South Carolina Enterprise Information System

CO500 – SCEIS YEAR-END CLOSING WORKSHOP – FINANCE

End User Training
Columbia, SC
June 2014

STATE INFORMATION TECHNOLOGY
B&CB
SC Budget and Control Board

Welcome and Introductions

Welcome to CO500 SCEIS Year-End Closing Workshop – Finance

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

Classroom Logistics

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

Course Learning Objectives

- Review with Finance Managers and Directors those processes that need to be completed in preparation for the closing of FY2014.

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COURSE LESSONS

THERE ARE ELEVEN (11) LESSONS IN THIS COURSE SCHEDULE.

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Course Schedule

- Lesson 1: FY2014 Year-End Important Dates
- Lesson 2: Managing Carryforward Processes
- Lesson 3: New for FY2014 Year-End and/or FY2015 Transacting
- Lesson 4: Managing Expenditures and Accounts Payable Processes
- Lesson 5: Managing Revenue and Accounts Receivable Processes
- Lesson 6: Procedure for Managing Budget

Course Schedule

- Lesson 7: Managing Cash Status
- Lesson 8: General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Lesson 9: Fixed Assets
- Lesson 10: Grants
- Lesson 11: Managing Project Systems

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LESSON 1: FY2014 YEAR-END IMPORTANT DATES

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Lesson 1 Learning Objectives

- Upon completion of this lesson, you should:
  - Know the last dates for processing FY2014 transactions.
  - Know the Posting Dates for transactions that are processed in July 2014, for both FY2014 and FY2015.
  - Understand the use of Periods 12, 13, and 14 in FY2014.

FY2014 Year-End Important Dates

- **June 30** - State fiscal year ends.
- Monday, **July 14th** - Last day of fiscal year 2014 for Accounts Payable processing.
- **July 16th** – Last day to process Use Tax via IDT.
- **July 24th** - Last day to process correcting journal entries in period 13 for FY2014.
- These dates are the same for SCEIS and non-SCEIS Agencies.

FY2014 Year-End Important Dates

- During the month of July, SCEIS transactions for extended Period 12 of the old fiscal year **and** Period 1 of the new year are both being processed.
- AP documents to be posted in the old year must have a Posting Date of June 30, 2014, Period 12.
- Correcting JE documents can be entered from July 14 through July 24 with a posting date of June 30, 2014, Period 13. (role required)
- Documents to be posted in the new year must have a Posting Date on or after July 1, 2014, Period 1.

FY2014 Year-End Important Dates

- All revenue deposit slips transmitted for FY2014 pertaining to Period 12 must be received in the State Treasurer's Office not later than 10:30 a.m. July 8th , 2014.

- Refunds of FY2014 expenditures must be received in the State Treasurer's Office no later than COB July 14, 2014.

FY2014 Year-End Important Dates

- Period 12 FY2014 - open for normal processing June 1, 2014 through July 14, 2014.
- Period 13 FY2014 – open for users with a special JE role from July 15, 2014 through July 24, 2014.
- Period 14 FY2014 – open for Financial Statement agency users from July 15, 2014 through October 15, 2014.

Lesson 1 Summary

- You should now:
  - Know the last dates for processing FY2014 transactions.
  - Know the Posting Dates for transactions that are processed in July 2014, for both FY2014 and FY2015.
  - Understand the use of Periods 12, 13, and 14 in FY2014.

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LESSON 2: MANAGING CARRYFORWARD PROCESSES

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Lesson 2 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand what documents can be carried forward to the new year.
  - Determine which documents need to be carried forward to the new fiscal year.
  - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
  - Understand how to complete and review the transaction results of the carry forward documents.

Key Transactions

- ZFMJ2 – Year-End Closing: Carryforward of Open Items

- FMAVCR01 – Display Annual Values of Control Objects

Carryforward Documents

- ZFMJ2 can be used to carryforward several types of documents.

- These are denoted by “Value Types” (VT) in SCEIS.

Carryforward Documents cont.

- The following value types will be allowed to be carried forward by agencies:
  - VT 50 - Purchase Reqs (Inventory only)
  - VT 51 - Purchase Orders
  - VT 54 – Invoices (for Goods Receipts)
  - VT 81 – Funds Reservations
  - VT 83 – Forecast of Revenue (for Sales Orders)

  POs created on or before November 8, 2013 cannot be carried forward.

ZTRAVEL_REPORT
Value Type 52

- Due to issues related to the closing of Business Trip Commitments in Period 1 (New Year) all Value Type 52's will be closed by the SCEIS Team beginning at noon on June 30, 2014.
- Business Trip Commitments can be reestablished in the New Year (2015).
- Travel payments to be paid from the Old Year (2014) must be paid as a Direct Pay after June 30.

ZFMJ2 Carry Forward of Open Items

- Only a few people in each agency will be given authorization for this transaction code.
- We will be sending you last year's list to edit.
- You will only be able to access your agency's data.
- This transaction will only be available for a limited period of time. (Anticipated dates are June 16 – July 14)

ZFMJ2 Carry Forward of Open Items, cont.

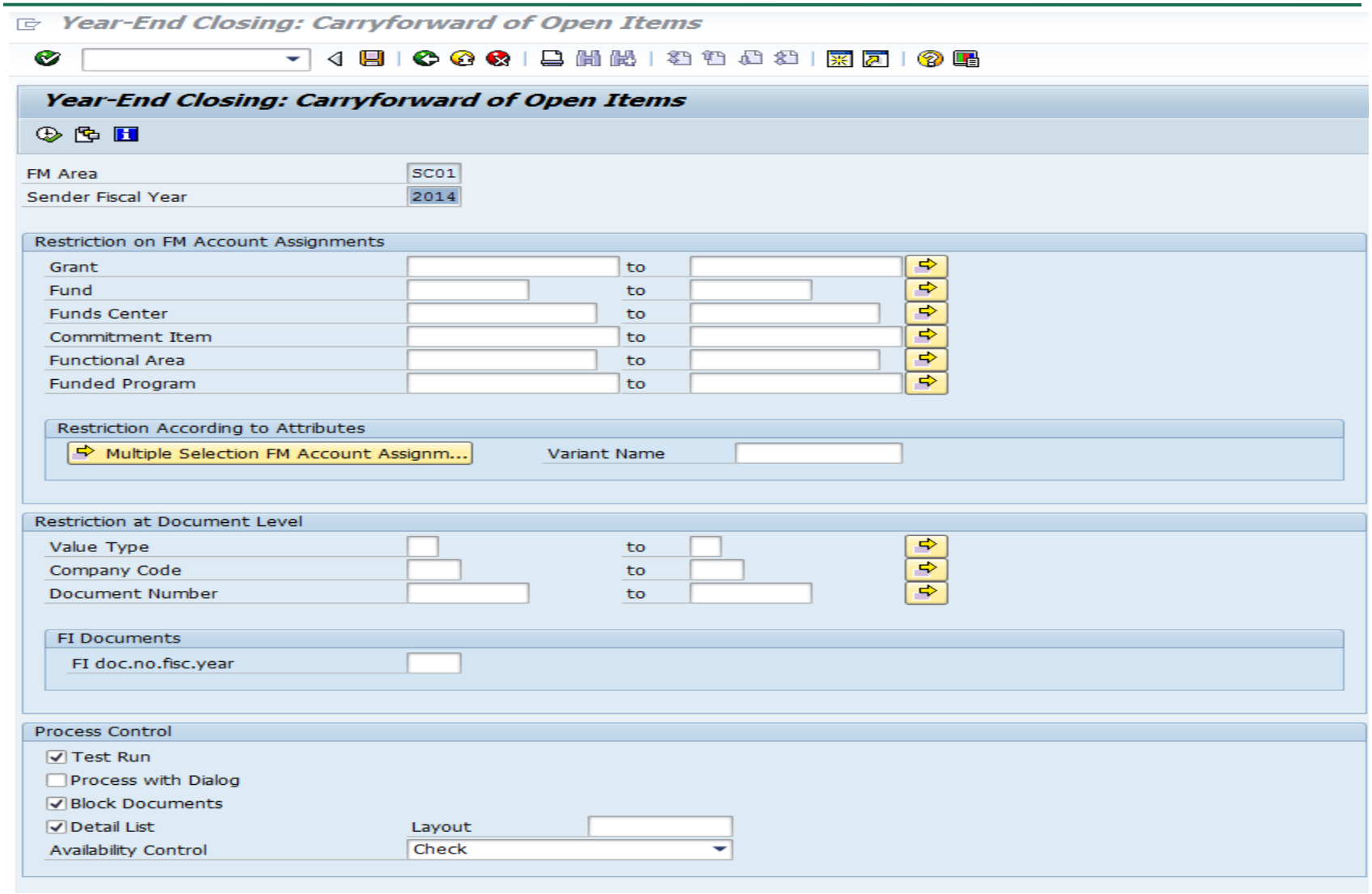
- This transaction allows a “Test Run.”
- It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- Errors can occur for:
  - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
 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

ZFMJ2 Carry Forward of Open Items, cont.

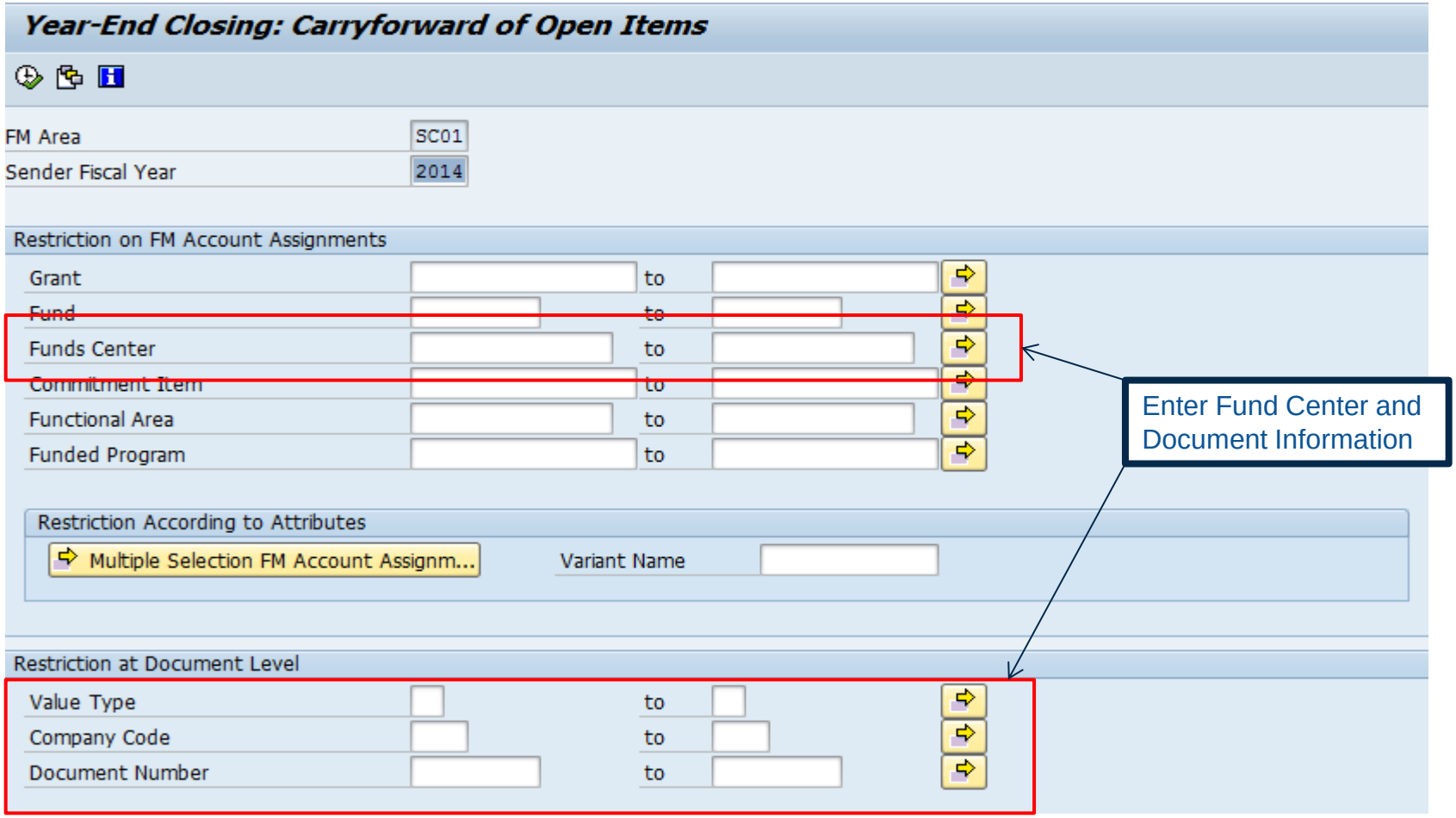
You can control AVC in 2014 for CFWD items.

- **No availability control**:
  - Availability is not checked and the assigned values are not updated. The assigned values have to be reconstructed after the program has been run. **(Not Recommended)**
- **Update without checks**:
  - **The assigned values are updated. Availability is not checked. The budget can be overrun. The assigned values do NOT have to be reconstructed after the program has been run. (Recommended)**
- **Check**:
  - The assigned values are checked and updated. If an error message occurs from the availability control, the corresponding line items cannot be processed. The assigned values do **not** have to be reconstructed after the program has been run.

ZFMJ2 Carry Forward of Open Items, cont.



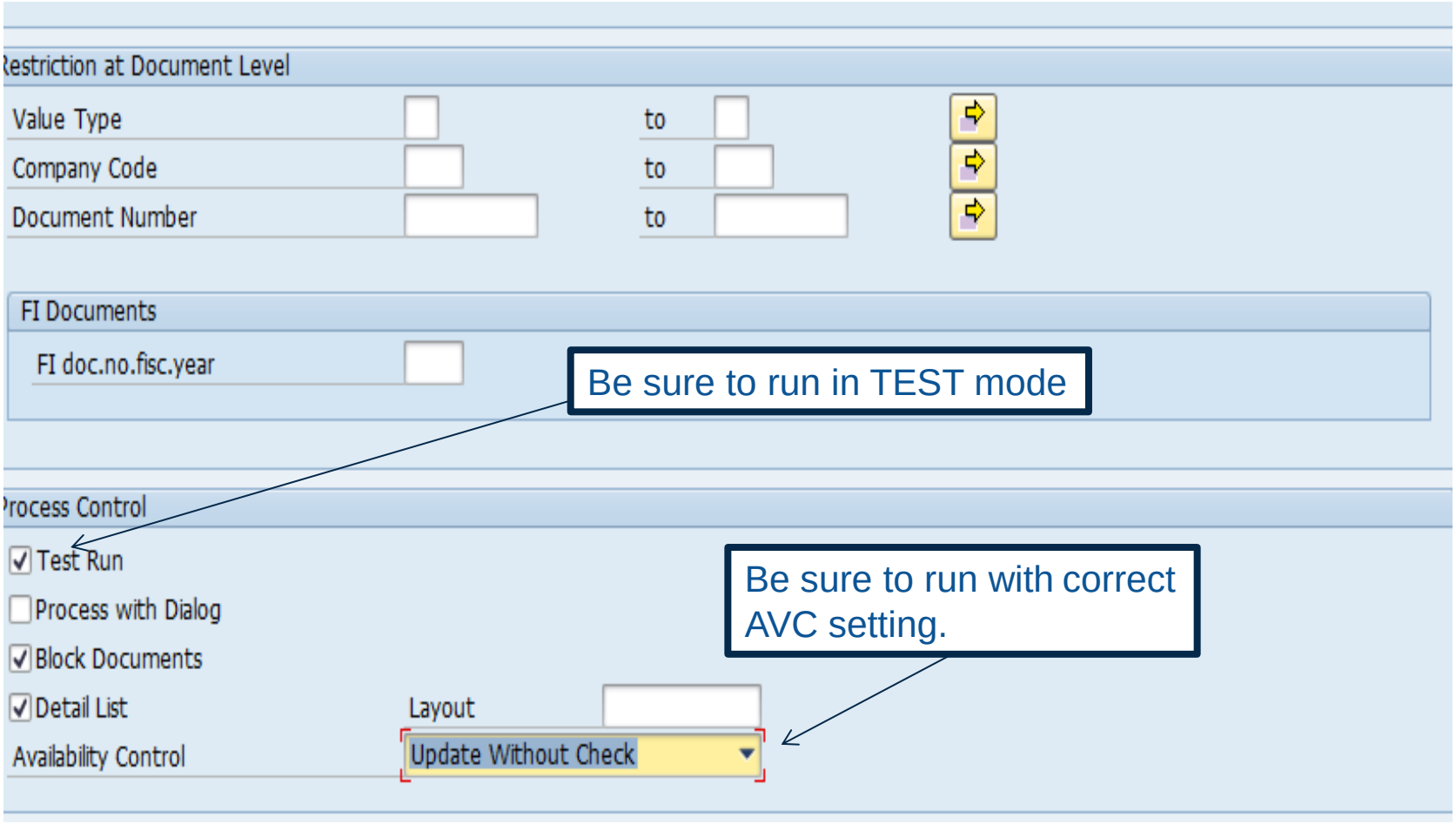
ZFMJ2 Transaction



ZFMJ2 Transaction, cont.

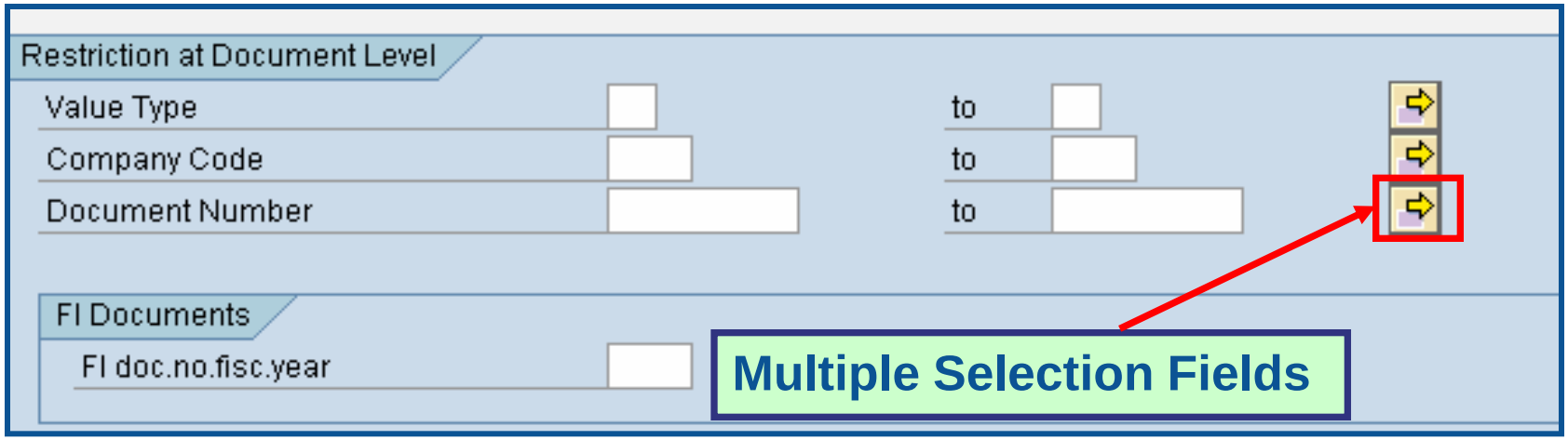
- Funds Center is required.
- You should include the entire range of funds centers for your agency or use your business area with 4 zeros to business area and all Zs.
  - Example: A0100000 to A010ZZZZZZ
- You need to do this so that you will not limit your document selection to only documents with certain funds centers or only part of a document with that funds center.

ZFMJ2 Transaction, cont.



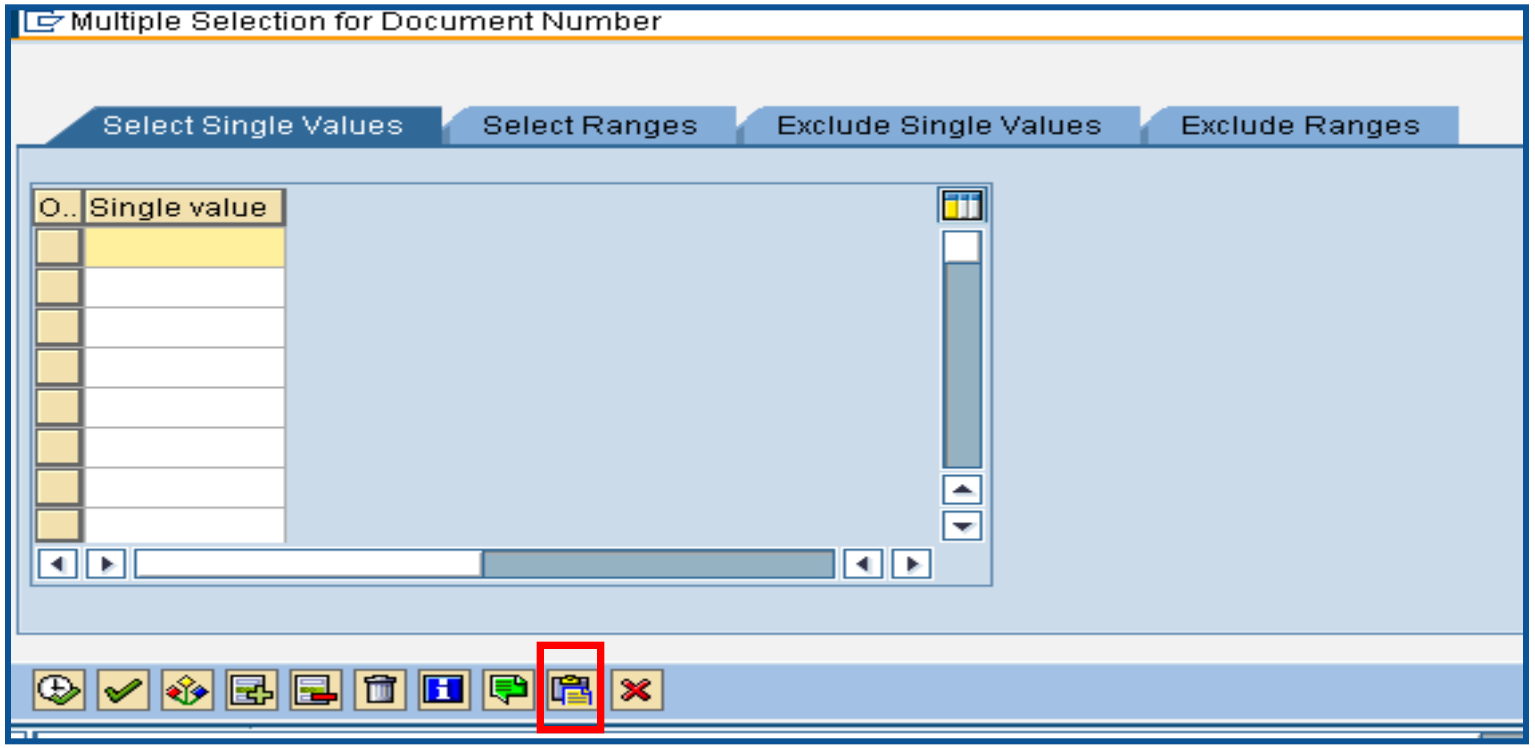
ZFMJ2 Transaction, cont.

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



ZFMJ2 Transaction, cont.

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



ZFMJ2 Transaction, cont.

If you erroneously carryforward a document:

- **You will not be able to carry it back!**
  - **You do not have the authorization for the transaction code.**
- **DO NOT DELETE it after Carry Forward!!!**
  - **If you delete it after carrying it forward, you will have reporting issues with your budget reports as these documents will not be picked up in the totals on BUDGET reports!!!**

ZFMJ2 Transaction, cont.

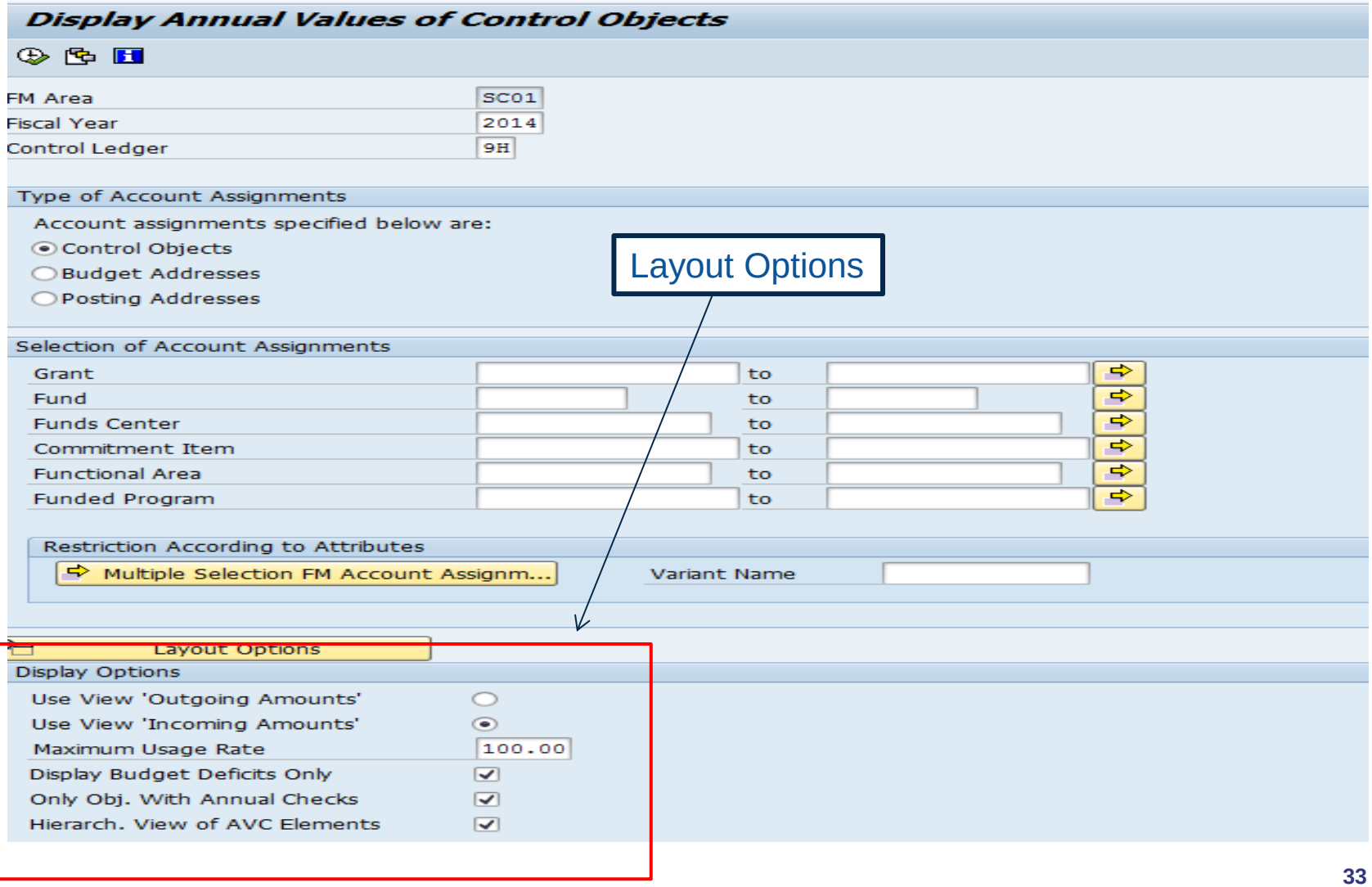
It is imperative that you:

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

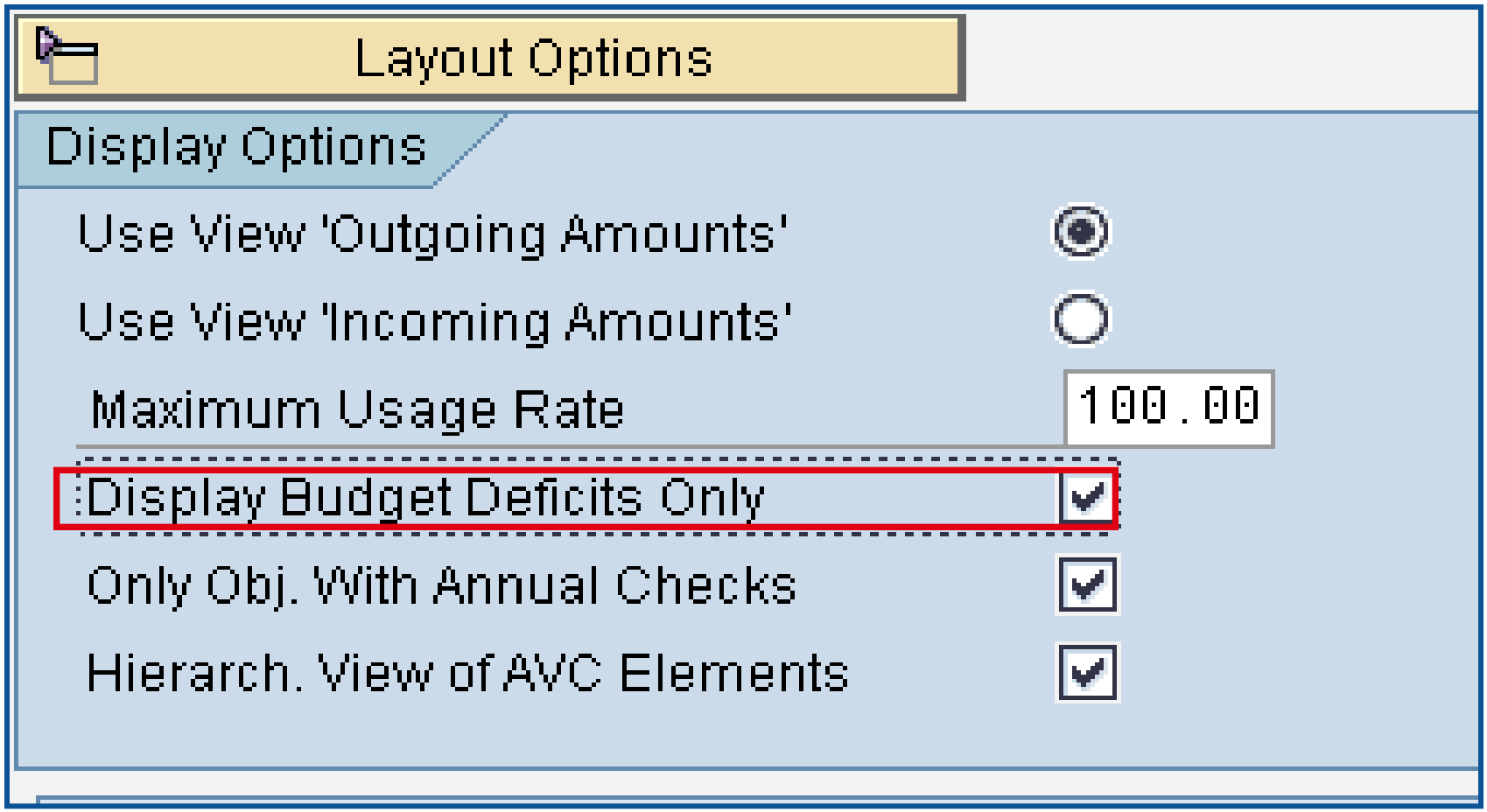
FMAVCR01

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

FMAVCR01 - Layout Options



FMAVCR01 - Layout Options cont.



Choice of Fiscal Year “Pop-Up”

- During the effective dates of ZFMJ2, you will get a “pop-up” screen to choose the appropriate FY for your transaction for the following transactions:

ME22N - Change PO

FMX2 – Change FR

FMW2 – Change Funds Block

FBV2 – Change Parked Doc

VA42 – Change Contract

VA02 – Change SO

Lesson 2 Summary

- You should now be able to:
  - Understand what documents can be carried forward to the new year.
  - Determine which documents need to be carried forward to the new fiscal year.
  - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
  - Understand how to complete and review the transaction results of the carry forward documents.

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LESSON 3:
New for FY2014 Year End and/or FY2015 Transacting

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Lesson 3 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand validations to prevent cross year errors.
  - Understand changes to processing transactions with colleges/universities for FY15.

Year-End Validation - POs and FRs

- For FY2014, a new validation has been implemented that should eliminate many cross fiscal year posting errors.
- The new validation will provide the user an error message when the user attempts to process an A/P invoice to a Purchase Order or Funds Reservation in a fiscal year which is different from the year in which the Purchase Order or Funds Reservation resides.

Year-End Validations - IDT payment

- The validation (below) for IDT payments has been added for FY2014 year-end:
  - When a billing invoice is posted in new year (FY2015), an error message occurs if user attempts to process A/P invoice in prior year (FY2014).
  - Note: A/P invoice may still process in FY after the receivable invoice billing date

Colleges & Universities Are “LIVE”

- Effective July 1, the colleges and universities will be “LIVE” in SCEIS.
- FY2014 transactions should be treated as “Non-LIVE,” but FY2015 transactions should be processed as “Live.”
- Invoices billed to college/university in FY2015 will use the IDT process as “LIVE” agency.
  - College/university will process AP invoice in FY15 from their Z_IDT_DOCLIST.

Colleges & Universities Are “LIVE”

- Colleges/universities will generally NOT create a SCEIS customer billing to another agency, but send a “paper” bill/invoice instead.
- FY15 Payments to college/university can be processed as any third party vendor using the vendor that ends with **“501**.”

  Ex. Citadel 000H090**501**

H090	29409-0001	CHARLESTON	CITADEL - GEN DEPOSIT	000H090501

Lesson 3 Summary

- You should now be able to:
  - Understand validations to prevent cross year errors.
  - Understand changes to processing transactions with colleges/universities for FY15.

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LESSON 4: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

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Lesson 4 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand how SCEIS will handle the final accounting period.
  - Record expenditures in period 12 of the current fiscal year.
  - Understand the error that will occur for payment terms for current year payments in extended period 12.
  - Record expenditures in period 1 of the new Fiscal Year.
  - Record accounts payable for FY2014.
  - Review accounts payable balances.

Key Transactions

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

Using the Posting Date – FV60 & MIRO

- You will continue to use the **same transaction codes** to process payments in the month of July.
- The **Posting Date** will determine to which fiscal year the transaction will post.

FY2014	FY2015
Use 06/30/2014 through July 14	Use current dates in July from July 1 - 31

Payment Terms

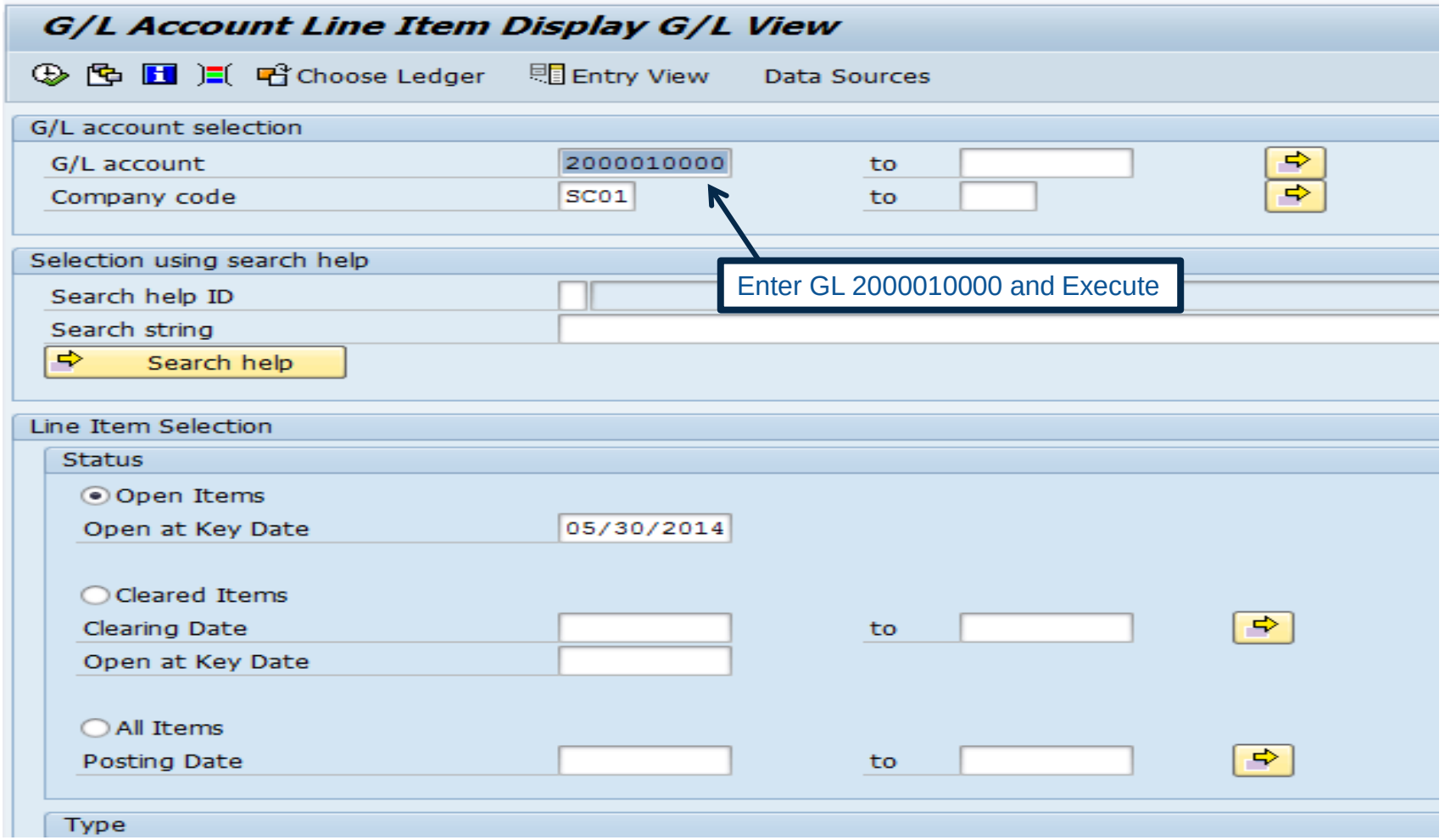
- Currently, payments are set at “Net 30 Days” which initiates a payment run 22 days from the date of invoice. This means that if your invoice is dated June 1st, then the check is not actually cut until June 22nd. This enables the State to meet general payment terms of **Net 30 Days**.

- 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**.

Identify Post Dated Invoices

- Run FAGLL03 to identify post dated invoices
- Run using GL 2000010000 only, if not system will likely time out.

Identify Post Dated Invoices



Identify Future Dated Invoices

G/L Account 2000010000 ACCOUNTS PAYABLE AND VOUCHERS PAYABLE (VENDORS)
Company Code SC01
Ledger ZL

These invoices will never pay though they are consuming budget.

Account	BusA	Cost Center	Functional Area	Fund	Grant	Funded Program	Document...	Type	Doc. Date	Σ	Amt in loc.cur.
20000100...	H6...			39078000	NOT RELEVA...		5701107393	RE	05/08/3201		2,991.30-
20000100...	N1...			10010021	NOT RELEVA...		5701103333	RE	05/16/2204		2,398.00-
20000100...	J040			37640006	J0403S031A00		5701075462	RE	04/16/2201		271.36-
20000100...	E240			53990000	E2401F002611		3005325770	KR	03/21/2201		814.62-
20000100...	N0...			31970001	NOT RELEVA...		5701107898	RE	05/21/2074		128.39
20000100...	P160			10010000	NOT RELEVA...		5701033983	RE	03/03/2024		75.86-
20000100...	N1...			10010000	NOT RELEVA...		5701095823	RE	05/06/2015		816.61-
20000100...	R360			30350000	NOT RELEVA...		3005286828	KR	05/05/2015		50.00-
20000100...	N1...			10010000	NOT RELEVA...		5701093870	RE	11/08/2014		100.00-
20000100...	J040			50550000	J0401K820005		3300008561	KG	09/18/2014		240.52

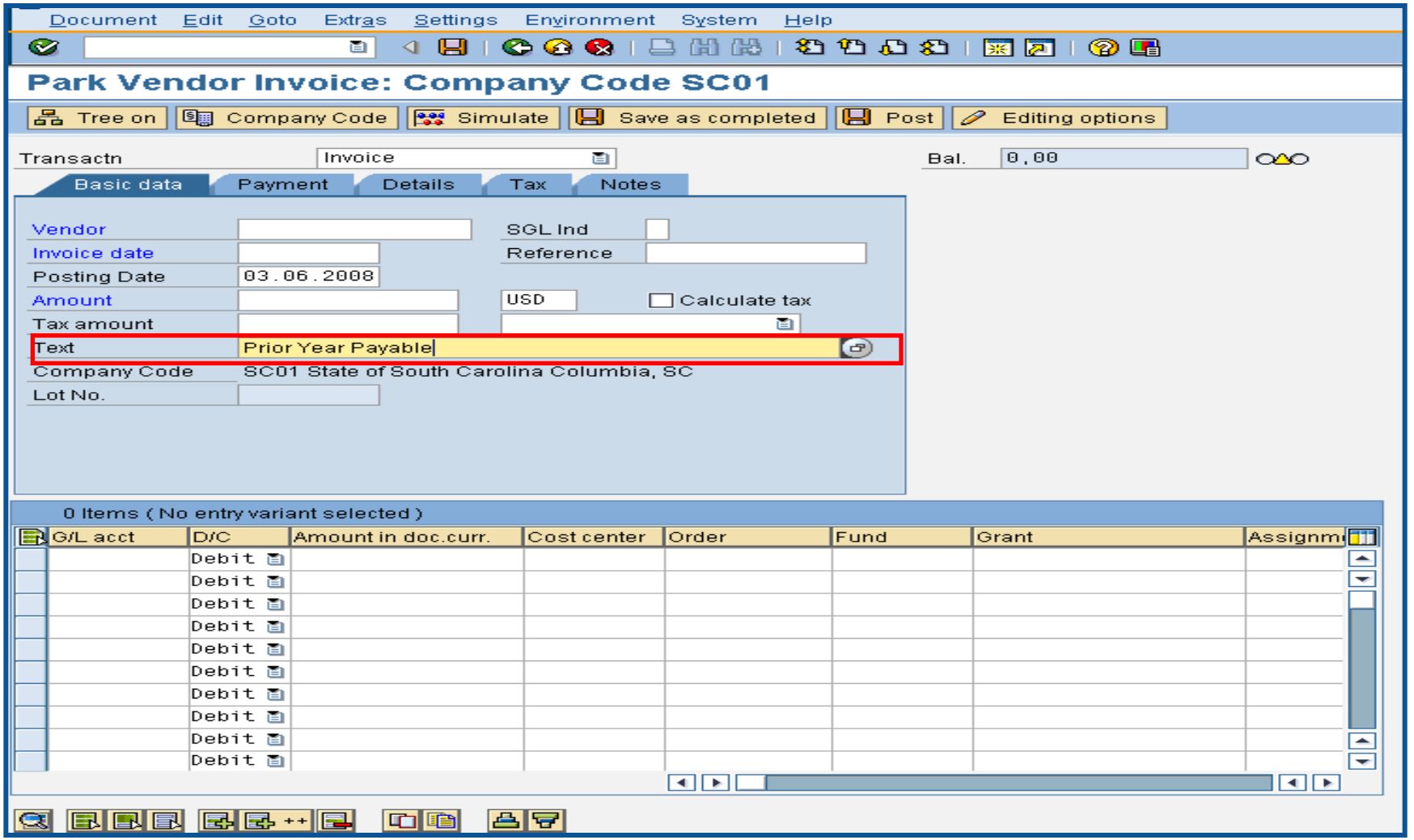
Prior Year Payables in the New Year

- Accounts Payable reporting package
  - Will be used to create accrual of payables incurred at June 30th 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, cont.

- 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.
- All prior year payables identified/processed after submission of the Accounts Payable reporting package must be reported via the Subsequent Events reporting package, regardless of amount.
  - 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, cont.



Open Item A/P Balances - FBL1N

- Towards year-end, it is helpful to review open or outstanding accounts payable balances.
- This review will indicate the amount of payments that have not yet been paid, but are obligated to be paid against the cash balances.
- This review may also indicate items that may be held at the OCG or have other processing issues.
- A report can be generated in SCEIS to give you a listing of open accounts payable balances.
- The T-code is **FBL1N**.

Lesson 4 Summary

- You should now be able to:
  - Describe how SCEIS will handle the final accounting period.
  - Record expenditures in period 12 of the current Fiscal Year.
  - Describe the error that will occur for payment terms for current year payments in extended period 12.
  - Record expenditures in period 1 of the new Fiscal Year.
  - Record accounts payable in July and August.
  - Review accounts payable balances.

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LESSON 5: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

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Lesson 5 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Record revenue in the proper fiscal year.
  - Understand the OCG and STO year-end revenue and deposit requirements.
  - Review Accounts Receivable balances.
  - Review and clear all undeposited cash amounts.

Key Transactions

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

Revenue at Year-End

- All cash received by June 30th must be posted to the prior fiscal year.
- 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 6/30/2014 or prior to post to FY2014.
  - All revenue received **as of** June 30, but deposited in July must have a posting date of 6/30/2014 to post to FY2014.
  - All revenue received **after** June 30 must have a posting date of 07/01/2014 or after and must post to FY2015.

Revenue at Year-End, cont.

- Deposits for Period 12 (FY2014), and Period 01 (FY2015)
  - Deposit on separate deposit slips and enter as separate transactions in SCEIS.

- All deposit slips transmitted for FY2014 pertaining to Period 12 must be received in the State Treasurer's Office not later than 10:30 a.m. July 8th , 2014.

Revenue at Year-End, cont.

- Bank deposits validated after Tuesday, July 8, 2014
  - Contact STO if you need the deposit recorded in Period 12, FY2014.
    - This should be a rare exception, as revenue deposited on or after July 1, 2014 should be recorded as FY2015 revenue.
- Deposits for Refund of Expenditure or Refund of Travel for FY2014
  - 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 July 14th.

Revenue at Year-End, cont.

- All deposits received 7/1 and after must have a posting date of 7/1 or after except – refunds of expenditures.
- 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.

Accounts Receivable at Year-end

FBL5N

		90132364	RV	05/20/2014		7,368.00	USD
		90132960	RV	05/28/2014		3,777.65	USD
	WK ORDER #134029	4000136009	ZJ	05/13/2014		129.00	USD
	WK ORDER #135040	4000135996	ZJ	05/12/2014		452.00	USD
						21,431.74	**USD**
Account U120027						**21,431.74**	**USD**
						2,744,666.53	**USD**

ZGLA

AR Current and AR IDT equals $2,744,666.53

GL Account		YTD Beg Bal	MTD Activity	YTD End Bal
1300010000	ACCOUNTS RECEIVABLE - CURRENT	2,122,009.89		2,122,009.89
1300020000	ACCOUNTS RECEIVABLE - IDT	622,656.64		622,656.64
1300220000	DUE FROM EMPLOYEES	9,078.82		9,078.82
1390010000	INTERFUND RECEIVABLES	233,936.00		233,936.00
* Total		2,987,681.35		2,987,681.35

Display Undeposited Cash – FBL3N

- The **“Undeposited Cash”** account 100001XXXX **must be $-0-** (cleared out) at year-end.
- Funds are first deposited into this account, then moved to the 1000030000 when the deposit validation is entered.
- Once verified by the STO, they are available to spend.
- Funds in the **Undeposited Cash** account means the **STO has not been able to match your bank deposit or you have not completed the transaction.**
- To review Undeposited Cash receipts, use **FBL3N**.

Lesson 5 Summary

- You should now be able to:
  - Record revenue in the proper fiscal year.
  - Understand the OCG and STO year-end revenue and deposit requirements.
  - Review Accounts Receivable balances.
  - Review and clear all undeposited cash amounts.

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LESSON 6: PROCEDURE FOR MANAGING BUDGET

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Lesson 6 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Review, process or delete all pre-posted budget items.
  - Understand how to process Statewide Carryforward Appropriations through Proviso 117.24.
  - Carry forward General Fund appropriations to the new fiscal year, if your agency has specific authority to do so.
  - Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2014 and 2015.
  - Understand how new year appropriations will be handled.
  - Understand how to review budget reports and what affects budget balances.

Key Terms and Concepts

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

- Posted, Pre-posted Budget Items
- Carryforward Budget Items
- Workflow Items
- Statewide Carryforward Appropriations
- Earmarked, Restricted, and Federal Appropriations

Budget Items at Year-End

- Clear all pre-posted budget items by the close of business July 14th for the fiscal year.
- A listing of all pre-posted items can be generated by using T-code **FMEDDW.**
- Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB**.
- Statewide Carryforward, (Proviso 117.24) will be handled centrally. Agency personnel will not have to enter this information, if there is any carryforward.

View Budget Documents

- Why it is important to review the status of budget documents or pre-posted budget document?
  - 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 SBO.
    - SAP uses the most conservative approach to budgeting.

Statewide Carryforward Appropriations

- Proviso 117.24 - Authorizes agencies to carry forward a percentage up to 10% 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 OCG and the State Budget Office will determine each Agency's carryforward amount and transact the necessary entries.
  - Carryforward appropriation will be recorded centrally in Funded Program 8900.000000X000 "Statewide Carryforward 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.

Carryforward General Appropriations – FMBB cont.

- Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must:
  - Process budget transactions by August 2nd .
  - Use T-code **FMBB** to process carry forward
  - Reference the applicable proviso or permanent statute related to the carryforward authority in the text fields on each line item
    - Failure to reference the applicable proviso or permanent statute will result in the Office of State Budget's refusal to process the transaction
- Note: This is not the "10% carryforward" determined after the close of the fiscal year in accord with Proviso 117.24.

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Carryforward of Capital Projects

- Capital Project budget balances remaining in FY2014 should be carried forward to FY2015 using transaction **FMBB**.
- **Do not** request new budget to replace the FY2014 capital project budget.
- FMBB
  - Process Carryover
  - Document Type CAPR
  - Budget Type CAPR

Earmarked, Restricted, and Federal Appropriations

- 2014 Earmarked (3XXXXXXX), Restricted (4XXXXXXX), and Federal (5XXXXXXX) fund appropriations
  - will lapse July 24.
  - will be held open for the processing of documents not having a state level impact relative to Period 12, FY2014 until July 24, 2014
- 2015 appropriations for these funds should have been included by the Agency in the 2014-2015 Appropriation Act and will be entered centrally at the same time as the State Appropriations.
  - To increase appropriations for Earmarked (3XXXXXXX), Restricted (4XXXXXXX), or Federal (5XXXXXXX) fund details in the new fiscal year, Agencies must process an **FMBB** transaction
    - Process – Supplemental
    - Document Type – BDAJ
    - Budget Type – BADJ for Expenditure Budget, EREV for Estimated Revenue

Budget Items at Year-End

- Ensure your budgets are properly posted.
- Review budget reports regularly, such as:
  - **ZBD1** (Budget Consumption)
  - **FMRP_RW_BUDCON** (Budget Consumption)
  - **FMRP_RW_BUDGET** (Budget Status)
  - **FMAVCR01** (Budget Availability Control)
  - **BW Report** - FM Budget vs. Actual

ZBD1 – SC Specific BUDCON Report

- The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP_RW_BUDCON.
- ZBD1 offers the following enhancements:
  - Has separate/additional columns vs. standard report for:
    - Original Budget
    - Budget Transfers
    - Actual Expenditures
    - Purchase Orders
    - Purchase Requisitions
    - Other transfers
    - Subtotal column after expenditures
    - Subtotal column after purchase orders and requisitions
    - Subtotal column after other transfers etc..

ZBD1 differs from BUDCON in that it separates commitments into categories. This should help Budget Managers determine where budget is obligated.

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

What affects Budget Balances?

- Encumbrances decrease budget immediately.
  - PRs, POs, “Save as Complete” Parked documents, and funds reservations
- To free up your budget
  - Reduce encumbrances that are finalized, no longer needed, and final but have remaining balances
  - Or carry them forward to next year.
- If budget documents are not completed properly, the budget items will not populate the appropriate columns on the budget reports.

Lesson 6 Summary

- You should now be able to:
  - Review, process or delete all pre-posted budget items.
  - Understand how to process Statewide Carryforward Appropriations through Proviso 117.24.
  - Carry forward special appropriations to the new fiscal year, if your agency has specific authority to do so.
  - Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2014 and 2015.
  - Understand how new year appropriations will be handled.
  - Understand how to review budget reports and what affects budget balances.

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South Carolina Enterprise Information System

LESSON 7: MANAGING CASH STATUS

STATE INFORMATION TECHNOLOGY

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SC BUDGET AND CONTROL BOARD

Lesson 7 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand SCEIS cash accounts.
  - Review cash balances.
  - Manage your cash balances.

Undeposited Cash 100001XXXX

- The Undeposited Cash must be zero at year-end.
- Run ZGLA and enter the GL range of your agencies Undeposited Cash Accounts

* Total	10,750,842.89		10,750,842.89

IDT Cash Clearing 1000020000

- The IDT Cash Clearing must be zero at year-end.
- Run ZGLA and enter the GL 1000020000.
- If your balance for FY2014 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

- If your agency had a prior year petty cash that has not yet been loaded into SCEIS, please do so before year-end.

Entry : Debit 1000050000 *(Petty Cash)*

Credit 7000002000 *(Financial Reporting Conversion)*

SCEIS Petty Cash 1000050000

- If your agency has a new year petty cash 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 FY2015 cash includes the balance from prior year.
- FY2015 balance carry-forward amounts adjust automatically for any additional entries posted to prior year on/after July 1.
- Transactions posted to the prior year, FY2014, after June 30 are based upon the available cash in FY2014 only *(excludes FY15 cash activity).*

Lesson 7 Learning Objectives

- You should now be able to:
  - Understand SCEIS cash accounts.
  - Review cash balances.
  - Manage your cash balances.

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LESSON 8: GENERAL ACCOUNTING "CLEAN-UP" OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS

STATE INFORMATION TECHNOLOGY

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SC BUDGET AND CONTROL BOARD

Lesson 8 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Review and process all parked documents: invoices, customer invoices, JEs, etc.
  - *Review and process all workflow items to clear out the workplace inbox.*
  - Review and process all funds reservation documents – delete and/or carryforward in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.

Key Transactions

- Z_AGY_DOCLIST - Display Parked Documents
- Z_IDT_DOCLIST – Display open IDT's
- 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 Documents must be processed or deleted prior to July 14th.
- Z_AGY_DOCLIST to identify Parked Documents
- FBL3N – Use to search for Open Documents by Doc Type or GL
- Parked documents can also be identified on the “Open Encumbrance Report” in BW
- Review workflow items and messages

Parked Documents - IDT's

- Use transaction Z_IDT_DOCLIST to view your agency's parked IDT payables, 39# documents.
- Assuming these are FY2014 expenditures, they should be processed in FY2014 prior to the July 14th deadline.
- IDT's remaining in Parked status after July 14th will be carried forward into the 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

- 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 entry, the A/P clerk adds freight or tax on line item.

ZMRBR – Blocked Invoices

- At present there are approximately 250 invoices that are blocked in ZMRBR with a value of $367,000.

	ED01	810	JAN22038	5701109134	1	✂	4600338620	1	375.00	USD		
	ED01	810	JAN22038	5701109134	2	✂	4600338620	2	1,566.72	USD	1,	
	IT01	784	DEB169...	5701109186	1	✂	4600339333	1	1,163.00	USD		
	SN01	827	TER029...	5701109200	1	✂	4600302560	10	860.36	USD		
									366,983.51	USD		

ME2K – List Display by Purchase Order

ME2K/ME2N – use ME2K/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.

Funds Reservation Documents at Year-End

- Funds reservation documents encumber budget.
- Reducing funds reservations can free up budget.
- **FMX3** to Display Funds Reservations.
- **FMX2** to reduce funds reservations.
- Do not use FMX6 in July to reduce a FY2014 Funds Reservation. Reductions made using FMX6 will derive system date, FY2015 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, cont.

- **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, cont.

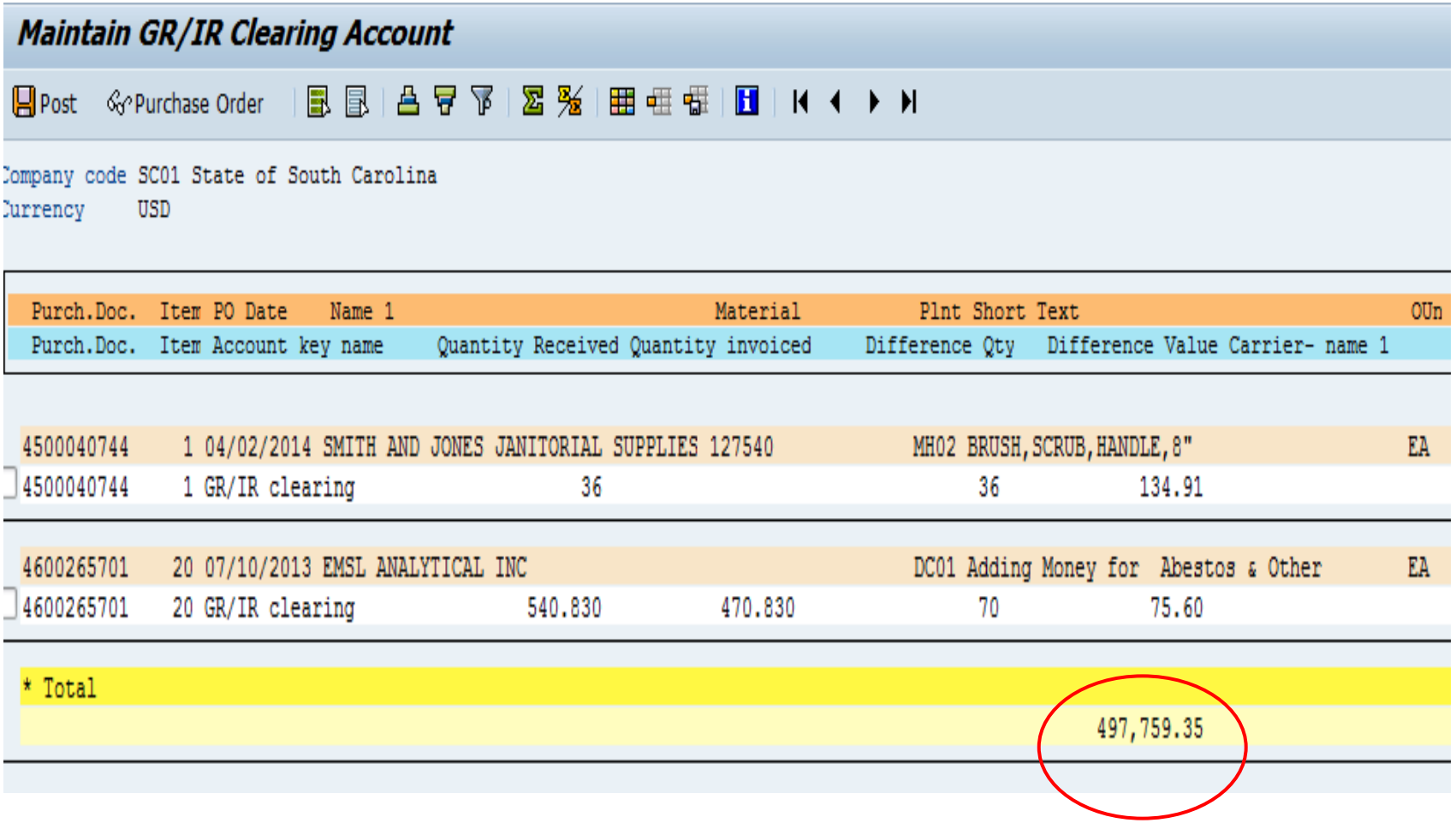
- **Undeposited Cash accounts**
  - To ensure the STO have verified the cash deposit and the cash has been moved to 1000030000, these accounts should be cleared out by the end of the fiscal year.
- **IDT Cash Clearing account**
  - To ensure that both sides of the IDT have fully posted by year-end. This 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 - GRIR 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



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 GL's 1390010000, 2090010000.

Lesson 8 Summary

- You should now be able to:
  - Review and process all parked documents: invoices, customer invoices, JEs, workflow items/messages.
  - Review blocked and/or open invoices.
  - Review and process all funds reservation documents – delete and/or carry-forward in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Be aware of other items for review.

SCEIS

South Carolina Enterprise Information System

LESSON 9: Fixed Assets

STATE INFORMATION TECHNOLOGY

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SC Budget and Control Board

Lesson 9 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Review fixed assets to ensure asset balances in both the asset subsidiary and general ledger are proper.
  - Identify Unposted Assets and determine their resolution.
  - Add assets via ABZON.

Fixed Assets at Year-End

- Ensure that the Fixed Assets in the General Ledger match the balances in the Asset History Report. (S_ALR_87011990 vs ZGLA)

- Ensure that Modified Accrual and Full Accrual asset balances are equal.

Fixed Assets at Year-End

- Steps to take:
  - Use **S_ALR_87011990** transaction to view asset history.
  - Perform an inventory of assets at least annually to identify assets needing to be added or removed from the list due to donation, damage, repair, refurbishment, loss, etc.
  - Make adjustments to fixed assets as needed.

Unposted Assets S_ALR_87012056

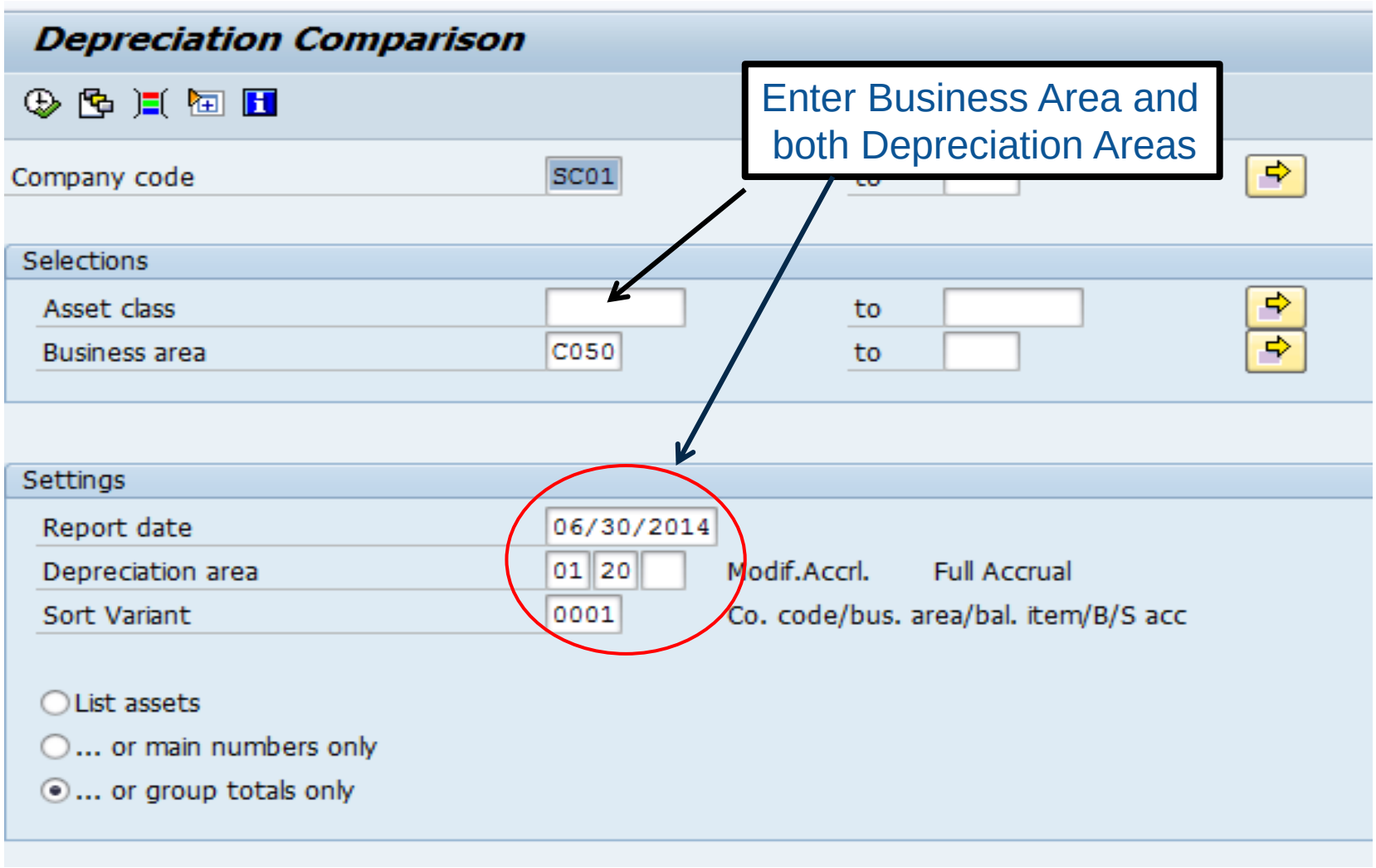
- Use transaction S_ALR_87012056 to get a list of assets with -0- value.
- This indicates a shell was set up, but no value was put on the asset.
- Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

Modified vs Full Accrual Assets

- Use transaction S_ALR_87012013 to ensure that all assets have been created in both the Modified Accrual Ledger and the Full Accrual Ledger.

- Be sure to select both Modified Accrual (01) and Full Accrual (20).

Modified vs Full Accrual Assets



Modified vs Full Accrual Assets

	CoCd	BusA	Bal.sh.itm	Accnt:	APC Class		Crcy Acquis.val. Acquis.val.	Plnd.ODep Plnd.ODep
	SC01	C050	8000000	1801016000	15400	SCEIS_Data Proc Eqp	USD	
	01						118,210.55	0.00
	20						118,210.55	0.00
*	SC01	C050	8000000	1801016000			USD	
							118,210.55	0.00
							118,210.55	0.00
	SC01	C050	8000000	1801099000	29900	SCEIS_LowValue Asset	USD	
	01						12,244.49	3,667.30-
	20						12,244.49	3,667.30-
*	SC01	C050	8000000	1801099000			USD	
							12,244.49	3,667.30-
							12,244.49	3,667.30-
**	SC01	C050	8000000				USD	
							130,455.04	3,667.30-
							130,455.04	3,667.30-
***	SC01	C050					USD	
							130,455.04	3,667.30-
							130,455.04	3,667.30-
****	SC01						USD	
							130,455.04	3,667.30-
							130,455.04	3,667.30-

Ensure the two Depreciation Area values equal

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 or 115
  - Use Offsetting GL as 4310020000
- If you need to add an asset **paid with a P-Card or other means of expenditure** already recorded in the current year:
  - Use Offsetting 5xxx GL as originally charged

Fixed Assets at Year-End

- If you have Capital Leases that are not recorded in SCEIS, contact the SCEIS FI Team via a Helpdesk ticket to discuss.

Lesson 9 Summary

- You should now be able to:
  - Review fixed assets to ensure asset balances in both the asset subsidiary and general ledger are proper.
  - Identify Unposted Assets and determine their resolution.
  - Add assets via ABZON

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South Carolina Enterprise Information System

LESSON 10: Grants

STATE INFORMATION TECHNOLOGY

B&CB

SC Budget and Control Board

Lesson 10 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand grant accounts which need review.
  - Be aware of reports to assist in review process.

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 effect Accounts Receivable and Deferred Revenue.

Grants – Things to Remember

The 5542XXXX balance below represents an Accounts Receivable to the State.

Bus Area: * Fund: 55420000..5542Z Gran
Cost Ctr: * Funded Program: * Period: 12, 2014
Account Group Selected: SC_TRIAL_BALANCE_DETAIL

GL Account		YTD Beg Bal	MTD Activity	YTD End Bal
1000000000	CASH DUE TO/FROM	32,894,960.24-		32,894,960.24-
1000010000	UNDEPOSITED CASH			
1000010001	UNDEPOSITED CASH - P240			
1000010301	UNDEP CASH H630-1			
1000010302	UNDEP CASH H630-2			
1000010551	UNDEP CASH H030-1			
1000011030	UNDEP CASH K050-5			
1000011151	UNDEP CASH P260-1			
1000020000	IDT CASH CLEARING ACCOUNT			
1000030000	CASH ON DEPOSIT-STO	86,685,486.06		86,685,486.06
1000040000	CASH DISBURSEMENTS-STO	43,716,074.90-		43,716,074.90-
1011300000	WF_E16_STO_Contingent Acct_CASH	16,436,972.84-		16,436,972.84-
1011300001	WF_E16_STO_Contingent_CLRG_CKS OUT	146,697.26-		146,697.26-
1011300004	WF_E16_STO_Contingent_CLRG_PAYCARD	268,670.94-		268,670.94-
1100000000	F/S AGYS & OTHER ADJ			
** Cash		6,777,890.12-		6,777,890.12-

Grants – Things to Remember

- Run ZGLA for Federal (5) funds and grant “Not Relevant”. If you have remaining balances in this combination contact the SCEIS FI Team via a HelpDesk ticket.

Bus Area: * Fund: 50000000..5ZZZZ Grant: NOT RELEVANT
Cost Ctr: * Funded Program: * Period: 12, 2014
Account Group Selected: SC_TRIAL_BALANCE_DETAIL

GL Account		YTD Beg Bal	MTD Activity	YTD End Bal
1000000000	CASH DUE TO/FROM	2631457,280.06		2631457,280.06
1000020000	IDT CASH CLEARING ACCOUNT			
1000030000	CASH ON DEPOSIT-STO	2438880,850.34		2438880,850.34
1000040000	CASH DISBURSEMENTS-STO	4649838,848.49-		4649838,848.49-
1000050000	PETTY CASH	1,500.00		1,500.00
1000060000	LUMP-SUM DEPOSITS & WITHDRAWALS (CASH)	2287124,001.03		2287124,001.03
1000061000	LUMP-SUM DEPOSITS & WITHDRAWALS (Asset)	915,660,496.82-		915,660,496.82-
1011300000	WF_E16_STO_Contingent Acct_CASH	1752742,421.03-		1752742,421.03-
1011300001	WF_E16_STO_Contingent_CLRG_CKS OUT	7,395,000.00-		7,395,000.00-
1100000000	F/S AGYS & OTHER ADJ	1,151,346.70-		1,151,346.70-
1100000001	AGY CASH CLOS PCKG	144,189.97		144,189.97
** Cash		30,819,708.36		30,819,708.36

Grants – Things to Remember

- Review the SEFA (BW) report. The SEFA, the ZS_PLN_16000269 report and the ZGLA should provide the same information.
- The information provided to the Federal cognizant agency should be equivalent to the information in the system.
- If there is a discrepancy, contact the SCEIS FI Team via a HelpDesk ticket.

Lesson 10 Summary

- You should now be able to:
  - Understand grant accounts which need review.
  - Be aware of reports to assist in grant review process.

South Carolina Enterprise Information System

LESSON 11: Managing Project Systems

STATE INFORMATION TECHNOLOGY

SC Budget and Control Board

Lesson 11 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand the management of project related POs
  - Understand the Final Settlement process

Project System Procurement

- Purchase Orders and Funds Reservation
  - Execute report CJI5 to display commitments on projects from purchase orders/fund reservations;
  - Double click on purchase order to see if this item will pay in current year. If not, roll purchase order forward
  - If you see a value and the purchase order has “final invoice” marked, lock the line item on the purchase order to release the condition on the purchase order.
  - Pre November 8 POs must be Final Invoiced and Blocked and recreated in the new year.

Open Encumbrance

- Execute BW open encumbrance report
- Delete or process parked documents with WBS using transaction code FBV2
- View open fund reservations and purchase orders with a WBS. Roll forward if needed, if not, close.

Parking WBS Settlement Profile

- A parking WBS will not be settled at period end or project close.
- If you need to re-class expenses from the “Z” WBS, create a journal entry to move the expenditures to a capital WBS.

View Projects

- Execute transaction code CN43
- Review status of projects
- Close projects if they are complete to stop postings
- If you have a final asset with additional charges in this year, you will need to contact the SCEIS FI Team and provide the asset number and value to settle.

Capitalization to an Asset

- The Final Settlement process will be executed centrally by the SCEIS FI Team for FY2014.
- Agencies must notify the SCEIS FI Team of any **projects that are complete** and a settlement to an asset is required.
- You must **set up the asset shell** and give that information to the SCEIS FI Team with your request.

Lesson 11 Summary

- You should now be able to understand the:
  - Management of project related PO's
  - Final Settlement process

Any Questions?

Next Steps

- Additional Support and Reference Materials
  - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at http://www.sceis.sc.gov **and** click **Training,** and then click **SCEIS uPerform**

Evaluation

Please complete the online course evaluation. After class you will receive a course evaluation link.

Your input will help to shape future enhancements to the SCEIS End User Training Program

Contact Information

- Training@sceis.sc.gov
- Contact the SCEIS Service Desk by phone or email. Service Desk staff will create a help ticket and work to resolve your issue. Service Desk contact information:
  - **a.** Phone: (803) 896-0001
    (Select option 1 for SCEIS Help)
  - **b.** Email: SCEISHelpDesk@sceis.sc.gov

- SCEIS Website at www.sceis.sc.gov