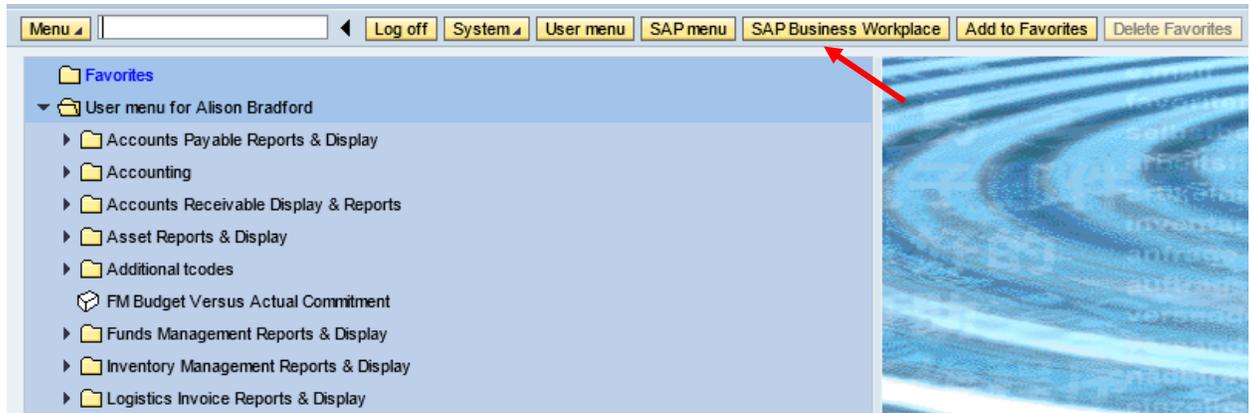


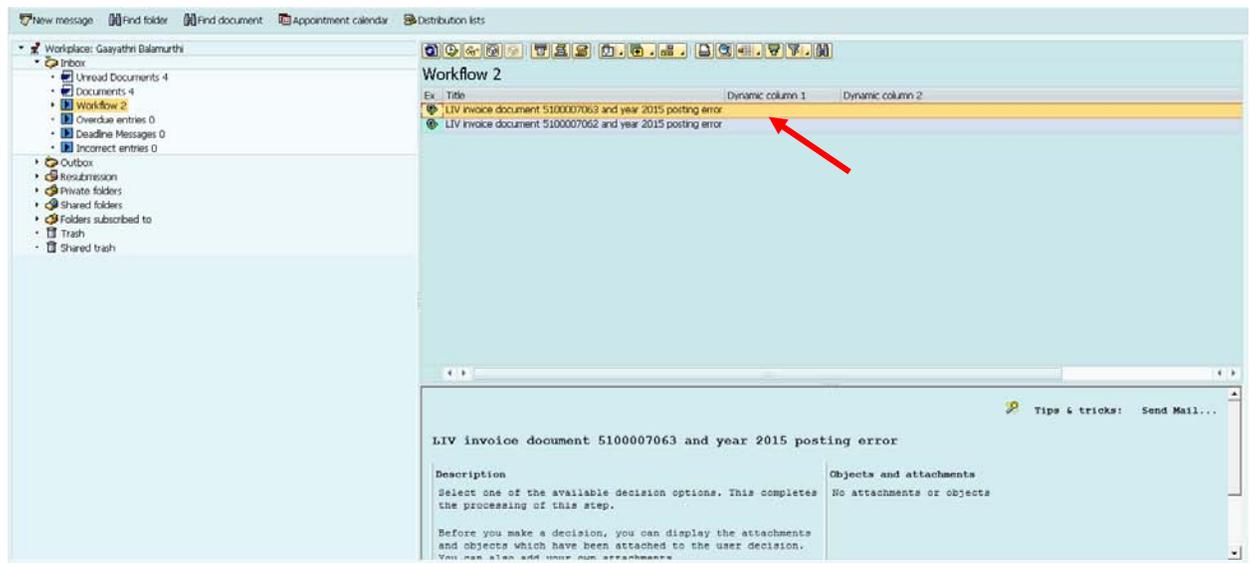
Posting and Deleting LIV Documents



1.) To post LIV documents, click on SAP Business Workplace.



2.) LIV Documents that failed to post upon receiving the final approval will go back to the initiator's inbox.



3.) Upon double clicking on the failed document that needs to be posted, the initiator should be able to "Reprocess" the document and the documents that failed due to fiscal year change will post. If the posting fails upon reprocessing, the document will once again appear in the initiator's inbox. This document might have a true posting error that will need to be corrected by the agency.

Posting and Deleting LIV Documents



Decision Step in Workflow

Workflow Create Import Attachment

LIV invoice document 5100007063 and year 2015 posting error

Choose one of the following alternatives

- Reprocess** (indicated by a red arrow)
- Cancel and keep work item in inbox

Description
Select one of the available decision options. This completes the processing of this step.
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.
If you choose Cancel, the user decision remains in your inbox for processing.

Objects and attachments
No attachments or objects

If the user is unable to find the document in their workflow inbox they can go directly to the document and change the posting date and click on "Save parked document". If there are no true posting errors a new document will be created in the new fiscal year.

Change Invoice Document 5100142987 2015, Complete for Posting

Menu Save Parked Document Back Exit Cancel System Show PO structure Show worklist Other Invoice Document Simulate Save as Completed Messages Help

Transaction 1 Invoice 5100142987 2015 OCO Balance 0.00 USD

Basic data Payment Details Tax Withholding tax Vendor 3100003694

Invoice date 01/28/2015 Reference 082092
Posting Date 07/23/2015 (indicated by a red arrow)
Amount 220.80 USD Calculate tax
Tax Amount IO IO (A/P sales tax)
Text
Paymt terms Due immediately
Baseline Date 05/01/2015
Company Code SOMS State of Mississippi Jackson
Lot No.

PO Reference Contract Reference

1 Purchase Order/Scheduling Agri 4000014438-CGS24267 08/18/2015 1 Goods/service items
Layout 7_6310 All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	Smart...	PO Text
1	220.80	220.800	MI	4000014438	2	400001	TRAVEL

Posting and Deleting LIV Documents



- 4.) Re-Open the new document number in the new fiscal year and click on "Save as completed". Once the document is approved, it should post. If there is a true posting error, click on "Messages" as shown below.

Change Invoice Document 5100006964 2015, Complete for Posting

Menu | Save Parked Document | Back | Exit | Cancel | System | Show PO structure | Show worklist | Other Invoice Document | Simulate | Save as Completed | Messages | Help

Transaction: 1 Invoice | 5100006964 | 2015 | Balance | 0.00 USD

Basic data | Payment | Details | Tax | Withholding tax

Invoice date: 05/26/2015 | Reference: 24339088101
 Posting Date: 07/26/2015
 Amount: 116.98 | USD | Calculate tax
 Tax Amount: | IO IO (A/P sales tax)
 Text: VP871580
 Paymt terms: Due immediately
 Baseline Date: 05/26/2015
 Company Code: SOMS State of Mississippi Jackson
 Lot No.:

Vendor 3100026169

PO Reference | Contract Reference

1 Purchase Order/Scheduling Agre | 4300002931 | 10 | 1 Goods/service items
 Layout: 7_6310 All information

Item	Amount	Quantity	Or...	Purchase Or...	Item	Smart...	PO Text
1	116.98	116.980	AU	4300002931	10	430000	Communications Media Services, Televisio

Error messages will be displayed and will need to be corrected accordingly by the agency. Once the error message is corrected, click on "Save Parked Document". Then go back into the document and click on "Save as Completed". Once the document is approved, it should post.

Verification log - invoice 5100006964 / 2015

Typ	Message text	Item	origin
✖	Please enter Received date.		Post
✖	SOMS Account number is required based on vendor master setting.	1	Check invoice document

Technical Information | [Navigation icons]

Posting and Deleting LIV Documents



To Delete LIV documents with posting error follow the steps below:
1.) Open the invoice and change the posting date to current date.

The screenshot shows the 'Change Invoice Document' interface for document 5100142987, 2015. The 'Posting Date' field is highlighted with a red arrow and set to 07/23/2015. The 'Invoice date' is 01/28/2015. The amount is 220.80 USD. The vendor is 3100003694. The PO Reference is 4000014438-CG524267 08/18/2015. The item is 1, amount 220.80, quantity 220.800 MI, purchase order 4000014438, item 2, PO Text 400001-TRAVEL.

DO NOT simulate the document. If there are no true errors, click on “Save Parked document”. Press enter throughout the warning messages and the below message will be displayed upon saving. A new document number will be generated for the fiscal year.

Document 5100142987 2015 was deleted and created again under 5100155920 2016

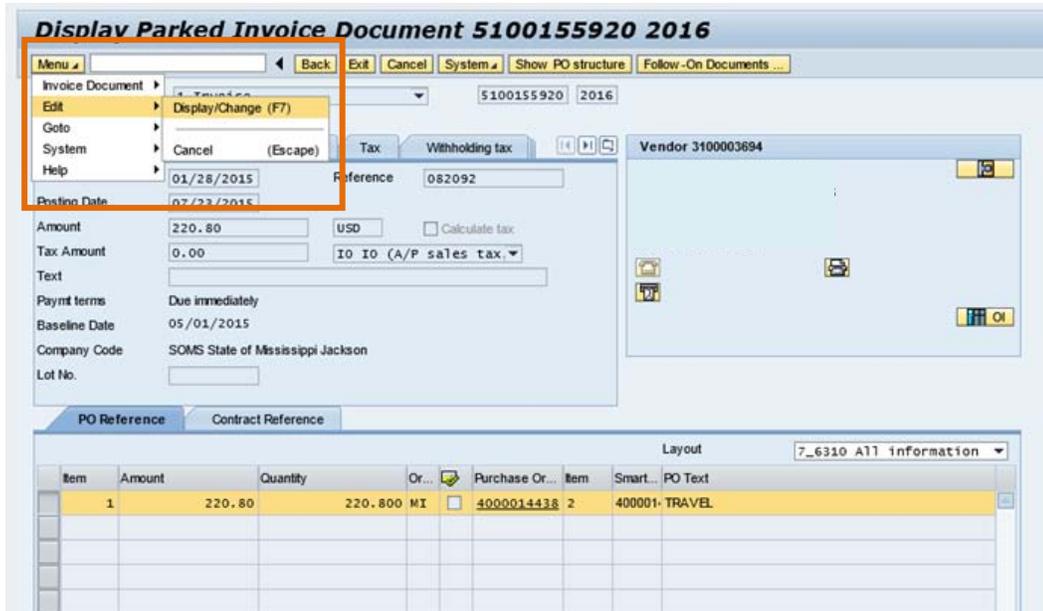
If there are true errors, click on “Messages” icon to view message and correct accordingly.

The screenshot shows the 'Change Invoice Document' interface for document 5100006964, 2015. The 'Posting Date' field is highlighted with a red arrow and set to 07/26/2015. The 'Invoice date' is 05/26/2015. The amount is 116.98 USD. The vendor is 3100026169. The PO Reference is 4300002931. The item is 1, amount 116.98, quantity 116.980 AU, purchase order 4300002931, item 10, PO Text 430000: Communications Media Services, Televisio.

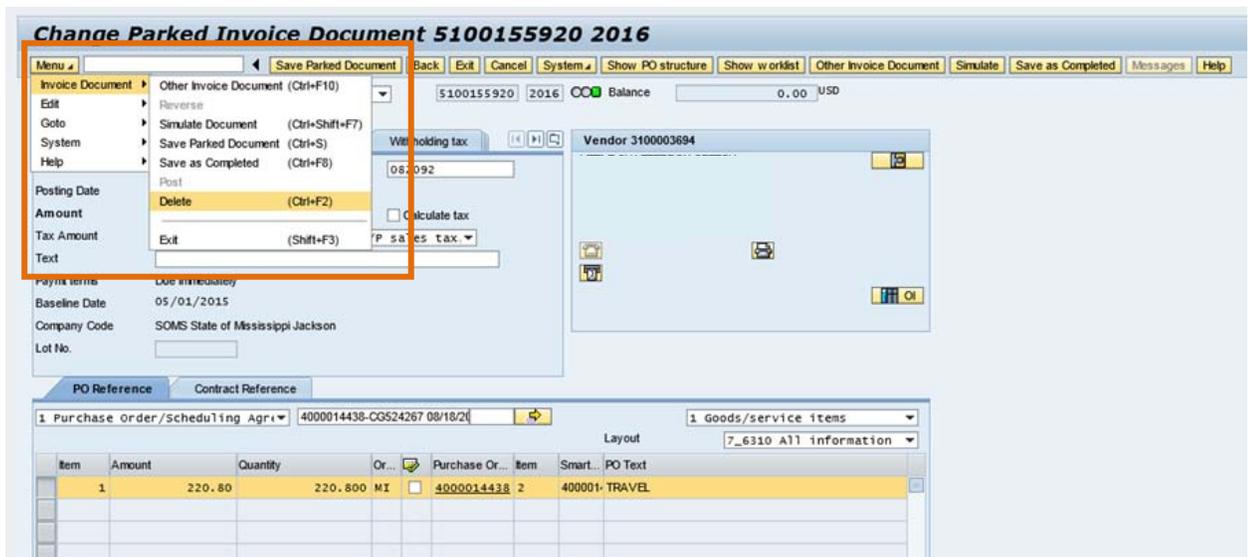
Posting and Deleting LIV Documents



- 2.) Re-open the new document number for the new Fiscal year and go to Menu-> Edit -> Display/Change.



- 3.) Then go to Menu-> Invoice Document -> Delete.



- 4.) The parked document is now deleted.

