



SCEIS YEAR-END MANAGEMENT PROCESS FOR AGENCIES CO500

End User Training
Columbia, SC
Spring 2013



Welcome and Introductions



Welcome to CO500 SCEIS Year-End Management Process for Agencies - 2013

- 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.
- Understand 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

- ① Upon completion of this workshop, you should be able to:
 - Understand the year-end closing procedures and closing packages impact on SCEIS users.
 - Carry forward documents
 - Manage open purchasing documents
 - Post expenditures and accounts payable.
 - Post revenues and accounts receivable.
 - Monitor budget reports and balances at year-end.

Course Learning Objectives, cont.



- Monitor cash status at year-end.
- Prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing.
- Prepare project systems at year-end and close projects.
- Prepare purchasing documents for year-end closing.
- Prepare inventory documents for year-end closing.
- Prepare sales and distribution documents for year-end closing.

Discussion Requirements



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

Reference Materials



- Agency Budgets, including Carry Forwards from FY2013
 - General Appropriations Bill, Fiscal Year 2012-2013
 - § <http://www.scstatehouse.gov>
 - South Carolina Comptroller General's Office
 - § <http://www.cg.state.sc.us/>
 - § *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 >**Training** >**SCEIS uPerform**.



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



Course Schedule

- ④ Lesson 1: Understanding the Year-End Closing Process
- ④ Lesson 2: Carry-Forward Processes
- ④ Lesson 3: Purchasing Processes
- ④ Lesson 4: Expenditures and Accounts Payable Processes
- ④ Lesson 5: Revenue and Accounts Receivable Processes
- ④ Lesson 6: Managing Budget
- ④ Lesson 7: Managing Cash Status

Course Schedule

- ④ Lesson 8: General Accounting Clean-Up
- ④ Lesson 9: Project Systems Accounting
- ④ Lesson 10: Purchasing Processes
- ④ Lesson 11: Inventory Processes
- ④ Lesson 12: Sales & Distribution Processes



LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS



Lesson 1 Learning Objectives



- ④ Upon completion of this lesson, you should understand:
 - The State’s year-end closing process.
 - The purpose of the State’s reporting packages.
 - The SCEIS year-end closing process.
 - How year-end affects SCEIS agencies.

South Carolina Year-End Closing Process



- ① **June 30** - State fiscal year ends.
- ① Friday, **July 12** - Last day of fiscal year 2013 for Accounts Payable processing.
- ① **July 22** - Errors for Accounts Payable transactions cleared by OCG.
- ① **July 26** - Last day OCG will allow **reclass entries** not having a State level impact.
- ① These dates are the same for SCEIS and non-SCEIS agencies.

South Carolina Year-End Closing Process



- During the month of July, SCEIS transactions for extended Period 12 of the old fiscal year **and** Period 1 of the new year are both being processed.
- Documents to be posted in the old year must have a Posting Date of June 30, 2013, Period 12.
- Documents to be posted in the new year must have a Posting Date on or after July 1, 2013, Period 1.

Reporting Packages



- ① Reporting Packages:
 - 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 OCG 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 OCG and SCEIS are working towards production of the CAFR from SCEIS for 2013.

South Carolina Year-End Closing Process, cont.



STARS 2013

| | | |
|-------------------------|-------------------------|-------------------------|
| 06/01 - 06/30/13 | 07/01 - 07/12/13 | 07/13 - 07/31/13 |
| FM12 2013 | FM13 2013 | |
| | FM01 2014 | FM01 2014 |

SCEIS 2013

| | | |
|-------------------------|---|-------------------------|
| 06/01 - 06/30/13 | 07/01 - 07/12/13 | 07/17 - 07/31/13 |
| Period 12 2013 | Period 12 2013 (extended Period 12) | |
| | Period 1 2014 | Period 1 2014 |

Reporting Packages and SCEIS



- ① **Agency personnel should use SCEIS to identify and track some of the information 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 as a payment is processed in the months after June 30. This will be discussed in detail in the Accounts Payable Lesson.

Reporting Packages and SCEIS, cont.



- **Prepaid Expenditures** paid in one period but consumed in future periods. The unconsumed portion is an asset on the Balance Sheet until consumed.
 - § Potential Prepaid Expenditures should have been identified during the fiscal year by selecting “PREP” from the “Text” field dropdown box. By reviewing these transactions, agencies can calculate and report the unconsumed portion at 06/30/2013.

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 Help Desk ticket requesting this entry be done centrally.
 - § If this transfer was not done centrally, you will need to identify this transfer to the OCG 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 OCG for CAFR purposes.

State Closing Packages and SCEIS, cont.



- Reconciliation of equipment expenditures to asset additions:
 - § Not required if you were on SCEIS for the entire year.
 - § If conversion was in mid-year, you may be required to do this reconciliation for the portion of the year your agency was not 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.



- ① **First week of June** - OCG will distribute reporting packages to better utilize SCEIS.
- ① **Every agency** must submit reporting packages.
- ① **OCG will provide reports 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.

Lesson 1 Summary

- 🌀 You should now understand:
 - The State’s year-end closing process.
 - The purpose of the State’s reporting packages.
 - The SCEIS year-end closing process.
 - How year-end affects SCEIS Agencies.



LESSON 2: MANAGING CARRY FORWARD PROCESSES

Lesson 2 Learning Objectives

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

Key Transactions



- 🌀 ZFMJ2 – Year-End Closing: Carryforward of Open Items

- 🌀 FMAVCR01 – Display Annual Values of Control Objects

Carryforward Documents

- ① ZFMJ2 can be used to carry forward several types of documents.
- ① These are denoted by “Value Types” (VT) in SCEIS.
- ① Value type 52 will not be available for use this year.

Carryforward Documents cont.

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

Purchase Orders & Goods Receipts



- 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

- How do you determine if an **Inventory** Purchase Req (PR) or Sales Order 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

- How 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 |

ZTRAVEL_REPORT

Value Type 52

- ① Due to issues related to the closing of Business Trip Commitments in Period 1 (New Year), all Value Type 52s will be closed by the SCEIS Team beginning at noon on June 28, 2013.
- ① Business Trip Commitments can be reestablished in the New Year (2014).
- ① Travel payments to be paid from the Old Year (2013) must be paid as a Direct Pay after June 30.

ZFMJ2 Carry Forward of Open Items

- ④ Only a few people in each agency will be given authorization for this transaction code.
- ④ We will be sending you last year's list to edit.
- ④ You will only be able to access your agency's data.
- ④ This transaction will only be available for a limited period of time.

ZFMJ2 Carry Forward of Open Items Cont

- ④ This transaction allows a “Test Run.”
- ④ It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- ④ Errors can occur for:
 - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
 - AVC check
 - Period not open, etc.

ZFMJ2 Carry Forward of Open Items cont.

You can control AVC in 2014 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.

ZFMJ2 Carry Forward of Open Items Cont



Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

Sender Fiscal Year: 2010

Restriction on FM Account Assignments

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

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

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

FI Documents

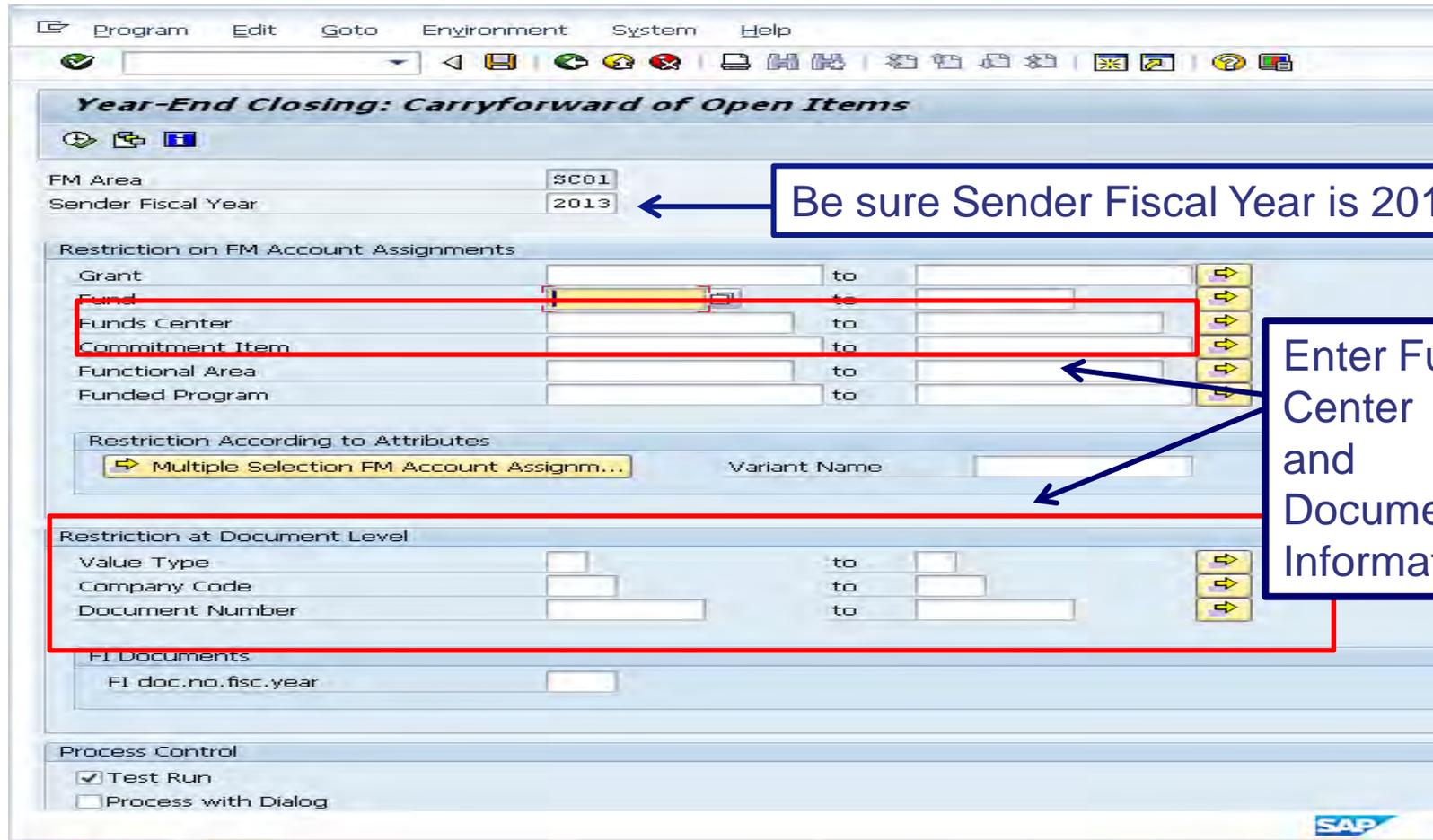
FI doc.no.fisc.year

Process Control

- Test Run
- Process with Dialog
- Block Documents
- Detail List

Availability Control: Check

ZFMJ2 Transaction

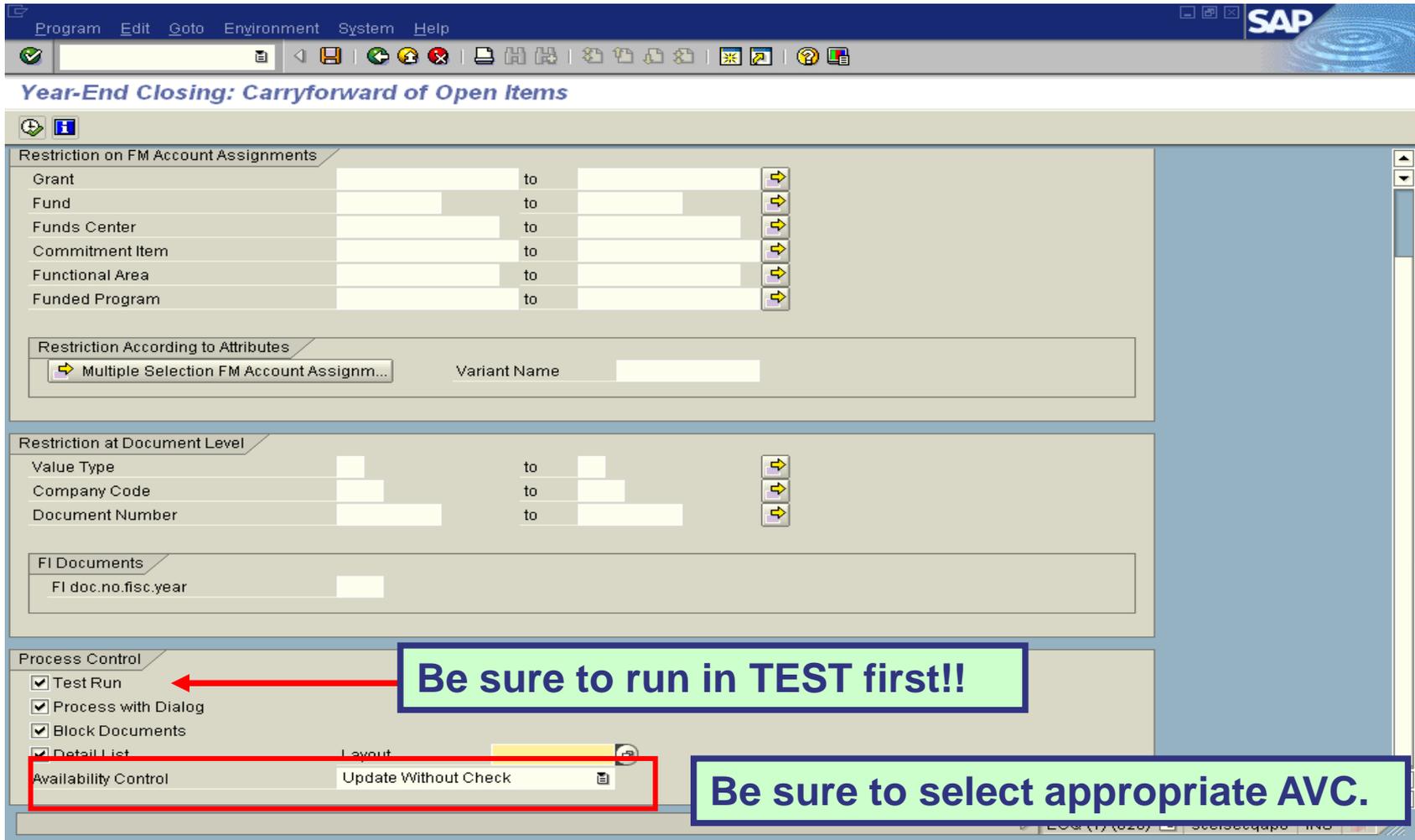


The screenshot shows the SAP ZFMJ2 transaction interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Year-End Closing: Carryforward of Open Items'. The 'FM Area' is set to 'SC01' and the 'Sender Fiscal Year' is '2013'. A blue callout box with an arrow points to the 'Sender Fiscal Year' field, containing the text 'Be sure Sender Fiscal Year is 2013'. Below this is the 'Restriction on FM Account Assignments' section, which includes fields for 'Grant', 'Fund', 'Funds Center', 'Commitment Item', 'Functional Area', and 'Funded Program'. A red box highlights the 'Fund', 'Funds Center', and 'Commitment Item' fields. A blue callout box with arrows pointing to these fields contains the text 'Enter Fund Center and Document Information'. Below this is the 'Restriction According to Attributes' section, which includes a button for 'Multiple Selection FM Account Assignm...' and a 'Variant Name' field. Below that is the 'Restriction at Document Level' section, which includes fields for 'Value Type', 'Company Code', and 'Document Number'. A red box highlights these three fields. At the bottom, there is a 'Process Control' section with checkboxes for 'Test Run' (checked) and 'Process with Dialog' (unchecked). The SAP logo is visible in the bottom right corner.

ZFMJ2 Transaction, cont.

- ④ Funds Center is required.
- ④ 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
- ④ 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.



The screenshot shows the SAP ZFMJ2 transaction interface. The title bar reads "Year-End Closing: Carryforward of Open Items". The main area is divided into several sections:

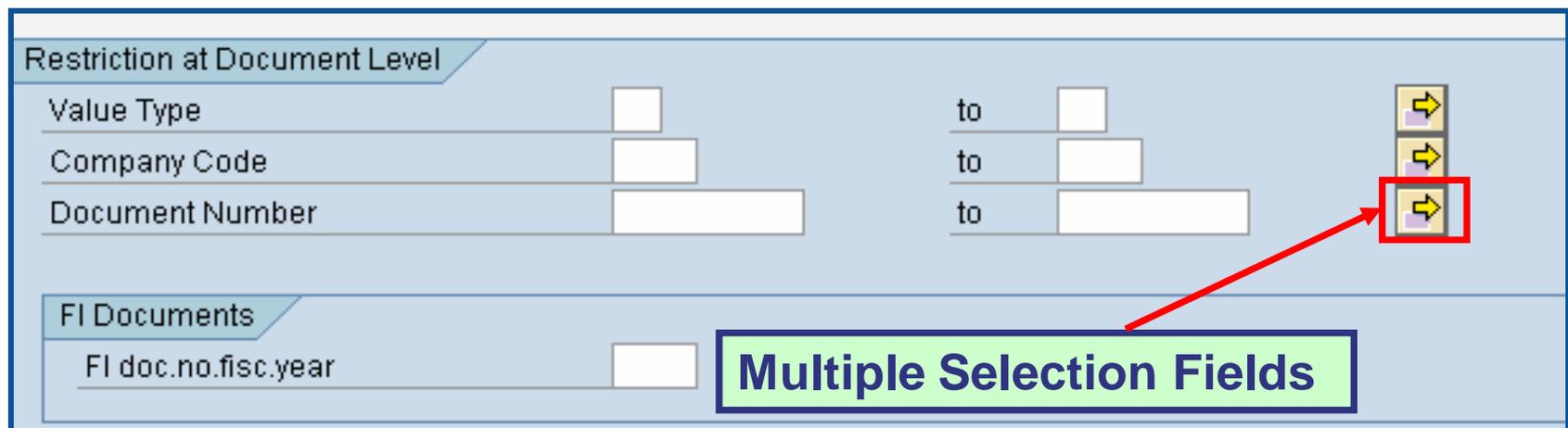
- Restriction on FM Account Assignments:** Fields for Grant, Fund, Funds Center, Commitment Item, Functional Area, and Funded Program, each with a "to" field and a selection arrow.
- Restriction According to Attributes:** A button for "Multiple Selection FM Account Assignm..." and a "Variant Name" field.
- Restriction at Document Level:** Fields for Value Type, Company Code, and Document Number, each with a "to" field and a selection arrow.
- FI Documents:** A field for "FI doc.no.fisc.year".
- Process Control:** A list of checkboxes: Test Run, Process with Dialog, Block Documents, and Detail List. Below this is a "Layout" field and an "Availability Control" field set to "Update Without Check".

Two callout boxes provide instructions:

- A red arrow points from the "Be sure to run in TEST first!!" box to the "Test Run" checkbox.
- A red box highlights the "Availability Control" field, with a callout box stating "Be sure to select appropriate AVC."

ZFMJ2 Transaction, cont.

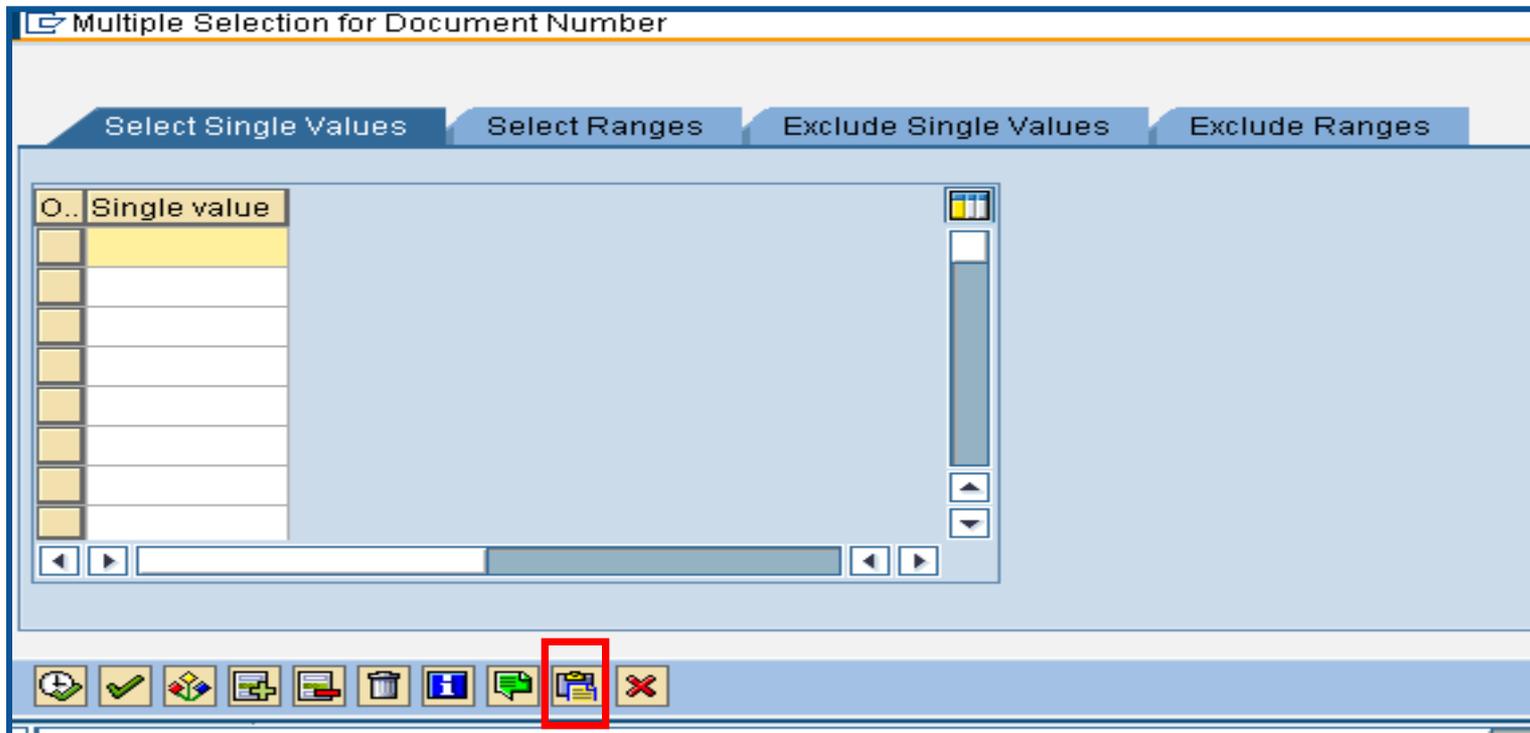
- Fill in the Value Type you want to carry forward and company code SC01.
- You can do one document at a time, a range or a list of documents.
- Use the multiple selection for a document list.



The screenshot displays the 'Restriction at Document Level' section of the ZFMJ2 transaction form. It includes three rows of input fields: 'Value Type', 'Company Code', and 'Document Number', each with a 'to' field. To the right of these fields are three arrow buttons. The bottom arrow button is highlighted with a red box and a red arrow pointing to it from a green box labeled 'Multiple Selection Fields'. Below this section is the 'FI Documents' section, which contains a single input field for 'FI doc.no.fisc.year'.

ZFMJ2 Transaction cont.

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



ZFMJ2 Transaction cont.

If you erroneously carryforward a document:

- ① **You will not be able to carry it back!**
 - You do not have the authorization for the transaction code.
- ① **DO NOT DELETE it after Carry Forward!!!**
 - If you delete it after carrying it forward, you will have reporting issues with your budget reports as **these documents will not be picked up in the totals on BUDGET reports!!!**

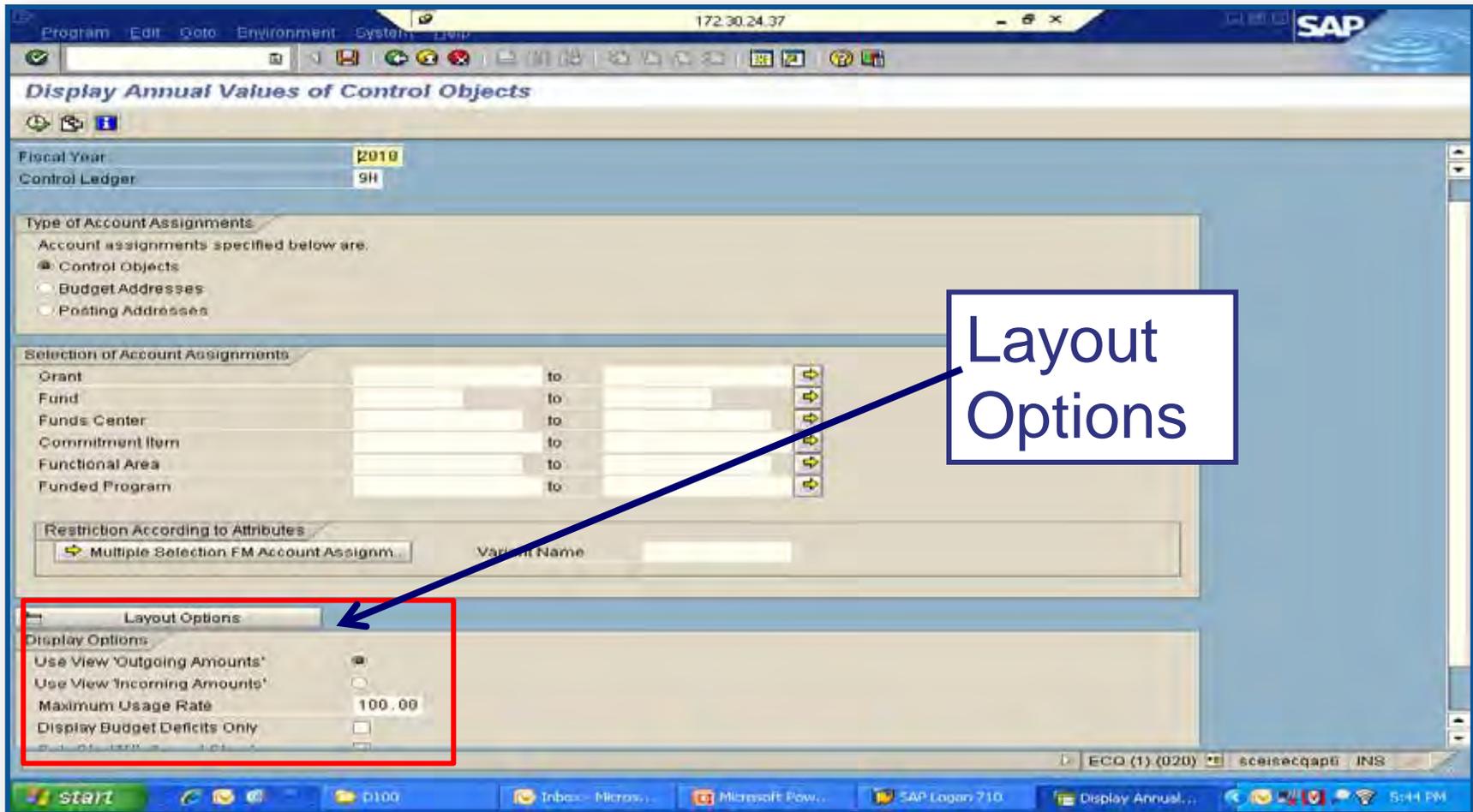
ZFMJ2 Transaction cont.

It is imperative that you:

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

- ① If you process with no budget checks on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- ① You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

FMAVCR01 - Layout Options



The screenshot displays the SAP FMAVCR01 transaction. At the top, the title bar reads "Display Annual Values of Control Objects". Below this, the "Fiscal Year" is set to 2010 and the "Control Ledger" is 9H. The "Type of Account Assignments" section has "Control Objects" selected. The "Selection of Account Assignments" section contains fields for Grant, Fund, Funds Center, Commitment Item, Functional Area, and Funded Program, each with a "to" field and a dropdown arrow. The "Restriction According to Attributes" section shows "Multiple Selection FM Account Assignm..." and a "Variant Name" field. At the bottom, a "Layout Options" panel is highlighted with a red box and contains the following settings:

| Option | Value |
|------------------------------|-------------------------------------|
| Use View 'Outgoing Amounts' | <input checked="" type="checkbox"/> |
| Use View 'Incoming Amounts' | <input type="checkbox"/> |
| Maximum Usage Rate | 100.00 |
| Display Budget Deficits Only | <input type="checkbox"/> |

A blue callout box with the text "Layout Options" and an arrow points to the red-bordered "Layout Options" panel.

FMAVCR01 - Layout Options cont.

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

Choice of Fiscal Year “Pop-Up”

- During 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

- ① Upon completion of this lesson, you should be able to:
 - Understand the importance of completing all goods receipts by June 30 and invoice receipts by July 12, 2013.
 - Generate a list of open purchase orders (POs).
 - Close purchase orders in the current fiscal year.

Key Transactions

- 🌀 BW – Open Encumbrance Report
- 🌀 ME22N – Change Purchase Order



Purchasing at Year-end

- ① It is important to post all required Goods Receipts and invoices prior to year-end.
- ① Invoices for goods and services received by June 30 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.



- ④ It is important to manage your open purchase orders (POs) to free-up budget necessary to complete payments.
- ④ 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.
- ④ This action will ensure your agency will have sufficient budget in State funds to make payments.

Purchasing at Year-end, cont.



- ④ A list of Open Purchase Orders can be useful in identifying
 - POs that are no longer necessary,
 - POs that may need to be modified in order to un-encumber funds.
- ④ Use **BW Open Encumbrance Report** to generate a list of Open POs
- ④ Use transaction code **ME23N** 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 uPerform.

Options for Open Purchase Orders

1. Final Invoice and Block PO
2. Carry forward PO into next fiscal year

Doing nothing is not an option.

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 POs that will be paid in the current fiscal year remain open.

Change PO – ME22N

Purchase Order Edit Goto Environment System Help

Blanket PO 4600001997 Created by Charles Abbott

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

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

Header

| S... | Item | A | I | Material | Short Text | PO Quantity | O... | C | Deliv. Date | Net Price | Curr... | Per | O... | Matl Group | Plnt | Stor. Location |
|------|------|---|---|----------|--------------|-------------|------|----|--------------|-----------|---------|-----|------|---------------|----------------------|-------------------|
| | 10 | K | | | Glass Repair | | 1 | AU | D 10/15/2008 | 2,800.00 | USD | 1 | AU | Window Gla... | Wil Lou Gray Oppo... | Wil Lou Gray O... |

Add Planning

Item 1 [10] Glass Repair

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

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

Purchase Order History Detail

ME23N SCEISECAP2 INS

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 **should not** be deleted. To release any encumbrances assigned to the PO, click “Final Invoice” under the Invoice tab.

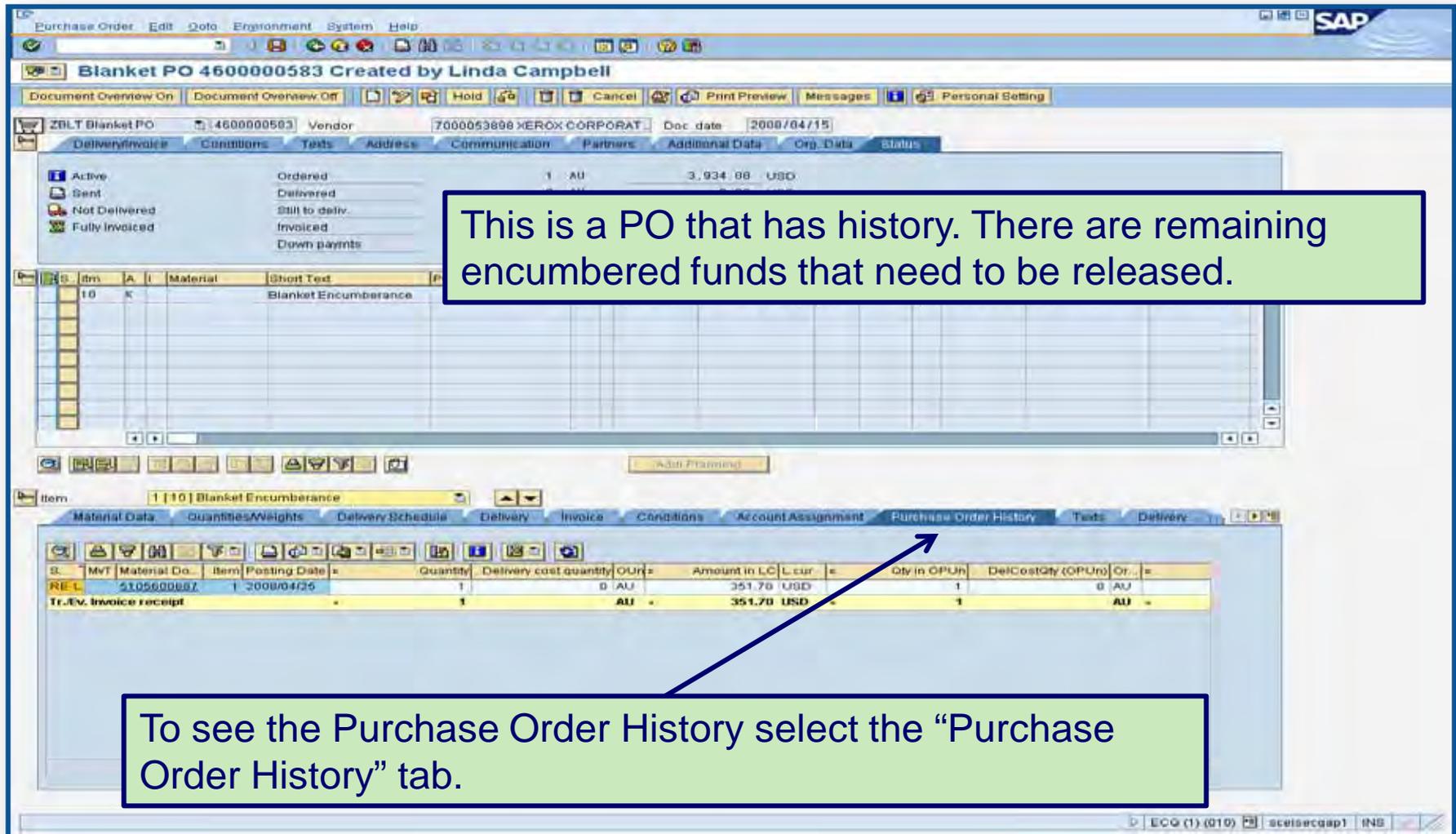
| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice |
|---|--------------------|-------------------|--------------|---------|
| <input checked="" type="checkbox"/> Inv. Receipt | Invoicing Plan | | Tax Code | I1 |
| <input checked="" type="checkbox"/> Final Invoice | | | Jurisd. Code | 410 |

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... | Itm | A | I | Material | Short Text | PO Quantity | O... |
|--|---|-----|---|---|----------|--------------|-------------|------|
| |  | 10 | K | | | SNAPOutreach | 384,844 EA | |
| | | | | | | | | |
| | | | | | | | | |

Final Invoice and Block Line Items



The screenshot shows the SAP interface for a Purchase Order. The main window displays the PO details for 'Blanket PO 4600000583' created by Linda Campbell. The vendor is '7000053898 XEROX CORPORAT' and the document date is '2008/04/15'. The total amount is '3,934.88 USD'. The PO is currently 'Active'. Below this, there is a table for 'Blanket Encumbrance' with one line item.

This is a PO that has history. There are remaining encumbered funds that need to be released.

The 'Purchase Order History' tab is selected, showing a table with the following data:

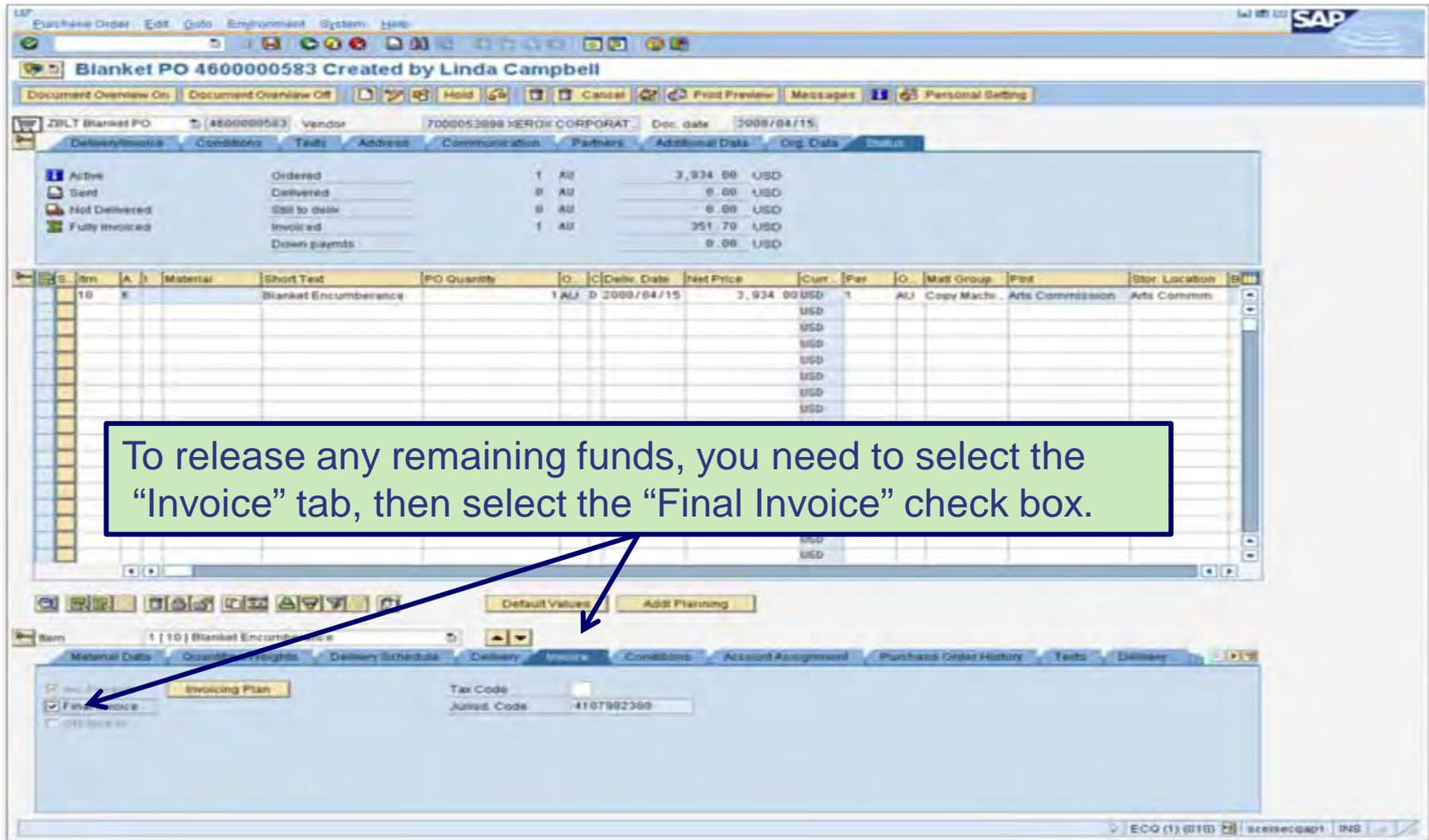
| S. | MVT | Material Do. | Item | Posting Date | Quantity | Delivery cost quantity | CUR | Amount in LC | L. cur | Qty in OPUn | DelCostQty (OPUn) | Or. |
|------|-----|--------------|------|--------------|----------|------------------------|------|--------------|--------|-------------|-------------------|------|
| RE-L | | 5105600887 | | 1 2008/04/25 | 1 | | B AU | 351.70 | USD | 1 | | B AU |
| | | | | | | | AU | 351.70 | USD | 1 | | AU |

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

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



Blanket PO 4600000583 Created by Linda Campbell

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

ZBLT Blanket PO | (4600000583) | Vendor: 7000053898 HEROIC CORPORAT | Doc. date: 2008/04/15

| Status | Ordered | Delivered | Bill to date | Invoiced | Down payments |
|--------|--------------|-----------|--------------|------------|---------------|
| Active | 1 AU | 0 AU | 0 AU | 1 AU | 0 AU |
| | 3,934.00 USD | 0.00 USD | 0.00 USD | 351.70 USD | 0.00 USD |

| Item | Material | Short Text | PO Quantity | Deliv. Date | Net Price | Curr. | Per | Mat. Group | Plant | Store Location |
|------|----------|---------------------|-------------|-------------|--------------|-------|-----|---------------|-----------------|----------------|
| 10 | S | Blanket Encumbrance | 1 AU | 2008/04/15 | 3,934.00 USD | USD | 1 | AU Copy Machi | Arts Commission | Arts Committ |

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

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

Final Invoice

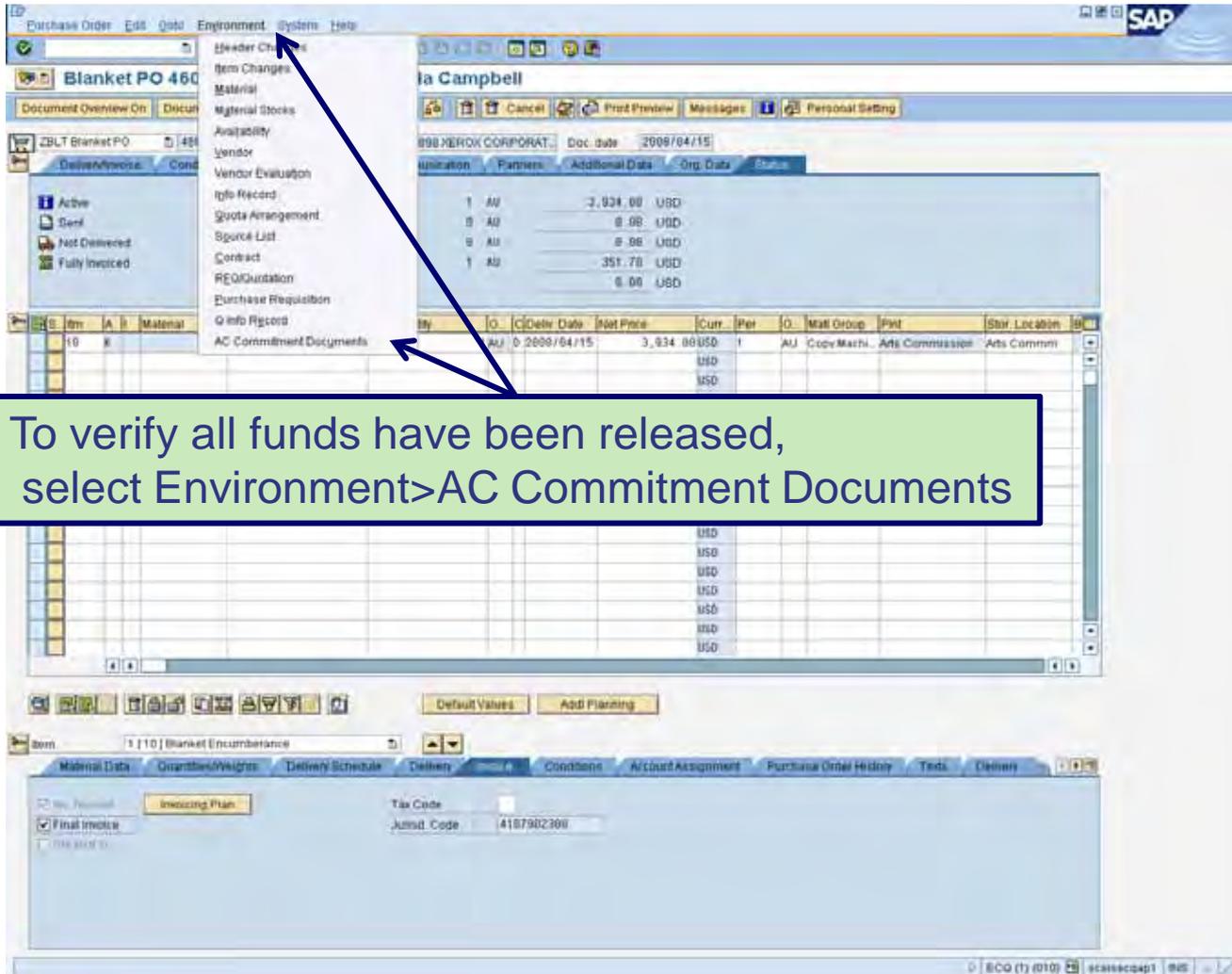
Tax Code: | Jurisd. Code: 4107902399

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.

|  | S... Itm | A | I | Material | Short Text |
|---|----------|---|---|----------|------------------------------|
|  | 10 | K | | | Printer Supplies Part# 00... |
| | | | | | |
| | | | | | |
| | | | | | |

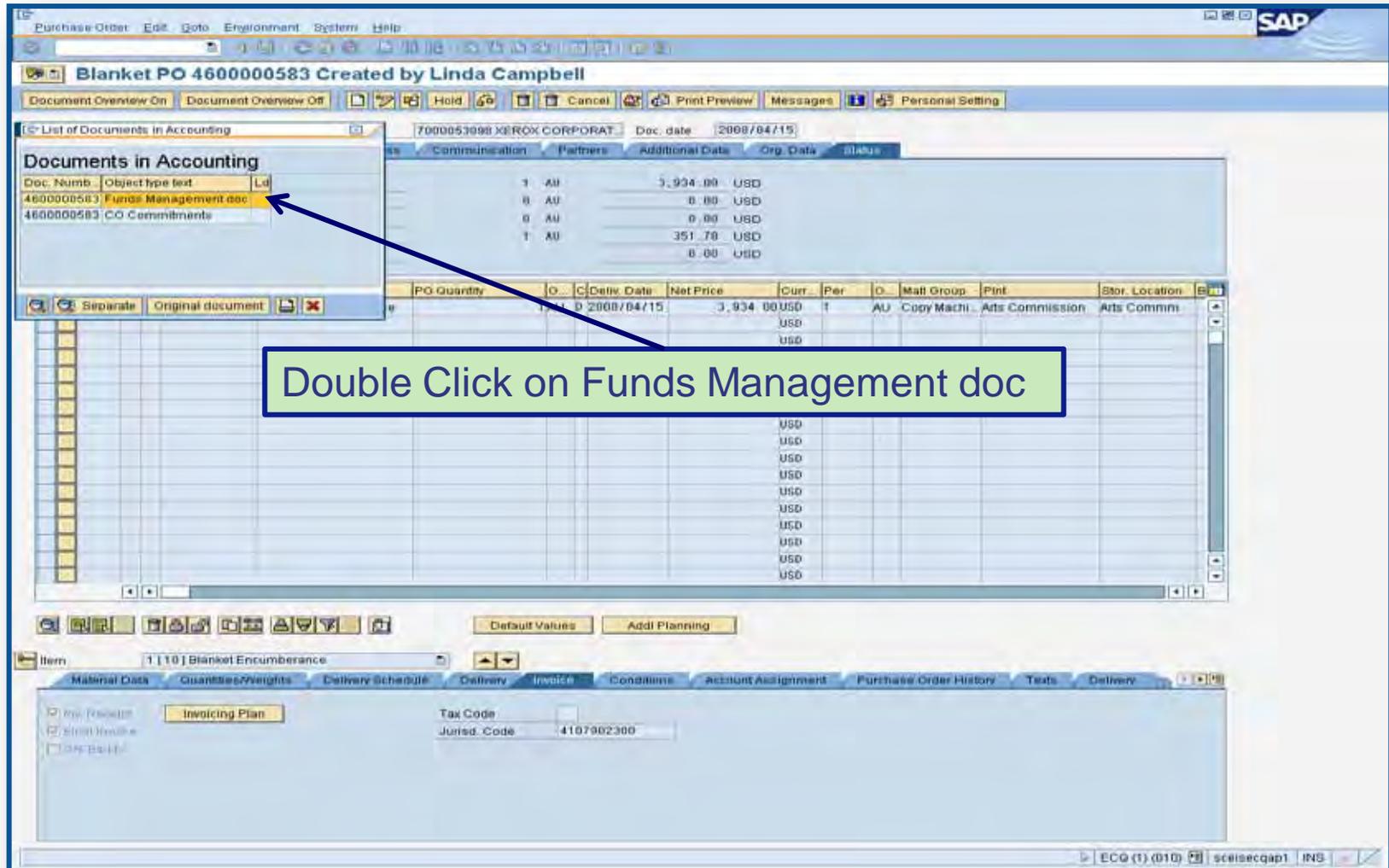
Verification of Encumbered Funds



The screenshot displays the SAP interface for a Purchase Order (Blanket PO 460). The 'Environment' menu is open, and the 'AC Commitment Documents' option is highlighted. A blue arrow points from the menu to the option. A green callout box contains the text: "To verify all funds have been released, select Environment>AC Commitment Documents".

| Item | Q | Delv Date | Net Price | Curr | Per | D | Mat Group | PH | Star Location |
|------|----|------------|-----------|------|-----|----|------------|-----------------|---------------|
| 1 | AU | 2009/04/15 | 3,934.80 | USD | 1 | AU | Copy Mach. | Arts Commission | Arts Comm |
| 8 | AU | | 8.98 | USD | | | | | |
| 8 | AU | | 8.98 | USD | | | | | |
| 1 | AU | | 351.78 | USD | | | | | |
| | | | 8.00 | USD | | | | | |

Verification of Encumbered Funds



The screenshot displays the SAP interface for a Blanket PO 460000583. A pop-up window titled "Documents in Accounting" is open, showing a list of documents. A blue arrow points to the entry "460000583 Funds Management doc". A green callout box with a blue border contains the text "Double Click on Funds Management doc".

| Doc. Numb. | Object type text | Qty | Net Price | Curr | Per |
|------------|----------------------|-----|-----------|------|-----|
| 460000583 | Funds Management doc | 1 | 3,934.00 | USD | |
| 460000583 | CO Commitments | 0 | 0.00 | USD | |
| | | 0 | 0.00 | USD | |
| | | 1 | 351.70 | USD | |
| | | | 0.00 | USD | |

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

Verification of Encumbered Funds

Document Journal

FM Area SC01
 Year Commitment Item 2013
 Commitment Item
 Funds Center
 Fund
 Layout /FM PUR REQ
 User BBURNET
 Date/Time 05/15/2013 16:26:36

| Val.type text | VT | FM pstg d. | RefDocNo | Item | Amt type | Amount type | Σ Pymt Bdgt | Yr |
|-----------------|----|------------|------------|------|----------|----------------------------------|-------------|----|
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | 50 | 0500 | Adjustment by Follow-on Document | 9.32 | 20 |
| | | | | 50 | | | 0.00 | |
| Purchase Orders | 51 | 06/20/2012 | 4600177268 | 60 | 0100 | Original | 16.66 | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0200 | Reduction | 17.83- | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0500 | Adjustment by Follow-on Document | 1.17 | |
| | | | | 60 | | | 0.00 | |
| Purchase Orders | 51 | 06/20/2012 | 4600177268 | 70 | 0100 | Original | 60.62 | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0200 | Reduction | 64.86- | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0500 | Adjustment by Follow-on Document | 4.24 | |
| | | | | 70 | | | 0.00 | |
| Purchase Orders | 51 | 06/20/2012 | 4600177268 | 80 | 0100 | Original | 1,035.00 | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0200 | Reduction | 1,107.45- | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0500 | Adjustment by Follow-on Document | 72.45 | |
| | | | | 80 | | | 0.00 | |
| | | | | | | | 0.00 | |
| | | | | | | | 0.00 | |

There is no remaining Encumbrance on this PO



Carry Forward Purchase Orders



- ① POs that need to be carried forward to FY 2014 should not be Final Invoiced, Blocked, or Deleted.
- ① 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

- ④ It is a good practice to run the BW Open Encumbrance Report again after PO clean-up to ensure no encumbrances remain.
- ④ BW is updated overnight. POs 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 30 and invoice receipts by July 12, 2013.
 - Generate a list of open purchase orders (POs).
 - Close purchase orders in the current fiscal year.



LESSON 4: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

Lesson 4 Learning Objectives



- ① 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 FY2013.
 - 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
- 🌀 MIRO – Post Incoming Invoice
- 🌀 FBL1N – Vendor Line Item Display

Using the Posting Date – FV60 & MIRO

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

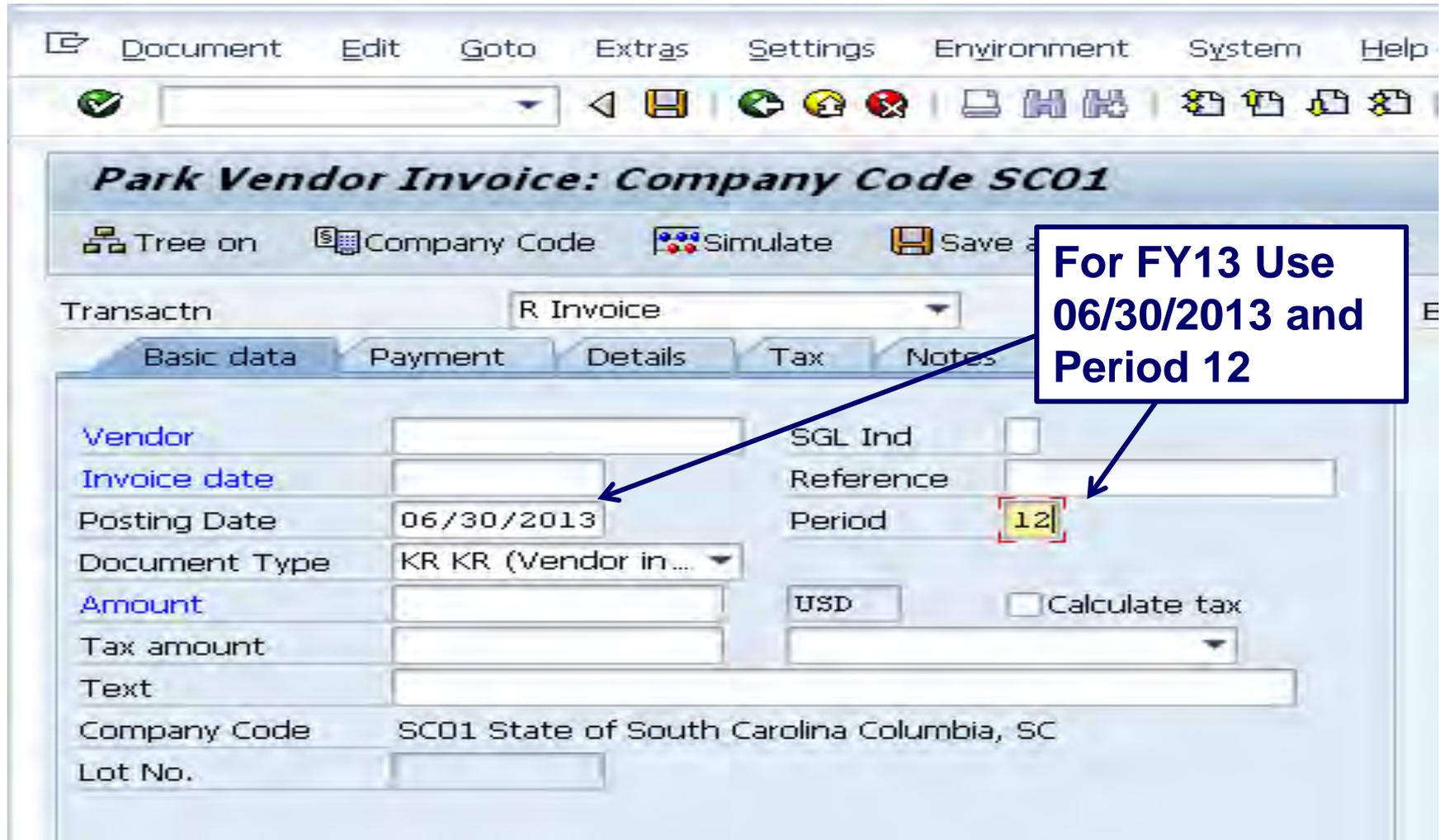
FY2013

Use 06/30/2013 through
July 12

FY2014

Use current dates in July
from July 1 - 31

Using the Posting Date – FV60



Park Vendor Invoice: Company Code SC01

Transactn: R Invoice

Basic data | Payment | Details | Tax | Notes

| | | | |
|---------------|---|-----------|--|
| Vendor | | SGL Ind | <input type="checkbox"/> |
| Invoice date | | Reference | |
| Posting Date | 06/30/2013 | Period | 12 |
| Document Type | KR KR (Vendor in...) | USD | <input type="checkbox"/> Calculate tax |
| Amount | | | |
| Tax amount | | | |
| Text | | | |
| Company Code | SC01 State of South Carolina Columbia, SC | | |
| Lot No. | | | |

For FY13 Use 06/30/2013 and Period 12

Using the Posting Date – MIRO

Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code SC01

Show PO structure Show worklist Hold Simulat

Transaction 1 Invoice

Basic data Payment Details Tax Withholding tax

| | | | |
|--------------|---|-----------------------|--|
| Invoice date | | Reference | |
| Posting Date | 06/30/2013 | Period | 12 |
| Amount | | | <input type="checkbox"/> Calculate tax |
| Tax amount | | I1 I1 (A/P Sales Tax) | |
| Text | | | |
| Company Code | SC01 State of South Carolina Columbia, SC | | |
| Lot No. | | | |

For FY13 Use 06/30/2013 and Period 12

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 1, then the check is not actually cut until June 22. This enables the State to meet general payment terms of **Net 30 Days**.
- For payments made during July for the prior fiscal year, the invoices will produce an error so that you will be prompted to change the payment terms to **Pay Immediately**.

Payment Terms, cont.

Document Edit Add Change Settings Environment System Help **SAP**

Enter Vendor Invoice: Company Code SC01

Tree on Company Code Hold Simulate Print Editing options

Transaction: Invoice Bal: 0.00

Basic data Payment Details Tax Notes

BaselineDt: 05/09/2008 **Pay Terms: NT30 22 Days**
Due on: 07/01/2008
Discount: USD Days net
Disc base: USD To be calculd Fixed
Pmt Method: Pmnt Block Free for payment
Inv ref: House Bank

Vendor Address:
TWIN A SERVICE
233 GRINDAWOOD RD
MCCONNELLS SC 29726
Not available

1 Items (Screen varied - Screen 100)

| G/L acct | D/C | Amount in doc.curr. | Cost center | Order | Fund | Grant | Assignm |
|------------|-------|---------------------|-------------|----------|----------|--------------|---------|
| 5630010000 | Debit | 100.00 | R200A00010 | 30900042 | 10010000 | NOT RELEVANT | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |
| | Debit | | | | | | |

Due to Year End, the payment term must be Pay. Immediately (0001). EQQ (2) (030) 75 sctseccap1 1/18

Payment Terms, cont

Park Vendor Invoice: Company Code S...

Tree on Company Code Simulate Save a

Transactn R Invoice

Basic data Payment Details Tax Withholding tax Notes

Vendor 7000000891 SGL Ind

Invoice date 06/30/2013 Reference

Posting Date 06/30/2013 Period 13

Document Type KR KR (Vendor in...)

Amount 1.00

Invoice Date and Post Date is 06/30/2013.
Terms are NT30, 22 days
When will this pay?

Transactn R Invoice

Basic data Payment Details Tax Withholding tax

Invoice Date 06/30/2013 Pay Terms NT30 22 Da

Due Date 07/22/2013

Amount USD

Base USD To be calcultd Fixed

Method Pmnt Meth.Sup. Pmnt Block Free fo

Identify Post Dated Invoices

- ④ Run FAGLL03 to identify post dated invoices
- ④ Run using GL 2000010000 only, if not system will likely time out.

Identify Post Dated Invoices

Program Edit Goto System Help

G/L Account Line Item Display G/L View

Choose Ledger Entry View Data Sources

G/L account selection

| | | | | |
|--------------|------------|----|--|---|
| G/L account | 2000010000 | to | | → |
| Company code | SC01 | to | | → |

Selection using search help

Search help ID

Search string

Search help

Line Item Selection

Status

Open Items

Open at Key Date 05/15/2013

Cleared Items

Clearing Date to →

Open at Key Date

All Items

Posting Date to →

Run using 2000010000 only

Identify Post Dated Invoices

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display G/L View

G/L Account 2000010000 ACCOUNTS PAYABLE AND VOUCHERS PAYABLE (VENDORS)
Company Code SC01
Ledger ZL

| Account | BusA | Cost Center | Functional Area | Fund | Grant | Funded Program | DocumentNo | Type | Doc. Date | Amt in loc.cur. | Posting Date | Period |
|------------|------|-------------|-----------------|----------|---------------|----------------|------------|------|------------|-----------------|--------------|--------|
| 2000010000 | J120 | | | 37640001 | NOT RELEVA... | | 5700721427 | RE | 01/31/2113 | 82.47 | 02/11/2013 | 8 |
| 2000010000 | B040 | | | 10010000 | NOT RELEVA... | | 3003572030 | KR | 01/29/2029 | 50.00 | 02/26/2013 | 8 |
| 2000010000 | B040 | | | 30760000 | NOT RELEVA... | | 3003510779 | KR | 01/22/2023 | 50.00 | 01/30/2013 | 7 |
| 2000010000 | B040 | | | 30760000 | NOT RELEVA... | | 3003510783 | KR | | 50.00 | 01/30/2013 | 7 |
| 2000010000 | B040 | | | 30760000 | NOT RELEVA... | | 3003510786 | KR | | 50.00 | 01/30/2013 | 7 |
| 2000010000 | B040 | | | 30760000 | NOT RELEVA... | | 3003510797 | KR | | 50.00 | 01/30/2013 | 7 |
| 2000010000 | J020 | | | 34760000 | J02010504813 | | 3003588332 | KR | 12/31/2013 | 7,717.00 | 03/04/2013 | 9 |

These invoices will never pay though they are consuming budget

Prior Year Payables in the New Year

- ④ Accounts Payable reporting package
 - Will be used to create accrual of payables incurred at June 30 for goods/services received in the prior fiscal year and paid for in the new fiscal year.
 - Example:
 - § Invoice received in August for services performed in May.
 - § The prior fiscal year is closed.
 - § Because the services were performed in May, prior to the end of the fiscal year (June 30), this payment is a prior year payable.
 - § Goods received prior to June 30 but paid after year-end.

Prior Year Payables in the New Year cont.

- ④ Accounts Payable Transactions for Reporting Package
 - Select “Prior Year Payable” from dropdown box in **Text** field under the Header Basic Data tab. No other alternative wording should be used.

- ④ Report any transactions identified/processed to OCG regardless of amount after the submission of the Accounts Payable reporting package.
 - This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

Prior Year Payables in the New Year cont.

Document Edit Goto Extras Settings Environment System Help

Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0,00

Basic data Payment Details Tax Notes

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

0 Items (No entry variant selected)

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

Prior Year Payables in the New Year cont.

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

Open Item A/P Balances - FBL1N



- 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 OCG or have other processing issues.
- A report can be generated in SCEIS to give you a listing of open accounts payable balances.
- The T-code is **FBL1N**.

Open Item A/P Balances – FBL1N cont.

Program Edit Goto System Help

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account to

Company code SC01 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 03.06.2008

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

List Output

Layout

Maximum number of items

Open Item A/P Balances – FBL1N cont.



| St | Assignment | DocumentNo | Type | Doc. Date | S | DD | Amount in local cur | LCurr | Clrng doc | Text |
|--|---|--------------------------|----------|--------------------------|---|--|-------------------------|------------|-----------|--|
| Vendor: 000F030000 Company Code: SC01 Name: BUDGET AND CONTROL BOARD City: COLUMBIA | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> C055785—APRIL <input type="checkbox"/> INV.# AR39510 | 3900000448 3900000416 | ZI ZI | 07.05.2008 03.01.2008 | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 1,004.94- 24,172.50- | USD USD | | inv # c055785 april billing cycle inv.# AR39510 |
| * | <input checked="" type="checkbox"/> | | | | | | 25,177.44- | USD | | |
| ** | Account 000F030000 | | | | | | 25,177.44- | USD | | |
| Vendor: 30039394 Company Code: SC01 Name: DOUGLAS S City: LEXINGTON | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> BRD MTG ON 5/14 | 3500001051 | ZI | 14.05.2008 | | <input checked="" type="checkbox"/> | 6.23- | USD | | board meeting on 5/14/08 |
| * | <input checked="" type="checkbox"/> | | | | | | 6.23- | USD | | |
| ** | Account 30039394 | | | | | | 6.23- | USD | | |
| Vendor: 30044801 Company Code: SC01 Name: DANA R City: LEXINGTON | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> REGISTRATION FEE | 3500000977 | ZI | 13.05.2008 | | <input checked="" type="checkbox"/> | 195.00- | USD | | registration for NCCER instructor certification |
| * | <input checked="" type="checkbox"/> | | | | | | 195.00- | USD | | |
| ** | Account 30044801 | | | | | | 195.00- | USD | | |

Lesson 4 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 for FY2013.
 - Review accounts payable balances.



LESSON 5: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

Lesson 5 Learning Objectives

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

Key Transactions

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

Revenue at Year-End

- ① All cash received by June 30 must be posted to FY2013.
- ① The posting date determines which fiscal year the revenue is posted. For example:
 - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2013 or prior to post to FY2013.
 - All revenue received **as of** June 30, but deposited in July must have a posting date of 6/30/2013 to post to FY2013.
 - All revenue received **after** June 30 must have a posting date of 07/01/2013 or after and must post to FY2014.

Revenue at Year-End cont.



- ① Deposits for Period 12 (FY2013), and Period 01 (FY2014)
 - Deposit on separate deposit slips and enter as separate transactions in SCEIS.

- ① All deposit slips transmitted for FY2013 pertaining to Period 12 must be received in the State Treasurer's Office not later than **10:30 a.m. July 5, 2013.**

Revenue at Year-End cont.

- ① Bank deposits validated after Friday, July 5, 2013
 - Contact STO if you need the deposit recorded in Period 12, FY2013.
 - § This should be a rare exception, as revenue deposited on or after July 1, 2013, should be recorded as FY2014 revenue.

- ① Deposits for Refund of Expenditure or Refund of Travel for FY2013
 - It is not necessary to contact the STO prior to submitting. Use Period 12 on these deposits and submit them in the normal manner until July 12.

Revenue at Year-End cont.

- ① All deposits received 7/1 and after must have a posting date of 7/1 or after except refunds of expenditures.
- ① Refunds of expenditures
 - Can be posted as a prior year receipt after 6/30, since these will post as a reduction of a prior year expenditure, not revenue.
 - Must use a posting date of 6/30 for the prior year.

Revenue at Year-End cont.

- ④ Deposit validated by the bank as of June 30, 2013, and not recorded by the STO by July 12,
 - Agencies must determine the appropriate posting period; Period 13 FY2013 or Period 1 FY2014.
 - Agency must contact the Central State Financial Reporting Division of the OCG for appropriate adjustments in accordance with GAAP requirements.
- ④ Agencies are reminded that the year-end cutoff for FY2013 revenue is subject to audit and the Agency must maintain documentation to support the cutoff.

Revenue at Year-End cont.

- ④ Funds classified for GAAP purposes as part of the “Zero-Balance Clearing Fund” (see Appendix A-2 of the *GAAP Closing Procedures Manual*) should have a zero balance at the end of the fiscal year.
- ④ If your Agency deposited cash during the previous fiscal year into such a fund, you must transfer all remaining balances to the proper funds and general ledger codes before the end of Period 12, FY2013.
- ④ Transactions to transfer such balances must be entered on or before July 12, 2013.

Revenue at Year-End cont.



- ① Cash balances remaining in Earmarked, Restricted, and Federal funds after July 31, 2013, will be brought forward into the new year.
- ① Cash balances from the previous fiscal year will be pooled with new fiscal year cash balances during July for extended period 12 and period 1 - only for non-state funds.
- ① Transactions will not allow an overdraft of cash accounts for 2013, even if there is available cash in both fiscal years combined.

Accounts Receivable at Year-end



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

Accounts Receivable at Year-end

- ① Compare FBL3N and/or FBL5N to ZGLA to ensure that A/R balances agree.
- ① After reviewing A/R balances, use Transaction Code F-32 to write off customer accounts.

Customer Line Item Display

Customer **
 Company Code SC01
 Name **
 City **

| Assignment | Documen... | T... | Doc. Date | DD | Amount in local cur. | LCurr | Clrng doc. | Text |
|------------------------|------------|------|------------|----|-----------------------|-------|------------|---------------------------------|
| | | | | | 3,113.00 USD | | | |
| Account 4002979 | | | | | 3,113.00 USD | | | |
| * | 2000232744 | DR | 02/12/2013 | | 2,115.10 | USD | | New Collision Record January 20 |
| * | 2000239477 | DR | 04/10/2013 | | 1,577.50 | USD | | New Collision Record April 2013 |
| * | 2000241337 | DR | 04/29/2013 | | 1,535.50 | USD | | New Collision Record April 2013 |
| | | | | | 5,228.10 USD | | | |
| Account 4003463 | | | | | 5,228.10 USD | | | |
| * | 4000109725 | ZJ | 04/10/2013 | | 464.36 | USD | | HazMat Escort 4/2/13 |
| * | 4000109726 | ZJ | 04/10/2013 | | 625.09 | USD | | HazMat Escort 4/4/13 |
| * | 4000111884 | ZJ | 05/09/2013 | | 234.12 | USD | | HazMat Escort 4/30/13 |
| * | 4000111885 | ZJ | 05/09/2013 | | 509.00 | USD | | HazMat Escort 5/1/13 |
| | | | | | 1,832.57 USD | | | |
| Account D100005 | | | | | 1,832.57 USD | | | |
| * | 4000111883 | ZJ | 05/09/2013 | | 8,819.16 | USD | | 05/1/2013 Bldg Security/Maint |
| * | 4000111909 | ZJ | 05/13/2013 | | 57,717.12 | USD | | DMV April 2013 Bldg Operating |
| | | | | | 66,536.28 USD | | | |
| Account R400011 | | | | | 66,536.28 USD | | | |
| * | 4000110757 | ZJ | 04/23/2013 | | 119,093.67 | USD | | SIT Reimb for April 2013 |
| * | 4000111729 | ZJ | 05/03/2013 | | 13,079.48 | USD | | IFTA REimb FM 10 FY13 |
| | | | | | 132,175.15 USD | | | |
| Account U120001 | | | | | 132,175.15 USD | | | |
| | | | | | 261,233.78 USD | | | |

32 items displayed

Report Edit Goto View Extras Settings System Help



GL Account Variation Report



Selected Accounts Variation Report

Run Date / Time 05/14/

Bus Area: K050

Fund: *

Grant: *

Cost Ctr: *

Funded Program: *

Period: 11, 2013

Account Group Selected: 1300020000,1300010000

| GL Account | YTD Beg Bal | MTD Activity | YTD End Bal |
|--|-------------|--------------|-------------|
| 1300020000 ACCOUNTS RECEIVABLE - IDT | 141,117.62 | 59,426.38 | 200,544.00 |
| 1300010000 ACCOUNTS RECEIVABLE - CURRENT | 51,090.67 | 9,599.11 | 60,689.78 |
| * Total | 192,208.29 | 69,025.49 | 261,233.78 |

Document Edit Goto Settings System Help

Process open items

Account Clearing Date Period
Company Code

Open Item Selection

Special G/L Ind Normal OI

Additional Selections

- None
- Amount
- Assignment
- Reference
- Document Number
- Posting Date
- Dunning Area
- Payment order
- Collective invoice
- Document Type
- Business Area
- Others

Enter Vendor and Click Appropriate Radial Button

G/L Account Line Item Display – FBL3N

G/L Account Line Item Display

    Data Sources

G/L account selection

G/L account to 

Company code SC01 to 

Selection using search help

Search help ID

Search string

 Search help

Line item selection

Status

Open items
Open at key date

Cleared items
Clearing date
Open at key date

All items
Posting date

Type

Normal items
 Noted items
 Parked items

G/L Account Number (2)

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

G/L account

Chart of Accounts 

Maximum No. of Hits

List Output

Layout

Maximum number of items

G/L Account Line Item Display – FBL3N cont.



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

G/L Account Line Item Display – FBL3N cont.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account to 

Company code to 

Selection using search help

Search help ID

Search string

 Search help

Line item selection

Status

Open items
Open at key date

Cleared items
Clearing date
Open at key date

All items
Posting date

Type

Normal items
 Noted items
 Parked items

G/L Account Number (1)

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

G/L account

Chart of Accounts

Maximum No. of Hits

G/L Account Line Item Display – FBL3N cont.

Multiple Selection: G/L account

Single Value: G/L account

| | |
|---|---|
|  | <input type="text" value="1300010000"/> |
|  | <input type="text" value="1300020000"/> |
| | <input type="text"/> |
| | <input type="text"/> |

Range: G/L account

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

G/L Account Line Item Display – FBL3N cont.

G/L Account Number (1) 2 Entries found

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

G/L Account Line Item Display – FBL3N cont.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account | 1300010000 | to | 1390010000 | [↔]
Company code | SC01 | to | | [↔]

Selection using search help

Search help ID | |
Search string | |
[↔] Search help

Line item selection

Status

Open items
Open at key date | 04.06.2008 |

Cleared items
Clearing date | | to | | [↔]
Open at key date | |

All items
Posting date | | to | | [↔]

Type

Normal items
 Noted items
 Parked items

List Output

Layout | |
Maximum number of items | |

G/L Account Line Item Display – FBL3N cont.



G/L Account Line Item Display

Navigation icons: Home, Back, Forward, Print, Copy, Paste, Undo, Redo, Refresh, Save, Print, Copy, Paste, Undo, Redo, Refresh, Save, Selections, Dispute Case

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

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

G/L Account * *
 Company Code *

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

G/L Account Line Item Display – FBL3N cont.



G/L Account Line Item Display

Navigation icons: Home, Back, Forward, Refresh, Print, Copy, Paste, Undo, Redo, Zoom, etc. | Selections | Dispute Case

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

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

G/L Account * *
 Company Code *

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

G/L Account Line Item Display – FBL3N cont.

| Document Edit Goto Extras Environment System Help | | | |
|---|--------------------------|--------------------|--------------------------|
| Display Document: Line Item 001 | | | |
| Additional Data | | | |
| Customer | 4000220 | Timothy Dillinger | G/L Acc 1300010000 |
| CoCode | SC01 | 1405 Cameron Court | |
| State of South Carolina | Wilmington | Doc. No. | 2000000427 |
| Line Item 1 / Invoice / 01 | | | |
| Amount | 55.00 | USD | |
| Additional Data | | | |
| Bus. Area | H910 | Disc. amount | 0.00 USD |
| Disc. base | 55.00 | Days/percent | 0 0.000 % 0 0.000 % 0 |
| Payt Terms | 0001 | Invoice ref. | / / 0 |
| Blinc Date | 03/31/2008 | | |
| Pmnt Block | <input type="checkbox"/> | Flow Type | <input type="checkbox"/> |
| Contract | / | | |
| Assignment | * | | |
| Text | Inv. #800039 | | Long text |

Display Customer Line Items – FBL5N

Program Edit Goto System Help

Customer Line Item Display

Data Sources

Customer selection

Customer account to

Company code sc01 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

List Output

Layout

Maximum number of items

Display Customer Line Items – FBL5N cont.



Customer Line Item Display

Customer 3161000
Company Code SC01

Customer 3401000
Company Code SC01

Name Richland School District 1
City Columbia

| St | Assignment | DocumentNo | Typ | Doc. Date | S | DD | Amt in loc. cur. | LCurr | Clrng doc. | Text |
|--------------------------|------------|------------|-----|------------|---|----|------------------|-------|------------|--------------|
| <input type="checkbox"/> | * | 2000000428 | DR | 03/31/2008 | | | 140.00 | USD | | Inv. #800043 |
| * | | | | | | | 140.00 | USD | | |
| ** Account 3401000 | | | | | | | 140.00 | USD | | |

Customer 4000220
Company Code SC01

Name Timothy Dillinger
City Wilmington

| St | Assignment | DocumentNo | Typ | Doc. Date | S | DD | Amt in loc. cur. | LCurr | Clrng doc. | Text |
|--------------------------|------------|------------|-----|------------|---|----|------------------|-------|------------|--------------|
| <input type="checkbox"/> | * | 2000000427 | DR | 03/31/2008 | | | 55.00 | USD | | Inv. #800039 |
| * | | | | | | | 55.00 | USD | | |
| ** Account 4000220 | | | | | | | 55.00 | USD | | |

Customer *

Company Code *

Name *

City *

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

Display Customer Line Items – FBL5N cont.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

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

Line Item 1 / Invoice / 01

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

Additional Data

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

Display Undeposited Cash – FBL3N



- ④ The “**Undeposited Cash**” account 100001XXXX **must be \$-0-** (cleared out) at year-end.
- ④ Funds are first deposited into this account, then moved to the 1000030000 when the deposit validation is entered.
- ④ Once verified by the STO, they are available to spend.
- ④ Funds in the **Undeposited Cash** account means the **STO has not been able to match your bank deposit or you have not completed the transaction.**
- ④ To review Undeposited Cash receipts, use **FBL3N**.

Display Undeposited Cash – FBL3N cont.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account | 1000010000 | to | |

Company code | SC01 | to | |

Selection using search help

Search help ID | |

Search string | |

Search help

Line item selection

Status

Open items

Open at key date | 06/07/2008 |

Cleared items

Clearing date | | to | |

Open at key date | |

All items

Posting date | | to | |

Type

Normal items

Noted items

Parked items

List Output

Layout | |

Maximum number of items | |

Display Undeposited Cash – FBL3N cont.



| G/L Account Line Item Display | | | | | | | | | | | |
|-------------------------------|-------------------------------------|-----------------------------|------------|------|-----------|------------|----------------------|----------|-----|------------|------|
| | | | | | | | | | | | |
| G/L Account | | 1000010000 UNDEPOSITED CASH | | | | | | | | | |
| Company Code | | SC01 | | | | | | | | | |
| St | Assignment | DocumentNo | BusA | Type | Doc. Date | PK | Amount in local cur. | LCurr | Tx | Clrng doc. | Text |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | * | 4600000175 | H710 | ZF | 04/28/2008 | 40 | 6,061.00 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | * | 4600000176 | H710 | ZF | 04/15/2008 | 40 | 449.79 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | * | 4600000192 | H710 | ZF | 05/20/2008 | 40 | 77.90 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 00000000 | 1200000089 | H710 | SK | 01/11/2008 | 40 | 430.00 | USD | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 00000000 | 1200000395 | H710 | SK | 04/09/2008 | 40 | 409.46 | USD | | |
| * | <input checked="" type="checkbox"/> | | | | | | | 7,428.15 | USD | | |
| ** Account 1000010000 | | | | | | | | 7,428.15 | USD | | |
| G/L Account | | * | | | | | | | | | * |
| Company Code | | * | | | | | | | | | * |
| St | Assignment | DocumentNo | BusA | Type | Doc. Date | PK | Amount in local cur. | LCurr | Tx | Clrng doc. | Text |
| *** | | | | | | | | 7,428.15 | USD | | |

Lesson 5 Summary

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



LESSON 6: PROCEDURE FOR MANAGING BUDGET

Lesson 6 Learning Objectives



- ① Upon completion of this lesson, you should be able to:
 - Review, process or delete all pre-posted budget items.
 - Understand how to process Statewide Carryforward Appropriations through Proviso 89.27.
 - 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 2013 and 2014.
 - 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 detail in the following slides, but do not hesitate to search 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

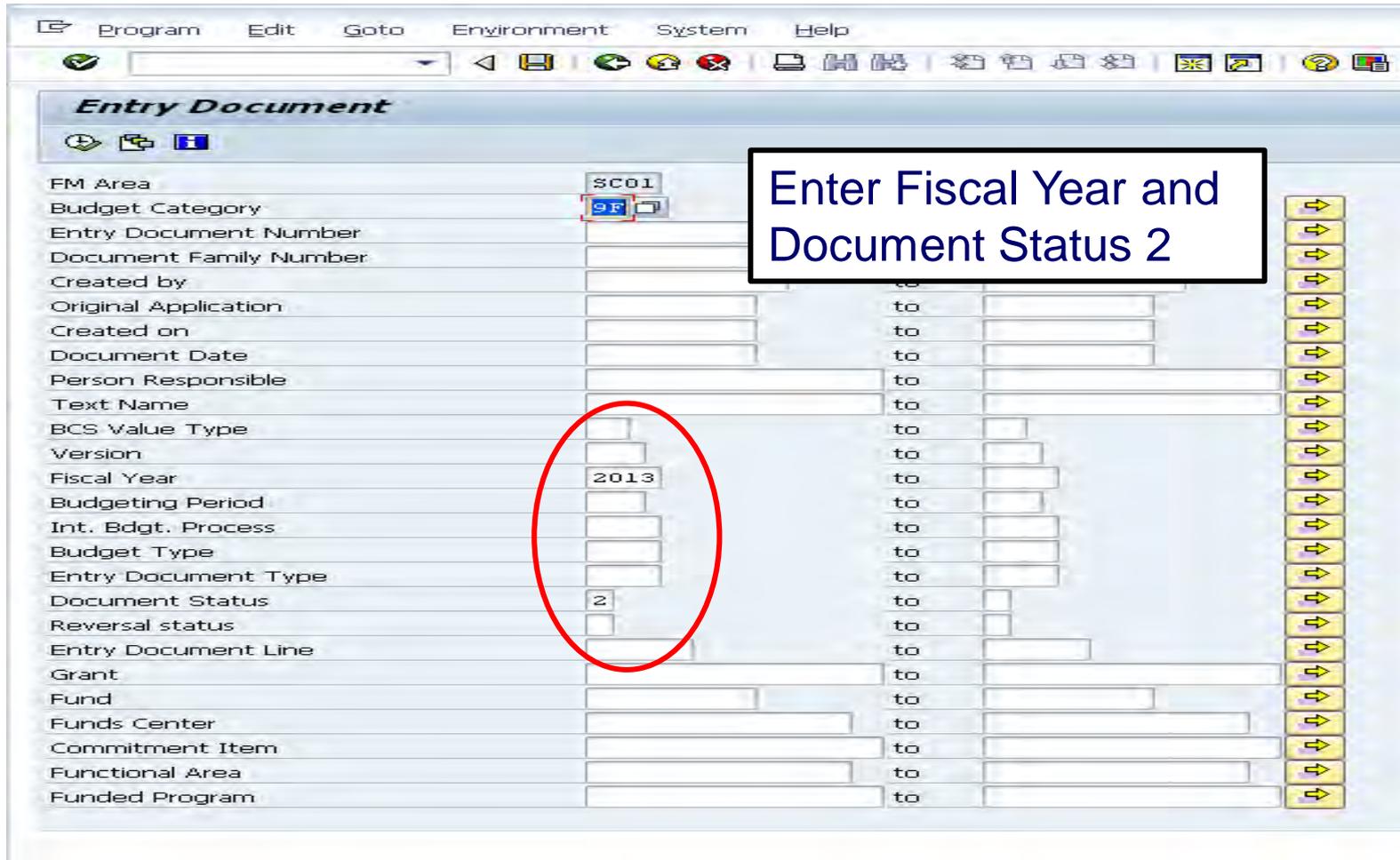
Budget Items at Year-End

- ④ Clear all pre-posted budget items by the close of business July 12, 2013, for the fiscal year.
- ④ A listing of all pre-posted items can be generated by using T-code **FMEDDW**.
- ④ Carry forward General Appropriations, if your agency has authorization to do so, using T-code **FMBB**.
- ④ Statewide Carryforward, will be handled centrally. Agency personnel will not have to enter this information, if there is any carryforward.

View Budget Documents

- Why it is important to review the status of budget documents or pre-posted budget document
 - Budget documents
 - § Check regularly to ensure transactions have been approved and posted.
 - Pre-posted budget documents
 - § Will reduce budgets immediately, but will not increase budgets until approved.
 - § Transfers will reduce the appropriate reduction, but will not increase the offsetting budget until approved.
 - § Returns will reduce prior to approval, but supplementals will not post (as this is an increase) until approved by SBO.
 - § SAP uses the most conservative approach to budgeting.

Pre-Posted Budget Items – FMEDDW



Program Edit Goto Environment System Help

Entry Document

| | | | | | |
|------------------------|------|--|--|--|--|
| FM Area | SC01 | | | | |
| Budget Category | SF | | | | |
| Entry Document Number | | | | | |
| Document Family Number | | | | | |
| Created by | | | | | |
| Original Application | | | | | |
| Created on | | | | | |
| Document Date | | | | | |
| Person Responsible | | | | | |
| Text Name | | | | | |
| BCS Value Type | | | | | |
| Version | | | | | |
| Fiscal Year | 2013 | | | | |
| Budgeting Period | | | | | |
| Int. Bdgt. Process | | | | | |
| Budget Type | | | | | |
| Entry Document Type | | | | | |
| Document Status | 2 | | | | |
| Reversal status | | | | | |
| Entry Document Line | | | | | |
| Grant | | | | | |
| Fund | | | | | |
| Funds Center | | | | | |
| Commitment Item | | | | | |
| Functional Area | | | | | |
| Funded Program | | | | | |

Enter Fiscal Year and Document Status 2

Pre-Posted Budget Items – FMEDDW cont.

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

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

Pre-Posted Budget Items – FMEDDW cont.



List Edit Goto Settings System Help

Selection List for Entry Document

FM area SC01
Currency USD
Budget Category Payment

| Doc. Date | D... | Entry Docu | Line | Versi... | Doc.... | Process | ... | Year | Bud... | Fund |
|------------|------|------------|--------|----------|---------|---------|-----|------|---------|----------|
| 05/08/2013 | 2013 | 1000187271 | 000001 | 0 | TRFW | Send | 0 | 2013 | TRA... | 10010000 |
| 05/08/2013 | | | 000002 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/09/2013 | | 1000187436 | 000003 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/09/2013 | | | 000004 | 0 | TRFW | Send | 0 | 2013 | TRA... | 10010000 |
| 05/13/2013 | | 1000187897 | 000001 | 0 | TRFW | Send | 0 | 2013 | TRA... | 10010000 |
| 05/13/2013 | | | 000002 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 01/14/2013 | | 1000188071 | 000001 | 0 | ALOC | Send | 0 | 2013 | ALLO... | 10010000 |
| 01/14/2013 | | | 000002 | 0 | ALOC | Send | 0 | 2013 | ALLO... | 10010000 |
| 01/14/2013 | | | 000003 | 0 | ALOC | Receive | 0 | 2013 | ALLO... | 10010000 |
| 05/15/2013 | | 1000188302 | 000001 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000002 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000003 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000004 | 0 | TRFW | Send | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000005 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000006 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000007 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000008 | 0 | TRFW | Send | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000009 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000010 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000011 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000012 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000013 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000014 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |
| 05/15/2013 | | | 000015 | 0 | TRFW | Receive | 0 | 2013 | TRA... | 10010000 |

Preposted 10010000 Budget
Docs that need to be completed.

Statewide Carryforward Appropriations

- ① Proviso 89.27 - Authorizes agencies to carry forward a percentage up to 10% of unspent General Fund appropriations to the next fiscal year.
 - This proviso may be suspended to avoid a fiscal year-end general fund deficit.
- ① The OCG the State Budget Office will determine each Agency's carryforward amount and transact the necessary entries.
 - Carryforward appropriation will be recorded centrally in Funded Program 8900.000000X000 "Statewide Carryforward Appropriations" and in Commitment Item 561000.
 - Agencies cannot make expenditures against this temporary account. Use transaction **FMBB** to transfer the appropriations within the Agency's normal budget accounts.

Carryforward General Appropriations – FMBB cont.



- Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must:
 - Process budget transactions by August 2, 2013.
 - Use T-code **FMBB** to process carry forward.
 - Reference the applicable proviso or permanent statute related to the carryforward authority in the text fields on each line item.
 - § Failure to reference the applicable proviso or permanent statute will result in the Office of State Budget’s refusal to process the transaction
- Note: This is not the “up to 10% carryforward” determined after the close of the fiscal year in accord with Proviso 89.27.

Carryforward General Appropriations FMBB cont.



Document Edit Goto Extras Environment System Help

Budgeting Workbench - Create Document

Document Overview on/off Hold Prepost Save

Process: COVR Carry Over

Document type: CFWD CFWD (Carryfo...)

Version: 0

Document Date: 05/16/2013

Sender

Fiscal Year: 2013 Period: 12...

Budget Type: CFOR CARRYFORWARDS

Receiver

Fiscal Year: 2014 Period: 1 ...

Budget Type: CFOR CARRYFORWARDS

Payment Budget

Master Data Split Key Fig.

| Lines | -/+ | Fund | Funds Center | Functional Area | Funded Program | Commitment Item | Grant |
|-------|-----|----------|--------------|-----------------|-----------------|-----------------|-------|
| | - | 10010000 | F030000010 | F030_C000 | 0100.000000.000 | 512001 | NOT F |
| | + | 10010000 | F030000010 | F030_C000 | 0100.000000.000 | 512001 | NOT F |

| | |
|-----------------|------|
| Process | COVR |
| Document Type | CFWD |
| Budget Type | CFOR |
| Sender Year | 2013 |
| Sender Period | 12 |
| Receiver Year | 2014 |
| Receiver Period | 1 |

Carryforward General Appropriations FMBB cont.



Account Assignment remains the same,
only Sender/Receiver (+/-) are different.

Lines

| | -/+ | Fund | Funds Center | Functional Area | Funded Program | Commitment Item | Grant |
|--|-----|----------|--------------|-----------------|-----------------|-----------------|--------------|
| | - | 10010000 | F030000010 | F030_C000 | 0100.000000.000 | 512001 | NOT RELEVANT |
| | + | 10010000 | F030000010 | F030_C000 | 0100.000000.000 | 512001 | NOT RELEVANT |

Earmarked, Restricted, and Federal Appropriations



- ④ 2013 Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), and Federal (5XXXXXXXX) fund appropriations
 - Will lapse July 12, 2013.
 - Will be held open for the processing of documents not having a state level impact relative to Period 12 FY2013, until July 26, 2013.
- ④ 2014 appropriations for these funds should have been included by the Agency in the 2013-2014 Appropriation Act and will be entered centrally at the same time as the State Appropriations.
 - To increase appropriations for Earmarked (3XXXXXXXX), Restricted (4XXXXXXXX), or Federal (5XXXXXXXX) fund details in the new fiscal year, Agencies must process an **FMBB** transaction
 - § Process – Supplemental
 - § Document Type – BDAJ
 - § Budget Type – BADJ for Expenditure Budget, EREV for Estimated Revenue

Appropriations for New Fiscal Year



- ④ Appropriations for the new fiscal year will be loaded into SCEIS via an interface with STARS.
- ④ Budgets will be loaded into SCEIS exactly as it is received from the OCG, at the highest level.
- ④ Earmarked (30000000) and Restricted (40000000) funds must be transferred from the highest level fund to the specific detail fund to process transactions (ex.: 30000000 to 30350000).
- ④ Federal (50000000) funds do not have to be transferred from the high level to the specific detail fund to process transactions.

Budget Items at Year-End

- ④ Ensure your budgets are properly posted.
- ④ 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

- ④ The ZBD1 report is an enhanced version of SAP's standard, delivered BUDCON report. The standard report is executed via transaction FMRP_RW_BUDCON.
- ④ ZBD1 offers the following enhancements:
 - Has separate/additional columns vs. standard report for:
 - § Original Budget
 - § Budget Transfers
 - § Actual Expenditures
 - § Purchase Orders
 - § Purchase Requisitions
 - § Other transfers
 - § Subtotal column after expenditures
 - § Subtotal column after purchase orders and requisitions
 - § Subtotal column after other transfers etc..

ZBD1 differs from BUDCON in that it separates commitments into categories. This should help Budget Managers determine where budget is obligated.

FMAVCR01 Report

- ④ This report is useful for reviewing:
 - Grant budget activity
 - At the roll-up level of control for your agency's budget
 - 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

FMAVCR01 Report cont.

Run FMAVCR01 with “Display Budget Deficits Only” to show negative lines

It is the agency’s responsibility to clear all negative budget balances. Either move budget (FMBB) or J/E expenditures (FV50) to clear.

| Hierarchy of Control Objects - Budget Addresses - Posting ... | Consumable ... | Consumed Amt | Available Amt |
|---|----------------|----------------|-----------------|
| ▼ <Several Grant Values> | 226,606.34 | 117,201,098.17 | 116,974,491.83- |
| ▶ F0301EC01220 | 24,550.00 | 72,457.59 | 47,907.59- |
| ▶ F0301PCARA10 | 0.00 | 970,483.00 | 970,483.00- |
| ▶ F0301PCWRL10 | 0.00 | 29,327,283.00 | 29,327,283.00- |
| ▶ F0301PDARA10 | 0.00 | 79,440.00 | 79,440.00- |
| ▶ F0301PDWRL10 | 0.00 | 18,358,186.00 | 18,358,186.00- |
| ▶ F0301QA00112 | 2,850.02 | 2,925.88 | 75.86- |
| ▶ F0301QA00113 | 0.00 | 345.23 | 345.23- |
| ▶ F0301QA00910 | 1,000.00 | 2,527.27 | 1,527.27- |
| ▶ NOT RELEVANT | 198,206.32 | 68,387,450.20 | 68,189,243.88- |

What affects Budget Balances?

- ④ Encumbrances decrease budget immediately.
 - PRs, POs, “Save as Complete” Parked documents, and funds reservations

- ④ To free up your budget
 - Reduce encumbrances that are finalized, no longer needed, and final but have remaining balances
 - Or carry them forward to next year.

- ④ If budget documents are not completed properly, the budget items will not populate the appropriate columns on the budget reports.

Lesson 6 Summary

- ① 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 2013 and 2014.
 - Understand how new year appropriations will be handled.
 - Understand how to review budget reports and what affects budget balances.



LESSON 7: MANAGING CASH STATUS

Lesson 7 Learning Objectives

- ④ Upon completion of this lesson, you should be able to:
 - Understand SCEIS cash accounts.
 - Review cash balances.
 - Manage your cash balances.

Undeposited Cash 100001XXXX



- ④ The Undeposited Cash must be zero at year-end.
- ④ Run ZGLA and enter the GL range of your agency's Undeposited Cash Accounts

Undeposited Cash 100001XXXX



ngs System Help

Selected Accounts Variation Report Run Date / Time 05/

Bus Area: * Fund: * Grant: *
Cost Ctr: * Funded Program: *
Account Group Selected: 1000010101..1000010112 Period: 11, 2013

| GL Account | YTD Beg Bal | MTD Activity | YTD End Bal |
|--------------------------------------|-------------|--------------|-------------|
| 1000010101 UNDEP CASH F030-OIO | 4,997.49 | | 4,997.49 |
| 1000010102 UNDEP CASH F030-ORS | | | |
| 1000010103 UNDEP CASH F030-DSIT | | | |
| 1000010104 UNDEP CASH F030-OGS ADMIN | | | |
| 1000010106 UNDEP CASH F030-SURPLUS | 1,144.69 | | 1,144.69 |
| 1000010108 UNDEP CASH F030-MMO | | | |
| 1000010109 UNDEP CASH F030-SEO | | | |
| 1000010111 UNDEP CASH F030-EIP | | | |
| 1000010112 UNDEP CASH F030-OLG | | | |
| * Total | 6,142.18 | | 6,142.18 |

These should all be zero at year-end.

IDT Cash Clearing 1000020000

- ④ The IDT Cash Clearing must be zero at year-end.
- ④ Run ZGLA and enter the GL 1000020000.
- ④ If your balance for FY2013 is not zero, research the balance to determine document numbers that result in the balance.
- ④ Open a ticket and provide the document numbers to the SCEIS staff. Do not try to clear the balances.

SCEIS IDT Cash 1000020000



Account Number 1000020000 IDT CASH CLEARING
Company Code SC01 State of South Carolina
Fiscal Year 2013

Display More Chars

All Documents in Currency * Display Currency USD Company code currenc



| Period | Debit | Credit | Balance | Cumulative balance |
|------------------|-------------------------|-------------------------|-------------------|------------------------|
| Bal. Carryfor... | | | | 393,288,392.07- |
| 1 | 159,719,226.43 | 158,980,677.86 | 738,548.57 | 392,549,843.50- |
| 2 | 186,631,167.86 | 185,925,130.60 | 706,037.26 | 391,843,806.24- |
| 3 | 140,691,742.13 | 136,451,745.51 | 4,239,996.62 | 387,603,809.62- |
| 4 | 127,642,222.62 | 142,227,254.95 | 5,194,732.32- | 392,798,541.94- |
| 5 | | 64.58 | 87,140.60- | 392,885,682.54- |
| 6 | | 94.43 | 2,698,171.28 | 390,187,511.26- |
| 7 | 155,838,963.36 | 157,933,583.23 | 2,094,619.87- | 392,282,131.13- |
| 8 | 121,428,439.70 | 122,089,821.43 | 661,381.73- | 392,943,512.86- |
| 9 | 131,735,255.22 | 131,704,588.26 | 30,666.96 | 392,912,845.90- |
| 10 | 106,690,068.11 | 106,743,618.34 | 53,550.23- | 392,966,396.13- |
| 11 | 88,299,955.90 | 88,417,845.70 | 117,889.80- | 393,084,285.93- |
| 12 | | | | 393,084,285.93- |
| 13 | | | | 393,084,285.93- |
| 14 | | | | 393,084,285.93- |
| 15 | | | | 393,084,285.93- |
| 16 | | | | 393,084,285.93- |
| Total | 1,501,997,031.03 | 1,501,792,924.89 | 204,106.14 | 393,084,285.93- |

Current year balance.

SCEIS Petty Cash 1000050000



- ⦿ If your agency had a prior year petty cash that has not yet been loaded into SCEIS, please do so before year-end.

Entry: Debit 1000050000 (*Petty Cash*)
 Credit 7000002000 (*Financial Reporting Conversion*)

SCEIS Petty Cash 1000050000



- If your agency has a new year petty cash that has not yet been loaded into SCEIS, use the transaction below to load:

Entry : Debit 1000050000 (*Petty Cash*)
 Credit 5230010001 (*Petty Cash
 Fund*)

Cash Pooling

Cash is “pooled” for purposes of processing new year transactions.

☉ SCEIS will look back to 2013 and pool the cash if there is not sufficient cash in the new year fund to process a payment for non-state funds.

☉ SCEIS does not look forward to 2014 if there is not sufficient cash in the old year fund to process a payment for state funds.

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 |

Lesson 7 Learning Objectives

- ④ You should now be able to:
 - Understand SCEIS cash accounts.
 - Review cash balances.
 - Manage your cash balances.



LESSON 8: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 8 Learning Objectives

- ④ Upon completion of this lesson, you should be able to:
 - Review and process all parked documents: invoices, customer invoices, JEs, etc.
 - Review and process all workflow items to clear out the workplace inbox.
 - Review and process all funds reservation documents – delete and/or 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 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

Parked Documents

- ④ All Parked Documents must be processed or deleted prior to July 12, 2013.
- ④ FBV3 - Use transaction code FBV3 to identify Parked Documents.
- ④ FBL3N – Use to search for Open Documents by Doc Type or GL.
- ④ Parked documents can also be identified on the “Open Encumbrance Report” in BW.

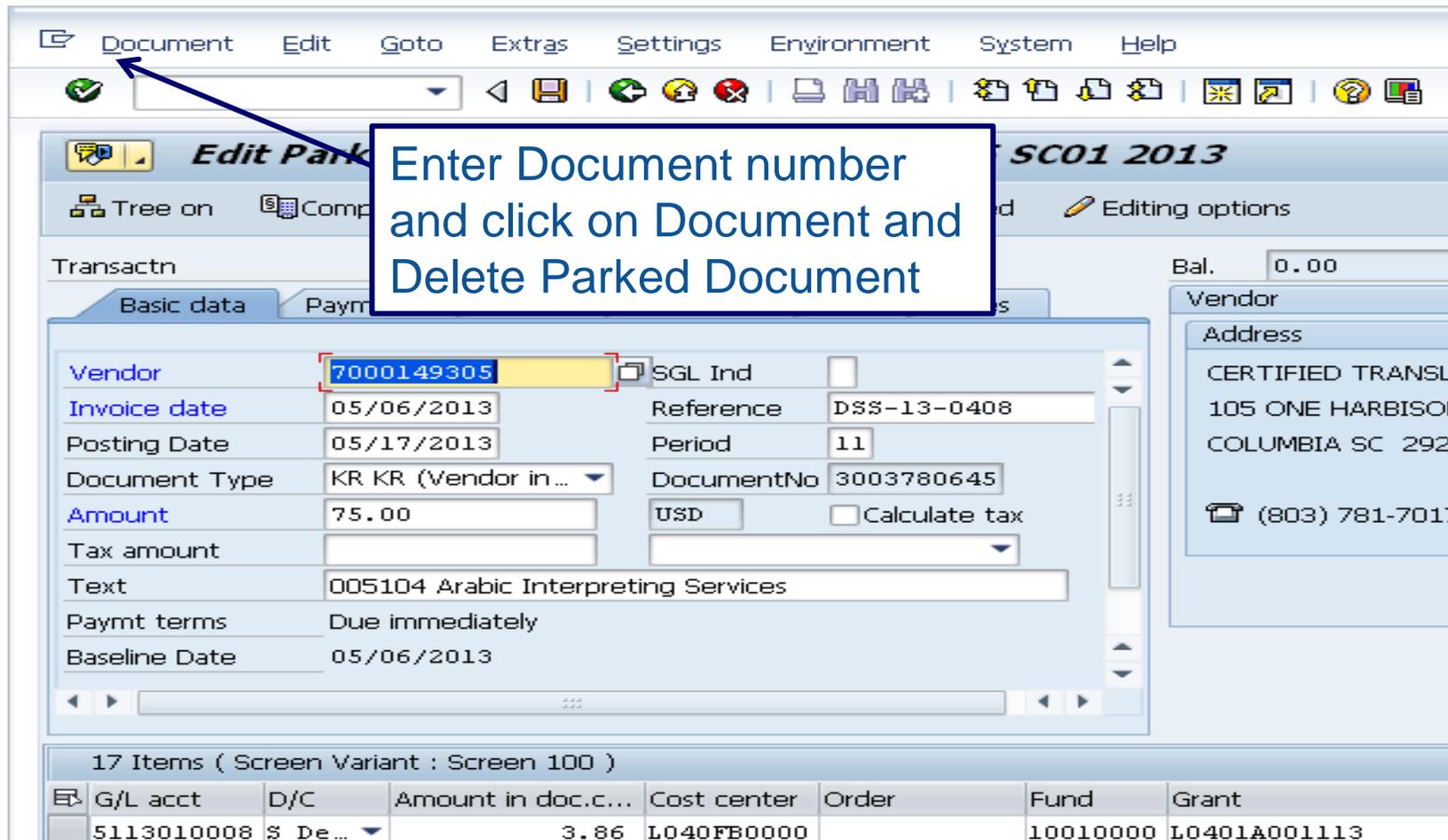
Parked Documents – FBV3

FBV3 provides list of Parked Documents

Display Parked Documents: List

| St. | Fiscal Year | Per... | DocumentNo | Type | Entered on | Entered at | Posting Date | Document Header Text | Completed by | Reason | User | S | Cp | Transac |
|-----|-------------|--------|------------|------|------------|------------|--------------|----------------------|--------------|--------|----------|---|-------------------------------------|---------|
| | 2013 | 10 | 3003687549 | KR | 04/11/2013 | 10:44:57 | 04/11/2013 | | TRA06964 | | TRA06964 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 10 | 3003695472 | KR | 04/15/2013 | 09:43:53 | 04/15/2013 | | | | LOR05682 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 10 | 3003714893 | KR | 04/22/2013 | 12:56:53 | 04/22/2013 | | | | TRA06964 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 10 | 3003725810 | KR | 04/25/2013 | 11:45:39 | 04/25/2013 | | MAR05621 | | MAR05621 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 10 | 3003725932 | KR | | 11:55:19 | 04/25/2013 | | MAR05621 | | MAR05621 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 10 | 3003732661 | KR | 04/29/2013 | 15:30:47 | 04/29/2013 | | JWITHERS | | JWITHERS | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 10 | 3003735770 | KR | 04/30/2013 | 14:32:34 | 04/30/2013 | | | | TRA06964 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003750143 | KR | 05/03/2013 | 15:23:19 | 05/03/2013 | | ANN48440 | | ANN48440 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003750177 | KR | | 15:41:18 | 05/03/2013 | | JONESH | | JONESH | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003751718 | KR | 05/06/2013 | 10:17:56 | 05/06/2013 | | | | TER31911 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753086 | KR | | 11:48:51 | 05/06/2013 | | VER06424 | | VER06424 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753242 | KR | | 13:15:41 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753250 | KR | | 13:23:14 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753271 | KR | | 13:41:55 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753328 | KR | | 14:01:59 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753368 | KR | | 14:13:35 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753375 | KR | | 14:16:50 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753386 | KR | | 14:20:04 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753416 | KR | | 14:33:39 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753461 | KR | | 14:51:53 | 05/06/2013 | CE | CAT55464 | | CAT55464 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753619 | KR | | 15:33:55 | 05/06/2013 | | CAR13097 | | CAR13097 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753630 | KR | | 15:37:59 | 05/06/2013 | | CAR13097 | | CAR13097 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753640 | KR | | 15:42:19 | 05/06/2013 | | MMIKELL | | MMIKELL | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753666 | KR | | 15:50:51 | 05/06/2013 | | MMIKELL | | MMIKELL | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753706 | KR | | 16:07:27 | 05/06/2013 | | | | TRA06964 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753712 | KR | | 16:09:28 | 05/06/2013 | | | | TRA06964 | V | <input type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753830 | KR | | 16:11:58 | 05/06/2013 | | TRA06964 | | TRA06964 | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003753918 | KR | | 16:55:39 | 05/06/2013 | | MMIKELL | | MMIKELL | V | <input checked="" type="checkbox"/> | FV60 |
| | 2013 | 11 | 3003755867 | KR | 05/07/2013 | 10:49:57 | 05/07/2013 | OTH | BAR55401 | | BAR55401 | V | <input checked="" type="checkbox"/> | FV60 |

Delete Parked Document – FBV2



The screenshot shows the SAP FBV2 interface. At the top, the menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. A blue arrow points from the 'Document' menu to a text box that reads: "Enter Document number and click on Document and Delete Parked Document". The main window displays the 'Edit Parked Document' screen for document number 3003780645. The 'Vendor' field is highlighted with a yellow box and contains the number 7000149305. Other fields include Invoice date (05/06/2013), Posting Date (05/17/2013), Document Type (KR KR), Amount (75.00), Text (005104 Arabic Interpreting Services), and Baseline Date (05/06/2013). A table at the bottom shows 17 items with columns for G/L acct, D/C, Amount in doc.c..., Cost center, Order, Fund, and Grant.

| G/L acct | D/C | Amount in doc.c... | Cost center | Order | Fund | Grant |
|------------|----------|--------------------|-------------|-------|----------|--------------|
| 5113010008 | \$ De... | 3.86 | L040FB0000 | | 10010000 | L0401A001113 |

Parked Documents – IDTs

- ① Use transaction Z_IDT_DOCLIST to view your agency's parked IDT payables, 39 documents.
- ① Assuming these are FY2013 expenditures, they should be processed in FY2013 prior to the July 12 deadline.
- ① IDTs remaining in Parked status after July 12 will be carried forward into the new year.

Z_IDT_DOCLIST

List Edit Goto Settings System Help

Document List for IDT's

This report will provide a list of IDT payables yet to be processed

| Bus. Area | Year | Doc. Number | Σ Credits | Σ Debits | Doc. Type | Doc. Date | Posting Date | Period | Entered on | Customer Number | Billing Agency Number | Reference Number |
|-----------|------|-------------------|-----------|----------|-----------|------------|--------------|--------|------------|-----------------|-----------------------|------------------|
| N200 | 2013 | <u>3900175683</u> | 0.00 | 180.00 | ZI | 05/14/2013 | 05/14/2013 | 11 | 05/14/2013 | N200001 | 000F030000 | 4000111971 |
| N200 | 2013 | <u>3900175733</u> | 0.00 | 600.00 | ZI | 05/14/2013 | 05/14/2013 | 11 | 05/14/2013 | N200001 | 000F030000 | 4000112011 |
| N200 | 2013 | <u>3900175819</u> | 0.00 | 130.00 | ZI | 05/15/2013 | 05/15/2013 | 11 | 05/15/2013 | N200001 | 000N040000 | 4000112050 |
| | | | 0.00 | 910.00 | | | | | | | | |

ZMRBR – Blocked Invoices

- ① PO-related invoices (RE documents) are posted at the time of entry, not parked.
- ① RE documents are systematically matched to a Goods Receipt and Purchase Order to ensure goods were received and price is correct.
- ① If there is a discrepancy between price or receipt of goods the invoice is blocked for payment.
- ① Run ZMRBR to view blocked invoices.

ZMRBR – Blocked Invoices

List Edit Goto Views Settings System

Release Blocked Invoices

Blocking Reason

Invoices can be blocked for Quantity or Price

| Status | Plant | PGr | User Name | Doc. No. | It... | Qty | Prc | Purch.Doc. | It... | Amount |
|--------|-------|-----|-----------|----------------------------|-------|-----|-----|----------------------------|-------|----------|
| | LE01 | 226 | BAR02758 | 5700729728 | 1 | × | | 4600232593 | 10 | 4,304.00 |
| | DC01 | 843 | SHE43072 | 5700732678 | 1 | × | | 4600232807 | 10 | 506.00 |
| | DC01 | 846 | SHE43072 | 5700733765 | 1 | × | | 4600233316 | 10 | 1,345.50 |
| | DC01 | 846 | SHE43072 | 5700733765 | 2 | × | | 4600233316 | 20 | 20.80 |
| | DC01 | 846 | SHE43072 | 5700734943 | 3 | × | | 4600233316 | 30 | 406.98 |
| | LE01 | 226 | BAR02758 | 5700736618 | 1 | × | | 4600225447 | 10 | 3,085.60 |
| | LE01 | 226 | BAR02758 | 5700736618 | 2 | × | | 4600225447 | 20 | 2,621.60 |
| | LE01 | 226 | BAR02758 | 5700736708 | 1 | × | | 4600225449 | 10 | 3,826.24 |
| | ED01 | 813 | BAR23736 | 5700737345 | 19 | × | | 4600234963 | 190 | 87.81 |
| | DC01 | 843 | PAT68845 | 5700737352 | 1 | × | | 4600234976 | 10 | 945.00 |
| | DC01 | 843 | PAT68845 | 5700737352 | 2 | × | | 4600234976 | 20 | 817.60 |
| | DC01 | 843 | PAT68845 | 5700737352 | 3 | × | | 4600234976 | 30 | 27.67 |
| | DC01 | 843 | PAT68845 | 5700737352 | 4 | × | | 4600234976 | 40 | 119.95 |

ZMRBR – Blocked Invoices

- ④ Most variances are Quantity Variances which generally means the Goods Receipt has not been entered. To clear, the recipient of the goods needs to enter the receipt.
- ④ Price variances are caused when the invoice price exceeds the stated price on the PO. This may be a price error on the PO or on the Invoice, or often is the result of an error in entry, the A/P clerk adds freight or tax on line item.

ME2K – List Display by Purchase Order



ME2K/ME2N – use to identify POs with Goods Receipts that have not been invoiced.

ME2K – Cost Center is in the table of selections, FI driven

ME2N – Plant is the primary CO in the table of selections, MM driven.

ME2K – List Display by Purchase Order cont.

Program Edit Goto System Help

Purchasing Documents per Account Assignment

Choose...

| | | | | |
|-----------------------------|------------|----|------------|---|
| Cost center | £0300000 | to | £030zzzzzz | ➔ |
| WBS element | | | | |
| Order | | to | | ➔ |
| Asset | | | | |
| Subnumber | | | | |
| SD Document | | | | |
| Item | | | | |
| Schedule Line Number | | | | |
| Network | | | | |
| Operation/Activity | | | | |
| Purchasing organization | | to | | ➔ |
| Scope of List | ALV | | | |
| Selection Parameters | | to | | ➔ |
| Document Type | ZSTD | to | | ➔ |
| Purchasing Group | | to | | ➔ |
| Plant | | to | | ➔ |
| Item category | | to | | ➔ |
| Account Assignment Category | | to | | ➔ |
| Delivery Date | | to | | ➔ |
| Validity Key Date | | | | |
| Range of Coverage to | | | | |
| Document Number | | to | | ➔ |
| Vendor | | to | | ➔ |
| Supplying Plant | | to | | ➔ |
| Material | | to | | ➔ |
| Material Group | | to | | ➔ |
| Document Date | 07/01/2012 | to | 03/30/2013 | ➔ |

ME2K – List Display by Purchase Order cont.

Purchasing Documents For Cost Center

| Item | SAA | WBS Elem. | Order | Asset | SNo. | SD Doc. | Item Network | OpAc | Type | Cat | Pgr | POH Doc. | Date | Vendor/Supplying plant | Material Short Text | Mat Group | D | I | A |
|---------------------------------------|-----|-----------|-------|-------|------|---------|--------------|------|------|-----|-----|----------|------------|---------------------------------------|--|-----------|---|---|---|
| Cost Center F030A0000 | | | | | | | | | | | | | | | | | | | |
| Purchasing Document 4600241589 | | | | | | | | | | | | | | | | | | | |
| 10 | 1 | | | | | | | | ZSTD | F | 774 | | 03/19/2013 | 7000035473 DATA NETWORK SOLUTIONS INC | Port | 93900 | L | K | |
| Purchasing Document 4600241621 | | | | | | | | | | | | | | | | | | | |
| 10 | 1 | | | | | | | | ZSTD | F | 774 | | 03/19/2013 | 7000035473 DATA NETWORK SOLUTIONS INC | Ethernet | 93900 | L | K | |
| Purchasing Document 4600241813 | | | | | | | | | | | | | | | | | | | |
| 10 | 1 | | | | | | | | ZSTD | F | 774 | | 03/20/2013 | 7000035473 DATA NETWORK SOLUTIONS INC | Port | 93900 | | K | |
| 20 | 1 | | | | | | | | ZSTD | F | 774 | | 03/20/2013 | 7000035473 DATA NETWORK SOLUTIONS INC | Ethernet | 93900 | | K | |
| Cost Center F030B0000 | | | | | | | | | | | | | | | | | | | |
| Purchasing Document 4600194930 | | | | | | | | | | | | | | | | | | | |
| 10 | 1 | | | | | | | | ZSTD | F | 773 | | 08/17/2012 | 7000125116 BCT SOUTH CAROLINA | BLACK & 1 COLOR - 1 SET | 98676 | | | K |
| Purchasing Document 4600203500 | | | | | | | | | | | | | | | | | | | |
| 10 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Avery Plain-tab Index Dividers, Buff | 61500 | | | K |
| 20 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Yellow No. 2 Pencils | 61500 | | | K |
| 30 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Bic Brite Liner Highlighter, yellow | 61500 | | | K |
| 40 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Satin Silver binder Clips, Small | 61500 | | | K |
| 50 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Business Envelopes, Plain White | 61500 | | | K |
| 60 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Sheet Protectors, Clear, Heavy Weight | 61500 | | | K |
| 70 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Avery 2x4 Shipping Labels, White | 61500 | | | K |
| 80 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | 3M Post-it pop-up refill notes, yellow | 61500 | | | K |
| 90 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Sharpie Markers, Ultra fine tip, Black | 61500 | | | K |
| 100 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Sharpie, Extra-Fine Tip, red | 61500 | | | K |
| 110 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Retractable Ballpoint Pens, Blue Ink | 61500 | | | K |
| 120 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Retractable Ballpoint Pens, Black | 61500 | | | K |
| 130 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | 3" Standard Grade Packing Tape, Clear | 61500 | | | K |
| 140 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Envelopes, Gummed Kraft, Cosp Brown | 61500 | | | K |
| 150 | 1 | | | | | | | | ZSTD | F | 773 | | 09/19/2012 | 7000122678 STAPLES BUSINESS ADVANTAGE | Sanford Super-Size Sharpie Marker, Black | 61500 | | | K |

ME2K – List Display by Purchase Order cont.

From the Dynamic Selection, pull in "Still to be Delivered" and "Still to be Invoiced"

| Item | SAA | WBS Ele... | Order | Type | Short Text | Matl Gr... | D | I | A | Plant | Still to be deliv. | To be inv. | SLoc | Quar |
|---------------------------------------|-----|------------|--------|------|----------------------------|------------|---|---|---|-------|--------------------|------------|------|------|
| 10 | 1 | | | ZSTD | Showcase, Trophy Cas... | 42092 | | | K | IT01 | 1 | 1 | 0001 | |
| Purchasing Document 4600234452 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | Display and Showroom ... | 57831 | | | K | IT01 | 1 | 1 | 0001 | |
| Purchasing Document 4600242923 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | Display and Showroom ... | 57831 | | | K | IT01 | 1 | 1 | 0001 | |
| Cost Center F030JA0000 | | | | | | | | | | | | | | |
| Purchasing Document 4600228029 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | HP Toner | 20772 | | | K | IT01 | 1 | 1 | 0001 | |
| 20 | 1 | | | ZSTD | HP Toner | 20772 | | | K | IT01 | 1 | 1 | 0001 | |
| 30 | 1 | | | ZSTD | HP Toner | 20772 | | | K | IT01 | 1 | 1 | 0001 | |
| 40 | 1 | | | ZSTD | HP Toner | 20772 | | | K | IT01 | 1 | 1 | 0001 | |
| Cost Center F030JA0001 | | | | | | | | | | | | | | |
| Purchasing Document 4600205465 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | Symantec Endpoint Pr... | 92015 | | | K | IT01 | 310 | 310 | 0001 | |
| Cost Center F030JB0000 | | | | | | | | | | | | | | |
| Purchasing Document 4600179065 | | | | | | | | | | | | | | |
| 10 | 1 | | 100... | ZSTD | Engineer Services, Prof... | 92533 | | | K | IT01 | 13,831.280 | 13,831.280 | 0001 | 19,5 |
| Purchasing Document 4600190977 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | Locks, Key Blanks, and ... | 45055 | | | K | IT01 | 0 | 1 | 0001 | |
| Purchasing Document 4600191002 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | Swimming pool mainte... | 93165 | | | K | IT01 | 1 | 1 | 0001 | |
| Purchasing Document 4600193684 | | | | | | | | | | | | | | |
| 10 | 1 | | 100... | ZSTD | Wiring and Other Elect... | 91082 | | | K | IT01 | 4,100 | 4,100 | 0001 | 4, |
| Purchasing Document 4600194724 | | | | | | | | | | | | | | |
| 10 | 1 | | | ZSTD | Locks, Key Blanks, and ... | 45055 | | | K | IT01 | 0 | 1 | 0001 | |
| Purchasing Document 4600195057 | | | | | | | | | | | | | | |

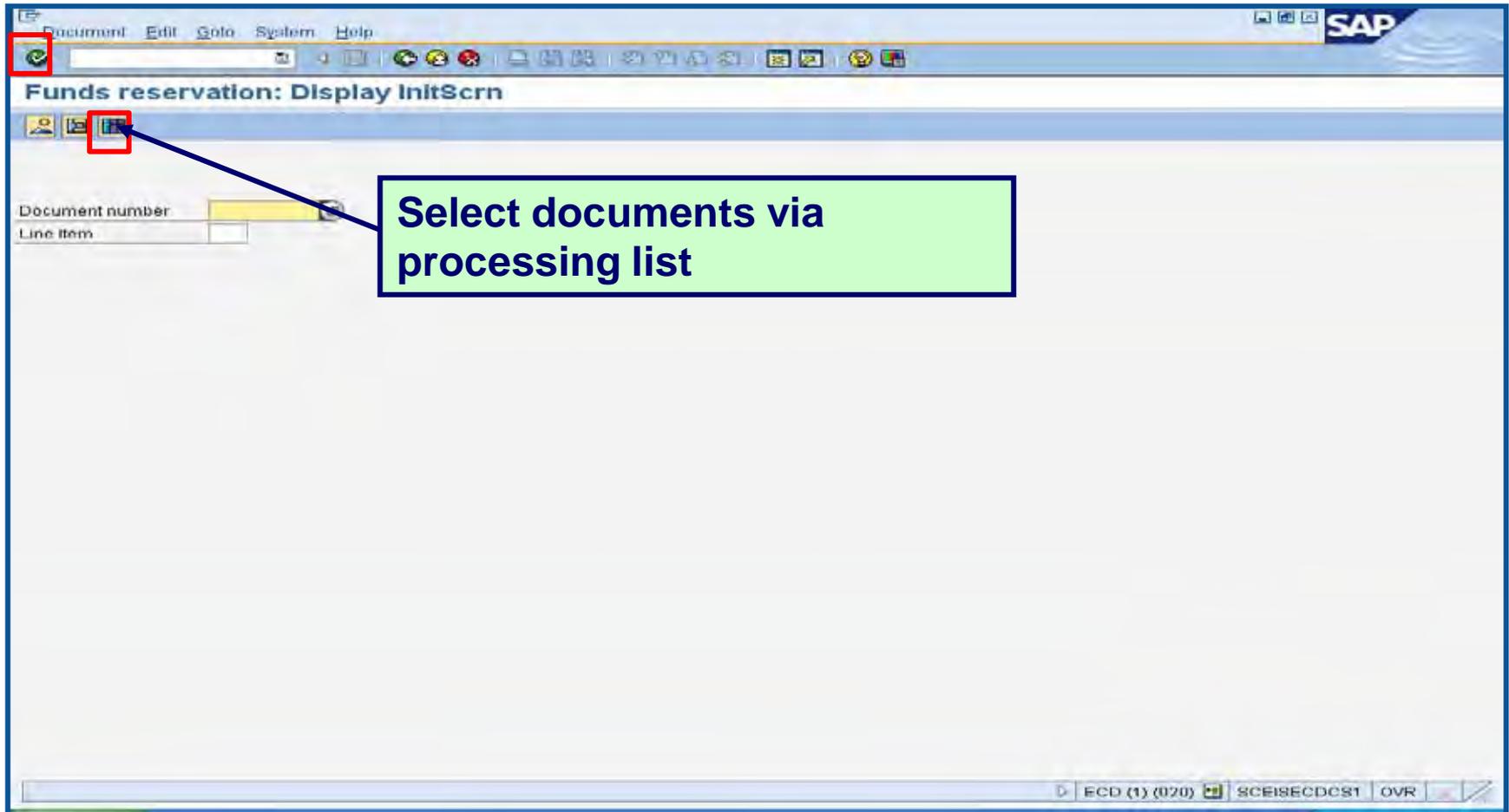
Workflow Items

- Beginning July 1, workflow items for payments for the prior year 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 OCG 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 12.

Funds Reservation Documents at Year-end

- ④ Funds reservation documents encumber budget.
- ④ Reducing funds reservations can free up budget.
- ④ **FMX3** to Display Funds Reservations.
- ④ **FMX6**, Manual Override Funds Reservation, to reduce funds reservations.

Display Funds Reservation – FMX3



The screenshot shows the SAP interface for 'Funds reservation: Display InitScr'. The menu bar includes 'Document', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons, with a red box highlighting the 'List' icon. A blue arrow points from this icon to a green callout box containing the text 'Select documents via processing list'. Below the toolbar, there are input fields for 'Document number' and 'Line item'. The status bar at the bottom displays 'ECD (1) (020)', 'SCFISECD01', and 'OVR'.

Display Funds Reservation – FMX3 cont.

Program Edit Goto System Help

Earmarked funds journal

Document Header Data

| | | | | |
|-----------------|------------|----|------------|--|
| Earmarked Funds | | to | | |
| Doc. Category | 30 | to | | |
| Document type | | to | | |
| Company Code | SC01 | to | | |
| Document Date | | to | | |
| Posting Date | 07/01/2012 | to | 06/30/2013 | |
| Created by | | to | | |
| Costs due on | | to | | |

Line Item Data

| | | | | |
|------------------|-------|----|--|--|
| Controlling Area | SC01 | to | | |
| G/L Account | | to | | |
| Cost Center | | to | | |
| Order | | to | | |
| WBS Element | | to | | |
| FM Area | SC01 | to | | |
| Commitment Item | | to | | |
| Funds Center | K050* | to | | |
| Fund | | to | | |
| Vendor | | to | | |
| Customer | | to | | |

Enter Posting Dates and Funds Center

Display Funds Reservation – FMX3 cont.



Using the Change Layout, this Report has been manipulated to Show Original and Open Amounts

Earmarked funds journal

Date 05/17/2013
Time 11:29:59

| Doc. No. | Amount | Open amt | Itm | Cat | Text | DT | Crcy | Co |
|------------|-----------|-----------|-----|-----|------|----|------|----|
| 4100037549 | 28,900.00 | 7,282.88 | 1 | 30 | | WF | USD | SC |
| | 36,500.00 | 15,270.42 | 2 | 30 | | WF | USD | |
| | 41,500.00 | 19,145.33 | 3 | 30 | | WF | USD | |
| | 46,500.00 | 20,243.86 | 4 | 30 | | WF | USD | |
| | 30,100.00 | 12,680.02 | 5 | 30 | | WF | USD | |
| | 34,800.00 | 18,462.12 | 6 | 30 | | WF | USD | |
| | 37,300.00 | 13,134.33 | 7 | 30 | | WF | USD | |
| | 38,400.00 | 9,785.58 | 8 | 30 | | WF | USD | |
| | 12,500.00 | 3,917.76 | 9 | 30 | | WF | USD | |
| | 318.89 | 0.00 | 10 | 30 | | WF | USD | |
| | 5,000.00 | 4,759.85 | 11 | 30 | | WF | USD | |
| | 12,281.11 | 11,497.72 | 12 | 30 | | WF | USD | |
| 4100037550 | 5,000.00 | 5,000.00 | 1 | 30 | | WF | USD | |
| | 150.00 | 150.00 | 2 | 30 | | WF | USD | |
| 4100037551 | 14,400.00 | 8,992.32 | 1 | 30 | | WF | USD | |
| 4100037552 | 720.00 | 557.32 | | 30 | | WF | USD | |
| 4100037788 | 1,700.00 | 421.80 | | 30 | | WF | USD | |
| 4100037795 | 1,754.00 | 93.00 | | 30 | | WF | USD | |
| 4100037814 | 240.00 | 240.00 | | 30 | | WF | USD | |
| 4100037840 | 111.57 | 0.00 | | 30 | | WF | USD | |
| 4100037841 | 24,000.00 | 20,214.46 | | 30 | | WF | USD | |
| 4100037879 | 1,000.00 | 1,000.00 | | 30 | | WF | USD | |

Display Funds Reservation – FMX3 cont.

Document Edit Goto Extras Environment System Help

Funds reservation: Display Detail scr

Consumption

Line Item: 300000000 1 Position: / 1
Text: auto lease

Control data

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

Values

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

More data

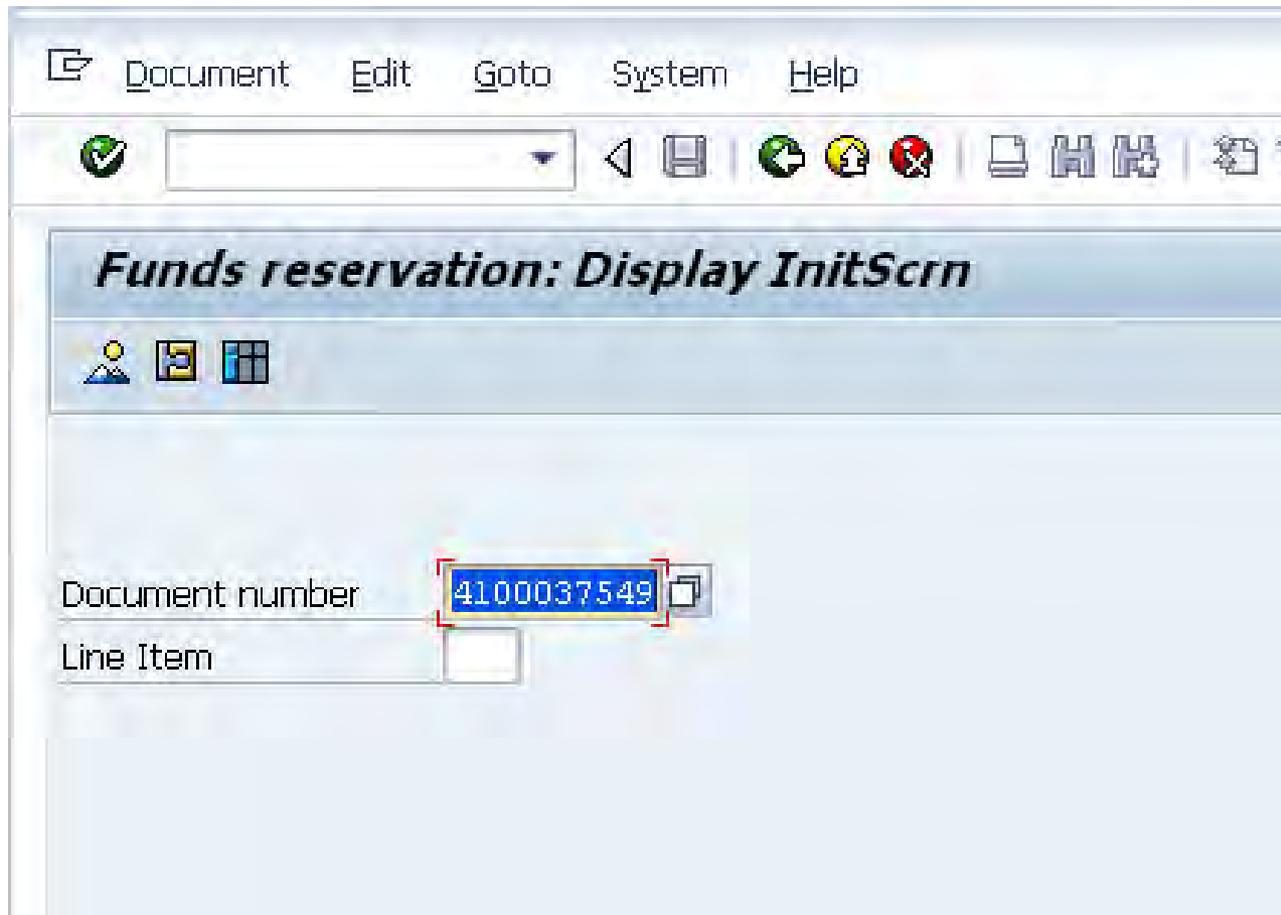
| | |
|-----------------|--|
| Vendor | |
| Customer | |
| Alternat. payee | |

Coding Block

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

[More](#)

Display a Single Funds Reservation – FMX3



The screenshot shows a web application window with a menu bar (Document, Edit, Goto, System, Help) and a toolbar. The main content area is titled "Funds reservation: Display InitScr". Below the title bar, there are three icons: a person, a document, and a grid. The main area contains two input fields: "Document number" with the value "4100037549" highlighted in blue, and "Line Item" which is empty. A red box highlights the "Document number" field.

| | |
|-----------------|------------|
| Document number | 4100037549 |
| Line Item | |

Display a Single Funds Reservation – FMX3

Document Edit Goto Extras Environment System Help

Funds reservation: Display Overview scrn

Consumption

Document number: 4100037549 posted

Document type: WF Funds Reservation w/ Wor... Posting Date: 07/12/2012

Company Code: SC01 State of South Carolina Currency/rate: USD

Doc.text: STP - B&CB - CVRP CHARGES 7/1/12 - 6/30/13

Currency: USD

Grand total: 300,000.00

Change total: 0.00

| Line items | | | | | | | | | |
|------------|-----|-----|----------------|----------------|-------------|-------------|-----------------|----|--|
| D... | S.. | R.. | Amount changed | Overall amount | G/L Account | Cost Center | Functional Area | Fr | |
| 1 | | | 0.00 | 20,300.00 | 5021450001 | K050SE0000 | K050_0007 | 39 | |
| 2 | | | 0.00 | 36,500.00 | 5021450001 | K050SEFU10 | K050_0007 | 39 | |
| 3 | | | 0.00 | 41,500.00 | 5021450001 | K050SEFU20 | K050_0007 | 39 | |
| 4 | | | 0.00 | 46,500.00 | 5021450001 | K050SEFU30 | K050_0007 | 39 | |
| 5 | | | 0.00 | 30,100.00 | 5021450001 | K050SEFU40 | K050_0007 | 39 | |
| 6 | | | 0.00 | 34,800.00 | 5021450001 | K050SEFL50 | K050_0007 | 39 | |
| 7 | | | 0.00 | 37,300.00 | 5021450001 | K050SEFL60 | K050_0007 | 39 | |
| 8 | | | 0.00 | 22,900.00 | 5021450001 | K050SEFL70 | K050_0007 | 39 | |
| 9 | | | 0.00 | 12,500.00 | 5021450001 | K050SEMCC0 | K050_0007 | 39 | |
| 10 | | | 0.00 | 318.89 | 5021450001 | K050SE0000 | K050_0007 | 50 | |
| 11 | | | 0.00 | 5,000.00 | 5021450001 | K050PDAE00 | K050_0007 | 39 | |
| 12 | | | 0.00 | 12,281.11 | 5021450001 | K050SE0000 | K050_0007 | 50 | |

Click on Consumption Button

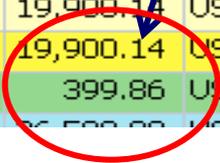
Display a Single Funds Reservation – FMX3

List Edit Goto Views Settings System Help

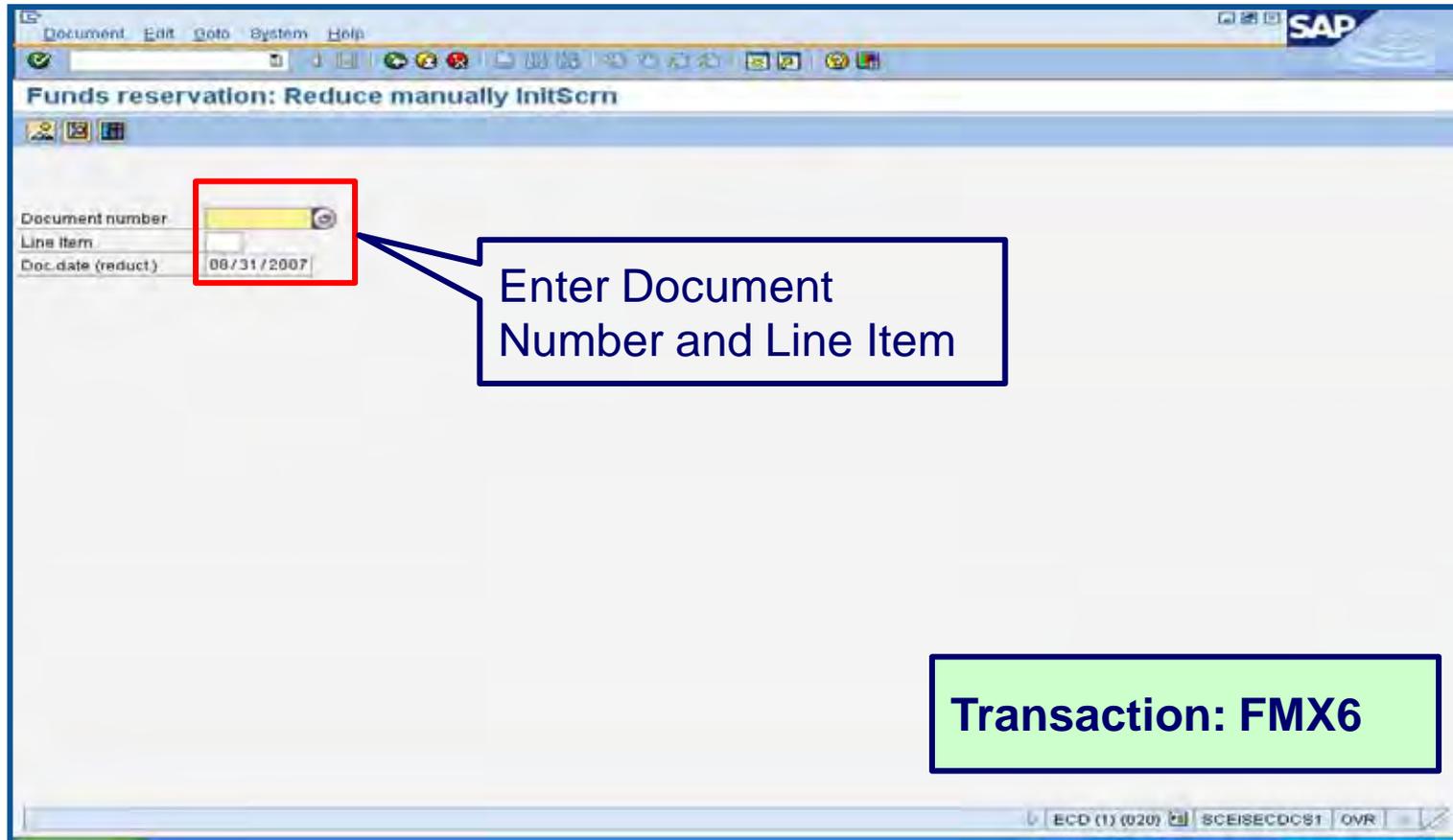
Earmarked Funds: Display Consumption History

| Doc. No. | Itm | Business Transaction | Trigger document | Consumptn | Crcy | Consumptn | LCur |
|------------|-----|-----------------------------|----------------------------|-----------|------|-----------|------|
| 4100037549 | 1 | Receipt amt | | 20,300.00 | USD | 20,300.00 | USD |
| | | Invoice/Credit Memo | <u>3900168917 SC012013</u> | 3,077.66 | USD | 3,077.66 | USD |
| | | Invoice/Credit Memo | <u>3900165741 SC012013</u> | 937.49 | USD | 937.49 | USD |
| | | Invoice/Credit Memo | <u>3900163086 SC012013</u> | 2,686.55 | USD | 2,686.55 | USD |
| | | Invoice/Credit Memo | <u>3900160546 SC012013</u> | 3,463.74 | USD | 3,463.74 | USD |
| | | Invoice/Credit Memo | <u>3900160217 SC012013</u> | 6,233.71 | USD | 6,233.71 | USD |
| | | Invoice/Credit Memo | <u>3200043496 SC012013</u> | 6,233.71 | USD | 6,233.71 | USD |
| | | Invoice/Credit Memo | <u>3900156984 SC012013</u> | 6,233.71 | USD | 6,233.71 | USD |
| | | Invoice/Credit Memo | <u>3900154058 SC012013</u> | 455.96 | USD | 455.96 | USD |
| | | Invoice/Credit Memo | <u>3900150533 SC012013</u> | 1,663.98 | USD | 1,663.98 | USD |
| | | Invoice/Credit Memo | <u>3900147577 SC012013</u> | 1,381.05 | USD | 1,381.05 | USD |
| | | Total Invoices/credit memos | | 19,900.14 | USD | 19,900.14 | USD |
| | | Consumpt. | | 19,900.14 | USD | 19,900.14 | USD |
| | | Open amount | | 399.86 | USD | 399.86 | USD |

You can see activity and open amount



Reduce Funds Reservation - FMX6



The screenshot shows the SAP 'Funds reservation: Reduce manually InitScr' screen. The 'Document number' field is highlighted with a red box. A callout box points to this field with the text 'Enter Document Number and Line Item'. The 'Doc.date (reduct)' field contains the date '08/31/2007'. A green box at the bottom right of the screen contains the text 'Transaction: FMX6'. The status bar at the bottom shows 'ECD (1) (020) SCEISECDCS1 /OVR'.

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

Transaction: FMX6

Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

Funds reservation: Reduce manually Detail scr

Entry Consumption Reduction references

Line Item 300000005 1 Position 1 / 10

Text

Reduction information

Currency USD

Reduction amt

Reduction text

Control data

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

Values

Currency USD

Overall amount 1,650.00

Open amount 426.75

Due on

More data

Vendor 000F030000 BUDGET AND CONTROL BOARD

Customer

Alternat. payee

Coding Block

Cost Center E120A00012

Fund 10010000 Grant NOT RELEVANT

Functional Area 0000000000000000

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

Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

Funds reservation: Display Detail scr

Consumption

Line Item: 300000005 1 Position: / 10

Text:

Control data

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

Values

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

More data

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

Coding Block

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

[More](#)

Reduce Funds Reservation – FMX6 cont.



✓ [Address Bar] [Navigation Icons] [Application Icons]

Earmarked Funds: Display Consumption History

[Filter Icons] [Print Icon] [Help Icon]

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

GL Account Review and JEs – Review

What do you look for when you review the GL?

Accounts Payable balances

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

Sales and Use Tax Payable

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

Accounts Receivable balances

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

GL Account Review and JEs – Review cont.

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

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

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

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

GL Account Review and JEs – Review cont.



Undeposited Cash 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.

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.

Fixed Assets at Year-End

- ④ No new transaction codes or special procedures to close out fixed assets at year-end.

- ④ Steps to take:
 - Use **S_ALR_87011990** transaction to view asset history.
 - 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

Program Edit Goto System Help

Asset History Sheet

Company code SC01 to
Asset number to
Subnumber to

Selections

Asset class to
Business area E120 to

Settings

Report date 06/30/2010
Depreciation area 20 Full Accrua
Sort Variant 0001 Co. code/b

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

Display options

Use ALV grid

Further settings

History sheet version 0008 In compl. w
 Depreciation posted (side version)

Retirmt simulations

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

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

S_ALR_87011990



Asset History Sheet

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

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

| CompanyCode | BusinessArea | Bal sheet item | Bal sh acctAPC | AssetClass |
|-------------|--------------|----------------|----------------|------------|
| SC01 | E120 | 8000000 | 1802018000 | 00015400 |

| Asset | SNo | Cap date | Asset description | Cncy | Invest support | Current APC |
|--------------------|---------------|------------|---|----------------|----------------|--------------|
| APC FY start | Acquisition | Retirement | Transfer | Post-capital | Write-ups | Accumul |
| Dep. FY start | Dep. for year | Dep. retir | Dep. transfer | Dep. post-cap. | | dep. |
| Bk val FY strt | | | | | | Curr. bk val |
| 1500000000003 | 0 | 01/07/2002 | *Imaging, Scanner Canon DR5020* | USD | | |
| 5,458.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,458.95 |
| 5,458.95- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,458.95- |
| 0.00 | | | | | | 0.00 |
| 1500000000004 | 0 | 01/07/2002 | *Imaging, Jukebox HP300MX Opt* | USD | | |
| 12,753.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,753.30 |
| 12,753.30- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12,753.30- |
| 0.00 | | | | | | 0.00 |
| 1500000000005 | 0 | 01/07/2002 | *Imaging, Application Server* | USD | | |
| 22,818.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,818.60 |
| 22,818.60- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,818.60- |
| 0.00 | | | | | | 0.00 |
| 1500000000006 | 0 | 01/07/2002 | *Imaging, DB Server* | USD | | |
| 27,630.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27,630.75 |
| 27,630.75- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27,630.75- |
| 0.00 | | | | | | 0.00 |
| 1500000000007 | 0 | 01/07/2002 | *Imaging, Cache Server* | USD | | |
| 28,424.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28,424.55 |
| 28,424.55- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28,424.55- |
| 0.00 | | | | | | 0.00 |
| 1500000000008 | 0 | 01/22/1990 | *File System, High Density* | USD | | |
| 39,712.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 39,712.25 |
| 31,887.46- | 1,647.32- | 0.00 | 0.00 | 0.00 | 0.00 | 33,534.78- |
| 7,824.79 | | | | | | 6,177.47 |
| 150000001245 | 0 | 01/08/2010 | DellDell Latitude E5500, Intel Core 2 Duo T7250 | USD | | |
| 0.00 | 912.65 | 0.00 | 0.00 | 0.00 | 0.00 | 912.65 |
| 0.00 | 152.11- | 0.00 | 0.00 | 0.00 | 0.00 | 152.11- |
| 0.00 | | | | | | 780.54 |
| * Asset Class | 00015400 | | SCEIS_Data Proc Eqp | USD | | |
| 138,788.40 | 912.85 | 0.00 | 0.00 | 0.00 | 0.00 | 137,711.05 |
| 128,973.61- | 1,799.43- | 0.00 | 0.00 | 0.00 | 0.00 | 130,773.04- |
| 7,824.79 | | | | | | 6,938.01 |
| ** Bal sh acct APC | 1802018000 | | DP EOPMT-FA | USD | | |
| 138,788.40 | 912.65 | 0.00 | 0.00 | 0.00 | 0.00 | 137,711.05 |

Fixed Assets at Year-End

- ① Once you are informed that all Depreciation runs have been completed for the fiscal year, run ZGLA for assets and compare the values in S_ALR_87011990 to those in ZGLA. They should equal.
- ① The asset values on ZGLA should equal those values that you report in the Fixed Asset Reporting packages.

Unposted Assets S_ALR_87012056



- ① Use transaction S_ALR_87012056 to get a list of assets with -0- value.
- ① This indicates a shell was set up, but no value was put on the asset.
- ① 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



Directory of Unposted Assets

Created on: 05/12/2011

| Asset | SNo | Chr | Created by | Asset description |
|--------------|-----|-----|------------|----------------------------------|
| 130000000811 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000812 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000813 | 0 | 129 | EA21637 | Capital Equipment |
| 130000000814 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000815 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000816 | 0 | 129 | EA21637 | Renovation of Interior 10 yrs |
| 130000000817 | 0 | 129 | EA21637 | Capital Equipment |
| 130000000818 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000819 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000820 | 0 | 129 | EA21637 | Renovation of Interior 15 yrs |
| 130000000821 | 0 | 129 | EA21637 | Capital Equipment |
| 130000000825 | 0 | 129 | EA21637 | Renovation of Interior 5 yrs |
| 130000000823 | 0 | 017 | EA21637 | Fire Alarm System-Central Office |
| 130000000924 | 0 | 017 | EA21637 | Fire Alarm System-Midland Center |
| 130000000925 | 0 | 017 | EA21637 | Fire Alarm System-Whitton Center |
| 130000000926 | 0 | 017 | EA21637 | Fire Alarm System-Coastal Center |
| 130000000927 | 0 | 017 | EA21637 | Fire Alarm System-Pee Dee Center |
| 130000000928 | 0 | 017 | EA21637 | Sprinkler System-Central Office |
| 130000000929 | 0 | 017 | EA21637 | Sprinkler System-Midland Center |
| 130000000930 | 0 | 017 | EA21637 | Sprinkler System-Whitton Center |
| 130000000931 | 0 | 017 | EA21637 | Sprinkler System-Coastal Center |
| 130000000932 | 0 | 017 | EA21637 | Sprinkler System-Pee Dee Center |
| 130000000933 | 0 | 017 | EA21637 | Building Renovation 20 yrs CO |
| 130000000934 | 0 | 017 | EA21637 | Building Renovation 20 yrs MC |
| 130000000935 | 0 | 017 | EA21637 | Building Renovation 20 yrs WC |
| 130000000936 | 0 | 017 | EA21637 | Building Renovation 20 yrs CC |
| 130000000937 | 0 | 017 | EA21637 | Building Renovation 20 yrs PD |
| 130000000938 | 0 | 017 | EA21637 | Building Renovation 15 yrs CO |
| 130000000939 | 0 | 017 | EA21637 | Building Renovation 15 yrs MC |
| 130000000940 | 0 | 017 | EA21637 | Building Renovation 15 yrs WC |
| 130000000941 | 0 | 017 | EA21637 | Building Renovation 15 yrs CC |
| 130000000942 | 0 | 017 | EA21637 | Building Renovation 15 yrs PD |
| 130000000943 | 0 | 017 | EA21637 | Building Renovation 10 yrs CO |
| 130000000944 | 0 | 017 | EA21637 | Building Renovation 10 yrs MC |

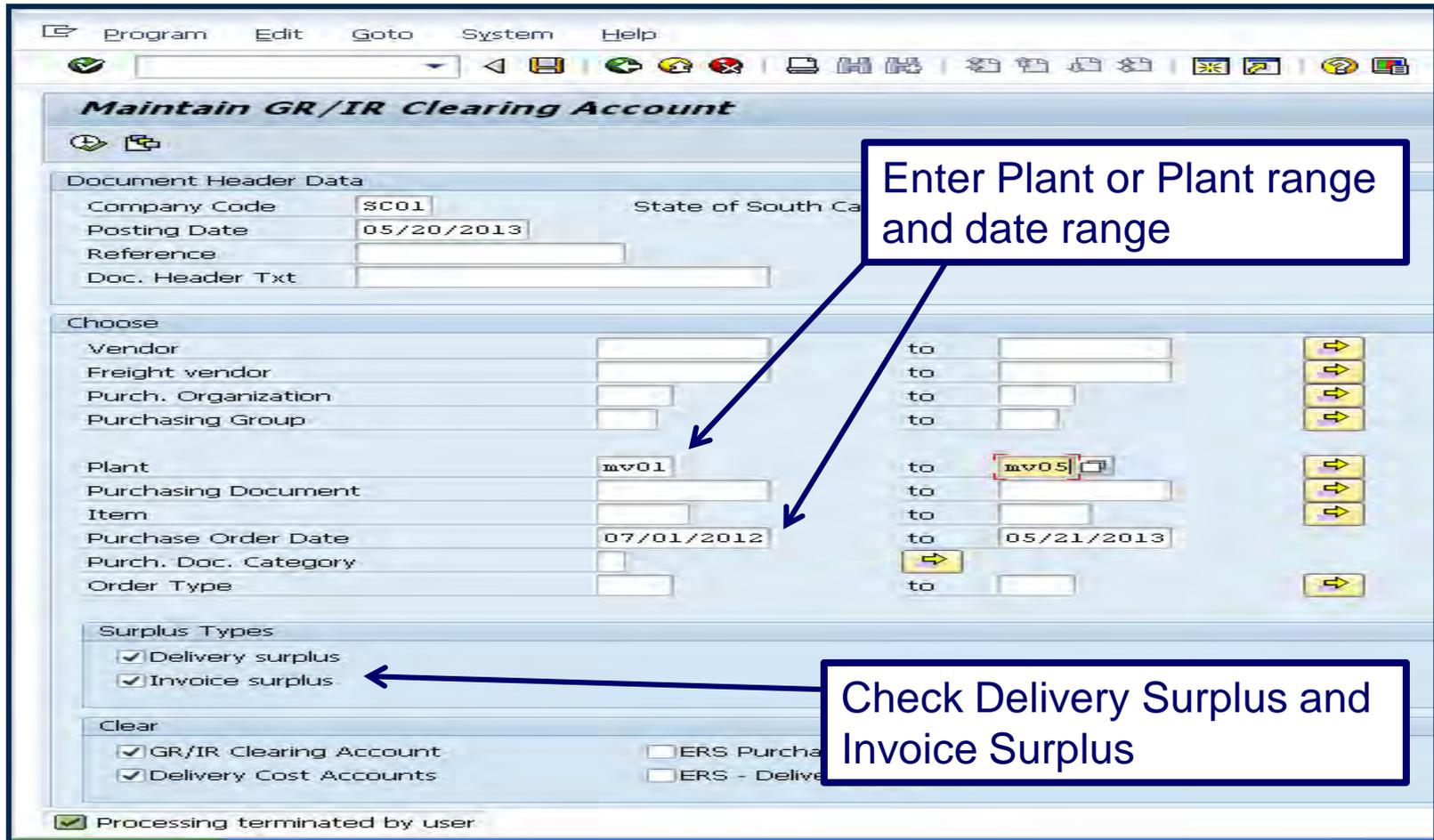
Things to Remember for Assets

- ④ If you need to add an asset that was **found or donated**, use ABZON with the following data:
 - Use Transaction Type ZDO or 115
 - Use Offsetting GL as 4310020000
- ④ If you need to add an asset **paid with a P-Card or other means of expenditure** already recorded in the current year:
 - Use Transaction Type 100
 - Use Offsetting 5xxx GL as originally charged

Inventory - GRIR Reconciliation

- ④ GR/IR Clearing Account, 240010000, should be Zero (0.00) at fiscal year end,
- ④ Use MR11 to view items that have not cleared the GR/IR Clearing Account,

GR/IR Clearing – MR11



The screenshot shows the SAP 'Maintain GR/IR Clearing Account' dialog box. It features a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Document Header Data:** Includes fields for Company Code (SC01), Posting Date (05/20/2013), Reference, and Doc. Header Txt.
- Choose:** A list of fields for selection, including Vendor, Freight vendor, Purch. Organization, Purchasing Group, Plant (mv01), Purchasing Document, Item, Purchase Order Date (07/01/2012), Purch. Doc. Category, and Order Type. To the right of these fields are 'to' fields and arrows for range selection.
- Surplus Types:** A section with two checked checkboxes: Delivery surplus and Invoice surplus.
- Clear:** A section with four checkboxes: GR/IR Clearing Account, Delivery Cost Accounts, ERS Purchase, and ERS - Delive.

Annotations with blue boxes and arrows point to specific elements:

- One box points to the 'Plant' field (mv01) and the 'to' field (mv05) in the 'Choose' section, with the text: "Enter Plant or Plant range and date range".
- Another box points to the 'Delivery surplus' and 'Invoice surplus' checkboxes in the 'Surplus Types' section, with the text: "Check Delivery Surplus and Invoice Surplus".

At the bottom left, a status bar indicates: Processing terminated by user.

GR/IR Clearing – MR11 cont.

MR11 Report lists differences between the Quantity Received and the Quantity Invoiced and the Difference Value.

List Edit Goto Settings System Help

Post Purchase Order

Company code SC01 State of South Carolina
Currency USD

| Purch.Doc. | Item | PO Date | Name 1 | Material | Plnt Short Text | OU |
|--------------------------|------------|-------------------|-----------------------|-------------------|--|------------------|
| Purch.Doc. | Item | Account key name | Quantity Received | Quantity Invoiced | Difference Qty | Difference Value |
| 4500031174 | 10 | 11/01/2012 | MORPHOTRUST USA INC | 129678 | MV02 LAMINATE,HOLOGRAM,NEW,SC | EA |
| <input type="checkbox"/> | 4500031174 | 10 GR/IR clearing | 1,600 | 1,138 | 462 | 47,580.23 |
| 4500031710 | 20 | 12/03/2012 | GLOBE DIRECT LLC | 127273 | MV02 SLEEVE,DMV,LAMINATE POUCH,50/PAC | PAC |
| <input type="checkbox"/> | 4500031710 | 20 GR/IR clearing | 2,000 | | 2,000 | 54,356.00 |
| 4500031793 | 10 | 12/05/2012 | SECUREMARK DECAL CORP | 139898 | MV02 DOCUMENT,REG,491-AVM,2013,1,000/CAR | CAR |
| <input type="checkbox"/> | 4500031793 | 10 GR/IR clearing | 128 | | 128 | 11,504.64 |

GR/IR Clearing – MR11 cont.



List Edit Goto Settings System Help

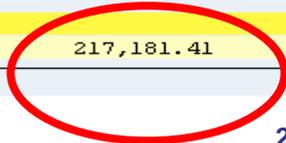
Maintain GR/IR Clearing Account

Post Purchase Order

Company code SC01 State of South Carolina
Currency USD

| Purch.Doc. | Item | PO Date | Name 1 | Material | Plnt Short Text |
|-------------------------------------|------|------------------|---------------------------|-------------------|------------------------------------|
| Purch.Doc. | Item | Account key name | Quantity Received | Quantity invoiced | Difference Qty [Difference Value] |
| <input type="checkbox"/> 4500031174 | 10 | 11/01/2012 | MORPHOTRUST USA INC | 129678 | MV02 LAMINATE,HOLOGRAM,NEW,SC |
| <input type="checkbox"/> 4500031174 | 10 | GR/IR clearing | 1,600 | 1,138 | 462 47,580.23 |
| <input type="checkbox"/> 4500031710 | 20 | 12/03/2012 | GLOBE DIRECT LLC | 127273 | MV02 SLEEVE,DMV,LAMINATE POUCH,50/ |
| <input type="checkbox"/> 4500031710 | 20 | GR/IR clearing | 2,000 | | 2,000 54,356.00 |
| <input type="checkbox"/> 4500031793 | 10 | 12/05/2012 | SECUREMARK DECAL CORP | 139898 | MV02 DOCUMENT,REG,491-AVM,2013,1,0 |
| <input type="checkbox"/> 4500031793 | 10 | GR/IR clearing | 128 | | 128 11,504.64 |
| <input type="checkbox"/> 4500031794 | 10 | 12/05/2012 | RR DONNELLEY | 108793 | MV02 FORM,DMV,CT-1,ON A ROLL |
| <input type="checkbox"/> 4500031794 | 10 | GR/IR clearing | 745,793 | | 745,793 71,819.87 |
| <input type="checkbox"/> 4500033297 | 10 | 02/27/2013 | MAC PAPERS INC | 107170 | MV02 PAPER,BOND,COPIER,8.5X11,WHIT |
| <input type="checkbox"/> 4500033297 | 10 | GR/IR clearing | 840 | | 840 25,085.51 |
| <input type="checkbox"/> 4500033573 | 10 | 03/12/2013 | LAMINEX INC | 107419 | MV02 KIT,CLEANING,P580I PRINTER,DM |
| <input type="checkbox"/> 4500033573 | 10 | GR/IR clearing | 100 | | 100 5,123.16 |
| <input type="checkbox"/> 4500033699 | 10 | 03/19/2013 | CORRUGATED CONTAINERS INC | 107122 | MV02 BOX,STORAGE,RECORD,15"X12"X10 |
| <input type="checkbox"/> 4500033699 | 10 | GR/IR clearing | 2,000 | | 2,000 1,712.00 |
| * Total | | | | | 217,181.41 |

Value Difference on MR11 should equal the General Ledger value for 240010000



GR/IR Clearing - ZGLA

Account Edit Goto Environment System Help

Balance Display: G/L Accounts For the Ledger ZL

Document Currency Document Currency Document Currency Individual A

Account Number 2400010000 GR/IR CLEARING ACCT
 Company Code SC01 State of South Carolina
 Fiscal Year 2013

Display More Chars
 All Documents in Currency * Display Currency USD Company code curre

| Period | Debit | Credit | Balance | Cumulative balance |
|------------------|--------------|--------------|-------------|--------------------|
| Bal. Carryfor... | | | | 441.48- |
| 1 | | | | 441.48- |
| 2 | 70,226.14 | 156,991.47 | 86,765.33- | 87,206.81- |
| 3 | 60,979.70 | 138,844.47 | 77,864.77- | 165,071.58- |
| 4 | 315,402.41 | 183,193.31 | 132,209.10 | 32,862.48- |
| 5 | 437,393.96 | 438,947.60 | 1,553.64- | 34,416.12- |
| 6 | 33,974.64 | 105,253.76 | 71,279.12- | 105,695.24- |
| 7 | 203,745.12 | 368,763.59 | 165,018.47- | 270,713.71- |
| 8 | 258,570.75 | 185,700.01 | 72,870.74 | 197,842.97- |
| 9 | 63,785.81 | 83,565.73 | 19,779.92- | 217,622.89- |
| 10 | | | | 217,622.89- |
| 11 | | | | 217,622.89- |
| 12 | | | | 217,622.89- |
| 13 | | | | 217,622.89- |
| 14 | | | | 217,622.89- |
| 15 | | | | 217,622.89- |
| 16 | | | | 217,622.89- |
| Total | 1,444,078.53 | 1,661,259.94 | 217,181.41- | 217,622.89- |

Other Reminders

- ④ Run Z_SCEIS_Errors to identify items on the error file. All errors must be cleared before year-end.
- ④ Clear fund 30240000
- ④ Repay Interfund Loans, run ZGLA for GLs 1390010000, 2090010000.

Lesson 8 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 9: Managing Project Systems

Lesson 9 Learning Objectives

- Upon completion of this lesson, you should understand:
 - Management of project-related POs
 - Final Settlement process

Project System Procurement



- ④ Purchase Orders and Funds Reservation
 - Execute report CJI5 to display commitments on projects from purchase orders/fund reservations;
 - Double click on purchase order to see if this item will pay in current year. If not, roll purchase order forward
 - If you see a value and the purchase order has “final invoice” marked, lock the line item on the purchase order to release the condition on the purchase order.

Period End Settlement

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

* *AuC = Asset Under Construction*

Open Encumbrance

- ④ Execute BW open encumbrance report;
- ④ Delete or process parked documents with WBS using transaction code FBV2
- ④ View open fund reservations and purchase orders with a WBS. Roll forward if needed, if not, close.

Parking WBS Settlement Profile

- ④ A parking WBS will not be settled at period end or project close.
- ④ If you need to re-class expenses from the “Z” WBS, create a journal entry to move the expenditures to a capital WBS.

View Projects

- ④ Execute transaction code CN43
- ④ Review status of projects
- ④ Close projects if they are complete to stop postings
- ④ If you have a final asset with additional charges in this year, you will need to contact the CG's Office and provide the asset number and value to settle.

Capitalization to an Asset

- The Final Settlement process will be executed centrally by the CG's Office for FY2013.
- Agencies must notify the CG's Office of any **projects that are complete** and a settlement to an asset is required.
- You must **set up the asset shell** and give that information to the CG's Office with your request.

Lesson 9 Summary

- You should now understand:
 - Management of project-related POs
 - Final Settlement process



LESSON 10: MANAGING PURCHASING PROCESSES

Lesson 10 Learning Objectives

- ④ Upon completion of this lesson, you should be able to:
 - Complete all goods receipts by June 30 and invoice receipts by July 12, 2013.
 - Generate a list of open purchase orders (POs).
 - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.

Purchasing at Year-End

- ④ For *goods and services received by June 30*, post the Goods Receipts by June 30 in order to assure that funds are posted in the current fiscal year.
- ④ *Invoices received by June 30* 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.
- ④ Monitor ZMRBR daily to ensure all GRs are entered for all posted invoices.

Key Transactions

- ④ BW – Open Encumbrance Report
 - ④ A list of Open Purchase Orders to identify:
 - POs that are no longer necessary,
 - POs that may need to be modified in order to un-encumber funds.
 - POs that may need to be Carry-forward

- ④ ME2N – List Display by Purchase Order Number
 - ④ Use to filter results of the Open Encumbrance Report

- ④ ME23N – Change Purchase Order
 - Use 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 uPerform.

🌀 Actions for Open Purchase Orders

1. Receive and pay in the current fiscal year
2. Final Invoice/Block PO non inventory PO
3. Delivery Complete inventory PO (to be covered in next lesson)
4. Delete PO
5. Carry forward PO into next fiscal year

Receive & Pay in Current Fiscal Year



- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
- Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only POs that will be paid in the current fiscal year remain open.

Final Invoice Block PO

- ① Use Final Invoice/Block PO when:
 - Purchase Order has been partially received & paid but the remainder will not be received at all.
 - Any PO with history should be final invoiced /blocked and should not be deleted.
 - Checking final invoice will release the encumbrance and blocking the PO will prevent any further processing on the PO.
 - Final Invoice & Blocking the line item should always be used together.
 - After a PO is final invoiced it will fall off the Open Encumbrance Report.

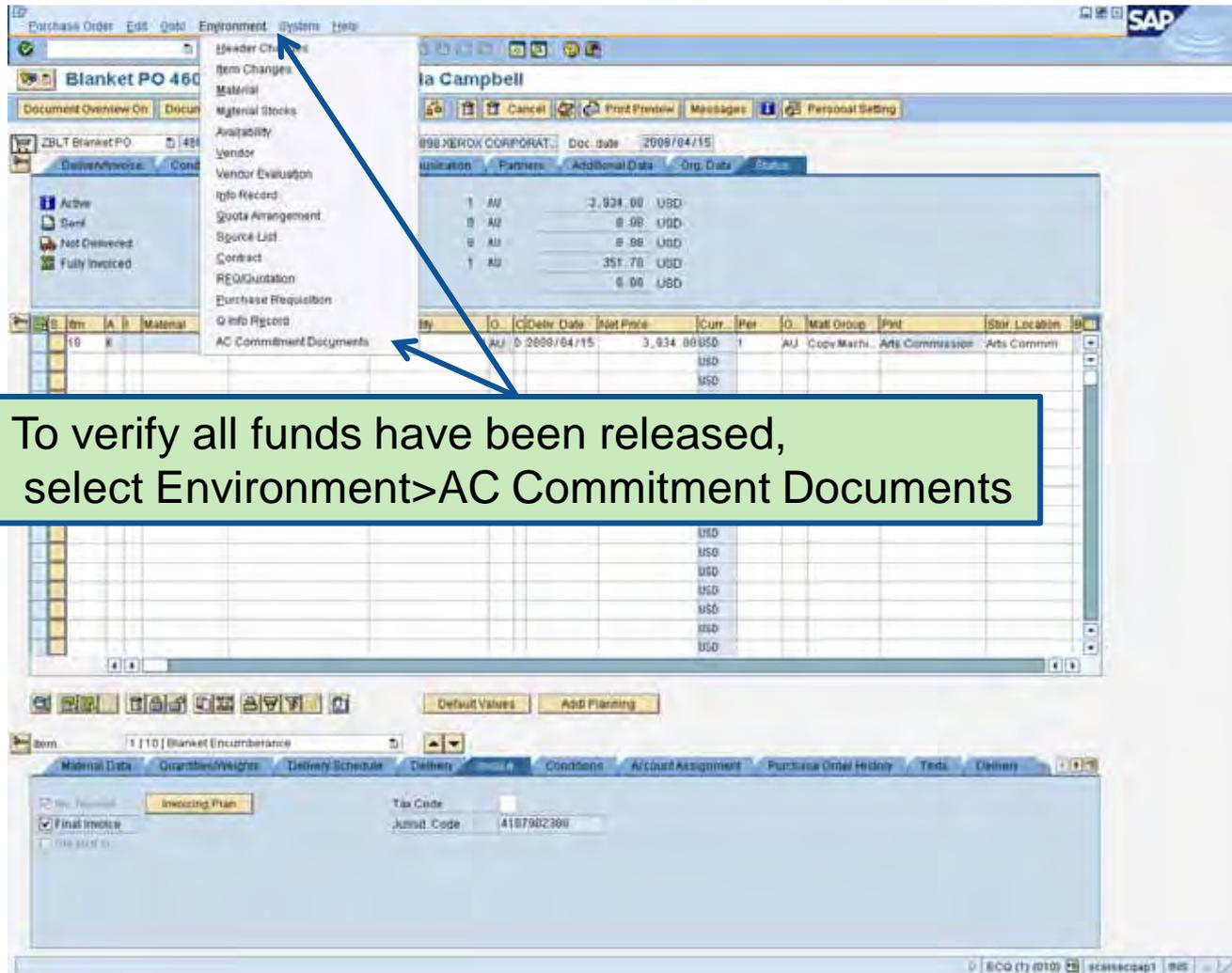
Delete PO

- ① Delete PO should be used when:
 - There is no history (goods receipts or invoices) posted against the Purchase Order.
 - The items on the PO are not needed and will not be delivered at any time or the items need to be reordered from another vendor.
 - Deleting a PO will send the shopping cart requirement back to Carry Out Sourcing in SRM. The requirement will need to be deleted or reordered from another vendor.
 - After the PO is deleted, it will fall off the Open Encumbrance Report.

Carry Forward

- ④ The PO should be carried forward when:
 - § The items will not be delivered prior to June 30 but are expected to be received in the following fiscal year.
 - § The items have been received but the invoice will not be posted prior to July 12, 2013.
 - § Posted invoices are included on the ZMRBR report and the errors will not be resolved prior to July 12, 2013.
 - Price Differences
 - Quantity Differences/Goods Receipt not posted
 - § 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.
 - § After a PO is Carried Forward, it will fall off the Open Encumbrance Report for 2013.

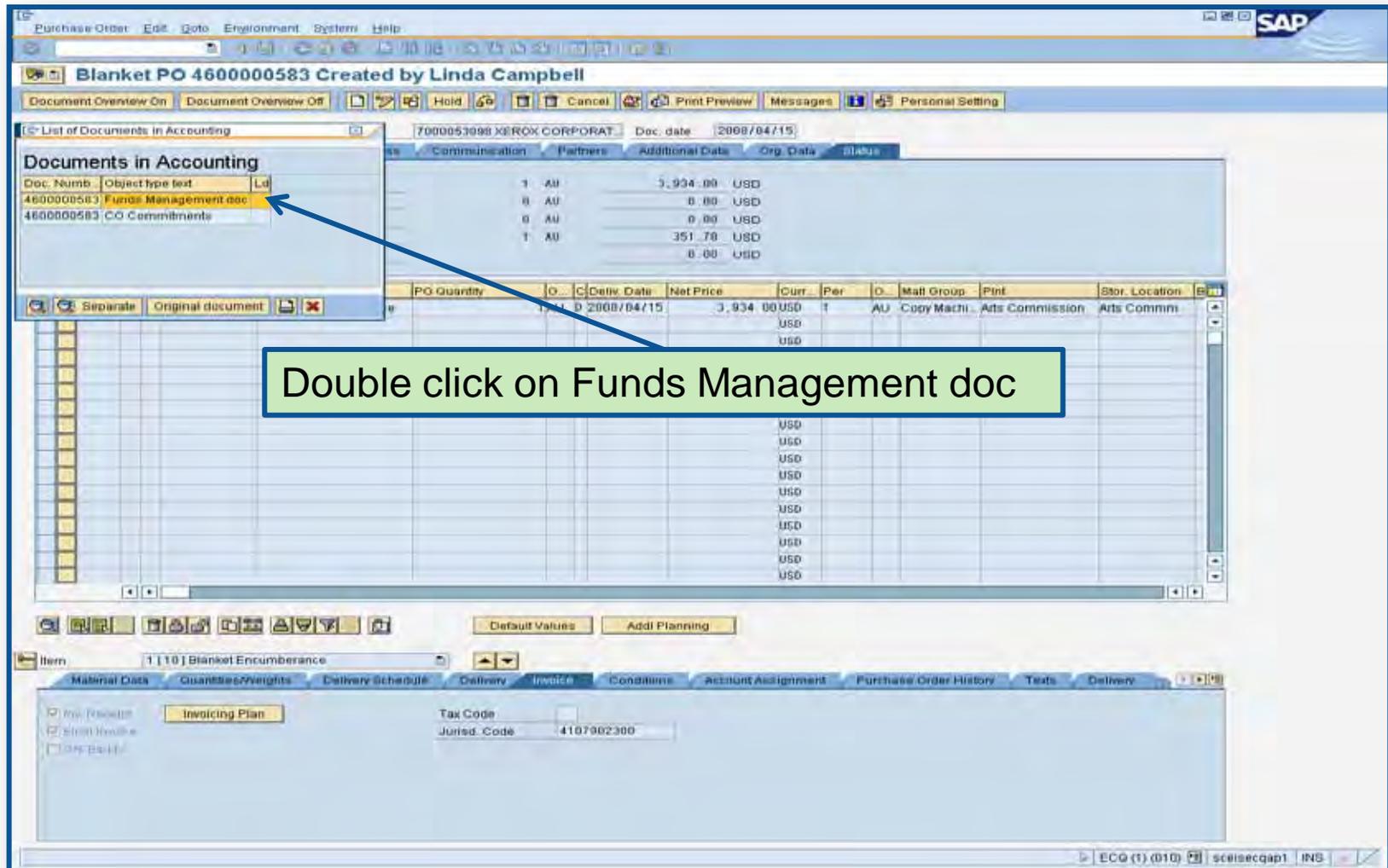
Verification of Encumbered Funds



The screenshot shows the SAP interface for a Purchase Order. The 'Environment' menu is open, and 'AC Commitment Documents' is highlighted. A blue arrow points from the menu item to the text box below. The text box contains the instruction: 'To verify all funds have been released, select Environment>AC Commitment Documents'. The background shows a table with columns for 'Qty', 'U', 'C/Deliv Date', 'Net Price', 'Curr', 'Per', 'D', 'Mat Group', 'PMT', and 'Stor Location'. The table contains several rows of data, including a row with 'AU' and '2009/04/15'.

To verify all funds have been released,
select Environment>AC Commitment Documents

Verification of Encumbered Funds cont.



Blanket PO 460000583 Created by Linda Campbell

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

List of Documents in Accounting

| Doc. Numb | Object type text | Li |
|-----------|----------------------|----|
| 460000583 | Funds Management doc | |
| 460000583 | CO Commitments | |

Double click on Funds Management doc

| Doc. Numb | Object type text | Li | Net Price | Curr | Per | Deliv. Date | PO Quantity | Stor. Location |
|-----------|------------------|----|-----------|------|-----|-------------|-------------|----------------|
| 1 | AU | | 3,934.00 | USD | | | | |
| 0 | AU | | 0.00 | USD | | | | |
| 0 | AU | | 0.00 | USD | | | | |
| 1 | AU | | 351.70 | USD | | | | |
| | | | 0.00 | USD | | | | |

PO Quantity: 1, Deliv. Date: 2008/04/15, Net Price: 3,934.00 USD, Curr: USD, Per: 1, Mail Group: AU, Print: Copy Machi..., Stor. Location: Arts Commi...

Item: 1 | 10 | Blanket Encumbrance

Invoicing Plan, Tax Code, Jurisd. Code: 4107902300

Verification of Encumbered Funds cont.

SAP

List Edit Goto Views Settings System Help

Document Journal

Document Journal

FM Area SC01
 Year Commitment Item 2008
 Commitment Item
 Funds Center
 Fund
 Layout
 User ESTRUBE
 Date/Time 2008/06/05 08:12:29

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

| RefDocNo | Item | VT | Val.type text | Amnt type | Prd | FM pstg d. | Pymt Bdgt | Crmtt Item | Funds Center | Fund | G/L Account | Funded Program | FM Doc.No. |
|------------|------|----|-----------------|-----------|-----|------------|-----------|------------|--------------|----------|-------------|-----------------|------------|
| 4600000583 | 10 | 51 | Purchase Orders | 0500 | 12 | 2008/06/05 | 3,582.30 | 5040020000 | H910A00013 | 10010000 | 5040020000 | 0100.000000.000 | |
| | | 51 | | 0200 | 10 | 2008/04/25 | 351.70 | 5040020000 | H910A00013 | 10010000 | 5040020000 | 0100.000000.000 | |
| | | 51 | | 0100 | 10 | 2008/04/15 | 3,934.00 | 5040020000 | H910A00013 | 10010000 | 5040020000 | 0100.000000.000 | |

Lesson 10 Summary

- You should now be able to:
 - Complete all goods receipts by June 30 and invoice receipts by July 12, 2013.
 - Generate a list of open purchase orders (POs).
 - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.



LESSON 11: MANAGING INVENTORY PROCESSES

Lesson 11 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Understand integration of Materials Reservations with Funds Reservations and the Budget.
 - Understand impact of Open Purchase Requisitions (PRs) and POs.
 - Understand other year-end considerations for managing inventory.
 - Use reports to review at year-end to manage the replenishment of inventory.

Material Reservations

- ④ 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.
- ④ 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

- ④ Mark **Final Issue** indicator on the Material Reservation (MB22)

OR

- ④ Mark the **Deletion** indicator on the Material Reservation if you have not issued or will not issue any quantity against this Material Reservation (MB22)

OR

- ④ Mark the **Final Issue** indicator in the Goods Issue transaction if you do not want to leave items on backorder (MIGO)

Material Reservation – Final Issue

MB22 – Change Reservation

Change Reservation 0000004648 : Collective Processing

Details from Item

Movement Type GI for cost center

Goods recipient

Cost Center

Fund

Grant

Functional Area

Funds Center

Commitment Item

Earmarked Funds Done

Final Issue Indicator

| Item | Material | Quantity in | UnE | Plnt | SLoc | Batch | M | FIs | D |
|------|----------|-------------|-----|------|------|-------|-------------------------------------|--------------------------|--------------------------|
| 1 | 104141 | 20 | PAA | DC03 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Material Reservation – Deletion

MB22 – Change Reservation

Change Reservation 0000004648 : Collective Processing

Details from Item

Movement Type GI for cost center

Goods recipient

Cost Center

Fund

Grant

Functional Area

Funds Center

Commitment Item

Earmarked Funds Done

Deletion Indicator

| Item | Material | Quantity in | UnE | Plnt | SLoc | Batch | M | F | I | S | D |
|------|----------|-------------|-----|------|------|-------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | 104141 | 20 | PAA | DC03 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Goods Issue – Final Issue

MIGO – Goods Issue

| Material | Quantity | Where | Reservation | Account Assignment |
|--------------------------------------|------------|-------|-------------|--------------------|
| Reservation | 4648 | 1 | Created by | ANGELA BELCHER |
| Reqmt Date | 03/28/2011 | | | |
| Reqmt Qty | 20 | | PAA | |
| Withdrawal Qty | | | | |
| Qty.f.avail.chk | | | | |
| <input type="checkbox"/> Final Issue | | | | |

Final Issue Indicator



Inventory Purchasing Documents

- ④ Funds are encumbered when a Purchase Requisition is created.
- ④ When the Purchase Requisition is converted to a Purchase Order, the encumbrance transfers from the Purchase Requisition to the Purchase Order.

Inventory PR & PO Encumbrance



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

- ⦿ If the Purchase Order is deleted, the encumbrance transfers from the Purchase Order **back to** the Purchase Requisition.

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

Inventory PR & PO Encumbrance

- 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

- ④ Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or you will leave an encumbrance balance on the Purchase Requisition
- ④ Purchasing units of measure can be established by the Agency Material Master Liaison 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 each, rather than 10 boxes of 10 each from the vendor (10 units to a box). With no purchasing unit of measure in place, the system does not recognize this purchase as anything other than the base unit of each and assumes there are 90 more each still required.

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 boxes where the purchasing unit of measure has been implemented. In this purchasing unit of measure, 1 box = 10 each. The system will convert the box unit of measure to each once the Goods Receipt is entered. Thus the inventory will be correct, the purchase order will be correct and the requisition will be correct.

Key Transactions

- ④ 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
- ④ ME2N – Open Purchase Orders
- ④ Open Encumbrance Report (BW)

Open PR Actions

- ④ Actions for Open Purchase Requisitions
 1. Convert to Purchase Order
 2. Delete/Change Requisition
 3. Carry forward Requisition into next fiscal year

- ① Actions for Open Inventory Purchase Orders
 1. Receive and pay in the current fiscal year
 2. Delivery Complete inventory PO
 3. Delete/Change PO line item and/or Delete/Change Requisition
 4. Carry forward PO into next fiscal year

Receive & Pay in Current Fiscal Year



- If PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process and roll into the next year using ZFMJ2.
- Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only POs that will be paid in the current fiscal year remain open.

Delivery Complete PO

- ① Use Delivery Complete when:
 - Purchase Order has been partially received & paid but the remainder will not be received at all.
 - Any PO with PO History should be marked Delivery Complete and should not be deleted.
 - Delivery Complete is the indicator that releases encumbrance on inventory POs. The Final Invoice indicator will **not** release the encumbrance on inventory PO.
 - Buyers have the ability to set Delivery Complete indicator on inventory POs; or
 - Inventory Management personnel can also select Delivery Complete during Goods Receipt when no further materials are expected from the vendor.

Delete PO

- ① Delete PO should be used when:
 - There is no history (goods receipts or invoices) posted against the Purchase Order
 - The items on the PO are not needed and will not be delivered at any time or the items need to be reordered from another vendor
 - If you delete a line on an Inventory Purchase Order, encumbrance transfers back to the Purchase Requisition
 - The corresponding line on the Purchase Requisition must also be deleted in order to free the encumbrance
 - **BEST PRACTICE:** Set the “Delivery Complete” indicator on Inventory Purchase Orders rather than deleting them

Carry Forward

- ④ The PO should be carried forward when:
 - § The items will not be delivered prior to June 30 but are expected to be received in the following fiscal year.
 - § The items have been received but the invoice will not be posted prior to July 12, 2013.
 - § Posted invoices are included on the ZMRBR report and the errors will not be resolved prior to July 12, 2013.
 - Price Differences
 - Quantity Differences/Goods Receipt not posted
 - § 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.
 - § After a PO is carried forward, it will fall off the Open Encumbrance Report for 2013.

Physical Inventory (per CG's Office)



- ④ Take a physical count of inventories on hand at the end of the fiscal year.
- ④ Do this between April 1 and June 30 but choose a date as close to June 30 as possible.
- ④ The date should not vary significantly from year to year.
- ④ 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



- ④ Pay attention to unit of measure when entering your count. The default is the base unit of measure.
- ④ Physical inventory documents must have differences **POSTED** no later than June 30, 2013.
- ④ **Don't wait until June 30 to get started.**

Helpful Transactions

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

Display Phys. Inv. Overview: Stock Mgmt Units - w/o Ph. Inv.

Phys. Inventory Doc. for Material

Company Code SC01 Evaluation for 2011
Current Fiscal Year 2011 Current Period 10
Created on 04/29/2011 by SYOUNG

Plant DC23 SCDC Livesay B Camp Warehouse Stock
Storage Location 0001 Livesay B Camp

| Material | Batch | S | Assignment | Unr. | Qual | Blck | Val. | SL |
|----------|-------|---|------------|------|------|------|------|----|
| 101490 | | | | | | | | |
| 101491 | | | | | | | | |
| 101501 | | | | | | | | |
| 101502 | | | | | | | | |
| 101503 | | | | | | | | |

Example: materials not yet counted in this fiscal year

Helpful Transactions

- MI22: Display Physical Inventory Documents by Material
 - Shows all physical inventory documents
 - Active documents must be POSTED or DELETED by June 30, 2013.

| | | | | | | | | | |
|-----------|-----|----------------------------|---------|------------|------------|---|--|--|-------------|
| 105691 | | COOKIES, ICED OATMEAL, 50Z | | DC23 0001 | | | | | |
| 100004357 | 217 | | 2010.12 | 06/29/2010 | 06/29/2010 | 1 | | | |
| 100007975 | 24 | | 2011.07 | 01/20/2011 | 01/20/2011 | 1 | | | Doc. Active |

Example: document not yet
POSTED

Other Year-End Considerations

- ④ Inventory scrapping
 - Review any inventory that may 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, Surplus Property Management.
- ④ Ensure that Goods Receipts for the current fiscal year are posted.

Lesson 11 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.
 - Use reports to review at year-end to manage inventory.



LESSON 12: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

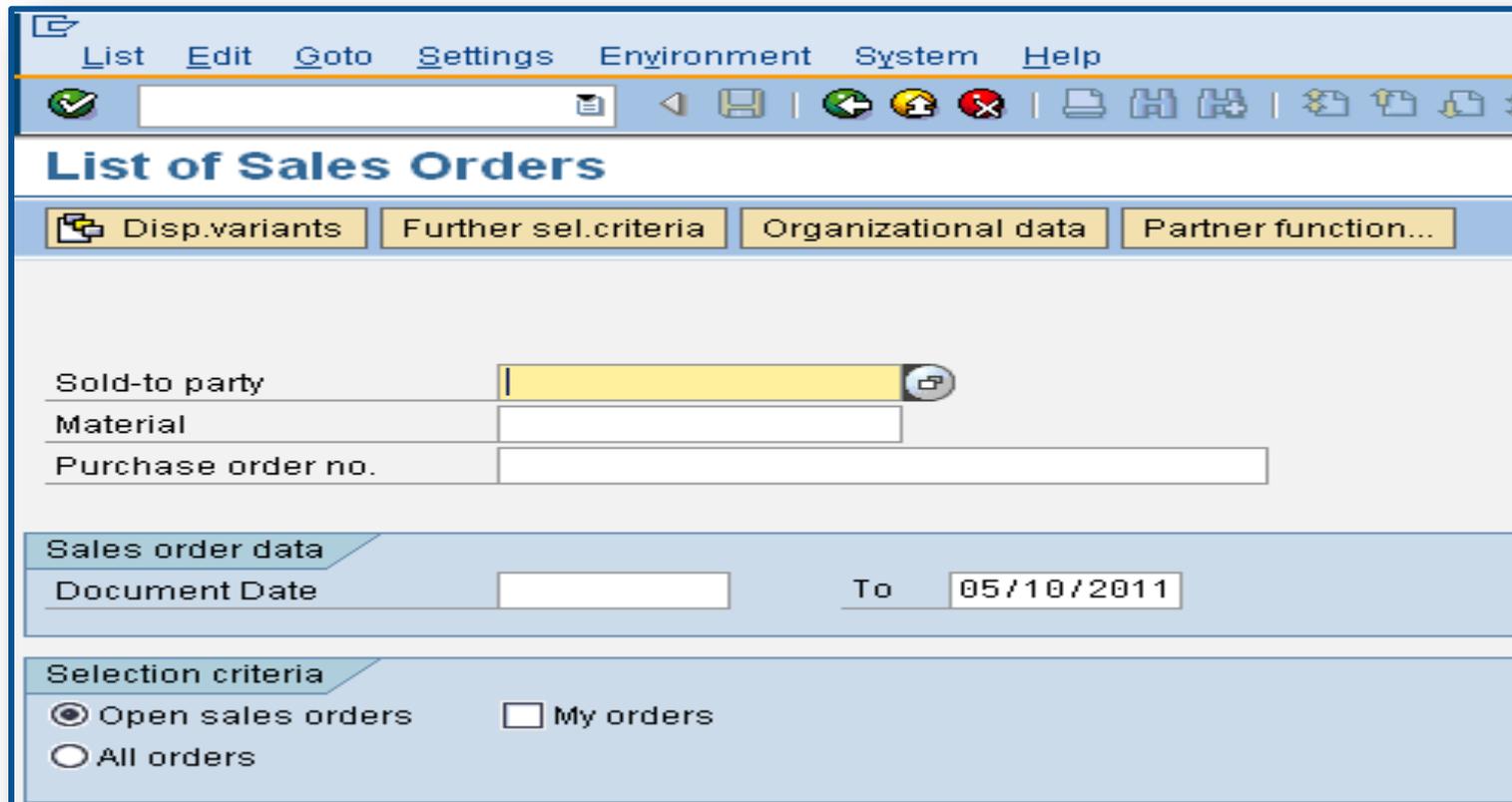
Lesson 12 Learning Objectives

- Upon completion of this lesson, you should be able 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.
 - Use reports to view open orders, picks, issues and billing.

SD – Open Orders – VA05

☉ Sales Orders

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



The screenshot shows the SAP VA05 'List of Sales Orders' interface. At the top is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'List of Sales Orders'. There are four tabs: 'Disp.variants', 'Further sel.criteria', 'Organizational data', and 'Partner function...'. The 'Further sel.criteria' tab is active. Below the tabs are input fields for 'Sold-to party', 'Material', and 'Purchase order no.'. The 'Sold-to party' field is highlighted in yellow. Below these fields is a section titled 'Sales order data' with a 'Document Date' field and a 'To' field containing '05/10/2011'. At the bottom is a 'Selection criteria' section with three radio buttons: 'Open sales orders' (selected), 'My orders', and 'All orders'.

SD – Open Orders

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

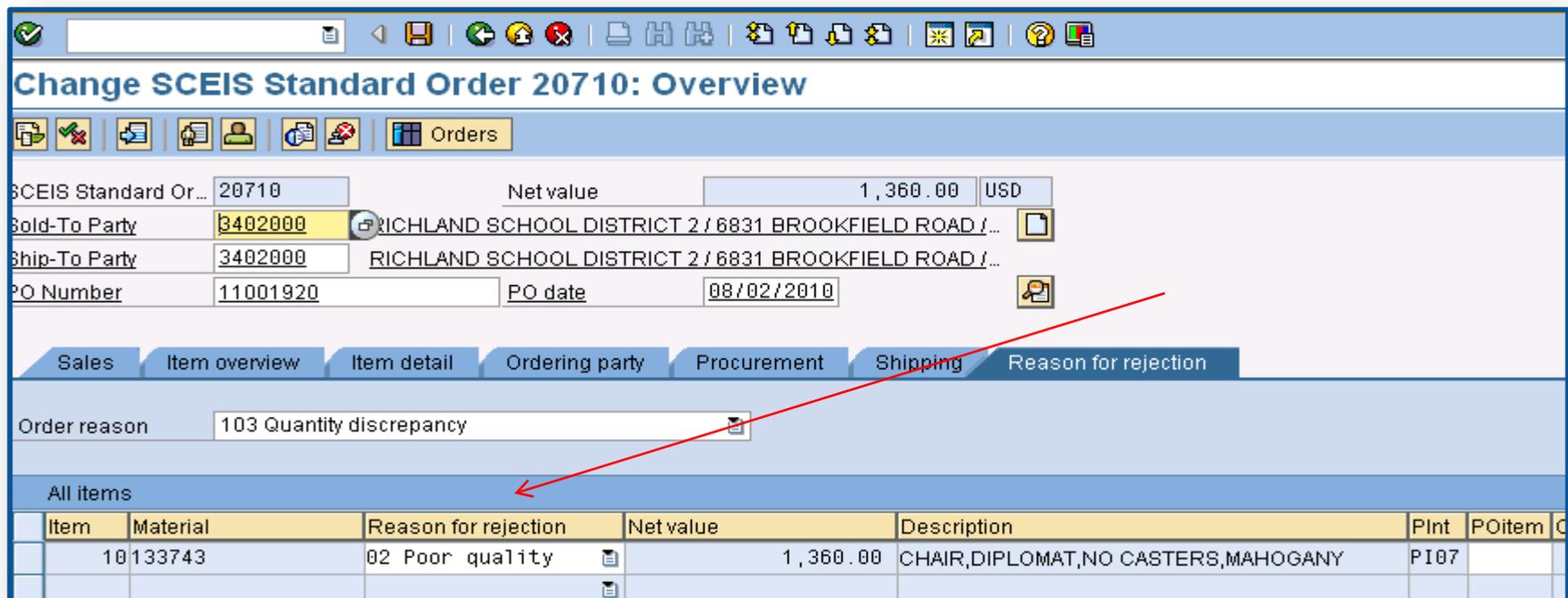
Open sales orders

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 |
|---------|------|------|---|---------------------------------------|------|------------|------------|----------------|----------------|-------|------------|
| 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 | titritriti | titritriti | | |
| 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 – Close an Open Order – VA02

- To close an open sales order, you must choose 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

SCEIS Standard Or... 20710 Net value 1,360.00 USD

Sold-To Party 3402000 RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD / ...

Ship-To Party 3402000 RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD / ...

PO Number 11001920 PO date 08/02/2010

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Order reason 103 Quantity discrepancy

All items

| Item | Material | Reason for rejection | Net value | Description | Plnt | POItem | C |
|------|----------|----------------------|-----------|------------------------------------|------|--------|---|
| | 10133743 | 02 Poor quality | 1,360.00 | CHAIR,DIPLOMAT,NO CASTERS,MAHOGANY | PI07 | | |

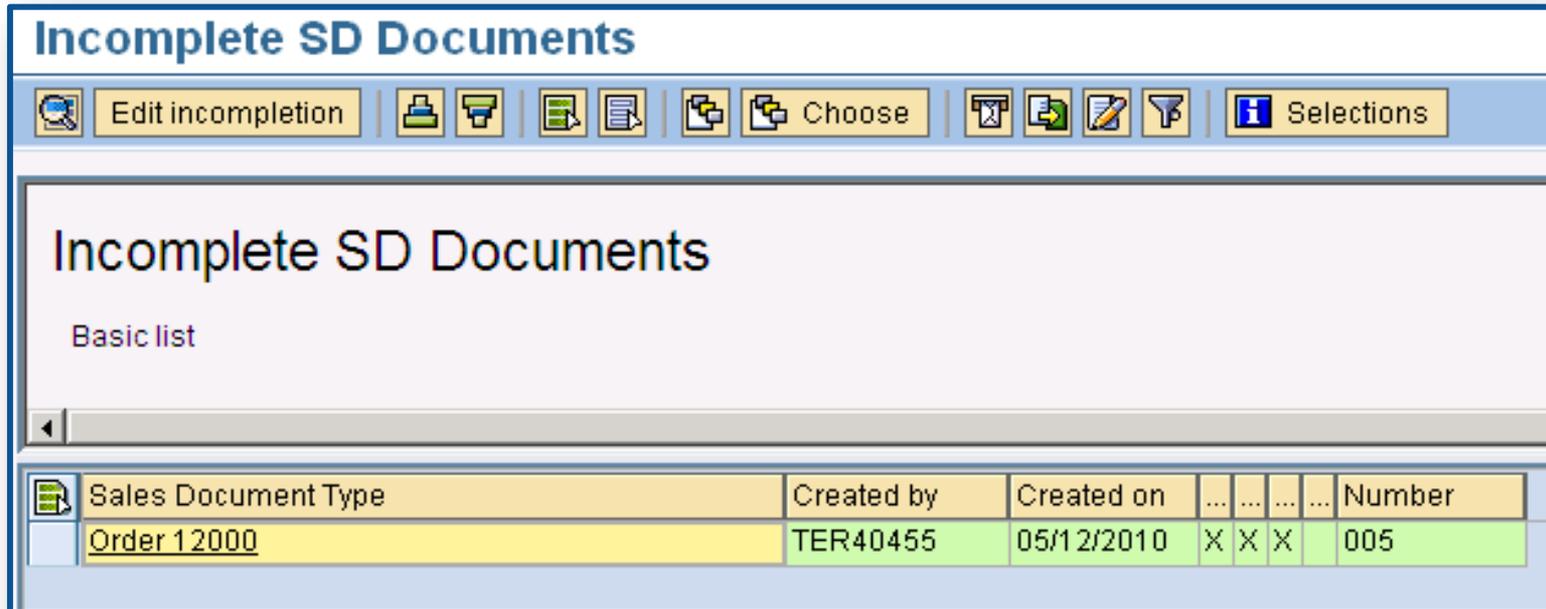
SD – Incomplete Sales Orders – V.02

- To determine why an order is incomplete, use V.02 to review **Incomplete Sales Orders**. You can search by agency or by “created by.” Update or delete.

| Incomplete SD Documents | | | |
|---|--|----|----------------------|
|   | | | |
| Incompleteness | | | |
| <input checked="" type="checkbox"/> General | | | |
| <input checked="" type="checkbox"/> Delivery | | | |
| <input checked="" type="checkbox"/> Billing document | | | |
| <input checked="" type="checkbox"/> Price determination | | | |
| <input checked="" type="checkbox"/> No assignment | | | |
| Status group | <input type="text"/> | to | <input type="text"/> |
| Organizational data | | | |
| Sales organization | ZDOC | to | <input type="text"/> |
| Distribution channel | Z1 | to | <input type="text"/> |
| Division | Z1  | to | <input type="text"/> |
| Sales office | <input type="text"/> | to | <input type="text"/> |
| Sales group | <input type="text"/> | to | <input type="text"/> |
| Document Information | | | |
| Created by | <input type="text"/> | | |
| SD transaction | 0 | to | <input type="text"/> |

SD – Incomplete Sales Orders – V.02 cont.

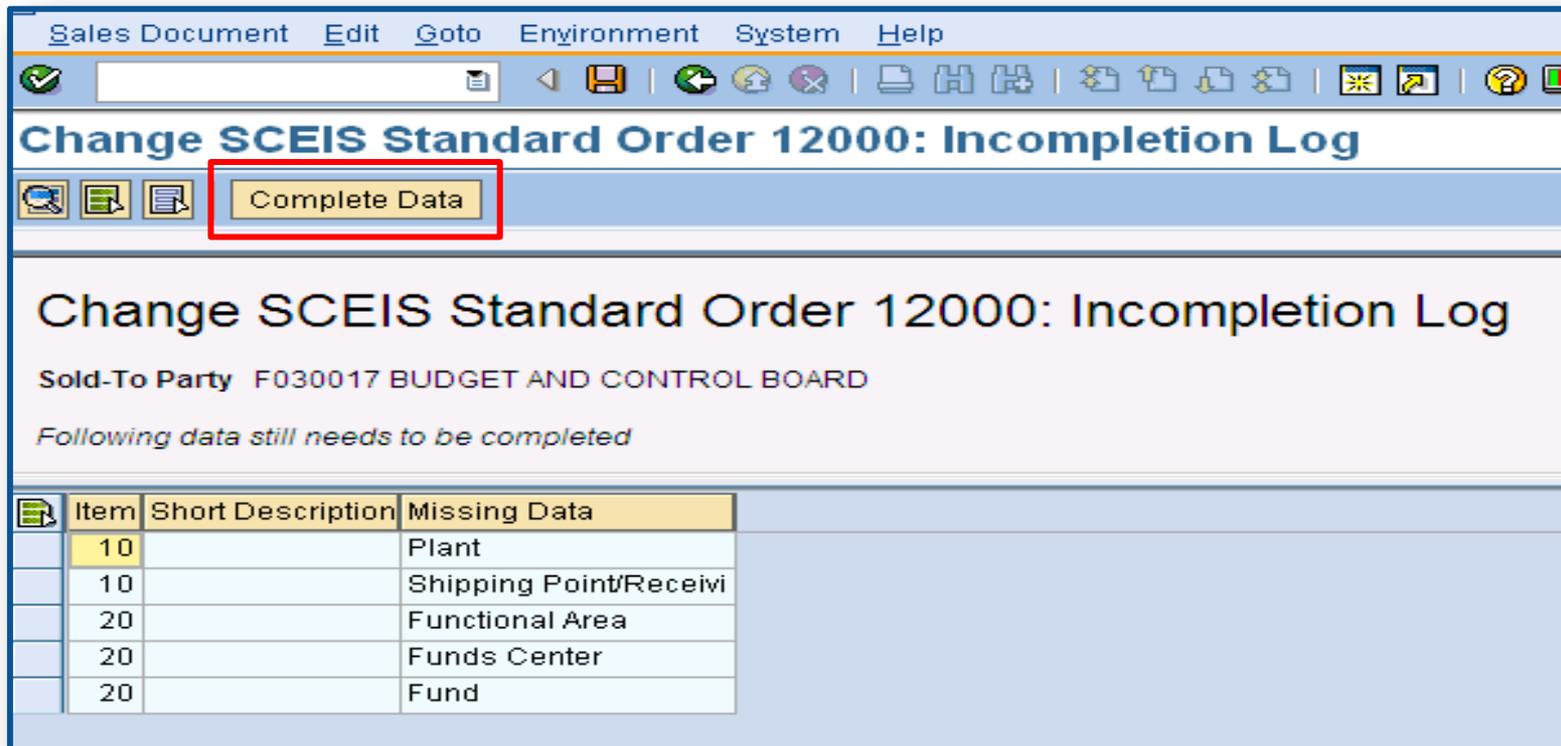
- Incomplete SD documents are shown by clicking into the document. The system details why the Sales Order is incomplete.



| Sales Document Type | Created by | Created on | ... | ... | ... | ... | Number |
|---------------------|------------|------------|-----|-----|-----|-----|--------|
| Order 12000 | TER40455 | 05/12/2010 | X | X | X | | 005 |

SD – Incomplete Sales Orders – V.02 cont.

- Next click on “Complete Data” to view missing information and to complete the missing data.



Sales Document Edit Goto Environment System Help

Change SCEIS Standard Order 12000: Incompletion Log

Complete Data

Change SCEIS Standard Order 12000: Incompletion Log

Sold-To Party F030017 BUDGET AND CONTROL BOARD

Following data still needs to be completed

| Item | Short Description | Missing Data |
|------|-------------------|------------------------|
| 10 | | Plant |
| 10 | | Shipping Point/Receivi |
| 20 | | Functional Area |
| 20 | | Funds Center |
| 20 | | Fund |

SD – Picking and Issuing – VL10H

- Review all Activities Due for Shipping in VL10H and complete.

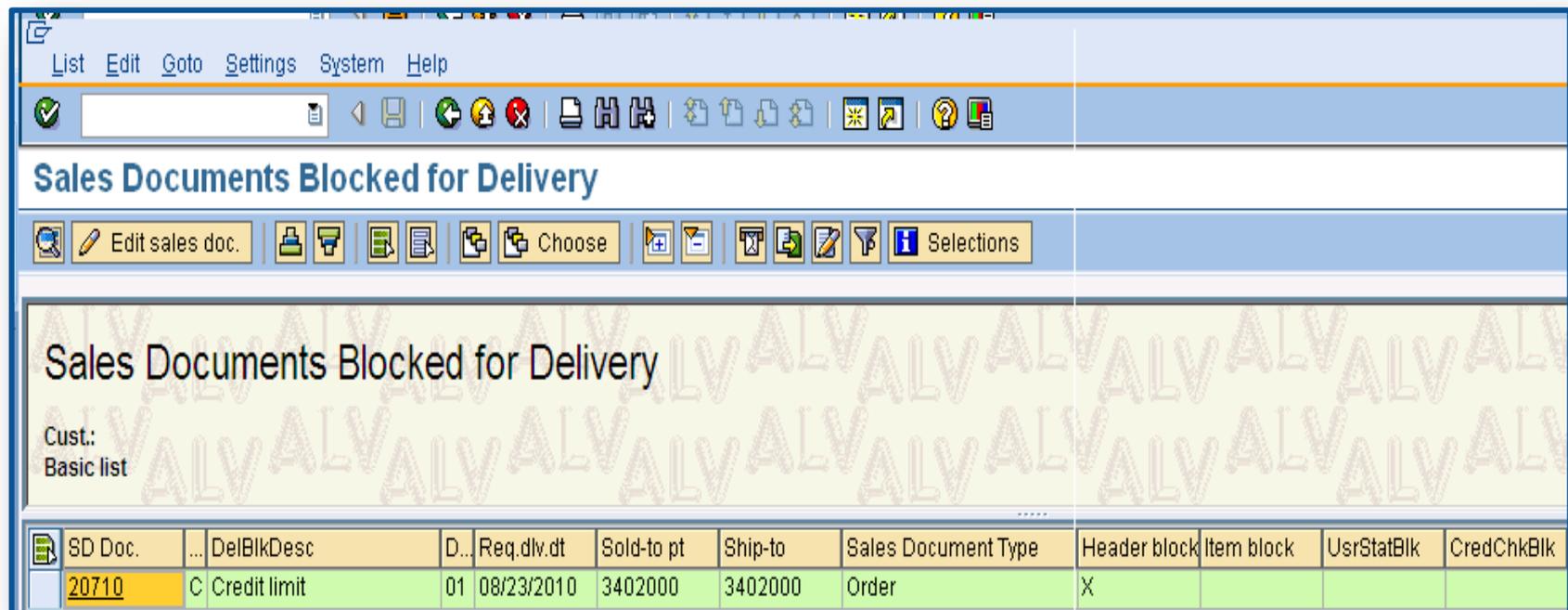
Activities Due for Shipping "Sales Order and Purchase Order Items"

Dialog Background [Icons]

| OriginDoc. | Sold-to | pt | SaTy | Item | GI | Date | DB | Material | Open | qty | BUn | CumQty | SU |
|--------------------------|--------------------------|--------------------------|--------------------------|-------|----|------------|---------|----------|--------|-----|-----|--------|----|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 94841 | 20 | 03/13/2013 | 4002297 | ZOR | 101046 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95403 | 10 | 03/20/2013 | 4002297 | ZOR | 101046 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95411 | 20 | 03/20/2013 | 4002297 | ZOR | 100977 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95663 | 20 | 03/22/2013 | 4002297 | ZOR | 101046 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95666 | 20 | 03/22/2013 | 4002297 | ZOR | 101046 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95669 | 20 | 03/22/2013 | 4002297 | ZOR | 101046 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95670 | 20 | 03/22/2013 | 4002297 | ZOR | 101046 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95675 | 20 | 03/22/2013 | 4002297 | ZOR | 101064 | 1 | EA | 1 | EA |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 95685 | 10 | 04/22/2013 | F030016 | ZOR | 100010 | 1 | EA | 1 | EA |

SD – Blocked for Delivery – VA14L

- 🌀 Sales Orders blocked for **Delivery**. This can be edited by double clicking on the sales order, or the line item can be deleted in VA14L.



The screenshot shows the VA14L software interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Sales Documents Blocked for Delivery'. Below the title bar is another toolbar with icons for 'Edit sales doc.', 'Choose', and 'Selections'. The main content area displays the title 'Sales Documents Blocked for Delivery' and 'Cust.: Basic list'. At the bottom, there is a table with columns for 'SD Doc.', 'DelBlkDesc', 'D... Req.dlv.dt', 'Sold-to pt', 'Ship-to', 'Sales Document Type', 'Header block', 'Item block', 'UsrStatBlk', and 'CredChkBlk'. The first row of data shows '20710', 'C Credit limit', '01 08/23/2010', '3402000', '3402000', 'Order', 'X', and empty cells for the last three columns.

| SD Doc. | DelBlkDesc | D... Req.dlv.dt | Sold-to pt | Ship-to | Sales Document Type | Header block | Item block | UsrStatBlk | CredChkBlk |
|---------|----------------|-----------------|------------|---------|---------------------|--------------|------------|------------|------------|
| 20710 | C Credit limit | 01 08/23/2010 | 3402000 | 3402000 | Order | X | | | |

SD – Sales Contracts

- ④ VA45 – Review all **Open** Sales Contracts
- ④ 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 30 must be billed by that date.



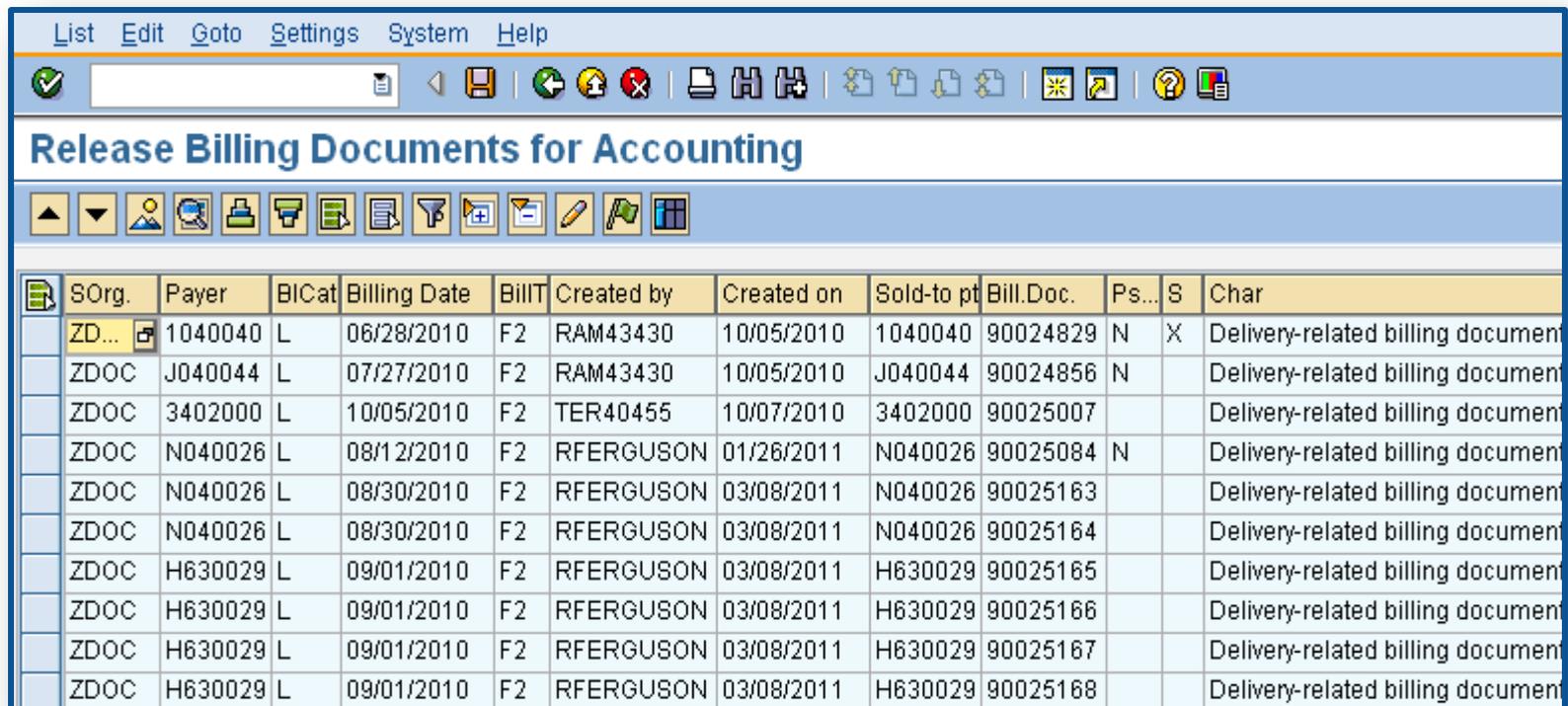
Maintain Billing Due List


 Individual billing document Collective billing document Collective billing doc./online

| S | BICat | S Org. | Billing Date | Sold-to pt | BIIT | DstC | SD Doc. | DChl | Dv | DocCa | Address | Name of sold-to party | Sold-toLoc | Sort term | Counter | ShPt F |
|---|-------|--------|--------------|------------|------|------|---------|------|----|-------|---------|-------------------------------------|------------|-----------|---------|--------|
| X | A | ZDST | 06/01/2011 | H270042 | F2 | US | 7050 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 06/20/2011 | H270042 | F2 | US | 43122 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 09/06/2011 | H270042 | F2 | US | 51996 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 09/14/2011 | H270042 | F2 | US | 52800 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 09/20/2011 | H270042 | F2 | US | 53189 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54629 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54630 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54631 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54632 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54633 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54634 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54635 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54638 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |
| X | A | ZDST | 10/06/2011 | H270042 | F2 | US | 54641 | Z1 | Z1 | C | 392692 | USC - UNIVERSITY TECHNOLOGY SERVICE | COLUMBIA | | | IT03 |

SD – Billing – VFX3

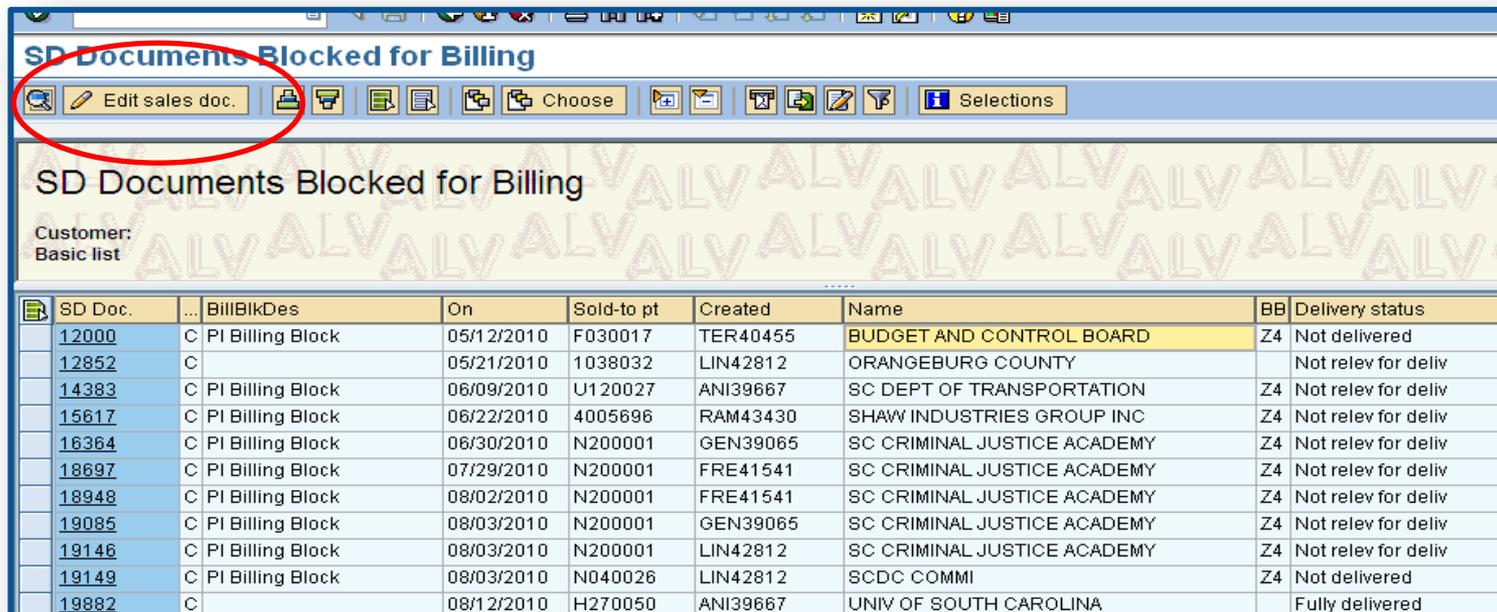
- VFX3 – Release Billing Documents for Accounting.
This allows you to view billing documents that are due to be released to accounting.



| SOrg. | Payer | BICat | Billing Date | BILLT | Created by | Created on | Sold-to pt | Bill.Doc. | Ps... | S | Char |
|-------|---------|-------|--------------|-------|------------|------------|------------|-----------|-------|---|-----------------------------------|
| ZD... | 1040040 | L | 06/28/2010 | F2 | RAM43430 | 10/05/2010 | 1040040 | 90024829 | N | X | Delivery-related billing document |
| ZDOC | J040044 | L | 07/27/2010 | F2 | RAM43430 | 10/05/2010 | J040044 | 90024856 | N | | Delivery-related billing document |
| ZDOC | 3402000 | L | 10/05/2010 | F2 | TER40455 | 10/07/2010 | 3402000 | 90025007 | | | Delivery-related billing document |
| ZDOC | N040026 | L | 08/12/2010 | F2 | RFERGUSON | 01/26/2011 | N040026 | 90025084 | N | | Delivery-related billing document |
| ZDOC | N040026 | L | 08/30/2010 | F2 | RFERGUSON | 03/08/2011 | N040026 | 90025163 | | | Delivery-related billing document |
| ZDOC | N040026 | L | 08/30/2010 | F2 | RFERGUSON | 03/08/2011 | N040026 | 90025164 | | | Delivery-related billing document |
| ZDOC | H630029 | L | 09/01/2010 | F2 | RFERGUSON | 03/08/2011 | H630029 | 90025165 | | | Delivery-related billing document |
| ZDOC | H630029 | L | 09/01/2010 | F2 | RFERGUSON | 03/08/2011 | H630029 | 90025166 | | | Delivery-related billing document |
| ZDOC | H630029 | L | 09/01/2010 | F2 | RFERGUSON | 03/08/2011 | H630029 | 90025167 | | | Delivery-related billing document |
| ZDOC | H630029 | L | 09/01/2010 | F2 | RFERGUSON | 03/08/2011 | H630029 | 90025168 | | | Delivery-related billing document |

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 Documents Blocked for Billing

Customer: Basic list

| SD Doc. | BillBkDes | On | Sold-to pt | Created | Name | BB | Delivery status |
|---------|--------------------|------------|------------|----------|-----------------------------|----|---------------------|
| 12000 | C PI Billing Block | 05/12/2010 | F030017 | TER40455 | BUDGET AND CONTROL BOARD | Z4 | Not delivered |
| 12852 | C | 05/21/2010 | 1038032 | LIN42812 | ORANGEBURG COUNTY | | Not relev for deliv |
| 14383 | C PI Billing Block | 06/09/2010 | U120027 | ANI39667 | SC DEPT OF TRANSPORTATION | Z4 | Not relev for deliv |
| 15617 | C PI Billing Block | 06/22/2010 | 4005696 | RAM43430 | SHAW INDUSTRIES GROUP INC | Z4 | Not relev for deliv |
| 16364 | C PI Billing Block | 06/30/2010 | N200001 | GEN39065 | SC CRIMINAL JUSTICE ACADEMY | Z4 | Not relev for deliv |
| 18697 | C PI Billing Block | 07/29/2010 | N200001 | FRE41541 | SC CRIMINAL JUSTICE ACADEMY | Z4 | Not relev for deliv |
| 18948 | C PI Billing Block | 08/02/2010 | N200001 | FRE41541 | SC CRIMINAL JUSTICE ACADEMY | Z4 | Not relev for deliv |
| 19085 | C PI Billing Block | 08/03/2010 | N200001 | GEN39065 | SC CRIMINAL JUSTICE ACADEMY | Z4 | Not relev for deliv |
| 19146 | C PI Billing Block | 08/03/2010 | N200001 | LIN42812 | SC CRIMINAL JUSTICE ACADEMY | Z4 | Not relev for deliv |
| 19149 | C PI Billing Block | 08/03/2010 | N040026 | LIN42812 | SCDC COMMI | Z4 | Not delivered |
| 19882 | C | 08/12/2010 | H270050 | ANI39667 | UNIV OF SOUTH CAROLINA | | Fully delivered |

SD – Billing – Current Fiscal Year



- If 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

- 🌀 VA05 Review all **OPEN** Sales Orders
- 🌀 V.02 Review **INCOMPLETE** Sales Orders
- 🌀 VL10H Review all **Open** Picking & Goods Issue Requests
- 🌀 VA14L Review any SD Documents **Blocked for Delivery**
- 🌀 VA45 Review All **OPEN** Sales *Contracts*
- 🌀 V.06 Review All **INCOMPLETE** Sales *Contracts*

SD – Transaction Codes to Remember cont.

- VF04 Maintain the Billing Due List
- VFX3 Release Billing Documents for Accounting
- V23 Review Sales Orders Blocked for Billing
- VF05 Review all Pending and Open Billing Documents

SD Sales Orders Carry Forward



- 🌀 A Sales Order or Contract can roll forward to the new year by using ZFMJ2

Lesson 12 Sales & Distribution Summary

- ① You should now be able 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.
 - Use available reports to view open orders, picks, issues and billing.

Course Summary

- ① You should be able to:
 - Understand the year-end closing procedures and closing packages impact on SCEIS users.
 - Carry forward documents
 - Manage open purchasing documents
 - Post expenditures and accounts payable.
 - Post revenues and accounts receivable.
 - Monitor budget reports and balances at year-end.

Course Summary, cont.

- Monitor cash status at year-end.
- Prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing.
- Prepare project systems at year-end and close projects.
- Prepare purchasing documents for year-end closing.
- Prepare inventory documents for year-end closing.
- Prepare sales and distribution documents for year-end closing.

Course Learning Objectives, cont.



- Monitor cash status at year-end.
- Prepare parked documents, workflow items, funds reservations, adjusting G/L entries, and fixed assets for year-end closing.
- Prepare project systems at year-end and close projects.
- Prepare purchasing documents for year-end closing.
- Prepare inventory documents for year-end closing.
- Prepare sales and distribution documents for year-end closing.

Any Questions?



Next Steps



Additional Support and Reference Materials

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

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

Please complete the online course evaluation. 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



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