

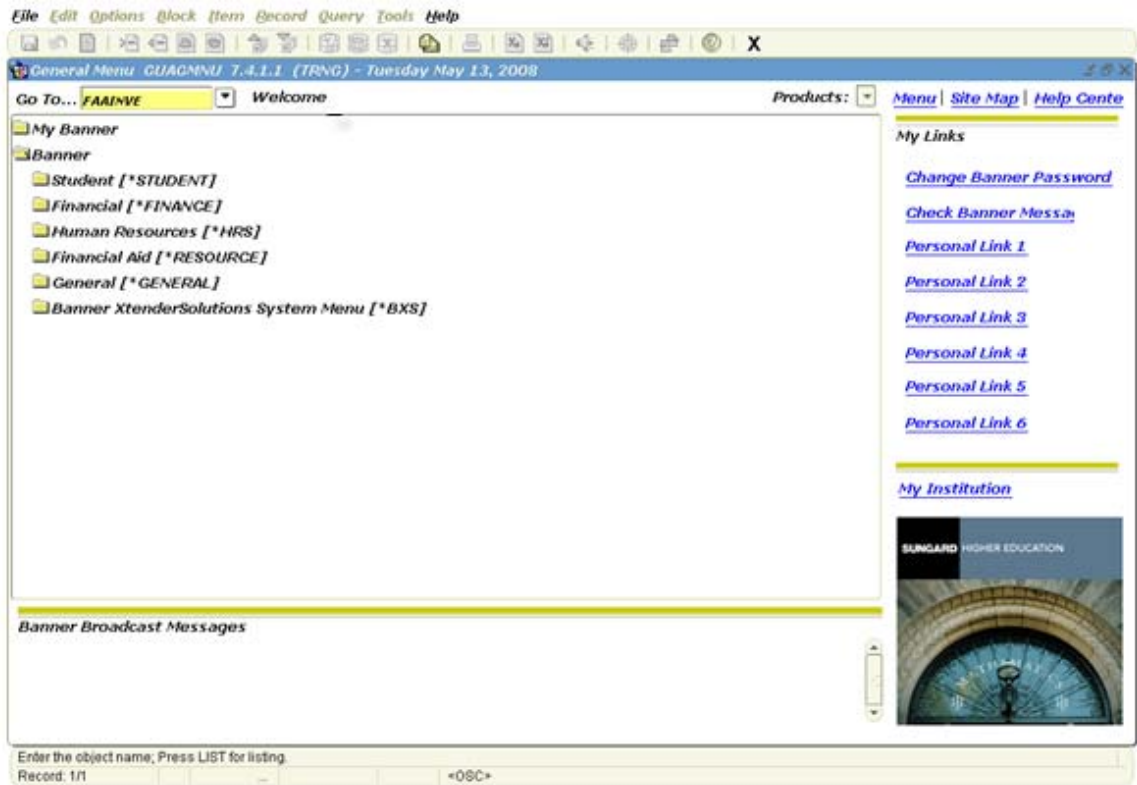
How to Modify A Direct Payment (Invoice/Credit Memo) That is Incomplete

These instructions allow you to modify a direct payment (Invoice/Credit Memo document) that has been created but NOT completed/approved because it was put In Process or it was disapproved/denied.

To modify the Invoice/Credit Memo document you must know or have the following:

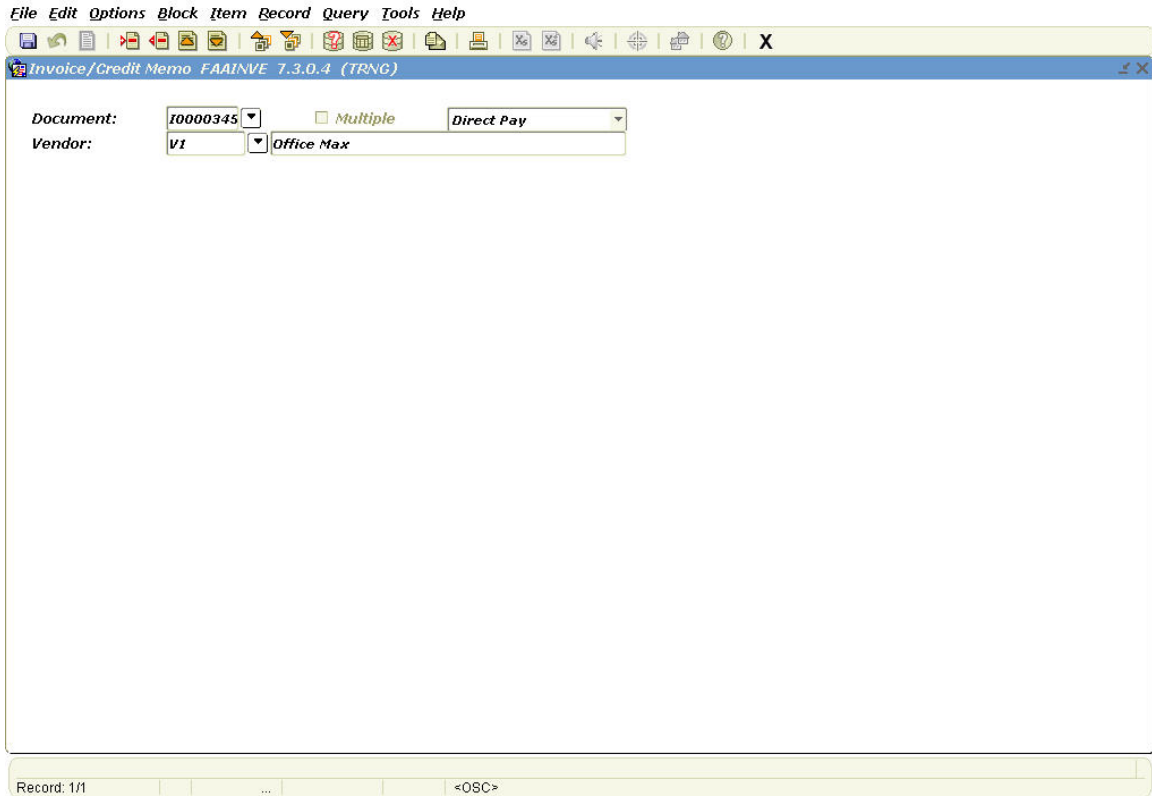
- *Verified the status of the document is 'I' for Incomplete. You can do this either by going to 'View Document' in Self-Service (SSB) or by looking on the 'Document by User (FOADOCU)' form in Internet Native Banner (INB)*
- *The Vendor name on the document*
- *The total Net amount paid*
- *The Document number*

- 1) Type FAAINVE in the Go To box and click enter to see the Invoice/Credit Memo form



- 2) Enter the document number of the one you want to modify and press





3) You should now see the Vendor that you entered when you created this document. You can change this if necessary

4) Click the Next Block icon  or press  + 

5) You should now be able to see the Header block with all your information as you originally entered it

6) You can go through each screen, as you did when you created the document and modify whatever you need to. Press the 'Complete' button when done and balanced.

7) When you have completed the document it will go through approvals.

End of Process