# e-NPO PROCEDURES

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. T-CODE ZNONPOFORM</td>
<td>3</td>
</tr>
<tr>
<td>II. INVOICE / REIMBURSEMENT / VENDOR INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>VENDOR INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>Vendor Search</td>
<td>5</td>
</tr>
<tr>
<td>Blocked Vendor</td>
<td>7</td>
</tr>
<tr>
<td>One-time Vendor</td>
<td>7</td>
</tr>
<tr>
<td>Other Vendor Field Information</td>
<td>8</td>
</tr>
<tr>
<td>Dates / Invoice Number / Amount Fields</td>
<td>8 / 10</td>
</tr>
<tr>
<td>Customer / Account Number</td>
<td>11</td>
</tr>
<tr>
<td>SPECIAL HANDLING / MAILING AND APPROVED TRAVEL PAYMENT</td>
<td>11</td>
</tr>
<tr>
<td>Approved Travel Payments</td>
<td>11</td>
</tr>
<tr>
<td>Zero-Dollar Blanket Travel Reimbursements</td>
<td>12</td>
</tr>
<tr>
<td>Rush Payment</td>
<td>12</td>
</tr>
<tr>
<td>Mail Attachment</td>
<td>12</td>
</tr>
<tr>
<td>Pick Up</td>
<td>13</td>
</tr>
<tr>
<td>Special Handling</td>
<td>13</td>
</tr>
<tr>
<td>III. BUSINESS PURPOSE / COMMENTS</td>
<td>13</td>
</tr>
<tr>
<td>EXCEPTION TO POLICY / CABINET AUTHORIZATION</td>
<td>13</td>
</tr>
<tr>
<td>FOOD &amp; REFRESHMENT</td>
<td>14</td>
</tr>
<tr>
<td>Business Meal Policy</td>
<td>14</td>
</tr>
<tr>
<td>IV. ACCOUNTS TO BE CHARGED</td>
<td>14</td>
</tr>
<tr>
<td>GL (GENERAL LEDGER) ACCOUNT</td>
<td>14</td>
</tr>
<tr>
<td>Commonly Used Expense GLs</td>
<td>14</td>
</tr>
<tr>
<td>COST CENTER / FUND / INTERNAL ORDER</td>
<td>15</td>
</tr>
<tr>
<td>REVIEW SCREEN</td>
<td>16</td>
</tr>
<tr>
<td>V. ATTACHMENTS / EXIT AND SAVING / PRINT SCREEN</td>
<td>17</td>
</tr>
<tr>
<td>HOW TO ADD ATTACHMENTS</td>
<td>17</td>
</tr>
<tr>
<td>DOCUMENT SAVING &amp; PRINT OPTION</td>
<td>18</td>
</tr>
</tbody>
</table>
VI.  E-NPO MONITOR REPORT

T-CODE - ZNPO2

HOW TO USE THE MONITOR REPORT

View Parked Documents & Attachments
Delete Unwanted Attachments
Printing an Adobe Form
How to Make Document Changes
Restarting Workflow
Delete Parked Documents
View Posted Documents
How to Search for Vendor Payment Information
Paid Document and Clearing Fields

VII. E-NPO WORKFLOW

FLOW CHART
WORKFLOW DETAIL
WORKFLOW STATUS
SAP WORKLIST
APPROVAL OPTIONS
HOW APPROVERS VIEW NOTES & ATTACHMENTS
ADDING A WORKFLOW SUBSTITUTE

VIII. SAP REMEMBER FUNCTION

IX. EMPLOYEE REIMBURSEMENT

X. EMAIL NOTIFICATIONS

XI. WARNING MESSAGES
Overview

The e-NPO function is an SAP screen that allows a payment request to be entered directly into SAP by the originator. The e-NPO transaction is typically used for employee reimbursements, refunds or small non-recurring invoice payments when time did not allow the department to follow the university’s established procurement process (purchase requisition and PO). Vendor invoice payments of this type should be rare and not the norm. If more than one invoice will be paid for the same PO line, then a frame-work limit PO should be used.

The e-NPO Travel Expense Reimbursement process should be used to submit travel expenses which are not processed through TRAVELTracks.

The e-NPO process has logic associated with it and it functions much like the procurement requisition process. It verifies the validity of the vendor number, general ledger number, account combinations, (e.g. fund and cost center or internal order) and budget availability. The e-NPO workflow is used to obtain the required approvals and also allows departments to track the status of the document. When AP has completed its review and posted the item, the originator will receive an email stating that.

In SAP, e-NPO documents are identified as NP and the document number begins with 16.

BENEFITS

- SAP warning messages regarding invalid information
- Automated workflow
- Ability to know where the document is in the process
- Email notice when posted
- Should reduce payment processing time - from start to finish.

e-NPO Procedures

T-CODE ZNONPOFORM

- REMINDER: If there are multiple invoices for the same vendor, enter each as a separate e-NPO due to differences such as invoice date, date received, invoice number (which must be unique). NOTE: When entering invoices/receipts for a reimbursement the invoice/receipts can be combined and paid on one e-NPO.

- Log into SAP
- Enter T-Code ZNONPOFORM and press enter.

The e-NPO “Invoice/Reimbursement Information” screen will appear.

This example is for a non-recurring invoice payment.

ZMAGS CORPORATION
321 Summer Street
Boston, MA 02210

September 3, 20XX
Invoice #: US-100-00-4360

Bill To:
Texas State University
601 University Dr.
San Marcos TX 78666

Customer ID: ABC12345

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Guide for e-NPO Process</td>
<td>$120.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$120.00</strong></td>
</tr>
</tbody>
</table>

THANK YOU FOR YOUR BUSINESS
II. INVOICE/REIMBURSEMENT INFORMATION SECTION

- **Vendor Information**
  Vendor Number and Vendor Number Search
  
  - Enter vendor number, if known
  - Vendor search: we are looking for:

  ZMAGS Corporation  
  321 Summer Street  
  Boston, MA 02210

- Click the search option as displayed below.

- Enter a portion of the vendor name to be searched and place an asterisk “*” after the name and press enter. If a DBA (doing business as), enter the vendor name in the “Search Terms” field.
• Double click on the vendor number. Vendor number 100846 will then auto populate into the correct field.

• Press enter to move to the next screen.

**NOTE:** Some vendors have one or more payees associated with them due to a different payment remit address. The payee links begin with “6”. This vendor example has many payees. Find the correct address in the list compared to the remit instructions on the invoice, then click in the box to the left of the vendor number.

• When using the original vendor number select this box and the payee numbers will not be listed.
• If the vendor number, you have entered is **blocked (enter 10655 as an example)** an information box will appear. This indicates that the number selected is not active. Check the Comment Section on the vendor record for the reason or contact Procurement to determine the blocked reason and if the vendor must submit a new FS-01 (Vendor Request Form) and e-mail it to Vendorrequests@txstate.edu.

![Information Box]

• **One-time Vendors** (Use number 700001)

  ![Vendor Input Form]

  o Can be used for one-time refunds or reimbursements that are **non-travel** to **NON-EMPLOYEE** individuals. The generic vendor number cannot be used for payments for goods or services from businesses.
  o Enter the vendor name and address.
  o If a foreign vendor, you must enter the correct country code.
  o Note: In the Country field, “US” is the default option. When looking for a State or Foreign country code, click the box for the drop down option.
**Other Vendor Field Information**

- If there is a single vendor number, the system will default to the address on the vendor record.
- Payment method: This field is to the right of the vendor number and will auto populate from the vendor record. Authorization from Accounts Payable is required for any changes to the payment method, i.e. from Direct Deposit, AMEX, or WEX to Check.
- Use this Payee?: If this box has been selected the payment will be submitted to the vendor as instructed on the Payee vendor record.
- If the address is different on SAP from the Invoice Remit address that is OK if the payment method is Direct Deposit, AMEX, or WEX.
- If the address on the invoice is different than the SAP vendor record address and the payment method is a check, then the vendor must complete an FS-01, Vendor Request Form, and return it to vendorrequest@txstate.edu to have the vendor record updated.

**Dates/Invoice Number/and Amount Fields**

- Do not enter dashes (-) in any date field. You can enter slashes in the date field e.g. 05/31/2016. If you do not enter the slashes, SAP will enter those when you proceed to the next screen.
- **Invoice Date:** Enter the date from the invoice. If an invoice does not have an invoice date provided by the vendor, enter the date the e-NPO request is being created as the invoice date.
- **Invoice receipt date:** Enter the date the invoice was first received at the university. If the date is unknown, enter the date you believe the invoice was received.
- It is IMPERATIVE that all invoices are **DATED UPON RECEIPT**.
- **Goods/Services received date:** Enter the date the goods were received or services were completed.
- **NOTE:** On the SAP payment document the latter of the invoice received date or the goods/services received date (Baseline Date) is used to comply with the State of Texas 30-Day Prompt Pay Act.

**Accuracy on the entry of these dates is therefore imperative.**

**Employee Reimbursement Dates/Invoice Number**

- **Always use** the current date for the invoice date, invoice received date, and goods receipt date on the employee reimbursement which is different than requesting a payment for a vendor.
- **Invoice Number:** For employee reimbursements and other various reimbursements to individuals should be as follows: (e.g. MM/DDREIMB EXAMPLE: 05/31REIMB The MM/DD is the current date.)
# ZMAGS Corporation
321 Summer Street
Boston, MA 02210

**Bill To:**
Texas State University
601 University Dr.
San Marcos TX 78666

Customer ID: ABC12345

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference guide for e-NPO Process</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

Total $120.00

Invoice Date: 09/03/2015
Invoice Received Date: 09/15/2015
Goods/Services received date: 09/06/2015

Invoice Number: US10004260
*If there is not an invoice number, use the date you received the merchandise or service.

Amount: $120.00

Customer/Account Number or other text information: ABC12345

THANK YOU FOR YOUR BUSINESS
• **Invoice Number:** Never enter any dashes, slashes or spaces from the vendor invoice number. Enter the invoice number from the vendor invoice ignoring dashes, slashes and spaces.

• **Hotel Invoice Number:** If the invoice number is **NOT** available when completing the e-NPO for hotel lodging, use the Folio Number. If there is no invoice or folio number, use the Confirmation Number.
  o If someone will pick up the check for prepayment, the invoice number must be as follows: PREPAYmm/dd/yy (the date is the month/day/year of the first day of the hotel stay).
  o If the invoice does not have an invoice number, you will create an invoice number. Slashes are permitted in these invoice numbers. Depending on the type of expense (e.g. Contracted Services, Memberships, etc.) there are different invoice numbering templates to use. The templates are as follows:
    o **Contracted Services** - Services provided on a contractual basis or one that provides a service. **MMDDYYYY**  **EXAMPLE:** **05312016**
      The MMDDYYYY is the last service date or service period listed on the **FS-03 form** (Contracted Services Payment Voucher).
    o **Membership Dues** - Membership fees are annual dues or fees for members of certain organizations. **MonthYYYYMonth YYYY EX A M P L E : June2016July2017**
      The MonthYearMonthYear is the membership period.
      If membership period is not listed, then use the following format: **MM/DDMEMBERSHIP**  **EXAMPLE:** **05/31MEMBERSHIP**
      The MM/DDMEMBERSHIP is the current date.
    o **Refunds** -used for refunds to non-employees for fees, cancelled classes, study abroad cancellation and other various refunds. **MM/DDREFUND**  **EXAMPLE:** **05/31REFUND**
      The MM/DD is the current date.
    o **Registration Fees** -Registration for workshops, conferences and seminars. **MM/DDREGFEE**  **EXAMPLE:** **05/31REGFEE**
      The MM/DD is the first date of the event.
    o **Reimbursements** -Employee reimbursements and other various reimbursements to individuals. **MM/DDREIMB**  **EXAMPLE:** **05/31REIMB**
      The MM/DD is the current date.

• **Amount:** Enter the payment amount from the invoice.

• **Amount for Foreign Vendors**
  o If paid in US dollars, treat it like any other vendor payment request.
  o If paid in foreign currency, click on [www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/).
  o Enter the required information and get the conversion amount in US dollars.
  o Add a $100 to this amount (as AP will have to re-calculate the conversion amount on the day the wire transfer is sent via the Wells Fargo wire transfer system requirements). The extra money is a safeguard so there is adequate budget to cover the expense if different when AP does the actual payment and therefore won't have to reject the payment for lack of funding.
- **Customer /Account Number** or other text information

![Customer/Account Number or other text information](image)

This information will print on the check as a memo or is included in the email for direct deposit, AMEX, or WEX for the vendor. Provide any information that will help the recipient identify the reason for the payment. Examples are:

- **Vendor # 700001-** Payee’s Last Name, First Name, purpose of payment.
- **Contracted Services** — Brief description of services.
- **Membership Dues** - Name of member and dates covered.
- **Refunds** - Brief description of refund (#700001-name and brief description of refund).
- **Registration Fees** - Name/s of attendees and dates or name of function.
- **Reimbursements** - Brief description of purchase.
- **Hotel Lodging** — Last Name(s), date(s) listing the length of stay (example: 09/01/xx – 09/04/xx), and Folio# or confirmation# (if no Folio# is available).

- **Special Handling and Mailing and Approved Travel No.**

![Special Handling and Mailing and Approved Travel No.](image)

- **e-NPO Approved Travel Payments**
  - Travel reimbursements can be processed on a TRAVELTracks expense report, by creating an e-NPO payment request, or whenever incidental expenses have been missed on the TRAVELTracks expense report.
  - Remember, all travel must be pre-approved and expense reports are due 30 days after the trip end date.
  - Travel Tracks company paid expenses will be processed on the TRAVELTracks expense report along with other trip expenses. Whenever any incidental expenses have been missed on the TRAVELTracks expense report, it can be reimbursed using an e-NPO.
  - Do not mix travel expenses with other reimbursement expenses on the same e-NPO.
    - Different groups audit each Travel and Other Business reimbursements.
    - Non-Texas State University employee travel requires a Funds Commitment (FC) for travel approval.
      - **Airfare**
      - **Lodging and Excess Lodging**-unless processed on a purchase order.
      - **Rental Vehicle**.
  - Once those expenses are billed to the university, and the invoice has been processed the charges will be applied to the FC and the FC will be closed.
  - The e-NPO process can also be used for Zero-Dollar Funds Commitment reimbursements. The process works as follows:
Create a Travel Funds Commitment (FC) for $.01. The Travel Office will approve the FC which will remain open until the trip is complete.

- Other non-employee travel expenses will be processed via e-NPO. A Funds Commitment is required for travel approval without encumbering the funds. The e-NPO process checks for budget when created and encumbers the funds with the document has been posted. Therefore, these expenses should not be on the FC, or they will have been encumbered twice (for a short duration until the FC is closed).
  - These expenses would include the following:
    - Airfare if paid personally.
    - Rental Vehicle if paid personally.
    - Lodging and Excess Lodging if paid personally.
    - Meal per diems.
    - Mileage and tolls.
    - Parking.
    - Taxi and related tips.
    - Any other incidental travel expenses.

- A Funds Commitment is required for blanket travel for travel approval without encumbering the funds. Travel expenses will be processed via an e-NPO. These include:
  - Mileage, tolls
  - Parking
  - Any other incidental travel expenses.

- When requesting a payment using an e-NPO, you must enter a 10-digit Approved Travel No. in the Special Handling and Mailing section on the e-NPO. The Travel Number can be obtained from an approved TRAVEL Tracks Request for employees, or an approved Travel Funds Commitment for non-employees. You will not be able to proceed until the approved trip number.

“...To secure hotel payment upon check-out, the hotel will direct bill the University using the contact information given to them. Use an e-NPO to submit a payment request for the lodging invoice attaching supplemental documentation (i.e. invoice, receipts, Traveler Certification Statement).”

- Use the following GL codes:
  - 710600 In State - Meals and Lodging
  - 710900 In State - Excess Lodging if applicable
  - 711600 Out of State Meals and Lodging
  - 711900 In State - Excess Lodging if applicable
To pick up a check to pay for lodging prior to stay complete an e-NPO attaching supplemental documentation. Enter the Trip No., TRAVELTracks No. 73000xxxxx, or Travel Fund Commitment No. 20145xxxx. Select the box next to “Pick Up” in the e-NPO Special Handling Section and enter the Contact Name and Phone Number of the person designated to pick up the check.

Incidental expenses allowed on an e-NPO are: parking, fuel (for rental vehicles), mileage (personal vehicles), toll charges and baggage fees. For incidental expenses use the following GL codes:

- 710200 In State Mileage (personal vehicle)
- 711200 Out of State Mileage (personal vehicle)
- 710500 Travel In-of State Incidental Expenses
- 711500 Travel Out-of State Incidental Expenses

When reimbursing travel expenses using the e-NPO process the traveler must still certify the validity of the expenses, and that they have not been reimbursed by any other means. The Travel Assistant may prepare the following statement and email to the traveler who can respond “Agree.” An email approval is acceptable as the consent from the traveler and must be attached to the e-NPO once the document has been created.

This email will serve as my signature and validation of the expenses on this e-NPO. I certify that the expenses are correct and have not been reimbursed to me by any other method. The summary of the travel expenses is as follows:

- Traveler Name:
- Trip Number:
- Dates of Travel:
- Amount of Reimbursement:

See page 18 on how to add/attach supplemental documentation (i.e. invoice, receipts, Traveler Certification Statement).

Attach hotel confirmation with address that specifies person(s) staying, trip date(s), and room and tax amount. Texas State University is a tax exempt organization. When receiving an invoice from a hotel within the state of Texas the vendor must provide a breakdown of any taxes charged. (i.e. the invoice must state that the taxes are “city taxes”)

Attach a copy of the gsa.gov per diem table applicable to the destination.

Complete information indicating when the check needs to be available for pick up at the Cashier’s Office.

Allow 5-10 working days for processing and obtain excess lodging approval if applicable.

If a Rush Payment is required, you must provide that request to Accounts Payable. Email payables@txstate.edu with the document number and RUSH PAYMENT in the subject line. Include the date the payment is needed in the body of the email.

MAIL ATTACHMENT: If the invoice has a section that requires a portion to be returned with the check payment, mark this box. This will notify AP to print the invoice attachment to mail along with the payment. This is only done when the payment method is CHECK. If AP determines in their audit that the attachment should be mailed with the check and the creator didn’t select that box, AP can change. (Registrations and other obvious items need to be mailed and AP may need to make that selection rather than reject the item back to the department for this selection.)

PICK UP: When check pickup requests are in compliance with the Check Pick Up Process, FSS PPP 03.12 and have been approved, place a check mark in the Pick UP box if the check will be picked up in person. If the box is checked, you will also be required to enter who will pick up the check and their contact phone number.
SPECIAL HANDLING: When processing a payment via e-NPO, the creator may need to mail the check using FedEx (or other carrier) or include sensitive information (e.g. social security numbers) with the check. In order to allow for this and comply with FSS PPS 03.12 for the Check Pick Up Process, please use the following process when creating the e-NPO document:

- Check the Pick Up box.
- Enter the Contact Name and Phone Number in the correct boxes.
- Include a note in Section 2 of the Business Purpose/Comments section on the entry screen. The special handling instructions would include (examples) e.g. The check will be mailed FedEx (or other carrier’s name) and we will provide the air bill to AP.
- Sensitive documents will be brought to AP for mailing with the check.

III. BUSINESS PURPOSE/COMMENTS SECTION

- On the first line in the applicable section the business purpose should be descriptive enough to clearly answer any questions regarding the purpose of the business expense, and the benefit to Texas State. (e.g. “60 Clear Sterile Vials for Aquifer test samples”, NOT “Supplies for Research”).
- The first line of this text will show on the Budget to Actual report. There are additional lines for information which is useful to justify why the expense should be paid and this will help the approvers reviewing the workflow. If additional narrative is needed it can be included as an attachment. Enter the information referencing the attachment in this field.

<table>
<thead>
<tr>
<th>Business Purpose/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.) Business Purpose of Payment: (Describe who, what, why, when, where) Please add attachment if needed.</td>
</tr>
<tr>
<td>Reference guide for e-NPO process</td>
</tr>
</tbody>
</table>

- Additional Notes/Comments or any special handling instructions: Add anything as an explanation for this payment request to help workflow approvers and Accounts Payable process the payment. A good explanation can speed up the process.
- Exception to Policy Checkbox: If a payment is for a legitimate business expense but is not allowed under a current UPPS, you must select this box. Next enter the rational in the Additional Notes/Comments text box stating why the university should pay the expense. List the UPPS number and section number and a brief summary of the policy. (The e-NPO Checklist includes some UPPS references which may be of assistance. This is NOT a complete list of possible exceptions paid via e-NPO.)
- This action will add a level to the workflow for the Cabinet Officer who must approve payments outside of policy. Only Cabinet Offices can approve payments for exceptions to policy.
- Note: If Cabinet authorization has been received on a supplemental form, this form can be attached to the document. Do not place a check mark in the box. Instead make a note in the additional comments “See attached Authorized Approval”.

---

14  July 11, 2019
For Food &/or Refreshments: Full names are required if the business purpose is for a business meal (GL 731600) or a function where food and/or refreshments are served, you will need to complete this section. Names of attendees at functions such as business meals or campus events where food or refreshments are served are required and must be properly identified in each section (employees or external). If you have a list of names in a file (e.g. Excel spreadsheet), you can type “See Attached” in the section and then attach the document (How to add an attachment is covered on page 18). Select link for a summary of the Business Meal Policy.

*ACCOUNT TO BE CHARGED INFORMATION SECTION*

- Enter the GL number: If you do not know the GL number, you can search on this field.
  - GL Account (number is 6 digits in length): Click on the white box to the right of this field. You can search by name (short text) or number.
  - EXAMPLE Short Text: *Equip*: enter part of the word (must start with a Capital letter) with an asterisk before and after the word.
  - EXAMPLE Number: 7*: enter the first digit and an asterisk “*”. Expense account numbers beginning with 7.
  - You can enter values in both fields to narrow your results.
  - Double click on the correct GL number from the list and it will populate the field.
  - Note: “CA” at the end of the Short Text indicates this is Capital Asset account and cannot be selected.
  - You can reference Commonly Used Expense GLs for the Commonly Used General Ledger numbers.

If the receipt includes both food and supplies, you must break out these charges for the supplies and code them to the correct GL code on the e-NPO.
Cost Center/Fund/Internal Order:

- Account combination fields are each 10 digits in length.
- Each field has a search feature. Click on the white box to the right of the field.

- Never enter a cost center if using an internal order beginning with 1, 7, 8 or 9.
- Internal orders can also start with a “5” but these require a cost center and fund to be entered.
- Correct account combinations will be checked by SAP. You will not be able to advance to the next step unless the combination is correct.
- If you enter an account combination and the data is correct but you get the error message, contact Procurement for resolution.
- Budget availability for each account combination is checked. You will not be able to advance to the next step unless there is adequate Budget to pay the expense.
- Budgeted funds must be available at each approval level or it will be rejected.

**NOTE:** SAP Remember Function (Instructions provided on page 35) can be set so SAP will give a drop down box of previous entries in a field. This will work well for fields such as:

- General Ledger numbers
- Cost Centers
- Funds
- Internal Orders

Amount: the total of the line must equal the amount entered above. Never enter anything in the “Total Amount of Purchase” field. SAP will automatically total the lines in this section for this field amount.
- Hit the ENTER key on the keyboard and SAP will display a final review screen.

**NOTE:**
If you notice that any of the data needs to be changed, click or the Green Arrow icon at the top of the screen and it will allow you to correct the data. Only hit the Green Arrow one time. If selected twice that will clear all of the data, you have entered.

- Click on the ENTER key and review as before. If the data is correct, click on Continue to create the parked document and attach documents. **ONCE THE DOCUMENT HAS BEEN SUCCESSFULLY CREATED YOU WILL NOT BE ABLE TO GO BACK AND MAKE ANY CHANGES WITHOUT ROUTING THE DOCUMENT BACK THROUGH THE WORKFLOW.**
IV. ATTACHMENTS/EXIT AND SAVING/PRINT SCREEN

- After you click the Continue icon, the following screen will be displayed.

- Attachments: Click on the attachments button and browse for the file you would like to attach.
- Click on the attachment file and OPEN.

- You will see the file attached in the Attachment Log.

- The user will not be allowed to exit the document created until at least one attachment has been added.
Saving or Printing the form: if you need to keep a copy of the form you just completed, click on the PRINT button. This will take you to Adobe which will also allow you to save as a desktop file and attach the form to this document. You can also print a paper copy if needed. Once posted this option is no longer available.

---

**Texas State University**

*The rising STAR of Texas*

---

**e-NPO Payment Request**

- **Document No.**: 160000401
- **Company Code**: 754
- **Created By**: T_C117
- **Created On**: Sep 14, 2015
- **Document Date**: Sep 3, 2015

---

**Vendor No.**: 16055
**ZMAGS CORPORATION**

**321 SUMMER ST 3RD FLOOR**
**BOSTON**
**MA**
**02210**

**Payee No.:**

---

**Invoice No.**: 1100004360
**Invoice Date**: Sep 3, 2015

**Business Purpose:**
Reference guide for e-NPO process

---

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Order/WBS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>732200</td>
<td>1410120000</td>
<td>2000011016</td>
<td></td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>120.00</td>
</tr>
</tbody>
</table>

---

**Notes**

- **Pick Up:**
- **Reference guide for e-NPO process**

---

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval Scenario</th>
<th>Planned Approver</th>
<th>Actual Approver</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mr. James L. Webb Jr.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Exit the transaction: select the EXIT to return to the main menu.

V. e-NPO Monitor Report

- Enter Transaction Code ZNOPO2 and select the execute icon.

- This parameter screen will allow the Initiator to narrow the search by using a date range, document number range and/or if the document is released to Accounts Payable for audit and posting.

- This report will display the Initiator’s own documents that are currently parked.
Once workflow has completed and Accounts Payable has posted the document it will no longer appear in the report. The initiator will receive an email when the item has been approved through workflow and AP has posted the item. (see mail notification on page 37) *When a document is posted this does not mean that it has been paid.* The payment will generally occur according to the rules of the Texas Prompt Pay Act unless the vendor is on hold. Then payment will only occur when the hold has been released. *AP does not control hold flags.*

- Department must review the report in case there are Account Manager Changes (e.g. transfers, resignations, terminations, etc.). Complete the Request for Change of Account Manager form (Link is: [Request for Change of Account Manager](mailto:vendorrequests@txstate.edu)) and email Procurement @ vendorrequests@txstate.edu for processing.

- **How to use the Monitor Report:**
  - Drill down on the document number
  - Displays the parked document for an overview.
  - Allows user to add/delete attachments without restarting workflow. Click the icon located on the upper left hand side of the screen under the green check mark.

- Selecting the icon on the left will provide additional icon selections as below.
  - To create a new attachment. Select the work sheet (left icon). These will not re-workflow the document.
To view an attachment before it has been approved in the workflow select the work sheet with the paperclip.

Another option to view attachments is to select the second icon to the right. A drop down list of the same options will be provided.

Select the Attachment list from the drop down menu.
• To delete the attachment click on the line you would like to delete and then click on the trash can icon. The item will be deleted.

• To Print or Save the PDF form double click on the PDF Print icon on the Monitor Report screen. Once the form is displayed, the process is the same as referenced on page 18.
To make a change when in the monitoring report, double click the Pencil to the far right of the screen under “Change”. **ANY CHANGES USING THIS OPTION WILL RE-Routes THE WORK FLOW.**

- Once you have selected “Yes” you will be able to make the necessary changes.

- The screen that appears for changes is the FV60 screen. The original entry screen is only accessible during the initial entry so note the screen difference is normal.

- Once you have made the necessary changes, select “Save as Completed”, which will restart the workflow.
• **How to Delete a Parked Document.**
  - Using the e-NPO Payment Request Monitor, double-click on the pencil (change)
  
  ![Image](image1.png)
  
  - Answer Yes:
  
  ![Image](image2.png)
  
  - Using the menu at the top of the page, choose Document, then Delete Parked Document:
  
  ![Image](image3.png)
  
  - Delete parked document?
  
  ![Image](image4.png)
• How to View Posted Documents (No longer on Monitoring Report)
  ○ Documents (SAP format – not the PDF format after posted) and attachments are retained on SAP. Therefore, you may not need to print the document for your records. To view a posted document use T- Code FBL1N. Enter the vendor number, select “All items Posting date” and enter the date range selected. Use the following LINK for instructions on how to use FBL1N.

How to Search for Vendor Payment Information

○ To view an attachment from FBL1N once the document has been posted:
  ○ Click “Services for Object” to get this menu or screen.
  ○ Then select the paper clip icon.

Or the Attachment list from the drop down menu.

Another way to see a posted document is to access the Budget to Actual report in SAP using transaction code ZBUDACT. Drilldown on the current year to date column or the encumbrance column on the FM Budget & Actuals Reports Screen. On the Document Journal screen drilldown on the document number. Note: the comments from the Business Purpose field will appear on this report. Please be as specific as possible when creating the document providing a detailed item description on the first line of the e-NPO.
Double Click on the vendor line.

The clearing document fields show the date paid and the clearing document number.
Initiator creates document
Start approval process

Assignato-doitum
Level 1 Line
1AcctMgr Line
2AcctMgr Line
3AcctMgr Line
4AcctMgr Line
5AcctMgr Line
6AcctMgr Line
7AcctMgr

If vendor sectMgr goes one level higher

Assignato-doitum
Payroll Office
Hazardous Materials
Animals
Legal Services
Procurement

Assignato-doitum
OSP-orderbeg with 8or 1
Facilities-order beg with 7
GAO-funds beg with 15or75
Cabinet Officer-Exception box is checked or Alcohol GL 790101

Document is released after all Level 1-33 approvals are complete

Payroll Ofc
1. vendor is emp and info type 94=Non Res Alien Or
2. vendor has country other than US
3. Use GL 710001 or 720200
4. Emp. Housing GL 703104

Level 20 NOPO_Payrol

Level 21 NOPO_HM

Level 22 NOPO_AN

Level 23 NOPO_Purch

Level 24 NOPO_Purch

Level 31 NOPO_CONST

Level 32 NOPO_GAO

Level 33 NOPO_VP

Level 30 NOPO_GSP

Procurement
1. Amount >= $5,000
2. GLs 724000-724999, 725200, 725300-725400, 725500-725600, 729800, 733400, 737700

Level 25 NOPO_Purch

Level 26 NOPO_Purch

Level 27 NOPO_Purch

Level 28 NOPO_Purch

Level 29 NOPO_Purch

Level 30 NOPO_GSP

Level 31 NOPO_CONST

Level 32 NOPO_GAO

Level 33 NOPO_VP

Step 4

Email sent to initator once document is posted

Comments:
- If an approver rejects, they must enter comments for the rejection. An email will be sent to the initiator. The initiator can change the document and start workflow over or they can delete the document.
- Once a rejection happens, the workflow is stopped.
- Accounts Payable will be able to make changes to the document and then post (once all of the approval steps have taken place). Posting will not be enabled until the document is in "released" status.
- Accounts Payable will have the ability to view via a report all documents in the workflow process and the path each document should take.
- Accounts Payable will use the GUI to determine which parked documents are ready to post. They will use their normal FBV0 screen to post. The rejection option will be located in the workflow.
- Each person/area in a level will receive a task in the workflow at the same time, if applicable.
- Any case in the workflow path where the University President would be approving something for themselves, the workflow will be directed to VP FSS for approval.
• Work Flow: The document will route in workflow as follows:
  o Initiator creates e-NPO document
  o Account Manager
  o Account Manager Supervisor (if an employee reimbursement and the AM is the employee)
  o Cabinet Officer if a policy exception
  o Accounts Payable
  o Other workflow requirements are as follows:
    i. If amount is $5,000 or more, will route to Procurement to determine if documentation is complete or if a PO is required. If so, Procurement will reject and advise.
    ii. If Contracted Services (based on GL numbers) must be less than $5,000 to be paid on an e-NPO. This will route to Procurement to determine if documentation is complete. An FS-03 form must be attached along with an FS-06 (Employee vs. Independent Contractor Determination) form. If not Procurement will reject and advise. **NOTE:** If contract is >= $5,000 a PO is required and e-NPO is not allowed.
    iii. If a foreign vendor or an employee with the Info Type 94 (Non-resident alien) will route to Tax for review. If withholding tax is required, Tax will add a line for withholding tax payable (GL 201201 Fund 90014210000) and adjust the amounts accordingly. In some cases, the department will be contacted to see if the invoice should be grossed up for the withholding tax. If so, the department will be charged the additional expense. The department will send an email stating they accept the additional expense and that will be attached to the document.
  o If the e-NPO is an employee reimbursement and the employee is not the initiator, the workflow will follow as above. The employee will receive an email notification that the document has been entered in the workflow.

• Workflow Status on the Monitor Report

<table>
<thead>
<tr>
<th>Workflow Status</th>
<th>Workflow Appl Lvl</th>
<th>Date to AP</th>
<th>App Cyc</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARTED</td>
<td>Account Manager</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>WF STOP</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>STARTED</td>
<td>AP Post</td>
<td>01/21/2015</td>
<td>1</td>
</tr>
<tr>
<td>STARTED</td>
<td>Account Manager</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>STARTED</td>
<td>Account Manager</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>WF STOP</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

- Shows if the workflow has STARTED or WF STOPPED. If there is a rejection, the Workflow Stat will be “WF STOPPED”.
- The Workflow Appl Lvl shows the current level of which the document is awaiting approval.
- Date to AP: this is the date the workflow approval is complete and the document has routed to the AP Office for posting.
- App Cyc will be 1 unless the document has been changed and the workflow started over. This is a count of how many times the workflow has been restarted.
- Emails are sent out once per hour to anyone who has a worklist item waiting approval. The e-NPO will be part of the standard email notification.
- A document becomes released once it has been approved in the workflow, but Accounts Payable has not yet posted it.
- The approver will access the e-NPO via the SAP Portal Worklist.
o Double click the document to be reviewed.
Approve e-NPO Payment Request screen

- The screen shows the document information along with the approver and what level they are approving.
- Select the Attachments to review the documents for approval.
- Three options are available: Approve, Reject, or Exit without action.
  1. If Approved is chosen, the e-NPO continues in the workflow.
  2. If Reject is chosen, the Approver must enter a reason for the rejection. The reject will stop workflow and an email will be sent to the initiator showing the document information and the rejection reason. The initiator has the choice to correct the document and submit for workflow to begin again.
  3. If “Exit without action” is chosen, the document will remain on that person’s worklist until an action is taken.
If there are additional notes on the document, the Approver can select the Notes tab. On the Notes tab if Pick Up information was entered when the document was created it will be displayed.

If there are attachments, the Approver can select the Attachments icon to view the attachments.
- Click on the green check or red X to return to the document and select the appropriate action (i.e. Approve, Exit or Reject).
Substitutions in the workflow follow the same process as for TRAVEL Tracks and Purchase Requisitions. A selection for the e-NPO function has been added to the drop down list. If “All Texas State” is selected, the e-NPO Approval is included in that selection.
VI. SAP “REMEMBER” FUNCTION

- Located at the top of the SAP GUI screen there are several icons. Select the icon that looks like a tri-color computer monitor. Click this icon and then select Options:

  - The following screen will appear and you can change the information. This example has 20 items in the history memory and the history will be kept for three months.

![SAP GUI Options - RS2](image)
VIII. Employee Reimbursements

- When a non-travel reimbursement is payable to an employee select the vendor number beginning with a “3”.
- The creation process is the same as for an external vendor.
- The employee or a designated Admin creates an e-NPO to request the employee reimbursement.
  - This form cannot be used to pay an employee for services, cash prizes or cash rewards. An electronic PCR must be used instead.
  - Multiple receipts can be entered on one e-NPO screen when creating a reimbursement. Do not create a separate e-NPO for each receipt. Scan the original itemized receipt(s)/ and or invoices and attach to the e-NPO document screen.
- Properly complete all fields and the business purpose.
  - The invoice number will always be MM/DDREIMB, e.g. 09/03REIMB, with no spaces. The day of entry is the current date.
  - The current date is also used for the invoice date, invoice received date, and goods receipt date for an employee reimbursement.
  - Customer/Acct No/Oth Info. Should be a brief description of what was purchased. The reason it was purchased will go in the business purpose.
• If someone other than the employee creates the e-NPO, the employee will receive an email notice that the e-NPO has been created.
• The e-NPO will route to the Account Manager for approval.
• If the Account Manager is the employee, then it will route up one level for approval.

IX. E-mail NOTIFICATIONS

E-NPO Reimbursement Notification Example

SAP Document...... 1600000097
Date.............09/04/2013
Created by....... Jennifer Leigh Wiley (JW35)
Created On...... 09/05/2013
Amount.......... 103.80

Business Purpose of Payment:
Biology 4410-1421 Supplies

Dear Kathy Wallace:
An employee reimbursement payment request has been created in the e-NPO workflow for you. The amount
of the reimbursement is $103.80. If you feel this request is incorrect or do not want this payment request
to continue in the workflow, please contact the initiator immediately to delete the request.

Thank you.

The following e-NPO Payment Request has been POSTED

Approval Level.... Accounts Payable
SAP Document...... 1600000097
Fiscal Year......... 2014
Created by....... Tracy Clark (t_c117)
Created On....... 09/05/2013
Vendor............. 16055 - ZMAGS Corporation
Amount.......... 120.00
Invoice Number.... 545698J
Business Purpose of Payment:
Reference guide for e-NPO process
The following e-NPO Payment Request has been REJECTED by - Linda Clark (LC35).

Approval Level.... Accounts Payable
SAP Document...... 1600002020
Fiscal Year........... 2014
Created by........ John Mark Piersol (JP47)
Created On........ 09/09/2013
Vendor............. 16055 - ZMAGS Corporation

Amount............... 100.00

Invoice Number.... 2659487

Business Purpose of Payment:
Reference guide for e-NPO process

Reason for Rejection:
The amount of the invoice should be $120.00, please correct.
X. WARNING MESSAGES

- Date Warnings:
  - Each of the date fields has a warning (not a hard stop) if the date is in a prior fiscal year.

- Each of the date fields has a warning (not a hard stop) if the date is in the future.

- An Invoice number is required. (Refer to page 10).

- The total amount of the payment request is required in the amount field.
- The Cust./Acct no. will print on the check as a memo for the vendor.

- A 10 digit Approved Travel No. is required to proceed when the payment request is for an approved travel expense. (Refer to page 11).

- When reimbursing travel expense using the e-NPO process the traveler must still certify the validity of the expense, and that they have not been reimbursed by any other means (Refer to page 13). A reminder will appear, select the green check mark to advance to the next screen.
• If the options to Pick Up a check as well as Mail Attachment have been selected a warning message will appear.

• The first line of the Business Purpose shows up on the Budget to Actual report for the payment item.

• A valid GL account number is required. If you do not know the GL number, you can search on this field.

• Names of attendees at functions such as business meals or campus events where food or refreshments are served are required and must be properly identified in each section (employees or external) when using the business meals GL (731600).
- Account combination fields are each 10 digits in length. Correct account combinations will be checked by SAP.

- SAP will sum the amounts entered for each item. This total must match the amount entered above in the “Invoice /Reimbursement Information section.

- The user will not be allowed to exit the document created until at least one attachment has been added.
• **How to Access the e-NPO through the SAP Portal**

The e-NPO entry form can be accessed two ways in the portal.

- Click on “Other Self-Service” and the first choice is the e-NPO form. The monitor report is also located on this page. Select the fourth item listed “e-NPO Payment Request Report”.

---

![SAP NetWeaver Portal](image1)

**Welcome to the Finance & Human Resource Information System**

![SAP NetWeaver Portal](image2)

**Request Non-Purchase Order Payment Request**

- Request Non-Purchase Order
- Self-Reporting of Disability
- Self-Reporting of Outside Employment
- e-NPO Payment Request Report
- Non-Routine Employee Entry
Another way to access the e-NPO form is to click on “SAP Easy Access” and then type in the transaction code in the white box (similar to the GUI) or choose it from your favorites.

The buttons are a little different on the portal than on the GUI, but you can follow them.

**NOTICE**: the attachment choice is all the way to the right of the screen if you are looking at the attachments or need to add/delete one.