

PayMode Error Reprocess Table Job Aid

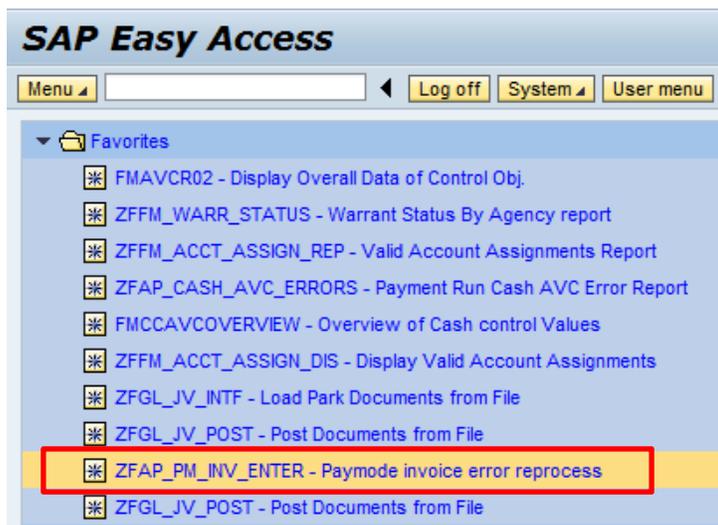


The purpose of the PayMode Error Reprocess Table Job Aid is to assist users with processing invoice documents that are sent electronically from PayMode which do not receive a two way match based on the MAGIC purchase order number. This job aid contains instructions for Purchase Order (PO) related documents and Non PO related documents.

An invoice will be listed on this table if:

- The vendor invoice does not include a PO reference.
- The vendor invoice includes a PO reference, but the dollar amount does not match the PO amount.
- The vendor invoices includes a PO reference and the dollar amount agrees to the PO, but the Goods Receipt has not been processed.

1.) To access the table, execute the T-code **ZFAP_PM_INV_ENTER**



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- 2.) Enter the applicable **Business Area** number and any additional information known then click **Execute**.

Program to re-process inbound invoices which are failed

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Selection

Business Area: 1130 to [] []

Inv. Ref. No. [] to [] []

Vendor No. [] to [] []

PO Number [] to [] []

- 3.) The invoices with error messages are listed. The top portion includes the header lines of the invoices and the bottom portion includes line items of the selected invoice. Each invoice will be listed once in the header portion, however, the invoice can include multiple lines in the line item section.

Paymode Inbound Invoice Re-process

Menu | Save | Back | Exit | Cancel | System | Select Items | Display all | Generate Invoice

Trans ID	Ident	Reference	BusA	Name	Vendor	Inv. Type	Short Text	Date	Date	Crcy	Purch.Doc.	Amount	Tax	Attach
I			1130			Sales Invoice		2014-07-15	2014-10-09	USD		10.51	0.00	
I			1130			Sales Invoice		2014-08-29	2014-10-09	USD		2,534.00	0.00	
I			1130			Sales Invoice		2014-07-17	2014-10-09	USD		139.23	0.00	
I			1130			Sales Invoice		2014-07-17	2014-10-09	USD		22.06	0.00	
I			1130			Sales Invoice		2014-07-24	2014-10-09	USD		237.34	0.00	
I			1130			Sales Invoice		2015-10-13	2015-11-12	USD		17,535.00	0.00	
I			1130			Sales Invoice		2015-10-13	2015-11-12	USD		21,500.00	0.00	
I			1130			Sales Invoice		2015-10-13	2015-11-12	USD		23,520.00	0.00	
I			1130			Sales Invoice		2015-10-13	2015-11-12	USD		20,585.00	0.00	
I			1130			Sales Invoice		2015-10-13	2015-11-12	USD		14,775.00	0.00	
I			1130			Sales Invoice		2015-10-13	2015-11-12	USD		22,020.00	0.00	

Transaction ID	Seq. No.	Line	Reference	Quantity	Unit Price	DU	Purch.Doc.	PO Item No.	Crcy	Messages	SoMS Account No	GL Account	Cost Center	Grant	Fund	WBS Elemen
	1	L		100	0.05	EA				Fill in mandatory field PO_ITEM (table parameter ITE)						
	2	L		1	13.68	EA				Fill in mandatory field PO_ITEM (table parameter ITE)						
	3	L		1	9.13	EA				Fill in mandatory field PO_ITEM (table parameter ITE)						
	1	L		1	5.57	EA				Vendor is not defined in company code SOMSReq						

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- 4.) To view the invoice, highlight the header line and click **Select Items**, which will cause only the line items for the selected invoice to appear. If there are multiple line items, all lines will appear on the screen.

Paymode Inbound Invoice Re-process

Menu | Save | Back | Exit | Cancel | System | Select Items | Display all | Generate Invoice

Trans ID	Ident	Reference	BusA	Name	Vendor	Inv Type	Short Text	Date	Date	Ctry	Purch Dec	Amount	Tax	Attac
			1130			Sales Invoice		2016-02-18	2016-03-19	USD		389.30	0.00	

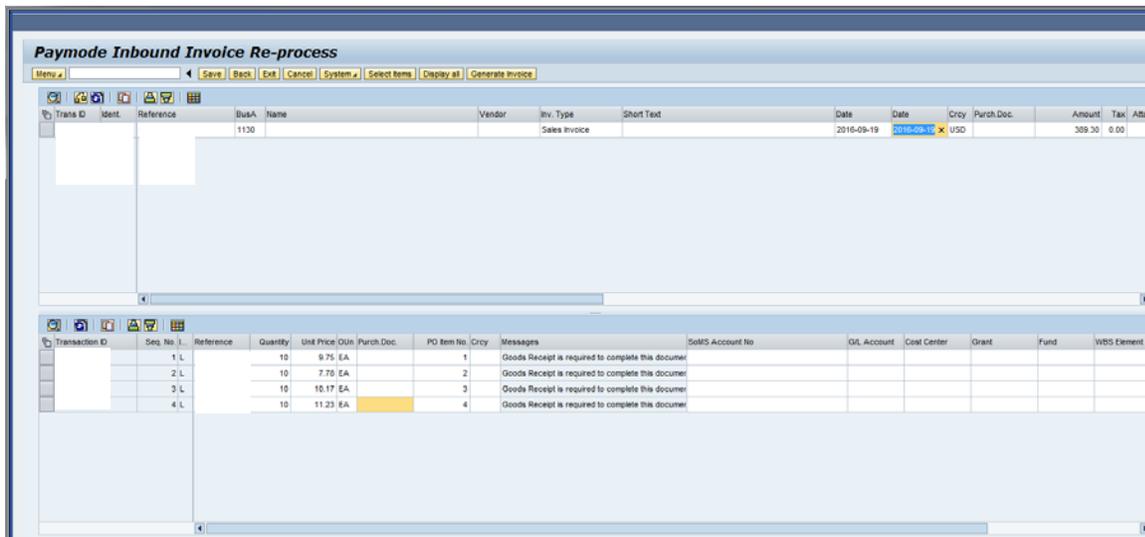
Transaction ID	Seq. No.	Reference	Quantity	Unit Price	Q/Un	Purch Dec.	PO Item No.	Crncy	Messages	SolMS Account No	GL Account	Cost Center	Grant	Fund	WBS Element
	1	L	10	9.75	EA		1		Goods Receipt is required to complete this document.						
	2	L	10	7.78	EA		2		Goods Receipt is required to complete this document.						
	3	L	10	10.17	EA		3		Goods Receipt is required to complete this document.						
	4	L	10	11.23	EA		4		Goods Receipt is required to complete this document.						

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Steps for invoices without PO reference

- 1.) To add a PO reference to an invoice, enter the **PO number and/or vendor number** in the Purch. Doc field on the header line. Also enter the **PO number and PO Item Number** (line number of item if multiple lines are present) on the line item(s). When completed, highlight the header line and click **Save**.



If the invoice is related to a PO and the PO has been flagged for a Goods Receipt, users with access to T-code MIGO will need to process the Goods Receipt prior to attempting to create the invoice from the Reprocess table.

A message will appear that all Record(s) are successfully saved. Click the **Green** checkbox.



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4.) Press the **Enter** key to view the created document.

Item	Amount	Quantity	Or...	Purchase Or...	Item	Smart...	PO Text
1	5.57	1	EA		10		430000; Job Aid
2	4.94	2	EA		20		430000; Job Aid

5.) Click on (a) Menu; (b) Edit; (c) Display/Change to open the document.

(a) Menu

(b) Edit

(c) Display/Change (F7)

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- 6.) Click the **Save Parked Document** button to park the document or the **Saved as Completed** button to enter into workflow for approval.

Change Invoice Document **Complete for Posting**

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

Transaction: 1 Invoice | 5100007160 | 2016 | OCO Balance | 0.00 USD

Basic data | Payment | Details | Tax | Withholding tax

Invoice date: 01/07/2016 | Reference: 1891611
Posting Date: 01/07/2016
Amount: 10.51 USD | Calculate tax
Tax Amount: | IO IO (A/P sales tax)
Text: |
Paymt terms: Due immediately
Baseline Date: 01/07/2016
Company Code: SOMMS State of Mississippi Jackson
Lot No.: |

Vendor: 3100016968

PO Reference: 4300002838 | Contract Reference: |
1 Purchase Order/Scheduling Agri | 10 | Goods/service items

Item	Amount	Quantity	Or...	Purchase Or...	Item	Smart	PO Text
1	5.57		1 EA		10		430000: Job Aid
2	4.94		2 EA		20		430000: Job Aid

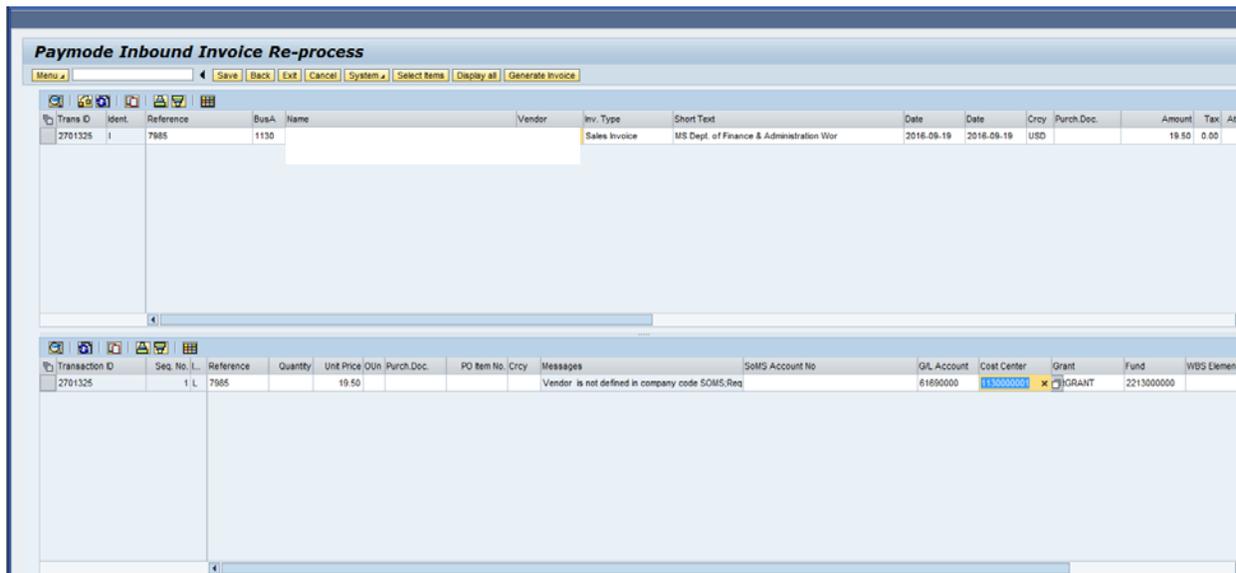
Reminder: Attach all related documents at this time.

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Steps For Non PO Related Invoices

1.) To add an invoice that is non PO related, enter the **vendor number** on the header line. Enter the coding information, i.e. G/L Account, Cost Center, Grant, Fund, WBS Element, on the line items.



2.) When completed, highlight the header line and click **Save**.

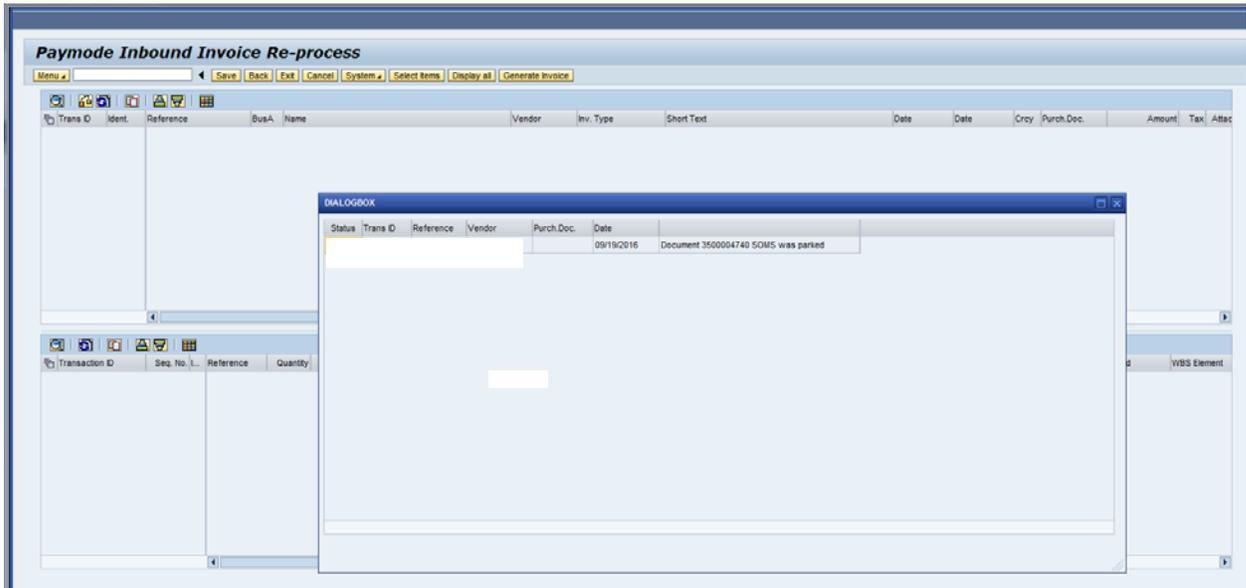
A message will appear that all Record(s) are successfully saved. Click the **Green** checkbox.



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- 3.) A message will appear providing the document number created. If there are errors, a message will appear with the error message(s). Return to the Reprocess table and make the needed corrections and repeat the process again until an invoice with a document number has been successfully created.



- 4.) Using the document number created from the reprocess table, execute T-code **FBV2** then enter the **Document Number and Fiscal Year**.



