



# **LESSON 6:**

## **MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES**

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Lesson 6 Learning Objectives

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- 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 FY2011.
  - Review accounts payable balances.

# Key Terms and Concepts

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- Please refer to the “Complete AGENCY-CG Accounts Payables Quick Reference Guide” in the uPerform site for key A/P terms and concepts.
  - Go to <http://upperform.sc.gov>.
  - Go to the **Search** box in the upper right corner of the webpage.
  - Enter “**Accounts Payables**” and click “Go”.

# Key Transactions

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- 🌀 FV60 – Park Vendor Invoice
- 🌀 MIR7 – Park Incoming Invoice
- 🌀 FBL1N – Vendor Line Item Display

# Using the Posting Date – FV60 & MIR7

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- 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.

## **FY2011**

Use 06/30/2011 through  
**July 15 for AP and July 29  
for JEs**

## **FY2012**

Use current dates in July  
from July 1 - 31

# Using the Posting Date – FV60

Document Edit Goto Extras Settings Environment System Help

**Park Vendor Invoice: Company Code SC01**

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Notes

Vendor | SQL Ind ☐  
Invoice date | Reference |  
**Posting Date** 02.06.2008  
Amount | USD ☐ Calculate tax  
Tax amount |  
Text |  
Company Code SC01 State of South Carolina Columbia, SC  
Lot No. |

0 Items ( No entry variant selected )

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

For FY11,  
use  
06/30/2011



**For FY11,  
use  
06/30/2011**

# Final Invoice Indicator – MIR7

Invoice Document Edit Save System Help

**Park Incoming Invoice: Company Code SC01**

Show PO structure Show worklist Hold Simulate Save as Completed Messages Help

Transaction Invoice Balance 7,561.68- USD

Basic data Payment Details Tax Contacts Note

Invoice date 06/11/2008 Reference VEND INVOICE 5  
Posting Date 06/11/2008  
Amount USD ☐ Calculate tax  
Tax amount 11 (AP Sales Tax)  
Text  
Paymt terms 22 Days net  
Baseline Date 06/11/2008  
Company Code SC01 State of South Carolina Columbia, SC

Vendor 7000037741  
DELL MARKETING LP  
ONE DELL WAY  
M/D RR8-07  
ROUND ROCK TX 78738  
(800) 981-335... (512) 283-9092  
Bank acct 9999999999  
Default Bank, 987

Purchase Order/Scheduling Agreeeme... 4500000024

Layout Goods/service items All information

GR BkStk BUn	Del. Note/Sheet No.	Bill of Lading	Del. Note Qty	D...	In...	Final Invoice	G...	Co...	U...	Vendor	Mat...
0						<input type="checkbox"/>					
0						<input type="checkbox"/>					
0						<input type="checkbox"/>					

Final Invoice can be set here. You must scroll to the right to see this.

Be sure to select "All Information" to display the **Final Invoice** column.

Item Search Term 3 / 3 Items

# Payment Terms

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- 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 1<sup>st</sup>, then the check is not actually cut until June 22<sup>nd</sup>. 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**.

# Payment Terms, cont.

SAP

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code SC01

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

BaselineDt 06/09/2008 Pay Terms NT30 22 Days  
Due on 07/01/2008  
Discount USD Days net  
Disc base USD To be calcultd Fixed  
Pmt Method Pmnt Block Free for payment  
Inv.ref.  
Part. Bank House Bank

Vendor  
Address  
TWIN A SERVICE  
233 ORINDAWOOD RD  
MC CONNELLS SC 29726  
Not available Ots

1 items ( Screen Variant : Screen 100 )

GrL acct	DIC	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm
5830010000	Debit	100.00	R200A00010	30000042	10010000	NOT RELEVANT	
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

Due to Year End, the payment term must be Pay Immediately (0001).

ECQ (2) (030) sceisecap1 INS

# Prior Year Payables in the New Year

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- The Accounts Payable reporting package will be used to create accrual of payables incurred at June 30<sup>th</sup> for goods and 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.

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- SCEIS will be able to report prior year payables **ONLY IF** “Prior Year Payable” is used in the Header Text field. No other alternative wording should be used.
- The Header Text field has a dropdown box from which “Prior Year Payable” can be chosen. This phrase within this field will be used to generate a BW report to gather Accounts Payable transactions for reporting packages.
- Any transactions identified/processed after the submission of the Accounts Payable reporting package **MUST** be reported to the CGO regardless of the 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.

Document Edit Goto Extras Settings Environment System Help

**Park Vendor Invoice: Company Code SC01**

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Notes

Vendor  SGL Ind ☐  
Invoice date  Reference   
Posting Date 03.06.2008  
Amount  USD ☐ Calculate tax  
Tax amount   
**Text  Prior Year Payable**  
Company Code SC01 State of South Carolina Columbia, SC  
Lot No.

0 Items ( No entry variant selected )

G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm.
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						
	Debit						

# Prior Year Payables in the New Year cont.

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- ④ **AP Supervisor's and/or final AP Approver's** within the agency **should be specifically reviewing** this for all payments from July 1 – September 30 for the new year.
- ④ Although the closing package only requests information through August, the **agency is responsible** for notifying the CG's Office of **any material PY AP payments made after the closing package.**

# Open Item A/P Balances - FBL1N

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- 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 CGO 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**.

# Open Item A/P Balances – FBL1N cont.

Program Edit Goto System Help

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account  to

Company code SC01 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☒ Open items

Open at key date 03.06.2008

☐ Cleared items

Clearing date  to

Open at key date

☐ All items

Posting date  to

Type

☒ Normal items

☐ Special G/L transactions

☐ Noted items

☐ Parked items

☐ Customer items

List Output

Layout

Maximum number of items

# Open Item A/P Balances – FBL1N cont.

**Vendor Line Item Display**

Vendor Company Code: 000F030000  
SC01

Name: BUDGET AND CONTROL BOARD  
City: COLUMBIA

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> C055785--APRIL <input checked="" type="checkbox"/> INV.# AR39510	3900000448 3900000416	ZI ZI	07.05.2008 03.01.2008		<input checked="" type="checkbox"/>	1.004,94- 24.172,50-	USD USD		inv.# c055785 april billing cycle inv.# AR39510
*	<input checked="" type="checkbox"/>						25.177,44-	USD		
** Account 000F030000							25.177,44-	USD		

Vendor Company Code: 30039394  
SC01

Name: DOUGLAS S  
City: LEXINGTON

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> BRD MTG ON 5/14	3500001051	ZT	14.05.2008		<input checked="" type="checkbox"/>	6,23-	USD		board meeting on 5/14/08
*	<input checked="" type="checkbox"/>						6,23-	USD		
** Account 30039394							6,23-	USD		

Vendor Company Code: 30044801  
SC01

Name: DANA R  
City: LEXINGTON

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> REGISTRATION FEE	3500000977	ZT	13.05.2008		<input checked="" type="checkbox"/>	195,00-	USD		registration for NCCER instructor certification
*	<input checked="" type="checkbox"/>						195,00-	USD		
** Account 30044801							195,00-	USD		

# Lesson 6 Summary

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- 🔄 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.