goods receipt is defined for the purchase order item.

No postings are made at goods receipt. At invoice receipt, the offsetting entry to the vendor posting is made directly to the account specified in the purchase order or to the account specified in Invoice Verification if the account assignment is changed.

When the invoice is posted, a line item is created for each account assignment item in the accounting document.

See also:

[Displaying and Changing the Account Assignment \[Seite 168\]](#)



Multiple Account Assignment of the Invoice Quantity

Multiple Account Assignment of the Invoice Quantity

In the case of a partial delivery, the buyer can use the *Distribution* and *Partial invoice* fields when entering the account assignment to control how the system distributes the invoice quantity among the goods receipt quantity:

- On a quantity or percentage basis
- On a progressive fill-up basis or proportional to the planned distribution

Distributing the Invoice Quantity when Using Multiple Account Assignment

	Purchase order	100 pieces
	Account assignment item 1	40 pieces
	Account assignment item 2	60 pieces
<hr/>		
	Goods receipt	60 pieces
<hr/>		
Suggested quantities when entering the invoice		
	Fill-up basis	Proportional
Acct assignment item 1	40 pieces	24 pieces
Acct assignment item 2	20 pieces	36 pieces

Multiple Account Assignment of the Invoice Quantity

Displaying and Changing the Account Assignment

Use

In Logistics Invoice Verification, you can change and display purchase orders with account assignment as follows:

Logistics Invoice Verification	Purchasing
You can display the account assignment to check it, but you cannot change it.	The buyer knows the exact account assignment. The buyer defines the account assignment.
You can change the account assignment.	The buyer does not know the exact account assignment. The buyer defines the account assignment.
You first enter the account assignment information when entering the invoice.	The buyer does not know the account assignment. The buyer creates a blanket purchase order.

Prerequisites

To change the account assignment, the following prerequisites must be fulfilled:

- In Customizing for Purchasing, you can configure for each account assignment category whether users in Invoice Verification can change it. (*Purchasing → Account Assignment → Maintain Account Assignment Categories*)
- A **non-valuated goods receipt** or **no goods receipt** must be defined for the purchase order item.

Features


In Logistics Invoice Verification, the quantity suggested by the system in the invoice items is the difference between the quantity delivered and the quantity already invoiced. The respective amounts result from the net order price. You cannot change the quantity and value in the invoice items, you can only change them on the account assignment screen.

On the account assignment screen, the system suggests the account assignment items that were planned in the purchase order, even if an invoice in which the account assignment was changed or new account assignments were added has already been posted.

If you have changed the account assignment information, the changed account assignment information is saved in the invoice document when the invoice is posted.

Activities

You can display or change the account assignment items.


1. To do this, choose the display variant *Acct assignment - asset, order* for the invoice items.
2. If you want to display or change the account assignment information, click on  *Mult. Acct assgt* in the column *Acct Assgt* and on the invoice item in question.

Multiple Account Assignment of the Invoice Quantity

The account assignment screen appears. The system displays the planned account assignments here.

3. If you can change the account assignments, the fields on the screen are ready for input. In this case, you can also add more account assignment items.

If you have changed the quantity or the value in the account assignment items, the system refreshes the total quantity and total amount of the purchase order item in the invoice items.

4. Choose  *Adopt*. The *Logistics Invoice Verification* screen reappears.

Entering Invoices in Foreign Currency

Entering Invoices in Foreign Currency

Use

An invoice in foreign currency exists if the currency in the invoice is different from the local currency defined for your company code.

The buyer enters the currency that is used when placing a purchase order with a foreign vendor in the purchase order itself. Usually you receive an invoice in the currency specified in the purchase order, but you can also enter the invoice in a different currency.

Prerequisites

Before you can enter an invoice in foreign currency, the following settings must be made in your system:

- The currency that you enter the invoice in must be defined in the system.
- An exchange rate between the foreign currency entered and your local currency must be stored in the system. You can define different exchange rates for different periods.

Procedure

You enter an invoice in foreign currency as follows:

1. Enter data as required on the *Enter Invoice* screen.
2. Check that the currency for the gross invoice amount is correct. The default currency is the local currency of your company code.
3. If you want the system to automatically determine the exchange rate, proceed with step five.
4. If you want to enter or check an exchange rate, choose the tab page *Details* in the header area.
5. Enter the exchange rate.

The system compares your entry with the exchange rate entered in the purchase order and in Customizing:

- If a **fixed exchange rate** was entered in the purchase order, an error message is displayed. The invoice can only be posted at the fixed rate.
- If the exchange rate differs too greatly from that in the purchase order, a warning message is displayed.
- If the exchange rate differs too greatly from that in Customizing, a warning message is displayed.

6. Choose .

7. The system refreshes the data. Continue processing. The system displays all amounts in the invoice items in the currency entered.

See also:

[Foreign Currency Translation \[Seite 172\]](#)

[Parallel Currencies \[Seite 173\]](#)

Foreign Currency Translation

Foreign Currency Translation

Use

When you enter an invoice in foreign currency, the system automatically translates the foreign currency amounts to local currency.

Features

Automatic Foreign Currency Translation

The system calculates the exchange rate as follows:

- If the buyer entered a **fixed exchange rate** in the purchase order, the system uses this rate to translate the amounts to local currency.
- If an exchange rate was entered in Invoice Verification, the system uses this rate to translate the amounts to local currency.
- If an exchange rate was entered in neither the purchase order nor Invoice Verification, the system uses the exchange rate pre-defined in Customizing for Financial Accounting that is valid for the posting date.

Exchange Rate Differences

If a purchase order is entered in foreign currency, the amounts are translated from foreign currency into local currency at goods receipt. If you enter the invoice for the purchase order in the foreign currency, this can lead to currency translation differences between the goods receipt and the invoice receipt.

How these differences are posted depends on how your system is configured in Customizing for Invoice Verification:

- The exchange rate differences are based on the value determined using the exchange rate at the time of goods receipt minus the value determined using the exchange rate at the time of invoice receipt.
- The exchange rate differences are based on the value determined using the exchange rate at the time of invoice receipt minus the value determined using an assumed or planned exchange rate valid for a full year or a season, for example.
- No exchange rate differences are determined. Fluctuations in the exchange rate are treated as price variances and posted to a stock or price difference account, depending on the type of price control defined for the material.

Exchange Rate Rounding Differences

When an invoice is posted in a foreign currency, the amounts are translated into local currency. Since the system rounds off the amounts in each posting line, this can lead to rounding differences due to the currency translation.

When no cross-company code transaction takes place and no different tax rate has been used, these differences are posted to the vendor account.

Parallel Currencies

Use

With purchase orders in foreign currency, the postings at goods receipt and invoice receipt are updated both in the order currency and in local currency. The posting amounts in each currency are determined from the PO history independently of each other.

You can also use the *Product Cost Controlling* (CO-PC) component in your company to manage stocks of materials in several currencies in parallel. This allows you to value stocks in parallel currencies based on the actual exchange rates of the transactions causing the change in stock value.

Automatic Settlements

Automatic Settlements

Use

Use automatic settlement procedures to save costs. The following settlement procedures:

- [Evaluated Receipt Settlement \[Seite 175\]](#)
- [Consignment and Pipeline Settlement \[Seite 180\]](#)
- Invoicing plan settlement
- [Revaluation \[Seite 184\]](#)

Evaluated Receipt Settlement (ERS)

Definition

Procedure for settling goods receipts automatically. When you use Evaluated Receipt Settlement (ERS), you have an agreement with the vendor that they do not create an invoice for an ordering transaction. Instead, the system posts the invoice document automatically on the basis of the data in the purchase order and goods receipts. This eliminates invoice variances.

Use

We recommend that you only implement ERS when you and your vendor have a clear agreement on the conditions used and you regularly update the purchase orders in the system.

The system determines the invoice amount for this ordering transaction from the prices entered in the order, the terms of payment, the tax information and the delivery quantity entered in the goods receipt.

Credit memos can also be created using ERS: if an invoice has already been posted for a goods receipt and goods have since been returned, the system automatically generates a credit memo for the returned quantity during the next ERS run.

Planned delivery costs cannot be processed using ERS.

See also:

[Evaluated Receipt Settlement \[Seite 176\]](#)

[Carrying Out ERS \[Seite 178\]](#)

Evaluated Receipt Settlement

Evaluated Receipt Settlement

Purpose

You can settle goods receipts directly without receiving an invoice from the vendor. The system can generate the corresponding invoices and post them. A vendor invoice is no longer required.

You can automatically send the settlement documents created to the vendors.

For further information, see [Messages in Logistics Invoice Verification \[Seite 193\]](#).

Evaluated Receipt Settlement (ERS) is particularly suitable for creating settlement documents at regular intervals.

ERS has the following advantages:

- Purchasing transactions are closed more quickly.
- Communication errors are avoided.
- There are no price and quantity variances in Invoice Verification.

In test mode, the system can issue a list of goods receipts that can be settled and goods receipts that cannot be settled. The system makes no postings, it only lists the invoices selected.

Prerequisites

- Evaluated receipt settlement must be flagged in the purchase order item.
The vendor must be flagged as being subject to ERS in the vendor master record.
- The goods receipt must refer to a purchase order.
- Goods-receipt-based Invoice Verification must be defined for the purchase order item.
- A tax code must have been maintained in the purchase order item.
- The order price of the materials may not be an estimated price.



If you flag a vendor as being subject to ERS, the system sets the ERS indicator as a default in each item when you create a purchase order for the vendor. You can prevent this happening for certain vendors by flagging the info record for the material and the vendor as not being subject to ERS.

In Purchasing, you can delete the default ERS indicator in a purchase order item.

Process Flow

Evaluated Receipt Settlement is carried out as follows:

1. Select transactions that can be settled
 - a. You define which transactions the system processes and the restrictions according to which the system is to create documents.
 - b. The system posts invoice documents for the open goods receipts.

Evaluated Receipt Settlement

- c. The system creates a log of the invoices that were settled and those that were not settled.
2. Process the log



You can also run the Evaluated Receipt Settlement (ERS) program in the background. You use program **RMMR1MRS** for this. Let your system administrator know which variants should be created for the program and which jobs have to be defined.

Carrying Out ERS

Carrying Out ERS

1. Choose *Logistics Invoice Verification* → *Automatic Settlement* → *Evaluated Receipt Settlement (ERS)*.

The selection screen appears.

2. You can use the following criteria to narrow down selection of the transactions to be settled:

- Company code
- Plant
- Goods receipt posting date
- Goods receipt document
- Fiscal year of the goods receipt
- Vendor
- Purchase order and order item

3. You can define the selection criteria for the invoice documents by:

- Delivery
- Purchase order
- Purchase order item
- Goods receipt document
- Credit memo
- Invoice
- Currency

4. Choose  *Execute*.

The system issues a **log** for Evaluated Receipt Settlement, which displays the following:

- Settled
 - In line with your selection criteria, the system displays all the order items that were settled (or if you are working in test mode, which would have been settled).
- Could not be settled
 - In line with your selection criteria, the system displays all order items for which ERS is defined but could not be settled. It also lists the reasons.
 - If the system reports being unable to invoice a transaction, you should exclude the transaction from ERS to avoid it being included in the log the next time ERS is run.

Select the item and choose *Exclude from ERS*.

- The system also generates and possibly sends a [message \[Seite 193\]](#) to inform the vendor(s) about the transaction settled, depending on the settings in Customizing.
- You can display the following environment information for the order items selected. To do this, choose *Goto* →:

- *Display purchase order*
- *Display invoice*
- *Display material document*
- *Display long text*

For more information about processing the list, see the General Application Functions section of [SAP List Viewers \(ALV\): Classic \[Extern\]](#).

Consignment and Pipeline Settlement

Consignment and Pipeline Settlement

Use

[Consignment material \[Extern\]](#) is stored at your company premises but belongs to a vendor. The vendor supplies these goods so that they are available to you at any time, but does not initially invoice you for the goods. Only when you have withdrawn stock does payment become due for the quantities used.

[Pipeline material \[Extern\]](#) flows directly into the production process. This could be from a pipeline, for example, oil, from a pipe, for example, water, or from a cable, for example, electricity. Payment is due after each withdrawal.

The use of consignment and pipeline settlement reduces the cost of stockholding in the company by:

- Reducing the flow of paper and administration work
- Minimizing transport costs by using collective transports

And, for a modest capital tie-up, increased security of supply is guaranteed with minimal inventory levels and short lead times.

Features

You do not expect an invoice from the vendor for goods withdrawals from consignment stocks or a pipeline. Instead you settle posted withdrawals and return deliveries yourself and send the vendor a statement of the settlement. You can perform this settlement periodically in the background. The following documents can be involved:

- Invoices
- Credit memos

Consignment settlement is connected to message determination. As a result, you can define a form in Customizing. A message record is created during each settlement. This message record completes the form. Depending on the system settings, you can send this form to the vendor immediately on posting or at a later time.

See also:

[Consignment \[Extern\]](#)

[Pipeline Handling \[Extern\]](#)

Processing Consignment and Pipeline Withdrawals

Use

You can process withdrawals and return deliveries for consignment and pipeline stocks by:

- Displaying these withdrawals
- Settling these withdrawals

Prerequisites

Function	Setting in the Implementation Guide (IMG) for Logistics Invoice Verification
You want to send a form to your vendor when you post the consignment and pipeline settlement.	<i>Message Determination</i>

Procedure



1. To process consignment and pipeline withdrawals, choose *Logistics Invoice Verification → Automatic Settlement → Consignment and Pipeline Settlement*.

The selection screen *Settle Consignment/Pipeline Withdrawals* appears.

2. Narrow down the selection by:
 - Company code
 - Vendor
 - Plant
 - Material
 - Document date
 - Posting date
 - Material document
3. In the *Selection* frame, select the withdrawals that you want to take into account during processing.
 - Only consignment materials
 - Only pipeline materials
 - Consignment and pipeline materials
4. In the *Processing* frame, you can select whether you want to process withdrawals or return deliveries:

Function	Procedure	Result
----------	-----------	--------

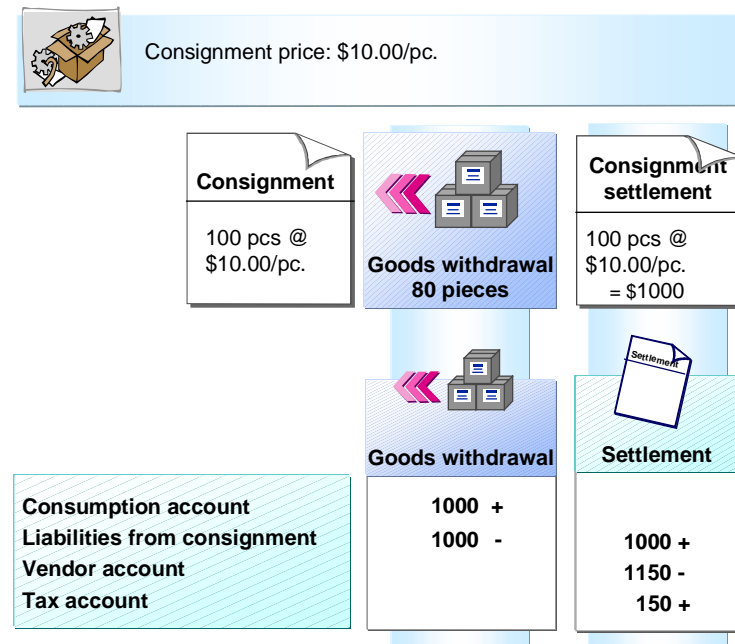
Processing Consignment and Pipeline Withdrawals

Display	<p>In the <i>Display options</i> frame, you specify which withdrawals you want to display:</p> <ul style="list-style-type: none"> Withdrawals not settled Settled withdrawals: You can also restrict settled withdrawals to certain invoice documents. <p>Choose  <i>Execute</i>.</p>	<p>A list of the withdrawals appears and, if you have selected settled withdrawals, the associated invoices.</p> <p>To process the list, use the general application functions of the SAP List Viewers (ALV): Classic [Extern]</p>
Settle	<p>Choose  <i>Execute</i>.</p>	<p>The system creates an invoice document for each company code, for each vendor, for each currency in accordance with your selection.</p> <p>A list appears of the withdrawals settled as a result of this. To process the list, use the general application functions of the SAP List Viewers (ALV): Classic [Extern]</p> <p>At the same time, the system creates a message record. This allows you to send a consignment statement to the vendor by fax or print out a notification for the vendor.</p>



Fundamental changes were made to the settlement of consignment and pipeline withdrawals in Release 4.0. As a result of this, you cannot use the procedure described above to settle withdrawals that were posted in an earlier release. To settle withdrawals of this type, execute report RMVKON90, which corresponds to the previous settlement function.

Posting: Consignment and Pipeline Settlement



Consignment

You manage material A from your vendor as consignment stock at a consignment price of \$10/piece.

Goods Withdrawal

When you withdraw 100 pieces for consumption, the system makes a posting to the consumption account based on the consignment price. The offsetting entry is made to the account *Liabilities from consignment stock*.

Consignment and Pipeline Settlement

When the consignment withdrawals are settled, the liability created at the time of the withdrawal is cleared. The offsetting entry is posted to the vendor account.

The system determines which taxes are to be posted for each item from the consignment info record or pipeline info record.

➡ When the system makes postings to the liabilities account, be they for withdrawals or for settlements, it creates the allocation number automatically from the material document number, so that the open items in Financial Accounting can be cleared.


Revaluation

Revaluation

Purpose

You use this function within *Logistics Invoice Verification* to determine the difference values on the basis of price changes that are retroactively valid and to create settlement documents for them. You can send the revaluation settlement documents to the vendors as [Messages \[Seite 193\]](#).

The optimum business situation includes the following factors:

- Constant supply relationships
In which deliveries are made at regular intervals for the same purchase order items or scheduling agreement items.
 - Simple conditions
For example, if difference amounts are only a result of price changes.
 - Vendors for whom you use Evaluated Receipt Settlement (ERS).
- 
- At the moment you cannot enter a contract item directly.
 - You cannot revalue purchase order items for external services management (item category D).
 - You cannot settle documents containing changing currencies.

Prerequisites

Application

- Revaluation must reference a purchase order item or scheduling agreement item.
- The purchase order item or scheduling agreement item must not be deleted or blocked.
- The *GR-based IV* field must be flagged in the purchase order item or scheduling agreement item.
- The *Revaluation* field must be flagged in the vendor master record.

Customizing

Function	Settings in Customizing for Invoice Verification
You must have assigned a document type to Revaluation.	<i>Incoming Invoice</i> → <i>Maintain Document Types and Number Ranges</i> and then <i>Document types: invoice verification</i>
You must have maintained message condition records for creating messages and settlement documents.	<i>Message Determination</i> → <i>Maintain Conditions</i>

Revaluation

You must have maintained message schema MR0005.	<i>Message Determination → Maintain Message Schema</i>
You must have maintained message types RAP for print output and fax, and RAP 6 for EDI.	<i>Message Determination → Maintain Message Types</i>
You must have maintained transaction key <i>RAP, Expense/revenue from revaluation</i> , which determines which account is posted.	<i>Invoice Verification → Configure Automatic Postings</i>
You must set the field status for the account groups affected to optional entry so that you can maintain the <i>Revaluation</i> field in the vendor master record.	Settings in Customizing for Logistics - General <i>Logistics Basic Data: Business Partners → Vendors → Control → Define Account Groups and Field Selection for Vendors</i>

Process Flow

After the conclusion of purchasing negotiations, prices and conditions may have been retroactively changed. The goods receipt is valued using the conditions of purchase and forms the basis for settlement.

For goods and services that have already been settled, the system thus determines prices different to those possible on the settlement date. Therefore the system must:

1. Determine the difference values
2. Post settlement documents in the form of an invoice or a credit memo to the vendor's account
3. Send the settlement documents to the vendor

See also:

[Difference Value Determination \[Seite 186\]](#)

[Posting a Revaluation \[Seite 188\]](#)

[Carrying Out Revaluation \[Seite 187\]](#)

Difference Value Determination

Difference Value Determination

Use

Difference value determination is part of Revaluation. The system determines the difference value between two comparison values. Both comparison values refer to the quantity of a goods receipt that has already been settled.

Comparison Value 1:

For each goods receipt, the system takes the present settlement amount as the first comparison value. The quantity determined is the revaluation quantity.

Comparison Value 2:

If you change conditions retroactively, the system uses price determination to establish the settlement amount that now applies for the price determination date given (for example, the goods receipt posting date). The result of this is the second comparison value.

Features

Difference value = comparison value 2 - comparison value 1

For each goods receipt, an item is created in the settlement document for the amount of the difference value determined. The system also gives the delivery note number from the goods receipt, if available, so that the vendor can match up the transaction.

Only difference values with the same debit/credit signs are included in a settlement document. If the system determines positive and negative difference values for a purchase order item during revaluation, it creates two settlement documents: a credit memo and an invoice.

Since the number of items in a document is limited to 999, a further document is created if this number is exceeded.

Creating the Settlement Document and Postings

The following table shows the effects of the difference values determined.

Difference value = comparison value 2 - comparison value 1	Settlement document is	Total settlement amount for delivery is	Posting to account
Negative	A credit memo	Reduced	Revenue from revaluation
Positive	An invoice	Increased	Expenses from revaluation

Carrying Out Revaluation

1. Choose *Logistics Invoice Verification* → *Automatic Settlement* → *Revaluation*.

The *Revaluation* screen appears.

2. Enter data as required.

3. Choose  *Execute*.

The list containing the results of the revaluation appears. For more information about processing the list, see the General Application Functions section of [SAP List Viewers \(ALV\): Classic \[Extern\]](#).

4. Select the settlement document created and choose *Goto* → *Message/invoice doc*.

A list appears containing the settlement documents that can be output.

5. Select the settlement documents that you want to send and choose *Edit* → *Process*.

The settlement documents selected are sent to the vendor.

See also:

[Messages in Logistics Invoice Verification \[Seite 193\]](#)

[Revaluation \[Seite 184\]](#)

Posting a Revaluation

Posting a Revaluation

Use

Each settlement document from a revaluation is posted as a subsequent debit/credit. During revaluation, the value for a settled quantity is increased or reduced by the difference value determined.

Features

The system posts the difference values determined during revaluation to the G/L accounts for expenses or revenue from revaluation. You use the posting date to specify the period to which this expense or revenue is allocated.

The system does not allocate the difference values determined during revaluation to the stock accounts. Posting the revaluation does not change either the material stock value or the material valuation price (moving average price).

In the standard system, these postings are differentiated according to the valuation grouping code and according to whether they are debits or credits.

PO History

Postings from revaluation are represented in the purchase order history by the purchase order history category *NeuB*. The debit/credit sign tells you whether the item is an invoice (positive) or a credit memo (negative).

Determining the Tax Code

For each goods receipt for which the system determined a difference value, the system creates an item in the settlement document for the revaluation. The system determines the tax code used to post this item from the underlying purchase order item for the period stated.

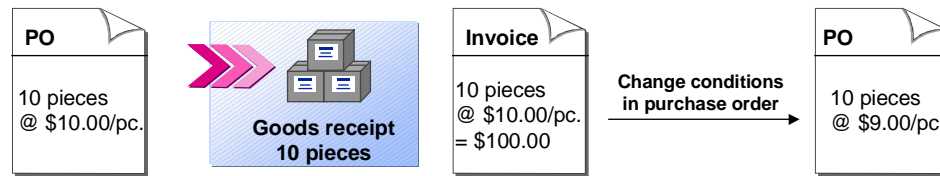
If a goods receipt was settled using several partial settlements that contain different tax codes, the system determines the tax code for revaluation from the respective underlying purchase order item.

A subsequent change to the tax code in the purchase order, after an increase in the rate of sales tax (VAT) for example, changes the tax code used in revaluation. The system posts using the tax rate in the current underlying purchase order item.

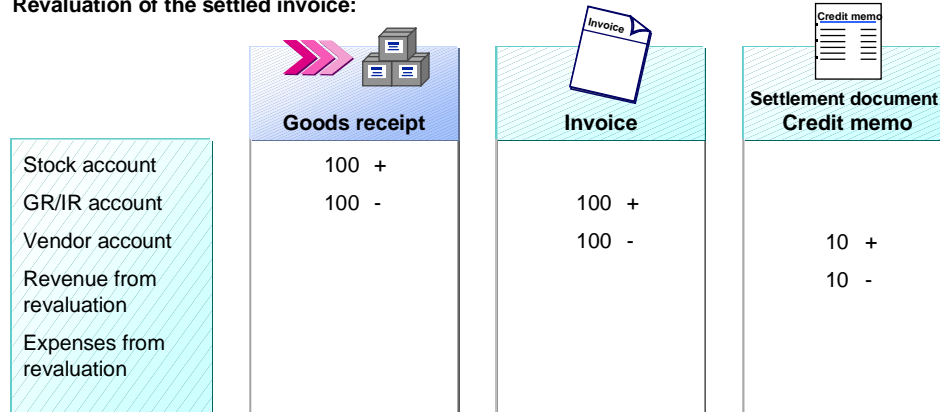


Postings Made when Posting a Credit Memo

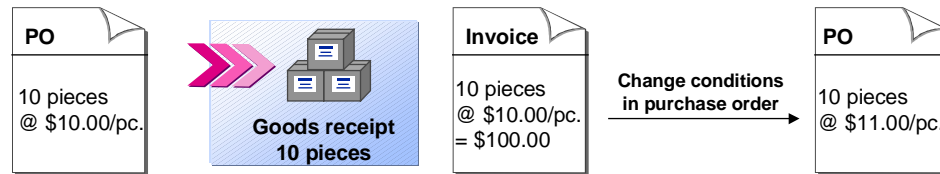
Posting a Revaluation



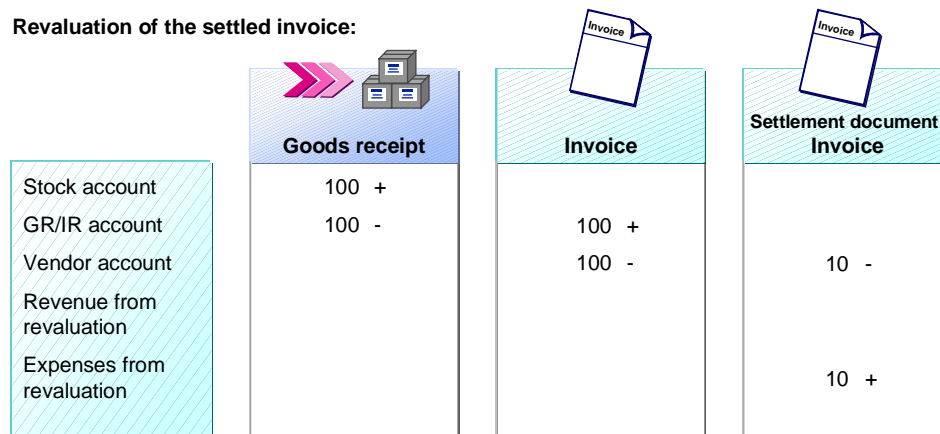
Revaluation of the settled invoice:



Postings Made when Posting an Invoice



Revaluation of the settled invoice:



Posting a revaluation creates an open item on the vendor account that Financial Accounting clears during one of the next payment runs.

If you do not change the baseline date for payment online, the system sets it to the current date. This sends the document to the work queue for the payment run immediately.

Posting a Revaluation

The terms of payment entered for credit memos and invoices are processed in the settlement document. If necessary, the system also processes the cash discounts.

Settlement of Amounts Due Under Invoicing Plans

Use

An invoicing plan enables you to schedule invoice creation over a series of future due dates independently of individual procurement transactions and the actual receipt of goods or services. You can inform the vendor when the invoice documents are created. For more information, refer to [Messages in Logistics Invoice Verification \[Seite 193\]](#).

Automatic Settlement Accounting

As a rule, automatic settlement accounting is used in connection with periodic invoicing plans.

You can have invoices generated in the system and forwarded to Financial Accounting for payment automatically with respect to PO items for which you have scheduled a series of invoicing dates in an invoicing plan.

If you have several PO items with invoicing plans in the system (usually providing for invoicing on different dates), it is advisable to carry out settlement accounting with regard to these plans on a daily basis.

Procedure

To carry out automatic settlement accounting with respect to invoicing plans, proceed as follows:

1. Choose *Logistics → Materials management → Logistics Invoice Verification → Automatic settlement → Settle invoicing plan*.
2. On the selection screen, enter the following criteria for the invoicing plans in respect of which settlement is due:

- Company code
- Plant
- Vendor
- Purchasing Document
- Item

You can specify how the invoice documents are to be created:

- Per vendor
- Per purchase order
- Per PO item

3. Start the settlement accounting process either online or in the background.

You can set the *Test mode* indicator in order to initially simulate the results of settlement accounting.

After running the settlement accounting program, you get a log listing the invoiced transactions and drawing your attention to any errors that may have occurred. For more information on processing the log, refer to the General Application Function of the [SAP List Viewer \[Extern\]](#).

Settlement of Amounts Due Under Invoicing Plans**Manual Invoice Creation**

You have to create invoices manually in connection with partial invoicing plans if you have no reference invoicing plan for the system to use as a basis for generating suggested invoicing dates for the plan in question. For more information, refer to [Invoice Verification in Dialog Mode \[Seite 19\]](#).

Result

You have invoices in the system, which are processed further in Financial Accounting.

See also:

[Invoicing Plan \[Extern\]](#)

[Creating an Invoicing Plan \[Extern\]](#)

[Generating Further Invoicing Plan Dates \[Extern\]](#)

Messages in Logistics Invoice Verification

Use

In *Logistics Invoice Verification*, you can also generate messages when posting an invoice. You can send messages either internally, to colleagues, or externally, to vendors. You can send these messages in the following ways:

- Online with the next selection run
- Using the function *Output Message*
- Immediately on updating the invoice
- As a background job by specifying a time



Define the required jobs for program **MM70AMRA**. When you run a job, the system outputs all the messages it finds that match the selection criteria.

For more information, see [Message Control \[Extern\]](#)

Prerequisites

Function	Setting in Customizing for Logistics Invoice Verification
Define the messages that the system is to generate when an invoice is posted.	<i>Message Determination</i> → <i>Maintain Message Types</i>
Define the text modules that the forms are to contain.	<i>Message Determination</i> → <i>Define Forms</i> <i>Message Determination</i> → <i>Define Sender Details for Forms</i>
Define at which time and with which medium the system is to send the message.	<i>Message Determination</i> → <i>Maintain Conditions</i>

Features

Define Text Modules for Forms

You store standard texts for each company code that the print modules can output to fixed positions defined in the forms *MR_PRINT* or *MR_REKL*. The texts that you store there are used in the following print documents:

- Evaluated Receipt Settlement document (MR_PRINT)
- Settlement document for revaluation (MR_PRINT)
- Invoice reduction document (MR_REKL)

You process the following text modules:

Text type	Items	Example
Header text	Output at top right of the form	Logo

Messages in Logistics Invoice Verification

Footnote text	Output as footnote text on each page of the form	Information on the company, bank details
Sender	Output above the address in the form	Company code sender
Signature		Not processed



If you use multiple languages, please ensure that you create texts for all languages used.

Generating Messages for the Following Functions

Function	Explanation
Evaluated Receipt Settlement (ERS) [Seite 175]	After you run ERS, you should inform the vendor of the goods receipts you settled to allow the vendor to check the settlement.
Invoice Reduction: Correcting Quantities or Values [Seite 51]	When you reduce an invoice, you should inform the vendor in a letter of complaint why you reduced the invoice. Manual invoice reduction: If you manually reduce individual items, you can list the items in the letter of complaint. Automatic invoice reduction: If the system automatically reduced the invoice, you can only give the vendor information in the letter of complaint about the total amount of the reduction.
Invoices with Variances [Seite 103]	If an invoice is blocked due to price variance, you can send a mail to the relevant buyer so that he or she can check the order price and consult the vendor.
Consignment and Pipeline Settlement [Seite 180]	When you settle consignment and pipeline withdrawals, you can send the invoices or credit memos created to the vendor.
Invoicing Plan Settlement	When you create invoices for the invoicing plan, you can send these to the vendor.
Revaluation [Seite 184]	After you carry out revaluation, you should use the settlement document for revaluation to inform the vendor of the difference value determined in the form of a credit memo or an invoice.

See also:



[Outputting Messages \[Seite 195\]](#)

Outputting Messages

Prerequisites

When you posted invoices, you generated messages that you now want to send (dispatch time 3).

Procedure

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Output Messages*.
2. Specify which messages you want to output. You can enter the following criteria:
 - **Message Data**
Output type (such as letter of complaint when reducing an invoice), transmission medium, creation date, and processing mode (such as first processing).
 - **Invoice Document Data**
Invoice document number, fiscal year, company code, invoicing party, and names of users who entered the invoices.
3. Choose  *Execute*.
A list of messages matching your criteria appears.
4. Select the messages you want to output.
5. Choose  *Execute*.

Result

The system outputs the messages and updates the list. A message is displayed indicating the number of messages sent.



Influencing Output Using Customer Exits

In the standard function modules for output of print documents or for generation of IDocs for EDI, SAP enhancements as customer exits are available.

This enhancement is called MRMN0001. It contains two components.

- You use the first component to generate additional IDoc segments for output of ERS or consignment settlement documents.
- You use the second component to define the structure and content of the print documents for consignment settlement, revaluation, or ERS.

Settings for Message Determination

Settings for Message Determination

Use

In addition to the standard system, you can define new settings for the message determination function for Logistics Invoice Verification.

For more information, see [Message Control \[Extern\]](#)

Features

You maintain the following functions in Customizing for Invoice Verification.

Function	Setting in Customizing for Logistics Invoice Verification
Specify the field combination that you want to create for the message condition records.	<i>Message Determination → Maintain Condition Tables</i>
Define the access sequences.	<i>Message Determination → Maintain Access Sequences</i>
Define the message types.	<i>Message Determination → Maintain Message Types</i>
Define the condition records.	<i>Message Determination → Maintain Condition Records</i>

Credit Memo

Definition

The term credit memo always refers to a credit memo **from** the vendor. Therefore, posting a credit memo always leads to a debit posting on the vendor account.

Use

As in the case of invoices, credit memos refer to purchase orders or goods receipts. They are used to correct the purchase order history if the quantity invoiced was too high, for example, if an invoice was too high or if part of the quantity was returned.

When you post a credit memo, the total quantity in the purchase order history is reduced by the credit memo quantity.



If you do not want the total quantity invoiced to be reduced, you must post the credit memo as a [subsequent credit \[Seite 154\]](#).

See also:

[Posting Credit Memos \[Seite 198\]](#)

[Postings for Credit Memos \[Seite 200\]](#)

Posting Credit Memos

Posting Credit Memos

Use

When you post a credit memo, the system makes a number of checks:


- The maximum quantity you can credit is the quantity that has already been invoiced. If you enter a larger quantity, the system issues the following error message:
Reversal quantity greater than quantity invoiced to date
- If you post a credit memo for the same quantity as was invoiced so far, the system expects that the total amount invoiced so far is also credited. Otherwise, a situation might arise where you had no stock for a material but a stock value. If you do not enter the amount invoiced so far, the system automatically replaces your entry and proceeds to the item screen. A warning message informs you that your entry has been changed.
Reverse entry value set automatically for full reversal
- If you post a credit memo for a smaller quantity than that invoiced to date, the amount of the credit memo cannot be larger than the amount invoiced so far. If you post a larger amount, the system displays an error message, such as:
Reversal value is greater than value invoiced to date
- The system does not check if your entries in the columns *Amount* and *Quantity* correspond to the purchase order price or the invoice price.

Procedure


You post a credit memo as follows.

1. Choose *Logistics Invoice Verification* → *Document entry* → *Enter invoice*.

The *Logistics Invoice Verification* screen appears.

2. Choose the transaction *Credit memo*.
3. Enter the document header data as required and match up the invoice.
4. Choose .

The system lists the order items as per your allocation criteria. In the columns *Amount* and *Quantity*, the system suggests the value and quantity invoiced to date for each item.

5. Select the items contained in the credit memo. Check the quantities and amounts suggested by the system and make any necessary corrections.
6. Choose .

The system then checks your entries and displays any necessary warning or error messages.

7. Choose  *Post*.

Result

The system posts the credit memo.

Postings for Credit Memos

Postings for Credit Memos

Use

In the R/3 System, a credit memo is the reversal of an invoice. In the same way as the system assumes that a corresponding goods receipt was posted or is expected for an invoice, the system assumes that a credit memo is linked to the reversal of a goods receipt. The credit memo is therefore managed on the GR/IR clearing account.

Invoice reversal is a special form of credit memo. The system automatically determines the credit memo amount and the credit memo quantity from the invoice, so that there is no variance between the invoice and the credit memo. The postings made when you reverse an invoice follow the same rules as credit memo postings. This means that an invoice reversal does not necessarily reverse the postings made when the invoice was posted.

Features

The postings that are made for credit memos depend on the goods receipts and invoices posted so far. The following rules apply:

When the account movements are determined, the following items are taken into account:

- Credit memo amount
- Credit memo quantity
- [Clearing value \[Extern\]](#)
- [Goods receipt value \[Extern\]](#)
- Invoice quantity
- Goods receipt quantity

Invoice Quantity Greater than Goods Receipt Quantity

If the invoice quantity is larger than the goods receipt quantity, the credit memo quantity is split into the quantity that is covered by the [invoice surplus \[Extern\]](#) and the **remaining credit memo quantity**.

Excess invoice quantity

$$\text{Quantity} * \frac{\text{Clearing value} - \text{Goods receipt value}}{\text{Invoice quantity} - \text{Goods receipt quantity}}$$

Remaining credit memo quantity

$$\text{Quantity} * \frac{\text{Goods receipt value}}{\text{Goods receipt quantity}}$$

The sum of these values is posted to the GR/IR clearing account. The credit memo amount is posted to the vendor account.

Postings for Credit Memos

Invoice Quantity Smaller than Goods Receipt Quantity

If the invoice quantity is smaller than the goods receipt quantity, the following values are calculated for the **credit memo quantity**.

$$\text{Quantity} * \frac{\text{Goods receipt value}}{\text{Goods receipt quantity}}$$

This value is posted to the GR/IR clearing account. The credit memo amount is posted to the vendor account.



If the credit memo amount is different to the posting to the GR/IR clearing account, the difference is posted to the stock account or a price difference account, depending on the price control defined for the material.

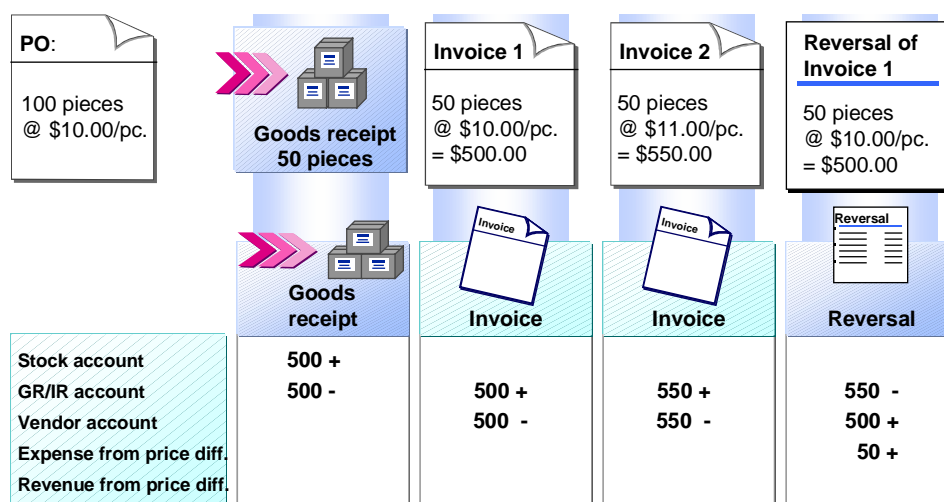
See also:

Example for [Material with Standard Price \[Seite 202\]](#)

Example for [Material with Moving Average Price \[Seite 205\]](#)

Example: Material with Standard Price**Example: Material with Standard Price**

When you reverse an invoice, the system posts a credit memo for the data in the invoice. The postings made when you reverse an invoice follow the same rules as credit memo postings. If you reverse an invoice for a purchasing transaction, for which several invoices have already been posted, the postings made in the invoice are not necessarily reversed. The following examples show cases in which different postings are made when the invoice is reversed to the postings made when the invoice was posted.

Example 1**Postings for Invoice Reversal After Goods Receipt and Several Invoice Receipts****Goods Receipt**

The stock account is posted with the receipt value based on the standard price.

Delivered quantity * Standard price
50 pieces * \$10/pc. = \$500

The offsetting entry is posted to the GR/IR clearing account.

Invoice 1

The GR/IR clearing account is cleared on the basis of the invoice price.

Invoice quantity * Invoice price
50 pieces * \$10/pc. = \$500

The offsetting entry is posted to the vendor account.

Example: Material with Standard Price

Invoice 2

The GR/IR clearing account is cleared on the basis of the invoice price.

$$\begin{aligned} &\text{Invoice quantity} * \text{Invoice price} \\ &50 \text{ pieces} * \$11/\text{pc.} = \$550 \end{aligned}$$

The offsetting entry is posted to the vendor account.

Reversal of Invoice 1

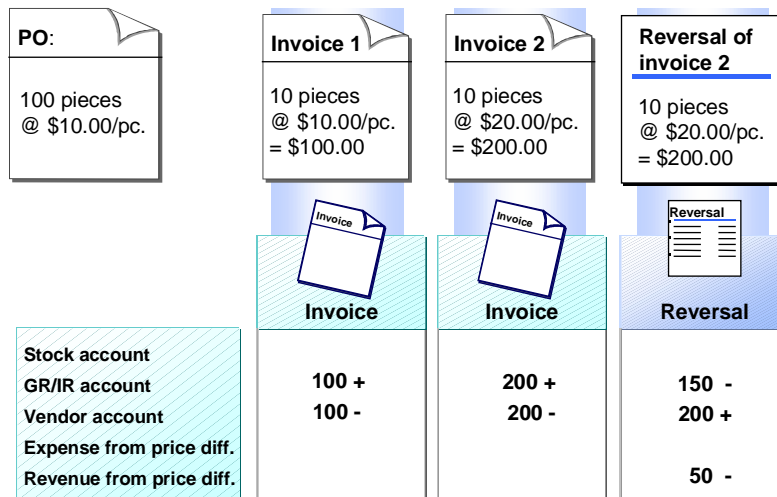
The invoice quantity is greater than the goods receipt quantity. The credit memo quantity is covered by the quantity of the **invoice surplus**. The GR/IR clearing account is posted as follows:

$$\text{Quantity} * \frac{\text{Clearing value} - \text{Goods receipt value}}{\text{Invoice quantity} - \text{Goods receipt quantity}} = 50 * \frac{1050 - 500}{100 - 50} = 550$$

The credit memo amount is posted to the vendor account. The credit memo amount is different to the posting on the GR/IR clearing account, so the difference is posted to the price difference account.

Example 2

Postings for Invoice Reversal Without Goods Receipt



Invoice 1

The invoice is posted before the goods receipt, therefore the posting to the GR/IR clearing account is based on the invoice price.

$$\begin{aligned} &\text{Invoice quantity} * \text{Invoice price} \\ &10 \text{ pieces} * \$10/\text{pc.} = \$100 \end{aligned}$$

The offsetting entry is posted to the vendor account.

Example: Material with Standard Price**Invoice 2**

The GR/IR clearing account is cleared on the basis of the invoice price.

$$\begin{aligned} &\text{Invoice quantity} * \text{Invoice price} \\ &10 \text{ pieces} * \$20/\text{pc.} = \$200 \end{aligned}$$

The offsetting entry is posted to the vendor account.

Reversal of Invoice 2

The invoice quantity is greater than the goods receipt quantity. The credit memo quantity is covered by the quantity of the **invoice surplus**. The GR/IR clearing account is posted as follows:

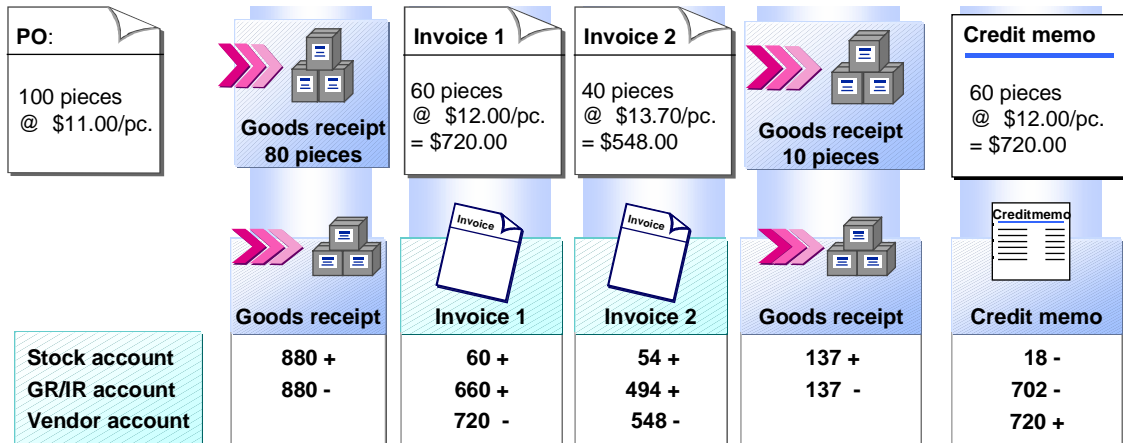
$$\text{Quantity} * \frac{\text{Clearing value} - \text{Goods receipt value}}{\text{Invoice quantity} - \text{Goods receipt quantity}} = 10 * \frac{300 - 0}{20 - 0} = 150$$

The credit memo amount is posted to the vendor account. The credit memo amount is different to the posting on the GR/IR clearing account, so the difference is posted to the price difference account.

Example: Material with MAP

The following example shows the postings made when you post a credit memo after several goods receipts and invoice receipts for a material with moving average price control.

Postings for a Credit Memo



Goods Receipt

The stock account is posted with the receipt value based on the purchase order price.

Delivered quantity * PO price
 80 pcs * \$11/pc. = \$880

The offsetting entry is posted to the GR/IR clearing account.

First Invoice

The GR/IR clearing account is cleared on the basis of the purchase order price:

Invoice quantity * PO price
 60 pcs * \$11/pc. = \$660

The posting for the offsetting entry is based on the invoice price on the vendor account:

Invoice quantity * Invoice price
 60 pcs * \$12/pc. = \$720

The invoice is different to the purchase order price. The difference between the purchase order value and the invoice value is posted to the stock account if there is sufficient stock coverage.

Example: Material with MAP**Second Invoice**

When you receive the second invoice, the GR/IR clearing account for the part of the invoice that has already been delivered and the part of the invoice that has not yet been delivered is cleared as follows:

Delivered part of the invoice	
$\left(\begin{array}{c} \text{Total delivered} \\ \text{quantity} \end{array} - \begin{array}{c} \text{Total invoiced} \\ \text{quantity} \end{array} \right) * \text{PO price}$ $(80 \text{ pcs} - 60 \text{ pcs}) * \$11.00/\text{pc.} = \$220.00$	
+	=
Part of the invoice not yet delivered	
$\left(\begin{array}{c} \text{Total invoiced} \\ \text{quantity} \end{array} - \begin{array}{c} \text{Total delivered} \\ \text{quantity} \end{array} \right) * \text{Invoice price}$ $(60 \text{ pcs} + 40 \text{ pcs} - 80 \text{ pcs}) * \$13.70/\text{pc.} = \$274.00$	
	\$494

The posting for the offsetting entry is based on the invoice price on the vendor account.

Invoice quantity * Invoice price $40 \text{ pcs} * \$13.70/\text{pc.} = \548.00
--

The invoice is different to the purchase order price. The difference between the purchase order value and the invoice value is posted to the stock account if there is sufficient stock coverage.

Goods Receipt

Another goods receipt is entered. The goods receipt quantity is smaller than the invoice quantity, so the system makes the posting to the stock account based on the last invoice price.

Goods receipt quantity * Invoice price $10 \text{ pcs} * \$13.70/\text{pc.} = \137.00
--

The offsetting entry is posted to the GR/IR clearing account.

Credit Memo

When you post the credit memo, if the invoice quantity is greater than the goods receipt quantity, the credit memo quantity is divided into the quantity that is covered by the excess invoice quantity and the remaining credit memo quantity. The following values are invoiced:

Example: Material with MAP

Invoice quantity > Goods receipt quantity

Excess invoice quantity			
Quantity	$\times \frac{\text{Clearing value} - \text{Goods receipt value}}{\text{Invoice quantity} - \text{Goods receipt quantity}}$	$= 10 \times \frac{1154 - 1017}{100 - 90} = 137$	= \$720
+			
Remaining credit memo quantity			
Quantity	$\times \frac{\text{Goods receipt value}}{\text{Goods receipt quantity}}$	$= 50 \times \frac{1017}{90} = 565$	

The total of the excess invoice quantity and the remaining credit memo quantity is posted to the GR/IR clearing account.

The credit memo amount is posted to the vendor account.

The credit memo amount is different to the posting to the GR/IR clearing account. The system posts the difference to the stock account if there is sufficient stock coverage.

Therefore, once the credit memo has been posted to the GR/IR clearing account, a balance of \$565.00 remains. This means that the system still expects an invoice for a goods receipt of 50 pieces, when the invoice is posted, the balance is cleared.

Reversals

Reversals

Use

Invoice documents in Invoice Verification are either invoices or credit memos. These documents can be cancelled. There are two different cases:

- If an invoice is cancelled, the system automatically creates a credit memo.
- If a credit memo is cancelled, the system automatically creates an invoice.

The system takes the amount and quantity for the credit memo or invoice from the invoice or credit memo to be cancelled, thus avoiding any differences between the invoice and the credit memo or the credit memo and the invoice.

Prerequisites

An invoice document can only be cancelled if:

- it was posted in Logistics Invoice Verification
- It has not already been cancelled
- It is not a cancellation document for another document



When you cancel documents in Logistics Invoice Verification, the document line items are not automatically cleared in Financial Accounting. We recommend that you periodically clear such items (using daily background jobs, for example).

Procedure

To cancel an invoice document, proceed as follows:

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Cancel Invoice Document*.

The initial screen for reversal appears.

2. In the fields *Invoice doc. number* and *Fiscal year*, enter the data for the invoice document you want to cancel.
3. In the *Reversal reason* field, select the reason for cancelling the invoice. This allows you to differentiate between different types of cancellations.

You can display the document to check. Choose *Display document* to do this. You can look at the items of the document to be cancelled. Return to the initial screen by choosing *Back*.

4. Choose *Invoice document* → *Post reversal doc*.

Result

The system automatically posts a credit memo or invoice. You receive a message.

- The system checks an invoice created as a result of cancelling a credit memo for variances. If variances occur, the invoice may be blocked for payment. If it is, a message appears.

Reversals

- When you cancel an invoice or a credit memo, the system creates an invoice or a credit memo from information contained in the document to be cancelled. In the simplest form, the postings in the invoice or credit memo are simply reversed.
- However, this is not always possible. If, for example, an invoice is cancelled in which a material was debited, the postings can only be reversed if there is enough stock when the invoice reversal is posted. If there is not enough stock, the reversal posting is made proportionally: the part for which there is sufficient stock coverage is posted to the stock account, the remainder to a price difference account.
- When you cancel an invoice or credit memo referencing a purchase order, you cannot reverse the account movements originally made if a further invoice with a different price was posted after the invoice that is to be cancelled.

See also:

Invoice Reversal: [Material with Standard Price \[Seite 202\]](#)

Returns

Returns

Definition

In Purchasing, order items can be flagged as returns items. The system expects a credit memo for a returns item. Credit memos can be settled up against an invoice or issued separately.

You can also enter an invoice for a returns item. This would be necessary, for example, if a returns delivery were cancelled or a returns credit memo were too high.

Returns settlement differs as follows:

- [Credit Memos for Returns Only \[Seite 211\]](#)
 - The returns items are credited.
- [Invoices for Returns Only \[Seite 211\]](#)
 - The returns items are invoiced.
- [Invoices for Delivery Items and Returns Items \[Seite 212\]](#)
 - Delivery items are invoiced, returns items are credited. In this case, the value of the delivery items is greater than that of the returns items.
 - Delivery items and returns items are invoiced.
 - Delivery items are credited, returns items are invoiced. In this case the value of the returns items is greater than that of the delivery items.
- [Credit Memos for Delivery Items and Returns Items \[Seite 212\]](#)
 - Delivery items and returns items are credited.
 - Delivery items are credited, returns items are invoiced. In this case, the value of the delivery items is greater than that of the returns items.
 - Delivery items are invoiced, returns items are credited. In this case the value of the returns items is greater than that of the delivery items.




Other cases in which a vendor sends one document as a credit note for specific returns items and as an invoice for other returns items are currently not supported.

See also:

[Returns \[Extern\]](#)

Posting Credit Memos and Invoices for Returns



1. Check whether the amount is to be paid or to be reimbursed for the credit memo or invoice to be entered.
 - If you are to be reimbursed, choose the transaction *Credit memo* on the *Logistics Invoice Verification* screen.
 - If you have something to pay, choose the transaction *Invoice* on the *Logistics Invoice Verification* screen.
2. Enter the header data and order item as required.
3. Choose .
4. The system automatically suggests *Returns* and *Deliveries* as invoice items.

In the invoice items, the returns items that match your selection are suggested. The quantity suggested is as follows:

 - In the case of a credit memo, the difference between the total quantity returned and any quantity already credited.
 - In the case of an invoice, the quantity already credited.
5. Check if the correct items are selected. Compare the quantities and values of the credit memo or invoice.

If you change the quantity or value suggested, the system carries out a price or quantity check. If, for example, you were credited for less than you returned, a warning message is displayed. These checks are the same as for delivery item checks. However, returns items are not blocked.

For more information, see [Invoice with Variances \[Seite 103\]](#).
6. Post the credit memo or invoice.

 If you want to display all invoice items for a vendor, you can narrow down the display of invoice items to *Returns* or *Deliveries*. To do this, choose  *More allocation criteria* once you have matched up the invoice to a vendor.

Settling Delivery and Returns Items

Settling Delivery and Returns Items

1. Check whether the total amount is to be paid or to be reimbursed for the invoice or credit memo to be entered.
 - If you have something to pay, choose the transaction *Invoice* on the *Logistics Invoice Verification* screen.
 - If you are to be reimbursed, choose the transaction *Credit memo* on the *Logistics Invoice Verification* screen.
2. Enter the document header data and match up the document to the order item. The system automatically suggests *Returns* and *Deliveries*.

The standard system is configured as follows:

 - If you enter an invoice, the system interprets the delivery items as items to be invoiced and the returns items as items to be credited.
 - If you enter a credit memo, the system interprets the delivery items as items to be credited and the returns items as items to be invoiced.
3. Check if the delivery items are to be invoiced and the returns items are to be credited. If this is the case, proceed with step 4.

Otherwise, change the selections *Invoice* and *Credit memo* in the *Delivery* and *Returns* lines.
4. In the invoice items, all the delivery and returns items that match your selection are suggested. From the + or - sign next to the amount you can see whether an item is for invoicing (+) or crediting (-).

The quantity suggested for a delivery item is as follows:

 - In the case of an invoice, the difference between the total quantity delivered and any quantity already invoiced.
 - In the case of a credit memo, the quantity already invoiced.

The quantity suggested for a returns item is as follows:

 - In the case of a credit memo, the difference between the total quantity returned and any quantity already credited.
 - In the case of an invoice, the quantity already credited.

The value suggested is based on the quantity suggested and the order price.
5. Check if the correct items are selected. Compare the quantities and values in the credit memo or invoice.

If you change the default quantity or value, the system carries out a quantity or price check for both delivery items and returns items. The checks for returns items are the same as for delivery item checks. Returns items are not, however, blocked.

For more information, see [Invoice with Variances \[Seite 103\]](#).
6. Post the credit memo or invoice.

Posting Returns

Use

Account postings for returns are made according to the same program logic as those for delivery items:

In the case of a delivery for a returns item, the material returned is deducted from the stock account. The offsetting entry is posted to a GR/IR clearing account. When you post the credit memo, the GR/IR clearing account is cleared. The offsetting entry is posted to the vendor account.

If price variances occur for a returns order, they are posted in the same way as quantity and price variances for delivery items.

Taxes are also handled in the same way for returns and delivery items.

See also:

[Posting Taxes \[Seite 91\]](#)

[Important Accounts for Invoice Verification \[Seite 79\]](#)

[Posting Quantity Variances \[Seite 107\]](#)

[Posting Price Variances \[Seite 109\]](#)

Invoices Received via EDI (MM-IV)

Invoices Received via EDI (MM-IV)

Purpose

Information can be transferred between different companies using EDI. This enables a vendor to transfer invoice information electronically instead of in the form of a printed paper invoice. This has the following advantages:

- Fast data transfer
- Prevention of input errors when manually entering invoices

An IDoc is generated for each invoice. The system posts an invoice using the data in this IDoc. To do this, the invoice must be consistent and must not cause any error messages in the system.

For more information, see [IDoc Interface / Electronic Data Interchange \[Extern\]](#).

Prerequisites

Application Component

You must maintain the following settings in Customizing:

Function	Setting in Customizing for Invoice Verification
Which company code is the invoice to be posted in?	<i>Invoice Verification → EDI → Allocate Company Code</i>
Which tax codes is the system to use to post the tax information transferred by the vendor?	<i>Invoice Verification → EDI → Allocate Tax Codes</i>
Which document type is the system to use to post the invoice? How is the system to react to differences between the invoice quantities and values and the quantities and values determined on the basis of the purchase order and purchase order history	<i>Invoice Verification → EDI → Enter Program Parameters</i>

IDoc Interface

You maintain the following settings for the IDoc interface:

Field	Value
Message type	INVOIC
IDoc type	INVOIC01
Process codes	INVM: Conventional Invoice Verification INVL: Logistics Invoice Verification

Process Flow

When processing an IDoc invoice, the system proceeds as follows:

1. It determines the invoicing party.
2. It reads the data in the Customizing tables listed above.
3. It creates the invoice.

Result

If it can, the system posts an invoice document for each IDoc.

If the system cannot post the invoice, it gives the IDoc the appropriate error status. You must then process the IDoc manually.

See also:

[Inbound Processing of IDocs Received \[Seite 216\]](#)

[Goods Receipt Determination \[Seite 220\]](#)

[Processing EDI Invoices \[Seite 223\]](#)

Inbound Processing of IDocs Received

Inbound Processing of IDocs Received

Use

The system creates an invoice.

The following table lists the most important data for posting the invoice document:

Segment	Field	Qualifier	Remark	SAP field	Description
E1EDK01	CURCY		Conversion to SAP currency	RBKP-WAERS	Currency key
E1EDK01	BSART		Invoice (=INVO) Credit memo (=CRME)	RBKP-XRECH	Indicator: post invoice
E1EDKA1	PARTN	PARVW 'LF' or 'RS'	1. Priority	RBKP-LIFNR	Invoicing party
E1EDKA1	LIFNR	PARVW 'LF' or 'RS'	2. Priority	RBKP-LIFNR	Invoicing party
E1EDKA1	PARTN, NAME1	PARVW 'RE'	Convert using T076B	RBKP-BUKRS	Company code
E1EDK02	BELNR	QUALF '009'		RBKP-XBLNR	Reference document number
E1EDK03	DATUM	IDDAT '012'		RBKP-BLDAT	Document date
E1EDK03	DATUM	IDDAT '024'		RBKP-ZFBDT	Baseline date for payment
E1EDK04	MWSKZ MSATZ		Convert using T076M	RBTX-MWSKZ	Tax code
E1EDK04	MWSBT			RBTX-WMWST	Tax amount in document currency
E1EDK18	PRZNT	QUALF '001'		RBKP-ZBD1P	Cash discount percentage 1
E1EDK18	TAGE	QUALF '001'		RBKP-ZBD1T	Cash discount days 1
E1EDK18	PRZNT	QUALF '002'		RBKP-ZBD2P	Cash discount percentage 2
E1EDK18	TAGE	QUALF '002'		RBKP-ZBD2T	Cash discount days 2
E1EDK18	TAGE	QUALF '003'		RBKP-ZBD3T	Deadline for net conditions

Inbound Processing of IDocs Received

E1EDKT2	TDLINE			RBKP-BKTX	Document header text
E1EDP01	MENEE		For the consistency check		
E1EDP01	MENGE			RSEG-MENGE	Quantity
E1EDP02	BELNR	QUALF '001'		RSEG-EBELN	Purchase order number
E1EDP02	ZEILE	QUALF '001'		RSEG-EBELP	Purchasing document item number
E1EDP02	BELNR	QUALF '016'	Use this delivery note number to find the goods receipt	RSEG-LFBNR RSEG-LFGJA RSEG-LFPOS	Document number/fiscal year/reference document item
E1EDP04	MWSKZ		Convert using T076M	RSEG-MWSKZ	Tax code
E1EDP26	BETR	QUALF '003'	1. Priority	RSEG-WRBTR	Amount in document currency
E1EDP26	BETR	QUALF '005'	2. Priority	RSEG-WRBTR	Amount in document currency
E1EDS01	SUMME	SUMID '011'	1. Priority	RBKP-RMWW	Gross invoice amount in document currency
E1EDS01	SUMME	SUMID '010'	2. Priority	RBKP-RMWW	Gross invoice amount in document currency

Prerequisites

The following information is mandatory for processing the IDoc:

- Purchase order number
- Purchase order item
- Vendor number
- Company code
- Tax code
- Amounts


If the system cannot determine this information, it cannot process the IDoc. For further information, see [Processing EDI Invoices \[Seite 223\]](#) manually.

Inbound Processing of IDocs Received

Features

- **Determining the Vendor Number**

The system first determines an IDoc segment of type **E1EDKA1** using the qualifier (*E1EDKA1-PARVW*) *LF* (vendor) or *RS* (invoicing party). Then it determines the IDoc data in the following order of priority:

1.	The vendor specifies the number used for the vendor's company within your company The system uses the content of the field <i>Partner number</i> (<i>E1EDKA1-PARTN</i>) to search for a vendor number.
2.	The vendor specifies the number used for your company within the vendor's company The system searches for a vendor number that has the contents of the field <i>E1EDKA1-LIFNR</i> in the field <i>Our account number with the vendor</i> (<i>LFB1-EIKTO</i>).  More than one vendor could have maintained the same number for your company, so the vendor number is only adopted here when the system can clearly determine it.

- **Determining the Company Code Number**

The system first determines an IDoc segment of type **E1EDKA1** using the qualifier (*E1EDKA1-PARVW*) *RE* (invoice recipient). Then it determines the company code using table T076B in the following order of priority:

1.	The system uses the content of the field <i>Partner number</i> (<i>E1EDKA1-PARTN</i>) to search for the company code.
2.	The system uses the content of the field <i>Description</i> (<i>E1EDKA1-PARTN</i>) to search for the company code.



In Customizing for Invoice Verification, you configure the company code to be posted to for each partner number.

You specify the customer number from the sending system as the company code name in the invoice. As an alternative to the customer number, you can enter the customer name.

- **Determining the Tax Code**

The system uses table T076 M to convert the tax code from the IDoc segment of type **E1EDK04** (header) and type **E1EDP04** (items).

The system uses the following order of priority to determine the IDoc data:

1.	Tax type and tax rate in the IDoc, country of the company code
2.	Tax type is 'VAT', tax rate in the IDoc, country of the company code
3.	Tax type and tax rate in the IDoc, country not defined
4.	Tax type is 'VAT', tax rate in the IDoc, country not defined

Inbound Processing of IDocs Received



In Customizing for Logistics Invoice Verification, you configure for each partner which tax types and tax rates in transferred IDocs correspond to which tax codes in your system. You can configure this to depend on the country of the company code.



The entries for the tax rate in the system should have the same syntax as the tax code transmitted in the IDoc.



You can use customer exit EXIT_SAPLMRMH_011 (enhancement MRMH0002) to determine the vendor number, the company code and the tax code in a different way. For further information, see *Customizing for Invoice Verification → Logistics Invoice Verification → Develop Enhancements for Invoice Verification*.

- **Delivery Note Allocation**

The vendor transmits an invoice in the form of an IDoc. This invoice contains a delivery note number in IDoc segment E1EDP02 (Qualifier16) but no information on the purchase order numbers or purchase order items. The system can determine the purchase order numbers and purchase order items using the delivery note number provided.

The following restrictions apply:

- The delivery note number used must exist only once for a vendor.
- If a delivery note contains more than one item, the same material number, EAN material or vendor's material number must occur only once.

If these conditions are not met, the system cannot process the IDoc.

- **Processing Returns Items**

You can process returns items at EDI invoice receipt. The following conditions must be met:

All delivery items must be either invoice items or credit memo items in a single invoice or credit memo.

- If all the delivery items are invoice items, all the returns items must be credit memo items.
- If all the delivery items are credit memo items, all the returns items must be invoice items.

If these conditions are not met, the system cannot process the IDoc.

Goods Receipt Determination

Goods Receipt Determination

Use

With **goods-receipt-based Invoice Verification**, you match up the invoice items to a goods receipt using the delivery note number. The information is transmitted in an IDoc segment of type **E1EDP02**, field **BELNR**.

If there is a delivery note number in the IDoc, the system uses this number to look for a corresponding goods receipt in the purchase order history. **If it cannot find a goods receipt, the system cannot process the IDoc.**

Possible reasons for not finding the goods receipt include:

- Delivery note number in the IDoc is incorrect
- Delivery note number was entered incorrectly at the time of goods receipt
- Goods receipt is not yet entered in the system (possibly already delivered though)

Features

We recommend that you work with goods-receipt-based Invoice Verification with delivery note numbers, so that you can match up the invoice correctly.

If there is no delivery note number in the IDoc, the system looks for one or more suitable goods receipts in the following order of priority:

Priority	System function	Result
1.	The system looks for open goods receipts referring to the purchase order item.	The system calculates the open quantity of a goods receipt as the <i>delivered quantity - quantity already invoiced</i> . If the system cannot find an open goods receipt, it cannot process the invoice.
2.	The system distributes the invoice quantity among the open goods receipts:	The system selects any open goods receipt. If the open quantity of the goods receipt is larger than or equal to the invoice quantity, the goods receipt is adopted with the invoice quantity. If the open quantity of the goods receipt is smaller than the invoice quantity, the goods receipt is adopted. The system distributes the remaining invoice quantity in the same way among the other open goods receipts.

Goods Receipt Determination

3.	The system distributes the remainder of the invoice quantity to any goods receipt.	<p>If the system cannot distribute the total invoice quantity, it chooses any goods receipt. The system allocates the remaining quantity to this goods receipt, if the total quantity allocated in this way does not exceed the purchase order quantity.</p> <p>Otherwise, the goods receipt is filled up as far as the purchase order quantity and the remaining quantity is distributed in the same way among the other goods receipts.</p>
4.	The system allocates the remainder of the invoice quantity to any goods receipt.	On the other hand, if the system cannot distribute the total invoice quantity, it allocates the remaining quantity to any goods receipt.
5.	The system allocates the amount to the goods receipts according to the quantity.	



Goods Receipt Determination for EDI Invoices

Goods Receipt Determination

PO quantity: 100 pieces
 Goods-receipt-based Invoice Verification is defined.
 The PO item is specified in the IDoc without a delivery note number.
 The following goods receipts have already been invoiced.

PO history

Goods receipt	Delivered quantity	Invoiced quantity	Open quantity
1	10	10	0
2	20	10	10
3	30	0	30

Example 1: Invoice quantity 25

The system searches for a goods receipt with an open quantity.

If it selects the second goods receipt there are still 15 pieces for the third goods receipt.

Goods receipt	Open quantity	Option 1
2	10	10
3	30	15

If it selects the third goods receipt it allocates the total invoice quantity to it.

Goods receipt	Open quantity	Option 2
3	30	25
2	10	0

Example 2: Invoice quantity 50

The system distributes the quantity that is still open (40) between the second and third goods receipts and the remaining 10 to either goods receipt.

Goods receipt	Open quantity	Option 1	Option 2
2	10	10	20
3	30	40	30

Processing EDI Invoices

Use

When processing EDI invoices, the system tries to post an invoice document. It uses the purchase order history to determine the quantity to be invoiced and the value to be invoiced for the purchase order item received (proposed quantity and proposed value):

- If the invoice quantity is less than the proposed quantity or the invoice value is less than the proposed value, the invoice document is posted using the invoice data.
- If the invoice quantity is larger than the proposed quantity or the invoice value is greater than the proposed value, the way that the system reacts depends on the settings in Customizing.

Prerequisites

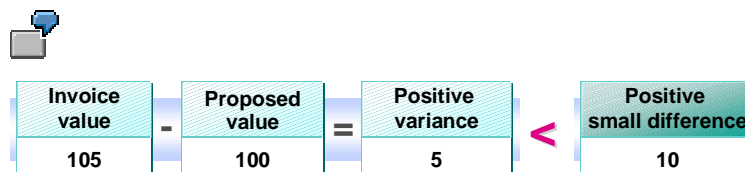
In Customizing for Invoice Verification, you specify how the system is to process variances between the values that it determines and the values in the EDI invoice.

Menu path in the Implementation Guide (IMG): *Logistics Invoice Verification* → *EDI* → [Enter Program Parameters \[Extern\]](#).

Features

You can choose from the following types of processing:

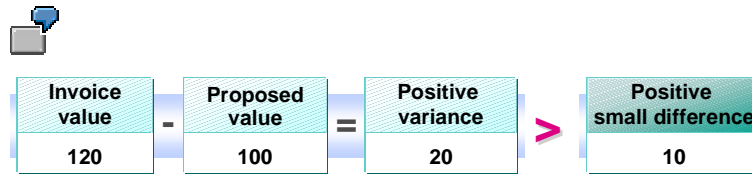
- The system posts the invoice document using the data in the EDI invoice. If the invoice contains quantity or price variances, the system blocks it for payment.
- The invoice document is parked if the EDI invoice is in favor of the vendor. The proposed values that the system determined and the values in the EDI invoice are saved. The items that contain variances are saved as unclarified errors – you have to process them manually on the *Invoice Overview*.
- The invoice document is posted using the proposed values that the system determined. The EDI invoice is reduced by the total of the variances.
- Depending on the small differences limit in the vendor-specific tolerances, the invoice document is created as follows:
 - If the total of the positive differences in the invoice items is smaller than the positive small difference tolerance limit, the invoice is posted with price variances, but the system blocks it for payment.



The vendor asks for 5 more than expected in the transmitted invoice. This positive variance falls in the range of the positive small difference limit for the vendor. To prevent time-consuming manual processing, this invoice is posted with price variances, but the system blocks it for payment.

Processing EDI Invoices

- If the total of the positive differences in the invoice items is greater than the positive small difference tolerance limit, the invoice is parked as containing unclarified errors and must be processed manually.



The vendor asks for \$20 more than expected in the transmitted invoice. This positive variance falls outside the range of the positive small difference limit for the vendor. The invoice is parked using the proposed values and the invoice values. When you manually process the invoice, you can contact the vendor and clarify the reasons.



The same applies to negative small differences.

- The invoice document is verified according to the tolerances used in online verification.

Activities

Manually Processing Parked Invoices

If an invoice is parked on the basis of the settings in Customizing, you have to process the invoice manually.

1. Choose *Logistics Invoice Verification* → *Further Processing* → *Invoice Overview*.

The *Invoice Overview* screen appears.

2. Enter data as required. Select the following fields:

- *Invoices with errors* in the screen area *Invoice status*
- *EDI* in the screen area *Entry*
- *Contains unclarified errors* in the screen area *Select invoices containing errors*

3. Choose  *Display*.

The system displays the invoice documents that were entered via EDI and contain unclarified errors.

See also:

[Invoice Overview \[Seite 69\]](#)

[Entering Quantity or Price Differences \[Seite 38\]](#)

Archiving Invoice Documents

Use

In Logistics Invoice Verification, you can archive invoice documents.

The central archiving tool from SAP is used for this. For more information about Archiving, see component *BC - Archiving Application Data*, [Archiving in Invoice Verification \(MM-IV\) \[Extern\]](#).

In the standard system, archiving object **MM_REBEL** is defined for invoice documents.

Activities

The following archiving functions are available:

Create Archive

Depending on the status of an invoice document, you can use various selection criteria to create archive documents from invoices.

Choose *Logistics Invoice Verification* → *Further Processing* → *Archive* → *Create Archive*.

Delete Documents

Depending on the status of the archive file, you can delete invoice documents.

Choose *Logistics Invoice Verification* → *Further Processing* → *Archive* → *Delete Documents*.

Display Archived Documents

When you archive invoice documents, the system creates indices and short documents that enable faster access to the archived invoice documents that you are searching for. If you are searching for an invoice document, you specify only the associated short document and the system uses the indices to access the archive.

In addition, you can define your own selection options, for example, you can display invoice documents for a certain vendor.

Choose *Logistics Invoice Verification* → *Further Processing* → *Archive* → *Display Archive Document*.

For more information, see the relevant report documentation.



You differentiate between this database-based archiving method and document storage with *SAP ArchiveLink*. For more information about *SAP ArchiveLink*, see [SAP ArchiveLink – MM Storage Scenarios \[Extern\]](#) and [Archiving in Logistics Invoice Verification \(MM-IV\) \[Extern\]](#).

Archiving Documents

Archiving Documents

Use

In Invoice Verification, you can store inbound and outbound documents in external storage systems using *SAP ArchiveLink*.

The scanned documents are stored in an external storage system and linked to the relevant R/3 documents. You can display the stored documents from the display of the R/3 documents.

See also:

[SAP ArchiveLink – MM Storage Scenarios \[Extern\]](#)

[Archiving in Logistics Invoice Verification \(MM-IV\) \[Extern\]](#)