



SCEIS YEAR-END MANAGEMENT PROCESS FOR AGENCIES CO500

**End User Training
Columbia, SC
Spring 2010**



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

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

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

- ① 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.
- ① 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 .
- ① Participants should feel free to **ask questions** of the instructors and subject-matter experts on hand. All questions will be captured.

- 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.

- ④ South Carolina Materials Management Office
 - <http://www.mmo.sc.gov>
 - The South Carolina Consolidated Code and Associated Regulations

- ④ 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



- ④ 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**.



South Carolina Enterprise Information System

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

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Course Schedule

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



South Carolina Enterprise Information System

LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 1 Learning Objectives

- ④ 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



- ① State fiscal year ends **June 30**.
- ① State allows several days in July for Agencies to pay bills and make corrections before closing the year.
- ① The last day of fiscal year 2010 for Agency processing is Friday, **July 16th**.
- ① No more transactions can be posted to STARS or SCEIS after July 16th by an Agency.
- ① These dates are the same for SCEIS and non-SCEIS Agencies.

South Carolina Year-End Closing Process cont.



- ④ **July 16th** will be the closing date for **all Agencies**.
 - ④ The **CGO** will have until the **end of July** to perform their general closing entries – just as in the past.
 - ④ **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**.
- ④ 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 some information required by the closing packages, such as the following:

- ④ **Accounts Payable** 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 as you process payments in July and August. This will be discussed more in Lesson 5.
- ④ **Miscellaneous Revenue**, if you use SCEIS to record A/R.

State Closing Packages and SCEIS cont.

- ④ **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.

- ④ **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

- ④ 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.



South Carolina Enterprise Information System

LESSON 2: MANAGING CARRY FORWARD PROCESSES

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 2 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Understand what documents can be carried forward to the new year.
 - Determine which documents need to be carried forward to the new fiscal year.
 - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
 - Understand how to complete and review the transaction results of the carry forward documents.

Key Transactions

- 🌀 ZFMJ2 – Year-End Closing: Carryforward of Open Items
- 🌀 FMAVCR01 – Display Annual Values of Control Objects

Carryforward Documents

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

Carryforward Documents cont.

🌀 The following value type will not be carried forward:

– VT 81 – FUNDS RESERVATIONS

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

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

Purchase Orders

- How do you determine if a PO should be carried forward or closed?

| Received Goods/ Services | Received Invoice | Decision |
|-------------------------------------|------------------------------------|--|
| Before or on 06/30 | By CG closing date | Pay in current year, mark final invoice |
| Before or on 06/30 | After CG closing date | Carryforward |
| After 06/30 | Before or after CG closing date | Carryforward |
| Not going to receive | N/A | Close with final invoice |

Inventory Purchase Requisitions

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

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

Business Trip Commitments

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

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

ZFMJ2 Security

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

Transaction ZFMJ2

- 🔄 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.

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

Sender Fiscal Year

Restriction on FM Account Assignments

| | | | | |
|-----------------|----------------------|----|----------------------|--|
| Grant | <input type="text"/> | to | <input type="text"/> | |
| Fund | <input type="text"/> | to | <input type="text"/> | |
| Funds Center | <input type="text"/> | to | <input type="text"/> | |
| Commitment Item | <input type="text"/> | to | <input type="text"/> | |
| Functional Area | <input type="text"/> | to | <input type="text"/> | |
| Funded Program | <input type="text"/> | to | <input type="text"/> | |

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

| | | | | |
|-----------------|----------------------|----|----------------------|--|
| Value Type | <input type="text"/> | to | <input type="text"/> | |
| Company Code | <input type="text"/> | to | <input type="text"/> | |
| Document Number | <input type="text"/> | to | <input type="text"/> | |

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List

Layout

Availability Control

- ④ If you process with no budget checks on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- ④ You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

FMAVCR01 cont.

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

ZFMJ2 Transaction

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

FM Area SC01
Sender Fiscal Year 2010

Restriction on FM Account Assignments

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

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

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

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog

Be sure Sender Fiscal Year is 2010

Be sure to run in TEST first!!

ZFMJ2 Transaction, cont.

- ① Funds Center is required.
- ① You should include the entire range of funds centers for your agency or use your business area with 4 zeros to business area and all Zs.
 - Example: A0100000 to A010ZZZZZZZZZZZZZZ
- ① You need to do this so that you will not limit your documents selection 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.

The screenshot displays the 'Restriction at Document Level' section of the ZFMJ2 Transaction form. It includes three rows of input fields: 'Value Type', 'Company Code', and 'Document Number'. Each row has a 'to' field and a selection icon (a yellow arrow pointing right) to its right. The bottom-most selection icon is highlighted with a red box. A red arrow points from this icon to a red-bordered box containing the text 'Multiple Selection Fields'. Below the restriction section is the 'FI Documents' section, which contains a single input field labeled 'FI doc.no.fisc.year'.

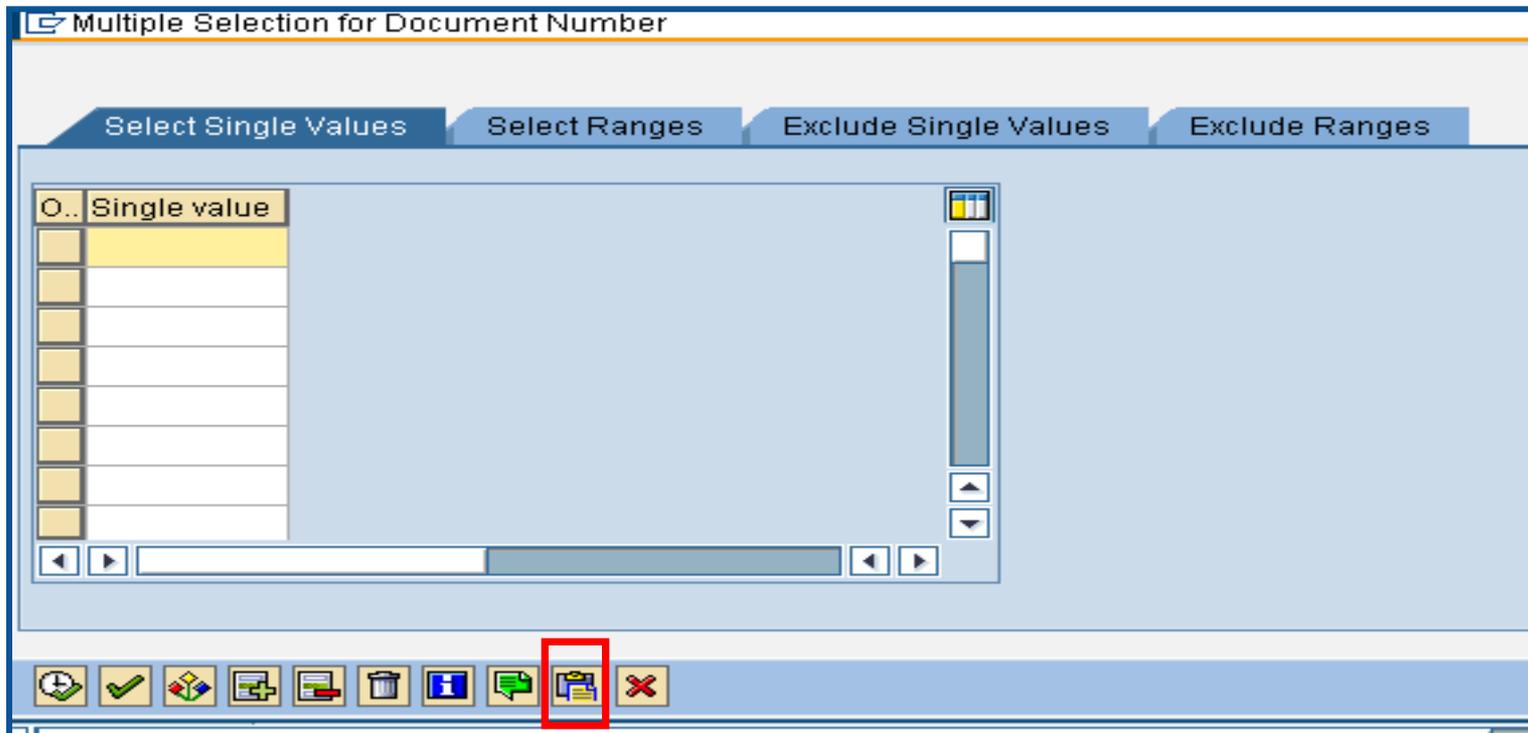
| Restriction at Document Level | | | |
|-------------------------------|----------------------|----|----------------------|
| Value Type | <input type="text"/> | to | <input type="text"/> |
| Company Code | <input type="text"/> | to | <input type="text"/> |
| Document Number | <input type="text"/> | to | <input type="text"/> |

| FI Documents | |
|---------------------|----------------------|
| FI doc.no.fisc.year | <input type="text"/> |

Multiple Selection Fields

ZFMJ2 Transaction cont.

- You can copy a list of documents from an Excel spreadsheet and insert it into the multiple selection by clicking on the clipboard.



ZFMJ2 Transaction cont.

If you erroneously carryforward a document:

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

- ① **DO NOT DELETE it after Carry Forward!!!**
 - If you delete it after carrying it forward, you will have reporting issues with your budget reports as **these documents will not be picked up in the totals on BUDGET reports!!!**

ZFMJ2 Transaction cont.

It is imperative that you:

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

Lesson 2 Summary

- 🌀 You should now be able to:
 - Understand what documents can be carried forward to the new year.
 - Determine which documents need to be carried forward to the new fiscal year.
 - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
 - Understand how to complete and review the transaction results of the carry forward documents.



South Carolina Enterprise Information System

LESSON 3: PURCHASING DOCUMENTS AND THE PROCUREMENT PROCESSES

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 3 Learning Objectives

- ④ 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

- ④ Near the end of the year, funding begins to tighten, especially using encumbrances.
- ④ It is important to manage your purchase orders (PO's) to free up budget necessary to complete payments.
- ④ 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.

- ④ 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.
- ④ Use transaction code **ME2N** for a list of POs.
- ④ Review these lists regularly during the months of June and July to aid in releasing budget for spending at year-end.
- ④ Use transaction code **ME22N** to delete PO's and also "final invoice" Blanket Purchase Orders.

ME2N – Open Purchase Orders

- ④ 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.**
- ④ ME2N does not show any Purchase Order that has the Final Invoice selected or delivery completed indicator set.

ME2N with Variant

The screenshot shows the SAP ME2N transaction interface. The main window is titled "Purchasing Documents per Document Number" and contains various input fields for document selection. A pop-up window titled "ABAP: Variant Directory of Program RM06EN00" is open, displaying a list of variants. A green callout box with a blue border contains instructions for navigating the variant directory.

Variant catalog for program RM06EN00

| Variant name | Short description |
|---------------|--------------------------------|
| APS_SEARCH | Search by old APS number |
| KIMBER | Kimber's Contracts |
| MMO STATEWIDE | MMO Statewide Contracts |
| OPEN_PO_1 | Open PO w/o final Invoice ALV |
| OPEN_PO_2 | Open PO w/o final Delivery ALV |
| OPEN_PO_RPT | PO w/o Final Inv or Del items |
| STATE TERM | Contracts with ZMMO ZITM |
| ZBILL_CONT | Contract Search for Doc type |

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

ME2N with Variant cont.

SAP

List Edit Goto Views Environment Settings System Help

Purchasing Documents by Document Number

Print Preview

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

ME2N SCEISECPAP2 INS

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

ME2N with Variant cont.

Purchase Order Edit Goto Environment System Help

Blanket PO 4600001997 created by Charles Abbott

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

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

Header

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

Add Planning

Item 1 [10] Glass Repair

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

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

Purchase Order History Detail

ME23N SCEISECAP2 INS

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 all items have been invoiced.

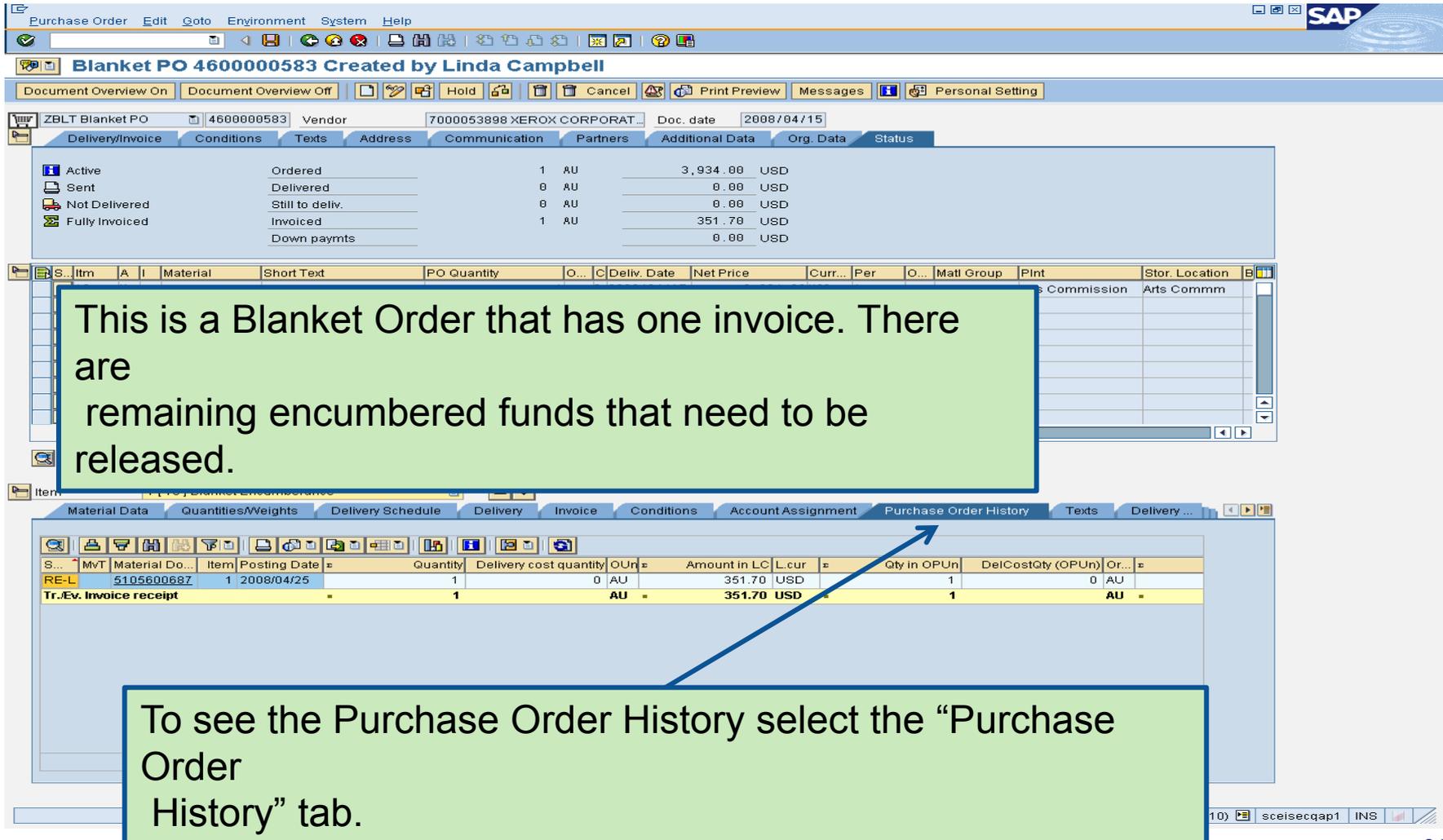
Closing Open POs

- ④ 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
- ④ 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.
- ④ 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



Blanket PO 460000583 Created by Linda Campbell

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

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

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status

| Status | Description | Quantity | Unit | Amount | Currency |
|----------------|-----------------|----------|------|----------|----------|
| Active | Ordered | 1 | AU | 3,934.00 | USD |
| Sent | Delivered | 0 | AU | 0.00 | USD |
| Not Delivered | Still to deliv. | 0 | AU | 0.00 | USD |
| Fully Invoiced | Invoiced | 1 | AU | 351.70 | USD |
| | Down paymtns | | | 0.00 | USD |

S... | Item | Material | Short Text | PO Quantity | O... | C | Deliv. Date | Net Price | Curr... | Per | O... | Matl Group | PInt | Stor. Location

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

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

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

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

10 | scseisecqap1 | INS

Closing a PO - ME22N cont.

Blanket PO 460000583 Created by Linda Campbell

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

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

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

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

Item: 1 [10] Blanket Encumbrance

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

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

Final Invoice

GR-Bsd IV

ECQ (1) (010) | sceisecqap1 | INS

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

Closing a PO - ME22N cont.

The screenshot shows the SAP ME22N interface for a purchase order. The main window displays the purchase order details for 'Blanket PO 460' with a vendor 'XEROX CORPORAT...'. A menu is open over the 'Environment' tab, with 'AC Commitment Documents' selected. A green callout box with a blue border contains the text: 'To verify all funds have been release select environment>AC commitment Documents'. Below the callout, a table shows the purchase order items with columns for quantity, material, and price.

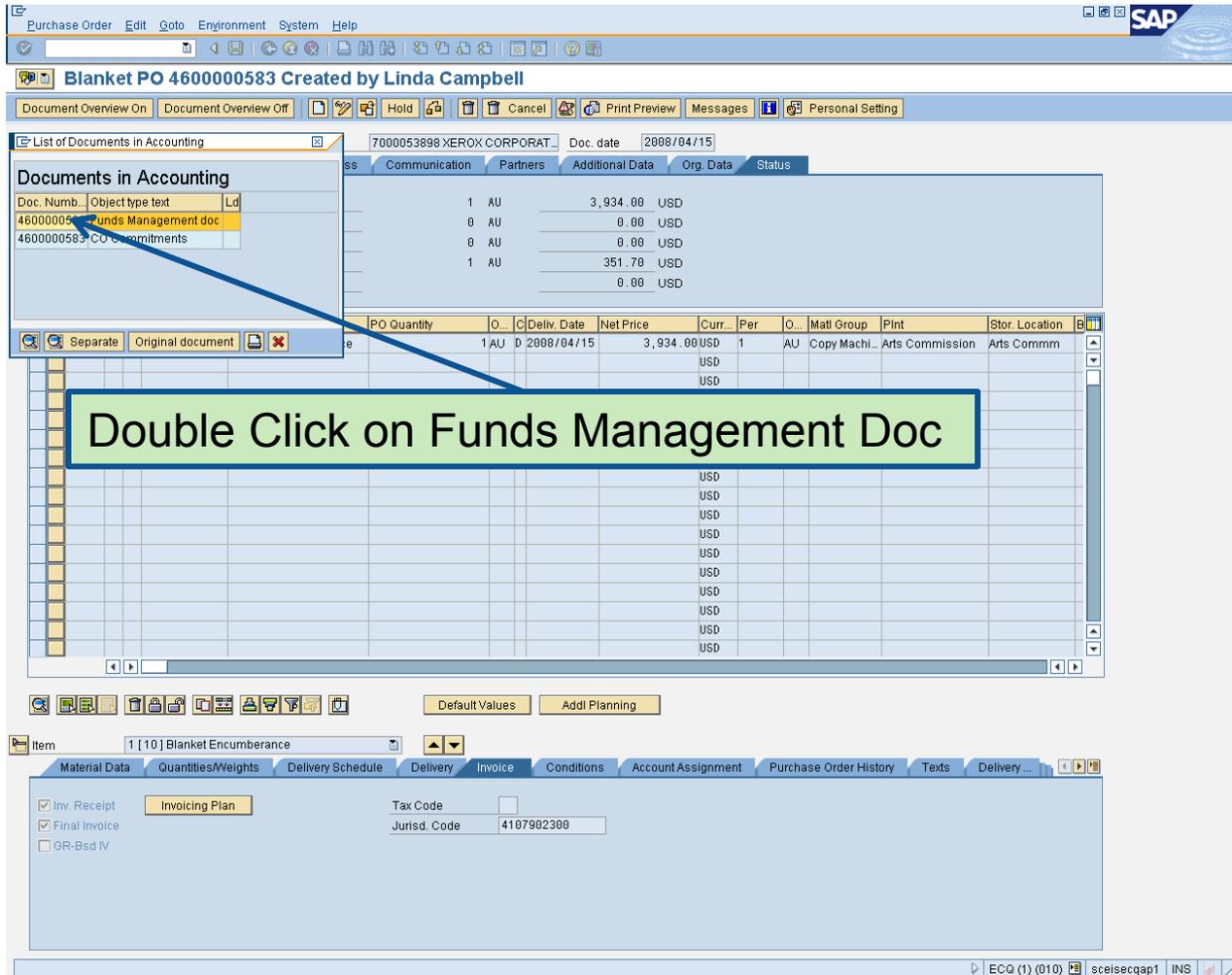
| Quantity | Material | Net Price | Curr... | Per | O... | Mat Group | Plant | Stor. Location |
|----------|----------|-----------|---------|-----|------|---------------|-----------------|----------------|
| 1 | AU | 3,934.00 | USD | 1 | AU | Copy Machi... | Arts Commission | Arts Comm |
| 0 | AU | 0.00 | USD | | | | | |
| 0 | AU | 0.00 | USD | | | | | |
| 1 | AU | 351.70 | USD | | | | | |
| | | 0.00 | USD | | | | | |

Item: 1 [10] Blanket Encumbrance

Material Data: Invoicing Plan, Tax Code, Jurisd. Code: 4107902300

Final Invoice: Final Invoice, GR-Bsd IV

Closing a PO - ME22N, cont.



Blanket PO 4600000583 Created by Linda Campbell

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

List of Documents in Accounting

| Doc. Numb. | Object type text | Ld |
|------------|----------------------|----|
| 4600000583 | Funds Management doc | |
| 4600000583 | CO Commitments | |

7000053898 XEROX CORPORAT... Doc. date 2008/04/15

| Communication | Partners | Additional Data | Org. Data | Status |
|---------------|----------|-----------------|-----------|--------|
| 1 AU | | 3,934.00 USD | | |
| 0 AU | | 0.00 USD | | |
| 0 AU | | 0.00 USD | | |
| 1 AU | | 351.70 USD | | |
| | | 0.00 USD | | |

| PO Quantity | Deliv. Date | Net Price | Curr. | Per | Matl Group | Plant | Stor. Location |
|-------------|-------------|--------------|-------|-----|------------------|-----------------|----------------|
| 1 AU | 2008/04/15 | 3,934.00 USD | USD | 1 | AU Copy Machi... | Arts Commission | Arts Comm |

Double Click on Funds Management Doc

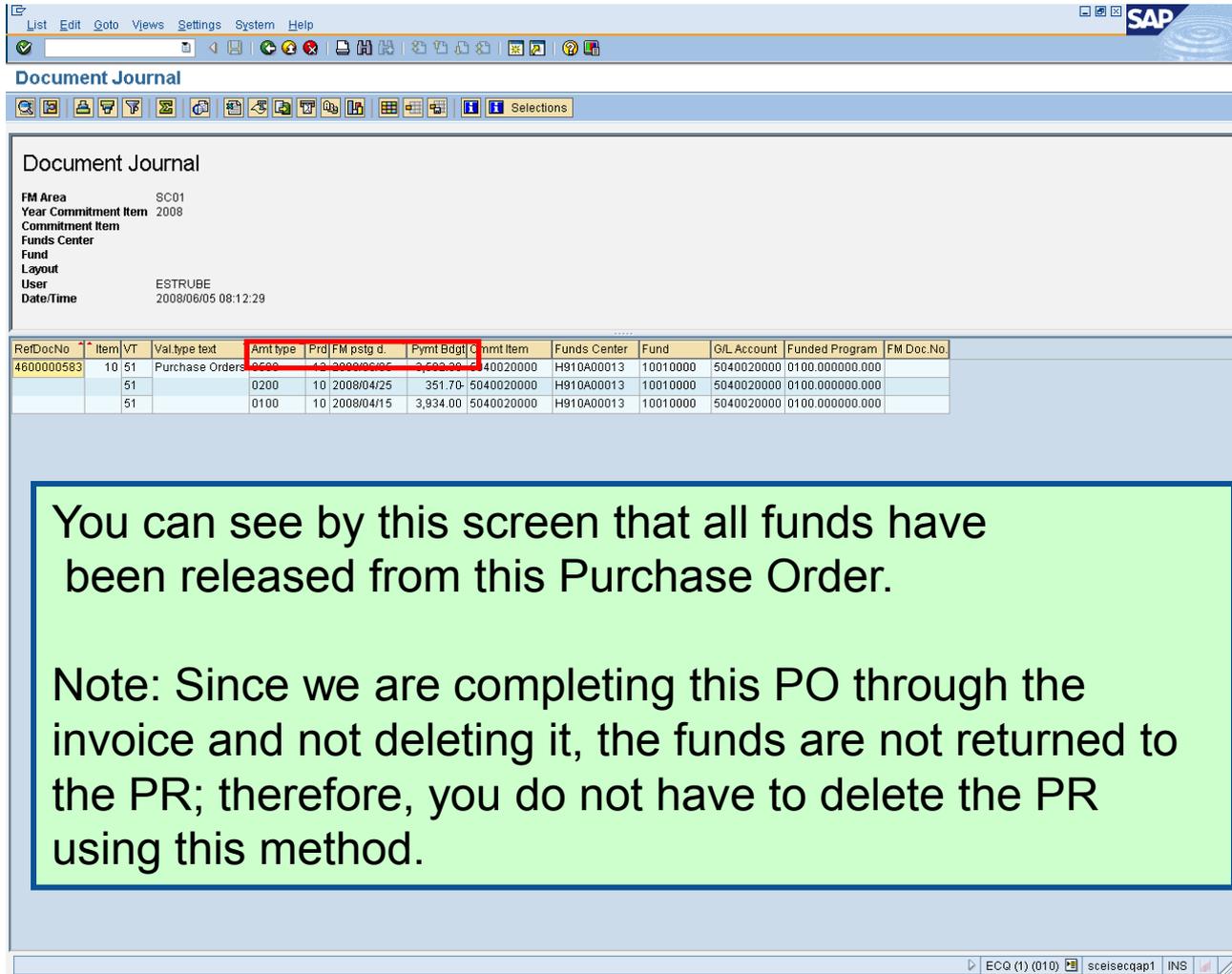
Item: 1 [10] Blanket Encumbrance

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

Inv. Receipt | Invoicing Plan | Tax Code |
 Final Invoice | Jurisd. Code 4187982308
 GR-Bsd IV

ECQ (1) (010) | scseisecqap1 | INS

Closing a PO - ME22N cont.



Document Journal

FM Area SC:01
Year Commitment Item 2008
Commitment Item
Funds Center
Fund
Layout
User ESTRUBE
Date/Time 2008/06/05 08:12:29

| RefDocNo | Item | Val.type text | Amt type | Prd | FM pstg d. | Pymt Bdglt | C | nmt Item | Funds Center | Fund | G/L Account | Funded Program | FM Doc.No. |
|------------|-------|----------------|----------|-----|------------|------------|----|------------|--------------|----------|-------------|------------------|------------|
| 4600000583 | 10 51 | Purchase Order | 0600 | 10 | 2008/04/25 | 3,603.00 | 10 | 40020000 | H910A00013 | 10010000 | 5040020000 | 0100.0000000.000 | |
| | 51 | | 0200 | 10 | 2008/04/15 | 351.70 | 10 | 5040020000 | H910A00013 | 10010000 | 5040020000 | 0100.0000000.000 | |
| | 51 | | 0100 | 10 | 2008/04/15 | 3,934.00 | 10 | 5040020000 | H910A00013 | 10010000 | 5040020000 | 0100.0000000.000 | |

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”

Step 3: Complete and Order

To make it easier to find the shopping cart later, enter a name for the shopping cart. In the approval preview, you can see who is responsible for approval of the shopping cart. You

Name of Shopping Cart

Future Fiscal Year Shopping Ca

Notes for Approval

[Approval Preview](#) | [Budget](#)

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.



South Carolina Enterprise Information System

Lesson 4: Managing Inventory Processes

STATE INFORMATION
TECHNOLOGY



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

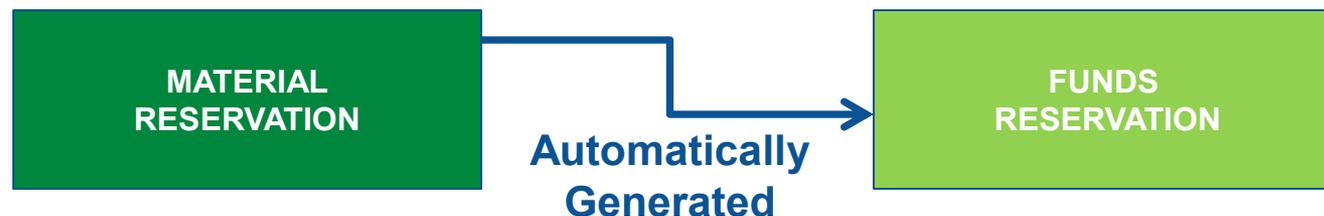
The Inventory process has several steps:

- ① The initial request from the user is done as a “shopping cart” in SRM to consume inventory.

Request by

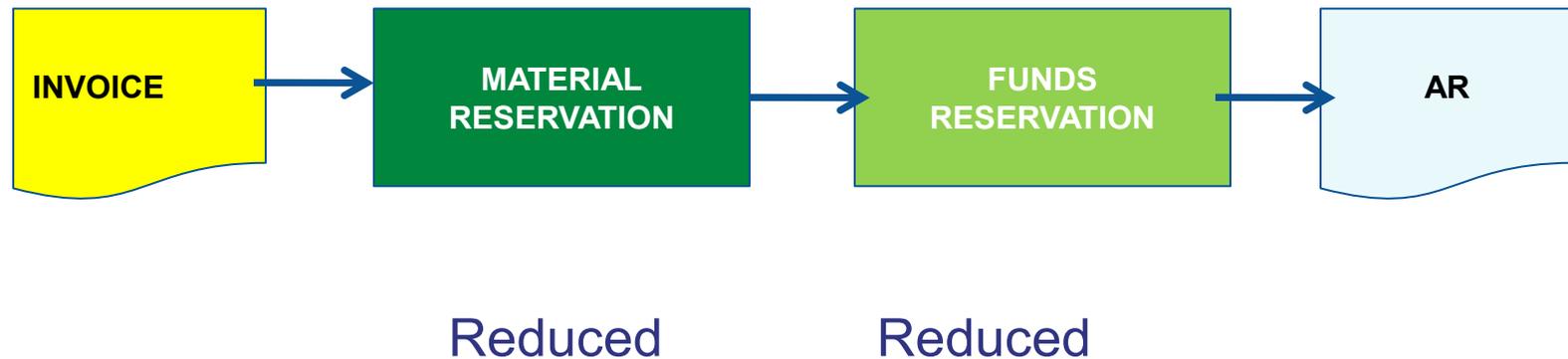


- ① Upon approval of the material reservation is generated in IM ECC with a corresponding funds reservation in FM ECC
 - (Funds Reservation number can be located in the Account Assignment Data of the Material Reservation and vice versa)



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.

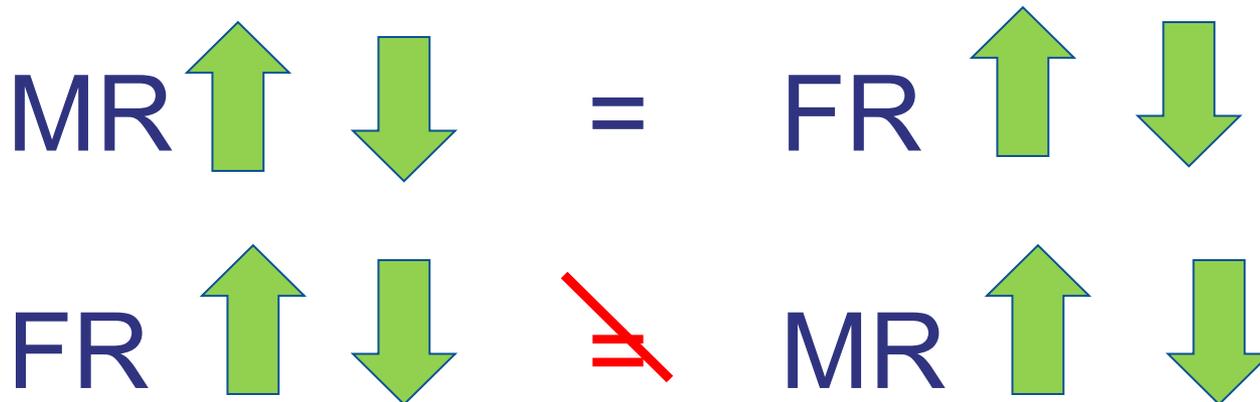
Review Material Reservations & Funds Reservations

- 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 “Final Issue” indicator during Goods Issue Transaction
 - Setting “Final Issue” indicator in MB22 – Change 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.



Material Reservations cont.

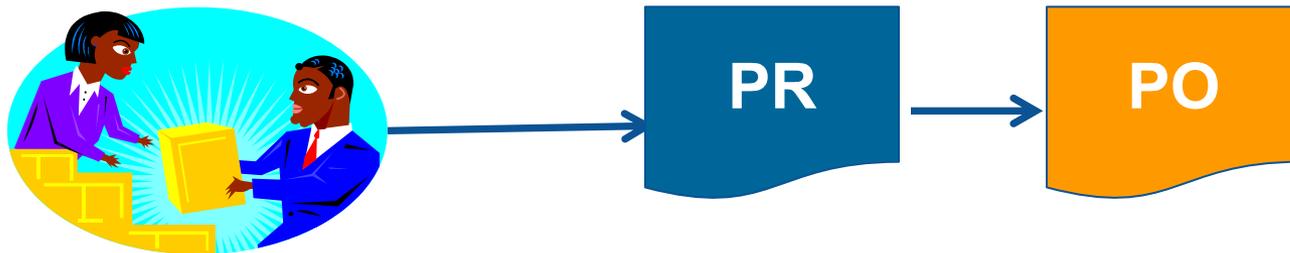
- ☉ Be sure to make adjustments for inventory to the material reservation and NOT the funds reservation!

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.

- ④ Purchase Requisitions are converted manually to Purchase Orders.
- ④ At year-end, there may be PRs and POs that need to be closed, deleted or carried forward.
- ④ PRs and POs associated with inventory need to be reviewed just like other POs.

Inventory PR & PO cont.

- ① Closing an inventory PR or PO can be done by:
 - procurement staff using ME52N and ME22N and marking the PO indicator “delivery complete”
- ① Closing an inventory PR or PO cannot be done by accounting staff.
- ① 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.

- ④ If you **delete** a **PO** Line item the **PR** is **open** **again** so it also needs to be deleted.
- ④ This only occurs with inventory as there are not PRs created with regular purchases through SRM.
- ④ **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

- ④ 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
- ④ Inventory scrapping
- ④ Monitor Slowly Moving Stock / Obsolescence / Surplus
- ④ Ensure that goods receipts are posted in a timely manner

Year-end Considerations cont.

- ④ 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.
- ④ Sales Contracts
 - Review all open Sales Contracts
 - Review all pending and open Billing Documents
- ④ 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

- ① You will continue to use the **same transaction codes** to process payments in the month of July.
- ① The **Posting Date** will determine to which fiscal year the transaction will post.

FY2010

Use 06/30/2010 through
July 16

FY2011

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

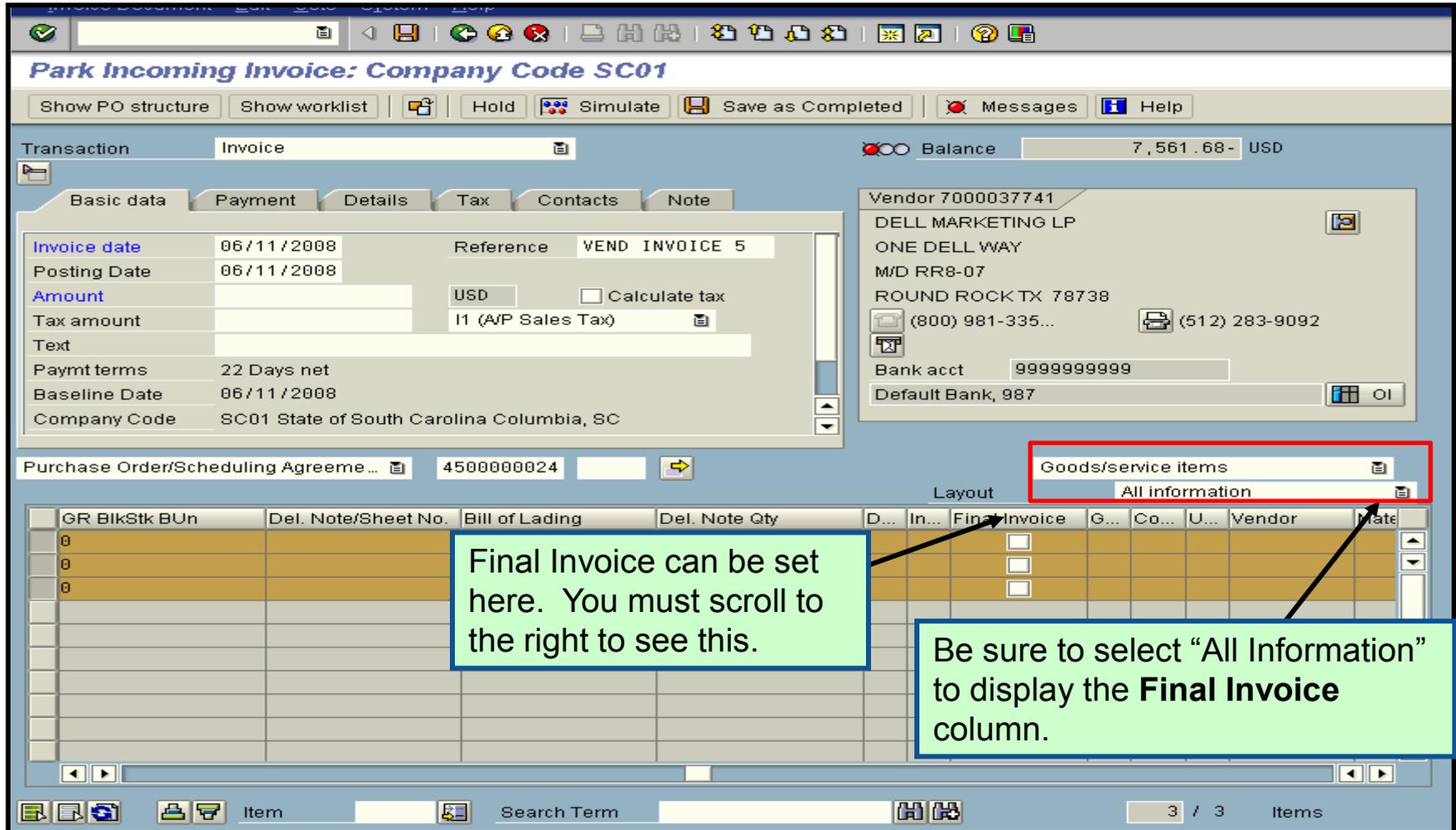
Company Code SC01 State of South Carolina Columbia, SC

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 | | | | | | |

Final Invoice Indicator – MIR7



Park Incoming Invoice: Company Code SC01

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

Transaction Invoice Balance 7,561.68- USD

Basic data Payment Details Tax Contacts Note

Invoice date 06/11/2008 Reference VEND INVOICE 5
Posting Date 06/11/2008
Amount USD Calculate tax
Tax amount I1 (AP Sales Tax)
Text
Paymt terms 22 Days net
Baseline Date 06/11/2008
Company Code SC01 State of South Carolina Columbia, SC

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

Purchase Order/Scheduling Agreeme... 4500000024

Layout Goods/service items All information

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

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

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

Item Search Term 3 / 3 Items

Payment Terms

- 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.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code SC01

Tree on Company Code Hold Simulate Park Editing options

Transact Invoice

Basic data Payment Details Tax Notes

BaselineDt 06/09/2008 Pay Terms NT30 22 Days

Due on 07/01/2008

Discount USD Days net

Disc.base USD To be calculd Fixed

Pmt Method Pmnt Block Free for payment

Inv.ref

Part. Bank House Bank

Bal. 0.00

Vendor

Address

TWIN A SERVICE
233 ORINDAWOOD RD
MCCONNELLS SC 29726

Not available

1 Items (Screen Variant : Screen 100)

| G/L acct | DIC | Amount in doc. curr. | Cost center | Order | Fund | Grant | Assignm |
|------------|-------|----------------------|-------------|----------|----------|--------------|---------|
| 5830010000 | Debit | 100.00 | R200A00010 | 30000042 | 10010000 | NOT RELEVANT | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |

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

ECQ (2) (030) scejseqap1 INS

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.

- ④ SCEIS will be able to report prior year payables as long as the proper procedures are used.
- ④ 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.
- ④ This field will be used to pull a report for use in preparing the Accounts Payable closing package.
- ④ 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.

Document Edit Goto Extras Settings Environment System Help

Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Notes

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

0 Items (No entry variant selected)

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

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.

Program Edit Goto System Help

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account [] to []

Company code SC01 to []

Selection using search help

Search help ID []

Search string []

Search help

Line item selection

Status

Open items

Open at key date 03.06.2008

Cleared items

Clearing date [] to []

Open at key date []

All items

Posting date [] to []

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

List Output

Layout []

Maximum number of items []

Open Item A/P Balances – FBL1N cont.



| St | Assignment | DocumentNo | Type | Doc. Date | S | DD | Amount in local cur. | LCurr | Clrng doc. | Text |
|--|-------------------------------------|--------------------------|----------|--------------------------|---|-------------------------------------|-------------------------|------------|------------|--|
| <input type="checkbox"/> | C055785—APRIL INV.# AR39510 | 3900000448 3900000416 | ZI ZI | 07.05.2008 03.01.2008 | | <input checked="" type="checkbox"/> | 1.004,94- 24.172,50- | USD USD | | inv.# c055785 april billing cycle inv.# AR39510 |
| * | <input checked="" type="checkbox"/> | | | | | | 25.177,44- | USD | | |
| ** | Account 000F030000 | | | | | | 25.177,44- | USD | | |
| Vendor 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 |
| <input type="checkbox"/> | BRD MTG ON 5/14 | 3500001051 | ZT | 14.05.2008 | | <input checked="" type="checkbox"/> | 6,23- | USD | | board meeting on 5/14/08 |
| * | <input checked="" type="checkbox"/> | | | | | | 6,23- | USD | | |
| ** | Account 30039394 | | | | | | 6,23- | USD | | |
| Vendor 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 |
| <input type="checkbox"/> | REGISTRATION FEE | 3500000977 | ZT | 13.05.2008 | | <input checked="" type="checkbox"/> | 195,00- | USD | | registration for NCCER instructor certification |
| * | <input checked="" type="checkbox"/> | | | | | | 195,00- | USD | | |
| ** | Account 30044801 | | | | | | 195,00- | USD | | |

Lesson 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

- ① All cash received by June 30th must be posted to the prior fiscal year.
- ① 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.

- ① Deposits for Period 12 (FY2010), and Period 01 (FY2011), must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
- ① 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.
- ① 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.

- ④ All deposits received 7/1 and after must have a posting date of 7/1 or after.
- ④ There is only one exception – refunds of expenditures.
- ④ 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.
- ④ 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 | <input type="text"/> | Type | <input checked="" type="checkbox"/> | Company Code | <input checked="" type="checkbox"/> |
| Posting Date | 04.06.2008 | Period | <input type="checkbox"/> | Currency/Rate | <input checked="" type="checkbox"/> |
| Document Number | <input type="text"/> | Translatn Date | <input type="text"/> | Cross-CC no. | <input type="text"/> |
| Reference | <input type="text"/> | | | | |
| Doc.Header Text | <input type="text"/> | | | | |
| Clearing text | <input type="text"/> | | | | |

Transaction to be processed

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

First line item

PstKey Account SGL Ind TType

Revenue at Year-End cont.

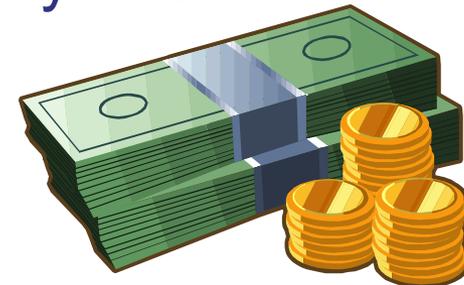
- If a deposit validated by the bank as of June 30, 2010 has not been recorded by the STO by July 16th, it will be necessary to record this deposit as a FY2011 transaction and the Agency must contact the Central State Financial Reporting Division of the CGO for appropriate adjustments in accordance with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

- ④ 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.
- ④ 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.
- ④ 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

- ④ Accounts receivable balances need to be reviewed at year-end to ensure balances are appropriate and the detail AR balance with the GL.
- ④ A listing of AR GL balances can be viewed by using T-code **FBL3N**.
- ④ If you know the customer number, use T-code **FBL5N** to display individual AR balances.

G/L Account Line Item Display – FBL3N

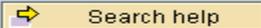
G/L Account Line Item Display

 Data Sources

G/L account selection

G/L account to 
Company code SC01 to 

Selection using search help

Search help ID
Search string
 Search help

Line item selection

Status

Open items
Open at key date
 Cleared items
Clearing date
Open at key date
 All items
Posting date

Type

Normal items
 Noted items
 Parked items

G/L Account Number (2)

G/L account no. in chart of accounts | G/L account description in chart of accounts

G/L account
Chart of Accounts 
Maximum No. of Hits

List Output

Layout
Maximum number of items

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.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account to 

Company code to 

Selection using search help

Search help ID

Search string

 Search help

Line item selection

Status

Open items
Open at key date

Cleared items
Clearing date
Open at key date

All items
Posting date

Type

Normal items
 Noted items
 Parked items

G/L Account Number (1)

G/L account no. in chart of accounts | G/L account description in chart of accounts

G/L account

Chart of Accounts

Maximum No. of Hits

G/L Account Line Item Display – FBL3N cont.

Multiple Selection: G/L account

Single Value: G/L account

1300010000

1300020000

Range: G/L account

| | | |
|----------------------|---|----------------------|
| <input type="text"/> | . | <input type="text"/> |
| <input type="text"/> | . | <input type="text"/> |
| <input type="text"/> | . | <input type="text"/> |
| <input type="text"/> | . | <input type="text"/> |

G/L Account Line Item Display – FBL3N cont.

G/L Account Number (1) 2 Entries found

| G/L account no. in chart of accounts | G/L account |
|--------------------------------------|------------------------------------|
| 1300010000 | SC01 ACCOUNTS RECEIVABLE - CURRENT |
| 1300020000 | SC01 ACCOUNTS RECEIVABLE - IDT |

G/L Account Line Item Display – FBL3N cont.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Open items

Open at key date

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

G/L Account Line Item Display – FBL3N cont.



G/L Account Line Item Display

Navigation icons: Home, Back, Forward, Print, Copy, Paste, Undo, Redo, Refresh, Save, Print, Copy, Paste, Undo, Redo, Refresh, Save, 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 |
|-------------------------------------|------------|------------|------|------|------------|----|----------------------|-------|----|------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 20080331 | 2000000426 | H910 | DR | 03/31/2008 | 01 | 70.00 | USD | | | Inv. #800040 Darlington cty schools |
| <input type="checkbox"/> | 20080331 | 2000000427 | H910 | DR | 03/31/2008 | 01 | 55.00 | USD | | | Inv. #800039 |
| <input type="checkbox"/> | 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

Navigation icons: Home, Back, Forward, Refresh, Print, etc. | 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 |
|--------------------------|------------|------------|------|------|------------|----|----------------------|-------|----|------------|-------------------------------------|
| <input type="checkbox"/> | | 20080331 | | DR | 03/31/2008 | 01 | 70.00 | USD | | | Inv. #800040 Darlington cty schools |
| <input type="checkbox"/> | | 20080331 | | DR | 03/31/2008 | 01 | 55.00 | USD | | | Inv. #800039 |
| <input type="checkbox"/> | | 20080331 | | 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.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

| | | | | |
|-------------------------|------------|--------------------|----------|------------|
| Customer | 4000220 | Timothy Dillinger | G/L Acc | 1300010000 |
| CoCode | SC01 | 1405 Cameron Court | | |
| State of South Carolina | Wilmington | | Doc. No. | 2000000427 |

Line Item 1 / Invoice / 01

| | | |
|--------|-------|-----|
| Amount | 55.00 | USD |
|--------|-------|-----|

Additional Data

| | | | | | |
|------------|--------------------------|--------------|------|-------|---------------|
| Bus. Area | H910 | | | | |
| Disc. base | 55.00 | Disc. amount | 0.00 | USD | |
| Payt Terms | 0001 | Days/percent | 0 | 0.000 | % 0 0.000 % 0 |
| Bline Date | 03/31/2008 | Invoice ref. | | / | / 0 |
| Pmnt Block | <input type="checkbox"/> | | | | |
| Contract | | Flow Type | | | |
| Assignment | * | | | | |
| Text | Inv. #800039 | | | | Long text |

Display Customer Line Items – FBL5N

Program Edit Goto System Help

Customer Line Item Display

Data Sources

Customer selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

List Output

Layout

Maximum number of items

Display Customer Line Items – FBL5N cont.

Customer Line Item Display

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 |
|--------------------------|---------------------------------------|------------|-----|------------|---|-------------------------------------|------------------|-------|------------|--------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> * | 2000000428 | DR | 03/31/2008 | | <input checked="" type="checkbox"/> | 140.00 | USD | | Inv. #800043 |
| | <input checked="" type="checkbox"/> * | | | | | | 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 |
|--------------------------|---------------------------------------|------------|-----|------------|---|-------------------------------------|------------------|-------|------------|--------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> * | 2000000427 | DR | 03/31/2008 | | <input checked="" type="checkbox"/> | 55.00 | USD | | Inv. #800039 |
| | <input checked="" type="checkbox"/> * | | | | | | 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.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

| | | | | |
|-------------------------|---------|--------------------|----------|------------|
| Customer | 4000220 | Timothy Dillinger | G/L Acc | 1300010000 |
| CoCode | SC01 | 1405 Cameron Court | | |
| State of South Carolina | | Wilmington | Doc. No. | 2000000427 |

Line Item 1 / Invoice / 01

| | | |
|--------|-------|-----|
| Amount | 55.00 | USD |
|--------|-------|-----|

Additional Data

| | | | | | |
|------------|--------------------------|--------------|------|-------|---------------|
| Bus. Area | H910 | | | | |
| Disc. base | 55.00 | Disc. amount | 0.00 | USD | |
| Payt Terms | 0001 | Days/percent | 0 | 0.000 | % 0 0.000 % 0 |
| Bline Date | 03/31/2008 | Invoice ref. | | / | / 0 |
| Pmnt Block | <input type="checkbox"/> | | | | |
| Contract | | Flow Type | | | |
| Assignment | * | | | | |
| Text | Inv. #800039 | | | | Long text |

Display Undeposited Cash – FBL3N



- ④ The “**Undeposited Cash**” account 100001000X **must be \$-0-** (cleared out) at year-end.
- ④ Funds are first deposited into this account, then verified by the STO.
- ④ Once verified by the STO, they are moved to the 1000030000 “Cash Deposits” account.
- ④ 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.**
- ④ There are no longer “Green Deposit” slips.
- ④ 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 to

Company code to

Selection using search help

Search help ID

Search string

Line item selection

Status

Open items

Open at key date

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 | | | | | | | | | | | |
|--|-------------------------------------|-----------------------------|------------|------|-----------|------------|----------------------|----------|-----|------------|------|
|  | | | | | | | | | | | |
| 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 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | * | 4600000175 | H710 | ZF | 04/28/2008 | 40 | 6,061.00 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | * | 4600000176 | H710 | ZF | 04/15/2008 | 40 | 449.79 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | * | 4600000192 | H710 | ZF | 05/20/2008 | 40 | 77.90 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 00000000 | 1200000089 | H710 | SK | 01/11/2008 | 40 | 430.00 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 00000000 | 1200000395 | H710 | SK | 04/09/2008 | 40 | 409.46 | USD | | |
| * | <input checked="" type="checkbox"/> | | | | | | | 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.



South Carolina Enterprise Information System

LESSON 7: PROCEDURE FOR MANAGING BUDGET

STATE INFORMATION
TECHNOLOGY



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

- ④ Clear all pre-posted budget items by the close of the fiscal year – July 16th.
- ④ A listing of all pre-posted items can be generated by using T-code **FMEDDW** or **FMEDD**.
- ④ Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB**.
- ④ Statewide Carryforward, will be handled centrally. SCEIS agencies will not have to enter this information, if there is any carryforward.

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 | P1606H0010 |
| Commitment Item | | to | |
| Functional Area | | to | |
| Funded Program | | to | |

Layout Selection
Layout

Pre-Posted Budget Items – FMEDDW cont.

| 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

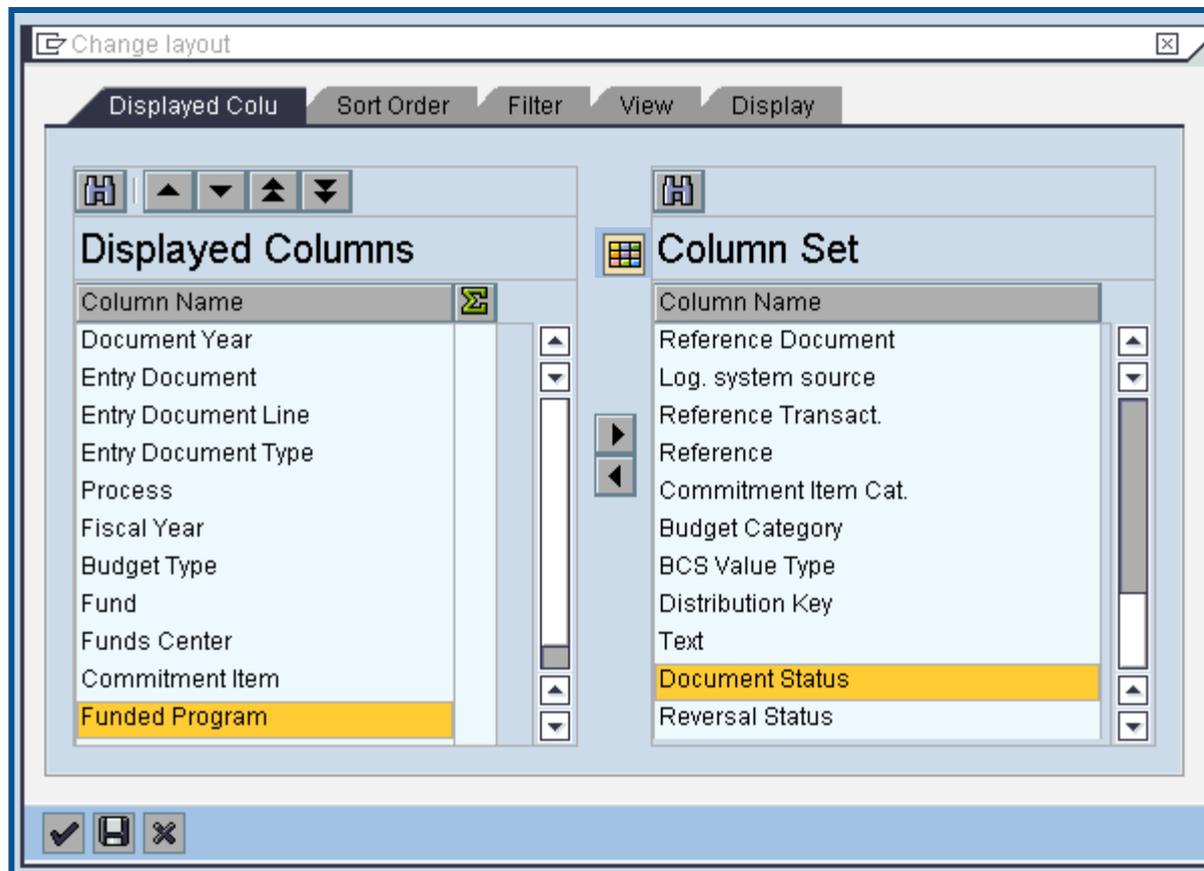
Selection List for Entry Documents

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

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

- ④ **FMEDD** is another budget report that can be useful if you are looking for a particular budget document.
- ④ **FMEDD** gives much the same information as FMEDDWW; however, you cannot select information specific for your agency, except by document number or user ID.
- ④ **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.

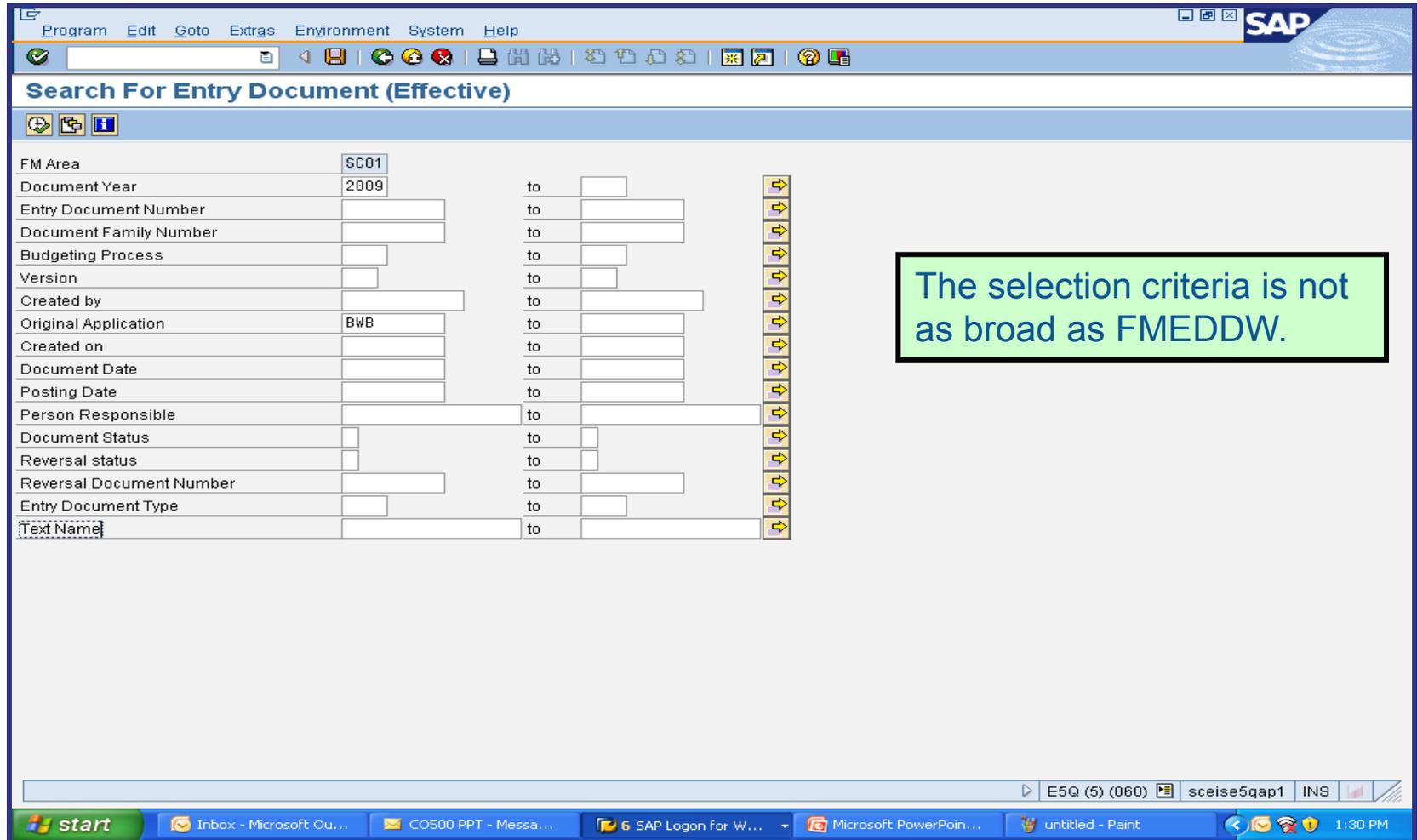
The screenshot shows the SAP 'Display Entry Document' interface. The menu bar includes 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The title bar reads 'Display Entry Document'. The main form contains the following fields:

| | |
|-----------------------|------------------------------|
| FM Area | SC01 |
| Document Year | [Yellow dropdown box] |
| Entry Document Number | [Input field with checkmark] |
| Layout for Year Tab | [Input field] |
| Layout for Period Tab | [Input field] |

A callout box with a black border and light green background contains the following text: 'To have a larger selection screen, enter the **Document Year** and click in the **Entry Document Number** field, then click on the dropdown box.' An arrow points from the callout box to the 'Entry Document Number' field.

The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Inbox - Microsoft Ou...', 'CO500 PPT - Messa...', '6 SAP Logon for W...', 'Microsoft PowerPoin...', and 'untitled - Paint'. The system tray on the right shows the time as 1:27 PM.

Budget Items FMEDD cont.



The screenshot shows the SAP 'Search For Entry Document (Effective)' dialog box. The interface includes a menu bar (Program, Edit, Goto, Extras, Environment, System, Help) and a toolbar with various icons. The main area contains a list of search criteria with input fields and 'to' indicators. The criteria are:

| Field | Value | Operator | Field | Value |
|--------------------------|-------|----------|-------|-------|
| FM Area | SC01 | | | |
| Document Year | 2009 | to | | |
| Entry Document Number | | to | | |
| Document Family Number | | to | | |
| Budgeting Process | | to | | |
| Version | | to | | |
| Created by | | to | | |
| Original Application | BWB | to | | |
| Created on | | to | | |
| Document Date | | to | | |
| Posting Date | | to | | |
| Person Responsible | | to | | |
| Document Status | | to | | |
| Reversal status | | to | | |
| Reversal Document Number | | to | | |
| Entry Document Type | | to | | |
| Text Name | | to | | |

Each 'to' field has a dropdown arrow icon to its right. A green callout box on the right side of the dialog contains the text: 'The selection criteria is not as broad as FMEDDW.'

The taskbar at the bottom shows the Windows Start button and several open applications: 'Inbox - Microsoft Ou...', 'CO500 PPT - Messa...', '6 SAP Logon for W...', 'Microsoft PowerPoi...', and 'untitled - Paint'. The system tray on the right shows the date and time: '1:30 PM'.

Budget Items FMEDD cont.

SAP Selection List

FM Area SC01

The report is similar to FMEDDW.

| 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 |

E5Q (5) (060) scejise5qap1 INS

View Budget Documents

- ④ Why is it important to review the status of budget documents or pre-posted budget items?
- ④ Check budget document status regularly to ensure transactions have been approved and posted.
- ④ 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

Budgeting Workbench - Create Document

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages per Line

Document: [] Status: Initial

Header Data | Additional Data

Process: Transfer | Total Sender: 0.00
 Budget Category: Payment | Total Receiver: 0.00
 Document type: TRFW (Transfers-Wor..) | Version: 0
 Document Date: 06/09/2008

Sender

Fiscal Year: 2009 | Period: 001
 Budget Type: TRSF TRANSFER OF APPROPRIATIONS
 Functional Area: 0000000000000000 Default Functional Area

Receiver

Fiscal Year: 2009 | Period: 001
 Budget Type: TRSF TRANSFER OF APPROPRIATIONS
 Functional Area: 0000000000000000 Default Functional Area

Split

Lines

| Line | -/+ | Fund | Funds Center | Commitment Item | Funded Program | Grant | Amount | Text |
|------|-----|----------|--------------|-----------------|-----------------|--------------|--------|-------------------------------------|
| | - | 10010000 | E160A000 | 561000 | 8900.000000X000 | Not Relevant | 10000 | transfer CF Approp to Admin Program |
| | + | 10010000 | E160A000 | 501058 | 0100.000000.000 | Not Relevant | 10000 | transfer CF Approp to Admin Program |
| | - | | | | | | | |
| | - | | | | | | | |

Use these data field items on 2011 to record transfers of Proviso 89.29 carry-forward appropriations to spendable budget lines. **Do not 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 record the carryforward from 2010 to 2011.
- 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.

☉ The following fields much be completed:

- Process Carry Over
- Document Type CFWD (Carryforward)
- Version 0
- Sender Fiscal Year 2010
- Budget Type CFOR
- Period 12
- Receiver Fiscal Year 2011
- Budget Type CFOR
- Period 01
- Text on Line Item Proviso Reference

Carryforward General Appropriations – FMBB cont.

Document Edit Goto Extras Environment System Help

Budgeting Workbench - Create Document

Document Overview on/off Hold Prepost Save Changes Long Text Messages log

Document Status Initial

Header Data Additional Data

Process Carry Over

Document type CFWD (Carryforward)

Version 0

Document Date 05/01/2010

Payment Budget

| | |
|----------------|------------|
| Total Sender | 100,000.00 |
| Total Receiver | 0.00 |

Sender

Fiscal Year 2010 Period 012

Budget Type CFOR CARRYFORWARDS

Receiver

Fiscal Year 2011 Period 001

Budget Type CFOR CARRYFORWARDS

Use period 12 for 2010.

Use period 01 for 2011.

Payment Budget

Lines

| Line | -/+ | Fund | Funds Center | Functional Area | Funded Program | Commitment Item | Grant | Amount (USD) | Text |
|--------|-----|----------|--------------|-----------------|------------------|-----------------|--------------|--------------|-------------|
| 000001 | - | 10010000 | E1200000 | E120_0000 | 0100.0000000.000 | 512001 | NOT RELEV... | 100,000.00 | XYZ Proviso |
| | - | | | | | | | | |
| | - | | | | | | | | |

Full amount has been assigned to the new selected period

ECQ (1) (020) sceisecqap5 INS

Earmarked, Restricted, and Federal Appropriations

- 2010 Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), and Federal (5XXXXXXXX) fund appropriations
 - will lapse July 16.
 - 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 (3XXXXXXXX), Restricted (4XXXXXXXX), or Federal (5XXXXXXXX) 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

- ④ Original Budget +/- Budget Adjustments (Supplemental, Transfers, Returns, etc.) = **Current Budget**

- ④ **Consumable Budget** is the amount of the Current Budget that remains for consumption by
 - Actual Expenditures
 - Open Purchase Orders
 - Purchase Requisitions
 - Funds Reservations

- ④ 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.

- ④ Ensure your budgets are properly posted.
- ④ 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



- ④ The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP_RW_BUDCON.
- ④ 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

The screenshot shows the SAP 'ZBUDCON REPORT: Selection' dialog box. The 'Selection values' section has 'Fiscal Year' set to 2008 and 'Period' set to 12. The 'Selection groups' section includes fields for Fund, Funds Center, Functional Area, and Funded Program. The 'Funds Center' field is highlighted with a red box and contains the value 'E1200000'. A green callout box points to this field with the following text:

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).

The SAP status bar at the bottom shows 'ECQ (1) (010) scaeisecap3 OVR'.

Compare ZBD1 & FMRP_RW_ BUDCON Reports



ZBD1

Consumable Budget Detail

Original

Transfers

Consumable Budget

MTD & YTD Expenditures

POs & PRs

Balance after Commitments

Other Transactions (Funds
Reservations)

Available Budget

FMRP_RW_BUDCON

Consumable Budget

Consumed Budget/
Commitments/Actual

Available Amount

FMAVCR01 Report

- ④ 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?

- ④ Encumbrances (PRs, POs, and funds reservations) decrease your budget immediately.
- ④ Budget balances must be free of inflated encumbrances that eat up balances needed for expenditures.
- ④ To free up your budget you must reduce encumbrances that are finalized, no longer needed, and final but have remaining balances.
- ④ 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

- ④ 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.



South Carolina Enterprise Information System

LESSON 8: MANAGING CASH STATUS

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 include cash in 1000050000.

SCEIS Cash Balance cont.

How does cash move from 1000010000 to 1000030000?

- ④ 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.”
- ④ This triggers the cash transfer from 1000010000 to 1000030000 which then workflows to the STO for approval.

SCEIS Cash Balance cont.

- ① 1000020000 is used as a cash clearing account for billings from a “live” agency to a “live” or “non-live” agency.
- ① The AR and Revenue are recorded at the time of billing at the billing agency and the Expenditure and AP are recorded at the time of payment at the paying agency.
- ① When the Expenditure is presented for payment, the system uses the AR reference number to match the Expenditure with the AR.

SCEIS Cash Balance cont.

- ④ The system clears the AR and the AP to the 1000020000 account at time of payment; then clears this account to the 1000000000 cash account for both agencies verifying the completion of the IDT transaction.
- ④ 1000020000 should be zero (-0-) at year-end.
- ④ Review this account to ensure items are clearing properly within a day or so.
- ④ Contact SCEIS if it appears balances in this account will not zero or are outstanding, but already paid.

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.

- ④ When you process a vendor payment, expenditures and accounts payable (not cash) are recognized.
- ④ 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.
- ④ Cash is not decreased until the check is processed by the STO.
- ④ 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.

- ① SAP will look back to 2010 if there is not sufficient cash in the new year fund to process a payment.
- ① 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

- ④ Cash and Budget are not the same.
- ④ Both balances need to be monitored regularly throughout the year and especially at year-end.
- ④ 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.
- ④ Expenditure budget balances are based on authorized amounts, encumbrances and actual expended amounts.
- ④ Revenue budget balances are based on estimated revenues and actual receipts.

Lesson 8 Learning Objectives

- ④ 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

- ④ 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

- ④ At year-end, documents that are not “posted” must be reviewed and either posted or deleted.
- ④ Decisions regarding un-posted documents must be made so documents can be finalized by year-end.
- ④ 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. IDTs between live and non-live agencies are not longer in a parked status after May 3, 2010.
 - 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!)

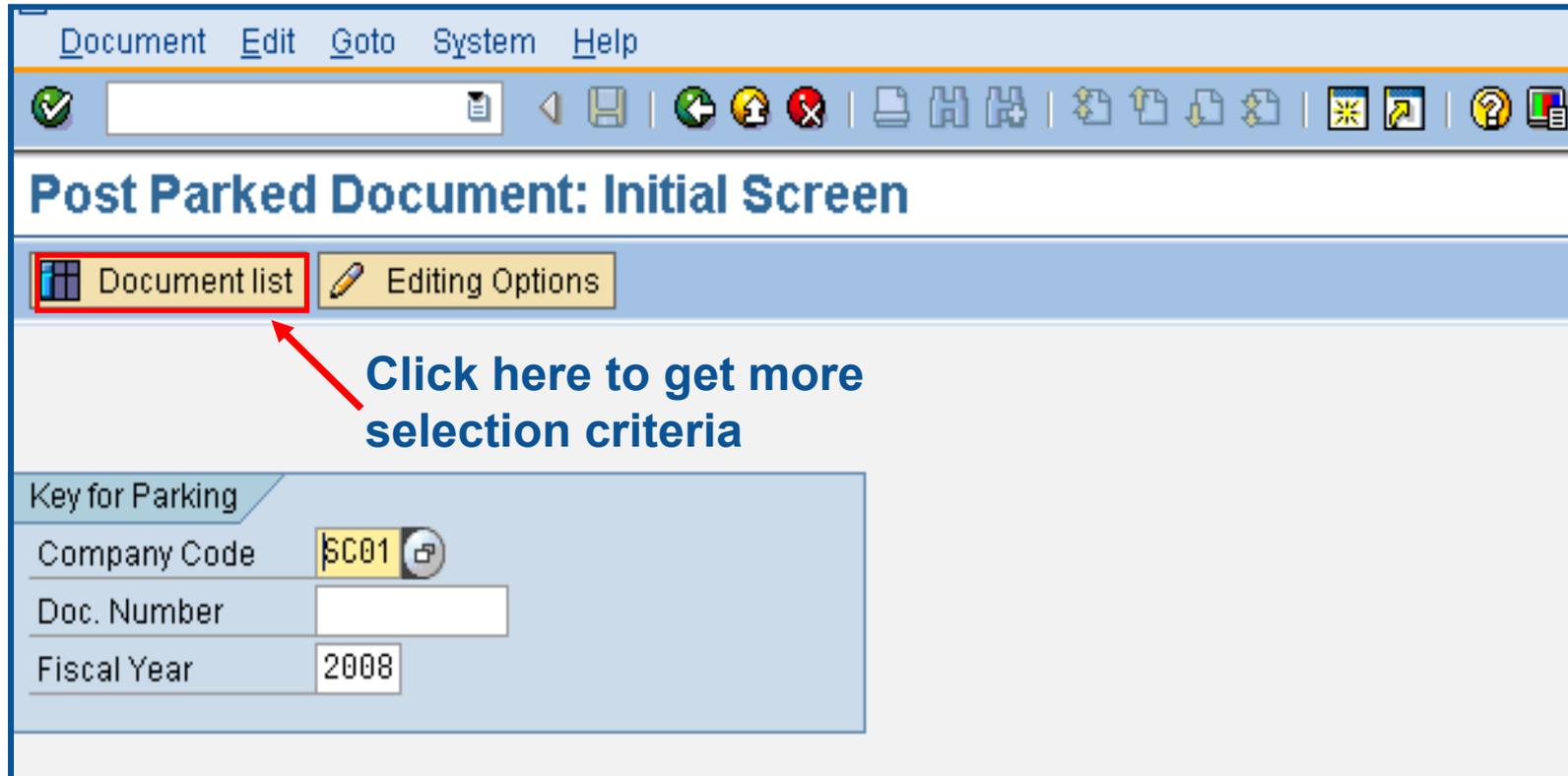
Parked Documents

- 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.

- ① IDTs where a “live” agency bills a “non-live” agency no longer post in a parked status.
- ① This process is handled through the 1000020000 discussed in the Cash Status section of this training.
- ① All parked documents should be deleted or processed by July 16th.

Display Parked Documents – FBV3



Document Edit Goto System Help

Post Parked Document: Initial Screen

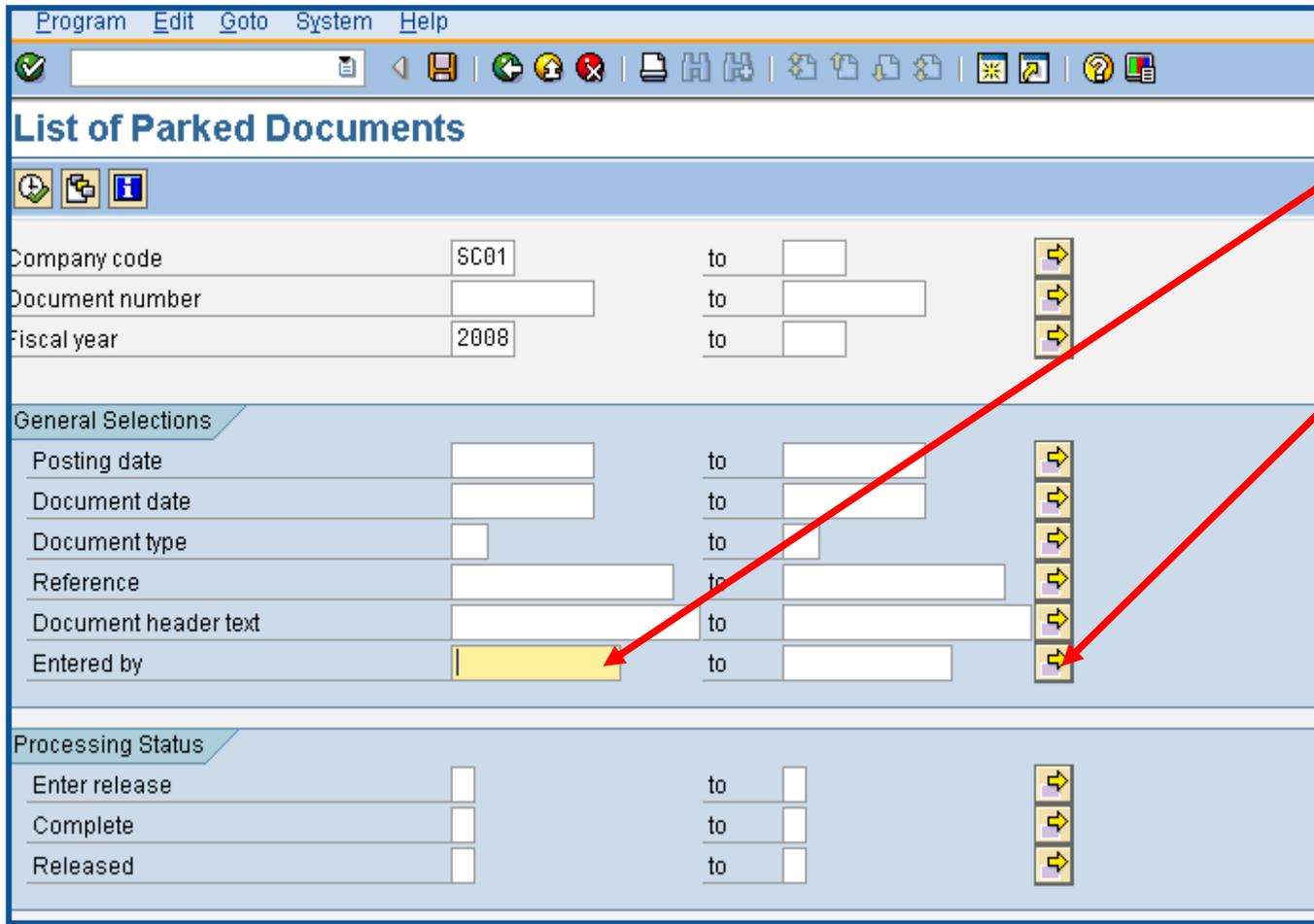
Document list Editing Options

Click here to get more selection criteria

Key for Parking

| | |
|--------------|------|
| Company Code | SC01 |
| Doc. Number | |
| Fiscal Year | 2008 |

Display Parked Documents – FBV3 cont.



| List of Parked Documents | | | |
|---------------------------|--------------------------|----|--------------------------|
| Company code | SC01 | to | |
| Document number | | to | |
| Fiscal year | 2008 | to | |
| General Selections | | | |
| Posting date | | to | |
| Document date | | to | |
| Document type | | to | |
| Reference | | to | |
| Document header text | | to | |
| Entered by | | to | |
| Processing Status | | | |
| Enter release | <input type="checkbox"/> | to | <input type="checkbox"/> |
| Complete | <input type="checkbox"/> | to | <input type="checkbox"/> |
| Released | <input type="checkbox"/> | to | <input type="checkbox"/> |

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

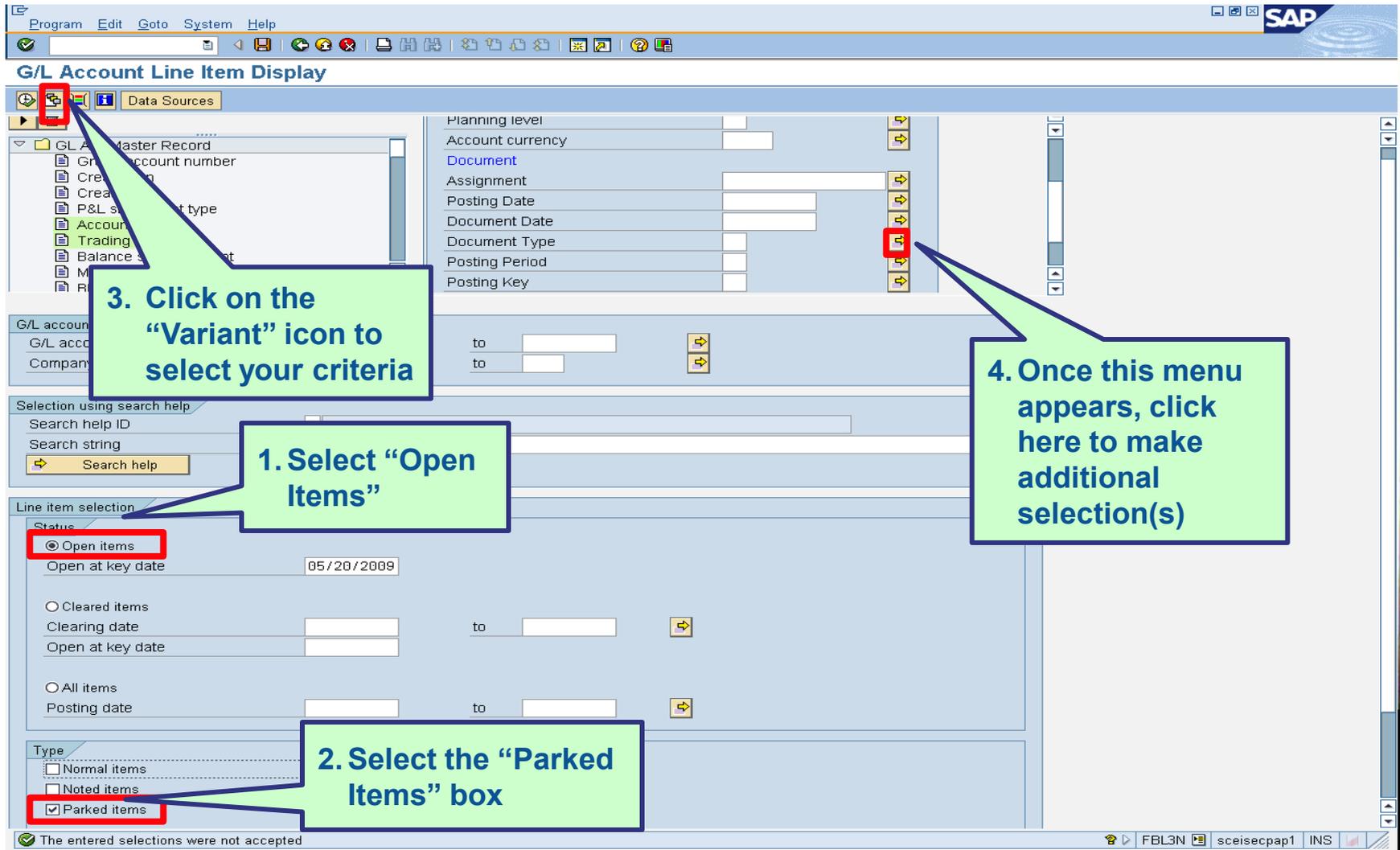
| St. | Fiscal Year | DocumentNo | Type | Entered on | Document Header Text | Completed by | Reason | User |
|-----|-------------|------------|------|------------|---------------------------|--------------|--------|-----------|
| 🔒 | 2008 | 1000000221 | SU | 03/11/2008 | BOA from YC to Medicaid | | | 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

South Carolina Enterprise Information System



The screenshot shows the SAP G/L Account Line Item Display interface. The window title is "G/L Account Line Item Display". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Left Panel:** A tree view showing the account structure. A red box highlights the "Variant" icon (a square with a plus sign) in the top-left corner of this panel.
- Right Panel:** A list of fields for document selection, including "Account currency", "Document", "Assignment", "Posting Date", "Document Date", "Document Type", "Posting Period", and "Posting Key". A red box highlights the "Variant" icon (a square with a plus sign) next to the "Document" field.
- Search Section:** A section titled "Selection using search help" with fields for "Search help ID" and "Search string", and a "Search help" button.
- Line item selection Section:** A section titled "Line item selection" with a "Status" group containing radio buttons for "Open items", "Cleared items", and "All items". The "Open items" radio button is selected and highlighted with a red box. Below it are fields for "Open at key date" (05/20/2009) and "Clearing date" to "Open at key date". There is also a "Type" group with checkboxes for "Normal items", "Noted items", and "Parked items". The "Parked items" checkbox is checked and highlighted with a red box.

Four callout boxes provide instructions:

- 1. Select "Open Items"**: Points to the "Open items" radio button in the "Line item selection" section.
- 2. Select the "Parked Items" box**: Points to the "Parked items" checkbox in the "Type" group.
- 3. Click on the "Variant" icon to select your criteria**: Points to the "Variant" icon in the top-left corner of the left panel.
- 4. Once this menu appears, click here to make additional selection(s)**: Points to the "Variant" icon next to the "Document" field in the right panel.

A status bar at the bottom left displays the message: "The entered selections were not accepted". The bottom right corner shows the user ID "FBL3N" and the session name "sceisecap1".

Display Parked Documents cont.

Multiple Selection for Document Type

Select Single Values Select Ranges **Exclude Single Values** Exclude Ranges

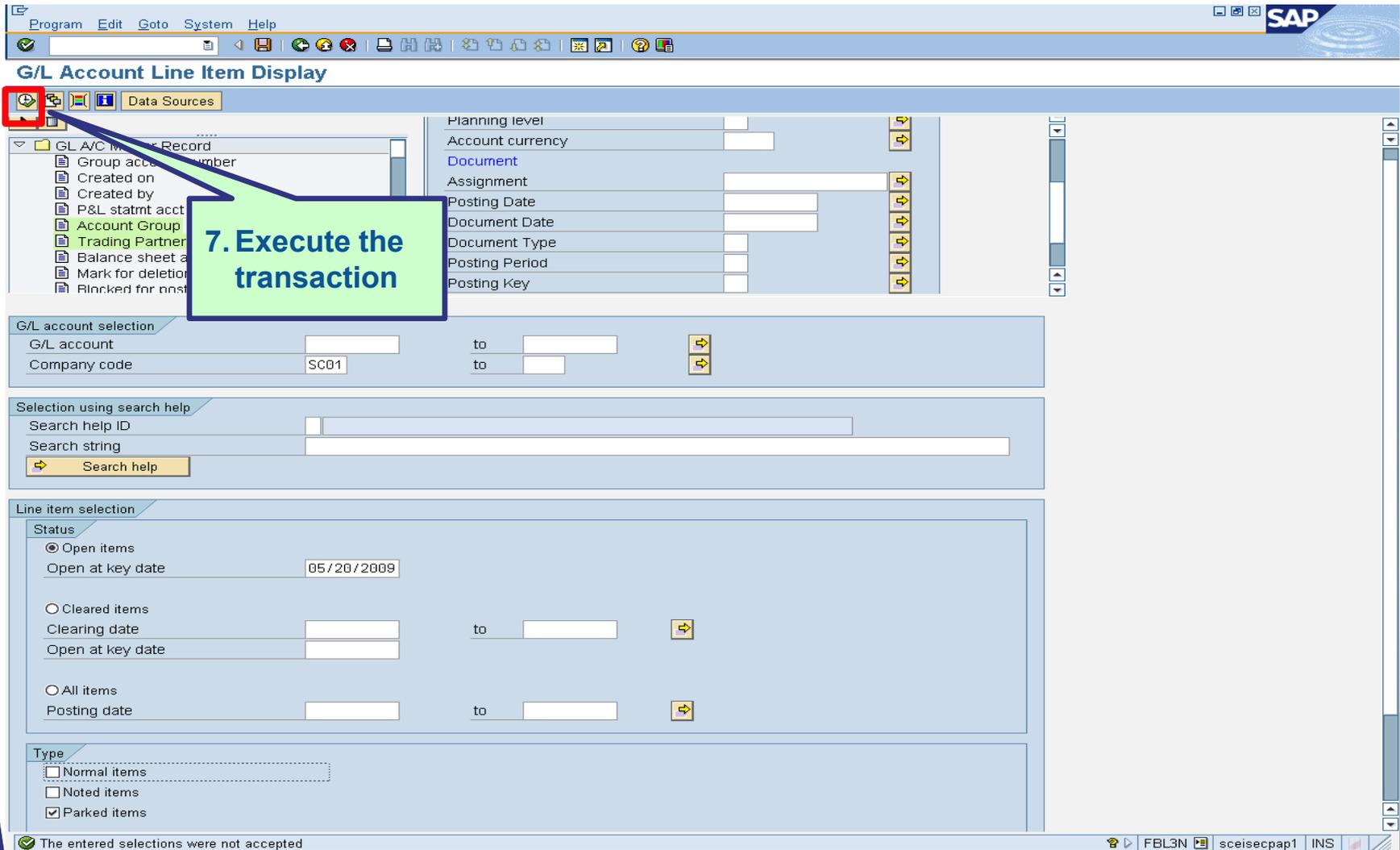
| O. | S |
|----|----|
| | SU |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

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.



The screenshot shows the SAP G/L Account Line Item Display interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'G/L Account Line Item Display' and contains several sections:

- Data Sources:** A section with a tree view on the left and a list of fields on the right. The tree view includes 'GL A/C Master Record' and its sub-items: 'Group account number', 'Created on', 'Created by', 'P&L statmt acct', 'Account Group', 'Trading Partner', 'Balance sheet a', 'Mark for deletion', and 'Blocked for inst'. The list of fields includes 'Planning level', 'Account currency', 'Document', 'Assignment', 'Posting Date', 'Document Date', 'Document Type', 'Posting Period', and 'Posting Key'. Each field has a dropdown arrow.
- G/L account selection:** A section with two rows of input fields. The first row is 'G/L account' with a dropdown arrow. The second row is 'Company code' with the value 'SC01' and a dropdown arrow.
- Selection using search help:** A section with two input fields: 'Search help ID' and 'Search string'. Below them is a 'Search help' button.
- Line item selection:** A section with three radio button options: 'Open items', 'Cleared items', and 'All items'. Each option has associated input fields for dates and a dropdown arrow. The 'Open items' option is selected, and the 'Open at key date' field contains the value '05/20/2009'.
- Type:** A section with three checkboxes: 'Normal items', 'Noted items', and 'Parked items'. The 'Parked items' checkbox is checked.

A green callout box with a blue border and a white background is positioned over the 'Open items' radio button. It contains the text '7. Execute the transaction' in blue. A blue arrow points from the callout box to the 'Open items' radio button.

At the bottom of the window, there is a status bar with the message 'The entered selections were not accepted' and a yellow warning icon. On the right side of the status bar, there are several icons and the text 'FBL3N scejsecpap1 INS'.

Display Parked Documents cont.



SAP

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

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 |
|--------------------------|------------|------------|------|------|------------|----|----------------------|-------|----|------------|------|
| <input type="checkbox"/> | ▲ | 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 |
|--------------------------|------------|------------|------|------|------------|----|----------------------|-------|----|------------|------|
| <input type="checkbox"/> | ▲ | 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 |
|--------------------------|------------|------------|------|------|------------|----|----------------------|-------|----|------------|------|
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 35,305.11 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 2,135.15 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 4,825.00 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 777.39 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 1,695.00 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 264.46 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 508.53 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 198.34 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 110.56 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 1,117.61 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 2,861.08 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 264.46 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 1,311.64 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 1.60 | USD | | | |
| <input type="checkbox"/> | ▲ | 3900002715 | P240 | ZI | 04/23/2009 | 40 | 264.46 | USD | | | |

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30

F31 F32 F33 F34 F35 F36 F37 F38 F39 F40

F41 F42 F43 F44 F45 F46 F47 F48 F49 F50

F51 F52 F53 F54 F55 F56 F57 F58 F59 F60

F61 F62 F63 F64 F65 F66 F67 F68 F69 F70

F71 F72 F73 F74 F75 F76 F77 F78 F79 F80

F81 F82 F83 F84 F85 F86 F87 F88 F89 F90

F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

F101 F102 F103 F104 F105 F106 F107 F108 F109 F110

F111 F112 F113 F114 F115 F116 F117 F118 F119 F120

F121 F122 F123 F124 F125 F126 F127 F128 F129 F130

F131 F132 F133 F134 F135 F136 F137 F138 F139 F140

F141 F142 F143 F144 F145 F146 F147 F148 F149 F150

F151 F152 F153 F154 F155 F156 F157 F158 F159 F160

F161 F162 F163 F164 F165 F166 F167 F168 F169 F170

F171 F172 F173 F174 F175 F176 F177 F178 F179 F180

F181 F182 F183 F184 F185 F186 F187 F188 F189 F190

F191 F192 F193 F194 F195 F196 F197 F198 F199 F200

F201 F202 F203 F204 F205 F206 F207 F208 F209 F210

F211 F212 F213 F214 F215 F216 F217 F218 F219 F220

F221 F222 F223 F224 F225 F226 F227 F228 F229 F230

F231 F232 F233 F234 F235 F236 F237 F238 F239 F240

F241 F242 F243 F244 F245 F246 F247 F248 F249 F250

F251 F252 F253 F254 F255 F256 F257 F258 F259 F260

F261 F262 F263 F264 F265 F266 F267 F268 F269 F270

F271 F272 F273 F274 F275 F276 F277 F278 F279 F280

F281 F282 F283 F284 F285 F286 F287 F288 F289 F290

F291 F292 F293 F294 F295 F296 F297 F298 F299 F300

F301 F302 F303 F304 F305 F306 F307 F308 F309 F310

F311 F312 F313 F314 F315 F316 F317 F318 F319 F320

F321 F322 F323 F324 F325 F326 F327 F328 F329 F330

F331 F332 F333 F334 F335 F336 F337 F338 F339 F340

F341 F342 F343 F344 F345 F346 F347 F348 F349 F350

F351 F352 F353 F354 F355 F356 F357 F358 F359 F360

F361 F362 F363 F364 F365 F366 F367 F368 F369 F370

F371 F372 F373 F374 F375 F376 F377 F378 F379 F380

F381 F382 F383 F384 F385 F386 F387 F388 F389 F390

F391 F392 F393 F394 F395 F396 F397 F398 F399 F400

F401 F402 F403 F404 F405 F406 F407 F408 F409 F410

F411 F412 F413 F414 F415 F416 F417 F418 F419 F420

F421 F422 F423 F424 F425 F426 F427 F428 F429 F430

F431 F432 F433 F434 F435 F436 F437 F438 F439 F440

F441 F442 F443 F444 F445 F446 F447 F448 F449 F450

F451 F452 F453 F454 F455 F456 F457 F458 F459 F460

F461 F462 F463 F464 F465 F466 F467 F468 F469 F470

F471 F472 F473 F474 F475 F476 F477 F478 F479 F480

F481 F482 F483 F484 F485 F486 F487 F488 F489 F490

F491 F492 F493 F494 F495 F496 F497 F498 F499 F500

F501 F502 F503 F504 F505 F506 F507 F508 F509 F510

F511 F512 F513 F514 F515 F516 F517 F518 F519 F520

F521 F522 F523 F524 F525 F526 F527 F528 F529 F530

F531 F532 F533 F534 F535 F536 F537 F538 F539 F540

F541 F542 F543 F544 F545 F546 F547 F548 F549 F550

F551 F552 F553 F554 F555 F556 F557 F558 F559 F560

F561 F562 F563 F564 F565 F566 F567 F568 F569 F570

F571 F572 F573 F574 F575 F576 F577 F578 F579 F580

F581 F582 F583 F584 F585 F586 F587 F588 F589 F590

F591 F592 F593 F594 F595 F596 F597 F598 F599 F600

F601 F602 F603 F604 F605 F606 F607 F608 F609 F610

F611 F612 F613 F614 F615 F616 F617 F618 F619 F620

F621 F622 F623 F624 F625 F626 F627 F628 F629 F630

F631 F632 F633 F634 F635 F636 F637 F638 F639 F640

F641 F642 F643 F644 F645 F646 F647 F648 F649 F650

F651 F652 F653 F654 F655 F656 F657 F658 F659 F660

F661 F662 F663 F664 F665 F666 F667 F668 F669 F670

F671 F672 F673 F674 F675 F676 F677 F678 F679 F680

F681 F682 F683 F684 F685 F686 F687 F688 F689 F690

F691 F692 F693 F694 F695 F696 F697 F698 F699 F700

F701 F702 F703 F704 F705 F706 F707 F708 F709 F710

F711 F712 F713 F714 F715 F716 F717 F718 F719 F720

F721 F722 F723 F724 F725 F726 F727 F728 F729 F730

F731 F732 F733 F734 F735 F736 F737 F738 F739 F740

F741 F742 F743 F744 F745 F746 F747 F748 F749 F750

F751 F752 F753 F754 F755 F756 F757 F758 F759 F760

F761 F762 F763 F764 F765 F766 F767 F768 F769 F770

F771 F772 F773 F774 F775 F776 F777 F778 F779 F780

F781 F782 F783 F784 F785 F786 F787 F788 F789 F790

F791 F792 F793 F794 F795 F796 F797 F798 F799 F800

F801 F802 F803 F804 F805 F806 F807 F808 F809 F810

F811 F812 F813 F814 F815 F816 F817 F818 F819 F820

F821 F822 F823 F824 F825 F826 F827 F828 F829 F830

F831 F832 F833 F834 F835 F836 F837 F838 F839 F840

F841 F842 F843 F844 F845 F846 F847 F848 F849 F850

F851 F852 F853 F854 F855 F856 F857 F858 F859 F860

F861 F862 F863 F864 F865 F866 F867 F868 F869 F870

F871 F872 F873 F874 F875 F876 F877 F878 F879 F880

F881 F882 F883 F884 F885 F886 F887 F888 F889 F890

F891 F892 F893 F894 F895 F896 F897 F898 F899 F900

F901 F902 F903 F904 F905 F906 F907 F908 F909 F910

F911 F912 F913 F914 F915 F916 F917 F918 F919 F920

F921 F922 F923 F924 F925 F926 F927 F928 F929 F930

F931 F932 F933 F934 F935 F936 F937 F938 F939 F940

F941 F942 F943 F944 F945 F946 F947 F948 F949 F950

F951 F952 F953 F954 F955 F956 F957 F958 F959 F960

F961 F962 F963 F964 F965 F966 F967 F968 F969 F970

F971 F972 F973 F974 F975 F976 F977 F978 F979 F980

F981 F982 F983 F984 F985 F986 F987 F988 F989 F990

F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000

F1001 F1002 F1003 F1004 F1005 F1006 F1007 F1008 F1009 F1010

F1011 F1012 F1013 F1014 F1015 F1016 F1017 F1018 F1019 F1020

F1021 F1022 F1023 F1024 F1025 F1026 F1027 F1028 F1029 F1030

F1031 F1032 F1033 F1034 F1035 F1036 F1037 F1038 F1039 F1040

F1041 F1042 F1043 F1044 F1045 F1046 F1047 F1048 F1049 F1050

F1051 F1052 F1053 F1054 F1055 F1056 F1057 F1058 F1059 F1060

F1061 F1062 F1063 F1064 F1065 F1066 F1067 F1068 F1069 F1070

F1071 F1072 F1073 F1074 F1075 F1076 F1077 F1078 F1079 F1080

F1081 F1082 F1083 F1084 F1085 F1086 F1087 F1088 F1089 F1090

F1091 F1092 F1093 F1094 F1095 F1096 F1097 F1098 F1099 F1100

F1101 F1102 F1103 F1104 F1105 F1106 F1107 F1108 F1109 F1110

F1111 F1112 F1113 F1114 F1115 F1116 F1117 F1118 F1119 F1120

F1121 F1122 F1123 F1124 F1125 F1126 F1127 F1128 F1129 F1130

F1131 F1132 F1133 F1134 F1135 F1136 F1137 F1138 F1139 F1140

F1141 F1142 F1143 F1144 F1145 F1146 F1147 F1148 F1149 F1150

F1151 F1152 F1153 F1154 F1155 F1156 F1157 F1158 F1159 F1160

F1161 F1162 F1163 F1164 F1165 F1166 F1167 F1168 F1169 F1170

F1171 F1172 F1173 F1174 F1175 F1176 F1177 F1178 F1179 F1180

F1181 F1182 F1183 F1184 F1185 F1186 F1187 F1188 F1189 F1190

F1191 F1192 F1193 F1194 F1195 F1196 F1197 F1198 F1199 F1200

F1201 F1202 F1203 F1204 F1205 F1206 F1207 F1208 F1209 F1210

F1211 F1212 F1213 F1214 F1215 F1216 F1217 F1218 F1219 F1220

F1221 F1222 F1223 F1224 F1225 F1226 F1227 F1228 F1229 F1230

F1231 F1232 F1233 F1234 F1235 F1236 F1237 F1238 F1239 F1240

F1241 F1242 F1243 F1244 F1245 F1246 F1247 F1248 F1249 F1250

F1251 F1252 F1253 F1254 F1255 F1256 F1257 F1258 F1259 F1260

F1261 F1262 F1263 F1264 F1265 F1266 F1267 F1268 F1269 F1270

F1271 F1272 F1273 F1274 F1275 F1276 F1277 F1278 F1279 F1280

F1281 F1282 F1283 F1284 F1285 F1286 F1287 F1288 F1289 F1290

F1291 F1292 F1293 F1294 F1295 F1296 F1297 F1298 F1299 F1300

F1301 F1302 F1303 F1304 F1305 F1306 F1307 F1308 F1309 F1310

F1311 F1312 F1313 F1314 F1315 F1316 F1317 F1318 F1319 F1320

F1321 F1322 F1323 F1324 F1325 F1326 F1327 F1328 F1329 F1330

F1331 F1332 F1333 F1334 F1335 F1336 F1337 F1338 F1339 F1340

F1341 F1342 F1343 F1344 F1345 F1346 F1347 F1348 F1349 F1350

F1351 F1352 F1353 F1354 F1355 F1356 F1357 F1358 F1359 F1360

F1361 F1362 F1363 F1364 F1365 F1366 F1367 F1368 F1369 F1370

F1371 F1372 F1373 F1374 F1375 F1376 F1377 F1378 F1379 F1380

F1381 F1382 F1383 F1384 F1385 F1386 F1387 F1388 F1389 F1390

F1391 F1392 F1393 F1394 F1395 F1396 F1397 F1398 F1399 F1400

F1401 F1402 F1403 F1404 F1405 F1406 F1407 F1408 F1409 F1410

F1411 F1412 F1413 F1414 F1415 F1416 F1417 F1418 F1419 F1420

F1421 F1422 F1423 F1424 F1425 F1426 F1427 F1428 F1429 F1430

F1431 F1432 F1433 F1434 F1435 F1436 F1437 F1438 F1439 F1440

F1441 F1442 F1443 F1444 F1445 F1446 F1447 F1448 F1449 F1450

F1451 F1452 F1453 F1454 F1455 F1456 F1457 F1458 F1459 F1460

F1461 F1462 F1463 F1464 F1465 F1466 F1467 F1468 F1469 F1470

F1471 F1472 F1473 F1474 F1475 F1476 F1477 F1478 F1479 F1480

F1481 F1482 F1483 F1484 F1485 F1486 F1487 F1488 F1489 F1490

F1491 F1492 F1493 F1494 F1495 F1496 F1497 F1498 F1499 F1500

F1501 F1502 F1503 F1504 F1505 F1506 F1507 F1508 F1509 F1510

F1511 F1512 F1513 F1514 F1515 F1516 F1517 F1518 F1519 F1520

F1521 F1522 F1523 F1524 F1525 F1526 F1527 F1528 F1529 F1530

F1531 F1532 F1533 F1534 F1535 F1536 F1537 F1538 F1539 F1540

F1541 F1542 F1543 F1544 F1545 F1546 F1547 F1548 F1549 F1550

F1551 F1552 F1553 F1554 F1555 F1556 F1557 F1558 F1559 F1560

F1561 F1562 F1563 F1564 F1565 F1566 F1567 F1568 F1569 F1570

F1571 F1572 F1573 F1574 F1575 F1576 F1577 F1578 F1579 F1580

F1581 F1582 F1583 F1584 F1585 F1586 F1587 F1588 F1589 F1590

F1591 F1592 F1593 F1594 F1595 F1596 F1597 F1598 F1599 F1600

F1601 F1602 F1603 F1604 F1605 F1606 F1607 F1608 F1609 F1610

F1611 F1612 F1613 F1614 F1615 F1616 F1617 F1618 F1619 F1620

F1621 F1622 F1623 F1624 F1625 F1626 F1627 F1628 F1629 F1630

F1631 F1632 F1633 F1634 F1635 F1636 F1637 F1638 F1639 F1640

F1641 F1642 F1643 F1644 F1645 F1646 F1647 F1648 F1649 F1650

F1651 F1652 F1653 F1654 F1655 F1656 F1657 F1658 F1659 F1660

F1661 F1662 F1663 F1664 F1665 F1666 F1667 F1668 F1669 F1670

F1671 F1672 F1673 F1674 F1675 F1676 F1677 F1678 F1679 F1680

F1681 F1682 F1683 F1684 F1685 F1686 F1687 F1688 F1689 F1690

F1691 F1692 F1693 F1694 F1695 F1696 F1697 F1698 F1699 F1700

F1701 F1702 F1703 F1704 F1705 F1706 F1707 F1708 F1709 F1710

F1711 F1712 F1713 F1714 F1715 F1716 F1717 F1718 F1719 F1720

F1721 F1722 F1723 F1724 F1725 F1726 F1727 F1728 F1729 F1730

F1731 F1732 F1733 F1734 F1735 F1736 F1737 F1738 F1739 F1740

F1741 F1742 F1743 F1744 F1745 F1746 F1747 F1748 F1749 F1750

F1751 F1752 F1753 F1754 F1755 F1756 F1757 F1758 F1759 F1760

F1761 F1762 F1763 F1764 F1765 F1766 F1767 F1768 F1769 F1770

F1771 F1772 F1773 F1774 F1775 F1776 F1777 F1778 F1779 F1780

F1781 F1782 F1783 F1784 F1785 F1786 F1787 F1788 F1789 F1790

F1791 F1792 F1793 F1794 F1795 F1796 F1797 F1798 F1799 F1800

F1801 F1802 F1803 F1804 F1805 F1806 F1807 F1808 F1809 F1810

F1811 F1812 F1813 F1814 F1815 F1816 F1817 F1818 F1819 F1820

F1821 F1822 F1823 F1824 F1825 F1826 F1827 F1828 F1829 F1830

F1831 F1832 F1833 F1834 F1835 F1836 F1837 F1838 F1839 F1840

F1841 F1842 F1843 F1844 F1845 F1846 F1847 F1848 F1849 F1850

F1851 F1852 F1853 F1854 F1855 F1856 F1857 F1858 F1859 F1860

F1861 F1862 F1863 F1864 F1865 F1866 F1867 F1868 F1869 F1870

F1871 F1872 F1873 F1874 F1875 F1876 F1877 F1878 F1879 F1880

F1881 F1882 F1883 F1884 F1885 F1886 F1887 F1888 F1889 F1890

F1891 F1892 F1893 F1894 F1895 F1896 F1897 F1898 F1899 F1900

F1901 F1902 F1903 F1904 F1905 F1906 F1907 F1908 F1909 F1910

F1911 F1912 F1913 F1914 F1915 F1916 F1917 F1918 F1919 F1920

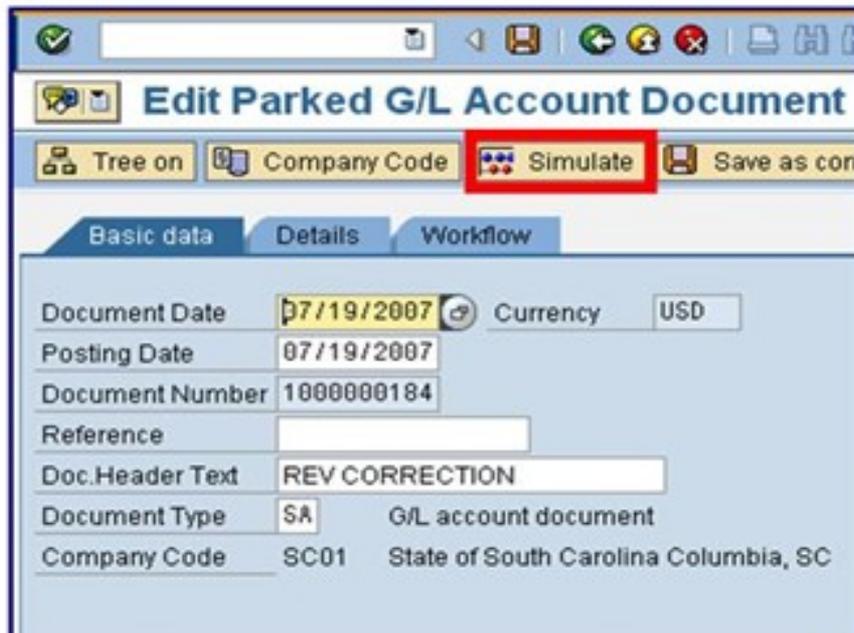
F1921 F1922 F1923 F1924 F1925 F1926 F1927 F1928 F1929 F1930

F1931 F1932 F1933 F1934 F1935

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.

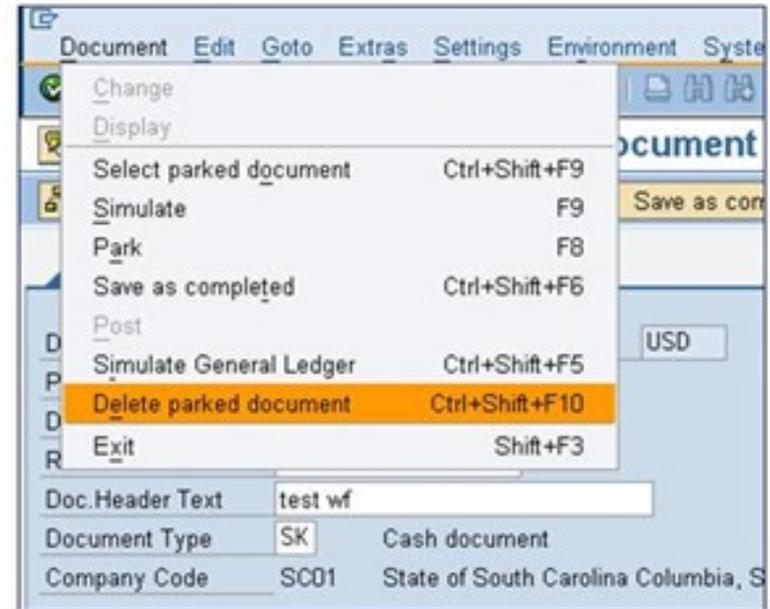


Edit Parked G/L Account Document

Tree on | Company Code | **Simulate** | Save as completed

Basic data | Details | Workflow

| | | | |
|-----------------|----------------|--------------------------------------|-----|
| Document Date | 07/19/2007 | Currency | USD |
| Posting Date | 07/19/2007 | | |
| Document Number | 1000000184 | | |
| Reference | | | |
| Doc.Header Text | REV CORRECTION | | |
| Document Type | SA | G/L account document | |
| Company Code | SC01 | State of South Carolina Columbia, SC | |



Document | Edit | Goto | Extras | Settings | Environment | System

- Change
- Display
- Select parked document (Ctrl+Shift+F9)
- Simulate (F9)
- Park (F8)
- Save as completed (Ctrl+Shift+F6)
- Post
- Simulate General Ledger (Ctrl+Shift+F5)
- Delete parked document (Ctrl+Shift+F10)**
- Exit (Shift+F3)

Doc.Header Text: test wf
Document Type: SK Cash document
Company Code: SC01 State of South Carolina Columbia, S

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

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

- ① Funds reservation documents encumber budget.
- ① At year-end, when funding gets low, it is important to free up as much budget as possible to be able to process payments.
- ① Reducing funds reservations can free up budget.
- ① To view funds reservations use transaction code **FMX3**.
- ① To reduce funds reservations use transaction code **FMX6**.

Display Funds Reservation – FMX3

The screenshot shows the SAP interface for 'Funds reservation: Display InitScr'. The menu bar includes 'Document', 'Edit', 'Goto', 'System', and 'Help'. A toolbar with various icons is located below the menu. A green checkmark icon in the top-left corner of the toolbar is highlighted with a red box. A callout box with a blue border and green background points to a document icon in the top-left corner of the main content area, containing the text 'Select documents via processing list'. Below this, there are input fields for 'Document number' and 'Line Item'. The status bar at the bottom right shows 'ECD (1) (020)', 'SCEISECDCS1', and 'OVR'.

Display Funds Reservation – FMX3 cont.

Program Edit Goto System Help

Earmarked funds journal

Document Header Data

| | | | | |
|-----------------|----------------------|----|----------------------|--|
| Earmarked Funds | <input type="text"/> | to | <input type="text"/> | |
| Doc. Category | 30 | to | <input type="text"/> | |
| Document type | <input type="text"/> | to | <input type="text"/> | |
| Company Code | SC01 | to | <input type="text"/> | |
| Document Date | <input type="text"/> | to | <input type="text"/> | |
| Posting Date | <input type="text"/> | to | <input type="text"/> | |
| Created by | <input type="text"/> | to | <input type="text"/> | |
| Costs due on | <input type="text"/> | to | <input type="text"/> | |

Line Item Data

| | | | | |
|------------------|----------------------|----|----------------------|--|
| Controlling Area | <input type="text"/> | to | <input type="text"/> | |
| G/L Account | <input type="text"/> | to | <input type="text"/> | |
| Cost Center | <input type="text"/> | to | <input type="text"/> | |
| Order | <input type="text"/> | to | <input type="text"/> | |
| WBS Element | <input type="text"/> | to | <input type="text"/> | |
| FM Area | <input type="text"/> | to | <input type="text"/> | |
| Commitment Item | <input type="text"/> | to | <input type="text"/> | |
| Funds Center | E1200000 | to | E120A00014 | |
| Fund | <input type="text"/> | to | <input type="text"/> | |
| Vendor | <input type="text"/> | to | <input type="text"/> | |
| Customer | <input type="text"/> | to | <input type="text"/> | |

Display Funds Reservation – FMX3 cont.



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

Note
Open
Amts.



| Doc. No. | Item | 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 | |
| 300000009 | 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.

Document Edit Goto Extras Environment System Help

Funds reservation: Display Detail scr

Consumption

Line Item 300000000 1 Position / 1

Text auto lease

Control data

Completion indicator Item blocked Item block [More](#)

Values

Currency USD

| | |
|----------------|----------|
| Overall amount | 7,202.00 |
| Open amount | 1,975.87 |
| Due on | |

More data

Vendor
Customer
Alternat. payee

Coding Block

| | | | |
|-----------------|--------------------|-----------------|--------------|
| Cost Center | E120A00010 | Grant | NOT RELEVANT |
| Fund | 30350000 | Commitment Item | 5051540000 |
| Functional Area | 000000000000000000 | | |
| Funds Center | E120A00010 | | |

[More](#)

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 | <u>00007</u> | 685.45 | USD | 685.45 | USD | 0.00 | 0.00 | 05/13/2008 | 05/13/2008 | March auto lease payment |
| | | Manual Reduction | <u>00006</u> | 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 | <u>3900000196 SC012008</u> | 687.55 | USD | 687.55 | USD | 0.00 | 0.00 | 03/04/2008 | 02/15/2008 | |
| | | Invoice/Credit Memo | <u>3900000162 SC012008</u> | 759.16 | USD | 759.16 | USD | 0.00 | 0.00 | 01/31/2008 | 01/16/2008 | |
| | | Invoice/Credit Memo | <u>3900000119 SC012008</u> | 725.77 | USD | 725.77 | USD | 0.00 | 0.00 | 01/15/2008 | 12/14/2007 | |
| | | Invoice/Credit Memo | <u>3900000081 SC012008</u> | 827.20 | USD | 827.20 | USD | 0.00 | 0.00 | 12/14/2007 | 11/19/2007 | |
| | | Invoice/Credit Memo | <u>3900000012 SC012008</u> | 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 | | | | | | ID | 3400001584 | |
| | 2 | 40 | 5051540000 | LEASED CAR-ST OW... | 687.55 | USD | E120 | 30350000 | NOT RE... | E120A00010 | 30000000 | E120A00010 | ID | | |

Reduce Funds Reservation - FMX6

The screenshot shows the SAP interface for the transaction FMX6. The title bar reads "Funds reservation: Reduce manually InitScr". The main area contains a form with the following fields:

| | |
|--------------------|----------------------|
| Document number | <input type="text"/> |
| Line Item | <input type="text"/> |
| Doc.date (reduct.) | 08/31/2007 |

A red box highlights the "Document number" input field. A blue callout box with a white background and blue border points to this field, containing the text "Enter Document Number.".

A green callout box with a white background and green border is located in the bottom right of the screen, containing the text "Transaction: FMX6".

The SAP status bar at the bottom shows: ECD (1) (020) | SCEISEDCS1 | OVR

Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

Funds reservation: Reduce manually Detail scr

Entry Consumption Reduction references

Line Item 300000005 1 Position 1 / 10

Text

Reduction information

Currency USD

Reduction amt

Reduction text

Control data

Completion indicator Item blocked Item block [More](#)

Values

Currency USD

Overall amount 1,650.00

Open amount 426.75

Due on

More data

Vendor 000F030000 BUDGET AND CONTROL BOARD

Customer

Alternat. payee

Coding Block

Cost Center E120A00012

Fund 10010000 Grant NOT RELEVANT

Functional Area 0000000000000000

Funds Center E120A00012 Commitment Item 5020090000 [More](#)

Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

Funds reservation: Display Detail scr

Consumption

Line Item: 300000005 1 Position: / 10

Text:

Control data

Completion indicator Item blocked Item block [More](#)

Values

| | |
|----------------|----------|
| Currency | USD |
| Overall amount | 1,650.00 |
| Open amount | 0.00 |
| Due on | |

More data

Vendor: 000F030000 BUDGET AND CONTROL BOARD
Customer:
Alternat. payee:

Coding Block

| | | | |
|-----------------|--------------------|-----------------|--------------|
| Cost Center | E120A00012 | Grant | NOT RELEVANT |
| Fund | 10010000 | Commitment Item | 5020090000 |
| Functional Area | 000000000000000000 | | |
| Funds Center | E120A00012 | | |

[More](#)

Reduce Funds Reservation – FMX6 cont.

Earmarked Funds: Display Consumption History

| Doc. No. | Item | 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 – 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.

- ④ **Travel advances** outstanding - Should be \$-0-.
 - GL account 5052010000 – Travel Advances.

- ④ **Revenue and expenditure accounts**
 - Review can reveal inappropriate classifications of revenues and expenditures.

- ④ **Fund Balance**
 - **No entries** should be made directly to any fund balance account without consulting the SCEIS Finance Team.

- ④ **Fixed Assets**
 - Review for appropriateness of entries for capital expenditures which create asset shells postings to accounts 18xxxxxxx.

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

- ④ 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.
- ④ You should review your budget and commitment reports to ensure account information appears appropriate.
- ④ All correcting entries/journal entries must be completed by July 16th.
- ④ 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

- ④ There are no new transaction codes or special procedures for closing out fixed assets at year-end.
- ④ Check your fixed assets listing to ensure items appear correct. Use transaction code S_ALR_87011990 to view asset history for your agency
- ④ 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.
- ④ Make adjustments to fixed assets as needed.

Transaction S_ALR_87011990

Program Edit Goto System Help

SAP

Asset History Sheet

Company code SC01 to
Asset number to
Subnumber to

Selections
Asset class to
Business area E120 to

Settings
Report date 06/30/2010
Depreciation area 20 Full Accrual
Sort Variant 0001 Co. code/bus. area/bal. item/B/S acc

List assets
 ... or main numbers only
 ... or group totals only

Display options
 Use ALV grid

Further settings
History sheet version 0008 In compl. w/EC directive 4 (13 col.,wide version)
 Depreciation posted

Retirmt simulations
Low value assets classes to
LVA simulation period from To ;
Intangible assets classes to

ECP (2) (010) | scejsecpap5 | INS

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

S_ALR_87011990

Asset History Sheet

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

| Asset | SNo. | Cap.date | Asset description | Crcy | APC FY start | Acquisition | Retirement | Transfer | Post-capital. | Invest.support | Current APC |
|----------------------|---------------|------------|---|---------------|--------------|---------------|------------|----------|---------------|----------------|-------------|
| Dep. FY start | Dep. for year | Dep.retir. | Dep.transfer | Dep.post-cap. | Write-ups | Accumul. dep. | | | | | |
| Bk.val.FY strt | | | | | | 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 | 5,458.95- | | | | | 0.00 |
| 0.00 | | | | | | 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 | 12,753.30- | | | | | 0.00 |
| 0.00 | | | | | | 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 | 22,818.60- | | | | | 0.00 |
| 0.00 | | | | | | 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 | 27,630.75- | | | | | 0.00 |
| 0.00 | | | | | | 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 | 28,424.55- | | | | | 0.00 |
| 0.00 | | | | | | 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 | 33,534.78- | | | | | 6,177.47 |
| 7,824.79 | | | | | | 0.00 | | | | | 0.00 |
| 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 | 152.11- | | | | | 760.54 |
| 0.00 | | | | | | 0.00 | | | | | 0.00 |
| 0.00 | | | | | | 0.00 | | | | | 0.00 |
| * 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 | 130,773.04- | | | | | 6,938.01 |
| 7,824.79 | | | | | | 0.00 | | | | | 0.00 |
| ** 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 |

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

- ④ Clear Outstanding Purchase Orders unless they will be rolled over to FY 2011
- ④ Delete or process parked documents
- ④ Ensure that all Payables are cleared by the close out of the grant
 - For Example, Sales Tax Payable
- ④ Post IDC by June 30 if you are remitting it back to the State.
- ④ Return remaining grants budgets to FY 2010 and Enter into FY 2011 if the grant will cross state fiscal years.
- ④ 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

Lesson 11 Learning Objectives

- ➊ 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.

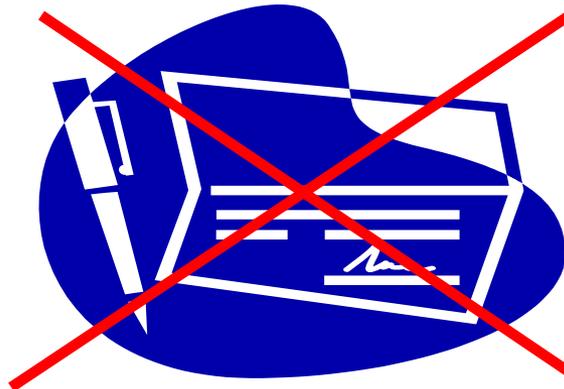
Allocations & Settlement In Controlling



| 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 does not create a budget check.



- 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*

🔄 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

- ④ The parking WBS is used only for temporary project cost capture, the ultimate classification of expenditures in a parking WBS have not been determined.
- ④ 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.”
- ④ A parking WBS will not be settled at period end or project close.
- ④ All parking WBS should be reviewed periodically to determine appropriate posting or possible reclass.
- ④ Use FV50 to reclass costs from a parking WBS to a capital WBS.
- ④ 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 | | | | <input type="checkbox"/> | <input type="checkbox"/> | PREL | |
| | 2 | M.R400.0011.A0000 | 99 | | | | <input type="checkbox"/> | <input type="checkbox"/> | REL | |
| | 3 | M.R400.0011.AA000 | 12 | | | | <input type="checkbox"/> | <input type="checkbox"/> | REL AUC | |
| | 2 | M.R400.0011.B0000 | 99 | | | | <input type="checkbox"/> | <input type="checkbox"/> | PREL | |
| | 3 | M.R400.0011.BZ000 | 12 | R | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| | 3 | M.R400.0011.BA000 | 12 | E | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | 3 | M.R400.0011.AB000 | 99 | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | 1 | | 99 | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |

An R in Priority field = Parking WBS

An E in Priority field = Expense WBS

A Blank in Priority field = Capital WBS

Period End Settlement

- ④ Executed by SCEIS centrally every period end.
- ④ Costs move from project to AuC (CIP), so expense is not overstated..
- ④ 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

- ④ 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.



South Carolina Enterprise Information System

APPENDIX A

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

FI – General Ledger Master Data

- ④ The general ledger is set up according to the chart of accounts.
- ④ 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

- ④ 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**

***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

- ④ Training@sceis.sc.gov
- ④ Contact the SCEIS Service Desk by phone or email. Service Desk staff will create a help ticket and work to resolve your issue. Service Desk contact information:
 - a. Phone: (803) 896-0001
(Select option 1 for SCEIS Help)
 - b. Email: SCEISHelpDesk@sceis.sc.gov
- ④ SCEIS Website at www.sceis.sc.gov