



# **SCEIS ACCOUNT PAYABLE AND AGENCY BLOCKED INVOICE RECONCILER (MRBR) OVERVIEW WORKSHOP AP500 – PART B**

End User Training  
Columbia, SC  
Winter 2012



# Course Objectives

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- 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

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- 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

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- 🌀 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

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- ➊ 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

# Receiving Process Overview

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- 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

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- 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

# Invoice Reconciliation Process Overview

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- 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 Resolutions for Blocked Invoices

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- 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

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- 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

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- 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

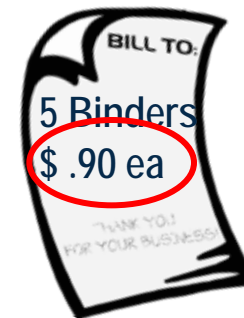
# Invoice Entry and Processing Overview

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- 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

# Invoice Entry and Processing Overview

- 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

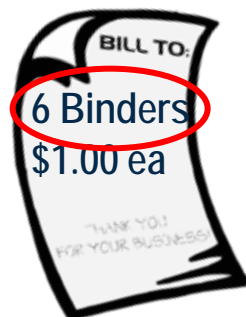
# Invoice Reconciliation

- 🌀 Invoices will be automatically blocked when:
  - Invoice price is greater than PO price



{ Price "per" block }

- Invoice quantity is greater than PO/Receipt quantity



{ Quantity "qty" block }

# Invoice Reconciliation

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- 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

# Invoice Reconciliation: ZMRBR – Selection Criteria

**Release Blocked Invoices**



**Selection of Blocked Invoices**

Company Code	SC01 	to		
Invoice Document		to		
Fiscal Year		to		
Vendor		to		
Posting Date		to		
Due Date		to		
Purchasing Group		to		
User		to		
Plant				

**Processing**

☒ Release Manually  
☐ Move Cash Disc. Date

**Blocking Procedure**

☒ Blocked Due to Variances  
☐ Manual Payment Block  
☐ Stochastically Blocked

**Display options**

Variant

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.

# Invoice Reconciliation: ZMRBR – Selection of Blocked Invoices

## Selection of Blocked Invoices:

- Enter data such as *Fiscal Year*, *Vendor*, *Purchasing Group*, and *Plant* to filter results for specific criteria

### Release Blocked Invoices



#### Selection of Blocked Invoices

Company Code	SC01	to		
Invoice Document		to		
Fiscal Year		to		
Vendor		to		
Posting Date		to		
Due Date		to		
Purchasing Group		to		
User		to		
Plant		to		

# Invoice Reconciliation: ZMRBR – Processing

“Release manually” (defaults) controls the display to show only blocked invoices that match the criteria entered in *Selection of blocked invoices*

Processing

☒ Release Manually

☐ Move Cash Disc. Date

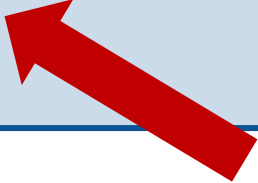
☐ Release Automatically

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

## Blocking Procedure


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












Stochastically Blocked:  
This function not used.

# Invoice Reconciliation: ZMRBR – Blocked Due to Variances

**Release Blocked Invoices**



**Selection of Blocked Invoices**

Company Code	SC01 	to		       
Invoice Document		to		
Fiscal Year		to		
Vendor		to		
Posting Date		to		
Due Date		to		
Purchasing Group		to		
User		to		
Plant		to		

**Processing**

☒ Release Manually ☐ Release Automatically

☐ Move Cash Disc. Date

**Blocking Procedure**

☒ Blocked Due to Variances ☐ Manual Payment Block ☐ Stochastically Blocked

**Display options**

Variant

“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

## Blocking Procedure

- ☒ Blocked Due to Variances
- ☐ **Manual Payment Block**
- ☐ Stochastically Blocked

“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

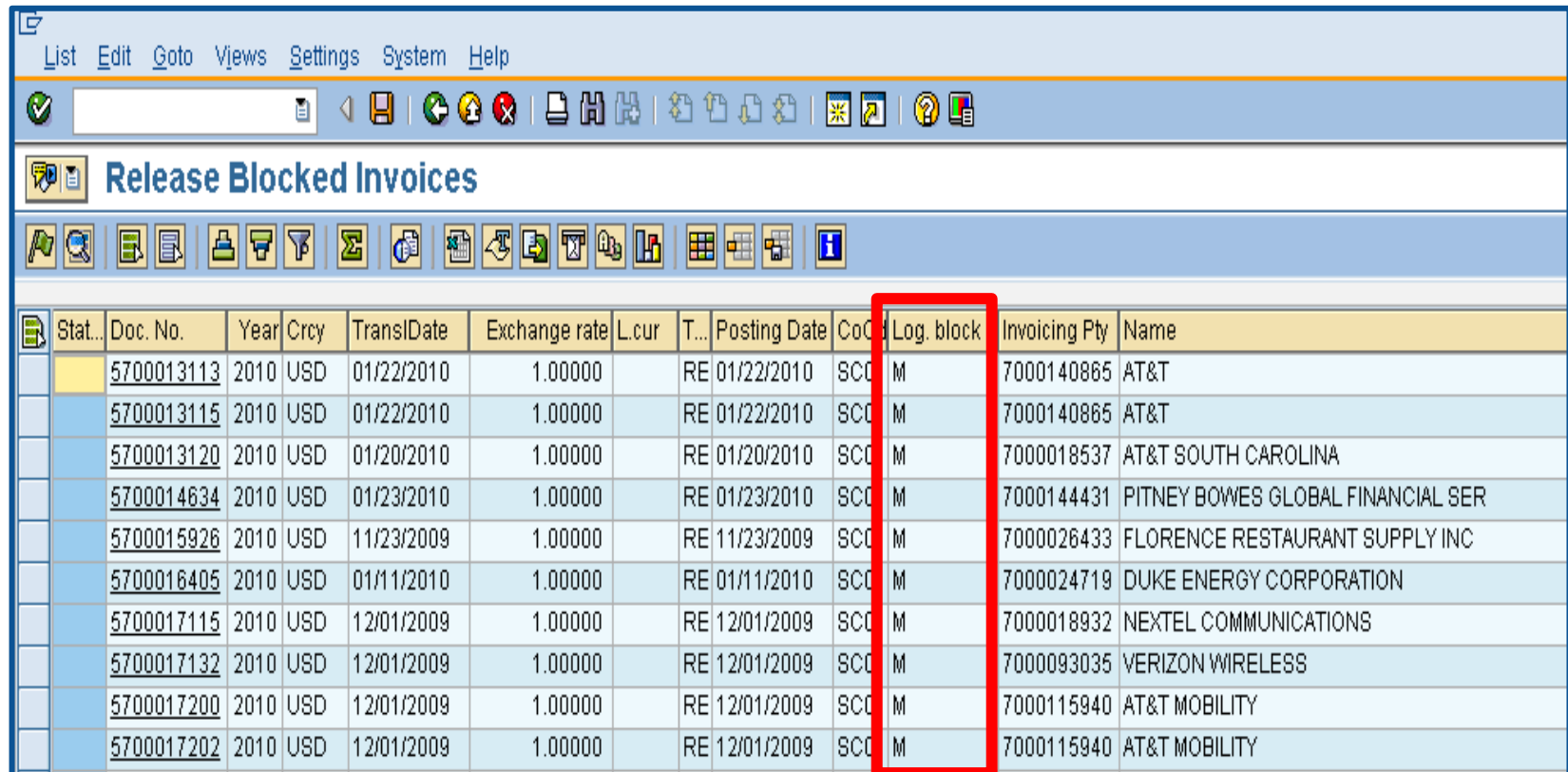
Variant

# Invoice Reconciliation: ZMRBR – Display Options

The screenshot shows a software interface with a light blue header bar. Below the header, there is a section titled "Display options" in a darker blue box. Underneath this, there is a label "Variant" followed by a horizontal line for text entry. A red arrow points from a callout box to this line. The callout box is light blue with a dark blue border and contains the following text:

“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**

Stat...	Doc. No.	Year	Crcy	TranslDate	Exchange rate	L.cur	T...	Posting Date	CoC	Log. block	Invoicing Pty	Name
	5700013113	2010	USD	01/22/2010	1.00000		RE	01/22/2010	SCC	M	7000140865	AT&T
	5700013115	2010	USD	01/22/2010	1.00000		RE	01/22/2010	SCC	M	7000140865	AT&T
	5700013120	2010	USD	01/20/2010	1.00000		RE	01/20/2010	SCC	M	7000018537	AT&T SOUTH CAROLINA
	5700014634	2010	USD	01/23/2010	1.00000		RE	01/23/2010	SCC	M	7000144431	PITNEY BOWES GLOBAL FINANCIAL SER
	5700015926	2010	USD	11/23/2009	1.00000		RE	11/23/2009	SCC	M	7000026433	FLORENCE RESTAURANT SUPPLY INC
	5700016405	2010	USD	01/11/2010	1.00000		RE	01/11/2010	SCC	M	7000024719	DUKE ENERGY CORPORATION
	5700017115	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000018932	NEXTEL COMMUNICATIONS
	5700017132	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000093035	VERIZON WIRELESS
	5700017200	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000115940	AT&T MOBILITY
	5700017202	2010	USD	12/01/2009	1.00000		RE	12/01/2009	SCC	M	7000115940	AT&T MOBILITY

Displaying the Report showing Manual blocks

# Invoice Reconciliation: ZMRBR – Blocks Due to Variances

List Edit Goto Views Settings System Help

Release Blocked Invoices

Blocking Reason

Stat...	Doc. No.	Year	Crcy	TranslDate	Exchange rate	L.cur	T.	Qty	Pro	Posting Date	CoCd	Invoicing Pty	Name	
	<u>5700379218</u>	2012	USD	10/24/2011	1.00000		R	×		10/24/2011	SC01	7000135987	BLUE FLAME GAS	V
	<u>5700381026</u>	2012	USD	10/25/2011	1.00000		R	×		10/25/2011	SC01	7000024819	FORMS & SUPPLY INC	V
	<u>5700381188</u>	2012	USD	10/26/2011	1.00000		R	×		10/26/2011	SC01	7000042653	FORMS & SUPPLY INC	V
	<u>5700381641</u>	2012	USD	10/26/2011	1.00000		R	×		10/26/2011	SC01	7000141511	ONTARIO INVESTMENTS	V
	<u>5700382444</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000078511	GROVE MEDICAL INC	V
	<u>5700382445</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000078511	GROVE MEDICAL INC	V
	<u>5700382446</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000078511	GROVE MEDICAL INC	V
	<u>5700382475</u>	2012	USD	10/27/2011	1.00000		R	×		10/27/2011	SC01	7000118918	POWER SYSTEMS INC	V

Displaying the Report showing only blocks due to variances

# Invoice Reconciliation: ZMRBR – Column Headings



## Report results and display options

Stat...	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pty	Name	User Name	Blinc Date	...	Dy...	Disc.1	Dy...	Disc...
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461	ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000031461		WF-BATCH	07/12/2011		0	0.000	0	0.000
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	7000000001	BEAUFORT AUTO ELECTRIC	NHOARE	10/28/2011		22	0.000	0	0.000
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		NHOARE	11/07/2011		22	0.000	0	0.000
	5700371946	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371948	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371951	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371952	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700371955	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	7000000001		KCHHABRIA	11/07/2011		22	0.000	0	0.000
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000162720	CHILDS VAULT CO	WF-BATCH	08/31/2011		0	0.000	0	0.000
	5700370267	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000141411	GOODYEAR AUTO SERVICE CENTER	WF-BATCH	10/04/2011		22	0.000	0	0.000
	5700370107	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000011825	HILL TIRE & AUTO CENTER	WF-BATCH	09/02/2011		0	0.000	0	0.000
	5700370108	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000011825		WF-BATCH	09/14/2011		22	0.000	0	0.000
	5700370617	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	7000030611	MAC PAPERS INC	WF-BATCH	08/10/2011		22	0.000	0	0.000
	5700370322	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000028467	PAPER PRO INC	WF-BATCH	09/29/2011		10	0.000	0	0.000
	5700371034	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	7000021906	PATTERSON MEDICAL	WF-BATCH	10/07/2011		0	0.000	0	0.000
	5700370467	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	7000002273	SAFE INDUSTRIES	WF-BATCH	09/14/2011		0	0.000	0	0.000
	5700369588	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000035281	SPECIALTY UNDERWRITERS LLC	WF-BATCH	10/06/2011		0	0.000	0	0.000
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	US FOODSERVICE INC	WF-BATCH	10/04/2011		0	0.000	0	0.000
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167		WF-BATCH	10/04/2011		0	0.000	0	0.000

- 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

# Invoice Reconciliation: ZMRBR – Blocking Reason Indicators

## Report results and display options

Stat...	Doc. No.	Year	Crcy	TransDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Qty	BlockR	Pr.	Man	invoicing Pty	Name	User Name	Bline Date
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461	ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000031461		WF-BATCH	07/12/2011
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	✖	✖			000000001	BEAUFORT AUTO ELECTRIC	NHOARE	10/28/2011
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		NHOARE	11/07/2011
	5700371946	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371948	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371951	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371952	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700371955	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		✖			000000001		KCHHABRIA	11/07/2011
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000162720	CHILDS VAULT CO	WF-BATCH	08/31/2011
	5700370267	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000141411	GOODYEAR AUTO SERVICE CENTER	WF-BATCH	10/04/2011
	5700370107	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000011825	HILL TIRE & AUTO CENTER	WF-BATCH	09/02/2011
	5700370108	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000011825		WF-BATCH	09/14/2011
	5700370617	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01		✖			000030611	MAC PAPERS INC	WF-BATCH	08/10/2011
	5700370322	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		✖			000028467	PAPER PRO INC	WF-BATCH	09/29/2011
	5700371034	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01		✖			000021906	PATTERSON MEDICAL	WF-BATCH	10/07/2011
	5700370467	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01		✖			000002273	SAFE INDUSTRIES	WF-BATCH	09/14/2011
	5700369588	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01		✖			000035281	SPECIALTY UNDERWRITERS LLC	WF-BATCH	10/06/2011
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	✖				000046167	US FOODSERVICE INC	WF-BATCH	10/04/2011
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	✖				000046167		WF-BATCH	10/04/2011

- 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)
  - ü Some invoices may be blocked for multiple reasons

# Invoice Reconciliation: ZMRBR – Blocking Reason Indicators cont.

## Report results and display options

Stat...	Doc. No.	Year	Crcy	TranslDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pt	Qty	Prc	Man	Name	User Name	Blinc Date	...
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700016272		⌘		CHILDS VAULT CO	WF-BATCH	08/31/2011	
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369213	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369214	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700004616	⌘			US FOODSERVICE INC	WF-BATCH	10/04/2011	
	5700369588	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	700003528		⌘		SPECIALTY UNDERWRITERS LLC	WF-BATCH	10/06/2011	
	5700370107	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700001182		⌘		HILL TIRE & AUTO CENTER	WF-BATCH	09/02/2011	
	5700370108	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700001182		⌘		HILL TIRE & AUTO CENTER	WF-BATCH	09/14/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700003146		⌘		ALPHANUMERIC SYSTEMS INC	WF-BATCH	07/12/2011	
	5700370267	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700014141		⌘		GOODYEAR AUTO SERVICE CENTER	WF-BATCH	10/04/2011	
	5700370322	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	700002846		⌘		PAPER PRO INC	WF-BATCH	09/29/2011	
	5700370467	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	700000227		⌘		SAFE INDUSTRIES	WF-BATCH	09/14/2011	
	5700370617	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	700003061		⌘		MAC PAPERS INC	WF-BATCH	08/10/2011	
	5700371034	2012	USD	10/07/2011	1.00000		RE	10/07/2011	SC01	700002190		⌘		PATTERSON MEDICAL	WF-BATCH	10/07/2011	
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	700000000	⌘	⌘		BEAUFORT AUTO ELECTRIC	NHOARE	10/28/2011	
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	NHOARE	11/07/2011	
	5700371946	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	KCHHABRIA	11/07/2011	
	5700371948	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	KCHHABRIA	11/07/2011	
	5700371951	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01	700000000		⌘		BEAUFORT AUTO ELECTRIC	KCHHABRIA	11/07/2011	

- 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


# Invoice Reconciliation: ZMRBR – Release Blocked Invoice Functions

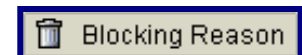
## Report results and display options

**Release Blocked Invoices**

Blocking Reason

Stat...	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Qty	BlockR Pr.	Man	Invoicing Pty	Name
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		⌘		7000031461	ALPHANUMERIC SYSTEMS INC
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		⌘		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		⌘		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		⌘		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		⌘		7000031461	
	5700370142	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01		⌘		7000031461	
	5700371933	2012	USD	10/28/2011	1.00000		RE	10/28/2011	SC01	⌘	⌘		7000000001	BEAUFORT AUTO ELECTRIC
	5700371945	2012	USD	11/07/2011	1.00000		RE	11/07/2011	SC01		⌘		7000000001	

- 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

**Release Blocked Invoices**

Blocking Reason

Stat	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pty	Qty	Prc	Man
	5700368703	2012	USD	10/06/2011	1.00000		RE	10/06/2011	SC01	7000162720		×	
	5700369210	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	×		
	5700369211	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	×		
	5700369213	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	×		
	5700369214	2012	USD	10/05/2011	1.00000		RE	10/05/2011	SC01	7000046167	×		

- Display document links:
  - Select a field with a document link to “drill down” and open the document for review

**Display Invoice Document 5700368703 2012**

Show PO structure Follow-On Documents ...

Transaction: 1 Invoice **5700368703 2012**

Basic data Payment Details Tax Contacts Note

Invoice date: 08/31/2011 Reference: 8/3/11-8/29/11 4  
Posting Date: 10/06/2011  
Amount: 1,540.00 USD ☐ Calculate tax  
Tax amount: 0.00 ☐ 1010 (A/P Tax Exempt)  
Text:  
Paymt terms: Due immediately  
Baseline Date: 08/31/2011  
Company Code: SC01 State of South Carolina Columbia, SC

Vendor: 7000162720  
CHILDS VAULT CO  
PO Box 4087  
ANDERSON SC 29622

PO reference

Layout: 7\_6310 All information

Item	Amount	Quantity	Or.	Purchase	Item	PO Text	Tax Cod.
	1,540.00		1 EA	4000116382	10	Grain Liners	10 10

Item Search Term 0 / 0 Items

# *Analyze Blocked Invoices*

## Transaction: ME23N

# Invoice Reconciliation: ME23N

Purchase order Edit Goto Environment System Help

**SRM Copy-Standard PO 4300002847 Created by Mark Hubbard**

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

SRM Copy-Standard ... Vendor 101176 OCE IMAGISTICS INC DBA O... Doc. date 04/06/2007

Header

S..Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt
1	K			PHOTOCOPIERS	9.000	MON	D	08/01/2007	333.44	USD	1	MON	PHOTOCO...	HLTH
2	K			PHOTOCOPIERS	12.000	MON	D	08/01/2007	333.44	USD	1	MON	PHOTOCO...	HLTH
3	K			PHOTOCOPIERS	12.000	MON	D	08/01/2007	333.44	USD	1	MON	PHOTOCO...	HLTH

[1] PHOTOCOPIERS

Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Purchase order history | Texts | Deliv

Shrt bt	MvT	Material document	Item	Posting date	Σ Amount	Σ Quantity	OUn	Curr.	Reference	Σ Amt.in loc.cur.	Trans./event type	Order price unit
GR	101	5001936522	1	01/03/2008	333.44	1.000	MON	USD	CO COPIER - 1/08	333.44	1	MON
GR	101	5001894577	1	12/03/2007	333.44	1.000	MON	USD	CO COPIER-12/07	333.44	1	MON
GR	101	5001854198	1	11/01/2007	333.44	1.000	MON	USD	CO COPIER -11/07	333.44	1	MON
GR	101	5001811651	1	10/04/2007	333.44	1.000	MON	USD	CO COPIER-10/07	333.44	1	MON
<b>Tr./ev. Goods receipt</b>					<b>2,000.64</b>	<b>6.000</b>	<b>MON</b>	<b>USD</b>		<b>2,000.64</b>	<b>1</b>	
IR-L		5106926720	1	03/19/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106905824	1	03/01/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106899981	1	02/26/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106832315	1	12/20/2007	333.44	1.000	MON	USD		333.44	2	MON
IR-L		5106803595	1	11/20/2007	333.44	1.000	MON	USD		333.44	2	MON
<b>Tr./ev. Invoice receipt</b>					<b>1,667.20</b>	<b>5.000</b>	<b>MON</b>	<b>USD</b>		<b>1,667.20</b>	<b>2</b>	

Line  
Item

Line  
Item  
Detail

# Invoice Reconciliation: ME23N – Purchase Order History Tab

Item [1] PHOTOCOPIERS

Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment **Purchase order history** Texts Deliv

Shrt txt	Mvt	Material document	Item	Posting date	Σ Amount	Σ Quantity	OUn	Curr.	Reference	Σ Amt.in loc.cur.	Trans./event type	Order price unit
GR	101	<a href="#">5001936522</a>	1	01/03/2008	333.44	1.000	MON	USD	CO COPIER - 1/08	333.44	1	MON
GR	101	<a href="#">5001894577</a>	1	12/03/2007	333.44	1.000	MON	USD	CO COPIER-12/07	333.44	1	MON
GR	101	<a href="#">5001854198</a>	1	11/01/2007	333.44	1.000	MON	USD	CO COPIER -11/07	333.44	1	MON
GR	101	<a href="#">5001811651</a>	1	10/04/2007	333.44	1.000	MON	USD	CO COPIER-10/07	333.44	1	MON
<b>Tr./ev. Goods receipt</b>					<b>2,000.64</b>	<b>6.000</b>	<b>MON</b>	<b>USD</b>		<b>2,000.64</b>	<b>1</b>	
IR-L		<a href="#">5106926720</a>	1	03/19/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106905824</a>	1	03/01/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106899981</a>	1	02/26/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106832315</a>	1	12/20/2007	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106803595</a>	1	11/20/2007	333.44	1.000	MON	USD		333.44	2	MON
<b>Tr./ev. Invoice receipt</b>					<b>1,667.20</b>	<b>5.000</b>	<b>MON</b>	<b>USD</b>		<b>1,667.20</b>	<b>2</b>	

- 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

# Invoice Reconciliation: ME23N – Goods and Invoice Receipts

Shrt bd	MvT	Material document	Item	Posting date	Σ Amount	Σ Quantity	QUn	Curr.	Reference	Σ Amt.in loc.cur.	Trans./event type	Order price unit
GR	101	<a href="#">5001936522</a>	1	01/03/2008	333.44	1.000	MON	USD	CO COPIER - 1/08	333.44	1	MON
GR	101	<a href="#">5001894577</a>	1	12/03/2007	333.44	1.000	MON	USD	CO COPIER-12/07	333.44	1	MON
GR	101	<a href="#">5001854198</a>	1	11/01/2007	333.44	1.000	MON	USD	CO COPIER -11/07	333.44	1	MON
GR	101	<a href="#">5001811651</a>	1	10/04/2007	333.44	1.000	MON	USD	CO COPIER-10/07	333.44	1	MON
Tr..iev. Goods receipt					2,000.64	6.000	MON	USD		2,000.64	1	
IR-L		<a href="#">5106926720</a>	1	03/19/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106905824</a>	1	03/01/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106899981</a>	1	02/26/2008	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106832315</a>	1	12/20/2007	333.44	1.000	MON	USD		333.44	2	MON
IR-L		<a href="#">5106803595</a>	1	11/20/2007	333.44	1.000	MON	USD		333.44	2	MON
Tr..iev. Invoice receipt					1,667.20	5.000	MON	USD		1,667.20	2	

- 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

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## 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

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Additional Resources: SCEIS uPerform Documents



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**FRAUD PREVENTION HOTLINE**  
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Business Objects Training  
SCEIS Quick Reference Cards  
SCEIS Training Guides and Tools  
Blackboard  
SCEIS uPerform  
Knowledge Transfer Program

**Reminders & Tools**  
• **MySCEmployee Tools** - (Link - page resides under SCEIS Logins)  
• **FY2010 / FY2011 Reminders & Tools** (Link) - Click to download tools and information to assist with FY2010 Year-End processes for Finance and Materials Management.  
• **Time Management Conversion - Agency Instructions** - (1.1mb XLS)  
• **PA0014 Furlough Template** - (Link) Click to download spreadsheet and view details.

# SCEIS Service Desk – Contact Information



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Integration and Project Management

Materials Management (MM) Team

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[Click here to send a help request to the SCEIS Service Desk.](#)  
803-896-0001

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Are you the user who is experiencing the problem? ☒ Yes ☐ No

Your First Name:

Your Last Name:

Your Email Address:

Your SCEIS Username (ID):

Your Contact Phone Number:

Your Agency:

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):  [How to attach screenshot](#)

# Any Questions?

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# Evaluation and Quiz

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***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