

SCEIS REPORTS FOR CLOSING PACKAGES

Objective: The SCEIS team has created new reports or defined specifications to run existing reports that will assist agencies in completion of the Comptroller General's GAAP Closing Packages for FY 2010. Instructions on how to execute those reports can be found on the SCEIS website at <http://www.sceis.sc.gov> under Reminders & Tools.

Availability of Reports: Reports and instructions are available for the following closing packages (GAAP Closing Procedures Manual section in parenthesis):

Reports to be run at the agency level from ECC:

Cash and Investments (3.1)

Inventory (3.6) – This is a report of inventory balances (if input into SCEIS).

Capital Assets and Accumulated Depreciation (3.9) – **COMING SOON**

Interfund Payables (3.18)

Operating Leases (3.19)

Note that a separate instruction document exists for each of the above closing package reports. The specific instructions for each closing package report explain which ECC report to run and the selection criteria to use.

Reports to be run at the agency level from BW:

The following is the list of available BW reports by closing package. Note that a single instruction document exists for all of the reports. An additional document exists that further explains the CAFR Accounts Receivable BW report.

<u>Closing Package</u>	<u>BW Report Name</u>	<u>BW Technical Report Name</u>
Grant/Contribution Revenues (3.3) Miscellaneous Revenues (3.4) Refunds Receivable (3.5b)	CAFR Accounts Receivable	YYZFI_ZGLP_O01_Q004_RECV
Inventory (3.6) – This is a report of inventory expenditures, not inventory balances on hand. The report should be used for information purposes only.	CAFR Supply & Merchandise Inv	YYZFI_ZGLP_O01_Q004_SP_M_INV
Accounts Payable (3.12)	CAFR Prior Year Payables	YYZFI_ZGLPO01_Q004_PPAY
Litigation (3.13)	CAFR Litigation Expense	YYZPU_O30_CAFR_Q_LFEE_TEST
Operating Leases (3.19)	CAFR Operating Lease Expenses	YYZFI_ZGLP_O01_Q004_OP_LEASE

Reports to be run at statewide level by SCEIS/CG and distributed to agencies:

Compensated Absences (3.17) – **DISTRIBUTED ON JULY 14, 2010**

Word of Caution: It is important to note that reports obtained from SCEIS are only as accurate as the data input into the system. You must review each of these reports carefully to ensure you are accurately reporting information on your closing packages. Not all agencies have recorded petty cash, inventory, receivables, etc, in SCEIS; therefore, completion of closing packages for some agencies may involve running SCEIS reports and obtaining information from other agency records. During FY 2011, in an effort to eliminate as many closing packages as possible, the SCEIS team and the Comptroller General's Office will work with agencies to ensure SCEIS functionality is fully utilized.

Other Information Available: In addition to instructions for running reports for each of the closing packages listed above, an Excel spreadsheet *GAAP-STARs-SCEIS accounts by Closing Package.xls* is also available on the SCEIS website. This spreadsheet has tabs for each closing package where the information to be reported on the closing package is defined by certain STARs revenue or expenditure object codes. This spreadsheet crosswalks the applicable SCEIS G/L account for each STARs object code that is applicable to each closing package and defines how the STARs objects and SCEIS G/L's fit into the GAAP revenue or expenditure categories. (This is essentially the GAAP Closing Procedures Manual's Appendices C, D, and E updated with SCEIS G/L's.) The closing packages to which this spreadsheet applies are as follows:

- Tax Revenues (3.2)
- Grant/Contribution Revenues (3.3)
- Miscellaneous Revenues (3.4)
- Refunds Receivable (3.5b)
- Inventory (3.6)
- Litigation (3.13)
- Operating Leases (3.19)

Questions: If you have questions about how to run the SCEIS reports, please submit a help ticket to the SCEIS Service Desk at 896-0001 or SCEISHelpDesk@sceis.sc.gov. If you have questions concerning content or requirements of the closing packages, please call the appropriate Comptroller General staff member as indicated on the GAAP Contact Persons list on the CG's website at <http://www.cg.sc.gov/agencyinfo/gaap.htm>.