

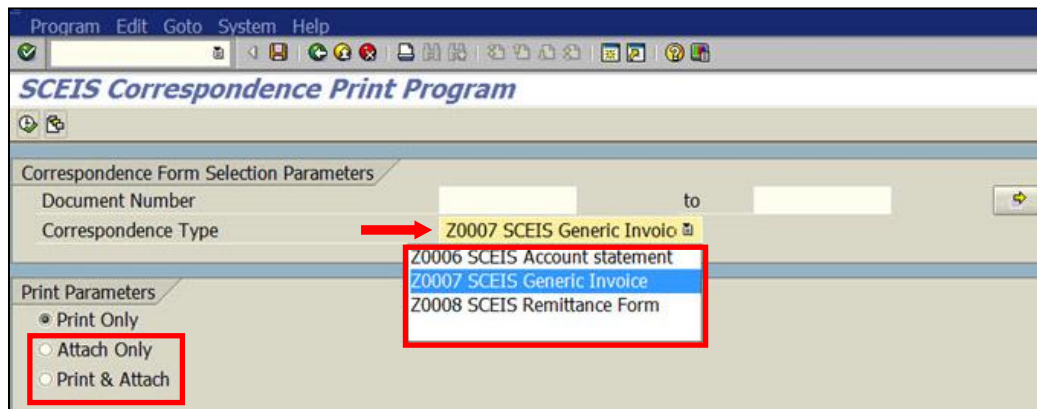
Subject: New ZFIINVPRINT attach/print functionality for Accounts Receivable (AR) Invoice

Audience: Finance Directors, Accounts Receivable (AP) users

The SCEIS team is pleased to announce new functionality that will allow users to attach Invoices without using OnBase to scan documentation.

The screen layout for transaction code ZFIINVPRINT now includes:

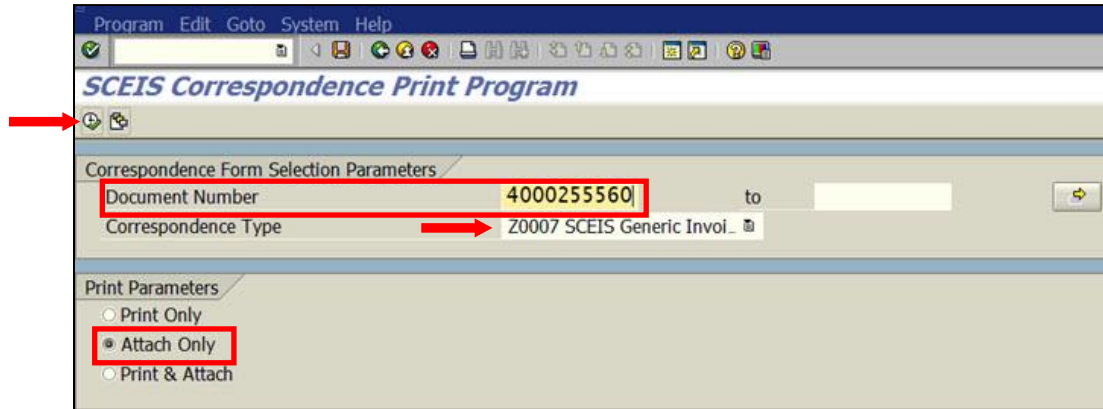
1. A simplified data entry screen.
2. Correspondence Type options that are limited to the Z0006 SCEIS Account Statements, the Z0007 SCEIS Generic Invoice and the Z0008 SCEIS Remittance Form.
3. The default correspondence type value set to Z0007 SCEIS Generic Invoice.
4. Reduced options for Correspondence Type selections.
5. New Print Parameters options for Attach Only and Print & Attach.
6. Required data entry fields change based on the Correspondence Type selected.



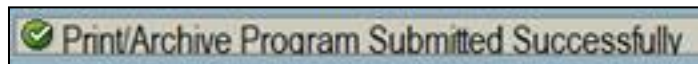
The following steps outline a new process option for Interdepartmental Transfers (IDTs).

1. Go directly to transaction code ZARIDT to enter and post IDT receivable document(s).
2. Go to transaction ZFIINVPRINT.
3. Verify that the Correspondence Type selection is set to Z0007 SCEIS Generic Invoice.
4. Enter the desired IDT receivable document number(s) in the Document Number field.
5. Set Print Parameters to Attach Only or Print & Attach. The below example is Attach Only.

6. Click on the clock icon in the upper left corner to execute the transaction.

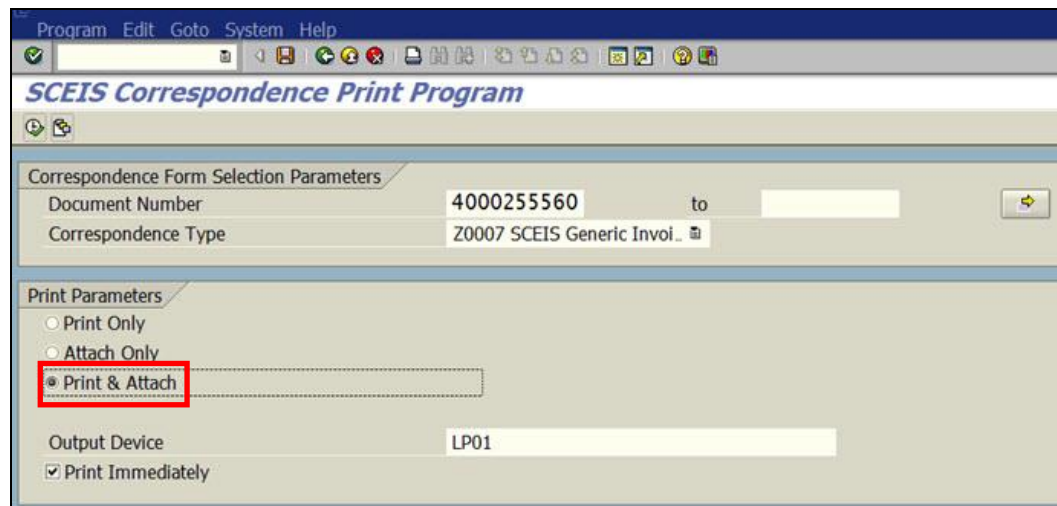


7. When the hour glass icon no longer appears, the system will display a confirmation message.

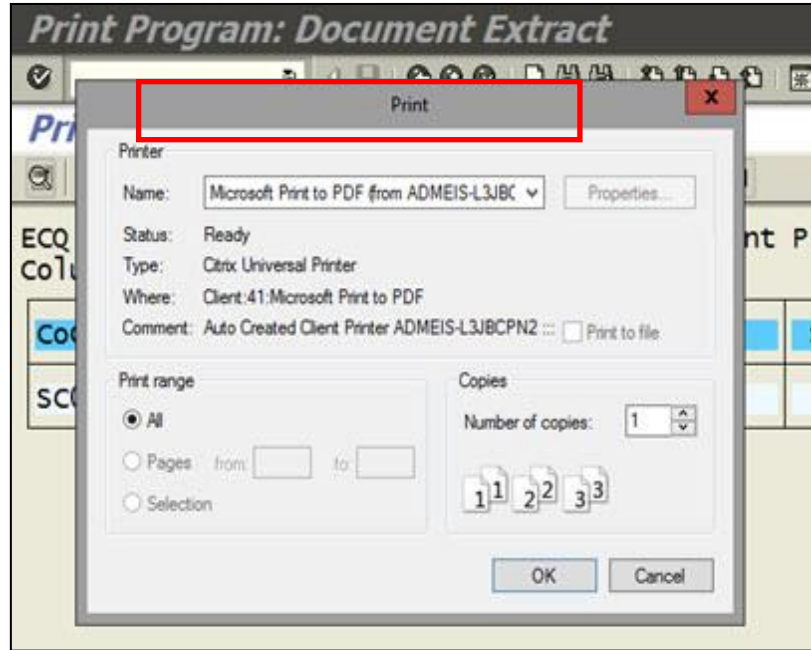


Use the Print & Attach Option

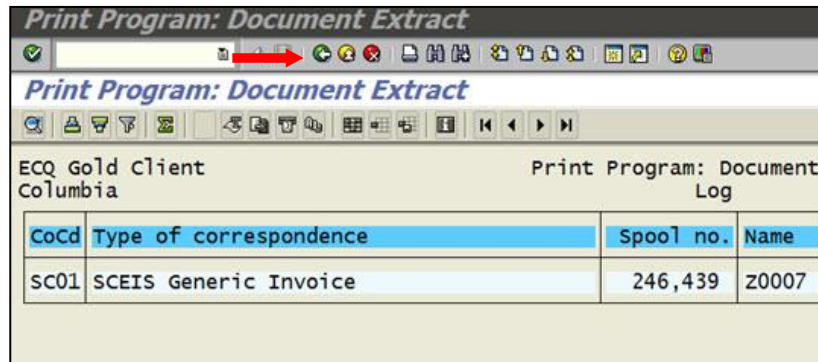
1. First, perform all steps listed above.
2. The system will display a print preview of the invoice that will be attached to the document.



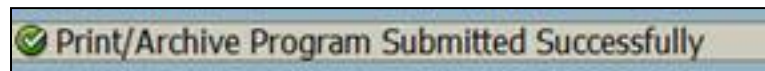
3. Select the printer you wish to print from the Name field on the Print screen.



4. Click on the back arrow button.

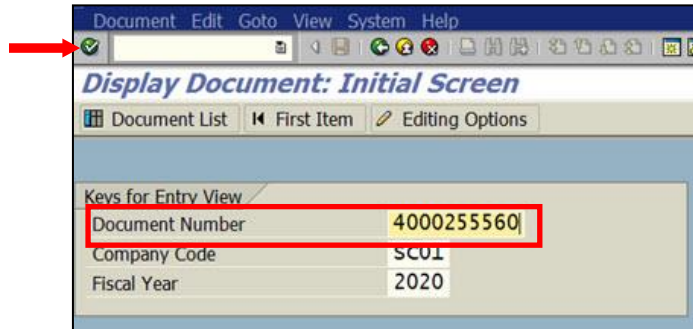


5. A confirmation message will be displayed.

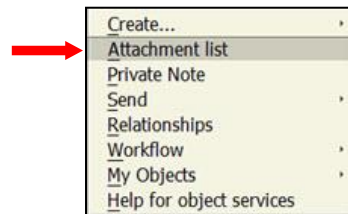


Confirm a Successful Attachment

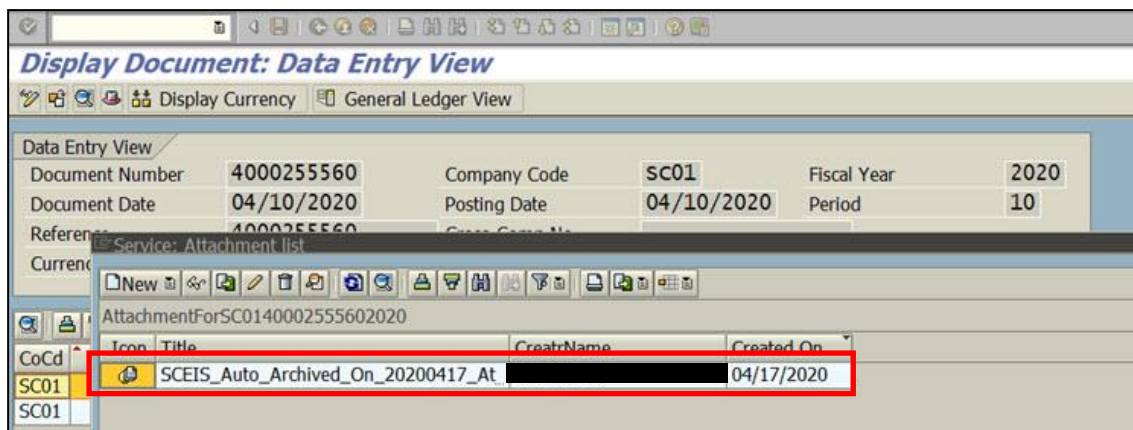
1. Enter transaction FB03 to display the document.
2. Enter the document number and click on the green arrow icon at the top left corner of the page.



3. Click on the Services for Object icon  and select Attachment List.



4. An attachment list box will display.
5. Double-click on the line you wish to display.



6. An image of the selected document will display.

The screenshot displays the SAP SmartForm Auto Attachment interface. The main window title is "SAP SA - SmartForm Auto Attachment - 4/17/2020". The document details on the left include: Document Number 40002556, Document Date 04/10/2020, and Reference 40002556. The interface features a menu bar with options like "File", "Document", "Revisions", "History", "Properties", "Send To", "Print", "Compose Document", "Delete", "Check Out", "DocuSign", "View Notes List", "Delete Note", and "Privacy Options". A table on the left lists attachments with columns for "CoCd" and "Title", showing an attachment titled "SCEIS_Auto_Archive". The main content area displays the State of South Carolina logo and the following information:

Remit To:
DEPARTMENT OF HEALTH AND HUMAN SERV
DEPT. OF ACCOUNTS RECEIVABLE
PO Box 8297
COLUMBIA SC 29202-8297
USA

Mail To:
ADMN DIV. OF INFORMATION SECURITY
4430 BROAD RIVER RD
COLUMBIA SC 29210

Invoice
Invoice Date: 04/10/2020
SAP Invoice Number: 4000255560
Legacy Information: 4000255560
Customer Number: D500015
Amount: 100.00

At the bottom, a table header is visible with columns: ITEM, ITEM DESCRIPTION, and AMOUNT.

Users may refer to the new ZFIINVPRINT: Print and Attach Customer Correspondence Miniguide in uPerform for additional reference.

Thank you,
The SCEIS Team