



South Carolina Enterprise Information System

LESSON 2: MANAGING CARRY FORWARD PROCESSES

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

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

- ④ ZFMJ2 can be used to carryforward several types of documents.
- ④ These are denoted by “Value Types” (VT) in SCEIS.
- ④ The following value types will be allowed to be carried forward by agencies:
 - VT 51 - Purchase Orders
 - VT 50 - Purchase Reqs (Inventory only)
 - VT 52 - Business Trip Commitments

Carryforward Documents cont.

🌀 The following value type will not be carried forward:

- VT 81 – FUNDS RESERVATIONS

There are 2 types of funds reservations - one for inventory connected to material reservations which cannot be carried forward and the other is financial and could be carried forward. ZFMJ2 is only controllable by the value type and cannot be separated technically by the type of value type for security on this transaction.

Part of the funds reservations cannot be carried forward, so none will be and all must be deleted by year-end.

Purchase Orders

- How do you determine if a PO 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
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

Inventory Purchase Requisitions

- How do you determine if an Inventory PR should be carried forward or closed? (**Note:** There are no PRs for other types of purchases.)

PO going to be completed?	Decision
Before or on 06/30	Leave in old year, keep checking on status
Between 06/30 and CG closing date	Leave in old year, keep checking on status
Not going to convert to a PO	Close PR
After CG closing date	CF the PR to the new year

Business Trip Commitments

- How do you determine if a business trip commitment should be carried forward?

Trip will be made	Expense Report Rec'd	Carryforward?
Before or on 06/30	Before or on July 16 th	Leave in old year, keep checking on status of travel invoice, pay in old year, if possible
After 06/30	Before or after 06/30	Carryforward
No trip will be made	Before or after July 16 th	Delete
Commitment still outstanding by 07/16	After July 16 th	SCEIS team will carry forward the document

ZFMJ2 Security

- ④ Only a few persons in each agency will be given authorization for this transaction code.
- ④ You will only be able to access your agency's data.
- ④ Authorization will only be allowed for the following items to be carried forward:
 - VT 51 - Purchase Orders
 - VT 50 - Purchase Reqs (Inventory only)
 - VT 52 - Business Trip Commitments

Transaction ZFMJ2

- ④ This transaction allows a “Test Run.”
- ④ It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- ④ 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.

AVC Check in the New Year

You can control AVC in 2011 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.

AVC Check in the New Year cont.

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

Sender Fiscal Year 2010

Restriction on FM Account Assignments

Grant		to		→
Fund		to		→
Funds Center		to		→
Commitment Item		to		→
Functional Area		to		→
Funded Program		to		→

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

Value Type		to		→
Company Code		to		→
Document Number		to		→

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List

Availability Control Check

- ④ 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.
- ④ You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

FMAVCR01 cont.

Layout Options	
Display Options	
Use View 'Outgoing Amounts'	<input checked="" type="radio"/>
Use View 'Incoming Amounts'	<input type="radio"/>
Maximum Usage Rate	100.00
Display Budget Deficits Only	<input checked="" type="checkbox"/>
Only Obj. With Annual Checks	<input checked="" type="checkbox"/>
Hierarch. View of AVC Elements	<input checked="" type="checkbox"/>

ZFMJ2 Transaction

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

FM Area SC01
Sender Fiscal Year 2010

Restriction on FM Account Assignments

Grant		to		↕
Fund		to		↕
Funds Center		to		↕
Commitment Item		to		↕
Functional Area		to		↕
Funded Program		to		↕

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

Value Type		to		↕
Company Code		to		↕
Document Number		to		↕

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog

Be sure Sender Fiscal Year is 2010

Be sure to run in TEST first!!

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.

The screenshot displays a software interface for the ZFMJ2 Transaction. It is divided into two main sections: "Restriction at Document Level" and "FI Documents".

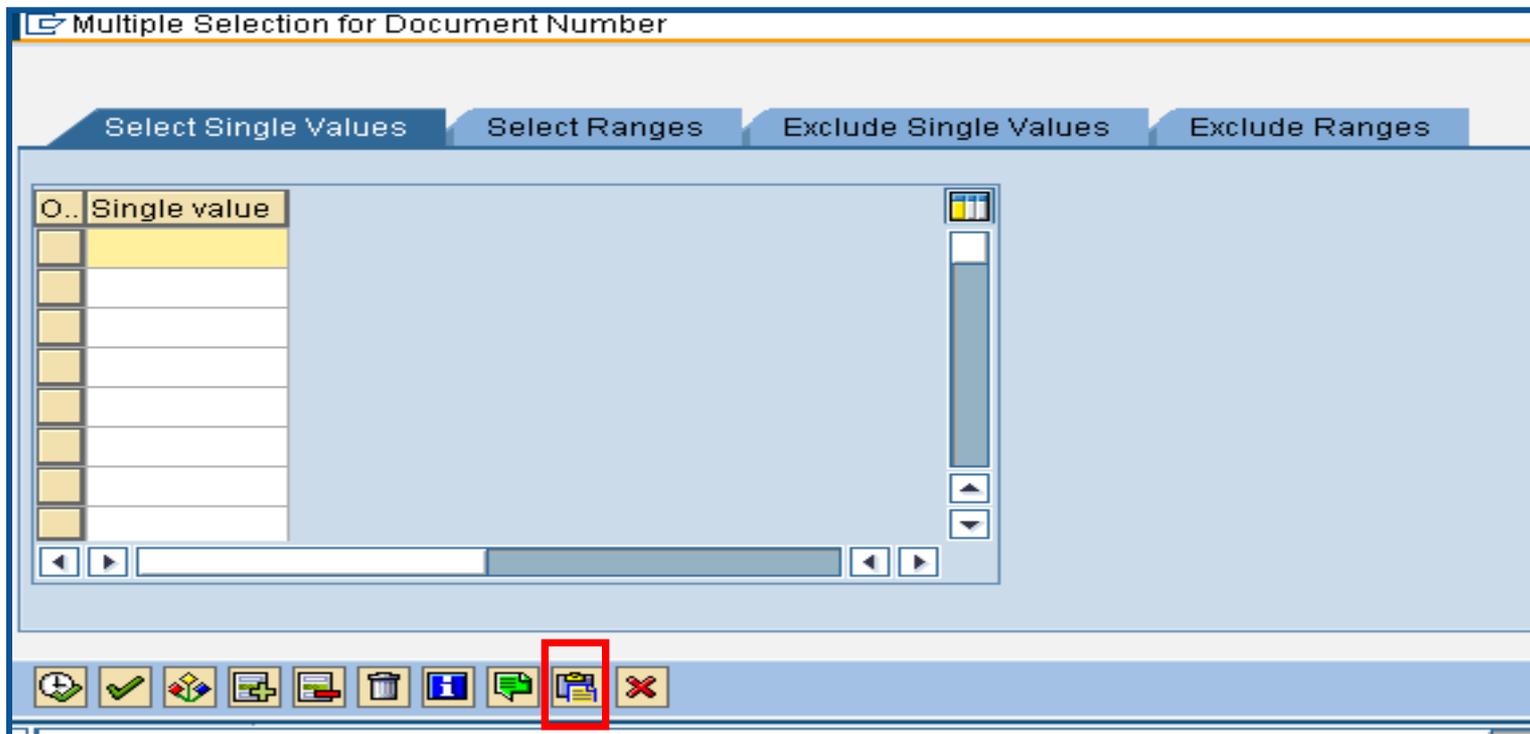
Restriction at Document Level: This section contains three rows of input fields. Each row has a label on the left, a text input field, the word "to", another text input field, and a vertical stack of three yellow arrows pointing right. The rows are: "Value Type", "Company Code", and "Document Number".

FI Documents: This section contains a single row with the label "FI doc.no.fisc.year" and a text input field.

A red box highlights the bottom-most arrow in the "Restriction at Document Level" section. A red arrow points from this box to a larger red box labeled "Multiple Selection Fields" located below the "FI Documents" section.

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:

- 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!!!**

ZFMJ2 Transaction cont.

It is imperative that you:

- ① **Double check your work** and
- ① **Run the transaction in TEST** to be sure you carryforward the appropriate documents!
- ① You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be “No documents found.”

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.