## Invoice and Payment Processing

1. Invoice is received from vendor
2. First level verification by in market for following points
   a. Invoice contains letterhead, PO number, billed entity, TIN.
   b. Confirm GR is done
   c. Check the arithmetic values.
   d. Getting tax team alignment for new type of supply requiring updating WHT rates in vendor master.
3. Second level verification by GBO invoice parking team & invoice parking in SAP.
   a. Duplicate invoice check based on whether the GR of this invoice is already consumed.
   b. Confirm GR is done and whether GR matching the invoice value
   c. WHT code updating in master.
   d. 3-way matching PO, GR, invoice
4. Third level verification by GBO invoice posting team & invoice posting in SAP.
   a. 3-way matching PO, GR, invoice
   b. Accuracy of details entered in SAP.
5. Weekly twice all the open invoices are extracted from SAP using FBL1H.
6. From the data extracted following workings are done:
   a. Eliminate following GLs
      i. Intercompany payable
      ii. IOU manager
      iii. IOU staff
      iv. Short-Term loan
      v. Trade creditors- Foreign (Foreign vendors handled by in market treasury team)
      vi. Vendor bills of exchange (SF- Payments)
   b. Eliminate following invoice
      i. Invoice with payment block (If there is any other block other than "A" or "B" inform Invoice Team.
      ii. Invoice with payment type other than "T"
      iii. Invoice with document currency other than "NGN"
      iv. NTC- vendor Diageo invoices
      v. Invoice not due on the date of payment based on net due date column
   c. Perform following steps to eliminate vendors with net debit balance
      i. Pull Sub TB report using ZFI_TRL_BLNS
      ii. Prepare a pivot to consolidate vendor closing balance from all profit centres across Guinness
      iii. Based on the pivot identify vendors having total debit balance.

         iv.   Eliminate the invoices from such vendors in our excel workings.

d. Prepare Pivot table for list of vendors payable along with total amount payable (Credit).

e. If for any vendors as per pivot table total amount is debit amount, then eliminate the invoices from such vendors.

f. Validate the bank accounts of vendors by sending mail of list of vendor names payable to Payment processing team (already validated means no need to repeat the task). Eliminate invoices of vendors that are not ok for payment as per payment team.

g. Based on date of posting bifurcate the invoices to Tolaram and Diageo(On 31.01.2025) posted invoice and prepare separate pivot table for both the types of invoices.

h. First process Diageo posted invoice-
   i. Prepared F110 proposal
   ii. Make sure WHT is not deducted from any Diageo posted invoice.
   iii. Eliminate any errors found is proposal and rerun the proposal.
   iv. Send proposal to payment team after payable matches with our workings.

i. After Diageo posted invoice F110 is run by payment team process Tolaram posted invoice
   i. Calculate WHT amount for each invoice based on the WHT base amount and rates given by in-market at the time of providing invoice over help desk to GBO.
   ii. Reduce invoice total and WHT amount calculated to arrive amount payable.
   iii. Prepared F110 proposal
   iv. Eliminate any errors found is proposal and rerun the proposal.
   v. Send proposal to payment team after payable matches with our workings.