

The Accounts Payable Multiple Vendor Upload is a process that allows the input of payment request documents containing numerous transactions for payments to multiple vendors. This process will typically be used for Grant Participant Services stipend payments (requires setup with an SAP Vendor Number to be used) and Athletic Clothing checks (Generic Vendor 700001 used). The Upload process cannot be used for invoice payments to multiple vendors.

SAP will create a new document number for each vendor payment entered on the Excel spreadsheet that is included in the upload. 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. Please read these instructions in their entirety and then complete the following steps to process multiple vendor payments.

1. If requesting grant stipend payments complete the [AP-2 Upload Form](#), in the Grants section. The AP-2 Upload form (which summarizes the upload data for the approvers) will be attached as support once the multiple vendor upload is complete.
2. Download the Multiple Vendors Excel template from the Texas State Accounts Payable Resources dropdown options to complete vendor uploads. [Excel Uploads](#)
3. Open the Multiple Vendors Excel template to enter the payment information into the spreadsheet per the following instructions. **Do not change any column or cell formats. Do not wrap any data (wrapping on the example is so the entire form can be seen), do not use any commas, and do not total amount column.** You may add more lines to the spreadsheet by copying and pasting the existing rows to create the number of rows you need. Delete any extra (unused) rows once you have entered the data. The following is an example of a completed EXCEL template.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Invoice Date	Inv Rec'd Date	Vendor No	Vendor Posting Key	GL	Posting Key	Invoice No	Doc Header Text (Shows on Payment)	Name	Address	City	State	Zip	Country	Line Item Text (shows on Budget to Actual)	Amount	Cost Center	Fund	Order	WBS	Earmarked funds	Earmarked Funds line #	Set to Complete
8/31/2015	8/31/2015	700001	31	201010	40	1566	A0276157	Donald Fauntleroy	3111 Magic Kingdom	Orlando	FL	30353-0210	US	Donald Fauntleroy	6		9001301000					
8/31/2015	8/31/2015	700001	31	201010	40	1567	A0276158	Hercules Perseus	1600 Pennsylvania Ave	Washington	DC	30353-0211	US	Hercules Perseus	383		9001301000					
8/31/2015	8/31/2015	700001	31	201010	40	1568	A0276159	Granny Smith	11 Wall Street	New York	NY	30353-0212	US	Granny Smith	41		9001301000					
8/31/2015	8/31/2015	700001	31	201010	40	1569	A0276160	Atlas Titans	350 Fifth Avenue	New York	NY	30353-0213	US	Atlas Titans	2		9001301000					
8/31/2015	8/31/2015	700001	31	201010	40	1570	A0276161	Yancy Zeus	PO Box 530214	Atlanta	GA	30353-0214	US	Yancy Zeus	25		9001301000					
8/31/2015	8/31/2015	700001	31	201010	40	1571	A0276162	Apollo Poseidon	PO Box 530215	Atlanta	GA	30353-0215	US	Apollo Poseidon	37		9001301000					

Column A – Invoice Date----- Enter current date. Since there is no invoice, you will use current date for the AP-2 Upload and generic vendor payments.

Column B - Invoice Rec'd Date ----- Enter current date. Since there is no invoice, you will use current date for the AP-2 Upload and generic vendor payments.

Column C – Vendor No ----- Enter in the vendor number if known or use the search feature in SAP to find and enter the vendor number.

Column D – Vendor Posting Key----- Enter vendor posting key as “31” unless you are processing a credit memo (unlikely) issued by the vendor, then enter “21”.

Column E – GL ----- Enter the 6-digit GL account number. Refer to [Commonly Used Expense GLs](#) for General Ledger numbers.

Column F – Posting Key ----- When entering a (GL) expense enter “40” (Debit). When the vendor has issued a credit enter “50” (Credit).

Column G – Invoice No. ----- Since there is no invoice, you will create the invoice number using the following format, **MMDD with a brief description** of the payment. When entering multiple vendors using the same source document (e.g., AP-2 Upload or Athletic Clothing Check list) you must create unique invoice numbers for each entry by adding the alphabet number in order after each date, e.g., **0908StipendA, 0908StipendB, etc. or 0908ClothingA, 0908ClothingB, etc. ... DO NOT duplicate invoice numbers. The upload will not process if any entries in Column G are duplicates.**

Column H - Doc Header Text ----- The data you enter in this field will print on the check as a memo or is included in the email notification to the vendor for direct deposit, AMEX, or WEX payment methods. Keep in mind that the header text field is not very long (25

characters). Provide detailed information that will help the recipient identify the reason for the payment (e.g., Grant Participant Stipend or Fall 2021 Clothing Check).

Note: When generic vendor number 700001 is used you must complete fields I – N. If using a vendor number that has been set up in SAP leave these fields blank.

Column I - Name ----- Enter the payee's name. The space is limited to 30 characters. Do not enter a second line or wrap text.

Column J – M Address ----- Enter the payee's address including the City, State, and zip code.

Column N - Country ----- Enter the country using only 2 characters.

Column O ----- The description entered in this field will show on the Budget to Actual report. Be specific for future reference. When using 700001 vendor number also input the vendor's name in this field. The space is limited to 50 characters.

Column P – Amount ----- Enter the payment amount for each funding source to be charged.

Column Q – Cost Center ----- Enter the 10-digit cost center. Do not enter a cost center if using an internal order beginning with 1, 7, 8 or 9.

Note: If using a balance sheet GL account (begins with “1” or “2”) you will not enter anything in Column Q or S.

Column R – Fund ----- Enter the 10-digit fund.

Column S – Order ----- Programs, Grants or Projects beginning with 1, 7, 8 or 9.

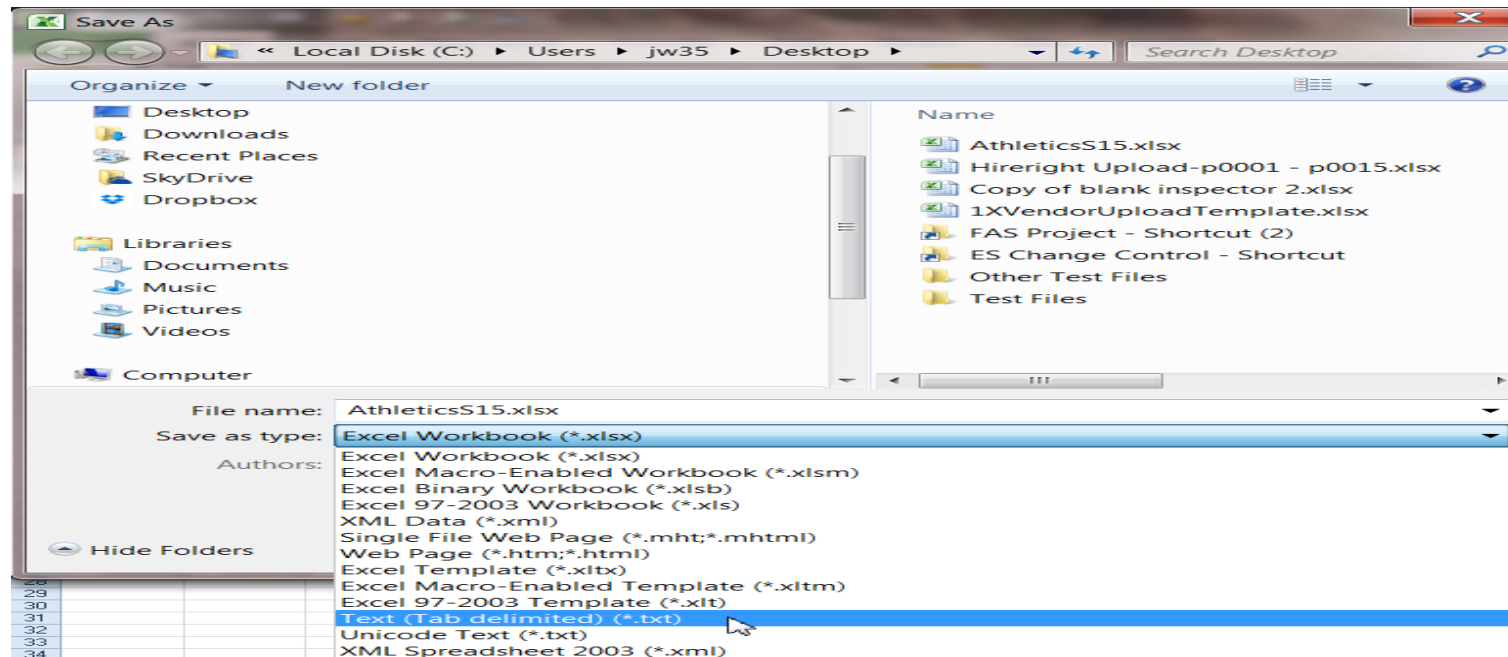
Column T ----- This field will be left blank.

Column U - V ----- Enter the Funds Commitment (FC) number in column **U (Earmarked Funds)**, the Funds Commitment line number in column **V**, and the corresponding GL in column **G**. Note: Never enter a cost center, fund or internal order when using a FC.

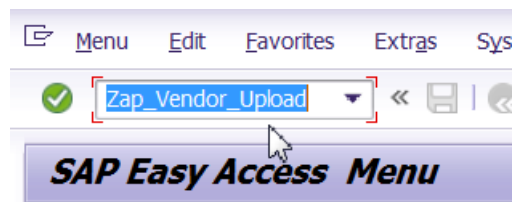
Column W – Set to Complete ----- Leave this field blank.

4. 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 today's date for AP-2 stipends and Athletic Clothing Checks.
 - b. Verify the Invoice No. is today's date for AP-2 stipends and Athletic Clothing Checks per above (since there is no invoice number) excluding any dashes or slashes and spaces.
 - c. Use the Auto-Sum feature in the “Amount” column and verify the total amount of the AP-2 Upload form or the total of the expected Athletics clothing checks equals the total entered on the spreadsheet. **(Remember, amounts should be formatted as General, not Number or Custom).**
 - 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 all commas have been removed.
 - f. Remove any extra lines (rows) after the 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.

5. Save the Excel spreadsheet in a location on your PC that will be easy to locate when browsing in the upload program. Then save the Excel spreadsheet as a Text (Tab Delimited) .txt file. Save the file with a unique name (e.g., paymentreasonMM/DD), e.g. AP-2 Stipends0908 or ClothingChecks0908)



6. Once the file has been saved, log into SAP and enter transaction code **ZAP_VENDOR_UPLOAD** (Accounts Payable Vendor Upload Pgm) in the SAP Easy Access Menu.



7. Click "Multiple Vendor" radio button to create documents for multiple vendors.

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

8. The “Upload Vendor Invoice File” radio button is selected as the default. Click on the execute icon .

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

Payment Method Supplement

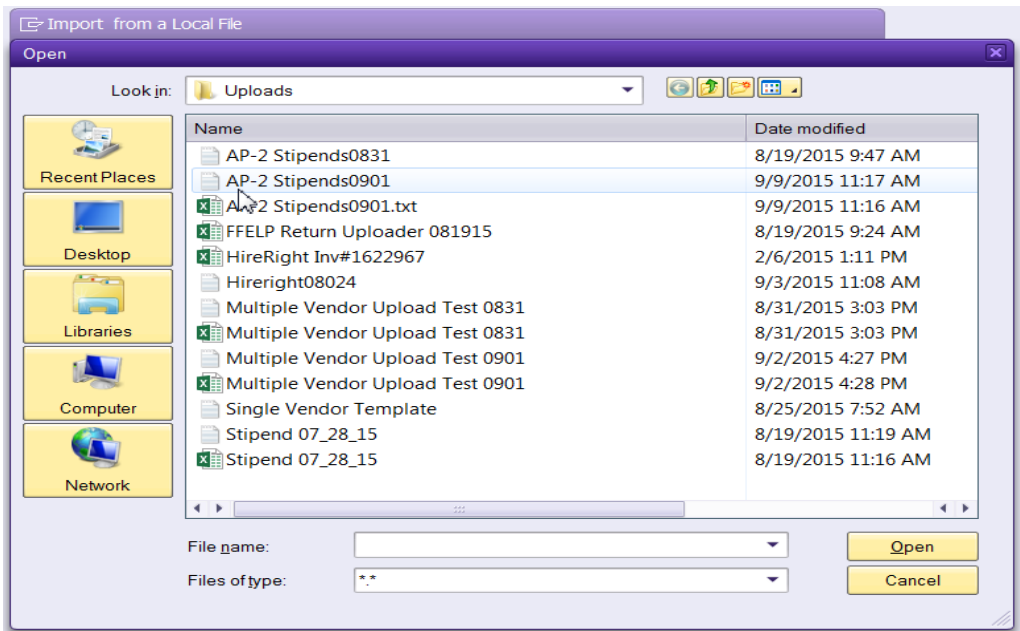
☒ Upload vendor invoice file

☐ Create Exception Report

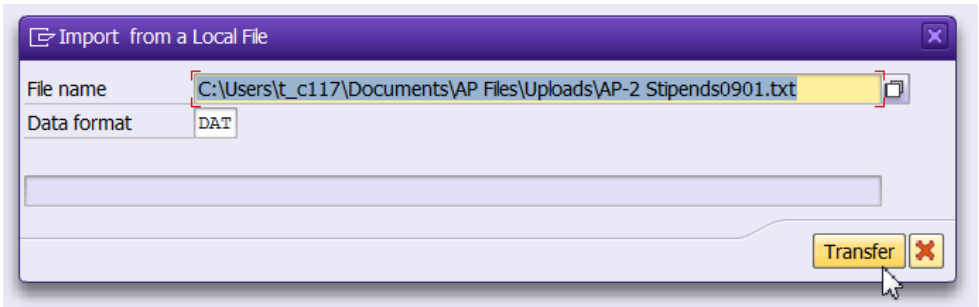
☐ Create Detail Report

☐ Create Parked Document

9. A browser window will appear. Choose the .txt file that was previously saved for uploading.



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



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

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

☐ Upload vendor invoice file
☒ Create Exception Report
☐ Create Detail Report
☐ Create Parked Document

The exception report must be without errors before the Excel file can be uploaded. Account combinations and budget availability will be checked by SAP. You will not be able to advance to the next step unless the account combinations are correct, 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.

Error

This Account Combination is overbudget.
This Account Combination is overbudget.
This Account Combination is overbudget.

If the exception report displays any other non-budget errors refer to step 5 for instruction on how to enter data correctly. If changes were required, re-save the Excel spreadsheet as a .txt file, and upload the corrected file into SAP.

11. Verify all records uploaded correctly. **If there are no errors on the report (the report will be blank), it is okay to proceed to the next step.**

Vendor Invoice Document Upload


Vendor Invoice Document Upload

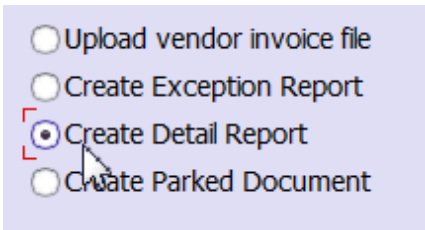
Texas State University
Vendor Invoice Upload Exception Report as of 08/31/2015

Fund	Cst Cnt	Int Ord	Post Key	Amt	GL	Ref. Num.	Desc	Vend	Vend Name	Error
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12. Click the green back arrow at the top of the screen to return to the “Vendor Invoice Document Upload” screen.



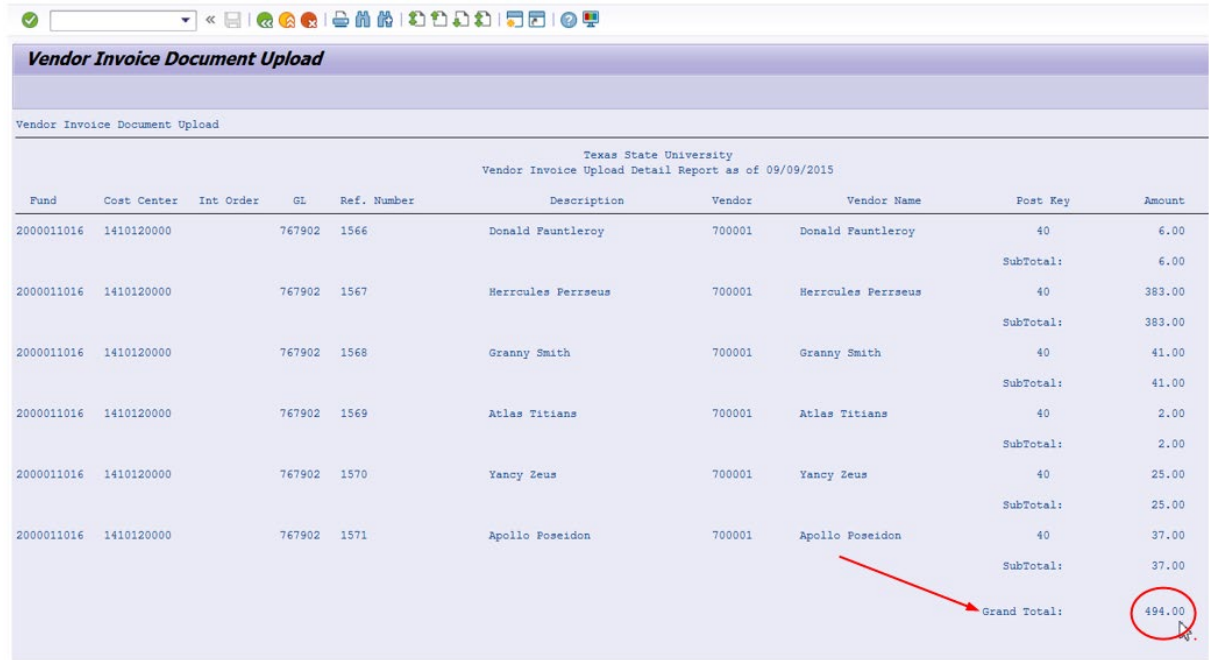
13. Select “Create Detail Report” radio button. Click on the execute icon . This report contains the entire upload.



☐ Upload vendor invoice file
☐ Create Exception Report
☒ Create Detail Report
☐ Create Parked Document

14. Cross check the Grand Total on this report with the AP-2 Upload form total or Athletic Clothing Check list total.

15. Take a screenshot of this page (Vendor Invoice Upload Detail Report) and send it with the back up to payables@txstate.edu.



Vendor Invoice Document Upload

Vendor Invoice Document Upload

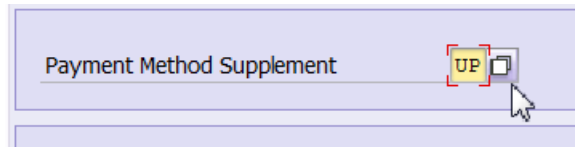
Texas State University
Vendor Invoice Upload Detail Report as of 09/09/2015

Fund	Cost Center	Int Order	GL	Ref. Number	Description	Vendor	Vendor Name	Post Key	Amount
2000011016	1410120000		767902	1566	Donald Fauntleroy	700001	Donald Fauntleroy	40	6.00
								SubTotal:	6.00
2000011016	1410120000		767902	1567	Hercules Perseus	700001	Hercules Perseus	40	383.00
								SubTotal:	383.00
2000011016	1410120000		767902	1568	Granny Smith	700001	Granny Smith	40	41.00
								SubTotal:	41.00
2000011016	1410120000		767902	1569	Atlas Titians	700001	Atlas Titians	40	2.00
								SubTotal:	2.00
2000011016	1410120000		767902	1570	Yancy Zeus	700001	Yancy Zeus	40	25.00
								SubTotal:	25.00
2000011016	1410120000		767902	1571	Apollo Poseidon	700001	Apollo Poseidon	40	37.00
								SubTotal:	37.00
								Grand Total:	494.00

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



17. Highlight the box next to “Payment Method Supplement”. If the payees 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, S1 – Upward Bound), 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

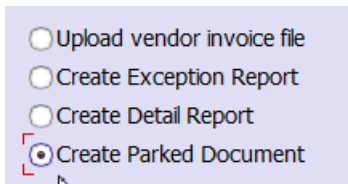
S3 - Dept. of Chemistry & Biochemistry

S4 - Dept. of Biology

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

Remember Grant uploads must have the [AP-2 Upload form](#) completed with all approvals (listed on the form).

18. Select the “Create Parked Document” radio button option to park the documents in SAP for posting and payment. Click on the execute icon .



19. The “Vendor Invoice Document Upload” screen will display the uploaded parked document. The new document(s) number will begin with “19”. The document number range for the vendor upload is the first through the last document number seen on the Vendor Invoice Document Upload.
20. Take a screenshot of this page (Vendor Upload Program screen) to include the invoice number and send it with the back up to payables@txstate.edu.

Vendor Invoice Document Upload				
Vendor Upload Program				
Document No	Reference No	Vendor No	Vendor Name	Amount
1900659541	1566	700001	Hercules Perrseus	6.00
1900659542	1567	700001	Granny Smith	383.00
1900659543	1568	700001	Atlas Titans	41.00
1900659544	1569	700001	Yancy Zeus	2.00
1900659545	1570	700001	Apollo Poseidon	25.00
1900659546	1571	700001	Apollo Poseidon	37.00

21. No supporting documentation will be attached to the documents in SAP but will be emailed to the Accounts Payable office for processing.
22. Once the Multiple Vendors Excel file is complete, save it as a PDF and route a copy by email for approval. The approvers can simply reply "Approved" to the email. Accounts Payable will accept the replies to the emails as signature approval.
23. Email all required approvals, the Multi-Vendor Excel file, screenshots, any other supporting documentation (e.g. AP-2 Upload form, etc.) and rationale for payment to Accounts Payable at payables@txstate.edu stating the documents (list document range numbers) have been uploaded and are ready for review and processing.
24. Enter the following verbiage into the email subject line: MMDD with a brief description of the payment, Upload, and the SAP Document Range (**e.g., 0901Stipends Upload #1900025701 – 1900025789; 0901Athletic Clothing Check Upload #1900035801-1900035910**).