Instructions:
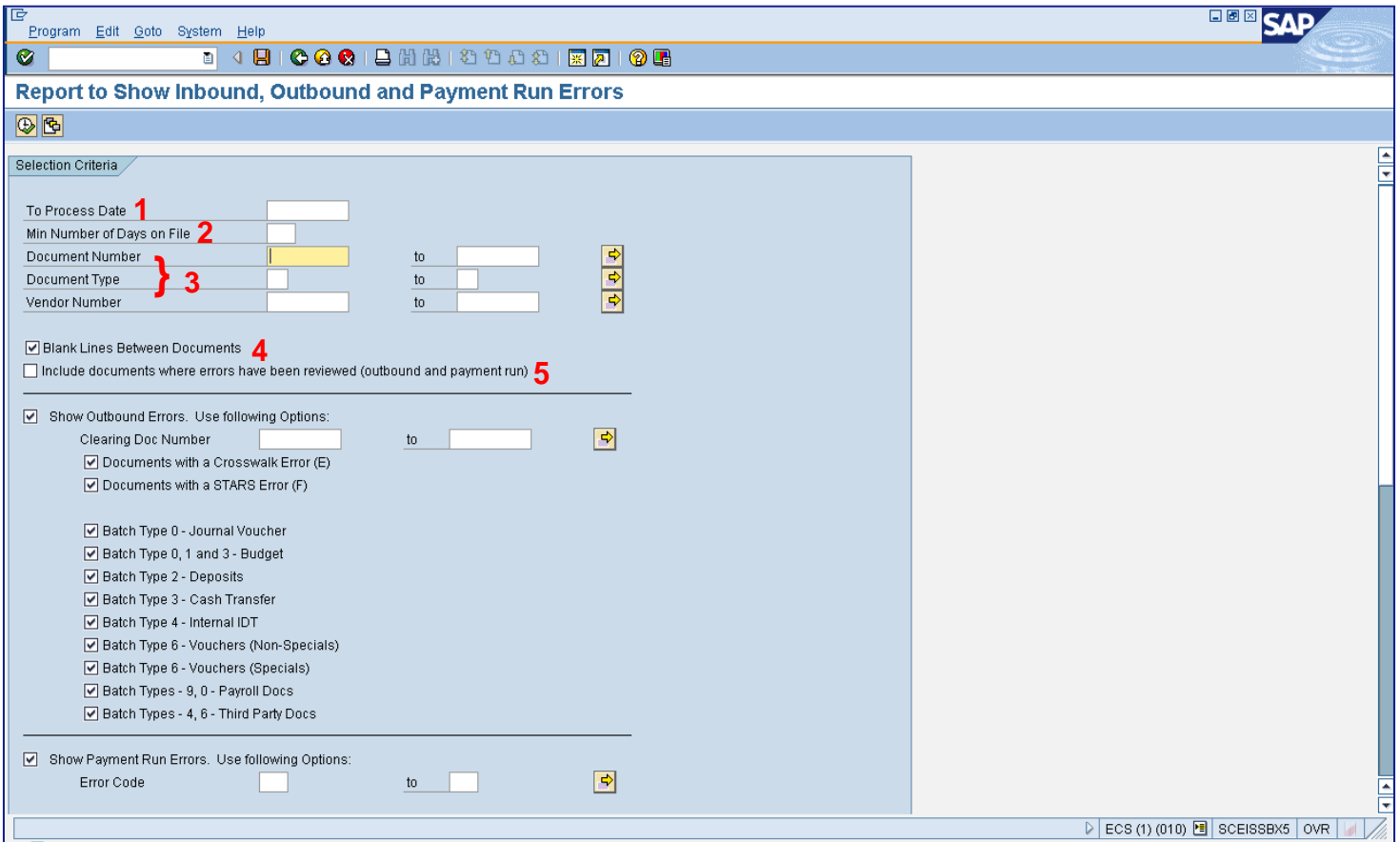# Executing the Payment Run Error Report,
Z_SCEIS_ERRORS

The new SCES Payment Run Error Report collects error data from three different sources: SCEIS Payment Run, SCEIS to STARS Outbound Interface, and STARS to SCEIS Inbound Interface. The transaction code to generate this report is: Z_SCEIS_ERRORS.

This instructional document includes detailed instructions and descriptions of each step involved in generating the report alongside relevant screen prints from SCEIS. If you have any questions about the errors you find in a SCEIS Payment Run Error Report, please contact the appropriate individuals in the Comptroller General's Office, as outlined below.

- **Payment Documents:**
    - Jennifer Hairston—Phone: (803) 734-2540; Email: jhairston@cg.sc.gov
    - Audra Kimpson—Phone: (803) 734-2619; Email: akimpson@cg.sc.gov
- **Journal Entries and Transfer Documents:**
    - Kathy Johnson—Phone: (803) 734-2608; Email: kjohnson@cg.sc.gov
    - Michael Moore—Phone: (803) 734-0584; mmoore@cg.sc.gov

SCEIS
South Carolina Enterprise Information System

Section I: Selection Criteria

1. **To Process Date:** (Required) You will get all data prior to the date you key in this field.
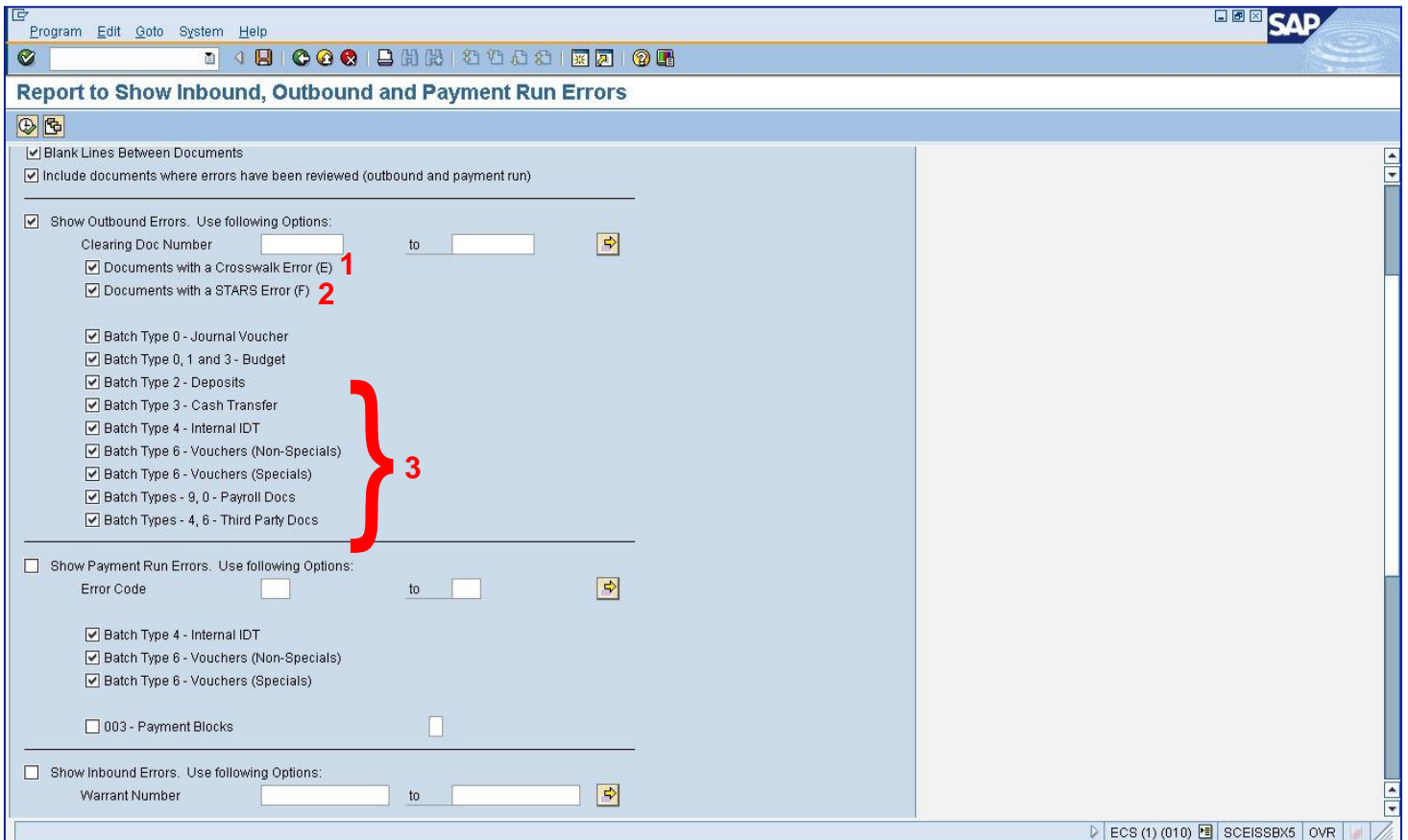
2. **Min. Number of Days on File:** When you run the report, it tells you how long the items have aged. If you populate this field, this will limit the number of the days and greater aged by the number populated.

3. You can limit selections based on **Document Number, Type** and **Vendor.**

4. **Blank Lines Between Documents:** If you do not want blank lines between each document, click to un-check this description. If left un-checked, it will default to populate blank lines between documents.

5. **Include documents where errors have been reviewed (outbound and payment run):** Check this if you want to see all documents, including ones that have already been reviewed.

Section II: Show Outbound Errors—

This includes any errors that have processed and posted in SAP and have not posted in STARS due to interface errors (either cross walk errors or STARS errors).
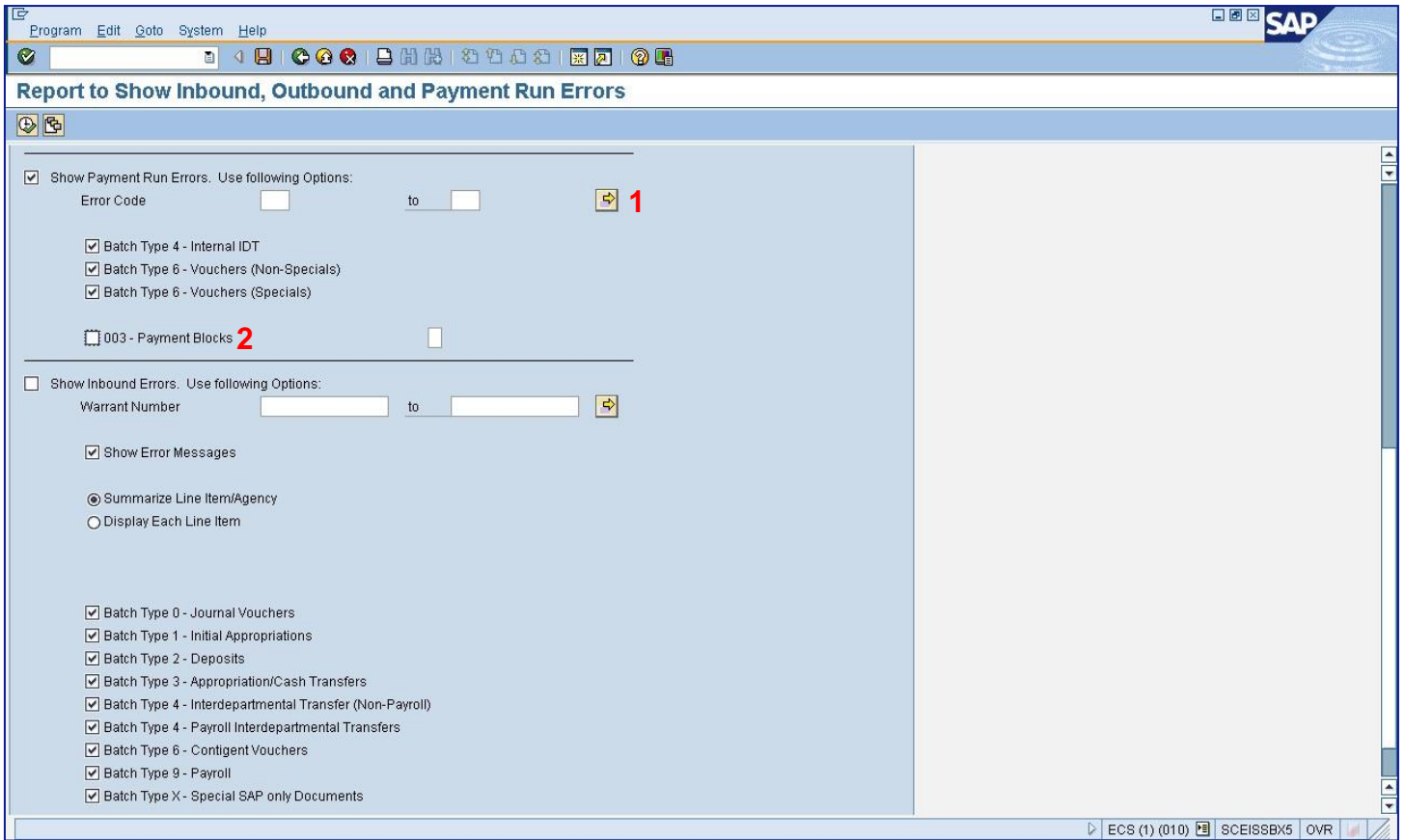

1. **Crosswalk Error (E):** Interface errors where SAP records cannot derive a STARS master data record due to funds, GL accounts, and functional area.

2. **STARS errors (F):** Any errors that may pertain to master data (vendors, GL accounts, etc) discrepancies where they are cross walked but STARS may not have those master data elements created.

3. You are given options to select STARS **Batch Types** in the event you want to limit a search for errors associated with each Batch Type. In most cases, users need to see all errors, so this screen defaults to check all Batch Types.

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Section III: Show Payment Run Errors—

This includes all payment run errors that appear on the Z_PAYMENT_LIST. You will be able to access the aging report to find all errors related to payment runs, and most importantly, you will be able to view the error messages within the same report.
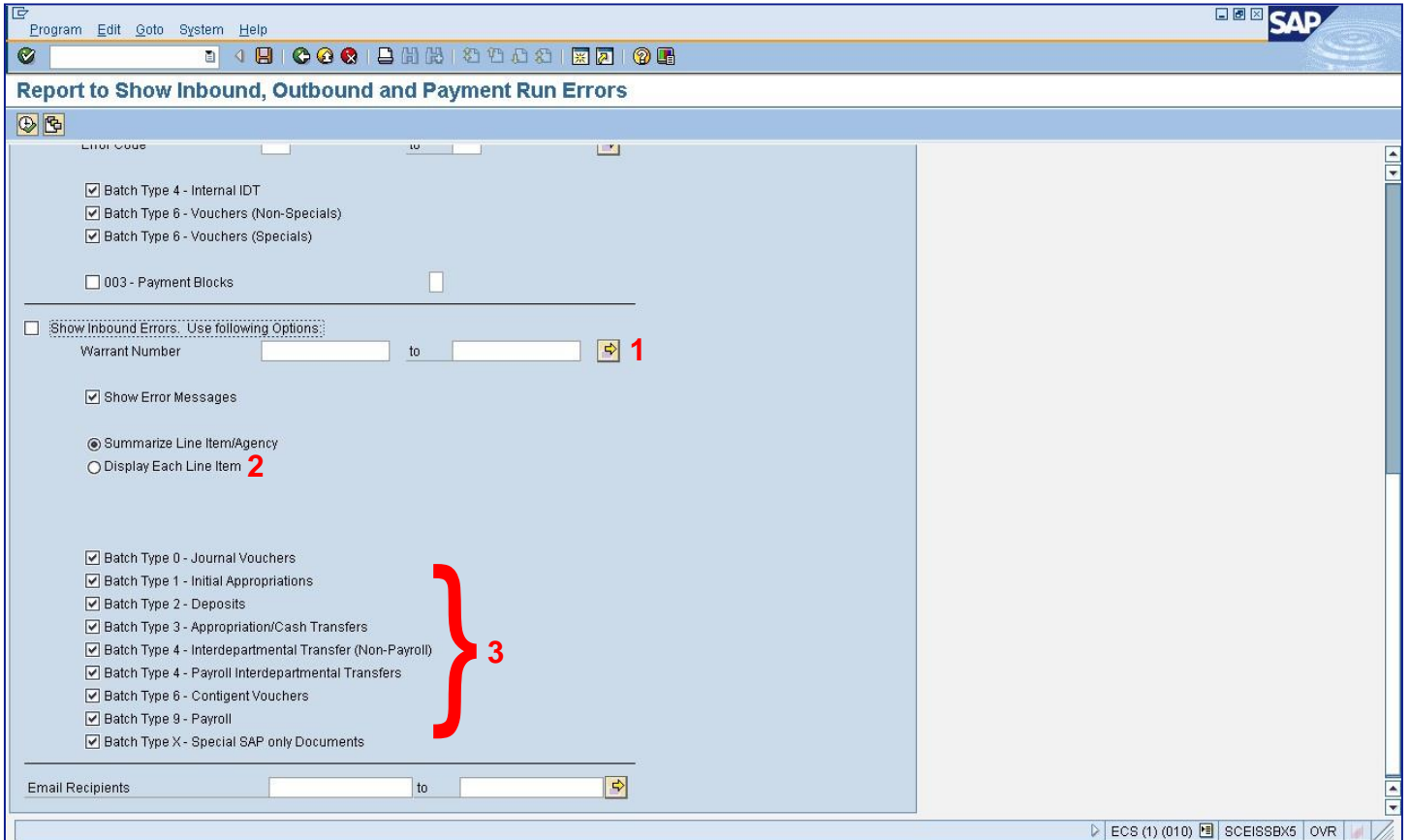
1. **Show Payment Run Errors. Use Following Options:** You can limit your payment run errors by error type or leave them blank and the report will generate all payment run errors.

2. **Payment Blocks:** You can select payment blocks to exclude all documents that have been blocked. This will narrow your search and allow the report to run more quickly.

Section IV: Show Inbound Errors—
These are all transactions generated in STARS that did not post in SAP due to interface errors.

1. **Warrant Number:** If you know the warrant number from a non-live IDT for example, you can input that into the first field and that will limit your selection for that particular warrant number.

2. **Display Each Line Item:** This will generate each line item within a warrant. If you leave it un-checked, then you will only see the warrant number and vendor name and you may drill into it for further details.

3. You are given options to select **STARS Batch Types** in the event you want to limit your search for errors. In most cases, users need to see all errors, so this screen defaults to check all Batch Types.

Section V: Reporting Tips and Tricks

1. Once you generate the report, you will see items from the oldest to most recent, as shown above.

2. If you check the box to the left of any item and click on "Update Errors", it will turn green which indicates that you have reviewed it. When the report is generated again during the same day, it will exclude these items.

   REMINDER: *If you select "Include documents where errors have been reviewed (outbound and payment run) on initial screen, then the report will show ALL items.*
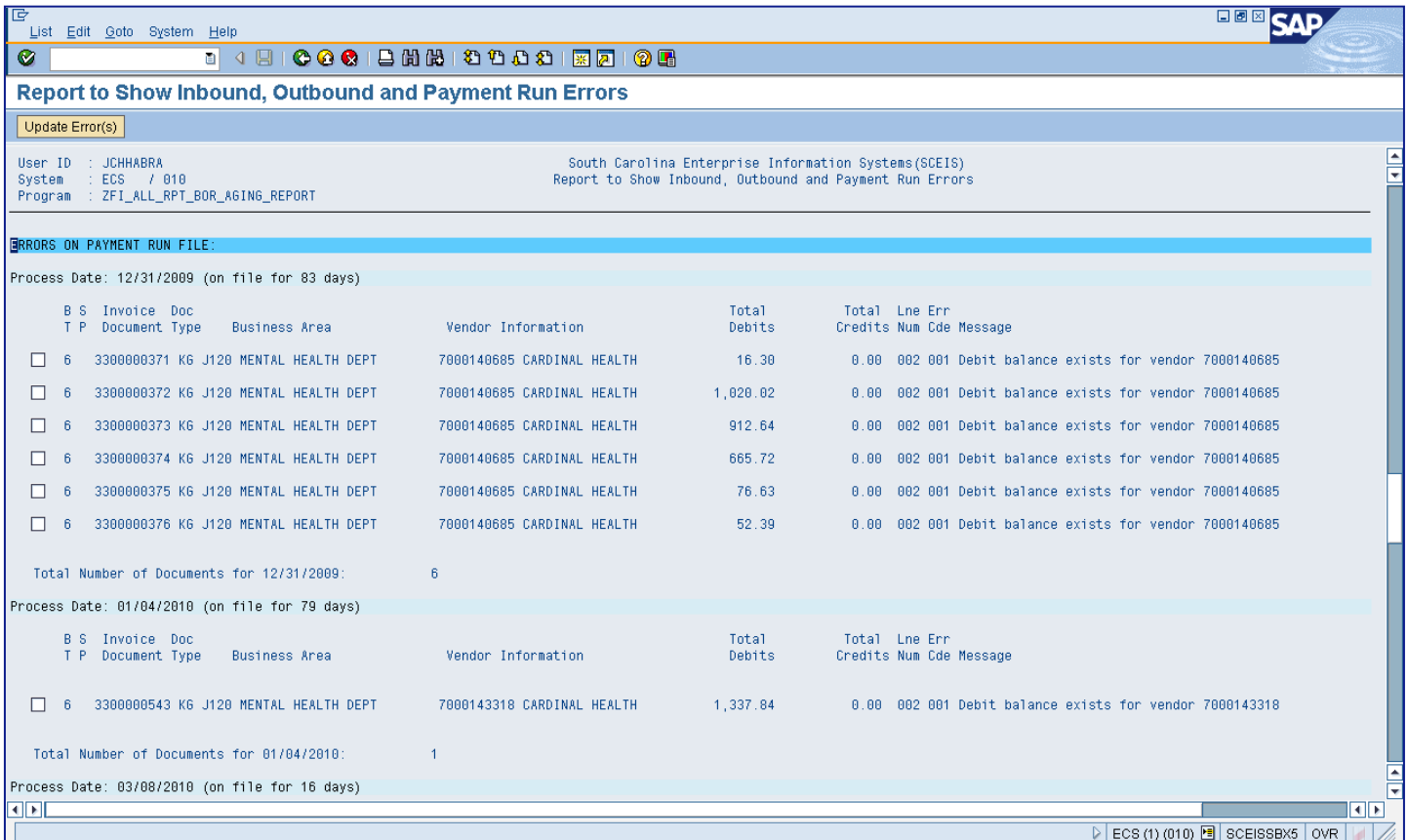
Example 1: Outbound Error Screenshot

3. Outbound Error

a. You can click into any document number which will take you directly to the document itself in SAP. If you click into the error message, you will see the STARS error message and see the SAP and STARS master data. You can also click into the eyeglasses besides each SAP data element to view a specific document number, vendor, clearing doc, or any master data record associated with this particular error.

b. If you click "Error History": It will give you the history of this error and any user that has reviewed it and or worked this item.

Example 2: Errors on Payment Run Screen Shot
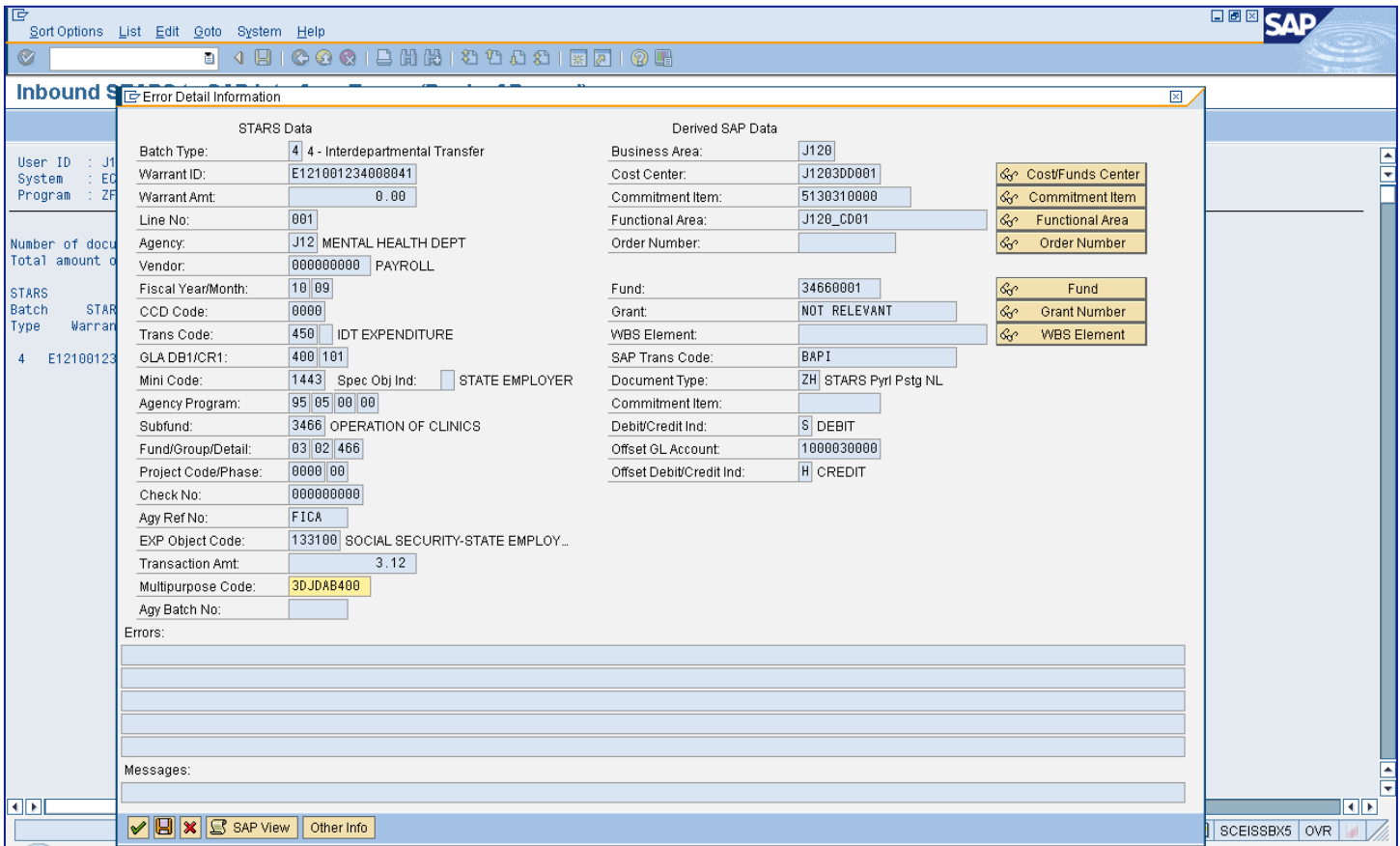

4. **Errors on Payment Run**
   a. You can click into any document number which will take you directly to the document itself in SAP. If you click into the error message, you will see the STARS error message and see the SAP and STARS master data which will also show you the payment run errors. You can also click into the eyeglasses besides SAP document number and vendor.

   b. If you click "Error History": It will give you the history of this error and any user that has reviewed it and or worked this item.

Example 3: Errors on Inbound Report Screen Shot

5. **Errors on Inbound Report**
   a. If you click on any data criteria in this report, you will get all detailed transactions pertaining to that warrant number. You will see the error messages for the lines that it is relevant to.
   b. If you further click into a line with an error message, you will see STARS data and cross walked SAP data. For payroll and IDT documents, the multipurpose code may need to be changed. If you find this is the case, contact the SCEIS Service Desk at SCEISHelpDesk@sceis.sc.gov or (803) 896-0001 (select option 1 for SCEIS Help), with detailed information on the changes you require.