South Carolina Enterprise Information System

CO500 YEAR END PROCESSES FOR FY2016

End User Training
Columbia, SC
Spring 2016

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THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

Welcome and Introductions

- Welcome to C0500 Year End Processes for FY2016
  - 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 processes that need to be completed in preparation for the financial closing of FY2016.

Class Overview (continued)

The workshop will cover required Year End processes in 17 lessons:

1. FY2016 Year End Important Dates
2. New for FY2016 Year End
3. Managing Carry Forward Processes
4. Tools to Manage Year End Processing
5. Managing Purchasing Processes
6. Managing Inventory Processes
7. Managing Sales & Distribution (SD) Processes

Class Overview (continued)

8. Five Options to Create Shopping Carts for Fiscal Year 2017
9. Managing Expenditures and Accounts Payable Processes
10. Managing Receipts and Accounts Receivable Processes
11. Procedures for Managing Budget
12. FMX2 – Changing Funds Reservations
13. Managing Cash Status

Class Overview (continued)

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

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LESSON 1: FY2016 YEAR END IMPORTANT DATES

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SC Year End Important Dates

- Thursday, **June 30** – State fiscal year ends.
- Thursday, **July 14** – Last day of fiscal year 2016 for Accounts Payable processing.
- Friday, **July 15** – Last day to close, reduce or carry forward POs, PREQs and Fund Reservations to unencumber FY2016 budget.
- Tuesday, **July 19** – Last day to process Use Tax via IDT.

Continued …

SC Year End Important Dates

- Friday, **<u>July 22</u>** – Last day to process correcting journal entries in period 13 for FY2016.
- Friday, **<u>July 22</u>** – All Parked Documents must be processed or deleted by 5:00 p.m.

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

Continued …

SC Year End Important Dates

- **July 1-14** – 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, 2016, *Period 12*.
  - Documents to be posted in the new year must have a Posting Date on or after *July 1, 2016, Period 1*.
- **July 14-22** – Correcting JE documents can be entered with a posting date of June 30, 2016, *Period 13*. (Role is required.)

Continued …

SC Year End Important Dates

- All revenue deposited on or before June 30 should be submitted as a *Period 12 FY2016* transaction. These documents must be received in the State Treasurer's Office not later than 10:30 a.m. Friday, July 8, 2016.

- Refunds of FY2016 expenditures must be received in the State Treasurer's Office not later than 10:30 a.m. Thursday, July 14, 2016.

Continued …

SC Year End Important Dates

- *Period 12 FY2016* – Open for normal processing June 1, 2016, through July 14, 2016.
- *Period 13 FY2016* – Open for users with a special JE role from July 15, 2016, through July 22, 2016.
- *Period 14 FY2016* – Open for Financial Statement agency users from July 15, 2016, through October 15, 2016.

Lesson 1 Summary

- You should now understand the:
  - Important dates in FY2016 Year End processing.

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LESSON 2: NEW FOR FY2016 YEAR END

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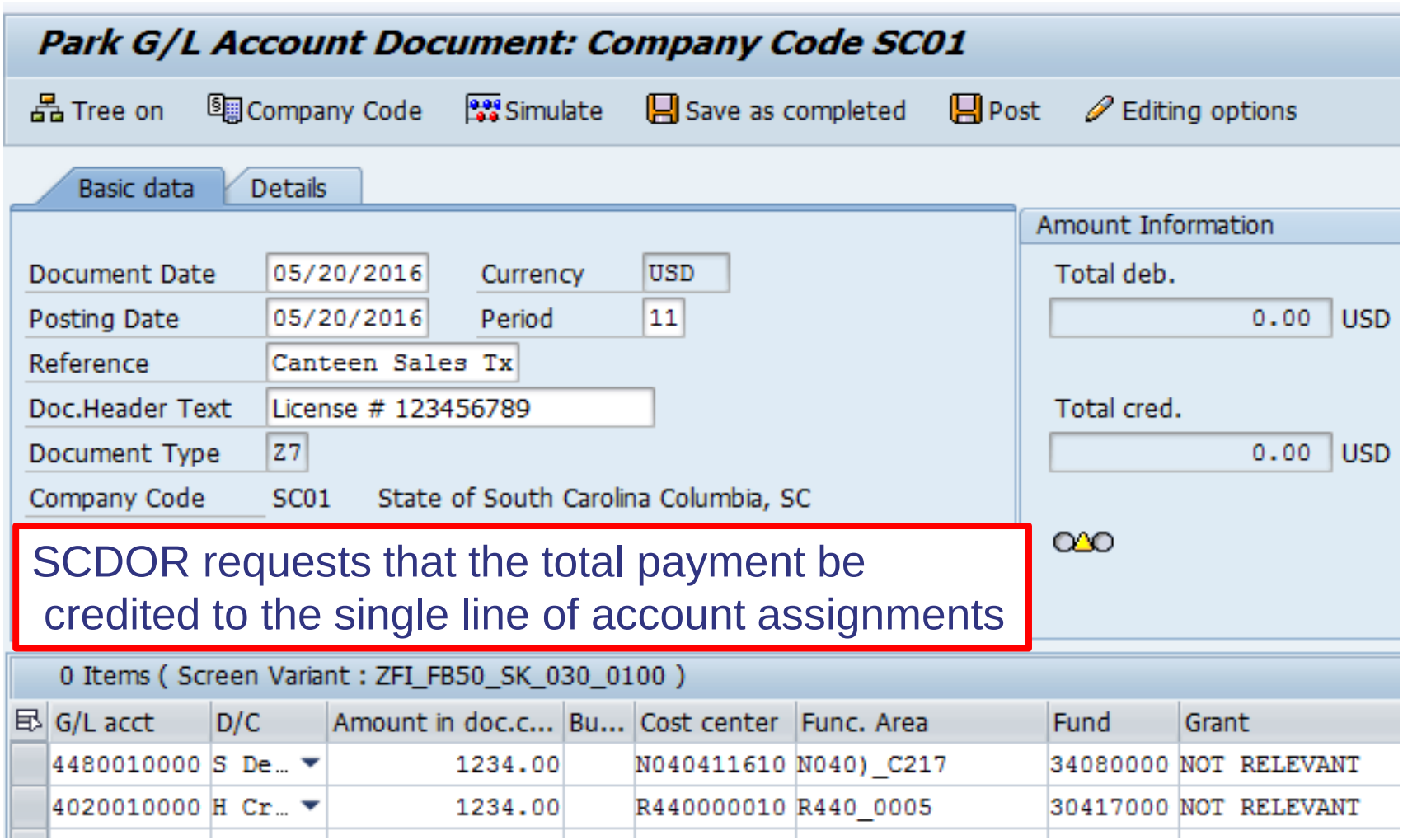
New for FY2016 Year End for FI

- Non-Live IDT Elimination
- Carry Forward of Capital Projects (FMBB)
- PO Delete at Header, function (NOT recommended)
- New Real Estate and IT GLs

Non-Live IDT Elimination

- In FY17, the non-live IDT transactions will be eliminated.
- Agencies which process retail sales / accommodations tax payments to SCDOR via the non-live IDT must switch to one of the methods listed below:
  - Cross Business Area Journal Entry, Tcode = ZXAGY, Doc Type = Z7
  - Direct Pay, Tcode = FV60, Doc Type = KR, Vendor = 000R440000, Payment Method = S

Non-Live IDT Elimination – ZXAGY



Park G/L Account Document: Company Code SC01

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic data | Details

Document Date	05/20/2016	Currency	USD
Posting Date	05/20/2016	Period	11
Reference	Canteen Sales Tx		
Doc.Header Text	License # 123456789		
Document Type	Z7		
Company Code	SC01	State of South Carolina Columbia, SC	

Amount Information

Total deb. 0.00 USD

Total cred. 0.00 USD

SCDOR requests that the total payment be credited to the single line of account assignments

0 Items (Screen Variant : ZFI_FB50_SK_030_0100)

G/L acct	D/C	Amount in doc.c...	Bu...	Cost center	Func. Area	Fund	Grant
4480010000	S De...	1234.00		N040411610	N040)_C217	34080000	NOT RELEVANT
4020010000	H Cr...	1234.00		R440000010	R440_0005	30417000	NOT RELEVANT

Lesson 2 Summary

- You should now understand:
  - What items are new for FY2016 Year End processing.

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LESSON 3: MANAGING CARRY FORWARD PROCESSES

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Carry Forward Documents

- The following Value Types will be allowed to be carried forward by agencies:
  - VT 50 – Inventory Purchase Requisitions (PREQs)
  - VT 51 – Purchase Orders (POs)
  - VT 54 – Invoices (for Goods Receipts, GR)
  - VT 81 – Funds Reservations (FRs)
  - VT 83 – Forecast of Revenue (for Sales Orders)

Determine What to Carry Forward

- Run the Open Encumbrance Report to determine the encumbrances, POs, PREQs, 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 FY2016.

When to Carry Forward – Non-Inventory Purchase Orders

- POs or GRs - Non Inventory

Received Goods/ Services	Received Invoice	Decision (if appropriate)
Before or on 6/30	By CG closing date	Leave & Pay in old year, NFI, NFC & Lock
Before or on 6/30	After CG closing date	Carry forward PO
After 6/30	Before or after CG closing date	Carry forward PO
Not going to receive, not needed	No invoice	Delete entire PO or appropriate line(s). Delete entire Inventory PREQ or PREQ line item(s).

When to Carry Forward – Inventory Purchase Orders

- Inventory POs

Received Goods	Received Invoice	Decision
Before or on 6/30	By CG 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 CG closing date	Carry forward the GR's 51 document number, the Accounting Document. http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_2.pdf

When to Carry Forward – Inventory Purchase Orders

- Inventory POs

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

When to Carry Forward – Inventory Purchase Orders

- Inventory POs

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

When to Carry Forward – Inventory Purchase Orders

- Inventory POs

Received Goods	Received Invoice	Decision
No Goods are received, no activity on the PO Line Item	No invoice received before or after the CG's closing date	Delete the Inventory PO at the Line Item level, then delete the Inventory PREQ at the Line Item Level.
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://www.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 6/30 and by CG closing date	Pay in current year and close FR
Not be made by CG closing	Carry forward FR
After CG closing date	Carry forward 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.)

Continued …

ZFMJ2 Carry Forward of Open Items

- 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.

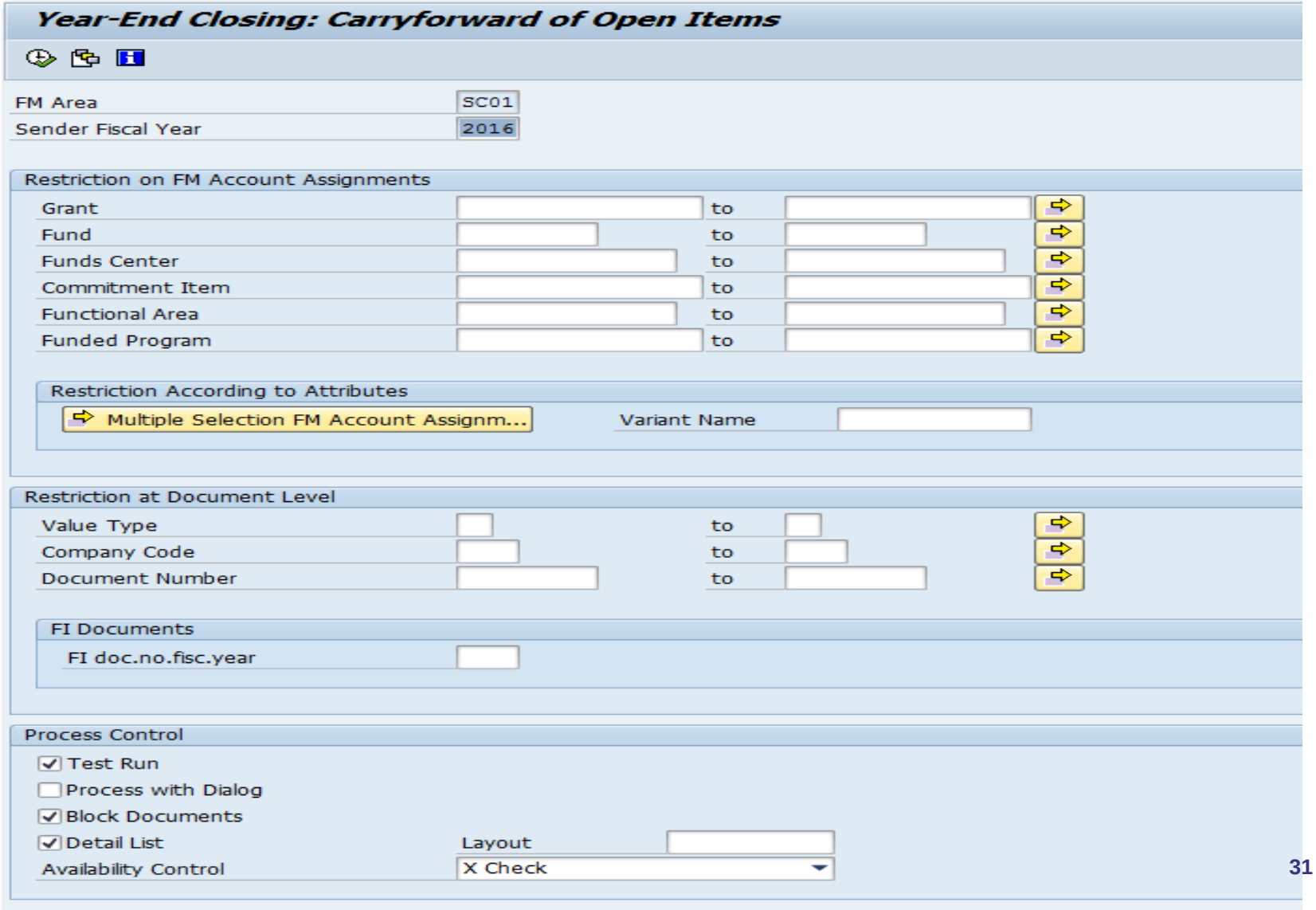
Continued …

ZFMJ2 Carry Forward of Open Items

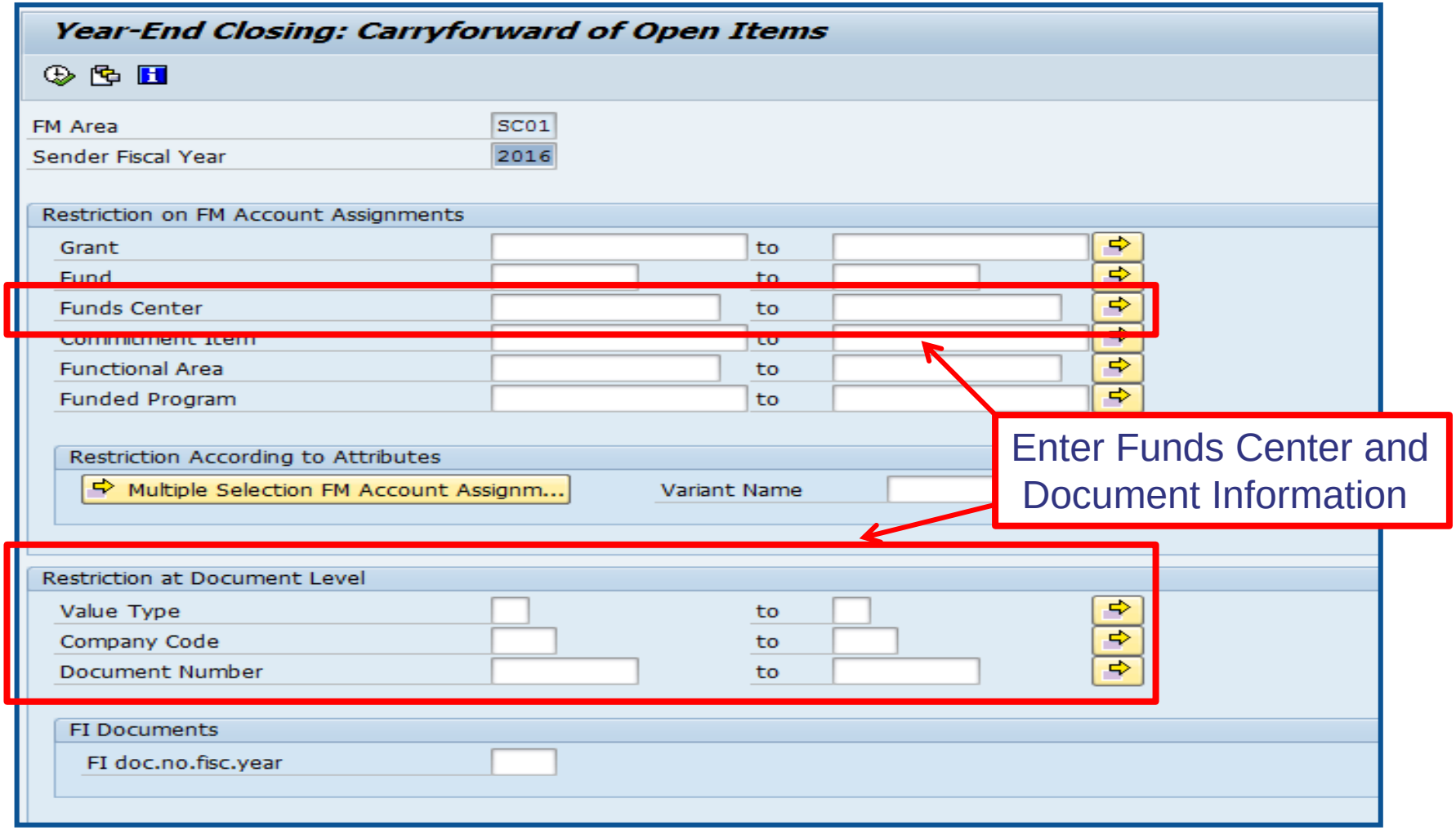
You can control AVC in 2017 for CFWD items.

- **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

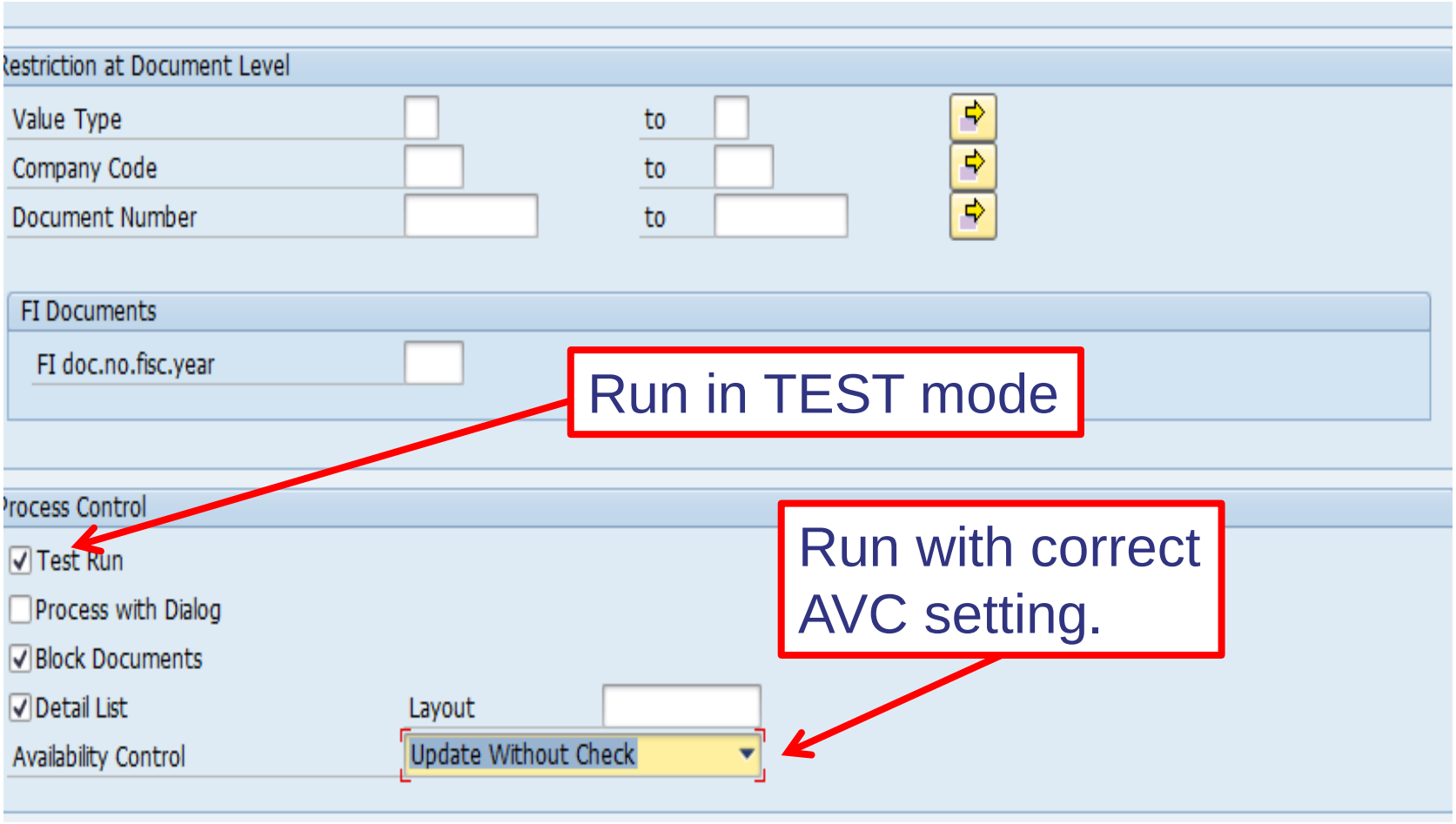


ZFMJ2 Transaction



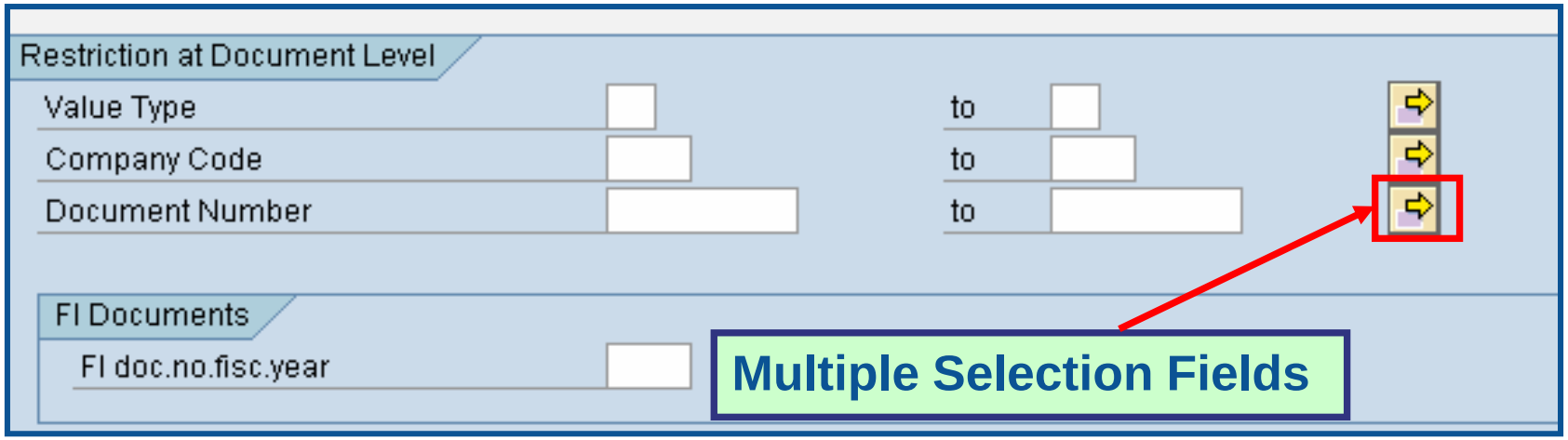
Enter Funds Center and Document Information

ZFMJ2 Transaction (continued)



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.



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.”

PO Hard Stop and POs Not Carried Forward

- If a Purchase Order is not carried forward from FY2016 to FY2017 prior to COB July 15, 2016, the PO will no longer be available for change.
- The validation ensures that the PO and the PO's "FM Posting Date" are in the same Fiscal Year.
- **After July 15, agencies will not have the ability to carry forward POs. …. Therefore POs remaining in Old Year are DEAD. They cannot be changed, they cannot be carried forward!**

PO Hard Stop

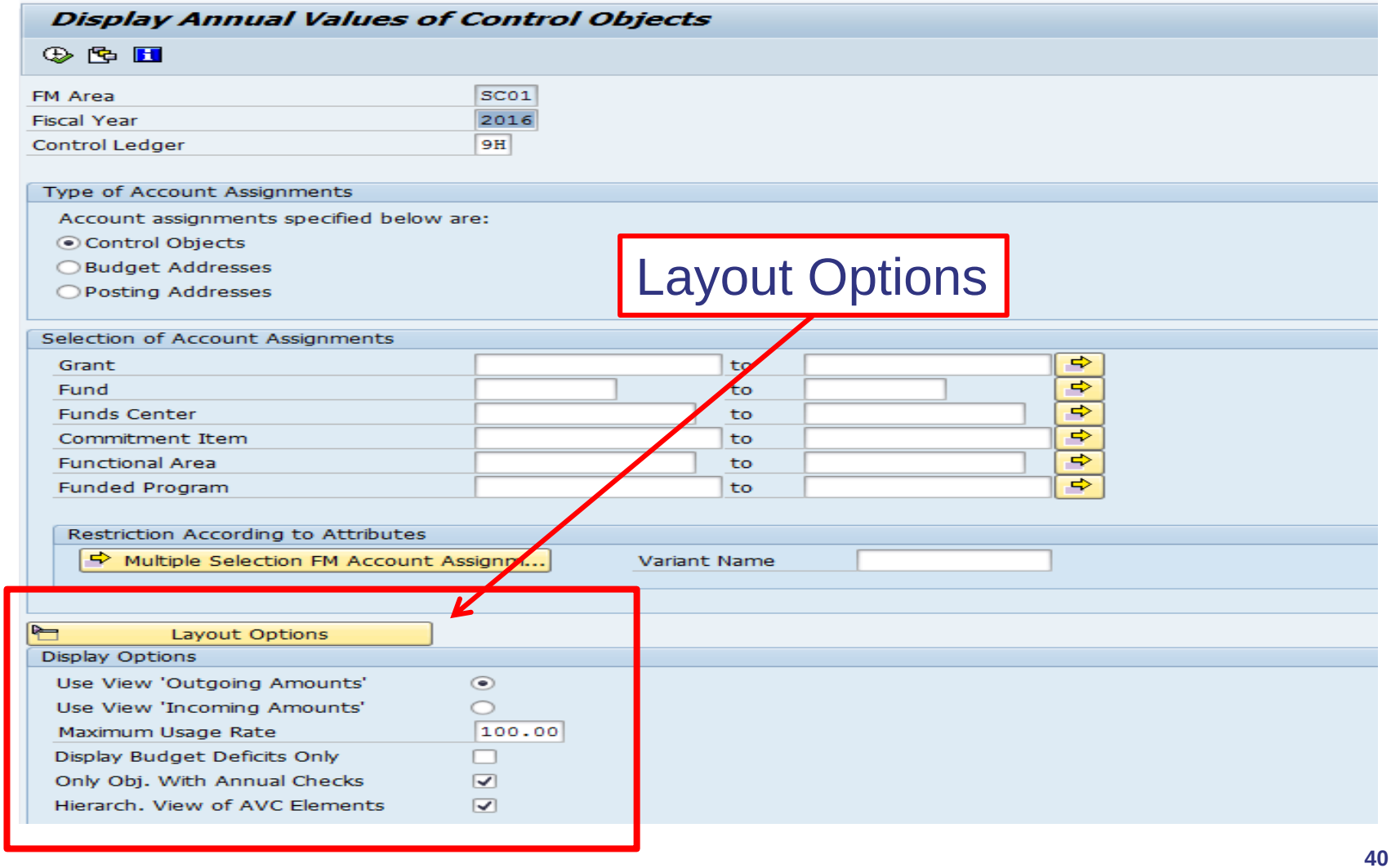
Situations that will lead to Hard Stop:

- FY2016 PO carried forward to FY2017 (FM Posting Date is FY2016) making changes in FY2017 you will get a Hard Stop. (Solution: Change FM Posting Date to a date in FY2017.)
- FY2016 PO has NOT been carried forward to FY2017 (FM Posting Date is FY2016) making changes in FY2017 you will get a Hard Stop. (Solution: Carry forward PO and FM Posting Date to a date in FY2017.)

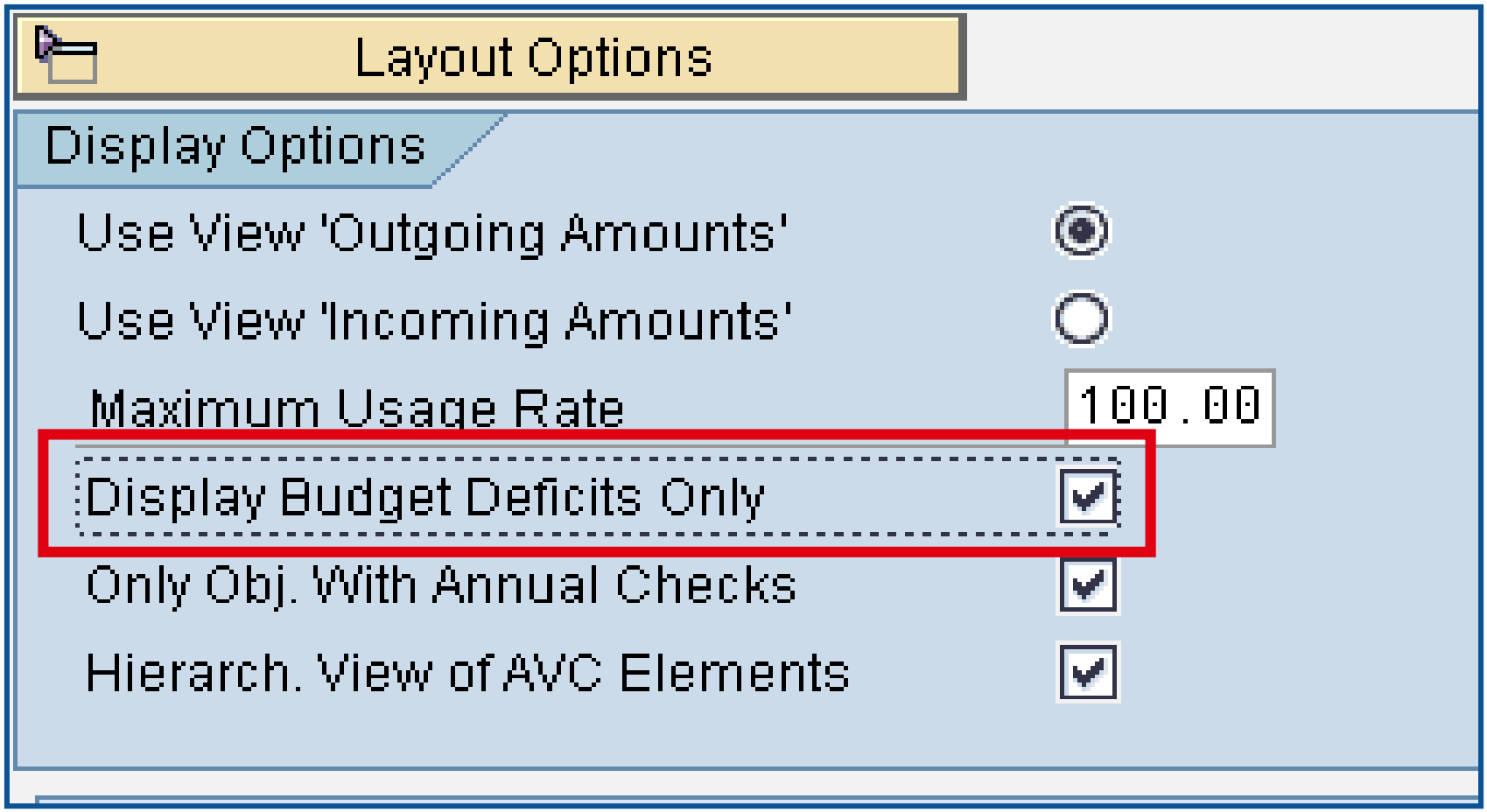
FMAVCR01

- 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



FMAVCR01 - Layout Options cont.



Lesson 3 Summary

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

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LESSON 4: TOOLS TO MANAGE YEAR END PROCESSING

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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
  - ME5A Open Purchase Requisitions for Inventory

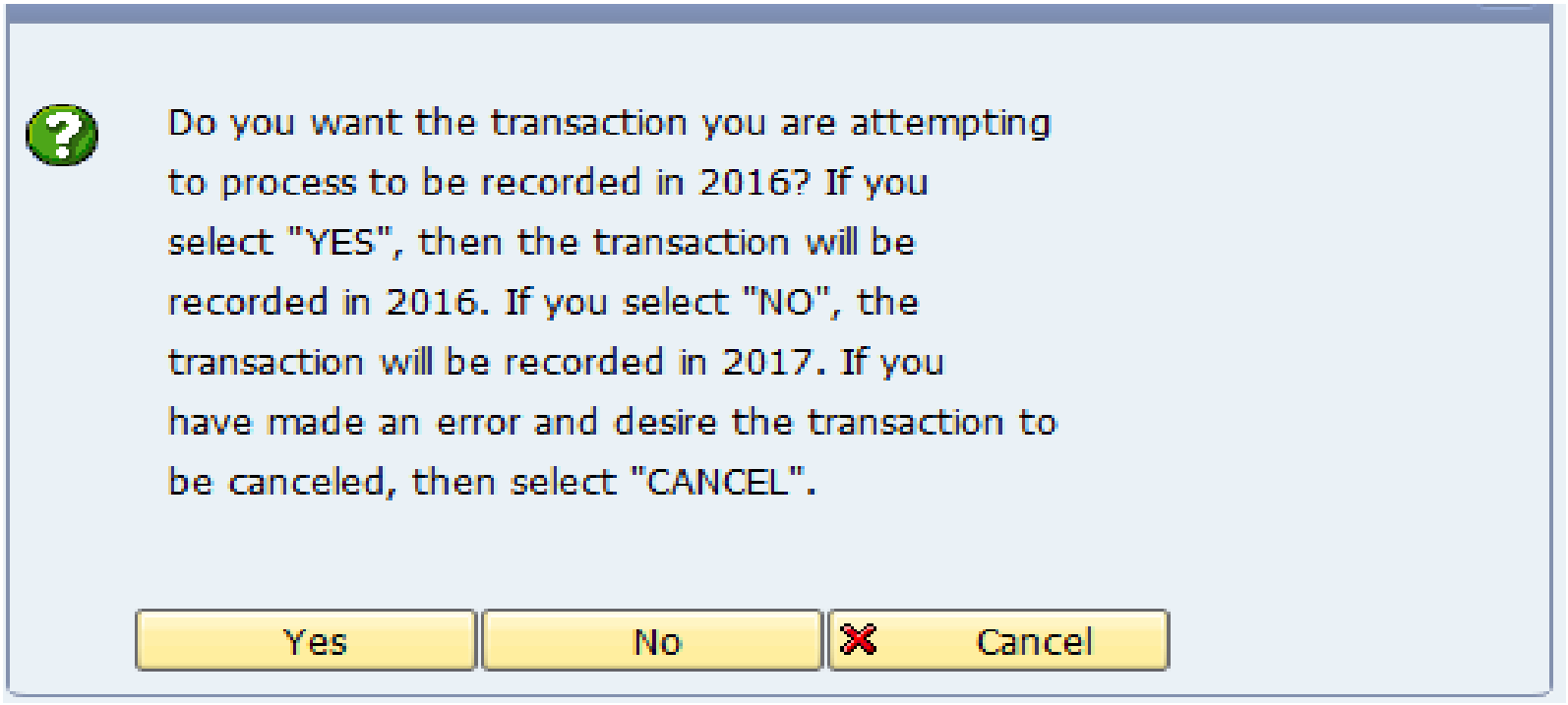
FY 2016 - FY 2017 Pop-up Message

- If you have access to the transactions below, from July 1-14 you will get a “pop-up” screen to choose the appropriate FY for your transaction.
  - FMX2 – Change FR
  - FMW2 – Change Funds Block
  - ME52N – Change PREQ
  - VA42 – Change Contract
  - VA02 – Change SO

If you do not receive the pop-up message, stop and “Cancel” the transaction and call the SCEIS Help Desk.

FY 2016 - FY 2017 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.



Open Encumbrance Report

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

Open Encumbrance Report, cont.

- 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
  - Greater than 90 Days; 61-90 days; 31-60 days; 0-30 days

Open Encumbrance Report, cont.

- 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.

ME2N, Purchasing Document per Document Number

- List Displays by Purchase Order Number
  - This can be used to filter results of the Open Encumbrance Report.
- 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

ME5A Purchase Requisitions: List Display

- ME5A Open Purchase Requisitions
  - Helps identify Purchase Requisitions that were not fully converted to Purchase Orders.
  - ME5A has multiple search criteria for your use.

Status of Purchase Orders with Errors in Process and Saved

- All POs should end in an ordered status
- SCEIS has created the following "How to" guide for displaying POs with a status of "Error in Process" and "Saved"
- http://sceis.sc.gov/documents/How%20to%20Display%20Purchase%20Orders%20with%20a%20Status%20of%20Error%20in%20Process%20and%20Saved.pdf
  (Remember to revise date ranges.)

Lesson 4 Summary

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

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

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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 (2016) goods and services with next year's (2017) funds, thus causing potential budget shortfalls in the new fiscal year (2017).

Open PO Options

- Receive and pay in current year
- Carry forward PO
  (and relevant docs, example GR)
- Reduce PO Line Item, if applicable
- No Further Confirmation/No Further Invoice and Lock Line Item, if applicable
- PO Delete at Header function (NOT recommended)
- Delete PO at Line Item

Open PO Options

- Receive and Pay in Current Year
  - If the PO will be received in full and paid in full 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 2016, then carry forward the PO into FY 2017.

Open PO Options

- 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. If the PO is linked to a contract, the system will update the contract’s “Release Document,” thus enabling accurate contract PO reporting options for open POs.

Open PO Options

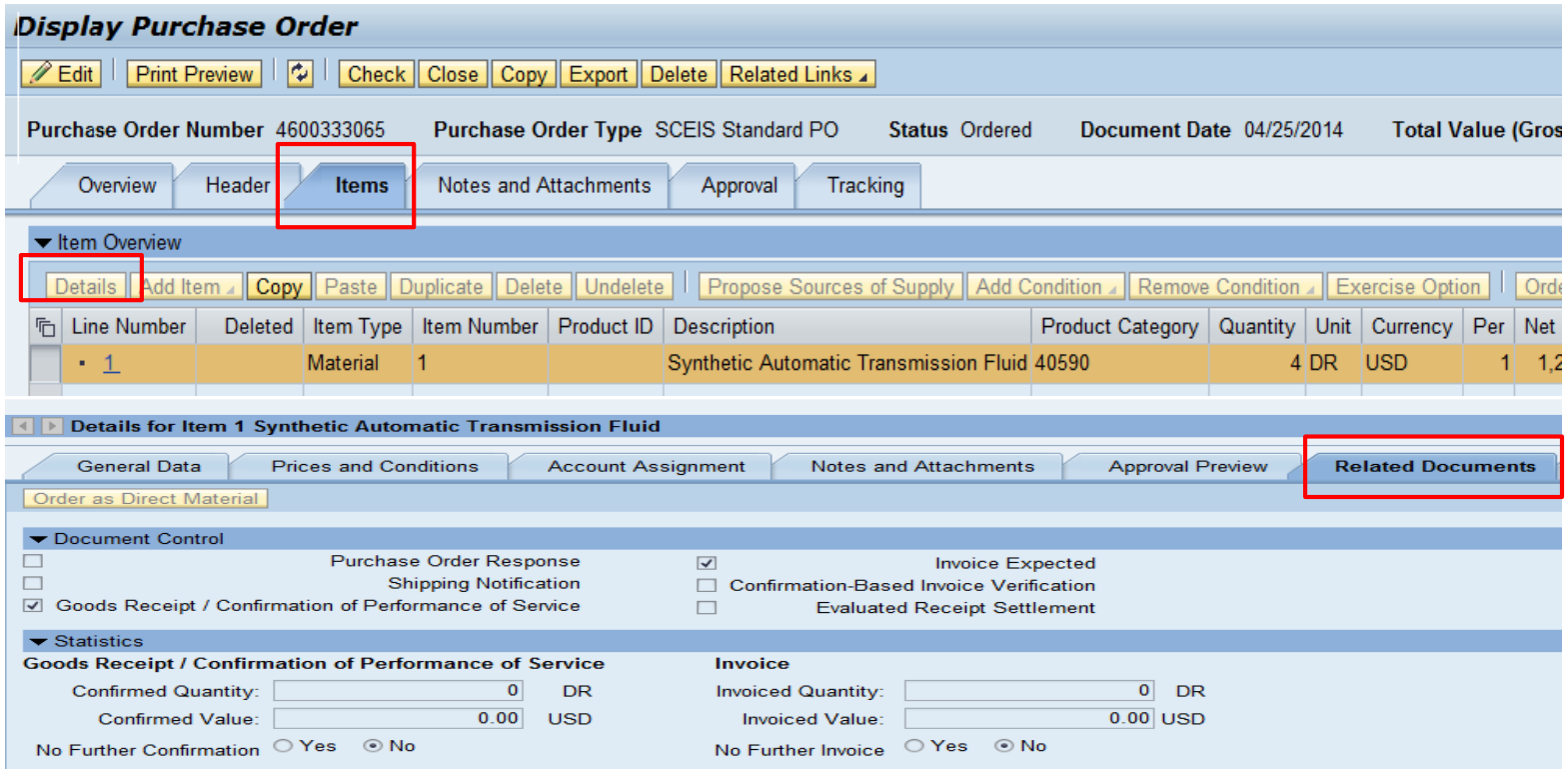
- No Further Confirmation
  - Tells the system there are no further confirmations (goods, services) expected
  - Sets the Delivery Complete indicator in the ECC Purchase Order
  - Releases Grant Commitments (GM)
  - Does **NOT** unencumber funds (FM)

Open PO Options

- No Further Invoice
  - Unencumbers funds (FM)
  - Sets Final Invoice indicator in ECC Purchase Order
- Lock Line Item
  - Sets the lock icon on PO Line Item in ECC
  - Prevents activity on the PO Line Item in ECC
  - **Caution: Allows Purchase Order Line Item changes in SRM but will not replicate that data change to ECC.**

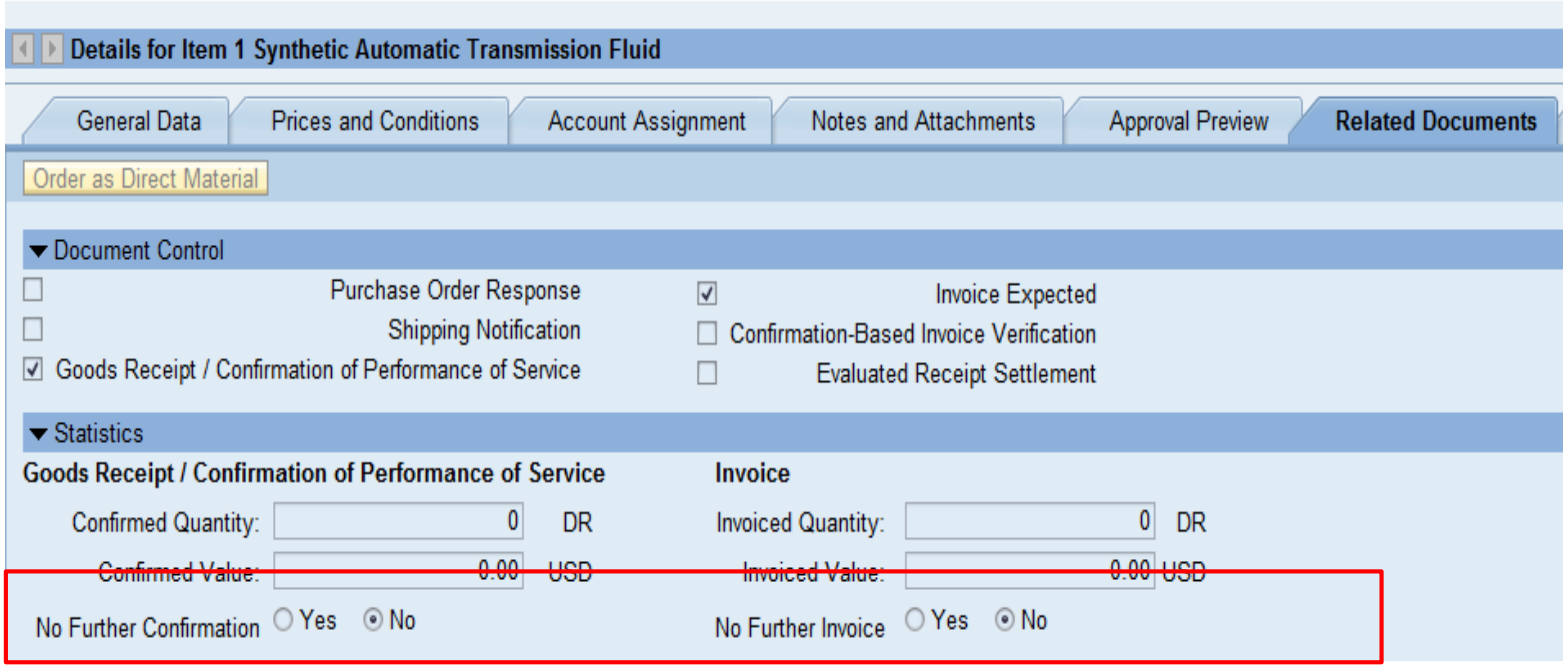
SRM – No Further Confirmation, No Further Invoice

- 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.



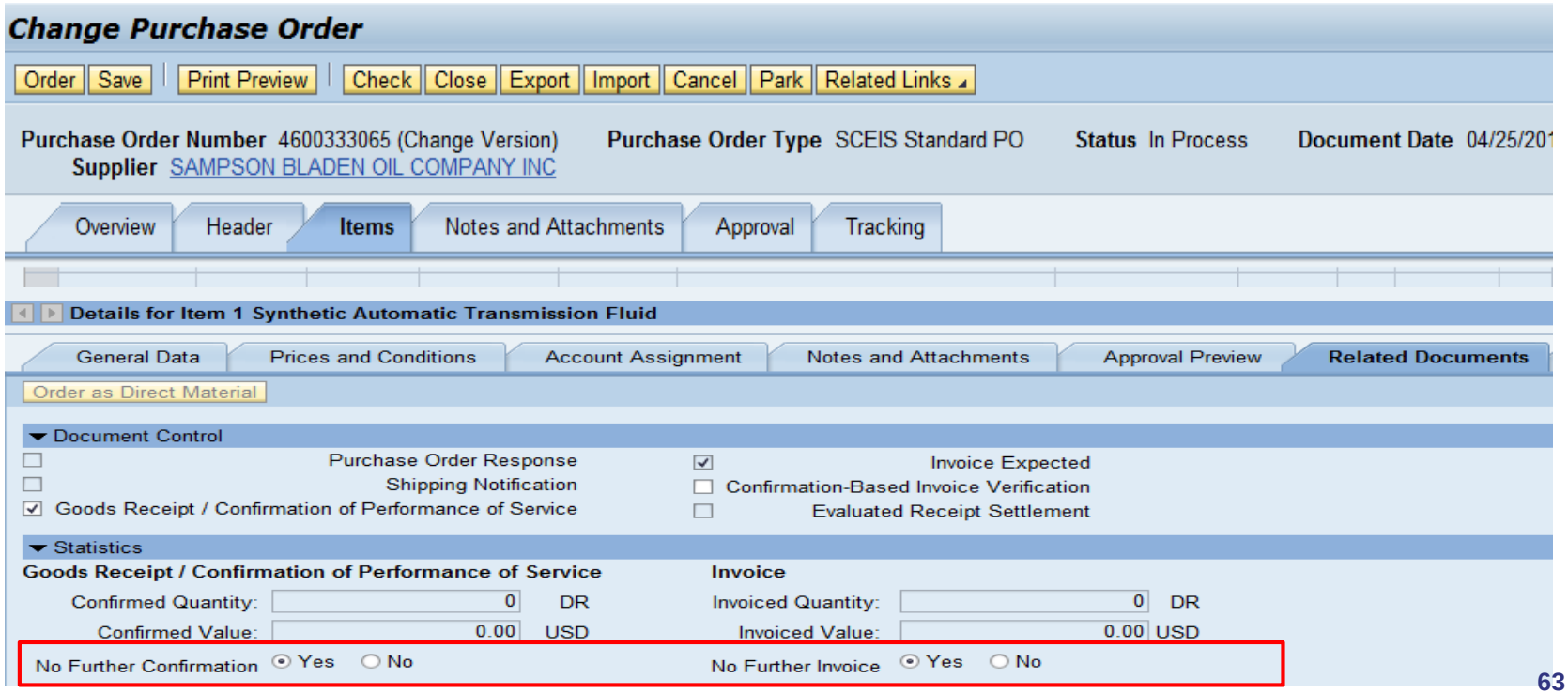
SRM – No Further Confirmation, No Further Invoice

- The **No** radio button **<u>defaults</u>** for both “No Further Confirmation” and “No Further Invoice,” which means that the transactions are not active.



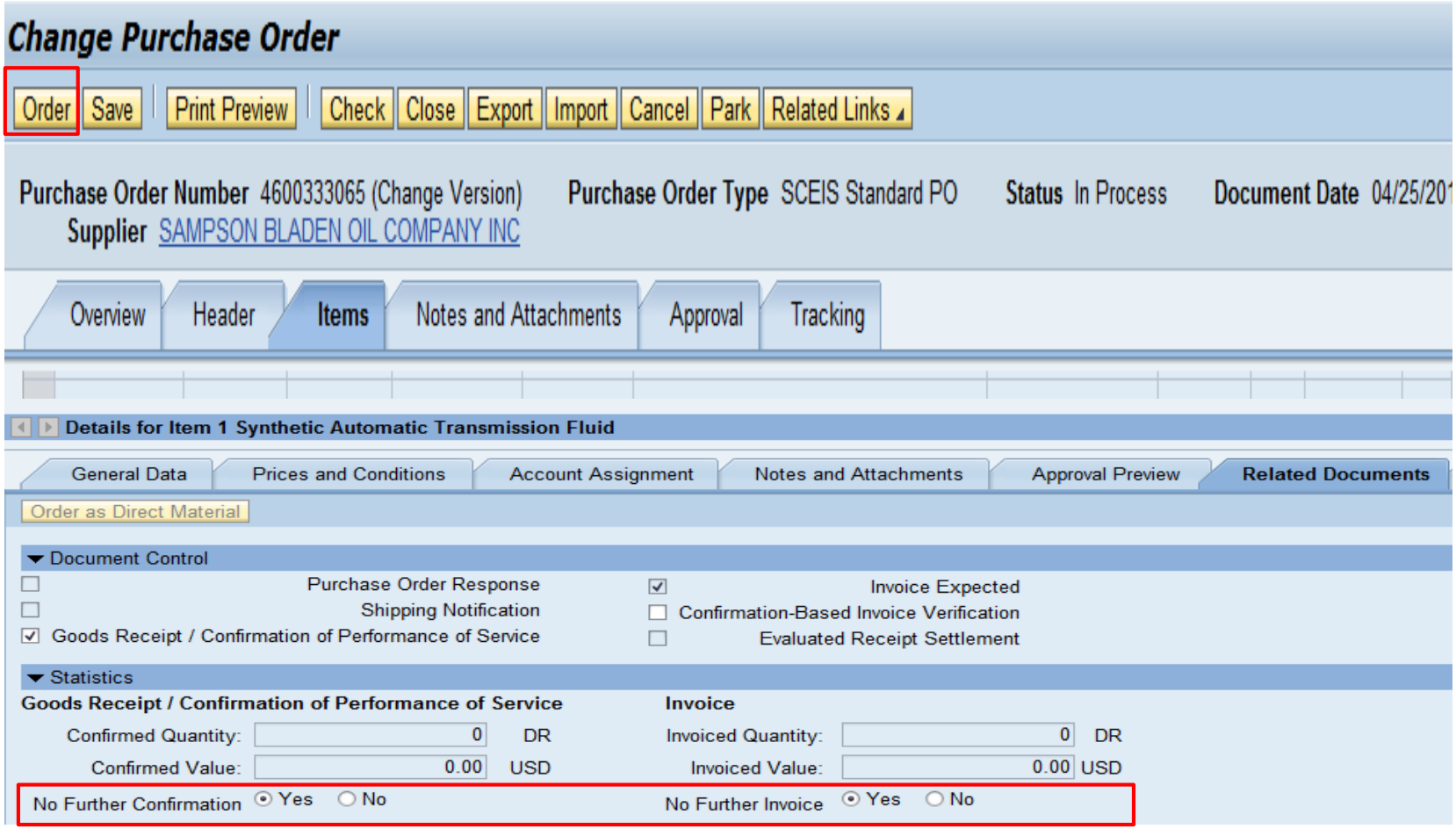
SRM – No Further Confirmation, No Further Invoice

- 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 the “Order” button, then click the “Refresh” icon.



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 for No Further Confirmation or No Further Invoice.

Item(s) marked No Further Confirmation or Invoice

Open PO Options

- Delete at Header (not recommended)
  - Should only be used for POs that have not been transmitted to ECC (funds have not been encumbered)
  - Unencumbers funds
  - Does not send Shopping Cart back to Perform Sourcing
  - Cannot be reversed
- **Delete at Line Item (recommended)**
  - Should be used for POs that have been transmitted to ECC (funds have been encumbered)
  - Unencumbers funds
  - Sends Shopping Cart back to Perform Sourcing

Converting Inventory Purchase Requisitions (PREQs) to POs: INCORRECT Method

Task	Quantity/Value	Encumbrance on PREQ	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)	$500.00

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 Inventory Purchase Requisitions (PREQs) to POs: CORRECT Method

Task	Quantity/Value	Encumbrance on PREQ	Encumbrance on PO
Create Purchase Requisition	100 ea @ $5.00	$500 (quantity 100 ea)	$0
Create PO	10 bx @ 50.00 (purchasing UOM = box)	$0	$500.00

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 PREQ will be correct.

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

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

Purchase Requisitions Encumbrance

- 2016 PREQs must be processed via the standard process (PREQ>SC>ZINV) on or before COB June 30, 2016.
- The Buyer and MRP Controller agree that a ZINV PO needs to be deleted. The Buyer deletes the ZINV PO and the system sends the funds back to the PREQ. The MRP Controller deletes the PREQ prior to COB June 30, 2016.
- A 2016 PREQ is turned into a SC but, due to time constraints, the Buyer cannot convert the SC to a ZINV PO prior to COB June 30, 2016, but the goods are still needed. The PREQ must be carried forward to FY2017.

Lesson 5 Summary

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

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LESSON 6: MANAGING INVENTORY PROCESSES

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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

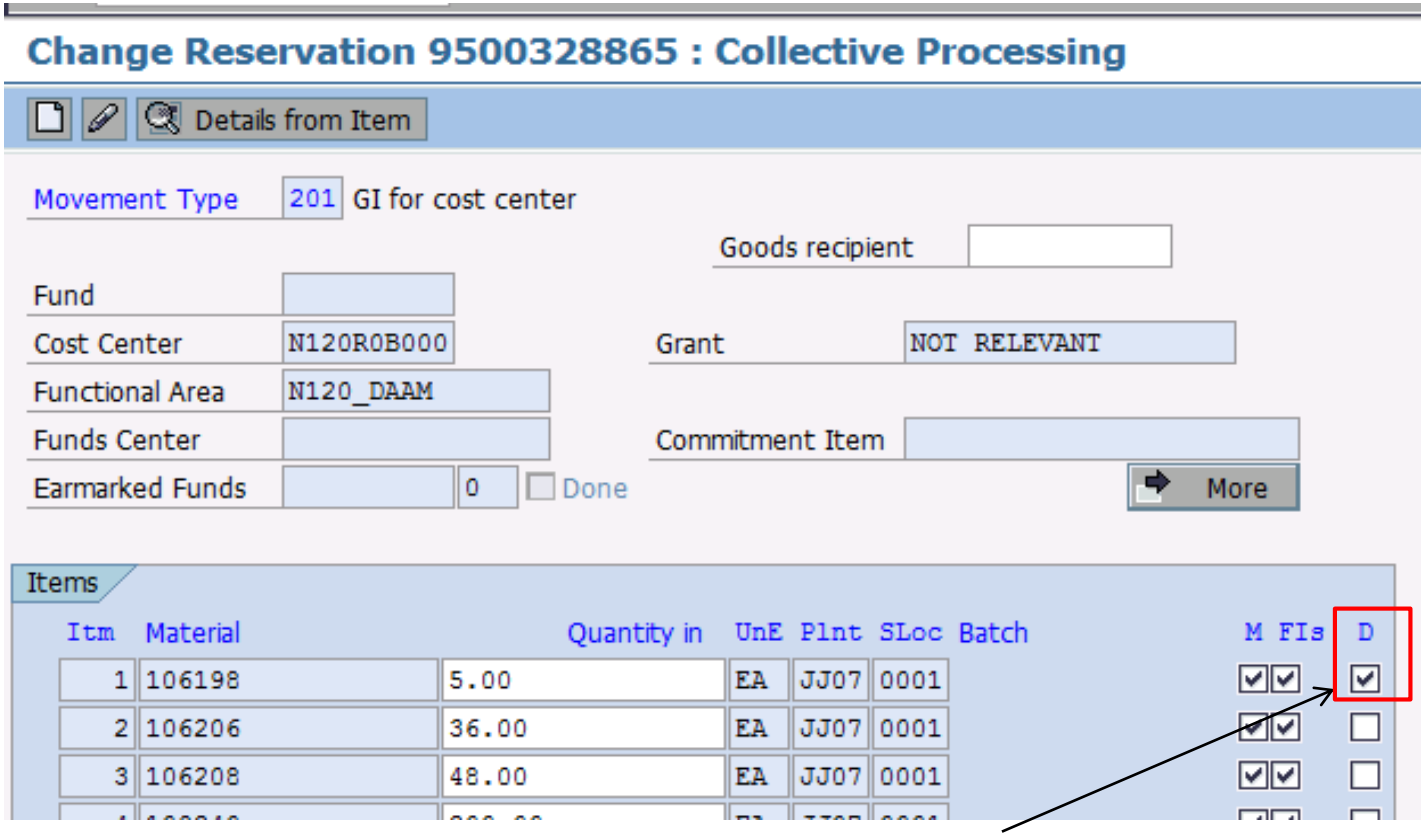
- Mark the **Final Issue** indicator on the Material Reservation if a partial has been issued and no further issuance will occur (MB22).

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

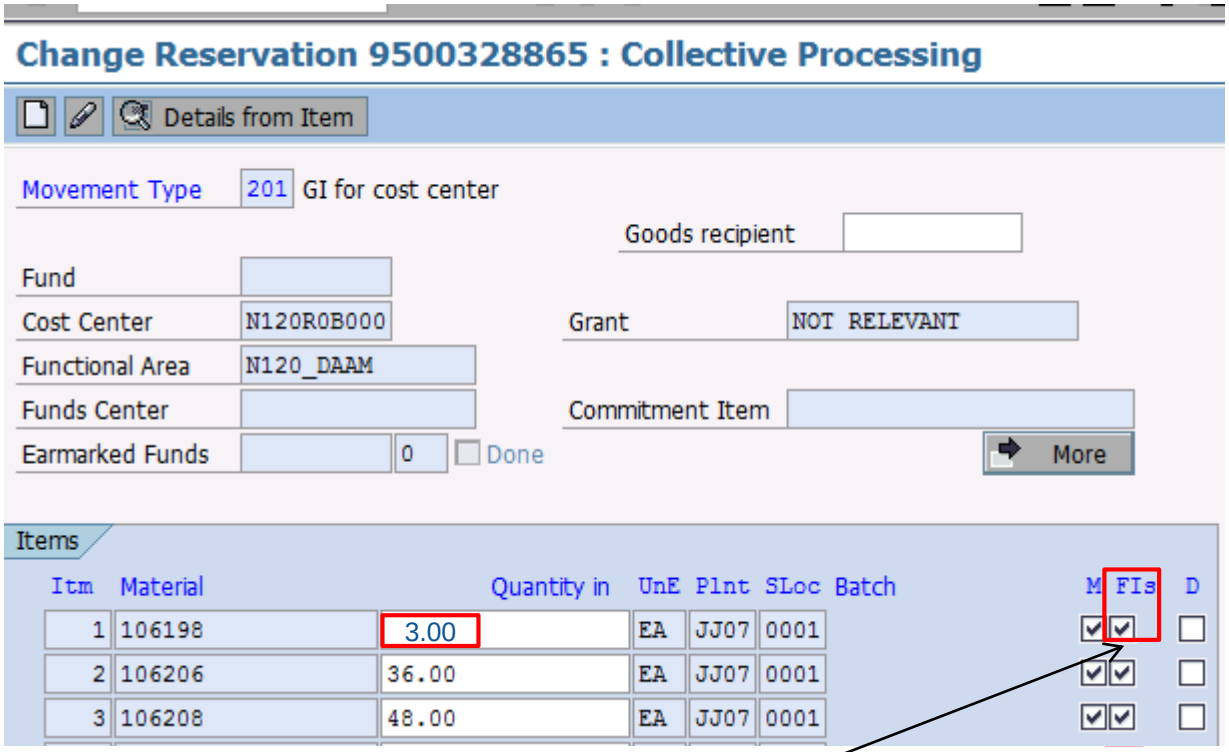
MB22 – Change Reservation



Deletion Indicator

Material Reservation – Final Issue

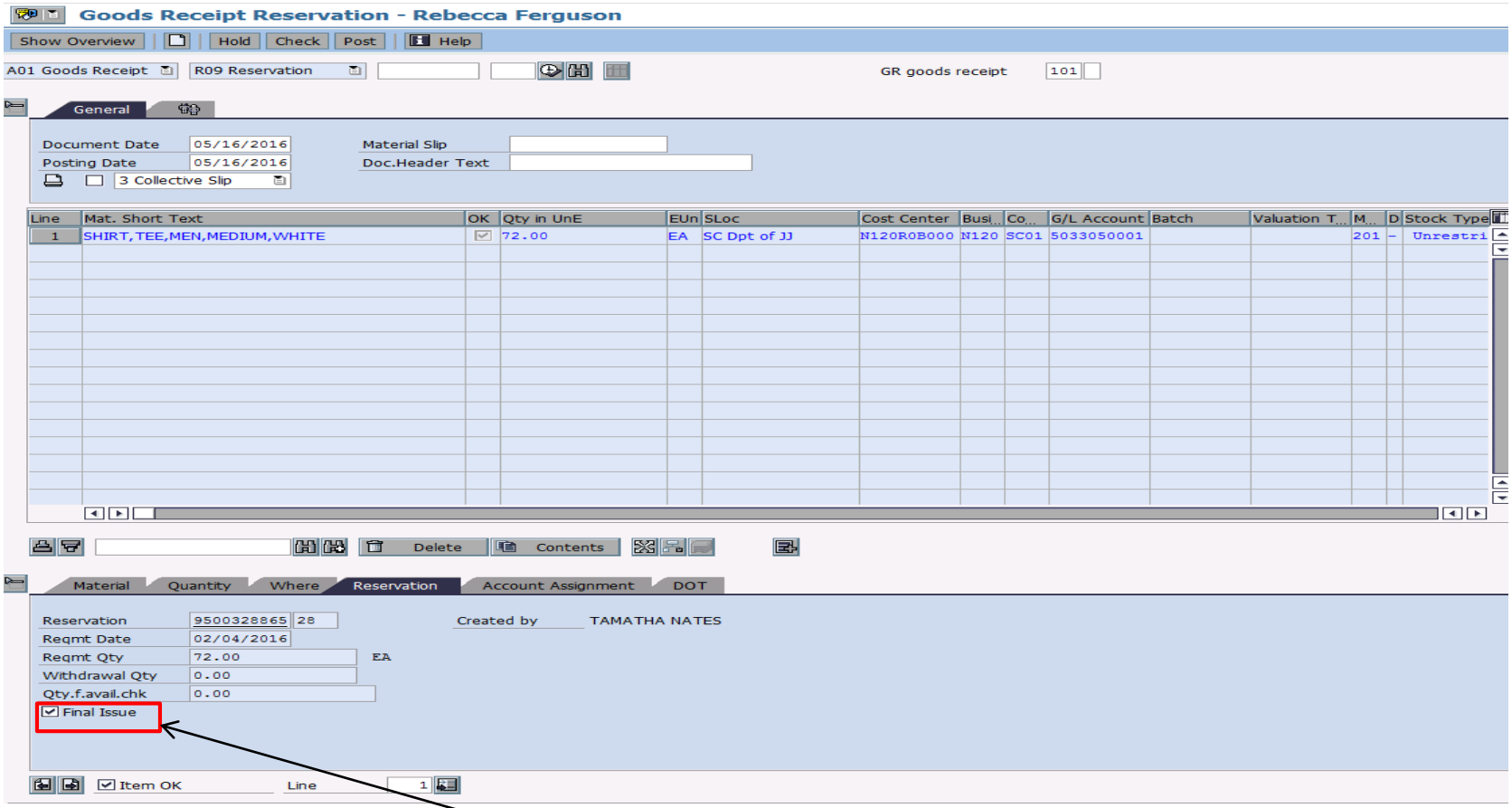
MB22 – Change Reservation



Final Issue Indicator

Goods Issue – Final Issue

MIGO – Goods Issue



Final Issue Indicator

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)

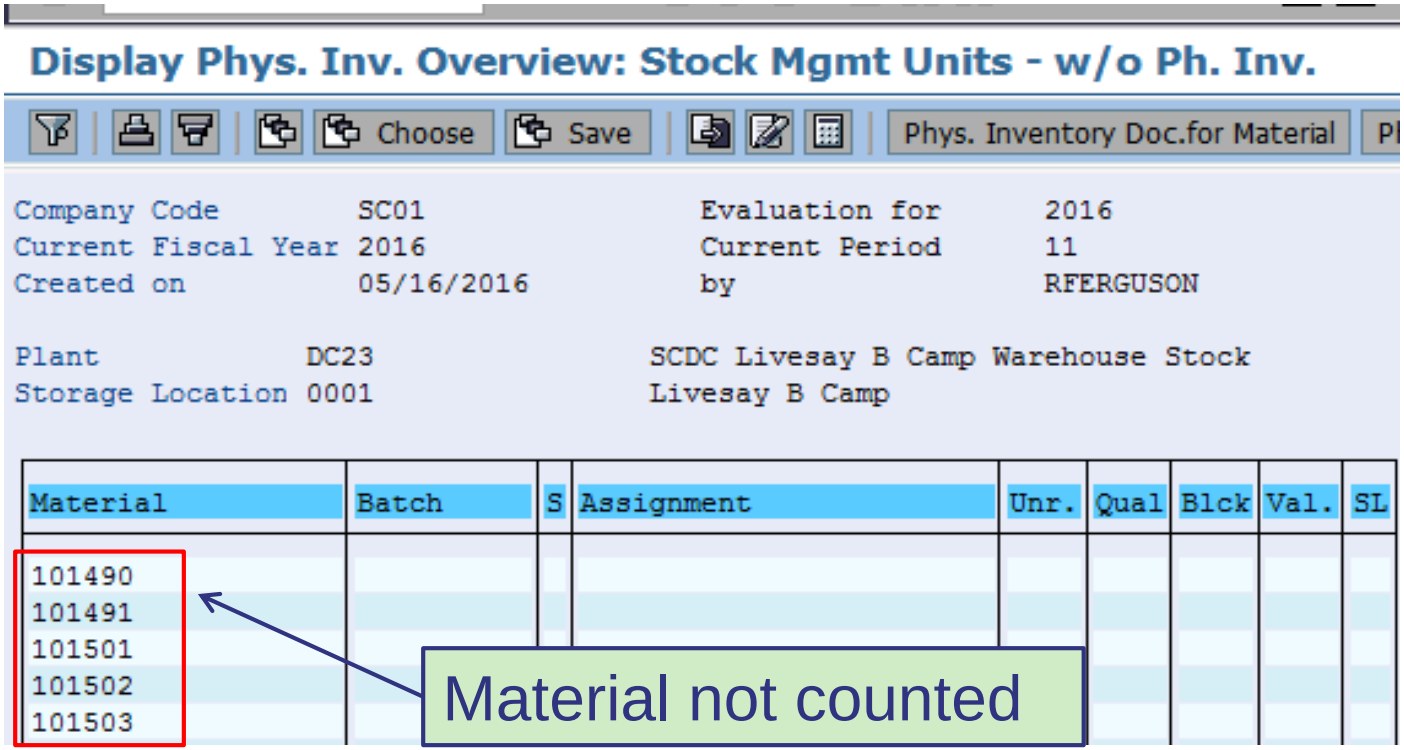
- Take a physical count of inventories on hand at the end of the fiscal year.
- Do this between April 1-June 30 but choose a date as near June 30 as possible so an accurate value is reported to the CG's Office.
- The date should not vary significantly from year to year.
- Notify the State Auditor's Office 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 base unit of measure and not the purchasing unit.
- Physical inventory documents must have differences **POSTED** no later than June 30, 2016.
- **Do not wait until June 30th to start taking inventory.**

Helpful Transactions

- **MIDO** Display Physical Inventory Overview
  - MIDO lists Material Masters not yet counted. After inventory, check that all materials have been counted.



Helpful Transactions

- **MI22** Display Physical Inventory Documents
  - MI22 shows all physical inventory documents.
  - Active documents must be POSTED or DELETED by June 30, 2016.

Any Document marked “Doc. Active” is not a completed inventory document and *has not* been posted.

100010		ADAPTER,HEADSET,ONE TOUCH,500A1,REFURB				IT03 0001	
100003808	2	2010.12	06/28/2010	06/28/2010	1		
100010721	2	2011.12	06/27/2011	06/27/2011	1		
100014967	2	2012.12	06/25/2012	06/25/2012	1		
100019061	2	2013.12	06/25/2013	06/25/2013	1		
100022683	2	2014.12	06/23/2014	06/23/2014	1		
100026772	2	2015.12	06/25/2015	06/25/2015	1		
100028880	1	2016.09	03/16/2016	03/16/2016	1		Doc. Active

Example: document not yet POSTED

Other Year End Considerations

- Inventory scrapping (**MIGO, Movement Type 551**)
  - Review and identify any inventory that may be considered obsolete or damaged.
  - Excess inventory
    - Can another plant in your agency or another agency use the inventory?
    - **MC46** The Slow-Moving Items report can help identify items that have not been used in a period of time.
  - Surplus inventory
    - Comply with your agency's guidance, the South Carolina Consolidated Procurement Code & Regulations, #19-445.2150, Surplus Property Management.

Lesson 6 Summary

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

SCEIS

South Carolina Enterprise Information System

LESSON 7: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

admin

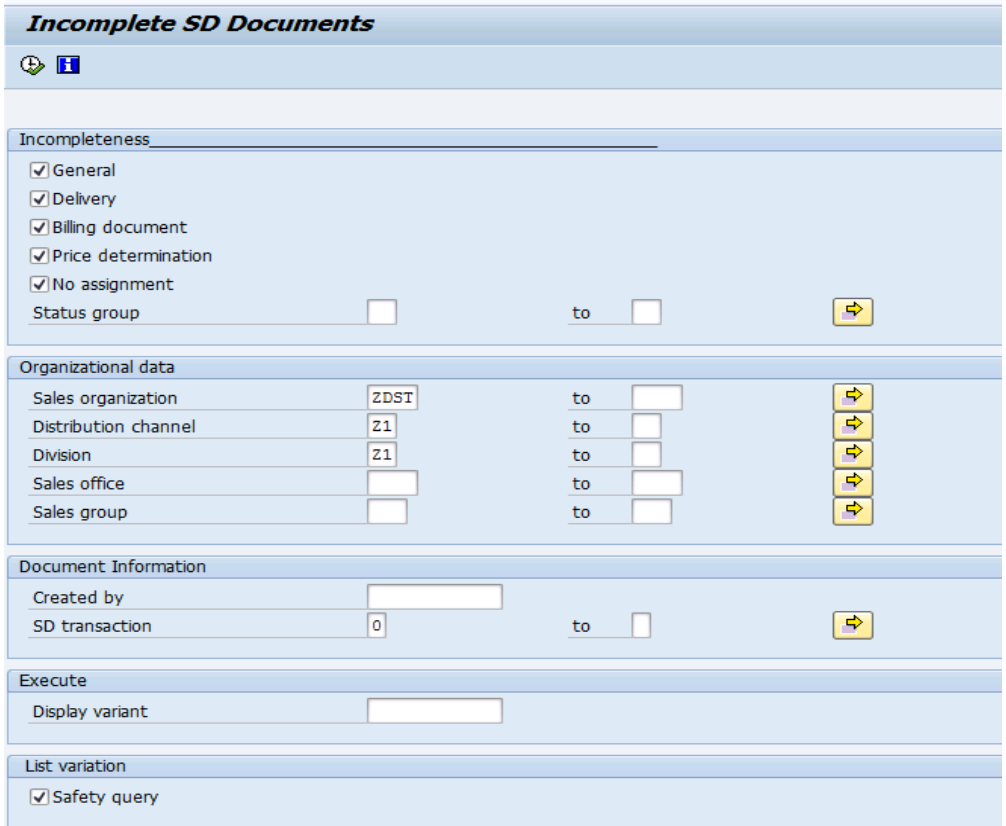
THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

SD – Open Sales Orders VA05 Transaction Code

- Open Sales Orders can 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.

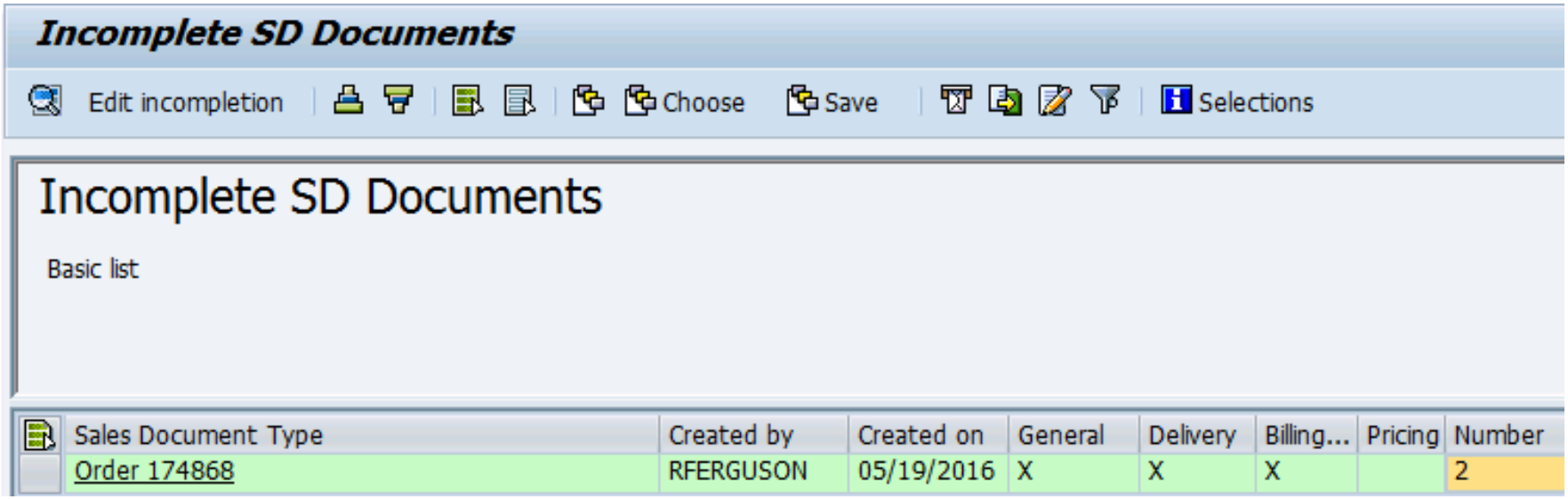
SD – Incomplete Sales Orders V.02 Transaction Code

- 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)

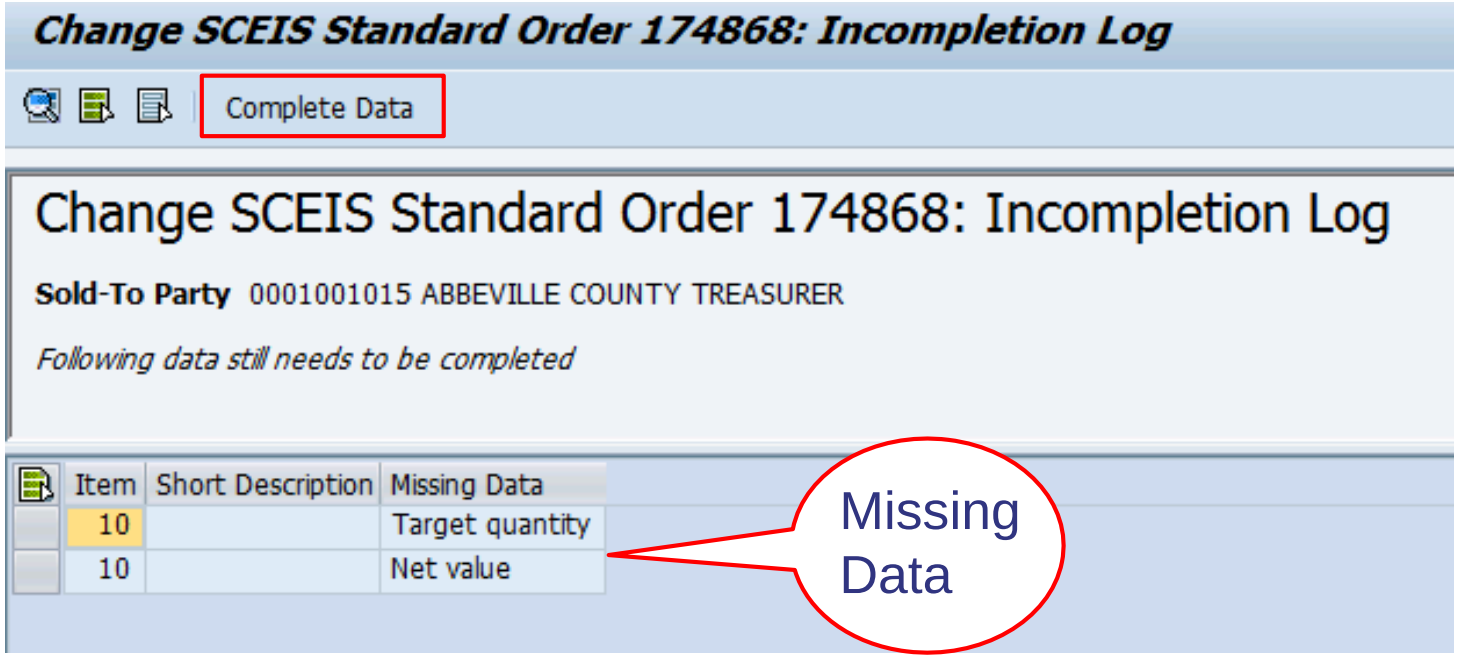
- Incomplete SD documents are shown by clicking into the sales document. Clicking on the “Number column” gives details as to why the Sales Order is incomplete.



Sales Document Type	Created by	Created on	General	Delivery	Billing...	Pricing	Number
Order 174868	RFERGUSON	05/19/2016	X	X	X		2

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

- 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.

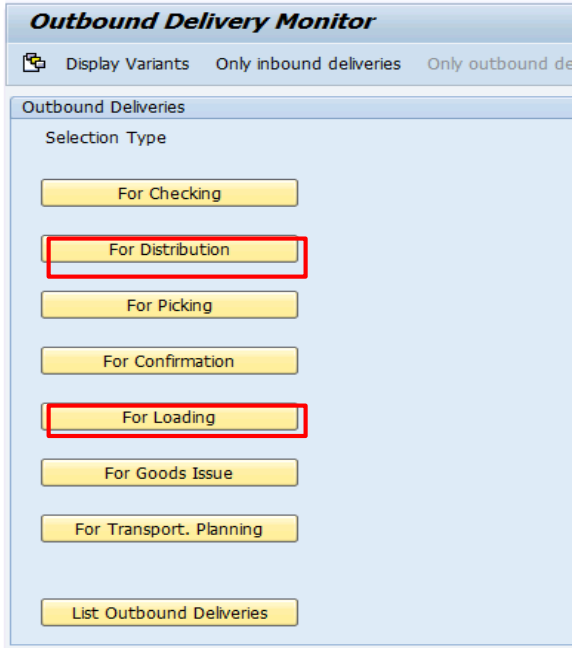
Activities Due for Shipping "Sales Order and Purchase Order Items"

Dialog | Background

OriginDoc.	Sold-to pt	SaTy						
Item	GI Date	DB	Material	Open qty	BUn	CumQty	SU	
108721	4002297	ZOR						
20	09/03/2013		101046	1	EA	1	EA	
108835	4002297	ZOR						
20	09/04/2013		101042	4	EA	4	EA	
30	09/04/2013		100897	4	EA	4	EA	
108846	4002297	ZOR						
20	09/04/2013		101046	1	EA	1	EA	
108944	4002297	ZOR						
20	09/05/2013		101046	1	EA	1	EA	
109082	1002010	ZOR						
10	03/12/2014		100010	15	EA	15	EA	

SD – VL06O Day's Workload for Picking and Goods Issue

- Verify all material is picked and issued using VL06O. If VL10H is SAVED rather than picked and issued you could locate here.



SD – VL06O Day's Workload for Picking and Goods Issue (continued)

Material Not Picked

Day's Workload for Picking

Item View | TO in Background | TO in Foreground | TO for Group

ShPt	Pick Date	Total Weight	WUn	Volume	VUn	ProcTime	Nr Items
DA04	07/20/2015	0	KG	0.00		8	

Delivery	GI Date	DPrio	Route	Total Weight	WUn	Volume	VUn	OPS	WM	Nr
80129667	07/20/2015	2						A		

Material Not Issued

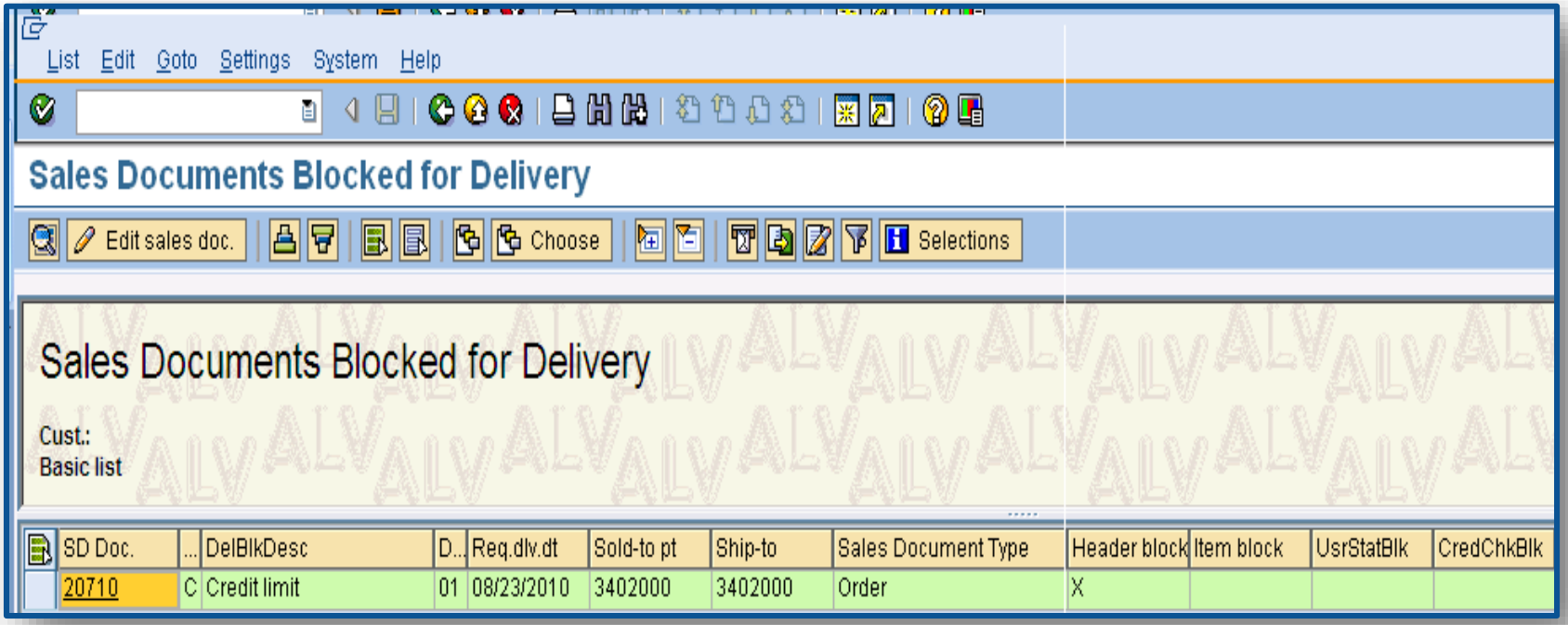
Goods Issue for Outbound Deliveries to be Posted

Item View | Post Goods Issue

Delivery	GI Date	Route	Ship-to	Name of the ship-to party	Sold-to pt	Name of sold-to party
80115696	12/01/2014		4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
80118886	01/29/2015		4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
80130408	07/30/2015		2804001	TOWN OF SANTEE POLICE DEPT	2804001	TOWN OF SANTEE POLICE DEPT
80130425	07/30/2015		2600001	MONCKS CORNER POLICE DEPT	2600001	MONCKS CORNER POLICE DEPT

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

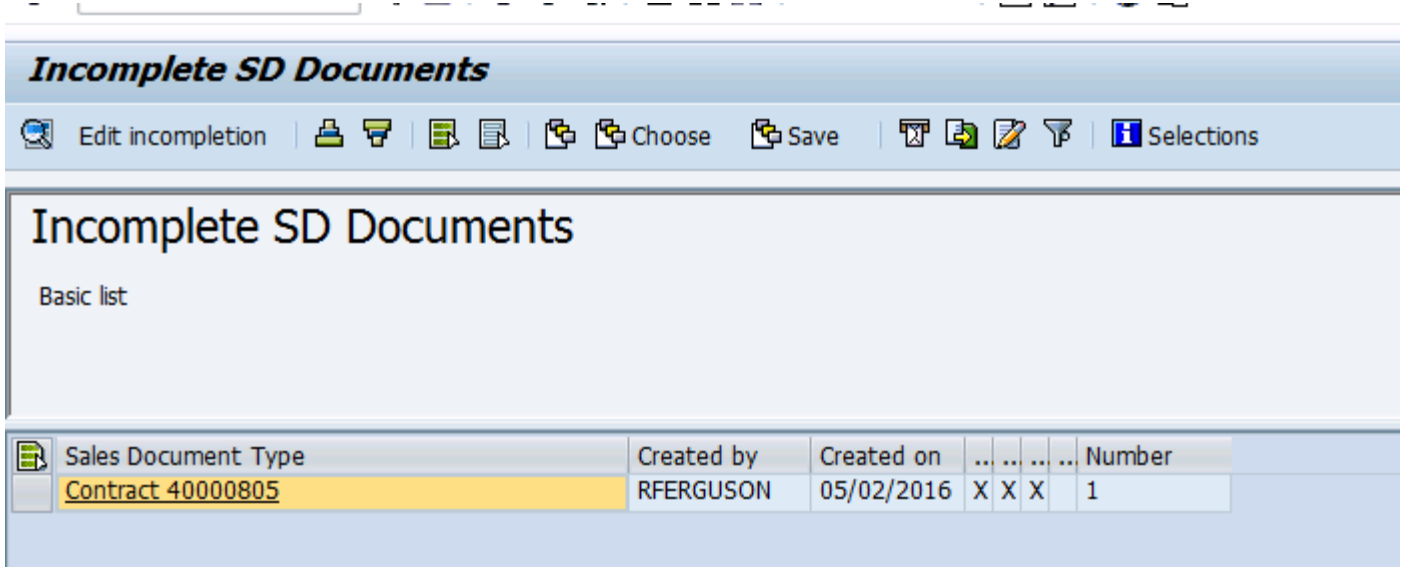
Open contracts

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 Code

- V.06 – Review all **Incomplete** Sales Orders/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.
ZDOC	3241022	L	10/31/2013	F2	TER40455	01/21/2014	3241022	90122675			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE
ZDOC	3241022	L	11/14/2013	F2	TER40455	01/21/2014	3241022	90122676			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE
ZDOC	3331002	L	09/30/2013	F2	TER40455	01/21/2014	3331002	90122680			Delivery-related billing document	Invoice	MCCORMICK SCHOOL DISTRICT
ZDOC	4006651	L	09/09/2013	F2	TER40455	01/21/2014	4006651	90122687			Delivery-related billing document	Invoice	NEWBERRY HISTORICAL SOCIETY
ZDOC	D200008	L	09/09/2013	F2	TER40455	01/21/2014	D200008	90122702			Delivery-related billing document	Invoice	GOVERNORS OFFICE-CONTINUUM OF CARE
ZDOC	H630029	L	07/23/2013	F2	TER40455	01/21/2014	H630029	90122706			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	H630029	L	09/30/2013	F2	TER40455	01/21/2014	H630029	90122707			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	H630029	L	12/18/2013	F2	TER40455	01/21/2014	H630029	90122708	N		Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	J040043	L	12/03/2013	F2	TER40455	01/21/2014	J040043	90122717			Delivery-related billing document	Invoice	SC DEPT OF HEALTH & ENV. CT
ZDOC	K050003	L	11/21/2013	F2	TER40455	01/21/2014	K050003	90122727			Delivery-related billing document	Invoice	DEPARTMENT OF PUBLIC SAFETY
ZDOC	L240003	L	08/30/2013	F2	TER40455	01/21/2014	L240003	90122735			Delivery-related billing document	Invoice	SC COMMISSION FOR THE BLIND
ZDOC	N040026	L	11/07/2013	F2	TER40455	01/21/2014	N040026	90122738			Delivery-related billing document	Invoice	SCDC COMMISSARY WAREHOUSE
ZDOC	U120027	L	11/13/2013	F2	TER40455	01/21/2014	U120027	90122767			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION
ZDOC	U120027	L	12/03/2013	F2	TER40455	01/21/2014	U120027	90122769			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION
ZDOC	3402000	L	01/15/2014	S1	JOY63646	02/10/2014	3402000	90124194			Delivery-related billing document	Cancel. Invoice (S1)	RICHLAND SCHOOL DISTRICT #2

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.

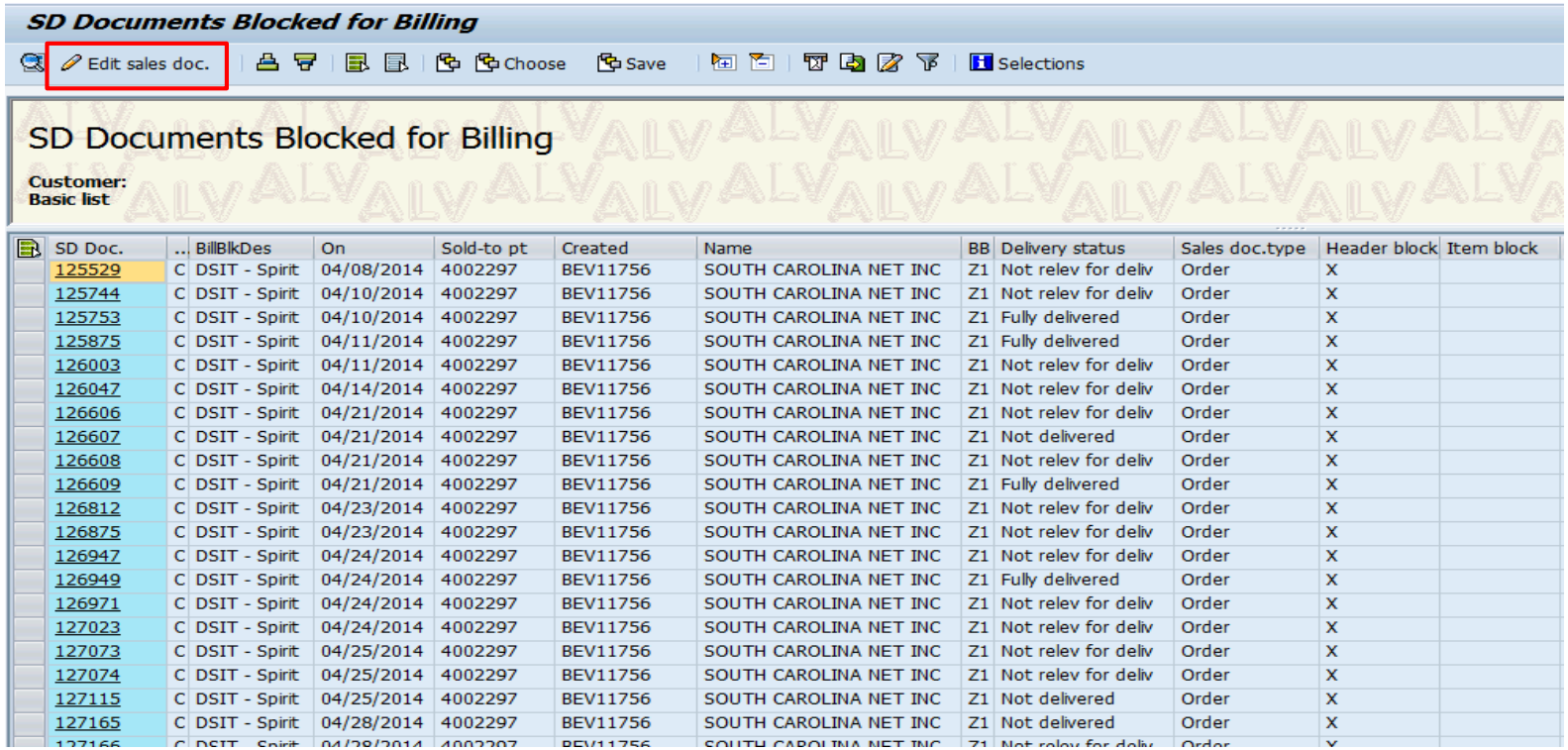
Maintain Billing Due List

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 – To review all SD documents blocked for billing, highlight the Sales Order and click on “Edit sales doc.” This allows the user to make any 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	

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
- **VL06O** Verify there are no open Picking & Goods Issue Requests
- **VA14L** Review any SD Documents Blocked for Delivery
- **VA45** Review All OPEN Sales *Contracts*

SD – Helpful SD Transaction Codes

- 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
- **V.06** Review All **INCOMPLETE** Sales *Contracts*

Lesson 7 Summary

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