SCEIS

South Carolina Enterprise Information System

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

admin

THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

Shopping Carts for FY 2016

- Five Options to Create Shopping Carts for Fiscal Year 2017 can be found at

- http://sceis.sc.gov/documents/Five_Options_To_Create_SC_for_FY2017_Before_or_on_July_1_2016.pdf

Lesson 8 Summary

- You should now understand the
  - Five options of the Year End process for creating Shopping Carts for Fiscal Year FY2017 on or before July 1, 2016.

LESSON 9:
MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

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 <u>22 days from</u> the <u>date of invoice</u>. This means that if your invoice is dated June 1, then the check is not actually cut until June 22. This enables the State to meet <u>general payment terms</u> of **<u>Net 30 Days</u>**.

- For payments made <u>during July for the prior fiscal year</u>, the <u>invoices will produce an error</u> so that you will be prompted to <u>change the payment terms</u> to **<u>Pay Immediately</u>**.
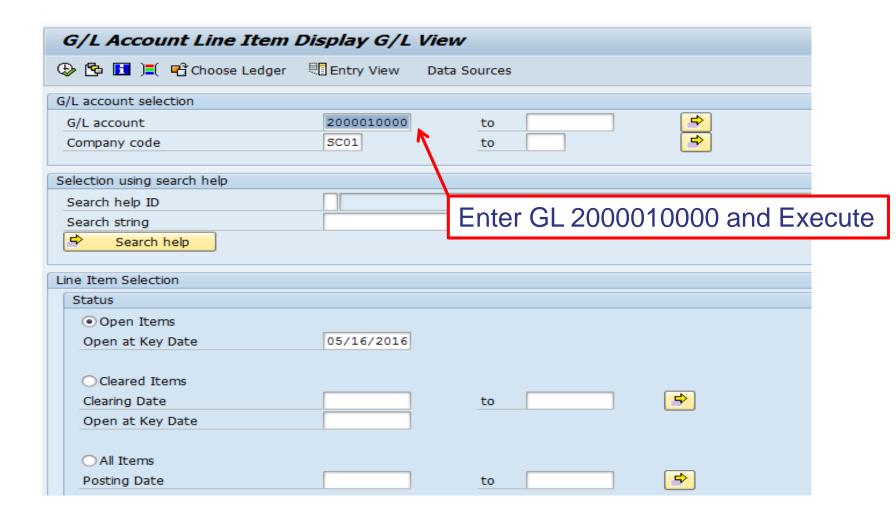
Identify Post Dated Invoices

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

Identify Post Dated Invoices

G/L Account Line Item Display G/L View

🕑 🕐 🗂 🚹)═(🖧 Choose Ledger   🖳 Entry View   Data Sources

G/L account selection

G/L account	2000010000	to		⇨
Company code	SC01	to		⇨

Selection using search help

Search help ID		
Search string		
⇨ Search help		

Enter GL 2000010000 and Execute

Line Item Selection

Status

⦿ Open Items
Open at Key Date   05/16/2016

◯ Cleared Items

Clearing Date		to		⇨
Open at Key Date				

◯ All Items

Posting Date		to		⇨

8

Identify Post Dated Invoices

These invoices will never pay though they are consuming budget.

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

Account	BusA	Cost Center	Functional Area	Fund	Grant	Funded Program	Document...	Type	Doc. Date	Σ	Amt in loc.cur.	Posting Date
20000100...	D5...			30350001	NOT RELEVA...		3008211448	KR	04/20/2216		584.40-	05/04/2016
20000100...	J040			34720003	J0403S028000		5701741497	RE	04/12/2106		1,011.74-	05/12/2016
20000100...	J040			10010000	NOT RELEVA...		5701741931	RE	07/29/2016		841.63-	05/12/2016

Prior Year Payables in the New Year

- Accounts Payable Reporting Package will be used to create accrual of payables incurred at June 30 for goods/services received in the prior fiscal year and paid for in the new fiscal year. Examples:
  - Invoice received in <u>August</u> for <u>services performed</u> in <u>May.</u>
    - The prior fiscal year is closed.
    - Because the <u>services were performed in May</u>, prior to the end of the fiscal year (June 30), this payment is a <u>prior year payable</u>.
  - Goods received prior to June 30 but paid after year-end.
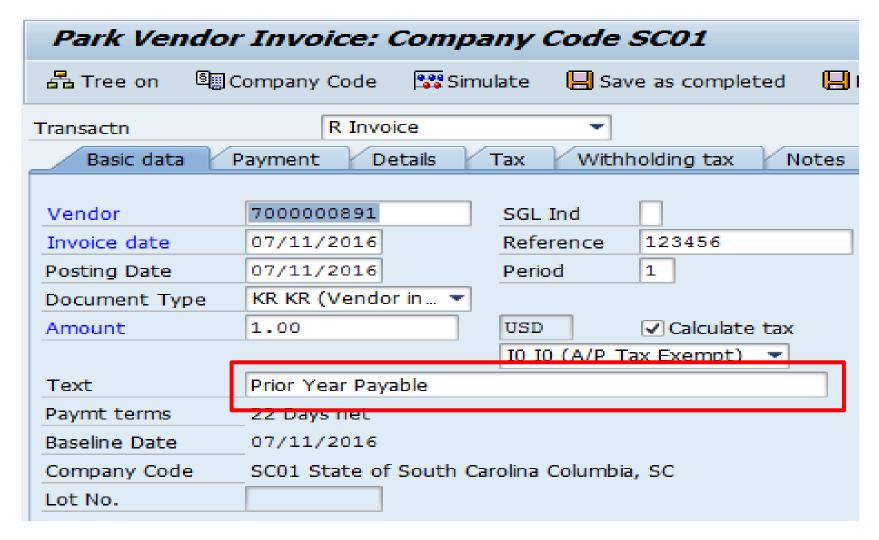
Prior Year Payables in the New Year (continued)

- Accounts Payable Transactions for Reporting Package
  - Select "Prior Year Payable" from dropdown box in **Text** field under the <u>Basic Data tab</u>. No other alternative wording should be used.

- 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)

Park Vendor Invoice: Company Code SC01

🔲 Tree on   🔳 Company Code   ⚙ Simulate   💾 Save as completed   💾

Transactn   R Invoice ▼

| Basic data | Payment | Details | Tax | Withholding tax | Notes |

Vendor   7000000891   SGL Ind ☐
Invoice date   07/11/2016   Reference   123456
Posting Date   07/11/2016   Period   1
Document Type   KR KR (Vendor in ... ▼
Amount   1.00   USD   ☑ Calculate tax
                                        I0 I0 (A/P Tax Exempt) ▼
Text   Prior Year Payable
Paymt terms   22 Days net
Baseline Date   07/11/2016
Company Code   SC01 State of South Carolina Columbia, SC
Lot No.

Travel Advances

- FY2016 Travel Advances – GL 5052010000 should be $0.00.

- FY2017 Travel Advances – should use a date on or after 07/01/2016

Lesson 9 Summary

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

LESSON 10: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

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

- All cash <u>received</u> by June 30 must be <u>posted</u> to the prior fiscal year.

- The <u>posting date</u> determines which fiscal year the revenue is posted. For example:

  - All revenue <u>received</u> in the agency <u>as of June 30</u> must have a <u>posting date</u> of <u>6/30/2016</u> or prior to post to FY2016.

  - All revenue <u>received as of June 30</u>, but <u>deposited in July</u> must have a <u>posting date</u> of <u>6/30/2016</u> to post to FY2016.

  - All revenue <u>received</u> **after** June 30 must have a <u>posting date of 07/01/2016 or after</u> and must post to FY2017.

Revenue at Year End (continued)

- Deposits for Period 12 (FY2016), and Period 01 (FY2017)
  - Deposit on separate deposit slips and enter as separate transactions in SCEIS.
- All deposit slips transmitted for FY2016 pertaining to Period 12 must be received in the State Treasurer's Office not later than 10:30 a.m. on Friday, July 8, 2016.

Revenue at Year End (continued)

- Bank deposits validated after Friday, July 8, 2016.
  - Contact STO if you need the deposit recorded in Period 12, FY2016.
  - This should be a rare exception, as revenue deposited on or after July 1, 2016, should be recorded as FY2017 revenue.
- Deposits for Refund of Expenditure or Refund of Travel for FY2016
  - 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 10:30 a.m. on July 14.

Revenue at Year End (continued)

- All deposits received 7/1 and after <u>must have</u> a posting date of 7/1 or after, <u>except</u> refunds of expenditures.

- Refunds of expenditures
  - Can be posted as a prior year receipt after 6/30, since these will post as a <u>reduction of</u> a prior year <u>expenditure</u>, not revenue.
  - <u>Must use a posting date of 6/30</u> 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

- The **Un-Deposited Cash** account 100001XXXX **must be $-0-** (cleared out) at year end.

- Funds are first deposited into this account, then moved to the correct bank GL when the deposit validation is entered.

- Once verified by the STO, they are available to spend.

- Funds in the **Un-Deposited Cash** account means the **STO has not been able to match your bank deposit or you have not completed the transaction.**

- 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.

LESSON 11: PROCEDURES FOR MANAGING BUDGET

Key Terms and Concepts

Each of the following key terms and concepts will be covered in greater detail in the following slides but do not hesitate to 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

- Clear all pre-posted budget items by the close of business July 14 for the fiscal year.

- A listing of all pre-posted items can be generated by using T-code **FMEDDW, Document Status 2.**

- Carry forward General Appropriations, if your agency has authorization to do so, using T-code **FMBB**.

- 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

ⓒ 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 <u>reduce budgets immediately</u> but will <u>not increase budgets until approved</u>.
    - 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

- 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.

- 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.

- Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must:
  - Process budget transactions by August 2.
  - Use T-code **FMBB** to process carry forward, 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 Executive Budget Office's refusal to process the transaction.
- 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 2016   CFSP
  - Budget Type 2017   CFSP

Carry Forward of Capital Projects

- Capital Project budget balances remaining in FY2016 must be carried forward to FY2017 by the agencies on or before July 29, 2016. The Executive Budget Office will **NOT** carry forward Capital Project Budgets.

- The Executive Budget Office will monitor agency FY2016 budgets to ensure that all Capital Projects have been carried forward.

Carry Forward of Capital Projects FMBB

Budget Items at Year End (continued)

- Ensure your budgets are properly posted.

- Review budget reports regularly, such as
  - ZBD1 (Budget Consumption),
  - FMAVCR01 (Budget Availability Control),
  - BW Report – Open Encumbrance Report.

FMAVCR01 Report

@ 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
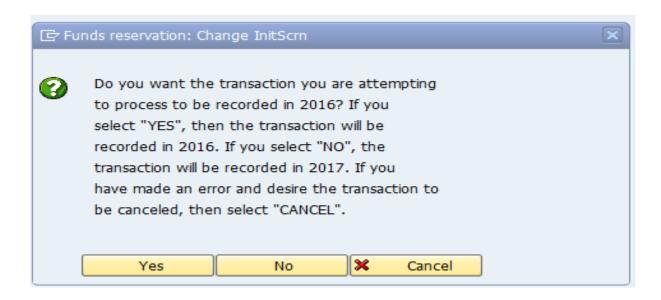 - Year End process for managing budget.

LESSON 12: FMX2 – CHANGING FUNDS RESERVATIONS

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.

Funds reservation: Change InitScrn

Do you want the transaction you are attempting to process to be recorded in 2016? If you select "YES", then the transaction will be recorded in 2016. If you select "NO", the transaction will be recorded in 2017. If you have made an error and desire the transaction to be canceled, then select "CANCEL".

Yes   No   ✖ Cancel

FMX2 – Errors at Year End (continued)

- When you acknowledge a year in the Pop-Up box, the system assigns that transaction to a fiscal year, either FY16 or FY17, based on your answer. This behind-the-scene program is called **FMOD**.

- 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.
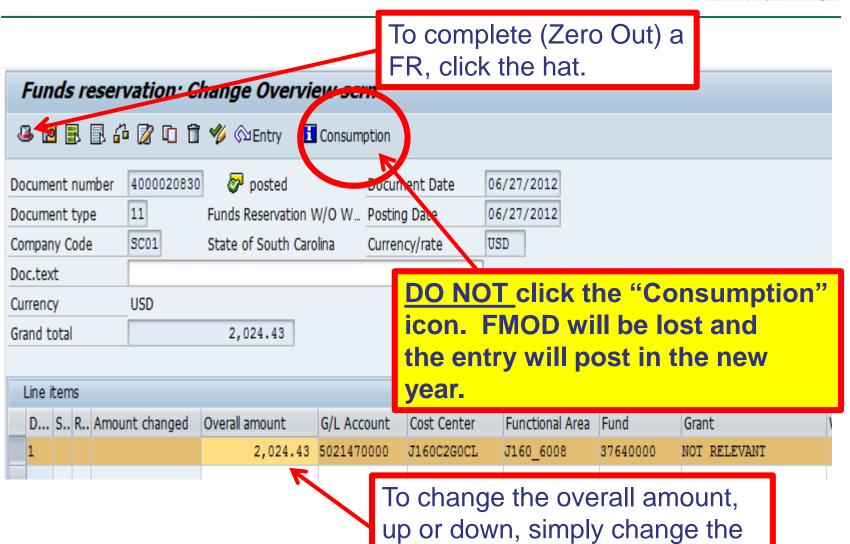
FMX2 – Errors at Year End (continued)

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.
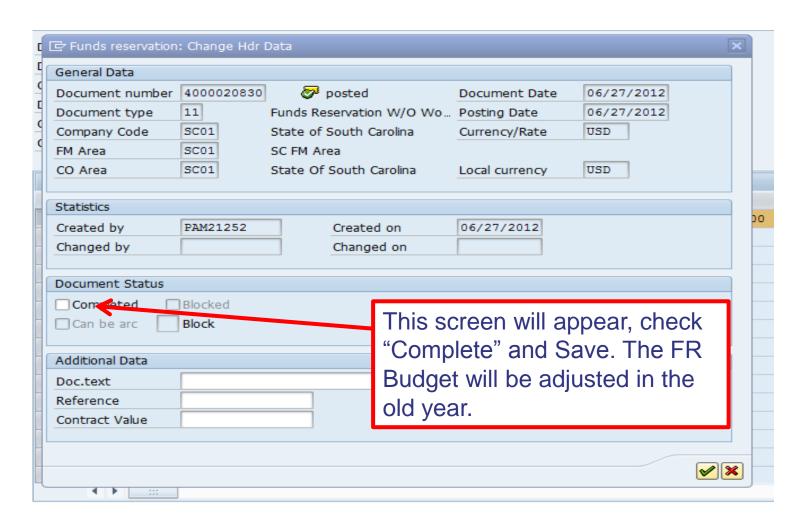
FMX2 – Change Single Line FR

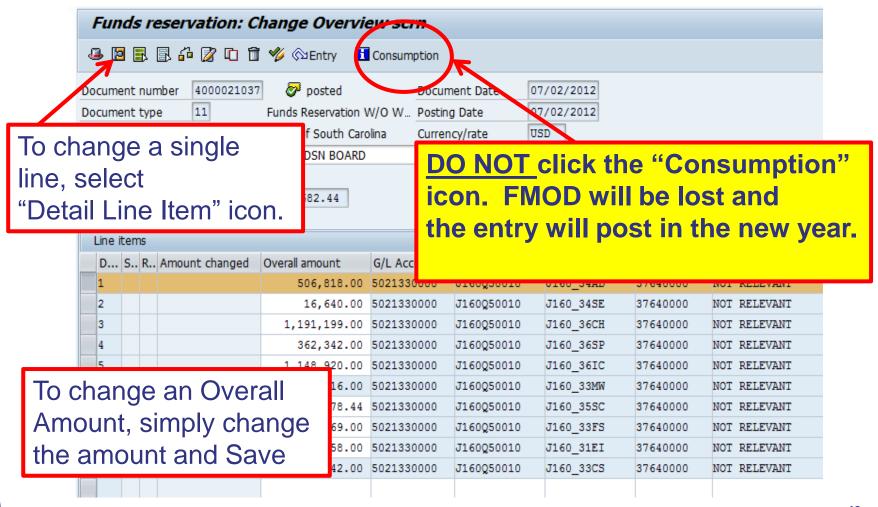To complete (Zero Out) a FR, click the hat.

Funds reservation: Change Overview scr...

Consumption

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			

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				2,024.43	5021470000	J160C2G0CL	J160_6008	37640000	NOT RELEVANT	

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

FMX2 – Change Single Line FR (continued)

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 scrn

Document number: 4000021037   posted   Document Date: 07/02/2012
Document type: 11   Funds Reservation W/O W… Posting Date: 07/02/2012
   f South Carolina   Currency/rate: USD
DSN BOARD

82.44

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

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 Acc				
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
				16.00	5021330000	J160Q50010	J160_33MW	37640000	NOT RELEVANT
				78.44	5021330000	J160Q50010	J160_35SC	37640000	NOT RELEVANT
				69.00	5021330000	J160Q50010	J160_33FS	37640000	NOT RELEVANT
				58.00	5021330000	J160Q50010	J160_31EI	37640000	NOT RELEVANT
				42.00	5021330000	J160Q50010	J160_33CS	37640000	NOT RELEVANT

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

FMX2 – Change Multi-Line FR (continued)

Funds reservation: Change Detail scr

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	506,818.00
Open amount	0.00
Due on	

More data

Vendor	7000026340 COLLETON COUNTY BD OF DISAB & SPEC
Customer	
Alternat. payee	

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.

LESSON 13: MANAGING CASH STATUS

Undeposited Cash 100001XXXX

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

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

IDT Cash Clearing 1000020000

- The IDT Cash Clearing account must be zero at Year End.

- Run ZGLA and enter the GL 1000020000.

- If your balance for <u>FY2016</u> is not zero, research the balance to determine document numbers that result in the imbalance.

- Open a ticket and provide the document numbers to the SCEIS staff, **<u>do not</u>** try to clear the balances.

SCEIS Petty Cash 1000050000

- If your agency has a <u>new year</u> 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

🌀 Cash (and other accounts) will be brought forward on July 1 – so that FY2017 cash includes the balance from prior year.

🌀 FY2017 balance Carry Forward amounts adjust automatically for any additional entries posted to prior year on/after July 1.

🌀 Transactions posted to the prior year, FY2016, after June 30 are based upon the available cash in FY2016 only *(excludes FY17 cash activity).*

Lesson 13 Summary

🌀 You should now understand the

– Year End process for managing Cash Status.

Key Transactions

- Z_AGY_DOCLIST - Display Parked Documents

- Z_IDT_DOCLIST – Display open IDTs

- 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 Payable parked documents (RE, IDT, KR, DT) must be processed or deleted by COB July 14.

- All JE parked documents must be processed or deleted prior to July 22.

- Use transaction Z_AGY_DOCLIST to identity 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 – IDTs

- Use transaction Z_IDT_DOCLIST to view your agency's parked IDT payables - 39# documents.

- Assuming these are FY2016 expenditures, they should be processed in FY2016 prior to the July 14 deadline.

- IDTs remaining in Parked status after July 14 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

- Most variances are Quantity Variances which generally means the Goods Receipt has not been entered. To clear, the recipient of the goods needs to enter the receipt.

- Price variances are caused when the invoice price exceeds the stated price on the PO. This may be a price error on the PO or the Invoice or, often, is the result of an error in data entry. The A/P clerk adds freight or tax on line item.

ZMRBR – Blocked Invoices

🌀 At present there are approximately 325 invoices that are blocked in ZMRBR with a value of $739,382.50.

10	JAN22038	5701748910	1	✗	4600433883	1	508.42	USD
78	AND516...	5701748911	1	✗	4600490903	1	32.01	USD
78	AND516...	5701748914	1	✗	4600486276	1	47.95	USD
78	AND516...	5701748915	1	✗	4600487458	1	65.00	USD
							739,382.50	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 FY2016 Funds Reservation. Reductions made using FMX6 will derive system date, FY2017, 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)

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

- **Revenue and expenditure accounts**
    - Review for inappropriate classifications.

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

GL Account Review and JEs – Review (continued)

Undeposited Cash accounts
- To ensure the STO has verified the cash deposit and the cash has been moved to the correct bank GL, these accounts should be cleared out by the end of the fiscal year.

IDT Cash Clearing account
- To ensure that both sides of the IDT have fully posted by Year End. This account should be zero at Year End. 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.
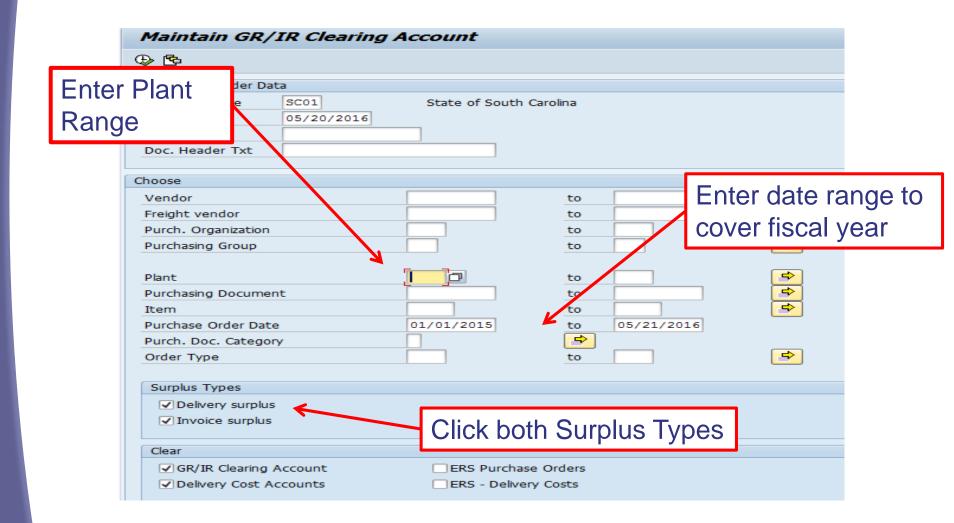
Inventory - GRIR Reconciliation

- GR/IR Clearing Account, 240010000, should be zero (0.00) at fiscal year end.

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

GR/IR Clearing – MR11

Maintain GR/IR Clearing Account

Enter Plant Range

...der Data

	SC01	State of South Carolina
	05/20/2016	
Doc. Header Txt		

Choose

Vendor		to	
Freight vendor		to	
Purch. Organization		to	
Purchasing Group		to	
Plant		to	
Purchasing Document		to	
Item		to	
Purchase Order Date	01/01/2015	to	05/21/2016
Purch. Doc. Category			
Order Type		to	

Enter date range to cover fiscal year

Surplus Types
- ☑ Delivery surplus
- ☑ Invoice surplus

Click both Surplus Types

Clear
- ☑ GR/IR Clearing Account
- ☑ Delivery Cost Accounts
- ☐ ERS Purchase Orders
- ☐ ERS - Delivery Costs

GR/IR Clearing – MR11

Maintain GR/IR Clearing Account

| 🖫 Post | 👓 Purchase Order | 🖪 🖪 | 🖨 🖫 🖫 | Σ 🖫 | 🎛 🖫 🖫 | ℹ | ◀ ◀ ▶ ▶ |

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	

4500056217	10	05/18/2016	L&N PRODUCE COMPANY INC		105589		DC04 ONION,DRY,US#1,FRESH,50LB/BAG		
4500056217	10	GR/IR clearing		13			13	181.54	
4500056217	13	05/18/2016	L&N PRODUCE COMPANY INC		105508		DC04 APPLE,RED,ASSORTED,FRESH,125-138 COUNT		
4500056217	13	GR/IR clearing		3			3	59.91	
4500056219	1	05/18/2016	MIKES PRODUCE		105505		DC04 TOMATO,FRESH,US#1,25LB/CV		
4500056219	1	GR/IR clearing		22			22	130.20	
* Total									
								1,426,509.68	

Other Reminders

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

- Clear fund 30240000.

- Repay Interfund Loans; run ZGLA for GLs 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.

LESSON 15: FIXED ASSETS

Fixed Assets at Year End

- Ensure that the Fixed Assets in the General Ledger match the balances in the Asset History Report. (S_ALR_87011990 vs ZGLA)
- Ensure that Modified Accrual and Full Accrual asset balances are equal.
- Perform an inventory of assets at least annually to identify assets needing to be added or removed from the list due to donation, damage, repair, refurbishment, or loss.

Unposted Assets S_ALR_87012056

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

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

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

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

- If an asset is on PO that is being closed, you must remove the asset(s) before closing PO.

Things to Remember for Assets

- 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.

- 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.

LESSON 16: GRANTS

Grants – Things to Remember

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

- If not, any balances must be considered when completing the Grants Reporting package as these balances affect Accounts Receivable and Deferred Revenue.

Grants – Things to Remember (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 Help Desk ticket.

```
Bus Area: *              Fund: 50000000..5ZZZZ Grant: NOT RELEVANT
Cost Ctr: *              Funded Program: *                      Period: 11, 2016
Account Group Selected: SC_TRIAL_BALANCE_DETAIL
```

GL Account		YTD Beg Bal	MTD Activity	YTD End Bal
1000000000	CASH DUE TO/FROM	2,656,405,709.18	43,833,614.85	2,700,239,324.03
1000010000	UNDEPOSITED CASH			
1000020000	IDT CASH CLEARING ACCOUNT			
1000030000	CASH ON DEPOSIT-STO	2,438,928,950.33		2,438,928,950.33
1000040000	CASH DISBURSEMENTS-STO	4,631,690,231.72-		4,631,690,231.72-
1000060000	LSUM DEP&WDRAW CASH	2,319,746,525.76		2,319,746,525.76
1000061000	LSUM DEP&WDRAW ASSET	915,660,496.82-		915,660,496.82-
1011300000	WF_E16_STO_Contingent Acct_CASH	1,971,103,594.04-	2,892,665.39-	1,973,996,259.43-
1011300700	WF_E16_GENERAL DEP	55,942,905.71	2,000,000.00	57,942,905.71
1011300712	WELLS FARGO GEN DEP ACH IN			
1017130301	CF_H73_Revol_CKS OUT	1,385.37		1,385.37
1100000000	F/S AGYS & OTHER ADJ	6,276.14		6,276.14
1100000001	AGY CASH CLOS PCKG	62,082.78		62,082.78
1100000002	STO CASH CLOS PCKG	36,518.93		36,518.93
**	Cash	47,323,968.38-	42,940,949.46	4,383,018.92-

Grants – Things to Remember (continued)

- Review the SEFA (BW) report. The SEFA, the ZS_PLN_16000269 report and the ZGLA should provide the same information.

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

- If there is a discrepancy, contact the SCEIS FI Team via a Help Desk ticket.

Indirect Costs (IDC)

- Post Indirect costs by July 22, Posting Date of 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 <u>not</u> recognize manually posted IDC Journal Entries.
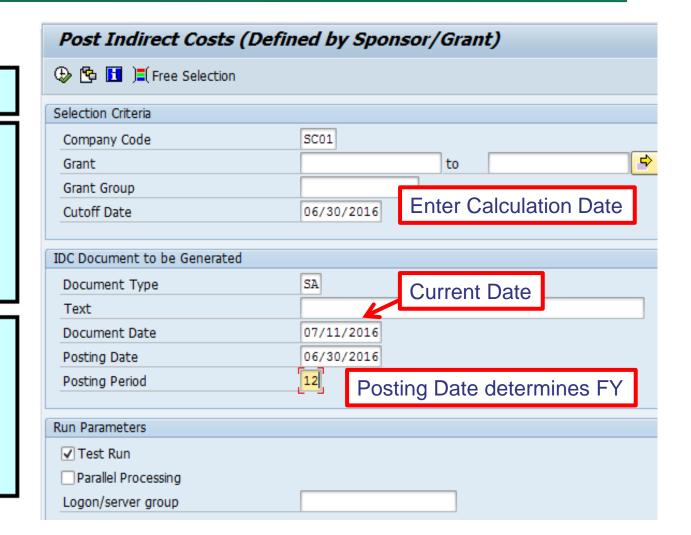
GMIDCPOST

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	06/30/2016

Enter Calculation Date

IDC Document to be Generated

Document Type	SA
Text	
Document Date	07/11/2016
Posting Date	06/30/2016
Posting Period	12

Current Date

Posting Date determines FY

Run Parameters

☑ Test Run
☐ Parallel Processing
Logon/server group

Grants – FI Tasks

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

- Delete or process all parked documents.

- Ensure HRPAY, Fund 30240000, is cleared.

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

- Clear all Business Trips, travel may be processed via ZTRAVEL.

Return FY2016 Grant Budget
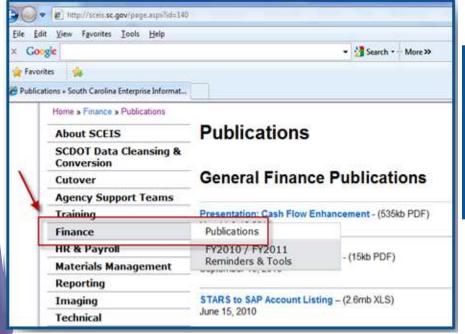
- All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2016. Use **GM_Create_Budget**, with a process of **Return**.
- Agencies may complete the budget template and use the transaction **ZGMBGTLOAD**.

Return FY2016 Grant Budget

⚙ Instructions for the grant Budget Template and ZGMBGTLOAD can be found on the SCEIS website, following the path **Finance > Publications > Grants Management**.
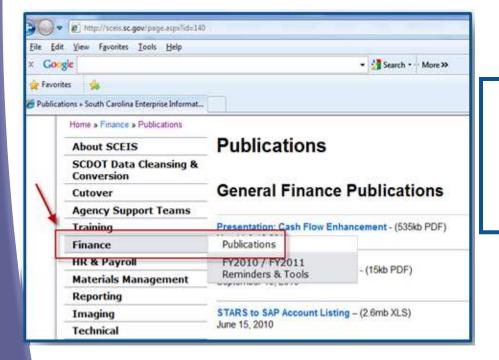
Create FY2017 Grants

@ Agencies can use the GM Master Data
template to establish FY2017 grants and
sponsored programs.

Create FY2017 Grants (continued)

- Grant Master Data load by template must be submitted by **June 10 COB** via SCEIS Help Desk. Grant data load must be complete prior to test run for July 1 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.

LESSON 17: MANAGING PROJECT SYSTEMS

Project System Procurement

- Purchase Orders and Funds Reservation
  - Execute report **CJI5** 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

- Use transaction **CJI3 to** review open project expenditures**.**

- 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.**

- Execute transaction **CN43** to review the status of your projects.

- Close projects if they are complete.

Capitalization to an Asset

- Agencies should notify Shirley Coyner at **Shirley.Coyner@admin.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.

Carry Forward of Capital Projects

- Capital Project budget balances remaining in FY2016 must be carried forward to FY2017 by the agencies on or before July 29, 2016. The Executive Budget Office will **<u>NOT</u>** carry forward Capital Project Budgets.

- The Executive Budget Office will monitor agency FY2016 budgets to ensure that all Capital Projects have been carried forward.

Carry Forward of Capital Projects FMBB

Lesson 17 Summary

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

CLASS SUMMARY

Class Summary

In preparation for the closing of FY2016, you should now be able to manage the below.

- FY2016 Year End Important Dates
- New for FY2016 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 2017

- 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?

SCEIS RESOURCES AND HELP

What is uPerform?

- 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

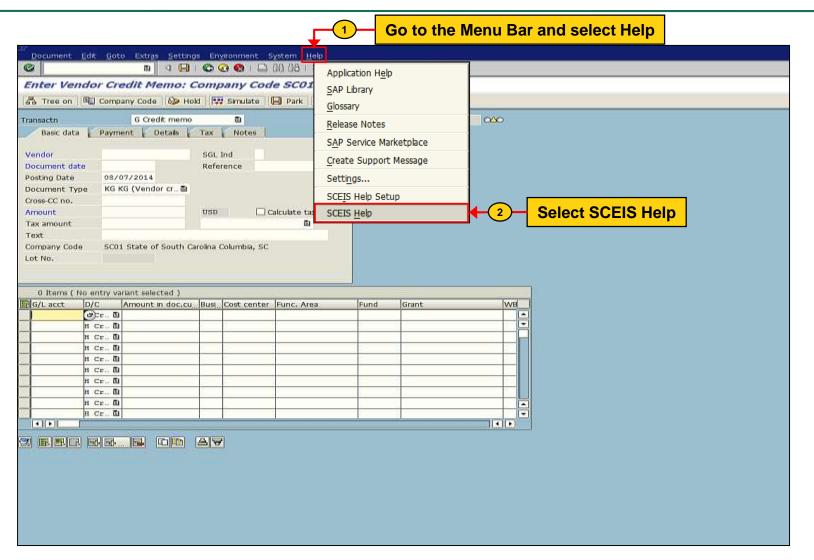   - Provides context-sensitive help in ECC
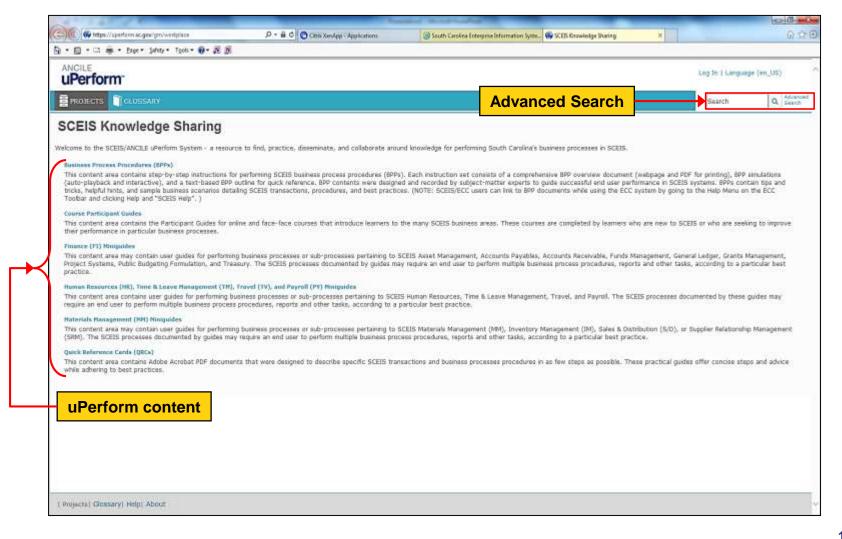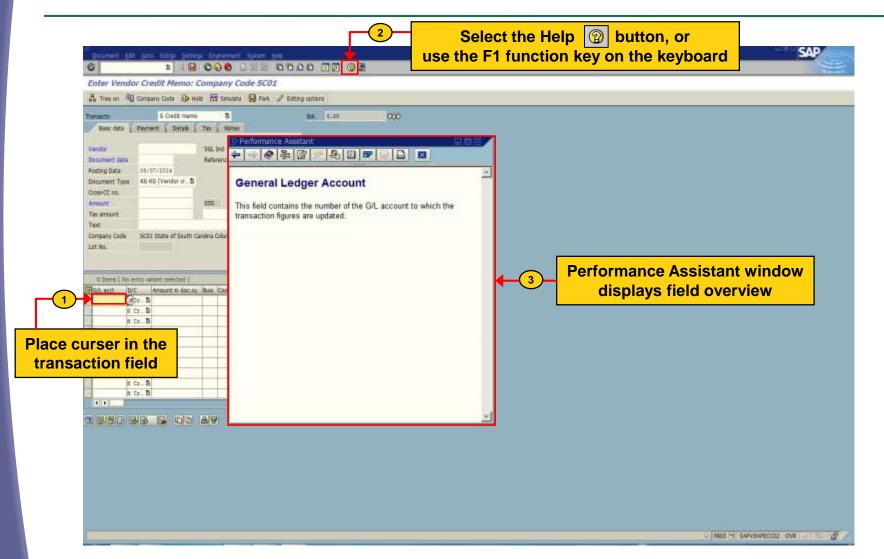
Accessing uPerform – Web

1 → **http://www.sceis.sc.gov**

2 → **Point mouse over Training**

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

Accessing uPerform - ECC

1 | **Go to the Menu Bar and select Help**

2 | **Select SCEIS Help**

Accessing uPerform

Help with Transactions in ECC

2 — Select the Help [?] button, or use the F1 function key on the keyboard

3 — Performance Assistant window displays field overview

1 — Place curser in the transaction field

Additional Resources

- http://www.sceis.sc.gov
  - SCEIS Website
  - SCEIS Weekly Updates
  - SCEIS User Group and Reporting User Group
  - SCEIS Calendar
- 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.)