




New Feature: Viewing Attached Images of Invoices for SAP Accounts Payable Documents

Overview:

All invoices and check requests processed by the Accounts Payable (AP) department are scanned and the image is attached to the payment related documents in SAP. You are able display a scanned copy of an invoice for all AP payment related documents in SAP, including but not limited to Document Types RN, KN, YD, ZN, ZT and WE.

This enhancement allows you to view the invoice in a PDF format and print a copy, if needed. You no longer need to contact the Accounts Payable department and wait for them to send or fax you a copy of the invoice or check request form.

The ability to display scanned invoices is not retroactive for those invoices processed prior to the addition of this new feature. Payments that are handled by other areas and fed to SAP through Accounts Payable do not have this new feature at this time.

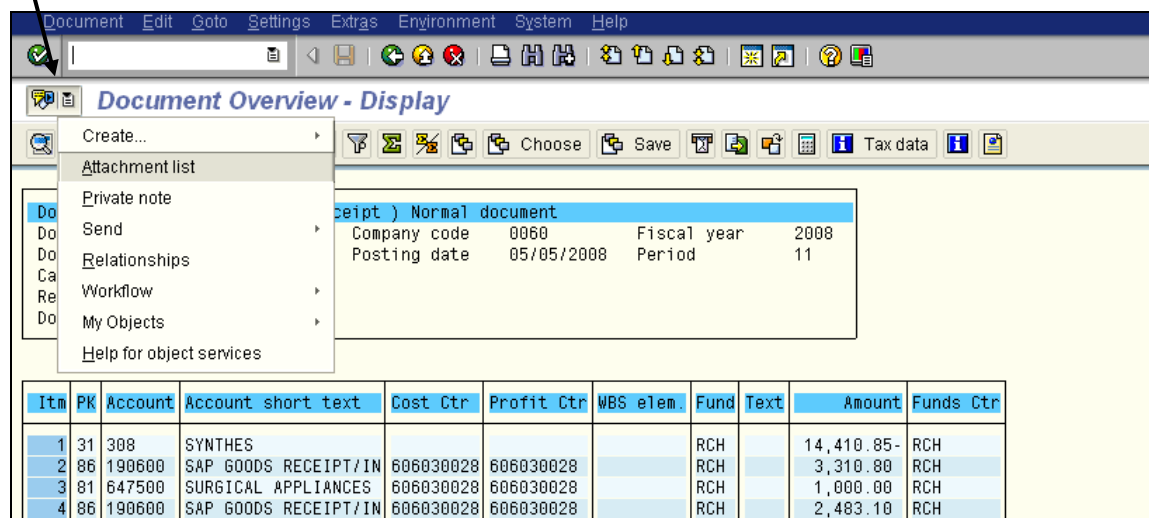
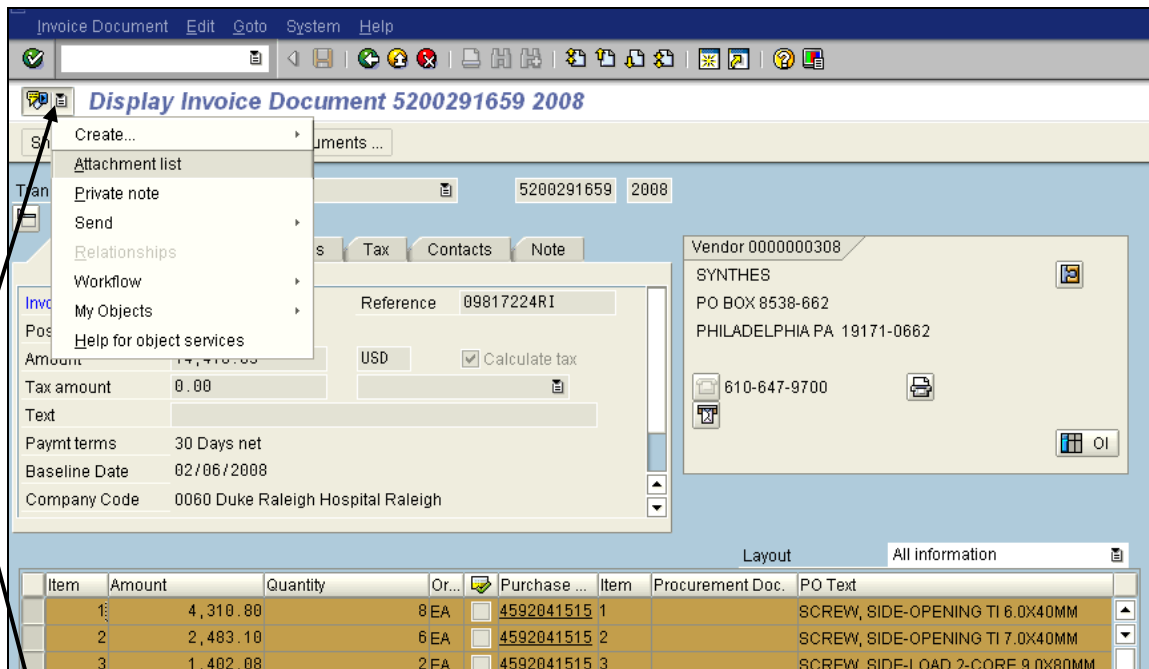
The steps outlined in this guide cover how to use the  **Services for Objects** button from various screens to display and print the scanned invoice, along with a few other options for scanned invoices. This button is available on the original and supporting accounting documents for AP Documents, as well as other documents related to invoice payments and goods receipt material documents, as applicable.


For MAC users, the steps for opening the attached image of the invoice are the same. However, there are different functions available depending on the web browser used to open the image. The **MAC supplement** on the last pages of this guide **outlines the various web browsers options and the difference in the functions available**.

As a review, the Accounts Payable documents can be displayed from the drill-down of a report or using the FI Document Display transaction in SAP. For those who work with Journal Entries (i.e., Journal Vouchers), the steps to display the scanned invoices are similar to those to display attachments for Journal Entries.

To View Scanned Invoices for Accounts Payable Documents

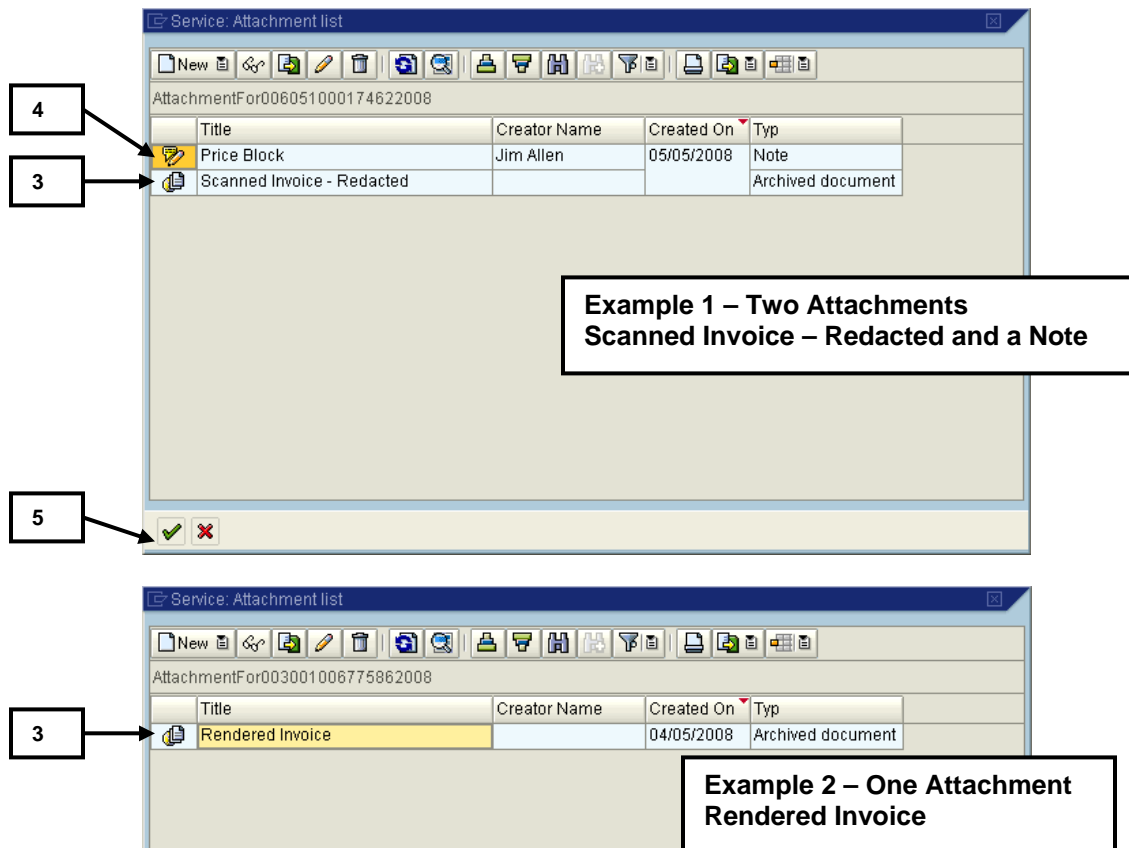
From either the *Display Invoice Document* screen (pertains to types such as RN or ZN) or from the *Document Overview – Display* (the Accounting Document which pertains to all types):



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.

To View Scanned Invoices (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 per below:

- **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.*

4. In 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 file, click on the  **Continue** button to close the **Service: Attachment list** window and return to the posted AP document.





To View Scanned Invoices (cont.)

Once a scanned invoice attachment is opened in the web browser, review the details and use the options below (MAC users: see the MAC supplement on the last pages for the various browser options):

The screenshot shows a Microsoft Internet Explorer window displaying a scanned 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 invoice is titled "INVOICE" and includes the Synthes logo. The header information includes "Inquiries To: SYNTHES (USA)" and "1302 Wrights Lane East • West Chester, PA 19380". The "TO ORDER, CALL TOLL FREE: (800) 523-0322" is also present. The invoice is addressed to "Duke University Health System, Inc dba: Duke Health Raleigh Hospital" at "324 Blackwell Street, Washington Bldg Box 104131, Durham NC 27708-0001". The "SHIP TO" address is "Duke Health Raleigh Hospital, Attn: Craig Browning, 3400 Old Wake Forest Road, Raleigh NC 27609-7317". The invoice includes a table with columns for CUSTOMER NO., ORDER DATE, PURCHASE ORDER NO., SHIP DATE, ORIGINAL INVOICE NO., INVOICE NO., and INVOICE DATE. The invoice also includes a table with columns for CMF SALES NO., SUSA SALES NO., SPINE SALES NO., and SHIP VIA. The main body of the invoice is a table with columns for ITEM NO., QUANTITY ORDERED, QUANTITY SHIPPED, QUANTITY BACK ORDERED, QUANTITY CANCELLED, DESCRIPTION, UNIT PRICE, and EXTENDED PRICE. The invoice is dated 02/06/08 and has a version of May 5, 2008 2:30:02 PM. The report is titled "2FIAP_INV" and the section is "5213". The page is "Page 1 of 1". The PDF toolbar is visible at the top of the document, with callouts 6 through 12 pointing to various icons and the toolbar itself.



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

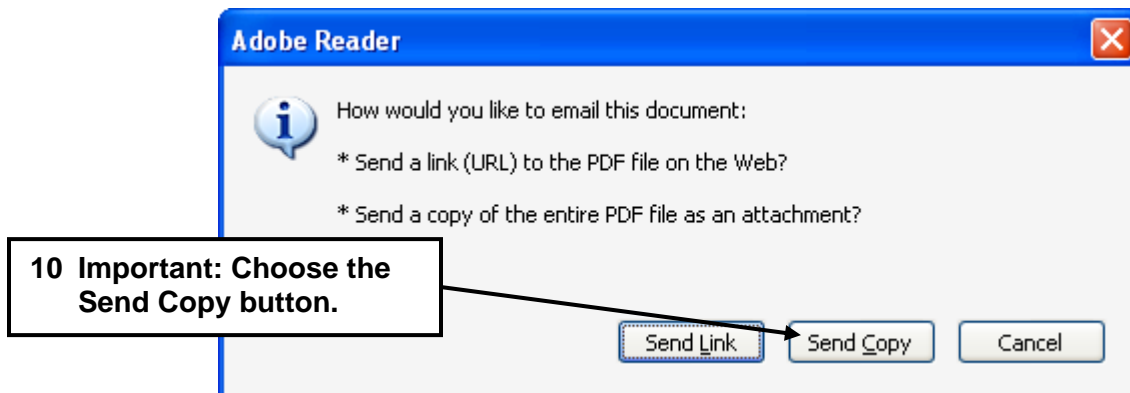
To View Scanned Invoices (cont.)



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**.
 - In the resulting window, click on and select **More Tools**.
 - Scroll down and **click in the box beside the**  **Email icon to select this icon.**
 - Click **OK** to close the window and display 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 (second/bottom bar at the top of the screen).



- 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 as this function is not currently available).**
 - Once the new email is open, note that the PDF file is attached at the bottom, edit any text and add your message, then send the email with the attachment.
11. Use the  **Close Document** icon or use the  **Close** icon for the web browser to return to SAP (to the Services Attachment list window and ultimately the posted AP document).

To View Scanned Invoices – MAC Supplement

Supplement for MAC users regarding the display of AP invoice images in the various web browsers:

Note: This supplement is for MAC users to outline the different 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

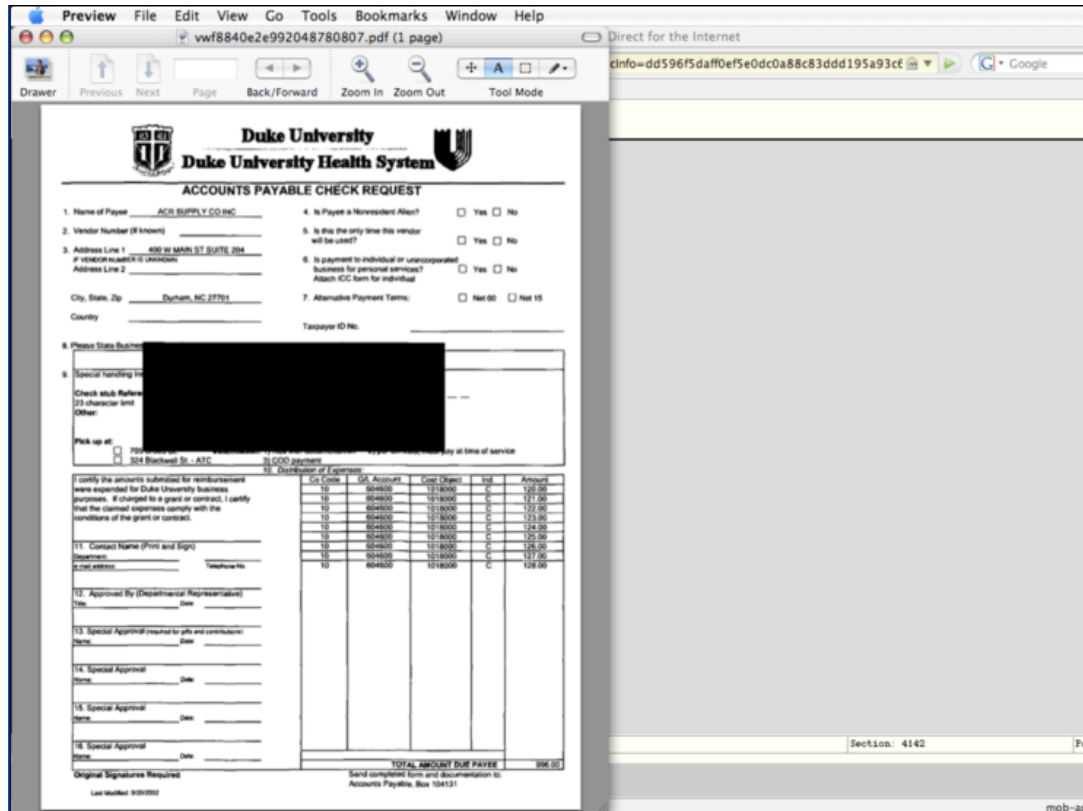
The screenshot shows the Apple Safari web browser interface. The address bar displays the URL: <https://mob-app-dev-01.oit.duke.edu:8443/ddrint/servlet/ddrint?secinfo=dd596f5daff0>. The browser window shows a form titled "Duke University Health System ACCOUNTS PAYABLE CHECK REQUEST". The form includes fields for Name of Payee (ACR SUPPLY CO INC), Vendor Number, Address Line 1 (400 W MAIN ST SUITE 204), Address Line 2 (IF VENDOR NUMBER IS UNKNOWN), City, State, Zip (Durham, NC 27701), Country, and checkboxes for "Is Payee a Nonresident Alien?", "Is this the only time this vendor will be used?", "Is payment to individual or unincorporated business for personal services?", and "Alternative Payment Terms". A large black redaction box covers the "Please State Business" and "Special handling instructions" sections. The footer of the form displays "Report: ZFIAP_INT3", "Version: Mar 12, 2008 6:49:23 PM", "Section: 4142", and "Page 1 of 1".

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

12. 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.).

To View Scanned Invoices - MAC Supplement (cont.)

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



14. 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.