

AR1 - CREATE CUSTOMER FOR EMPLOYEE

Source Document: SCO Notice of Payroll Accounts Receivable

Module: Accounts Receivable (AR)

Roles: AR Payment Processor
 AR Confidential Reporter
 BI/AR Confidential User

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  -00000000-  -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 Employee Options 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

FI\$Cal

Employee Options

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

Find an Existing Value Add a New Value

▼ Search Criteria

2 SetID = ▾ 8860 🔍

Employee ID begins with ▾ 🔍

3 Last Name contains ▾ DOE

First Name begins with ▾

Include History Correct History 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		
<h2>Employee Options</h2>			
SetID:	8860 Department of Finance		
Employee Id:	1176937		
Last Name:	Doe	Middle Initial:	G
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

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 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 Employee ID field, type in the prefix **EMP** (for employee) and the Employee ID number. 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
Level Regular

1 *Date Added 11/01/2014
*Since 11/01/2014
3 Employee ID EMP1176937
*Type Employee

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

Name 2

5 Currency Code USD
6 Rate Type CRRNT

Roles

<input checked="" type="checkbox"/> Bill To Customer <small>Bill To Selection</small> <input checked="" type="checkbox"/> Ship To Customer <small>Ship To Selection</small> <input checked="" type="checkbox"/> Sold To Customer <small>Sold To Selection</small> <input type="checkbox"/> Broker Customer <input type="checkbox"/> Indirect Customer	<input checked="" type="checkbox"/> Correspondence Customer <small>Correspondence Selection</small> <input checked="" type="checkbox"/> Remit From Customer <small>Remit From Selection</small> <input checked="" type="checkbox"/> Corporate Customer <small>Corporate Selection</small> <input type="checkbox"/> Consolidation Customer <input type="checkbox"/> Grants Management Sponsor	Consolidation Business Unit
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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 (per your department's business process)
- 12** - Click on the **Bill To Options** tab

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General Info
Bill To Options
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	9 Default	Description
TEAM <input type="text"/>	<input checked="" type="checkbox"/>	Support Team

Address Locations Find | View All First 1 of 1 Last

*Location <input type="text" value="1"/>	<input checked="" type="checkbox"/> Bill To	<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Broker	<input type="checkbox"/> Primary
Description <input 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 <input type="text" value="11/01/2014"/>	*Status Active
Tax Code <input type="text"/>	Language Code English
Physical Nature 	Where Performed
Alternate Name 1 <input type="text"/>	Alternate Name 2 <input type="text"/>

 [View Phone Information](#)

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Country USA <input type="text" value="United States"/>
Address 1 <input type="text" value="915 L Street"/>
Address 2 <input type="text"/>
Address 3 <input type="text"/>
City <input type="text" value="Sacramento"/> <input type="checkbox"/> In City Limit
County <input type="text"/> <input type="text"/> Postal <input type="text" value="95814"/>
State CA <input type="text" value="California"/>

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 (available options depend on your department's configuration set up)
- 14** - Click Save

General Info	Bill To Options	Ship To Options	Sold To Options
SetID 8860	Customer ID EMP1176937	DONALYN JOY CASTELLANO	
Customer Bill To Options		Find View All First 1 of 1 Last	
*Effective Date 11/01/2014	*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	Return to Search	Notify	Refresh
Add	Update/Display	Include History	Correct History