

SCEIS YEAR-END MANAGEMENT PROCESS FOR AGENCIES CO500

End User Training Columbia, SC Spring 2011



Welcome and Introductions



Welcome to CO500 SCEIS Year-End Management Process for Agencies

- Introductions
- Sign-in sheet
- Restrooms
- Breaks
- Parking lot
- Complete course evaluation, which will be sent out by email after the class

Classroom Logistics



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

Course Description and Goal



Description:

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



- Outpose to:
 Outpose to:
 Outpose to:
 - Understand the <u>state's year-end closing procedures and closing packages</u> impact on SCEIS users.
 - Understand the procedures and processes for <u>carrying</u> forward documents purchase requisitions (inventory), purchase orders, business trip commitments, sales orders and goods receipts.
 - 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 prepare <u>sales and distribution</u> for year-end closing.
- 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 <u>budget reports and balances</u> at year-end.
- Understand how to determine and monitor <u>cash</u> <u>status</u> 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 project systems at year-end and closing projects.

Discussion Requirements



- The Year-End Process spans the SCEIS solution and requires class discussions to reflect not only this <u>integrated system</u> but need for <u>collaboration</u> between procurement and financial personnel within SCEIS and the Agencies.
- The Year-End Process and Closing Packages are <u>owned</u> <u>by the Office of the Comptroller General</u>. Discussions should reflect the official nature of these activities.
- Participants should feel free to <u>ask questions</u> of the instructors and subject-matter experts on hand. All questions will be captured.

Reference Materials



- Agency Budgets, including Carry Forwards for FY2012
 - General Appropriations Bill, Fiscal Year 2011-2012,
 - http://www.scstatehouse.gov
 - South Carolina Comptroller General Office
 - http://www.cg.state.sc.us/
 - State of South Carolina Office of Comptroller General GAAP Closing Procedures Manual
 - Statewide Spending Transparency Initiative

Reference Materials, cont.



South Carolina Materials Management Office

- http://www.mmo.sc.gov
- The South Carolina Consolidated Code and Associated Regulations

Appendix A

- General Ledger Master Data
- FI Accounts Receivable Transactional Data
- Funds Management Data Integration
- Sample Parked Document
- Business Warehouse (BW) uPerform link

uPerform and Additional Practice



SCEIS uPerform Performance Support System

- Ignore "Log In" since a login is not required to access uPerform.
- Step-by-step Work Instructions, Quick References, etc. can be found in uPerform. These can be printed or downloaded.

Accessing uPerform

- 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.



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



Course Schedule



- Comparison of the Lesson 1: Understanding the Year-End Closing Process
- Carry Forward Processes
 © Lesson 2: Managing Carry Forward Processes
- © Lesson 3: Managing Purchasing Processes
- Control Lesson 4: Managing Inventory Processes
- Compare the Sales and Distribution Process
- Carried Lesson 6: Managing Expenditures and Accounts Payable Processes

Course Schedule



- Counts Receivable Processes
- © Lesson 8: Procedure for Managing Budget
- Cash Status
 © Lesson 9: Managing Cash Status
- Clean-Up" of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents, and Fixed Assets
- Control Lesson 11: Procedure for Managing Grants
- Counting Lesson 12: Year-End Project Accounting



LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS



Lesson 1 Learning Objectives



- Outpoon 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 reporting packages.
 - Understand the SCEIS year-end closing process.
 - Understand how year-end affects 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.
- Ouring 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.
- Ouring the month of July, SCEIS transactions for extended Period 12 of the old fiscal year <u>and</u> Period 1 of the new year are both being processed.

South Carolina Year-End Closing Process



- State fiscal year ends <u>June 30</u>.
- State allows several days in July for Agencies to pay bills and make corrections before closing the year.
- The last day of fiscal year 2011 for Accounts Payable processing is Friday, <u>July 15th</u>.
- No more Accounts Payable transactions can be posted to STARS or SCEIS after July 15th by an Agency.
- These dates are the same for SCEIS and non-SCEIS Agencies.

South Carolina Year-End Closing Process cont.



- Q July 15th will be the closing date for all Agencies for Accounts Payable transactions.
- The CGO will have until <u>July 22nd</u> to clear errors for Accounts Payable transactions – just as in the past.
- The CGO will perform opening and closing periods of operation.
- Plans are to prepare the Statewide Comprehensive Annual Financial Report (CAFR) from SCEIS for the current fiscal year.

South Carolina Year-End Closing Process cont.



STARS 2011

06/01 - 06/30/11	07/01 - 07/15/11	07/16 - 07/31/11
FM12 2011	FM13 2011	
	FM01 2012	FM01 2012

SCEIS 2011

06/01 - 06/30/11	07/01 - 07/15/11	07/16 - 07/31/11
Period 12 2011	Period 12 2011	Period 12 2011
	(Accounts Payable)	(Reclass JEs) thru 07/29
	Period 1 2012	Period 1 2012

New Reporting Packages



- Closing Packages will be converted to Reporting Packages:
 - Purpose will focus on confirming information recorded within SCEIS and reporting information not available in SCEIS.
 - Information available in SCEIS should be utilized by the agency to verify information utilized by the CGO in the statewide reporting.
 - Accuracy of SCEIS information as well as other information communicated through reporting packages is necessary for the preparation of the Statewide CAFR.
 - The CGO and SCEIS are working towards production of the CAFR from SCEIS for 2011.

Year-End Reporting



- Agencies are familiar with the transactions processed throughout the year. This makes agency personnel the best source of data for CAFR reporting.
- The CGO is responsible for gathering, formatting, and publishing the Comprehensive Annual Financial Report (CAFR) for the State of South Carolina.
- The CAFR cannot be published without open communication and cooperation from the agencies which transact the daily operations of the State.

Year-End Reporting cont.



- Reporting Packages will be used by the CGO to aid in the preparation of the State's (CAFR).
- Reporting Packages are required to effectively communicate the aggregation of amounts at yearend required for financial statement presentation and other non-financial information required for note disclosure.

Reporting Packages and SCEIS



- **SCEIS** should be utilized by Agency personnel to identify and track <u>some of the information</u> required by the reporting packages, such as the following:
- Accounts Payable paid in months after fiscal year-end that pertain to the prior fiscal year.
 - In order to provide this information later, agencies will be required to identify this information <u>as a</u> <u>payment is processed</u> in the months after June 30.
 This will be discussed in detail in Lesson 6.

Reporting Packages and SCEIS cont.



Miscellaneous Revenue

- Tax Revenue receivables and payables related to taxes, including Taxes receivable, Refunds payable, and Deferred revenue.
- Capital Assets and related activity will be obtained from the SCEIS subsidiary ledger. Additionally, contract information may be requested when necessary.

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
 - Transfers to/from another "live" agency may be done with a Helpdesk ticket requesting this entry be done centrally.
 - If this transfer was not done centrally, you will need to identify this transfer to the CGO for CAFR purposes.
 - Transfers to/from a "non-live" agency, will show as an addition or retirement on SCEIS and will need to be identified to the CGO for CAFR purposes.

State Closing Packages and SCEIS cont.



- Reconciliation of equipment expenditures to asset additions –this will not be required if you were on SCEIS for the entire year. If conversion was in midyear, you may be required to do this reconciliation for the portion of the year your agency was <u>not</u> on SCEIS.
- Assets additions not acquired through expenditures, ex. Donations, can and should be recorded in SCEIS.
- Depreciation
 - Full and modified accrual depreciation are recorded in SCEIS automatically and agencies will not be required to determine these amounts.

Reporting Packages and SCEIS cont.



- For FY 2011, the Comptroller General's Office is in the process of modifying all reporting packages to better utilize SCEIS and provide more effective and efficient information gathering techniques. As in the past the CGO will send out reporting packages in the first week of June.
- Every Agency is required to submit reporting packages.
- © SCEIS reports will be provided to agencies for verification and validation by agency personnel. Other information not recorded in the general ledger will need to be provided by agency personnel.
- The CGO continues to evaluate reporting package requirements to be responsive to information sources and requirements by users of the CAFR.

How Year-End Closing Affects SCEIS Agencies Agencies

- Some new Transaction Codes (T-codes) to learn to use.
- With SCEIS, it is more about learning to <u>manage your data</u> routinely and especially near the end of the year, particularly <u>budgets</u>, <u>cash and</u> <u>encumbrances</u>.
- If you were used to having <u>several months to close</u> your books and reconcile with STARS, this is <u>not necessary</u> as your books already reconcile with STARS. Info is entered into SCEIS first, then STARS.
- SCEIS team has been reconciling SCEIS and STARS.
- You must be finished processing accounts payable, paying, budgeting, receipting goods and deposits, correcting, etc. in SCEIS by July 15th.
- As done in the past, CGO will allow <u>reclass entries</u> not having a State level impact until <u>July 29th</u>.

Learning Activity 1



- @ SCEIS will not have a fiscal month 13. True/False
- © SCEIS Agencies will still be able to process A/P transactions for the current year until July 15 - just like non-live Agencies. True/False
- SCEIS will provide <u>all</u> the information needed for the State's closing packages. <u>True/False</u>

Lesson 1 Summary



You should now be able to:

- Define key terms and concepts.
- Understand the State's year-end closing process.
- Understand the purpose of the State's reporting packages.
- Understand the SCEIS year-end closing process.
- Understand how year-end affects SCEIS Agencies.



LESSON 2: MANAGING CARRY FORWARD PROCESSES



Lesson 2 Learning Objectives



- Outpose to:
 Outpose to:
 Outpose 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
- ZTRAVEL_REPORT Travel Management Report

Carryforward Documents



- @ ZFMJ2 can be used to carryforward several types of documents.
- These are denoted by "Value Types" (VT) in SCEIS.
- New value types were added this year that were not available for use last year.

Carryforward Documents cont.



- The following value types will be allowed to be carried forward by agencies:
 - VT 50 Purchase Reqs (<u>Inventory only</u>)
 - VT 51 Purchase Orders
 - VT 52 Business Trip Commitments
 - VT 54 Invoices (for Goods Receipts)
 - VT 81 Funds Reservations
 - VT 83 Forecast of Revenue (for Sales Orders)

Purchase Orders & Goods Receipts S@E



@ How do you determine if a Purchase Order (PO) or Goods Receipt should be carried forward or closed?

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

Inventory PRs & Sales Orders



(PR) or Sales Orders should be carried forward or closed? (Note: There are no PRs for other types of purchases.)

PO or Sales Order going to be received or filled?	Decision
Before or on 06/30	Leave in old year, keep checking on invoice or order completion status
Between 06/30 and CG closing date	Leave in old year, keep checking on invoice or order completion status
Not going to convert to a PO or Order not going to be filled	Close PR or Sales Order
After CG closing date	CF the PR or Sales Order to the new year

Funds Reservations



Mow do you determine if Funds Reservation (FR) should be carried forward or closed?

All Payments will be	Decision
Before 06/30 and by CG closing date	Pay in Current Year & Close FR
Not be made by CG closing date	Carryforward FR
After CG closing date	Carryforward FR
Not going to incur any more payments	Close the FR or Reduce to Zero
Less than the current FR balance	Reduce the FR

Business Trip Commitments

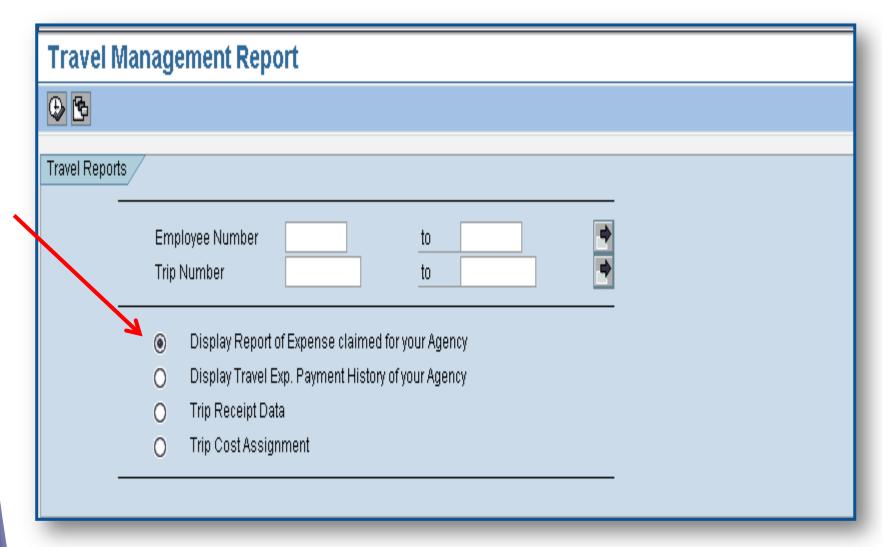


We will be determined if a business trip commitment should be carried forward?

Trip will be made	Expense Report Rec'd	Carryforward?
Before or on 06/30	Before or on July 15 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 15th	Delete
Commitment still outstanding by 07/15	After July 15th	SCEIS team will carry forward the document

ZTRAVEL_REPORT

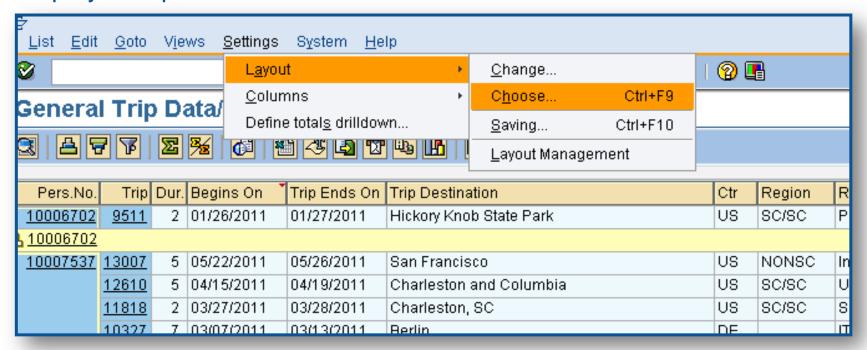




ZTRAVEL_REPORT cont.



OPTION 1: The report will contain the entire agency trips data. To filter only pending trips, Select Settings->Layout->Choose... in the displayed report.

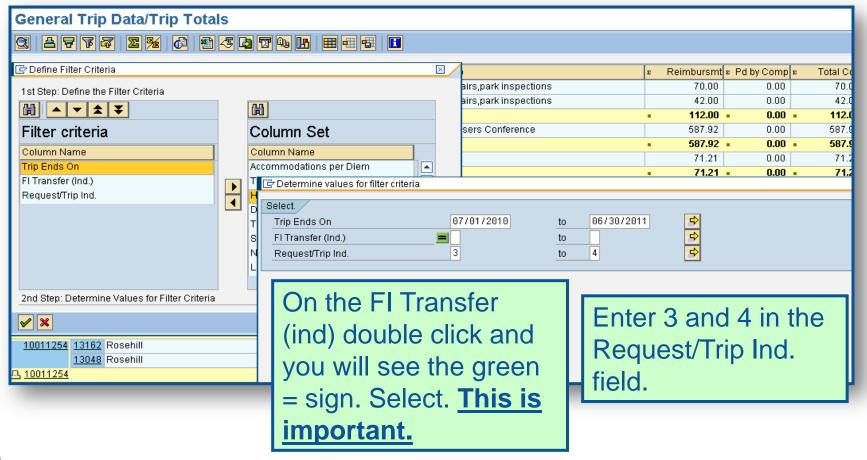


Select the layout /YEAREND and you will see the filtered trips.

ZTRAVEL_REPORT cont.



OPTION 2: Another option is to filter on the fields below using the fiscal year dates for the "Trip Ends On."



ZTRAVEL_REPORT cont.



This report shows you travel commitments that are outstanding for the fiscal year that need to be reviewed and either deleted, if the travel will not occur, or carried forward to the new year.

5422	2 09/01/2010	09/02/2010	Testing cost dist chan	US	SC/SC	Testing cost dist cha	518.00	0.00		518.00	USD	1
5442	1 08/01/2010	08/01/2010	,	US	8C/8C	No reason	25.00	0.00			USD	d
							12,393.63	• 0.00	- 2	21,279.73	USD	H
80008	2 10/01/2010	10/02/2010	testp280	US	SC/SC	testp280	27.50	0.00		27.50	USD	1
							27.50	• 0.00		27.50	USD	
5332	1 10/05/2010	10/05/2010	Charlestowne Landin	US	sc/sc	Regional Maintenan	7.00	0.00		7.00	USD	d
<u>3920</u>	1 09/01/2010	09/01/2010	Charlestowne Landin	US	SC/SC	Coastal Region Man	13.00	0.00		13.00	USD	1
							20.00	• 0.00		20.00	USD	
<u>3564</u>	1 08/18/2010	08/18/2010	Columbia, Sesquicen	US	SC/SC	CPR/PDT training	6.00	0.00		6.00	USD	1
	'						• 6.00	• 0.00	•	6.00	USD	
<u>5238</u>	1 10/05/2010	10/05/2010	Columbia, SC	US	SC/SC	Sales & Marketing M	67.00	0.00		67.00	USD	1
	'		'				• 67.00	• 0.00	•	67.00	USD	
<u>5338</u>	2 10/01/2010	10/02/2010	Columbia	US	SC/SC	meeting with LAC	119.70	0.00		119.70	USD	1
	·						119.70	• 0.00	•	119.70	USD	
2766	1 08/04/2010	08/04/2010	Georgetown	US	SC/SC	Scout lunch with Par	28.06	0.00		28.06	USD	1
			·				28.06	• 0.00	•	28.06	USD	
<u>1888</u>	2 07/14/2010	07/15/2010	Santee State Park	US	SC/SC	Work Detail	38.00	0.00		38.00	USD	q
							38.00	• 0.00	•	38.00	USD	
							10 - 21,273.73	• • 0.00	3	88,325.83	USD	

ZFMJ2 Security



- Only a few people in each agency will be given authorization for this transaction code.
- We will be sending you last year's list to edit.
- You will only be able to access your agency's data.
- This transaction will only be available for a limited period of time.

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 2012 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.



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➡ Multiple Selection FM Account Ass	ignm Varia	int Name	
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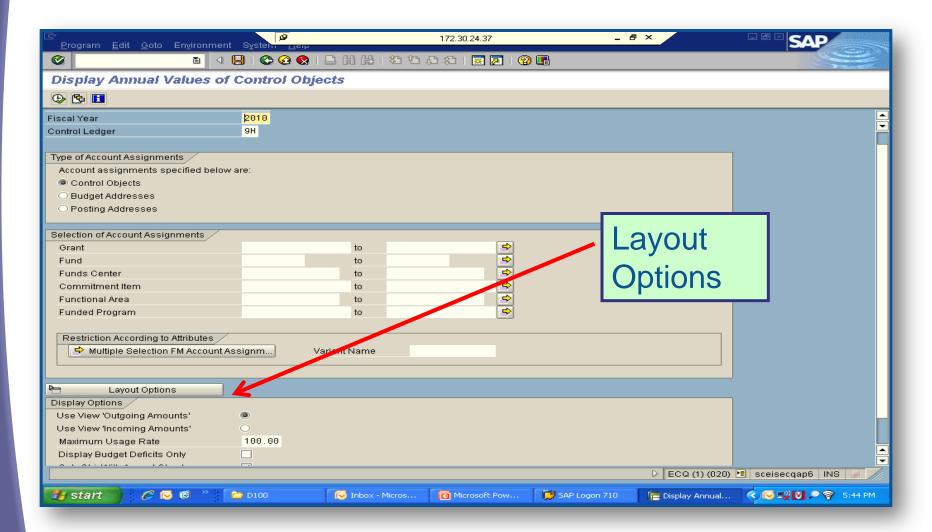
FMAVCR01



- If you process ZFMJ2 using Update without checks on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- You can check negative budget balances by using FMAVCR01 and checking the box titled "Display Budget Deficits Only."

FMAVCR01 - Layout Options





FMAVCR01 - Layout Options cont. SCEIS



Eayout Options	
Display Options	
Use View 'Outgoing Amounts'	•
Use View 'Incoming Amounts'	0
Maximum Usage Rate	100.00
Display Budget Deficits Only	✓
Only Obj. With Annual Checks	✓
Hierarch. View of AVC Elements	✓

ZFMJ2 Transaction



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☑ Test Run	53
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ZFMJ2 Transaction, cont.



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Process Control	Be sure to run in TEST first!!	
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ZFMJ2 Transaction, cont.



- Funds Center is required.
- 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 A010ZZZZZZ
- You need to do this so that you will not limit your documents selection to only documents with certain funds centers or only part of a document with that funds center.

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.
- When the multiple selection for a document list.

Restriction at Document Level	
Value Type	to 🔁
Company Code	to ➡
Document Number	to 🕞
FI Documents	
Fl doc.no.fisc.year	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.

🖙 Multiple Selection for Document Number
Select Single Values Select Ranges Exclude Single Values Exclude Ranges
O. Single value

ZFMJ2 Transaction cont.



If you erroneously carryforward a document:

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

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

Choice of Fiscal Year "Pop-Up"



Ouring the effective dates of ZFMJ2, you will get a "pop-up" screen to choose the appropriate FY for your transaction for the following transactions:

ME22N - Change PO VA02 – Change SO

FMX2 - Change FR FMX6 - Reduce FR

FMW2 – Change Funds Block

FBV2 - Change Parked Doc

VA42 - Change Contract

Lesson 2 Summary



You should now be able to:

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



LESSON 3: MANAGING PURCHASING PROCESSES



Lesson 3 Learning Objectives



- Outpose Upon completion of this lesson, you should be able to:
 - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 15th
 - Generate a list of open purchase orders (POs).
 - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.

Key Transactions



- ® BW Open Encumbrance Report
- ME2N List Display by Purchase Order Number
- ME23N Change Purchase Order



Purchasing at Year-end



- It is important to post <u>all</u> required Goods Receipts and invoices prior to year-end.
- If a PO requires Goods Receipts, <u>payments cannot be</u> <u>processed</u> until the GR is posted.
- Invoices for goods and services <u>received by June 30</u> should be paid in the current year.
 - Otherwise you will be paying for this year's goods and services with next year's funds, thus causing potential budget shortfalls in the new fiscal year

Purchasing at Year-end, cont.



- It is important to manage your <u>open purchase orders</u> (POs) to free-up budget necessary to complete payments.
- @ Because purchase orders encumber budget, it is important to modify those purchase orders which are not required or will not be paid in the current fiscal year.
- This action will ensure your agency will have sufficient budget in State funds to make payments.

Purchasing at Year-end, cont.



- A list of Open Purchase Orders can be useful in identifying
 - PO's that are no longer necessary,
 - PO's that may need to be modified in order to un-encumber funds.
- W Use BW Open Encumbrance Report to generate a list of Open POs
- Use transaction code <u>ME23N</u> to modify and release encumbrances of Purchase Orders as necessary.

Open Encumbrance Report



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

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

Open PO Options



Options for Open Purchase Orders

- 1. Do Nothing
- 2. Final Invoice/Block PO
- 3. Delete PO
- 4. Carryforward PO into next fiscal year

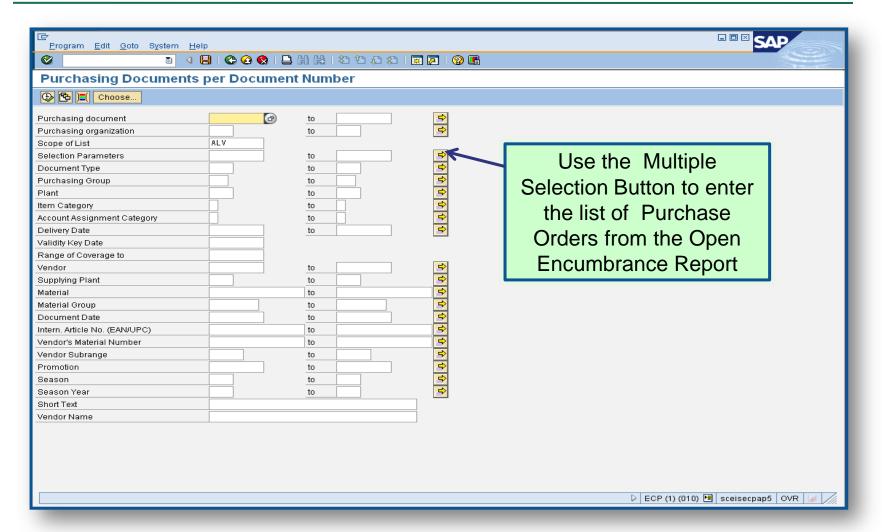
Reviewing Open POs



- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- You may find items that need to be modified for various reasons:
 - PO that has items that will not be delivered
 - PO that has items that cannot be delivered prior to year end
 - PO that has items that need price reductions
- Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only PO's that will be paid in the current fiscal year remain open.

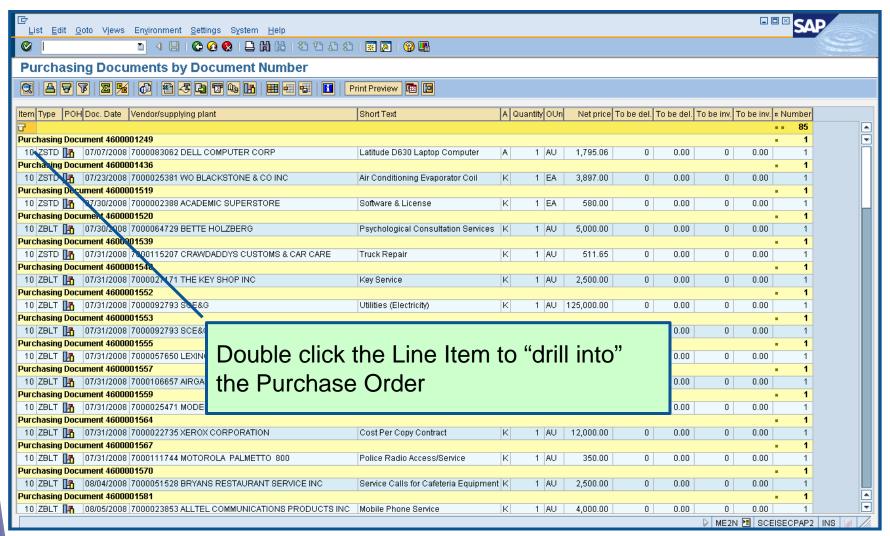
ME2N – List Display by Purchase Order





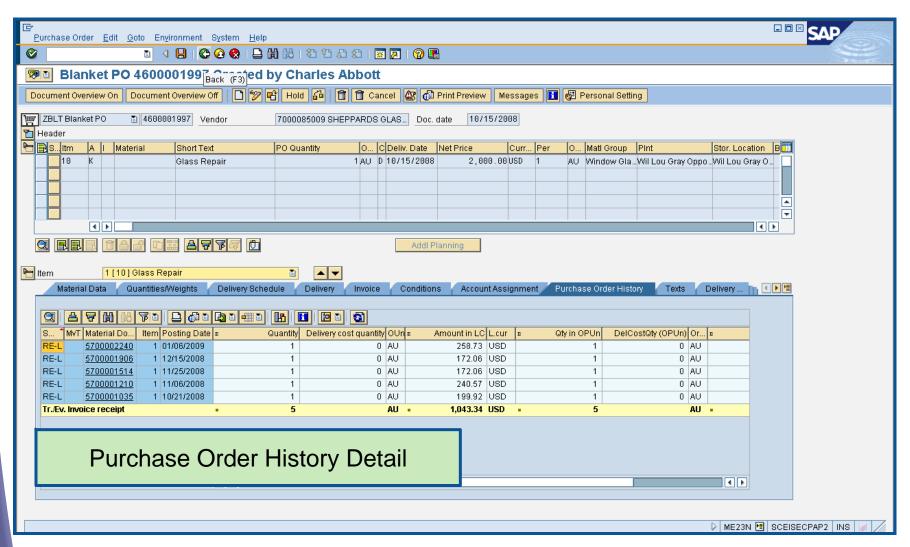
ME2N – List Display by Purchase Order





Display PO





Final Invoice a PO Line Item



- After final-invoicing a PO line item:
 - The encumbrances on that PO line item are released.
- If a PO has a Goods Receipt or an Invoice, it <u>should</u> not be deleted. To release any encumbrances assigned to the PO, click "Final Invoice" under the Invoice tab.



Blocking a PO Line Item



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

	S	ltm	A	Material	Short Text	PO Quantity	0
	ã	10	K		SNAPOutreach	384,844	ΕA

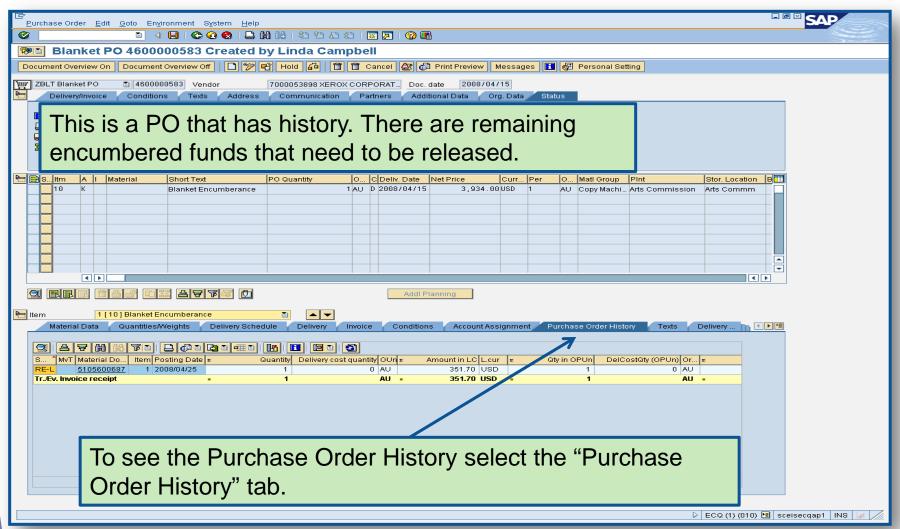
Final Invoice and Block Line Items



- Final Invoice and Blocking the Line Item should always be used together.
- Reasons for using these indicators should be included in the PO line item text field.
- The Final Invoice Indicator must be set before Blocking the line item.
- You should not set the Final Invoice indicator without Blocking the Line Item.
- The line item can be unblocked if necessary to allow further processing (goods receipt, invoice)

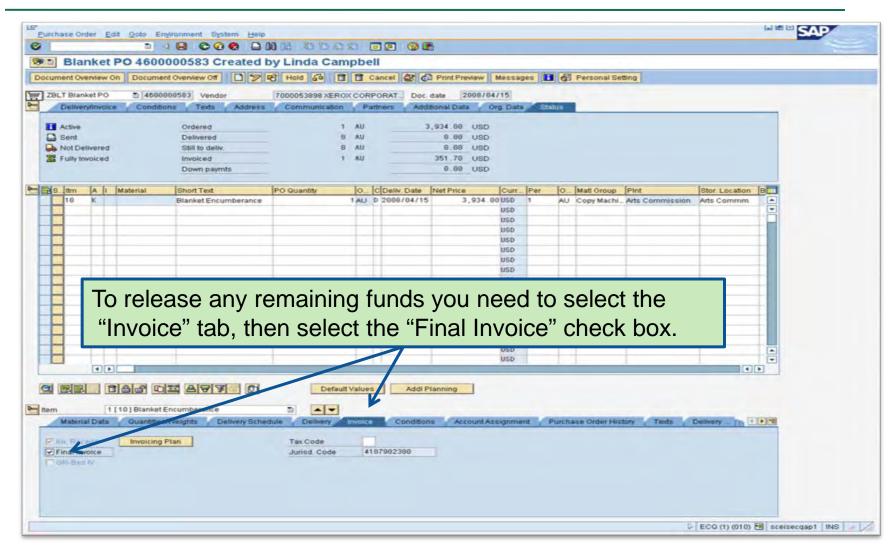
Final Invoice and Block Line Items





Final Invoice and Block Line Items





Deleting a Purchase Order Line Item



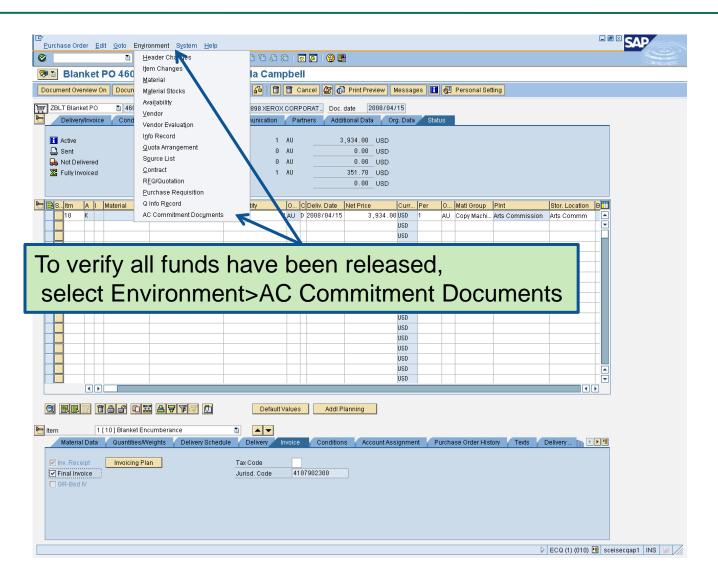
After deleting a PO line item:

- All encumbrances are released
- The corresponding Shopping Cart's Requirement re-appears in Carry Out Sourcing.
- A new PO can be created from SRM.

<u>S</u>	ltm	А	Material	Short Text
)10	K		Printer Supplies Part# 00

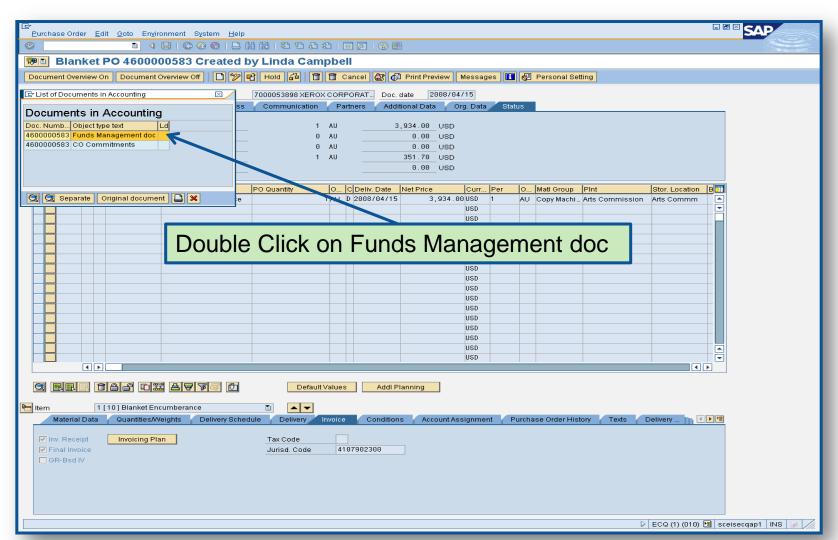
Verification of Encumbered Funds





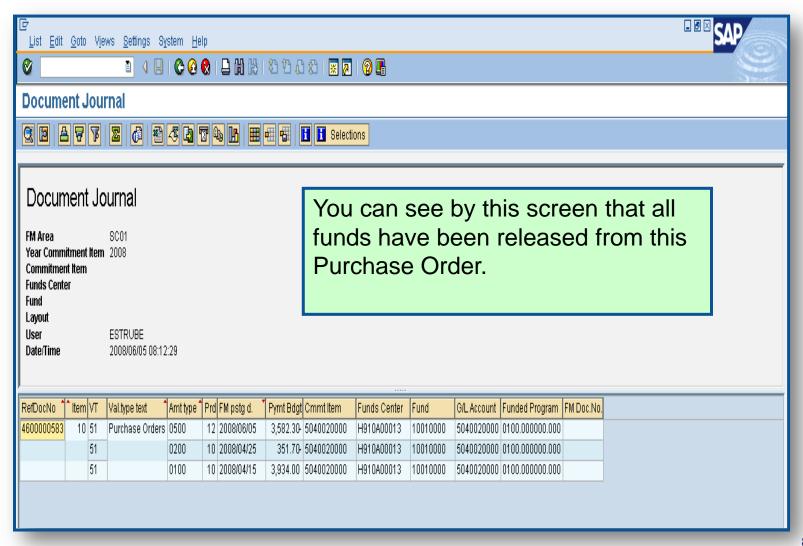
Verification of Encumbered Funds





Verification of Encumbered Funds





Carry Forward Purchase Orders



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

The list of purchase orders that need to be carried forward will be given to the designated person at your agency to run the ZFMJ2 transaction.

Final Verification



It is a good practice to run the BW Open Encumbrance Report again after PO clean-up to ensure no encumbrances remain.

 BW is updated overnight. PO's updated today will appear on the BW report the following business day.

Lesson 3 Summary



You should now be able to:

- Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 15th.
- Generate a list of open purchase orders (POs).
- Close purchase orders in the current fiscal year.



Lesson 4: Managing Inventory Processes



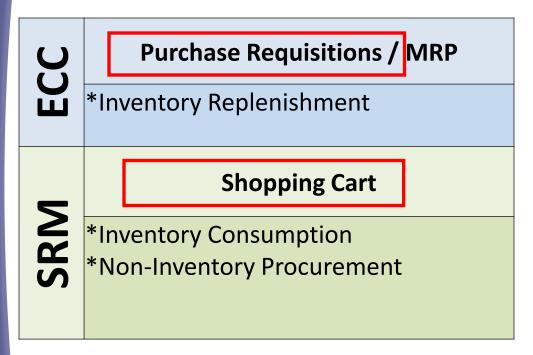
Lesson 4 Learning Objectives



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

Inventory Key Terms and Concepts





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

Consuming Inventory



- Outpoon up to the Shopping Cart, a Material Reservation is generated in ECC
 - Funds are NOT encumbered at this time
 - Funds are consumed at the time of Goods Issue from the account assignment entered on the Shopping Cart

Material Reservations



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

Material Reservations cont.



Close or Delete all Material Reservations that you will not fulfill

Mark Final Issue indicator on the Material Reservation

OR

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

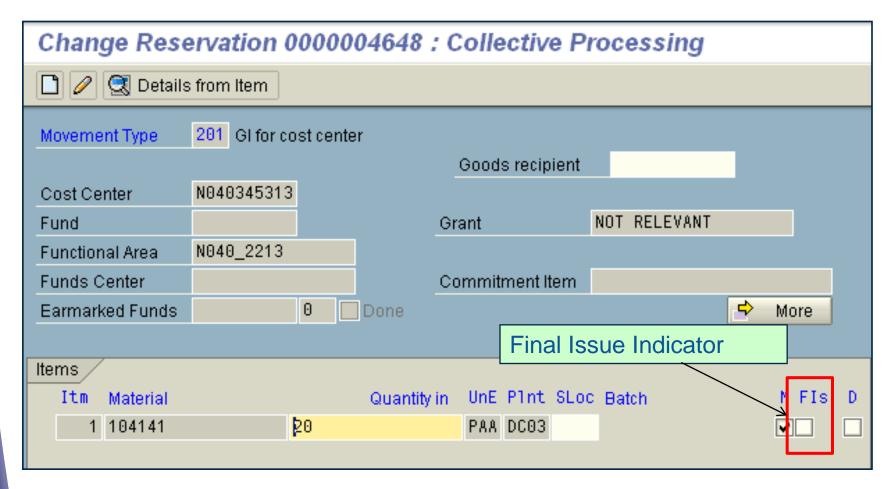
OR

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

Material Reservation – Final Issue



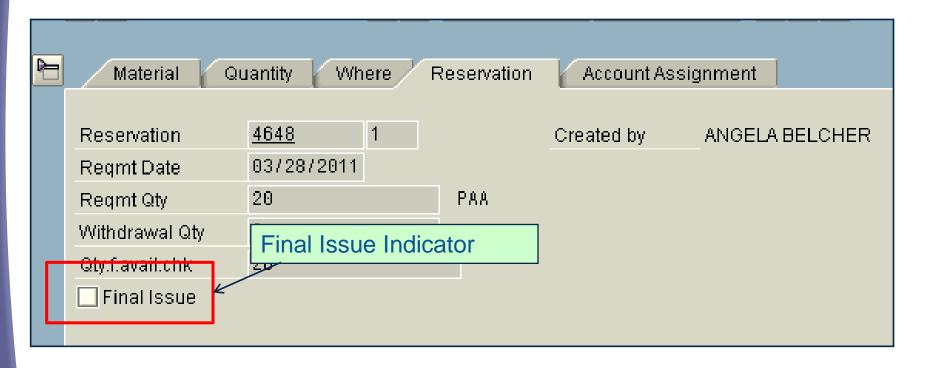
MB22 – Change Reservation



Material Reservation – Final Issue



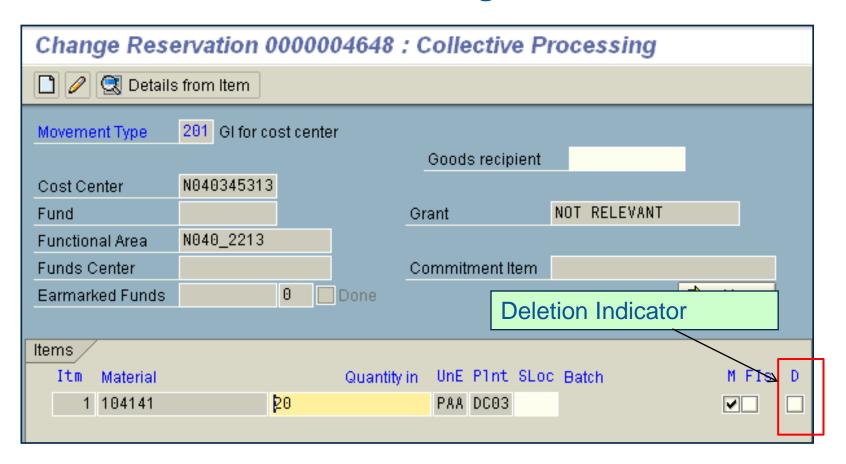
MIGO - Goods Issue



Material Reservation - Deletion



MB22 – Change Reservation



Managing Material Reservations

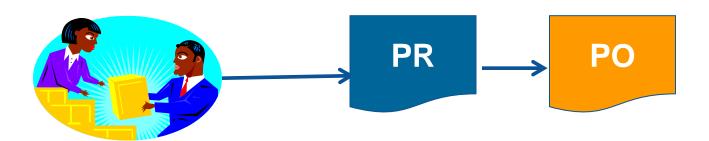


- © Deleting or Changing Material Reservations can only be completed by someone with Inventory Management roles for Managing Reservations or Goods Issues.
- Only Inventory Management personnel should close a Material Reservation.

Replenishing Inventory



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



Inventory Purchasing Documents



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

Inventory PR & PO cont.



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

If the <u>Purchase Order is deleted</u>, the <u>encumbrance</u> transfers from the <u>Purchase Order back to the Purchase Requisition</u>.

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

Inventory PR & PO cont.



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

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

Beware of Unit of Measure



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

WRONG METHOD!



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

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

CORRECT METHOD!



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

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

Deleting a Line on a PO



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

@ BEST PRACTICE: <u>Close</u> Inventory Purchase Orders rather than delete them

Inventory PR & PO cont.



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

Setting Delivery Complete



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

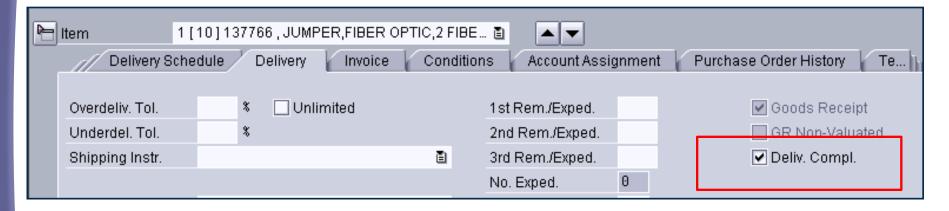
OR

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

Delivery Complete Indicator



ME22N Change Purchase Order

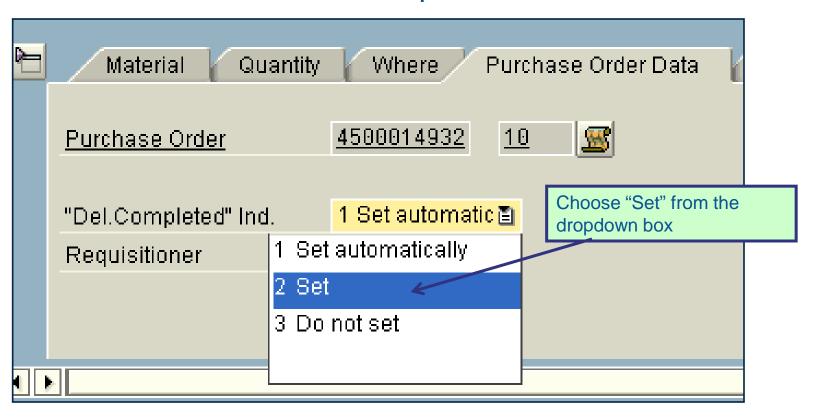


Oblivery Complete can be found on the Delivery tab in the Item Detail section of the Purchase Order

Delivery Complete Indicator



MIGO Goods Receipt



Closing Inventory Purchase Orders



Setting Delivery Complete releases funds encumbrance on the Purchase Order

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

Carrying Forward Inventory POs



- If you have any Inventory Purchase Orders with open quantities that you intend to receive in the new fiscal year, you must carry forward that purchase order
- If an Inventory Purchase Order must be carried over to the new fiscal year, use transaction ZFMJ2.

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



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

Managing Inventory Payments



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

Physical Inventory (per CG's office)



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

Physical Inventory Reconciliation



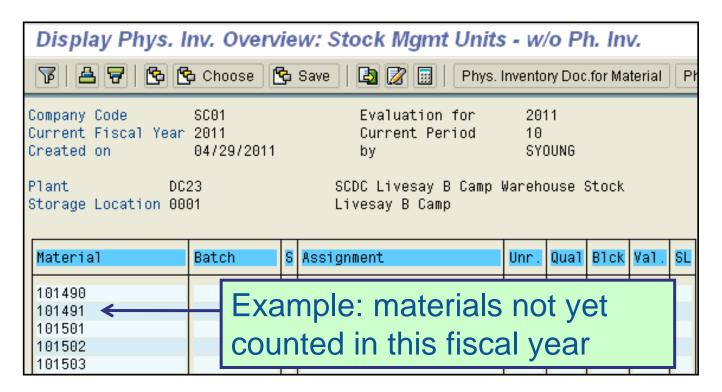
- Pay attention to unit of measure when entering your count. The default is the <u>base unit of</u> <u>measure.</u>
- Physical inventory documents must have differences <u>POSTED</u> no later than June 30, 2011.

On't wait until June 30 to get started.

Helpful Transactions



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



Helpful Transactions



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

105691		COOKIES,	ICED OATMEAL,50Z		DC23 0001	1	
100004357	217		2010.12 06/29/2010	06/29/2010	1		
100007975	24		2011.07 01/20/2011	01/20/2011	1	Doo	. Active
						/	7
			Example: do	cument	not yet		
		1	POSTED				

Other Year End Considerations



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

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.



Lesson 5: Managing Sales and Distribution (SD) Processes



Lesson 5 Learning Objectives



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

SD - Open Orders



Sales Orders

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

년 List Edit Goto	<u>S</u> ettings En <u>v</u> ironment S <u>y</u> stem <u>H</u> elp						
Ø	T 4 □ ◆ 6 € □ □ □ □ □						
List of Sales Orders							
🔁 Disp.variants 🛭 F	urther sel.criteria Organizational data Partner function						
Sold-to party							
Material							
Purchase order no.							
Sales order data							
Document Date To 05/10/2011							
Selection criteria							
Open sales orders	☐ My orders						
O All orders							

SD - Open Orders



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

Open sales orders Doc. date 00/00/0000 To 05/11/2011												
	SD Doc. Item SLNo S Description SaTy Doc. Date ConfirmQty PO Number PO number Batch Valid from								Valid from			
	25091	10	1		PHONE,DIGITAL,7405D01B,BLACK,REFURB	ZOR	03/22/2011	6	TEST ZPRS1	TEST ZPRS1		
	25083	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	03/14/2011	2	dfs	dfs		
	25071	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	02/14/2011	3	adfad	adfad		
	25043	10			LABOR,PHONE,COLA	ZOR	02/04/2011	1.0	asas	asas		
	25024	20	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	11/16/2010	2	segwer	segwer		
	25022	10			LABOR,PHONE,CHAS	ZOR	11/09/2010	10.0	titritritri	titritritri		
	24880	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	3.5	15777-1	15777-1		
	24876	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	2.0	15749-1 thru 3	15749-1 thru 3		
	24872	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15830	15830		
	24871	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15819	15819		
	24870	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	1.5	15568-1,2	15568-1,2		
	24869	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15816	15816		

SD – Open Orders



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

©	>							
Change SCEIS Standard Order 20710: Overview								
₽ % 2 2	🚨 🚜 👺 🛗 Orders							
3CEIS Standard Or	Net value 1,360.00 USD							
Bold-To Party	8492999 PRICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD /							
Ship-To Party	RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD /							
O Number 1	1001920 PO date 08/02/2010 P							
Sales Item o	verview Item detail Ordering party Procurement Shipping Reason for rejection							
Order reason 103 Quantity discrepancy								
All items								
Item Material	Reason for rejection Net value Description PInt POitem							
10 133743	02 Poor qualaty							

SD – Incomplete Sales Orders



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

Incomplete SD Documen	its	
(4)		
Incompleteness		/
☑ General		
✓ Delivery		
☑ Billing document		
✓ Price determination		
✓ No assignment		
Status group		to
Organizational data		
Sales organization	ZDOC	to
Distribution channel	Z1	to
Division	Z1 🗗	to
Sales office		to
Sales group		to
Document Information		
Created by		
SD transaction	Θ	to

SD – Incomplete Sales Orders cont. **S@EIS**



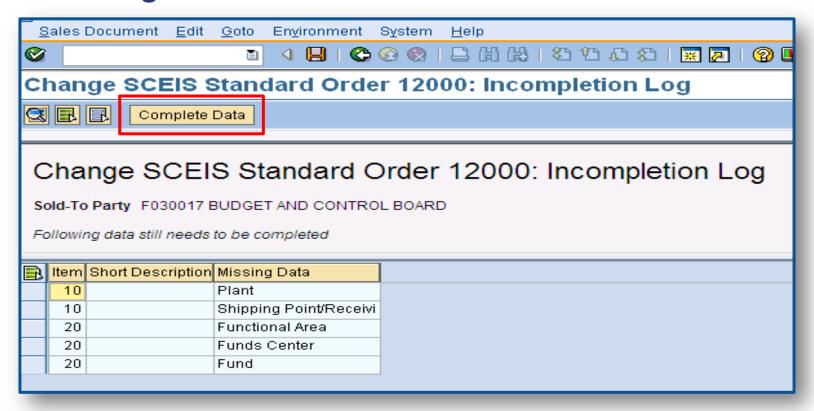
Incomplete SD documents are shown and by clicking into the document the system details why the Sales Order is incomplete

Incomplete SD Documents							
Edit incompletion							
Incomplete SD Documents							
Basic list	Basic list						
Sales Document Type	Created by	Created on Number					
Order 1 2 0 0 0	TER40455	05/12/2010 X X X 0005					

SD – Incomplete Sales Orders cont. S@



Next click on "Complete Data" to complete the missing data.



SD – Picking and Issuing



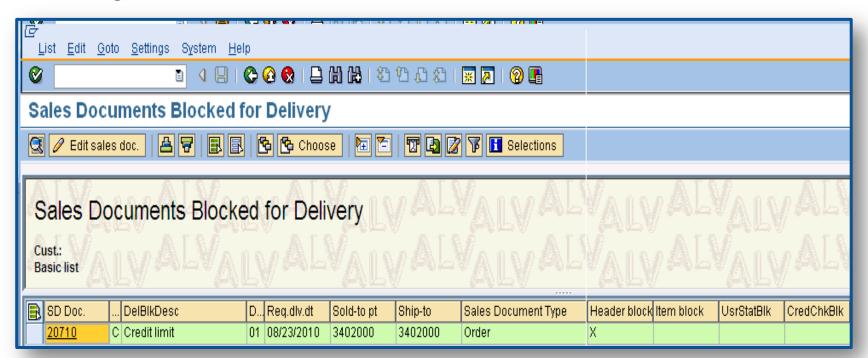
VL06O - Review all open pick requests and open issues. Complete or delete.

Outbound Delivery Monitor									
Display Variants 0	Only inbound deliveries	Only outbound deliveries	All deliveries						
Outbound Deliveries	Outbound Deliveries								
Selection Type									
For Checking									
For Distribution									
For Picking									
For Confirmation	n								
For Loading									
For Goods Issue	e								
For Transport. Plan	ning								
List Outbound Delive	eries								

SD – Blocked for Delivery



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



SD – Sales Contracts



- WA45- Review all Open Sales Contracts
- V.06- Review all Incomplete Sales Contracts. Are they still valid?

SD – Billing (VF04)

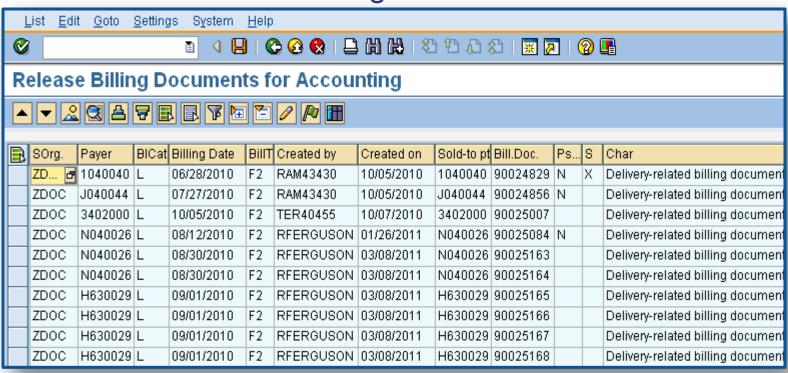


VF04 - Review all open Billing Documents related to Sales Orders. Be certain there are no billing documents awaiting release to accounting. All shipments made by June 30th must be billed by that date.

SD – Billing (VFX3)



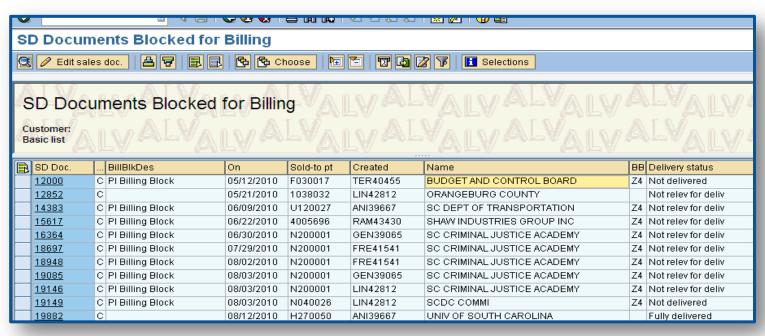
VFX3- Release Billing Documents for Accounting This allows you to view billing documents that are due to be released to accounting.



SD – Billing (VF05 and V23)



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



SD – Billing – Current Fiscal Year



Of the sales order was shipped in the current fiscal year, the billing must be completed in the current fiscal year

SD - Transaction Codes to Remember SCEIS

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

SD – Billing Transaction Codes



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

SD Sales Orders Carryforward



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

Lesson 5 Summary



You should now be able to:

- Understand how to review and prepare sales documents for year end.
- Recognize the transactions used to review sales documents.
- Understand the importance of shipping and billing in the same fiscal year.
- Understand what reports are available to view open orders, picks, issues and billing.



LESSON 6: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES



Lesson 6 Learning Objectives



- Outpose Upon completion of this lesson, you should be able to:
 - Understand how SCEIS will handle the final accounting period.
 - Record expenditures in period 12 of the current fiscal year.
 - Understand the error that will occur for payment terms for current year payments in extended period 12.
 - Record expenditures in period 1 of the new Fiscal Year.
 - Record accounts payable for FY2011.
 - Review accounts payable balances.

Key Terms and Concepts



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

Key Transactions



FV60 – Park Vendor Invoice

- MIR7 Park Incoming Invoice
- FBL1N Vendor Line Item Display

Using the Posting Date – FV60 & MIR7



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

FY2011

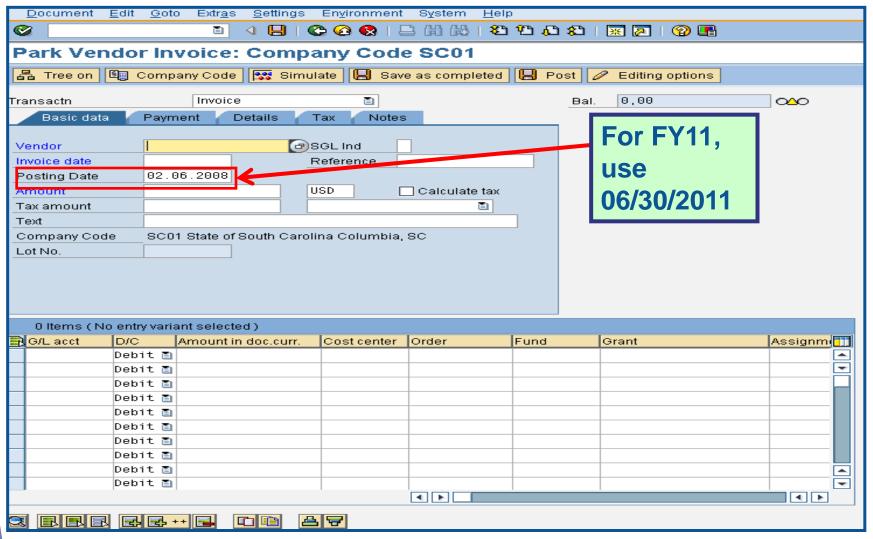
Use 06/30/2011 through July 15 for AP and July 29 for JEs

FY2012

Use current dates in July from July 1 - 31

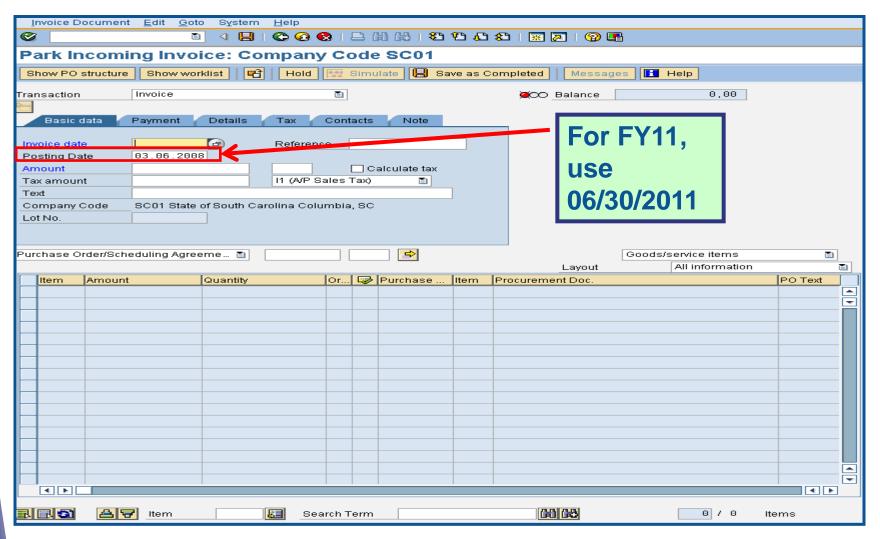
Using the Posting Date – FV60





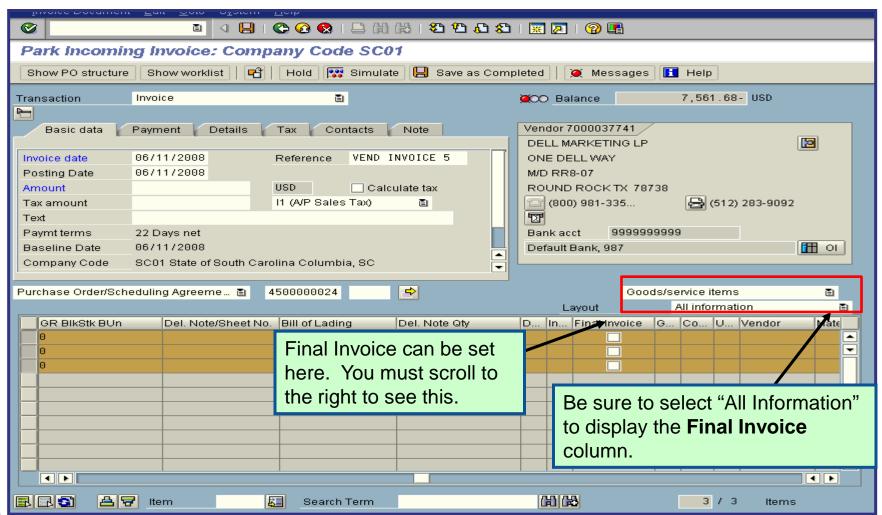
Using the Posting Date – MIR7





Final Invoice Indicator – MIR7





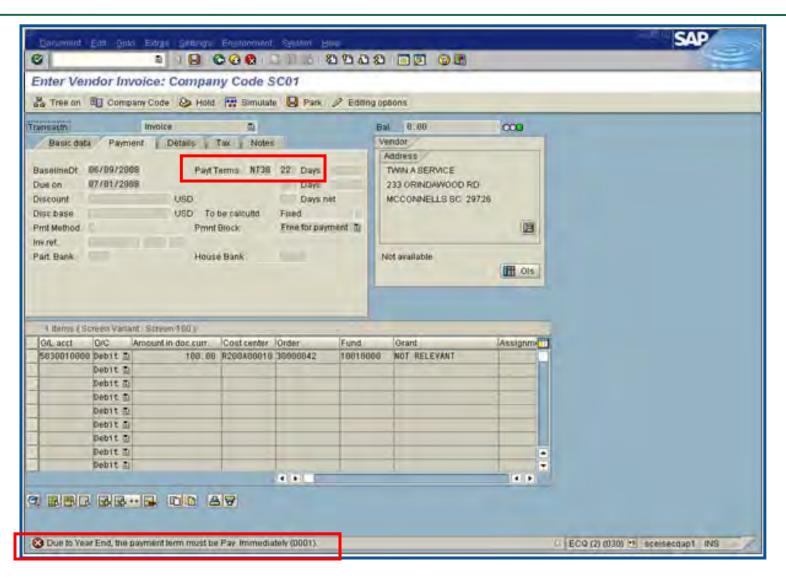
Payment Terms



- © 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 <u>during July for the prior fiscal year</u>, the <u>invoices will produce an error</u> so that you will be prompted to <u>change the payment terms</u> to <u>Pay Immediately</u>.

Payment Terms, cont.





Prior Year Payables in the New Year



The Accounts Payable reporting package will be used to create accrual of payables incurred at June 30th for goods and services received in the prior fiscal year and paid for in the new fiscal year.

© Example:

- Invoice received in <u>August</u> for <u>services performed</u> in <u>May.</u>
- The prior fiscal year is closed.
- Because the <u>services were performed in May</u>, prior to the end of the fiscal year (June 30), this payment is a <u>prior</u> <u>year payable</u>.
- Goods received prior to June 30 but paid after year-end.

Prior Year Payables in the New Year cont.



- © SCEIS will be able to report prior year payables <u>ONLY IF</u> "Prior Year Payable" is used in the Header Text field. No other alternative wording should be used.
- The Header Text field has a dropdown box from which "Prior Year Payable" can be chosen. This phrase within this field will be used to generate a BW report to gather Accounts Payable transactions for reporting packages.
- Any transactions identified/processed after the submission of the Accounts Payable reporting package MUST be reported to the CGO regardless of the amount. This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

148

Prior Year Payables in the New Year cont.



Park Vendor Invoice: Company Code SC01								
品 Tree on 📵 Company Code 🔀 Simulate 🖫 Save as completed 🖫 Post 🖉 Editing options								
Transactn		Invoice	Ĕ			Bal. 0,00	040	
Basic data	Payn	nent Details	Tax Notes	;				
Vendor SGL Ind Invoice date Posting Date 03.06.2008 Amount USD Calculate tax Tax amount Fixt Prior Year Payable Company Code SC01 State of South Carolina Columbia, SC Lot No.								
0 Items (No	entry varia	ant selected)						
G/L acct	D/C	Amount in doc.curr.	Cost center	Order	Fund	Grant	Assignm	
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Prior Year Payables in the New Year cont.



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

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.

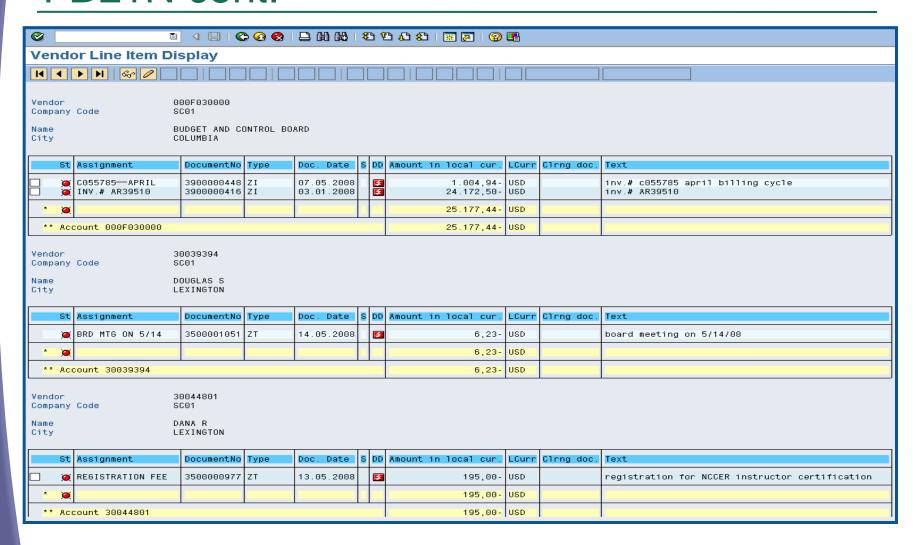
Open Item A/P Balances – FBL1N cont.



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Open Item A/P Balances – FBL1N cont.





Lesson 6 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.



LESSON 7: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES



Lesson 7 Learning Objectives



- Outpose 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

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



Key Transactions



- F-04 Post with Clearing: Header Data
- @ FBL3N G/L Account Line Item Display
- @ FBL5N Customer Line Item Display

Revenue at Year-End



- All cash <u>received</u> by June 30th must be <u>posted</u> to the prior fiscal year.
- The <u>posting date</u> determines which fiscal year the revenue is posted. For example:
 - All revenue <u>received</u> in the agency <u>as of June 30</u> must have a <u>posting date</u> of <u>6/30/2011</u> or prior to post to 2011.
 - All revenue <u>received</u> as of June 30, but <u>deposited in July</u> must have a <u>posting date</u> of <u>6/30/2011</u> to post to 2011.
 - All revenue <u>received after June 30</u> must have a <u>posting date of 07/01/2011 or after</u> and must post to 2012.



Received Date	Bank Validation Date	Document Date	Posting Date
6/28	6/29	6/29	6/29
			Period 12, 2011
6/29	6/30	6/30	6/30
			Period 12, 2011
6/30	7/1	7/1	6/30
			Period 12, 2011
6/30	7/7	7/7	6/30
			Period 12, 2011
7/1	7/2	7/2	7/2
			Period 1, 2012



- Deposits for <u>Period 12 (FY2011)</u>, and <u>Period 01 (FY2012)</u>, must be deposited on <u>separate deposit</u> slips and entered as <u>separate transactions</u> in SCEIS.
- Agencies must deposit all cash on hand that was receipted as of June 30, 2011, as Period 12 of FY2011 revenues and will have until 10:30 a.m. July 5th or 6th to enter the bank deposit in SCEIS for approval by the STO.
- All <u>deposit slips transmitted for FY2011</u> pertaining to Period 12 must be received in the State Treasurer's Office not later than 10:30 a.m. <u>July 5th or 6th, 2011</u>.



- If a <u>bank deposit</u> has been <u>validated after</u> <u>Wednesday, July 6</u>, 2011, you must <u>contact the STO</u> if you need that deposit recorded in <u>Period 12</u>, FY10-11. This should be a <u>rare exception</u>, as revenue deposited on or after July 1, 2011 should be recorded as FY2012 revenue.
- It is not necessary to contact the STO prior to submitting deposits for Refund of Expenditure or Refund of Travel for FY2011. Use Period 12 on these deposits and submit them in the normal manner until July 15th.



- All deposits received 7/1 and after <u>must have</u> a posting date of 7/1 or after.
- There is <u>only one exception</u> refunds of expenditures.
- Refunds of expenditures can be posted as a prior year receipt after 6/30, since these will post as a <u>reduction of</u> a prior year <u>expenditure</u>, not revenue.
- Refunds of expenditures for the prior year must use a posting date of 6/30.

Post with Clearing F-04



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- If a <u>deposit validated</u> by the bank <u>as of June 30</u>, 2011 has <u>not been recorded by the STO by July 15th</u>, it will be necessary to record this deposit as a FY2012 transaction and the Agency must <u>contact the Central State Financial Reporting Division of the CGO</u> for appropriate adjustments in accordance with GAAP requirements.
- Agencies are reminded that the <u>year-end cutoff for</u> FY2011 <u>revenue is subject to audit</u> and the Agency must maintain documentation to support the cutoff.



- Funds classified for GAAP purposes as part of the <u>"Zero-Balance Clearing Fund"</u> (see Appendix A-2 of the <u>GAAP Closing Procedures Manual</u>) should have a zero balance at the end of the fiscal year.
- If your Agency deposited cash during the previous fiscal year into such a fund, you must transfer all remaining balances to the proper funds and general ledger codes before the end of Period 12, FY2011.
- Transactions to transfer such balances must be entered on or before July 15th.



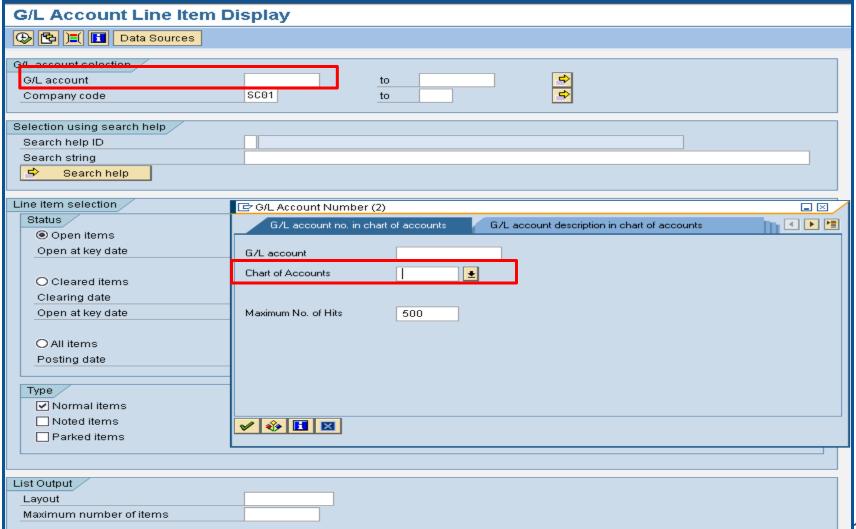
- Cash balances remaining in Earmarked, Restricted, and Federal funds after July 31, 2011 will be brought forward into the new year.
- Cash balances from the previous fiscal year will be pooled with new fiscal year cash balances during July for extended period 12 and period1 only for non-state funds.
- Transactions will not overdraft cash accounts for 2012 if there is available cash in both fiscal years combined.

Accounts Receivable at Year-end



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







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

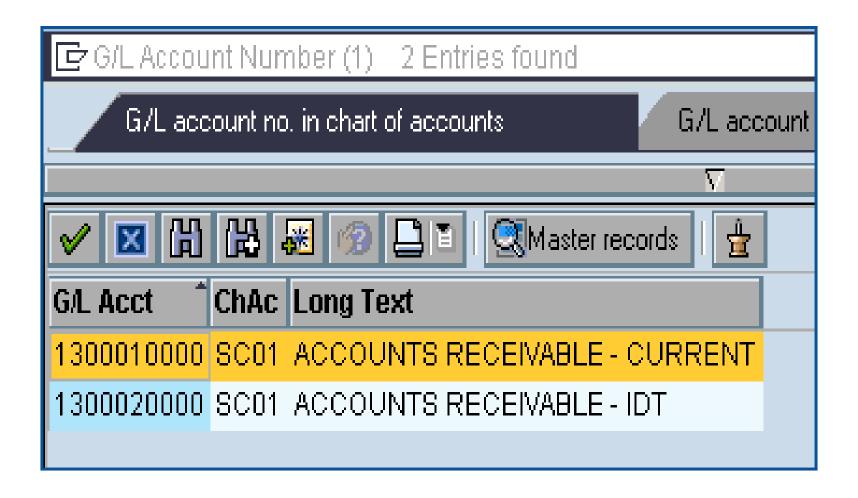


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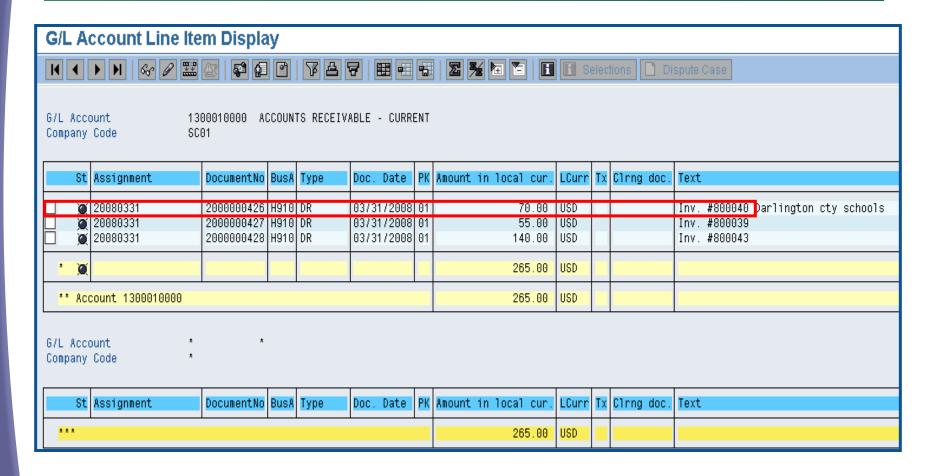




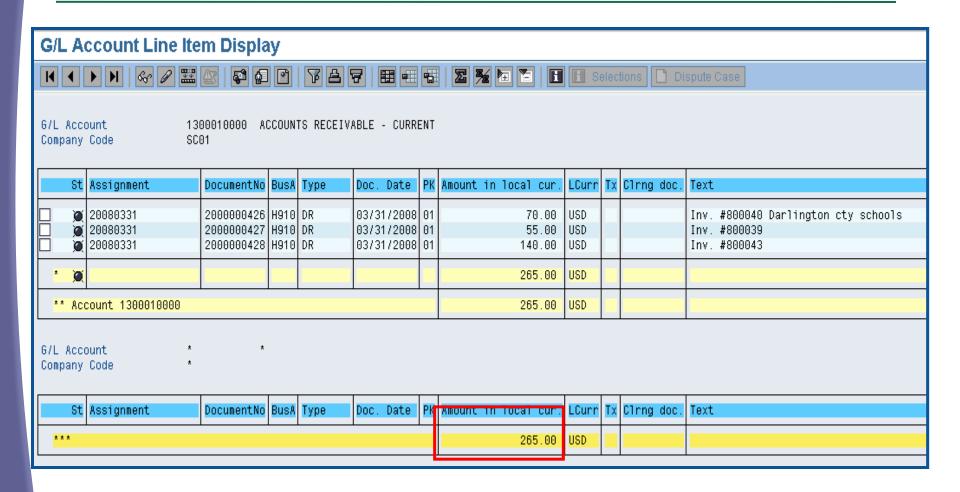


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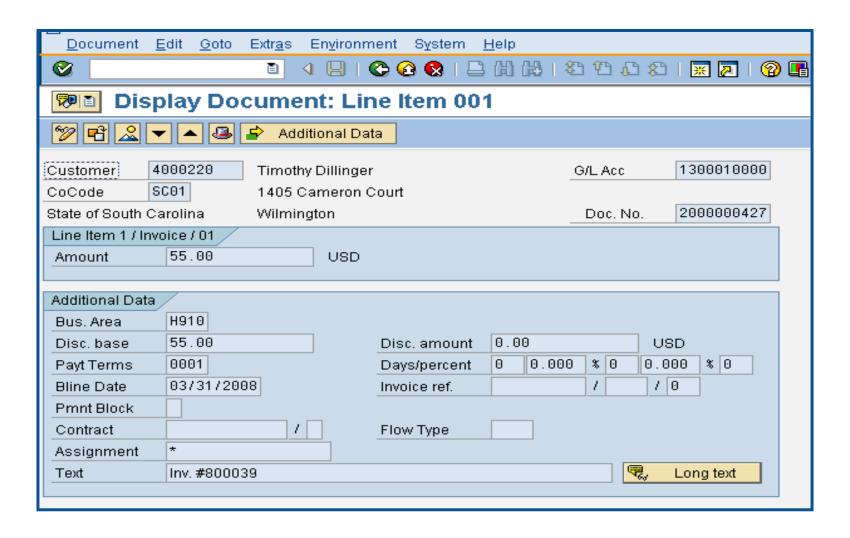












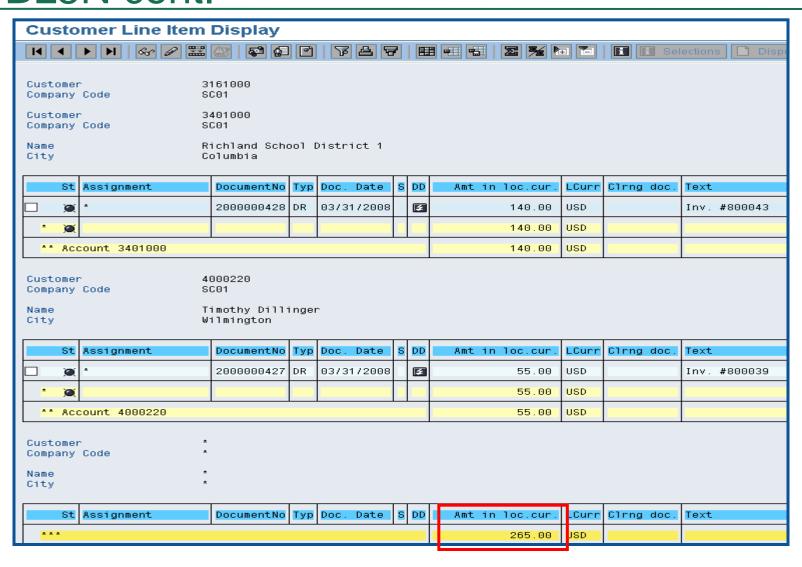
Display Customer Line Items – FBL5N



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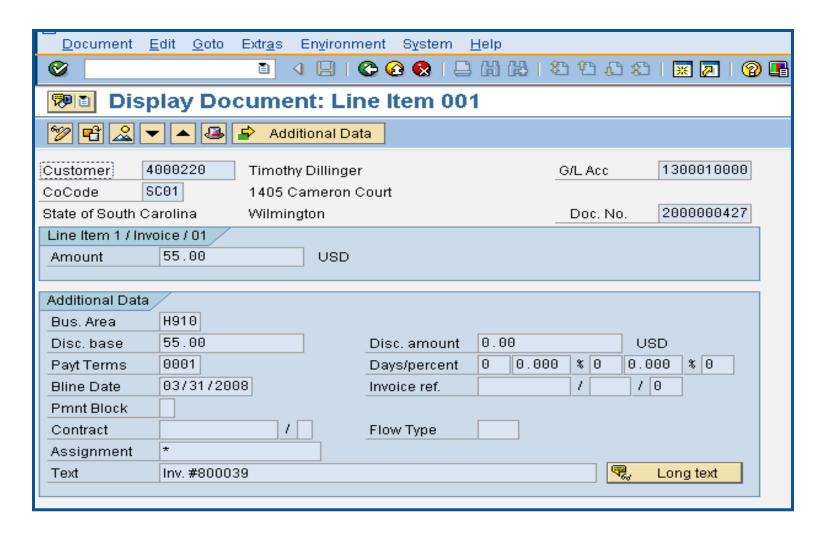
Display Customer Line Items – FBL5N cont.





Display Customer Line Items – FBL5N cont.





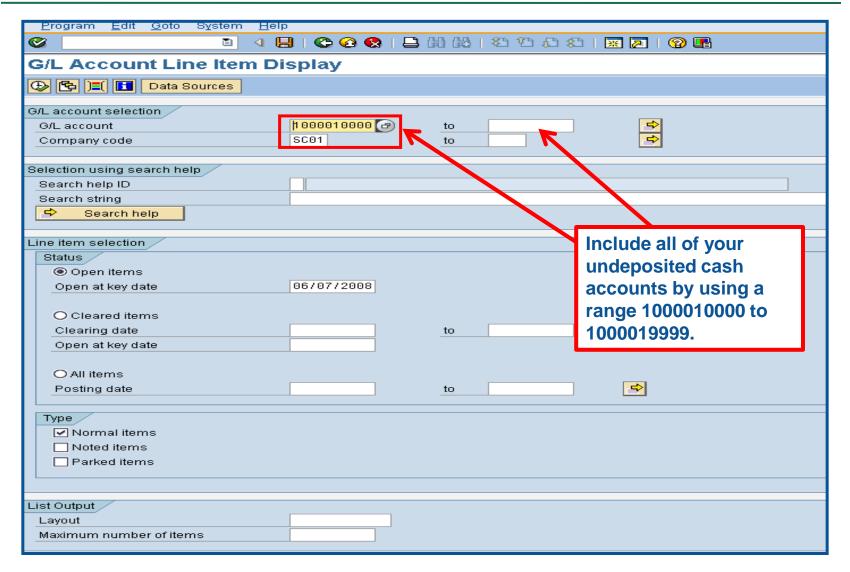
Display Undeposited Cash – FBL3N S@



- The "Undeposited Cash" account 100001XXXX must be \$-0- (cleared out) at year-end.
- Funds are first deposited into this account, then moved to the 1000030000 when the deposit validation is entered.
- Once verified by the STO, they are available to spend.
- 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.
- To review Undeposited Cash receipts, use FBL3N.

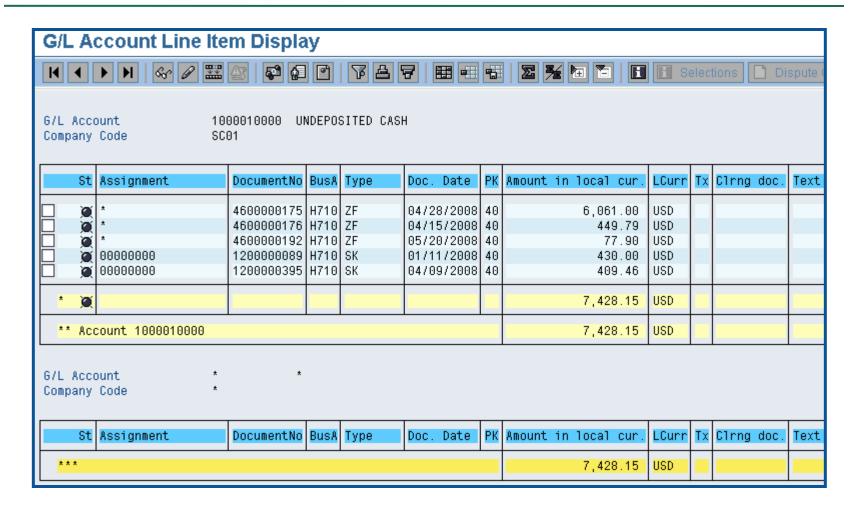
Display Undeposited Cash – FBL3N cont.





Display Undeposited Cash – FBL3N cont.





Lesson 7 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.



LESSON 8: PROCEDURE FOR MANAGING BUDGET



Lesson 8 Learning Objectives



- Output Description 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 89.27.
 - Carry forward General Fund appropriations to the new fiscal year, <u>if</u>
 your agency has specific authority to do so.
 - Understand how Earmarked, Restricted, and Federal appropriations will be handled for 2011 and 2012.
 - Understand how new year appropriations will be handled.
 - Understand how to review budget reports and what affects budget balances.

Key Terms and Concepts



Each of the following key terms and concepts will be covered in greater details in the following slides, but do not hesitate to consider searching uPerform for documents and transactions that utilize each.

- Posted, Pre-posted Budget Items
- Carryforward Budget Items
- Workflow Items
- Statewide Carryforward Appropriations
- @ Earmarked, Restricted, and Federal Appropriations

Key Transactions



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

Budget Items at Year-End



- Clear all pre-posted budget items by the close of business July 15th for the fiscal year.
- A <u>listing of all pre-posted items</u> can be generated by using T-code **FMEDDW** or **FMEDD**.
- Carry forward General Appropriations, if your Agency has authorization to do so, using T-code FMBB.
- Statewide Carryforward, will be handled <u>centrally</u>. Agency personnel will not have to enter this information, if there is any carryforward.

Display Budget Items - FMEDDW

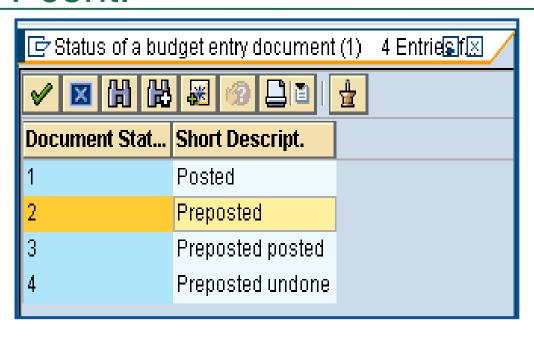


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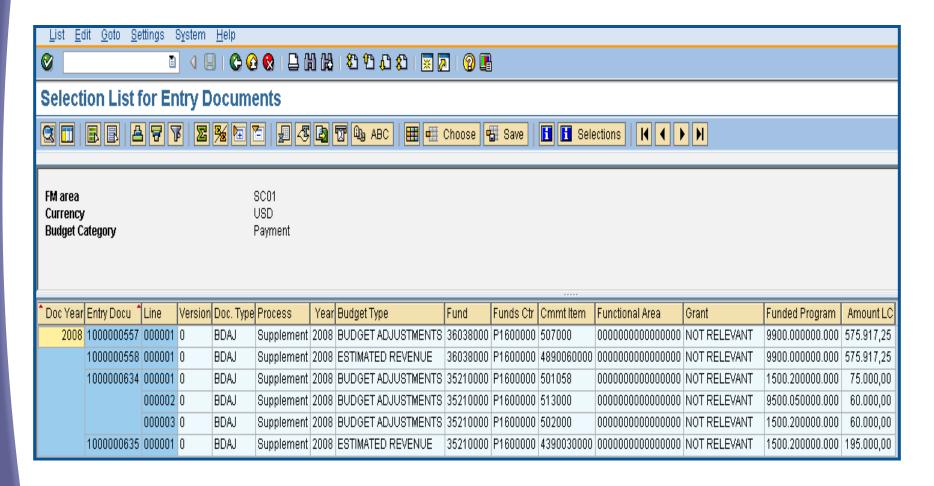
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Person Responsible		to			
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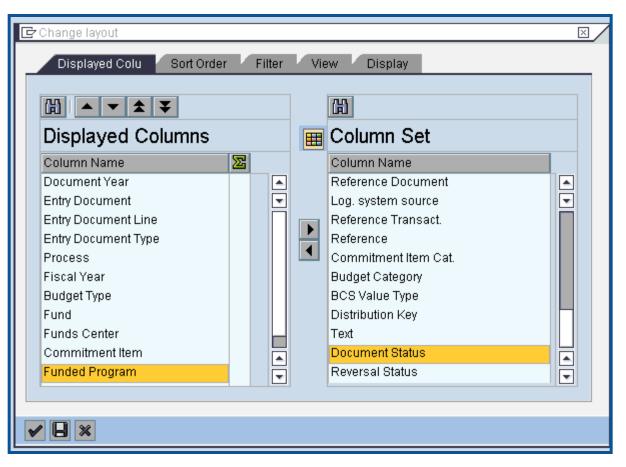
- **1.** Posted entered and directly posted (no workflow)
- 2. Pre-posted Originally saved with the Pre-post button and has not been completed by the Agency funds manager or OSB
- Pre-posted Posted Originally saved with the Pre-post button and has been completed
- **4. Pre-posted Undone** Originally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



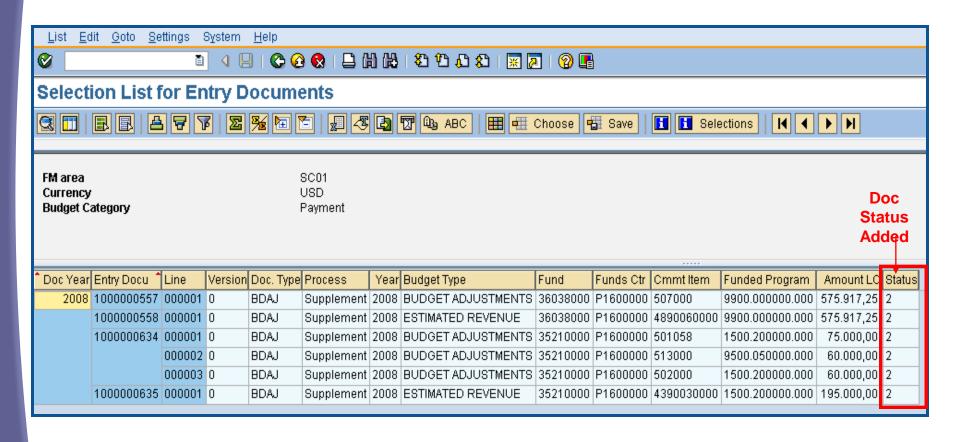




Click the rubric's cube icon to change the report to include Document Status. This function can also be used to delete items from the report.







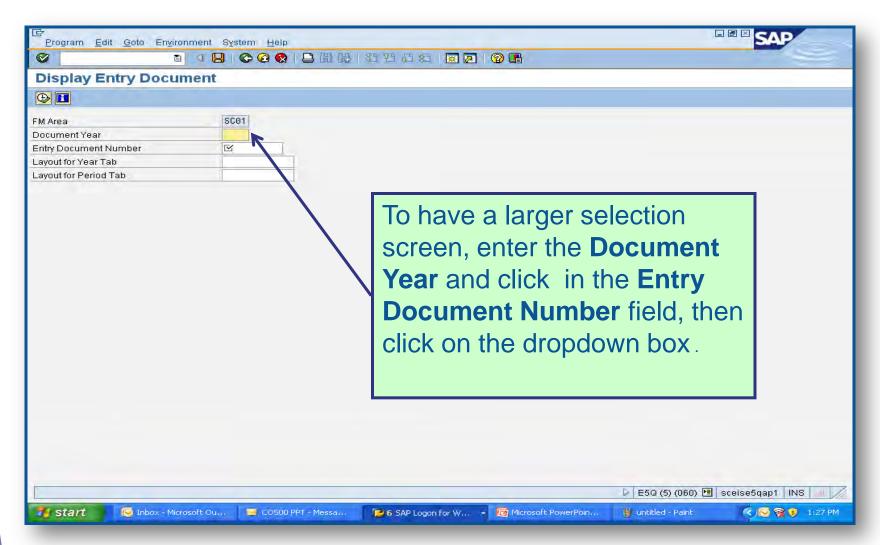
Budget Items FMEDD



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

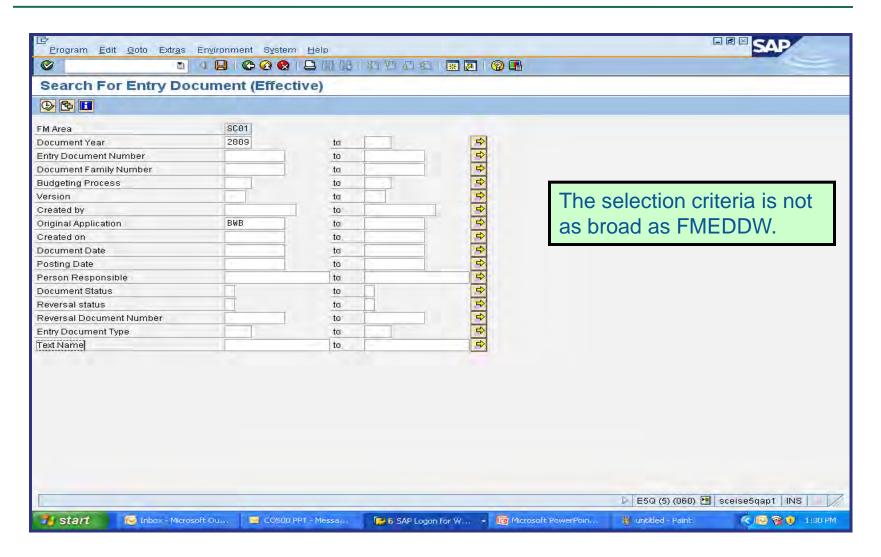
Budget Items FMEDD cont.





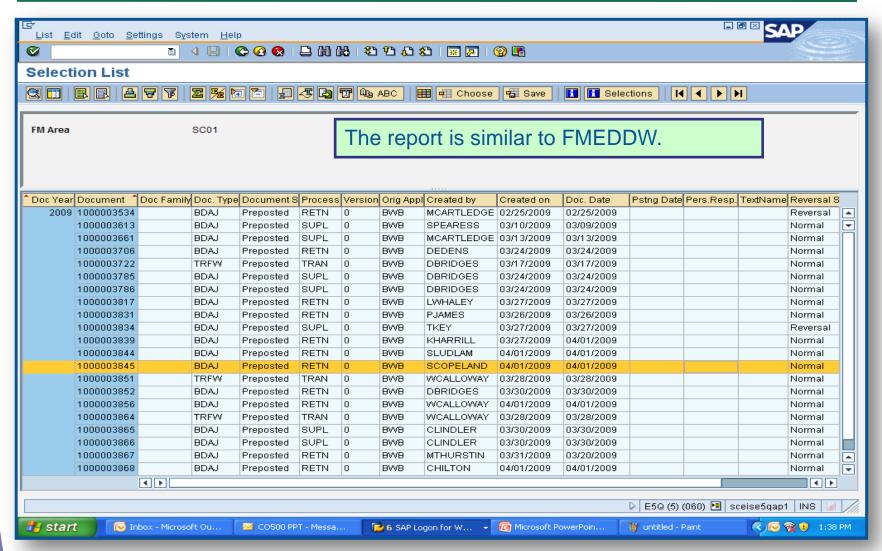
Budget Items FMEDD cont.





Budget Items FMEDD cont.





View Budget Documents



- Why is it important to review the status of budget documents or pre-posted budget items?
- Check budget document status regularly to ensure transactions have been approved and posted.
- Pre-posted budget documents
 - Will <u>reduce budgets immediately</u>, but will <u>not increase budgets until</u> <u>approved</u>.
 - 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 by SBO.
 - SAP uses the most conservative approach to budgeting.

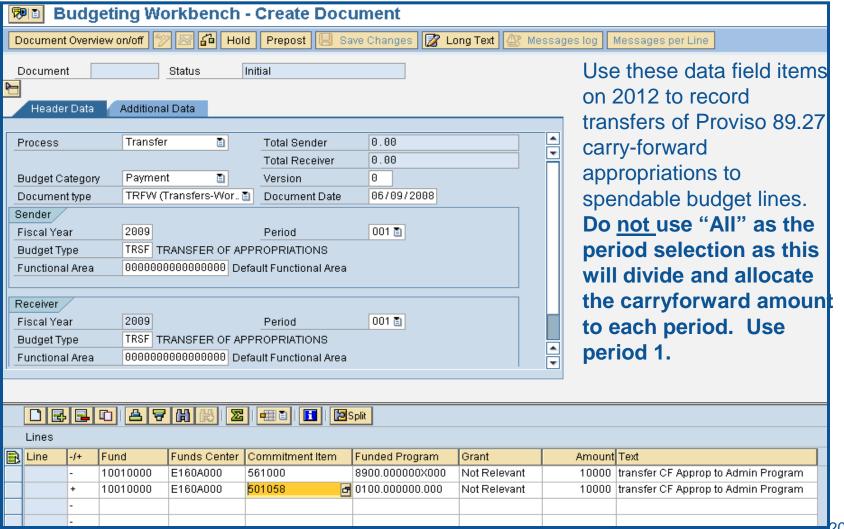
Statewide Carryforward Appropriations



- Proviso 89.27 authorizes Agencies to <u>carry forward</u> a percentage <u>up to 10%</u> of unspent General Fund appropriations to the next fiscal year. <u>This proviso may be suspended</u> to avoid a fiscal year-end general fund deficit.
- The <u>Comptroller General's Office</u> and the State Budget Office will determine each Agency's carryforward amount and <u>transact the</u> <u>necessary entries</u>.
- Any <u>carryforward appropriation will be recorded centrally</u> in Funded Program 8900.00000X000 <u>"Statewide Carryforward Appropriations"</u> and in <u>Commitment Item 561000</u>.
- Agencies cannot make expenditures against this temporary account. <u>Use transaction FMBB to transfer</u> the appropriations <u>within the</u> <u>Agency's normal budget accounts</u>.

Carryforward General Appropriations – FMBB





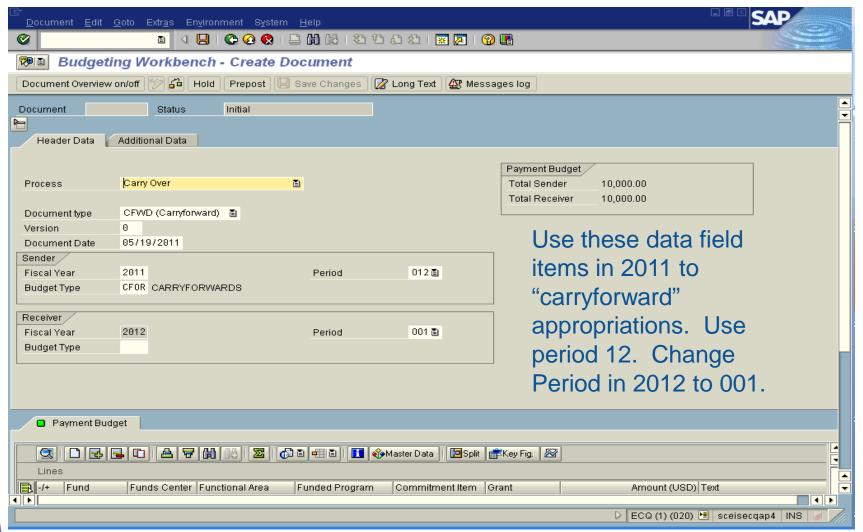
Carryforward General Appropriations – FMBB cont.



- Agencies with <u>separate</u> authority to carry forward <u>General Fund</u> <u>appropriations</u> to the new fiscal year must process budget transactions <u>by July 15th</u>.
- This is <u>not</u> the "up to 10% carryforward" determined after the close of the fiscal year in accord with Proviso 89.27.
- If you have separate authority, use t-code FMBB to record the carryforward from FY2011 to FY2012.
- On each line item, you <u>must reference the applicable proviso or</u> <u>permanent statute</u> 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.

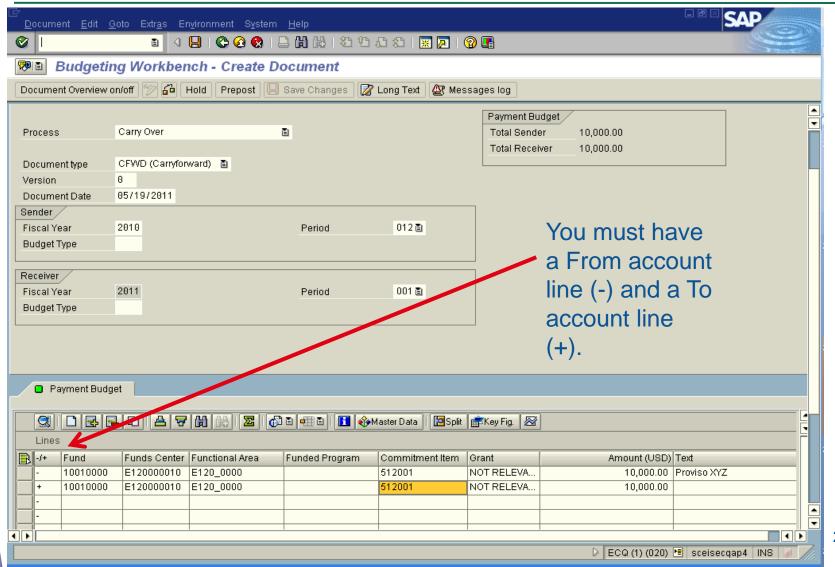
Carryforward General Appropriations FMBB cont.





Carryforward General Appropriations – FMBB cont.





Earmarked, Restricted, and Federal Appropriations



- 2011 Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), and Federal (5XXXXXXXX) fund appropriations
 - will lapse July15.
 - will be held open for the processing of documents not having a state level impact relative to Period 12, FY2011 until July 29, 2011
- 2012 appropriations for these funds should have been included by the Agency in the 2011-2012 Appropriation Act and will be entered centrally at the same time as the State Appropriations.
 - To increase appropriations for Earmarked (3XXXXXXX), Restricted (4XXXXXXX), or Federal (5XXXXXXX) fund details in the new fiscal year, Agencies must process an FMBB transaction
 - Process Supplemental
 - Document Type BDAJ
 - Budget Type BADJ for Expenditure Budget, EREV for Estimated Revenue

Appropriations for New Fiscal Year



- Appropriations for the new fiscal year will be loaded into SCEIS via an interface with the Comptroller General.
- The CGO indicated this information would be mailed to the Agencies near the middle of June.
- @ Budgets will be loaded into SCEIS exactly as it is received from the CGO, at the highest level.
- Earmarked (30000000) and Restricted (40000000) funds must be transferred from the highest level fund to the specific detail fund to process transactions in FY2012 (ex.: 30000000 to 30350000).
- Federal (50000000) funds do not have to be transferred from the high level to the specific detail fund to process transactions.

Budget Items at Year-End



- Original Budget +/- Budget Adjustments (Supplemental, Transfers, Returns, etc.) = Current Budget
- Consumable Budget is the amount of the Current Budget that remains for consumption by
 - Actual Expenditures
 - Open Purchase Orders
 - Purchase Requisitions
 - Funds Reservations
- Consumable Budget less Consumed Amount = Available Budget, Residual Budget or Net Budget

Budget Items at Year-End cont.



- Ensure your budgets are properly posted.
- Review budget reports regularly, 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 S

- The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP RW BUDCON.
- ZBD1 offers the following enhancements:
 - Has separate/additional columns vs. standard report for:
 - Original Budget
 - Budget Transfers
 - Actual Expenditures
 - Purchase Orders
 - Purchase Requisitions
 - Other transfers
 - Subtotal column after expenditures
 - Subtotal column after purchase orders and requisitions
 - Subtotal column after other transfers etc...

Executing Report ZBD1



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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



This report is useful for reviewing:

- Grant budget activity
- At the roll-up level of control for your agency's budget
 - Non-budgeted fund's balances will be negative as there is no budget
 - Most non-budgeted funds have a "7" in the 5th digit of the fund number
 - Dual employment
 - Revenue clearing accounts
- Negative budget balances
 - Noted by red buckets
 - Causes can include payroll and fringe benefits posting which override budget edits
 - Need to monitor these regularly at least monthly





Let's look at the following reports:

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

What affects Budget Balances?



- © Encumbrances (PRs, POs, "Save as Complete" Parked documents, and funds reservations) decrease your budget immediately.
- @ Budget balances must be free of inflated encumbrances that eat up balances needed for expenditures.
- To free up your budget you must reduce encumbrances that are finalized, no longer needed, and final but have remaining balances or carry them forward to next year.
- 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 8 Summary



You should now be able to:

- Review, process or delete all pre-posted budget items.
- Understand how to process Statewide Carryforward Appropriations through Proviso 89.27.
- 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 2011 and 2012.
- Understand how new year appropriations will be handled.
- Understand how to review budget reports and what affects budget balances.



LESSON 9: MANAGING CASH STATUS



Lesson 9 Learning Objectives



- Outpose 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



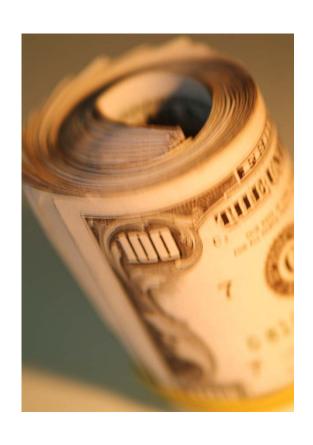
There are several "cash" accounts in SCEIS

- @ 100000000 Cash Due To/From
- @ 100001xxxx Undeposited Cash
- @ 1000020000 IDT Cash Clearing
- 1000030000 Cash on Deposit STO
- @ 1000040000 Cash Disbursements STO
- @ 1000050000 Petty Cash

The Undeposited Cash must be zero at year-end.

SCEIS Cash Balance





100001xxxx



- To determine the cash balance for a particular fund, <u>all</u> 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 100001xxxx until the cash has been moved to 1000030000.
- The cash edit check does not included cash in 100005xxxx.



How does cash move from 100001xxxx to 1000030000?

- When you scan a validated deposit slip, it produces an F-04 transaction where you reference the STO bank account and check "Transfer Posting with Clearing."
- This triggers the cash transfer from 100001xxxx to 1000030000 which then workflows to the STO for approval.
- Cash is not available to spend until approved by the STO.



- 1000020000 is used to record "Live and Non-Live" agency IDT receipts and payments to "Live" agencies.
- At the time of billing, an AR and Revenue are recorded.
- These IDT billings are open A/R until matched with an IDT payment.
- Cash is not recorded until both sides of the IDT are matched the billing and the payment by means of the AR reference document.



Billing BA Posting at time of Billing:

Dr Accounts Receivable
Cr Revenue

Payment BA Posting at time of Payment:

Dr Expenditure

Cr Accounts Payable



Match in Nightly Cycle:

Billing BA Dr 1000020000

Cr Accounts Receivable

Paying BA Dr Accounts Payable

Cr 1000020000

Generated Clearing Entry:

Billing BA Dr 100000000

Cr 1000020000

Paying BA Dr 1000020000

Cr 100000000



- The IDT cash receipt and cash disbursement are posted simultaneously in the 1000020000 account when the payment is initiated.
- The IDT Revenues are <u>matched</u> with the IDT Expenditures automatically by the <u>reference</u> <u>number</u> nightly.
- It is imperative to this matching process that when an IDT payment is made the billing reference document number is not changed.



- With this process, 1000020000 is an automatic clearing account and should be zero (-0-) at year-end.
- Amounts remaining in the account may be partial payments and are being cleaned up by SCEIS staff.
- Agency staff should <u>NOT try to clear</u> this account and should <u>NOT make entries</u> directly to this account.



- Petty cash 1000050000 is 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)



- When you process a vendor payment, expenditures and accounts payable (not cash) are recognized.
- Cash balances do not reflect vendor payments that have been processed in SCEIS by your agency, but not paid by the STO, <u>until they are paid by the STO.</u>
- Cash is not decreased until the check is processed by the STO.
- There may be a <u>lag of several days</u> 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 <u>accounts payable</u> (expenditures processed, but not yet paid).
- 3. Best reports to use for obtaining cash balance is
 - **ZGLA** Set **SC_CASH_AVAIL_EDIT_CBF** <u>excludes</u> petty cash and 100001xxxx and set **SC_CASH** <u>includes</u> petty cash and 100001xxxx
 - **FAGLB03 -** The FAGLB03 is better than the FAGLL03 because it <u>includes cash carryforward</u> amounts FAGLL03 does not.

Determining Cash Available



Cash Available = Cash Balance – Accounts Payable

Cash balance = 1000000000 - 100004000

Undeposited cash accounts 100001xxxx must be excluded as they are not available to spend

A/P = 2000010000 - 2000050000

For vendors, employees, & IDTs. (Sales and use tax payables are 2010010000 & 2010020000)

New Year and Old Year Balances



- Cash is somewhat "pooled" for purposes of processing new year transactions.
- @SCEIS will look back to 2011 and pool the cash if there is not sufficient cash in the <u>new year</u> fund to process a payment for <u>non-state funds</u>.
- @SCEIS does not look forward to 2012 if there is not sufficient cash in the <u>old year</u> fund to process a payment for <u>state funds</u>.

New Year and Old Year Balances



- © Edits for Cash are handled differently depending on the year and fund.
- On-line and Payment Run transactions are handled differently.

TRANSACTION CATEGORY	YEAR	STATE FUNDS 1001 & 2XXX	NON-STATE FUNDS 3XXX – 5XXX
On-Line	PY & CY	Doc posting year and month	Current cumulative cash balance as of entry date and time.
Payment Run	PY & CY	Doc posting year and month	Cumulative cash balance as of Payment Run Date

Cash Status vs. Budget



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

Lesson 9 Learning Objectives



You should now be able to:

- Understand SCEIS cash accounts.
- Understand how to review cash balances.
- Understand what affects cash balances.
- Understand how to manage your cash balances.
- Understand the differences in budget status and cash status.



LESSON 10: GENERAL "CLEAN-UP" OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS



Lesson 10 Learning Objectives



- Outpose 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 carryforward 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 to review GL postings
 - Delete/change a document

Key Transactions



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

General Clean-up at Year-end



- At year-end, <u>documents</u> that are not "posted" <u>must be</u> reviewed and either <u>posted or deleted</u>.
- Operation of the property o
- Occuments that remain <u>un-posted at year-end</u>, <u>after the CG closing date</u>, <u>will be deleted</u>.
 - Preposted budget items within your agency will be deleted, but not until after the first of August, to allow time for budget transfers.
 - Parked documents will be deleted. "Save as Complete" Parked documents encumber your budget. IDTs will be carried forward, unless deleted.
 - Workflow items within your agency <u>cannot post</u> in the old year after July 15th. Must be entered in the new year.

Parked Documents



- There are 2 types of Parked Documents.
- When you "park" a document, it does NOT post against your budget in FM.
 - In the system this shows only as header information.
- When you "save as complete" a document, this also parks the document; however, it DOES consume your budget in FM.
 - In the system this shows header and line item posting information.

Parked Documents cont.



- The "Save as Complete" documents move from "parked" to <u>posted</u> status in the system <u>upon approval by the final agency approver.</u>
- This is true for all documents except <u>JEs</u>, that are <u>posted upon approval by the CG's Office</u>.
- @ Budget documents requiring SBO approval do not post until approved by SBO.
- Regular "parked" documents do not encumber budget and should be deleted or saved as complete.

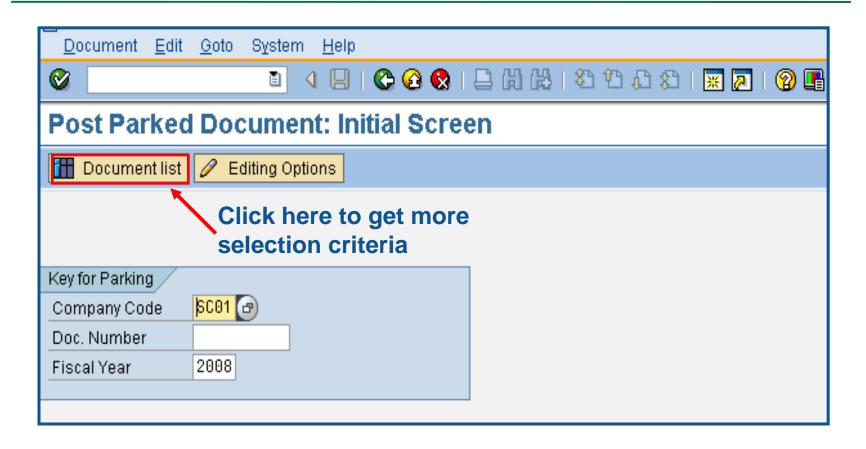
Parked Documents cont.



- O IDTs where a "live" agency bills a "live" agency post in a parked status against a Default GL with no fund; therefore, not encumbering budget.
- O IDT documents will be carried forward by the SCEIS closing team if still parked at COB July 15th.
- To review parked IDTs use Z_IDT_DOCLIST.
- All other parked documents should be deleted or processed by July 15th.

Display Parked Documents – FBV3 S





Display Parked Documents – FBV3 cont.



<u>Program Edit G</u> oto System <u>H</u> elp						
		1 H 2 C A C 😿	2 ② 📳			
List of Parked Documents						
⊕ № ■						
Company code	SC01	to	\$			
Document number		to	➡			
iscal year	2008	to	\$			
			7			
General Selections						
Posting date		to	\$			
Document date		to				
Document type		to				
Reference		to	\$			
Document header text		to	\$			
Entered by		to	4			
Processing Status						
Enter release		to	⇔			
Complete		to	4			
Released		to	\$			

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 con.

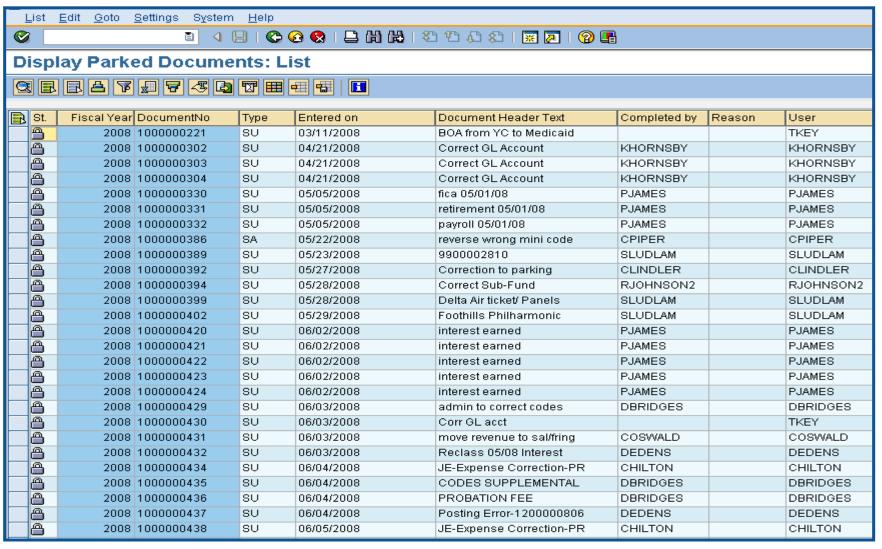
Parked Documents



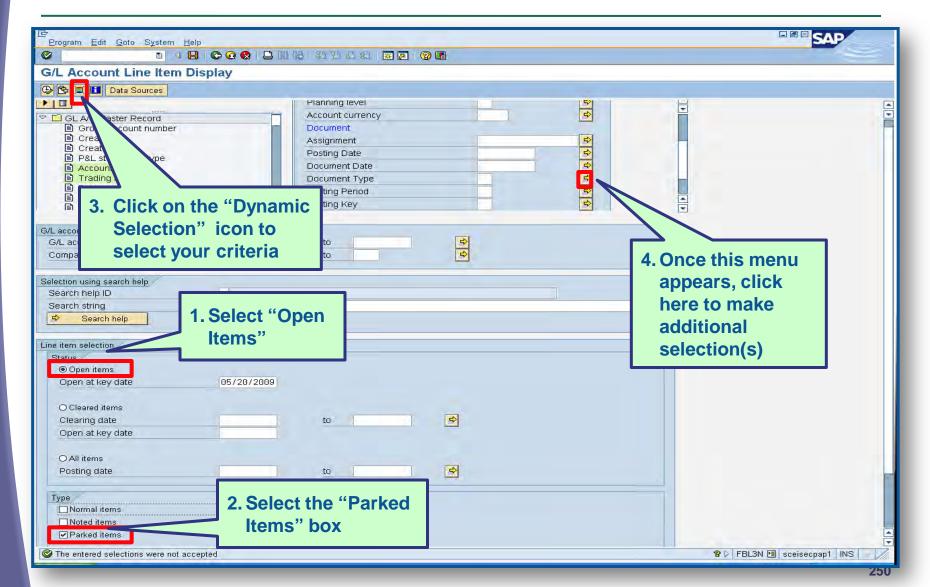
- Parked documents can be retrieved by using transaction code FBV3, FBL3N, Z_AGY_DOCLIST or by running BW report "Open Encumbrances."
 - FBV3 is real time, but includes all business areas
 - FBL3N is real time, can be agency specific and can exclude JEs parked at CGO,
 - Z_AGY_DOCLIST is agency specific and has regular parked and saved as complete documents, and the
 - "Open Encumbrance" BW report is as of the previous night, will include only your agency information, and includes Save as Complete parked items, open POs, PRs, and Funds Reservations.

Display Parked Documents – FBV3 cont.



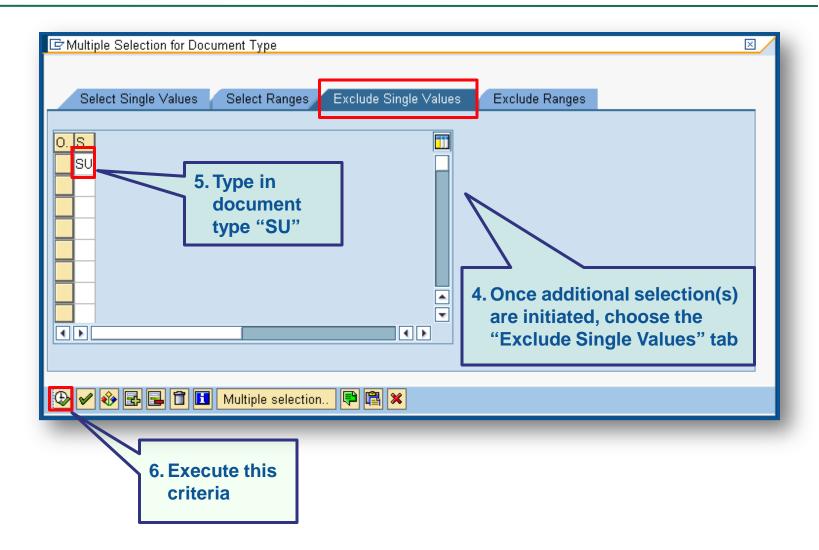


Display Parked Documents – FBL3N SCEIS



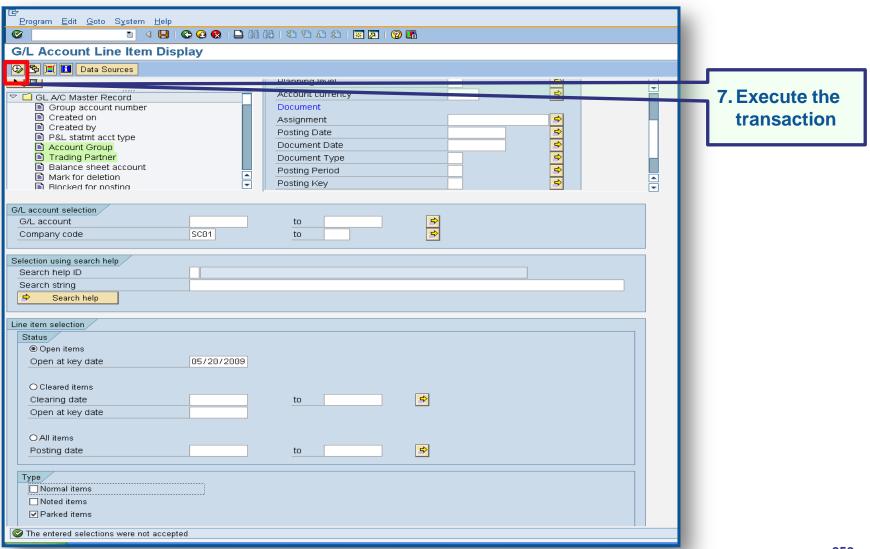
Display Parked Documents cont.





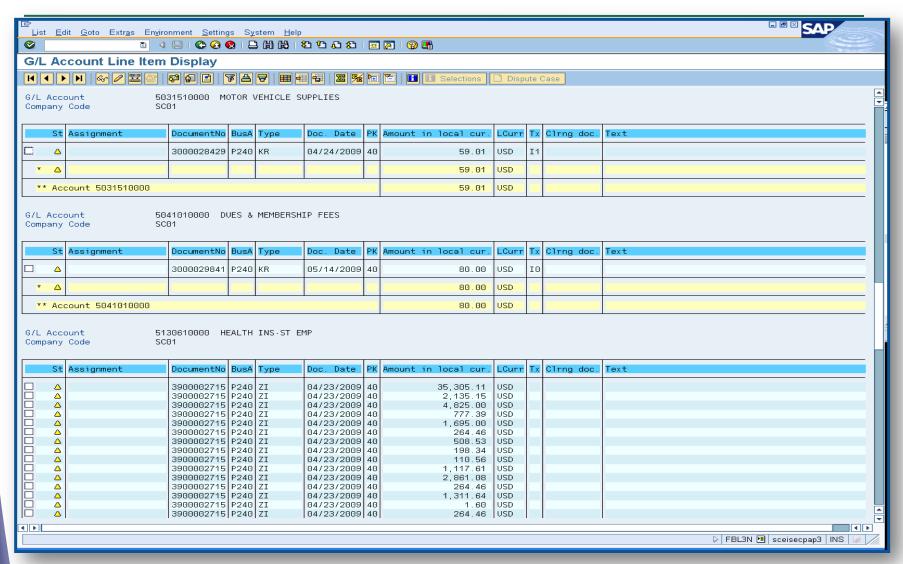
Display Parked Documents cont.





Display Parked Documents cont.



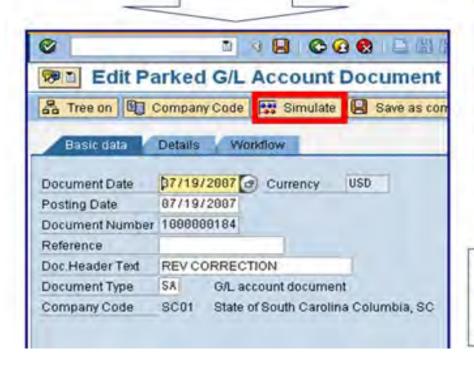


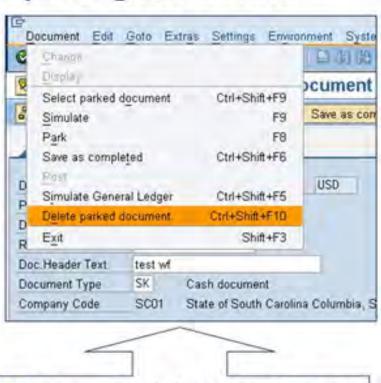
Display Parked Documents cont.



Helpful tips that can be used with parking documents

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





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

Workflow Items



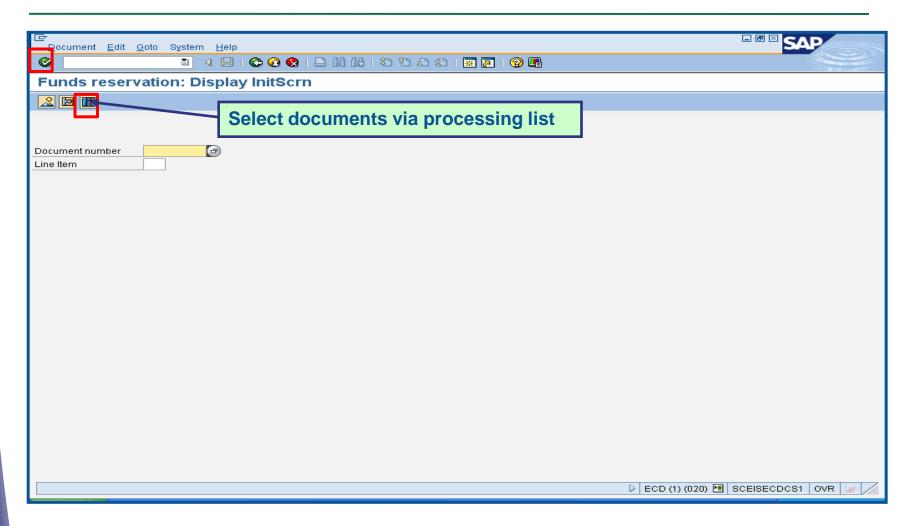
- Workflow items for payments for the prior year beginning July 1st will be shown in the inbox as a high priority item 1 and will be in "red."
- You should work on these items first in order to have them posted in the prior year.
- The CGO and SBO workflow items will likewise show as priority for prior year items in their workflow inboxes.
- Be sure to clear all priority items by the year-end closing date of July 15th.

Funds Reservation Documents at Year-end



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

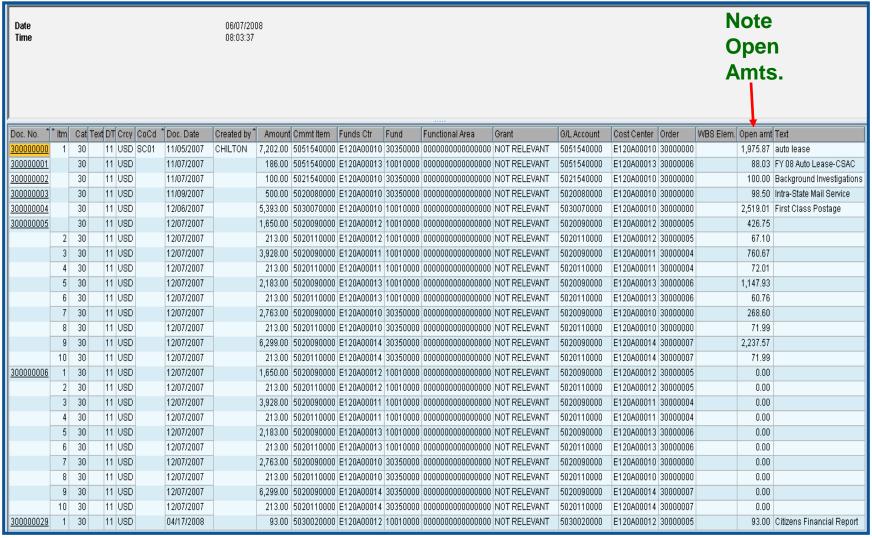






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Earmarked funds journal				
(4)				
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Earmarked Funds		to		4
Doc. Category	30	to		4
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Company Code	SC01	to		
Document Date		to		4
Posting Date		to		<u>→</u>
Created by		to		⇒
Costs due on		to		4
Line Item Data				
Controlling Area		to		4
G/L Account		to		4
Cost Center		to		<u> </u>
Order		to		4
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FM Area		to		4
Commitment Item		to		⇔
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Fund		to		4
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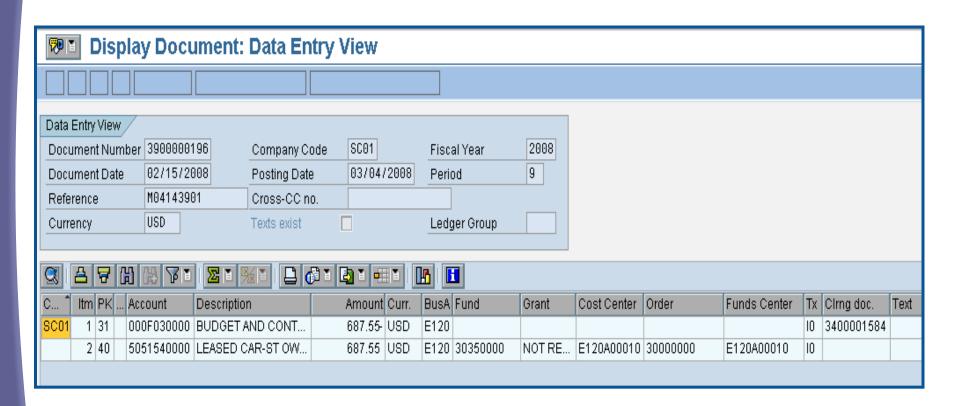


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Values			
Currency	USD_		
Overall amount	7,202.00		
Open amount	1,975.87		
Due on			
More data			
Vendor			
Customer			
Alternat. payee			
Coding Block			
Cost Center	E120A00010		
Fund	30350000	Grant NOT RELEVANT	
Functional Area	0000000000000000		
Funds Center	E120A00010	Commitment Item 5051540000	



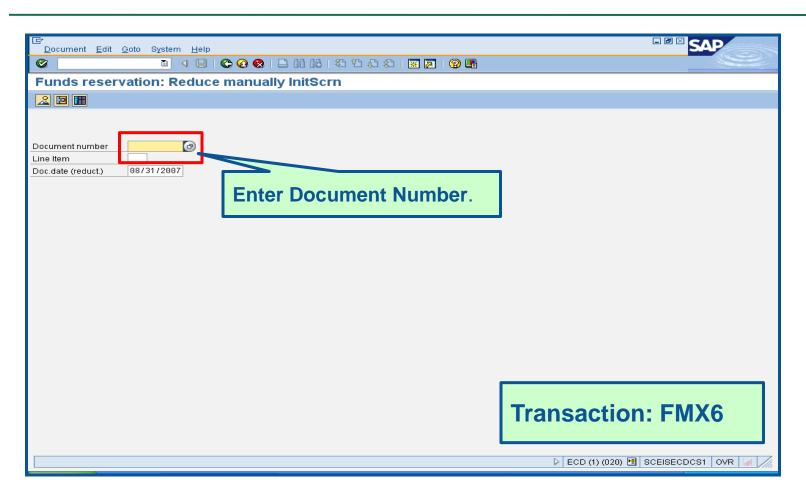
Earma	Earmarked Funds: Display Consumption History											
Q A												
Doc. No. 🧵	1 ltm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text
300000000	1 1	Receipt amt		7,202.00	USD	7,202.00	USD	0.00	0.00			
		Manual Reduction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





Reduce Funds Reservation - FMX6





Reduce Funds Reservation – FMX6 cont.



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Funds reservation: Reduce manually Detail scr
🔁 🖪 🥝 🏂 for Entry 🔣 Consumption Reduction references
Line Item 300000005 1 Position / 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 000000000000000
Funds Center E120A00012 Commitment Item 5020090000
⇔ More

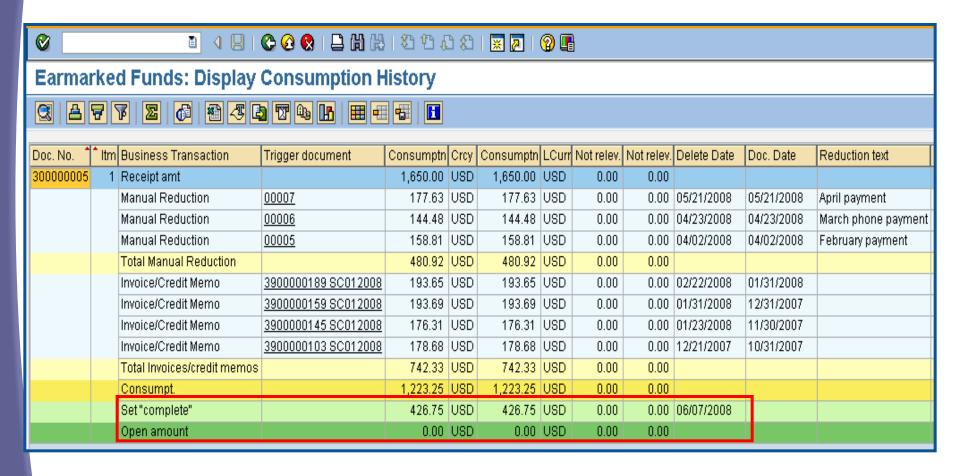
Reduce Funds Reservation – FMX6 cont.



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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
Fund	10010000 Grant NOT RELEVANT
Functional Area	0000000000000
Funds Center	E120A00012 Commitment Item 5020090000
	<mark>⇒ More</mark>

Reduce Funds Reservation – FMX6 cont.





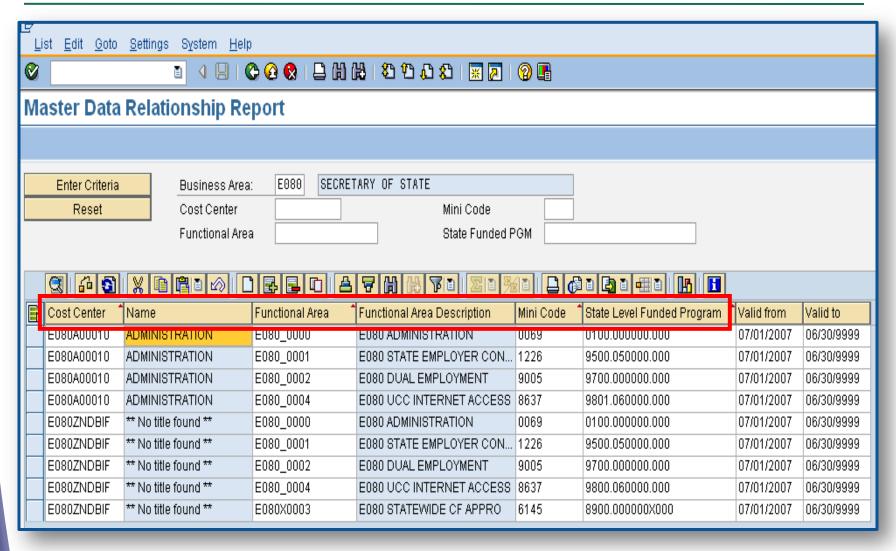
GL Account Review and JEs



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

GL Account Review and JEs - **ZMDRR**





GL Account Review and JEs – Reports



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

@ ZGLA

 SC specific report useful for reviewing GL totals by fund, cost center, funded program, etc. – many options. This report has drilldown capabilities.

© F.08 or S_ALR_87012277

 Use these reports to look at your agency GL in total. These reports do not give you GL totals by fund or drilldown capabilities.

@ FAGLB03

This is useful for looking up a particular GL account or a range of GL account balances and can be done by fund, but will give you a total of the GL account(s).

GL Account Review and JEs – Review



What do you look for when you review the GL?

Accounts Payable balances

 Should only include amounts awaiting payment and other balances that have been set up as accounts payable.

Sales and Use Tax Payable

 Balances should be reviewed to determine that these taxes have been properly recorded and/or paid.

@ Accounts Receivable balances

 Should be reviewed to determine that receipts have been properly posted against AR and not posted as a direct receipt, leaving an erroneous AR balance.

GL Account Review and JEs – Review cont.



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

Revenue and expenditure accounts

 Review can reveal inappropriate classifications of revenues and expenditures.

@ Fund Balance

 No entries should be made directly to any fund balance account without consulting the SCEIS Finance Team.

@ Fixed Assets

 Review for appropriateness of entries for capital expenditures which create asset shells postings to accounts 18xxxxxxxxx.

GL Account Review and JEs – Review cont.



@ Undeposited Cash accounts

 To ensure the STO have verified the cash deposit and the cash has been moved to 1000030000, these accounts should be cleared out by the end of the fiscal year.

O IDT Cash Clearing account

To ensure that both sides of the IDT have fully posted by year-end.
 This account should be zero at year-end. SCEIS team will clear it.

@ Zero-Balance Clearing Funds

 Cash balances should be cleared from these accounts regularly and should have a zero balance at the end of the fiscal year.

Review GL Accounts Routinely



- Routine GL review is highly recommended to identify accounts needing adjustment before they become big issues. Routine review will result in fewer adjustments at year-end.
- You should review your budget and commitment reports to ensure account information appears appropriate.
- All <u>correcting entries/journal entries</u> must be completed by <u>July 15th</u>.
- Output Use FV50 to make correcting entries.

Review GL Accounts Routinely cont. 50



- Output Company of the Company of
- **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.

Review GL Accounts Routinely cont. **S@EIS**



- Preparing and Reviewing JEs is a good time to review the GL posting to ensure it's proper.
- @ Go to "Document" in the top left corner of the screen and select "Simulate General Ledger."



Simulate GL for JE



2 Items (No entry variant selected)									
	G/L acct	D/C	Amount in doc.curr.	Bu	Cost center	Functional area	Fund	Grant	WBS element
	5020070000	Cred 🖺	80.34	E280	E280B00010	E280_0004	28370000	NOT RELEVANT	
	1000030000	Debit 🖺	80.34	E280	E280B00010	E280_0004	28370000	NOT RELEVANT	

Refe	umen erenc ency		05/09// TEST USD		Posting Date Cross-co. cod Ledger Group	e no.	Fiscal Year Posting Period Ledger	2011 11 ZL				
C 🕇	ltm	L.item	PK	. G/L Account	Ex/Rev A/c	G/L account name		Amount	Curr.	BusA	Fund	Funded Program
BC01	1	000001	50	5020070000	5020070000	DP SVCS-OTHER		80.34-	USD	E280	28370000	E280B00010_0004
	2	000002	40	1000030000	1000030000	CASH ON DEPOSIT-STO		80.34	USD	E280	28370000	E280B00010_0004
		000003	50	1000000000	000030000	CASH DUE TO/FROM		80.34-	USD	E280	28370000	E280B00010_0004
		000004	40	10000000000	5020070000	CASH DUE TO/FROM		80.34	USD	E280	28370000	E280B00010_0004

Simulate GL for JE cont.



- The 1000000000 is known as the "splitter" account.
- It is automatically generated and cannot be posted to directly.
- This is the system's way of balancing every entry by Business Area, Fund, Funded Program & Grant.
- To review postings to this account use BW report Detail GL Transaction Report as there is no drill down in ECC on this account.

Fixed Assets at Year-End



- There are no new transaction codes or special procedures for closing out fixed assets at year-end.
- Check your fixed assets listing to ensure items appear correct. Use transaction code S_ALR_87011990 to view asset history for your agency
- Perform an inventory of assets at least annually to identify assets needing to be added or removed from the list due to donation, damage, repair, refurbishment, loss, etc.
- Make adjustments to fixed assets as needed.

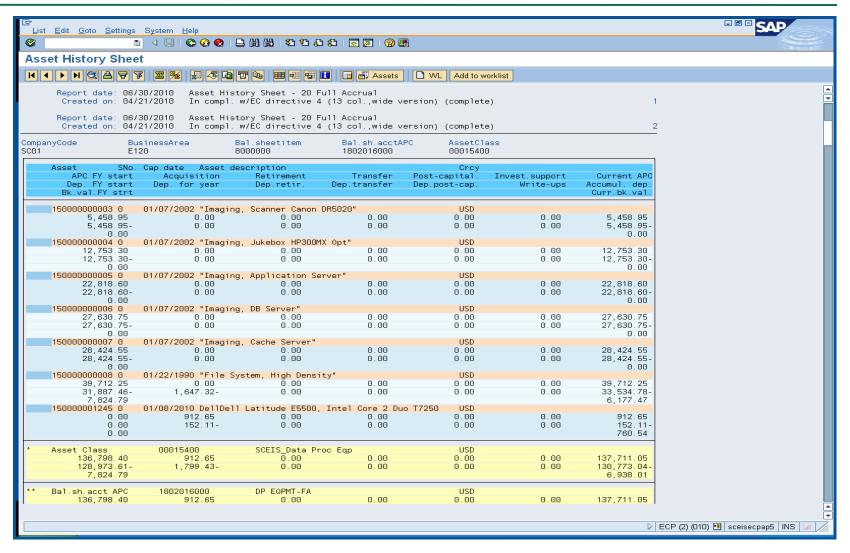
Transaction S_ALR_87011990



		SAD
Asset History Sheet		
Company code Asset number	SCO1 (a) to S	
Subnumber	to 🌣	
Selections		
Asset class Business area	Ent to Ent	ter Business
Dusiness area		
		ea and select
J	Ful	I Accrual from
Settings Report date	06/30/2010 the	drop-down box
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● List assets		
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C dr group rotats only		
Display options		
☐ Use ALV grid		
Further settings		
Control of the Contro	0008 In compl. w/EC directive 4 (13 col., wide version)	
☐ Depreciation posted		
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Low value assets classes	to	
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intangible assets classes	to	
		▶ ECP (2) (010) sceisecpap5 INS

S_ALR_87011990





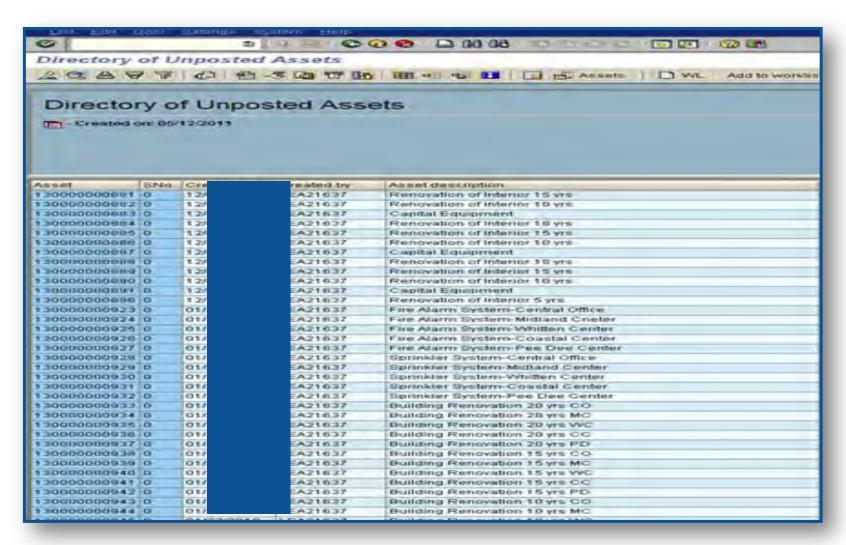
Unposted Assets S_ALR_87012056 S@EIS



- Our Use transaction S_ALR_87012056 to get a list of assets with -0- value.
- This indicates a shell was set up, but no value was put on the asset.
- Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

Unposted Assets S_ALR_87012056 S@EIS





Things to Remember for Assets



- If you need to add an asset that was <u>found or</u> <u>donated</u>, use ABZON with the following data:
 - Use Transaction Type ZDO or 115
 - Use Offsetting GL as 4310020000
- If you need to add an asset <u>paid with a P-</u>
 <u>Card or other means of expenditure</u> already recorded in the current year:
 - Use Transaction Type 100
 - Use Offsetting 5xxx GL as originally charged

Things to Remember for Assets cont.



- @ If you do not enter an offsetting GL on an ABZON entry it will automatically default to the corresponding contra-asset GL.
- @ GL 1899999999 is a clearing account and should have a balance of -0- at year end.
- To transfer assets or change funding use ABUMN.
- @ Be sure to check the GL posting on this, especially if it involves a grant as the splitter may cause the entry to **not transfer cash**.

Things to Remember for Assets cont **S**@**EIS**



- You may need to a JE to correct the cash. If you do, use the transfer accounts.
- An easy way to recall the transfer accounts:

- 6100010000 acts as an Expenditure with the offsetting cash as a Credit.
- 6200010000 acts as a Revenue with the offsetting cash as a Debit.

Lesson 10 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 carryforward 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.



LESSON 11: PROCEDURE FOR MANAGING GRANTS



Grants Management



- Clear Outstanding Purchase Orders unless they will be rolled over to FY 2012
- Delete or process parked documents
- CGO will delete documents in Parked/Saved as complete status on August 15th before closing out the fiscal year.
- © Ensure that all Payables are cleared by the close out of the grant
 - For Example, Sales Tax Payable
- Post IDC by June 30 if you are remitting it back to the State.
- Return remaining grants budgets to FY 2011 and Enter into FY 2012 if the grant will cross state fiscal years.
- @ Grant Master Data can be loaded by the SCEIS Finance Team using the same template that you may have used at conversion.



LESSON 12: Managing Project Systems



Lesson 12 Learning Objectives



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

^{*} AuC = Asset Under Construction

Project System Procurement



Purchase Orders

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

If you want the costs to be recorded for a WBS, you
 MUST put the WBS on the payment cost assignment.

Parking WBS



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

Expense, Capital, Pass Through WBS



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

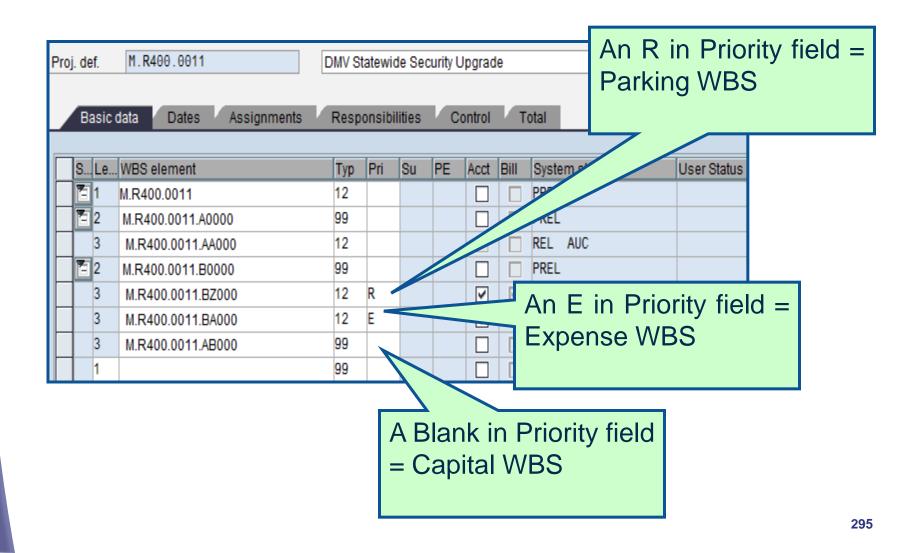
Mixed Projects



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

Project – Typical M Project with Different Types of WBS





Period End Settlement



- @ Executed by SCEIS centrally every period end.
- This could and probably will be done as part of a monthly closing cycle.
- Costs move from project to AuC (CIP), so expense is not overstated.
- Period end settlement is where capital WBS are relieved of their cost and AuC gets the posting.

Parking WBS Settlement Profile



- A parking WBS will not be settled at period end or project close.
- We Use CJ02 to ensure that all Parking WBS's have Settlement Profile Z003.

Parking WBS Settlement Profile

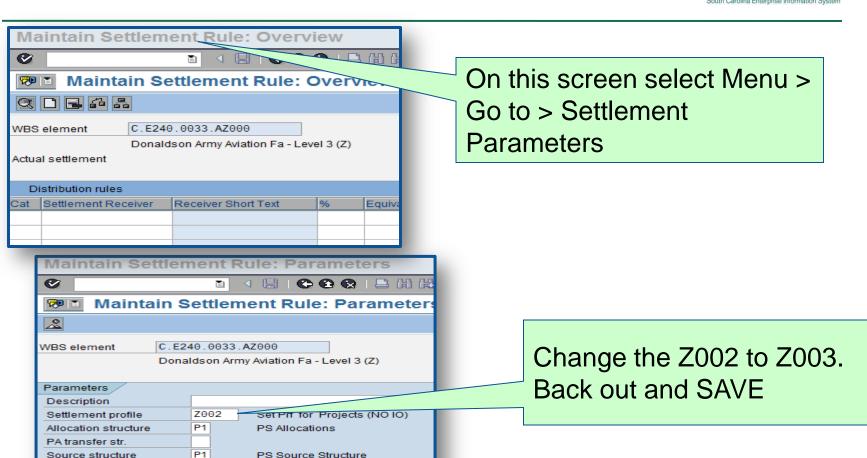


Type in the project in CJ02. When the WBS screen comes up, double click on the AZ WBS's settlement rule as displayed below:

Proj. def. C.E240.0033				Ĺ	☐ Change WBS Element					
				ŀ	Project Definition		C.E24	0.0033		
	Ва	sic o	data Dates Assignments	١	WBS element	(C.E24	0.0033.	AZ000	
				1						
			WBS element	۱_	SCEIS DATA	FOR	CAPIT	AL WBS	Ų.	
			C.E240.0033	П						
			C.E240.0033.A0000	ш	Proj.type	99 Uı	nassig	ned (Def	fault)	
		3	C.E240.0033.AA000	ш	Priority	RRe	venue			
		3	C.E240.0033.AZ000	ш	Status					
	_	1		ш	System Status	REL				
	_	1		ш	User status	REL	E			
	_	1		ш						
		1		ш	Responsibilities					
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	_	1		ш	Resp. cost cntr	SC0	1 E24	0CC0101	App	
		1		ш	Req.cost center	SC0	1 E24	0CC0101	App	
\blacksquare		1		ш	Req. co.code	SC0	1			
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	_	1		ш	Company code	SCO	1			
	_	1		ш						
		1				Set	tlemen	it rule	Investr	
				_	4 b					

Parking WBS Settlement Profile cont S@EIS





11/04/2009

on

on

R0B09835

Asset value date Hierarchy number Strategy Sequence

Entered by

Last changed by

Capitalization to an Asset



- The Final Settlement process will be executed centrally by the CGO for FY2011.
- Agencies must notify the CGO of any <u>projects</u> that are complete and a settlement to an asset is required.
- You must <u>set up the asset shell</u> and give that information to the CGO with your request.

Capitalization to an Asset cont.



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

Lesson 12 Summary



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

Course Summary



You should now be able to:

- Understand the <u>state's year-end closing procedures and closing packages</u> impact on SCEIS users.
- Understand the procedures and processes for <u>carrying</u> 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 prepare <u>sales and distribution</u> for year-end closing.
- 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 <u>budget reports and balances</u> at year-end.
- Understand how to determine and monitor <u>cash</u> <u>status</u> 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 project systems at year-end and closing projects.



APPENDIX A



FI – General Ledger Master Data



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

General Ledger Accounts	Number Range			
Cash and Cash equivalents	100000000 - 129999999			
Assets	130000000 - 179999999			
Fixed Assets	180000000 - 199999999			
Liabilities	200000000 - 299999999			
Fund Balance	300000000 - 399999999			
Revenue	400000000 – 499999999			
Expenditures	500000000 - 599999999			
Transfers	600000000 - 799999999			
Conversions	900000000 - 999999999			

FI – Accounts Receivable Transactional Data



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

Funds Management Data Integration **S@EIS**



Legacy
Business
Dimension

Financial Accounting (FI)

Controlling

(CO)

Funds Management (FM)

Grants Management (GM)

Division / Dept

Cost Center (10)

Internal

Order (8)

Grant (8)

Fund Center (10)

Funded

Program / **Project**

Object Code

GL Account (10)

Cost Element (10) Commitment Item (10)

Program (15)

Sponsored Class (20)

Sponsored

Program (20)

Grant

Sub Fund

Grant (8)

Fund (8) Fund (8) Grant (8)

Fund (8)

Grant (8)

Fund (8)

BW Reports



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

Any Questions?





Next Steps



- Additional Support and Reference Materials
 - You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at http://www.sceis.sc.gov and click **Training**, and then click **SCEIS uPerform**

Evaluation



Please complete the online course evaluation. After class you will receive a course evaluation link.

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

Contact Information



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