South Carolina Enterprise Information System

CO500C SCEIS YEAR-END PROCESS - PROCUREMENT/INVENTORY MANAGEMENT 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

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

Workshop Agenda

- Topic 1: Year-End Processes
- Topic 2: Carry forward Process
- Topic 3: Managing Purchasing Processes
- Topic 4: Managing Inventory Processes
- Topic 5: Managing Sales and Distribution 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.

SCEIS

South Carolina Enterprise Information System

TOPIC 1: YEAR-END PROCESS

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

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

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

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

- ZFMJ2 can be used to carry forward several types of documents.
- These are denoted by “Value Types” (VT) in SCEIS.
- 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:

- **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!**

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.

TOPIC 3: MANAGING PURCHASING PROCESSES

Topic 3 Learning Objectives

- 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

- It is important to post all required Goods Receipts and invoices prior to year-end.
- If a PO requires Goods Receipts, payments cannot be processed until the GR is posted.
- 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.

- It is important to manage your open purchase orders (POs) to free-up budget necessary to complete payments.

- 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.

- This action will ensure your agency will have sufficient budget in State funds to make payments.

Purchasing at Year-end cont.

- 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.
- Use **BW** Open Encumbrance Report to generate a list of Open POs
- 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.

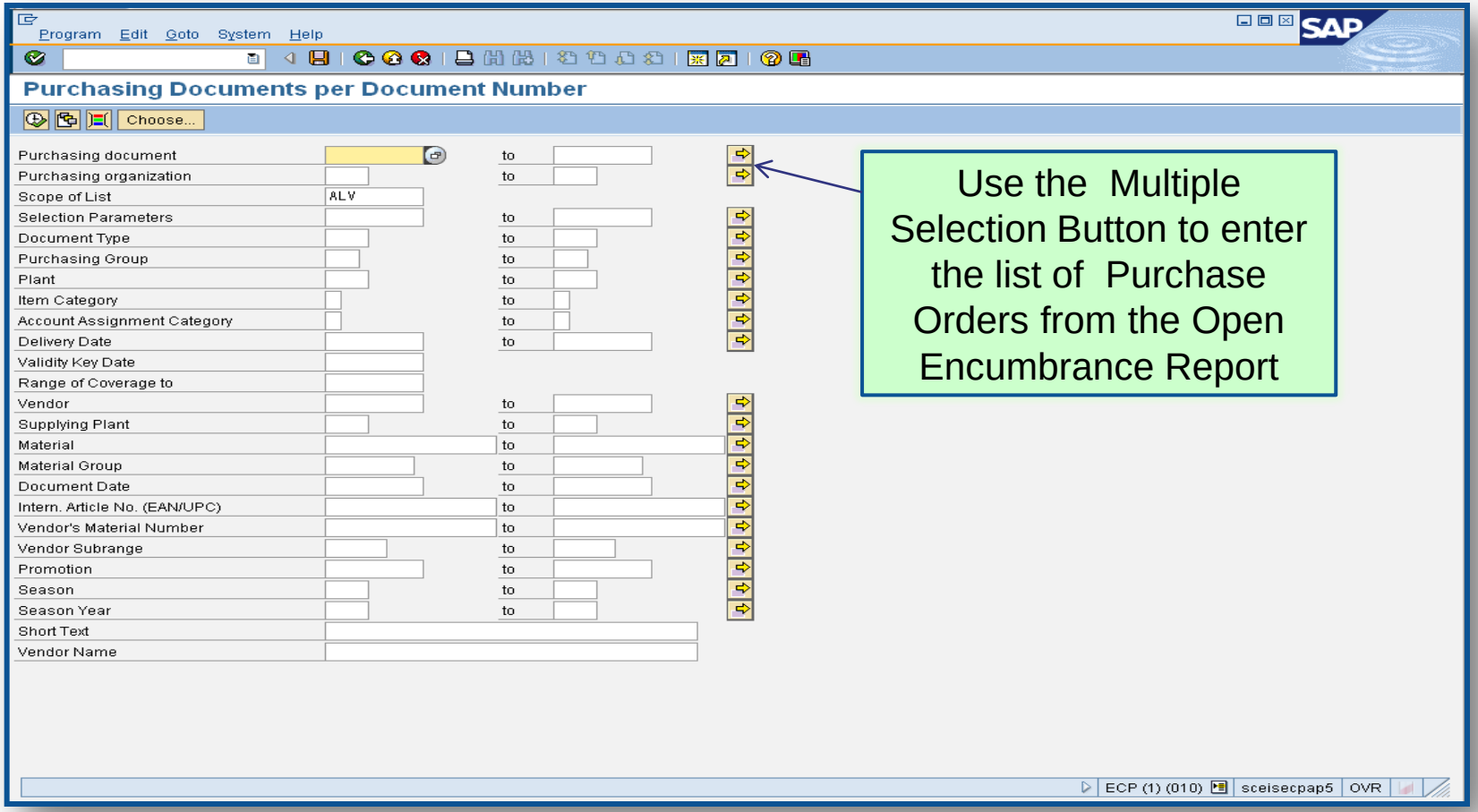
Open PO Options

- 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

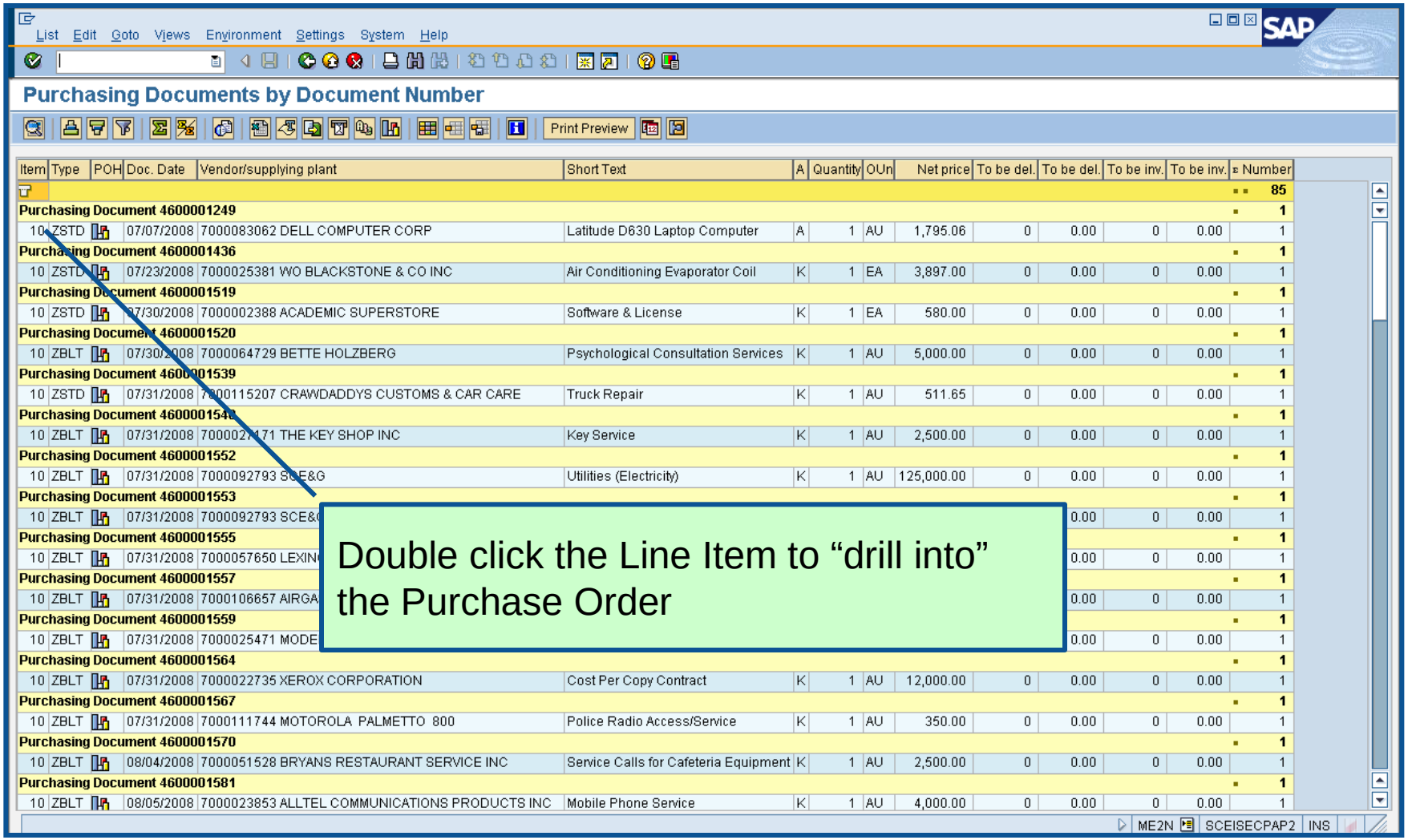
- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- You may find items that need to be modified for various reasons:
  - PO that has items that will not be delivered
  - PO that has items that cannot be delivered prior to year end
  - 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



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

ME2N – List Display by Purchase Order cont.



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	OUn	Net price	To be del.	To be del.	To be inv.	To be inv.	Number
														85
Purchasing Document 4600001249														1
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														1
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														1
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														1
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														1
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														1
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														1
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														1
10	ZBLT		07/31/2008	7000092793 SCE&G							0.00	0	0.00	1
Purchasing Document 4600001555														1
10	ZBLT		07/31/2008	7000057650 LEXING							0.00	0	0.00	1
Purchasing Document 4600001557														1
10	ZBLT		07/31/2008	7000106657 AIRGA							0.00	0	0.00	1
Purchasing Document 4600001559														1
10	ZBLT		07/31/2008	7000025471 MODE							0.00	0	0.00	1
Purchasing Document 4600001564														1
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														1
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														1
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														1
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

ME2N SCEISECPAP2 INS

Double click the Line Item to “drill into” the Purchase Order

Display PO

Purchase Order Edit Goto Environment System Help

Blanket PO 4600001997 Created by Charles Abbott

Back (F3)

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...	Matl Group	Plnt	Stor. Location	B
	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...	

Addl Planning

Item 1 [10] Glass Repair

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

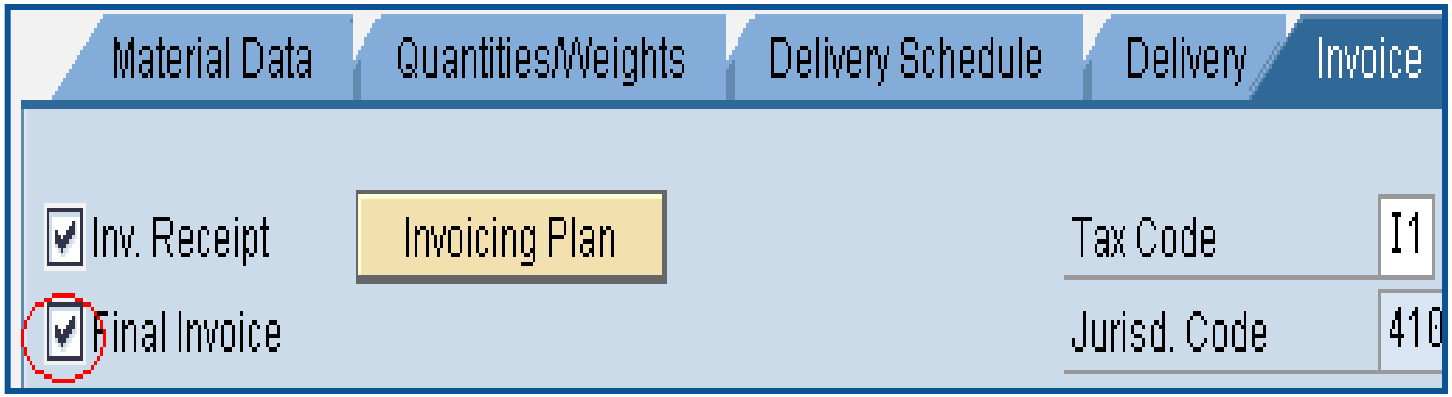
S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Or...
RE-L		5700002240	1	01/06/2009	1	0	AU	258.73	USD	1	0	AU
RE-L		5700001906	1	12/15/2008	1	0	AU	172.06	USD	1	0	AU
RE-L		5700001514	1	11/25/2008	1	0	AU	172.06	USD	1	0	AU
RE-L		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.



Blocking a PO Line Item

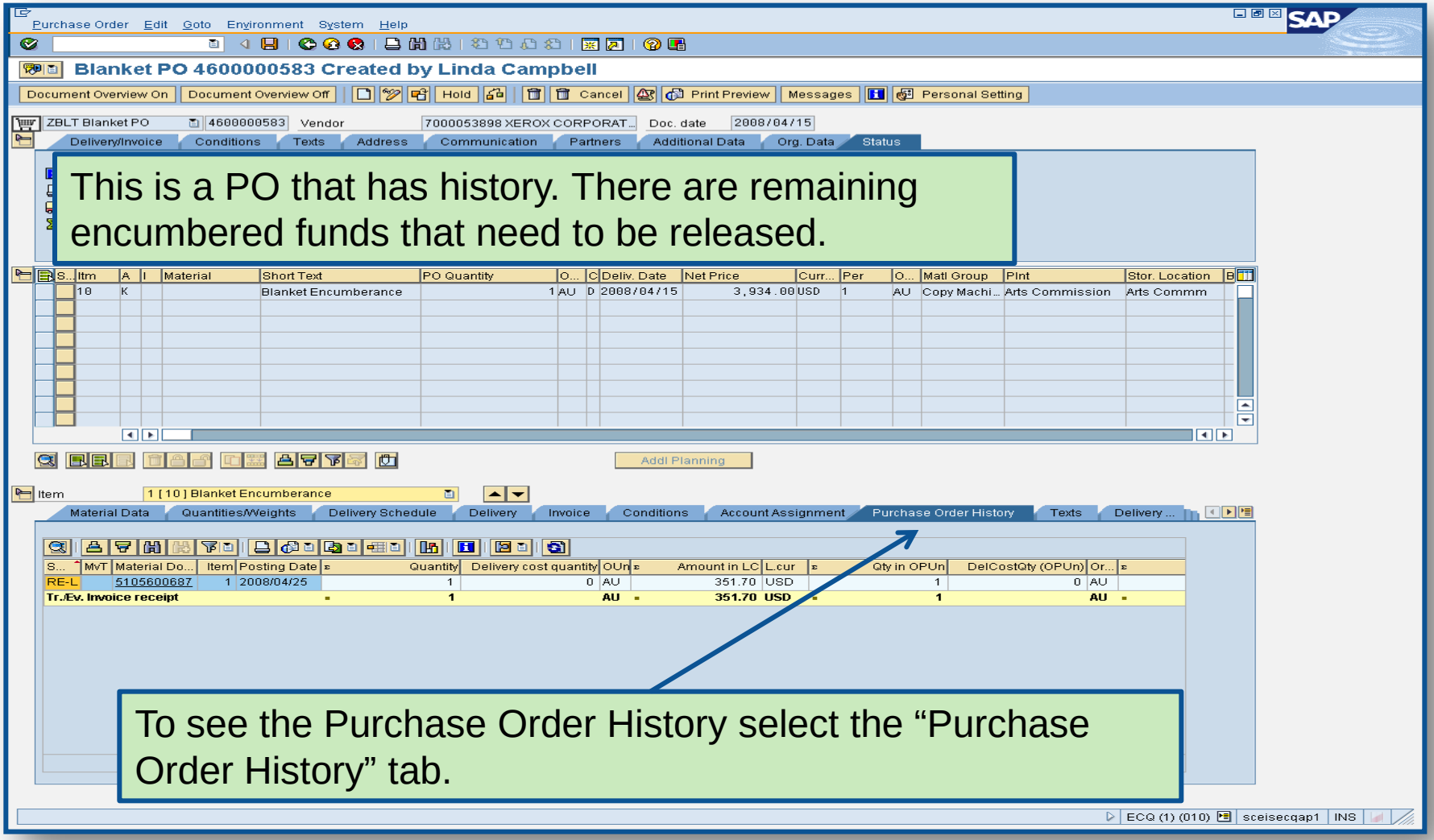
- After Blocking a PO line item <u>no further activity</u> (goods receipts and invoice payments) can be made against that PO line item.

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



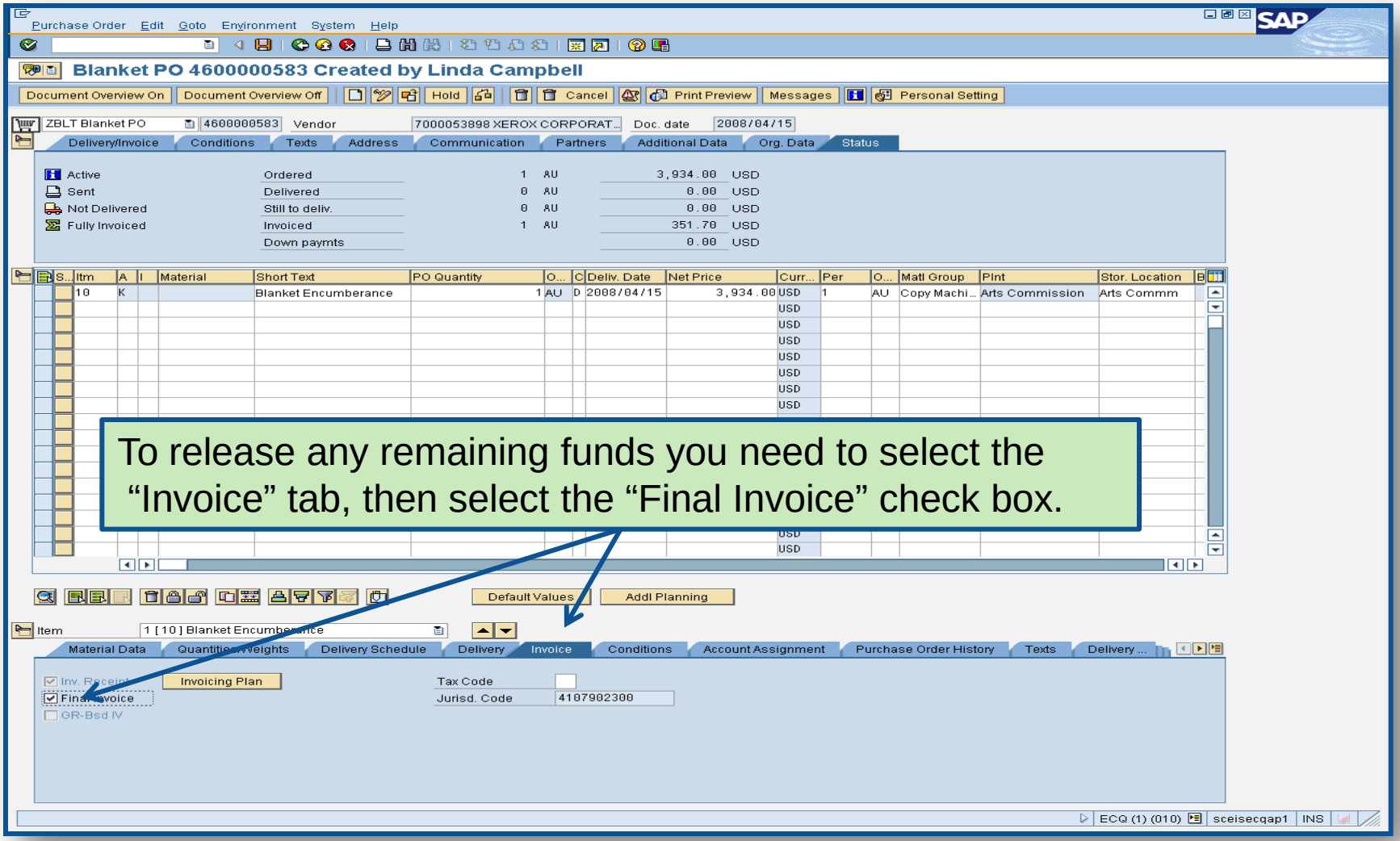
S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	B
	10	K			Blanket Encumberance	1	AU	D	2008/04/15	3,934.00	USD	1	AU	Copy Machi...	Arts Commission	Arts Commm	

S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUn	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	0	AU
Tr./Ev. Invoice receipt					1		AU	351.70	USD	1		AU

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.

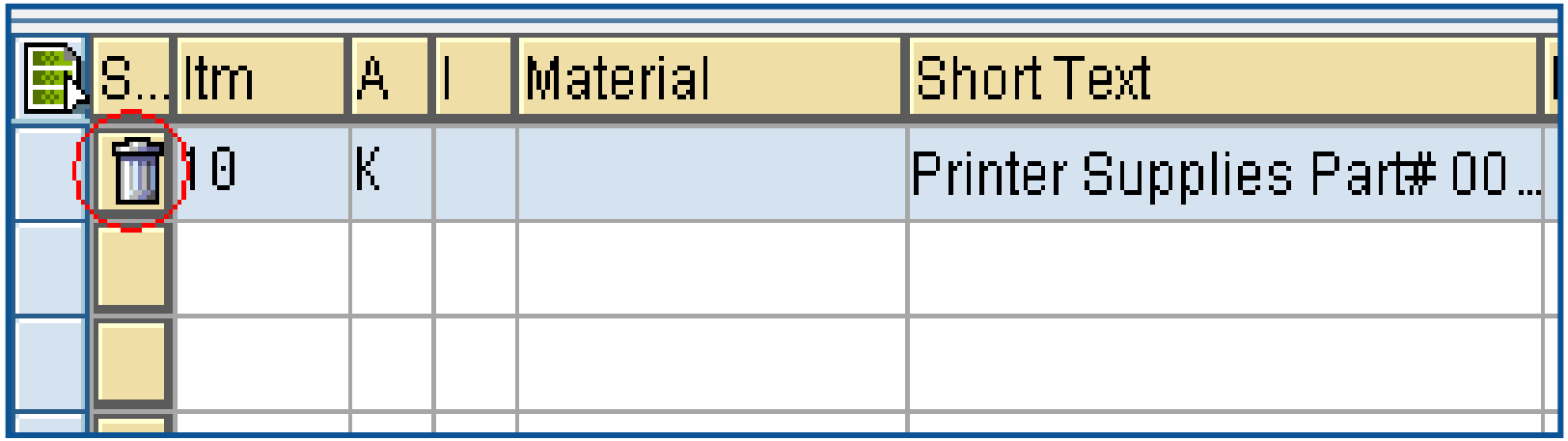
Final Invoice and Block Line Items



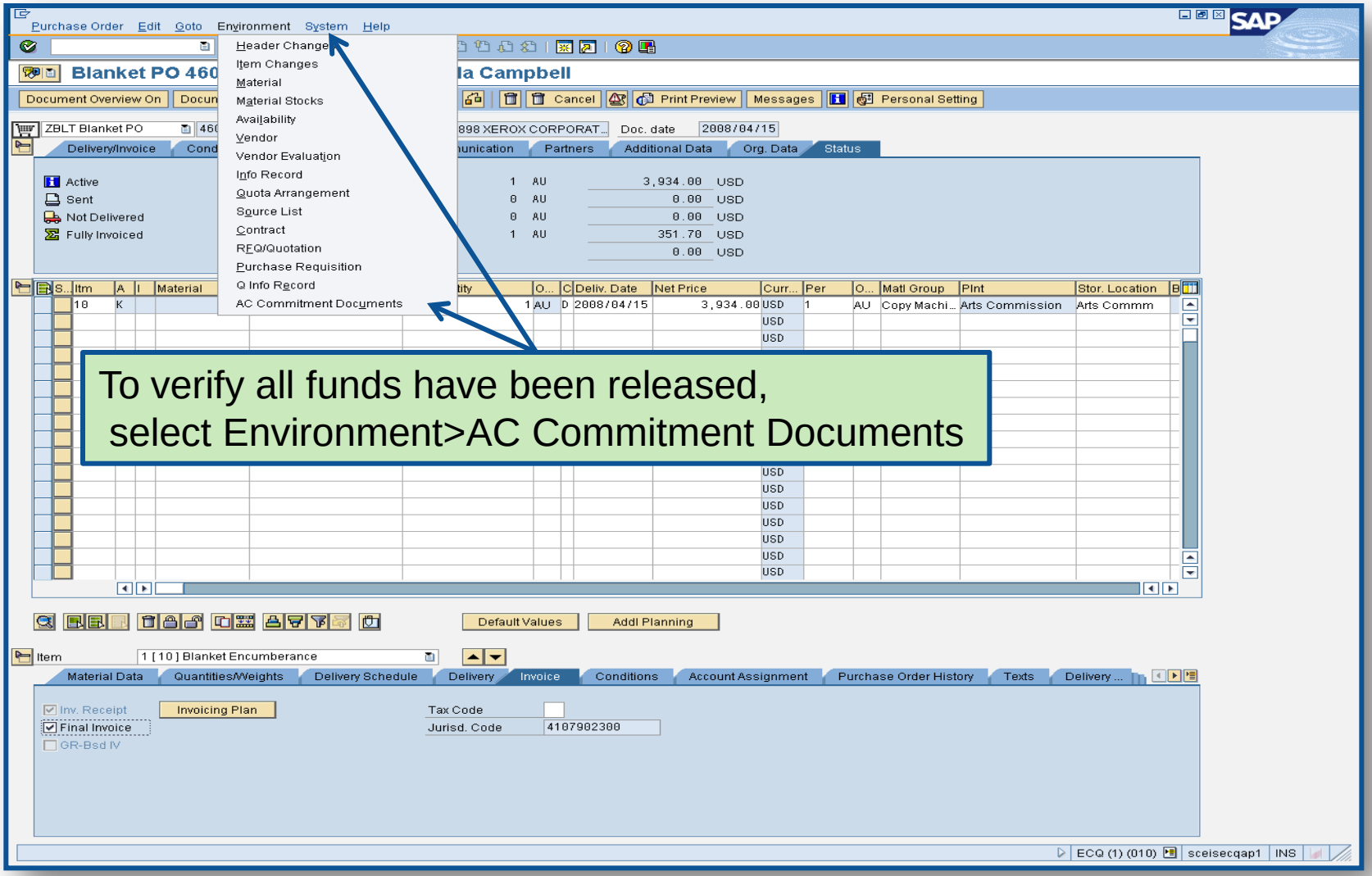
To release any remaining funds you need to select the "Invoice" tab, then select the "Final Invoice" check box.

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.

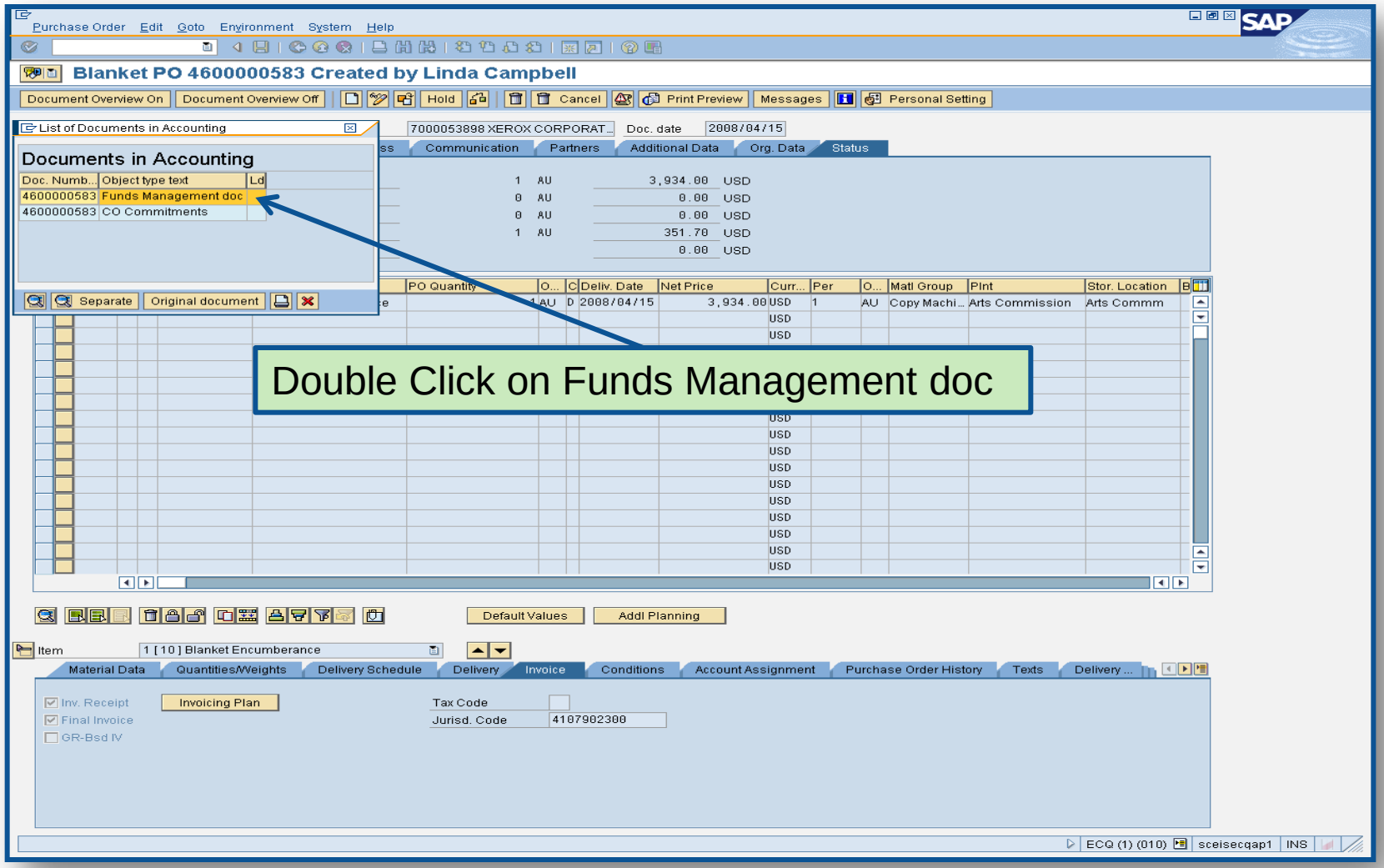


Verification of Encumbered Funds

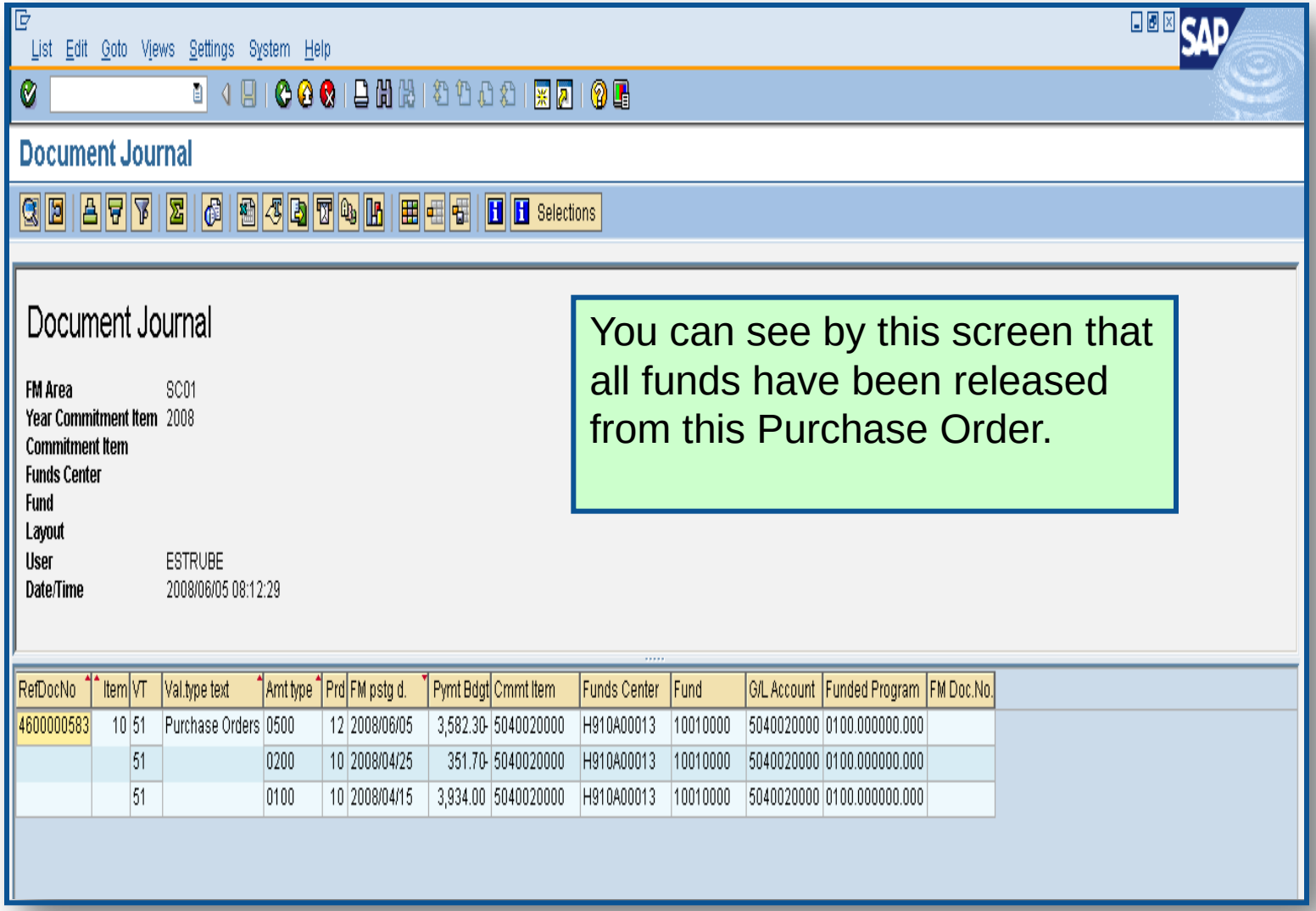


To verify all funds have been released, select Environment>AC Commitment Documents

Verification of Encumbered Funds



Verification of Encumbered Funds



RefDocNo	Item	VT	Val.type text	Amt type	Prd	FM pstg d.	Pymt Bdgt	Cmmt 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	

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

Carry Forward Purchase Orders

- PO's that need to be carried forward to FY 2012 should not be Final Invoiced, Blocked, or Deleted

- 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.

South Carolina Enterprise Information System

Topic 4: Managing Inventory Processes

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Topic 4 Learning Objectives

- Upon completion of this topic, you should be able to:
  - Identify Key Terms and Concepts of Inventory
  - Understand impact of Open Purchase Requisitions (PRs) and POs.
  - Understand other year-end considerations for managing inventory.
  - Understand what reports to review at year-end to assist in managing the replenishment of inventory .

Inventory Key Terms and Concepts

ECC	**Purchase Requisitions / MRP**
	*Inventory Replenishment
SRM	**Shopping Cart**
	*Inventory Consumption *Non-Inventory Procurement

- Inventory replenishment in SAP is done via a Purchase Requisition.
- Material Reservations for inventory are initiated via SRM Internal Goods/Services Shopping Cart or manually in ECC.

Consuming Inventory

- Users create a Shopping Cart for Internal Goods/Services in SRM when requesting inventory for consumption.
- Upon approval of the Shopping Cart, a Material Reservation is generated in ECC
  - Funds are NOT encumbered at this time
  - Funds are consumed at the time of Goods Issue from the account assignment entered on the Shopping Cart

Material Reservations

- If a Material Reservation crosses fiscal years and the goods issue is completed in the new fiscal year, the funds will be consumed from the original account assignment but in the new year budget.
- If the account assignment changes from one year to the next, the Material Reservation will need to be deleted and recreated with the new account assignment.

Material Reservations cont.

Close or Delete all Material Reservations that you will not fulfill

- Mark **Final Issue** indicator on the Material Reservation

OR

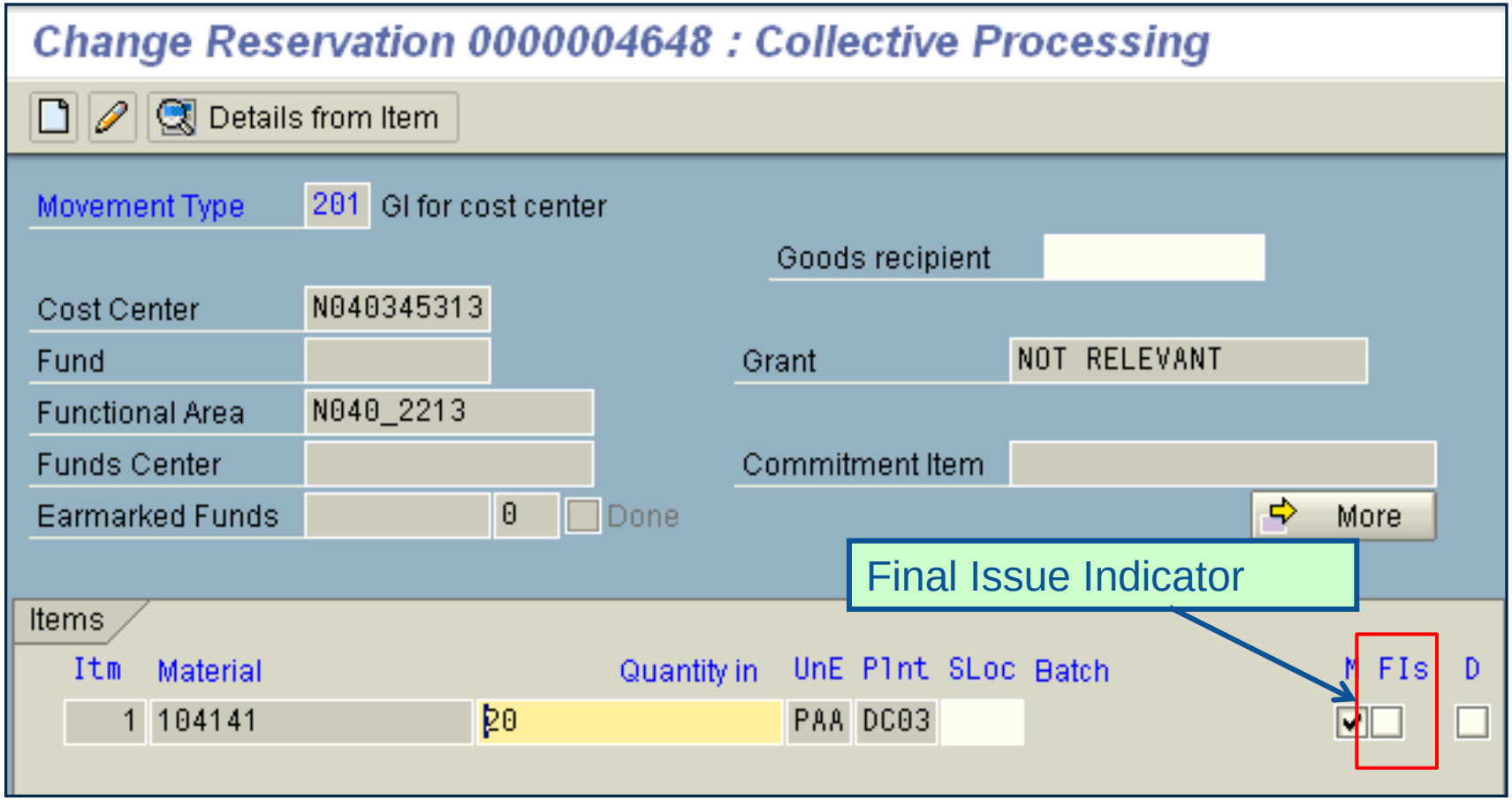
- Mark the **Final Issue** indicator in the Goods Issue transaction if you do not want to leave items on backorder

OR

- Mark the **Deletion** indicator on the Material Reservation if you have not issued or will not issue any quantity against this Material Reservation

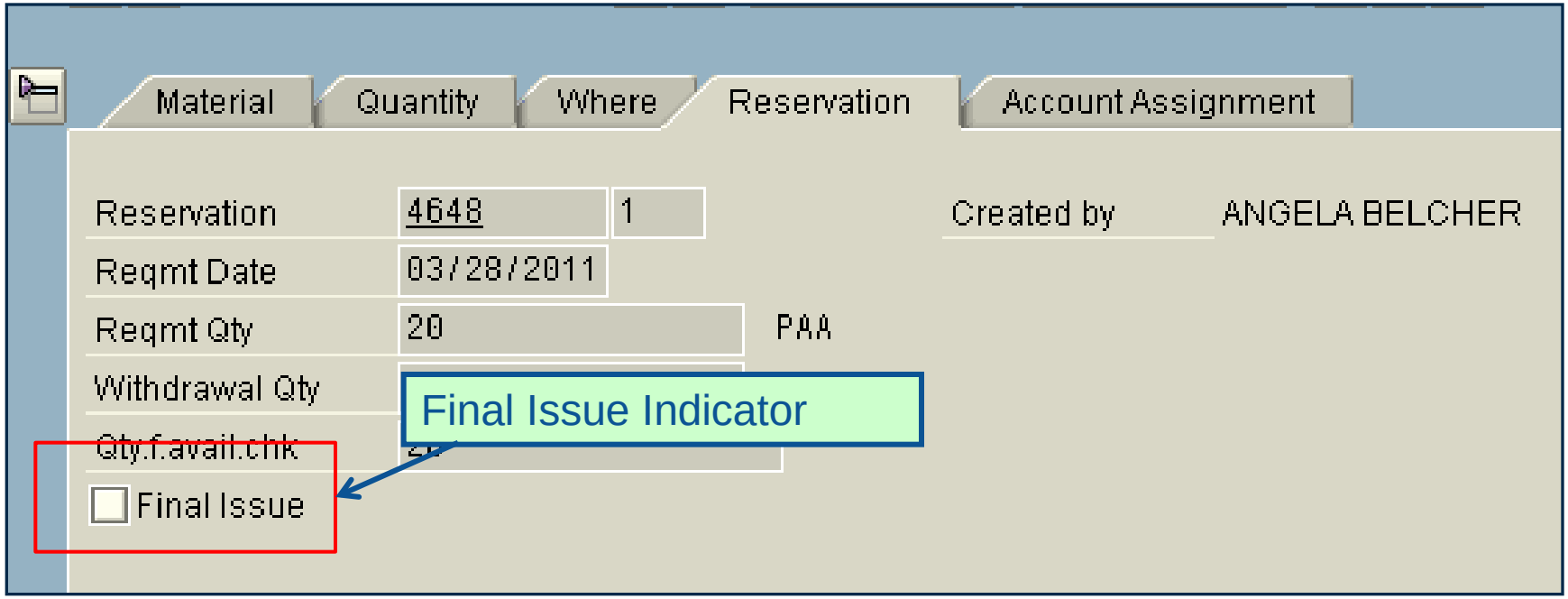
Material Reservation – Final Issue

MB22 – Change Reservation



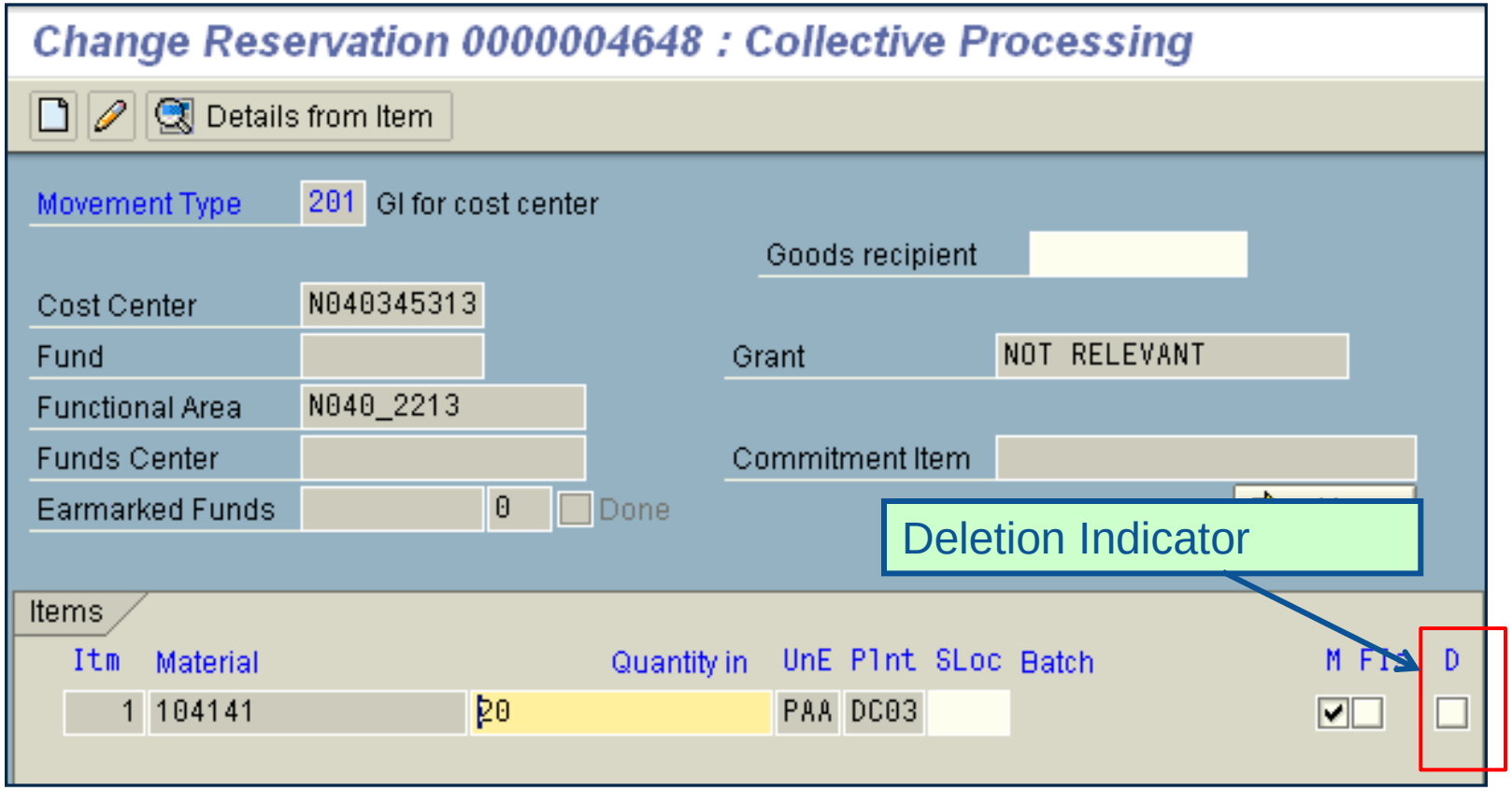
Material Reservation – Final Issue

MIGO – Goods Issue



Material Reservation - Deletion

MB22 – Change Reservation



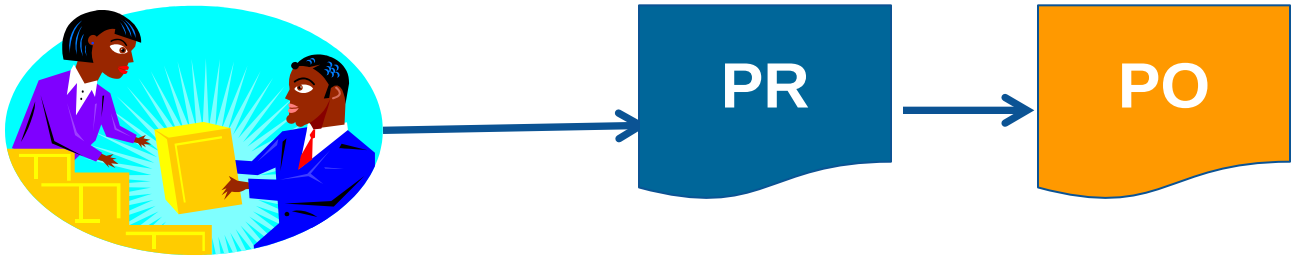
Managing Material Reservations

- Deleting or Changing Material Reservations can only be completed by someone with Inventory Management roles for Managing Reservations or Goods Issues.

- Only Inventory Management personnel should close a Material Reservation.

Replenishing Inventory

- Inventory replenishment is done via ECC (not SRM) by using a Purchase Requisition (PR) and Purchase Order (PO) process.



Inventory Purchasing Documents

- Funds are encumbered when a Purchase Requisition is created.
- Buyers convert Purchase Requisitions into Purchase Orders in ECC.
- When the Purchase Requisition is converted to a Purchase Order, the encumbrance transfers from the Purchase Requisition to the Purchase Order.

Inventory PR & PO cont.

	PR	$100	
Create PO	PR	($100)	PO $100
Result	PR	$-0-	PO $100

- If the Purchase Order is deleted, the encumbrance transfers from the Purchase Order **back to** the Purchase Requisition.

	PR	$-0-	PO $100
Delete PO	PR	$100	PO ($100)
Result	PR	$100	PO $-0-

Inventory PR & PO cont.

- If the quantity on a Purchase Requisition is not fully converted to a Purchase Order, the balance of the encumbrance remains on the Purchase Requisition

Task	Quantity/Value	Encumbrance on PR	Encumbrance on PO
Create Purchase Requisition	100 ea @ $5.00	$500 (quantity 100 ea)	$0
Create PO	10 ea @ $5.00	$450 (90 @ $5.00)	$50

Beware of Unit of Measure

- Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or you will leave an encumbrance balance on the Purchase Requisition
- Purchasing units of measure can be established by the Agency Material Master Liaision to assist buyers with conversion between base unit of measure and the purchasing unit of measure

WRONG METHOD!

Task	Quantity/Value	Encumbrance on PR	Encumbrance on PO
Create Purchase Requisition	100 ea @ $5.00	$500 (quantity 100 ea)	$0
Create PO	10 ea @ $50.00	$450 (90 @ $5.00)	$500

In this example, the buyer ordered 10 ea meaning to order boxes from the vendor. With no purchasing unit of measure in place, the system does not recognize this purchase as anything other than ea and assumes there are 90 ea more that still need to be ordered.

CORRECT METHOD!

Task	Quantity/Value	Encumbrance on PR	Encumbrance on PO
Create Purchase Requisition	100 ea @ $5.00	$500 (quantity 100 ea)	$0
Create PO	10 bx @ $50.00 (Purchasing UoM = bx)	$0	$500

In this example, the buyer ordered 10 bx where the purchasing unit of measure has been implemented. In this purchasing unit of measure, 10 ea = 1 bx. The system understands that all requested units (100 ea) have now been ordered (100 ea = 10 bx).

Deleting a Line on a PO

- If you delete a line on an Inventory Purchase Order, encumbrance transfers back to the Purchase Requisition
- The corresponding line on the Purchase Requisition must also be deleted in order to free the encumbrance

- **BEST PRACTICE:** Close Inventory Purchase Orders rather than delete them

Inventory PR & PO cont.

- In order to liquidate funds encumbrance on Inventory Purchase Orders, set the **Delivery Complete** indicator ONLY
  - Delivery complete is the indicator that releases encumbrance on <u>inventory</u> PO's, **<u>not</u>** the Final Invoice indicator
- Buyers have the ability to set Delivery Complete indicator on inventory PO's

Setting Delivery Complete

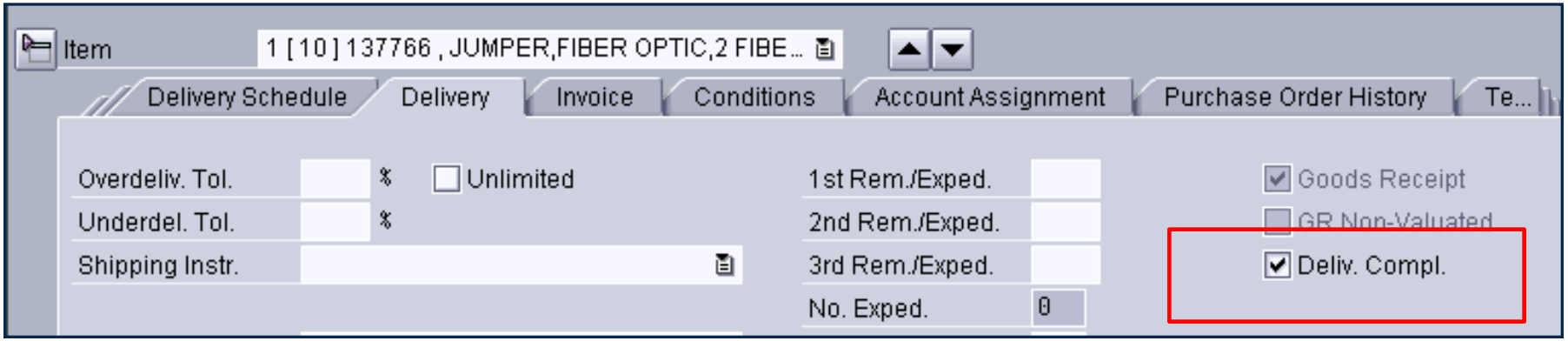
- Setting Delivery Complete can be accomplished by agency procurement staff with transaction ME22N

OR

- By Inventory Management personnel during Goods Receipt when no further materials are expected from the vendor

Delivery Complete Indicator

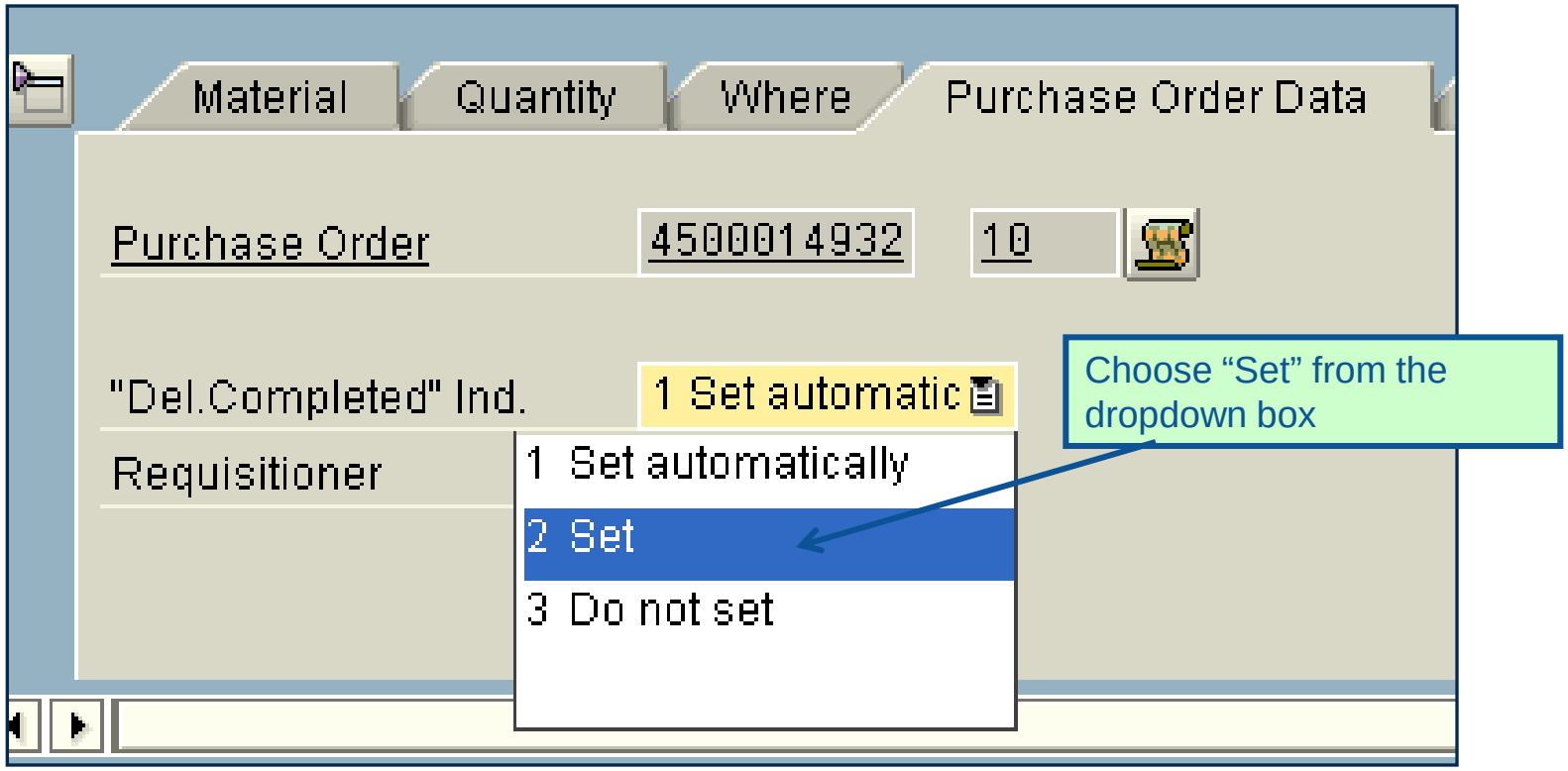
ME22N Change Purchase Order



- Delivery Complete can be found on the Delivery tab in the Item Detail section of the Purchase Order

Delivery Complete Indicator

MIGO Goods Receipt



Closing Inventory Purchase Orders

- Setting Delivery Complete releases funds encumbrance on the Purchase Order

- No further action is required on the Purchase Requisition as long as the full quantity of the Purchase Requisition was converted to the Purchase Order

Carrying Forward Inventory POs

- If you have any Inventory Purchase Orders with open quantities that you intend to receive in the new fiscal year, you must carry forward that purchase order

- If an Inventory Purchase Order must be carried over to the new fiscal year, use transaction ZFMJ2.

Reports to manage Open P.O.s and P.R.s

- ME5A – Open Purchase Requisitions
  - Helps identify purchase requisitions that were not fully converted to purchase orders
  - Helps identify which purchase requisitions have had encumbrance transferred back from the purchase order
- ME2N – Open Purchase Orders
- Open Encumbrance Report (BW)

Managing Inventory Payments

- Always insure that invoices associated with an inventory PO's are posted against the inventory purchase order and correct goods receipt document.
- Do not direct pay any inventory POs.
- Do not use the P-card to make any inventory purchases.

Physical Inventory (per CG's office)

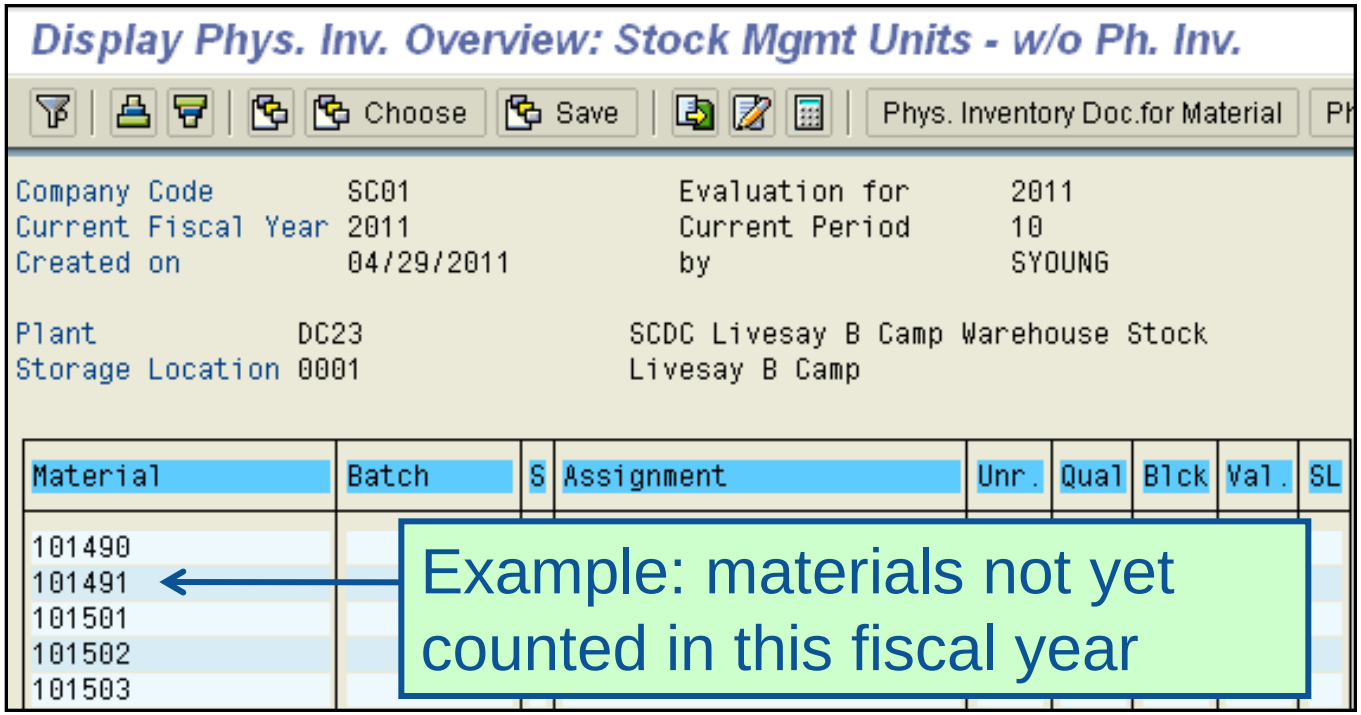
- Take a physical count of inventories on hand at the end of the fiscal year.
- Do this on some date between April 1 and June 30 but choose a date as close to June 30 as possible.
- The date should not vary significantly from year to year.
- Notify the State Auditor's Office at least two weeks in advance of the date of the physical count. They may wish to send someone to observe the count.

Physical Inventory Reconciliation

- Pay attention to unit of measure when entering your count. The default is the base unit of measure.
- Physical inventory documents must have differences **POSTED** no later than June 30, 2011.
- Don't wait until June 30 to get started.

Helpful Transactions

- MIDO: Display Physical Inventory Documents
  - Items not yet counted
  - Documents not yet posted.



Helpful Transactions

- MI22: Display Physical Inventory Documents by Material
  - Shows all physical inventory documents
  - Active documents must be POSTED or DELETED by June 30, 2011.

105691		COOKIES,ICED OATMEAL,5OZ				DC23 0001	
100004357	217		2010.12	06/29/2010	06/29/2010	1	
100007975	24		2011.07	01/20/2011	01/20/2011	1	Doc. Active

Example: document not yet POSTED

Other Year End Considerations

- Inventory scrapping
  - Review any inventory that my be considered obsolete or damaged
  - Excess inventory - Can another section/department in your agency use the inventory?
  - Surplus inventory – comply with your agency's guidance and 19-445.2150
- Ensure that Goods Receipts for the current fiscal year are posted

Topic 4 Summary

- You should now be able to:
  - Understand integration of Materials Reservations with Funds Reservations and the Budget.
  - Understand impact of open PRs and POs.
  - Understand other year-end considerations for managing inventory.
  - Understand what reports to review at year-end to manage inventory.

South Carolina Enterprise Information System

Topic 5: Managing Sales and Distribution (SD) Processes

STATE INFORMATION TECHNOLOGY

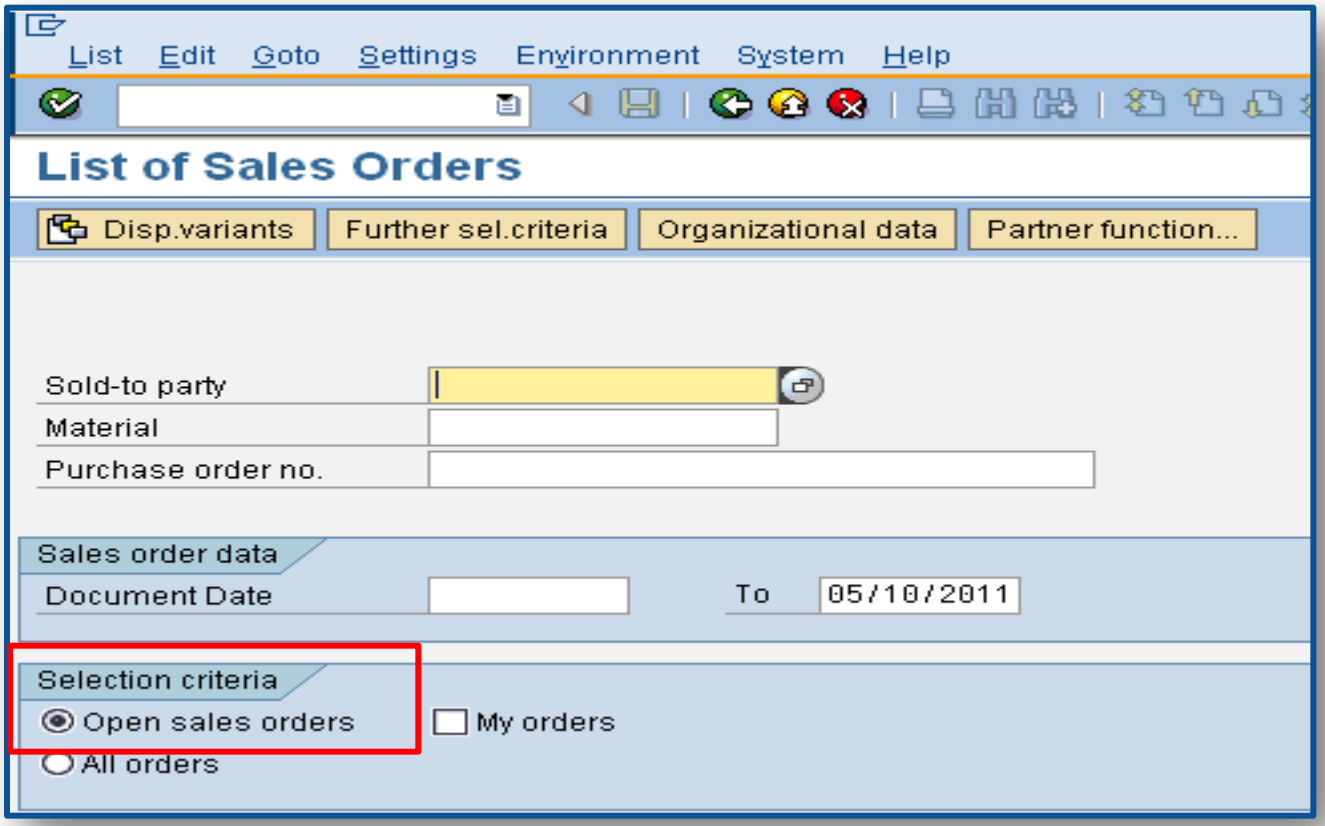
SC BUDGET AND CONTROL BOARD

Topic 5 Learning Objectives

- Upon completion of this Topic, you should be able to:
  - Understand how to review and prepare sales documents for year end.
  - Recognize the transactions used to review sales documents.
  - Understand the importance of shipping and billing in the same fiscal year.
  - Understand what reports are available to view open orders, picks, issues and billing.

SD - Open Orders

- Sales Orders
  - Review all Open Sales Orders (VA05). Choose **Open** Sales Orders in the Selection Criteria.



SD - Open Orders cont.

- The List of **OPEN** Sales Orders can be by creator or by agency.

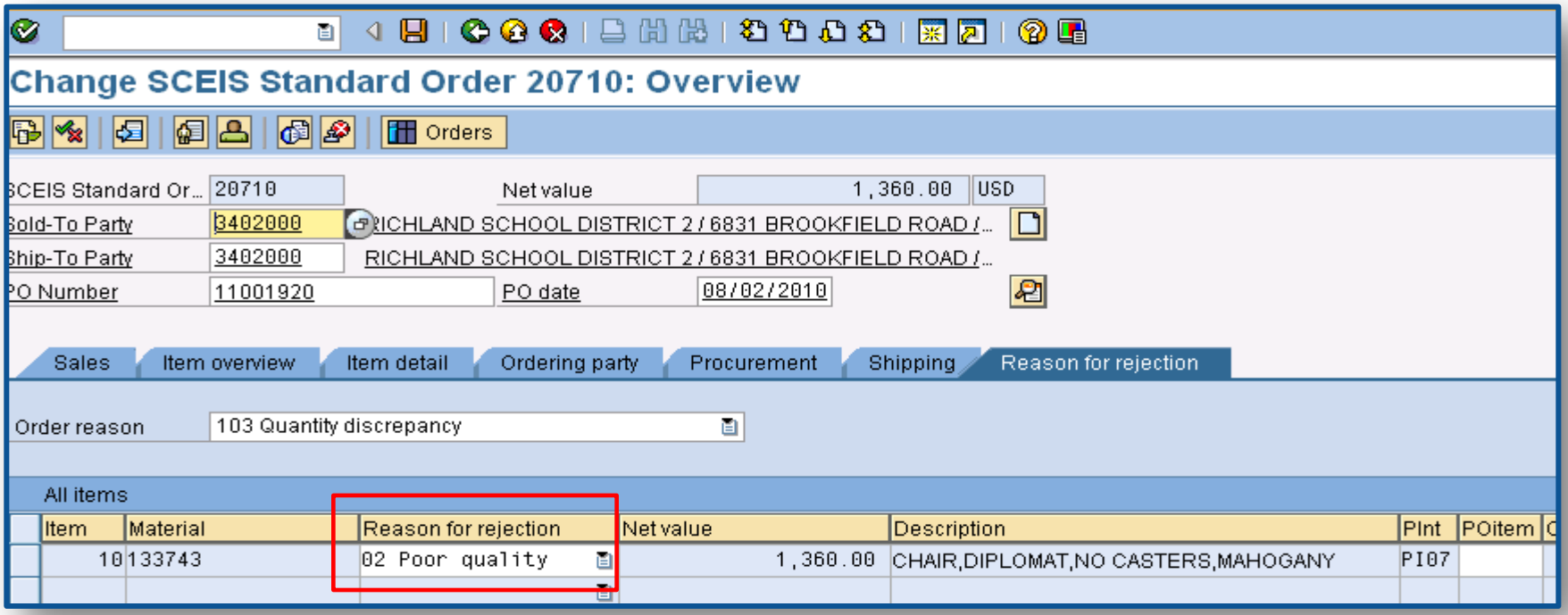
Open sales orders

Doc. date 00/00/0000 To 05/11/2011

SD Doc.	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from
25091	10	1		PHONE,DIGITAL,7405D01B,BLACK,REFURB	ZOR	03/22/2011	6	TEST ZPRS1	TEST ZPRS1		
25083	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	03/14/2011	2	dfs	dfs		
25071	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	02/14/2011	3	adfad	adfad		
25043	10			LABOR,PHONE,COLA	ZOR	02/04/2011	1.0	asas	asas		
25024	20	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	11/16/2010	2	segwer	segwer		
25022	10			LABOR,PHONE,CHAS	ZOR	11/09/2010	10.0	titritritri	titritritri		
24880	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	3.5	15777-1	15777-1		
24876	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	2.0	15749-1 thru 3	15749-1 thru 3		
24872	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15830	15830		
24871	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15819	15819		
24870	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	1.5	15568-1,2	15568-1,2		
24869	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15816	15816		

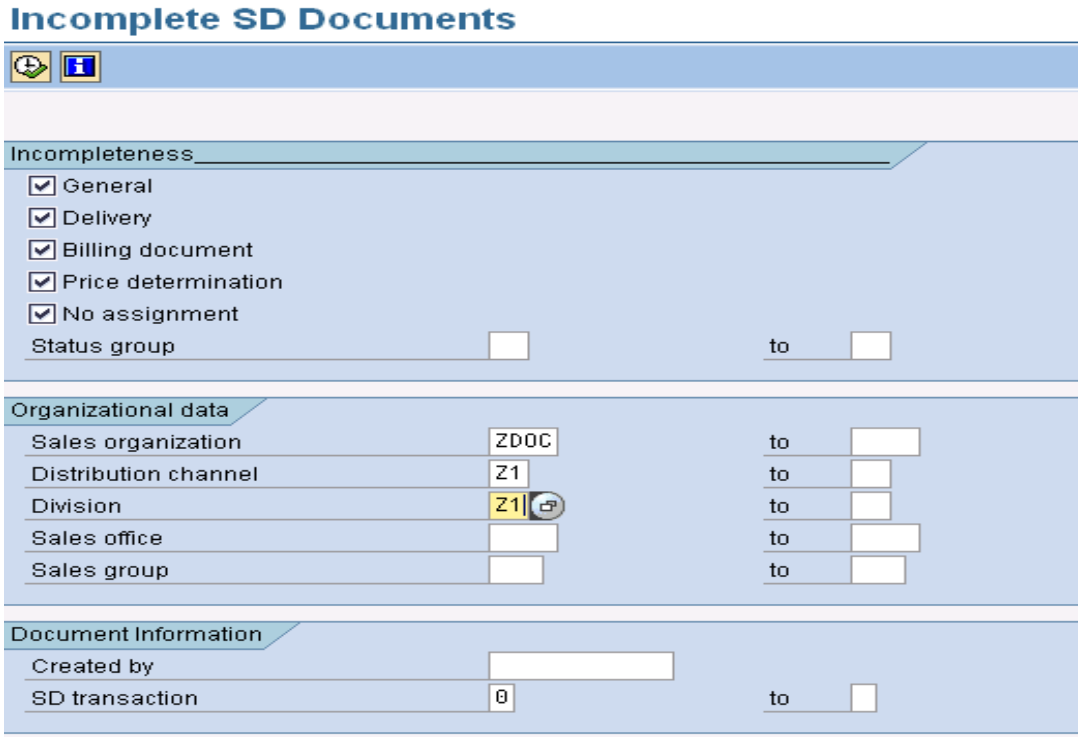
SD – Open Orders cont.

- To close an open sales order, you must do a "Reason for Rejection" in the sales order and save **OR** change the quantity in the sales order to the quantity shipped to the customer.



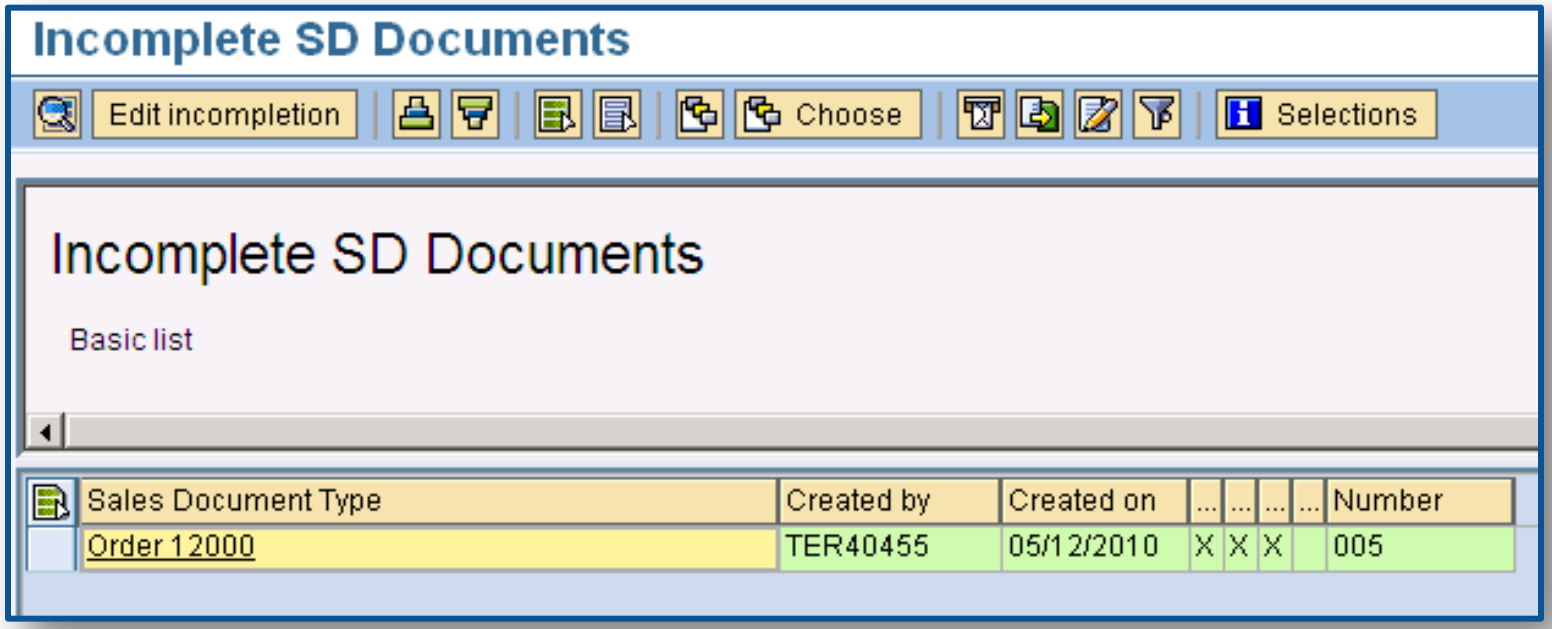
SD – Incomplete Sales Orders

- Review **Incomplete Sales Orders** in V.02 by agency or created by to determine reason order is incomplete and update or delete.



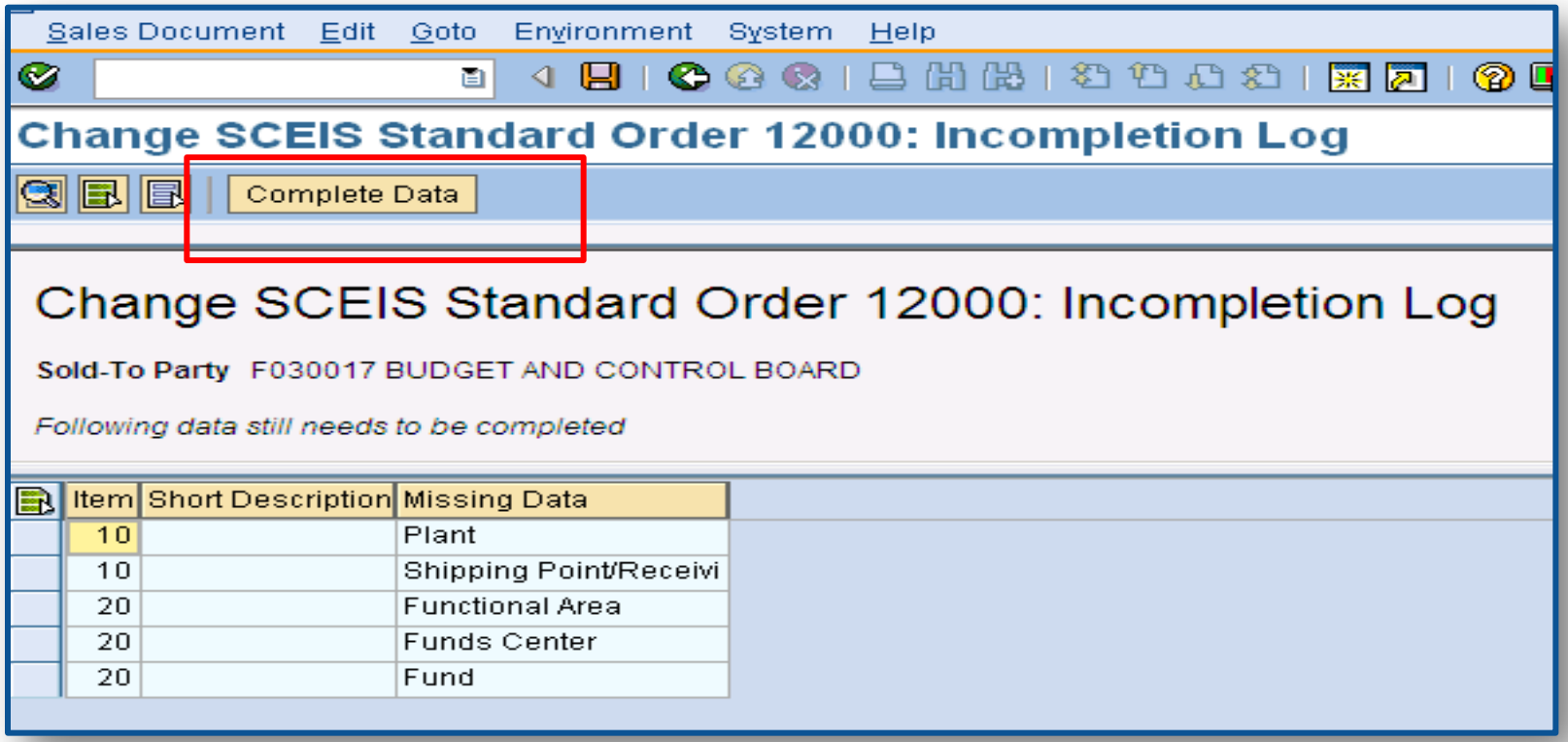
SD – Incomplete Sales Orders cont.

- Incomplete SD Documents are shown and by clicking into the document the system details the reason the document is incomplete



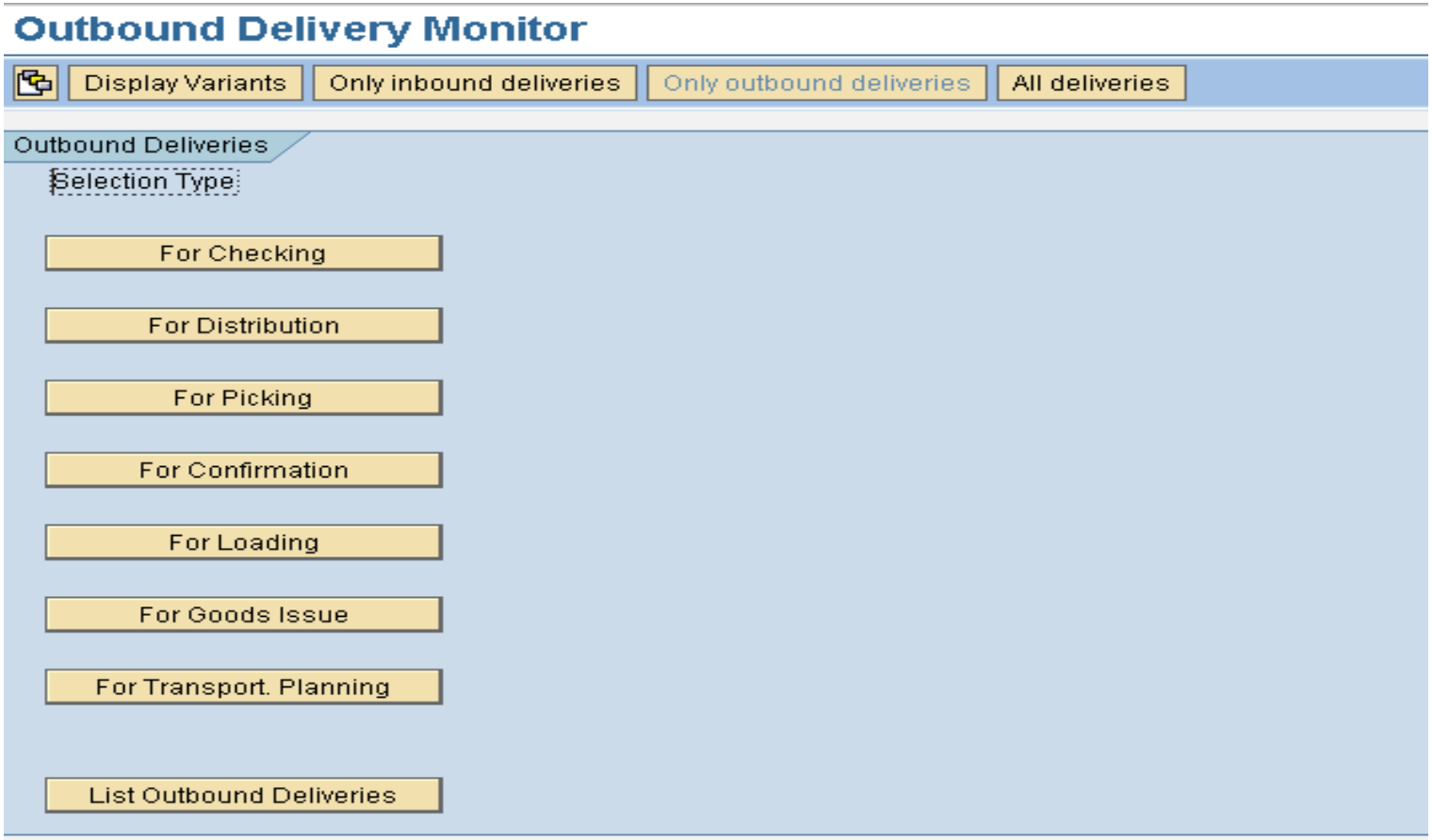
SD – Incomplete Sales Orders

- Next click on “Complete Data” to complete the missing data.



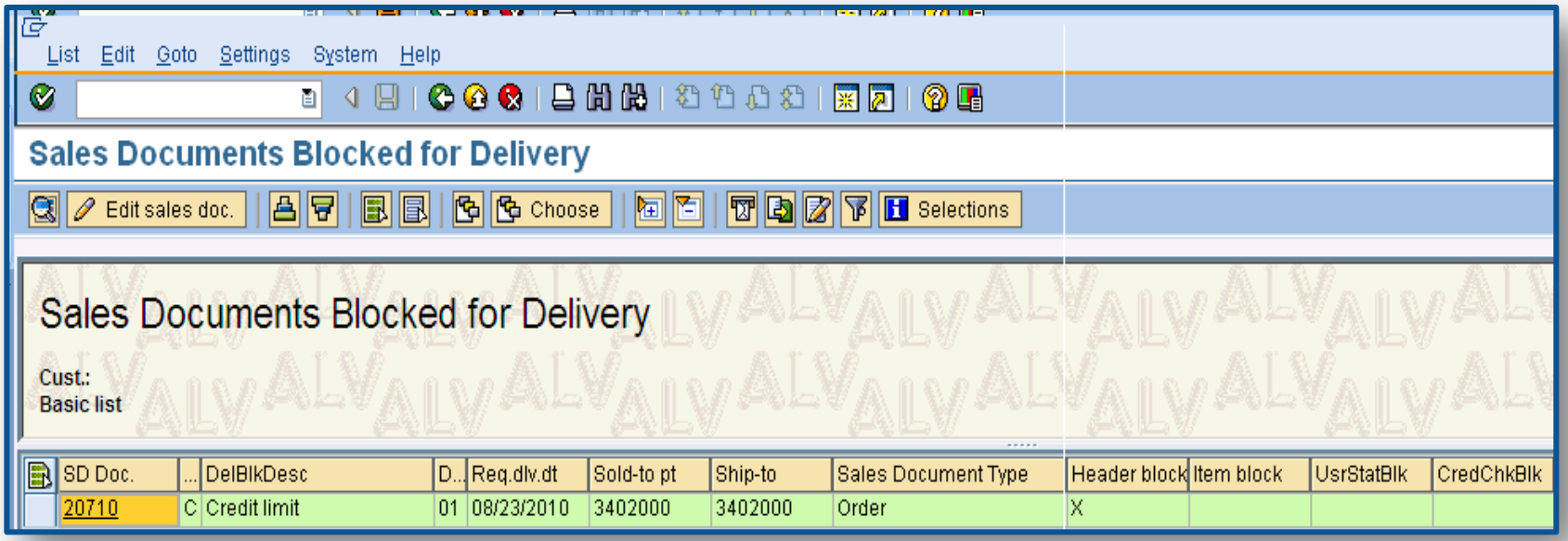
SD – Picking and Issuing

- VL06O - Review all open pick requests and open issues. Complete or delete.



SD – Blocked for Delivery

- Sales Orders blocked for **Delivery – VA14L**. This can be edited by double clicking on the sales order or the line item can be deleted in VA02.



SD Doc.	...	DelBlkDesc	D...	Req.dlv.dt	Sold-to pt	Ship-to	Sales Document Type	Header block	Item block	UsrStatBlk	CredChkBlk
20710	C	Credit limit	01	08/23/2010	3402000	3402000	Order	X			

SD – Sales Contracts

- VA45- Review all **Open** Sales Contracts
- V.06- Review all **Incomplete** Sales Contracts. Are they still valid?

SD – Billing – VF04

- VF04 - Review all open Billing Documents related to Sales Orders. Be certain there are no billing documents awaiting release to accounting. All shipments made by June 30th must be billed by that date.

SD – Billing – VFX3

- VFX3- Release Billing Documents for Accounting This allows you to view billing documents that are due to be released to accounting.

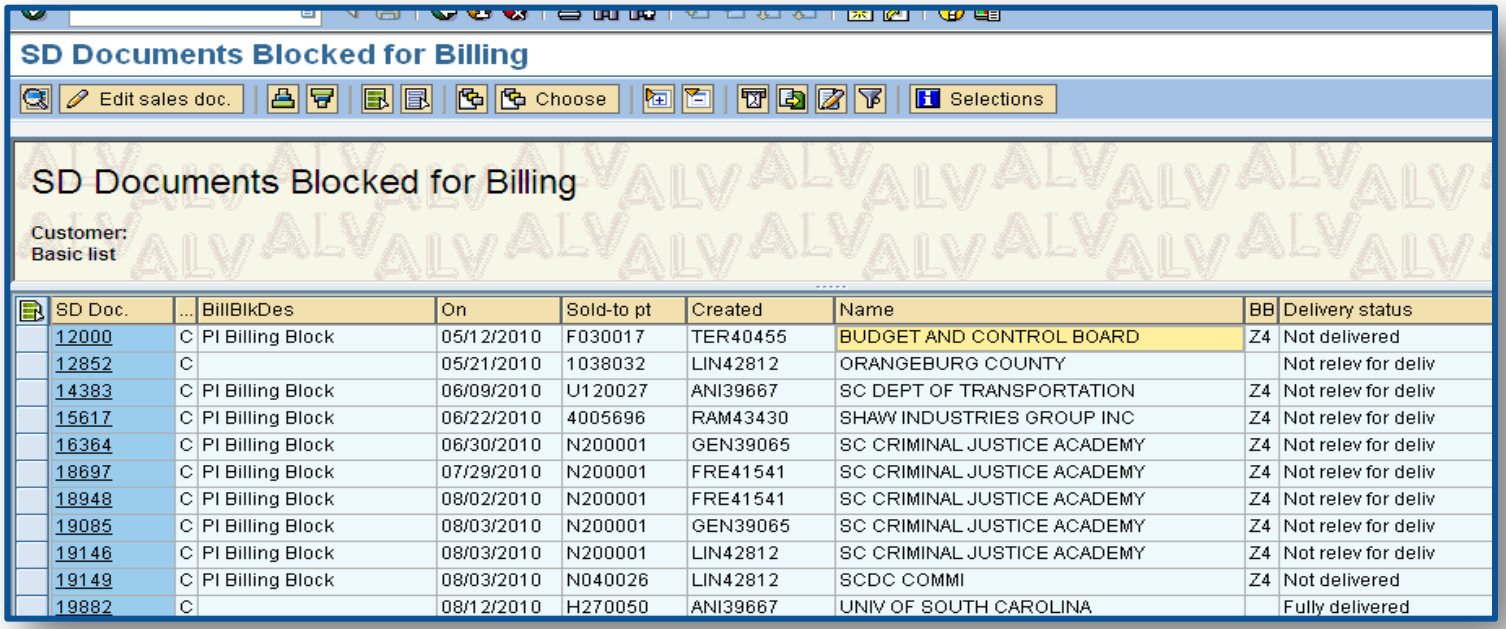
List Edit Goto Settings System Help

Release Billing Documents for Accounting

SOrg.	Payer	BICat	Billing Date	BillT	Created by	Created on	Sold-to pt	Bill.Doc.	Ps...	S	Char
ZD...	1040040	L	06/28/2010	F2	RAM43430	10/05/2010	1040040	90024829	N	X	Delivery-related billing document
ZDOC	J040044	L	07/27/2010	F2	RAM43430	10/05/2010	J040044	90024856	N		Delivery-related billing document
ZDOC	3402000	L	10/05/2010	F2	TER40455	10/07/2010	3402000	90025007			Delivery-related billing document
ZDOC	N040026	L	08/12/2010	F2	RFERGUSON	01/26/2011	N040026	90025084	N		Delivery-related billing document
ZDOC	N040026	L	08/30/2010	F2	RFERGUSON	03/08/2011	N040026	90025163			Delivery-related billing document
ZDOC	N040026	L	08/30/2010	F2	RFERGUSON	03/08/2011	N040026	90025164			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025165			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025166			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025167			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025168			Delivery-related billing document

SD – Billing – VF05 and V23

- VF05 – Review All Pending and Open Billing Documents
- V23 -Review All SD Documents Blocked for Billing by clicking on Edit Sales Doc



SD Documents Blocked for Billing

Edit sales doc. | Choose | Selections

SD Documents Blocked for Billing

Customer:
Basic list

SD Doc.	...	BillBlkDes	On	Sold-to pt	Created	Name	BB	Delivery status
12000	C	PI Billing Block	05/12/2010	F030017	TER40455	BUDGET AND CONTROL BOARD	Z4	Not delivered
12852	C		05/21/2010	1038032	LIN42812	ORANGEBURG COUNTY		Not relev for deliv
14383	C	PI Billing Block	06/09/2010	U120027	ANI39667	SC DEPT OF TRANSPORTATION	Z4	Not relev for deliv
15617	C	PI Billing Block	06/22/2010	4005696	RAM43430	SHAW INDUSTRIES GROUP INC	Z4	Not relev for deliv
16364	C	PI Billing Block	06/30/2010	N200001	GEN39065	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
18697	C	PI Billing Block	07/29/2010	N200001	FRE41541	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
18948	C	PI Billing Block	08/02/2010	N200001	FRE41541	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
19085	C	PI Billing Block	08/03/2010	N200001	GEN39065	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
19146	C	PI Billing Block	08/03/2010	N200001	LIN42812	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
19149	C	PI Billing Block	08/03/2010	N040026	LIN42812	SCDC COMMI	Z4	Not delivered
19882	C		08/12/2010	H270050	ANI39667	UNIV OF SOUTH CAROLINA		Fully delivered

SD – Billing cont.

- **If the sales order was shipped in the current fiscal year, the billing must be completed in the current fiscal year**

SD - Transaction Codes to Remember

- VA05 - Review all **OPEN** Sales Orders
- V.02 - Review **INCOMPLETE** Sales Orders
- VL06O - Review all **Open** Picking & Goods Issue Requests.
- VA14L- Review any SD Documents **Blocked for Delivery**
- VA45 - Review All **OPEN** Order Sales Contracts
- V.06 - Review All **INCOMPLETE** Sales Contracts

SD – Billing Transaction Codes

- VF04 – Review All **OPEN Billing Documents** related to Sales Orders
- VFX3 - **Release Open Billing Documents** for Accounting
- VF05 - Review **All Pending and Open Billing Documents**
- V23 - Review All SD Documents **Blocked for Billing**

SD Sales Orders Carryforward

- **A Sales Order can roll forward to the new year by using ZFMJ2**

Topic 5 Summary

- You should now be able to:
  - Close a partially delivered Sales Order
  - Understand that open Sales Orders that will be delivered in the next fiscal year can be rolled over to the new year.
  - Understand that any Sales Orders shipped in the old year must be billed in that year.
  - Understand what reports are available to view open orders, picks, issues and billing.

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 Workshop 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

- 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