

Work Instruction

Remove a Payment Block

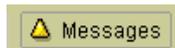
When to Use

When a vendor payment is processed against a purchase order and the invoice is more than 10% above the original purchase order price, the system automatically places a block on the payment document (the 51XXXXXXXX document). The payment block takes place when the price change occurs directly on the purchase order line item. If the price change is accounted for by using the G/L account tab, an automatic block does not take place. For a cheque to be produced, the payment block must be removed.

Steps

1. Identify if a block has been placed.

The user is notified of a payment block at the time of posting. Although the balance is 0.00, there is a yellow light presented beside the balance and there is a Messages icon displayed.

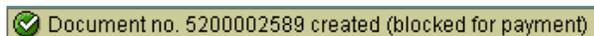


When the Messages icon is selected, a message indicating the amount of the difference is indicated.



| Typ | Message text | LText | Item | Origin |
|-----|---|-------|------|--------------|
| ⚠ | Price too high (tolerance limit of 500.00 CAD exceeded) | ? | 1 | Amount check |

Further, when the document is saved, a message is displayed beside the document number that the document has been blocked for payment.



Removing a Payment Block may be performed at the time of posting through Purchasing or afterwards through Accounts Payable.

2. Remove the block - 2 methods.

- In purchasing at the time of posting.
- In accounts payable after posting.

Detailed Procedures

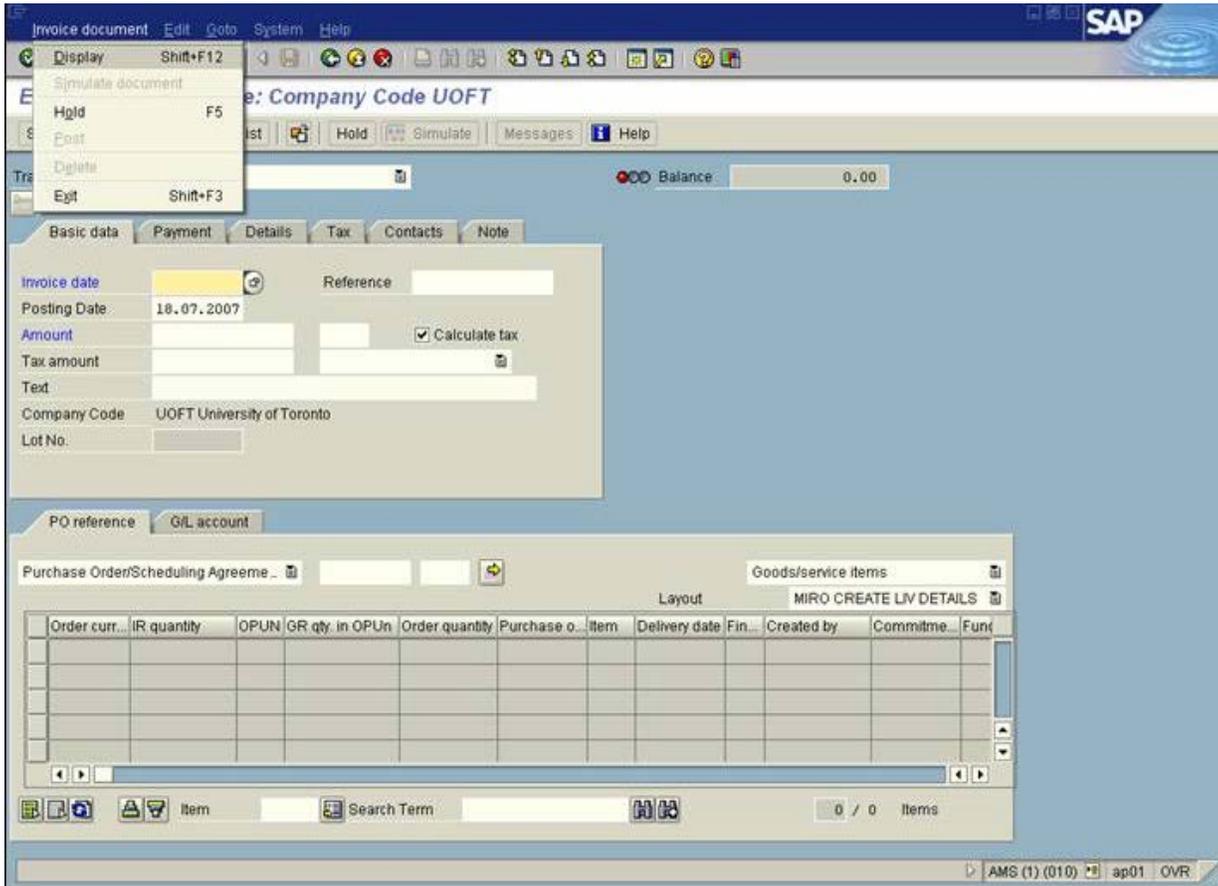
Access the transaction using:

Method 1 - Removing a Payment Block in Purchasing at the time of Posting

| | |
|-------------------------|---|
| Menu | Logistics >> Material management >> Purchasing >> Purchase Order >> Follow-on Functions >> Logistics Invoice Verification >> EnterInvoice |
| Transaction code | MIRO |

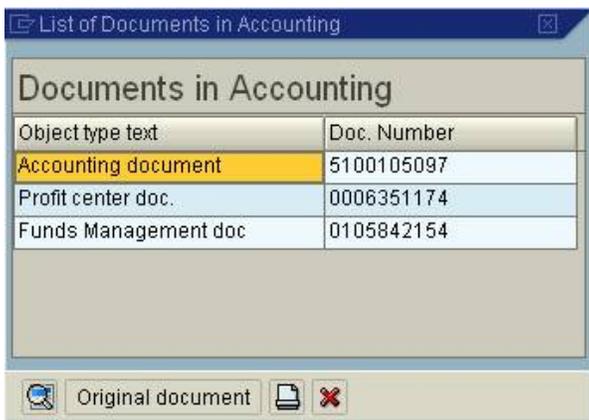
Step 1

To remove a block at the time of posting, you must access the payment document (51XXXXXXX) immediately after completing the posting. Click on Invoice document >> Display



The document you just posted will be displayed. Click on **Follow-on documents** documents.

A pop-up box listing the accompanying (system created documents) is displayed.



Click on Accounting document. The invoice document will be displayed.

Document Overview - Display

Doc.type : RW (RW:P0 Invoice receipt) Normal document

Doc. Number 5100105097 Company code UOFT Fiscal year 2003
 Doc. date 12.12.2002 Posting date 07.02.2003 Period 10
 Calculate Tax
 Ref.doc. 115739 VINCARD
 Doc.currency CAD

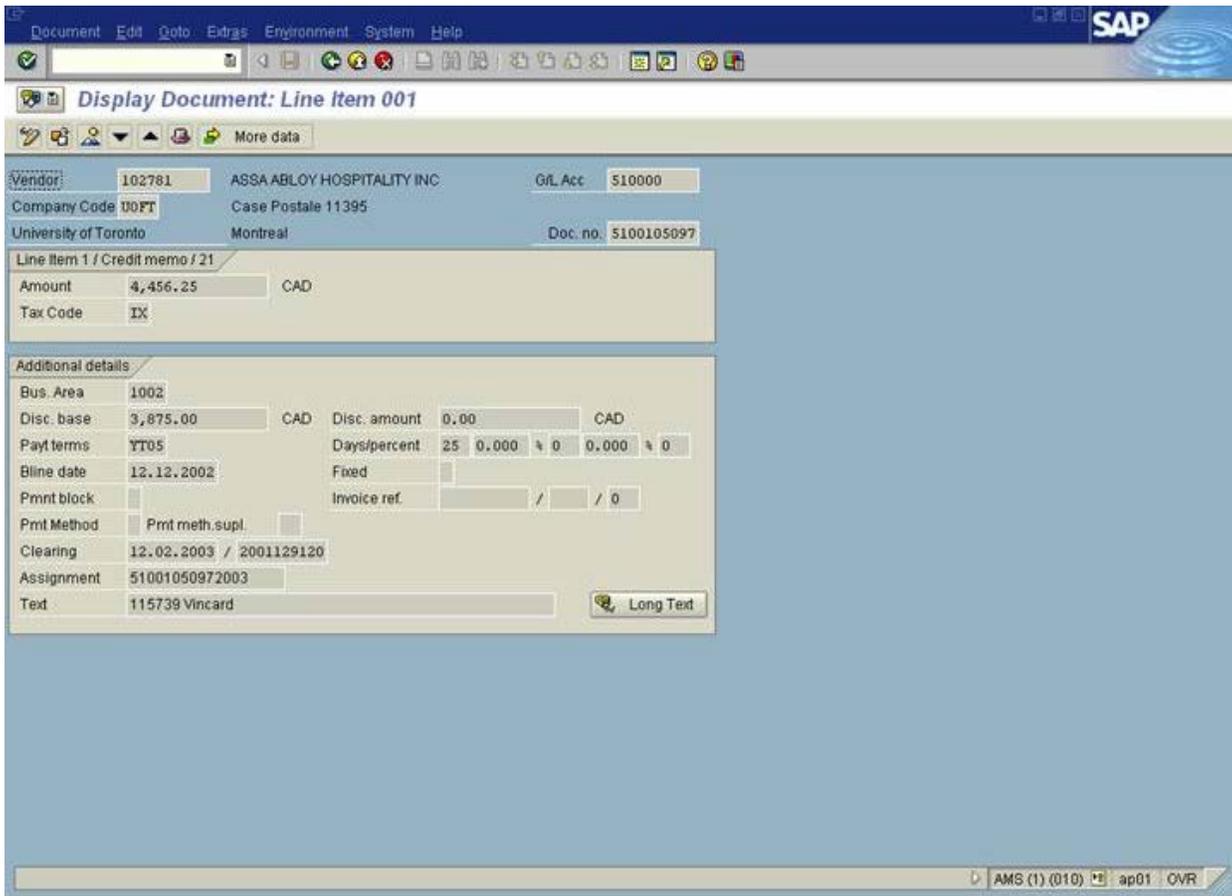
| Ita | Account | Account short text | PK | Amount | CoCd | Tx | BusA | Cost Ctr | Order | Funds C | Fund | Chart item | Assignment | Text |
|-----|---------|----------------------|----|----------|------|----|------|----------|-------|---------|------|------------|----------------|-----------------------|
| 1 | 102781 | ASSA ABLOY HOSPITALI | 21 | 4,456.25 | UOFT | IX | 1002 | | | | | PAYABLE | 51001050972003 | 115739 Vincard |
| 2 | 537000 | Automatic Accruals | 96 | 4,705.43 | UOFT | IX | 1002 | | | 101164 | | DEFFURNE* | 20030207 | sup/inst Vision Perso |
| 3 | 420600 | DepEquip:Other | 81 | 430.92 | UOFT | IX | 1002 | | | 101164 | | DEFFURNE* | 20030207 | sup/inst Vision Perso |
| 4 | 260001 | GST:Receiv & Payable | 50 | 181.74 | UOFT | IX | | | | 101286 | | TAXES | 20030207 | |

AMS (1) (010) ap01 OVR

Step 2

Double click on the vendor line item, which is the first line item to display the payment screen.

If this in an OTA Vendor, you will need to click on  or hit enter when the Address screen appears.



To remove the block, simply click on the change icon, this will open the Pmnt block field for change. Delete the R and click on  to save the document.

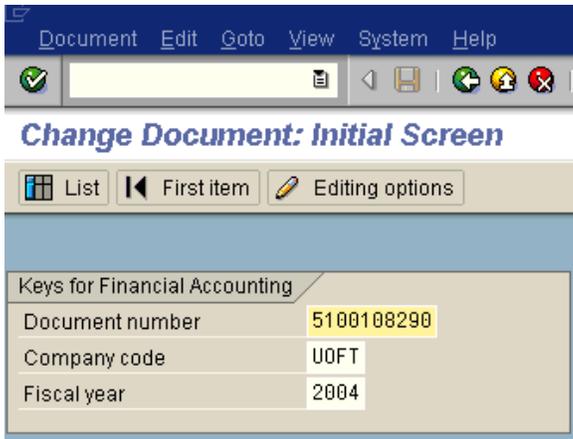
Method 2 - Removing a Payment Block through Accounts Payable after Posting

Step 1

Menu Accounting >> Financial Accounting >> Accounts Payable >> Document >> Change

To remove a block after posting, you must access the payment document (51XXXXXXXX) through Accounts Payable and remove the block.

At the Change document: Initial screen, enter the document number and press enter.



Double click on the vendor line item (line item 1) to display the payment screen.

If this is in an OTA Vendor, you will need to click on  or hit enter when the Address screen appears.

Document Edit Goto Extras Environment System Help

SAP

Display Document: Line Item 001

More data

Vendor: 102781 ASSA ABLOY HOSPITALITY INC GrL Acc: 510000
 Company Code: U0FT Case Postale 11395
 University of Toronto Montreal Doc. no. 5100105097

Line Item 1 / Credit memo / 21
 Amount: 4,456.25 CAD
 Tax Code: IX

Additional details

Bus. Area: 1002
 Disc. base: 3,875.00 CAD Disc. amount: 0.00 CAD
 Payt terms: YT05 Days/percent: 25 0.000 % 0 0.000 % 0
 Bline date: 12.12.2002 Fixed:
 Pmnt block: Invoice ref.: / / 0
 Pmnt Method: Pmnt meth. supl.
 Clearing: 12.02.2003 / 2001129120
 Assignment: 51001050972003
 Text: 115739 Vincard

AMS (1) (010) ap01 OVR

In the Pmnt block field, the R (Invoice verification) must be removed. To remove the block, simply delete the R in the Pmnt block field and click on



to save the document.

End of procedure.