



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

- ① “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

Lesson 7 Summary

- 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.



South Carolina Enterprise Information System

LESSON 8: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

Key Transactions

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

Payment Terms

- Currently, payments are set at “Net 30 Days” which initiates a payment run 22 days from the date of invoice. This means that if your invoice is dated June 1, 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

- 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

G/L account selection

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

Selection using search help

Search help ID	
Search string	

→ Search help

Line Item Selection

Status

Open Items

Open at Key Date	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

- ① 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)

- ① 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.
- ① 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

Vendor

Address

BUSY BEE
108 WALL STREET
MONCK'S CORNER SC 29461

Vendor: 7000000891 SGL Ind
Invoice date: 07/03/2017 Reference: 123456
Posting Date: 07/03/2017 Period: 1
Document Type: KR KR (Vendor in...)
Amount: 1.00 USD Calculate tax
IO IO (A/P Tax Exempt)
Text
Paymt terms: 22 Days net

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)

The screenshot shows a software window titled 'Text (1) 8 Entries found'. Below the title bar is a 'Restrictions' section. A toolbar contains icons for a checkmark, close, home, refresh, add, help, and print. Below the toolbar is a table with two columns: 'ID' and 'Text edit format'. The table contains the following entries:

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

The 'PAYA' row is highlighted with a red border. To the right of the table, a white box contains the text '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

Vendor	7000000891	SGL Ind	
Invoice date	07/01/2018	Reference	123456
Posting Date	07/01/2018	Period	1
Document Type	KR KR (Vendor in...)	<input type="checkbox"/> Doc.currency	
Amount	1.00	USD	<input type="checkbox"/> Calculate tax
Text	Prior Year Payable		
Paymt terms	22 Days net		

10 10 (A/P Tax Exempt)

Travel Advances

- 🌀 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

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



South Carolina Enterprise Information System

LESSON 9: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

Key Transactions

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

Revenue at Year End

- ① All cash received by June 30 must be posted to the prior fiscal year.
- ① The posting date determines which fiscal year the revenue is posted. For example:
 - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2018 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)

- ① 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.

- ① 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

- ① 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.
- ① A listing of AR GL balances can be viewed by using T-code **FBL3N**.
- ① 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

- ④ The **Un-Deposited Cash** account 100001XXXX **must be \$-0-** (cleared out) at year end.
- ④ Funds are first deposited into this account, then moved to the correct bank GL when the deposit validation is entered.
- ④ Once verified by the STO, they are available to spend.
- ④ 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.**
- ④ To review Un-Deposited Cash receipts, use **FBL3N**.

Lesson 9 Summary

- 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

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

- 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

- ④ 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

- ① 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.
- ① 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.

- ① 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
- ① 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

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

- 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

- ④ 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.
- ④ 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: Initial

Header Data | Additional Data

Process: COVR Carry Over

Document type: CAPR CAPR (Capital P...)

Version: 0

Document Date: 06/30/2018

Payment Budget	
Total Sender	0.00
Total Receiver	0.00

Sender

Fiscal Year: 2018 | Period: 12 ...

Budget Type: CAPR CAPITAL PROJECTS

Receiver

Fiscal Year: 2019 | Period: 1 ...

Budget Type: CAPR

Payment Budget

Master Data | Split | Key Fig.

Budget Items at Year End

- 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

- ④ 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

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

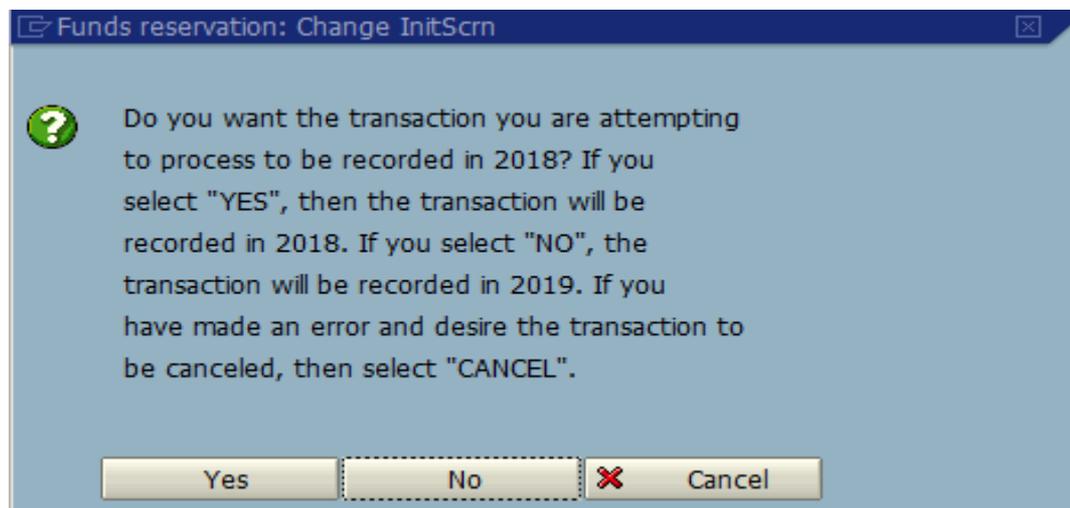


South Carolina Enterprise Information System

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)



- ① 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  posted Document Date
 Document type Funds Reservation W/O W... Posting Date
 Company Code State of South Carolina Currency/rate
 Doc.text
 Currency
 Grand total

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	<input type="text"/>			
Currency	USD			
Grand total	<input type="text" value="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

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

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

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 DSM 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

Icons for document actions: Print, Detail Line Item, Save, Copy, Paste, Undo, Redo, Delete, Post, Entry, Consumption

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

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

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



South Carolina Enterprise Information System

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

- ④ The IDT Cash Clearing account must be zero at Year End.
- ④ Run ZGLA and enter the GL 1000020000.
- ④ If your balance for FY2018 is not zero, research the balance to determine document numbers that result in the balance.
- ④ Open a ticket and provide the document numbers to the SCEIS staff, do not try to clear the balances.

SCEIS Petty Cash 1000050000



- 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

- ④ Cash (and other accounts) will be brought forward on July 1 – so that FY2019 cash includes the balance from prior year.
- ④ FY2019 balance Carry Forward amounts adjust automatically for any additional entries posted to prior year on/after July 1.
- ④ 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

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



South Carolina Enterprise Information System

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

Key Transactions

- 🌀 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

- ④ Use transaction Z_IDT_DOCLIST to view your agency's parked IDT payables - 39# documents.
- ④ Assuming these are FY2018 expenditures, they should be processed in FY2018 prior to the July 13 deadline.
- ④ IDTs remaining in Parked status after July 13 will be recreated in new year.

ZMRBR – Blocked Invoices

- 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

- ④ 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.
- ④ 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	

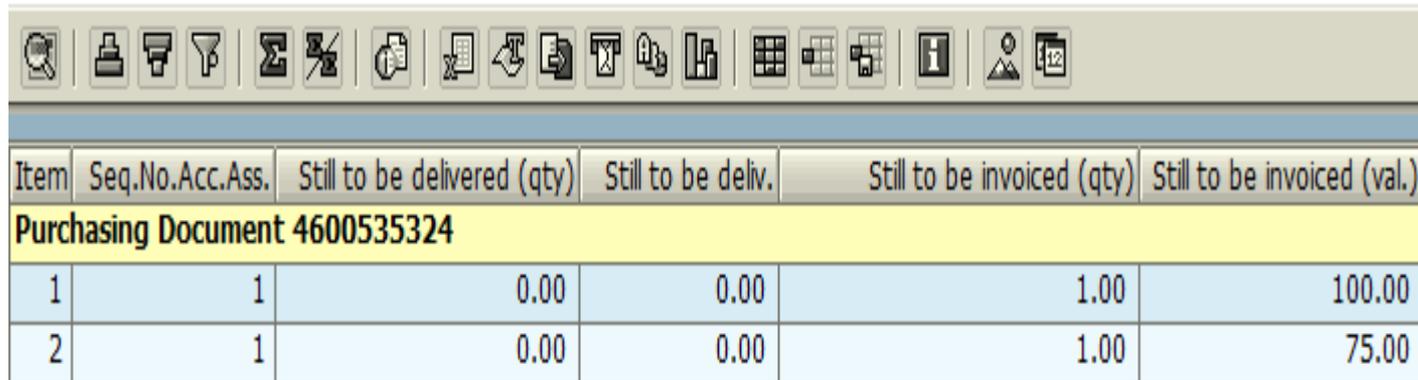
ME2K / ME2N – List Display by Purchase Order

- ④ ME2K / ME2N – use ME2K or ME2N to identify POs with Goods Receipts that have not been invoiced.
- ④ ME2K – Cost Center is in the table of selections; FI driven.
- ④ ME2N – Plant is the primary CO in the table of selections; MM driven.
- ④ 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



The screenshot shows a SAP report interface with a toolbar at the top containing various icons for navigation and actions. Below the toolbar is a table with the following data:

Item	Seq.No.	Acc.Ass.	Still to be delivered (qty)	Still to be deliv.	Still to be invoiced (qty)	Still to be invoiced (val.)
Purchasing Document 4600535324						
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

- ④ Funds reservation documents encumber budget.
- ④ Reducing funds reservations can free up budget.
- ④ Use **FMX3** to Display Funds Reservations.
- ④ Use **FMX2** to reduce funds reservations.
- ④ 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)

- ④ **Travel advances** outstanding - Should be \$-0-.
 - GL account 5052010000 – Travel Advances.

- ④ **Revenue and expenditure accounts**
 - Review for inappropriate classifications.

- ④ **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		to	
Purchasing Document		to	
Item		to	
Purchase Order Date	01/01/2017	to	06/30/2018
Purch. Doc. Category			
Order Type		to	

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

<input type="button" value="Post"/> <input type="button" value="Purchase Order"/> <input type="button" value="Print"/> <input type="button" value="Filter"/> <input type="button" value="Refresh"/> <input type="button" value="Grid"/> <input type="button" value="Print"/> <input type="button" value="Info"/> <input type="button" value="Back"/> <input type="button" value="Forward"/>							
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

- ④ Run Z_SCEIS_Errors to identify items on the error file. All errors must be cleared before Year End.
- ④ Clear fund 30240000.
- ④ 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



- ① Use transaction S_ALR_87012056 to get a list of assets with -0- value.
- ① This indicates a shell was set up but no value was put on the asset.
- ① Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.
- ① 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.



South Carolina Enterprise Information System

LESSON 15: MANAGING GRANTS

Grants – Things to Remember

- ① Fund 5542XXXX and any other funds used as clearing funds for Federal grants should be zero at year end.
- ① 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: * Period: 12, 2018
 Account Group Selected: SC_CASH_AVAIL_EDIT_CBF

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=""/> to <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

- ④ Ensure all encumbrances, including Use Tax Payable, are cleared before closing a grant.
- ④ Delete or process all parked documents.
- ④ Ensure HRPAY, Fund 30240000, is cleared.
- ④ 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)

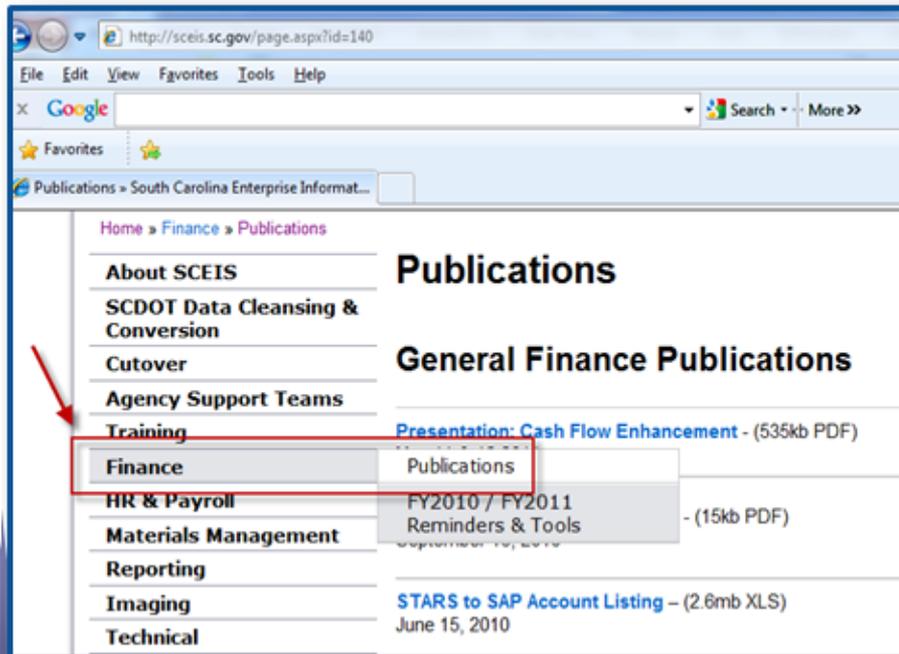
- ④ Clear all Business Trips, travel may be processed via ZTRAVEL for reimbursements processed after 30Jun2018. HR Business Trip **commitments** must be cleared by HR deadline prior to 30Jun2018.
- ④ Clear all Travel Advances for FY2018.
- ④ Load FY2019 Grant budgets to cover Purchase Orders carried forward and 01JUL18 payroll and fringe postings
- ④ Delete or Post any 'HELD' GM Budget documents.

Return FY2018 Grant Budget

- ④ All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2018. Use **GM_Create_Budget**, with a process of **Return**.
- ④ Agencies may complete the budget template and use the new transaction **ZGMBGTLOAD**.

Return FY2018 Grant Budget

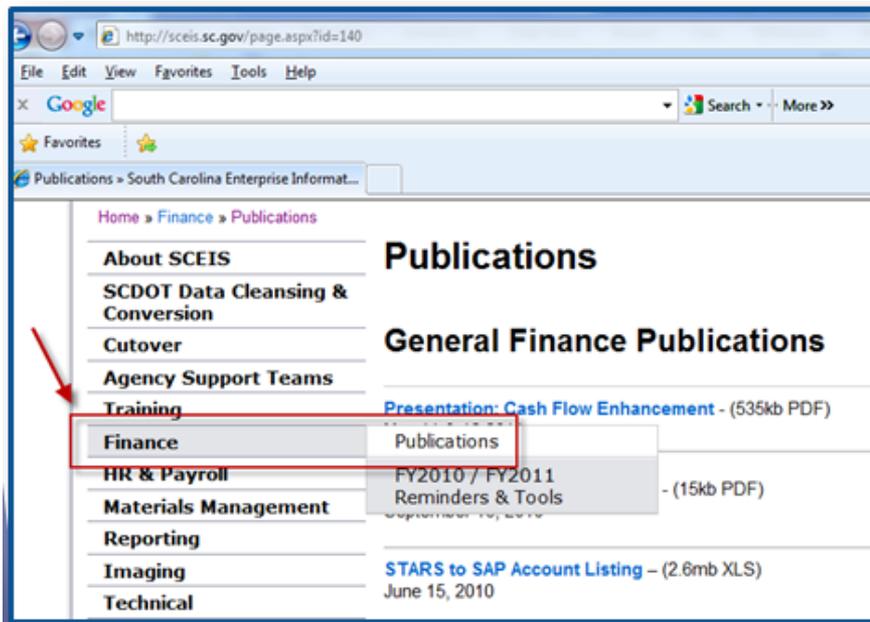
- Instructions for the grant Budget Template and ZGMBGTLOAD can be found on the SCEIS website, following the path **Finance > Publications > Grants Management**.



- [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.

Project Systems

- ① Projects should be capitalized when “substantially complete.”
- ① 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

- 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

Document	Status	Initial
Header Data		
Process	COVR Carry Over	
Document type	CAPR CAPR (Capital P...	
Version	0	
Document Date	06/30/2018	
Sender		
Fiscal Year	2018	Period 12...
Budget Type	CAPR CAPITAL PROJECTS	
Receiver		
Fiscal Year	2019	Period 1 ...
Budget Type	CAPR CAPITAL PROJECTS	

Lesson 16 Summary

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



South Carolina Enterprise Information System

CLASS SUMMARY

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)

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

Any Questions?





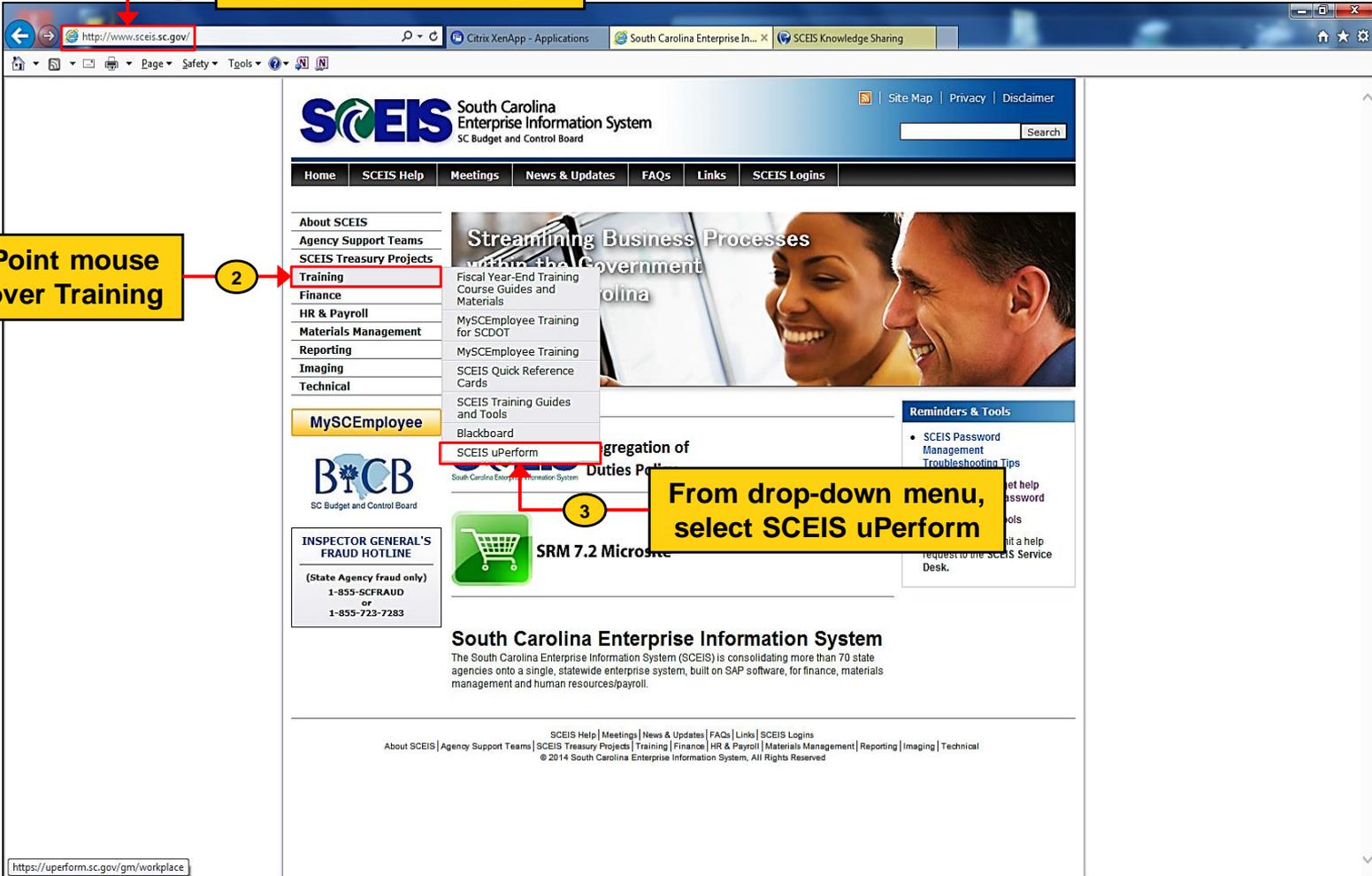
South Carolina Enterprise Information System

SCEIS RESOURCES AND HELP

What is uPerform?

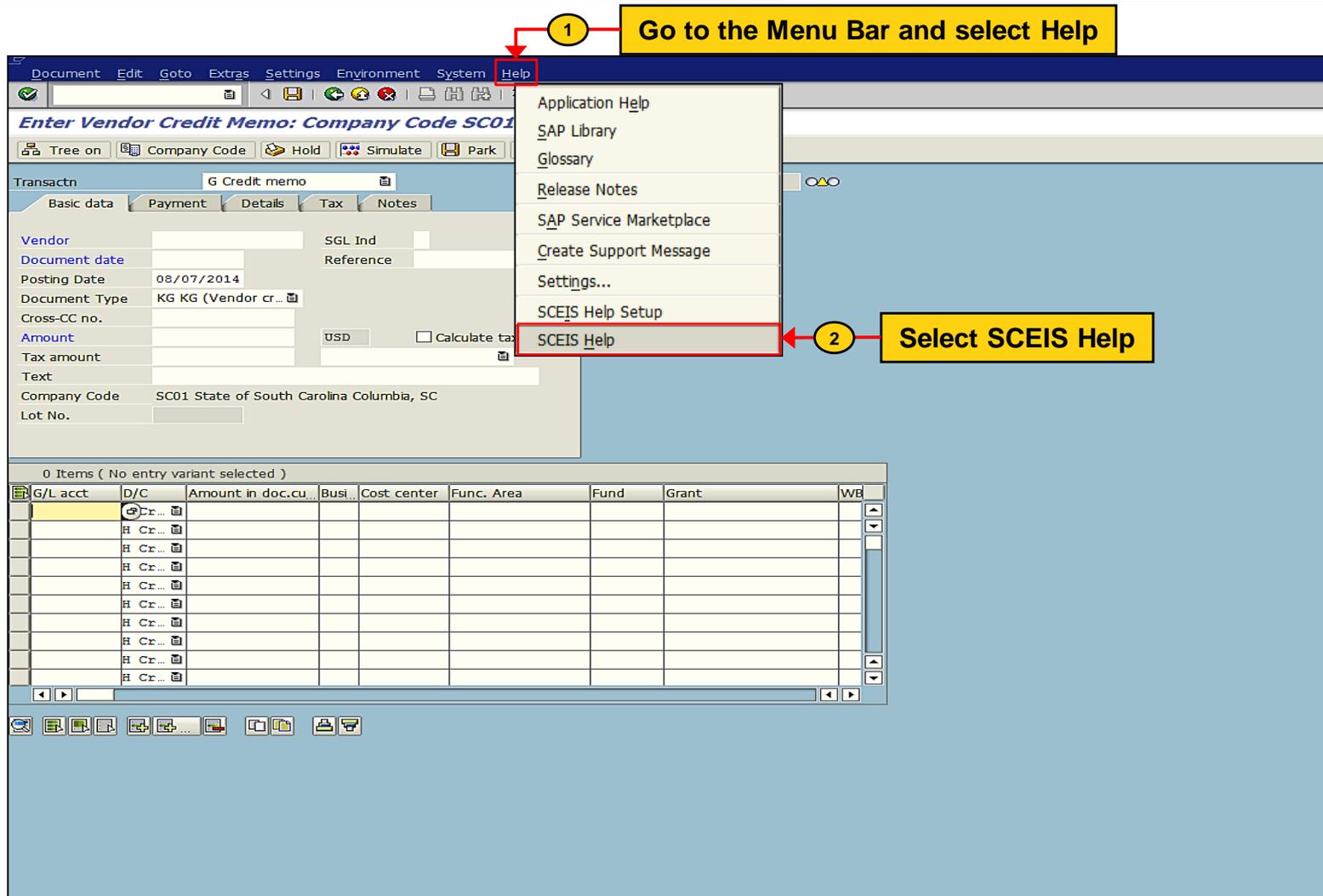
- ① uPerform means **“you perform.”**
 - Designed to support end-user performance
 - User-friendly information system
 - Available anytime, any place to any worker
 - Offers work instructions, tips, hints per job role, in multimedia formats
 - Provides context-sensitive help in ECC

Accessing uPerform – Web



The screenshot shows the SCEIS website interface. A yellow box labeled '1' points to the browser address bar containing 'http://www.sceis.sc.gov'. A second yellow box labeled '2' points to the 'Training' link in the left-hand navigation menu. A third yellow box labeled '3' points to the 'SCEIS uPerform' link in a drop-down menu that is open over the 'Training' link. A fourth yellow box labeled 'From drop-down menu, select SCEIS uPerform' is positioned over the 'SCEIS uPerform' link. The website header includes the SCEIS logo, 'South Carolina Enterprise Information System', and 'SC Budget and Control Board'. The navigation menu includes 'Home', 'SCEIS Help', 'Meetings', 'News & Updates', 'FAQs', 'Links', and 'SCEIS Logins'. The left-hand menu lists various categories such as 'About SCEIS', 'Agency Support Teams', 'SCEIS Treasury Projects', 'Training', 'Finance', 'HR & Payroll', 'Materials Management', 'Reporting', 'Imaging', and 'Technical'. The 'MySCEmployee' section includes 'Blackboard' and 'SCEIS uPerform'. The 'Reminders & Tools' section includes 'SCEIS Password Management' and 'Troubleshooting Tips'. The footer contains a list of links and the copyright notice: '© 2014 South Carolina Enterprise Information System, All Rights Reserved'. The browser address bar at the bottom shows 'https://uperform.sc.gov/gm/workplace'.

Accessing uPerform - ECC



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. Two callouts with arrows indicate the steps: 1. Go to the Menu Bar and select Help (pointing to the Help menu item), and 2. Select SCEIS Help (pointing to the SCEIS Help menu item).

1 Go to the Menu Bar and select Help

2 Select SCEIS Help

Document Edit Goto Extras Settings Environment System **Help**

Enter Vendor Credit Memo: Company Code SC01

Transactn G Credit memo

Basic data Payment Details Tax Notes

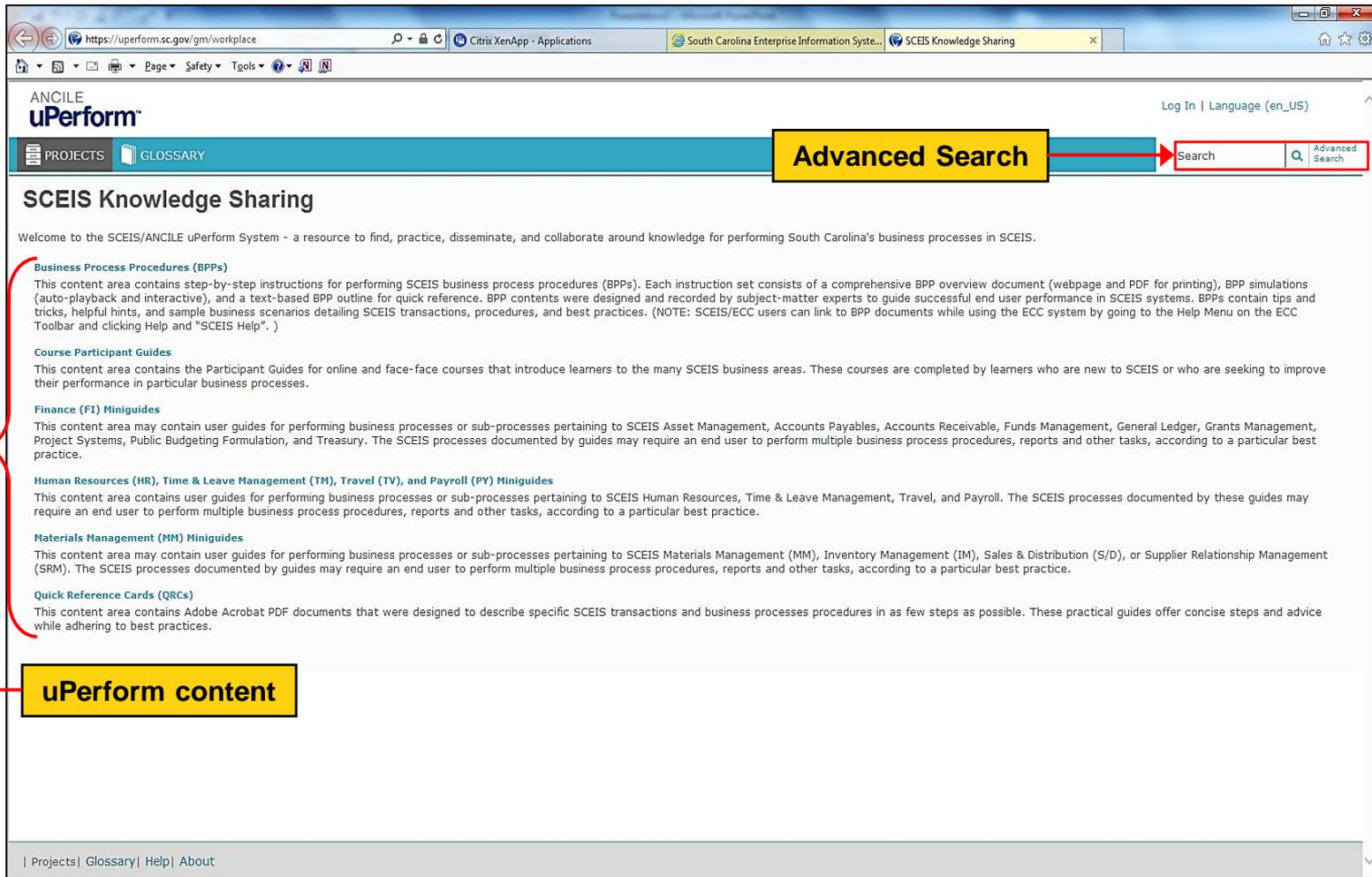
Vendor SGL Ind
Document date Posting Date 08/07/2014 Reference
Document Type KG KG (Vendor cr...
Cross-CC no. USD Calculate tax

Amount Tax amount Text
Company Code SC01 State of South Carolina Columbia, SC
Lot No.

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu...	Busi...	Cost center	Func. Area	Fund	Grant	WB
	Dr...							
	H Cr...							
	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.

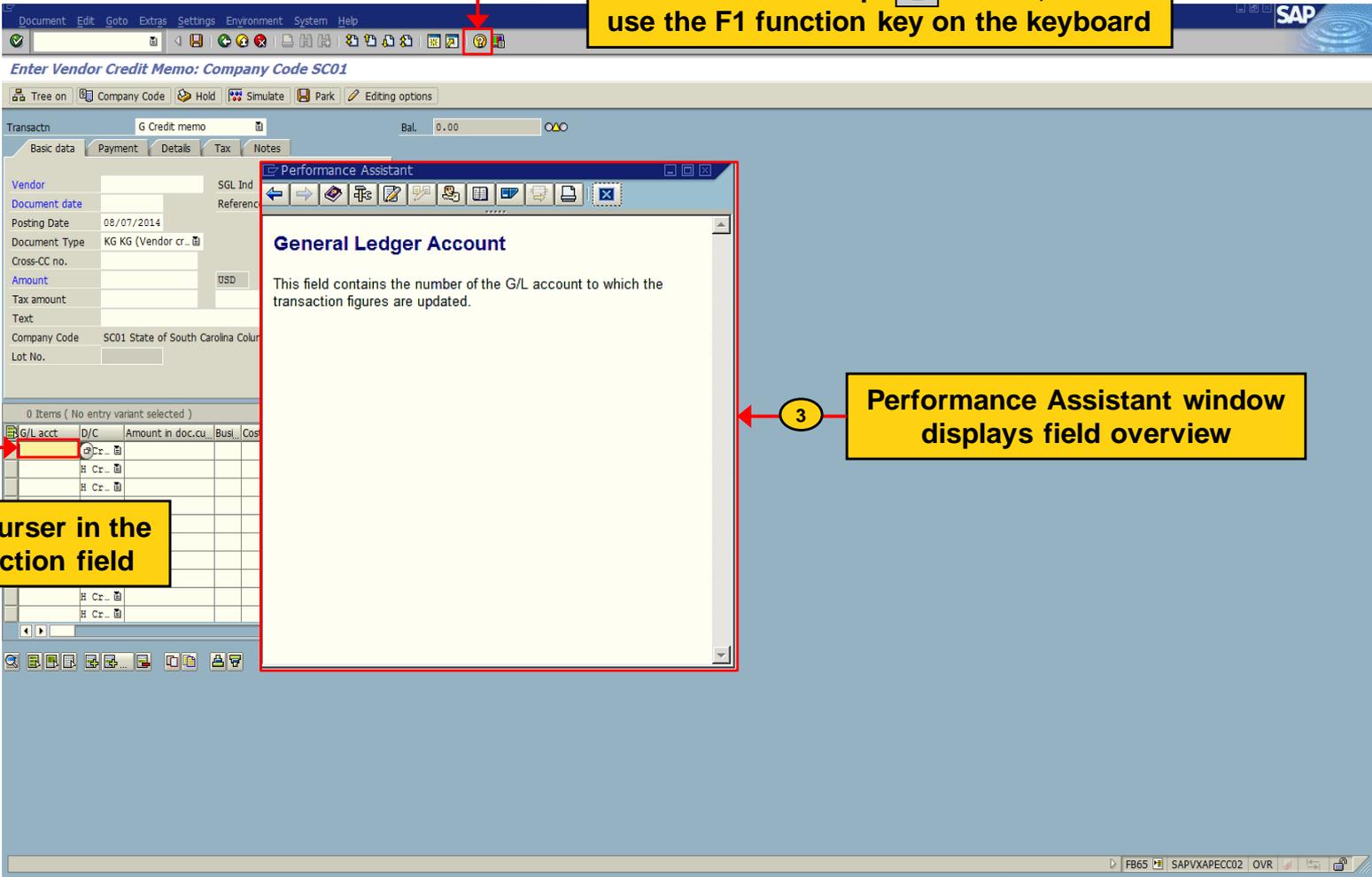
Materials Management (MM) Miniguides
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Materials Management (MM), Inventory Management (IM), Sales & Distribution (S/D), or Supplier Relationship Management (SRM). The SCEIS processes documented 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 shows the SAP ECC interface for 'Enter Vendor Credit Memo: Company Code SC01'. A yellow callout box with a red arrow and the number '2' points to the Help button (a question mark icon) in the top toolbar, with the text: "Select the Help button, or use the F1 function key on the keyboard".

Another yellow callout box with a red arrow and the number '1' points to the 'G/L acct' field in a table below the transaction details, with the text: "Place cursor in the transaction field".

A third yellow callout box with a red arrow and the number '3' points to the 'Performance Assistant' window, which displays a help message for the 'General Ledger Account' field: "This field contains the number of the G/L account to which the transaction figures are updated." The text in this callout is: "Performance Assistant window displays field overview".

G/L acct	D/C	Amount in doc.cu	Busi	Cos
	Cr.			

Additional Resources

- ④ <http://www.sceis.sc.gov>
 - SCEIS Website
 - SCEIS Weekly Updates
 - SCEIS User Group and Reporting User Group
 - SCEIS Calendar
- ④ 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.)