



South Carolina Enterprise Information System

CO500 YEAR END PROCESSES FOR FY2018

PART 1: LESSONS 1-6

End User Training
Columbia, SC
May 2018

Welcome and Introductions



Welcome to C0500 Year End Processes for Fiscal Year 2018 (FY2018).

- Introductions
- Classroom etiquette
- Parking Lot

Class Overview

Upon completion of this class, Procurement Officers, Inventory Managers, Finance Managers, and Directors should be able to:

- Manage those processes that need to be completed in preparation for the closing of FY2018.

Class Overview (continued)

This class will cover those Year End processes in sixteen (16) lessons:

- Lesson 1: FY2018 Year End Important Dates
- Lesson 2: Managing Carry Forward Processes
- Lesson 3: Tools to Manage Year End Processing
- Lesson 4: Managing Purchasing Processes
- Lesson 5: Managing Inventory Processes
- Lesson 6: Managing Sales and Distribution (SD) Processes

Class Overview (continued)

- Lesson 7: Five Options to Create Shopping Carts for Fiscal Year 2019
- Lesson 8: Managing Expenditures and Accounts Payable Processes
- Lesson 9: Managing Revenue and Accounts Receivable Processes
- Lesson 10: Procedures for Managing Budget
- Lesson 11: FMX2 – Changing Funds Reservations
- Lesson 12: Managing Cash Status

Class Overview (continued)



- Lesson 13: General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Lesson 14: Managing Fixed Assets
- Lesson 15: Managing Grants
- Lesson 16: Managing Project Systems



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LESSON 1: FY2018 YEAR END IMPORTANT DATES

South Carolina Year End Important Dates



- 🌀 **Saturday, June 30** - State fiscal year ends.
- 🌀 **Friday, July 13** - Last day of fiscal year 2018 for Accounts Payable processing. Documents must be received in the CG's Office by 5:00 PM.
- 🌀 **Friday, July 13** - All AP Parked Documents should be cleared (Paid or Deleted) by COB.
- 🌀 **Friday, July 13** - Last day to close or reduce FRs and FBs to unencumber FY2018 budget.

South Carolina Year End Important Dates (continued)



- 🌀 **Wednesday, July 18** - Last day to carryforward FRs to unencumber FY2018 budget.
- 🌀 **Wednesday, July 18** - Last day to close, reduce or carry forward POs, to unencumber FY2018 budget.
- 🌀 Inventory PREQs must be carried-forward or deleted by 06/30/2018. If you edit the PREQ after 06/30/2018 that was NOT carried-forward, then you will create negative funding in the carry-forward year.

South Carolina Year End Important Dates (continued)



🕒 **Thursday, July 19** - Last day to process manual Use Tax via check or Cross Business Area Journal Entry. SCEIS will process automated Use Tax on July 19.

* To be included June automated tax return, all JE's with U1 tax code must be posted by COB July 18.

South Carolina Year End Important Dates (continued)



- ① **Monday, July 23** - Last day to process correcting journal entries in period 13 for FY2018.
- ① **Monday, July 23** - All Parked Documents (should only be JEs) must be processed or deleted by 5:00 p.m.
- ① These dates are the same for SCEIS and non-SCEIS Agencies.

South Carolina Year End Important Dates (continued)



- July 1 – 13, SCEIS transactions for extended Period 12 of the old fiscal year and Period 1 of the new year are both being processed.
- AP documents to be posted in the old year must have a Posting Date of June 30, 2018, Period 12.
- Correcting JE documents can be entered from July 14 through July 23 with a posting date of June 30, 2018, Period 13. (Role is required.)
- Documents to be posted in the new year must have a Posting Date on or after July 1, 2018, Period 1.

South Carolina Year End Important Dates (continued)

- ④ All revenue deposited on or before June 30 should be submitted as a Period 12, FY2018 transaction. These documents must be received in the State Treasurer's Office not later than COB July 6, 2018.
- ④ Refunds of FY2018 expenditures must be received in the State Treasurer's Office not later than COB July 13, 2018.

South Carolina Year End Important Dates (continued)



- ④ All payments for amounts due to employees including retirees, who terminate State employment on or before June 30, 2018, must be made by July 31, 2018.
- ④ To meet this, all payments (annual leave and other compensating absences) must be included in the payroll dated July 16, 2018.

South Carolina Year End Important Dates (continued)



- 🕒 Period 12 FY2018 - Open for normal processing June 1, 2018 through July 13, 2018.
- 🕒 Period 13 FY2018 – Open for users with a special JE role from July 14, 2018 through July 23, 2018.
- 🕒 Period 14 FY2018 – Open for Financial Statement agency users from July 24, 2018 through October 1, 2018.

Lesson 1 Summary

- You should now have a better understanding of the important dates in FY2018 Year End processing.



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LESSON 2: MANAGING CARRY FORWARD PROCESSES

Carry Forward Documents

- The following Value Types will be allowed to be carried forward by agencies:
 - VT 50 - Purchase Requisitions (PRs),
 - VT 51 - Purchase Orders (POs),
 - VT 54 – Invoices (for Inventory Goods Receipts {GR}),
 - VT 81 – Funds Reservations (FRs),
 - VT 83 - Forecast of Revenue (for Sales Orders)

Determine What to Carry Forward

- ① Run the Open Encumbrance Report to determine the encumbrances, POs, PREQs, FRs, that need to be carried forward using the ZFMJ2 transaction.
- ① After an encumbrance is carried forward, it will “fall off” the Open Encumbrance Report for FY2018.

Determine What to Carry Forward

- If it is decided not to carry forward a PO with an Asset and the PO Line Item has no transactions (no Goods Receipts, no Invoice Receipts):
 - Select the Line Item containing the asset and simply “Delete” the Line item. A **red X** will appear.

Purchase Orders & Goods Receipts

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

Goods/Services Received	Invoice Received	Decision
Before or on 06/30	By CG closing date	Leave & Pay in current year
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 the material/services	N/A	Delete the PO Line Item(s) at the Line Item Level. This will unencumber the PO and update the contract, if linked to a contract.

When to Carry Forward – Inventory Purchase Orders

Inventory POs

Goods Received	Invoice Received	Decision
Before or on 6/30	By CG's Closing Date	Leave the PO in the current year and pay in current year. Standard process.
Before or on 6/30, if the GR is for the full quantity	After the CG's Closing Date	Carry Forward the GR's 51 document number , the Accounting Document. Because the funds are now moved to the Valuated GR . http://www.sceis.sc.gov/documents/InstructionsforInventoryPurchaseOrdersscenario2.pdf

When to Carry Forward – Inventory Purchase Orders

Inventory POs

Goods Received	Invoice Received	Decision
Before or on 6/30, if the GR is for a partial quantity	After the CG's Closing Date	<p>Carry Forward the GR's 51 document number, the Accounting Document and the PO, Because this is a partial GR. We have funds on the GR and PO.</p> <p>http://www.sceis.sc.gov/documents/InstructionsforInventoryPurchaseOrdersscenario3.pdf</p>

When to Carry Forward – Inventory Purchase Orders

Inventory POs

Goods Received	Invoice Received	Decision
Before or on 6/30, if the GR is for a <u>partial</u> quantity and the GR is reversed, and then re-keyed	After the CG's Closing Date	Carry Forward the original GR, the reversed GR <u>and</u> the re-keyed GR <u>and</u> the PO. http://www.sceis.sc.gov/documents/InstructionsforInventoryPurchaseOrdersscenario4.pdf

When to Carry Forward – Inventory Purchase Orders

Inventory POs

Goods Received	Invoice Received	Decision
No Goods are received, no activity on the PO Line Item	No Invoice received before or after the CG's Closing Date	Do not need. Delete at the Line Item level, then delete the PREQ's Line Item.
No Goods are received, no activity on the PO Line Item	No Invoice received before or after the CG's Closing Date	Item is needed. Carry Forward the PO. 45XXXXXXXXX. http://www.sceis.sc.gov/documents/InstructionsforInventoryPurchaseOrderscenario1.pdf

When to Carry Forward – Funds Reservations

FRs

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

ZFMJ2 Carry Forward of Open Items

- ④ Only a few people in each agency will be given authorization for this transaction code.
- ④ You were sent last year's list to edit.
- ④ You will only be able to access your agency's data.
- ④ This transaction will only be available for a limited period of time. (Anticipated dates are June 18 – July 18.)

ZFMJ2 Carry Forward of Open Items Cont

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

ZFMJ2 Carry Forward of Open Items Cont

You can control AVC in 2019 for CFWD items.

🔄 No availability control:

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

🔄 Update without checks:

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

🔄 Check:

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

ZFMJ2 - Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

Restriction on FM Account Assignments

Grant	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text"/>	to	<input type="text"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>	to	<input type="text"/>	

Restriction According to Attributes

 Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

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

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List

Availability Control Layout
 U Update Without Check 

ZFMJ2 Transaction

Year-End Closing: Carryforward of Open Items

Restriction on FM Account Assignments

Grant		to		➔
Fund		to		➔
Funds Center	F0300000	to	F030zzzzzz	➔
Commitment Item		to		➔
Functional Area		to		➔
Funded Program		to		➔

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Enter Funds Center and Document Information

Restriction at Document Level

Value Type	I	to		➔
Company Code	SC01	to		➔
Document Number	4600000000	to		➔

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List

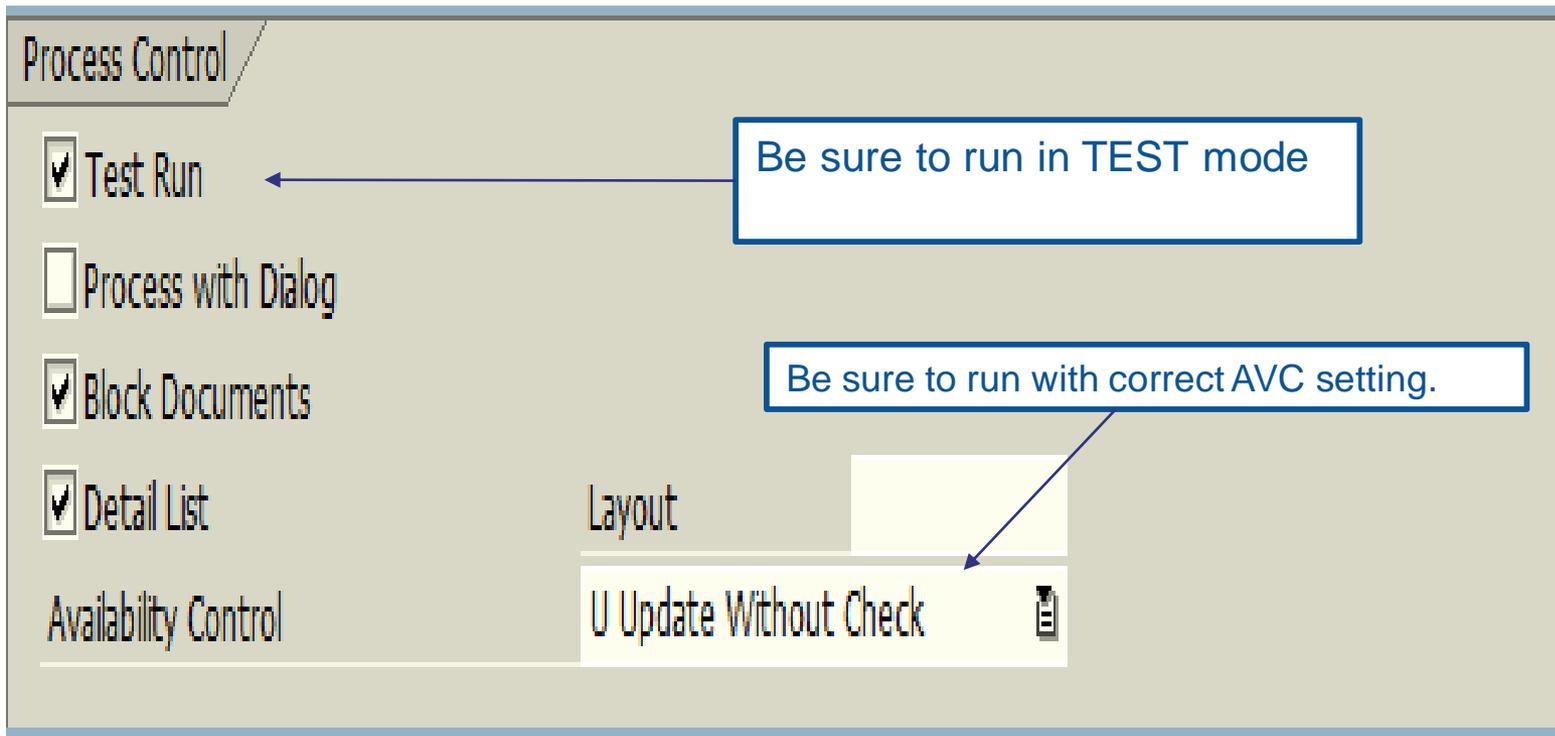
Availability Control

Layout

U Update Without Check

VT Short Descript.
50 Purchase Requisitions
51 Purchase Orders
54 Invoices
81 Funds Reservation
83 Forecast of Revenue

ZFMJ2 Transaction (continued)



The screenshot shows the 'Process Control' section of the ZFMJ2 transaction interface. It includes several checkboxes and a 'Layout' dropdown menu. Annotations with arrows point to specific elements:

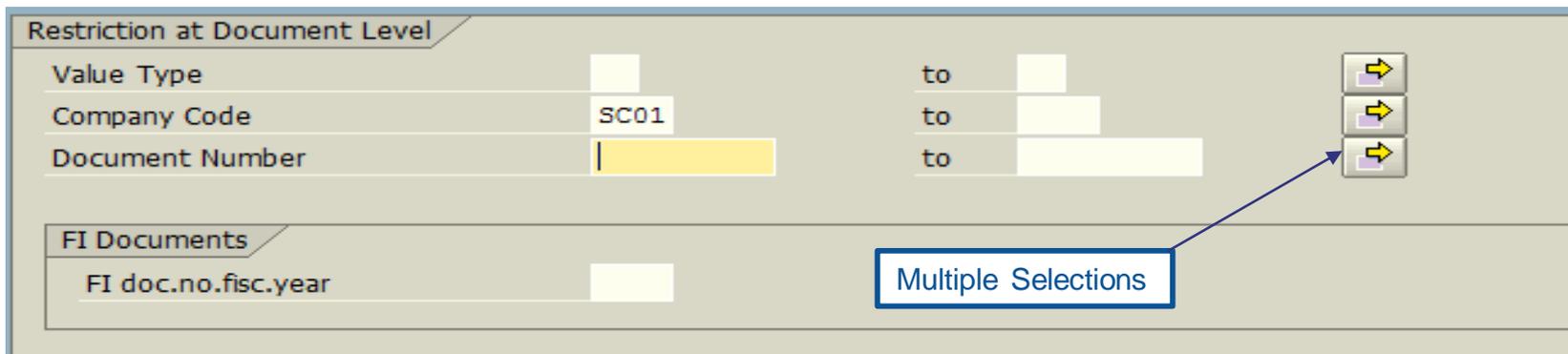
- Test Run: An arrow points from a callout box containing the text "Be sure to run in TEST mode".
- Process with Dialog
- Block Documents
- Detail List
- Layout: An arrow points from a callout box containing the text "Be sure to run with correct AVC setting." to the 'U Update Without Check' option in the dropdown menu.

Availability Control

U Update Without Check

ZFMJ2 Transaction (continued)

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



The screenshot displays the 'Restriction at Document Level' section of the ZFMJ2 transaction. It features three rows of input fields for 'Value Type', 'Company Code', and 'Document Number', each followed by a 'to' field. The 'Company Code' field contains 'SC01'. To the right of these fields are three stacked buttons with right-pointing arrows. A blue box labeled 'Multiple Selections' has an arrow pointing to the bottom button. Below this section is the 'FI Documents' section, which includes a field for 'FI doc.no.fisc.year'.

Restriction at Document Level	
Value Type	to
Company Code	to
Document Number	to

FI Documents

FI doc.no.fisc.year

ZFMJ2 Transaction (continued)

If you erroneously carry forward 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 Carry Forward!**

– 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 (continued)

It is imperative that you:

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

PO Hard Stop and POs Not Carried Forward

- 🌀 If a Purchase Order is not carried forward from FY2018 to FY2019 prior to COB July 18, 2018, the PO will no longer be available for change.
- 🌀 The validation ensures that the PO's FM Posting Date are in the same Fiscal Year.
- 🌀 **After July 18, agencies will not have the ability to carry forward POs. Therefore, POs remaining in previous fiscal year cannot be carried forward.**

PO Hard Stop

Hard Stops

- Problem: PO has been carried forward to FY2019, however, the FM Posting Date has not yet been updated. The first time you edit the PO in FY2019, you will get a Hard Stop.
- Solution: Change the FM Posting Date to the current date in FY2019.
 - **Do not make FM Posting Dates in the future.**
 - A common error is to move the FM Posting Date to 06/30/2019.

- ④ If you process with no budget checks on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- ④ You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

FMAVCR01 - Layout Options

Display Annual Values of Control Objects

🕒 📄 🇺🇸

FM Area: SC01
Fiscal Year: 2016
Control Ledger: 9H

Type of Account Assignments

Account assignments specified below are:

Control Objects
 Budget Addresses
 Posting Addresses

Selection of Account Assignments

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

Restriction According to Attributes

↔ Multiple Selection FM Account Assignm... Variant Name

Layout Options

Display Options

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

FMAVCR01 - Layout Options cont.

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

Lesson 2 Summary

- You should now have a better understanding of the Year End process for managing Carry Forward documents.



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LESSON 3: TOOLS TO MANAGE YEAR END PROCESSING

Key Tools to Manage Year End

- ① Understand Tools Available to Manage Year End Processing.
 - Fiscal Year Pop-up Messages
 - BW Open Encumbrance Report
 - ZBD1 – Budcon1.1 (search for open items encumbering budget)
 - ZMRBR Release Blocked Invoices (search and report data)
 - ME2N & ME2K Purchasing Documents per Document Number (search and report data)
 - MR11 Maintain GR/IR Clearing Account (GR/IR Reconciler)
 - FMX3 Display Funds Reservations
 - ME5A List Display of Purchase Requisitions
 - CJI5 Display Project Commitment Items

FY 2018 - FY 2019 Pop-up Message

- If you have access to the transactions below, from July 1 through July 13, you will get a “pop-up” screen to choose the appropriate FY for your transaction.

FMX2– Change FR

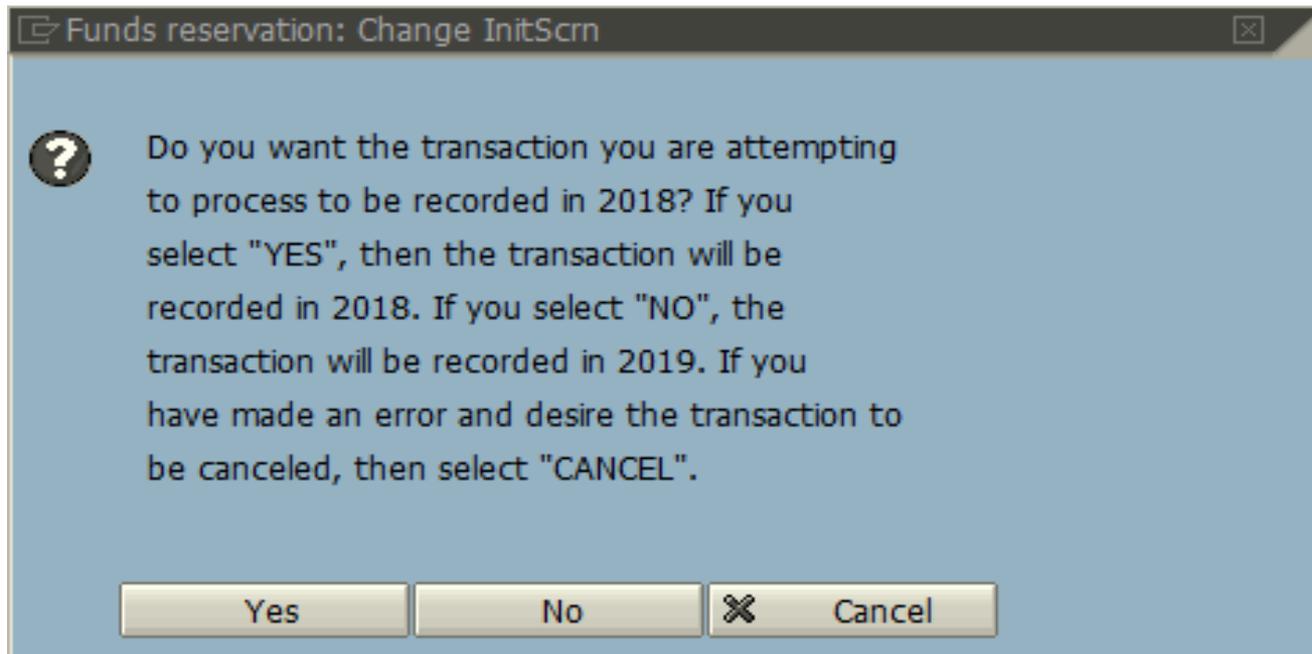
FMW2– Change Funds Block

VA02 – Change Sales Order

If you do not receive the pop-up message, stop and “Cancel” the transaction and call the SCEIS Help Desk.

FY 2018 - FY 2019 Pop-up Message

- The purpose of this “pop-up” message is to prompt you to select the appropriate FY the transaction is to be posted



Open Encumbrance Report

- The Business Warehouse Open Encumbrance Report shows open encumbrances.
 - Open Purchase Orders
 - Open Purchase Requisitions
 - Parked FI documents
 - Funds Block
 - Funds Reservation
- A new Business Warehouse Encumbrance History Report shows open and closed encumbrances.
(*Business Warehouse (BW) training is posted on the SCEIS website in uPerform.)

Open Encumbrance Report (continued)

- ④ It is a good practice to run the BW Open Encumbrance Report after PO clean-up to ensure no encumbrances remain. The report can now be processed by Purchasing Group.
- ④ BW is updated overnight. POs updated today will appear or disappear on the BW report the following business day.

Open Encumbrance Report (continued)

- Information about BW and BOBJ is available on the SCEIS website.
- <http://sceis.sc.gov/page.aspx?id=10>

Business Objects and BEx Queries

[List and Detailed Description of BW Reports \(LINK - large file size\)](#)

[Master List of Business Objects and BEx Queries \(Link\)](#)

[List of Business Objects and BEx Queries: Finance \(Link\)](#)

[List of Business Objects and BEx Queries: HR/Payroll \(Link\)](#)

[List of Business Objects and BEx Queries: Materials Management \(Link\)](#)

ME2N, Purchasing Document per Document Number

- List Displays by Purchase Order Number
 - This can be used to filter results of the Open Encumbrance Report.
- ME2N Report has multiple selection criteria for your use.
- ME2N, “Selection Parameter,” ZAINV, is also available to show “Goods Receipts not Invoiced.”

http://sceis.sc.gov/documents/20150505--SRM_ME2N_Selection_Parameter.pdf

ME5A Inventory Open Purchase Requisitions

🌀 ME5A Open Purchase Requisitions

- Helps identify Purchase Requisitions (PREQ) that were not fully converted to Purchase Orders.
- Helps identify which PREQs have had an encumbrance transferred back to the PREQ from the ZINV Purchase Order.
- If the PREQ is not required, please delete the PREQ.
- Remember PREQs encumber funds.

Lesson 3 Summary

- You should now have a better understanding of the tools to manage Year End processing.



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LESSON 4: MANAGING PURCHASING PROCESSES (NON-INVENTORY & INVENTORY)

Purchasing at Year End

- 🌀 For *goods and services received by June 30*, post the Goods Receipts by June 30 in order to assure that funds are posted in the current fiscal year.
- 🌀 *Invoices received by June 30* should be posted and paid in the current year.
 - Otherwise, you will be paying for this year's (2018) goods and services with next year's (2019) funds, thus causing potential budget shortfalls in the new fiscal year (2019).

Open PO Options

- 🌀 Receive and pay in current year
- 🌀 **Reduce** the PO Line Item, if applicable, remember reducing a PO Line Item reduces the encumbrance.
- 🌀 Delete PO at Line Item Level. The **red X** will appear on the Line Item in SRM, the Trashcan icon will appear in ECC.

Open PO Options

🌀 Receive and Pay in Current Year

- If the PO will be received and paid in the current fiscal year, make no revisions to the PO: follow standard process.
 - In order to free up budget for other payments at Year End, it is important that only POs that will be paid in the current fiscal year remain open.
 - If the PO cannot be received and paid in FY 2018, then carry forward the PO into FY 2019.

Reduce PO Line Item

- If you originally ordered 10 widgets but received 8 and if your customer is “good with the 8” and the other 2 are not needed, then reduce the PO to 8. This action reduces the encumbrance.
- If the PO is linked to a contract, the system will update the contract’s “Release Document”. **This action will enable accurate contract PO reporting and spend analysis.**

Open PO Options

- 🔄 Delete PO at Line Item Level
 - When the PO is deleted at Line Item Level, a **red X** will appear on the Line Item in SRM and the Trashcan icon will appear in ECC.

Converting Purchase Requisitions (PRs) to POs: Incorrect 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 each, rather than 10 boxes of 10 each from the vendor (10 units to a box). With no purchasing UOM in place, the system does not recognize this purchase as anything other than the base unit of **each** and assumes there are 90 more each still required.

Converting Purchase Requisitions (PRs) to POs: 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 boxes where the purchasing UOM has been implemented. In this purchasing UOM, 1 box = 10 each. The system will convert the box UOM to **each** once the Goods Receipt is entered. Thus the inventory will be correct, the PO will be correct and the PREQ will be correct.

Converting PREQ to POs: Unit of Measure

- Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or there will be an encumbrance balance left on the Purchase Requisition.
- Purchasing units of measure (UOM) can be established by the Agency Material Master Liaison (AMML) to assist buyers with conversion between base UOM and the Purchasing UOM.

Purchase Requisitions Encumbrance

- ④ 2018 PREQs must be processed via the standard process (PREQ>SC>ZINV) on or before June 30, 2018.
- ④ If a ZINV PO is deleted, the system sends the funds back to the PREQ. Therefore, the PREQ must be deleted prior to June 30, 2018.
- ④ 2018 PREQs deleted after 06/30/2018 **will create a negative value on the FM document in the new year.**

Lesson 4 Summary

- You should now have a better understanding of the Year End process for managing non-inventory and inventory POs and PREQs.



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LESSON 5: MANAGING INVENTORY PROCESSES

Material Reservations

- ④ 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.
- ④ 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.

Close or Delete all Material Reservations that you will not fulfill

- ④ Mark the **Deletion** indicator on the Material Reservation if you have not issued or will not issue any quantity against this Material Reservation (MB22).
- OR**
- ④ Mark the **Final Issue** indicator on the Material Reservation (MB22).
- OR**
- ④ Mark the **Final Issue** indicator in the Goods Issue transaction if you do not want to leave items on backorder (MIGO).

Material Reservation - Deletion

MB22 – Change Reservation

Change Reservation 9500328865 : Collective Processing

Details from Item

Movement Type GI for cost center

Goods recipient

Fund

Cost Center Grant

Functional Area Commitment Item

Funds Center

Earmarked Funds Done

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	FIs	D
1	106198	5.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	106206	36.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	106208	48.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Deletion Indicator

Material Reservation – Final Issue

MB22 – Change Reservation

Change Reservation 9500328865 : Collective Processing

Details from Item

Movement Type GI for cost center

Goods recipient

Fund

Cost Center Grant

Functional Area

Funds Center

Commitment Item

Earmarked Funds Done

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	FI	D
1	106198	5.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	106206	36.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	106208	48.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Final Issue Indicator

Goods Issue – Final Issue

MIGO – Goods Issue

Goods Issue Reservation - Rebecca Ferguson

Show Overview | Hold | Check | Post | Help

A07 Goods Issue | R09 Reservation | GI for cost center 201

General

Document Date: 05/23/2017 | Material Slip: |
Posting Date: 05/23/2017 | Doc.Header Text: |
 3 Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	Co...	G/L Account	Batch	Valuation ...	M...	D	Stock Typ
1	LINER,CAN,PLASTIC,33"X40",250/CV	<input checked="" type="checkbox"/>	5	CV	Camille Graham	N040323315	N040	SC01	5033130000			201	-	Unrestr

Material | Quantity | Where | Reservation | Account Assignment | DOT

Reservation: 9500165466 | 1 | Created by: RASHEBA BRACKETT
Reqmt Date: 06/01/2011
Reqmt Qty: 5 | CV
Withdrawal Qty: 0
Qty.f.avail.chk: 0
 Final Issue

Item OK | Line: 1

Final Issue Indicator

Other Year End Considerations

- ④ Goods Receipt/Invoice Receipt – When the value on the Goods Receipt differs from the value of the invoice, the net difference is posted in the GL to the GR/IR clearing account. Contact the FI Department in your agency if you do not have AP GR-IR Reconciler role.
- ④ Run transaction MR11 to identify variances and clear appropriately. Contact the FI Department in your agency if you do not have access to this transaction.

Physical Inventory (per CG Office)

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

Physical Inventory Reconciliation

- ☉ Pay attention to Unit of Measure when entering your count. The default is the Base Unit of Measure and not the Purchasing Unit.
- ☉ Per the CG's office "There is no reporting threshold for inventory, therefore all inventory should be reported at year end".
- ☉ Physical inventory documents must have differences **POSTED** no later than June 30, 2018.
- ☉ **Do not wait until June 30 to start taking inventory.**

Helpful Transactions

- **MIDO Display Physical Inventory Overview**
 - MIDO lists Material Masters not yet counted. After inventory, check that all materials have been counted.

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

Phys. Inventory Doc. for Material

Company Code SC01 Evaluation for 2016
Current Fiscal Year 2016 Current Period 11
Created on 05/16/2016 by RFERGUSON

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

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

Material not counted

Helpful Transactions

- MI22 Display Physical Inventory Documents
 - MI22 Shows all physical inventory documents.
 - Active documents must be POSTED or DELETED by June 30, 2018.

Any Document marked “Doc. Active” is not a completed inventory document and has not been posted.

100010		ADAPTER, HEADSET, ONE TOUCH, 500A1, REFURB	IT03 0001			
100003808	2		2010.12	06/28/2010	06/28/2010	1
100010721	2		2011.12	06/27/2011	06/27/2011	1
100014967	2		2012.12	06/25/2012	06/25/2012	1
100019061	2		2013.12	06/25/2013	06/25/2013	1
100022683	2		2014.12	06/23/2014	06/23/2014	1
100026772	2		2015.12	06/25/2015	06/25/2015	1
100028880	1		2016.09	03/16/2016	03/16/2016	1
						Doc. Active

Example: document not yet POSTED

Other Year End Considerations

- ④ Inventory scrapping (**MIGO, Movement Type 551**)
 - Review and identify any inventory that may be considered obsolete or damaged.
 - Excess inventory
 - Can another plant in your agency or another agency use the inventory?
 - **MC46** The Slow-Moving Items report can help identify items that have not been used in a period of time.
 - Surplus inventory
 - Comply with your agency's guidance, the South Carolina Consolidated Procurement Code & Regulations, #19-445.2150, Surplus Property Management.

Lesson 5 Summary

- You should now have a better understanding the year end process for managing inventory processing.



South Carolina Enterprise Information System

LESSON 6: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

SD – Open Sales Orders

VA05 Transaction Code

- Open Sales Orders can cross fiscal years. In VA05, Open Sales Orders can be viewed by selecting the Open Sales Orders in the Selection Criteria and clicking on the Organizational Data to add the agency information.

List of Sales Orders

Disp.variants Further sel.criteria **Organizational data** Partner function...

Sold-to party

Material

Purchase order no.

Sales order data

Document Date To

Selection criteria

Open sales orders My orders

All orders

SD –Incomplete Sales Orders

V.01 Transaction Code

- To view and determine why a sales order is incomplete, use **V.02** to review **Incomplete Sales Orders**. You can search by agency or “created by.” All incomplete sales orders should then be updated or deleted.

Incomplete SD Documents

Incompleteness

General
 Delivery
 Billing document
 Price determination
 No assignment

Status group to 

Organizational data

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

Document Information

Created by to
SD transaction to 

Execute

Display variant

List variation

Safety query

SD – Incomplete Sales Orders V.01 (continued)

- ⦿ Incomplete SD documents (Sales Orders, Contracts and Quotations) are shown by clicking into the sales document. Clicking on the “Number column” gives details as to why the Sales Order is incomplete.

Incomplete SD Documents

Edit incompleation | [Print] | [Refresh] | [New] | [Copy] | Choose | Save | [Delete] | [Undo] | [Redo] | [Filter] | Selections

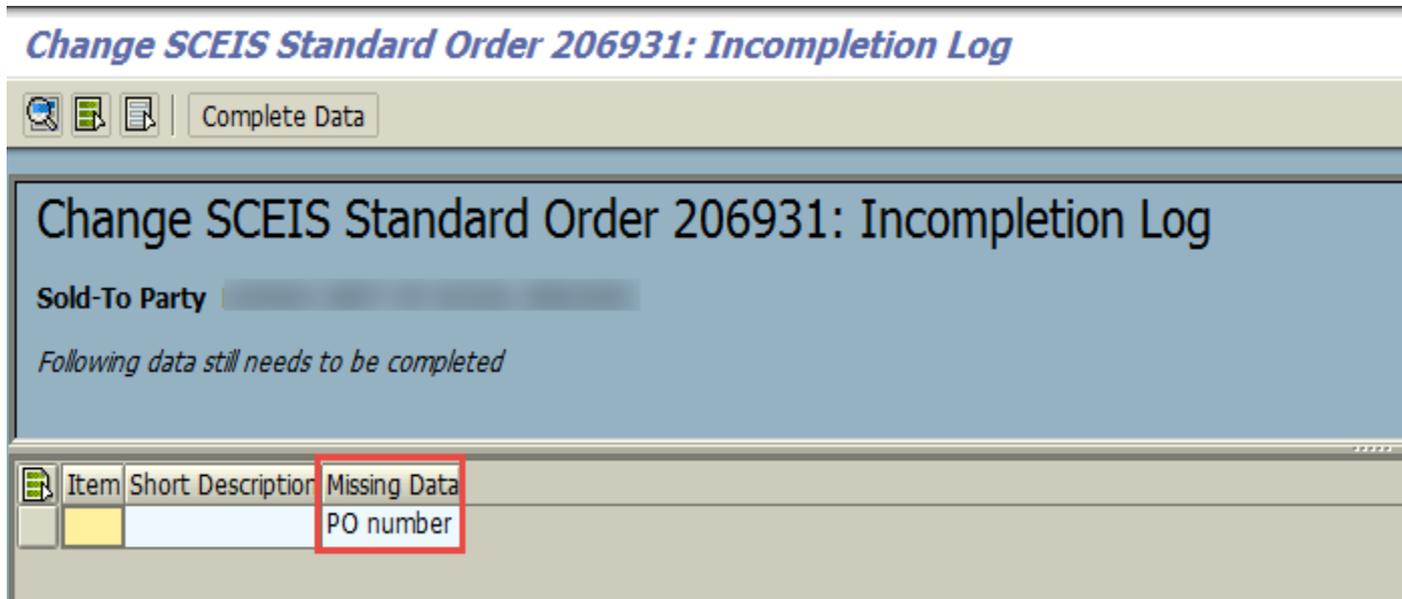
Incomplete SD Documents

Basic list

Sales Document Type	Created by	Created on	G	D	B	P	Number
Order 206931		04/18/2017	X				1
Order 206933		04/18/2017	X				1
Order 206934		04/18/2017	X				1
Order 228798		03/02/2018	X	X	X		20
Quotation 20000000		11/09/2009	X	X	X		4
Contract 40000815		05/03/2017	X				1

SD – Incomplete Sales Orders – V.01 (continued)

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



Change SCEIS Standard Order 206931: Incompletion Log

Complete Data

Change SCEIS Standard Order 206931: Incompletion Log

Sold-To Party [REDACTED]

Following data still needs to be completed

Item	Short Description	Missing Data
		PO number

SD – Picking and Issuing VL10H Transaction

VL10H - Review all Activities Due for Shipping

Activities Due for Shipping "Sales Order and Purchase Order Items"

Dialog Background [Icons]

OriginDoc. Sold-to pt SaTy							
Item	GI	Date	DB	Material	Open qty	BUn	CumQty SU
108721 4002297 ZOR							
<input type="checkbox"/>	108721	20	09/03/2013	101046	1	EA	1 EA
108835 4002297 ZOR							
<input type="checkbox"/>	108835	20	09/04/2013	101042	4	EA	4 EA
<input type="checkbox"/>	108835	30	09/04/2013	100897	4	EA	4 EA
108846 4002297 ZOR							
<input type="checkbox"/>	108846	20	09/04/2013	101046	1	EA	1 EA
108944 4002297 ZOR							
<input type="checkbox"/>	108944	20	09/05/2013	101046	1	EA	1 EA
109082 1002010 ZOR							
<input type="checkbox"/>	109082	10	03/12/2014	100010	15	EA	15 EA

SD – VL06O Day's Workload for Picking and Goods Issue

- Verify all material is picked and issued using VL06O. If VL10H is SAVED rather than picked and issued you could locate here.

Outbound Delivery Monitor

Display Variants | Only inbound deliveries | Only outbound deliveries | All deliveries

Outbound Deliveries

Selection Type:

For Checking

For Distribution

For Picking

For Confirmation

For Loading

For Goods Issue

For Transport. Planning

List Outbound Deliveries

VL06O

SD – VL06O Day's Workload for Picking and Goods Issue

Material Not Picked

Day's Workload for Picking

Item View | TO in Background | TO in Foreground | TO for Group | [Navigation Icons]

ShPt	Pick Date	Total Weight	WUn	Volume	VUn	ProcTime	Nr Items
Delivery	GI Date	DPrio	Route	Total Weight	WUn	Volume	VUn OPS WM Nr
DA04	07/20/2015	0	KG			0.00	8
<input type="checkbox"/> 80129667	07/20/2015	2					A

Material Not Issued

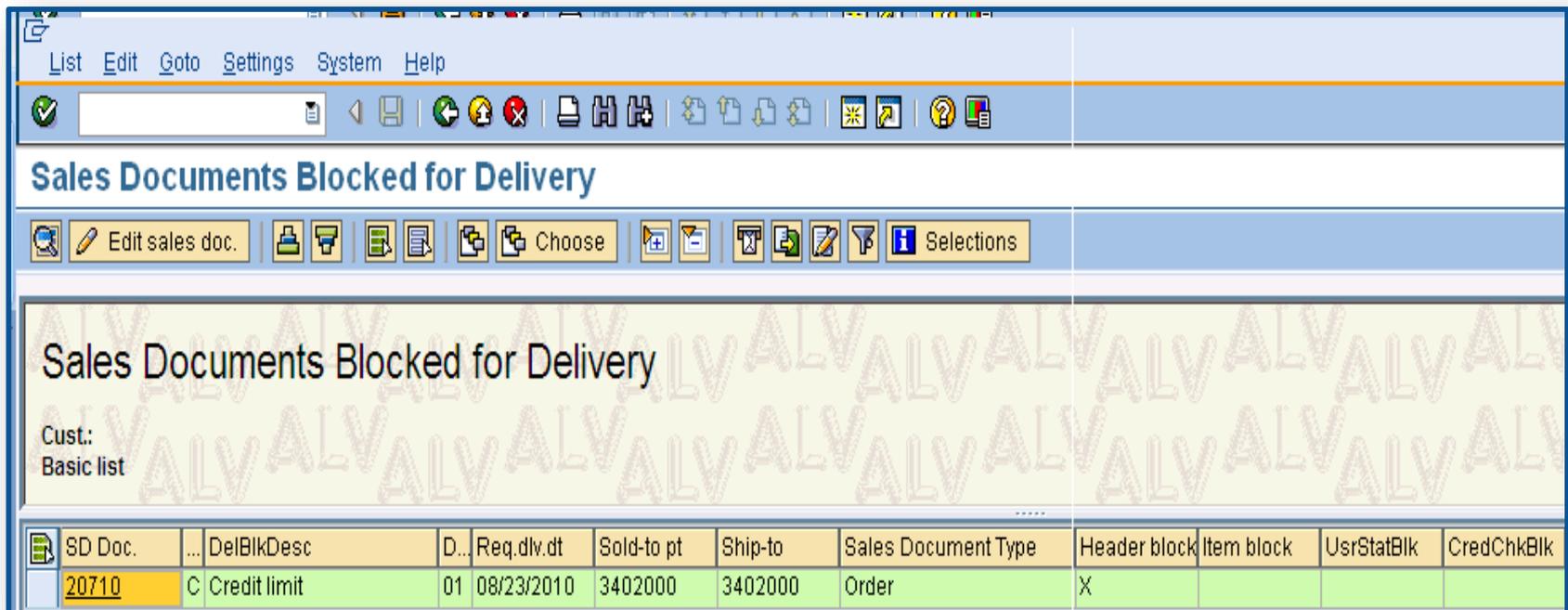
Goods Issue for Outbound Deliveries to be Posted

Item View | Post Goods Issue | [Navigation Icons]

Delivery	GI Date	Route	Ship-to	Name of the ship-to party	Sold-to pt	Name of sold-to party
<input type="checkbox"/> 80115696	12/01/2014		4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
<input type="checkbox"/> 80118886	01/29/2015		4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
<input type="checkbox"/> 80130408	07/30/2015		2804001	TOWN OF SANTEE POLICE DEPT	2804001	TOWN OF SANTEE POLICE DEPT
<input type="checkbox"/> 80130425	07/30/2015		2600001	MONCKS CORNER POLICE DEPT	2600001	MONCKS CORNER POLICE DEPT

SD – Blocked for Delivery VA14L Transaction

- 🕒 Sales Orders blocked for Delivery CAN BE VIEWED in **VA14L**. This can be edited by double clicking on the sales order, or the line item can be deleted.



The screenshot shows the VA14L transaction interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and editing. The main title is 'Sales Documents Blocked for Delivery'. Below the title is another toolbar with buttons for 'Edit sales doc.', 'Choose', and 'Selections'. The main content area displays the title 'Sales Documents Blocked for Delivery' and 'Cust: Basic list'. At the bottom, there is a table with the following data:

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

SD – Open Sales Contracts

VA45 Transaction

VA45 – Review all **Open Sales Contracts**.

List of Contracts



Open contracts

Validity Period 07/01/2013 To 05/18/2014

Document	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from	Valid to	Div.Date	Created by	BB	Sold-to pt
40000740	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4009159
40000739	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012283
40000738	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012282
40000737	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4002681
40000736	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4004511
40000735	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012281
40000734	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4001604
40000733	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012279
40000725	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4009161
40000724	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4002585
40000723	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4009163

SD – Billing

VFX3 Transaction

- VFX3 – Release Billing Documents for Accounting.
This transaction allows you to view billing documents that are due to be released to accounting.

Release Billing Documents for Accounting



SOrg.	Payer	BlCat	Billing Date	BlIT	Created by	Created on	Sold-to pt	Billing Doc.	PsSt	S	Char	Billing Type	Name of the payer
ZDOC	1023012	L	10/03/2013	F2	TER40455	01/21/2014	1023012	90122672			Delivery-related billing document	Invoice	GREENVILLE COUNTY DETENTION CTR.
ZDOC	3241022	L	10/31/2013	F2	TER40455	01/21/2014	3241022	90122675			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE
ZDOC	3241022	L	11/14/2013	F2	TER40455	01/21/2014	3241022	90122676			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE
ZDOC	3331002	L	09/30/2013	F2	TER40455	01/21/2014	3331002	90122680			Delivery-related billing document	Invoice	MCCORMICK SCHOOL DISTRICT
ZDOC	4006651	L	09/09/2013	F2	TER40455	01/21/2014	4006651	90122687			Delivery-related billing document	Invoice	NEWBERRY HISTORICAL SOCIETY
ZDOC	D200008	L	09/09/2013	F2	TER40455	01/21/2014	D200008	90122702			Delivery-related billing document	Invoice	GOVERNORS OFFICE-CONTINUUM OF CARE
ZDOC	H630029	L	07/23/2013	F2	TER40455	01/21/2014	H630029	90122706			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	H630029	L	09/30/2013	F2	TER40455	01/21/2014	H630029	90122707			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	H630029	L	12/18/2013	F2	TER40455	01/21/2014	H630029	90122708	N		Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	J040043	L	12/03/2013	F2	TER40455	01/21/2014	J040043	90122717			Delivery-related billing document	Invoice	SC DEPT OF HEALTH & ENV. CT
ZDOC	K050003	L	11/21/2013	F2	TER40455	01/21/2014	K050003	90122727			Delivery-related billing document	Invoice	DEPARTMENT OF PUBLIC SAFETY
ZDOC	L240003	L	08/30/2013	F2	TER40455	01/21/2014	L240003	90122735			Delivery-related billing document	Invoice	SC COMMISSION FOR THE BLIND
ZDOC	N040026	L	11/07/2013	F2	TER40455	01/21/2014	N040026	90122738			Delivery-related billing document	Invoice	SCDC COMMISSARY WAREHOUSE
ZDOC	U120027	L	11/13/2013	F2	TER40455	01/21/2014	U120027	90122767			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION
ZDOC	U120027	L	12/03/2013	F2	TER40455	01/21/2014	U120027	90122769			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION
ZDOC	3402000	L	01/15/2014	S1	JOY63646	02/10/2014	3402000	90124194			Delivery-related billing document	Cancel. Invoice (S1)	RICHLAND SCHOOL DISTRICT #2

SD– Billing VF04 Transaction

- VF04 – Review all open Billing Documents related to Sales Orders. All shipments made by June 30 must be billed by that date.

Maintain Billing Due List

Individual billing document
 Collective billing document
 Collective billing doc./online

S	BCat	SOrg.	Billing Date	Sold-to pt	BlLT	DstC	Document	Dchl	Dv	DocCa	Address	Name of sold-to party	Sold-toLoc	Sort term	Counter	ShPt	POD status	Net Valu
X	A	ZDST	10/07/2013	4002297	F2	US	111682	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		180.00
X	A	ZDST	12/09/2013	4002297	F2	US	116636	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	12/10/2013	H630007	F2	US	116805	Z1	Z1	C	354996	DEPARTMENT OF EDUCATION	COLUMBIA			IT03		4,161.30
X	A	ZDST	02/20/2014	4002297	F2	US	121338	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		30.00
X	A	ZDST	02/21/2014	4002297	F2	US	121438	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		300.00
X	A	ZDST	02/24/2014	4002297	F2	US	121649	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		180.00
X	A	ZDST	02/26/2014	D170009	F2	US	122047	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA			IT03		1,590.00
X	A	ZDST	03/05/2014	L040001	F2	US	122663	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA			IT03		300.00
X	A	ZDST	03/07/2014	L040001	F2	US	122882	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA			IT03		240.00
X	A	ZDST	03/12/2014	D170009	F2	US	123207	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA			IT03		480.00
X	A	ZDST	03/19/2014	4002297	F2	US	123784	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124109	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124115	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		420.00
X	A	ZDST	03/24/2014	4002297	F2	US	124134	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124135	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/25/2014	4002297	F2	US	124239	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00

SD – Billing V23 Transaction

- 🕒 V23 – Review all SD documents blocked for billing by highlighting the Sales Order and clicking on “Edit sales doc.” This allows the user to make any necessary changes needed in order to bill.

SD Documents Blocked for Billing

🔍 Edit sales doc. 🖨️ 📄 📄 📄 📄 📄 Choose 📄 Save 📄 📄 📄 📄 📄 📄 📄 📄 📄 Selections

SD Documents Blocked for Billing

Customer:
Basic list

SD Doc.	BillBlkDes	On	Sold-to pt	Created	Name	BB	Delivery status	Sales doc.type	Header block	Item block
125529	C DSIT - Spirit	04/08/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
125744	C DSIT - Spirit	04/10/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
125753	C DSIT - Spirit	04/10/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
125875	C DSIT - Spirit	04/11/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
126003	C DSIT - Spirit	04/11/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126047	C DSIT - Spirit	04/14/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126606	C DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126607	C DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
126608	C DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126609	C DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
126812	C DSIT - Spirit	04/23/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126875	C DSIT - Spirit	04/23/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126947	C DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126949	C DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
126971	C DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127023	C DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127073	C DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127074	C DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127115	C DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
127165	C DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
127166	C DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127229	C DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127246	C DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
127357	C DSIT - Spirit	04/29/2014	JO20003	BEV11756	DHHS	Z1	Not relev for deliv	Order	X	
127358	C DSIT - Spirit	04/29/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	

SD – Billing

Current Fiscal Year

- If the Sales Order was shipped in the current fiscal year(2018), the billing must be completed in the current fiscal year (2018).

SD – Helpful SD Transaction Codes

- 🌀 **VA05** Review all OPEN Sales Orders
- 🌀 **V.01** Review INCOMPLETE Sales Orders
- 🌀 **VL10H** Review all Open Picking & Goods Issue Requests
- 🌀 **VL06O** Verify there are no open Picking & Goods Issue Requests
- 🌀 **VA14L** Review any SD Documents Blocked for Delivery
- 🌀 **VA45** Review All OPEN Sales *Contracts*

SD – Transaction Codes to Remember (continue)

- VF04 Maintain the Billing Due List
- VFX3 Release Billing Documents for Accounting
- V23 Review Sales Orders Blocked for Billing

Lesson 6 Summary

- You should now have a better understanding of the Year End process for managing Sales and Distribution (SD) processing.