Other Travel Payments (YU)

These documents are *original accounting documents* which are manually entered into SAP by Employee Travel and Reimbursements from travel and miscellaneous reimbursement forms. These documents are similar to the accounting documents created from invoice payments, such as Document types KN and RN. The documents contain the debit and credit postings related to the reimbursement or payment.

Other Travel Payment (YU) documents include reimbursements for expenses that do not fit into one of the expense types listed on the various reimbursement forms or to students who are not on the Duke payroll. The Employee and Travel Reimbursement department is responsible for processing these payments in SAP via the Accounts Payable module. If the payee is on the Duke payroll, the payee will be assigned a unique vendor account number and the payment will be handled in the same manner as the payroll check (direct deposit or check issued for pickup at Employee Travel and Reimbursement). Students not on the Duke payroll are set up as a vendor account labeled “One Time Student”. These payments have an extra screen containing the payee name, and the student will receive a check payment. In these instances, students can opt to pick up their check at either Broad Street or the Bursar’s Office as designated on the reimbursement form.
Document Type YU Examples

The following Document Overview - Display screens show two examples of a Document Type YU (similar to KN and Accounting view for RN).

1. **Document Type** = a two digit value that identifies the type of document. Refer to the Document Type List in a previous section of this Guide.

Key Pieces of Information

*Note:* To adjust the width of all columns, follow the menu path: **Settings → Columns → Optimize Width.**
2. **Document number, Company code, and Fiscal Year** = assigned SAP document number for the company code’s set of books. All three fields help to identify the document in the system.

3. **Document date** field = either the date the form is prepared or approved.

4. **Posting date and Period** fields = the date and fiscal period that the expense was posted to the ledger (and appears on financial statements).

5. **Ref. Doc.** field = reference data including *last name of payee plus the approval date* from the travel and reimbursement forms.

6. **Overall no.** field = a number that links all the document numbers created from a cross company code journal entry:
   - The **first 10 digits** = a leading zero + the 9 digit SAP document number created for the company code entered on the header.
   - The **next 4 digits** = the company code that was entered on the header screen.
   - The **last 2 digits** = the fiscal year posted (for all the documents).

7. **Doc. Head. Text** = a brief description of the type of payment as entered in the Document Header Text field when processing the payment.

8. **First line item (Itm 001)** = the vendor/payee line.
   - The **PK** (posting key) = **31** (payment/credit), **21** (credit memo/debit), **NOT a 40** (debit) or **50** (credit).
   - The **Acct** (account) = the **SAP vendor account number assigned** to the payee rather than a G/L account like other line items. **Employees and students on the Duke payroll will be assigned a unique 10 digit vendor account number** which begins with 8, while students not on the Duke payroll will have a generic number assigned that is labeled “One Time Student”.
   - The **Account short text** = If the payee is an employee or student on the payroll, then the text contains the payee’s name (name of vendor account). If the payee is a student not on the payroll, then the text reads “**One Time Student**”. The text is **NOT the G/L account description** like other line items.
   - **Text** = text that is entered by Employee Travel & Reimbursement, which includes a brief description of the reimbursement and may include the payee name if applicable.
1. To **vertically scroll** through the invoice, click on the
   - First Page (Ctrl+Page up) to scroll to the top cover page.
   - Next Page (Page down) to scroll to the next page.
   - Previous Page (Page up) to scroll to the previous page.
   - Last Page (Ctrl+Page down) to scroll to the last page.

See if a Check Was Issued and View the Payment Information

From the YU accounting document (Document Overview - Display) screen:

1. Drill down (double click) on the first line item (Itm 001, PK 31 with description of payee’s name or One Time Student) – **SEE NOTE**.

   **Note:** If the payee is not on the Duke Payroll and has a description of **One Time Student**, then an extra screen will appear. This screen contains the payee name, which is usually a student. If the payee is on the Duke Payroll and paid using a unique vendor account number, then the next two steps are not applicable.
If the Address and Bank Data screen appears (only appears if payee name is One Time Student indicating payee is not on the Duke payroll):

2. Review the payee name and check address information (where check will be delivered for pick-up).

3. Click on the Enter button when ready to display the Display Document: Line Item 001 screen (see two examples of YU on next page).
On the **Display Document: Line Item 001** screen, the following information can be seen:

### 4. Either One Time Student or payee name and address defaulted from Payroll
(usually the address associated with the payroll clerk where paychecks are distributed).

### 7. Clearing (two fields):
If fields are present, then payment has been processed (via direct deposit or issued check).
Double click in the second field for more information per next page.

### 5. Either One Time Student or payee name and address defaulted from Payroll
(usually the address associated with the payroll clerk where paychecks are distributed).

### 6. Payee name and address
Note: For payees on the Duke payroll, payments are made via direct deposit or check payment. Checks are not mailed and must be picked up at Employee Travel & Reimbursements.
5. **Information like “Line item 1/ Invoice/ 31”** = link to the previous screen for the line item drilled down upon, including the line item number, the type of document (invoice), and the posting key (31 for an invoice).

6. **Amount** = the amount paid on the check or direct deposit.

   - **Note:** The *Payt terms* and *Bline date* fields are *not relevant* for reimbursements processed by Employee Travel and Reimbursements department (like Document types YT and YU). These reimbursements are processed as soon as received and entered in the SAP system.

7. **Clearing** = two fields outlined per below:
   - If the clearing field boxes do not exist or do not appear on the screen, then the check has not been issued or direct deposit has not been made. Transactions are posted to G/L Accounts on SAP reports on a daily basis as entered into the system. Payments are processed (via direct deposit or check) on Monday, Wednesday, or Friday of each week.
   - If the fields are displayed, the first field indicates the *date the check was issued or the date the direct deposit was sent to the bank* (the actual day of deposit will be 1-2 workdays later).
   - If the fields are displayed, the second field is the *clearing document number* (not the check number; steps for finding the check number are outlined on the next pages).

8. **Text** = text that is entered by Employee Travel & Reimbursement, which includes a brief description of the reimbursement and may include the payee name if applicable.
From the *Display Document Line Item 001* screen, to view more details about the payment:

9. To confirm a check was issued and see check number, follow the menu path: **Environment → Check Information** (see YU example below).

   **Note:** If a check was issued, the *Display Check Information* screen will be displayed. If the payment was made via **ACH / Direct Deposit**, a message will state that **check information does not exist and the screen below will NOT appear**.

   **Check number:**
   The check number printed on the physical check.

   **Check encashment:**
   For check numbers **210300 and higher**, this field contains the date the check was cashed by payee per bank records.

   **Note:** Click on **Back** button to return to **Document Overview - Display** screen.
View Header Information for the Entire Document

1. Click on the Document header button.

2. Review the fields of information.
   
   Note: The User ID listed in the Entered by field is NOT who should be contacted with questions. For questions, please contact the Employee & Travel Reimbursement department at 681-0208 or via email at employeetravel@duke.edu.

3. Click on the Continue button to return to the Document Overview - Display screen when ready.