



South Carolina Enterprise Information System

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# User Group Meeting

## Friday, September 23, 2011

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# SCEIS Updates

## Cassandra Alston, SCEIS Team

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- 🕒 **August:** Introduced Identity Management self-service password reset software allowing all SCEIS users to reset passwords without calling the Service Desk.
- 🕒 **September 1:** Enhanced MySCEmployee MSS and ESS time and leave screens.
- 🕒 **September 2:** Successful implementation of HR/Payroll functionality in SCDOT.
- 🕒 **September 12:** Implemented changes to Travel Request screens eliminating the Estimated Cost requirement.
- 🕒 **September 16:** Announced new SCEIS Interface (IF407) that allows agencies to update asset master data in batches.



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# ENHANCEMENT AND CHANGE PROCESS OVERVIEW

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- Transition from Deployment to Support
  - Implement a standardized process to manage requests for SCEIS enhancements/changes
  - Ensure stakeholders are identified, involved and share ownership throughout the life cycle of a change
  - Ensure that proper analysis, review, and discussion occur for all changes

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- ① Ensure that decisions are consistent with South Carolina's business and strategic direction
  - ① Ensure that change events are properly documented and communicated

# What is a “Change?”

- 
- ④ An enhancement to the SCEIS system to benefit all stakeholders
  - ④ A change in a South Carolina business process or policy
  - ④ A repair to a component of the SCEIS system that is broken or malfunctioning
  - ④ Routine software maintenance provided by the software vendor

# Change Advisory Board

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The Change Advisory Board is a representative group from the user community charged with providing governance for system enhancements and changes.

Board Participants will be drawn from a cross-section of users and structured to perform efficiently.

- 🌀 Evaluates requests
- 🌀 Approves or rejects requests
- 🌀 Prioritizes approved requests

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- ① The *mission* of the Board is to ensure that decisions are made in the best interest of the state of SC, considering **benefits**, **costs** and **risks** of requested enhancements
  - ① The *goal* of the Board is to maximize the overall business value of SCEIS while maintaining controls and reliability of system functions

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- ① Identify and request participation from representative membership for the Advisory Board
  - ① Kick-off meeting for the Board to develop and approve the governing body charter

- Publish the Enhancement Request Form on the SCEIS website.
- Set implementation date for the new process to begin.



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# IMPROVED SCEIS COMMUNICATIONS PLAN

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## Goal

- To significantly decrease the volume of emails agencies receive from SCEIS, while ensuring important news and information about the system is made available to the user community.

# IMPROVED COMMUNICATIONS PLAN

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- ① Weekly Email consolidation begins on Monday, October 3, 2011
  - ① One weekly email will be sent to agencies contacts containing important information along with a link to these messages on the SCEIS website
  - ① SCEIS Alerts which will continue to be processed and disseminated as necessary.



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# Payroll Processing Workshops

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## 🌀 Dates:

- **Thursday, October 6**
- **Monday, October 17**
- **Tuesday, October 18**
  - Morning session begins at 9:00 a.m.
  - Afternoon session begins at 1:30 p.m.

## 🌀 Training Location:

- Employment & Workforce Department - C. Lem Harper Building (Auditorium)

## 🌀 Additional Details:

- Morning sessions target All Finance and Human Resources Directors. This session may be of interest to Payroll Administrators, as well.
- Afternoon sessions target All Finance Directors.

# Payroll Processing Workshop Highlights

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- ④ Pre-payroll and post-payroll Auditing Process.
- ④ Guidelines as to which reports to run before and after payroll ( on blue days and red days in the CG's Office Payroll calendar).
- ④ Instruction on the following reports:
  - Position Funding
  - Grants Validity
  - Wage Type reporter
  - Labor Distribution Simulation
  - Labor Distribution Production

# Payroll Processing Workshops Highlights

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- 🌀 Tips and tricks for running the reports to get meaningful outputs like background jobs, etc.
- 🌀 Integration Points between Finance and Human Resources
- 🌀 Basic Understanding of Payroll Postings



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# Twelve-Month Vacancy Deletions Process

## Jean Ricard, Office of State Budget

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# Twelve-Month Vacancy Deletions Process

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- ☉ **Proviso 80A.7** of FY 2011-12 Appropriation Act authorizes deletion of FTE positions that have been vacant more than 12 months (13 months or greater)

## Deletion Timeline:

- ☉ **Last week September** – Vacancy report run by State Budget Division/Division of Human Resources
- ☉ Agency allowed to retain:
  - 5% vacancy factor based on total authorized positions
  - or minimum of 10 positions

# Twelve-Month Vacancy Deletions Process

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## Deletion Timeline (Cont'd):

- 🌀 **1<sup>st</sup> week October** – Budget Analyst will provide agency with copy of report
- 🌀 **Friday, October 14** – Exemption requests with documentation to State Budget Division
- 🌀 Personnel actions that may be considered for exemption:
  - Actively interviewing for position
  - Extended offer letter
- 🌀 **Thursday, November 3** – Recommendations brought to Budget and Control Board



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# MySCEmployee ESS & MSS Enhancements

## Chris Poore, SCEIS Team

(Live System Demonstration)

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# Top Ticket Overview SCEIS Team

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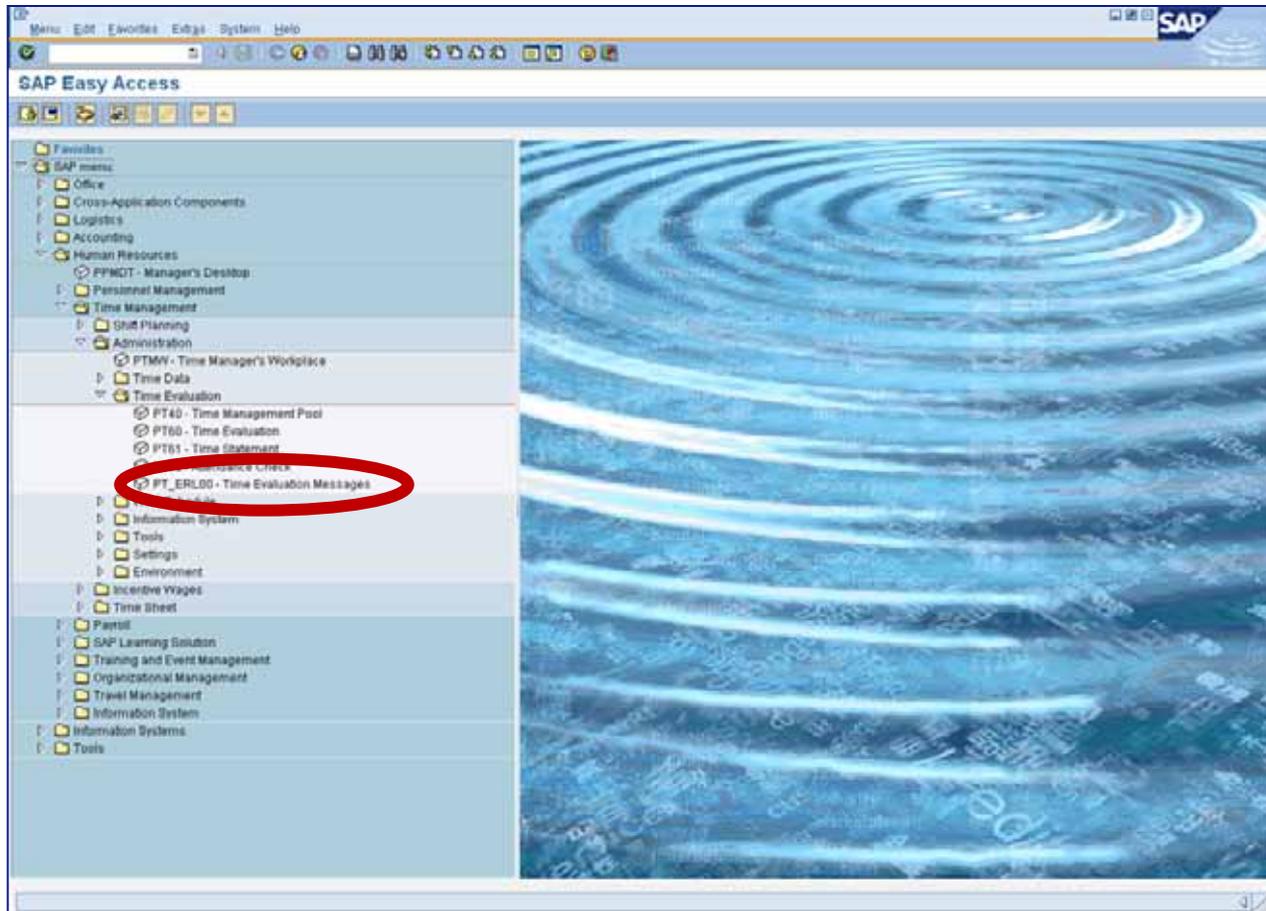


Team	Issue	Resolution
<b>Human Resources / Payroll</b>	A manager needed to approve working time for an indirect report whose supervisor's position was vacant, but was unsure how to do this in MySCEmployee Manager Self Service.	Go into the Universal Worklist and select the Approval of Working Time task. This will pull up a list of subordinate employees who do not report directly to the manager. Select the appropriate employee from the list and approve working time as normal.
<b>Human Resources / Payroll</b>	A user deleted a leave request that had already been approved and posted in the system, but did not see the leave time credited back in the quota balance immediately.	When an approved and posted leave request is deleted, it takes 24 hours for the leave time to process and post back to the employee's quota balance. So, the user should wait 24 hours, then check quota balances again to ensure posting.

Team	Issue	Resolution
<p><b>Human Resources / Payroll – Time Management</b></p>	<p>A temporary employee entered working hours and the manager approved them, but no pay was generated for the employee. What happened?</p>	<p>This occurred because the Time Management Status stored on Infotype 7 was incorrect. To detect incorrect data on Infotype 7, run the PT_ERL00–Time Evaluation Exception Report, as shown in the following slides.</p> <p>You can also view detailed training documentation that walks you through the process on the SCEIS uPerform site, <a href="http://uperform.sc.gov">uperform.sc.gov</a>, under the HR/Payroll &gt; Time and Leave Management section.</p>

# Top Tickets – PT\_ERL00 Time Report

1. Start the transaction using the menu path or transaction code. In the screen below, double-click PT\_ERL00 – Time Evaluation Messages to access the screen shown on the next slide.



# Top Tickets – PT\_ERL00 Time Report

- Click the “Up to today” radio button, circled in red below, then the “Get Variant” button, boxed in black below.

- Double-click to select your variant. Always use the TIME\_EVAL\_ERR variant for this report.

The screenshot shows the SAP 'Time Evaluation Messages Display' interface. The 'Period' section has the 'Up to today' radio button selected and circled in red. The 'Get Variant' button is boxed in black. Below the 'Period' section are 'Selection' and 'Error attributes' sections with various input fields and dropdown menus.

The screenshot shows the 'ABAP: Variant Directory of Program RPTERL00' window. It displays a table of variants for the program RPTERL00. The 'TIME\_EVAL\_ERR' variant is highlighted in green.

Variant name	Short description
TIME_EVAL_ERR	Time Evaluation error
TIME_EVAL_EXP	Time evaluation Exception repo

# Top Tickets – PT\_ERL00 Time Report

4. Click the Execute button.
- At this point, you can save the report in an Excel file or simply run the report. It will like the screen shot shown on the next slide.

The screenshot shows the 'Time Evaluation Messages Display' application window. The title bar includes 'Program Edit Goto System Help'. The toolbar contains several icons, with the 'Execute' icon (a green play button) circled in red. Below the toolbar are buttons for 'Further selections', 'Search help B', and 'Sort order'. The main area is divided into three sections:

- Period:** Includes radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. It also has input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period'.
- Selection:** A list of criteria with input fields and dropdown arrows: 'Personnel Number', 'Employment status', 'Company Code', 'Payroll area', 'Pers. area/subarea/cost center', and 'Employee group/subgroup'.
- Error attributes:** A list of attributes with input fields and dropdown arrows: 'Category of Message Type', 'Number of Message Type', 'Message type', 'List indicator', 'User text', 'PDC message number', 'Historical record flag', and 'Time'.

At the bottom, there is a 'Layouts' section with a dropdown menu showing '/TIME\_EXCEP' and the text 'Time evaluation exceptions'.

# Top Tickets – PT\_ERL00 Time Report

List Edit Goto Views Settings System Help

Time Evaluation Messages Display

Time Evaluation Messages Display

PA	MesSty	Message long text	PersNo.	CD	Logical date	EEGrp	ESgrp	Subarea	PArea	WS rule	TM	Empl. %	WWeek	Msg.type	ProcDate
H630	E1	Academic End Date does not exist	10000248	FR	10/08/2010	J	JL	UT43	SM	D375AD03	9	100.00	01	E	10/19/2010
H670	E9	Mismatch TMSTA Found	10001145	FR	10/08/2010	1	1A	CG00	SM	D375RG01	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001295	FR	10/08/2010	J	JM	UT01	SM	D375AD03	9	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001330	SA	06/19/2010	I	IC	GSCH	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	01	Date type not in infotype D041	10001405	FR	07/02/2010	I	IC	KB00	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001415	FR	10/08/2010	I	IA	ESCH	SM	D375AD04	9	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001430	FR	10/08/2010	I	IC	KSCH	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001470	WE	09/29/2010	I	IA	ESCH	SM	D375AD07	9	100.00	01	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10003714	FR	10/08/2010	1	1C	HD00	SM	D375RG01	9	100.00	07	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10004253	FR	10/08/2010	1	1C	EC00	SM	D375RG01	9	100.00	07	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10005766	FR	10/08/2010	1	1A	AH00	SM	D375RG01	1	100.00	07	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10007601	FR	10/08/2010	1	1A	AD00	SM	D375RG01	1	100.00	01	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10008773	FR	10/08/2010	1	1A	LA00	SM	D40-RT01	1	100.00	07	E	10/19/2010
H750	E1	Academic End Date does not exist	10009072	MO	08/02/2010	I	IC	GSCH	SM	N40-AD10	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009007	MO	08/02/2010	L	LB	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009187	TU	10/05/2010	I	IA	GSCH	SM	D40-AD12	9	100.00	01	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10009243	FR	10/08/2010	1	1A	LB00	SM	D40-RT01	1	100.00	07	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10009278	FR	10/08/2010	1	1C	LB00	SM	D40-RT01	9	100.00	07	E	10/19/2010
H750	E1	Academic End Date does not exist	10009312	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009362	WE	06/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009522	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009557	MO	08/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10009725	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010017	WE	06/02/2010	I	IC	ASCH	SM	D375AD12	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010022	MO	08/02/2010	L	LB	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010025	WE	09/29/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010032	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010070	FR	10/08/2010	5	58	ZA00	SM	D40-F177	9	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010147	MO	08/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010155	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010306	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010316	MO	08/02/2010	I	IC	GSCH	SM	N40-AD10	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010349	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010391	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010749	MO	08/02/2010	L	LB	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010759	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010819	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010

# Payroll: Federal Grants Reminders

- ④ Look at all grants currently being used for salaries.
- ④ If any changes are needed, funding employees' positions must be changed to reflect a new grant that will be valid for posting on October 14.
- ④ Changes can be made individually or by data load spreadsheet. The data load spreadsheet template is on the SCEIS website ([www.sceis.sc.gov](http://www.sceis.sc.gov)):
  - **Direct link:**  
[http://sceis.sc.gov/documents/HR\\_IT1018\\_VACANT\\_POSITION\\_COST\\_DISTRIBUTION\\_TEMPLATE.xls](http://sceis.sc.gov/documents/HR_IT1018_VACANT_POSITION_COST_DISTRIBUTION_TEMPLATE.xls)
  - **Navigation:** Point your mouse to HR & Payroll in the left-hand navigation bar, select Publications from the menu that appears. When you reach the Publications page, select HR\_IT1018\_Vacant\_POSITION\_COST\_DISTRIBUTION\_TEMPLATE.xls, from the Data Load Templates list.
- ④ The effective date should be 09/17/2011 for the October 14 payroll.

Team	Issue	Resolution
<b>Materials Management</b>	The remit-to address or ordering address is different from the vendor number entered on the PO.	Each unique vendor record receives a separate vendor number. Alternate vendor numbers can be added to the PO on the Partners Tab at the Header Level. Alternate vendor numbers may be entered for payment (PI – Invoicing Party) or for ordering (OA – Ordering Address). The Tax ID Number for the Invoicing Party must match the Tax ID Number for the PO Vendor unless the Comptroller General’s Office has established a partnership at the vendor master level.

Team	Issue	Resolution
<b>Materials Management</b>	Vendors have had some questions regarding taxes related to POs, and there have sometimes been errors with vendor invoices.	<p data-bbox="1000 448 1787 839">After consulting with SCEIS User Group, the SCEIS Materials Management Team has modified the section following the “Authorized Signature” to provide the following statement that will print on all POs beginning Monday, Oct. 3:</p> <p data-bbox="1000 848 1831 1182"><b>All Sales to the State of South Carolina (SC) are subject to the SC sales and use tax laws, unless such sales are otherwise exempt. The Contractor/Vendor will collect such tax as required.</b></p> <p data-bbox="1000 1248 1870 1406"><b>Agencies will receive email notification of this enhancement later today</b></p>

Team	Issue	Resolution
<p><b>Materials Management</b></p>	<p>Agencies sometimes had issues with POs being created against contracts, exceeding the target value of the contract.</p>	<p>Beginning Monday, Oct. 3, when the cumulative dollar value of POs issued against a contract exceeds the target value of the contract, the buyer will receive a hard stop error message and will not be able to complete any additional POs. At this point, based on procurement law, either a new contract will need to be solicited and awarded, or the target value of the current contract will need to be increased before any further POs can be completed.</p> <p>Agencies will receive email notification of this enhancement later today.</p>

Team	Issue	Resolution
<b>Finance – Accounts Receivable</b>	Users need to reverse IDTs and other AR documents in the system, but were unsure how to proceed. They also need assistance clearing customer accounts.	<p data-bbox="1058 448 1866 665">Complete the F-32 Transaction – Customer Clearing and “Write-Off” Process as shown in the following slides.</p> <p data-bbox="1058 736 1866 1350">Documentation of this process is also available on the SCEIS Website via the left-hand navigation bar. Just point to the Finance button, then select “Publications” from the menu that appears. Instructions for Using the F-32 Customer Clearing and Write-Off Process are available on the Finance &gt; Publications page, under the “Accounts Receivable” heading.</p>

# Top Tickets – F-32 Clearing Process, Scenario 1 Intro

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**Agency accounts receivable staff should use the F-32 transaction to clear customers when:**

**Scenario 1:**

**A partial payment has been made against a customer and the customer has a balance that shows as open due to the receipt of the partial payment.**

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## Scenario 1:

AR billings, AR credit memos, and/or partial payments are posted against a customer, **leaving a residual balance** on the customer. Follow these steps to clear this balance:

### 1. Execute FBL5N (shows a balance of \$5.00):

The screenshot shows the SAP 'Customer Line Item Display' for Customer 400012. The customer name is THOMAS J KEAVENEY ATTY, CHARLESTON. The interface displays a table of line items with a residual balance of 5.00 USD.

ST	Assignment	DocumentNo	Typ	Doc. Date	S	DB	Am. In Loc. cur.	LCurr	Clrng. doc.	Text
	*	2000115593	DR	08/04/2010			75.00	USD		Daily weather obs. -Climate
	*	2100029217	DZ	03/24/2011			70.00	USD		
	*						5.00	USD		
** Account 400012							5.00	USD		

ST	Assignment	DocumentNo	Typ	Doc. Date	S	DB	Am. In Loc. cur.	LCurr	Clrng. doc.	Text
	***						5.00	USD		

2 items displayed

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 2. Select the Document Number under “Additional Selections”:

The screenshot shows the SAP 'Clear Customer: Header Data' interface. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Clear Customer: Header Data' and contains several input fields and sections.

**Process open items**

Account: 4006012    Clearing Date: 03/24/2011    Period: 9  
Company Code: 5C01

**Open Item Selection**

Special G/L Ind:      Normal OI

**Additional Selections**

- None
- Amount
- Assignment
- Reference
- Document Number
- Posting Date
- Dunning Area
- Payment order
- Collective invoice
- Document Type
- Business Area
- Others

The 'Document Number' option is selected and highlighted with a dashed border. At the bottom right of the screen, the status bar shows 'ECQ (3) (020) | sceisecqap5 | INS'.



# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

- Click on the Process Open Items button (circled in the screen shot on the previous slide) to access the screen below:

The screenshot displays the SAP 'Clear Customer Process open items' interface. The window title is 'Clear Customer Process open items'. The menu bar includes Document, Edit, Goto, Settings, Environment, System, and Help. The toolbar contains various icons for file operations and system functions. Below the toolbar, there are buttons for 'Distribute diff.', 'Charge off diff.', 'Editing options', and 'Cash Disc. Due'. The main area shows a table of account items for '4006012 THOMAS J KEAVENEY ATTY'. The table has columns for Assignme., Document, D.P., Posting Date, Document, USD Gross, Cash disct, and Cash. Two items are listed: one with a USD Gross of 70.00 and another with a USD Gross of 75.00. At the bottom, there is an 'Editing status' section with fields for Number of items (2), Display from item (1), Reason code, Amount entered (0.00), Assigned (5.00), Difference postings, and Display in clearing currency (Not assigned, 5.00-). The status bar at the bottom indicates '2 items were selected' and shows system information like 'ECQ (3) (020) scejsecqap5 INS'.

Assignme.	Document	D.P.	Posting Date	Document	USD Gross	Cash disct	Cash
*	2100029217	DZ 15	03/24/2011	03/24/2011	70.00-		
*	2000115593	DR 01	08/04/2010	08/04/2010	75.00		

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 5. Click on the “Residuals” Tab and enter the Residual Amount:

The screenshot shows the SAP 'Clear Customer Create residual items' interface. The 'Res.items' tab is selected. The main table displays account items for '4006012 THOMAS J KEAVENEY ATTY'. The table has columns for Assignme..., Document..., D. P., Posting Date, Document..., Net amount, Residual items, and R... The first row shows a net amount of 70.00 and a residual amount of 0.00. The second row shows a net amount of 75.00 and a residual amount of 0.00.

Assignme...	Document ...	D. P.	Posting Date	Document ...	Net amount	Residual items	R...
*	2100029217	DZ 15	03/24/2011	03/24/2011	70.00-		
*	2000115593	DR 01	08/04/2010	08/04/2010	75.00	0.00	

Editing status panel:

Number of items	2	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Currency	USD	Not assigned	0.00
Display in clearing currency			

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

- Click on “Save” and double-click on the line item as shown below to enter reason for clearing (shown in the screen shot on the next slide):

The screenshot shows the SAP 'Clear Customer Display Overview' interface. At the top, there are menu options: Document, Edit, Goto, Extras, Settings, Environment, System, Help. Below the menu is a toolbar with icons for Supplement, Display Currency, Taxes, and Reset. The main area contains a form with the following fields:

- Document Date: 03/24/2011
- Posting Date: 03/24/2011
- Document Number: INTERNAL
- Type: AB
- Period: 9
- Fiscal Year: 2011
- Company Code: SC01
- Reference: (empty)
- Cross-CC no.: (empty)
- Doc Header Text: (empty)
- Trading part BA: (empty)

Below the form is another toolbar with various icons. The main data area contains a table with the following columns: Item, PK, BusA, Account, Description, CoCd, Amount, Tax Amount, Tx.

Item	PK	BusA	Account	Description	CoCd	Amount	Tax Amount	Tx
1	04	P240	4006012	THOMAS J HEAVENEY ATTY		5.00	0.00	
2	17	P240	4006012	THOMAS J HEAVENEY ATTY	SC01	5.00	0.00	

At the bottom of the table, there is a summary row: Other items: 0.00, Balance: 0.00 USD. Below the table is a section for 'Other Line Items' with fields for Party, Account, BGL Ind, TType, and New co. code. At the very bottom, there is a status bar with the text 'Correct the marked line items' and system information: EQQ (3) (020) | scseiscqap5 | IN5.

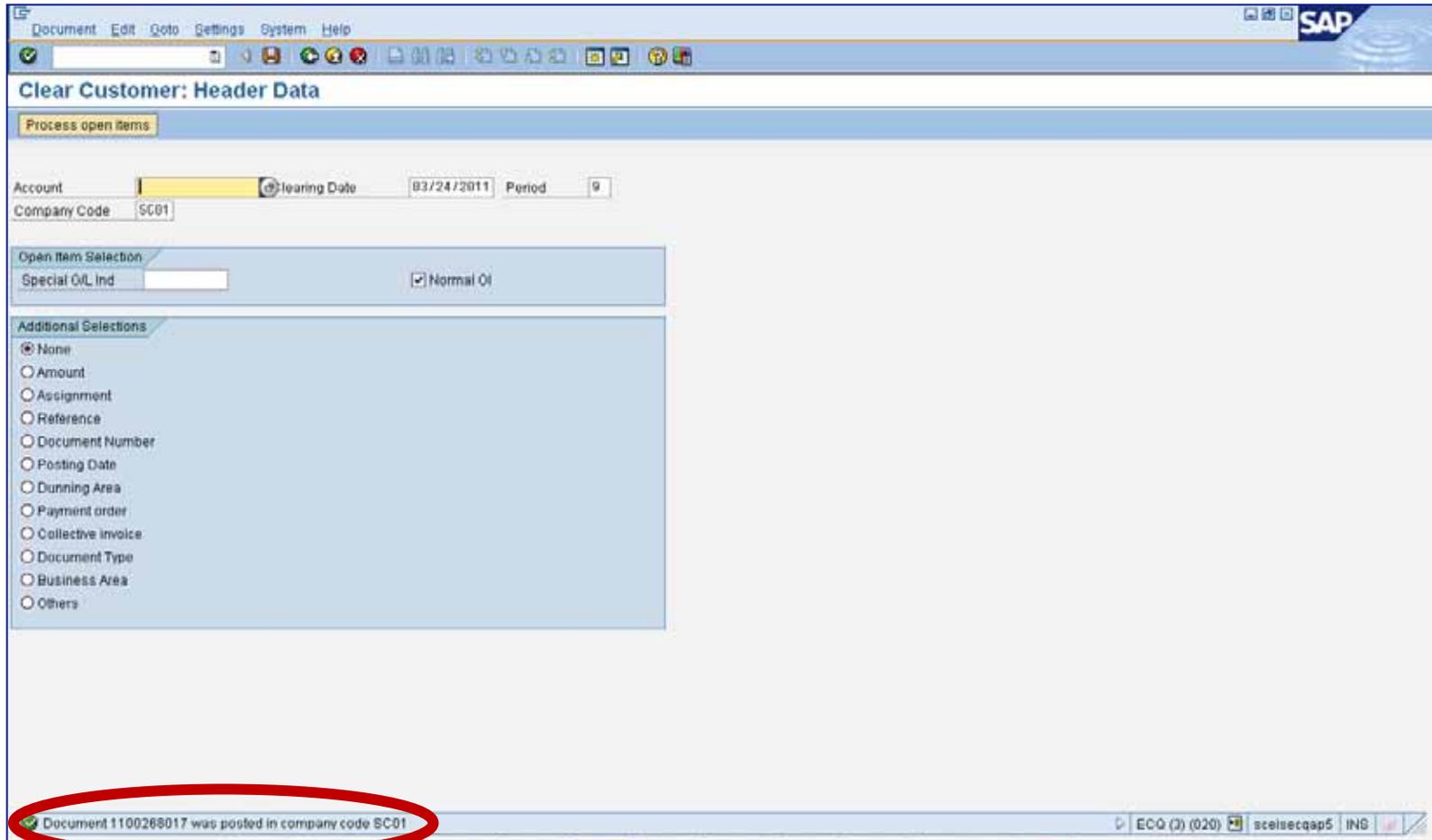
# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 7. Enter the reason for clearing in the “Text” area as shown below:

The screenshot shows the SAP 'Clear Customer Correct Customer item' transaction. The customer information is: Customer 4006012, THOMAS J KEAVENEY ATTY, G/L Acc 1300010000, Company Code SC01, 445 FOLLY ROAD, State of South Carolina CHARLESTON. The item details are: Item 1 / Other receivables / 04, Amount 5.00 USD, Contract / / Flow Type /, Bus. Area P240, Payt Terms 0001, Days/percent 0.000 / / /, Bline Date 08/04/2010, Disc. amount 0.00, Disc. base 5.00, Pmnt Block /, Pmt Method /, Pmt meth.supl. /, Assignment \*, and Text CREATE RESIDUAL DOC\_2000XXX. The 'Next line item' section is also visible with fields for PstKy, Account, SGL Ind, TType, and New co.code.

# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

8. Save the document and view the Document Number at the bottom of the screen (circled in the screen shot below):



# Top Tickets – F-32 Clearing Process, Scenario 1 Cont'd

## 9. View FBL5N with new Residual Document:

The screenshot shows the SAP Customer Line Item Display interface. The menu bar includes List, Edit, Goto, Extras, Environment, Settings, System, and Help. The title bar indicates the SAP logo. The main window title is "Customer Line Item Display". Below the title bar is a toolbar with various icons for navigation and actions. The main content area displays customer information and a table of line items.

Customer Information:

- Customer: 4006012
- Company Code: SC01
- Name: THOMAS J KEAVENEY ATTY
- City: CHARLESTON

Line Item Table:

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
*		1100268017	AB	03/24/2011			5.00	USD		CREATE RESIDUAL DOC_2000XXX
*							5.00	USD		
** Account 4006012							5.00	USD		

Summary Information:

- Customer: \*
- Company Code: \*
- Name: \*
- City: \*

Summary Table:

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
***							5.00	USD		

Footer: 1 items displayed | ECQ (1) (020) | scejsecqap5 | INS

# Top Tickets – F-32 Clearing Process, Scenario 2 Intro

## Scenario 2:

- Follow these steps when credit memos have been applied to a customer and the agency wants to offset the credit memo against an existing AR, either resulting in a -0- balance or a remaining balance, less the credit:

### 1. Execute FBL5N (shows a balance of -0-):

The screenshot shows the SAP 'Customer Line Item Display' window. The customer is 4082020, Company Code SC01, Name REGENESIS COMMUNITY HEALTH, City SPARTANBURG. The table below shows the line items and their balances.

IS	Assignment	DocumentNo	Typ	Doc. Date	\$ 00	AMT. In. Loc. cur.	LCurr	Clring doc.	Text
	2000076380	2100006029	DZ	01/22/2010	21,371.30	USD			
	2000076380	2100007363	DZ	01/27/2010	21,371.30	USD			
	2000076380	2100008117	DZ	02/02/2010	21,371.30	USD			
	2000076380	2100008370	DZ	02/05/2010	21,371.30	USD			
	RC3942901	2000076380	DR	07/06/2009	85,495.20	USD			
*					0.00	USD			
**	Account 4002020				0.00	USD			

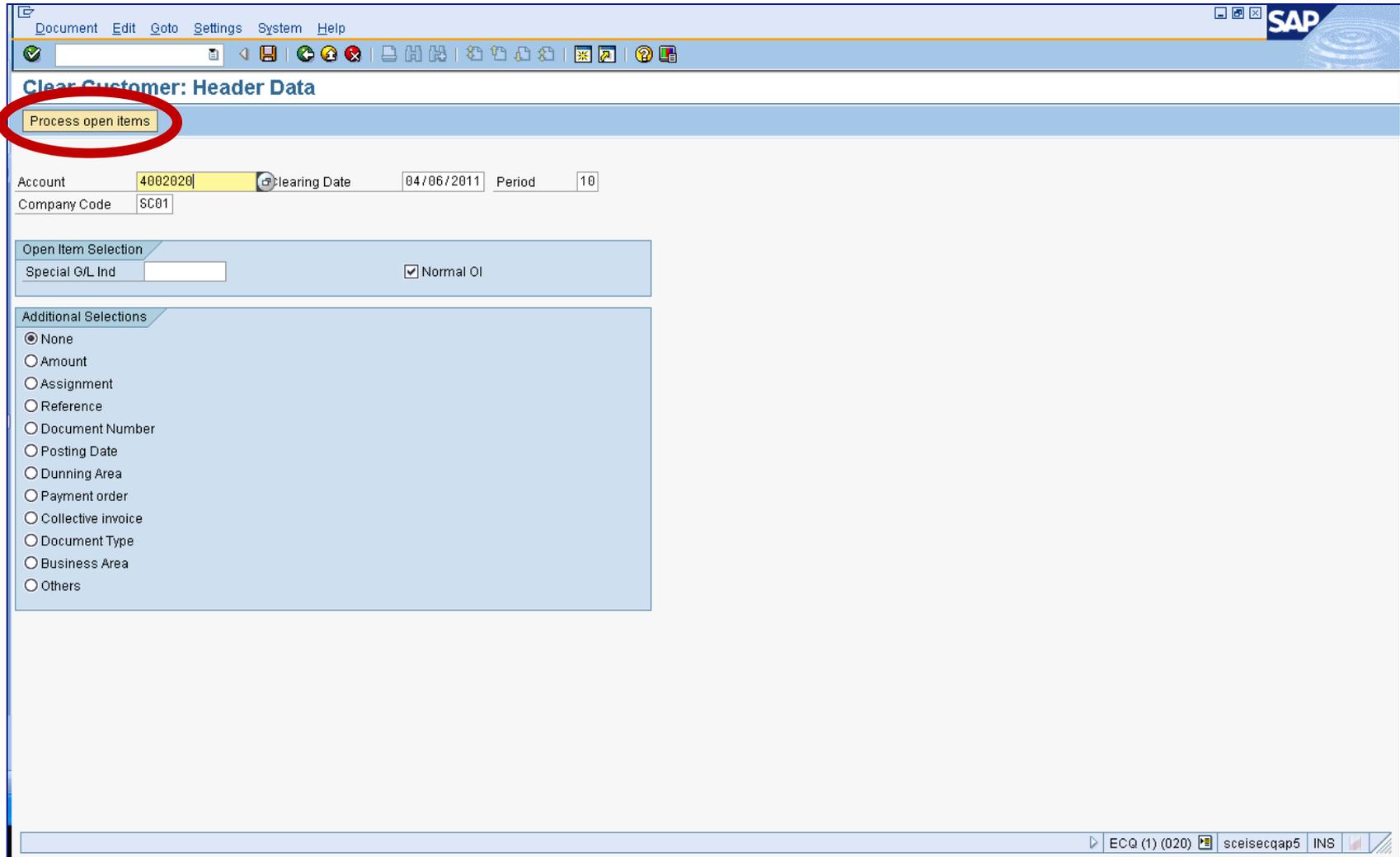
Customer: \*  
 Company Code: \*  
 Name: \*  
 City: \*

IS	Assignment	DocumentNo	Typ	Doc. Date	\$ 00	AMT. In. Loc. cur.	LCurr	Clring doc.	Text
***					0.00	USD			

5 items displayed

# Top Tickets – F-32 Clearing Process, Scenario 2 Cont'd

## 2. Execute F-32 and enter the customer number:



The screenshot shows the SAP F-32 Clearing Process interface. The title bar reads "Clear Customer: Header Data". A red circle highlights the "Process open items" button. Below this, the "Account" field is set to "4002020", "Clearing Date" is "04/06/2011", and "Period" is "10". The "Company Code" is "SC01". The "Open Item Selection" section includes a "Special G/L Ind" field and a checked "Normal OI" option. The "Additional Selections" section lists various options, with "None" selected. The status bar at the bottom shows "ECQ (1) (020)", "sceiseqcap5", and "INS".

# Top Tickets – F-32 Clearing Process, Scenario 2 Cont'd

- Click on the “Process Open Items” button (circled in the screen shot above) to view the screen below:

The screenshot displays the SAP 'Clear Customer Process open items' interface. The window title is 'Clear Customer Process open items'. Below the title bar, there are menu options: Document, Edit, Goto, Settings, Environment, System, Help. A toolbar contains icons for 'Distribute diff', 'Charge off diff', 'Editing options', and 'Cash Disc. Due'. The main area has tabs for 'Standard', 'Partial Pmt', 'Res.items', and 'Withholding tax'. The current view is for 'Account items 4002020 REGENESIS COMMUNITY HEALTH'. A table lists the following items:

Assignme.	Document	D. P.	Posting Date	Document	USD Gross	Cash discnt	Cash...
20000763	2100006828	0Z 15	01/22/2010	01/22/2010	21,371.30		
20000763	2100007363	0Z 15	01/27/2010	01/27/2010	21,371.30		
20000763	2100008117	0Z 15	02/02/2010	02/02/2010	21,371.30		
20000763	2100008370	0Z 15	02/05/2010	02/05/2010	21,371.30		
RC3942801	2000076300	DR 01	10/31/2009	07/06/2009	85,495.20		

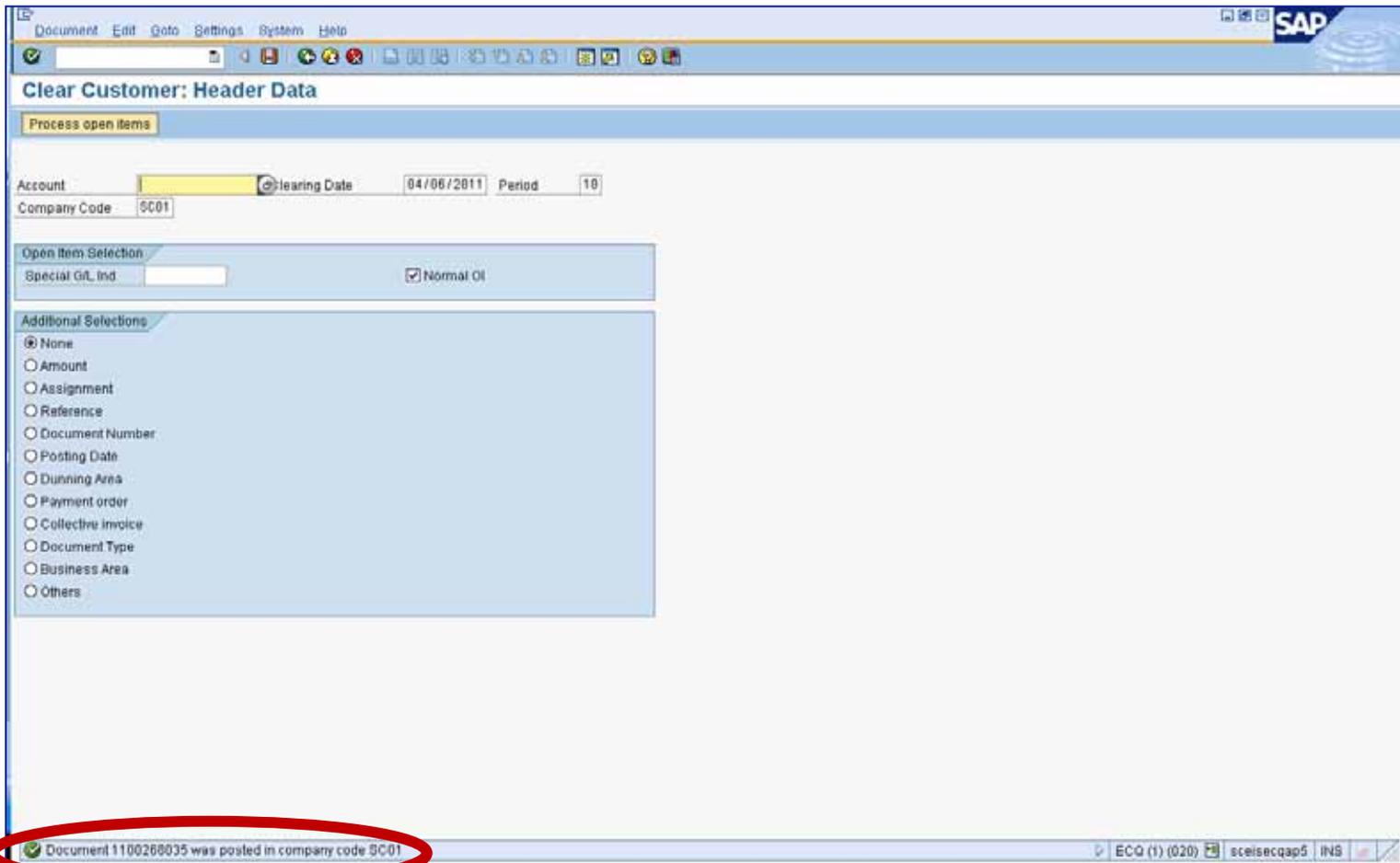
At the bottom of the screen, there is an 'Editing status' section with the following fields:

- Number of items: 5
- Display from item: 1
- Reason code: [empty]
- Amount entered: 0.00
- Assigned: 0.00
- Difference postings: [empty]
- Display in clearing currency: [checked]
- Not assigned: 0.00

The status bar at the bottom indicates '5 items were selected' and 'EQO (1) (020) sctisecqap5 INS'.

# Top Tickets – F-32 Clearing Process, Scenario 2 Cont'd

4. Click on “Save” and view the document number at the bottom of the screen (circled in the screen shot below) When you run FBL5N again, you will no longer see those documents as open.:



# Top Tickets – F-32 Clearing Process, Scenario 3 Intro

## Scenario 3:

🕒 The customer was billed for \$20.00, payment was made for \$15.00 and a credit was issued for \$3.00. In this case, the customer was billed incorrectly, therefore leaving a balance of \$2.00. In order to correct this, use the F-32 Transaction and complete the following steps:

### 1. Execute FBL5N (shows a balance of 2.00):

The screenshot shows the SAP 'Customer Line Item Display' window. The customer information is: Customer 4006012, Company Code SC01, Name THOMAS J KEAVENEY ATTY, City CHARLESTON. The table below shows three items: a debit of 20.00 USD, a credit of 15.00 USD, and another credit of 3.00 USD. The resulting balance is 2.00 USD. A summary row for account 4006012 also shows a balance of 2.00 USD.

IS	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Act. In. Loc. cur.	LCurr	Clring. doc.	Text
		2006124940	DR	03/25/2011			20.00	USD		
		2108829218	CR	03/24/2011			15.00	USD		
		2200095121	CR	03/25/2011			3.00	USD		
*							2.00	USD		
**	Account 4006012						2.00	USD		

IS	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Act. In. Loc. cur.	LCurr	Clring. doc.	Text
***							2.00	USD		

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

## 2. Execute F-32, enter the customer number, and select “Document Numbers” under “Additional Selections”:

The screenshot displays the SAP F-32 Clearing Process interface. The title bar reads "Clear Customer: Header Data". Below the title bar, there is a "Process open items" button. The main area contains the following fields and options:

- Account: 4006012
- Clearing Date: 03/25/2011
- Period: 9
- Company Code: SC01
- Open Item Selection:
  - Special G/L Ind: [ ]
  - Normal OI
- Additional Selections:
  - None
  - Amount
  - Assignment
  - Reference
  - Document Number
  - Posting Date
  - Dunning Area
  - Payment order
  - Collective invoice
  - Document Type
  - Business Area
  - Others

The status bar at the bottom shows "ECQ (6) (020)", "scoisectqap6", and "INS".



# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Select the Residual tab and click on the “Charge off diff.” button (circled in the screen shot below). The system automatically calculates balance.:

Account Items 4006012 THOMAS J KEAVENEY ATTY

Assignme	Document	D	P	Posting Date	Document	Net amount	Residual items	R
	2000124949	DR	01	03/25/2011	03/25/2011	20.00		0.00
	2100029210	02	15	03/25/2011	03/24/2011	15.00-		
	2200005121	06	11	03/25/2011	03/25/2011	3.00-		

Editing status

Number of items	3	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Currency	USD	Not assigned	0.00
Display in clearing currency			

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Enter “40,” for debit, as the posting key, and enter the appropriate General Ledger Account from the original billing document:

The screenshot shows the SAP 'Clear Customer Display Overview' interface. At the top, there is a menu bar with options like Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area contains several input fields for document details:

- Document Date: 03/25/2011
- Posting Date: 03/25/2011
- Document Number: INTERNAL
- Type: AB
- Period: 9
- Fiscal Year: 2011
- Company Code: SC01
- Reference: (empty)
- Doc. Header Text: (empty)
- Cross-CC no.: (empty)
- Trading part BA: (empty)

Below these fields is another toolbar with icons for navigation and actions. A table with the following columns is visible:

Item	PK	BusA	Account	Description	CoCd	Amount	Tax Amount	Tx
Other Items								
						0.00		
Balance						0.00		USD

At the bottom, there is a section for 'Other Line Items' with the following fields:

- PstKy: 40
- Account: 4280020000
- L Ind: (checkbox)
- TType: (checkbox)
- New co. code: (checkbox)

The status bar at the very bottom shows 'ECQ (6) (020) sceisecqap6 INS'.

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Click on the “Process Open Items” button (circled in the screen shot below) and enter the amount:

The screenshot shows the SAP interface for clearing customer add G/L account items. The title bar reads "Clear Customer Add G/L account item". The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains various icons for navigation and actions. Below the title bar, there are buttons for "Choose open items", "Process open items" (circled in red), "More data", and "Acct model".

The main form area contains the following fields and options:

- G/L Account:** 4280020000 FEDERAL OPERATING GRANTS-RESTRICTED
- Company Code:** SC01 State of South Carolina
- Item 1 / Credit entry / 50**
  - Amount:** 2.00 USD
  - Calculate tax
  - W/o cash disc.
  - Cost Center:** [Empty]
  - Order:** [Empty]
  - WBS Element:** [Empty]
  - Profit. Segment:** [Dropdown arrow]
  - Real Estate Obj:** [Dropdown arrow]
  - Sales Order:** [Empty]
  - Asset:** [Empty]
  - Assignment:** [Empty]
  - Asst retirement:**
  - Text:** [Empty]
- Next Line Item**
  - PstKy:**
  - Account:** [Empty]
  - SGL Ind:**
  - TType:**
  - New co.code:** [Empty]

The status bar at the bottom right shows "ECQ (6) (020) sceisecqap6 INS".

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

- Click on “More” and enter the Finance data (NOTE: If there are multiple funding streams, per the original billing documents, you will need to enter each one separately for the appropriate amount.)

Click on the green check mark (circled in the screen shot below) to finalize the Finance data you just entered:

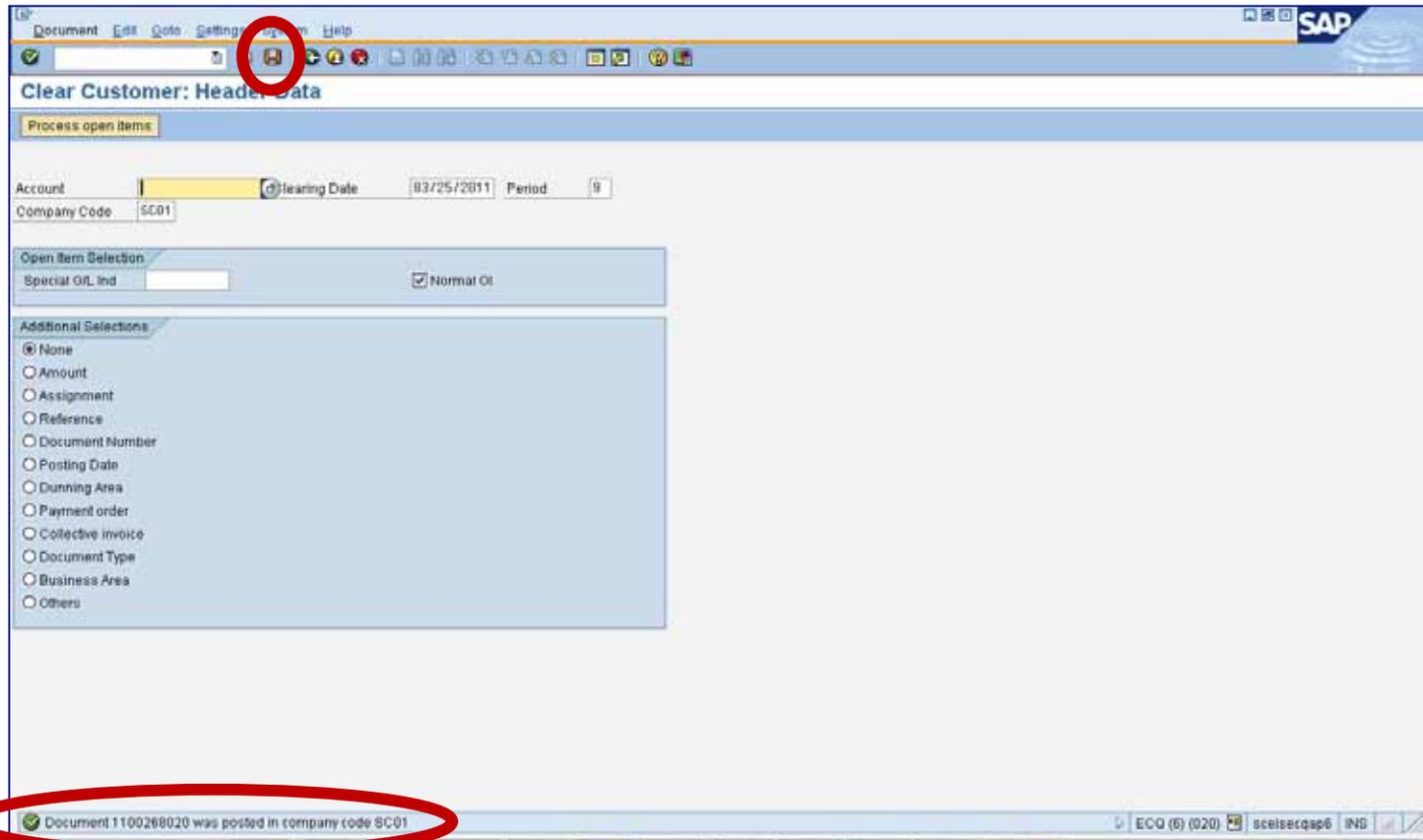
The screenshot shows a 'Coding Block' window with the following fields and values:

Business Area	p240		
Asset			
Cost Center	P240B00030		
Order			
Profit Center			
WBS Element		Profit. Segment	
Fund	30350069	Grant	NOT RELEVANT
Functional Area	P240_0205	Commitment Item	
Funds Center			
Earmarked Funds			
Sales Order			
		Real Estate Obj	

At the bottom left of the window, there is a toolbar with three icons: a green checkmark (circled in red), a blue document icon, and a red 'X' icon.

# Top Tickets – F-32 Clearing Process, Scenario 3 Cont'd

8. Click on the “Save” icon denoted by a diskette (circled in the screen shot below) to save the document. Then, view document number at the bottom of the screen (also circled in the screen shot below).:



- 
- ④ AR scans invoice/supporting documentation
  - ④ Retrieve image from SAP inbox
  - ④ Confirm image accuracy and clarity
  - ④ You will be in the ZARIDT transaction when processing.

# Top Tickets- IDT Process Billing live agency ZARIDT

Once data is keyed, click diskette to get your 4XXXXXXXXXX.

The screenshot shows the SAP 'Enter Customer Invoice' screen for company code SC01. The interface includes a menu bar, a toolbar with a red circle around a diskette icon, and a main data entry area. The 'Basic data' tab is active, showing fields for Customer (F030000), Invoice date (09/22/2011), Posting Date (09/22/2011), Document Type (ZJ ZJ (IDT INV BILL)), Amount (5.00), and Tax amount. A 'Customer' pop-up window displays the address: BUDGET & CONTROL BOARD, SUITE 400, 1201 MAIN STREET, COLUMBIA SC 29201-3295. Below the data entry area is a table with 1 item.

GLL acct	D/C	Amount in doc. curr.	Bu...	Cost center	Functional area	Fund	Grant	WB
4530050000	H Cr	5.00	F030	F030EC000	F030_EC05	10010000	NOT RELEVANT	
	H Cr							
	H Cr							
	H Cr							
	H Cr							
	H Cr							
	H Cr							
	H Cr							
	H Cr							
	H Cr							

- ④ Billed incorrectly or duplicate billing issue:
  - Contact the billing agency for inquiries and corrections.
    - Receivable document (40xxxxxxx) should be reversed first.
    - The payable (39xxxxxxx) will be deleted during end of day processing OR the paying agency can delete the document once the receivable has been reversed and the document will not reappear.
      - **\*\*If the receivable is not reversed and the payable is deleted, the system will automatically assign it another document number the following business day.\*\***

# Top Tickets

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Team	Issue	Resolution
<b>Finance</b>	Some agencies have had issues completing month-end processes. The Comptroller General's Office will soon implement new hard stops in the process.	Run the FBV3 Parked Document Report and the ZFI_ERRORS Report and complete standard month-end processes as shown in the following slides.

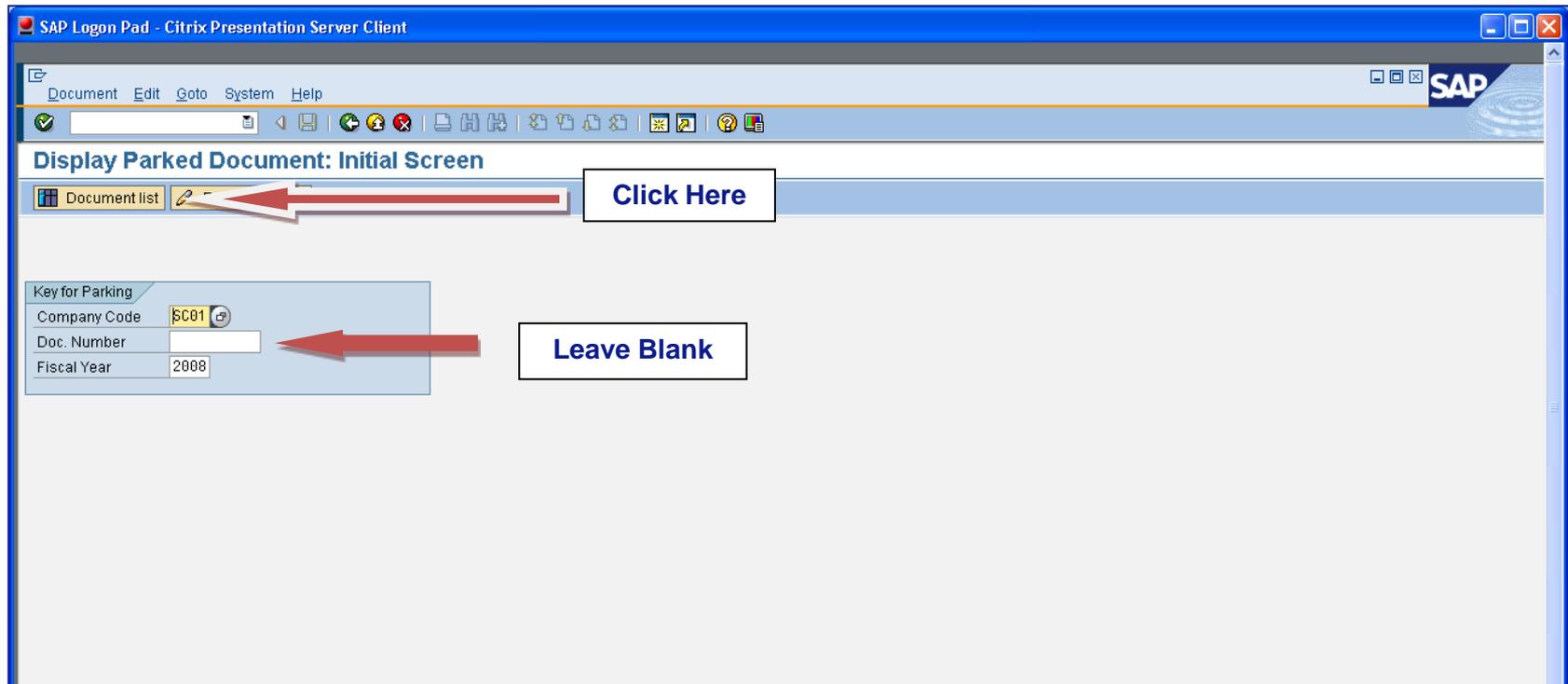
---

## **Parked Document Report —Transaction code: FBV3**

- 🕒 To make sure that your documents are processed in a timely manner, run the FBV3 report to see your open (parked) documents. This report will show you the documents that have been parked by you and also the documents that moved from your workflow to the next approver's inbox. As soon as the final approval has taken place the item will come off of the report.

# Top Tickets – Month-End Process, FBV3 Parked Document Report

To run the report for all parked transactions, leave the Doc. Number blank and click on Document list.

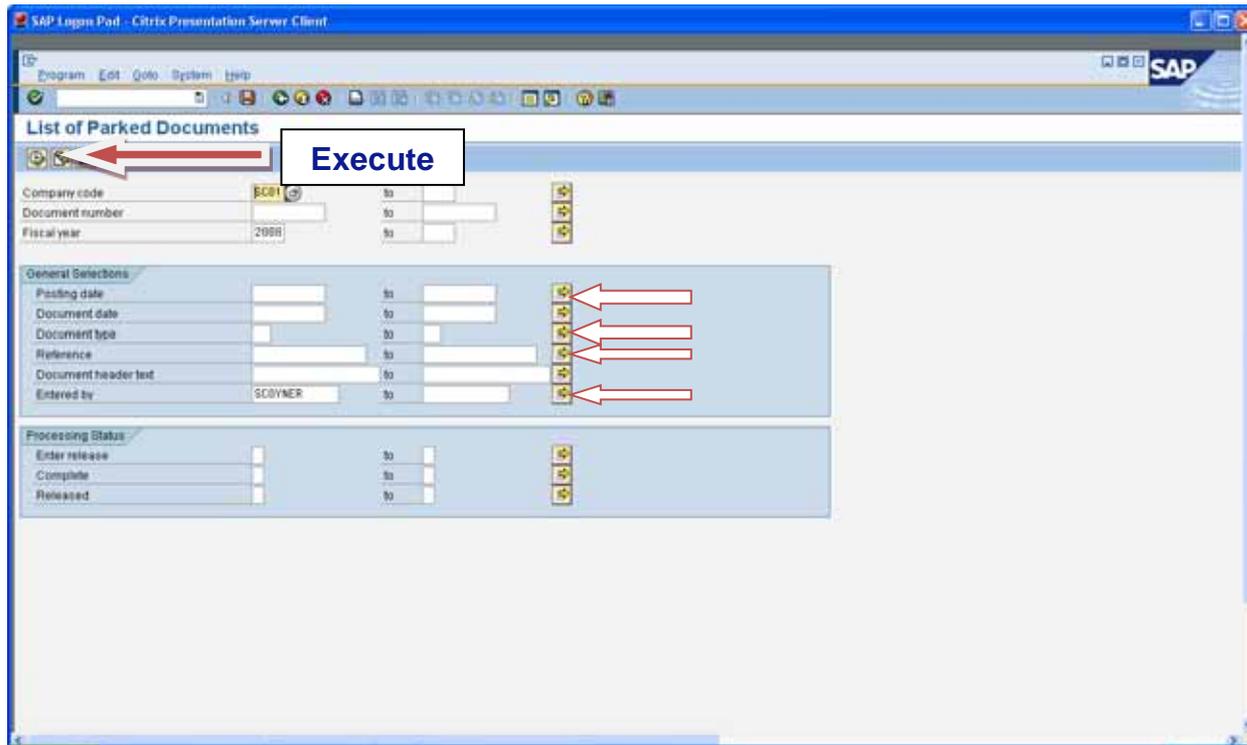


# Top Tickets – Month-End Process, FBV3 Parked Document Report

This screen will always default to your name as the creator. If you would like to view your whole agency, remove your name from the “Entered by” column. You can isolate your search by the following :

- 1) Date – you can enter in one date or a range of dates
- 2) Document Type
- 3) Reference
- 4) User name

You can enter in all information or just part. After you enter the selection(s), click execute.



# Top Tickets – Month-End Process, FBV3 Parked Document Report

The final document will look like the document below. It will tell you the following:

- 🕒 Document Number
- 🕒 Document Type
- 🕒 Document Date
- 🕒 Document Header Text – If you put information on the text line in the header
- 🕒 Completed By – Who entered the document

**You can sort and filter on any column by clicking on the header and then the icon.**

**Icons**

**Double click header to sort or filter**

St	Fiscal Year	Document No	Type	Entered on	Document Header Text	Completed by
	2008	1800000221	BU	03/11/2008	BOA from YC to Medicaid	
	2008	1800000330	BU	05/05/2008	Res 05/01/08	PJAMES
	2008	1800000331	BU	05/05/2008	retirement 05/01/08	PJAMES
	2008	1800000430	BU	06/03/2008	Corr OL accts	THEY
	2008	1800000431	BU	06/03/2008	move revenue to saifling	COSWALD
	2008	1800000488	BU	06/19/2008	lottery put in callham fa	
	2008	1800000493	BU	06/23/2008	JUNE REVENUE	JONESH
	2008	1800000494	BU	06/23/2008	Jv dot 3500001218	PJAMES
	2008	1800000504	BU	06/24/2008	Journal Entry-Order corr	LWHALEY
	2008	1800000505	SU	06/24/2008	CORRECT FUND	NLEE
	2008	1800000611	BU	06/25/2008	JV 300004818 to samark	BLUDLAM
	2008	1800000515	BU	06/25/2008	2008 DEBT NOT CASH	JONESH
	2008	1800000516	BU	06/25/2008	JV 45% Rhonda Zibel	CLINDLER
	2008	1800000517	BU	06/25/2008	Corr Internal Order	THEY
	2008	1800000518	BU	06/25/2008	Corr Internal Order	THEY
	2008	1800000519	BU	06/25/2008	Corr Internal Order	THEY
	2008	1800000520	BU	06/25/2008	Corr Internal Order	THEY
	2008	1800000521	BU	06/25/2008	Corr Internal Order	THEY
	2008	3000004201	KR	06/03/2008		LWHALEY
	2008	3000004204	KR	06/03/2008		LOARSLI

# Top Tickets – Month-End Process, FBV3 Parked Document Report

- ☉ You will need to drill down into the document to view workflow and find the location of the transaction. To drill down you will double click on the document number to bring the document up in display mode.
- ☉ When the document is displayed on your screen, go to “service for objects”, to drill into the workflow.

The screenshot shows the SAP interface for displaying a parked vendor invoice. The window title is 'SAP Login Pad - Citrix Presentation Server Client'. The main title bar reads 'Display Parked Vendor Invoice 3000004201 SC01 2008'. Below this, there are tabs for 'Basic data', 'Payment', 'Details', 'Workflow', 'Tax', and 'Notes'. The 'Basic data' tab is active, showing fields for Vendor (7900062841), Invoice (3000004201), and Amount (400.00). A callout box with the text 'Service for Objects' points to a button in the top left corner of the window. On the right side, there is a 'Vendor' section with address information: 'COLUMBIA BRANCH NAACP, PO Box 11324, COLUMBIA SC 29211'. Below this, there is a table with columns: 'G/L acct', 'D/C', 'Amount in doc. curr.', 'Cost center', 'Order', 'Fund', 'Grant', and 'Text'. The table contains one row with a debit amount of 400.00 and a grant of 'NOT RELEVANT'. A second callout box on the right contains the text: 'I reference "service for objects" to the notepad.'

# Top Tickets – Month-End Process, FBV3 Parked Document Report

Go to Workflow and select Workflow Overview.



# Top Tickets – Month-End Process, FBV3 Parked Document Report

- Highlight the line labeled “In process” and then click on “Information”. This shows the location of the document.

**Display Parked Vendor Invoice 3002229655 SC01 2012**

Tree on | Document | Editing options

Transactn: R Invoice | Bal.: 0.00

Data on Linked Workflows

Workflows for Current Context

Title	Creation D...	Creation ...	Status	Task
imaging workflow to allow rejections	08/30/2011	13:28:15	Completed	imaging workflow to a
Invoice 3002229655 Approval	09/02/2011	10:45:51	In Process	AP Invoice Approval FI

Step name	Status	Result	Time stamp	Agent
<a href="#">Determine Cost Centers for Invoice 3002229655</a>	Completed		09/02/2011 - 10:45:52	Workflow System
<a href="#">Determine AP Supervisor for 3002229655</a>	Completed		09/02/2011 - 10:45:52	Workflow System
Year End Check	Completed		09/02/2011 - 10:45:52	Workflow System
<a href="#">Business area F030 and Document 3002229655</a>	Completed	Approve	09/02/2011 - 10:45:52	PATRICIA KELLER
<a href="#">Business area F030 and Document 3002229655</a>	Ready		09/02/2011 - 11:31:40	Information...

# Top Tickets – Month-End Process, FBV3 Parked Document Report

Recipients: Business area F030 and Document 300222

TS 91000164 AP Invoice decision task

US ANN13182	ANNE ROCHESTER
US CAR13097	CAROLINE ROYAL
US CYN16523	CYNTHIA MERCER
US DEN11530	DENISE CARRAWAY
US KEN12828	KENDRA HUNT
US LAC13177	LACY DERRICK
US PAT12021	PATRICIA KELLER
US REN14395	RENEE HERNDUN
US RIC16023	RICKY JONES
US TAM16653	TAMELA SEEL

Overall view | Org. assignment | [List Icon] | [Close Icon]

# Top Tickets – Month-End Process, FBV3 Parked Document Report

- To create a Variant for FBV3, click Document List, enter information and then save.

**Display Parked Document: Initial Screen**

---

Key for Parking

Company Code SC01

Doc. Number

Fiscal Year 2012

**List of Parked Documents**

Company code SC01 to    
 Document number  to    
 Fiscal year 2012 to

General Selections

Posting date  to    
 Document date  to    
 Document type  to    
 Reference  to    
 Document header text  to    
 Entered by  to

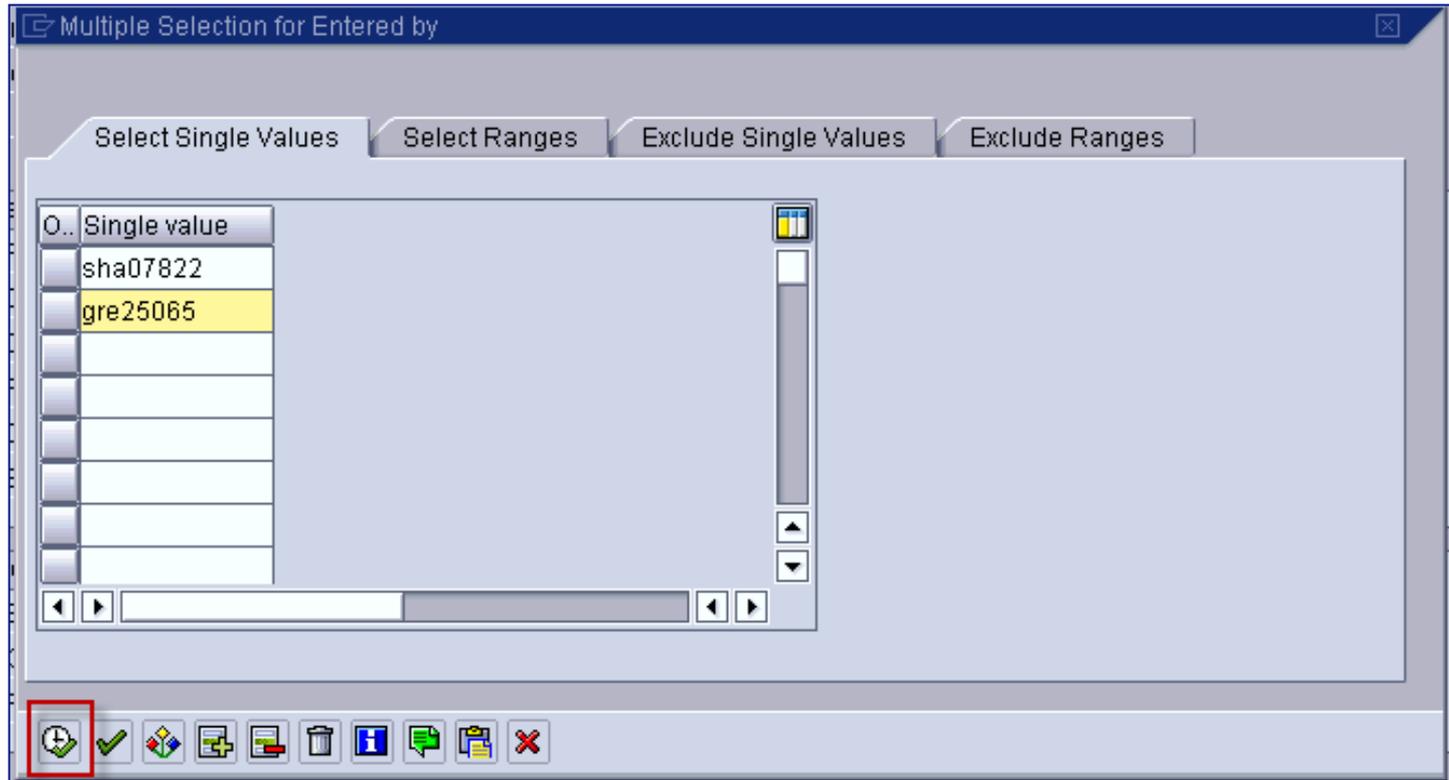
Processing Status

Enter release  to    
 Complete  to    
 Released  to

Remove your name and choose the arrow to add you agency list

# Top Tickets – Month-End Process, FBV3 Parked Document Report

- ☉ Select Goto – Variants – Save as Variant.
- ☉ Name your variant.
- ☉ Save with the diskette.



# Top Tickets – Month-End Process, FBV3 Parked Document Report

Click on variant.

**Variant Attributes**

Copy Screen Assignment

Variant Name:

Meaning:

Only for Background Processing  
 Protect Variant  
 Only Display in Catalog  
 System Variant (Automatic Transport)

Scr. Assignm.

Created	Selection Scrms
<input checked="" type="checkbox"/>	1000

Objects for selection screen

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field	S
1,000	Company code	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document number	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Fiscal year	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Posting date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document type	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Reference	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Document header text	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Entered by	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Enter release	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Complete	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	Released	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1,000	FUNCL	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Top Tickets – Month-End Process, FBV3 Parked Document Report

Execute:

Double-click your item:

**List of Parked Documents**





Company code	SC01	to			➡
Document number		to			➡
Fiscal year	2012	to			➡

**General Selections**

Posting date		to			➡
Document date		to			➡
Document type		to			➡
Reference		to			➡
Document header text		to			➡
Entered by	SHA07822	to			➡

**Processing Status**

Enter release		to			➡
Complete		to			➡
Released		to			➡

**Find Variant**

Variant		➡
Environment		➡
Created by		➡
Changed by		➡
Original language		➡




# Top Tickets – Month-End Process, FBV3 Parked Document Report

## Execute:

ABAP: Variant Directory of Program RFPUEB00

Variant catalog for program RFPUEB00

Variant name	Short description	...	...	Cha
PARKED DOCS	Parked Docs	A		
R120 USERS	parked documents	A	X	
R160 FI USERS	R160 FI USERS	A		
R160 USERS	R160 USERS	A		
R160_PARKED	R160_PARKED	A		
R400PARKED FIN	parked finance documents	A		
TEST	2 end users	A		

## End Results:

### List of Parked Documents

Company code: SC01 to

Document number: to

Fiscal year: 2012 to

**General Selections**

Posting date: to

Document date: to

Document type: to

Reference: to

Document header text: to

Entered by: SHA07822 to

**Processing Status**

Enter release: to

Complete: to

Released: to

# Top Tickets – Month-End Process, FBV3 Parked Document Report

## End Results:

### Display Parked Documents: List

St.	Fiscal Year	Per...	DocumentNo	Type	Entered on	Entered at	Posting Date	Document Header Text	Completed by	Reason	User	S	Cp	Transaction Code
	2012	3	3002270269	KR	09/20/2011	12:29:52	09/20/2011		SHA07822		SHA07822	V	<input checked="" type="checkbox"/>	FV60
	2012	3	3500119255	ZT	09/20/2011	12:07:24	09/20/2011				SHA07822	V	<input type="checkbox"/>	FV60
	2012	2	5700343072	RE	08/22/2011	14:15:41	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343093	RE	08/22/2011	14:24:29	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343103	RE	08/22/2011	14:31:24	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343121	RE	08/22/2011	14:38:31	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700343129	RE	08/22/2011	14:49:40	08/22/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700345767	RE	08/25/2011	15:20:37	08/25/2011		SHA07822		SHA07822	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346060	RE	08/26/2011	09:13:29	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346061	RE	08/26/2011	09:22:52	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346067	RE	08/26/2011	09:32:58	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346089	RE	08/26/2011	09:41:21	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346126	RE	08/26/2011	09:49:15	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346151	RE	08/26/2011	09:56:23	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346152	RE	08/26/2011	10:04:08	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346157	RE	08/26/2011	10:08:53	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346274	RE	08/26/2011	10:40:19	08/26/2011		GRE25065		GRE25065	V	<input checked="" type="checkbox"/>	MIR7
	2012	2	5700346376	RE	08/26/2011	10:44:37	08/26/2011		GRE25065		GRE25065	V	<input type="checkbox"/>	MIR7

## Z\_SCEIS\_ERRORS Report

- 🕒 Transaction code: Z\_SCEIS\_ERRORS
- 🕒 To run the report for “B” blocks or “X” blocks you will:
  - Enter in process date
  - Fiscal Year
  - Uncheck “Show Outbound Errors
  - Uncheck “Show Inbound Errors”
  - Check “Show Payment Run Error”
  - Enter in Error Code “003”
  - Enter in “B” by Payment Block

# Top Tickets – Month-End Process, Z\_SCEIS\_ERRORS Report

**Selection Criteria**

To Process Date

Min Number of Days on File

Business Area  to

Fiscal Year  to

Document Number  to

Document Type  to

Vendor Number  to

Blank Lines Between Documents

Include documents where errors have been reviewed (outbound and payment run)

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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

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Show Payment Run Errors. Use following Options:

Error Code  to

Batch Type 4 - Internal IDT

Batch Type 6 - Vouchers (Non-Specials)

Batch Type 6 - Vouchers (Specials)

003 - Payment Blocks

# Top Tickets – Month-End Process, Z\_SCEIS\_ERRORS Report

- ☉ Your report will show you the document number, dollar amount, and the number of days that the document has been on the error report.
- ☉ You can drill into the document by clicking on the document number. The documents will need to be reversed with FB03 for travel documents, journal entries and direct pays.
- ☉ Use MR8M for purchase order documents and also F-44 to clear the vendor.
- ☉ You would repeat the steps above to see the “X” documents by placing “X” in the payment block.

User ID : SCDYNER		South Carolina Enterprise Information System					
System : ECP / 010		Report to Show Inbound, Outbound and Payment					
Program : ZFI_ALL_RPT_BOR_AGING_REPORT							
<b>ERRORS ON PAYMENT RUN FILE:</b>							
Process Date: 06/27/2010 (on file for 316 days)							
B S	Invoice	Doc				Total	Total
T P	Document	FY Type	Business Area	Vendor Information		Debits	Credits
<input type="checkbox"/>	6	6600000118	2011 TP E120	COMPTROLLER GENERAL	2000000078 GEORGETOWN COUNTY	0.00	425.56
Total Number of Documents for 06/27/2010:				1			
Process Date: 07/19/2010 (on file for 294 days)							
B S	Invoice	Doc				Total	Total
T P	Document	FY Type	Business Area	Vendor Information		Debits	Credits
<input type="checkbox"/>	6	3001168905	2011 KI H730	VOCATIONAL REHABILITAT	7000122161 EDISTO REGIONAL HE	0.00	15.00



**Break**

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South Carolina Enterprise Information System

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# Reporting User Group Update

## John Taylor, Chair, User Group Leads Committee

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South Carolina Enterprise Information System

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# Year-End Closing Packages Lessons Learned John Taylor, Chair, User Group Leads Committee

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South Carolina Enterprise Information System

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# Agency Best Practices: Dept. of Revenue John Taylor, Chair, User Group Leads Committee

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