

Transaction Name: ZAP_ENTRY


Menu Path: Accounting>Financial Accounting>Accounts Payable>Document Entry

Initial Screen: Select Miscellaneous Reimbursement

Initial Invoice Entry

Non-PO Invoice Entry

Select type of Invoice:

<input type="radio"/> Standard Invoice	<input type="radio"/> 85 Contract Invoice/T-27 with Contract
<input type="radio"/> Standard Credit Memo	<input type="radio"/> 85 Contract Credit Memo
 <input checked="" type="radio"/> Miscellaneous Reimbursement	<input type="radio"/> T-27 without Contract
<input type="radio"/> Moving Allowance	<input type="radio"/> KA Vendor Document

Company Code:

Entering and parking a miscellaneous reimbursement:

Begin by selecting the employee's "4" vendor number. You can use the matchbox function to find the vendor number. The most accurate way to locate the employee's vendor number is to enter his or her personnel number in the personnel number field.

The screenshot shows the SAP 'Miscellaneous Reimbursement Entry' interface. The main window has tabs for 'Basic Data' and 'Payment/Withholding Tax'. A red arrow points to the 'Vendor' field in the 'Basic Data' section. Below this is a table with columns: S..., G/L acct, Short Text, D/C, Amount in doc.curr., Assignment, and Text. The table contains several rows, all with 'Debit' in the D/C column. A dialog box titled 'Account or Matchcode for the Next Line Item (1)' is open, showing a search for 'UT Vendor Search'. A red arrow points to the 'Personnel Number' field in this dialog, which contains the value '399999'. Other fields in the dialog include 'Company Code' (UT), 'Blocked' (checkbox), and 'Maximum No. of Hits' (1500).

BASIC DATA TAB:

The document date will be either the date of entry or the date of the receipt.

Ignore the payee field for miscellaneous reimbursements. (The field will disappear after you complete all fields and hit enter).

The “petty cash ref” field must read: PC-LASTNAME (using the employee’s last name).

The “Amount” field should be populated with the total of all receipts.

The “remittance text” field should read: PC-LASTNAME and the date(s) of receipt(s) or the entry date.

Miscellaneous Reimbursement Entry

Tree on Document Park Attach and Complete Simulate Editing options

Transactn Miscellaneous Reimburse... Bal. 0.00

Basic Data Payment/Withholding Tax

Vendor 4130493

Document date 09/28/2015 Petty Cash Ref PC-KING

Posting Date 09/28/2015 Assignment

Document Type Misc Reimb Reque... Co Code UT University of Tennessee

Amount 5.00

Remittance Text PC-King 9/28/2015

IRIS DocHdr Txt

Document Number

Vendor Address

1 Items (Screen Variant : UT Parked Invoices 0100)

S...	G/L acct	Short Text	D/C	Amount in...	Assignment	Text	Cost center	Order	WBS ele
✓	449200	ENTERTAIN...	Debit	5.00	Calhoun's	Lunch with donor	E881703001		
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						
			Debit						

Workflow Notes

Amy took donor John Doe to lunch to discuss renewing his pledge.

LINE ITEM TABLE:

Each receipt should be entered on as its own line item.

The “G/L Acct” field should be populated with the appropriate expense GL code. The GL Acct Definitions are located on the UT Controller’s Web Page: <https://controller.tennessee.edu/general-accounting/iris-general-ledger/>

The “Amount” field should be populated with the receipt total.

The “Assignment” field should be populated with the vendor’s name (i.e. name of restaurant, name retail store, etc.)

The “Text” field should document the reason for the expense (i.e. Lunch with donor John Doe).

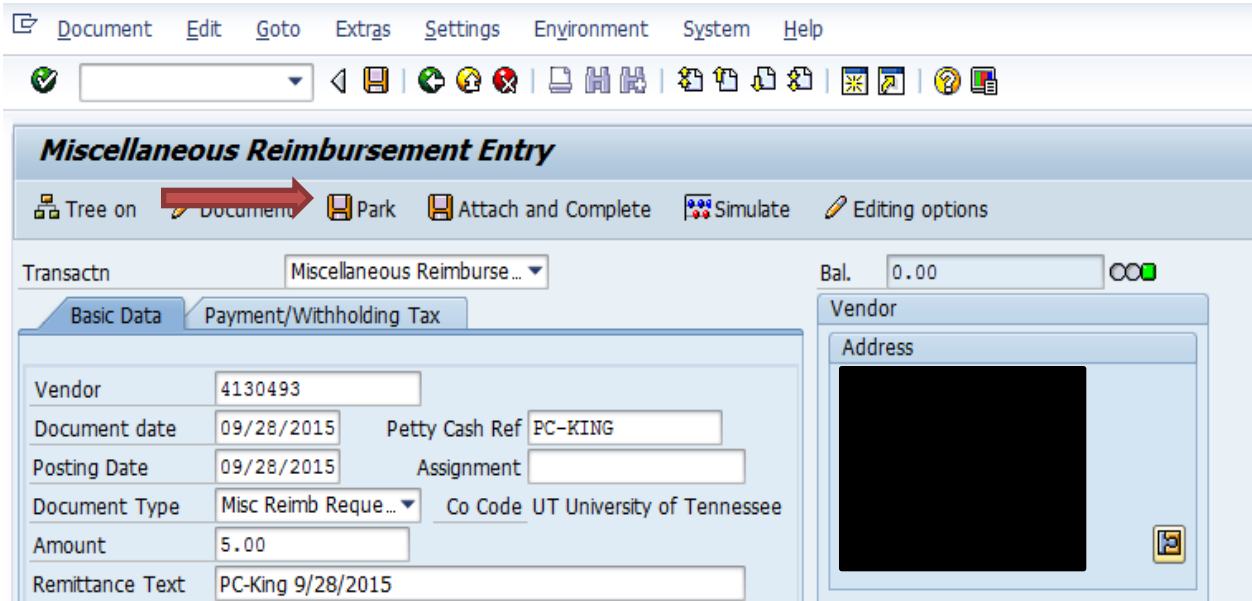
The “Cost Center” fields should be populated with the appropriate account to which the expense is being charged.

Workflow notes are for approvers to read during the workflow approval process, and they will disappear after all approvals are complete.

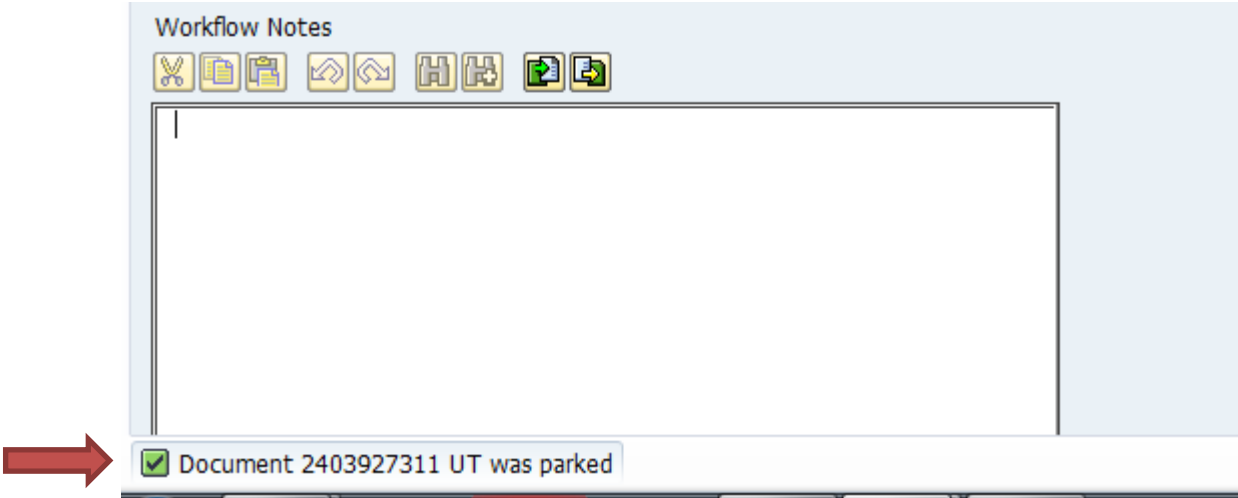
**To save notes permanently, click on the “Extras” link at the top of the screen. Select “Document texts” from the drop-down menu. Double click in the notes section, write notes, click on the green “back” arrow, and click on the green checkmark.

The screenshot shows the 'Miscellaneous Reimbursement Entry' application window. At the top, a menu bar includes 'Document', 'Extras', 'Settings', 'Environment', 'System', and 'Help'. A red arrow points to the 'Extras' menu. Below the menu is a toolbar with various icons. The main window title is 'Miscellaneous Reimbursement Entry'. Below the title bar, there are icons for 'Tree on', 'Document', 'Park', 'Attach and Complete', 'Simulate', and 'Editing options'. The 'Transactn' dropdown is set to 'Miscellaneous Reimburse...'. The 'Bal.' field shows '0.00'. The 'Basic Data' tab is active, displaying the following fields: Vendor (4130493), Document date (09/28/2015), Petty Cash Ref (PC-KING), Posting Date (09/28/2015), Assignment (), Document Type (Misc Reimb Reque...), Co Code (UT University of Tennessee), Amount (5.00), and Remittance Text (PC-King 9/28/2015). On the right, the 'Vendor' panel shows the 'Address' field, which is currently redacted with a black box.

Once you've completed the document entry, click the "Park" link at the top of the screen.



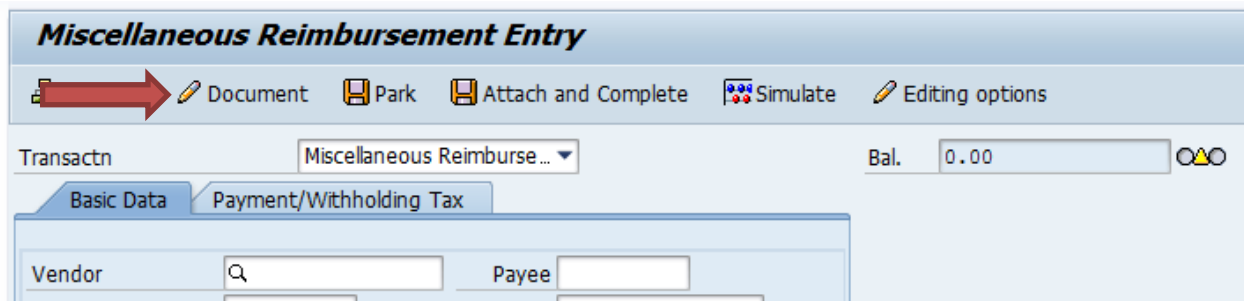
The message at the bottom of the screen will confirm the miscellaneous reimbursement has been parked.



Attaching receipts and saving miscellaneous reimbursement as completed:

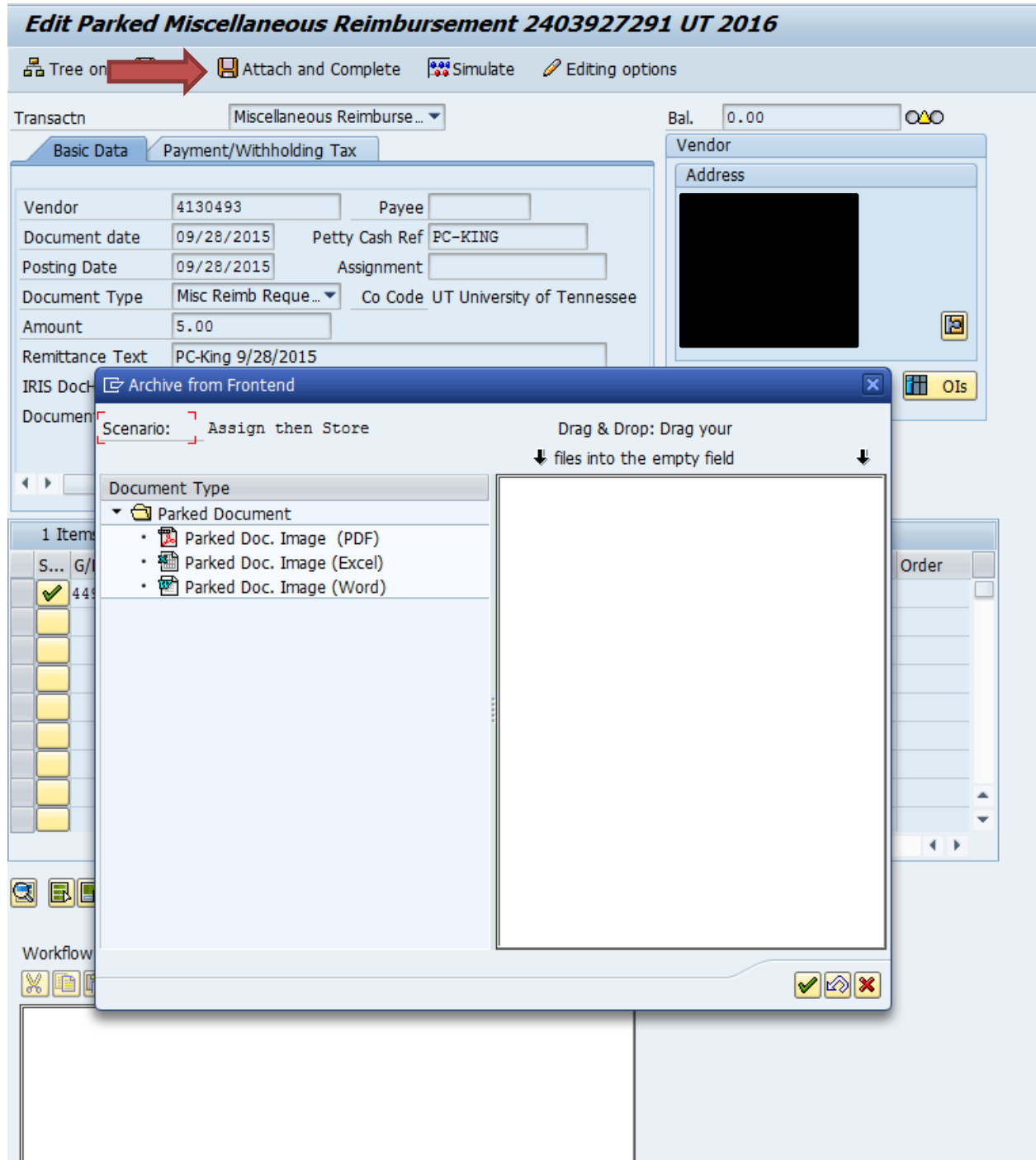
Scan all receipts and ensure they are legible. Audit will reject misc. reimbursements if the receipts are not legible.

After the miscellaneous reimbursement is parked, you will need to click on the “Documents” link at the top of the page.



Click on the “Attach and Complete” link at the top of the page to open the attachment window.

Navigate to the pdf file you want to attach, double-click to select the file, add the attachment description, and click the green check mark to attach the file and save the miscellaneous reimbursement as complete.



Document Edit Goto Extras Settings Environment System Help

Edit Parked Miscellaneous Reimbursement 2403927291 UT 2016

Tree on Park Attach and Complete Simulate Editing options

Transactn Miscellaneous Reimburse... Bal. 0.00

Basic Data Payment/Withholding Tax Vendor

Vendor 4130493 Payee Address

File Description

File Name Doc. 100002909.PDF

Description

Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

Document Type

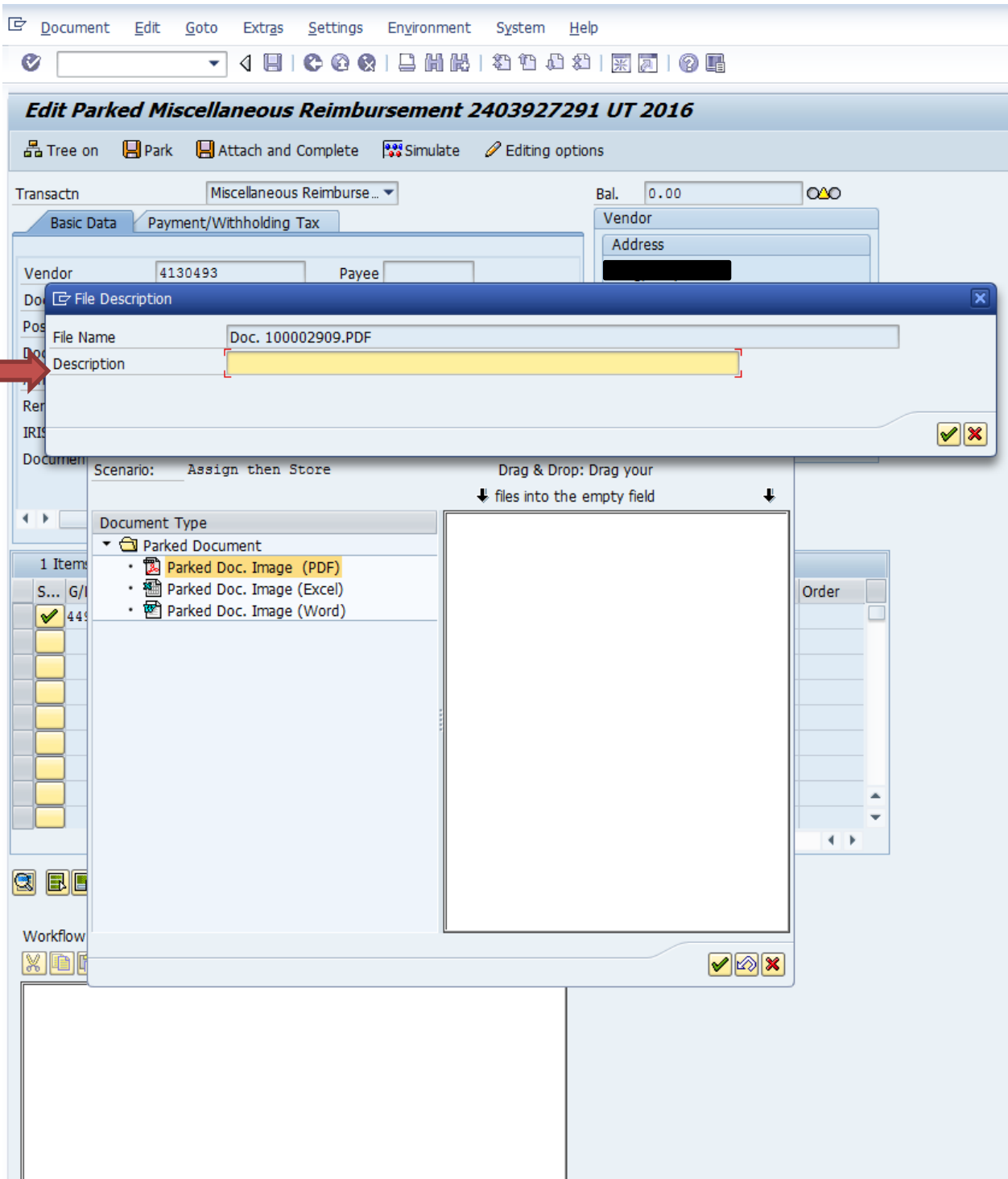
- Parked Document
 - Parked Doc. Image (PDF)
 - Parked Doc. Image (Excel)
 - Parked Doc. Image (Word)

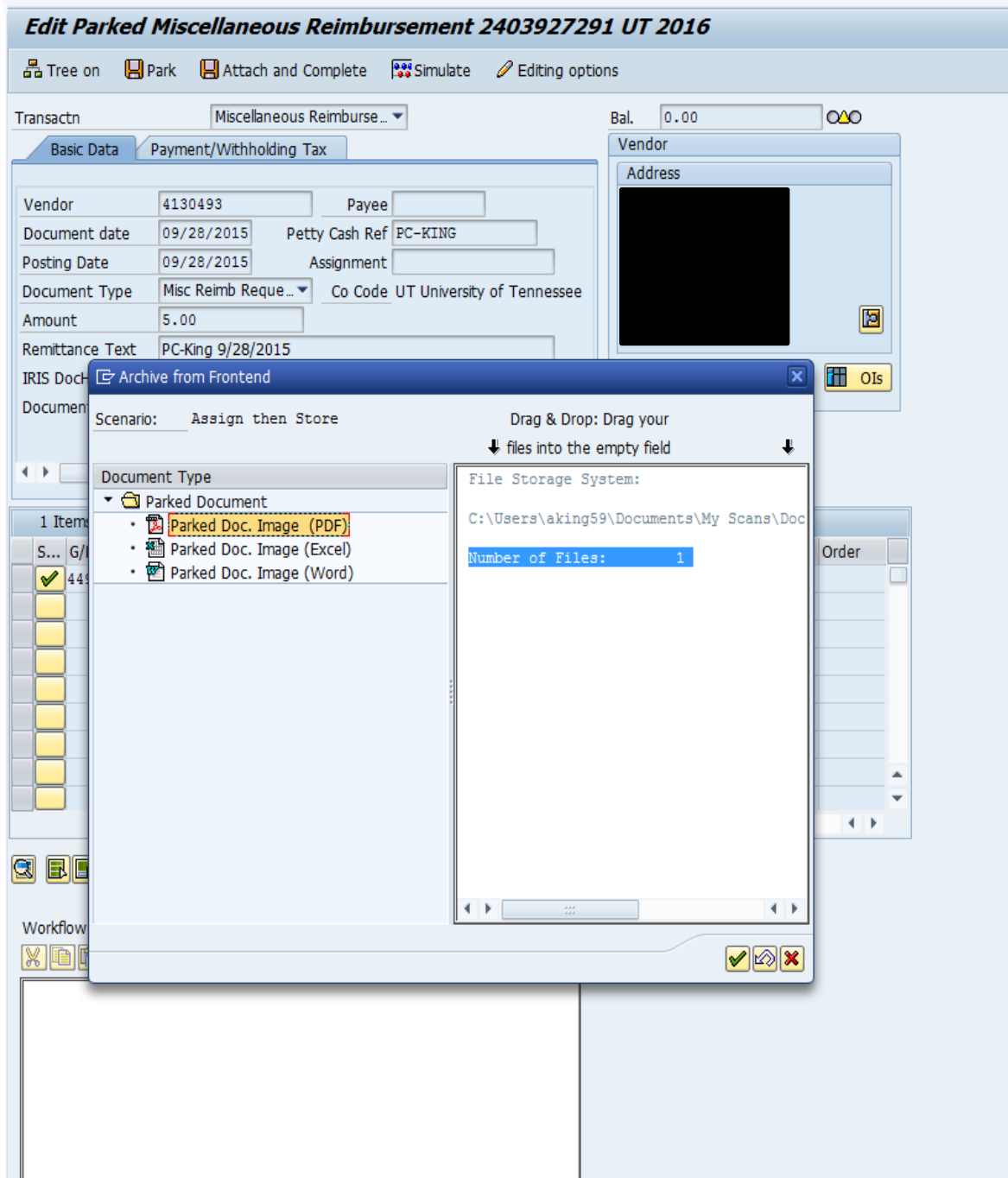
1 Items

S... G/

44

Workflow





The message at the bottom of the screen will confirm the miscellaneous reimbursement has been saved as completed and entered into workflow.