

# PSCD TIPS and TRICKS

Business Services Showcase  
November 2007

## Roles:

CA230\_000\_DEPT\_AR\_CLERK  
CA815\_000\_AR\_DEPT\_CLERK\_DISP  
CA800\_000\_PSCD\_DISPLAY

CA: Departmental AR Clerk  
CA: Departmental AR Clerk - DISPLAY ONLY  
CA: PSCD Reporting / Display Role

## T-Codes

End in 1 Create  
End in 2 Update  
End in 3 Display only

## Help Key

Use One Purdue Help  
Must be in a T-Code



HELP  
OnePurdue Help

## Favorites

Can add T-Codes  
Can add web addresses

## Print Screens

Hard Copy



Click Customizing  
of Local Layout

Choose Hard Copy  
from Drop Down

## View T-Codes

Be sure to choose active T-Codes

Closed, click on  
arrow to open



Click on Drop  
down box



Choose Transaction

# PSCD TIPS and TRICKS

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## Search For Business Partner

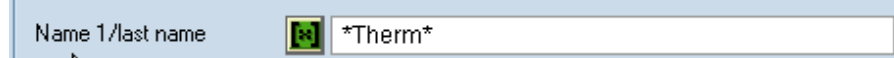
7 digits - PSCD    6 digits belong to SPS

### FPP3    Display Business Partner

Be sure to  
choose correct tab



Search By Name  
**ALWAYS**  
use a wild card (\*)

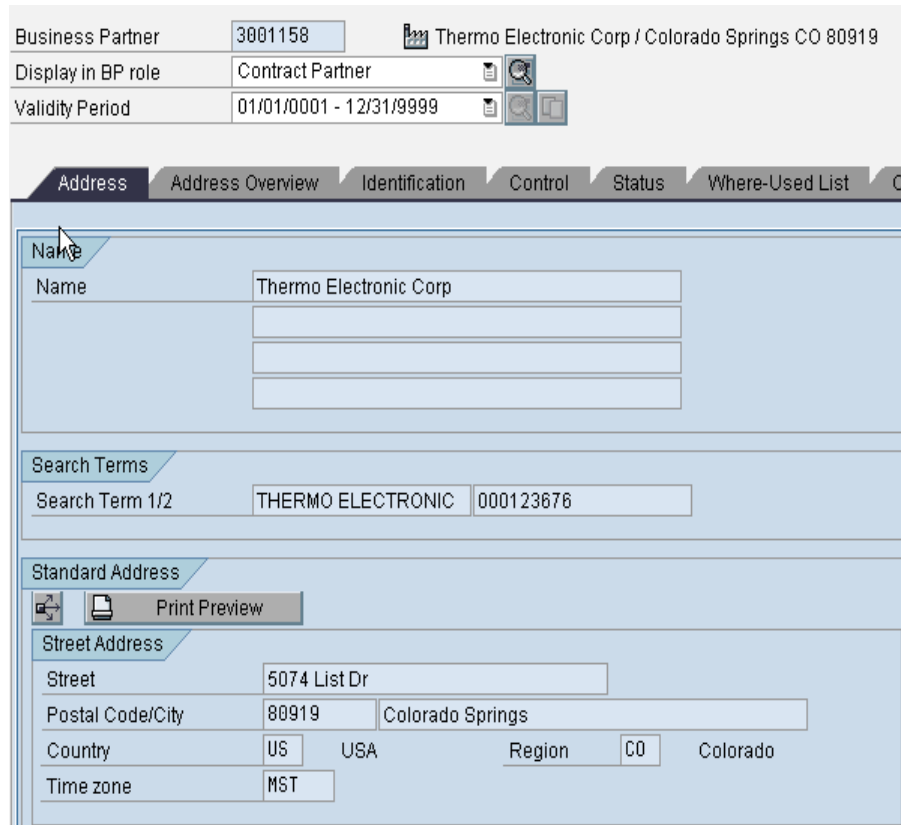


Search Term 2



CARS Number    9 digits only  
PUID            10 digits, no dashes    0012345678

Look at address  
to verify correct  
Business Partner



## Request For Business Partner Number

Be sure to **THOROUGHLY** search for Business Partner before sending Master Data Set-Up Request

Business Process                    (B@P website)  
<https://www2.itap.purdue.edu/bs/BPP/Processes/CreateUpdateBusinessPartnerCustomer.pdf>

Master Data Request Form            (B@P website)  
<https://www.purdue.edu/account/BPM/OnePurdue/Welcome.html>

Complete all required fields            ALL fields are important to someone

**Hint:**            There is an excel spreadsheet for multiple requests

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## Inputting Charges

**FKKORD1** Edit Request

Follow BPP



HELP  
OnePurdue Help

Business Partner	be sure to use drop down box to ensure correct Business Partner is being billed
MTrans	old legacy department with the one dropped and a 4 added 1016 would be 4016
STrans	last 4 digits of the gl number
MTran and STran	must be available before charges can be entered
Request MTran and/or STran	Complete Master Data Request Form - MTrans and STrans Master Data Request Form (B@P website) <a href="https://www.purdue.edu/account/BPM/OnePurdue/Welcome.html">https://www.purdue.edu/account/BPM/OnePurdue/Welcome.html</a>
Fund	use the drop down box to choose the fund
Net Due Date	25th of the next month
Item Text	50 characters This is what the customer receives describing the charge The customer needs to easily identify the charge Descriptions need to be improved
Record	Request and Document Number

## Upload

Mass Entry

Follow B@P process

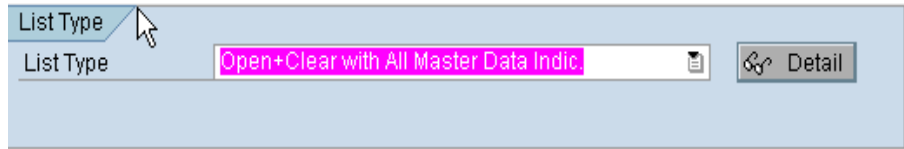
<https://www2.itap.purdue.edu/bs/BPP/Processes/CreateChargesDepartmentalUpload.pdf>

# PSCD TIPS and TRICKS

## FPL9 To set up or change FPL9 screen layout

Set Up List Type

Choose from Drop  
down box



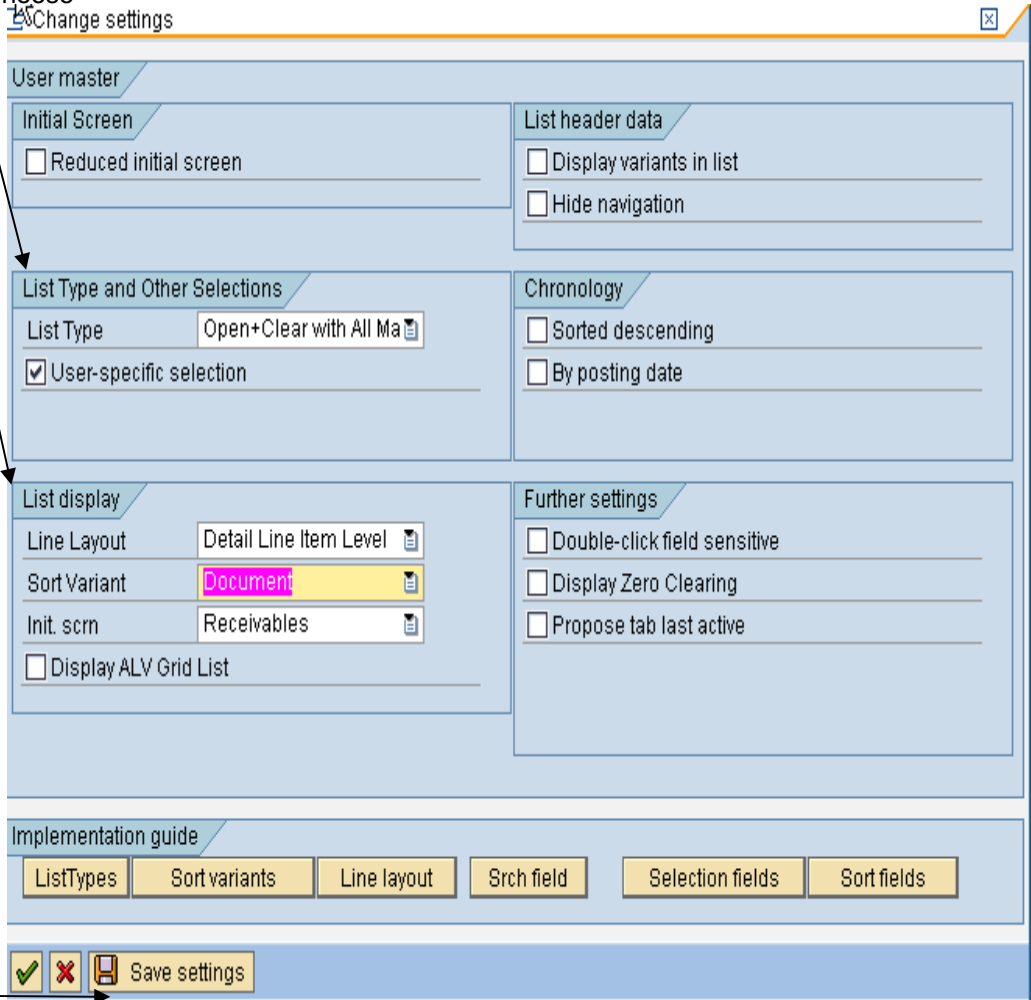
Enter Business  
Partner Number

Enter a Business Partner number

Click on  
under Account Display



Update/Choose




Save

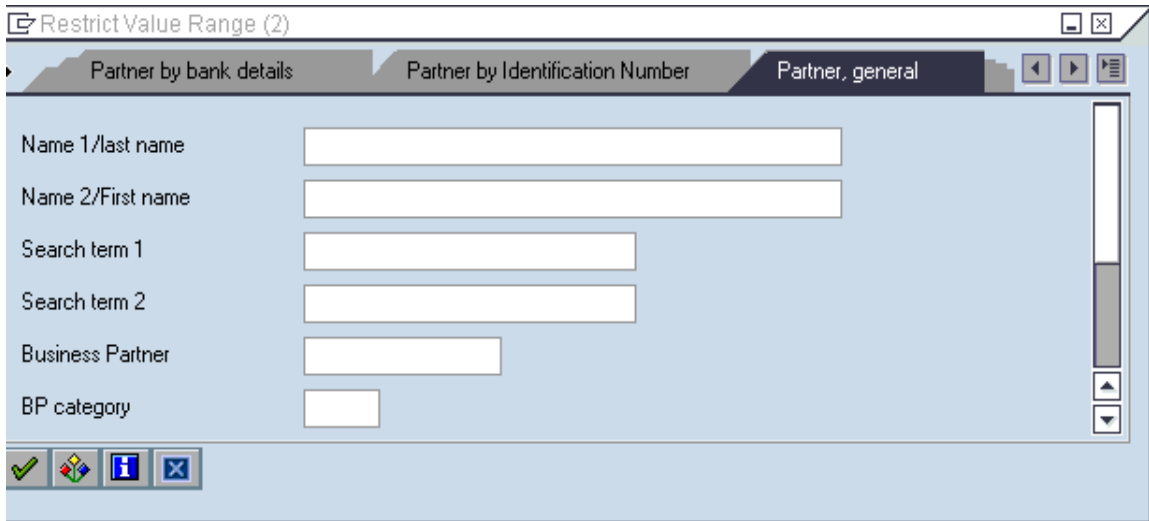
# PSCD TIPS and TRICKS

FPL9



## View Data


**BP Number** Enter Business Partner Number or search for Business Partner

Business partn.  



## Account Balance

	Lgt	C Account	Amount	Open Amount	Number
	00	4000049487			19
		U	0.00	0.00	19

Click on  to expand account information

## View Data - Options

Receivables	Down payments	Totals	Payment list	Chronology
-------------	---------------	--------	--------------	------------

Click on header i.e Chronology to see different data view

<b>Doc Numbers</b>	1xxxxxxxxx	Charges Entered	<b>Doc Types</b>	SA
	xxxxx	Charges Entered-Upload		ZI
	2xxxxxxxxx	Payment Documents		Z1,Z2,Z3
	4xxxxxxxxx	Installment Plan		Z5
	35xxxxxx	Refund		Z4
	6xxxxxxxxx	Adjustments		CD
	9xxxxxxxxx	Cancel		ST

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## View Account Comments

Tool Bar



Choose



Business Partner

Click on

Control Tab



## View Notes

Notes						
X	Meaning	First Line	T	L	Cur	1 / 4
<input type="checkbox"/>	EN Correspondence	10/10/07 HKK: Stud pif \$3,516 via check today.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	EN Accounting note	*20060726 - LORITA CALLED FROM BURS, FUNDS ARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	EN Marketing note		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	EN Credit Management	08/16/07 HKK: Stud authorizes acct to be discussed w/M	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Choose



To see all notes

# PSCD TIPS and TRICKS

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## View General Ledger Data

### FPE3

Enter doc number

Enter

Click on  
Environment

Choose

Click on

List of  
Accounting  
Documents

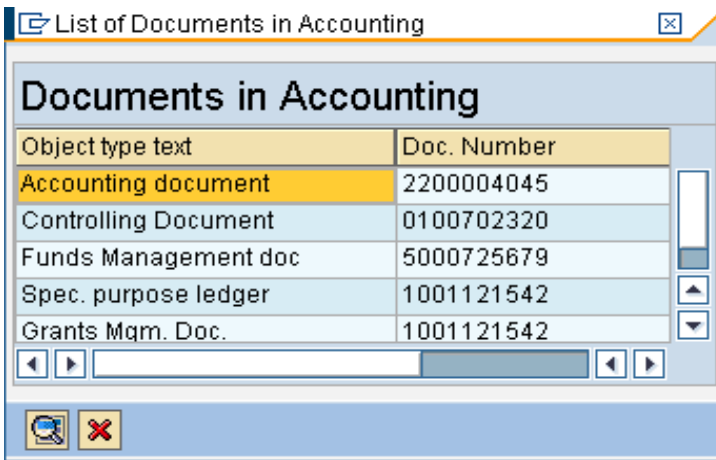
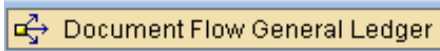
## PSCD

Display Document: Initial Screen

Document Number



Posting Total from drop down box



# PSCD TIPS and TRICKS

## Who Entered the Charge FPE3

Display Document: Initial Screen

Enter Doc Number

Document Number 1000006372

Click on  
hat



Created By

Administrative Data			
Entered on	08/14/2007	Ref. Transactn	FKKRQ
Entered at	13:35:59	Reference Key	000000090247
Created by	WALLPEM	Document Class	
Origin	44	Request	
Clearing Info	<input type="checkbox"/>	Document did not clear any items	

Click on Created By to see information

Users: Detailed Information

User	WALLPEM
First name	Martha A
Last name	Wallpe
Department	CEC Business Services
Telephone	
Extension	

✓ ✗

# PSCD TIPS and TRICKS

View General Ledger Data

FI

**FAGLB03** G/L Account Line Item Display

**FI Doc Number** 220000557

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	
		0025000244670001	2200005577	40	ZA	10/23/2007	40	313.50

Assignment 2500024467 PSCD Doc Number ZA = Transfer from PSCD

**Should the Document not be in the Assignment do the following**

<input checked="" type="checkbox"/>		20071016	2200005396	40	ZA	10/16/2007	40
-------------------------------------	--	----------	------------	----	----	------------	----

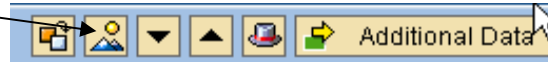
not a document number

Check mark the transaction

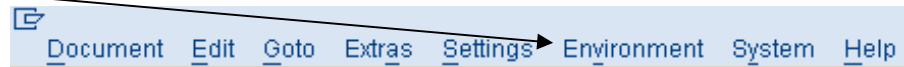
Click on eyeglass



Click on  
Call Up document  
Overview



Click on  
Environment



Choose Document Environment  
Choose Original Document

Choose transaction  
click on



to see PSCD document number

Click on document number

Takes you to FPE3 to see document details

# PSCD TIPS and TRICKS

FB03 Display Document

## Display Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View

Document Number 2200005577

Company Code PUR

Fiscal Year 2008

Enter Document Number

Choose General Ledger View

## Display Document: Data Entry View

Display Currency General Ledger View

Environment

Document Edit Goto Extras Settings Environment System Help

Choose  
Choose

Document Environment  
Original Document

from drop down  
from drop down

Choose Save

Rec. Key	Rec. cnter	DocumentNo	Itm	CoCode	BusA	G/L acct	Document Date	Amount
Document Number	Item	Clrd Doc.	BPartner	Cont.Account	Contract			Amount
PL102307PEW	4	2200005577	4	PUR 40	101018	10/23/2007		313.50
PL102307PEW	2	2200005577	2	PUR 40	101425	10/23/2007		313.50-
PL102307PEW	3	2200005577	3	PUR 40	101425	10/23/2007		313.50
PL102307PEW	1	2200005577	1	PUR 40	102500	10/23/2007		313.50-

PSCD Reconciliation Key

PL102307PEW

Click on



PSCD  
Doc Number

PL102307PEW	1	2200005577	1	PUR 40	102500	10/23/2007		313.50-
2500024467	1	77023		3001530	4000001620	1000001530		313.50-

Click on Document Number

Takes you back to FB03

Enter



# PSCD TIPS and TRICKS

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## Header Data

Document Header: PUR Company Code	
Document Type	ZA Transf from PSCD
Doc.Header Text	
Card type	Card no.
Request Number	
Reference	Document Date 10/23/2007
	Posting Date 10/23/2007
Currency	USD
	Posting Period 04 / 2008
Ref. Transactn	FKKSU Contract A/R and A/P
Reference key	PL102307PEW -0000001 Log.System PE1CLNT100
Entered by	EMDOLAND
	Parked by
Entry Date	10/23/2007
	Time of Entry 16:29:45
TCode	FP61

**Document Type**      ZA- Transfer to General  
**Entered By**         Name of person transferring data to GL  
**TCode**                FPG1  
                             T-Code to transfer data from PSCD to the Ledger  
**IT IS NOT** the individual that entered the charge

# PSCD TIPS and TRICKS

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## Reconciliation

### Uploaded Charges

- 1 Reference e-mail notification that provides REQUEST NUMBER for each line item uploaded
- 2 **RFKKO1 – Display Documents Generated from Requests**

Request Number     Input the first and last Request Created number

Selec. of Requests	
Request Number	111334 to 111384

Execute



Defaults  
do not change

Limitation	
Maximum No. of Hits	250

Further Restrictions	
<input checked="" type="radio"/> All Requests	

Click on document number

Request No	Name	Doc. Date	Status	Created by	Entered on	DT	Doc. No.	Posting Date
111334		10/15/2007	4	RFC_USER	10/15/2007	Z	102671	10/15/2007

Environment



Choose                     Posting Totals  
from drop down box

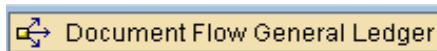
Click on G/L Account

CoCo...	Bus. Area	Segment	G/L Account	Post. Date	D/C indic.	Amount	Currency
---------	-----------	---------	-------------	------------	------------	--------	----------

Click on  
to sum



Click on



# PSCD TIPS and TRICKS

List of  
Accounting  
Documents

Object type text	Doc. Number
Accounting document	2200005384
Funds Management doc	5000861486
Spec. purpose ledger	1001438591
Grants Mgm. Doc.	1001438591

# PSCD TIPS and TRICKS

## Manual Entry of Charges

### 1 FKKORD1 – Edit Request

**Record** Reconciliation Key (automatically assigned by SAP/PSCD)

Header Data			
Document Date	10/30/2007	Document Type	SA
Reference		Currency	USD
Status		Translatn Date	
Posting Date	10/30/2007	Reconcil. Key	07103044/ED

### 2 FPF3 - Display Reconciliation Key

Enter Recon Key      Reconciliation Key      07103044/ED

Enter     

Choose Document Itemization

Totals Records      Status of transfer      **Document Itemization**

Results by G/L and A/R G/L (102500)

## Itemization for Posting Totals

Rec. Key	Rec. cnter	CoCode	BusA	G/L acct	Posting Date	Document Date	Amount	Tax base
Document Number	Item	Clrd Doc.	BPartner	Cont. Account Contract			Amount	Tax base
07103044/ED	2	PUR 40	102020		10/30/2007	10/30/2007	11,877.20-	0.00
1000009926	1						762.45-	0.00
1000009927	1						5,042.00-	0.00
1000009928	1						6,072.75-	0.00
07103044/ED	1	PUR 40	102500		10/30/2007	10/30/2007	11,877.20	0.00
1000009926	1		4055110	4000085431	1000068563		762.45	0.00
1000009927	1		4055111	4000085432	1000068564		5,042.00	0.00
1000009928	1		4055112	4000085433	1000068565		6,072.75	0.00

PSCD Document Number