SCEIS

South Carolina Enterprise Information System

CO500 YEAR END PROCESSES FOR FY2015 – PART I

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

Welcome and Introductions

Welcome to C0500 Year End Processes for FY2015

- Introductions

- Classroom etiquette

- Parking lot

Class Overview

Upon completion of this class, Procurement Officers, Inventory Managers, Finance Managers, and Directors should be able to

- manage those processes that need to be completed in preparation for the closing of FY2015.

-

Class Overview (continued)

This class will cover those Year End processes in seventeen (17) lessons:

- Lesson 1: FY2015 Year End Important Dates
- Lesson 2: New for FY2015 Year End
- Lesson 3: Managing Carry Forward Processes
- Lesson 4: Tools to Manage Year End Processing
- Lesson 5: Managing Purchasing Processes
- Lesson 6: Managing Inventory Processes
- Lesson 7: Managing Sales and Distribution (SD) Processes

Class Overview (continued)

- Lesson 8: Five Options to Create Shopping Carts for Fiscal Year 2016
- Lesson 9: Managing Expenditures and Accounts Payable Processes
- Lesson 10: Managing Receipts and Accounts Receivable Processes
- Lesson 11: Procedures for Managing Budget
- Lesson 12: FMX2 – Changing Funds Reservations
- Lesson 13: Managing Cash Status

Class Overview (continued)

- Lesson 14: General Accounting "Clean-Up" of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents

- Lesson 15: Managing Fixed Assets

- Lesson 16: Managing Grants

- Lesson 17: Managing Project Systems

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LESSON 1: FY2015 YEAR END IMPORTANT DATES

STATE INFORMATION
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SC Budget and Control Board

South Carolina Year End Important Dates

- **June 30 -** State fiscal year ends.

- Tuesday, **July 14**th - Last day of fiscal year 2015 for Accounts Payable processing.

- Wednesday, **July 15**th – Last day to close, reduce or carry forward POs, PRs and Fund Reservations to unencumber FY2015 budget.

- **July 16**th – Last day to process Use Tax via IDT.

South Carolina Year End Important Dates (continued)

- **July 24th** - Last day to process correcting journal entries in period 13 for FY2015.

- **July 24th** – All Parked Documents must be processed or deleted by 5:00 p.m.

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

South Carolina Year End Important Dates (continued)

- July 1st – 14th, 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, 2015, Period 12.

- Correcting JE documents can be entered from July 14 through July 24 with a posting date of June 30, 2015, Period 13. (Role is required.)

- Documents to be posted in the new year must have a Posting Date on or after July 1, 2015, Period 1.

South Carolina Year End Important Dates (continued)

- All revenue <u>deposited on or before June 30 should be submitted as a</u> Period 12 FY2015 transaction. These documents must be received in the State Treasurer's Office not later than <u>10:30 a.m. July 8th , 2015.</u>

- Refunds of FY2015 expenditures must be received in the State Treasurer's Office not later than <u>10:30 a.m. on July 14, 2015.</u>

South Carolina Year End Important Dates (continued)

- Period 12 FY2015 - Open for normal processing June 1, 2015 through July 14, 2015.

- Period 13 FY2015 – Open for users with a special JE role from July 15, 2015 through July 24, 2015.

- Period 14 FY2015 – Open for Financial Statement agency users from July 15, 2015 through October 15, 2015.

Lesson 1 Summary

- You should now understand the
  - Important dates in FY2015 Year End processing.

LESSON 2: NEW FOR FY2015 YEAR END

New for FY2015 Year End for FI

- Changes to invoicing colleges and universities
- Use of new Doc Types/Budget Types (FMBB)
- Changes to Revenue
    - Impact of changes to FM Periods

New for FY2015 Year End for MM

- New Hard Stop - PO's FM posting date validation.

FM posting date in wrong year or PO has not been carried forward

Invoicing Colleges and Universities

⦿ On June 1, agencies began invoicing colleges and universities as non-state (non IDT) vendors. Colleges and universities are being encouraged to clear their Z_IDT_DOCLIST by year end.

New Doc Types/ Budget Types

- A new Doc Type (CFGF) and two new Budget Types (CFGF and CFSP) have been added for year end FY2015:
  - Doc Type CFGF - CFWD Gen Fund
  - Budget Type CFGF - Carry Forward Gen Fund
  - Budget Type CFSP - Carry Forward Special Items

New Doc Types/ Budget Types

CFSP – Carry Forward Special Items:

- Process   COVR
- Document Type   CFWD
- Version   0
- Budget Type 2015   CFSP
- Budget Type 2016   CFSP

Changes to Revenue

- A new validation will compare the date of a revenue receipt (ZREV, ZAR_REV) to the date on the F-04 deposit. If the dates are not in the same fiscal year, the user will receive an error, the transaction will not be allowed.

POs Not Carried Forward

- If a Purchase Order is not carried forward from FY2015 to FY2016 prior to COB July 15, 2015, the PO will no longer be available for change.

New PO Hard Stop

- The validation ensures that PO and PO's FM Date are in the same Fiscal Year.

- **After July 15th, agencies will not have the ability to carry forward POs. …. Therefore POs remaining in Old Year are <u>DEAD, they cannot be changed, they cannot be carried forward!</u>**

New PO Hard Stop

- Situations that will lead to Hard Stop:
    - FY2014 PO carried forward to FY2015 (FM Posting Date is FY2014) if you make change in FY2015, you will get Hard Stop. (Change FM Date to FY2015 to correct error.)
    - PO is in FY2015 and you change FM Posting Date to FY2016, you will get Hard Stop. (Determine intended year, change FM Date or carry forward)
    - PO has been carried forward to FY2016 (FM Posting Date is FY2015), you will get Hard Stop. (Change FM Posting Date to FY2016 to correct error.)

Lesson 2 Summary

- You should now understand
  - What are new for FY2015 Year End processing.

LESSON 3: MANAGING CARRY FORWARD PROCESSES

Carry Forward Documents

🌀 The following Value Types will be allowed to be carried forward by agencies:

– VT 50 - Purchase Requisitions (PRs),

– VT 51 - Purchase Orders (POs),

– VT 54 – Invoices (for Goods Receipts {GR), and

– VT 81 – Funds Reservations (FRs).

Determine What to Carry Forward

- Run the Open Encumbrance Report to determine the encumbrances, POs, PRs, FRs, that need to be carried forward using the ZFMJ2 transaction.

- After an encumbrance is carried forward, it will "fall off" the Open Encumbrance Report for FY2015.

When to Carry Forward – Purchase Orders

🍂 POs or GRs - Non Inventory

Received Goods/Services	Received Invoice	Decision
Before or on 6/30	By CG closing date	Leave & Pay in old year, NFI, NFC & Lock
Before or on 06/30	After CG closing date	Carry forward PO
After 06/30	Before or after CG closing date	Carry forward PO
Not going to receive, not needed	N/A	Delete entire PO or appropriate line

When to Carry Forward – Inventory Purchase Orders

– POs

Goods Received	Invoice Received	Decision
Before or on 6/30	By CG's Closing Date	Leave the PO in the current year and pay in current year. Standard process.
Before or on 6/30, if the GR is for the full quantity	After the CG's Closing Date	Carry Forward the GR's 51 document number, the Accounting Document http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_2.pdf

When to Carry Forward – Inventory Purchase Orders

– POs

Goods Received	Invoice Received	Decision
Before or on 6/30, if the GR is for a partial quantity	After the CG's Closing Date	Carry Forward the GR's 51 document number, the Accounting Document **and** the PO http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_3.pdf

When to Carry Forward – Inventory Purchase Orders

– POs

Goods Received	Invoice Received	Decision
Before or on 6/30, if the GR is for a **partial** quantity **and** the GR is reversed, **and** then re-keyed	After the CG's Closing Date	Carry Forward the original GR, the reversed GR and the re-keyed GR **and** the PO http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_4.pdf

When to Carry Forward – Inventory Purchase Orders

– POs

Goods Received	Invoice Received	Decision
No Goods are received, no activity on the PO Line Item	No Invoice received before or after the CG's Closing Date	Do not need. Delete at the Line Item level, then delete the PR's Line Item.
No Goods are received, no activity on the PO Line Item	No Invoice received before or after the CG's Closing Date	Item is needed. Carry Forward the PO. 45XXXXXXXX http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_1.pdf

When to Carry Forward – Funds Reservations

☾ FRs

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

ZFMJ2 Carry Forward of Open Items

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

- We will be sending you last year's list to edit.

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

- This transaction will only be available for a limited period of time. (Anticipated dates are June 16 – July 15.)

ZFMJ2 Carry Forward of Open Items Cont

- This transaction allows a "Test Run."

- It is recommended that you run this transaction in "Test Run" first to ensure there are no errors.

- Errors can occur for:
  - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
  - AVC check
  - Period not open, etc.

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

Year-End Closing: Carryforward of Open Items

Year-End Closing: Carryforward of Open Items

FM Area	SC01
Sender Fiscal Year	2014

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   Layout
- Availability Control   Check ▼

ZFMJ2 Transaction

Year-End Closing: Carryforward of Open Items

🕓 🗗 ℹ

FM Area	SC01	
Sender Fiscal Year	2014	

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	➡

Enter Fund Center and Document Information

ZFMJ2 Transaction (continued)

Restriction at Document Level

Value Type		to	
Company Code		to	
Document Number		to	

FI Documents

FI doc.no.fisc.year

Be sure to run in TEST mode

Process Control

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

Be sure to run with correct AVC setting.

ZFMJ2 Transaction (continued)

- 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.

Restriction at Document Level

Value Type		to	
Company Code		to	
Document Number		to	

FI Documents

FI doc.no.fisc.year

Multiple Selection Fields

ZFMJ2 Transaction (continued)

If you erroneously carry forward a document,

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

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

ZFMJ2 Transaction (continued)

It is imperative that you:

- **Double check your work** and

- **Run the transaction in TEST** to be sure you carry forward the appropriate documents!

- You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be "No documents found."

FMAVCR01

- If you process with no budget checks on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.

- You can check negative budget balances by using FMAVCR01 and checking the box titled "Display Budget Deficits Only."

FMAVCR01 - Layout Options

Display Annual Values of Control Objects

🕒 ⤵ ℹ

FM Area	SC01
Fiscal Year	2014
Control Ledger	9H

Type of Account Assignments

Account assignments specified below are:
- ◉ Control Objects
- ◯ Budget Addresses
- ◯ Posting Addresses

Layout Options

Selection of Account Assignments

		to		
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

Layout Options

Display Options

Use View 'Outgoing Amounts'	◯
Use View 'Incoming Amounts'	◉
Maximum Usage Rate	100.00
Display Budget Deficits Only	☑
Only Obj. With Annual Checks	☑
Hierarch. View of AVC Elements	☑

FMAVCR01 - Layout Options cont.

Layout Options

Display Options

Use View 'Outgoing Amounts'   ⦿

Use View 'Incoming Amounts'   ○

Maximum Usage Rate   100.00

Display Budget Deficits Only   ☑

Only Obj. With Annual Checks   ☑

Hierarch. View of AVC Elements ☑

Fiscal Year "Pop-Up"

July 1 through July 14, you will get a "pop-up" screen to choose the appropriate FY for your transaction, for the below transactions.

ME52N - Change PR

FMX2 –   Change FR

FMW2 – Change Funds Block

If you do not receive the pop-up message, stop and "Cancel" the transaction and call the SCEIS Helpdesk.

Lesson 3 Summary

- You should now understand the
  - Year End process for managing Carry Forward documents.

LESSON 4: TOOLS TO MANAGE YEAR END PROCESSING

Key Tools to Manage Year End

- **Understand Tools Available to Manage Year End Processing.**
  - Fiscal Year Pop-up Messages
  - BW Open Encumbrance Report
  - ME2N Report for Purchasing Documents
  - ME2K Report for Account Assignment
  - MR11 GR/IR Reconciler
  - ZMRBR Report to Release Blocked Invoices
  - FMX3 Display Funds Reservations

FY 2015 - FY 2016 Pop-up Message

❧ If you have access to the transactions below; from July 1 through July 14, you will get a "pop-up" screen to choose the appropriate FY for your transaction.

ME52N   – Change PR

FMX2   – Change FR

FMW2   – Change Funds Block

VA42   – Change Contract

VA02   – Change SO

If you do not receive the pop-up message, stop and "Cancel" the transaction and call the SCEIS Helpdesk

FY 2015 - FY 2016 Pop-up Message

⚙ The purpose of this "pop-up" message is to prompt you to select the appropriate FY the transaction is to be posted.

> **Blanket Sole Source 4600292791 Created by REBECCA NICHOLS**
>
> ❓ Do you want the transaction you are attempting to process to be recorded in 2014? If you select "YES", then the transaction will be recorded in 2014. If you select "NO", the transaction will be recorded in 2015. If you have made an error and desire the transaction to be canceled, then select "CANCEL".
>
> [Yes]   [No]   [✖ Cancel]
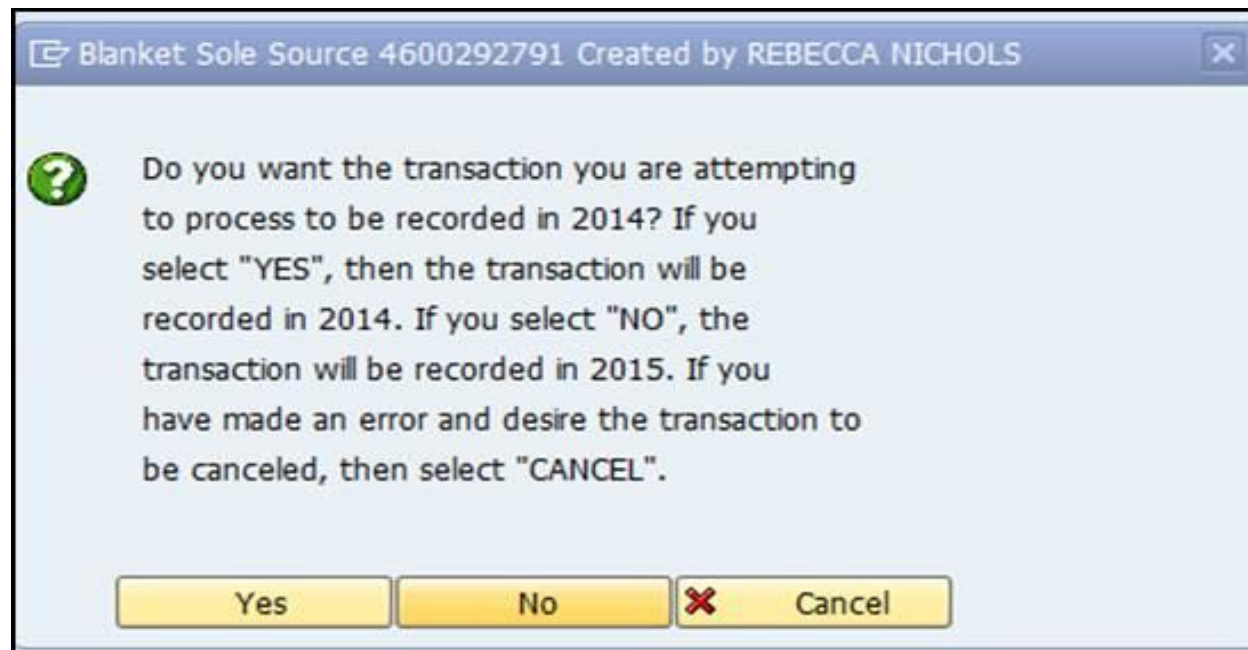
Open Encumbrance Report

- The Business Warehouse Open Encumbrance Report shows open encumbrances.
  - Open Purchase Orders
  - Open Purchase Requisitions
  - Parked FI documents
  - Funds Block
  - Funds Reservation
- A new Business Warehouse Encumbrance History Report shows open and closed encumbrances. (*Business Warehouse (BW) training is posted on the SCEIS website in uPerform.)

Open Encumbrance Report (continued)

- The Open Encumbrance report provides
  - Funding Information,
  - Document Detail and Reference Number,
  - Posting Date,
  - Vendor Name and Number,
  - Original Amount of PO,
  - Any Adjustments,
  - Invoiced Amount,
  - Good Receipted Valuated,
  - Remaining Balance, and
  - Greater than 90 Days; 61-90 days; 31-60 days; 0-30 days

Open Encumbrance Report (continued)

- It is a good practice to run the BW Open Encumbrance Report after PO clean-up to ensure no encumbrances remain. The report can now be processed by Purchasing Group.

- BW is updated overnight. POs updated today will appear or disappear on the BW report the following business day.

- Information on BW classes is available at

http://sceis.sc.gov/documents/20141215--Six_Sections_of_the_REP200_SCEIS%20Reporting_with_BW_and_BOBJ_Class_Announced.pdf

ME2N, Purchasing Document per Document Number

- List Display by Purchase Order Number

    – This can be used to filter results of the Open Encumbrance Report.

- The ME2N Report has multiple selection criteria for your use.

- ME2N, Selection Parameter ZAINV, is also available to show Goods Receipts not Invoiced.

    http://sceis.sc.gov/documents/20150505--SRM_ME2N_Selection_Parameter.pdf

Lesson 4 Summary

- You should now understand the
  - Tools to manage Year End processing.

LESSON 5: MANAGING PURCHASING PROCESSES (NON-INVENTORY & INVENTORY)

Purchasing at Year End

- 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.

- *Invoices received by June 30* should be posted and paid in the current year.
  - Otherwise, you will be paying for this year's (2015) goods and services with next year's (2016) funds, thus causing potential budget shortfalls in the new fiscal year (2016).

Open PO Options

- Options for Open POs:
  - Receive and pay in current year.
  - Reduce PO line item if applicable.
    - If you originally ordered 10 widgets but received 8 and if your customer is "good with the 8" and the other 2 are not needed, then reduce the PO to 8. In the above situation the PO was linked to a contract. So, the system will update the contract's "Release Document", thus enabling accurate contract PO reporting.

Open PO Options

- Options for Open POs
  - No Further Confirmation/No Further Invoice, and then Lock Line Item
  - Delete PO at Header (See note below.)
  - Delete at Line Item

  Note: SCEIS MM Team will speak to this topic in greater detail during Year End Training.

Open PO Options

- Receive and Pay in Current Year
  - If the 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 other payments at Year End, it is important that only POs that will be paid in the current fiscal year remain open.
    - If the PO cannot be received and paid in FY 2015, then carry forward the PO into FY 2016.

SRM – No Further Confirmation

- Tells the system there are no further confirmations expected.
- Sets the Delivery Complete indicator in the ECC Purchase Order.
- Releases Grant Commitments (GM).
- Does not unencumber funds (FM).

SRM – No Further Invoice

- Unencumbers funds (FM).
- Sets Final Invoice indicator in ECC Purchase Order.

SRM – Lock Line Item

- Sets the lock icon on line the item in the ECC Purchase Order.

- Prevents activity on the Purchase Order line item in ECC.

- Allows Purchase Order Line Item changes in SRM but will not replicate that data change to ECC.

SRM – No Further Confirmation, No Further Invoice

◉ These indicators can be found in SRM by displaying the PO, clicking the "Items" tab then the "Details" button, and then the "Related Documents" tab.

SRM – No Further Confirmation, No Further Invoice

The **No** radio button **defaults** for both "No Further Confirmation" and "No Further Invoice", which means that the transactions are not active.

SRM – No Further Confirmation, No Further Invoice

- To activate either "No Further Confirmation" or "No Further Invoice", click on the "Edit" button, select the line item, change the indicator(s) to "Yes."

SRM – No Further Confirmation, No Further Invoice

📀 Then click on the "Order" button.

SRM – No Further Confirmation, No Further Invoice

- There will be a yellow warning message to indicate that the PO has an item or items changed per the selection criteria you choose. Below is the yellow warning message.
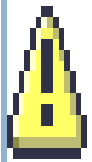
⚠ Item(s) marked No Further Confirmation or Invoice

Converting Purchase Requisitions (PRs) to POs: Incorrect 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 UOM 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.

Converting Purchase Requisitions (PRs) to POs: 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 UOM has been implemented. In this purchasing UOM, 1 box = 10 each. The system will convert the box UOM to **each** once the Goods Receipt is entered. Thus the inventory will be correct, the PO will be correct and the PR will be correct.

Converting Purchase Requisitions (PRs) to POs: Unit of Measure

- Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or there will be an encumbrance balance left on the Purchase Requisition.

- Purchasing units of measure (UOM) can be established by the Agency Material Master Liaison to assist buyers with conversion between base UOM and the purchasing UOM.

Key Tools to Manage Inventory Year End

- **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.
- **Open Encumbrance Report (BW)**

Lesson 5 Summary

- You should now understand the
  - Year End process for managing non-inventory and inventory purchasing processing.

LESSON 6: MANAGING INVENTORY PROCESSES

Material Reservations

- If a Material Reservation crosses fiscal years and the *Goods Issue* is completed in the new fiscal year, the funds will be consumed from the original account assignment but in the new year budget.

- If the account assignment changes from one year to the next, the Material Reservation will need to be deleted and recreated with the new account assignment.

Material Reservations

Close or Delete all Material Reservations that you will not fulfill

- 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

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

  OR

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

Material Reservation - Deletion

MB22 – Change Reservation

Change Reservation 9500311721 : Collective Processing

📄 ✏️ 🔍 Details from Item

Movement Type | 201 | GI for cost center

Goods recipient | |

Fund	10010000
Cost Center	F030REA100
Functional Area	F030_RE00
Funds Center	F030REA100
Earmarked Funds		0	☐Done

Grant | NOT RELEVANT |

Commitment Item | 5030090000 |

➡️ More

Deletion Indicator

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M FIs	D
1	145530	4.00	EA	IT03	0001		☑☐	☑
2	145530	4.00	EA	IT03	0001		☑☐	☐
3	145530	2.00	EA	IT03	0001		☑☐	☐

Material Reservation – Final Issue

MB22 – Change Reservation

Change Reservation 9500311721 : Collective Processing

📄 ✏️ 🔍 Details from Item

Movement Type   201 GI for cost center

Goods recipient [ ]

Fund   [   ]

Cost Center   F030REA100   Grant   NOT RELEVANT

Functional Area   F030_RE00

Funds Center   [   ]   Commitment Item [   ]

Earmarked Funds   [   ] 0 ☐Done   ➡️ More

Final Issue Indicator

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	FIs	D
1	145530	4.00	EA	IT03	0001		☑	☑	☐
2	145530	4.00	EA	IT03	0001		☑	☐	☐
3	145530	2.00	EA	IT03	0001		☑	☐	☐

Goods Issue – **Final Issue**

MIGO – Goods Issue

Other Year End Considerations

- Goods Receipt/Invoice Receipt – When the value on the Goods Receipt differs from the value of the invoice, the net difference is posted in the GL to the GR/IR clearing account. Contact the FI Department in your agency if you do not have AP GR-IR Reconciler role.

- Run transaction MR11 to identify variances and clear appropriately. Contact the FI Department in your agency if you do not have access to this transaction.

Physical Inventory (per CG Office)

- Take a physical count of inventories on hand at the end of the fiscal year.

- Do this between April 1 and June 30 but choose a date as close to June 30 as possible.

- The date should not vary significantly from year to year.

- Notify the State Auditor's Office at least two weeks in advance of the date of the physical count. They may wish to send someone to observe the count.

Physical Inventory Reconciliation

- Pay attention to unit of measure when entering your count. The default is the <u>base unit of measure.</u>

- Physical inventory documents must have differences **POSTED** no later than June 30, 2015.

- <u>**Do not wait until June 30th to start taking inventory.**</u>

Helpful Transactions

- **MIDO Display Physical Inventory Overview**
  - Lists items not yet counted.
  - Displays documents not yet posted.

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, 2014.

```
105691              COOKIES,ICED OATMEAL,5OZ              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

- Inventory scrapping (MIGO, Movement Type 551)

  - 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.

Lesson 6 Summary

@ You should now understand the

– Year End process for managing Inventory processing.

LESSON 7: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

SD – Open Sales Orders
VA05 Transaction

- Open Sales Orders cross fiscal years. In VA05, Open Sales Orders can be viewed by selecting the Open Sales Orders in the Selection Criteria and clicking on the Organizational Data to add the agency information.

List of Sales Orders

| Disp.variants | Further sel.criteria | Organizational data | Partner function... |

Sold-to party	
Material	
Purchase order no.	

Sales order data

| Document Date | 07/01/2013 | To | 04/17/2014 |

Selection criteria

⦿ Open sales orders ☐ My orders
◯ All orders

SD – Incomplete Sales Orders V.02 Transaction

To view and determine why a sales order is incomplete, use **V.02** to review **Incomplete Sales Orders**. You can search by agency or "created by." All incomplete sales orders should then be updated or deleted.

SD – Incomplete Sales Orders
V.02 (continued)

❧ Incomplete SD documents are shown by clicking into the sales document. The system gives details as to why the Sales Order is incomplete.

SD – Incomplete Sales Orders – V.02 (continued)

❷ Click on "Complete Data" to view missing information and to complete the missing data.

SD – Picking and Issuing VL10H Transaction

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

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

SD – Blocked for Delivery VA14L Transaction

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

SD – Open Sales Contracts
VA45 Transaction

◉ VA45 – Review all **Open** Sales Contracts.

List of Contracts
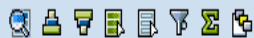
Open contracts

Validity Period 07/01/2013 To 05/18/2014

Document	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from	Valid to	Dlv.Date	Created by	BB	Sold-to pt
40000740	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4009159
40000739	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012283
40000738	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012282
40000737	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4002681
40000736	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4004511
40000735	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012281
40000734	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4001604
40000733	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012279
40000725	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4009161
40000724	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4002585
40000723	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4009163

SD-Incomplete Sales Contracts
V.06 Transaction

- V.06 – Review all **Incomplete** Sales Contracts. Are they valid? Do they need to be updated to complete? Should they be deleted?

SD – Billing
VFX3 Transaction

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

Release Billing Documents for Accounting

SOrg.	Payer	BlCat	Billing Date	BillT	Created by	Created on	Sold-to pt	Billing Doc.	PsSt	S	Char	Billing Type	Name of the payer	
ZDOC	1023012	L	10/03/2013	F2	TER40455	01/21/2014	1023012	90122672			Delivery-related billing document	Invoice	GREENVILLE COUNTY DETENTION CTR.	C
ZDOC	3241022	L	10/31/2013	F2	TER40455	01/21/2014	3241022	90122675			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE	P
ZDOC	3241022	L	11/14/2013	F2	TER40455	01/21/2014	3241022	90122676			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE	P
ZDOC	3331002	L	09/30/2013	F2	TER40455	01/21/2014	3331002	90122680			Delivery-related billing document	Invoice	MCCORMICK SCHOOL DISTRICT	M
ZDOC	4006651	L	09/09/2013	F2	TER40455	01/21/2014	4006651	90122687			Delivery-related billing document	Invoice	NEWBERRY HISTORICAL SOCIETY	N
ZDOC	D200008	L	09/09/2013	F2	TER40455	01/21/2014	D200008	90122702			Delivery-related billing document	Invoice	GOVERNORS OFFICE-CONTINUUM OF CARE	G
ZDOC	H630029	L	07/23/2013	F2	TER40455	01/21/2014	H630029	90122706			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION	S
ZDOC	H630029	L	09/30/2013	F2	TER40455	01/21/2014	H630029	90122707			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION	S
ZDOC	H630029	L	12/18/2013	F2	TER40455	01/21/2014	H630029	90122708	N		Delivery-related billing document	Invoice	SC DEPT OF EDUCATION	S
ZDOC	J040043	L	12/03/2013	F2	TER40455	01/21/2014	J040043	90122717			Delivery-related billing document	Invoice	SC DEPT OF HEALTH & ENV. CT	S
ZDOC	K050003	L	11/21/2013	F2	TER40455	01/21/2014	K050003	90122727			Delivery-related billing document	Invoice	DEPARTMENT OF PUBLIC SAFETY	D
ZDOC	L240003	L	08/30/2013	F2	TER40455	01/21/2014	L240003	90122735			Delivery-related billing document	Invoice	SC COMMISSION FOR THE BLIND	S
ZDOC	N040026	L	11/07/2013	F2	TER40455	01/21/2014	N040026	90122738			Delivery-related billing document	Invoice	SCDC COMMISSARY WAREHOUSE	S
ZDOC	U120027	L	11/13/2013	F2	TER40455	01/21/2014	U120027	90122767			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION	S
ZDOC	U120027	L	12/03/2013	F2	TER40455	01/21/2014	U120027	90122769			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION	S
ZDOC	3402000	L	01/15/2014	S1	JOY63646	02/10/2014	3402000	90124194			Delivery-related billing document	Cancel. Invoice (S1)	RICHLAND SCHOOL DISTRICT #2	R

SD– Billing
VF04 Transaction

- VF04 – Review all open Billing Documents related to Sales Orders. 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	BlCat	SOrg.	Billing Date	Sold-to pt	BillT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party	Sold-toLoc	Sort term	Counter	ShPt	POD status	Net Valu
X	A	ZDST	10/07/2013	4002297	F2	US	111682	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		180.00
X	A	ZDST	12/09/2013	4002297	F2	US	116636	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	12/10/2013	H630007	F2	US	116805	Z1	Z1	C	354996	DEPARTMENT OF EDUCATION	COLUMBIA			IT03		4,161.30
X	A	ZDST	02/20/2014	4002297	F2	US	121338	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		30.00
X	A	ZDST	02/21/2014	4002297	F2	US	121438	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		300.00
X	A	ZDST	02/24/2014	4002297	F2	US	121649	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		180.00
X	A	ZDST	02/26/2014	D170009	F2	US	122047	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA			IT03		1,590.00
X	A	ZDST	03/05/2014	L040001	F2	US	122663	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA			IT03		300.00
X	A	ZDST	03/07/2014	L040001	F2	US	122882	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA			IT03		240.00
X	A	ZDST	03/12/2014	D170009	F2	US	123207	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA			IT03		480.00
X	A	ZDST	03/19/2014	4002297	F2	US	123784	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124109	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124115	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		420.00
X	A	ZDST	03/24/2014	4002297	F2	US	124134	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124135	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/25/2014	4002297	F2	US	124239	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00

SD – Billing
V23 Transaction

● V23 – Review all SD documents blocked for billing by highlighting the Sales Order and clicking on "Edit sales doc". This allows the user to make any necessary changes needed in order to bill.

SD Doc.	..	BillBlkDes	On	Sold-to pt	Created	Name	BB	Delivery status	Sales doc.type	Header block	Item block
125529	C	DSIT - Spirit	04/08/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
125744	C	DSIT - Spirit	04/10/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
125753	C	DSIT - Spirit	04/10/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
125875	C	DSIT - Spirit	04/11/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
126003	C	DSIT - Spirit	04/11/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126047	C	DSIT - Spirit	04/14/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126606	C	DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126607	C	DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
126608	C	DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126609	C	DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
126812	C	DSIT - Spirit	04/23/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126875	C	DSIT - Spirit	04/23/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126947	C	DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126949	C	DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	
126971	C	DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127023	C	DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127073	C	DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127074	C	DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127115	C	DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
127165	C	DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
127166	C	DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127229	C	DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
127246	C	DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not delivered	Order	X	
127357	C	DSIT - Spirit	04/29/2014	J020003	BEV11756	DHHS	Z1	Not relev for deliv	Order	X	
127358	C	DSIT - Spirit	04/29/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	

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 – Helpful SD Transaction Codes

- **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 (continue)

- 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

Lesson 7 Summary

- You should now understand the
  - Year End process for managing Sales and Distribution (SD) processing.