

How to handle invoice paid in SAP but no status change in e-builder

When the invoice is paid in SAP but the process is still at Waiting For Payment step, we can manually move the process to Finish after verify the invoice in SAP.

- Go to the invoice process, for example, see below, Project 20042, Bill-5. The current step is Waiting For Payment and status is Approved. It was actually paid in SAP on 5/29.
- After verified in SAP and added check number in the process, click Paid Take Action button.


06.06 - Pay Req & Invoice - VENDOR (BILL) - 5

		Paid	Take Action
Project:	42 Physical Security in the Central Utility Plant	Project Number:	20042
Process Document:	BILL - 5 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Waiting for Payment Show Workflow Diagram	Step Due Date:	
Subject:	20042 42 Physical Security in the Central Utility Plant - Pay Application to Period Ending04/30/2020 for ADVANCED DATA RISK MANAGEMENT LLC		
Status:	Approved		

- After Take Action, you will be asked if you want to mark the invoice as paid. Select the actual paid date and click "Yes, Mark As Paid". In our case, the actual paid date is 5/29/2020.

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Are you sure you want to mark the invoice as paid?

Date Paid:  [06.04.2020]

- Once it is submitted, the invoice step will be updated to Finish and status to Paid. Now you complete the fix.

Project:	42 Physical Security in the Central Utility Plant	Project Number:	20042
Process Document:	BILL - 5 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Finish Show Workflow Diagram	Step Due Date:	
Subject:	20042 42 Physical Security in the Central Utility Plant - Pay Application to Period Ending04/30/2020 for ADVANCED DATA RISK MANAGEMENT LLC		
Status:	Paid		