## INVENTORY CLOSING PACKAGE

## (GAAP CLOSING PROCEDURES MANUAL – SECTION 3.6)

## INSTRUCTIONS FOR SCEIS INVENTORY REPORTING INFORMATION

## TRANSACTION: ZGLA

<u>Objective</u>: 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.

<u>Note:</u> 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).

<u>Note</u>: 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.

<u>Step 2:</u> Fill in the screen with the following information:

Fiscal Year	2010				
Period	13				
Account Group	Group				
Or values	140000000	to	14999999999		
Business Area	Yours				
Click the Execute button.					

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Selection values				
Fiscal Year	2010			
Period	13			
Selection groups				
Account Group				
Or value(s)	1400000000	to	1499999999	-
Business Area	D100	to		-
Cost Center		to		-
Funded Program				
Or value(s)		to		<b>\$</b>
Fund		to		4
Grant		to		⇒

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

GL Account Variation Report     GL Account by Fund     GL Account By Cost Center     GL Account By Funded Program     Variation: Characteristics     Business Area	Report	s	
<ul> <li>GL Account by Fund</li> <li>GL Account By Cost Center</li> <li>GL Account By Funded Program</li> <li>Variation: Characteristics</li> <li>Business Area</li> </ul>		GL Account Variation Report	
GL Account By Cost Center  GL Account By Funded Program  Variation: Characteristics  Business Area		GL Account by Fund	
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<u>Step 4:</u> Click GL Account by Fund under the Reports category. You will see the following:

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GL Account by Fund				
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Reports	Selected Accounts by Account / Fund	Run Date / Time 06/30/2010, 10:16:06		
GL Account Variation Report     GL Account by Fund     GL Account by Fund     GL Account By Cost Center	Bus Area: D100 Fund: * Grant:* Cost Ctr: * Funded Program: *	Period: 12, 2010		
GL Account By Funded Program	Account / Fund YTD Beg Bal	MTD Activity YTD End Bal		
Variation: Characteristics  Business Area	* 30350000 OPERATING REVENUE 3,914.84	3,914.84		
Grant	* 30357000         OPERATING REVENUE         23,925.29	5,681.73 29,607.02		
Funded Program	127,840.13	5,681.73 33,521.86		
Variation: Business Area				

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

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GL Account by Fund					
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Reports	]	Selected Accounts by Account / Fund		Run Date	e / Time 06/30/2010, 10
GL Account Variation Report     GL Account by Fund     GL Account by Cost Center		Bus Area: D100 Fund: * Cost Ctr: * Funded Program: *	Grant:*	Period	: 12, 2010
GL Account By Funded Program		Account / Fund	YTD Beg Bal	MTD Activity	YTD End Bal
Variation: Characteristics		1400010002 IM - INV- OP SUP MAT	3,914.84		3,914.84
Grant	1	* 30350000 OPERATING REVENUE	3,914.84		3,914.84
En Funded Program		1400010001 IM - INV- RAW MAT		399.08	399.08
Variation: Business Area		1400010002 IM - INV- OP SUP MAT	23,925.29	5,282.65	29,207.94
* Business Area	1	* 30357000 OPERATING REVENUE	23,925.29	5,681.73	29,607.02
	1	** Total	27,840.13	5,681.73	33,521.86

<u>Step 5:</u> 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 (<u>http://www.sceis.sc.gov/page.aspx?id=140</u>) to determine which SCEIS funds to report in which GAAP funds.

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

🖙 Save list in file 🛛 🖂
In which format should the list
be saved ?
Ounconverted
Spreadsheet
O Rich text format
O HTML Format
◯ In the clipboard
<b>×</b>

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

🖻 GL Account	Variation Report	
Directory	C:\Documents and Settings\jbutler\SapWorkDir\	•
File Name	XLS d	•
Generate	Replace Extend 🗙	

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