South Carolina Enterprise Information System

SCEIS YEAR-END MANAGEMENT PROCESS FOR AGENCIES CO500

End User Training
Columbia, SC
Spring 2010

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Welcome and Introductions

Welcome to CO500 SCEIS Year-End Management Process for Agencies

- Introductions
- Sign-in sheet
- Restrooms
- Breaks
- Parking lot
- Complete course 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

Course Description and Goal

Description:

- Introduce Agency procurement and finance supervisors and managers to South Carolina's Year-End Closing Process and then relate this process to SCEIS.
- Understand the steps involved in the SCEIS SAP Year-end Closing Process.

Goal:

- Participants should be able to perform these managerial activities and instruct staff in how to perform detailed activities required for year-end closing.

Course Learning Objectives

- Upon completion of this course, you should be able to:
  - Understand the state's year-end closing procedures and closing packages impact on SCEIS users.
  - Understand the procedures and processes for carrying forward documents – purchase requisitions (inventory), purchase orders, and business trip commitments.
  - Understand the procedures and processes to prepare purchasing documents for year-end closing.
  - Understand the procedures and processes to prepare inventory for year-end closing.

Course Learning Objectives, cont.

- Understand the procedures and processes to use during the year-end for accurate postings of expenditures and accounts payable.
- Understand the procedures and processes to use during the year-end for accurate postings of revenues and accounts receivable.
- Understand the procedures and processes to monitor budget reports and balances at year-end.
- Understand how to determine and monitor cash status at year-end.

Course Learning Objectives, cont.

- Understand the procedures and processes to prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing.
- Understand the procedures and processes to prepare grants for year-end closing and opening of the new year.
- Understand the procedures and processes to prepare controlling allocations at year-end.
- Understand the procedures and processes to prepare project systems at year-end and closing projects.

Discussion Requirements

- The Year-End Process spans the SCEIS solution and requires class discussions to reflect not only this **integrated system** but need for **collaboration** between procurement and financial personnel within SCEIS and the Agencies.

- The Year-End Process and Closing Packages are **owned by the Office of the Comptroller General**. Discussions should reflect the official nature of these activities .

- Participants should feel free to **ask questions** of the instructors and subject-matter experts on hand. All questions will be captured.

Reference Materials

- Agency Budgets, including Carry Forwards for FY2010
  - **General Appropriations Bill, Fiscal Year 2010-2011,**
    - http://www.scstatehouse.gov/sess118_2009-2010/appropriations2009/gabxxxx.htm
  - South Carolina Comptroller General Office
    - http://www.cg.state.sc.us/
  - State of South Carolina Office of Comptroller General GAAP Closing Procedures Manual
  - Statewide Spending Transparency Initiative

Reference Materials, cont.

- South Carolina Materials Management Office
  - http://www.mmo.sc.gov
  - The South Carolina Consolidated Code and Associated Regulations
- Appendix A
  - General Ledger Master Data
  - FI – Accounts Receivable Transactional Data
  - Funds Management Data Integration
  - Sample Parked Document
  - Business Warehouse (BW) uPerform link

uPerform and Additional Practice

- SCEIS uPerform Performance Support System
  - Ignore “Log In”. No login to uPerform is needed.
  - Step-by-step Work Instructions, Quick References, etc. can be found in uPerform. These can be printed or downloaded. (See notes below.)
  - When in an SAP transaction, click Help->SCEIS Help and uPerform documents for that T-code will display.
  - You can also go to http://www.sceis.sc.gov and click **SCEIS uPerform**.

SCEIS

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COURSE LESSONS

THERE ARE TWELVE (12) LESSONS IN THIS COURSE SCHEDULE.

STATE INFORMATION TECHNOLOGY

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Course Schedule

- Lesson 1: Understanding the Year-End Closing Process
- Lesson 2: Managing Carry Forward Processes
- Lesson 3: Purchasing Documents and the Procurement Processes
- Lesson 4: Managing Inventory Processes
- Lesson 5: Managing Expenditures and Accounts Payable Processes
- Lesson 6: Managing Revenue and Accounts Receivable Processes

Course Schedule

- Lesson 7: Procedure for Managing Budget
- Lesson 8: Managing Cash Status
- Lesson 9: General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents, and Fixed Assets
- Lesson 10: Procedure for Managing Grants
- Lesson 11: Year-End Cost Allocations
- Lesson 12: Year-End Project Accounting

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LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS

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Lesson 1 Learning Objectives

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

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

- The State Fiscal Year runs July 1 through June 30. This is also reflected in the State's STARS system.
- Fiscal Month corresponds to a month in the State fiscal year, where July is fiscal month 01 (FM01) and June is FM12.
- Fiscal Month 13 (FM13) – The specific days in July in which the State allows processing of data in STARS for the prior fiscal (budget) year that ended June 30.
- During the month of July, transactions for FM13 of the old fiscal year **and** FM01 of the new year are both being processed in STARS.

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 16th**.
- No more transactions can be posted to STARS or SCEIS after July 16th by an Agency.
- These dates are the same for SCEIS and non-SCEIS Agencies.

South Carolina Year-End Closing Process cont.

- **July 16th** will be the closing date for **all Agencies**.
- The **CGO** will have until the **end of July** to perform their general closing entries – just as in the past.
- **SCEIS Team** will perform several closing steps:
  - opening and closing periods of operation,
  - moving or closing documents, and
  - moving or closing account balances.

  Hopefully, this can be accomplished by **end of August.**
- Plans are to prepare the **State's financial statements** from SCEIS for the current fiscal year.

South Carolina Year-End Closing Process cont.

STARS 2010

06/01 - 06/30/10	07/01 - 07/16/10	07/17 - 07/31/10
FM12 2010	FM13 2010	
	FM01 2011	FM01 2011

SCEIS 2010

06/01 - 06/30/10	07/01 - 07/16/10	07/17 - 07/31/10
Period 12 2010	**Period 12 2010** **(extended Period 12)**	
	Period 1 2011	Period 1 2011

Year-End Closing and State Closing Packages

- Agencies fiscally (annually) produce and submit year-end adjustments on standard CGO forms (packages).

- “At year-end, the [CGO] posts data from the completed forms to the State's GAAP-basis financial reporting system. Only then can the Comptroller General's Office close the State's *GAAP-basis* books. This is why [CGO] call the packages "closing packages.” *

Year-End Closing and State Closing Packages cont.

- **Closing Packages** are used by the CGO to aid in the preparation of the State's financial statements.
- **Closing Packages** are required for financial statement information that is non-financial, and is in the future or not recorded in STARS or SCEIS.

State Closing Packages and SCEIS

SCEIS can provide <u>some information</u> required by the closing packages, such as the following:

- **<u>Accounts Payable</u>** paid in July and August that pertain to the prior fiscal year.
  - In order to provide this information later, Agencies will be required to identify this information <u>as you process payments</u> in July and August. This will be discussed more in Lesson 5.
- **<u>Miscellaneous Revenue</u>**, if you use SCEIS to record A/R.

State Closing Packages and SCEIS cont.

- **Tax Revenue** receivables and payables related to taxes
  - Taxes receivable, if you record this in SCEIS.
  - Refunds payable, if you record this in SCEIS.
  - Deferred revenue, if you record this in SCEIS.

- **Operating Leases** involving equipment leased, which will not be purchased
  - Most information will not be available in SCEIS because the information required is non-financial and future payments.

State Closing Packages and SCEIS cont.

- **Capital Assets** recorded in SCEIS
  - Additions, deletions, etc. are recorded in SCEIS.
    - Transfers between agencies are not recorded in SCEIS
  - Reconciliation of 0600 expenditures to asset additions – this will still be required for 2009-10 for the portion of the year your agency was not on SCEIS.
  - Assets additions not paid through 0600 expenditures, ex. Donations, can and should be recorded in SCEIS.
  - Depreciation
    - Full and modified accrual depreciation are recorded in SCEIS.

State Closing Packages and SCEIS cont.

- For FY 2010, the Comptroller General's Office is assessing changes to the closing package procedures. You will be notified of changes before the closing packages are due.
- Every Agency, on SCEIS or not, is required to file closing packages.
- Bottom line – If the information is in SCEIS, it can be obtained for closing package purposes.
- Some information will require input by Agencies, some information can be obtained by SCEIS reports, and some information will never be available in SCEIS (or STARS).
- The CGO will continue to evaluate the closing package requirements.

How Year-End Closing Affects SCEIS Agencies

- Some new Transaction Codes (T-codes) to learn to use.
- With SCEIS, it is more about learning to manage your data routinely and especially near the end of the year, particularly budgets, cash and encumbrances.
- If you were used to having several months to close your books and reconcile with STARS, this is not necessary as your books already reconcile with STARS. Info entered into SCEIS first, then STARS.
- Also, since SCEIS is the official state book of record and you record your transactions directly into this system, there is no need for reconciliation; however, this requires you to maintain the accuracy of your data in SCEIS.
- You must be finished processing, paying, budgeting, receipting goods and deposits, correcting, etc. in SCEIS by **July 16th.**

Learning Activity 1

- SCEIS will not have a fiscal month 13. **True/False**
- SCEIS Agencies will still be able to process transactions for the current year until July 16 - just like non-live Agencies. **True/False**
- SCEIS will provide all the information needed for the State's closing packages. **True/False**

Lesson 1 Summary

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

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LESSON 2: MANAGING CARRY FORWARD 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.
- 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 16th	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 16th	Delete
Commitment still outstanding by 07/16	After July 16th	SCEIS team will carry forward the document

ZFMJ2 Security

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

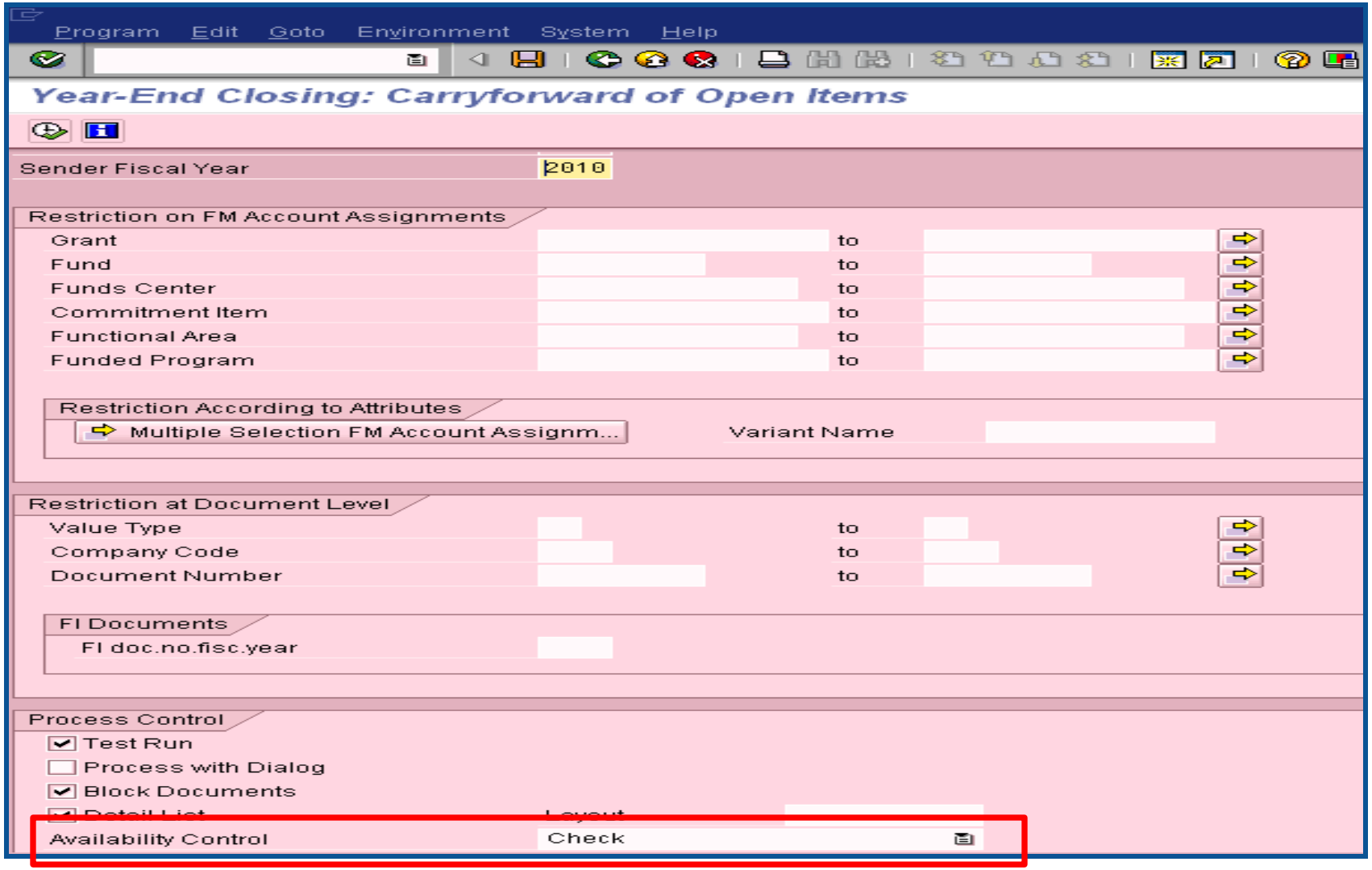
- This transaction allows a “Test Run.”
- It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- Errors can occur for:
  - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
 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

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.

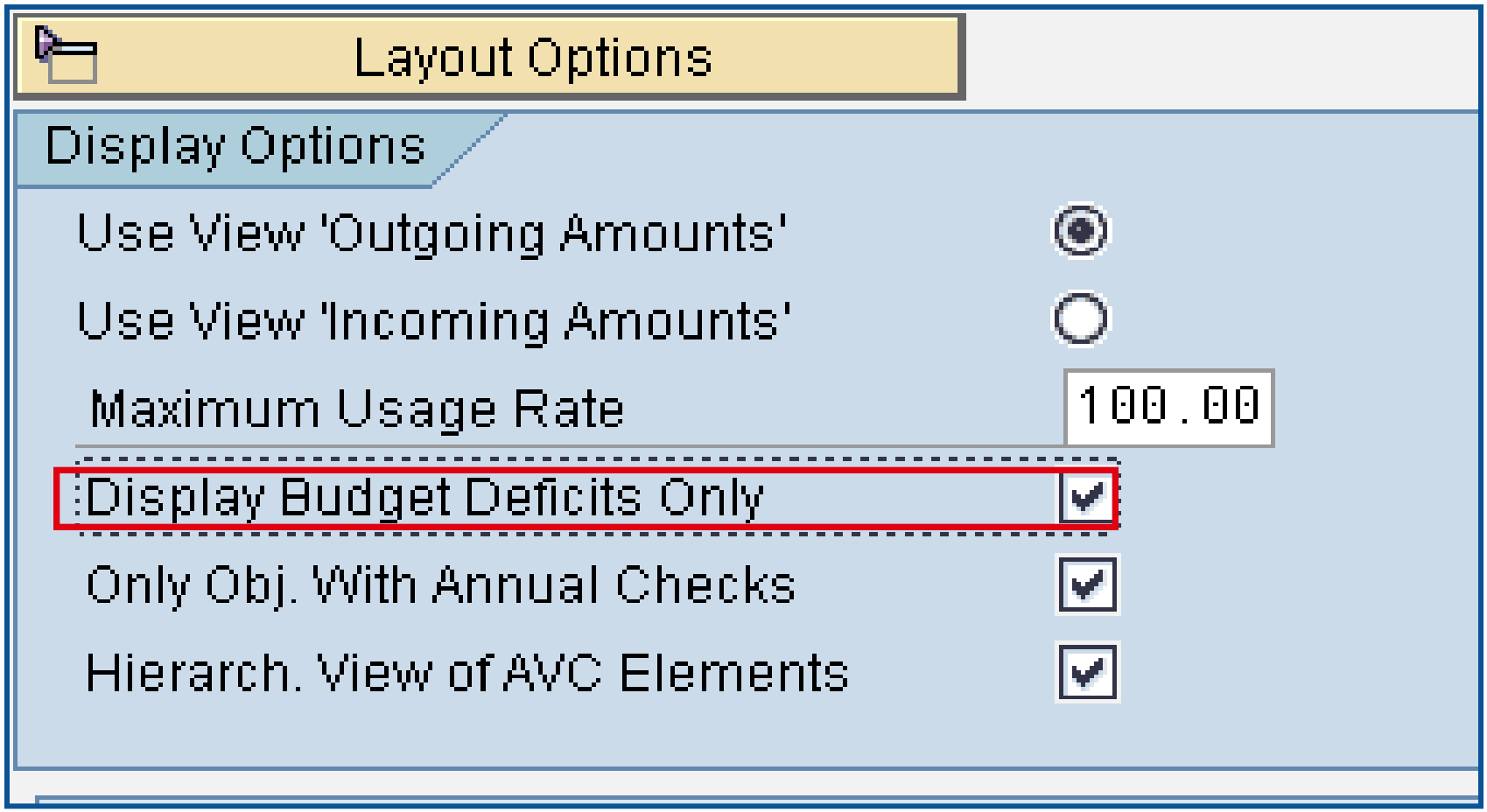
AVC Check in the New Year cont.



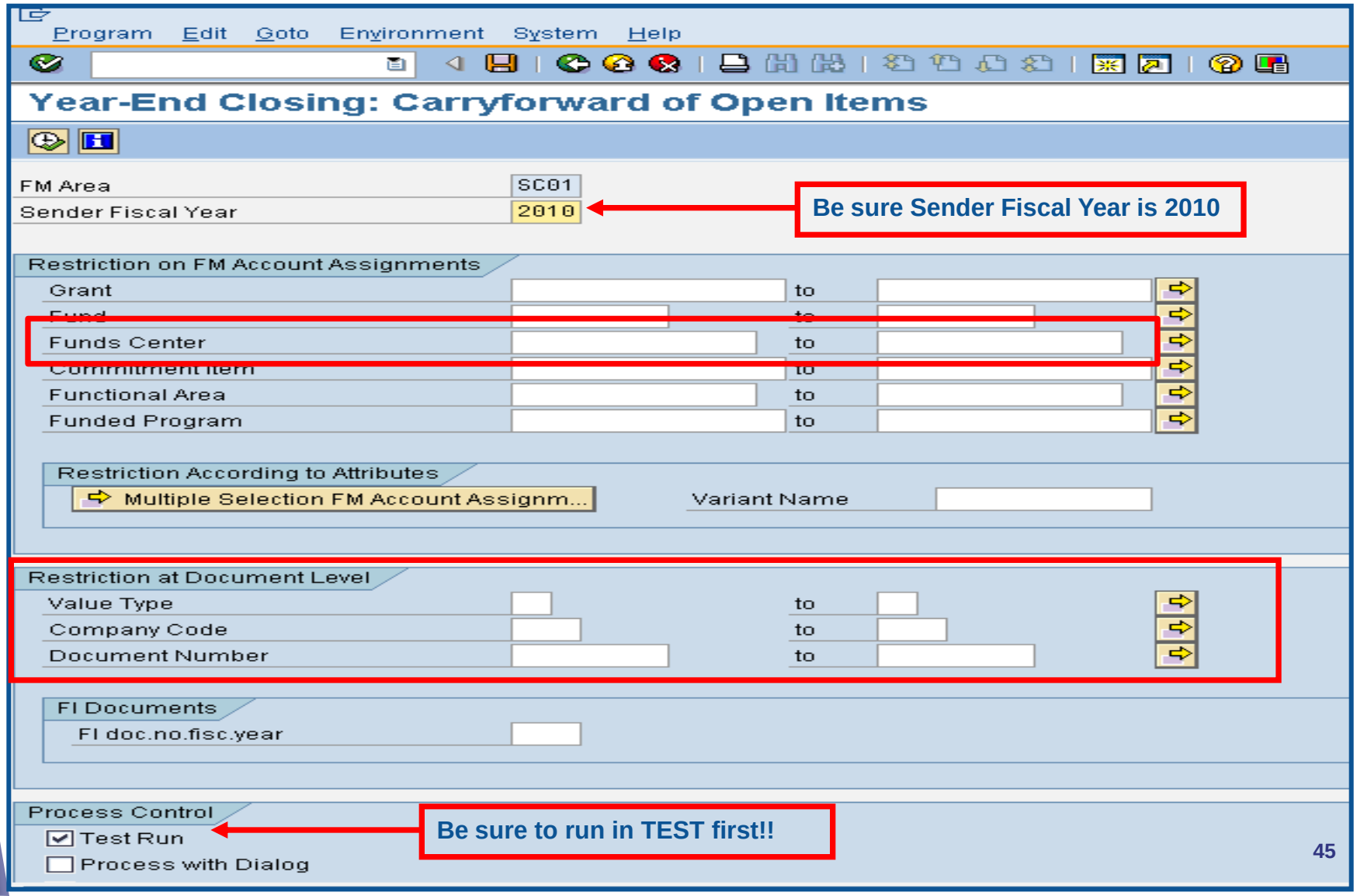
FMAVCR01

- 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 cont.



ZFMJ2 Transaction

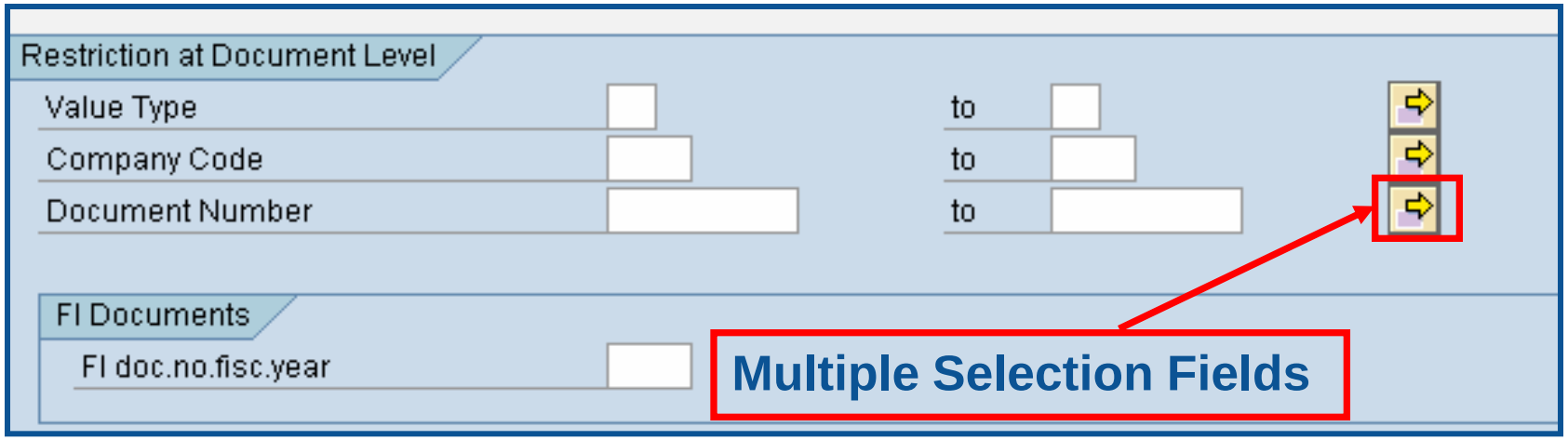


ZFMJ2 Transaction, cont.

- Funds Center is required.
- You should <u>include the entire range of funds centers for your agency</u> or use your business area with 4 zeros to business area and all Zs.
  - Example: A0100000 to A010ZZZZZZZZZZZZ
- You need to do this so that you <u>will not limit your documents selection</u> to only documents with certain funds centers.

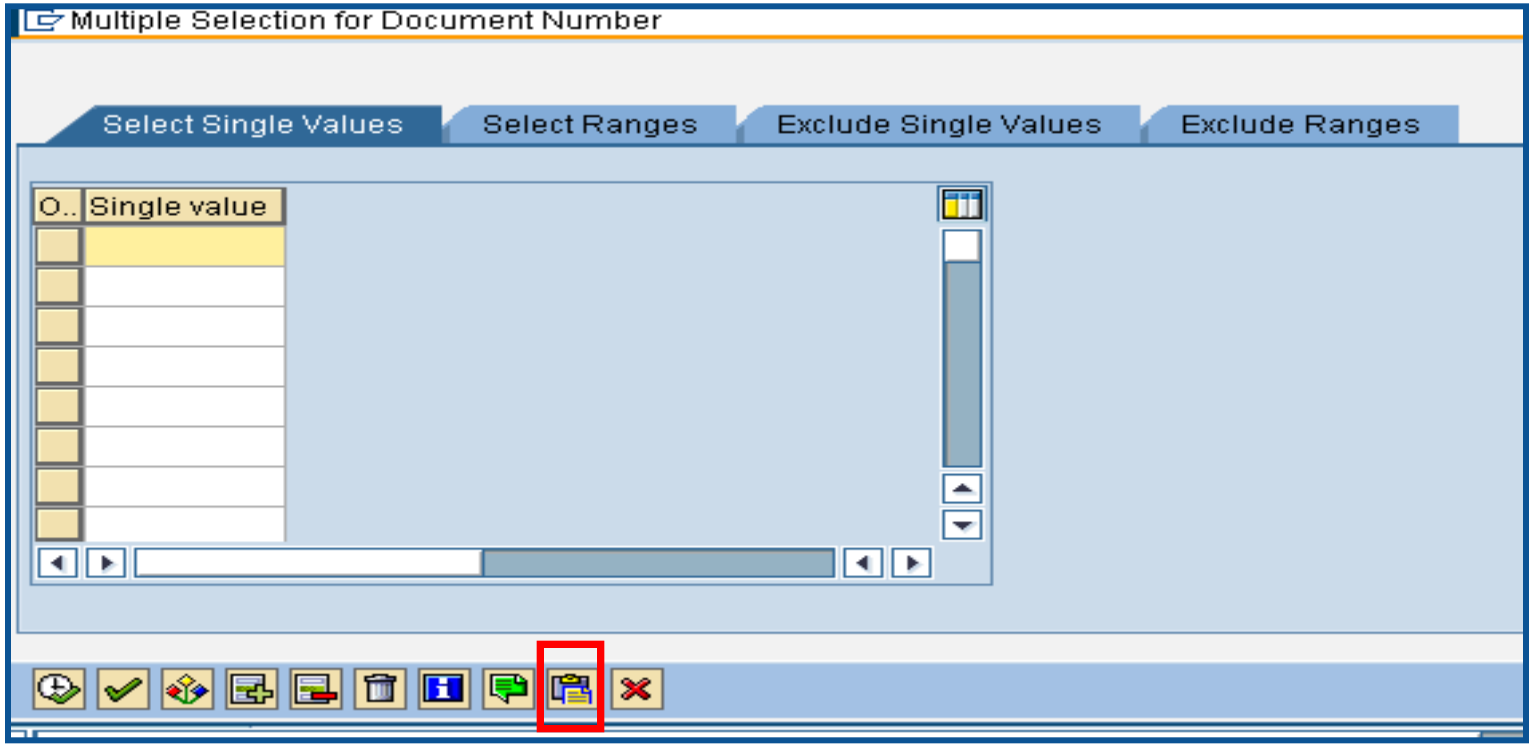
ZFMJ2 Transaction, cont.

- 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.”

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.

LESSON 3: PURCHASING DOCUMENTS AND THE PROCUREMENT PROCESSES

Lesson 3 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Generate a list of open purchase orders (POs).
  - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.
  - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 16th.
  - Create Shopping Carts for FY11

Key Transactions

- ME2N – List Display by Purchase Order Number
- ME22N – Change Purchase Order
- BW – Open Encumbrance Report

Purchasing at Year-end

- Near the end of the year, funding begins to tighten, especially using encumbrances.

- It is important to manage your purchase orders (PO's) to free up budget necessary to complete payments.

- Because purchase orders encumber budget, it is important to delete or reduce those documents which will not be paid in the current year, so you will have sufficient budget and cash in State funds.

Purchasing at Year-end, cont.

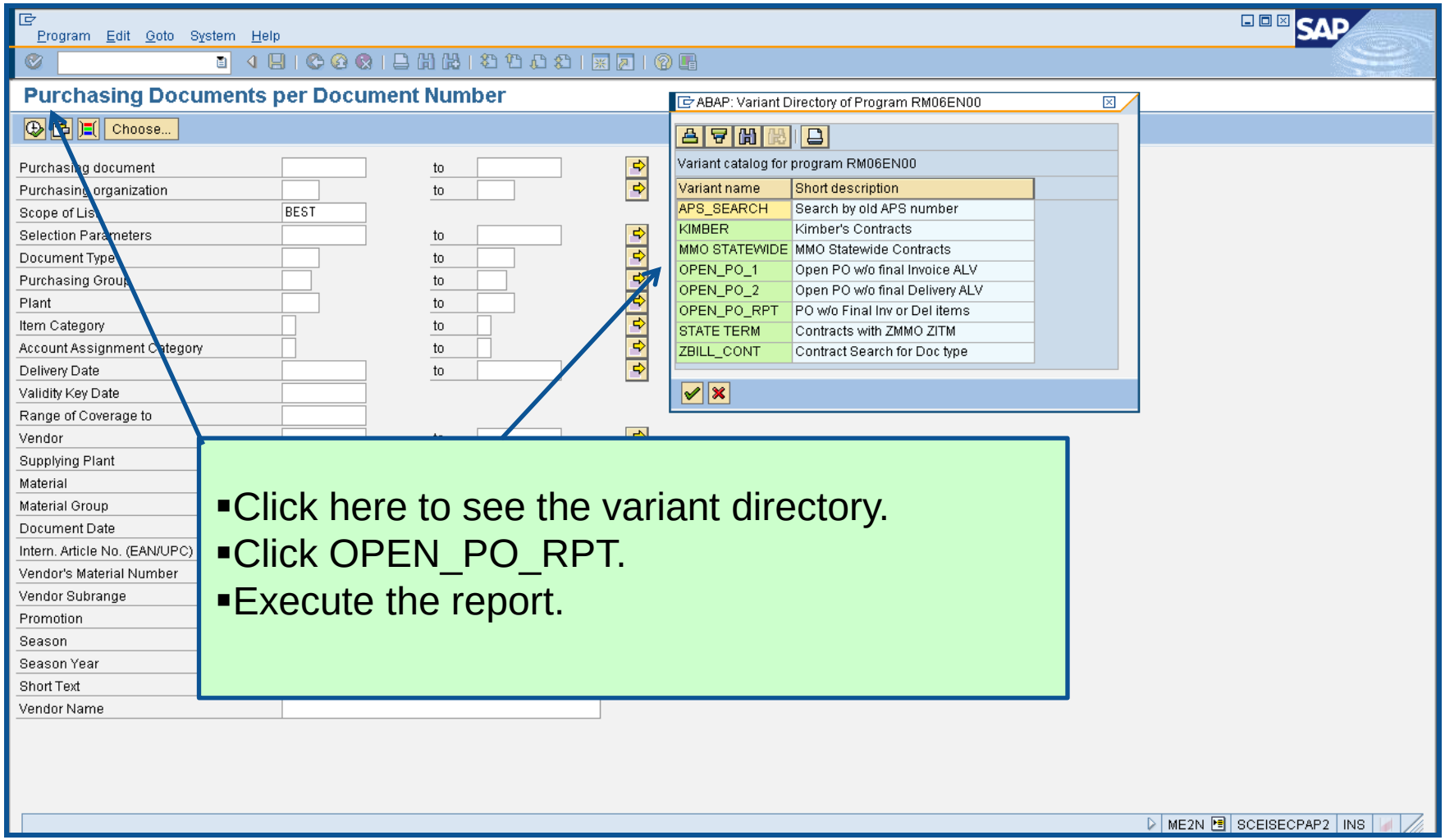
- A list of open Purchase Orders can be useful in identifying
  - PO's that are no longer appropriate or necessary, and
  - PO's that may need to be reduced in quantity or price.
- Use transaction code **ME2N** for a list of POs.
- Review these lists regularly during the months of June and July to aid in releasing budget for spending at year-end.
- Use transaction code **ME22N** to delete PO's and also "final invoice" Blanket Purchase Orders.

ME2N – Open Purchase Orders

- You can also use transaction code ME2N to view a variant report with open purchase orders; this report **will pick all line items where "still to be delivered qty" or "still to be invoiced qty" is not equal to 0**.

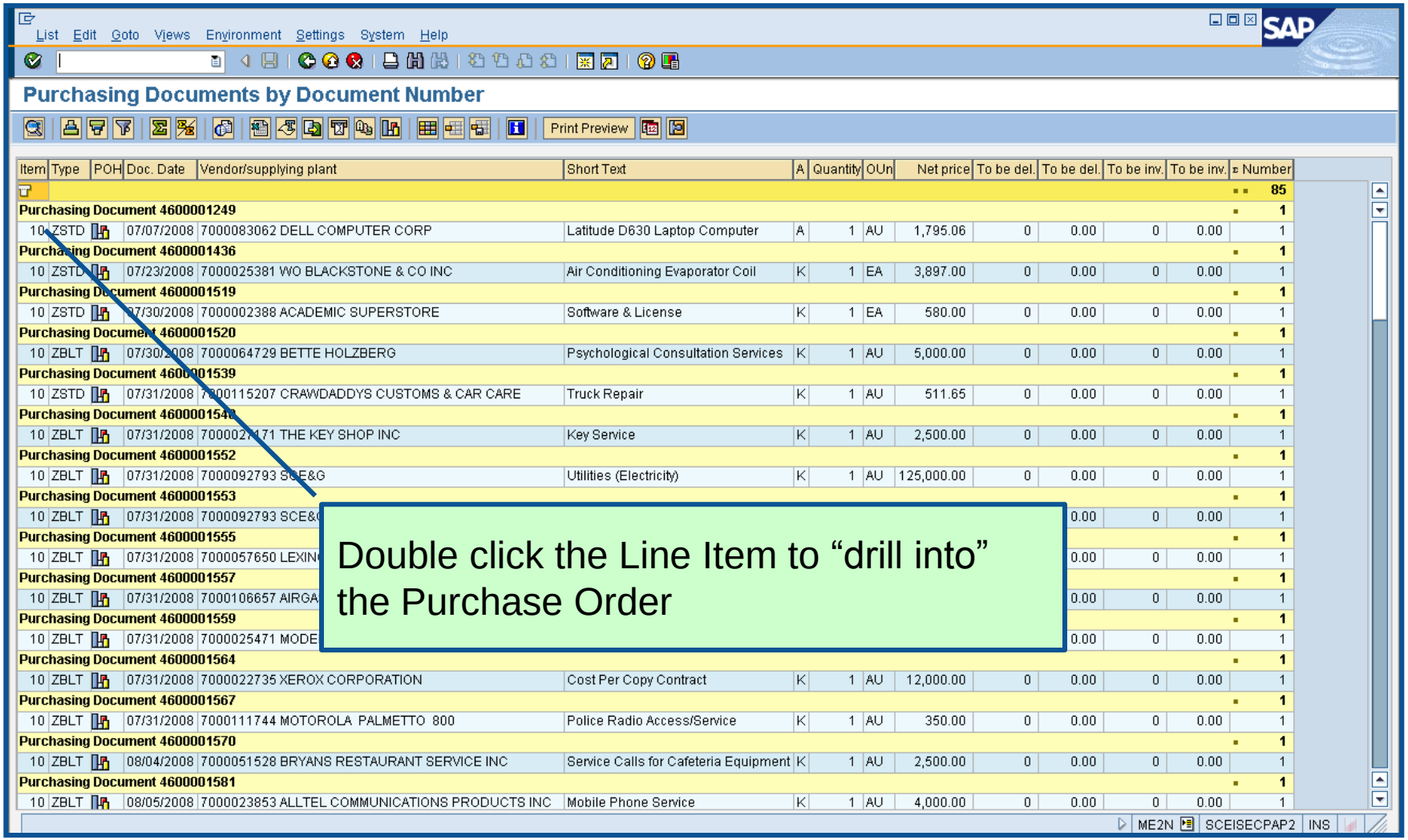
- ME2N does not show any Purchase Order that has the Final Invoice selected or delivery completed indicator set.

ME2N with Variant



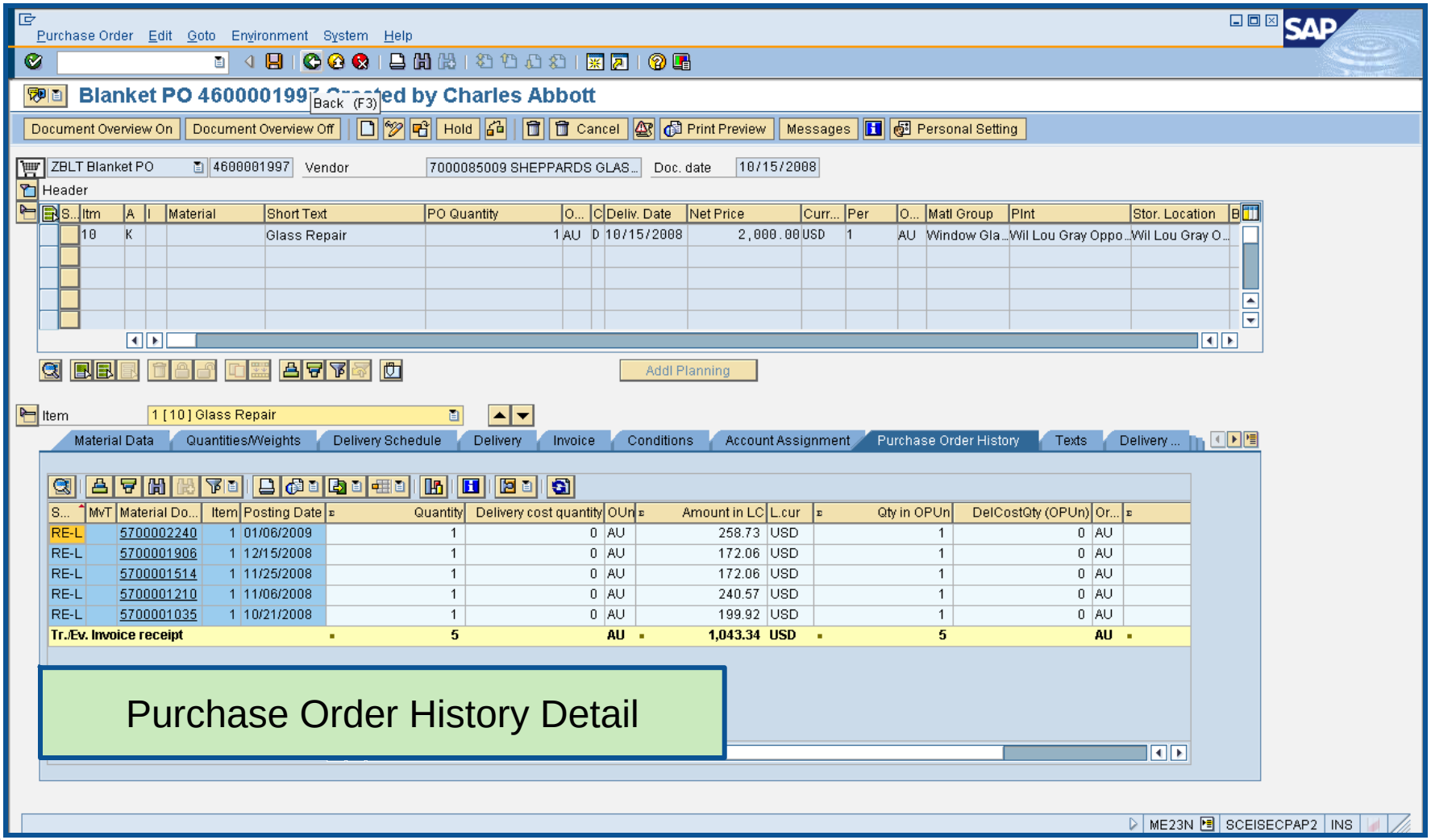
- Click here to see the variant directory.
- Click OPEN_PO_RPT.
- Execute the report.

ME2N with Variant cont.



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

ME2N with Variant cont.



ME2N – Open Purchase Orders cont.

- You will be able to see if a PO is completed by comparing two fields:
  - Still to be delivered
  - Still to be Invoiced
- Zero in both field means it has been completed.
- Zero in “Still to be Delivered” means it has been received and there are no items to be delivered.
- Zero in “Still to be Invoiced” means <u>all</u> items have been invoiced.

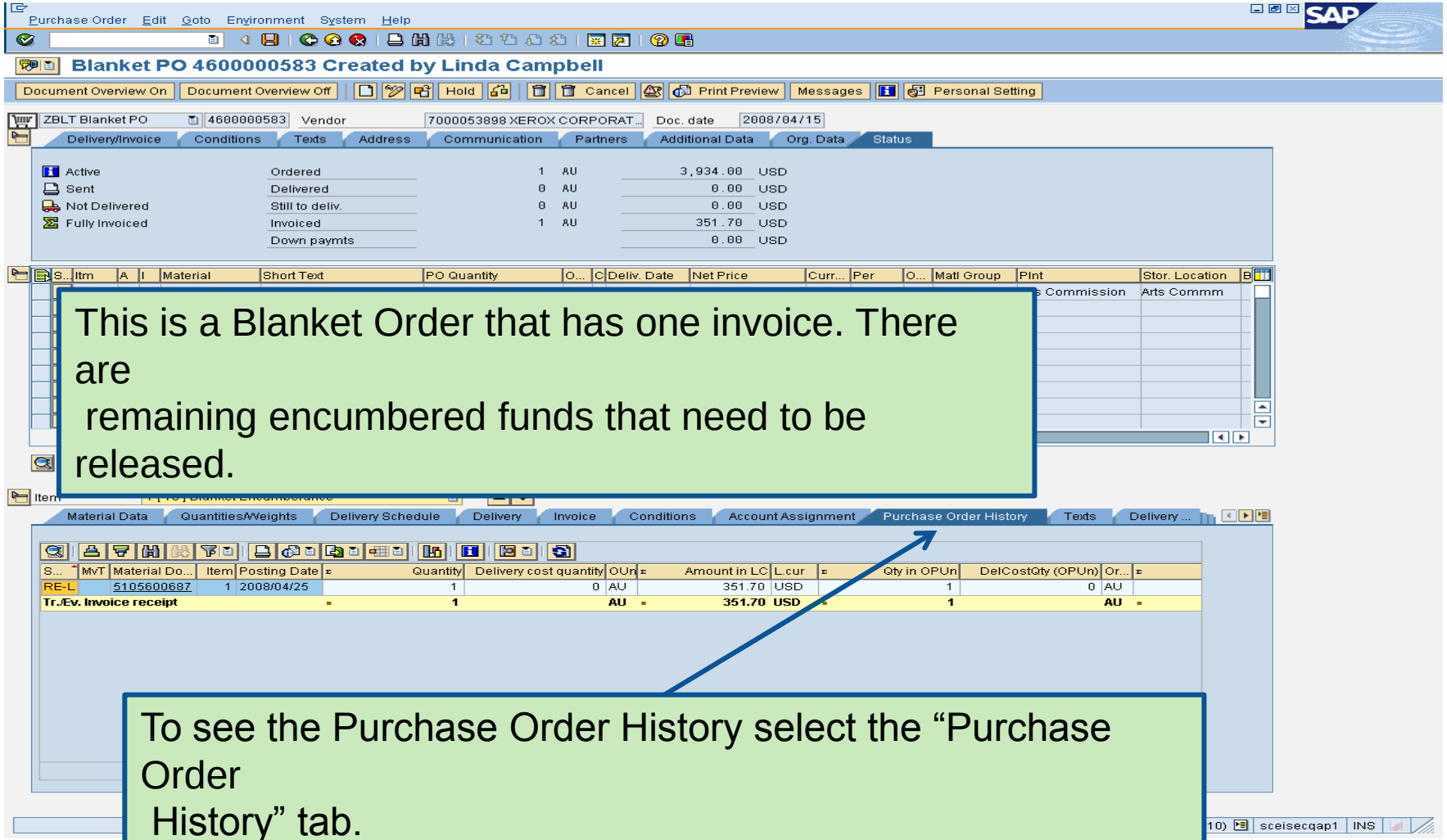
Closing Open POs

- Once you have reviewed your listings of open POs, you may find items that need to be deleted for various reasons:
  - PO that will not be delivered or needs to be cancelled
  - PO that has items that cannot be delivered
  - PO that has items that need to be reduced
- Remember, POs encumber budget. It is important to have only those POs open that should be open at this point to free up budget for payments.
- Do not close an open PO that has a goods receipt. An invoice should be pending, which will require the PO.

Select Final Invoice

- If you have already received or invoiced a Purchase Order but there is still encumbered funds you can release the funds by selecting “Final Invoice.”
- Use transaction **ME22N** to select “Final Invoice” and close a PO.

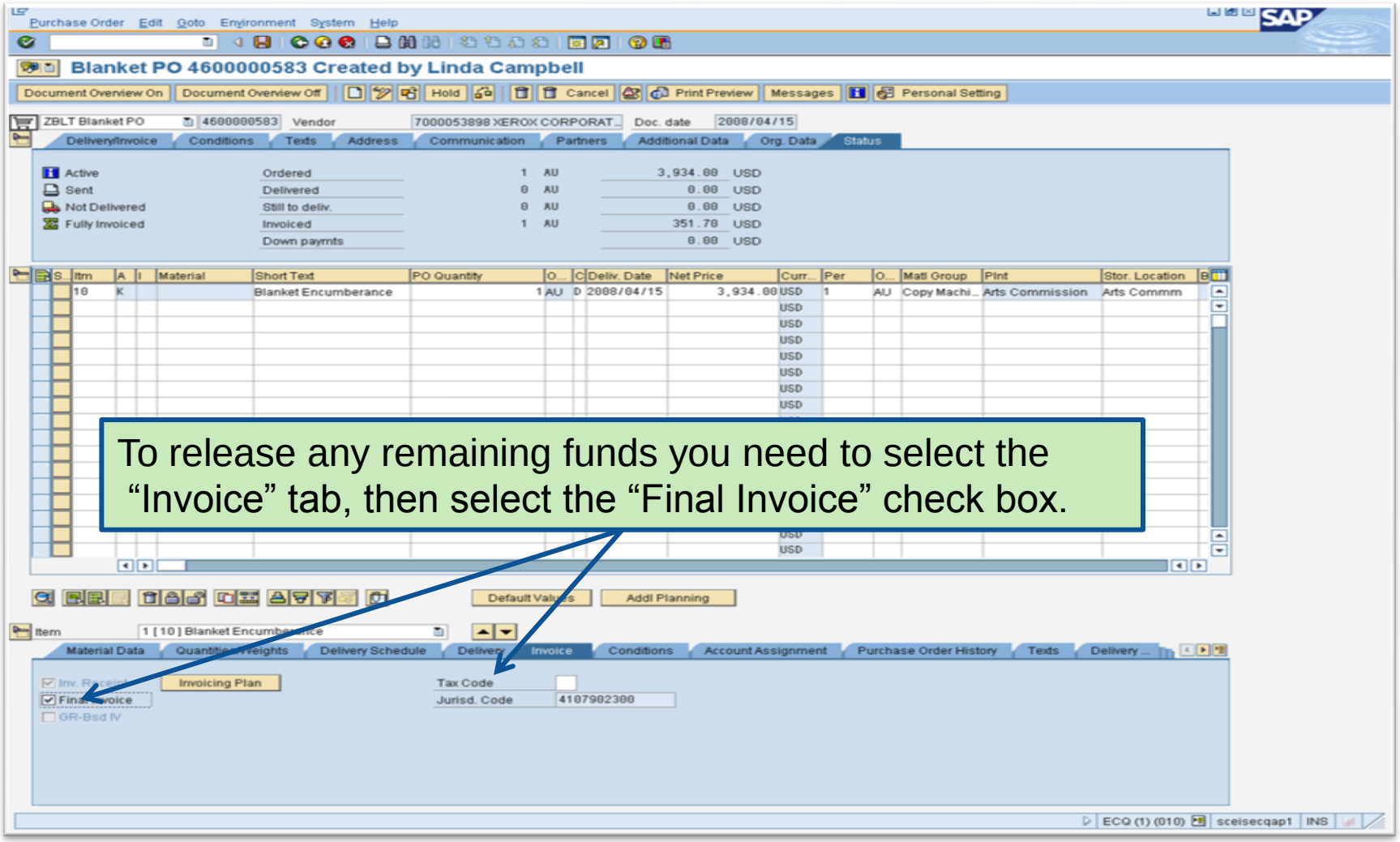
Closing a PO - ME22N



This is a Blanket Order that has one invoice. There are
remaining encumbered funds that need to be released.

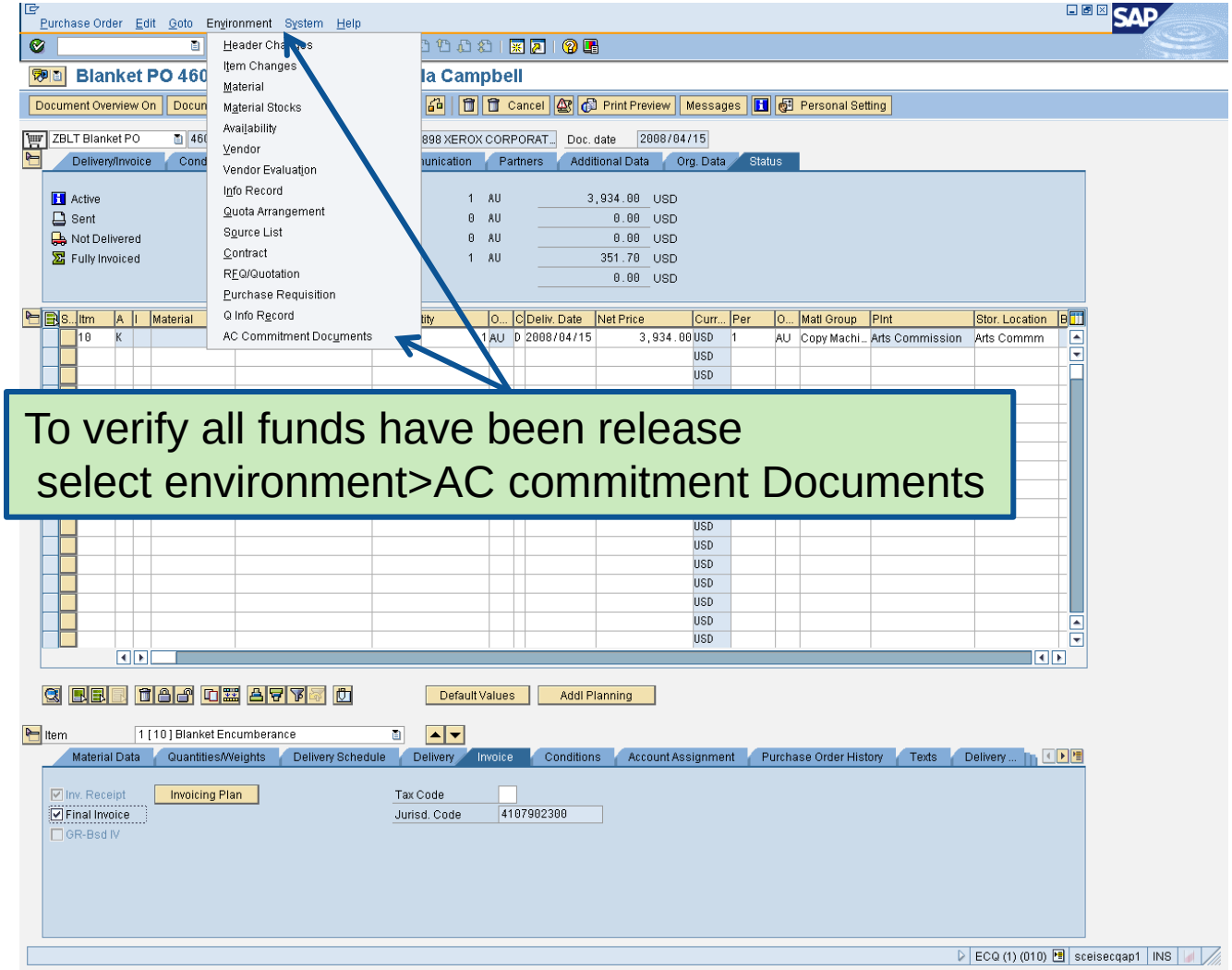
To see the Purchase Order History select the “Purchase Order
History” tab.

Closing a PO - ME22N cont.



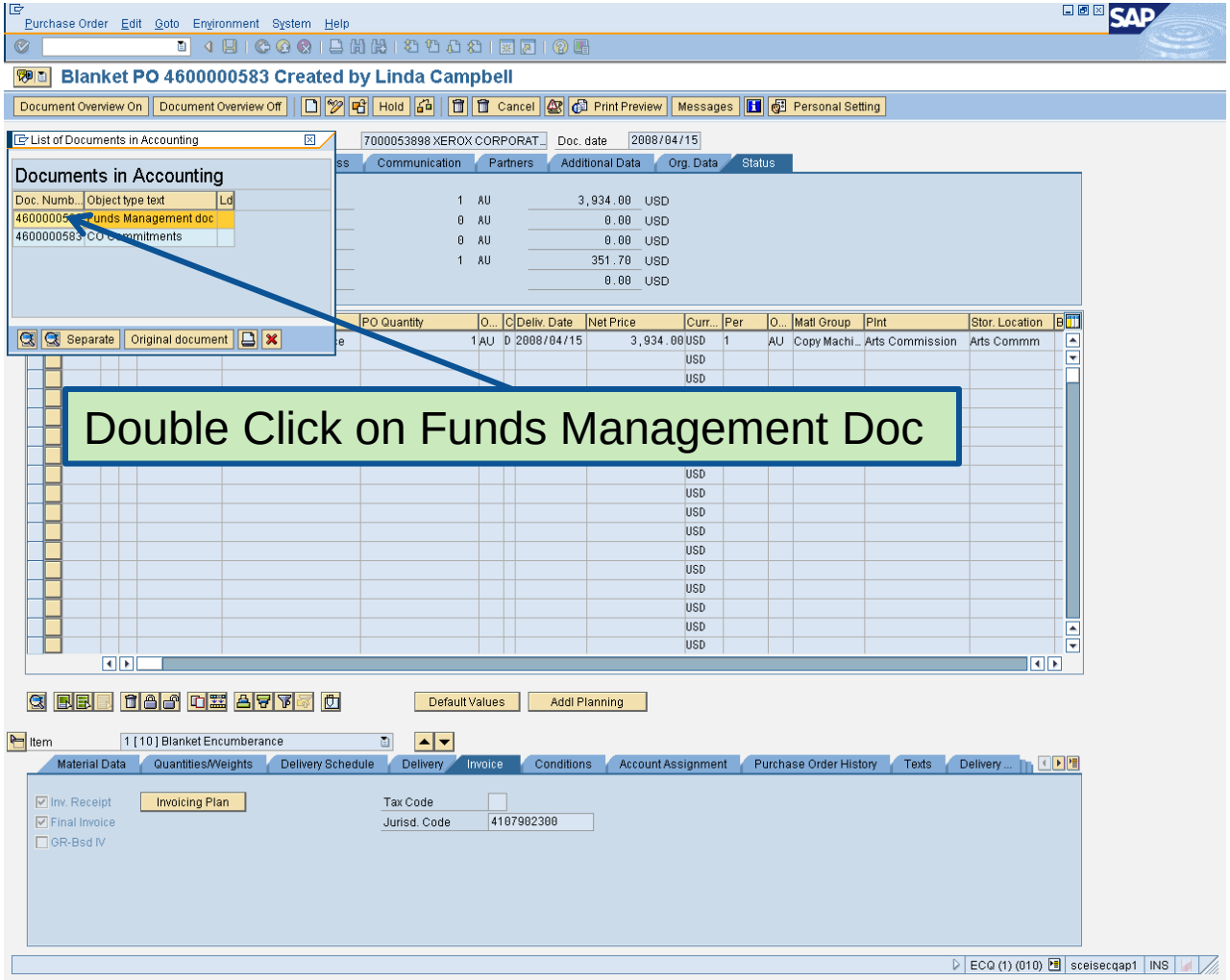
To release any remaining funds you need to select the "Invoice" tab, then select the "Final Invoice" check box.

Closing a PO - ME22N cont.

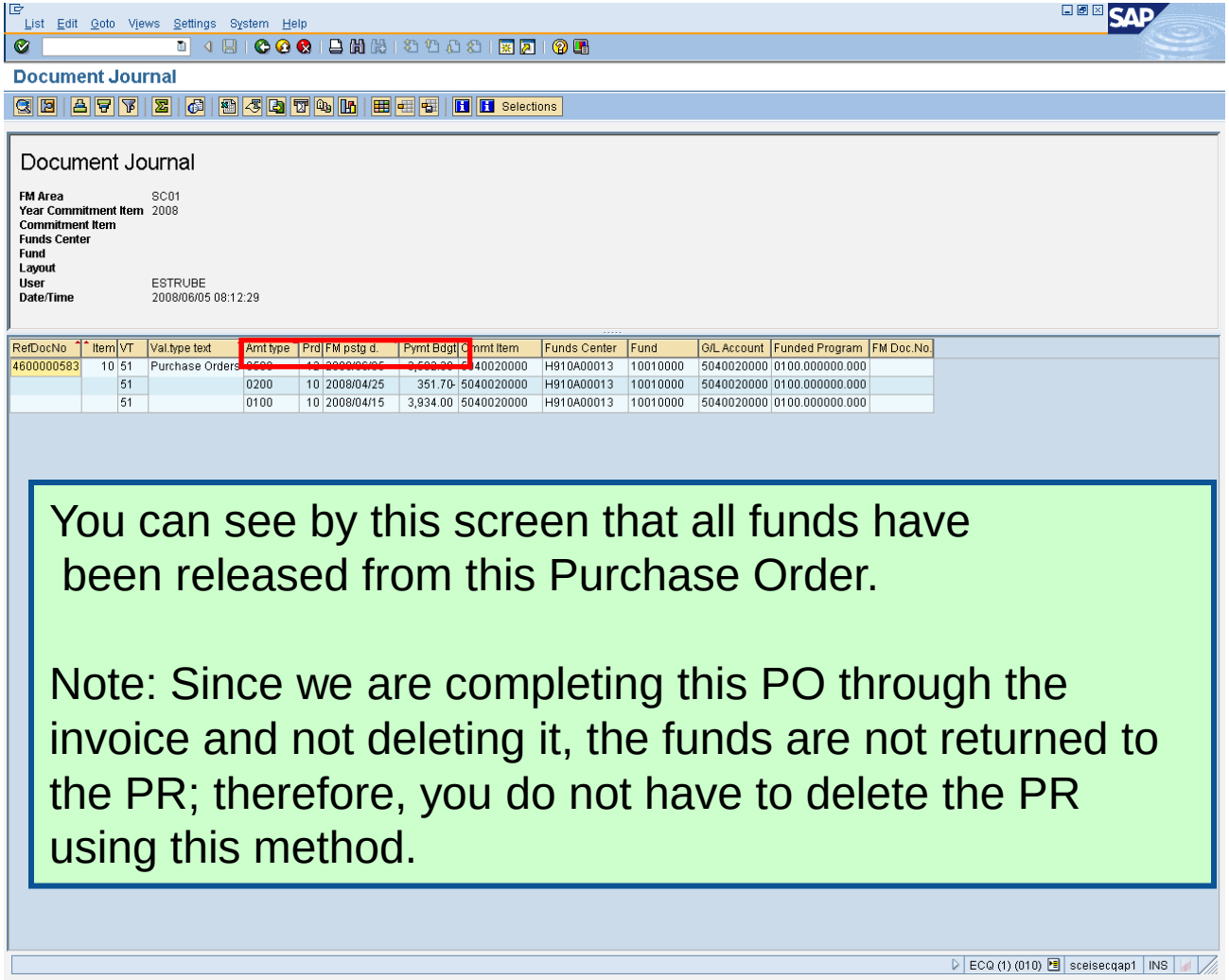


To verify all funds have been release
select environment>AC commitment Documents

Closing a PO - ME22N, cont.



Closing a PO - ME22N cont.



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

Note: Since we are completing this PO through the invoice and not deleting it, the funds are not returned to the PR; therefore, you do not have to delete the PR using this method.

Open Encumbrance Report

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

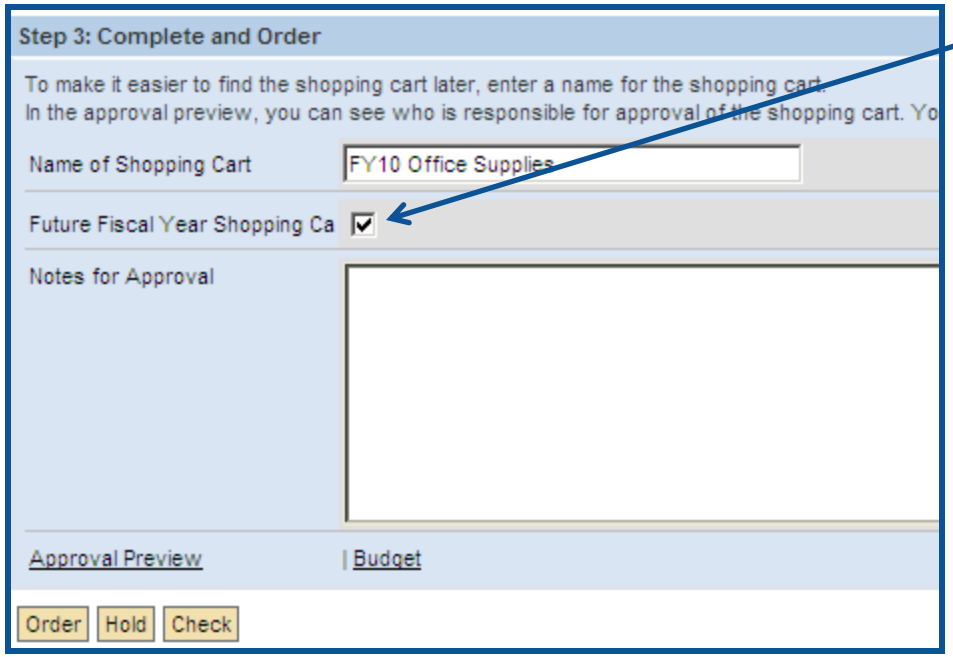
*Business Warehouse (BW) training is posted on the SCEIS Website in uPeform.

Completing Goods Receipts and Invoices

- Besides freeing up budget for unnecessary POs, it is important to post all goods receipts and invoices prior to year-end.
- Goods receipts posting allow invoices to be paid. If goods receipts are not posted, payments cannot be processed.
- Invoices for goods and services received by June 30 should be paid in the current year; otherwise, new year funds will be used for prior year expenditures and prior year funds will lapse which may cause budget shortfall in the new year.

Creating Shopping Carts for FY 11

- End users can begin creating shopping carts NOW for FY 11.
- If Account Assignment is known, Shopping Carts can be created and placed on hold for future release by checking “Future Fiscal Year Shopping Cart”



Lesson 3 Summary

- You should now be able to:
  - Generate a list of open purchase orders (POs).
  - Close purchase orders in the current fiscal year.
  - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 16th.
  - Create Shopping Carts for FY 11.

SCEIS

South Carolina Enterprise Information System

Lesson 4: Managing Inventory Processes

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Lesson 4 Learning Objectives

- Upon completion of this lesson, you should 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.

Inventory

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

- Inventory is replenished in SAP using PRs. This is the only procurement that produces a Purchase Requisition
- Material Reservations that consume inventory are initiated as a shopping cart in SRM or manually in ECC by the requestor

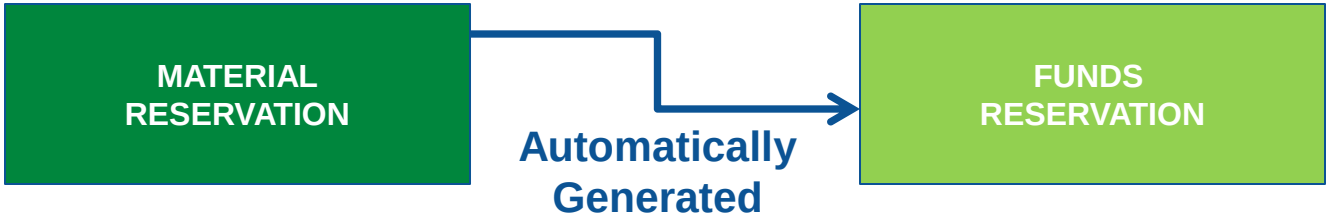
Material Reservations

The Inventory process has several steps:

- The initial request from the user is done as a "shopping cart" in SRM to consume inventory.

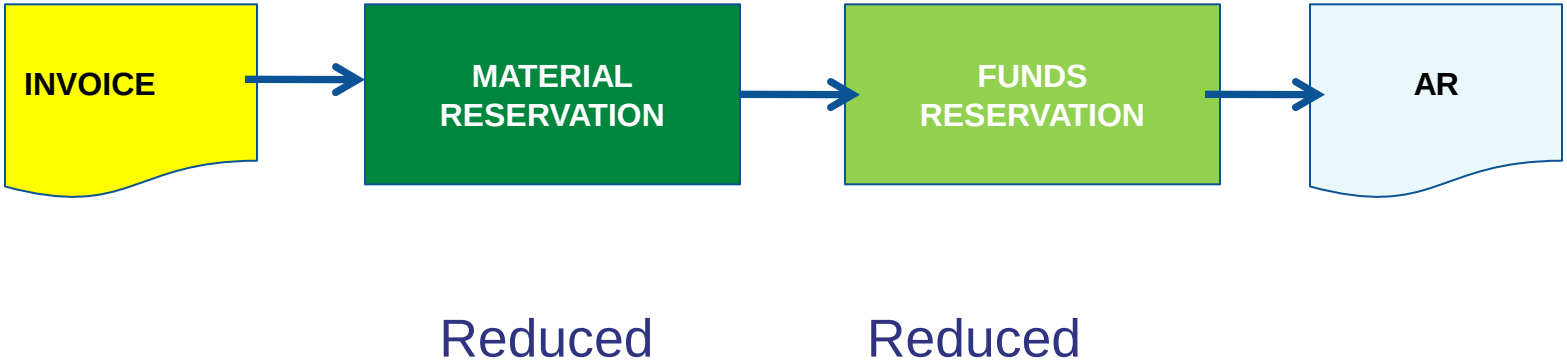
Request by

- Upon approval of the request, a material reservation is generated in IM ECC with a corresponding funds reservation in FM ECC
  - (Funds Reservation number can be located in the Account Assignment Data of the Material Reservation and vice versa)



Material Reservations cont.

- Upon goods issue to the user the material reservation is reduced which reduces the funds reservation and creates an automatic Due To/Due From (GL 1000000000) if business area and or funds have been crossed.



Material Reservations cont.

Review Material Reservations & Funds Reservations

- Inventory funds reservations encumber budget just like other funds reservations.
- Funds Reservations have a unique Document Type (MR)
- If you need to release funds for the current year, then you can reduce the material reservation (which automatically reduces the associated funds reservation) by one of the following methods.
  - Reducing Reserved Quantity on the Material Reservation
  - Setting “Delivery Completion” indicator during Goods Issue Transaction
  - Setting Deletion indicator in Material Reservation

These transactions can only be done by a buyer. AP personnel cannot close a material reservation.

Material Reservations cont.

- If the material reservation is adjusted upward or downward, the funds reservation related to inventory will also be automatically adjusted.

- If the funds reservation is adjusted, the material reservation will NOT automatically be adjusted.

MR ↑ ↓ = FR ↑ ↓

FR ↑ ↓ ≠ MR ↑ ↓

Material Reservations cont.

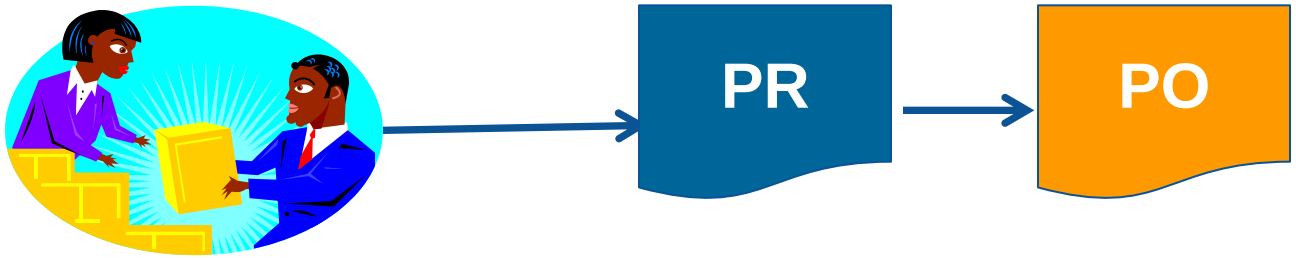
- Be sure to **make adjustments** for inventory **to the material reservation** and **NOT the funds reservation!**

  NOTE: DO NOT Manually Liquidate MR Type Funds Reservations.

- **All material reservations should be adjusted to zero by June 30.**

Inventory PR & PO

- Inventory replenishment is done in SCEIS/ECC (not SRM) by using a purchase requisition (PR) and Purchase Order (PO) process.



Inventory PR & PO cont.

- Purchase Requisitions are converted manually to Purchase Orders.
- At year-end, there may be PRs and POs that need to be closed, deleted or carried forward.
- PRs and POs associated with inventory need to be reviewed just like other POs.

Inventory PR & PO cont.

- Closing an inventory PR or PO can be done by:
  - procurement staff using ME52N and ME22N and marking the PO indicator "delivery complete"
- Closing an inventory PR or PO cannot be done by accounting staff.
- Carrying forward a PR or PO can be done by ZFMJ2.

Inventory PR & PO cont.

- At time of conversion from a PR to a PO, the commitment transfers from the PR to the PO.

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

- Likewise, if the PO is deleted, the Commitment transfers from the PO **back** to the PR.

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

Inventory PR & PO cont.

- If you **delete** a PO Line item the PR is open again so it also needs to be deleted.
- This only occurs with inventory as there are not PRs created with regular purchases through SRM.

- **Use caution if you delete a PO associated with inventory!**

Inventory PR & PO cont.

- If you delete a PO to free up encumbered funds and there was a PR, the funds are still encumbered until you delete the PR.
- If you **close** a PO, the PR is NOT open again.
- **Closing a PO is recommended** over deletion for this reason!!

Year-end Considerations

- Physical inventory count
  - Ensure that all inventory items are counted at least once in the fiscal year
  - Post any inventory adjustments prior to July 16th for 2010
- Inventory scrapping
- Monitor Slowly Moving Stock / Obsolescence / Surplus
- Ensure that goods receipts are posted in a timely manner

Year-end Considerations cont.

- Sales Orders
  - Review all open Sales Orders
  - Review all pending and open Deliveries – these should relate to open Sales Orders
  - Review all open Billing Documents related to Sales Orders – be sure all deliveries have been billed.
- Sales Contracts
  - Review all open Sales Contracts
  - Review all pending and open Billing Documents
- Be sure these items are accurate at year-end for CAFR purposes as CG will make accrual entries based on these open items.

Lesson 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

LESSON 5: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 5 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 FY2009 in July and August.
  - Review accounts payable balances.

Key Terms and Concepts

- 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://uperform.sc.gov.
  - Go to the **Search** box in the upper right corner of the webpage.
  - Enter “**Accounts Payables**” and click “Go”.

Key Transactions

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

Using the Posting Date – FV60 & MIR7

- 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.

FY2010	**FY2011**
Use 06/30/2010 through July 16	**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
SGL 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						
	Debit						

Using the Posting Date – MIR7

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code SC01

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

Transaction: Invoice

Balance: 0,00

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date:

Reference:

Posting Date: 03.06.2008

Amount:

Calculate tax

Tax amount:

I1 (A/P Sales Tax)

Text:

Company Code: SC01 State of South Carolina Columbia, SC

Lot No.:

Purchase Order/Scheduling Agreeme...

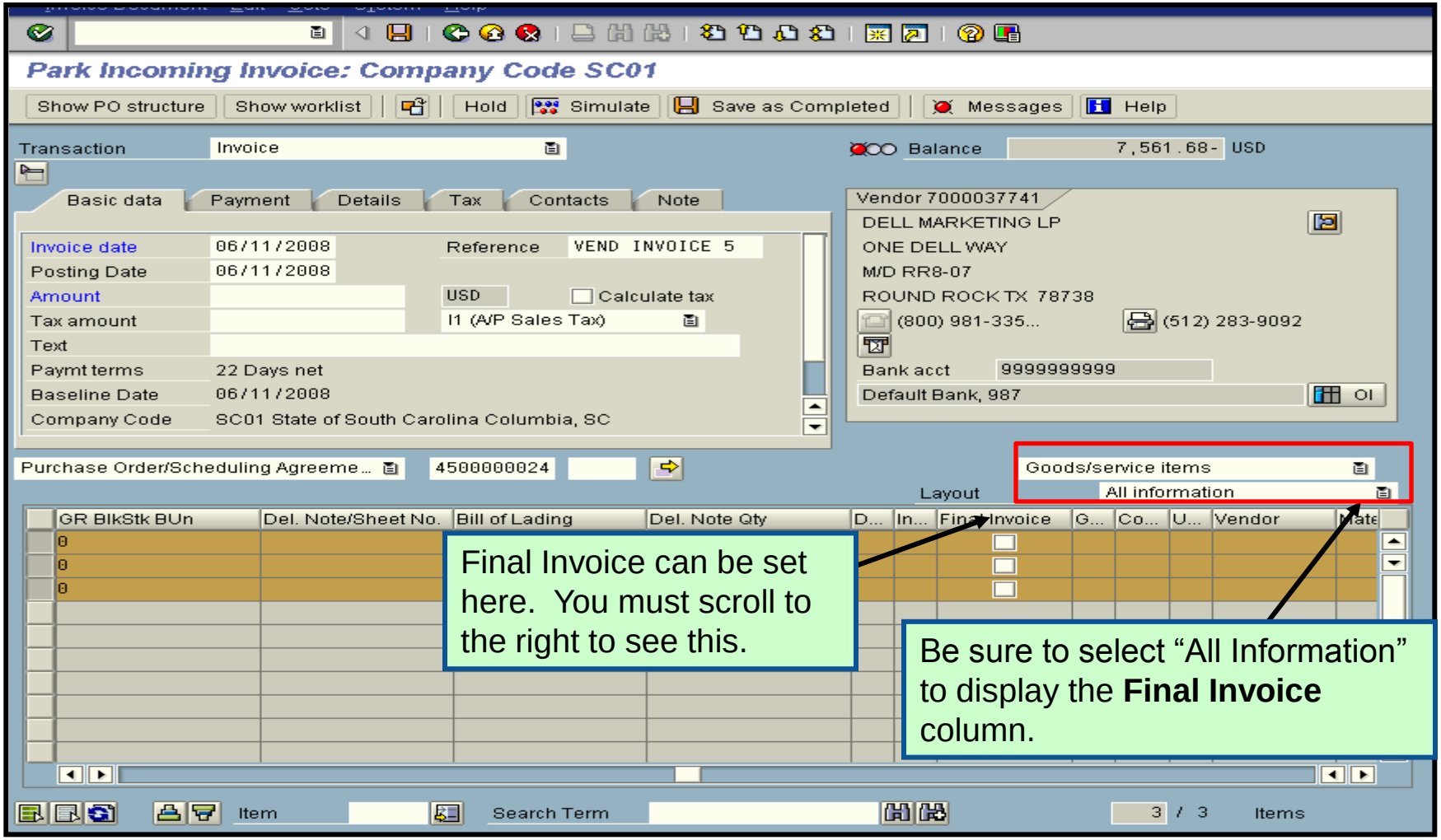
Goods/service items

Layout: All information

Item	Amount	Quantity	Or...		Purchase ...	Item	Procurement Doc.	PO Text

Item | Search Term | 0 / 0 Items

Final Invoice Indicator – MIR7



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

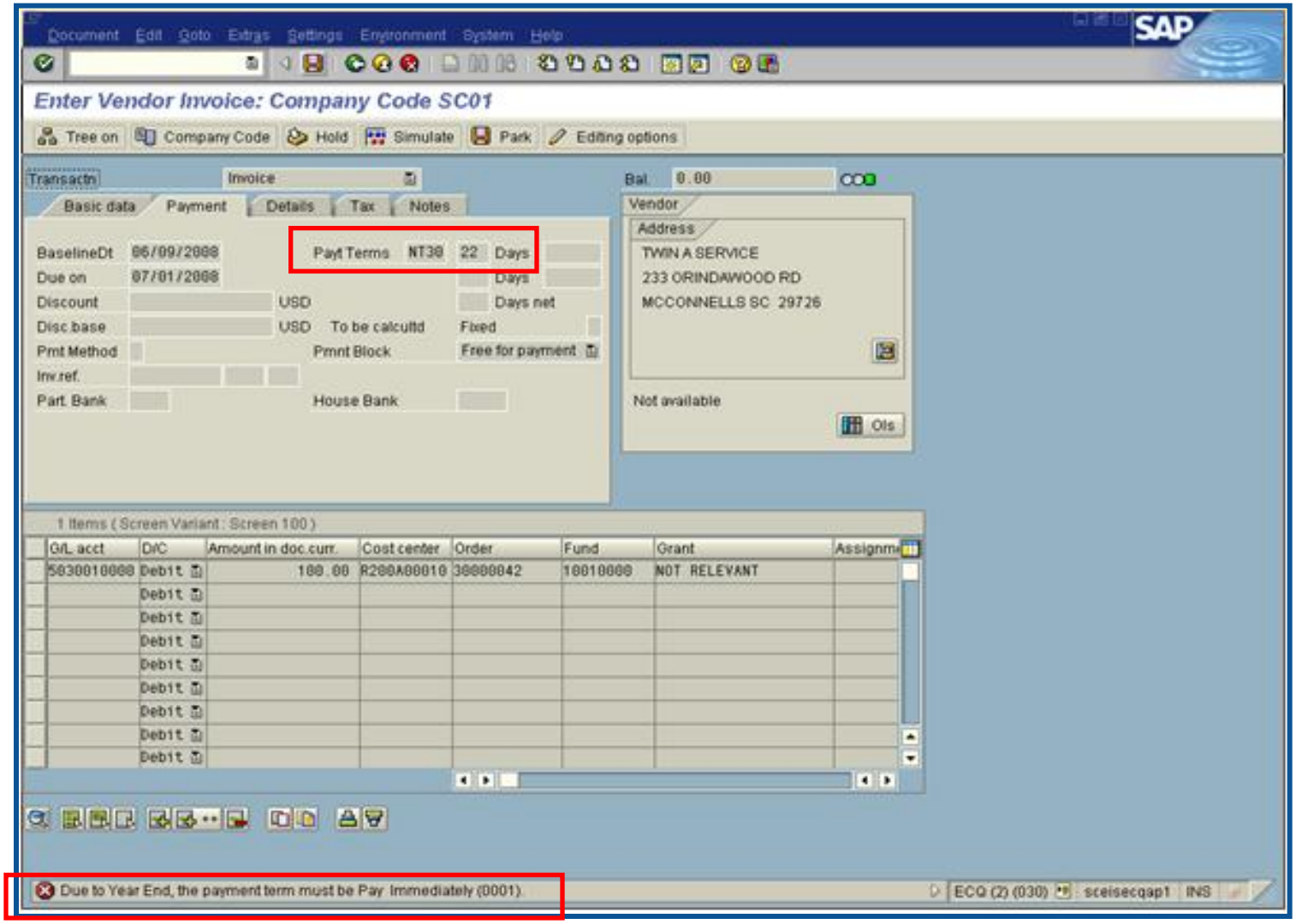
Be sure to select "All Information" to display the **Final Invoice** column.

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**.

Payment Terms, cont.



Prior Year Payables in the New Year

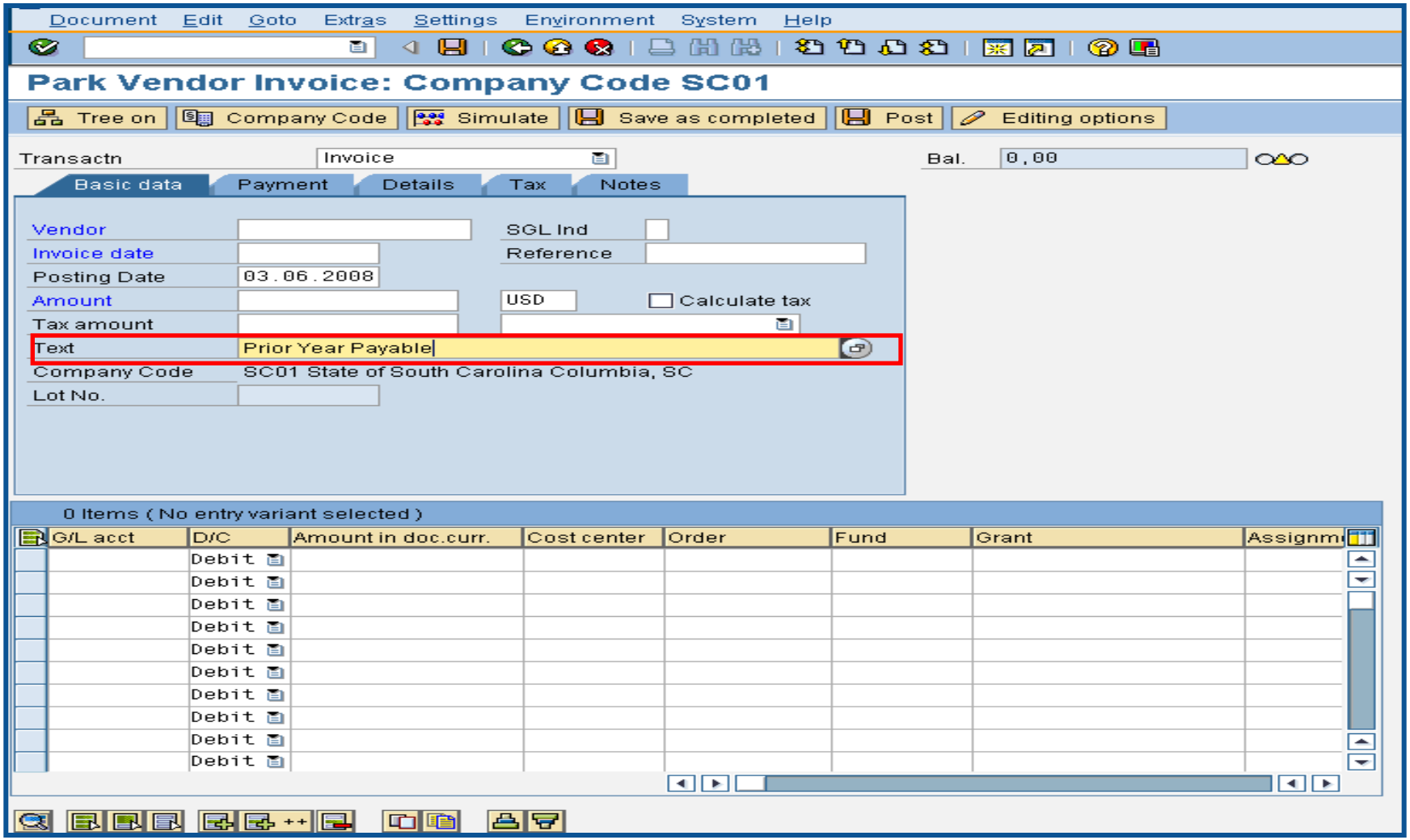
- The Accounts Payable closing package requires the reporting of payables at June 30th for the prior fiscal year paid in the new fiscal year.

- Example:
  - Invoice received in August for services performed in May.
  - The prior fiscal year is closed – closed July 16th.
  - Because the services were performed in May, prior to the end of the fiscal year (June 30), this payment is a prior year payable.

Prior Year Payables in the New Year cont.

- SCEIS will be able to report prior year payables as long as the proper procedures are used.
- For payments made in the new fiscal year for the prior fiscal year after the prior year has closed, use the Header Text field and choose “Prior Year Payable” from the dropdown box.
- This field will be used to pull a report for use in preparing the Accounts Payable closing package.
- Currently, the Accounts Payable closing package only requires the capture of these payables paid in July and August of the new year.

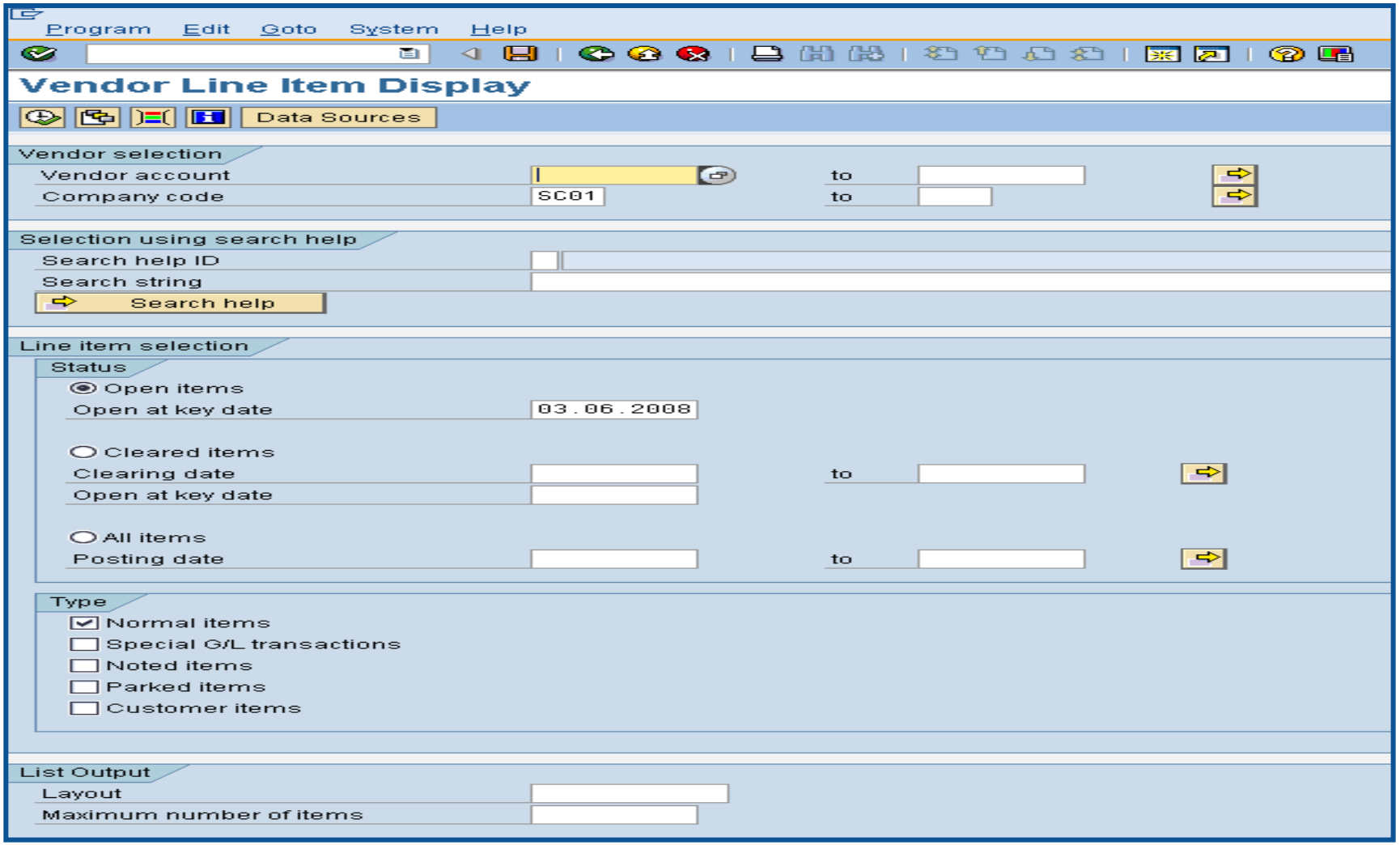
Prior Year Payables in the New Year cont.



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 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.



Open Item A/P Balances – FBL1N cont.

Vendor Line Item Display

Vendor 000F030000
Company Code SC01

Name BUDGET AND CONTROL BOARD
City COLUMBIA

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

Vendor 30039394
Company Code SC01

Name DOUGLAS S
City LEXINGTON

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

Vendor 30044801
Company Code SC01

Name DANA R
City LEXINGTON

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	REGISTRATION FEE	3500000977	ZT	13.05.2008			195,00-	USD		registration for NCCER instructor certification
*							195,00-	USD		
** Account 30044801							195,00-	USD		

Lesson 5 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.

South Carolina Enterprise Information System

LESSON 6: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 6 Learning Objectives

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

Key Terms and Concepts

- Receipt Date – The date **received** by the agency.
- Deposit Date – This is the date of the **Bank Validation** noted on the bank deposit slip.

SCEIS Terms

- Document Date = **Bank Validation** = Deposit Date
  - So the STO can match the deposit.
- Posting Date – Determines which fiscal year the transaction will post.

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 6/30/2010 or prior to post to 2010.
  - All revenue received **as of** June 30, but deposited in July must have a posting date of 6/30/2010 to post to 2010.
  - All revenue received **after** June 30 must have a posting date of 07/01/2010 or after and must post to 2011.

Revenue at Year-End cont.

Received Date	Bank Validation Date	Document Date	Posting Date
6/28	6/29	6/29	6/29 **Period 12, 2010**
6/29	6/30	6/30	6/30 **Period 12, 2010**
6/30	7/1	7/1	6/30 **Period 12, 2010**
6/30	7/7	7/7	6/30 **Period 12, 2010**
7/1	7/2	7/2	7/2 **Period 1, 2011**

Revenue at Year-End cont.

- Deposits for Period 12 (FY2010), and Period 01 (FY2011), must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
- Agencies must deposit all cash on hand that was receipted as of June 30, 2010, as Period 12 of FY2010 revenues and will have until 10:30 a.m. July 6th or 7th to enter the bank deposit in SCEIS for approval by the STO.
- All deposit slips transmitted for FY2010 pertaining to Period 12 of FY2010 must be received in the State Treasurer's Office not later than 10:30 a.m. July 6th or 7th, 2010.

Revenue at Year-End cont.

- If a bank deposit has been validated after Tuesday, July 7, 2010, you must contact the STO if you need that deposit recorded in Period 12, FY09-10. This should be a rare exception, as revenue deposited on or after July 1, 2010 should be recorded as FY2011 revenue.

- It is not necessary to contact the STO prior to submitting deposits for Refund of Expenditure or Refund of Travel for FY2010. Use Period 12 on these deposits and submit them in the normal manner until July 16th.

Revenue at Year-End, cont.

- All deposits received 7/1 and after must have a posting date of 7/1 or after.
- There is **only one exception** – 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.
- Refunds of expenditures for the prior year must use a **posting date of 6/30**.

Post with Clearing F-04

Document Edit Goto Extras Settings Environment System Help

Post with Clearing: Header Data

Choose open items | Acct model

Document Date		Type		Company Code	
Posting Date	04.06.2008	Period		Currency/Rate	
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Clearing text					

Transaction to be processed

- ○ Outgoing payment
- ◉ Incoming payment
- ○ Credit memo
- ○ Transfer posting with clearing

First line item

PstKy		Account		SGL Ind		TType	

Revenue at Year-End cont.

- If a deposit validated by the bank as of June 30, 2010 has not been recorded by the STO by July 16th, it will be necessary to record this deposit as a FY2011 transaction and the Agency must contact the Central State Financial Reporting Division of the CGO for appropriate adjustments in accordance with GAAP requirements.

- Agencies are reminded that the year-end cutoff for FY2010 revenue is subject to audit and the Agency must maintain documentation to support the cutoff.

Revenue at Year-End cont.

- Funds classified for GAAP purposes as part of the "Zero-Balance Clearing Fund" (see Appendix A-2 of the GAAP Closing Procedures Manual) should have a zero balance at the end of the fiscal year.
- If your Agency deposited cash during the previous fiscal year into such a fund, you must transfer all remaining balances to the proper funds and general ledger codes before the end of Period 12, FY2010.
- Transactions to transfer such balances must be entered on or before July 16th.

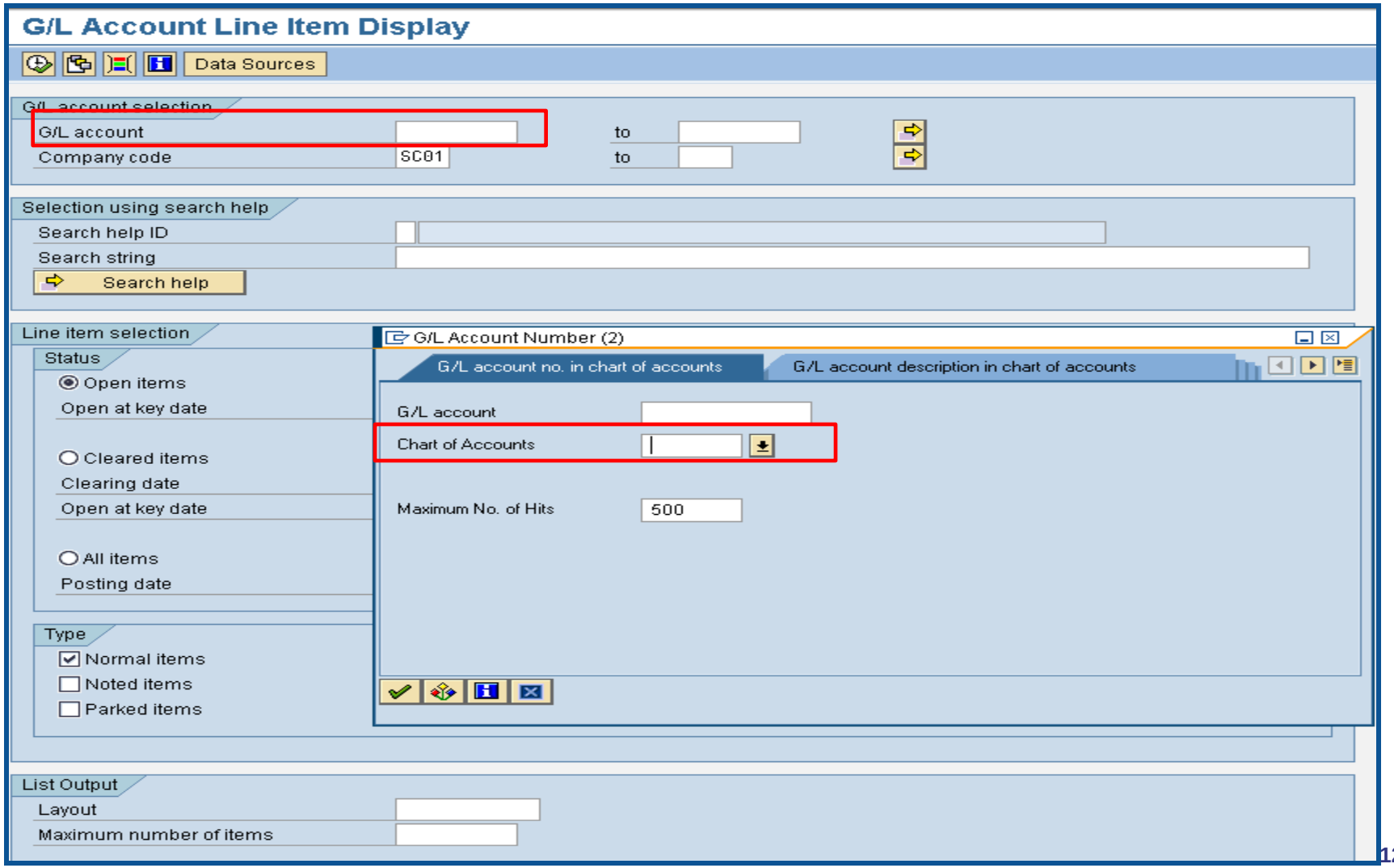
Revenue at Year-End cont.

- Cash balances remaining in Earmarked, Restricted, and Federal funds after July 31, 2010 will be brought forward into the new year.
- Cash balances for the previous fiscal year accounts will be pooled with new fiscal year cash balances during July for the extended period 12 and period 1.
- Transactions will not overdraft cash accounts if there is available cash in either or both fiscal years.

Accounts Receivable at Year-end

- Accounts receivable balances need to be reviewed at year-end to ensure balances are appropriate and the detail AR balance with the GL.
- 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.

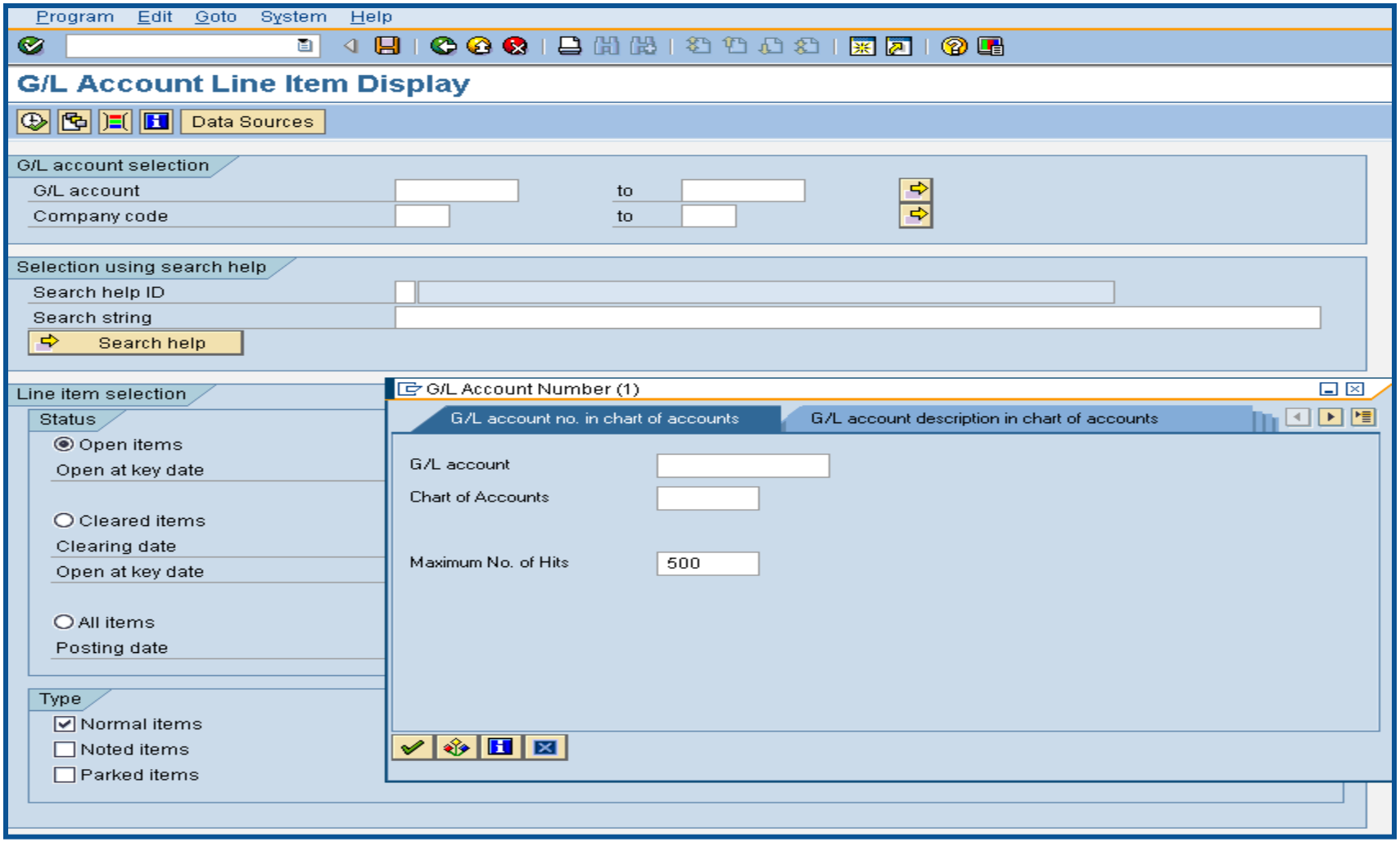
G/L Account Line Item Display – FBL3N



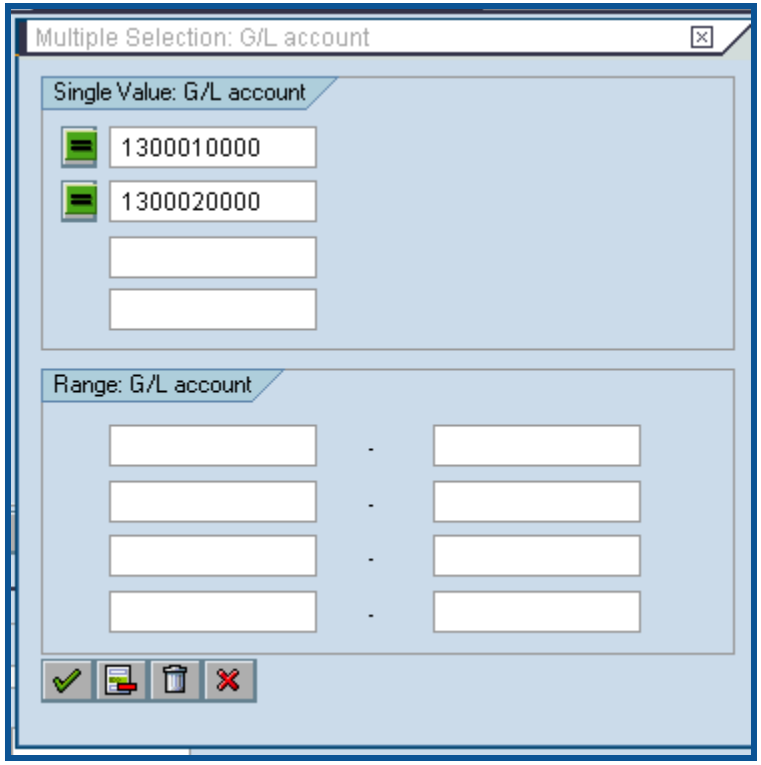
G/L Account Line Item Display – FBL3N cont.

1300010000	SC01 ACCOUNTS RECEIVABLE - CURRENT
1300011000	SC01 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS RECEIVABLE
1300020000	SC01 ACCOUNTS RECEIVABLE - IDT
1300500000	SC01 SHORT TERM CREDIT CARD RECEIVABLE
1390010000	SC01 INTERFUND RECEIVABLES

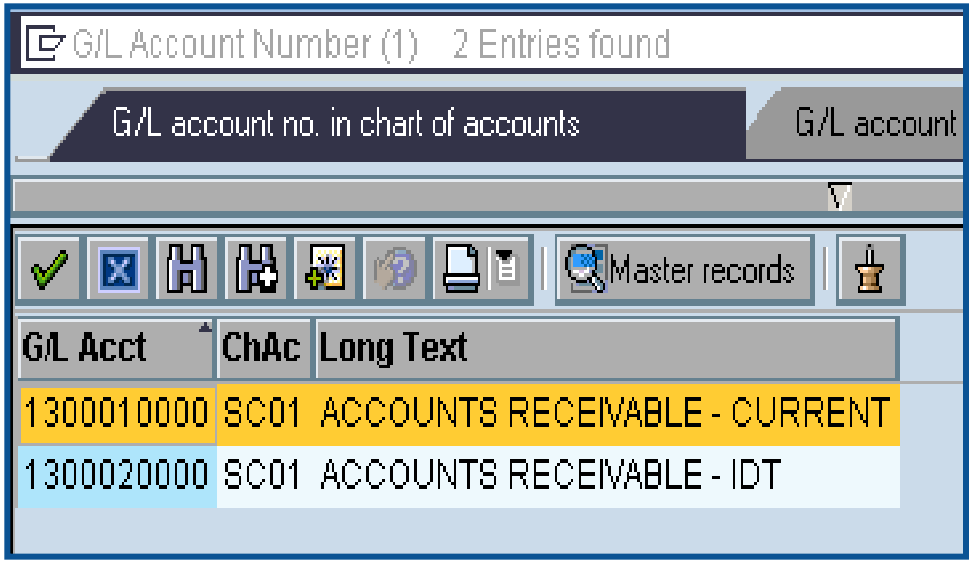
G/L Account Line Item Display – FBL3N cont.



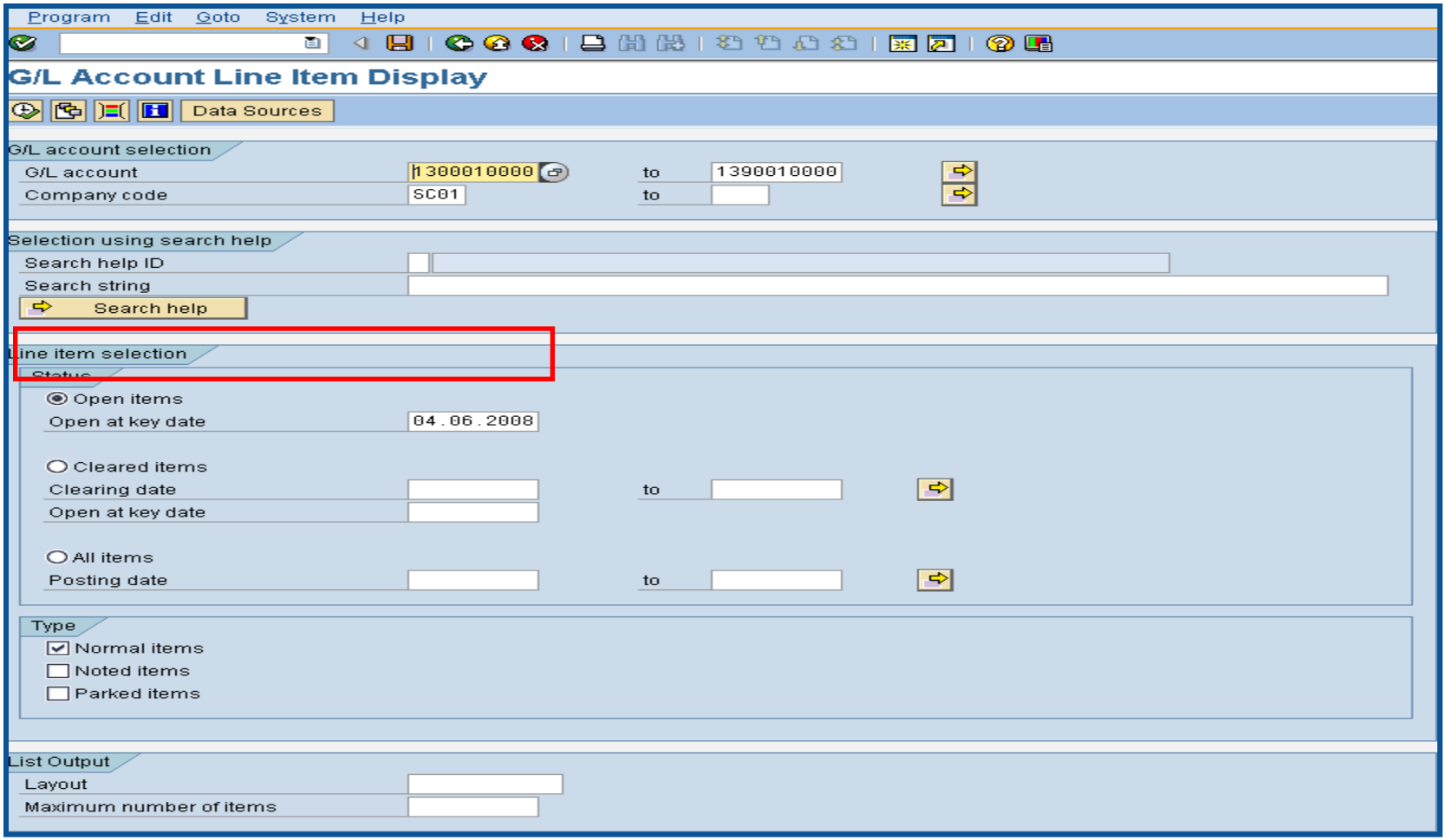
G/L Account Line Item Display – FBL3N cont.



G/L Account Line Item Display – FBL3N cont.



G/L Account Line Item Display – FBL3N cont.



G/L Account Line Item Display – FBL3N cont.

G/L Account Line Item Display

Selections | Dispute Case

G/L Account 1300010000 ACCOUNTS RECEIVABLE - CURRENT
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	20080331	2000000426	H910	DR	03/31/2008	01	70.00	USD			Inv. #800040 Darlington cty schools
	20080331	2000000427	H910	DR	03/31/2008	01	55.00	USD			Inv. #800039
	20080331	2000000428	H910	DR	03/31/2008	01	140.00	USD			Inv. #800043
*							265.00	USD			
** Account 1300010000							265.00	USD			

G/L Account * *
Company Code *

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
***							265.00	USD			

G/L Account Line Item Display – FBL3N cont.

G/L Account Line Item Display

Selections | Dispute Case

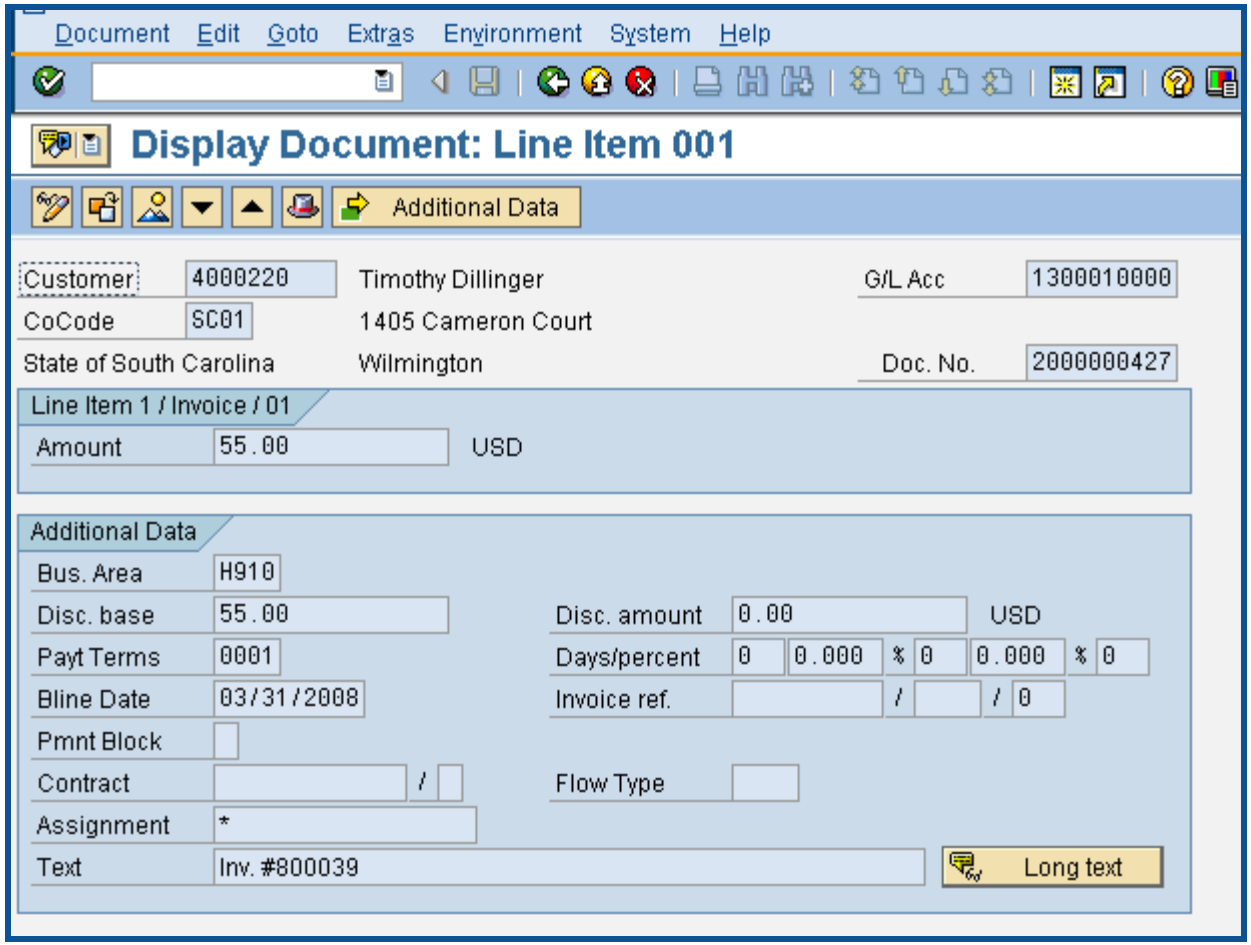
G/L Account 1300010000 ACCOUNTS RECEIVABLE - CURRENT
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	20080331	2000000426	H910	DR	03/31/2008	01	70.00	USD			Inv. #800040 Darlington cty schools
	20080331	2000000427	H910	DR	03/31/2008	01	55.00	USD			Inv. #800039
	20080331	2000000428	H910	DR	03/31/2008	01	140.00	USD			Inv. #800043
*							265.00	USD			
** Account 1300010000							265.00	USD			

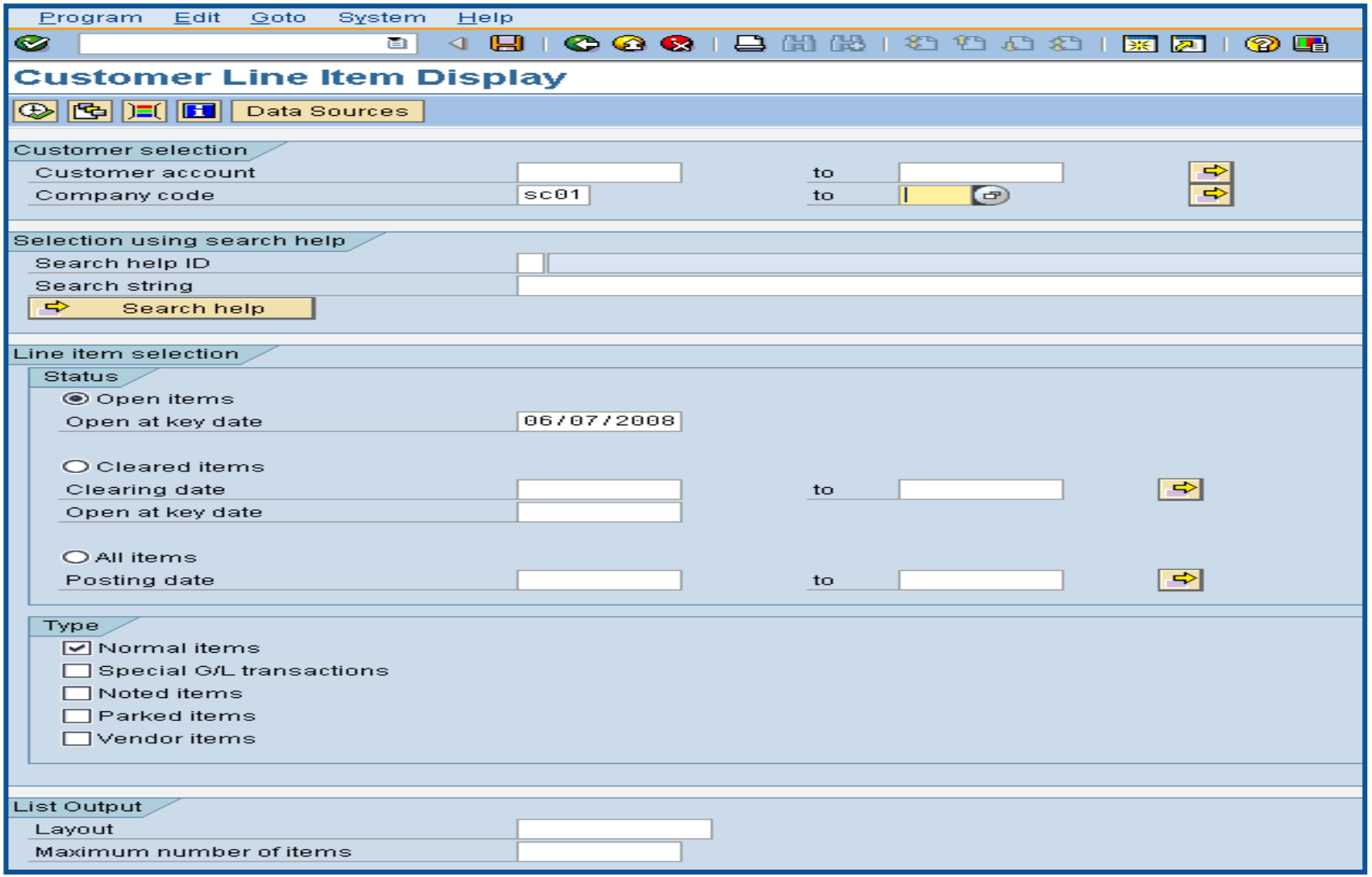
G/L Account * *
Company Code *

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
***							265.00	USD			

G/L Account Line Item Display – FBL3N cont.



Display Customer Line Items – FBL5N



Display Customer Line Items – FBL5N cont.

Customer Line Item Display

Selections | Displ

Customer 3161000
Company Code SC01

Customer 3401000
Company Code SC01

Name Richland School District 1
City Columbia

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	*	2000000428	DR	03/31/2008			140.00	USD		Inv. #800043
*							140.00	USD		
** Account 3401000							140.00	USD		

Customer 4000220
Company Code SC01

Name Timothy Dillinger
City Wilmington

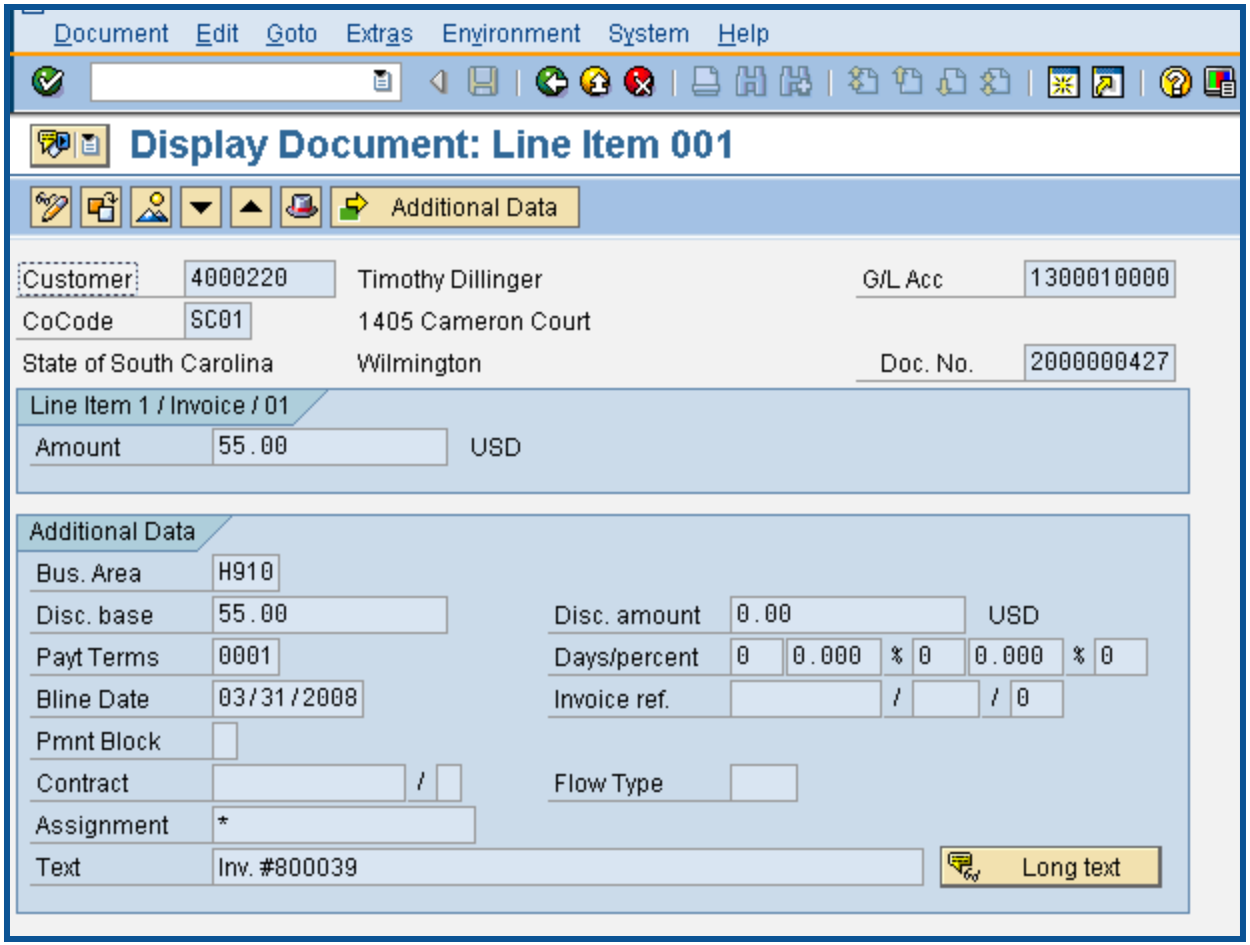
St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	*	2000000427	DR	03/31/2008			55.00	USD		Inv. #800039
*							55.00	USD		
** Account 4000220							55.00	USD		

Customer *
Company Code *

Name *
City *

St	Assignment	DocumentNo	Typ	Doc. Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
***							265.00	USD		

Display Customer Line Items – FBL5N cont.



Display Undeposited Cash – FBL3N

- The **"Undeposited Cash"** account 100001000X **must be $-0-** (cleared out) at year-end.
- Funds are first deposited into this account, then verified by the STO.
- Once verified by the STO, they are moved to the 1000030000 "Cash Deposits" account.
- 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.**
- There are no longer "Green Deposit" slips.
- To review Undeposited Cash receipts, use **FBL3N**.

Display Undeposited Cash – FBL3N cont.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account: 1000010000 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: 06/07/2008

Cleared items
Clearing date: to
Open at key date

All items
Posting date: to

Type

Normal items
Noted items
Parked items

List Output

Layout
Maximum number of items

Display Undeposited Cash – FBL3N cont.

G/L Account Line Item Display

Selections | Dispute

G/L Account 1000010000 UNDEPOSITED CASH
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	*	4600000175	H710	ZF	04/28/2008	40	6,061.00	USD			
	*	4600000176	H710	ZF	04/15/2008	40	449.79	USD			
	*	4600000192	H710	ZF	05/20/2008	40	77.90	USD			
	00000000	1200000089	H710	SK	01/11/2008	40	430.00	USD			
	00000000	1200000395	H710	SK	04/09/2008	40	409.46	USD			
*							7,428.15	USD			
** Account 1000010000							7,428.15	USD			

G/L Account * *
Company Code *

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
***							7,428.15	USD			

Lesson 6 Summary

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

SCEIS

South Carolina Enterprise Information System

LESSON 7: PROCEDURE FOR MANAGING BUDGET

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Lesson 7 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 89.29.
  - 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 2010 and 2011.
  - 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

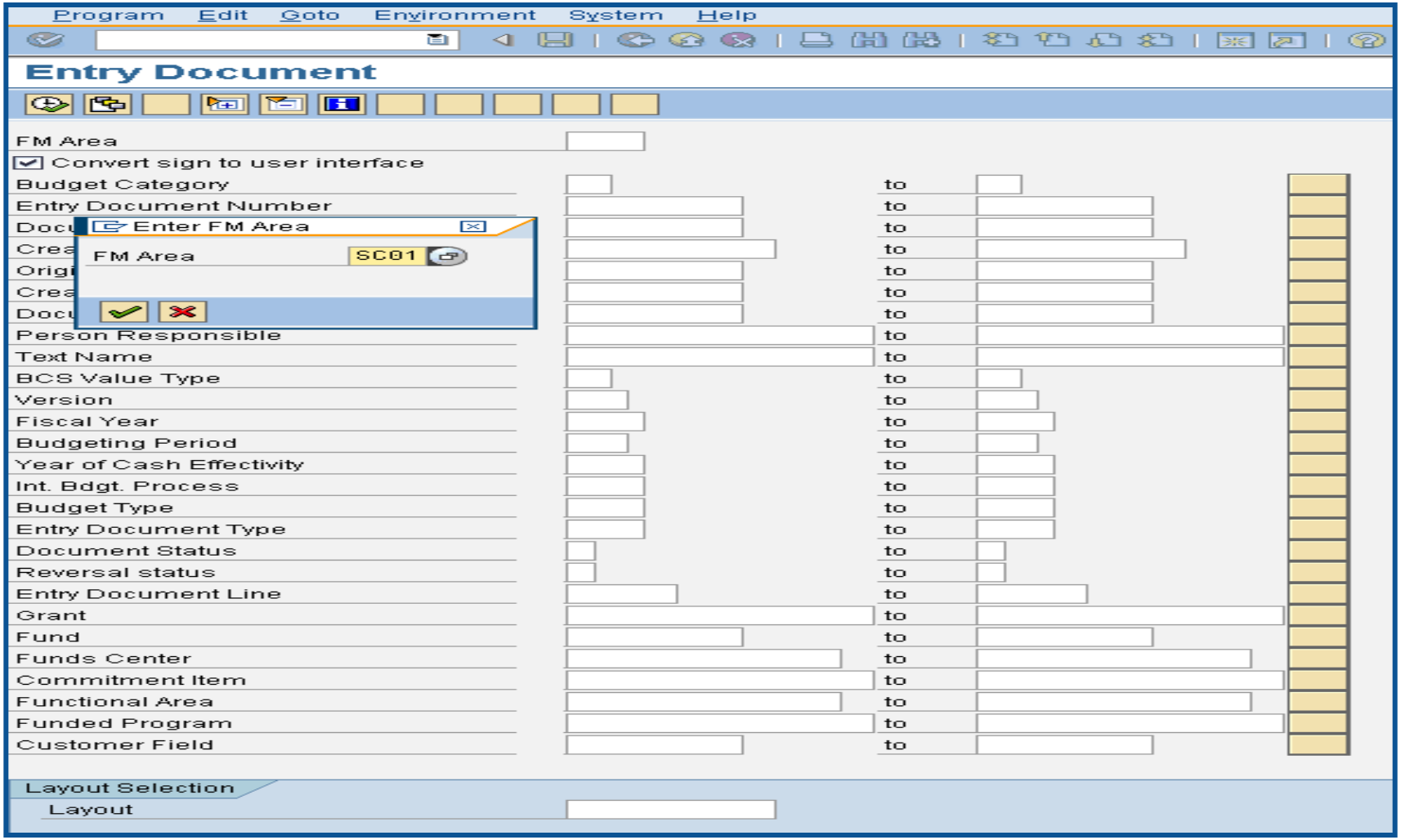
Key Transactions

- **FMEDD** – Budgeting Entry Document: Display Budget Items
- **FMBB** – Budgeting Workbench
- **FMRP_RW_BUDCON** - Budget Consumption Report (standard SAP report)
- **ZBD1** – Budget Consumption Report (specifically designed for SCEIS)
- **FMRP_RW_BUDGET** - Budget Status Report
- **FMAVCR01** - Budget Availability Control Report: Overview of Annual Values

Budget Items at Year-End

- Clear all pre-posted budget items by the close of the fiscal year – July 16th.
- A listing of all pre-posted items can be generated by using T-code **FMEDDW** or **FMEDD.**
- Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB**.
- Statewide Carryforward, will be handled centrally. SCEIS agencies will not have to enter this information, if there is any carryforward.

Display Budget Items - FMEDDW



Pre-Posted Budget Items – FMEDDW

Program Edit Goto Environment System Help

Entry Document

FM Area	SC01		
Budget Category	9F	to	
Entry Document Number		to	
Document Family Number		to	
Created by		to	
Original Application		to	
Created on		to	
Document Date		to	
Person Responsible		to	
Text Name		to	
BCS Value Type		to	
Version		to	
Fiscal Year	2008	to	2008
Budgeting Period		to	
Int. Bdgt. Process		to	
Budget Type		to	
Entry Document Type		to	
Document Status	2	to	2
Reversal status		to	
Entry Document Line		to	
Grant		to	
Fund		to	
Funds Center	P1600000	to	P160GH0010
Commitment Item		to	
Functional Area		to	
Funded Program		to	

Layout Selection

Layout

Pre-Posted Budget Items – FMEDDW cont.

Status of a budget entry document (1) 4 Entries f

Document Stat...	Short Descript.
1	Posted
2	Preposted
3	Preposted posted
4	Preposted undone

1. **Posted** – entered and directly posted (no workflow)
2. **Pre-posted** – Originally saved with the Pre-post button and has not been completed by the Agency funds manager or OSB
3. **Pre-posted Posted** – Originally saved with the Pre-post button and has been completed
4. **Pre-posted Undone** – Originally saved with the Pre-post button but then was cancelled (undone)

Pre-Posted Budget Items – FMEDDW cont.

List Edit Goto Settings System Help

Selection List for Entry Documents

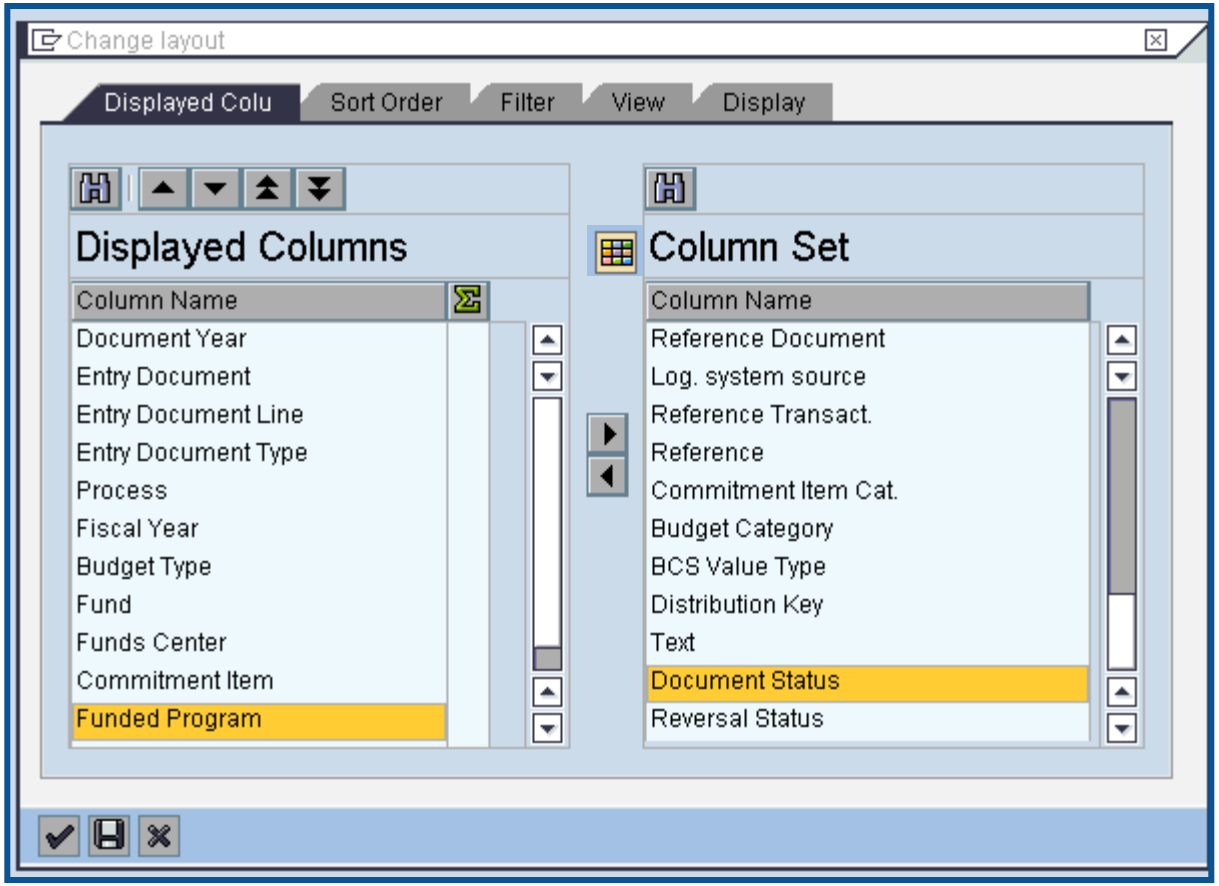
ABC Choose Save Selections

FM area	SC01
Currency	USD
Budget Category	Payment

Doc Year	Entry Docu	Line	Version	Doc. Type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt Item	Functional Area	Grant	Funded Program	Amount LC
2008	1000000557	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	36038000	P1600000	507000	0000000000000000	NOT RELEVANT	9900.000000.000	575.917,25
	1000000558	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	36038000	P1600000	4890060000	0000000000000000	NOT RELEVANT	9900.000000.000	575.917,25
	1000000634	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	501058	0000000000000000	NOT RELEVANT	1500.200000.000	75.000,00
		000002	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	513000	0000000000000000	NOT RELEVANT	9500.050000.000	60.000,00
		000003	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	502000	0000000000000000	NOT RELEVANT	1500.200000.000	60.000,00
	1000000635	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	35210000	P1600000	4390030000	0000000000000000	NOT RELEVANT	1500.200000.000	195.000,00

Pre-Posted Budget Items – FMEDDW cont.

Click the rubric's cube icon to change the report to include Document Status. This function can also be used to delete items from the report.



Pre-Posted Budget Items – FMEDDW cont.

List Edit Goto Settings System Help

Selection List for Entry Documents

ABC Choose Save Selections

FM area SC01
Currency USD
Budget Category Payment

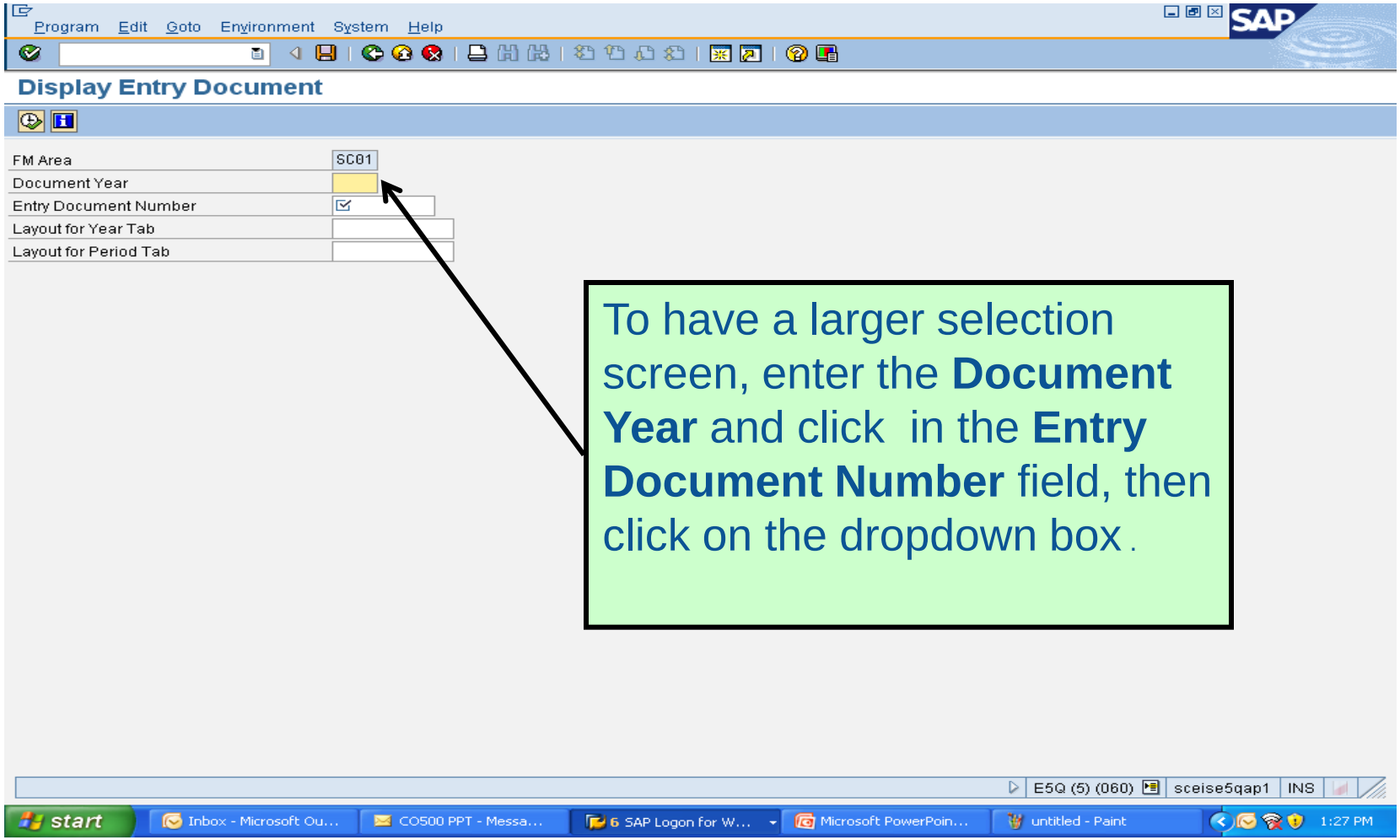
Doc Status Added

Doc Year	Entry Docu	Line	Version	Doc. Type	Process	Year	Budget Type	Fund	Funds Ctr	Cmmt Item	Funded Program	Amount LC	Status
2008	1000000557	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	36038000	P1600000	507000	9900.000000.000	575.917,25	2
	1000000558	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	36038000	P1600000	4890060000	9900.000000.000	575.917,25	2
	1000000634	000001	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	501058	1500.200000.000	75.000,00	2
		000002	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	513000	9500.050000.000	60.000,00	2
		000003	0	BDAJ	Supplement	2008	BUDGET ADJUSTMENTS	35210000	P1600000	502000	1500.200000.000	60.000,00	2
	1000000635	000001	0	BDAJ	Supplement	2008	ESTIMATED REVENUE	35210000	P1600000	4390030000	1500.200000.000	195.000,00	2

Budget Items FMEDD

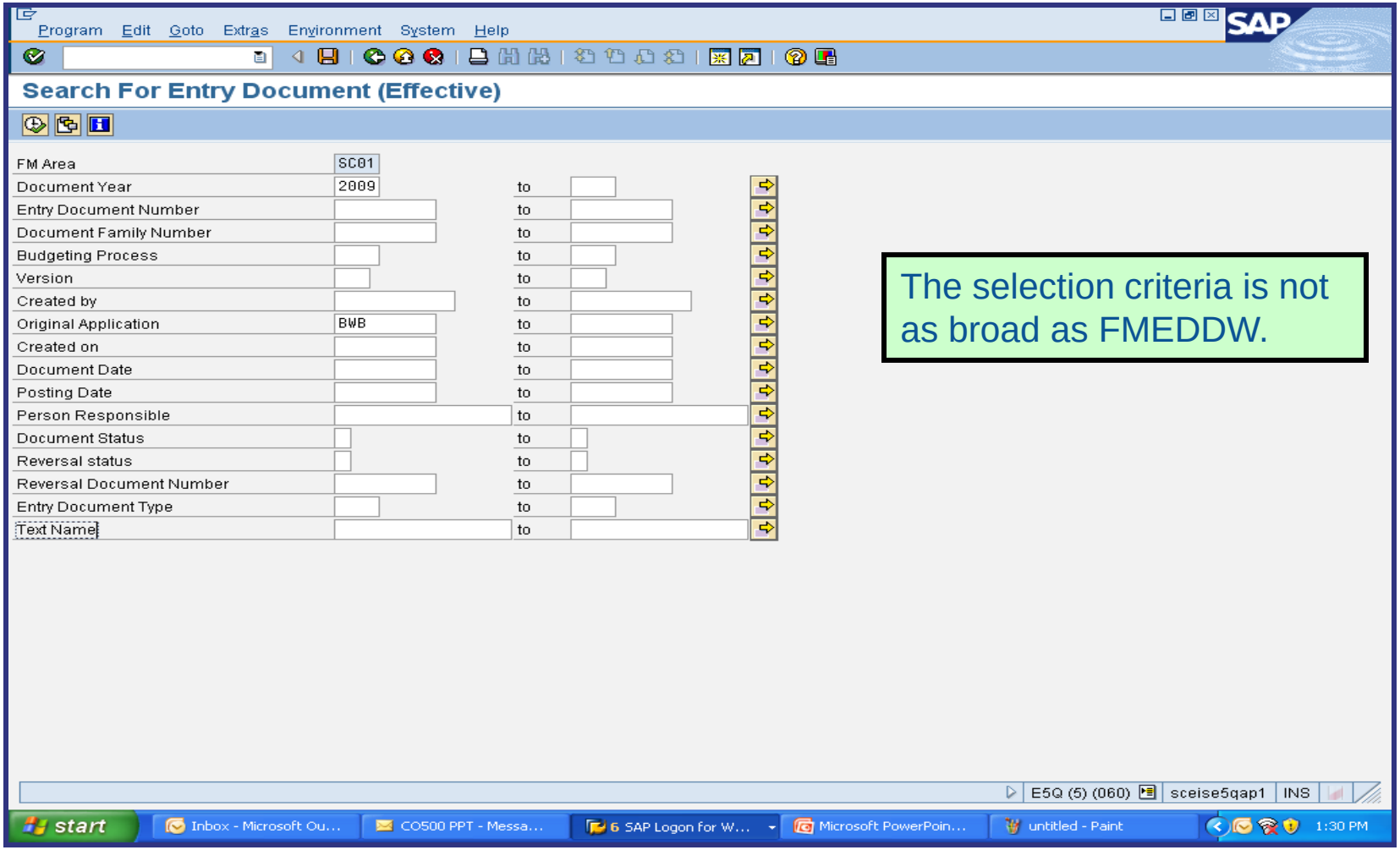
- **FMEDD** is another budget report that can be useful if you are looking for a particular budget document.
- **FMEDD** gives much the same information as FMEDDW; however, you cannot select information specific for your agency, except by document number or user ID.
- **FMEDD** gives information for **all** agencies; however, you cannot drilldown into documents that are for business areas for which you do not have authorization to access.

Budget Items FMEDD cont.



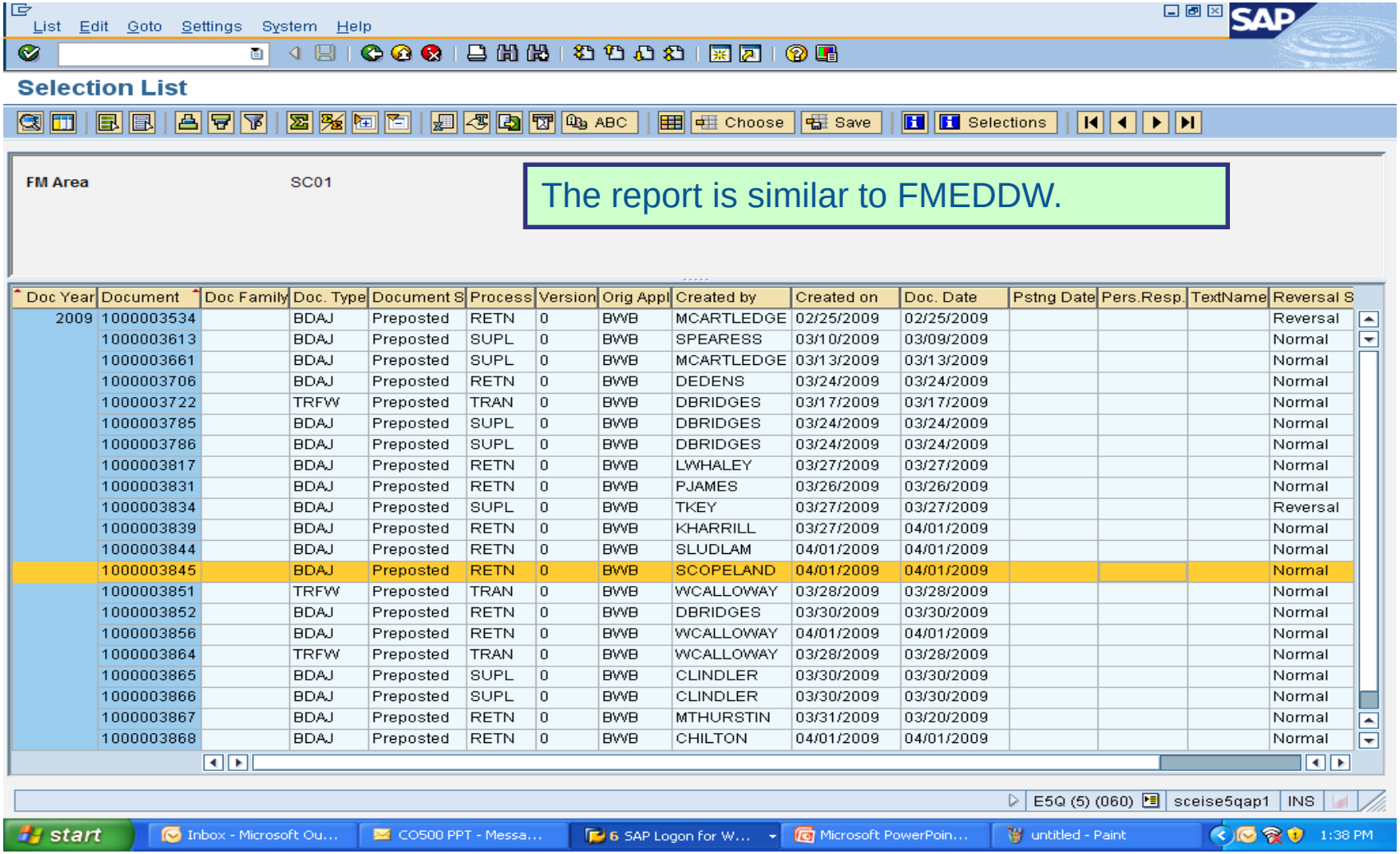
To have a larger selection screen, enter the **Document Year** and click in the **Entry Document Number** field, then click on the dropdown box.

Budget Items FMEDD cont.



The selection criteria is not as broad as FMEDDW.

Budget Items FMEDD cont.



Doc Year	Document	Doc Family	Doc. Type	Document S	Process	Version	Orig Appl	Created by	Created on	Doc. Date	Pstng Date	Pers.Resp.	TextName	Reversal S
2009	1000003534		BDAJ	Preposted	RETN	0	BWB	MCARTLEDGE	02/25/2009	02/25/2009				Reversal
	1000003613		BDAJ	Preposted	SUPL	0	BWB	SPEARESS	03/10/2009	03/09/2009				Normal
	1000003661		BDAJ	Preposted	SUPL	0	BWB	MCARTLEDGE	03/13/2009	03/13/2009				Normal
	1000003706		BDAJ	Preposted	RETN	0	BWB	DEDENS	03/24/2009	03/24/2009				Normal
	1000003722		TRFW	Preposted	TRAN	0	BWB	DBRIDGES	03/17/2009	03/17/2009				Normal
	1000003785		BDAJ	Preposted	SUPL	0	BWB	DBRIDGES	03/24/2009	03/24/2009				Normal
	1000003786		BDAJ	Preposted	SUPL	0	BWB	DBRIDGES	03/24/2009	03/24/2009				Normal
	1000003817		BDAJ	Preposted	RETN	0	BWB	LWHALEY	03/27/2009	03/27/2009				Normal
	1000003831		BDAJ	Preposted	RETN	0	BWB	PJAMES	03/26/2009	03/26/2009				Normal
	1000003834		BDAJ	Preposted	SUPL	0	BWB	TKEY	03/27/2009	03/27/2009				Reversal
	1000003839		BDAJ	Preposted	RETN	0	BWB	KHARRILL	03/27/2009	04/01/2009				Normal
	1000003844		BDAJ	Preposted	RETN	0	BWB	SLUDLAM	04/01/2009	04/01/2009				Normal
	1000003845		BDAJ	Preposted	RETN	0	BWB	SCOPELAND	04/01/2009	04/01/2009				Normal
	1000003851		TRFW	Preposted	TRAN	0	BWB	WCALLOWAY	03/28/2009	03/28/2009				Normal
	1000003852		BDAJ	Preposted	RETN	0	BWB	DBRIDGES	03/30/2009	03/30/2009				Normal
	1000003856		BDAJ	Preposted	RETN	0	BWB	WCALLOWAY	04/01/2009	04/01/2009				Normal
	1000003864		TRFW	Preposted	TRAN	0	BWB	WCALLOWAY	03/28/2009	03/28/2009				Normal
	1000003865		BDAJ	Preposted	SUPL	0	BWB	CLINDLER	03/30/2009	03/30/2009				Normal
	1000003866		BDAJ	Preposted	SUPL	0	BWB	CLINDLER	03/30/2009	03/30/2009				Normal
	1000003867		BDAJ	Preposted	RETN	0	BWB	MTHURSTIN	03/31/2009	03/20/2009				Normal
	1000003868		BDAJ	Preposted	RETN	0	BWB	CHILTON	04/01/2009	04/01/2009				Normal

View Budget Documents

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

Statewide Carryforward Appropriations

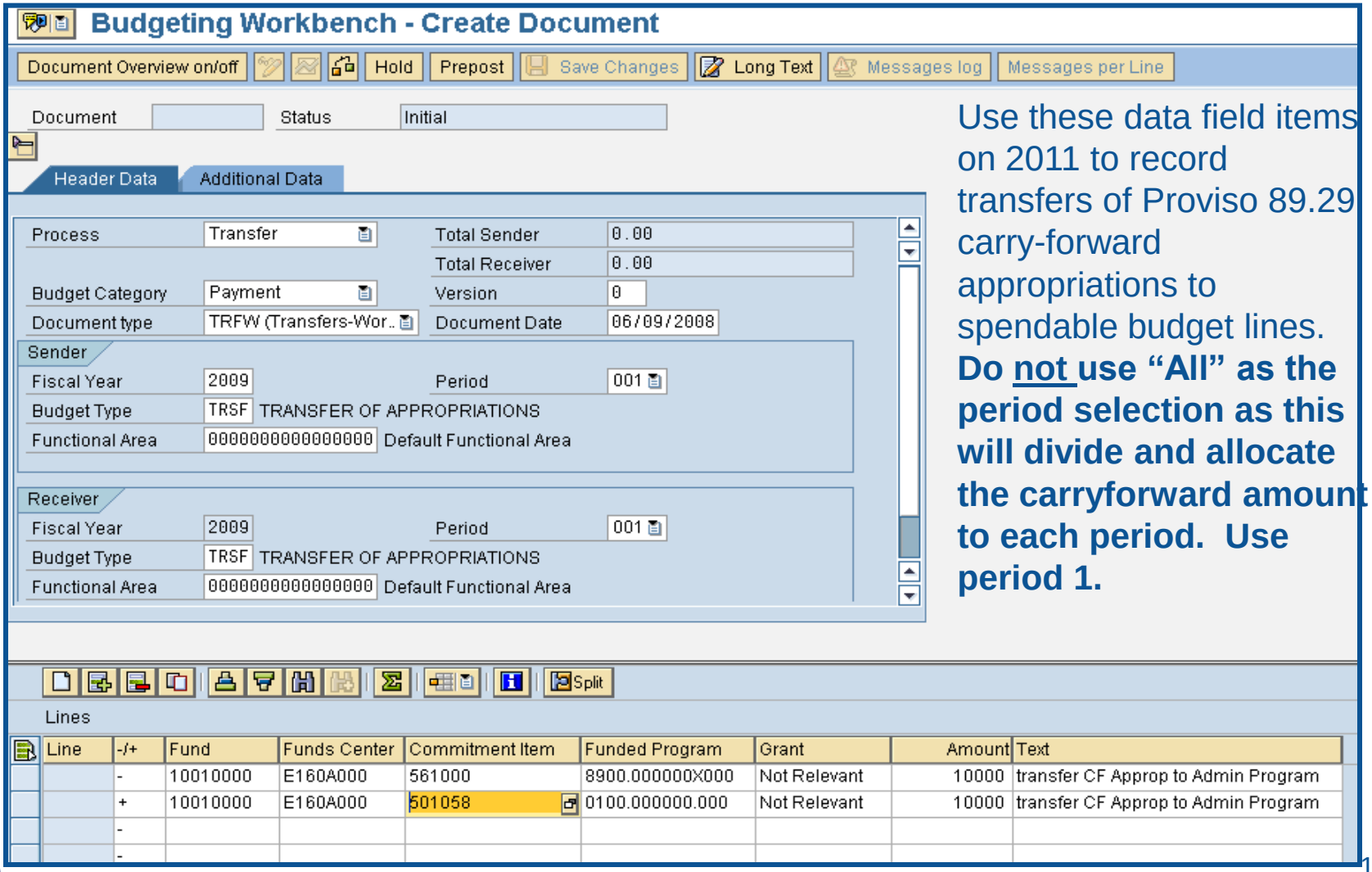
- Proviso 89.29 authorizes Agencies to carry forward a percentage up to 10% of unspent General Fund appropriations to the next fiscal year. This proviso may be suspended to avoid a fiscal year-end general fund deficit.

- The Comptroller General's Office will determine each Agency's carryforward amount and prepare the necessary entries.

- Any 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

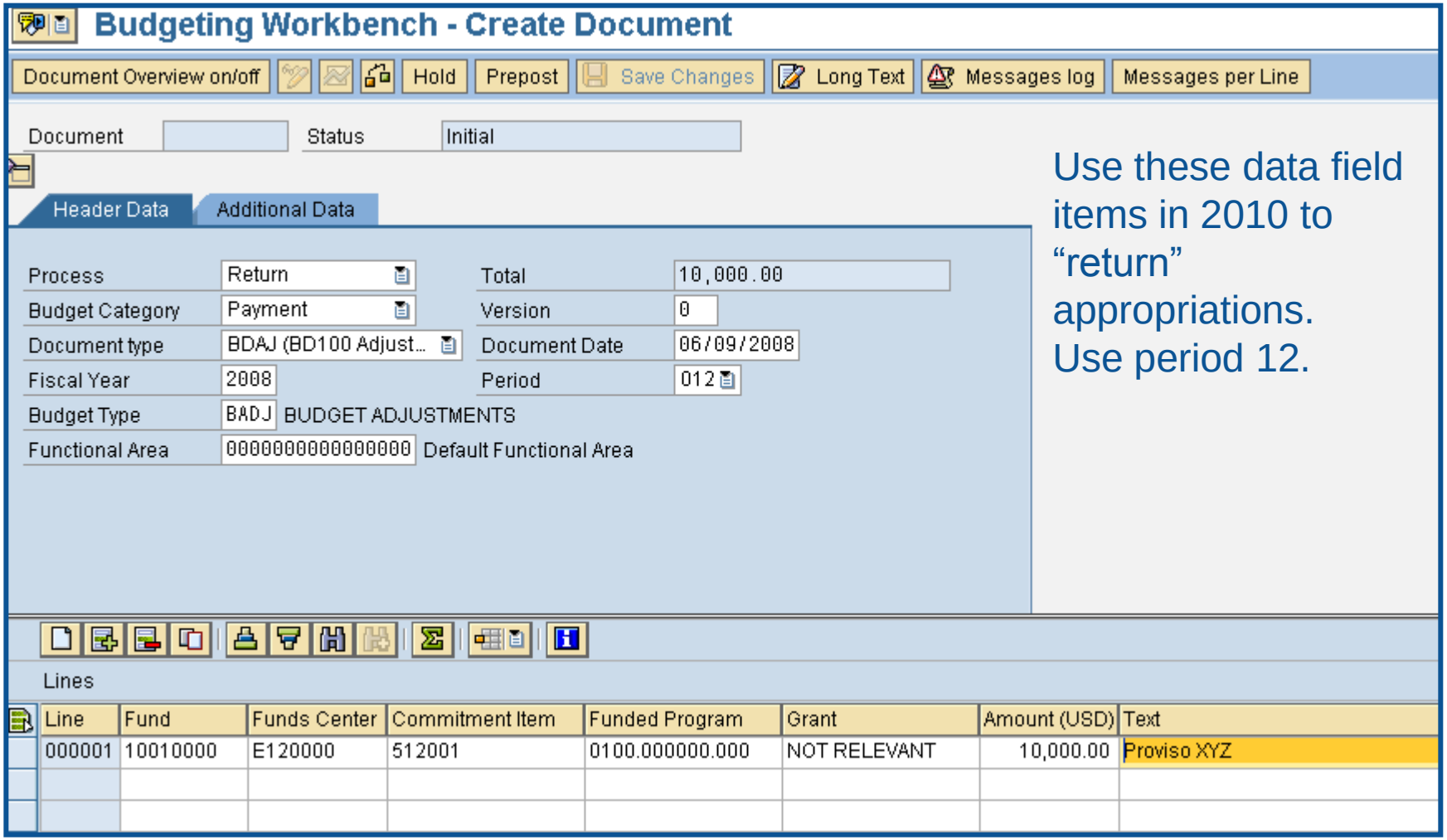


Use these data field items on 2011 to record transfers of Proviso 89.29 carry-forward appropriations to spendable budget lines. **Do <u>not</u> use "All" as the period selection as this will divide and allocate the carryforward amount to each period. Use period 1.**

Carryforward General Appropriations – FMBB cont.

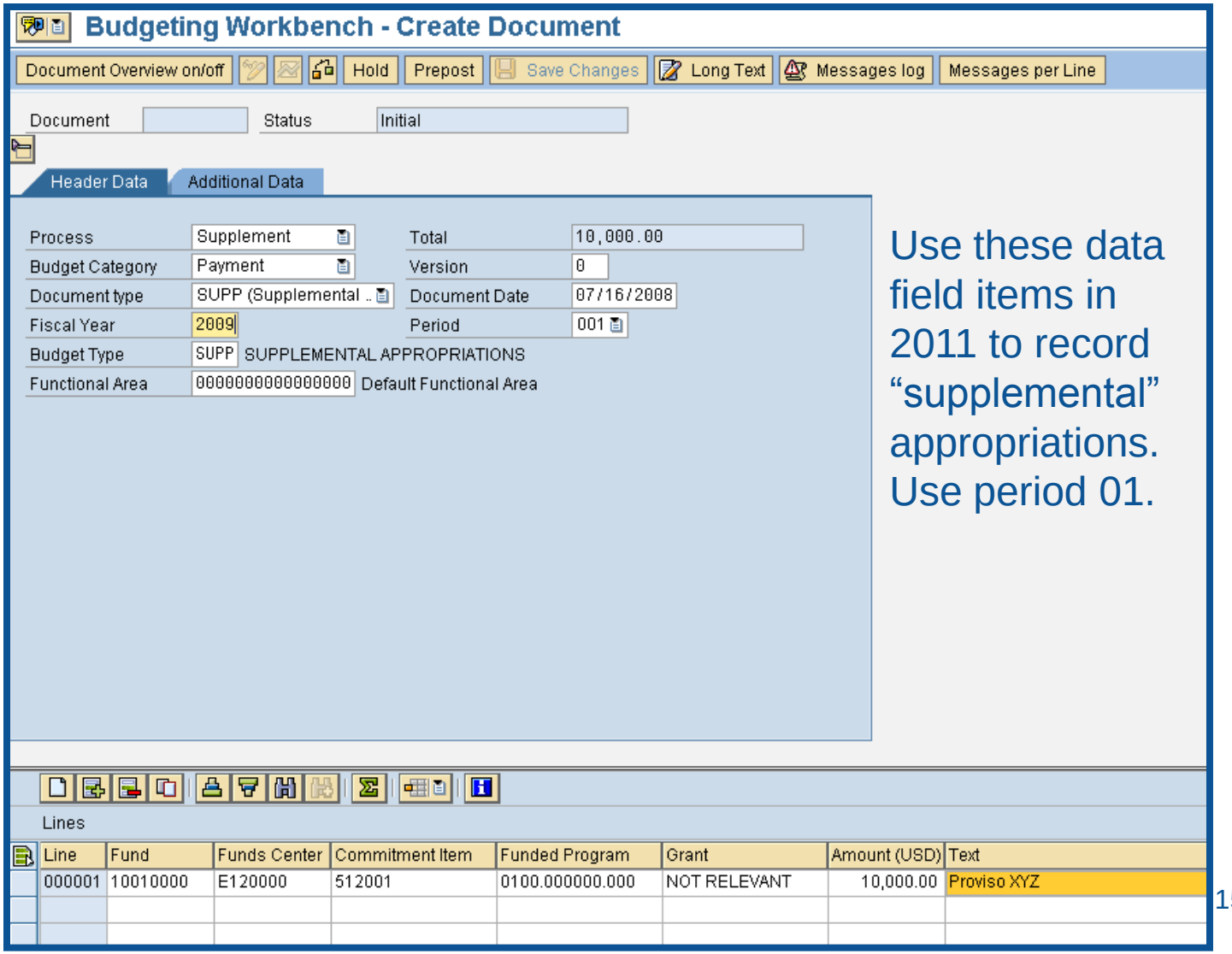
- Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must process budget transactions by July 16th.
- This is **not** the "up to 10% carryforward" determined after the close of the fiscal year in accord with Proviso 89.29.
- If you have separate authority, use t-code **FMBB** to **return** budget remaining at the end of Period 12, FY2010 to the State and to establish **supplemental** budget in Period 01, FY2011. These must be separate transactions.
- On each line item, you must reference the applicable proviso or permanent statute related to the carryforward authority in the text field.
- Failure to reference the applicable proviso or permanent statute will result in the Office of State Budget's refusal to process the transaction.

Carryforward General Appropriations – FMBB cont.



Use these data field items in 2010 to "return" appropriations. Use period 12.

Carryforward General Appropriations – FMBB cont.



Use these data field items in 2011 to record "supplemental" appropriations. Use period 01.

Earmarked, Restricted, and Federal Appropriations

- 2010 Earmarked (3XXXXXXX), Restricted (4XXXXXXX), and Federal (5XXXXXXX) fund appropriations
  - will lapse July16.
  - will be held open for the processing of documents relative to Period 12, FY2010 until July 16, 2010.
- 2011 appropriations for these funds should have been included by the Agency in the 2010-2011 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

Appropriations for New Fiscal Year

- Appropriations for the new fiscal year will be loaded into SCEIS via an interface with the Comptroller General.
- The CGO indicated this information would be mailed to the Agencies near the middle of June.
- Budgets will be loaded into SCEIS exactly as it is received from the CGO, at the highest level.
- Earmarked (30000000) and Restricted (40000000) funds must be transferred from the highest level fund to the specific detail fund to process transactions in FY2011 (ex.: 30000000 to 30350000).
- Federal (50000000) funds do not have to be transferred from the high level to the specific detail fund to process transactions.

Budget Items at Year-End

- Original Budget +/- Budget Adjustments (Supplemental, Transfers, Returns, etc.) = **Current Budget**
- **Consumable Budget** is the amount of the Current Budget that remains for consumption by
  - Actual Expenditures
  - Open Purchase Orders
  - Purchase Requisitions
  - Funds Reservations
- Consumable Budget is also Available Budget, Residual Budget or Net Budget, i.e. consumable budget less consumed = net budget

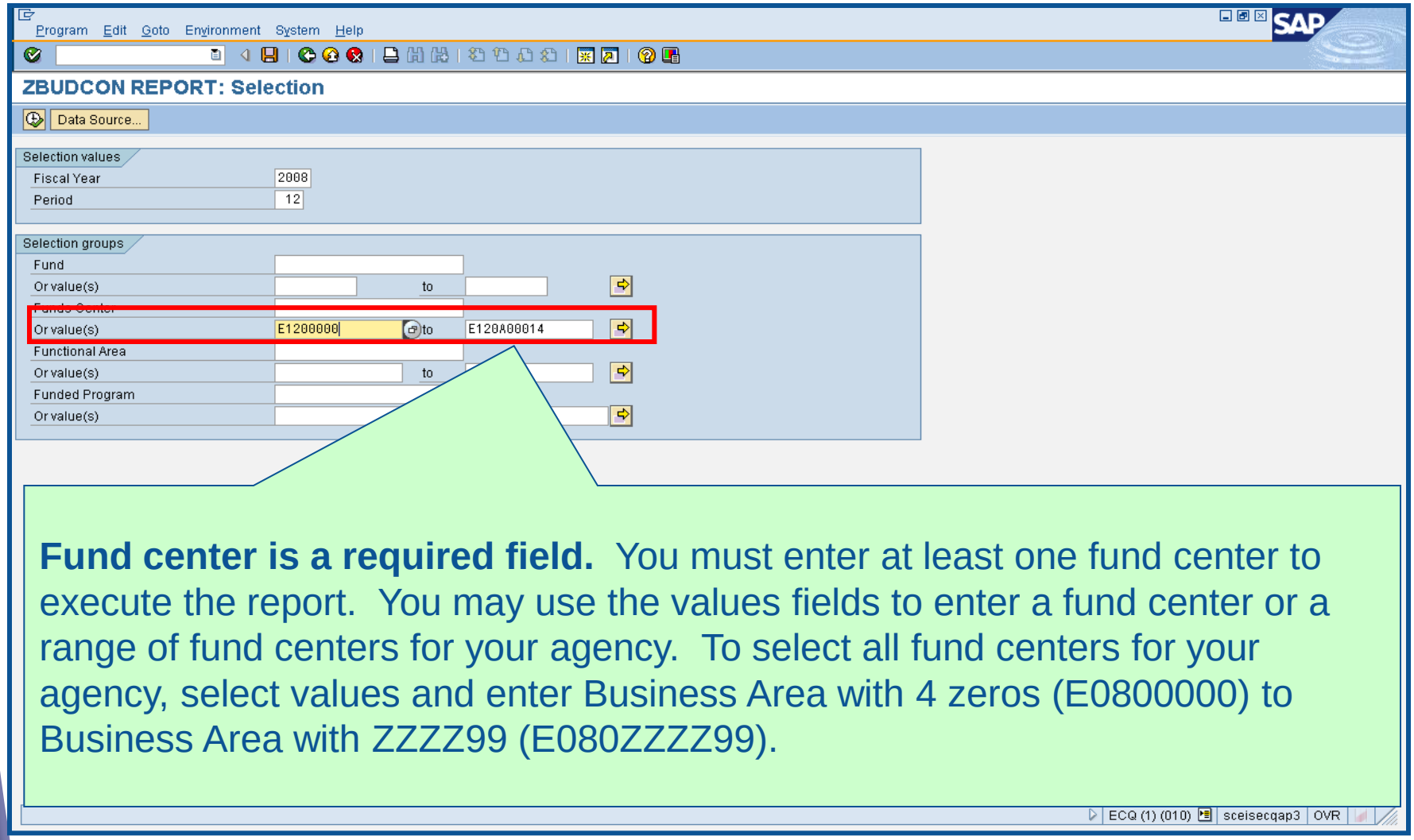
Budget Items at Year-End cont.

- Ensure your budgets are properly posted.
- Review budget reports 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..

Executing Report ZBD1



Fund center is a required field. You must enter at least one fund center to execute the report. You may use the values fields to enter a fund center or a range of fund centers for your agency. To select all fund centers for your agency, select values and enter Business Area with 4 zeros (E0800000) to Business Area with ZZZZ99 (E080ZZZZ99).

Compare ZBD1 & FMRP_RW_ BUDCON Reports

ZBD1	FMRP_RW_BUDCON
Consumable Budget Detail	
Original	
Transfers	
Consumable Budget	Consumable Budget
MTD & YTD Expenditures	
POs & PRs	Consumed Budget/ Commitments/Actual
Balance after Commitments	
Other Transactions (Funds Reservations)	
Available Budget	Available Amount

FMAVCR01 Report

- This report is useful for reviewing:
  - Grant budget activity
  - At the roll-up level of control for your agency's budget
    - Non-budgeted fund's balances will be negative as there is no budget
      - Most non-budgeted funds have a "7" in the 5th digit of the fund number
      - Dual employment
      - Revenue clearing accounts
  - 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

Let's look at the following reports:

ZBD1 Report (Budget Consumption)
FMRP_RW_BUDCON (Budget Consumption)
FMRP_RW_BUDGET (Budget Status)
FMAVCR01 (Budget Availability)

What affects Budget Balances?

- Encumbrances (PRs, POs, and funds reservations) decrease your budget immediately.
- Budget balances must be free of inflated encumbrances that eat up balances needed for expenditures.
- To free up your budget you must reduce encumbrances that are finalized, no longer needed, and final but have remaining balances.
- Also, if budget documents are not completed properly, the budget items will not populate the appropriate columns on the budget reports.
  - We have a sheet for your use in assuring budget items are completed properly.

Lesson 7 Summary

- You should now be able to:
  - Review, process or delete all pre-posted budget items
  - Understand how the Statewide Carryforward Appropriations through Proviso 89.29 will be handled.
  - Carry forward General Fund appropriations to the new fiscal year, if your agency has separate authority to do so.
  - Understand how Earmarked, Restricted, and Federal appropriations will be handled for the new and old fiscal years
  - Understand how the new year appropriations will be posted.
  - Understand how to review budget reports and what affects budget balances.

SCEIS

South Carolina Enterprise Information System

LESSON 8: MANAGING CASH STATUS

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Lesson 8 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand SCEIS cash accounts.
  - Understand how to review cash balances.
  - Understand what affects cash balances.
  - Understand how to manage your cash balances.
  - Understand the differences in budget status and cash status.

Key Transactions

- FAGLB03 – General Ledger Balance Report
- FAGLL03 – General Ledger Line Item Report
- ZGLA – GL Fund Account Analysis

SCEIS Cash Accounts & Purposes

There are several "cash" accounts in SCEIS

- 1000000000 Cash Due To/From
- **1000010000 Undeposited Cash**
- **1000020000 IDT Cash Clearing**
- 1000030000 Cash on Deposit – STO
- 1000040000 Cash Disbursements – STO
- 1000050000 Petty Cash

The Undeposited Cash and IDT Cash Clearing accounts must be zero at year-end.

SCEIS Cash Balance

=

1000000000

1000010000

1000020000

1000030000

1000040000

SCEIS Cash Balance, cont.

- To determine the cash balance for a particular fund, **all** cash accounts must be totaled.
- If your agency has specific cash accounts set up in SCEIS, these accounts must also be included to obtain the true cash balance.
- Note, however, that you cannot expend the cash in 1000010000 until the cash has been moved to 1000030000.
- The cash edit check does not included cash in 1000010000.

SCEIS Cash Balance cont.

How does cash move from 1000010000 to 1000030000?

- When you scan a validated deposit slip, it produces an F-04 transaction where you reference the STO bank account and check "Transfer Posting with Clearing."
- This triggers the cash transfer from 1000010000 to 1000030000 which then workflows to the STO for approval.

SCEIS Cash Balance cont.

- 1000020000 is used to record billings from a “live” agency to another “live” agency.
- The Revenue sits in this account until the other agency pays the bill.
- Then the Expenditure is matched with the Revenue automatically nightly.
- This account should be zero (-0-) at year-end.
- Monitor this account and contact SCEIS if the payment will not be made in the current year.

SCEIS Cash Balance cont.

- Petty cash 1000050000 may be excluded; since it is actual cash on hand and not in the bank. However, petty cash is a cash balance for the agency.
- If your agency has 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 Cash Balance cont.

- When you process a vendor payment, expenditures and accounts payable (not cash) are recognized.
- Cash balances do not reflect vendor payments that have been processed in SCEIS by your agency, but not paid by the STO, until they are paid by the STO.
- Cash is not decreased until the check is processed by the STO.
- There may be a lag of several days from the time the invoice is processed until the check is processed by the STO for payment.

Payment Process

PR/PO approved

Goods & Invoice Received and Payment Processed By Agency & CGO

Payment Processed by STO

Budget/funds encumbered, set aside, as a result of the PR/PO, but cash not paid out and expenditures not recognized.

Dr **Expenditures**
Cr Accounts Payable

Expenditure recognized, but cash not yet paid out.

Dr Accounts Payable
Cr **Cash**

Cash decreased as a result of the CGO approval for check to be cut by the STO.

Managing Your Cash Balance

Three important things in managing cash:

1. You must include **all cash accounts** in determining balances.
2. You must take into account **accounts payable** (expenditures processed, but not yet paid).
3. Best report to use for obtaining cash balance is **ZGLA** or the **FAGLB03.** The FAGLB03 is better than the FAGLL03 because it includes cash carryforward amounts – FAGLL03 does not. (Note: ZGLA set SC_CASH does not included 1000010000 cash balances.)0

Determining Cash Status

Cash Status =

Cash Balance – Accounts Payable

Cash balance = 1000000000 – 100004000

A/P = 2000010000 – 2000050000

(for vendors, employees, IDTs and sales and use tax payables)

Let’s look at the ZGLA and FAGLB03 Reports and determine cash status for fund 10010000 and an earmarked fund 3xxxxxxx

New Year and Old Year Balances

Cash is somewhat "pooled" for purposes of processing new year transactions.

- SAP will look back to 2010 if there is not sufficient cash in the new year fund to process a payment.
- SAP does not look forward to 2011 if there is not sufficient cash in the old year fund to process a payment.

Cash Status vs. Budget

- Cash and Budget are not the same.
- Both balances need to be monitored regularly throughout the year and especially at year-end.
- Cash balances are based on actual cash receipts and disbursements.
  - Cash receipts do not post until verified by the STO.
  - Disbursements do not occur until checks have been paid by the STO.
  - Cash balances do not reflect accounts payable not yet paid by the STO. You must take these into account in looking at cash balances.
- Expenditure budget balances are based on authorized amounts, encumbrances and actual expended amounts.
- Revenue budget balances are based on estimated revenues and actual receipts.

Lesson 8 Learning Objectives

- You should now be able to:
  - Understand SCEIS cash accounts.
  - Understand how to review cash balances.
  - Understand what affects cash balances.
  - Understand how to manage your cash balances.
  - Understand the differences in budget status and cash status.

South Carolina Enterprise Information System

LESSON 9: GENERAL "CLEAN-UP" OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 9 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 process in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Review fixed assets to ensure asset balances are proper.
  -

Key Terms and Concepts

- Funds Reservation
- Fixed Asset
- Parked Documents
  - Simulate a document
  - Delete/change a document

Key Transactions

- FBV3 - Display Parked Documents
- FBL3N – GL Account Line Item Display
- FMX3 - Display Funds Reservations
- FMX6 - Manual Override Funds Reservation
- ZGLA - GL Fund Account Analysis
- FAGLB03 - GL Account Balance Display
- FV50 - Park GL Account Document

General Clean-up at Year-end

- At year-end, documents that are not "posted" must be reviewed and either posted or deleted.
- Decisions regarding un-posted documents must be made so documents can be finalized by year-end.
- Documents that remain un-posted at year-end, after the CG closing date, will be deleted.
  - Preposted budget items within your agency will be deleted after the CG deadline.
  - Parked documents will be deleted. Parked documents encumber your budget. Parked IDTs between live and non-live agencies may be carried forward by SCEIS team.
  - Workflow items within your agency cannot post in the old year after July 16th. Must be entered in the new year.
  - Funds Reservations will be deleted and not carried forward. (Remember Funds Reservations encumber funds that tie up your budget!)

Parked Documents

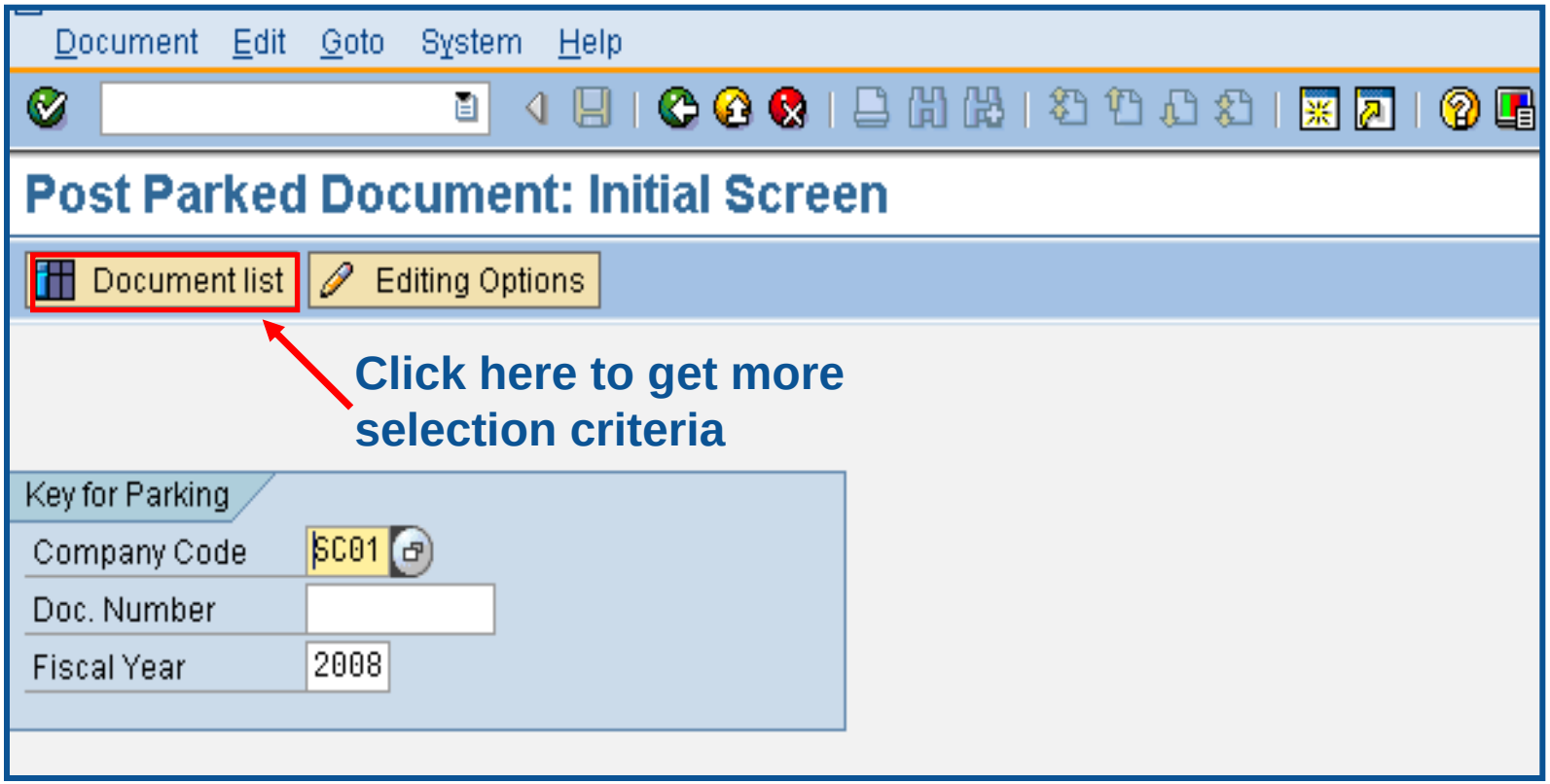
- Parked documents can be retrieved by using transaction code FBV3, FBL3N or by running the BW report “Open Encumbrances.” Remember:
  - FBV3 and FBL3N will be real time,
  - FBV3 will include all business areas, not just your own, and the
  - BW report will be as of the previous night’s run, but will include only your agency information.

- To delete a parked document use T-code **FBV2**.

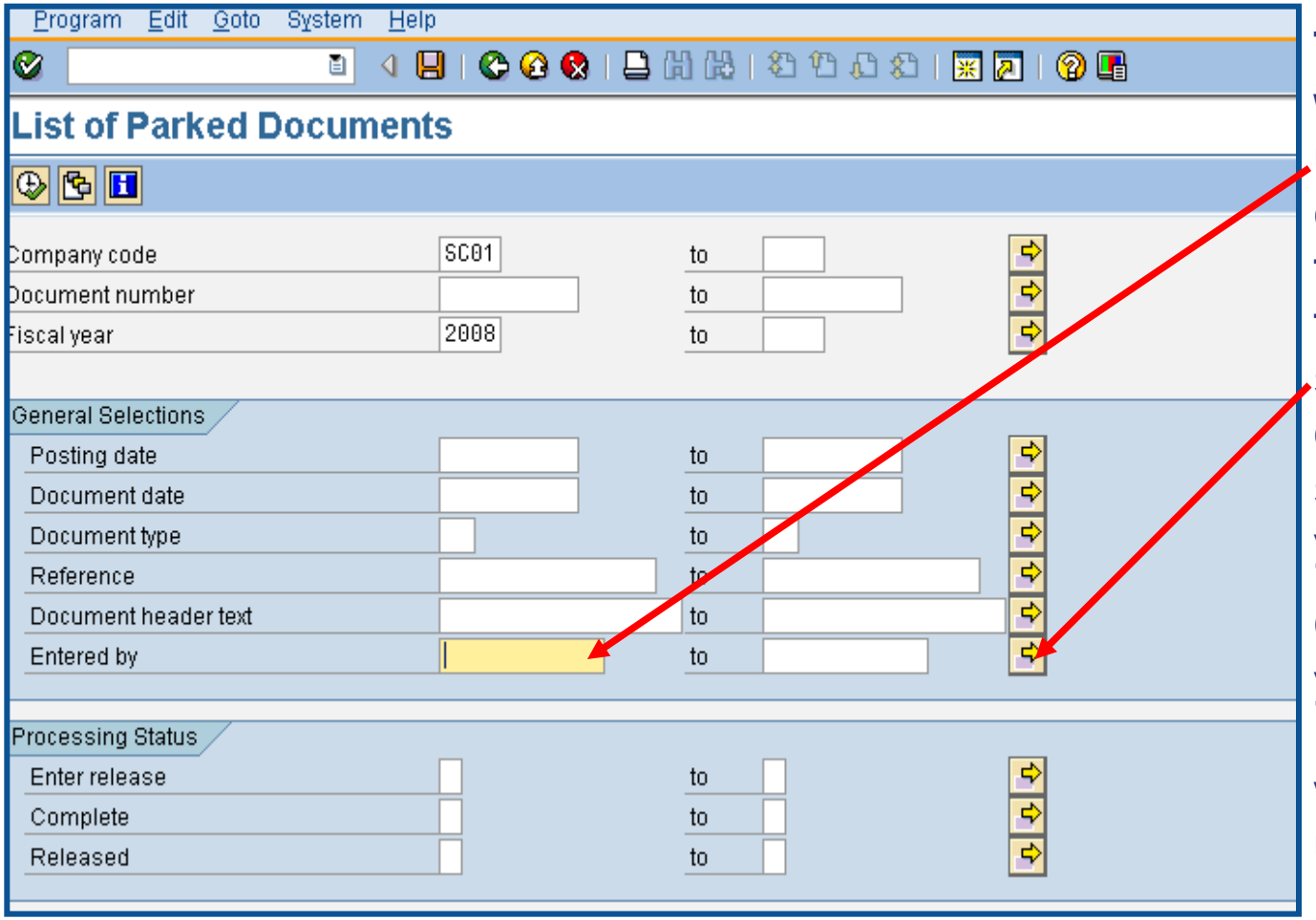
Parked Documents cont.

- IDTs where a “live” agency bills a “non-live” agency post in a parked status.
- The IDT “waits” on the other half of the IDT to come through STARS from the “non-live” agency.
- These documents will be carried forward by the SCEIS closing team if still parked at July 16th.
- All other parked documents should be deleted or processed by July 16th.

Display Parked Documents – FBV3



Display Parked Documents – FBV3 cont.



The default will be your user ID. You can delete this and use the multiple selection and enter user IDs specific to your agency.

Once created, you can save it as a report variant by using the icon.

Display Parked Documents – FBV3 cont.

List Edit Goto Settings System Help

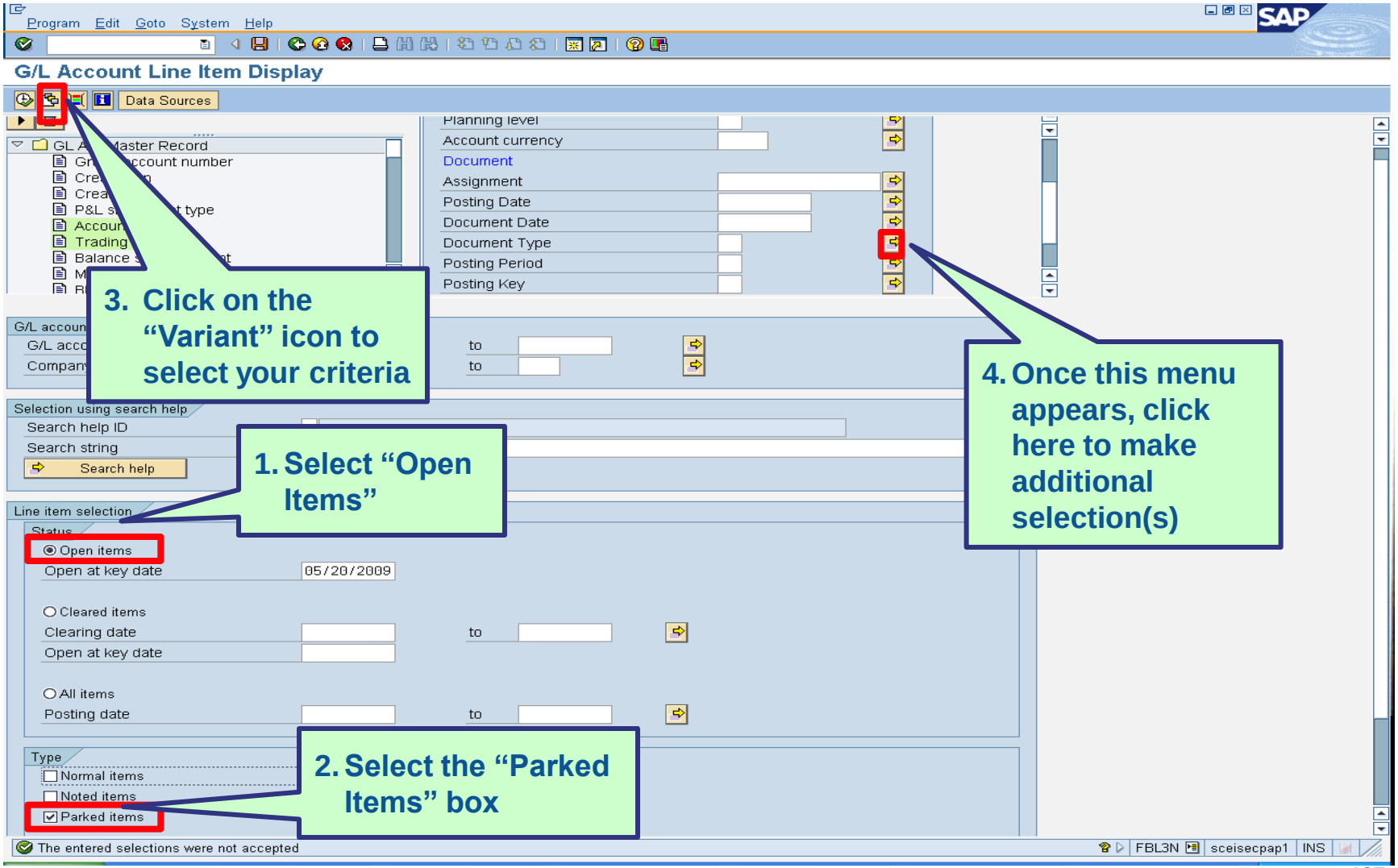
Display Parked Documents: List

St.	Fiscal Year	DocumentNo	Type	Entered on	Document Header Text	Completed by	Reason	User
	2008	1000000221	SU	03/11/2008	BOA from YC to Medicaid			TKEY
	2008	1000000302	SU	04/21/2008	Correct GL Account	KHORNSBY		KHORNSBY
	2008	1000000303	SU	04/21/2008	Correct GL Account	KHORNSBY		KHORNSBY
	2008	1000000304	SU	04/21/2008	Correct GL Account	KHORNSBY		KHORNSBY
	2008	1000000330	SU	05/05/2008	fica 05/01/08	PJAMES		PJAMES
	2008	1000000331	SU	05/05/2008	retirement 05/01/08	PJAMES		PJAMES
	2008	1000000332	SU	05/05/2008	payroll 05/01/08	PJAMES		PJAMES
	2008	1000000386	SA	05/22/2008	reverse wrong mini code	CPIPER		CPIPER
	2008	1000000389	SU	05/23/2008	9900002810	SLUDLAM		SLUDLAM
	2008	1000000392	SU	05/27/2008	Correction to parking	CLINDLER		CLINDLER
	2008	1000000394	SU	05/28/2008	Correct Sub-Fund	RJOHNSON2		RJOHNSON2
	2008	1000000399	SU	05/28/2008	Delta Air ticket/ Panels	SLUDLAM		SLUDLAM
	2008	1000000402	SU	05/29/2008	Foothills Philharmonic	SLUDLAM		SLUDLAM
	2008	1000000420	SU	06/02/2008	interest earned	PJAMES		PJAMES
	2008	1000000421	SU	06/02/2008	interest earned	PJAMES		PJAMES
	2008	1000000422	SU	06/02/2008	interest earned	PJAMES		PJAMES
	2008	1000000423	SU	06/02/2008	interest earned	PJAMES		PJAMES
	2008	1000000424	SU	06/02/2008	interest earned	PJAMES		PJAMES
	2008	1000000429	SU	06/03/2008	admin to correct codes	DBRIDGES		DBRIDGES
	2008	1000000430	SU	06/03/2008	Corr GL acct			TKEY
	2008	1000000431	SU	06/03/2008	move revenue to sal/fring	COSWALD		COSWALD
	2008	1000000432	SU	06/03/2008	Reclass 05/08 Interest	DEDENS		DEDENS
	2008	1000000434	SU	06/04/2008	JE-Expense Correction-PR	CHILTON		CHILTON
	2008	1000000435	SU	06/04/2008	CODES SUPPLEMENTAL	DBRIDGES		DBRIDGES
	2008	1000000436	SU	06/04/2008	PROBATION FEE	DBRIDGES		DBRIDGES
	2008	1000000437	SU	06/04/2008	Posting Error-1200000806	DEDENS		DEDENS
	2008	1000000438	SU	06/05/2008	JE-Expense Correction-PR	CHILTON		CHILTON

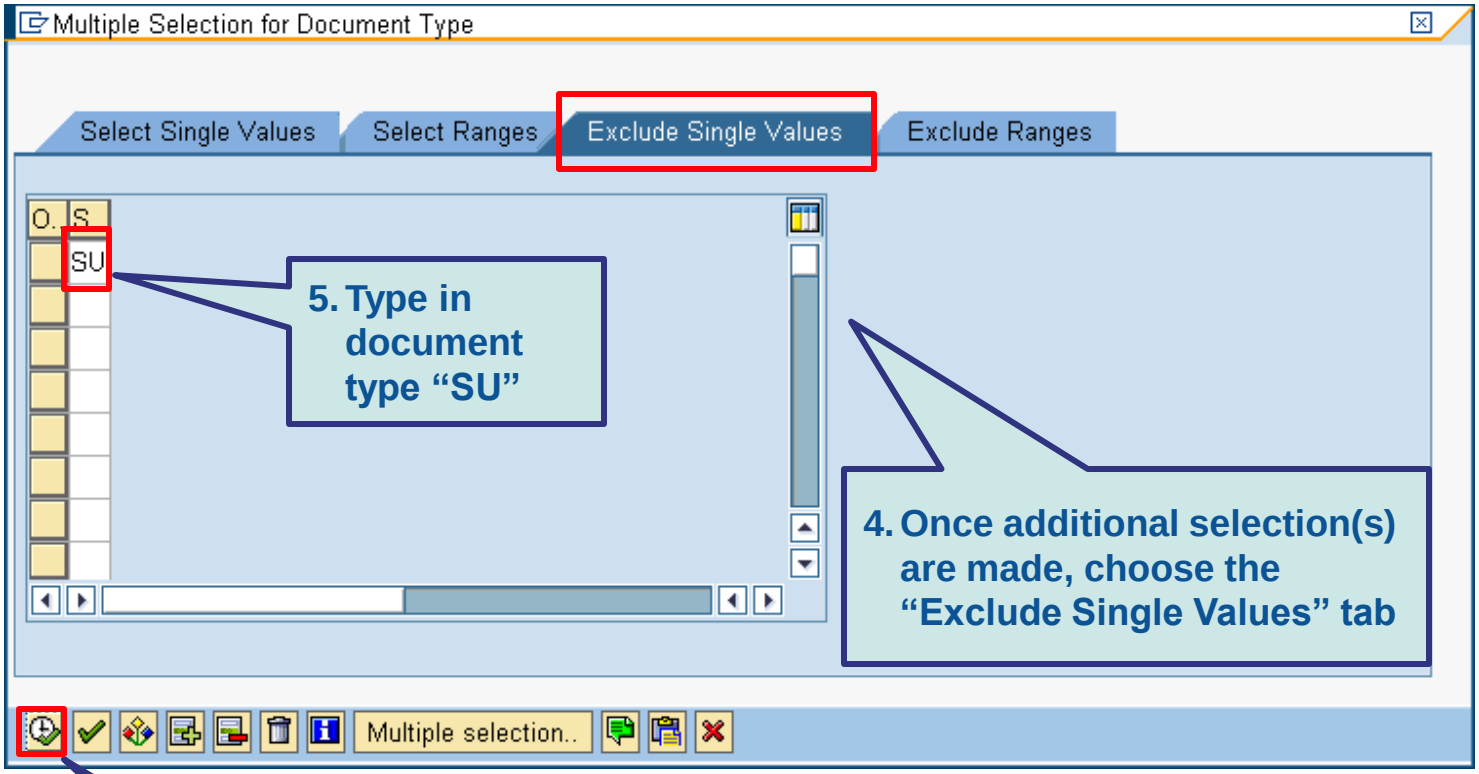
Parked Documents – FBL3N

- Journal Entries (JE's) are workflowed to the Comptroller General's Office (CGO) for approval.
- Workflow items are considered parked documents and do show up in the FBV3 listing.
- To view parked documents, excluding JE's at the CGO, use the FBL3N transaction.

Display Parked Documents – FBL3N



Display Parked Documents cont.

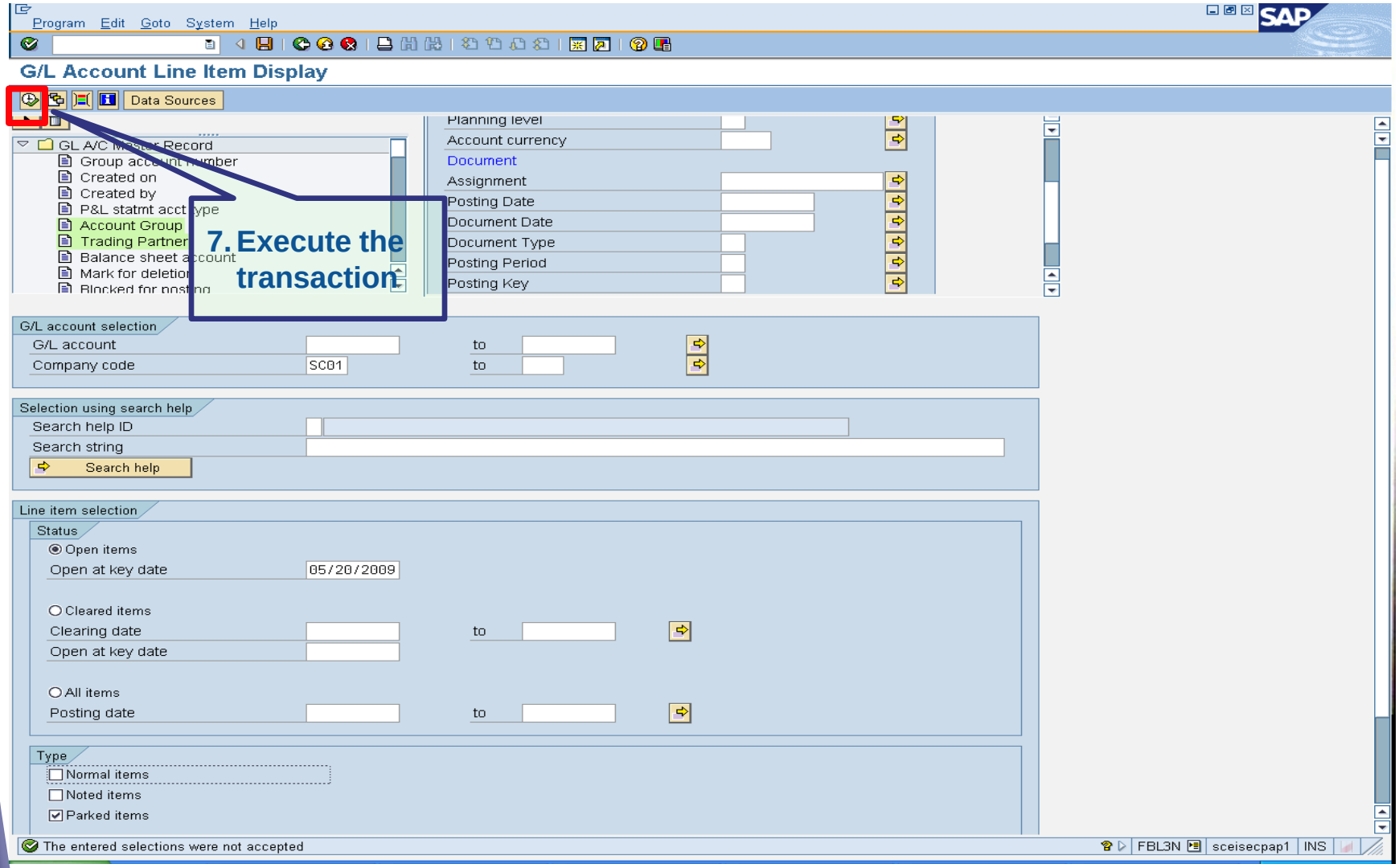


5. Type in document type "SU"

4. Once additional selection(s) are made, choose the "Exclude Single Values" tab

6. Execute this criteria

Display Parked Documents cont.



Display Parked Documents cont.

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Selections | Dispute Case

G/L Account 5031510000 MOTOR VEHICLE SUPPLIES
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
		3000028429	P240	KR	04/24/2009	40	59.01	USD	I1		
*							59.01	USD			
** Account 5031510000							59.01	USD			

G/L Account 5041010000 DUES & MEMBERSHIP FEES
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
		3000029841	P240	KR	05/14/2009	40	80.00	USD	I0		
*							80.00	USD			
** Account 5041010000							80.00	USD			

G/L Account 5130610000 HEALTH INS-ST EMP
Company Code SC01

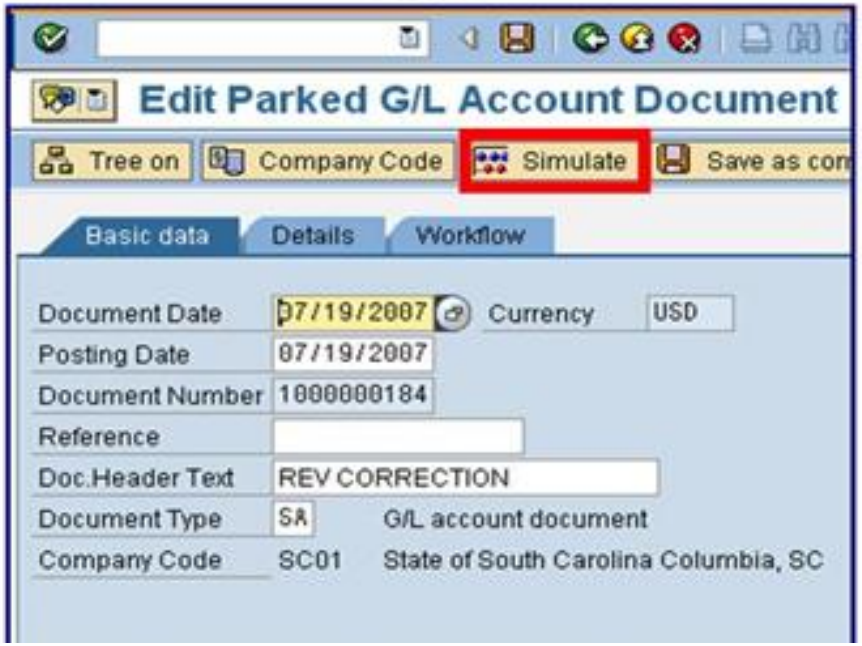
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
		3900002715	P240	ZI	04/23/2009	40	35,305.11	USD			
		3900002715	P240	ZI	04/23/2009	40	2,135.15	USD			
		3900002715	P240	ZI	04/23/2009	40	4,825.00	USD			
		3900002715	P240	ZI	04/23/2009	40	777.39	USD			
		3900002715	P240	ZI	04/23/2009	40	1,695.00	USD			
		3900002715	P240	ZI	04/23/2009	40	264.46	USD			
		3900002715	P240	ZI	04/23/2009	40	508.53	USD			
		3900002715	P240	ZI	04/23/2009	40	198.34	USD			
		3900002715	P240	ZI	04/23/2009	40	110.56	USD			
		3900002715	P240	ZI	04/23/2009	40	1,117.61	USD			
		3900002715	P240	ZI	04/23/2009	40	2,861.08	USD			
		3900002715	P240	ZI	04/23/2009	40	264.46	USD			
		3900002715	P240	ZI	04/23/2009	40	1,311.64	USD			
		3900002715	P240	ZI	04/23/2009	40	1.60	USD			
		3900002715	P240	ZI	04/23/2009	40	264.46	USD			

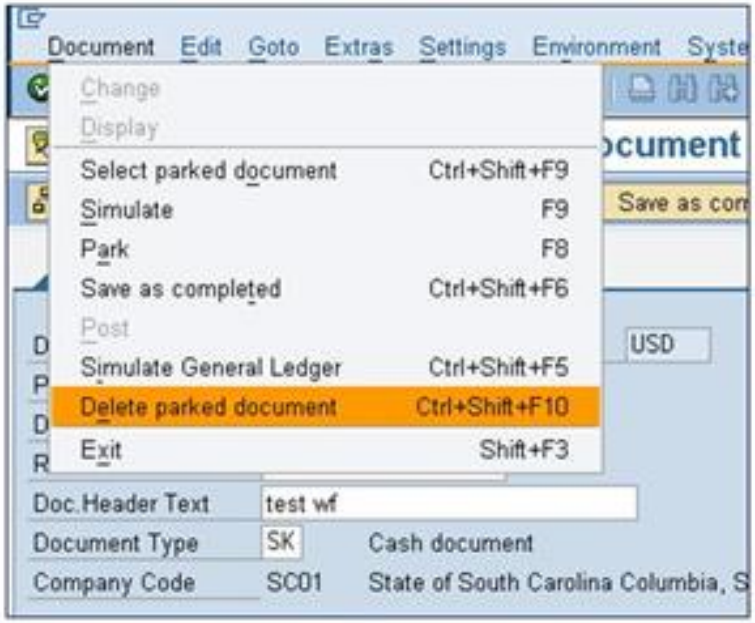
FBL3N | sceisecpap3 | INS

Display Parked Documents cont.

Helpful tips that can be used with parking documents

It is advisable always to **Simulate** a document before **Saving as completed** to ensure correctness of transaction.





Delete parked document - Enter **FBV2** then delete parked document as shown above.

200

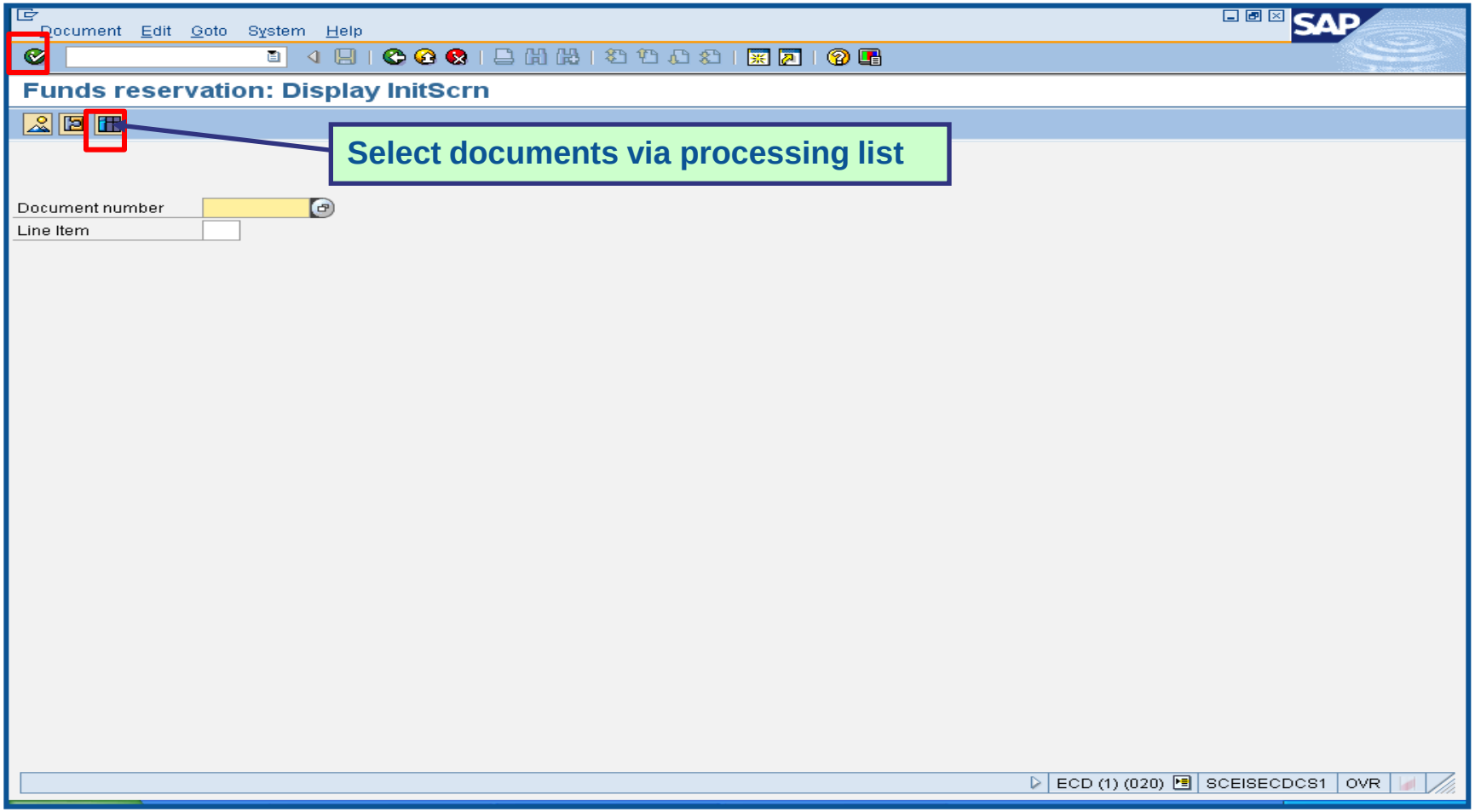
Workflow Items

- Workflow items for payments for the prior year being made in July will be shown in the inbox as a high priority item and will be in "red."
- You should work on these items first in order to have them posted in the prior year.
- The CGO and SBO workflow items will likewise show as priority for prior year items in their workflow inboxes.
- Be sure to clear all priority items by the year-end closing date of July 16th.

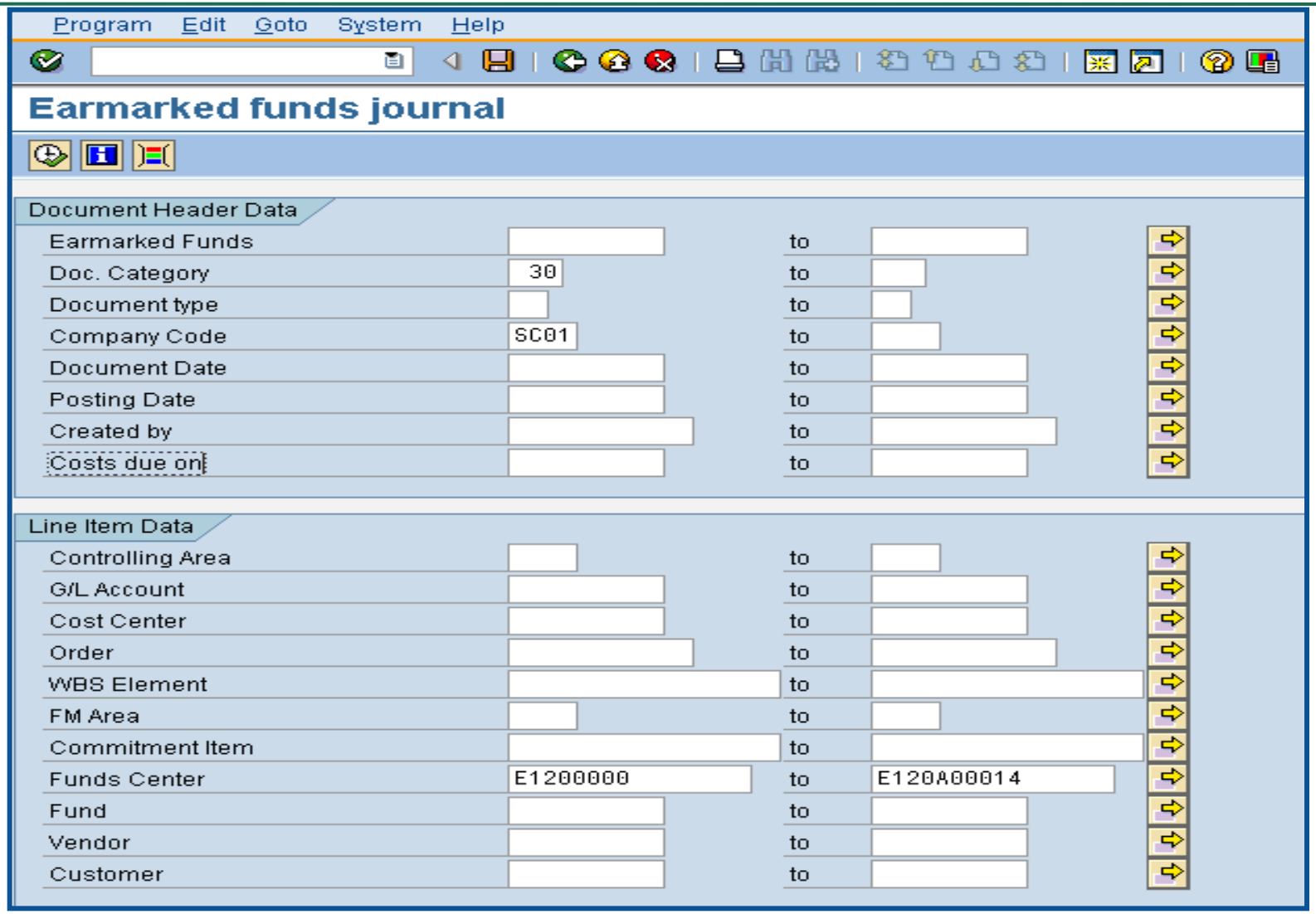
Funds Reservation Documents at Year-end

- Funds reservation documents encumber budget.
- At year-end, when funding gets low, it is important to free up as much budget as possible to be able to process payments.
- Reducing funds reservations can free up budget.
- To view funds reservations use transaction code **FMX3**.
- To reduce funds reservations use transaction code **FMX6**.

Display Funds Reservation – FMX3



Display Funds Reservation – FMX3 cont.



Display Funds Reservation – FMX3 cont.

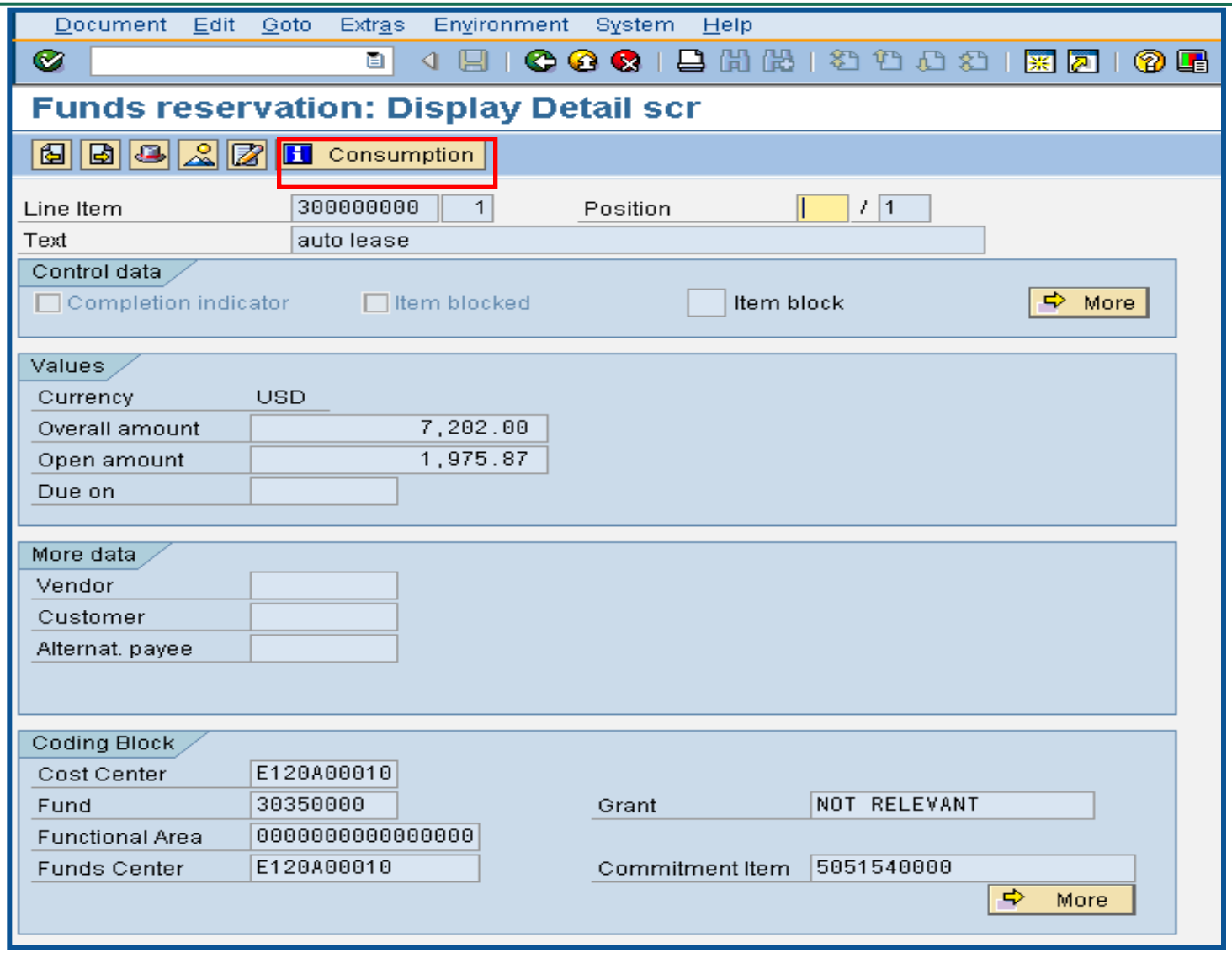
SCEIS
South Carolina Enterprise Information System

Date 06/07/2008
Time 08:03:37

Note Open Amts.

Doc. No.	Itm	Cat	Text	DT	Crcy	CoCd	Doc. Date	Created by	Amount	Cmmt Item	Funds Ctr	Fund	Functional Area	Grant	G/L Account	Cost Center	Order	WBS Elem.	Open amt	Text
300000000	1	30		11	USD	SC01	11/05/2007	CHILTON	7,202.00	5051540000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5051540000	E120A00010	30000000		1,975.87	auto lease
300000001		30		11	USD		11/07/2007		186.00	5051540000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5051540000	E120A00013	30000006		88.03	FY 08 Auto Lease-CSAC
300000002		30		11	USD		11/07/2007		100.00	5021540000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5021540000	E120A00010	30000000		100.00	Background Investigations
300000003		30		11	USD		11/09/2007		500.00	5020080000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020080000	E120A00010	30000000		98.50	Intra-State Mail Service
300000004		30		11	USD		12/06/2007		5,393.00	5030070000	E120A00010	10010000	0000000000000000	NOT RELEVANT	5030070000	E120A00010	30000000		2,519.01	First Class Postage
300000005		30		11	USD		12/07/2007		1,650.00	5020090000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00012	30000005		426.75	
	2	30		11	USD		12/07/2007		213.00	5020110000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00012	30000005		67.10	
	3	30		11	USD		12/07/2007		3,928.00	5020090000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00011	30000004		760.67	
	4	30		11	USD		12/07/2007		213.00	5020110000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00011	30000004		72.01	
	5	30		11	USD		12/07/2007		2,183.00	5020090000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00013	30000006		1,147.93	
	6	30		11	USD		12/07/2007		213.00	5020110000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00013	30000006		60.76	
	7	30		11	USD		12/07/2007		2,763.00	5020090000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00010	30000000		268.60	
	8	30		11	USD		12/07/2007		213.00	5020110000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00010	30000000		71.99	
	9	30		11	USD		12/07/2007		6,299.00	5020090000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00014	30000007		2,237.57	
	10	30		11	USD		12/07/2007		213.00	5020110000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00014	30000007		71.99	
300000006	1	30		11	USD		12/07/2007		1,650.00	5020090000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00012	30000005		0.00	
	2	30		11	USD		12/07/2007		213.00	5020110000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00012	30000005		0.00	
	3	30		11	USD		12/07/2007		3,928.00	5020090000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00011	30000004		0.00	
	4	30		11	USD		12/07/2007		213.00	5020110000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00011	30000004		0.00	
	5	30		11	USD		12/07/2007		2,183.00	5020090000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00013	30000006		0.00	
	6	30		11	USD		12/07/2007		213.00	5020110000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00013	30000006		0.00	
	7	30		11	USD		12/07/2007		2,763.00	5020090000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00010	30000000		0.00	
	8	30		11	USD		12/07/2007		213.00	5020110000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00010	30000000		0.00	
	9	30		11	USD		12/07/2007		6,299.00	5020090000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00014	30000007		0.00	
	10	30		11	USD		12/07/2007		213.00	5020110000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00014	30000007		0.00	
300000029	1	30		11	USD		04/17/2008		93.00	5030020000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5030020000	E120A00012	30000005		93.00	Citizens Financial Report

Display Funds Reservation – FMX3 cont.

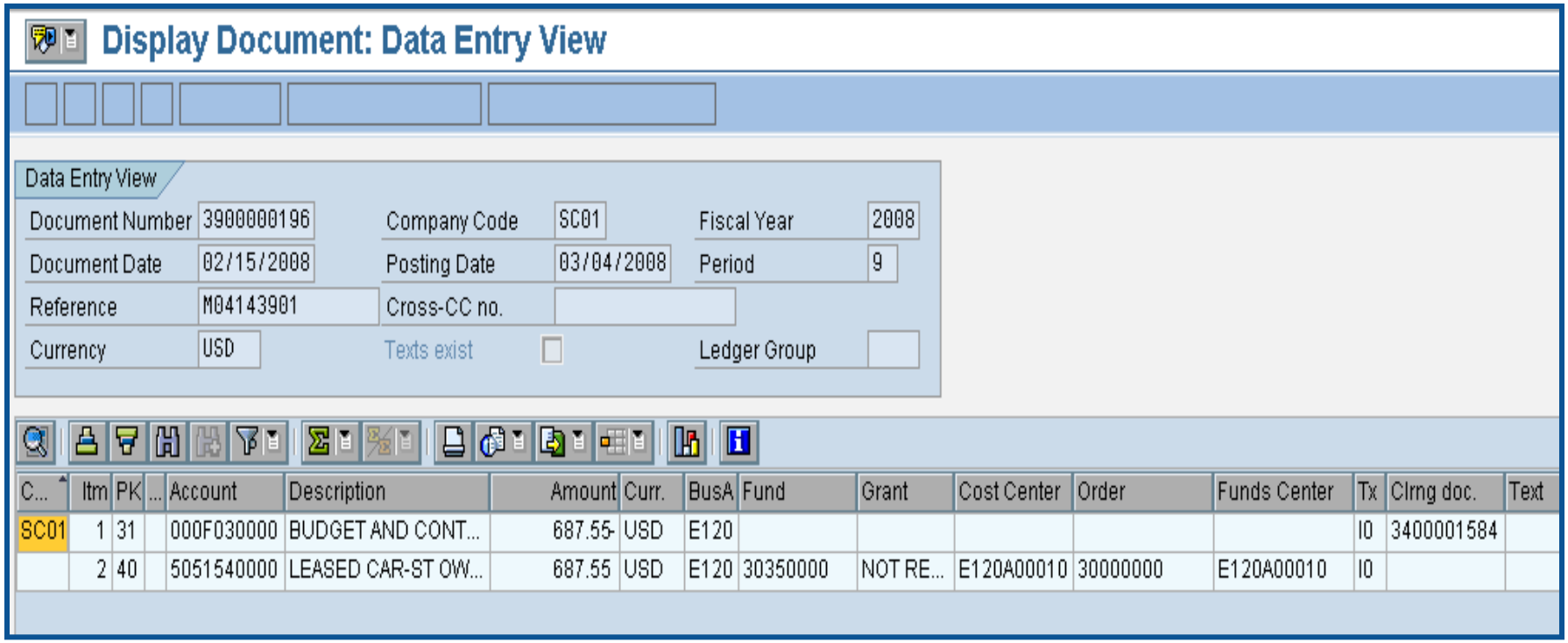


Display Funds Reservation – FMX3 cont.

Earmarked Funds: Display Consumption History

Doc. No.		Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text
300000000	1	1	Receipt amt		7,202.00	USD	7,202.00	USD	0.00	0.00			
			Manual Reduction	00007	685.45	USD	685.45	USD	0.00	0.00	05/13/2008	05/13/2008	March auto lease payment
			Manual Reduction	00006	743.62	USD	743.62	USD	0.00	0.00	04/01/2008	04/01/2008	February payment
	2		Total Manual Reduction		1,429.07	USD	1,429.07	USD	0.00	0.00			
			Invoice/Credit Memo	3900000196 SC012008	687.55	USD	687.55	USD	0.00	0.00	03/04/2008	02/15/2008	
			Invoice/Credit Memo	3900000162 SC012008	759.16	USD	759.16	USD	0.00	0.00	01/31/2008	01/16/2008	
			Invoice/Credit Memo	3900000119 SC012008	725.77	USD	725.77	USD	0.00	0.00	01/15/2008	12/14/2007	
			Invoice/Credit Memo	3900000081 SC012008	827.20	USD	827.20	USD	0.00	0.00	12/14/2007	11/19/2007	
			Invoice/Credit Memo	3900000012 SC012008	797.38	USD	797.38	USD	0.00	0.00	11/14/2007	10/16/2007	
	3		Total Invoices/credit memos		3,797.06	USD	3,797.06	USD	0.00	0.00			
	4		Consumpt.		5,226.13	USD	5,226.13	USD	0.00	0.00			
	5		Open amount		1,975.87	USD	1,975.87	USD	0.00	0.00			

Display Funds Reservation – FMX3 cont.



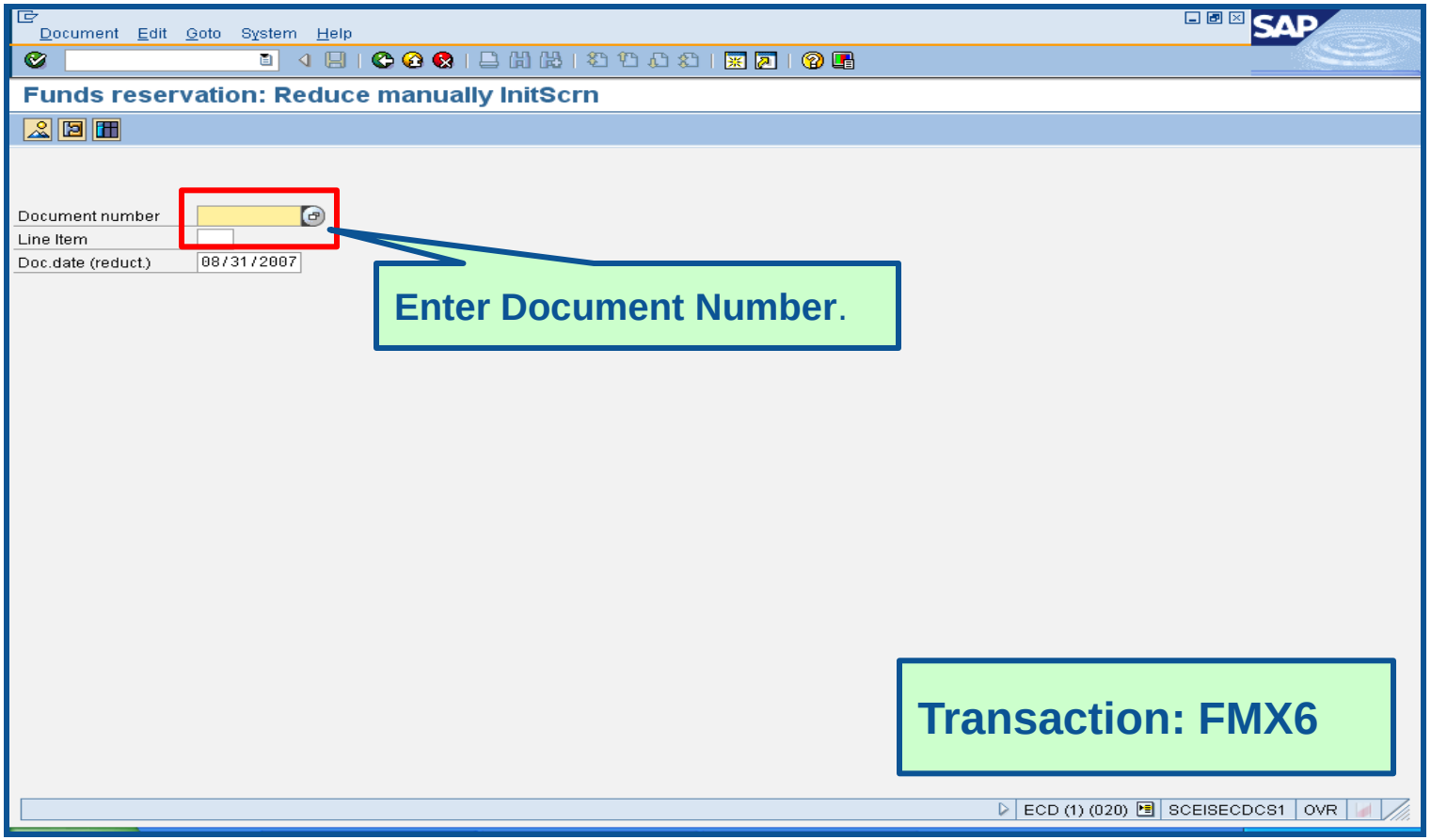
Display Document: Data Entry View

Data Entry View

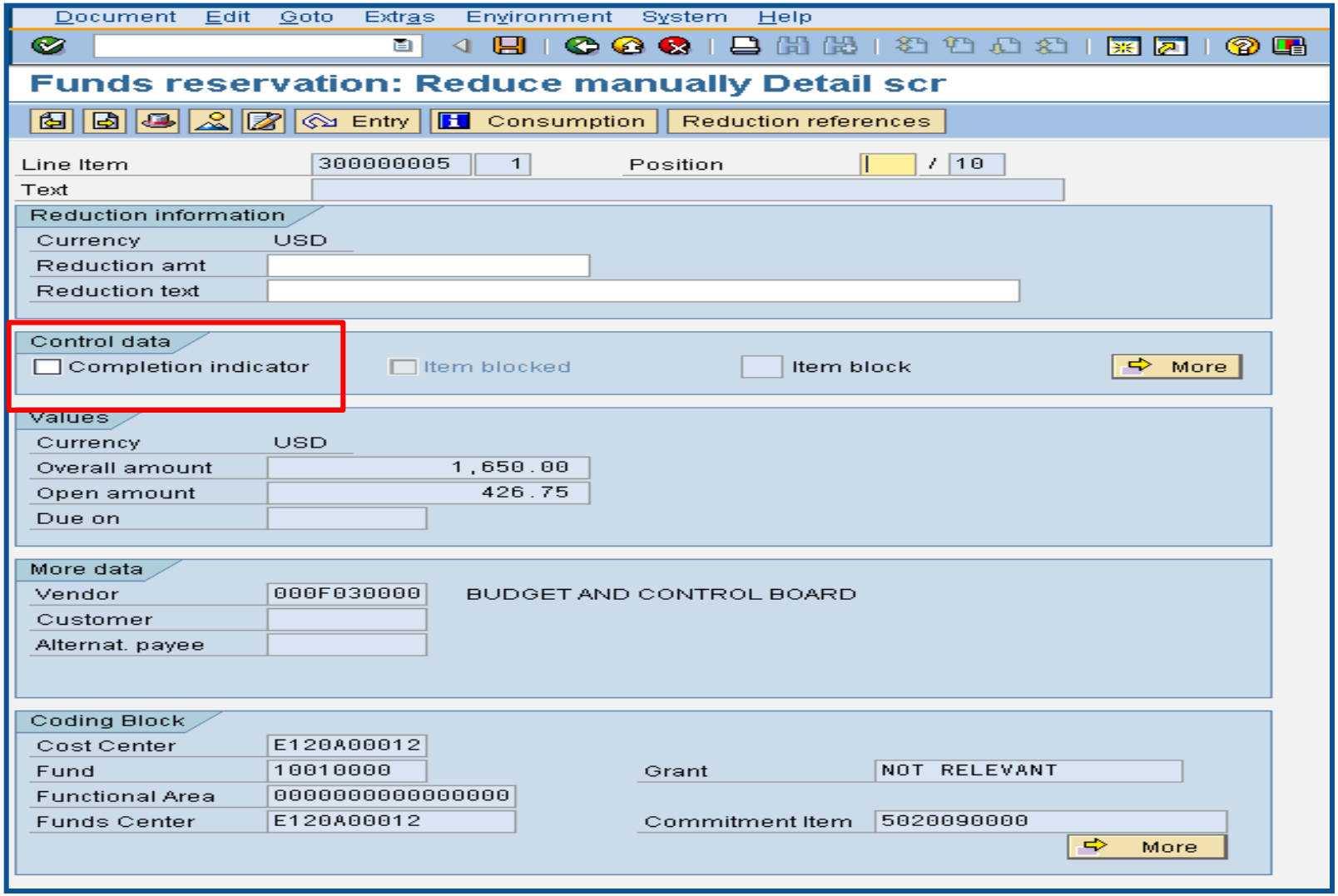
Document Number	3900000196	Company Code	SC01	Fiscal Year	2008
Document Date	02/15/2008	Posting Date	03/04/2008	Period	9
Reference	M04143901	Cross-CC no.			
Currency	USD	Texts exist	☐	Ledger Group	

C...	Itm	PK	...	Account	Description	Amount	Curr.	BusA	Fund	Grant	Cost Center	Order	Funds Center	Tx	Clrng doc.	Text
SC01	1	31		000F030000	BUDGET AND CONT...	687.55-	USD	E120						I0	3400001584	
	2	40		5051540000	LEASED CAR-ST OW...	687.55	USD	E120	30350000	NOT RE...	E120A00010	30000000	E120A00010	I0		

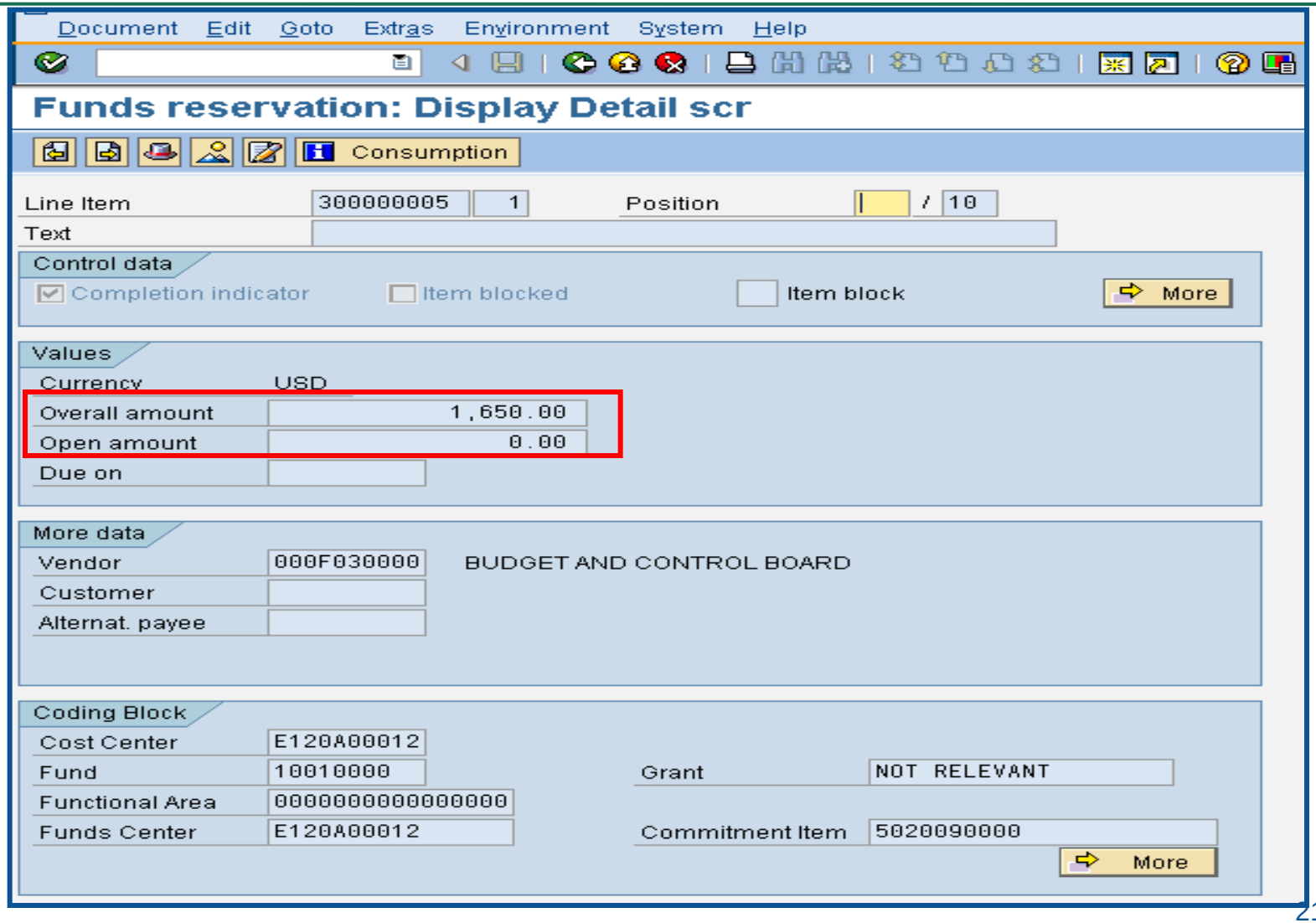
Reduce Funds Reservation - FMX6



Reduce Funds Reservation – FMX6 cont.



Reduce Funds Reservation – FMX6 cont.



Reduce Funds Reservation – FMX6 cont.

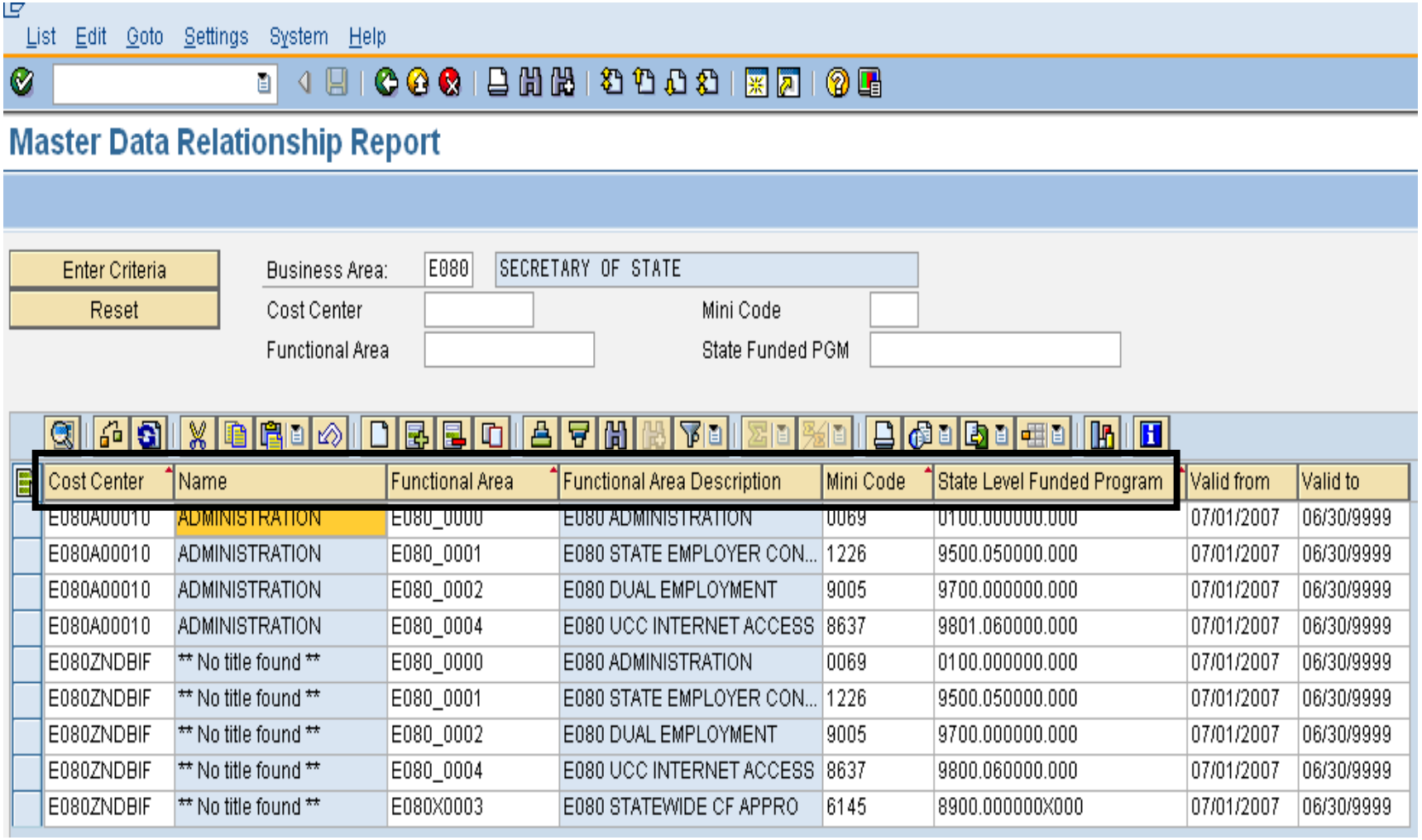
Earmarked Funds: Display Consumption History

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text
300000005	1	Receipt amt		1,650.00	USD	1,650.00	USD	0.00	0.00			
		Manual Reduction	00007	177.63	USD	177.63	USD	0.00	0.00	05/21/2008	05/21/2008	April payment
		Manual Reduction	00006	144.48	USD	144.48	USD	0.00	0.00	04/23/2008	04/23/2008	March phone payment
		Manual Reduction	00005	158.81	USD	158.81	USD	0.00	0.00	04/02/2008	04/02/2008	February payment
		Total Manual Reduction		480.92	USD	480.92	USD	0.00	0.00			
		Invoice/Credit Memo	3900000189 SC012008	193.65	USD	193.65	USD	0.00	0.00	02/22/2008	01/31/2008	
		Invoice/Credit Memo	3900000159 SC012008	193.69	USD	193.69	USD	0.00	0.00	01/31/2008	12/31/2007	
		Invoice/Credit Memo	3900000145 SC012008	176.31	USD	176.31	USD	0.00	0.00	01/23/2008	11/30/2007	
		Invoice/Credit Memo	3900000103 SC012008	178.68	USD	178.68	USD	0.00	0.00	12/21/2007	10/31/2007	
		Total Invoices/credit memos		742.33	USD	742.33	USD	0.00	0.00			
		Consumpt.		1,223.25	USD	1,223.25	USD	0.00	0.00			
		Set "complete"		426.75	USD	426.75	USD	0.00	0.00	06/07/2008		
		Open amount		0.00	USD	0.00	USD	0.00	0.00			

GL Account Review and JEs

- GL account reviews should be done routinely and particularly at year-end to verify posting accuracy.
- This review can reveal errors in coding or procedures or outstanding balances that need adjusting.
- Transaction **ZGLA** can be used to review your agency's general ledger account balances.
- Transaction **FV50** is used to enter adjusting entries.

GL Account Review and JEs - **ZMDRR**



Cost Center	Name	Functional Area	Functional Area Description	Mini Code	State Level Funded Program	Valid from	Valid to
E080A00010	ADMINISTRATION	E080_0000	E080 ADMINISTRATION	0069	0100.000000.000	07/01/2007	06/30/9999
E080A00010	ADMINISTRATION	E080_0001	E080 STATE EMPLOYER CON...	1226	9500.050000.000	07/01/2007	06/30/9999
E080A00010	ADMINISTRATION	E080_0002	E080 DUAL EMPLOYMENT	9005	9700.000000.000	07/01/2007	06/30/9999
E080A00010	ADMINISTRATION	E080_0004	E080 UCC INTERNET ACCESS	8637	9801.060000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0000	E080 ADMINISTRATION	0069	0100.000000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0001	E080 STATE EMPLOYER CON...	1226	9500.050000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0002	E080 DUAL EMPLOYMENT	9005	9700.000000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0004	E080 UCC INTERNET ACCESS	8637	9800.060000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080X0003	E080 STATEWIDE CF APPRO	6145	8900.000000X000	07/01/2007	06/30/9999

GL Account Review and JEs – Reports

There are several reports that can be used to review GL accounts:

- **ZGLA**
  - SC specific report useful for reviewing GL totals by fund, cost center, funded program, etc. – many options. This report has drilldown capabilities.
- **F.08 or S_ALR_87012277**
  - Use these reports to look at your agency GL in total. These reports do not give you GL totals by fund or drilldown capabilities.
- **FAGLB03**
  - This is useful for looking up a particular GL account or a range of GL account balances and can be done by fund, but will give you a total of the GL account(s).

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 can reveal inappropriate classifications of revenues and expenditures.
- **Fund Balance**
  - **No entries** should be made directly to any fund balance account without consulting the SCEIS Finance Team.
- **Fixed Assets**
  - Review for appropriateness of entries for capital expenditures which create asset shells postings to accounts 18xxxxxxxx.

GL Account Review and JEs – Review cont.

- **Undeposited Cash account**
  - To ensure the STO have verified the cash deposit so the cash can be moved to 1000030000. This account 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 cleared at year-end.
- **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.

Review GL Accounts Routinely

- Routine GL review is highly recommended to identify accounts needing adjustment before they become big issues. Routine review will result in fewer adjustments at year-end.
- You should review your budget and commitment reports to ensure account information appears appropriate.
- All correcting entries/journal entries must be completed by July 16th.
- Use **FV50** to make correcting entries.

Review GL Accounts Routinely cont.

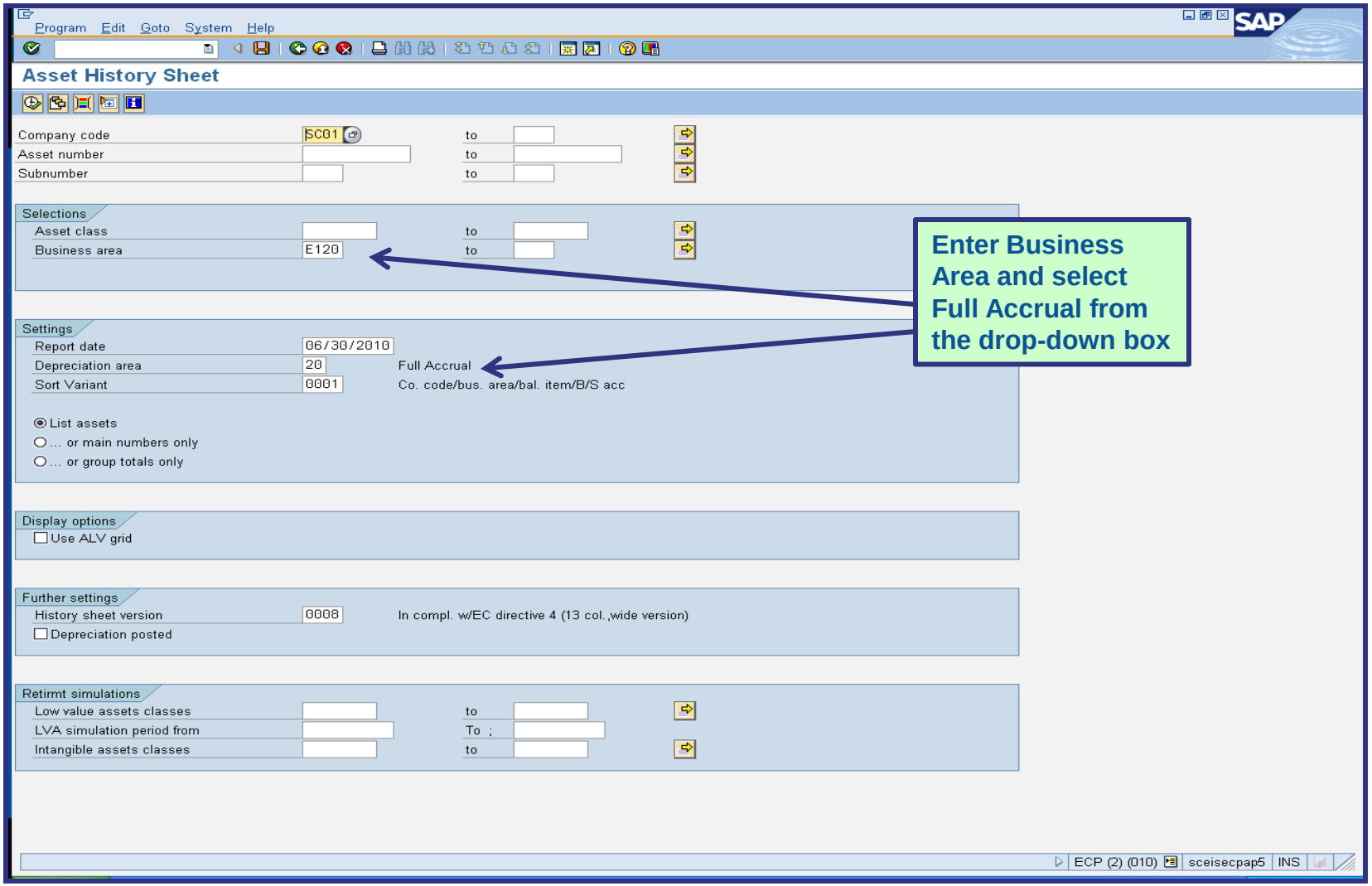
- Use **ZGLA**, F.08 or S_ALR_87012277 to review your GL accounts.
- **ZGLA** has drilldown capabilities as well as multiple selections capabilities.
- Once you have identified the GL account that needs further review, you can also use **FAGLB03** to get to the detail information in the GL account.
- FBL3N (G/L Account Line Item Display) and FBL5N (Customer Line Item Display) are also useful in reviewing detail GL account information.

Let’s look at the ZGLA Report

Fixed Assets at Year-End

- There are no new transaction codes or special procedures for closing out fixed assets at year-end.
- Check your fixed assets listing to ensure items appear correct. Use transaction code S_ALR_87011990 to view asset history for your agency
- 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.

Transaction S_ALR_87011990



Enter Business Area and select Full Accrual from the drop-down box

S_ALR_87011990

List Edit Goto Settings System Help

Asset History Sheet

Assets | WL | Add to worklist

```
Report date: 06/30/2010   Asset History Sheet - 20 Full Accrual
 Created on: 04/21/2010   In compl. w/EC directive 4 (13 col.,wide version) (complete)   1

Report date: 06/30/2010   Asset History Sheet - 20 Full Accrual
 Created on: 04/21/2010   In compl. w/EC directive 4 (13 col.,wide version) (complete)   2
```

CompanyCode	BusinessArea	Bal.sheetitem	Bal.sh.acctAPC	AssetClass
SC01	E120	8000000	1802016000	00015400

Asset / APC FY start / Dep. FY start / Bk.val.FY strt	SNo.	Cap.date	Asset description	Crcy	Acquisition / Dep. for year	Retirement / Dep.retir.	Transfer / Dep.transfer	Post-capital. / Dep.post-cap.	Invest.support / Write-ups	Current APC / Accumul. dep. / Curr.bk.val.
150000000003	0	01/07/2002	"Imaging, Scanner Canon DR5020"	USD						
5,458.95					0.00	0.00	0.00	0.00	0.00	5,458.95
5,458.95-					0.00	0.00	0.00	0.00	0.00	5,458.95-
0.00										0.00
150000000004	0	01/07/2002	"Imaging, Jukebox HP300MX Opt"	USD						
12,753.30					0.00	0.00	0.00	0.00	0.00	12,753.30
12,753.30-					0.00	0.00	0.00	0.00	0.00	12,753.30-
0.00										0.00
150000000005	0	01/07/2002	"Imaging, Application Server"	USD						
22,818.60					0.00	0.00	0.00	0.00	0.00	22,818.60
22,818.60-					0.00	0.00	0.00	0.00	0.00	22,818.60-
0.00										0.00
150000000006	0	01/07/2002	"Imaging, DB Server"	USD						
27,630.75					0.00	0.00	0.00	0.00	0.00	27,630.75
27,630.75-					0.00	0.00	0.00	0.00	0.00	27,630.75-
0.00										0.00
150000000007	0	01/07/2002	"Imaging, Cache Server"	USD						
28,424.55					0.00	0.00	0.00	0.00	0.00	28,424.55
28,424.55-					0.00	0.00	0.00	0.00	0.00	28,424.55-
0.00										0.00
150000000008	0	01/22/1990	"File System, High Density"	USD						
39,712.25					0.00	0.00	0.00	0.00	0.00	39,712.25
31,887.46-					1,647.32-	0.00	0.00	0.00	0.00	33,534.78-
7,824.79										6,177.47
150000001245	0	01/08/2010	DellDell Latitude E5500, Intel Core 2 Duo T7250	USD						
0.00					912.65	0.00	0.00	0.00	0.00	912.65
0.00					152.11-	0.00	0.00	0.00	0.00	152.11-
0.00										760.54
* Asset Class		00015400	SCEIS_Data Proc Eqp	USD						
136,798.40					912.65	0.00	0.00	0.00	0.00	137,711.05
128,973.61-					1,799.43-	0.00	0.00	0.00	0.00	130,773.04-
7,824.79										6,938.01
** Bal.sh.acct APC		1802016000	DP EQPMT-FA	USD						
136,798.40					912.65	0.00	0.00	0.00	0.00	137,711.05

ECP (2) (010) | sceisecpap5 | INS

Lesson 9 Summary

- You should now 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 process in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Review fixed assets to ensure asset balances are proper.

South Carolina Enterprise Information System

LESSON 10: PROCEDURE FOR MANAGING GRANTS

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Grants Management

- Clear Outstanding Purchase Orders unless they will be rolled over to FY 2011
- Delete or process parked documents
- Ensure that all Payables are cleared by the close out of the grant
  - For Example, Sales Tax Payable
- Post IDC by June 30 if you are remitting it back to the State.
- Return remaining grants budgets to FY 2010 and Enter into FY 2011 if the grant will cross state fiscal years.
- Grant Master Data can be loaded by the SCEIS Finance Team using the same template that you may have used at conversion.

South Carolina Enterprise Information System

LESSON 11: Managing Cost Allocation

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 11 Learning Objectives

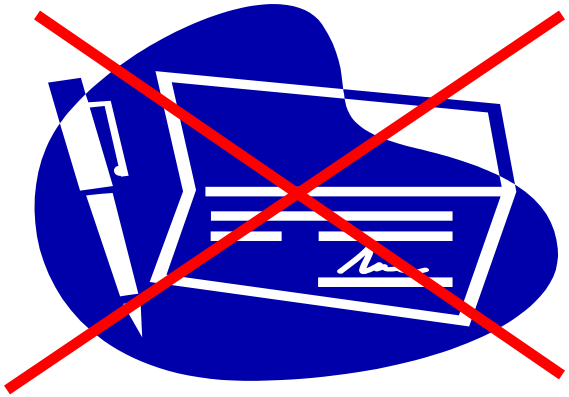
- Upon completion of this lesson, you should be able to:
  - Understand the various cost allocation methods and bases available.
  - Understand internal orders and their use for planned costs.
  - Understand key transactions necessary for year-end controlling reports.

Allocations & Settlement In Controlling

Method	Automation / Timing	Cost Elements	Allocation Basis
Distribution	Automated / Month-end	Primary	Statistics, $, %
Assessment	Automated / Month-end	Secondary	Statistics, $, %
Settlement (only WBS and Internal Orders)	Automated / As required	Primary or Secondary	%, $
Direct Activity Allocation	Manual / As required	Secondary	Price/Unit x Units
Manual Allocation	Manual / As required	Primary	Manual $ amount
Manual Reposting of Primary Costs	Manual / As required	Primary	Manual $ amount

Internal Orders & Plan Costs

- Internal Orders can be used to track Plan costs.
- Internal Orders can give you “What if” scenarios.
- Keep in mind that this <u>does not create a budget check.</u>



- If you run out of money in the internal order, there is no notification, as budgets are not maintained at the Internal Order level.

Controlling Reports to Review

Title	Transaction Code	Purpose
Cost Centers Actual/Plan/Variance	S_ALR_87013611	Compares actual, plan and variance figures with respect to cost center
Orders: Actual/Plan/Variance	S_ALR_87012993	Compares actual, plan and variance figures with respect to internal orders
Cost Centers: Actual Line Items	KSB1	Displays the actual cost line items for cost centers
Orders: Line item Report (User Friendly)	KOB1	Compares total plan, actual period, current period and cumulative figures with respect to internal orders.

CO Settlements

- CO settlements will be run after FI closing period accrual entries have been made.
- Settlements will be run centrally for now.

Lesson 11 Summary

- You should now be able to:
  - Understand the various cost allocation methods and bases available.
  - Understand internal orders and their use for planned costs.
  - Understand key reports and transactions necessary for year-end controlling reports.

South Carolina Enterprise Information System

LESSON 12: Managing Project Systems

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 12 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand the management of project related PO's
  - Understand the use of different types of Work Breakdown Structures (WBS) and how they may affect AuC (CIP) periodic settlement
  - Understand the Final Settlement process

** AuC = Asset Under Construction*

Project System Procurement

- Purchase Orders
  - Any PO results in commitment to WBS (Review report CJI5 for commitments and CJI3 for Actuals)
  - When you clean up your POs at year-end, be sure to address those for projects, also.

Parking WBS

- The parking WBS is used only for temporary project cost capture, the ultimate classification of expenditures in a parking WBS have not been determined.
- A parking WBS can be identified by a “Z” in the final five characters. Ex. C.A400.0001.BZ000 with priority field having value “R.”
- A parking WBS will not be settled at period end or project close.
- All parking WBS should be reviewed periodically to determine appropriate posting or possible reclass.
- Use FV50 to reclass costs from a parking WBS to a capital WBS.
- Besides being used for temporary cost capture, a parking WBS is also used for Revenue (if any) and cash posting if Cash tracking by Project is required.

Expense, Capital, Pass Through WBS

- Expense Projects starting with identifier “E” is used to capture expenditures that will not be settled to an AUC and ultimately will not settle to a capital asset. Ex. E.A200.0001.AB000.
- Pass through Projects starting with identifier “P” is used to capture expenditures that will not be settled to an AUC and ultimately will not settle to a capital asset. Ex. P.A200.0001.AB000 . The difference between this and Expense projects is that the Pass Through has assets captured in separate books and not in the SCEIS system.
- Capital Projects starting with identifier “C” is used to capture expenditures that will be settled to an AUC and ultimately will settle to a capital asset. Ex. C.A200.0001.AB000 with no value for Priority field.

Mixed Projects

- Projects that begin with the identifier M *for* Mixed Projects, can have WBS that are designated as an Expense, Parking or a Capital WBS in their data structure. This is determined by the Priority field.
- The decision making process of whether a WBS should be capital or expense happens at the time of WBS Release

Project – Typical M Project with Different Types of WBS

Proj. def. M.R400.0011 DMV Statewide Security Upgrade

Basic data | Dates | Assignments | Responsibilities | Control | Total

S...	Le...	WBS element	Typ	Pri	Su	PE	Acct	Bill	System st	User Status
	1	M.R400.0011	12				☐	☐	PR	
	2	M.R400.0011.A0000	99				☐		REL	
	3	M.R400.0011.AA000	12					☐	REL AUC	
	2	M.R400.0011.B0000	99				☐	☐	PREL	
	3	M.R400.0011.BZ000	12	R			☑			
	3	M.R400.0011.BA000	12	E						
	3	M.R400.0011.AB000	99				☐			
	1		99				☐			

An R in Priority field = Parking WBS

An E in Priority field = Expense WBS

A Blank in Priority field = Capital WBS

Period End Settlement

- Executed by SCEIS centrally every period end.
- Costs move from project to AuC (CIP), so expense is not overstated..
- Period end settlement is where capital WBS are relieved of their cost and AuC gets the posting.

* AuC = Asset Under Construction

Capitalization to an Asset

- The Final Settlement process will be executed centrally by the SCEIS team for FY2010.
- Agencies must notify the SCEIS team of any projects that are complete and a settlement to an asset is required.

Capitalization to an Asset cont.

- Prior to capitalization of any project, agencies should review all expenditures in the expense WBS to determine if any should be capitalized. If so, move to a capital WBS.

- Parking WBS should be reviewed to determine if any parked expenditures should be capitalized.

Lesson 12 Summary

- You should now be able to:
  - Understand the management of project related PO's
  - Understand the use of different types of WBS and how they may affect AuC (CIP) periodic settlement
  - Understand the Final Settlement process

Course Summary

- You should now be able to:
  - Understand the state's year-end closing procedures and closing packages impact on SCEIS users.
  - Understand the procedures and processes for carrying forward documents – purchase requisitions (inventory), purchase orders, and business trip commitments.
  - Understand the procedures and processes to prepare purchasing documents for year-end closing.
  - Understand the procedures and processes to prepare inventory for year-end closing.

Course Summary, cont.

- Understand the procedures and processes to use during the year-end for accurate postings of expenditures and accounts payable.
- Understand the procedures and processes to use during the year-end for accurate postings of revenues and accounts receivable.
- Understand the procedures and processes to monitor budget reports and balances at year-end.
- Understand how to determine and monitor cash status at year-end.

Course Summary, cont.

- Understand the procedures and processes to prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing.
- Understand the procedures and processes to prepare grants for year-end closing and opening of the new year.
- Understand the procedures and processes to prepare controlling allocations at year-end.
- Understand the procedures and processes to prepare project systems at year-end and closing projects.

SCEIS
South Carolina Enterprise Information System

APPENDIX A

STATE INFORMATION TECHNOLOGY
B&CB
SC BUDGET AND CONTROL BOARD

FI – General Ledger Master Data

- The general ledger is set up according to the chart of accounts.
- SCEIS GL account ranges are as follows:

General Ledger Accounts	Number Range
Cash and Cash equivalents	1000000000 – 1299999999
Assets	1300000000 – 1799999999
Fixed Assets	1800000000 – 1999999999
Liabilities	2000000000 – 2999999999
Fund Balance	3000000000 – 3999999999
Revenue	4000000000 – 4999999999
Expenditures	5000000000 – 5999999999
Transfers	6000000000 – 7999999999
Conversions	9000000000 – 9999999999

FI – Accounts Receivable Transactional Data

- Standard Document Type
  - DA Customer Document
  - DR Customer Invoice
  - DG Customer Credit Memo
  - DZ Customer Payment
  - ZW ACH/Wire Deposits
  - ZD General Deposits (cash & checks)
  - ZJ IDT Invoice Billing
  - ZK IDT Credit Memo
  - ZF IDT Receipts
  - AB Clearing Document

Funds Management Data Integration

Legacy Business Dimension	Financial Accounting (FI)	Controlling (CO)	Funds Management (FM)	Grants Management (GM)
Agency Code	Business Area (4)	Business Area (4)		
Division / Dept		Cost Center (10)	Fund Center (10)	
Program / Project		Internal Order (8)	Funded Program (15)	Sponsored Program (20)
Object Code	GL Account (10)	Cost Element (10)	Commitment Item (10)	Sponsored Class (20)
Grant	Grant (8)	Grant (8)	Grant (8)	Grant (8)
Sub Fund	Fund (8)	Fund (8)	Fund (8)	Fund (8)

BW Reports

- Information on the BW Reports can be located on uPerform at **http://uperform.sc.gov/gm/folder-1.11.10517**

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 in Survey Monkey.

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

To complete the course evaluation go to
http://www.surveymonkey.com/s/2MTN25B

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