



# User Group Meeting

## Friday, September 23, 2011

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# SCEIS Updates

## Cassandra Alston, SCEIS Team

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- 🕒 **August:** Introduced Identity Management self-service password reset software allowing all SCEIS users to reset passwords without calling the Service Desk.
- 🕒 **September 1:** Enhanced MySCEmployee MSS and ESS time and leave screens.
- 🕒 **September 2:** Successful implementation of HR/Payroll functionality in SCDOT.
- 🕒 **September 12:** Implemented changes to Travel Request screens eliminating the Estimated Cost requirement.
- 🕒 **September 16:** Announced new SCEIS Interface (IF407) that allows agencies to update asset master data in batches.



South Carolina Enterprise Information System

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# ENHANCEMENT AND CHANGE PROCESS OVERVIEW

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

- 
- Transition from Deployment to Support
  - Implement a standardized process to manage requests for SCEIS enhancements/changes
  - Ensure stakeholders are identified, involved and share ownership throughout the life cycle of a change
  - Ensure that proper analysis, review, and discussion occur for all changes

# Purpose

- 
- Ensure that decisions are consistent with South Carolina's business and strategic direction
  - Ensure that change events are properly documented and communicated

# What is a “Change?”

- 
- An enhancement to the SCEIS system to benefit all stakeholders
  - A change in a South Carolina business process or policy
  - A repair to a component of the SCEIS system that is broken or malfunctioning
  - Routine software maintenance provided by the software vendor

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The Change Advisory Board is a representative group from the user community charged with providing governance for system enhancements and changes.

Board Participants will be drawn from a cross-section of users and structured to perform efficiently.

- 🔄 Evaluates requests
- 🔄 Approves or rejects requests
- 🔄 Prioritizes approved requests

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- 🌀 The *mission* of the Board is to ensure that decisions are made in the best interest of the state of SC, considering **benefits**, **costs** and **risks** of requested enhancements
  
  - 🌀 The *goal* of the Board is to maximize the overall business value of SCEIS while maintaining controls and reliability of system functions

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- ① Identify and request participation from representative membership for the Advisory Board
  - ① Kick-off meeting for the Board to develop and approve the governing body charter

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- Publish the Enhancement Request Form on the SCEIS website.
  - Set implementation date for the new process to begin.



South Carolina Enterprise Information System

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# IMPROVED SCEIS COMMUNICATIONS PLAN

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

## Goal

- To significantly decrease the volume of emails agencies receive from SCEIS, while ensuring important news and information about the system is made available to the user community.

# IMPROVED COMMUNICATIONS PLAN

- 
- Weekly Email consolidation begins on Monday, October 3, 2011
  - One weekly email will be sent to agencies contacts containing important information along with a link to these messages on the SCEIS website
  - SCEIS Alerts which will continue to be processed and disseminated as necessary.



# Payroll Processing Workshops

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## 🕒 Dates:

- **Thursday, October 6**
- **Monday, October 17**
- **Tuesday, October 18**
  - Morning session begins at 9:00 a.m.
  - Afternoon session begins at 1:30 p.m.

## 🕒 Training Location:

- Employment & Workforce Department - C. Lem Harper Building (Auditorium)

## 🕒 Additional Details:

- Morning sessions target All Finance and Human Resources Directors. This session may be of interest to Payroll Administrators, as well.
- Afternoon sessions target All Finance Directors.

# Payroll Processing Workshop Highlights

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- ④ Pre-payroll and post-payroll Auditing Process.
- ④ Guidelines as to which reports to run before and after payroll ( on blue days and red days in the CG's Office Payroll calendar).
- ④ Instruction on the following reports:
  - Position Funding
  - Grants Validity
  - Wage Type reporter
  - Labor Distribution Simulation
  - Labor Distribution Production

# Payroll Processing Workshops Highlights

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- 🌀 Tips and tricks for running the reports to get meaningful outputs like background jobs, etc.
- 🌀 Integration Points between Finance and Human Resources
- 🌀 Basic Understanding of Payroll Postings



# Twelve-Month Vacancy Deletions Process

## Jean Ricard, Office of State Budget

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# Twelve-Month Vacancy Deletions Process

☉ **Proviso 80A.7** of FY 2011-12 Appropriation Act authorizes deletion of FTE positions that have been vacant more than 12 months (13 months or greater)

## Deletion Timeline:

- ☉ **Last week September** – Vacancy report run by State Budget Division/Division of Human Resources
- ☉ Agency allowed to retain:
  - 5% vacancy factor based on total authorized positions
  - or minimum of 10 positions

## Deletion Timeline (Cont'd):

- 🕒 **1<sup>st</sup> week October** – Budget Analyst will provide agency with copy of report
- 🕒 **Friday, October 14** – Exemption requests with documentation to State Budget Division
- 🕒 **Personnel actions that may be considered for exemption:**
  - Actively interviewing for position
  - Extended offer letter
- 🕒 **Thursday, November 3** – Recommendations brought to Budget and Control Board



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# MySCEmployee ESS & MSS Enhancements

## Chris Poore, SCEIS Team

(Live System Demonstration)

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD



# Top Ticket Overview

## SCEIS Team

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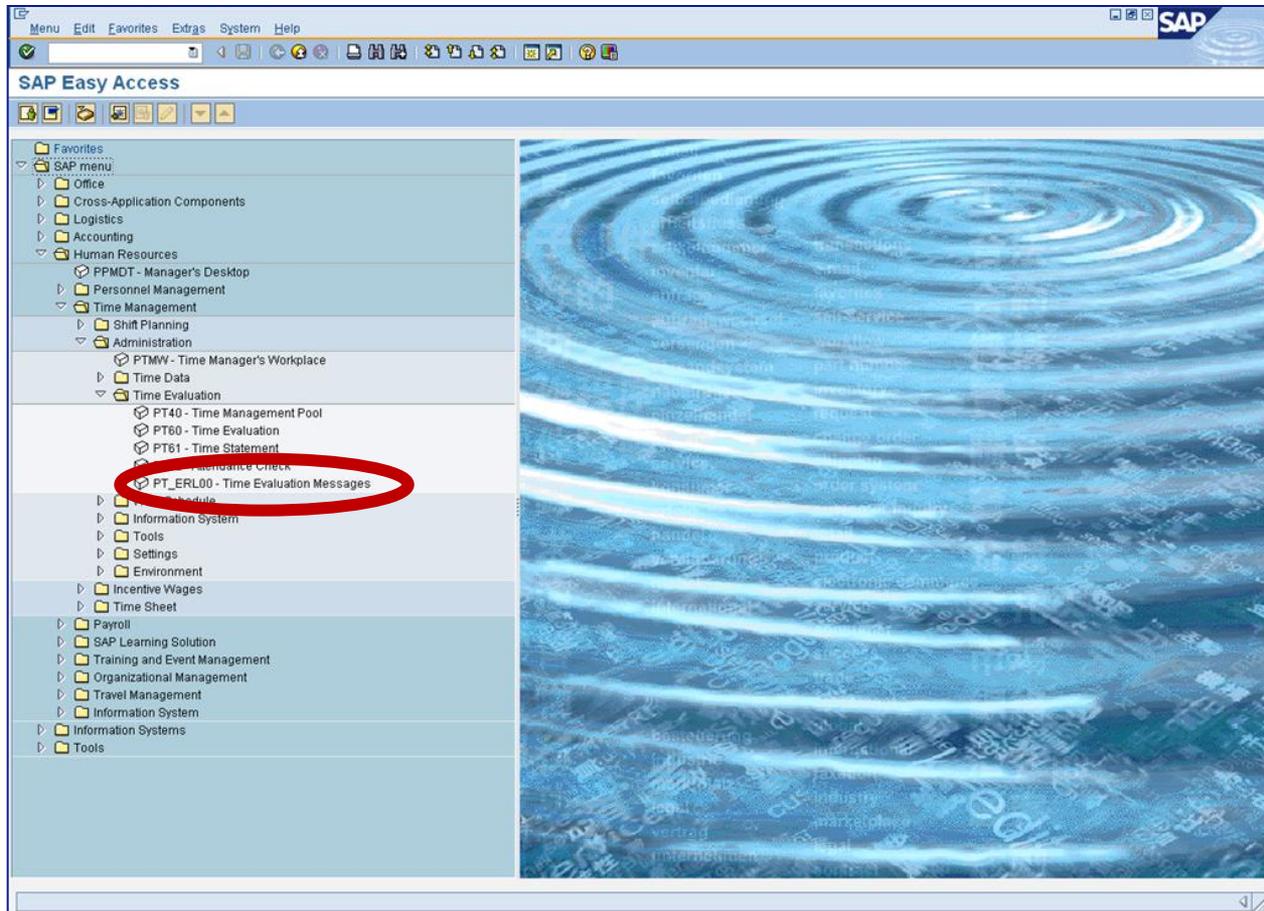
# Top Tickets

Team	Issue	Resolution
<b>Human Resources / Payroll</b>	A manager needed to approve working time for an indirect report whose supervisor's position was vacant, but was unsure how to do this in MySCEmployee Manager Self Service.	Go into the Universal Worklist and select the Approval of Working Time task. This will pull up a list of subordinate employees who do not report directly to the manager. Select the appropriate employee from the list and approve working time as normal.
<b>Human Resources / Payroll</b>	A user deleted a leave request that had already been approved and posted in the system, but did not see the leave time credited back in the quota balance immediately.	When an approved and posted leave request is deleted, it takes 24 hours for the leave time to process and post back to the employee's quota balance. So, the user should wait 24 hours, then check quota balances again to ensure posting.

Team	Issue	Resolution
<b>Human Resources / Payroll – Time Management</b>	A temporary employee entered working hours and the manager approved them, but no pay was generated for the employee. What happened?	<p>This occurred because the Time Management Status stored on Infotype 7 was incorrect. To detect incorrect data on Infotype 7, run the PT_ERL00–Time Evaluation Exception Report, as shown in the following slides.</p> <p>You can also view detailed training documentation that walks you through the process on the SCEIS uPerform site, <a href="http://uperform.sc.gov">uperform.sc.gov</a>, under the HR/Payroll &gt; Time and Leave Management section.</p>

# Top Tickets – PT\_ERL00 Time Report

1. Start the transaction using the menu path or transaction code. In the screen below, double-click PT\_ERL00 – Time Evaluation Messages to access the screen shown on the next slide.



# Top Tickets – PT\_ERL00 Time Report

- Click the “Up to today” radio button, circled in red below, then the “Get Variant” button, boxed in black below.

The screenshot shows the SAP 'Time Evaluation Messages Display' screen. The 'Period' section has the 'Up to today' radio button selected and circled in red. The 'Get Variant' button is boxed in black. Other sections include 'Selection' and 'Error attributes' with various input fields and dropdown menus.

- Double-click to select your variant. Always use the TIME\_EVAL\_ERR variant for this report.

The screenshot shows the 'ABAP: Variant Directory of Program RPTERL00' screen. It displays a table of variants for the program RPTERL00. The 'TIME\_EVAL\_ERR' variant is highlighted in green.

Variant name	Short description
TIME_EVAL_ERR	Time Evaluation error
TIME_EVAL_EXP	Time evaluation Exception repo

# Top Tickets – PT\_ERL00 Time Report

4. Click the Execute button.

  - At this point, you can save the report in an Excel file or simply run the report. It will like the screen shot shown on the next slide.

The screenshot shows the 'Time Evaluation Messages Display' application window. The title bar includes 'Program Edit Goto System Help'. Below the title bar is a toolbar with various icons. The main content area is divided into several sections:

- Buttons:** 'Further selections', 'Search help B', and 'Sort order'.
- Period:** Radio buttons for 'Today', 'Up to today' (selected), 'Other period', 'Current month', 'From today', and 'Current year'. Below are input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period'.
- Selection:** A list of criteria with input fields and dropdown arrows: 'Personnel Number', 'Employment status', 'Company Code', 'Payroll area', 'Pers. area/subarea/cost center', and 'Employee group/subgroup'.
- Error attributes:** A list of attributes with input fields and dropdown arrows: 'Category of Message Type', 'Number of Message Type', 'Message type', 'List indicator', 'User text', 'PDC message number', 'Historical record flag', and 'Time' (with '00:00:00' input).
- Footer:** 'Layouts' and a dropdown menu showing '/TIME\_EXCEP' with the label 'Time evaluation exceptions'.

# Top Tickets – PT\_ERL00 Time Report

List Edit Goto Views Settings System Help

Time Evaluation Messages Display

Time Evaluation Messages Display

PA	MessTy	Message long text	PersNo.	CD	Logical date	EEGrp	ESgrp	Subarea	PArea	WS rule	TM	Empl. %	VWeek	Msg type	ProcDate
H630	E1	Academic End Date does not exist	10000248	FR	10/08/2010	J	JL	UT43	SM	D375AD03	9	100.00	01	E	10/19/2010
H670	E9	Mismatch TMSTA Found	10001145	FR	10/08/2010	1	1A	CG00	SM	D375RG01	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001295	FR	10/08/2010	J	JM	UT01	SM	D375AD03	9	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001330	SA	06/19/2010	I	IC	GSCH	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	81	Date type not in infotype 0041	10001405	FR	07/02/2010	I	IC	KB00	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001415	FR	10/08/2010	I	IA	ESCH	SM	D375AD04	9	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001430	FR	10/08/2010	I	IC	KSCH	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001470	WE	09/29/2010	I	IA	ESCH	SM	D375AD07	9	100.00	01	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10003714	FR	10/08/2010	1	1C	HD00	SM	D375RG01	9	100.00	07	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10004253	FR	10/08/2010	1	1C	EC00	SM	D375RG01	9	100.00	07	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10005766	FR	10/08/2010	1	1A	AH00	SM	D375RG01	1	100.00	07	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10007601	FR	10/08/2010	1	1A	AD00	SM	D375RG01	1	100.00	01	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10008773	FR	10/08/2010	1	1A	LA00	SM	D40-RT01	1	100.00	07	E	10/19/2010
H750	E1	Academic End Date does not exist	10009072	MO	08/02/2010	I	IC	GSCH	SM	N40-AD10	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009087	MO	08/02/2010	L	L8	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009187	TU	10/05/2010	I	IA	GSCH	SM	D40-AD12	9	100.00	01	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10009243	FR	10/08/2010	1	1A	LB00	SM	D40-RT01	1	100.00	07	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10009278	FR	10/08/2010	1	1C	LB00	SM	D40-RT01	9	100.00	07	E	10/19/2010
H750	E1	Academic End Date does not exist	10009312	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009362	WE	06/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009522	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009557	MO	08/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10009725	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010017	WE	06/02/2010	I	IC	ASCH	SM	D375AD12	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010022	MO	08/02/2010	L	L8	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010025	WE	09/29/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010032	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010070	FR	10/08/2010	5	58	ZA00	SM	D40-F177	9	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010147	MO	08/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010155	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010306	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010316	MO	08/02/2010	I	IC	GSCH	SM	N40-AD10	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010349	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010391	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010749	MO	08/02/2010	L	L8	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010759	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010819	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010

# Payroll: Federal Grants Reminders

- ☉ Look at all grants currently being used for salaries.
- ☉ If any changes are needed, funding employees' positions must be changed to reflect a new grant that will be valid for posting on October 14.
- ☉ Changes can be made individually or by data load spreadsheet. The data load spreadsheet template is on the SCEIS website ([www.sceis.sc.gov](http://www.sceis.sc.gov)):
  - **Direct link:**  
[http://sceis.sc.gov/documents/HR\\_IT1018\\_VACANT\\_POSITION\\_COST\\_DISTRIBUTION\\_TEMPLATE.xls](http://sceis.sc.gov/documents/HR_IT1018_VACANT_POSITION_COST_DISTRIBUTION_TEMPLATE.xls)
  - **Navigation:** Point your mouse to HR & Payroll in the left-hand navigation bar, select Publications from the menu that appears. When you reach the Publications page, select HR\_IT1018\_Vacant\_POSITION\_COST\_DISTRIBUTION\_TEMPLATE.xls, from the Data Load Templates list.
- ☉ The effective date should be 09/17/2011 for the October 14 payroll.

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Team	Issue	Resolution
<b>Materials Management</b>	The remit-to address or ordering address is different from the vendor number entered on the PO.	Each unique vendor record receives a separate vendor number. Alternate vendor numbers can be added to the PO on the Partners Tab at the Header Level. Alternate vendor numbers may be entered for payment (PI – Invoicing Party) or for ordering (OA – Ordering Address). The Tax ID Number for the Invoicing Party must match the Tax ID Number for the PO Vendor unless the Comptroller General’s Office has established a partnership at the vendor master level.

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Team	Issue	Resolution
<b>Materials Management</b>	Vendors have had some questions regarding taxes related to POs, and there have sometimes been errors with vendor invoices.	<p>After consulting with SCEIS User Group, the SCEIS Materials Management Team has modified the section following the “Authorized Signature” to provide the following statement that will print on all POs beginning Monday, Oct. 3:</p> <p><b>All Sales to the State of South Carolina (SC) are subject to the SC sales and use tax laws, unless such sales are otherwise exempt. The Contractor/Vendor will collect such tax as required.</b></p> <p><b>Agencies will receive email notification of this enhancement later today</b></p>

Team	Issue	Resolution
<b>Materials Management</b>	Agencies sometimes had issues with POs being created against contracts, exceeding the target value of the contract.	<p>Beginning Monday, Oct. 3, when the cumulative dollar value of POs issued against a contract exceeds the target value of the contract, the buyer will receive a hard stop error message and will not be able to complete any additional POs. At this point, based on procurement law, either a new contract will need to be solicited and awarded, or the target value of the current contract will need to be increased before any further POs can be completed.</p> <p>Agencies will receive email notification of this enhancement later today.</p>

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Team	Issue	Resolution
<b>Finance – Accounts Receivable</b>	Users need to reverse IDTs and other AR documents in the system, but were unsure how to proceed. They also need assistance clearing customer accounts.	<p data-bbox="1058 448 1798 665">Complete the F-32 Transaction – Customer Clearing and “Write-Off” Process as shown in the following slides.</p> <p data-bbox="1058 733 1866 1350">Documentation of this process is also available on the SCEIS Website via the left-hand navigation bar. Just point to the Finance button, then select “Publications” from the menu that appears. Instructions for Using the F-32 Customer Clearing and Write-Off Process are available on the Finance &gt; Publications page, under the “Accounts Receivable” heading.</p>

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# Top Tickets – F-32 Clearing Process, Scenario 1 Intro

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**Agency accounts receivable staff should use the F-32 transaction to clear customers when:**

**Scenario 1:**

**A partial payment has been made against a customer and the customer has a balance that shows as open due to the receipt of the partial payment.**

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## Scenario 1:

AR billings, AR credit memos, and/or partial payments are posted against a customer, **leaving a residual balance** on the customer. Follow these steps to clear this balance:

### 1. Execute FBL5N (shows a balance of \$5.00):

The screenshot shows the SAP 'Customer Line Item Display' window. The customer information is: Customer 4006012, Company Code SC01, Name THOMAS J KEAVENEY ATTY, City CHARLESTON. The table below shows the line items and a residual balance.

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	*	2000115593	DR	08/04/2010			75.00	USD		Daily weather obs.-Climate
	*	2100029217	DZ	03/24/2011			70.00	USD		
	*						5.00	USD		
** Account 4006012							5.00	USD		

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
***							5.00	USD		

2 items displayed

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 2. Select the Document Number under “Additional Selections”:

The screenshot shows the SAP 'Clear Customer: Header Data' interface. The 'Additional Selections' section is expanded, and the 'Document Number' radio button is selected and highlighted with a dashed border. Other options include None, Amount, Assignment, Reference, Posting Date, Dunning Area, Payment order, Collective invoice, Document Type, Business Area, and Others. The 'Open Item Selection' section shows 'Normal OI' checked. The 'Process open items' button is visible at the top left of the main content area. The SAP logo is in the top right corner of the window.

Document Edit Goto Settings System Help

Clear Customer: Header Data

Process open items

Account 4006012 Clearing Date 03/24/2011 Period 9

Company Code 5C01

Open Item Selection

Special G/L Ind  Normal OI

Additional Selections

- None
- Amount
- Assignment
- Reference
- Document Number
- Posting Date
- Dunning Area
- Payment order
- Collective invoice
- Document Type
- Business Area
- Others

ECQ (3) (020) | scejsecqap5 | INS



# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

- Click on the Process Open Items button (circled in the screen shot on the previous slide) to access the screen below:

The screenshot shows the SAP 'Clear Customer Process open items' interface. At the top, there is a menu bar (Document, Edit, Goto, Settings, Environment, System, Help) and a toolbar with various icons. Below the menu, there are buttons for 'Distribute diff.', 'Charge off diff.', 'Editing options', and 'Cash Disc. Due'. The main area is titled 'Account items 4006012 THOMAS J KEAVENEY ATTY' and contains a table with columns: Assignme..., Document..., D.P., Posting Date, Document..., USD Gross, Cash disct, and Cash... The table lists two items:

Assignme...	Document...	D.P.	Posting Date	Document...	USD Gross	Cash disct	Cash...
*	2100029217	DZ 15	03/24/2011	03/24/2011	70.00-		
*	2000115593	DR 01	08/04/2010	08/04/2010	75.00		

Below the table is an 'Editing status' section with several input fields:

- Number of items: 2
- Display from item: 1
- Reason code: (empty)
- Amount entered: 0.00
- Assigned: 5.00
- Difference postings: (empty)
- Display in clearing currency: Not assigned
- (Additional field): 5.00-

At the bottom of the screen, a status bar indicates '2 items were selected' and the user ID 'scoisecqap5' is visible.

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 5. Click on the “Residuals” Tab and enter the Residual Amount:

Document Edit Goto Settings Environment System Help

Clear Customer Create residual items

Distribute diff. Charge off diff. Editing options

Standard Partial Pmt **Res.items** Withldg tax

Account items 4006012 THOMAS J KEAVENEY ATTY

Assignme...	Document ...	D. P.	Posting Date	Document ...	Net amount	Residual items	R...
*	2100029217	DZ 15	03/24/2011	03/24/2011	70.00-		
*	2000115593	DR 01	08/04/2010	08/04/2010	75.00	0.00	

Editing status

Number of items	2	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Currency	USD	Not assigned	0.00
Display in clearing currency			

ECQ (3) (020) scejsecqap5 INS

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

- Click on “Save” and double-click on the line item as shown below to enter reason for clearing (shown in the screen shot on the next slide):

The screenshot shows the SAP 'Clear Customer Display Overview' interface. At the top, there is a menu bar with options like Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- Document Date: 03/24/2011
- Posting Date: 03/24/2011
- Document Number: INTERNAL
- Type: AB
- Period: 9
- Fiscal Year: 2011
- Company Code: SC01
- Reference: (empty)
- Cross-CC no.: (empty)
- Doc.Header Text: (empty)
- Trading part.BA: (empty)

Below the form is a table with the following data:

Item	PK	BusA	Account	Description	CoCd	Amount	Tax Amount	Tx
1	04	P240	4006012	THOMAS J KEAVENEY ATTY		5.00	0.00	
2	17	P240	4006012	THOMAS J KEA...	SC01	5.00	0.00	

At the bottom of the screen, there is a summary section with 'Other Items' and 'Balance' both set to 0.00 USD. Below that is a section for 'Other Line Items' with fields for PstKey, count, SGL Ind, TType, and New co.code. The status bar at the very bottom shows 'Correct the marked line items' and 'ECQ (3) (020) scejsecqap5 INS'.

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 7. Enter the reason for clearing in the “Text” area as shown below:

The screenshot shows the SAP 'Clear Customer Correct Customer item' interface. The main data area includes:

- Customer: 4006012 THOMAS J KEAVENEY ATTY G/L Acc: 1300010000
- Company Code: SC01 445 FOLLY ROAD
- State of South Carolina: CHARLESTON

The 'Item 1 / Other receivables / 04' section contains the following details:

- Amount: 5.00 USD
- Contract: / / Flow Type: /
- Bus. Area: P240
- Payt Terms: 0001 Days/percent: 0.000 / /
- Blind Date: 08/04/2010 Disc. amount: 0.00
- Disc. base: 5.00
- Pmnt Block: / Pmt Method: / Pmt meth. suppl.: /
- Assignment: \*
- Text: CREATE RESIDUAL DOC\_2000XXX**

The 'Next line item' section at the bottom includes fields for PstKy, Account, SGL Ind, TType, and New co.code.

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

8. Save the document and view the Document Number at the bottom of the screen (circled in the screen shot below):

The screenshot shows the SAP 'Clear Customer: Header Data' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Clear Customer: Header Data' and contains a 'Process open items' button. The 'Account' field is highlighted in yellow. The 'Clearing Date' is set to '03/24/2011' and the 'Period' is '9'. The 'Company Code' is 'SC01'. There are sections for 'Open Item Selection' (with 'Special G/L Ind' and a checked 'Normal OI') and 'Additional Selections' (with radio buttons for 'None', 'Amount', 'Assignment', 'Reference', 'Document Number', 'Posting Date', 'Dunning Area', 'Payment order', 'Collective invoice', 'Document Type', 'Business Area', and 'Others'). At the bottom of the screen, a status bar shows 'Document 1100268017 was posted in company code SC01', which is circled in red. Other status bar elements include 'ECQ (3) (020)', 'sceisecqap5', and 'INS'.

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 9. View FBL5N with new Residual Document:

The screenshot shows the SAP Customer Line Item Display interface. The title bar includes 'List Edit Goto Extras Environment Settings System Help' and the SAP logo. The main area displays customer information for Customer 4006012 (Company Code SC01) and Name THOMAS J KEAVENEY ATTY (City CHARLESTON). Below this is a table of line items with columns: St, Assignment, DocumentNo, Typ, Doc. Date, S, DD, Amt in loc. cur., LCurr, Clrng doc., and Text. The first row shows a residual document with DocumentNo 1100268017, Typ AB, Doc. Date 03/24/2011, and Text 'CREATE RESIDUAL DOC\_2000XXX'. A summary row shows '\*\* Account 4006012' with an amount of 5.00 USD. Below the table, customer details are repeated with asterisks. A second table at the bottom shows a summary row with '\*\*\*' and an amount of 5.00 USD. The status bar at the bottom indicates '1 items displayed' and 'ECQ (1) (020) scejsecqap5 INS'.

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
*		1100268017	AB	03/24/2011			5.00	USD		CREATE RESIDUAL DOC_2000XXX
** Account 4006012							5.00	USD		

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
***							5.00	USD		

# Top Tickets – F-32 Clearing Process, Scenario 2 Intro

## Scenario 2:

- Follow these steps when credit memos have been applied to a customer and the agency wants to offset the credit memo against an existing AR, either resulting in a -0- balance or a remaining balance, less the credit:

### 1. Execute FBL5N (shows a balance of -0-):

The screenshot shows the SAP 'Customer Line Item Display' window. The customer is 4002020 (REGENESIS COMMUNITY HEALTH, SPARTANBURG). The table below shows several document entries with a total balance of 0.00 USD.

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
	2000076380	2100006828	DZ	01/22/2010	S	DD	21,371.30-	USD		
	2000076380	2100007363	DZ	01/27/2010	S	DD	21,371.30-	USD		
	2000076380	2100008117	DZ	02/02/2010	S	DD	21,371.30-	USD		
	2000076380	2100008370	DZ	02/05/2010	S	DD	21,371.30-	USD		
	RC3942801	2000076380	DR	07/06/2009	S	DD	85,485.20	USD		
* *							0.00	USD		
** Account 4002020							0.00	USD		

Customer: \*  
 Company Code: \*  
 Name: \*  
 City: \*

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
***							0.00	USD		

5 items displayed

# Top Tickets – F-32 Clearing Process, Scenario 2 Cont'd

## 2. Execute F-32 and enter the customer number:

Document Edit Goto Settings System Help

Clear Customer: Header Data

**Process open items**

Account 4002020 Clearing Date 04/06/2011 Period 10  
Company Code SC01

Open Item Selection  
Special G/L Ind   Normal OI

Additional Selections  
 None  
 Amount  
 Assignment  
 Reference  
 Document Number  
 Posting Date  
 Dunning Area  
 Payment order  
 Collective invoice  
 Document Type  
 Business Area  
 Others

ECQ (1) (020) sceisecqap5 INS

# Top Tickets – F-32 Clearing Process, Scenario 2 Cont'd

3. Click on the “Process Open Items” button (circled in the screen shot above) to view the screen below:

The screenshot displays the SAP 'Clear Customer Process open items' interface. At the top, there is a menu bar (Document, Edit, Goto, Settings, Environment, System, Help) and a toolbar with various icons. Below the menu, the title 'Clear Customer Process open items' is shown, followed by buttons for 'Distribute diff.', 'Charge off diff.', 'Editing options', and 'Cash Disc. Due'. A tabbed interface includes 'Standard', 'Partial Pmt', 'Res.items', and 'Withldg tax'. The main area contains a table of account items for '4002020 REGENESIS COMMUNITY HEALTH'. The table has columns for 'Assignme...', 'Document...', 'D.', 'P.', 'Posting Date', 'Document...', 'USD Gross', 'Cash discnt', and 'Cash...'. Below the table is a toolbar with icons for 'Gross<->...', 'Currency', 'Items', and 'Disc.'. An 'Editing status' panel at the bottom left contains input fields for 'Number of items' (5), 'Display from item' (1), 'Reason code', and 'Display in clearing currency'. The status bar at the bottom indicates '5 items were selected' and 'ECQ (1) (020) scejsecqap5 INS'.

Assignme...	Document...	D.	P.	Posting Date	Document...	USD Gross	Cash discnt	Cash...
20000763...	2100006828	DZ	15	01/22/2010	01/22/2010	21,371.30-		
20000763...	2100007363	DZ	15	01/27/2010	01/27/2010	21,371.30-		
20000763...	2100008117	DZ	15	02/02/2010	02/02/2010	21,371.30-		
20000763...	2100008370	DZ	15	02/05/2010	02/05/2010	21,371.30-		
RC3942801	2000076380	DR	01	10/31/2009	07/06/2009	85,485.20		

# Top Tickets – F-32 Clearing Process, Scenario 2 Cont'd

4. Click on “Save” and view the document number at the bottom of the screen (circled in the screen shot below) When you run FBL5N again, you will no longer see those documents as open.:

Document Edit Goto Settings System Help

Clear Customer: Header Data

Process open items

Account  Clearing Date 04/06/2011 Period 10

Company Code SC01

Open Item Selection

Special G/L Ind   Normal OI

Additional Selections

- None
- Amount
- Assignment
- Reference
- Document Number
- Posting Date
- Dunning Area
- Payment order
- Collective invoice
- Document Type
- Business Area
- Others

Document 1100268035 was posted in company code SC01

ECQ (1) (020) sceisecqap5 INS

# Top Tickets – F-32 Clearing Process, Scenario 3 Intro

## Scenario 3:

🕒 The customer was billed for \$20.00, payment was made for \$15.00 and a credit was issued for \$3.00. In this case, the customer was billed incorrectly, therefore leaving a balance of \$2.00. In order to correct this, use the F-32 Transaction and complete the following steps:

### 1. Execute FBL5N (shows a balance of 2.00):

The screenshot shows the SAP 'Customer Line Item Display' window. The customer information is: Customer 4006012, Company Code SC01, Name THOMAS J KEAVENEY ATTY, City CHARLESTON. The table below shows the items and their amounts:

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
		2000124949	DR	03/25/2011			20.00	USD		
		2100029218	DZ	03/24/2011			15.00	USD		
		2200005121	D6	03/25/2011			3.00	USD		
*							2.00	USD		
**	Account 4006012						2.00	USD		

Below the table, there is a summary row with the following values:

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
***							2.00	USD		

The status bar at the bottom indicates '3 items displayed'.

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

## 2. Execute F-32, enter the customer number, and select “Document Numbers” under “Additional Selections”:

The screenshot displays the SAP F-32 Clearing Process interface. The title bar reads "Clear Customer: Header Data". Below the title bar, there is a "Process open items" button. The main area contains several input fields: "Account" (4006012), "Clearing Date" (03/25/2011), "Period" (9), and "Company Code" (SC01). Below these fields is the "Open Item Selection" section, which includes a "Special G/L Ind" field and a checked "Normal OI" checkbox. The "Additional Selections" section is expanded, showing a list of radio button options: "None", "Amount", "Assignment", "Reference", "Document Number" (selected), "Posting Date", "Dunning Area", "Payment order", "Collective invoice", "Document Type", "Business Area", and "Others". The bottom status bar shows "ECQ (6) (020)", "sc01setcap6", and "INS".



# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Select the Residual tab and click on the “Charge off diff.” button (circled in the screen shot below). The system automatically calculates balance.:

Account items 4006012 THOMAS J KEAVENEY ATTY

Assignme...	Document ...	D...	P...	Posting Date	Document ...	Net amount	Residual items	R...
2000124949	DR 01	03/25/2011		03/25/2011		20.00	0.00	
2100029218	DZ 15	03/25/2011		03/24/2011		15.00-		
2200005121	DG 11	03/25/2011		03/25/2011		3.00-		

Editing status

Number of items	3	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Currency	USD		
Display in clearing currency		Not assigned	0.00

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Enter "40," for debit, as the posting key, and enter the appropriate General Ledger Account from the original billing document:

The screenshot shows the SAP 'Clear Customer Display Overview' window. The document details are as follows:

Document Date	03/25/2011	Type	AB	Company Code	SC01
Posting Date	03/25/2011	Period	9		
Document Number	INTERNAL	Fiscal Year	2011		
Reference		Cross-CC no.			
Doc. Header Text		Trading part BA			

Below the document details is a table for line items:

Item	PK	BusA	Account	Description	CoCd	Amount	Tax Amount	Tx
Other Items								
						0.00		
Balance						0.00		USD

At the bottom, the 'Other Line Items' section is active, showing the following fields:

PstKy	40	Account	4280020000	L Ind		TType		New co. code	
-------	----	---------	------------	-------	--	-------	--	--------------	--

The status bar at the bottom right indicates: ECQ (6) (020) | sceisecqap6 | INS

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Click on the “Process Open Items” button (circled in the screen shot below) and enter the amount:

The screenshot shows the SAP interface for clearing customer add G/L account items. The title bar reads "Clear Customer Add G/L account item". The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for navigation and actions. Below the title bar, there are buttons for "Choose open items", "Process open items" (circled in red), "More data", and "Acct model".

The main form area contains the following fields and options:

- G/L Account: 4280020000 FEDERAL OPERATING GRANTS-RESTRICTED
- Company Code: SC01 State of South Carolina
- Item 1 / Credit entry / 50
- Amount: 2.00 USD
- Calculate tax
- W/o cash disc.
- Cost Center: [ ]
- Order: [ ]
- WBS Element: [ ]
- Profit. Segment: [ ]
- Real Estate Obj: [ ]
- Asset: [ ] [ ]
- Assignment: [ ]
- Text: [ ]
- Asst retirement:
- Long Texts: [ ]
- More: [ ]

The bottom status bar shows: ECQ (6) (020) sceisecqap6 INS

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Click on “More” and enter the Finance data (NOTE: If there are multiple funding streams, per the original billing documents, you will need to enter each one separately for the appropriate amount.)

Click on the green check mark (circled in the screen shot below) to finalize the Finance data you just entered:

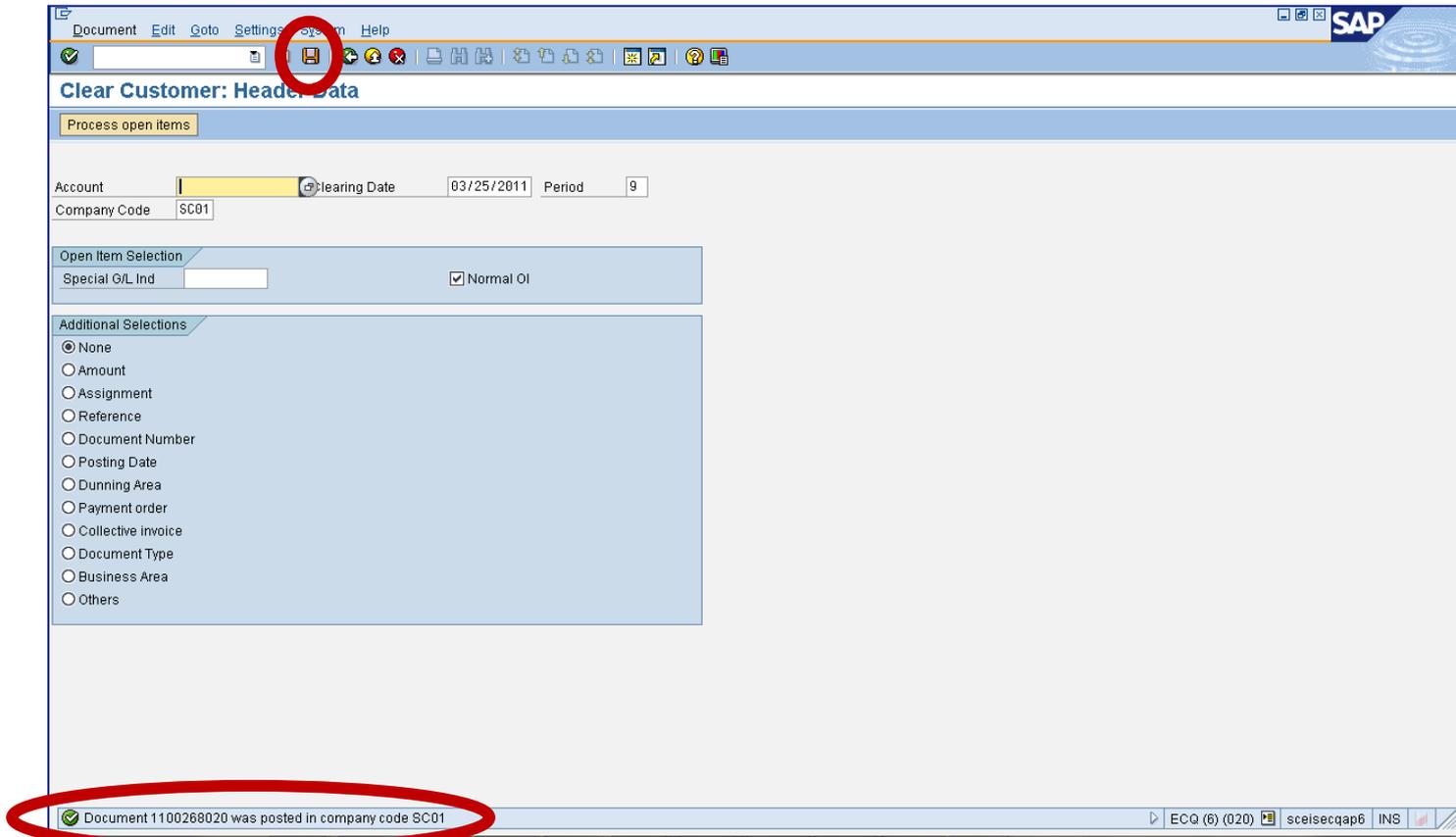
**Coding Block**

Business Area	p240		
Asset			
Cost Center	P240B00030		
Order			
Profit Center			
WBS Element		Profit. Segment	
Fund	30350069	Grant	NOT RELEVANT
Functional Area	P240_0205	Commitment Item	
Funds Center			
Earmarked Funds			
Sales Order			
		Real Estate Obj	

Bottom-left corner icons:   

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

8. Click on the “Save” icon denoted by a diskette (circled in the screen shot below) to save the document. Then, view document number at the bottom of the screen (also circled in the screen shot below).:



- 
- AR scans invoice/supporting documentation
  - Retrieve image from SAP inbox
  - Confirm image accuracy and clarity
  - You will be in the ZARIDT transaction when processing.

# Top Tickets- IDT Process Billing live agency ZARIDT

Once data is keyed, click diskette to get your 4XXXXXXXXX.

The screenshot shows the SAP 'Enter Customer Invoice' screen. The title bar includes 'Document Edit Goto Extras **Setting** Environment System Help'. The toolbar contains various icons, with the 'Diskette' icon (representing saving) circled in red. The main window title is 'Enter Customer Invoice: Company Code SC01'. Below the title bar, there are buttons for 'Tree on', 'Company Code', 'Hold', 'Simulate', 'Park', and 'Editing options'. The 'Transactn' field is set to 'R Invoice'. The 'Basic data' tab is active, showing fields for Customer (F030000), Invoice date (09/22/2011), Posting Date (09/22/2011), Document Type (ZJ ZJ (IDT INV BILL...)), Amount (5.00), and Tax amount. A 'Customer' popup window is open, showing the address: BUDGET & CONTROL BOARD, SUITE 400, 1201 MAIN STREET, COLUMBIA SC 29201-3295. At the bottom, a table lists one item with the following data:

GL acct	D/C	Amount in doc.curr.	Bu...	Cost center	Functional area	Fund	Grant	WB
4530050000	H Cr...	5.00	F030	F030EC0000	F030_EC05	10010000	NOT RELEVANT	

## 🔄 Billed incorrectly or duplicate billing issue:

- Contact the billing agency for inquiries and corrections.
  - Receivable document (40xxxxxxx) should be reversed first.
  - The payable (39xxxxxxx) will be deleted during end of day processing OR the paying agency can delete the document once the receivable has been reversed and the document will not reappear.
    - **\*\*If the receivable is not reversed and the payable is deleted, the system will automatically assign it another document number the following business day.\*\***

# Top Tickets

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Team	Issue	Resolution
<b>Finance</b>	Some agencies have had issues completing month-end processes. The Comptroller General's Office will soon implement new hard stops in the process.	Run the FBV3 Parked Document Report and the ZFI_ERRORS Report and complete standard month-end processes as shown in the following slides.

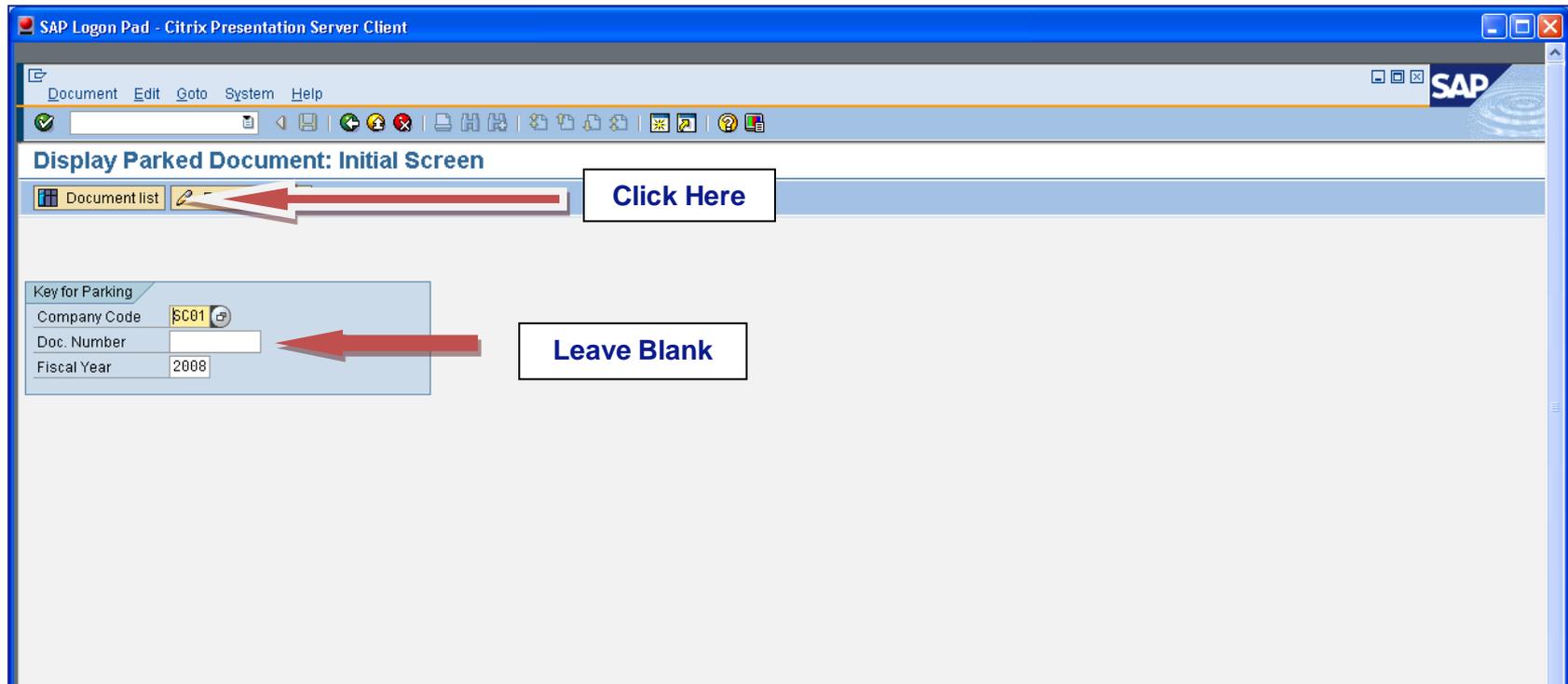
---

## **Parked Document Report —Transaction code: FBV3**

- 🕒 To make sure that your documents are processed in a timely manner, run the FBV3 report to see your open (parked) documents. This report will show you the documents that have been parked by you and also the documents that moved from your workflow to the next approver's inbox. As soon as the final approval has taken place the item will come off of the report.

# Top Tickets – Month-End Process, FBV3 Parked Document Report

To run the report for all parked transactions, leave the Doc. Number blank and click on Document list.



# Top Tickets – Month-End Process, FBV3 Parked Document Report

This screen will always default to your name as the creator. If you would like to view your whole agency, remove your name from the “Entered by” column. You can isolate your search by the following :

- 1) Date – you can enter in one date or a range of dates
- 2) Document Type
- 3) Reference
- 4) User name

You can enter in all information or just part. After you enter the selection(s), click execute.

The screenshot shows the SAP Logon Pad interface for the 'List of Parked Documents' report. The window title is 'SAP Logon Pad - Citrix Presentation Server Client'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is titled 'List of Parked Documents' and contains several input fields and buttons. A red arrow points to the 'Execute' button. Other red arrows point to the search criteria fields: Company code (SC01), Document number, Fiscal year (2008), Posting date, Document date, Document type, Reference, Document header text, Entered by (SCOYNER), Enter release, Complete, and Released.

# Top Tickets – Month-End Process, FBV3 Parked Document Report

The final document will look like the document below. It will tell you the following:

- 🕒 Document Number
- 🕒 Document Type
- 🕒 Document Date
- 🕒 Document Header Text – If you put information on the text line in the header
- 🕒 Completed By – Who entered the document

**You can sort and filter on any column by clicking on the header and then the icon.**

**Icons**

**Double click header to sort or filter**

SL	Fiscal Year	DocumentNo	Type	Entered on	Document-Header Text	Completed by	
	2008	1000000221	SU	03/11/2008	BOA from YC to Medicaid		T
	2008	1000000330	SU	05/05/2008	fica 05/01/08	PJAMES	P
	2008	1000000331	SU	05/05/2008	retirement 05/01/08	PJAMES	T
	2008	1000000430	SU	06/03/2008	Corr GL accts	TKEY	C
	2008	1000000431	SU	06/03/2008	move revenue to salfring	COSWALD	P
	2008	1000000488	SU	06/19/2008	lottery put in callham fu		J
	2008	1000000493	SU	06/23/2008	JUNE REVENUE	JONESH	P
	2008	1000000494	SU	06/23/2008	jr doc 3000001216	PJAMES	L
	2008	1000000504	SU	06/24/2008	Journal Entry - Order corr	LWHALEY	N
	2008	1000000505	SU	06/24/2008	CORRECT FUND	NLEE	S
	2008	1000000511	SU	06/25/2008	JV 3000004618 to earmark.	SLUDLAM	J
	2008	1000000515	SU	06/25/2008	2008 DEBT MGT CASH	JONESH	C
	2008	1000000516	SU	06/25/2008	JV 40% Rhonda Zobel	CLINDLER	T
	2008	1000000517	SU	06/25/2008	Corr Internal Order	TKEY	T
	2008	1000000518	SU	06/25/2008	Corr Internal Order	TKEY	T
	2008	1000000519	SU	06/25/2008	Corr Internal Order	TKEY	T
	2008	1000000520	SU	06/25/2008	Corr Internal Order	TKEY	T
	2008	1000000521	SU	06/25/2008	Corr Internal Order	TKEY	L
	2008	3000004201	KR	06/03/2008		LWHALEY	L
	2008	3000004854	KR	06/06/2008		JONESH	L

# Top Tickets – Month-End Process, FBV3 Parked Document Report

- 🌀 You will need to drill down into the document to view workflow and find the location of the transaction. To drill down you will double click on the document number to bring the document up in display mode.
- 🌀 When the document is displayed on your screen, go to “service for objects”, to drill into the workflow.

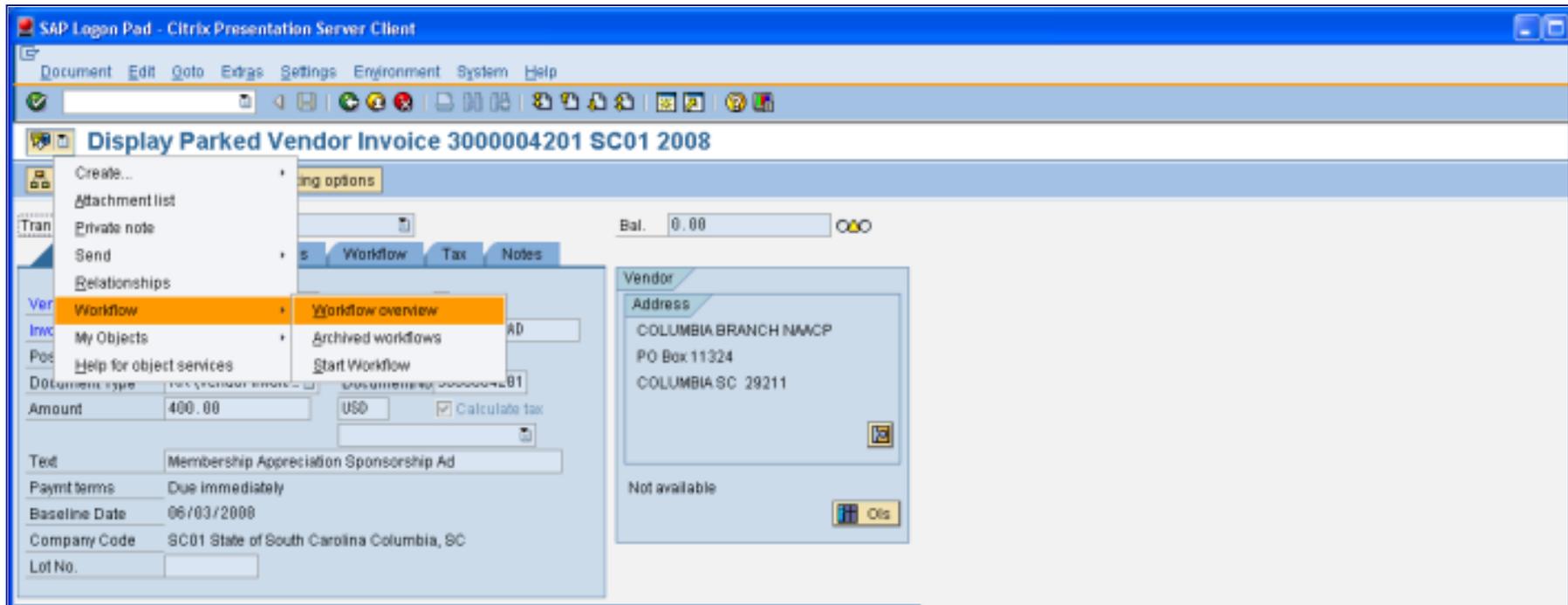
**Service for Objects**

**I reference “service for objects” to the notepad.**

GL acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Text
5021480000	Debit	400.00	L460A00010	30000211	10010000	NOT RELEVANT	
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					
	Debit	0.00					

# Top Tickets – Month-End Process, FBV3 Parked Document Report

➤ Go to Workflow and select Workflow Overview.



# Top Tickets – Month-End Process, FBV3 Parked Document Report

- Highlight the line labeled “In process” and then click on “Information”. This shows the location of the document.

**Display Parked Vendor Invoice 3002229655 SC01 2012**

Tree on | Document | Editing options

Transactn: R Invoice | Bal.: 0.00

Data on Linked Workflows

Workflows for Current Context

Title	Creation D...	Creation ...	Status	Task
imaging workflow to allow rejections	08/30/2011	13:28:15	Completed	imaging workflow to a
Invoice 3002229655 Approval	09/02/2011	10:45:51	In Process	AP Invoice Approval FI

Step name	Status	Result	Time stamp	Agent
<a href="#">Determine Cost Centers for Invoice 3002229655</a>	Completed		09/02/2011 - 10:45:52	Workflow System
<a href="#">Determine AP Supervisor for 3002229655</a>	Completed		09/02/2011 - 10:45:52	Workflow System
Year End Check	Completed		09/02/2011 - 10:45:52	Workflow System
<a href="#">Business area F030 and Document 3002229655</a>	Completed	Approve	09/02/2011 - 10:45:52	PATRICIA KELLER
<a href="#">Business area F030 and Document 3002229655</a>	Ready		09/02/2011 - 11:31:40	Information...

# Top Tickets – Month-End Process, FBV3 Parked Document Report

Recipients: Business area F030 and Document 300222	
TS 91000164 AP Invoice decision task	
US ANN13182	ANNE ROCHESTER
US CAR13097	CAROLINE ROYAL
US CYN16523	CYNTHIA MERCER
US DEN11530	DENISE CARRAWAY
US KEN12828	KENDRA HUNT
US LAC13177	LACY DERRICK
US PAT12021	PATRICIA KELLER
US REN14395	RENEE HERNDUN
US RIC16023	RICKY JONES
US TAM16653	TAMELA SEEL

# Top Tickets – Month-End Process, FBV3 Parked Document Report

🕒 To create a Variant for FBV3, click Document List, enter information and then save.

**Display Parked Document: Initial Screen**

 Document list  Editing Options

---

Key for Parking

Company Code

Doc. Number

Fiscal Year

**List of Parked Documents**

Company code	<input type="text" value="SC01"/>	to	<input type="text"/>	
Document number	<input type="text"/>	to	<input type="text"/>	
Fiscal year	<input type="text" value="2012"/>	to	<input type="text"/>	

**General Selections**

Posting date	<input type="text"/>	to	<input type="text"/>	
Document date	<input type="text"/>	to	<input type="text"/>	
Document type	<input type="text"/>	to	<input type="text"/>	
Reference	<input type="text"/>	to	<input type="text"/>	
Document header text	<input type="text"/>	to	<input type="text"/>	
Entered by	<input type="text"/>	to	<input type="text"/>	

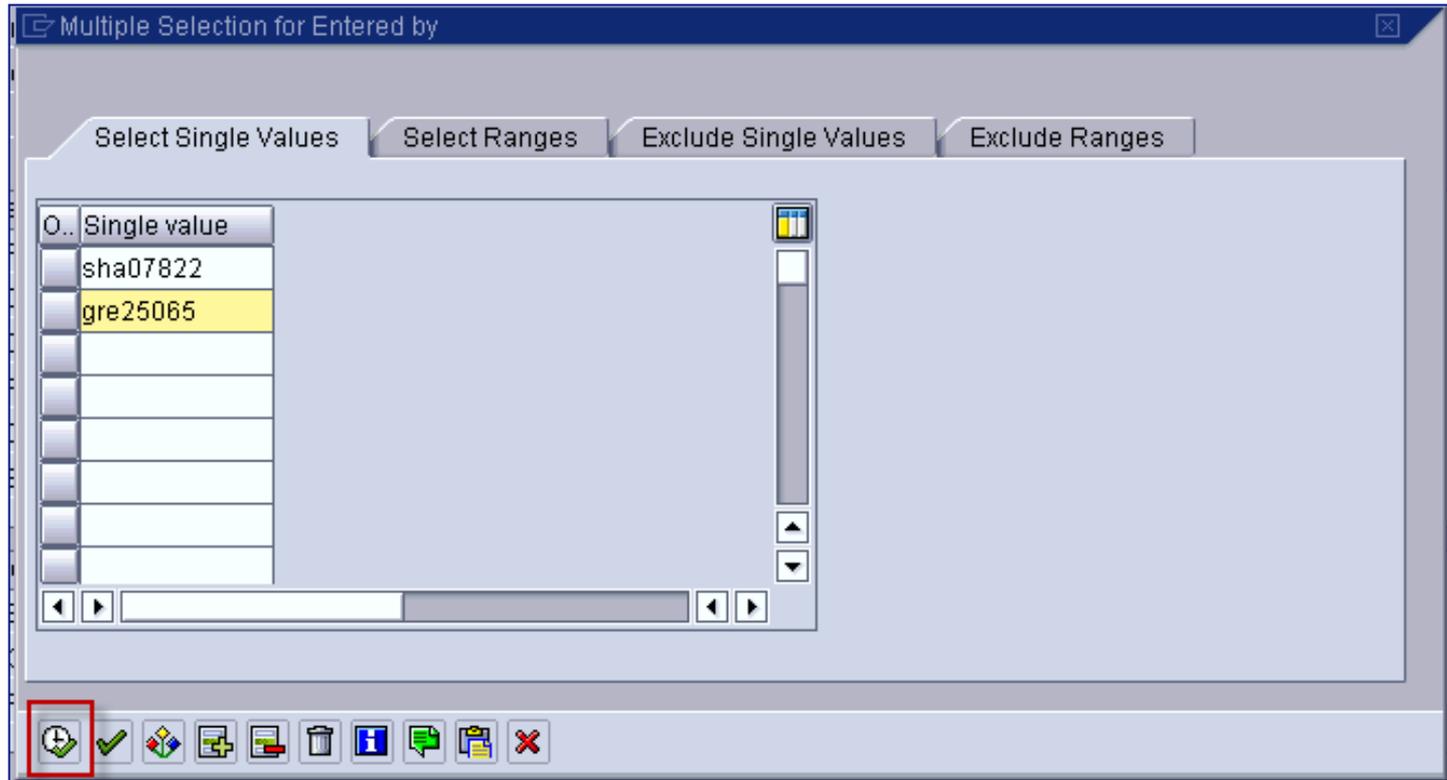
**Processing Status**

Enter release	<input type="text"/>	to	<input type="text"/>	
Complete	<input type="text"/>	to	<input type="text"/>	
Released	<input type="text"/>	to	<input type="text"/>	

Remove your name and choose the arrow to add you agency list

# Top Tickets – Month-End Process, FBV3 Parked Document Report

- ☛ Select Goto – Variants – Save as Variant.
- ☛ Name your variant.
- ☛ Save with the diskette.



# Top Tickets – Month-End Process, FBV3 Parked Document Report

🔄 Click on variant.

**Variant Attributes**

✎ Copy Screen Assignment ⓘ

Variant Name:

Meaning:

Only for Background Processing  
 Protect Variant  
 Only Display in Catalog  
 System Variant (Automatic Transport)

Scrn Assignm.

Created	Selection Scrms
<input checked="" type="checkbox"/>	1000

🖨️ 🗨️ 📄 📑

Objects for selection screen

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field	S
1,000	Company code	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document number	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Fiscal year	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Posting date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document type	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Reference	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document header text	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Entered by	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Enter release	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Complete	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Released	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	FUNCL	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Top Tickets – Month-End Process, FBV3 Parked Document Report

Execute:

Double-click your item:

**List of Parked Documents**





Company code	SC01	to		
Document number		to		
Fiscal year	2012	to		

**General Selections**

Posting date		to		
Document date		to		
Document type		to		
Reference		to		
Document header text		to		
Entered by	SHA07822	to		

**Processing Status**

Enter release		to		
Complete		to		
Released		to		

**Find Variant**

Variant		
Environment		
Created by		
Changed by		
Original language		




# Top Tickets – Month-End Process, FBV3 Parked Document Report

## Execute:

ABAP: Variant Directory of Program RFPUEB00

Variant catalog for program RFPUEB00

Variant name	Short description	...	...	Cha
PARKED DOCS	Parked Docs	A		
R120 USERS	parked documents	A	X	
R160 FI USERS	R160 FI USERS	A		
R160 USERS	R160 USERS	A		
R160_PARKED	R160_PARKED	A		
R400PARKED FIN	parked finance documents	A		
TEST	2 end users	A		

## End Results:

### List of Parked Documents

Company code: SC01 to

Document number: to

Fiscal year: 2012 to

**General Selections**

Posting date: to

Document date: to

Document type: to

Reference: to

Document header text: to

Entered by: SHA07822 to

**Processing Status**

Enter release: to

Complete: to

Released: to

# Top Tickets – Month-End Process, FBV3 Parked Document Report

## End Results:

### Display Parked Documents: List



St.	Fiscal Year	Per...	DocumentNo	Type	Entered on	Entered at	Posting Date	Document Header Text	Completed by	Reason	User	S	Cp	Transaction Code
	2012	3	3002270269	KR	09/20/2011	12:29:52	09/20/2011		SHA07822		SHA07822	V	<input checked="" type="checkbox"/>	FV60
	2012	3	3500119255	ZT	09/20/2011	12:07:24	09/20/2011				SHA07822	V	<input type="checkbox"/>	FV60
	2012	2	5700343072	RE	08/22/2011	14:15:41	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343093	RE	08/22/2011	14:24:29	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343103	RE	08/22/2011	14:31:24	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343121	RE	08/22/2011	14:38:31	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343129	RE	08/22/2011	14:49:40	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700345767	RE	08/25/2011	15:20:37	08/25/2011		SHA07822		SHA07822	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346060	RE	08/26/2011	09:13:29	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346061	RE	08/26/2011	09:22:52	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346067	RE	08/26/2011	09:32:58	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346089	RE	08/26/2011	09:41:21	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346126	RE	08/26/2011	09:49:15	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346151	RE	08/26/2011	09:56:23	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346152	RE	08/26/2011	10:04:08	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346157	RE	08/26/2011	10:08:53	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346274	RE	08/26/2011	10:40:19	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346376	RE	08/26/2011	10:44:37	08/26/2011		GRE25065		GRE25065	V	<input type="checkbox"/>	MIR7

## Z\_SCEIS\_ERRORS Report

- 🕒 Transaction code: Z\_SCEIS\_ERRORS
- 🕒 To run the report for “B” blocks or “X” blocks you will:
  - Enter in process date
  - Fiscal Year
  - Uncheck “Show Outbound Errors
  - Uncheck “Show Inbound Errors”
  - Check “Show Payment Run Error”
  - Enter in Error Code “003”
  - Enter in “B” by Payment Block

# Top Tickets – Month-End Process, Z\_SCEIS\_ERRORS Report

**Selection Criteria**

To Process Date

Min Number of Days on File

Business Area  to

Fiscal Year  to

Document Number  to

Document Type  to

Vendor Number  to

Blank Lines Between Documents

Include documents where errors have been reviewed (outbound and payment run)

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Show Outbound Errors. Use following Options:

Clearing Doc Number  to

Documents with a Crosswalk Error (E)

Documents with a STARS Error (F)

Batch Type 0 - Journal Voucher

Batch Type 0, 1 and 3 - Budget

Batch Type 2 - Deposits

Batch Type 3 - Cash Transfer

Batch Type 4 - Internal IDT

Batch Type 6 - Vouchers (Non-Specials)

Batch Type 6 - Vouchers (Specials)

Batch Types - 9, 0 - Payroll Docs

Batch Types - 4, 6 - Third Party Docs

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Show Payment Run Errors. Use following Options:

Error Code  to

Batch Type 4 - Internal IDT

Batch Type 6 - Vouchers (Non-Specials)

Batch Type 6 - Vouchers (Specials)

003 - Payment Blocks

# Top Tickets – Month-End Process, Z\_SCEIS\_ERRORS Report

- ☉ Your report will show you the document number, dollar amount, and the number of days that the document has been on the error report.
- ☉ You can drill into the document by clicking on the document number. The documents will need to be reversed with FB03 for travel documents, journal entries and direct pays.
- ☉ Use MR8M for purchase order documents and also F-44 to clear the vendor.
- ☉ You would repeat the steps above to see the “X” documents by placing “X” in the payment block.

User ID : SCDYNER		South Carolina Enterprise Information System					
System : ECP / 010		Report to Show Inbound, Outbound and Payment					
Program : ZFI_ALL_RPT BOR AGING REPORT							
<b>ERRORS ON PAYMENT RUN FILE:</b>							
Process Date: 06/27/2010 (on file for 316 days)							
B S	Invoice	Doc				Total	Total
T P	Document	FY Type	Business Area	Vendor Information		Debits	Credits
<input type="checkbox"/>	6	6600000118	2011 TP E120	COMPTROLLER GENERAL	2000000078 GEORGETOWN COUNTY	0.00	425.56
Total Number of Documents for 06/27/2010:				1			
Process Date: 07/19/2010 (on file for 294 days)							
B S	Invoice	Doc				Total	Total
T P	Document	FY Type	Business Area	Vendor Information		Debits	Credits
<input type="checkbox"/>	6	3001168905	2011 KI H730	VOCATIONAL REHABILITAT	7000122161 EDISTO REGIONAL HE	0.00	15.00



**Break**

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# Reporting User Group Update

## John Taylor, Chair, User Group Leads Committee

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South Carolina Enterprise Information System

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# Year-End Closing Packages Lessons Learned John Taylor, Chair, User Group Leads Committee

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD



South Carolina Enterprise Information System

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# Agency Best Practices: Dept. of Revenue John Taylor, Chair, User Group Leads Committee

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD