

ZAP_ENTRY Transaction

GENERAL INFORMATION:

- Transaction Name: **ZAP_ENTRY - Invoice/Credit Memo Entry**
- Menu path: **Accounting > Financial Accounting > Accounts Payable > Document Entry**
- Initial selection screen to choose invoice type:

Non-PO Invoice Entry

Select type of Invoice:

Standard Invoice 85 Contract Invoice/T-27 with Contract

Standard Credit Memo 85 Contract Credit Memo

Miscellaneous Reimbursement T-27 without Contract

Moving Allowance

Company Code:

- Two tabs instead of 5-6 tabs (all required data fields appear on first tab):

Standard Invoice Entry

Tree off Document Park Attach and Complete Simulate Complex posting Editing options

Tree C. Transactn Invoice

Account assignment templates for Complete documents

- 12345 08/0
- 12345 08/0
- 12345 08/0
- 1531456 08/0
- 3534543 08/0
- 987655 08/0

Parked documents

- 123456 08/0

Basic Data Payment/Withholding Tax

Vendor Payee

Invoice date Invoice Nbr

Posting Date 08/05/2015 Assignment

Document Type KN (Net vendors) Co Code UT University of Tennessee

Amount Discount

Remittance Text

IRIS DocHdr Txt

Document Number

- Recommend using the Tree (similar to FV60)
 - **Complete documents folder** = lists documents not yet posted
 - **Parked documents folder** = lists documents entered but not saved as complete
 - Documents are listed by IRIS document number and by invoice number from the paper invoice.
 - To keep the Tree on:
 - Complete a document entry with the Tree turned on.
 - After that, the screen will open with the Tree on.
 - To turn the Tree off:
 - Complete a document entry with the Tree turned off.
 - After that, the screen will open with the Tree off.

NOTE: Documents with Complex Posting do not show up in the tree.

- 'Payee' field:
 - Type in 'Vendor', 'Invoice date', and 'Invoice Nbr' and then press **Enter**.
 - If no 'Payee' is available, the field will disappear.
 - If the 'Payee' field remains:
 - Click in the field and then click the **Search Help**.
 - Then double-click to select the 'Payee'.

- 'Invoice Nbr' field = 'Credit Memo Nbr' field = 'Petty Cash Ref' field = 'Reference' field
 - Title of field changes in **ZAP_ENTRY** depending on document type selected
- 'Assignment' field = 'Contract Nbr' field = 'Last 4of SSN' field
 - Title of field changes in **ZAP_ENTRY** depending on document type selected
 - Optional (unless specified for particular document type)
- 'Discount' field: *****Only available for particular document types.*****

- Enter dollar amount of discount
- Enter full amount of invoice (without removing discount) in the "Amount" fields in both the header and the distribution table.
- Text fields:
 - "Remittance Text" will print on check remittance or appear in email remittance to vendor.
 - "IRIS DocHdr Txt" will appear in IRIS display transactions (FBV2 & FB02)
 - G/L line item "Text" will appear on financial reports and ledgers
- 'Order' and 'Earmarked funds' fields available in distribution table
- "Workflow Notes" section at bottom of screen
 - Notes for approvers during workflow only = disappear after approval
 - To add information permanently, you can choose either of these methods:
 - Enter using **Extras > Document Texts**
 - Add as attachment(s)

Standard Invoice Entry

 Tree off
  Document
  Park
  Attach and Complete
  Simulate
  Complex posting
  Editing options

- **Entering Documents and Adding Attachments:**
 Supporting document (type depends on what you are processing) must be attached to each entry. Attachments may be original documents scanned and saved as PDF files, Word documents, or Excel spreadsheets.

Two methods to choose from in ZAP_ENTRY:

**** You can also **Park** the documents and use **FBV2** to add attachments later.****

- Buttons:
 - Have the files of scanned (and any other) supporting documents ready.
 - Enter the document data and then click  Park .
 - ***It's a good practice to write the document number on the invoice.***
 - Click  Document (document number still visible on screen)
 - Click  Attach and Complete to open the attachment pop-up window.
 - Double-click document type to be attached
 - Navigate to file
 - Double-click to select file
 - Add text for 'Description' of attachment
 - Click green check to attach selected file and save document as

complete

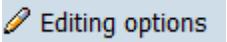
- Message at bottom of screen confirms document saved as complete.
- **Dropdown Menus:** *****This method must be used during Complex Posting*****
 - Have the files of scanned (and any other) supporting documents ready.
 - Enter the document data and then select **Document > Park**.
 - Write the document number on the face of the original invoice.
 - Select **Document > Change** (document number still visible on screen)
 - Click  (**Services for Object**) and choose **Create > Store business document** to open the attachment pop-up window.
 - Double-click document type to be attached
 - Navigate to file
 - Double-click to select file
 - Add text for **Description** of attachment
 - Click green check to attach selected file
 - Select **Document > Save as Completed** to save document as complete.
 - Message at bottom of screen confirms document saved as complete.
- What if you exit the parked document before you add the attachment and mark it complete? If clicking  **Document** on the **ZAP_ENTRY** screen does not open the parked document you need to attach to, there are two methods that you can use to access the parked document and add attachments:
 - Use **ZAP_ENTRY** transaction: *****only if no Complex Posting*****
 - Click  to ensure the parked document appears in the Tree under "Parked Documents".
 - Double-click the invoice number to open the document in "Change" mode.
 - Click  **Attach and Complete** and then proceed as directed for the "Buttons" method described previously.
 - Use **FBV2** transaction:
 - Enter the document number written on the face of the invoice to open the document in "Change" mode.
 - Click  (**Services for Object**) and then proceed as directed for the "Dropdown Menus" method described previously.

INVOICE/DOCUMENT PAYMENT SCREENS:

Document type will be more important with the addition of this new transaction because all invoices and all credit memos will have the same document number range. You will also need the document type to differentiate among the documents.

- Document number ranges:
 - 24... = all types of invoices, misc reimbursement, moving allowance, and T-27
 - 17... = all credit memos
- Document types:
 - KN = standard invoice
 - KG = standard credit memo
 - ZU = miscellaneous reimbursement
 - Z4 = moving allowance
 - ZZ = 85 contract invoice or T-27 with contract
 - Z3 = 85 contract credit memo
 - Z2 = T-27 without contract

A. "Standard Invoice" - Document Type KN

- 'Invoice Nbr' field instead of 'Reference' field
- Attach scanned copy of the original invoice
- Also attach any required supporting documentation such as the required information for an entertainment invoice, etc.
- If you do not have the Park icon  you must click on Edition Options  and uncheck "Documents must be complete for parking" Documents must be complete for parking and save the change .

Green arrow back to the main page.

Standard Invoice Entry

Tree off Document Park Attach and Complete Simulate Complex posting Editing options

Tree C. Transactn Invoice

Account assignment templates for
Complete documents
Parked documents
123456 08/05/2015

Basic Data Payment/Withholding Tax

Vendor Payee
Invoice date Invoice Nbr
Posting Date 08/05/2015 Assignment
Document Type KN (Net vendors) Co Code UT University of Tennessee
Amount Discount
Remittance Text
IRIS DocHdr Txt
Document Number

B. "Standard Credit Memo" - Document Type KG

- Must begin entry in 'Credit Memo Nbr' field with "CM"
- Attach scanned copy of original credit memo

Credit Memo Entry

Tree off | Document | Park | Attach and Complete | Simulate | Complex posting | Editing options

Tree: Account assignment templates fo, Complete documents, Parked documents, 123456

Transactn: Credit memo

Basic Data | Payment/Withholding Tax

Vendor: [] Payee: []
Document date: [] Credit Memo Nbr: []
Posting Date: 08/05/2015 Assignment: []
Document Type: KG (Vendor credit m... Co Code: UT University of Tennessee
Amount: [] Discount: []
Remittance Text: []
IRIS DocHdr Txt: []
Document Number: []

C. "Miscellaneous Reimbursement" - Document Type ZU

- 'Vendor' field should be the employee's "4..." vendor number.
 - You can use the Matchcode to look up the "4..." vendor number using the employee's personnel number.
 - If the person to be reimbursed does not have a "4..." vendor number, use "TRAVEL" as the vendor code and enter payee information using **ALL CAPS**.
 - If a petty cash custodian is submitting the request to replenish the petty cash account, the custodian's "1..." vendor number should be used.
- 'Petty Cash Ref' field must be 'PC-LASTNAME' using the payee's last name.
- Attach receipts that have been scanned and saved as a PDF file.

Miscellaneous Reimbursement Entry

Tree off | Document | Park | Attach and Complete | Simulate | Editing options

Tree: Account assignment templates fo, Complete documents, Parked documents, 123456

Transactn: Miscellaneous Reimbusem...

Basic Data | Payment/Withholding Tax

Vendor: [] Payee: []
Document date: [] Petty Cash Ref: []
Posting Date: 08/05/2015 Assignment: []
Document Type: ZU (Misc Reimb Req... Co Code: UT University of Tennessee
Amount: []
Remittance Text: []
IRIS DocHdr Txt: []
Document Number: []

D. "Moving Allowance" - Document Type Z4

- There is a new one-time vendor, MOVEALL, to be used with Moving Allowances. Use MOVEALL as the vendor number - this default entry cannot be changed.
- Enter invoice date in 'Document Date' field.
- Type 'LASTNAME, FIRSTNAME' in the 'Reference' field.
- Type last 4 digits of the individual's SSN in the 'Last 4of SSN' field.
- Press **Enter**.
- "Address and Bank Data" pop-up window will appear. Enter payee information using **ALL CAPS** and then click **Continue**.
- 'Amount' to pay should be the amount **AFTER taxes deducted (NET amt)**
- Complete text fields.
- In the distribution table:
 - **446563 is the g/l code** and should not be changed. If this value is changed, the system will overlay the entered value with 446563 when you press **Enter**.
 - Enter the cost center/WBS element to be charged (from the T-5). This entry will drive Workflow.
- Attach T-5 form plus letter accepting offer to pay moving allowance.

Moving Allowance Entry

Tree off | Document | Park | Attach and Complete | Simulate | Editing options

Tree: C. Transactn Moving Allowance Bal. 0.00

Account assignment templates for
Complete documents
Parked documents
123456 08/05/2015

Vendor: MOVEALL

Document date: 08/01/2015 Reference: 1432245

Posting Date: 08/05/2015 Last 4of SSN: 4136

Document Type: Z4 (Moving Allowan... Co Code: UT University of Tennessee

Amount:

Remittance Text:

IRIS DocHdr Txt:

Document Number:

Vendor Address: MOVEALL

1 Items (Screen Variant : UT Parked Invoices 0100)

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Cost center	Order
✓	446563	SPECIAL CO.	Debit					
			Debit					

E. "85 Contract Invoice/T-27 with Contract" - Document Type ZZ

- Type invoice number in 'Invoice Nbr' field
- Valid "85" contract number required in 'Contract Nbr' field
- 'Remittance Text' field = **Required-enter dates of service and what service was performed**
- Attach scanned original invoice or T-27 form.

85 Contract Invoice Entry

Tree off Document Park Attach and Complete Simulate Complex posting Editing options

Tree C. Transactn 85 Contract Invoice

Basic Data Payment/Withholding Tax

Vendor Payee

Document date Invoice Nbr

Posting Date 08/05/2015 Contract Nbr

Document Type ZZ (85 Contract Invo) Co Code UT University of Tennessee

Amount Discount

Remittance Text

IRIS DocHdr Txt

Document Number

F. "85 Contract Credit Memo" - Document Type Z3

- Must begin entry in 'Credit Memo Nbr' field with 'CM'
- Valid "85" contract number required in 'Contract Nbr' field
- 'Remittance Text' field = enter dates of service and what service was performed
- Attached scanned original credit memo

Contract Credit Memo Entry

Tree off Document Park Attach and Complete Simulate Complex posting Editing options

Tree C. Transactn Contract Credit Memo

Basic Data Payment/Withholding Tax

Vendor Payee

Document date Credit Memo Nbr

Posting Date 08/05/2015 Contract Nbr

Document Type Z3 (Contract credit) Co Code UT University of Tennessee

Amount Discount

Remittance Text

IRIS DocHdr Txt

Document Number

G. "T-27 without Contract" - Document Type Z2

- Entry screen virtually the same as for "standard" invoice.
- Type invoice number in 'Invoice Nbr' field.
- **'Remittance Text' field = Required-enter dates of service and what service was performed**
- Attach T-27 form and copy of original invoice/request for payment.

"Complex Posting"

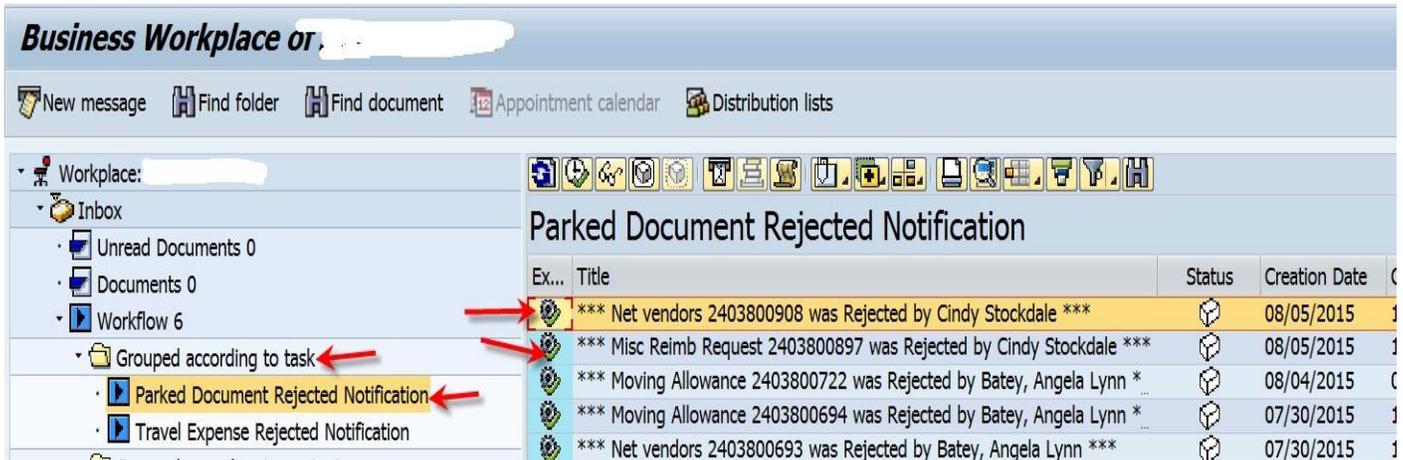
- **Complex posting** icon on the button bar, so you do not have to go to "Environment",
- You have to use the "Dropdown Menus" method for attachments.

NOTE: This data entry process has not changed. But follow the steps carefully. If not done in the correct order, the document will not be parked. A major difference is that an attachment is required before the document is saved as complete.

- Data Entry Process:
 - Have the files of scanned (and any other) supporting documents ready.
 - Enter the document data on the initial entry screen.
 - Click **Complex posting** to add the asset information.
 - Enter **PstKey = 70 Account = Asset number TType = 100**
 - For credit: Enter **PstKey = 75 Account = Asset number TType = 105**
 - Press **Enter**.
 - Enter 'Amount' plus any 'Assignment' or 'Text' information.
 - Then select **Document > Park** from the main menu bar.
 - *****You might want to write the document number on the invoice.*****
 - Select **Document > Change** (document number still visible on screen)
 - Click  (**Services for Object**) and choose **Create > Store business document** to open the attachment pop-up window and then add attachments.
 - Select **Document > Save as Completed** to save document as complete.
 - Message at bottom of screen confirms document saved as complete.

“What if my document is rejected?”

- Rejection notice will appear in your IRIS inbox:



- Highlight the document to be worked with and click the **Execute** icon:



- At the bottom of your screen there will be two options:

- To remove the item, click on “Acknowledge and remove from inbox”.
- If you want to leave it and work on it later, click on “Cancel and keep work item in inbox”.

NOTE: To keep the document number of the document that you want to work with visible, you might want to leave the item in your inbox until you have finished working with it.

Folder Find document Appointment calendar Distribution lists

0

ig to task
ent Rejected Notification
Rejected Notification
ig to content
ig to content type
ig to sort key

0

Parked Document Rejected Notification

Ex...	Title	Status	Creation Date	Creation Ti...	...	Att...
	*** Net vendors 2403800908 was Rejected by Cindy Stockdale ***		08/05/2015	14:38:32	5	
	*** Misc Reimb Request 2403800897 was Rejected by Cindy Stockdale ***		08/05/2015	14:36:35	5	
	*** Moving Allowance 2403800722 was Rejected by Batey, Angela Lynn *		08/04/2015	09:06:46	5	
	*** Moving Allowance 2403800694 was Rejected by Batey, Angela Lynn *		07/30/2015	16:37:20	5	
	*** Net vendors 2403800693 was Rejected by Batey, Angela Lynn ***		07/30/2015	16:36:25	5	

Tips & tricks: Display workflow relationships...

*** Net vendors 2403800908 was Rejected by Cindy Stockdale ***

Choose one of the following alternatives

Acknowledge and remove from inbox.

Cancel and keep work item in inbox

SAP QA2 (1) 300 qa2app2 OVR

- Go to **FBV2**, enter your document number and click on the green check mark or press **Enter**:

- Make needed changes and then click the "Save as Completed" icon:

NOTE: If there is a contract number associated with a rejected document, you will find it on the 'Details' tab in the 'Assignment' field.

NOTE: To be sure that a new workflow is started, add a period or some other notation to the 'Text' field on a G/L account line in the distribution table.

MISCELLANEOUS NOTES:

1. Invoices in foreign currency still need to be sent to the Treasurer's Office for processing.
2. Any type of TRAVEL invoice (hotel, car rental, for payment of travel expenses, etc) must be sent to the Treasurer's Office or campus/institute business office.
3. 1099K invoices should still be sent to Cindy Stockdale
4. **ZWF_HISTORY - Workflow History Report** - use to find when the document was submitted, who has it now, and when was it approved or rejected
5. If you are in the transaction, use the green arrow to go back to the selection screen. The yellow arrow will take you back to the main menu.
6. Make sure your users have substitutes set up.
To look-up substitutes go to ZAPPS, Enter Fund and check show substitutes.

The screenshot shows the SAP ZWF_HISTORY report configuration screen. It is divided into two main sections: Parameters and Responsibilities.

Parameters:

- Funds Center: [Empty text box]
- Fund: E050109 (A red arrow points to this field)
- User ID: [Empty text box]
- As of Date: 10/06/2015

Responsibilities:

- Department Head Approvers (A red arrow points to this option)
- Department Reviewers
- Show Substitutes (A red arrow points to this checkbox)
- Show Paper Approvers
- ABAP List Output Format
- ALV Grid Output Format