

The Pennsylvania State University SIMBA Hands-On Guide FV60_Park Vendor Invoice



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1 FV60_Park Vendor Invoice

1.1 Overview

Transaction Description:

This tile is used for non-PO A/P related invoices from vendors. This invoice document is routed to Central A/P. The A/P department reviews the invoice to ensure it is in line with like invoices.

Penn State Purpose:

The transaction is used to enter non-PO related invoices. Please refer to the <u>Payment Decision Matrix</u> for usage criteria. Invoices such as utilities, rents and car leases can be paid via the non-PO invoice.



1.2 Process Steps

1.2.1 Park Vendor Invoice: Company Code 1855

Park Vendor Invoice: Company C × +	
← → C 🏠 🗎 fiori.qa.simba.psu.edu/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html#VendorInvoice	e-manage
2 < A SAP	Park Vendor Invoice:
Tree on Company Code Simulate Save as Completed Post Editing options More \sim	
Transactn: Invoice Bal.: 0.00 Basic data Payment Details Tax Withholding tax Notes	^
Vendor: 860009969	

Step	Action
	In this simulation, we will demonstrate the use of the non-PO invoice. The non-PO invoice is used to pay vendor invoices not associated with a purchase order.

Step	Action
	If the Vendor Number is unknown, refer to the Display Business Partner simulation for guidance.
1.	860009969 is typed into the Vendor field.

1.2.2 Park Vendor Invoice: Company Code 1855

Basic data	Payment Deta	ails Tax	Withholdin	g tax 🛛 🛚	lotes		
Venc	lor: 860009969	٩	Sp.G/	′LI:			
Invoice da	ate: 860009969						
Posting D	ate: Search Resu	lts					
Document ty	Vendor	SearchTerm	Cty	PostalC	City	Name 1	DelF
	860009969	MILLER RON	US	17036	HUMMELSTOWN	RONALD MILLER	
Amou	860009 2	HANGLEY AF	≀ US	19103	PHILADELPHIA	HANGLEY ARONCHICK SEGAL P	
	860009996	SATHY VIJI	US	27516	CHAPEL HILL	VIJI SATHY	
Tax Amo	860000969	KRUSE HEIN	US	07060	MAPLEWOOD	HEINRICH KRUSE	





Step	Action
2.	The Vendor is selected.

1.2.3 Park Vendor Invoice: Company Code 1855

Basic data Pa	yment Details	Tax	Withholding tax	Notes
Vendor:	860009969		Sp.G/LI:	
Invoice date:	04/24/2020		Reference: 789	
Posting Date:	04/24/2023			
Document type:	KR (Vendor Invoice)	\sim		•
		E	Doc. Currency	
Amount:	7999.99			USD
		5	Calculate Tax	
Tax Amount:				~

Step	Action
	The original Invoice date is entered.
3.	04/24/2020 is typed in the Invoice date field.

Step	Action
	The Reference field should be populated with the Vendor Invoice Number (strictly the number itself without additional entry).
4.	789 is typed in the Reference field.

Step	Action
	The invoice Amount is entered.
5.	7999.99 is typed into the Amount field.



Document type:	KR (Vendor Invoice) \checkmark
	Doc. Currency
Amount:	7999.99 USD
	Calculate Tax
Tax Amount:	~
Text:	Honorarium Payment
Branch number:	
Company Code:	1855 Penn State University University Park
Lot No.:	
Oltems (Screen Va	riant · PSIJ EV60 Lavout)

1.2.4 Park Vendor Invoice: Company Code 1855

Step	Action
	The Text field can be filled with up to 50 characters. This can be used to describe the reason for payment.
6.	Honorarium payment is typed in the Text field.

Step	Action
	Note: The Text field can be used to help the vendor identify the reason for payment. When entering an asterisk (*) before the text, this information will be output on the payment advice.
	Enter is pressed.

1.2.5 Park Vendor Invoice: Company Code 1855

×		
	Vendor	
	Address	
	RONALD MILLER	
	140 BLUE JAY WAY	
	HUMMELSTOWN PA 17036	



Step	Action
	When Enter is pressed, the Vendor information is populated. It is important to validate this information to ensure the correct vendor is being paid to the correct address.

1.2.6 Park Vendor Invoice: Company Code 1855

0 Iten	ns (Screen Vari	ant : PSU FV	60 Layout)						
🗌 St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Cost center	Ord
			Debit 🗸			8	1855		
			Debit \checkmark			9	1855		
			Debit \checkmark			7	1855		
			Debit \checkmark			7	1855		
			Debit \sim			8	1855		
Q 33	:= := (+)	++ 🕞	1						
Vendor 860009969 is subject to withholding tax									

Step	Action
	System Status Bar Confirmation:

Step	Action
	This Vendor is subject to withholding tax per the W-9 provided by the vendor. This information is maintained on the vendor master record.



8		Park Vendor Invoice:
Tree on	Company Code Simulate Save as Completed Post Editing options More \sim	
	Transactn: Invoice V Bal.: 7,999.99-	×
Basic	data Payment Details Tax Withholding tax Notes	
	Vendor: 861 79969 Sp.G/LI:	
1	nvoice date: 04/24/2020 Reference: 789	
1	Posting Date: 04/24/2020	
Do	cument type: KR (Vendor Invoice) \sim	
Step	Action	
7.	The Payment tab is clicked.	

1.2.7 Park Vendor Invoice: Company Code 1855

1.2.8 Park Vendor Invoice: Company Code 1855

Tree on Company Code	e Simulate Save as	Completed Post	Editing options More \vee	
Trar Basic data Payme	nsactn: Invoice ent Details Tax	√ Withholding tax	Bal.: 7,999.99- Notes	×
BaselineDt: 04/24/20	20 다	Pyt Terms: NT00	Days %	
Due on: 04/24/20	20		Days %	
CD:	USD		Days net	
CD Base:	USD To	be calcultd	Fixed:	
Payt Meth.: Pr	mnt Meth.Sup.:	Pmnt block:	Free for payment \sim	

Step	Action
	Payment terms will default from the vendor set-up. Only change payment terms if there is an exception which overrides the vendor master data for this invoice. Note: Payment term NT00 means the payment is due immediately and NT30 is due in 30 days.



BaselineDt:	Dt: 04/24/2020 Days	%
Due on:	n: 04/24/2020 Days	%
CD:	D: USD Days net	
CD Base:	e: USD To be calcultd Fixed:	
Payt Meth.:	Pmnt Meth.Sup.: Pmnt block: Free for payment	\sim
PmntCurrcy:	y:	
Pmnt/c amt:	nt:	
Inv. Ref.:	f.:	
Part. bank:	k: House bank: /	

1.2.9 Park Vendor Invoice: Company Code 1855

Step	Action
	The Payment Method field should be left blank in most situations. A blank indicates the invoice will be paid by the method selected by the vendor. This field should only be changed by exception.

1.2.10 Park Vendor Invoice: Company Code 1855

i fiori.qa.simba.psu.edu/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html#VendorInvoice-	manage
SAP	Park Vendor Invoice: Company Code 185
ny Code Simulate Save as Completed Post Editing options More \sim	
Transactn: Invoice V Bal.: 7,999.99- Payment Details Tax Withholding tax Notes	×
24/2020 Pyt Terms: NT00 Days % 24/2020 Days %	
USD To be calcultd Fixed:	
Pmnt Meth.Sup.: Pmnt block: Free for payment V	

Step	Action
	In this example, the Honorarium fee is charged to a different cost center than the Honorarium payment. Two line items will be used to distinguish the split between the cost centers being charged for each component.





Step	Action
	The total payment requested is \$7999.99, \$7000.00 for the Honorarium and \$999.99 for the Honorarium fee. We will first enter the amount for the Honorarium.
	Note: The amount in the header should total the amounts entered in the line items.

1.2.11 Park Vendor Invoice: Company Code 1855

0 Items (Screen	Variant : PSU FV	/60 Layout)						
St G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Cost center	С
	Q	Debit 🗸			8	1855		
		Debit 🗸			9	1855		
		Debit \sim			8	1855		
		Debit 🗸			9	1855		
		Debit \checkmark			8	1855		

Step	Action
	If the G/L account is unknown, select the Search icon.

The Pennsylvania State University Project SIMBA October 16, 2020



1.2.12Park Vendor Invoice: Company Code 1855

0 Items	(Screen Variant : PSU FV6	0 Layout)						
St 6	G/L acct Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Cost center	Ord
5	52600901	Debit 🗸	7000.00	Honorarium	V	1855		
		Debit 🗸			2	1855		
	3	Debit 🗸	(y)		8	1855		
		Debit 🗸			8	1855		
		Debit 🗸			9	1855		
Q ੱ≡ Vendor		lding tax						
		Stanig tax						
Step	Action							
8.	52600901 is entere	d into tl	he G/L acct field.					
9.	7000 is typed into t	he Amo	ount in doc.curr. field.					
10.	Honorarium is type	ed into t	he Text field.					

1.2.13 Park Vendor Invoice: Company Code 1855

curr		Text		Co	Cost	center	Order	WBS Fle	ment	Rus	Fund
cun.		Text	LU	00	0030	Center	order	VVD3 Lie	ment	Dus	runu
	7,000.00	Honora	rium 🦻 🦻	18	55		Q				
			5	18	55						
			5	18	55						
			5	18	55						
			5	18	55						

Step	Action
	Cost Center, Internal Order or WBS Element is required for a P&L G/L. If the Cost Center is unknown, select the Search icon.



]							
unt in doc.curr.		Text	Lo	Co	Cost center	Order	WBS Element	Bus	Fund
	7,000.00	Honorarium	9	1855	6510801000	Q			
			9	1855					
			9	1855)			
			9	1855					
			9	1855					
Step	Action								
11.	65 10801000 i	is typed in	to th	e Cos	t center fie	eld.			
	Enter is press	ed.							

1.2.14Park Vendor Invoice: Company Code 1855

1.2.15 Park Vendor Invoice: Company Code 1855

Cost center	Order	WBS Element	Bus	Fund	Grant	Funds center	Fu
6510801000			6510	1100000001	NOTRELEVANT	6510801000	NC
							_
						Save parked	d docum

Step	Action
	When specifying a Cost Center, the Business Area, Fund Center, Fund, Grant, and Functional Area will populate when pressing Enter on the keyboard. This derivation of information also happens for an Internal Order or WBS Element.
	If a Balance sheet G/L is used, Business Area, Fund, and Grant will need to be entered instead of a Cost Center, Internal Order, or WBS Element. The Grant value NOTRELEVANT is used when a Grant does not apply.





1.2.16 Park Vendor Invoice: Company Code 1855

1 Iter	ms (Screen Vari	iant : PSU FV60) Layou	t)							
St	G/L acct	Short Text	D/C		Amount in doc.curr.		Text	Lo	Co	Cost center	Orde
	52600901	SVC-Honr-Non-E	Debit	\sim		7,000.00	Honorarium	9	1855	6510801000	
	52600901		Debit	\sim		999.99	Honorarium	9	1855	6510801005	Q)
			Debit	\sim				9	1855		
	(12)		Debit	\sim	(13	14	9	1855		
			Debit	\sim				9	1855		
Q (#		(+++) (-)									

Step	Action
	The information for the second line item, the Honorarium fee, is entered.
12.	52600901 is entered into the G/L acct field.
13.	999.99 is typed into the Amount in doc.curr. field.
14.	Honorarium fee is typed into the Text field.
15.	6510801005 is typed into the Cost center field.
	Enter is pressed.

1.2.17 Park Vendor Invoice: Company Code 1855

		Coursestuad document	
		Save parked document	-10 el

Step	Action
	A parked document is saved, but not yet posted.
16.	The Save parked document button is clicked.



1.2.18 Park Vendor Invoice: Company Code 1855

	0 Iten	ns (Screen Var	iant : PSU FV6	0 Layout)						
	St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Cost center	Ord
				Debit 🗸			9	1855		
				Debit \sim			9	1855		
				Debit \sim			9	1855		
				Debit \sim			7	1855		
				Debit \sim			9	1855		
0										
	✓ Document 1900013812 1855 was parked									

Step	Action
	System Status Bar Confirmation: Document 1900013812 1855 was parked.

1.2.19 Park Vendor Invoice: Company Code 1855

	0 Iten	ns (Screen Var	iant : PSU FV6) Layout)						
	St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Cost center	Ord
				Debit 🗸			8	1855		
				Debit \sim			9	1855		
				Debit \sim			9	1855		
				Debit \checkmark			8	1855		
				Debit \sim			8	1855		
ଷ										
	✓ Document 1900013812 1855 was parked									

Step	Action
	Note: The Park Vendor Invoice screen is cleared for the entry of another invoice after Save parked document is clicked.



Step	Action
	To add attachments before workflow is triggered, the document must first be parked. We will open the newly created document. Note the document number displayed in the System Status Confirmation Bar - 1900013812.

1.2.20 Park Vendor Invoice: Company Code 1855

AP							Park Vendor Invoice: C	ompany Code 185	5
9	Simulate	Save as (Completed	Post	Editing options	More \checkmark			
isactr i nt	n: Invoice Details	Tax	Withholdi	∽ ng tax	Bal.: 0.00 Notes	17	▲		
/24/ (Ven	2020 dor Invoice		Sp.(Refere	G/LI:					
0,	Step	Action							
	17.	The Mo	re dropo	lown i	s clicked.				

1.2.21 Park Vendor Invoice: Company Code 1855

r sap							Park Vendor	Invoice: Com	oany Code 1
npany Code	Simulate	Save as	Completed	Post	Editing options	More \checkmark			
				_	Document	>	Change		
Transact	n: Invoice		~		Edit		Display		
Payment	Details	Тах	Withholdin	g tax	Goto	••••••••••••••••••••••••••••••••••••••	Select parked document	(Ctrl+Shift+F9)	
ndor:			Sp.G/	LI:	Extras	>	Simulate	(F9)	
date:			Referen	ce:	Settings	>	Park	(Ctrl+S)	
Date: 04/24	/2020				System	>	Save as Completed	(Ctrl+Shift+F6)	
t type: KR (Ver	ndor Invoice)	\sim			Help	>	Post	(Shift+F11)	
Step	Action								
18.	The Docu	ımen	t menu ite	em is	selected.				



1.2.22 Park Vendor Invoice: Company Code 1855

				Park Vendo	r Invoice: Com	ipany Code 1855		
Completed	Post	Editing options	More \checkmark					
		Document	>	Change				
~		Edit	>	Display				
Withholding	g tax	Goto	>	Select parked docum	(Ctrl+Shift+F9)			
Sp.G/L	.I:	Extras	>	Simulate	(F9)			
Reference	e:	Settings	>	Park	(Ctrl+S)			
		System	>	Save as Completed	(Ctrl+Shift+F6)			
		Help	>	Post	(Shift+F11)		-	
Step	Step Action							
19.	The	The Display menu item is selected.						

1.2.23 Display Parked Vendor Invoice 1900013812 1855 2020

Display Parked Vendor Invoice 19 × +	
← → C 🏠 🔒 fiori.qa.simba.psu.edu/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html#Vendorl	nvoice-manage
8 < r Image Alexandree	Display Parked Vendor Invo
Tree on Document Editing options Services for Object \checkmark More \checkmark	
20 ansactn: Invoice V Bal.: 0.00	A
Basic data Payment Details Workflow Tax Withholding tax Notes	
Vendor: 860009969 Sp.G/LI:	

Step	Action
	Document 1900013812 is now open. The information is grayed out.

Step	Action
	Selecting the Document tab will change the display options, enabling us to edit the document before submitting it to the workflow.
20.	The Document tab is clicked.





1.2.24 Edit Parked Vendor Invoice 1900013812 1855 2020

SAP				Edit Parked Vendor Invoice 1900013812 18	55 20:
ode Simulate	Save as Completed	diting options Servic	es for Object \smallsetminus	More \sim	
ransactn: Invoice nent Details	√ Workflow Tax	Bal.: 0.00 Withholding tax	21 Notes	A	V
360009969	Q Sp.G/LI	:			11
04/24/2020	Reference	789			
04/24/2020					
KR (Vendor Invoice)	✓ DocumentNo	1900013812			

Step	Action
	The Services for Object dropdown is used to attach the invoice and any supporting documentation.
21.	The Services for Object dropdown is clicked.

1.2.25 Edit Parked Vendor Invoice 1900013812 1855 2020

P					Edi	Parked Vendor Invoice 1900	013812 1855 2020
Sin	nulate	Save as Completed	Editing options	Services for Object \lor	Мо	re 🗸	
				Create	>	Create Attachment	
sactn: I	nvoice	\sim	Bal.:	Attachment list		Create note	
nt [Details	Workflow Tax	Withholding ta	Private note		Create external document (URL)	Venc
009969)	Sp.G/LI	:	Send	>	Store business document	Ado
24/202	20	Reference	: 789	Relationships		Enter Bar Code	R
24/202	20			Workflow	>		14
Vendor	Invoice)	✓ DocumentNo	: 1900013812	My Objects	>		н
		Doc. Current	cy	Help for object services			
St	ер	Action					
22	2.	The Create menu	item is click	ed.			



1.2.26 Edit Parked Vendor Invoice 1900013812 1855 2020

			Edit	Parked Vendor Invoice 1900	013812 1855	2020
eted Editing	g options	Services for Object \smallsetminus	Мо	re 🗸		
		Create	>	Create Attachment		
\sim	Bal.:	Attachment list		Create note		
Tax Wit	hholding ta:	Private note		Create external document (URL)		Vendor
Sp.G/LI:		Send	>	Store business document		Address
Reference: 789	Э	Relationships		Enter Bar Code		RONALD MILLER
		Workflow	>			140 BLUE JAY WAY
cumentNo: 190	00013812	My Objects	>			HUMMELSTOWN PA 17036
c. Currency		Help for object services				
	ИСР			-		
Step	Action					
23.	23. The Create Attachment menu item is selected.					

1.2.27 Edit Parked Vendor Invoice 1900013812 1855 2020

су								e
USD			F	ile Upload		×		Ľ
x 		The app system	olication would lik	e to upload a file	to the SAP			i≣ c
					OK Cance	et j		
					24			
urr.	Toxt	Co	Cost contor	Ordor	W/BS Flom	opt	Bue Fund	(

Step	Action
	The File Upload pop-up is displayed. The OK button is clicked to confirm we would like to upload a file to the SAP system.
24.	The OK button is clicked.



1.2.28 Open

💿 Open				
$\leftarrow \rightarrow \cdot$	↑ 🔜 → This PC → Desktop		✓ Ö Search	Desktop
Organize 🔻	New folder			:== ▼ □
SIMBA	Conversion Data Validation - ARL	^ Name	Date modified	Туре
SIMBA	Conversion Files	01 Sample attachment	4/24/2020 12:10 PM	Adobe Acrobat D
SIMBA	Docs for personal use	Box	4/24/2020 12:05 PM	Shortcut
SIMBA	Functional Team	GM Manual I C Sponsored Class	4/21/2020 11:20 AM	Microsoft Excel W
SIMBA	General Ledger Accounts	GMSPCLASS - MOCK	4/21/2020 8:38 AM	Microsoft Excel W
SIMBA	GRANTS MANAGEMENT ADVISORY COMMIT	Capture3	4/16/2020 4:17 PM	PNG File
SIMBA	Grants Management Team	Capture2	4/16/2020 4:16 PM	PNG File
Spons	015	Capture1	4/16/2020 4:15 PM	PNG File
	Asstina	ZGM_TBD_REPORT_As-of Today Budget and Balance Rep	4/15/2020 12:14 PM	Microsoft Word D
Step	Action			
25.	The 01 Sample attachm	ent File is clicked.		

1.2.29 Open

ttachments		MOCK SPCLASS SETS	4/9/2020 9:23 AM	Microsoft Excel W			
ocuments		92365736_3675952635780765_4695876718982856704_n	4/8/2020 9:26 AM	MP4 File			
ocuments		68MR Unreleased Budget with error	4/3/2020 9:39 AM	Text Document			
lotebooks		68MR Unreleased Budget	3/31/2020 10:45 AM	Text Document			
e Pennsylvania Sta	te University	50000008057 Budget	3/27/2020 1:24 PM	Text Document			
		240 INDFED GMDERIVE	3/25/2020 10:14 AM	Microsoft Excel W			
is PC		240 ARL GMDERIVE	3/25/2020 10:13 AM	Microsoft Excel W			
D Objects		240 Commonwealth GMDERIVE	3/25/2020 10:12 AM	Microsoft Excel W			
esktop		InkedProof of payment 11	3/19/2020 7:00 PM	IPG File	. 🗸		
		Ý <			-		
File n	name: 01 Sample attachment		 ✓ All File 	es	\sim		
	Open Cancel						
Branch numbe	er:			26			
Step	Action						
26.	26. The Open button is clicked.						



1.2.30 Edit Parked Vendor Invoice 1900013812 1855 2020

2 Iten	ns (Screen Var	iant : PSU FV60	Layout)						
St	G/L acct	Short Text	D/C		Amount in doc.curr.	Text	Lo	Co	Cost center	Ord
	52600901	SVC-Honr-Non-E	Debit	\sim	7,000.00	Honorarium	9	1855	6510801000	
	52600901	SVC-Honr-Non-E	Debit	\sim	999.99	Honorarium Fee	9	1855	6510801005	
			Debit	\sim			9	1855		
			Debit	\sim			9	1855		
			Debit	\sim			9	1855		
The attachment was successfully created										

Step	Action
	System Status Bar Confirmation:

1.2.31 Edit Parked Vendor Invoice 1900013812 1855 2020

SAP	Edit Parked Vendor Invoice 1900013812 1855 20
pde Simulate Save as Completed Editing options Services for Object \checkmark	More \checkmark
ransactn: Invoice V Bal.: 0.00 27 ment Details Workflow Tax Withholding tax Notes	▲
360009969 Q Sp.G/LI:	
04/24/2020 Reference: 789	
04/24/2020	
KR (Vendor Invoice) V DocumentNo: 1900013812	

Step	Action
	The document attached should be verified as correct by selecting the Services for Object dropdown.
27.	The Services for Object dropdown is clicked.



1.2.32 Edit Parked Vendor Invoice 1900013812 1855 2020

P					Edi	t Parked Vendor Invo	vice 1900013812 1855 20	20
S	Simulate	Save as Completed	Editing options	Services for Obj	ect V Mo			
actn:	Invoice		∼ Bal	.: Attachment list				
it	Details	Workflow Tax	Withholding t	a: Private note			V	/end
0099	69	Q Sp.	G/LI:	Send	28			Add
24/2	020	Refer	ence: 789	Relationships				RC
24/2	020			Workflow	>			14
Vendo	or Invoice)	 ✓ Documer 	ntNo: 1900013812	My Objects	>			HU
		Doc. Cu	rency	Help for object	services			
0.00	0		UCD					
S	Step	Action						
	28.	The Attachme	nt List item is	selected.				



1.2.33 Edit Parked Vendor Invoice 1900013812 1855 2020

Γ			Ser	vice: Attachr	ment list			×
	Attachr	ment for 18551900013	88122020					
e	New	-~ 63 🕹 🖉 🛅) B C Q = .	₹ Q Q+	7~ 7	$\overline{+}$		
	Icon	Title	File Name	Created On	Created By 🔺			
0:	2-	01 Sample attachment	01 Sample attachment.pdf	04/24/2020	Trevor Brown			
nc								
ax								
L								
un								
L								
							Continue	-29

Step	Action
	The attached document is displayed. Multiple attachments can be created for this invoice.
29.	The Continue button is clicked.



1.2.34 Edit Parked Vendor Invoice 1900013812 1855 2020

8	< 🏠 💁	Edit Parked Vendor Invoic
Tree on	Company Code Simulate Save as Completed Editing options Services for Object \sim	More \sim
Basic	Transactn: Invoice 30 Bal.: 0.00 data Payment Details Workflow Tax Withholding tax Notes	A
	Vendor: 860009969 Q Sp.G/LI:	
1	Invoice date: 04/24/2020 Reference: 789	
	Posting Date: 04/24/2020	
Do	ocument type: KR (Vendor Invoice) V DocumentNo: 1900013812	
Step	Action	
30.	The Save as Completed button is clicked.	

1.2.35 Park Vendor Invoice: Company Code 1855

0 Iten	ns (Screen Var	iant : PSU FV6	0 Layout)						
🗌 St	G/L acct	Short Text	D/C	Amount in doc.curr.	Text	Lo	Co	Cost center	Ord
			Debit 🗸			9	1855		
			Debit \sim			9	1855		
			Debit \sim			9	1855		
			Debit \checkmark			9	1855		
			Debit \sim			9	1855		
Q (#		++ 🕞	1						
Preliminarily posted document 1900013812 1855 was changed									

Step	Action
	System Status Bar Confirmation: Preliminarily posted document 1900013812 1855 was changed and workflow has been triggered.



1.2.36 Park Vendor Invoice: Company Code 1855

Park Vendor Invoice: Company C × +		- 0 ×
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Step	Action
	Once workflow is kicked off, do not make any changes through the Park Vendor Invoice tile. Adjustments must be made by going through the Inbox. Refer to the Business Workplace_Inbox simulation for guidance with this process.



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