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

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

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

These Document Types are outlined in more detail below:

- **RN - Net Invoice Receipt References Purchase Order** = an invoice from a vendor which references a Purchase Order number and links to the Purchase Order document. This document type includes Framework Orders with an overall limit to spend and multiple payments of varying amounts posted against the Purchase Order.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**Top right section / vendor information:**

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

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

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

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

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

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

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

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

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

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

18. **Item** = the item number per the Purchase Order.

Note: The columns are displayed based on the **Layout** chosen (**All information** in this example) and can be changed as needed per next step. In addition, the **columns can be sized** (place cursor between columns to get the black double sided arrow symbol, then drag and release when desired size is reached).
19. **PO Text** = the description for each line item invoiced for the referenced purchase order.

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

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

   ![Vertical Scroll Bar](image)

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

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

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

4. Review the data displayed on the Display Document: Line Item 001 screen and refer to the 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 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.
View the Referencing Purchase Order for an Invoice Item

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

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

3. Follow the steps in the Purchase Order section of this Guide to view other supporting documents and screens, such as:

   - Entire Purchase Order Overview:  
     ![Overview button]

   - Invoice Receipt or Goods Receipt:  
     ![PO History button]

   - Unloading Point and Goods Recipient:  
     ![Account Assignments button]

   - Referencing requisition (DUHS ONLY):  
     Environment → Purchase requisition.

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