e-NPO Training

The Accounts Payable department would like to invite you to attend hands-on training for the e-NPO process in SAP. If you are responsible for submitting payments, refunds and reimbursements, this class will have value for you.

The e-NPO function is an SAP screen that allows payment requests that are not related to a Purchase Order to be electronically submitted. The e-NPO process is used for employee reimbursements, refunds or small non-recurring vendor payments when time did not allow the department to follow the university’s established procurement process (purchase requisition and purchase order). The e-NPO process can also be used to submit travel expense reports which are not processed through TRAVELTracks. The e-NPO in SAP will workflow for review and approval, as well as tracking so the creator can quickly tell where the document is in the payment process.

Registration is limited to the first 20 participants.