

How to Manually Enter a YP Document



The instructions below provide information on how to manually process interagency invoices that are no longer parked.

- 1.) Execute Transaction Code: **FV60**
- 2.) Complete the following:
 - a. Enter the vendor number in the **Vendor** field.
 - b. Enter the invoice date in the **Invoice date** field.
 - c. Enter the invoice number in the **Reference** field.
Note: You will need to add two (2) leading zeroes.
 - d. Select **YP – Inter-Agency Payment** as the Document Type.
 - e. Enter the total amount due in the **Amount** field.
 - f. Enter the general ledger account in the **G/L acct** field.
 - g. Double click in the **Amount in doc. curr. field.**

(a) Vendor

(b) Invoice date 03/29/20

(c) Reference

(d) Document Type YP Inter-Age

(e) Amount 44.00

(f) G/L acct

(g) Amount in doc.c...

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3.) Complete the following:

- a. Enter the amount for the first line in the **Amount** field.
- b. If during Lapse, enter the budget period in the **BP** field.
- c. Enter the cost center in the **Cost Center** field.

Once the above is entered, click the  button.

Correct G/L account item

Menu | Back | Exit | Cancel | System | Previous item | Next

G/L Account Transfers to Other Funds
Company Code SOM\$State of Mississippi

Item 2 / Debit entry / 40

(a) Amount 5.00 JSD

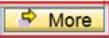
Tax code Calculate tax
 W/o Cash Dscnt

(b) BP 2016-A2

(c) Cost Center

Grant
Funded Program NRFP
Commitment Item

Functional Area
Funds Center
Earmarked Funds Done

Purchasing Doc. 

4.) Enter the material number from the invoice in the **Material** field then click the **Refresh** button.

Coding Block

Business Area Trdg Part.BA

Cost Center

Order

Cost Object

WBS Element

Personnel No.

Fund BP Grant

Partner Fund PB Partner Grant

Funded Program NRFP

Functional Area Commitment Item

Funds Center

Earmarked Funds Done Transactn Type

Sales Order Plant

Material  Real Estate Obj 

Privacy Level HIPPA Indicator

Paymode Act No. SoMS Account No.

Received Date

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5.) Verify the fund number and make any changes, if needed. Once verified, click the **Green Check** button.

The screenshot shows a 'Coding Block' window with various fields for data entry. The 'Fund' field is highlighted with a red box. At the bottom right of the window, there are three buttons: a green checkmark button, a blue refresh button, and a red X button.

6.) Click the **Back** button.

The screenshot shows a dialog box titled 'Correct G/L account item'. It has a 'Menu' dropdown, a search field, and buttons for 'Back', 'Exit', 'Cancel', 'System', and 'Prev'. The 'Back' button is highlighted with a red box. Below the buttons, there are fields for 'G/L Account' (with a dropdown), 'Transfers to Other Funds', 'Company Code', and 'State of Mississippi'.

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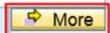


7.) If there are no other lines needed, continue with step 13. To add additional lines, highlight the first line then click the **copy**  button.

1 Items (No entry variant selected)					
S...	G/L acct	Short Text	D/C	Amount in doc.c...	Loc.curr.amount
<input checked="" type="checkbox"/>			S...		
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00
<input type="checkbox"/>			S...		0.00

8.) Double click the **Amount in doc. curr.** field on the new line.

2 Items (No entry variant selected)							
S...	G/L acct	Short Text	D/C	Amount in doc.c...	Loc.curr.amount	Tax jurisdictn ...	Assignme
<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>							

9.) Enter the **Amount** for the line being entered and change the **Cost Center** and/or **Fund**, if needed. Once the information has been entered, click the **More**  button.

Correct G/L account item

Menu

G/L Account Transfers to Other Funds
 Company Code State of Mississippi

Item 3 / Debit entry / 40

Amount x JSD
 Tax code

W/o Cash Dscnt

Fund BP
 Cost Center Grant
 Functional Area Funded Program
 Funds Center Commitment Item
 Earmarked Funds Done

Purchasing Doc.

Value Date Quantity
 Assignment Due on
 Text

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- 10.) Change the **Material** information, if needed. Once the information has been entered, click the blue **Refresh** button then the **Green Check** button.

Sales Order	<input type="text"/>	Plant	<input type="text"/>
Material	<input type="text"/>	Real Estate Obj	<input type="text"/>
Privacy Level	<input type="text"/>	HIPPA Indicator	<input type="text"/>
Paymode Act No.	<input type="text"/>	SoMS Account No	<input type="text"/>
Received Date	<input type="text"/>		

- 11.) Click the **Back** button.

Correct G/L account item

Menu ◀ **Back** Exit Cancel

G/L Account Transfers to Other Funds
Company Code State of Mississippi

- 12.) Complete steps 7 – 11 above for each additional line that needs to be added. If all the lines have been entered, continue with step 13.

- 13.) Click the **Simulate** button.

Park Vendor Invoice: Company Code SOMS

Menu ◀ Save parked document Back Exit Cancel System Tree on Company Code **Simulate**

Transactn Bal. 00

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- 14.) The postings should be displayed for your review. When you complete your review, click the **Back** button.

Document Overview

Menu **Park** **Back** **Exit** **Cancel** **System** **Choose** **Reset** **Taxes** **Complete** **Define filter criteria** **S**

Doc.Type : YP (Inter-Agency Payment) Normal document
 Doc. Number Company Code SOM Fiscal Year 201
 Doc. Date Posting Date 07/08/20 Period 01
 Calculate Tax
 Ref.Doc.
 Doc. CurrencUSD

Itr	Ph	Account	Account short te	D/	Amour	Bus	BP	Funds Ct	Fund	Grant	Functional Ar	Cost Ctr
1	3J	Information will be displayed here.		H	44.00							
2	4C			S	5.00							
3	4C			S	39.00							

- 15.) If there are errors the following screen will be displayed. If displayed, click the **Green Check** mark to allow you the opportunity to fix the errors. If the following screen is not displayed, continue with step 17.

Document Overview

Menu **Park** **Back** **Exit** **Cancel** **System** **Choose** **Reset** **Taxes** **Complete** **Define filter criteria** **Sort in Asce**

Doc.Type : YP (Inter-Agency Payment) Normal document
 Doc. Number Company Code SOM Fiscal Year 201
 Doc. Date Posting Date 07/08/20 Period 01
 Calculate Tax
 Ref.Doc.
 Doc. CurrencUSD

Itr	Ph	Account	Account short te	D/	Amour	Bus	BP	Funds Ct	Fund	Grant	Functional Ar	Cost Ctr	Order
1	3J	Information will be displayed here.		H	44.00								
2	4C			S	5.00								
3	4C			S	39.00								

Information

Automatically created line items will be deleted

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- 16.) Make the necessary changes to correct the errors. Once you have made the changes, return to step 13.

S...	G/L acct	Short Text	D/C	Amount in doc.c...	Loc.curr.amount	Tax jurisdictn	Assignme
✓			S...				
			S...		0.00		
			S...		0.00		

- 17.) Click **Save parked document**.

S...	G/L acct	Short Text	D/C	Amount in doc.c...	Loc.curr.amount	Tax jurisdictn	Assignme
✓			S...				
			S...		0.00		
			S...		0.00		

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18.) The YP document number will be generated and the document is saved.

Park Vendor Invoice: Company Code SOMS

Menu | Save parked document | Back | Exit | Cancel | System | Tree on | Compa

Transactn: R Invoice | Bal.: 0.00

Basic data | Payment | Details | Tax

Vendor: [] SGL Ind: []
Invoice date: [] Reference: []
Posting Date: 07/08/20
Document Type: KR Vendor In
Amount: [] USD Calculate tax
Tax Amount: [] IO IO (A/P sales)
Text: []
Company Code: SOMS State of Mississippi Jackson
Lot No.: []

0 Items (No entry variant selected)

S...	G/L acct	Short Text	D/C	Amount in doc.c...	Loc.curr.amount	Tax jurisdictn	Assignme
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>
[]			S...		0.00	IO	<input type="checkbox"/>

Document SOMS was parked

19.) You will now need to mark the document as **Save as completed** to route for workflow approval.