



# **SCEIS MANAGING THE YEAR-END CLOSING PROCESS REFRESHER COURSE CO500R**

End User Training  
Columbia, SC  
Spring 2012



# Welcome and Introductions

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## Welcome to CO500R SCEIS Managing the Year-End Closing Process Refresher Course

- Introductions
- Sign-in sheet
- Restrooms
- Breaks
- Parking lot
- Complete course evaluation, which will be sent out by email after the class

# Classroom Logistics

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- ④ Classroom etiquette
  - Cell phones off/silence
  - No side conversations
- ④ Feel free to ask questions
- ④ No email or internet usage during class except at breaks

# Course Learning Objectives

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- ① Upon completion of this review course, you should be able to:
  - Understand the year-end closing procedures and closing packages impact on SCEIS users.
  - Carry forward documents
  - Prepare purchasing documents for year-end closing
  - Prepare inventory documents for year-end closing.
  - Post expenditures and accounts payable
  - Postings of revenues and accounts receivable

# Course Learning Objectives, cont.

- ① Upon completion of this review course, you should be able to:
  - Monitor budget reports and balances at year-end.
  - Monitor cash status at year-end.
  - Prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing
  - Prepare grants for year-end closing and opening of the new year
  - Prepare project systems at year-end and closing projects
  - Prepare sales and distribution for year-end closing



South Carolina Enterprise Information System

**COURSE LESSONS**  
**THERE ARE TWELVE (12)**  
**LESSONS IN THIS COURSE**  
**SCHEDULE.**

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Course Schedule

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- ④ Lesson 1: Understanding the Year-End Closing Process
- ④ Lesson 2: Managing Carry Forward Processes
- ④ Lesson 3: Managing Purchasing Processes
- ④ Lesson 4: Managing Inventory Processes
- ④ Lesson 5: Managing Expenditures and Accounts Payable Processes
- ④ Lesson 6: Managing Revenue and Accounts Receivable Processes

# Course Schedule

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- 🌀 Lesson 7: Procedure for Managing Budget
- 🌀 Lesson 8: Managing Cash Status
- 🌀 Lesson 9: General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents, and Fixed Assets
- 🌀 Lesson 10: Procedure for Managing Grants
- 🌀 Lesson 11: Year-End Project Accounting
- 🌀 Lesson 12: Managing the Sales and Distribution Process



# LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS

# Lesson 1 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Define key terms and concepts.
  - Understand the State’s year-end closing process.
  - Understand the purpose of the State’s reporting packages.
  - Understand the SCEIS year-end closing process.
  - Understand how year-end affects SCEIS Agencies.

# South Carolina Year-End Closing Process

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- 🌀 **June 30** - State fiscal year ends.
- 🌀 State allows several days in July for Agencies to pay bills and make corrections before closing the year.
- 🌀 Friday, **July 13<sup>th</sup>** - Last day of fiscal year 2012 for Accounts Payable processing
- 🌀 **July 13<sup>th</sup>** – Last day to post transactions to STARS or SCEIS.
- 🌀 **July 27<sup>th</sup>** – Last day OCG will allow **reclass entries** not having a State level impact.
- 🌀 These dates are the same for SCEIS and non-SCEIS Agencies.

# South Carolina Year-End Closing Process cont.

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- ① **July 22<sup>nd</sup>** - Errors for Accounts Payable transactions cleared by **OCG** – just as in the past.
- ① **OCG** will perform opening and closing periods of operation.
- ① **Statewide Comprehensive Annual Financial Report (CAFR)** will be prepared from SCEIS.
  - OCG is responsible for gathering, formatting, and publishing the Comprehensive Annual Financial Report (CAFR) for the State of South Carolina.

# South Carolina Year-End Closing Process cont.



## STARS 2012

<b>06/01 - 06/30/12</b>	<b>07/01 - 07/13/12</b>	<b>07/14 - 07/31/12</b>
FM12 2012	FM13 2012	
	FM01 2013	FM01 2013

## SCEIS 2012

<b>06/01 - 06/30/12</b>	<b>07/01 - 07/13/12</b>	<b>07/14 - 07/31/12</b>
<b>Period 12 2012</b>	<b>Period 12 2012</b> (extended Period 12)	<b>Period 12 2012</b> (Reclass JEs) thru 07/27
	Period 1 2013	Period 1 2013

# Reporting Packages

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- ④ Reporting Packages will:
  - Focus on confirming information recorded within SCEIS and reporting information not available in SCEIS.
  - Information available in SCEIS should be utilized by the agency to verify information utilized by the OCG in the statewide reporting.
  - Accuracy of SCEIS information as well as other information communicated through reporting packages is necessary for the preparation of the Statewide CAFR.
  - The OCG and SCEIS are continuing to work towards production of the CAFR from SCEIS for 2012.

# Reporting Packages and SCEIS



- **Agency personnel should use SCEIS** to identify and track some of the information required by the reporting packages, such as the following:
  - **Accounts Payable** paid in months after fiscal year-end that pertain to the prior fiscal year.
    - § In order to provide this information later, agencies will be required to identify this information as a payment is processed in the months after June 30. This will be discussed in detail in Lesson 5.

# Reporting Packages and SCEIS cont.

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- **Miscellaneous Revenue**
- **Tax Revenue** receivables and payables related to taxes, including Taxes receivable, Refunds payable, and Deferred revenue.
- **Capital Assets** and related activity will be obtained from the SCEIS subsidiary ledger. Additionally, contract information may be requested when necessary.

# State Closing Packages and SCEIS cont.



## 🌀 Capital Assets recorded in SCEIS

- Additions, deletions, etc. are recorded in SCEIS.
  - § Transfers between agencies are not recorded in SCEIS
  - § Transfers to/from another “live” agency may be done with a Helpdesk ticket requesting this entry be done centrally.
  - § If this transfer was not done centrally, you will need to identify this transfer to the OCG for CAFR purposes.
  - § Transfers to/from a “non-live” agency, will show as an addition or retirement on SCEIS and will need to be identified to the OCG for CAFR purposes.

# State Closing Packages and SCEIS cont.



- Reconciliation of equipment expenditures to asset additions:
  - § Not required if you were on SCEIS for the entire year.
  - § If conversion was in mid-year, you may be required to do this reconciliation for the portion of the year your agency was not on SCEIS.
- Assets additions not acquired through expenditures, ex. Donations, can and should be recorded in SCEIS.
- Depreciation
  - § Full and modified accrual depreciation are recorded in SCEIS automatically and agencies will not be required to determine these amounts.

# Lesson 1 Summary

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- 🔄 You should now be able to:
  - Define key terms and concepts.
  - Understand the State's year-end closing process.
  - Understand the purpose of the State's reporting packages.
  - Understand the SCEIS year-end closing process.
  - Understand how year-end affects SCEIS Agencies.



# LESSON 2: MANAGING CARRY FORWARD PROCESSES

# Lesson 2 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Understand what documents can be carried forward to the new year.
  - Determine which documents need to be carried forward to the new fiscal year.
  - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
  - Understand how to complete and review the transaction results of the carry forward documents.

# Key Transactions

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- 🌀 ZFMJ2 – Year-End Closing: Carryforward of Open Items
- 🌀 FMOD – Define Update Date
- 🌀 FMAVCR01 – Display Annual Values of Control Objects

# ZFMJ2 - Carry Forward Documents

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- ① ZFMJ2 can be used to carryforward several types of documents.
- ① The types of documents are denoted by “Value Types” (VT) in SCEIS.

# ZFMJ2 Carryforward Document – Value Types

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- The following value types will be allowed to be carried forward by agencies:
  - VT 50 - Purchase Reqs (Inventory only)
  - VT 51 - Purchase Orders
  - VT 52 - Business Trip Commitments
  - VT 54 – Invoices (for Goods Receipts)
  - VT 81 – Funds Reservations
  - VT 83 – Forecast of Revenue (for Sales Orders)

# ZFMJ2 – Test Run

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- ④ ZFMJ2 allows for a “Test Run.”
- ④ It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- ④ Errors can occur for:
  - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
  - AVC check
  - Period not open, etc.

# ZFMJ2 Security

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- ④ Only a few people in each agency have authorization for transaction code ZFMJ2.
- ④ Agencies will receive last year's list to edit.
- ④ You will only be able to access your agency's data.
- ④ This transaction will only be available for a limited period of time (June 18, 2012 – July 13, 2012).

# Purchase Orders & Goods Receipts



- How do you determine if a Purchase Order (PO) or Goods Receipt should be carried forward or closed?

<b>Received Goods/ Services</b>	<b>Received Invoice</b>	<b>Decision</b>
Before or on 06/30	By CG closing date	Leave & Pay in current year, mark final invoice
Before or on 06/30	After CG closing date	Carryforward PO & GR
After 06/30	Before or after CG closing date	Carryforward PO & GR
Not going to receive	N/A	Close with final invoice

# Inventory PRs & Sales Orders

- How do you determine if an **Inventory** Purchase Reqs (PR) or Sales Orders should be carried forward or closed? (**Note:** There are no PRs for other types of purchases.)

PO or Sales Order going to be received or filled?	Decision
Before or on 06/30	Leave in old year, keep checking on invoice or order completion status
Between 06/30 and CG closing date	Leave in old year, keep checking on invoice or order completion status
Not going to convert to a PO or Order not going to be filled	Close PR or Sales Order
After CG closing date	CF the PR or Sales Order to the new year

# Funds Reservations

- How do you determine if Funds Reservation (FR) should be carried forward or closed?

All Payments will be	Decision
Before 06/30 and by CG closing date	Pay in Current Year & Close FR
Not be made by CG closing date	Carryforward FR
After CG closing date	Carryforward FR
Not going to incur any more payments	Close the FR or Reduce to Zero
Less than the current FR balance	Reduce the FR

# Business Trip Commitments

- How do you determine if a business trip commitment should be carried forward?

<b>Trip will be made</b>	<b>Expense Report Rec'd</b>	<b>Carryforward?</b>
Before or on 06/30	Before or on July 13 <sup>th</sup>	Leave in old year, keep checking on status of travel invoice, pay in old year, if possible
After 06/30	Before or after 06/30	Carryforward
No trip will be made	Before or after July 13 <sup>th</sup>	Delete
Commitment still outstanding by 07/13	After July 13 <sup>th</sup>	SCEIS team will carry forward the document

# ZFMJ2 - AVC Check in the New Fiscal Year

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You can control AVC in 2013 for CFWD items.

## 🌀 **No availability control:**

- Availability is not checked and the assigned values are not updated. The assigned values have to be reconstructed after the program has been run. (**Not Recommended**)

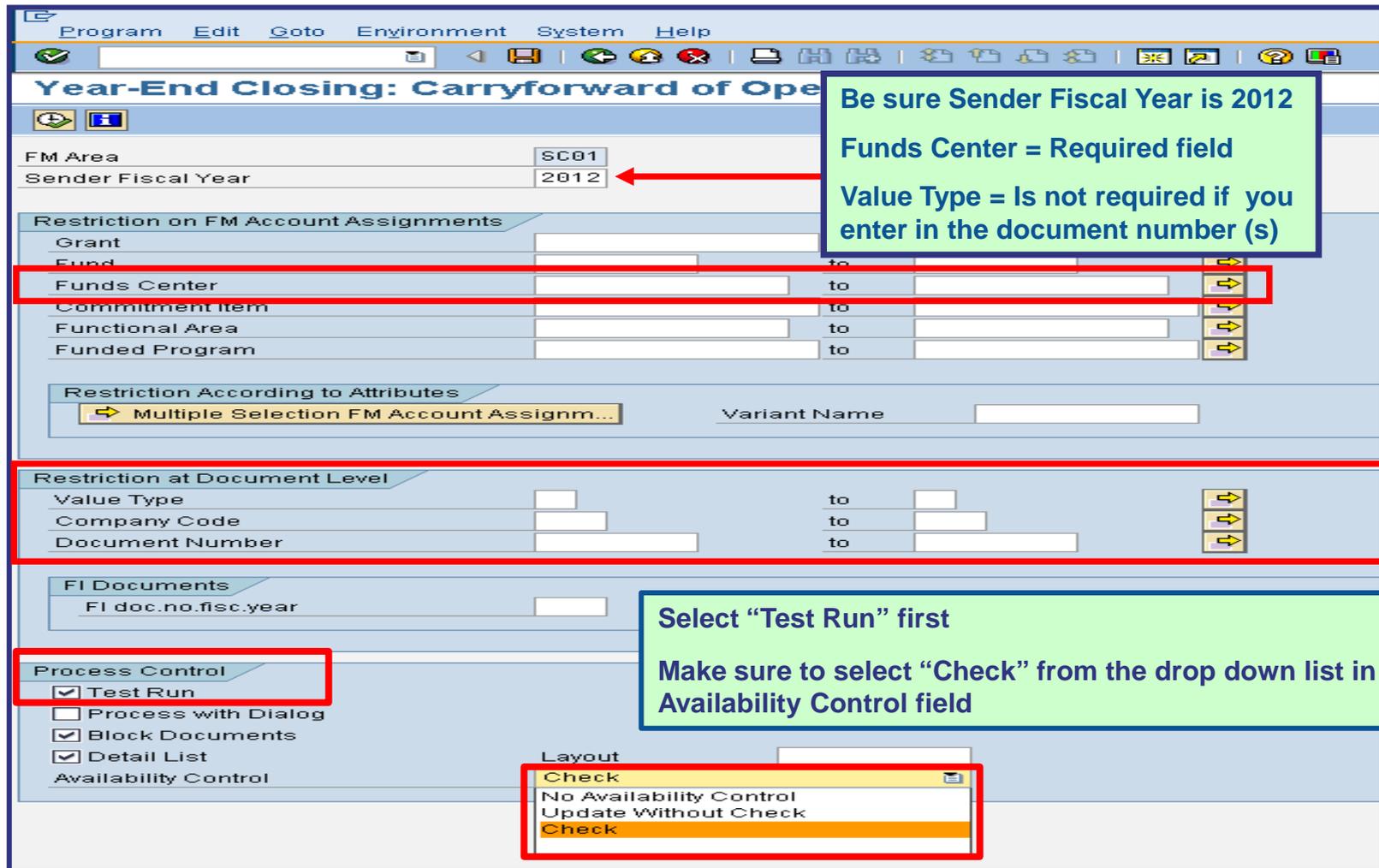
## 🌀 **Update without checks:**

- **The assigned values are updated. Availability is not checked. The budget can be overrun. The assigned values do NOT have to be reconstructed after the program has been run. (Recommended)**

## 🌀 **Check:**

- The assigned values are checked and updated. If an error message occurs from the availability control, the corresponding line items cannot be processed. The assigned values do **not** have to be reconstructed after the program has been run.

# ZFMJ2 - AVC Check in the New Fiscal Year cont.



Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open

FM Area SC01  
Sender Fiscal Year 2012

Restriction on FM Account Assignments

Grant		to		
Fund		to		
Funds Center		to		
Commitment Item		to		
Functional Area		to		
Funded Program		to		

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

Value Type		to		
Company Code		to		
Document Number		to		

FI Documents

FI doc.no.fisc.year

Process Control

- Test Run
- Process with Dialog
- Block Documents
- Detail List
- Availability Control

Layout

- Check
- No Availability Control
- Update Without Check
- Check

Be sure Sender Fiscal Year is 2012  
Funds Center = Required field  
Value Type = Is not required if you enter in the document number (s)

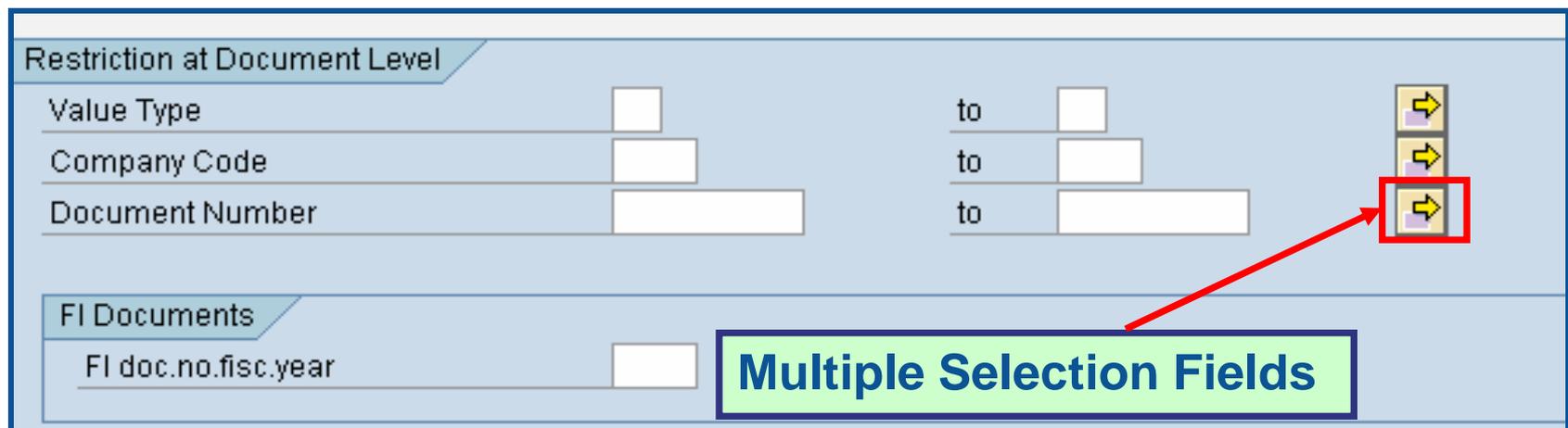
Select "Test Run" first  
Make sure to select "Check" from the drop down list in the Availability Control field

# ZFMJ2 Funds Center Selection

- ① Funds Center is required.
- ① You should Include the entire range of funds centers for your agency or use your business area with 4 zeros to business area and all Zs.
  - Example: A0100000 to A010ZZZZZZ
- ① You need to do this so that you will not limit your documents selection to only documents with certain funds centers or only part of a document with that funds center.

# ZFMJ2 Document Selection

- ① Fill in the Value Type you want to carry forward and company code SC01.
- ② You can do one document at a time, a range or a list of documents.
- ③ Use the multiple selection for a document list.



Restriction at Document Level			
Value Type	<input type="text"/>	to	<input type="text"/>
Company Code	<input type="text"/>	to	<input type="text"/>
Document Number	<input type="text"/>	to	<input type="text"/>

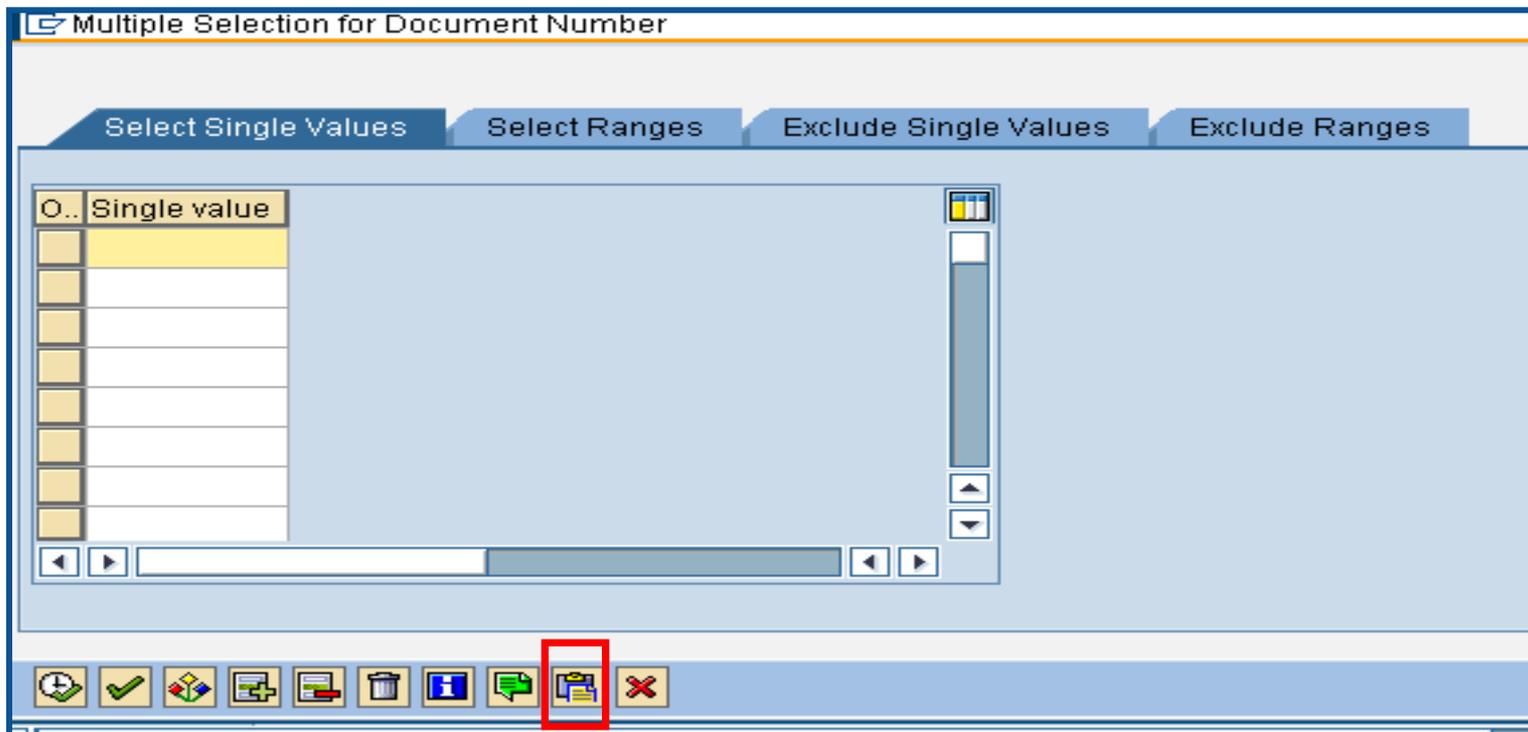
  

FI Documents	
FI doc.no.fisc.year	<input type="text"/>

**Multiple Selection Fields**

# ZFMJ2 Copying Documents from Excel

- You can copy a list of documents from an Excel spreadsheet and insert it into the multiple selection by clicking on the clipboard.



- ① **If you erroneously carryforward a document:**
  - **You will not be able to carry it back!**
    - § You do not have the authorization for the transaction code.
  - **DO NOT DELETE it after Carryforward!!!!**
    - § If you delete the document after carrying it forward, you will have reporting issues with your budget reports as **these documents will not be picked up in the totals on BUDGET reports!**

# ZFMJ2 Double-checking Report

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It is imperative that you:

- ① **Double check your work** and
- ① **Run the transaction in TEST** to be sure you carry forward the appropriate documents!
- ① You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be “No documents found.”

# FMOD - Define Update Date

- While both fiscal year 2012 and 2013 are open, July 1 – July 13, you will get a “pop-up” screen to choose the appropriate FY for your transaction for the following transactions:

ME22N - Change PO

VA02 – Change SO

FMX2 – Change FR

FMX6 – Reduce FR

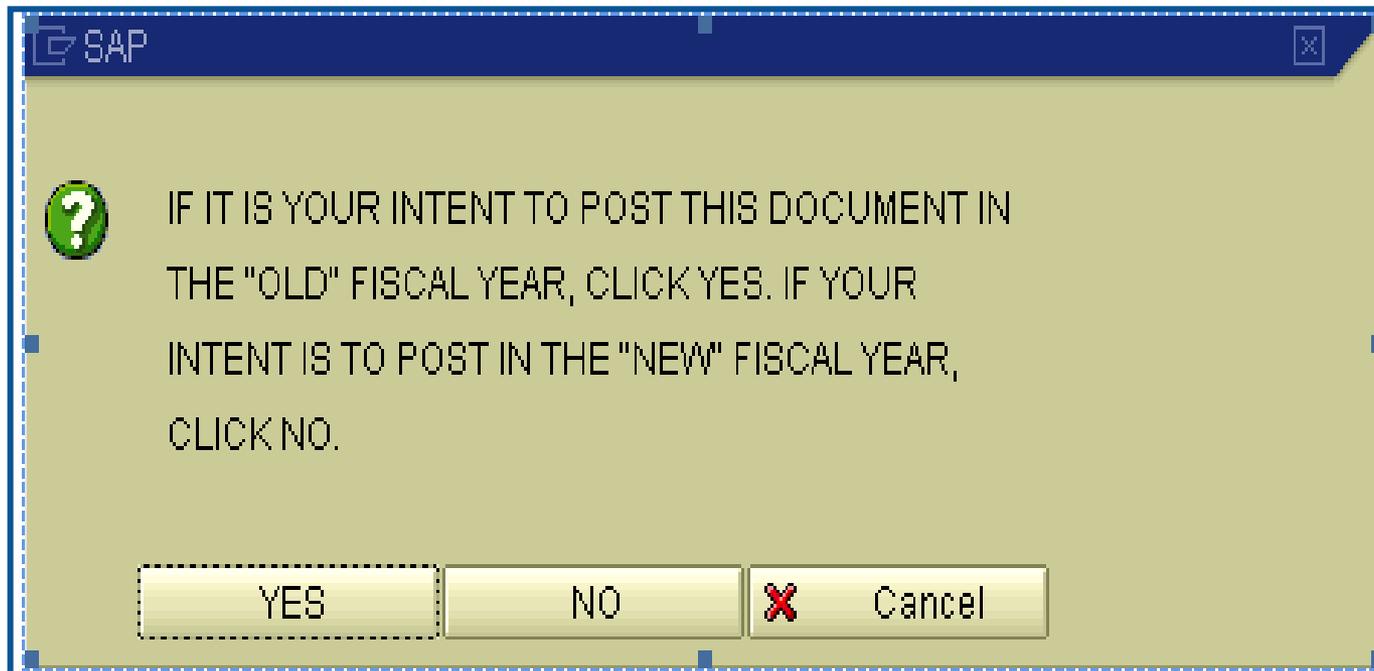
FMW2 – Change Funds Block

FBV2 – Change Parked Doc

VA42 – Change Contract

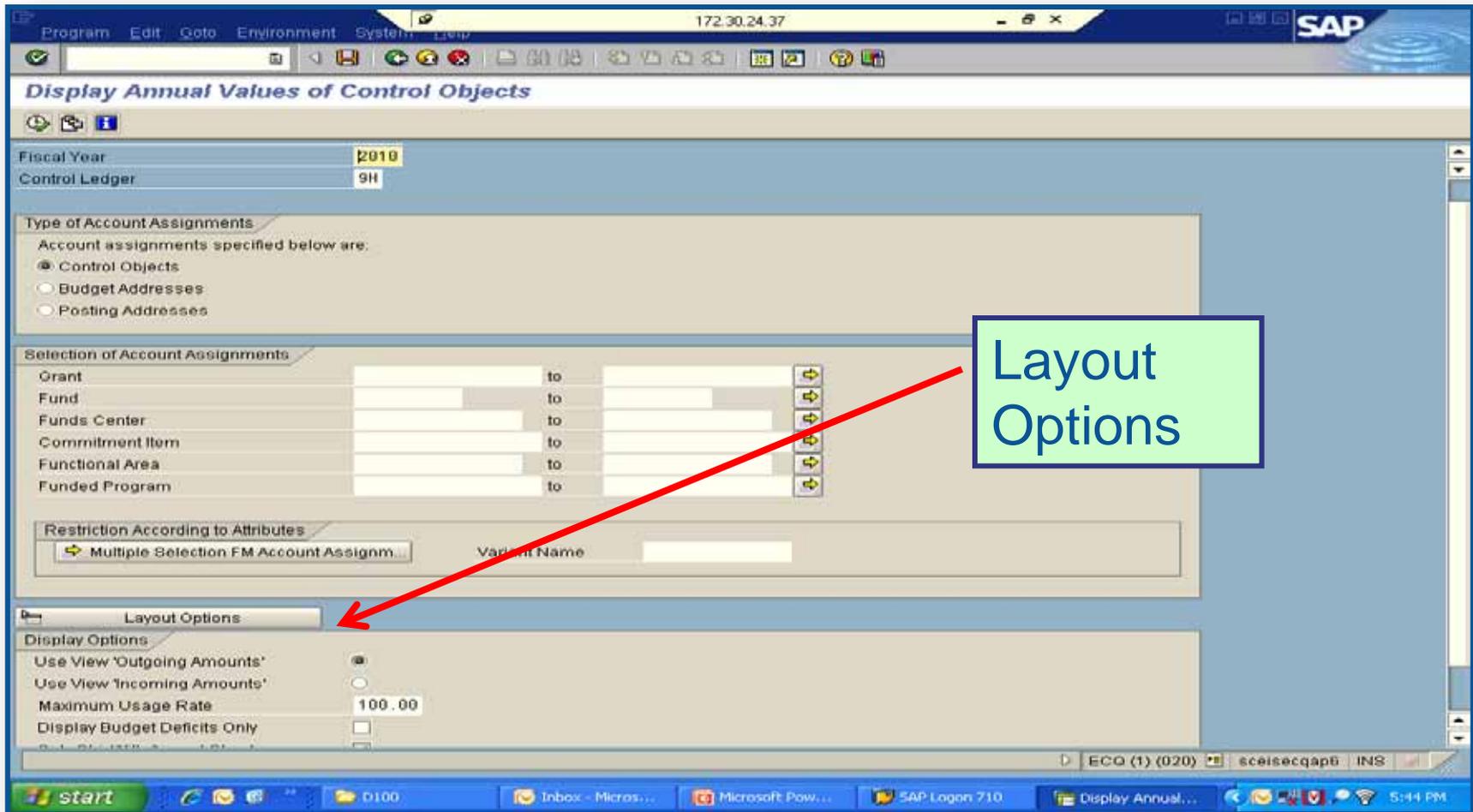
# FMOD – Pop Up Box

- Here is an example of the “pop-up” screen you will see in order to choose the appropriate FY for your transaction :



- ④ If you process ZFMJ2 using **Update without checks** on the carryforward, you will need to monitor your negative budget balances in the new fiscal year and move budget appropriately.
- ④ You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

# FMAVCR01 - Layout Options



The screenshot displays the SAP FMAVCR01 transaction window. At the top, the title bar reads "Display Annual Values of Control Objects". The main area contains several sections: "Fiscal Year" (2010), "Control Ledger" (9H), "Type of Account Assignments" (Control Objects selected), "Selection of Account Assignments" (Grant, Fund, Funds Center, Commitment Item, Functional Area, Funded Program), and "Restriction According to Attributes" (Multiple Selection FM Account Assignm...). A red arrow points from a green box labeled "Layout Options" to the "Layout Options" tab at the bottom of the window. The "Layout Options" section includes "Display Options" with checkboxes for "Use View 'Outgoing Amounts'" (checked), "Use View 'Incoming Amounts'" (unchecked), "Maximum Usage Rate" (100.00), and "Display Budget Deficits Only" (unchecked).

# FMAVCR01 - Layout Options cont.

Layout Options	
Display Options	
Use View 'Outgoing Amounts'	<input checked="" type="radio"/>
Use View 'Incoming Amounts'	<input type="radio"/>
Maximum Usage Rate	100.00
Display Budget Deficits Only	<input checked="" type="checkbox"/>
Only Obj. With Annual Checks	<input checked="" type="checkbox"/>
Hierarch. View of AVC Elements	<input checked="" type="checkbox"/>

# Lesson 2 Summary

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- 🌀 You should now be able to:
  - Understand what documents can be carried forward to the new year.
  - Determine which documents need to be carried forward to the new fiscal year.
  - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
  - Understand how to complete and review the transaction results of the carry forward documents.



# LESSON 3: MANAGING PURCHASING PROCESSES

# Lesson 3 Learning Objectives

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- ➊ Upon completion of this lesson, you should be able to:
  - Complete all goods receipts by June 30<sup>th</sup> and invoice receipts by July 13<sup>th</sup>
  - Generate a list of open purchase orders (POs).
  - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.

# Purchasing at Year-end

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- ④ Invoices for goods and services received by June 30 should be paid in the current year.
  - Otherwise you will be paying for this year's goods and services with next year's funds, thus causing potential budget shortfalls in the new fiscal year.
- ④ Post all Goods Receipts for goods received prior to June 30.
- ④ Monitor ZMRBR daily to ensure all GRs are entered for all posted invoices.

# Key Transactions

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- ④ BW – Open Encumbrance Report
  - ④ A list of Open Purchase Orders to identify:
    - POs that are no longer necessary,
    - POs that may need to be modified in order to un-encumber funds.
    - POs that may need to be Carry-forward
  
- ④ ME2N – List Display by Purchase Order Number
  - ④ Use to filter results of the Open Encumbrance Report
  
- ④ ME23N – Change Purchase Order
  - Use to modify and release encumbrances of Purchase Orders as necessary.

# Open Encumbrance Report

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- The Business Warehouse Open Encumbrance Report shows ALL open Encumbrances including:
  - Open Purchase Orders
  - Open Requisitions
  - Parked FI documents
  - Funds Block
  - Funds Reservation

\*Business Warehouse (BW) training is posted on the SCEIS Website in uPeform.

## Actions for Open Purchase Orders

1. Receive and pay in the current fiscal year
2. Final Invoice/Block PO non inventory PO
3. Delivery Complete inventory PO (to be covered in lesson 4)
4. Delete PO
5. Carry forward PO into next fiscal year

# Receive & Pay in Current Fiscal Year



- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only PO's that will be paid in the current fiscal year remain open.

# Final Invoice/Block PO

- ① Use Final Invoice/Block PO when:
  - Purchase Order has been partially received & paid but the remainder will not be received at all
  - Any PO with history should be final invoiced /blocked and should not be deleted
  - Checking final invoice will release the encumbrance and blocking the PO will prevent any further processing on the PO
  - Final Invoice & Blocking the line item should always be used together.
  - After a PO is final invoiced it will fall off the Open Encumbrance Report

# Delete PO

- ① Delete PO should be used when:
  - There is no history (goods receipts or invoices) posted against the Purchase Order
  - The items on the PO are not needed and will not be delivered at any time or the items need to be reordered from another vendor
  - Deleting a PO will send the shopping cart requirement back to Carry Out Sourcing in SRM. The requirement will need to be deleted or reordered from another vendor.
  - After the PO is deleted, it will fall off the Open Encumbrance Report

# Carry Forward

- ④ The PO should be Carried forward when:
  - § The items will not be delivered prior to June 30 but are expected to be received in the following fiscal year
  - § The items have been received but the invoice will not be posted prior to July 13.
  - § Posted invoices are included on the ZMRBR report and the errors will not be resolved prior to July 13
    - Price Differences
    - Quantity Differences/Goods Receipt not posted
  - § The list of purchase orders that need to be carried forward will be given to the designated person at your agency to run the ZFMJ2 transaction.
  - § After a PO is Carried forward, it will fall off the Open Encumbrance Report for 2012

# Verification of Encumbered Funds

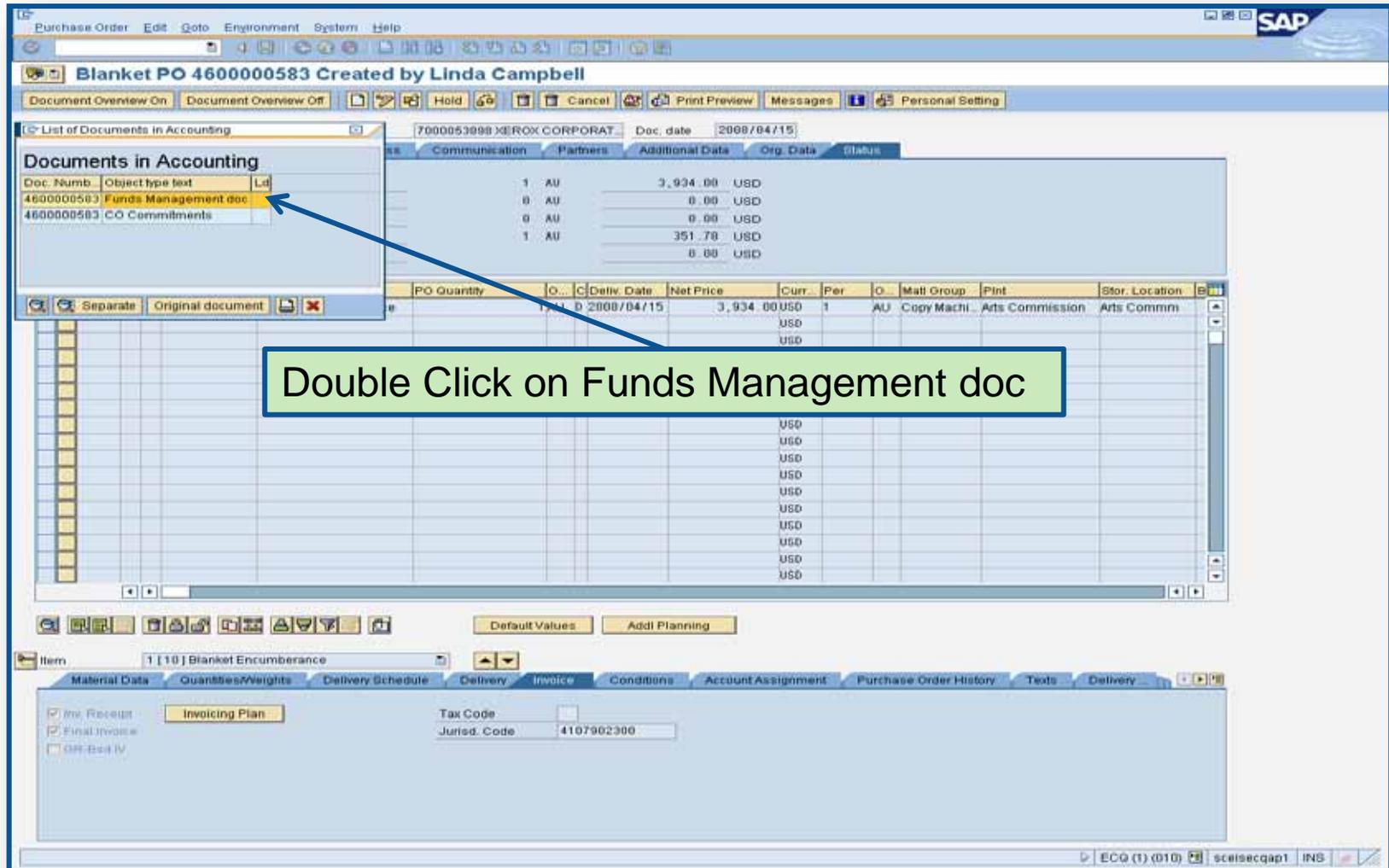
The screenshot shows the SAP interface for a Purchase Order (Blanket PO 460). The 'Environment' menu is open, and 'AC Commitment Documents' is highlighted. A text box with a green background and black border contains the following text: "To verify all funds have been released, select Environment>AC Commitment Documents".

The main window displays the purchase order details for 'XEROX CORPORATION' with a document date of 2009/04/15. The table below shows the items and their prices:

Item	Q	U	C	Delv. Date	Net Price	Curr	Per	D	Mat Group	Plant	Stor Location
1	AU				3,934.00	USD					
8	AU				0.00	USD					
8	AU				0.00	USD					
1	AU				351.70	USD					
					0.00	USD					

The bottom section of the screenshot shows the 'Item' details for 'Blanket Encumbrance' with a 'Final Invoice' checkbox checked and a 'Jurisd. Code' of 4187902308.

# Verification of Encumbered Funds



The screenshot displays the SAP Purchase Order (PO) interface for document 460000583. The main window title is "Blanket PO 460000583 Created by Linda Campbell". A pop-up window titled "Documents in Accounting" is open, showing a list of documents. A blue arrow points from the "Funds Management doc" entry in this list to a green callout box. The callout box contains the text "Double Click on Funds Management doc".

Doc. Numb.	Object type text	Qty	Unit	Net Price	Curr	Per	Plant	Stor. Location
460000583	Funds Management doc	1	AU	3,934.00	USD			
460000583	CO Commitments	0	AU	0.00	USD			
		0	AU	0.00	USD			
		1	AU	351.78	USD			
				0.00	USD			

Item: 1 [ 10 ] Blanket Encumbrance

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery

Inv. Receipt     Final Invoice     Off-Bid IV

Invoicing Plan

Tax Code:    Jurid. Code: 4107902300

# Verification of Encumbered Funds

SAP

List Edit Goto Views Settings System Help

Document Journal

Document Journal

FM Area SC01  
 Year Commitment Item 2008  
 Commitment Item  
 Funds Center  
 Fund  
 Layout  
 User ESTRUBE  
 Date/Time 2008/06/05 08:12:29

You can see by this screen that all funds have been released from this Purchase Order.

RefDocNo	Item	VT	Val.type text	Amnt type	Prd	FM pstg d.	Pymt Bdgt	Crmtt Item	Funds Center	Fund	G/L Account	Funded Program	FM Doc.No.
4600000583	10	51	Purchase Orders	0500	12	2008/06/05	3,582.30	5040020000	H910A00013	10010000	5040020000	0100.000000.000	
		51		0200	10	2008/04/25	351.70	5040020000	H910A00013	10010000	5040020000	0100.000000.000	
		51		0100	10	2008/04/15	3,934.00	5040020000	H910A00013	10010000	5040020000	0100.000000.000	

# Lesson 3 Summary

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- 🌀 You should now be able to:
  - Complete all goods receipts by June 30<sup>th</sup> and invoice receipts by July 13<sup>th</sup>.
  - Generate a list of open purchase orders (POs).
  - Close purchase orders in the current fiscal year.



# Lesson 4: Managing Inventory Processes

# Lesson 4 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Identify Key Terms and Concepts of Inventory
  - Understand impact of Open Purchase Requisitions (PRs) and POs.
  - Understand other year-end considerations for managing inventory.
  - Use reports to review at year-end to assist in managing the replenishment of inventory .

# Material Reservations – Crossing Fiscal Years

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- ① If a Material Reservation crosses fiscal years and the goods issue is completed in the new fiscal year, the funds will be consumed from the original account assignment but in the new year budget.
  - For example, shopping cart was created in 2012 but goods issue from warehouse was done in 2013
- ① If the account assignment changes from one year to the next, the Material Reservation will need to be deleted and recreated with the new account assignment.

# Material Reservations - Closing or Deleting

Close or Delete all Material Reservations that you  
will not fulfill

- Mark **Final Issue** indicator on the Material Reservation

OR

- Mark the **Final Issue** indicator in the Goods Issue transaction if you do not want to leave items on backorder

OR

- Mark the **Deletion** indicator on the Material Reservation if you have not issued or will not issue any quantity against this Material Reservation

# Material Reservation – Final Issue

## MB22 – Change Reservation

**Change Reservation 0000004648 : Collective Processing**

Details from Item

Movement Type  GI for cost center

Goods recipient

Cost Center

Fund

Grant

Functional Area

Funds Center

Commitment Item

Earmarked Funds   Done

**Final Issue Indicator**

Item	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	FIs	D
1	104141	20	PAA	DC03			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Goods Issue – Final Issue

## MIGO – Goods Issue

Material	Quantity	Where	Reservation	Account Assignment
Reservation	4648	1	Created by	ANGELA BELCHER
Reqmt Date	03/28/2011			
Reqmt Qty	20		PAA	
Withdrawal Qty				
Qty.f.avail.chk				
<input type="checkbox"/> Final Issue				

**Final Issue Indicator**



# Material Reservation - Deletion

## MB22 – Change Reservation

**Change Reservation 0000004648 : Collective Processing**

Details from Item

Movement Type  GI for cost center

Goods recipient

Cost Center

Grant

Fund

Functional Area

Funds Center

Commitment Item

Earmarked Funds   Done

Deletion Indicator

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	F	D
1	104141	20	PAA	DC03			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Inventory Purchasing Documents

---

- ① Funds are encumbered when a Purchase Requisition is created.
- ① Buyers convert Purchase Requisitions into Purchase Orders in ECC.
- ① When the Purchase Requisition is converted to a Purchase Order, the encumbrance transfers from the Purchase Requisition to the Purchase Order.

# Inventory PR & PO Encumbrance



	PR	\$100	
Create PO	PR	(\$100)	PO \$100
Result	PR	\$-0-	PO \$100

- ⦿ If the Purchase Order is deleted, the encumbrance transfers from the Purchase Order **back to** the Purchase Requisition.

	PR	\$-0-	PO \$100
Delete PO	PR	\$100	PO (\$100)
Result	PR	\$100	PO \$-0-

# Inventory PR & PO Encumbrance

- If the quantity on a Purchase Requisition is not fully converted to a Purchase Order, the balance of the encumbrance remains on the Purchase Requisition

Task	Quantity/Value	Encumbrance on PR	Encumbrance on PO
Create Purchase Requisition	100 ea @ \$5.00	\$500 (quantity 100 ea)	\$0
Create PO	10 ea @ \$5.00	\$450 (90 @ \$5.00)	\$50

# Beware of Unit of Measure

---

- ④ Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or you will leave an encumbrance balance on the Purchase Requisition
- ④ Purchasing units of measure can be established by the Agency Material Master Liaison to assist buyers with conversion between base unit of measure and the purchasing unit of measure

# WRONG METHOD!

Task	Quantity/Value	Encumbrance on PR	Encumbrance on PO
Create Purchase Requisition	100 ea @ \$5.00	\$500 (quantity 100 ea)	\$0
Create PO	10 ea @ \$50.00	\$450 (90 @ \$5.00)	\$500

In this example, the buyer ordered 10 ea meaning to order boxes from the vendor. With no purchasing unit of measure in place, the system does not recognize this purchase as anything other than ea and assumes there are 90 ea more that still need to be ordered.

# CORRECT METHOD!

Task	Quantity/Value	Encumbrance on PR	Encumbrance on PO
Create Purchase Requisition	100 ea @ \$5.00	\$500 (quantity 100 ea)	\$0
Create PO	10 bx @ \$50.00 (Purchasing UoM = bx )	\$0	\$500

In this example, the buyer ordered 10 bx where the purchasing unit of measure has been implemented. In this purchasing unit of measure, 10 ea = 1 bx. The system understands that all requested units (100 ea) have now been ordered (100 ea = 10 bx ).

# Key Transactions

---

- ④ ME5A – Open Purchase Requisitions
  - Helps identify purchase requisitions that were not fully converted to purchase orders
  - Helps identify which purchase requisitions have had encumbrance transferred back from the purchase order
- ④ ME2N – Open Purchase Orders
- ④ Open Encumbrance Report (BW)

# Open PR Actions

---

- ④ Actions for Open Purchase Requisitions
  1. Convert to Purchase Order
  2. Delete Requisition
  3. Carry forward Requisition into next fiscal year

# Open PO Actions

---

- ① Actions for Open Inventory Purchase Orders
  1. Receive and pay in the current fiscal year
  2. Delivery Complete inventory PO
  3. Delete PO line item and/or Delete Requisition
  4. Carry forward PO into next fiscal year

# Receive & Pay in Current Fiscal Year



- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only PO's that will be paid in the current fiscal year remain open.

# Delivery Complete PO

- ① Use Delivery Complete when:
  - Purchase Order has been partially received & paid but the remainder will not be received at all
  - Any PO with PO History should be marked Delivery Complete and should not be deleted
  - Delivery Complete is the indicator that releases encumbrance on inventory PO's. The Final Invoice indicator will **not** release the encumbrance on inventory PO.
  - Buyers have the ability to set Delivery Complete indicator on inventory PO's; or
  - Inventory Management personnel can also select Delivery Complete during Goods Receipt when no further materials are expected from the vendor

# Delete PO

- ① Delete PO should be used when:
  - There is no history (goods receipts or invoices) posted against the Purchase Order
  - The items on the PO are not needed and will not be delivered at any time or the items need to be reordered from another vendor
  - If you delete a line on an Inventory Purchase Order, encumbrance transfers back to the Purchase Requisition
  - The corresponding line on the Purchase Requisition must also be deleted in order to free the encumbrance
  - **BEST PRACTICE:** Set the “Delivery Complete” indicator on Inventory Purchase Orders rather than deleting them

# Carry Forward

- ④ The PO should be Carried forward when:
  - § The items will not be delivered prior to June 30 but are expected to be received in the following fiscal year
  - § The items have been received but the invoice will not be posted prior to July 13.
  - § Posted invoices are included on the ZMRBR report and the errors will not be resolved prior to July 13
    - Price Differences
    - Quantity Differences/Goods Receipt not posted
  - § The list of purchase orders that need to be carried forward will be given to the designated person at your agency to run the ZFMJ2 transaction.
  - § After a PO is Carried forward, it will fall off the Open Encumbrance Report for 2012

# Managing Inventory Payments

---

## REMINDER:

- ① Do not direct pay any inventory POs.
- ① Do not use the P-card to make any inventory purchases.

# Physical Inventory (per CG's office)



- ④ Take a physical count of inventories on hand at the end of the fiscal year.
- ④ Do this on some date between April 1 and June 30 but choose a date as close to June 30 as possible.
- ④ The date should not vary significantly from year to year.
- ④ Notify the State Auditor's Office at least two weeks in advance of the date of the physical count. They may wish to send someone to observe the count.

# Physical Inventory Reconciliation

- ④ Pay attention to unit of measure when entering your count. The default is the base unit of measure.
- ④ Physical inventory documents must have differences **POSTED** no later than June 30, 2012.
- ④ **Don't wait until June 30 to get started.**

# Helpful Transactions - MIDO

- MIDO: Display Physical Inventory Documents
  - Items not yet counted
  - Documents not yet posted.

*Display Phys. Inv. Overview: Stock Mgmt Units - w/o Ph. Inv.*

Phys. Inventory Doc. for Material

Company Code SC01 Evaluation for 2011  
Current Fiscal Year 2011 Current Period 10  
Created on 04/29/2011 by SYOUNG

Plant DC23 SCDC Livesay B Camp Warehouse Stock  
Storage Location 0001 Livesay B Camp

Material	Batch	S	Assignment	Unr.	Qual	Blck	Val.	SL
101490								
101491								
101501								
101502								
101503								

Example: materials not yet counted in this fiscal year

# Helpful Transactions – MI22

- MI22: Display Physical Inventory Documents by Material
  - Shows all physical inventory documents
  - Active documents must be POSTED or DELETED by June 30, 2012.

105691		COOKIES, ICED OATMEAL, 50Z		DC23 0001					
100004357	217		2010.12	06/29/2010	06/29/2010	1			
100007975	24		2011.07	01/20/2011	01/20/2011	1			Doc. Active

Example: document not yet  
POSTED

# Other Year End Considerations

---

- ④ Inventory scrapping
  - Review any inventory that may be considered obsolete or damaged
  - Excess inventory - Can another section/department in your agency use the inventory?
  - Surplus inventory – comply with your agency's guidance and 19-445.2150
- ④ Ensure that Goods Receipts for the current fiscal year are posted

# Lesson 4 Summary

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- 🌀 You should now be able to:
  - Understand integration of Materials Reservations with Funds Reservations and the Budget.
  - Understand impact of open PRs and POs.
  - Understand other year-end considerations for managing inventory.
  - Use reports to review at year-end to manage inventory.



# **LESSON 5: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES**

# Lesson 5 Learning Objectives

---

- Upon completion of this lesson, you should be able to:
  - Understand how to process expenditures for both the old and new fiscal years during July, extended Period 12/Period 1.
  - Understand the need to change payment terms for current year payments in extended period 12.
  - Understand how to identify Prior Year Payables
  - Review accounts payable balances.

# Key Terms and Concepts

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- Please refer to the “Complete AGENCY-CG Accounts Payables Quick Reference Guide” in the uPerform site for key A/P terms and concepts.
  - Go to <http://uperform.sc.gov>.
  - Go to the **Search** box in the upper right corner of the webpage.
  - Enter “**Accounts Payables**” and click “Go”.

# Key Transactions

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- 🔄 FV60 – Park Vendor Invoice
- 🔄 MIRO – Enter Incoming Invoice
- 🔄 ZMRBR – Release Blocked Invoices
- 🔄 ME2K – Purchasing Documents per Account Assignment
- 🔄 FBL1N – Vendor Line Item Display

# Using the Posting Date – FV60 & MIRO

- You will continue to use the **same transaction codes** to process payments in the month of July.
- The **Posting Date** will determine to which fiscal year the transaction will post.

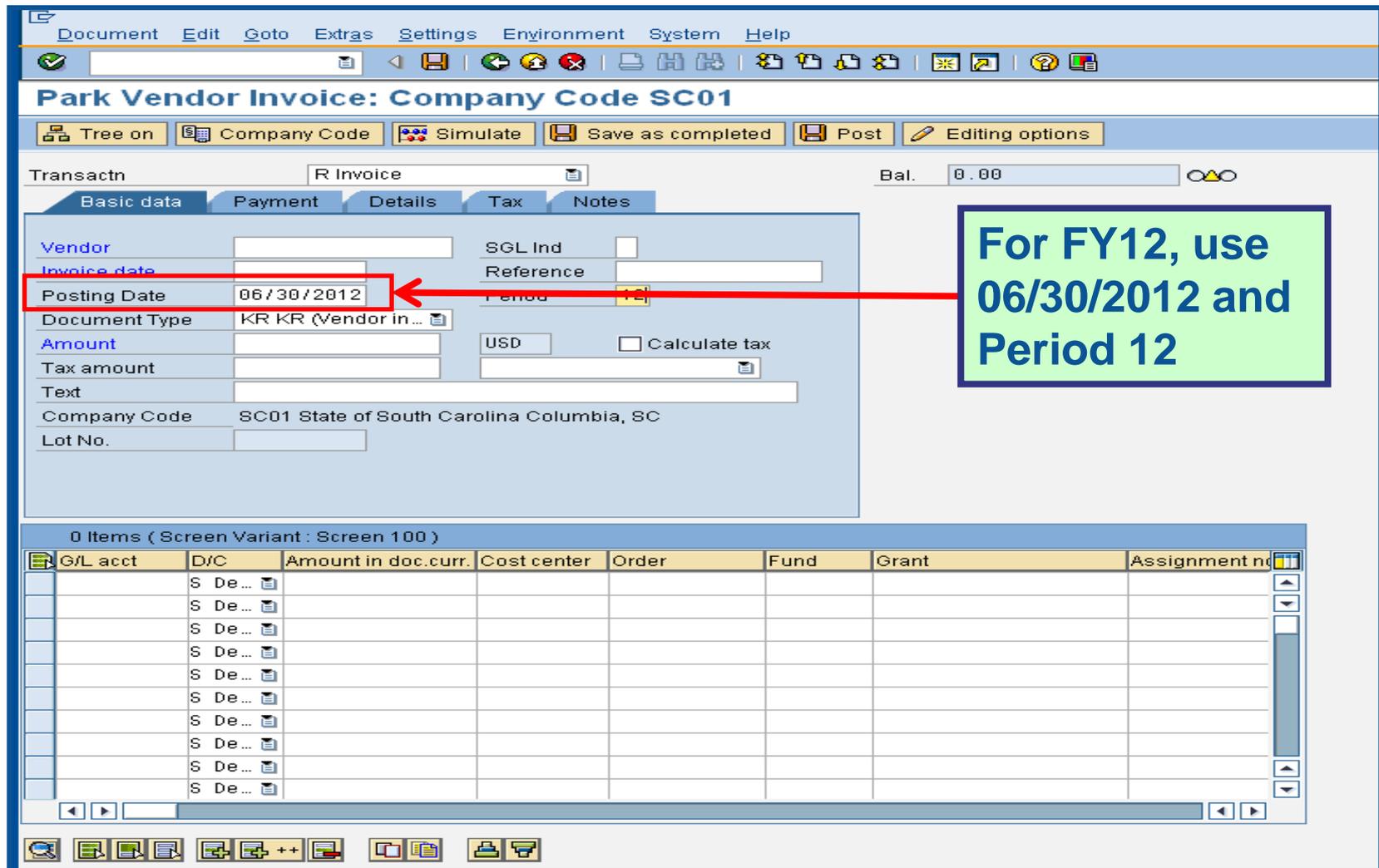
## FY2012

Use 06/30/2012 through  
July 13 for AP and July 29  
for JEs

## FY2013

Use current dates in July  
from July 1 - 31

# Using the Posting Date – FV60



Document Edit Goto Extras Settings Environment System Help

Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as completed Post Editing options

Transactn R Invoice Bal. 0.00

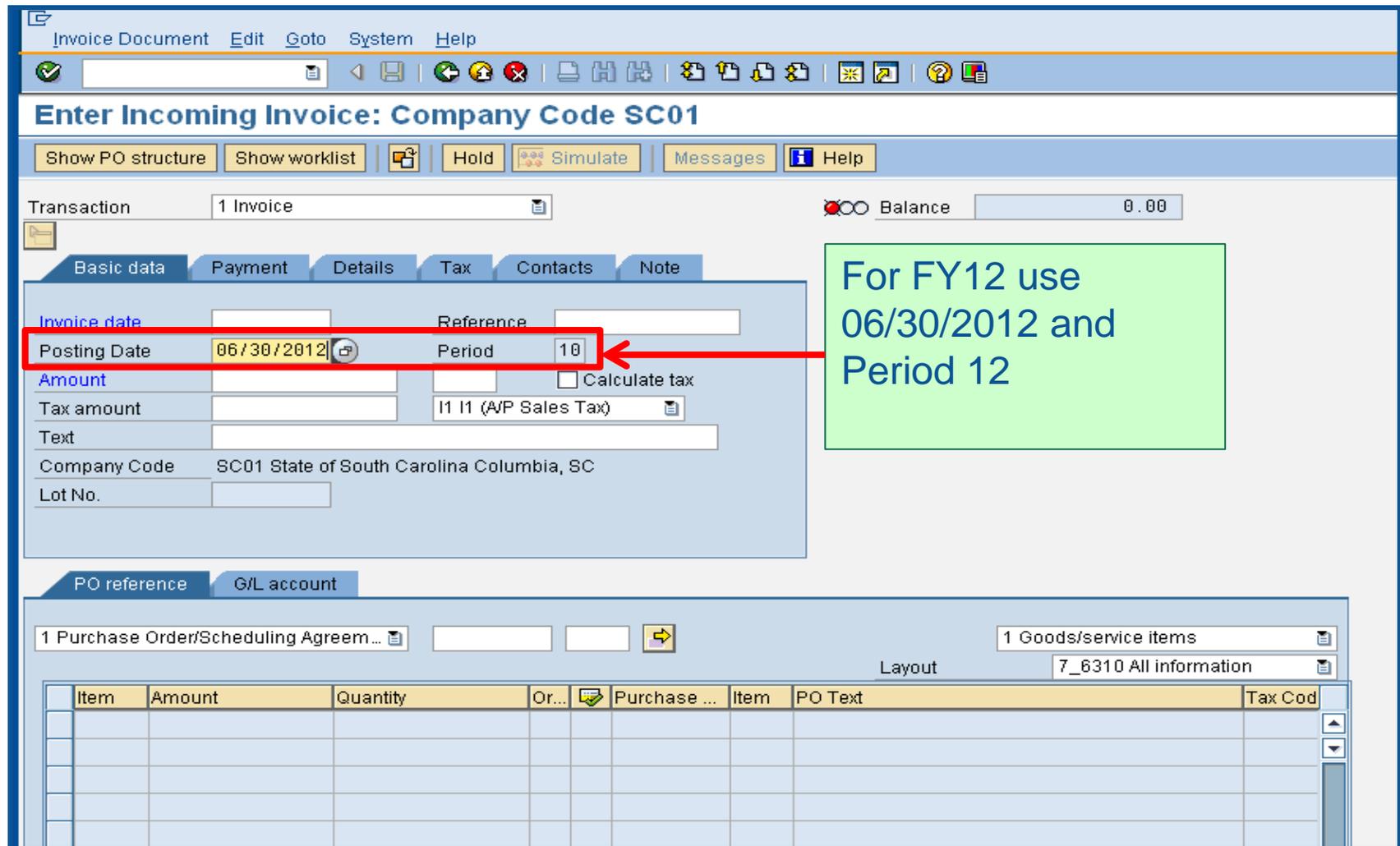
Basic data Payment Details Tax Notes

Vendor [ ] SGL Ind [ ]  
Invoice date [ ] Reference [ ]  
Posting Date 06/30/2012 Period 12  
Document Type KR KR (Vendor in...)  
Amount [ ] USD  Calculate tax  
Tax amount [ ]  
Text [ ]  
Company Code SC01 State of South Carolina Columbia, SC  
Lot No. [ ]

0 Items (Screen Variant : Screen 100)

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignment no
	S De...						
	S De...						
	S De...						
	S De...						
	S De...						
	S De...						
	S De...						
	S De...						
	S De...						
	S De...						

# Using the Posting Date – MIRO



Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code SC01

Show PO structure Show worklist Hold Simulate Messages Help

Transaction 1 Invoice Balance 0.00

Basic data Payment Details Tax Contacts Note

Invoice date Reference

Posting Date 06/30/2012 Period 10

Amount Calculate tax

Tax amount I1 I1 (AP Sales Tax)

Text

Company Code SC01 State of South Carolina Columbia, SC

Lot No.

PO reference GL account

1 Purchase Order/Scheduling Agreem... 1 Goods/service items

Layout 7\_6310 All information

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text	Tax Cod

# Final Invoice Indicator – MIRO

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code SC01

Show PO structure Show worklist Hold Simulate Messages Help

Transaction 1 Invoice Balance 0.00 USD

Basic data Payment Details Tax Contacts Note

Invoice date 06/30/2012 Reference TEST  
Posting Date 04/25/2012 Period 10  
Amount USD Calculate tax  
Tax amount 11 11 (AVP Sales Tax)  
Text  
Paymt terms 22 Days net  
Baseline Date 06/30/2012  
Company Code SC01 State of South Carolina Columbia, SC

Vendor 7000038569  
SOLARWINDS.NET INC  
3711 S MOPAC EXPRESSWAY BLDG #2  
AUSTIN TX 78746

PO reference

1 Purchase Order/Sch

1 Goods/service items  
Layout 7\_6310 All information

GR Bilkd Stk	GR BilkStk BU	Del. Note/Sheet No.	Bill of Lading	Del. Note Qty	D...	In...	Final Invoice	S...	Co
0	0			0.000			<input type="checkbox"/>		

Select "All Information to display Final Invoice Column"

Final Invoice can be set here

# Payment Terms

---

- Currently, payments are set at “Net 30 Days” which initiates a payment run 22 days from the date of invoice. This means that if your invoice is dated June 1<sup>st</sup>, then the check is not actually cut until June 22<sup>nd</sup>. This enables the State to meet general payment terms of **Net 30 Days**.
- For payments made during July for the prior fiscal year, the invoices will produce an error so that you will be prompted to change the payment terms to **Pay Immediately**.

# Payment Terms, cont.

Document Edit Data Entry Settings Environment System Help

Enter Vendor Invoice: Company Code SC01

Tree on Company Code Hold Simulate Park Editing options

Transacts Invoice Bal: 0.00

Basic data Payment Details Tax Notes

BaselineDt: 05/09/2008 **Payment Terms: NT30** 22 Days  
Due on: 07/01/2008  
Discount: USD  
Disc base: USD To be calculd Fixed  
Pmt Method: Pmt Block Free for payment:   
Inverf:  
Part Bank: House Bank

Vendor Address  
TWIN A SERVICE  
233 GRINDAWOOD RD  
MCCONNELLS SC 29726  
Not available. Ots

1 Items (Screen Variant: Screen 100)

GrL acct	D/C	Amount in doc curr.	Cost center	Order	Fund	Grant	Assignm
5030010000	Debit	100.00	R200A00010	30000042	10010000	NOT RELEVANT	
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

Due to Year End, the payment term must be Pay Immediately (0001)

# ZMRBR – Release Blocked Invoices

---



- ④ The ZMRBR Report must be cleared by COB July 13, 2012. All invoices with variances must be corrected or reversed and re-entered into the new fiscal year.
- ④ You may want to consider entering FY12 invoices only if the Goods Receipt exists. Use T-Code **ME23N** to view PO history and determine if Goods Receipt has been entered.

# Prior Fiscal Year Payables in the New Fiscal Year

---



- ④ The Accounts Payable reporting package will be used to create accrual of payables incurred at June 30<sup>th</sup> for goods and services received in the prior fiscal year and paid for in the new fiscal year.
- ④ Example:
  - Invoice received in August for services performed in May.
  - The prior fiscal year is closed.
  - Because the services were performed in May, prior to the end of the fiscal year (June 30), this payment is a prior year payable.
  - Goods received prior to June 30 but paid after year-end.

# Prior Fiscal Year Payables in the New Fiscal Year cont.

---



- SCEIS will be able to report prior year payables **ONLY IF** “Prior Year Payable” is used in the Header Text field. No other alternative wording should be used.
- The Header Text field has a dropdown box from which “Prior Year Payable” can be chosen. This phrase within this field will be used to generate a BW report to gather Accounts Payable transactions for reporting packages.
- Any transactions identified/processed after the submission of the Accounts Payable reporting package **MUST** be reported to the CGO regardless of the amount. This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

# Prior Year Payables in the New Year cont.



Document Edit Goto Extras Settings Environment System Help

**Park Vendor Invoice: Company Code SC01**

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Notes

Vendor [ ] SGL Ind [ ]  
Invoice date [ ] Reference [ ]  
Posting Date 03.06.2008  
Amount [ ] USD  Calculate tax  
Tax amount [ ]  
**Text Prior Year Payable**  
Company Code SC01 State of South Carolina Columbia, SC  
Lot No. [ ]

0 Items ( No entry variant selected )

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm.
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

# Open Item A/P Balances - FBL1N

---



- Towards year-end, it is helpful to review open or outstanding accounts payable balances.
- This review will indicate the amount of payments that have not yet been paid, but are obligated to be paid against the cash balances.
- This review may also indicate items that may be held at the CGO or have other processing issues.
- A report can be generated in SCEIS to give you a listing of open accounts payable balances.
- The T-code is **FBL1N**.

# Lesson 5 Summary

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- 🕒 You should now be able to:
  - Understand how to process expenditures for both the old and new fiscal years during July, extended Period 12/Period 1.
  - Understand the need to change payment terms for current year payments in extended period 12.
  - Understand how to identify Prior Year Payables
  - Review accounts payable balances.



# **LESSON 6: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES**

# Lesson 6 Learning Objectives

---

- Upon completion of this lesson, you should be able to:
  - Record revenue in the proper fiscal year.
  - Understand the OCG and STO year-end revenue and deposit requirements.
  - Review Accounts Receivable balances.
  - Review and clear all undeposited cash amounts.

# Key Transactions

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- 🌀 F-04 - Post with Clearing: Header Data
- 🌀 FBL3N - G/L Account Line Item Display
- 🌀 FBL5N - Customer Line Item Display

# Revenue at Year-End

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- ① All cash received by June 30<sup>th</sup> must be posted to the prior fiscal year.
- ① The posting date determines which fiscal year the revenue is posted. For example:
  - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2012 or prior to post to 2012.
  - All revenue received as of June 30, but deposited in July must have a posting date of 6/30/2012 to post to 2012.
  - All revenue received after June 30 must have a posting date of 07/01/2012 or after and must post to 2013.

# Revenue at Year-End cont.



Received Date	Bank Validation Date	Document Date	Posting Date
6/28	6/29	6/29	6/29 Period 12, 2012
6/29	6/30	6/30	6/30 Period 12, 2012
6/30	7/1	7/1	6/30 Period 12, 2012
6/30	7/6	7/6	6/30 Period 12, 2012
7/1	7/2	7/2	7/2 Period 1, 2013

# Revenue at Year-End cont.

- ④ Deposits for Period 12 (FY2012), and Period 01 (FY2013), must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
- ④ Agencies must deposit all revenue (cash, checks, etc.,) received as of June 30, 2012, by 10:30 a.m. on the fourth working day of July (July 6<sup>th</sup>) to be included as Period 12 (FY2012) deposits
- ④ Reimbursements received by an agency (refund of expenditures, refund of travel advances, etc.) must be deposited by 10:30 a.m. on July 13<sup>th</sup> to be included as Period 12 (FY2012) deposits.
- ④ All deposit slips transmitted for FY2012 pertaining to Period 12 must be received in the State Treasurer's Office no later than **10:30 a.m. July 6<sup>th</sup>, 2012.**

# Revenue at Year-End cont.

- If a bank deposit has been validated after Friday, July 6, 2012, you must contact the STO if you need that deposit recorded in Period 12, FY11-12. This should be a rare exception, as revenue deposited on or after July 1, 2012 should be recorded as FY2013 revenue.
- It is not necessary to contact the STO prior to submitting deposits for Refund of Expenditure or Refund of Travel for FY2012. Use Period 12 on these deposits and submit them in the normal manner until July 13<sup>th</sup>.

# Revenue at Year-End, cont.

- ④ All deposits received 7/1 and after must have a posting date of 7/1 or after.
- ④ There is only one exception – refunds of expenditures.
- ④ Refunds of expenditures can be posted as a prior year receipt after 6/30, since these will post as a reduction of a prior year expenditure, not revenue.
- ④ Refunds of expenditures for the prior year must use a posting date of 6/30.

# Revenue at Year-End cont.

---

- If a deposit validated by the bank as of June 30, 2012 has not been recorded by the STO by July 13<sup>th</sup>, it will be necessary to record this deposit as a FY2013 transaction and the Agency must contact the Central State Financial Reporting Division of the OCG for appropriate adjustments in accordance with GAAP requirements.
- Agencies are reminded that the year-end cutoff for FY2012 revenue is subject to audit and the Agency must maintain documentation to support the cutoff.

# Revenue at Year-End cont.

---

- ① Funds classified for GAAP purposes as part of the "Zero-Balance Clearing Fund" (see Appendix A-2 of the GAAP Closing Procedures Manual) should have a zero balance at the end of the fiscal year.
- ① If your Agency deposited cash during the previous fiscal year into such a fund, you must transfer all remaining balances to the proper funds and general ledger codes before the end of Period 12, FY2012.
- ① Transactions to transfer such balances must be entered on or before July 13<sup>th</sup>.

# Revenue at Year-End cont.

- ① Cash balances remaining in Earmarked, Restricted, and Federal funds after July 31, 2012 will be brought forward into the new year.
- ① Cash balances from the previous fiscal year will be pooled with new fiscal year cash balances during July for extended period 12 and period 1 - only for non-state funds.
- ① Transactions will not overdraft cash accounts for 2013 if there is available cash in both fiscal years combined.

# Accounts Receivable at Year-end

---

- ④ Accounts receivable balances need to be reviewed at year-end to ensure balances are appropriate and the detail AR balances agree with the GL balances.
- ④ A listing of AR GL balances can be viewed by using transaction code **FBL3N**.
- ④ If you know the customer number, use transaction code **FBL5N** to display individual AR balances.

# Display Undeposited Cash – FBL3N



- ④ The “**Undeposited Cash**” account 100001XXXX **must be \$-0-** (cleared out) at year-end.
- ④ Funds are first deposited into this account, then moved to the 1000030000 when the deposit validation is entered.
- ④ Once verified by the STO, they are available to spend.
- ④ Funds in the **Undeposited Cash** account means the **STO has not been able to match your bank deposit or you have not completed the transaction.**
- ④ To review Undeposited Cash receipts, use transaction code **FBL3N.**

# Lesson 6 Summary

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- You should now be able to:
  - Record revenue in the proper fiscal year.
  - Understand the OCG and STO year-end revenue and deposit requirements.
  - Review Accounts Receivable balances.
  - Review and clear all undeposited cash amounts.



# LESSON 7: PROCEDURE FOR MANAGING BUDGET

# Lesson 7 Learning Objectives

---

- Upon completion of this lesson, you should be able to:
  - Review, process or delete all pre-posted budget items.
  - Understand how to process Statewide Carryforward Appropriations through Proviso 89.27.
  - Carryforward General Fund appropriations to the new fiscal year, if your agency has specific authority to do so.
  - Carryforward project budgets to the new fiscal year.

# Key Terms and Concepts

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Each of the following key terms and concepts will be covered in greater details in the following slides, but do not hesitate to consider searching uPerform for documents and transactions that utilize each.

- Posted, Pre-posted Budget Items
- Carryforward Budget Items
- Workflow Items
- Statewide Carryforward Appropriations
- Earmarked, Restricted, and Federal Appropriations

# Key Transactions

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- ④ **FMBB** – Budgeting Workbench
- ④ **FMRP\_RW\_BUDCON** - Budget Consumption Report (standard SAP report)
- ④ **ZBD1** – Budget Consumption Report (specifically designed for SCEIS)
- ④ **FMRP\_RW\_BUDGET** - Budget Status Report
- ④ **FMAVCR01** - Budget Availability Control Report: Overview of Annual Values

# Budget Items at Year-End

---

- ④ Clear all pre-posted budget items by the close of business July 13<sup>th</sup> for the fiscal year.
- ④ A listing of all pre-posted items can be generated by using transaction code **FMEDDW**.
- ④ Select 2, Preposted from Document Status dropdown.



# Pre-Posted Budget Items – FMEDDW: Entry Document



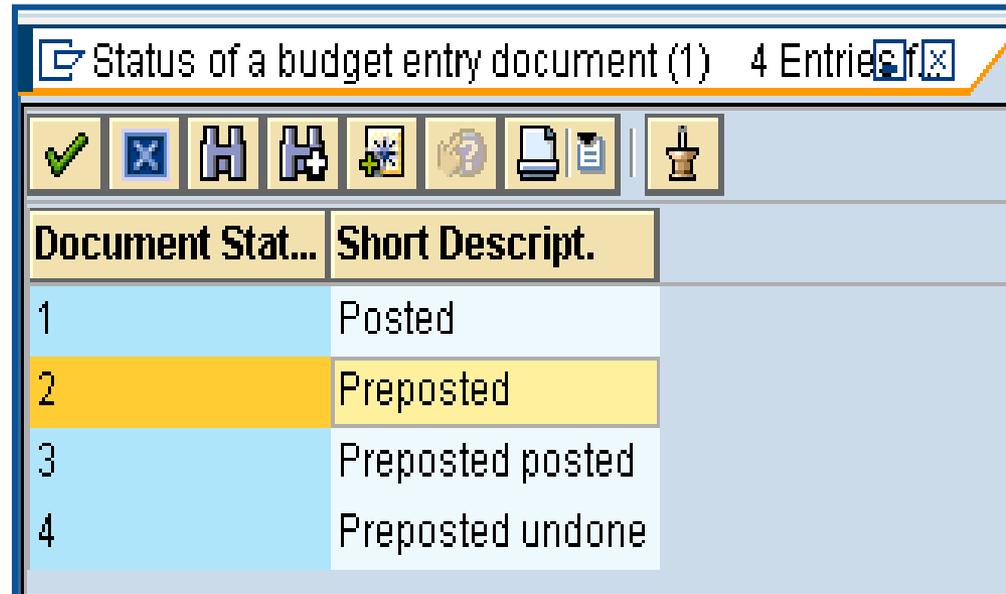
Program Edit Goto Environment System Help

**Entry Document**

FM Area	SC01		
Budget Category	9F	to	
Entry Document Number		to	
Document Family Number		to	
Created by		to	
Original Application		to	
Created on		to	
Document Date		to	
Person Responsible		to	
Text Name		to	
BCS Value Type		to	
Version		to	
Fiscal Year	2000	to	2000
Budgeting Period		to	
Int. Bdgt. Process		to	
Budget Type		to	
Entry Document Type		to	
Document Status	2	to	2
Reversal status		to	
Entry Document Line		to	
Grant		to	
Fund		to	
Funds Center	P1500000	to	P1506H0010
Commitment Item		to	
Functional Area		to	
Funded Program		to	

Layout Selection  
Layout

# Pre-Posted Budget Items – FMEDDW Status



Document Stat...	Short Descript.
1	Posted
2	Preposted
3	Preposted posted
4	Preposted undone

1. **Posted** – entered and directly posted (no workflow)
2. **Pre-posted** – Originally saved with the Pre-post button and has not been completed by the Agency funds manager or OSB
3. **Pre-posted Posted** – Originally saved with the Pre-post button and has been completed
4. **Pre-posted Undone** – Originally saved with the Pre-post button but then was cancelled (undone)

# Pre-Posted Budget Items – FMEDDW Report Results



List Edit Goto Settings System Help

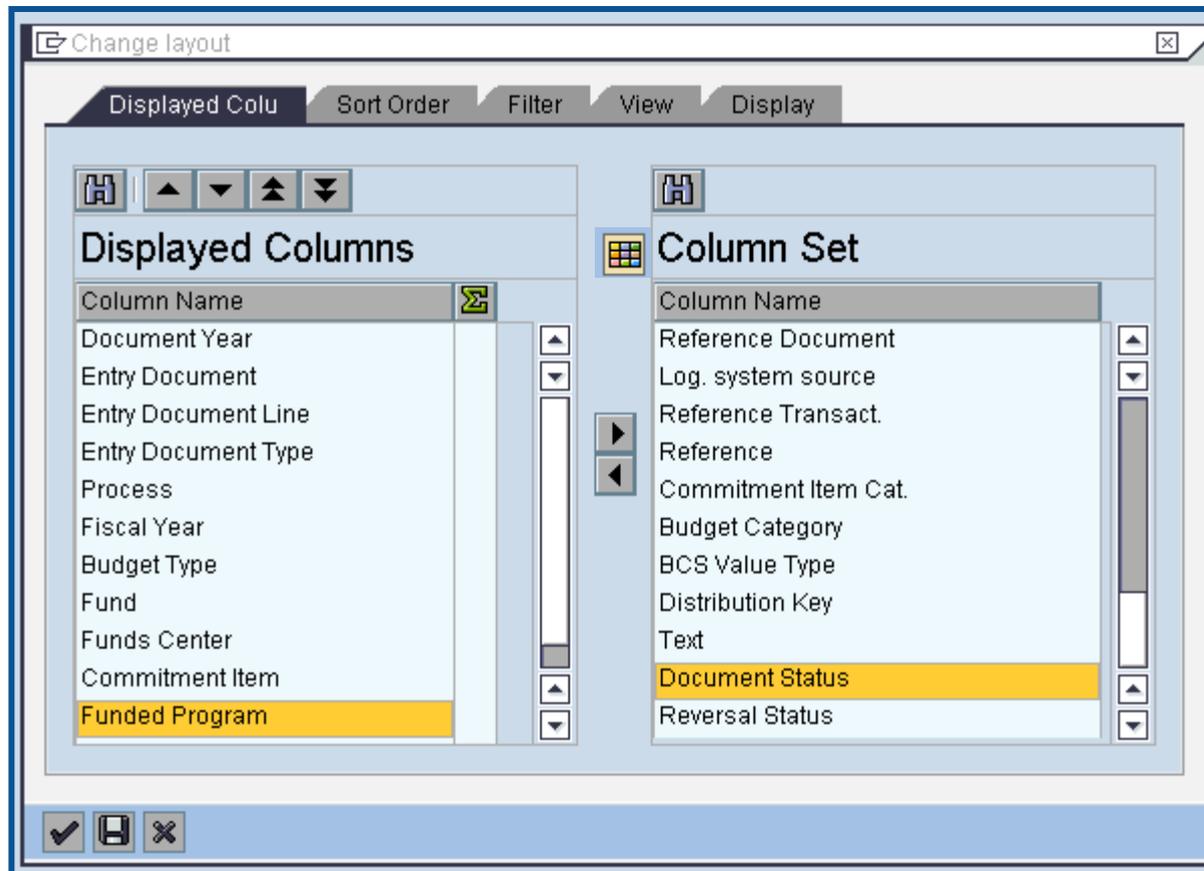
Selection List for Entry Documents

FM area SC01  
 Currency USD  
 Budget Category Payment

Doc Year	Entry Docu	Line	Version	Doc. Type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt Item	Functional Area	Grant	Funded Program	Amount LC
2008	1000000557	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	36038000	P1600000	507000	0000000000000000	NOT RELEVANT	9900.000000.000	575,917,25
	1000000558	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	36038000	P1600000	4890060000	0000000000000000	NOT RELEVANT	9900.000000.000	575,917,25
	1000000634	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	501058	0000000000000000	NOT RELEVANT	1500.200000.000	75,000,00
		000002	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	513000	0000000000000000	NOT RELEVANT	9500.050000.000	60,000,00
		000003	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	502000	0000000000000000	NOT RELEVANT	1500.200000.000	60,000,00
	1000000635	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	35210000	P1600000	4390030000	0000000000000000	NOT RELEVANT	1500.200000.000	195,000,00

# Pre-Posted Budget Items – FMEDDW: Change Layout

Click the rubric's cube icon  to change the report to include Document Status. This function can also be used to delete items from the report.



# Pre-Posted Budget Items – FMEDDW Result with Doc Status



List Edit Goto Settings System Help

Selection List for Entry Documents

FM area SC01  
 Currency USD  
 Budget Category Payment

Doc Status Added

Doc Year	Entry Docu	Line	Version	Doc. Type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt Item	Funded Program	Amount LO	Status
2008	1000000557	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	36038000	P1600000	507000	9900.000000.000	575.917,25	2
	1000000558	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	36038000	P1600000	4890060000	9900.000000.000	575.917,25	2
	1000000634	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	501058	1500.200000.000	75.000,00	2
		000002	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	513000	9500.050000.000	60.000,00	2
		000003	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	502000	1500.200000.000	60.000,00	2
	1000000635	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	35210000	P1600000	4390030000	1500.200000.000	195.000,00	2

# View Budget Documents

- ④ Why is it important to review the status of budget documents or pre-posted budget items?
- ④ Check budget document status regularly to ensure transactions have been approved and posted.
- ④ Pre-posted budget documents
  - Will reduce budgets immediately, but will not increase budgets until approved.
  - Transfers will reduce the appropriate reduction, but will not increase the offsetting budget until approved.
  - Returns will reduce prior to approval, but supplementals will not post (as this is an increase) until approved by SBO.
  - SAP uses the most conservative approach to budgeting.

# Carryforward General Appropriations – FMBB



- Agencies with separate authority to carryforward General Fund appropriations to the new fiscal year must process budget transactions by July 13<sup>th</sup>.
- This is **not** the “up to 10% carryforward” determined after the close of the fiscal year in accord with Proviso 89.27.
- If you have separate authority**, use t-code **FMBB** to record the carryforward from FY2012 to FY2013.
- On each line item, you must reference the applicable proviso or permanent statute related to the carryforward authority in the text field.
- Failure to reference the applicable proviso or permanent statute will result in the Office of State Budget’s refusal to process the transaction.

# Carryforward General Appropriations Specific Agency Proviso – FMBB



**Budgeting Workbench - Create Document**

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages Log

Document: [ ] Status: Initial

Header Data | Additional Data

Process: COVR Carry Over

Document type: CFWD CFWD (Carryf...)

Version: 0

Document Date: 07/01/2012

Sender

Fiscal Year: 2012 | Period: 12

Budget Type: CFOR

Receiver

Fiscal Year: 2013 | Period: 1

Budget Type: CFOR

Payment Budget

Total Sender: 0.00

Total Receiver: 0.00

This is the information that you would enter if you are an agency with a Specific Agency Proviso

Transaction Results

Payment Budget

Lines

	-/+	Fund	Funds Center	Functional Area	Funded Program	Cmmt Item	Grant	Amount	Text
	-	10010000	A2000000	0000000000000000	9802.290000X000	561000	NOT RELEVANT	10,000.00	Proviso 70.26
	+	10010000	A2000000	0000000000000000	9802.290000X000	561000	NOT RELEVANT	10,000.00	Proviso 70.26
	-								

# Statewide Carryforward Appropriations

---



- Proviso 89.27 authorizes Agencies to carryforward a percentage up to 10% of unspent General Fund appropriations to the next fiscal year. This proviso may be suspended to avoid a fiscal year-end general fund deficit.
- The OCG and the State Budget Office (SBO) will determine each Agency's carryforward amount and transact the necessary entries.
- Any carryforward appropriation will be recorded centrally in Funded Program 8900.000000X000 “Statewide Carryforward Appropriations” and in Commitment Item 561000.
- Agencies cannot make expenditures against this temporary account. Use transaction **FMBB** to transfer the appropriations within the Agency's normal budget accounts.

# Statewide Carryforward Office of State Budget – FMBB



This entry is made by the Office of State Budget to record Statewide Carryforward

**Entry Document**

Header Additional Data

Document  Status Posted Document Year 2012 FM Area SC01

Process Carry Over Total Sender 106,752.47 USD

BCS Value Type Budget Total Receiver 106,752.47 USD

Budget Category Payment Version 0 Sender Year 2011

Document type CFWD Document Date 08/25/2011 Receiver Year 2012

Year Periods

Doc. Li... -/+ Funds Center Funded Program F.Ar Fund Cmmt Item Grant Amount TC Type Text

000001	-	<input type="text"/>	8900.000000X000	0000...	10010000	561000	NOT REL...	106,752.47	CFOR	135 - Post from STARS
000002	+	<input type="text"/>	8900.000000X000	0000...	10010000	561000	NOT REL...	106,752.47	CFOR	035 - Post from STARS

# Statewide Carryforward Agency Entry – FMBB



This entry is made by the agency to transfer carryforward to spendable funded program/commitment items

**Entry Document**

Header Additional Data

Document 1000096003 Status Posted Document Year 2012 FM Area SC01

Process Transfer Total Sender 106,752.47 USD

BCS Value Type Budget Total Receiver 106,752.47 USD

Budget Category Payment Version 0 Fiscal Year 2012

Document type TRFW Document Date 08/26/2011

Year Periods

Doc. LI... +/- Funds Center Funded Program F.Ar Fund Cmmt Item Grant Amount TC Type Text

Doc. LI...	+/-	Funds Center	Funded Program	F.Ar	Fund	Cmmt Item	Grant	Amount TC	Type	Text
000001	-		8900.000000X000	0000...	10010000	561000	NOT REL...	106,752.47	TRSF	MOVE TO CFO ACCOUNT
000002	+		0100.000000.000	0000...	10010000	512001	NOT REL...	49,694.47	TRSF	
000003	+		1001.100000.000	0000...	10010000	512001	NOT REL...	57,058.00	TRSF	

# Carryforward – Project Budget

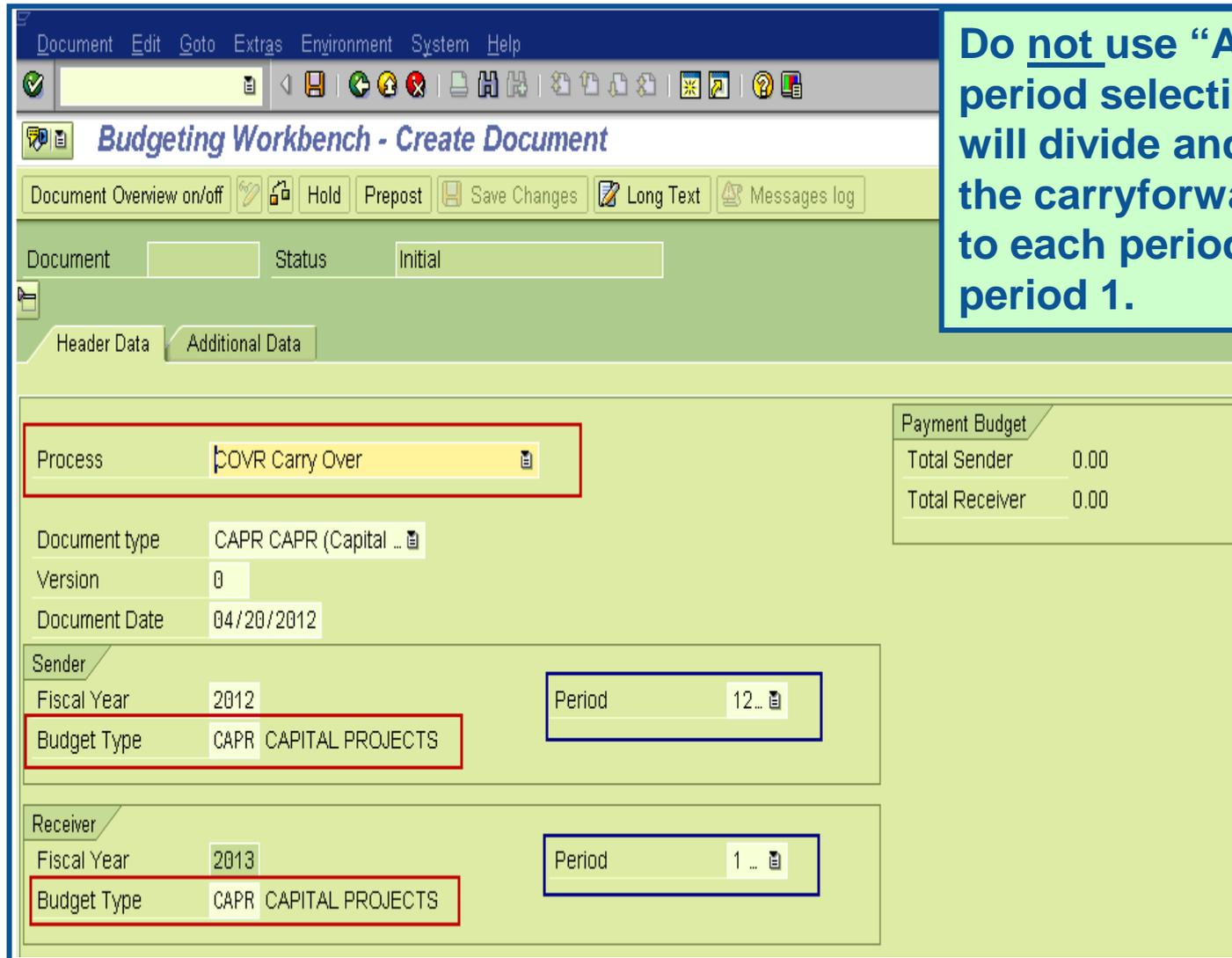


④ Carryforward project budgets using the **FMBB** T-Code.

④ Use:

- Process                    COVR
- Doc Type                CAPR
- Sender                    Year 2012                Budget Type    CAPR  
                                  Period 012
- Receiver                 Year 2013                Budget Type    CAPR  
                                  Period 001

# Carryforward Capital Projects – FMBB



Document Overview on/off Hold Prepost Save Changes Long Text Messages log

Document Status Initial

Header Data Additional Data

Process

Document type

Version

Document Date

Sender

Fiscal Year  Period

Budget Type

Receiver

Fiscal Year  Period

Budget Type

Payment Budget

Total Sender 0.00

Total Receiver 0.00

Do not use “All” as the period selection as this will divide and allocate the carryforward amount to each period. Use period 1.

# Carryforward Capital Projects – FMBB cont.

Payment Budget

Lines

-/+	Fund	Funds Center	Functional Area	Funded Program	Commitment Item	Grant	Amount (USD)	Text
-	390780000	K0500000	000000000000000000	9900.980200.000	507000	NOT RELEVANT	100.00	
+	390780000	K0500000	000000000000000000	9900.980200.000	507000	NOT RELEVANT	100.00	
-								
-								
-								
-								
-								
-								
-								

This is an example of the body of the FMBB document. For each project, the Sender (-) and Receiver (+) line, should be identical. All projects being carried forward can be done on one FMBB transaction.

# Earmarked, Restricted, and Federal Appropriations



- 2012 Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), and Federal (5XXXXXXXX) fund appropriations
  - will lapse July 13<sup>th</sup> .
  - will be held open for the processing of documents not having a state level impact relative to Period 12, FY2012 until July 29, 2012
- 2013 appropriations for these funds should have been included by the Agency in the 2012-2013 Appropriation Act and will be entered centrally at the same time as the State Appropriations.
  - To increase appropriations for Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), or Federal (5XXXXXXXX) fund details in the new fiscal year, Agencies must process an **FMBB** transaction
    - § Process – Supplemental
    - § Document Type – BDAJ
    - § Budget Type – BADI for Expenditure Budget, EREV for Estimated Revenue

# Appropriations for New Fiscal Year



- Appropriations for the new fiscal year will be loaded into SCEIS via an interface with the Comptroller General.
- The OCG indicated this information would be mailed to the Agencies near the middle of June.
- Budgets will be loaded into SCEIS exactly as it is received from the OCG, at the highest level.
- Earmarked (30000000) and Restricted (40000000) funds must be transferred from the highest level fund to the specific detail fund to process transactions in FY2012 (ex.: 30000000 to 30350000).
- Federal (50000000) funds do not have to be transferred from the high level to the specific detail fund to process transactions.

# Budget Items at Year-End

- ④ Original Budget +/- Budget Adjustments (Supplemental, Transfers, Returns, etc.) = **Current Budget**
  
- ④ **Consumable Budget** is the amount of the Current Budget that remains for consumption by
  - § Actual Expenditures
  - § Open Purchase Orders
  - § Purchase Requisitions
  - § Funds Reservations
  
- ④ Consumable Budget less Consumed Amount = Available Budget, Residual Budget or Net Budget

# Budget Items at Year-End cont.

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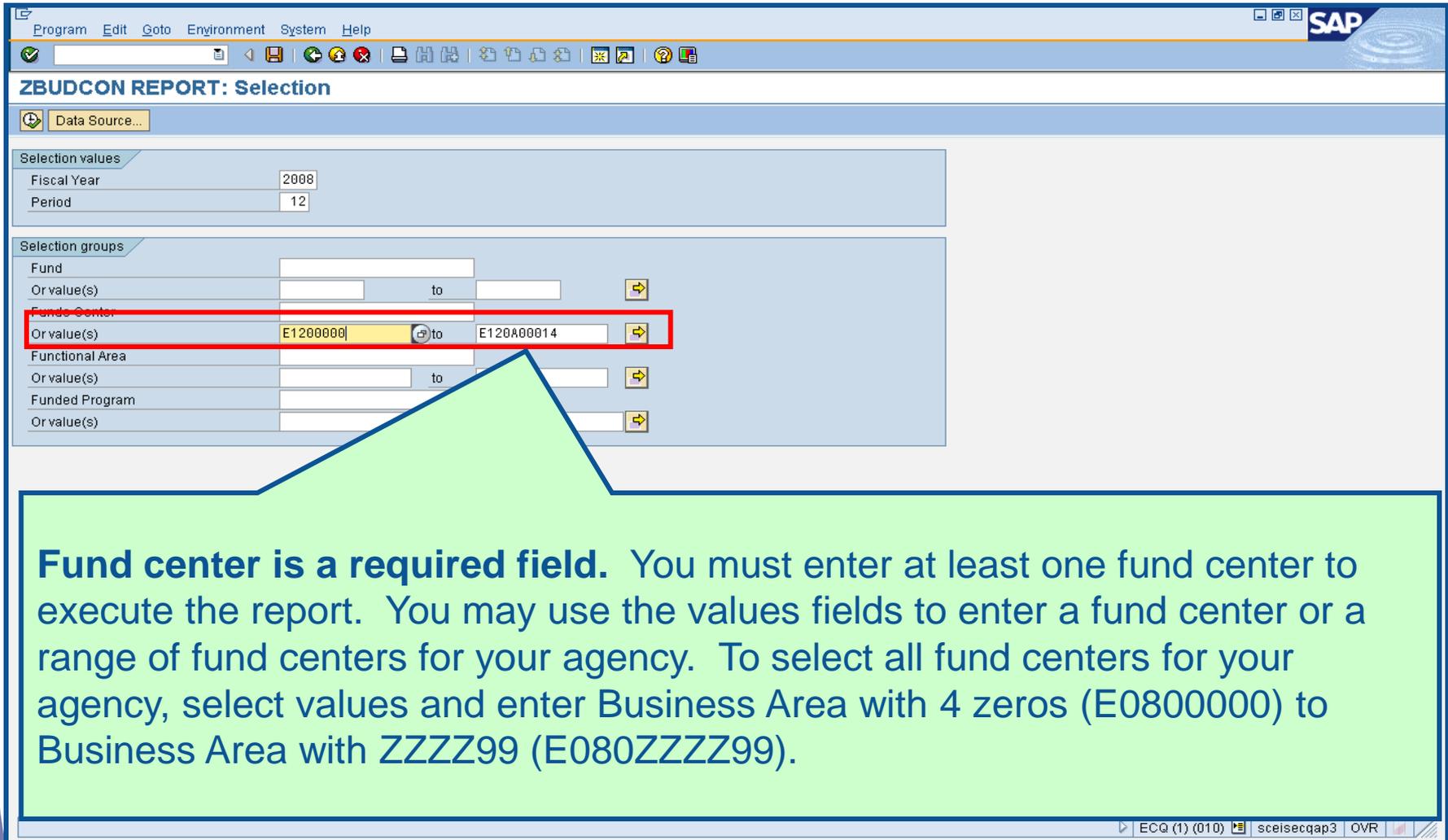
- ④ Ensure your budgets are properly posted.
- ④ Review budget reports regularly, such as:
  - **ZBD1** (Budget Consumption)
  - **FMRP\_RW\_BUDCON** (Budget Consumption)
  - **FMRP\_RW\_BUDGET** (Budget Status)
  - **FMAVCR01** (Budget Availability Control)
  - **BW Report** - FM Budget vs. Actual

# ZBD1 – SC Specific BUDCON Report



- ④ The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP\_RW\_BUDCON.
  
- ④ ZBD1 offers the following enhancements:
  - Has separate/additional columns vs. standard report for:
    - § Original Budget
    - § Budget Transfers
    - § Actual Expenditures
    - § Purchase Orders
    - § Purchase Requisitions
    - § Other transfers
    - § Subtotal column after expenditures
    - § Subtotal column after purchase orders and requisitions
    - § Subtotal column after other transfers etc..

# Executing Report ZBD1



**ZBUDCON REPORT: Selection**

Data Source...

Selection values

Fiscal Year	2008
Period	12

Selection groups

Fund			
Or value(s)		to	
Funds Center			
Or value(s)	E1200000	to	E12000014
Functional Area			
Or value(s)		to	
Funded Program			
Or value(s)			

**Fund center is a required field.** You must enter at least one fund center to execute the report. You may use the values fields to enter a fund center or a range of fund centers for your agency. To select all fund centers for your agency, select values and enter Business Area with 4 zeros (E0800000) to Business Area with ZZZZ99 (E080ZZZZ99).

ECQ (1) (010) | scseisecqap3 | OVR

# FMAVCR01 Report

- ④ This report is useful for reviewing:
  - Grant budget activity
  - At the roll-up level of control for your agency’s budget
    - § Non-budgeted fund’s balances will be negative as there is no budget
      - Most non-budgeted funds have a “7” in the 5<sup>th</sup> digit of the fund number
      - Dual employment
      - Revenue clearing accounts
  - Negative budget balances
    - § Noted by red buckets
    - § Causes can include payroll and fringe benefits posting which override budget edits
    - § Need to monitor these regularly – at least monthly



Let's look at the following reports:

ZBD1 Report (Budget Consumption)  
FMRP\_RW\_BUDCON (Budget Consumption)  
FMRP\_RW\_BUDGET (Budget Status)  
FMAVCRO1 (Budget Availability)

# What affects Budget Balances?

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- Encumbrances (PRs, POs, “Save as Complete” Parked documents, funds blocks, and funds reservations) decrease your budget immediately.
- Budget balances must be free of inflated encumbrances that eat up balances needed for expenditures.
- To free up your budget you must reduce encumbrances that are finalized, no longer needed, and final but have remaining balances or carry them forward to next year.
- Also, if budget documents are not completed properly, the budget items will not populate the appropriate columns on the budget reports.
  - We have a sheet for your use in assuring budget items are completed properly.

# Lesson 7 Summary

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- You should now be able to:
  - Review, process or delete all pre-posted budget items.
  - Understand how to process Statewide Carryforward Appropriations through Proviso 89.27.
  - Carryforward General Fund appropriations to the new fiscal year, if your agency has specific authority to do so.
  - Carryforward project budgets to the new fiscal year.



# LESSON 8: MANAGING CASH STATUS

# Lesson 8 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Ensure Cash clearing accounts have zero, \$0.00, balance.
  - Understand the “Pooling of Cash” for old and new year transactions.

# SCEIS Cash Accounts & Purposes



There are several “cash” accounts in SCEIS

- 1000000000 Cash Due To/From
- 100001xxxx Undeposited Cash**
- 1000020000 IDT Cash Clearing
- 1000030000 Cash on Deposit – STO
- 1000040000 Cash Disbursements – STO
- 1000050000 Petty Cash

The Undeposited Cash must be zero at year-end (FY2012).

# SCEIS Cash Balance 1000020000



- With this process, 1000020000 is an automatic clearing account and should be zero (-0-) at year-end.
- Amounts remaining in the account may be partial payments and are being cleaned up by SCEIS staff.
- Agency staff should NOT try to clear this account and should NOT make entries directly to this account.

# New Year and Old Year Balances

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☉ Cash is somewhat “pooled” for purposes of processing new year transactions.

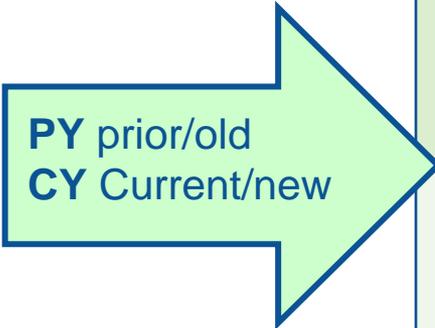
☉ SCEIS will look back to 2012 and pool the cash if there is not sufficient cash in the new year fund to process a new year payment

☉ SCEIS does not look forward to 2013 if there is insufficient cash to process an old year payment for state funds.

# New Year and Old Year Balances

- Edits for Cash are handled differently depending on the year and fund.
- On-line and Payment Run transactions are handled differently.

TRANSACTION CATEGORY	YEAR	STATE FUNDS 1001 & 2XXX	NON-STATE FUNDS 3XXX – 5XXX
On-Line	PY & CY	Doc posting year and month	Current cumulative cash balance as of entry date and time.
Payment Run	PY & CY	Doc posting year and month	Cumulative cash balance as of Payment Run Date



During July, all PY (prior year) payment runs are recorded with 6/30 posting date, SCEIS only considers prior year cash.  
 CY (current year) payment runs for non-state funds considers cumulative cash balance

# Lesson 8 Learning Objectives

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- 🌀 You should now be able to:
  - Ensure Cash clearing accounts have zero, \$0.00, balance.
  - Understand the “Pooling of Cash” for old and new year transactions.



South Carolina Enterprise Information System

# **LESSON 9: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS**

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Lesson 9 Learning Objectives

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- ④ Upon completion of this lesson, you should be able to:
  - Review and process all parked documents: invoices, customer invoices, JEs, etc.
  - Review and process all workflow items to clear out the workplace inbox.
  - Review and process all funds reservation documents – delete and/or carryforward in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Review fixed assets to ensure asset balances are proper.

# General Clean-up at Year-end



- ① Documents not “posted” must be reviewed and either posted or deleted.
- ① Decisions regarding un-posted documents must be made so documents can be finalized by year-end.
- ① Documents that remain un-posted at year-end, after the CG closing date, will be deleted.
  - Preposted budget items within your agency will be deleted, but not until after the first of August, to allow time for budget transfers.
  - Parked documents will be deleted. “Save as Complete” Parked documents encumber your budget. IDTs will be carried forward, unless deleted.
  - Workflow items within your agency cannot post in the old year after July 13<sup>th</sup>. Must be entered in the new year.

# General Clean-up at Year-end

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- ④ ZMRMR Report must be reviewed and errors investigated and corrected.

# Parked Documents

- ① There are 2 types of Parked Documents.
  - “**Park**” does **NOT post** against your budget in FM.
    - § In the system this shows only as header information.
  - “**Save as complete**” parks the document and **consumes** your budget in FM.
    - § In the system this shows header and line item posting information.

Note: ‘RE’ Documents (invoices related to purchase orders) are no longer given park status.

# Parked Documents cont.

- ④ The “Save as Complete” documents move from “parked” to posted status in the system upon approval by the final agency approver.
- ④ This is true for all documents except JEs, that are posted upon approval by the OCG’s Office.
- ④ Budget documents requiring SBO approval do not post until approved by SBO.
- ④ Regular “parked” documents do not encumber budget and should be deleted or saved as complete.

# Parked Documents - IDTs

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- ④ IDTs where a “live” agency bills a “live” agency post in a parked status against a Default GL with no fund; therefore, not encumbering budget.
- ④ IDT documents will be carried forward by the SCEIS closing team if still parked at COB July 13<sup>th</sup>.
- ④ To review parked IDTs use Z\_IDT\_DOCLIST.
- ④ All other parked documents should be deleted or processed by July 13<sup>th</sup>.

# Parked Documents – Retrieval

- Parked documents can be retrieved by using transaction code FBV3, FBL3N, Z\_AGY\_DOCLIST or by running BW report “Open Encumbrances.”
  - FBV3 is real time, but includes all business areas
  - FBL3N is real time, can be agency specific and can exclude JEs parked at CGO,
  - Z\_AGY\_DOCLIST is agency specific and has regular parked and saved as complete documents, and the
  - “Open Encumbrance” BW report is as of the previous night, will include only your agency information, and includes Save as Complete parked items, open POs, PRs, and Funds Reservations.

# Workflow Items

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- Workflow items for payments for the prior year beginning July 1<sup>st</sup> will be shown in the inbox as a high priority item 1 and will be in “red.”
  - Work on these items first in order to have them posted in the prior year.
- The OCG and SBO workflow items will likewise show as priority for prior year items in their workflow inboxes.
- Be sure to clear all priority items by the year-end closing date of July 13<sup>th</sup>.

# Funds Reservation Documents at Year-end

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- ④ Funds reservation documents encumber budget.
- ④ Reducing funds reservations can free up budget.
- ④ To view funds reservations use transaction code **FMX3**.
- ④ To reduce funds reservations use transaction code **FMX6**.

# Display Funds Reservation – FMX3 cont.



Date Time 06/07/2008 08:03:37

Note Open Amt.



Doc. No	Item	Cal	Text	DT	Crty	CoCtd	Doc. Date	Created by	Amount	Crrml Item	Funds Ctr	Fund	Functional Area	Grant	Gl. Account	Cost Center	Order	WRS Flern	Open amt	Text
300000000	1	30	11	USD	SC01		11/05/2007	CHILTON	7,202.00	5051540000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5051540000	E120A00010	30000000		1,975.87	auto lease
300000001		30	11	USD			11/07/2007		188.00	5051540000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5051540000	E120A00013	30000008		88.03	FY 08 Auto Lease-CSAC
300000002		30	11	USD			11/07/2007		100.00	5021540000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5021540000	E120A00010	30000000		100.00	Background Investigations
300000003		30	11	USD			11/09/2007		500.00	5020080000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020080000	E120A00010	30000000		98.50	Intra-State Mail Service
300000004		30	11	USD			12/06/2007		5,393.00	5030070000	E120A00010	10010000	0000000000000000	NOT RELEVANT	5030070000	E120A00010	30000000		2,519.01	First Class Postage
300000005		30	11	USD			12/07/2007		1,650.00	5020090000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00012	30000005		426.75	
	2	30	11	USD			12/07/2007		213.00	5020110000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00012	30000005		67.10	
	3	30	11	USD			12/07/2007		3,928.00	5020090000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00011	30000004		760.67	
	4	30	11	USD			12/07/2007		213.00	5020110000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00011	30000004		72.01	
	5	30	11	USD			12/07/2007		2,103.00	5020090000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00013	30000006		1,147.93	
	6	30	11	USD			12/07/2007		213.00	5020110000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00013	30000006		60.76	
	7	30	11	USD			12/07/2007		2,763.00	5020090000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00010	30000000		260.60	
	8	30	11	USD			12/07/2007		213.00	5020110000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00010	30000000		71.99	
	9	30	11	USD			12/07/2007		6,299.00	5020090000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00014	30000007		2,237.57	
	10	30	11	USD			12/07/2007		213.00	5020110000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00014	30000007		71.99	
300000006	1	30	11	USD			12/07/2007		1,650.00	5020090000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00012	30000005		0.00	
	2	30	11	USD			12/07/2007		213.00	5020110000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00012	30000005		0.00	
	3	30	11	USD			12/07/2007		3,928.00	5020090000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00011	30000004		0.00	
	4	30	11	USD			12/07/2007		213.00	5020110000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00011	30000004		0.00	
	5	30	11	USD			12/07/2007		2,183.00	5020090000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00013	30000006		0.00	
	6	30	11	USD			12/07/2007		213.00	5020110000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00013	30000006		0.00	
	7	30	11	USD			12/07/2007		2,763.00	5020090000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00010	30000000		0.00	
	8	30	11	USD			12/07/2007		213.00	5020110000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00010	30000000		0.00	
	9	30	11	USD			12/07/2007		6,299.00	5020090000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00014	30000007		0.00	
	10	30	11	USD			12/07/2007		213.00	5020110000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00014	30000007		0.00	
300000029	1	30	11	USD			04/17/2008		93.00	5030020000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5030020000	E120A00012	30000005		93.00	Citizens Financial Report

# Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

**Funds reservation: Display Detail scr**

Consumption

Line Item: 300000005 1 Position: / 10

Text:

**Control data**

Completion indicator  Item blocked  Item block [More](#)

**Values**

Currency	USD
Overall amount	1,650.00
Open amount	0.00
Due on	

**More data**

Vendor	000F030000	BUDGET AND CONTROL BOARD
Customer		
Alternat. payee		

**Coding Block**

Cost Center	E120A00012	Grant	NOT RELEVANT
Fund	10010000	Commitment Item	5020090000
Functional Area	000000000000000000		
Funds Center	E120A00012		

[More](#)

# GL Account Review and JEs – Review

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- ④ **What to look for when reviewing the GL**
  - **Accounts Payable balances**
    - § Should only include amounts awaiting payment and other balances that have been set up as accounts payable.
  - **Sales and Use Tax Payable**
    - § Balances should be reviewed to determine that these taxes have been properly recorded and/or paid.
  - **Accounts Receivable balances**
    - § Should be reviewed to determine that receipts have been properly posted against AR and not posted as a direct receipt, leaving an erroneous AR balance.

# GL Account Review and JEs – Review cont.

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- ④ **Travel advances** outstanding - Should be \$-0-.
  - GL account 5052010000 – Travel Advances.
  
- ④ **Revenue and expenditure accounts**
  - Review can reveal inappropriate classifications of revenues and expenditures.
  
- ④ **Fund Balance**
  - **No entries** should be made directly to any fund balance account without consulting the SCEIS Finance Team.
  
- ④ **Fixed Assets**
  - Review for appropriateness of entries for capital expenditures which create asset shells postings to accounts 1899999999.

# GL Account Review and JEs – Review cont.

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## **Undeposited Cash accounts**

- To ensure the STO have verified the cash deposit and the cash has been moved to 1000030000, these accounts should be cleared out by the end of the fiscal year.

## **IDT Cash Clearing account**

- To ensure that both sides of the IDT have fully posted by year-end. This account should be zero at year-end. SCEIS team will clear it.

## **Zero-Balance Clearing Funds**

- Cash balances should be cleared from these accounts regularly and should have a zero balance at the end of the fiscal year.

# Unposted Assets S\_ALR\_87012056



- ① Use transaction **S\_ALR\_87012056** to get a list of assets with -0- value.
- ① This indicates a shell was set up, but no value was put on the asset.
- ① Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

# Fixed Assets at Year-End

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- Check your fixed assets listing to ensure items appear correct. Use transaction code S\_ALR\_87011990 transaction to view asset history.
- Perform an inventory of assets at least annually to identify assets needing to be added or removed from the list due to donation, damage, repair, refurbishment, loss, etc.
- Make adjustments to fixed assets as needed.

# Things to Remember for Assets

- ④ If you need to add an asset that was **found or donated**, use ABZON with the following data:
  - Use Transaction Type ZDO or 115
  - Use Offsetting GL as 4310080000
- ④ If you need to add an asset **paid with a P-Card or other means of expenditure** already recorded in the current year:
  - Use Transaction Type 100
  - Use Offsetting 5xxx GL as originally charged

# Things to Remember for Assets cont



- ④ You may need to a JE to correct the cash. If you do, use the transfer accounts.
- ④ An easy way to recall the transfer accounts:

**6100010000** acts as a Revenue with the offsetting cash as a Credit.

**6200010000** acts as an Expenditure with the offsetting cash as a Debit.

# Lesson 9 Summary

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- You should now be able to:
  - Review and process all parked documents: invoices, customer invoices, JEs, etc.
  - Review and process all workflow items to clear out the workplace inbox.
  - Review and process all funds reservation documents – delete and/or carryforward in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Review fixed assets to ensure asset balances are proper.



# LESSON 10: PROCEDURE FOR MANAGING GRANTS

# Grants Management

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- ④ Clear Outstanding Purchase Orders unless they will be rolled over to FY 2013
- ④ Delete or process parked documents
- ④ OCG will delete documents in Parked/Saved as complete status on August 15<sup>th</sup> before closing out the fiscal year.
- ④ Ensure that all Payables are cleared by the close out of the grant
  - For Example, Sales Tax Payable
- ④ Post IDC by June 30 if you are remitting it back to the State.
- ④ Return remaining grants budgets to FY 2012 and Enter into FY 2013 if the grant will cross state fiscal years.
- ④ Grant Master Data can be loaded by the SCEIS Finance Team using the same template that you may have used at conversion.



# LESSON 11: Managing Project Systems

# Lesson 11 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand open commitments on CJI5 report.
  - Journal entries for re-classification (“Z” WBS)
  - Understand the Periodic Settlement (from WBS to AuC) and Final Settlement process (from WBS/AuC to Fixed Asset)
  - Understand the process to move CIP balances to Final Asset (notify SCEIS)
  - Understand the postings on the CJI3 report.

\* *AuC = Asset Under Construction*

# CJI5 Project Commitment Report

## 🕒 Purchase Orders

- Run CJI5 report to ensure that there are no commitments against the W BS.
- If erroneous commitments is showing on the report, check to see if PO line item was locked and Final invoiced.
- If payment is not made this FY, then carry forward the PO.



# Parking WBS

- ④ A parking WBS can be identified by a “Z” in the final five characters. Ex. C.A400.0001.BZ000 with priority field having value “R.”
- ④ A parking WBS will not be settled at period end or project close.
- ④ All parking WBS should be reviewed periodically to determine appropriate posting or possible re-class.
- ④ Use FV50 to re-class costs from a parking WBS to a capital WBS.
- ④ Besides being used for temporary cost capture, a parking WBS is also used for Revenue (if any) and cash posting if Cash tracking by Project is required.
- ④ *Please ensure that you change the settlement parameters on “Z” WBS to “Z003 (Not to Settle)”*

# Period End Settlement

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- ④ Executed by CG Office every period end.
- ④ This could and probably will be done as part of a monthly closing cycle.
- ④ Costs move from project to AuC (CIP), so expense is not overstated.

# Capitalization to an Asset

---

- The Final Settlement process will be executed centrally by the CGO for FY2013.
- Agencies must notify the CGO of any projects that need to go to Final Asset. You must set up the asset shell and give that information to the CGO with your request.
- If you have Final Assets (90% complete) and have CIP in current year, notify CGO to move balance from CIP to Final Asset

# Lesson 11 Summary

---

- ① You should now be able to:
  - Understand open commitments on CJI5 report.
  - Journal entries for re-classification (“Z” WBS)
  - Understand the Periodic Settlement (from WBS to AuC) and Final Settlement process (from WBS/AuC to Fixed Asset)
  - Understand the process to move CIP balances to Final Asset (notify SCEIS)
  - Understand the postings on the CJI3 report.



# Lesson 12: Managing Sales and Distribution (SD) Processes

# Lesson 12 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Review and prepare sales documents for year end.
  - Recognize the transactions used to review sales documents.
  - Understand the importance of shipping and billing in the same fiscal year.
  - Use reports to view open orders, picks, issues and billing.

# Sales & Distribution at Year End

- Sales Orders that are completed(issued and shipped) by June 30<sup>th</sup> , should be billed for by June 30<sup>0th</sup> .
  - This will applies to the “matching principal”. Matching revenue with expense in the same fiscal year.
- In the event that a Sales Order can not be completed/shipped by year end and the intent is to fill the order, the order should be carried forward to the new year using transaction code ZFMJ2.

# Key Transactions

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- 🌀 VA05 - Review all **OPEN** Sales Orders
- 🌀 V.02 - Review **INCOMPLETE** Sales Orders
- 🌀 VL10H- Review all activities due for shipping
- 🌀 V23- Review Sales Orders **Blocked for Billing**
- 🌀 VF04- Maintain the Billing Due List
- 🌀 VFX3 Release Billing Documents for Accounting
- 🌀 VA14L- Review any SD Documents **Blocked for Delivery**

# SD – Billing Transaction Codes

- VF04 – Review the **Maintain Billing Documents** list for any delivery documents that have not been converted to an invoice
- VFX3 - **Release Open Billing Documents** for Accounting
- VF05 - Review **All Pending and Open Billing Documents**
- V23 - Review All SD Documents **Blocked for Billing**

# Open Sales Order Situations

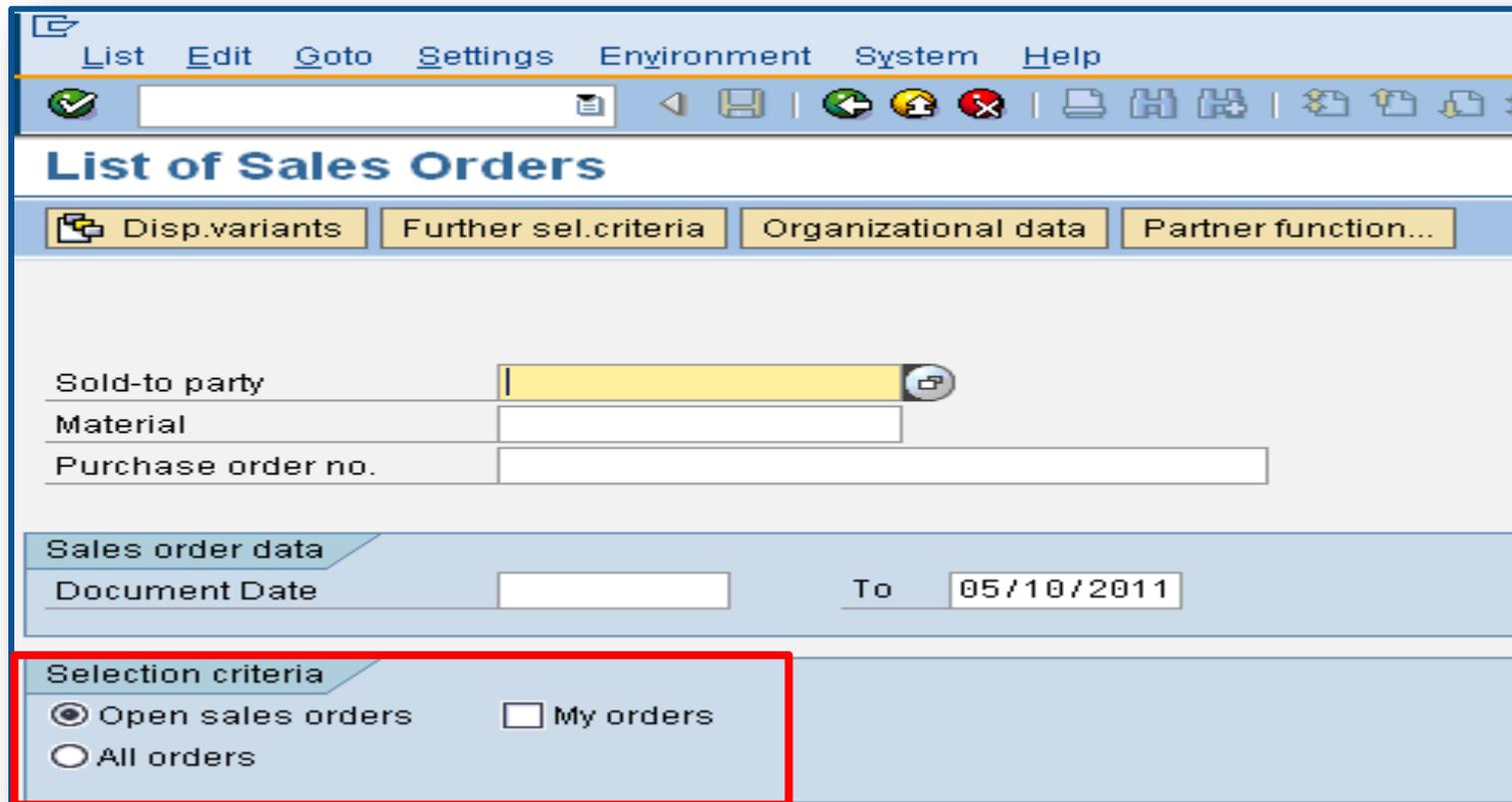
---

- A sales order could have been partially completed due to:
  - A service on an order has not yet been performed
  - Material is not available to ship
  - A delivery document has not been created for material that may have previously shipped

# Review Open Sales Orders – VA05

## 🔄 Sales Orders

- Review all Open Sales Orders using transaction VA05. Choose Open Sales Orders in the Selection Criteria.



The screenshot displays the SAP VA05 transaction interface. At the top, there is a menu bar with options: List, Edit, Goto, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is "List of Sales Orders". Underneath, there are four tabs: "Disp.variants", "Further sel.criteria", "Organizational data", and "Partner function...". The "Further sel.criteria" tab is active. Below the tabs, there are input fields for "Sold-to party", "Material", and "Purchase order no.". The "Sold-to party" field is highlighted in yellow. Below these fields, there is a section for "Sales order data" with a "Document Date" field and a "To" date field containing "05/10/2011". At the bottom, there is a "Selection criteria" section with three radio buttons: "Open sales orders" (which is selected), "My orders", and "All orders". This section is highlighted with a red border.

# Change Open Sales Orders – VA02

- The List of **OPEN** Sales Orders can be by creator or by agency. To change the order double click on the sales order number. This takes you to transaction VA02.

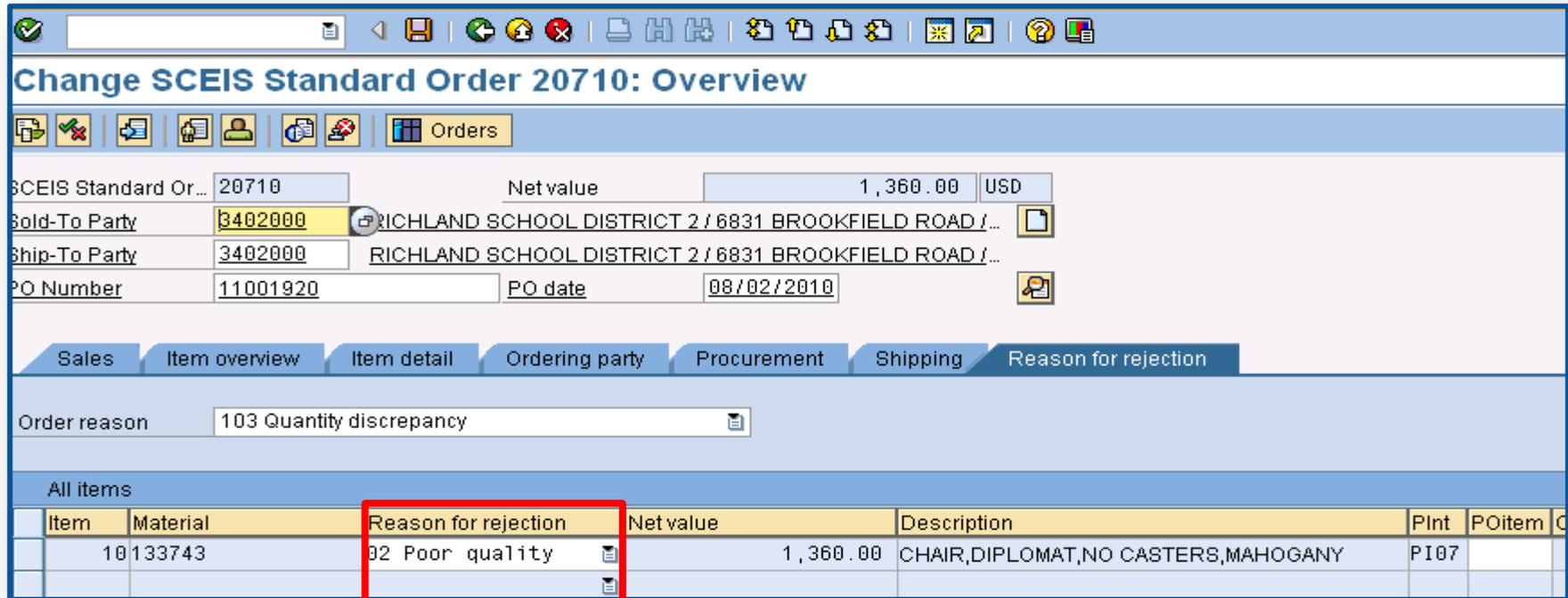
Open sales orders

Doc. date 00/00/0000 To 05/11/2011

SD Doc.	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from
25091	10	1		PHONE,DIGITAL,7405D01B,BLACK,REFURB	ZOR	03/22/2011	6	TEST ZPRS1	TEST ZPRS1		
25083	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	03/14/2011	2	dfs	dfs		
25071	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	02/14/2011	3	adfad	adfad		
25043	10			LABOR,PHONE,COLA	ZOR	02/04/2011	1.0	asas	asas		
25024	20	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	11/16/2010	2	segwer	segwer		
25022	10			LABOR,PHONE,CHAS	ZOR	11/09/2010	10.0	titritriti	titritriti		
24880	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	3.5	15777-1	15777-1		
24876	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	2.0	15749-1 thru 3	15749-1 thru 3		
24872	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15830	15830		
24871	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15819	15819		
24870	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	1.5	15568-1,2	15568-1,2		
24869	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15816	15816		

# Close Open Sales Orders

- To close an open sales order, you must enter a "Reason for Rejection" in the sales order and click save **OR** change the quantity in the sales order to the quantity shipped to the customer.



Change SCEIS Standard Order 20710: Overview

SCEIS Standard Or... 20710 Net value 1,360.00 USD

Sold-To Party 3402000 RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD / ...

Ship-To Party 3402000 RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD / ...

PO Number 11001920 PO date 08/02/2010

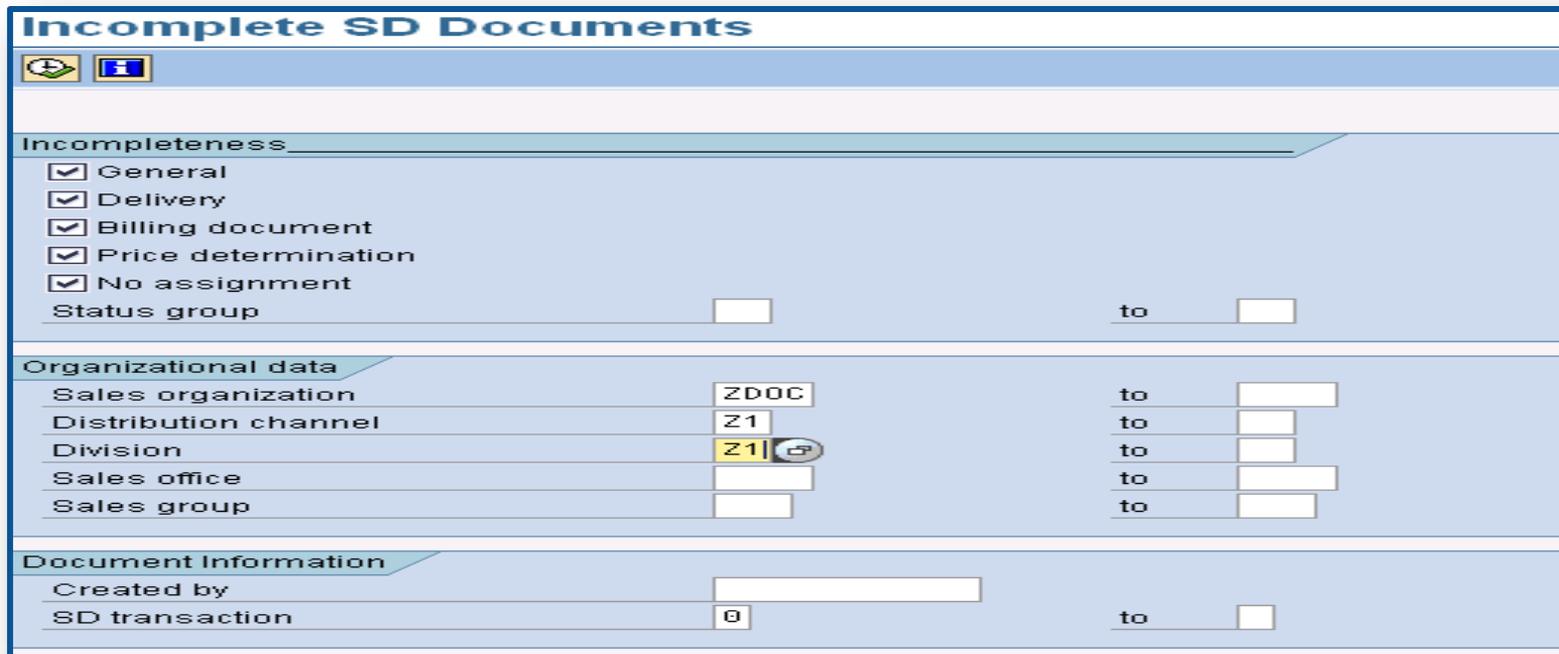
Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Order reason 103 Quantity discrepancy

Item	Material	Reason for rejection	Net value	Description	Plnt	POitem
	10133743	02 Poor quality	1,360.00	CHAIR,DIPLOMAT,NO CASTERS,MAHOGANY	PI07	

# Incomplete Sales Orders – V.02

- Review **Incomplete Sales Orders** in V.02 by agency or created by to determine why the order is incomplete. Update or delete the order as necessary.



**Incomplete SD Documents**

**Incompleteness**

- General
- Delivery
- Billing document
- Price determination
- No assignment

Status group  to

**Organizational data**

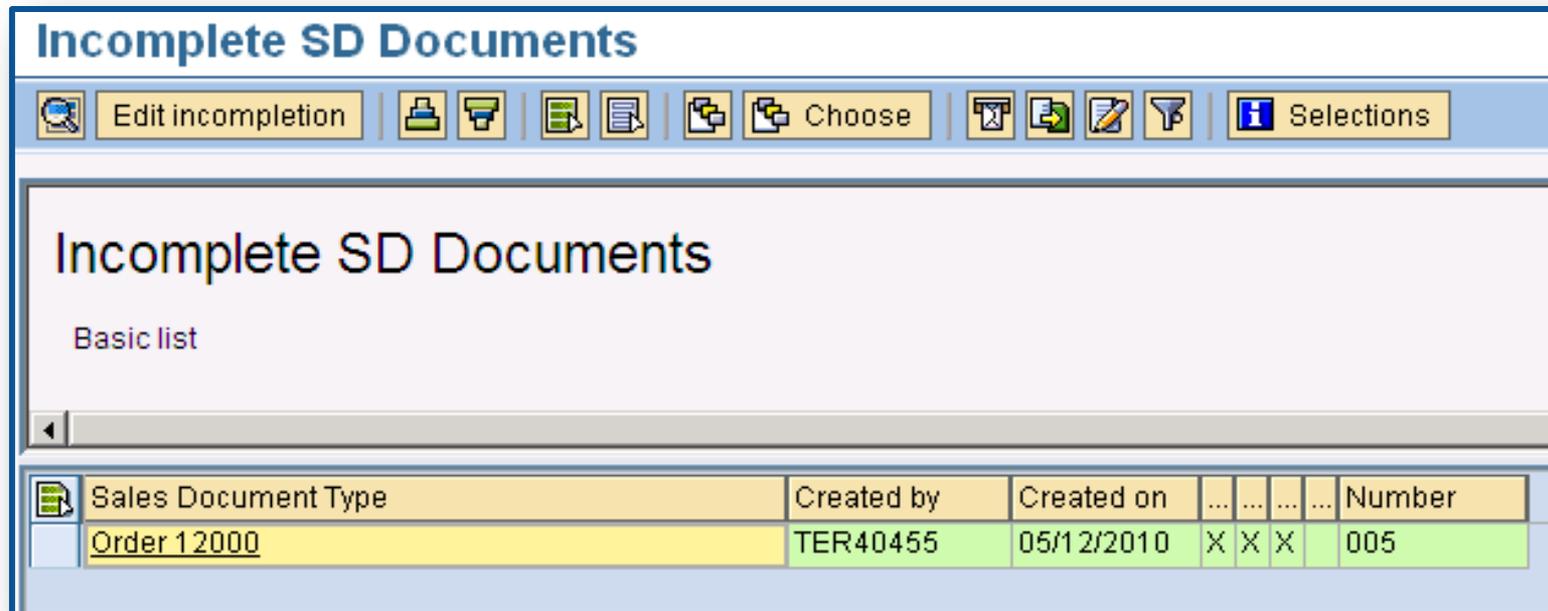
- Sales organization  to
- Distribution channel  to
- Division   to
- Sales office  to
- Sales group  to

**Document Information**

- Created by  to
- SD transaction  to

# Incomplete Sales Orders V.02 - cont.

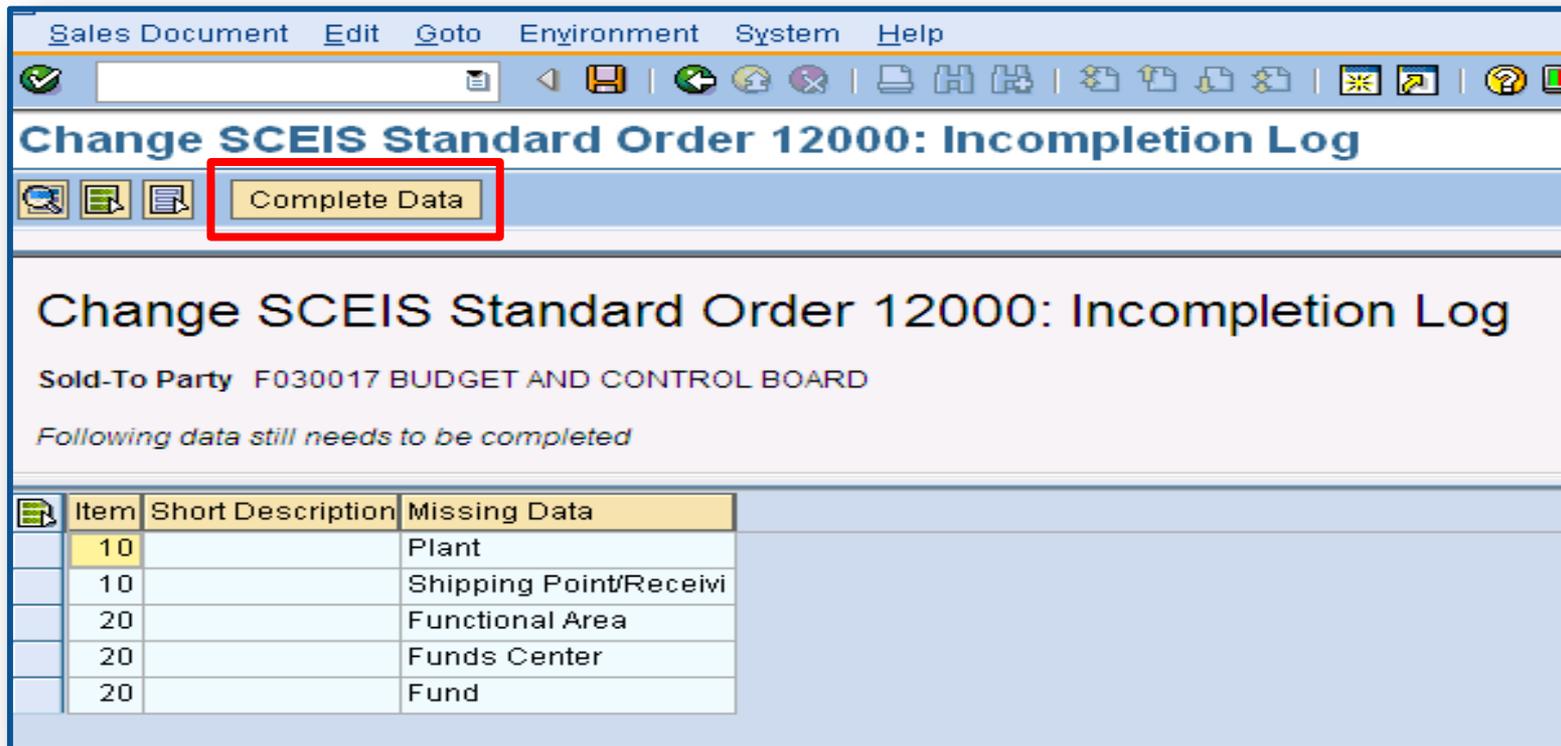
- Incomplete SD documents are displayed by clicking into the sales document. The system provides details as to why the Sales Order is incomplete.



Sales Document Type	Created by	Created on	...	...	...	...	Number
Order 12000	TER40455	05/12/2010	X	X	X		005

# View Missing Information on Incomplete Sales Orders

- Click on “Complete Data” to view missing information and to complete the data.



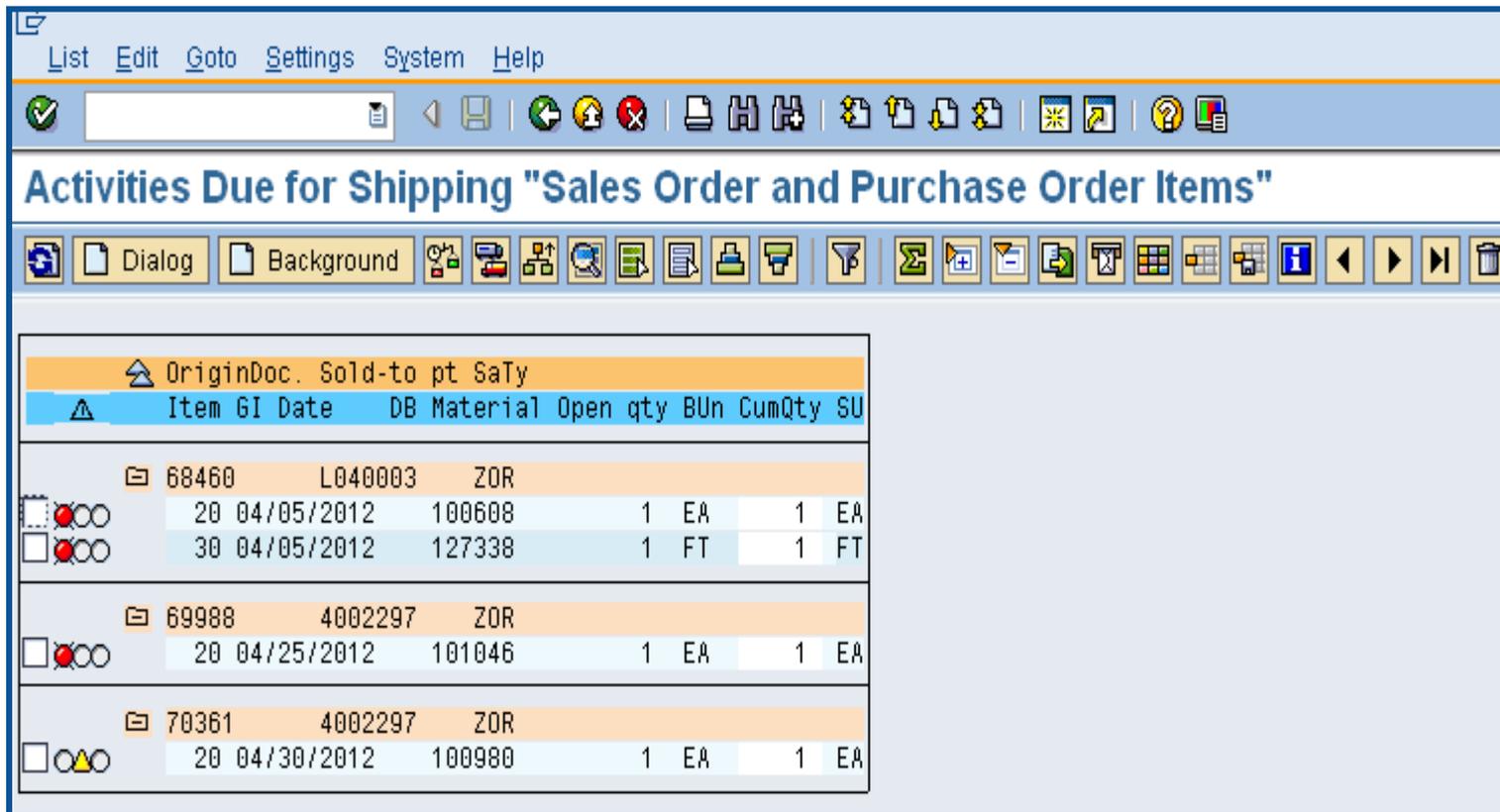
The screenshot shows a web browser window with the following elements:

- Menu bar: Sales Document, Edit, Goto, Environment, System, Help
- Toolbar: Standard browser navigation and utility icons.
- Page Title: Change SCEIS Standard Order 12000: Incompletion Log
- Buttons: Search, Print, and a highlighted **Complete Data** button (circled in red).
- Content Area: Change SCEIS Standard Order 12000: Incompletion Log  
Sold-To Party F030017 BUDGET AND CONTROL BOARD  
*Following data still needs to be completed*
- Table:

Item	Short Description	Missing Data
10		Plant
10		Shipping Point/Receivi
20		Functional Area
20		Funds Center
20		Fund

# Activities Due for Shipping – VL10H

- VL10H- Review all activities due for shipping. Complete or delete as necessary.

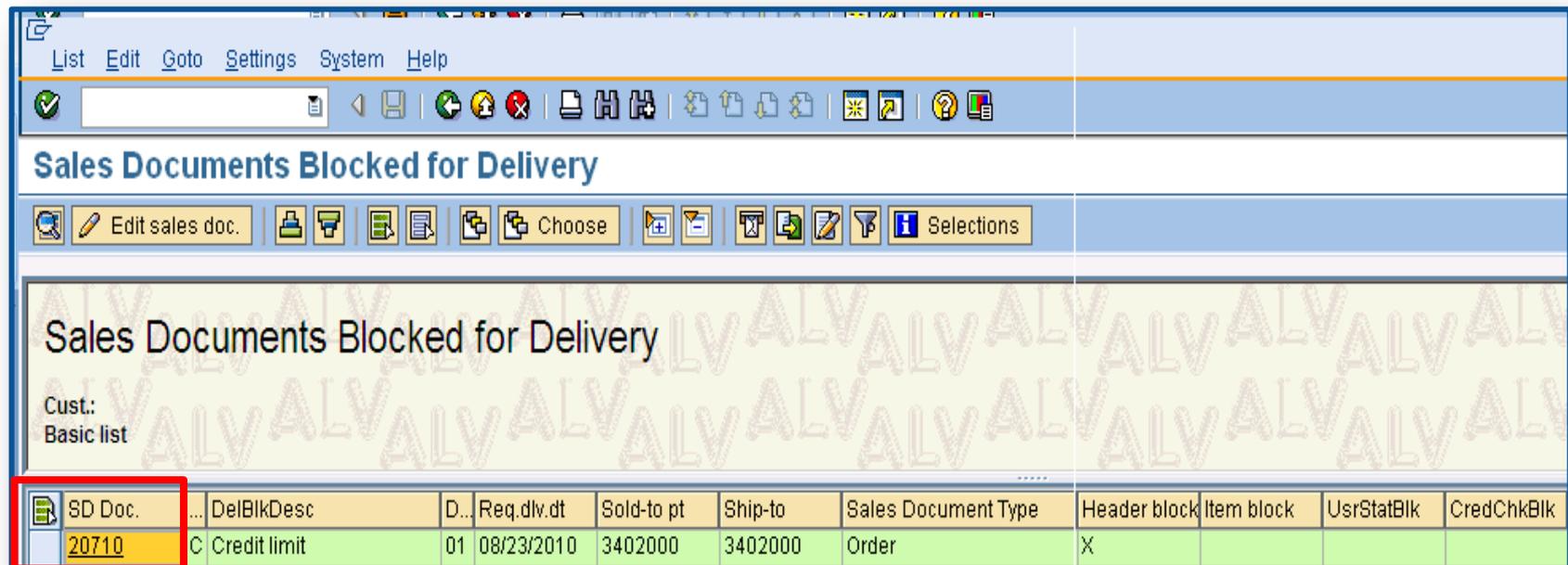


The screenshot shows the VL10H software interface. At the top, there is a menu bar with options: List, Edit, Goto, Settings, System, Help. Below the menu bar is a toolbar with various icons for file operations and navigation. The main window title is "Activities Due for Shipping 'Sales Order and Purchase Order Items'". Below the title bar is another toolbar with icons for dialog, background, and other functions. The main content area displays a table of shipping activities.

OriginDoc. Sold-to pt SaTy							
	Item	GI	Date	DB	Material	Open qty	BUn CumQty SU
68460 L040003 ZOR							
<input type="checkbox"/>	20	04/05/2012	100608			1 EA	1 EA
<input type="checkbox"/>	30	04/05/2012	127338			1 FT	1 FT
69988 4002297 ZOR							
<input type="checkbox"/>	20	04/25/2012	101046			1 EA	1 EA
70361 4002297 ZOR							
<input type="checkbox"/>	20	04/30/2012	100980			1 EA	1 EA

# Sales Orders Blocked for Delivery

- VA14L- Sales Orders blocked for Delivery. You can edit them by double clicking on the sales order. This takes you to the change mode and transaction VA02 where you can remove delivery blocks.

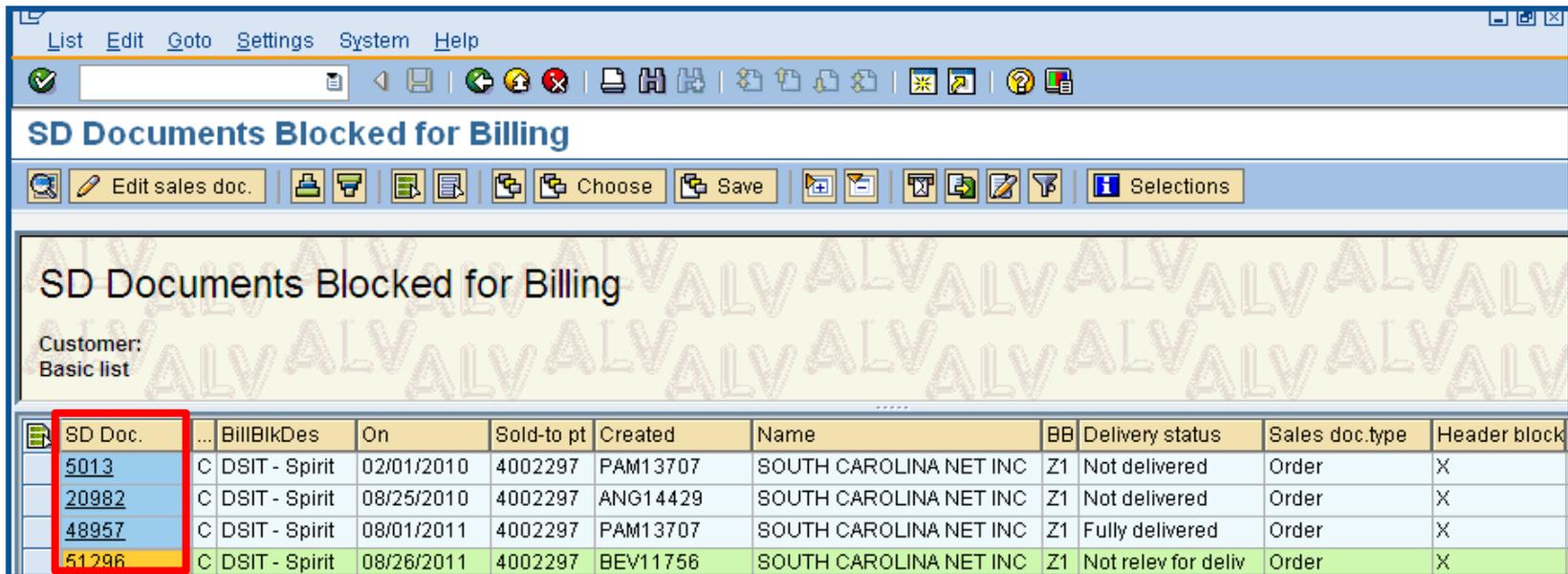


The screenshot shows the SAP 'Sales Documents Blocked for Delivery' screen. The title bar includes 'List Edit Goto Settings System Help'. Below the title bar is a menu bar with 'Edit sales doc.' and 'Choose'. The main area displays 'Sales Documents Blocked for Delivery' with a customer list. The table below shows the data for sales documents blocked for delivery.

SD Doc.	DelBlkDesc	D... Req.dlv.dt	Sold-to pt	Ship-to	Sales Document Type	Header block	Item block	UsrStatBlk	CredChkBlk
20710	C Credit limit	01 08/23/2010	3402000	3402000	Order	X			

# Sales Orders Blocked for Billing

- V23 - Sales Orders blocked for Billing. You can edit them by double clicking on the sales order. This takes you to the change mode and transaction VA02 where billing blocks can be released.



The screenshot shows the SAP 'SD Documents Blocked for Billing' window. The title bar includes 'List Edit Goto Settings System Help'. Below the title bar is a menu bar with 'Edit sales doc.', 'Choose', 'Save', and 'Selections'. The main area displays a table of sales documents. The table has columns for SD Doc., BIlIBIKDes, On, Sold-to pt, Created, Name, BB, Delivery status, Sales doc.type, and Header block. The first four rows are highlighted in blue, and the last row is highlighted in green. The first row (5013) and the last row (51296) are also highlighted with red boxes.

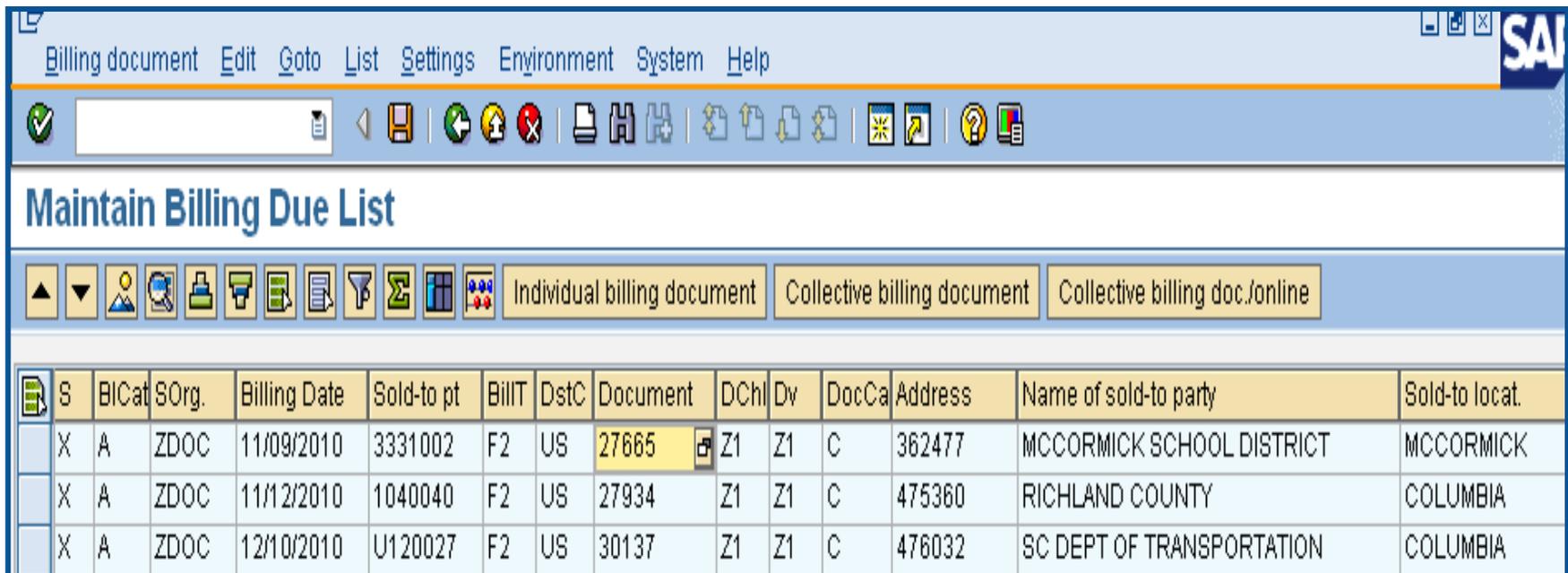
SD Doc.	...	BIlIBIKDes	On	Sold-to pt	Created	Name	BB	Delivery status	Sales doc.type	Header block
5013		C DSIT - Spirit	02/01/2010	4002297	PAM13707	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X
20982		C DSIT - Spirit	08/25/2010	4002297	ANG14429	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X
48957		C DSIT - Spirit	08/01/2011	4002297	PAM13707	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X
51296		C DSIT - Spirit	08/26/2011	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X

# Carry Forward The Sales Order

- If an Open Sales Order can not be closed, then the Sales Order must be carried forward
  - If a document is mistakenly carried forward it **cannot be rolled back**
  - Should the document carried forward be deleted, there will be reporting issues with budget reports. These documents will not be picked up in the totals on the budget reports
- **DO NOT DELETE** a document after Carry Forward

# Maintain Billing Due List

- VF04 - Review the billing due list. By June 30<sup>th</sup> there should be no open delivery documents awaiting release to accounting. All shipments made by June 30<sup>th</sup> must be billed by that date.



The screenshot shows the SAP Billing document Maintain Billing Due List screen. The menu bar includes Billing document, Edit, Goto, List, Settings, Environment, System, and Help. The toolbar contains various icons for navigation and actions. The main area displays the title 'Maintain Billing Due List' and three filter buttons: Individual billing document, Collective billing document, and Collective billing doc./online. Below the filters is a table with the following data:

S	BICat	SOrg.	Billing Date	Sold-to pt	BIIT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party	Sold-to locat.
X	A	ZDOC	11/09/2010	3331002	F2	US	27665	Z1	Z1	C	362477	MCCORMICK SCHOOL DISTRICT	MCCORMICK
X	A	ZDOC	11/12/2010	1040040	F2	US	27934	Z1	Z1	C	475360	RICHLAND COUNTY	COLUMBIA
X	A	ZDOC	12/10/2010	U120027	F2	US	30137	Z1	Z1	C	476032	SC DEPT OF TRANSPORTATION	COLUMBIA

# Release Billing Documents - VFX3

-  VFX3- Release Billing Documents for Accounting. This allows you to view billing documents that are due to be released to accounting but have an issue.

Release Billing Documents for Accounting											
SOrg.	Payer	BICat	Billing Date	BILL	Created by	Created on	Sold-to pt	Bill.Doc.	Ps...	S	Char
ZD...	1040040	L	06/28/2010	F2	RAM43430	10/05/2010	1040040	90024829	N	X	Delivery-related billing document
ZDOC	J040044	L	07/27/2010	F2	RAM43430	10/05/2010	J040044	90024856	N		Delivery-related billing document
ZDOC	3402000	L	10/05/2010	F2	TER40455	10/07/2010	3402000	90025007			Delivery-related billing document
ZDOC	N040026	L	08/12/2010	F2	RFERGUSON	01/26/2011	N040026	90025084	N		Delivery-related billing document
ZDOC	N040026	L	08/30/2010	F2	RFERGUSON	03/08/2011	N040026	90025163			Delivery-related billing document
ZDOC	N040026	L	08/30/2010	F2	RFERGUSON	03/08/2011	N040026	90025164			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025165			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025166			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025167			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025168			Delivery-related billing document

# When Should Sales Documents be Carried Forward Using ZFMJ2



<b>Goods/Services</b>	<b>Decision</b>
Sales Order complete or partially delivered by 6-30-2012	Must create invoice no later than 6-30-2012 for shipped material and if partially delivered should order be closed or carried forward?
Sales order incomplete by 6-30-2012 and the order is to be fulfilled	Roll over Sales order using ZFMJ2
Delivery Documents	All Delivery Documents shown in VF04 must be converted to an Invoice by 6-30-12. A delivery document is never carried over
Invoice Documents	All Invoices must be billed and is never carried over to the new year

# Billing – Current Fiscal Year

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- If the sales order was shipped in the current fiscal year, the billing must be completed in the same year.

# Lesson 12 Summary

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- ① You should now be able to:
  - Review and prepare sales documents for year end.
  - Recognize the transactions used to review sales documents.
  - Understand the importance of shipping and billing in the same fiscal year.
  - Use available reports to view open orders, blocks, issues and billing.

# Course Summary

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- ④ You should now be able to:
  - Understand the state's year-end closing procedures and closing packages impact on SCEIS users.
  - Understand the procedures and processes for carrying forward documents – purchase requisitions (inventory), purchase orders, and business trip commitments.
  - Understand the procedures and processes to prepare purchasing documents for year-end closing.
  - Understand the procedures and processes to prepare inventory for year-end closing.

# Course Summary, cont.

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- Understand the procedures and processes to use during the year-end for accurate postings of expenditures and accounts payable.
- Understand the procedures and processes to use during the year-end for accurate postings of revenues and accounts receivable.
- Understand the procedures and processes to monitor budget reports and balances at year-end.
- Understand how to determine and monitor cash status at year-end.

# Course Summary, cont.

- Understand the procedures and processes to prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing.
- Understand the procedures and processes to prepare grants for year-end closing and opening of the new year.
- Understand the procedures and processes to prepare project systems at year-end and closing projects.
- Understand the procedures and processes to prepare sales and distribution for year-end closing.

# Any Questions?

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# Next Steps

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## Additional Support and Reference Materials

- You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at <http://www.sceis.sc.gov> and click **Training**, and then click **SCEIS uPerform**

***Please complete the online course evaluation. After class you be emailed a course evaluation link.***

Your input will help to shape future enhancements to the  
SCEIS End User Training Program

# Reference Materials

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- ④ Agency Budgets, including Carryforwards for FY2013
  - **General Appropriations Bill, Fiscal Year 2012-2013,**  
§ <http://www.scstatehouse.gov>
  - South Carolina Comptroller General Office  
§ <http://www.cg.state.sc.us/>
  - State of South Carolina Office of Comptroller General GAAP Closing Procedures Manual
  - Statewide Spending Transparency Initiative
- ④ South Carolina Materials Management Office
  - <http://www.mmo.sc.gov>
  - The South Carolina Consolidated Code and Associated Regulations

## SCEIS uPerform Performance Support System

- Ignore “Log In” since a login is not required to access uPerform.
- Step-by-step Work Instructions, Quick References, etc. can be found in uPerform. These can be printed or downloaded.

## Accessing uPerform

- When in an SAP transaction, click Help->SCEIS Help and uPerform documents for that T-code will display.
- You can also go to <http://www.sceis.sc.gov> and click **SCEIS uPerform**.

# Contact Information

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- ④ Training@[sceis.sc.gov](mailto:training@sceis.sc.gov)
- ④ Contact the SCEIS Service Desk by phone or email. Service Desk staff will create a help ticket and work to resolve your issue. Service Desk contact information:
  - a. Phone: (803) 896-0001  
(Select option 1 for SCEIS Help)
  - b. Email: [SCEISHelpDesk@sceis.sc.gov](mailto:SCEISHelpDesk@sceis.sc.gov)
- ④ SCEIS Website at [www.sceis.sc.gov](http://www.sceis.sc.gov)



South Carolina Enterprise Information System

# APPENDIX A

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# FI – General Ledger Master Data



- ① The general ledger is set up according to the chart of accounts.
- ① SCEIS GL account ranges are as follows:

<b>General Ledger Accounts</b>	<b>Number Range</b>
Cash and Cash equivalents	1000000000 – 1299999999
Assets	1300000000 – 1799999999
Fixed Assets	1800000000 – 1999999999
Liabilities	2000000000 – 2999999999
Fund Balance	3000000000 – 3999999999
Revenue	4000000000 – 4999999999
Expenditures	5000000000 – 5999999999
Transfers	6000000000 – 7999999999
Conversions	9000000000 – 9999999999

# FI – Accounts Receivable Transactional Data

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- ④ Standard Document Type
  - DA Customer Document
  - DR Customer Invoice
  - DG Customer Credit Memo
  - DZ Customer Payment
  - ZW ACH/Wire Deposits
  - ZD General Deposits (cash & checks)
  - ZJ IDT Invoice Billing
  - ZK IDT Credit Memo
  - ZF IDT Receipts
  - AB Clearing Document

# Funds Management Data Integration



Legacy Business Dimension	Financial Accounting (FI)	Controlling (CO)	Funds Management (FM)	Grants Management (GM)
Agency Code	Business Area (4)	Business Area (4)		
Division / Dept		Cost Center (10)	Fund Center (10)	
Program / Project		Internal Order (8)	Funded Program (15)	Sponsored Program (20)
Object Code	GL Account (10)	Cost Element (10)	Commitment Item (10)	Sponsored Class (20)
Grant	Grant (8)	Grant (8)	Grant (8)	Grant (8)
Sub Fund	Fund (8)	Fund (8)	Fund (8)	Fund (8)