



South Carolina Enterprise Information System

CO500 YEAR END PROCESSES FOR FY2015 – PART II

End User Training
Columbia, SC
Spring 2015

STATE INFORMATION
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SC BUDGET AND CONTROL BOARD



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LESSON 8: FIVE OPTIONS TO CREATE SHOPPING CARTS FOR FISCAL YEAR 2016

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Shopping Carts for FY 2016

- ④ Five Options to Create Shopping Carts for Fiscal Year 2016 can be found at

[http://sceis.sc.gov/documents/20150413--
Five_Options_to_Create_SC_for_FY2016
Before_or_on_July_1_2015.pdf](http://sceis.sc.gov/documents/20150413--Five_Options_to_Create_SC_for_FY2016_Before_or_on_July_1_2015.pdf)

Lesson 8 Summary

- You should now understand the
 - Five options of the Year End process for creating Shopping Carts for Fiscal Year FY2016 on or before July 1, 2015.



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LESSON 9: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

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Key Transactions

- 🌀 FV60 Park Vendor Invoice
- 🌀 MIRO Post Incoming Invoice
- 🌀 FBL1N Vendor Line Item Display

Payment Terms

- Currently, payments are set at “Net 30 Days” which initiates a payment run 22 days from the date of invoice. This means that if your invoice is dated June 1st, then the check is not actually cut until June 22nd. This enables the State to meet general payment terms of **Net 30 Days**.
- For payments made during July for the prior fiscal year, the invoices will produce an error so that you will be prompted to change the payment terms to **Pay Immediately**.

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 Future Dated Invoices

G/L Account Line Item Display G/L View

🕒 📄 🌐 🇺🇸 📁 Choose Ledger 🗨️ Entry View Data Sources

G/L account selection

G/L account	<input type="text" value="2000010000"/>	to	<input type="text"/>	<input type="button" value="➡"/>
Company code	<input type="text" value="SC01"/>	to	<input type="text"/>	<input type="button" value="➡"/>

Selection using search help

Search help ID	<input type="checkbox"/>	<input type="text"/>
Search string	<input type="text"/>	
<input type="button" value="➡ Search help"/>		

Line Item Selection

Status

Open Items

Open at Key Date	<input type="text" value="05/30/2014"/>		
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Cleared Items

Clearing Date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="➡"/>
Open at Key Date	<input type="text"/>			

All Items

Posting Date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="➡"/>
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Type

Enter GL 2000010000 and Execute

Identify Future Dated Invoices

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

These invoices will never pay though they are consuming budget.

Account	BusA	Cost Center	Functional Area	Fund	Grant	Funded Program	Document...	Type	Doc. Date	Σ	Amt in loc.cur.
20000100...	H6...			39078000	NOT RELEVA...		5701107393	RE	05/08/3201		2,991.30-
20000100...	N1...			10010021	NOT RELEVA...		5701103333	RE	05/16/2204		2,398.00-
20000100...	J040			37640006	J0403S031A00		5701075462	RE	04/16/2201		271.36-
20000100...	E240			53990000	E2401F002611		3005325770	KR	03/21/2201		814.62-
20000100...	N0...			31970001	NOT RELEVA...		5701107898	RE	05/21/2074		128.39
20000100...	P160			10010000	NOT RELEVA...		5701033983	RE	03/03/2024		75.86-
20000100...	N1...			10010000	NOT RELEVA...		5701095823	RE	05/06/2015		816.61-
20000100...	R360			30350000	NOT RELEVA...		3005286828	KR	05/05/2015		50.00-
20000100...	N1...			10010000	NOT RELEVA...		5701093870	RE	11/08/2014		100.00-
20000100...	J040			50550000	J0401K820005		3300008561	KG	09/18/2014		240.52

Prior Year Payables in the New Year

- ④ Accounts Payable Reporting Package will be used to create accrual of payables incurred at June 30th 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 (continued)

- ④ Accounts Payable Transactions for Reporting Package
 - Select “Prior Year Payable” from dropdown box in **Text** field under the Basic Data tab. No other alternative wording should be used.
- ④ Report any transactions identified/processed to CGO, 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 (continued)



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						

Lesson 9 Summary

- You should now understand the
 - Year End process for managing expenditures and Accounts Payable processing.



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LESSON 10: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

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Key Transactions

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

Revenue at Year End

- ① All cash received by June 30th must be posted to the prior fiscal year.
- ① The posting date determines which fiscal year the revenue is posted. For example:
 - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2015 or prior to post to FY2015.
 - All revenue received **as of** June 30, but deposited in July must have a posting date of 6/30/2015 to post to FY2015.
 - All revenue received **after** June 30 must have a posting date of 07/01/2015 or after and must post to FY2016.

Revenue at Year End (continued)

- ④ Deposits for Period 12 (FY2015), and Period 01 (FY2016)
 - Deposit on separate deposit slips and enter as separate transactions in SCEIS.
- ④ All deposit slips transmitted for FY2015 pertaining to Period 12 must be received in the State Treasurer's Office not later than **10:30 a.m. July 8th, 2015.**

Revenue at Year End (continued)

- ① Bank deposits validated after Tuesday, July 8, 2015
 - Contact STO if you need the deposit recorded in Period 12, FY2015.
 - This should be a rare exception, as revenue deposited on or after July 1, 2015 should be recorded as FY2016 revenue.

- ① Deposits for Refund of Expenditure or Refund of Travel for FY2015
 - It is not necessary to contact the STO prior to submitting. Use Period 13 on these deposits and submit them in the normal manner until July 14th.

Revenue at Year End (continued)

- 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.

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 T-code **FBL3N**.
- If you know the customer number, use T-code **FBL5N** to display individual AR balances.

Accounts Receivable at Year End

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

Display Un-Deposited Cash – FBL3N

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

Lesson 10 Summary

- You should now understand the
 - Year End process for managing revenue and Accounts Receivable processing.



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LESSON 11: PROCEDURES FOR MANAGING BUDGET

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Key Terms and Concepts

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

- 🌀 Posted, Pre-posted Budget Items
- 🌀 Carry Forward Budget Items
- 🌀 Workflow Items
- 🌀 Statewide Carry Forward Appropriations
- 🌀 Earmarked, Restricted, and Federal Appropriations

Budget Items at Year End

- ④ Clear all pre-posted budget items by the close of business July 14th for the fiscal year.
- ④ A listing of all pre-posted items can be generated by using T-code **FMEDDW, Document Status 2.**
- ④ Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB.**
- ④ Statewide Carry Forward will be handled centrally. Agency personnel will not have to enter this information, if there is any Carry Forward.

View Budget Documents

- ④ Why it is important to review the status of budget documents or pre-posted budget documents
 - 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.
 - SCEIS uses the most conservative approach to budgeting.

Statewide Carry Forward Appropriations

- ① Proviso 117.24 - 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 Office of the Comptroller General and the Executive Budget Office will determine each Agency's Carry Forward amount and transact the necessary entries.
 - Carry Forward appropriation will be recorded centrally in Funded Program 8900.000000X000 “Statewide Carry Forward 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.

Carry Forward General Appropriations – FMBB cont.



- ① Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must
 - Process budget transactions by August 2nd.
 - Use T-code **FMBB** to process carry forward, **new Budget Type CFSP**.
 - Reference the applicable proviso or permanent statute related to the Carry Forward 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
- ① Note: This is not the “10% Carry Forward” determined after the close of the fiscal year in accord with Proviso 117.24.

Carry Forward - Special Items

CFSP – Carry Forward Special Items

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

Carry Forward of Capital Projects

- ④ Capital Project budget balances remaining in FY2015 will be carried forward to FY2016 by the Executive Budget Office after July 24, 2015.
- ④ If FY2016 budget is needed in a project prior to July 24, 2015, please enter a Help Desk ticket.

Budget Items at Year End (continued)

- ④ Ensure your budgets are properly posted.
- ④ Review budget reports regularly, such as
 - **ZBD1** (Budget Consumption),
 - **FMAVCR01** (Budget Availability Control), and
 - **BW Report** – Open Encumbrance Report.

FMAVCR01 Report

- ① 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

Lesson 11 Summary

- You should now understand the
 - Year End process for managing budget.



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LESSON 12: FMX2 – Changing Funds Reservations

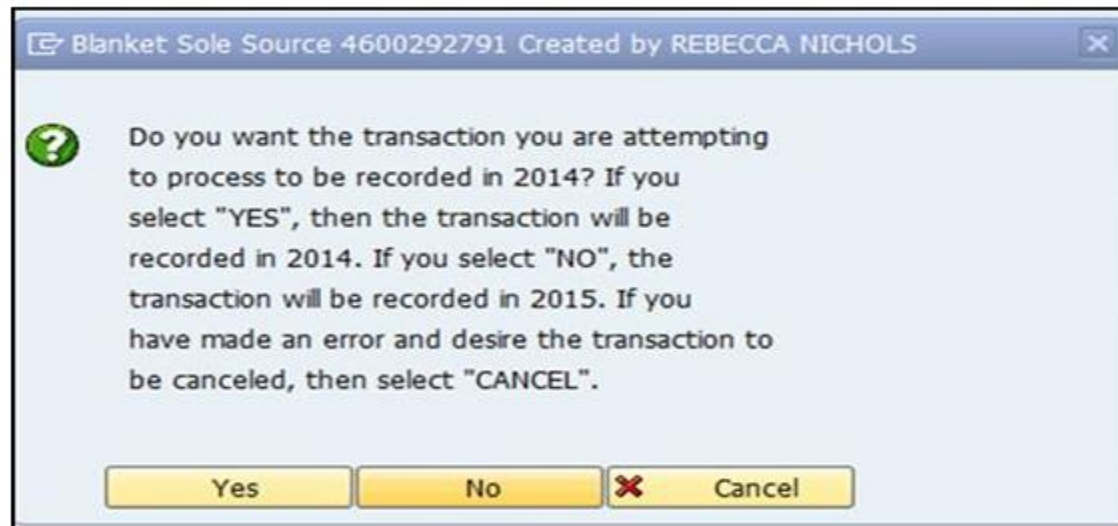
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FMX2 – Errors at Year End

- FMX2 is used when an agency wishes to change the amount encumbered on a Funds Reservation.
- FMX2 invokes the Pop-Up box requesting acknowledgment of a fiscal year.



FMX2 – Errors at Year End (continued)

- ④ When you acknowledge a year in the Pop-Up box, the system assigns that transaction to a fiscal year, either FY15 or FY16, based on your answer. This behind-the-scene program is called **FMOD**.
- ④ Provided you only process the transaction, the system will post the FM impact in the correct fiscal year. If an icon is clicked that invokes another program, FMOD is lost and the system posts erroneously in the current (new) year.

FMX2 – Errors at Year End (continued)

- ① The result of such an error is that you have not received your intended impact on the old year budget; and, there is an unintended impact in the New Year that only SCEIS can correct.

FMX2 – Change Single Line FR

Funds reservation: Change Overview screen

Document number: 4000020830 posted Document Date: 06/27/2012
Document type: 11 Funds Reservation W/O W... Posting Date: 06/27/2012
Company Code: SC01 State of South Carolina Currency/rate: USD
Doc.text:
Currency: USD
Grand total: 2,024.43

Line items

D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				2,024.43	5021470000	J160C2G0CL	J160_6008	37640000	NOT RELEVANT

To complete (Zero Out) a FR, click the hat.

DO NOT click the "Consumption" icon. FMOD will be lost and the entry will post in the New Year.

To change the overall amount, Up or Down, simply change the amount and Save.

FMX2 – Change Single Line FR (continued)

Funds reservation: Change Hdr Data

General Data

Document number	4000020830	posted	Document Date	06/27/2012
Document type	11	Funds Reservation W/O Wo...	Posting Date	06/27/2012
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	PAM21252	Created on	06/27/2012
Changed by		Changed on	

Document Status

Completed Blocked
 Can be arc Block

Additional Data

Doc.text	
Reference	
Contract Value	

This screen will appear, check "Complete" and Save. The FR Budget will be adjusted in the Old Year.

FMX2 – Change Multi-Line FR (continued)

Funds reservation: Change Overview screen

Document number: 4000021037 | posted | Document Date: 07/02/2012
Document type: 11 | Funds Reservation W/O W... | Posting Date: 07/02/2012
State of South Carolina | Currency/rate: USD
COUNTY DSN BOARD | 589,682.44

DO NOT click the "Consumption" icon. FMOD will be lost and the entry will post in the New Year.

Line items	D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					506,818.00	5021330000	J160Q50010	J160_34AD	37640000	NOT RELEVANT
2					16,640.00	5021330000	J160Q50010	J160_34SE	37640000	NOT RELEVANT
3					1,191,199.00	5021330000	J160Q50010	J160_36CH	37640000	NOT RELEVANT
4					362,342.00	5021330000	J160Q50010	J160_36SP	37640000	NOT RELEVANT
5					1,148,920.00	5021330000	J160Q50010	J160_36IC	37640000	NOT RELEVANT
					5,816.00	5021330000	J160Q50010	J160_33MW	37640000	NOT RELEVANT
					158,678.44	5021330000	J160Q50010	J160_35SC	37640000	NOT RELEVANT
					12,669.00	5021330000	J160Q50010	J160_33FS	37640000	NOT RELEVANT
					160,158.00	5021330000	J160Q50010	J160_31EI	37640000	NOT RELEVANT
10					26,442.00	5021330000	J160Q50010	J160_33CS	37640000	NOT RELEVANT

To change a single line; select "Detail Line Item" icon.

To change an Overall Amount, simply change the amount and Save

FMX2 – Change Multi-Line FR (continued)

Funds reservation: Change Detail scr

Icons: [Print] [Copy] [Paste] [Save] [Home] [Refresh] [Delete] [Entry] [Consumption]

Line Item: 4000021037 1 Position: / 10

Text: Adult Day

Control data

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

Values

Currency: USD

Overall amount:

Open amount:

Due on:

More data

Vendor: 7000026340 COLLETON COUNTY BD OF DISAB & SPEC

Customer:

Alternat. payee:

Note: A blue arrow points from the text box to the "Completion indicator" checkbox.

This screen will appear, check "Complete" and Save. The FR Budget will be adjusted in the Old Year.

Lesson 12 Summary

- You should now understand the
 - Year End process for changing Funds Reservations using the FMX2 transaction.



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LESSON 13: MANAGING CASH STATUS

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Undeposited Cash 100001XXXX

- The Undeposited Cash account must be zero at Year End.
- Run ZGLA and enter the GL range of your agencies Undeposited Cash Accounts

* Total	10,750,842.89		10,750,842.89

IDT Cash Clearing 1000020000

- ④ The IDT Cash Clearing account must be zero at Year End.
- ④ Run ZGLA and enter the GL 1000020000.
- ④ If your balance for FY2015 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 Petty Cash 1000050000

- If your agency had a prior year petty cash account 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 account 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 Balances & Availability

- ④ Cash (and other accounts) will be brought forward on July 1 – so that FY2016 cash includes the balance from prior year.
- ④ FY2016 balance Carry Forward amounts adjust automatically for any additional entries posted to prior year on/after July 1.
- ④ Transactions posted to the prior year, FY2015, after June 30 are based upon the available cash in FY2015 only (*excludes FY16 cash activity*).

Lesson 13 Summary

- You should now understand the
 - Year End process for managing Cash Status.



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LESSON 14: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS

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Key Transactions

- 🌀 Z_AGY_DOCLIST - Display Parked Documents
- 🌀 Z_IDT_DOCLIST – Display open IDT's
- 🌀 FBL3N – GL Account Line Item Display
- 🌀 FMX3 - Display Funds Reservations
- 🌀 ZGLA - GL Fund Account Analysis
- 🌀 FAGLB03 - GL Account Balance Display
- 🌀 ZMRBR – Blocked Invoices

Parked Documents

- All Parked Documents must be processed or deleted prior to July 24th.
- Use transaction Z_AGY_DOCLIST to identify Parked Documents.
- Parked documents can also be identified on the “Open Encumbrance Report” in BW.
- Review workflow items and messages; ensure all Old Year items have been addressed.

Parked Documents - IDT's

- ④ Use transaction Z_IDT_DOCLIST to view your agency's parked IDT payables - 39# documents.
- ④ Assuming these are FY2015 expenditures, they should be processed in FY2015 prior to the July 14th deadline.
- ④ IDT's remaining in Parked status after July 14th will be carried forward into the new year.

ZMRBR – Blocked Invoices

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

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

ZMRBR – Blocked Invoices

- At present there are approximately 250 invoices that are blocked in ZMRBR with a value of \$367,000.

ED01	810	JAN22038	<u>5701109134</u>	1	⌘	<u>4600338620</u>	1	375.00	USD	
ED01	810	JAN22038	<u>5701109134</u>	2	⌘	<u>4600338620</u>	2	1,566.72	USD	1,
IT01	784	DEB169...	<u>5701109186</u>	1	⌘	<u>4600339333</u>	1	1,163.00	USD	
SN01	827	TER029...	<u>5701109200</u>	1	⌘	<u>4600302560</u>	10	860.36	USD	
								366,983.51	USD	

ME2K / ME2N – List Display by Purchase Order

- ME2K / ME2N – use ME2K or ME2N 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.

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 reduce a **FY2015** Funds Reservation. Reductions made using **FMX6** will derive system date, **FY2016** during July.

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 (continued)

- ④ **Travel advances** outstanding - Should be \$-0-.
 - GL account 5052010000 – Travel Advances.
- ④ **Revenue and expenditure accounts**
 - Review for inappropriate classifications.
- ④ **Fund Balance**
 - **No entries** should be made directly to any fund balance account without consulting the Comptroller General Office.

GL Account Review and JEs – Review (continued)

Undeposited Cash accounts

- To ensure the STO has 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.

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

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	OUN
Purch.Doc.	Item	Account key name	Quantity Received	Quantity invoiced	Difference Qty	Difference Value Carrier- name 1
4500040744	1	04/02/2014	SMITH AND JONES JANITORIAL SUPPLIES	127540	MH02 BRUSH, SCRUB, HANDLE, 8"	EA
4500040744	1	GR/IR clearing	36		36	134.91
4600265701	20	07/10/2013	EMSL ANALYTICAL INC		DC01 Adding Money for Abestos & Other	EA
4600265701	20	GR/IR clearing	540.830	470.830	70	75.60
* Total						497,759.35

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 GL's 1390010000, 2090010000.

Lesson 14 Summary

- You should now understand the
 - Year End process for general “clean-up” of parked documents, workflow, funds reservations, and adjusting entry documents.



South Carolina Enterprise Information System

LESSON 15: FIXED ASSETS

Fixed Assets at Year End

- ① Ensure that the Fixed Assets in the General Ledger match the balances in the Asset History Report. (S_ALR_87011990 vs ZGLA)
- ① Ensure that Modified Accrual and Full Accrual asset balances are equal.
- ① 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, or loss.

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.

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.
 - Use Offsetting GL as 4310080000.
- 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.

Lesson 15 Summary

- You should now understand the
 - Year End process for Fixed Assets.



South Carolina Enterprise Information System

LESSON 16: GRANTS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD


Grants – Things to Remember

- ① Fund 5542XXXX and any other funds used as clearing funds for Federal grants should be zero at year end.
- ① If not, any balances must be considered when completing the Grants Reporting package as these balances effect Accounts Receivable and Deferred Revenue.

Grants – Things to Remember (continued)

- Run ZGLA for Federal funds and grant **Not Relevant**. If you have remaining balances in this combination, contact the SCEIS FI Team via a HelpDesk ticket.

Bus Area: * Fund: 50000000..5ZZZZ Grant: NOT RELEVANT
 Cost Ctr: * Funded Program: * Period: 12, 2014
 Account Group Selected: SC_TRIAL_BALANCE_DETAIL

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 1000000000 CASH DUE TO/FROM	2631457,280.06		2631457,280.06
1000020000 IDT CASH CLEARING ACCOUNT			
1000030000 CASH ON DEPOSIT-STO	2438880,850.34		2438880,850.34
1000040000 CASH DISBURSEMENTS-STO	4649838,848.49-		4649838,848.49-
1000050000 PETTY CASH	1,500.00		1,500.00
1000060000 LUMP-SUM DEPOSITS & WITHDRAWALS (CASH)	2287124,001.03		2287124,001.03
1000061000 LUMP-SUM DEPOSITS & WITHDRAWALS (Asset)	915,660,496.82-		915,660,496.82-
1011300000 WF_E16_STO_Contingent Acct_CASH	1752742,421.03-		1752742,421.03-
1011300001 WF_E16_STO_Contingent_CLRG_CKS OUT	7,395,000.00-		7,395,000.00-
1100000000 F/S AGYS & OTHER ADJ	1,151,346.70-		1,151,346.70-
1100000001 AGY CASH CLOS PCKG	144,189.97		144,189.97
** Cash	30,819,708.36		30,819,708.36

Grants – Things to Remember (continued)

- ④ Review the SEFA (BW) report. The SEFA, the ZS_PLN_16000269 report and the ZGLA should provide the same information.
- ④ The information provided to the Federal Cognizant Agency should be equivalent to the information in the system.
- ④ If there is a discrepancy, contact the SCEIS FI Team via a HelpDesk ticket.

Indirect Costs (IDC)

- Post Indirect costs by June 30 if you are remitting back to the State.
- 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

GMIDCPOST

Enter Grant(s)

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

Leave Doc Type 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	06/30/2015

Data Calculation Date

IDC Document to be Generated

Document Type	SA
Text	_____
Document Date	07/06/2015
Posting Date	06/30/2015
Posting Period	13

Current Date

Determines Fiscal Year

Run Parameters

Test Run
 Parallel Processing
Logon/server group _____

Grants – FI Tasks

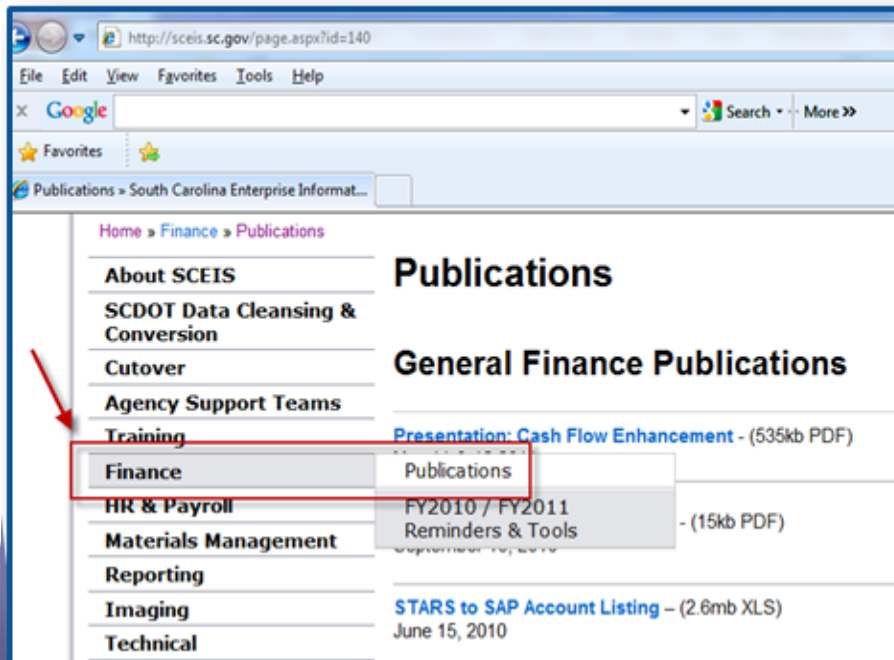
- ④ Ensure all encumbrances, including Use Tax, are cleared before closing a grant.
- ④ Delete or process all parked documents.
- ④ Ensure HRPAY, Fund 30240000, is cleared.
- ④ Review grant expenses to ensure that payroll related lines (salaries and fringes) are proper and all budget deficits have been cleared.

Return FY2015 Grant Budget

- ① All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2015. Use **GM_Create_Budget**, with a process of **Return**.
- ① Agencies may complete the budget template and use the new transaction **ZGMBGTLOAD**.

Return FY2015 Grant Budget

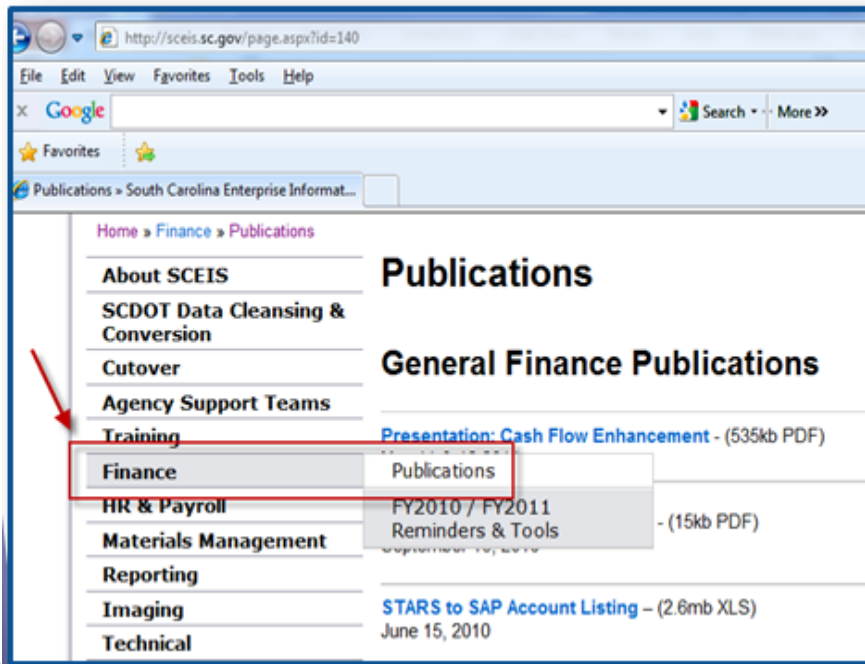
- Instructions for the grant Budget Template and ZGMBGTLOAD can be found on the SCEIS website, following the path **Finance > Publications > Grants Management**.



- [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 FY2016 Grants

- Agencies can use the GM Master Data template to establish FY2016 grants and sponsored programs.



http://sceis.sc.gov/page.aspx?id=140

File Edit View Favorites Tools Help

Google Search More >>

Publications » South Carolina Enterprise Informat...

Home » Finance » Publications

Publications

General Finance Publications

[Presentation: Cash Flow Enhancement - \(535kb PDF\)](#)

Finance Publications

[FY2010 / FY2011 Reminders & Tools - \(15kb PDF\)](#)

[STARS to SAP Account Listing - \(2.6mb XLS\) June 15, 2010](#)

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

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

Note: Complete the Sponsored Programs Data Template above before the

Create FY2016 Grants (continued)

- Grant Master Data load by template must be submitted by **June 12th COB** via SCEIS Help Desk. Grant data load must be complete prior to test run for July 1st payroll.
- Communicate with your HR/Payroll staff regarding grant-related positions (info-type 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
- Submit a Help Desk ticket to update derivation tables for any new grants or functional areas created for the new fiscal year

Lesson 16 Summary

- You should now understand the
 - Year End process for Grants.



South Carolina Enterprise Information System

LESSON 17: MANAGING PROJECT SYSTEMS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Project System Procurement

- Purchase Orders and Funds Reservation
 - Execute report **CJ15** to display commitments on projects from Purchase Orders or Fund Reservations.
 - Double-click on the Purchase Order to see if this item will pay in the current year. If not, carry the Purchase Order forward or complete the PO by checking “No Further Invoice” and “No Further Confirmation” in SRM.
 - Either close or carry forward Fund Reservations.

Parking WBS Settlement Profile

- ④ Use transaction **CJ13** to review open project expenditures.
- ④ If you need to re-class expenses from the “Z” WBS to a WBS that will settle to an AUC, complete a journal entry using transaction **FV50**.
- ④ Execute transaction **CN43** to review the status of your projects.
- ④ Close projects if they are complete.

Capitalization to an Asset

- Agencies should notify Shirley Coyner at **Shirley.Coyner@sceis.sc.gov** of any **projects that are complete** and need to move from AUC to a final asset.
- With your request, provide 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.

Lesson 17 Summary

- You should now understand the
 - Year End process for managing Project Systems.



South Carolina Enterprise Information System

CLASS SUMMARY

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Class Summary

In preparation for the closing of FY2015, you should now be able to manage the below.

- FY2015 Year End Important Dates
- New for FY2015 Year End
- Carry Forward Processes
- Tools to manage Year End Processing
- Managing Purchasing Processes
- Managing Inventory Processes
- Managing Sales and Distribution (SD) Processes

Class Summary (continued)

- Five Options to Create Shopping Carts for Fiscal Year 2016
- Managing Expenditures and Accounts Payable Processes
- Managing Receipts and Accounts Receivable Processes
- Procedures for Managing Budget
- FMX2 – Changing Funds Reservations
- Managing Cash Status

Class Overview (continued)

- General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Managing Fixed Assets
- Managing Grants
- Managing Project Systems

Any Questions?





South Carolina Enterprise Information System

SCEIS RESOURCES AND HELP

STATE INFORMATION
TECHNOLOGY

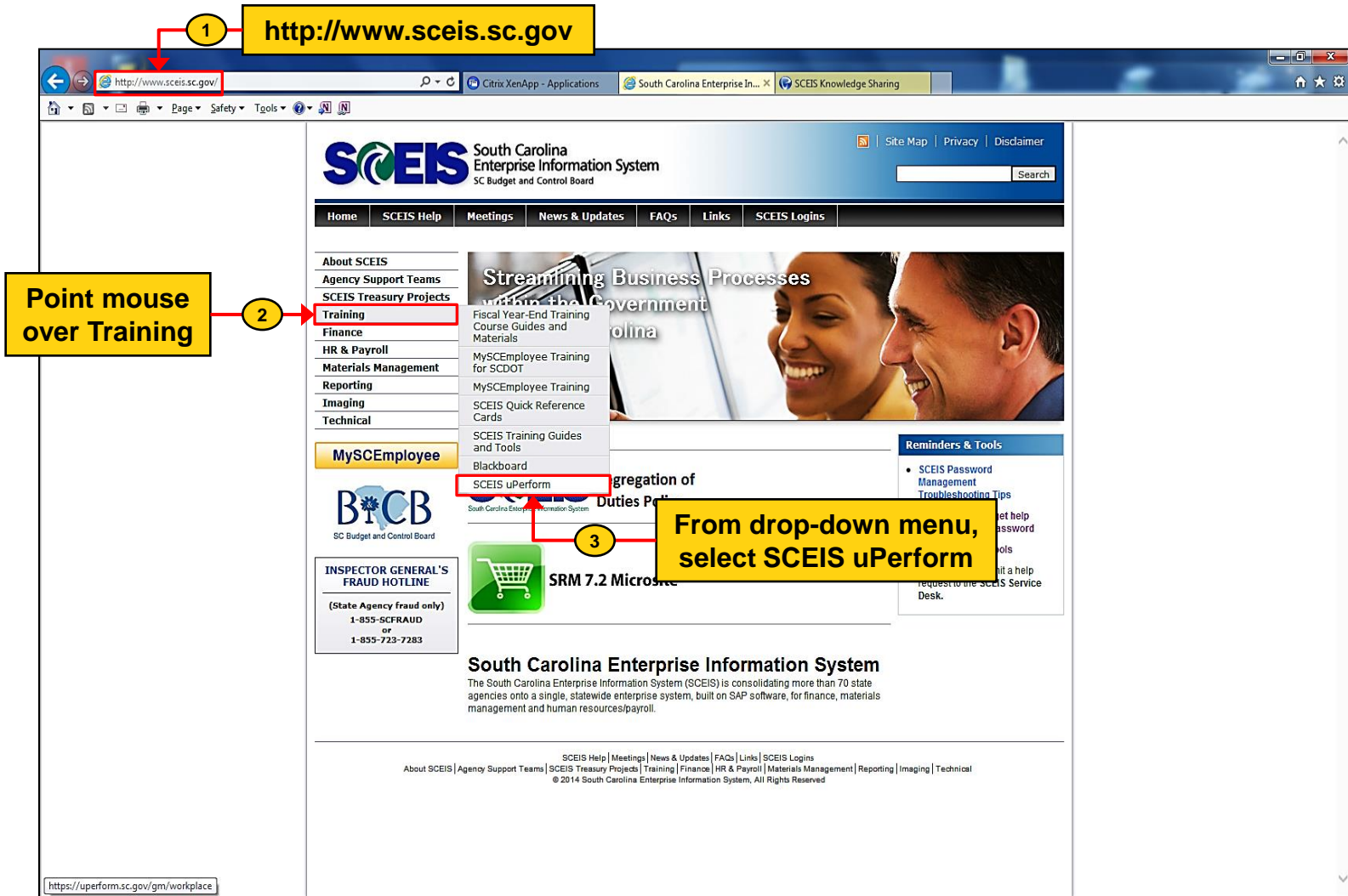


SC BUDGET AND CONTROL BOARD

What is uPerform?

- ① uPerform means **“you perform.”**
 - Designed to support end-user performance
 - User-friendly information system
 - Available anytime, any place to any worker
 - Offers work instructions, tips, hints per job role, in multimedia formats
 - Provides context-sensitive help in ECC

Accessing uPerform – Web



1 **http://www.sceis.sc.gov**

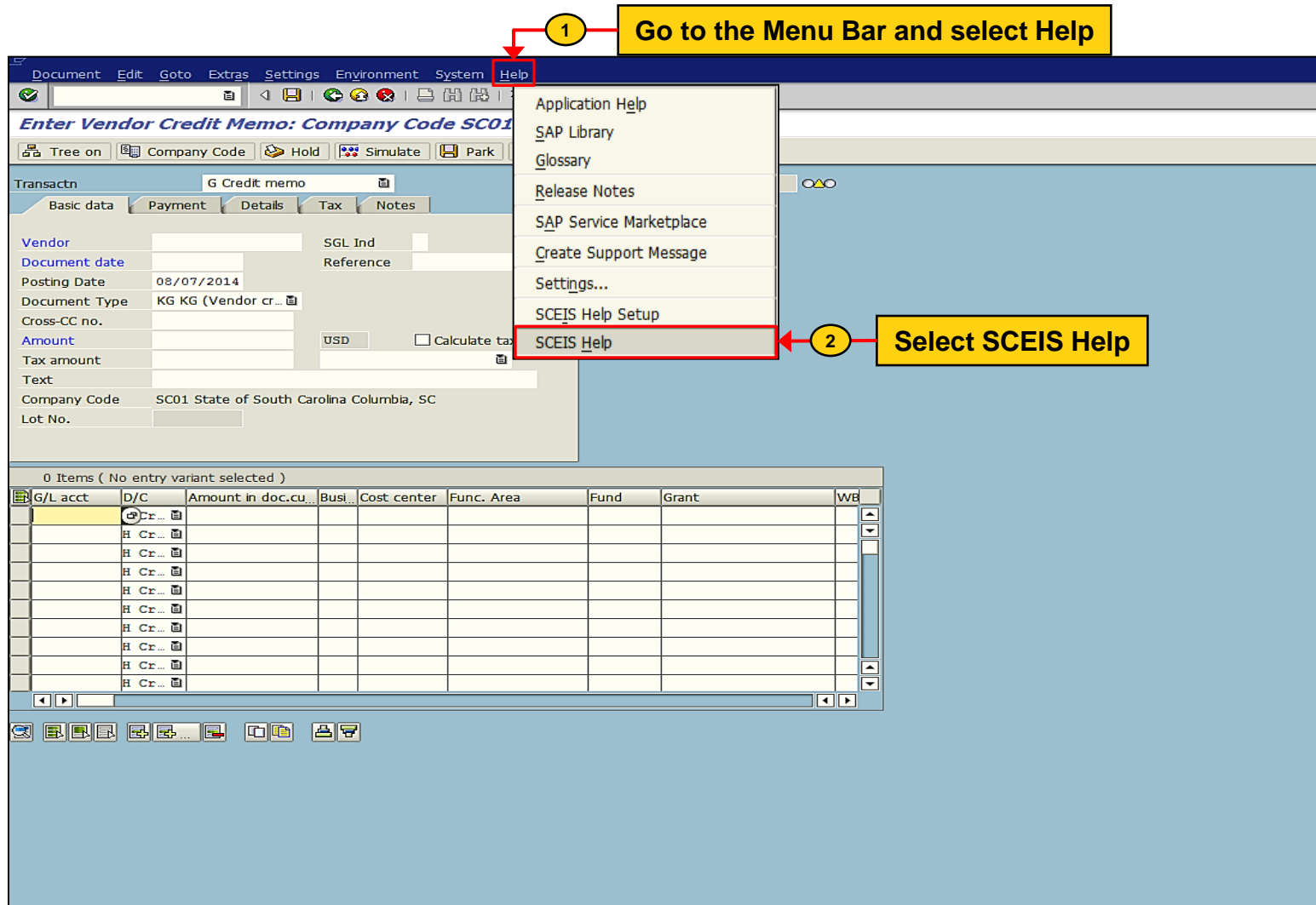
Point mouse over Training

2

3 **From drop-down menu, select SCEIS uPerform**

<http://uperform.sc.gov/gm/workplace>

Accessing uPerform - ECC



The screenshot shows the SAP uPerform - ECC interface. The menu bar at the top includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The Help menu is open, showing options: Application Help, SAP Library, Glossary, Release Notes, SAP Service Marketplace, Create Support Message, Settings..., SCEIS Help Setup, and SCEIS Help. The SCEIS Help option is highlighted with a red box. Two yellow callout boxes with arrows point to the Help menu and the SCEIS Help option.

1 Go to the Menu Bar and select Help

2 Select SCEIS Help

Transactn: G Credit memo

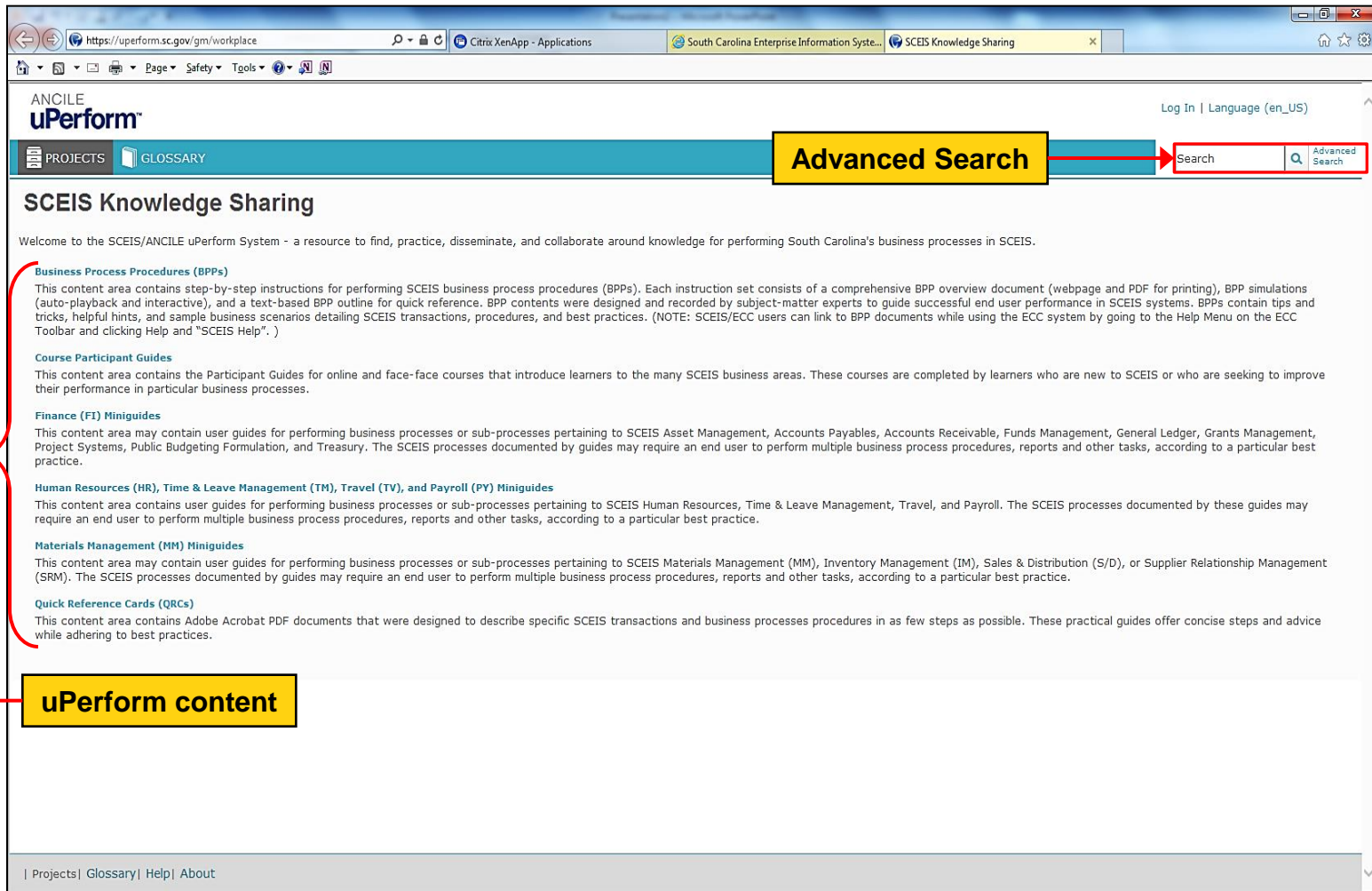
Basic data | Payment | Details | Tax | Notes

Vendor: [] SGL Ind: []
Document date: [] Reference: []
Posting Date: 08/07/2014
Document Type: KG KG (Vendor cr...)
Cross-CC no.: []
Amount: [] USD Calculate tax
Tax amount: []
Text: []
Company Code: SC01 State of South Carolina Columbia, SC
Lot No.: []

0 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.cu...	Busi...	Cost center	Func. Area	Fund	Grant	WB
	Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

Accessing uPerform



ANCILE
uPerform

Log In | Language (en_US)

PROJECTS GLOSSARY

Advanced Search Search Advanced Search

SCEIS Knowledge Sharing

Welcome to the SCEIS/ANCILE uPerform System - a resource to find, practice, disseminate, and collaborate around knowledge for performing South Carolina's business processes in SCEIS.

Business Process Procedures (BPPs)
This content area contains step-by-step instructions for performing SCEIS business process procedures (BPPs). Each instruction set consists of a comprehensive BPP overview document (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a text-based BPP outline for quick reference. BPP contents were designed and recorded by subject-matter experts to guide successful end user performance in SCEIS systems. BPPs contain tips and tricks, helpful hints, and sample business scenarios detailing SCEIS transactions, procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents while using the ECC system by going to the Help Menu on the ECC Toolbar and clicking Help and "SCEIS Help".)

Course Participant Guides
This content area contains the Participant Guides for online and face-face courses that introduce learners to the many SCEIS business areas. These courses are completed by learners who are new to SCEIS or who are seeking to improve their performance in particular business processes.

Finance (FI) Miniguides
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Asset Management, Accounts Payables, Accounts Receivable, Funds Management, General Ledger, Grants Management, Project Systems, Public Budgeting Formulation, and Treasury. The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

Human Resources (HR), Time & Leave Management (TM), Travel (TV), and Payroll (PY) Miniguides
This content area contains user guides for performing business processes or sub-processes pertaining to SCEIS Human Resources, Time & Leave Management, Travel, and Payroll. The SCEIS processes documented by these guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

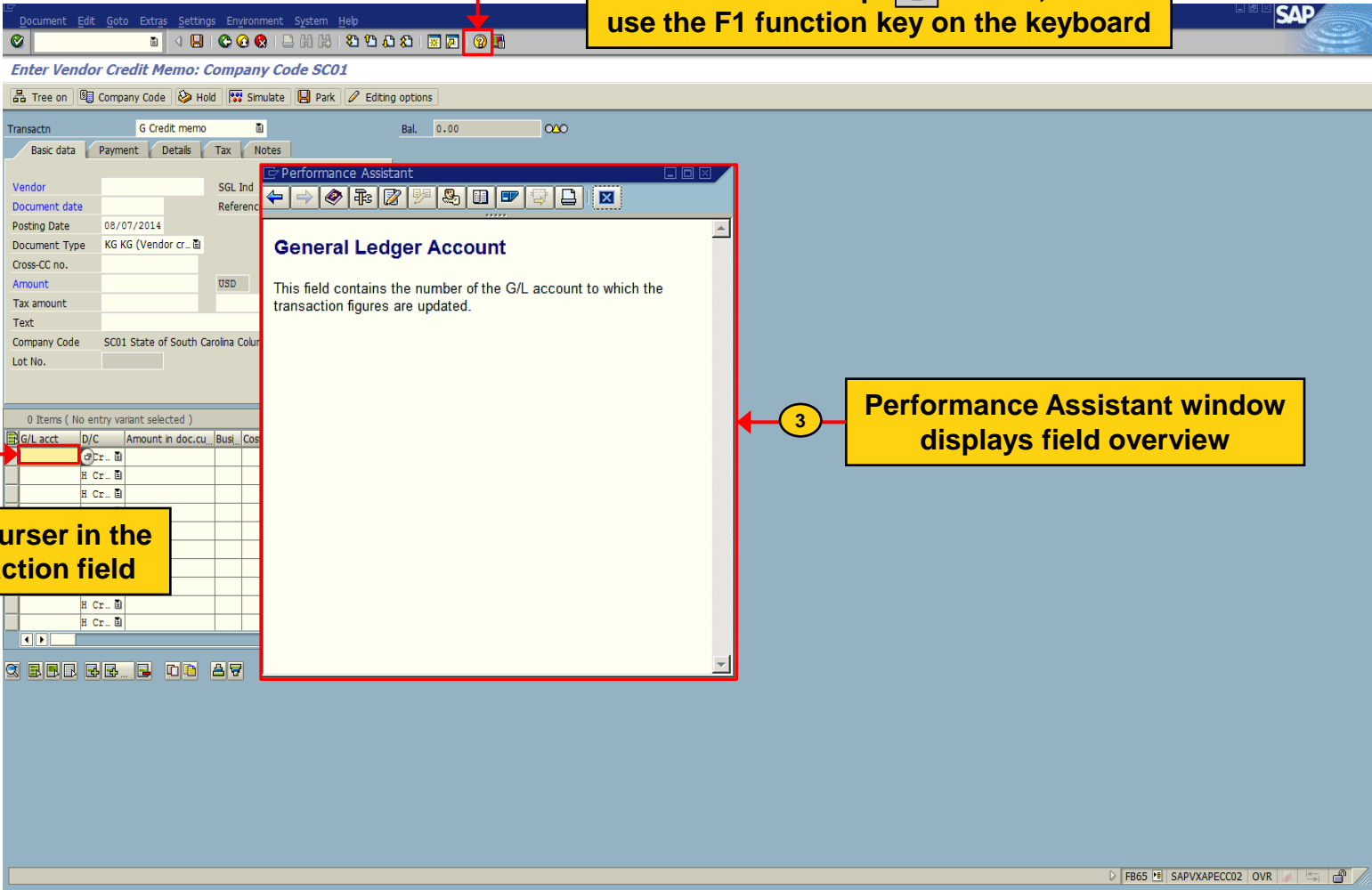
Materials Management (MM) Miniguides
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Materials Management (MM), Inventory Management (IM), Sales & Distribution (S/D), or Supplier Relationship Management (SRM). The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

Quick Reference Cards (QRCs)
This content area contains Adobe Acrobat PDF documents that were designed to describe specific SCEIS transactions and business processes procedures in as few steps as possible. These practical guides offer concise steps and advice while adhering to best practices.


uPerform content

| Projects | Glossary | Help | About

Help with Transactions in ECC



The screenshot shows the SAP ECC interface for 'Enter Vendor Credit Memo: Company Code SC01'. A yellow callout box with a red arrow and the number '2' points to the Help button (a question mark icon) in the top toolbar. Another yellow callout box with a red arrow and the number '1' points to the 'G/L acct' field in the transaction table. A third yellow callout box with a red arrow and the number '3' points to the Performance Assistant window, which is open and displays a 'General Ledger Account' field overview. The Performance Assistant window contains the text: 'This field contains the number of the G/L account to which the transaction figures are updated.'

2 Select the Help  button, or use the F1 function key on the keyboard

1 Place cursor in the transaction field

3 Performance Assistant window displays field overview

G/L acct	D/C	Amount in doc.cu	Busi	Cos
	Cr.			
	Cr.			
	Cr.			

Additional Resources

- ④ <http://www.sceis.sc.gov>
 - SCEIS Website
 - SCEIS Weekly Updates
 - SCEIS User Group and Reporting User Group
 - SCEIS Calendar
- ④ E-mail or call the SCEIS Service Desk:
 - Service Desk Ticket form:
<http://www.sceis.sc.gov/requests/>
 - Phone#: 803-896-0001
(Select option 1 for SCEIS Help.)



South Carolina Enterprise Information System

CLASS EVALUATION

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SC BUDGET AND CONTROL BOARD

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