



Knowledge Transfer Program
IDT Processing
Account Receivable & Account Payable
Breakout Session 4

June 2009



IDT Accounts Receivable Process

IDT Processing Overview



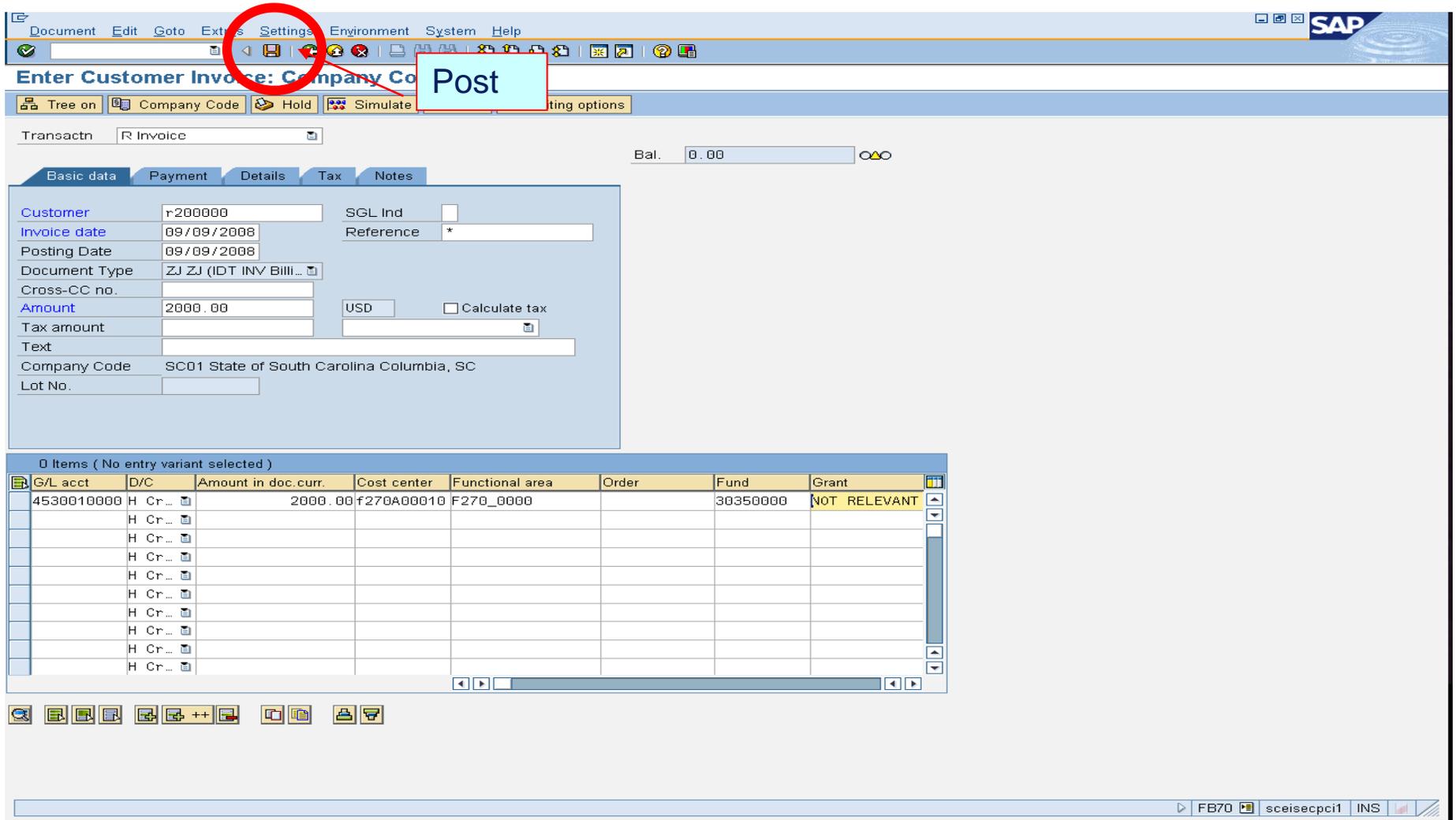
- SCEIS uses the following “Z” (customized) transactions to default a specific document type.

Custom transaction	Screen copy of:	Defaults to document type:
ZARIDT Live agency billing Live agency	FB70 (enter customer invoice)	ZJ (IDT invoice billing)
ZIDTPAY Live agency billing Non-live agency	FV50 (park G/L document)	ZF (IDT receipts)

IDT Live to Live – Invoice Process

- 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
- NO IDT form necessary.
- Send Invoice document to live agency

ZARIDT – Create an IDT Billing (Live to Live)



Document Edit Goto Extras **Settings** Environment System Help

Enter Customer Invoice: Company Co Post

Transactn R Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Customer r200000 SGL Ind
Invoice date 09/09/2008 Reference *
Posting Date 09/09/2008
Document Type ZJ ZJ (IDT INV Billi...
Cross-CC no.
Amount 2000.00 USD Calculate tax
Tax amount
Text
Company Code SC01 State of South Carolina Columbia, SC
Lot No.

0 Items (No entry variant selected)

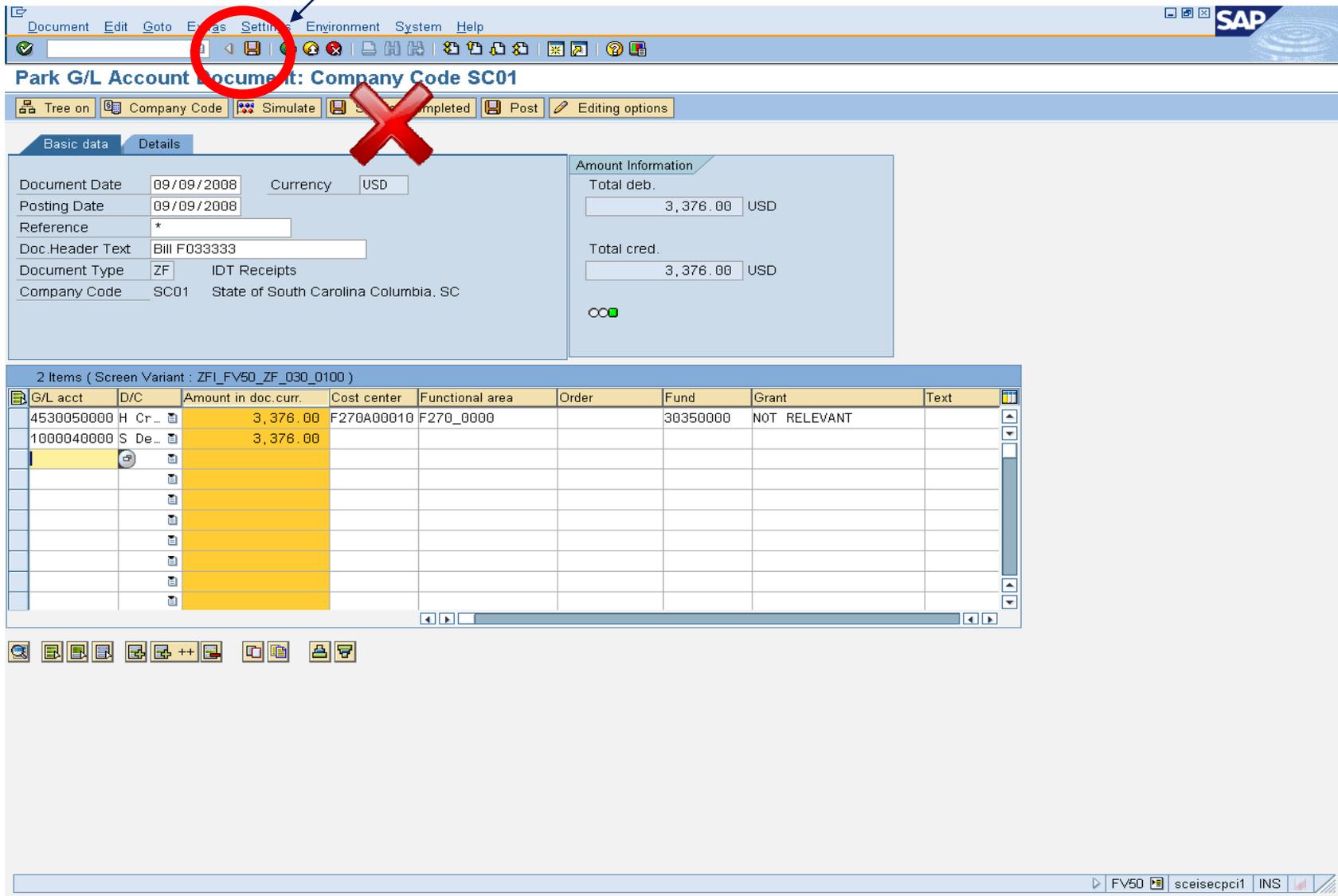
G/L acct	D/C	Amount in doc. curr.	Cost center	Functional area	Order	Fund	Grant
4530010000	H Cr...	2000.00	f270A00010	F270_0000		30350000	NOT RELEVANT
	H Cr...						
	H Cr...						
	H Cr...						
	H Cr...						
	H Cr...						
	H Cr...						
	H Cr...						
	H Cr...						
	H Cr...						

FB70 sceisecpci1 INS

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

ZIDTPAY- Live to Non-Live



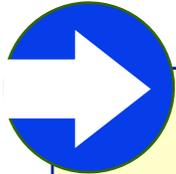
Document Date: 09/09/2008 Currency: USD
Posting Date: 09/09/2008
Reference: *
Doc.Header Text: Bill F033333
Document Type: ZF IDT Receipts
Company Code: SC01 State of South Carolina Columbia, SC

Amount Information
Total deb. 3,376.00 USD
Total cred. 3,376.00 USD

2 Items (Screen Variant : ZFI_FV50_ZF_030_0100)

G/L acct	D/C	Amount in doc.curr.	Cost center	Functional area	Order	Fund	Grant	Text
4530050000	H Cr...	3,376.00	F270A00010	F270_0000		30350000	NOT RELEVANT	
1000040000	S De...	3,376.00						

Demonstration and Exercise



- ◆ Enter Live to Live ZARIDT
- ◆ Enter Live to Non-Live ZIDTPAY

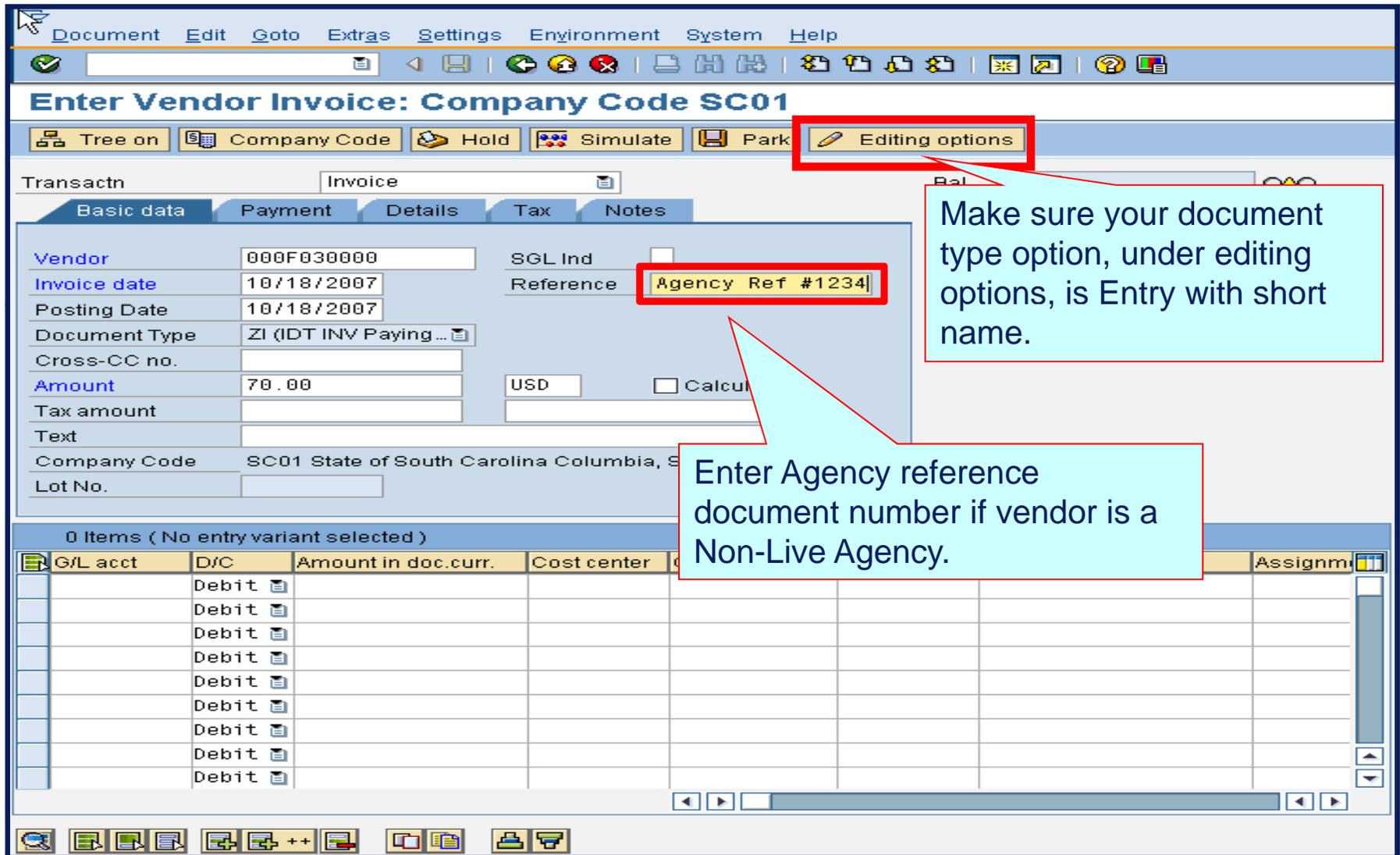


IDT Accounts Payable Process

ZIDT

- ZIDT is used to pay both Live and Non-Live State Agencies.
- Always use the AR Document number in the reference field.
- ZIDT transaction will always used regardless of the invoice amount.

Enter Vendor Invoice – ZIDT Non-Live



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code SC01

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice

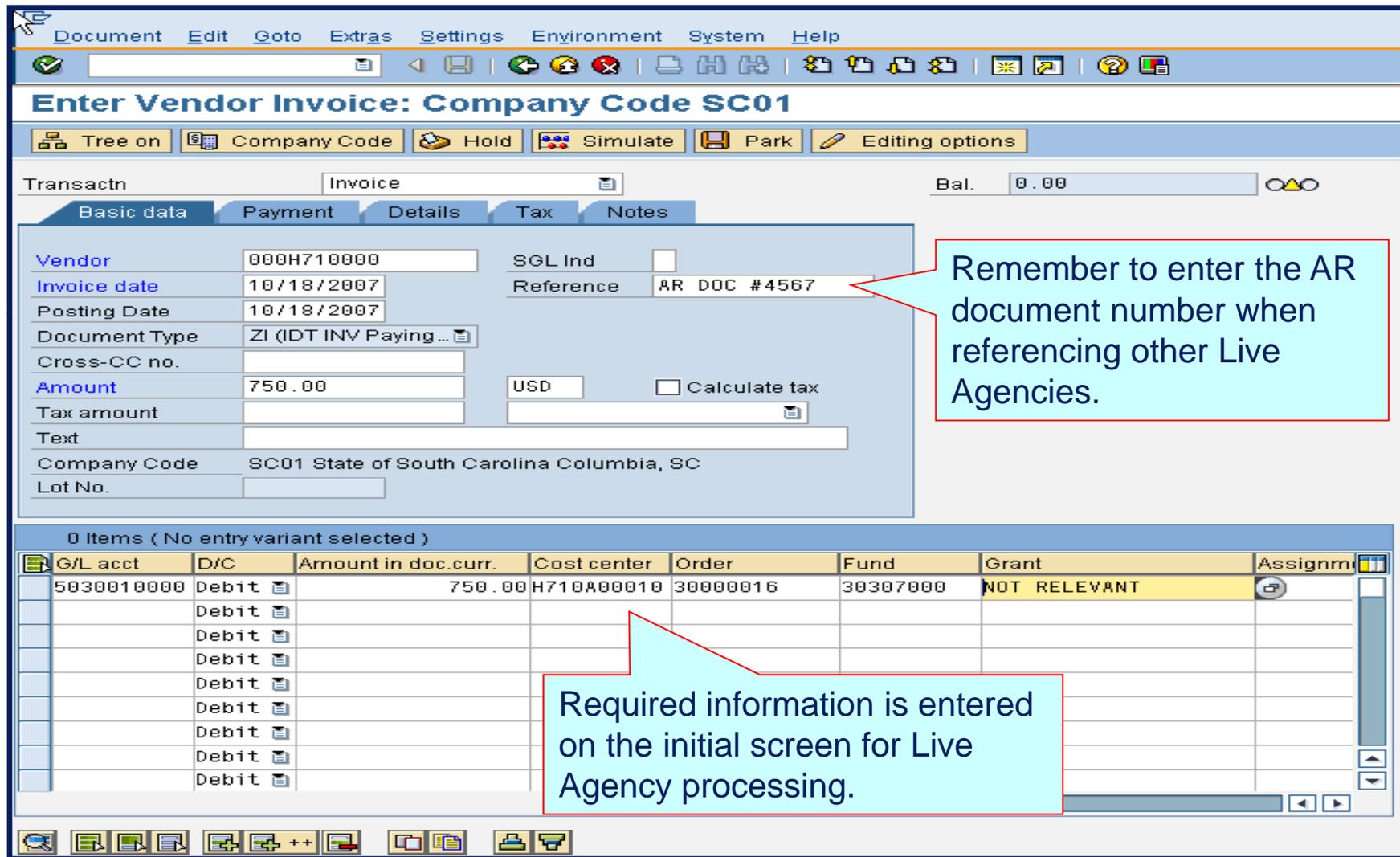
Basic data Payment Details Tax Notes

Vendor 000F030000 SGL Ind
Invoice date 10/18/2007 Reference Agency Ref #1234
Posting Date 10/18/2007
Document Type ZI (IDT INV Paying...)
Cross-CC no.
Amount 70.00 USD Calcul
Tax amount
Text
Company Code SC01 State of South Carolina Columbia, S
Lot No.

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.curr.	Cost center	Assignm
	Debit			

Enter Vendor Invoice – ZIDT Live Agency



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code SC01

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

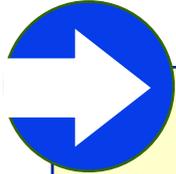
Basic data Payment Details Tax Notes

Vendor: 000H710000 SGL Ind:
Invoice date: 10/18/2007 Reference: AR DOC #4567
Posting Date: 10/18/2007
Document Type: ZI (IDT INV Paying...)
Cross-CC no.:
Amount: 750.00 USD Calculate tax
Tax amount:
Text:
Company Code: SC01 State of South Carolina Columbia, SC
Lot No.:

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm.
5030010000	Debit	750.00	H710A00010	30000016	30307000	NOT RELEVANT	
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

Demonstration



- ◆ Enter Vendor Invoice ZIDT
 - ◆ Live to Non-Live

- ◆ Enter Vendor Invoice ZIDT
 - ◆ Live to Live

IDT for Live Agencies: To-Be Process



- Scanning of images for live agencies except for the following 4 agencies:
 - DOT
 - DSS
 - DOC
 - DHEC
- Live agencies billing other live agencies will now scan their invoices and will be attached to both the billing document and payable document.

IDT for Live Agencies: To-Be Process



- Scanned invoice will be attached to the AP document and will appear as a work item in their SAP work place
- AR and AP documents will be linked automatically and we will no longer manually enter the document number in the billing document
- AP parked invoice will default to agency dummy accounting string and will be changed by AP clerk accordingly.

Next Steps Breakout Sessions



🌀 Accounts Payable

- June 30, at 9:00-12:00 (July 1, at 1:00-4:00 repeat), *both in HHS-A*
- July 7, at 9:00-12:00, *HHS-A* (July 8, at 1:00-4:00 repeat, *HHS-B*)

🌀 Accounts Receivable

- July 2, at 9:00-12:00, *ESC (6th Floor Computer Lab)*

Next Steps



🌐 Additional Support and Reference Materials

- You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at <http://www.sceis.sc.gov> and click “SCEIS uPerform”

Any Questions?

