

AR8 - CREATE CUSTOMER FOR NON-EMPLOYEE

Source Document: Department AR Invoice

Module: Accounts Receivable (AR)

Roles: Customer Processor
Confidential Customer Processor

The **Source Document** for creating a Customer for a Non-Employee is the department's invoice prepared for reimbursement, revenue and other income. An example is shown below.

NOTE: If the customer is a state agency, submit a request to the FI\$Cal Service Center so the customer can be established for statewide use. If this is an external customer, the department will set it up.



DEPARTMENT OF FINANCE
EDMUND G. BROWN JR. • GOVERNOR
915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

Bill to:

INVOICE

Golden State Tobacco Securitization Corp.
915 L Street
Sacramento, CA 95814

Invoice #: 3094
Invoice Date: 04/20/2015

To reimburse Department of Finance for 2014-15 FY staff services costs.

TOTAL DUE : \$ 167,954.00

Please Remit Payment To:

CA Department of Finance
Business Services
915 L Street, Lower Level
Sacramento, CA 95814-3706

For questions, call (916) 322-9440

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” and type in the name of the 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

FISCal

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 4 GOLDEN STATE

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 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 customer name (use department's naming convention, this can be an abbreviation of the customer's name)
- 5 - Click Add

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

FISCAL

General Information

2

Find an Existing Value Add a New Value

3 SetID: 8860 🔍

4 Customer ID: GSTSC0000000 🔍

5 Add

The **Customer Processor** will create the **General Info** tab. Steps are:

- 1 - Enter a date before the source document (Invoice) date
- 2 - Enter the Customer's full name
- 3 - In the Type filed, select "Business" from the drop down menu
- 4 - Enter a short name for the customer
- 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:	GSTSC0000000	General Info Links: <input type="button" value="...More"/>
*Status:	<input type="text" value="Active"/>			Level: <input type="text" value="Regular"/>
*Date Added:	1 <input type="text" value="01/01/1901"/>	*Since:	<input type="text" value="01/01/1901"/>	3 *Type: <input type="text" value="Business"/>
*Name 1:	2 <input type="text" value="GOLDEN STATE TOBACCO SEC CORP"/>			4 *Short Name: <input type="text" value="GOLDEN STA"/>
Name 2:	<input type="text"/>			
Currency Code:	5 <input type="text" value="USD"/>	6 Rate Type:	<input type="text" value="CRRNT"/>	
Roles 7				
<input checked="" type="checkbox"/> Bill To Customer	<input checked="" type="checkbox"/> Correspondence Customer			
Bill To Selection	Correspondence Selection			
<input checked="" type="checkbox"/> Ship To Customer	<input checked="" type="checkbox"/> Remit From Customer			
Ship To Selection	Remit From Selection			
<input checked="" type="checkbox"/> Sold To Customer	<input checked="" type="checkbox"/> Corporate Customer			
Sold To Selection	Corporate Selection			
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer	Consolidation Business Unit: <input type="text"/>		
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Grants Management Sponsor			

- 8 - Enter TEAM
- 9 - Click on the Default checkbox (the system will autofill the Description)
- 10 - Within the Address Locations, 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 | Ship To Options | Sold To Options

SetID: 8860 Customer ID: GSTSC0000000 General Info Links: ...More

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

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

Address Locations Find | View All | First 1 of 1 Last

*Location: 1 Bill To Primary Broker Primary

Description: Ship To Primary Indirect Primary

Sold To Primary Correspondence Address

RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All | First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

Tax Code: Language Code: English

Physical Nature: Where Performed:

Alternate Name 1: Alternate Name 2:

Country: USA United States

Address 1: 915 L STREET

Address 2:

Address 3:

City: SACRAMENTO In City Limit

County: Postal: 95814

State: CA California

View Phone Information

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

13 - In the Customer Bill to Options, 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:	GSTSC0000000 GOLDEN STATE TOBACCO SEC CORP
Customer Bill To Options		Find View All First 1 of 1 Last	
*Effective Date:	01/01/1901	*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			