OPERATING LEASES CLOSING PACKAGE

(GAAP CLOSING PROCEDURES MANUAL – SECTION 3.19)

INSTRUCTIONS FOR SCEIS OPERATING LEASES REPORT INFORMATION

TRANSACTION: **FAGLB03**

Objective: The Operating Leases Closing Package requires reporting future lease payments that are not recorded in STARS or SCEIS, as well as confirming that current year operating lease payments were recorded correctly. SCEIS can give you a report of lease payments made during fiscal year 2010 by using FAGLB03, for your use in identifying and confirming the accuracy of current year lease payments as required in Section 1 of the Operating Leases Closing Package. It will be necessary to use information not maintained in SCEIS, such as lease agreements and associated files, to complete all other sections of the closing package.

Note: A BW report is also available that will give you lease payment expenditures. The BW report title is CAFR Operating Lease Expenses (Technical name: YYZFI_ZGLP_001_Q004_OP_LEASE).

Step 1: Type FAGLB03 in the main menu screen.

Step 2: Select the Variant icon , delete your ID in the *Created by* line, then execute, click on **CAFR Op Leases** to select this report, and click the green check. The variant will populate *Company code, Fiscal year,* and *Account Number*, with those GL accounts needed to retrieve operating lease payments.

Click the Execute button.

Step 3: You will see something like the following:

Account Edit Goto Environment System Help

Balance Display: G/L Accounts For the Ledger ZL

Document Currency | Document Currency | Document Currency | Individual Accou

Account Number	*				
Company Code	SC01	State of South Carolina			
Fiscal Year	2010				
Display More Chars					
All Documents in Currency	*	Display Currency	USD	Company code currenc	

Period	Debit	Credit	Balance	Cum. balance
Bal.Carryfo...				
1	708,514.70	245,787.40	462,727.30	462,727.30
2	564,160.66		564,160.66	1,026,887.96
3	569,162.95	141.24	569,021.71	1,595,909.67
4	2,378,532.16	1,970,325.11	408,207.05	2,004,116.72
5	187,310.47	3,343.28	183,967.19	2,188,083.91
6	516,470.02	105,886.44	410,583.58	2,598,667.49
7	393,828.46	5,931.61	387,896.85	2,986,564.34
8	589,965.61	1,281.99	588,683.62	3,575,247.96
9	379,760.93	21.89	379,739.04	3,954,987.00
10	359,840.11	24,647.72	335,192.39	4,290,179.39
11	71,590.23	200.00	71,390.23	4,361,569.62
12	522,243.01	10,057.52	512,185.49	4,873,755.11
13				4,873,755.11
14				4,873,755.11
15				4,873,755.11
16				4,873,755.11
Total	7,241,379.31	2,367,624.20	4,873,755.11	4,873,755.11

Step 4: Click on the Total in the Balance column to get a listing of documents for operating lease payments.

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display G/L View

Selections

G/L Account *
Company Code SC01
Ledger ZL

Account	BusA	Cost Ctr	Func. Area	Fund	Funded Program	Order	DocumentNo	Type	Doc. Date	LC amnt	Text
5040050000	F030	F030000010	F030_0004	10010000	F030000010_0004		3000219789	YR	08/17/2009	130.76	640 0116...
*			F030_0004							130.76	640 0116...
5040050000	F030	F030000010	F030_0004	10010000	F030000010_0004		3000333368	YR	09/17/2009	250.34	640 0116...
*			F030_0004							250.34	640 0116...
5040490000	F030	F030000010	F030_0004	10010000	F030000010_0004		3000333368	YR	09/17/2009	13.20	640 0116...
*			F030_0004							13.20	640 0116...
5040050000	F030	F030000010	F030_0004	34170000	F030000010_0004		3000333368	YR	09/17/2009	584.12	640 0116...
*			F030_0004							584.12	640 0116...
5040490000	F030	F030000010	F030_0004	34170000	F030000010_0004		3000333368	YR	09/17/2009	30.80	640 0116...
*			F030_0004							30.80	640 0116...
5040050000	F030	F030000010	F030_0004	10010000	F030000010_0004		9900033630	ZZ	10/27/2009	381.10-	OED Go Live Load
5040490000	F030	F030000010	F030_0004	10010000	F030000010_0004		9900033630	ZZ	10/27/2009	13.20-	OED Go Live Load
5040050000	F030	F030000010	F030_0004	34170000	F030000010_0004		9900033692	ZZ	10/27/2009	584.12-	OED Go Live Load
5040490000	F030	F030000010	F030_0004	34170000	F030000010_0004		9900033692	ZZ	10/27/2009	30.80-	OED Go Live Load
*			F030_0004							1,009.22-	OED Go Live Load
**			F030_0004							0.00	
5040050000	F030	F030000010	F030_0005	10010000	F030000010_0005		3000219789	YR	08/17/2009	93.18	640 0129...
*			F030_0005							93.18	640 0129...
5040050000	F030	F030000010	F030_0005	10010000	F030000010_0005		3000456499	YR	10/21/2009	93.18	640 0129...
*			F030_0005							93.18	640 0129...
5040050000	F030	F030000010	F030_0005	10010000	F030000010_0005		3000333368	YR	09/17/2009	93.18	640 0129...
*			F030_0005							93.18	640 0129...

Step 5: You can click on the *Account* column to sort and summarize this report by expenditure account code. You can drill into documents to determine the vendor, if needed. To get a summarized version and only see the totals by Account code, click the *Account* column then click the sort icon, then click the *Account* column and click the subtotal icon. Go to the bottom of the report and click on the double asterisk on the total line.

List Edit Goto Extras Environment Settings System Help

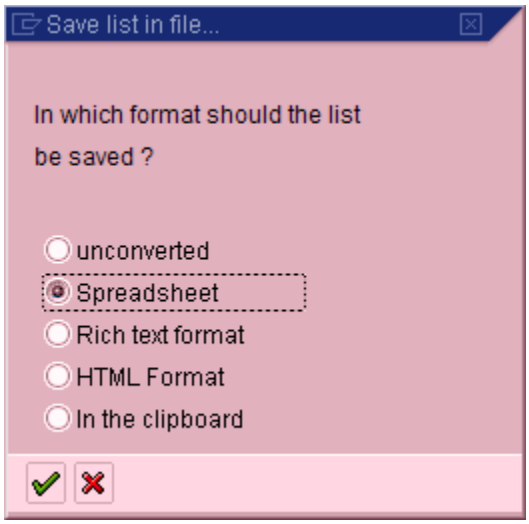
G/L Account Line Item Display G/L View

Selections

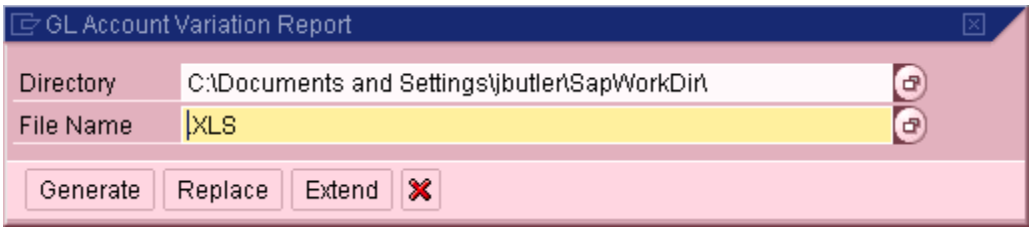
G/L Account *
Company Code SC01
Ledger ZL

Account	BusA	Cost Ctr	Func. Area	Fund	Funded Program	Order	DocumentNo	Type	Doc. Date	LC amnt	Text
* 5040010000										32,321.77	
* 5040020000										5,747.66	
* 5040030000										1,799,637.85	
* 5040050000										306,246.25	
* 5040060000										2,385,493.37	
* 5040490000										342,669.91	
* 5040490002										1,638.30	
**										4,873,755.11	

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*.