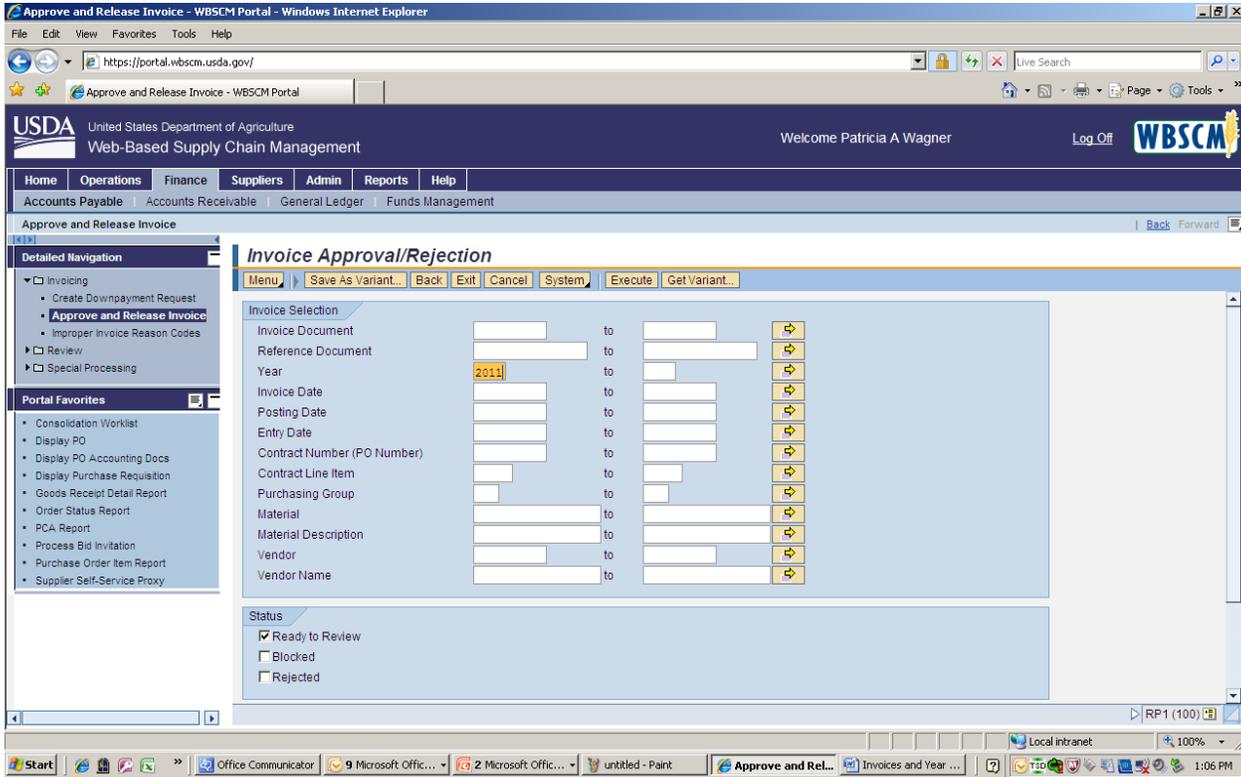
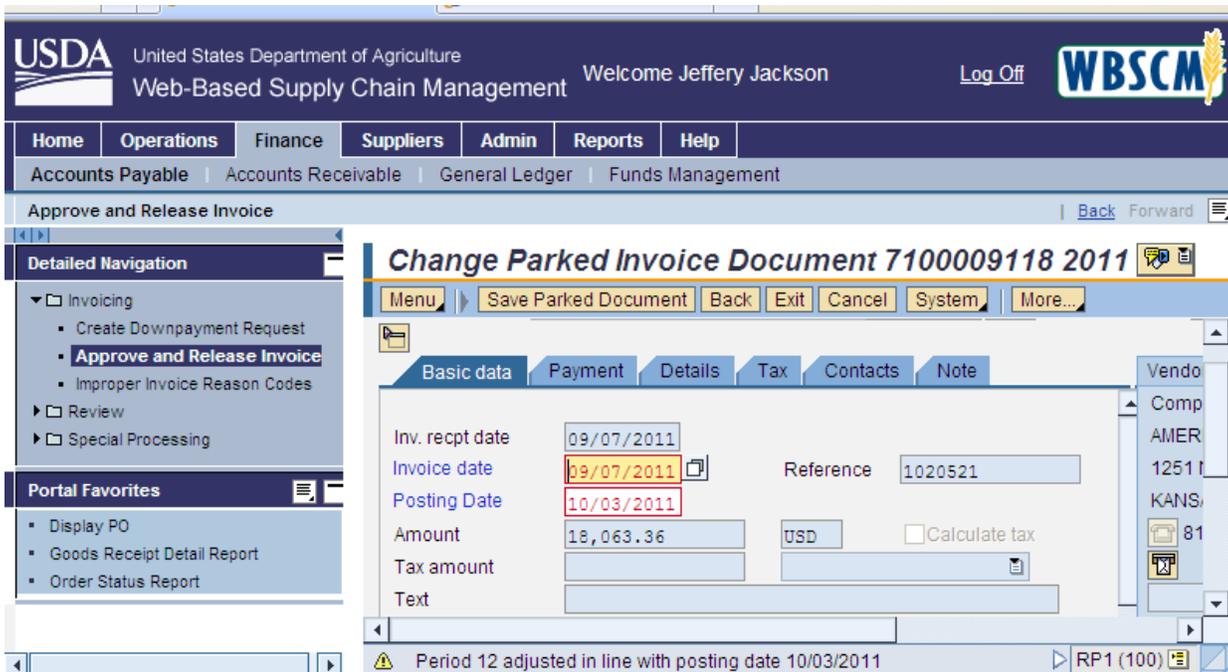


The Approve and Release Invoice screen now defaults to 2012.
 So you will need to change the year to 2011 to find invoices submitted prior to Oct 1.



If you click to approve your invoice, will you get the error message regarding posting period not open.
 Click into the invoice document to change the Posting Date to current date and hit Enter.
 Menu-Edit-Display/Change

You will see similar error message as shown below.



Keep hitting Enter until the various error messages at the bottom go away.

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Approve and Release Invoice | Back Forward

Change Parked Invoice Document 7100009118 2011

Menu Save Parked Document Back Exit Cancel System More...

Transaction Invoice 7100009118 2011 Balance

Basic data Payment Details Tax Contacts Note

Inv. rcpt date 09/07/2011
Invoice date 09/07/2011 Reference 1020521
Posting Date 10/03/2011
Amount 18,063.36 USD Calculate tax
Tax amount

Vendor AMER 1251 KANS 81

Document date and posting date are in different fiscal years RP1 (100)

When last error message is gone, Save Parked Document. You will get a popup window about updating invoice document to FY2012. Select green checkmark.

Change Parked Invoice Document 7100001046 2011

Menu Save Parked Document Back Exit Cancel System Show PO structure Simulate Save as Completed Post Messages Help

Enter Invoice Document 7100001046 2011 Balance 0.00 USD

Invoice Doc. Number 7100001046
Fiscal Year 2012

Posting Date 10/03/2011
Amount 13,183.80 USD Calculate tax
Tax amount
Text
Paymt terms 30 Days net
Baseline Date 11/02/2010
Company Code 1200 USDA Washington DC

Vendor 0001030257
Company GULF PACIFIC RICE CO., INC.
12010 TAYLOR RD
HOUSTON TX 77041-1239
713-464-0606

Purchase Order/Scheduling Agreement AG-DPRO-P-10-0397 3 Goods/service items

You will be taken back to the Invoice Approval/Rejection screen with no data found and a message that the FY2011 invoice was deleted and created again for 2012.

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Invoice Approval/Rejection

Menu Back Cancel System Approve Reject Insp. Lots More...

Impr Status	Document N Reference	Inv. receipt
Match Type	Item Contract Line It	Material Descriptio
List contains no data		

Document 7100009118 2011 was deleted and created again under 7100009118 2012 RP1 (

Now you have to go back to the Approve and Release Invoice screen and enter your invoice selection criteria with FY 2012. Process your invoice as usual.