

Year-End Processes for FY2024 (CO500) Finance



SCEIS

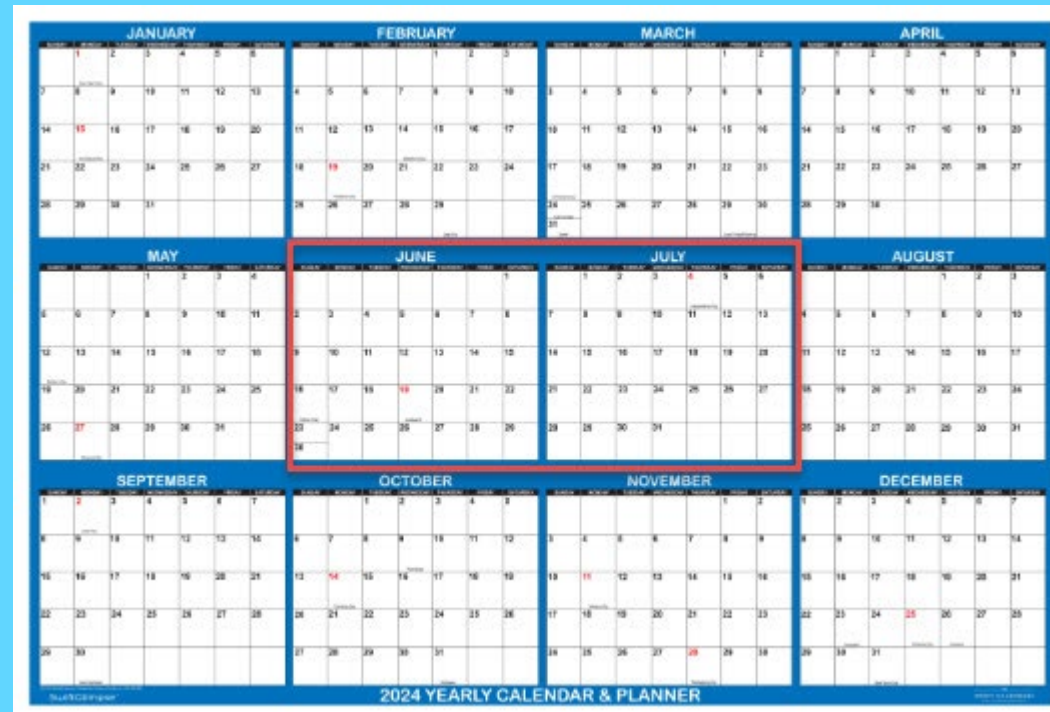
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THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Welcome and Introductions

Welcome to CO500 Finance Year-End Process for Fiscal Year 2024 (FY2024).

- Introductions
- Parking Lot



Class Overview

Lesson 1:
FY2024 Year-End
Important Dates

Lesson 2:
Managing
Expenditures and
Accounts Payable
Processes

Lesson 3:
Managing Revenue
and Accounts
Receivable Processes

Lesson 4:
Procedures for
Managing Budget

Lesson 5:
Managing
Cash Status

Class Overview

Lesson 6:
Managing
Fixed Assets

Lesson 7:
Managing
Grants

Lesson 8:
Managing
Project Systems

Lesson 9:
Tools to Manage
Year-End
Processing

Lesson 1: FY2024 Year-End Important Dates



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FY2024 Year-End Important Dates Overview

June 30

July 12

July 17

These dates are the same for SCEIS and non-SCEIS agencies.

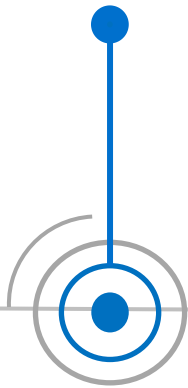
July 10

July 15

July 22

FY2024 Year-End Important Dates

June 30

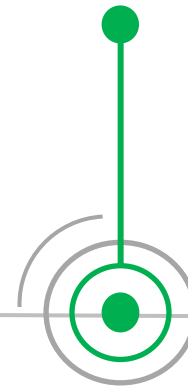


State fiscal
year ends.



Last day to close or
reduce Purchase
Requisitions (PREQs) to
unencumber FY2024
budget.

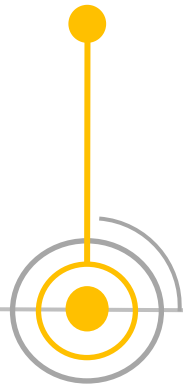
July 10



Last day to process
manual Use Tax via Cross
Business Area Journal
Entry.

FY2024 Year-End Important Dates

July 12



Last day of FY2024 for Accounts Payable (AP) processing. Documents must be received in the CG's Office by 5 p.m.

All AP parked documents should be cleared (paid or deleted) by 5 p.m.

Last day to close or reduce Funds Reservations to unencumber FY2024 budget.

Last day to process Journal Entries (JE) that would impact the automated Use Tax process.

FY2024 Year-End Important Dates

July 15



SCEIS will process automated Use Tax on July 15.

July 17



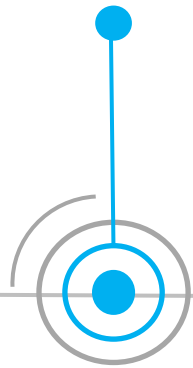
Last day to carry forward PREQs and sales orders to unencumber FY2024 budget.

Last day to close, reduce or carry forward Purchase Orders (PO) to unencumber FY2024 budget.

Last day to carry forward Funds Reservations to unencumber FY2024 budget.

FY2024 Year-End Important Dates

July 22



All parked documents
(should only be Journal Entries)
must be processed or deleted
by 5 p.m.

Process budget carryforward
entries for
Special Proviso Budget Carryforward
and
Capital Project Budget Carryforward.

Last day to process
correcting Journal Entries
in Period 13 for FY2024.

Last day to process Journal
Entries for Indirect Costs.

Document Dates for Year-End

July 1-12, 2024

SCEIS transactions for *extended Period 12* of the old fiscal year and *Period 1* of the new year are **both** being processed.

AP documents to be posted in the old year must have a posting date of June 30, 2024, *Period 12*.

Correcting JE documents can be entered from July 13 through July 22 with a posting date of June 30, 2024, *Period 13*.
(Role is required.)

Documents to be posted in the new year must have a posting date on or after July 1, 2024, *Period 1*.

Revenue and Refund Dates for Year-End



June 30

All revenue deposited on or before June 30 should be submitted as a **Period 12, FY2024**, transaction.



July 12

Refunds of FY2024 expenditures must be received in the State Treasurer's Office no later than **Close of Business (COB) July 12, 2024**. Use **Period 12**.

These documents must be received in the State Treasurer's Office not later than **Close of Business (COB) July 5, 2024**.

Payment Dates for Year-End

All payments for amounts due to employees, including retirees who terminate state employment on or before **June 30, 2024**, must be made by **July 31, 2024**.



June 30



July 31

To meet this, all payments (annual leave and other compensating absences) must be included in the payroll dated July 16, 2024.

Period Dates for Year-End

Period 12 FY2024

Open for normal processing from June 1, 2024, through July 12, 2024.

Period 13 FY2024

Open for users with a special JE role from July 13, 2024, through July 22, 2024.

Period 14 FY2024

Open for financial statement agency users from July 23, 2024, through October 1, 2024.

Lesson 2: Managing Expenditures and Accounts Payable Processes

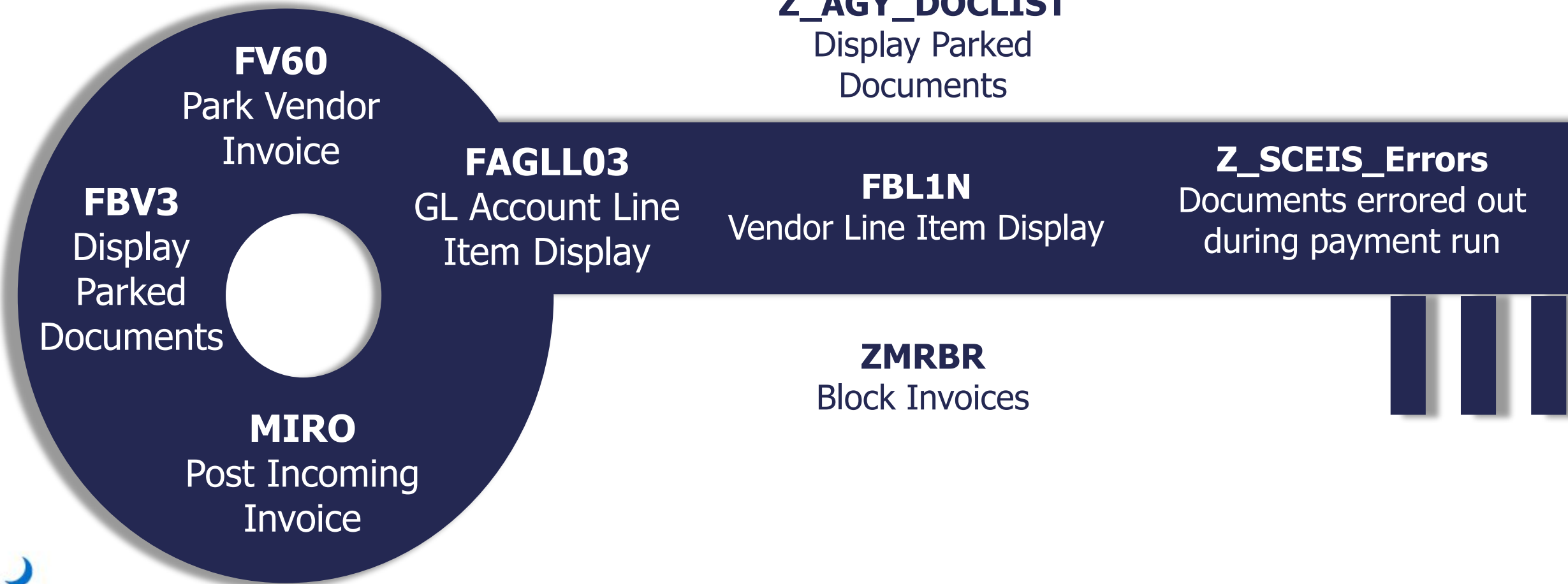


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Key Transactions



Payment Terms

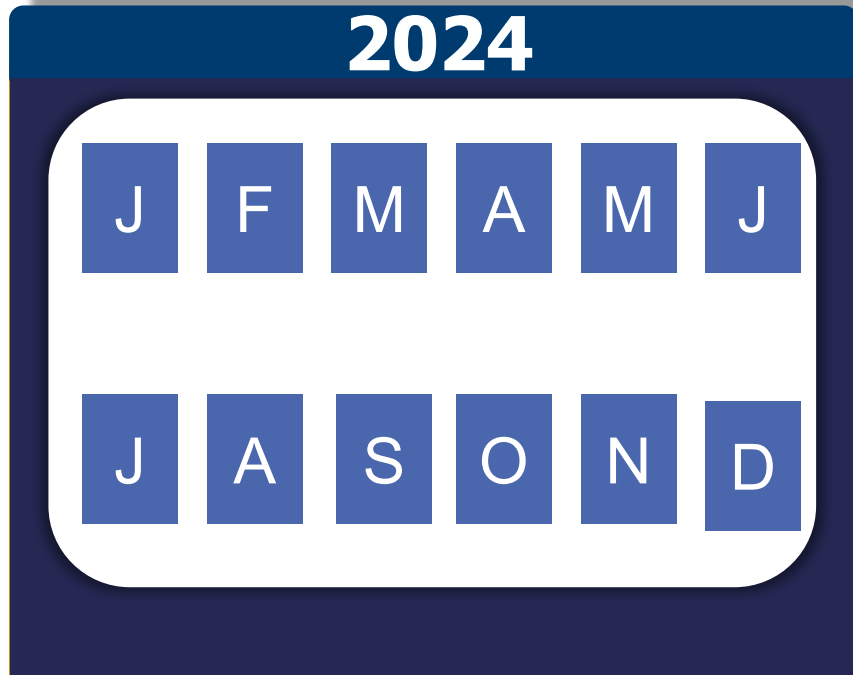
June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Payments are set at **Net 30 Days**, which initiates a payment run 22 days from the date of invoice.

This enables the state to meet general payment terms of Net 30 Days.

Payment Terms



July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To improve year-end processing, users DO NOT need to modify payment terms. Users will not receive a hard stop warning message. Beginning July 1, all approved invoice payments for FY2024 will be picked up in the payment run for that day.

Identifying Future-Dated Invoices – FAGLL03

Invoice
for March

Invoice
for April

Signature

Run **FAGLL03** to identify
future-dated invoices using
GL 2000010000 only.

If not, the system will
likely time out.

Future Invoice for May

Signature

Identifying Future-Dated Invoices – FAGLL03

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	05/11/2024
------------------	------------

Cleared Items

Clearing Date		to		
Open at Key Date				

All Items

Posting Date		to		
--------------	--	----	--	--

Enter GL 2000010000
and execute.

Identifying Future-Dated Invoices – FAGLL03

These invoices will not pay and are consuming budget.

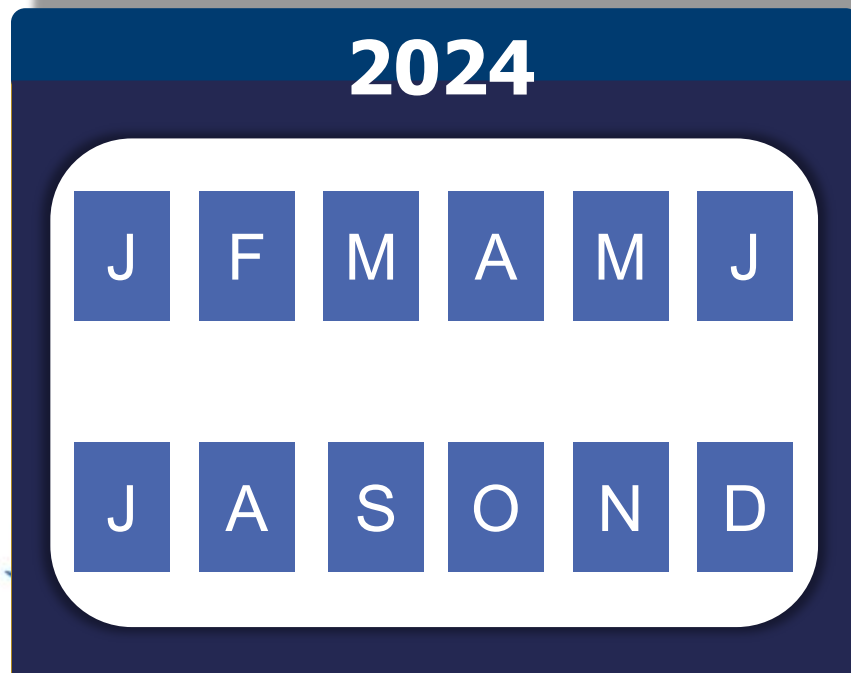
G/L Account Line Item Display G/L View

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

St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230403	3028598004	H730	KI	03/30/3023	31	25.00-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230410	3028728913	H730	KI	03/21/3023	31	15.00-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230127	3027283107	P280	KR	01/18/2223	31	1,727.85-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230419	5703746530	H630	RE	04/19/2203	31	814.39-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230113	3027207757	N120	KR	12/07/2202	31	300.00-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20221207	5703638728	J120	RE	10/21/2202	31	1,200.00-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20221003	3025425752	J120	KR	08/31/2202	31	12.16-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230425	5703751092	J040	RE	04/17/2202	31	3,000.00-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230403	3028594066	J040	KR	04/01/2202	31	24.14-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230321	3027950094	J040	KR	02/27/2202	31	22.79-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230321	3027950094	J040	KR	02/27/2202	31	22.79-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20220809	3025236080	J120	KR	12/23/2201	31	188.97-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20220809	3025236080	J120	KR	12/23/2201	31	188.97-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230426	3029192945	P280	KR	10/20/2121	31	1,437.35-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230314	3028223283	R600	KR	03/01/2052	31	1,844.46-	USD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20230111	3027198360	H730	KI	01/03/2033	31	253.98-	USD

Parked Documents with Funds Reservation (FR)

If you have a parked document with a FR, **DO NOT DELETE OR CHANGE** it after June 30. The FR will read the system date, not the posting date.



Submit a SCEIS Help Desk ticket.

Provide the parked document number and the FR number. In the title of ticket, note "Year End and assign to FI Team." You can process a parked document if NO changes are necessary.

FY2024 Year-End Important Dates

2024

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 ...

June 30

\$

2025

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, before the end of the fiscal year (June 30), this payment is a prior year payable.

↓
Goods received before June 30 but paid after year-end.

Prior Year Payables in the New Year

Run the accounts payable transactions for the reporting package.

In the Basic Data tab's Text field, open the drop-down box. Select "Prior Year Payable." No alternative wording should be used.

Report any transactions identified/processed to CG's Office, 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 – FV60

Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as Completed Post Processing Options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

Vendor	7000000891	SGL Ind	
Invoice date	07/01/2023	Reference	1111
Posting Date	07/01/2023	Period	1
Document Type	KR KR (Vendor invoice)		
Amount	1.00	Doc.currency	<input type="checkbox"/>
		USD	<input checked="" type="checkbox"/> Calculate tax
		10 10 (A/P Tax Exempt)	
Text			
Paymt terms	22 Days net		

Vendor Address: BUSY BEE, 108 WALL STREET, MONCKS CORNER SC 29461

0 Items (Screen Variant : Screen 100)

G/L acct	D/C	Amount in doc.curr.	Busi...	Cost center	Func. Area	Fund	Grant	WBS el
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Click for dropdown box.

Prior Year Payables in the New Year – FV60

Text (1) 8 Entries found

Restrictions

✓ ✕ 🏠 🏠+ 📄 🔄 📄 📄

ID	Text edit format
0001	Payroll Period \$BUD
0002	3rd Party \$BUD
AAAA	Rent for Walldorf storage building \$BUP
LEAS	Leasing fee for vehicles in month \$BUP
PAYA	Prior Year Payable
PMOF	Check replacement for DD
POLT	cannot find me
PREP	Prepaid Expenditure

Select PAYA
Prior Year Payable.

Prior Year Payables in the New Year – FV60

Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as Completed Post Processing Options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

Vendor	7000000891	SGL Ind	
Invoice date	07/01/2023	Reference	1111
Posting Date	07/01/2023	Period	1
Document Type	KR KR (Vendor invoice)		
		<input type="checkbox"/> Doc.currency	
Amount	1.00	USD	<input checked="" type="checkbox"/> Calculate tax
		10 10 (A/P Tax Exempt)	
Text	Prior Year Payable		
Paymt terms	22 Days net		

Vendor Address

BUSY BEE
108 WALL STREET
MONCKS CORNER SC 29461

Ols

Parked Document in Wrong Year

Once a document is parked or saved as complete in the wrong year, you **CANNOT** change the posting date to the correct year.



OLD

Delete the document and create a new document in the correct year.



NEW

Travel Advances – FAGLL03

FY2024 travel
advances
GL 5052010000
should be \$0.00 by
June 30, 2024.

FY2025 travel
advances require a
date **on or after**
07/01/2024.

Lesson 3: Managing Revenue and Accounts Receivable Processes



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Key Transactions

F-04
Post with
Clearing

FBL3N
G/L Line Item Display

FBL5N
Customer Line Item Display

Revenue at Year-End

June 30



The posting date determines the fiscal year to which revenue is posted.

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

For example:

All revenue received in the agency **as of** June 30 must have a posting date of 06/30/2024 or before to post to FY2024.

All revenue received **as of** June 30 but deposited in July must have a posting date of 06/30/2024 to post to FY2024.

All revenue received **after** June 30 must have a posting date of 07/01/2024 or later and must post to FY2025.

Revenue at Year-End

Process FY2024 deposits with posting date 06/30/2024.

Process FY2025 deposits with posting date 07/01/2024 or later.

Use a separate deposit slip for each year and enter as separate transactions.

Deposit slips for FY2024 Period 12 must be received in the State Treasurer's Office (STO) no later than COB July 5, 2024.

If the deposit is for cash recorded on or before June 30, 2024, the **Posting Date** on the header record must be June 30, 2024, to record the deposit as FY2024 cash.

If the deposit is for cash recorded on or after July 1, 2024, the **Posting Date** on the header record should be the default or current date.

Please be reminded that in all cases, the **Document Date** on the header record entry must always be the actual **date** of the bank validation on the deposit slip.

Revenue at Year-End



It is not necessary to contact the STO prior to submitting deposits for refund of expenditures or refund of travel for FY2024. Use Period 12 on these deposits and submit as normal until COB July 12.



All deposits received 07/01 or after must have a posting date of 07/01 or after, except refunds of expenditures.



Refunds of expenditures:
Can be posted as prior year receipt after 06/30. These will post as a reduction of prior year expenditure, not revenue.
A posting date of 06/30 must be used for prior year reductions.

Accounts Receivable at Year-End

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

A listing of AR GL balances can be viewed by using transaction code **FBL3N**.

If you know the customer number, use transaction code **FBL5N** to display individual AR balances.

Compare **FBL3N** and/or **FBL5N** to **ZGLA** to ensure that AR balances agree.

After reviewing AR balances, use transaction code **F-32** to write off customer accounts.

Undeposited Cash

The undeposited cash account 100001XXXX must be \$0 at year-end.

Use **FBL3N** to view the undeposited cash account.

Funds are first deposited into this account, then moved to the correct bank GL when the deposit validation is entered. Once verified by the STO, they are available to spend.

Funds in the undeposited cash account mean the STO has not been able to match your bank deposit or you have not completed the transaction.

Lesson 4: Procedures for Managing Budget

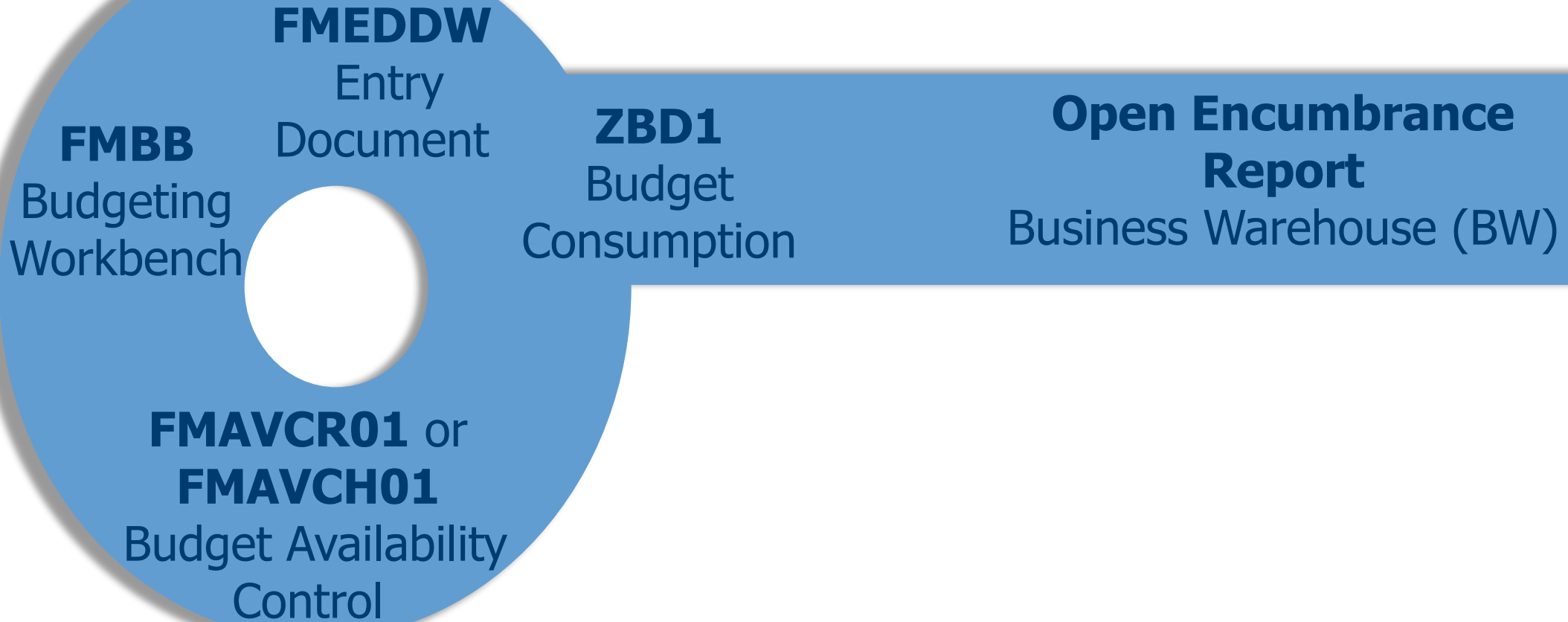


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Key Transactions



Budget Items at Year-End

Pre-posted budget entries can be found using transaction code FMEDDW, Document Status 2.

Budget documents should be checked regularly to ensure transactions have been approved and posted.



Pre-posted documents reduce budget immediately but will not increase budget until approved.



Clear all pre-posted budget entries.



Returns will reduce before approval but supplementals will not post (increase) until approved by the Executive Budget Office.

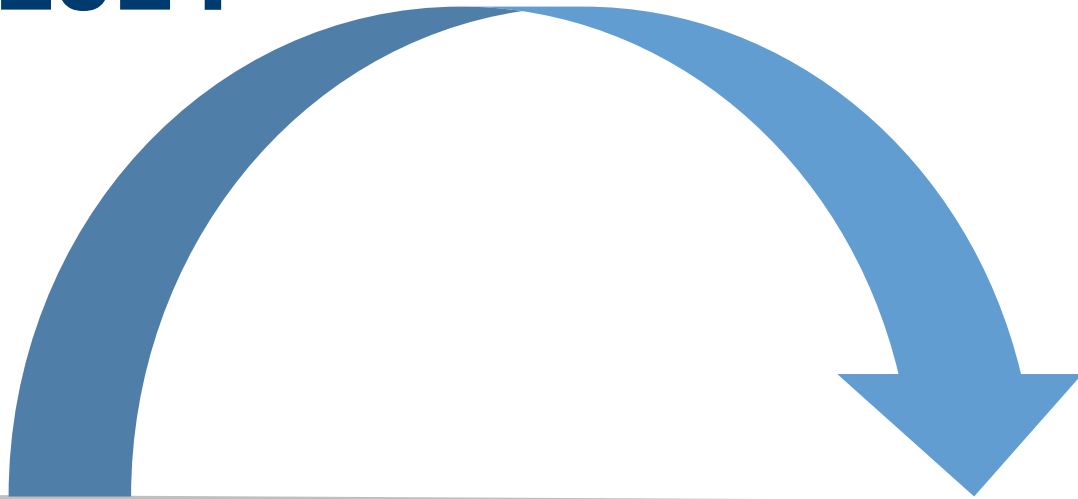
Carryforward of Appropriations

Proviso 117.23
authorizes agencies
to carryforward up
to 10% of unspent
General Fund
appropriations to
the next fiscal year.

Statewide General Fund
carryforward is handled
centrally by the Executive
Budget Office. Agency
personnel do not enter
this information if there is
any carryforward.

Carryforward of Appropriations

2024



Agencies cannot spend against this budget line. Use transaction FMBB to transfer appropriations within the agency's normal budget accounts.

Carryforwards will be recorded in Funded Program 8900.000000X000 and Commitment Item 561000.

2025

Carryforward of Appropriations

Agencies with separate authority to carryforward General Fund appropriations to the new fiscal year must:

Process budget transactions by July 22.
Use transaction code FMBB to process carryforward, Budget Type CFSP.

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 Executive Budget Office's refusal to process the transaction.

Note: This is NOT related to the 10% carryforward determined after the close of the fiscal year in accordance with Proviso 117.23.

Carryforward Special Items

Transaction code: FMBB

Process: COVR Carry Over

Document type: **CFWD**

Version: 0

Budget Type Sender

Fiscal Year: 2024
Budget Type: CFSP
Period: 12

Budget Type Receiver

Fiscal Year: 2025
Budget Type: CFSP
Period: 1

Carryforward Special Items – FMBB

Budgeting Workbench - Create Document for FM Area SC01

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

Document Status

Header Data Additional Data

Process

Document type

Version

Document Date

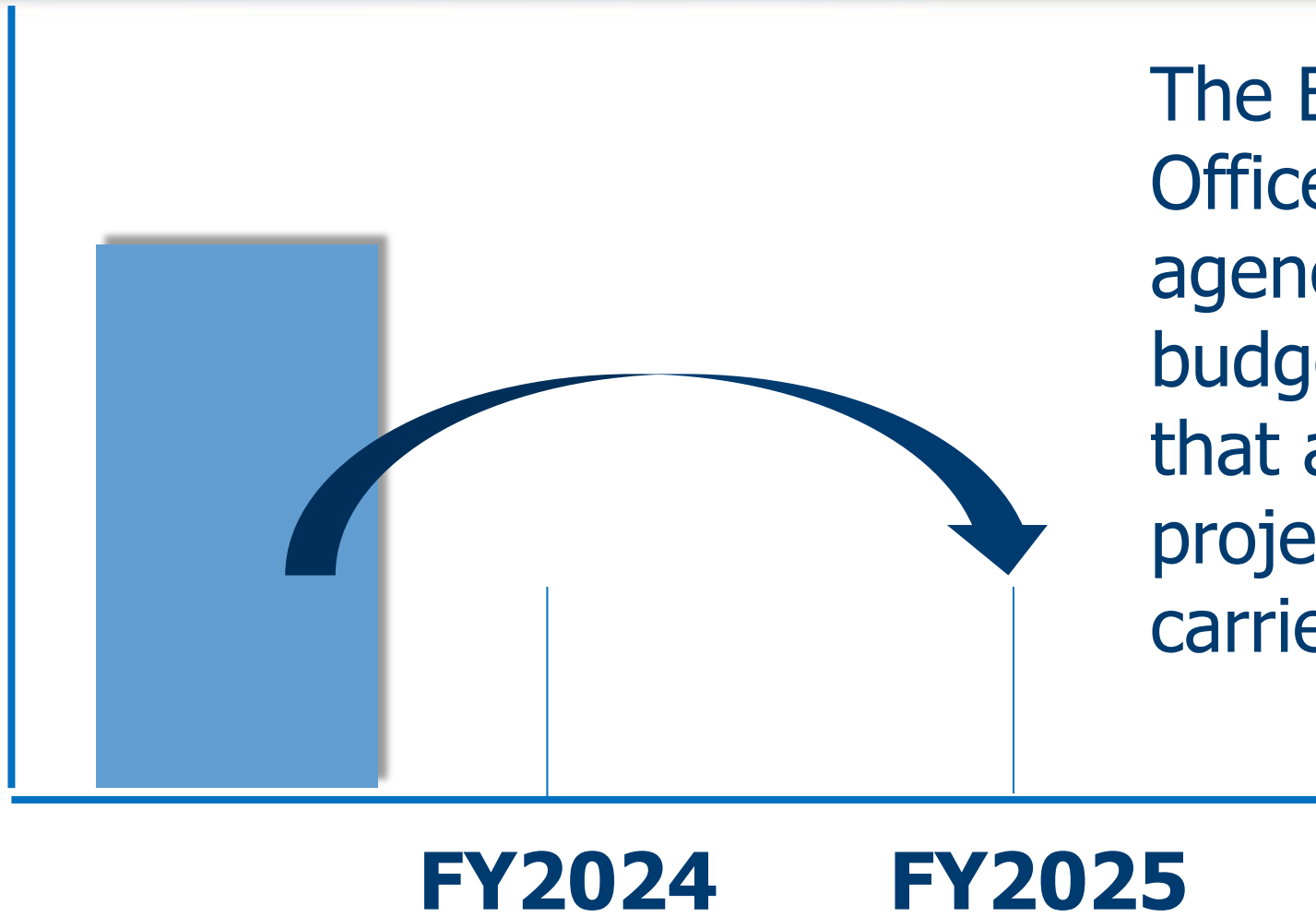
Sender	
Fiscal Year	<input type="text" value="2024"/>
Period	<input type="text" value="012"/>
Budget Type	<input type="text" value="CFSP"/> Carryforward Special Items

Receiver	
Fiscal Year	<input type="text" value="2025"/>
Period	<input type="text" value="001"/>
Budget Type	<input type="text" value="CFSP"/> Carryforward Special Items

Payment Budget	
Total Sender	0.00
Total Receiver	0.00

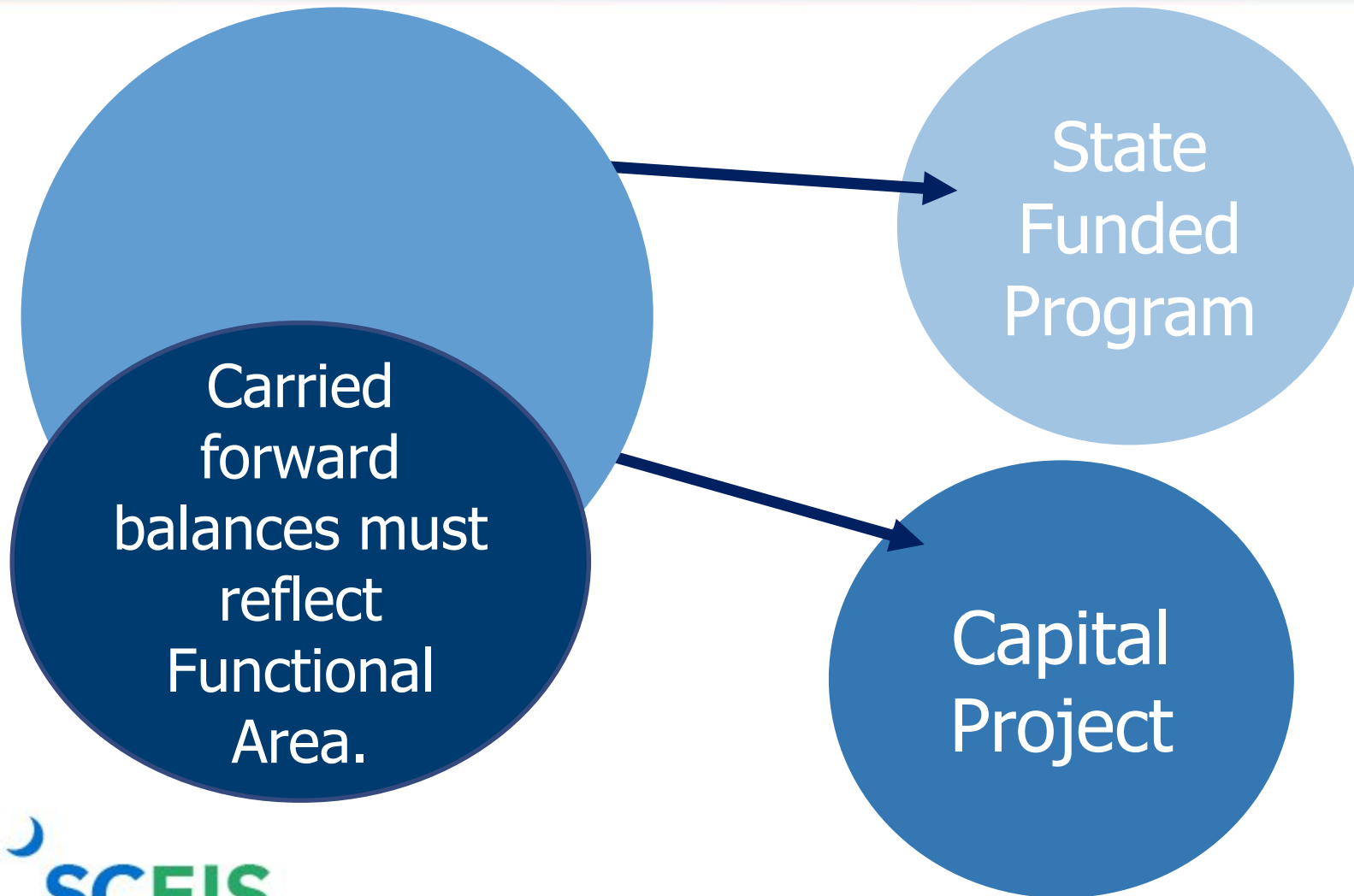
Carryforward of Capital Projects

**Capital
project
budget
balances**



The Executive Budget Office monitors agency FY2024 budgets to ensure that all capital projects have been carried forward.

Carryforward of Capital Projects



The Executive Budget Office will reject any carryforward document with a State Funded Program of "9900.000000.000" or a Functional Area of "00000000000000000000."

Carryforward Capital Projects

Transaction code: FMBB

Process: COVR Carry Over

Document type: **CAPR**

Version: 0

Budget Type Sender

Fiscal Year: 2024
Budget Type: CAPR
Period: 12

Budget Type Receiver

Fiscal Year: 2025
Budget Type: CAPR
Period: 1

Carryforward Capital Projects – FMBB

Budgeting Workbench - Create Document for FM Area SC01

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

Document Status

Header Data Additional Data

Process

Document type

Version

Document Date

Sender	
Fiscal Year	<input type="text" value="2024"/>
Period	<input type="text" value="012"/>
Budget Type	<input type="text" value="CAPR"/> CAPITAL PROJECTS

Receiver	
Fiscal Year	<input type="text" value="2025"/>
Period	<input type="text" value="001"/>
Budget Type	<input type="text" value="CAPR"/> CAPITAL PROJECTS

Payment Budget	
Total Sender	<input type="text" value="0.00"/>
Total Receiver	<input type="text" value="0.00"/>

Budget Items at Year-End

Ensure your budgets are properly posted using:

ZBD1
Budget
Consumption

**FMAVCR01/
FMAVCH01**
Budget Availability
Control Display
budget deficits
only

**Open
Encumbrance
Report**
BW Report

Lesson 5: Managing Cash Status



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Key Transactions



ZGLA

Undeposited Cash 100001XXXX

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

Run ZGLA and enter the GL range of your agency's Undeposited Cash accounts.

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1000010000 UNDEPOSITED CASH	634,520.42	254,233.82	888,754.24
* Total	634,520.42	254,233.82	888,754.24

IDT Cash Clearing 1000020000

Run **ZGLA** and enter the **GL 1000020000**.



IDT
Cash Clearing account = **0**

Email the SCEIS Help Desk and include the document number. **Do not** try to clear the balances.

If your balance for FY2024 is **not** zero, research the balance to determine document numbers that result in the balance.

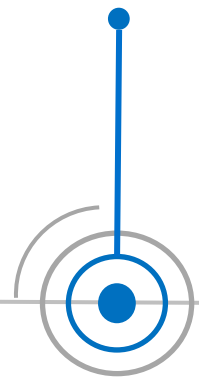
Petty Cash

If your agency has a new year petty cash account that has not yet been loaded into SCEIS, use the GL accounts below to enter your transaction:

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

Cash Balances & Availability

June 30



FY2024

Transactions posted to the prior year, FY2024, after June 30 are based upon the available cash in FY2024 only (*excludes FY2025 cash activity*).

July 1



FY2025

Cash (and other accounts) will be brought forward around July 13th, so that FY2025 cash includes the balance from the prior year.

FY2025 balance carry forward amounts adjust automatically for any additional entries posted to the prior year on/after July 1.

Lesson 6: Managing Fixed Assets

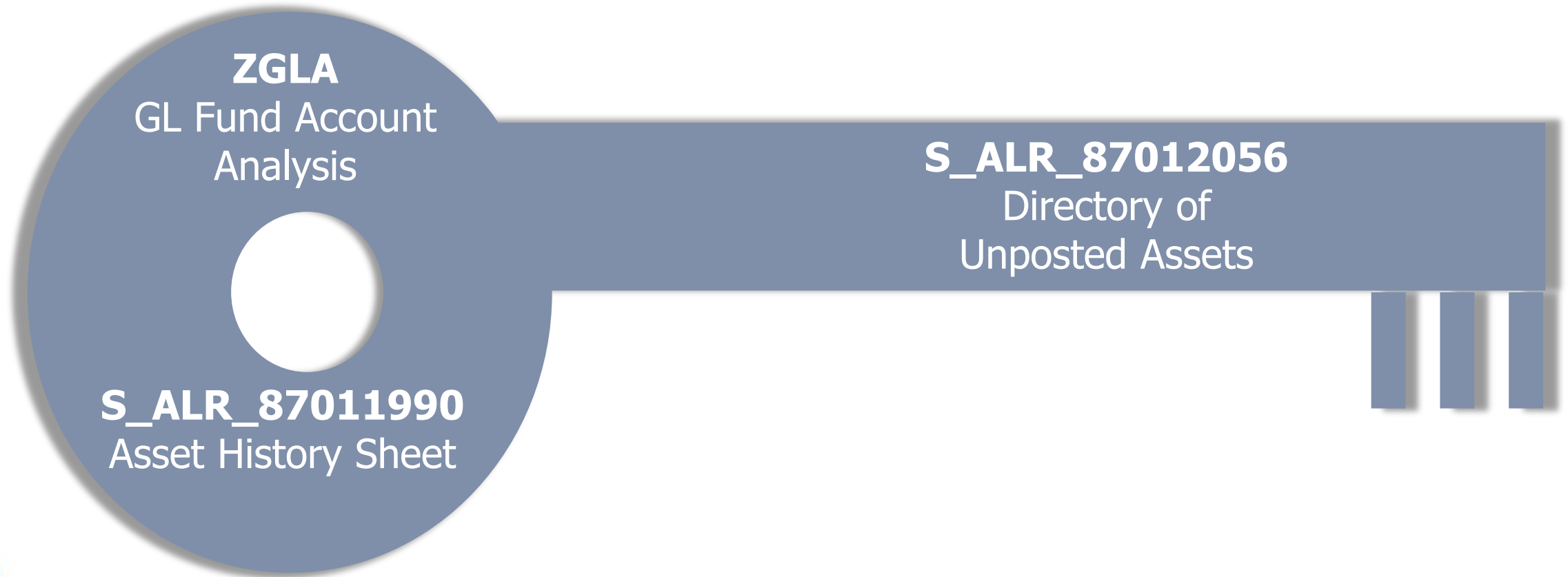


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Key Transactions



ZGLA
GL Fund Account
Analysis

S_ALR_87011990
Asset History Sheet

S_ALR_87012056
Directory of
Unposted Assets

Fixed Assets at Year-End

Ensure that the fixed assets in the general ledger match the balances in the asset history report.

(S_ALR_87011990 vs ZGLA)



Ensure that modified accrual and full accrual asset balances are equal.



Perform an inventory of assets at least annually to identify assets that need to be added or removed from the list due to donation, damage, repair, refurbishment or loss.



Unposted Assets

Use transaction S_ALR_87012056 to get a list of assets with -0- value.

This indicates a shell was set up but no value was put on the asset.

Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

The only assets that should be on the list are assets that are on POs that are being paid or carried forward.

Assets: Things to Remember

To add a **found**
or **donated** asset:

Use ABZON with the
transaction type **ZDO**
and use Offsetting GL
as **4310080000**.

To add an asset paid with a P-card
or other means of expenditure:


If already recorded in the
current year,
use **Offsetting 5xxx GL** as
originally charged, on the
Additional Details tab of
the ABZON transaction.

Assets: Things to Remember

Ensure that there are no modified accrual asset contras:

- 1 Run ZGLA, enter the range of GLs for modified accrual accounts, 1801000000 – 1801999999.
- 2 Scan the report looking for a value in a modified accrual GL with the last two digits of 10.
- 3 If you have a value in a modified accrual contra, there has been a processing error, probably associated with an ABZON.
- 4 Email the SCEIS Help Desk to resolve accrual asset contras.

Assets: Things to Remember

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 1801010010 VEHICLES & TRANSPORTATION - CONTRA - (MA)	637,488.00		637,488.00
1801010510 LAW ENFORCEMENT VEHICLES - (MA) CONTRA	16,810.00-		16,810.00-
1801029010 AGRICULTURE EQUIPMENT - CONTRA - (MA)	348,410.09		348,410.09
1801031010 LAW ENFORCEMENT EQUIPMENT - CONTRA - (MA)	8,000.00-		8,000.00-
1801099010 LOW VALUE ASSETS - CONTRA - (MA)	43,754.99-		43,754.99-
* Total	917,333.10		917,333.10

Lesson 7: Managing Grants



SCEIS

SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Key Transactions



Grants: Things to Remember



Fund 5542XXXX and any other funds used as clearing funds for federal grants should be zero at year-end.



If not, any balances must be considered when completing the grants reporting package as these balances affect accounts receivable and deferred revenue.

Grants: Things to Remember



Review the SEFA (BW) report.

The SEFA, the ZS_PLN_16000269 report and the ZGLA should provide the same information.

The information provided to the Federal Cognizant Agency should be equivalent to the information in the system.

If there is a discrepancy, email the SCEIS Help Desk.

Indirect Costs (IDC)

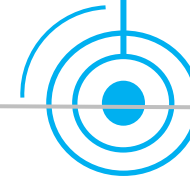
The transaction code to post indirect costs is **GMIDCPOST**.

Use of this transaction is optional but works well for standard IDC postings.

The **GMIDCPOST** program will not recognize manually-posted IDC journal entries.

Post indirect costs by **July 22**. Use the posting date of **June 30** if you are remitting back to the state.

July 22



Indirect Costs (IDC) – GMIDCPOST

Enter Grant(s)

The Cutoff Date is the last posting date used for calculating IDC.

Leave DocType as 'SA.'
Doc/Posting Date/Text are agency's choice.

Post Indirect Costs (Defined by Sponsor/Grant)

Free Selection

Selection Criteria

Company Code	SC01
Grant	to
Grant Group	
Cutoff Date	06/30/2024

IDC Document to be Generated

Document Type	SA
Text	
Document Date	06/30/2024
Posting Date	06/30/2024
Posting Period	

Run Parameters

<input checked="" type="checkbox"/> Test Run	
<input type="checkbox"/> Parallel Processing	
Logon/server group	

Grants: FI Tasks

Ensure all encumbrances, including Use Tax Payable, are cleared before closing a grant.

Delete or process all parked documents.

Ensure HRPAY, Fund 30240000, is cleared.

Review grant expenses to ensure that payroll-related lines (salaries and fringes) are proper and all budget deficits have been cleared.

Grants: FI Tasks

Clear all business trips. Travel may be processed via ZTRAVEL for reimbursements processed after June 26, 2024. HR business trip **commitments** must be cleared by the HR deadline before noon June 26, 2024.

Clear all travel advances for FY2024.

Load FY2025 grant budgets to cover purchase orders carried forward and July 1 payroll and fringe postings.

Delete or post any "HELD" GM budget documents.

Return FY2024 Grant Budget

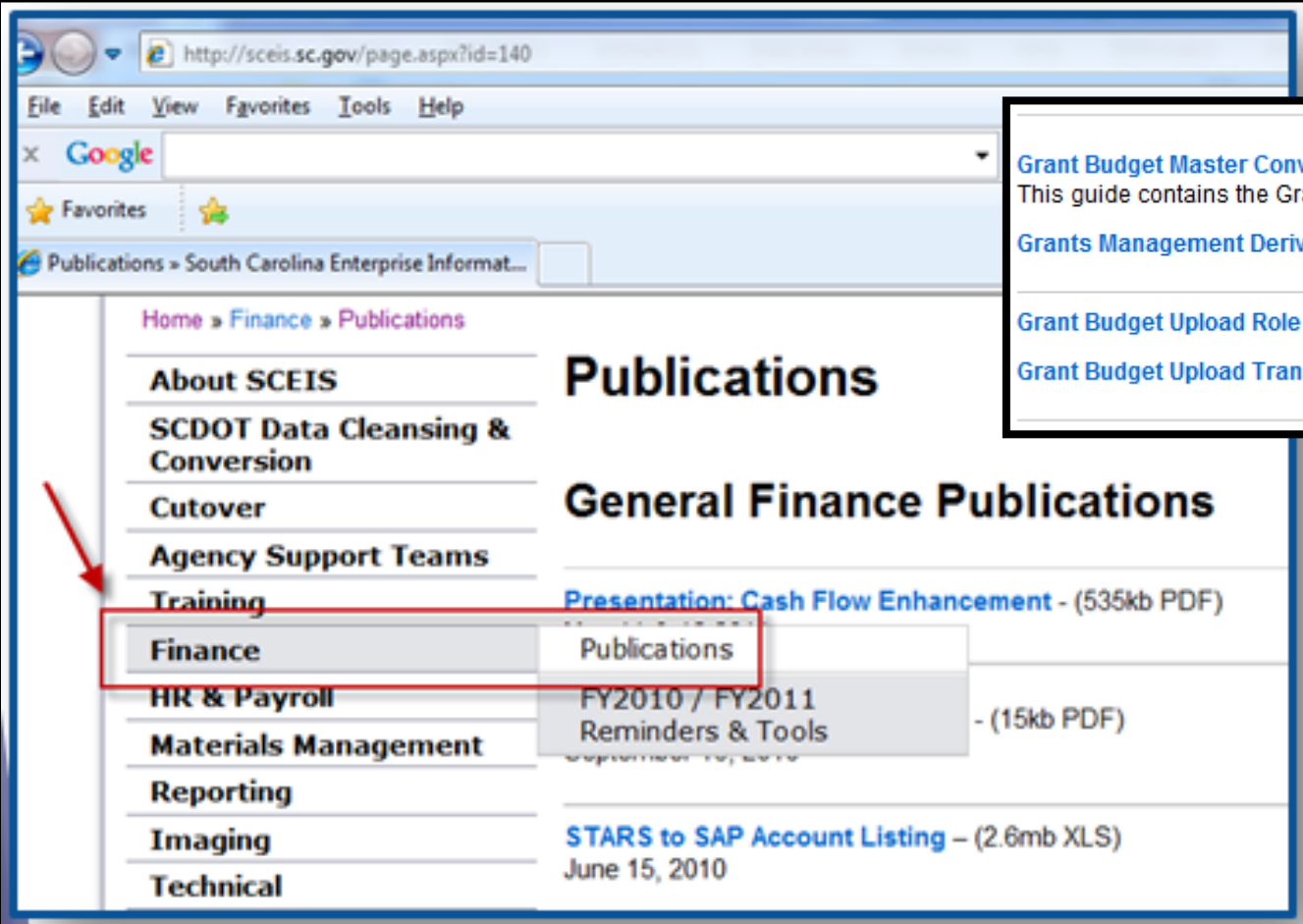
2024

All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2024. Use **GM_Create_Budget**, with a process of **Return**.

Agencies may complete the budget template and use the transaction **ZGMBGTLOAD** (requires role).

Return FY2024 Grant Budget

Instructions for the grant budget template and ZGMBGTLOAD are on the SCEIS website.



- [Grant Budget Master Conversion Guide](#) - (1mb MS Word)
This guide contains the Grant Budget Data Template as an embedded file
- [Grants Management Derivation Lists](#) - (84kb XLS)
- [Grant Budget Upload Role Description](#) - (13kb PDF)
- [Grant Budget Upload Transaction Instructions](#) - (1mb MSWord)



Create FY2025 Grants

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SCEIS Automated Use Tax Process

Presentation: SCEIS Automated Use T

March 25, 2015

Example: Journal Entry to

Agencies can use the GM master data template to establish FY2025 grants and sponsored programs. Please complete and submit the template by email to the SCEIS Help Desk.

[Grant Master Data Conversion Guide - \(2.8mb MS Word\)](#)

This guide contains the Grant Master Template, GM Datalists for C files.

Create FY2025 Grants

The grant master data load by template must be submitted by **June 17 COB** via SCEIS Help Desk.

The grant data load must be complete before the test run for the July 1 payroll.

Communicate with your HR/Payroll staff regarding grant-related positions (Infotype 1018) updating new grant accounts to include changes/updates.

If grants are closed but payroll records are not updated, payroll posting errors will occur; however, payroll will post to HRPAY.

Email the SCEIS Help Desk to update derivation tables for any new grants or functional areas created for the new fiscal year.

Lesson 8: Managing Project Systems

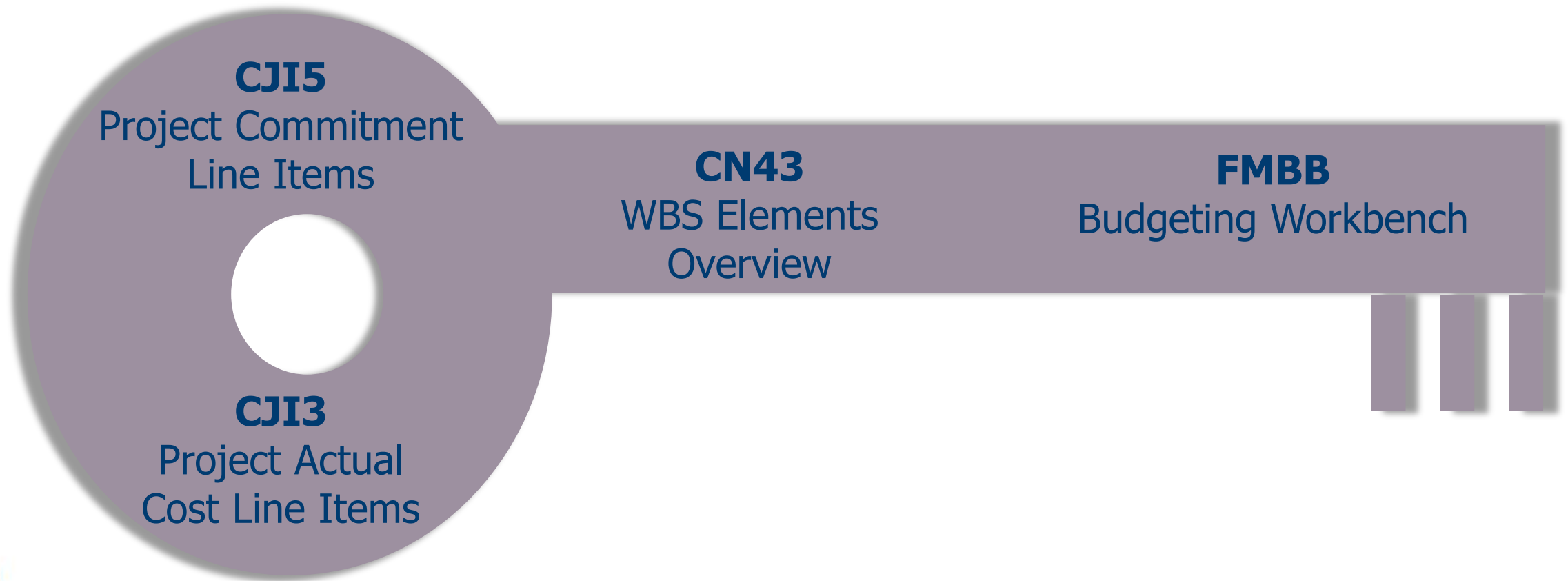


SCEIS

SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Key Transactions



Project System Procurement

Purchase
orders and
fund
reservations
CJI5

Execute report **CJI5** to display commitments on projects from purchase orders or fund reservations. (Run with end date of 12/31/9999.)

Double-click on the purchase order to see if this item will pay in the current year. If not, carry forward the purchase order.

Either close or carry forward fund reservations.

Project Systems

Projects should be capitalized when **substantially complete**.

Substantially complete is defined as the project is sufficiently complete to allow for use or occupancy for its intended use without undue interference, or 90% or greater of the project budget has been expended.

Punch list items or small components may still need to be completed but the use of the asset is permitted.

Parking WBS Settlement Profile

CJI3

Reviews open project expenditures.

FV50

If you need to re-class expenses from the **Z WBS** to a WBS that will settle to an AUC, complete a journal entry.

CN43

Reviews the status of your projects.

Close projects if they are complete.

Capitalization to an Asset

Agencies should submit a Help Desk ticket to SCEIS.HelpDesk@admin.sc.gov for any **projects that are complete** and need to move from AUC to a final asset.

Include the asset number(s) and the value that should settle to each asset.

If you incurred additional cost to a project with capitalized asset(s), provide the amount and asset number for settlement.

Carry Forward of Capital Projects

Capital Project budget balances remaining in FY2024 must be carried forward to FY2025 by the agencies.

The Executive Budget Office will **NOT** carry forward capital project budgets.

The Executive Budget Office will monitor agency FY2024 budgets to ensure that all capital projects have been carried forward.

(All CAPR docs will workflow to EBO.)

Carry Forward of Capital Projects – FMBB

Budgeting Workbench - Create Document for FM Area SC01

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

Document Status

Header Data **Additional Data**

Process

Document type

Version

Document Date

Sender	
Fiscal Year	<input type="text" value="2024"/>
Period	<input type="text" value="012"/>
Budget Type	<input type="text" value="CAPR CAPITAL PROJECTS"/>

Receiver	
Fiscal Year	<input type="text" value="2025"/>
Period	<input type="text" value="001"/>
Budget Type	<input type="text" value="CAPR CAPITAL PROJECTS"/>

Payment Budget	
Total Sender	0.00
Total Receiver	0.00

Lesson 9: Tools to Manage Year-End Processing



SCEIS

SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Key Transactions

ZGLA

GL Fund Account
Analysis

FAGLB03

GL Account Balance
Display

Z_AGY_DOCLIST

Display Parked
Documents

FMX2

Change
Funds
Reservations

FMX3

Display
Funds
Reservations

Z_IDT_DOCLIST

Display Open IDT's

FBL3N

GL Account Line Item Display

ZFMJ2

Carryforward of
Open Items

ZMRBR

Block Invoices

Parked Documents

ALWAYS!

- * Review workflow items.
- * Review workflow messages.
- * Ensure all prior year items have been addressed.

All parked A/P documents must be processed or deleted on or before July 12.

All parked JE documents must be processed or deleted on or before July 22 (except financial statement agencies).

Parked documents

Use transaction Z_AGY_DOCLIST to identify parked documents.

Parked documents can also be identified on the "Open Encumbrance Report" in BW.

Parked IDT Documents

View your agency's parked IDT payables - 39# documents.

Z_IDT_DOCLIST

Assuming these are FY2024 expenditures, they should be processed in FY2024 before the July 12 deadline.

IDT payable documents remaining in parked status after July 12 will be recreated in new year.

Blocked Invoices – ZMRBR

PO-related invoices
(RE documents) are
posted at the
time of entry,
not parked.

RE documents
are
systematically
matched to...



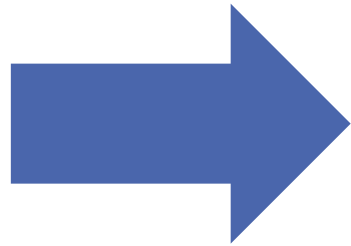
goods receipts
and purchase
orders to
ensure goods
were received
and the price is
correct.

If there is a discrepancy between the price or receipt of goods, the invoice is blocked for payment.

Run ZMRBR to view blocked invoices.

Blocked Invoices – ZMRBR

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.

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 the Invoice or, often, is the result of an error in data entry. The A/P clerk adds freight or tax on line item.

Blocked Invoices – ZMRBR

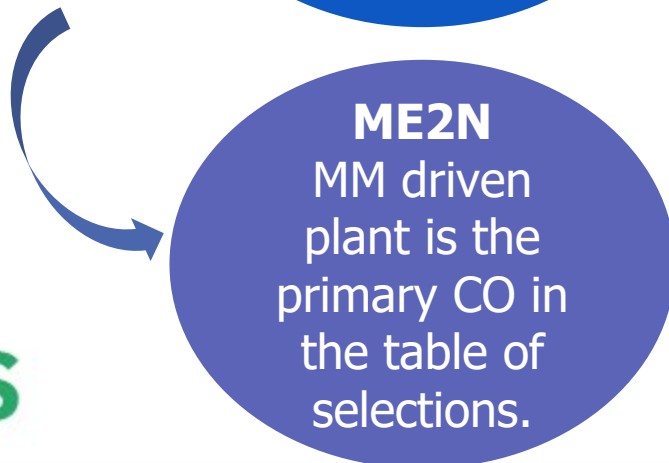
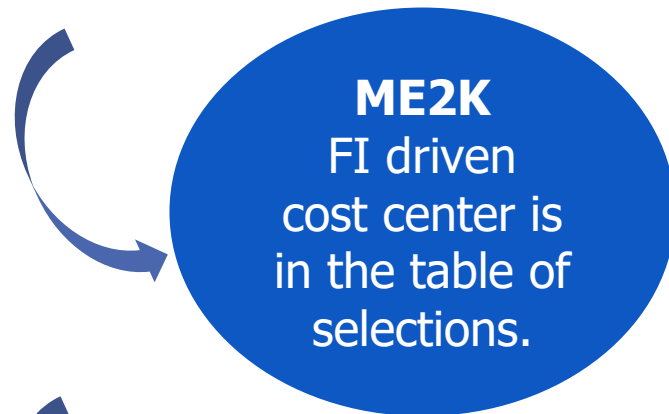
210.10	USD
350.00	USD
127.45	USD
1,044.50	USD
313.38	USD
1,500,988.52	USD

At the time of this screenshot there were approximately 309 invoices that were blocked in ZMRBR, with a value of \$1,500,988.52.

List Display by Purchase Order – ME2K / ME2N

ME2K / ME2N

Use **ME2K** or **ME2N** to identify POs with goods receipts that have not been invoiced.



Change Layout – Pull in

Still to be delivered
(qty and value)

Still to be invoiced
(qty and value)

List Display by Purchase Order – ME2K / ME2N

Purchasing Documents For Cost Center



Item	Seq.No.	Acc.Ass.	Still to be delivered (qty)	Still to be deliv.	Still to be invoiced (qty)	Still to be invoiced (val.)
Purchasing Document 4600535324						
1		1	0.00	0.00	1.00	100.00
2		1	0.00	0.00	1.00	75.00

Note: All goods have been delivered but a quantity of 1 has yet to be invoiced.

Carry Forward Value Types

VT 50 — Purchase Requisitions (PRs).

VT 81 — Funds Reservation (FRs).

VT 51 — Purchase Orders (POs).

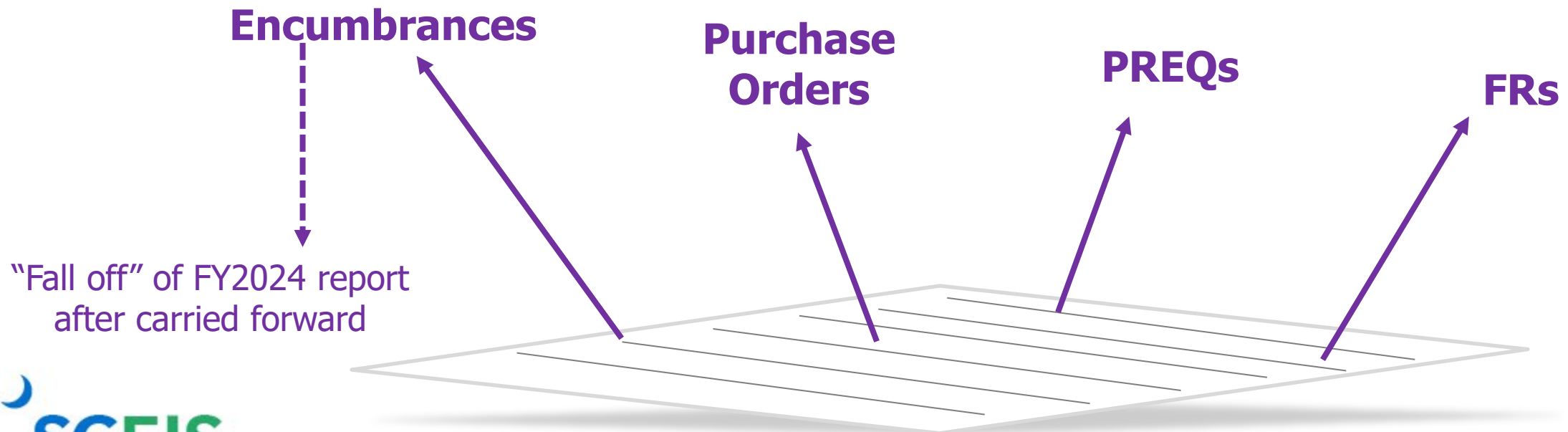
**Value Types
allowed to
be carried
forward**

**VT 54 — Invoices
(for Inventory Goods Receipts {GR}).**

**VT 83 — Forecast of Revenue
(for Sales Orders).**

Determine What to Carry Forward

Run the Open Encumbrance Report
(ZFMJ2 to carry forward items)



Carry Forward of Open Items – ZFMJ2

Only a few people in each agency will be given authorization for this transaction code.

You were sent last year's list to edit.

You will only be able to access your agency's data.

This transaction will only be available from June 17 - July 17, 2024.

Carry Forward of Open Items – ZFMJ2

Enter Funds center
(single, list or range).

Enter Document
Number (single, list or
range).

Year-End Closing: Carryforward of Open Items

FM Area SC01
Sender Fiscal Year 2023

Restriction on FM Account Assignments

Grant		to		
Fund		to		
Funds Center	D500000	to	D500ZZZ	
Commitment Item		to		
Functional Area		to		
Funded Program		to		

Restriction According to Attributes

Multiple Selection FM Account Assignment Variant Name

Restriction at Document Level

Value Type	
Company Code	SC01
Document Number	

FI Documents

FI doc.no.fisc.year	
---------------------	--

VT	Short Descript.
50	Purchase Requisitions
51	Purchase Orders
54	Invoices
81	Funds Reservation
83	Forecast of Revenue

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List
Availability Control Update Without Check

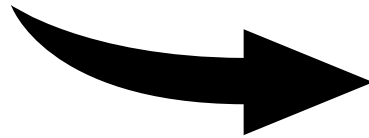
Layout

Run in Test mode.

Run with correct AVC setting.

Carry Forward of Open Items – ZFMJ2

FY2024



FY2025

If you erroneously carry forward a document, you will not be able to carry it back or change it back to the previous FY.

Carry Forward of Open Items – ZFMJ2

FY2024



In SRM if the date does not automatically update, change the FM Posting Date to current date.

The FM Posting Date in SRM will **automatically** be updated to the current fiscal year date.

FY2025

Funds Reservation Documents at Year-End

Funds reservation documents encumber budget.

Reducing funds reservations can free up budget.

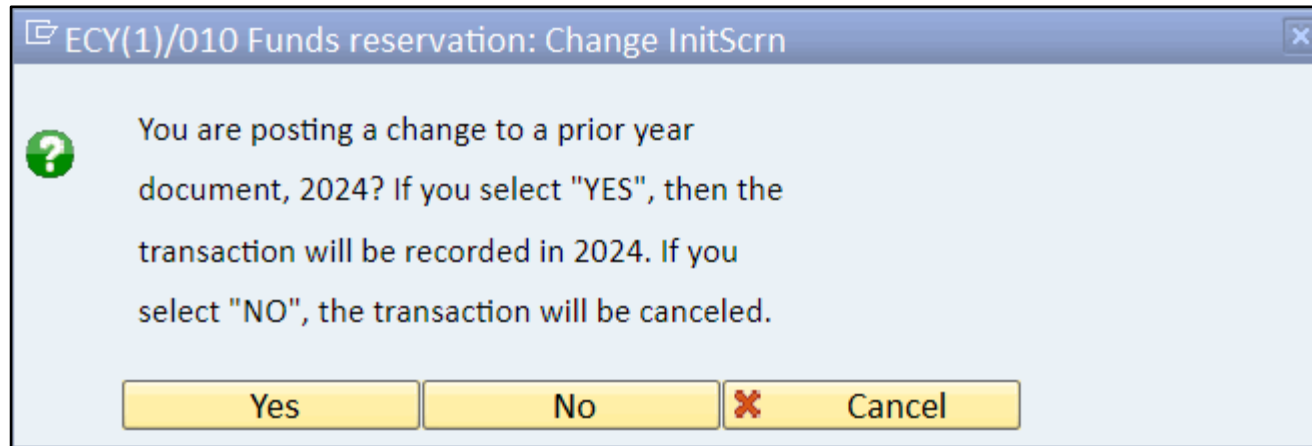
Use **FMX3** to Display Funds Reservations.

Use **FMX2** to reduce funds reservations.

Do not use FMX6 in July to manually reduce a FY2024 Funds Reservation. Reductions made using FMX6 will derive system date, FY2025, during July.

Change Funds Reservation – FMX2

FMX2 is used when an agency needs to change the amount encumbered on a funds reservation.



FMX2 invokes the pop-up box for funds reservations in FY2024. If a FR is carried forward or created in FY2025, you will not get the pop-up box.

Change Funds Reservation – FMX2

If you acknowledge **Yes** in the pop-up box, the system assigns **FMOD** transaction to keep the fiscal year ending, FY2024. If you acknowledge “No” then the transaction will be cancelled.

Complete Single Line FR – FMX2

Funds reservation: Change Overview scrn

Document number: 4000048738 Posted Document Date: 07/01/2021
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
Company Code: SC01 State of South Carolina Currency/Rate: USD
Doc.text:
Currency: USD
Grand total: 400,000.00

Line Items

Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				400,000.00	5021310000				NOT RELEVANT

To complete (zero out) a FR, click the hat.

Complete Single Line FR – FMX2

Funds reservation: Change Hdr Data

General Data

Document number	4000048738	Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workflo...	Posting Date	07/01/2021
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

Statistics

Created by	MIC131839	Created on	07/01/2021
Changed by	MIC131839	Changed on	01/12/2022

Document Status

<input type="checkbox"/> Completed	<input type="checkbox"/> Blocked
<input type="checkbox"/> Can be arc	<input type="checkbox"/> Block

Additional Data

Doc.text	
Reference	
Contract Value	

This screen will appear. Check **Completed** and save. The FR budget will be adjusted in the old year.

Change Single Line FR – FMX2

Funds reservation: Change Overview scrn

Document number: 4000048738 Posted Document Date: 07/01/2021
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
Company Code: SC01 State of South Carolina
Doc.text:
Currency: USD
Grand total: 400,000.00

To change the overall amount, up or down, simply change the amount and save.

Line Items										
	Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
	1				400,000.00	5021310000				NOT RELEVANT

Complete Multi-Line FR – FMX2

To complete (zero out) a FR, click the hat.

Funds reservation: Change Overview scrn

Document number: 4000048737 Posted Document Date: 07/01/2021
 Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
 Company Code: SC01 State of South Carolina Currency/Rate: USD
 Doc.text:
 Currency: USD
 Grand total: 1,656,595.00

Line Items										
	Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					1,620,000.00	5021310000				NOT RELEVANT
2					30,000.00	5113020000				NOT RELEVANT
3					6,595.00	5021310000				NOT RELEVANT

Complete Multi-Line FR – FMX2

Funds reservation: Change Hdr Data

General Data

Document number	4000048737	<input checked="" type="checkbox"/> Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workflo...	Posting Date	07/01/2021
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

Statistics

Created by	MIC131839	Created on	07/01/2021
Changed by	MIC131839	Changed on	04/21/2022

Document Status

<input type="checkbox"/> Completed	<input type="checkbox"/> Blocked
<input type="checkbox"/> Can be arc	<input type="checkbox"/> Block

Additional Data

Doc.text	
Reference	
Contract Value	

This screen will appear. Check **Completed** and save. The FR Budget will be adjusted in the old year.

Change Multi-Line FR – FMX2

To change a single line, select **Detail Line Item** icon.

To change an overall amount, simply change the amount and save.

Funds reservation: Change Overview scrn

Document number: 4000048737 Posted Document Date: 07/01/2021
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
Company Code: SC01 State of South Carolina Currency/Rate: USD
Doc.text: [REDACTED]
Currency: USD
Grand total: 1,656,595.00

Line Items										
	Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
	1				1,620,000.00	5021310000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT
	2				30,000.00	5113020000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT
	3				6,595.00	5021310000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT

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

What do you look for when you review the GL?

Travel advances outstanding

Should be \$-0-.
GL account 5052010000

Revenue and expenditure accounts

Review for inappropriate classifications.

Fund balance

No entries should be made directly to any fund balance account without consulting the Comptroller General's Office.

GL Account Review and JEs — Review

What do you look for when you review the GL?

Undeposited Cash accounts

To ensure the STO has verified the cash deposit and the cash has been moved to the correct bank GL, 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. The 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.

Inventory — GR/IR Reconciliation

GR/IR Clearing
Account,
2400010000,
should be zero (0.00)
at fiscal year-end.

Use **MR11** to view
items that have not
cleared the GR/IR
Clearing Account.

GR/IR Clearing — MR11

When the value on the Goods Receipt differs from the value of the invoice or vice versa, the net difference is posted in the GL to the GR/IR clearing account.

Enter Plant range. →

Enter date range. →

Click both surplus types. →

The screenshot shows the SAP 'Maintain GR/IR Clearing Account' form. It is divided into several sections: 'Document Header Data', 'Choose', 'Surplus Types', and 'Clear'.
- **Document Header Data:** Company Code (SC01), Posting Date (07/01/2023), Reference, and Doc. Header Txt.
- **Choose:** A list of fields with 'to' indicators for range selection: Supplier, Freight vendor, Purch. Organization, Purchasing Group, Plant, Purchasing Document, Item, Purchase Order Date (01/01/2007 to 05/14/2023), Purch. Doc. Category, and Order Type.
- **Surplus Types:** Two checkboxes are checked: 'Delivery surplus' and 'Invoice surplus'.
- **Clear:** Four checkboxes: 'GR/IR Clearing Account' (checked), 'Delivery Cost Accounts' (checked), 'ERS Purchase Orders' (unchecked), and 'ERS - Delivery Costs' (unchecked).

Missing GR? Verify the items on the PO have been received and enter the GR using t-code MIGO.

Missing IR? Contact the goods recipient or vendor for invoice.

GR/IR Clearing — MR11

Maintain GR/IR Clearing Account

Post Purchase Order

Company code SC01 State of South Carolina
Currency USD

Pur. Doc.	Item	PO Date	Name 1	Material	Short Text	OU	GR-IV			
Pur. Doc.	Item	Account	key name	FYrRef	Ref. Doc.	Item	Quantity Received	Quantity invoiced	Difference Qty	Difference Value
<input type="checkbox"/> 4500095130	6	03/15/2023	GOOD SOURCE	105542						
			GR/IR clearing				20,000.00		20,000.00	32,184.00
<input type="checkbox"/> 4500095132	1	03/14/2023	MCKESSON MEDICAL-SURGICAL MINNESOTA	128256						
			GR/IR clearing				24.00		24.00	111.20
<input type="checkbox"/> 4600868732	21	01/24/2022	JOHNSON CONTROLS FIRE PROTECTION LP							
			GR/IR clearing				1.00		1.00	756.00
<input type="checkbox"/> 4600931778	2	02/08/2023	SIGNATURE GREEN							
			GR/IR clearing				1.00		1.00	525.00
* Total										1,162,507.32

Other Reminders



Run Z_SCEIS_Errors to identify items on the error file.
All errors must be cleared before year-end.

Clear fund 30240000/HRPAY.

Repay interfund loans. Run ZGLA for GLs 1390010000, 2090010000.

Any Questions?



Use MySCLearning to
register for the
CO500 Q&A Webex.