

AR1 - CREATE CUSTOMER FOR EMPLOYEE

Source Document: SCO Notice of Payroll Accounts Receivable

Module: Accounts Receivable (AR)

Roles: Customer Processor
 Confidential Customer Processor

The Source Document for recording an Employee Customer is the SCO Notice of Payroll Accounts Receivable (Half-Sheet). An example is shown below.

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STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS
NOTICE OF PAYROLL ACCOUNTS RECEIVABLE
OVERPAYMENT FOR A/R # 37546, CLEARANCE # 69973 OF 11-14-2014

----- AGENCY APPROPRIATION -----
FUND   AGY   FY   REF/ITM FEDCATLG CA PG EL COM TSK  ACCT/CODE  SOURCE
0001000-8860-2014- 001   -000000000-  -99-  -  -  -000000000000  0000000

SOC. SEC. #  NAME OF EMPLOYEE  POSITION NUMBER  PAY PER.  TIME WORKED
AGY. UNIT CLASS SER.  T.MO.YR.  DAYS  HOURS
999-99-9999  DOE JA  300  145  9999  101  0-09-2014  0  .00

SALARY      GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62
TYPE RATE                                     TOTAL          GROSS
1 $ .00                                     $15.29          $ .00

PAYMENT TYPE      RETIREMENT*      OASDI*      HB PREM*      HB ADM*
K                  $ .00           $15.29      .00           $ .00

DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT      FEDERAL TAX      CA ST. TAX      OASDI      OTHER DED.
$ .00           $ .00           $ .00           $ .00      $184.59 CR

$184.59 TO BE RECOVERED FROM EMPLOYEE BY PAYROLL DEDUCTION
    
```

The **Customer Processor** will verify if the Customer (Customer ID number) is set up. Steps are:

- 1 - Navigate to Customers>Customer Information>General Information
- 2 – Click on **Find an Existing Value** tab
- 3 – Enter your Business Unit
- 4 – Under Name 1, select “contains” from drop down menu and type in the last name of customer
- 5 – Click Search. 6 If customer is not set up, a “No matching values were found” message will appear

1 Favorites ▾ Main Menu ▾ > Customers ▾ > Customer Information ▾ > General Information

FI\$Cal

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

2 **Find an Existing Value** | Add a New Value

▾ Search Criteria

SetID: = ▾ 3 8860 🔍

Customer ID: begins with ▾ 🔍

4 Name 1: contains ▾ Doe

Name 2: begins with ▾

Telephone: begins with ▾

City: begins with ▾

State: begins with ▾

Postal Code: begins with ▾

Include History Correct History Case Sensitive

5 **Search** | Clear | Basic Search | Save Search Criteria

6 No matching values were found.

The **Customer Processor** will need to get the **Employee ID** number from the Labor Distribution before setting up the Customer. Steps are:

- 1 - Navigate to Set Up Financials/Supply Chain>Product Related>Labor Distribution>Employee Options
- 2 - Enter your business unit in the **Find an Existing Value** tab
- 3 -Last Name, select “contains” from the drop down menu and type in the last name of the employee
- 4 -Click Search

1

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Labor Distribution ▾ > Employee Options



Employee Options

Enter any information you have and click Search. Leave fields blank for a list of all values.

2 **Find an Existing Value**

3 ▾ Search Criteria

SetID: = ▾ 8860 🔍

Employee ID: begins with ▾ 🔍

Last Name: contains ▾ Doe

First Name: begins with ▾

Case Sensitive

4 Search Clear Basic Search 📄 Save Search Criteria

The **Customer Processor** will note the Employee ID number which will be used to create a customer for the employee

Options		Defaults	
Employee Options			
SetID:	8860	Employee Id:	1176937
Last Name:	Doe	Middle Initial:	A
First Name:	John		

The **Customer Processor** will now create a Customer. Steps are:

- 1 - Navigate to Customers>Customer Information>General Information
- 2 – Click the **Add a New Value** tab
- 3 – Enter the Business Unit
- 4 – Type in the prefix **EMP** (for employee) and the Employee ID number
- 5 – Click Add

The screenshot displays the FI\$Cal web application interface. At the top, a breadcrumb trail reads: Favorites > Main Menu > Customers > Customer Information > General Information. Below this is the FI\$Cal logo. The main heading is "General Information". There are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs, there are two input fields: "SetID:" with the value "8860" and a search icon, and "Customer ID" with the value "EMP1176937" and a search icon. At the bottom left, there is an "Add" button.

1

Favorites > Main Menu > Customers > Customer Information > General Information

FI\$Cal

General Information

2

Find an Existing Value Add a New Value

3 SetID: 8860

4 Customer ID EMP1176937

5 Add

The **Customer Processor** will enter information in the **General Info** tab. Steps are:

- 1 – Enter a date before the source document (Half-Sheet or Invoice) date
- 2 – Enter the employee’s full name
- 3 – In the Type field, select “Employee” from the drop down menu
- 4 – Enter the last name followed by the first name to fill in the box
- 5 – Enter USD
- 6 – Enter CRRNT
- 7 – Within the Roles section, click on the Bill To Customer, Ship To Customer and Sold To Customer checkboxes. The system will automatically select the Correspondence Customer, Remit From Customer and Corporate Customer checkboxes

General Info
Bill To Options
Ship To Options
Sold To Options

SetID: 8860 Customer ID: EMP1176937 General Info Links: ...More ▼

*Status: Active ▼ Copy From Customer Level: Regular ▼

*Date Added: **1** 11/1/2014 *Since: 11/1/2014 **3** *Type: Employee ▼

*Name 1: **2** John A Doe **4** *Short Name: DoeJohn

Name 2:

Currency Code: **5** USD 🔍 **6** Rate Type: CRRNT 🔍

7 Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input checked="" type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input checked="" type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Grants Management Sponsor

Consolidation Business Unit:

The **Customer Processor** will continue to enter information in the **General Info** tab:

- 8** – Enter TEAM
- 9** – Click on Default checkbox
- 10** – Within the Address Locations section, click on the seven checkboxes shown below
- 11** – In the Address Details, enter address information for the customer
- 12** – Click on the **Bill To Options** tab

General Info
Bill To Options ¹²
Ship To Options
Sold To Options

SetID: 8860 Customer ID: EMP1176937 General Info Links: ...More

Support Teams Personalize | Find | View All | | First 1 of 1 Last

Team Code	Default	Description
TEAM ⁸	<input checked="" type="checkbox"/> ⁹	

Address Locations Find | View All First 1 of 1 Last

*Location: <input style="width: 50px;" type="text" value="1"/>	<input checked="" type="checkbox"/> Bill To ¹⁰	<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Broker	<input type="checkbox"/> Primary +
Description: <input style="width: 150px;" type="text"/>	<input checked="" type="checkbox"/> Ship To	<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Indirect	<input type="checkbox"/> Primary
	<input checked="" type="checkbox"/> Sold To	<input checked="" type="checkbox"/> Primary	<input checked="" type="checkbox"/> Correspondence Address	

RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All First 1 of 1 Last

*Effective Date: 11/1/2014	*Status: Active
Tax Code: <input style="width: 50px;" type="text"/>	Language Code: English
Physical Nature: ▼	Where Performed: ▼
Alternate Name 1: <input style="width: 100px;" type="text"/>	Alternate Name 2: <input style="width: 100px;" type="text"/>

Country: ¹¹ USA United States

Address 1:

Address 2:

Address 3:

City: In City Limit

County: Postal:

State: CA

[View Phone Information](#)

The **Customer Processor** will continue to enter information in the **Bill To Options** tab:

13 – In the Customer Bill to Options section, under Responsibilities, enter or select values for the four boxes shown below

14 – Click Save

General Info		Bill To Options		Ship To Options		Sold To Options	
SetID:	8860	Customer ID:	EMP1176937	JOHN DOE			
Customer Bill To Options		Find View All		First 1 of 1 Last			
*Effective Date:	11/1/2014	*Status:	Active				
Currency Code:	USD	Rate Type:	CRRNT				
Responsibilities: 13							
Credit Analyst:	ANALYST	Collector:	BUSSRVCS				
AR Specialist:	ARSPCLST	Bill Inquiry Phone:					
Billing Specialist:	BUSSRVCS	Billing Authority:					
Bank Holiday Options							
Bank Holiday Options:	Not Applicable						
Days:		<input checked="" type="checkbox"/> Allow due date in next month					
General Info		Bill To Selection		Credit Profile			
14							
Save		Notify		Refresh		Add	
						Update/Display	
						Include History	
						Correct History	
General Info Bill To Options Ship To Options Sold To Options							