

Release Blocked Invoice

An invoice becomes blocked for payment when a PO related invoice is entered before the goods receipt; or if the invoice is out of tolerance for quantity or price. The following steps show how to clear blocked invoices for all scenarios. The Business Office should review the blocked invoices weekly to clear items from the list which may affect financial reports. Purchasing Services will follow up on items greater than 30 days old, contacting departments and/or vendors as needed.

Last Updated: 11/6/08

	What to Do	Who	How to Do It
1	Review Blocked Invoice Report	Business Office	<ul style="list-style-type: none"> • Run tcode ZFI_Blocked_Invoice for appropriate fund center (Need AP_Display role to access tcode) • Review PO <ul style="list-style-type: none"> ➢ Through SRM – monitor shopping cart ➢ Through R/3 – ME23N
2	Determine Blocking Reason	Business Office	<ul style="list-style-type: none"> • Are goods 'confirmed'? <ul style="list-style-type: none"> ➢ If no, confirm in SRM • Is price out of tolerance? See http://www.purdue.edu/acctpay/doc/OutOfToleranceguidelines.doc <ul style="list-style-type: none"> ➢ If price is out of tolerance, but okay to pay, go to step 3 ➢ If price is out of tolerance and not okay to pay, go to step 4 • Is quantity out of tolerance? See: http://www.purdue.edu/acctpay/doc/OutOfToleranceguidelines.doc <ul style="list-style-type: none"> ➢ If quantity is out of tolerance, but okay to pay, go to step 3 ➢ If quantity is out of tolerance and is not okay to pay, go to step 4
3	Complete Form 26	Business Office	<ul style="list-style-type: none"> • See http://www.purdue.edu/bs-ba/xls/SAPFORM261.XLS • Check "Release Blocked Invoice" box • In 'Explanation' area: <ul style="list-style-type: none"> ➢ List line item number ➢ Indicate adjusted dollar amount ➢ Indicate adjusted quantity • Route for signature • Send to Purchasing
4	Contact Purchasing	Business Office	<ul style="list-style-type: none"> ➢ Notify Purchasing Helpdesk of price or quantity discrepancy that is unauthorized
5	Contact Vendor	Purchasing	<ul style="list-style-type: none"> • Contact vendor to reconcile price or quantity discrepancy (request credit memo)

6	Review Completed Form 26	Purchasing	<ul style="list-style-type: none"> • Review Form 26 <ul style="list-style-type: none"> ➤ Is "Release Blocked Invoice" box checked? If yes, forward to AP
7	Receive and Post credit memo	Accounts Payable	<ul style="list-style-type: none"> • Execute Tcode MIRO • Post credit
8	Release blocked Invoice	Accounts Payable	<ul style="list-style-type: none"> • Execute Tcode MRBR <ul style="list-style-type: none"> ➤ Search for PO ➤ Release for payment
9	Clear GR/IR	Accounts Payable	<ul style="list-style-type: none"> • Execute Tcode MR11 <ul style="list-style-type: none"> ➤ Search for PO ➤ Release residual balance in GR/IR
10	Prepare Form 26 for imaging	Accounts Payable	<ul style="list-style-type: none"> • Execute Tcode ME23N <ul style="list-style-type: none"> ➤ Locate corresponding Accounting Document Number ➤ Write document number on Form 26 ➤ Send to Central Files for imaging
11	Scan into Webview	Central Files	<ul style="list-style-type: none"> • Scan item with corresponding Accounting Document number for easy retrieval in Webview