Course Objectives

After successfully completing this course you will be able to:

– Understand the roles and responsibilities of Receivers, Buyers, and Invoice Entry personnel

– Understand the sub-processes (Receiving, Invoice Entry, and Invoice Reconciliation) and the relationships to the corresponding ECC/SRM transactions
Course Objectives

After successfully completing this course you will be able to:

– Understand the essential transactions to complete your work

– Understand the importance of the relationships between Receivers, Buyers, Invoice Entry and the Office of Comptroller General (Office of CG)
Workshop Topics

- Topic 1: Receiving Process Overview
- Topic 2: Invoice Reconciliation Process Overview
- Topic 3: Invoice Entry and Process Overview
- Topic 4: Invoice Reconciliation
- Topic 5: Next Steps
- Topic 6: Support and References
- Questions
TOPIC 1: RECEIVING PROCESS
OVERVIEW
Receiving Process Overview

Agency employees are responsible for entering into SCEIS the data from the physical receipt of materials and services

- Supplier Relationship Management (SRM) Shopping Cart users enter *Goods Confirmations* in the SRM system

- Goods Receivers using ECC enter *Goods Receipts* using the MIGO transaction
Responsibilities of Agency Receivers are as follows:

– Verification of receipt of materials and services

– Sign receipt acknowledgement for material and retain a copy for agency records (Scan the attachment, if applicable)

– Enter Confirmations and/or Goods Receipts into SCEIS at time of receipt
TOPIC 2: INVOICE RECONCILIATION
PROCESS OVERVIEW
Invoice Reconciliation

Process Overview

Involves the review of PO, Goods Receipts and invoices to confirm that the quantity/prices reflected on the invoice document matches the materials ordered and received

– This review is necessary to identify any discrepancies in the 3-way match between Purchase Order, Confirmation/Goods Receipt, and Invoices
Agency Responsibilities:

- Utilize ECC transactions ZMRBR
- Identify the reason for the block
- Work cooperatively with Receivers, Buyers, and Accounts Payable to reconcile the blocked invoice
Suggested Processes to Resolve Blocked Invoices:

– Goods Receiver enters Goods Receipt/Confirmation

– Buyer edits Purchase Order quantity or amount

– Invoice Entry Person corrects invoice (Subsequent Debit/Credit)

– Invoice Reconciler contacts Supplier to request a corrected invoice or Credit Memo
CGs Role

- Central Invoice Reconciler is a role held by the CG’s office.
- Contact the CG’s office to manually release blocked invoices in case of an emergency.
Impact of Blocked Invoices

Impact of Blocked Invoices on Agencies and State

– Payment to suppliers delayed
– Large, long-term accounts payable balances
– State unable to take advantage of payment discounts
– Significant time required by agency staff to clear old balances
– Potential year-end/budget issues
TOPIC 3: INVOICE ENTRY AND PROCESSING OVERVIEW
Invoices are entered into the ECC:

- PO related invoices are entered by invoice entry personnel using the paper invoice submitted by the vendor
- The paper invoice document is scanned and attached to the invoice document
Invoices will be posted and available for the Office of CG when a three-way ‘match’ occurs:

- Invoice price has to be less than or equal to PO price

- Invoice quantity has to be less than or equal to PO/Receipt quantity
TOPIC 4: INVOICE RECONCILIATION
Invoice Reconciliation

Invoices will be automatically blocked when:

- Invoice price is greater than PO price
- Invoice quantity is greater than PO/Receipt quantity

{ Price “per” block }

{ Quantity “qty” block }
SCEIS provides several ways to analyze details of blocked invoices:

- Transaction ZMRBR (Review Blocked Invoices)
- Transaction ME23N (Display Purchase Order)
- Transaction MIGO (Display Goods Receipt)
- Transaction MIR4/MIR5 (Display Invoice Document)
Analyze Blocked Invoices
Transaction: ZMRBR
Selection criteria in the ZMRBR transaction are broken down into four areas: Selection of Blocked Invoices, Processing, Blocking Procedure, and Display options.

After completing desired selection criteria fields, select the EXECUTE icon on top left of screen.
Selection of Blocked Invoices:

- Enter data such as Fiscal Year, Vendor, Purchasing Group, and Plant to filter results for specific criteria.
“Release manually” (defaults) controls the display to show only blocked invoices that match the criteria entered in *Selection of blocked invoices*

DO NOT USE “Release Automatically” because a scheduled batch job will automatically release the blocked invoice if corrective measures have been taken.
Invoice Reconciliation: ZMRBR - Blocking Procedure

- Blocked Due to Variances
- Manual Payment Block
- Stochastically Blocked

Stochastically Blocked: This function not used.
“Blocked Due to Variances” (default) controls the display to show only blocked invoices that have individual items blocked due to variances in 3-way match.
## Invoice Reconciliation: ZMRBR – Manual Payment Block

<table>
<thead>
<tr>
<th>Blocking Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Blocked Due to Variances</td>
</tr>
<tr>
<td>- Manual Payment Block</td>
</tr>
<tr>
<td>- Stochastically Blocked</td>
</tr>
</tbody>
</table>

“Manual Payment Block” will show only invoices that have been blocked manually by setting the payment block in the document header during invoice entry.
“Display options” used to enter a “Variant” when running report. Variants can be saved and reused such as the default “/SCEIS”
**Invoice Reconciliation: ZMRBR – Manual Blocks**

### Release Blocked Invoices

<table>
<thead>
<tr>
<th>Stat.</th>
<th>Doc. No.</th>
<th>Year</th>
<th>Ccy</th>
<th>Trans Date</th>
<th>Exchange rate</th>
<th>L.cur</th>
<th>T.. Posting Date</th>
<th>Co.</th>
<th>Log. block</th>
<th>Invoicing Fty</th>
<th>Name</th>
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<tbody>
<tr>
<td>5700013113</td>
<td>2010 USD</td>
<td>01/22/2010</td>
<td>1.00000</td>
<td>RE 01/22/2010</td>
<td>SCC</td>
<td>M</td>
<td>70001409365</td>
<td>AT&amp;T</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>2010 USD</td>
<td>01/22/2010</td>
<td>1.00000</td>
<td>RE 01/22/2010</td>
<td>SCC</td>
<td>M</td>
<td>70001409365</td>
<td>AT&amp;T</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5700013120</td>
<td>2010 USD</td>
<td>01/20/2010</td>
<td>1.00000</td>
<td>RE 01/20/2010</td>
<td>SCC</td>
<td>M</td>
<td>7000018537</td>
<td>AT&amp;T SOUTH CAROLINA</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5700014834</td>
<td>2010 USD</td>
<td>01/23/2010</td>
<td>1.00000</td>
<td>RE 01/23/2010</td>
<td>SCC</td>
<td>M</td>
<td>7000144431</td>
<td>PITNEY BOWES GLOBAL FINANCIAL SER</td>
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<td></td>
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<td>5700016405</td>
<td>2010 USD</td>
<td>01/11/2010</td>
<td>1.00000</td>
<td>RE 01/11/2010</td>
<td>SCC</td>
<td>M</td>
<td>7000024719</td>
<td>DUKE ENERGY CORPORATION</td>
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<td></td>
<td></td>
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<tr>
<td>5700017115</td>
<td>2010 USD</td>
<td>12/01/2009</td>
<td>1.00000</td>
<td>RE 12/01/2009</td>
<td>SCC</td>
<td>M</td>
<td>7000018932</td>
<td>NEXTEL COMMUNICATIONS</td>
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<td></td>
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<tr>
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<td>12/01/2009</td>
<td>1.00000</td>
<td>RE 12/01/2009</td>
<td>SCC</td>
<td>M</td>
<td>7000003036</td>
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<td>M</td>
<td>7000115940</td>
<td>AT&amp;T MOBILITY</td>
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<td>7000115940</td>
<td>AT&amp;T MOBILITY</td>
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<td></td>
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</tr>
</tbody>
</table>

**Displaying the Report showing Manual blocks**
Displaying the Report showing only blocks due to variances
Column headings:

- Show the details of the blocked invoice, such as the invoice, associated PO and line item, the type of block (quantity, price, manual), etc.

- Select a column heading to sort and group details, such as by Name in our example above
Blocking reason indicator:

- For each blocked invoice, an “X” will show in the appropriate column(s) to indicate the type of block on the invoice – Qty (quantity), Prc (price), or Man (manual)

  Some invoices may be blocked for multiple reasons
Blocking reason indicator (cont.):

- When a blocking reason indicator is highlighted in yellow, it means that a transaction has been entered to correct the block; the blocked invoice will drop off of the report on the system’s next payment processing run.
Release blocked invoice functions:

- Do not use the Delete Blocking Reason or Release Invoice buttons – these functions should only be used by the Comptroller’s Office.
Invoice Reconciliation: ZMRBR – Display Document Links

Report results and display options

- Display document links:
  - Select a field with a document link to “drill down” and open the document for review
Analyze Blocked Invoices
Transaction: ME23N
Invoice Reconciliation: ME23N

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Short item</th>
<th>PO quantity</th>
<th>O.D. Deliv. date</th>
<th>Net Price</th>
<th>Curr. Per</th>
<th>O.M. Mat group</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>K</td>
<td>PHOTOCOPiERS</td>
<td></td>
<td></td>
<td>9.338 MON D 08/31/2667</td>
<td>333.44 USD</td>
<td>1</td>
<td>MON PHOTOCD. HLTH</td>
<td></td>
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<tr>
<td>2</td>
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<td></td>
<td>12.338 MON D 08/31/2667</td>
<td>333.44 USD</td>
<td>1</td>
<td>MON PHOTOCD. HLTH</td>
<td></td>
</tr>
<tr>
<td>3</td>
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<td></td>
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<td>333.44 USD</td>
<td>1</td>
<td>MON PHOTOCD. HLTH</td>
<td></td>
</tr>
</tbody>
</table>
In the line item detail section, select the Purchase order history tab for the appropriate line item

- Goods Receipt documents and their corresponding details are displayed
- Invoice documents and their corresponding details are displayed
Goods Receipts (GR) posted against the PO are grouped in the first section.

Invoice Receipts (IR-L) posted against the PO are grouped in the second section.

- The summary totals for each section are shown within yellow-highlighted rows.
TOPIC 5: NEXT STEPS
Next Steps

Next Steps:

– Role Mapping Review

– Agency Training – February 2012
  – Identify employees to attend training
  – Update existing purchasing, AP and year-end training

– Cut-over Strategy
TOPIC 6: SUPPORT AND REFERENCES
Additional Resources: SCEIS uPerform Documents
SCEIS Service Desk – Contact Information

Click here to send a help request to the SCEIS Service Desk.
803-898-0001

SCEIS Service Desk Ticket Form
Are you the user who is experiencing the problem?

Your First Name: [Input Field]
Your Last Name: [Input Field]
Your Email Address: [Input Field]
Your SCEIS Username: [Input Field]
Your Contact Phone Number: [Input Field]
Your Agency: [Input Field]
Select the area of SCEIS in which you are experiencing a problem:

Describe the problem in detail:

Have you already reported this problem to the SCEIS Service Desk?

- [ ] Yes
- [ ] No

Attach a screen shot (optional):

Browse

How to attach screenshot?
Any Questions?
Evaluation and Quiz

*Please complete the online course evaluation that will be emailed to you after this workshop.*

Your input will help to shape future enhancements to the SCEIS End User Training Program