



South Carolina Enterprise Information System

CO500B SCEIS YEAR-END PROCESS - PROCUREMENT WORKSHOP FOR AGENCIES

End User Training
Columbia, SC
Spring 2011

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Welcome and Introductions

- 🌀 Welcome
- 🌀 Introductions
- 🌀 Sign-in sheet
- 🌀 Restrooms
- 🌀 Breaks
- 🌀 Parking lot
- 🌀 Complete Workshop evaluation

Classroom Logistics

- ④ Classroom etiquette
 - Cell phones off/silence
 - No side conversations
- ④ Feel free to ask questions
- ④ No email or internet usage during class except at breaks

Workshop Topics

- 🌀 Topic 1: Year-End Process
- 🌀 Topic 2: Carryforward Process
- 🌀 Topic 3: Managing Purchasing Processes

Workshop Learning Objectives

- Upon completion of this workshop, you should be able to:
 - Understand the state's year-end closing process
 - Understand the process for carrying forward purchase order documents
 - Understand the procedures and processes to prepare purchasing documents for year-end closing.



South Carolina Enterprise Information System

TOPIC 1: YEAR-END PROCESS

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Topic 1 Learning Objectives

- Upon completion of this topic, you should be able to:
 - Define key terms and concepts.
 - Understand the State's year-end closing process.
 - Understand the SCEIS year-end closing process.

Key Terms and Concepts – Fiscal Year (FY) in SCEIS



- In SCEIS, Fiscal Year is still July 1 through June 30 but FY is accounted for in periods.
- Periods are just like Fiscal Months. July is period 1.
- Period 12 in SCEIS corresponds to the 12th fiscal month, or June.
- **“Extended” Period 12 is like Fiscal Month 13.** It is the period in July allowed for processing SCEIS transactions for the prior fiscal year.
- 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.

South Carolina Year-End Closing Process



- ① State fiscal year ends **June 30**.
- ① State allows several days in July for Agencies to pay bills and make corrections before closing the year.
- ① The last day of fiscal year 2010 for Agency processing is Friday, **July 15th**.
- ① No more transactions can be posted to STARS or SCEIS after July 15th by an Agency.
- ① These dates are the same for SCEIS and non-SCEIS Agencies.

Topic 1 Summary

- You should now be able to:
 - Define key terms and concepts.
 - Understand the State's year-end closing process.
 - Understand the SCEIS year-end closing process.



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Topic 2: CARRYFORWARD PROCESS

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Topic 2 Learning Objectives

- Upon completion of this topic, you should be able to:
 - Understand what documents related to procurement and inventory can be carried forward to the new year.
 - Be aware of the transaction code used to carry forward and who will be able to use it.

Carryforward Documents

- ① ZFMJ2 can be used to carry forward several types of documents.
- ① These are denoted by “Value Types” (VT) in SCEIS.
- ① The following value types will be allowed to be carried forward by agencies for MM related documents:
 - VT 51 - Purchase Orders
 - VT 50 - Purchase Requisitions (inventory only)
 - VT 54 – Invoicing (goods receipt for inventory only)
 - VT81 – Funds Reservations

Carryforward Documents

- 🌀 Only a few persons in each agency will be given authorization for this transaction code for a limited amount of time.
- 🌀 You will only be able to access your agency's data.

Purchase Orders

- How do you determine if a PO (including inventory) should be carried forward or closed?

Received Goods/ Services	Received Invoice	Decision
Before or on 06/30	By CG closing date	Pay in current year, mark 'final invoice,' Mark 'deliv. compl' if inventory PO
Before or on 06/30	After CG closing date	Carryforward
After 06/30	Before or after CG closing date	Carryforward
Not going to receive	N/A	Close with final invoice or delivery complete if inventory

ZFMJ2 Transaction cont.

If you erroneously carryforward a document:

- ① **You will not be able to carry it back!**
 - You do not have the authorization for the transaction code.
- ① **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!**

Topic 2 Summary

- Upon completion of this topic, you should:
 - Understand what documents related to procurement and inventory can be carried forward to the new year.
 - Be aware of the transaction code used to carry forward and who will be able to use it.



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TOPIC 3: MANAGING PURCHASING PROCESSES

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Topic 3 Learning Objectives

- ➊ Upon completion of this topic, you should be able to:
 - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 15th
 - Generate a list of open purchase orders (POs).
 - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.

Key Transactions

- 🌀 BW – Open Encumbrance Report
- 🌀 ME2N – List Display by Purchase Order Number
- 🌀 ME23N – Change Purchase Order



Purchasing at Year-end

- ④ It is important to post all required Goods Receipts and invoices prior to year-end.
- ④ If a PO requires Goods Receipts, payments cannot be processed until the GR is posted.
- ④ Invoices for goods and services received by June 30 should be paid in the current year.
 - Otherwise you will be paying for this year's goods and services with next year's funds, thus causing potential budget shortfalls in the new fiscal year

Purchasing at Year-end cont.

- ④ It is important to manage your open purchase orders (POs) to free-up budget necessary to complete payments.
- ④ Because purchase orders encumber budget, it is important to modify those purchase orders which are not required or will not be paid in the current fiscal year.
- ④ This action will ensure your agency will have sufficient budget in State funds to make payments.

Purchasing at Year-end cont.

- ④ A list of Open Purchase Orders can be useful in identifying
 - PO's that are no longer necessary,
 - PO's that may need to be modified in order to un-encumber funds.
- ④ Use **BW Open Encumbrance Report** to generate a list of Open POs
- ④ Use transaction code **ME23N** to modify and release encumbrances of Purchase Orders as necessary.

Open Encumbrance Report

- The Business Warehouse Open Encumbrance Report shows ALL open Encumbrances including:
 - Open Purchase Orders
 - Open Requisitions
 - Parked FI documents
 - Funds Block
 - Funds Reservation

*Business Warehouse (BW) training is posted on the SCEIS Website in uPeform.

Open PO Options

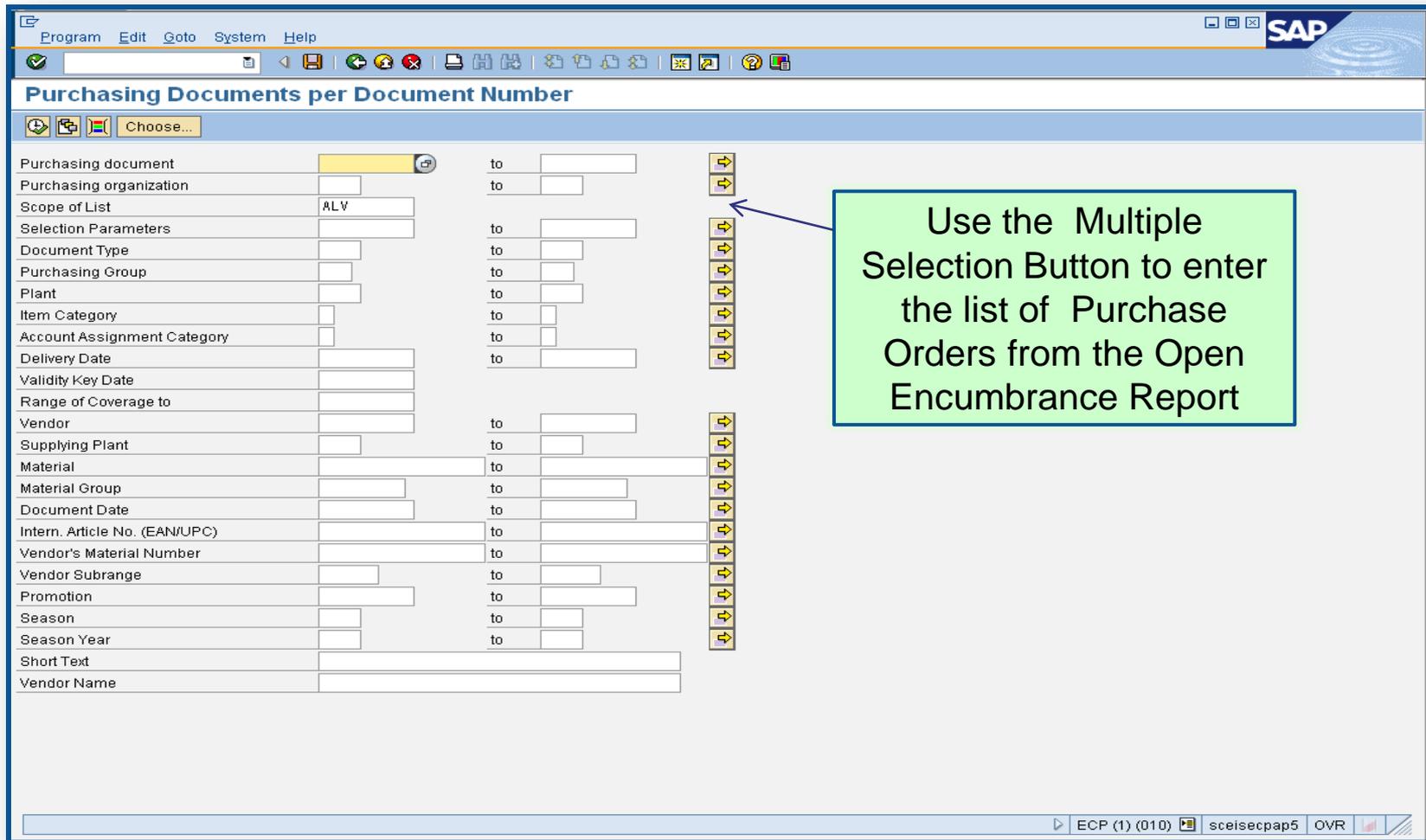
Options for Open Purchase Orders

1. Do Nothing
2. Final Invoice/Block PO
3. Delete PO
4. Carryforward PO into next fiscal year

Reviewing Open POs

- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- You may find items that need to be modified for various reasons:
 - PO that has items that will not be delivered
 - PO that has items that cannot be delivered prior to year end
 - PO that has items that need price reductions
- Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only PO's that will be paid in the current fiscal year remain open.

ME2N - – List Display by Purchase Order



The screenshot displays the SAP ME2N transaction interface. The title bar reads "Purchasing Documents per Document Number". The main area contains a list of selection parameters, each with a "to" field and a "Multiple Selection" button (a yellow square with two arrows). A callout box with a blue arrow points to the "Multiple Selection" button for the "Purchasing document" field.

Field	Value	to	Multiple Selection
Purchasing document			Yes
Purchasing organization			Yes
Scope of List	ALV		Yes
Selection Parameters			Yes
Document Type			Yes
Purchasing Group			Yes
Plant			Yes
Item Category			Yes
Account Assignment Category			Yes
Delivery Date			Yes
Validity Key Date			Yes
Range of Coverage to			Yes
Vendor			Yes
Supplying Plant			Yes
Material			Yes
Material Group			Yes
Document Date			Yes
Intern. Article No. (EAN/UPC)			Yes
Vendor's Material Number			Yes
Vendor Subrange			Yes
Promotion			Yes
Season			Yes
Season Year			Yes
Short Text			No
Vendor Name			No

Use the Multiple Selection Button to enter the list of Purchase Orders from the Open Encumbrance Report

ME2N - – List Display by Purchase Order cont.

ME2N SCEISECPAP2 INS

List Edit Goto Views Environment Settings System Help

Purchasing Documents by Document Number

Print Preview

Item	Type	POH	Doc. Date	Vendor/supplying plant	Short Text	A	Quantity	OU	Net price	To be del.	To be del.	To be inv.	To be inv.	Number
Purchasing Document 4600001249														
10	ZSTD		07/07/2008	7000083062 DELL COMPUTER CORP	Latitude D630 Laptop Computer	A	1	AU	1,795.06	0	0.00	0	0.00	1
Purchasing Document 4600001436														
10	ZSTD		07/23/2008	7000025381 WO BLACKSTONE & CO INC	Air Conditioning Evaporator Coil	K	1	EA	3,897.00	0	0.00	0	0.00	1
Purchasing Document 4600001519														
10	ZSTD		07/30/2008	7000002388 ACADEMIC SUPERSTORE	Software & License	K	1	EA	580.00	0	0.00	0	0.00	1
Purchasing Document 4600001520														
10	ZBLT		07/30/2008	7000064729 BETTE HOLZBERG	Psychological Consultation Services	K	1	AU	5,000.00	0	0.00	0	0.00	1
Purchasing Document 4600001539														
10	ZSTD		07/31/2008	7000115207 CRAWDADDYS CUSTOMS & CAR CARE	Truck Repair	K	1	AU	511.65	0	0.00	0	0.00	1
Purchasing Document 4600001540														
10	ZBLT		07/31/2008	7000027171 THE KEY SHOP INC	Key Service	K	1	AU	2,500.00	0	0.00	0	0.00	1
Purchasing Document 4600001552														
10	ZBLT		07/31/2008	7000092793 SCE&G	Utilities (Electricity)	K	1	AU	125,000.00	0	0.00	0	0.00	1
Purchasing Document 4600001553														
10	ZBLT		07/31/2008	7000092793 SCE&G						0.00	0	0.00	0.00	1
Purchasing Document 4600001555														
10	ZBLT		07/31/2008	7000057650 LEXIN						0.00	0	0.00	0.00	1
Purchasing Document 4600001557														
10	ZBLT		07/31/2008	7000106657 AIRGA						0.00	0	0.00	0.00	1
Purchasing Document 4600001559														
10	ZBLT		07/31/2008	7000025471 MODE						0.00	0	0.00	0.00	1
Purchasing Document 4600001564														
10	ZBLT		07/31/2008	7000022735 XEROX CORPORATION	Cost Per Copy Contract	K	1	AU	12,000.00	0	0.00	0	0.00	1
Purchasing Document 4600001567														
10	ZBLT		07/31/2008	7000111744 MOTOROLA PALMETTO 800	Police Radio Access/Service	K	1	AU	350.00	0	0.00	0	0.00	1
Purchasing Document 4600001570														
10	ZBLT		08/04/2008	7000051528 BRYANS RESTAURANT SERVICE INC	Service Calls for Cafeteria Equipment	K	1	AU	2,500.00	0	0.00	0	0.00	1
Purchasing Document 4600001581														
10	ZBLT		08/05/2008	7000023853 ALLTEL COMMUNICATIONS PRODUCTS INC	Mobile Phone Service	K	1	AU	4,000.00	0	0.00	0	0.00	1

Double click the Line Item to "drill into" the Purchase Order

Display PO

Purchase Order Edit Goto Environment System Help SAP

Blanket PO 4600001997 Created by Charles Abbott

Document Overview On Document Overview Off Hold Cancel Print Preview Messages Personal Setting

ZBLT Blanket PO 4600001997 Vendor 7000085009 SHEPPARDS GLAS... Doc. date 10/15/2008

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Mat Group	Plnt	Stor. Location
	10	K			Glass Repair		1	AU	D 10/15/2008	2,000.00	USD	1	AU	Window Gla...	Wil Lou Gray Oppo...	Wil Lou Gray O...

Add Planning

Item 1 [10] Glass Repair

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery ...

S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU...	Amount in LC	L. cur	Qty in OPUn	DelCostQty (OPUn)	Or...
RE-L		5700002240	1	01/06/2009	1	0	AU	258.73	USD	1	0	AU
RE-L		5700001906	1	12/15/2008	1	0	AU	172.06	USD	1	0	AU
RE-L		5700001514	1	11/25/2008	1	0	AU	172.06	USD	1	0	AU
RE-L		5700001210	1	11/06/2008	1	0	AU	240.57	USD	1	0	AU
RE-L		5700001035	1	10/21/2008	1	0	AU	199.92	USD	1	0	AU
Tr./Ev. Invoice receipt					5		AU	1,043.34	USD	5		AU

Purchase Order History Detail

ME23N SCEISECPAP2 INS

Final Invoice a PO Line Item

- After final-invoicing a PO line item:
 - The encumbrances on that PO line item are released.
- If a PO has a Goods Receipt or an Invoice, it **should not** be deleted. To release any encumbrances assigned to the PO, click “Final Invoice” under the Invoice tab.

Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice
<input checked="" type="checkbox"/> Inv. Receipt	Invoicing Plan		Tax Code	I1
<input checked="" type="checkbox"/> Final Invoice			Jurisd. Code	410

Blocking a PO Line Item

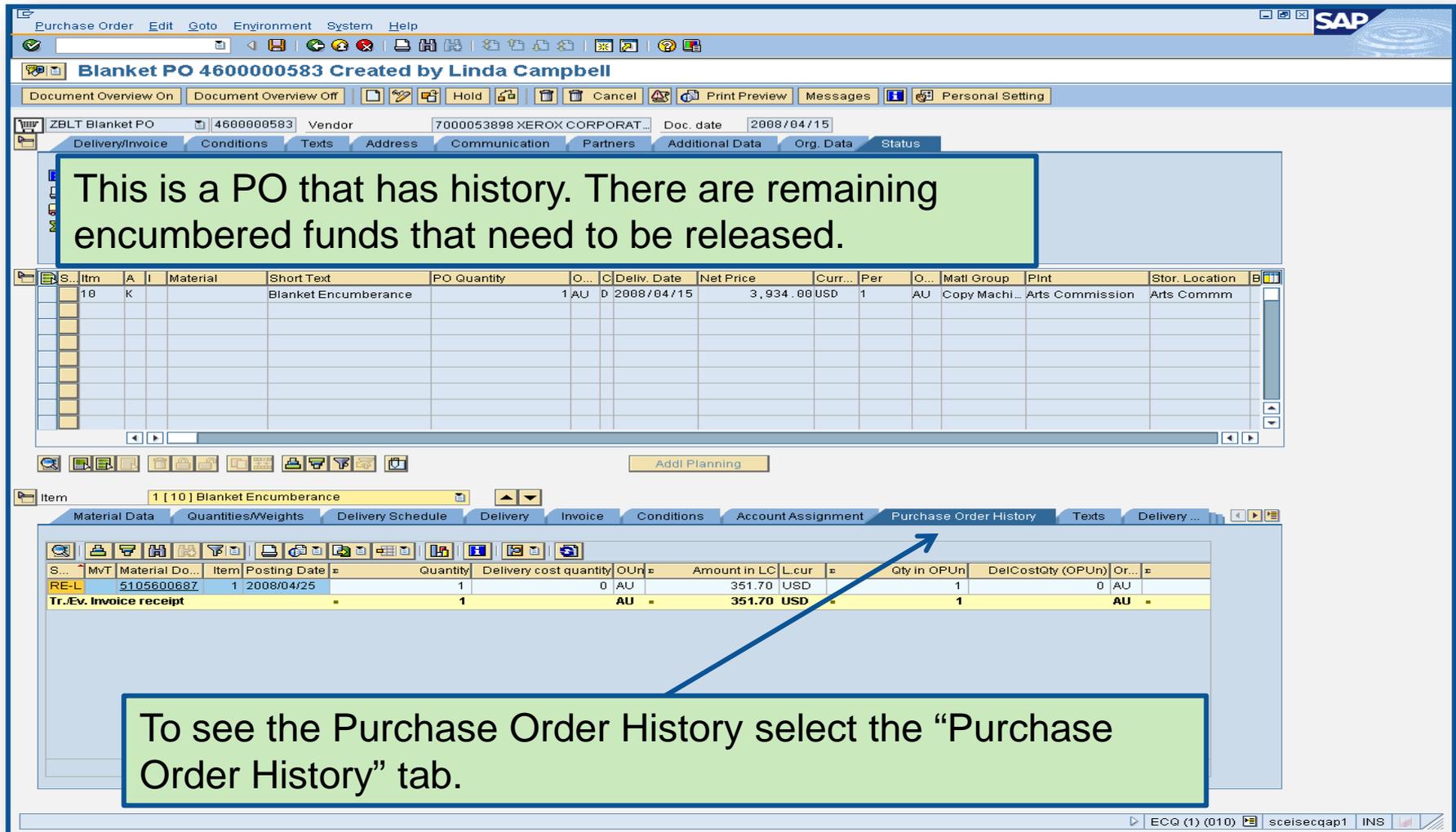
- After Blocking a PO line item no further activity (goods receipts and invoice payments) can be made against that PO line item.

	S...	Itm	A	I	Material	Short Text	PO Quantity	O...
		10	K			SNAPOutreach	384,844 EA	

Final Invoice and Block Line Items

- Final Invoice and Blocking the Line Item should always be used together.
- Reasons for using these indicators should be included in the PO line item text field.
- The Final Invoice Indicator must be set before Blocking the line item.
- You should not set the Final Invoice indicator without Blocking the Line Item.
- The line item can be unblocked if necessary to allow further processing (goods receipt, invoice)

Final Invoice and Block Line Items



The screenshot shows the SAP interface for a Purchase Order. The main window title is "Blanket PO 460000583 Created by Linda Campbell". The document overview shows the vendor as "7000053898 XEROX CORPORAT..." and the document date as "2008/04/15". The main table displays the following data:

S.	Item	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plant	Stor. Location
	10	K			Blanket Encumberance		1	AU	D 2008/04/15	3,934.00	USD	1	AU	Copy Machi...	Arts Commission	Arts Comm

The "Purchase Order History" tab is selected, showing the following data:

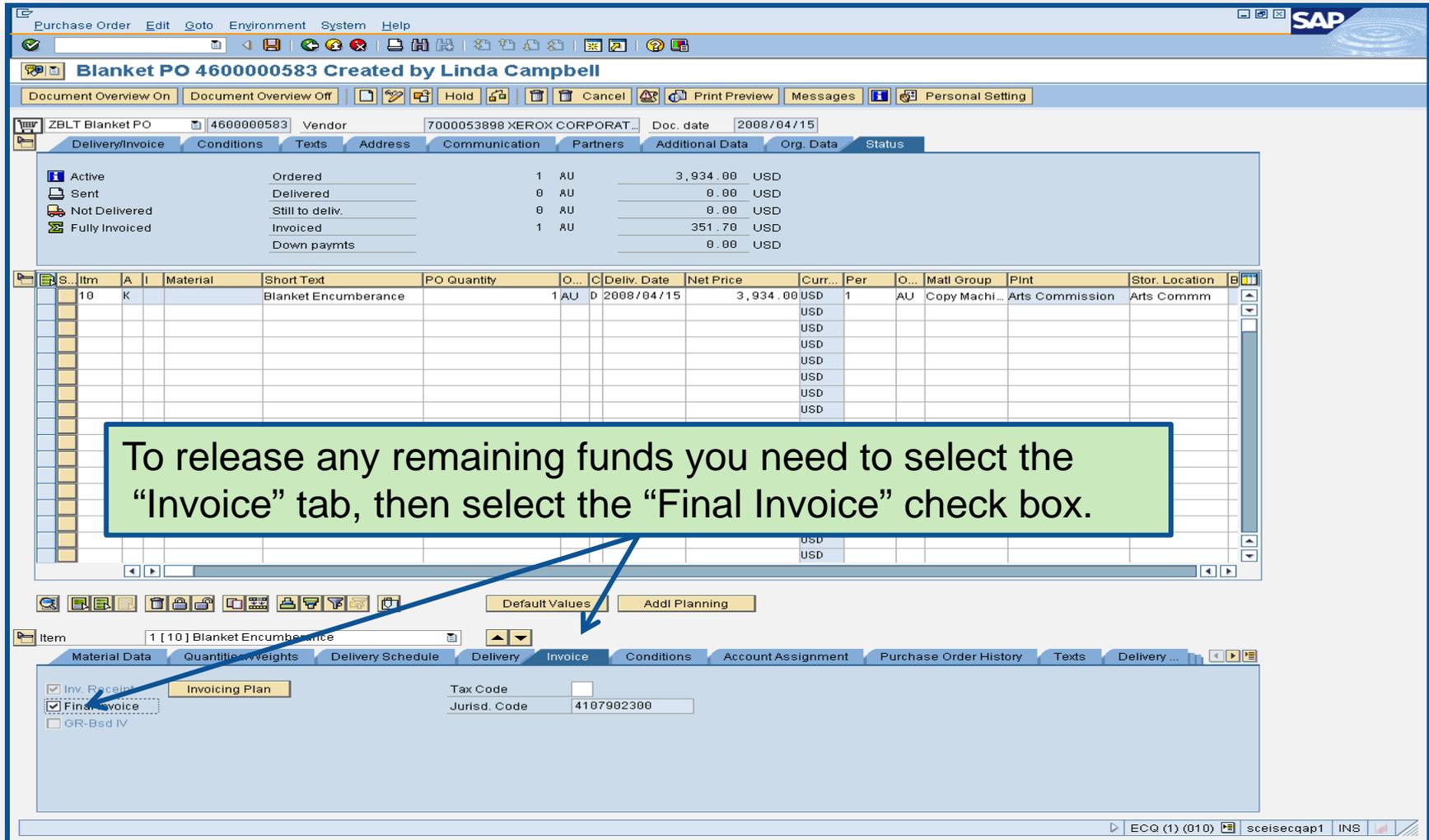
S...	MVT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUr	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Or...
RE-L		5105600687	1	2008/04/25	1	0	AU	351.70	USD	1		AU
Tr..Ev. Invoice receipt					1		AU	351.70	USD	1		AU

A blue arrow points from the "Purchase Order History" tab to the second row of the history table.

This is a PO that has history. There are remaining encumbered funds that need to be released.

To see the Purchase Order History select the "Purchase Order History" tab.

Final Invoice and Block Line Items



Blanket PO 460000583 Created by Linda Campbell

Document Overview On | Document Overview Off | Hold | Cancel | Print Preview | Messages | Personal Setting

ZBLT Blanket PO | 460000583 | Vendor: 7000053898 XEROX CORPORAT... | Doc. date: 2008/04/15

Delivery/Invoice	Conditions	Texts	Address	Communication	Partners	Additional Data	Org. Data	Status
Active	Ordered							1 AU 3,934.00 USD
Sent	Delivered							0 AU 0.00 USD
Not Delivered	Still to deliv.							0 AU 0.00 USD
Fully Invoiced	Invoiced							1 AU 351.70 USD
	Down payments							0.00 USD

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
	10	K			Blanket Encumbrance		1	AU	D 2008/04/15	3,934.00	USD	1	AU	Copy Machi...	Arts Commission	Arts Comm
											USD					
											USD					
											USD					
											USD					
											USD					
											USD					

Default Values | Add Planning

Item: 1 [10] Blanket Encumbrance

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Inv. Receipt | Invoicing Plan | Tax Code: | Jurisd. Code: 4107902300

Final Invoice | GR-Bsd IV

ECQ (1) (010) | sceisecqap1 | INS

To release any remaining funds you need to select the "Invoice" tab, then select the "Final Invoice" check box.

Deleting a Purchase Order Line Item

- After deleting a PO line item:
 - All encumbrances are released
 - The corresponding Shopping Cart's Requirement **re-appears** in Carry Out Sourcing.
 - A new PO can be created from SRM.

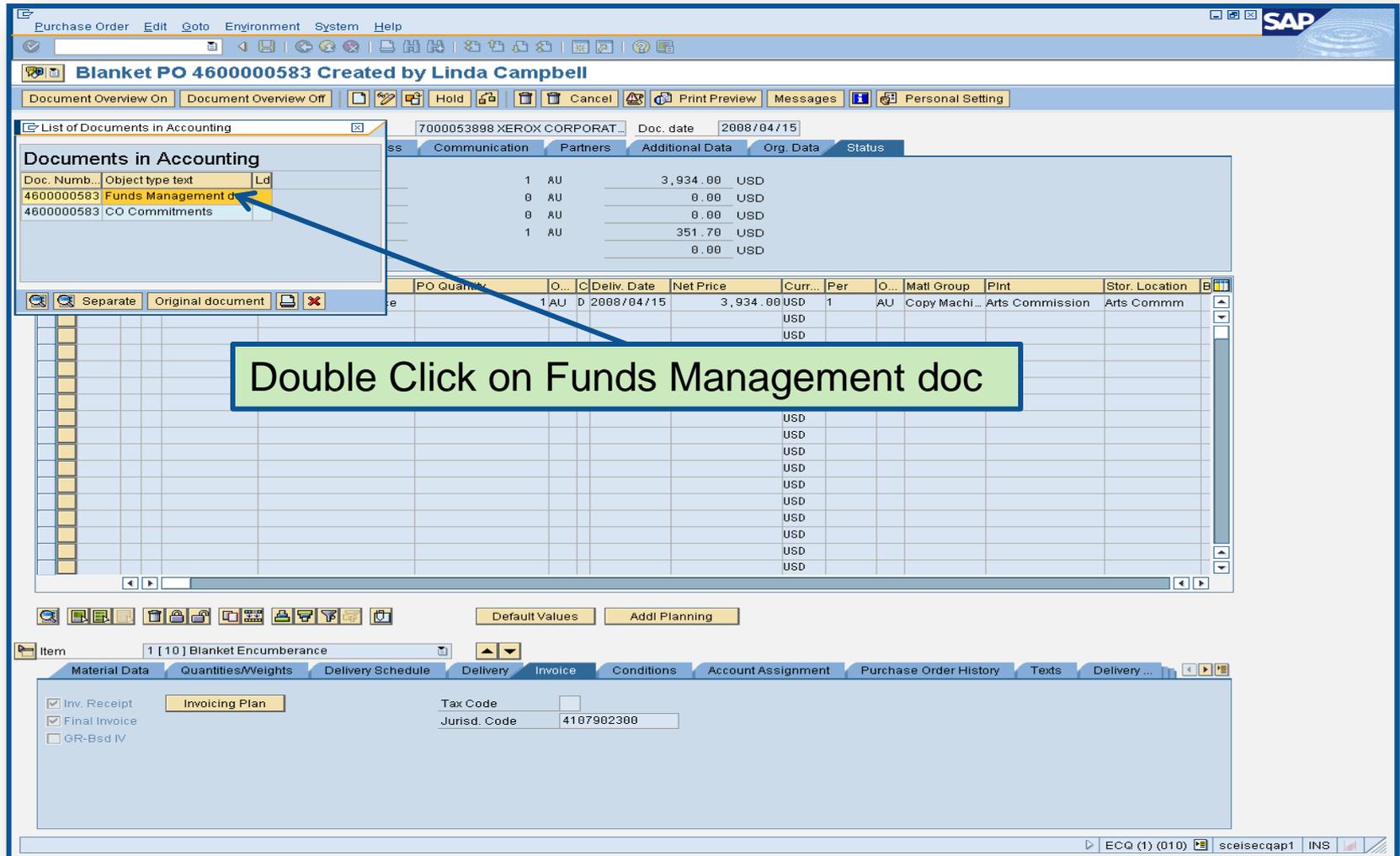
	S... Itm	A	I	Material	Short Text
	10	K			Printer Supplies Part# 00...

Verification of Encumbered Funds

The screenshot shows the SAP 'Purchase Order' environment. The 'Environment' menu is open, and 'AC Commitment Documents' is highlighted. A blue callout box with a black border contains the text: 'To verify all funds have been released, select Environment>AC Commitment Documents'. The background shows a purchase order for 'Blanket PO 460' from 'XEROX CORPORATION' with a document date of '2008/04/15'. A table below the header shows line items with quantities and prices.

Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. Location	B...
1	AU	D	2008/04/15	3,934.00	USD	1	AU	Copy Machi...	Arts Commission	Arts Comm	
					USD						
					USD						
					USD						
					USD						
					USD						
					USD						
					USD						

Verification of Encumbered Funds



The screenshot displays the SAP Purchase Order (PO) interface for document 7000053898. The main window title is "Blanket PO 460000583 Created by Linda Campbell". A "List of Documents in Accounting" dialog box is open, showing a list of documents with "460000583 Funds Management d" highlighted. A blue arrow points from this highlighted entry to a green callout box that says "Double Click on Funds Management doc".

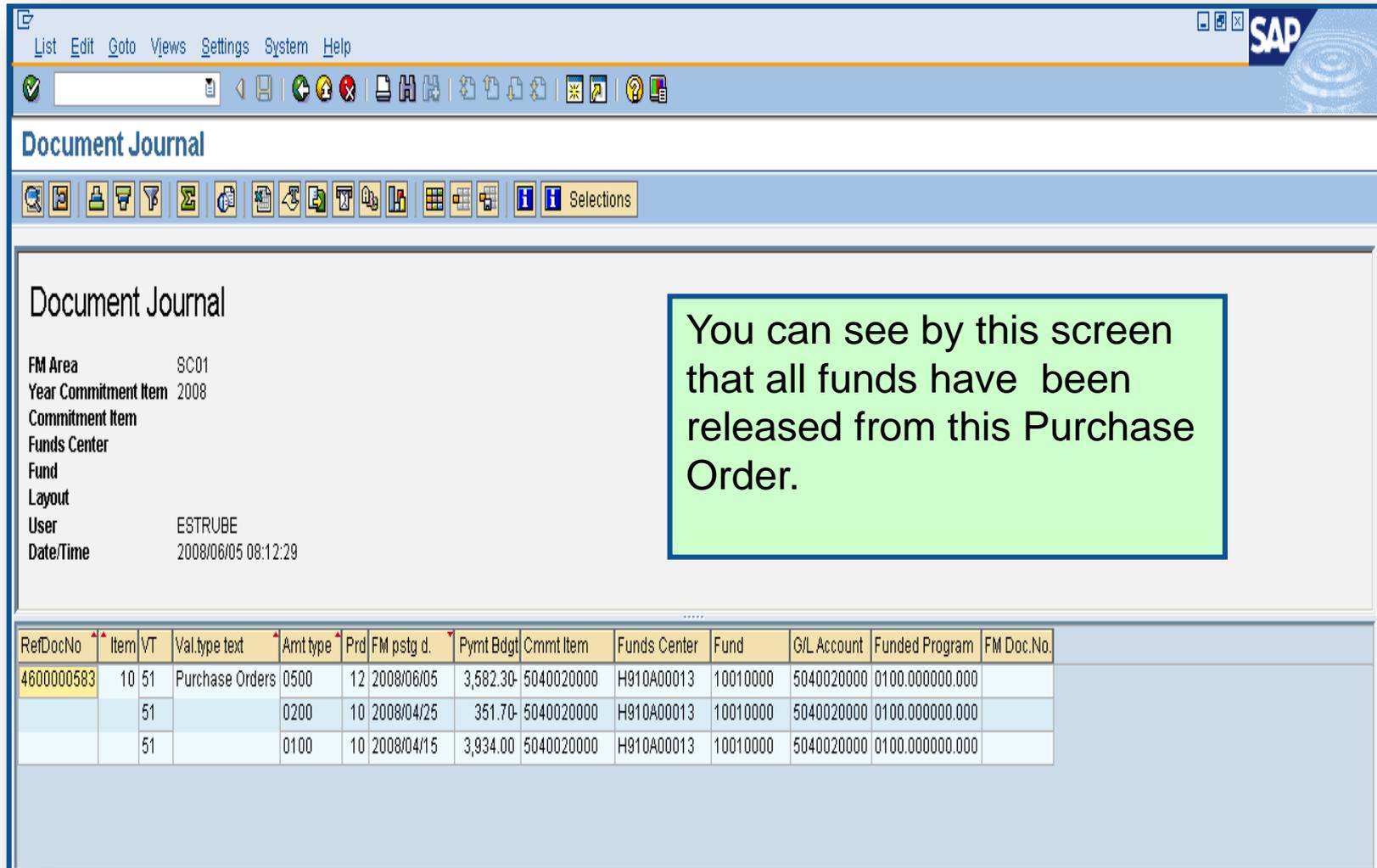
The main PO table shows the following data:

Item	Quantity	Unit	Net Price	Currency	Per	Deliv. Date	Material Group	Plant	Storage Location
1	AU	3,934.00	USD						
0	AU	0.00	USD						
0	AU	0.00	USD						
1	AU	351.70	USD						
		0.00	USD						

The PO Item details at the bottom show:

- Item: 1 [10] Blanket Encumbrance
- Invoicing Plan: Invoicing Plan
- Tax Code: []
- Jurisd. Code: 4107902300

Verification of Encumbered Funds



Document Journal

FM Area SC01
 Year Commitment Item 2008
 Commitment Item
 Funds Center
 Fund
 Layout
 User ESTRUBE
 Date/Time 2008/06/05 08:12:29

You can see by this screen that all funds have been released from this Purchase Order.

RefDocNo	Item	VT	Val.type text	Amt type	Prd	FM pstg d.	Pynt Bdgt	Cmnt Item	Funds Center	Fund	G/L Account	Funded Program	FM Doc.No.
4600000583	10	51	Purchase Orders	0500	12	2008/06/05	3,582.30	5040020000	H910A00013	10010000	5040020000	0100.000000.000	
		51		0200	10	2008/04/25	351.70	5040020000	H910A00013	10010000	5040020000	0100.000000.000	
		51		0100	10	2008/04/15	3,934.00	5040020000	H910A00013	10010000	5040020000	0100.000000.000	

Carry Forward Purchase Orders

- ④ PO's that need to be carried forward to FY 2012 should not be Final Invoiced, Blocked, or Deleted
- ④ The list of purchase orders that need to be carried forward will be given to the designated person at your agency to run the ZFMJ2 transaction.

Final Verification

- 🌀 It is a good practice to run the BW Open Encumbrance Report again after PO clean-up to ensure no encumbrances remain.
- 🌀 BW is updated overnight. PO's updated today will appear on the BW report the following business day.

Topic 3 Summary

- 🌀 You should now be able to:
 - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 15th.
 - Generate a list of open purchase orders (POs).
 - Close purchase orders in the current fiscal year.

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**

Please complete the online course evaluation that will be emailed to you after the workshop.

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

Contact Information

- ④ Training@sceis.sc.gov
- ④ 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
- ④ SCEIS Website at www.sceis.sc.gov