



Reconciliation and Documents Guide

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Reconciliation of Financial Transactions

Importance of Financial Transaction Reconciliations

Reconciliation or verification of financial transactions is a key element of Duke's internal controls and is fundamental to sound business practices. A verification of all transactions against a cost object, accompanied by any necessary corrections, ensures that the fundamental transactions that result in financial reports are correct.

The **GAP 200.012 - Reconciliation of Financial Transactions** details the requirements for financial transaction reconciliations. (Note: GAP details are located at <http://www.finsvc.duke.edu> under Accounting Procedures, GAP, Forms, and Codes).

Performing a Reconciliation

The reconciliation or verification procedure is done to ensure that all 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 R/3 online document via drilling down from a report or by comparing the charge to paper documentation (backup).

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 R/3 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 R/3, 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.

See Next Page for Continued Steps

Reconciliation (cont.)

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-compensatory (non-payroll) transactions charged to a cost object, there should be some type of supporting documentation or "backup" which substantiates the charges.

To make the verification easier, it is recommended that the department keep a copy of all accounting forms submitted (ex. AP Check Request, Travel Expense Voucher, IRI, Bursar deposit slip, etc.) and any items received (ex. Invoice copies, packing slips, Bursar deposit receipt, etc.) throughout the month. The paper 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, such as P-Card receipts and statements. 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 R/3. This includes understanding what information is available for each type of R/3 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 by the type of payroll (monthly or biweekly).

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 departmental payroll clerk for an explanation. Additionally, some department business managers receive a paper report or have access to the Accounting View of Payroll in R/3, 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 are split between monthly and biweekly. Fringe benefit charges can be verified by doing a calculation based on the actual payroll entries and the current year fringe benefit rate percentage (where the calculation = **Salary * fringe benefit rate**). For current fiscal year fringe benefit rates or the projected rates for future fiscal years, see the following website:

<http://www.finsvc.duke.edu/Resources/Docs.html#fringe>

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. Currently, the negotiated F&A cost reimbursement rate is **56.0%** for federal research grants. 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.

Reconciliation (cont.)

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 the salary expense that is to be cost shared is recorded using G/L account 600300, training grants or G/L account 600400, sponsored research.
- Cost shared fringe benefits on salaries charged to 600300, 600400, 603300 and 603400 are recorded on the normal G/L account for fringe benefits (610000 or 610100).
- The portion of salaries and fringes that the sponsor will not reimburse is credited to G/L account 808000 on the grant and is charged to the departmental cost object that is sharing the cost also using 808000.

The Office of Sponsored Programs does the entry automatically. The amount credited to 808000 should equal the amount charged to 600300, 600400, 603300 and 603400 plus the related fringe benefits.

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.

Reconciliation (cont.)

Responsibilities and Record Retention

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://www.finsvc.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.

R/3 Documents

A document is ***proof of a business transaction*** in the R/3 system and on R/3 reports.

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

- R/3 Document number using the Display FI Document on the R/3 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.

Reconciliation and Documents Guide

R/3 Documents (cont.)

R/3 Document Type List (FI)

Doc Type	Reference No.	Description of Document	Responsible Department
AA	1200	Asset Posting	Plant Accounting
AB	1201	Acct. Reversal Document	Accounting Services
AF	1202	Depreciation Posting	Plant Accounting
AN	1203	Net Asset Posting	Plant Accounting
KA	1204	Vendor Document	Accounts Payable
KG	1205	Vendor Credit Memo	Accounts Payable
KN	1206	Net vendors (inv.) NO REFERENCE TO PO	Accounts Payable
KP	1207	Account Maintenance	Accounts Payable
KR	1208	Vendor Invoice	Accounts Payable
KZ	1209	Vendor Payment	Accounts Payable
ML	1210	ML Settlement	Not Currently Used
PR	1211	Price Change	Procurement Services
RA	1212	Sub. Credit Memo Settlement	Accounts Payable
RE	1213	Invoice Receipt - RECURRING PAYMENT	Accounts Payable
RN	1214	Net Invoice Receipt - REFERENCES PO	Accounts Payable
SA	JVmmnnnn	Journal Voucher (JV) Manually Keyed	Anyone with JV access. See Reference field in Header for Assigned JV No. (JVmmnnnn)
SB		G/L account posting	
SK		Receipt f. cash pmnt	
SU		Subseqnt debit doc.	
TN		Net goods receipt	
WA	1216	Goods Issue	Materials Mgmt. – Hospitals
WE	1217	Goods Receipt	Materials Mgmt. – Hospitals
WI	1218	Inventory	Materials Mgmt. – Hospitals
WL	1219	Goods Issue / Delivery	Materials Mgmt. – Hospitals
WN	1220	Net Goods Receipt	Materials Mgmt. – Hospitals
WS		Goods Receipt	Materials Mgmt. – Hospitals
YB		Accruals	Sponsored Programs, Payroll, and other central finance areas
YD		EDI (Electronic Data Interchange) Vendor Invoice – NO REFERENCE TO PO	Accounts Payable
YM		Contract Labor for Nurse Travelers	Accounts Payable
YP		Travel Payment Posting	Employee Travel & Reimbursement
YT	Trip number assigned by R/3	Travel Accounting (Reimbursements to Employees & Students on Payroll)	Employee Travel & Reimbursement
YU	Payee's Last name + "date"	Other Travel Payment	Employee Travel & Reimbursement

Reconciliation and Documents Guide

R/3 Documents (cont.)

R/3 Document Type List (FI) cont


Doc Type	Reference No.	Description of Document	Responsible Department
YV		Travel Payment Clearing	Employee Travel & Reimbursement
ZA	1221	PS Settlement	Plant Accounting
ZB	JVmmnnnn	Accruals and Reversals	Anyone with JV access in R/3. See Reference field in Header for Assigned JV No. (JVmmnnnn)
ZC	1223	Stores Credit Memo	Procurement Services
ZE		Conv B/S begin bal	
ZF	1224	Pooled Cash Offset	Accounting Services
ZG	1241	AM Expense Posting	Plant Accounting
ZH	BW, MN, or NC + "date"	Payroll (Drill-down not allowed)	Payroll
ZI		Reconciliation Ledger Posting	
ZJ	JVmmnnnn	Cost Transfers (pertains to corrections for Grants/Restricted Funds)	Anyone with JV access & Sponsored Programs. See Reference field in Header for Assigned JV No. (JVmmnnnn)
ZK	Payee's Name (First, Last)	Experimental Subject Payments	Employee Travel & Reimbursement
ZL	BWFB, MNFB, or NCFB + "date"	Fringe Benefits	Payroll
ZM	0039	Indirect Cost Calculation	Sponsored Programs
ZN	1226	EDI (Electronic Data Interchange) Vendor Invoice REFERENCES PO	Accounts Payable & Materials Mgmt. – Hospitals
ZP	1227	Payment Posting	Accounts Payable
ZQ		Tuition Grant	Accounts Payable
ZR	1228	Bank Reconciliation	Not Currently Used
ZS	1229	Stores Invoice Net	Duke Stores
ZT	1230	AP Check Request	Accounts Payable
ZU	1251	EDI (Electronic Data Interchange) Payment Credit	Accounts Payable
ZV	1231	Payment Clearing	Accounts Payable
ZW		Interface Patient Accounting	Patient Accounting
ZX		Interface - ETR	Employee Travel & Reimbursement
ZY	DCxxxxxx	Cash Receipts	Bursar's Office
ZZ	JVmmnnnn	Dataset Interface (w / Assigned JV No.)	See Reference Field on Header

R/3 Documents (cont.)

Other R/3 Documents (CO, PS)

Doc Type	Reference No.	Description of Document	Responsible Department
N/A	1232	Actual Assessment	Accounting Systems & Procedures
N/A	1233	Actual Line Item Reposting	Accounting Systems & Procedures
N/A	1234	Actual Primary Cost Report	Accounting Systems & Procedures
N/A	1235	Actual Distribution	Accounting Systems & Procedures
N/A	1236	Indirect Activity Allocation	Accounting Systems & Procedures
N/A	1237	Overhead Costing	Accounting Systems & Procedures
N/A	1238	Order Settlement	Accounting Systems & Procedures
N/A	1239	Imputed Cost Calculation	Accounting Systems & Procedures
N/A	1240	Actual Activity Allocation	Accounting Systems & Procedures
N/A	1250	Summarized JV	Accounting Services


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 Accounts Payable at 684-3112.
- **KN (Net vendors invoice)** = vendor invoice document that **does NOT reference a Purchase Order**, usually payment of standing orders done via phone or one-time pink requisitions (under \$2500). For copies of original invoices, contact 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 questions, contact Accounts Payable at 684-3112.
- **RN (Net Invoice Receipt)** = Vendor invoice that **references a Purchase Order**. For questions about the requisition (if applicable), drill into the Purchase requisition per steps in this Guide and locate the person who created the requisition (use the  **Document header** button). For questions about the invoice, contact Accounts Payable at 684-3112.
- **SA (G/L account document)** = manually keyed journal entry containing an Assigned JV number in the Reference field. Refer to the **Assigned JV List** for department contact information at the following website:
<http://www.finsvc.duke.edu/gap/assignedjv.php>
- **WA (Goods issue)** = goods issued from Inventory by each Hospital's Materials Management / Material Services department.

R/3 Documents (cont.)

- **WE (Goods receipt)** = receipts of goods into inventory.
- **YD (EDI Vendor Invoice – Does NOT Reference PO)** = vendor invoice that was electronically sent to Duke from the vendor versus a paper invoice. The process is known as **Electronic Data Interchange (EDI)**. The invoice **does NOT reference a Purchase Order**. For questions about the document, drill into the document per steps in this Guide. For copies of original invoices, contact Accounts Payable at 684-3112.
- **YT (Travel Accounting)** = travel and miscellaneous reimbursements to employees or students who are **on the Duke payroll**. To view payment information, follow steps in this Guide. For other questions, contact Employee Travel & Reimbursement at 681-0208 or by email at employeetravel@duke.edu.
- **YU (Other Travel Payment)** = 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**. To view check information, follow steps in this Guide. For other questions, contact Employee Travel & Reimbursement at 681-0208 or by 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 R/3 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 Activity report in R/3 and other payroll report extracts distributed by the Payroll office.
- **ZJ (Cost Transfers)** = manually keyed journal entry for **Cost Transfers** (corrections on Federal Sponsored Projects) which are monitored by Sponsored Programs. 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://www.finsvc.duke.edu/gap/assignedjv.php>

R/3 Documents (cont.)

- **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 Employee Travel & Reimbursement at 681-0208 or by 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 versus a paper invoice. The process is known as **Electronic Data Interchange (EDI)**. For questions about the requisition (if applicable), drill into the Purchase requisition per steps in this Guide and locate the person who created the requisition (use the  **Document header** button). For copies of original invoices, contact Accounts Payable at 684-3112.
- **ZT (AP Check Requests)** = Documents processed in R/3 for AP Check Requests (one-time payments that should not be paid through a Employee and Travel Reimbursement forms and do not require a Purchase Order. For more details about AP Check Requests, visit the website <http://www.finsvc.duke.edu> (Procuring at Duke) or contact Accounts Payable at 684-3112.
- **ZZ (Interface-JV)** = Dataset interface from legacy systems at Duke, such as Telcom, Bursar's Office, Paris (Procurement card), 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://www.finsvc.duke.edu/gap/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. Currently, the Internal Orders are only used for Work Orders at Duke but may be used for other transactions in the future.

Displaying Documents via Report Drill Down


Overview:

This section outlines the “drill-down” process that is available for most R/3 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.

Before drilling down on an item from a line item report:

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.

To drill-down on a report line item:

- Simply double click on the desired item in the report

OR

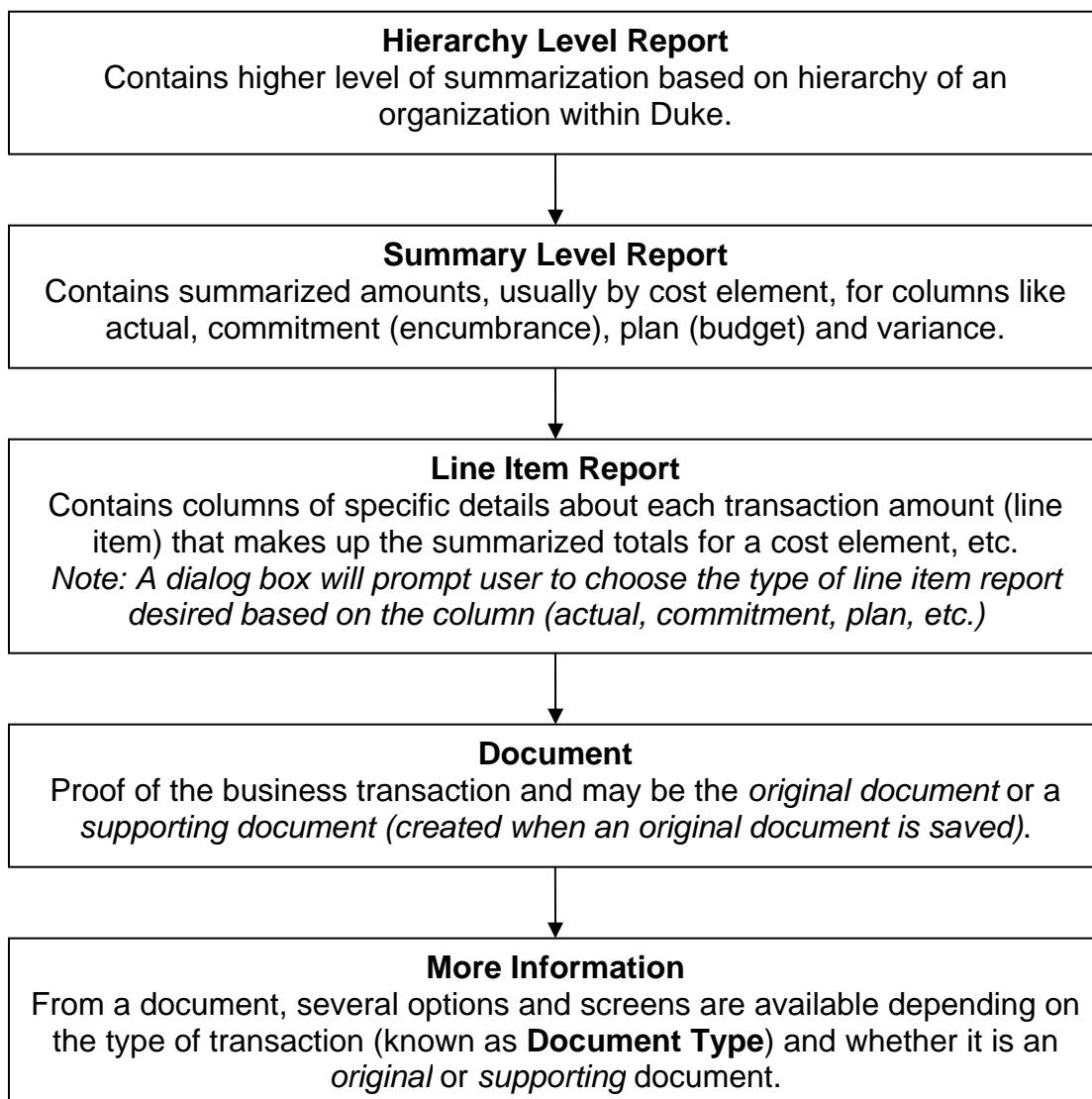
- Click anywhere on the item and click on the  **Details** button (button name may vary by screen or report).

Note: Repeat the above steps until no further research is needed.

The Report Drill-Down Process (cont.)

The stages of drill-down on a report:

There are various reports available in R/3 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.



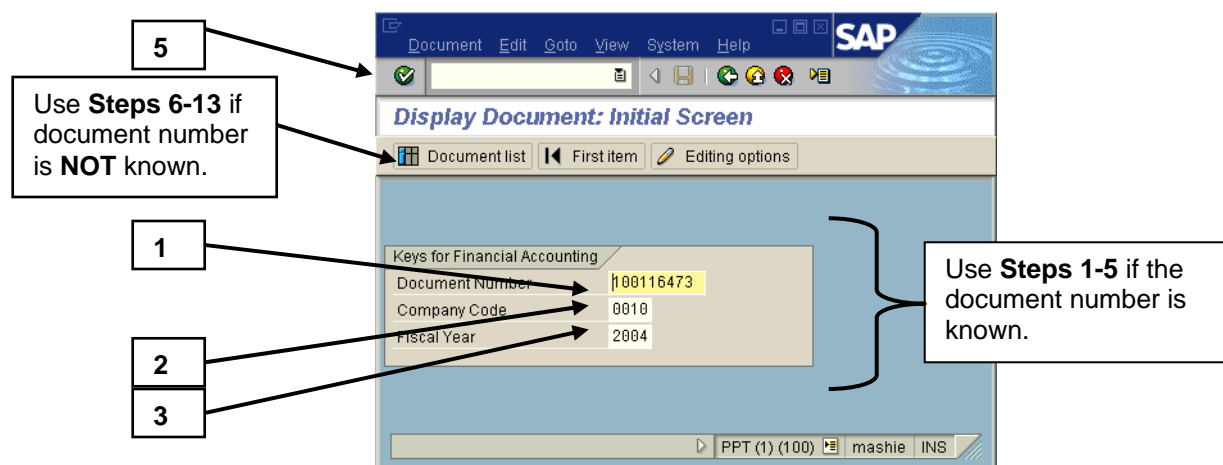
Note: The reports above can be run individually as well.

Displaying an R/3 (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*:



If Document number is known (if unknown see next page):

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.

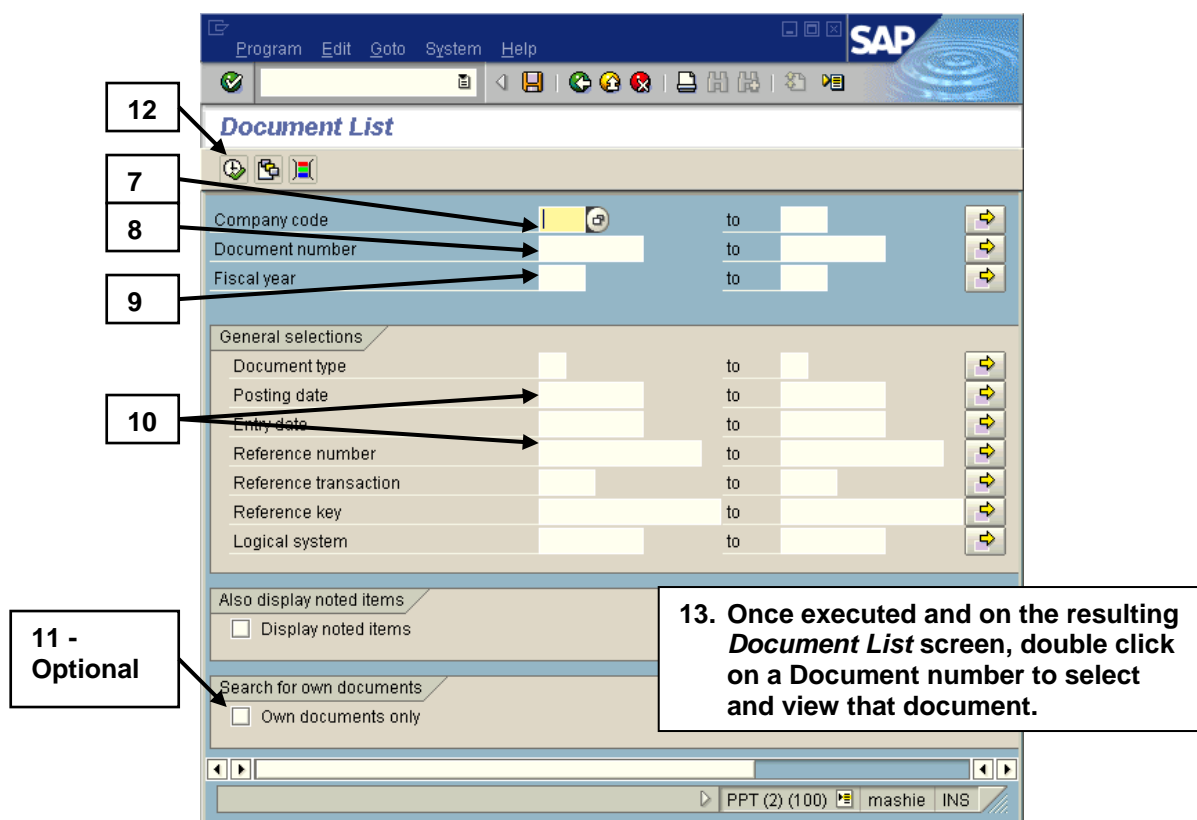
Displaying an R/3 Document (cont.)

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 R/3 documents to those matching the fields specified.



7. Enter the **Company code**.


8. Enter the **Fiscal year**.

9. Enter the **Document type. (SA, etc.)**

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).

Displaying an R/3 Document (cont.)

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:

Note: The examples of the Overview screen in this guide are based on the default layout of **ALV Classic List**. This setting can be changed via the **Editing Options** button on the initial screen. The layout of your screen could be in the **Classic View** if you changed your preferences via the **Editing Options** button.

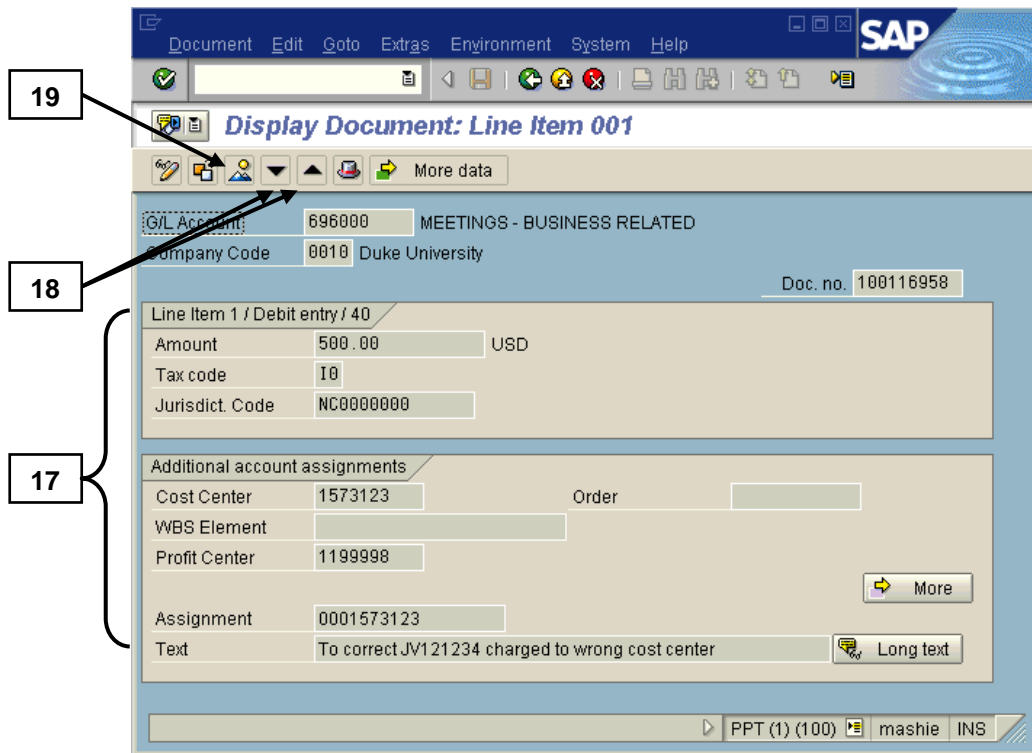
14. Review the **Document Header** details in the top portion of the screen.
15. Review the **posted line items listed** in the bottom portion of the screen.




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:

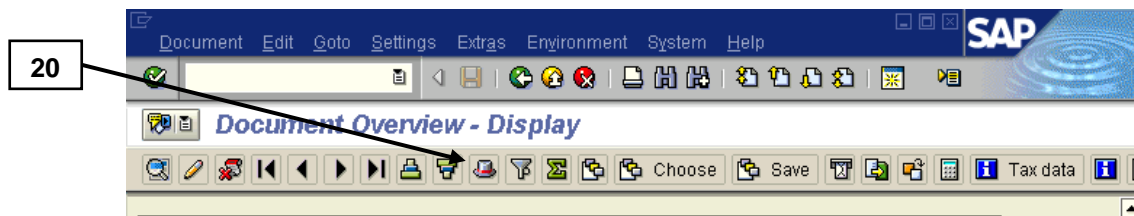
16. Either **click once** on the actual line item number (in the first column) **OR double click** anywhere else on the desired line item to display the *Display Document: Line Item XXX* screen (example shown next page).


Displaying an R/3 Document (cont.)



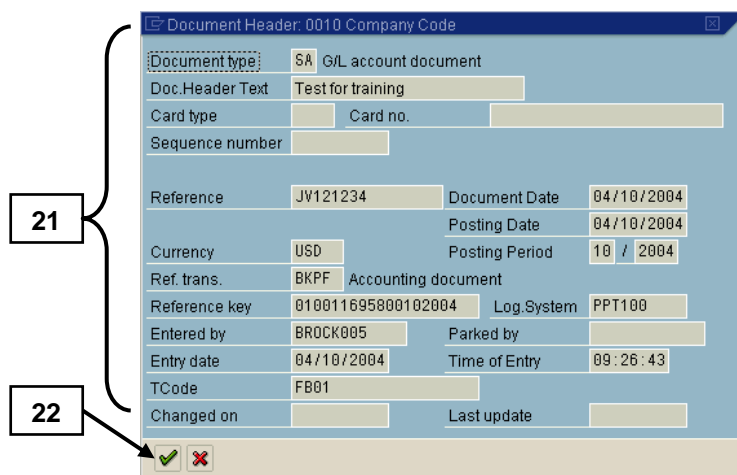
17. Review the fields listed, such as the **cost object charged** under **Additional account assignments** or the **Text** field.
18. Use the  **Next item (Shift+F7)** or  **Previous item (Shift+F6)** buttons to scroll through the detail screens for each line item if needed.
19. Click on the  **Call 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).

Displaying an R/3 Document (cont.)




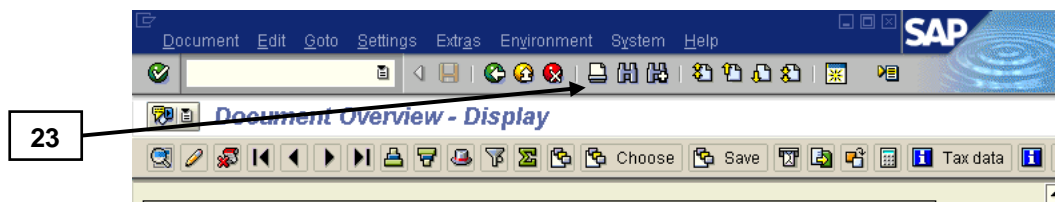
21. View the fields of data, such as the Document Header text, Reference, and Created by fields.


Note: The **information in the fields 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.

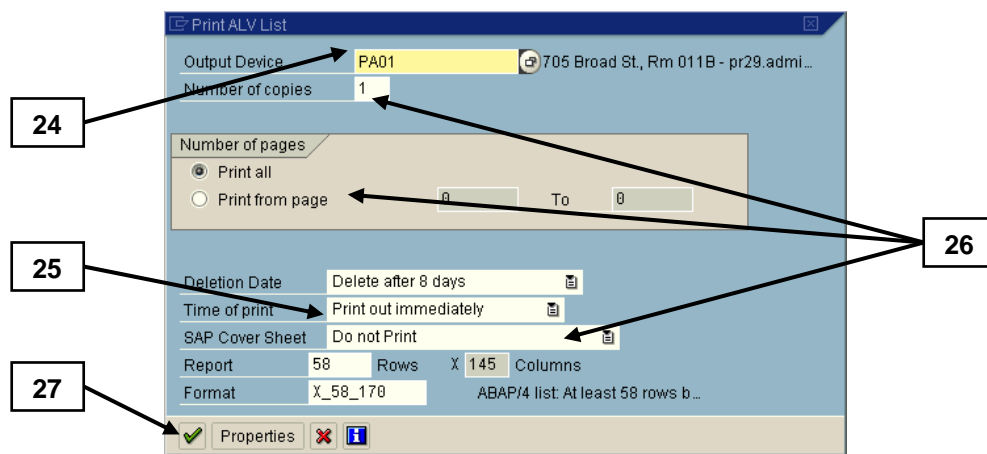
To print a copy of a document (from *Document Overview – Display* screen):

Note: After the upgrade of April 2004, you no longer need to choose a different layout for printing unless desired. To choose another layout if desired, use the  **Choose different display variant** (layout) button and double click on the preferred layout.

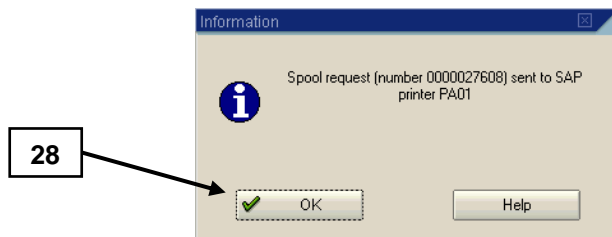


23. Click on the  **Print** button (**Ctrl+P**) to display the *Print ALV List* screen (see next page).

Displaying an R/3 Document (cont.)



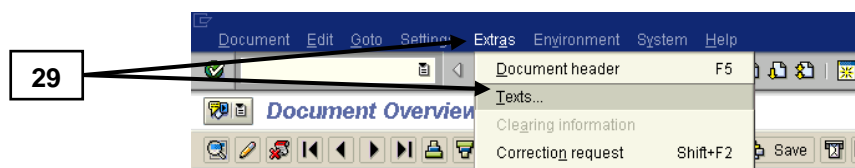
24. Enter the printer value in the **Output device** field, if not defaulted.
25. Ensure **Print Immediately** is selected in the Time of Print field.
26. Change the selections in other fields as desired (examples: change the number of copies or select **Do Not Print** in the **SAP Cover Sheet** field).
27. Click on the **Continue** button (**Shift+F7**) to complete steps.



28. Click on the **OK** button to clear the *Information* message, if needed.

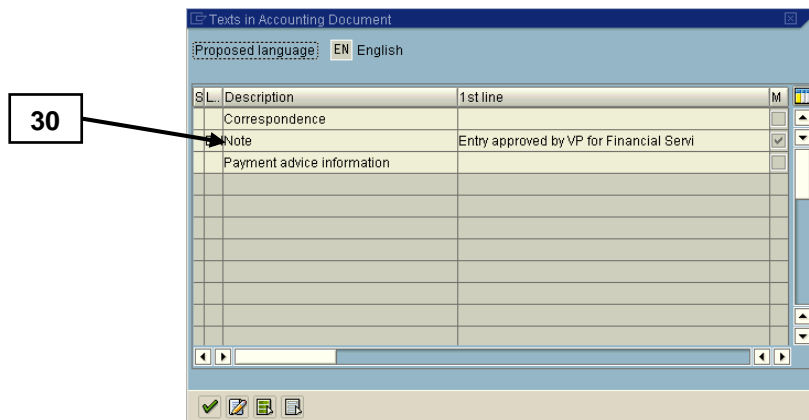
To view or print the extra text (note) for applicable documents:

*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 text entered on individual line items.*

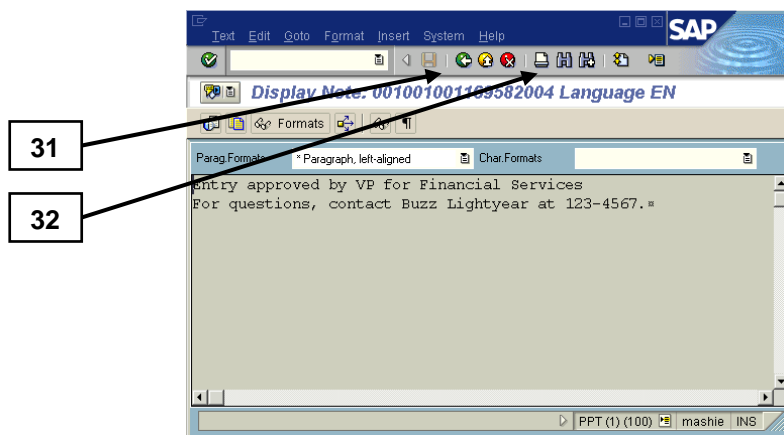


29. Follow the menu path to display the *Texts in Accounting Document* screen (shown next page): **Extra** → **Texts...**




Displaying an R/3 Document (cont.)



30. Double click anywhere on the **Note** line (or on the word Note) to display the *Display Note: 0010...* screen.



Note: The text cannot be changed in the display mode. Any text entered will be ignored when exiting this screen.

31. To print the text, click on the  **Print** button (**Ctrl+P**), and **follow steps 23-28 above**.
32. When done, click on the  **Back** button (**F3**) to return to the *Texts in Accounting Document* screen.
33. Click on the  **Continue** button (**Shift+F1**) to return to the *Document Overview - Display* screen.

To exit the transaction:

34. Click on the  **Exit** button (**Shift+F3**) until the initial R/3 screen is displayed.

Journal Entry (SA, ZJ, ZB, AB, & ZZ)

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., 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 R/3 (**Document types SA, ZJ, ZB**) by anyone with authorization in any Duke department.
- Processed by Accounting Services (**Document Type AB**) to reverse accruals / deferrals entered in the previous month (Document Type ZB).
- Entered from electronic system feeds into R/3 by Accounting Services (such as **Document types 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**.

1: Document type SA (G/L account document) Normal document

2: Parked by CDILLARD

3: Posted by MRVMBUR

4: Doc. Number 100145306

5: Company code 0010

6: Fiscal year 2004

7: Doc. date 04/13/2004

8: Posting date 04/13/2004

9: Period 10

10: Ref. doc. JV100915

11: Doc. currency USD

12: Doc. head text IC Confocal 410 User Fee

13: Use Page Up and Page Down buttons if needed.

14: The Overall field displays here only if entry posted across company codes (see next example).

15: This example is displayed in the ALV Classic List layout.

Itm	PK	Account	Account short text	Cost Ctr	WBS elem.	Profit Ctr	Fund	Text	Amount
1	40	645000	LABORATORY & RESEARC		3034958	1199998	3034858	IC Confocal Usage 030804-00a	484.10
2	40	645000	LABORATORY & RESEARC		3038050	1199998	3038050	IC Confocal Usage 030804-00b	403.20
3	40	645000	LABORATORY & RESEARC	4314092		1199998	4314092	IC Confocal Usage 030801-01	55.00
4	40	645000	LABORATORY & RESEARC		3330300	1199998	3330300	IC Confocal Usage 030801-02	683.68
5	40	645000	LABORATORY & RESEARC	1522360		1199998	1522360	IC Confocal Usage 030804-03	92.50
6	40	645000	LABORATORY & RESEARC		3038292	1199998	3038292	IC Confocal Usage 030804-04	17.50
7	40	645000	LABORATORY & RESEARC		3035117	1199998	3035117	IC Confocal Usage 030804-05	83.97
8	40	645000	LABORATORY & RESEARC		3034876	1199998	3034876	IC Confocal Usage 030804-06	14.00
9	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-07	62.50
10	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-08	1,235.39
11	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-09	15.75
12	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-10	37.24
13	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-11	22.50
14	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-12	17.50
15	40	645000	LABORATORY & RESEARC					IC Confocal Usage 030804-13	238.50
16	40	645000	LABORATORY & RESEARC		3035005	1199998	3035005	IC Confocal Usage 030804-14	43.75
17	40	645000	LABORATORY & RESEARC		3032530	1199998	3032530	IC Confocal Usage 030804-15	144.25
18	40	645000	LABORATORY & RESEARC		3330283	1199998	3330283	IC Confocal Usage 030804-16	15.00
19	40	645000	LABORATORY & RESEARC		3330038	1199998	3330038	IC Confocal Usage 030804-17	22.50

9: Itm

10: PK

11: Account

12: Account short text

13: Cost Ctr

14: WBS elem.

15: Profit Ctr

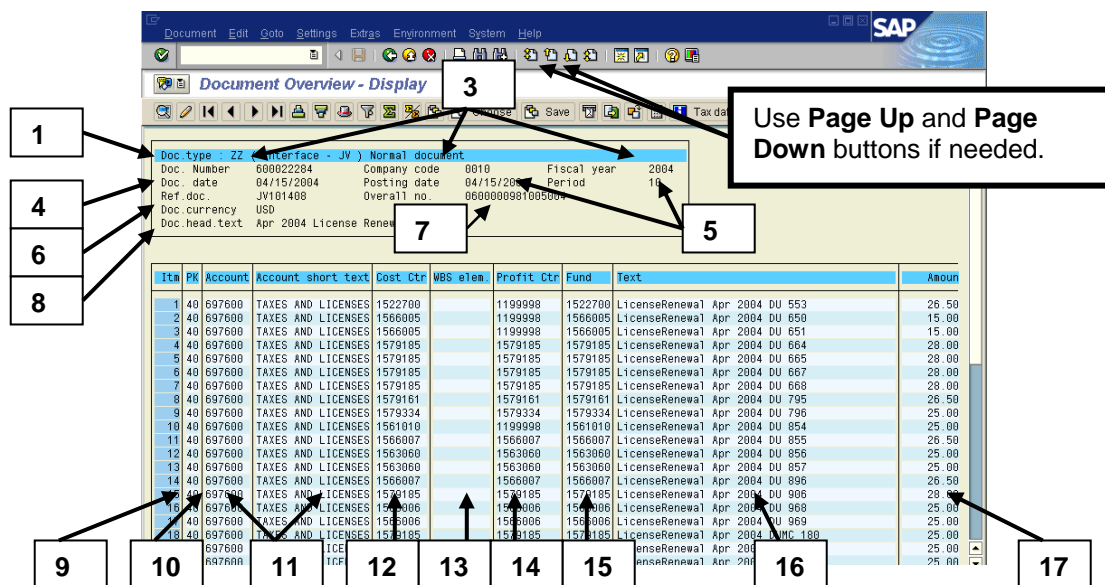
16: Fund

17: Text

18: Amount

Journal Entry Document (cont.)

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.
3. **Document number, Company code, and Fiscal Year** = assigned R/3 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.

Journal Entry Document (cont.)

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:

JV	Journal Voucher (same term / meaning as journal entry or Transfer Journal Voucher - TJV)
Next 2 digits	(Example: 06) The fiscal period of the entry.
Last 4 digits	(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 Assigned JV List located on the web at http://www.finsvc.duke.edu/gap/assignedjv.php

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 R/3 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).*

Journal Entry Document (cont.)

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.*

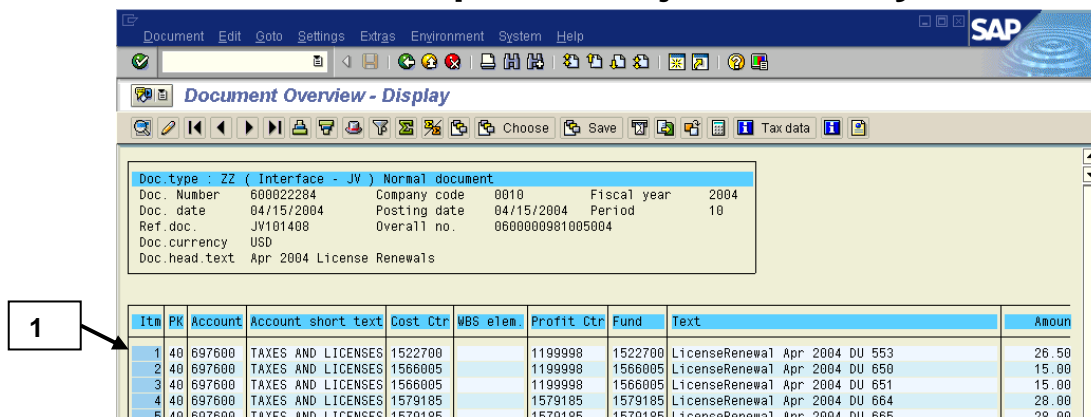
15. **Fund** column = displays the Fund (for Funds Management which only applies to Company Code 0010) posted for this line item if applicable.
16. **Text** column = free-form text entered for each line item posted to provide a short description that applies specifically to that line item, i.e., debit 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 **Fund Characteristic** column contains the 10 digit BFR Code(Org. Unit) for Company Code 0010.*

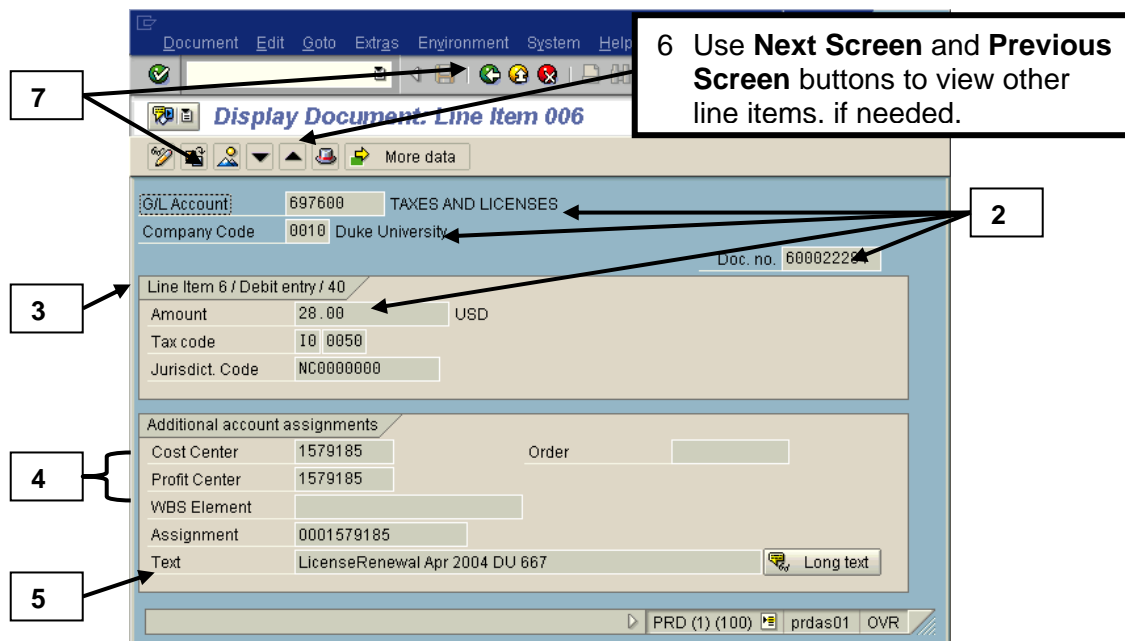
Journal Entry Document (cont.)

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

To view details about a particular journal entry line item:







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.

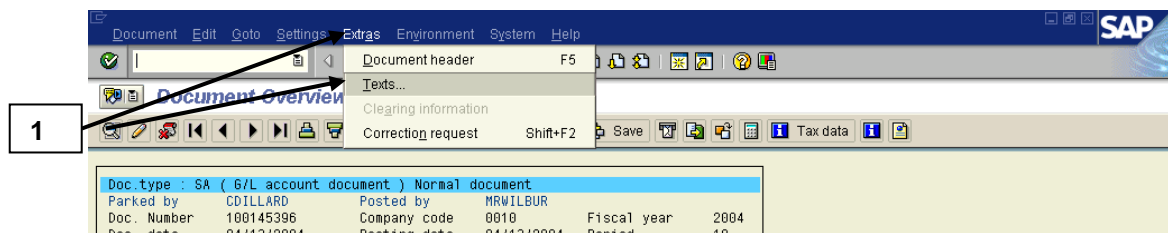
Journal Entry Document (cont.)

- 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).
- 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.
- Text** field = free form text pertaining to the line item.
- If needed, use the  **Next item** and  **Previous item** buttons to scroll through the detail of other line items as well.
- To return to the *Document Overview – Display* screen, click on the  **Document Overview** button or the  **Back** button.

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

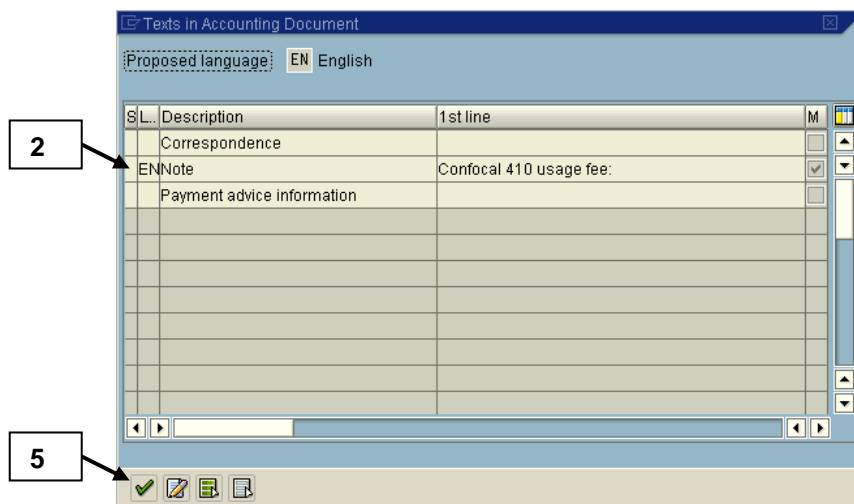
To view the extra text (audit documentation) if applicable:

*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.***

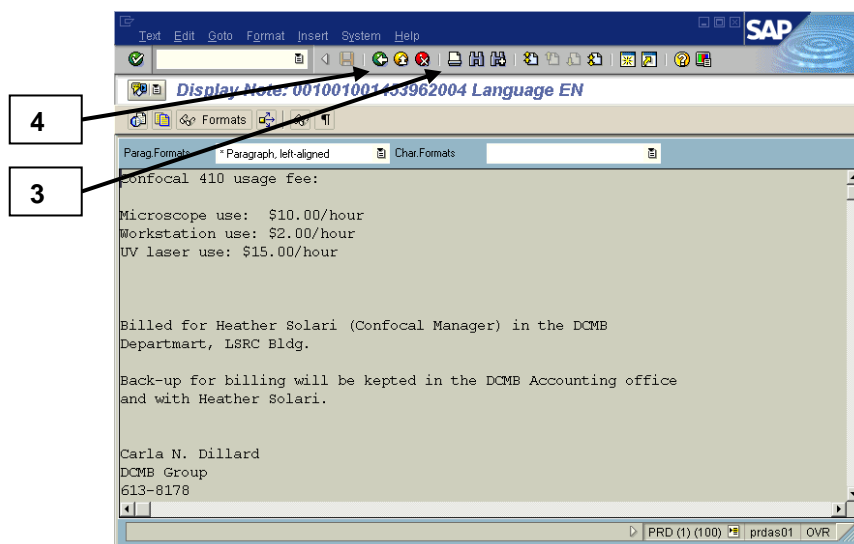


- Follow the menu path to display the *Texts in Accounting Document* screen (shown next page): **Extra** → **Texts...**




Journal Entry Document (cont.)



2. Double click anywhere on the **Note** line (or on the word Note) to display the *Display Note: 0010...* screen (shown below).



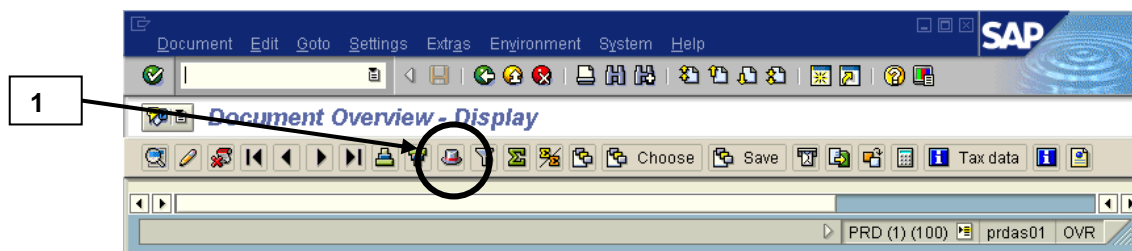
Note: The text appears on a gray screen and cannot be changed in the display mode.


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.

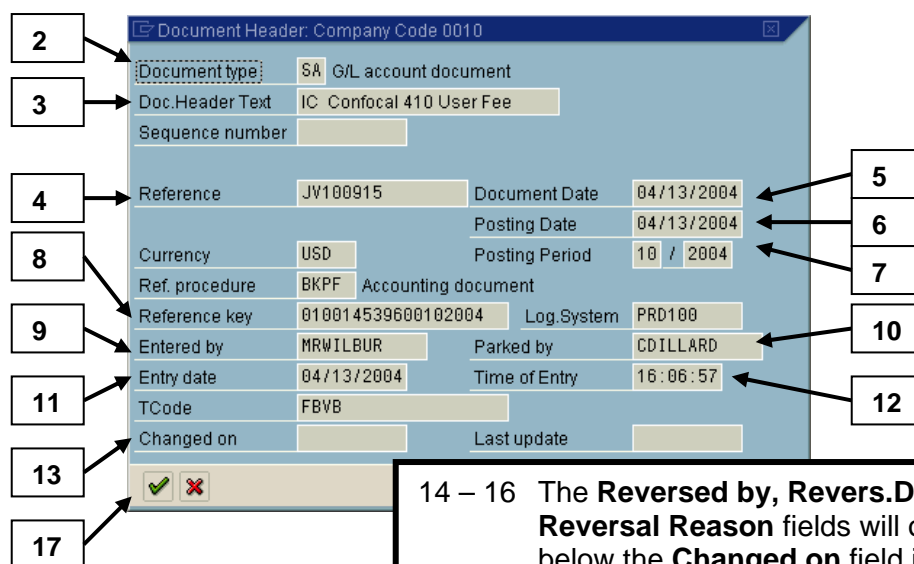
Journal Entry Document (cont.)

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

To see header information about the entire accounting document:



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



14 – 16 The **Reversed by**, **Revers.Doc.For**, and **Reversal Reason** fields will only be displayed below the **Changed on** field if document is part of a reversal.

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.

Journal Entry Document (cont.)


4. **Reference field (Doc. Types SA, ZJ, ZB, or ZZ)** = an eight digit **Assigned JV number** (Ex: **JV060132**) defined as:

JV	Journal Voucher (same term / meaning as journal entry or Transfer Journal Voucher - TJV)
Next 2 digits	(Example: 06) The fiscal period of the entry.
Last 4 digits	(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 Assigned JV List located on the web at http://www.finsvc.duke.edu/gap/assignedjv.php

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).

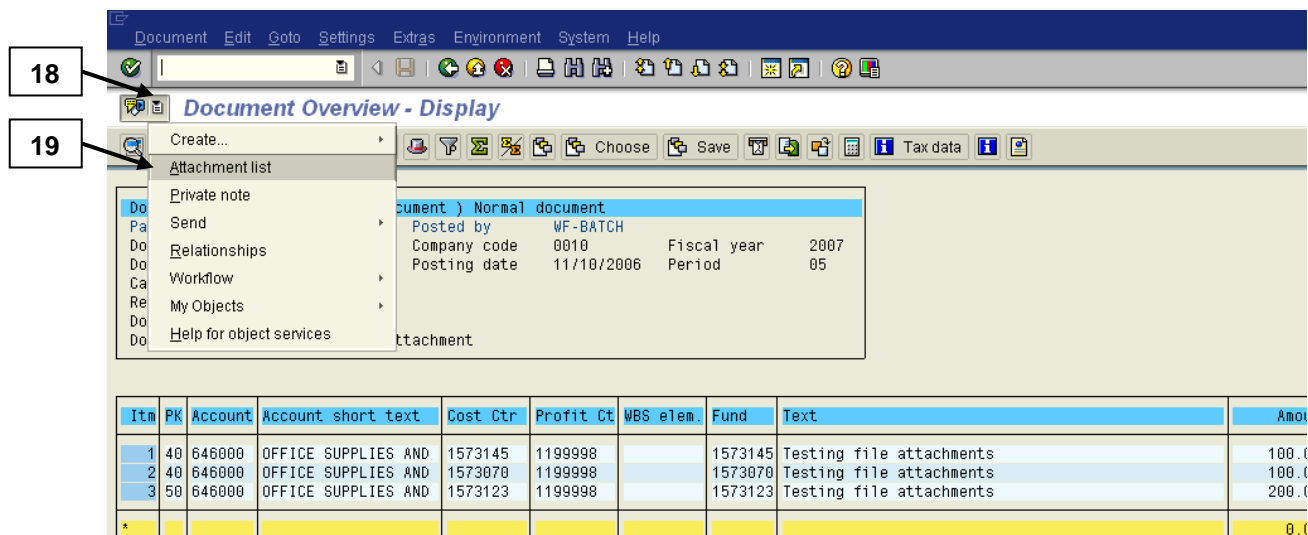
*Note: Use the Assigned JV number to locate who to call with questions about a journal entry. IF NEEDED, use transaction code ZTCD to look up the identity of a user per the User ID that is listed in the Entered by or Changed by fields, etc. On the screen, enter the User ID that was displayed in a field 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.*

Journal Entry Document (cont.)

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**).

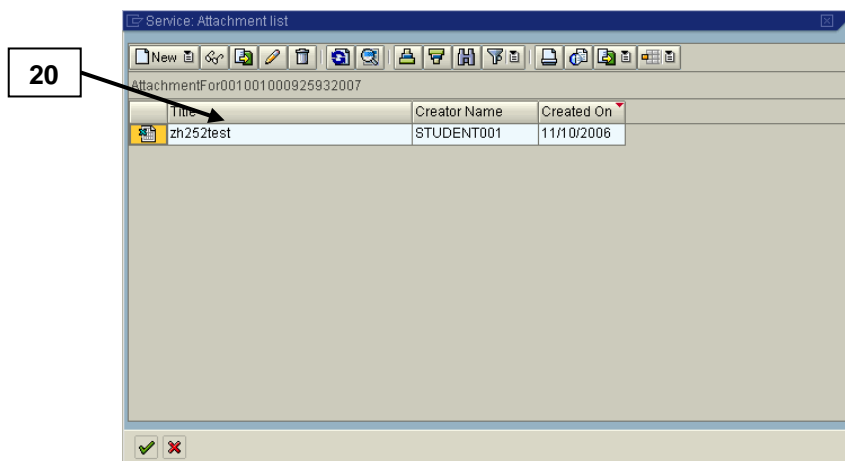
Journal Entry Document (cont.)

To display any attached files (Word, Excel, etc.):




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**.



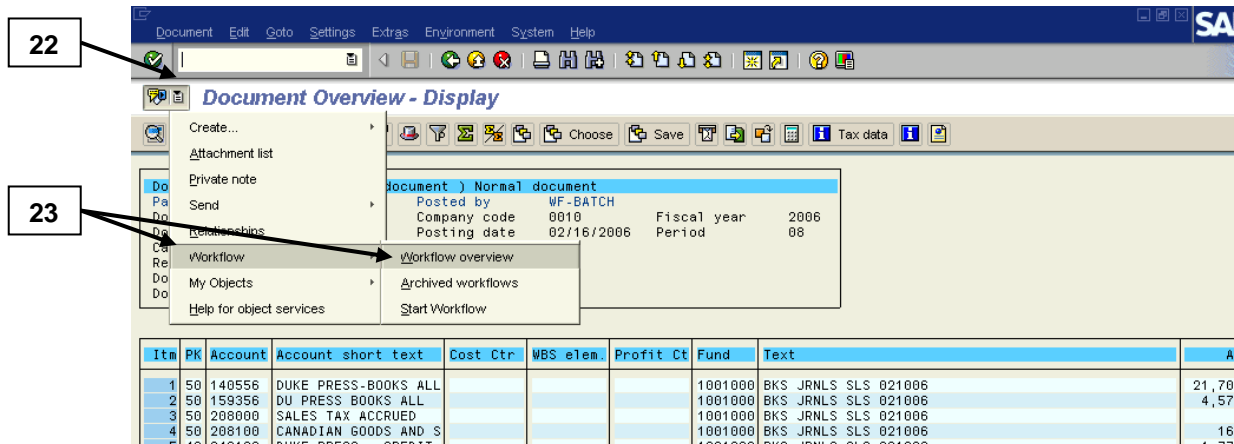
20. In the *Service: Attachment List* window, **double click on the attachment** (anywhere on the line listed) to open the attached file.

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.

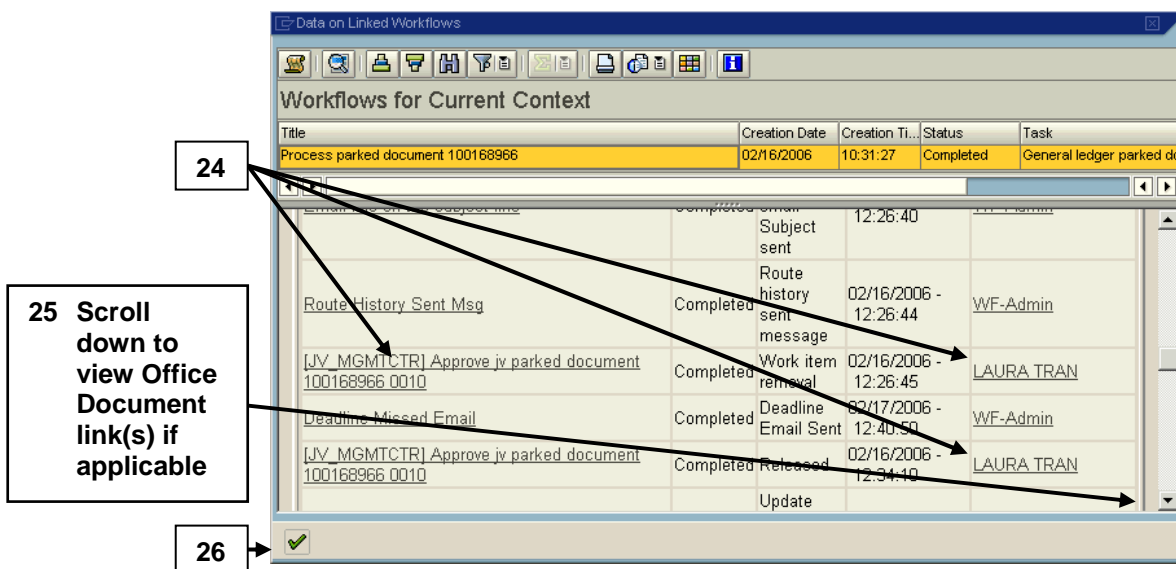
Journal Entry Document (cont.)

To display an overview of the Workflow approvals from a posted document:




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:



25 Scroll down to view Office Document link(s) if applicable

Journal Entry Document (cont.)

24. To view the **history or work log for all the approvals completed** for the document before it was posted (i.e., view the names, dates, and times of approvals done by the Department, Management Center, and other Finance areas, as applicable per your approval rules), **scroll down the screen**.
25. To view the **Office Document** attachment if applicable (e.g., the Rejection Reason attached if a Completed Document was rejected before it was posted), **scroll to the bottom** of the screen and click once on the link.
26. When ready, click on the  **Continue** button to close the window and return to the posted document.

Vendor Invoice - Does NOT Reference PO (KN & YD)

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 (Document Type KN and YD)**. Since the invoices for Document Types KN and YD do not reference a Purchase Order in R/3, the **original** document for the invoice is the accounting document, which is the first screen displayed for this document from the drill-down of a line item report. Therefore, the information in R/3 for these Document Types is very limited.

The **Document Type KN** is **entered manually** in R/3 by Accounts Payable from either:

- A vendor's **paper invoice containing no PO number** (example, for an order placed via the phone, also known as one type of standing order).
- A **pink requisition for a one time payment (under \$2500 and not done via Accounts Payable Check Request per procedure)** which is sent to Accounts Payable from Procurement Services.

The **Document Type YD**:

- Represents invoices that do not reference a Purchase Order and are electronically sent to Duke (and fed into R/3) from the vendor through a process known as **Electronic Data Interchange (EDI)**, instead of the vendor sending a paper invoice.
- Pertains to EDI capable vendors such as **Corporate Express, Standard Register, Kelly Services, VWR International, Fischer Scientific, UPS - United Parcel Service, and Federal Express (which may also show as KN)**. For instance, Corporate Express uses their own product, E-WAY, for ordering. Therefore, the ordering process bypasses the need for a purchase order.
- Also pertains to invoices that do not reference a Purchase Order for **Duke Press, Workman's Compensation, Stores, DUAP Patient Refunds, and DCRI**. These payments are charged directly to a G/L Account.

Invoice – Does NOT Reference PO (cont.)

Once the paper invoices are manually entered (Document Type KN) or the EDI invoices are electronically fed into R/3 (Document Type YD), 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 or look of these invoice accounting documents is similar to:

- A journal entry document, such as **Document Type SA or ZZ**.
- The supporting accounting document created automatically when Accounts Payable enters an invoice that references a Purchase Order (**Document type RN - Net Invoice Receipt or RE – Recurring Invoice Payment**).

Note: In other words, the original document for a Document Type KN or YD has the same look as the supporting document accessed via the Accounting View button on Document Type RN or RE.

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

Annotations for the screenshot:

- 1**: Points to the document type 'KN (Net vendors) Normal document'.
- 2**: Points to the document number '100264778'.
- 3**: Points to the document date '04/25/2007'.
- 4**: Points to the company code '0010'.
- 5**: Points to the document currency 'USD'.
- 6**: Points to the overall number '10'.
- 7**: Points to the 'Ref. doc.' field, with text '7 Not shown'.
- 8**: Points to the first line item in the table.

Text boxes:

- Top right: 'Use Page Up and Page Down buttons if needed.' (points to navigation icons)
- Right side: 'The Overall no. displays here for cross-company code entries if applicable.' (points to overall number)

Item	PK	Account	Account short text	Cost Ctr	Profit Ctr	WBS elem.	Fund	Text	Amount	Funds Ctr
1	31	4442	DEHAVENS TRANSFER & CONTRACT WORK				1001000		1,753.00-	8090000000
2	40	691600	CONTRACT WORK	1518116	1199998		1518116		1,753.00	6032501020
3	40	146200	NC USE TAX REC - SAP				1001000		118.33	8090000000
4	50	208200	NC USE TAX PAYABLE				1001000		118.33-	8090000000
*									0.00	

Invoice – Does NOT Reference PO (cont.)

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

Use Page Up and Page Down buttons if needed.

6 The Overall no. displays here for cross-company code entries if applicable.

Item	PK	Account	Account short text	Cost Ctr	Profit Ctr	WBS elem.	Fund	Text	Amount
1	31	112	CORPORATE EXPRESS				1001000	CAT SAN00074.QTY 1.UOM ST.MRKR,DRY ERS,CHSL,4ST	47.07-
2	40	646000	OFFICE SUPPLIES AND	4414182	1199998		4414182	CAT SAN00074.QTY 1.UOM ST.MRKR,DRY ERS,CHSL,4ST	2.66
3	40	646000	OFFICE SUPPLIES AND	4414182	1199998		4414182	CAT CEB82125.QTY 1.UOM EA.CLEANER,BOARD,80Z	2.50
4	40	646000	OFFICE SUPPLIES AND	4414182	1199998		4414182	CAT EPST008201.QTY 3.UOM EA.PRINT CTR6,STYL8750C/8	41.91
5	40	146200	NC USE TAX REC - SAP				1001000		3.18
6	50	208200	NC USE TAX PAYABLE				1001000		3.18-
									0.00

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.

- 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.
- Document number, Company code, and Fiscal Year** = assigned R/3 document number for the company code’s set of books. All three fields help to identify the document in the system.
- Document date** = the date of the invoice.
- Posting date and Posting Period** = the date that the document was posted and corresponding fiscal period in which the posting occurred.
- 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.

Invoice – Does NOT Reference PO (cont.)

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 R/3 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.
 - For Standard Register and VWR, the text contains REQ followed by a number, where the number is the Purchase Requisition number.
 - For Corporate Express, the text contains REQ followed by a number, where the number is the vendor's invoice number.
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 R/3 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.

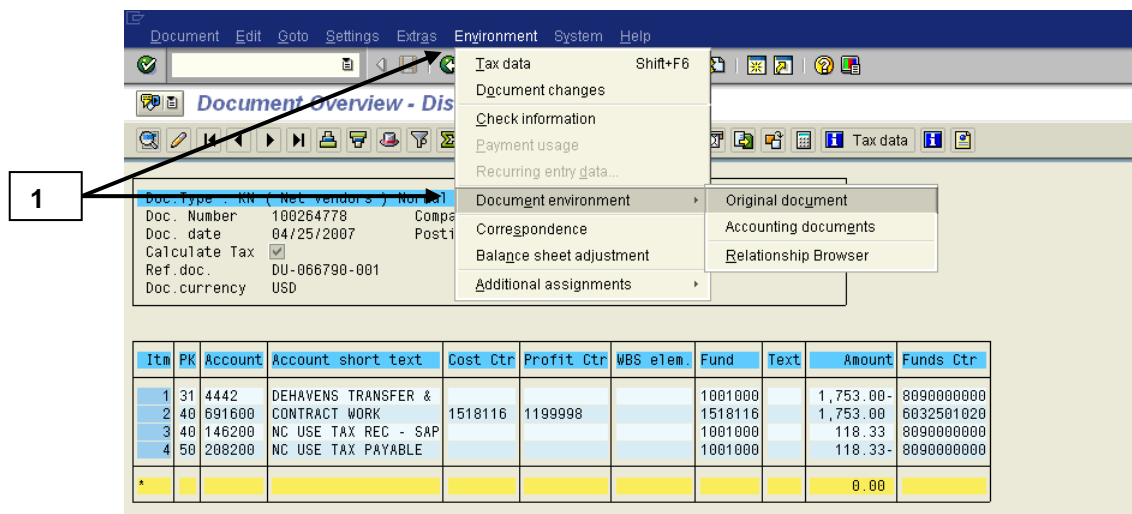
*Note: The First line item (Itm 001) for some YD Document Types does not contain the vendor invoice line (with a posting key of 31 or 21). These payments are posted directly to the Duke G/L Account for non-referencing invoices pertaining to **Duke Press, Workman's Compensation, Stores, DUAP Patient Refunds,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

Invoice – Does NOT Reference PO (cont.)

To see 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:

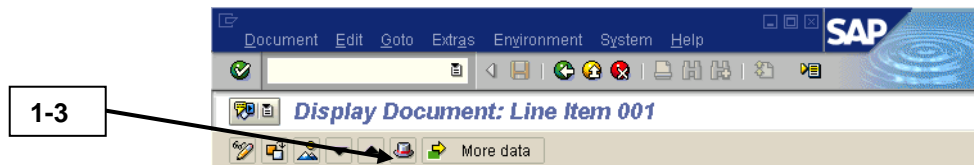




1. Follow the menu path: **Environment** → **Document Environment** → **Original document**.

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.

Invoice – Does NOT Reference PO (cont.)

To view header information for the entire document:



1. Click on the  **Document** header button (from any screen).
2. Review the fields of information.
3. Click on the  **Continue** button to return to the *Display Document: Overview* screen when ready.

Invoice - Does NOT Reference PO (cont.)

To see if a check or direct deposit was issued and view the payment information:

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

Doc.Type : KN (Net vendors) Normal document										
Doc. Number		100264778	Company code		0010	Fiscal year		2007		
Doc. date		04/25/2007	Posting date		04/26/2007	Period		10		
Calculate Tax		<input checked="" type="checkbox"/>								
Ref.doc.		DU-066790-001								
Doc.currency		USD								

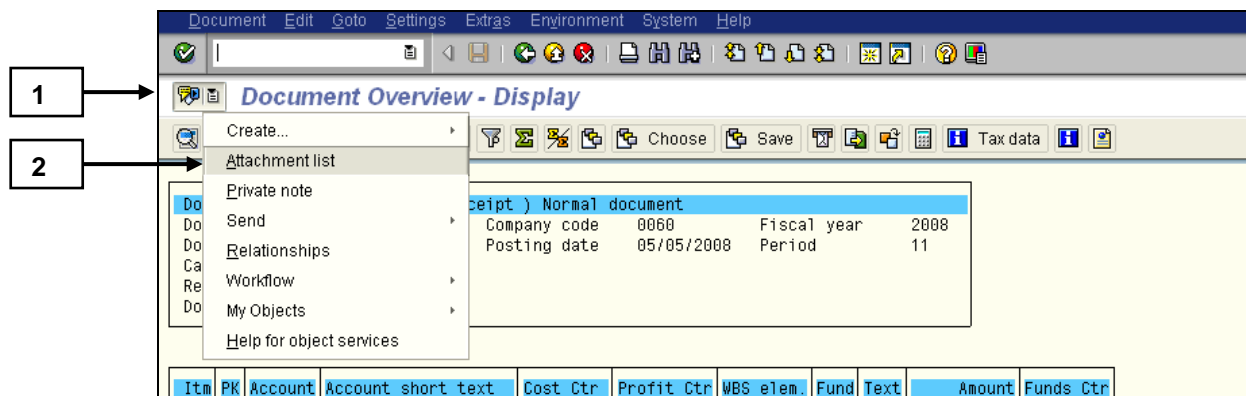
Itm	PK	Account	Account short text	Cost Ctr	Profit Ctr	WBS elem.	Fund	Text	Amount	Funds Ctr
1	31	4442	DEHAVENS TRANSFER &				1001000		1,753.00-	8090000000
2	40	691600	CONTRACT WORK	1518116	1199998		1518116		1,753.00	6032501020


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 **Research for Invoices/Check Payments** section of the Guide for the details of how to display the check information.

Invoice - Does NOT Reference PO (cont.)

To 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.**

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

The **Document Types RN, RE, KG, and YM** covered in this chapter are original documents that are **manually entered by Accounts Payable from a vendor's paper invoice (or from a credit memo) that references an R/3 Purchase Order or Framework Order number**. Therefore, the original invoice document **references and links back to the Purchase Order or Framework Order** in R/3. If a purchase requisition was entered electronically into R/3 by a department to create a purchase order, then the **invoice document will also link back to the purchase requisition via the purchase order in R/3**.

Document Types ZN and ZU are original documents that are **electronically sent** to Duke via a process known as **Electronic Data Interchange (EDI)** and **also reference an R/3 Purchase Order or Framework Order number**.

These Document Types are outlined in more detail below:

- **RN - Net Invoice Receipt References Purchase Order** = a paper invoice from a vendor which references a PO or a Framework order (i.e., a purchase order established with a vendor for an overall limit or "total" amount, then each vendor's invoice is paid as received against the that purchase order until the overall limit is reached).
- **RE – Invoice Receipt Recurring Payment** = a recurring payment made to a vendor that references a PO (e.g., 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 paper Credit memo from a vendor which references a PO.
- **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 **Alliance** and **Cardinal Health**.
- **ZS and ZC – Store Invoice and Credit Memo** = a payment or credit memo related to Duke Stores.

Invoice – References PO (cont.)

- **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:

- The entry of this invoice into R/3 **triggers a check payment (for non-EDI capable vendors) or an electronic bank deposit (for EDI capable vendors) to the vendor.** (A Credit Memo / Payment Credit triggers a credit back to the department.)
- The invoice or credit memo document (outlined above) creates a **supporting accounting document** which looks similar to *Document Types KN or YD, invoices that do not reference a Purchase Order*
- The supporting accounting document is also known as an **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.**

Invoice – References PO (cont.)

Example of Invoice Documents that Reference a PO (such as RN, RE, KG, ZN, or ZU):

The *Display Invoice Document (# Fiscal Year)* screen below is an example of a Document Type RN – 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.

The screenshot shows the SAP 'Display Invoice Document' interface. The title bar indicates 'Display Invoice Document 5200007583 2008'. The main window is divided into several sections:

- Top left section:** Contains tabs for 'Basic data', 'Payment', 'Details', 'Tax', 'Contacts', and 'Note'. A callout box points to these tabs, stating: 'Top left section contains tabs of information regarding the invoice'.
- Top right section:** Displays vendor information for 'Vendor 0000012040', including the name 'SANTA CRUZ BIOTECHNOLOGY', address '2145 DELAWARE AVENUE, SANTA CRUZ CA 95060', and phone numbers '800-457-3801' and '831-457-3801'. A callout box points to this area, stating: 'Top right section contains the vendor's R/3 account number, name, address, and contact information.'
- Bottom section:** Contains a table with columns for 'Item', 'Amount', 'Quantity', 'Or...', 'Purchase ...', 'Item', 'Procurement Doc.', and 'PO Text'. The table lists two items: Item 1 with amount 238.00 and Item 2 with amount 238.00. A callout box points to this table, stating: 'Bottom section contains columns of data for each item included on the PO.'

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.

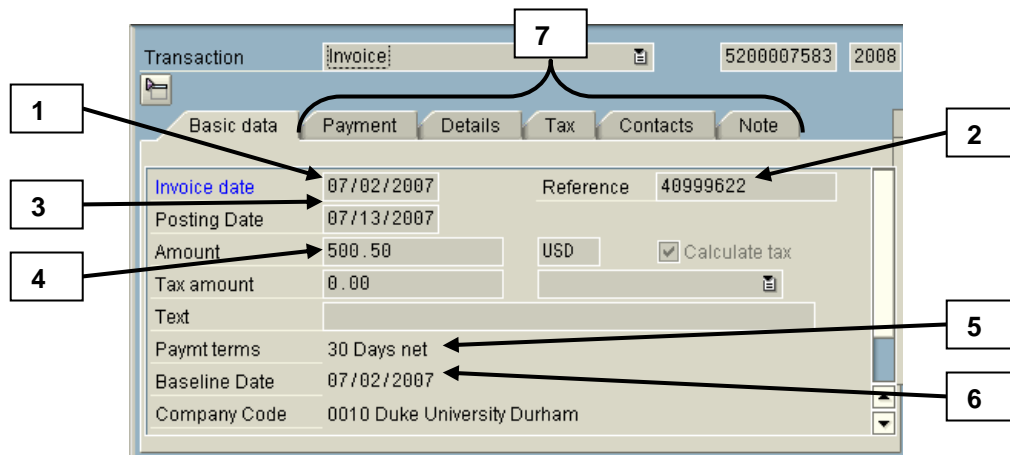
Invoice – References PO (cont.)

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.

Note: The bottom portion of the screen is best viewed if your pixel settings on your PC are set at 1024 x 768.

Top left section / Basic data tab:

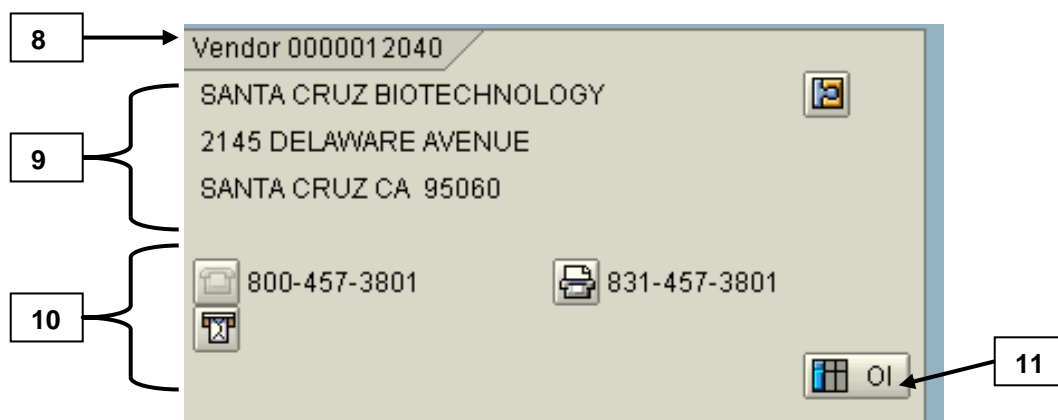



1. **Invoice date** = date of the vendor’s invoice.
2. **Reference** = the vendor’s invoice number, which is included on the printed check or with the EDI payment.
3. **Posting date** = the date the invoice was entered into R/3

Invoice – References PO (cont.)

4. **Amount** = the total amount of **this invoice** (could include several line items; may not be the total check or payment amount sent to the vendor, since the payment may contain more than one invoice payment).
5. **Paymt terms** = vendor payment terms (N30 = net 30 days before payment must be made to vendor from date of invoice).
6. **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).
7. **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.

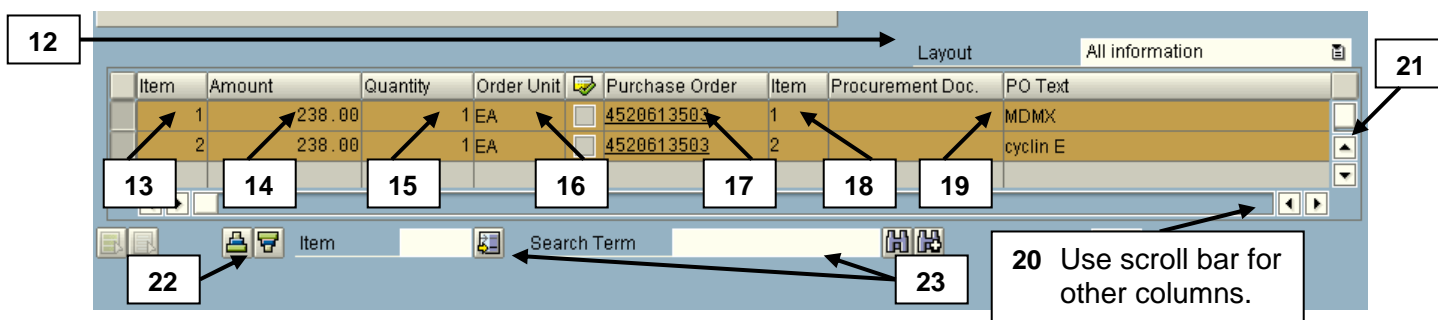
Top right section / vendor information:



8. **Vendor account number** = the R/3 account number assigned to the vendor.
9. **Vendor name and address** = the vendor's name, corporate address (not necessarily the remittance address for the check) and phone/fax numbers.
10. **Vendor contact numbers** = the vendor's phone and fax numbers.
11. Click on the  **OI (Line Item List)** button to view a list of open and closed invoices for this vendor (if your security profile permits access to this transaction).

Invoice – References PO (cont.)

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 (see 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).

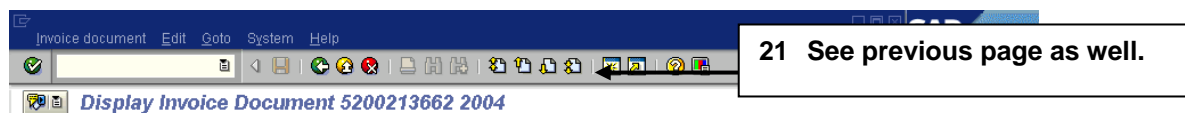
- Layout** field = determines which columns are displayed for each invoice line item and in which order the columns are shown (the **All information** layout provides the most detail).







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.

- Item** column = the line item number for this item on the invoice.
- Amount** column = the amount of the item per the quantity ordered on the invoice.
- Quantity** column = the quantity of the item ordered per the invoice.
- Order Unit** = the unit of measure for the item ordered per the invoice.
- Purchase order number** = the Duke R/3 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 R/3 system).
- Item**= the item number per the Purchase Order.

Invoice – References PO (cont.)

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** to view):
 - **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):



-  **First Page (Ctrl+Page up)** to scroll to cover page,
 -  **Next Page (Page down)** to scroll to next page,
 -  **Previous Page (Page up)** to scroll to previous page,
 -  **Last Page (Ctrl+Page down)** to scroll to last page.
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.

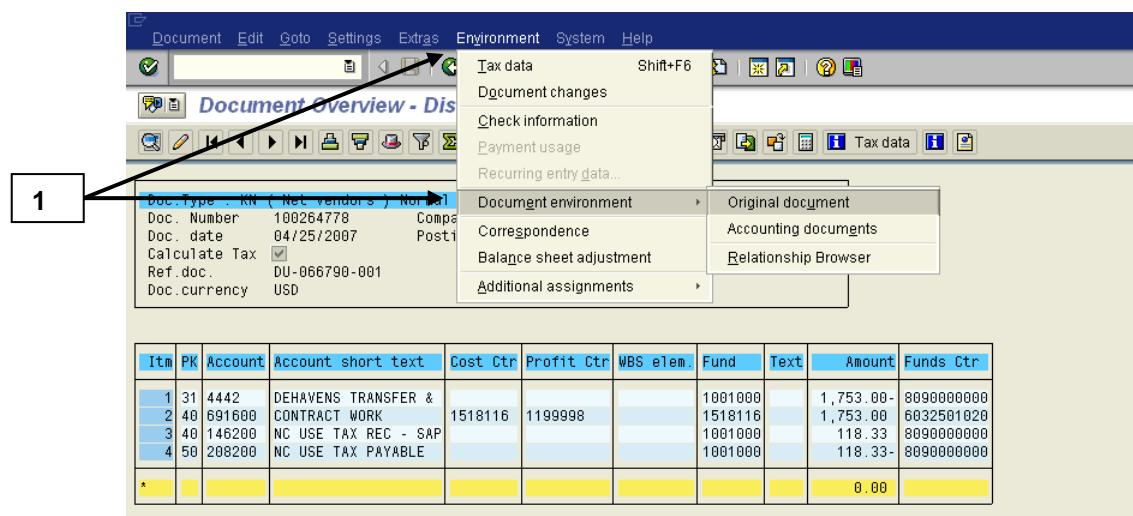
Note: If drilling into the document from a report, use the amount or material description from the previous screen to locate your line item. The Posting Row from a report does not match to the Item number on the original document (matches to the Accounting document).

Invoice – References PO (cont.)


To see 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:



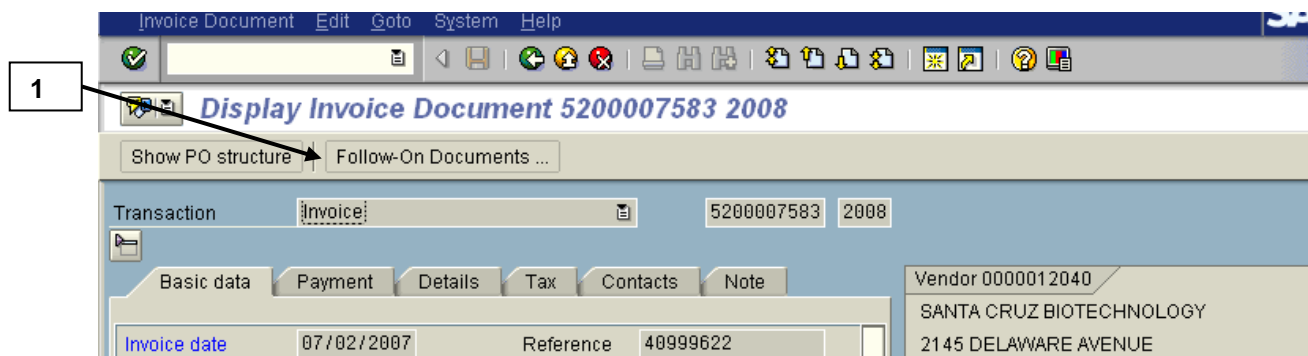
1. Follow the menu path: **Environment** → **Document Environment** → **Original document**.

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.

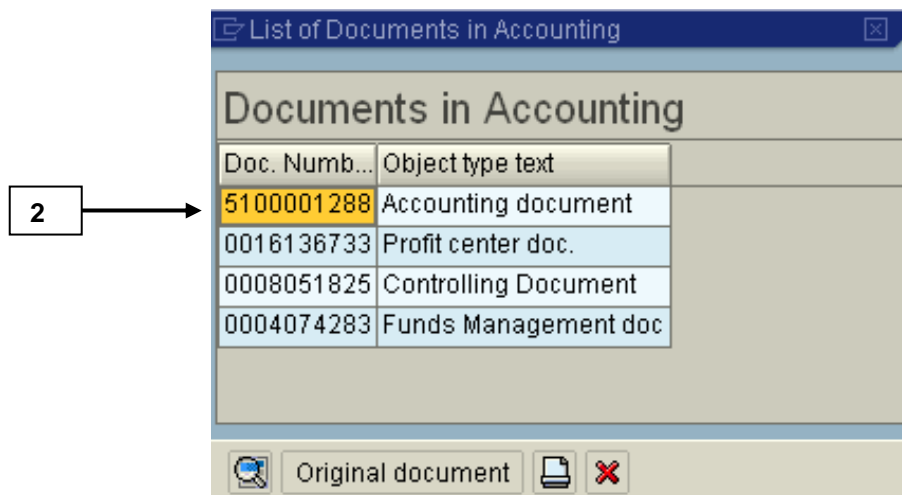
Invoice – References PO (cont.)

To see if a check or direct deposit was issued and view the payment information:

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

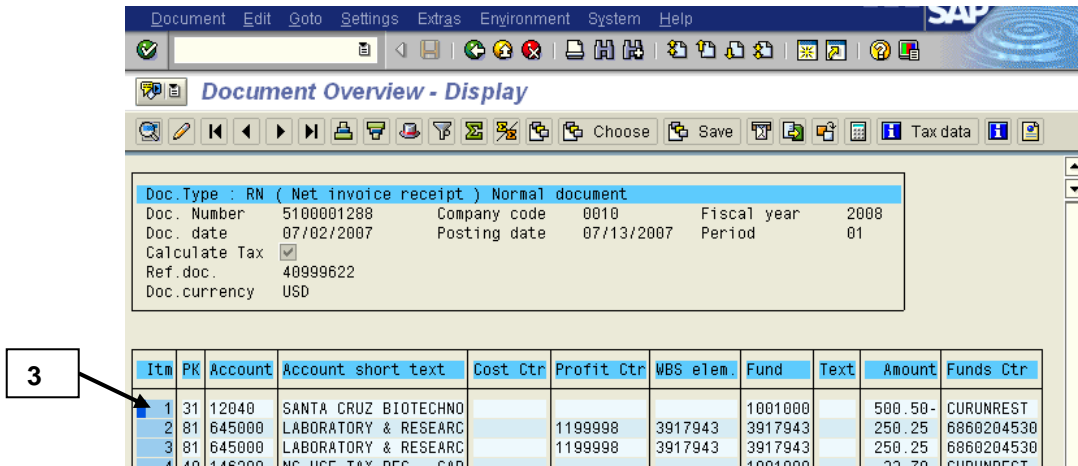


1. Click on the **Follow-on documents** button to display the *List of Documents in Accounting* dialog box (shown below).



2. Double click anywhere on the Accounting document line for the invoice to display the *Document Overview – Display* screen (below).

Invoice – References PO (cont.)

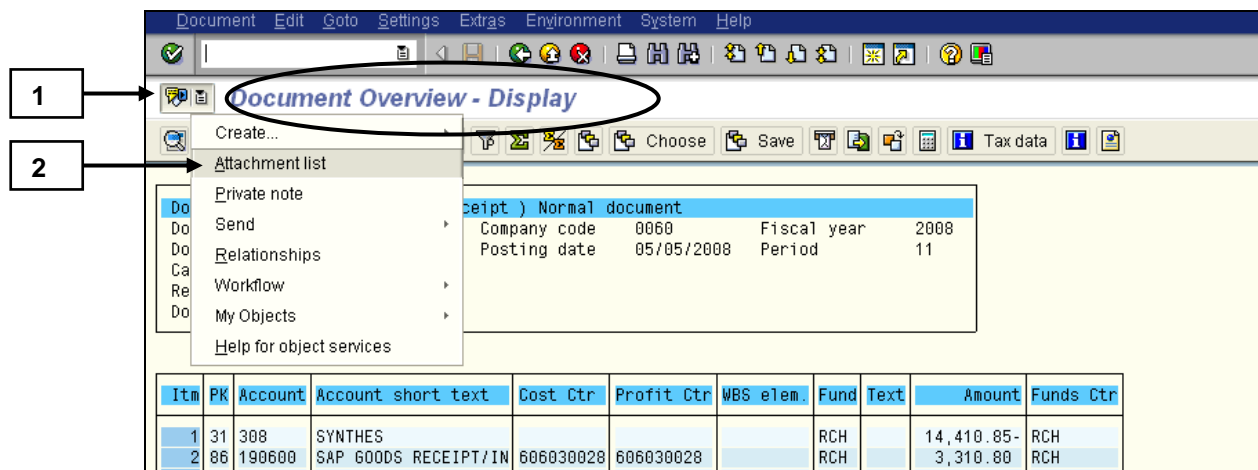
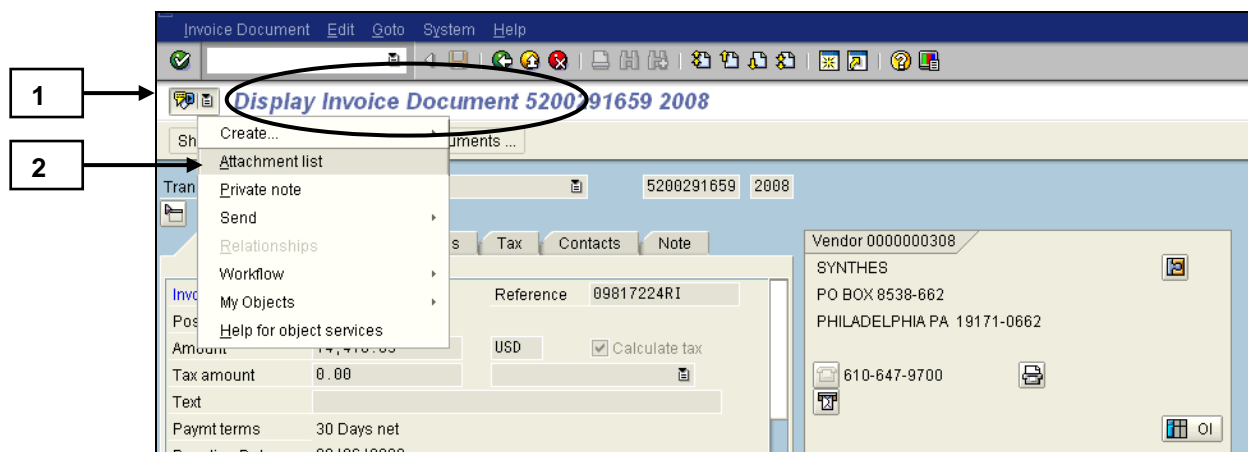



3. Drill down (double click) on the **first line item (Itm 001, PK 31)** to view the *Display Document: Line Item 001* screen (shown below):
3. Review the data displayed on the *Display Document: Line Item 001* screen and refer to the **Research for Invoices/Check Payments** section of the Guide for the details of how to display the check information.

Invoice – References PO (cont.)

To view the scanned invoice attachment:

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



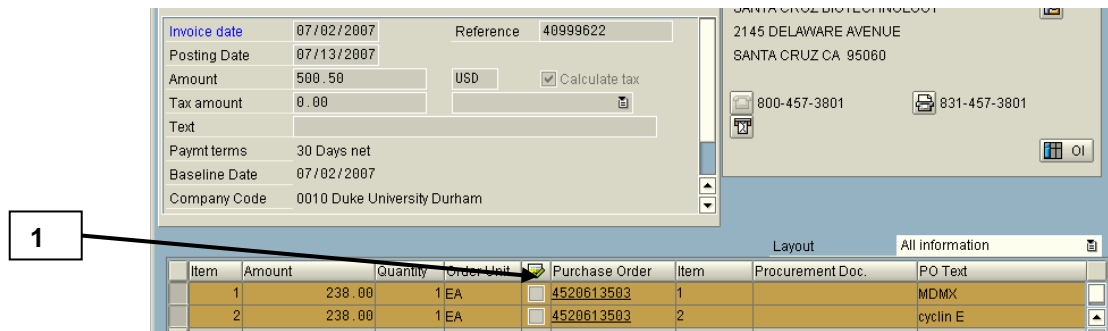
1. Click on the drop-down portion of the  **Services for Objects** button located on the Title Bar of the screen.
2. Click on the **Attachment list** option in the resulting callout box.
3. In the resulting *Service: Attachments list* window, review and open any files attached and refer to the **Research 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.**

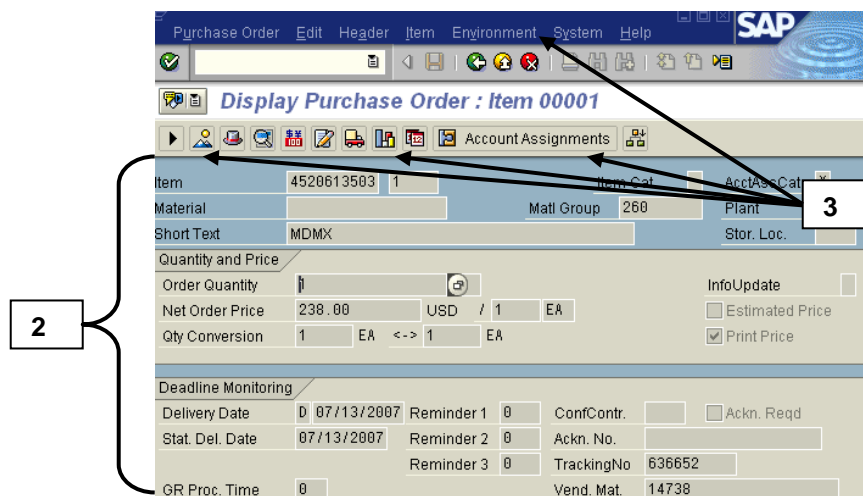
Invoice – References PO (cont.)

To 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: **Acct. assgts.** button.
 - Referencing requisition: **Environment** → **Purchase requisition**.

Note: Use the **Back** button to return to the previous screens.

AP Check Request /Tuition Grant (ZT & ZQ)

The **Accounts Payable Check Request (Document Type ZT)** and **Tuition Grant (Document Type ZQ)** are **accounting documents** that contains the debits and credits for the check payment. These documents are manually entered in R/3 by Accounts Payable from forms submitted by a department.

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.

The screenshot shows the SAP 'Document Overview - Display' screen. Callout 1 points to the document type 'ZT'. Callout 2 points to the document number '400002478'. Callout 3 points to the document date '07/11/2007'. Callout 4 points to the posting date '07/25/2007'. Callout 5 points to the document currency 'USD'. Callout 6 points to the overall number '070711CITY0'. Callout 7 points to the line item table. Callout 8 points to the first line item. Callout 9 points to the navigation buttons (Page Up and Page Down).

Item	PK	Account	Account short text	Cost Ctr	Profit Ctr	WBS elem.	Fund	Text
1	31	3434	CITY OF DURHAM				1001000	MAIL WITH DOC
2	40	693200	PUBLIC RELATIONS AND		1199998	3951608	1001000	ACCT# MFPS-043014 3
3	40	146200	NC USE TAX REC - SAP				1001000	
4	50	200200	NC USE TAX PAYABLE				1001000	

Key pieces of information:





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

- 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.
- Document number, Company code, and Fiscal Year** = assigned R/3 document number for the company code's set of books. All three fields help to identify the document in the system.
- 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.
- Posting date and Posting Period** = the date that the document was posted and corresponding fiscal period in which the posting occurred.

AP Check Payment or Tuition Grant (cont.)

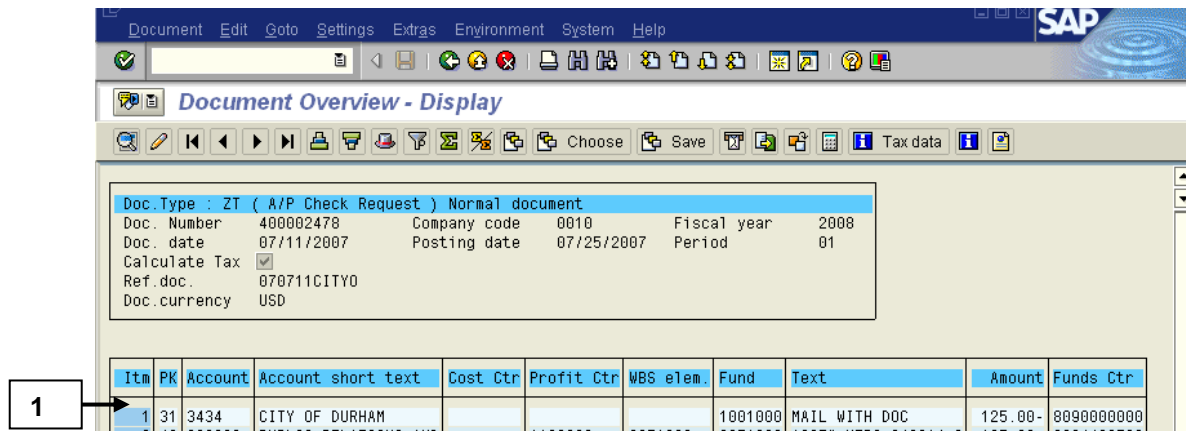
5. **Ref. doc.** = Information in this field will print on the check and varies depending on the check request per below:
- the vendor's invoice number or tuition grant reference if applicable
 - a reference number consisting of the approval date of check request (*format = YYYYMMDD*) plus the first 5 digits of the vendor/payee name
 - the company or payee's name for any payments processed as a one time vendor (account # 15230)
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 R/3 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 R/3 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 Accounts Payable for **Document Type ZT** (AP Check Requests) to indicate the instructions for check delivery, such as a contact name and number for pick up if the check is delivered to 705 Broad Street, or other text like "mail with doc" to indicate that the check should be mailed with the document(s) included with the check request. This field contains the name of employee whose child is receiving the tuition grant for **Document Type ZQ** (Tuition Grant).

AP Check Payment or Tuition Grant (cont.)

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.

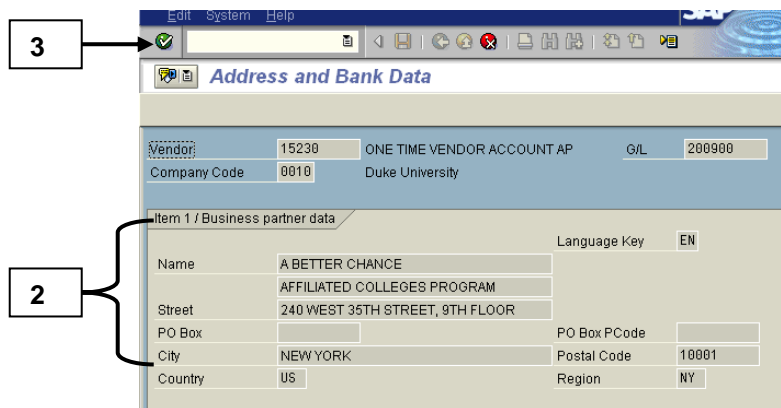
AP Check Payment or Tuition Grant (cont.)

To see if a check was issued and display the payment information:




1. Drill down (double click) on the **first line item (Itm 001, 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):



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.*

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).

AP Check Payment or Tuition Grant (cont.)

On the *Display Document: Line item 0001* screen:

The screenshot shows the SAP 'Display Document: Line Item 001' screen. The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, System, Help) and a toolbar. The main content area is divided into sections:

- Vendor Information:** Vendor 3434, Company Code 0010, Duke University. Address: CITY OF DURHAM, PO BOX 30040, DURHAM. Callout 4 points to this section.
- Line Item 1 / Invoice / 31:** Amount 125.00 USD, Tax Code **.
- Additional Data:**
 - Disc. base: 125.00 USD, Disc. amount: 0.00 USD (Callout 5 points to this row).
 - Pay Terms: N00, Days/pe: 0 0.000 % 0 0.000 % 0 (Callout 7 points to this row).
 - Blind Date: 07/11/2007 (Callout 6 points to this field).
 - Pmt Method: S Pmt meth.spl. 9 (Callout 8 points to this field; Callout 9 points to the '9' value).
 - Payment Ref.: ACCT# MFPS-043014 3 (Callout 10 points to this field).
 - Clearing: 07/25/2007 / 3001597997 (Callout 7 points to this field).
 - Assignment: 20070711
 - Text: MAIL WITH DOC (Callout 10 points to this field).

Callout 4: Either the **payee name and address** **OR One Time Vendor** (see previous page for extra screen that contains payee name if One Time Vendor).

Callout 7: **Clearing (two fields):** If the fields are present, then a payment has been processed (via check or direct deposit). See "Clearing field" on next page.

4. **Vendor account number, vendor payee name, and address** (may contain **One Time Vendor** as name).
5. **Blind date** = the date of the invoice if applicable OR the approval date on the check request form.
6. **Payment Method** fields = **S** indicates "**separate checks**" to be issued (example, student payments) and if **blank** only one check to be issued.
7. **Field beside Payment Method** field = **9** indicates the **check/checks to be returned to 705 Broad Street** (*Text field contains department contact for internal AP use only*) and if **blank** the checks are to be mailed to the vendor or payee.
8. **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).

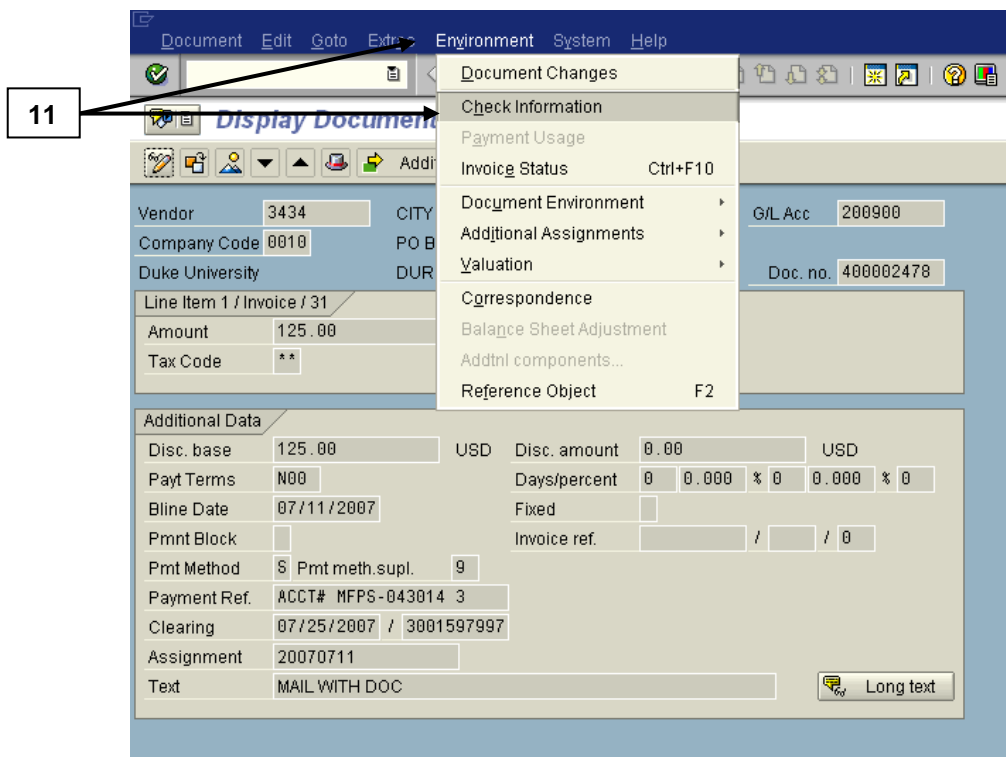
AP Check Payment or Tuition Grant (cont.)

9. **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 **check has not been issued or direct deposit has not been made**.
 - If the clearing fields are displayed, the **first Clearing field** indicates either the **date the check was issued** OR the **date the direct deposit was sent from Duke's bank to the vendor's bank (the actual day of deposit will be 1-2 workdays later)**.
 - 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).

Note: Prior to July 2007, the two clearing fields contained the check date and the check number for Company Code 0010. For documents prior to July 2007 and relating to the Health System (Company Codes 0020 and higher), those users must double click on the second clearing field to locate their check number in the Overall No. field (first 10 digits = check number).

10. **Text** = used internally by Accounts Payable for **Document Type ZT** (AP Check Requests) to indicate the instructions for check delivery, such as a contact name and number for pick up if the check is delivered to 705 Broad Street, or other text like "mail with doc" to indicate that the check should be mailed with the document(s) included with the check request. This field contains the name of employee whose child is receiving the tuition grant for **Document Type ZQ** (Tuition Grant).

AP Check Payment or Tuition Grant (cont.)

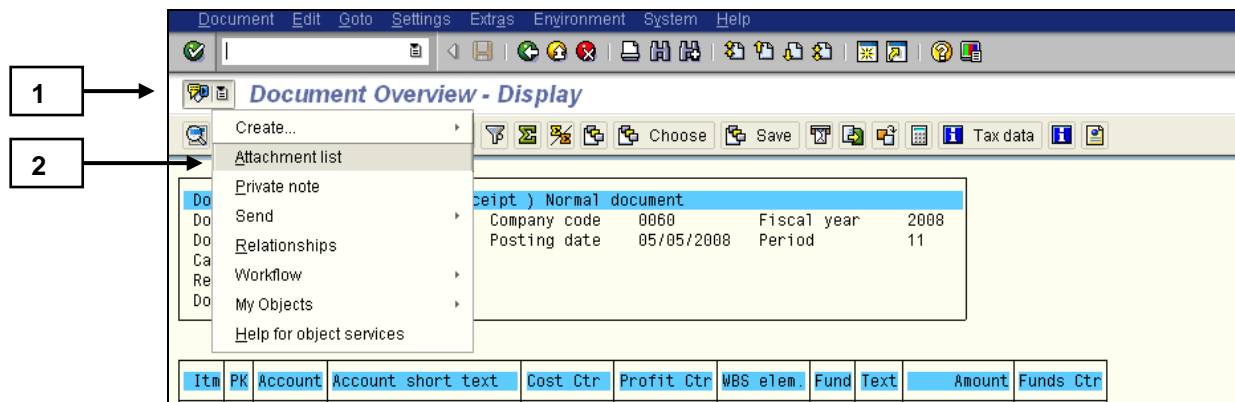



11. To view the check number (if applicable / not an EDI direct deposit), follow the menu path: **Environment** → **Check Information**.
12. Refer to the **Research for Invoices/ Check Payments** section of the Guide for more on the check information fields displayed.

AP Check Payment or Tuition Grant (cont.)

To view the scanned invoice attachment:

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

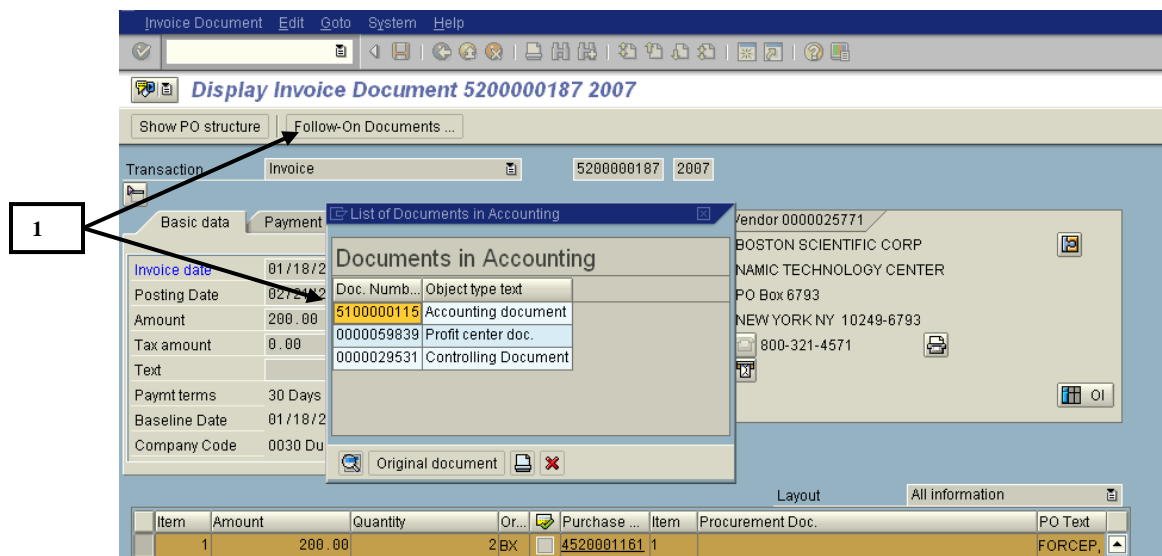


1. Click on the drop-down portion of the  **Services for Objects** button located on the Title Bar of the screen.
2. Click on the **Attachment list** option in the resulting callout box.
3. In the resulting *Service: Attachments list* window, review and open any files attached and refer to the **Research 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.***

Research for Invoices/Check Payments

To see if a check or direct deposit was issued and view the payment information:

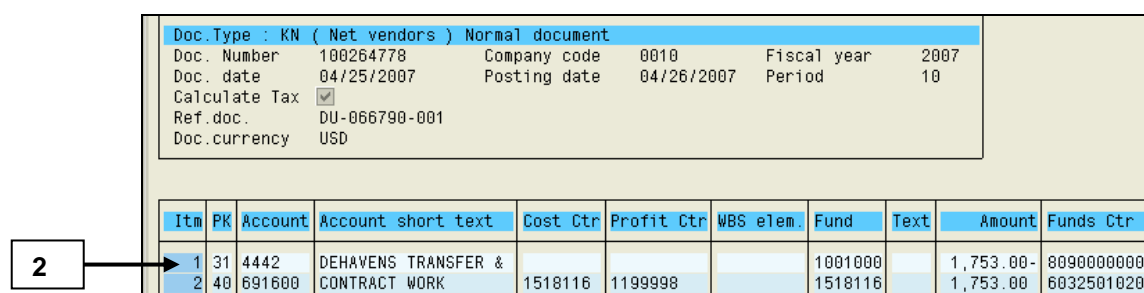


1. From the original document for a **Document Type RN or ZN**, follow these extra steps to go to the invoice accounting document (supporting document):

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

- 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).

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



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

Research Invoices/Check Payments (cont.)

Display Document: Line Item 001

Additional Data

Vendor: 4442 DEHAVENS TRANSFER & STORAGE INC G/L Acc 200900
 Company Code 0010 PO BOX 3004
 Duke University DURHAM Doc. no. 100264778

Line Item 1 / Invoice / 31

Amount 1,753.00 USD
 Tax Code **

Additional Data

Disc. base 1,753.00 USD Disc. amount 0.00 USD
 Payt Terms N30 Days/percent 30 0.000 % 0 0.000 % 0
 Bline Date 04/25/2007 Fixed Invoice
 Pmnt Block
 Pmt Method Pmt meth.supl.
 Payment Ref.
 Clearing 06/13/2007 / 3001520868
 Assignment 20070425
 Text Long text

Clearing (two fields):
 If the fields are present, then a payment has been processed (via check or direct deposit).
 See "Clearing field" on next page.

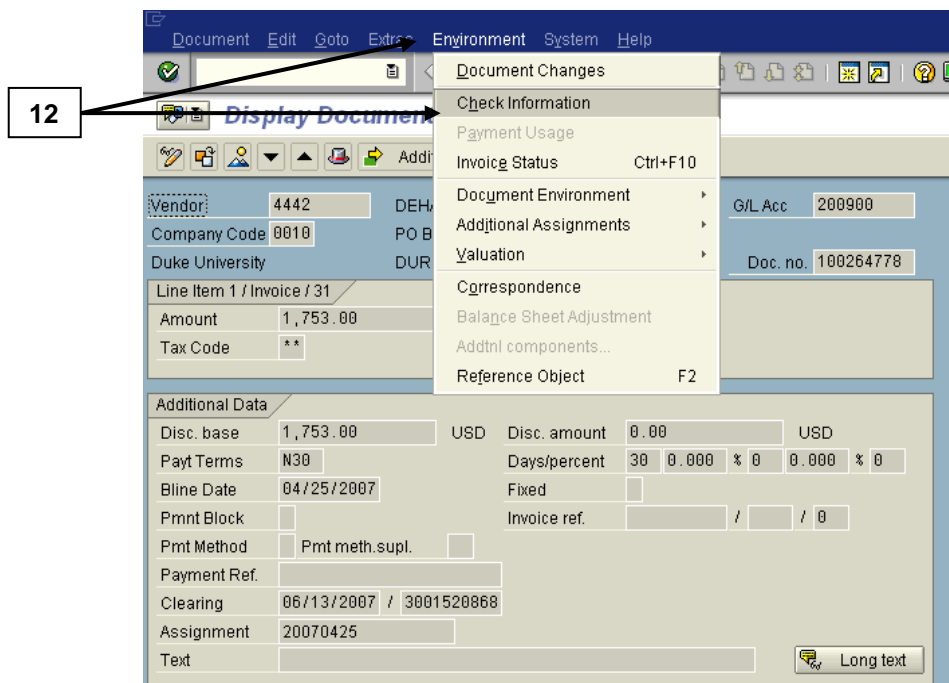
On the *Display Document: Line Item 001* screen, the following information can be seen:

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 amount paid on the check for **this invoice** (check may actually contain more than one invoice payment – see below).
6. **Payt terms** = the vendor payment terms (N30 = net 30 days before payment must be made to vendor from date of invoice).
7. **Bline date** = the invoice date (the same invoice date that is contained in the Document Date field on the previous screen).
8. **Payment Method** fields (for A/P Check Requests and Tuition Grants):
 - **First field** = the **S** indicates "separate checks" to be issued (example, student payments) and a **blank** indicates only one check to be issued.
 - **Second field** = the **9** indicates the **check/checks to be returned to 705 Broad Street** (*Text field contains department contact for internal AP use only*) and a **blank** indicates the checks are to be mailed to the vendor or payee.

Research Invoices/Check Payments (cont.)

9. **Payment Ref.** = any reference information to be printed on the check or included with the EDI payment, if applicable.
10. **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 **check has not been issued or direct deposit has not been made**.
 - If the clearing fields are displayed, the **first Clearing field** indicates either the **date the check was issued** OR the **date the direct deposit was sent from Duke's bank to the vendor's bank (the actual day of deposit will be 1-2 workdays later)**.
 - 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).
- Note: Prior to July 2007, the two clearing fields contained the check date and the check number for Company Code 0010. For documents prior to July 2007 and relating to the Health System (Company Codes 0020 and higher), those users must double click on the second clearing field to locate their check number in the Overall No. field (first 10 digits = check number).*
11. **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.

Research Invoices/Check Payments (cont.)



12. To view the check number (if applicable / not an EDI direct deposit), follow the menu path: **Environment** → **Check Information**.

*Note: If the payment was made electronically by direct deposit, then a message will indicate that **no check information is found**. This message will also display if the Clearing fields are not present, which indicates that a payment has not been processed.*

If a single invoice contains split coding for (i.e., is charged to) several company codes, for example 0010 and 0030, you may need to contact Accounts Payable at 684-3112 for the check information due to your security rights.

Research Invoices/Check Payments (cont.)


On the *Display Check Information* screen (only displays if a physical check was sent to vendor), the following information can be seen:

The screenshot shows the SAP 'Display Check Information' screen. Callout boxes 13 through 18 point to the following fields:

- 13:** Check number (3005)
- 14:** Payment date (02/21/2007)
- 15:** Check encashment
- 16:** Amount paid (200.00)
- 17:** Check recipient section (Name: BOSTON SCIENTIFIC CORP, City: NEW YORK, Payee's country: US, Regional code: NY)
- 18:** Back button (top left)

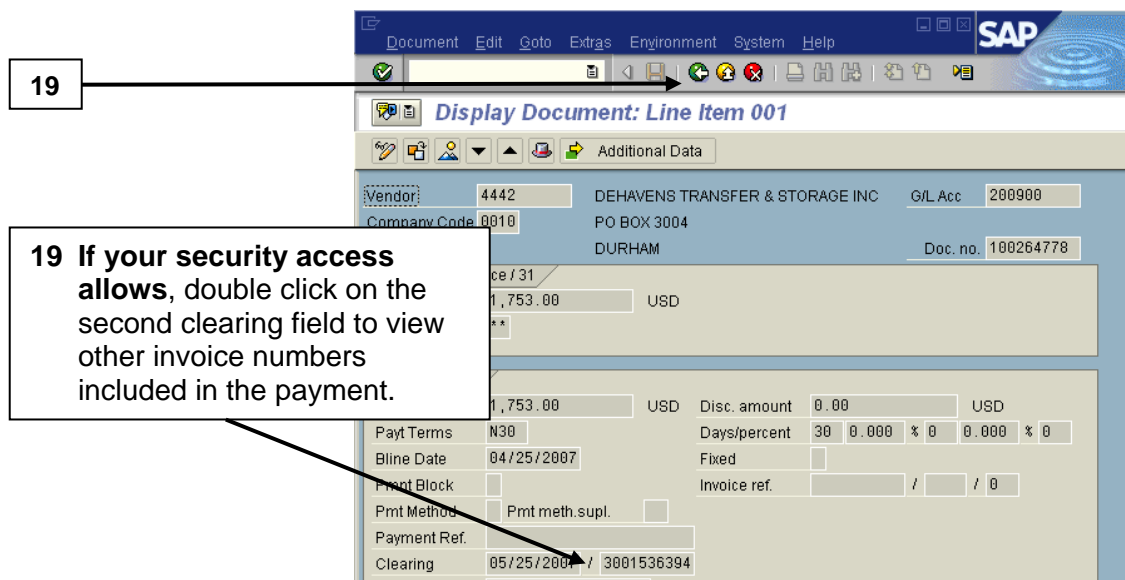
Other visible fields include: Paying company code (0010), Payment document no. (3000000905), Bank details (House Bank: WACH0, Account ID: DSBUR, Bank name: WACHOVIA BANK, N.A., City: CHARLOTTE), and Currency (USD).

Note: If the payment was to an **EDI capable vendor** and the payment was deposited to the vendor's bank account, then a **message will appear in the Status Bar and state that no check information is found.**

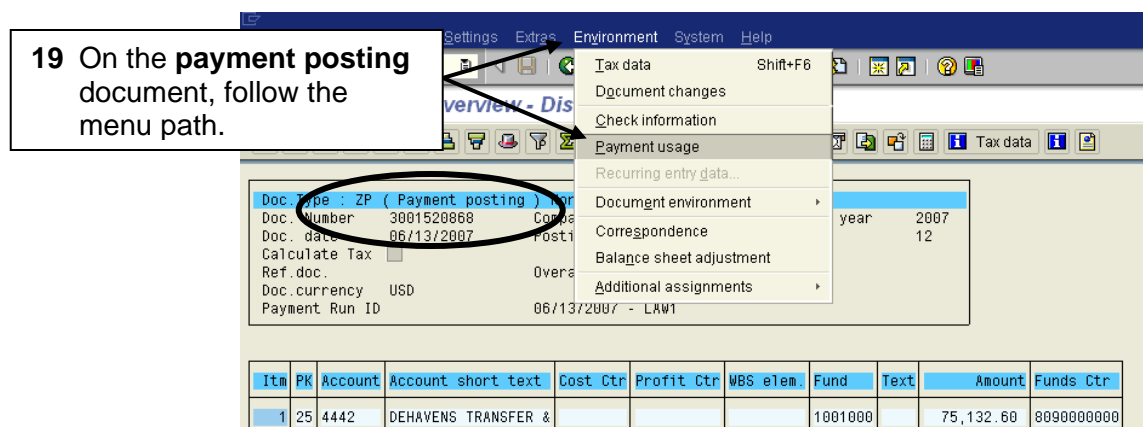
13. **Check number** = the check number on the physical check.
14. **Payment date** = the date that the check was issued.
15. **Check encashment** = the date that the check cleared Duke's back account for payment, which indicates the check was deposited or cashed by the vendor (i.e., the date the check was paid). A blank encashment field will indicate that the check has not cleared the bank.
16. **Amount paid** = the total amount of the check.
17. The **check recipient** section shown at the bottom of the screen = the information relating to the vendor.
18. When finished reviewing the check information, click on the  **Back** button to return to the *Display Document: Line Item 001* screen.

Research Invoices/Check Payments (cont.)

19. OPTIONAL: **If your security access allows**, use these steps to view the other invoice reference numbers included in this payment:




- From the *Display Document: Line Item 001* screen, **double click** on the **second clearing field** to display the *Document Overview: Display* screen for the **payment posting** (like **Document Type ZP**).




- On the **payment posting** document, follow the menu path: **Environment** → **Payment Usage** (or use the **Accompanying Docs** button).

Note: If invoices are included in this payment for company codes in which you do not have security access to view, then you may receive an error message at this point. Clear the message if applicable and return to the previous screen. Contact Accounts Payable at 684-3112 for the information if needed.

Research Invoices/Check Payments (cont.)

- If the layout **/AP DISPLAY** is not already displayed, click on the  **Select layout** button and locate / click once on **/AP DISPLAY** to select a better layout for the report (this layout contains the **Reference** column which has the vendor's invoice numbers that were paid as part of the total check).

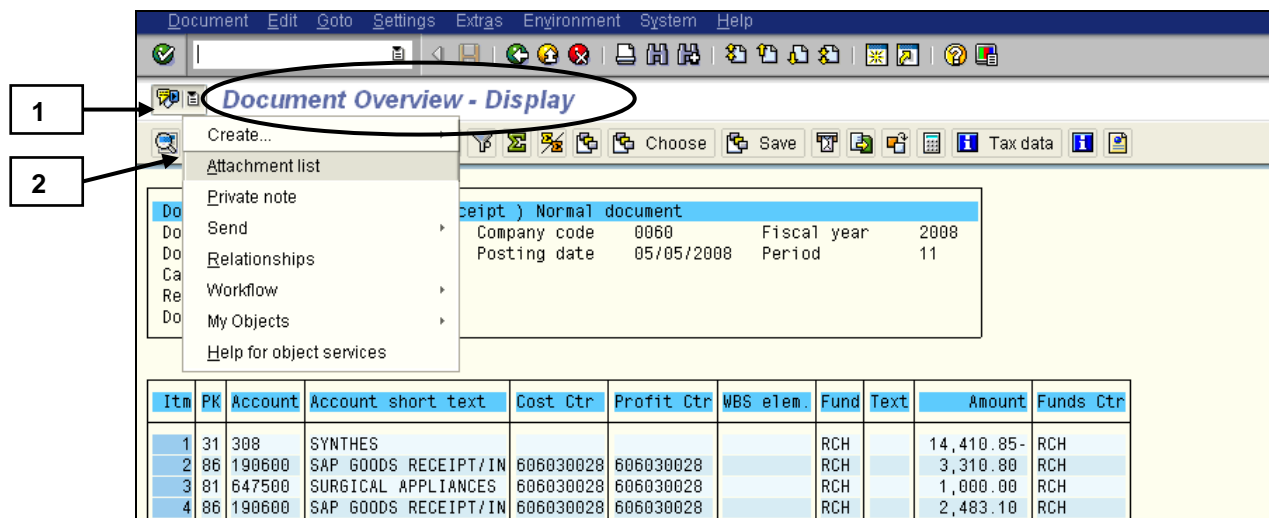
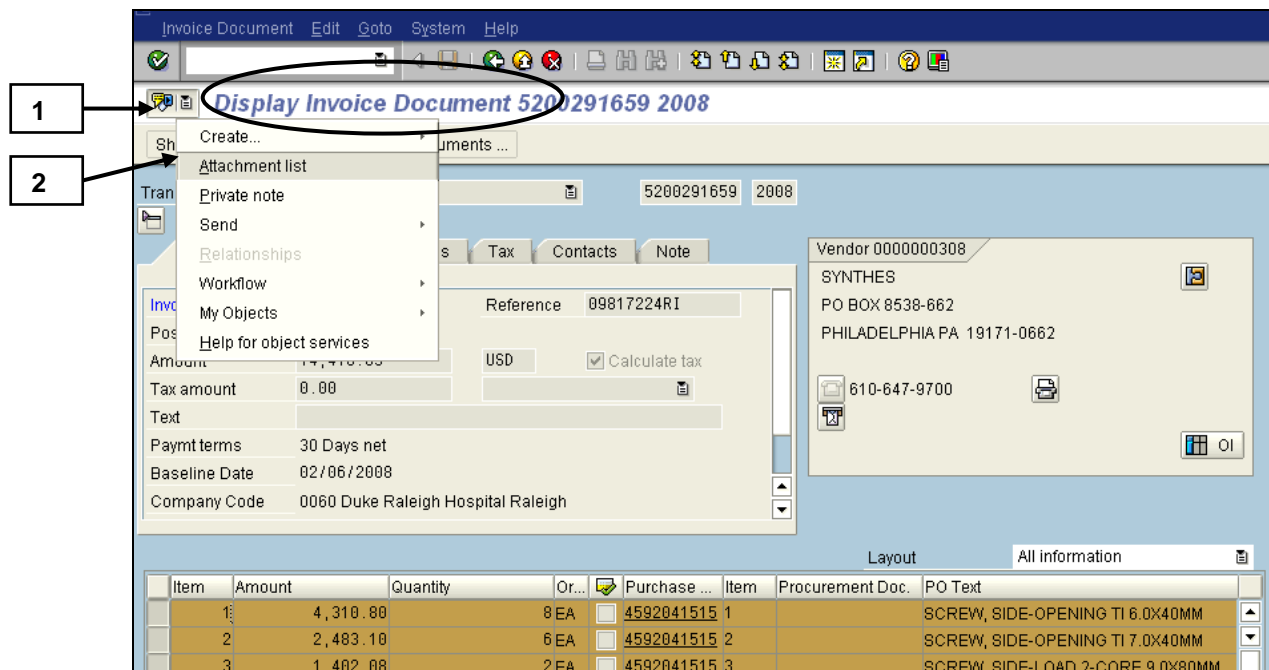
*Note: **Each line item references a specific invoice and amount that was included.** The vendor's invoice number is in the first Reference column as reference (**on the /AP DISPLAY layout**). The last line item represents the total amount of the check that was sent to the vendor.*


20. When the drill-down is complete, click on the  **Back** button until the accounting document screen for the invoice is again displayed.

Research Invoices/Check Payments (cont.)

To view the scanned invoice attachment:

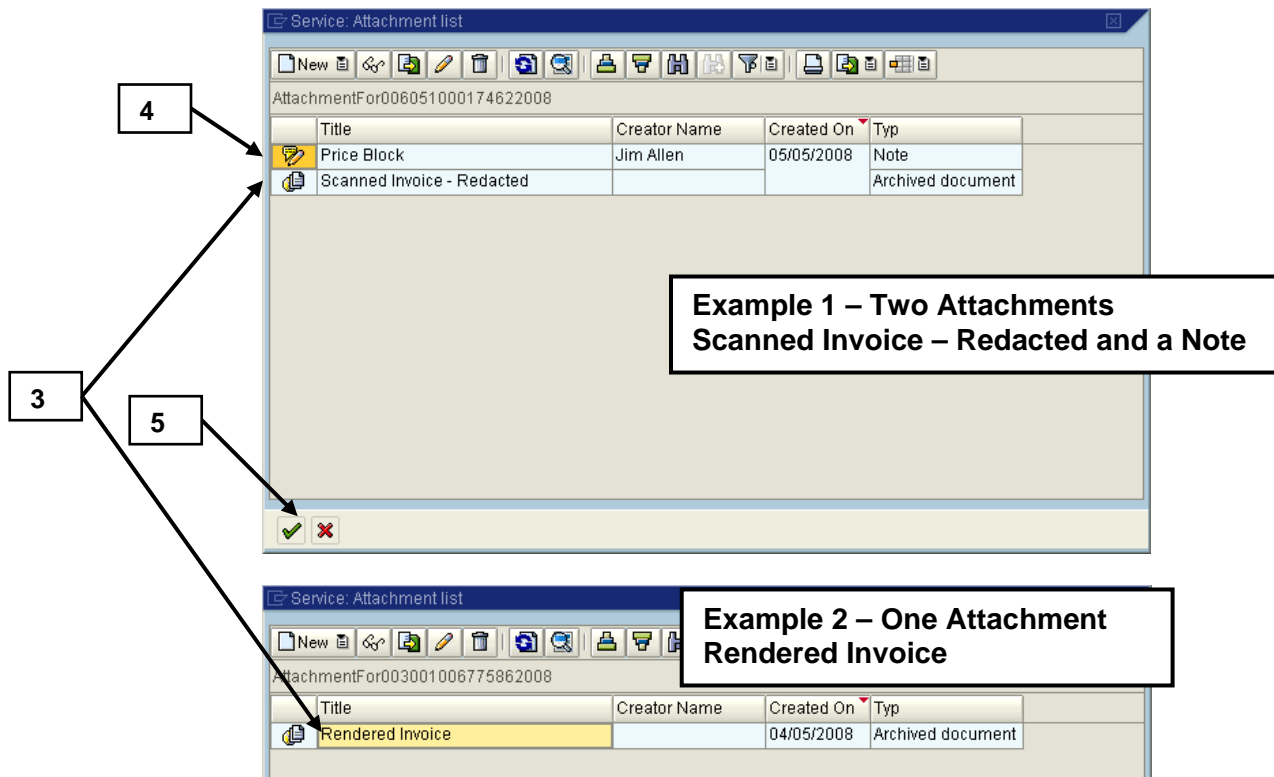
From either the Invoice (Display Invoice Document) or the Accounting Doc. (Document Overview – Display) screens:



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.

Research for Invoices/Check Payment (cont.)

In the *Service: Attachment list* window:




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

- **Scanned Invoice - Redacted** = scanned invoice that has been revised to “black out” any sensitive information, if needed.
- **Rendered Invoice** = Invoice facsimile created by Duke from electronic records from Electronic Data Interchange (EDI) capable vendors.
- **Scanned 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 in SAP.

Note: Depending on your web browser, click **Okay** and **Yes** through any security windows that may appear. There may be multiple scanned invoices attached for some payments with one Purchase Order and many payments. **MAC users have different browser options as outlined later in this chapter.**

Research Invoices/Check Payments (cont.)

4. If applicable, **double click** anywhere on the row for an attached **Note** to display any comments stored during the processing of invoice exceptions, if applicable.
5. After exiting the attachment, 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*

Research Invoices/Check Payments (cont.)

On the scanned invoice attachment opened in the web browser, review and use the options below (MAC users: see the MAC supplement for the various options):

Note: MAC users have different browser options as outlined later in this chapter.

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF invoice from SYNTHES. The browser's address bar shows the URL: <https://mob-ddr-tst-01.oit.duke.edu:8442/ddrint/servlet/ddrint?secInfo=942dd7bfc8e07df923ec20f48d6c3f333b17263d>. The PDF toolbar is visible with various icons. Numbered callouts (6-11) point to specific toolbar icons: 6 points to the Print icon, 7 to the Save icon, 8 to the Open icon, 9 to the Copy icon, 10 to the Back icon, and 11 to the Close icon. A box labeled "The PDF Toolbar" points to the entire toolbar area.

The invoice content includes the following information:

SYNTHES®
 Inquiries To: SYNTHES (USA) 1302 Wrights Lane East • West Chester, PA 19380 TO ORDER, CALL TOLL FREE: (800) 523-0322

SOLD TO: Duke University Health System, Inc
 dba: Duke Health Raleigh Hospital
 324 Blackwell Street
 Washington Bldg Box 104131
 Durham NC 27708-0001

SHIP TO: Duke Health Raleigh Hospital
 Attn: Craig Browning
 3400 Old Wake Forest Road
 Raleigh NC 27609-7317

CUSTOMER NO.	ORDER DATE	PURCHASE ORDER NO.	SHIP DATE	ORIGINAL INVOICE NO.	INVOICE NO.	INVOICE DATE
445632	02/06/08	4592041515	02/06/08		09817224RI	02/06/08

TERMS	ORDER NO.	CONTACT	ORDER ENTERED BY
Net 30 Days	7404238580	GADD WILL/SPN	919.389.5082






CMF SALES NO.	SUSA SALES NO.	SPINE SALES NO.	SHIP VIA
1294178	1293597	3123031	UPS:Next Day Saver By 3 PM



ITEM NO.	QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACK ORDERED	QUANTITY CANCELLED	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
498.640	8	8			[REDACTED]	413.85	3,310.80
498.740	6	6			7.0MM TI SIDE-OPENING SCREW 40MM Lot: 5658854 Qty: 6	413.85	2,483.10
04.602.980	2	2			9.0MM TI DUAL CORE USS SCREW 80MM THRD LENGTH P/6.0MM RODS Lot: 5671639 Qty: 2	701.04	1,402.08
498.341	1	1			TI THORACIC LAMINA HOOK-LEFT Lot: 5682779 Qty: 1	309.72	309.72
498.296	1	1			6.0MM TI ROD 500MM Lot: 1798573 Qty: 1	196.69	196.69
498.011	18	18			TI COLLAR WITH GROOVES Lot: 5650808 Qty: 18	86.33	1,553.94
498.003	18	18			TI NUT 11MM WIDTH ACROSS FLATS	34.71	624.78

Report: ZFI&P_INV Version: May 5, 2008 2:30:02 PM Section: 5213 Page 1 of 1

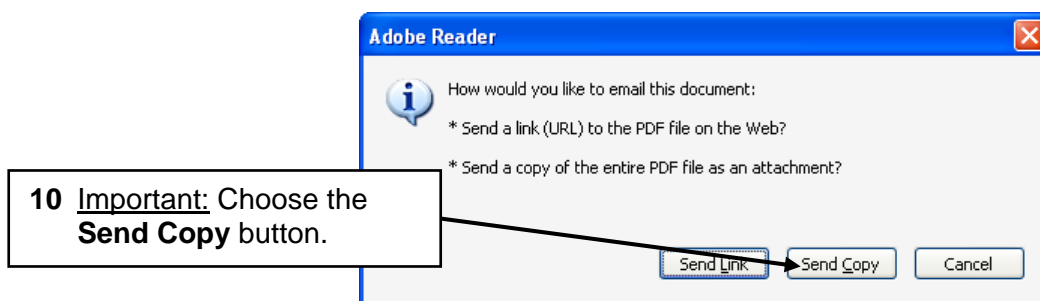
6. To print the PDF file, click on the Print icon.



Research Invoices/Check Payments (cont.)

7. To export or save the PDF file to your computer, click on the  “Click here to save this file to your computer or another location” icon.
8. If the invoice is multiple pages, use the  **Next Page** and  **Previous Page** icons to view the pages.
9. To adjust the magnification of the page in the web browser, use  **Decrease** and  **Increase** buttons; or enter a different percentage in the field.
10. To **create a new email and send a copy of the image** to someone:

Note: **IMPORTANT:** If the  **Email** icon does not appear on your PDF toolbar, **right click anywhere on the PDF toolbar**, click on and select **More Tools**, scroll down and **click in the box beside the**  **Email** icon to select this icon, and click **OK** to close the window and see the icon on the toolbar.

- Click on the  **Click to attach this PDF file to a new email message** icon located on the PDF toolbar.



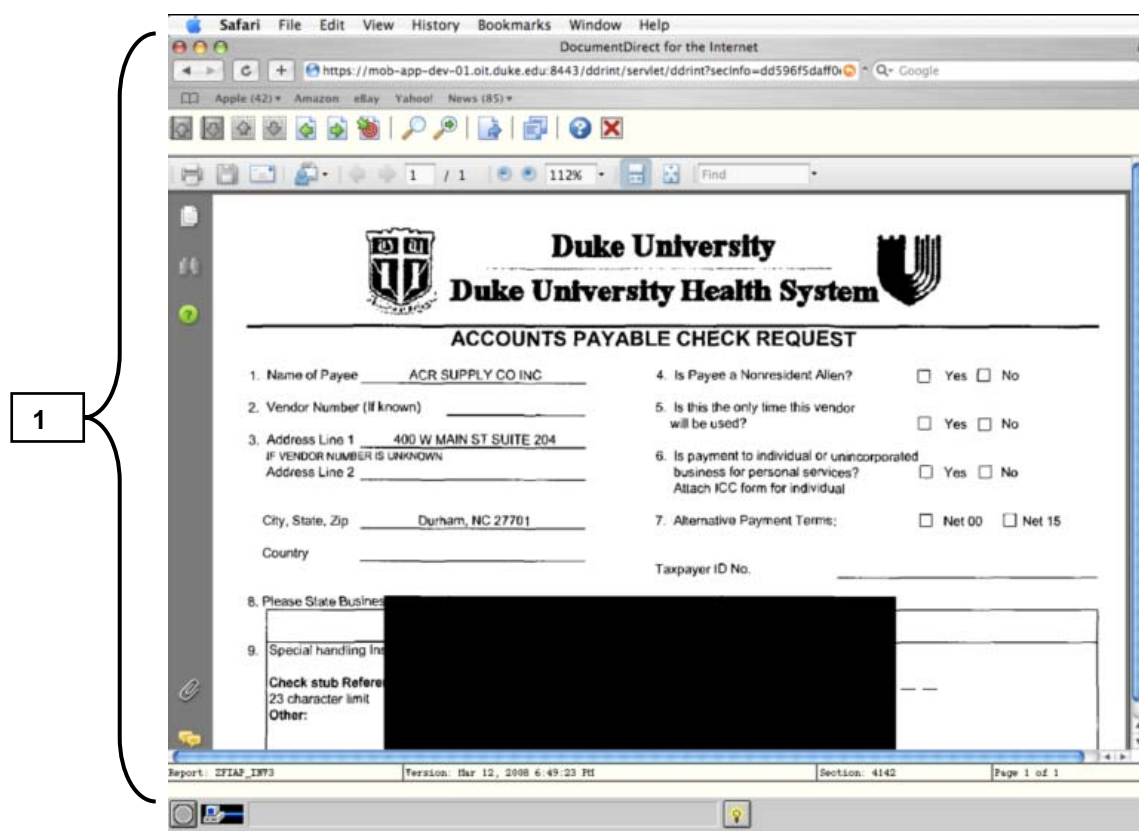
- When prompted by the box shown above, click on **Send Copy** to **send a copy of the entire PDF file as an attachment (do NOT click on the Send Link option which is not currently available)**.
 - Once the new email is open, note that the PDF file is attached at the bottom, edit text and add your message, then send the email with the attachment.
11. When done, use the  **Close Document** icon or the  **Close** icon for the web browser to return to SAP (to the *Services Attachment list* window and ultimately the posted AP document).

Research Invoices/Check Payments (cont.)

Supplement for MAC users on AP Invoice images and various web browsers:

*Note: This **supplement is for MAC users** to outline the functions available depending on the web browser used to open the attached image of the AP invoice. All the other steps to open the attachment are the same as previously outlined in this reference guide.*

Example 1: Apple Safari Web Browser WITH Adobe Acrobat

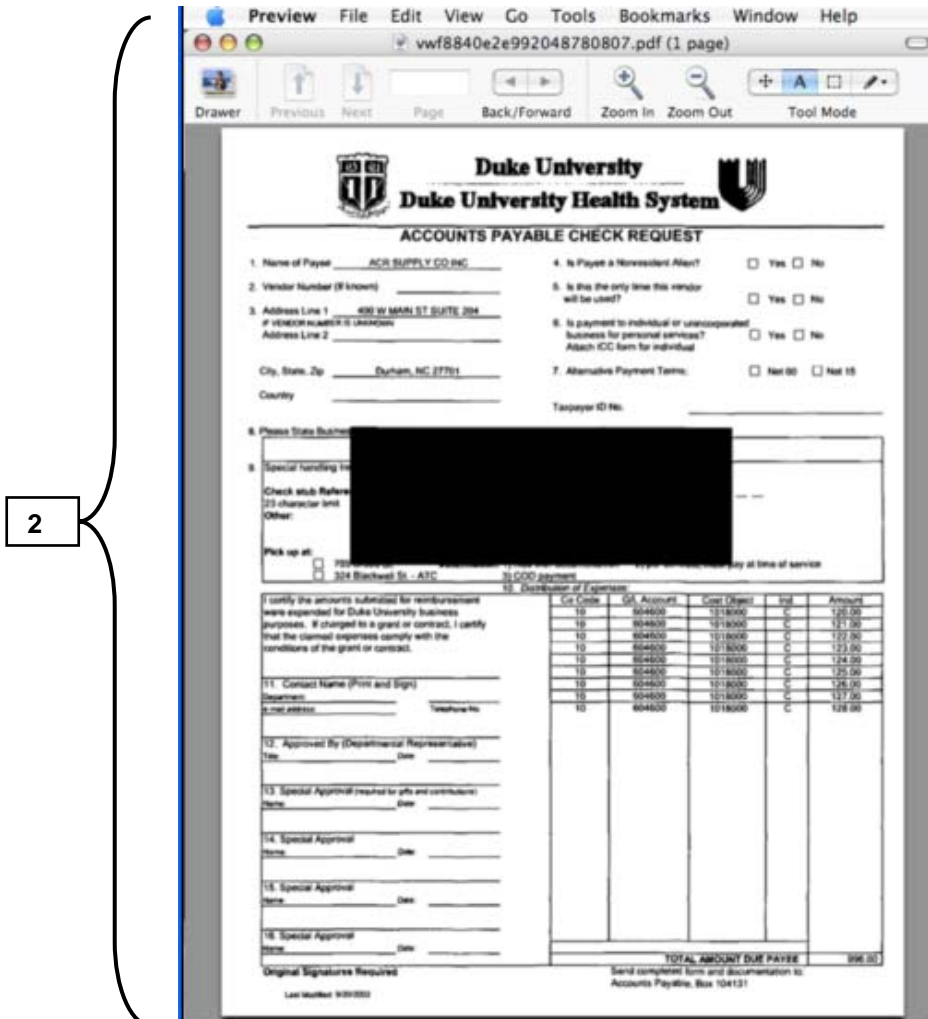


Note: The image displays the same as displayed in Windows Internet Explorer (previously shown), so refer to steps 6 – 11 on the previous pages for more details on options available.

1. If the image of the invoice is opened on a MAC using the **Apple Safari web browser with the Adobe Acrobat installed**, note that all the functions outlined previously in this guide will work the same (print, email, download, etc.).

Research Invoices/Check Payments (cont.)

Example 2: Apple Safari Web Browser WITHOUT Adobe Acrobat

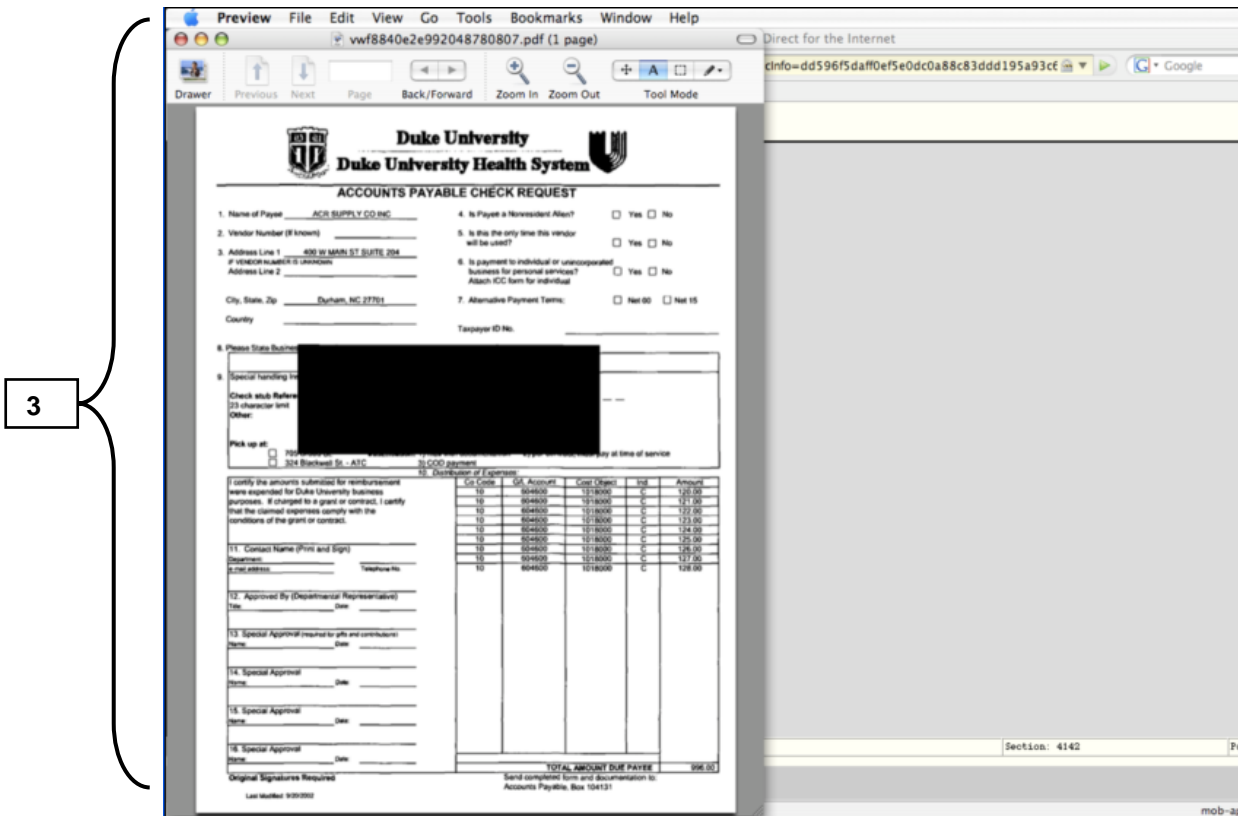


2. If the image of the invoice is opened on a MAC using the **Apple Safari web browser WITHOUT the Adobe Acrobat installed**, note the following:

- The invoice image is **launched and displayed in Apple Preview**.
- A **copy of the image is downloaded** to your computer desktop as well.
- To perform other functions in Apple Preview (print, save, etc.), click on the **File** menu option on the toolbar and choose the appropriate **menu paths**.
- To email, manually attach the downloaded copy of the image to an email message.

Research Invoices/Check Payments (cont.)



Example 3: Firefox Web Browser (DOES NOT HAVE Adobe Acrobat)




3. If the image of the invoice is opened on a MAC using the **Firefox web browser**, note the following:
 - Since Firefox does not have the Adobe Acrobat plug-in, the invoice image is **launched and displayed in Apple Preview**.
 - A **copy of the image is downloaded** to your computer desktop.
 - To perform other functions in Apple Preview (print, save, etc.), click on the **File** menu option on the toolbar and choose the appropriate **menu paths**.
 - To email, manually attach the downloaded copy of the image to an email message.

Research Invoices/Check Payments (cont.)

To 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 either hasn't been received / entered. This 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 (**001**) 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 **check has not been issued or direct deposit has not been made**.
 - If the clearing fields are displayed, the **first Clearing field** indicates either the **date the check was issued** OR the **date the direct deposit was sent from Duke's bank to the vendor's bank (the actual day of deposit will be 1-2 workdays later)**.
11. To find the check number (if applicable), total check amount, and to see if the check has cleared Duke's bank account, follow the menu path: **Environment** → **Check Information**.
12. When done, click on the  **Back** button to return to the previous screens.

Research Invoices/Check Payments (cont.)

To see if an invoice has been paid using the vendor's invoice number:

1. Via the User Menu: **Financials** → **Financial Documents** → **Display FI Document**.
2. Click on the  **Document list** **Create Document List/ Find Documents** 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 **check has not been issued or direct deposit has not been made**.
 - If the clearing fields are displayed, the **first Clearing field** indicates either the **date the check was issued** OR the **date the direct deposit was sent from Duke's bank to the vendor's bank (the actual day of deposit will be 1-2 workdays later)**.
9. To find the check number (if applicable), total check amount, and to see if the check has cleared Duke's bank account, follow the menu path: **Environment** → **Check Information**.
10. Click on the  **Back** button to return to the previous screens when done.

Travel Accounting: Employees & Students on Payroll (YT)

These documents are ***original accounting documents*** which are **manually entered into R/3 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.

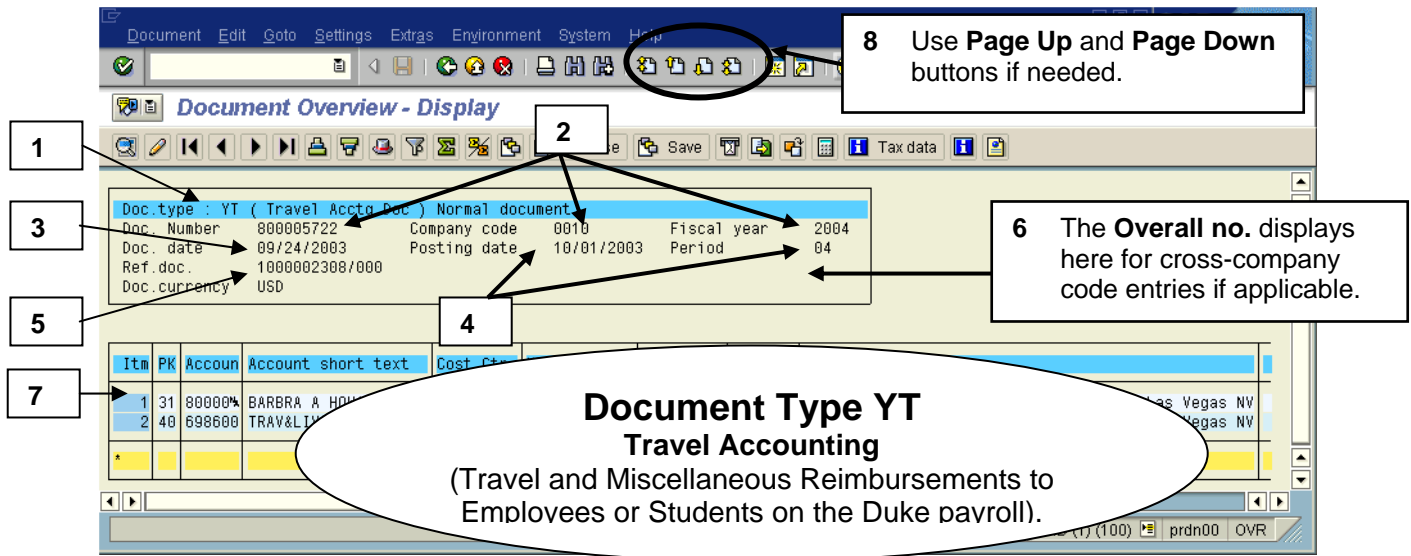
Travel Accounting documents (YT) include **travel and miscellaneous reimbursements to employees or students who are on the Duke payroll**. The Employee and Travel Reimbursement department is responsible for processing these payments in R/3 via the **Travel Accounting module, which is linked to the Payroll module**.

Therefore, employees or students 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 the Broad Street location.

Travel Accounting (cont.)

Document Type YT Example

The following *Display Overview – Document* screen shows Document Type YT (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 R/3 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 R/3 and used by Employee Travel and Reimbursement to as a reference to identify a specific trip (not as useful to departments at this time).

Travel Accounting (cont.)

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 R/3 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 **R/3 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).
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.

Travel Accounting (cont.)

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

To see if a check was issued and display the payment information:

	Itm	PK	Account	Account short text	Cost Ctr	WBS element	Profit Ct	Fund	Text
1	1	31	80000%	BARBRA A HOWARD			1199998	1001000	*Trip from 09/15/03 To 09/15/03
	2	40	698600	TRAV&LIVING EXP-DOM	1573123			1573123	*Trip from 09/15/03 To 09/15/03

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):

The screenshot shows the SAP 'Display Document: Line Item 001' screen. Annotations include:

- 3**: Points to the 'Line item 1 / Invoice / 31' link.
- 4**: Points to the 'Amount' field showing 33.78 USD.
- 2**: A callout box pointing to the vendor information: Vendor 800802609 BARBRA A HOWARD, Company code 0018, Duke University, 705 BROAD ST, DURHAM. Text: 'Payee name and address defaulted from Payroll (usually the address associated with the payroll clerk where paychecks are distributed).'
- 5**: A callout box pointing to the 'Clearing' field showing 10/03/2003 / 2000010362. Text: '5. 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.'
- 6**: Points to the 'Text' field at the bottom showing '*Trip from 09/15/03 To 09/19/03 to Las Vegas NV'.

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 students on the Duke payroll, payments are made either via direct deposit or check payment. Checks are not mailed and must be picked up at Broad Street.

3. **Information like “Line item 1/ Invoice/ 31”** = link to the previous screen for the line item drilled down upon from previous screen.

Travel Accounting (cont.)

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

*Note: The **Payt terms** and **Blinc 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 R/3 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 R/3 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).

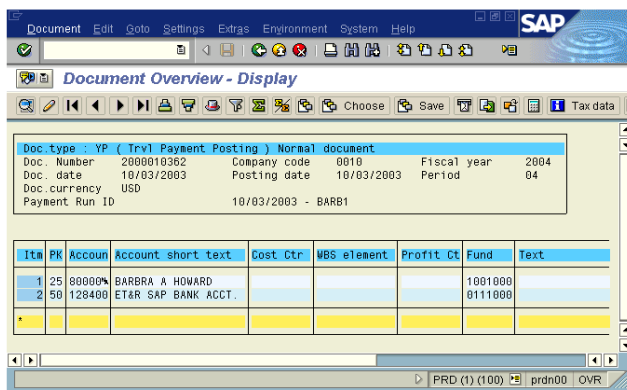
6. **Text** = **system generated text that varies** as outlined below:

- **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.


Travel Accounting (cont.)

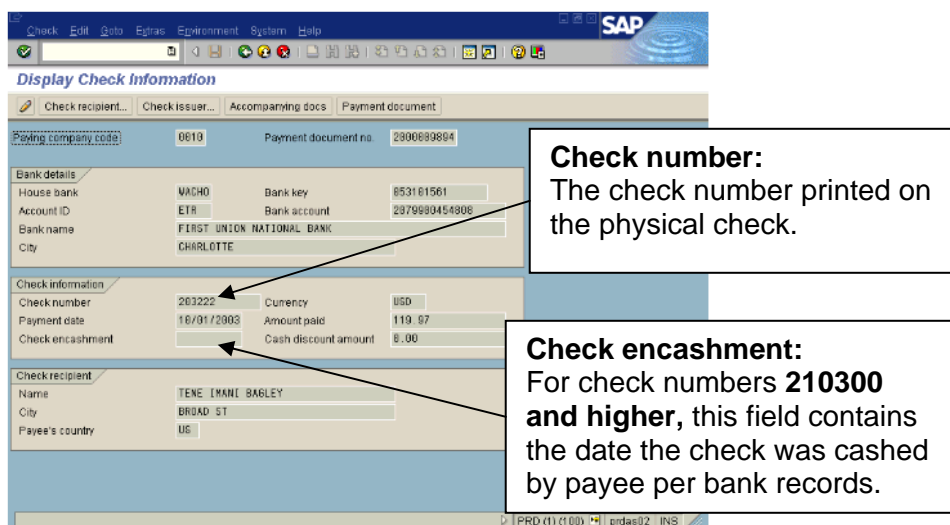
From the *Display Document Line Item 001* screen, to view more details about the payment:

7. Double click on the second clearing field to display the *Document Overview - Display* (see below).



8. To confirm a check was issued and see check number, follow the menu path: **Environment** → **Check Information** (see 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 above screen will NOT appear**. Use  **Back button** to return to previous screen when done.



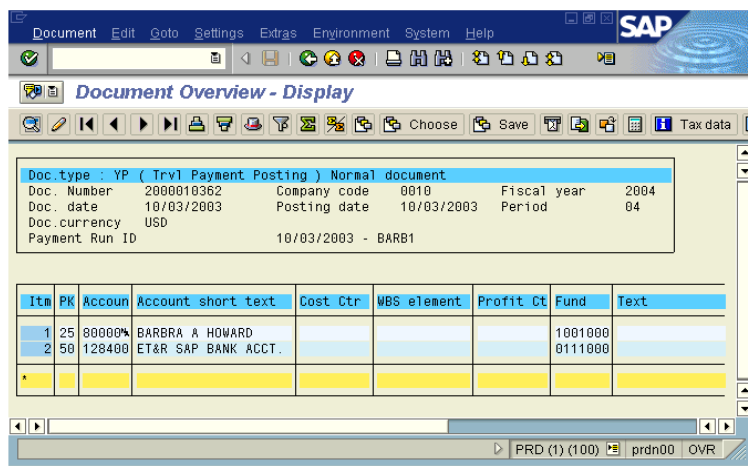
Note: Click on  **Back button** **ONCE** to return to **Display Document Overview** screen.

Travel Accounting (cont.)

From the *Display Document Line Item 001* screen, to confirm the payment method (direct deposit or check):


Note: Depending on your security profile, you may not be authorized to perform these next steps.

9. Double click on the second clearing field to display the *Document Overview - Display* (see below).




10. Follow the menu path: **Environment** → **Payment Usage**.
11. **Double click** anywhere on the **line item** for **Document Type YP** (Travel Payment Posting).
12. Review the **Pmnt Method** field:
L = ACH Direct Deposit;
K = Physical check (which needs to be picked up at Broad Street).

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


Note: When the drill-down is complete, click on the  **Back** button until the accounting document screen for the invoice is again displayed.

Travel Accounting (cont.)

To view header information for the entire document from any screen:

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.

Other Travel Payments (YU)

These documents are ***original accounting documents*** which are **manually entered into R/3 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 R/3 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 Broad Street). 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.

Other Travel Payments (cont.)

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**).

Document Type YU
Other Travel Payments
Example: Miscellaneous Reimbursement to Employee or Student – No Expense Type on Form

Item	PK	Account	Account short text	Cost Ctr.	WBS element	Profit Ct.	Fund	Text
1	31	88000%	MARILYN					
2	40	697000	ROYALTIES					

Document Type YU
Other Travel Payments
Example: Student not on Payroll

Item	PK	Account	Account short text	Cost Ctr.	WBS element	Profit Ct.	Fund	Text
1	31	89000%	One Time Student					
2	40	693200	PUBLIC RELATIONS AND	8131328				

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.

Other Travel Payments (cont.)

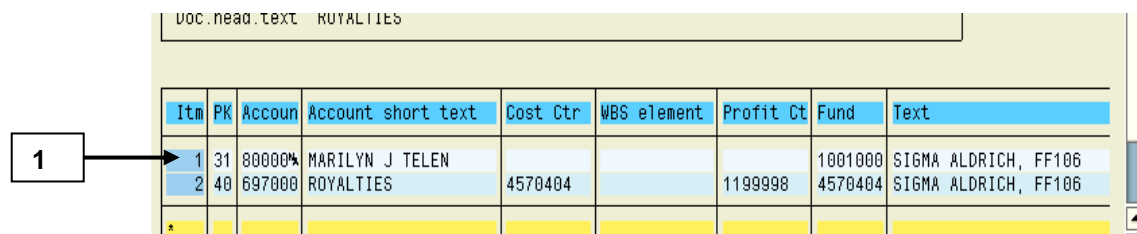
2. **Document number, Company code, and Fiscal Year** = assigned R/3 document number for the company code's set of books. All three fields help to identify the document in the system.
 3. **Document date** field = either the date the form is prepared or approved.
 4. **Posting date and Period** fields = 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 R/3 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 **R/3 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.
-

Other Travel Payments (cont.)

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.

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

To see if a check was issued and display the payment information:



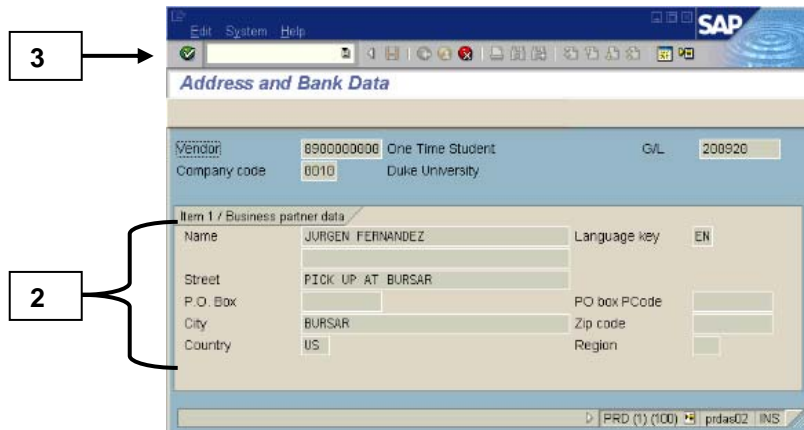
Itm	PK	Accoun	Account short text	Cost Ctr	WBS element	Profit Ct	Fund	Text
1	31	800000	MARILYN J TELEN				1001000	SIGMA ALDRICH, FF106
2	40	697000	ROYALTIES	4570404		1199998	4570404	SIGMA ALDRICH, FF106
*								


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**.*

Other Travel Payments (cont.)

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).

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

5 Vendor: 6900000000

6 Line Item 1 / Invoice / 31

8 Clearing: 10/01/2003 / 2000009763

Additional details:

Disc. base	6.81	USD	Disc. amount	0.00	USD
Payt terms	N00		Days/percent	0	
Blinc date	09/11/2003		Fixed		
Print block			Invoice ref.		
Print method			Print meth. suppl.	13	
Payment ref.					
Allocation	20030930				
Text	MIGENTE ICE CREAM SOCIAL SUPPLIES				

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

5 Vendor: 8000011050

6 Line Item 1 / Invoice / 31

8 Clearing: 12/01/2003 / 2060824228

Additional details:

Disc. base	50.00	USD	Disc. amount	0.00	USD
Payt terms	N07		Days/percent	7	0.
Blinc date	11/03/2003		Fixed		
Print block			Invoice ref.		
Print method			Print meth. suppl.		
Payment ref.					
Allocation	20031201				
Text	D. MEREDITH TELCOM REFUND - 11/03/03				

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 Broad Street

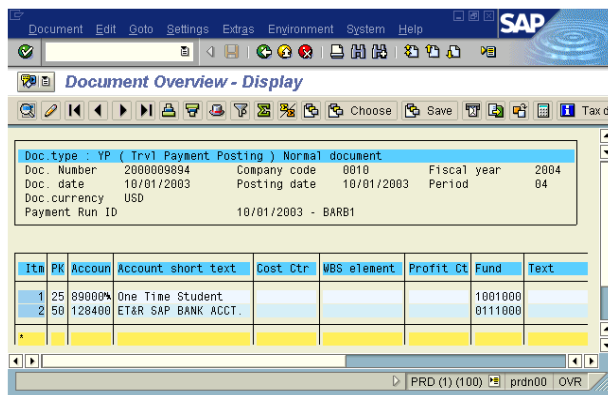
Other Travel Payments (cont.)

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 R/3 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 R/3 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.

Other Travel Payments (cont.)

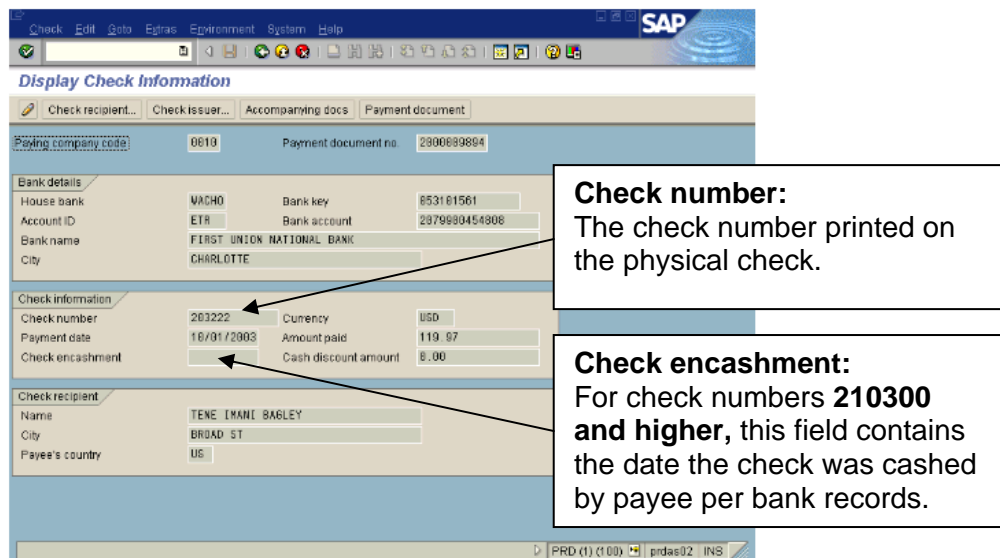
From the *Display Document Line Item 001* screen, to view more details about the payment:


9. Double click on the second clearing field to display the *Document Overview - Display* (see below).



10. 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.**



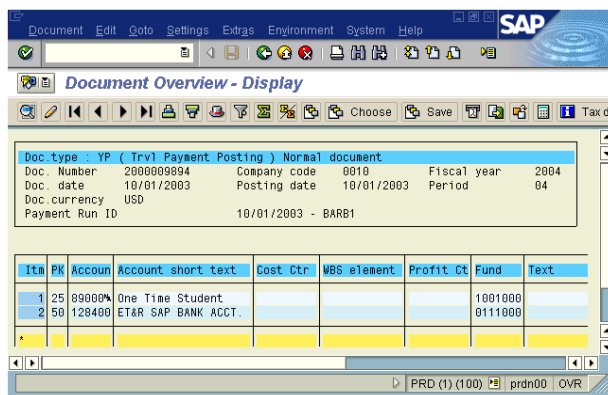
Note: Click on  **Back** button to return to **Document Overview - Display** screen.


Other Travel Payments (cont.)

From the *Display Document Line Item 001* screen, to confirm the payment method (direct deposit or check):


Note: Depending on your security profile, you may not be authorized to perform these next steps.

11. Double click on the second clearing field to display the *Document Overview - Display* (see example below).




12. Follow the menu path: **Environment** → **Payment Usage**.
13. **Double click** anywhere on the line item for **Document Type YP** (Travel Payment Posting).
14. Click on the  **Enter** button to continue.
15. Review the **Pmnt Method** field:
L = ACH Direct Deposit;
K = Physical check (which needs to be picked up at Broad Street).

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


Note: When the drill-down is complete, click on the  **Back** button until the accounting document screen for the invoice is again displayed.

Other Travel Payments (cont.)

To 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.

Experimental Subject Payments (ZK)

This 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 R/3 via the Accounts Payable module**. 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**”, will have an extra screen containing the payee name, and will receive a check payment. Checks are distributed based on instructions from the department (either distributed to payee or held for pick-up).

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.

Experimental Subject Payments (cont.)

Document Type ZK Example

The following *Document Overview - Display* screens show **two examples** of a Document Type ZK – Experimental Subject Payment (similar to YT, YU, KN and Accounting view for RN).

1 points to the Document Type field.

2 points to the Document Number field.

3 points to the Company code field.

4 points to the Fiscal year field.

5 points to the Document date field.

6 points to the Overall no. field.

7 points to the account list.

8 points to the Page Up and Page Down buttons.

**Document Type ZK
Experimental Subject
Example: Payee not on Duke Payroll**

1 points to the Document Type field.

2 points to the Document Number field.

3 points to the Company code field.

4 points to the Fiscal year field.

5 points to the Document date field.

6 points to the Overall no. field.

7 points to the account list.

8 points to the Page Up and Page Down buttons.





**Document Type ZK
Experimental Subject
Example: Payee on Duke Payroll**

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 R/3 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.

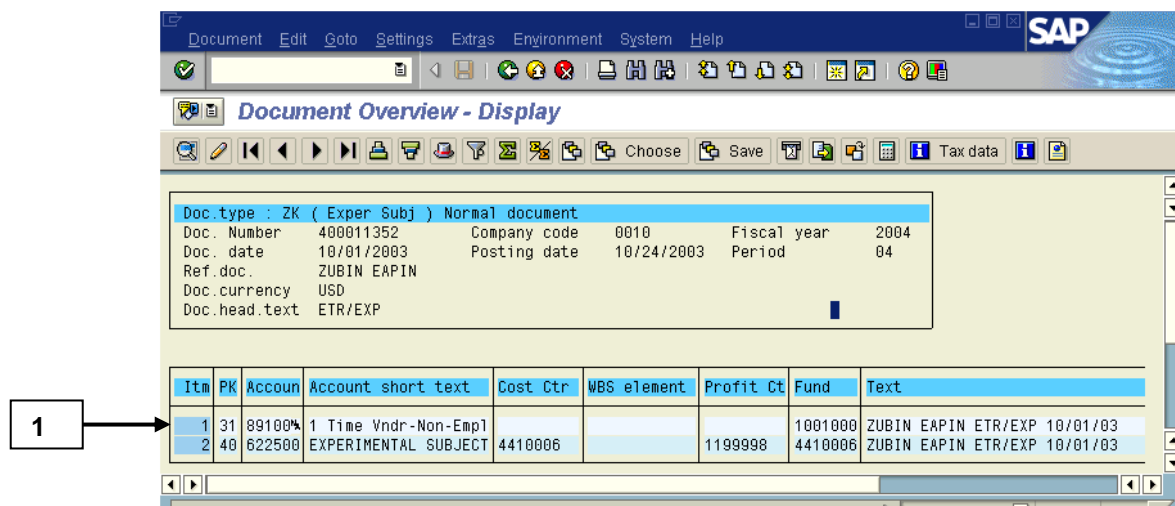
Experimental Subject Payments (cont.)

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.**
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 R/3 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 (ltm 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 **R/3 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”**.
 - 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.)

From the Accounting document (*Document Overview - Display*) screen:

To see if a check was issued and display the payment information:

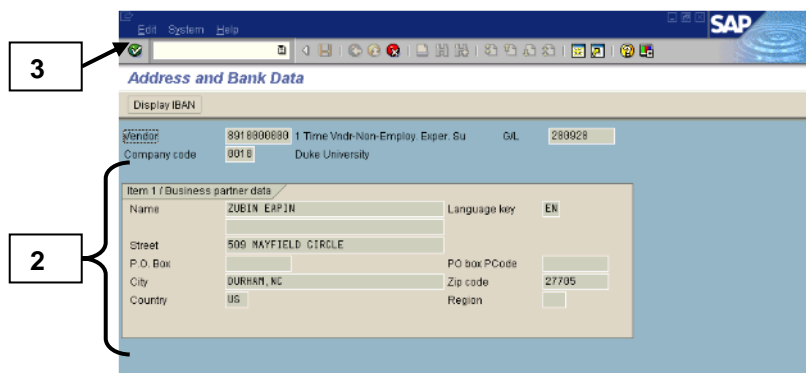



1. Drill down (double click) on the first line item (Itm 001, PK 31 with description of payee's name or 1 Time Vendor...) – SEE NOTE.

Note: If the payee is not on the Duke Payroll and has a description of 1 Time Vendor..., 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.

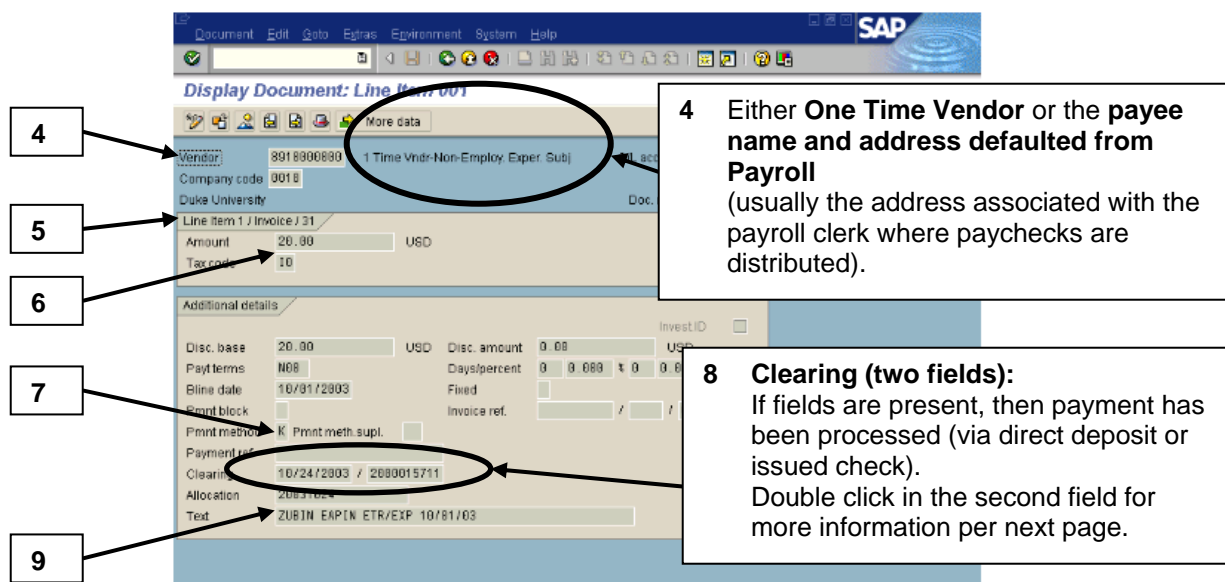
Experimental Subject Payments (cont.)

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"*):




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).

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



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

Experimental Subject Payments (cont.)

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 R/3 system.*
7. **Pmnt Method** field = indicator of method of payment (e.g. **K = Physical check** which needs to be picked up at Broad Street).
*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 R/3 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.

Experimental Subject Payments (cont.)

From the *Display Document Line Item 001* screen, to view more details about the check:

- To confirm a check was issued and see check number, follow the menu path: **Environment** → **Check Information** (see **ZK** 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 above screen will NOT appear**. Use **Back** button to return to previous screen when done.

The screenshot shows the SAP 'Display Check Information' screen. It contains several sections with data fields:

- Bank details:** House bank: WACH0, Bank key: 853181561, Account ID: ETR, Bank account: 2879980454806, Bank name: FIRST UNION NATIONAL BANK, City: CHARLOTTE.
- Check information:** Check number: 265360, Currency: USD, Payment date: 10/24/2003, Amount paid: 29.00, Check encashment: (empty), Cash discount amount: 0.00.
- Check recipient:** Name: ZUBIN EXPIN, City: DURHAM, NC, Payee's country: US.

Two callout boxes provide additional context:

- Check number:** The check number printed on the physical check. (Points to the 'Check number' field).
- Check encashment:** For check numbers **210300 and higher**, this field contains the date the check was cashed by payee per bank records. (Points to the 'Check encashment' field).

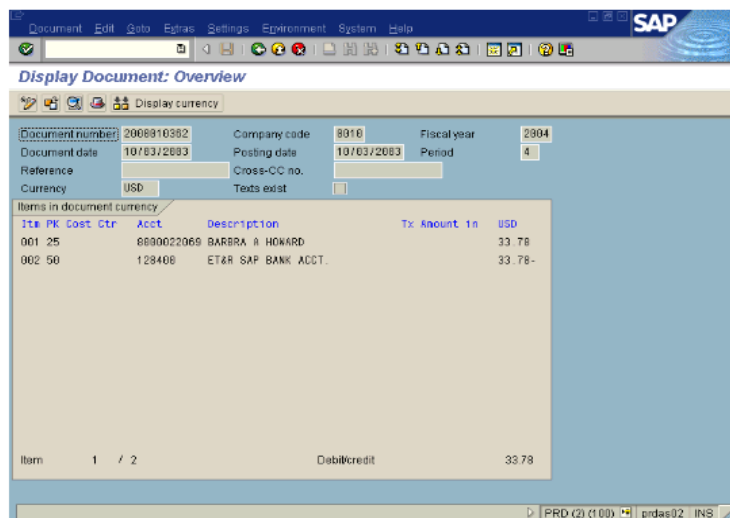
Note: When the drill-down is complete, click on the  **Back** button until the accounting document screen for the invoice is again displayed.


Experimental Subject Payments (cont.)

From the *Display Document Line Item 001* screen, to confirm the payment method (direct deposit or check):


Note: Depending on your security profile, you may not be authorized to perform these next steps.

11. Double click on the **second clearing field** to display the *Display Document: Overview* (see example below).




12. Follow the menu path: **Environment** → **Payment Usage**.
13. **Double click** anywhere on the **line item** for **Document Type YP** (Travel Payment Posting).
14. Click on the  **Enter** button to continue.
15. Review the **Pmnt Method** field:
L = ACH Direct Deposit;
K = Physical check (which needs to be picked up at Broad Street).

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


Note: When the drill-down is complete, click on the  **Back** button until the accounting document screen for the invoice is again displayed.

Experimental Subject Payments (cont.)

To 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.

Purchase Order

A Purchase Order specifies the intent to purchase goods or services from a vendor and is processed by Procurement Services. Purchase Order documents are created from approved Purchase Requisitions. Departments submit Purchase Requisitions either electronically in R/3 or by a paper form.

A Purchase Order document is:

- Entered **manually** into R/3 by Procurement Services from paper requisitions. These are entered as Purchase Order documents, so there is no referencing Purchase Requisition in R/3.
- Created **electronically** from an electronic purchase requisition done by a department. The changing of an electronic Purchase Requisition into a Purchase Order is done automatically by R/3 if certain criteria are met, or manually by Procurement Services if needed.

The Purchase Order is then printed and faxed to or electronically sent (Electronic Data Interchange - EDI) sent to the vendor.


Purchase Order Types:

Type	Document Reference no. begins with:	Brief Description
NB	452xxxxxxx	Regular or "normal business"
RSU	627xxxxxxx	Re-supply
SH	459xxxxxxx	Special handling
FO	46xxxxxxx	Framework Order
WOFO	441xxxxxxx	Framework Order w/o Acct. Assignment
CFA	488xxxxxxx	Construction Framework Order
MRP	553xxxxxxx	Central inventory
PDAD	564xxxxxxx	Computer generated for cart inventory
APS	776xxxxxxx	Auto Payment Schedule
BOP	85xxxxxxx	Bill Only Orders (Do not ship) – used mostly for consignment items

Purchase Order (cont.)

Purchase Order Document Display:



To display a Purchase Order (document number is known):

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

To display a list of Purchase Orders (document number not known):


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 the cost center or range of cost centers or a WBS Element or range of WBS Elements as needed to find a purchase order.

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.

Purchase Order (cont.)

To display a Purchase Order from 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.
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 R/3.

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.

Purchase Order (cont.)

Example of Purchase Order Document (NB and RSU):

The examples below show *Display Purchase Order: Item Overview* screens with multiple line items (example of order using short text and R/3 materials).

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

Item	I	A	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Per	O...	Matl group	Plnt
1	X		A1815	ACHIEVE BIOPSY...	2	CS	D	05/05/2004	189.25	1	CS	420	DHSP
2	X		A1815	ACHIEVE BIOPSY...	2	CS	D	05/05/2004	189.25	1	CS	420	DHSP
3	X		CHI2015	CHIBA NEEDLE	2	CS	D	05/05/2004	77.00	1	CS	420	DHSP
4	X		CHI2020	CHIBA NEEDLE	2	CS	D	05/05/2004	77.00	1	CS	420	DHSP

Item	I	A	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Per
1	X		11445	TAPE, DURAPORE 1INX...	1	CS	D	05/11/2004	6.13	1
2	X		11446	TAPE, DURAPORE 2INX...	2	CS	D	05/11/2004	6.13	1

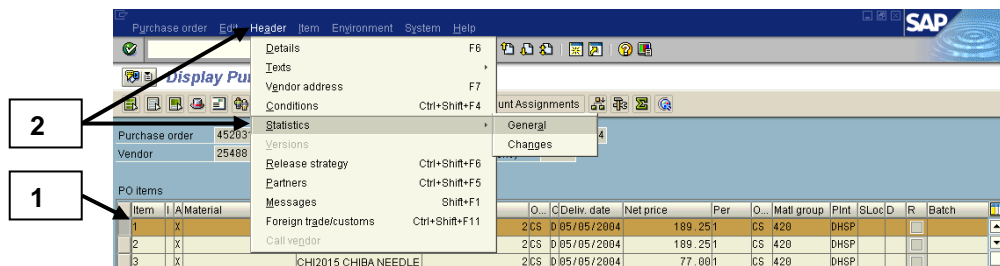
Key pieces of information for each line item:

1. The **item number** for reference
2. An R/3 **material number** if this item was ordered from materials listed in R/3 (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 R/3) as entered 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).

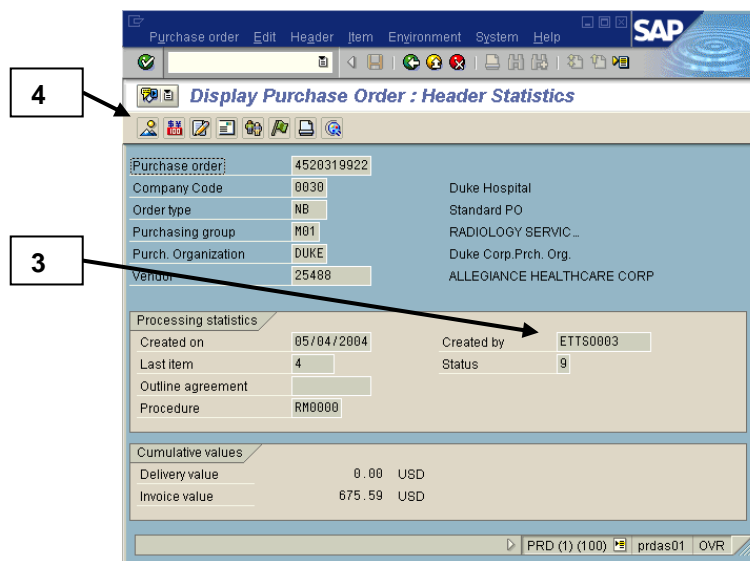
Purchase Order (cont.)

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


To find who (in Procurement Services) created the Purchase Order:




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.

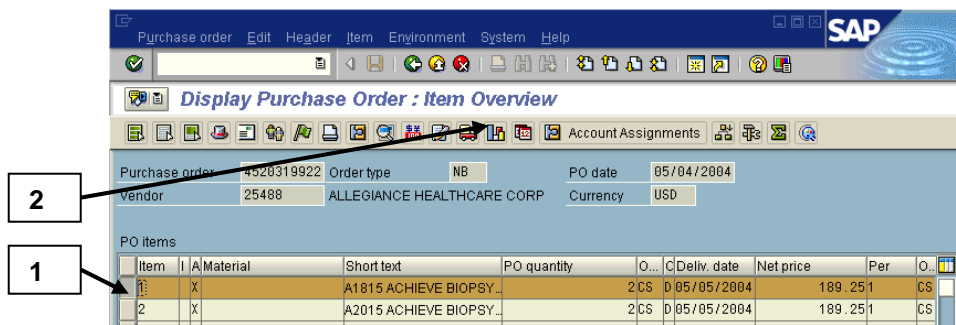
*Note: IF NEEDED, use transaction code **ZTCD** to look up the identity of a user for the User ID that is listed in the **Created by** field. On the ZTCD screen, enter the User ID and then click on the  **Execute** button. The name will be listed on the next screen.*


4. Click on the  **Overview** button to return to *Display Purchase Order: Item Overview* screen.

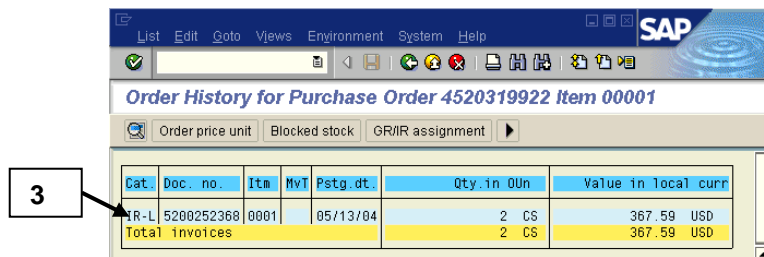
Purchase Order (cont.)


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

To see the Purchase Order history (Goods Receipt or Invoice documents):



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

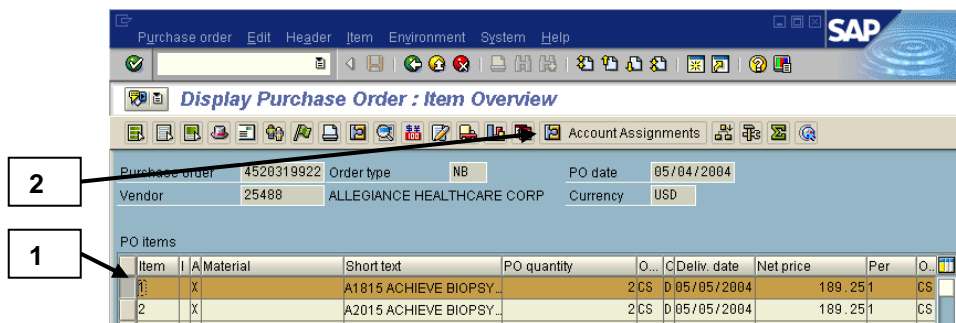


3. On the *Order History...* screen, double click on any of the **IR** (Invoice Receipt) or **GR** (Goods Receipt) documents to display the **accounting documents** as needed.
4. Click on the  **Back** button to return to the *Display Purchase Order: Item Overview* screen.

Purchase Order (cont.)

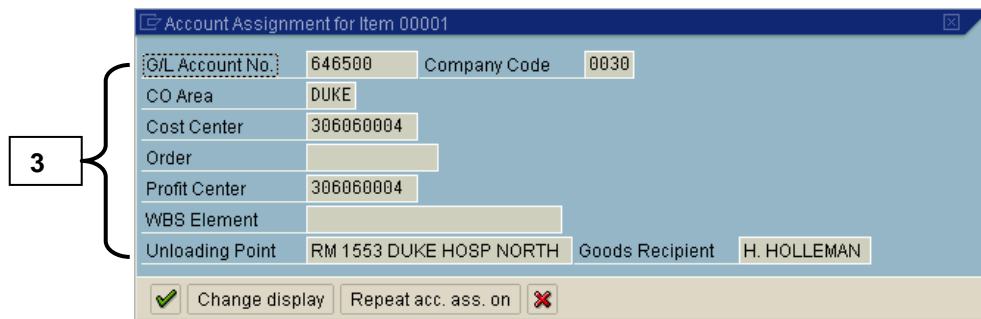
From the Purchase Order document (*Display: Purchase Order: Item Overview* screen):

To see the accounts charged, delivery location, and goods recipient:



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.

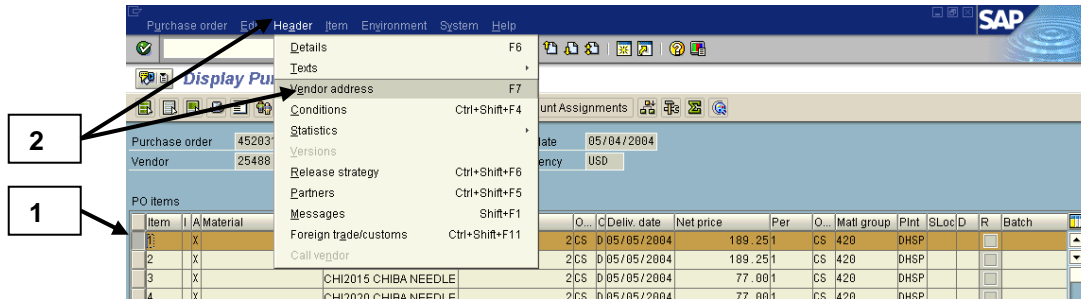


3. On the *Account Assignment for Item #####* screen, review the fields below as needed:
 - **Cost Center** or **WBS Element** = identifies the cost object (Duke department / area or the Project) to be charged for these items.
 - **Unloading Point** = specific location (room number or floor) where the 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 the *Display Purchase Order: Item Overview* screen.

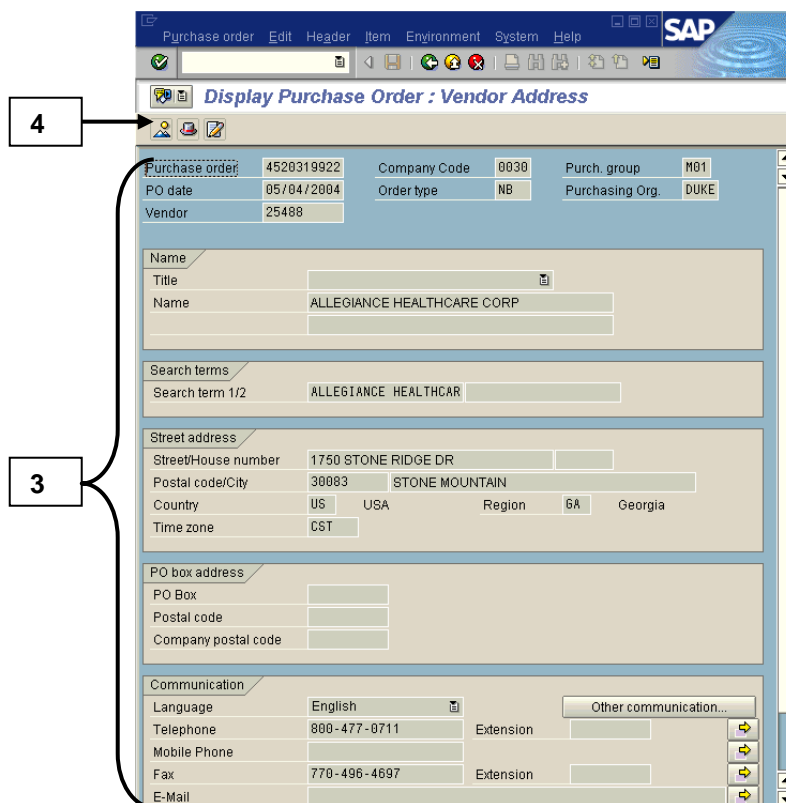
Purchase Order (cont.)


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

To see the vendor address/phone information:



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

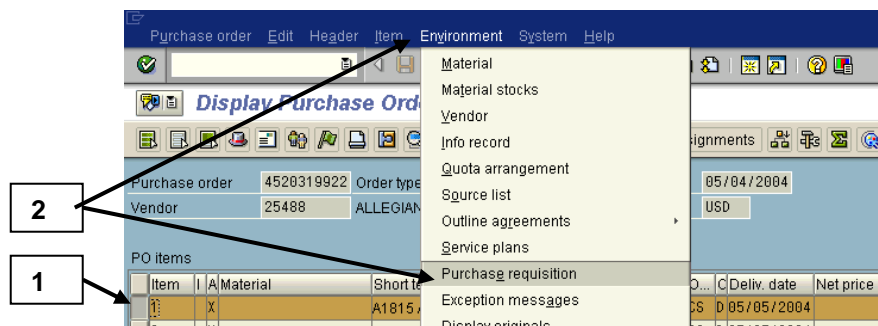


3. On the *Display Purchase Order: Vendor Address* screen, review the fields as needed.
4. Click on the  **Overview** button to return to the *Display Purchase Order: Item Overview* screen.

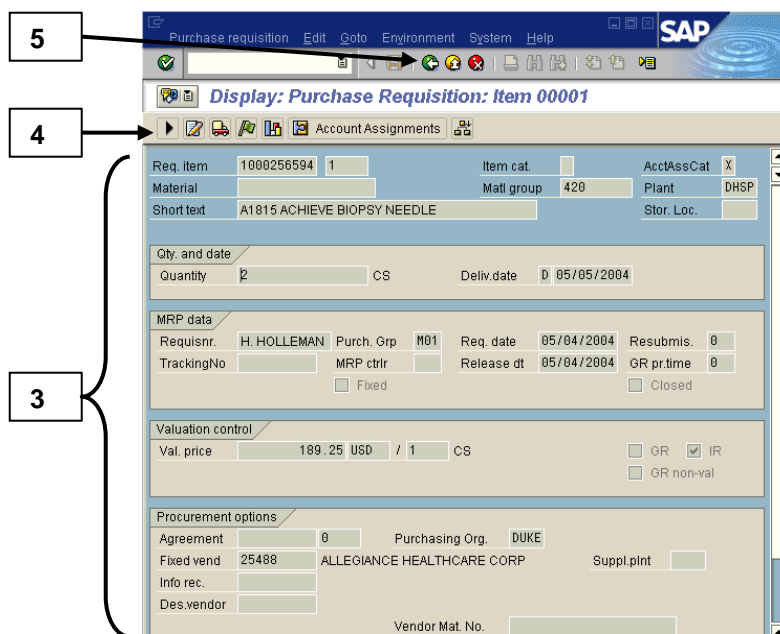
Purchase Order (cont.)



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

To view the referencing Purchase Requisition, if applicable:



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.

Purchase Requisition

An R/3 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 Services if needed.

Note: Some areas still prepare paper Requisitions manually, obtain the approvals manually, and forward to Procurement Services. Procurement Services enters the Requisitions into R/3 as Purchase Orders, so there is no referencing Purchase Requisition to view in the system.


Purchase Requisition Types:

Type	Document Reference no. begins with:	Brief Description
NB	100xxxxxxx	Regular or "normal business"
RSU	200xxxxxxx	Re-supply
SH	400xxxxxxx	Special handling
MRP	500xxxxxxx	Central inventory
PDAD	700xxxxxxx	Computer generated for cart inventory
BOP	8xxxxxxxxx	Bill Only (Do not ship) mostly used for consignment items

Purchase Requisition (cont.)

Purchase Requisition Document Display:



To 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.

To display a list of Purchase Requisitions (document number 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.

Purchase Requisition (cont.)

To 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.

To 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 R/3 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.

Purchase Requisition (cont.)

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.

Item	A	Material	Short text	Qty requested	Un	C	Deliv. date	PG	Matt group	PInt	S	Loc	SPit	D
1	X		A1815 ACHIEVE BIOPSY...	2	CS	D	05/05/2004	M01	420	DHSP				
2	X		A2015 ACHIEVE BIOPSY...	2	CS	D	05/05/2004	M01	420	DHSP				
3	X		CHI2015 CHIBA NEEDLE	2	CS	D	05/05/2004	M01	420	DHSP				
4	X		CHI2020 CHIBA NEEDLE	2	CS	D	05/05/2004	M01	420	DHSP				

Item	A	Material	Short text	Qty requested	Un	C	Deliv. date	PG	Matt group	PInt	S	Loc	SPit	D
1	X	11445	TAPE, DURAPORE 1INX...	1	BX	D	05/11/2004	M01	420	DHSP				
2	X	11445	TAPE, DURAPORE 2INX...	2	CS	D	05/11/2004	M01	420	DHSP				

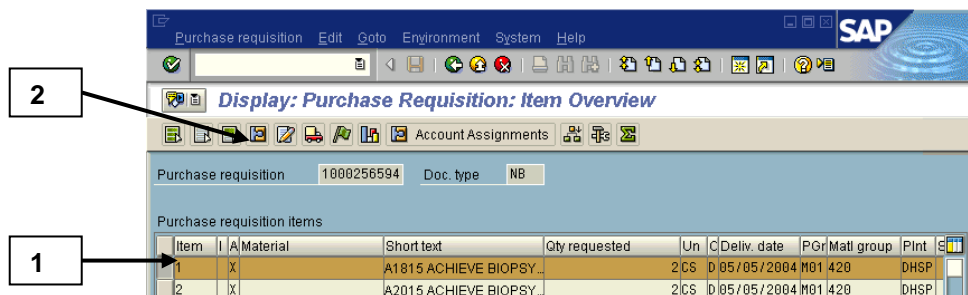
Key pieces of information:


1. The **item number** for reference
2. An R/3 **material number** if this item was ordered from materials listed in R/3 (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 R/3) as entered on the requisition.
4. The Purchase order quantity, unit of measure, and delivery date.

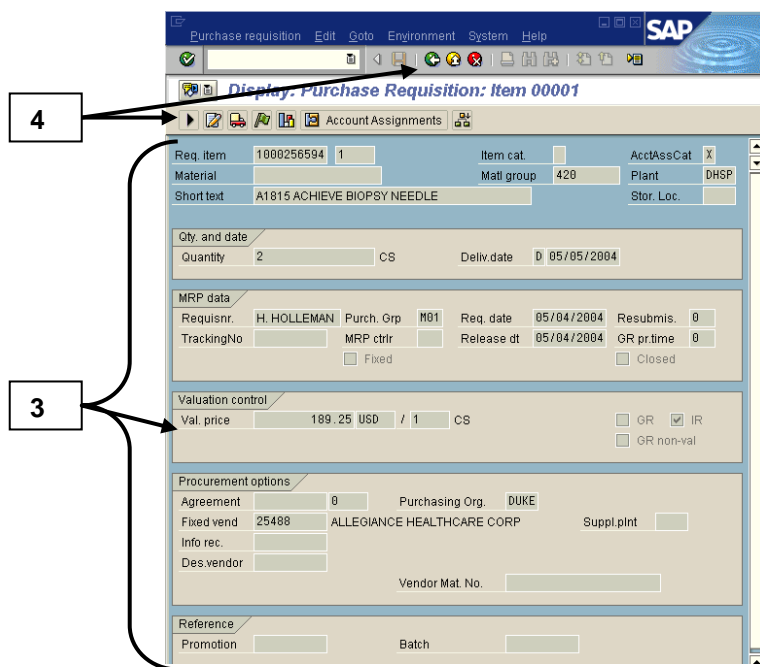
Purchase Requisitions (cont.)



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

To view the details of a line item, like the price per item:



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



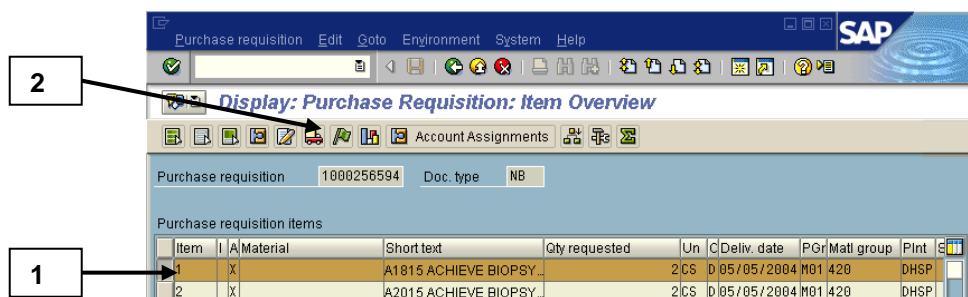
3. On the *Display: Purchase Requisition: Item #####* screen, review the fields of information, such as the Val. (Valuated) Price field.
4. Click on the  **Back** button or the  **Overview** button to return to the *Item Overview* screen.

Note: The  **Overview** button for Purchase Requisitions looks different than the  **Overview** button in a Purchase Order.

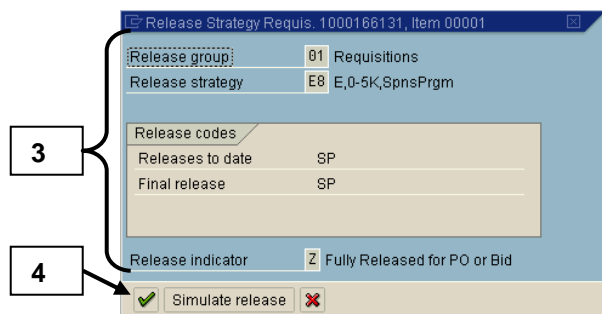
Purchase Requisitions (cont.)

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

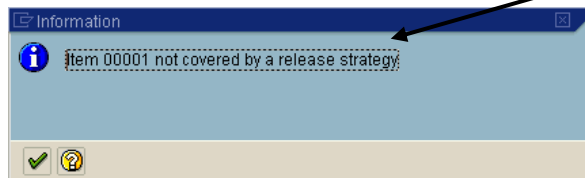
To see if this line item is subject to release:



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



Note: The message below will appear if the item is not covered by a release strategy



3. Review the release strategy, release codes needed and obtained, and the release status (example: Z Fully released for PO or bid).

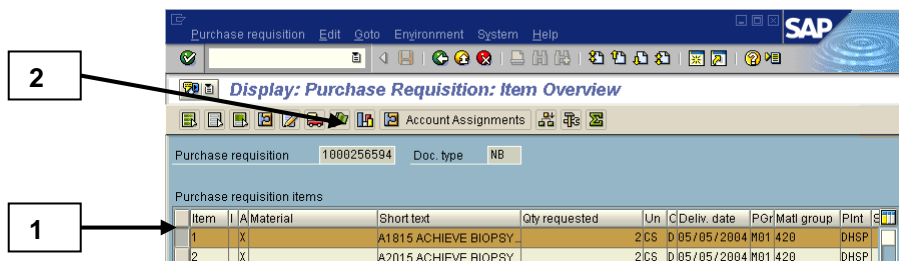
*Note: If **no release strategy** is required for this item, a message states that the **item is not covered by a release strategy**.*


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

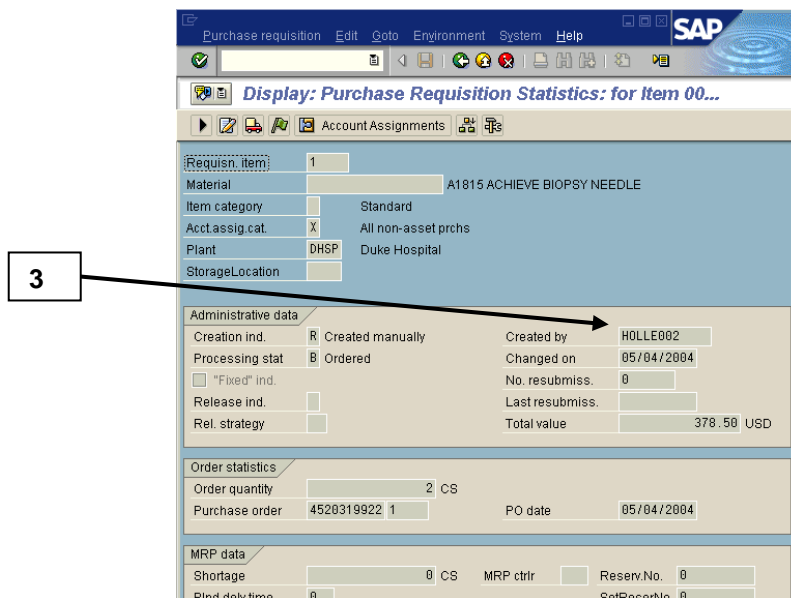
Purchase Requisitions (cont.)



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


To find who (in a department) created the Purchase Requisition:



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



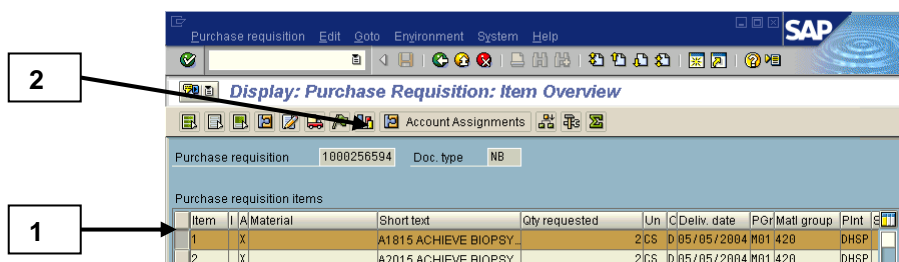
3. On the *Display: Purchase Requisition Statistics: for Item ##...* screen, review the **Created by** field.
4. Click on the  **Back** button or the  **Overview** button to return to the *Item Overview* screen.


*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  **Enter** button. The name will be listed on the next screen.*


Purchase Requisitions (cont.)

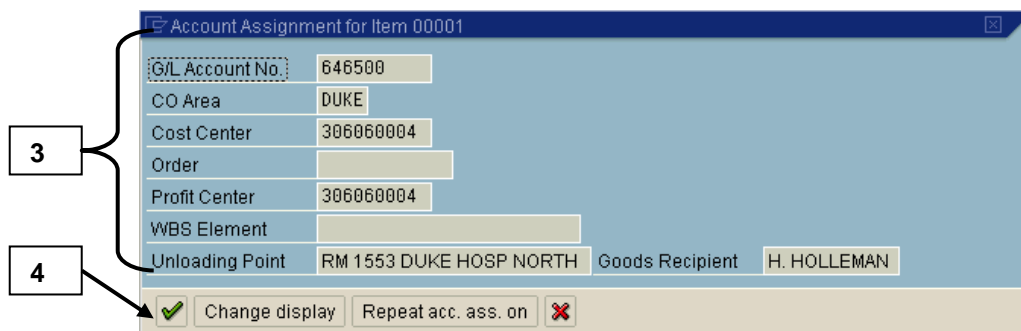
From the Purchase Requisition document (*Display: Purchase Requisition: Item Overview* screen):


To see the accounts charged, delivery location, and goods recipient:



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 Document (WA & WE)

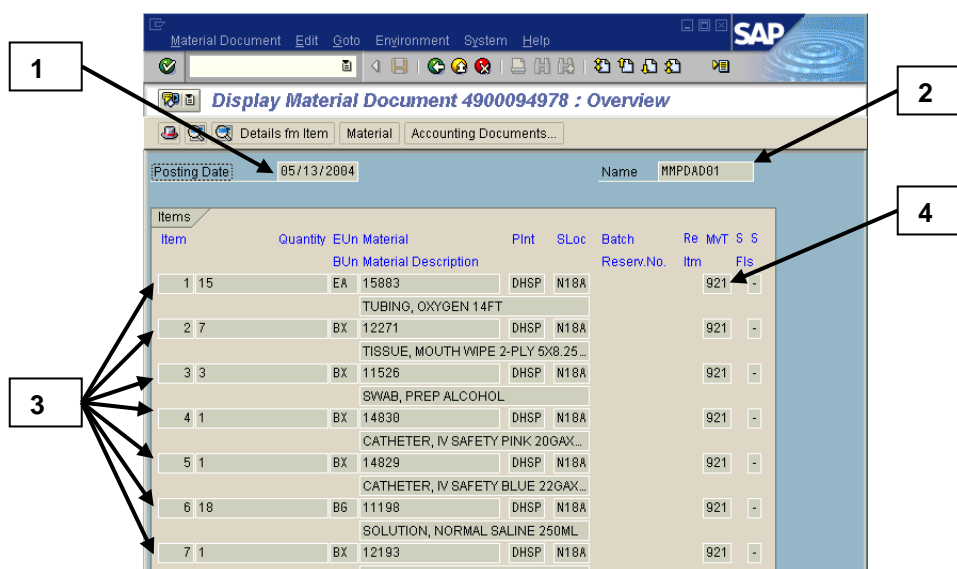
Material documents contain materials (goods) that are either issued from or received into inventory. **The documents are created ONLY by Materials Management / Services personnel in each hospital, not by departmental end-users.**

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).



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 R/3.

Material Documents (cont.)

2. **Posting date** field = the date the document was posted in R/3.
3. **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*).
4. Each line item = **quantities** issued or received, **material number** and **description**, and **movement type**.
5. **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:

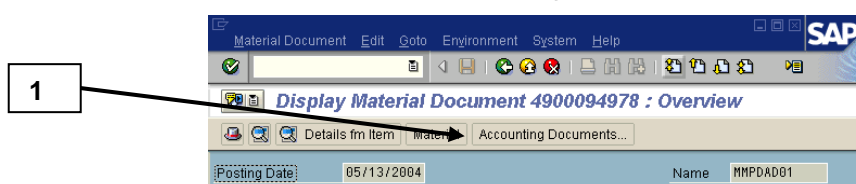
1. **Goods Receipt:** This movement type posts a receipt for goods or materials. A goods receipt can occur for stock items, non-stock items, and services. The receipt must be entered immediately after the delivery of the material to ensure that stock is available when needed, financial records of the 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 (Return)**
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 PDAD):** created from a program that's run by Allegiance personnel 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 (RE (reversal) Goods Issue PDAD):** created for a reversal of movement type 921.

Material Documents (cont.)

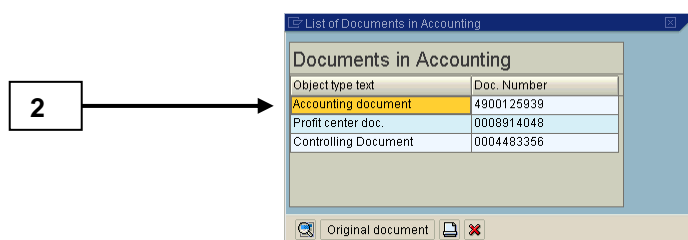
- **201 (Goods Issue for Cost Center):** created for a manually entered goods issue in response to a reservation request by an end-user.
- **202 (RE (reversal) Goods Issue for Cost Center):** created for a reversal of movement type 201.

From the material document (the original document):

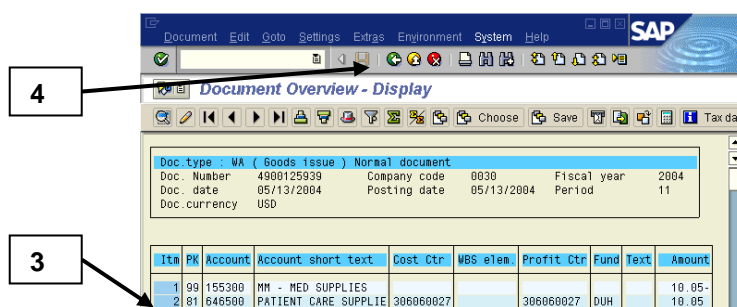
To view the detailed expenses by Cost Center:



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




2. On the *List of Documents in Accounting* box, double-click on the **Accounting document** or corresponding number to display

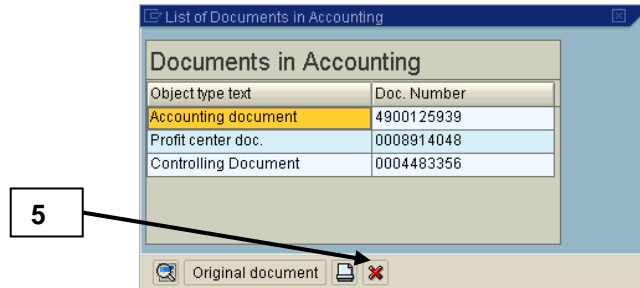



3. On the *Document Overview – Display* screen (above), review the line item charges that correspond to your cost center.

*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.*

Material Documents (cont.)

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



- Click on the  **Cancel** button to close the *List of Documents in Accounting* screen and return to the material document.

Internal Orders (Work Orders)

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.

Layout: /DUKE Transaction Detail
 Cost Center: 303017508 HOSPITAL SOUTH...
 COarea currency: USD US Dollar
 Posting Date: 07/01/2002 to 05/30/2004

P...	Doc. Date	Year	Cost Center	Cost El...	Costelement name	Σ	Value COCurr	Name	RetDocNo
2	05/06/2003	10	2003	303017508	681070	M&R-BLDG REPAIR/GEN	186.28		102653
2	05/06/2003		2003			M&R-BLDG REPAIR/GEN	19,989.30		102659
2	05/06/2003		2003			M&R-BLDG REPAIR/GEN	4,891.97		102700
2	05/04/2004		2004			M&R-BLDG REPAIR/GEN	2,962.05	CTR DUKE/303017508	199269
2	05/04/2004		2004			M&R-BLDG REPAIR/GEN	19,279.46	CTR DUKE/303017508	199275
2	05/04/2004		2004			M&R-BLDG REPAIR/GEN	4,085.18	CTR DUKE/303017508	199312
							51,394.24		
2	06/03/2003	11	2003		681070	M&R-BLDG REPAIR/GEN	15,905.90		
2	06/03/2003		2003			M&R-BLDG REPAIR/GEN	2,458.88		
2	06/01/2004		2004			M&R-BLDG REPAIR/GEN	13,981.34	CTR DUKE/303017508	
2	06/01/2004		2004			M&R-BLDG REPAIR/GEN	3,786.89	CTR DUKE/303017508	
							36,133.01		
2	07/09/2003	12	2003		681070	M&R-BLDG REPAIR/GEN	1,764.65		117507
2	07/09/2003		2003			M&R-BLDG REPAIR/GEN	11,076.88		117512

Document displayed in drill-down from a Line Item Report - provides Internal Order Reference number for more research via the Internal Order Actual/Plan/Variance Report

Doc. no.	Settle. per	Setl. year	Created on	Rev	Revd doc.	RVD	SmtNo	Postg Date	Ast. val. dt	Short text: Sender
199269	10	2004	05/04/2004				3	05/02/2004		RESURFACE THE PATIENT SHOWER FLOORS

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

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):

Selection values	
Controlling Area	DUKE
Fiscal Year	2004
From Period	1
To Period	12
Plan Version	0


Selection groups	
Order Group	
Or value(s)	to
Cost Element Group	
Or value(s)	to

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*).

Internal Order Report (Cont.)

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) to select all the Internal Orders belonging to a certain group or division. This option will be used more by central areas.*

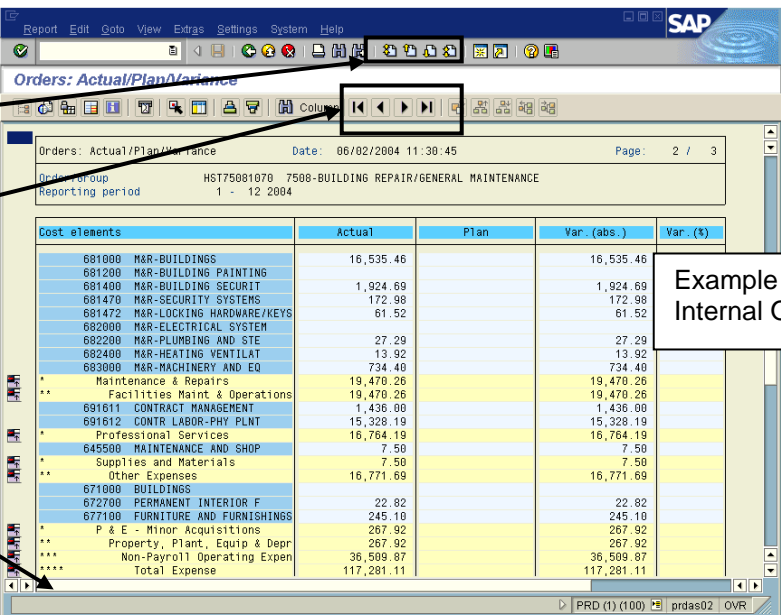
6. Enter a value(s) in **ONE** of the two fields, Cost element group or Or value(s), as outlined below:

- 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).

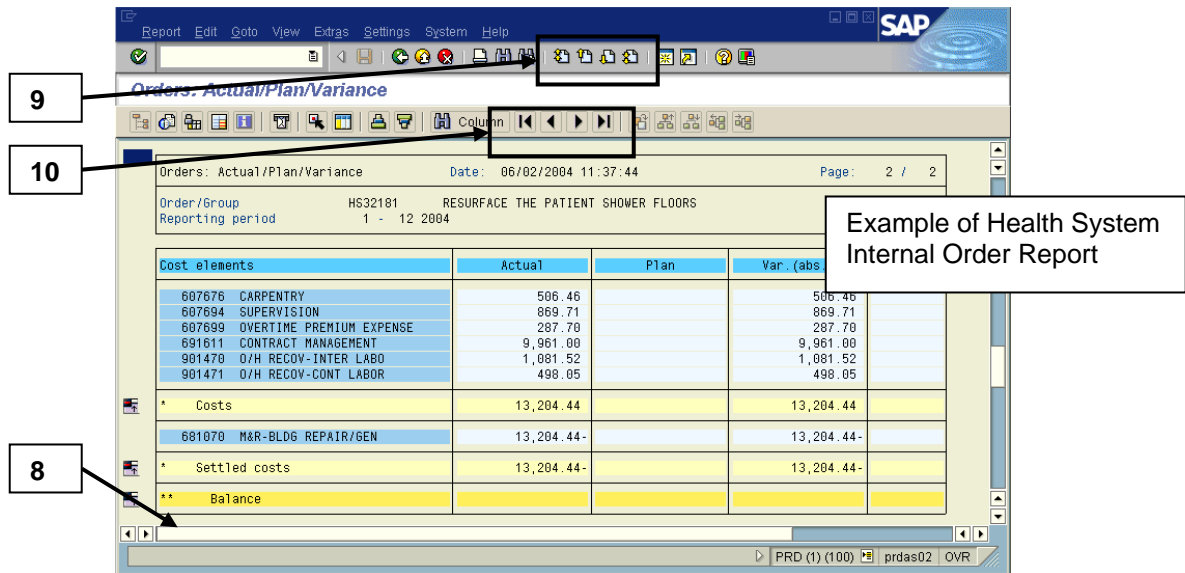
7. Click the  **Execute** button (F8) to display the *Orders: actual/plan/variance: Result* report. (see below and next page).



Example of University Internal Order Report

Cost elements	Actual	Plan	Var. (abs.)	Var. (%)
681000 M&R-BUILDINGS	16,535.46		16,535.46	
681200 M&R-BUILDING PAINTING				
681400 M&R-BUILDING SECURIT	1,924.69		1,924.69	
681470 M&R-SECURITY SYSTEMS	172.98		172.98	
681472 M&R-LOCKING HARDWARE/KEYS	61.52		61.52	
682000 M&R-ELECTRICAL SYSTEM				
682200 M&R-PLUMBING AND STE	27.29		27.29	
682400 M&R-HEATING VENTILAT	13.92		13.92	
683000 M&R-MACHINERY AND EQ	734.40		734.40	
* Maintenance & Repairs	19,470.26		19,470.26	
** Facilities Maint & Operations	19,470.26		19,470.26	
691511 CONTRACT MANAGEMENT	1,436.00		1,436.00	
691512 CONTR LABOR-PHY PLNT	15,328.19		15,328.19	
* Professional Services	16,764.19		16,764.19	
645500 MAINTENANCE AND SHOP	7.50		7.50	
* Supplies and Materials	7.50		7.50	
** Other Expenses	16,771.69		16,771.69	
671000 BUILDINGS				
672700 PERMANENT INTERIOR F	22.82		22.82	
677100 FURNITURE AND FURNISHINGS	245.10		245.10	
* P & E - Minor Acquisitions	267.92		267.92	
** Property, Plant, Equip & Depr	267.92		267.92	
**** Non-Payroll Operating Expen	36,509.87		36,509.87	
***** Total Expense	117,281.11		117,281.11	

Internal Order Report (Cont.)



Note: This report contains **HORIZONTAL pages** (screens to the right containing quantity or other columns). One screen contains the **hours billed** that support the actual amounts.

8. To view the rest of the amount columns (**Abs. variance** and **Var %**) on the first page/screen of this report, use the **horizontal scroll bar** located toward the bottom of the screen.
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
 - First page (Ctrl+F7)** to return to the first horizontal page to the left (original screen of report).

Internal Order Report (Cont.)

To drill down and view more details for Internal Orders:

Cost elements	Actual	Plan	Var. (abs.)	Var. (%)
607676 CARPENTRY	506.46		506.46	
607694 SUPERVISION	869.71		869.71	
607699 OVERTIME PREMIUM EXPENSE	287.70		287.70	
691611 CONTRACT MANAGEMENT	9,961.00		9,961.00	
901470 O/H RECOV-INTER LABO	1,081.52		1,081.52	
901471 O/H RECOV-CONT LABOR	498.05		498.05	
* Costs	13,204.44		13,204.44	
681070 M&R-BLDG REPAIR/GEN	13,204.44-		13,204.44-	
* Settled costs	13,204.44-		13,204.44-	
** Balance				

- Double click anywhere on the line (row) of the desired **Cost element** to access a line item report showing the Internal Order charges in more detail.

Note: Click on the desired option on the **Choose Report** dialog box (e.g. **Orders: Line Items Actuals**). Once in the line item report, review the columns of information available.

- Continue to double click on desired line items to view the original or supporting documents.
- 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.

To exit the report when ready:

- Click on the **Exit** button (**Shift+F3**) until the initial R/3 screen is displayed.