Verify if Invoices Have Paid and View Details

Corporate Accounts Payable post invoices in SAP to pay vendors and most invoices also match to Purchase Orders processed in our Duke systems. The steps in this section of the guide cover how to find out if a payment has been issued for a posted invoice, and if so, how to view the payment information.

The payment information informs you if a physical check was issued and / or cashed by the vendor, or if an electronic payment, known as ePayable, was issued to the vendor through an electronic bank deposit (ACH) or a virtual card. Once an invoice is posted in SAP, the payment is processed according to the vendor’s net payment terms and issued according to the vendor’s payment method (either a check or electronically indicated with a 2 for ACH and a 3 for a virtual card).

The steps in this guide include how to verify and view information on invoice payments from drilling into an invoice posting document on a report, and how to use a Purchase Order number or a vendor’s invoice number to find that information in different ways.
Verify if Invoices Have Paid (cont.)

Verify if a Payment Has Been Issued and View Basic Payment Information

1. From the original document for invoice postings like a Document Type RN, XO, or ZN, follow these extra steps to go to the invoice accounting (supporting) document:
   - Click on the Follow-on Documents… button.
   - In the resulting List of Documents in Accounting dialog box, double click on line for Accounting document (on number or text).

   Note: For Document Types KN, YD, and ZT, the invoice accounting document is the original document, so these extra steps are not needed.

From an Invoice Accounting document (Display Document: Overview or Display Document: Data Entry View) screen:

2. Drill down (double-click) on the first line item for the vendor (ltm 001, PK 31) to view the Display Document: Line Item 001 screen (see next step).
On the **Display Document: Line Item 001** screen, the following payment related information can be seen:

3. **Vendor address** = the vendor address where the check is sent.

4. **Information like “Line item 1/ Invoice/ 31”** = the link to the previous screen including the line item number, the type of document (invoice), and the posting key (31 for an invoice).

5. **Amount** = the invoice amount (payment may actually contain more than one invoice payment).

6. **Payt terms** = the vendor payment terms (for example, N30 = net 30 days before payment must be made to vendor from date of invoice).

7. **Bline date** = the invoice date which is the date SAP uses as start date for calculating payment terms (this is the same invoice date that is contained in the Document Date field on the previous screen).

8. **Pmnt Block** = an indicator if the invoice payment to the vendor has been blocked for some reason. Examples include the goods receipt for the purchase order has not been done so the payment is blocked, or the invoice payment has exceeded the overall limit on a Framework Order.

11 **Clearing (two fields):**
If the fields are present, then a payment has been processed - See “Clearing field” on next page.
Verify if Invoices Have Paid (cont.)

9. **Pmt Method** field = One field that indicates the method of payment. For example, a blank field indicates the payment was part of a regular check run processed and distributed through the bank. If the field is populated with an “H” or an “I” that indicates the checks were part of an onsite check run and will be available for pick-up as indicated in the Text field below (there is another Payment Method field that informs you about ePayables and if the payment was ACH or a virtual card).

10. **Payment Ref.** = any reference information to be printed on the check or included with the EDI payment, if applicable.

11. **Clearing** = two fields that display only when a payment has been processed as outlined below:

   - If the clearing field boxes do not exist or do not appear on the screen, then the payment has not been issued.
   - If the clearing fields are displayed, the fields indicate that a payment has been issued. If the fields are displayed, the second clearing field on this screen contains a clearing document number that is not relevant for internal research (this field does NOT contain the check number).

12. **Text** = the free form text pertaining to the line item as outlined below:

   - Text does not appear on all accounting document line items.
   - If the invoice is blocked, the reason will be identified in this field.
   - Text from this field also appears in the Name (description) field on some report screens.
13. If the clearing fields exist, to view the physical check payment information, if applicable OR to determine if the payment was issued to the vendor by electronic ePayable payment, follow the menu path: Environment → Check Information and note the following:

- If the payment was made by a physical check issued to the vendor, then a Display Check Information screen will display – see next step.
- If the payment was made electronically as an ePayable by electronic bank deposit (ACH) or virtual card, then a message at the bottom of the screen will indicate that no check information is found - go to Step 20 for more on ePayable information (this message will also display if the Clearing fields are not present, which indicates that a payment has not been issued).
If Duke issued a physical check, on the *Display Check Information* screen, the following information can be seen:

**Check number** = the check number on the physical check.

**Payment date** = the date of the check run that included the payment.

**Amount paid** = the total amount of the check. This amount includes all invoices paid to that vendor for the specific check. Contact Corporate Accounts Payable at 684-3112 for a list of invoices included in the payment, if needed.

**Check encashment** = the date that the check cleared Duke’s bank account for payment, which indicates the check was deposited or cashed by the vendor. A blank encashment field indicates that the check has not cleared Duke’s bank account.

**Check recipient** section = the information relating to the vendor.

19. When finished, use the [Back] button to return to the previous screen.
Verify if Invoices Have Paid (cont.)

View Payment Information for Electronic ePayable Payments

If the clearing fields exist and the message “no check information was found” displays when you use the menu path Environment > Check Information, use these additional steps to view the electronic ePayable information:

20. **Double-click** on the second clearing field to see more information about the GHX ePayable electronic payments.

21. In the resulting Display Document: Data Entry View or Overview screen based on your view preference, drill down (double-click) on the **first line item** (Itm 1, Key or PK 25 based on view chosen) to view the Display Document: Line Item 001 screen (see next step).
Verify if Invoices Have Paid (cont.)

On the Display Document: Line Item 001 screen (for the payment), the following information can be seen:

22. **Payment Amnt** = the total amount of the ePayable electronic payment issued to the vendor. This amount includes all invoices paid to that vendor for the specific payment. Contact Corporate Accounts Payable at 684-3112 for a list of invoices included in the payment, if needed.

23. **Pmt Method** = indicates the type of electronic ePayable payment as follows:
   - 2 = GHX ACH (Automatic Clearing / electronic bank deposit)
   - 3 = GHX Card

24. When finished, use the **Back** button to return to the previous screen.
Verify if Invoices Have Paid (cont.)

View the Invoice Image Attachment or Attached Notes

*From either the Invoice (Display Invoice Document) or the Accounting Doc. (Document Overview or Data Entry View):*

1. Click on the drop-down portion of the Services for Objects button located on the Title Bar of the screen.
2. Click on the Attachment list option in the resulting callout box.
In the Service: Attachment list window:

3. **Double click** anywhere on the row for the attached Invoice (Type = Archived Document) to select and review that specific type of invoice:

- **Electronic OR Scanned Invoice - Redacted** = either an electronically submitted invoice or a scanned invoice from a vendor that has been redacted (i.e., revised) to omit or “black out” any sensitive information, if needed.

- **Rendered Invoice** = Invoice facsimile or image created by Duke from electronic records from Electronic Data Interchange (EDI) capable vendors.

- **Scanned or Electronic Invoice** = Original invoice where the sensitive information is visible (one that has not been redacted) and is only accessible by those with the proper security rights.

  *Note: Depending on your web browser, click **Okay** and **Yes** through any security windows that may appear. There may be multiple invoices attached for some payments with one Purchase Order and many payments. There may also be notes attached to indicate a Price Block, Quantity Block, or other information. **MAC users have different browser options as outlined later in this chapter.***
4. If applicable, **double click** anywhere on the row for an attached **Note** (Type = Note) to display any comments stored during the processing of invoice exceptions, if applicable. A note may indicate that further reconciliation is required to resolve the issue so the invoice is paid.

5. After exiting the attachment or note, click on the **Continue** button to close the **Service: Attachment list** window and return to the posted AP document.

*SEE NEXT PAGES FOR DETAILS AND OPTIONS REGARDING THE SCANNED INVOICE ATTACHMENT*
Verify if Invoices Have Paid (cont.)

On the invoice attachment opened in the web browser, review and use the available options suggested below:

Note: Various web browsers as well as MAC users may have different browser options.

1. To print the PDF file, click on the Print icon (upper right of image).

2. To export or save the PDF file to your computer, click on the Download icon (upper right of image).
3. Use the / Previous Page and Next Page icons to view the multiple pages (both sets of buttons available in upper left of image).

4. To zoom in or out of the image in the web browser, use Decrease and Increase buttons or Automatic Zoom.

5. To create a new email and send a copy of the image to someone, click on the E-mail icon located on the PDF toolbar and follow the prompts in the pop-up windows to name the attachment, enter to and from email addresses, add the text for the message, and send the invoice attachment.
Verify if Invoices Have Paid (cont.)

See if an Invoice Has Been Paid Using the Purchase Order Number

1. Via the User Menu: Purchasing → Display Purchase Order.
2. Enter the Purchase order number in the field.
3. Click on the Item Overview button to display the Display Purchase Order: Item Overview screen.
4. Click once in the box to the left of a line item to select that item.
5. Click on the PO history button.
6. Double-click on the IR document number (5100..., etc.).
   Note: If there isn’t an IR (invoice receipt) document number, then the invoice hasn’t been posted, which also means a payment has not been issued for this purchase order.
7. Click on Follow-On Documents button (gray toolbar at top of screen).
8. Double click on the Accounting Document row in the resulting List of Documents in Accounting box.
9. Double-click on the first line item (1) that refers to a vendor.
10. Locate the Clearing fields (if displayed) and note the following:
    • If the clearing field boxes do not exist or do not appear on the screen, then the physical check or an electronic ePayable payment has NOT been issued.
    • If the clearing fields are displayed, either a physical check or an electronic ePayable payment has been issued.
11. To see information about the physical check (if applicable), including the check number, total check amount, and if the check has cleared Duke’s bank account, follow the path: Environment → Check Information.
12. To see information about an electronic ePayable payment, double click on the second clearing field and view the Payment Method field on the resulting screen (2 for ACH and a 3 for a virtual card).
13. When done, click on Back to return to the previous screens.
Verify if Invoices Have Paid (cont.)

See if an Invoice Has Been Paid Using the Vendor’s Invoice Number

2. Click on the Document List button

3. Enter 0010 or the desired company code in the Company code (from) field, and other optional fields like Fiscal Year as desired.

4. Enter the invoice number in the Reference number field.

5. Click on the Execute button.

6. Double-click anywhere on the line for the document shown on the resulting Document list.

7. On the Document Overview - Display screen, double-click on the first line item (001) that refers to a vendor.

8. Locate the Clearing fields (if displayed) and note the following:
   - If the clearing field boxes do not exist or do not appear on the screen, then the physical check or an electronic ePayable payment has NOT been issued.
   - If the clearing fields are displayed, either a physical check or an electronic ePayable payment has been issued.

9. To see information about the physical check (if applicable), including the check number, total check amount, and if the check has cleared Duke’s bank account, follow the path: Environment → Check Information.

10. To see information about an electronic ePayable payment, double click on the second clearing field and view the Payment Method field on the resulting screen (2 for ACH and a 3 for a virtual card).

11. When done, click on Back to return to the previous screens.