

The Accounts Payable Single Vendor Upload is a process that allows input of invoices or other payment request documents containing numerous transactions for a payment to a single vendor. This process will also allow the input of multiple invoices to the same vendor. When multiple invoices are entered, SAP will create a new document for each invoice. When the upload is complete, SAP verifies the general ledger number, account combinations (e.g., fund and cost center or internal order), and budget availability which allows accurate and timely payment posting. Complete the following steps to upload a single vendor payment.

PLEASE NOTE: If the only transaction for the cycle is a credit, the upload method is not applicable. Contact the vendor to request a refund check.

1. Download the Single Vendor Excel template from the Texas State Accounts Payable Resources dropdown option for vendor uploads. ([Excel Uploads](#))
2. Open the Single Vendor Excel template to enter the payment information into the spreadsheet per the following instructions. **Do not change any column or cell formats. They must be in GENERAL format.** The following is an example of the Excel template with data.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Invoice Date	Inv Rec'd Date	GL	GL Posting Key	Invoice No.	Doc Header Text (Shows on Payment)	Amount	Cost Center	Fund	Order	WBS	Earmarked funds	Earmarked Funds line #	Set to Complete	Line Item Text (shows on Budget to Actual)
7/15/2019	7/20/2019	729500	40	1622967	ACCT 123 85 8501	15	1413000000	2000011019						ACCOUNTS PAYABLE 564
7/15/2019	7/20/2019	729500	40	1622967	ACCT 123 85 8501	25.85	1413000000	2000011019						ACCOUNTS PAYABLE 564
7/15/2019	7/20/2019	729500	40	1622967	ACCT 123 85 8501	25	1413000000	2000011019						ACCOUNTS PAYABLE 564
7/15/2019	7/20/2019	729500	40	1622967	ACCT 123 85 8501	14.41	1413000000	2000011019						ACCOUNTS PAYABLE 564
7/15/2019	7/20/2019	729500	40	1622968	ACCT 123 85 8501	15.5	1413000000	2000011019						GENERAL ACCOUNTING 589
7/15/2019	7/20/2019	729500	40	1622968	ACCT 123 85 8501	23.5	1413000000	2000011019						GENERAL ACCOUNTING 589
7/15/2019	7/20/2019	729500	40	1622968	ACCT 123 85 8501	85.02	1413000000	2000011019						GENERAL ACCOUNTING 589

Column

A – Invoice Date Enter the invoice date. If there is not an invoice or the invoice does not have a date, use the current date.

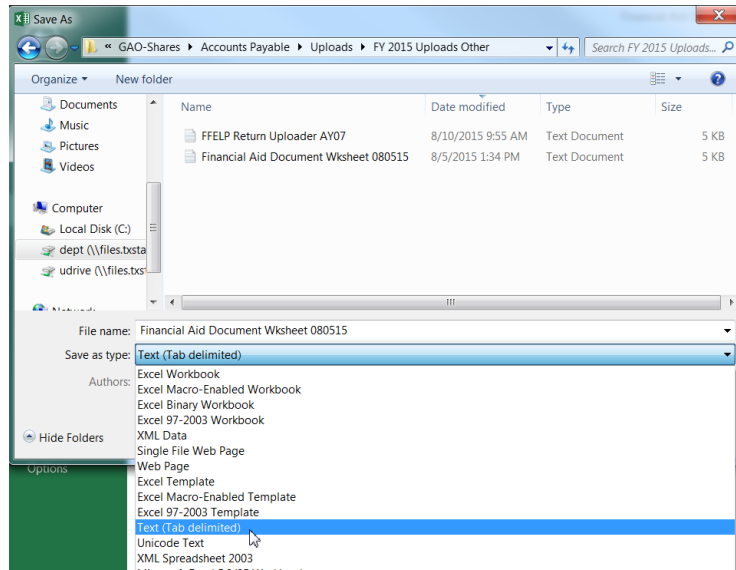
B – Inv Rec'd Date Enter the date the invoice was first received at the university. If there is not an invoice use, the current date.

C – GL Enter the 6-digit GL account number. Refer to [Commonly Used Expense GLs](#) for general ledger numbers.

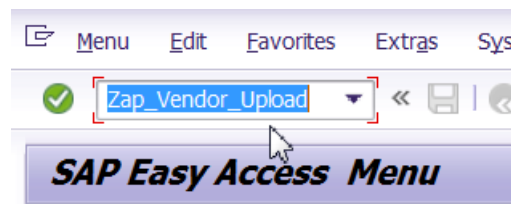
- D – GL Posting Key** When entering a (GL) expense enter “40” (Debit). When the vendor has issued a credit enter “50” (Credit). If you have a credit, it cannot be listed as the last entry on your spreadsheet.
- E – Invoice No.** Enter the invoice number from the vendor invoice ignoring dashes, slashes, and spaces. If the invoice does not have an invoice number, you will create one using the following format, **MMDD with a short description** of the payment, e.g., **0715Background**.
- F – Doc Header Text** What you enter will print on the check as a memo or is included in the payment notification email to the vendor for direct deposit, AMEX, or WEX payment methods. Keep in mind the document header text column is not very long (25 characters). Provide any information that will help the recipient identify the reason for the payment. The information entered in this column should be the same on all rows in the file.
- G – Amount** Enter the payment amount for each funding source to be charged.
- H – Cost Center** Enter the 10-digit cost center. Never enter a cost center if using an internal order beginning with 1, 7, 8, or 9.
- I – Fund** Enter the 10-digit fund.
- J – Order** Programs, Grants, or Projects beginning with 1, 7, 8, or 9.
- K – WBS** This column will be blank.
- L/M – Earmarked Funds** Enter the Funds Commitment (FC) number in column **L (Earmarked Funds)**, the FC line number in column **M**, and the corresponding GL in column **C**. Note: Never enter a cost center, fund, or internal order when using a FC.
- N – Set to Complete** Leave this field blank and do not enter any data.
- O – Line-Item Text** The description entered in this field will show on the Budget to Actual report (50 characters) allowed.

3. Once the data has been entered, review the following information before saving the Excel spreadsheet:
 - a. Verify the Invoice Date and Invoice Rec'd Date have been correctly entered.
 - b. Verify the Invoice No. or numbers on the invoice are correct (or per above if no invoice number) excluding any dashes or slashes and spaces.
 - c. Verify the total amount of the invoice(s) equals the total of the invoice(s) entered on the spreadsheet. The spreadsheet is already formatted to the proper settings. Do **NOT** change the formatting on any columns.
 - d. Make sure there is an Invoice Date, Invoice Rec'd Date, GL, GL Posting Key, Invoice No., and Line-item text for each of the billing lines entered.
 - e. No commas can be used when uploading into SAP. Use the "Find and Replace" Control Key Command to ensure commas have been removed.
 - f. Remove any extra lines (rows) after your last entry on the spreadsheet.
 - g. When checking for duplicate data in a certain section, here is what to do:
 - Highlight the section.
 - Click the Home tab.
 - Click Conditional Formatting.
 - Click Highlight Cell Rules.
 - Click Duplicate Values.
 - Select the appearance you would like.
 - Click OK.
 - h. Save the Excel spreadsheet on your PC with a unique name.

4. Save the Excel spreadsheet as Text (Tab Delimited) .txt file in a location on your PC that will be easy to locate when browsing in the upload program. Save the file with a unique name (e.g., Vendor NAME MM/DD).



5. Once the file has been saved, log into SAP and enter transaction code **Zap_Vendor_Upload** in the SAP Easy Access Menu to access the “Vendor



Invoice Document Upload” screen.

6. Click “Single Vendor” radio button to create a document for a single vendor.

Vendor Invoice Document Upload

Please select the proper radio button based on the type of vendor document to be created. If you have one vendor, select the single vendor and choose your vendor. If you have more than one vendor, choose the multiple vendor option.

Single Vendor
Vendor Number

Customer Acct. No.

Multiple Vendor

7. Enter in the vendor number if known or use the search feature to find and bring in the vendor number. If need to search, note an entire list of all vendors will be displayed. You can review the list – or continue to search by Vendor Name.

Single Vendor
Vendor Number

Customer Acct. No.

Multiple Vendor

Search feature

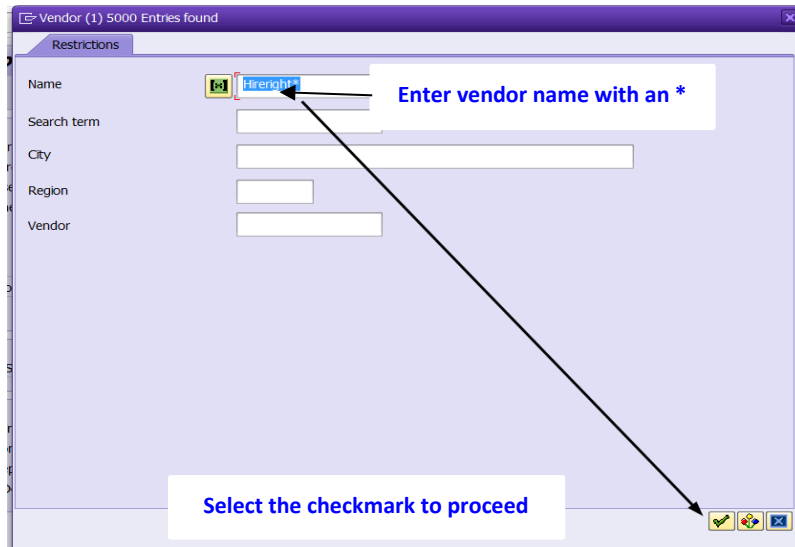
8. Click the dropdown arrow on the search screen to enter a search term.

Vendor (1) 5000 Entries found

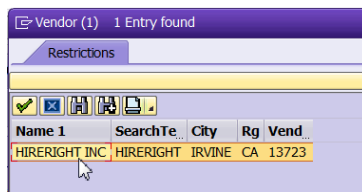
Restrictions [Click here to enter a search term](#)

Name 1	SearchTerm	City	Rg	Vendor
Pena,Sara Kathryn	PENA	San Marcos	TX	8014670
Alejandro, Andreina I	ALFIANDRO	Banquete	TX	8014671


9. Enter the vendor’s name followed by an asterisk. Select the green checkmark located at the lower right-hand side of the box to proceed.

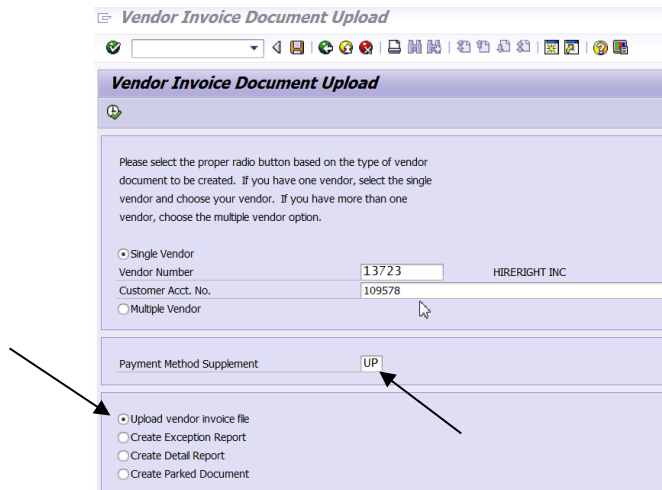


10. To select the vendor from the list, double click the vendor's name, or highlight the vendor information, and click on the green checkmark to auto-populate the vendor information on the "Vendor Invoice Document Upload" screen.

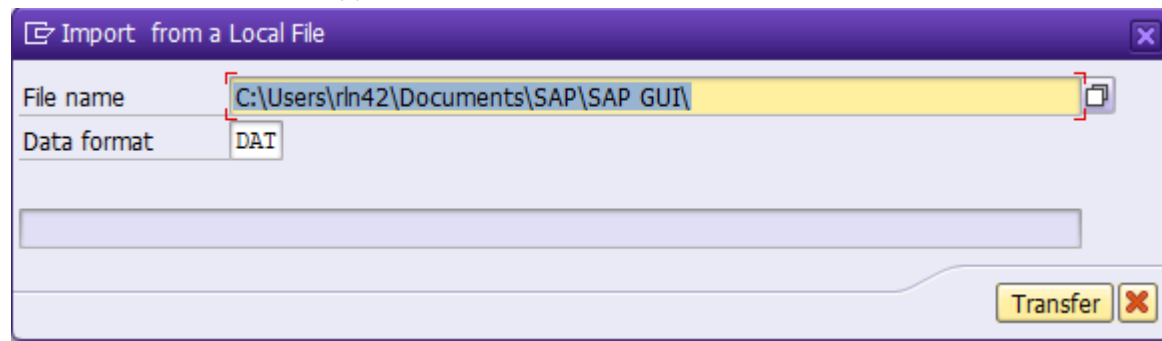


11. If you did not need to search as you know the vendor number and have entered it directly into the SAP field, populate the vendor's name for verification by clicking the green checkmark located at the upper left-hand side of the screen.
12. Enter the customer account number in the "Customer Account No." field or enter other information that will help the recipient identify the payment. The data in this field will print on the check as a memo, or is included in the email for direct deposits, or other payment methods used for vendors.

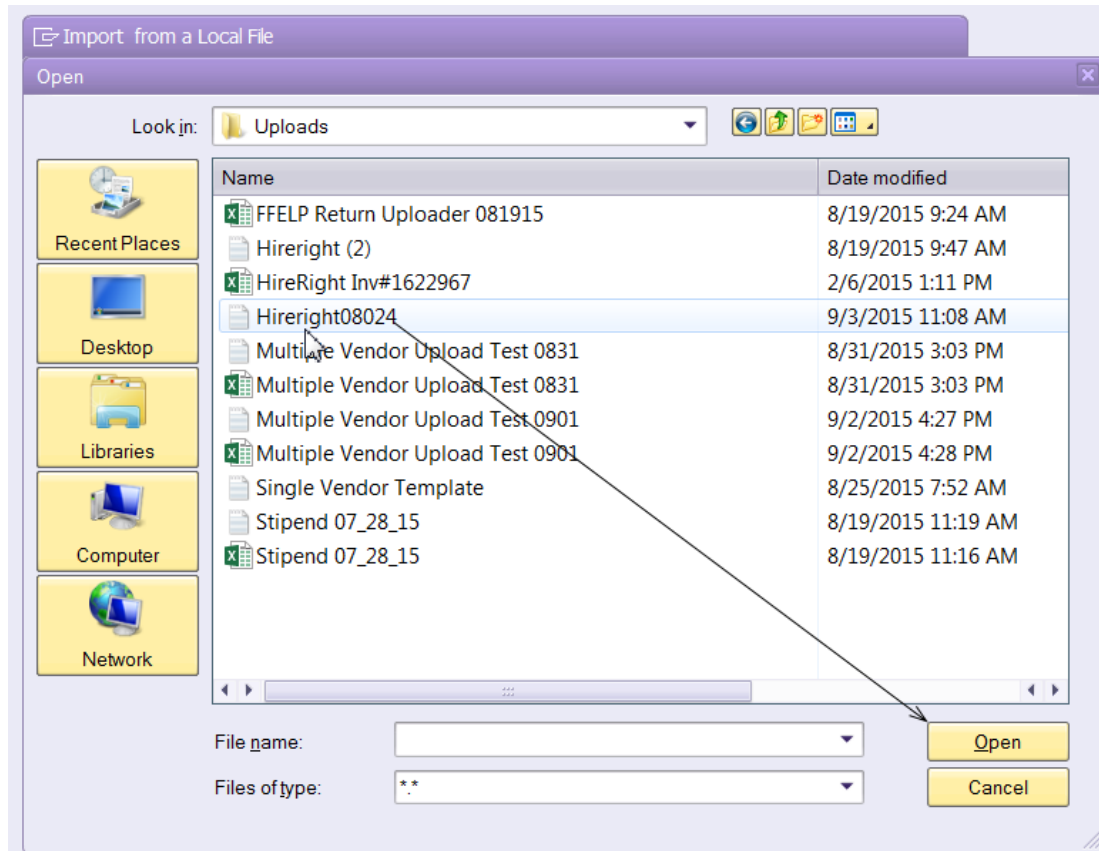
13. The “Payment Method Supplement” will default to “UP” as needed to upload the vendor invoice(s). You may change this code later in the process if needed. The “Upload vendor invoice file” radio button is selected as the default. Click the execute icon .



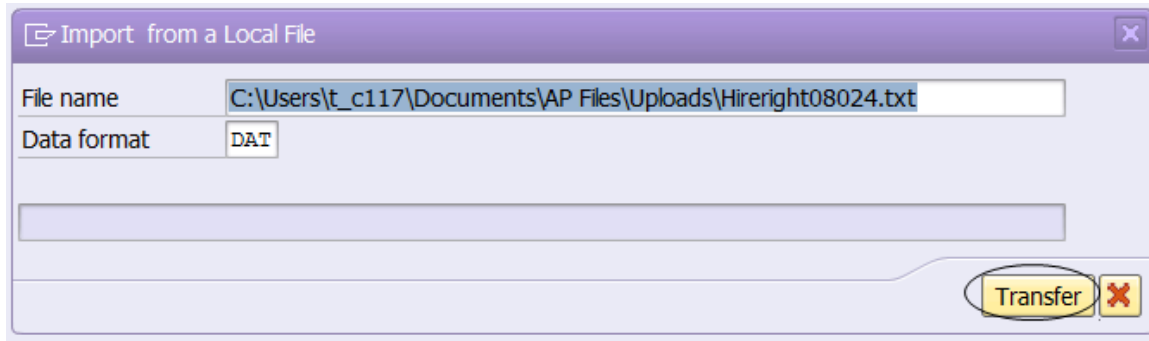
The browser window will appear.



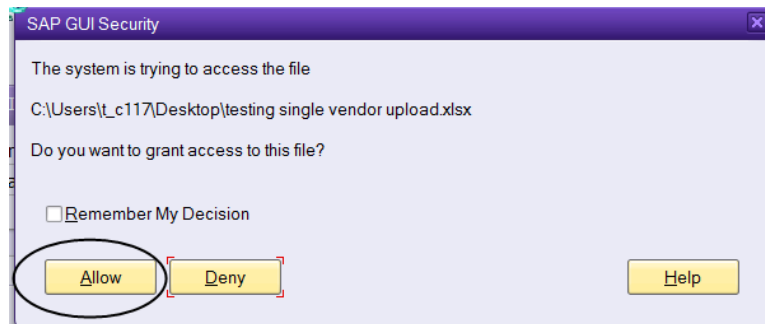
14. Locate the .txt file that was previously saved for uploading and click “Open”.




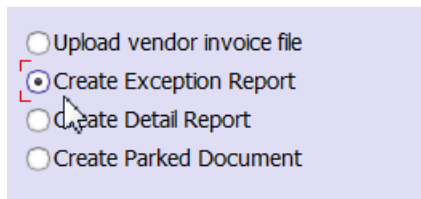
- a. Click “Transfer” to upload the .txt file into SAP.



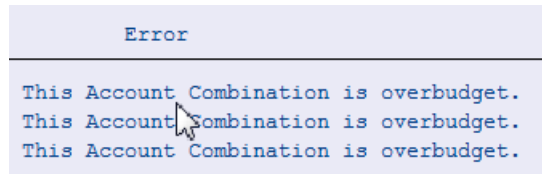
- b. Click “Allow” to return to the “Vendor Invoice Document Upload” screen.



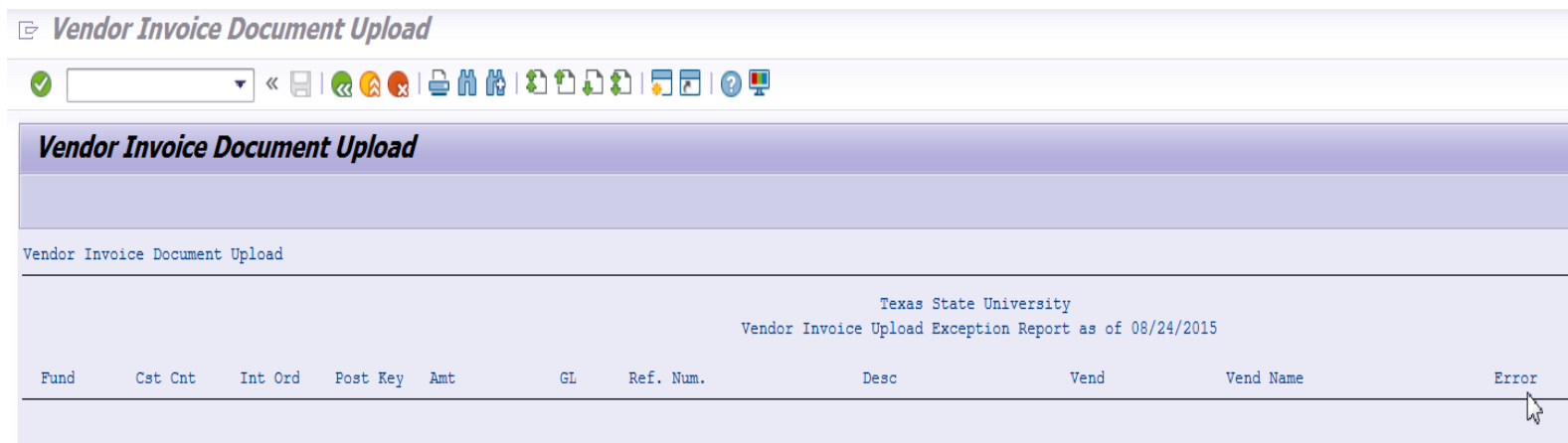
Next select “Create Exception Report” radio button and click the execute icon .





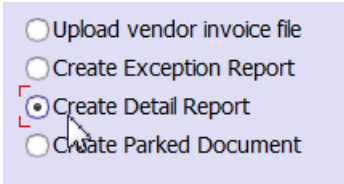
The exception report must be without errors before the vendor invoice(s) can be uploaded. You will not be able to advance to the next step until all errors have been corrected and there is adequate budget to pay the expense. If the report indicates there is a budget error, contact the Budget Office for assistance at 512-245-2376.



If the exception report displays any other non-budget errors refer to step 4 for instruction to identify errors and make necessary corrections. If changes were required, re-save the Excel spreadsheet as a .txt file, and upload the corrected file into SAP. Verify all records are accepted. If there are no errors on the report, it is okay to proceed to the next step.



15. Click the green back arrow  at the top of the screen to return to the “Vendor Invoice Document Upload” screen.
16. Next, select the “Create Detail Report” radio button. Click on the execute icon . This report contains the entire upload.



17. Cross check the Grand Total on the report with the invoice(s) total. If the upload total does not match the Grand Total shown, the upload cannot be submitted. Determine the cause of the mismatch and go through the process again from the beginning once it has been corrected.

Vendor Invoice Document Upload

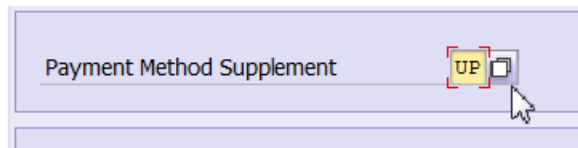
Texas State University
Vendor Invoice Upload Detail Report as of 08/24/2015
1622967

Fund	Cost Center	Int Order	GL	Ref. Number	Description	Vendor	Vendor Name	Post Key	Amount
2000011015	1413100000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2000011015	1300000001		729500	1622967	Background Check	13723	HIRERIGHT INC	40	51.11
2022001015	1210000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2021001015	1212000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2000011015	1300000001		729500	1622967	Background Check	13723	HIRERIGHT INC	40	103.82
2021001015	1212000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2000011015	1300000001		729500	1622967	Background Check	13723	HIRERIGHT INC	40	48.21
2000011015	1413130000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
3010001015	1510130007		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000011015	1413100000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000011015	1413100000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
1007000015	1318141000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000011015	1610000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2021001015	1211120000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000011015	1300000001		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2027491015	1318131600		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000021000	1315170000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2000011015	1410160000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	39.20
2021001015	1212000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2027141015	1313100000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
3005001015	1700000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
8000111000		8000001367	729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2021001015	1211120000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000021000	1315170000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2027881015	1313120001		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000011015	1610000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.80
2020011015	1320000002		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
2000011015	1114000000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	48.81
3020191015	1510120000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	41.80
2000021000	1315150000		729500	1622967	Background Check	13723	HIRERIGHT INC	40	38.90
SubTotal:									1,265.65
Grand Total:									1,265.65



18. Click the green back arrow at the top of the screen to return to the “Vendor Invoice Document Upload” screen.

19. Highlight the box next to “Payment Method Supplement”. If the payee will be issued a check that requires pick up, change the Payment Method Supplement to the code assigned to your department as listed below (e.g., A1 – Athletics, H1 – Human Resources). Otherwise, do not change the Payment Method Supplement “UP” default option.



DEPARTMENT CODES:

A1 - Athletics

G1 (Grande) - Technology Resources

H1 - Human Resources

S1 and S2 – Upward Bound

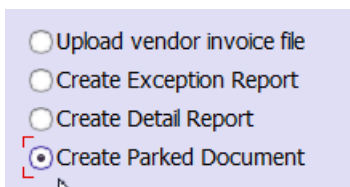
S3 - Dept. of Chemistry & Biochemistry

S4 - Dept. of Biology

S5 or S6 - Other Grant departments (select one at random – there are typically not two used per day)

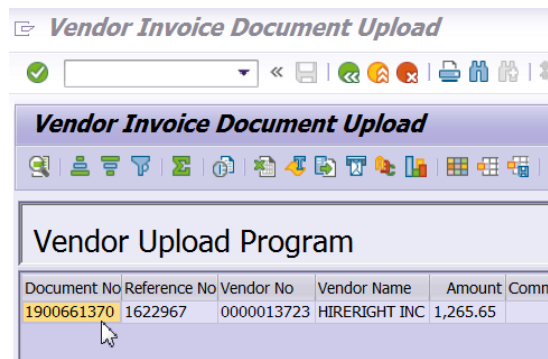
NOTE: Grant uploads must have the [AP-2 Upload form](#) completed with all approvals (listed on the form) attached to the upload.

20. Select the “Create Parked Document” radio button option to park the document in SAP. Click on the execute icon .



The “Vendor Invoice Document Upload” screen will display the uploaded parked document. The new document number will begin with “19.” If you receive an error message under the Document Number field, the upload did not complete. Check your spreadsheet for any errors (i.e., duplicate invoice numbers) and start the upload process again from the beginning.

21. Save a screenshot of the Vendor Upload Program screen.



22. The upload has now been completed. Exit from the upload t-code.

23. Prepare an email notification for Accounts Payable stating the Vendor Invoice Document upload and is ready for review and processing.

24. Send the email to payables@txstate.edu.

- a. Enter the following verbiage into the email subject line: **MMDD with a short description of the payment, Upload and the SAP Document Number or Document Number Range** (e.g., 0901HireRight Upload #1900661370).
- b. Attach the following back up to the email that will be sent to Accounts Payable:
 - Email all required approvals (can be on the invoice, AP-2 Upload form or other documentation).
 - The completed Single Vendor Excel file.
 - The saved screenshot of the Vendor Upload Program screen that includes the document number(s).
 - Any other supporting documents.