

## **AR8 - CREATE CUSTOMER FOR NON-EMPLOYEE**

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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  
CALIFORNIA

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

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

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**TOTAL DUE : \$ 167,954.00**

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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


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 ▾ 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 GSTSC000000 🔍


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 field, 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

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



General Info | Bill To Options | Ship To Options | Sold To Options

SetID 8860      Customer ID GSTSC000000      General Info Links ...More ▾

\*Status Active ▾      Copy From Customer      Level Regular ▾

1 \*Date Added 01/01/1901 [i]      \*Since 01/01/1901 [i]      3 \*Type Business ▾

2 Name 1 GOLDEN STATE TOBACCO SEC CORP      4 \*Short Name GOLDEN STA

Name 2

5 Currency Code USD 🔍      6 Rate Type CRRNT 🔍

**Roles** 7

<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

- 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 **12** Customer ID GSTSC000000 General Info Links ...More

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

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

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

\*Location 1 **10** Description

<input checked="" type="checkbox"/> Bill To	<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Broker	<input type="checkbox"/> Primary
<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 01/01/1901 \*Status Active

Tax Code Language Code English

Physical Nature Where Performed

Alternate Name 1 Alternate Name 2

**11** Country USA United States

Address 1 915 L STREET

Address 2

Address 3

City SACRAMENTO  In City Limit

County Postal 95814

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, under Responsibilities, enter or select values for the four boxes shown below

**14** - Click Save

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

**Fi\$Cal**

General Info | **Bill To Options** | Ship To Options | Sold To Options

SetID 8860 Customer ID GSTSC000000 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 BUSRVCS

AR Specialist ARSPCLST

Billing Specialist BUSRVCS

Bill Inquiry Phone

Billing Authority

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