South Carolina Enterprise Information System

# SCEIS MATERIALS MANAGEMENT YEAR-END MANAGEMENT PROCESS FOR AGENCIES

End User Training
Columbia, SC
May 2014

STATE INFORMATION TECHNOLOGY
SC BUDGET AND CONTROL BOARD

# Welcome and Introductions

- Welcome
  - SCEIS Materials Management (MM) Year-End Management Process for Agencies – 2014.
- Introductions

# Classroom Logistics

- Classroom etiquette
  - Cell phones off/silence
  - No side conversations
- Feel free to ask questions
- No email or internet usage during class except at breaks

# Course Description and Goal

## Description:

- This course is intended to provide an overview of the year-end closing process and specifics for Material Management on the steps to take in SCEIS for year-end.
- The course audience is intended for Materials Management staff who are involved in year-end processes from procurement, inventory and sales and distribution.

## Goal:

- At the end of this course, participants should be able to perform Materials Management year-end activities and instruct any staff in how to perform year-end activities.

# Course Learning Objectives

- Upon completion of this workshop, you should be able to:
  - Understand the Year-End Closing Procedures and Impact on SCEIS Users
  - Manage Carry Forward Process
  - Manage Year-End Tools
  - Manage Purchasing Process
  - Manage Inventory Process
  - Manage Sales and Distribution
  - Understand the Five Options to Create Shopping Carts for FY2015

# Reference Materials

- Agency Budgets, including Carry Forwards from FY2013-14
  - General Appropriations Bill, Fiscal Year 2013-2014
    - http://www.scstatehouse.gov
  - South Carolina Comptroller General's Office
    - http://www.cg.sc.gov/Pages/default.aspx
    - *GAAP Closing Procedures Manual*
  - Statewide Spending Transparency Initiative

# Reference Materials, cont.

- South Carolina Materials Management Office
  - http://www.mmo.sc.gov
  - *The South Carolina Consolidated Code and Associated Regulations*

# COURSE LESSONS

## THERE ARE SEVEN LESSONS IN THIS COURSE.

# Course Schedule

- Lesson 1: Understanding the Year-End Closing Process
- Lesson 2: Managing the Carry Forward Processes
- Lesson 3: Tools and Processes to Manage Year-End
- Lesson 4: Managing Purchasing Processes
- Lesson 5: Managing Inventory Processes
- Lesson 6: Managing Sales & Distribution Processes

# Course Schedule

- Lesson 7: Five Options to Create Shopping Carts for Fiscal Year 2015

# LESSON 1: UNDERSTANDING THE YEAR-END CLOSING PROCESS

# Lesson 1 Learning Objectives

- Upon completion of this lesson, you should understand:
  - The State's year-end closing process
  - The State's year-end closing process dates
  - How year-end affects SCEIS agencies

# South Carolina Year-End Closing Process Dates

- **FY 2013 – 14:** Current Fiscal Year
- **FY 2014 – 15:** New Fiscal Year
- **June 1 - 30, 2014:** Period 12
- **July 1 - 24, 2014:**
  - Period 13 of FY2013-14
  - Part of Period 1 of FY2014-15

# South Carolina Year-End Closing Process Dates

- Monday, **June 30, 2014**
  - State FY 2013-14 ends
  - Last day to receive goods and services for FY 2013-14
- Monday, **July 14:** Last day of FY 2013-14 at 5:00PM for Accounts Payable processing
- **July 15 – 24:** Period 13 is available for adjusting journal entries

# South Carolina Year-End Closing Process Dates

- **July 1, 2014 – July 14, 2014**: Two fiscal years, FY 2013-14 and FY 2014-15, will be open
  - FY 2013-14 to process payments for goods and services **received on or before June 30, 2014**
  - FY 2014-15 to process payments for goods and services **received on or after July 1, 2014**

# South Carolina Year-End Closing Process

- Documents to be posted in the old year must have a Posting Date of June 30, 2014, Period 12.
- Documents to be posted in the new year must have a Posting Date on or after July 1, 2014, Period 1.

# Lesson 1 Summary

- You should now understand:
  - The State's year-end closing process
  - The State's year-end closing process dates
  - How year-end affects SCEIS agencies

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# LESSON 2: MANAGING CARRY FORWARD PROCESSES

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# Lesson 2 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand what documents can be carried forward to the new year relevant to MM
  - Determine which documents need to be carried forward to the new fiscal year
  - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year
  - Understand how to complete and review the transaction results of the carry forward documents

# Key Transactions

- ZFMJ2 – Year-End Closing:  Carryforward of Open Documents
  - Documents are denoted by “Value Types” (VT) in SCEIS
- FMAVCR01 – Display Annual Values of Control Objects

# Carry Forward Documents

- The following Value Types relevant to MM will be allowed to be carried forward by agencies:
  - VT 50 - Purchase Reqs (<u>Inventory only</u>)
  - VT 51 - Purchase Orders

  NOTE: Purchase Orders created before November 8, 2013, cannot be carried forward.
  - VT 54 – Invoices (for Goods Receipts)
  - VT 81 – Funds Reservations
  - VT 83 – Forecast of Revenue (for Sales Orders)

# Carry Forward

- The PO should be carried forward when:
  - The items will not be delivered prior to June 30 but are expected to be received in the following fiscal year.
  - The items have been received but the invoice will not be posted prior to July 14, 2014.
  - If there is no GR on the PO at June 30, PO will be carried forward. (Invoices on the ZMRBR report at June 30 must be cleared or reversed.)

# Carry Forward

- Your agency must run the Open Encumbrance Report to determine the open POs that need to be carried forward using the ZFMJ2 transaction.
- After a PO is Carried Forward, it will fall off the Open Encumbrance Report for FY2014.

# Purchase Orders & Goods Receipts

- How do you determine if a Purchase Order (PO) or Goods Receipt (GR) should be carried forward or closed?

| **Goods/Services Received** | **Invoice Received** | **Decision** |
|---|---|---|
| Before or on 06/30 | By CG closing date | Leave & Pay in current year, select "No Further Invoice" |
| Before or on 06/30 | After CG closing date | Carryforward PO & GR |
| After 06/30 | Before or after CG closing date | Carryforward PO & GR |
| Not going to receive | N/A | Close with "No Further Invoice," "No Further Confirmation" |

NOTE: Purchase Orders created before November 8, 2013, cannot be carried forward.

# Inventory PRs & Sales Orders

- How do you determine if an **Inventory** Purchase Req (PR) or Sales Order should be carried forward or closed? (PRs only apply to inventory.)

| **PO or Sales Order going to be received or filled?** | **Decision** |
|---|---|
| Before or on 06/30 | Leave in old year, keep checking on invoice or order completion status |
| Between 06/30 and CG closing date | Leave in old year, keep checking on invoice or order completion status |
| Not going to convert to a PO or Sales Order not going to be filled | Close PR or Sales Order |
| After CG closing date | CF the PR or Sales Order to the new year |

# Funds Reservations

- How do you determine if Funds Reservation (FR) should be carried forward or closed?

| **All Payments will:** | **Decision** |
|---|---|
| Be before 06/30 and by CG closing date | Pay in Current Year & Close FR |
| Not be made by CG closing date | Carry forward FR |
| Be after CG closing date | Carry forward FR |
| Not be incurring any more payments | Close the FR or Reduce to Zero |
| Be less than the current FR balance | Reduce the FR |

# ZFMJ2 Carry Forward of Open Value Types

- Only a few people in each agency will be given authorization for ZFMJ2, SCEIS Agency Advocates will send emails to agencies requesting ZFMJ2 users
- ZFMJ2 will only be available for a limited period of time, (follow CG's guidelines)
- An agency's data will only be accessible to that agency

# Key Tools to Manage Year-End

- BW – Open Encumbrance Report
  - A list of Open Purchase Orders to identify:
    - POs/PRs that are no longer necessary
    - POs that may need to be modified in order to un-encumber funds
    - POs that may need to be Carry-forward
- ME2N – List Display by Purchase Order Number
  - Use to filter results of the Open Encumbrance Report
- ME23N – Change Purchase Order

  Use to modify and release encumbrances of Purchase Orders as necessary

# ZFMJ2  AVC Options

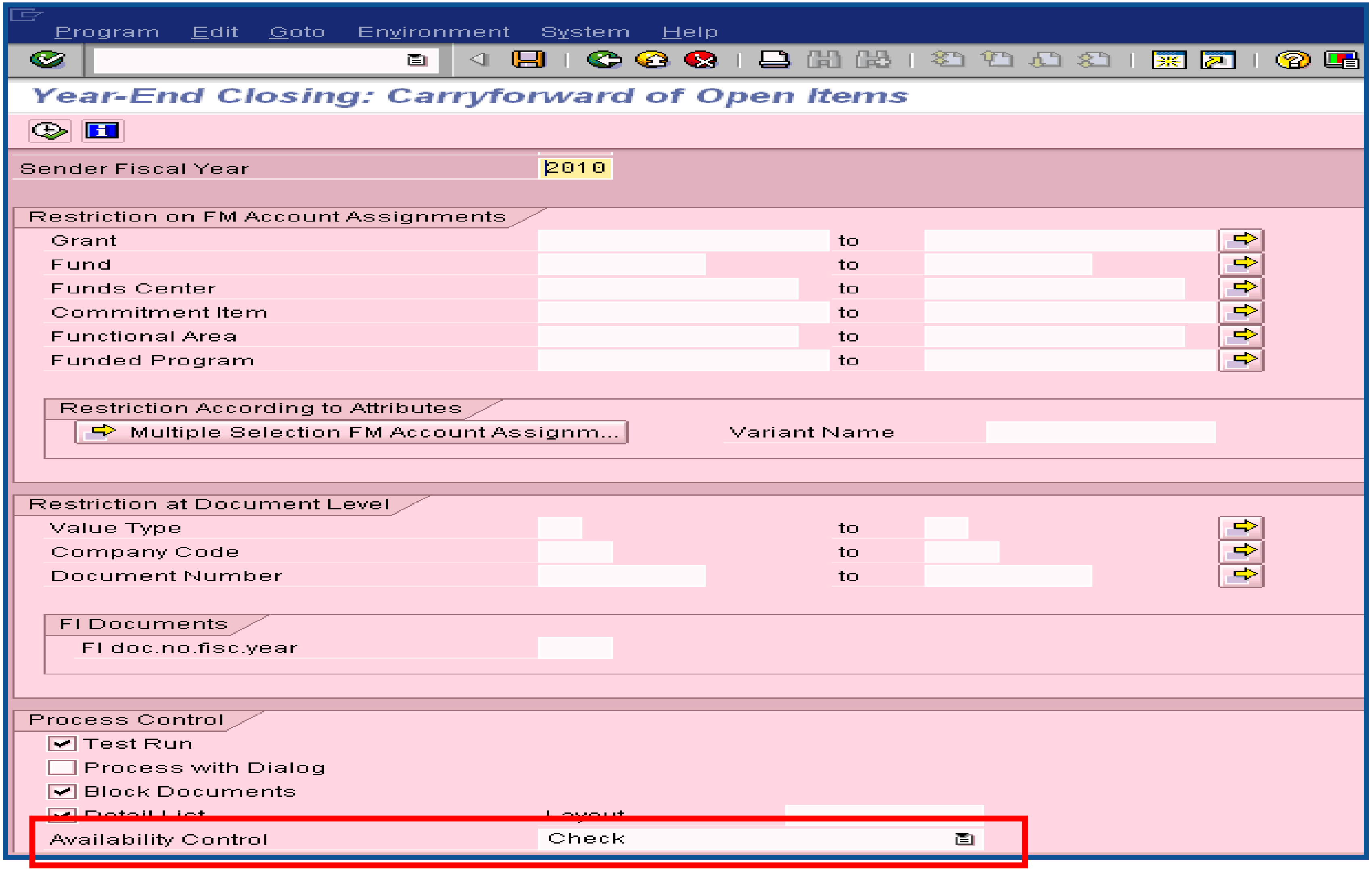
- ZFMJ2  allows a “Test Run.”
  - It is recommended that you run this transaction in “Test Run” first to ensure there are no errors
- Errors can occur for:
  - Account Assignments data in the old year that does not exist in the new year, such as fund, functional area, funded program, grant, etc.
  - AVC check
  - Period not open, etc.

# ZFMJ2 AVC Options

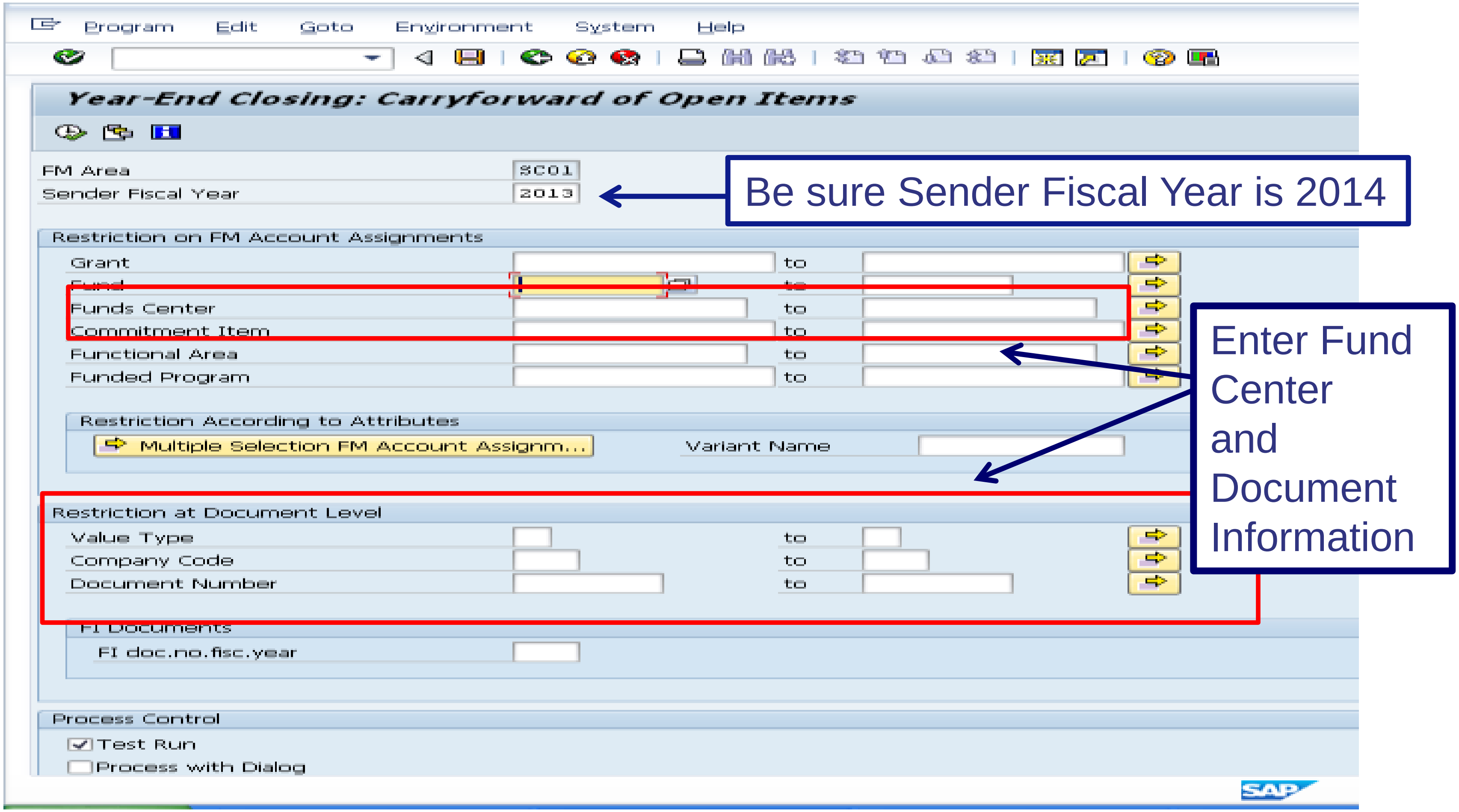
You can control AVC in 2015 for CFWD items.

- **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 AVC Options



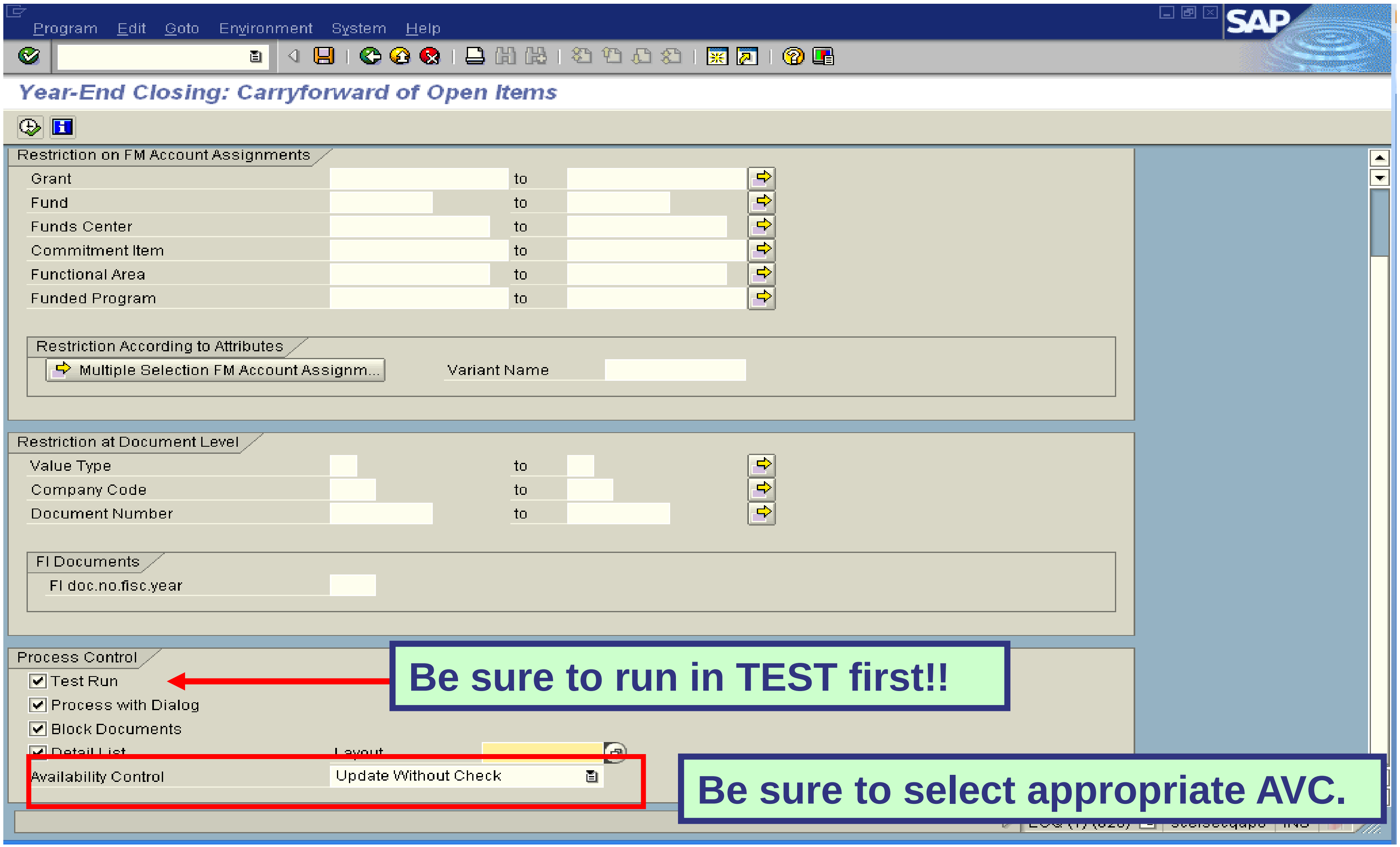
# ZFMJ2 Transaction



# ZFMJ2 Transaction

- Funds Center is required.
- You should <u>include the entire range of funds centers for your agency</u> or use your business area with 4 zeros to business area and all Zs.
  - Example: Z0100000 to Z010ZZZZZZ
- You need to do this so that you <u>will not limit your documents selection</u> to only documents with certain funds centers or only part of a document with that funds center.

# ZFMJ2 Transaction

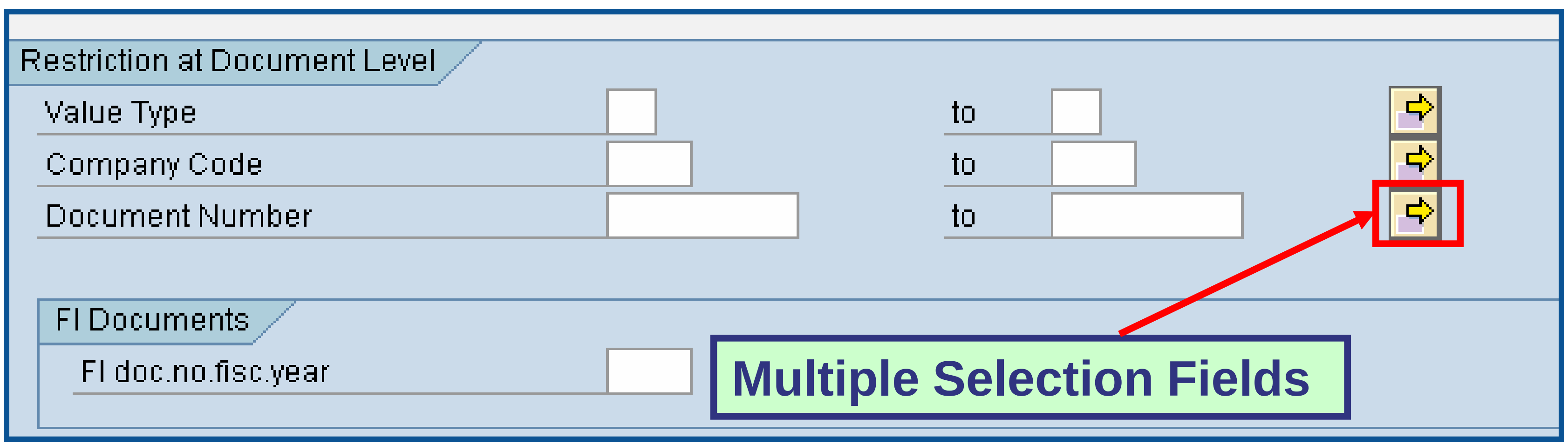



**Be sure to run in TEST first!!**

**Be sure to select appropriate AVC.**

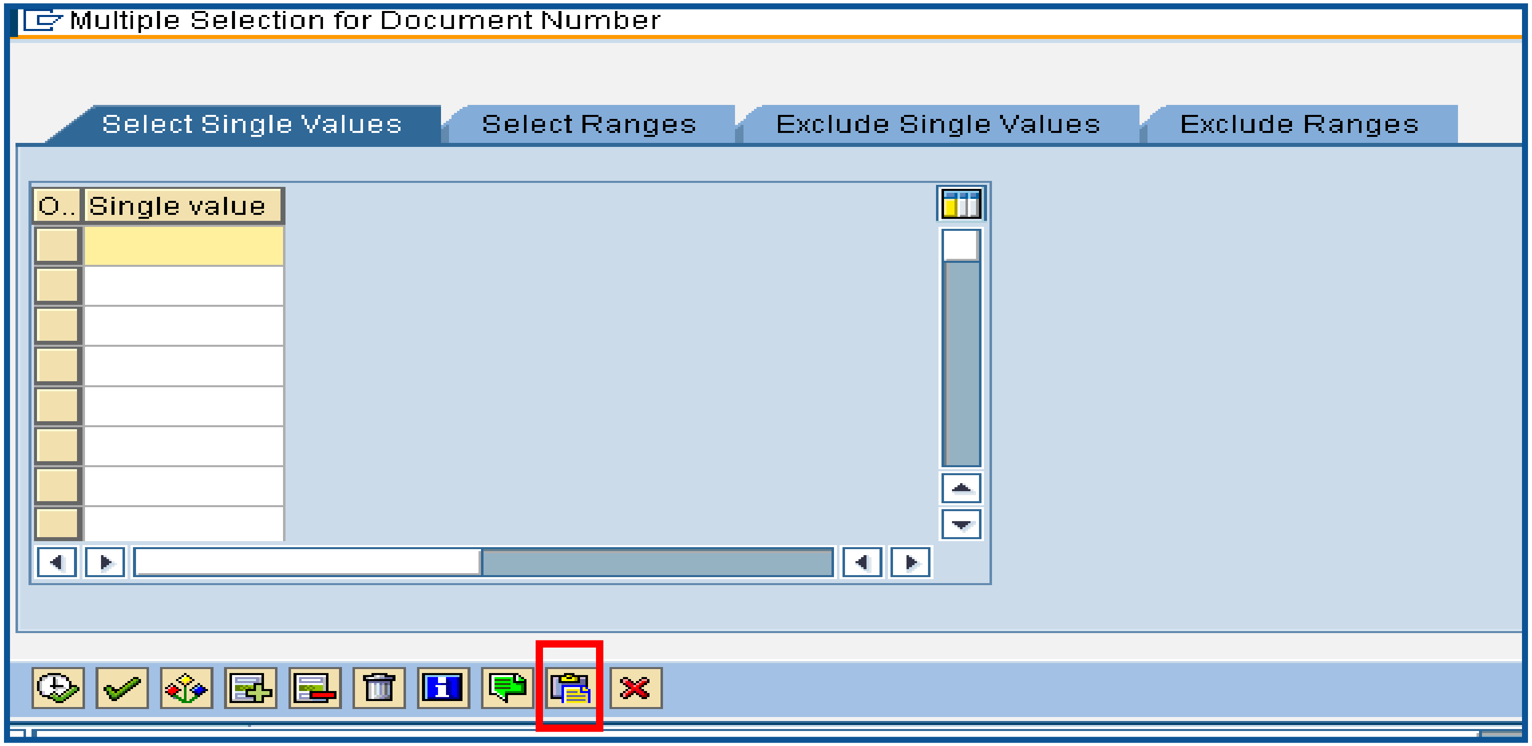
# ZFMJ2 Transaction

- 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

- You can copy a list of documents from an Excel spreadsheet and insert it into the multiple selection by clicking on the clipboard.



# ZFMJ2 Transaction

If you erroneously carry forward a document:

- **<u>You will not be able to carry it back</u>!**
  - **You do not have the authorization for the transaction code.**
- **<u>DO NOT DELETE it after Carry Forward!!!</u>**
  - **Select “No Further Invoice.” If you delete it after carrying it forward, you will have reporting issues with your budget reports as <u>these documents will not be picked up in the totals on BUDGET reports!!!</u>**

# ZFMJ2 Transaction

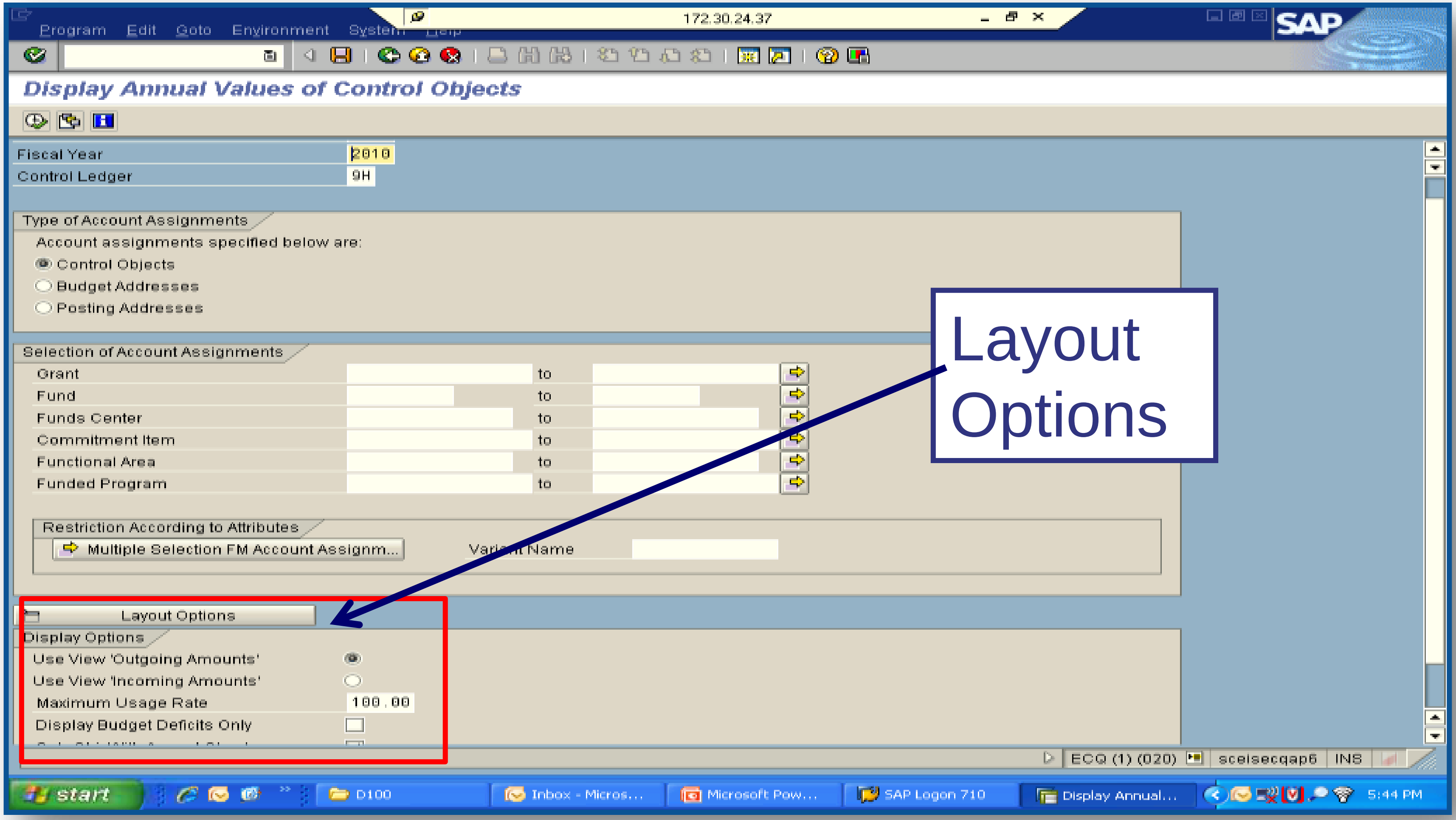
It is imperative that you:

- **Double check your work** and
- **Run the transaction in TEST** to be sure you carry forward the appropriate documents!
- You can check to see if you carried forward the documents properly by running ZFMJ2 again in test.  Results should be "No documents found."

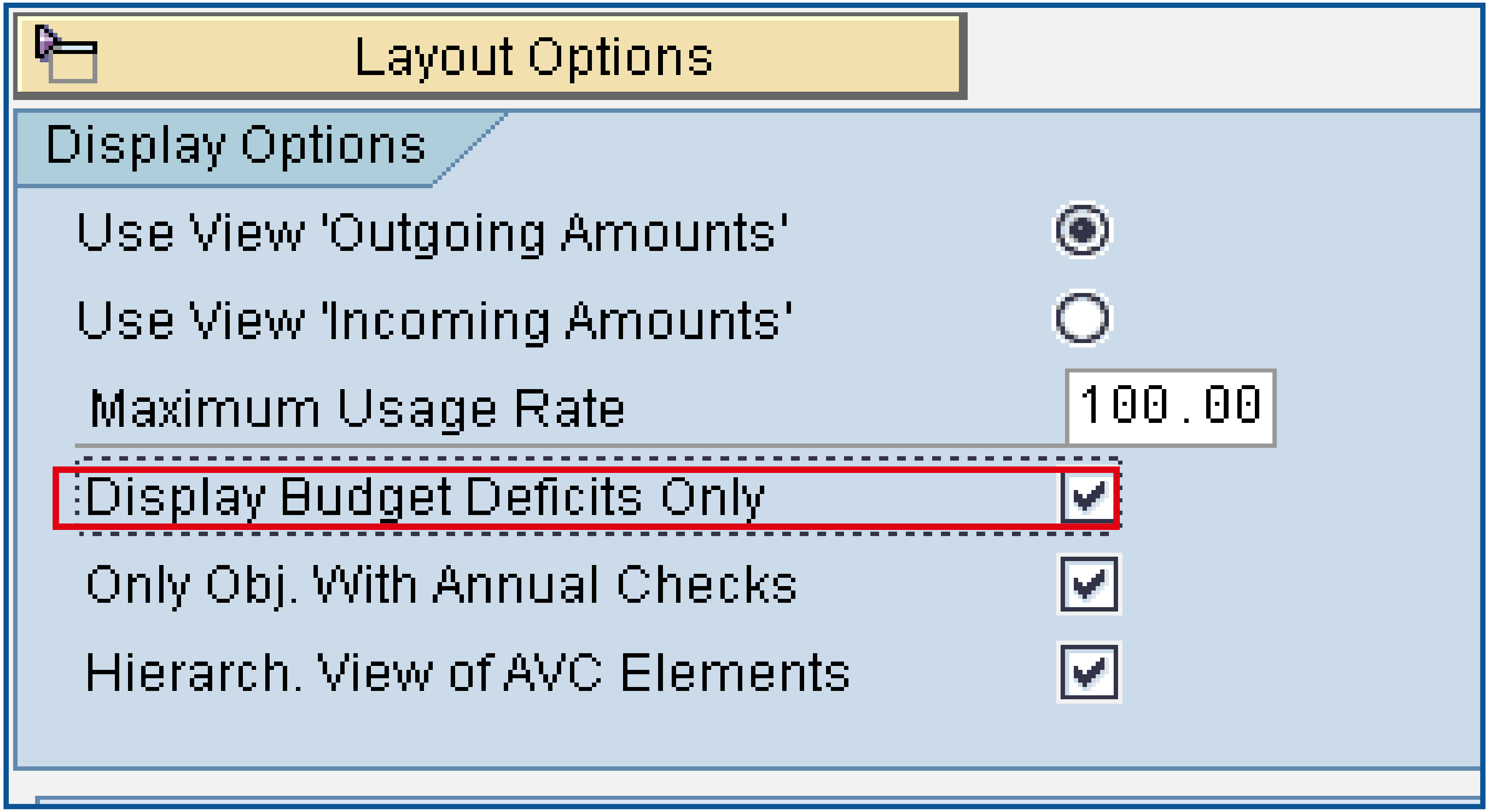
# FMAVCR01

- If you process documents 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.



# Choice of Fiscal Year “Pop-Up”

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

ME52N – Change PR

FMX2 – Change FR

FMW2 – Change Funds Block

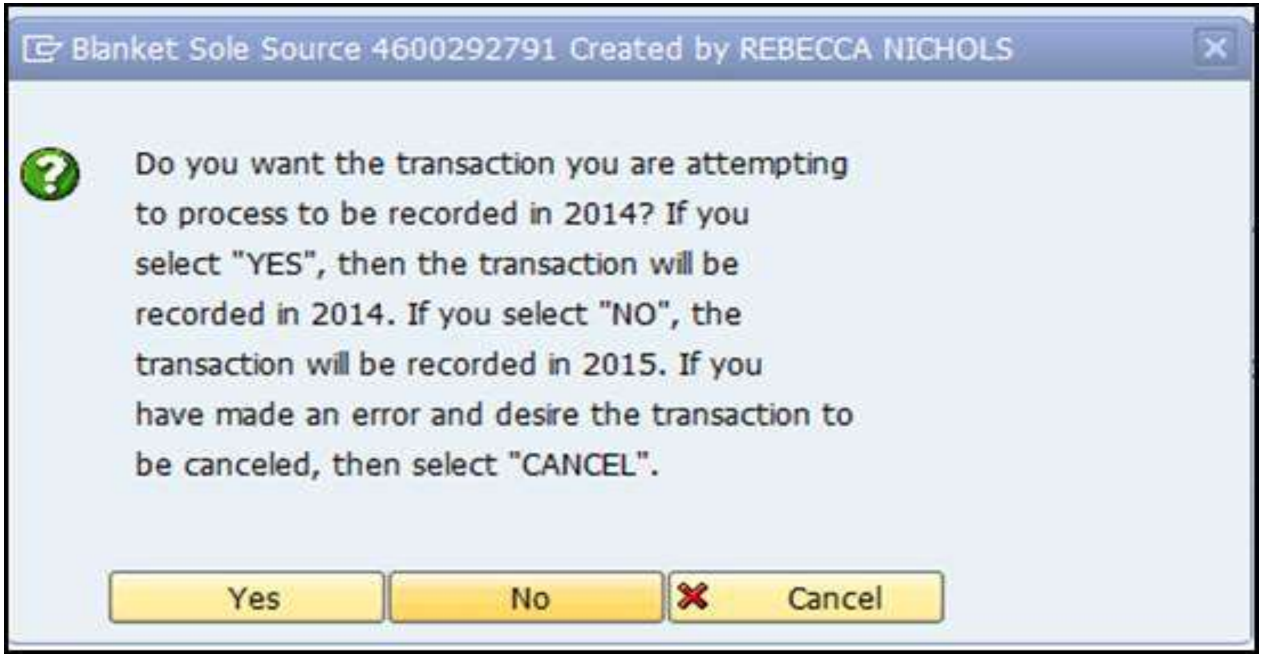
VA42 – Change Contract

VA02 – Change SO

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

# FY 2014 - FY 2015 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.



# Lesson 2 Summary

- You should now be able to:
  - Understand what documents can be carried forward to the new year.
  - Determine which documents need to be carried forward to the new fiscal year.
  - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
  - Understand how to complete and review the transaction results of the carry forward documents.

# LESSON 3: TOOLS AND PROCESSES TO MANAGE YEAR-END

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# Key Tools to Manage Year-End

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

NOTE: Purchase Orders created before November 8, 2013, cannot be carried forward.

# Open Encumbrance Report

- The Business Warehouse Open Encumbrance Report shows open encumbrances:
  - Open Purchase Orders
  - Open Purchase Requisitions
  - Parked FI documents
  - Funds Block
  - Funds Reservation

*Business Warehouse (BW) training is posted on the SCEIS website in uPerform

# Open Encumbrance Report

- Access BEX through Citrix

# Open Encumbrance Report

- 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

# Final Verification

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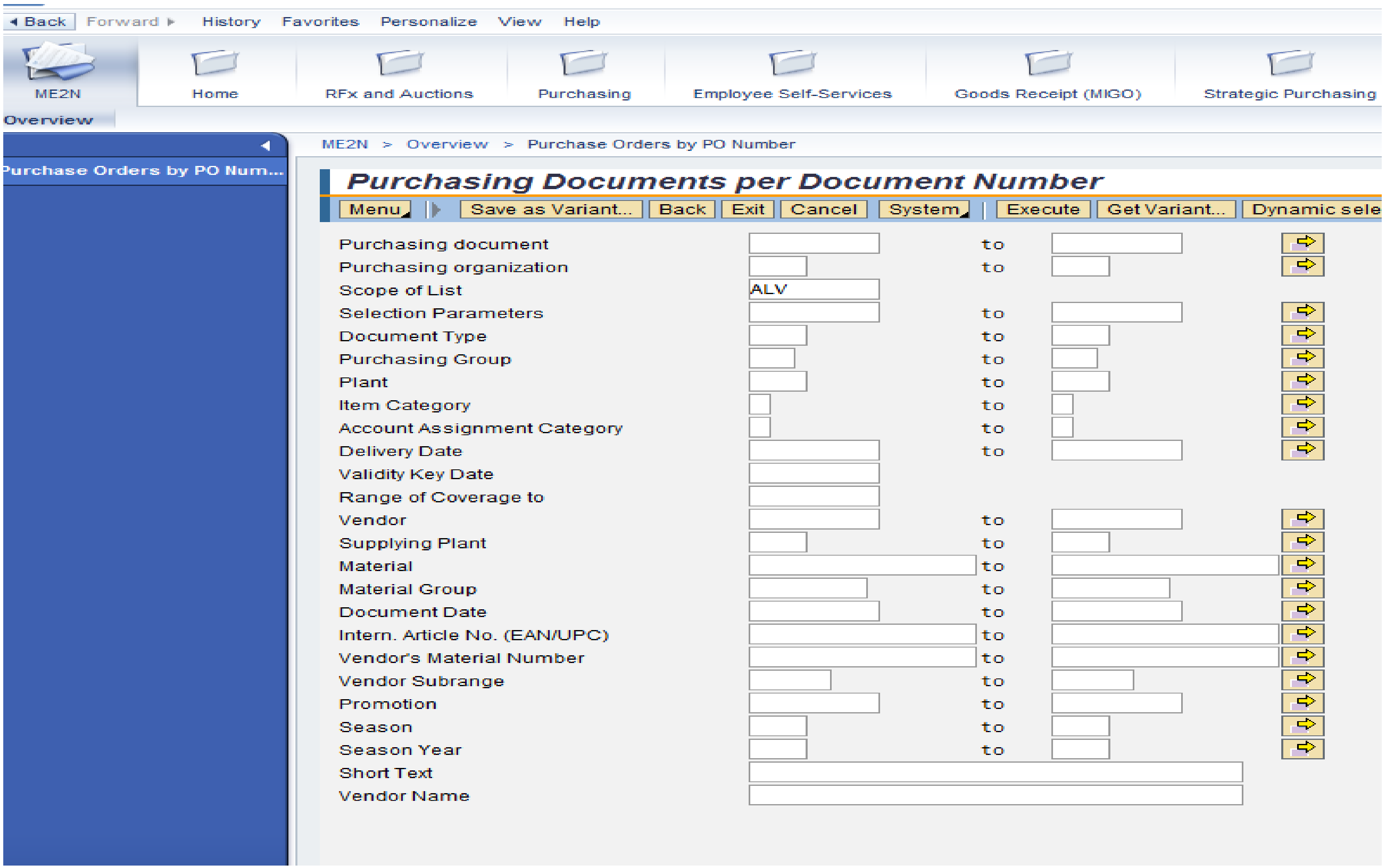
- It is a good practice to run the BW Open Encumbrance Report again after PO clean-up to ensure no encumbrances remain.
- BW is updated overnight.  POs updated today will appear on the BW report the following business day.
- Information on BW classes is available at:

  http://sceis.sc.gov/documents/One_Section_of_the_REP200_Reporting_Training_Course_Begins_in_June.pdf

# ME2N Report, Purchasing Documents Per Document Number

- List Display by Purchase Order Number
  - Can be used to filter results of the Open Encumbrance Report
- Used to identify POs with Goods Receipts that have not been invoiced
- The ME2N Report has multiple selection criteria for your use

# ME2N Report


Back
Forward
History
Favorites
Personalize
View
Help
ME2N
Home
RFx and Auctions
Purchasing
Employee Self-Services
Goods Receipt (MIGO)
Strategic Purchasing
Overview
Purchase Orders by PO Num...
ME2N > Overview > Purchase Orders by PO Number
Purchasing Documents per Document Number
Menu
Save as Variant...
Back
Exit
Cancel
System
Execute
Get Variant...
Dynamic sele
Purchasing document to
Purchasing organization to
Scope of List ALV
Selection Parameters to
Document Type to
Purchasing Group to
Plant to
Item Category to
Account Assignment Category to
Delivery Date to
Validity Key Date
Range of Coverage to
Vendor to
Supplying Plant to
Material to
Material Group to
Document Date to
Intern. Article No. (EAN/UPC) to
Vendor's Material Number to
Vendor Subrange to
Promotion to
Season to
Season Year to
Short Text
Vendor Name

# Inventory – GR/IR Reconciler

- GR/IR Clearing Account, 240010000, should be Zero (0.00) at fiscal year end
- Use MR11, Maintain GR/IR Clearing Account, to view items that have not cleared the GR/IR Clearing Account

# GR/IR Clearing – MR11 cont.

List Edit Goto Settings System Help

**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 |
|---|---|---|---|---|---|---|
| Purch.Doc. | Item | Account key name | Quantity Received | Quantity invoiced | Difference Qty | Difference Value |
| 4500031174 | 10 | 11/01/2012 | MORPHOTRUST USA INC | 129678 | MV02 | LAMINATE,HOLOGRAM,NEW,SC |
| 4500031174 | 10 | GR/IR clearing | 1,600 | 1,138 | 462 | 47,580.23 |
| 4500031710 | 20 | 12/03/2012 | GLOBE DIRECT LLC | 127273 | MV02 | SLEEVE,DMV,LAMINATE POUCH,50/ |
| 4500031710 | 20 | GR/IR clearing | 2,000 | | 2,000 | 54,356.00 |
| 4500031793 | 10 | 12/05/2012 | SECUREMARK DECAL CORP | 139898 | MV02 | DOCUMENT,REG,491-AVM,2013,1,0 |
| 4500031793 | 10 | GR/IR clearing | 128 | | 128 | 11,504.64 |
| 4500031794 | 10 | 12/05/2012 | RR DONNELLEY | 108793 | MV02 | FORM,DMV,CT-1,ON A ROLL |
| 4500031794 | 10 | GR/IR clearing | 745,793 | | 745,793 | 71,819.87 |
| 4500033297 | 10 | 02/27/2013 | MAC PAPERS INC | 107170 | MV02 | PAPER,BOND,COPIER,8.5X11,WHIT |
| 4500033297 | 10 | GR/IR clearing | 840 | | 840 | 25,085.51 |
| 4500033573 | 10 | 03/12/2013 | LAMINEX INC | 107419 | MV02 | KIT,CLEANING,P580I PRINTER,DM |
| 4500033573 | 10 | GR/IR clearing | 100 | | 100 | 5,123.16 |
| 4500033699 | 10 | 03/19/2013 | CORRUGATED CONTAINERS INC | 107122 | MV02 | BOX,STORAGE,RECORD,15"X12"X10 |
| 4500033699 | 10 | GR/IR clearing | 2,000 | | 2,000 | 1,712.00 |
| * Total | | | | | | |
| | | | | | | 217,181.41 |

Value Difference on MR11 should equal the General Ledger value for 240010000

# 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/services needs to enter the Goods 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 on the Invoice, or often is the result of an error in keying the entry.

# ZMRBR – Blocked Invoices

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List Edit Goto Views Settings System H

**Release Blocked Invoices**

Blocking Reason

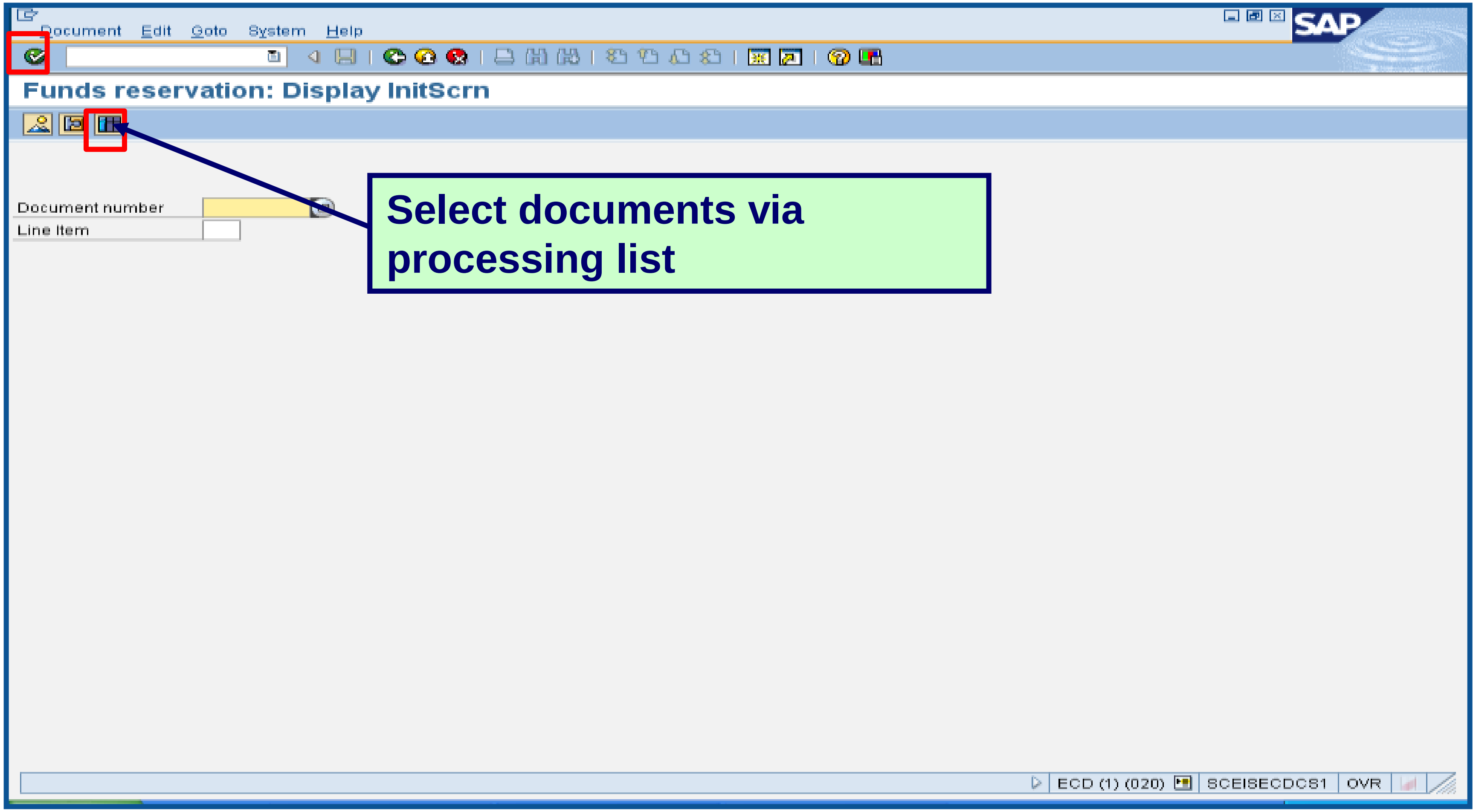
Invoices can be blocked for Quantity or Price

| Status | Plant | PGr | User Name | Doc. No. | It... | Qty | Prc | Purch.Doc. | It... | Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| | LE01 | 226 | BAR02758 | 5700729728 | 1 | ✖ | | 4600232593 | 10 | 4,304.00 |
| | DC01 | 843 | SHE43072 | 5700732678 | 1 | ✖ | | 4600232807 | 10 | 506.00 |
| | DC01 | 846 | SHE43072 | 5700733765 | 1 | ✖ | | 4600233316 | 10 | 1,345.50 |
| | DC01 | 846 | SHE43072 | 5700733765 | 2 | ✖ | | 4600233316 | 20 | 20.80 |
| | DC01 | 846 | SHE43072 | 5700734943 | 3 | ✖ | | 4600233316 | 30 | 406.98 |
| | LE01 | 226 | BAR02758 | 5700736618 | 1 | ✖ | | 4600225447 | 10 | 3,085.60 |
| | LE01 | 226 | BAR02758 | 5700736618 | 2 | ✖ | | 4600225447 | 20 | 2,621.60 |
| | LE01 | 226 | BAR02758 | 5700736708 | 1 | ✖ | | 4600225449 | 10 | 3,826.24 |
| | ED01 | 813 | BAR23736 | 5700737345 | 19 | ✖ | | 4600234963 | 190 | 87.81 |
| | DC01 | 843 | PAT68845 | 5700737352 | 1 | ✖ | | 4600234976 | 10 | 945.00 |
| | DC01 | 843 | PAT68845 | 5700737352 | 2 | ✖ | | 4600234976 | 20 | 817.60 |
| | DC01 | 843 | PAT68845 | 5700737352 | 3 | ✖ | | 4600234976 | 30 | 27.67 |
| | DC01 | 843 | PAT68845 | 5700737352 | 4 | ✖ | | 4600234976 | 40 | 119.95 |

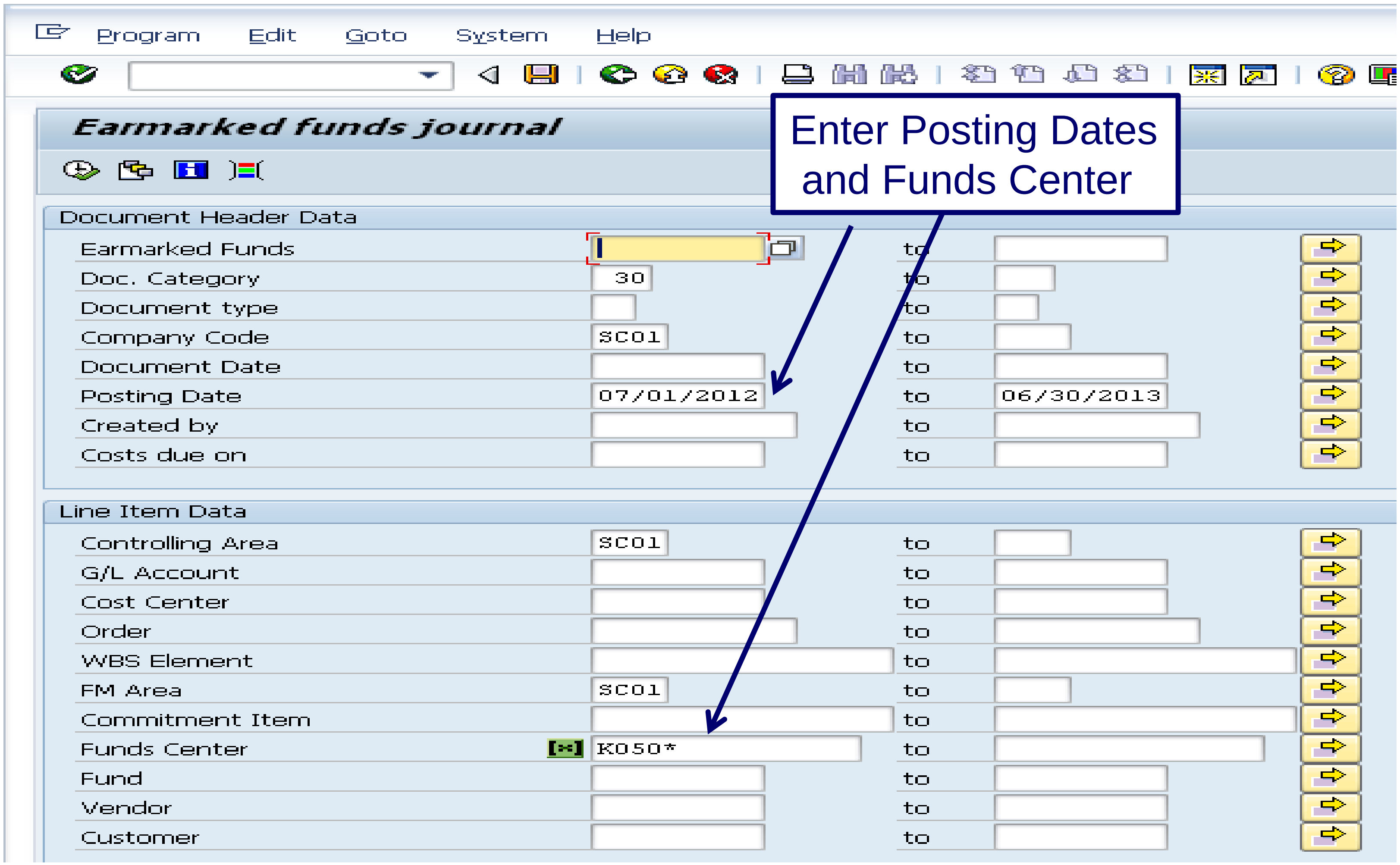
# Funds Reservation Documents at Year-End

- Funds Reservation documents encumber budget.
- Reducing Funds Reservations can free up budget.
- **FMX3** to Display Funds Reservations.
- **FMX2,** Change Funds Reservation, to reduce or complete Funds Reservations.

# Display Funds Reservation – FMX3



# Display Funds Reservation – FMX3 cont.



# Display Funds Reservation – FMX3 cont.

Using the Change Layout, this Report has been manipulated to Show Original and Open Amounts

List Edit Goto Views Set

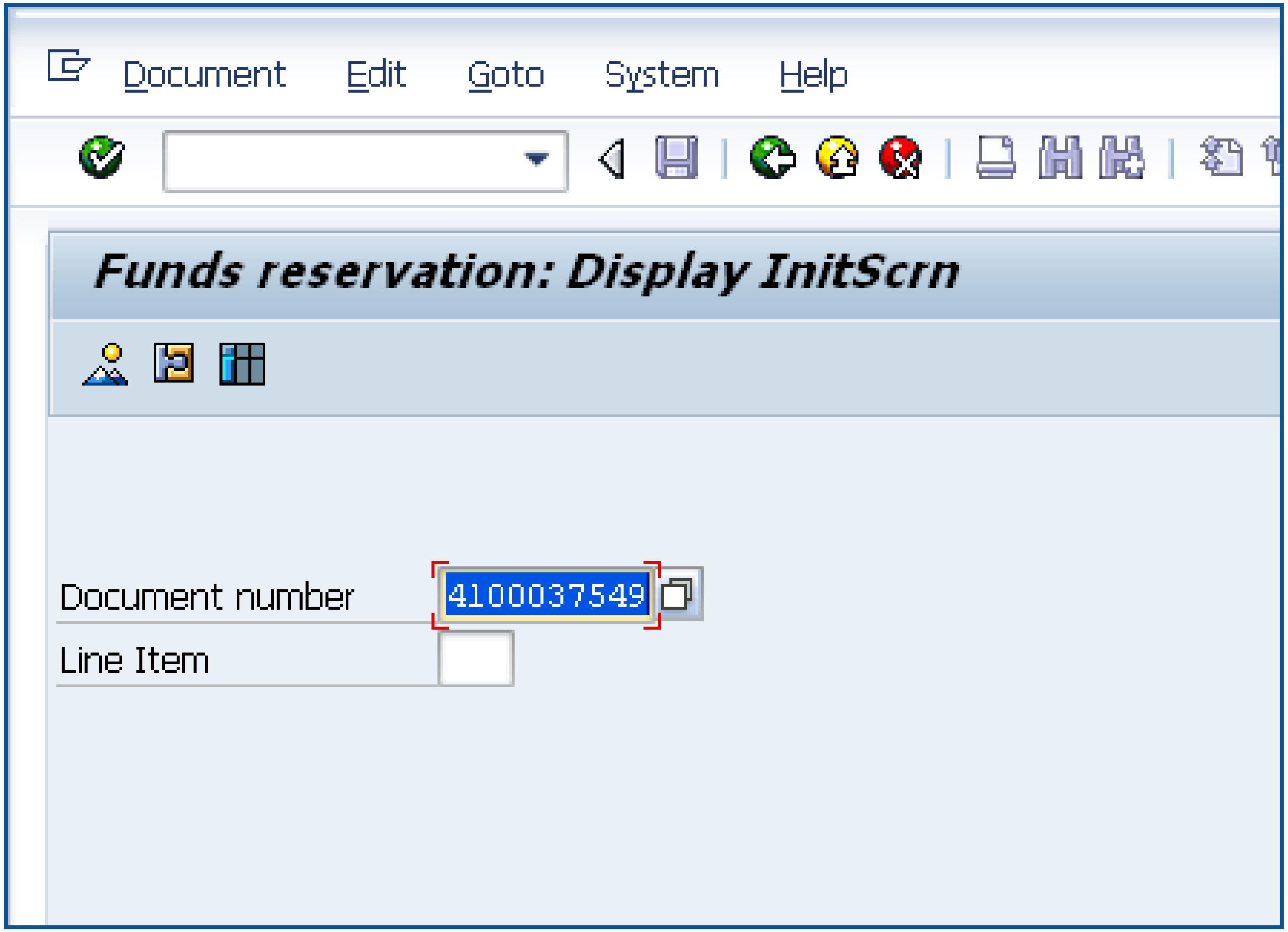
*Earmarked funds journal*

## Earmarked funds journal

**Date** 05/17/2013
**Time** 11:29:59

| Doc. No. | Amount | Open amt | Itm | Cat | Text | DT | Crcy | Co |
|---|---|---|---|---|---|---|---|---|
| 4100037549 | 28,900.00 | 7,282.88 | 1 | 30 | | WF | USD | SC |
| | 36,500.00 | 15,270.42 | 2 | 30 | | WF | USD | |
| | 41,500.00 | 19,145.33 | 3 | 30 | | WF | USD | |
| | 46,500.00 | 20,243.86 | 4 | 30 | | WF | USD | |
| | 30,100.00 | 12,680.02 | 5 | 30 | | WF | USD | |
| | 34,800.00 | 18,462.12 | 6 | 30 | | WF | USD | |
| | 37,300.00 | 13,134.33 | 7 | 30 | | WF | USD | |
| | 38,400.00 | 9,785.58 | 8 | 30 | | WF | USD | |
| | 12,500.00 | 3,917.76 | 9 | 30 | | WF | USD | |
| | 318.89 | 0.00 | 10 | 30 | | WF | USD | |
| | 5,000.00 | 4,759.85 | 11 | 30 | | WF | USD | |
| | 12,281.11 | 11,497.72 | 12 | 30 | | WF | USD | |
| 4100037550 | 5,000.00 | 5,000.00 | 1 | 30 | | WF | USD | |
| | 150.00 | 150.00 | 2 | 30 | | WF | USD | |
| 4100037551 | 14,400.00 | 8,992.32 | 1 | 30 | | WF | USD | |
| 4100037552 | 720.00 | 557.32 | | 30 | | WF | USD | |
| 4100037788 | 1,700.00 | 421.80 | | 30 | | WF | USD | |
| 4100037795 | 1,754.00 | 93.00 | | 30 | | WF | USD | |
| 4100037814 | 240.00 | 240.00 | | 30 | | WF | USD | |
| 4100037840 | 111.57 | 0.00 | | 30 | | WF | USD | |
| 4100037841 | 24,000.00 | 20,214.46 | | 30 | | WF | USD | |
| 4100037879 | 1,000.00 | 1,000.00 | | 30 | | WF | USD | |

# Display a Single Funds Reservation – FMX3



# Display a Single Funds Reservation – FMX3

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Document Edit Goto Extras Environment System Help

**Funds reservation: Display Overview scrn**

Consumption

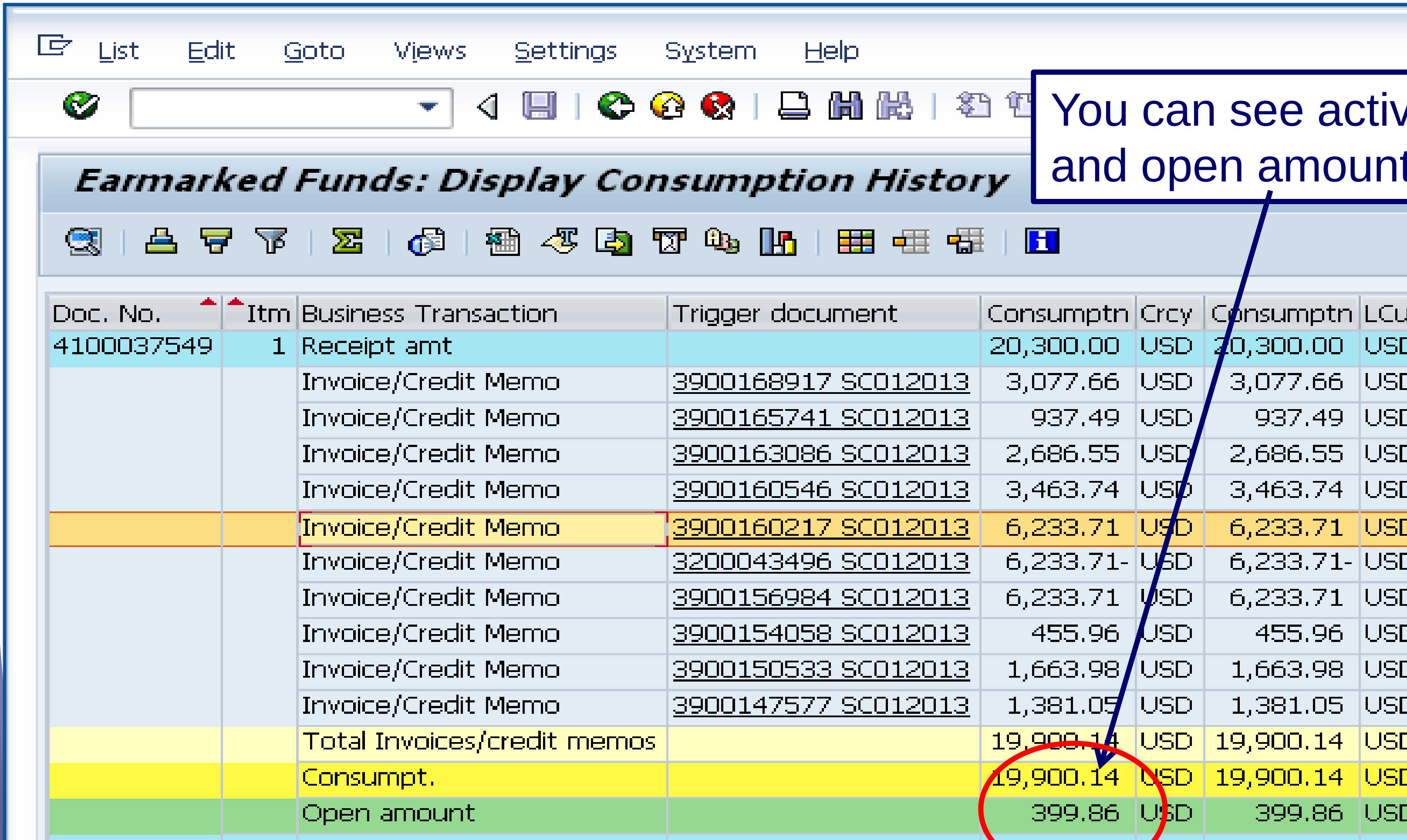
Click on Consumption Button

| | | | |
|---|---|---|---|
| Document number | 4100037549 | posted | |
| Document type | WF | Funds Reservation w/ Wor... | Posting Date 07/12/2012 |
| Company Code | SC01 | State of South Carolina | Currency/rate USD |
| Doc.text | STP - B&CB - CVRP CHARGES 7/1/12 - 6/30/13 | | |
| Currency | USD | | |
| Grand total | 300,000.00 | | |
| Change total | 0.00 | | |

Line items

| D... | S.. | R.. | Amount changed | Overall amount | G/L Account | Cost Center | Functional Area | Fu |
|---|---|---|---|---|---|---|---|---|
| 1 | | | 0.00 | 20,300.00 | 5021450001 | K050SE0000 | K050_0007 | 3 |
| 2 | | | 0.00 | 36,500.00 | 5021450001 | K050SEFU10 | K050_0007 | 3 |
| 3 | | | 0.00 | 41,500.00 | 5021450001 | K050SEFU20 | K050_0007 | 3 |
| 4 | | | 0.00 | 46,500.00 | 5021450001 | K050SEFU30 | K050_0007 | 3 |
| 5 | | | 0.00 | 30,100.00 | 5021450001 | K050SEFU40 | K050_0007 | 3 |
| 6 | | | 0.00 | 34,800.00 | 5021450001 | K050SEFL50 | K050_0007 | 3 |
| 7 | | | 0.00 | 37,300.00 | 5021450001 | K050SEFL60 | K050_0007 | |
| 8 | | | 0.00 | 22,900.00 | 5021450001 | K050SEFL70 | K050_0007 | 3 |
| 9 | | | 0.00 | 12,500.00 | 5021450001 | K050SEMCC0 | K050_0007 | 3 |
| 10 | | | 0.00 | 318.89 | 5021450001 | K050SE0000 | K050_0007 | 5 |
| 11 | | | 0.00 | 5,000.00 | 5021450001 | K050PDAE00 | K050_0007 | 3 |
| 12 | | | 0.00 | 12,281.11 | 5021450001 | K050SE0000 | K050_0007 | 5 |

# Display a Single Funds Reservation – FMX3


List Edit Goto Views Settings System Help

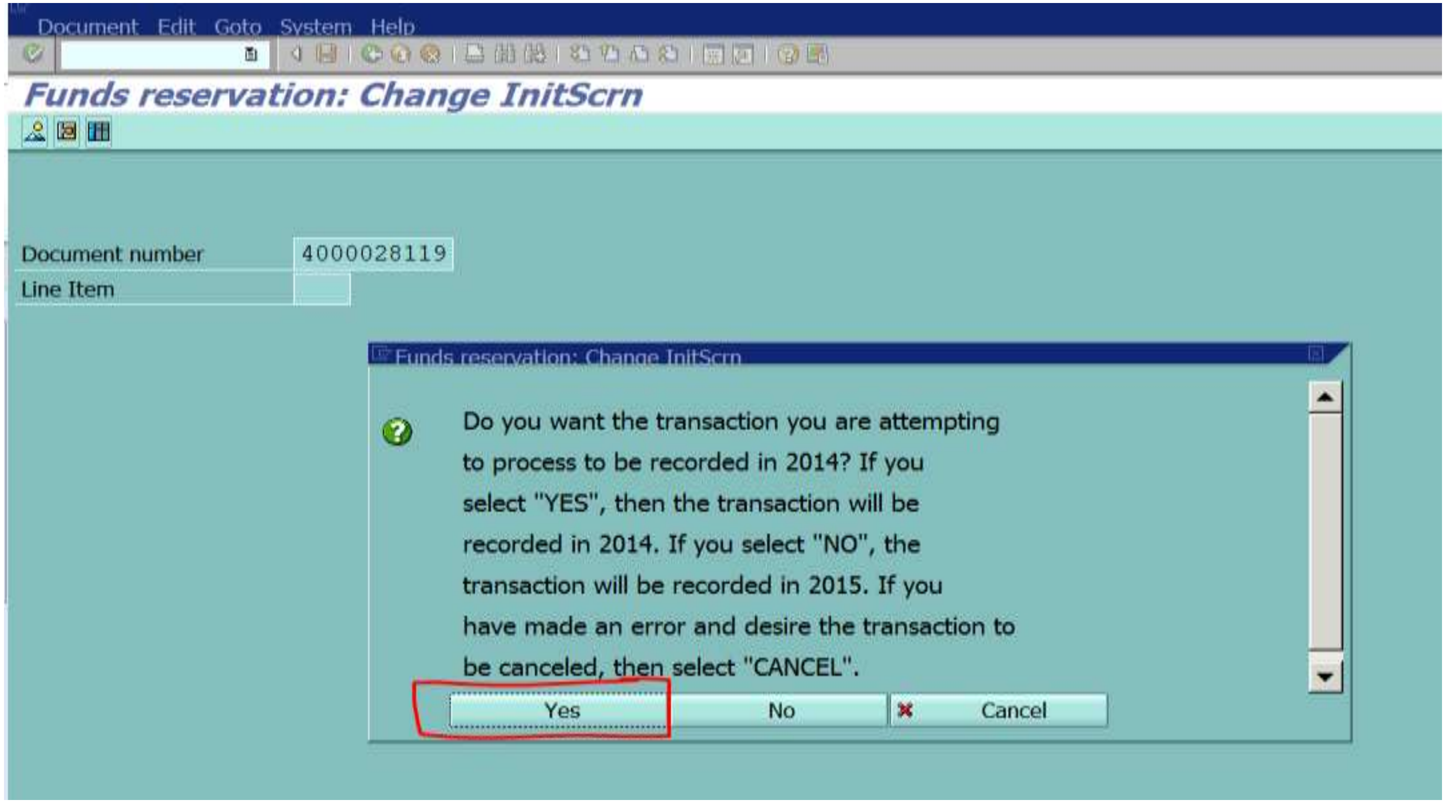
**Earmarked Funds: Display Consumption History**

| Doc. No. | Itm | Business Transaction | Trigger document | Consumptn | Crcy | Consumptn | LCur |
|---|---|---|---|---|---|---|---|
| 4100037549 | 1 | Receipt amt | | 20,300.00 | USD | 20,300.00 | USD |
| | | Invoice/Credit Memo | 3900168917 SC012013 | 3,077.66 | USD | 3,077.66 | USD |
| | | Invoice/Credit Memo | 3900165741 SC012013 | 937.49 | USD | 937.49 | USD |
| | | Invoice/Credit Memo | 3900163086 SC012013 | 2,686.55 | USD | 2,686.55 | USD |
| | | Invoice/Credit Memo | 3900160546 SC012013 | 3,463.74 | USD | 3,463.74 | USD |
| | | Invoice/Credit Memo | 3900160217 SC012013 | 6,233.71 | USD | 6,233.71 | USD |
| | | Invoice/Credit Memo | 3200043496 SC012013 | 6,233.71- | USD | 6,233.71- | USD |
| | | Invoice/Credit Memo | 3900156984 SC012013 | 6,233.71 | USD | 6,233.71 | USD |
| | | Invoice/Credit Memo | 3900154058 SC012013 | 455.96 | USD | 455.96 | USD |
| | | Invoice/Credit Memo | 3900150533 SC012013 | 1,663.98 | USD | 1,663.98 | USD |
| | | Invoice/Credit Memo | 3900147577 SC012013 | 1,381.05 | USD | 1,381.05 | USD |
| | | Total Invoices/credit memos | | 19,900.14 | USD | 19,900.14 | USD |
| | | Consumpt. | | 19,900.14 | USD | 19,900.14 | USD |
| | | Open amount | | 399.86 | USD | 399.86 | USD |

You can see activity and open amount

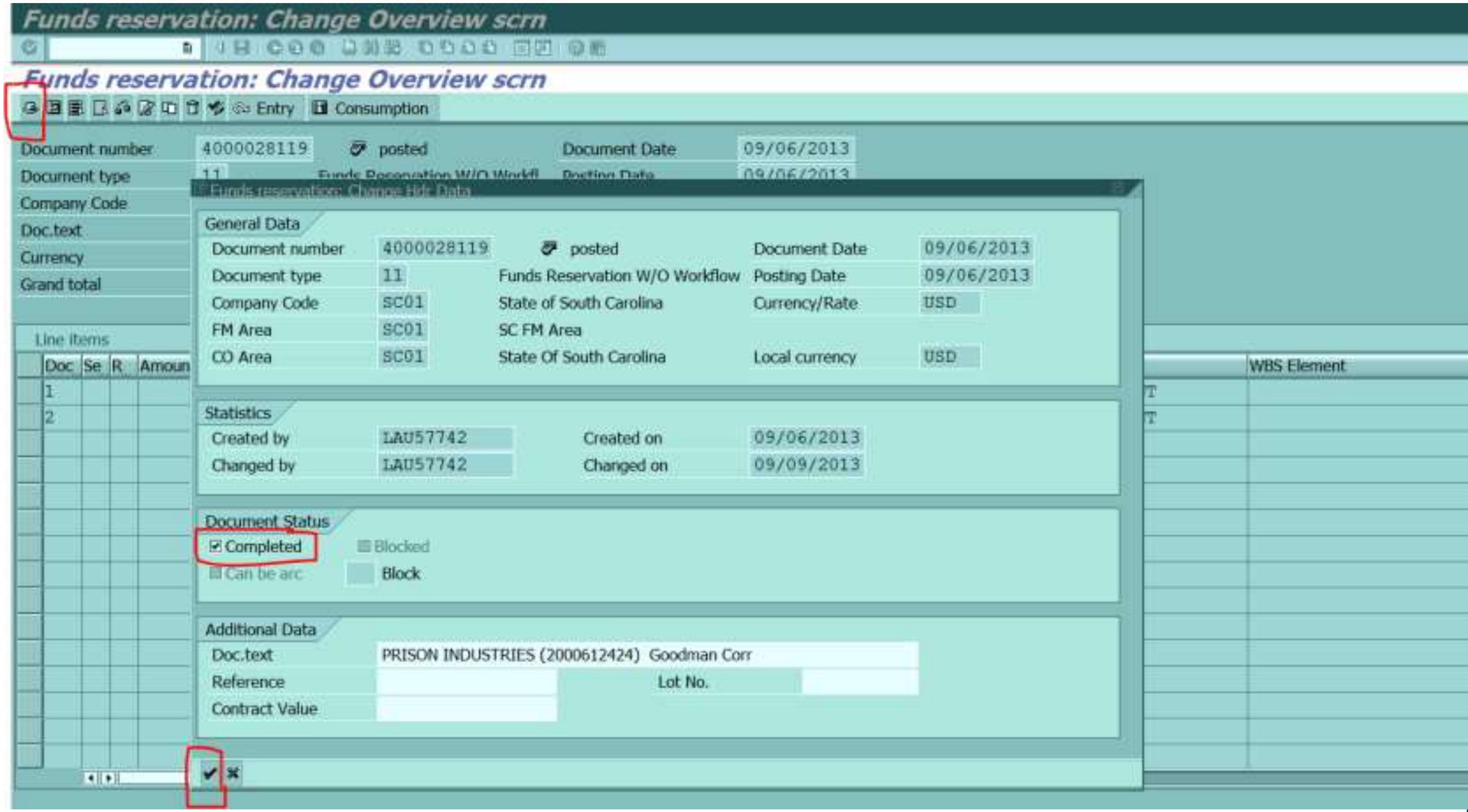
# FMX2-Complete Funds Reservation-on or after July 1

**Select “YES” with Pop-Up box message:  if you do not get message, DO NOT PROCEED-CANCEL.**



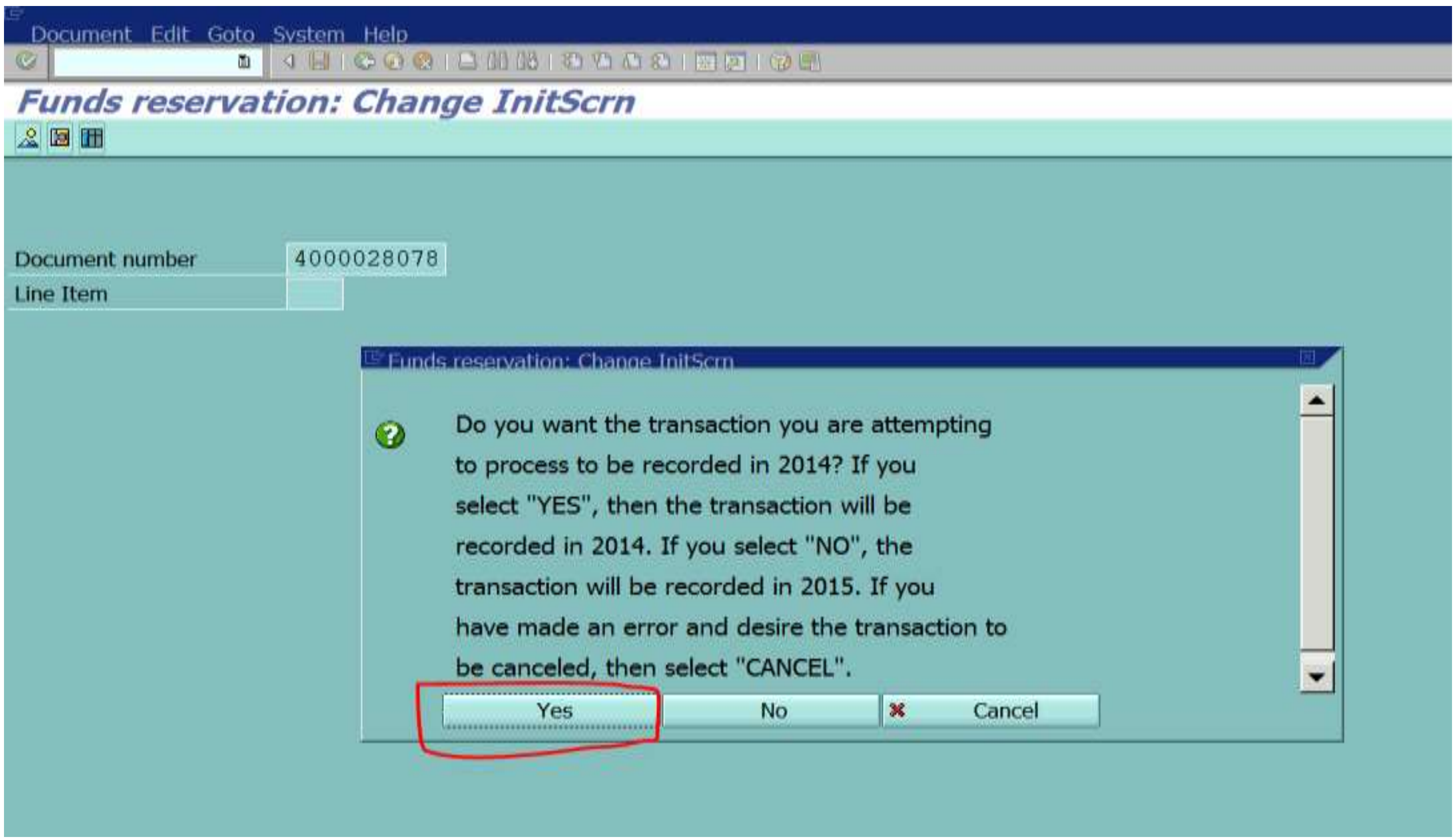
# FMX2-Complete Entire Funds Reservation -on or after July 1

**Go to the HAT icon, check the “Completed” box, click on Green check mark at bottom, and then SAVE:**



# FMX2-Complete One line of a Multi-line Funds Reservation-on or after July 1- OPTION 1

**Select “YES” with Pop-Up box message: if you do not get message, DO NOT PROCEED-CANCEL.**



# FMX2-Complete One line of a Multi-line Funds Reservation-on or after July 1- OPTION 1

South Carolina Enterprise Information System

**Highlight Line to be completed, go to "Detail Line Item" icon:**


Funds reservation: Change Overview scrn

Entry Consumption

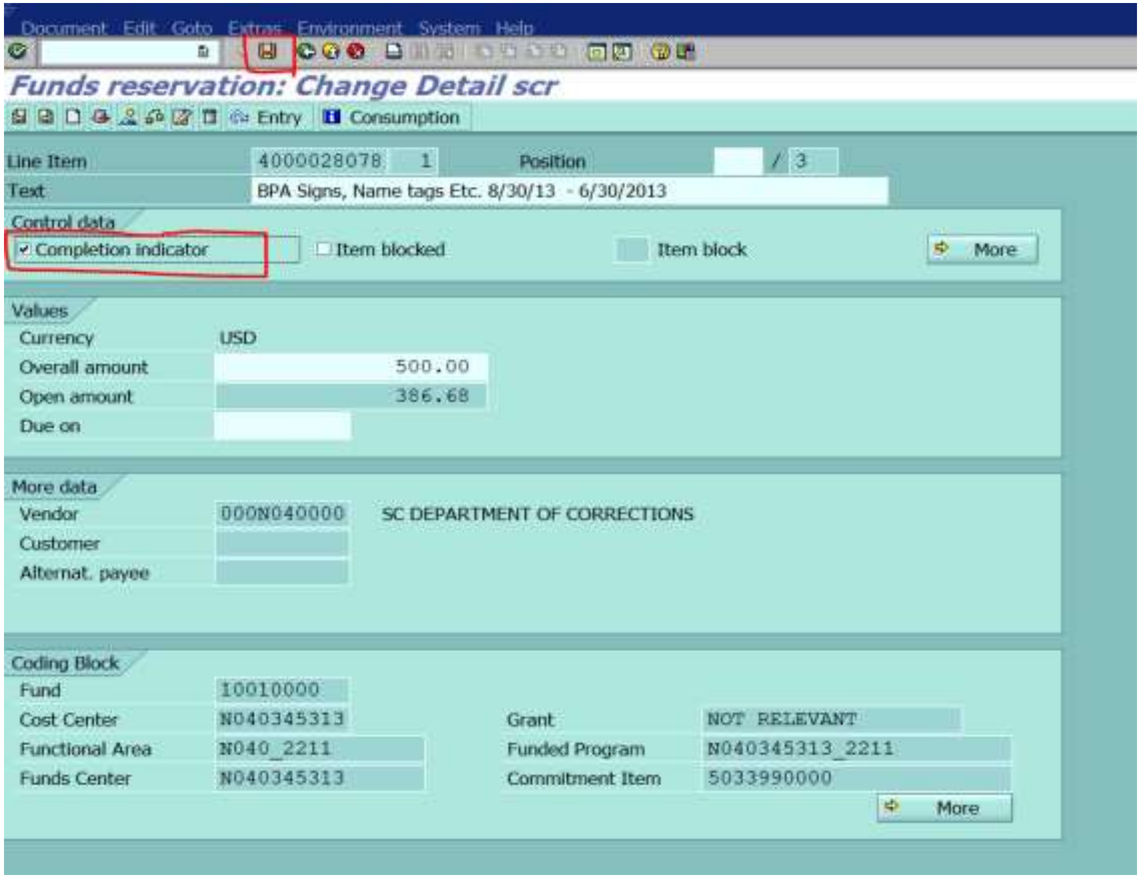
Document number 4000028078 posted Document Date 08/30/2013
Document type 11 Funds Reservation W/O Workfl. Posting Date 08/30/2013
Company Code SC01 State of South Carolina Currency/rate USD
Doc.text Prison Industries (2000609990) Colnita Hooks Evans
Currency USD
Grand total 700.00

Line items

| Doc | Se | R | Amount changed | Overall amount | G/L Account | Cost Center | Functional Area | Fund | Grant | WBS Element | Order |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 500.00 | 5033990000 | N040345313 | N040_2211 | 10010000 | NOT RELEVANT | | |
| 2 | | | | 100.00 | 5031010000 | N040345313 | N040_2211 | 10010000 | NOT RELEVANT | | |
| 3 | | | | 100.00 | 5030030000 | N040345313 | N040_2211 | 10010000 | NOT RELEVANT | | |

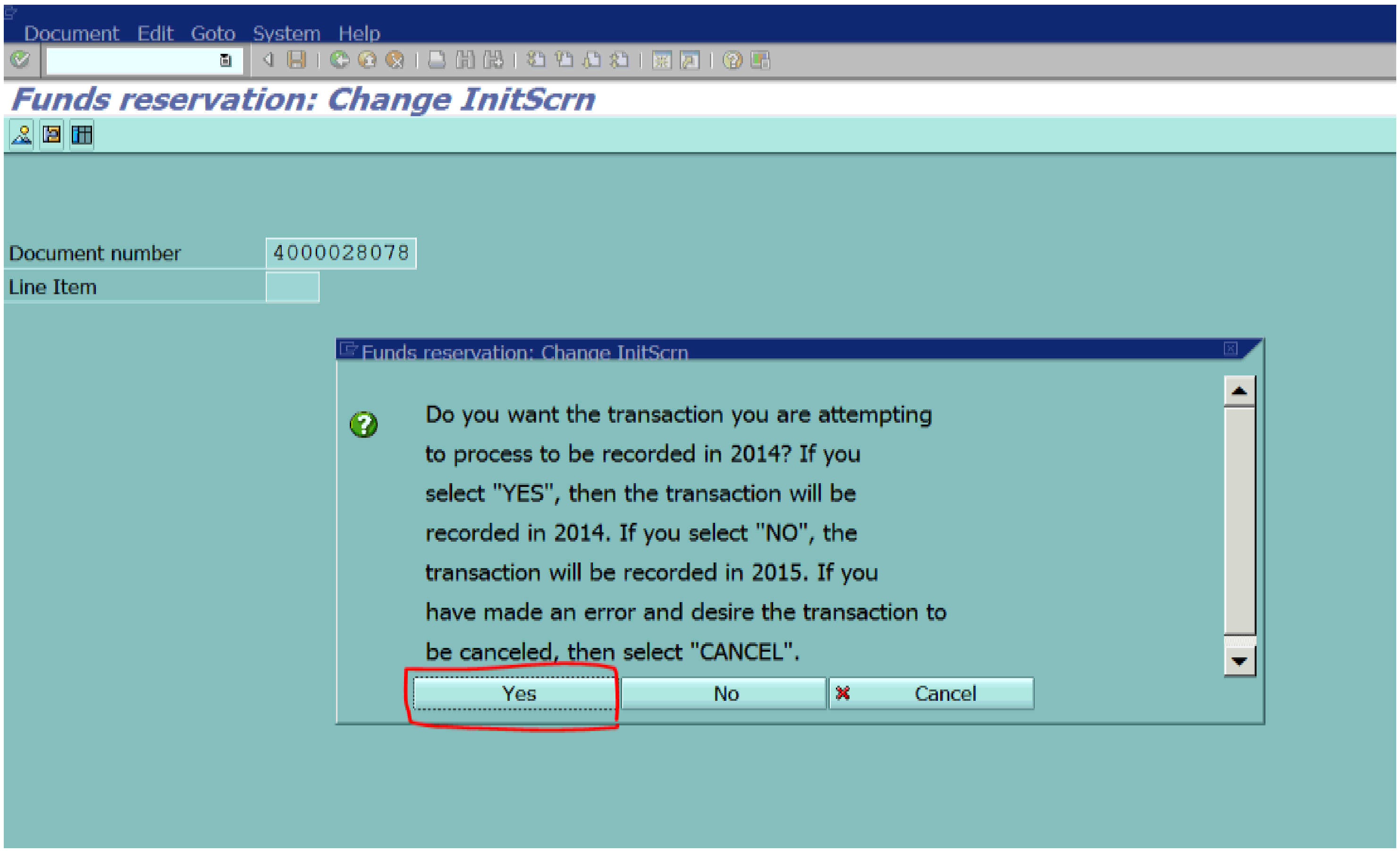
# FMX2-Complete One line of a Multi-line Funds Reservation-on or after July 1- OPTION 1

## Check “Completion Indicator” box, then SAVE.



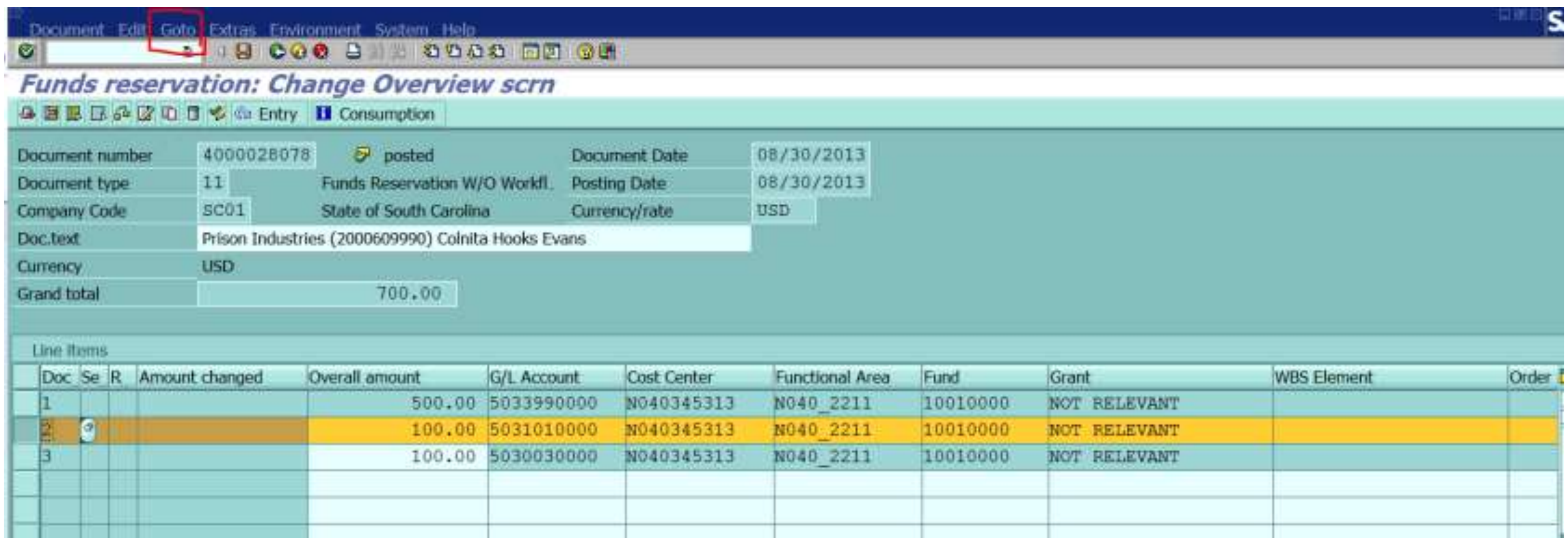
# FMX2-Complete One line of a Multi-line Funds Reservation-on or after July 1- OPTION 2

**Select "YES" with Pop Up box message: if you do not get message, DO NOT PROCEED-CANCEL.**



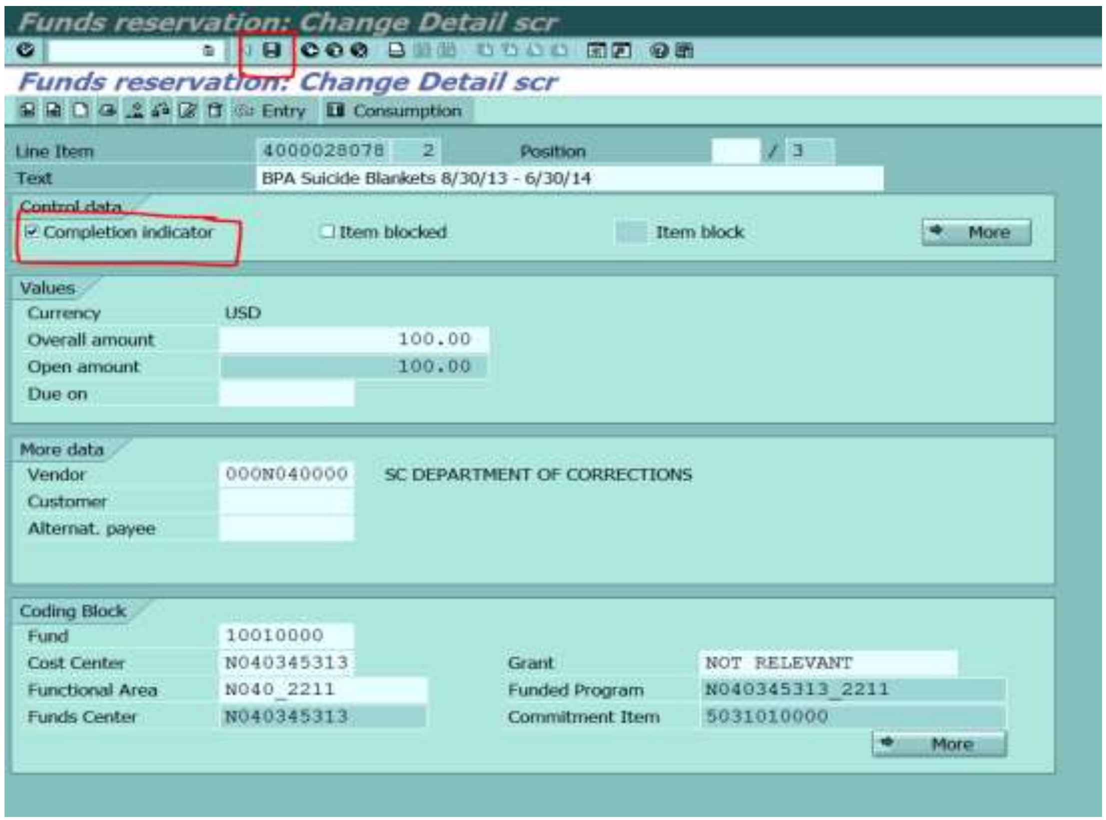
# FMX2-Complete One line of a Multi-line Funds Reservation-on or after July 1- OPTION 2

**Highlight Line to be completed, go to “GOTO” at top of page, then “Detail Line Item”**



# FMX2-Complete One line of a Multi-line Funds Reservation-on or after July 1- OPTION 2

**Check "Completion Indicator" box, then SAVE.**



# Key Tools to Manage Year-End

- You should understand the tools available to manage year-end processes
  - BW Open Encumbrance Report
  - ME2N Report
  - ZMRBR Report for Inventory Agencies
  - Funds Reservations

SCEIS

South Carolina Enterprise Information System

# LESSON 4: MANAGING PURCHASING PROCESSES

State Information Technology

B&CB

SC Budget and Control Board

# Lesson 4 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand the importance of completing all Goods Receipts by June 30 and Invoice Receipts by July 14, 2014.
  - Close POs and corresponding Purchase Requisitions created before November 8, 2013
  - Close  POs and corresponding Purchase Requisitions created in SRM

# 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 paid in the current year.
  - Otherwise you will be paying for this year's goods and services with next year's funds, thus causing potential budget shortfalls in the new fiscal year.

# Open PO Options

- Receive and Pay in Current Year
  - If the PO will be received and paid in the current fiscal year, make no revisions to the PO, follow standard process.
  - Remember, POs encumber budget. In order to free up budget for payments at year-end, it is important that only POs that will be paid in the current fiscal year remain open.

# Open PO Options

- Options for Open POs Created Before November 8, 2013, accessed through ME23N Tab
  - Final Invoice and Block Line Item (only option, it must be done or potentially lose budget)
  - If needed in FY2015, create a new PO in SRM

NOTE: Purchase Orders created before November 8, 2013, cannot be carried forward

# Open PO Options

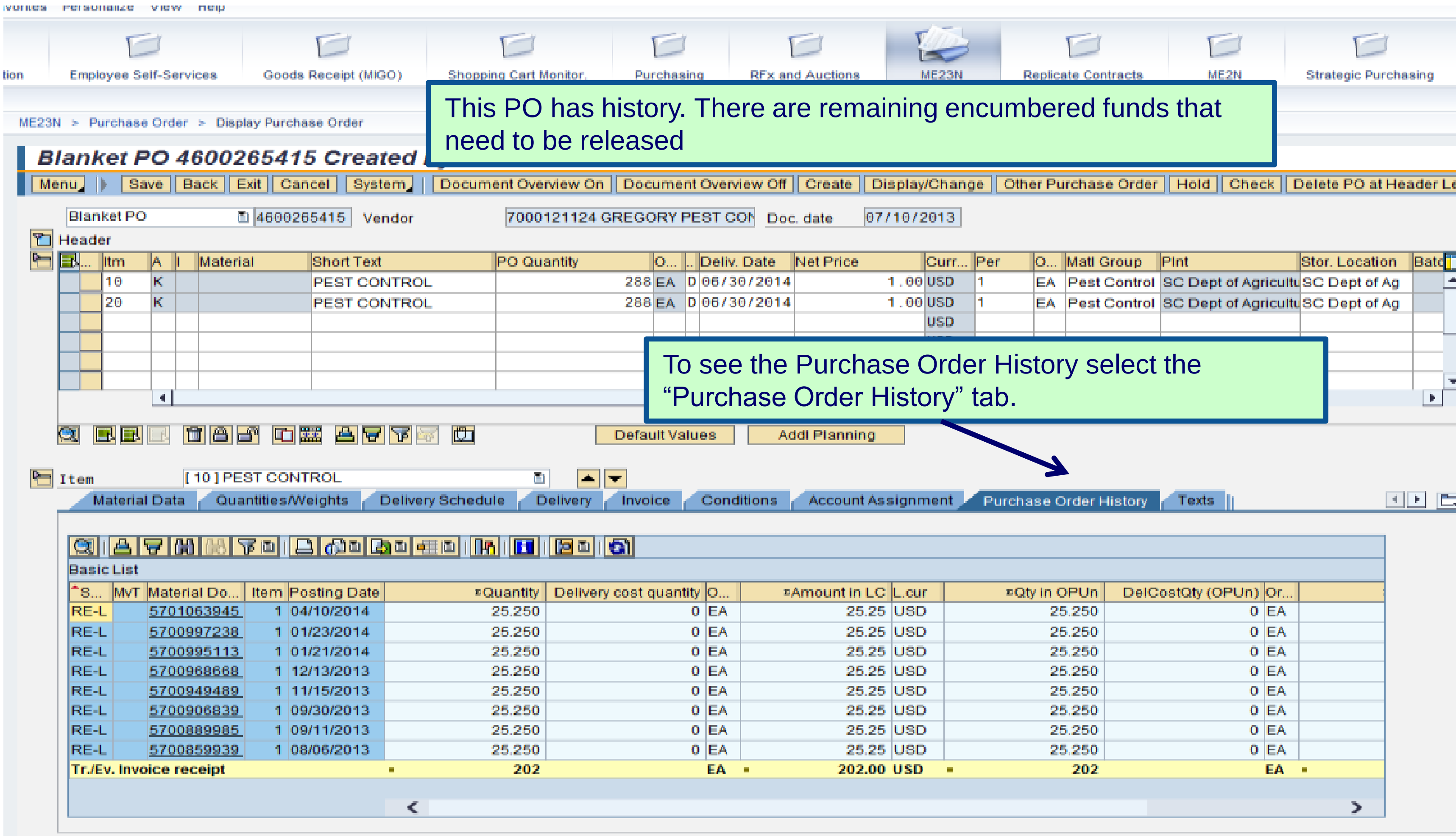
- Options for Open POs Created in SRM
  - No Further Confirmation/No Further Invoice
  - Delete PO at Header
  - Delete at Line Item
  - Carry forward SRM PO into next fiscal year

# POs Created Before November 8, 2013, Using ME23N Tab

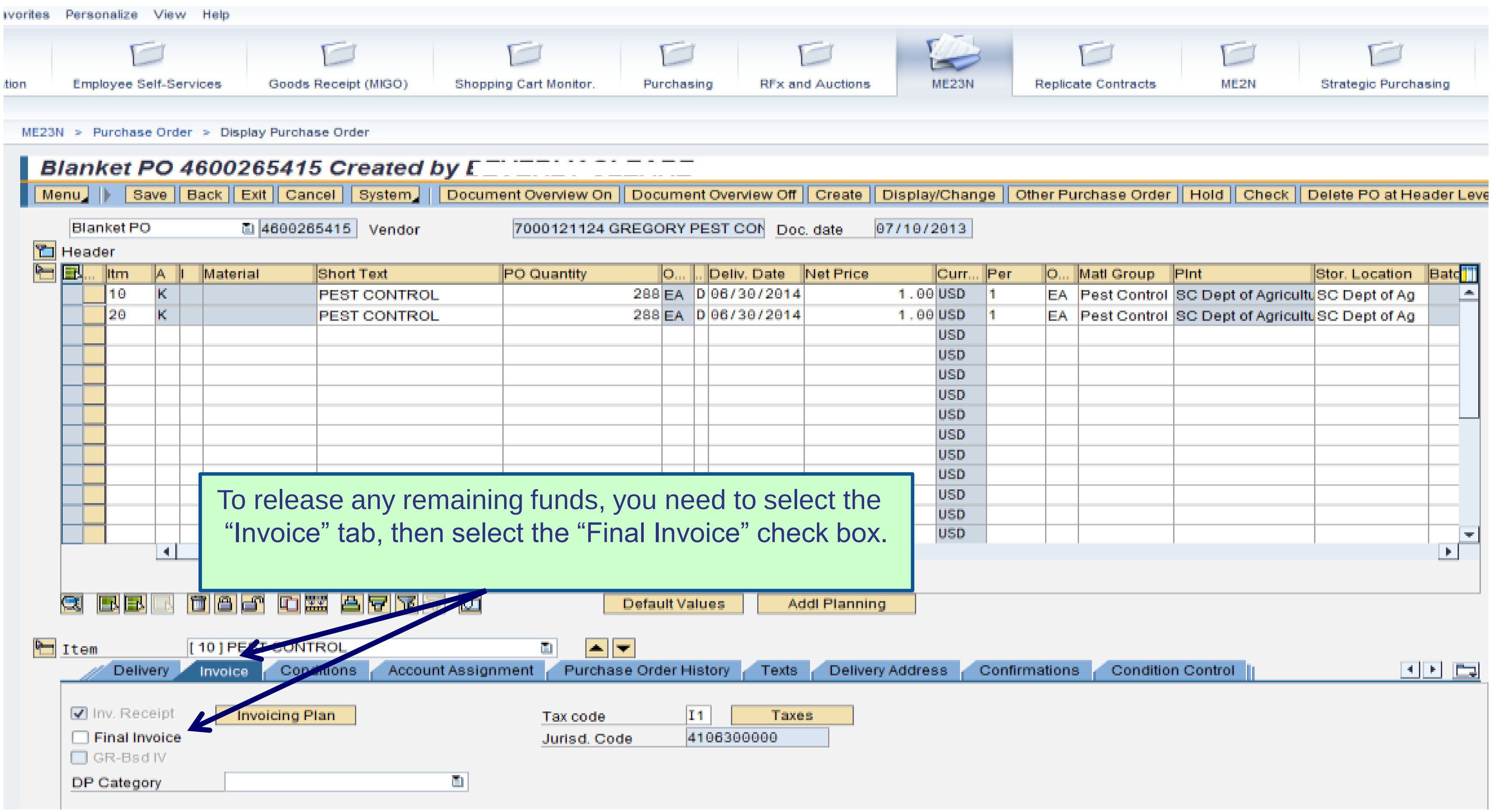
For POs Created Before November 8, 2013, Using the ME23N Tab:

- Final Invoice and Blocking the Line Item should always be used together.
- Reasons for using these indicators should be included in the PO line item text field.
- The Final Invoice Indicator must be set before Blocking the line item.
- The line item can only be unblocked up to July 14, 2014 if necessary to allow further processing (Goods Receipt, Invoice)

# POs Created Before November 8, 2013, Using ME23N Tab



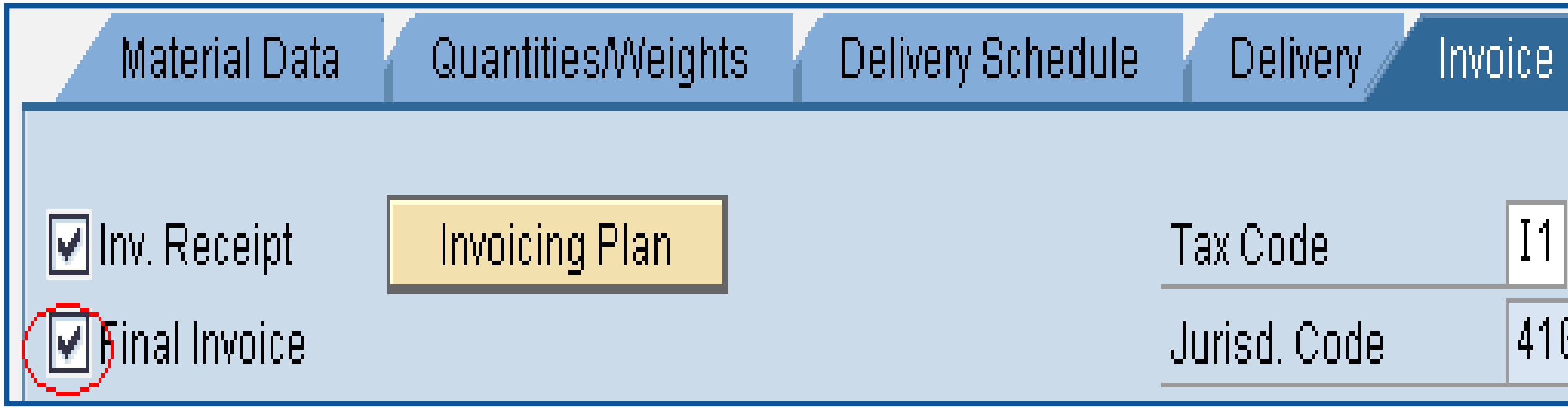
# POs Created Before November 8, 2013, Using ME23N Tab




To release any remaining funds, you need to select the "Invoice" tab, then select the "Final Invoice" check box.

# POs Created Before November 8, 2013, Using ME23N Tab

- To release any encumbrances assigned to the POs created before November 8, 2013, click "Final Invoice" under the Invoice tab.
- After final-invoicing a PO line item:
  - The encumbrances on that PO line item are released.

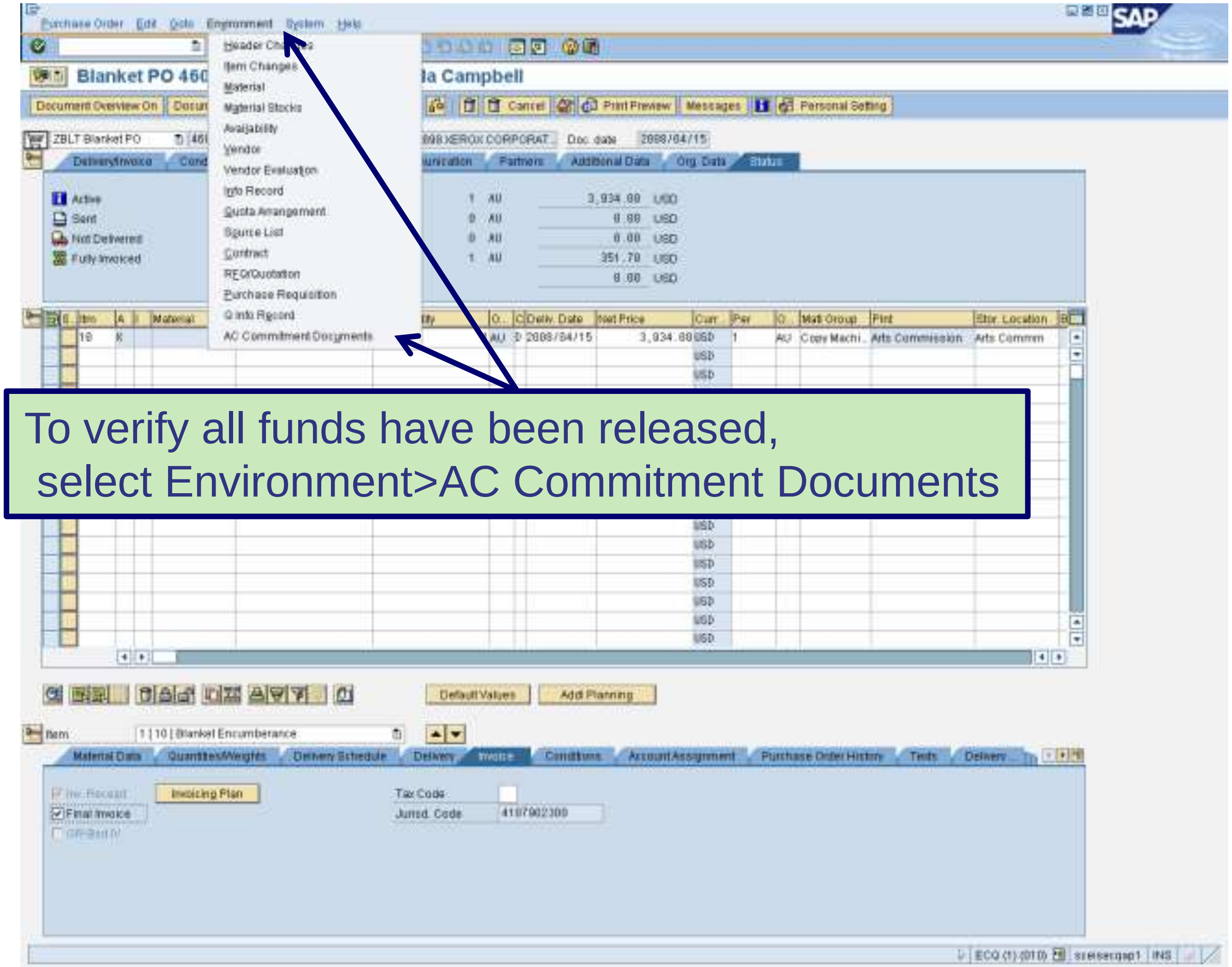


# POs Created Before November 8, 2013, Using ME23N Tab

- After Blocking a PO line item on POs created before November 8, 2013, no further activity (Goods Receipts and Invoice payments) can be made against that PO line item.

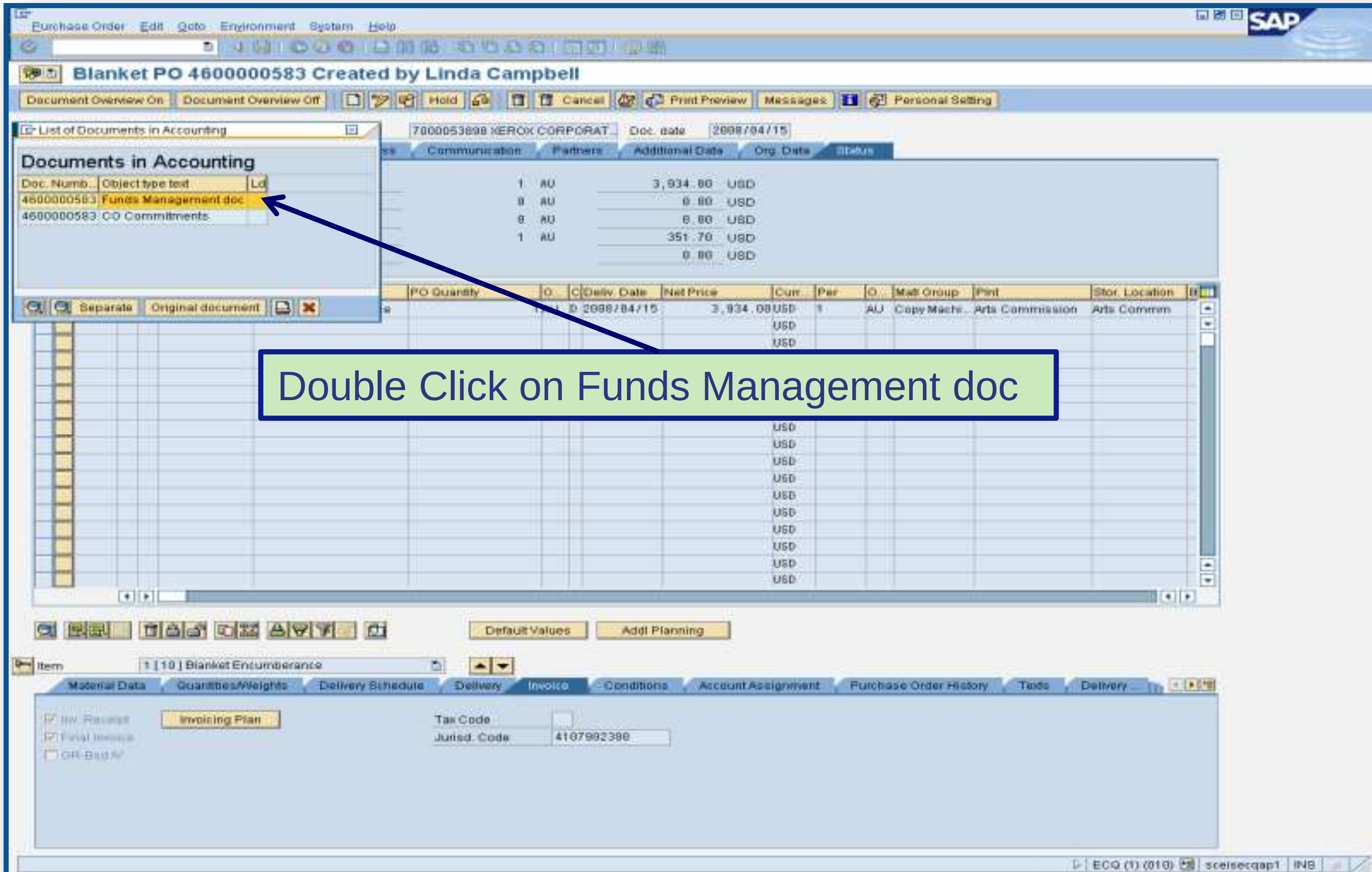
| S... | Itm | A | I | Material | Short Text | PO Quantity | O... |
|---|---|---|---|---|---|---|---|
| | 10 | K | | | SNAPOutreach | 384,844 | EA |
| | | | | | | | |

# POs Created Before November 8, 2013, Using ME23N Tab

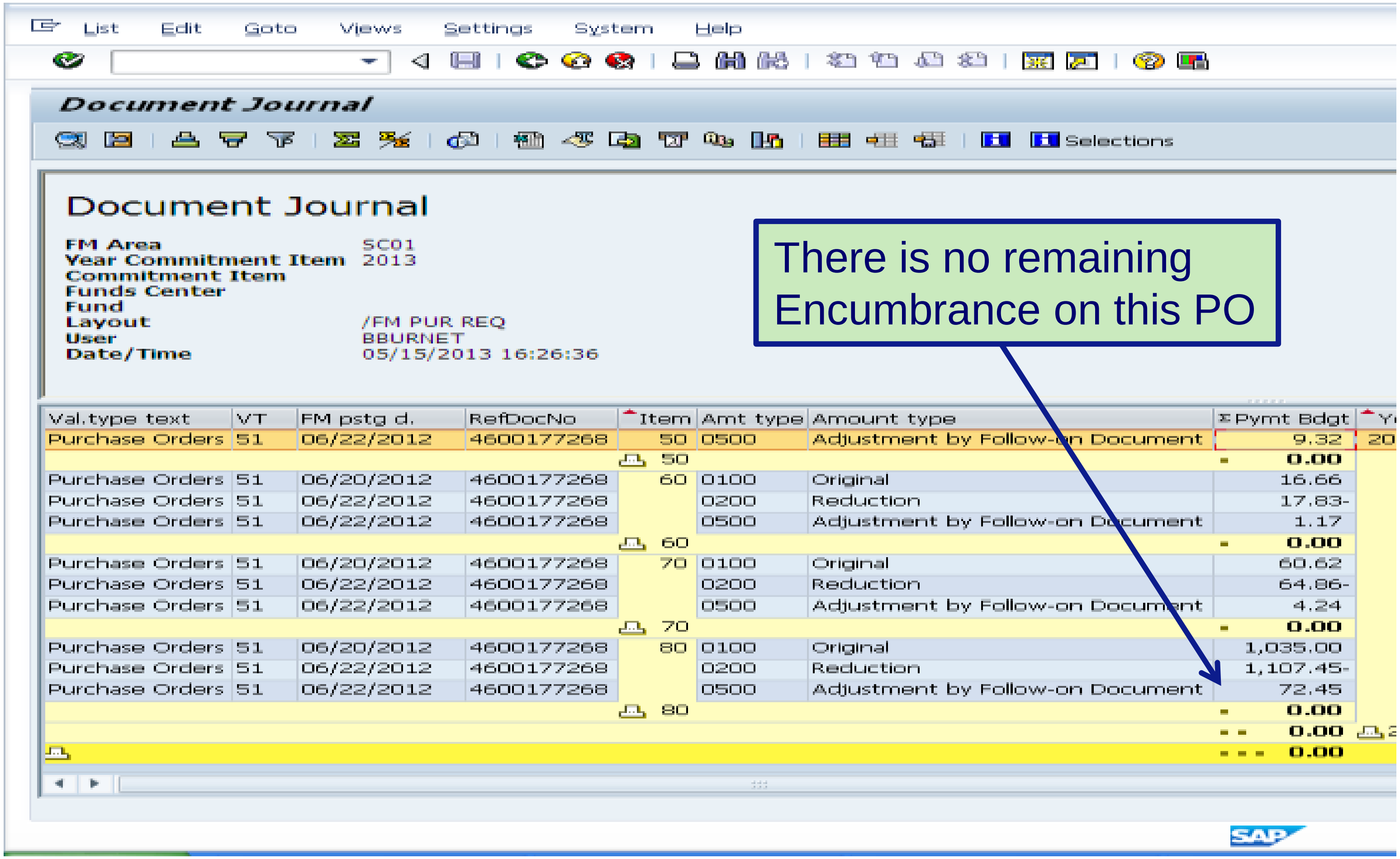



To verify all funds have been released, select Environment>AC Commitment Documents

# POs Created Before November 8, 2013, Using ME23N Tab



# POs Created Before November 8, 2013, Using ME23N Tab




Document Journal

| | |
|---|---|
| FM Area | SC01 |
| Year Commitment Item | 2013 |
| Commitment Item | |
| Funds Center | |
| Fund | |
| Layout | /FM PUR REQ |
| User | BBURNET |
| Date/Time | 05/15/2013 16:26:36 |

| Val.type text | VT | FM pstg d. | RefDocNo | Item | Amt type | Amount type | Pymt Bdgt | Y |
|---|---|---|---|---|---|---|---|---|
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | 50 | 0500 | Adjustment by Follow-on Document | 9.32 | 20 |
| | | | | 50 | | | 0.00 | |
| Purchase Orders | 51 | 06/20/2012 | 4600177268 | 60 | 0100 | Original | 16.66 | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0200 | Reduction | 17.83- | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0500 | Adjustment by Follow-on Document | 1.17 | |
| | | | | 60 | | | 0.00 | |
| Purchase Orders | 51 | 06/20/2012 | 4600177268 | 70 | 0100 | Original | 60.62 | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0200 | Reduction | 64.86- | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0500 | Adjustment by Follow-on Document | 4.24 | |
| | | | | 70 | | | 0.00 | |
| Purchase Orders | 51 | 06/20/2012 | 4600177268 | 80 | 0100 | Original | 1,035.00 | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0200 | Reduction | 1,107.45- | |
| Purchase Orders | 51 | 06/22/2012 | 4600177268 | | 0500 | Adjustment by Follow-on Document | 72.45 | |
| | | | | 80 | | | 0.00 | |
| | | | | | | | 0.00 | |
| | | | | | | | 0.00 | |

There is no remaining Encumbrance on this PO

# POs Created Before November 8, 2013, Using ME23N Tab

Final Verification

- It is a good practice to run the BW Open Encumbrance Report again after PO clean-up to ensure no encumbrances remain.

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

# SRM – No Further Confirmation, No Further Invoice

- Use ME23N to verify that the transaction produced the desired result (locked line item and unencumber funds)

# SRM – No Further Confirmation, No Further Invoice

No Further Confirmation:

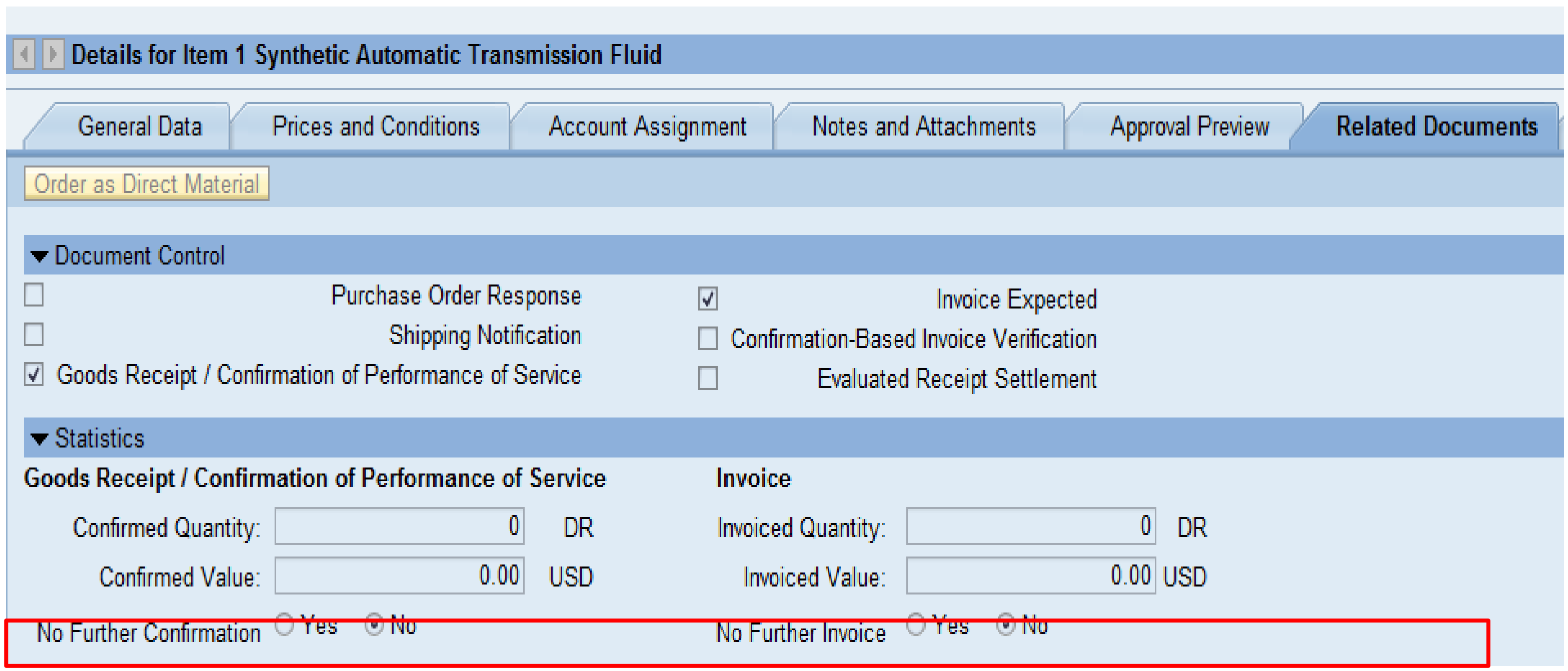
- Blocks the PO from receiving additional confirmations (Goods Receipts) **and** invoices. This function **DOES NOT** unencumber funds.

No Further Invoice:

- Blocks the PO from receiving additional confirmations (Goods Receipts) **and** invoices. This function **DOES** unencumber funds.

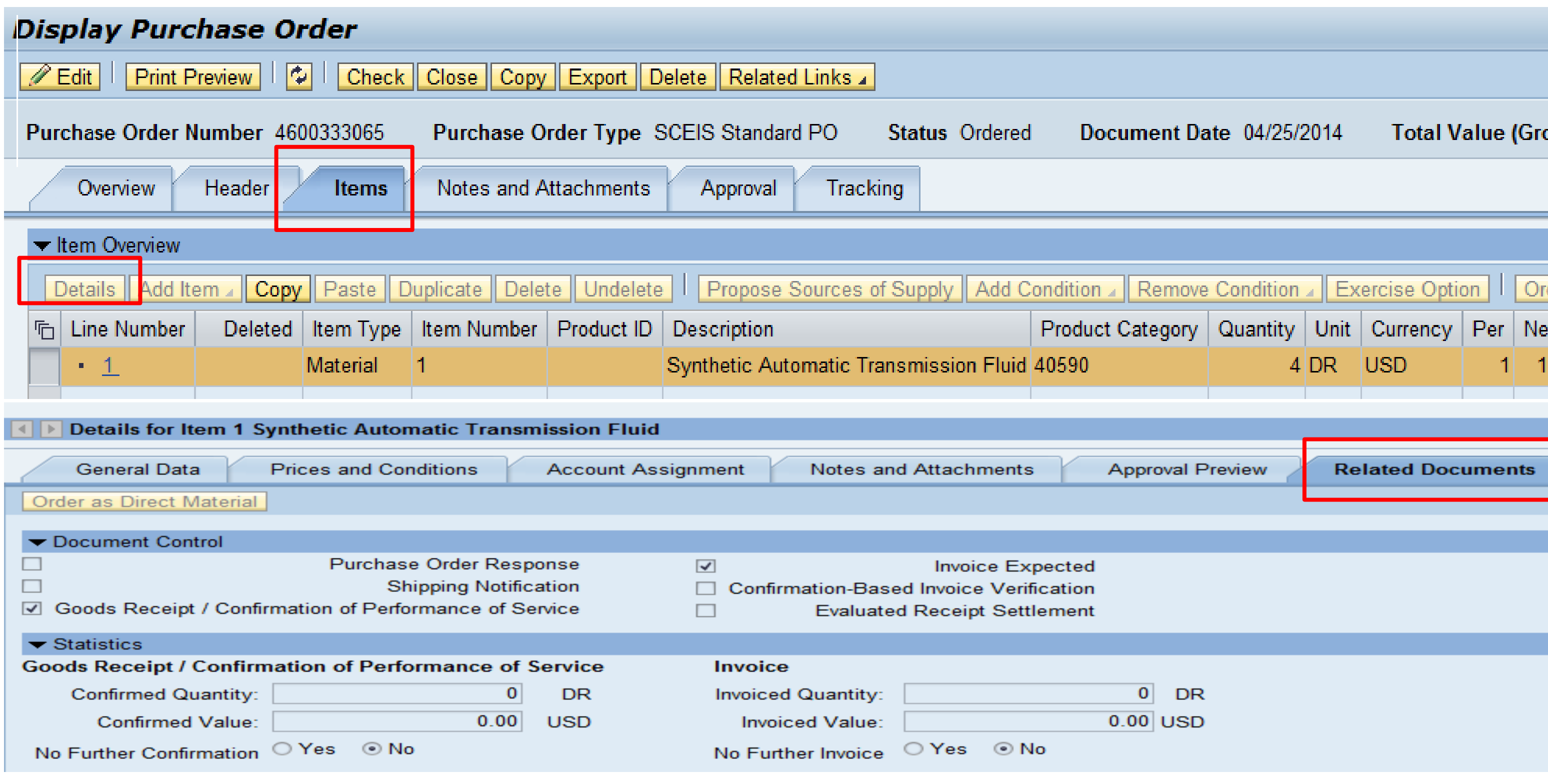
# SRM – No Further Confirmation, No Further Invoice

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



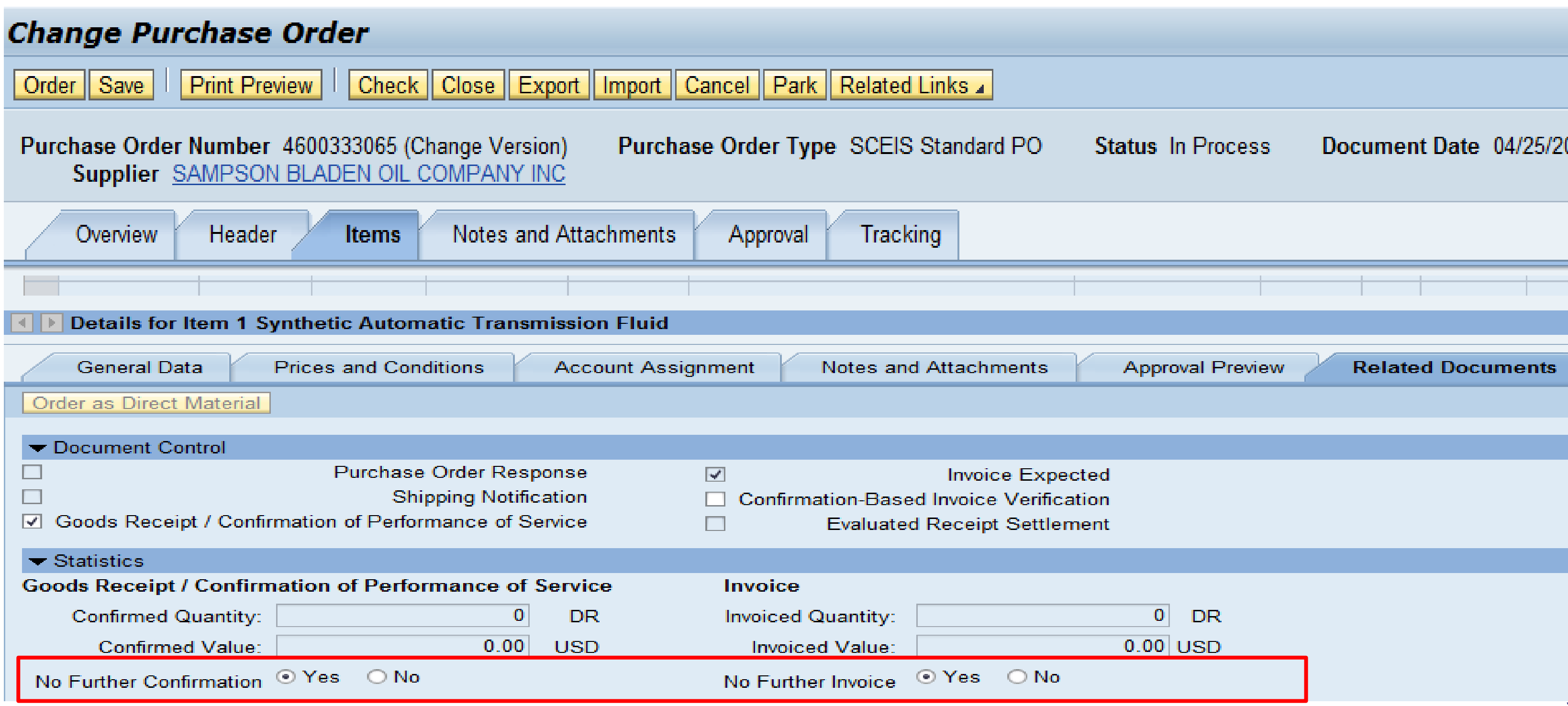
# SRM – No Further Confirmation, No Further Invoice

- Indicators can be found by clicking the "Items" tab, then the "Details" button, then the "Related Documents" tab



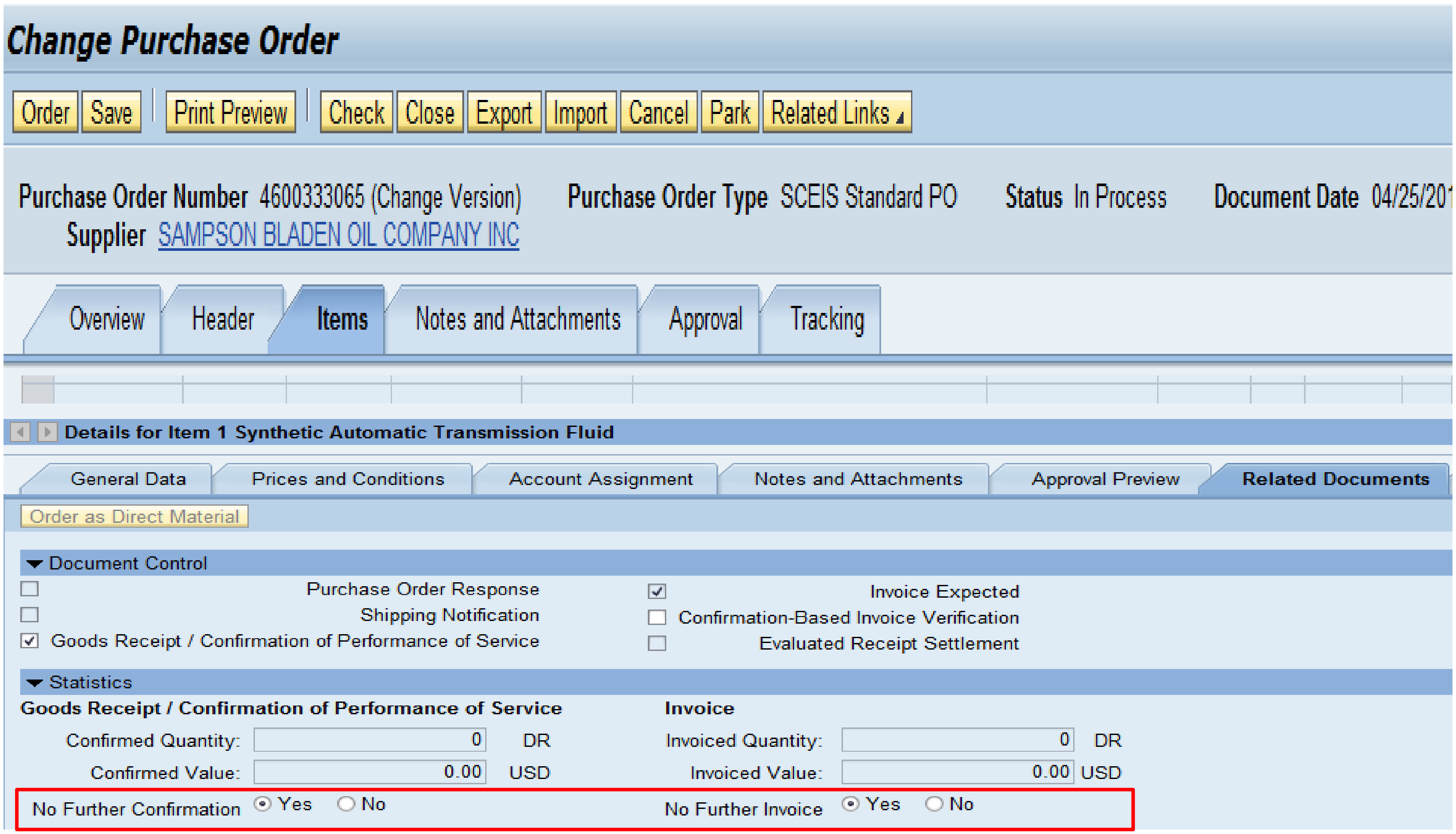
# SRM – No Further Confirmation, No Further Invoice

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



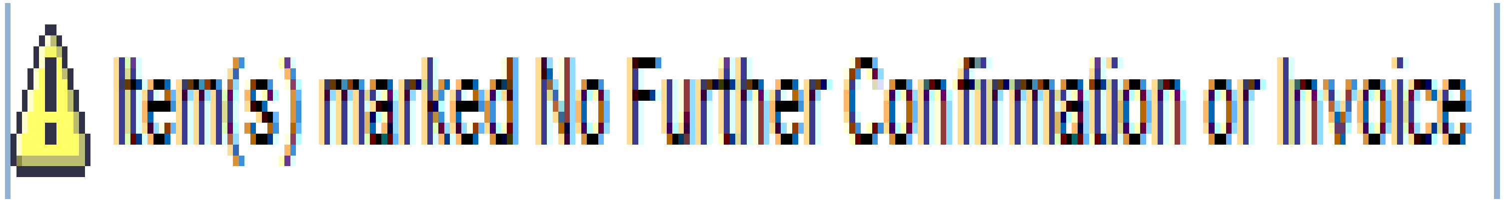
# SRM – No Further Confirmation, No Further Invoice

- Then click on the “Order” button



# SRM – No Further Confirmation, No Further Invoice

- There will be a yellow warning message to indicate that the PO has an item or items changed per the selection criteria you choose. Below is the yellow warning message.



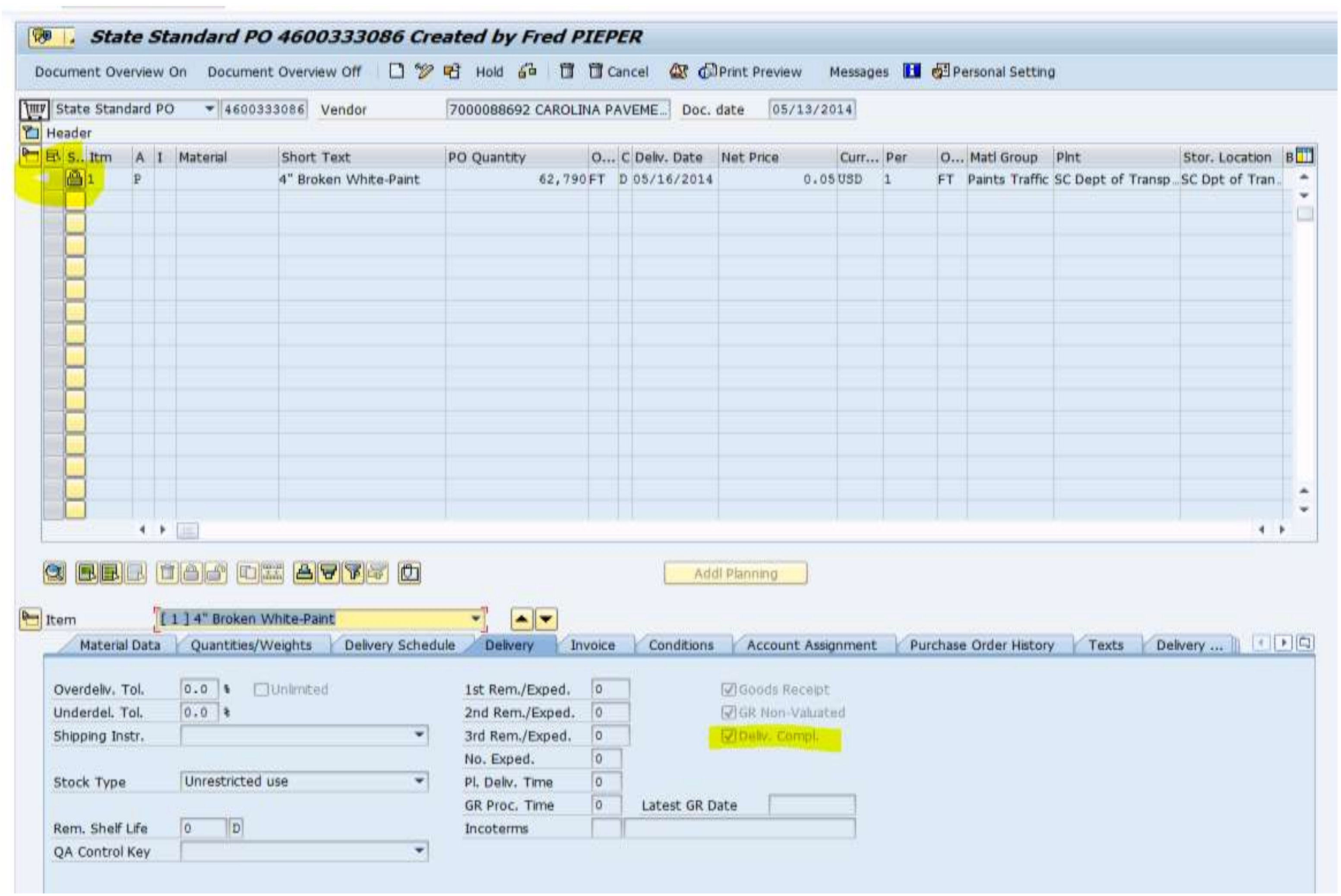
# SRM – No Further Confirmation, No Further Invoice

To verify that the line has been marked "No Further Confirmation" use the ME23N folder.

This function will:

- Display a lock on the line item which is visible in the ME23N view
- Check the "Delivery Compl indicator" in ECC
- This transaction prevents Confirmations & Invoices

# SRM – No Further Confirmation Results in ECC



# SRM – No Further Confirmation, No Further Invoice

Steps for No Further Invoice on a Line Item

1. Display the PO
2. Click on the “Edit” button
3. Select the line item and click on the “Details” button
4. Click the “Related Documents” tab
5. Select the “Yes” radio button beside No Further Invoice.
6. Click the “Order” button (Remember to refresh until the PO Status shows Ordered)

# SRM – No Further Confirmation, No Further Invoice

Steps for No Further Invoice on a Line Item

7. Close the PO
8. Click on the “ME23N” folder
9. Enter your PO Number in the “Other Purchase Order” field
10. Verify that the PO has a lock on the required line item

# Delete PO at Header

- Some of the reasons to delete a PO at the Header are:
  - The items on the PO are not needed and will not be delivered at any time or the items need to be reordered from another vendor.
  - http://sceis.sc.gov/documents/How_to_Delete_a_PO_at_the_Header.pdf (With an Asset Shell)

# Delete PO at Header

- Deleting a PO will send the Shopping Cart (SC) requirement back to Carry Out Sourcing in SRM.  The SC requirement will need to be "rejected".
- After the PO is deleted, it will fall off the Open Encumbrance Report.

# Delete PO at Line Item

- Some of the reasons a PO should be deleted at the Line Item are:
  - There are multi-line items on the PO that does not have history or back-end documents (Goods Receipts or Invoices) posted against the PO line item
  - The requestor no longer needs an item on the PO
  - The vendor can no longer provide the item
  - http://sceis.sc.gov/documents/How_to_Delete_a_PO_at_the_Line_Item.pdf (With an Asset Shell)

# Delete PO at Line Item

- Deleting a PO will send the Shopping Cart (SC) requirement from the line item back to Carry Out Sourcing in SRM.  The SC requirement will need to be “rejected”.
- After the PO is deleted, it will fall off the Open Encumbrance Report.

# Lesson 4 Summary

- You should now be able to:
  - Understand the importance of completing all Goods Receipts by June 30 and Invoice Receipts by July 14, 2014.
  - Close POs and corresponding inventory Purchase Requisitions created before November 8, 2013
  - Close  POs and corresponding inventory Purchase Requisitions created after November 8, 2013

South Carolina Enterprise Information System

# LESSON 5: MANAGING INVENTORY PROCESSES

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

# Lesson 5 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Understand process from Materials Reservations to Goods Issued and impact to funds management and the Budget.
  - Understand impact of Open Purchase Requisitions (PRs) and Purchase Orders.
  - Understand other year-end considerations for managing inventory.
  - Use reports to review at year-end to manage the replenishment of inventory.

# 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***

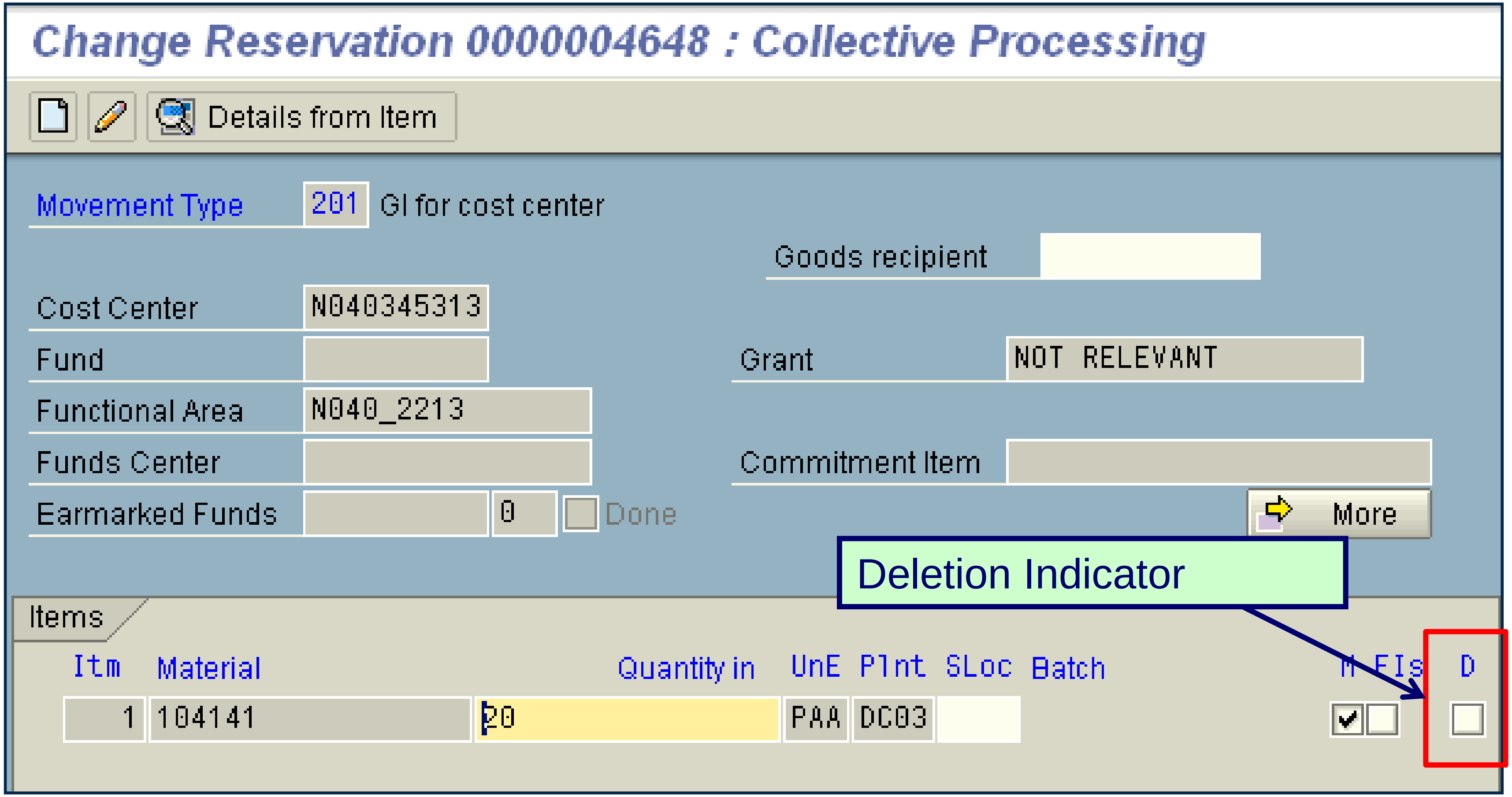
- Mark "**Final Issue**" indicator on the Material Reservation (MB22)

***OR***

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

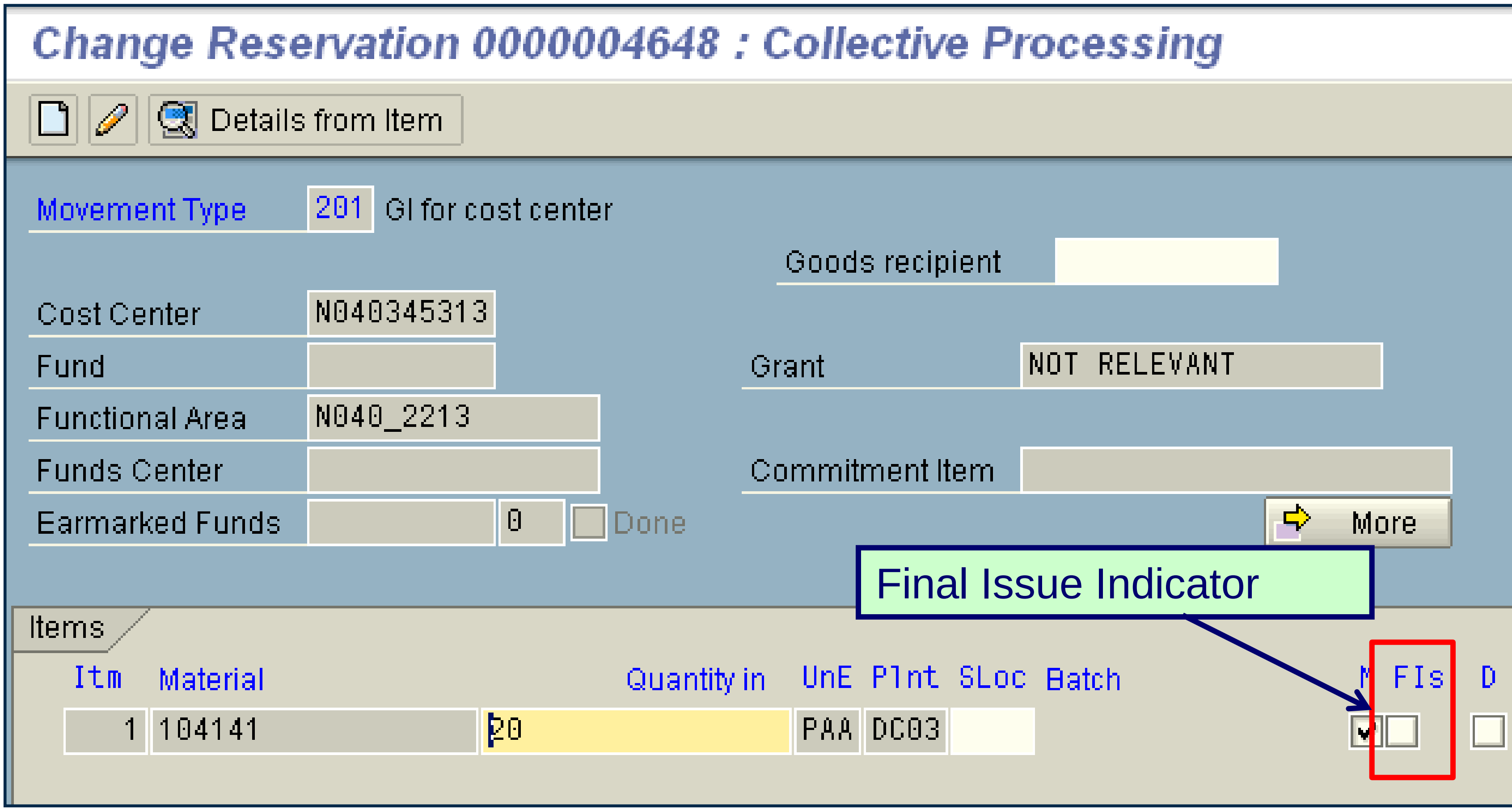
# Material Reservation – Deletion

## MB22 – Change Reservation



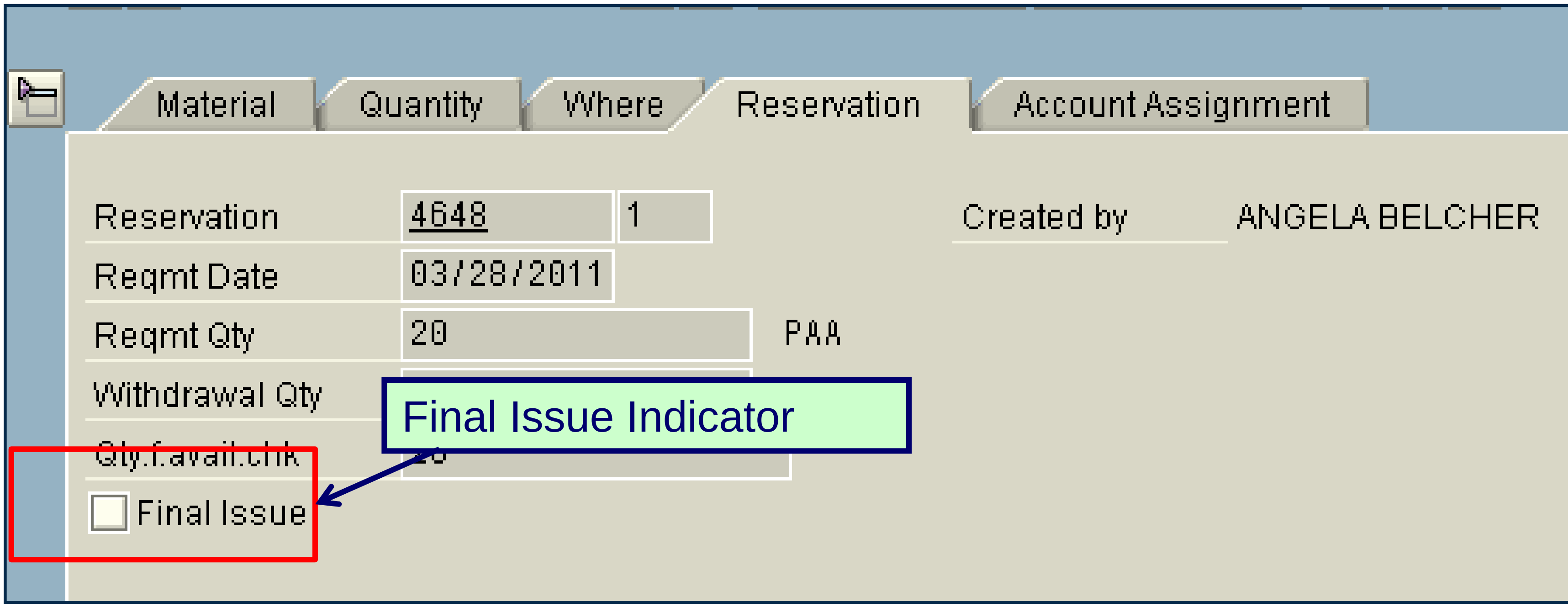
# Material Reservation – Final Issue

## MB22 – Change Reservation



# Goods Issue – Final Issue

## MIGO – Goods Issue



# Inventory Purchasing Documents

- Funds are encumbered when a **Purchase Requisition** (PR) is created.

- When the Purchase Requisition is converted to a Purchase Order, the encumbrance transfers from the Purchase Requisition to the Purchase Order.

# Inventory PR & PO Encumbrance

| | | | |
|---|---|---|---|
| | PR | $100 | |
| Create PO | PR | ($100) | PO $100 |
| Result | PR | $-0- | PO $100 |

- If the Purchase Order is deleted, the encumbrance transfers from the Purchase Order **back to** the Purchase Requisition.

| | | | |
|---|---|---|---|
| | PR | $-0- | PO $100 |
| Delete PO | PR | $100 | PO ($100) |
| Result | PR | $100 | PO $-0- |

# Inventory PR & PO Encumbrance

- If the quantity on a Purchase Requisition is not fully converted to a Purchase Order, the balance of the encumbrance remains on the Purchase Requisition.

| Task | Quantity/Value | Encumbrance on PR | Encumbrance on PO |
|---|---|---|---|
| Create Purchase Requisition | 100 ea @ $5.00 | $500 (quantity 100 ea) | $0 |
| Create PO | 10 ea @ $5.00 | $450 (90 @ $5.00) | $50 |

# Beware of Unit of Measure

- Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or there will be an encumbrance balance left on the Purchase Requisition.
- Purchasing units of measure (UOM) can be established by the Agency Material Master Liaison to assist buyers with conversion between base UOM and the purchasing UOM.

# WRONG METHOD!

| Task | Quantity/Value | Encumbrance on PR | Encumbrance on PO |
|---|---|---|---|
| Create Purchase Requisition | 100 ea @ $5.00 | $500 (quantity 100 ea) | $0 |
| Create PO | 10 ea @ $50.00 | $450 (90 @ $5.00) | $500 |

In this example, the buyer ordered 10 each, rather than 10 boxes of 10 each from the vendor (10 units to a box). With no purchasing UOM in place, the system does not recognize this purchase as anything other than the base unit of **each** and assumes there are 90 more each still required.

# CORRECT METHOD!

| Task | Quantity/Value | Encumbrance on PR | Encumbrance on PO |
|---|---|---|---|
| Create Purchase Requisition | 100 ea @ $5.00 | $500 (quantity 100 ea) | $0 |
| Create PO | 10 bx @ $50.00 (Purchasing UOM = bx ) | $0 | $500 |

In this example, the buyer ordered 10 boxes where the purchasing UOM has been implemented. In this purchasing UOM, 1 box = 10 each. The system will convert the box UOM to **each** once the Goods Receipt is entered. Thus the inventory will be correct, the PO will be correct and the PR will be correct.

# Key Tools to Manage Inventory Year-End

- ME5A – Open Purchase Requisitions
  - Helps identify Purchase Requisitions that were not fully converted to Purchase Orders.
  - Helps identify which Purchase Requisitions have had encumbrance transferred back from the Purchase Order.
- ME2N – Open Purchase Orders
- Open Encumbrance Report (BW)

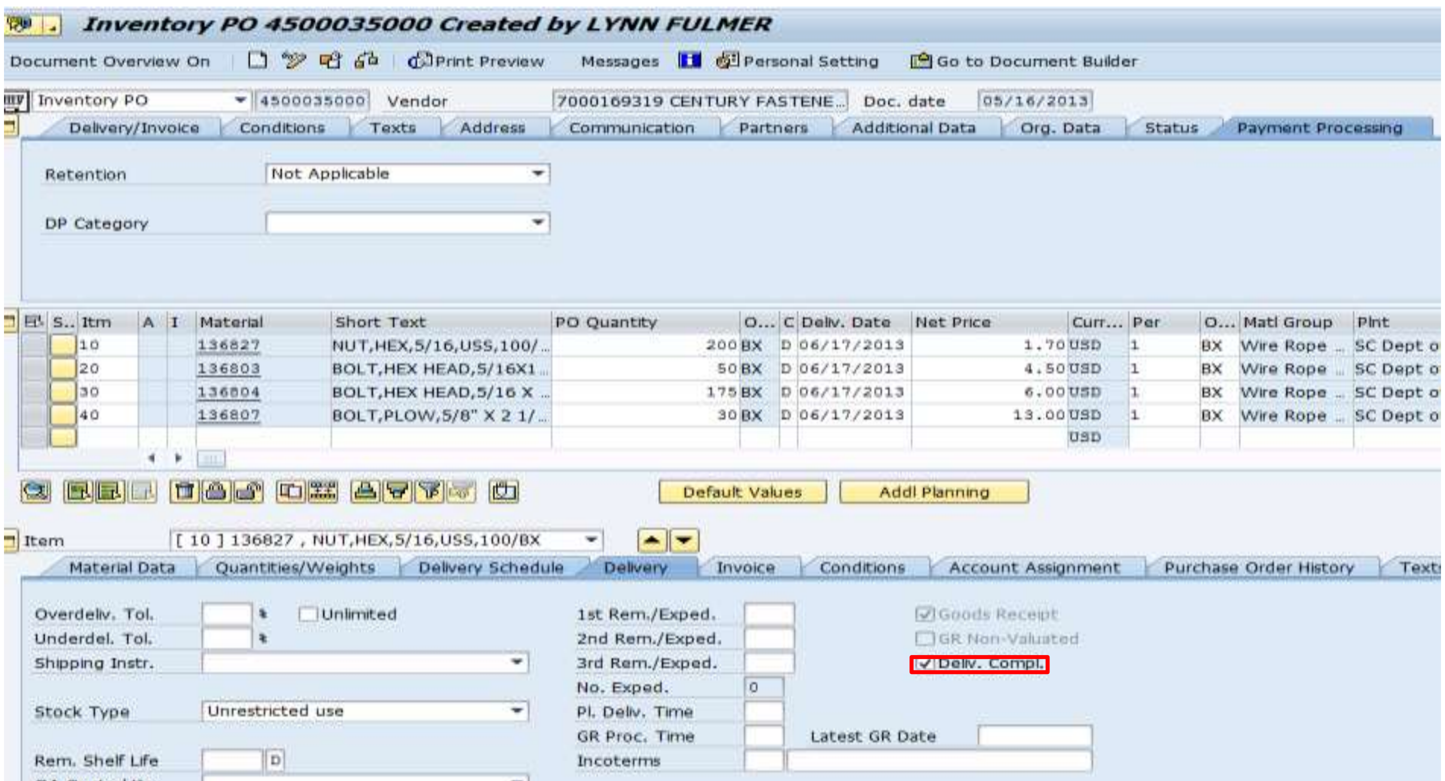
# Open Purchase Requisition Actions

- Actions for Open Purchase Requisitions

    1. Convert to Purchase Order
    2. Delete Purchase Requisition on or before 06-30-2014
    3. Carry forward Purchase Requisition into next fiscal year on or before 06-30-2014

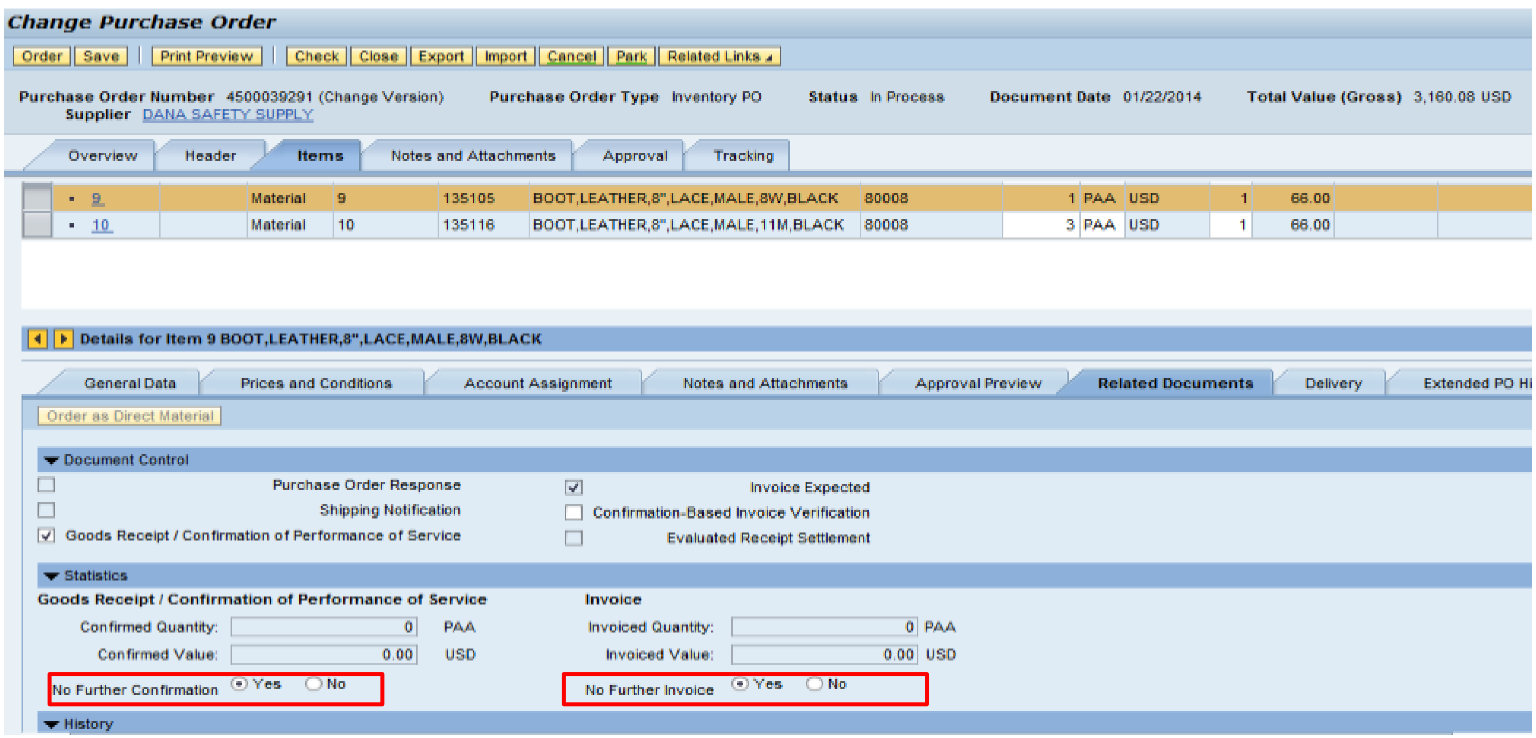
# Open PO Actions

- Actions for Open Inventory Purchase Orders
  - -1. Receive and pay in the current fiscal year
  - -2. Mark “Delivery Complete” on *inventory* PO’s created on or before November 8, 2013.



# Open PO Actions, cont.

-3. *Inventory* POs created in SRM after November 8th use the “No Further Confirmation” and “No Further Invoice” indicator.



# Open PO Actions, cont.

– 4. Delete Purchase Order at the line item or Delete at Header

Must perform corresponding action on PR

– 5. Carry forward Purchase Order into next fiscal year

**NOTE: Purchase Orders created before November 8, 2013, cannot be carried forward.**

# Receive & Pay in Current Fiscal Year

- If the Purchase Order will be received and paid in the current fiscal year, make no revisions to the Purchase Order, follow standard process (Goods Receipt, Invoice Receipt).

- Remember, Purchase Orders encumber budget. In order to free up budget for payments at year-end, it is important that only Purchase Orders that will be paid in the current fiscal year remain open.

# Delete Inventory PO

- Delete Purchase Order should be used when:
  - The items on the Purchase Order are not needed and will not be delivered at any time or the items need to be reordered from another vendor.
  - If you delete a line on an Inventory Purchase Order, encumbrance transfers back to the Purchase Requisition.
  - The corresponding line on the Purchase Requisition must also be deleted in order to free the encumbrance.

# Carry Forward

- The Purchase Order should be carried forward when:
  - The items will not be delivered prior to June 30th but are expected to be received in the following fiscal year.
  - The items have been received but the invoice will not be posted prior to July 14, 2014.
  - The list of purchase orders that need to be carried forward must be given to the designated person at your agency to run the ZFMJ2 transaction.
  - After a PO is carried forward, it will fall off the Open Encumbrance Report for 2014.

# 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.

- Run transaction MR11 to identify variances and clear appropriately.

# Physical Inventory (per CG's Office)

SCEIS
South Carolina Enterprise Information System

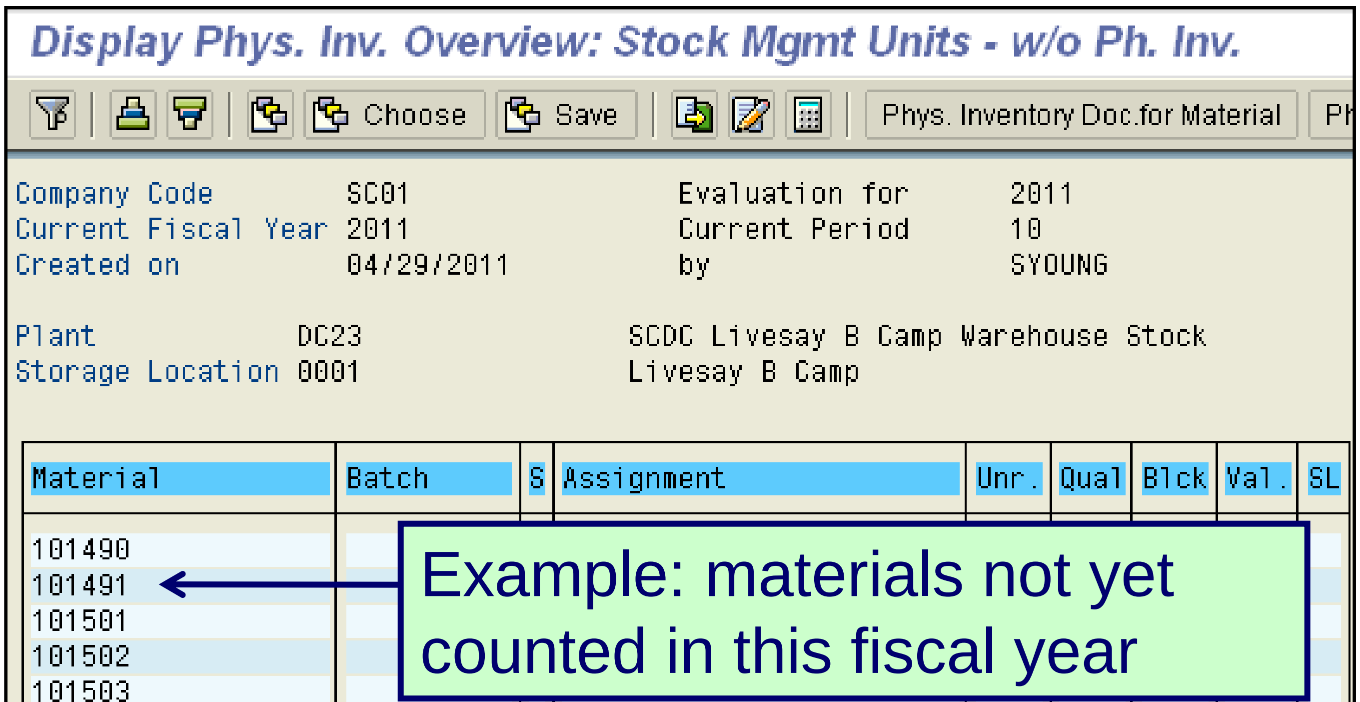
- Take a physical count of inventories on hand at the end of the fiscal year.
- Do this between April 1 and June 30 but choose a date as close to June 30 as possible.
- The date should not vary significantly from year to year.
- Notify the State Auditor's Office at least two weeks in advance of the date of the physical count. They may wish to send someone to observe the count.

# Physical Inventory Reconciliation

- Pay attention to unit of measure when entering your count. The default is the <u>base unit of measure.</u>
- Physical inventory documents must have differences **<u>POSTED</u>** no later than June 30, 2014.
- **<u>Do not wait until June 30th to start taking inventory.</u>**

# Helpful Transactions

- MIDO: Display Physical Inventory Documents
  - Items not yet counted
  - Documents not yet posted



# Helpful Transactions

- MI22: Display Physical Inventory Documents by Material
  - Shows all physical inventory documents
  - Active documents must be POSTED or DELETED by June 30, 2014.

| | | | | | | |
|---|---|---|---|---|---|---|
| 105691 | | COOKIES,ICED OATMEAL,5OZ | | | DC23 0001 | |
| 100004357 | 217 | 2010.12 | 06/29/2010 | 06/29/2010 | 1 | |
| 100007975 | 24 | 2011.07 | 01/20/2011 | 01/20/2011 | 1 | Doc. Active |

Example: document not yet POSTED

# Other Year-End Considerations

- Inventory scrapping (MIGO, Movement Type 551)
  Do not populate the GL field, the system will default the correct GL.
  - Review any inventory that may be considered obsolete or damaged.
  - Excess inventory – Can another section/department in your agency use the inventory?
  - Surplus inventory – Comply with your agency's guidance and 19-445.2150, Surplus Property Management.

# Lesson 5 Summary

- You should now be able to:
  – Understand process from Materials Reservations to Goods Issued and impact to funds management and the Budget.
  – Understand impact of Open Purchase Requisitions (PRs) and POs.
  – Understand other year-end considerations for managing inventory.
  – Use reports to review at year-end to manage the replenishment of inventory.

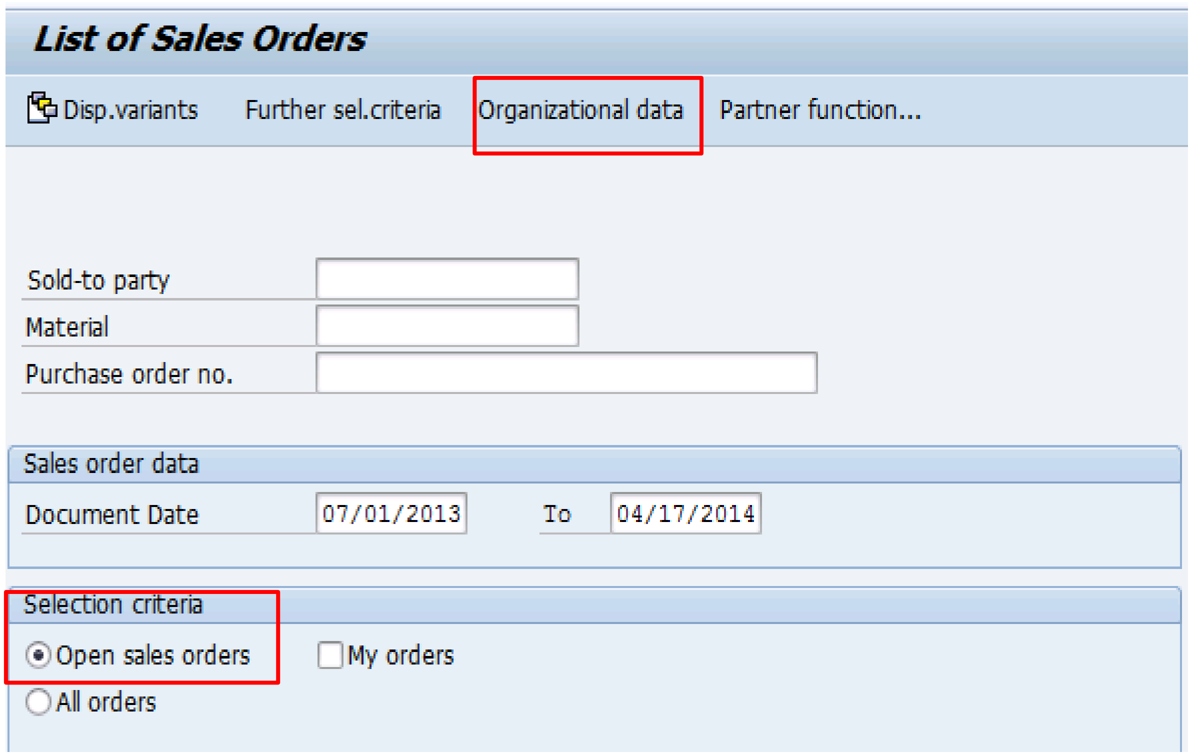
# LESSON 6: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

# Lesson 6 Learning Objectives

- Upon completion of this lesson, you should be able to:
  - Review and prepare sales documents for year-end.
  - Recognize the transactions used to review sales documents.
  - Understand the importance of shipping and billing in the same fiscal year.
  - Use reports to view open orders, picks, issues and billing.
  - **If you shipped in FY2014, invoice in FY2014.**

# SD–Open Orders **VA05**

- **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–Open Orders **VA05**,cont

- The List of **OPEN** Sales Orders criteria can be viewed several ways. This example is by customer. The layout can be chosen by the user by going to settings, layout and current.

***List of Sales Orders By partner - Schedule lines***

Subtotal

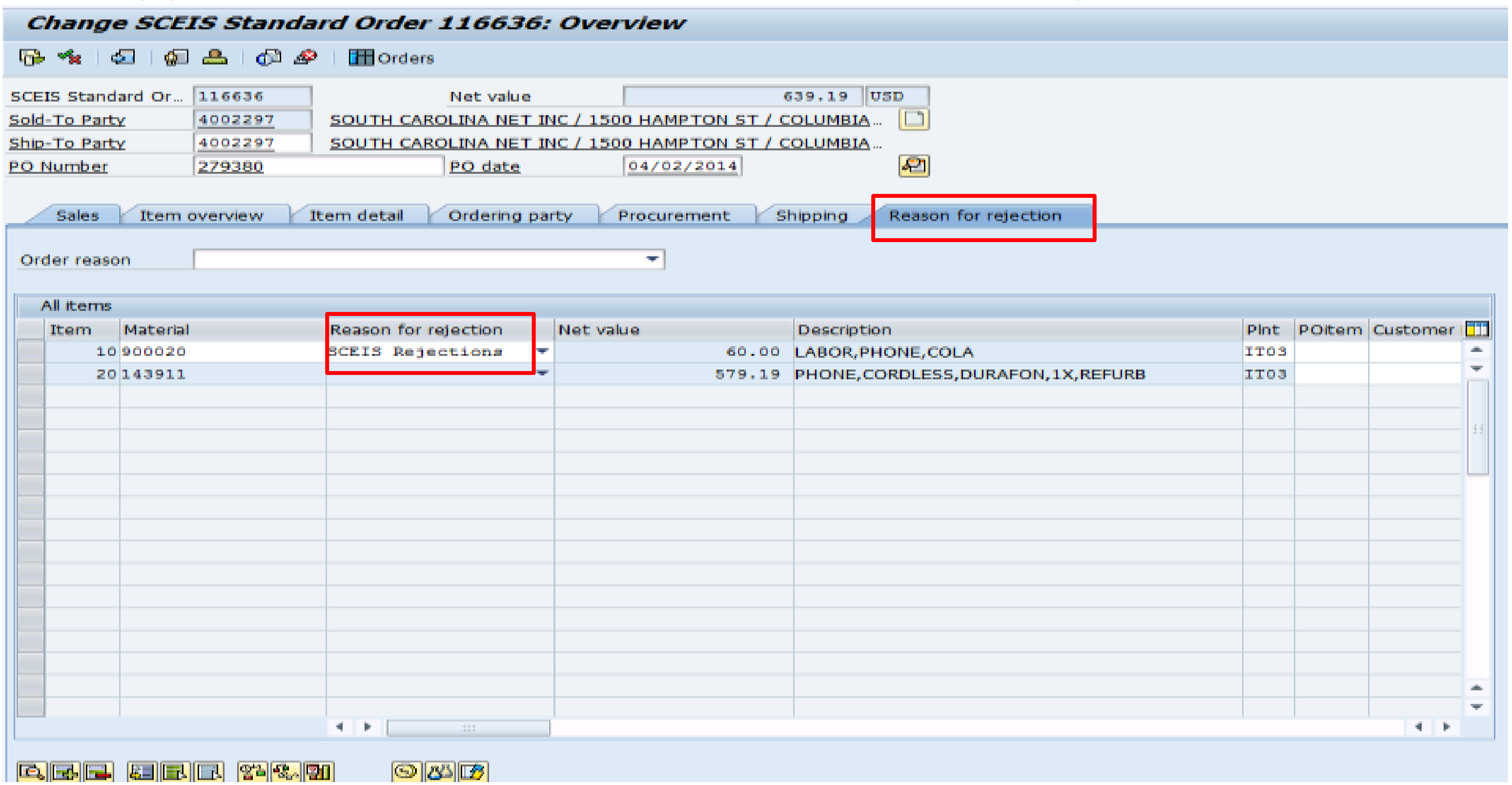
Open sales orders

**Doc. date** 07/01/2013 To 04/17/2014

| Plant | Doc. Date | Document | SaTy | Sold-to pt | Item | Material | Description | Unit | Status | Σ Confirm... | Unit | Σ Unit | Σ Net price | Σ Net value | BB | Purchase order no. | Σ Order qty | DBI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IT03 | 12/09/2013 | 116636 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 639.19 | | 279380 | 1.0 | |
| IT03 | 12/10/2013 | 116805 | ZOR | H630007 | 20 | 901800 | VENDOR MATERIAL,INSTAL,COLA | HR | Open | 1.0 | HR | 1 | 2,272.71 | 4,161.30 | Z1 | 628983 | 1.0 | |
| IT03 | 12/10/2013 | 116805 | ZOR | H630007 | 10 | 902023 | LABOR,VENDOR,INSTALL,COLA | HR | Open | 1.0 | HR | 1 | 1,888.59 | 4,161.30 | Z1 | 628983 | 1.0 | |
| IT03 | 02/20/2014 | 121338 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 0.5 | HR | 1 | 60.00 | 30.00 | | 307007 | 0.5 | |
| IT03 | 02/21/2014 | 121438 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 5.0 | HR | 1 | 60.00 | 345.71 | | 307493, 497, 501 & 3 | 5.0 | |
| IT03 | 02/24/2014 | 121649 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 3.0 | HR | 1 | 60.00 | 277.02 | | 324107, 111 & 325268 | 3.0 | |
| IT03 | 02/26/2014 | 122047 | ZOR | D170009 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 26.5 | HR | 1 | 60.00 | 1,878.23 | | 668837 - Anderson | 26.5 | |
| IT03 | 03/05/2014 | 122663 | ZOR | L040001 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 5.0 | HR | 1 | 60.00 | 305.98 | | 675742 - Florence | 5.0 | |
| IT03 | 03/07/2014 | 122882 | ZOR | L040001 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 4.0 | HR | 1 | 60.00 | 273.60 | | 671921 - Fairfield C | 4.0 | |
| IT03 | 03/12/2014 | 123207 | ZOR | D170009 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 8.0 | HR | 1 | 60.00 | 624.77 | | 673037 - Camden | 8.0 | |
| IT03 | 03/19/2014 | 123784 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 93.49 | | 348993 | 1.0 | |
| IT03 | 03/24/2014 | 124135 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 93.49 | | 343474 | 1.0 | |
| IT03 | 03/24/2014 | 124134 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 60.00 | | 347839, 840 & 352296 | 1.0 | |
| IT03 | 03/24/2014 | 124115 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 7.0 | HR | 1 | 60.00 | 472.41 | | 337239, 336622, 697 | 7.0 | |
| IT03 | 03/24/2014 | 124109 | ZOR | 4002297 | 10 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 60.00 | Z1 | 336732 | 1.0 | |
| IT03 | 03/25/2014 | 124313 | ZOR | 4002297 | 20 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 61.02 | | REMEDY 960084 | 1.0 | |
| IT03 | 03/25/2014 | 124312 | ZOR | 4002297 | 20 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 93.49 | | SAM REMEDY 960485 | 1.0 | |
| IT03 | 03/25/2014 | 124311 | ZOR | 4002297 | 20 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 93.49 | | SAM REMEDY 959767 | 1.0 | |
| IT03 | 03/25/2014 | 124310 | ZOR | 4002297 | 20 | 900020 | LABOR,PHONE,COLA | HR | Open | 1.0 | HR | 1 | 60.00 | 69.82 | | SAM REMEDY 960346 | 1.0 | |

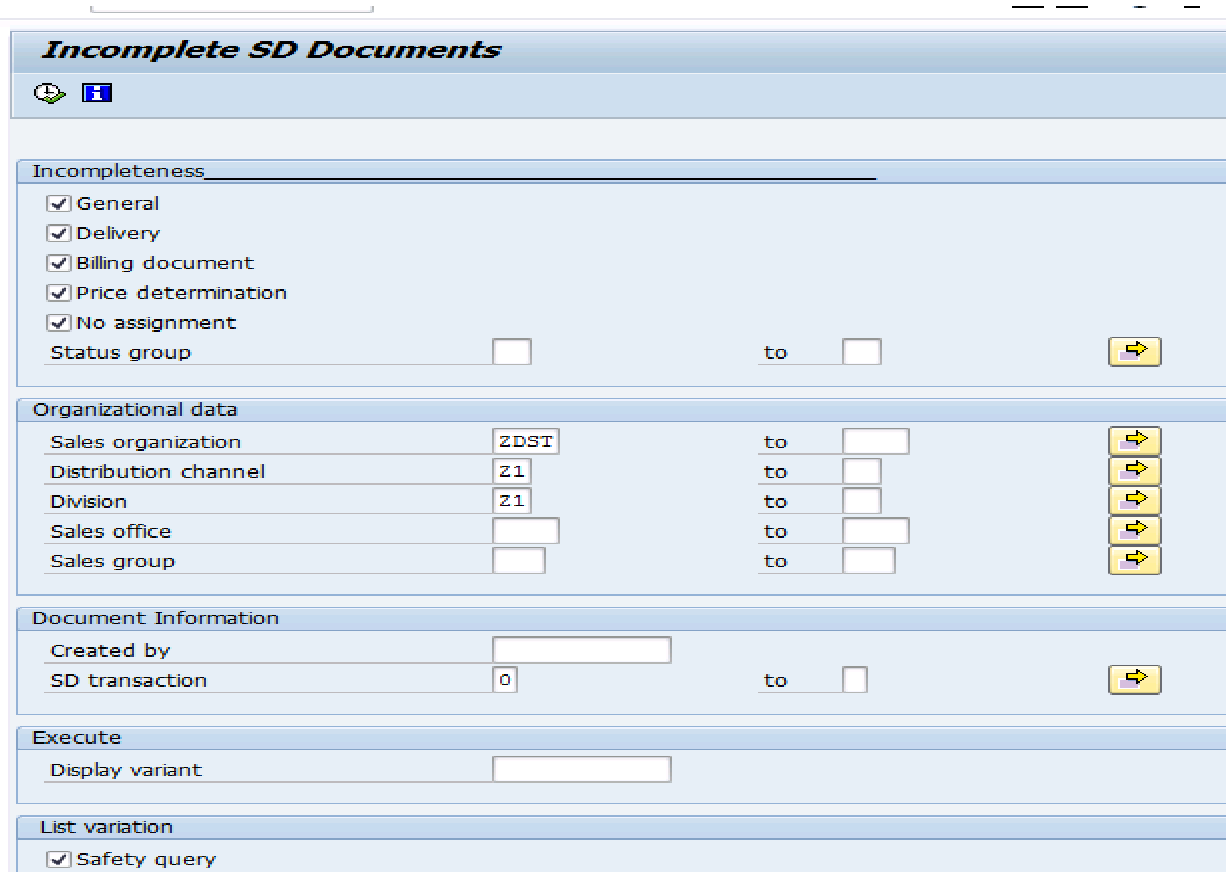
# SD–Close an Open Order–**VA02**

- To close an open sales order, double click on the S/O in **VA05** or go directly to **VA02**. Enter the sales order number and choose a “Reason for Rejection” under the reason for rejection tab and *save* **OR** change the quantity in the sales order to the quantity shipped to the customer and *save* the change on the order.



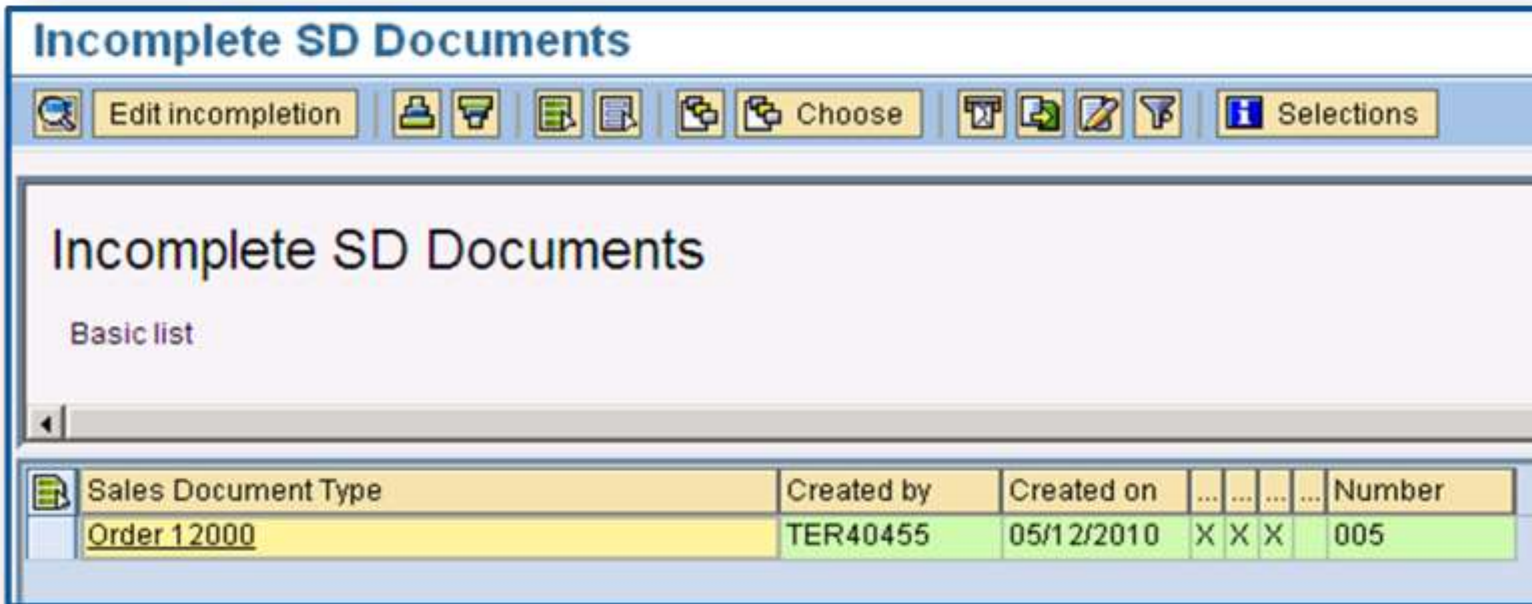
# SD – Incomplete Sales Orders – **V.02**

- 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.



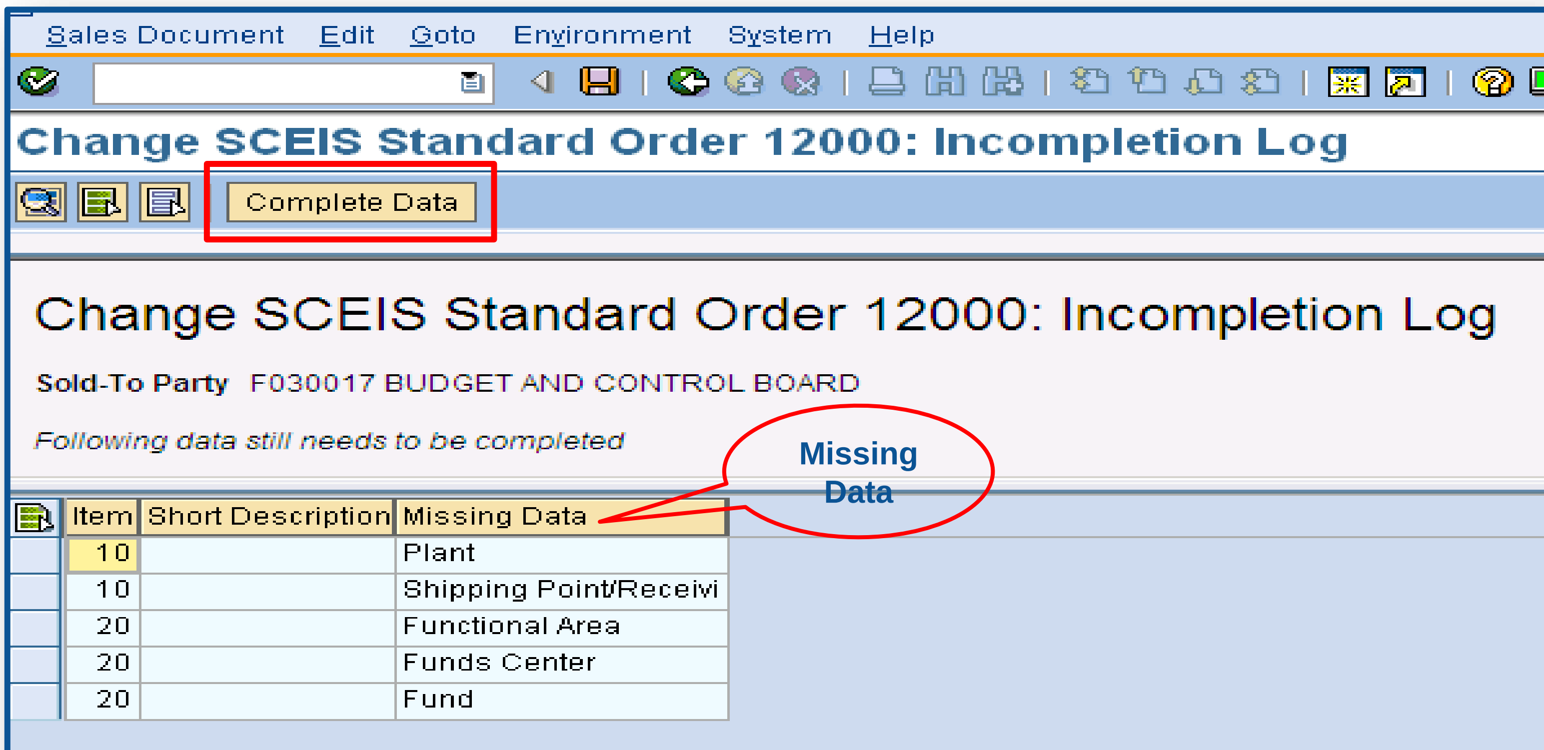
# SD – Incomplete Sales Orders – **V.02** cont.

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



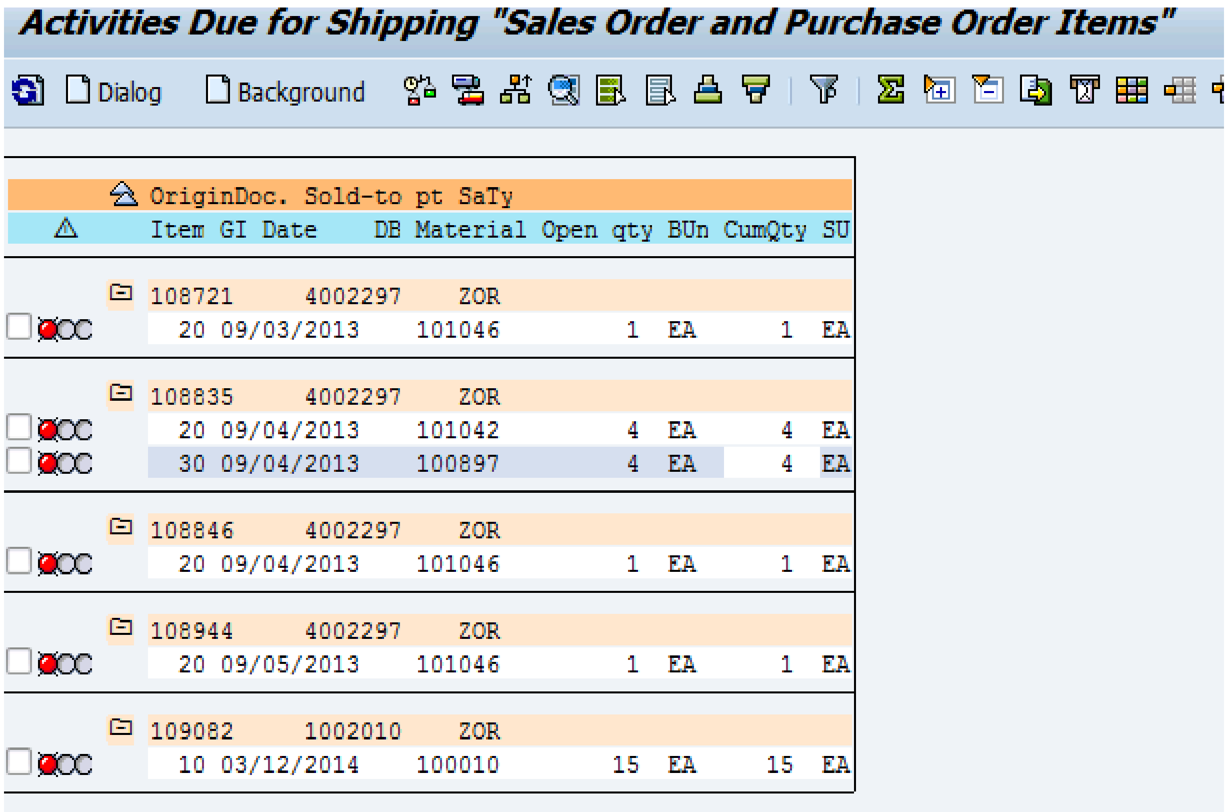
# SD – Incomplete Sales Orders – **V.02** cont.

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



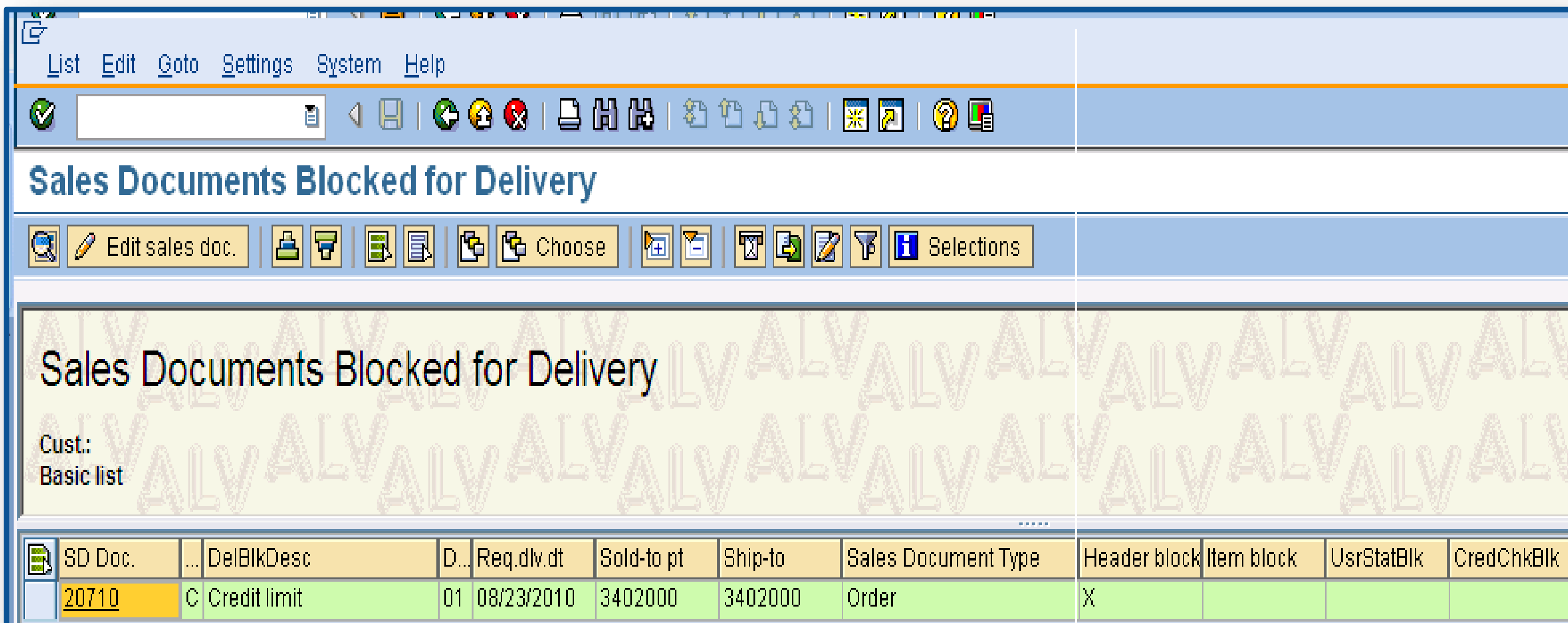
# SD – Picking and Issuing – **VL10H**

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



# SD – Blocked for Delivery –**VA14L**

- 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**

- **VA45** – Review all **Open** Sales Contracts. Close old contracts or roll over to next year using ZFMJ2.

***List of Contracts***

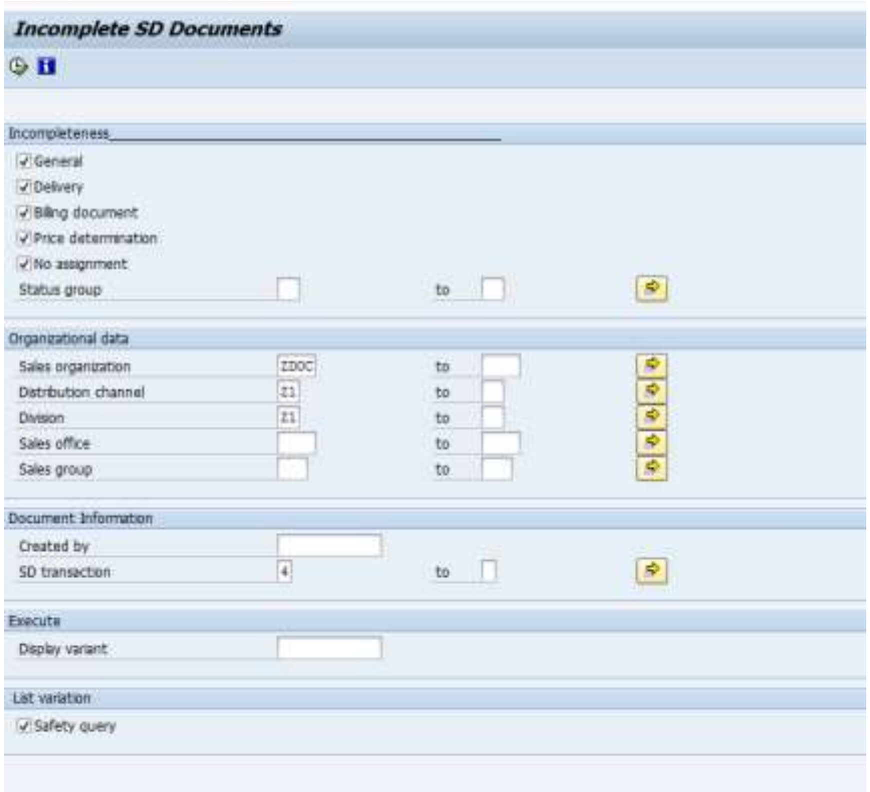
## Open contracts

**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

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



# SD – Billing – **VFX3**

- **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**

- **VF04** – Review all open Billing Documents related to Sales Orders. There should be no billing documents awaiting release to accounting. 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**

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

**SD Documents Blocked for Billing**

Edit sales doc. | Choose | Save | Selections

## SD Documents Blocked for Billing

**Customer:**
**Basic list**

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

# SD – Billing – Current Fiscal Year

- If the Sales Order was shipped in the current fiscal year, the billing must be completed in the current fiscal year.

# SD – Helpful SD Transaction Codes

- **VA05** Review all **OPEN** Sales Orders
- **V.02** Review **INCOMPLETE** Sales Orders
- **VL10H** Review all **Open** Picking & Goods Issue Requests
- **VA14L** Review any SD Documents **Blocked for Delivery**
- **VA45** Review All **OPEN** Sales *Contracts*
- **V.06** Review All **INCOMPLETE** Sales *Contracts*

# SD – Transaction Codes to Remember cont.

- 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

# SD Sales Orders Carry Forward

- A Sales Order or Contract can roll forward to the new year by using ZFMJ2.

# Lesson 6 Summary

- You should now be able to:
  – Review and prepare sales documents for year end.
  – Recognize the transactions used to review sales documents.
  – Understand the importance of shipping and billing in the same fiscal year.
  – Use available reports to view open orders, picks, issues and billing.

# LESSON 7: Five Options to Create Shopping Carts for Fiscal Year 2015

# Shopping Carts for FY 2015

- Five Options to Create Shopping Carts for Fiscal Year 2015
- http://www.sceis.sc.gov/documents/Five_Options_To_Create_SC_for_FY2015_Before_or_on_July_1_2014.pdf

# Course Summary

- You should now be able to:
  - Understand the Year-End Closing Procedures and Impact on SCEIS Users
  - Manage Carry Forward Process
  - Manage Year-End Tools
  - Manage Purchasing Process
  - Manage Inventory Process
  - Manage Sales and Distribution
  - Understand the Five Options to Create Shopping Carts for FY2015

# Any Questions?

# Next Steps

- Additional Support and Reference Materials
  – You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Go to the SCEIS website at http://www.sceis.sc.gov **and** click **Training,** and then click **SCEIS uPerform**

# Evaluation

***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

# Contact Information

- Training@sceis.sc.gov
- Contact the SCEIS Service Desk by phone or email. Service Desk staff will create a help ticket and work to resolve your issue. Service Desk contact information:
  **a.** Phone: (803) 896-0001
  (Select option 1 for SCEIS Help)
  **b.** Email: SCEISHelpDesk@sceis.sc.gov
- SCEIS Website at www.sceis.sc.gov