# Reconciliation and Documents Guide

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Reconciliation and Documents Guide

Reconciliation of Financial Transactions

Full Reconciliation vs. Financial Assessment & Management (FAM)

There are different procedures for the reconciliation process that are used for management centers within Duke University (Company Code 0010).

- Business units and departments that belong to the Provost Area Management Center (PAMC) and the Central Administration Management Center (CAMC) fall under the **GAP 200.012 Reconciliation of Financial Transactions** outlined later in this section of the guide. This procedure requires a full monthly reconciliation of 100% of transactions that post to a department’s cost object in Duke’s general ledger. These postings are viewed and reconciled using a financial statement for the cost object.

- Business units and departments belonging to the School of Medicine Management Center (SOMMC) fall under the procedure known as **FAM**, which stands for **Financial Assessment & Management**. FAM involves assessing risk through completing the Internal Control Environment (ICE) document. The procedure provides management oversight and analytic procedures including specific FAM reports to validate a sample of transaction categories based on the ICE document. There is training provided by SOMMC specifically for those using the FAM procedure.

Health system related company codes use full reconciliation based on guidance from each organization’s Finance Office.

Regardless of the reconciliation model used, this guide will provide useful information about how to research and understand the various types of transaction documents that post to a cost object’s financial reports.

Importance of Financial Transaction Reconciliations

Reconciliation or validation of financial transactions is a key element of Duke’s internal controls and is fundamental to sound business practices. A verification of transactions against a cost object and G/L account, accompanied by any necessary corrections, ensures that the fundamental transactions that post to the ledger and result in financial reports are correct.
Performing a Full Reconciliation

The GAP 200.012 - Reconciliation of Financial Transactions details the requirements for a full reconciliation of all financial transactions. (Note: GAP details are located at [http://finance.duke.edu](http://finance.duke.edu) under Accounting Processes & Procedures).

The reconciliation or verification procedure is done to ensure that 100% of transactions/charges to a cost object are appropriate and that the correct G/L account is used for the transaction. This is accomplished for each transaction by reviewing the SAP online document via drilling down from a report or by analyzing the charge using documentation.

GAP 200.012 requires that the business manager review the reconciliation. A business manager may delegate this review process, but the individual doing the review cannot be the same individual doing the reconciliation.

The following steps will assist in providing documentation for review and ensuring that all transactions are reviewed.

1. Run an actual line item report for the cost object to be reconciled
   (Recommendation: Either print the report or export to Excel in order to mark transactions and note corrections as the report is reviewed.)

2. Working down each line item of the report, verify each transaction is appropriate per the SAP document or paper documentation. Note any corrections needed. (Note: If using a printed report or Excel, mark or “check off” transactions as verified and note any corrections.)

3. For transactions where documentation is not available via paper backup or online in SAP, contact the department responsible for the transaction. Request that the department either send a copy of the backup or explain why the transaction (charge) was processed.

4. Process a Journal Voucher to make any necessary corrections*. Include documentation (header text, extra text, etc.) as required per GAP 200.020 - Journal Voucher or GAP 200.150 - Cost Transfers on Sponsored Projects, whichever is appropriate. *(Exception: Journal vouchers cannot be processed to 60xxxx and 61xxxx payroll-related G/L accounts. Submit the appropriate payroll form for corrections to 60xxxx G/L accounts).
Documentation
For most non-payroll transactions charged to a cost object, there should be some type of supporting documentation or "backup" which substantiates the charges.

The documentation or backup will make it much easier to verify that the transactions on the cost object are correct. The departmental business manager may wish to see this backup as part of the review process; this is at the discretion of the business manager.

Retention of the backup is at the discretion of the department with the exception of any original backup. Original backup documentation that is stored electronically in Duke@Work (corporate card receipts) or in SAP (invoices) does not need to also be maintained by the department, unless the funding source dictates that the paper copies must be kept. Original backup must be retained in an accessible location for 7 years.

The majority of this guide focuses on how to display or “look up” documentation in SAP. This includes understanding what information is available for each type of SAP on-line document.

Compensation Expenses (Payroll)
Corporate Payroll Services generates payroll charges (60xxxx G/L accounts). No documents are sent as backup for these entries. The charges on your financial statement represent the gross dollars paid to employees per cost object and G/L account based on the type of payroll (monthly or biweekly).
Reconciliation and Documents Guide

Reconciliation (cont.)

Payroll charges should be checked for reasonableness by comparing them to budgeted payroll or to the prior month's payroll charges. If the amount charged seems too high or low, contact the department payroll representative for assistance. Additionally, some department business managers have access to the Accounting View of Payroll (ZH223) or Payroll Activity Detail (ZH333) in SAP, which details the payroll charges to each cost object.

Fringe benefit charges (61xxxx) are a fixed percentage based on the gross payroll charges to the cost object and vary by employee type. For current fiscal year fringe benefit rates or the projected rates for future fiscal years, see the following website:

https://finance.duke.edu/research/monitoring/fringe.php

Payroll accruals are posted for the estimated biweekly payroll earned but not paid through the end of the fiscal month for 1xxxxxx cost centers. Accruals are based on the previous pay period's payroll expense. The reversal of the accruals occurs in the following fiscal month.

Grants & Contracts Distinctions

Facilities and Administrative Cost (previously called indirect cost)

The F&A costs represent the cost to a grant for that grant’s share of costs incurred in the general administration and operation of Duke University. The current negotiated F&A cost reimbursement rate can be found on the Financial Services web page at:

https://finance.duke.edu/research/monitoring/farates.php

F&A cost are charged to a grant on G/L account 694600.

For questions regarding F&A costs contact the Office of Sponsored Programs at 684-5442.

The charge to the grant is derived by multiplying the F&A cost reimbursement rate times the modified total direct costs that are charged to the grant during the month.

The related procedures are:

GAP 200.330 – Facilities and Administrative Costs on Sponsored Projects
GAP 200.320 – Direct Costing on Sponsored Projects
GAP 200.360 – Charging Clerical and/or Administrative Expenses to Federall Funded Projects
Modified total direct costs include all direct costs except the following:

- capital expense: 66xxxx
- student aid expense: 63xxxx
- patient care expense: 694200, 696400
- amount of subcontract in excess of $25,000: 697100
- interest expense: 695100
- telephone expenses: 698100, 698200, 698300
- non-salary cost sharing: 696700, 696800
- inter/intra-fund transfers: 80xxxx

Cost Sharing
Cost Sharing occurs when the sponsor will not reimburse expenses incurred on a project. These costs are covered by another funding source, usually departmental funds. The most common costs that are shared are salary and fringe benefits, equipment and F&A costs. GAP 200.140, Cost Sharing on Sponsored Projects provides more detail regarding cost sharing.

Cost shared salaries are compensation for effort expended on a project, which will not be reimbursed by the sponsor.

- The portion of salaries and fringes that the sponsor will not reimburse is credited to G/L account 808000 (salary) and 808001 (fringes) on the grant and is charged to the departmental cost object that is sharing the cost also using those same G/L Accounts.
- Two payroll cost share tools are available as user interfaces for departments to maintain cost share information. Those tools automatically calculate and move cost share dollars by a journal entry to funding sources. Those tools are available in the Grants Management tab on Duke@Work, under the Effort and Payroll Tools and Reports link.

Equipment and other cost sharing: When equipment is cost shared, the initial cost is charged to the WBS element using the appropriate G/L account. Then an entry is done to credit the WBS element using G/L account 808100 and debit the departmental cost object that is sharing the cost also using G/L account 808100. Thus, the charge for the equipment in 66xxxx is offset by the credit to 808100. Other cost sharing is handled similarly, using G/L account 808200. The Office of Sponsored Programs does these entries automatically.
Responsibilities and Review
The business manager, person who has financial responsibility, or an individual to which this authority has been delegated, must verify all financial transactions on a timely basis (monthly or on an ongoing basis during the month). They must verify that the charges are accurate and charged to the appropriate account. Erroneous transactions noted during the verification process are to be corrected before the close of the next accounting period.

The business manager or owner of the cost object is ultimately responsible for ensuring that the verifications are completed. They must review the reconciliation and document their review. The business manager or owner may delegate the review process; however, they should ensure that the individual reviewing the reconciliation is not the same individual who is performing the verification.

Documentation that the verification and review have taken place can take several forms. Some documentation options are:

- Sign or initial the financial report (printed copy)
- Sign or initial the Financial Transaction Reconciliation Log (See GAP 200.012 at http://finance.duke.edu)
- Sign or initial a reconciliation cover sheet (department may create)
- Sign or initial a monthly log of reconciliations (department may create)

This signature certifies that the account was reconciled (verified) and reviewed for the accounting period. The documentation of the review must be maintained in an accessible location for current year plus 2 years.

The Duke University Internal Audit Department will verify that timely reconciliations are being performed as part of their audits of University and Health System departments.
A document is *proof of a business transaction* in the SAP system and on SAP reports.

For research purposes, most documents can be displayed via the:

- SAP Document number using the Display FI Document on the SAP User Menu or transaction code FB03 as outlined in this Guide.
- Report drill down (to view source document).

From the report drill down, a source document may be the *original* document or a *supporting document (created from an original document)*. The documents are linked in the system. Examples:

- When a purchase requisition (original document) is created charging a cost center, an accounting document (supporting) is created to update reports with the commitment. The two documents are linked together.
- In general, an invoice receipt document is created referencing a purchase order, which may reference an original purchase requisition. All three documents are linked in the drill down process. If goods are received, a goods receipt document may also be linked.

Documents can be created in the FI - Financial Accounting area of the system or in other areas, such as CO - Controlling and PS - Project Systems.

- The documents created in the FI area are referenced with a two digit *Document type* which identifies the type of transaction. Examples include journal entries and invoice receipt payments.
- Documents created in other areas (CO and PS) do not have a document type identifier. These documents are used to internally settle or charge expenses to a department. Examples include cost allocations and internal orders (e.g., work order). These documents are also outlined in this section of the guide.
# SAP Document Type List (FI)

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Reference No.</th>
<th>Description of Document</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>1200</td>
<td>Asset Posting</td>
<td>Plant Accounting</td>
</tr>
<tr>
<td>AB</td>
<td>1201</td>
<td>Acct. Reversal Document</td>
<td>Accounting Systems Administration</td>
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<tr>
<td>AF</td>
<td>1202</td>
<td>Depreciation Posting</td>
<td>Plant Accounting</td>
</tr>
<tr>
<td>AN</td>
<td>1203</td>
<td>Net Asset Posting</td>
<td>Plant Accounting</td>
</tr>
<tr>
<td>DG</td>
<td>1204</td>
<td>Sponsored Research / Accounts Receivable credit memos (document numbers begin with 16)</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>DR</td>
<td>1205</td>
<td>Sponsored Research / Accounts Receivable manual invoices created in SAP and billed to Sponsors (document numbers begin with 18)</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>DZ</td>
<td>1206</td>
<td>Sponsored Research / Accounts Receivable payments received from Sponsors (document numbers begin with 14)</td>
<td>Corporate Accounts Receivable</td>
</tr>
<tr>
<td>KA</td>
<td>1207</td>
<td>Vendor Document</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>KG</td>
<td>1208</td>
<td>Vendor Credit Memo</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>KN</td>
<td>1209</td>
<td>Net vendors (inv.) NO REFERENCE TO PO</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>KP</td>
<td>1210</td>
<td>Account Maintenance</td>
<td>Corporate Accounts Payable</td>
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<tr>
<td>KR</td>
<td>1211</td>
<td>Vendor Invoice</td>
<td>Corporate Accounts Payable</td>
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<td>KZ</td>
<td>1212</td>
<td>Vendor Payment (Wire Transfer)</td>
<td>Corporate Accounts Payable</td>
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<tr>
<td>ML</td>
<td>1213</td>
<td>ML Settlement</td>
<td>Not Currently Used</td>
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<td>PR</td>
<td>1214</td>
<td>Price Change</td>
<td>Procurement &amp; Supply Chain Management</td>
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<td>RA</td>
<td>1215</td>
<td>Sub. Credit Memo Settlement</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>RE</td>
<td>1216</td>
<td>Invoice Receipt - RECURRING PAYMENT</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>RN</td>
<td>1217</td>
<td>Net Invoice Receipt - REFERENCES PO – not auto-posted (See XO )</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>SA</td>
<td>JVmmnnnnn</td>
<td>Journal Voucher (JV) Manually Keyed</td>
<td>Anyone with JV access. See Reference field in Header for Assigned JV No. (JVmmnnnn)</td>
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<tr>
<td>SB</td>
<td>1218</td>
<td>G/L account posting</td>
<td>Materials Mgmt. – Hospitals</td>
</tr>
<tr>
<td>SK</td>
<td>1219</td>
<td>Receipt f. cash pmnt</td>
<td>Materials Mgmt. – Hospitals</td>
</tr>
<tr>
<td>SU</td>
<td>1220</td>
<td>Subseqnt debit doc.</td>
<td>Materials Mgmt. – Hospitals</td>
</tr>
<tr>
<td>TN</td>
<td>1221</td>
<td>Net goods receipt</td>
<td>Materials Mgmt. – Hospitals</td>
</tr>
<tr>
<td>WA</td>
<td>1222</td>
<td>Goods Issue</td>
<td>Materials Mgmt. – Hospitals</td>
</tr>
<tr>
<td>WE</td>
<td>1223</td>
<td>Goods Receipt</td>
<td>Materials Mgmt. – Hospitals</td>
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<td>WI</td>
<td>1224</td>
<td>Inventory</td>
<td>Materials Mgmt. – Hospitals</td>
</tr>
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<td>WL</td>
<td>1225</td>
<td>Goods Issue / Delivery</td>
<td>Materials Mgmt. – Hospitals</td>
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<td>WN</td>
<td>1226</td>
<td>Net Goods Receipt</td>
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</tr>
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<td>WS</td>
<td>1227</td>
<td>Goods Receipt</td>
<td>Materials Mgmt. – Hospitals</td>
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## SAP Document Type List (FI) cont.

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<thead>
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<th>Doc Type</th>
<th>Reference No.</th>
<th>Description of Document</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>XN</td>
<td></td>
<td>Net vendors (inv.) NO REFERENCE TO PO used for auto-posted utility invoices</td>
<td>Corporate Accounts Payable</td>
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<tr>
<td>XO</td>
<td></td>
<td>Net Invoice Receipt - REFERENCES PO; used for invoices that are auto-posted</td>
<td>Corporate Accounts Payable</td>
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<tr>
<td>XR</td>
<td></td>
<td>Wells Fargo Transactions</td>
<td>Accounting Services / DUHS Corporate Finance</td>
</tr>
<tr>
<td>YA</td>
<td></td>
<td>IRI (Internal Request) Billing</td>
<td>Auxiliary Services – DUKECARD, Duke Stores, Dining, etc.</td>
</tr>
<tr>
<td>YB</td>
<td></td>
<td>Accruals</td>
<td>Sponsored Programs, Payroll, and other central finance areas</td>
</tr>
<tr>
<td>YD</td>
<td></td>
<td>EDI (Electronic Data Interchange) Vendor Invoice – NO REFERENCE TO PO</td>
<td>Corporate Accounts Payable</td>
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<tr>
<td>YF</td>
<td></td>
<td>Journal Entry generated by the Sponsored Research Transfer Off Tool</td>
<td>Office of Sponsored Programs</td>
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<tr>
<td>YG</td>
<td></td>
<td>Journal Entry generated by the Sponsored Research Transfer On Tool</td>
<td>Office of Sponsored Programs</td>
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<tr>
<td>YH</td>
<td></td>
<td>Journal Entry generated in SAP when the Manual Salary Cost Transfer iForm is processed by a department.</td>
<td>Office of Sponsored Programs</td>
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<tr>
<td>YI</td>
<td></td>
<td>Sponsored Research / Accounts Receivable cost reimbursement invoices created in SAP and billed to Sponsors (document numbers begin with 22).</td>
<td>Office of Sponsored Programs</td>
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<tr>
<td>YK</td>
<td></td>
<td>Industry Clinical Trials - OnCore</td>
<td>CoreResearch@Duke</td>
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<tr>
<td>YL</td>
<td></td>
<td>Invoice posting and payment for services provided by CoreResearch@Duke</td>
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<td>YM</td>
<td></td>
<td>Contract Labor for Nurse Travelers</td>
<td>Corporate Accounts Payable</td>
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<td>YP</td>
<td></td>
<td>Travel Payment Posting</td>
<td>Employee Travel &amp; Reimbursement</td>
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<td>YR</td>
<td></td>
<td>Journal Entry generated in SAP by Endowment Investment Accounting for manual bank entries and corrections</td>
<td>Endowment Investment Accounting (Treasury and Cash Management)</td>
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<tr>
<td>YS</td>
<td></td>
<td>Concur Accounting Document (Travel, Corporate Card, and Other Reimbursements – Employees &amp; Students on Payroll)</td>
<td>Employee Travel &amp; Reimbursement</td>
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<tr>
<td>YT</td>
<td>Trip number assigned by SAP</td>
<td>Travel Accounting (Past travel system - Reimbursements to Employees &amp; Students on Payroll)</td>
<td>Employee Travel &amp; Reimbursement</td>
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<td>YU</td>
<td>Payee’s Last name + “date”</td>
<td>Other Travel Payment (Past travel system)</td>
<td>Employee Travel &amp; Reimbursement</td>
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<td>YV</td>
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<td>Travel Payment Clearing</td>
<td>Employee Travel &amp; Reimbursement</td>
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<td>ZA</td>
<td>1221</td>
<td>PS Settlement</td>
<td>Plant Accounting</td>
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<tr>
<td>ZB</td>
<td>JVmmnnnnn</td>
<td>Accruals and Reversals</td>
<td>Anyone with JV access in SAP. See Reference field in Header for Assigned JV No. (JVmmnnnnn)</td>
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</table>
## SAP Document Type List (FI) cont

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Reference No.</th>
<th>Description of Document</th>
<th>Responsible Department</th>
</tr>
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<tbody>
<tr>
<td>ZC</td>
<td>1223</td>
<td>Stores Credit Memo</td>
<td>Procurement and Supply Chain Management</td>
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<td>ZE</td>
<td></td>
<td>Conv B/S begin bal</td>
<td></td>
</tr>
<tr>
<td>ZF</td>
<td>1224</td>
<td>Pooled Cash Offset</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>ZG</td>
<td>1241</td>
<td>AM Expense Posting</td>
<td>Plant Accounting</td>
</tr>
<tr>
<td>ZH</td>
<td>BW, MN, or NC + &quot;date&quot;</td>
<td>Payroll (Drill-down not allowed)</td>
<td>Corporate Payroll Services</td>
</tr>
<tr>
<td>ZI</td>
<td></td>
<td>Reconciliation Ledger Posting</td>
<td></td>
</tr>
<tr>
<td>ZJ</td>
<td>JVmmnnnnn</td>
<td>Cost Transfers (pertains to corrections for Grants/Restricted Funds)</td>
<td>Anyone with JV access &amp; Sponsored Programs. See Reference field in Header for Assigned JV No. (JVmmnnnnn)</td>
</tr>
<tr>
<td>ZK</td>
<td>Payee’s Name (First, Last)</td>
<td>Experimental Subject Payments</td>
<td>Employee Travel &amp; Reimbursement</td>
</tr>
<tr>
<td>ZL</td>
<td>BWFB, MNFB, or NCFB + &quot;date&quot;</td>
<td>Fringe Benefits</td>
<td>Corporate Payroll Services</td>
</tr>
<tr>
<td>ZM</td>
<td>0039</td>
<td>Indirect Cost Calculation</td>
<td>Sponsored Programs</td>
</tr>
<tr>
<td>ZN</td>
<td>1226</td>
<td>EDI (Electronic Data Interchange) Vendor Invoice REFERENCES PO</td>
<td>Accounts Payable &amp; Materials Mgmt. – Hospitals</td>
</tr>
<tr>
<td>ZP</td>
<td>1227</td>
<td>Payment Posting</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>ZQ</td>
<td></td>
<td>Tuition Grant</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>ZR</td>
<td>1228</td>
<td>Bank Reconciliation</td>
<td>Not Currently Used</td>
</tr>
<tr>
<td>ZS</td>
<td>1229</td>
<td>Stores Invoice Net</td>
<td>Duke Stores</td>
</tr>
<tr>
<td>ZT</td>
<td>1230</td>
<td>AP Check Request</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>ZU</td>
<td>1251</td>
<td>EDI (Electronic Data Interchange) Payment Credit</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>ZV</td>
<td>1231</td>
<td>Payment Clearing</td>
<td>Corporate Accounts Payable</td>
</tr>
<tr>
<td>ZW</td>
<td></td>
<td>Interface Patient Accounting</td>
<td>Patient Accounting</td>
</tr>
<tr>
<td>ZX</td>
<td></td>
<td>Interface - ETR</td>
<td>Employee Travel &amp; Reimbursement</td>
</tr>
<tr>
<td>ZY</td>
<td>DCxxxxxxx</td>
<td>Cash Receipts</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>ZZ</td>
<td>JVmmnnnnn</td>
<td>Dataset Interface (w / Assigned JV No.)</td>
<td>See Reference Field on Header</td>
</tr>
</tbody>
</table>
Other SAP Documents (CO, PS)

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Reference No.</th>
<th>Description of Document</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>1232</td>
<td>Actual Assessment</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1233</td>
<td>Actual Line Item Reposting</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1234</td>
<td>Actual Primary Cost Report</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1235</td>
<td>Actual Distribution</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1236</td>
<td>Indirect Activity Allocation</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1237</td>
<td>Overhead Costing</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1238</td>
<td>Order Settlement</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1239</td>
<td>Imputed Cost Calculation</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1240</td>
<td>Actual Activity Allocation</td>
<td>Accounting Systems Administration</td>
</tr>
<tr>
<td>N/A</td>
<td>1250</td>
<td>Summarized JV</td>
<td>Accounting Systems Administration</td>
</tr>
</tbody>
</table>
The Most Common Document Types In More Detail

- **AF (Dep. Postings)** = depreciation postings for assets. Contact Plant Accounting at 681-4575 for questions.

- **KG (Vendor Credit Memo)** = credit memo for invoices. For questions, contact Corporate Accounts Payable at 684-3112.

- **KN and XN (Net vendors invoice)** = vendor invoice document that does **NOT reference a Purchase Order** and most commonly used for utility payments. The XN Document Type distinguishes invoices that auto-post to the ledger. To see scanned copies of original invoices, use the Services for Objects button to view the Attachment List per the steps outlined for this document type in the guide. For additional help, contact Corporate Accounts Payable at 684-3112.

- **RE (Invoice Receipt - RECURRING)** = vendor invoice payment for a recurring purchase order, such as leases with a fixed payment each month. For more information, see the steps outlined for this document type in the guide. For additional help, contact Corporate Accounts Payable at 684-3112.

- **RN and XO (Net Invoice Receipt)** = Vendor invoice that **references a Purchase Order**. The XO Document Type distinguishes invoices that auto-post to the ledger. To view the purchase order, drill down on the underlined PO document number for each line item of the invoice and refer to the Purchase Order section of this guide. To see a scanned copy of the vendor’s invoice or any other correspondence, use the Services for Objects button to view the Attachment List. To see more about the payment to the vendor, navigate to the Accounting Document and double click on the first line item (vendor name). Refer to the detailed steps outlined for this document type in the guide. For additional help, contact Corporate Accounts Payable at 684-3112.


- **WA (Goods issue)** = goods issued from Inventory by each Hospital’s Materials Management / Material Services department.

- **WE (Goods receipt)** = receipts of goods into inventory.
• **YD (EDI Vendor Invoice – Does NOT Reference PO)** = vendor invoice that was electronically sent to Duke through a process known as **Electronic Data Interchange (EDI)**. The invoice does NOT reference a Purchase Order. Examples include Staples Advantage (Health System only) and Federal Express. To see a scanned copy of the vendor’s invoice or any other correspondence, use the Services for Objects button to view the Attachment List. To see more about the payment to the vendor, navigate to the Accounting Document and double click on the first line item (vendor name). For additional help, contact Corporate Accounts Payable at 684-3112.

• **YS (Concur Accounting)** = expenses processed through Concur for corporate card and out-of-pocket expense related to travel or general operations for employees or students who are on the Duke payroll. To view payment information, follow steps in this Guide. For questions, contact the Employee & Travel Reimbursement department at 668-3877 or via email at EmployeeTravel@duke.edu.

• **YT (Travel Accounting)** = expenses processed through online expense reports for corporate card and out-of-pocket expense related to travel or general operations for employees or students who are on the Duke payroll. To view payment information, follow steps in this Guide. For questions, please contact the Employee & Travel Reimbursement department at 668-3877 or via email at EmployeeTravel@duke.edu.

• **YU (Other Travel Payment)** = reimbursements for expenses to students who are not on the Duke payroll. To view check information, follow steps in this Guide. For other questions, contact the Employee & Travel Reimbursement department at 668-3877 or via email at EmployeeTravel@duke.edu.

• **ZA (PS Settlement Doc)** = project settlements, currently used to settle minor construction projects (under $100,000) from a project to a department’s cost center on a monthly basis.

• **ZB (Accruals & Reversals)** = accrual journal entries done in one accounting period and reversed later.
• **ZH (Payroll)** = Documents processed in SAP for various payrolls (monthly, biweekly, etc.) which are not available via the drill-down from a report. To view detailed payroll information, a user must have security access to the ZH223 Accounting View of Payroll or ZH333 Payroll Activity Detail report in SAP.

• **ZJ (Cost Transfers)** = manually keyed journal entry for Cost Transfers (corrections on Federal Sponsored Projects) which are monitored by Research Costing Compliance. For department contact information, locate the Assigned JV number in the Reference field and refer to the Assigned JV List for department contact information at the following website: [http://finance.duke.edu/accounting/jv/assignedjv.php](http://finance.duke.edu/accounting/jv/assignedjv.php).

• **ZK (Experimental Subject Payments)** = Payments to those participating as experimental subjects for research at Duke. The payee’s name is located in the Reference field and more details about the payments are listed in the Text field. To view check information, follow steps in this Guide. For other questions, contact the Employee & Travel Reimbursement department at 668-3877 or via email at EmployeeTravel@duke.edu.

• **ZN (EDI Vendor Invoice)** = Vendor invoice that references a Purchase Order and was electronically sent to Duke from the vendor through a process known as Electronic Data Interchange (EDI). To view the purchase order, drill down on the underlined PO document number for each line item of the invoice and refer to the Purchase Order section of this guide. To see a scanned copy of the vendor’s invoice or any other correspondence, use the Services for Objects button to view the Attachment List. To see more about the payment to the vendor, navigate to the Accounting Document and double click on the first line item (vendor name). Refer to the detailed steps outlined for this document type in the guide. For additional help, contact Corporate Accounts Payable at 684-3112.

• **ZT (AP Check Requests)** = Documents processed in SAP for AP Check Requests. For more details about this document type, including how to view check information, refer to the detailed steps outlined for this document type in the guide. For additional help, contact Corporate Accounts Payable at 684-3112.
SAP Documents (cont.)

- **ZZ (Interface-JV)** = Dataset interface from legacy systems at Duke, such as Telcom, Bursar’s Office, Stores, etc. In most cases, an Assigned JV number is located in the Reference field. This number can be used to identify the department responsible and who to contact for more research or questions. See the Accounting Documents – Journal Entry section of this document for more details. For contact information see the **Assigned JV List** via web site: [http://finance.duke.edu/accounting/jv/assignedjv.php](http://finance.duke.edu/accounting/jv/assignedjv.php)

- **Internal Orders** (e.g. Work Order) = settlement documents used to internally “settle” or charge expenses to departments for work performed by another department.
Displaying Documents via Report Drill Down

Overview
This section outlines the “drill-down” process that is available for most SAP reports. The drill-down process is a research tool and provides more details about a particular line item or amount on a report. There are various stages of the report drill-down process, including viewing the document for a transaction amount.

Information Available for the Line Item Before Drilling Down
Scroll across the line item report and review all the columns of information displayed for the layout chosen (e.g. /DUKE). The information may be sufficient for research and no further drill-down is needed. Some examples of valuable columns are:

- The **Posting Row** (column may be abbreviated as PRw or similar) which identifies the corresponding line item for most accounting documents (original or supporting).

  *Note:*  
  *If the posting row does not match to the correct line item in a document, use the [Find] button to locate the line item by amount or cost object.*

- The **Document type** (column may be abbreviated as DocTy or similar) which identifies the type of transaction (journal entry, invoice receipt payment, etc.).

- The **Reference** column which contains the **Assigned JV number** for journal entry documents to identify a departmental contact, or the vendor’s invoice number for Accounts Payable related documents.

  All of these items are referenced and discussed in further detail for each type of Document outlined in this guide.

How to Drill-down in a Line Item Report for More Details
- Simply double click on the desired item in the report

  *OR*

- Click anywhere on the item and click on the [Details] button (button name may vary by screen or report).

  *Note:*  
  *The document displayed via report drill-down is ALWAYS the original document. Repeat the above steps until no further research is needed.*
The Stages of Drill-down on a Report

There are various reports available in SAP with different levels of detail. The stages of drill-down depend on which level of report is being displayed. The diagram below outlines the levels of reports and how the drill-down will progress from each report until the source document is reached. For example, from a summary level report the drill-down will display a line item report. Each stage of the drill-down provides more and more details about the amount being researched.

Summary Level Report
Contains summarized amounts, usually by cost element, for columns like actual, commitment (encumbrance), plan (budget) and variance.

Hierarchy Level Report
Contains higher level of summarization based on hierarchy of an organization within Duke.

Line Item Report
Contains columns of specific details about each transaction amount (line item) that makes up the summarized totals for a cost element, etc.

Document
Proof of the business transaction and is the original document (links to any supporting documents created when an original document is saved).

More Information
From a document, several options and screens are available depending on the type of transaction (known as Document Type) and whether it is an original or supporting document.

Note: The reports above can be run individually as well.
Displaying an SAP (FI) Document – FB03

Via User Menu: Financials → Financial Documents → Display FI Document

Note: An FI (financial) document can be displayed via the User menu per these steps or via report drill-down (into the source document). The steps below apply to most document types, including Journal Entries, Invoice Accounting documents, as well as Employee Travel and Reimbursement documents.

On the Display Document: Initial Screen:

1. Enter the Document number.
2. Enter the Company code.
3. Enter the Fiscal year.

Note: If needed, click on the Editing Options button to change your own preferences for the layout of the Document Overview screen. The default layout is ALV Classic List, which displays the Document Overview screen in a format similar to the old paper journal vouchers. If you prefer the SAP layout (default prior to the upgrade), choose the Classic View option. Click on the Save button and exit.

4. Click on the Enter button or press Enter to display the Document Overview - Display screen.
5. Proceed to Step 14.
If Document number is unknown:

6. Click on the **Document List** button (Shift+F8) to display the Document List screen.
   
   *Note:* All fields on the Document List screen are optional. Each field narrows the list from all SAP documents to those matching the fields specified.

7. Enter the **Company code**.

8. Enter the **Fiscal year**.

9. Enter the **Document type (SA, RN, YD, YT, etc.)** that you’d like to include in the filtered results – a blank field includes all document types.

10. Enter other optional fields outlined below as desired.
   
   - **Posting date**: to search for all documents containing a certain posting date.
   - **Reference number**: to search for all documents with a certain reference number (i.e., Assigned JV number).
11. Optional: Click in the **Own documents only** check box (*Search for own documents* section) to view only documents that you created.

12. Click on the **Execute** button (F8) to display the *Document List* screen.

13. **Double click** on the desired **Document number** to display the *Document Overview - Display* screen.
On the Document Overview - Display screen:


15. Review the posted line items listed in the bottom portion of the screen.

   Note: To adjust the width of all columns, follow the menu path: Settings → Columns → Optimize Width.

To view more details on a specific line item from the Document Overview-Display screen:

16. Either click once on the actual line item number (in the first column) OR double click anywhere else on the desired line item to display the Display Document: Line Item XXX screen (example shown next page).
17. Review the fields listed, such as the cost object charged under Additional account assignments or the Text field.

   Note: Each Document Type will vary in the information shown on this detailed screen. For example, Document Type RN for vendor invoices will have more detailed fields on this screen regarding payment terms and an indicator if a payment has been processed. The SA Document Type for Journal Entries does not have any additional information on this screen that you didn’t already see on the Document Overview screen of the journal entry.

18. Use the Next item (Shift+F7) or Previous item (Shift+F6) buttons to scroll through the detail screens for each line item if needed.

19. Click on the Call Up Document Overview button (F9) to return to the Document: Overview - Display screen.
To view the document header information, such as the Document Type (from any screen):

20. Click on the Document header button (F5) to display the Document Header: Company Code XXXX screen (see next page).

21. View the fields of data, such as the Document Header text, Reference, and Created by fields.

   Note: The fields of information on this screen vary for each type of document and are outlined in the document sections of this Guide (i.e., Journal Entry, Invoices, etc.). Refer to those sections as needed.

22. Click on the Continue button (F7) to return to the Document Overview - Display screen.
Display Any Attached Files for the Document

*Note:* This function is available from the original document or any other supporting documents or screens within a document. More details about the kinds of attachments and other specifics are covered in each Document Type as applicable.

1. Click on the Services for Objects (use triangle on right side of button to see a list of options vs a toolbar with icons as shown above).

2. Click on the Attachment List option.

3. In the resulting Service: Attachment list screen, double click on any attachments listed to open a file and view the attachment (Excel, Word, PDF, etc.)
Displaying an SAP Document (cont.)

Print a Copy of the Document (from Document Overview – Display screen)

Note: The default layout is recommended for printing a document. To choose another layout if desired, use the Choose different display variant (layout) button and double click on the preferred layout.

1. Click on the Print button (Ctrl+P) to display the Print ALV List screen.

2. Enter the printer value in the Output device field, if not defaulted.

3. Ensure Immediately is selected in the Print Time field.

4. Change the selections in other fields as desired (examples: change the number of copies or select Do Not Print in the SAP Cover Sheet field).

5. Click on the Continue button (Shift+F7) to complete steps.

Note: See the message on the bottom status bar stating the spool request has been sent to the SAP printer indicated (if message displayed in dialogue box, click the OK button to clear the Information message).
View or Print the Extra Text (note) for Applicable Documents

Note: These steps pertain to a few Document Types are done from the Document Overview - Display screen. The text applies to all line items and supplements text entered on individual line items.

1. Follow the menu path: Extra → Texts...

2. In the resulting Texts in Accounting Document window, double click anywhere on the Note line (or on the word Note).

3. Review the full text provided in the resulting Display Note: # screen (# = reference number indicating company code and document number).

4. Click the Continue button to close the window when done.
4. To print the text, click on the Print button (Ctrl+P).

5. When done, click on the Back button to return to the Texts in Accounting Document screen.

6. Click the Continue button to close the Texts in Accounting Document screen.

Exiting the Transaction

1. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
A journal entry is an **accounting document** containing debit and credit postings to the general ledger. Journal entries are used to transfer funds from one account to another for payment of various services, materials, etc., to transfer money between departments for other reasons, and used to correct postings if needed. Journal entries can be posted to one or more departments within one company code (**single company code** entries) or across company codes (**cross company code** entries).

**Journal Entries are:**

- Manually keyed into SAP (**Document types SA, ZJ, ZB**) by anyone with authorization in any Duke department.
- Processed by Accounting Systems Administration (**Document Type AB**) to reverse accruals / deferrals entered in the previous month (**Document Type ZB**).
- Created from the Sponsored Research Transfer Off Tool (**Document Type YF**) to transfer late activity from a Sponsored Project to the designated Backstop Code during closeout.
- Entered from electronic system feeds into SAP by Accounting Systems Administration (**Document type ZZ**).
Two journal entry examples follow (see screens below):

First, this Display Document: Overview screen is a Single Company Code entry manually keyed as Document type SA, ZJ, or ZB. Other Journal Entry document types, like Document Type YF, have a similar look and feel.

Second, this Display Document: Overview screen shows a Cross-Company Code journal entry entered as an electronic system feed (Doc. type ZZ).
Key Pieces of Information

Note: To adjust the width of all columns, follow the menu path: Settings → Columns → Optimize Width.

1. **Document Type** = a two digit value that identifies the type of document (e.g., SA = a manually keyed journal entry). Refer to the Document Type List in a previous section of this Guide for more details.

2. **Parked by** and **Posted by** = the Parked by field contains the User ID for the person who created the document via the park transaction. The Posted by field contains either the User ID for the person who posted the document (prior to early 2006) or “WF-Batch” to indicate the entry was posted via workflow approval(s) after early 2006. **Document Type YF** is generated by the Sponsored Research Transfer Off tool and does not contain these two fields.

3. **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.
   
   Note: A cross company code entry creates a separate document with a unique number for each company code charged, containing only that company code’s line items. Therefore, users will only be able to see the document and line items charged to the company code in which they have security access. All documents are linked with a cross company code number, which is outlined below.

4. **Document Date** = the document date that was keyed in the header when the document was created.

5. **Posting date** and **Posting Period** = the date that the document was posted and corresponding fiscal period in which the posting occurred.
6. **Ref. doc. (Doc. Types SA, ZJ, ZB, or ZZ)** = an eight digit reference containing the **Assigned JV number** (Ex: JV060132) defined as:

<table>
<thead>
<tr>
<th>JV</th>
<th>Journal Voucher (same term / meaning as journal entry or Transfer Journal Voucher - TJV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next 2 digits</td>
<td>(Example: 06) The fiscal period of the entry.</td>
</tr>
<tr>
<td>Last 4 digits</td>
<td>(Example: 0132) A 4 digit assigned to the “owner” of a journal entry. The number identifies the nature of the entry and a department contact name and phone number for any questions. The number can be used to find this information on the <strong>Assigned JV List</strong> located on the web at <a href="http://finance.duke.edu/accounting/jv/assignedjv.php">http://finance.duke.edu/accounting/jv/assignedjv.php</a>.</td>
</tr>
</tbody>
</table>

7. **Overall no.** = 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).

8. **Doc. Head. Text** = generic text that pertains to all line items of the journal entry and was entered on the Document Header initial screen to provide a brief description of the nature of the journal entry.

9. **Itm (Item) column** = the **line item number** for each line of the entry which helps in the drill down process from a report (see note below).

   **Note:** When drilling down into a journal entry from an amount on a line item report, the entire journal entry is displayed. The journal entry may contain numerous lines posting amounts to many accounts across Duke, i.e., the line item double clicked on is ONLY one line of the journal entry. The line item number is available on the reports and should be used to locate your line item (use the [Page down button if needed](#)).

10. The **PK (posting key) column** = the posting key indicating a **debit (40)** or a **credit (50)** to a particular G/L Account and Cost Object.

11. **Account** and **Account short text** columns = the six digit G/L account and corresponding short text description of the G/L Account that is being charged/posted for this line item.
12. **Cost Ctr** column = displays the Cost Center posted for this line item if applicable (blank if a Profit Center or WBS Element was posted).

13. **WBS Elem.** column = displays the WBS Element (Project) posted for this line item if applicable (blank if a Cost Center or Profit Center was posted).

14. **Profit Ctr** column = displays the Profit Center posted for this line item if applicable (blank if a Cost Center or WBS Element was posted).

   *Note: The ALV Classic List displays all three of the above columns (Cost Center, WBS Element, or Profit Center). If your display has been changed to the Classic View (standard SAP display prior to 2004 upgrade) then your screen will not contain columns to show Profit Centers and WBS Elements for line items posted to those types of cost objects. Profit Centers and WBS Elements can be seen from the Classic View by double clicking on the line item to view the detailed line item screen.*

15. **Fund** column = displays the Fund (for Funds Management which only applies to Company Code 0010) posted for this line item if applicable.

16. **Text** column = free-form text entered for each line item posted to provide a short description that applies specifically to that line item, i.e., debit or credit. Text does not appear on all journal entry line items. Text from this field also appears in the Name field on some report screens and is why it is important to enter text on journal entry line items.

17. **Amount** column = the amount posted as a debit or credit for each line item of the document. Credits are indicated with a minus sign. The sum of all debits and credits must net to zero before a journal entry can be posted.

   *Note: The Funds Center column contains the 10 digit BFR Code(Org. Unit) for Company Code 0010.*
View Details about a Particular Journal Entry Line Item
From a Journal Entry Accounting document (*Document Overview - Display*) screen:

1. **Double-click on any line item** to view the *Display Document: Line Item ###* screen (shown below).

On the *Display Document: Line Item ###* screen, the following information may appear depending on the line item selected:

2. Information from the previous screen, like the **G/L account** and description, **Company code**, **Document number** and **Amount** for the line selected.
3. Information like “Line item 1/ Debit entry/ 40” = link to the previous screen, including the line item number drilled down upon, the type of document (debit entry), and the posting key (40).

4. **Additional account assignments** section = the Cost center, WBS element (projects), and/or Profit center (revenue) to which the amount was posted. An asset or liability posting will not display these fields and may have a Fund field instead.

5. **Text** field = free form text pertaining to the line item.

6. If needed, use the **Next item** and **Previous item** buttons to scroll through the detail of other line items as well.

7. To return to the *Document Overview – Display* screen, click on the **Document Overview** button or the **Back** button.

**View the Extra Text (Audit Documentation) if Applicable**

From a Journal Entry Accounting document (*Document Overview - Display*) screen:

**Note:** The following steps are done from the *Document: Overview - Display* screen. The text applies to **all line items**, can be displayed from any line item, and supplements the short text entered on individual line items. The text serves as audit documentation.

1. Follow the menu path to display the *Texts in Accounting Document* screen (shown next page): Extra → Texts…
2. Double click anywhere on the **Note** line (or on the word Note) to display the **Display Note: 0010…** screen (shown below).

![Journal Entry Document](image)

**Note:** The text appears on “Display” screen and cannot be changed in this display mode.

3. To print the text, click on the **Print** button (**Ctrl+P**), and follow printing steps outlined in the **Display Document** section of this Guide.

4. When done, click on the **Back** button (**F3**) to return to the **Texts in Accounting Document** screen.

5. Click on the **Continue** button (**Shift+F1**) to return to the **Document Overview - Display** screen.
View Header Information for the Entire Accounting Document

From a Journal Entry Accounting document (Document Overview - Display) screen or any other screen:

1. Click on the Document header button to display the Document Header screen (shown below).

On this screen, a sampling of the possible information that may appear is (but not limited to):

2. **Document type** = Type of document for a transaction. See the Document Type List for a complete listing of document types.

3. **Doc. header text** = free-form text field that provides a description or information for the entire document.
4. **Reference** field (Doc. Types SA, ZJ, ZB, or ZZ) = an eight digit **Assigned JV number** (Ex: JV060132) defined as:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JV</td>
<td>Journal Voucher (same term / meaning as journal entry or Transfer Journal Voucher - TJV)</td>
</tr>
<tr>
<td>Next 2 digits</td>
<td>(Example: 06) The fiscal period of the entry.</td>
</tr>
<tr>
<td>Last 4 digits</td>
<td>(Example: 0132) A 4 digit number assigned to the “owner” of a journal entry. The number identifies the nature of the entry and a department contact name and phone number for any questions. The number can be used to find this information on the <strong>Assigned JV List</strong> located on the web at <a href="http://finance.duke.edu/accounting/jv/assignedjv.php">http://finance.duke.edu/accounting/jv/assignedjv.php</a>.</td>
</tr>
</tbody>
</table>

5. **Document date** = The document date that was keyed in the header when the document was created.

6. **Posting date** = The date the entry was posted (defaults to current fiscal period on a document being created unless changed).

7. **Posting period** = The fiscal period and fiscal year which defaults based on the Posting date.

8. **Reference key** = a string of reference information including the document number, the company code, and the fiscal year in which the document was posted.

9. **Entered by** = either the User ID of the person that posted the document (for documents prior to early 2006) OR “WF-Batch” (for documents that were posted via the workflow approval process). If a User ID is listed, that ID should not be used to find out who to contact with questions about the document. Use the Assigned JV number in the Reference field to determine who to contact for questions (see Reference field above).

   **Note:** *Use the Assigned JV number to locate who to call with questions about a journal entry. IF NEEDED, use transaction code ZTCD to look up the identity of a user per the User ID that is listed in the Entered by or Changed by fields, etc. On the screen, enter the User ID that was displayed in a field and then click on the **Execute** button. The name will be listed on the next screen. Use the **Back** button to see last login date and to exit.*
10. **Parked by** = this field contains the User ID of the person who created or entered the document via the park transaction before the workflow approval process actually posted the document (for documents dated prior to early 2006, the parked entry was posted by the User ID listed in the Entered by field as the means of approving the document).

11. **Entry date** = the document date that was keyed in header when the document was created.

12. **Time of entry** = the exact time that the journal entry was posted (displayed in military time format).

13. **Changed on** = If the document was changed at all (*only text fields*), this would be the date it was changed.

14. **Reversed by (if applicable)** = if this original document was reversed via the system, this field contains the document number that reversed this original document as a link and reference (*only displayed below the Parked by field if document is part of reversal*).

15. **Revers.doc.for (if applicable)** = if this document reverses another document, this field contains the original document number (and fiscal year) that was reversed (*only displayed below the Parked by field if document is part of reversal*).

16. **Reversal reason (if applicable)** = The reason for the reversal. Use the Drop-down arrow to view the detail of the reversal reason shown. The most common reasons will be **01** for regular reversals and **05** used only for accruals.

17. To return to the *Document Overview - Display screen*, click on the ✔️ Continue button (**F7**).
Display any Attached Files (Word, Excel, etc.)

From a Journal Entry Accounting document (Document Overview - Display) screen:

18. Click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.

19. In the resulting drop-down list, click on Attachment List.

20. In the Service: Attachment List window, double click on the attachment (anywhere on the line listed) to open the attached file.

Note: Review the opened file (Excel, Word, etc.) and close the file window when done.

21. Click on the Continue button to close the Service: Attachment List window and return to the posted document.
Display an Overview of the Workflow Approvals from a Posted Document

From a Journal Entry Accounting document (*Document Overview - Display*) screen:

22. Click on the **drop-down portion** of the Services for Objects button located in the Title Bar of the screen.

23. In the resulting drop-down list, click on the menu path **Workflow** → **Workflow overview**.

On the resulting Data on Linked Workflows window:

24. 

25. 

26.
24. Review the **history or work log for all the steps of the workflow and approvals completed** for the document before it was posted including associated names, dates, and times of approvals done by the Department, Management Center, and other Finance areas, as applicable per your approval rules.

   *Note:* *The step denoted as Post Parked Document is the final workflow step that posts the document once all approvals have been completed and the agent is listed as WF-Admin to indicate that the SAP system posted the document.*

25. If applicable, click once on the underlined link titled **Office Document** (not shown in this example but displayed below the Parked Document link) to see the Rejection Reason attached if a Completed Document was rejected before it was posted.

26. When ready, click on the ✅ **Continue** button to close the window and return to the posted document.
These Vendor Invoices are accounting documents, similar to a Journal Entry, that contain the debits and credits for the payment of a vendor’s invoice that does NOT reference a Purchase Order. These documents are also referred to as “non-referencing”. Since these invoices do not reference a Purchase Order in SAP, the original document for the invoice is the accounting document. Therefore, the first screen displayed for this document from the drill-down of a line item report is the accounting document and there is no link to a Purchase Order as it doesn’t exist.

These Document Types are outlined in more detail below:

- **Document Type KN** and **XN** are scanned and posted into SAP by Corporate Accounts Payable and typically is a payment for utilities or patient refunds. The Document Type XN represents invoices that automatically post under certain conditions.

- **Document Type YD** represents invoices that do not reference a Purchase Order and are electronically sent from the vendor through a process known as **Electronic Data Interchange (EDI)**. These invoice documents are from vendors such as FEDEX CORP (Federal Express Corporation), UPS (United Parcel Service), and Staples Advantage for the Health System purchasing only.

- **Document Type YM - Contract Labor for Nurse Travelers** is used for invoices for healthcare and nurse staffing services (e.g., nurse travelers) and is internally generated from an uploaded file. This document pertains mostly to the Health System.

Once invoices that don’t reference a purchase order are posted in SAP, then the process to issue a payment to the vendor will be triggered. The payment may be either a physical check or in some cases may be electronically direct deposited into the vendor’s bank account.

The screen layout for these invoice accounting documents is similar to:

- A journal entry document, such as **Document Type SA or ZZ**.

- The supporting accounting document accessed through the Follow-On Documents button for invoices that references a Purchase Order (**Document type RN and XO- Net Invoice Receipts or RE – Recurring Invoice Payment**).
Reconciliation and Documents Guide

Invoice – Does NOT Reference PO (cont.)

Example of a Document Type KN (DOES NOT reference a PO):

Example of a Document Type YD (DOES NOT reference a PO):
Key Pieces of Information

Note: To adjust the width of all columns, follow the menu path: Settings → Columns → Optimize Width. Fields not outlined below are similar to those outlined in the Journal Entry Document section of this Guide. Refer to that section if needed.

1. **Document Type** = a two digit value that identifies the type of document (e.g., KN = Net Vendors Invoice – DOES NOT Reference a PO; YD = EDI Non Referencing Vendor Invoice-). Refer to the Document Type List in a previous section of this Guide for more details.

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** = the date of the invoice.

4. **Posting date** and **Posting Period** = the date that the document was posted and corresponding fiscal period in which the posting occurred.

5. **Ref. doc.** = a reference field that contains the vendor’s invoice number, which will print on the check (or be included in the electronic deposit in rare cases).

6. **Overall no.** = a number that links all the document numbers created from a cross company code journal entry if applicable:
   - 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 (if displayed)** = general text that varies by vendor, pertains to all lines of the document, and prints on the check.
8. **First line item (Itm 001)** = the vendor invoice line (see note below).
   - The PK (posting key) = **31** (invoice), **21** (credit), **NOT a 40** (debit) or **50** (credit).
   - The Acct (account) = the SAP vendor account number.
   - The **Account short text** = a vendor name (Ex. Federal Express) for line item 001 rather than the G/L account name for other line items.

*Note:* The First line item (Itm 001) for some YD Document Types does not contain the vendor invoice line (with a posting key of 31 or 21). These payments are posted directly to the Duke G/L Account for non-referencing invoices pertaining to Duke Press, Workman’s Compensation, Stores, DUAP Patient Refunds, and DCRI.
Determine if the Document is the Original or a Supporting Document

Note: These steps are needed only when using the Display FI Document transaction to view a document. This transaction always displays the Accounting Document and that may not be the original document (for example, the Accounting Document is NOT the original document for invoices that reference a PO).

From an Invoice Accounting document (Display Document: Overview) screen:


   Note: If the screen stays the same, then the document being viewed is the original document. If a different screen appears, the new screen is the original document. If you wish to return to the Accounting invoice document, click on the Back button.
View Header Information for the Entire Document

1. Click on the Document header button (from any screen).

2. Review the extra fields of information, like the entry date and time of entry.

3. Click on the Continue button to return to the Display Document: Overview screen when ready.
See if an Invoice Paid and View the Payment Information

Note: Invoice payments to vendors may be issued by a physical check or by GHX ePayables via ACH (Automatic clearing electronic bank deposit) or a Virtual Card.

From an Invoice Accounting document (*Display Document: Overview*) screen:

1. Drill down (double click) on the first line item (Itm 001, PK 31) to view the *Display Document: Line Item 001* screen (shown below):

2. Review the data displayed on the *Display Document: Line Item 001* screen and refer to the *Verify if Invoices Have Paid and View Details* section of the Guide (PAGE 75) for the details of how to display the check information.
View the Scanned Invoice Attachment

From an Invoice Accounting document (Display Document: Overview) screen:

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.

3. In the resulting Service: Attachments list window, review and open any files attached and refer to the Verify if Invoices Have Paid and View Details section of this Guide for more details.

Note: The Verify If Invoices Have Paid and View Details section also includes a supplement for opening scanned invoice attachments on a MAC.
Reconciliation and Documents Guide

Invoice - References PO (RN, RE, KG, XO, ZN, ZS, ZC, & ZU)

The Document Types RN, RE, XO, and KG are covered in this chapter are original documents for a vendor’s invoice (or a credit memo) that references an SAP / Buy@Duke Purchase Order. A purchase order at Duke is also known as a PO for reference purposes. These invoices are processed by Corporate Accounts Payable from paper invoices, facsimile (faxed) invoices, and those received via Electronic Data Interchange (EDI).

Once processed and posted, the original invoice document references the Purchase Order number and provides an underlined link to navigate to the Purchase Order document in SAP. If a purchase requisition (used only by the Health System / Hospitals) was entered directly into SAP to create the purchase order, then the invoice document will also link back to the purchase requisition in SAP through the linked purchase order document.

These Document Types are outlined in more detail below:

• **RN and XO - Net Invoice Receipt References Purchase Order** = an invoice from a vendor which references a Purchase Order number and links to the Purchase Order document. This document type includes Framework Orders with an overall limit to spend and multiple payments of varying amounts posted against the Purchase Order. The Document Type XO represents invoices that automatically post under certain conditions.

• **RE – Invoice Receipt Recurring Payment** = a recurring payment made to a vendor that references a Purchase Order number and links to the Purchase Order document. For example, a PO is set up for a recurring lease payment for a fixed billing - monthly, weekly, etc. Then the vendor is paid that fixed amount each month or week without sending an invoice.

• **KG - Vendor Credit Memo** = a Credit memo from a vendor which references a Purchase Order.

• **YM – Contract Labor for Nurse Travelers** = a payment made to a nurses, similar to recurring payments (Document Type RE) in nature.
• **ZN – EDI Invoice References Purchase Order** = an electronic invoice from a vendor which references a PO. Examples include hospital re-supply materials ordered from EDI invoicing-enabled companies, such as Cardinal Health.

• **ZS and ZC – Store Invoice and Credit Memo** = a payment or credit memo related to Duke Stores.

• **ZU – EDI Payment Credit** = a result of an automatic reduction that occurs when the invoice price exceeds the Purchase order price or when the Goods receipt quantity exceeds the invoice quantity.
Other Points:

- When the vendor’s invoice is entered into SAP by Corporate Accounts Payable, the following results happen:
  - The amount for the invoice posts as an actual expense to the financial statement(s) indicated on the Purchase Order even though a check may not be issued yet to the vendor.
  - The baseline (Bline) date is established from the date of the vendor’s invoice and is used to determine when the payment will be released to the vendor per the net payment terms for that vendor (i.e., net 30 days indicates the check payment will be made in 30 days from the date of the vendor’s invoice). A Credit Memo / Payment Credit triggers a credit back to the department.
  - An image of the invoice is attached to the invoice document in SAP and can be accessed by the user for documentation and reference as needed.

- The invoice or credit memo document (outlined above) generates a **supporting accounting document** which:
  - Looks similar to Document Types KN or YD (non-referencing invoices).
  - Contains the debit and credit actual expense amounts that posted to financial statements, as well as the vendor line item for the total amount of the invoice owed to the vendor.
  - Is also known as the Invoice Receipt and tagged with “IR” (which has nothing to do with an Interdepartmental Request form also known at Duke as an “IR”).

- If displayed via the FI Document Display transaction, the first screen shown will be the supporting accounting document (the Accounting Document). The original document can be displayed via a menu path.

- If displayed via the report drill-down from an actual line item report, the first screen shown will be the original invoice document.
Example of Invoice Documents that Reference a PO (such as RN, RE, XO, KG, ZN, or ZU):

The *Display Invoice Document [# Fiscal Year]* screen below is an example of a Document Type RN or XO – Net Invoice Receipt. The screens for Document Type RE (Recurring Entry), KG (Vendor Credit Memo), ZN (EDI Invoice), and ZU (EDI Payment Credit) are similar to this screen as well.

**Note:** The *Accounting document (Document Overview – Display)* screen is displayed if this document was accessed via FI Document Display. To view the original invoice document (shown above) follow the menu path: Environment → Document Environment → Original Document. If drilling into the document from a report, only one line item on the invoice matches to the line item drilled down upon from the report. Use the posting row, amount, or material description from the previous report screen to locate your line item.
Key Pieces of Information

- **The top left section** of the screen displays different pieces of information based on the tab that is selected. The **Basic** tab contains the header information about the invoice and other tabs contain more details for research if needed (see steps below).

- **The top right section** of the screen displays the **vendor’s account number and name/address information**; etc., as well as buttons for more vendor information if needed.

- **The bottom section** of the screen displays **columns of information** for each line item of the PO that is included on the invoice. The columns displayed are based on which “layout” is chosen in the **Layout** field (located on the left above the bottom section). The **All Information** layout provides the most level of detail for the invoice line items. The **PO History** layout provides payment history for the invoice if research is needed.

**Top left section / Basic data tab:**

1. **Invoice date** = date of the vendor’s invoice.
2. **Reference** = the vendor’s invoice number, which is included on the vendor payment.
3. **Posting date** = the date the invoice was posted to the ledger in SAP.
4. **Amount** = the total amount of this invoice which could include several line items from the purchase order (this amount may NOT be the total payment amount sent to the vendor, since a payment may combine many invoices as one lump sum payment).

5. **Text** = information as reference, for example, SciQuest XML Invoice indicates that the invoice is for a Purchase Order created in Buy@Duke from a vendor catalog.

6. **Paymt terms** = vendor payment terms (N30 = net 30 days before payment must be made to vendor from date of invoice).

7. **Baseline date** = the date on the vendor’s invoice which is used to calculate when the payment is due via the payment terms for that vendor (the Invoice date field has the same information).

8. **Other tabs (Payment, Details, Notes, etc.)** = provide more details about the vendor, payment terms, date the check payment is due to the vendor, notes, and contacts. See the **Details** tab for any freight charges in the **Unpl. Del. Csts.** (Unplanned Delivery Costs) field.

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**Top right section / vendor information:**

9. **Vendor account number** = the SAP account number assigned to the vendor.

10. **Vendor name and address** = the vendor’s name, corporate address (not necessarily the remittance address for the check) and phone/fax numbers.

11. **Vendor contact numbers** = the vendor’s phone and fax numbers.
Bottom section / invoice line item details (*Layout = All information*):

**Note:** The columns are displayed based on the *Layout* chosen (*All information* in this example) and can be changed as needed per next step. In addition, the *columns can be sized* (place cursor between columns to get the black double sided arrow symbol, then drag and release when desired size is reached).

12. **Layout field** = determines which columns are displayed for each invoice line item and in which order the columns are shown (the *All information* layout provides the most detail).

   **Note:** The layout can be changed by clicking in the *Layout field*, clicking on the *Drop down* button, and double clicking on another layout option. For instance, the *PO History* layout provides just columns related to payment history for the invoice if research is needed.

13. **Item column** = the line item number for this item on the invoice.

14. **Amount column** = the amount of the item per the quantity ordered on the invoice.

15. **Quantity column** = the quantity of the item ordered per the invoice.

16. **Order Unit** = the unit of measure for the item ordered per the invoice.

17. **Purchase order number** = the Duke SAP purchase order number that is referenced for the invoice line item (Duke’s purchase order number is referenced on the vendor’s invoice and is linked to the invoice in the SAP system).

18. **Item** = the item number per the Purchase Order.
19. **PO Text** = the description for each line item invoiced for the referenced purchase order.

20. **Other columns** for All information layout (use horizontal scroll bar):
   - **G/L Account** = six digit G/L account charged for each line item.
   - **Cost Center** or **WBS Element (Project)** = cost object charged for each line item.
   - **Funds Center** = the ten digit BFR Code (i.e., Org. Unit) for this item (only pertains to invoices for Company Code 0010).
   - **Received** = the quantity received by the department for the line item (only pertains if goods receipt done by the department).
   - **Settled** = once the invoice is entered, the quantity to be settled via the payment of the invoice.
   - **Del. material / sheet no.** = the vendor’s catalog or material number for the line item.

21. To vertically scroll through the invoice line items, use the vertical scroll bar or click on the following buttons (located at top of screen):

22. To sort the bottom section by a column(s), click on the Column heading(s) and use the Sort Ascending or Sort Descending buttons.

23. To find a line item on a longer invoice, use the Item or Search Term fields (click on column heading) and corresponding buttons as needed.

   **Note:** If drilling into the document from a report, use the amount or material description from the previous screen to locate your line item. The Posting Row from a report does not match to the Item number on the original document (matches to the Accounting document).
Determine if the Document is the Original or a Supporting Document

Note: **These steps are needed only when using the Display FI Document transaction to view a document.** This transaction always displays the Accounting Document and that may not be the original document (for example, the Accounting Document is NOT the original document for invoices that reference a PO).

From an Invoice Accounting document *(Display Document: Overview)* screen:

1. Follow the menu path: **Environment → Document Environment → Original document.**
   
   Note: If the screen stays the same, then the document being viewed is the original document. If a different screen appears, the new screen is the original document. If you wish to return to the Accounting invoice document, click on the Back button.
See if a Payment Was Issued and View Payment Information

Note: Invoice payments to vendors may be issued by a physical check or by GHX ePayables via ACH (Automatic clearing electronic bank deposit) or a Virtual Card.

From the Invoice (Display Invoice Document # Fiscal Year) screen:

1. Click on the **Follow-on documents** button to display the List of Documents in Accounting dialog box (shown below).

2. Double click anywhere on the Accounting document line for the invoice to display the Document Overview – Display screen (below).
3. Drill down (double click) on the first line item (Itm 001, PK 31) to view the Display Document: Line Item 001 screen (shown below):

4. Review the data displayed on the Display Document: Line Item 001 screen and refer to the Verify if Invoices Have Paid and View Details section of the Guide (PAGE 75) for the details of how to display the check information.
View the Scanned Invoice Attachment

*From either the Invoice (Display Invoice Document) or the Accounting Doc. (Document Overview – Display) screens:*

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.

3. In the resulting Service: Attachments list window, review and open any files attached and refer to the **Verify if Invoices Have Paid and View Details** section of this Guide for more details.

   **Note:** The Verify if Invoices Have Paid and View Details section also includes a *supplement for opening scanned invoice attachments on a MAC.*
View the Referencing Purchase Order for an Invoice Item

*From the Invoice (Display Invoice Document # Fiscal Year) screen:*

1. **Drill down (double-click)** on the **purchase order number** in the **Purchase Order** column for the desired item.
2. Review the fields of information on the Display Purchase order: Item xxxx screen (refer to the Purchase Order section in this Guide).

3. Follow the steps in the Purchase Order section of this Guide to view other supporting documents and screens, such as:
   - Entire Purchase Order Overview: Overview button
   - Invoice Receipt or Goods Receipt: PO History button.
   - Unloading Point and Goods Recipient: Account Assignments button.
   - Referencing requisition (DUHS ONLY): Environment → Purchase requisition.

   Note: Use the Back button to return to the previous screens.
The **Accounts Payable Check Request (Document Type ZT)** and **Tuition Grant (Document Type ZQ)** are accounting documents that contain the debits and credits for the check payment. Accounts Payable Check Requests are processed electronically in the Duke@Work portal and interface with SAP upon final approval. Tuition Grant payments to the school or employee for a child’s taxable tuition are manually entered into SAP by Corporate Payroll Services from a PDF file attached to an email request sent by Benefits Administration.

Both of these documents are similar to the Document type KN, **Net Vendors Invoice document** (which does not reference a Purchase Order).

**Document Type ZT Example:**
This Display Document: Overview screen is an example of an Accounts Payable Check Request document.

### Key Pieces of Information

*Note:* To adjust the width of all columns, follow the menu path: **Settings → Columns → Optimize Width**.

1. **Document Type** = a two digit value that identifies the type of document (e.g., ZT = Accounts Payable Check Request). Refer to the Document Type List in a previous section of this Guide for more details.

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** = the date of the invoice if applicable, date of the service if that can be determined OR the approval date on the form.
4. **Posting date** and **Posting Period** = the date that the document was posted and corresponding fiscal period in which the posting occurred.

5. **Ref. doc.** = Information in this field will print on the check and varies depending on the check request per below:
   - the vendor’s invoice number or tuition grant reference if applicable
   - a reference number consisting of the approval date of check request ($format = YYMMDD$) plus the first 5 digits of the vendor/payee name

6. **Overall no.** = a number that links all the document numbers created from a cross company code journal entry, if applicable.
   - 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).
   
   **Note:** If displayed, the **Doc. Head. Text** field contains general text that varies by vendor, pertains to all lines of the document, and prints on the check.

7. **First line item (Itm 001)** = the vendor invoice OR payee line (may contain “One Time Vendor Account” as description).
   - The **PK** (posting key) = 31 (invoice), 21 (credit), **NOT** a 40 (debit) or 50 (credit).
   - The **Acct** (account) = the SAP vendor account number.
   - The **Account short text** for line item 001 = a **vendor or payee name** OR the phrase “One Time Vendor Account” for some requests, rather than the G/L account name for other line items.
   - **Text** = used internally by Corporate Accounts Payable for **Document Type ZT** (AP Check Requests) to indicate instructions such as a contact name and number for the person who will pick up the check from Corporate Accounts Payable, if applicable. This field contains the name of employee whose child is receiving the tuition grant for **Document Type ZQ** (Tuition Grant).
8. **Other line items (002, etc.)** = the distribution of the expenses to the appropriate Cost Objects (Cost Centers, Profit Centers, or WBS Elements) as well as the G/L Accounts. These lines may contain more check request details in the Text field as well.

9. 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 Payment Was Issued and View Payment Information

1. Drill down (double click) on the first line item (Itm 1, PK 31) to view the Display Document: Line Item 001 screen (shown NEXT PAGE).

If the Address and Bank Data screen appears (only if payee has description of One Time Vendor on screen above):

2. Review the payee name and check address information.

3. Click on the Enter button when ready to display the Display Document: Line Item 001 screen (see next page).

Note: If the payee is designated as a “One Time Vendor”, then this extra screen will appear with the payee name and check address information. If the payee name was listed on the Document Overview – Display screen, then the next two steps are not applicable.
4. **Vendor account number, vendor payee name, and address** (may contain **One Time Vendor** as name).

5. **Amount** = the amount of the payment for this check request.

6. **Payt Terms** = the Net Payment Terms (for example N30 = 30 days to pay vendor from the date of the vendor’s invoice) – may not be displayed if not a payment for an invoice.

7. **Bline date** = the date of the vendor’s invoice if applicable which serves as the baseline to calculate the invoice due date OR the date in this field could be the approval date on the check request form.

8. **Pmnt Block** = an indicator if the payment has been blocked for some reason.

11 **Clearing (two fields):**
   If the fields are present, then a payment has been processed - See “Clearing field” on next page.
9. **Pmt Method** field = A field to indicate 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.

10. **Payment Ref.** field = payment information to be printed on check per the check stub reference on the check request form (such as invoice number or name of student receiving tuition grant).

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** = used internally by Corporate Accounts Payable for **Document Type ZT** (AP Check Requests) to indicate instructions such as a contact name, email, or number for the person who will pick up the check from Corporate Accounts Payable, if applicable. This field contains the name of employee whose child is receiving the tuition grant for **Document Type ZQ** (Tuition Grant).
13. To view the check number (if applicable / not an EDI direct deposit), follow the menu path: Environment → Check Information.

14. Refer to the Research for Invoices/ Check Payments section of the Guide (PAGE 73) for more on the check information fields displayed.
View the Scanned Invoice Attachment

From an Invoice Accounting document (Display Document: Overview) screen:

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.
3. In the resulting Service: Attachments list window, review and open any files attached and refer to the Research for Invoices/Check Payments section of this Guide for more details.

Note: The Research for Invoices/Check Payments section also includes a supplement for opening scanned invoice attachments on a MAC.
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.
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.
Determine if Payment Was a Physical Check or ePayable and View Check Information if Applicable

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:

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

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

16. **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.

17. **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.

18. The **check recipient** section = the information relating to the vendor.

19. When finished, use the ✅ **Back** button to return to the previous screen.

**Note:** If a single invoice is split funded and charged to more than one company code, for example 0010 and 0030, you may not see all the check information due to your security access. If needed, contact Corporate Accounts Payable at 684-3112 for check information.
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.
Verify if Invoices Have Paid (cont.)

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.
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.
Concur Accounting documents (YS) post to financial reports from the Concur Travel & Expense Management system, which is Duke’s current expense reporting. While Concur has a variety of capabilities, Duke uses the system to process and post travel and non-travel expense reports to the ledger for corporate card and out-of-pocket expense for employees, including student employees. The Employee and Travel Reimbursement (ETR) department is responsible for processing these payments in SAP via Concur.

Concur expense report processing is linked to the SAP Payroll module. Therefore, employees or student employees who have “direct deposit” (known as ACH, Automated Clearing House) of their paycheck into a bank account will also receive any reimbursements via direct deposit. Those who have not opted for direct deposit with a bank will receive reimbursements via a check.

YS documents are original accounting documents which are created from the travel and non-travel expense reports created in Concur. Concur is accessible to all employees through Duke@Work. The drill-down from a report into these documents is slightly different than all other document types in SAP and requires that you select the “Accounting Document” option as outlined in this chapter of the guide. These accounting documents contain debit and credit postings and are similar to the accounting documents such as Document types KN and RN created from invoice payments.
View details about the Concur posting from a Line Item Report

From a line item report (Cost Center: Display Actual Line Items or the Project / WBS: Display Actual Line Items):

1. On the line item report, **double click anywhere on a line item for a Document Type YS** to select and drill-down on that row.

2. In the resulting *List of Documents in Accounting* box, double-click on the row labeled as **Accounting document** (first row in the list of options).
3. In the resulting *Display Document: Data Entry View*, to see the document in the Duke customized look, use the menu path: **Goto > Display as List** (click on the top title of the screen to see menu paths as needed, not shown here).

4. Regardless of the view (original Data Entry View or Document Overview - Display shown above), review the information provided in the accounting document per the next steps.
Concur Accounting (cont.)

Key Pieces of Information Available in the Document Drill-down

Note: To adjust the width of all columns, follow the menu path: Settings → Columns → Optimize Width.

Document Type YS Examples

The following Display Overview – Document screens show two examples of Document Type YS – Out of Pocket (OOP) Reimbursement and Corporate Card Clearing (CC). These documents are similar to YT, KN, and Accounting view for RN.

Document Type YS

OOP = Out of Pocket Reimbursement

Document Type YS

CC = Corporate Card Clearing
1. **Document Type** = a two-digit value that identifies the type of document such as **YS** for Concur Accounting Documents in this example.

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** = date the original document.

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. **Overall no.** = 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).
   
   *Note: The line items vary for OOP documents versus Corporate Card Expense Clearing documents and are outlined in the next two steps.*

6. **Ref. doc.** = **Report Key** assigned by Concur when the expense report is generated. Employee Travel and Reimbursement references this number to identify a specific trip.

7. **Doc. Hdr Text** = **Document Header Text** reflects the “Trip Name” created on the Report Header in Concur. This data is entered by the individual creating the report; therefore, specific information included will vary by document.
8. The **First line item (Itm 1)** for **Out-Of-Pocket Reimbursements to Employees or Students on the Payroll** contains information as follows:

- **PK (posting key)** = 31 (payment/credit), 21 (credit memo/debit), **NOT a 40 (debit) or 50 (credit)**.

- **Account** = the **SAP vendor account number assigned** to the payee. Employees and student employees are assigned a unique 10-digit vendor account number, which begins with the number 8. This number is their vendor account number for YT payment purposes.

- **Account short text** = the **payee’s name**.

- **Fund** displays **1001000** which represents Assets, Liabilities, and Fund Equity.

- **Text** = **system generated text that varies** for the line items. The text for line items posting expense to departments includes brief details, such as the name of the employee or student employee being reimbursed as well as receipt date and vendor name (for more specifics, see Text description for **Display Document: Line Item 001** screen which is covered in next pages).

- Other line items in the document contain the expense debits (**PK 40**) that post to the department’s cost objects per the types of expenses cleared in the expense reports.
Concur Accounting (cont.)

9. **Line Items (Itm 1 and 2)** for documents that clear **Corporate Card Expenses** contain information as follows:
   
   - **PK (posting key) = 40 (debit) or 50 (credit)** - In general, the debit line items are posting the Corporate Card expense to the department’s cost object and the credit line item posts the payable to Fund 1001000 – Liabilities, and Fund Equity.
   
   - **Account and Account short text** = the G/L account and G/L Account description for the debit posting of expense to the department and based on the type of expense charged on the Corporate Card (the credit line posts to the G/L Account 201202 Corporate Card Payable).
   
   - **Fund** = the department’s cost object for posting of expense or Fund 1001000 – Liabilities, and Fund Equity for posting of the payable.
   
   - **Text** = system generated text that provides details about the Corporate Card expense being cleared – the text begins with **CC**: to indicate the expense was incurred via the Corporate Card and includes the employee/student employee’s name, the corporate card transactions date, and the vendor.

10. 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.
Display the Payment Information for Out-of-Pocket Expense Reimbursements (Most Are Direct Deposits)

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

1. Drill down (double click) on the first line item (Posting Key = 31) to view the Display Document: Line Item 001 screen and review details as outlined in the next steps.

2. Payee name and address defaulted from Payroll (usually the address associated with the payroll clerk were paychecks are distributed).

   Note: For employees and student employees, payments are made either via direct deposit or check. Checks are mailed to the address provided.

   Clearing (two fields):
   If fields are present, then payment has been processed (via direct deposit or issued check).
   Use menu path Environment > Check Information for more info.
3. **Information like “Line item 1/ Invoice/ 31”** = link to the previous screen for the line item drilled down upon from previous screen.

4. **Amount** = the amount reimbursed to the employee or student employee.  
   
   *Note:* The **Payt terms** and **Bline date** fields are not relevant for reimbursements processed by Employee Travel and Reimbursements department.

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

6. **Text** = system generated text providing the name of the employee or student employee being reimbursed and other useful details.
To see check information if applicable (not available if the payment was made by direct deposit to an employee or student employee and most payments are direct deposit):

7. To confirm whether a check was issued or a direct deposit was made, and see check information if applicable, follow the menu path **Environment → Check Information** and review the results:

   - If the payment was made via **ACH / Direct Deposit** (most payments are made this way), then a message will display at the bottom of the Display Document Overview screen and state that “**No check information was found**”.

   - If a check was issued as payment, the **Display Check Information** screen will be displayed – see next step.

8. If the **Display Check Information** screen is displayed (not shown here), see the **Check number** and **amount** fields for the details of the check, as well as a date the check cleared Duke’s bank account if applicable in the **Check Encashment** field.

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

- **Click** on the Document header button.

- Review the fields of information.
  
  *Note:* For questions, please contact the Employee & Travel Reimbursement department at 668-3877 or via email at EmployeeTravel@duke.edu.

- **Click** on the Continue button to return to the Document Overview - Display screen when ready.
Travel Accounting: Employees & Students on Payroll (YT)

Travel Accounting documents (YT) are associated with a previous SAP expense reporting tool. This tool was replaced with Concur, a newer expense reporting tool and a new document type (YS) in FY21. While YT documents are visible in SAP, they will be for older transactions. Document Type YT includes travel and miscellaneous reimbursements to employees or student employees who are on the Duke payroll. Eventually, these Document Types will no longer be used.

These documents are original accounting documents which are created from the travel and non-travel online expense reports that are submitted by departments through the Duke@Work portal.

The YT documents also include the accounting of any travel and non-travel related expense incurred with a Corporate Card that is assigned to an online expense report.

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, payment, or Corporate Card expense.

Therefore, employees or student employees who have “direct deposit” (known as ACH, Automated Clearing House) of their paycheck into a bank account will also receive any reimbursements via direct deposit to the bank account. Those who have not opted for direct deposit with a bank will receive any reimbursements via a check which can be picked up at Employee Travel and Reimbursement.
An expense report / travel statement is available directly from your SAP line item reports for all travel and miscellaneous reimbursement documents (Document Type YT). The report / statement has the following features:

- Provides the details of the travel or non-travel expense reimbursements and Corporate Card expenses per information that was submitted on the online expense report.

- For travel related expense schemas, the out-of-pocket and Corporate Card expense for a trip is included in one expense report for the trip.

- Is viewable directly from the line item report without needing to drill-down into the YT document (this feature is available for all line item reports, such as the Cost Center: Display Actual Line Item (Transaction Code KSB1) report, as well as the Project / WBS: Display Actual Line Item Transaction Code CJI3) report.

- Allows you to view the expense report / travel statement in a PDF format and print a copy, if needed. You will have more details about the reimbursement, such as the amount charged for each expense type (airfare, meals, mileage rates and miles, etc.).

The report / statement is NOT available for any other type of document processed by Employee Travel and Reimbursement. Therefore, this feature does not pertain to Document Type YS (Concur), YU (payments for student employees that do not fit into one of the expense types on the reimbursement form, or payments for students not on the Payroll) and Document Type ZK (Experimental Subject payments).
View the Expense Report / Travel Statement from a Line Item Report

From a line item report (Cost Center: Display Actual Line Items or the Project / WBS: Display Actual Line Items):

1. On the line item report, click anywhere on a line item for a Document Type YT to select and highlight that row.

2. Once a line is selected and highlighted, click on the Display Travel Doc button located on the Tool Bar at the top of the screen.

3. Use the screen example on the next page and the following steps to review the Expense Report / Travel Statement which is displayed in a PDF format.
On the Expense Report/Travel Expense Statement (PDF file):

```
<table>
<thead>
<tr>
<th>Date</th>
<th>No.</th>
<th>Expense Type</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/10</td>
<td>001</td>
<td>Air Fare</td>
<td>120.00</td>
</tr>
<tr>
<td>7/11/10</td>
<td>002</td>
<td>Lunch</td>
<td>6.96</td>
</tr>
<tr>
<td>7/11/10</td>
<td>003</td>
<td>Dinner</td>
<td>4.59</td>
</tr>
<tr>
<td>7/11/10</td>
<td>004</td>
<td>Taxi/Shuttle/Other Transp</td>
<td>34.20</td>
</tr>
<tr>
<td>7/12/10</td>
<td>005</td>
<td>Breakfast</td>
<td>4.97</td>
</tr>
<tr>
<td>7/12/10</td>
<td>006</td>
<td>Dinner</td>
<td>14.02</td>
</tr>
<tr>
<td>7/13/10</td>
<td>007</td>
<td>Breakfast</td>
<td>5.35</td>
</tr>
<tr>
<td>7/13/10</td>
<td>008</td>
<td>Lunch</td>
<td>7.11</td>
</tr>
<tr>
<td>7/13/10</td>
<td>009</td>
<td>Dinner</td>
<td>12.95</td>
</tr>
<tr>
<td>7/14/10</td>
<td>010</td>
<td>Breakfast</td>
<td>16.53</td>
</tr>
<tr>
<td>7/14/10</td>
<td>011</td>
<td>Lunch</td>
<td>10.66</td>
</tr>
<tr>
<td>7/14/10</td>
<td>012</td>
<td>Dinner</td>
<td>39.98</td>
</tr>
<tr>
<td>7/15/10</td>
<td>013</td>
<td>Breakfast</td>
<td>16.53</td>
</tr>
<tr>
<td>7/15/10</td>
<td>014</td>
<td>Lunch</td>
<td>13.79</td>
</tr>
<tr>
<td>7/15/10</td>
<td>015</td>
<td>Dinner</td>
<td>55.56</td>
</tr>
<tr>
<td>7/16/10</td>
<td>016</td>
<td>Breakfast</td>
<td>14.60</td>
</tr>
<tr>
<td>7/16/10</td>
<td>017</td>
<td>Dinner</td>
<td>23.90</td>
</tr>
<tr>
<td>7/17/10</td>
<td>018</td>
<td>Breakfast</td>
<td>12.30</td>
</tr>
<tr>
<td>7/17/10</td>
<td>019</td>
<td>Taxi/Shuttle/Other Transp</td>
<td>34.20</td>
</tr>
</tbody>
</table>
```

Reimbursement Amount: 449.90 USD
4. Review the fields of information available on the Expense Report / Travel Statement populated from the original expense reimbursement form that was submitted, such as:

- Top section = the employee name, Personnel number (Duke Unique ID), and other information to help identify the employee or student on Duke’s payroll.
- Settlement Results and Cost Assignment = the amount to be reimbursed and the accounting information to be charged (Cost center or WBS Element, associated BFR Code / Org. Unit, etc.)
- Travel Flat Rate = the mileage reimbursement details if applicable.
- Receipts = the receipt details by expense type for items like airfare, meals, etc.

5. Use the toolbar at the top of the file to print the file, size the display of the file, etc.

6. Close the PDF file when ready to return to the line item report.

7. Repeat these steps to view other Expense Report / Travel Statements for other travel and miscellaneous reimbursements (Document Type YT) from the line item report as desired.

8. If more detail is needed, like check information, double click on the line item to display the document and refer to the next pages in this Guide.
Document Type YT Example

The following Display Overview – Document screen shows Document Type YT (similar to KN and Accounting view for RN).

Document Type YT
Travel Accounting
(Example of Travel and Miscellaneous Reimbursements to Employees or Students on the Duke payroll)

Document Type YT
Corporate Card Accounting
(Example of Corporate Card Clearing)
Travel Accounting (cont.)

Other Key Pieces of Information Available in the Document Drill-down

Note: To adjust the width of all columns, follow the menu path: Settings → Columns → Optimize Width.

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.

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** = not relevant on Document Type YT.

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. = Trip number** assigned by SAP and used by Employee Travel and Reimbursement to as a reference to identify a specific trip (not as useful to departments at this time).

6. **Overall no.** = 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).
Note: The line items vary for Travel accounting documents versus Corporate Card Expense Clearing documents and are outlined in the next two steps.

7. The **First line item (Itm 001)** for Travel and Miscellaneous Reimbursements to Employees or Students on the Payroll contains information as follows:

- 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 the number 8. This number is their vendor account number for YT payment purposes.

- The **Account short text** = the **payee’s name** (either employee or student on Duke payroll). The text is **NOT the G/L account description** like other line items.

- The **Text** = **system generated text that varies** per the type of YT reimbursement or travel advance. The text includes brief details, such as trip dates and destination or name of G/L account charged for miscellaneous reimbursements (for more specifics, see Text description for Display Document: Line Item 001 screen which is covered in next pages).

- Other line items in the document contain the expense debits that post to the department’s cost objects per the types of expenses cleared in the expense reports.
8. Line Items for documents that clear Corporate Card Expenses contain information as follows:
   • The PK (posting key) = 40 (debit) or 50 (credit)
   • In general, the debit line items are posting the Corporate Card expense to the department’s cost object and the credit line item posts to the liability G/L Account to cover the Corporate Card payment.
   • The Acct (account) and Account short text = the G/L account and G/L Account description for the posting of expense based on the type of expense charged on the Corporate Card.
   • The Text = system generated text that provides details about the Corporate Card expense being cleared – the text begins with CC: to indicate the expense was incurred via the Corporate Card.

9. 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 Display the Payment Information
From the YT accounting document (Document Overview - Display) screen:

1. Drill down (double click) on the first line item (itm 001, PK 31) to view the Display Document: Line Item 001 screen (see example of YT below):

On the Display Document: Line Item 001 screen, the following information can be seen:

2. **Payee name and address defaulted from Payroll** (usually the address associated with the payroll clerk where paychecks are distributed).

   *Note:* For employees and student employees, payments are made either via direct deposit or check. Checks are mailed to the address provided.

3. **Information like “Line item 1/ Invoice/ 31”** = link to the previous screen for the line item drilled down upon from previous screen.
4. **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 type YT). These reimbursements are processed as soon as received and entered in the SAP system.

5. **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 either 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).

6. **Text** = system generated text that varies as outlined below:
   - **YT Travel Accounting (Travel-related reimbursements)** = Trip from *<date>* to *<date>* plus the city destination. The dates default from the Trip from and to dates as completed on the form. The city destination defaults from the City Destination field or the Weekly destination field on the completed form (i.e., text is not free form text that is entered per the description completed on the form).
   - **YT Travel Accounting (Miscellaneous reimbursements)** = Trip from date to date plus text describing the G/L account charged for the reimbursement, such as Business Meetings or Office Supplies. The date represents the first (from) and last (to) day of the week in which the purchase/receipt occurred.
To see check information if applicable (not available if the payment was made by direct deposit to an employee):

7. To confirm whether a check was issued or a direct deposit was made, and see check information if applicable, follow the menu path: Environment → Check Information.

   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 display at the bottom of the Display Document Overview screen and state that “no check information was found”.

8. If the Display Check Information screen is displayed (not shown here), see the Check number and amount fields for the details of the check, as well as a date the check cleared Duke’s bank account if applicable in the Check Encashment field.

   Note: Click on Back button ONCE to return to Display Document Overview screen.
View Header Information for the Entire Document from Any Screen:

- **Click** on the [Document] header button.
- **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 668-3877 or via email at EmployeeTravel@duke.edu.

- **Click** on the [Continue] button to return to the *Document Overview - Display* screen when ready.
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).

Key Pieces of Information
Note: To adjust the width of all columns, follow the menu path: Settings → Columns → Optimize Width.

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.
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.
10. 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).
Reconciliation and Documents Guide
Other Travel Payments (cont.)

On the **Display Document: Line Item 001** screen, the following information can be seen:

4. Either **One Time Student** or the payee name and address **defaults 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.

4. Either **One Time Student** if payee is a student not on Payroll or **payee name and address that defaults from Payroll** (usually the address associated with the Payroll Clerk where checks are distributed).

**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.
Other Travel Payments (cont.)

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.
The ZK Document Type is the original accounting document for payments to those participating in various research projects at Duke. This document is processed by Employee Travel and Reimbursements in SAP via the Accounts Payable module or loaded as a Journal Entry for ClinCard payments. Document Type ZK does NOT cover any gift cards purchased via the Duke Corporate Card for Experimental Subjects. Those types of purchases made on the Corporate Card are processed as a Document Type YT.

There are two ways an Experimental Subject may receive payments for participation in research studies or trials:

- **Via ClinCard**, where Experimental Subjects are issued a debit card and payments are loaded to the card.
  - The ZK documents loaded into SAP for ClinCards resemble the SA or ZZ Journal Entry accounting documents with debits (Posting key 40) to the department’s cost object to pay the experimental subjects and credits (Posting key 50) to ClinCard Payable account to cover the debit amount loaded to the cards.
  - The drill-down on the line item provides the name of the ClinCard holder/payee.

- **Via a check or direct deposit** as outlined below:
  - If the payee is on the Duke payroll, the payment will be handled in the same manner as the payroll check (direct deposit or check issued).
  - **Payees that are not on the Duke payroll** are set up as a vendor account labeled “One Time Vendor Non-Employee” or “One Time Student” and will have an extra screen containing the payee name. Check payments are distributed based on instructions from the department (either distributed to payee or held for pick-up in Employee Travel & Reimbursements).
  - The ZK documents for checks or direct deposits contain debit and credit postings and resemble the accounting documents created for YT Travel Accounting documents with a posting key 31 on the first line item to indicate a payment is to be generated.

The G/L Account used for the debits and credits for each method of payment will vary and all are in the 6255xx series of G/L Accounts.
Document Type ZK Example – Reloadable ClinCard Payments

The following Document Overview - Display screens shows an example of Document Type ZK – Experimental Subject Payments for the reloadable ClinCards (similar to SA or ZZ Journal Entry accounting documents).

Note: Refer to the Journal Entry section of this guide for more regarding the details about key fields for this type of ZK Document.

1. To see the payee for a line item for a payment (Posting key 40), double click on the line item.

2. In the resulting screen, locate the name of the ClinCard debit card holder located in the Assignment field.
Document Type ZK Example – Check or Direct Deposit

The following Document Overview - Display screens show two examples of Document Type ZK – Experimental Subject Payments that generate a check or direct deposit (similar to YT accounting documents).

Key Pieces of Information
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.

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 = the date the form was prepared or approved.

4. **Posting date and Period** = the date and fiscal period that the expense was posted to the ledger (and appears on financial statements).
5. **Ref. doc. = First and last name of payee** or 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 if applicable:**
   - 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. **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 payees not on the Duke payroll will have a **generic number assigned that is labeled “1 Time Vndr – Non Employee” or “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 not on the payroll, then the text reads “1 Time Vndr – Non Employee Exper”. The text is NOT the G/L account description like other line items.**
   - **Text = reference information about the experimental subject payment as provided for the check stub message by the department, such as the payee name, name of the study or brief description of experiment, and date of experiment.**

8. 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.
Experimental Subject Payments (cont.)

See if a Check Was Issued and View the Payment Information
From the Accounting document (Document Overview - Display) screen:

Note: The steps below DO NOT APPLY to payments processed via reloadable ClinCard debit cards. Those accounting documents resemble Journal Entry document types like SA and ZZ. Refer to the Journal Entry section of this guide for more specifics if needed.

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

Note: If the payee is not on the Duke Payroll and has a description of 1 Time Vendor… or One Time Student, then an extra screen will appear. This screen contains the payee name. If the payee is on the Duke Payroll and paid using a unique vendor account number, then the next two steps are not applicable.
Experimental Subject Payments (cont.)

If the Address and Bank Data screen appears (only if payee is not on the Duke payroll with description of “1 Time Vndr Non-Employee” or “One Time Student”):

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 below).
4. The vendor field will display one of the following:
   - Either **One Time Vendor**... or **One Time Student** if payee is not on Payroll
   - Or the **payee name and address that defaults from Payroll**
     (usually the address associated with the payroll clerk where paychecks are distributed).

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.

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

7. **Pmnt Method** field = indicator of method of payment (e.g. K = Physical check which needs to be picked up at Employee Travel & Reimbursement – not shown this example).

   *Note:* Use the ☰ **Drop Down** button in the Pmnt Method field to display a full list of values and descriptions if needed.

8. **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).

9. **Text** = reference information about the experimental subject payment as provided for the check stub message by the department, such as the payee name, name of the study or brief description of experiment, and date of experiment.
From the *Display Document Line Item 001* screen, to view more details about the check:

10. To confirm a check was issued and see check number, follow the menu path: **Environment → Check Information**.

   **Note:** If a check was issued, the *Display Check Information* screen will be displayed (see below). If the payment was made via *ACH / Direct Deposit*, a message will state that no “*check information was found*” and the screen below will not appear.

---

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

**Check encashment:**
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.
From the Accounting document (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.
These documents relate to the Accounts Receivable process for Sponsored Research. The Accounts Receivable module in SAP facilitates the billing of invoices to Sponsors by the Office of Sponsored Programs (OSP), as well as the billing and collections of invoices by Duke Clinical Research Institute (DCRI). In addition, the Corporate Accounts Receivable (A/R) department was created to handle cash posting and collection activity for sponsored research at Duke.

Revenue is posted on a Sponsored Project / WBS Element at the time that OSP creates the invoice to send to the Sponsor, as opposed to when the payment is actually received from the Sponsor. When the bill is created and sent, these A/R documents are created and may be seen from the drill-down of various reports to the line item detail reports. The documents contain an attachment of the

Revenue is posted on the Parent and Sub level of projects / WBS Elements (if applicable), instead of being posted at only at the Parent level. The Corporate A/R department collects and posts cash for Sponsor invoices, and monitors the outstanding receivables. Departments and OSP don’t have to be as involved in the collection process.

The ability to drill-down from SAP reports and see these A/R related revenue documents, including copies of the invoices sent to Sponsors, helps departments monitor the billing of projects. The Accounts Receivable process and these documents provide all areas involved in the management of post-award activities with full transparency around the billing and cash receiving processes, while also enhancing the efficiency of OSP, DCRI, and A/R in conducting these activities.

**Highlights of the Business Process:**

- In the past, revenue was posted as a credit on a project when the payment for the invoice was received by OSP from the Sponsor, and was only posted at the Parent level of related Sponsored Projects. Now, revenue is posted as a credit on a project when the invoice is created by OSP, and is posted at the Parent and Sub levels of the related Sponsored Projects, as applicable.
A/R Invoices Sent to Sponsors (cont.)

- OSP handles the billing/invoicing to the Sponsor through the Accounts Receivable module in SAP, and the newly created Corporate A/R team is responsible for managing the collection of the cash for those invoices issued through SAP.

- DCRI will use the new Accounts Receivable module in SAP to handle all billing and collections activity for their entity.

- When drilling down to the line item report detail, several new documents have been created to identify the posting of revenue to Projects/WBS Elements when OSP bills the Sponsor. Those Document types are outlined below:
  - **Document Type YI** = cost reimbursement invoices, created in SAP, and billed to Sponsors (document numbers begin with 22).
  - **Document Type DR** = manual invoices, created in SAP, and billed to Sponsors (document numbers begin with 18).
  - **Document Type DG** = credit memos (document numbers begin with 16).
  - **Document Type DZ** = payments received from Sponsors (document numbers begin with 14).

Two of these document types, YI and DR, will allow Grants Managers and others reviewing financial statements to identify the Accounts Receivable postings of revenue (posted at the time of billing) and to drill-down from reports and view these revenue posting documents.

For Document Types YI and DR, images of the invoices sent to the sponsors are available for viewing in SAP. Once in the documents from the drill-down of a report, the attached rendered invoice may be displayed, similar to Accounts Payable Documents (example YD, KN, and RN Document Types). Previously, departments had no easy way to determine if invoices had been billed to the Sponsor, so now the process is more transparent.

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.
A/R Invoices Sent to Sponsors (cont.)

Document Type YI and DR Examples

1. In the Display Actual Cost Line Items for Projects report (the drill-down from the ITD Project report), review the line item transactions of detailed amounts that were posted to the revenue G/L Account. For Accounts Receivable items, the revenue for the invoice billed to the Sponsor is posted with one of the two Document Types listed below:

   • **Document Type YI** = cost reimbursement invoices to Sponsors (document numbers begin with 22).

   • **Document Type DR** = manual invoices to Sponsors (document numbers begin with 18).

2. Double click on a line item for a document (like Document Type YI) to display the details of the original document or any supporting documents.

   **Note:** Click on the desired option on the *Choose Report* dialog box (e.g. Actual Line Items or Plan Line Items). Once in the line item report, review the columns of information available.
A/R Invoices Sent to Sponsors (cont.)

View a Copy of the Invoice Sent to the Sponsor (YI or DR)

3. Once in the Document Type YI or DR, click on the drop-down portion of the Services for Objects button located on the Title Bar of the screen (does not pertain to Document Types DG or DZ).

4. Click on the Attachments list option in the resulting callout box.

5. In the resulting Services: Attachment List window, double click on the line for the Sponsored Research Invoice to display the invoice.

Note: If a SAPGUI Security window prompts to grant access to the file, use the Drop-down in the field to select Always Allow and click OK to view the invoice.
6. Review the attached invoice and the information displayed as outlined below:

- In the upper left section, the Sponsor name and billing address is listed in the BILL TO section.
- In the upper right section, the details of the invoice, such as invoice number, billing period, and amount due are displayed.
A/R Invoices Sent to Sponsors (cont.)

- In the middle left section, the Award details are displayed, such as the Project name, the seven digit WBS Element (Duke Reference field), and the Principal Investigator’s name.

- In the bottom section, a breakdown of the current billing and cumulative billing is displayed by Cost Element group (salaries, supplies and materials, etc.) for that Sponsored Project.

7. Note that the invoice may be printed or downloaded per your web browser options as desired.

8. Click on the Back button as many times as needed to exit the drill down and return to previous report screens.

Note: If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred. If a dialog box prompts to save an extract, click the No button.
A Purchase Order specifies the intent to purchase goods or services from a vendor and is processed by Procurement and Supply Chain Management (referenced as Procurement). Purchase Order documents are created from approved Purchase Requisitions. Departments in Duke University Health System (Company Codes 0020 or higher) submit Purchase Requisitions either electronically in SAP or by a paper form only for standing purchase orders. Departments in Duke University (Company Code 0010) submit Purchase Requisitions through Buy@Duke.

A Purchase Order document is:

- Created from the **Buy@Duke shopping carts** once submitted and approved (depending on a department’s dollar threshold preference some carts may not need to be approved). Based on the goods or services purchased, some carts will need additional approval by Procurement Services or other designated areas.

- Created from an **electronic purchase requisition** done by a department. This method is used by departments that fall under the series of Health System company codes and enter requisitions directly into SAP. The changing of an electronic Purchase Requisition into a Purchase Order is done automatically by SAP if certain criteria are met, or manually by Procurement if needed.

The Purchase Order is then faxed to or electronically sent to the vendor.
## Purchase Order Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Reference no. begins with:</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB</td>
<td>452xxxxxxx</td>
<td>Regular or “normal business” including one time PO and SAP electronic requisitions</td>
</tr>
<tr>
<td>ECPO</td>
<td>455xxxxxxx</td>
<td>Regular one time PO – Buy@Duke</td>
</tr>
<tr>
<td>RSU</td>
<td>627xxxxxxx</td>
<td>Re-supply</td>
</tr>
<tr>
<td>SH</td>
<td>459xxxxxxx</td>
<td>Special handling</td>
</tr>
<tr>
<td>FO</td>
<td>46xxxxxxxxx 4605xxxxxx</td>
<td>SAP Framework / Standing Order created via a paper requisition Buy@Duke Standing Order</td>
</tr>
<tr>
<td>WOFO</td>
<td>441xxxxxxx</td>
<td>Work Order / Framework Order w/o Acct. Assignment</td>
</tr>
<tr>
<td>CFA</td>
<td>488xxxxxxx</td>
<td>Construction Framework / Standing Order</td>
</tr>
<tr>
<td>MRP</td>
<td>553xxxxxxx</td>
<td>Central inventory</td>
</tr>
<tr>
<td>PDAD</td>
<td>564xxxxxxx</td>
<td>Computer generated for cart inventory</td>
</tr>
<tr>
<td>APS</td>
<td>776xxxxxxx</td>
<td>Auto Payment Schedule</td>
</tr>
<tr>
<td>BOP</td>
<td>85xxxxxxxxx 8505xxxxxx</td>
<td>Bill Only / Confirming Orders (Do not ship) – used mostly for consignment items Buy@Duke Bill Only / Confirming Orders</td>
</tr>
</tbody>
</table>
Display a Purchase Order in SAP (Document Number is Known) – Transaction Code ME23

1. Via the User Menu: **Purchasing → Display Purchase Order** *(Transaction Code ME23).*
2. On the **Display: Purchase Order Initial Screen**, enter the **document number** in the **Purchase order** field.
3. Click on the **Item Overview** button to display the **Display: Purchase Order: Item Overview** screen.
4. Use the steps outlined in the guide and the buttons on the toolbar to display key pieces of information

   **Note:** *Transaction Code ME23N* (not on User Menu) is an alternate way to enter a PO number and display the key fields of information using tabs in the bottom section of the screen. If using that transaction, click on the **Other Purchase Order** button to enter the PO number and use tabs to navigate to key pieces of information without having to open and close windows.

5. When ready, click on the **Back** button to exit the transaction.
Display a List of Purchase Orders in SAP (Document Number is Not Known) – Transaction Code ME2K

Note: For researching Buy@Duke shopping carts and Purchase Orders, see the Buy@Duke Step-by-Step User Guide or videos linked in the tool or at this link: http://finance.duke.edu/procurement/training/index.php#tr164

1. Via the User Menu: Purchasing → Purchasing Documents List Display → Purch. Orders: by Account Assignment

2. On the List Display of Purchase Orders screen, enter a single value or range of Cost Centers or a single value or range of WBS Elements to find a purchase order expensed to the selected cost object.

   Note: Date(s) can also be used as additional criteria for narrowing a search. If these initial criteria don’t work, try removing excess criteria like Plant and/or Purchasing group. Leave BEST as scope of list.

3. Click on the Execute button to display the Purchase Orders per Account Assignment screen.

4. From the resulting list, double click on the desired Purchase Order number to display the screens for that Purchase Order.

5. When ready, click on the Back button to exit the transaction.
Display a Purchase Order from the an Invoice Document Referencing a PO

1. From the Display Invoice #: Document Overview screen, double click on the Purchase order number located in the PurchOrder field in the bottom section of the invoice document.

2. Click on the Back button to return to Item Overview screen, when ready.

To Display a Purchase Order from a Commitment on a Report

1. Double click on the commitment line item for a Purchase order.
   - If a line item for a Purchase Order contains a positive dollar amount, the Purchase Order is considered open and has NOT had a goods receipt done or an invoice processed for the Purchase Order.
   - If a line item for a Purchase Order contains a zero dollar amount, the Purchase Order is considered closed and HAS changed from a commitment to an actual line item when the Goods Receipt or Invoice document was entered into SAP.

Note: These zero dollar line items will appear on a commitment line item report from the drill-down of a summary report. The zeros can be eliminated when executing a Commitment Line Item report by clicking on the “Open items only” box on the initial selection screen before executing the report.
Example of Purchase Order Document (NB and RSU):
The examples below show the Display Purchase Order: Item Overview screens (examples = Buy@Duke electronic catalog order and a text order).

Key Pieces of Information for Each Line Item of a PO

1. The item number for reference if drilling into the document from the Commitment Line Item report or from the link in the invoice document.

2. An SAP material number populated only IF this item was ordered from materials listed in SAP (primarily used by Hospitals/Health System).

3. Either the short text description corresponding to an SAP material number OR a description of the item entered as text on the requisition.

4. The Purchase order quantity, unit of measure, and delivery date.

5. The net price for one item per unit of measure (not per quantity).

6. The Material group indicates the group to which the service or material belongs and if the cart was populated from an electronic catalog or not (EC01 = electronic catalog, others = text orders, e.g., 009 = Lab Equipment & Supplies).
Find Who Created the Purchase Order

From the Purchase Order document *(Display: Purchase Order: Item Overview screen)*:

1. Click once in the box to the left of the line item to select.
2. Follow the menu path: **Header → Statistics → General**.

3. On the *Display Purchase Order: Header Statistics* screen, review the **Created by** field.

4. IF NEEDED, use transaction code **ZTCD** to look up the identity of a user for the User ID that is listed in the Created by field as noted below:
   - On the ZTCD screen, enter the User ID and then click on the **Execute** button. The name will be listed on the next screen.
   - The user may belong to Procurement or be the submitter/approver of a shopping cart in Buy@Duke. If WF-BATCH is listed, then no approvals were needed and the PO was created automatically.

5. Click on the **Overview** button to return to *Display Purchase Order: Item Overview* screen.
Purchase Order (cont.)

See the Purchase Order History (Goods Receipt or Invoice Documents)

From the Purchase Order document (*Display: Purchase Order: Item Overview screen*):

1. Click once in the box to the left of the line item to select.
2. Click on the PO history button.
3. On the Order History… screen, click once on any of the IR (Invoice Receipt) or GR (Goods Receipt) documents to display the accounting documents as needed.
4. Click on the Back button to return to the Display Purchase Order: Item Overview screen.
Reconciliation and Documents Guide

Purchase Order (cont.)

See the Accounts Charged, Delivery Location, and Goods Recipient

From the Purchase Order document (Display: Purchase Order: Item Overview screen):

1. Click once in the box to the left of the line item to select.
2. Click on the Account Assignments button.
3. On the Account Assignment for Item #### screen, review the fields below as needed:
   - **Cost Center** or **WBS Element** = identifies the cost object (the Duke department, area, or the Project) to be charged for these items.
   - **Unloading Point** = specific location (room number or floor) where the delivery is to be made within a building per the delivery address.
   - **Goods Recipient** = first initial and last name of person who should receive the item when delivered.

   *Note: If more than one line was selected, click on the [Continue] button to move to the next line’s information.*

4. Click on the [Continue] button to return to the Display Purchase Order: Item Overview screen.
See the Vendor Address/Phone Information

From the Purchase Order document *(Display: Purchase Order: Item Overview screen)*:

1. Click once in the **box to the left of the line item** to select.
2. Follow the menu path: **Header → Vendor address**.

3. On the **Display Purchase Order: Vendor Address** screen, review the fields as needed.

4. Click on the **Overview** button to return to the **Display Purchase Order: Item Overview** screen.
View the Referencing Purchase Requisition (DUHS ONLY)

From the Purchase Order document (Display: Purchase Order: Item Overview screen):

1. Click once in the box to the left of the line item to select
2. Follow the menu path: Environment → Purchase requisition.
3. On the Display: Purchase Requisition: Item #### screen, review the fields of data needed (see Purchase Requisition section in this Guide).
4. To view the Overview screen for the requisition with all line items, click on the Overview button (different button than in a Purchase Order).
5. Click on the Back button to return to the Display Purchase Order: Item Overview screen.
An SAP Purchase Requisition document is created electronically by a department (purchasing group) to request the purchase of goods or services. The approvals for the requisition are also done electronically. Once all approvals are obtained, the requisition is changed into a Purchase Order and sent to the vendor. The process of changing a Requisition into a Purchase Order is done automatically if certain criteria are met, or manually by Procurement if needed.

**Note:** Requisitions are created directly in SAP by those belonging to the Hospital company codes and others belonging to Health System Company Codes. Requisitions, known as shopping carts, are created in Buy@Duke by those belonging to University Company Codes (such as Company Code 0010). **This section of the guide pertains to requisitions created directly in SAP.**

### Purchase Requisition Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Reference no. begins with:</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB</td>
<td>100xxxxxxxxx</td>
<td>Regular or “normal business”</td>
</tr>
<tr>
<td>RSU</td>
<td>200xxxxxxxxx</td>
<td>Re-supply</td>
</tr>
<tr>
<td>SH</td>
<td>400xxxxxxxxx</td>
<td>Special handling</td>
</tr>
<tr>
<td>MRP</td>
<td>500xxxxxxxxx</td>
<td>Central inventory</td>
</tr>
<tr>
<td>PDAD</td>
<td>700xxxxxxxxx</td>
<td>Computer generated for cart inventory</td>
</tr>
<tr>
<td>BOP</td>
<td>8xxxxxxxxxxx</td>
<td>Bill Only / Confirming Order (Do not ship) mostly used for consignment items</td>
</tr>
</tbody>
</table>
Display a Purchase Requisition (Document Number is Known)

1. Via the User Menu: **Purchasing → Display Purchase Requisition**

2. On the **Display: Purchase Requisition Initial Screen**, enter the **document number** in the **Purchase requisition** field.

3. Click on the **Item Overview** button to display the **Display: Purchase Requisition: Item Overview** screen.

Display a List of Purchase Requisitions (Document Number is Not Known)

1. Via the User Menu: **Purchasing → Purchasing Documents List Display → Requisitions by Account Assignment**

2. On the **List Display of Purchase Requisitions** screen, enter the cost center or range of cost centers or a WBS Element or range of WBS Elements as needed to find a requisition.

   **Note:** Date/s can also be used as additional criteria for narrowing a search. If these initial criteria don’t work, try removing excess criteria like Plant and/or Purchasing group. Also, the check boxes at the bottom of the initial screen can ALL be checked to view ALL requisitions.

3. Click on the **Execute** button (F8) to display the **Purchase Requisitions per Account Assignment** screen.

4. From the resulting list, **double click on the desired Requisition number** to display the screens for that requisition.

5. When ready, click on the **Back** button to exit the transaction.
Display a Purchase Requisition from a Referencing Purchase Order

1. From the Display Purchase Order: Document Overview screen, follow the menu path: Environment > Purchase Requisition.

2. Click on the Back button to return to Item Overview screen.

Display a Purchase Requisition from a Commitment on a Report

1. **Double click** on the commitment line item for a Requisition.
   - If a line item for a Purchase Requisition contains a positive dollar amount, the Purchase Requisition is considered **open** and has **NOT** been converted to a Purchase Order document as of yet.
   - If a line item for a Purchase Requisition contains a zero dollar amount, the Purchase Requisition is considered **closed** and **HAS** changed to a Purchase Order (which may already have a Goods Receipt or Invoice document entered into SAP and also be closed / zero amount).

   **Note:**  *These zero dollar line items will appear on a commitment line item report from the drill-down of a summary report. The zeros can be eliminated when executing a Commitment Line Item report by clicking on the “Open items only” box on the initial selection screen before executing the report.*

2. Click on the Back button to return to report when ready.
Examples of Purchase Requisition Document (NB or RSU):
The examples below show Display: Purchase Requisition: Item Overview screens with short text line items and material line items (materials).

Note: When drilling down from a report into the Purchase Order, use the line item number listed in a column on the report to locate the corresponding line item listed in the Item column on the Purchase Order.

Key Pieces of Information
1. The item number for reference
2. An SAP material number if this item was ordered from materials listed in SAP (primarily used by Hospitals/Health System).
3. Either the short text description corresponding to a material number OR a description of the item (with no material number in SAP) as entered on the requisition.
4. The Purchase order quantity, unit of measure, and delivery date.
View the Details of a Line Item, like the Price per Item

From the Purchase Requisition document (Display: Purchase Requisition: Item Overview screen):

1. Click once in the box to the left of the line item to select.
2. Click on the Item Details button.
3. On the Display: Purchase Requisition: Item ##### screen, review the fields of information, such as the Val. (Valuated) Price field.
4. Click on the Back button or the Overview button to return to the Item Overview screen.

Note: The Overview button for requisitions looks different than the Overview button for Purchase Orders.
See if this Line Item is Subject to Release

From the Purchase Requisition document (*Display: Purchase Requisition: Item Overview* screen):

1. Click once in the box to the left of the line item to select.
2. Click on the **Release Strategy** button.
3. Review the release strategy, release codes needed and obtained, and the release status (example: Z Fully released for PO or bid).
   
   *Note: If no release strategy is required for this item, a message states that the item is not covered by a release strategy.*

4. Click on the ✔ **Continue** button to return to *Item Overview* screen.
Find Who Created the Purchase Requisition

From the Purchase Requisition document (*Display: Purchase Requisition: Item Overview screen)*:

1. Click once in the **box to the left of the line item** to select.
2. Click on the **General** button.

3. On the *Display: Purchase Requisition Statistics: for Item ##...* screen, review the **Created by** field.

4. Click on the **Back** button or the **Overview** button to return to the *Item Overview screen.*

**Note:** **IF NEEDED**, use transaction code **ZTCD** to look up the identity of a user per the User ID that is listed in the **Created by** field. On the ZTCD screen, enter the User ID **and click on the **Execute** button. The name will be listed on the next screen.
See the Accounts Charged, Delivery Location, and Goods Recipient

From the Purchase Requisition document (*Display: Purchase Requisition: Item Overview* screen):

1. Click once in the box to the left of the line item to select.
2. Click on the **Account Assignments** button.
   
   *Note: If more than one line was selected, click on the **Continue** button to move to the next line’s information.*

3. On the **Account Assignment for Item ####** screen, review the fields below as needed:
   
   - **Cost Center** or **WBS Element** = identifies the cost object (Duke department / area or the Project) to be charged for these items.
   
   - **Unloading Point** = specific location (room number or floor) where the delivery is to be made within a building per the delivery address.
   
   - **Goods Recipient** = first initial and last name of person who should receive the item when delivered.

4. Click on the ✔ **Continue** button to return to *Item Overview* screen.
Material documents contain materials (goods) that are either issued from or received into inventory. **The documents are created ONLY by Materials Management / Services personnel in each hospital, not by departmental end-users.**

Material documents are:
- Created manually or electronically, like **Doc. type WA**, when goods are issued from inventory to the department.
- Created manually, like **Doc. type WE**, when goods are received into inventory (or centrally received for a department at Durham Regional and Raleigh Community Hospitals).

**Material Document Example**

The **Display Material Document #######: Overview** screen below is a **Document type WA** *(Note: Material document for Doc. type WE is similar).*

![Display Material Document](image)

**Note:** If the document is displayed via FI Document Display vs. the drill down, then the Accounting View (Display Document: Overview) screen will be displayed. To view the original material document (shown above) follow the menu path: Environment → Document Environment → Original Document.

**Key Pieces of Information**

1. **Posting date** field = the date the document was posted in SAP.
Reconciliation and Documents Guide

Material Documents (cont.)

2. **Name** field = One of the following:
   - The **User ID** of the person who entered the document (from Hospital Materials Management or Services)
   - **MMPDAD##** representing the automatic re-supply done by the PDAD program *(explained more below)*.

3. Each line item = **quantities** issued or received, **material number** and **description**, and **movement type**.

4. **MvT (Movement type)** column = identifies the purpose of the document as outlined in the next section.

A material document has **two basic Movement types** *(located in the MvT column)* as follows:

1. **Goods Receipt**: This movement type posts a receipt for goods or materials. A goods receipt can occur for stock items, non-stock items, and services. The receipt must be entered immediately after the delivery of the material to ensure that stock is available when needed, financial records of the company are properly updated, and suppliers are paid for their goods and services.
   - **101 (Goods Receipt)**: this type can be seen from the PO history on a purchase order.
   - **102 (Goods Reversal)**
   - **122 (Goods Return to Vendor)**

2. **Goods Issue**: This movement type posts the issue of goods usually to fulfill the material requirements of a reservation of goods from inventory. A reservation is created automatically through the PDAD program or the single-point-of-entry program (ZM10). The value of the materials is expensed to the cost center at the time the goods issue transaction is entered into the system.
   - **921 (Goods Issue via PDAD)**: system created after the inventory is taken in the storage locations. The program matches the inventory on hand with the par levels that are set up for the inventory that should remain on hand and the difference either is pulled from inventory (STAT room) or gets turned into orders that are restocked when they are delivered.
   - **922 (Goods Reversal via PDAD)**: created for a reversal of movement type 921.
Material Documents (cont.)

- **201 (Goods Issue for Cost Center):** created for a manually entered goods issue in response to a reservation request by an end-user.
- **202 (RE (reversal) Goods Issue for Cost Center):** created for a reversal of movement type 201.
- **261 (Goods Issue for Work Order)**
- **262 (Goods Reversal for Work Order)**
- **551 (Goods Reversal for Scrap):** Created when a material is expired, damaged, etc.
- **551 (Goods Reversal for Scrap)**

**View the Detailed Expenses by Cost Center**

*From the material document (the original document):*

1. Click on the **Accounting docs.** button.

2. On the **List of Documents in Accounting** box, **double-click** on the line for the **Accounting document or corresponding Doc. number.**
3. On the Document Overview – Display screen (above), review the line item charges that correspond to your cost center.

   **Note:** The supporting Accounting document created by a material document is similar to an Accounting document for journal entries. The posting keys are different, such as 81 for debits and 96 or 99 for credits. Refer to the Journal Entry Document section for more details.

4. Click on the **Back** button to return to the List of Documents in Accounting screen.

5. Click on the **Cancel** button to close the List of Documents in Accounting screen and return to the material document.
Internal orders are generally used to plan, collect and settle the costs of internal jobs and tasks. Currently at Duke, internal orders are used to settle the costs of Work Order jobs and charge the department’s cost center for the work performed. In the future, internal orders may be used for other transactions as well.

A line item report will show the amount and the Cost Center charged in the Name field (see first screen below). From a line item report, the drill down process only displays a settlement document (second screen below) that contains the Internal Order reference number.

To view more details about the charge, the Internal Order Actual/Plan/Variance Report can be run using the Internal Order reference number. The next pages outline how to run this report and what type of information is available.
**Internal Order Actual/Plan/Variance Report (ZFR1G)**

Via User Menu: Financials → University Reporting OR DUHS Reporting → Cost Object Reporting → Internal Orders: Actual/Plan/Variance

---

**On the Orders: Actual/Plan/Variance Selection screen (shown below):**

1. Ensure **DUKE** is defaulted in the Controlling area field.

2. Enter the desired **Fiscal year**.

3. Enter the **beginning and ending fiscal periods** desired in the **From period** and **To period** fields.

   **Note:** This report is cumulative for the periods selected and the last closed fiscal period that you would like included is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12, 13, 14, and period 15 adjustments from outside auditors.

4. Enter either a **0** (Current or Flex) or **1** (Original) in the **Plan version** field (NO Plan data will be displayed on the report at the current time).
5. Enter **one or more Internal Order numbers** (alpha numeric number between 7 -11 digits in length) in the first *Or value(s)* field under the **Order Group** field (use ✉️ Multiple Selection button if needed).

*Note: The Order group field can be used to enter a group value (such as EO for Engineering & Operations or FMD for Facilities Maintenance) and select all the Internal Orders belonging to a group or division. This option will be used more by central areas.*

6. Enter a value(s) in **ONE** of the two fields, Cost element group or Or value(s), as outlined below:

- Enter the desired **cost element group** (such as DUKE_CE for University users, or HSRPT for DUHS users) to select all the cost elements associated with that group.
- **OR**
- Enter one or more **cost elements (i.e., object codes)** in the Or values field (use ✉️ Multiple Selection button if needed).

7. Click the ✉️ Execute button (F8) to display the **Orders: actual/plan/variance: Result** report. *(see below and next page)*

---

**Note:** This report contains **HORIZONTAL** pages (screens to the right containing cumulative amounts, quantity or other columns). One screen contains the hours billed that support the actual amounts.
8. View the amount in the **Actual Amount** column broken out by G/L Account on the first page/screen of this report.

9. To vertically scroll through a page/screen of this report, use the following buttons:
   - **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.

10. To view the **HORIZONTAL** pages/screens to the right and see the **hours** (**Quantity columns**), use the following buttons:
    - **Next Page** (Ctrl+F1) button **TWICE** to move through two horizontal screens and view the hours billed for the G/L Account expense.
    - **First page** (Ctrl+F7) to return to the first horizontal page to the left (original screen of report).
To drill down and view more details for Internal Orders:

11. Double click on the **Actual amount** for the desired Cost element to access a line item report showing the Internal Order charges in more detail (double clicking on the Cost Element returns all charges on the G/L Account for the entire work order).

12. Double click on the option that corresponds to the drill-down requested on the **Select Report** dialog box (e.g. **Orders: Actual Line Items** if you double clicked on an amount in the Actual column).

13. Review the columns of information available in the drill-down report and double click on line items to view the original or supporting documents as needed.

14. Click on the **Back** button as many times as needed to exit the drill down and return to previous report screens.

*Note:* If a dialog box prompts to exit the line item report, click the **Yes** button to exit. If a dialog box prompts to save an extract, click the **No** button.

To exit the report when ready:

15. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.