Experimental Subject Payments (ZK)

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

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

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

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

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

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

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

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

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

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

Key Pieces of Information

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

2. **Document number, Company code,** and **Fiscal Year** = assigned SAP document number for the company code’s set of books. All three fields help to identify the document in the system.

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

4. **Posting date and Period** = the date and fiscal period that the expense was posted to the ledger (and appears on financial statements).
5. **Ref. doc. = First and last name of payee** or reference data including last name of payee plus the approval date from the travel and reimbursement forms.

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

7. **First line item (Itm 001) = the vendor /payee line.**
   - The **PK** (posting key) = **31** (payment/credit), **21** (credit memo/debit), NOT a **40** (debit) or **50** (credit).
   - The **Acct** (account) = the SAP vendor account number assigned to the payee rather than a G/L account like other line items. Employees and students on the Duke payroll will be assigned a unique 10 digit vendor account number which begins with 8, while payees not on the Duke payroll will have a generic number assigned that is labeled “1 Time Vndr – Non Employee” or “One Time Student”.
   - The **Account short text** = If the payee is an employee or student on the payroll, then the text contains the payee’s name (name of vendor account). If the payee is not on the payroll, then the text reads “1 Time Vndr – Non Employee Exper”. The text is NOT the G/L account description like other line items.
   - The **Text** = reference information about the experimental subject payment as provided for the check stub message by the department, such as the payee name, name of the study or brief description of experiment, and date of experiment.

8. **To vertically scroll** through the invoice, click on the
   - **First Page (Ctrl+Page up)** to scroll to the top cover page.
   - **Next Page (Page down)** to scroll to the next page.
   - **Previous Page (Page up)** to scroll to the previous page.
   - **Last Page (Ctrl+Page down)** to scroll to the last page.
Experimental Subject Payments (cont.)

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

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

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

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

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

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

3. Click on the Enter button when ready to display the Display Document: Line Item 001 screen (see below).
4. The vendor field will display one of the following:
   - Either **One Time Vendor**… or **One Time Student** if payee is not on Payroll
   - Or the **payee name and address that defaults from Payroll**
     (usually the address associated with the payroll clerk where paychecks are distributed).

5. **Information like “Line item 1/ Invoice/ 31”** = link to the previous screen for the line item drilled down upon, including the line item number, the type of document (invoice), and the posting key (31 for an invoice).
6. **Amount** = the amount paid on the check.

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

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

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

8. **Clearing** = two fields outlined per below:

   - If the clearing field boxes do not exist or do not appear on the screen, then the check has not been issued or direct deposit has not been made. Transactions are posted to G/L Accounts on SAP reports on a daily basis as entered into the system. Payments are processed (via direct deposit or check) on Monday, Wednesday, or Friday of each week.

   - If the fields are displayed, the first field indicates the **date the check was issued or the date the direct deposit was sent to the bank** (the actual day of deposit will be 1-2 workdays later).

   - If the fields are displayed, the second field is the **clearing document number** (not the check number; steps for finding the check number are outlined on the next pages).

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

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

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

   ![Display Check Information](image)

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

   **Check encashment:** This field contains the date the check was cashed by payee per bank records.

   *Note:* Click on [Back] button to return to Document Overview - Display screen.
From the Accounting document (Document Overview - Display) screen:

View Header Information for the Entire Document

1. Click on the Document header button.

2. Review the fields of information.

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

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