

MANUAL BOOK

FOR RECONCILIATION AND CORRECTION OF INPUT ERRORS

ACCOUNT PAYABLE TRANSACTION

(ON SAP & EXCEL SYSTEM)

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1. INTRODUCTION

Accounting Division, particularly the Accounts Payable (AP) department, plays a crucial role in managing the company's cash flow through the processes of recording, verifying, and paying vendor invoices. In addition, the AP department performs reconciliations by matching the company's internal transaction data with vendor Statements of Account (SOA) to ensure the accuracy of financial reports.

The complexity of transactions involving numerous documents makes this process highly detail-oriented and prone to data entry errors.



2. PROBLEM



Human error when inputting Account Payable transaction data on system.



Common errors include:

- Incorrect invoice date
- Incorrect reference number
- Differences in quantity/price
- R-Block (payment block)



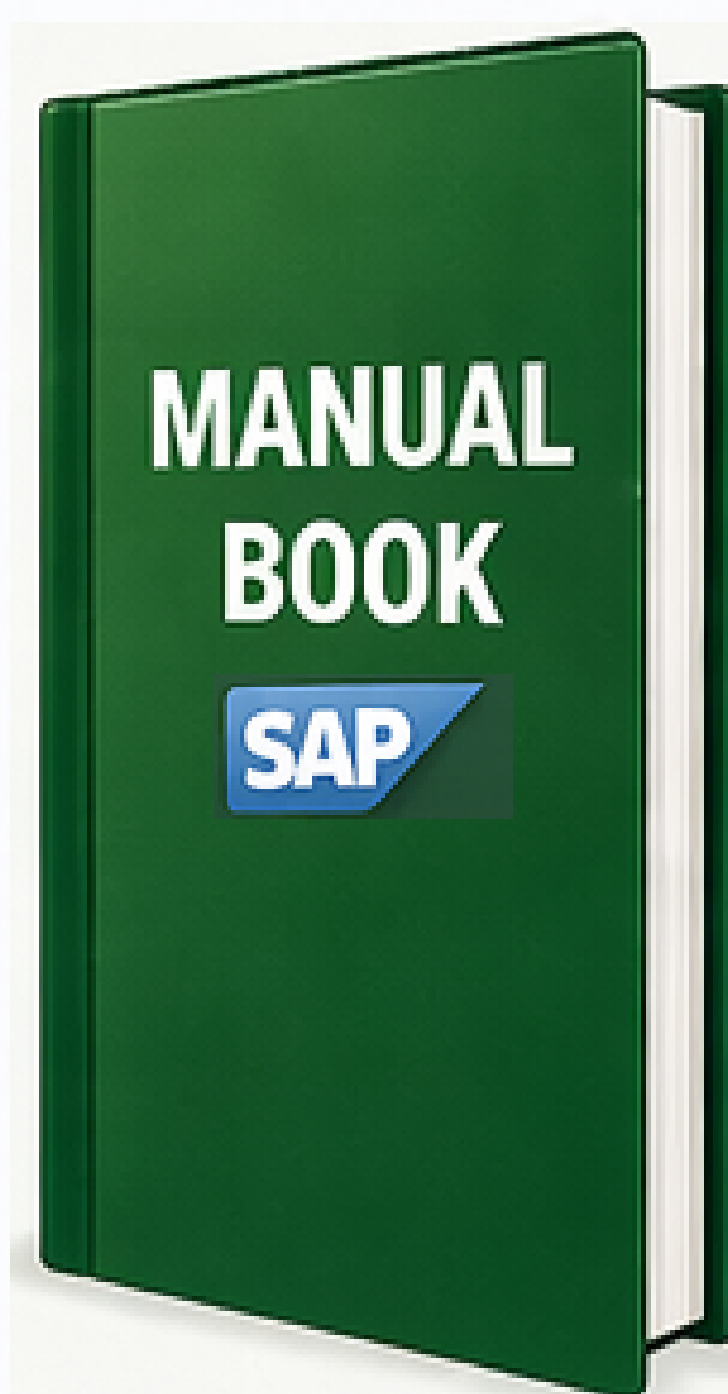
No systematic written work guide is available.



This leads to data discrepancies between the internal system and vendor SOA, causing reconciliation processes to be longer.

3. SOLUTION

MANUAL BOOK



The manual book is designed as a systematic work guide, equipped with step-by-step instructions, explanations, and SAP screenshots to assist employees in the reconciliation process and the correction of input errors.



4. MANUAL BOOK CONTENTS

1

RECONCILIATION (3-WAY MATCHING)



Ensure the match of quantity, price, currency, material, etc.

T-Code
FBLIN

2

CHECK GR



Check invoice with PO (Purchase Order) and GR (Good Receipts)

T-Code
ME23N

3

INVOICE POSTING



Input invoice data (company code, invoice date, reference number, amount, currency, tax account, etc)

T-Code
MIRO

4

CORRECTION OF DATE & REFERENCE



- Correct invoice date
- Correct reference number

T-Code
FBLIN

5

R-BLOCK HANDLING



- Identify invoices with R-Block status then check data accuracy
- Remove R-block

T-Code
FBLIN

6

REVERSE POSTING



- Cancel incorrect invoice
- Maintain accounting period accuracy

T-Code
MR8M, F-44

5. BENEFITS OF THE MANUAL BOOK



REDUCE HUMAN ERROR

Provides clear and consistent steps to minimize input mistakes.



IMPROVE WORK EFFICIENCY

Speeds up reconciliation and problem resolution processes.



IMPROVE DATA ACCURACY

Ensures transaction records are more accurate and reliable.



LEARNING & REFERENCE MATERIAL

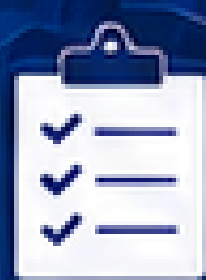
Can be used for training new employees and as a work reference.



STRENGTHEN INTERNAL CONTROL

Supports compliance with procedures and the quality of financial reporting.

6. EXPECTED OUTPUT



With this manual book, the reconciliation process of account payable transactions becomes more controlled, input errors can be minimized, issues can be resolved faster, and the management of liabilities on SAP system becomes more effective,urate, and reliable.

SCAN TO VIEW OUTPUT

CODE / ID :

<https://bit.ly/3PTDQcv>
