



2013 Year-End Processing Workshop

9:00 a.m. to 5 p.m., Wednesday, May 22, 2013

DHEC Peoples Auditorium

Presenters: Bruce Burnett, Shirley Coyner, Fred Pieper, Rebecca Ferguson

Agenda (updated)

9:00 Understanding the Year-End Closing ProcessBruce Burnett
State process, SCEIS process, reporting package requirements

Carry-Forward

Documents to be carried forward, transaction codes, reviews

Purchasing

Goods receipts, invoice receipts, open POs

Expenditures and Accounts Payable Processes

Accounting periods, errors, expenditures and APs in new FY

Revenue and Accounts Receivable Processes

Record to proper FY, requirements by CG and STO, review AR balances and cash

10:15 BREAK – 15 minutes

10:30 BudgetBruce Burnett
Pre-posted items, statewide carry forwards, special appropriations, new FY appropriations, review reports

Cash Status

Cash accounts, balances, availability, balances in old and new FYs, cash vs budget

General Accounting Clean-Up

Parked documents, workflow, funds reservations, adjusting entry documents, fixed assets

Project Systems Accounting Shirley Coyner

Open commitments, parking WBS, periodic settlement, moving CIP to Final Asset, CJI3 report

12:00 LUNCH – 90 minutes

1:30 Purchasing Fred Pieper
Goods receipts, open POs and PRs, reports

Inventory Management Rebecca Ferguson

Material reservations, open POs and PRs, physical inventory, reports

Sales and Distribution

Open sales orders, contracts, billing, reports