

Invoices Generated From Amplifund

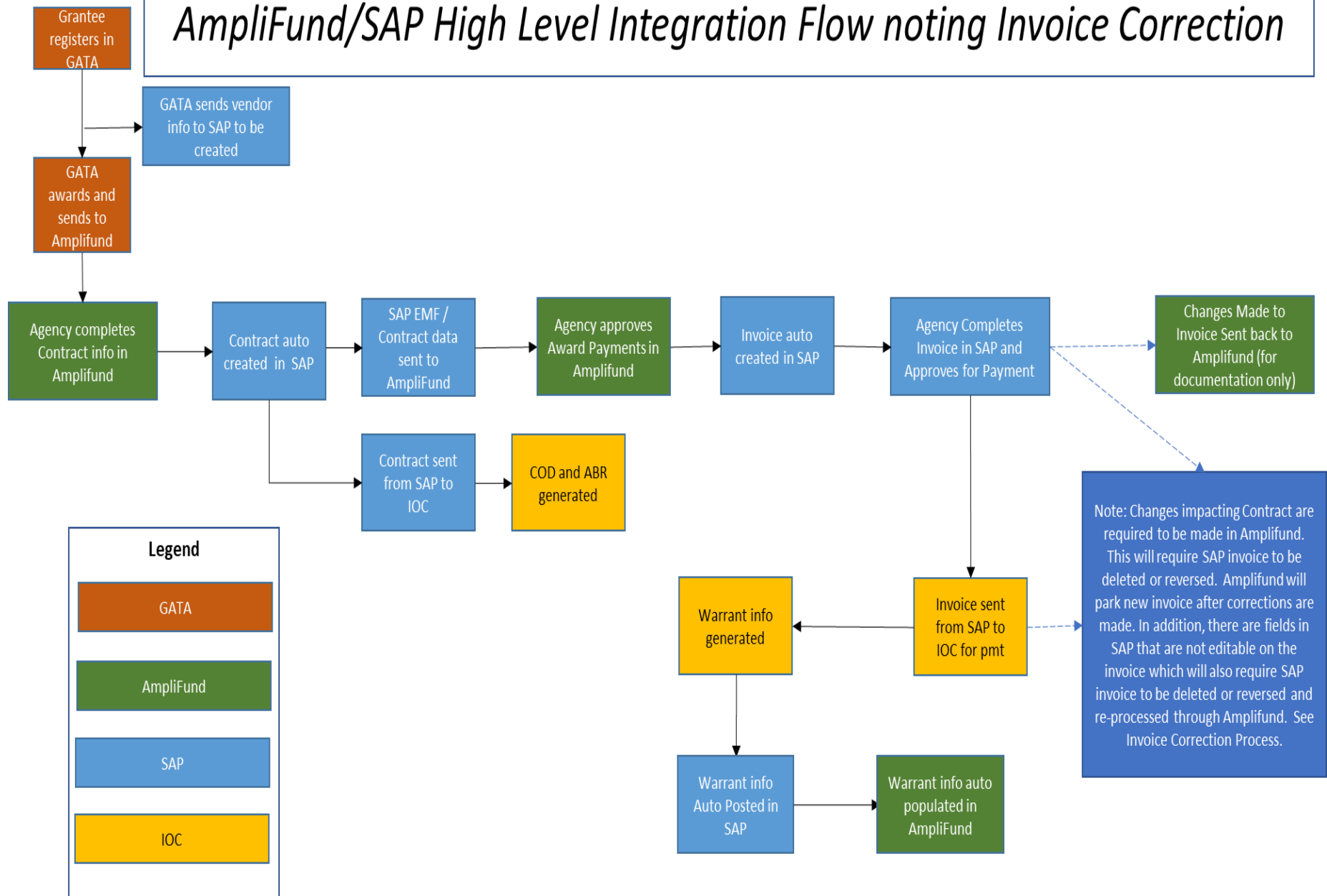
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Overview

Amplifund will auto park invoices into SAP for grant awards. This will be applicable to Agencies which utilize Amplifund to process Grant Award Contracts; and pay vouchers through SAP. The invoice will be parked as a shell to be [further completed](#) by the responsible agency for payment. When changes are made to the parked invoice in SAP those impacting the data sent from Amplifund will be sent back to Amplifund for documentation purposes. If changes need made to the invoice which impact the contract, or if changes need made in SAP but the fields are not editable those invoices will need deleted or reversed; and changes will need made in Amplifund to update Contract and/or Invoice to start process over. ***Due to origination of details in Amplifund it is very important the [Invoice Correction Process](#) is followed.*** The following flow chart highlights the overall process between Amplifund and SAP.

AmpliFund/SAP High Level Integration Flow noting Invoice Correction



Identify Parked Invoices

Amplifund invoices will be auto parked immediately within SAP upon approval of the award payment. Agencies can utilize HANA AP Detail view to create a report with filter criteria to include External System = **AMP**, and Doc. Status = **V** (for parked invoices). It is recommended to coordinate with your grant program personnel responsible to approve award in Amplifund to best identify reporting occurrence to meet internal agency invoice processing needs.

The screenshot displays the SAP HANA AP Detail view interface. On the left, the 'Universe outline' pane shows the 'FBM_AP_DETAIL' table with a list of fields: Changed on Date, Internal Order, Clearing Doc (Vendor Line), Clearing Doc (GR/IR), Clearing Doc (Check), Clearing Entry Date (Vendor Line), Clearing Entry Date (GR/IR), Clearing Entry Date (Check), Clearing Date (Vendor Line), Clearing Date (GR/IR), Clearing Date (Check), and Reference Key. The main area is divided into 'Result Objects' and 'Query Filters'. The 'Result Objects' section lists: Document Number, Document Type, Doc.status, BusinessArea, Amount(D&C), and External System. The 'Query Filters' section shows three filters connected by an 'AND' operator: BusinessArea is set to 'In List' with a value of '511'; Doc.status is set to 'In List' with a value of 'V'; and External System is set to 'In List' with a value of 'AMP'.

Auto Parked Invoice Completion

Invoices sent from Amplifund will be parked, without triggering workflow, with all required fields. However, Agency personnel are required to update the invoice to ensure IOC requirements are met, and appropriate SAP invoice data is referenced for internal agency reporting purposes. The below fields will be populated on the invoice when parked.

- Reference
- Document Type
- Document Date
- Posting Date
- Vendor Number
- Invoice Amount
- Baseline Date
- Payment Block (will be Blocked for Payment)
- Service Date From
- Service Date To
- Pre Audit Text (will come with high level grant info – need to expand to meet IOC requirements)
- GL Account
- GL Amount
- Cost Center (will come high level will need updated to detail cost center per your agency's reporting needs)
- Business Area
- Fund
- Budget Period
- Functional Area
- Earmarked Fund
- Earmarked Fund Line Item Number
- WBS (if on contract)
- Internal Order (if on contract)
- External System = AMP
- Doc Header Text (if ZU Doc Type)
- Fund Center (derived from Cost Center)
- Commitment Item (derived from GL)
- Funded Program (derived from Fund Center, Functional Area, and Fund)
- Grant (if applicable) (derived from IO or WBS)

- Profit Center (Derived from Fund Center)

From the fields auto populated → Agency AP Processor needs to review and update prior to triggering workflow to ensure payment and reporting elements are accurate. Invoices must meet IOC requirements for dates and remittance texts.

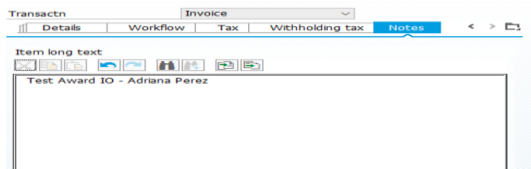
Be sure additional fields not required for payment but required for internal reporting are properly carried forward on the invoice. If any fields pulled forward from the contract are incorrect → the SAP invoice will need to be deleted; and AP Processor should contact Agency's grant program personnel to have correction made in SAP.

See [Invoice Correction Process](#) for additional guidance on what fields can be edited when and where.

Basic Data Populated: Update Text (EFT Remittance) as necessary. Update Service dates as necessary.

Payment tab Populated: Update Baseline Date to be Proper Bill Date for PPI. Pmnt Block is set and will need changed to *Free for payment* to further process.

Text tab Populated: Update Pre-Audit Text Remittance to include necessary details per IOC requirements.



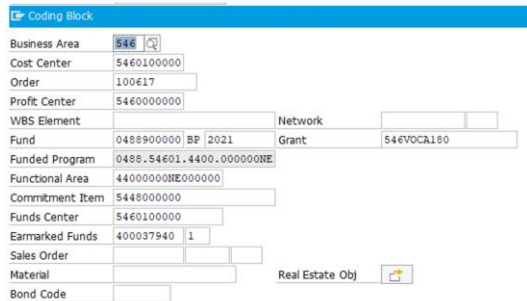
Transactn Invoice

Details Workflow Tax Withholding tax Notes

Item long text

Test Award IO - Adriana Perez

G/L Detail Populated: Update as required for additional reporting needs.



Coding Block

Business Area 546

Cost Center 5460100000

Order 100617

Profit Center 5460000000

WBS Element Network

Fund 0488900000 BP 2021 Grant 546VCA180

Funded Program 0488.54601.4400.00000000

Functional Area 4400000000000000

Commitment Item 5448000000

Funds Center 5460100000

Earmarked Funds 400037940 1

Sales Order

Material Real Estate Obj

Bond Code

The interface from Amplifund will automatically trigger Payment Block on the parked invoices. The block will need to be changed to *Free for payment* (via FBV2 on payment tab prior to triggering workflow/or posting or via FBV2 drilling down into vendor after invoice has been approved/posted).

Removal of Payment Block:

Parked Invoice with Block

Parked Invoice without Block

Edit Parked Vendor Invoice 6019962665 STIL 2021

Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax Withholding tax Notes

Vendor Address
NEW AGE ELDER CARE INC
3601 W DEVON AVE STE #108
CHICAGO IL 60659-1216

BaselineDt 03/15/2021 Payt Terms Days
Due on 03/15/2021 Days
CashDiscnt USD Days net
Disc.base USD To be calculd Fixed
Pmnt Method Pmnt Block Blocked for payment
Inv.ref. Payee
Part. Bank House Bank /
Payment Ref.
☐ Individual payee

1 Items (Screen Variant : ZFV60_1_5)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Budget Period	Fund	Cost center	Bus...	Func. Area
✓	5124500000	PROF/ART SE	Debit	100.00	2021	0001000000	4826061100	482	19000000NE00
			Debit						
			Debit						

Edit Parked Vendor Invoice 6019962665 STIL 2021

Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax Withholding tax Notes

Vendor Address
NEW AGE ELDER CARE INC
3601 W DEVON AVE STE #108
CHICAGO IL 60659-1216

BaselineDt 03/15/2021 Payt Terms Days
Due on 03/15/2021 Days
CashDiscnt USD Days net
Disc.base USD To be calculd Fixed
Pmnt Method Pmnt Block Free for payment
Inv.ref. Payee
Part. Bank House Bank /
Payment Ref.
☐ Individual payee

1 Items (Screen Variant : ZFV60_1_5)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Budget Period	Fund	Cost center	Bus...	Func. Area
✓	5124500000	PROF/ART SE	Debit	100.00	2021	0001000000	4826061100	482	19000000NE00
			Debit						
			Debit						

Posted Invoice with Block

Change Document: Line Item 001

Additional Data Withholding Tax Data

Vendor 9000988607 COMMISSO CATHERINE A G/L Acc 2002035030
Company Code STIL 15951 Lakeside Dr
State of Illinois Sterling Doc. no. 6019962664

Line Item 1 / Invoice / 31
Amount 100.00 USD
Tax code

Additional Data
Bus. Area 444
Disc. base 100.00 USD Disc. Amount 0.00 USD
Payt Terms Days/percent
Blne Date 03/15/2021 Fixed
Pmnt Block Invoice Ref. / /
Pmnt Method Payee
Payment Ref.
Assignment
Text Long text

Posted Invoice without Block

Change Document: Line Item 001

Additional Data Withholding Tax Data

Vendor 9000988607 COMMISSO CATHERINE A G/L Acc 2002035030
Company Code STIL 15951 Lakeside Dr
State of Illinois Sterling Doc. no. 6019962664

Line Item 1 / Invoice / 31
Amount 100.00 USD
Tax code

Additional Data
Bus. Area 444
Disc. base 100.00 USD Disc. Amount 0.00 USD
Payt Terms Days/percent
Blne Date 03/15/2021 Fixed
Pmnt Block Invoice Ref. / /
Pmnt Method Payee
Payment Ref.
Assignment
Text Long text

Invoices will need to be processed through SAP for approvals and sent to IOC for payment (under normal process). Invoices will be auto posted with payment information (warrant number and date) from IOC. This information will also be sent to Amplifund to note initial payment and check clearing for grantee reference.

Invoice Correction Process

Changes impacting Contract are required to be made in Amplifund. In addition, there are fields in SAP that are not editable on the invoice which will also require changes to be made in Amplifund. Either of these cases will require SAP invoice to be deleted if document is still in Parked status (via FBV3) or reversed if document is already posted (via FB08). If the document is in Parked status but already sent into workflow, it has to be rejected by the approver before the AP Processor can make any changes. After correction in Amplifund a new invoice will be auto parked in SAP.

The process to follow for changes will depend on if the SAP invoice is parked or posted. The following identifies which fields at which document status with proper action to follow:

- **If Parked:**
 - **List A:** Can be updated in SAP
 - Reference*
 - Document Date*
 - Posting Date*
 - Doc Header Text*
 - Period
 - Invoice Amount *

- Assignment
- Ref Key 1
- Ref Key 2
- Ref Key 3
- Payment Terms
- Payment Block
- Payment Method
- Baseline Date*
- Service Date From*
- Service Date To*
- Partner Bank
- Alternate Payee
- Pre-Audit Text
- Item Text (EFT Remittance)
- GL Account (if rolls up into contract)*
- GL Amount*
- Cost Center (last 5 digits only)*
- WBS (if not identified on contract)
- Internal Order (if not identified on contract)

*Changes sent back to be auto updated in Amplifund.

- **List B:** Invoice needs deleted in SAP and update needs made in Amplifund to resend to SAP.
 - Vendor Number
 - Document Type
 - Fund
 - Budget Period
 - Functional Area
 - Internal Order (if identified on contract)
 - WBS (if identified on contract)
 - Earmarked Funds
 - Earmarked Funds Item Number
 - Cost Center (1st 5 digits)

Note: Deletion of parked invoice will be sent to Amplifund to notify that re-entry process needs to be triggered.

- **If Posted:**

- **List C:** Can be updated in SAP
 - Doc Header Text
 - Assignment (Header)
 - Ref Key 1 (Header)
 - Ref Key 2 (Header)
 - Ref Key 3 (Header)
 - Payment Terms
 - Payment Block
 - Payment Method
 - Baseline Date
 - Service Date From
 - Service Date To
 - Partner Bank
 - Pre Audit Text
 - Assignment
 - Item Text (EFT Remittance)
- **List D:** Invoice needs reversed in SAP and update needs made in Amplifund to resend to SAP
 - Reference
 - Document Type
 - Document Date
 - Posting Date
 - Period
 - Vendor Number
 - Invoice Amount
 - Alternate Payee (no change in Amplifund but will need resent through Amplifund to re-parked invoice in SAP and update)
 - Payment Reference (no change in Amplifund but will need resent through Amplifund to re-parked invoice in SAP and update)
 - GL Account
 - GL Amount

- Cost Center
- Fund
- Budget Period
- Functional Area
- Internal Order
- WBS
- Earmarked Funds
- Earmarked Fund Item Number
- Assignment (Detail)
- Ref Key 1 (Detail)
- Ref Key 2 (Detail)
- Ref Key 3 (Detail)

There may be additional transactions in SAP to be performed depending on stage of the invoice (i.e. paid if PV mod done). Please refer to [AP101 Course Handout](#) for guidance on these additional transactions.