



South Carolina Enterprise Information System

# CO500 YEAR END PROCESSES FOR FY2018

## PART 2: LESSONS 7-16

End User Training  
Columbia, SC  
May 2018



South Carolina Enterprise Information System

# **LESSON 7: FIVE OPTIONS TO CREATE SHOPPING CARTS FOR FISCAL YEAR 2018**

# Shopping Carts for FY 2018

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🌀 “Five Options to Create Shopping Carts for Fiscal Year 2019” can be found at:

[http://sceis.sc.gov/documents/Five\\_Options\\_To\\_Create\\_SC\\_for\\_FY2019\\_Before\\_or\\_on\\_July\\_1\\_2018.pdf](http://sceis.sc.gov/documents/Five_Options_To_Create_SC_for_FY2019_Before_or_on_July_1_2018.pdf).

# Lesson 7 Summary

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- You should now have a better understanding of the Five options of the Year End process for creating Shopping Carts for Fiscal Year FY2019 on or before July 1, 2018.



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# **LESSON 8:**

## **MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES**

# Key Transactions

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- 🌀 FV60 Park Vendor Invoice
- 🌀 MIRO Post Incoming Invoice
- 🌀 FBL1N Vendor Line Item Display

# Payment Terms

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- 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, then the check is not actually cut until June 22. This enables the State to meet general payment terms of **Net 30 Days**.
- For payments made during July for the prior fiscal year, the invoices will produce an error so that you will be prompted to change the payment terms to **Pay Immediately (0001)**.

# Identify Future Dated Invoices

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- ④ Run FAGLL03 to identify Future dated invoices.
- ④ Run using GL 2000010000 only. If not, system will likely time out.



# Identify Future Dated Invoices

## *G/L Account Line Item Display G/L View*

⌚ 📄 ⓘ 📊 🗑️ Choose Ledger 📄 Entry View Data Sources

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G/L account selection

G/L account	2000010000	to		➡
Company code	SC01	to		➡

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Selection using search help

Search help ID	
Search string	

➡ Search help

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Line Item Selection

Status

☒ Open Items

Open at Key Date	05/04/2018
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☐ Cleared Items

Clearing Date		to		➡
Open at Key Date				

☐ All Items

Posting Date		to		➡
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Enter GL 2000010000 and Execute

# Identify Future Dated Invoices

This invoice will never pay  
though it is consuming budget.

DocumentNo	Ty...	Doc. Date	Bline Date ▼	Amount in local cur.	Text
5702331237	RE	10/27/2018	10/27/2018	311.85-	LAST PAYMENT
3011402839	KR	06/13/2018	06/13/2018	2,500.00-	JUNE RENT TOV
5702321035	RE	06/12/2018	06/12/2018	7,338.00-	May
5702321006	RE	06/09/2018	06/09/2018	4,046.19-	May
5702320617	RE	06/01/2018	06/01/2018	295.00-	CHAMBER OF CO

# Prior Year Payables in the New Year

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

# Prior Year Payables in the New Year (continued)

- Accounts Payable Transactions for Reporting Package
  - Select “Prior Year Payable” from dropdown box in **Text** field under the Basic Data tab. No other alternative wording should be used.
- Report any transactions identified/processed to CGO, regardless of amount, after the submission of the Accounts Payable Reporting Package.
  - This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

# Prior Year Payables in the New Year (continued)

## Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as completed Post Editing options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

/endor 7000000891 SGL Ind  
 nvoice date 07/03/2017 Reference 123456  
 Posting Date 07/03/2017 Period 1  
 Document Type KR KR (Vendor in ...  
 Amount 1.00  
 Text  
 Paymt terms 22 Days net

Doc.currency  
 USD Calculate tax  
 IO IO (A/P Tax Exempt)

Vendor  
 Address  
 BUSY BEE  
 108 WALL STREET  
 MONCKS CORNER SC 29461  
 OIs

Click on Dropdown Box

0 Items ( Screen Variant : Screen 100 )

G/L acct	D/C	Amount in doc.cu...	Cost center	Order	Fund	Grant	Assignment
	S De...						
	S De...						

# Prior Year Payables in the New Year (continued)

Text (1) 8 Entries found

Restrictions

✓ ✕ H H+ \* ? [ ]

ID	Text edit format
0001	Payroll Period \$BUD
0002	3rd Party \$BUD
AAAA	Rent for Walldorf storage building \$BUP
LEAS	Leasing fee for vehicles in month \$BUP
PAYA	Prior Year Payable
PMOF	Check replacement for DD
POLT	cannot find me
PREP	Prepaid Expenditure

Select Prior Year Payable

# Prior Year Payables in the New Year (continued)

## *Park Vendor Invoice: Company Code SC01*

Tree on Company Code Simulate Save as completed

Transactn R Invoice

Basic data Payment Details Tax Withholding tax Notes

/endor	70000000891	SGL Ind	
nvoice date	07/01/2018	Reference	123456
osting Date	07/01/2018	Period	1
ocument Type	KR KR (Vendor in...)		
		<input type="checkbox"/> Doc.currency	
Amount	1.00	USD	<input type="checkbox"/> Calculate tax
		10 10 (A/P Tax Exempt)	
Text	Prior Year Payable		
aymnt terms	22 Days net		

# Travel Advances

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- FY2018 Travel Advances – GL 5052010000 should be \$0.00.
- FY2019 Travel Advances – should use a date on or after 07/01/2018



# Lesson 8 Summary

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- You should now understand the
  - Year End process for managing expenditures and Accounts Payable processing.



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# **LESSON 9: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES**

# Key Transactions

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

# Revenue at Year End

- ④ All cash received by June 30 must be posted to the prior fiscal year.
- ④ The posting date determines which fiscal year the revenue is posted. For example:
  - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2018 or prior to post to FY2018.
  - All revenue received **as of** June 30, but deposited in July must have a posting date of 6/30/2018 to post to FY2018.
  - All revenue received **after** June 30 must have a posting date of 07/01/2018 or after and must post to FY2019.

# Revenue at Year End (continued)

- ④ Deposits for Period 12 (FY2018), and Period 01 (FY2019)
  - Deposit on separate deposit slips and enter as separate transactions in SCEIS.
- ④ All deposit slips transmitted for FY2018 pertaining to Period 12 must be received in the State Treasurer's Office not later than COB July 6 , 2018.

# Revenue at Year End (continued)

- Bank deposits validated after Tuesday, July 6, 2018
  - Contact STO if you need the deposit recorded in Period 12, FY2018.
    - This should be a rare exception, as revenue deposited on or after July 1, 2018 should be recorded as FY2019 revenue.
- Deposits for Refund of Expenditure or Refund of Travel for FY2018
  - It is not necessary to contact the STO prior to submitting. Use Period 13 on these deposits and submit them in the normal manner until COB on July 13.

# Revenue at Year End (continued)

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

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



# Accounts Receivable at Year End

- Compare FBL3N and/or FBL5N to ZGLA to ensure that A/R balances agree.
- After reviewing A/R balances, use Transaction Code F-32 to write-off customer accounts.

# Display Un-Deposited Cash – FBL3N

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

# Lesson 9 Summary

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- You should now understand the
  - Year End process for managing revenue and Accounts Receivable processing.



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# LESSON 10: PROCEDURES FOR MANAGING BUDGET

# Key Terms and Concepts

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

- 🌀 Posted, Pre-posted Budget Items
- 🌀 Carry Forward Budget Items
- 🌀 Workflow Items
- 🌀 Statewide Carry Forward Appropriations
- 🌀 Earmarked, Restricted, and Federal Appropriations

# Budget Items at Year End

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- ④ Clear all pre-posted budget items by the close of business July 13 for the fiscal year.
- ④ A listing of all pre-posted items can be generated by using T-code **FMEDDW, Document Status 2**.
- ④ Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB**.
- ④ Statewide Carry Forward will be handled centrally. Agency personnel will not have to enter this information, if there is any Carry Forward.

# View Budget Documents

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

# Statewide Carry Forward Appropriations

- Proviso 117.23 - Authorizes agencies to carry forward a percentage of unspent General Fund appropriations to the next fiscal year.
  - This proviso may be suspended to avoid a fiscal year-end general fund deficit.
- The Office of the Comptroller General and the Executive Budget Office will determine each Agency's Carry Forward amount and transact the necessary entries.
  - Carry Forward appropriation will be recorded centrally in Funded Program 8900.000000X000 “Statewide Carry Forward Appropriations” and in Commitment Item 561000.
  - Agencies cannot make expenditures against this temporary account. Use transaction **FMBB** to transfer the appropriations within the Agency's normal budget accounts.



# Carry Forward General Appropriations – FMBB cont.

- Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must:
  - Process budget transactions by **July 25**
  - Use T-code **FMBB** to process carry forward, **Budget Type CFSP**
  - Reference the applicable proviso or permanent statute related to the Carry Forward authority in the text fields on each line item
    - Failure to reference the applicable proviso or permanent statute will result in the Executive Budget Office's refusal to process the transaction
- Note: This is not the “10% Carry Forward” determined after the close of the fiscal year in accord with Proviso 117.23.


# Carry Forward - Special Items






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## CFSP – Carry Forward Special Items


- Process COVR
- Document Type CFWD
- Version 0
- Budget Type 2018 CFSP Period 12
- Budget Type 2019 CFSP Period 1


# Carry Forward - Special Items


 **Budgeting Workbench - Create Document for FM Area SC01**

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

Document  Status

 Header Data Additional Data

Process  

Document type  


Version

Document Date


**Payment Budget**

Total Sender	0.00
Total Receiver	0.00

**Sender**

Fiscal Year	<input type="text" value="2018"/>	Period	<input type="text" value="12 ..."/> 
Budget Type	<input type="text" value="CFSP"/> Carryforward Special Items		

**Receiver**

Fiscal Year	<input type="text" value="2019"/>	Period	<input type="text" value="1 ..."/> 
Budget Type	<input type="text" value="CFSP"/> Carryforward Special Items		

# Carry Forward of Capital Projects

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- Capital Project budget balances remaining in FY2018 must be carried forward to FY2019 by **the agencies** on or before July 25, 2018. The Executive Budget Office will **NOT** carry forward Capital Project Budgets.
- The Executive Budget Office will monitor agency FY2018 budgets to ensure that all Capital Projects have been carried forward.

# Carry Forward of Capital Projects

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- All balances must be carried forward to the approved Capital Project and State Funded Program created at the time the project was established. Carried forward balances must reflect the appropriate Functional Area.
- The Executive Budget Office will reject any carry forward document with a State Funded Program of “9900.000000.000” or a Functional Area of “00000000000000000000.”

# Carry Forward – Capital Projects

## CAPR – Carry Forward Capital Projects

- Process COVR
- Document Type CAPR
- Version 0
- Budget Type 2018 CAPR Period 12
- Budget Type 2019 CAPR Period 1

# Carry Forward of Capital Projects FMBB

**Budgeting Workbench - Create Document for FM Area SC01**

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

Document:  Status:

Header Data | Additional Data

Process:

Document type:

Version:

Document Date:

Payment Budget

Total Sender	0.00
Total Receiver	0.00

Sender

Fiscal Year	<input type="text" value="2018"/>	Period	<input type="text" value="12..."/>
Budget Type	<input type="text" value="CAPR CAPITAL PROJECTS"/>		

Receiver

Fiscal Year	<input type="text" value="2019"/>	Period	<input type="text" value="1..."/>
Budget Type	<input type="text" value="CAPR"/>		

Payment Budget

Master Data | Split | Key Fig.

# Budget Items at Year End

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- ④ Ensure your budgets are properly posted.
- ④ Review budget reports regularly, such as
  - **ZBD1** (Budget Consumption),
  - **FMAVCR01 or FMAVCH01** (Budget Availability Control), and
  - **BW Report** – Open Encumbrance Report.



# FMAVCR01 Report

- This report is useful for reviewing
  - Grant budget activity.
  - At the roll-up level of control for your agency's budget.
  - 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

# Lesson 10 Summary

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- You should now understand the
  - Year End process for managing budget.

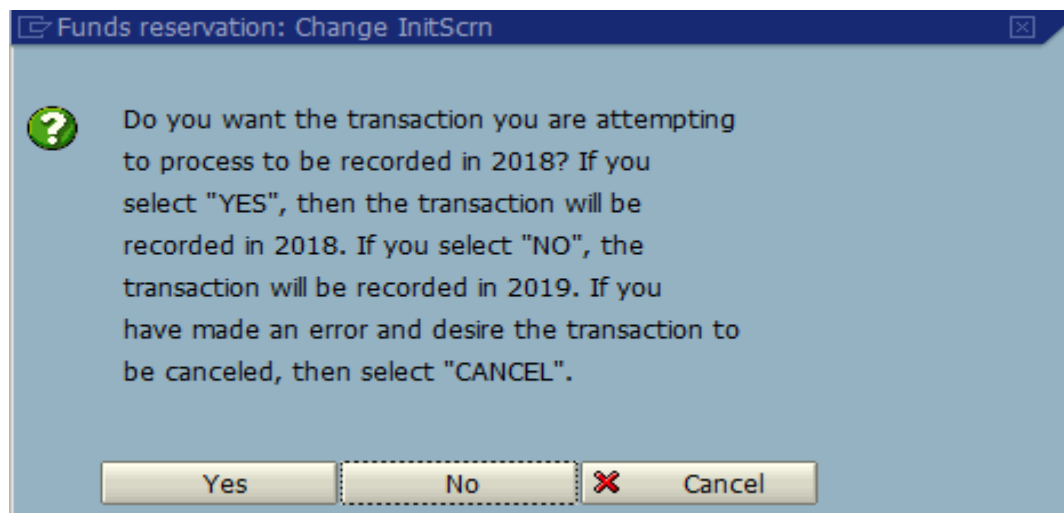


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# LESSON 11: FMX2 – CHANGING FUNDS RESERVATIONS

# FMX2 – Change Funds Reservation

- FMX2 is used when an agency wishes to change the amount encumbered on a Funds Reservation.
- FMX2 invokes the Pop-Up box requesting acknowledgment of a fiscal year.



# FMX2 – Change Funds Reservation (continued)

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- When you acknowledge a year in the Pop-Up box, the system assigns that transaction to a fiscal year, either FY18 or FY19, based on your answer. This behind-the-scene program is called **FMOD**.

# FMX2 – Complete Single Line FR

## *Funds reservation: Change Overview scrn*

 Entry Consumption

To complete (Zero Out) a FR, click the hat.

Document number	4000020830	 posted	Document Date	06/27/201
Document type	11	Funds Reservation W/O W...	Posting Date	06/27/2012
Company Code	SC01	State of South Carolina	Currency/rate	USD
Doc.text				
Currency	USD			
Grand total	2,024.43			

### Line items

D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				2,024.43	5021470000	J160C2G0CL	J160_6008	37640000	NOT RELEVANT

# FMX2 – Complete Single Line FR (continued)

Funds reservation: Change Hdr Data

**General Data**

Document number	4000020830	posted	Document Date	06/27/2012
Document type	11	Funds Reservation W/O Wo...	Posting Date	06/27/2012
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

**Statistics**

Created by	PAM21252	Created on	06/27/2012
Changed by		Changed on	

**Document Status**

☐ Completed ☐ Blocked

☐ Can be arc ☐ Block

**Additional Data**

Doc.text	
Reference	
Contract Value	

This screen will appear, check "Complete" and Save. The FR Budget will be adjusted in the Old Year.

# FMX2 – Change Single Line FR

## *Funds reservation: Change Overview scrn*

Entry Consumption

Document number 4000020830 posted Document Date 06/27/2012  
Document type 11 Funds Reservation W/O W... Posting Date 06/27/2012  
Company Code SC01 State of South Carolina Currency/rate USD  
Doc.text   
Currency USD  
Grand total 2,024.43


### Line items










	D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					2,024.43	5021470000	J160C2G0CL	J160_6008	37640000	NOT RELEVANT


To change the overall amount,  
Up or Down, simply change the  
amount and Save.



# FMX2 – Complete Multi-Line FR

 **Funds reservation: Change Overview scrn**

Document number **4000021037**  posted Document Date **05/10/2010**  
 Document type **11** Funds Reservation W/O W... Pos  
 Company Code **SC01** State of South Carolina Cur  
 Doc.text **COLLETON COUNTY DSN BOARD**  
 Currency **USD**  
 Grand total **3,589,682.44**

**To complete (Zero Out) a FR, click the hat.**

Line items

	Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					506,818.00	5021330000	J160Q50010	J160_34AD	37640000	NOT RELEVANT
2					16,640.00	5021330000	J160Q50010	J160_34SE	37640000	NOT RELEVANT
3					1,191,199.00	5021330000	J160Q50010	J160_36CH	37640000	NOT RELEVANT
4					362,342.00	5021330000	J160Q50010	J160_36SP	37640000	NOT RELEVANT
5					1,148,920.00	5021330000	J160Q50010	J160_36IC	37640000	NOT RELEVANT
6					5,816.00	5021330000	J160Q50010	J160_33MW	37640000	NOT RELEVANT
7					158,678.44	5021330000	J160Q50010	J160_35SC	37640000	NOT RELEVANT
8					12,669.00	5021330000	J160Q50010	J160_33FS	37640000	NOT RELEVANT
9					160,158.00	5021330000	J160Q50010	J160_31EI	37640000	NOT RELEVANT
10					26,442.00	5021330000	J160Q50010	J160_33CS	37640000	NOT RELEVANT

# FMX2 – Complete Multi-Line FR

Funds reservation: Change Hdr Data

General Data				
Document number	4000021037	posted	Document Date	07/02/2012
Document type	11	Funds Reservation W/O Wo...	Posting Date	07/02/2012
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

Statistics			
Created by	NAN23170	Created on	07/02/2012
Changed by	PAM21252	Changed on	06/18/2013

Document Status	
<input type="checkbox"/> Completed	<input type="checkbox"/> Blocked
<input type="checkbox"/> Can be arc	<input type="checkbox"/> Block

Additional Data	
Doc.text	COLLETON COUNTY DSN BO
Reference	
Contract Value	

☒ ☐

This screen will appear, check "Complete" and Save. The FR Budget will be adjusted in the Old Year.

# FMX2 – Change Multi-Line FR

## Funds reservation: Change Overview scrn

Document number 4000021037 posted Document Date 07/02/2012  
Document type 11 Funds Reservation W/O W... Posting Date 07/02/2012  
of South Carolina Currency/rate USD  
DSN BOARD  
682.44

To change a single line,  
select  
“Detail Line Item” icon.

### Line items

D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				506,818.00	5021330000	J160Q50010	J160_34AD	37640000	NOT RELEVANT
2				16,640.00	5021330000	J160Q50010	J160_34SE	37640000	NOT RELEVANT
3				1,191,199.00	5021330000	J160Q50010	J160_36CH	37640000	NOT RELEVANT
4				362,342.00	5021330000	J160Q50010	J160_36SP	37640000	NOT RELEVANT
5				1,148,920.00	5021330000	J160Q50010	J160_36IC	37640000	NOT RELEVANT
				5,816.00	5021330000	J160Q50010	J160_33MW	37640000	NOT RELEVANT
				158,678.44	5021330000	J160Q50010	J160_35SC	37640000	NOT RELEVANT
				12,669.00	5021330000	J160Q50010	J160_33FS	37640000	NOT RELEVANT
				160,158.00	5021330000	J160Q50010	J160_31EI	37640000	NOT RELEVANT
10				26,442.00	5021330000	J160Q50010	J160_33CS	37640000	NOT RELEVANT

To change an Overall  
Amount, simply change  
the amount and Save.

# Lesson 11 Summary

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- You should now understand the
  - Year End process for changing Funds Reservations using the FMX2 transaction.




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# LESSON 12: MANAGING CASH STATUS

# Undeposited Cash 100001XXXX

- 🔄 The Undeposited Cash account must be zero at Year End.
- 🔄 Run ZGLA and enter the GL range of your agencies Undeposited Cash Accounts

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 1000010000 UNDEPOSITED CASH	634,520.42	254,233.82	888,754.24
* Total	634,520.42	254,233.82	888,754.24

# IDT Cash Clearing 1000020000

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- 🌀 The IDT Cash Clearing account must be zero at Year End.
- 🌀 Run ZGLA and enter the GL 1000020000.
- 🌀 If your balance for FY2018 is not zero, research the balance to determine document numbers that result in the balance.
- 🌀 Open a ticket and provide the document numbers to the SCEIS staff, **do not** try to clear the balances.

# SCEIS Petty Cash 1000050000

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- If your agency has a new year petty cash account that has not yet been loaded into SCEIS, use the transaction below to load:

Entry :        Debit 1000050000 (*Petty Cash*)  
                  Credit 5230010001 (*Petty Cash*  
  *Fund*)



# Cash Balances & Availability

- ☛ Cash (and other accounts) will be brought forward on July 1 – so that FY2019 cash includes the balance from prior year.
- ☛ FY2019 balance Carry Forward amounts adjust automatically for any additional entries posted to prior year on/after July 1.
- ☛ Transactions posted to the prior year, FY2018, after June 30 are based upon the available cash in FY2018 only (*excludes FY19 cash activity*).

# Lesson 12 Summary

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- You should now understand the
  - Year End process for managing Cash Status.



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# **LESSON 13: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS**

# Key Transactions

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- 🌀 Z\_AGY\_DOCLIST - Display Parked Documents
- 🌀 Z\_IDT\_DOCLIST – Display open IDTs
- 🌀 FBL3N – GL Account Line Item Display
- 🌀 FMX3 - Display Funds Reservations
- 🌀 ZGLA - GL Fund Account Analysis
- 🌀 FAGLB03 - GL Account Balance Display
- 🌀 ZMRBR – Blocked Invoices

# Parked Documents

- All Parked A/P Documents must be processed or deleted on or before July 13.
- All Parked JE Documents must be processed or deleted on or before July 23(except Financial Statement Agencies).
- Use transaction Z\_AGY\_DOCLIST to identify Parked Documents.
- Parked documents can also be identified on the “Open Encumbrance Report” in BW.
- Review workflow items and messages; ensure all Old Year items have been addressed.

# Parked Documents - IDT's

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- Use transaction Z\_IDT\_DOCLIST to view your agency's parked IDT payables - 39# documents.
- Assuming these are FY2018 expenditures, they should be processed in FY2018 prior to the July 13 deadline.
- IDTs remaining in Parked status after July 13 will be recreated in new year.

# ZMRBR – Blocked Invoices

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- PO-related invoices (RE documents) are posted at the time of entry, not parked.
- RE documents are systematically matched to a Goods Receipt and Purchase Order to ensure goods were received and price is correct.
- If there is a discrepancy between price or receipt of goods, the invoice is blocked for payment.
- Run ZMRBR to view blocked invoices.

# ZMRBR – Blocked Invoices

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- ☉ Most variances are Quantity Variances which generally means the Goods Receipt has not been entered. To clear, the recipient of the goods needs to enter the receipt.
- ☉ Price variances are caused when the invoice price exceeds the stated price on the PO. This may be a price error on the PO or the Invoice or, often, is the result of an error in data entry. The A/P clerk adds freight or tax on line item.



# ZMRBR – Blocked Invoices

- At the time of this screenshot there were approximately 400 invoices that were blocked in ZMRBR with a value of \$1,502,299.38.

<u>4600588357</u>	21	145.91	USD	
<u>4600588357</u>	22	13.28	USD	
<u>4600579115</u>	17	164.92	USD	
<u>4600579115</u>	21	116.25	USD	
<u>4600578611</u>	2	111.40	USD	
		■ 1,502,299.38	USD	

# ME2K / ME2N – List Display by Purchase Order


---

- 🌀 ME2K / ME2N – use ME2K or ME2N to identify POs with Goods Receipts that have not been invoiced.
- 🌀 ME2K – Cost Center is in the table of selections; FI driven.
- 🌀 ME2N – Plant is the primary CO in the table of selections; MM driven.
- 🌀 Change Layout – Pull in
  - Still to be delivered (qty and value)
  - Still to be Invoiced (qty and value)

# ME2K / ME2N – List Display by Purchase Order

- Note: All goods have been delivered but a quantity of 1 has yet to be invoiced.

## *Purchasing Documents For Cost Center*

					
Item	Seq.No.Acc.Ass.	Still to be delivered (qty)	Still to be deliv.	Still to be invoiced (qty)	Still to be invoiced (val.)
<b>Purchasing Document 4600535324</b>					
1	1	0.00	0.00	1.00	100.00
2	1	0.00	0.00	1.00	75.00

# Funds Reservation Documents at Year End

---

- 🌀 Funds reservation documents encumber budget.
- 🌀 Reducing funds reservations can free up budget.
- 🌀 Use **FMX3** to Display Funds Reservations.
- 🌀 Use **FMX2** to reduce funds reservations.
- 🌀 Do not use FMX6 in July to reduce a FY2018 Funds Reservation. Reductions made using FMX6 will derive system date, FY2019 during July.

# 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 (continued)

---

- **Travel advances** outstanding - Should be \$-0-.
  - GL account 5052010000 – Travel Advances.
- **Revenue and expenditure accounts**
  - Review for inappropriate classifications.
- **Fund Balance**
  - **No entries** should be made directly to any fund balance account without consulting the Comptroller General's Office.

# GL Account Review and JEs – Review (continued)

---

## **Undeposited Cash accounts**

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

## **IDT Cash Clearing account**

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

## **Zero-Balance Clearing Funds**

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

# Inventory – GR/IR Reconciliation

---

- GR/IR Clearing Account, 240010000, should be Zero (0.00) at fiscal year end.
- Use MR11 to view items that have not cleared the GR/IR Clearing Account.



# GR/IR Clearing – MR11

Company Code SC01 State of South Carolina  
Posting Date 07/01/2018

Enter Plant Range

Choose

Vendor  
Freight vendor  
Purch. Organization  
Purchasing Group

Plant  
Purchasing Document  
Item  
Purchase Order Date 01/01/2017  
Purch. Doc. Category  
Order Type

to  
to  
to  
to 06/30/2018

Enter date range to cover fiscal year

Surplus Types

☒ Delivery surplus  
☐ Invoice surplus

Clear

☒ GR/IR Clearing Account  
☒ Delivery Cost Accounts  
☐ ERS Purchase Orders  
☐ ERS - Delivery Costs

Click both Surplus Types

# GR/IR Clearing – MR11

## Maintain GR/IR Clearing Account

Company code SC01 State of South Carolina  
 Currency USD

Purch.Doc.	Item	PO Date	Name 1	Material	Plnt Short Text
Purch.Doc.	Item	Account key name	Quantity Received	Quantity invoiced	Difference Qty Difference Value
4600619166	8	02/15/2018	GFG SUPPLY INC		DC01 3/4 X 20 CR ROUND BAR 1018
<input type="checkbox"/> 4600619166	8	GR/IR clearing	10.00		10.00 232.20
<input type="checkbox"/> 4600619166	8	GR/IR clearing	420.00		420.00 9,752.40
<input type="checkbox"/> 4600619166	8	GR/IR clearing	132.00		132.00 3,065.04
4600619166	9	02/15/2018	GFG SUPPLY INC		DC01 2X2X1/4X20' ANGLE HR A 36
<input type="checkbox"/> 4600619166	9	GR/IR clearing	16.00		16.00 404.35
<input type="checkbox"/> 4600619166	9	GR/IR clearing	120.00		120.00 3,032.64
<input type="checkbox"/> 4600619166	9	GR/IR clearing	40.00		40.00 1,010.88
* Total					1,525,063.48

# Other Reminders

---

- 🔄 Run Z\_SCEIS\_Errors to identify items on the error file. All errors must be cleared before Year End.
- 🔄 Clear fund 30240000.
- 🔄 Repay Interfund Loans; run ZGLA for GLs 1390010000, 2090010000.

# Lesson 13 Summary

---

- You should now understand the
  - Year End process for general “clean-up” of parked documents, workflow, funds reservations, and adjusting entry documents.



South Carolina Enterprise Information System

# LESSON 14: MANAGING FIXED ASSETS

# Fixed Assets at Year End

---

- ④ Ensure that the Fixed Assets in the General Ledger match the balances in the Asset History Report. (S\_ALR\_87011990 vs ZGLA)
- ④ Ensure that Modified Accrual and Full Accrual asset balances are equal.
- ④ 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, or loss.

# Unposted Assets S\_ALR\_87012056



- 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.
- The only assets that should be on the list are assets that are on POs that are being paid or carried forward.

# Things to Remember for Assets

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



# Things to Remember for Assets

---

- Ensure that there are no Modified Accrual Asset Contrasts.
  - Run ZGLA, enter the range of GLs for modified accrual accounts, 1801000000 – 1801999999.
  - Scan the report looking for a value in a modified accrual GL with the last two digits of 10.
  - If you have a value in a modified accrual contra, there has been a processing error, probably associated with an ABZON.
  - Contact the SCEIS Team via a Help Desk ticket to resolve.

# Things to Remember for Assets

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1801010010 VEHICLES & TRANSPORTATION - CONTRA - (MA)	637,488.00		637,488.00
1801010510 LAW ENFORCEMENT VEHICLES - (MA) CONTRA	16,810.00-		16,810.00-
1801029010 AGRICULTURE EQUIPMENT - CONTRA - (MA)	348,410.09		348,410.09
1801031010 LAW ENFORCEMENT EQUIPMENT - CONTRA - (MA)	8,000.00-		8,000.00-
1801099010 LOW VALUE ASSETS - CONTRA - (MA)	21,219.58-		21,219.58-
* Total	939,868.51		939,868.51

# Lesson 14 Summary

---

- You should now understand the
  - Year End process for Fixed Assets.



# LESSON 15: MANAGING GRANTS

# Grants – Things to Remember

---

- Fund 5542XXXX and any other funds used as clearing funds for Federal grants should be zero at year end.
- If not, any balances must be considered when completing the Grants Reporting package as these balances affect Accounts Receivable and Deferred Revenue.

# Grants – Things to Remember (continued)

- Run ZGLA for Federal funds and grant **Not Relevant**. If you have remaining balances in this combination, contact the SCEIS FI Team via a HelpDesk ticket.

Selected Accounts Variation Report		Run Date / Time 05/07/2018	
Bus Area: *		Fund: 50000000..5ZZZZ Grant: NOT RELEVANT	
Cost Ctr: *		Funded Program: *	
Account Group Selected: SC_CASH_AVAIL_EDIT_CBF		Period: 12, 2018	
GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1000000000 DUE TO/FROM	2812850,064.24		2812850,064.24
1000020000 IDT CASH			
1000030000 MISC DEPOSITS	819,076.28-		819,076.28-
1000040000 MISC PAYMENTS	1,837,148.36		1,837,148.36
1000060000 LUMP SUM			
1000061000 LUMP SUM			
1011300000 WF_E16_STO_Contingent Acct_CASH	2177951,697.03-		2177951,697.03-
1011300700 WF_E16_CASH_STO_GENERAL DEPOSIT ACCOUNT	725,102,208.48-		725,102,208.48-
1011300711 WELLS FARGO GEN DEP CHECKS IN			
1011300712 WELLS FARGO GEN DEP ACH IN			
1013300000 BOA CASH_STO_GENERAL DEPOSIT ACCOUNT	96,129,874.28		96,129,874.28
* Total	6,944,105.09		6,944,105.09

# Grants – Things to Remember (continued)

---

- ④ Review the SEFA (BW) report. The SEFA, the ZS\_PLN\_16000269 report and the ZGLA should provide the same information.
- ④ The information provided to the Federal Cognizant Agency should be equivalent to the information in the system.
- ④ If there is a discrepancy, contact the SCEIS FI Team via a HelpDesk ticket.

# Indirect Costs (IDC)

---

- Post Indirect costs by July 24, Posting Date of June 30 if you are remitting back to the State.
- The transaction code to post indirect costs is **GMIDCPOST**.
- Use of this transaction is optional but works well for standard IDC postings.
- The GMIDCPOST program will not recognize manually posted IDC Journal Entries







# GMIDCPOST

Enter Grant(s)

The Cutoff Date  
is the last  
posting date  
used for  
calculating IDC

Leave Doc Type  
as 'SA';  
Doc/Posting  
Date/Text are  
agency's choice

## Post Indirect Costs (Defined by Sponsor/Grant)

    Free Selection

---

**Selection Criteria**

Company Code	SC01
Grant	<input type="text" value=""/>
Grant Group	<input type="text" value=""/>
Cutoff Date	06/30/2018

---

**IDC Document to be Generated**

Document Type	SA
Text	<input type="text" value=""/>
Document Date	06/30/2018
Posting Date	06/30/2018
Posting Period	<input type="text" value=""/>

---

**Run Parameters**

<input checked="" type="checkbox"/> Test Run	
<input type="checkbox"/> Parallel Processing	
Logon/server group	<input type="text" value=""/>

# Grants – FI Tasks

---

- 🔄 Ensure all encumbrances, including Use Tax Payable, are cleared before closing a grant.
- 🔄 Delete or process all parked documents.
- 🔄 Ensure HRPAY, Fund 30240000, is cleared.
- 🔄 Review grant expenses to ensure that payroll related lines (salaries and fringes) are proper and all budget deficits have been cleared.

# Grants – FI Tasks (continued)

---

- 🌀 Clear all Business Trips, travel may be processed via ZTRAVEL for reimbursements processed after 30Jun2018. HR Business Trip **commitments** must be cleared by HR deadline prior to 30Jun2018.
- 🌀 Clear all Travel Advances for FY2018.
- 🌀 Load FY2019 Grant budgets to cover Purchase Orders carried forward and 01JUL18 payroll and fringe postings
- 🌀 Delete or Post any 'HELD' GM Budget documents.

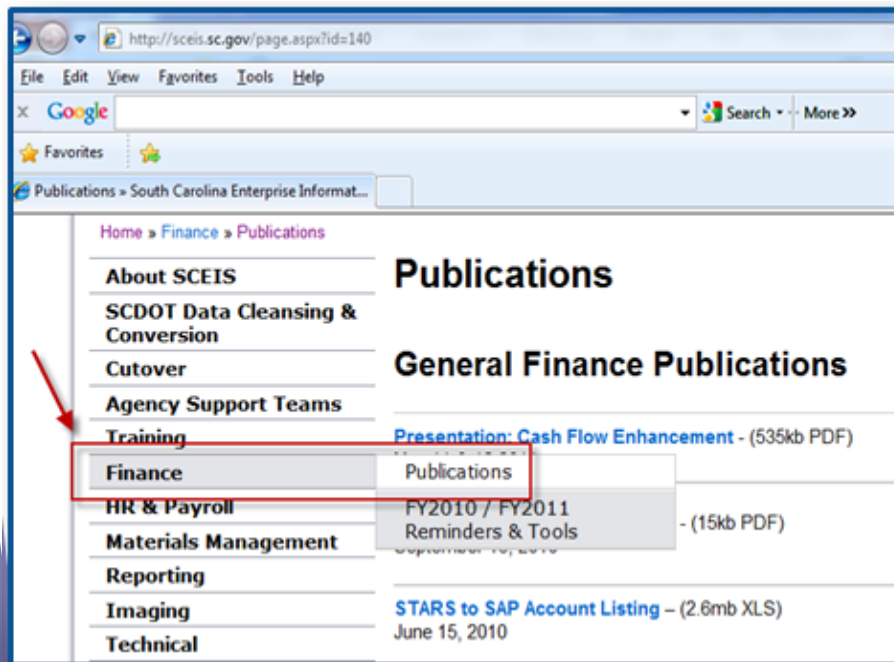
# Return FY2018 Grant Budget

---

- ☛ All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2018. Use **GM\_Create\_Budget**, with a process of **Return**.
- ☛ Agencies may complete the budget template and use the new transaction **ZGMBGTLOAD**.

# Return FY2018 Grant Budget

- Instructions for the grant Budget Template and ZGMBGTLOAD can be found on the SCEIS website, following the path **Finance > Publications > Grants Management**.



[Grant Budget Master Conversion Guide](#) - (1mb MS Word)  
This guide contains the Grant Budget Data Template as an embedded file

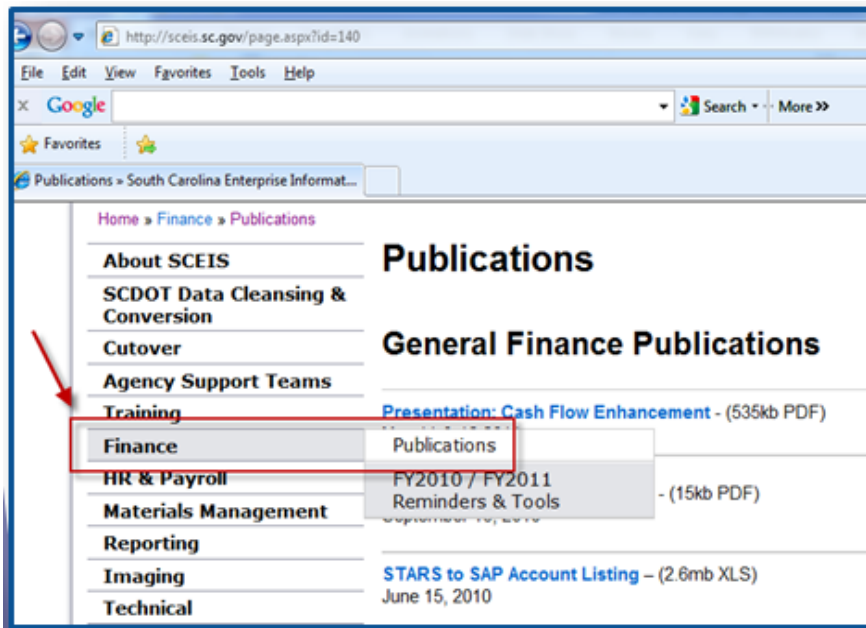
[Grants Management Derivation Lists](#) - (84kb XLS)

[Grant Budget Upload Role Description](#) - (13kb PDF)

[Grant Budget Upload Transaction Instructions](#) - (1mb MSWord)

# Create FY2019 Grants

- Agencies can use the GM Master Data template to establish FY2019 grants and sponsored programs. Please complete and submit via Help Desk ticket.



[Grant Master Data Conversion Guide - \(2.8mb MS Word\)](#)  
This guide contains the Grant Master Template, GM Datalists for C files.

# Create FY2019 Grants (continued)

---

- Grant Master Data load by template must be submitted by **June 18 COB** via SCEIS Help Desk. Grant data load must be complete prior to test run for July 1 payroll.
- Communicate with your HR/Payroll staff regarding grant-related positions (info-type 1018) updating new grant accounts to include changes/updates.
- If grants are closed but payroll records are not updated, payroll posting errors will occur; however, payroll will post to HRPAY.
- Submit a Help Desk ticket to update derivation tables for any new grants or functional areas created for the new fiscal year.

# Lesson 15 Summary

---

- You should now understand the
  - Year End process for Grants.





South Carolina Enterprise Information System

# LESSON 16: MANAGING PROJECT SYSTEMS

# Project System Procurement

- Purchase Orders and Funds Reservation
  - Execute report **CJ15** to display commitments on projects from Purchase Orders or Fund Reservations. (Run with End Date of 12/31/9999)
  - Double-click on the Purchase Order to see if this item will pay in the current year. If not, carry the Purchase Order.
  - Either close or carry forward Fund Reservations.

- ② Projects should be capitalized when “substantially complete.”
- ② Substantially complete is defined as the project is sufficiently complete to allow for use or occupancy for its intended use without undue interference or 90% or greater of the project budget has been expended. “Punch list items” or small components may still need to be completed but the use of the asset is permitted.

# Parking WBS Settlement Profile

---

- ④ Use transaction **CJ13** to review open project expenditures.
- ④ If you need to re-class expenses from the “Z” WBS to a WBS that will settle to an AUC, complete a journal entry using transaction **FV50**.
- ④ Execute transaction **CN43** to review the status of your projects.
- ④ Close projects if they are complete.

# Capitalization to an Asset

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- Agencies should notify Shirley Coyner at **Shirley.Coyner@admin.sc.gov** of any projects that are complete and need to move from AUC to a final asset.
- With your request, provide the asset number(s) and the value that should settle to each asset.
- If you incurred additional cost to a project with capitalized asset(s), provide the amount and asset number for settlement.






# Carry Forward of Capital Projects

---


- Capital Project budget balances remaining in FY2018 must be carried forward to FY2019 by **the agencies** on or before July 25, 2018. The Executive Budget Office will **NOT** carry forward Capital Project Budgets.
- The Executive Budget Office will monitor agency FY2018 budgets to ensure that all Capital Projects have been carried forward.  
( All CAPR docs will workflow to EBO)


# Carry Forward of Capital Projects FMBB


  **Budgeting Workbench - Create Document for FM Area SC01**

Document Overview on/off   Hold Prepost  Save Changes  Long Text  M

Document  Status  Initial

 Header Data Additional Data


Process  

Document type  

Version


Document Date

Sender

Fiscal Year  Period  

Budget Type  CAPITAL PROJECTS

Receiver

Fiscal Year  Period  

Budget Type  CAPITAL PROJECTS

# Lesson 16 Summary

---

- You should now understand the
  - Year End process for managing Project Systems.





South Carolina Enterprise Information System

# CLASS SUMMARY

In preparation for the closing of FY2018, you should now be able to manage the below.

- FY2018 Year End Important Dates
- Carry Forward Processes
- Tools to manage Year End Processing
- Managing Purchasing Processes
- Managing Inventory Processes
- Managing Sales and Distribution (SD) Processes

# Class Summary (continued)

---

- Five Options to Create Shopping Carts for Fiscal Year 2019
- Managing Expenditures and Accounts Payable Processes
- Managing Receipts and Accounts Receivable Processes
- Procedures for Managing Budget
- FMX2 – Changing Funds Reservations
- Managing Cash Status

# Class Overview (continued)

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- General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Managing Fixed Assets
- Managing Grants
- Managing Project Systems

# Any Questions?

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South Carolina Enterprise Information System

# SCEIS RESOURCES AND HELP

# What is uPerform?

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## uPerform means “**you perform.**”

- Designed to support end-user performance
- User-friendly information system
- Available anytime, any place to any worker
- Offers work instructions, tips, hints per job role, in multimedia formats
- Provides context-sensitive help in ECC

# Accessing uPerform – Web

The screenshot shows the SCEIS website interface. A yellow box labeled '1' points to the address bar containing 'http://www.sceis.sc.gov'. A yellow box labeled '2' points to the 'Training' link in the left sidebar menu. A yellow box labeled '3' points to the 'SCEIS uPerform' link in the drop-down menu that appears after clicking 'Training'. Another yellow box points to this drop-down menu with the text 'From drop-down menu, select SCEIS uPerform'. The website header includes the SCEIS logo, 'South Carolina Enterprise Information System', and 'SC Budget and Control Board'. The navigation bar contains links for Home, SCEIS Help, Meetings, News & Updates, FAQs, Links, and SCEIS Logins. The left sidebar lists various categories like About SCEIS, Agency Support Teams, SCEIS Treasury Projects, Training, Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. The main content area features a banner for 'Streamlining Business Processes' and a section for 'MySCEmployee' with a link to 'SCEIS uPerform'. The footer contains a list of all site links and copyright information for 2014.

1 **http://www.sceis.sc.gov**

Point mouse over Training

2

3 From drop-down menu, select SCEIS uPerform

**SCEIS** South Carolina Enterprise Information System  
SC Budget and Control Board

Home SCEIS Help Meetings News & Updates FAQs Links SCEIS Logins

About SCEIS  
Agency Support Teams  
SCEIS Treasury Projects  
**Training**  
Finance  
HR & Payroll  
Materials Management  
Reporting  
Imaging  
Technical

MySCEmployee  
Blackboard  
SCEIS uPerform

Streamlining Business Processes  
Government

Reminders & Tools  
• SCEIS Password Management  
Troubleshooting Tips

**South Carolina Enterprise Information System**  
The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.

SCEIS Help | Meetings | News & Updates | FAQs | Links | SCEIS Logins  
About SCEIS | Agency Support Teams | SCEIS Treasury Projects | Training | Finance | HR & Payroll | Materials Management | Reporting | Imaging | Technical  
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<https://uperform.sc.gov/gm/workplace>



# Accessing uPerform - ECC

1 Go to the Menu Bar and select Help

2 Select SCEIS Help

The screenshot displays the SAP uPerform - ECC interface. The menu bar at the top includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The Help menu is open, showing options: Application Help, SAP Library, Glossary, Release Notes, SAP Service Marketplace, Create Support Message, Settings..., SCEIS Help Setup, and SCEIS Help. The SCEIS Help option is highlighted with a red box. The main window shows the 'Enter Vendor Credit Memo: Company Code SC01' screen. The 'Basic data' tab is active, displaying fields for Vendor, Document date, Posting Date (08/07/2014), Document Type (KG KG (Vendor cr...)), Cross-CC no., Amount, Tax amount, Text, Company Code (SC01 State of South Carolina Columbia, SC), and Lot No. Below the form is a table with 9 columns: G/L acct, D/C, Amount in doc.cu, Busi, Cost center, Func. Area, Fund, Grant, and WB. The table is currently empty, showing '0 Items ( No entry variant selected )'. The bottom of the screen features a standard SAP toolbar with icons for navigation and actions.

G/L acct	D/C	Amount in doc.cu	Busi	Cost center	Func. Area	Fund	Grant	WB
0 Items ( No entry variant selected )								
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

# Accessing uPerform

ANCILE  
**uPerform**

Log In | Language (en\_US)

PROJECTS GLOSSARY

**Advanced Search** Search Advanced Search

## SCEIS Knowledge Sharing

Welcome to the SCEIS/ANCILE uPerform System - a resource to find, practice, disseminate, and collaborate around knowledge for performing South Carolina's business processes in SCEIS.

**Business Process Procedures (BPPs)**  
This content area contains step-by-step instructions for performing SCEIS business process procedures (BPPs). Each instruction set consists of a comprehensive BPP overview document (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a text-based BPP outline for quick reference. BPP contents were designed and recorded by subject-matter experts to guide successful end user performance in SCEIS systems. BPPs contain tips and tricks, helpful hints, and sample business scenarios detailing SCEIS transactions, procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents while using the ECC system by going to the Help Menu on the ECC Toolbar and clicking Help and "SCEIS Help".)

**Course Participant Guides**  
This content area contains the Participant Guides for online and face-face courses that introduce learners to the many SCEIS business areas. These courses are completed by learners who are new to SCEIS or who are seeking to improve their performance in particular business processes.

**Finance (FI) Miniguides**  
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Asset Management, Accounts Payables, Accounts Receivable, Funds Management, General Ledger, Grants Management, Project Systems, Public Budgeting Formulation, and Treasury. The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

**Human Resources (HR), Time & Leave Management (TM), Travel (TV), and Payroll (PY) Miniguides**  
This content area contains user guides for performing business processes or sub-processes pertaining to SCEIS Human Resources, Time & Leave Management, Travel, and Payroll. The SCEIS processes documented by these guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

**Materials Management (MM) Miniguides**  
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Materials Management (MM), Inventory Management (IM), Sales & Distribution (S/D), or Supplier Relationship Management (SRM). The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

**Quick Reference Cards (QRCs)**  
This content area contains Adobe Acrobat PDF documents that were designed to describe specific SCEIS transactions and business processes procedures in as few steps as possible. These practical guides offer concise steps and advice while adhering to best practices.

**uPerform content**

| Projects | Glossary | Help | About

# Help with Transactions in ECC

The screenshot displays the SAP ECC interface for the transaction 'Enter Vendor Credit Memo: Company Code SC01'. The main window is titled 'Performance Assistant' and shows a 'General Ledger Account' field overview. The field is described as: 'This field contains the number of the G/L account to which the transaction figures are updated.' The interface includes a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. A table at the bottom shows 'G/L acct' and 'D/C' columns. The status bar at the bottom indicates 'FB65 SAPVXAPECC02 OVR'.

**1** Place cursor in the transaction field

**2** Select the Help button, or use the F1 function key on the keyboard

**3** Performance Assistant window displays field overview

# Additional Resources

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- 🔄 <http://www.sceis.sc.gov>
  - SCEIS Website
  - SCEIS Weekly Updates
  - SCEIS User Group and Reporting User Group
  - SCEIS Calendar
- 🔄 E-mail or call the SCEIS Service Desk:
  - Service Desk Ticket form:  
<http://www.sceis.sc.gov/requests/>
  - Phone#: 803-896-0001  
(Select option 1 for SCEIS Help.)