

Work Instruction

Using Alternate Payee Address

FB60, MIRO

When to Use

Use this procedure to re-direct vendor payment to an alternate address (i.e. to a departmental address or to the attention of a specific individual of an external vendor) when processing an Accounts Payable Invoice or Purchase Order Invoice Receipt. The payment is still recorded in the regular vendor account.



The **Alternate Payee Address** function should not be used in recurring entry documents.

The additional functionality section of this document provides instructions for:

- Changing the Alternate Payee information after the document has been posted
- Displaying the Alternate Payee information for a document.

Helpful Hints

- The Alternate Payee Address function should be used in place of the OTA Vendor accounts when a vendor master record number exists.
- Prior to using the Alternate Payee Address function:
 - Ensure that the *Basic data* tab information has been completed as per standard invoice processing procedures.
 - For PO-related invoice receipt processing, enter a purchase order number in the **Purchase Order/scheduling agreement** field on the **PO Reference** Tab.
 - Click on the **Individual Payee** button to activate the alternate payee function.
 - Complete the *Address and Bank* data screen, indicating the address where the cheque should be re-directed.
 - Continue processing the invoice as per standard invoice procedure.
- Do not complete any of the **Bank** fields.

Detailed Procedure

1. Select one of the following:

If You Want to	Go To
Enter Alternate Payee Address information	Step 2
Change Alternate Payee Address information (after the document is posted)	Step 11
Display the Alternate Payee Address information for a document	Step 17


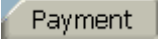
2. Ensure that the *Basic data* tab information has been completed as per standard invoice processing procedure:

<http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf>

For PO Invoice Receipt processing, enter a purchase order number in the *Purchase Order/scheduling agreement* field on the *PO Reference* tab.



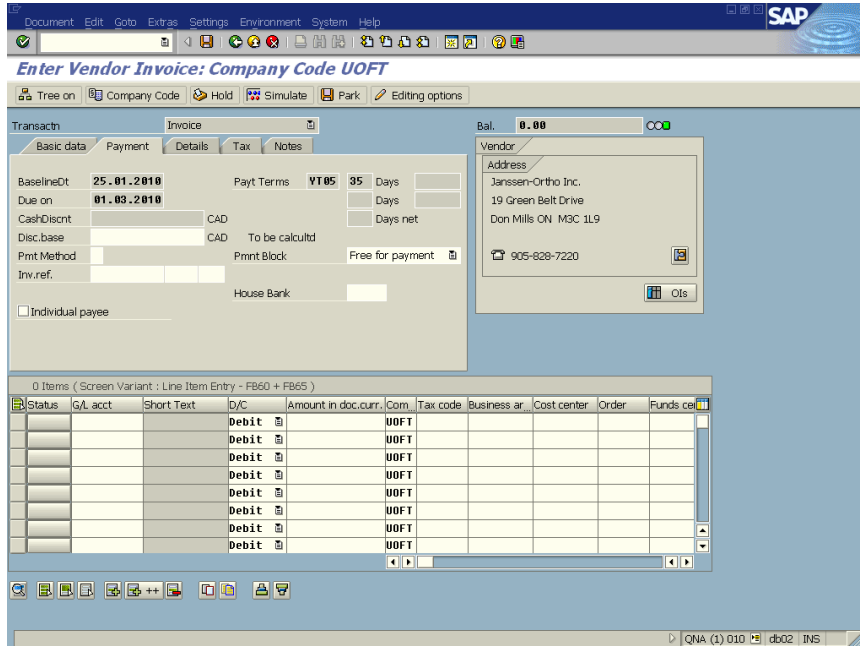
Reference Guide: Purchase Order: Enter Invoice (MIR0): <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>

3. Click  to validate the entry.
4. Click the  **Payment** tab.



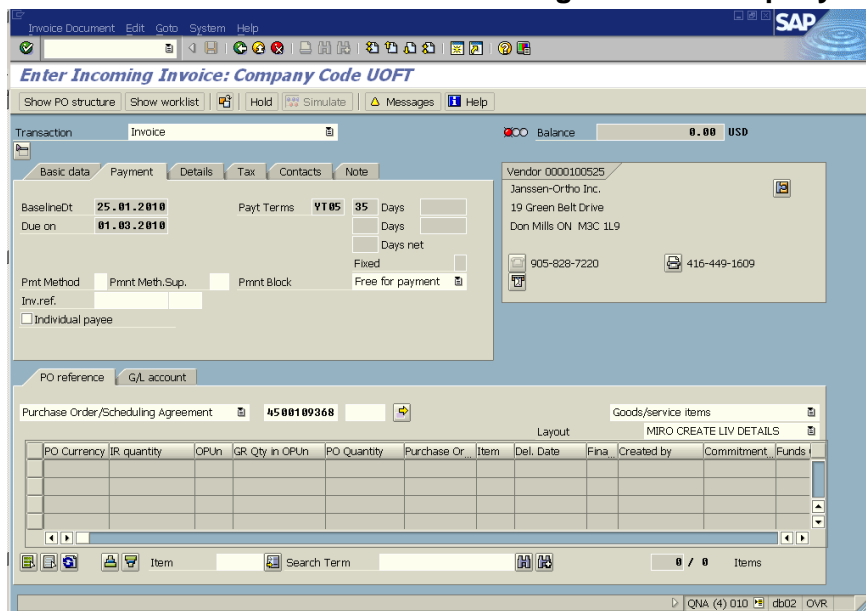
The following page illustrates the *Accounts Payable: Enter Invoice* and the *Purchase Order Related: Enter Incoming Invoice* SAP screens. The remainder of this document will use screenshots from the Accounts Payable transaction but the functionality remains the same for both.

Accounts Payable: Enter Vendor Invoice: Company Code UOFT



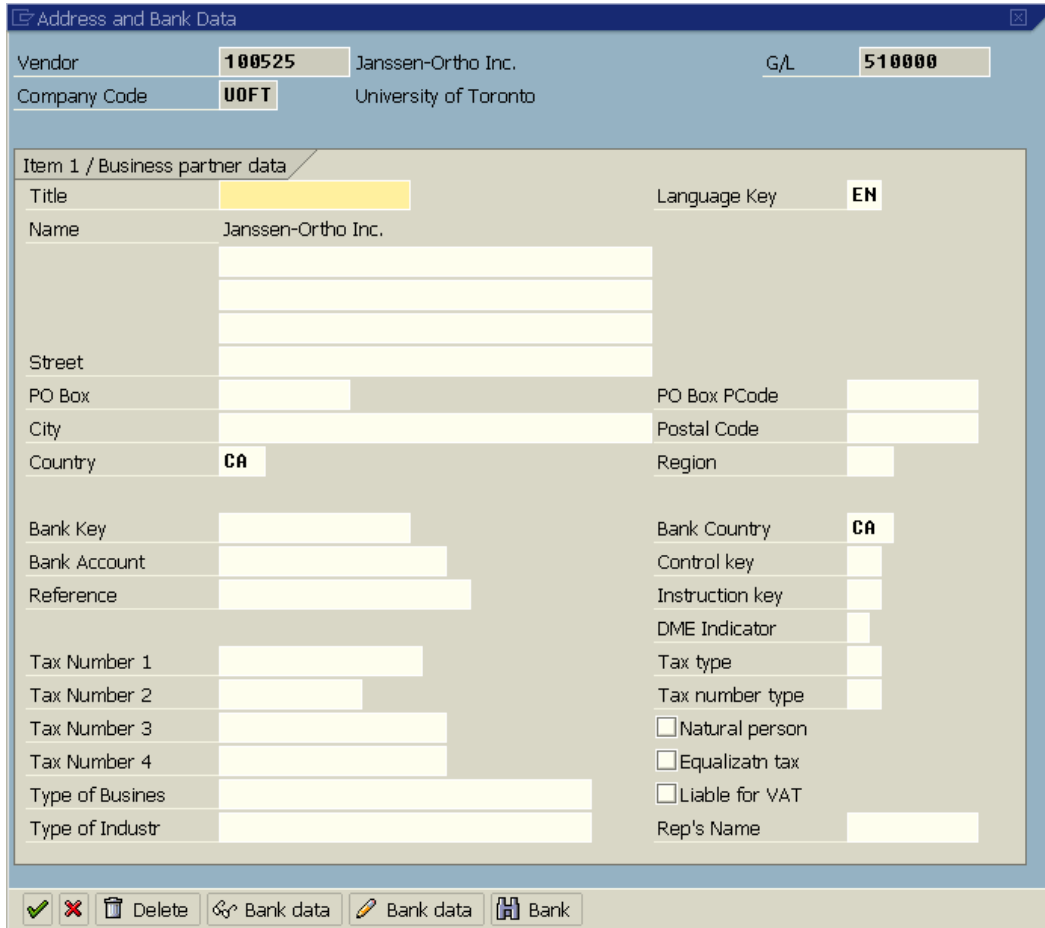
Accounts Payable: Enter Vendor Invoice (above) Versus Purchase Order Related: Enter Incoming Invoice (below)

Purchase Order Related: Enter Incoming Invoice: Company Code UOFT




5. Click the Individual payee indicator to open the alternate payee *Address and Bank Data* details screen.

Address and Bank Data





The **Alternate Payee Address** function should not be used in recurring entry documents.

6. Complete the following as required:

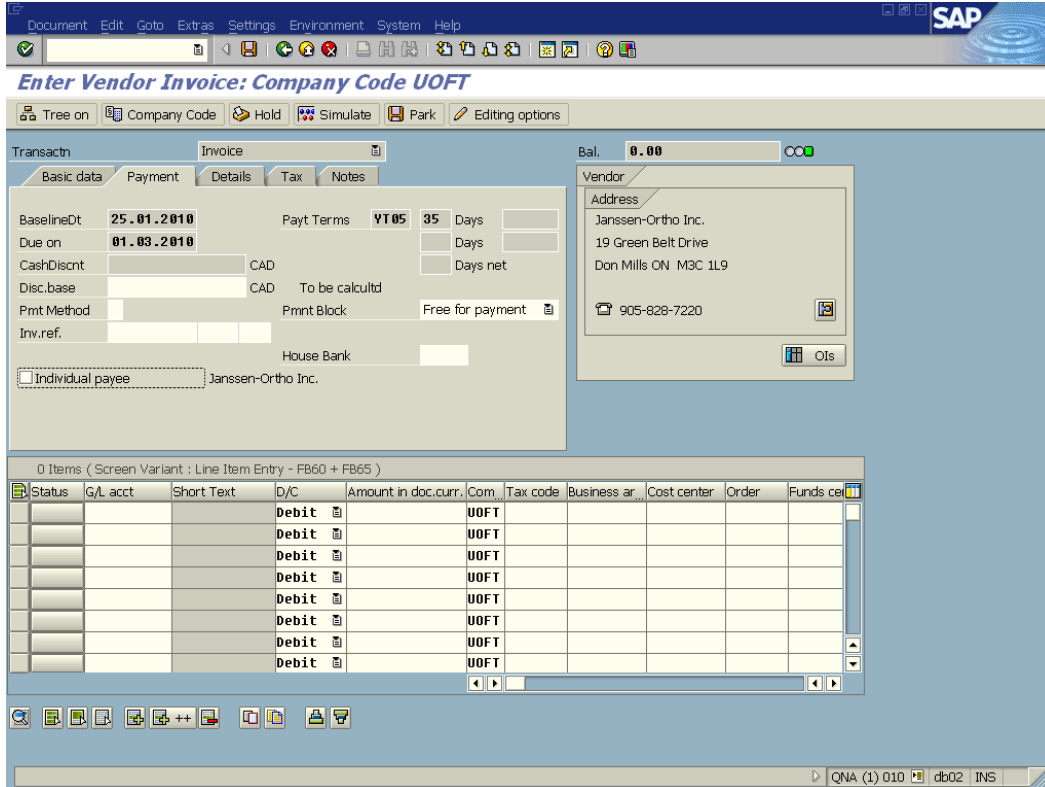
Field Name	Required/Optional/Conditional	Description
Name 1	Required	The name of account, vendor/customer to whom a cheque is made payable.  When using the alternate payee function, this field is locked.



Field Name	Required/Optional/Conditional	Description
Name 2	Required	The second line of a vendor/customer name record. This line does not appear on the payable line of a cheque but is used to redirect mail or provide attention details. Example: c/o Faculty of XXXX Example: Attn: John Smith
Street	Required	The street address where a vendor/customer resides. If a cheque is to be mailed to a UofT department, it is the street address of the department. Note: A cheque will <u>not</u> be produced without a street address unless P.O.Box, and PO box PCode fields are completed.
PO Box	Optional	The Post Office Box of a vendor/customer. Only complete in combination with the PO box PCode field. Overrides the content of the street field.
PO Box PCode	Optional	The Postal Code associated with a P.O. Box for a vendor/customer. Only complete in combination with the P.O.Box field.
City	Required	City where a vendor/customer resides. A cheque will <u>not</u> be produced without a city specified. If a cheque is to be mailed to a UOFT department, enter UOFT. This will result in the cheque being forwarded through Campus Mail instead of Canada Post.
Postal Code	Optional	Posts the document and provides a document number. Record document number on original document and file.
Country	Required	The country of a vendor/customer. The code must reflect the country to where the cheque is forwarded (the default can be changed). For 990001, 990003, 990xxx and 990004, defaults to CA - Canada. For 990002, it defaults to US - United States. If a cheque is to be mailed to a UOFT department, use CA.
Region	Optional	A two-digit key used as part of an address. A region code identifies a geographic area within a country. Note: A Canadian region code identifies a province. An American region code identifies a state.

7. Click  to verify the address data and return to the main *Enter Vendor Invoice* screen.

Enter Vendor Invoice: Company Code UOFT



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code UOFT

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

BaselineDt 25.01.2010 Payt Terms YT05 35 Days
Due on 01.03.2010
CashDiscnt CAD
Disc.base CAD To be calculd
Pmt Method Pmnt Block Free for payment
Inv.ref.
House Bank
 Individual payee Janssen-Ortho Inc.

Vendor Address
Janssen-Ortho Inc.
19 Green Belt Drive
Don Mills ON M3C 1L9
905-828-7220

0 Items (Screen Variant : Line Item Entry - FB60 + FB65)

Status	G/L acct	Short Text	D/C	Amount in doc.curr.	Com	Tax code	Business ar...	Cost center	Order	Funds cel
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					
			Debit		UOFT					


QNA (1) 010 db02 INS



When the alternate payee address function is active, the name of the Payee will appear to the right of the **Individual payee** field. The presence of the vendor name indicates that the


Individual payee field is active. **Note: The checkbox will be blank** .

To Review/Change the Alternate Payee Address information at any time prior to posting.

8. Click the **Individual payee** checkbox to open the *Address and Bank Data* screen.
9. Change the address details where necessary.
10. Click  when complete to return to the main *Enter Vendor Invoice* screen.

Additional Functionality

Select one of the following:

If You Want to	Go To
Change Alternate Payee Address information (after the document has been posted)  This procedure can only be used if a cheque has <u>not</u> been generated.	Step 11
Display the Alternate Payee Address information for a document	Step 17

11. Change Alternate Payee Address information (after the document has been posted).

Open the invoice document using the **Document Change** process.



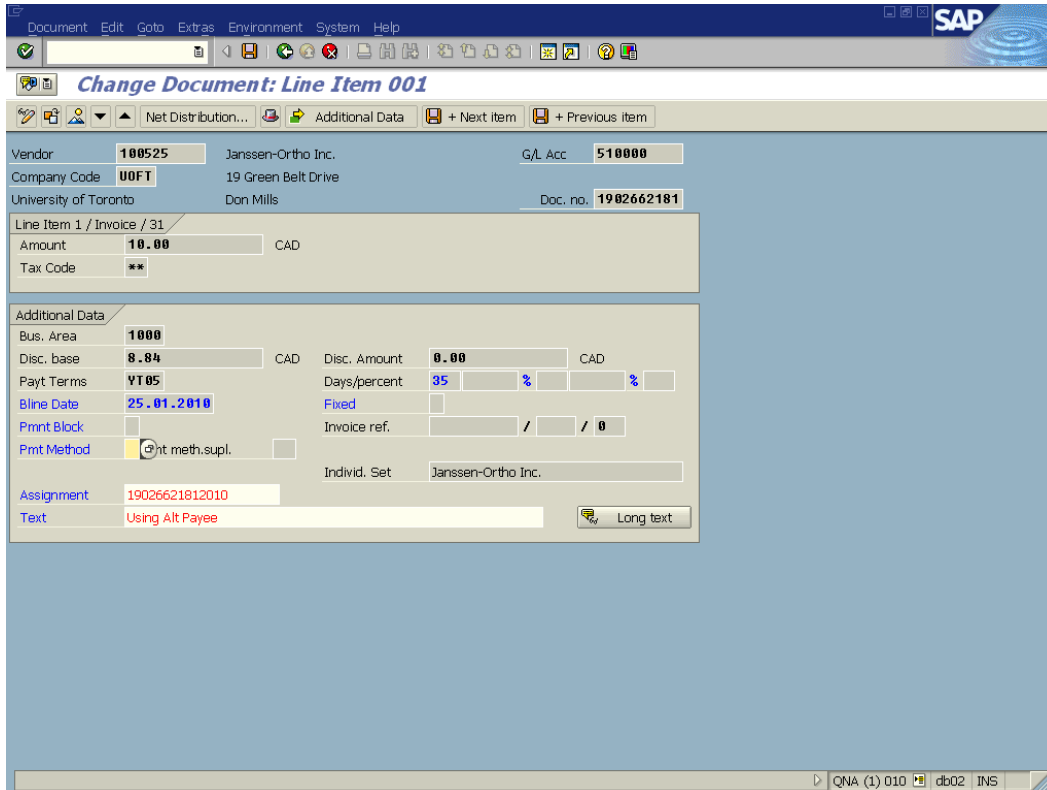
Reference Guide: Document Change: <http://finance.utoronto.ca/wp-content/uploads/2015/11/docchgje.pdf>



To change a purchase order related invoice, the 51xxxxxxx document number is required. For the steps to obtain a PO Invoice Receipt document number, see the Create Invoice (purchase order related) reference guide: <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>

12. Double-click the *Vendor Line Item* from the *Document Overview – Change* screen.

Change Document: Line Item 001



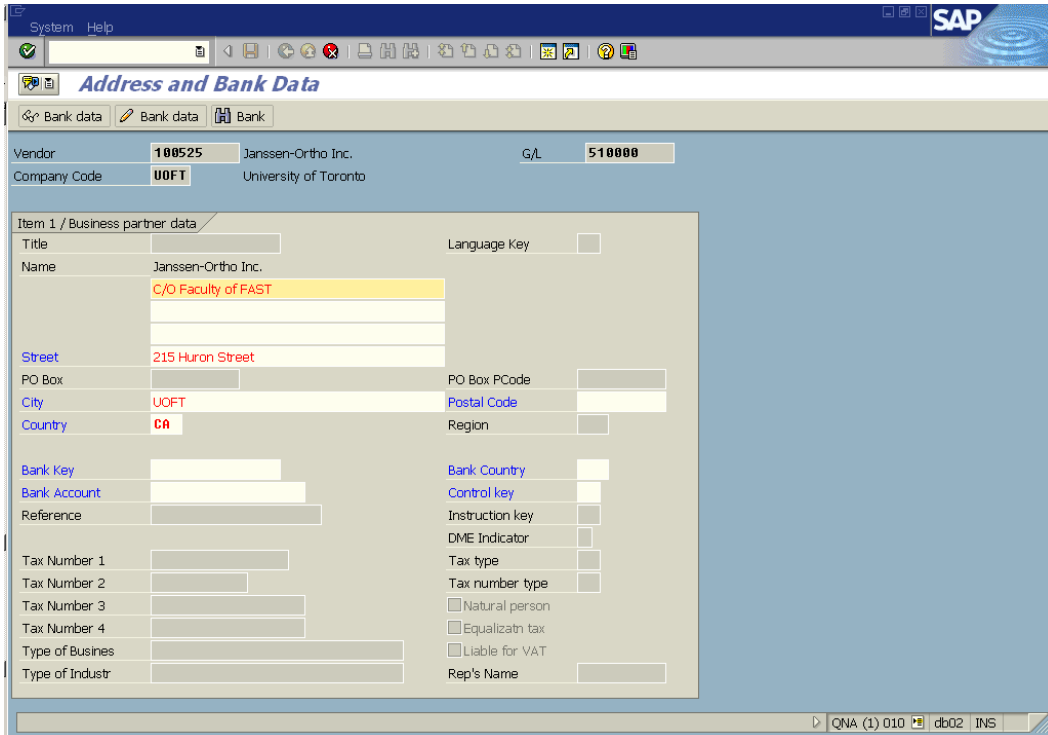
The screenshot shows the SAP 'Change Document: Line Item 001' interface. The window title is 'Change Document: Line Item 001'. The main content area is divided into several sections:

- Vendor Information:** Vendor 100525 (Janssen-Ortho Inc.), Company Code UOFT, University of Toronto, Don Mills. G/L Acc 510000. Doc. no. 1902662181.
- Line Item 1 / Invoice / 31:** Amount 10.00 CAD, Tax Code **.
- Additional Data:**
 - Bus. Area 1000
 - Disc. base 8.84 CAD, Disc. Amount 0.00 CAD
 - Payt Terms YT05, Days/percent 35 %
 - Bline Date 25.01.2010, Fixed
 - Pmnt Block, Invoice ref. / / 0
 - Pmt Method (Int meth.spl.), Individ. Set Janssen-Ortho Inc.
 - Assignment 19026621812010
 - Text Using Alt Payee



The bottom status bar shows 'QNA (1) 010 db02 INS'.

13. Select **Extras** → **Alternative Payee** from the menu to open the *Address and Bank Data* screen.


Address and Bank Data



The screenshot shows the SAP 'Address and Bank Data' screen for Vendor 100525 (Janssen-Ortho Inc.). The company code is UOFT and the G/L is 510000. The address is 215 Huron Street, UOFT, CA. The screen includes fields for Title, Name, Street, PO Box, City, Country, Bank Key, Bank Account, Reference, Tax Numbers, and various checkboxes for tax and VAT status.

14. Change the address details where necessary.
15. Click  to return to the *Change Document Line Item* screen.
16. Click  to save the changes.



The system displays the message,  "Changes have been saved"

17. Display the Alternate Payee Address information.
 Open the invoice document using the **Document Display** process.



Reference Guide: Document Display (FB03): <http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf>

18. Double-click the vendor line item from the *Document Overview – Display* screen.

Display Document: Line Item 001

Document Edit Goto Extras Environment System Help **SAP**

Display Document: Line Item 001

Additional Data

Vendor: **100525** Janssen-Ortho Inc. G/L Acc: **510000**
 Company Code: **UOFT** 19 Green Belt Drive
 University of Toronto Don Mills Doc. no.: **1902662181**

Line Item 1 / Invoice / 31
 Amount: **10.00** CAD
 Tax Code: ******

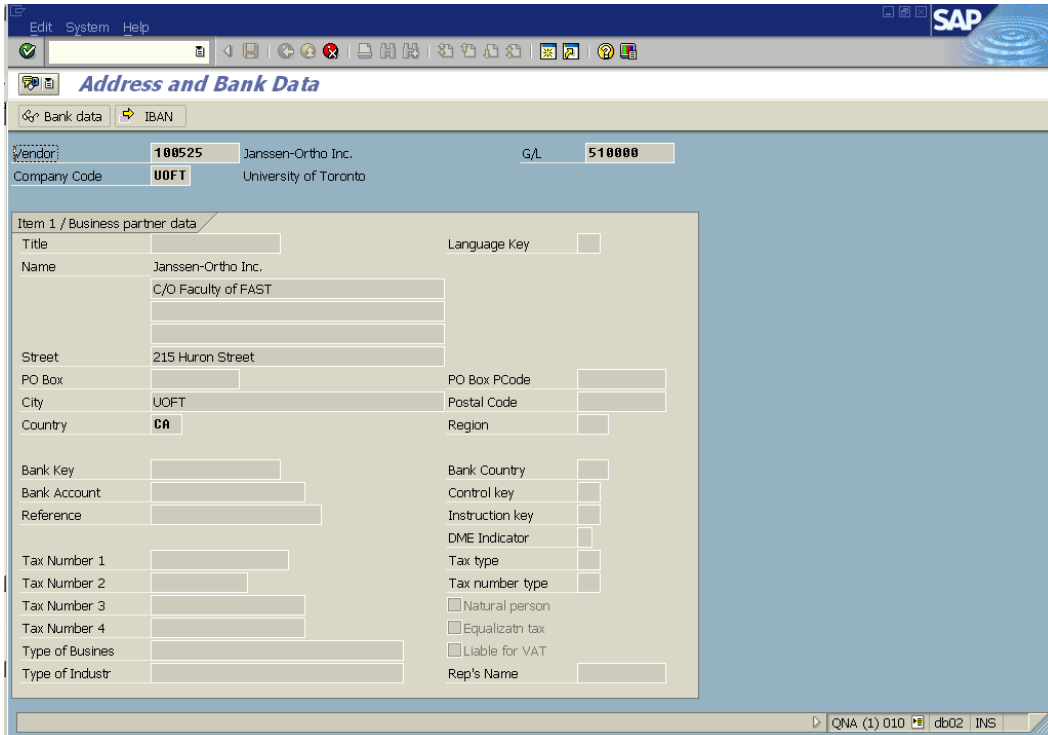
Additional Data
 Bus. Area: **1000**
 Disc. base: **8.84** CAD Disc. Amount: **0.00** CAD
 Payt Terms: **Y705** Days/percent: **35 0.000 % 0 0.000 % 0**
 Bline Date: **25.01.2010** Fixed:
 Pmnt Block: Invoice ref.: / /
 Pmt Method: Pmt meth.sopl. Individ. Set: Janssen-Ortho Inc.

Assignment: **19026621812010**
 Text: Using Alt Payee

QNA (1) 010 db02 INS

19. Select **Extras** → **Alternative Payee** from the menu to open the *Address and Bank Data* details

Address and Bank Data



The screenshot shows the SAP 'Address and Bank Data' screen for vendor 100525, Janssen-Ortho Inc. The screen is divided into several sections:

- Vendor Information:** Vendor: 100525, Janssen-Ortho Inc., G/L: 510000. Company Code: UOFT, University of Toronto.
- Item 1 / Business partner data:**
 - Title: [Empty]
 - Name: Janssen-Ortho Inc., C/O Faculty of FAST
 - Street: 215 Huron Street
 - PO Box: [Empty], PO Box PCode: [Empty]
 - City: UOFT, Postal Code: [Empty]
 - Country: CA, Region: [Empty]
 - Bank Key: [Empty], Bank Country: [Empty]
 - Bank Account: [Empty], Control key: [Empty]
 - Reference: [Empty], Instruction key: [Empty]
 - Tax Number 1-4: [Empty]
 - Tax type: [Empty]
 - Tax number type: [Empty]
 - Type of Business: [Empty]
 - Type of Industr: [Empty]
 - Rep's Name: [Empty]

20. Click  to return to the *Display Document Line Item* screen.

21. Click  to return to the *Document Overview – Display* screen.

Resource Information:



Contact your FAST team representative for additional assistance using this function.
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

Invoice Create (FB60): <http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf>

Document Change (FB02): <http://finance.utoronto.ca/wp-content/uploads/2015/11/docchngje.pdf>

Document Display (FB03): <http://finance.utoronto.ca/wp-content/uploads/2015/11/docdisplayje.pdf>

Purchase Order: Invoice Verification (MIR0):

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdf>