

INVENTORY CLOSING PACKAGE

(GAAP CLOSING PROCEDURES MANUAL – SECTION 3.6)

INSTRUCTIONS FOR SCEIS INVENTORY REPORTING INFORMATION

TRANSACTION: **ZGLA**

Objective: The Inventory Closing Package requires reporting of the ending inventory balance for supplies and merchandise inventory (if the value on hand is \$100,000 or more at year-end). If you have recorded inventory transactions in SCEIS, you may obtain the balance information by using ZGLA and the steps below. As of July 7, 2010, the following agencies had balances in inventory accounts in SCEIS: D100, F030, H630, H730, J120, K050, N040, N080, N120, N200, P240, and R400.

Note: The closing package instructions define inventory as balances on hand that were purchased with certain STARS object codes. The Excel file *GAAP-STARS-SCEIS accounts by Closing Package.xls* provides the translation between STARS object codes for inventory purchases and the related SCEIS G/L accounts. The balances recorded in SCEIS inventory balance sheet accounts (1400000000 to 1499999999 range) should correspond to purchases made with the expenditure accounts defined as inventory-related. A BW report is available that will give you expenditures in SCEIS G/L accounts that coincide with the STARS object codes defined as inventory expenditures. The BW report title is CAFR Supply & Merchandise Inv (Technical name: YYZFI_ZGLP_001_Q004_SP_M_INV).

Note: The closing package also requires reporting of USDA commodities inventory activity. That is outside the scope of these instructions.

Step 1: Type ZGLA in the main menu screen.

Step 2: Fill in the screen with the following information:

Fiscal Year 2010

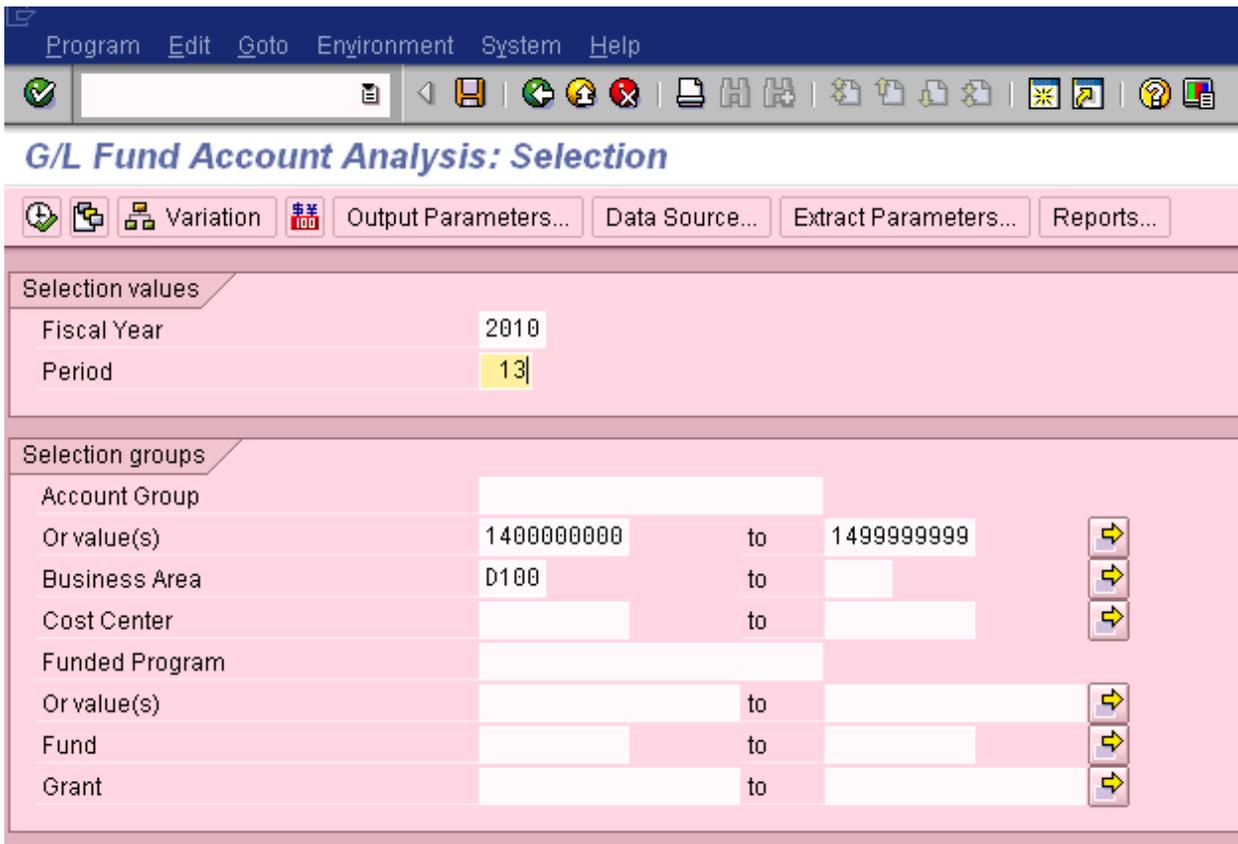
Period 13

Account Group

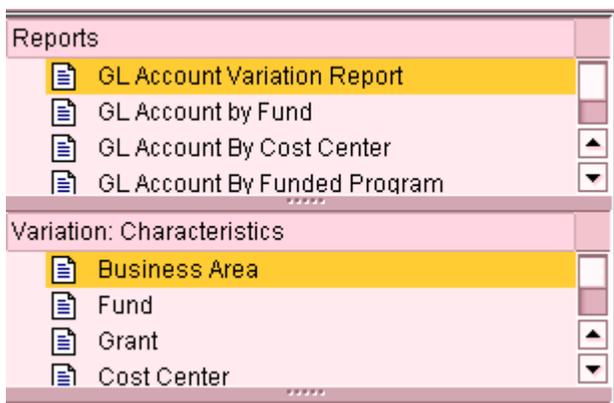
Or values 1400000000 to 1499999999

Business Area Yours

Click the Execute button.



Step 3: On the upper left hand side of the tool bar, click the Tree On icon  so the following shows. If it is already there, you do not have to click this icon.



Step 4: Click GL Account by Fund under the Reports category. You will see the following:

Report Edit Goto View Extras Settings System Help

GL Account by Fund

Selected Accounts by Account / Fund

Run Date / Time 06/30/2010, 10:16:06

Bus Area: D100 Fund: * Grant: * Period: 12, 2010
 Cost Ctr: * Funded Program: *

Account / Fund	YTD Beg Bal	MTD Activity	YTD End Bal
* 30350000 OPERATING REVENUE	3,914.84		3,914.84
* 30357000 OPERATING REVENUE	23,925.29	5,681.73	29,607.02
** Total	27,840.13	5,681.73	33,521.86

Click the icons  located to the left of the schedule to expand the view of the GL accounts by fund as follows:

Report Edit Goto View Extras Settings System Help

GL Account by Fund

Selected Accounts by Account / Fund

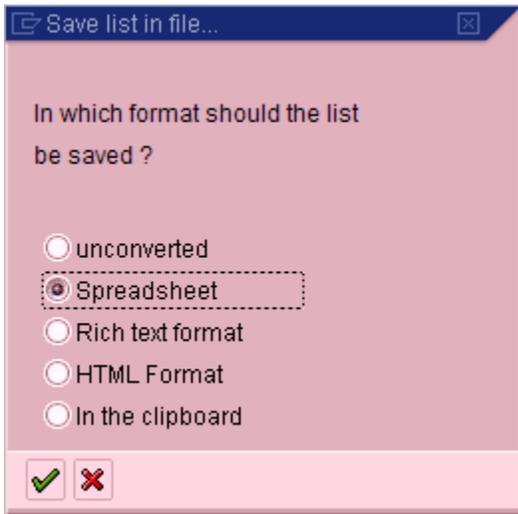
Run Date / Time 06/30/2010, 10

Bus Area: D100 Fund: * Grant: * Period: 12, 2010
 Cost Ctr: * Funded Program: *

Account / Fund	YTD Beg Bal	MTD Activity	YTD End Bal
1400010002 IM - INV- OP SUP MAT	3,914.84		3,914.84
* 30350000 OPERATING REVENUE	3,914.84		3,914.84
1400010001 IM - INV- RAW MAT		399.08	399.08
1400010002 IM - INV- OP SUP MAT	23,925.29	5,282.65	29,207.94
* 30357000 OPERATING REVENUE	23,925.29	5,681.73	29,607.02
** Total	27,840.13	5,681.73	33,521.86

Step 5: Use Appendix A - STARS Subfunds and GAAP Fund Codes mailed to your agency by the CG's Office along with the STARS to SAP Fund Listing on the SCEIS website (<http://www.sceis.sc.gov/page.aspx?id=140>) to determine which SCEIS funds to report in which GAAP funds.

Step 6: You may save this schedule to a spreadsheet by clicking on: Systems > List > Save > Local File



When this pop-up box appears, click on *Spreadsheet* and then the green check.



Save the file where you want to in your local directory to access later, and then click on *Generate*.