The Accounts Payable Check Request (Document Type ZT) and Tuition Grant (Document Type ZQ) are accounting documents that contain the debits and credits for the check payment. Accounts Payable Check Requests are processed electronically in the Duke@Work portal and interface with SAP upon final approval. Tuition Grant payments to the school or employee for a child’s taxable tuition are manually entered into SAP by Corporate Payroll Services from a PDF file attached to an email request sent by Benefits Administration.

Both of 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.

**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., ZT = Accounts Payable Check Request). 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 if applicable, date of the service if that can be determined OR the approval date on the form.
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.** = 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 = YYMMDD*) plus the first 5 digits of the vendor/payee name

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).
   
   *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 SAP 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 Corporate Accounts Payable for **Document Type ZT** (AP Check Requests) to indicate instructions such as a contact name and number for the person who will pick up the check from Corporate Accounts Payable, if applicable. This field contains the name of employee whose child is receiving the tuition grant for **Document Type ZQ** (Tuition Grant).
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.
See if a Check Was Issued and View the Payment Information

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.

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

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

4. **Vendor account number, vendor payee name, and address** (may contain *One Time Vendor* as name).

5. **Amount** = the amount of the payment for this check request.

6. **Payt Terms** = the Net Payment Terms (for example N30 = 30 days to pay vendor from the date of the vendor’s invoice) – may not be displayed if not a payment for an invoice.

7. **Bline date** = the date of the vendor’s invoice if applicable which serves as the baseline to calculate the invoice due date OR the date in this field could be the approval date on the check request form.

8. **Pmnt Block** = an indicator if the payment has been blocked for some reason.

11 **Clearing (two fields):**
If the fields are present, then a payment has been processed - See “Clearing field” on next page.
9. **Pmt Method** field = A field to indicate the method of payment. For example, a blank field indicates the payment was part of a regular check run processed and distributed through the bank. If the field is populated with an “H” or an “I” that indicates the checks were part of an onsite check run and will be available for pick-up as indicated in the Text field below.

10. **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).

11. **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 **payment has not been issued**.
   - If the clearing fields are displayed, the **fields indicate that a payment has been issued**. 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).

12. **Text** = used internally by Corporate Accounts Payable for **Document Type ZT** (AP Check Requests) to indicate instructions such as a contact name, email, or number for the person who will pick up the check from Corporate Accounts Payable, if applicable. This field contains the name of employee whose child is receiving the tuition grant for **Document Type ZQ** (Tuition Grant).
13. To view the check number (if applicable / not an EDI direct deposit), follow the menu path: Environment → Check Information.

14. Refer to the Research for Invoices/ Check Payments section of the Guide for more on the check information fields displayed.
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.