

Work Instruction

Remove a Payment Block

When to Use

When a vendor payment is processed against a purchase order and the invoice is more than 10% above the original purchase order price, the system automatically places a block on the payment document (the 51XXXXXXX document). The payment block takes place when the price change occurs directly on the purchase order line item. If the price change is accounted for by using the G/L account tab, an automatic block does not take place. For a cheque to be produced, the payment block must be removed.

Steps

1. Identify if a block has been placed.

The user is notified of a payment block at the time of posting. Although the balance is 0.00, there is a yellow light presented beside the balance and there is a Messages icon displayed.

🛆 Messages

When the Messages icon is selected, a message indicating the amount of the difference is indicated.

Ē٧	erification log - invoice / 2004			
Тур	Message text	LTxt	Item	Origin
	Price too high (tolerance limit of 500.00 CAD exceeded)	1	1	Amount check
V			×	

Further, when the document is saved, a message is displayed beside the document number that the document has been blocked for payment.

Ocument no. 5200002589 created (blocked for payment)

Removing a Payment Block may be performed at the time of posting through Purchasing or afterwards through Accounts Payable.

2.Remove the block - 2 methods.

- In purchasing at the time of posting.
- In accounts payable after posting.

Detailed Procedures

Access the transaction using:

Method 1 - Removing a Payment Block in Purchasing at the time of Posting

Menu	Logistics >> Material management >> Purchasing >> Purchase Order>> Follow-on Functions >> Logistics Invoice Verification >> EnterInvoice
Transaction code	MIRO

Step 1

To remove a block at the time of posting, you must access the payment document (51XXXXXXX) immediately after completing theposting. Click on Invoice document >> Display

Simulate do	ocument	0.0	maany Co					-		_	-	-	
H <u>o</u> ld	F5	0	mpany co	ue oor i		1	-						
Eest		ist .	Hold 🔛	Simulate	Messages	He He	qlp					_	
Digilata			1				D Balance		0.	.00			
Egit	Shift+F3												
Basic data	Payment	Details	Tax Co	intacts No	te	-97							
		5	Defenses										
voice date	18.02.200	2	Reterence										
mount	201071200			Calculate	tax								
av amount				1	5								
av. announe													
ext.													
ext ompany Code	UOFT Unive	ersity of T	oronto										
ext Company Code of No.	UOFT Univ	ersity of T	oronto										
ext company Code of No: PO reference	UOFT Unive	ensity of T	oronto										
ext company Code of No. PO reference urchase Order/	UOFT Union e G/L accor Scheduling Agr	unt	oronto D		7			G	300ds/service I	lems	1		
ext ompany Code of No. PO reference urchase Order/	UOFT Unive e G/L accor (Scheduling Agr	insity of T	oronto D		9		Layout	0	oods/service I	lems EATE LIV DETA	i LS I		
ext ompany Code of No. PO reference urchase Orden/	UOFT Unim G/L accor Scheduling Agr	ersity of T	a ar an	Order quantity	Purchase o.	tterm	Layout Delivery date	G	oods/service if MIRO CRI Created by	lems EATE LIV DETA Commitme	ILS I	1	
PO reference urchase Order.	UOFT Union G/L accor Scheduling Agr IR quantity	ersity of T	a a 3R qty, in OPUn	Order quantity	Purchase o.	tterm	Layout Delivery date	G Fin	coods/service it MIRO CRI Created by	lems EATE LIV DETA Commitme	ILS I	1	
PO reference urchase Order	UOFT Unive G/L accor Scheduling Agr	ant OPUN	a a aR qty: in OPUn	Order quantity	Purchase o.	Item	Layout Delivery date	G Fin	oods/service if MIRO CR Created by	lems EATE LIV DETA Commitme	ILS I		
PO reference urchase Order/	UOFT Unive G/L accor Scheduling Agr	ersity of T	a a aR qty, in OPUn	Order quantity	Purchase o.	ltem	Layout Delivery date	C Fin	Goods/service it MIRO CR Created by	lems EATE LIV DETA Commitme	LS I		
PO reference PO reference Urchase Order/ Order curr	UOFT Unive G/L accor Scheduling Agr	ersity of T	a a aR qty in OPUn	Order quantity	Purchase o.	llem	Layout Delivery date	G	coods/service it MIRO CR Created by	lems EATE LIV DETA Commitme	ILS I		
PO reference PO reference Purchase Order/ Order curr	UOFT Unive G/L accor Scheduling Agr	eeme_ I	a a aR qy, in OPUn	Order quantity	Purchase o.	Item	Layout Delivery date	C Fin	Boods/service it MIRO CR Created by	lems EATE LIV DETA Commitme	LS I		
PO reference PO reference Purchase Order/ Order curr	UOFT Unim	eeme _ 1	a a aR qty in OPUn	Order quantity	Purchase o.	ltem	Layout Delivery date	G	Boods/service it MIRO CR Created by	lems EATE LIV DETA Commitme	ILS I		

The document you just posted will be displayed. Click on Follow-on documents documents.

A pop-up box listing the accompanying (system created documents) is displayed.

097
174
154

Click on Accounting document. The invoice document will be displayed.

Document Overview - Display Doc. type : FN (FN:F0 Invoice receip) Normal document Doc. Number S100105097 Company code UOFT Fiscal year 2003 Doc. Number S100105097 Company code UOFT Fiscal year 2003 Doc. Number S100105097 Company code UOFT Fiscal year 2003 Doc. date 12.12.2002 Posting date 07.02.2003 Period 10 Ref. doc. 115739 VINCARD Doc. currency CAD Doc. currency CAD Amount Code TX Bush Cost Ctr Order Funds C Fund Camet item Assignment Text I 102781 ASSA ABLOY HOSPITALI 21 4,456.25 UOFT IX 1002 101164 DEFFURNCE 20030207 sup/inst Vision P 3 4206000 OppEquip:Other 81 430.92 UOFT IX 1002 101164 DEFFURNCE 20030207 sup/inst Vision P 3 4206001 GST:Receiv & Payable 50 181.74- UOFT IX 1002 101286 AXES	Document Overview - Display Doc. Unpetent PM (PB: FO Invoice teccip) Normal document Doc. Aumber Sinologo7 Company code UDFT Fiscal year 2003 Doc. Number Sinologo7 Company code UDFT Fiscal year 2003 Doc. date 12.12.2002 Posting date 07.02.2003 Feriod 10 Calculate Tax Image: Calculate Tax Im	Doc	ument	Edit Qoto Bettings Es	ntr <u>a</u> s	Environment	Syst 그 옵	em (13)	Help	មាសនា						SAP
Account Account short text FX Anount Cocd TX Bush Cost Ctc Dider Funds Cast test Assignment Text 4 1002761 ASSA ABLOY HOSPITALI 21 4,456.25 1007 1002 101164 DepFquiptOther 5100105097 Company code 007 Fiscal year 2003 10 a Account Account short text FX Anount Cocd TX Bush Cost Ctc Dider Funds Data test Assignment Text 1 102761 ASSA ABLOY HOSPITALI 21 4,456.25 1007 1X 1002 101164 DepFyulte* 20030207 sup/inst Vision P 3 260001 GST:Receiv & Payable 50 181.74- UOFT 1X 1002 101164 DepFyulte* 20030207 sup/inst Vision P 3 260001 GST:Receiv & Payable 50 181.74- UOFT 1002 101164 DepFyulte* 20030207 sup/inst Vision P 3 260001 GST:Receiv & Payable 50 181.74- UOFT 1002	Account Account Main		Doc	cument Overview	- D	isplay										100
boc.type : PN (RN:PO Invoice receip) Normal document boc. Sumber 5100105097 Company code UOFT Fiscal year 2003 boc. date 12.12.2002 Posting date 07.02.2003 Period 10 adiculate Tax bef. doc. 115739 VINCARD boc.currency CAD a Account short text PK Amount CoCS TX BusA Cost Ctr Order Funds C Fund Cmat item Assignment Text 1 02781 ASSA ABLOY HOSPITALI 21 4,456.25 UOFT IX 1002 101164 PAYABLE 51001050972003 115739 Vincard 3 4206001 DepEquip:Other 81 430.32- UOFT IX 1002 101164 DEPFURME* 20030207 sup/inst Vision P 3 4206001 GST:Receiv & Payable 50 181.74- UOFT IX 1002 1011266 TAXES 20030207 Sup/inst Vision P	 Account Short text Assa ABLOY HOSPITALI 4,456.25 4,005.43-2007 420600 Correction of Correction of Correcti	8 0	1	< > N A 7 3	B	2 3 8 S C	hoose	3	Sav	• 7 4	6	Tax da	ata 🚺			
a Account short text FX Amount CoCd TX BusA Cost Ct Dider Funds C Fund Cast 1tes Assignment Text 1 102761 ASSA ABLOY HOSPITALI 21 4,456.25 UOFT IX 1002 A 101164 PAYABLE Sloudoscord Sloudoscord sup/inst Vision P 2 537000 DepEquip:Other 61 430.92 UOFT IX 1002 A 101164 DEPFUNRt* 20030207 sup/inst Vision P 3 4260001 GST:Receiv & Payable 50 181.74- UOFT IX 1002 A 101286 TAXES 20030207 sup/inst Vision P	a Account short text FX Amount Cocd TX Busk Cost Ctx Order Funds Funds Cant item Assignment Text 1 102761 ASSA ABLOY HOSPITALI 21 4,456.25 UOFT IX 1002 101164 101164 PAYABLE S1001050972003 115739 Vincard sup/inst Vision Per 2 537000 DepEquipitoThere 81 430.92 UOFT IX 1002 101164 101164 DEPFURME* 20030207 sup/inst Vision Per 3 4260001 657:Receiv & Payable 50 181.74 UOFT IX 1002 101286 101286 DEPFURME* 20030207 20030207 sup/inst Vision Per 3 260001 657:Receiv & Payable 50 181.74 UOFT IX 1002 101286 101286 DEPFURME* 20030207 20030207 20030207	oc. oc. alc ef.	type : Number date ulate ' doc. curren	RN (RN: PO Invoice ro r 5100105097 12.12.2002 Tax 115739 VINCAFD cy CAD	ecei Com Pos	p) Normal d pany code ting date	UOFT 07.0	nt 2.200	03	Fiscal y Period	ear	2003 10				
1 102781 ASSA ABLOY HOSPITALI 21 4,456.25 UOFT IX 1002 101164 DEPFURME* 51001050972003 115739 Vincard 2 537000 Automatic Accruais 96 4,705,43- UOFT IX 1002 101164 DEPFURME* 50030207 sup/inst Vision P 3 420600 DepEquip: Other 61 430.92 UOFT IX 1002 101164 DEPFURME* 20030207 sup/inst Vision P 3 260001 GST: Receiv & Payable 50 181.74- UOFT IX 102 TAXES 20030207 sup/inst Vision P	1 102781 ASSA ABLOY HOSPITALI 21 4,456.25 UOFT IX 1002 101164 DEPFURME* 51001050972003 115739 Vincard 2 537000 Automatic Accruals 96 4,705.43- UOFT IX 1002 101164 DEPFURME* 20030207 sup/inst Vision Per 3 4206001 GST:Receiv & Payable 50 181.74- UOFT IX 1002 101286 PAYABLE 51001050972003 115739 Vincard 4 260001 GST:Receiv & Payable 50 181.74- UOFT IX 1002 101286 PAYABLE 51001050972003 sup/inst Vision Per 20030207 20030207 20030207 20030207 20030207 20030207 20030207	n A	ccount	Account short text	PK	Asount	CoCd	TX	Busk	Cost Ctr	Order	Funds C	Fund	Cant item	Assignment	Text
		1 1 2 3 4 2	02781 37000 120600 :60001	ASSA ABLOY HOSPITALI Automatic Accruals DepEquip:Other GST:Receiv & Payable	21 96 81 50	4,456.25 4,705.43- 430.92 181.74-	UOFT UOFT UOFT UOFT	IX IX IX IX	1002 1002 1002			101164 101164 101286		PAYABLE DEPFURNE* DEPFURNE* TAXES	\$1001050972003 20030207 20030207 20030207 20030207	115739 Vincard sup/inst Vision Per sup/inst Vision Per
		3 4 4 2	120600 160001	DepEquip:Other GST:Receiv & Payable	81 50	430.92 181.74-	UOFT	IX	1002			101164 101286		DEP FURME TAXES	20030207 20030207	sup/inst Vision

Step 2

Double click on the vendor line item, which is the first line item to display the payment screen.

If this in an OTA Vendor, you will need to click on or hit enter when the Address screen appears.

Display Document: Line Item 001 Doc no. S100105097 Interest 1002 Display Document: Line Item 10.00 CAD Display Document: Line Item 0.00 CAD Display Document: Line Item 0.00 CAD Display Document: Line Item 0.00 CAD Payterms YTOS Days/percent 25 0.000 0 0.000 0 Display Document: Line Item 1.2 Clearing 12.02.2003 / 2001129120 Assignment 51001050972003 Tet 115739 Vincard Clearing 11.0739 Vincard Display Document: Line Item 1.2 Display Document: Line Item 1	Document	Edit Qoto E	dras Environn	nent System	Help						AP
Display Document: Line Item 001 Display Document: Line Item 001 Prior Display Document: Line Item 001 More data endor: 102781 ASSA ABLOY HOSPITALITY INC Git Acc Stoode UDFT Case Postale 11395 Inversity of Toronio Montreal Doc. no Jone Item 1/ Credit memo / 21 Annount 4,456.25 CAD Tax Code IX Void Void Bus. Area 1002 Disc. base 3,875.00 CAD Payterms YTOS Days/percent 25 0.000 Void Print block Invoice ref // / 0 Print Method Print meth supl Clearing 12.02.2003 / 2001129120 Assignment S1001050972003 Ted	8			C Q Q [日間間	008		🕲 🖪			
Indivi 102781 ASSA ABLOY HOSPITALITY INC Ompany Code UDT Case Postale 11395 Inhersity of Toronto Montreal Doc. no. \$100105097 Ine litern 1/ Credit memo / 21 Wmount 4,456.25 CAD Far Code TX	Dis	play Docu	ment: Line	Item 001							
I02781 ASSA ABLOY HOSPITALITY INC Git. Acc \$10000 ompany Code UDFT Case Postale 11395 intersity of Toronto Montreal Doc. no. \$100105097 inte film 1/ Credit memo / 21 Montreal Doc. no. \$100105097 Wnount 4,456,25 CAD Tax Code TX Tax Idditional details Bus. Area 1002 Disc. base 3,875.00 CAD Payterms YT05 Days/percent Disc. base 3,875.00 CAD Payterms YT05 Days/percent Dinoice ref / / Print Method Print meth.supil Clearing 12.02.2003 / 2001129120 Assignment 51001050972003 Text 115739 Vincard	982		More data								
Inversity of Toronto Montreal Doc: no. 5100105097 Ine Item 1 / Credit memo / 21	ndor ompany Code	102781	ASSA ABLOY Case Postale	HOSPITALITY IN	c	GIL Acc	510000				
Line Item 1 / Credit memo / 21 Amount 4, 456.25 CAD Fax Code IX dditional details Jus. Area 1002 Disc. base 9, 875.00 CAD Disc. amount 0,00 CAD Paytherms YT05 Days/percent 25 0.000 * 0 0.000 * 0 Jiline date 12, 12, 2002 Fixed Print block Invoice ref. / / 0 Print Method Print meth.supl. Dearing 12, 02, 2003 / 2001129120 Vasignment 51001050972003 Fed 115739 Vincard	niversity of Tor	ronto	Montreal			Doc. no	5100105097	Î.			
Armount 4,456.25 CAD Tax Code IX dditional details Jus. Area 1002 Disc. base 9,875.00 CAD Disc. amount 0,00 CAD Paytterms YT05 Daysipercent 25 0,000 * 0 0,000 * 0 Jline date 12,12,2002 Fixed Print block Invoice ref. / / 0 Print Method Print meth.supl. Dearling 12,02,2003 / 2001129120 Vasignment 51001050972003 Fed 115739 Vincard	ine Item 1 / Cr	redit memo / 21	/				1				
Tax Code TX ddifional details	4mount	4,456.25	CAD								
udditional details 1002 Bus. Area 1002 Disc. base 3,875.00 CAD Disc. amount 0.00 Payt terms 1705 Days/percent 25 0.000 * 0 0.000 * 0 Jiline date 12.12.2002 Fixed Print block Invoice ref. / Print Method Pmt meth.supl Clearing 12.02.2003 / 2001129120 Vissignment 51001050972003 Fed 115739 Vincard	Fax Code	IX									
Bus. Area 1002 Disc. base 3,875.00 CAD Disc. amount 0.00 CAD Paytterms YT05 Days/percent 25 0.000 * 0 0 Bline date 12.12.2002 Fixed Invoice ref. / / 0 Print block Invoice ref. / / 0 0 0 Print Method Print meth.supl. Invoice ref. / / 0 Sasignment 51001050972003 Invoice ref. Vice Long Text Vice Long Text	dditional deta	ills /				_					
Disc. base 3,875.00 CAD Disc. amount 0.00 CAD Paytterms YT05 Days/percent 25 0.000 + 0 0.000 + 0 Siline date 12.12.2002 Fixed Invoice ref. / / Print block Invoice ref. / / 0 Print Method Print meth.supi. Invoice ref. / / Clearing 12.02.2003 / 2001129120 Invoice ref. / / Assignment 51001050972003 Invoice ref. Invoice ref. Invoice ref.	Bus. Area	1002									
Payt terms YT05 Days/percent 25 0.000 0)isc.base	3,875.00	CAD	Disc. amount	0.00	(AD				
Nine date 12.12.2002 Fixed Invoice ref. / / 0 Print block Invoice ref. / / 0 Print Method Print meth.supl. Clearing 12.02.2003 / 2001129120 sissignment 51001050972003 red 115739 Vincard	Payt terms	YT05		Days/percent	25 0.000	¥ 0 0.	000 1 0				
Print block Invoice ref. / / 0 Print Method Print meth.supl. Clearing 12:02:2003 / 2001129120 Assignment 51001050972003 Fed 115739 Vincard & Long Text	Bline date	12.12.2002		Fixed							
Pmt Method Pmt meth.supl. Clearing 12.02.2003 / 2001129120 Assignment 51001050972003 Fext 115739 Vincard Long Text	mnt block			Invoice ref.		1 1	0				
12.02.2003 / 2001129120 Issignment 51001050972003 Text 115739 Vincard	Pmt Method	Prnt meth.s	supl.								
ext 115739 Vincard Cong Text	learing	12.02.2003	/ 2001129120	1							
Text 115739 Vincard 💘 Long Text	ssignment	51001050973	2003								
	ext	115739 Vinca	ird				🛃 Long Text				
	1944	1200200	-32					-			
										D AMS (1) (010) •	ap81 OVR

To remove the block, simply click on the change icon, this will open the Pmnt block field for change. Delete the R and click

on to save the document.

Method 2 - Removing a Payment Block through Accounts Payable after Posting

Step 1				
Menu Accounting >>	Financial Accounting >>	Accounts Payable >>	> Document >>	Change

To remove a block after posting, you must access the payment document (51XXXXXXX) through Accounts Payable and remove the block.

At the Change document: Initial screen, enter the document number and press enter.

<u>D</u> ocument <u>E</u> dit <u>G</u> oto	⊻iew System <u>H</u> elp
©	🔋 🔍 📙 I 😋 🚱 🔇
Change Document	t: Initial Screen
🛗 List 🖊 First item 🥻	Editing options
Keys for Financial Accounting	1
Document number	5100108290
Company code	UOFT
Fiscal year	2004

Double click on the vendor line item (line item 1) to display the payment screen.

If this in an OTA Vendor, you will need to click on or hit enter when the Address screen appears.



In the Pmnt block field, the R (Invoice verification) must be removed. To remove the block, simply delete the R in the Pmnt block filed and click on

B

to save the document.

End of procedure.

top