Welcome to...

Reimbursable Processing
Welcome and Introductions
Course Prerequisites

✓ Change Discussions

✓ RWD SAP 4.6C
Course Objectives

At the end of this course, individuals should be able to use SAP to:

- Run preliminary billing register
- Create billing requests
- Run billing due lists
- Liquidate down payments
- Run reimbursable report from Project Systems
- Initiate the IPAC Process
- Utilize job aids and OLQR to help navigate through SAP
Benefits of Reimbursable Processing

- SAP provides a way to:
  - Create billing requests
  - Process billing due lists
  - Liquidate down payment
  - Initiate the IPAC process
## Course Schedule

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>0:10 hrs</td>
</tr>
<tr>
<td>2. Background</td>
<td>0:10 hrs</td>
</tr>
<tr>
<td>3. Run Preliminary Billing Register Report</td>
<td>0:40 hrs</td>
</tr>
<tr>
<td>4. Billing Processes</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>5. Liquidate Down Payment and Bill Generation</td>
<td>1:00 hrs</td>
</tr>
<tr>
<td>6. Initiate IPAC Process</td>
<td>0:40 hrs</td>
</tr>
<tr>
<td>7. End of Course Review/Feedback</td>
<td>0:20 hrs</td>
</tr>
</tbody>
</table>

**Total Course Time** 4:00 hrs
Course Structure

- **Process Flows**
  - Overview of key business processes and related SAP concepts
- **Demonstrations**
  - Trainer-led examples of key SAP transactions
- **Activities**
  - Real-life business tasks using Core Financial business procedures
- **Training Course Feedback**
  - Assessment of course effectiveness using the Training Evaluation Form
Course Tool: On-Line Quick Reference

- Purpose of the On-Line Quick Reference (OLQR) tool:
  - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
  - Assist with completion of transactions in the SAP system
Prepare Your Workspace

• Take a few minutes to prepare your training workspace:
  – Review the reference materials; become familiar with the content
  – Logon to SAP R/3
Background Knowledge
Background Knowledge

- Key definitions:

  - **Purchase Order Number** – customer order number MIPR/PO

  - **Order Number** - identifies an order within a client. This is the system assigned sales order number that relates to the customer order number or reimbursable order

  - **Customer Number** - identifies the customer and relates to the customer name

  - **Customer Order Number** – customer MIPR/PO number (also referenced as a Purchase Order Number)
Background Knowledge

• Differences between SAP and the previous system:
  – Create billing request
  – Automatic update/clearing open receivables using IPAC
Topic 1

Run Preliminary Billing Register Report
Topic 1: Overview

- Run Preliminary Billing Register Report
  - Prep for Billing Process or the First step in Billing Process
  - This report is run after all costs have been recorded for the period before Travel records accrual (bill based on disbursement) and before Cost Assessments (these are billed the following month)
  - The preliminary billing register report shows what has been billed, the total cost, and the amount to be billed in the current period at the WBS/Fund level
  - The report is reviewed for gross/evident errors
  - It is decided what most likely will or will not be billed for the current billing period
  - (Note: If an invoice will result in credit amounts for an appropriation, bill credit amount separately from the debit amount (mixed debits and credits cause problems for IPAC).

- Process Flows: Manage Accounts Receivable
  - Create Bill sub-process
Topic 1: Objectives

- Upon completion of Run Preliminary Billing Register, individuals should be able to accomplish the following:
  - Use the Preliminary Billing Register report in subsequent steps to bill the customer
Topic Process Flow

- Run Preliminary Billing Register Report from the OLQR
Demonstrations and Exercises

Introduction
Demonstrations and Exercises

- Run Preliminary Billing Register Report
Topic 1: Debrief

• The preliminary billing register report shows what has been billed, the total cost, and the amount to be billed in the current period, at the WBS/Fund level

• This report is reviewed for gross/evident errors

• At this point, it is decided what most likely will or will not be billed for the current billing period
Topic 2
Billing Processes
Topic 2: Overview

Billing Processes

- Create Billing Request
  - Update and create individual billing requests to be billed separately for credit appropriations when mixed (debits & credits) appropriations occur (DP91)
  - Update and save resource related billing changes (save data, not bill requests, in this step) (DP91)
  - Create collectively billing requests based on the saved updates and all other orders where costs need to be billed, but no update to data was necessary (DP96)

- Run Billing Due List
  - Individually for individual billing requests (VF04)
  - Collectively for all other amounts to be billed (VF04)

- Run Reimbursable Project Cost Report (S_ALR_87013542)
  - Process Flow: Manage Accounts Receivable
    - Create Bill-sub process
Topic 2: Objectives

• Upon completion of Billing Processes, individuals should be able to accomplish the following:

  – Update billing using transaction code DP91 and the Preliminary Billing Register Report

  – Understand that billing requests for multiple bills can be created at one time using transaction code DP96

  – Run Billing Due List

  – Run Reimbursable Project Costs Report
Topic Process Flow

- Create Billing Request/Run Billing Due list from the OLQR
Demonstrations and Exercises

Introduction
Demonstrations and Exercises

• Create Billing Request

• Run Billing Due List

• Run Reimbursable Report from Project Systems
Topic 2: Debrief

- Individuals should be able to accomplish the following:
  - Update billing using transaction code DP91 and the Preliminary Billing Register Report
  - Understand that billing requests for multiple bills can be created at one time using transaction code DP96
  - Run Billing Due List
  - Run Reimbursable Project Cost/Billing Report
- Sales and distribution resource related billing is updated by the billing request
- Project Systems is updated based on the billing due list process. Reimbursable WBS report in projects is updated for cost and billing. Billing and Cost should net to zero if all costs are billed.
- Accounting and Receivables are updated based on the billing due list process
- Sales and Distribution, Project Systems, and Accounting (FI) should stay in sync. Therefore there are no changes made to the billing after the bill request has been created
Topic 3

Bill Generation and Liquidate Down Payment
Topic 3: Overview

• Bill Generation and Liquidate Down Payment

  – A bill will be generated from an outstanding receivable created by the billing process in SD
  – If there is a down payment, it must be liquidated (drawn down) by WBS/Fund and the receivable created by the billing process must be “cleared.” A down payment statement will be created.

• Process Flow: Manage Accounts Receivable

  – Create Bill-sub process
Topic 3: Objectives

• Upon completion of Bill Generation and Liquidate Down Payment, individuals should be able to accomplish the following:

  – Generate (print) bills and liquidate down payments
  – Clear the down payment liquidation and the receivable
  – View open receivables for customers
Topic Process Flow

- Generate Bills and Liquidate Down Payment from the OLQR
Demonstrations and Exercises
Introduction
Demonstrations and Exercises

- Liquidate Down Payment
Topic 3: Debrief

- Bills are generated/printed based on the billing process
- If there is a down payment, it must be liquidated (drawn down) by WBS/Fund. A down payment status report can be viewed/printed
Topic 4

Initiate IPAC Process
Topic 4: Overview

- Initiate IPAC Process
  - SAP uses the IPAC interface for collections when possible
    - Must be a Federal customer
    - Must be able to pull funds from customer through IPAC
  - A bulk file is created when Accounts Receivable Payment program is executed
    - Includes billing and customer information used by Treasury to “pull” funds when an agreement is in place
  - IPAC processes funds between Federal Agencies faster
  - Billing and Collecting process is performed simultaneously
Topic 4: Objectives

• Upon completion of the Initiate IPAC Process, individuals should be able to accomplish the following:

  – Generate Payment Proposal
  – Edit Payment Proposal
  – View Payment Run Log and IPAC File Log
Topic Process Flow

• Initiate IPAC Process from the OLQR
Process Presentation
Presentation: Initiate IPAC Process

Screen Prints have been created to show the following process:

- The Sales Invoice Processor initiated the IPAC Interface by generating the payment proposal. The AP Certification Processor has generated the payment run and the IPAC Output file.

- The Customer Payment Processor views the IPAC printout and payment run and compare them with the payment proposal.

- Follow along w/the “Initiate IPAC Process” User Script.

Note: the payment run and IPAC Output File generation are part of the IPAC Processing course.
Setting IPAC Parameters

Automatic Payment Transactions: Parameters

Date: 07/31/2002
Identification: IPAC

Posting date: 07/31/2002
Due date: 07/31/2002

Company codes:
- Company: 1, Date: 07/01/02

Accounts:
- Vendor: 4, Customer: 17

Foreign currencies:
- Rate type for conversion: blank

Additional notes and parameters can be found within the interface.
Setting Free Selections

Automatic Payment Transactions: Free Selection

Run date: 07/31/2002
Identification: IPAC1

Status | Parameter | Free selection | Additional Log | Prints/filedata medium

Selection criteria

Field name | Value | Exclude values

Document
Vendor master record
Cust. master record

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Setting Additional Log

**Automatic Payment Transactions: Additional Log**

- **Run date:** 07/31/2002
- **Identification:** IFAC1

**Required logging types**
- [x] Due date check
- [x] Payment method selection in all cases
- [ ] Print method selection if not successful
- [x] Line items of the payment documents

**Accounts required**

<table>
<thead>
<tr>
<th>Vendors (from/to)</th>
<th>Customers (from/to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>17</td>
</tr>
</tbody>
</table>

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### Automatic Payment Transactions: Printout and DME

#### Run Date
- **Date:** 07/31/2002
- **Identification:** IPAC1

#### Status
- **Program:** NIFOVIS
- **Variant:** Variant
- **Variant:** Variant

#### Printout/Document Medium Exchange
- **Program:** Z0FT_AP_IPAC_OUT_NSFC
- **Variant:** Variant

#### Restrictions
- **Variant Name:** IPAC_OUT_GRC
  - ORC File Variant
- **Variant Name:** IPAC_OUT_NSFC
  - NSF File Variant
Saving The Data
Scheduling the Proposal
Completed Proposal Schedule

Automatic Payment Transactions: Status

Run date: 07/31/2002
Identification: IFAC1

Status
Parameters have been entered
Payment proposal has been created
Editing the Payment Proposal

![Edit Payment Proposal: Payments]

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Customer</th>
<th>BusA Item</th>
<th>PM Use bank</th>
<th>Curr</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>52</td>
<td>1</td>
<td>1</td>
<td>10000</td>
<td>TREAT USD</td>
<td>73.80</td>
</tr>
<tr>
<td>17</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Exceptions</td>
<td></td>
</tr>
</tbody>
</table>

**Positioning**
- Number of line items: 2
- Display from item: 1

**Payment volumes**
- Outgoing payment: 8.60
- Incoming payment: 73.80
## Item Detail

### Edit Payment Proposal: Open Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Customer</th>
<th>Payment Method</th>
<th>Document</th>
<th>Currency</th>
<th>Terms</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>NASA</td>
<td></td>
<td>8005051221</td>
<td>USD</td>
<td>0 0.050</td>
<td>73.85</td>
<td></td>
</tr>
</tbody>
</table>

**Positioning**
- Number of line items: 1
- Display from item: 1
Blocking A Payment
Updating Missing Information
## Viewing Items Ready for Processing

### Edit Payment Proposal: Payments

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Customer</th>
<th>BusA Item</th>
<th>PM Fee bank</th>
<th>Curr.</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>62</td>
<td>1</td>
<td>1</td>
<td>10000</td>
<td>TREAS USD</td>
<td>75.00</td>
</tr>
<tr>
<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Exceptions</td>
<td>0.00</td>
</tr>
<tr>
<td>=&gt;</td>
<td>17</td>
<td>62</td>
<td>1</td>
<td>10000</td>
<td>TREAS USD</td>
<td>225.00</td>
</tr>
</tbody>
</table>

### Positioning
- Number of line items: 3
- Display from item: 1

### Payment Volumes
- Outgoing payment: 0.00
- Incoming payment: 250.00
Payment Run and IPAC File Logs

Automatic Payment Transactions: Status

Run date: 07/31/2002
Identification: IPAC1

Status: Parameters have been entered
Payment proposal has been created
Payment proposal has been edited
Payment run has been carried out
Posting orders: 2 generated, 2 completed

Finished jobs:
- F110-20020731-IPAC1: Payment run
- F110-20020731-IPAC1-X: Print job
- F110-20020731-IPAC1-Z: Print job
- F110-20020731-IPAC1-R: Print job
- F110-20020731-IPAC1-T: Print job

Additional payment runs
## Payment Run Log

### Job Log Entries for F110-20020731-IPAC1

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/2002</td>
<td>17:30:54</td>
<td>Additional log for customer 4 company code NASA</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:30:54</td>
<td>Document 2010000007 company code NASA currency USD payment method 1</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:30:54</td>
<td>LIT PK Accnt RA Amount Tax</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:30:54</td>
<td>001 15 0000000004 73.00 0.00</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:30:54</td>
<td>002 40 1010.1000 73.00 0.00</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:15</td>
<td>Additional log for customer 17 company code NASA</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:15</td>
<td>Document 2010000008 company code NASA currency USD payment method 1</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:15</td>
<td>LIT PK Accnt RA Amount Tax</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:15</td>
<td>001 15 00000000017 225.00 0.00</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:15</td>
<td>002 40 1010.1000 225.00 0.00</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:15</td>
<td>End of log</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:16</td>
<td>Step 002 started (program SAPF_PAYM_SCHEDULE, variant AG000000000004, user name KGC931CR)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:16</td>
<td>Step 003 started (program Z0FL_HF_RFFCDS_L_IPAC, variant AG0000000000000, user name KGC931CR)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:53</td>
<td>Program Z0FL_HF_RFFCDS_L_IPAC: No records selected</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:53</td>
<td>Overview of the files generated (DME)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:53</td>
<td>Name / File name</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:53</td>
<td>File Name: MACFARC01</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:53</td>
<td></td>
</tr>
<tr>
<td>07/31/2002</td>
<td>17:32:53</td>
<td>Job finished</td>
</tr>
</tbody>
</table>

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IPAC File Log Error Message

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/2002</td>
<td>15:03:44</td>
<td>Job started (program SAPPAYM_SCHEDULE, variant 8000000000000000, user name KSCG31CR)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>15:03:44</td>
<td>Step 001 started (program ZOFI_AF_RFOCUS_T_IPAC, variant 8000000000000000, user name KSCG31CR)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>18:04:14</td>
<td>Step 002 started (program ZOFI_AF_RFOCUS_T_IPAC, variant 8000000000000000, user name KSCG31CR)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>18:04:14</td>
<td>Overview of the files generated (OME)</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>Name / File name</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>Directory /EAI_DATA/T01/311/OUT/READY/</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>File Name: MACFA001.20020731160344</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>Unable to find Transaction Identification Code for 8000001201</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>Unable to find Transaction Identification Code for 8000001202</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>**ERRORS HAVE OCCURRED: IPAC BULK FILE IS STORED ON THE ERROR DIRECTORY</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>Directory /EAI_DATA/T01/311/OUT/ERROR/</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>File Name: MACFA001.20020731160414</td>
</tr>
<tr>
<td>07/31/2002</td>
<td>19:04:14</td>
<td>Job finished</td>
</tr>
</tbody>
</table>

Error File
Topic 4: Debrief

• IPAC enables NASA to pull funds through Treasury from another Federal Agency

• When the IPAC Process is run a bulk file is generated containing billing and customer information

• The IPAC process results in the customer’s Treasury account being reduced and NASA’s Treasury account being increased in most cases.
End of Course Review
Review Objectives & Expectations

Individuals should now be able to:

✓ Run Preliminary Billing Register Report
✓ Create Billing Request
✓ Run Billing Due List
✓ Run Reimbursable Report from Project Systems
✓ Generate Bills
✓ Liquidate Down Payment
✓ Initiate the IPAC Process
Available Resources

• SAP Practice Training Instance

• OLQR

• Super-users within each department

• Job Aids
Extra Practice - SAP Training Instance

- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.
Congratulations!
Training Course Feedback

- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course

- To access the feedback form:
  - Launch your Web Browser
  - Enter the following URL address: http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7
  - Complete and submit feedback by following the directions within the on-line form