



## **Instructions: Executing the Payment Run Error Report, Z\_SCEIS\_ERRORS**

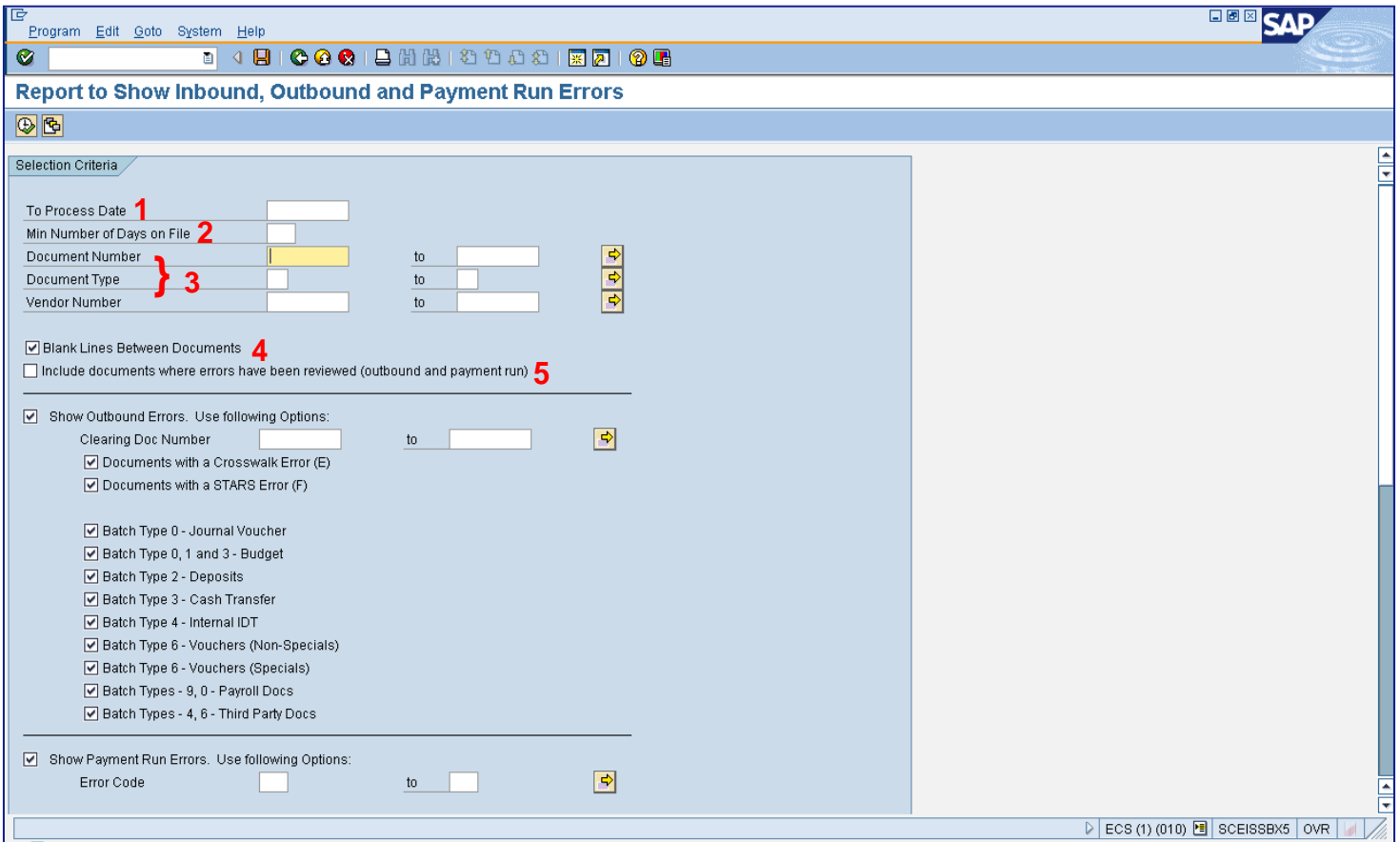
The new SCES Payment Run Error Report collects error data from three different sources: SCEIS Payment Run, SCEIS to STARS Outbound Interface, and STARS to SCEIS Inbound Interface. The transaction code to generate this report is: Z\_SCEIS\_ERRORS.

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](mailto:jhairston@cg.sc.gov)
  - Audra Kimpson—Phone: (803) 734-2619; Email: [akimpson@cg.sc.gov](mailto:akimpson@cg.sc.gov)
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## Instructions: Executing the Payment Run Error Report, Z\_SCEIS\_ERRORS

### Section I: Selection Criteria



The screenshot shows the SAP selection criteria for the report. The fields and options are as follows:

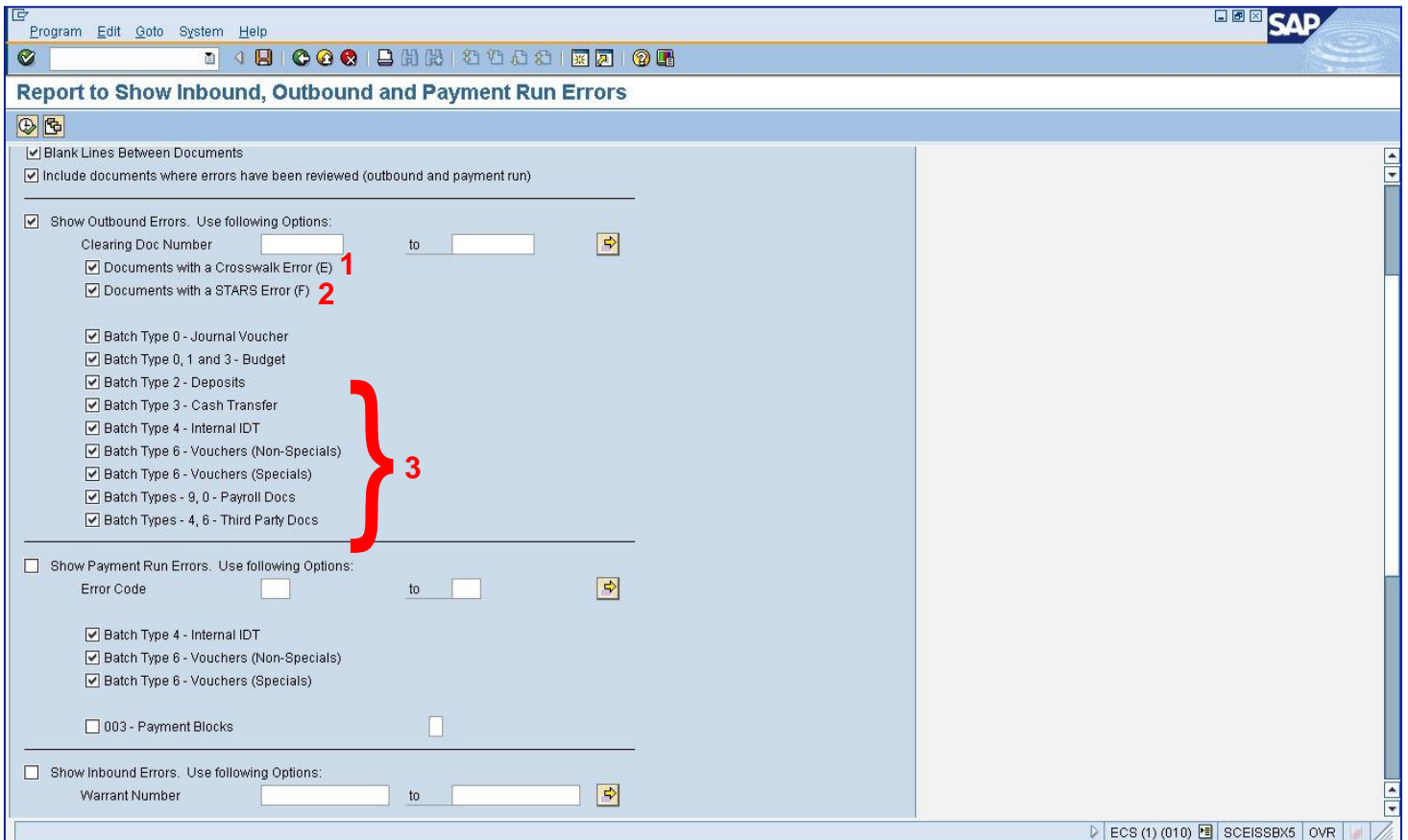
- To Process Date** (1): A date input field.
- Min Number of Days on File** (2): A numeric input field.
- Document Number** (3): A numeric input field with a 'to' field and a dropdown arrow.
- Document Type** (3): A dropdown menu with a 'to' field and a dropdown arrow.
- Vendor Number** (3): A numeric input field with a 'to' field and a dropdown arrow.
- Blank Lines Between Documents** (4)
- Include documents where errors have been reviewed (outbound and payment run)** (5)
- 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
- Show Payment Run Errors. Use following Options:**
  - Error Code: [ ] to [ ]

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.

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### 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).

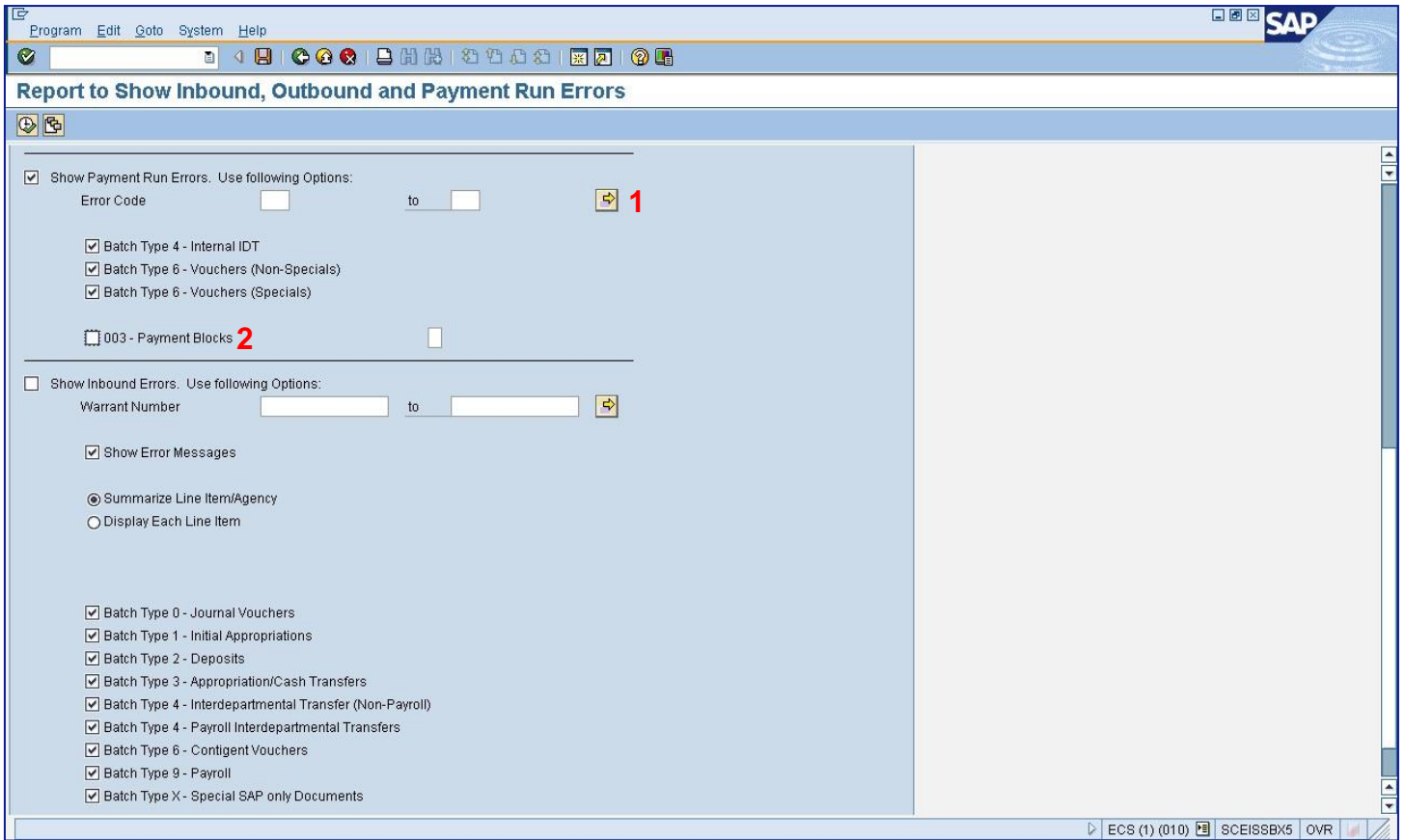


1. **Crosswalk Error (E):** Interface errors where SAP records cannot derive a STARS master data record due to funds, GL accounts, and functional area.
2. **STARS errors (F):** Any errors that may pertain to master data (vendors, GL accounts, etc) discrepancies where they are cross walked but STARS may 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.

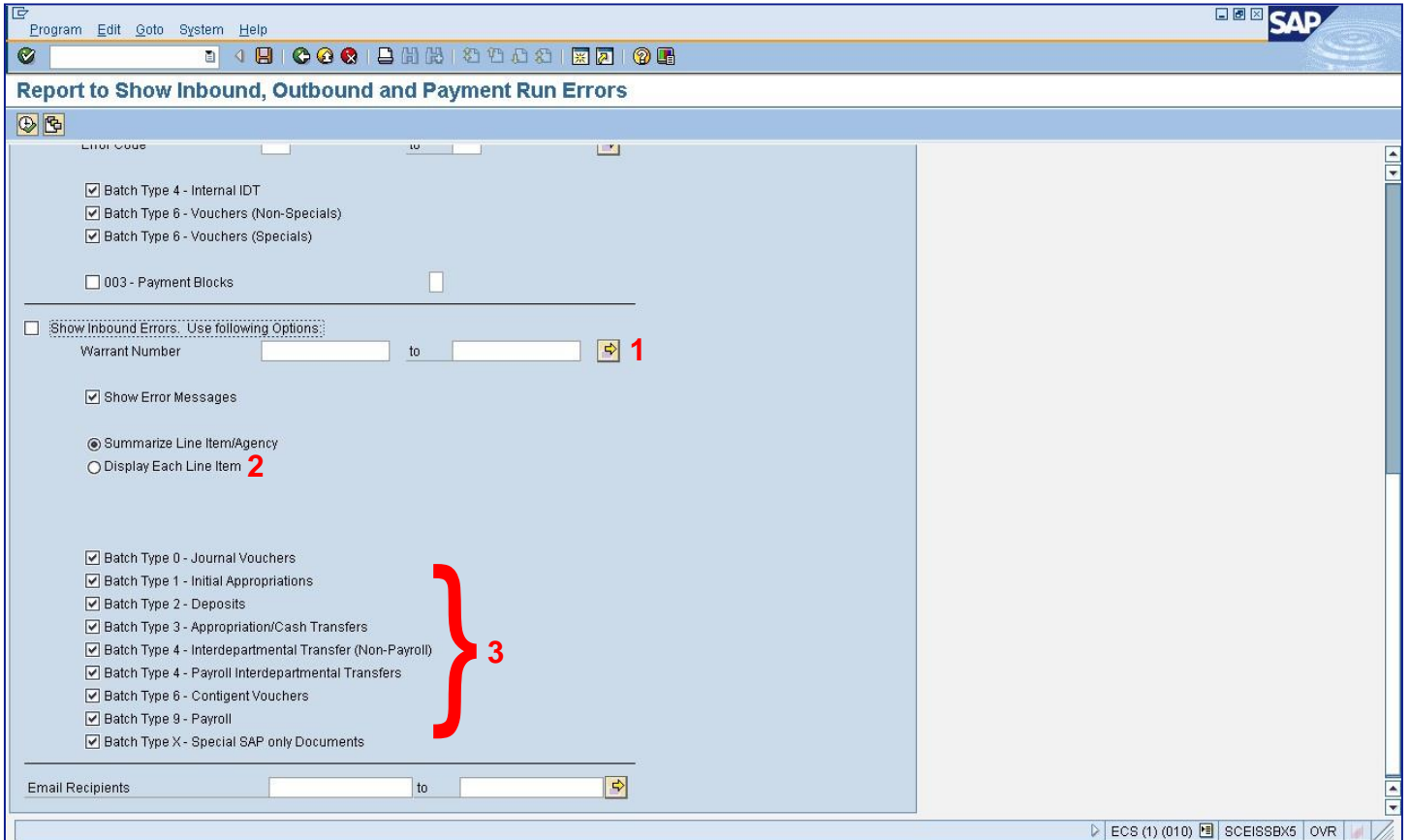


1. **Show Payment Run Errors. Use Following Options:** You can limit your payment run errors by error type or leave them blank and the report will generate all payment run errors.
2. **Payment Blocks:** You can select payment blocks to exclude all documents that have been blocked. This will narrow your search and allow the report to run more quickly.

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### Section IV: Show Inbound Errors—

These are all transactions generated in STARS that did not post in SAP due to interface errors.



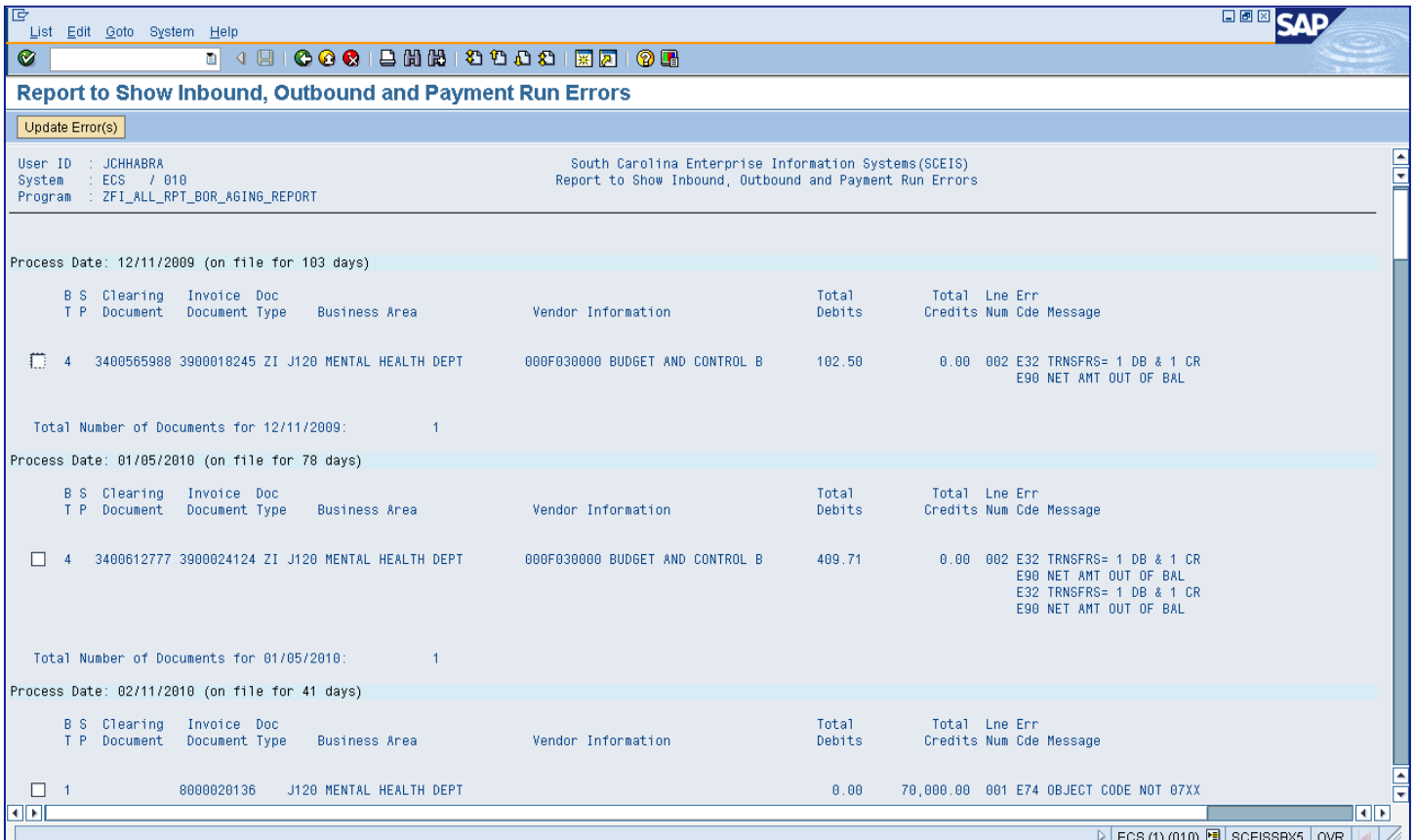
The screenshot shows the SAP dialog box for the report. The title is "Report to Show Inbound, Outbound and Payment Run Errors". The dialog contains the following elements:

- Batch Type Selection:**
  - Batch Type 4 - Internal IDT
  - Batch Type 6 - Vouchers (Non-Specials)
  - Batch Type 6 - Vouchers (Specials)
  - 003 - Payment Blocks
- Show Inbound Errors:**
  - Show Inbound Errors. Use following Options:
    - Warrant Number: [ ] to [ ] **1**
  - Show Error Messages
  - Summarize Line Item/Agency
  - Display Each Line Item **2**
- Batch Type Selection (Grouped with red '3'):**
  - Batch Type 0 - Journal Vouchers
  - Batch Type 1 - Initial Appropriations
  - Batch Type 2 - Deposits
  - Batch Type 3 - Appropriation/Cash Transfers
  - Batch Type 4 - Interdepartmental Transfer (Non-Payroll)
  - Batch Type 4 - Payroll Interdepartmental Transfers
  - Batch Type 6 - Contingent Vouchers
  - Batch Type 9 - Payroll
  - Batch Type X - Special SAP only Documents
- Email Recipients:** [ ] to [ ]

- 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.

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### Section V: Reporting Tips and Tricks



**Report to Show Inbound, Outbound and Payment Run Errors**

Update Error(s)

User ID : JCHHABRA      South Carolina Enterprise Information Systems(SCEIS)  
 System : ECS / 010      Report to Show Inbound, Outbound and Payment Run Errors  
 Program : ZFI\_ALL\_RPT\_BOR\_AGING\_REPORT

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Process Date: 12/11/2009 (on file for 103 days)

B S	Clearing	Invoice	Doc			Total	Total	Ln	Err	
T P	Document	Document	Type	Business Area	Vendor Information	Debits	Credits	Num	Cde	Message
<input checked="" type="checkbox"/>	4	3400565988	3900018245	ZI J120 MENTAL HEALTH DEPT	000F030000 BUDGET AND CONTROL B	102.50	0.00	002	E32	TRNSFRS= 1 DB & 1 CR E90 NET AMT OUT OF BAL
Total Number of Documents for 12/11/2009:					1					

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Process Date: 01/05/2010 (on file for 78 days)

B S	Clearing	Invoice	Doc			Total	Total	Ln	Err	
T P	Document	Document	Type	Business Area	Vendor Information	Debits	Credits	Num	Cde	Message
<input type="checkbox"/>	4	3400612777	3900024124	ZI J120 MENTAL HEALTH DEPT	000F030000 BUDGET AND CONTROL B	409.71	0.00	002	E32	TRNSFRS= 1 DB & 1 CR E90 NET AMT OUT OF BAL E32 TRNSFRS= 1 DB & 1 CR E90 NET AMT OUT OF BAL
Total Number of Documents for 01/05/2010:					1					

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Process Date: 02/11/2010 (on file for 41 days)

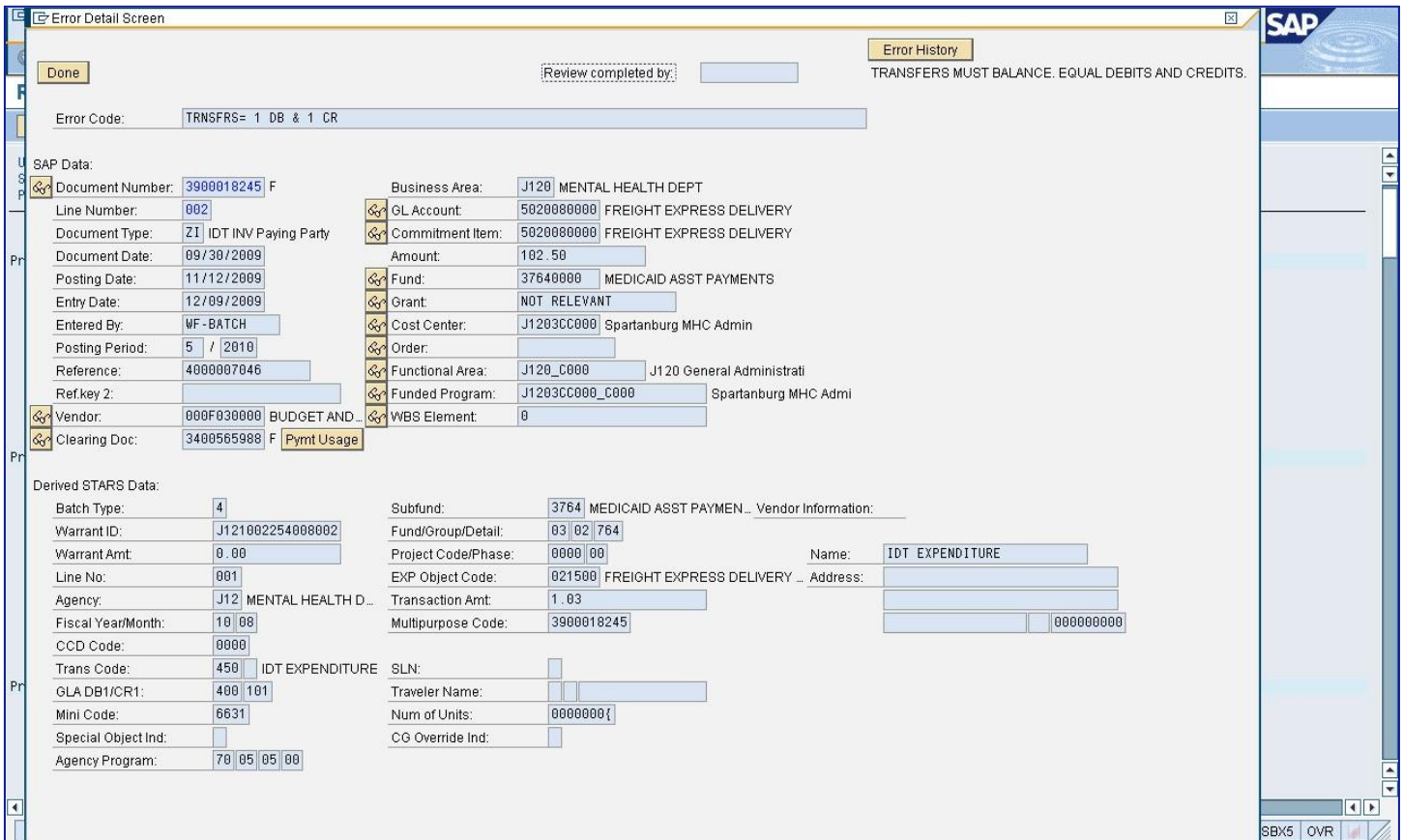
B S	Clearing	Invoice	Doc			Total	Total	Ln	Err	
T P	Document	Document	Type	Business Area	Vendor Information	Debits	Credits	Num	Cde	Message
<input type="checkbox"/>	1	8000020136	J120	MENTAL HEALTH DEPT		0.00	70,000.00	001	E74	OBJECT CODE NOT 07XX

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.

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### Example 1: Outbound Error Screenshot



**Error Detail Screen** SAP

Done Review completed by: \_\_\_\_\_ Error History

TRANSFERS MUST BALANCE. EQUAL DEBITS AND CREDITS.

Error Code: TRNSFRS= 1 DB & 1 CR

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**SAP Data:**

Document Number: 3900018245 F	Business Area: J120 MENTAL HEALTH DEPT
Line Number: 002	GL Account: 5020080000 FREIGHT EXPRESS DELIVERY
Document Type: ZI IDT INV Paying Party	Commitment Item: 5020080000 FREIGHT EXPRESS DELIVERY
Document Date: 09/30/2009	Amount: 102.50
Posting Date: 11/12/2009	Fund: 37640000 MEDICAID ASST PAYMENTS
Entry Date: 12/09/2009	Grant: NOT RELEVANT
Entered By: WF-BATCH	Cost Center: J1203CC000 Spartanburg MHC Admin
Posting Period: 5 / 2010	Order: _____
Reference: 4000007046	Functional Area: J120_C000 J120 General Administrati
Refkey 2: _____	Funded Program: J1203CC000_C000 Spartanburg MHC Admi
Vendor: 000F030000 BUDGET AND...	WBS Element: 0
Clearing Doc: 3400565988 F Pymt Usage	

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**Derived STARS Data:**

Batch Type: 4	Subfund: 3764 MEDICAID ASST PAYMEN...	Vendor Information: _____
Warrant ID: J121002254008002	Fund/Group/Detail: 03 02 764	
Warrant Amt: 0.00	Project Code/Phase: 0000 00	Name: IDT EXPENDITURE
Line No: 001	EXP Object Code: 021500 FREIGHT EXPRESS DELIVERY ...	Address: _____
Agency: J12 MENTAL HEALTH D...	Transaction Amt: 1.03	
Fiscal Year/Month: 10 08	Multipurpose Code: 3900018245	000000000
CCD Code: 0000		
Trans Code: 450 IDT EXPENDITURE	SLN: _____	
GLA DB1/CR1: 400 101	Traveler Name: _____	
Mini Code: 6631	Num of Units: 0000000{	
Special Object Ind: _____	CG Override Ind: _____	
Agency Program: 70 05 05 00		

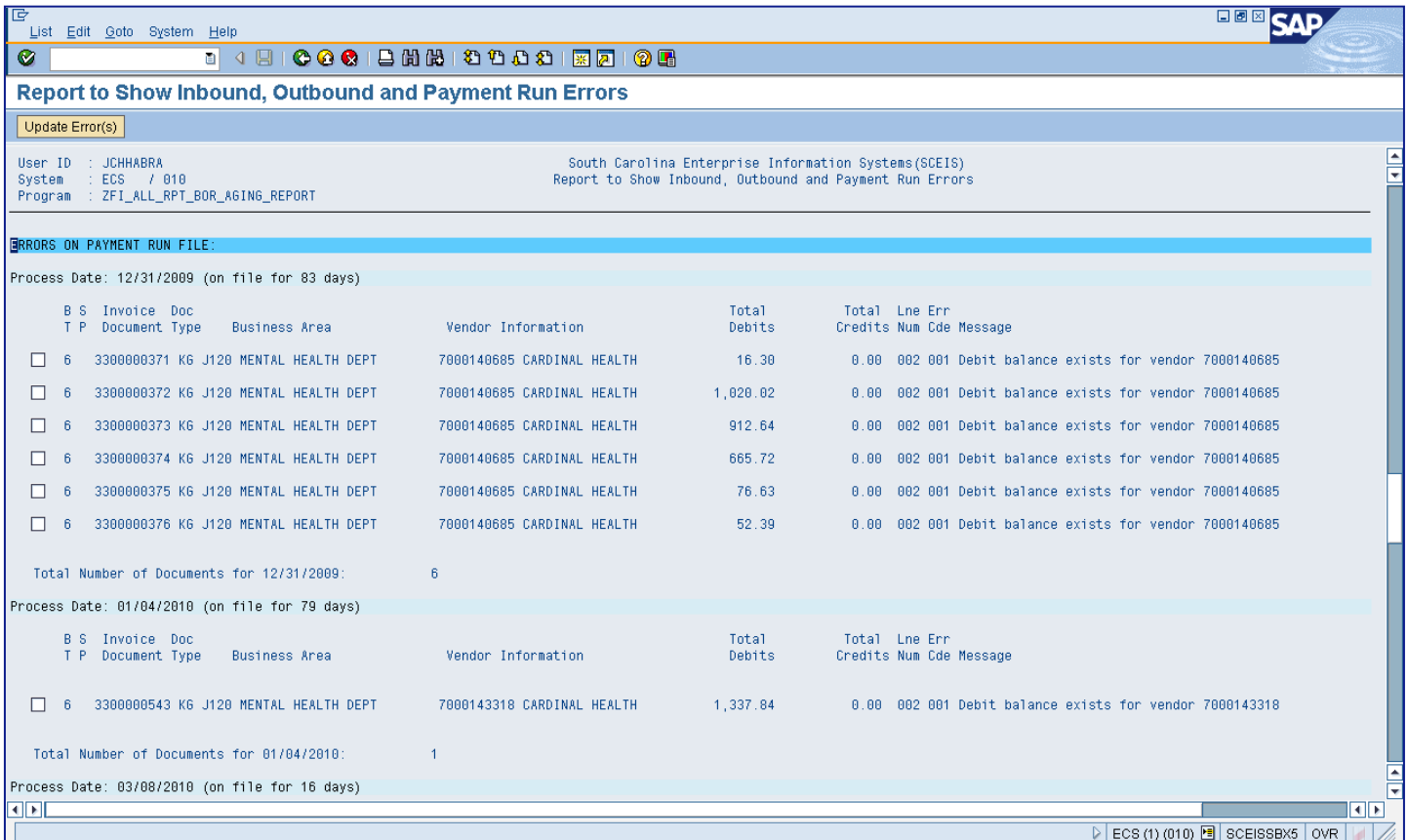
SBX5 OVR

### 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.

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### Example 2: Errors on Payment Run Screen Shot



The screenshot displays the SAP report 'Report to Show Inbound, Outbound and Payment Run Errors'. It shows three sections of error data, each corresponding to a different process date. Each section includes a table with columns for document type, business area, vendor information, total debits, and error messages. The error messages consistently state 'Debit balance exists for vendor...'. The status bar at the bottom indicates the user is 'ECS (1) (010)' and the system is 'SCEISSBX5 OVR'.

ERRORS ON PAYMENT RUN FILE:							
Process Date: 12/31/2009 (on file for 83 days)							
B S Invoice Doc	T P Document Type	Business Area	Vendor Information	Total Debits	Total Credits	Ln	Err Cde Message
<input type="checkbox"/>	6	3300000371 KG	J120 MENTAL HEALTH DEPT	7000140685 CARDINAL HEALTH	16.30	0.00	002 001 Debit balance exists for vendor 7000140685
<input type="checkbox"/>	6	3300000372 KG	J120 MENTAL HEALTH DEPT	7000140685 CARDINAL HEALTH	1,020.02	0.00	002 001 Debit balance exists for vendor 7000140685
<input type="checkbox"/>	6	3300000373 KG	J120 MENTAL HEALTH DEPT	7000140685 CARDINAL HEALTH	912.64	0.00	002 001 Debit balance exists for vendor 7000140685
<input type="checkbox"/>	6	3300000374 KG	J120 MENTAL HEALTH DEPT	7000140685 CARDINAL HEALTH	665.72	0.00	002 001 Debit balance exists for vendor 7000140685
<input type="checkbox"/>	6	3300000375 KG	J120 MENTAL HEALTH DEPT	7000140685 CARDINAL HEALTH	76.63	0.00	002 001 Debit balance exists for vendor 7000140685
<input type="checkbox"/>	6	3300000376 KG	J120 MENTAL HEALTH DEPT	7000140685 CARDINAL HEALTH	52.39	0.00	002 001 Debit balance exists for vendor 7000140685
Total Number of Documents for 12/31/2009:				6			
Process Date: 01/04/2010 (on file for 79 days)							
B S Invoice Doc	T P Document Type	Business Area	Vendor Information	Total Debits	Total Credits	Ln	Err Cde Message
<input type="checkbox"/>	6	3300000543 KG	J120 MENTAL HEALTH DEPT	7000143318 CARDINAL HEALTH	1,337.84	0.00	002 001 Debit balance exists for vendor 7000143318
Total Number of Documents for 01/04/2010:				1			
Process Date: 03/08/2010 (on file for 16 days)							

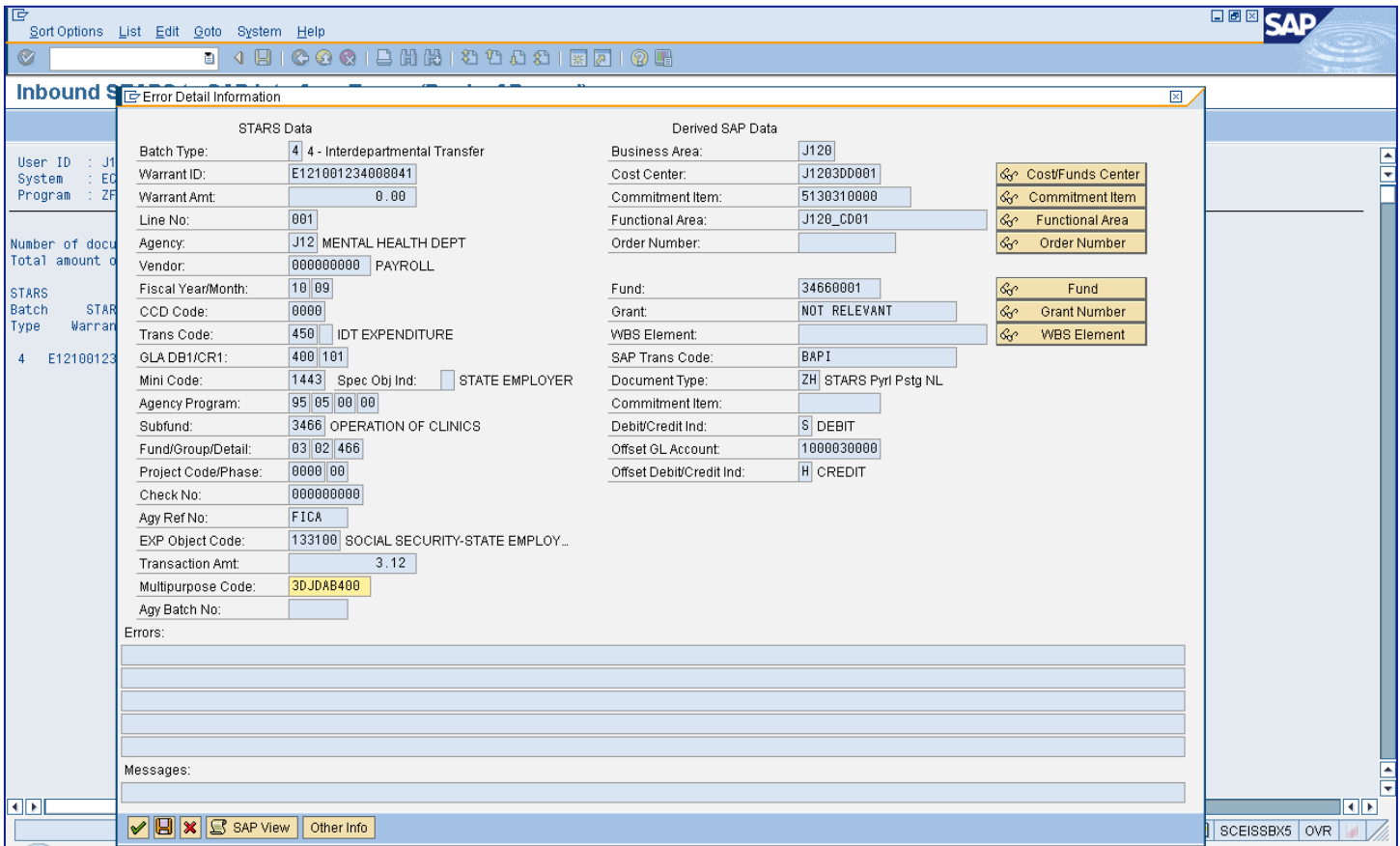
#### 4. Errors on Payment Run

- 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.



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### Example 3: Errors on Inbound Report Screen Shot



The screenshot displays the 'Error Detail Information' window in SAP. It is divided into two main sections: 'STARS Data' and 'Derived SAP Data'. The 'STARS Data' section includes fields for Batch Type (4 - Interdepartmental Transfer), Warrant ID (E121001234000041), Warrant Amt (0.00), Line No (001), Agency (J12 MENTAL HEALTH DEPT), Vendor (000000000 PAYROLL), Fiscal Year/Month (10|09), CCD Code (0000), Trans Code (450 IDT EXPENDITURE), GLA DB1/CR1 (400|101), Mini Code (1443), Spec Obj Ind (STATE EMPLOYER), Agency Program (95|05|00|00), Subfund (3466 OPERATION OF CLINICS), Fund/Group/Detail (03|02|466), Project Code/Phase (0000|00), Check No (000000000), Agy Ref No (FICA), EXP Object Code (133100 SOCIAL SECURITY-STATE EMPLOY...), Transaction Amt (3.12), Multipurpose Code (3DJDAB400), and Agy Batch No.

The 'Derived SAP Data' section includes fields for Business Area (J120), Cost Center (J1203DD001), Commitment Item (5130310000), Functional Area (J120\_CD01), Order Number, Fund (34660001), Grant (NOT RELEVANT), WBS Element, SAP Trans Code (BAP1), Document Type (ZH STARS Pysl Pstg NL), Commitment Item, Debit/Credit Ind (S DEBIT), Offset GL Account (1000030000), and Offset Debit/Credit Ind (H CREDIT).

On the right side of the screen, there are several yellow buttons with magnifying glass icons, labeled: Cost/Funds Center, Commitment Item, Functional Area, Order Number, Fund, Grant Number, and WBS Element. Below the data sections are empty fields for 'Errors:' and 'Messages:'. The bottom status bar shows 'SCEISSBX5 OVR'.

### 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](mailto:SCEISHelpDesk@sceis.sc.gov) or (803) 896-0001 (select option 1 for SCEIS Help), with detailed information on the changes you require.