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

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

These Document Types are outlined in more detail below:

- **Document Type KN** is scanned and posted into SAP by Corporate Accounts Payable and typically is a payment for utilities or patient refunds.

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

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

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

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

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

- The supporting accounting document created when Corporate 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 documents for a Document Type KN, YD, or YM have 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):

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Doc. Date: 04/23/2016</td>
<td>Posting Date: 04/01/2016</td>
<td>Period: 12</td>
<td>7 Not shown</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

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

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Doc. Date: 04/02/2016</td>
<td>Posting Date: 04/01/2016</td>
<td>Period: 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doc. Item: IMPACT.05.27.2016</td>
<td>IMPACT.05.27.2016</td>
<td>IMPACT.05.27.2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item PK: 2945</td>
<td>Item PK: 4014974</td>
<td>Item PK: 4014974</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account: PEKIX CORP</td>
<td>Account: DUKEMEDICAL CENTER</td>
<td>Account: DUKEMEDICAL CENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account short text:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ctr: 1091000</td>
<td>Cost Ctr: 4014974</td>
<td>Cost Ctr: 4014974</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profit Ctr:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM: 10.20</td>
<td>AM: 10.20</td>
<td>AM: 10.20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Key Pieces of Information

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

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

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

3. **Document date** = the date of the invoice.

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

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

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

7. **Doc. Head. Text (if displayed)** = general text that varies by vendor, pertains to all lines of the document, and prints on the check.
8. **First line item (Itm 001)** = the vendor invoice line (see note below).
   - The PK (posting key) = **31** (invoice), **21** (credit), **NOT a 40 (debit)** or **50** (credit).
   - The Acct (account) = the SAP vendor account number.
   - The **Account short text** = a vendor name (Ex. Federal Express) for line item 001 rather than the G/L account name for other line items.

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

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

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


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

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

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

3. Click on the Continue button to return to the Display Document: Overview screen when ready.
See if a Check Was Issued and View the Payment Information

Note: In rare cases, a direct deposit may have been made to a vendor versus a check.

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

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

2. Review the data displayed on the Display Document: Line Item 001 screen and refer to the Research for Invoices/Check Payments section of the Guide for the details of how to display the check information.
View the Scanned Invoice Attachment
From an Invoice Accounting document (Display Document: Overview) screen:

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