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# **Knowledge Transfer Program**

# **Accounts Receivable Breakout Session 5**

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# Agenda: What do we know as SMEs?



- ☉ We know how the AR Process works.
- ☉ We know how to Create Customer Invoices.
- ☉ We know how the IDT process works. (Live to Live & Live to Non-Live)
- ☉ We know how to Generate Correspondence. (customer statements, IDTs and invoices)
- ☉ We know how to Post Incoming Payments.
- ☉ We know how to receive in Cash & Check Receipts. (Misc. Cash)
- ☉ We know how to Reverse a Document.
- ☉ We know how to Create a Deposits.
- ☉ We know how to do a Customer Account Analysis by running Reports.
- ☉ We know how the Customer Master file will work.



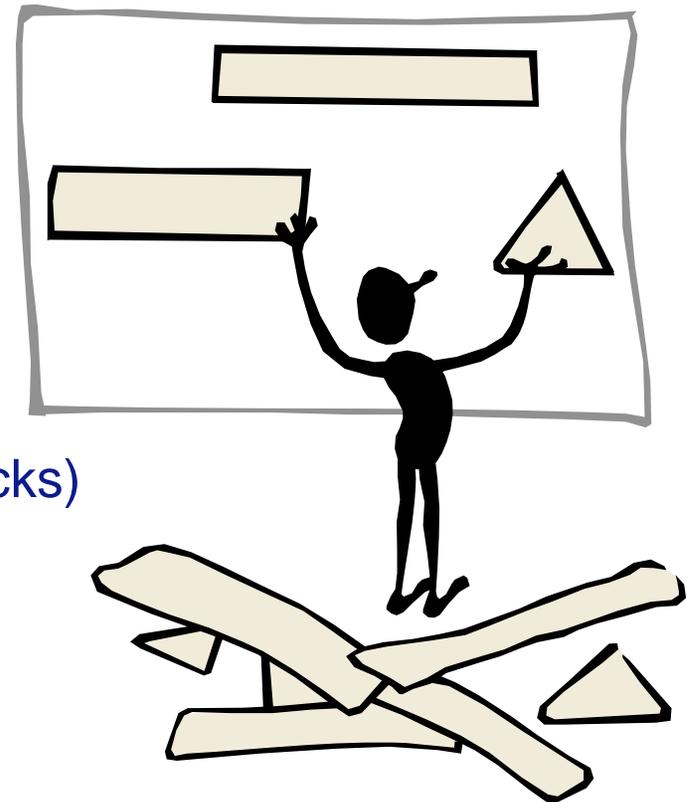
# Accounts Receivable

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## Transactional Data

### AR Document Types

- DA Customer Document
- DR Customer Invoice
- DG Customer Credit Memo
- DZ Customer Payment
- ZW ACH/Wire Deposits
- ZD General deposits (cash & checks)
- ZJ IDT Invoice Billing
- ZK IDT Credit Memo
- ZF IDT Receipts
- ZN Deposit Reversals



# Accounts Receivable Overview, cont.



- ☉ SCEIS uses several standard transactions to process to a specific document type.

Transaction Code	Use	Defaults to document type:
<b>FB70</b> – Enter Customer Invoice	<b>Non-State</b> accounts receivable invoices	<b>DR</b> (customer invoice)
<b>FV75</b> – Enter Customer Credit Memo	Credit memo for all customers	<b>DG</b> (customer credit memo) or <b>ZK</b> (State agencies)
<b>F-04</b> – Post with Clearing	Create and post deposits	<b>Blank</b> – Must use <b>ZD</b> or <b>ZW</b>
<b>FBL5N</b> – Customer Line Item Display	To view customer account line items – open, cleared or both	<b>NA</b>
<b>FD10N</b> – Customer Balance Display	To view customer account balances	<b>NA</b>

# Accounts Receivable Overview, cont.



- ☉ SCEIS uses several “Z” (customized) transactions to default to a specific document type.

Custom transaction	Screen copy of:	Defaults to document type:
<b>ZAR_REV</b> Receipt payments from customers (AR)	F-28 (post incoming payment)	<b>DZ</b> (customer payment)
<b>ZREV</b> Receipt of miscellaneous payments	FB50 (post G/L document)	<b>SK</b> (cash documents)
<b>ZARIDT</b> Live agency billing Live agency	FB70 (enter customer invoice)	<b>ZJ</b> (IDT invoice billing)
<b>ZIDTREC</b> Live agency receipting payment from Live agency	F-28 (post incoming payment)	<b>ZF</b> (IDT receipts)
<b>ZIDTPAY</b> Live agency billing Non-live agency	FV50 (park G/L document)	<b>ZF</b> (IDT receipts)

# Accounts Receivable, cont.



## Transactional Data

### Posting Keys

*\* General Ledger*

Debit	Credit
40	50



# Customer Invoices

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# Question???

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🌀 What Transaction do you use to create a Customer Invoice?

# Enter Customer Invoice FB70

- ④ Create a customer invoice using transaction FB70 when you want to bill a non state agency for the cost of good and services rendered.
- ④ All SAP documents have two components:
  - Document header
  - Line item
- ④ The document type, found in the document header, identifies the type of business transaction.
- ④ All customers have a payment term of 0001 – Pay immediately.
- ④ System generated Document number is displayed after posting.
- ④ **Notes tab** - Free form that will print on Correspondence type Z007.

# Enter Customer Invoice FB70

The screenshot shows the SAP FB70 'Enter Customer Invoice' interface. The title bar reads 'Enter Customer Invoice: Company Code SC01'. The 'Transactn' dropdown is set to 'R Invoice'. The 'Bal.' field shows '0.00'. The 'Basic data' tab is active, displaying fields for Customer, Invoice date, Posting Date (09/09/2008), Document Type (DR DR (Customer...)), Cross-CC no., Amount, Tax amount, Text, Company Code (SC01 State of South Carolina Columbia, SC), and Lot No. A callout box titled 'Required Header Fields:' lists: Customer, Invoice Date, Posting Date, Document Type, Amount, and Reference. An arrow points from this list to the 'Reference' field in the 'Basic data' section.

**Required Header Fields:**

- Customer
- Invoice Date
- Posting Date
- Document Type
- Amount
- Reference

The 'Items' table below is empty, with the header '0 Items (No entry variant selected)'. The table columns are: G/L acct, D/C, Amount in doc.curr., Cost center, Functional area, Order, Fund, and Grant. A callout box titled 'Required Fields:' lists: G/L Account, Amount, Cost Center, Functional Area, Fund, and Grant. An arrow points from this list to the 'Amount in doc.curr.' column in the table.

**Required Fields:**

- G/L Account
- Amount
- Cost Center
- Functional Area
- Fund
- Grant

The status bar at the bottom shows 'FB70 scejsecpap3 INS'.

# Question??

- 
- ① What transaction do you use to invoice an agency that is also Live on SAP (IDT) ?

# IDT Live to Live – Invoice Process

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- ④ Record invoice for live to live State agency with ZARIDT
  - MUST USE “\*” in reference field, this will default to the SAP doc number, used for tracking
- ④ NO IDT form necessary.
- ④ Send Invoice document to live agency

# Enter Customer Invoice – ZARIDT Live to Live

Document Edit Goto Extras Settings Environment System Help

Enter Customer Invoice: Company Code SC01

Transactn R Invoice

Bal. 0.00

Basic data Payment Details Tax Notes

Customer [ ] SGL Ind   
 Invoice date [ ] Reference [ ]  
 Posting Date 06/01/2009  
 Document Type ZJ ZJ (IDT INV Billi...  
 Cross-CC no. [ ]  
 Amount [ ] USD  Calculate tax  
 Tax amount [ ]  
 Text [ ]  
 Company Code SC01 State of South Carolina Columbia, SC  
 Lot No. [ ]

**Required Header Fields:**

- Customer
- Invoice Date
- Posting Date
- Document Type
- Amount
- Reference

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.curr.	Cost center	Functional area	Fund	Grant	Order	WBS el
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

**Required Fields:**

- G/L Account
- Amount
- Cost Center
- Functional Area
- Fund
- Grant

FB70 sceisecap1 INS

# Question??

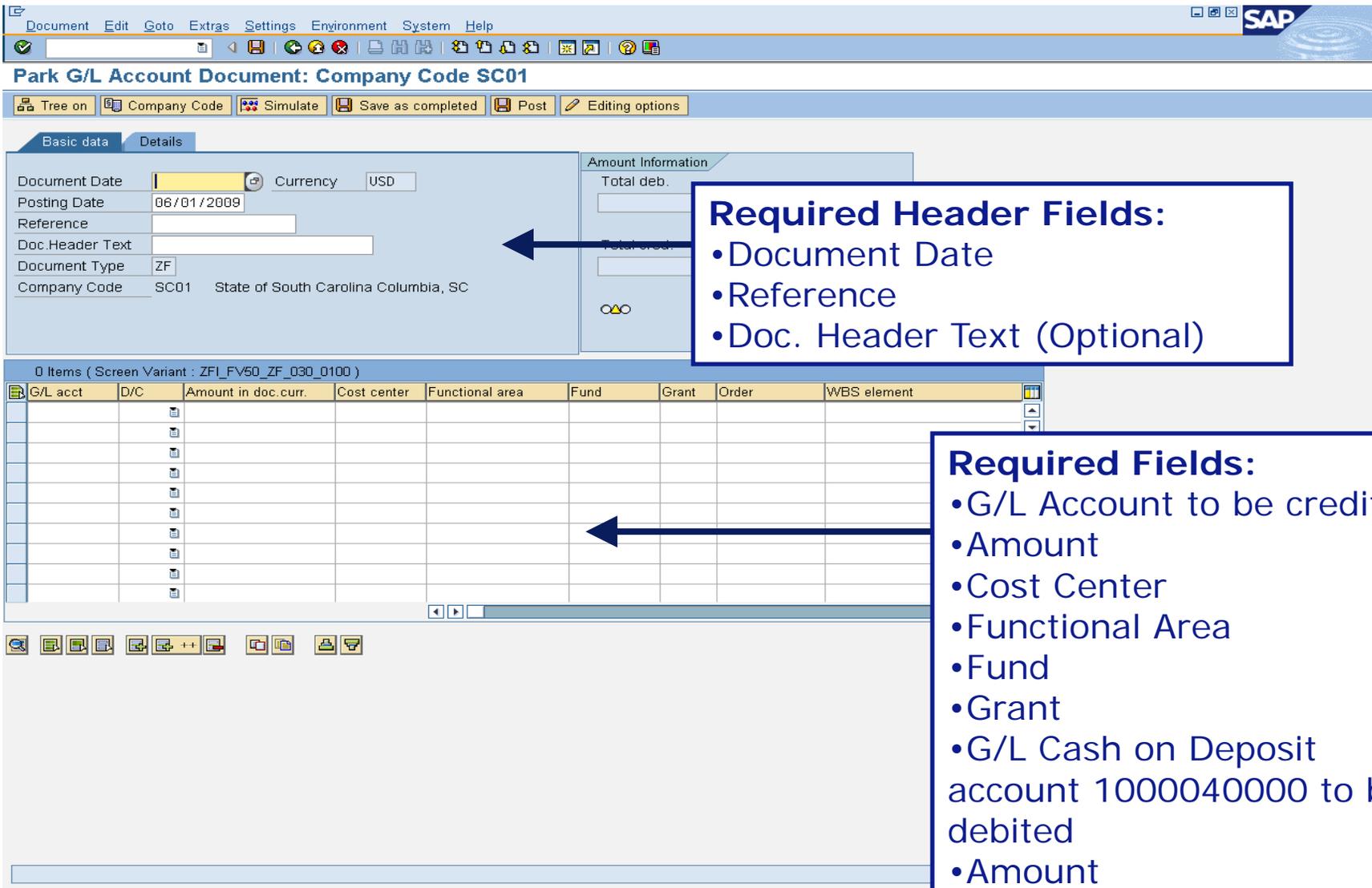
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- ① What transaction do you use to invoice an agency that is non-live on SAP?

# IDT Live to Non-Live Process

- Use ZIDTPAY to invoice a non-live State Agency
  - MUST USE "\*" in reference field, this will default to the SAP document number, used for tracking
- Print IDT (Correspondence type - Z0005)
  - SAP document number will be reported in Multi Purpose Code field of IDT
- Attach printed IDT to billing doc for non-live agency and mail to non-live agency

# Enter Customer Invoice-ZIDTPAY Live to Non Live



The screenshot shows the SAP 'Park G/L Account Document' interface for Company Code SC01. The 'Basic data' tab is active, displaying fields for Document Date, Posting Date (06/01/2009), Reference, Doc. Header Text, Document Type (ZF), and Company Code (SC01). The 'Amount Information' section shows Total deb. and Total cred. fields. Below the header fields is a table with columns: G/L acct, D/C, Amount in doc. curr., Cost center, Functional area, Fund, Grant, Order, and WBS element. The table is currently empty. Two callout boxes provide required fields for the header and table rows.

**Required Header Fields:**

- Document Date
- Reference
- Doc. Header Text (Optional)

**Required Fields:**

- G/L Account to be credited
- Amount
- Cost Center
- Functional Area
- Fund
- Grant
- G/L Cash on Deposit account 1000040000 to be debited
- Amount

# Reminder:

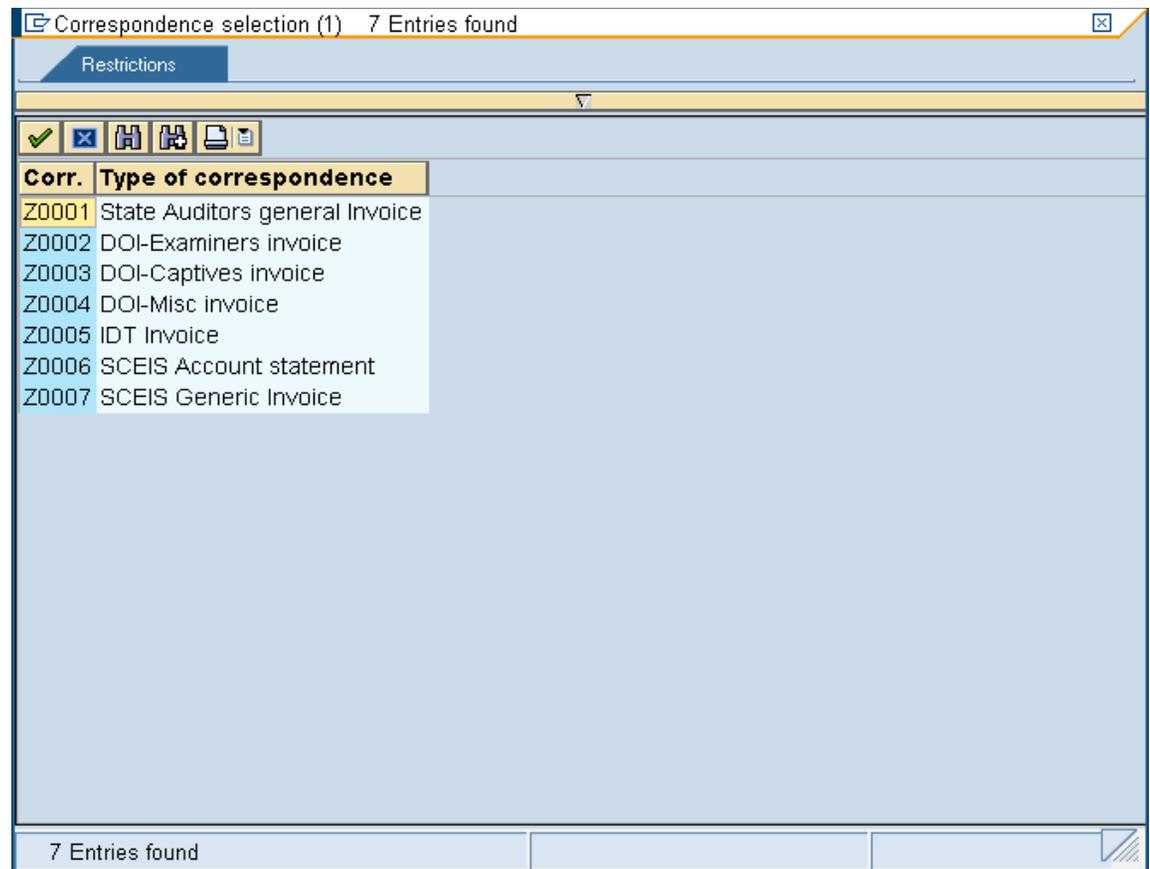
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 You can print Invoices & IDTs.

# Request correspondence – FB12

- SAP allows you to request a correspondence such as:
  - AR Invoices
  - Account statements
  - IDT invoice for billing



The screenshot shows a SAP window titled "Correspondence selection (1) 7 Entries found". The window has a "Restrictions" tab and a toolbar with icons for selection, deletion, and printing. Below the toolbar is a table with two columns: "Corr." and "Type of correspondence".

Corr.	Type of correspondence
Z0001	State Auditors general Invoice
Z0002	DOI-Examiners invoice
Z0003	DOI-Captives invoice
Z0004	DOI-Misc invoice
Z0005	IDT Invoice
Z0006	SCEIS Account statement
Z0007	SCEIS Generic Invoice

The status bar at the bottom of the window indicates "7 Entries found".

# Maintain Correspondence F.64

Program Edit Goto System Help

SAP

### Maintain Correspondence Requests

General selections

Correspondence	<input type="text" value="1"/>	to	<input type="text"/>	<input type="button" value="→"/>
Company code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Account type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Open item account	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Document number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Fiscal year	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
User	MROBERSON	to	<input type="text"/>	<input type="button" value="→"/>
Date of request	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Time of request	00:00:00	to	00:00:00	<input type="button" value="→"/>
Print Date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Cash journal number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Further selections

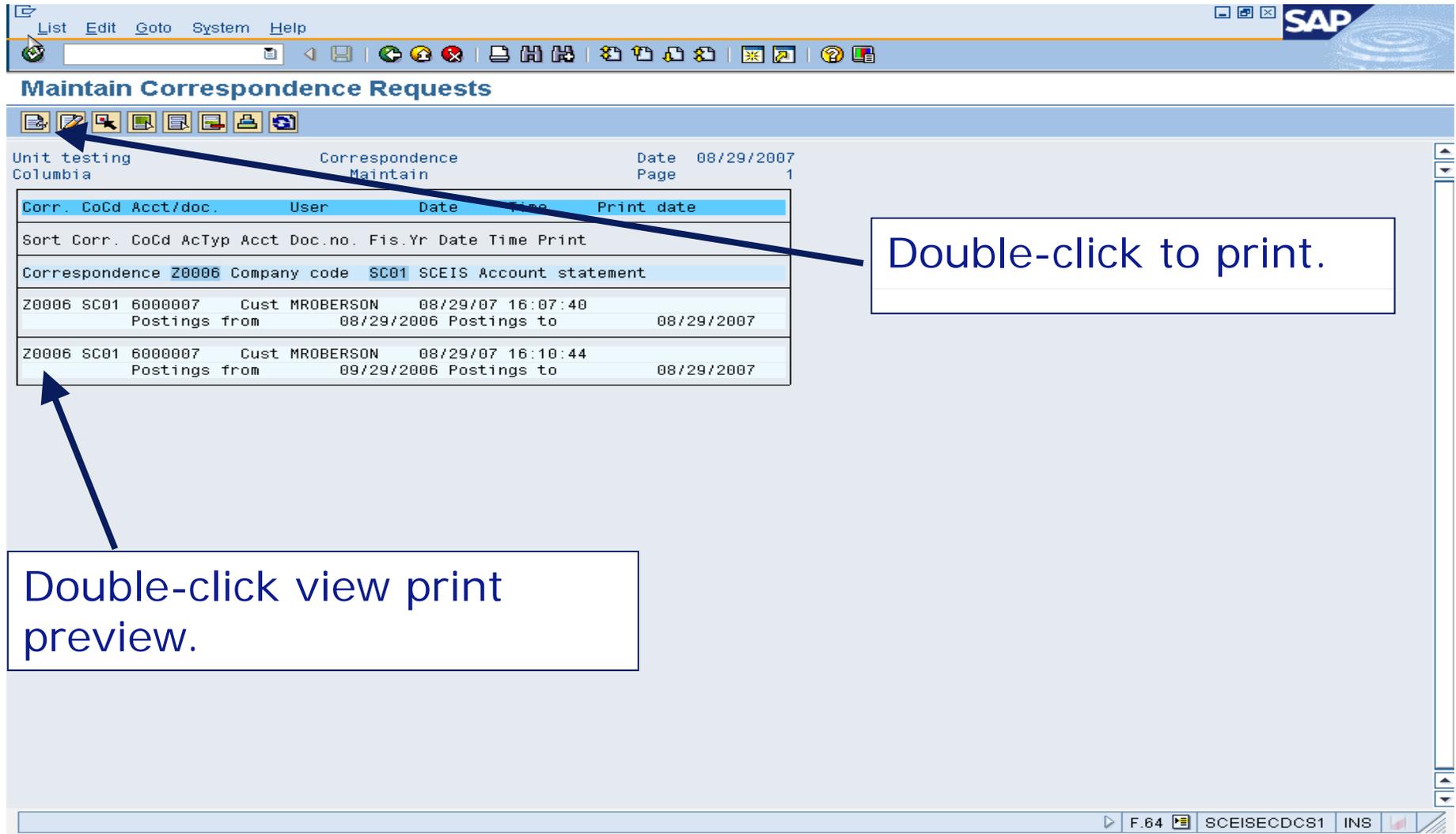
Entries without print date  
 Entries with print date

**Required Fields:**

- Correspondence
- Company Code
- Account Type

F.64 SCEISEDCS1 OVR

# Maintain Correspondence, cont.



The screenshot shows the SAP SAP GUI interface for 'Maintain Correspondence Requests'. The window title is 'SAP'. The menu bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays the following information:

Unit testing  
Columbia

Correspondence  
Maintain

Date 08/29/2007  
Page 1

Corr.	CoCd	Acct/doc.	User	Date	Time	Print date
Sort Corr. CoCd AcTyp Acct Doc.no. Fis.Yr Date Time Print						
Correspondence Z0006 Company code SC01 SCEIS Account statement						
Z0006	SC01	6000007	Cust MROBERSON	08/29/07	16:07:40	
		Postings from		08/29/2006	Postings to	08/29/2007
Z0006	SC01	6000007	Cust MROBERSON	08/29/07	16:10:44	
		Postings from		09/29/2006	Postings to	08/29/2007

Annotations:

- A blue arrow points from the 'Print' icon in the toolbar to the first row of the table.
- A blue arrow points from the first row of the table to a text box: "Double-click view print preview."
- A blue arrow points from the first row of the table to another text box: "Double-click to print."

Bottom status bar: F.64 | SCEISECDCS1 | INS

# Maintain Correspondence, cont.

Examiners



**State of South Carolina**

**Remit To:**  
Comptroller General  
Senate Street  
COLUMBIA SC 29201  
USA

**Mail To:**  
Columbia Sewer & Drainage  
  
542 Georgia St  
COLUMBIA SC 29201  
USA

Invoice	
Invoice Date	04/04/2007
Invoice Number	123-11
Customer Number	6000008
Telephone	
Telefax	

**Total Due**  
Examining fees & travel expense for week ending:  
(see details attached)

**Weekend Date:** U4/U6/2UU7

Doc.No.	Amount	Reference	Date	Line Item Text
1800000009	450.00	123-11	04/04/2007	
				450.00

Payment Due Immediately

You can  
now click  
your Printer  
Icon to Print  
the invoice.

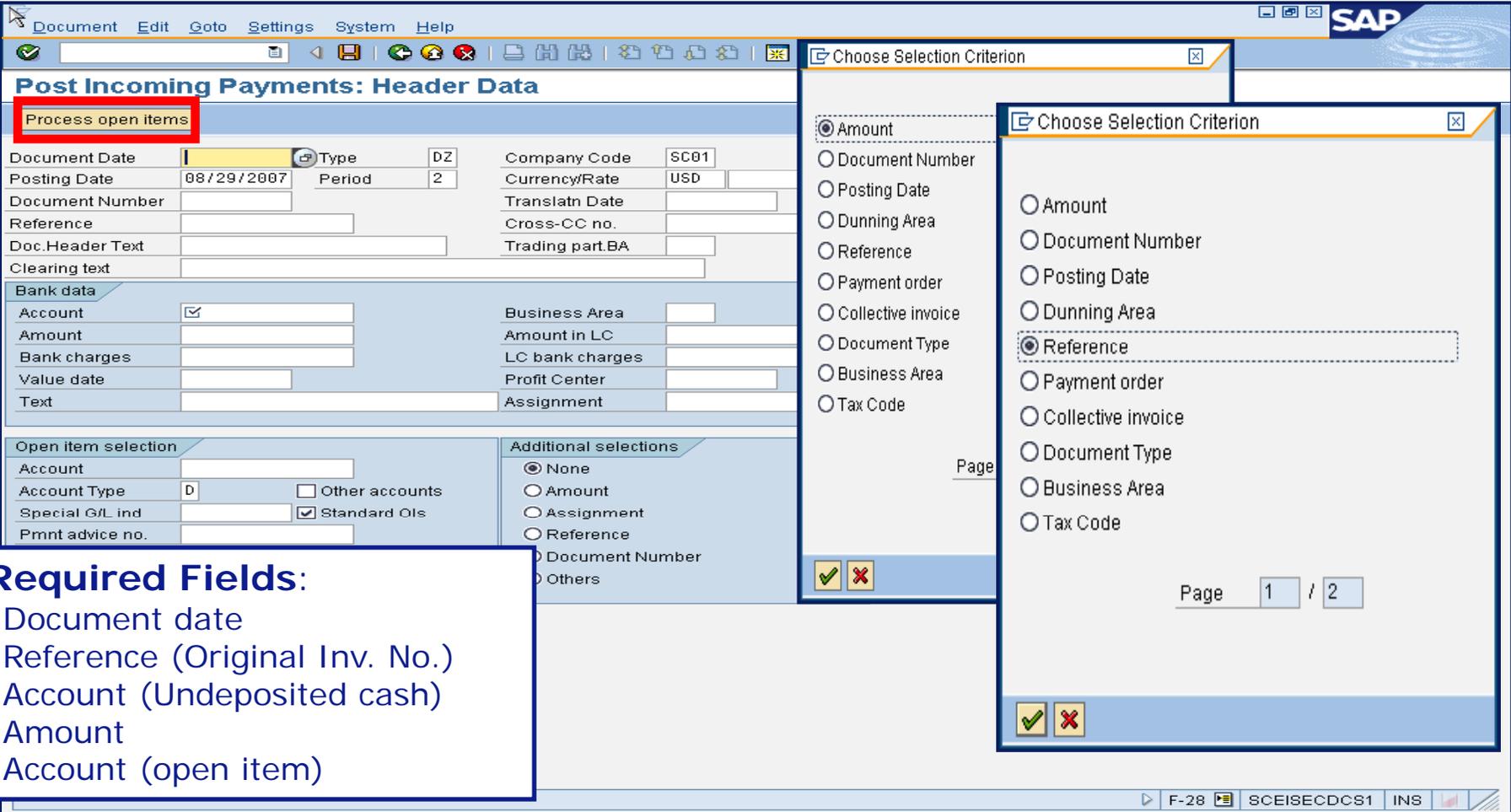
# Question??

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☉ Which Transaction do you use to receive in a Customer Payment?

# Post Incoming Payment – ZAR\_REV

- The incoming payment transaction assigns incoming payment documents to a customer and clears open items from the customer accounts.



**Post Incoming Payments: Header Data**

**Process open items**

Document Date		Type	DZ	Company Code	SC01
Posting Date	08/29/2007	Period	2	Currency/Rate	USD
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc. Header Text				Trading part. BA	
Clearing text					

**Bank data**

Account	<input checked="" type="checkbox"/>	Business Area	
Amount		Amount in LC	
Bank charges		LC bank charges	
Value date		Profit Center	
Text		Assignment	

**Open item selection**

Account	
Account Type	D <input type="checkbox"/> Other accounts
Special G/L ind	<input checked="" type="checkbox"/> Standard OIs
Prnt advice no.	

**Additional selections**

- None
- Amount
- Assignment
- Reference
- Document Number
- Others

**Choose Selection Criterion**

- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax Code

**Choose Selection Criterion**

- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax Code

**Required Fields:**

- Document date
- Reference (Original Inv. No.)
- Account (Undeposited cash)
- Amount
- Account (open item)

# Post Incoming Payment, cont.

Document Edit Goto Settings Environment System Help

Post Incoming Payments Post (Ctrl+S) open items

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial print Res.items Withldg tax

Account items 6000000 Scana Corporation

Document	D	Document	P	Bu	Da	USD Gross	Cash discont	Cash
1800000044	DR	05/07/2007	01	E120	0	5,000.00		

Editing status

Number of items	1	Amount entered	5,000.00
Display from item	1	Assigned	5,000.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

1 items were selected

F-28 SCEISECDCS1 INS



# Question??

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☉ Which Transaction do you use to Receive in Miscellaneous Cash?



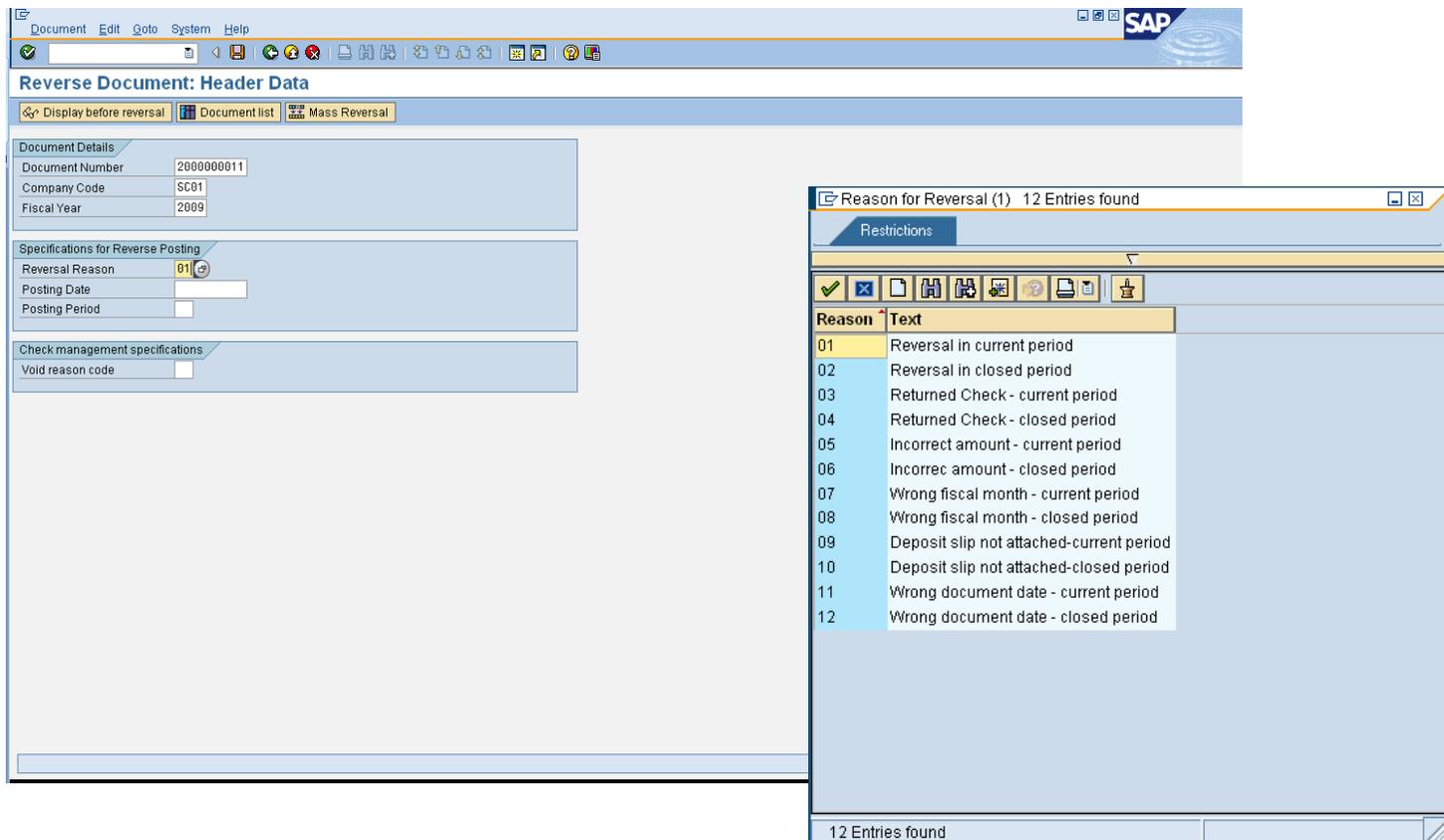


# Reverse a Document

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# Reverse Document FB08

- If you created an invoice by mistake you can reverse the document by using FB08.



The screenshot shows the SAP Reverse Document: Header Data screen. The main window displays document details and specifications for reverse posting. A dialog box titled "Reason for Reversal (1) 12 Entries found" is open, showing a list of 12 reasons for reversal.

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Returned Check - current period
04	Returned Check - closed period
05	Incorrect amount - current period
06	Incorrect amount - closed period
07	Wrong fiscal month - current period
08	Wrong fiscal month - closed period
09	Deposit slip not attached-current period
10	Deposit slip not attached-closed period
11	Wrong document date - current period
12	Wrong document date - closed period



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# **Create a Deposit (Cash/Check/Wire)**

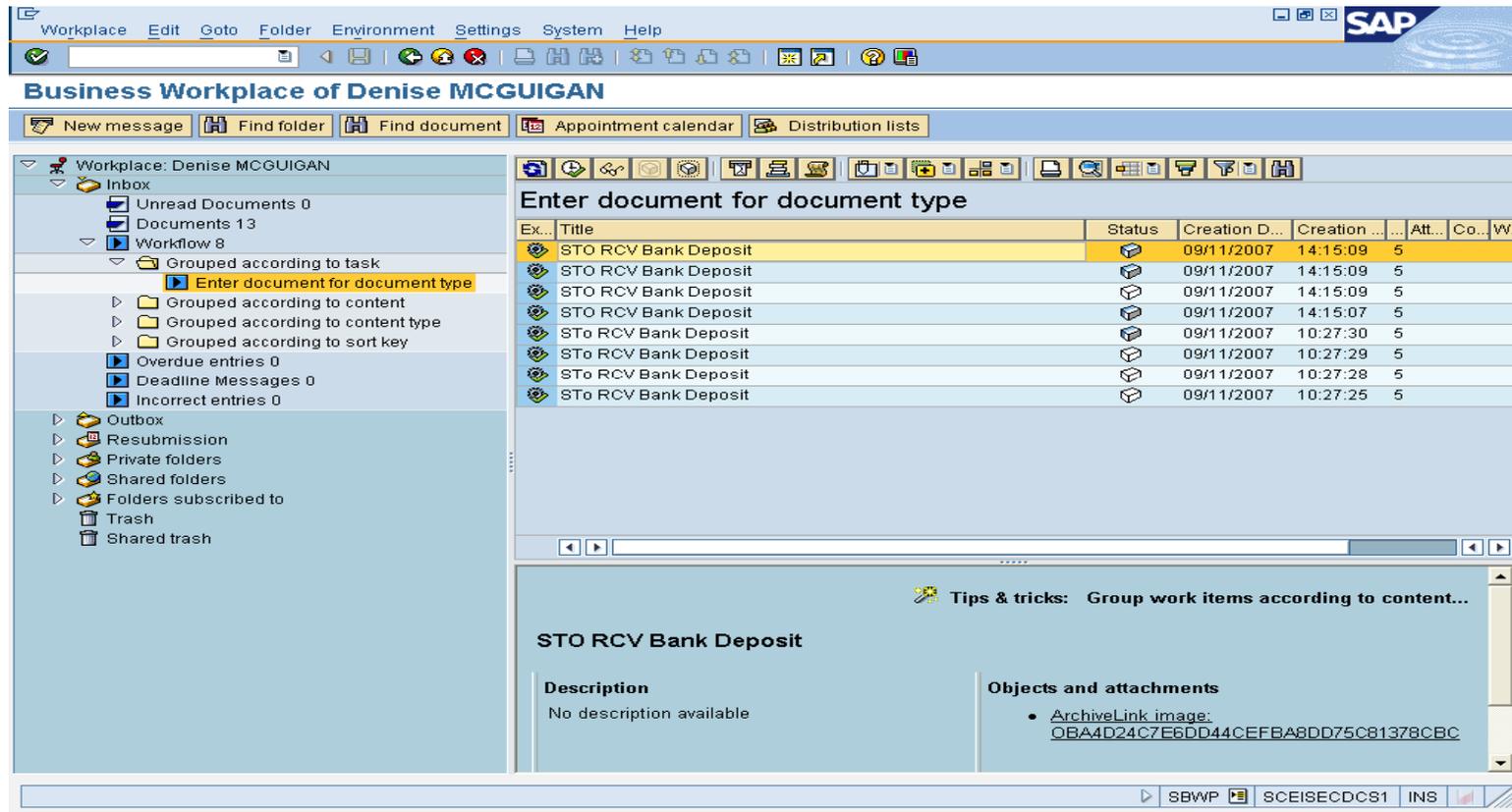
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# Creating a Deposit

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- STO green deposit form is NO longer required
- Scan deposit slip, ensure it's legible
- Retrieve scanned slip from SAP Business Workplace inbox
- Deposit transaction (F-04) launched automatically from Business Workplace
- Remember Document date **MUST** equal validated bank deposit date
- STO Bank Account Codes are required in reference field
  - E.g., Wachovia 03100011 or please see your agency's STO Green Form

# Retrieve Images from SAP Business Workflow Inbox



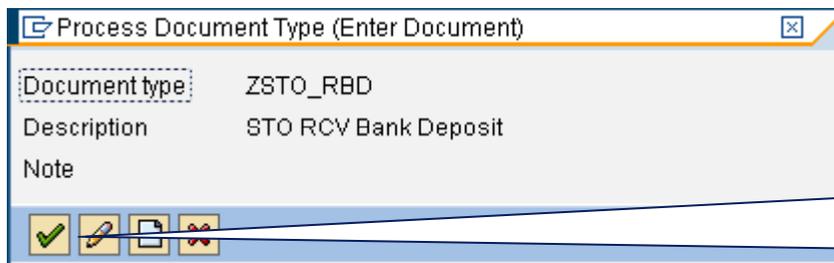
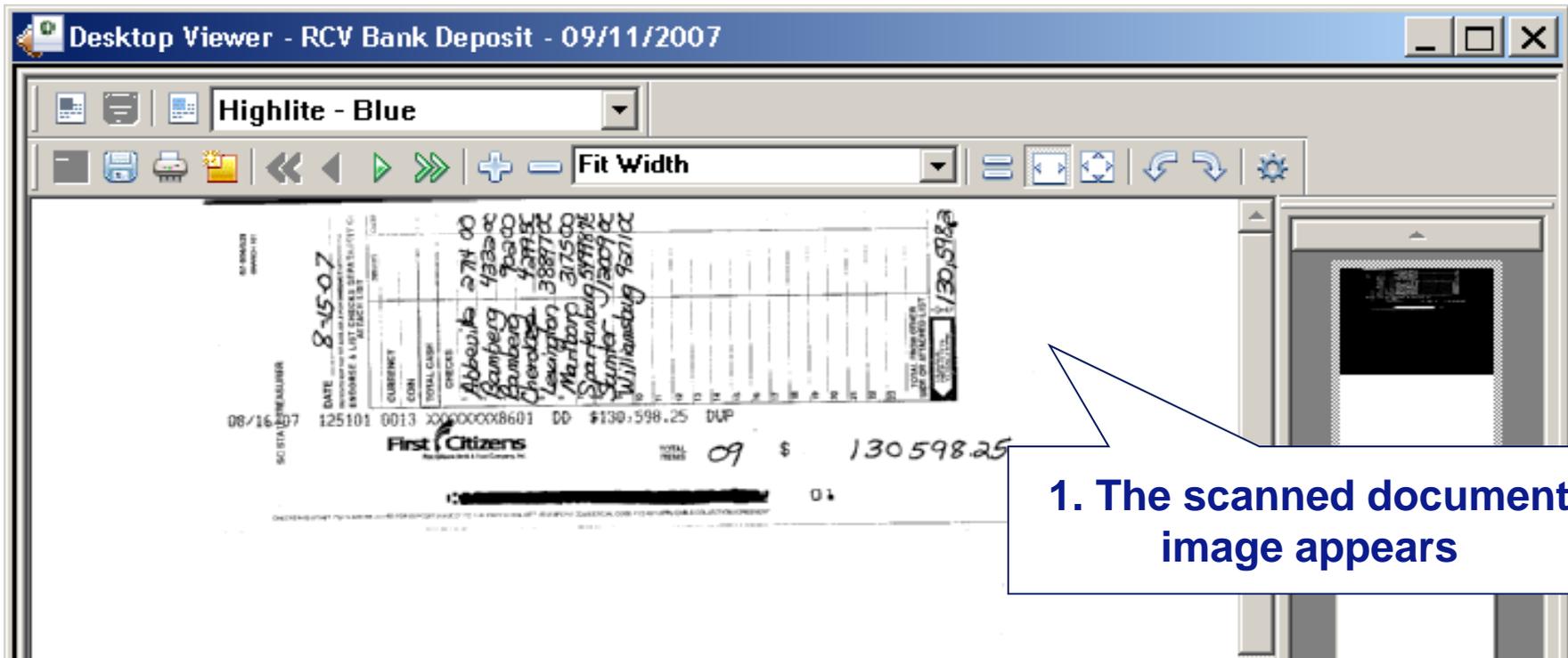
The screenshot displays the SAP Business Workplace interface for user Denise MCGUIGAN. The main window shows a workflow inbox with a table of items. The table has columns for 'Ex...', 'Title', 'Status', 'Creation D...', 'Creation ...', 'Att...', 'Co...', and 'W.'. The items are all 'STO RCV Bank Deposit' documents.

Ex...	Title	Status	Creation D...	Creation ...	Att...	Co...	W.
	STO RCV Bank Deposit		09/11/2007	14:15:09	5		
	STO RCV Bank Deposit		09/11/2007	14:15:09	5		
	STO RCV Bank Deposit		09/11/2007	14:15:09	5		
	STO RCV Bank Deposit		09/11/2007	14:15:07	5		
	STo RCV Bank Deposit		09/11/2007	10:27:30	5		
	STo RCV Bank Deposit		09/11/2007	10:27:29	5		
	STo RCV Bank Deposit		09/11/2007	10:27:28	5		
	STo RCV Bank Deposit		09/11/2007	10:27:25	5		

Below the table, the selected item 'STO RCV Bank Deposit' is displayed with a description and objects/attachments. The description is 'No description available'. The objects and attachments section includes an 'ArchiveLink image' with the URL: [OBA4D24C7E6DD44CEFBA8DD75C81378C8C](#).

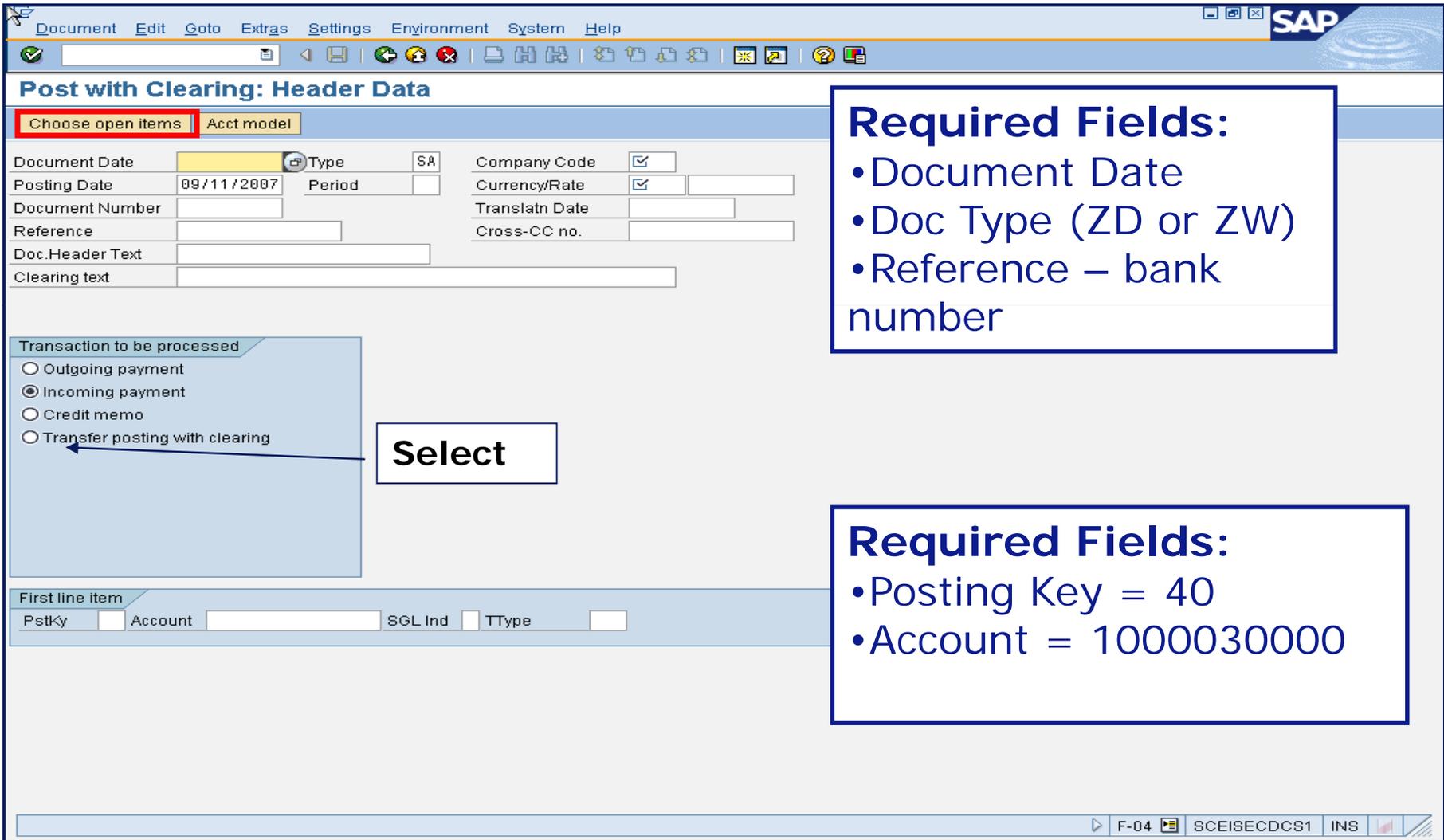
- After paper documents are scanned they are launched into workflow and appear in users' Business Workflow Inbox.

# Retrieve Images from SAP Business Workflow Inbox, cont.



**2. A execution box appears. Click on the execute check mark.**

# Post with Clearing F-04, cont.



The screenshot shows the SAP F-04 transaction screen. The title bar reads "Post with Clearing: Header Data". The "Choose open items" button is highlighted with a red box. The "Transaction to be processed" section has a blue box around it, with a "Select" box and an arrow pointing to the "Incoming payment" radio button. The "First line item" section is also visible. The status bar at the bottom shows "F-04", "SCEISECDCS1", and "INS".

Field	Value	Field	Value
Document Date		Type	SA
Posting Date	09/11/2007	Company Code	<input checked="" type="checkbox"/>
Document Number		Currency/Rate	<input checked="" type="checkbox"/>
Reference		Translatn Date	
Doc.Header Text		Cross-CC no.	
Clearing text			

**Required Fields:**

- Document Date
- Doc Type (ZD or ZW)
- Reference – bank number

**Transaction to be processed**

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

**Select**

**First line item**

PstKy  Account  SGL Ind  TType

**Required Fields:**

- Posting Key = 40
- Account = 1000030000

# Post with Clearing F-04, cont.

Document Edit Goto Extras Settings Environment System Help

**Post with Clearing Add G/L account item**

Choose open items Process open items More data Acct model

G/L Account 1000030000 CASH ON DEPOSIT-STO  
Company Code SC01 State of South Carolina

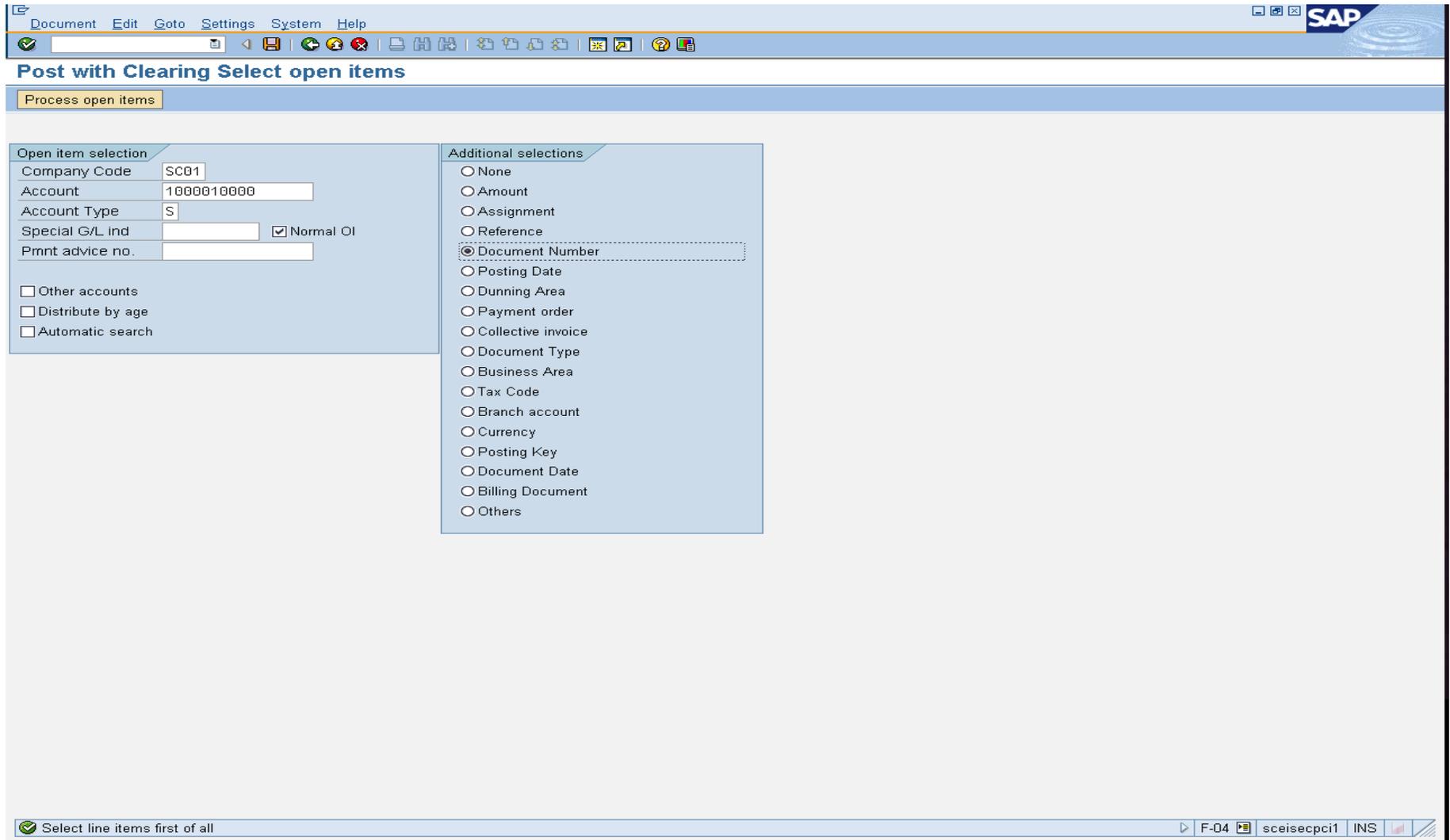
Item 1 / Debit entry / 40  
Amount 400.00 USD  Calculate tax

Cost Center \_\_\_\_\_ Fund \_\_\_\_\_ Grant \_\_\_\_\_  
Functional Area \_\_\_\_\_ Funds Center \_\_\_\_\_ Commitment Item \_\_\_\_\_  
Earmarked Funds \_\_\_\_\_ Value date \_\_\_\_\_  
Assignment \_\_\_\_\_ Text \_\_\_\_\_

Next Line Item  
PstKy  Account \_\_\_\_\_ SGL Ind  New co. code \_\_\_\_\_

F-04 SCEISEDCS1 OVR

# Post with Clearing F-04, cont.



The screenshot displays the SAP F-04 transaction interface. At the top, the menu bar includes 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The title bar reads 'Post with Clearing Select open items'. Below this, a 'Process open items' button is visible. The main area is divided into two sections: 'Open item selection' and 'Additional selections'.

**Open item selection:**

- Company Code: SC01
- Account: 1000010000
- Account Type: S
- Special G/L ind:  Normal OI
- Prnt advice no.:
- Other accounts
- Distribute by age
- Automatic search

**Additional selections:**

- None
- Amount
- Assignment
- Reference
- Document Number
- Posting Date
- Dunning Area
- Payment order
- Collective invoice
- Document Type
- Business Area
- Tax Code
- Branch account
- Currency
- Posting Key
- Document Date
- Billing Document
- Others

At the bottom, a status bar shows 'Select line items first of all' on the left and 'F-04 scejsecpci1 INS' on the right.



# Post with Clearing F-04, cont.

The screenshot shows the SAP F-04 transaction 'Post with Clearing Process open items'. The interface includes a menu bar (Document, Edit, Goto, Settings, Environment, System, Help), a toolbar, and a main window with tabs for 'Standard', 'Partial Pmt', 'Res.items', and 'Withhldg tax'. The main window displays 'Account items 1000010000 UNDEPOSITED CASH' with a table containing one row of data. Below the table is an 'Editing status' section with input fields for 'Number of items' (1), 'Display from item' (1), and 'Display in clearing currency'. A summary table shows 'Amount entered' (180.00), 'Assigned' (180.00), and 'Not assigned' (0.00). A purple starburst graphic is overlaid on the right side of the table with the text 'WooHoo You balance!!'. The status bar at the bottom indicates '1 items were selected' and 'ECT (1) (500) SCEISRWD01 INS'.

Assignme...	Document ...	D...	P...	Posting Date	Document ...	USD Gross
00000000	1200000005	SK	40	06/09/2009	06/09/2009	180.00

Editing status

Number of items	1	Amount entered	180.00
Display from item	1	Assigned	180.00
Display in clearing currency		Not assigned	0.00

WooHoo  
You balance!!

1 items were selected | ECT (1) (500) SCEISRWD01 INS



# Reports

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# Key Terms and Concepts

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## 🌀 Drill-down

- A tool for evaluating the data of an application according to its characteristics.
- Using a hierarchy structure, users can view details of information without having to create new work environments.



# Customer Account Line Item Display - FBL5N

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- This transaction allows the user to view customer line items in various ways.
- Items you may view are:
  - Open items
  - Cleared items
  - All customer line items
- Customer account balance display also has drill-down capabilities that allow the user to see account details.
- “Unblock customer for payment” may also be accessed through this transaction.

# Customer Account Line Item Display



Program Edit Goto System Help

SAP

### Customer Line Item Display

Data Sources

**Customer selection**

Customer account: 4000015 to [ ]

Company code: SC01 to [ ]

**Selection using search help**

Search help ID: [ ]

Search string: [ ]

Search help

**Line item selection**

**Status**

Open items

Open at key date: 08/24/2007

Cleared items

Clearing date: [ ] to [ ]

Open at key date: [ ]

All items

Posting date: [ ] to [ ]

**Type**

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

FBL5N SCEISECDCS1 OVR

# Customer Account Line Item Display



Customer Account Line Item Display

Customer: 4000015 Capitol cafe  
 Company Code: SC01  
 Name: Capitol cafe  
 City: Columbia

CoCode: SC01  
 State of South Carolina  
 Columbia

G/L Acc: 1301001000  
 Doc. No.: 1100000009

Line Item 1 / Other clearing / 07  
 Amount: 80.00 USD

Additional Data  
 Disc. amount: 0.00 USD  
 Bline Date: 08/16/2007  
 Prmnt Block:   
 Contract: / / Flow Type:   
 Clearing: 08/16/2007 / 1100000009  
 Assignment:   
 Text:  Long text

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amt
<input type="checkbox"/>		2200000025	DG	08/15/2007			
<input type="checkbox"/>		2200000028	DG	08/22/2007			
<input type="checkbox"/>	AR_C2	2100000033	DZ	08/15/2007			
<input type="checkbox"/>	AR456-1	2000000104	DR	08/21/2007			
<input type="checkbox"/>	*						
<input type="checkbox"/>		1100000009	AB	08/16/2007			
<input type="checkbox"/>		1100000009	AB	08/16/2007			
<input type="checkbox"/>		2200000026	DG	08/16/2007			
<input type="checkbox"/>	AR_2X	2000000094	DR	08/16/2007			
<input type="checkbox"/>	AR_2X	2000000092	DR	08/16/2007			
<input type="checkbox"/>	AR_2X	2000000093	DR	08/16/2007			
<input type="checkbox"/>	AR_C2	2000000086	DR	08/15/2007			
<input type="checkbox"/>	AR_C2	2100000033	DZ	08/15/2007			
<input type="checkbox"/>	AR56_09	2000000103	DR	08/20/2007			
<input type="checkbox"/>	AR56_09	2100000038	DZ	08/20/2007			
<input type="checkbox"/>	AR-DEPO	2000000105	DR	08/21/2007			
<input type="checkbox"/>	AR-DEPO	2100000040	DZ	08/21/2007			
<input type="checkbox"/>	AR_833	2000000107	DR	08/22/2007			
<input type="checkbox"/>	AR_833	2100000041	DZ	08/22/2007			
<input type="checkbox"/>	AR_5666	2000000108	DR	08/22/2007			
<input type="checkbox"/>	AR_5666	2100000042	DZ	08/22/2007			
<input type="checkbox"/>	DEP_66	2000000109	DR	08/23/2007			
<input type="checkbox"/>	DEP_66	2100000043	DZ	08/23/2007			
<input type="checkbox"/>	AR456-1	2100000039	DZ	08/21/2007			
<input type="checkbox"/>	AR456-1	2300000009	DA	08/21/2007			
<input type="checkbox"/>		2200000024	DG	08/14/2007			
<input type="checkbox"/>		3400000003	ZP	08/14/2007			

FBL5N SCEISEDCS1 OVR

# Customer Account Balance Display - FD10N

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- ④ Customer account balance display is used:
  - To view cumulative account balances by period.
  - View transactions at a high level with drill-down capabilities to view details.
- ④ Required fields for this transaction:
  - Customer
  - Company Code (SC01)
  - Fiscal Year

# Customer Account Balance Display cont.



Account Edit Goto Environment System Help

**Customer Balance Display**

Customer: 4000015 Capitol cafe  
 Company Code: SC01 State of South Carolina  
 Fiscal Year: 2008  
 Display crncy: USD

Balances Special general ledger

Period	Debit	Credit	Balance	Cum. balance	Sales/Purchases
Balance C...					
1			80.00	80.00	320,757.00
2	322,117.00	322,037.00		80.00	
3				80.00	
4				80.00	
5				80.00	
6				80.00	
7				80.00	
8				80.00	
9				80.00	
10				80.00	
11				80.00	
12				80.00	
13				80.00	
14				80.00	
15				80.00	
16				80.00	
Total	322,117.00	322,037.00	80.00	80.00	320,757.00

FD10N SCEISEDCS1 OVR

# Customer Account Balance Display cont.



Customer Line Item Display

Customer: 4000015  
Company Code: SC01  
Name: Capitol cafe  
City: Columbia

Stat	Type	Doc. Date	Net due dt	Clearing	Amt in loc. cur.	LCurr	DocumentNo
<input type="checkbox"/>	DR	08/21/2007	08/21/2007		220.00	USD	2000000104
<input type="checkbox"/>	DZ	08/15/2007	08/15/2007		10.00	USD	2100000033
<input checked="" type="checkbox"/>					80.00	USD	
<input type="checkbox"/>	DR	08/16/2007	08/16/2007	08/16/2007	80.00	USD	2000000093
<input type="checkbox"/>	DR	08/20/2007	08/20/2007	08/20/2007	12.00	USD	2000000103
<input type="checkbox"/>	DZ	08/20/2007	08/20/2007	08/20/2007	12.00	USD	2100000038
<input type="checkbox"/>	DR	08/21/2007	08/21/2007	08/21/2007	65.00	USD	2000000105
<input type="checkbox"/>	DZ	08/21/2007	08/21/2007	08/21/2007	65.00	USD	2100000040
<input type="checkbox"/>	DZ	08/21/2007	08/21/2007	08/21/2007	220.00	USD	2100000039
<input type="checkbox"/>	DA	08/21/2007	08/21/2007	08/21/2007	220.00	USD	2300000009
<input type="checkbox"/>	DR	08/22/2007	08/22/2007	08/22/2007	100,000.00	USD	2000000107
<input type="checkbox"/>	DZ	08/22/2007	08/22/2007	08/22/2007	100,000.00	USD	2100000041
<input type="checkbox"/>	DR	08/22/2007	08/22/2007	08/22/2007	120,000.00	USD	2000000108
<input type="checkbox"/>	DZ	08/22/2007	08/22/2007	08/22/2007	120,000.00	USD	2100000042
<input type="checkbox"/>	DR	08/23/2007	08/23/2007	08/23/2007	100,000.00	USD	2000000109
<input type="checkbox"/>	DZ	08/23/2007	08/23/2007	08/23/2007	100,000.00	USD	2100000043
<input type="checkbox"/>	DG	08/14/2007	08/14/2007	08/14/2007	30.00	USD	2200000024
<input type="checkbox"/>	ZP	08/14/2007	08/14/2007	08/14/2007	30.00	USD	3400000003
<input type="checkbox"/>	DR	08/15/2007	08/15/2007	08/15/2007	30.00	USD	2000000086
<input type="checkbox"/>	DZ	08/15/2007	08/15/2007	08/15/2007	30.00	USD	2100000033
<input type="checkbox"/>	ZP	08/15/2007	08/15/2007	08/15/2007	600.00	USD	3400000004
<input type="checkbox"/>	ZP	08/15/2007	08/15/2007	08/15/2007	700.00	USD	3400000004
<input type="checkbox"/>	DR	08/15/2007	08/15/2007	08/15/2007	600.00	USD	2000000085
<input type="checkbox"/>	DZ	08/15/2007	08/15/2007	08/15/2007	700.00	USD	2100000032
<input type="checkbox"/>	AB	08/16/2007	08/16/2007	08/16/2007	80.00	USD	1100000009
<input type="checkbox"/>	AB	08/16/2007	08/16/2007	08/16/2007	80.00	USD	1100000009
<input type="checkbox"/>	DG	08/16/2007	08/16/2007	08/16/2007	80.00	USD	2200000026
<input type="checkbox"/>	DR	08/16/2007	08/16/2007	08/16/2007	80.00	USD	2000000004

FD10N SCEISEDCS1 OVR



# Customer Master

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# Customer Master File

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- It will work much like today's AP Vendor Master File
- There will be portal that you will logon into
- You will enter the Customer Information - Name, Address, etc.
- SCEIS AR team will approve/disapprove
- Email will be sent for notification

# SCEIS The South Carolina Enterprise Information System

[Log Out](#)

Customer Master - Search 2009.06.22.0001

## Customer Search Parameters

[Help Doc](#)

(maximum results: 300 records)

Customer Number:  Corporate Group:   
 Name:  City:

1. Ever use a *wildcard* search? [Click here for help.](#)
2. Please only submit a **New Customer** request if the *Corporate Group* is not already on file.
3. If an update needs to be made to an existing customer record, click the link on the name of the applicable record.

3 Possible Matches found, displaying all Possible Matches.

### Possible Matches

<p><b>Name:</b> <a href="#">Ace Pools</a>  <b>Corp. Group:</b> 0022001  <b>Contact:</b> Doe, George  <b>Phone:</b> (803) 333-5555 ext. 11</p>	<p><b>Address:</b> 301 Main Street  <b>PO Box:</b> 676  <b>City, State, Zip:</b> Anytown, SC 29001-0001  <b>Cust. Number:</b> 8000000003</p>
<p><b>Name:</b> <a href="#">Bob's Restaurant</a>  <b>Corp. Group:</b> 1234567  <b>Contact:</b> Doe, John  <b>Phone:</b> (803) 777-7777 ext. 8888</p>	<p><b>Address:</b> 101 Main Street  <b>PO Box:</b> 555  <b>City, State, Zip:</b> Anytown, SC 29001-0001  <b>Cust. Number:</b> 8000000001</p>
<p><b>Name:</b> <a href="#">Premier Cinema</a>  <b>Corp. Group:</b> 0000001  <b>Contact:</b> Doe, Jane  <b>Phone:</b> (803) 555-5555 ext. 656</p>	<p><b>Address:</b> 201 Main Street  <b>PO Box:</b> 544  <b>City, State, Zip:</b> Anytown, SC 29001-0001  <b>Cust. Number:</b> 8000000002</p>

South Carolina State Procurement - Windows Internet Explorer

https://localhost:9443/SCAgencyCustWeb/mainFrame.do Certificate Error Yahoo! Search

South Carolina State Procurement

## SCEIS The South Carolina Enterprise Information System [Log Out](#)

### 'Create Customer' Request - Introduction

The 'Create Customer' process consists of 3 basic steps, some of which are optional. You may want to review and have 'at hand' the data elements listed below before starting the process.

- **Step 1** - The customer's name and corporate group number.
- **Step 2** - The customer's mailing address.
- **Step 3** - Additional or secondary customer contacts (name, job function, phone, email address).
- **Step 4** - Any additional message you would like to send to the administrator.

Please remember that if you close your browser or leave the registration application before clicking the **Finish** button in Step 3, you'll have to start the process over from the beginning. Use the buttons provided at the **bottom** of each step to navigate through the process...your browser's 'Back' button will not transmit your data to our server.

Sincerely,

The Customer Master staff

Cancel Continue

Local intranet 100%



https://localhost:9443/SCAgencyCustWeb/mainFrame.do

Certificate Error



Yahoo! Search



South Carolina State Procurement



# SCEIS The South Carolina Enterprise Information System

## 'Create Customer' Request - Identification

[Log Out](#)

### Legal name

\*Name Line 1:

Name Line 2:

Name Line 3:

Name Line 4:

### Customer Identification Number

\*Enter the customer's *Corporate Group* number. To avoid delay in any future business transactions with the S.C. State Government, the CIN and the values given in the "Name Line" fields (**legal name**) must match U.S. Internal Revenue Service records.

Corporate Group:

Step 1 of 4

Previous Step

Cancel

Next Step

# SCEIS The South Carolina Enterprise Information System

## 'Create Customer' Request - Address

[Log Out](#)

Please supply a Street Address or a PO Box for:

Two optional address lines appearing above Street line ('Address Line 1' and 'Address Line 2')

Address Line 1:

Address Line 2:

House Number:  (for example: 10263)

[Hide Additional Address Lines](#)

Street Name:  (for example: Main St)

Two optional address lines appearing below Street line ('Address Line 3' and 'Address Line 4')

Address Line 3:

Address Line 4:

PO Box:  (for example: 1242)

Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.

PO Box Postal Code:  (if different than Street Address Postal Code entered below)

City:

Country: --Select--

State/Province: -None-

Postal Code:

Step 2 of 4

**SCEIS The South Carolina Enterprise Information System** [Log Out](#)  
**'Create Customer' Request - Contacts**

**Additional or Secondary Customer Contacts**

First Name:   
Last Name:   
Function:   
Phone:  Extension:   
E-Mail:

First Name:   
Last Name:   
Function:   
Phone:  Extension:   
E-Mail:

First Name:   
Last Name:   
Function:   
Phone:  Extension:   
E-Mail:



## SCEIS The South Carolina Enterprise Information System

### 'Create Customer' Request - Finish

[Log Out](#)

#### Message to Administrator

Please provide any remarks describing this request that may be helpful to the administrators in processing this transaction.

Click the **Previous Step** button if you would like to review any of the information entered in the previous steps.

Click the **Finish** button to submit your request.

**Step 4 of 4**

Previous Step

Cancel

Finish

South Carolina State Procurement - Windows Internet Explorer

https://localhost:9443/SCAgencyCustWeb/mainFrame.do Certificate Error Yahoo! Search

South Carolina State Procurement

## SCEIS The South Carolina Enterprise Information System

[Log Out](#)

### 'Create Customer' Request - Successfully Submitted

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# Thank you!

**A notification will be emailed to you once your request has been processed.**

Sincerely,

The South Carolina State Customer Administration staff

[Return to Search Form](#) [Go to our Home Page](#) [Go to your Home Page](#)

SCEIS Local intranet 100%

# Any Questions?

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