

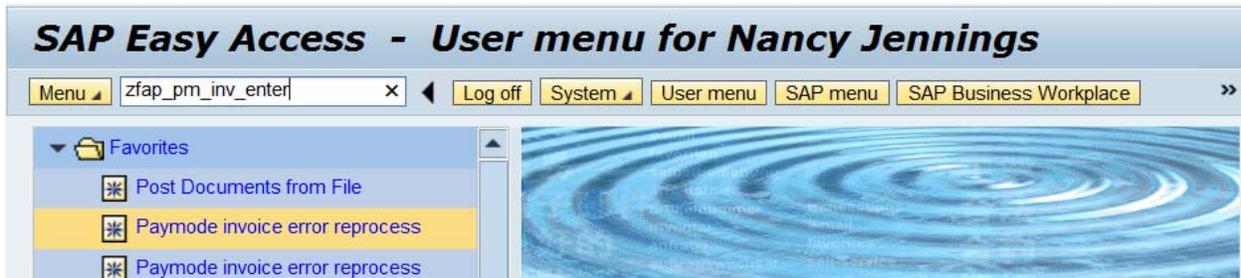


# Paymode Inbound Invoice Re-process

Transaction Code: ZFAP\_PM\_INV\_ENTER

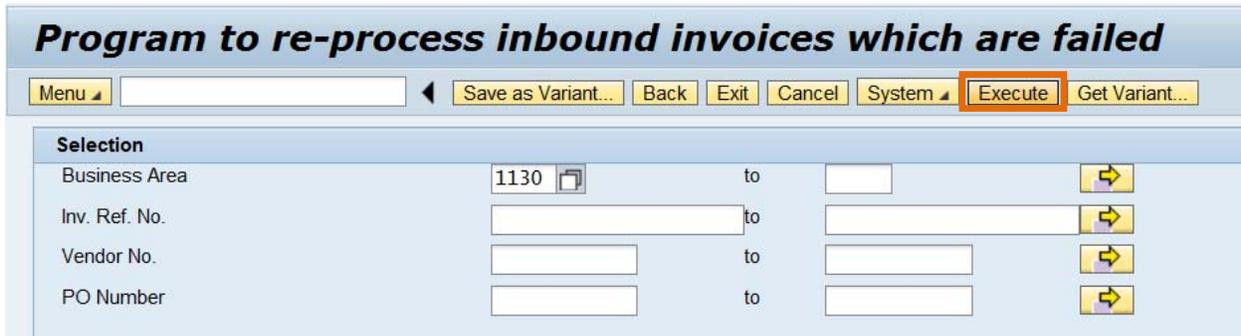
Use this process to re-process a Paymode Direct Invoice which has failed.

1. Execute transaction code ZFAP\_PM\_INV\_ENTER.



2. Enter the code for your agency in the **Business Area** field.

3. Click **Execute**





# Paymode Inbound Invoice Re-process

Transaction Code: ZFAP\_PM\_INV\_ENTER

4. Scroll down or page down in the Header (top) section to find the **Trans ID** to be reprocessed. Then highlight the row by clicking on the grey box to the left of the line.

5. Then, scroll in the Line Items (bottom) section to find the same **Transaction ID** number and highlight it also using the grey square on the left of the line.

**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
1811241	I	02036750	1130	TAYLOR POWER SYSTEMS		Sales Invoice	G125G1 OLY0000 PERFORMED FULL PM SERVICE	2014-06-04	2014-08-04
1811809	I	24142	1130	PERFECT COMMERCE LLC		Sales Invoice	Contract No. IT20130036	2014-07-01	2014-08-01
1812586	I	114975-04	1130	PAPER WHOLESale OF JACKSON	3100018912	Sales Invoice		2014-07-02	2014-08-02
1814035	I	705-483	1130	ASSETWORKS USA INC		Sales Invoice	Coverage for JULY 2014 and AUGUST 2014	2014-07-07	2014-08-07
1814074	I	OA.257	1130	ASSETWORKS USA INC		Sales Invoice		2014-07-07	2014-08-07
1814150	I	28256	1130	BANK OF AMERICA NA		Sales Invoice		2014-07-07	2014-08-07
1814945	I	90275	1130	MIPCO IMPRESSION PRODUCTS INC		Sales Invoice		2014-05-16	2014-08-16
1815524	I	6152	1130	RESOLVE TECH SOLUTIONS INC		Sales Invoice		2014-07-08	2014-08-08
1815643	I	6156	1130	RESOLVE TECH SOLUTIONS INC		Sales Invoice		2014-07-08	2014-08-08

**Line Items Section**

Transaction ID	Seq. No.	Quantity	Unit Price	OU	Purch Doc.	PO Item No.	Crncy	Messages	SoMS Account No	GL Account
1811241	1	1	1,190.00	EA	sc13020140			Fill in mandatory field PO_ITEM (table parameter ITEMC		
1811809	1	1	24,584.00	EA	CS13020140			Fill in mandatory field PO_ITEM (table parameter ITEMC		
1812586	1	60	17.50	CS	PD13020140			You must enter a company code for transaction FI. Pos: 309150		62060000
1812586	2	10	37.05	CS				You must enter a company code for transaction FI. Pos:		62060000
1812586	3	60	43.00	CS				You must enter a company code for transaction FI. Pos:		62060000
1812586	4	24,000	11.95	*****				You must enter a company code for transaction FI. Pos:		62060000
1812586	5	60	24.20	CS				You must enter a company code for transaction FI. Pos:		62060000
1812586	6	60	23.10	CS				You must enter a company code for transaction FI. Pos:		62060000

**Header Section**

6. Change the **Dates (if needed), GL Account, and Cost Center** in the Line Items section and add the **Vendor** in the Header Section. You may have to scroll to the right in these sections to see these fields.

7. Click **Save**

**Paymode Inbound Invoice Re-process**

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

Trans ID	Ident	Reference	BusA	Name	Vendor
1811241	I	02036750	1130	TAYLOR POWER SYSTEMS	
1811809	I	24142	1130	PERFECT COMMERCE LLC	
1812586	I	114975-04	1130	PAPER WHOLESale OF JACKSON	3100018912

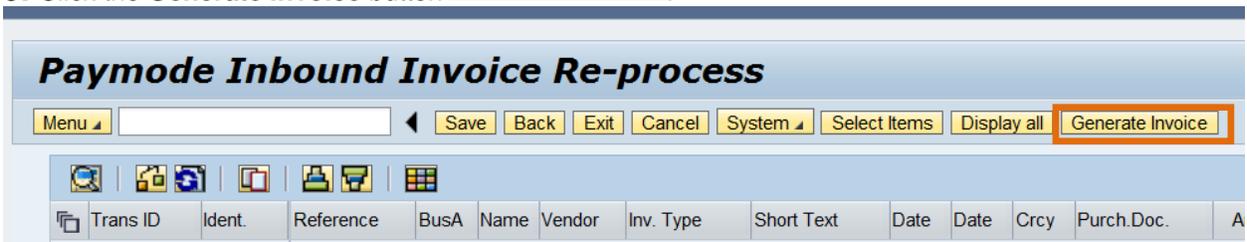
8. Repeat steps 4 and 5 to highlight the Trans ID in the Header Section and the Transaction ID in the Line Items section.



## Paymode Inbound Invoice Re-process

Transaction Code: ZFAP\_PM\_INV\_ENTER

9. Click the **Generate Invoice** button 



The screenshot shows the SAP Paymode Inbound Invoice Re-process interface. At the top, there is a title bar with the text "Paymode Inbound Invoice Re-process". Below the title bar is a menu bar with a "Menu" dropdown, a search field, and buttons for "Save", "Back", "Exit", "Cancel", "System", "Select Items", "Display all", and "Generate Invoice". The "Generate Invoice" button is highlighted with an orange border. Below the menu bar is a toolbar with icons for home, back, forward, print, and grid. At the bottom, there is a table header with columns: Trans ID, Ident., Reference, BusA, Name, Vendor, Inv. Type, Short Text, Date, Date, Crcy, Purch.Doc., and A.

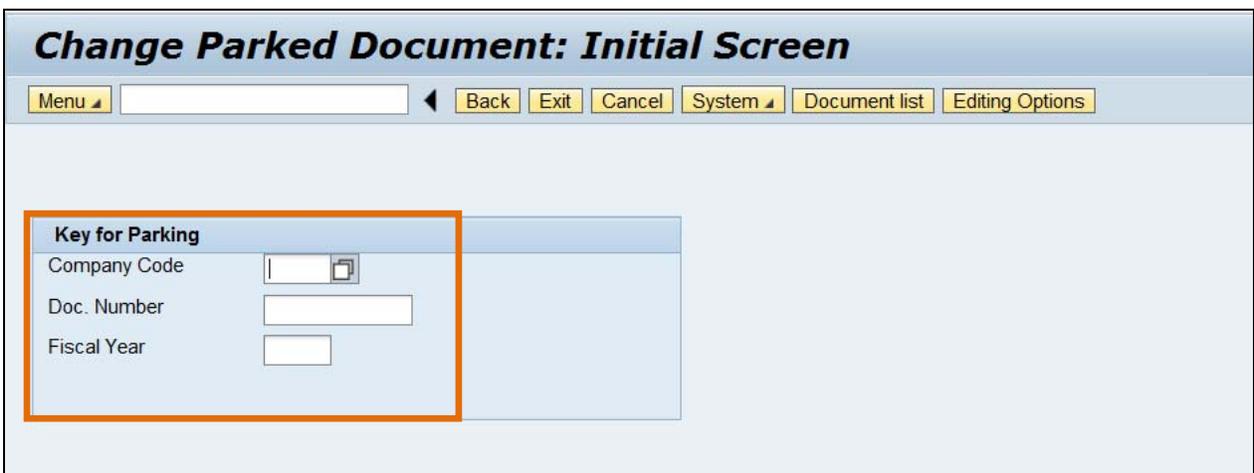
10. The new parked invoice document number will appear in a pop up box. **Be sure to take note of this document number.**

11. To Complete the parked invoice, execute transaction **FBV2**.



The screenshot shows the SAP Easy Access - User menu for Nancy Jennings. The title bar reads "SAP Easy Access - User menu for Nancy Jennings". Below the title bar is a menu bar with a "Menu" dropdown, a search field containing "fbv2", and buttons for "Log off", "System", "User menu", "SAP menu", and "SAP Business Workplace". Below the menu bar is a "Favorites" section with a folder icon and the text "Post Documents from File". To the right of the favorites section is a decorative image of blue water ripples.

12. Complete the **Key for Parking** fields using the Doc. Number of the reprocessed invoice. Then press **Enter**.



The screenshot shows the SAP Change Parked Document: Initial Screen. The title bar reads "Change Parked Document: Initial Screen". Below the title bar is a menu bar with a "Menu" dropdown, a search field, and buttons for "Back", "Exit", "Cancel", "System", "Document list", and "Editing Options". Below the menu bar is a form titled "Key for Parking" with three input fields: "Company Code", "Doc. Number", and "Fiscal Year". The "Key for Parking" form is highlighted with an orange border.



# Paymode Inbound Invoice Re-process

Transaction Code: ZFAP\_PM\_INV\_ENTER

The parked document will then display.

**Change Parked Document: Overview**

Document Date: 01/04/2015    Type: ZM    Company Code: SOMS  
Posting Date: 01/04/2015    Period: 7    Currency: USD  
Document Number: 3500000198    Fiscal Year: 2015    Translatn Date:  
Reference: 1891481    Trading part.BA:  
Doc.Header Text: RW323781    Texts exist:     Net entry:

Line items	Itm PK	BusA	Acct no.	Description	Tx	Amount
	001	31	3100016968	CHRIS HAYNES ELECTRIC SUPPLY		17.36-
	002	40	1130 62050000	Fuel		17.36

13. Change the **Bline Date** (Baseline Date) to the date you wish the invoice to be paid.

**Change Parked Document: Change Vendor Item**

Vendor: 3100016968    CHRIS HAYNES ELECTRIC SUPPLY    G/L Acc: 20200000  
Company code: SOMS    826 S WEST STREET  
State of Mississippi: JACKSON

**Item 1 / Invoice / 31**

Amount: 17.36    USD  
 Calculate tax  
Bus. Area:  
Payt Terms: Z000    Days/percent:    /    /    /  
**Bline Date**:    Fixed:   
Disc. base:    Disc. Amount:  
Invoice ref.:    /    /    /  
Pmnt Block:     Pmt Method:  
Assignment: 1891481  
Text:    Long Texts

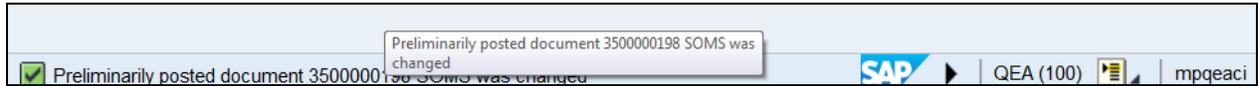


## Paymode Inbound Invoice Re-process

Transaction Code: ZFAP\_PM\_INV\_ENTER

14. Click **Menu** . Then select **Complete** (Shift+F5) **Complete** .

15. You will see confirmation of the posted document in the left bottom corner of the screen



The Direct Invoice has been reprocessed and will disappear from the Paymode Inbound Invoice Re-process screen.