
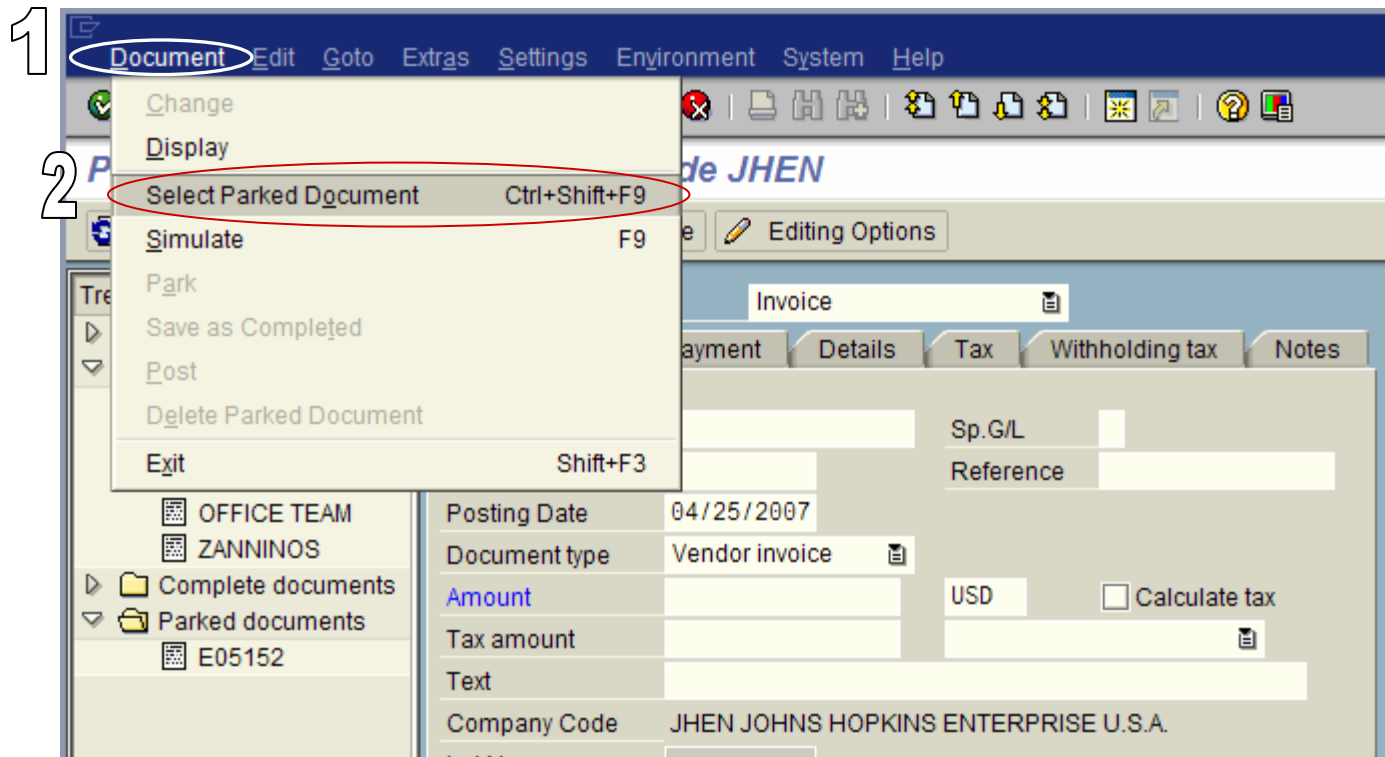


Attaching a Scanned Document

Attach a Scanned Document

- Save  the Online Payment Request.
- Retrieve the saved (parked) document
 1. Click **Document**
 2. Click **Select Parked Document**



Attaching a Scanned Document

The screenshot shows a software interface with a dialog box titled "Selection of Parked Documents". The dialog box has three input fields: "Company code" with the value "JHEN", "Doc. Number" with the value "1900196112", and "Fiscal year" with the value "2007". The "Continue" button at the bottom left of the dialog box is circled in red. A large white number "1" is placed over the "Doc. Number" field, with an arrow pointing to it. A large white number "2" is placed to the left of the "Continue" button. In the background, there is a table with columns "Amount" and "Tax amount", and a folder structure with "Complete documents" and "Parked documents".

Retrieving the Document

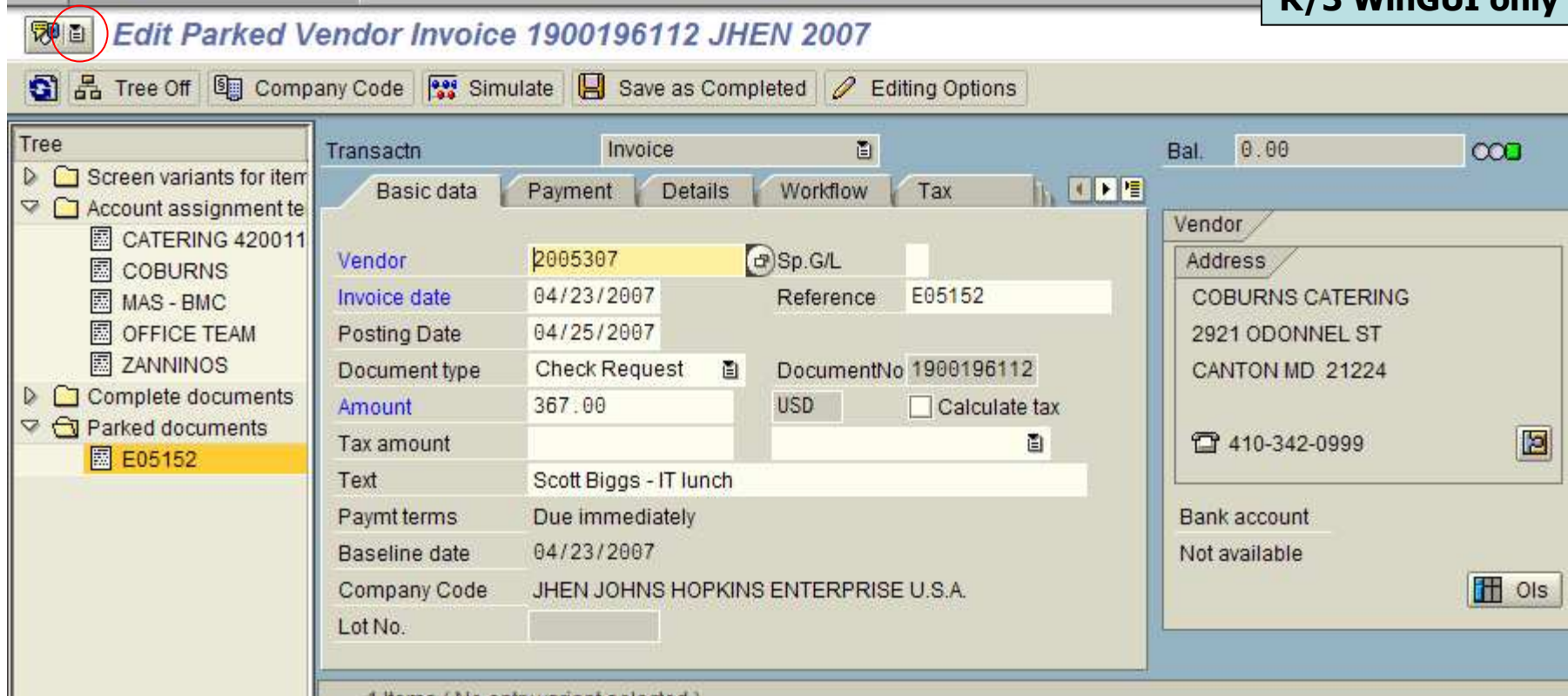
1. The last document number accessed or created under your login will be displayed in Doc. Number.
 - Overwrite document id, if needed, with the appropriate document id that the scanned file is to be attached to.
2. Click to edit the parked document

Attaching a Scanned Document

Click the right side  icon

1

R/3 WinGUI only



The screenshot displays the SAP R/3 WinGUI interface for editing a parked vendor invoice. The window title is "Edit Parked Vendor Invoice 1900196112 JHEN 2007". The interface includes a tree view on the left, a main data entry area, and a vendor information panel on the right. A red circle highlights the document icon in the top toolbar.

Tree View:

- Screen variants for item
- Account assignment to:
 - CATERING 420011
 - COBURNS
 - MAS - BMC
 - OFFICE TEAM
 - ZANNINOS
- Complete documents
- Parked documents
 - E05152

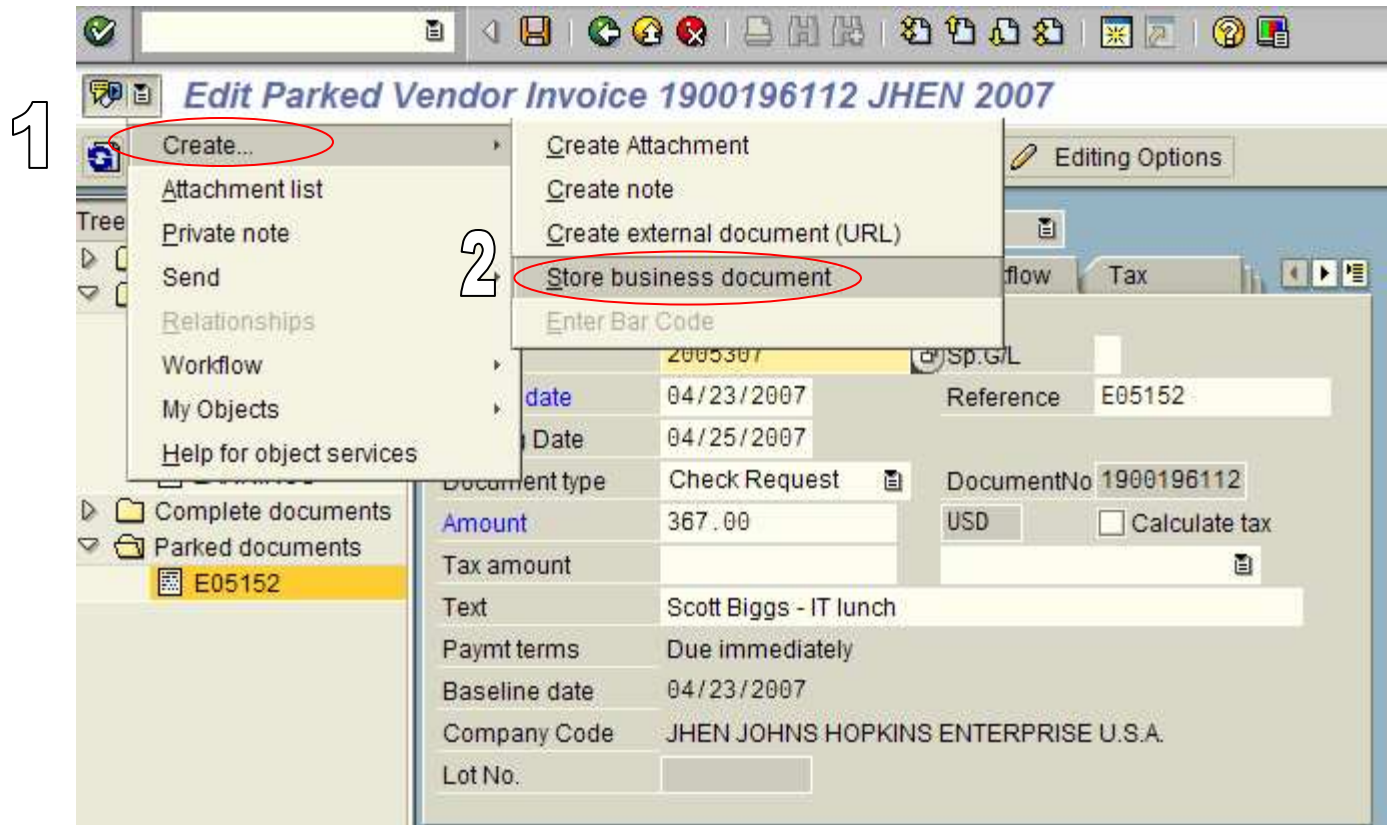
Main Data Entry Area:

Transactn		Invoice	
Vendor	2005307	Sp.G/L	
Invoice date	04/23/2007	Reference	E05152
Posting Date	04/25/2007		
Document type	Check Request	DocumentNo	1900196112
Amount	367.00	USD	<input type="checkbox"/> Calculate tax
Tax amount			
Text	Scott Biggs - IT lunch		
Paymt terms	Due immediately		
Baseline date	04/23/2007		
Company Code	JHEN JOHNS HOPKINS ENTERPRISE U.S.A.		
Lot No.			

Vendor Information Panel:

Vendor: COBURNS CATERING
Address: 2921 O'DONNELL ST
CANTON MD 21224
Phone: 410-342-0999
Bank account: Not available

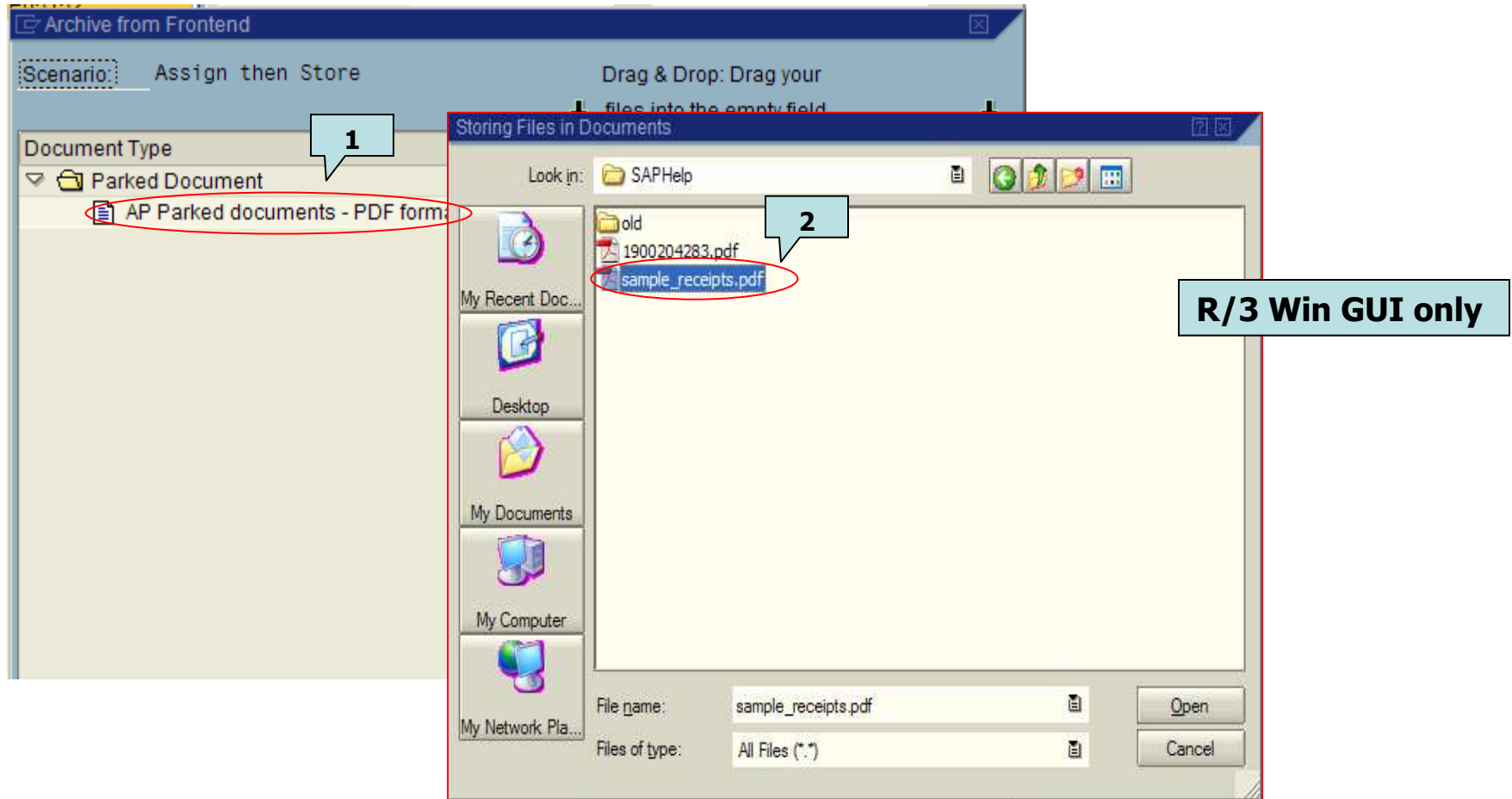
Attaching a Scanned Document



R/3 WinGUI only

1. Click **Create**
2. Click **Store business document**

Attaching a Scanned Document



1. Double click **AP Parked documents - PDF format**
2. Locate your scanned PDF file and double click
Click the continue icon

Attaching a Scanned Document - WIN GUI View

Park Vendor Invoice: Company Code JHEN

Tree On | Company Code | Simulate | **Save as Completed** | Editing Options

Transactn Invoice Bal. 0.00

Basic data | Payment | Details | Tax | Withholding tax | Notes

BaselineDt 06/01/2007 Pmnt terms Days
Due on 06/01/2007 Days
Discount USD Days net
Disc.base USD To be calculd Fixed
Pmt Method 8 Pmnt Meth.Sup. 04 Pmnt block Free for payment
Inv.ref.
Part. bank House bank
Reason cde


Vendor
Address
FISHER SCIENTIFIC LLC
PO BOX 3648
BOSTON MA 02241-3648
800-395-5442
Bank account
Not available

2 Items (No entry variant selected)

St..	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Text	Ld
✓	641405	WIRELESS PHONE	Debit	200.00	101	T-Mobile, Inv #AV1245	
✓	641404	ANSWERING SERVICE	Debit	25.00	101	T-Mobile, Inv #AV1245	

R/3 WinGUI only

Submit Document to Workflow

1. Click  Save as Completed to submit the document to workflow for approval.

Attaching a Scanned Document - WIN GUI View

1. Click the right side  icon
2. Click **Attachment list**

1

2

R/3 Win GUI only



Edit Parked Vendor Invoice 1900196112 JHEN 2007

Simulate Save as Completed Editing Options

Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

2005307 Sp.G/L

date 04/23/2007 Reference E05152

Posting Date 04/25/2007

Document type Check Request DocumentNo 1900196112

Amount 367.00 USD Calculate tax

Tax amount

Text Scott Biggs - IT lunch

Paymt terms Due immediately

Baseline date 04/23/2007

Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A.

Lot No.

Vendor

Address


COBURNS CATERING
2921 O'DONNELL ST
CANTON MD. 21224

410-342-0999

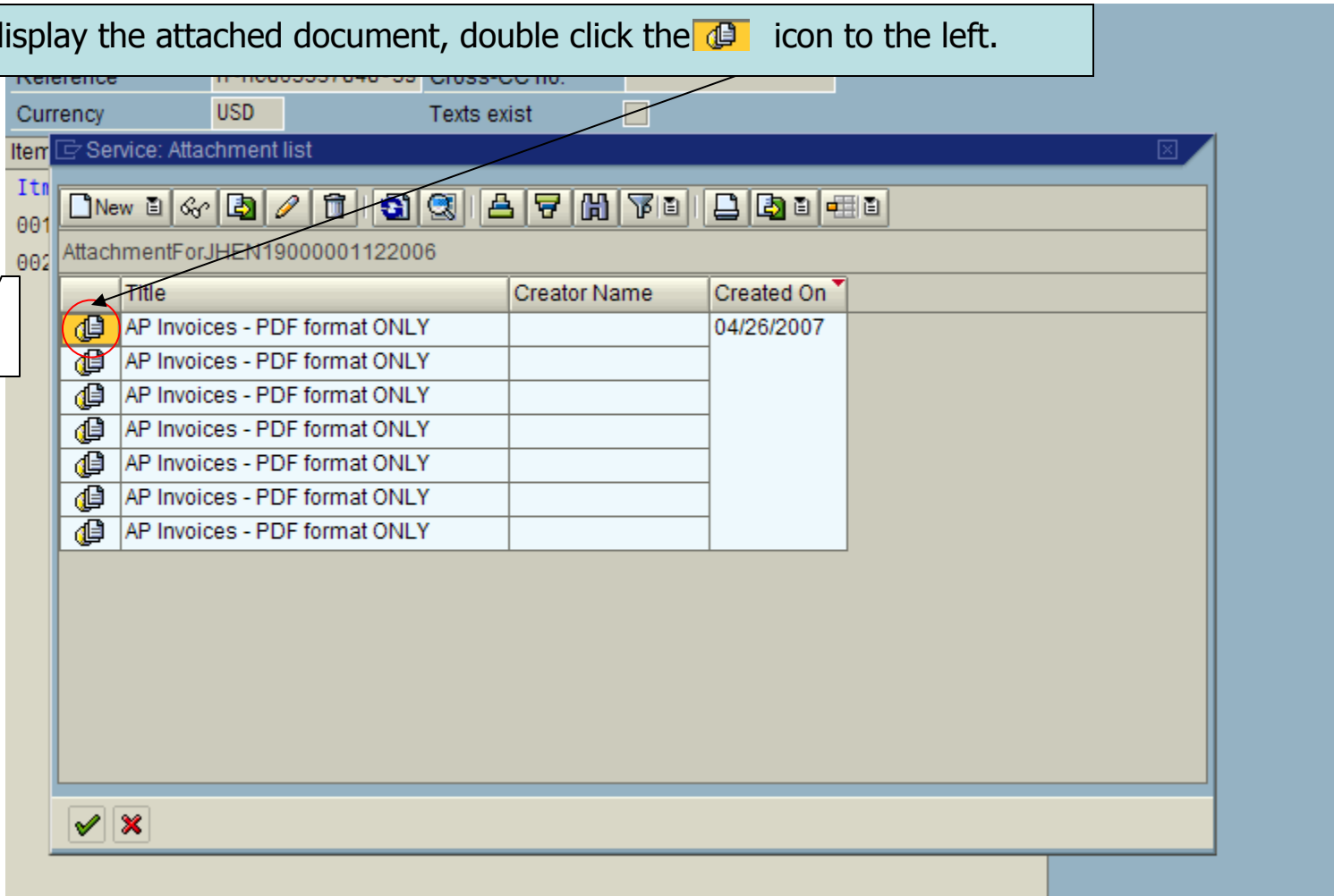
Bank account
Not available

OIS








Attaching a Scanned Document

To display the attached document, double click the  icon to the left.

1



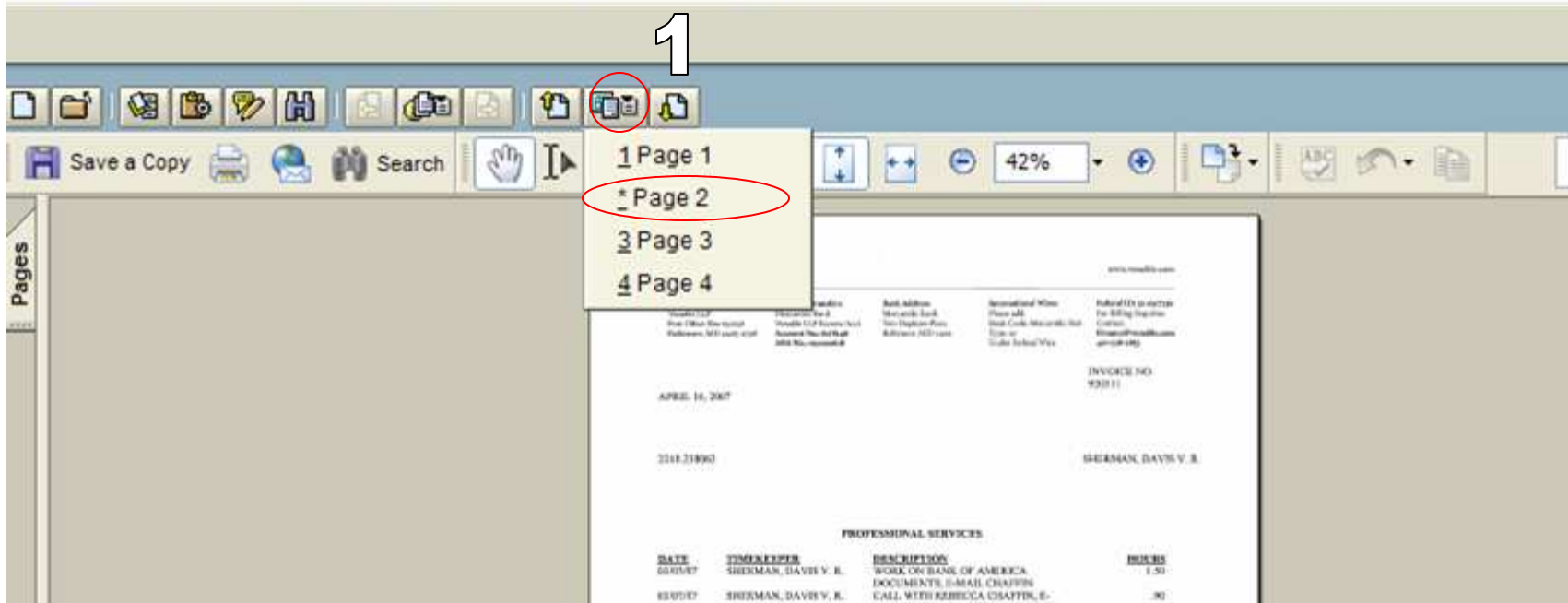
The screenshot shows a software window titled "Service: Attachment list". The window has a toolbar with various icons including "New", "Open", "Save", "Print", and "Refresh". Below the toolbar is a table with the following data:




Title	Creator Name	Created On
 AP Invoices - PDF format ONLY		04/26/2007
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		
 AP Invoices - PDF format ONLY		

The first row of the table is highlighted, and a callout box points to the document icon in the first column of this row. A large number "1" is positioned to the left of the callout box.

Attaching a Scanned Document

Document Viewer AP Parked documents - PDF format only



-  To display the next page.
-  To display the previous page.
-  To display a list of all pages. The * indicates the current page displayed.

Attaching a Scanned Document

Document Viewer Edit Goto System Help

Document Viewer AP Parked documents - PDF format only

Save a Copy Search Select 42%

VENABLE LLP www.venable.com

Payment by Check Venable LLP Four Olden Lane North Bethesda, MD 20814	U.S. Mail Inquiries Venable LLP Venable LLP 400 New Hampshire Avenue, N.W. Washington, DC 20001	Bank address Monrovia, MD Two Olden Lane Bethesda, MD 20814	International Wire Please add Bank Code: Monrovia, MD Type in Under Federal Wire	Federal ID#-written For Billing Inquiries Contact: Finance@venable.com (301-595-4800)
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APRIL 16, 2007

2348 218061 SHERMAN, DAVIS V. R.

PROFESSIONAL SERVICES

DATE	TIMEKEEPER	DESCRIPTION	HOURS
03/05/07	SHERMAN, DAVIS V. R.	WORK ON BANK OF AMERICA DOCUMENTS; E-MAIL CHAFFIN	1.50
03/07/07	SHERMAN, DAVIS V. R.	CALL WITH REBECCA CHAFFIN; E-MAILS WITH RELATED DOCUMENTS	.80
03/08/07	SHERMAN, DAVIS V. R.	CALL FROM JIM BAKER; E-MAILS WITH CHAFFIN	.20
03/09/07	SHERMAN, DAVIS V. R.	E-MAIL CHAFFIN REGARDING LINE OF CREDIT OPEN POINTS; E-MAIL BAKER REGARDING OPEN ITEM LINE OF CREDIT	.20

- Click exit  icon to return to the document.