

# SCEIS YEAR-END MANAGEMENT PROCESS FOR AGENCIES CO500

End User Training Columbia, SC Spring 2012



#### Welcome and Introductions



# Welcome to CO500 SCEIS Year-End Management Process for Agencies

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

### Classroom Logistics



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

### Course Description and Goal



#### Description:

- Introduce Agency procurement and finance supervisors and managers to South Carolina's Year-End Closing Process and then relate this process to SCEIS.
- Ounderstand the steps involved in the SCEIS Year-end Closing Process.

#### Goal:

Participants should be able to perform these managerial activities and instruct staff in how to perform detailed activities required for year-end closing.

### Course Learning Objectives



- Outpose the course of this review course, you should be able to:
  - Understand the <u>year-end closing procedures and closing</u> <u>packages impact on SCEIS users.</u>
  - Carryforward documents
  - Prepare <u>purchasing</u> documents for year-end closing.
  - Prepare inventory documents for year-end closing.
  - Post <u>expenditures and accounts payable.</u>
  - Postings of <u>revenues and accounts receivable.</u>

### Course Learning Objectives, cont.



- Monitor <u>budget reports and balances</u> at year-end.
- Monitor <u>cash status</u> at year-end.
- Prepare <u>parked documents</u>, <u>workflow items</u>, <u>funds</u>
   <u>reservations</u>, <u>adjusting G/L entries</u>, <u>and fixed assets</u>
   for year-end closing
- Prepare grants for year-end closing and opening of the new year
- Prepare <u>project systems</u> at year-end and closing projects

#### Discussion Requirements



- The Year-End Process spans the SCEIS solution and requires class discussions to reflect not only this <u>integrated system</u> but need for <u>collaboration</u> between procurement and financial personnel within SCEIS and the Agencies.
- The Year-End Process and Closing Packages are <u>owned</u> <u>by the Office of the Comptroller General</u>. Discussions should reflect the official nature of these activities.
- Participants should feel free to <u>ask questions</u> of the instructors and subject-matter experts on hand. All questions will be captured.



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



#### Course Schedule



- Compare the Vear-End Closing Process
- © Lesson 2: Managing Carryforward Processes
- © Lesson 3: Managing Purchasing Processes
- Control Lesson 4: Managing Inventory Processes
- Counts Payable Processes
  © Lesson 5: Managing Expenditures and Accounts
- Calculate Processes
  Receivable Processes

#### Course Schedule



- © Lesson 7: Procedure for Managing Budget
- Cash Status
  © Lesson 8: Managing Cash Status
- Clean-Up" of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents, and Fixed Assets
- Control Lesson 10: Procedure for Managing Grants
- Counting Lesson 11: Year-End Project Accounting



# LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS



### Lesson 1 Learning Objectives



- Outpoon 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.

# Key Terms and Concepts – Fiscal Year (FY) in STARS



- The State Fiscal Year runs July 1 through June 30. This is also reflected in the State's STARS system.
- Fiscal Month corresponds to a month in the State fiscal year, where July is fiscal month 01 (FM01) and June is FM12.
- Fiscal Month 13 (FM13) The specific days in July in which the State allows processing of data in STARS for the prior fiscal (budget) year that ended June 30.
- Ouring the month of July, transactions for FM13 of the old fiscal year and FM01 of the new year are both being processed in STARS.

# Key Terms and Concepts – Fiscal Year (FY) in SCEIS



- In SCEIS, Fiscal Year is still July 1 through June 30 but FY is accounted for in periods.
- Periods are just like Fiscal Months. July is period 1.
- Period 12 in SCEIS corresponds to the 12<sup>th</sup> fiscal month, or June.
- "Extended" Period 12 is like Fiscal Month 13. It is the period in July allowed for processing SCEIS transactions for the prior fiscal year.
- Ouring the month of July, SCEIS transactions for extended Period 12 of the old fiscal year <u>and</u> Period 1 of the new year are both being processed.

# South Carolina Year-End Closing Process



- State fiscal year ends <u>June 30</u>.
- State allows several days in July for Agencies to pay bills and make corrections before closing the year.
- The last day of fiscal year 2012 for Accounts Payable processing is Friday, <u>July 13<sup>th</sup></u>.
- No more Accounts Payable transactions can be posted to STARS or SCEIS after <u>July 13<sup>th</sup></u> by an Agency.
- These dates are the same for SCEIS and non-SCEIS Agencies.

### South Carolina Year-End Closing Process cont.



- Quly 13<sup>th</sup> will be the closing date for all Agencies for Accounts Payable transactions.
- The OCG will have until <u>July 20<sup>th</sup></u> to clear errors for Accounts Payable transactions – just as in the past.
- The OCG will perform opening and closing periods of operation.
- Plans are to prepare the Statewide Comprehensive Annual Financial Report (CAFR) from SCEIS for the current fiscal year.

# South Carolina Year-End Closing Process cont.



#### **STARS 2012**

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

#### **SCEIS 2012**

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

#### New Reporting Packages



- Closing Packages will be converted to Reporting Packages:
  - Purpose 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 working towards production of the CAFR from SCEIS for 2012.

### Year-End Reporting



- Agencies are familiar with the transactions processed throughout the year. This makes agency personnel the best source of data for CAFR reporting.
- The OCG is responsible for gathering, formatting, and publishing the Comprehensive Annual Financial Report (CAFR) for the State of South Carolina.
- The CAFR cannot be published without open communication and cooperation from the agencies which transact the daily operations of the State.

### Year-End Reporting cont.



- Reporting Packages will be used by the OCG to aid in the preparation of the State's (CAFR).
- Reporting Packages are required to effectively communicate the aggregation of amounts at yearend required for financial statement presentation and other non-financial information required for note disclosure.

### Reporting Packages and SCEIS



- **SCEIS** should be utilized by Agency personnel to identify and track <u>some of the information</u> 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 <u>as a payment is processed</u> in the months after June 30. This will be discussed in detail in Lesson 5.

# Reporting Packages and SCEIS cont.



#### 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 –this will not be required if you were on SCEIS for the entire year. If conversion was in midyear, you may be required to do this reconciliation for the portion of the year your agency was <u>not</u> 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.

# Reporting Packages and SCEIS cont.



- For FY 2012, the Comptroller General's Office is in the process of modifying all reporting packages to better utilize SCEIS and provide more effective and efficient information gathering techniques. As in the past the OCG will send out reporting packages in June.
- Every Agency is required to submit reporting packages.
- © SCEIS reports will be provided to agencies for verification and validation by agency personnel. Other information not recorded in the general ledger will need to be provided by agency personnel.
- The OCG continues to evaluate reporting package requirements to be responsive to information sources and requirements by users of the CAFR.

# How Year-End Closing Affects SCEIS Agencies

- Some new Transaction Codes (T-codes) to learn to use.
- With SCEIS, it is more about learning to <u>manage your data</u> routinely and especially near the end of the year, particularly <u>budgets</u>, <u>cash and</u> <u>encumbrances</u>.
- If you were used to having <u>several months to close</u> your books and reconcile with STARS, this is <u>not necessary</u> as your books already reconcile with STARS. Info is entered into SCEIS first, then STARS.
- SCEIS team has been reconciling SCEIS and STARS.
- You must be finished processing accounts payable, paying, budgeting, receipting goods and deposits, correcting, etc. in SCEIS by July 13<sup>th</sup>.
- As done in the past, OCG will allow <u>reclass entries</u> not having a State level impact until <u>July 27<sup>th</sup></u>.

#### Lesson 1 Summary



#### 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 CARRYFORWARD PROCESSES



### Lesson 2 Learning Objectives



- Outpose to:
  Outpose to:
  Outpose 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 carryforward documents.

#### **Key Transactions**



- @ ZFMJ2 Year-End Closing: Carryforward of Open Items
- © FMAVCR01 Display Annual Values of Control Objects
- ZTRAVEL\_REPORT Travel Management Report

#### **Carryforward Documents**



- @ ZFMJ2 can be used to carryforward several types of documents.
- These are denoted by "Value Types" (VT) in SCEIS.

### Carryforward Value Types



- The following value types will be allowed to be carried forward by agencies:
  - VT 50 Purchase Reqs (<u>Inventory only</u>)
  - VT 51 Purchase Orders
  - VT 52 Business Trip Commitments
  - VT 54 Invoices (for Goods Receipts)
  - VT 81 Funds Reservations

### Purchase Orders & Goods Receipts **S@EIS**



#### We have do you determine if a Purchase Order (PO) or Goods Receipt should be carried forward or closed?

Received Goods/ Services	Received Invoice	Decision
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



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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
After CG closing date	CF the PR to the new year

#### **Funds Reservations**



### We have 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**

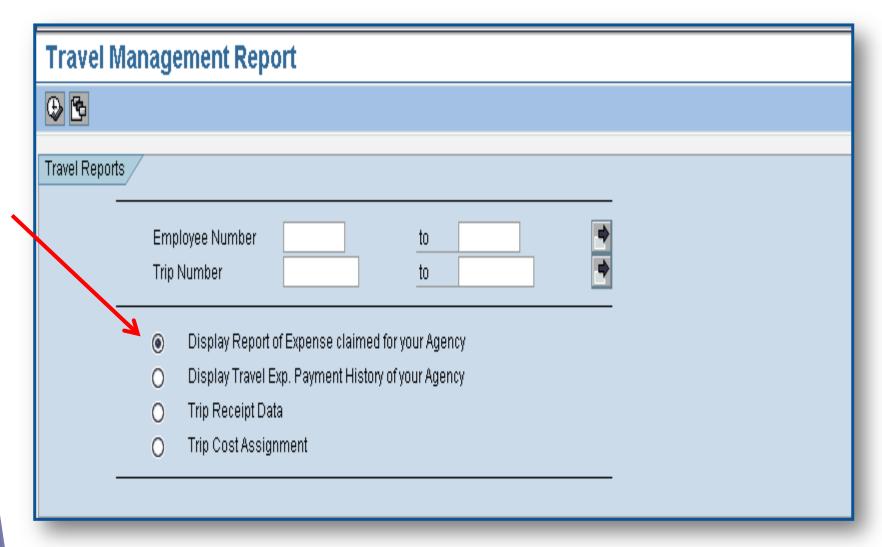


We will be determined if a business trip commitment should be carried forward?

Trip will be made	Expense Report Rec'd	Carryforward?
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 carryforward the document

# ZTRAVEL\_REPORT

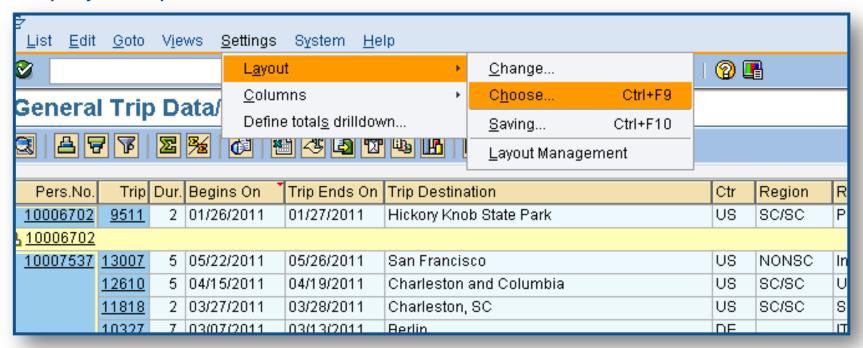




#### ZTRAVEL\_REPORT cont.



**OPTION 1:** The report will contain the entire agency trips data. To filter only pending trips, Select Settings->Layout->Choose... in the displayed report.

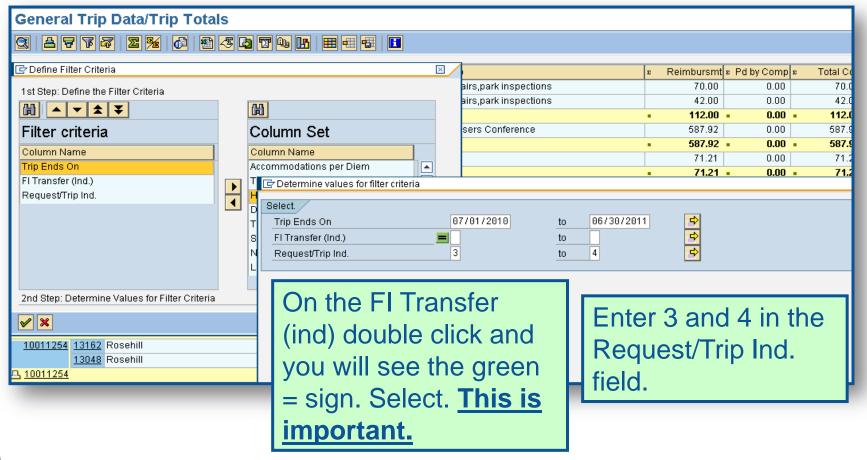


Select the layout /YEAREND and you will see the filtered trips.

## ZTRAVEL\_REPORT cont.



**OPTION 2:** Another option is to filter on the fields below using the fiscal year dates for the "Trip Ends On."



## ZTRAVEL\_REPORT cont.



This report shows you travel commitments that are outstanding for the fiscal year that need to be reviewed and either deleted, if the travel will not occur, or carried forward to the new year.

5422	2 09/01/2010	09/02/2010	Testing cost dist chan	US	SC/SC	Testing cost dist cha	518.00	0.00	518.00	USD
<u>5442</u>	1 08/01/2010	08/01/2010		US	SC/SC	No reason	25.00	0.00	25.00	USD
			'			'	<ul><li>12,393.63</li></ul>	• 0.00	• 21,279.73	USD
80008	2 10/01/2010	10/02/2010	testp280	US	SC/SC	testp280	27.50	0.00	27.50	USD
	■ 27.50 ■ 0.00 ■ 27.50 USD									USD
<u>5332</u>	1 10/05/2010	10/05/2010	Charlestowne Landin	US	SC/SC	Regional Maintenan	7.00	0.00	7.00	USD
<u>3920</u>	1 09/01/2010	09/01/2010	Charlestowne Landin	US	SC/SC	Coastal Region Man	13.00	0.00	13.00	USD
							20.00	• 0.00	20.00	USD
<u>3564</u>	1 08/18/2010	08/18/2010	Columbia, Sesquicen	US	SC/SC	CPR/PDT training	6.00	0.00	6.00	USD
							• 6.00	• 0.00	• 6.00	USD
<u>5238</u>	1 10/05/2010	10/05/2010	Columbia, SC	US	SC/SC	Sales & Marketing M	67.00	0.00	67.00	USD
							• 67.00	• 0.00	• 67.00	USD
<u>5338</u>	2 10/01/2010	10/02/2010	Columbia	US	SC/SC	meeting with LAC	119.70	0.00	119.70	USD
							<ul><li>119.70</li></ul>	• 0.00	<ul><li>119.70</li></ul>	USD
2766	1 08/04/2010	08/04/2010	Georgetown	US	SC/SC	Scout lunch with Par	28.06	0.00	28.06	USD
							28.06	• 0.00	<b>28.06</b>	USD
<u>1888</u>	2 07/14/2010	07/15/2010	Santee State Park	US	SC/SC	Work Detail	38.00	0.00	38.00	USD
							• 38.00	• 0.00	• 38.00	USD
							• • 21,273.73	• • 0.00	** 38,325.83	USD

## **ZFMJ2** Security



- Only a few people in each agency will be given authorization for this transaction code.
- We will be sending you last year's list to edit.
- You will only be able to access your agency's data.
- This transaction will only be available for a limited period of time. (June 13, 2012 to July 13, 2012)

#### Transaction ZFMJ2



- This transaction allows a "Test Run."
- It is recommended that you run this transaction in "Test Run" first to ensure there are no errors.
- @ 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.

#### AVC Check in the New Year



#### 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.

### AVC Check in the New Year cont.



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Funds Center	to		4
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Functional Area	to		<b>-</b>
Funded Program	to		<b>-</b>
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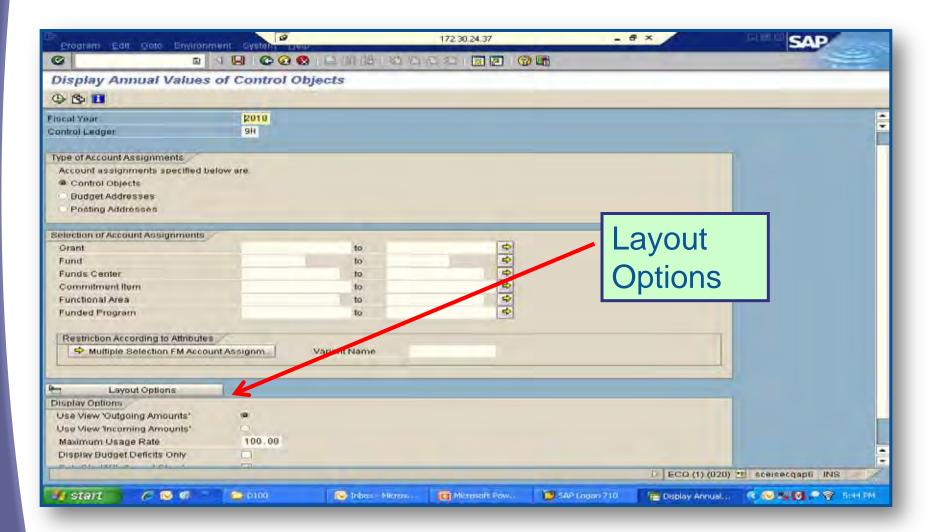
#### FMAVCR01



- If you process with no budget checks on the carryforward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- You can check negative budget balances by using FMAVCR01 and checking the box titled "Display Budget Deficits Only."

# FMAVCR01 - Layout Options





# FMAVCR01 - Layout Options cont. SCEIS



Eayout Options	
Display Options	
Use View 'Outgoing Amounts'	<ul><li>•</li></ul>
Use View 'Incoming Amounts'	0
Maximum Usage Rate	100.00
:Display Budget Deficits Only	<b>▽</b>
Only Obj. With Annual Checks	✓
Hierarch. View of AVC Elements	✓

# **ZFMJ2** Transaction



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# ZFMJ2 Transaction, cont.



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## ZFMJ2 Transaction, cont.



- Funds Center is required.
- 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
- 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 Transaction, cont.



- Fill in the Value Type you want to carryforward and company code SC01.
- You can do one document at a time, a range or a list of documents.
- When the multiple selection for a document list.

Restriction at Document Level			
Value Type	to		
Company Code	to ➡		
Document Number	to		
FI Documents			
FI doc.no.fisc.year	Multiple Selection Fields		

#### ZFMJ2 Transaction cont.



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

🖙 Multiple Selection for Document Number
Select Single Values Select Ranges Exclude Single Values Exclude Ranges
O. Single value

#### ZFMJ2 Transaction cont.



#### 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 it 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 Transaction cont.



## It is imperative that you:

- Ouble check your work and
- Run the transaction in TEST to be sure you carryforward the appropriate documents!
- You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be "No documents found."

# Choice of Fiscal Year "Pop-Up"



Ouring the effective dates of ZFMJ2, 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

## Lesson 2 Summary



#### 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 carryforward documents.



# LESSON 3: MANAGING PURCHASING PROCESSES



# Lesson 3 Learning Objectives



- Outpose Upon completion of this lesson, you should be able to:
  - Understand the importance of completing 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.

## **Key Transactions**



- @ BW Open Encumbrance Report
- @ ME2N List Display by Purchase Order Number
- ME23N Change Purchase Order



## Purchasing at Year-end



- Invoices for goods and services <u>received by June 30</u> 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.
- Post <u>all</u> Goods Receipts for goods received prior to June 30.
- Monitor ZMRBR daily to ensure all GRs are entered for all posted invoices.

## Purchasing at Year-end, cont.



- It is important to manage your <u>open purchase orders</u> (POs) to free-up budget necessary to complete payments.
- @ Because purchase orders encumber budget, it is important to modify those purchase orders which are not required or will not be paid in the current fiscal year.
- This action will ensure your agency will have sufficient budget in State funds to make payments.

## Purchasing at Year-end, cont.



- A list of Open Purchase Orders can be useful in identifying
  - PO's that are no longer necessary,
  - PO's that may need to be modified in order to un-encumber funds.
- W Use BW Open Encumbrance Report to generate a list of Open POs
- We use transaction code ME23N to modify and release encumbrances of Purchase Orders as necessary.

# Open Encumbrance Report



- 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.

## Open PO Options



#### 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. Carryforward PO into next fiscal year

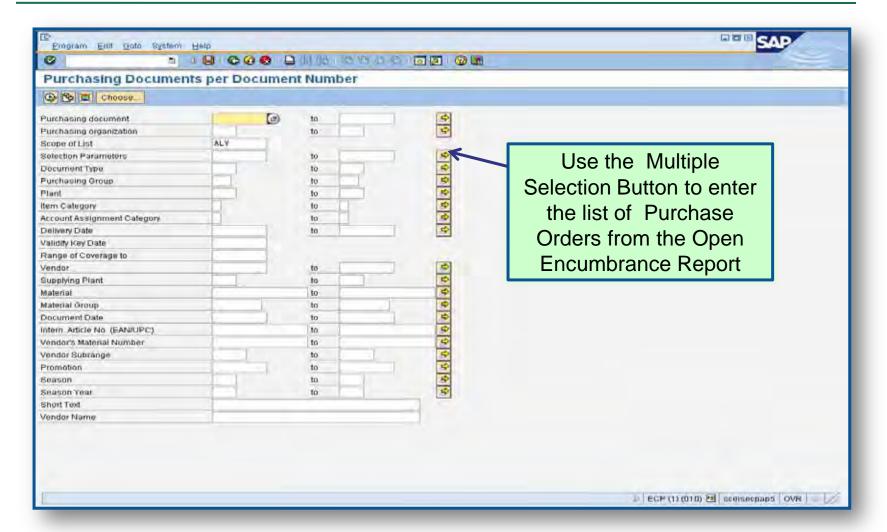
## Reviewing Open POs



- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- You may find items that need to be modified for various reasons:
  - PO that has items that will not be delivered
  - PO that has items that cannot be delivered prior to year end
  - PO that has items that need price reductions
- 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.

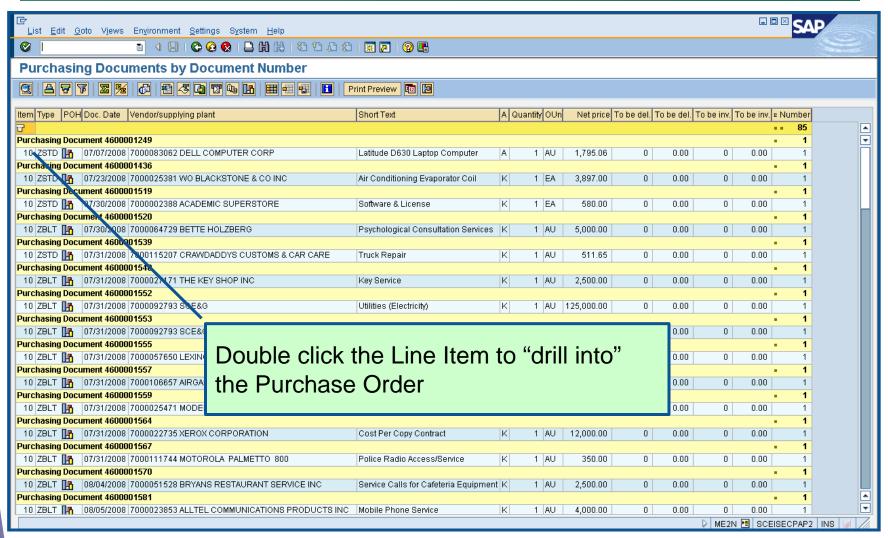
# ME2N – List Display by Purchase Order





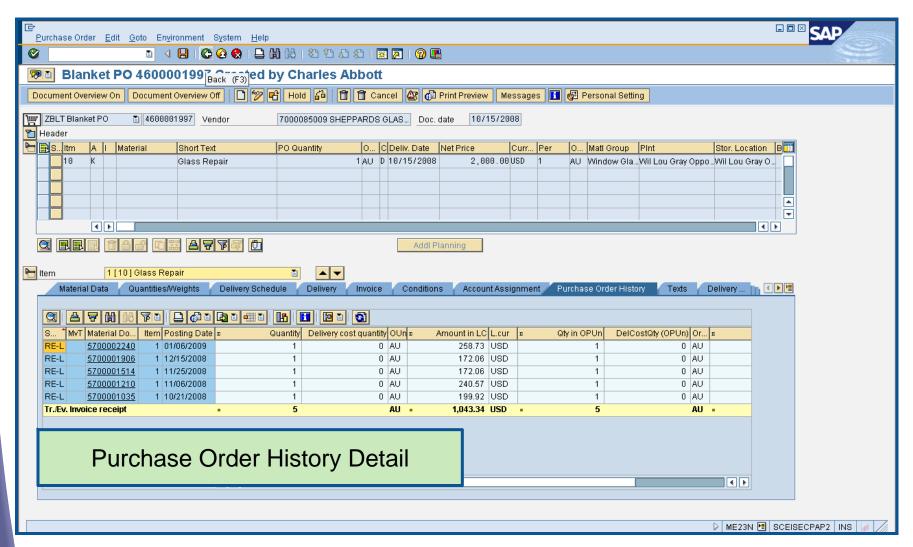
# ME2N – List Display by Purchase Order





## Display PO





#### Final Invoice a PO Line Item



- After final-invoicing a PO line item:
  - The encumbrances on that PO line item are released.
- If a PO has a Goods Receipt or an Invoice, it <u>should</u> not be deleted. To release any encumbrances assigned to the PO, click "Final Invoice" under the Invoice tab.



# Blocking a PO Line Item



After Blocking a PO line item no further activity (goods receipts and invoice payments) can be made against that PO line item.

	SI	tm	A	Material	Short Text	PO Quantity	0
	<u>a</u>	10	K		SNAPOutreach	384,84	4 EA

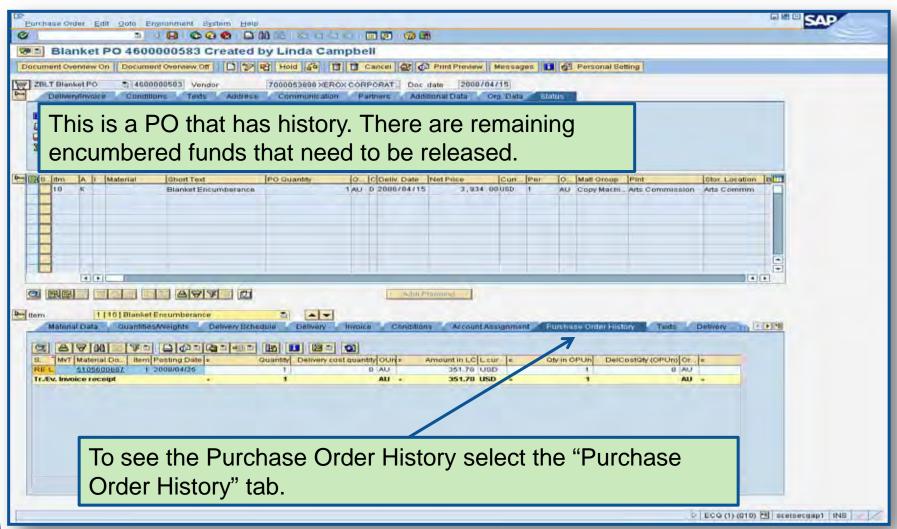
#### Final Invoice and Block Line Items



- Final Invoice and Blocking the Line Item should always be used together.
- Reasons for using these indicators should be included in the PO line item text field.
- The Final Invoice Indicator must be set before Blocking the line item.
- You should not set the Final Invoice indicator without Blocking the Line Item.
- The line item can be unblocked if necessary to allow further processing (goods receipt, invoice)

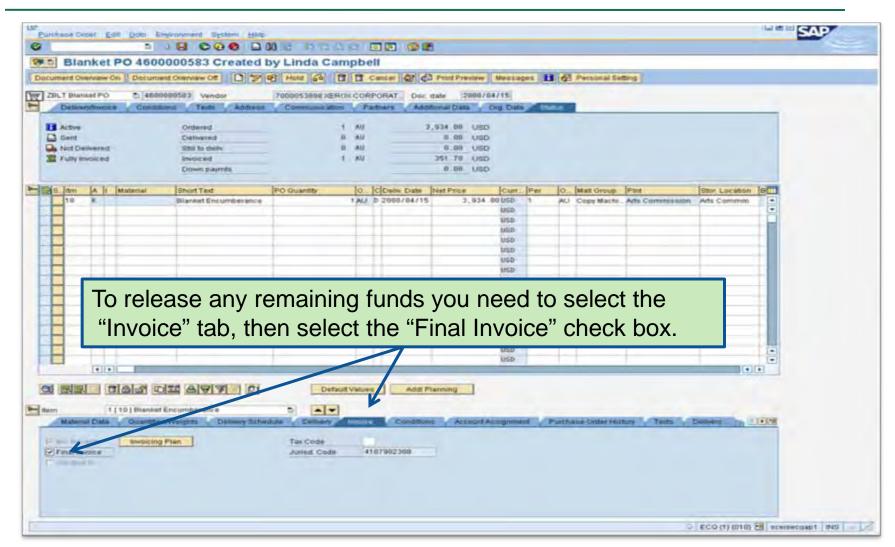
#### Final Invoice and Block Line Items





#### Final Invoice and Block Line Items





# Deleting a Purchase Order Line Item



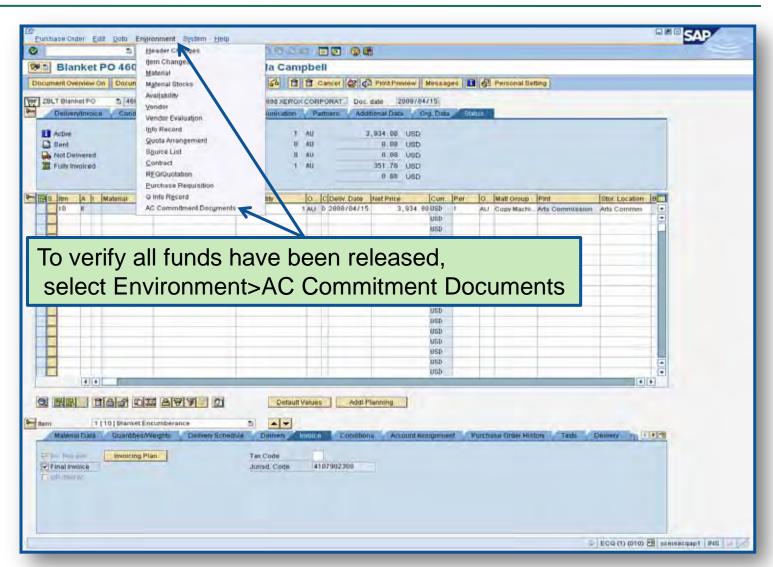
## @ After deleting a PO line item:

- All encumbrances are released
- The corresponding Shopping Cart's Requirement re-appears in Carry Out Sourcing.
- A new PO can be created from SRM.

	S	ltm	А	Material	Short Text
(		)10	K		Printer Supplies Part# 00

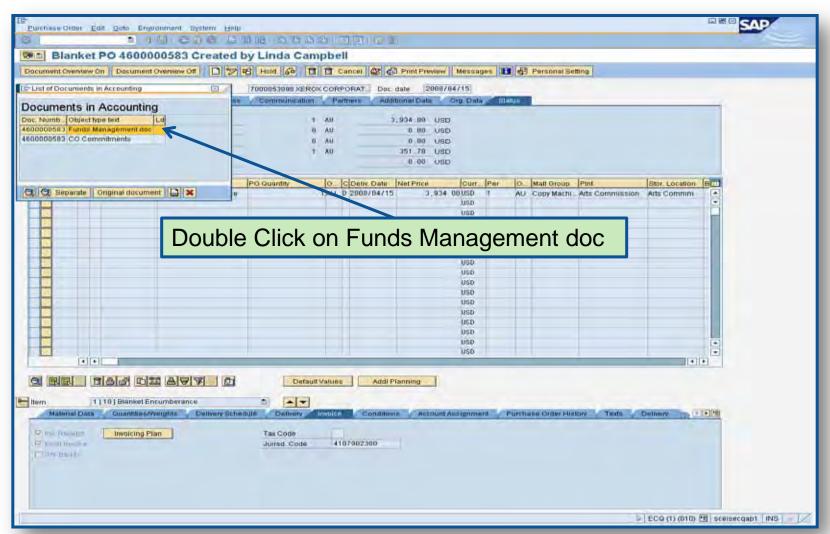
#### Verification of Encumbered Funds





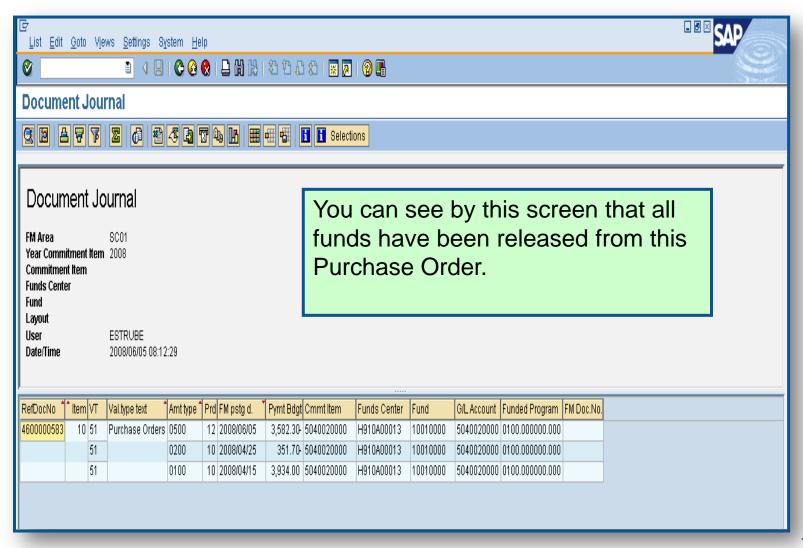
#### Verification of Encumbered Funds





#### Verification of Encumbered Funds





## Carryforward Purchase Orders



PO's that need to be carried forward to FY 2013 should not be Final Invoiced, Blocked, or Deleted

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.

#### **Final Verification**



It is a good practice to run the BW Open Encumbrance Report again after PO clean-up to ensure no encumbrances remain.

@ BW is updated overnight. PO's updated today will appear on the BW report the following business day.

## Lesson 3 Summary



#### You should now be able to:

- Understand the importance of completing 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



- Outpose 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.
  - Understand what reports to review at year-end to assist in managing the replenishment of inventory.

## Inventory Key Terms and Concepts



Purchase Requisitions / MRP

\*Inventory Replenishment

Shopping Cart

\*Inventory Consumption
\*Non-Inventory Procurement

- Inventory replenishment in SAP is done via a Purchase Requisition.
- Material Reservations for inventory are initiated via SRM Internal Goods/Services Shopping Cart or manually in ECC.

## **Consuming Inventory**



- Outpoon up to the Shopping Cart, a Material Reservation is generated in ECC
  - Funds are NOT encumbered at this time
  - Funds are consumed at the time of Goods Issue from the account assignment entered on the Shopping Cart

#### **Material Reservations**



- 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.
- 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 cont.



## 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

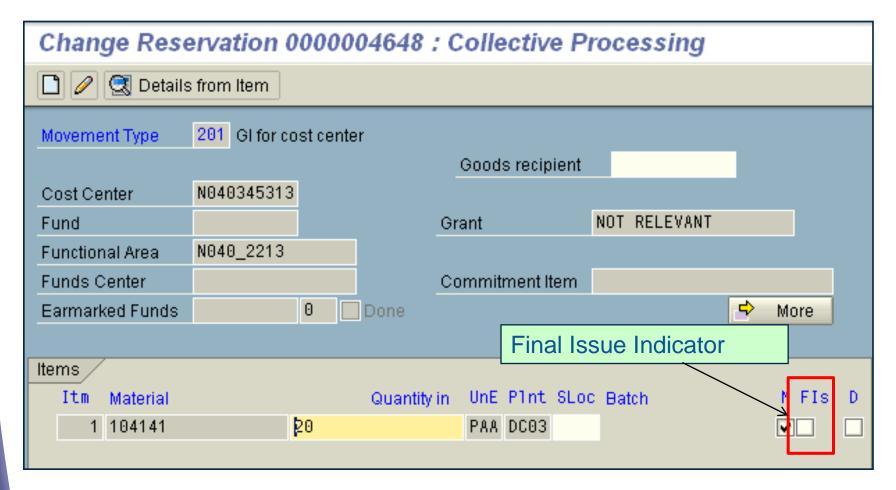
#### OR

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



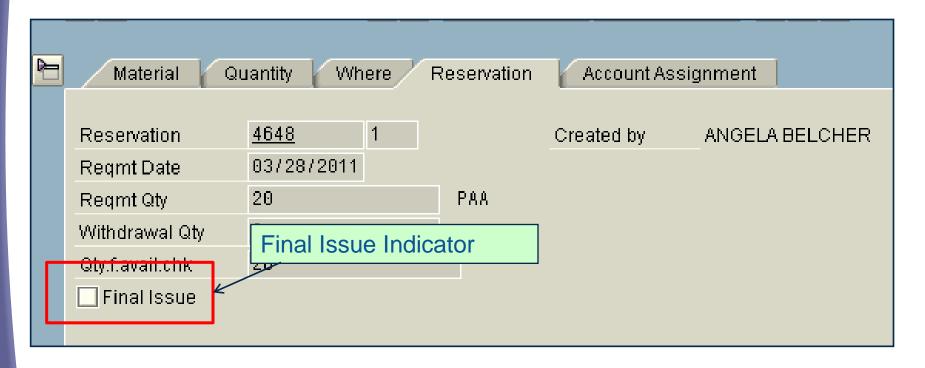
#### **MB22 – Change Reservation**



#### Goods Issue - Final Issue



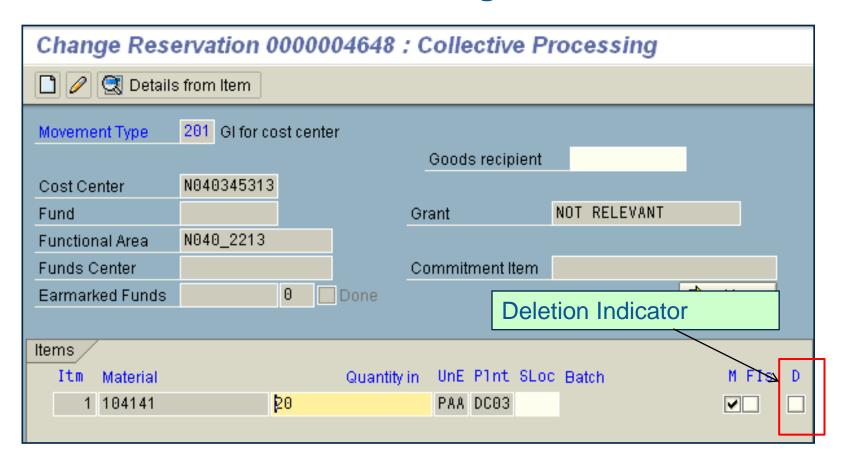
#### MIGO - Goods Issue



#### Material Reservation - Deletion



#### **MB22 – Change Reservation**



## Managing Material Reservations

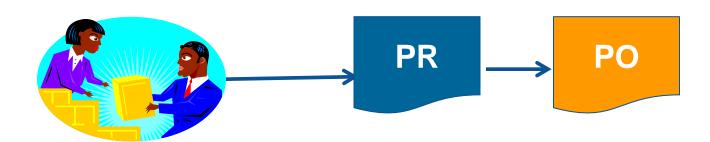


- Oeleting or Changing Material Reservations can only be completed by someone with Inventory Management roles for Managing Reservations or Goods Issues.
- Only Inventory Management personnel should close a Material Reservation.

## Replenishing Inventory



Inventory replenishment is done via ECC (not SRM) by using a Purchase Requisition (PR) and Purchase Order (PO) process.



## **Inventory Purchasing Documents**



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

## Inventory PR & PO cont.



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

If the <u>Purchase Order is deleted</u>, the <u>encumbrance</u> transfers from the <u>Purchase Order back to the Purchase Requisition</u>.

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

## Inventory PR & PO cont.



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



- Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or you will leave an encumbrance balance on the Purchase Requisition
- 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).

## Deleting a Line on a PO



- Order, encumbrance transfers back to the Purchase Requisition
- The corresponding line on the Purchase Requisition must also be <u>deleted</u> in order to free the encumbrance

@ BEST PRACTICE: Set the "Delivery Complete" indicator on Inventory Purchase Orders rather than deleting them

## Inventory PR & PO cont.



- In order to liquidate funds encumbrance on Inventory Purchase Orders, set the **Delivery** Complete indicator ONLY
  - Delivery complete is the indicator that releases encumbrance on <u>inventory</u> PO's, <u>not</u> the Final Invoice indicator
- @ Buyers have the ability to set Delivery Complete indicator on inventory PO's

## Setting Delivery Complete



Setting Delivery Complete can be accomplished by agency procurement staff with transaction ME22N

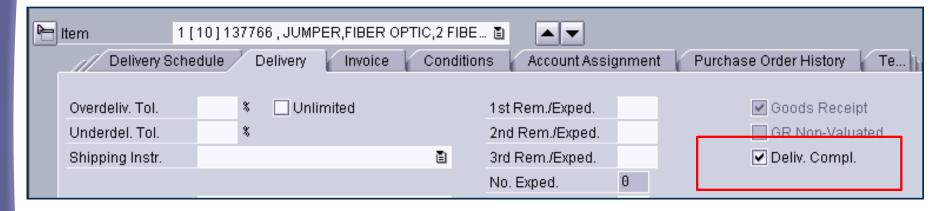
#### OR

® By Inventory Management personnel during Goods Receipt when no further materials are expected from the vendor

## **Delivery Complete Indicator**



#### ME22N Change Purchase Order

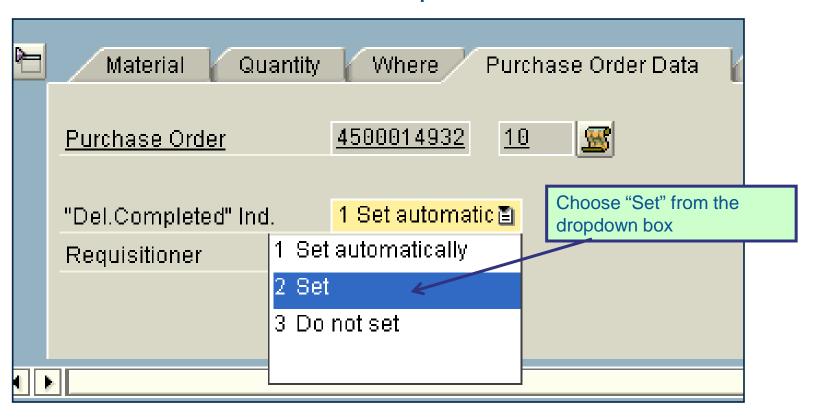


Oblivery Complete can be found on the Delivery tab in the Item Detail section of the Purchase Order

## **Delivery Complete Indicator**



#### **MIGO Goods Receipt**



## Closing Inventory Purchase Orders



Setting Delivery Complete releases funds encumbrance on the Purchase Order

No further action is required on the Purchase Requisition as long as the full quantity of the Purchase Requisition was converted to the Purchase Order

## Carrying Forward Inventory POs



- If you have any Inventory Purchase Orders with open quantities that you intend to receive in the new fiscal year, you must carryforward that purchase order
- If an Inventory Purchase Order must be carried over to the new fiscal year, use transaction ZFMJ2.

# Reports to manage Open P.O.s and P.R.s



- 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
- @ ME2N Open Purchase Orders
- Open Encumbrance Report (BW)

## Managing Inventory Payments



- Always ensure that invoices associated with inventory PO's are posted against the inventory purchase order and the correct goods receipt document.
- On not direct pay any inventory POs.
- On not use the P-card to make any inventory purchases.

## Physical Inventory (per CG's office)



- Take a physical count of inventories on hand at the end of the fiscal year.
- On this on some date between April 1 and June 30 but choose a date as close to June 30 as possible.
- The date should not vary significantly from year to year.
- 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



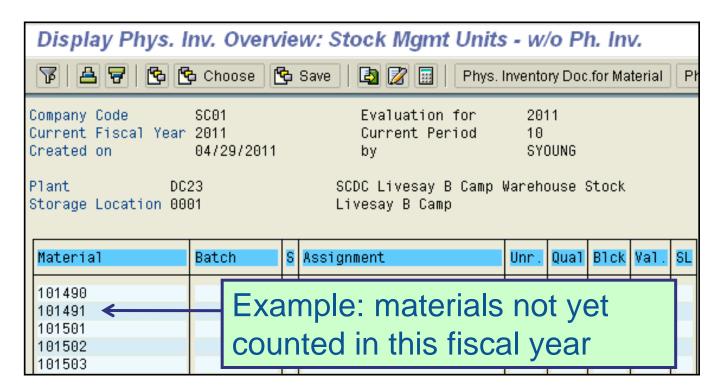
- Pay attention to unit of measure when entering your count. The default is the <u>base unit of</u> <u>measure.</u>
- Physical inventory documents must have differences <u>POSTED</u> no later than June 30, 2012.

@ Don't wait until June 30 to get started.

## Helpful Transactions



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



## Helpful Transactions



- 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 OATM	IEAL,50Z		DC23 0	001	
100004357	217	2010.12 @	6/29/2010	06/29/2010	1		
100007975	24	2011.07 0	172072011	01/20/2011	1	Doc	. Active
						/	7
		Exam	ple: do	cument	not ve	et	

## Other Year End Considerations



- Inventory scrapping
  - Review any inventory that my 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
- © Ensure that Goods Receipts for the current fiscal year are posted

## Lesson 4 Summary



#### 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.
- Understand what reports to review at year-end to manage inventory.



# LESSON 5: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES



# Lesson 5 Learning Objectives



- Outpose 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



- 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 <a href="http://uperform.sc.gov">http://uperform.sc.gov</a>.
  - Go to the **Search** box in the upper right corner of the webpage.
  - Enter "Accounts Payables" and click "Go".

# **Key Transactions**



- 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 <u>same transaction</u> <u>codes</u> to process payments in the month of July.
- The <u>Posting Date</u> will determine to which fiscal year the transaction will post.

#### **FY2012**

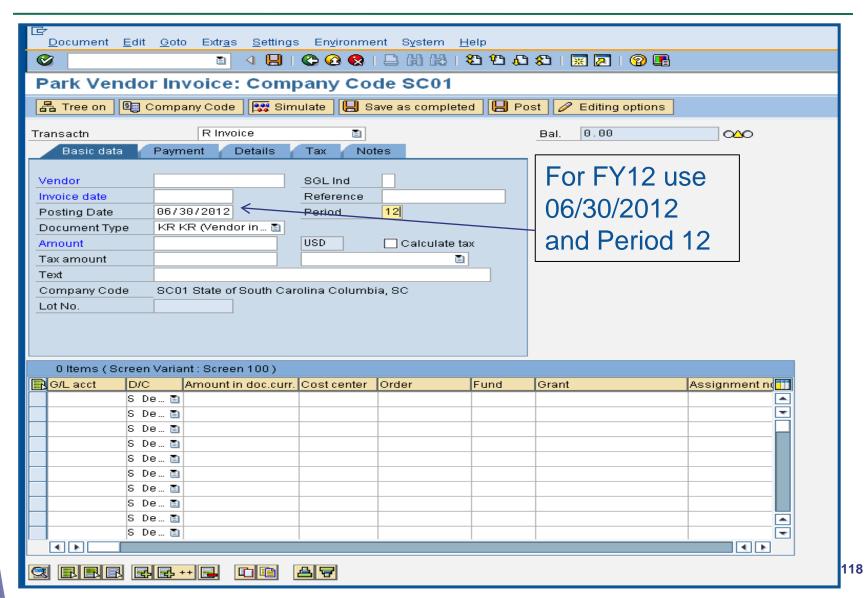
Use 06/30/2012 through July 13 for AP and July 29 for JEs

#### **FY2013**

Use current dates in July from July 1 - 31

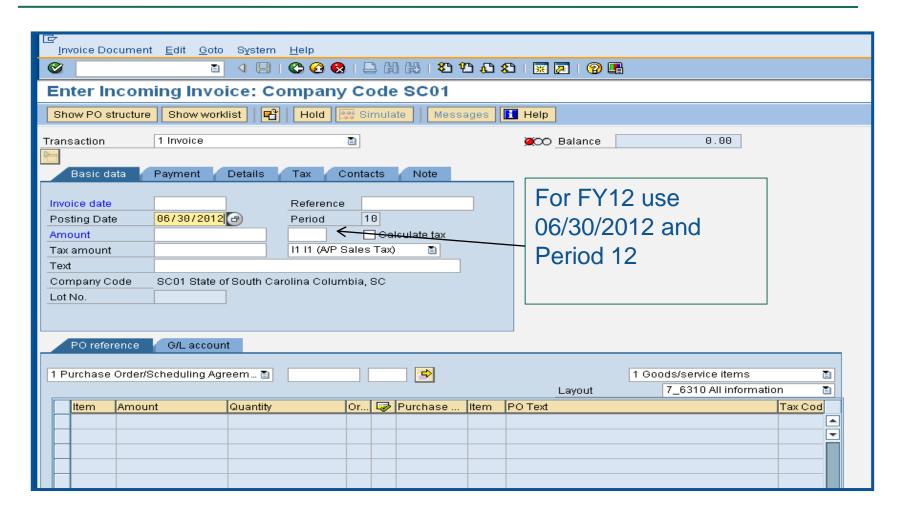
## Using the Posting Date – FV60





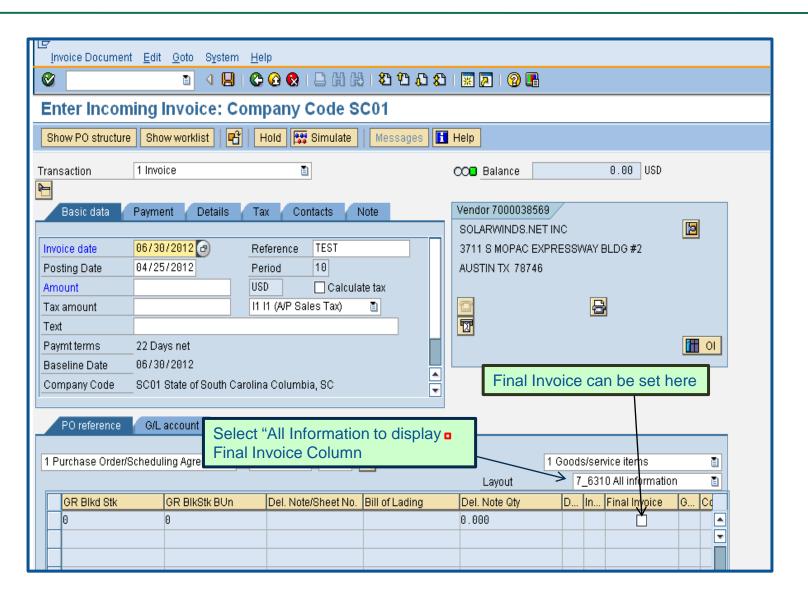
## Using the Posting Date – MIRO





## Final Invoice Indicator – MIRO





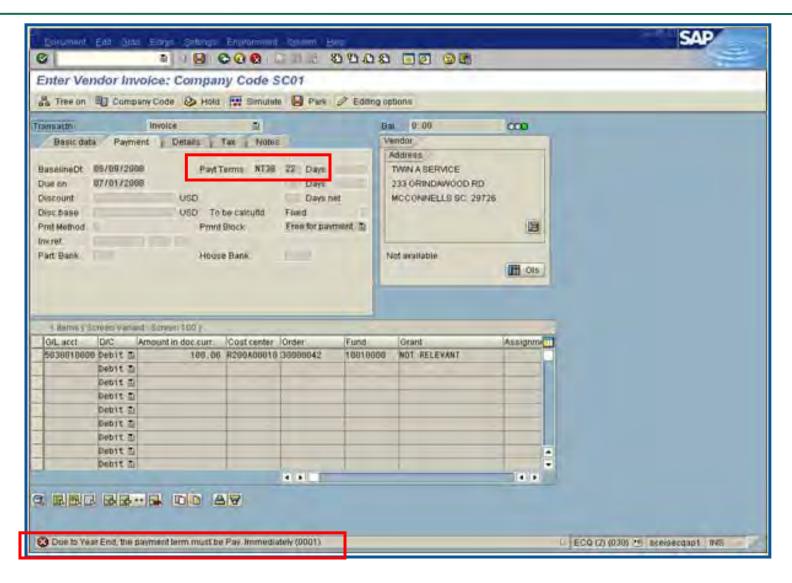
## Payment Terms



- © 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 <u>during July for the prior fiscal year</u>, the <u>invoices will produce an error</u> so that you will be prompted to <u>change the payment terms</u> to <u>Pay Immediately</u>.

## Payment Terms, cont.





## ZMRBR – Release Blocked Invoices S@EIS



- The ZMRBR Report must be cleared by COB July 13, 2012. All invoices with variances must be corrected or carryforward into the new fiscal year.
- 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 Year Payables in the New Year



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.

### © Example:

- Invoice received in <u>August</u> for <u>services performed</u> in <u>May.</u>
- The prior fiscal year is closed.
- Because the <u>services were performed in May</u>, prior to the end of the fiscal year (June 30), this payment is a <u>prior</u> <u>year payable</u>.
- Goods received prior to June 30 but paid after year-end.

# Prior Year Payables in the New Year cont.



- © SCEIS will be able to report prior year payables <u>ONLY IF</u> "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 <u>phrase within</u> 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 OCG regardless of the amount. This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

125

# Prior Year Payables in the New Year cont.



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Park Vendor Invoice: Company Code SC01									
器 Tree on 📵 Company Code 🔀 Simulate 🖫 Save as completed 🖫 Post 🖉 Editing options									
Transactn		Invoice	Ĕ			Bal. 0,00	040		
Basic data	Basic data Payment Details Tax Notes								
Vendor Invoice date Posting Date Amount Tax amount Text Prior Year Payable Company Code SC01 State of South Carolina Columbia, SC Lot No.									
0 Items ( No	entry varia	ant selected )							
G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm		
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# Prior Year Payables in the New Year cont.



Although the closing package only requests information through August, the <u>agency is</u> <u>responsible</u> for notifying the CG's Office of <u>any material PY AP payments made after</u> <u>the closing package.</u>

# ME2K – Purchasing Documents per Account Assignment



Purchasing Documents per Account Assignment						
⊕ 🔁 🔳 Choose						
Cost center		to				
WBS element						
Order		to				
Asset			<del></del>			
Subnumber						
SD Document						
Item						
Schedule Line Number						
Network						
Operation/Activity						
Purchasing organization		to				
Scope of List	ALV					
Selection Parameters		to	<b>□</b>			
Document Type		to	<b>⇒</b>			
Purchasing Group		to	→			
Plant		to	<b>→</b>			
Item category		to	<b>→</b>			
Account Assignment Category		to	88888			
Delivery Date		to	<b>→</b>			
Validity Key Date			<del></del>			
Range of Coverage to						
Document Number		to				
Vendor		to	<b>→</b>			
Supplying Plant		to	<b>□</b>			
Material		to	<b>□</b>			
Material Group		to	=>			
Document Date		to	<b>→</b>			
Intern. Article No. (EAN/UPC)		to	<b>⇒</b>			
Vendor's Material Number		to	6 6 6 6 6 6			
Vendor Subrange		to	4			
Promotion		to	<b>→</b>			
Season		to	<b>→</b>			
Season Year		to	<b>→</b>			
Short Text						
Vendor Name						

You can use ME2K to see a list of documents by a particular cost center and for period of time

## 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 OCG 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.

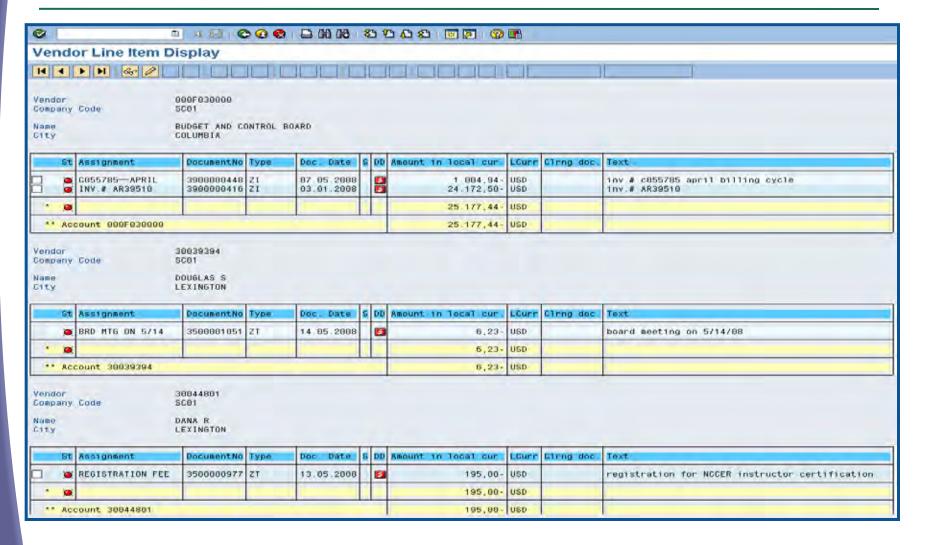
# Open Item A/P Balances – FBL1N cont.



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Ø							
Vendor Line Item Display							
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Vendor selection  Vendor account  Company code  SC01  to							
Selection using search help  Search help ID  Search string  Search help							
Line item selection							
Status  © Open items Open at key date  O Cleared items Clearing date Open at key date  O All items Posting date  to							
Type  Vormal items Special G/L transactions Noted items Parked items Customer items							
List Output  Layout  Maximum number of items							

# Open Item A/P Balances – FBL1N cont.





## Lesson 5 Summary



### 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



- Open 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 Terms and Concepts



- Receipt Date The date received by the agency.
- Open Deposit Date This is the date of the Bank Validation noted on the bank deposit slip.

#### **SCEIS Terms**

- Occument Date = Bank Validation = Deposit Date
  - So the STO can match the deposit.
- Posting Date Determines which fiscal year the transaction will post.



# **Key Transactions**



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

## Revenue at Year-End



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



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	7/7	7/7	6/30
			Period 12, 2012
7/1	7/2	7/2	7/2
			Period 1, 2012



- Deposits for <u>Period 12 (FY2012)</u>, and <u>Period 01 (FY2013)</u>, must be deposited on <u>separate deposit</u> slips and entered as <u>separate</u> <u>transactions</u> in SCEIS.
- Agencies must deposit all revenue (cash, checks, etc.,) received <u>as of June 30, 2012</u>, 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
- 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.
- All <u>deposit slips transmitted for FY2012</u> pertaining to Period 12 must be received in the State Treasurer's Office no later than 10:30 a.m. <u>July 6<sup>th</sup>, 2012</u>.



- If a <u>bank deposit</u> has been <u>validated after Friday, July 6</u>, 2012, you must <u>contact the STO</u> if you need that deposit recorded in <u>Period 12</u>, FY11-12. This should be a <u>rare exception</u>, 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>.



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

# Post with Clearing F-04



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First line item  PstKy Account SGL Ind TType							



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



- Funds classified for GAAP purposes as part of the <u>"Zero-Balance Clearing Fund"</u> (see Appendix A-2 of the <u>GAAP Closing Procedures Manual</u>) should have a zero balance at the end of the fiscal year.
- 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.
- Transactions to transfer such balances must be entered on or before July 13<sup>th</sup>.

#### Revenue at Year-End cont.



- Cash balances remaining in Earmarked, Restricted, and Federal funds after July 31, 2012 will be brought forward into the new year.
- 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.
- Transactions will not overdraft cash accounts for 2013 if there is available cash in both fiscal years combined.

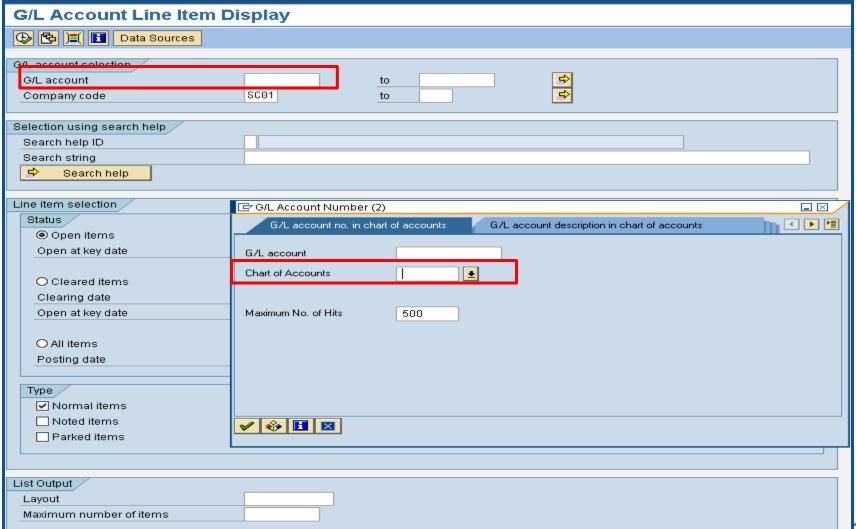


#### Accounts Receivable at Year-end



- 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.
- A <u>listing of AR GL balances</u> can be viewed by using T-code **FBL3N**.
- If you know the customer number, use T-code FBL5N to display individual AR balances.

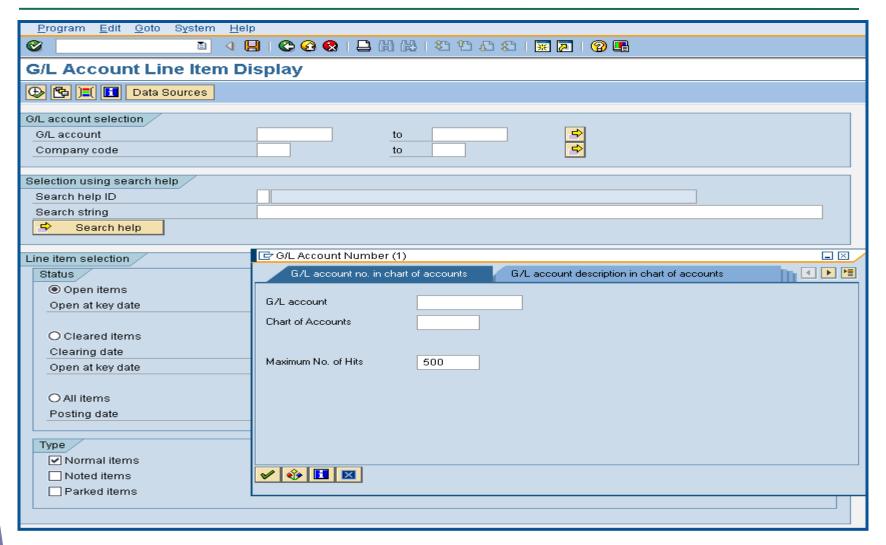






1300010000	C01 ACCOUNT	TS RECEIVABLE - CURRENT	
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1300500000	CO1 SHORT TE	ERM CREDIT CARD RECEIVABLE	
1390010000	CO1 INTERFU	ND RECEIVABLES	

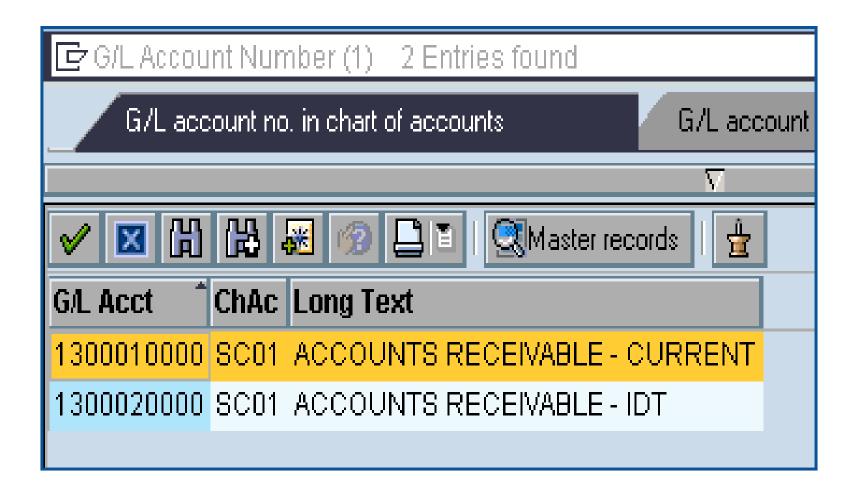






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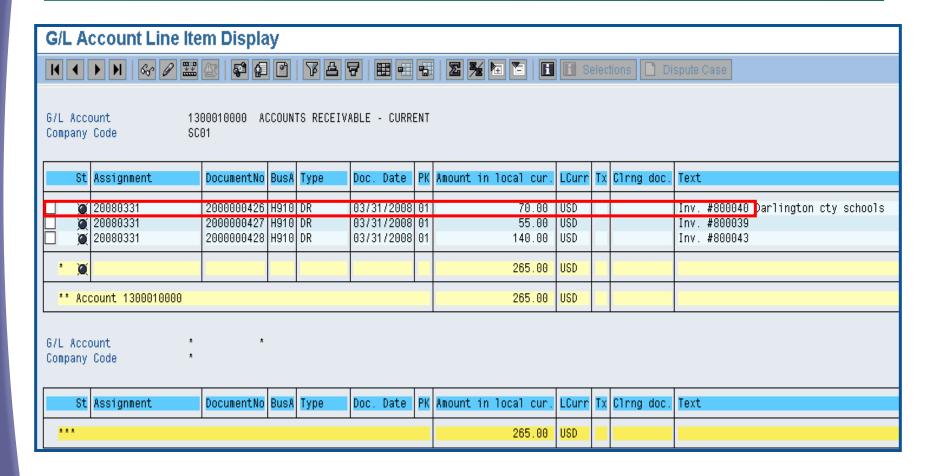




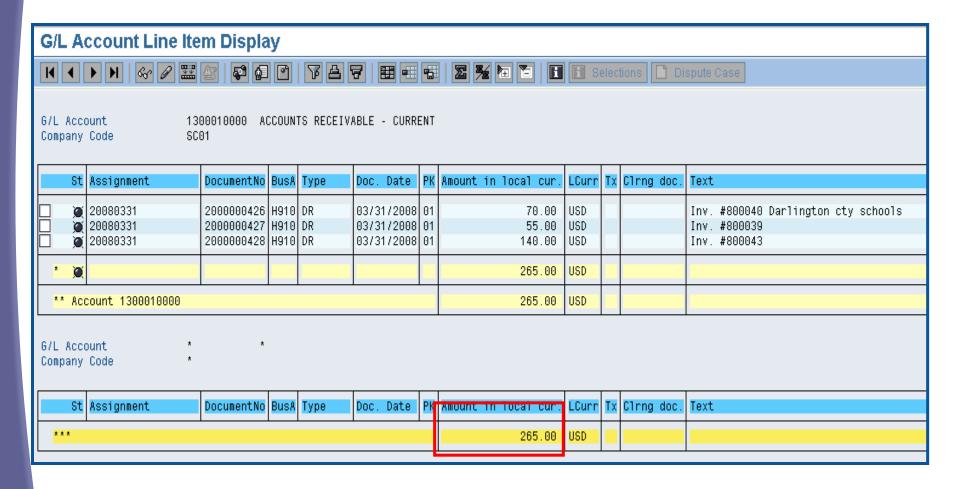


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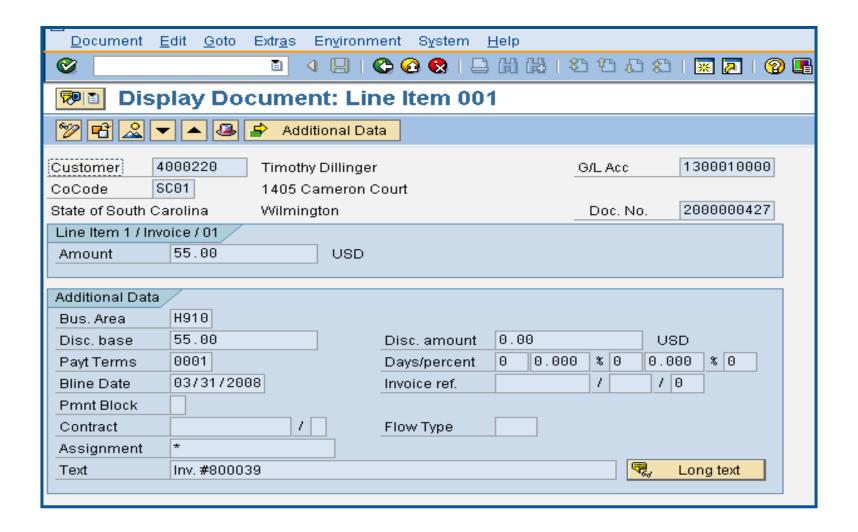












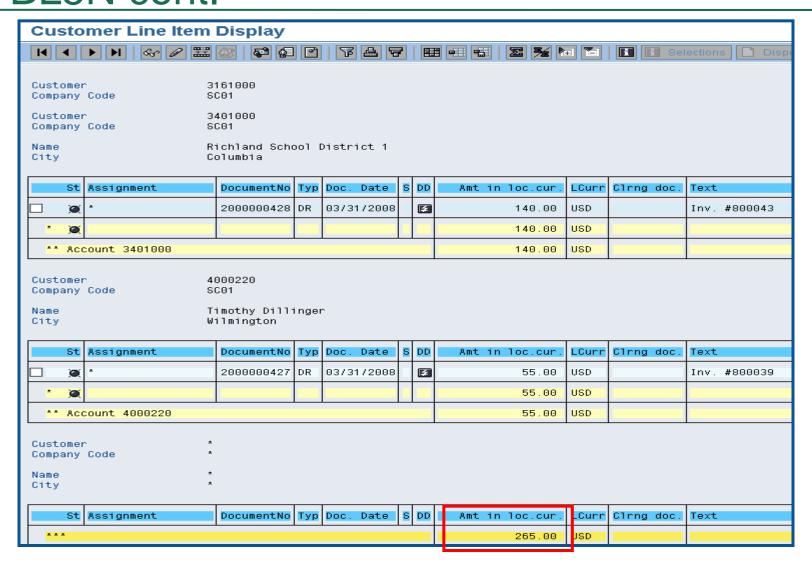
## Display Customer Line Items – FBL5N



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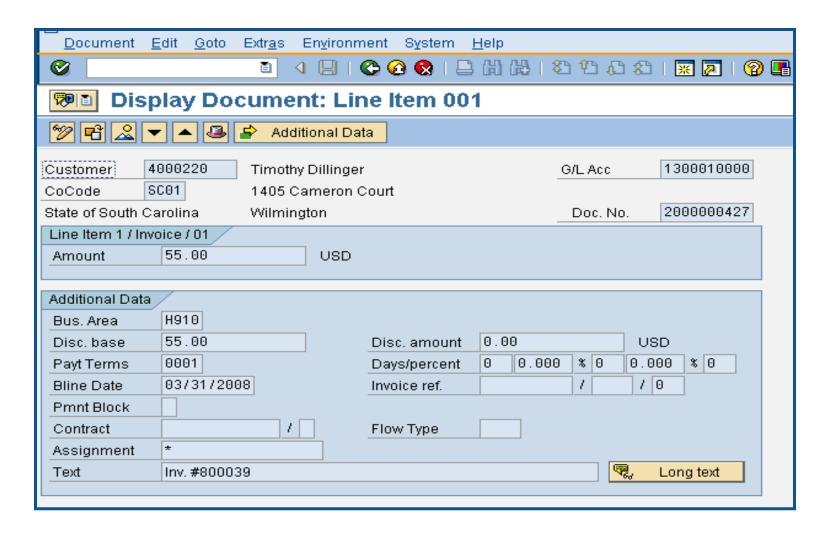
### Display Customer Line Items – FBL5N cont.





### Display Customer Line Items – FBL5N cont.





#### Display Undeposited Cash – FBL3N S@



- The "Undeposited Cash" account 100001XXXX must be \$-0- (cleared out) at year-end.
- Funds are first deposited into this account, then moved to the 1000030000 when the deposit validation is entered.
- Once verified by the STO, they are available to spend.
- 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.
- To review Undeposited Cash receipts, use FBL3N.

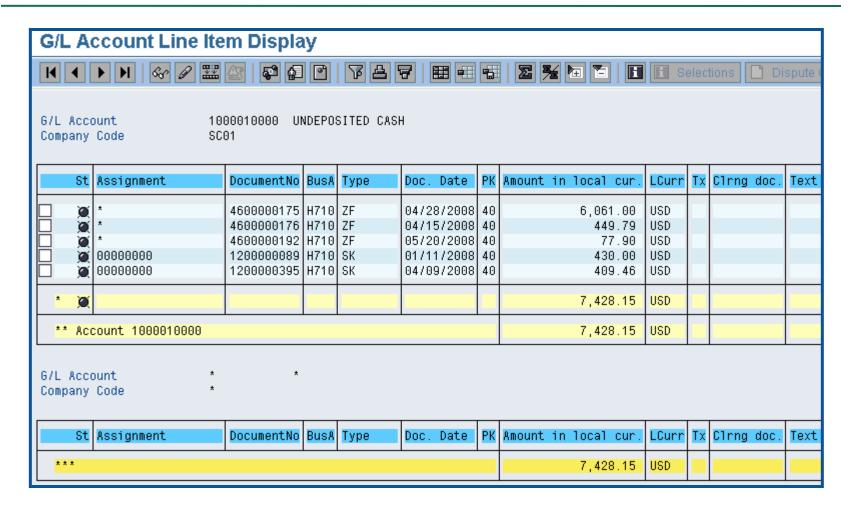
# Display Undeposited Cash – FBL3N cont.



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Type  Normal items  Noted items  Parked items			
List Output			
Layout  Maximum number of items			

### Display Undeposited Cash – FBL3N cont.





#### Lesson 6 Summary



#### 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



- Output Description 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, <u>if</u>
     your agency has specific authority to do so.
  - Carryforward Capital Projects.
  - Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2012 and 2013.
  - Understand how new year appropriations will be handled.
  - Understand how to review budget reports and what affects budget balances.

### Key Terms and Concepts



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**



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

#### Budget Items at Year-End



- © Clear all pre-posted budget items by the close of business July 13<sup>th</sup> for the fiscal year.
- A <u>listing of all pre-posted items</u> can be generated by using T-code **FMEDDW**.
- Carryforward General Appropriations, if your Agency has authorization to do so, using T-code FMBB.
- Statewide Carryforward, will be handled <u>centrally</u>. Agency personnel will not have to enter this information, if there is any carryforward.

### Display Budget Items - FMEDDW



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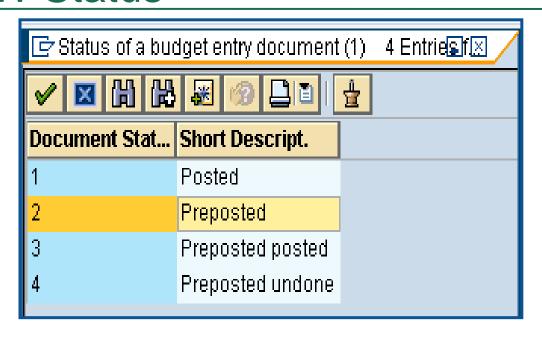
# Pre-Posted Budget Items – FMEDDW: Entry Document



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	Created by		to		<u></u>
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ļ	Person Responsible		to		<u></u>
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### Pre-Posted Budget Items – FMEDDW Status

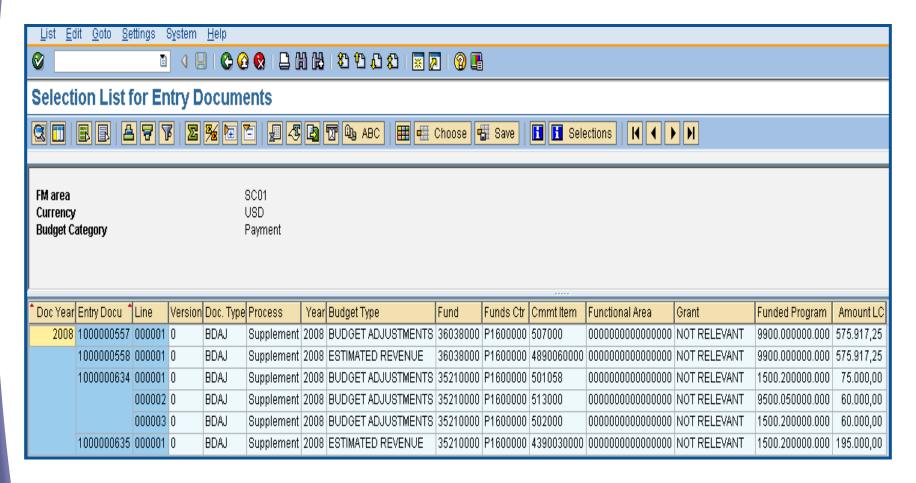




- **1.** Posted entered and directly posted (no workflow)
- 2. Pre-posted Originally saved with the Pre-post button and has not been completed by the Agency funds manager or OSB
- Pre-posted Posted Originally saved with the Pre-post button and has been completed
- **4. Pre-posted Undone** Originally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

# Pre-Posted Budget Items – FMEDDW Report Results

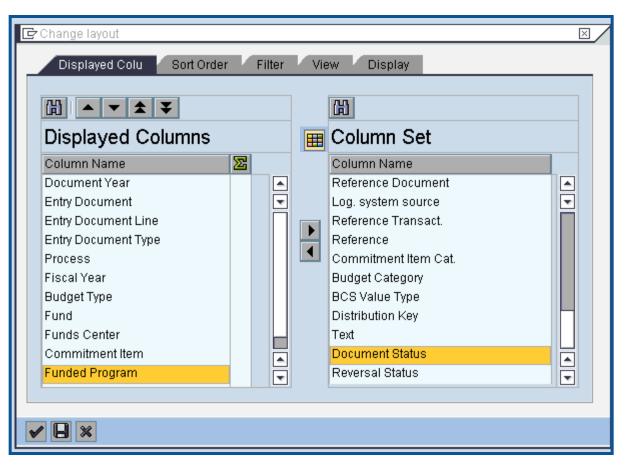




# Pre-Posted Budget Items – FMEDDW: Change Layout

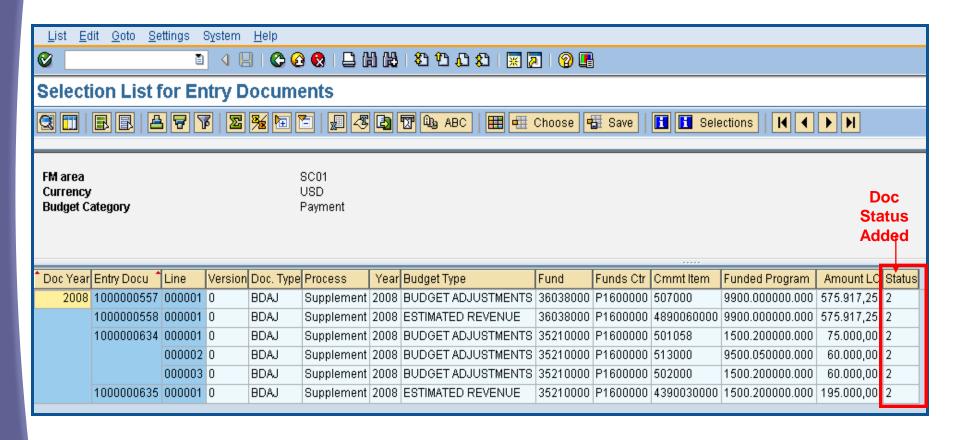


Click the rubric's cube icon to change the report to include Document Status. This function can also be used to delete items from the report.



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





#### View Budget Documents



- Why is it important to review the status of budget documents or pre-posted budget items?
- Check budget document status regularly to ensure transactions have been approved and posted.
- Pre-posted budget documents
  - Will <u>reduce budgets immediately</u>, but will <u>not increase budgets until</u> <u>approved</u>.
  - 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.

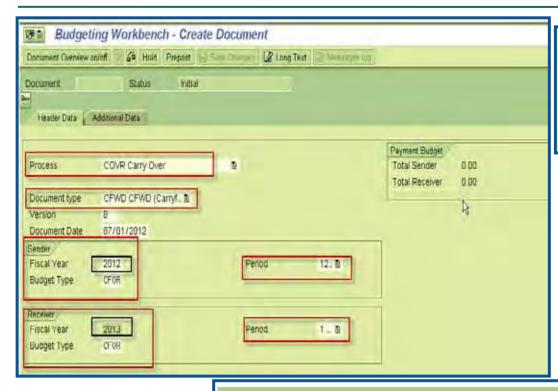
### Carryforward General Appropriations – FMBB



- Agencies with <u>separate authority to carryforward General Fund</u> <u>appropriations</u> to the new fiscal year must process budget transactions <u>by July 13<sup>th</sup>.</u>
- This is <u>not</u> 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 <u>must reference the applicable proviso or</u> <u>permanent statute</u> 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.

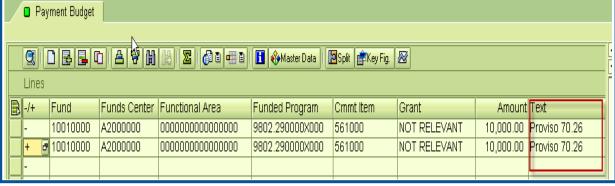
### Carryforward General Appropriations Specific Agency Proviso – FMBB





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

Transaction Results

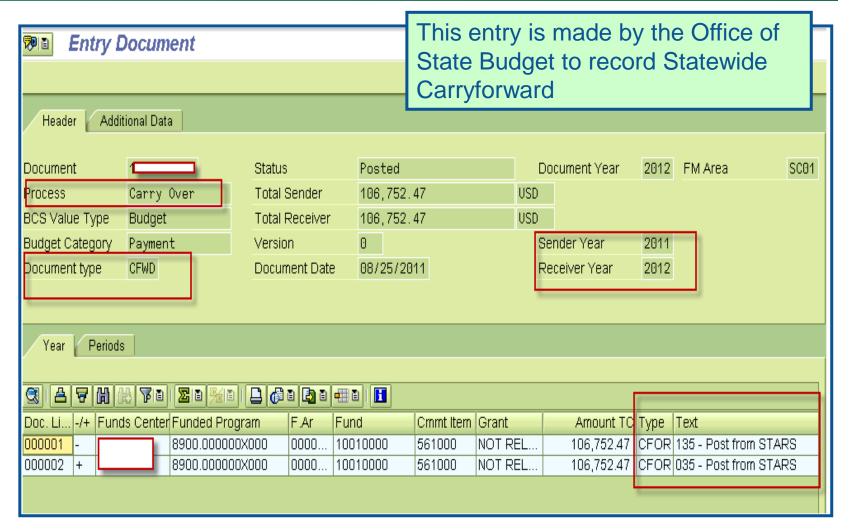


# Statewide Carryforward Appropriations



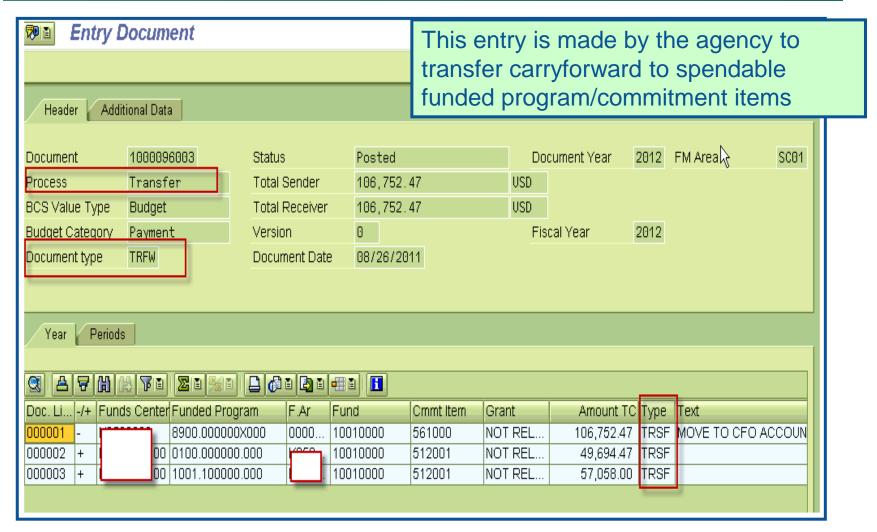
- Proviso 89.27 authorizes Agencies to <u>carryforward</u> a percentage <u>up to 10%</u> of unspent General Fund appropriations to the next fiscal year. <u>This proviso may be suspended</u> to avoid a fiscal year-end general fund deficit.
- The <u>Comptroller General's Office and the State Budget Office will</u> determine each Agency's carryforward amount and <u>transact the</u> <u>necessary entries.</u>
- Any <u>carryforward appropriation will be recorded centrally</u> in Funded Program 8900.000000X000 <u>"Statewide Carryforward Appropriations"</u> and in <u>Commitment Item 561000</u>.
- 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



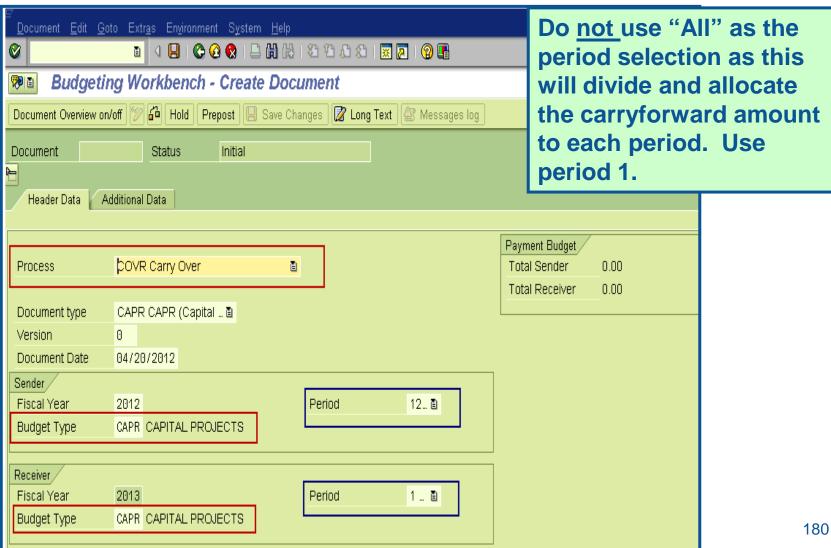
### Statewide Carryforward Agency Entry – FMBB





#### Carryforward Capital Projects – **FMBB**





# Carryforward Capital Projects – FMBB cont.

	/	■ Pay	■ Payment Budget								
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	$\mathbb{B}$	-/+	Fund	Funds Center	Functional Area	Funded Program	Commitment Item	Grant	Amount (USD)	Text	
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		+	390780000	K0500000	00000000000000000	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 (3XXXXXXX), Restricted (4XXXXXXX), or Federal (5XXXXXXX) fund details in the new fiscal year, Agencies must process an FMBB transaction
    - § Process Supplemental
    - § Document Type BDAJ
    - § Budget Type BADJ 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



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

# Budget Items at Year-End cont.



- Ensure your budgets are properly posted.
- 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 S@



- The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP\_RW\_BUDCON.
- 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**



BUDCON REPOR	■ 4 日   ◆ 2 ★   日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日	
Data Source		
Selection values		
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Period	12	
Selection groups		
Fund		
Or value(s)	to 🗘	
Fundo Contor		
Or value(s)	E1200080	
Functional Area		
Or value(s)	to	
Funded Program Or value(s)		
Oi 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).

## Compare ZBD1 & FMRP\_RW\_ BUDCON Reports



@ ZBD1

Consumable Budget Detail

Original

**Transfers** 

Consumable Budget

MTD & YTD Expenditures

POs & PRs

**Balance after Commitments** 

Other Transactions (Funds Reservations)

Available Budget

@ FMRP\_RW\_BUDCON

Consumable Budget

Consumed Budget/
Commitments/Actual

**Available Amount** 

# FMAVCR01 Report



### 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)
FMAVCR01 (Budget Availability)

# What affects Budget Balances?



- © 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



#### 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, <u>if</u>
   your agency has specific authority to do so.
- Carryforward Capital Projects.
- Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2012 and 2012.
- Understand how new year appropriations will be handled.
- Understand how to review budget reports and what affects budget balances.



# LESSON 8: MANAGING CASH STATUS



# Lesson 8 Learning Objectives



- Open completion of this lesson, you should be able to:
  - Understand SCEIS cash accounts.
  - Understand how to review cash balances.
  - Understand what affects cash balances.
  - Understand how to manage your cash balances.
  - Understand the differences in budget status and cash status.

# **Key Transactions**



- FAGLB03 General Ledger Balance Report
- FAGLL03 General Ledger Line Item Report
- ZGLA GL Fund Account Analysis



# SCEIS Cash Accounts & Purposes



#### There are several "cash" accounts in SCEIS

- @ 100000000 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.

#### SCEIS Cash Balance





100001xxxx



- To determine the cash balance for a particular fund, <u>all</u> cash accounts must be totaled.
- If your agency has specific cash accounts set up in SCEIS, these accounts must also be included to obtain the true cash balance.
- Note, however, that you cannot expend the cash in 100001xxxx until the cash has been moved to 1000030000.
- The cash edit check does not included Petty Cash, 1000050000.



# How does cash move from 100001xxxx to 1000030000?

- When you scan a validated deposit slip, it produces an F-04 transaction where you reference the STO bank account and check "Transfer Posting with Clearing."
- This triggers the cash transfer from 100001xxxx to 1000030000 which then workflows to the STO for approval.
- Cash is not available to spend until approved by the STO.



- 1000020000 is used to record "Live and Non-Live" agency IDT receipts and payments to "Live" agencies.
- At the time of billing, an AR and Revenue are recorded.
- These IDT billings are open A/R until matched with an IDT payment.
- Cash is not recorded until both sides of the IDT are matched the billing and the payment by means of the AR reference document.



#### **Billing BA Posting at time of Billing:**

Dr Accounts Receivable
Cr Revenue

#### Payment BA Posting at time of Payment:

Dr Expenditure

Cr Accounts Payable



#### **Match in Nightly Cycle:**

Billing BA Dr 1000020000

Cr Accounts Receivable

Paying BA Dr Accounts Payable

Cr 1000020000

#### **Generated Clearing Entry:**

Billing BA Dr 1000000000

Cr 1000020000

Paying BA Dr 1000020000

Cr 100000000



- The IDT cash receipt and cash disbursement are posted simultaneously in the 1000020000 account when the payment is initiated.
- The IDT Revenues are <u>matched</u> with the IDT Expenditures automatically by the <u>reference</u> <u>number</u> nightly.
- It is imperative to this matching process that when an IDT payment is made the billing reference document number is not changed.



- 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 <u>NOT try to clear</u> this account and should <u>NOT make entries</u> directly to this account.



- Petty cash 1000050000 is excluded; since it is actual cash on hand and not in the bank. However, petty cash is a cash balance for the agency.
- If your agency has petty cash that has not yet been loaded into SCEIS, please do so before year-end.

Entry: Debit 1000050000 (Petty Cash)

Credit 7000002000 (Financial Reporting Conversion)



- When you process a vendor payment, expenditures and accounts payable (not cash) are recognized.
- Cash balances do not reflect vendor payments that have been processed in SCEIS by your agency, but not paid by the STO, <u>until they are paid by the STO.</u>
- Cash is not decreased until the check is processed by the STO.
- There may be a <u>lag of several days</u> from the time the invoice is processed until the check is processed by the STO for payment.

# Payment Process





PR/PO approved





Goods & Invoice Received and Payment Processed By Agency & OCG



Payment Processed by STO

Budget/funds encumbered, set aside, as a result of the PR/PO, but cash not paid out and expenditures not recognized.

Dr **Expenditures**Cr Accounts Payable

Expenditure recognized, but cash not yet paid out.

Dr Accounts Payable
Cr Cash

Cash decreased as a result of the OCG approval for check to be cut by the STO.

# Managing Your Cash Balance



### Three important things in managing cash:

- 1. You must include <u>ALL</u> cash accounts in determining balances.
- 2. You must take into account <u>accounts payable</u> (expenditures processed, but not yet paid).
- 3. Best reports to use for obtaining cash balance is
  - **ZGLA -** Choose set **SC\_CASH**. (Note: ZGLA does not included 100001xxxx cash balances.)
  - **FAGLB03 -** The FAGLB03 is better than the FAGLL03 because it <u>includes cash carryforward</u> amounts FAGLL03 does not.

# Determining Cash Available



# Cash Available = Cash Balance – Accounts Payable

#### Cash balance = 1000000000 - 100004000

Undeposited cash accounts 100001xxxx must be excluded as they are not available to spend

#### A/P = 2000010000 - 2000050000

For vendors, employees, & IDTs. (Sales and use tax payables are 2010010000 & 2010020000)

#### New Year and Old Year Balances



Cash is somewhat "pooled" for purposes of processing new year transactions.

NON - State

STATE

**@**SCEIS <u>will look back to 2012</u> and pool the cash if there is not sufficient cash in the <u>new year</u> fund to process a payment for <u>non-state funds</u>.

@SCEIS <u>does not look forward</u> to 2013 if there is not sufficient cash in the <u>old year</u> fund to process a payment for <u>state funds</u>.

#### 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.

	TRANSACTI ON CATEGORY	YEAR	STATE FUNDS 1001 & 2XXX	NON-STATE FUNDS 3XXX – 5XXX
PY prior/old	On-Line	PY & CY	Doc posting year and month	Current cumulative cash balance as of entry date and time.
CY Current/new	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

# Cash Status vs. Budget



- Cash and Budget are not the same.
- Obey Both balances need to be monitored regularly throughout the year and especially at year-end.
- Cash balances are based on actual cash receipts and disbursements.
  - Cash receipts are not available until verified by the STO.
  - Disbursements do not occur until checks have been paid by the STO.
  - Cash balances do not reflect accounts payable not yet paid by the STO. You must take these into account in looking at cash balances.
- Expenditure budget balances are based on authorized amounts, encumbrances and actual expended amounts.
- Revenue budget balances are based on estimated revenues compared to accrual based receipts.

# Lesson 8 Learning Objectives



#### You should now be able to:

- Understand SCEIS cash accounts.
- Understand how to review cash balances.
- Understand what affects cash balances.
- Understand how to manage your cash balances.
- Understand the differences in budget status and cash status.



LESSON 9: GENERAL "CLEAN-UP" OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS



# Lesson 9 Learning Objectives



- Outpose 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.

# Key Terms and Concepts



- @ Funds Reservation
- Fixed Asset
- Parked Documents
  - Simulate a document to review GL postings
  - Delete/change a document

### **Key Transactions**



- FBV3 Display Parked Documents
- FBL3N GL Account Line Item Display
- FMX3 Display Funds Reservations
- @ FMX6 Manual Override Funds Reservation
- @ ZGLA GL Fund Account Analysis
- FAGLB03 GL Account Balance Display
- @ FV50 Park GL Account Document

### General Clean-up at Year-end



- At year-end, <u>documents</u> that are not "posted" <u>must be</u> reviewed and either <u>posted or deleted</u>.
- Openion of the property of
- Occuments that remain <u>un-posted at year-end</u>, <u>after the CG closing date</u>, <u>will be deleted</u>.
  - 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 <u>cannot post</u> in the old year after July 13<sup>th</sup>. Must be entered in the new year.

#### **Parked Documents**



- There are 2 types of Parked Documents.
- When you "park" a document, it does NOT post against your budget in FM.
  - In the system this shows only as header information.
- When you "save as complete" a document, this also parks the document; however, it DOES consume your budget in FM.
  - In the system this shows header and line item posting information.

### Parked Documents cont.



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

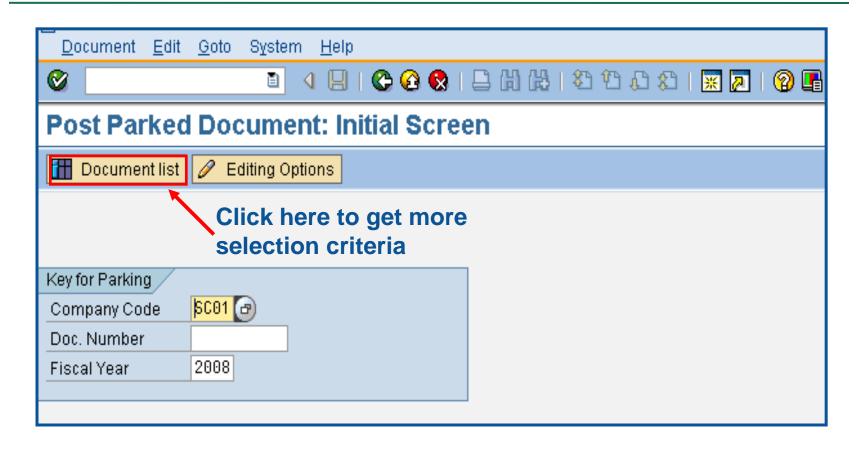
### Parked Documents cont.



- O 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.
- O IDT documents will be carried forward by the SCEIS closing team if still parked at COB July 13<sup>th</sup>.
- To review parked IDTs use ZIDT\_DOCLIST.
- All other parked documents should be deleted or processed by July 13<sup>th</sup>.

### Display Parked Documents – FBV3 §





# Display Parked Documents – FBV3 cont.



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List of Parked D	ocuments			
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Company code	SC01	to	<b>5</b>	
Document number Fiscal year	2008	to to	\$	
General Selections Posting date Document date Document type Reference Document header text Entered by		to to to to to to	\$\frac{1}{2}\$	
Processing Status Enter release Complete Released		to to to	\$ \$ \$	

The default will be your user ID. You can delete this and use the multiple selection and enter user IDs specific to your agency.

Once created, you can save it as a report variant by using the con.

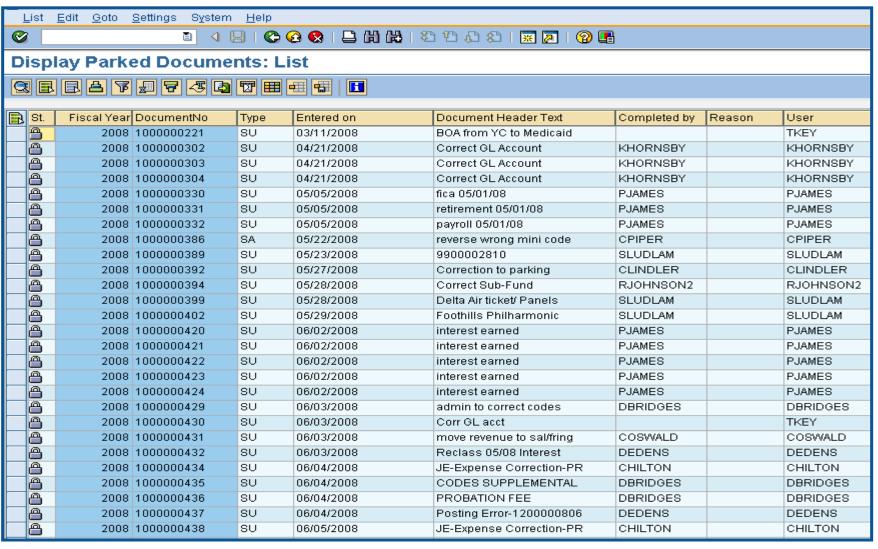
#### **Parked Documents**



- Parked documents can be retrieved by using transaction code FBV3, FBL3N or by running the BW report "Open Encumbrances." Remember:
  - FBV3 is real time, but will include all business areas, not just your own,
  - FBL3N is real time, can be agency specific and can exclude JEs parked at OCG, 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.

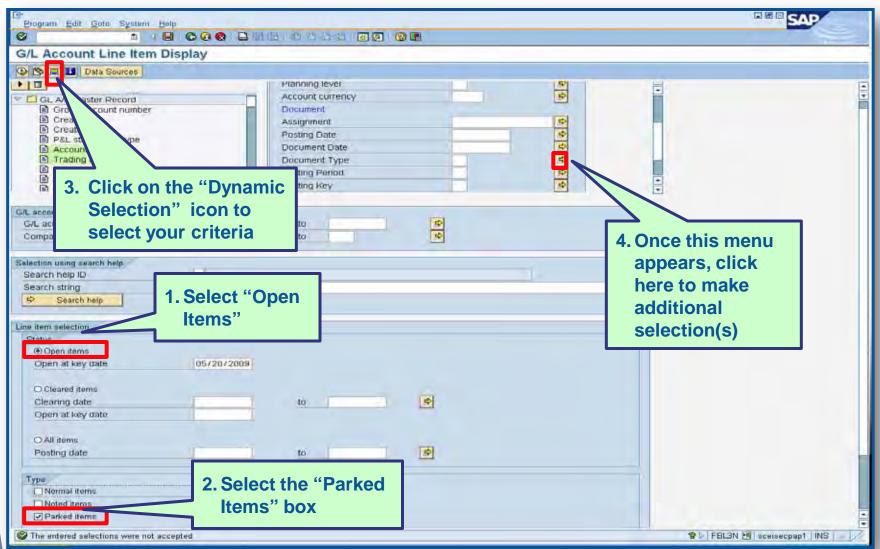
## Display Parked Documents – FBV3 cont.



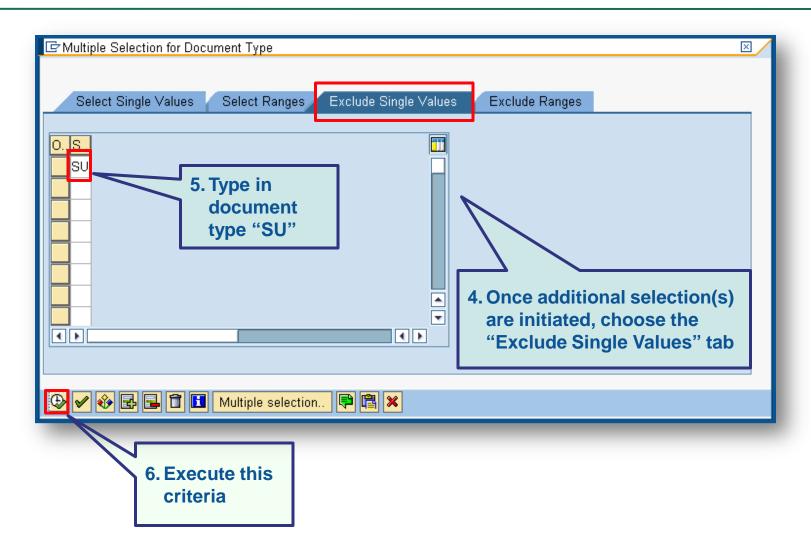


## Display Parked Documents – FBL3N S@EIS

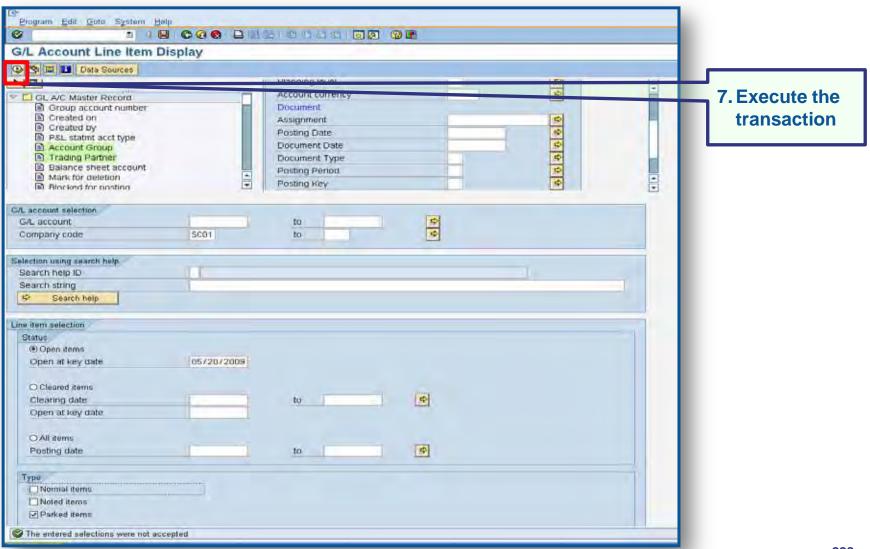




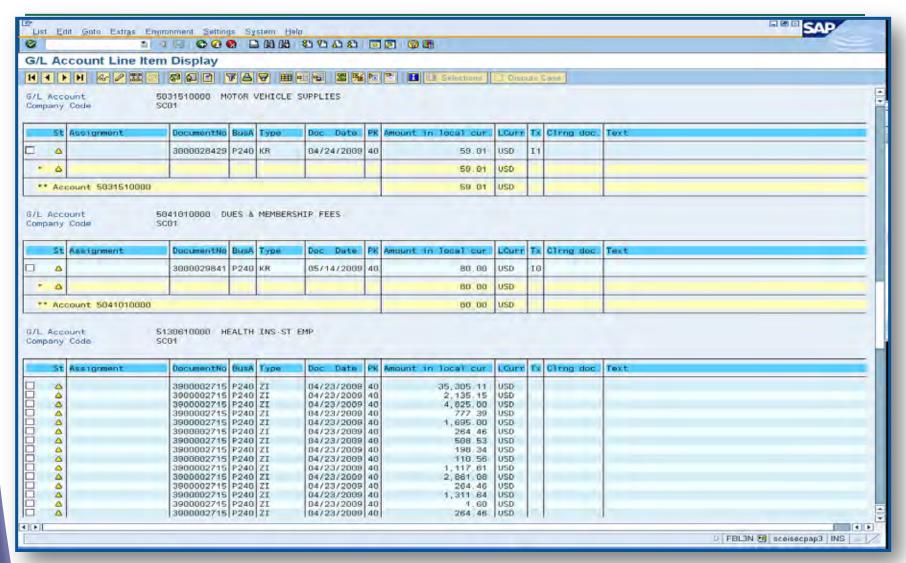








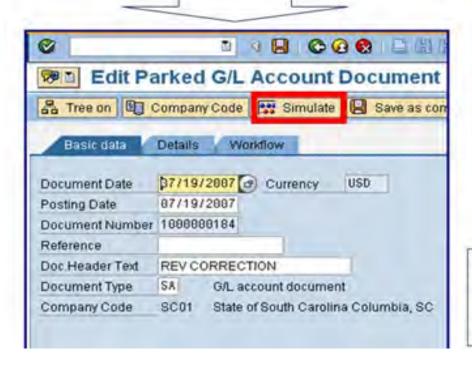






#### Helpful tips that can be used with parking documents

It is advisable always to **Simulate** a document before **Saving as completed** to ensure correctness of transaction.





### Workflow Items



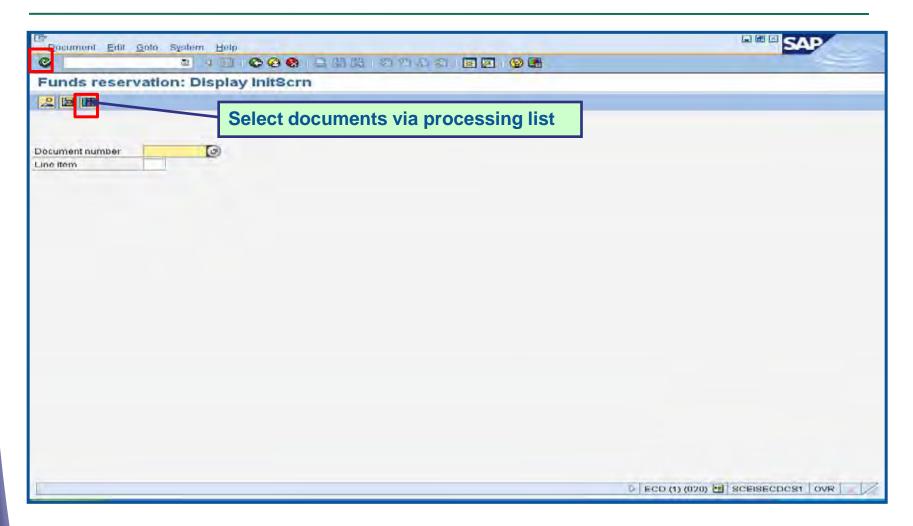
- Workflow items for payments for the prior year beginning July 1<sup>st</sup> will be shown in the inbox as a high priority item 1 and will be in "red."
- You should work on these items first in order to have them posted in the prior year.
- The OCG and SBO workflow items will likewise show as priority 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



- Funds reservation documents encumber budget.
- At year-end, when <u>funding gets low</u>, it is important to <u>free up</u> as much <u>budget</u> as possible to be able to process payments.
- Reducing funds reservations can free up budget.
- To <u>view</u> funds reservations use transaction code FMX3.
- To <u>reduce</u> funds reservations use transaction code FMX6.







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Posting Date		to	\$							
Created by		to	<b>→</b>							
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Cost Center		to	다 다 다							
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Vendor		to	4							
Customer		to	4							





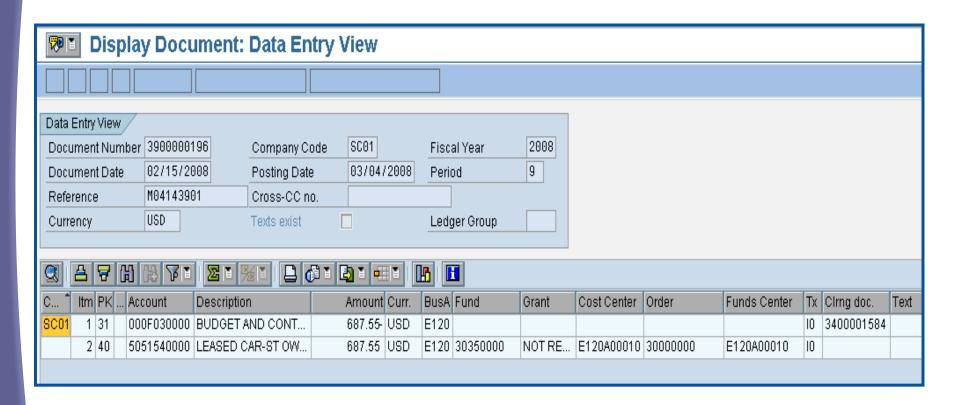


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Functional Area	0000000000000000		
Funds Center	E120A00010	Commitment Item 5051540000	



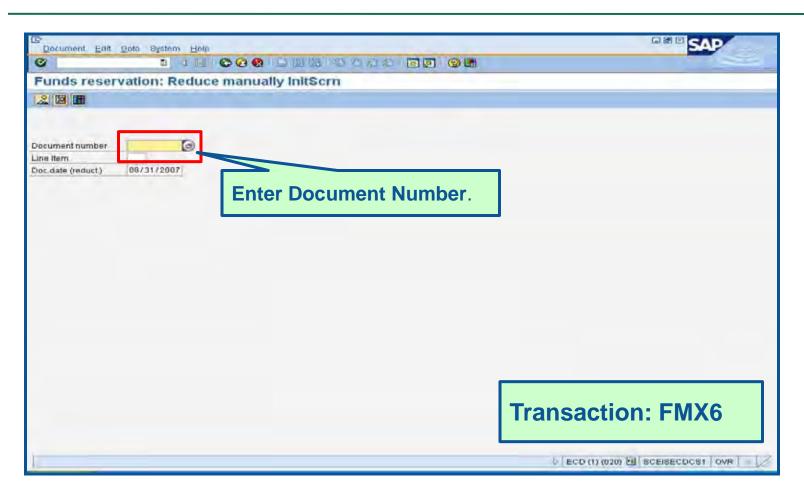
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		Manual Reduction	00007	685.45	USD	685.45	USD	0.00	0.00	05/13/2008	05/13/2008	March auto lease payment	
		Manual Reduction	00006	743.62	USD	743.62	USD	0.00	0.00	04/01/2008	04/01/2008	February payment	
	2	Total Manual Reduction		1,429.07	USD	1,429.07	USD	0.00	0.00				
		Invoice/Credit Memo	3900000196 SC012008	687.55	USD	687.55	USD	0.00	0.00	03/04/2008	02/15/2008		
		Invoice/Credit Memo	3900000162 SC012008	759.16	USD	759.16	USD	0.00	0.00	01/31/2008	01/16/2008		
		Invoice/Credit Memo	3900000119 SC012008	725.77	USD	725.77	USD	0.00	0.00	01/15/2008	12/14/2007		
		Invoice/Credit Memo	3900000081 SC012008	827.20	USD	827.20	USD	0.00	0.00	12/14/2007	11/19/2007		
		Invoice/Credit Memo	3900000012 SC012008	797.38	USD	797.38	USD	0.00	0.00	11/14/2007	10/16/2007		
	3	Total Invoices/credit memos		3,797.06	USD	3,797.06	USD	0.00	0.00				
	4	Consumpt.		5,226.13	USD	5,226.13	USD	0.00	0.00				
	5	Open amount		1,975.87	USD	1,975.87	USD	0.00	0.00				





### Reduce Funds Reservation - FMX6





# Reduce Funds Reservation – FMX6 cont.



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Values									
Currency USD									
Overall amount 1,650.00									
Open amount 426.75  Due on									
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More data									
Vendor 000F030000 BUDGET AND CONTROL BOARD									
Customer									
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Fund 10010000 Grant NOT RELEVANT									
Functional Area 0000000000000000									
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→ More									

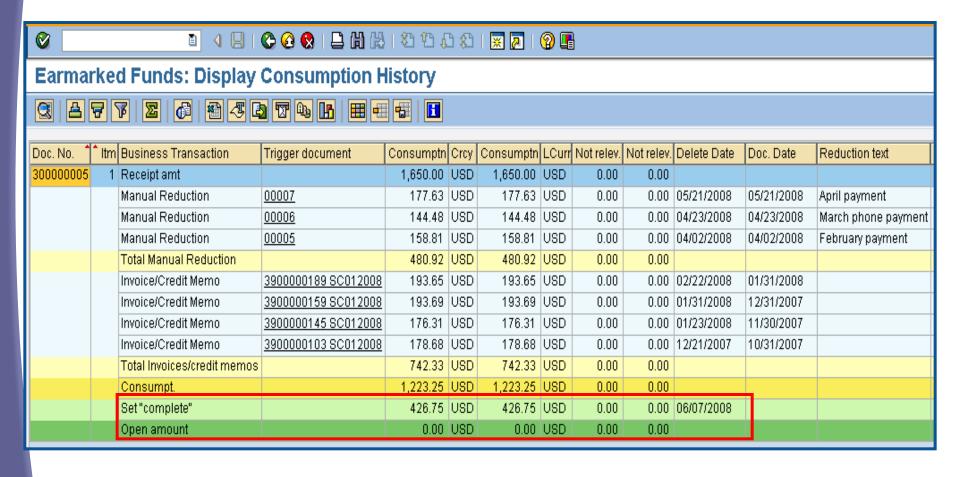
# Reduce Funds Reservation – FMX6 cont.



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Coding Block	
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Fund	10010000 Grant NOT RELEVANT
Functional Area	00000000000000
Funds Center	E120A00012 Commitment Item 5020090000
	<mark>→ More</mark>

## Reduce Funds Reservation – FMX6 cont.





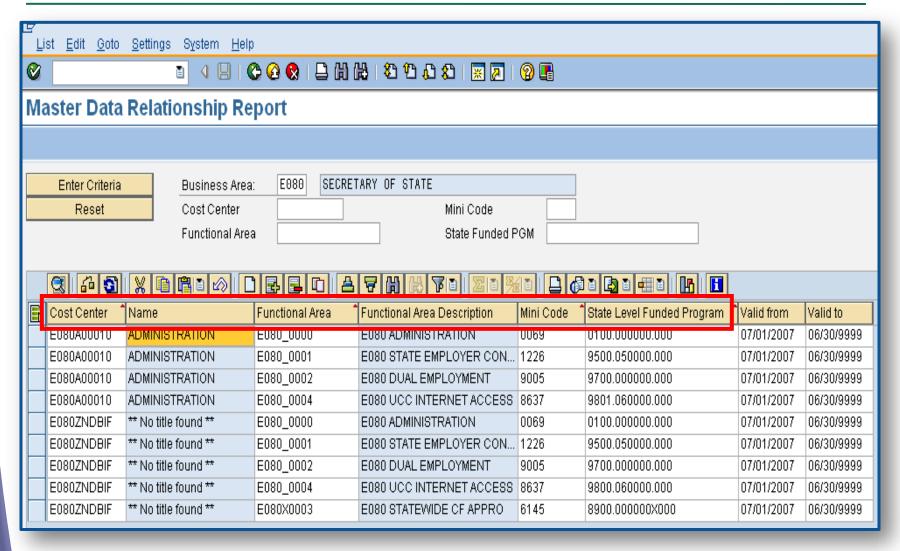
### **GL** Account Review and JEs



- © GL account reviews should be done routinely and particularly at year-end to verify posting accuracy.
- This review can reveal errors in coding or procedures or outstanding balances that need adjusting.
- Transaction ZGLA can be used to review your agency's general ledger account balances.
- Transaction FV50 is used to enter adjusting entries.

# GL Account Review and JEs - **ZMDRR**





# GL Account Review and JEs – Reports



## There are several reports that can be used to review GL accounts:

#### @ ZGLA

 SC specific report useful for reviewing GL totals by fund, cost center, funded program, etc. – many options. This report has drilldown capabilities.

#### © F.08 or S\_ALR\_87012277

 Use these reports to look at your agency GL in total. These reports do not give you GL totals by fund or drilldown capabilities.

#### @ FAGLB03

This is useful for looking up a particular GL account or a range of GL account balances and can be done by fund, but will give you a total of the GL account(s).

# GL Account Review and JEs – Review



### What do you look for when you review 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.



- Travel advances outstanding Should be \$-0-.
  - GL account 5052010000 Travel Advances.

#### Revenue and expenditure accounts

 Review can reveal inappropriate classifications of revenues and expenditures.

#### @ Fund Balance

 No entries should be made directly to any fund balance account without consulting the SCEIS Finance Team.

#### @ Fixed Assets

 Review for appropriateness of entries for capital expenditures which create asset shells postings to accounts 18xxxxxxxxx.

# GL Account Review and JEs – Review cont.



#### @ 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.

#### O 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.

## Review GL Accounts Routinely



- Routine GL review is highly recommended to identify accounts needing adjustment before they become big issues. Routine review will result in fewer adjustments at year-end.
- You should review your budget and commitment reports to ensure account information appears appropriate.
- All <u>correcting entries/journal entries</u> must be completed by <u>July 13<sup>th</sup></u>.
- Output Use FV50 to make correcting entries.

## Review GL Accounts Routinely cont. S



- Output Company of the Work of the Work
- **ZGLA** has drilldown capabilities as well as multiple selections capabilities.
- Once you have identified the GL account that needs further review, you can also use FAGLB03 to get to the detail information in the GL account.
- FBL3N (G/L Account Line Item Display) and FBL5N (Customer Line Item Display) are also useful in reviewing detail GL account information.

### Review GL Accounts Routinely cont. SCES



- Preparing and Reviewing JEs is a good time to review the GL posting to ensure it's proper.
- @ Go to "Document" in the top left corner of the screen and select "Simulate General Ledger."



### Simulate GL for JE



2 Items ( No entry variant selected )											
100 100 100	G/L acct	D/C	Amount in doc.curr.	Bu	Cost center	Functional area	Fund	Grant	WBS element		
	5020070000	Cred 🖺	80.34	E280	E280B00010	E280_0004	28370000	NOT RELEVANT			
	1000030000	Debit 🖺	80.34	E280	E280B00010	E280_0004	28370000	NOT RELEVANT			

Reference				Cross-co. code no.		iscal Year 2011 osting Period 11 edger ZL						
C 🕇	ltm	L.item	PK	. G/L Account	Ex/Rev A/c	G/L account name		Amount	Curr.	BusA	Fund	Funded Program
BC01	1	000001	50	5020070000	5020070000	DP SVCS-OTHER		80.34-	USD	E280	28370000	E280B00010_0004
	2	000002	40	1000030000	1000030000	CASH ON DEPOSIT-STO		80.34	USD	E280	28370000	E280B00010_0004
		000003	50	1000000000	000030000	CASH DUE TO/FROM		80.34-	USD	E280	28370000	E280B00010_0004
		000004	40	10000000000	5020070000	CASH DUE TO/FROM		80.34	USD	E280	28370000	E280B00010_0004

#### Simulate GL for JE cont.



- The 1000000000 is known as the "splitter" account.
- It is automatically generated and cannot be posted to directly.
- This is the system's way of balancing every entry by Business Area, Fund, Funded Program & Grant.
- To review postings to this account use BW report Detail GL Transaction Report as there is no drill down in ECC on this account.

#### Fixed Assets at Year-End



- There are no new transaction codes or special procedures for closing out fixed assets at year-end.
- Check your fixed assets listing to ensure items appear correct. Use transaction code S\_ALR\_87011990 to view asset history for your agency
- 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.

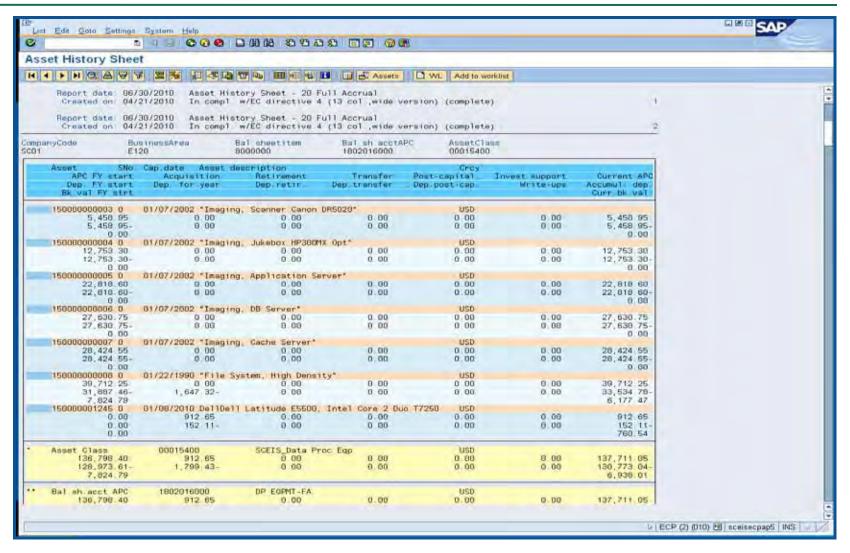
#### Transaction S\_ALR\_87011990



Program Edit Goto System E		SAP
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Asset History Sheet		
Company code Asset number Subnumber	to to \$	
Selections Accert class Business area	to 60	Enter Business Area and select
Settings Report date Depreciation area Soit Variant   List assets as main numbers only or group totals only	28 Full Accrual Co code/bus area/bal stem/B/S acc	Full Accrual from the drop-down box
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#### S\_ALR\_87011990





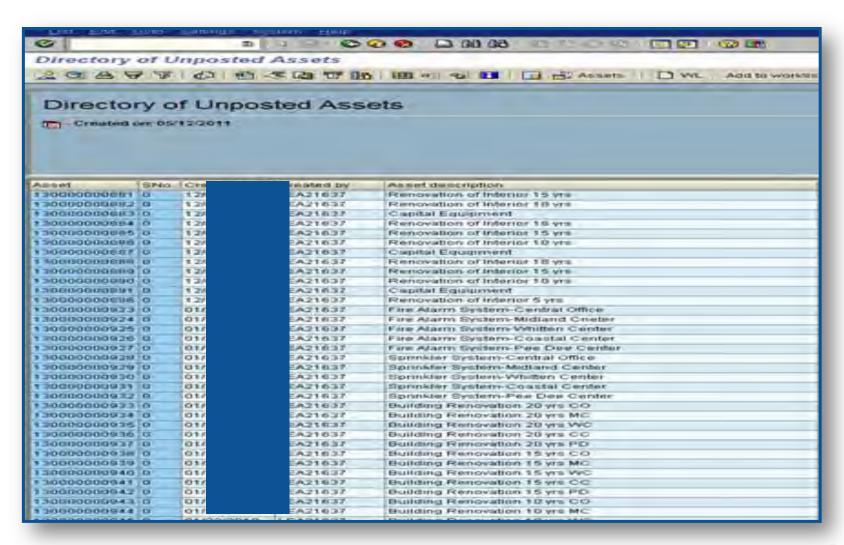
#### Unposted Assets S\_ALR\_87012056 S@EIS



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

#### Unposted Assets S\_ALR\_87012056 S@EIS





#### Things to Remember for Assets



- If you need to add an asset that was <u>found or</u> <u>donated</u>, use ABZON with the following data:
  - Use Transaction Type ZDO or 115
  - Use Offsetting GL as 4310020000
- Of If you need to add an asset <u>paid with a P-</u> <u>Card or other means of expenditure</u> already recorded in the current year:
  - Use Transaction Type 100
  - Use Offsetting 5xxx GL as originally charged

#### Things to Remember for Assets cont.



- @ If you do not enter an offsetting GL on an ABZON entry it will automatically default to the corresponding contra-asset GL.
- @ GL 1899999999 is a clearing account and should have a balance of -0- at year end.
- To transfer assets or change funding use ABUMN.
- @ Be sure to check the GL posting on this, especially if it involves a grant as the splitter may cause the entry to **not transfer cash**.

#### Things to Remember for Assets cont **S**@ES



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

- 6100010000 acts as an Expenditure with the offsetting cash as a Credit.
- 6200010000 acts as a Revenue with the offsetting cash as a Debit.

#### Lesson 9 Summary



#### 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



- Clear Outstanding Purchase Orders unless they will be rolled over to FY 2013
- Oblete or process parked documents
- OCG will delete documents in Parked/Saved as complete status on August 15<sup>th</sup> before closing out the fiscal year.
- © Ensure that all Payables are cleared by the close out of the grant
  - For Example, Sales Tax Payable
- Post IDC by June 30 if you are remitting it back to the State.
- Return remaining grants budgets to FY 2012 and Enter into FY 2013 if the grant will cross state fiscal years.
- @ 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



- Open completion of this lesson, you should be able to:
  - Understand the management of project related PO's
  - Understand the use of different types of Work Breakdown Structures (WBS) and how they may affect AuC (CIP) periodic settlement
  - Understand the Final Settlement process

<sup>\*</sup> AuC = Asset Under Construction

#### Project System Procurement



#### Purchase Orders

- Any PO results in commitment to WBS (Review report CJI5 for commitments and CJI3 for Actuals)
- When you clean up your POs at year-end, be sure to address those for projects, also.

If you want the costs to be recorded for a WBS, you
 MUST put the WBS on the payment cost assignment.

#### Parking WBS



- The parking WBS is used only for temporary project cost capture, the ultimate classification of expenditures in a parking WBS have not been determined.
- 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."
- A parking WBS will not be settled at period end or project close.
- All parking WBS should be reviewed periodically to determine appropriate posting or possible reclass.
- WBS.
  Use FV50 to reclass costs from a parking WBS to a capital WBS.
- @ 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.

## Expense, Capital, Pass Through WBS



- Expense Projects starting with identifier "E" is used to capture expenditures that will not be settled to an AUC and ultimately will not settle to a capital asset. Ex. E.A200.0001.AB000.
- Pass through Projects starting with identifier "P" is used to capture expenditures that will not be settled to an AUC and ultimately will not settle to a capital asset. Ex.
  P.A200.0001.AB000. The difference between this and Expense projects is that the Pass Through has assets captured in separate books and not in the SCEIS system.
- Capital Projects starting with identifier "C" is used to capture expenditures that will be settled to an AUC and ultimately will settle to a capital asset. Ex. C.A200.0001.AB000 with no value for Priority field.

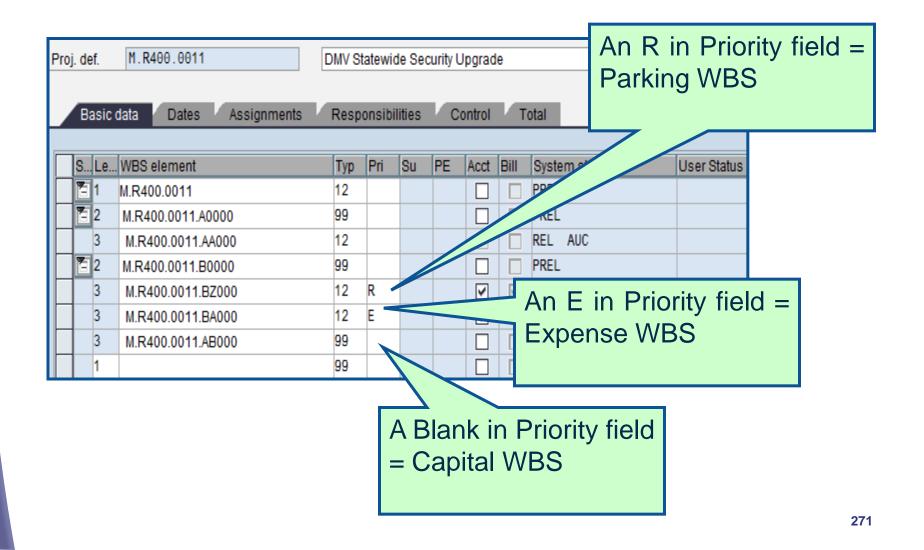
#### **Mixed Projects**



- Projects that begin with the identifier M for Mixed Projects, can have WBS that are designated as an Expense, Parking or a Capital WBS in their data structure. This is determined by the Priority field.
- The decision making process of whether a WBS should be capital or expense happens at the time of WBS Release.

#### Project – Typical M Project with Different Types of WBS





#### Period End Settlement



- @ Executed by SCEIS centrally every period end.
- This could and probably will be done as part of a monthly closing cycle.
- Costs move from project to AuC (CIP), so expense is not overstated.
- Period end settlement is where capital WBS are relieved of their cost and AuC gets the posting.

#### Parking WBS Settlement Profile



- A parking WBS will not be settled at period end or project close.
- Output Use CJ02 to ensure that all Parking WBS's have Settlement Profile Z003.

#### Parking WBS Settlement Profile

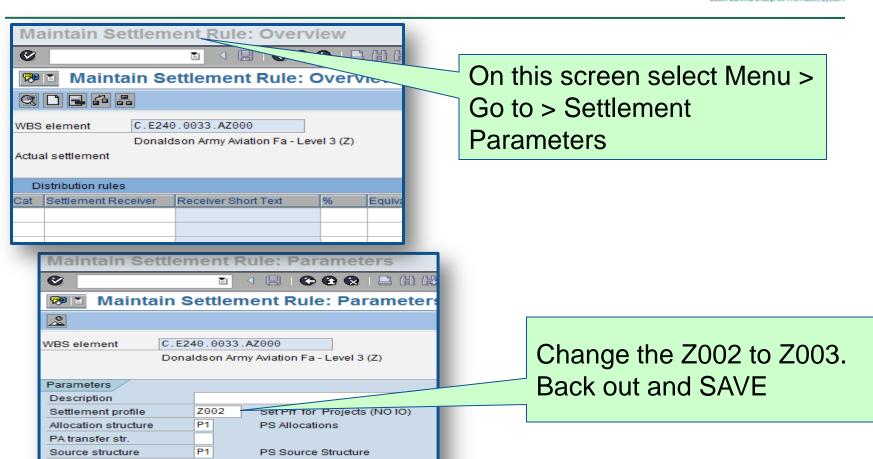


Type in the project in CJ02. When the WBS screen comes up, double click on the AZ WBS's settlement rule as displayed below:

Proj.	def.	C.E240.0033	G	Change WBS Elen	nent			
			Pr	oject Definition		C.E24	0.0033	
	Basic	data Dates Assignments	w	BS element		C.E24	0.0033	. AZ000
			1					
		WBS element	L_	SCEIS DATA	FOF	CAPIT	AL WBS	3 4
	<b>=</b> 1	C.E240.0033						
	2	C.E240.0033.A0000	F	Proj.type	99 U	nassig	ned (De	efault)
	3	C.E240.0033.AA000	Priority R Revenue					
	3	C.E240.0033.AZ000		Status				
	1			System Status REL				
	1		User status RELE					
	1							
	1			Responsibilities				
	1				Adi Ge	n-Gary		
	1			Applicant no.			,	
	1			Resp. cost cntr	SCO	1 E24	0CC010	1 App
	1			Reg.cost center	SCO		0CC010	
	1			Req. co.code	SCO			
	1			Req. co.code	1000	•		
	1			Occasionation				
	1			Organization	Seco			
	1		.	CO area	SCO			
	1		.	Company code	SCO			
$\vdash$	1		0		Se	ttlemer	nt rule	Investr
				4 b				

#### Parking WBS Settlement Profile cont S@EIS





275

11/04/2009

on

on

R0B09835

Asset value date Hierarchy number Strategy Sequence

Entered by

Last changed by

#### Capitalization to an Asset



- The Final Settlement process will be executed centrally by the OCG for FY2012.
- Agencies must notify the OCG of any <u>projects</u> that are complete and a settlement to an asset is required.
- You must <u>set up the asset shell</u> and give that information to the OCG with your request.

#### Capitalization to an Asset cont.



- Prior to capitalization of any project, agencies should review all expenditures in the expense WBS to determine if any should be capitalized. If so, move to a capital WBS.
- Parking WBS should be reviewed to determine if any parked expenditures should be capitalized.

#### Lesson 11 Summary



- You should now be able to:
  - Understand the management of project related PO's
  - Understand the use of different types of WBS and how they may affect AuC (CIP) periodic settlement
  - Understand the Final Settlement process

#### Course Summary



#### You should now be able to:

- Understand the <u>state's year-end closing procedures and closing packages</u> impact on SCEIS users.
- Understand the procedures and processes for <u>carrying</u> 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.



- 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 <u>budget reports and balances</u> at year-end.
- Understand how to determine and monitor <u>cash</u> <u>status</u> 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.

### Any Questions?





#### Next Steps



- 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** 

#### **Evaluation**



# 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



- @ Agency Budgets, including Carryforwards for FY2013
  - General Appropriations Bill, Fiscal Year 2012-2013,
    - § <a href="http://www.scstatehouse.gov">http://www.scstatehouse.gov</a>
  - 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
- South Carolina Materials Management Office
  - http://www.mmo.sc.gov
  - The South Carolina Consolidated Code and Associated Regulations

#### uPerform and Additional Practice



#### 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 <a href="http://www.sceis.sc.gov">http://www.sceis.sc.gov</a> and click SCEIS uPerform.

#### **Contact Information**



- Training@sceis.sc.gov
- 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
- SCEIS Website at www.sceis.sc.gov



#### **APPENDIX A**



#### FI – General Ledger Master Data



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

General Ledger Accounts	Number Range				
Cash and Cash equivalents	100000000 - 129999999				
Assets	130000000 - 179999999				
Fixed Assets	180000000 - 199999999				
Liabilities	200000000 - 299999999				
Fund Balance	300000000 - 399999999				
Revenue	400000000 – 499999999				
Expenditures	500000000 - 599999999				
Transfers	600000000 - 799999999				
Conversions	900000000 - 999999999				

## FI – Accounts Receivable Transactional Data



#### 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 S@EIS



Legacy
Business
<b>Dimension</b>

**Financial** Accounting (FI)

Controlling

(CO)

**Funds** Management (FM)

Grants Management (GM)

Division / Dept

Program / **Project** 

**Object** Code

Grant

**Sub Fund** 

**GL** Account

(10)

Grant (8)

**Fund (8)** 

Cost Center (10)

Internal Order (8)

Cost Element (10)

Grant (8)

**Fund (8)** 

**Fund** Center (10)

**Funded** Program (15)

Commitment Item (10)

Grant (8)

**Fund (8)** 

**Sponsored** Program (20)

**Sponsored Class (20)** 

Grant (8)

**Fund (8)**