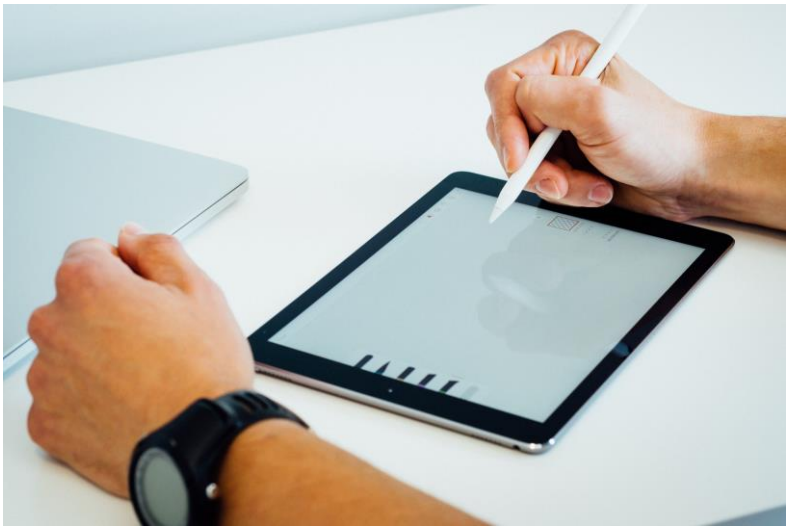

HOW TO CREATE AN ELECTRONIC NO PURCHASE ORDER PAYMENT (e-NPO)

This guide will walk you through the necessary steps for completing an e-NPO.

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How to Create an e-NPO (Electronic No Purchase Order) Payment

Summary

The e-NPO process is an SAP function that allows a payment request to be entered directly into SAP by the originator. The e-NPO process is typically used for:

- Employee Reimbursements.
- Refunds.
- Invoice payments when time did not allow you to follow the established procurement process (Requisition and PO).
- Contracted Personal Services Substitute Invoice FS-03.

The e-NPO process has logic associated with it and functions much like the procurement requisition process. It verifies the following.

- Vendor number.
- General ledger number.
- Account combinations (i.e. fund cost center or internal order)
- Budget availability.

The e-NPO Workflow is used to obtain the required approvals and allows departments to track the status of the document using the Monitor Report. When Accounts Payable (AP) has completed its review and has posted the item, the originator will receive an email notifying them of the posting.

Benefits

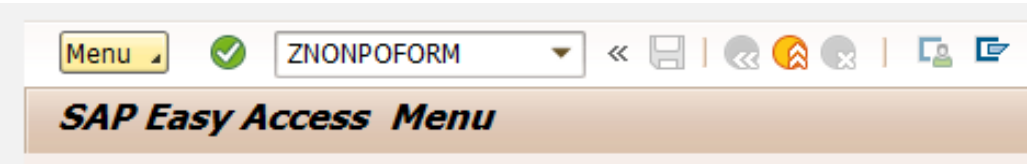
- SAP warning messages regarding invalid information.
- Automated workflow.
- Ability to know where the document is in the process.

Tips Before Getting Started

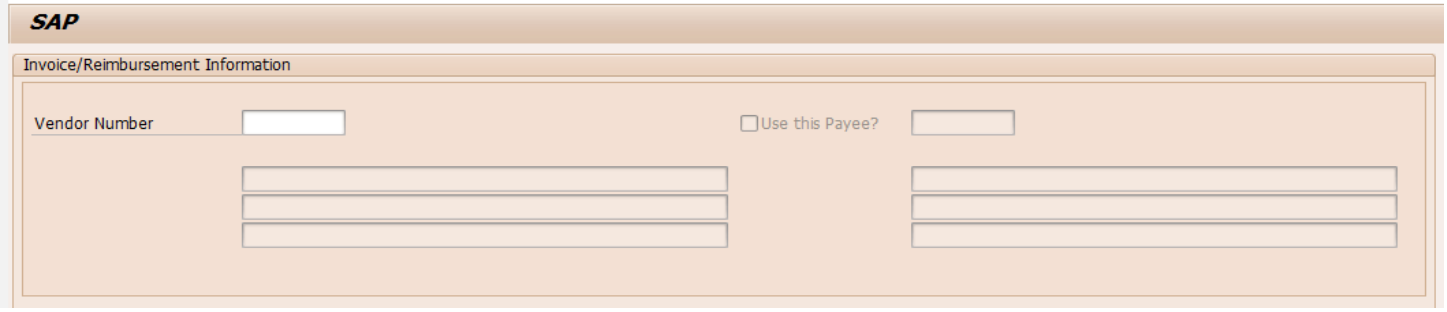
- Each vendor invoice must be entered as a separate e-NPO document due to unique invoice numbers, invoice dates and received dates.
- Reimbursements: Multiple receipts for one individual can be processed as one e-NPO. Code the expenses to the correct General Ledger (GL) expense accounts.
- Review the vendor record prior to processing the e-NPO and take appropriate action if the information does not match the invoice. Advise the vendor to update their vendor record**.**
  See **Vendor Self-Service** for additional information.
- Prior to beginning the process, it is beneficial to scan documents e.g. invoices, receipts and other supporting documentation (which must be in PDF format) to an easily accessible file on your PC for attaching to the e-NPO when prompted to do so.

SAP Transaction-Code

Log in to SAP. Enter T-Code **ZNONPOFORM** and press enter to continue.



The e-NPO "Invoice/Reimbursement Information" screen will then display.



Vendor Information

Vendor Types

- **Third Party Vendors** – Used for Goods and Services. Vendor must be set up in SAP or you will need to have the vendor record created via the PaymentWorks (PW) Vendor Self-Service process. **Vendor Self-Service**
- **Employee Vendors** – Used for Reimbursements/Refunds (vendor numbers start with 3).
- **Generic Vendor** - One Time Vendor (700001) intended for one-time refunds or reimbursements. The generic vendor number cannot be used for payment processing to a vendor for goods or services.
- **Foreign Vendors:**
  - If an invoice is received from a foreign vendor and the amount due is in a foreign currency, send an email to the vendor and request a revised invoice with the amount due in US Dollars. If the vendor says that is not possible, attach the emailed response. Next, use the Oanda website for the **Exchange Rates and Currency Converter.** Attach a copy of the currency conversion result to the e-NPO and add $100.00 to that conversion amount to account for exchange rates, which can change daily. This will prevent the e-NPO from being rejected and workflow having to re-start if an adjustment has to be made to cover the exchange rate conversion amount at the time of the wire transfer. Complete this process prior to contacting the Office of Payroll and Tax Compliance for any tax impact.
  - In order to timely process a foreign vendor payment paid by e-NPO, you will need to email the invoice to the Office of Payroll and Tax Compliance at **payroll@txstate.edu** as soon as you begin the process. The Office of Payroll and Tax Compliance must review all foreign vendor payment requests to determine if there are taxes that need to be withheld from the payment and if the department intends to gross up the payment and absorb the additional expense. If taxes are applicable, based on the department's decision on whether to gross up the invoice amount for the taxes or to deduct the taxes from the invoice total, the e-NPO may require changes or additional information.
  - Departments should not enter into a contract with a foreign vendor before the vendor has been verified for allowable business transactions with the University and the vendor record has been set up in PW. Once foreign vendors are set up in PW and have been imported or updated in SAP the AP-3 Wire Transfer Request form is not required for processing the wire transfer.

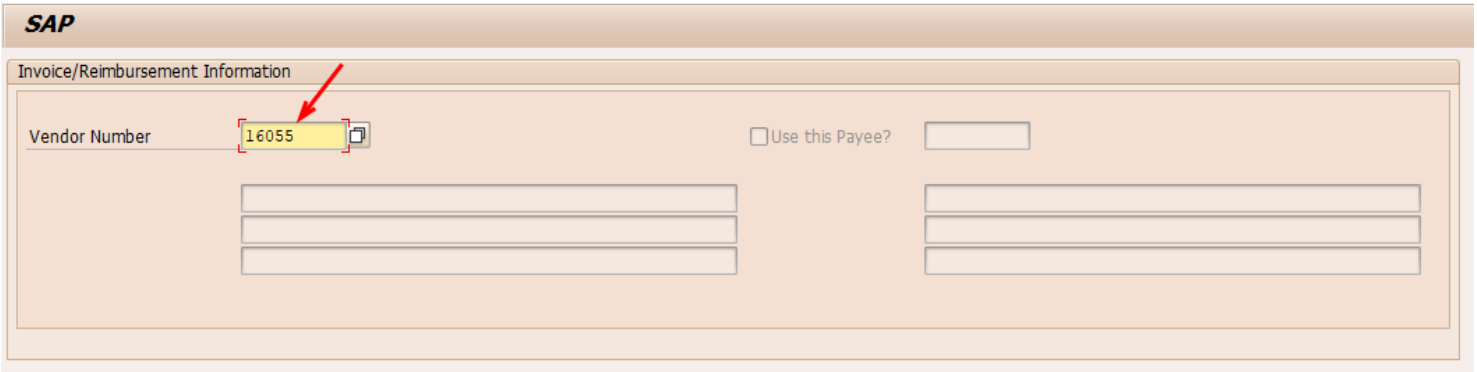
- Visit the AP website **Wire Payments** for complete instructions on foreign vendor payments. All requirements must be complete with documents attached to the e-NPO document prior to routing for approval or the payment will be delayed.

Enter the vendor number if you know it. Press enter to continue.

If you do not know the vendor number, follow the steps in the next section to do a vendor search.

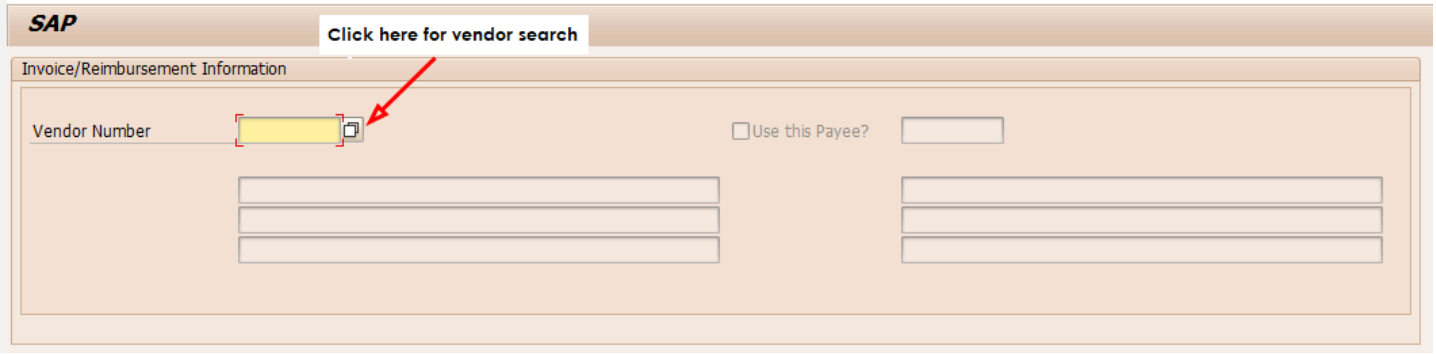
NOTE: Vendor 16055 "ZMAGS" will be the main vendor used throughout this training document.

However, there will be multiple vendors used as examples for other training situations presented.



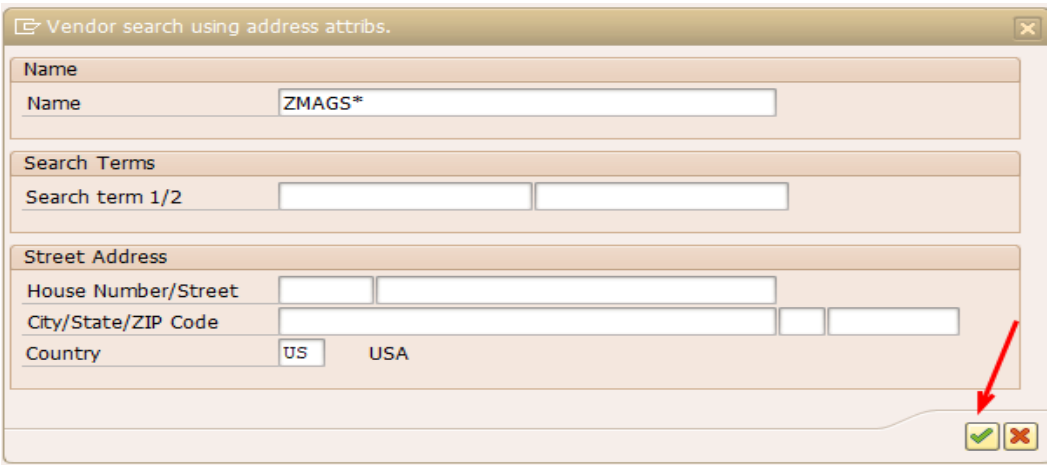
Vendor Search

Click the search drop-down if you do not know the vendor number.



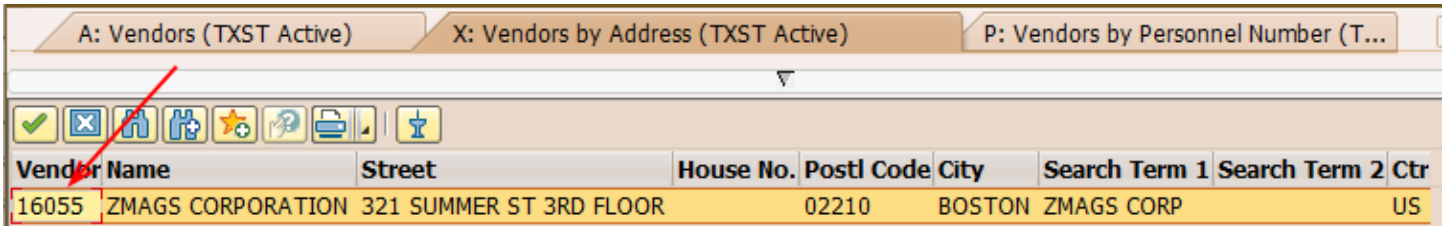
Enter a portion of the vendor name or the entire name, then place an asterisk "*" after what is entered. The asterisk is a feature (Wild Card) in SAP that allows the system to capture any vendor with the data entered.

Click the green checkmark to continue.

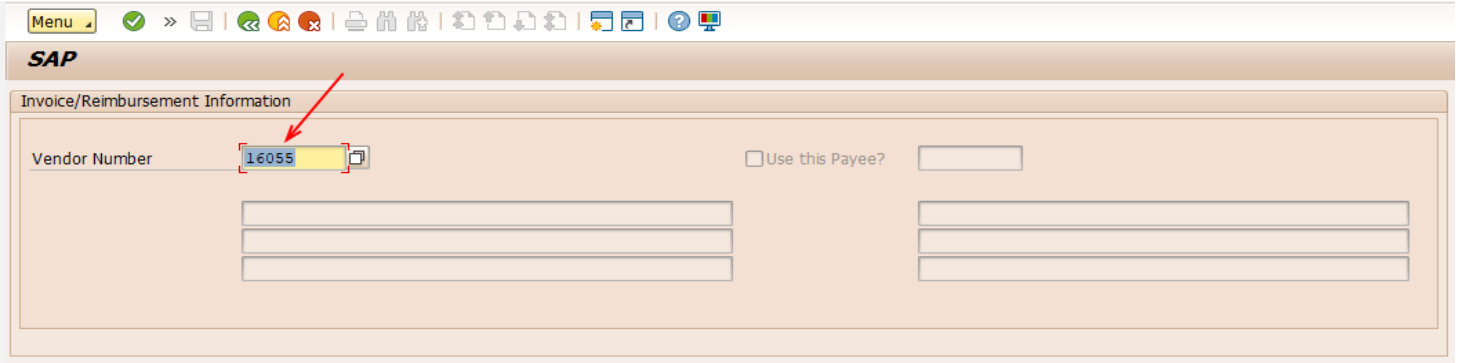


If the vendor exists in SAP the following screen will display with the vendor number, full name and address.

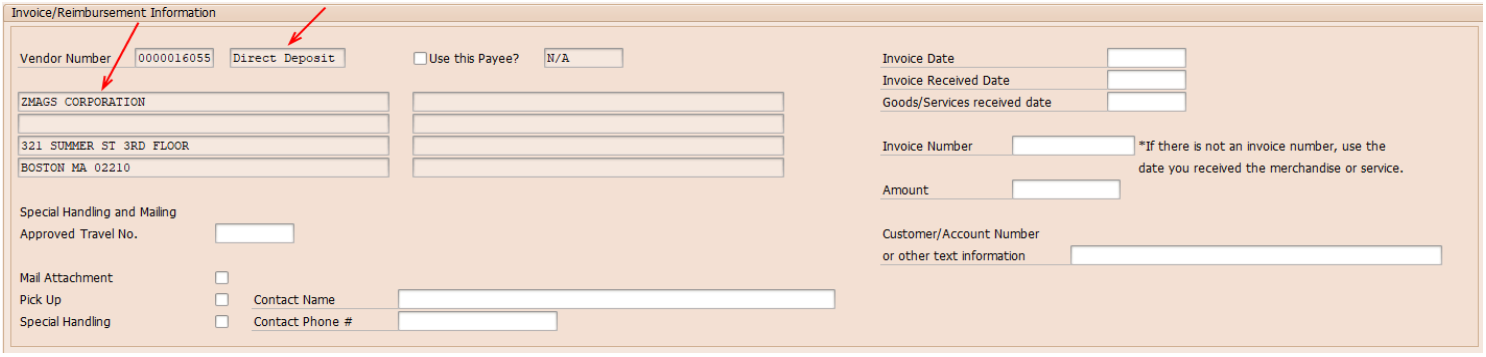
Double click on the vendor number (e.g. 16055 ZMAGS CORPORATION)



The vendor number will auto-populate in the Vendor Number field. Press enter to continue.



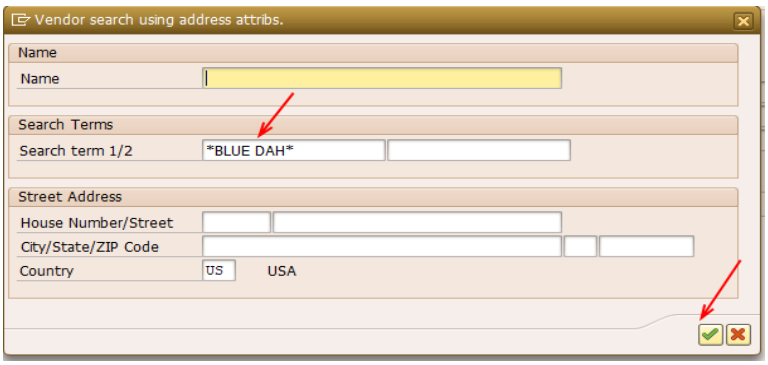
The main vendor's address and payment method information will auto-populate if the vendor does not have a payee link(s).



Search for a vendor with a DBA

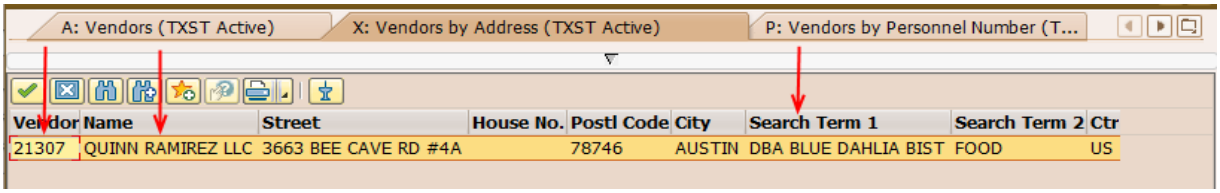
If a vendor uses a DBA (doing business as), enter the vendor name in the Search term 1/2 field with an asterisk (*) before and after what was entered (vendor name). The Search term 1/2 is not for only DBA searches it is useful for searching for a vendor that may have a long name or part of the name did not fit on the Name field on the vendor record.

Click the green checkmark to continue.

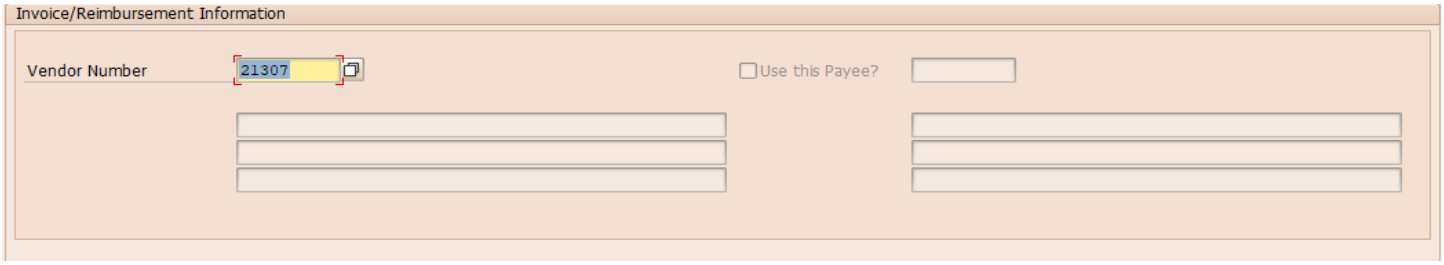


The DBA name and the main vendor name will display along with the vendor number.

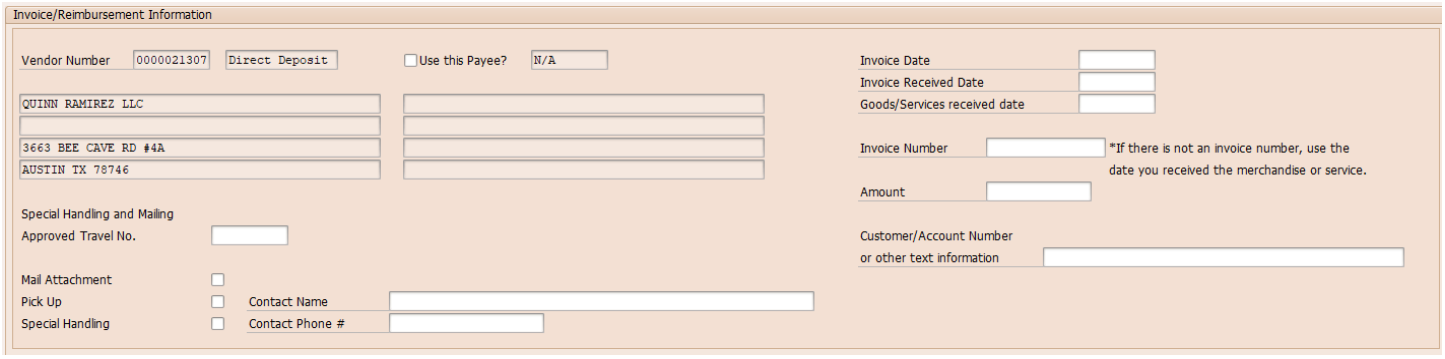
Double click on the vendor number.



The vendor number will populate in the vendor number field on the e-NPO screen. Press enter to continue.



If there is not a payee link, the system will auto populate the address and payment method listed on the vendor record.



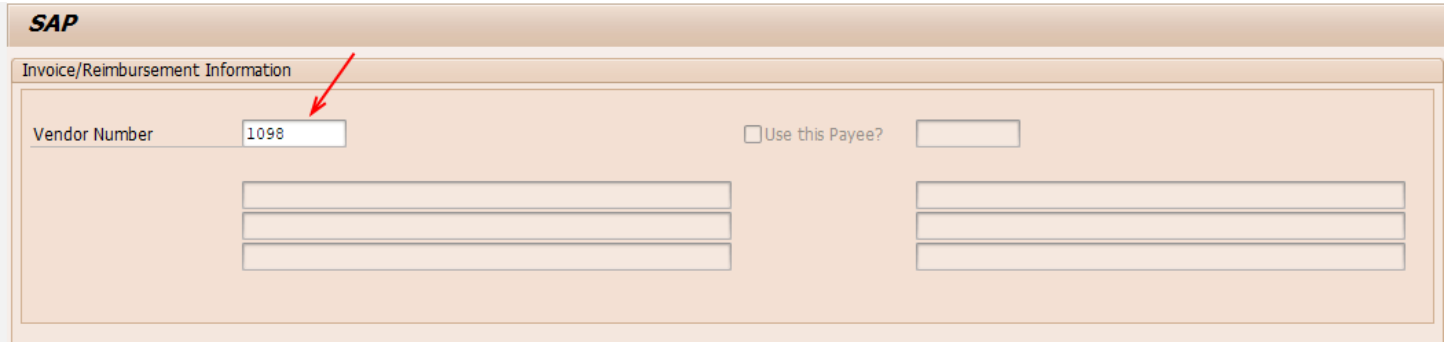
Payee Links/Address Verification

All vendor invoices are required to contain an address listed that matches their SAP vendor record no matter the payment method. The address can be on the main vendor record or on a payee link. Some payee links are set up as an address reference only and are not to be selected. If a vendor's payment method is **Check**, the main vendor address or a payee link with the correct address is necessary for the payment to process. If the vendor record does not contain an address associated with their invoice, advise the vendor to update their vendor record**.** Information on this process can be found at **Vendor Self-Service**.

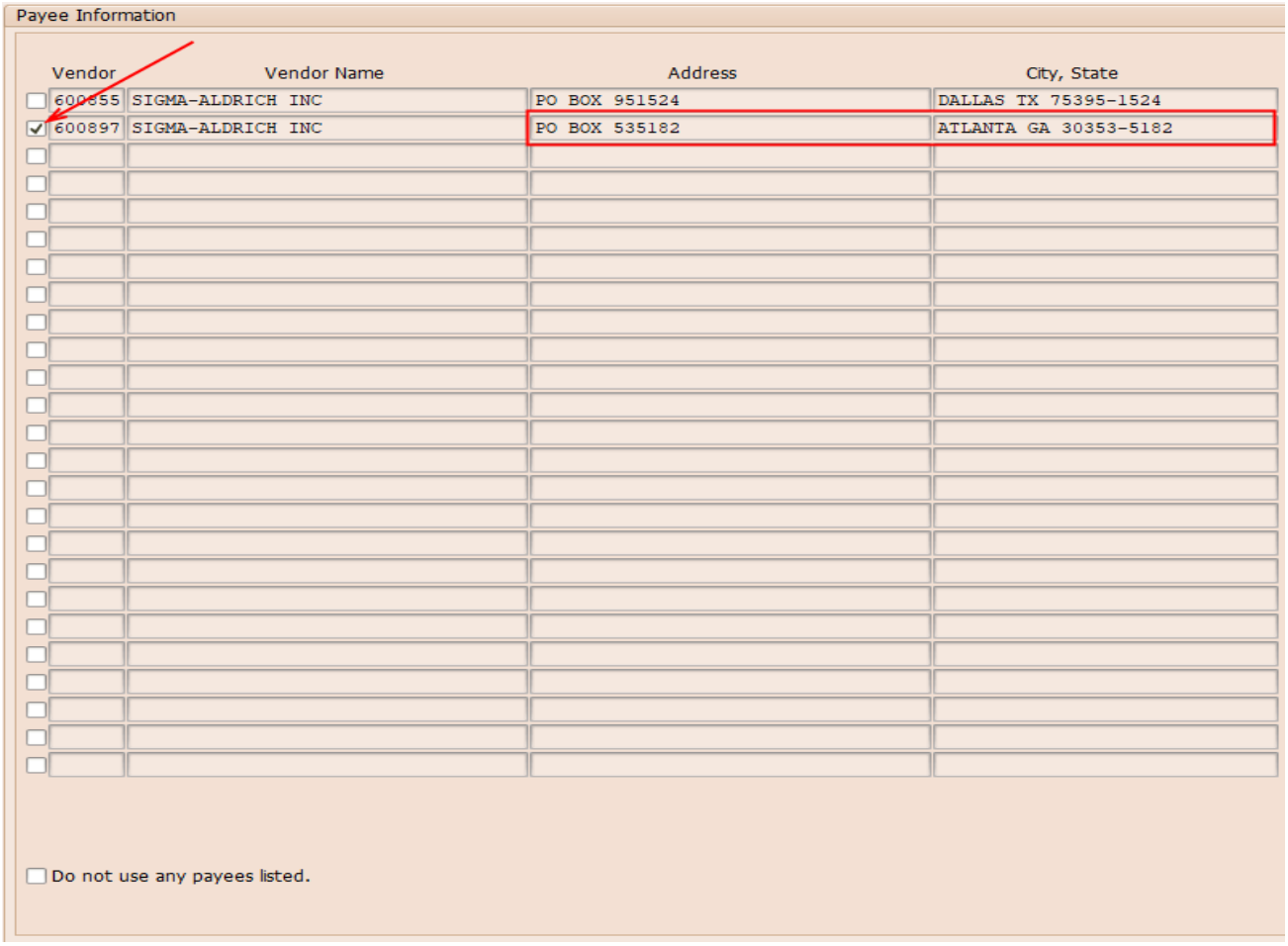
When to use a Payee Link.

Below is an example of a vendor that is paid via check and does require the use of a payee link to process payment. Vendor number 1098 “SIGMA-ALDRICH INC”.

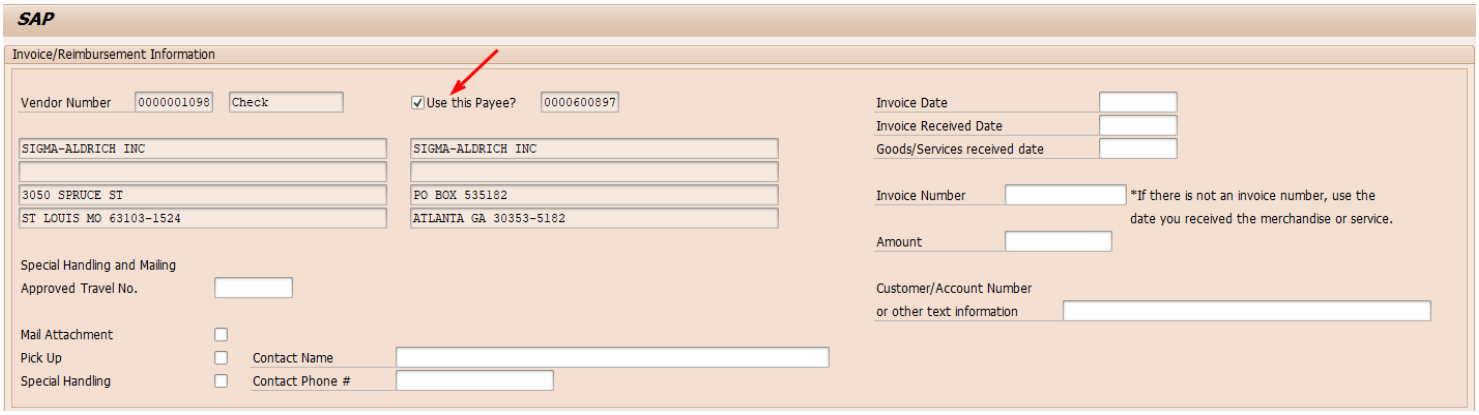
Enter the vendor number or do a search. Press enter to continue.



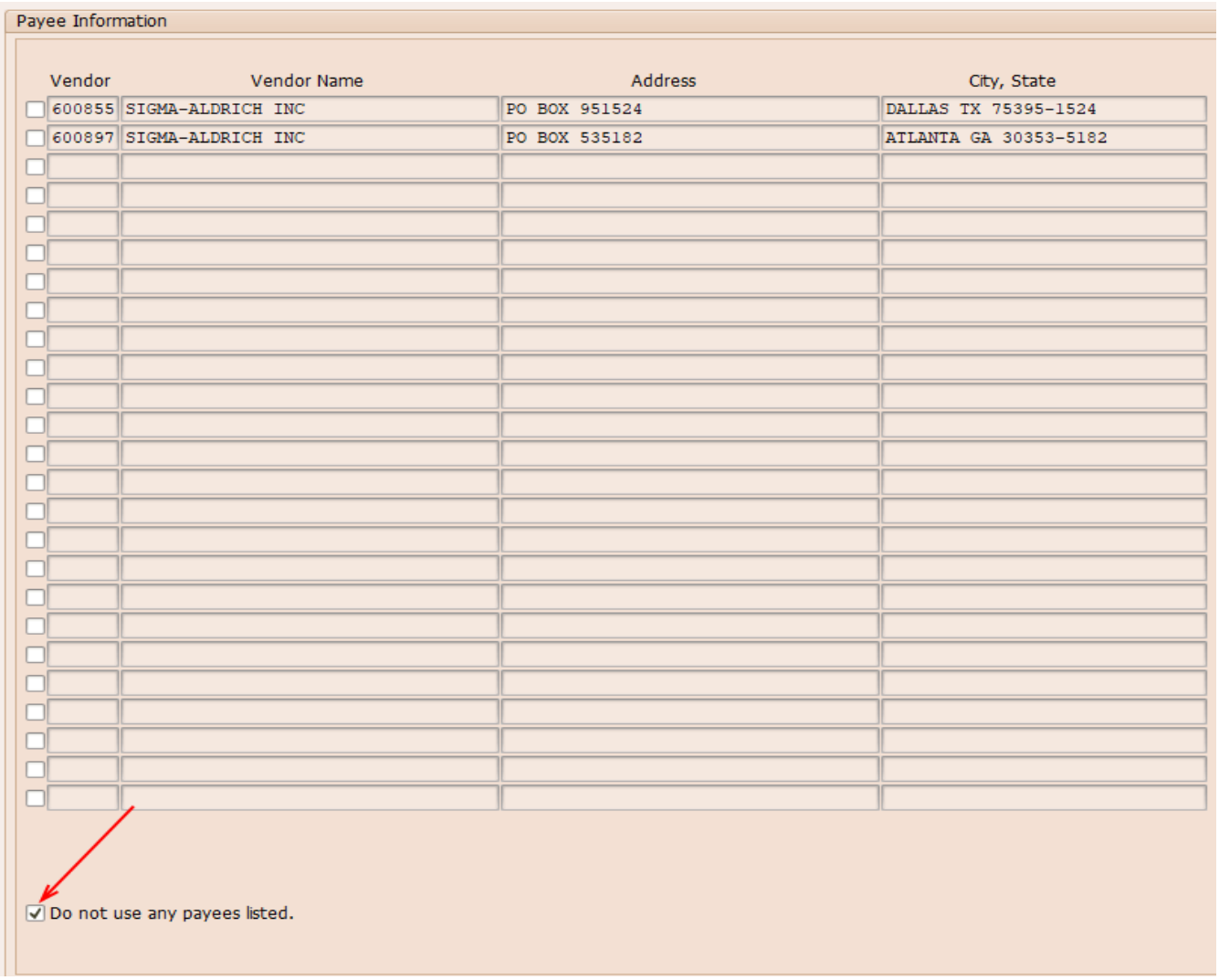
The list of payee links will display. Click the box of the payee link that has the correct address. Press enter to continue.



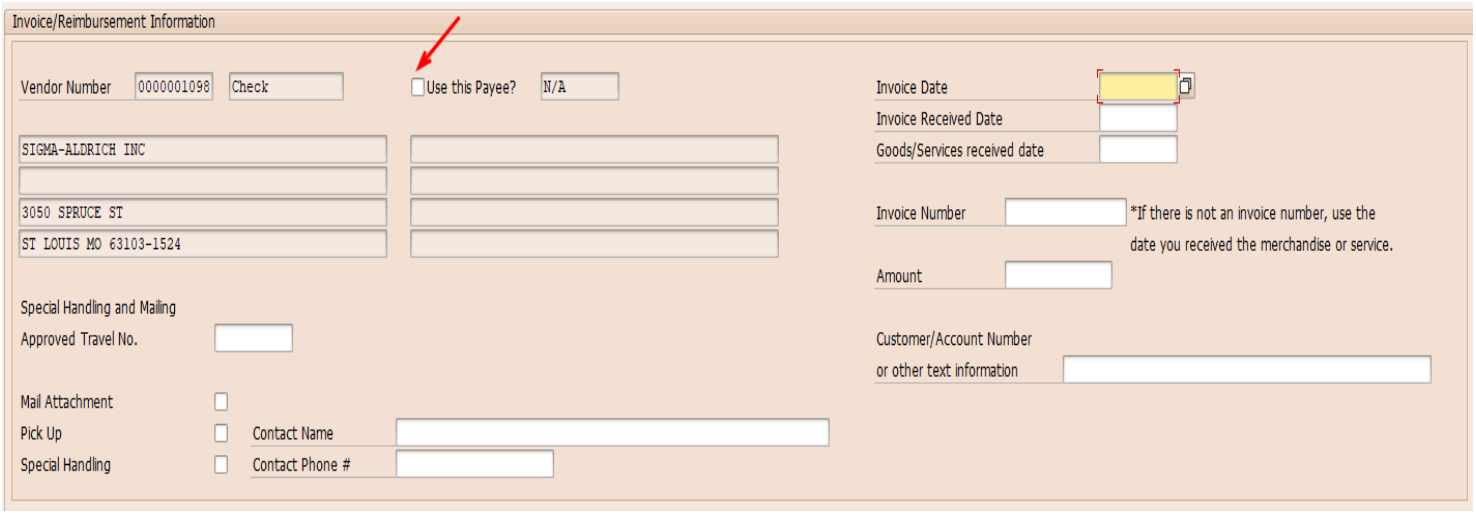
The **Use this Payee** box is now checked, and the correct Remit address is populated.



In some cases, you may not need to use a listed payee link. Click the **Do not use any payees listed** box at the bottom of the screen. Press enter to continue.



The **Use this Payee** box will not be checked, and no alternate remit address will be populated. The main vendor information will be populated.

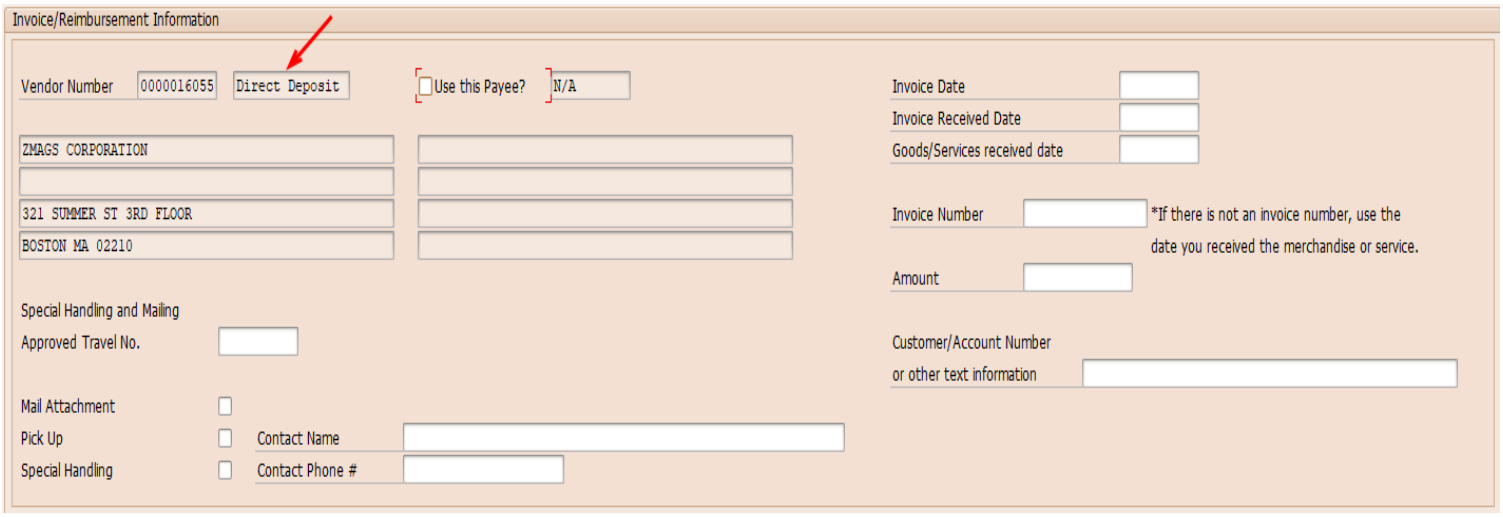


Payment Method

Payment method types are:

- Direct Deposit
- Check
- American Express (Credit Card)
- American Express BIP (Credit Card
- WEX (Credit Card)

This field is to the right of the vendor number and will auto populate based on the vendor record. Authorization from AP is required for any changes to the payment method, e.g. from Direct Deposit, to Check or AMEX, ABIP, WEXX to Check. It is not possible to change from any other method to Direct Deposit.

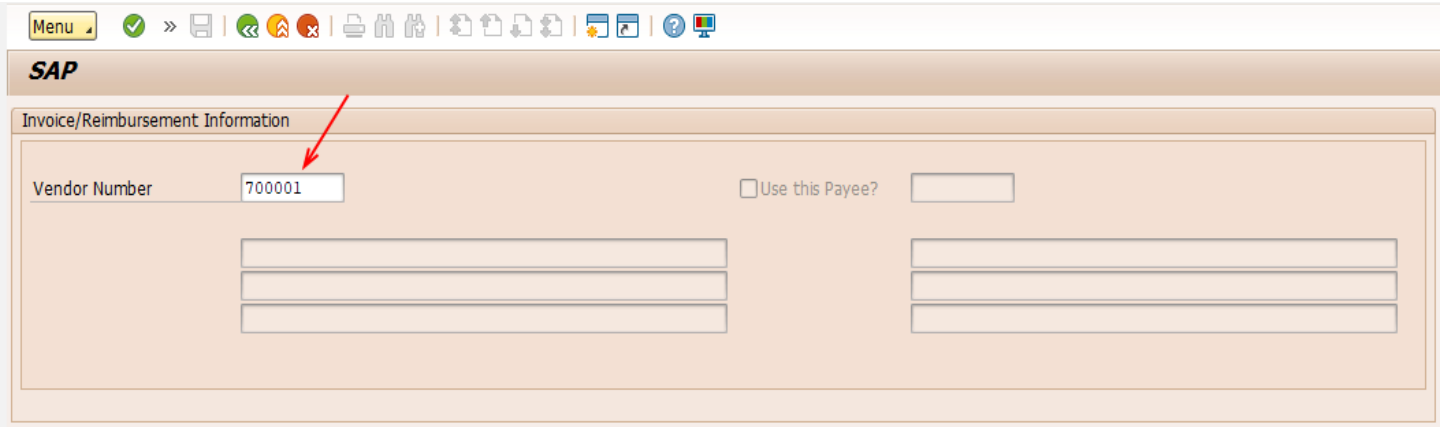


One-Time Vendor

Use the **One-Time Vendor** (aka **Generic Vendor**) number **700001** for domestic and foreign vendors or non-employee individuals that are being paid for a reimbursement or refund. The One-Time vendor number cannot be used on payments for goods or services from a business.

To use this vendor number:

Enter 700001 in the Vendor Number field. Press enter to continue.

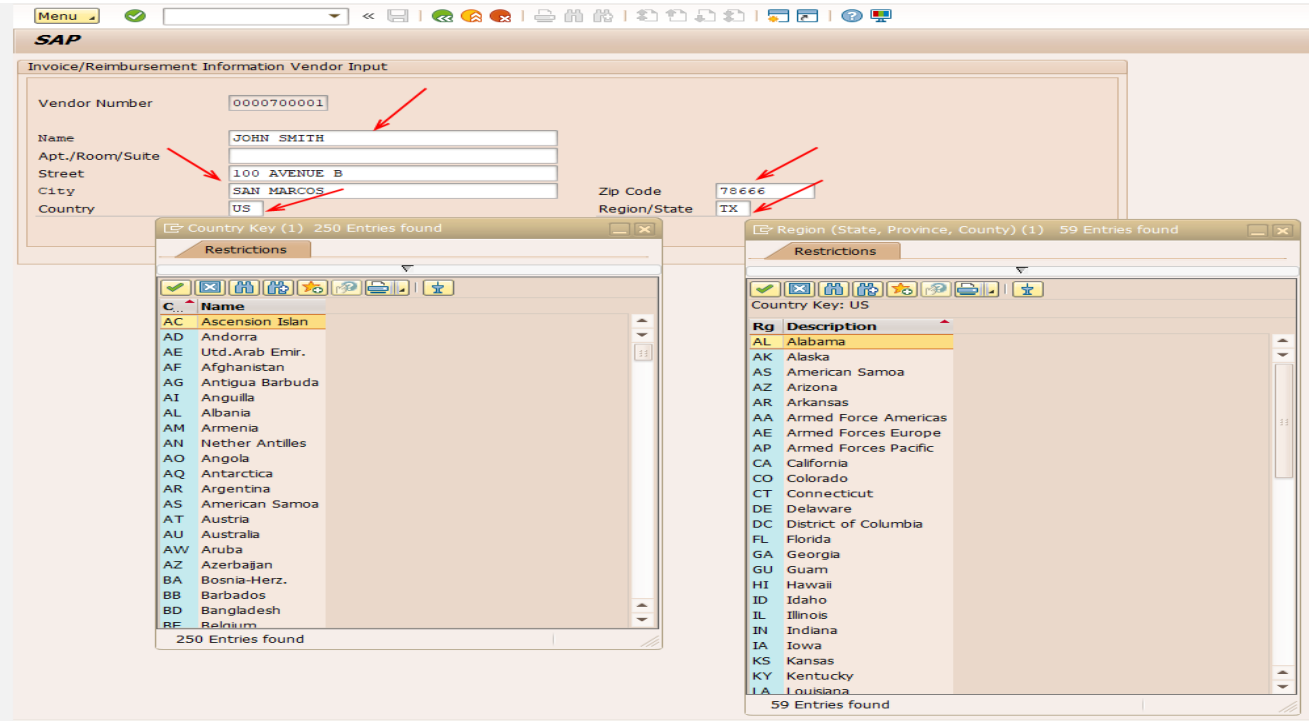


There will be no vendor information populated, as the One-Time Vendor does not have a vendor record in SAP.

Enter the following:

- The vendor name and address.
- If a foreign vendor, you must enter the correct country code.
- 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.

Press enter to continue.



The payment method for One-Time Vendors can only be **Check**.

Invoice Information

Third-Party Vendor Invoices

Review the vendor invoice for the following before you start to enter the data for payment:

1. Vendor name (must match SAP vendor record).
2. Address (must match SAP vendor record).
3. Billed To: Texas State University.
4. Invoice Number.
5. Invoice Date.
6. Detailed description of goods or services provided.
7. Current amount due (Past due balances cannot be paid with current charges on an invoice).

Additional facts about these invoices include:

- Vendor payments require an actual invoice. Quotes, statements, estimates, order confirmations or proforma invoices cannot be accepted.
- Personally paid receipts are only acceptable for reimbursements.
- Invoices must be legible with a clear description of the purchase. Faculty or staff cannot alter illegible documents. A reprint or revised copy is required.
- ITAC related purchases (e.g. software General Leger (GL) 738000 or software maintenance GL 726200) require invoice approval from IT Business Services prior to submitting the e-NPO. Contact ITAC to begin that process. These GLs are blocked from the e-NPO process and AP will only add them with ITAC approval for the purchase. The preferred process for ITAC related purchases is to create a Purchase Order as those documents allow for the use of the related GLs and the SAP workflow routes for IT approvals.

Employee Reimbursements

- All receipts must be itemized and show the expense amount has been paid in full. If charged to a personal credit card and the receipt does not exist, a copy of a bank or credit card statement must be provided. (Sensitive data must be blacked out except the employee name and the reimbursable charge.) Multiple receipts for the same person can be included on one e-NPO document.
- If the reimbursement is for an online purchase such as Amazon, a finalized receipt is required (not the initial order confirmation). The final receipt should include the “ship date”, along with the payment confirmation and method of payment. Sales tax is not reimbursable for goods. This restriction applies to AMAZON purchases as well. The preferred method is to do a Purchase Order for Amazon, as the university’s account is marked as tax exempt. You do not get that exemption when paying personally.

Non-Employee Reimbursements

- Non-Employees are not reimbursed for non-travel expenses as those items are included in their Contracted Services payment for the services provided. The same Contacted Service General Ledger number is used for all expense reimbursements covered in the contract.

Refunds

- In order to process a refund payment, the deposit slip showing where the funds were originally deposited is required to support actual receipt of the funds by the University for the requested refund amount.

Required Dates

All date fields are required to be completed. Do not enter dashes (-) in any date field. You may enter slashes in the date field (e.g. 02/25/2019 but not 02-25-2019).

Vendor Invoice Dates

- **Invoice Date:** Enter the date printed on the invoice. If an invoice does not include a date, enter the current date as the invoice date.
- **Invoice Received Date:** Enter the date the invoice was first received at the University. The received date on invoices is imperative to comply with the State of Texas 30-Day Prompt Payment Act.
- **Goods/Services Received Date:** Enter the date the goods were received, or the services were completed.

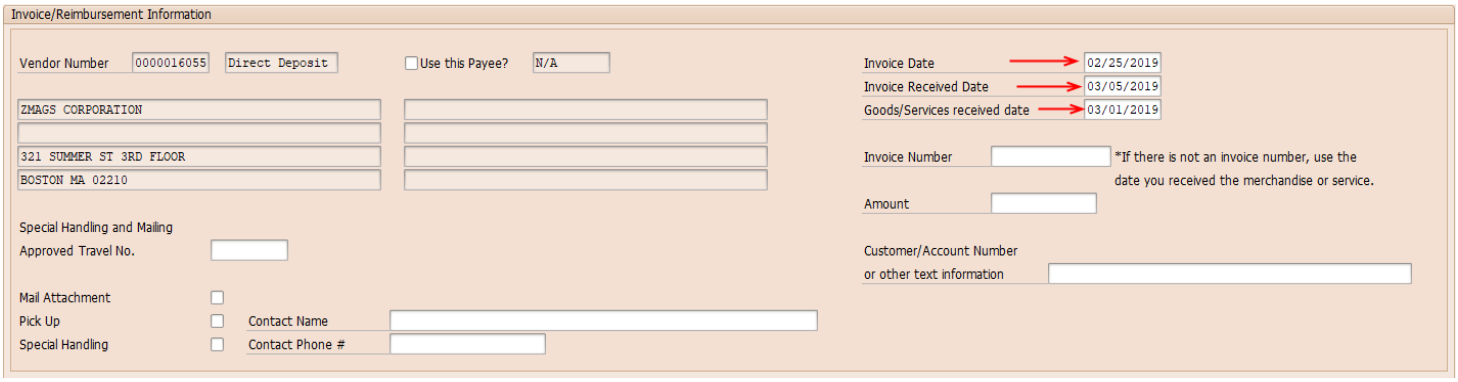
Baseline Date: SAP will determine the Baseline Date based on the latter of the invoice received date or the goods/services received date. The Baseline Date determines if the payment complies with the State of Texas 30-Day Prompt Payment Act. Interest is due to the vendor if payment is not paid within the required timeframe.

Reimbursement Dates

- **Invoice Date:** Enter the current date.
- **Invoice Received Date:** Enter the current date.
- **Goods/Services Received Date:** Enter the current date.

Refund Dates

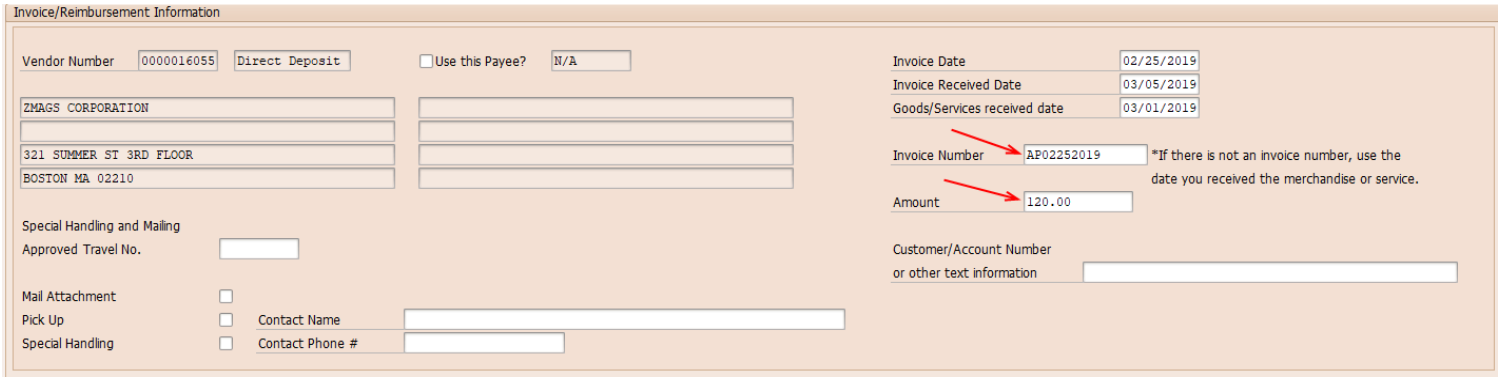
- **Invoice Date:** Enter the current date.
- **Invoice Received Date:** Enter the current date.
- **Goods/Services Received Date:** Enter the current date.



NOTE: Texas 30-Day Prompt Payment Act: Beginning on the day after the payment is due (30 days after the Base Lind Date) interest accrues on the unpaid balance at the rate determined by the State. The interest ceases to accrue on the date AP creates a check payment or electronically transmits the payment to the vendor.

Invoice Number Field

- For third-party vendor invoices enter the invoice number printed on the vendor invoice. Ignore dashes, slashes and spaces.
- For employee reimbursements and other various reimbursements to individuals, the invoice number should be as follows: MM/DDREIMB where MM/DD is the current date (e.g. **07/25REIMB**).
- 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:
    - **Contracted Services** - Services provided on a contractual basis or one that provides a service.
      Use the last service date or end date listed on the FS-03 form followed by the last name of the payee. MMDDYY Last Name (e.g. **063019SMITH**).
    - **Membership Dues** - Membership fees or annual dues or fees for certain organizations.
      Use the date range for membership/dues/fees - MonthYYMonthYY
      (e.g. **June19May20**).
    - **Registration Fees** - Registration for workshops, conferences and seminars.
      Use the first date of the event – MMDDYY (e.g. **063019**).
    - **Refund -** For refunds to non-employees, cancelled seminar attendance, study abroad cancellation and other various refunds.
      Use the current date followed by REFUND – MM/DDREFUND (e.g. **06/30REFUND**).



Amount

Enter the current amount from the invoice or total of the receipts if a reimbursement. For a refund enter the original deposit amount received from the person the refund is for.

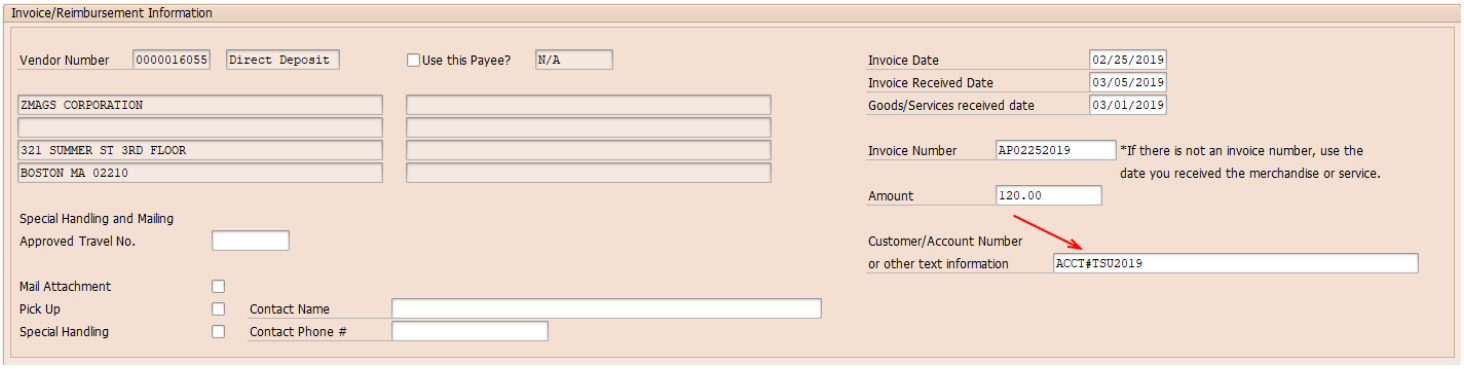
NOTE: Sales tax may be paid or reimbursed on taxable purchases at the discretion of the Account Manager. Prior to a taxable purchase, Account Managers should advise their employees whether the taxes will or will not be reimbursed.

Sales tax may not be paid or reimbursed on tax-exempt purchases. If a purchaser fails to submit an exemption certificate for a tax-exempt purchase, they are personally responsible for the sales tax portion of the payment. See **FSS PPS 03.16**, Sections 02.05, 02.06 and 02.13 for information on sales taxes and the Cabinet Officer Approval requirement to reimburse sales tax on tax-exempt purchases. Information is also provided at
Texas Sales Taxes on Purchases.

Customer Number/Account Number/Text Information

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

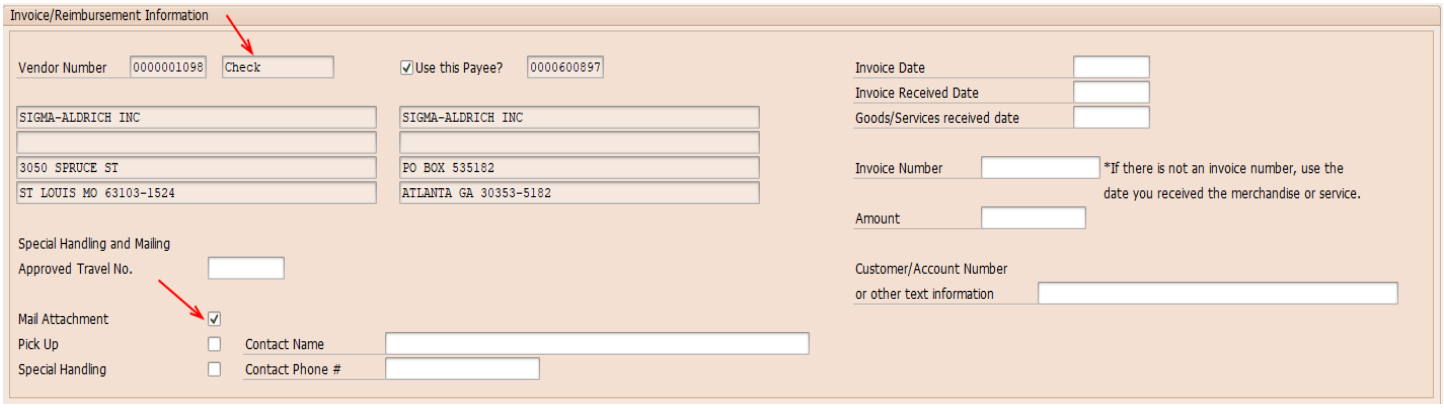
- **Third- Party Vendor invoices** – Use one of following if listed on the invoice: account number, customer number, order number or project number.
- **One-Time Vendor # 700001**- Payee's last name and purpose of payment (e.g. SMITH – Supplies Reimb).
- **Contracted Services** – Brief description of services (e.g. Guest Artist).
- **Membership Dues** - Name of member, membership number and dates covered.
- **Refunds** - Brief description of refund, (using the general vendor #700001), the payee's last name and a brief description of refund.
- **Registration Fees** – Name(s) of attendee(s) and dates or name of the function.
- **Reimbursements** - Brief description of purchase (e.g. Lab Supplies).



Mail Attachments/Pick Up/Special Handling

Mail Attachment

If an invoice has a portion that needs to be returned with the check payment, click the Mail Attachment box. This will notify AP to print the invoice attachment to mail along with the payment. This option is only available when the payment method is check. If AP determines in their audit that additional documentation is required with the mailing of the check and the creator did not select the box, AP can make the change. For registrations and other items that require additional documentation, AP will make the selection rather than reject the item back to the department for correction.

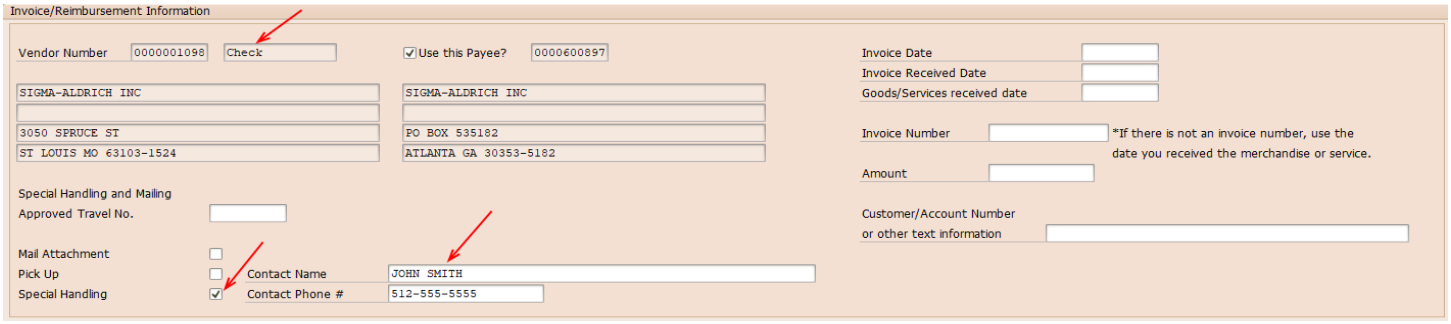


Pick Up

When check pick-up requests are in compliance with the Check Pick-Up Process **FSS/PPS 03.12**, and have been approved, click the Pick Up box. If the box is checked, you will also be required to enter a contact name and phone number of who will pick up the check at JCK 188.

Special Handling

If sensitive information (e.g. social security numbers) will be included with the mailing of a check, click the box. You will also be required to enter a contact name and phone number of who will pick up the check.



Rush Payment

If a rush payment is required due to a commitment to the vendor or a past due invoice, you must provide a request to AP. Email payables@txstate.edu with the **e-NPO document number and "RUSH PAYMENT"** in the subject line. Include the required payment date needed in the body of the email. You will also need to notify any approvers in the Workflow that the e-NPO is a rush. The department is responsible for monitoring the workflow for approvals via the Monitor Report. AP cannot post for payment until all approvals are received and the document is in the AP workflow.

Business Purpose/Comments

All third party vendor purchases, reimbursements and refunds require a valid Business Purpose.

Valid Business Purpose

A valid business purpose is required for all purchases made on the University's behalf. The business purpose should provide a clear and concise explanation as to the primary purpose of the goods or service for which the payment is being requested. Acronyms should not be used in the business purpose description. It should also state how the goods or service relates to the University's educational mission.

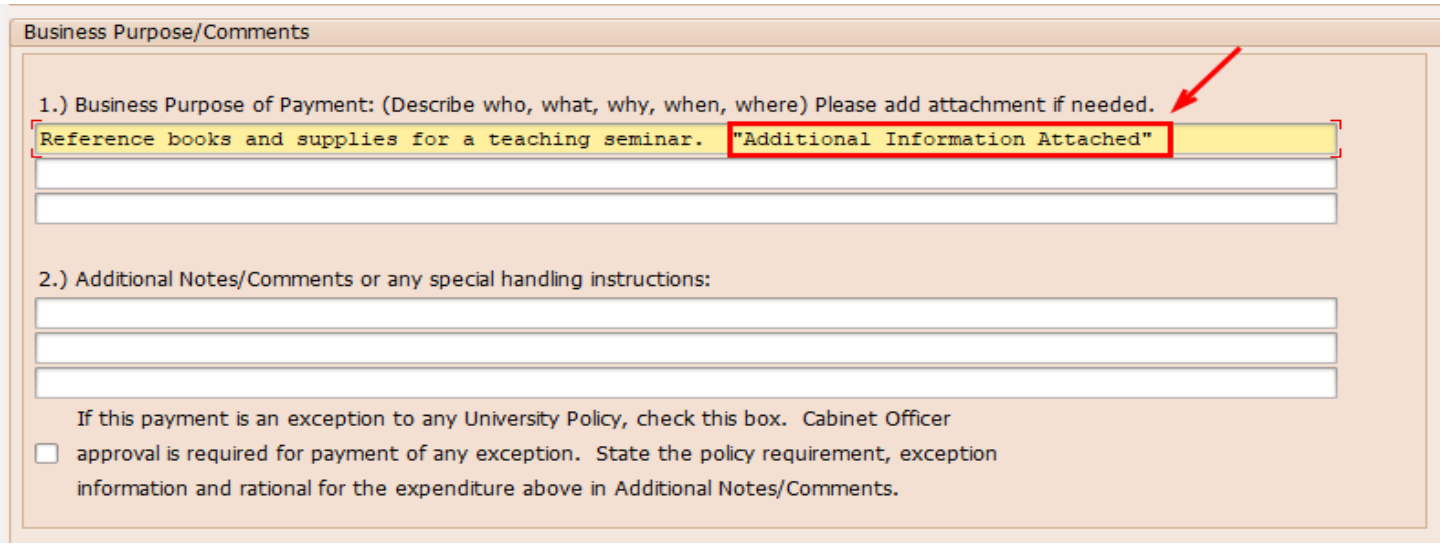
In some cases, it may be beneficial to use the AP-12 Alcohol, Flowers, Food, and Refreshments Expense Authorization Form such as for the purchase of the following.

- Alcohol
- Flowers
- Food and Refreshments
- Cabinet Officer Approval for any policy exception.

The AP-12 Form is located on the AP website **Form AP-12.** The form has sections for Business Purpose, Exception to Policy Request Rationale, Event Attendees, and Type of Attendees. Attendee information is required for the purchase of food and/or beverages. The form will save time as it guides you through the requirements needed before the payment can be issued.

The Business Purpose/Comments (section1) requires information to be entered. You will not be able to complete the e-NPO without providing the Business Purpose.

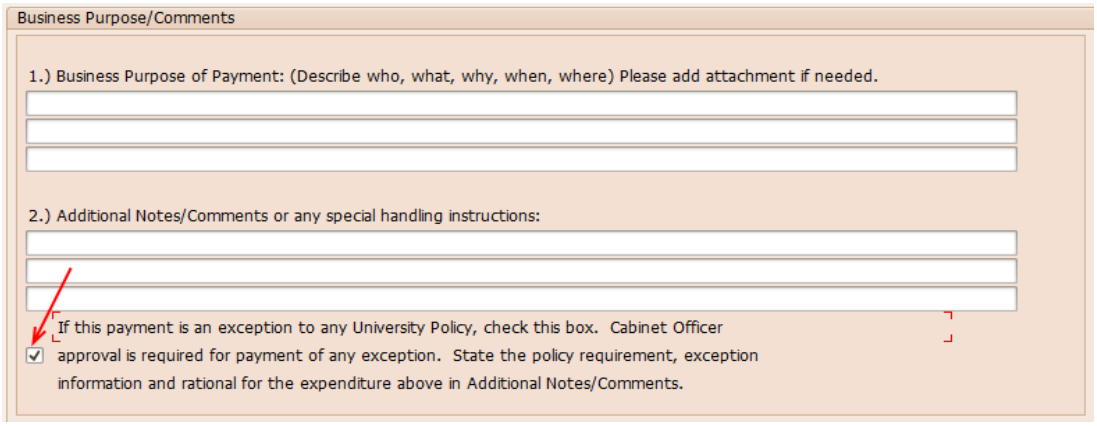
- The first line of this text will show on the SAP Budget to Actual report. Be as clear and descriptive as possible to assist with the intended use of the report. There are additional lines for information, which may be useful to justify why the expense is beneficial to the University. This will help the approvers reviewing the document in workflow. If additional narrative is needed it can be included as an attachment (PDF) on the e-NPO. Enter the information referencing the attachment in this field.



The Additional Notes/Comments or any special handling instructions (section 2) is used to add anything as an explanation for the payment request to help workflow approvers and AP to process the payment. A good explanation can speed up the process.

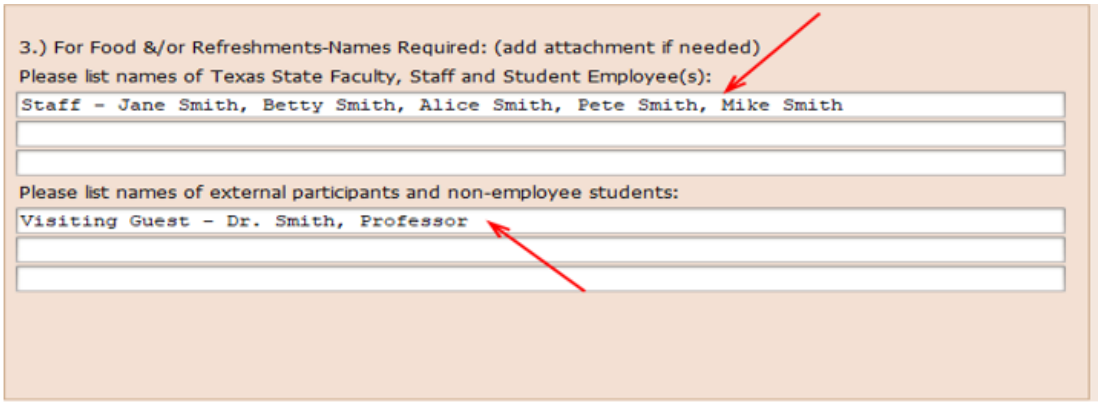
Exception to Policy

- If a payment is for a legitimate business expense but is not allowable under a current UPPS, you must select this box.
- Next, enter the rational in the Additional Notes/Comments section stating why the University should pay the expense. List the UPPS number and section number and a brief summary of the policy.
- This action will add a level to the Workflow for the department's Cabinet Officer who must approve payments outside of policy. Only Cabinet Officers can approve payments for exceptions to policy. **Note:** Cabinet Officer Approval can be obtained on a supplemental form such as the AP-12 or an email. Attach the approval document to the e-NPO (PDF format). **Do not place a checkmark in the box or the e-NPO will route to the Cabinet Officer.** Instead, make a note in the additional comments "See attached Authorized Approval".



Food &/or Refreshments

- Expenses for business meetings including meals, beverages, gratuity, and sales tax on taxable purchases may be reimbursed from University funds. The AP-12 form can be used to explain the business purpose and obtain approvals. Attach the form to the e-NPO.
- If the number of attendees is 19 or fewer a list names is required for business meals. The attendees must be defined as either external, students or employees of the University. If there are 20 or more attendees then a general description of the attendees is required (e.g. external, student, employee or all). The AP-12 form can be used for this information.
- If you have a list of names in a file (e.g. Excel spreadsheet converted to a PDF), you can type "See Attached" in this section. Then attach the PDF document when prompted to add attachments.
- Select the following link for a summary of the **Business Meal Policy.**



Account Information

Texas State University follows the "Texas Comptroller Manual of Accounts" Texas Comptroller

NOTE: The Texas Comptroller GL accounts are four digits. The University's GL accounts are six digits. Two digits are added to the end of the Texas Comptroller General Ledger Accounts for the University's use.

The **AP Commonly Used GLs** list is located on the AP website for guidance on choosing the correct GL account for expenses that departments normally use. Up to seven different lines of data can by entered on the e-NPO document for GL accounts, cost centers or internal orders and funds.

General Ledger Accounts

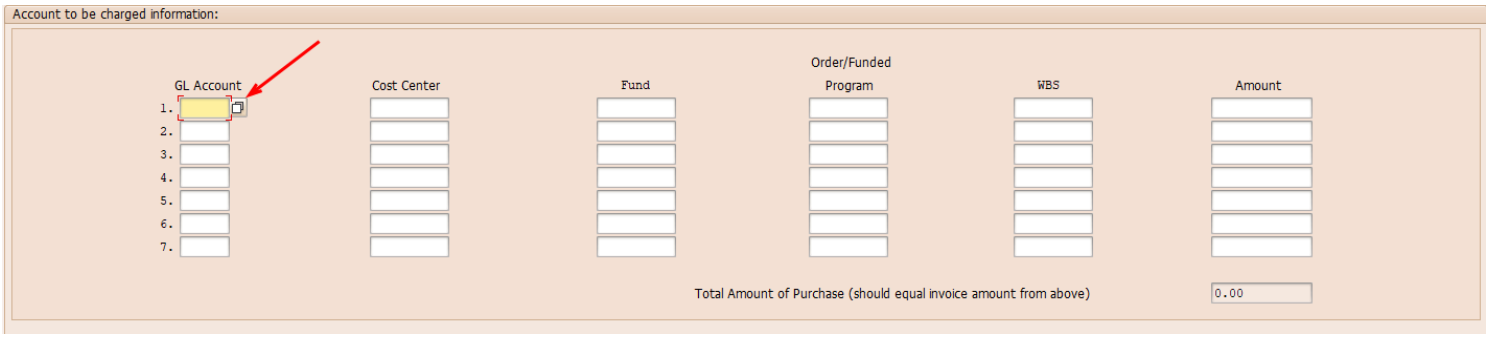
GL accounts are a set of numbered accounts (six digits) the University uses to keep track of its financial transactions and to prepare financial reports. Each GL account is a unique record summarizing transaction history. The following are the different GL account types.

- Asset – Begins with "1"
- Liability – Begins with "2"
- Revenue – Begins with "4"
- Expense – Begins with "7"

Note: Assets cannot be processed via e-NPO. You will need to create a Purchase Order to process payment for those type of expenses.

Note: The GL (731601) for Bottled Water must always be broken out for employee reimbursements. For Catering and payments to vendors, bottled water can be included in the Food GL 731600.

Enter the six-digit GL account if known. If you do not know the GL account, you can search on this field by clicking the white box to the right of the field.

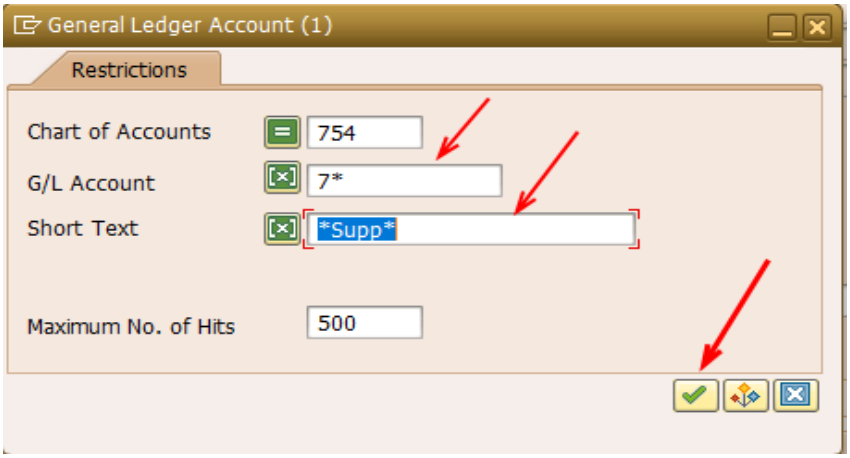


GL Account Search

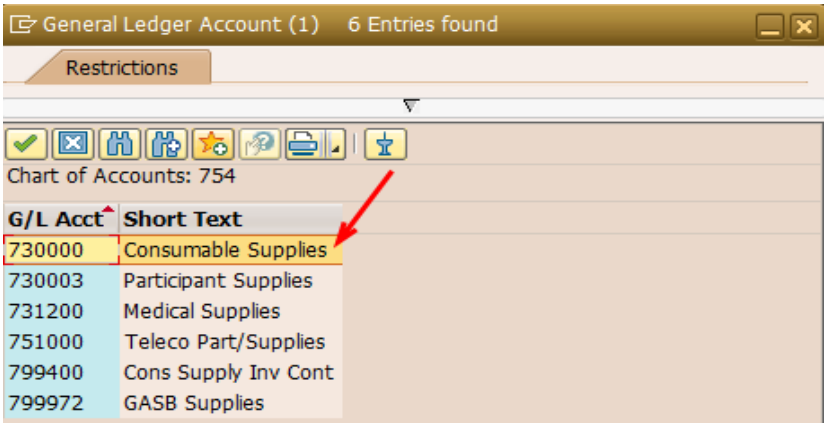
The following are examples of how to search for a GL account.

EXAMPLE by Short Text: Enter part of the word (must start with a capital letter) with an asterisk before and after the word (e.g. *Supp*).

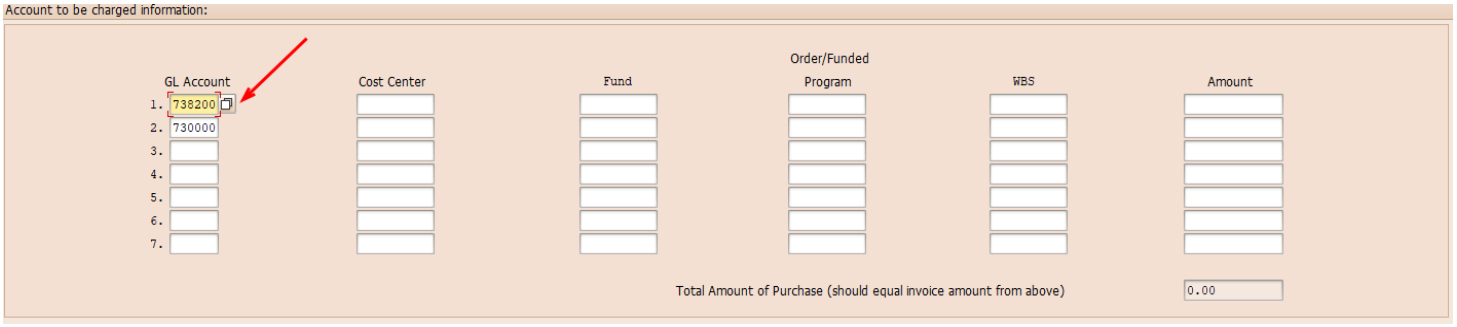
EXAMPLE by Number: Enter the first number of the type of GL account needed. For an expense GL number enter 7* with an asterisk. For the other GL account types, refer to page 20. Enter data in both fields to narrow your search results. Click the green checkmark to get search results.



Double click on the correct GL account from the list and it will populate the field.

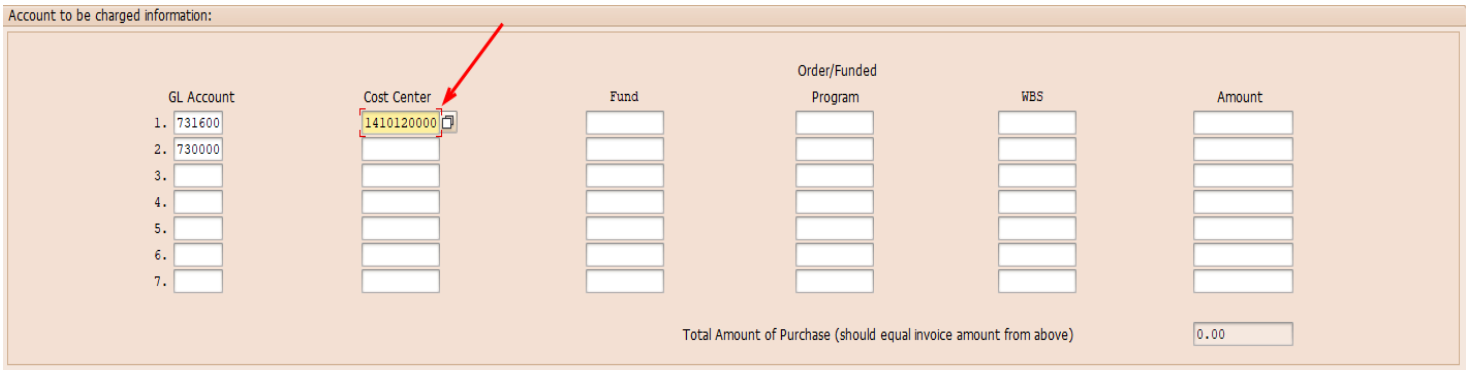


If the receipt/invoice includes multiple expense items, (e.g. Book/Ref Material GL 738200) and Consumable Supplies GL 730000), you must break out the charges and code them to the correct GL accounts. Follow the process above to search for multiple GLs or enter the number if you know it.

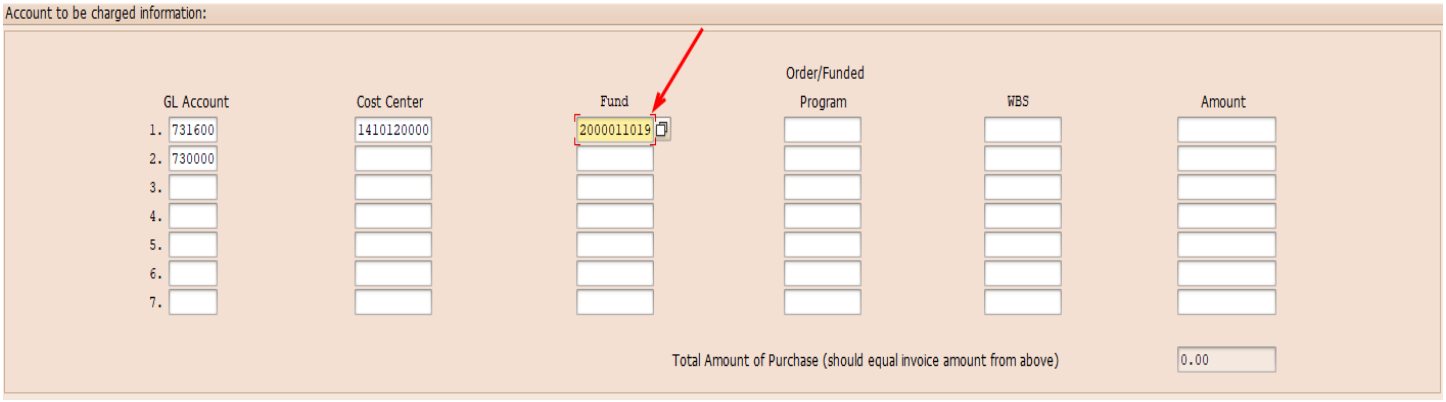


Cost Center/Fund/Order/Funded Program/WBS

The **Cost Center** identifies the area of the University in which the expenditure(s) occur and the hierarchy of responsibility. Enter the ten-digit Cost Center assigned to your department if you know it. To search for a Cost Center, click on the white box to the right of the field.



Enter the ten-digit **Fund** associated with the Cost Center entered. The search option is available for this field as well if needed.



Internal Order or Funded Program

An Internal Order or Funded program can be a Program, Grant or Project. All require a fund to be associated with them. They are used to separately account for activity managed by departments or organizational units. The accounts are usually time dependent with specified end dates. The first digit of the Internal Order or Funded Program number identifies the type of account and required data elements for the e-NPO entry. The following defines this:

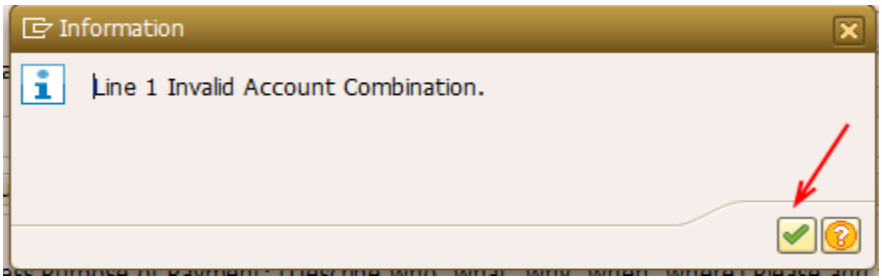
- 1* = Coordinating Board Grants - Do not require a Cost Center.
- 5* = Statistical Orders - Require a cost center and fund.
- 7* = Construction/Capital Projects – Do not require a Cost Center.
- 8* = Grants - Do not require a Cost Center.
- 9* = Funded Programs - Do not require a Cost Center.

NOTE: The WBS column in this section is never used and no entry should be made in any of those fields.

Account Combinations

Account combinations consist of a Fund, Fund Center, Internal Order or Funded Program that make up a unique combination. Note that the term Fund Center in SAP equates to a Cost Center and that the terms are used interchangeably. You may have multiple accounts for different functions and expenses.

SAP verifies Account Combinations. You will not be able to advance to the next step unless the combination is correct. The following error message will display if errors are found.



If you enter an Account Combination and the data is correct but you get the error message, contact the Financial Reporting & Analysis Office for assistance at **fiaccountrequest@txstate.edu**.

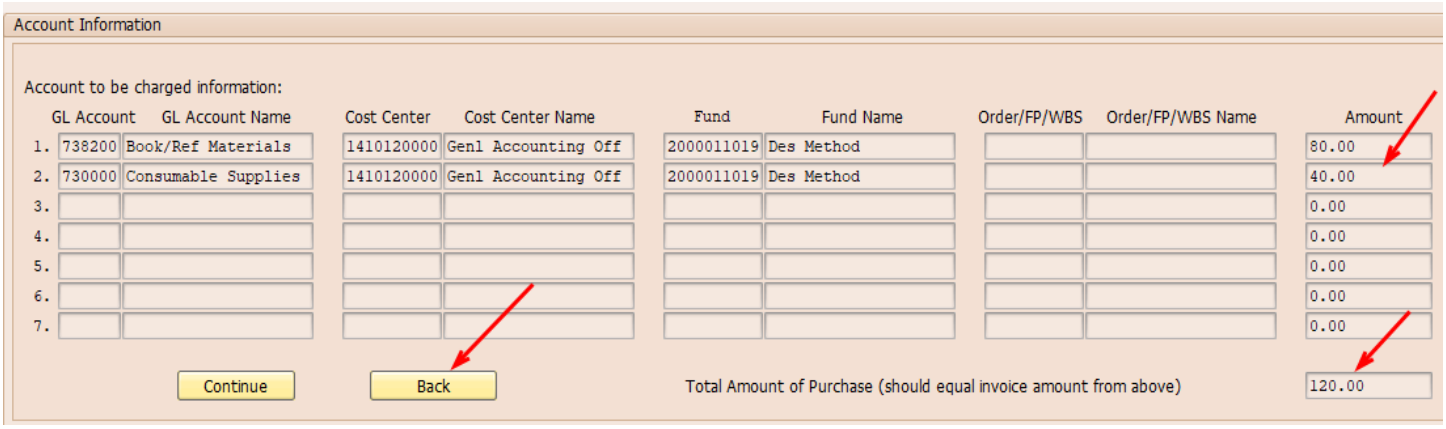
Click the green checkmark to clear the error and enter the correct Account Combination.

Budgeted funds must be available at each approval level in the workflow in order to continue processing.
e-NPOs do not encumber funds. If funds are not available, the next approver will need to reject the document. The initiator can then obtain additional funding and restart the workflow. This is explained in the Monitor Report instructions on pages 30-36

Amount

The total of the columns must equal the amount entered above in the amount field. The "Total Amount of Purchase" field will auto populate with the sum of the amounts entered on each line.

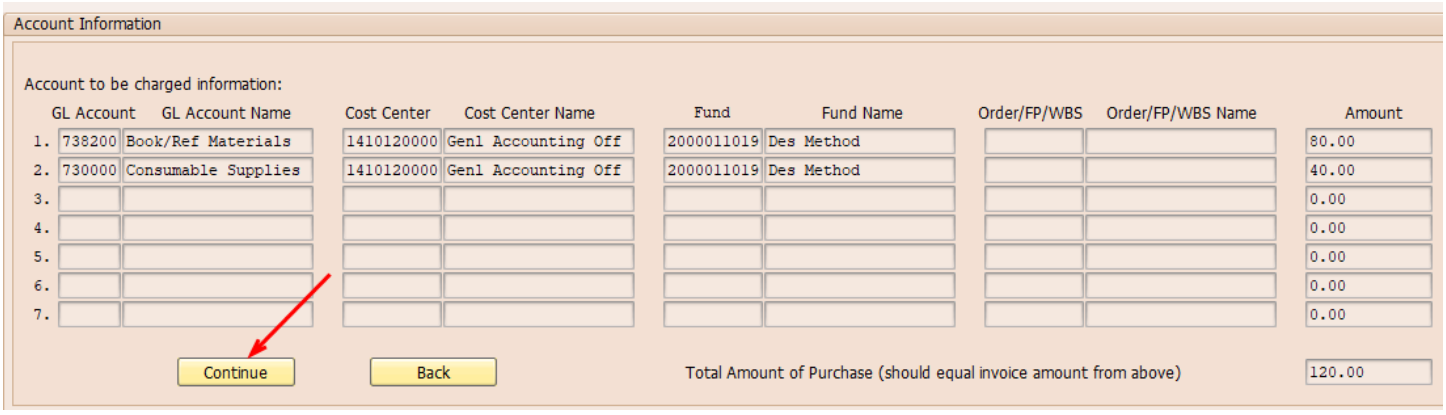
Press enter for the final review screen.



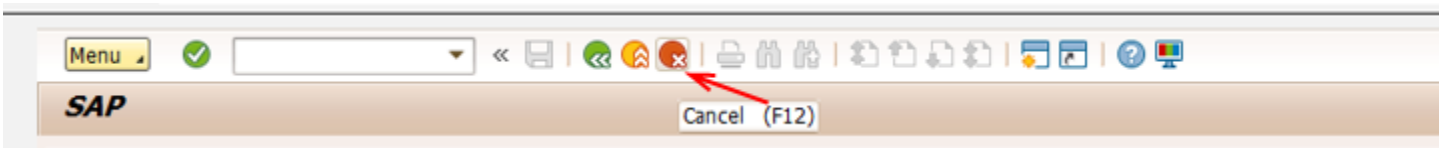
NOTE: If you notice that any of the data needs to be changed, click on **Back** and it will allow you to correct the data.

Once the document is successfully created you will not be able to go back and make any changes in the e-NPO creation screen. The document will be created when you press; "Continue". If you need to make changes after you click the Continue box and the document has been created, follow the Monitor Report Instructions on pages 30-36.

Make the necessary changes if any are required. Press enter for the final review screen. Review the document once more, if the data is correct, click **Continue** to create the parked document.



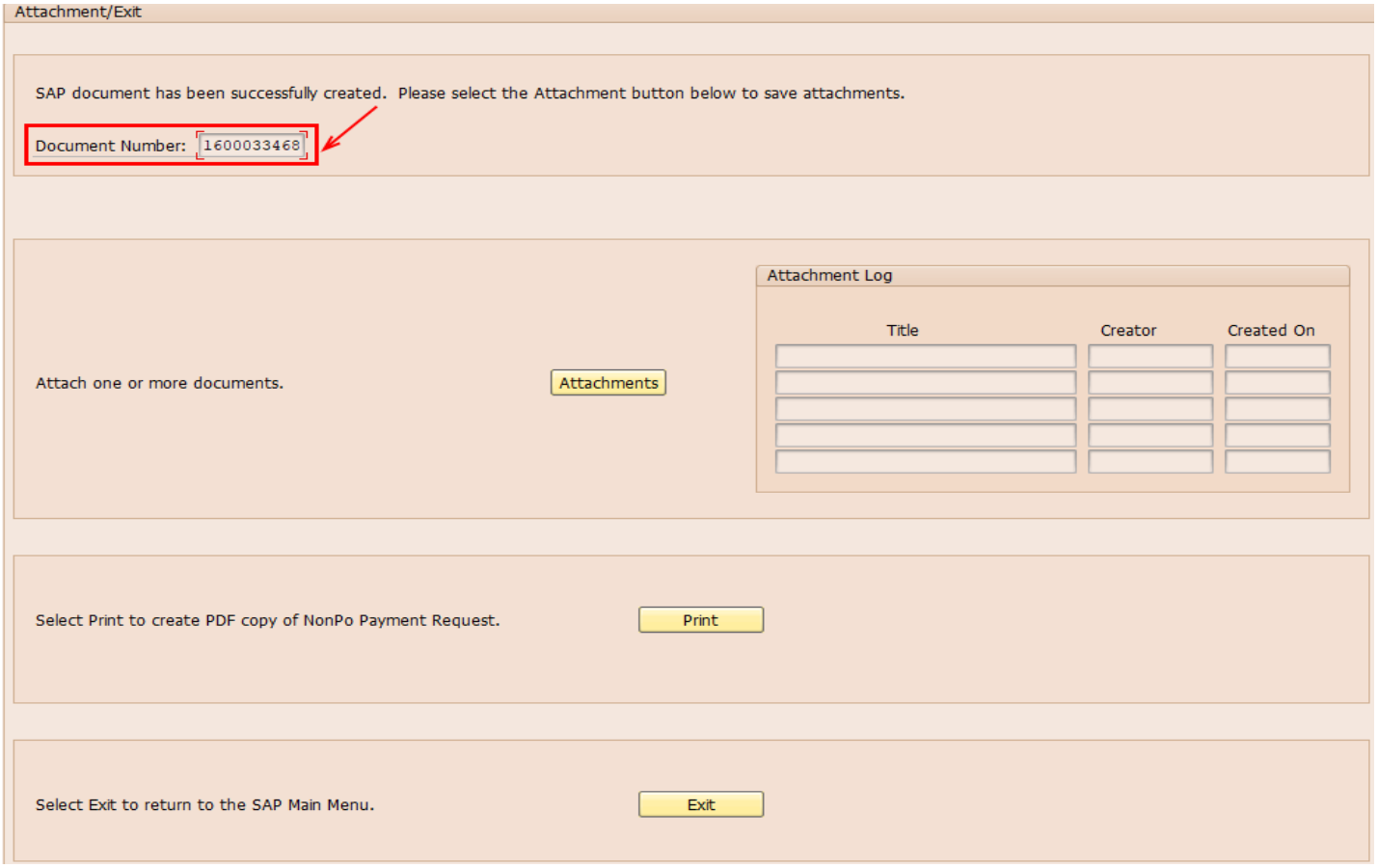
NOTE: If you need to cancel or exit the form without creating a document, click the **Red X** (**Cancel Icon**) at the top of the screen. This will take you completely out of the form and no data will be saved.



Attachments/Print Screen/Exit and Saving

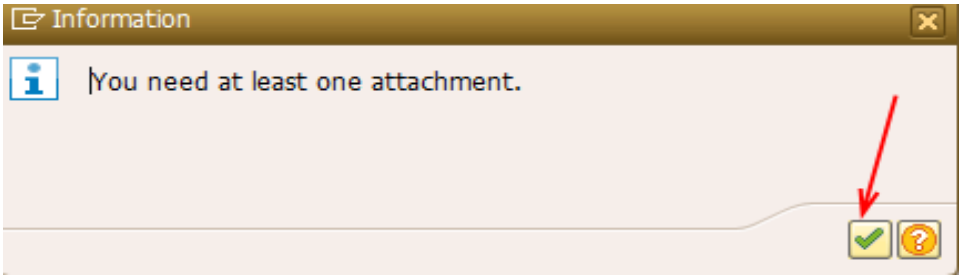
After you click **Continue**, the following screen will display if there are no errors on the entry.

A ten-digit document number will generate. e-NPO document numbers start with16* (e.g.1600033468)



At least one attachment is required in order to exit the document. Attachments are recommended (preferred) to be in PDF format. If a document is attached in any other format and not readable, the creator will be contacted for a clearer version and submission as a PDF may accomplish that. The following error message will display if you attempt to exit without adding an attachment.

Click the green checkmark to clear the error box.



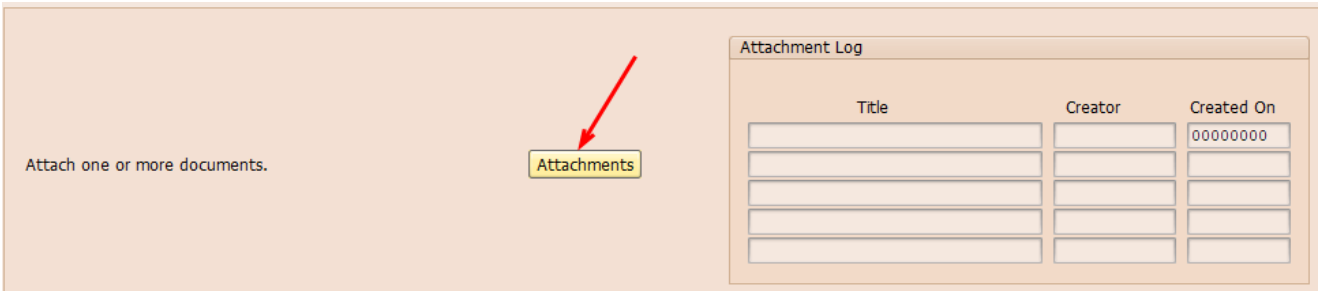
Required Supporting Documentation

The following are examples of supporting documentation:

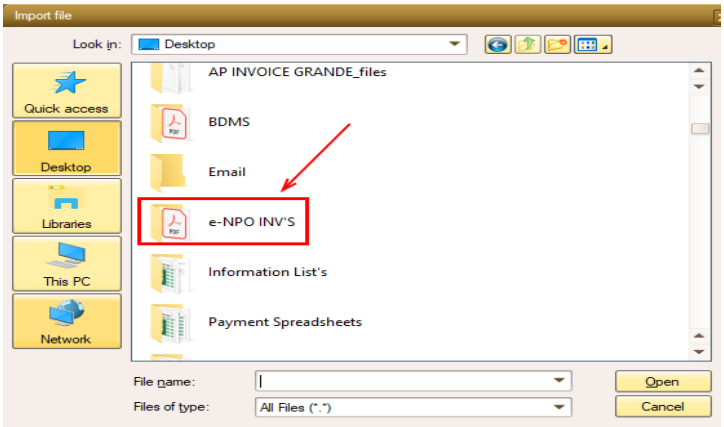
- Third Party Vendors require a vendor invoice or a FS-03 form.
- Reimbursements require itemized receipts.
- Refunds require copies of initial payment receipts and deposit slip.
- Employee Reimbursement Certification Statement is required when the creator is not the employee receiving the reimbursement. The template is located on the AP Website on the Resources tab under e-NPOs **Employee Reimbursement Certification Statement.** You can create your own certification statement to use if it contains the same points as in the template at the link provided.

Attaching Documents

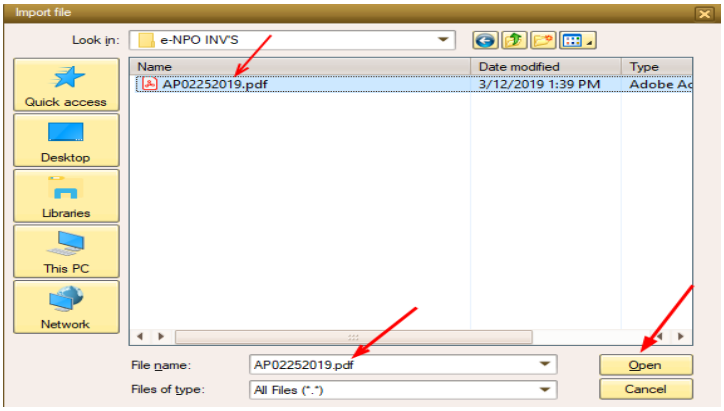
Click on **Attachments** to add documents.



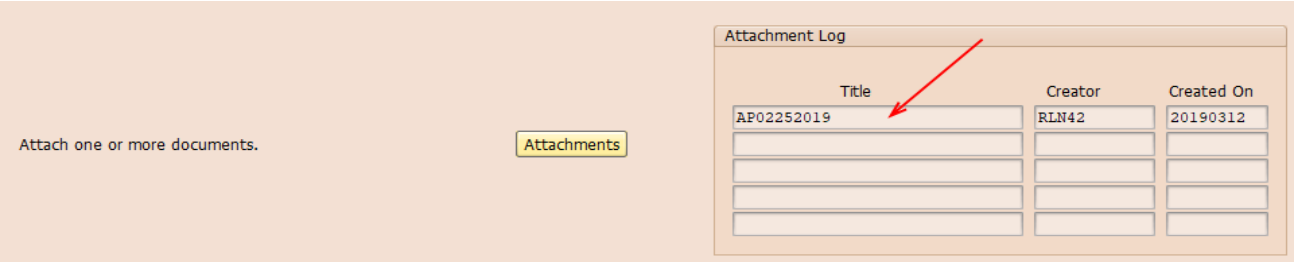
Locate the folder that contains the documents(s) that need to be attached.



Highlight the file you want to attach and then click open.

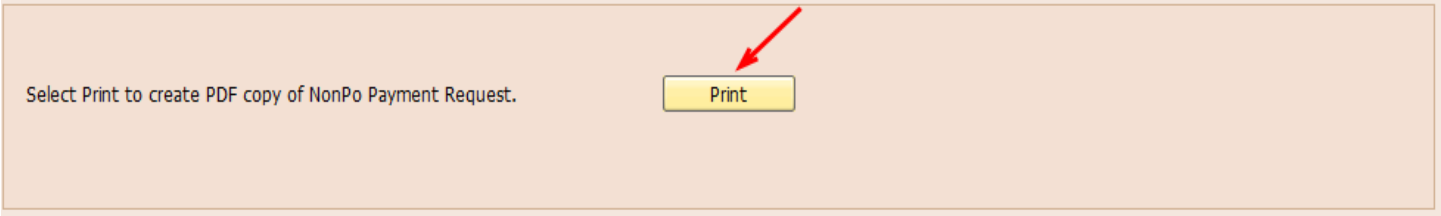


You will now see the attachment in the Attachment Log. If multiple attachments are needed repeat the process.



Print/Save

To print or save a copy of the created e-NPO document, click **Print**.



The document will open in Adobe and you will be able to save or print. The document will show the details of what was entered for payment processing. Once AP posts the document, this option will no longer be available.

Click on the **Save** icon to save the document to a file or your PC or click the **Printer** icon to print the document. Follow the software prompts to save the file where you want to locate it.

e-NPO Payment Request

Document No: 1600042015
Company Code: 754
Created By: RLN42
Created On: Aug 21, 2019
Document Date: Feb 25, 2019

Vendor No: 16055
ZMAGS CORPORATION

321 SUMMER ST 3RD FLOOR
BOSTON
MA 02210

Payee No:

Invoice No: AP02252019

Invoice Amount: 120.00

Invoice Date: Feb 25, 2019

ACCT#TSU2019

Business Purpose:

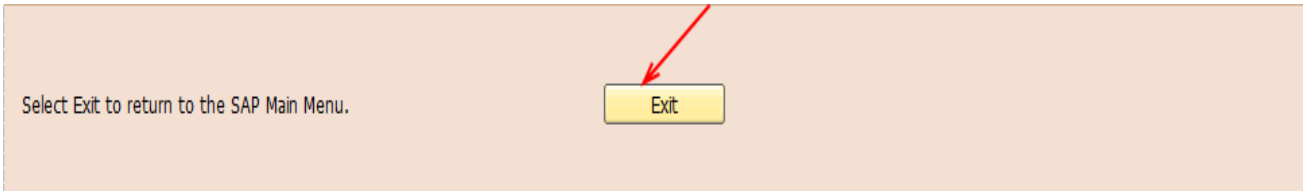
REFERENCE BOOKS AND SUPPLIES FOR A SEMINAR

GL Account	Cost Center	Fund	Order/WBS	Amount
738200	1410120000	2000011019		80.00
730000	1410120000	2000011019		40.00
			Total	120.00

Notes
Pick Up:
REFERENCE BOOKS AND SUPPLIES FOR A SEMINAR

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
	Account Manager	Ms Lisa C Braun			

Click **Exit** to return to the SAP main menu**.**



e-NPO Payment Request Monitor Report

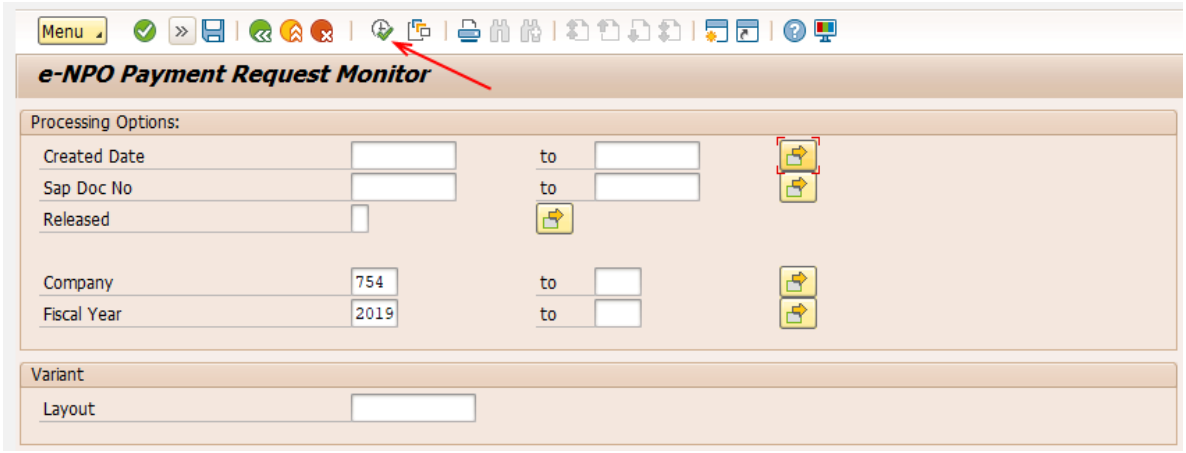
Summary - The e-NPO Payment Request Monitor Report (Monitor Report) is used to check the status of your e-NPO documents still in workflow (not yet posted). You will only be able to see documents you have created using your Net ID sign on in SAP.

NOTE: Once workflow is complete and AP has posted the document, documents will no longer appear on the e-NPO Payment Request Monitor report. The initiator will receive an email when documents have all the workflow approvals and AP has posted for payment. When a document is posted this does not mean that it has been paid**.** Use the following link for instructions on how to view posted/paid invoices within SAP to verify the status of the invoice: **View Vendor Invoice & Payment Activity.**

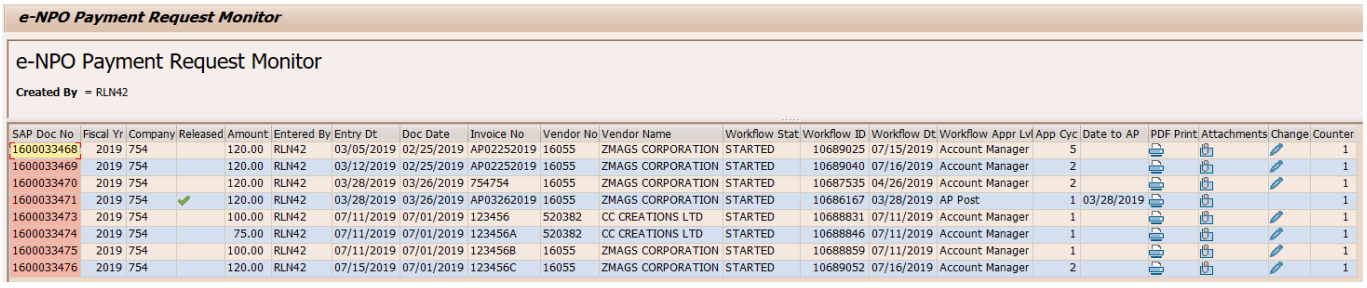
The payment will generally occur according to the rules of the Texas Prompt Pay Act unless there is a vendor hold. Vendor Requests or the State of Texas may apply vendor holds, which are not covered in this course. Payment will release when the hold is removed.

Enter SAP T-Code – **ZNOPO2** (e-NPO Payment Request Monitor)**.** Press enter to continue.

Select the **Execute** icon to advance to the next screen.

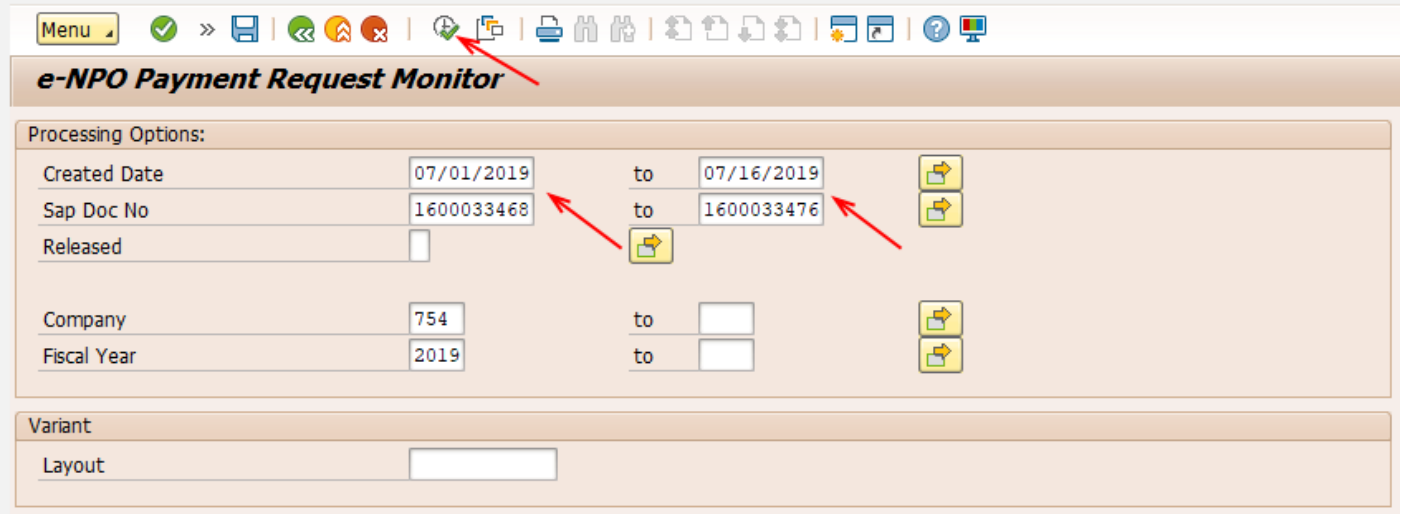


All of your un-posted e-NPO documents will populate.

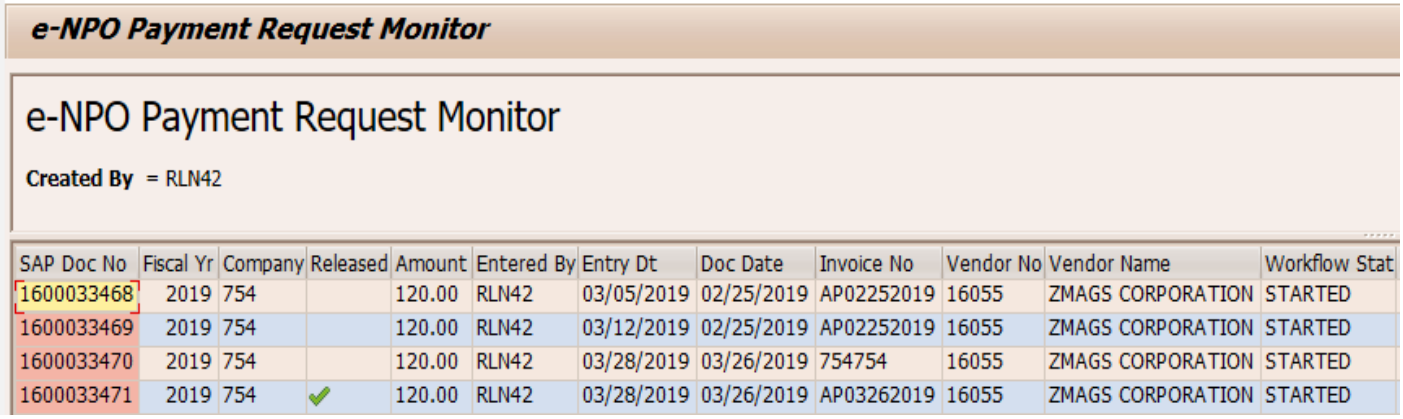


SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	PDF Print	Attachments	Change	Counter
1600033468	2019	754		120.00	RLN42	03/05/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	10689025	07/15/2019	Account Manager	5					1
1600033469	2019	754		120.00	RLN42	03/12/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	10689040	07/16/2019	Account Manager	2					1
1600033470	2019	754		120.00	RLN42	03/28/2019	03/26/2019	754754	16055	ZMAGS CORPORATION	STARTED	10687535	04/26/2019	Account Manager	2					1
1600033471	2019	754	✔	120.00	RLN42	03/28/2019	03/26/2019	AP03262019	16055	ZMAGS CORPORATION	STARTED	10686167	03/28/2019	AP Post	1	03/28/2019				1
1600033473	2019	754		100.00	RLN42	07/11/2019	07/01/2019	123456	520382	CC CREATIONS LTD	STARTED	10688831	07/11/2019	Account Manager	1					1
1600033474	2019	754		75.00	RLN42	07/11/2019	07/01/2019	123456A	520382	CC CREATIONS LTD	STARTED	10688846	07/11/2019	Account Manager	1					1
1600033475	2019	754		100.00	RLN42	07/11/2019	07/01/2019	123456B	16055	ZMAGS CORPORATION	STARTED	10688859	07/11/2019	Account Manager	1					1
1600033476	2019	754		120.00	RLN42	07/15/2019	07/01/2019	123456C	16055	ZMAGS CORPORATION	STARTED	10689052	07/16/2019	Account Manager	2					1

This screen will also allow the initiator to narrow the search by using a date range or the SAP e-NPO document number range. (You can do one or both to search) Enter the date or number range you would like. Click the **Execute** icon to advance to the next screen.



Once you have accessed the report, it will display parked documents for the range selected.

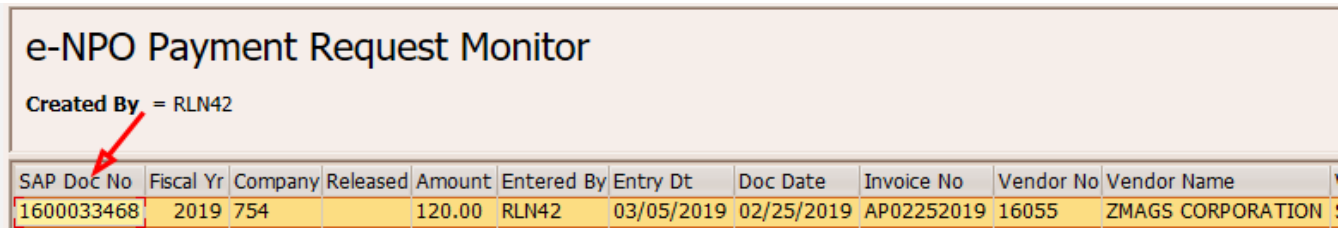


SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name	Workflow Stat
1600033468	2019	754		120.00	RLN42	03/05/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED
1600033469	2019	754		120.00	RLN42	03/12/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED
1600033470	2019	754		120.00	RLN42	03/28/2019	03/26/2019	754754	16055	ZMAGS CORPORATION	STARTED
1600033471	2019	754	✓	120.00	RLN42	03/28/2019	03/26/2019	AP03262019	16055	ZMAGS CORPORATION	STARTED

NOTE: Viewing all open (un-posted) documents in your workflow is the best practice. This allows you to identify any outstanding items that may need your attention in order to move the document to posting and payment.

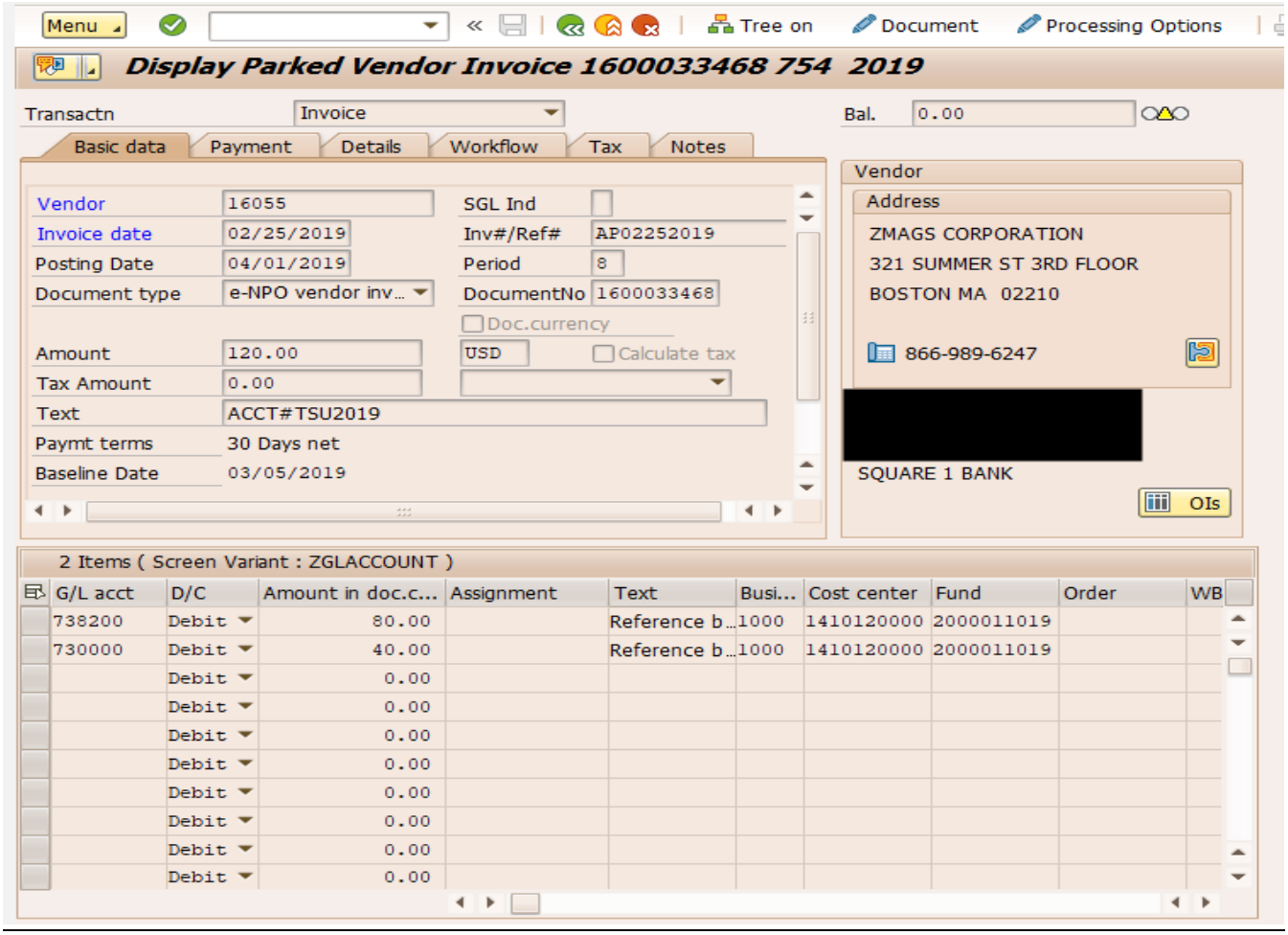
How to Use the Monitor Report

To view the document double click on the **SAP Doc No**. This will allow you to view, create or add attachments **without re-starting the workflow**.



SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name
1600033468	2019	754		120.00	RLN42	03/05/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION

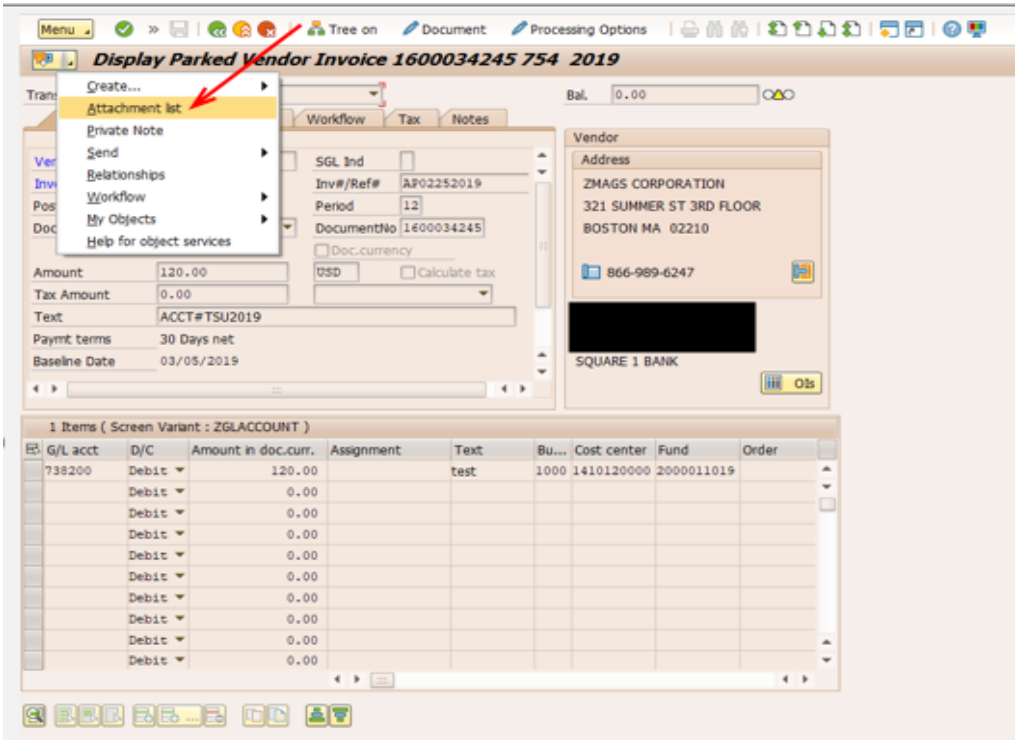
Note: The screen view is different in the Monitor Report. The original entry screen is only accessible during the initial e-NPO creation.



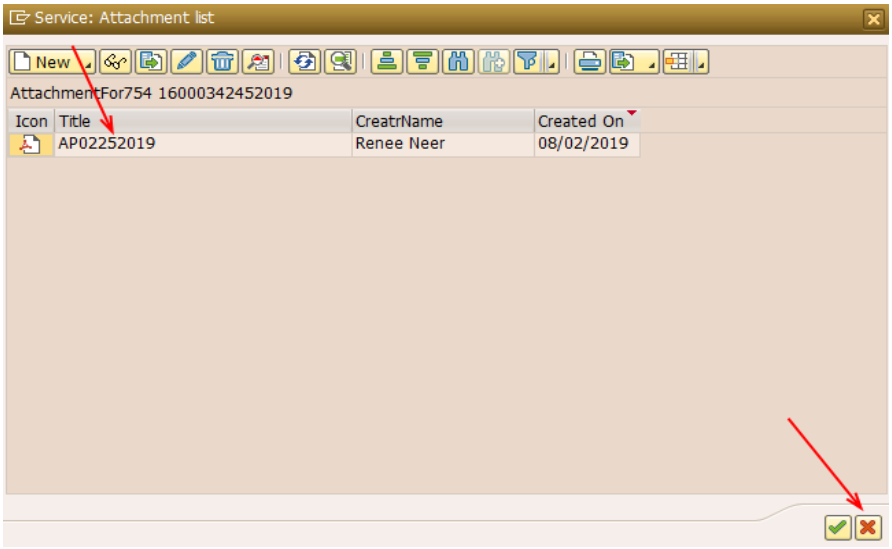
Add/View Attachments

To view an existing attachment, select the **Services for Object** drop-down located on the upper left corner of the screen under the Menu icon.

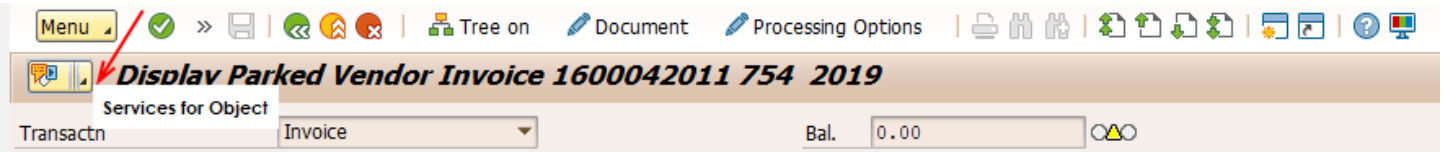
To view attachments, select the **Attachment list** option.



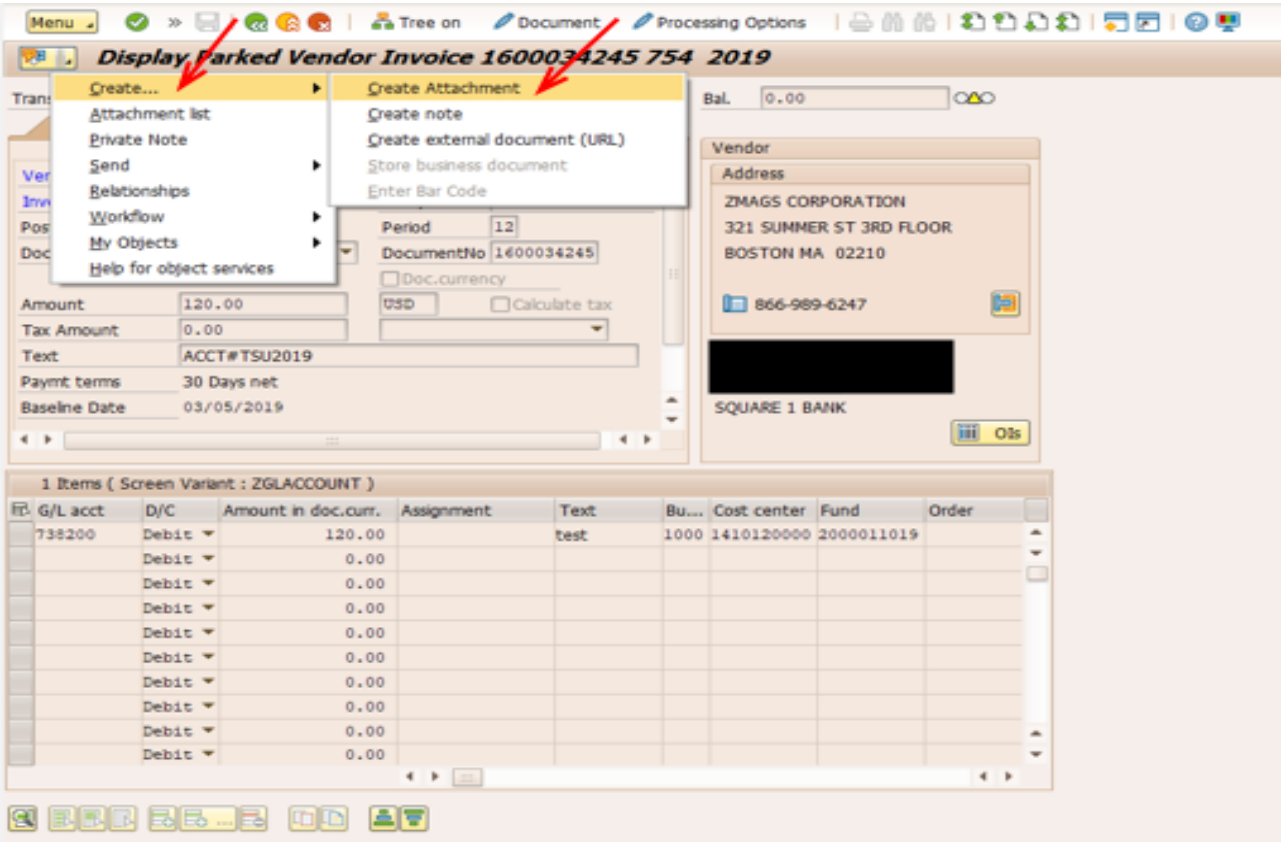
Double click on the attached document to view. Click the **RED X** at the bottom of the Attachment List to exit the screen.



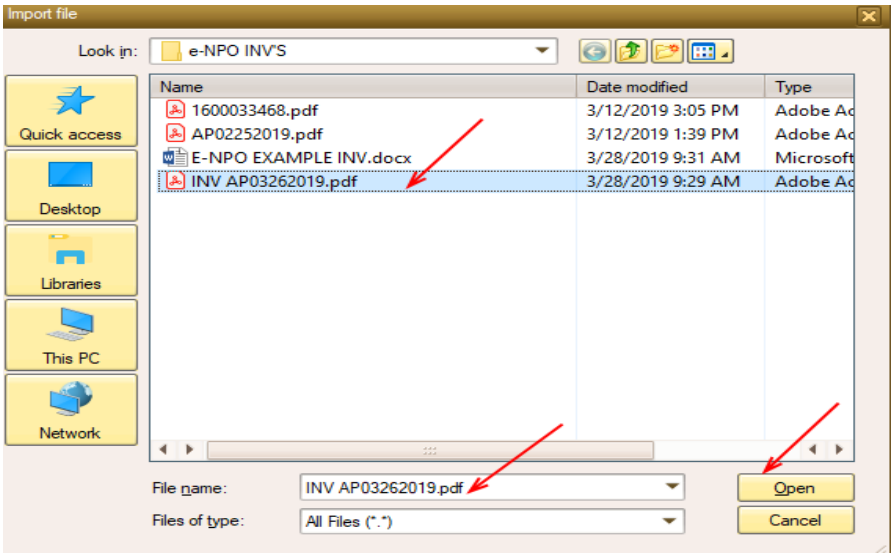
To add an attachment, select the **Services for Object** drop-down located on the upper left corner of the screen under the Menu icon.



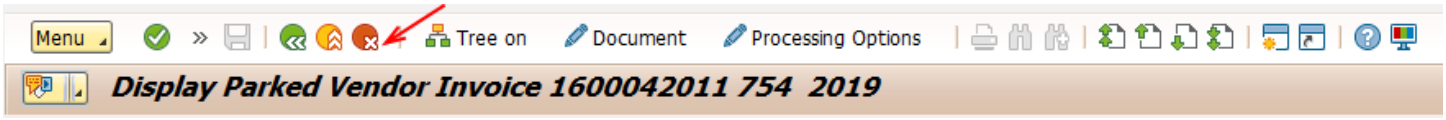
Click on **Create** then **Create Attachment** to add an attachment.



This will allow you to browse for the file you wish to attach. Highlight the file you want to attach and then click open.

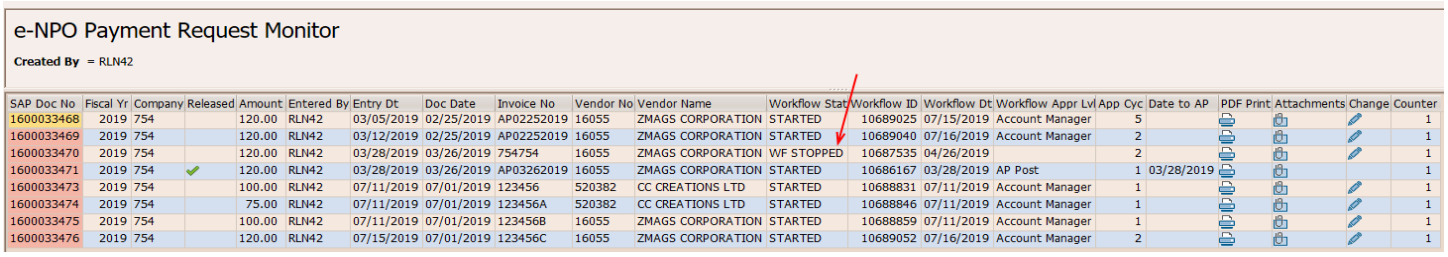


Click the "**Red X** "at the top of the screen to exit the e-NPO document. This will not re-start the workflow.



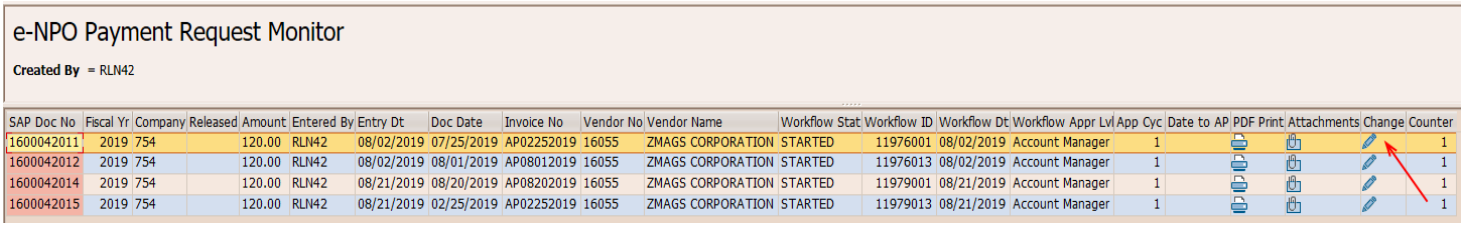
Rejected e-NPO/Changes in Workflow

If your document has been rejected, the workflow Status on the report will be **WF STOPPED.** The initiator will receive an email with the required changes.



SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	PDF Print	Attachments	Change	Counter
1600033468	2019	754		120.00	RLN42	03/05/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	10689025	07/15/2019	Account Manager	5					1
1600033469	2019	754		120.00	RLN42	03/12/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	10689040	07/16/2019	Account Manager	2					1
1600033470	2019	754		120.00	RLN42	03/28/2019	03/26/2019	754754	16055	ZMAGS CORPORATION	WF STOPPED	10687535	04/26/2019		2					1
1600033471	2019	754	✓	120.00	RLN42	03/28/2019	03/26/2019	AP03262019	16055	ZMAGS CORPORATION	STARTED	10686167	03/28/2019	AP Post	1	03/28/2019				1
1600033473	2019	754		100.00	RLN42	07/11/2019	07/01/2019	123456	520382	CC CREATIONS LTD	STARTED	10688831	07/11/2019	Account Manager	1					1
1600033474	2019	754		75.00	RLN42	07/11/2019	07/01/2019	123456A	520382	CC CREATIONS LTD	STARTED	10688846	07/11/2019	Account Manager	1					1
1600033475	2019	754		100.00	RLN42	07/11/2019	07/01/2019	123456B	16055	ZMAGS CORPORATION	STARTED	10688859	07/11/2019	Account Manager	1					1
1600033476	2019	754		120.00	RLN42	07/15/2019	07/01/2019	123456C	16055	ZMAGS CORPORATION	STARTED	10689052	07/16/2019	Account Manager	2					1

To make a required 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-ROUTE THE WORKFLOW.**



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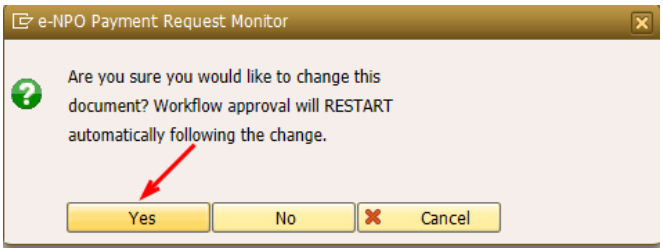
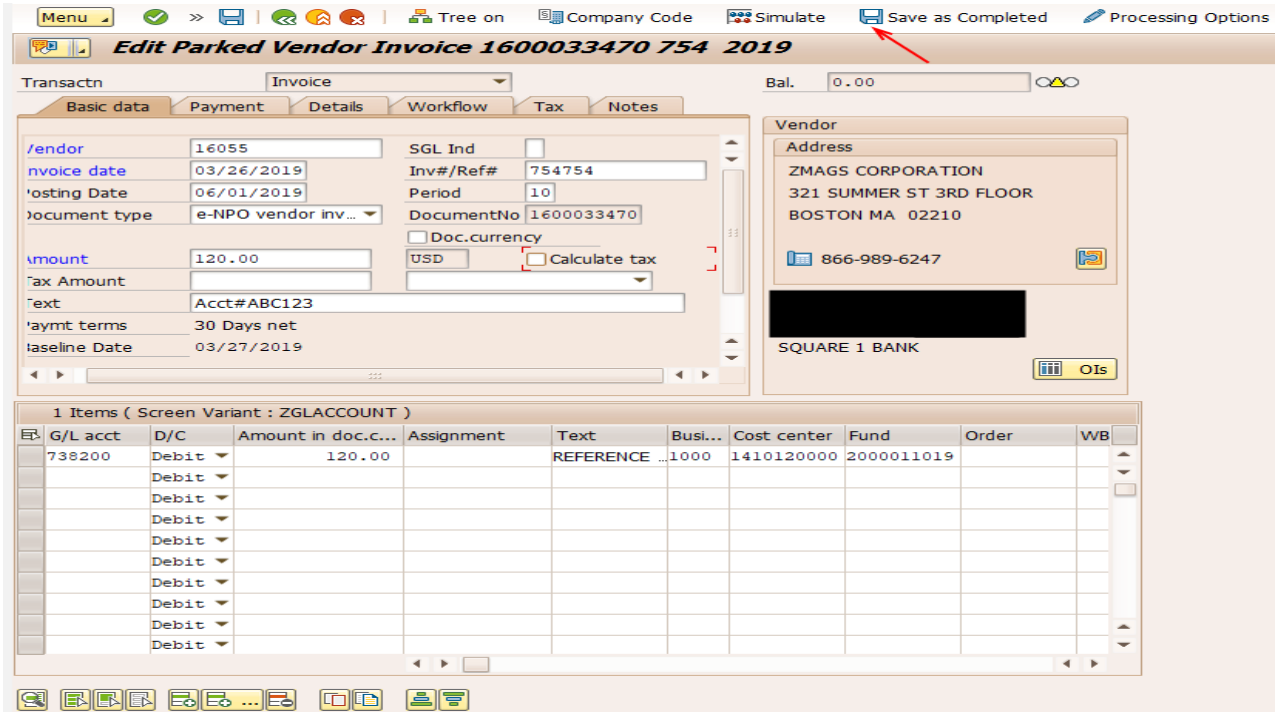
1600042011	2019	754		120.00	RLN42	08/02/2019	07/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	11976001	08/02/2019	Account Manager	1					1
1600042012	2019	754		120.00	RLN42	08/02/2019	08/01/2019	AP08012019	16055	ZMAGS CORPORATION	STARTED	11976013	08/02/2019	Account Manager	1					1
1600042014	2019	754		120.00	RLN42	08/21/2019	08/20/2019	AP08202019	16055	ZMAGS CORPORATION	STARTED	11979001	08/21/2019	Account Manager	1					1
1600042015	2019	754		120.00	RLN42	08/21/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	11979013	08/21/2019	Account Manager	1					1

Click **Yes** to make changes.



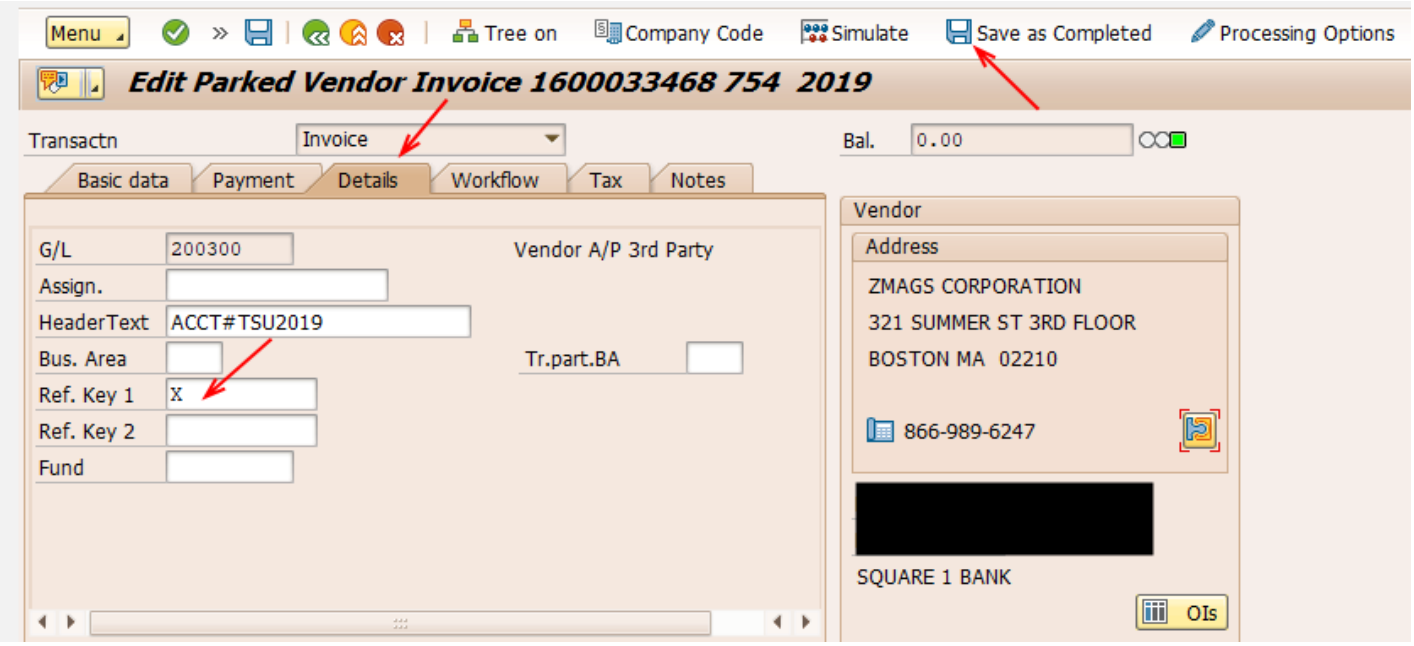
Make the necessary changes and click "**Save as Complete**" to re-start the workflow.



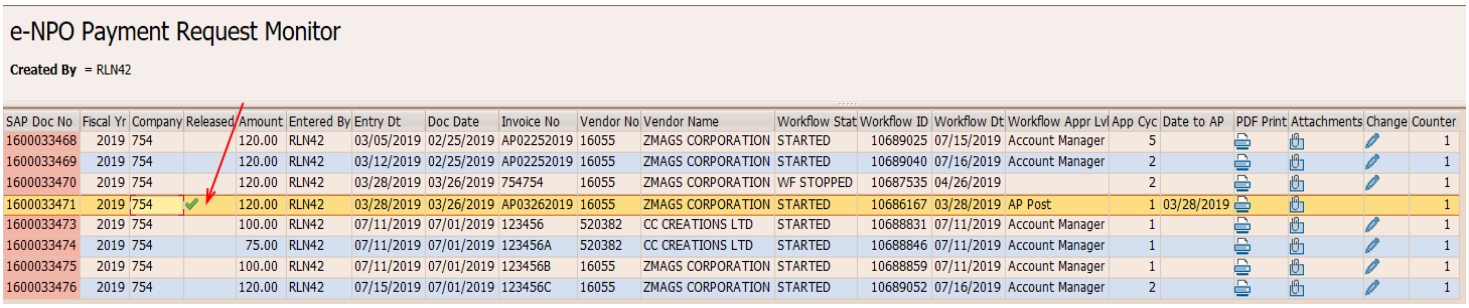
Cabinet Officer Approval

If advised that Cabinet Officer Approval is required, perform the following to ensure the document routes correctly. **Note:** You can also obtain the required approval via email as explained on page 19, and attach it to the e-NPO document.

- Click on the Details Tab.
- Enter an **"X "**in the Ref. Key 1 field.
- Click **Save as Completed** to re-start workflow.



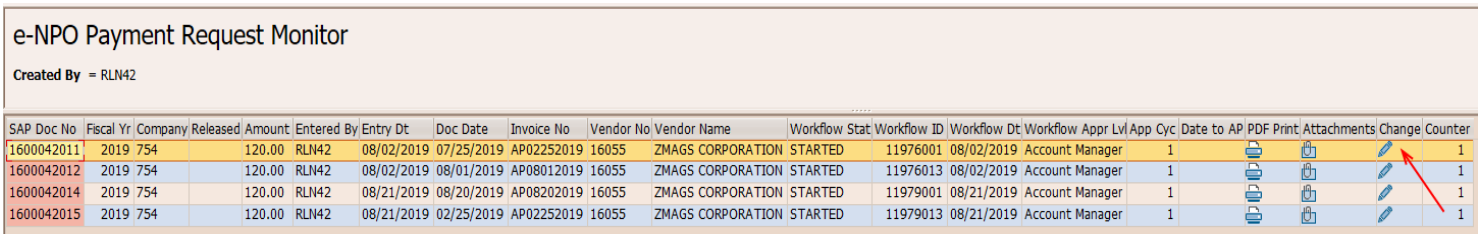
If you need to make a change to your e-NPO document and there is a Green Checkmark in the released field, the document is locked. Contact AP at payables@txstate.edu to unlock the document so you can proceed with the change.



SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	PDF Print	Attachments	Change	Counter
1600033468	2019	754		120.00	RLN42	03/05/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	10689025	07/15/2019	Account Manager	5					1
1600033469	2019	754		120.00	RLN42	03/12/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	10689040	07/16/2019	Account Manager	2					1
1600033470	2019	754		120.00	RLN42	03/28/2019	03/26/2019	754754	16055	ZMAGS CORPORATION	WF STOPPED	10687535	04/26/2019		2					1
1600033471	2019	754	✔	120.00	RLN42	03/28/2019	03/26/2019	AP03262019	16055	ZMAGS CORPORATION	STARTED	10686167	03/28/2019	AP Post	1	03/28/2019				1
1600033473	2019	754		100.00	RLN42	07/11/2019	07/01/2019	123456	520382	CC CREATIONS LTD	STARTED	10688831	07/11/2019	Account Manager	1					1
1600033474	2019	754		75.00	RLN42	07/11/2019	07/01/2019	123456A	520382	CC CREATIONS LTD	STARTED	10688846	07/11/2019	Account Manager	1					1
1600033475	2019	754		100.00	RLN42	07/11/2019	07/01/2019	123456B	16055	ZMAGS CORPORATION	STARTED	10688859	07/11/2019	Account Manager	1					1
1600033476	2019	754		120.00	RLN42	07/15/2019	07/01/2019	123456C	16055	ZMAGS CORPORATION	STARTED	10689052	07/16/2019	Account Manager	2					1

Delete an e-NPO Document

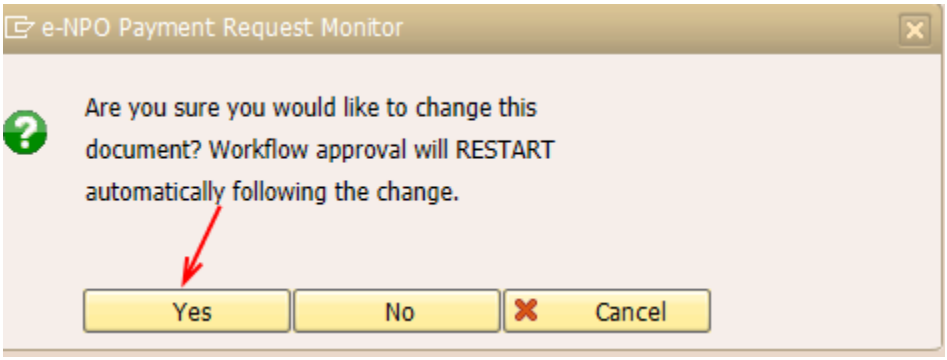
Using the Monitor Report, double-click on the **Pencil** (Change) column for the document that requires deletion.



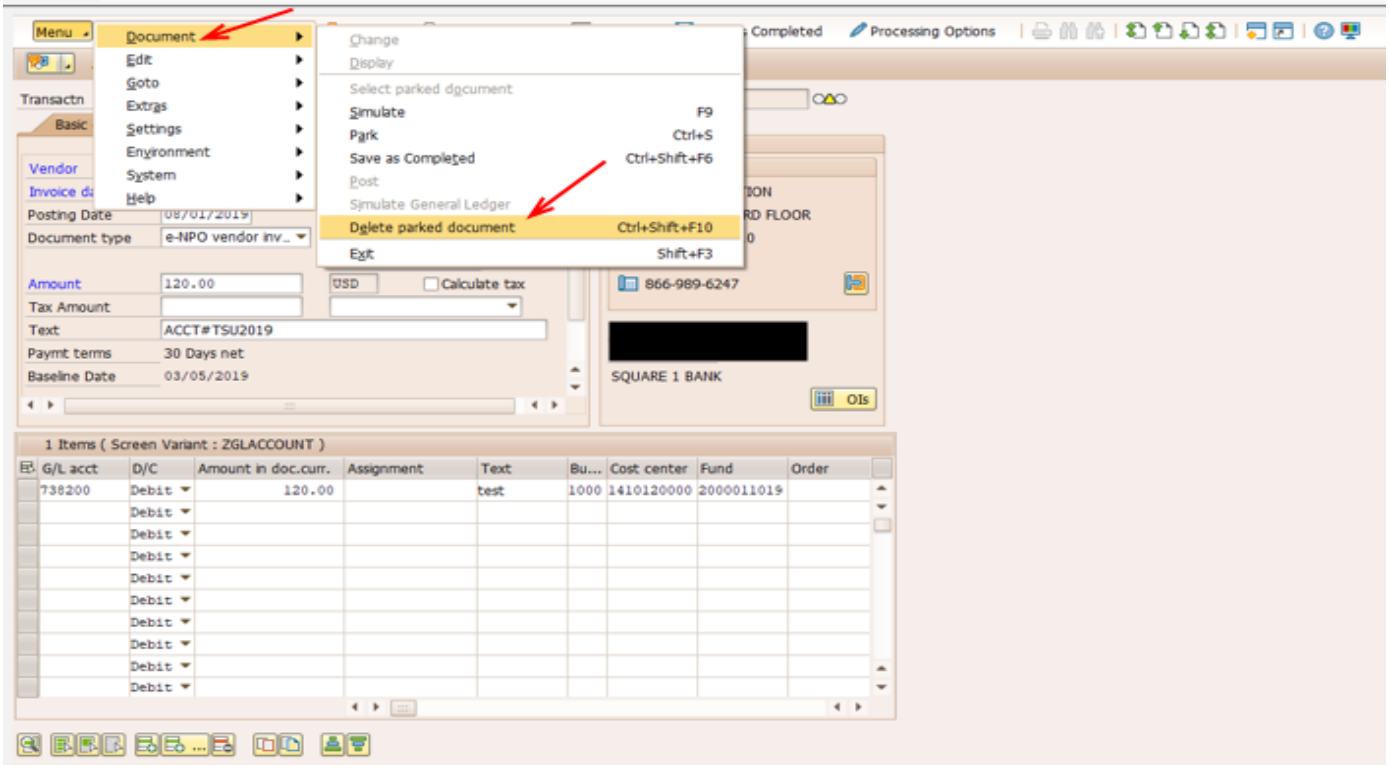
SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	PDF Print	Attachments	Change	Counter
1600042011	2019	754		120.00	RLN42	08/02/2019	07/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	11976001	08/02/2019	Account Manager	1					1
1600042012	2019	754		120.00	RLN42	08/02/2019	08/01/2019	AP08012019	16055	ZMAGS CORPORATION	STARTED	11976013	08/02/2019	Account Manager	1					1
1600042014	2019	754		120.00	RLN42	08/21/2019	08/20/2019	AP08202019	16055	ZMAGS CORPORATION	STARTED	11979001	08/21/2019	Account Manager	1					1
1600042015	2019	754		120.00	RLN42	08/21/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	11979013	08/21/2019	Account Manager	1					1

The following message will display as a warning because any changes made other than deleting the e-NPO will Re-start the workflow. A deleted document will be completely gone once the following process is complete.

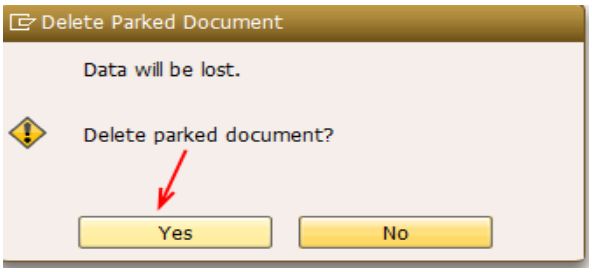
Answer **Yes**:



Using the drop-down option on the Menu Icon at the top left of the page, choose **Document** then **Delete parked document**.



Click **YES** to delete the document.



Once the document deletion is complete, you will not see it on your Monitor Report.

Monitor Report Tips

Email Reason and Response Time

The email received may be for a correction or rejection notice.

Correction:

- Sent when additional information is needed (e.g. valid business purpose, documentation, Reimbursement Certification).
- The amount on the document is more than what the e-NPO was created for.
- Creator has seven days to respond.

Rejection:

- Sent if the correction email is not responded to within seven days.
- Creator has 14 days to respond/act to the rejection email.
- If not complete within 14 days, then the e-NPO is deleted and the document will have to be created again.
- There is no notice sent when an e-NPO is deleted.

The following is an example of an e-NPO payment request that has been rejected.

Approval Level.... Accounts Payable
SAP Document... 1600033470
Fiscal Year..... 2019
Created By... Renee Neer (rln42)
Created On... 03/28/2019
Vendor..... 16055 - ZMAGS Corporation

Amount..... 120.00

Invoice Number...754754

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

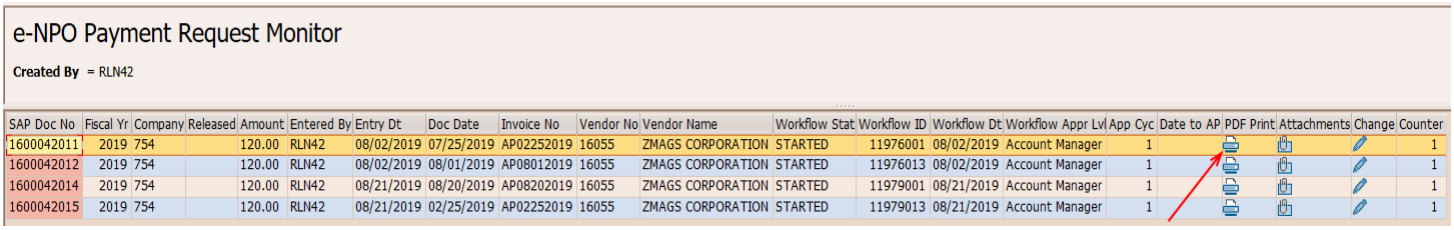
Reason for Rejection:
The amount of the invoice should be $130.00, please correct.

Other Information:

- Once the corrections have been made, the document will re-route through Workflow.
- Do not delete your rejects. Use the **Pencil** option, by scrolling to the right of the document on the Monitor Report to make the changes. This will save you from re-entering all the data again.
- If you want to verify the document was created, check the Monitor Report (ZNOPO2. If there is a document number for the invoice or reimbursement you are working on, you will see it on the report. If not, then create the document. Do not enter the payment info again without checking the Monitor Report and FBL1N.
- Entered and or paid documents can be searched on FBL1N. Use the following link for instructions on how to view in SAP: **View Vendor Invoice & Payment Activity**.

View Workflow Status

The workflow status can be viewed in the Monitor Report by double clicking the **Printer** icon.



e-NPO Payment Request Monitor

Created By = RLN42

SAP Doc No	Fiscal Yr	Company	Released	Amount	Entered By	Entry Dt	Doc Date	Invoice No	Vendor No	Vendor Name	Workflow Stat	Workflow ID	Workflow Dt	Workflow Appr Lvl	App Cyc	Date to AP	PDF Print	Attachments	Change	Counter
1600042011	2019	754		120.00	RLN42	08/02/2019	07/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	11976001	08/02/2019	Account Manager	1					1
1600042012	2019	754		120.00	RLN42	08/02/2019	08/01/2019	AP08012019	16055	ZMAGS CORPORATION	STARTED	11976013	08/02/2019	Account Manager	1					1
1600042014	2019	754		120.00	RLN42	08/21/2019	08/20/2019	AP08202019	16055	ZMAGS CORPORATION	STARTED	11979001	08/21/2019	Account Manager	1					1
1600042015	2019	754		120.00	RLN42	08/21/2019	02/25/2019	AP02252019	16055	ZMAGS CORPORATION	STARTED	11979013	08/21/2019	Account Manager	1					1

This will display the e-NPO document as covered on page 28. Scroll to the bottom of the page to view the status.

The following is an example of a “Not Approved” status. There will be no data in the Status, Actual Approver, Date or Time fields.

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
	Account Manager	Ms Lisa C Braun			

The following is an example of an “Approved” status. The data will be complete in all the fields.

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
Approved	Account Manager	Ms Lisa C Braun	Ms Lisa C Braun	Mar 28, 2019	10:49:09 AM

The following is an example of “Rejected” status. The data will be complete in all fields. There will be an explanation of the rejection and the required information needed after the Status section on the screen.

Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
Approved	Account Manager	[redacted]	[redacted]	Jun 28, 2019	10:26:22 AM
Rejected	Accounts Payable		[redacted]	Jul 15, 2019	8:03:14 AM

** Warning ** Workflow approval is stopped due to REJECTION.
Reason for Rejection:
Need list of attendees;
eNPO's in workflow stopped status for 14 days will automatically
be deleted.

BPC How to Create an e-NPO Questions

1. Does a third-party vendor have to be set up in SAP to process an e-NPO?
   a. Yes
   b. No

2. When to use the One Time Vendor number.
   a. One time refunds or reimbursements.
   b. Payments for goods and services from a business.
   c. Texas State employee or student reimbursements
   d. Both a and c

3. If a vendor has a payee link always use it to process payment.
   a. True
   b. False

4. What date is used for “Invoice Receive Date” on Reimbursements?
   a. Date the purchase was made
   b. Current date
   c. E-NPO Creation date
   d. Both B and C

5. Can statements can be used to process third-party vendor payments?
   a. True
   b. False

6. How many vendor invoices can be processed on a single e-NPO?
   a. 3
   b. No more than 2
   c. 1
   d. Unlimited

7. Tax on delivered food to the University is reimbursable.
   a. True
   b. False

8. Which is a valid Business Purpose?
   a. Supplies for an experiment in the Chemistry Lab for students.
   b. Snacks for the office breakroom
   c. Staff Birthday party
   d. None of the above

9. A list of Attendees for business meals is required when the attendee number is.
    a. 25
    b. Less than 20
    c. 30
    d. 21

10. Account Managers can approve Exception to Policy purchases.
    a. True
    b. False

11. Only reimbursements and refunds require a valid business purpose.
    a. True
    b. False

12. The same GL can be used for Food and Consumable Supplies.
    a. True
    b. False

13. The GL for bottled water (73160) must be broken out on employee reimbursements
    a. True
    b. False

14. What office do you contact for Budget Errors?
    a. Department internal Budget Specialist
    b. Budget Office
    c. Accounts Payable
    d. Either A or B

15. Attachments are not required when you initially create the e-NPO.
    a. True
    b. False

16. Reimbursements require an itemized receipt to be attached.
    a. True
    b. False

17. What format should be used for attachments?
    a. PDF
    b. Word
    c. Excel Spreadsheet
    d. None of the above

18. Anyone Logged in to SAP can view e-NPO's you (the initiator) has created by using the Monitor Report.
    a. True
    b. False

19. What tab is used to re-start workflow and route for Cabinet Officer Approval if needed?
    a. Notes
    b. Basic Data
    c. Details
    d. Workflow

20. Do posted documents appear in the Monitor Report?
    a. Yes
    b. No