

## Instructions for Inventory Purchase Orders that need to be Carried Forward

Scenario 3 – PO was created in current fiscal year (2015) for a quantity of 15,000 and the agency did not receive all of goods before 06/30/2015.

- Contact the vendor to ensure that the agency will still receive the merchandise, if so,
- The agency will need to carry forward both the purchase order and the FI document from the Goods Receipt to the new fiscal year

### Example

PO 4500047320 was created 01/23/2015 with 3 lines items for a total of \$2,146.70.

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curre...	Per	O...	Matl Group	Plnt	Stor. Location
	1			118118	PAINT,OLIVE DRAB,5/GL...	12	DR	D	01/23/2015	142.50	USD	1	DR	Paint Deck a...	SCVRD Walterboro	Main Floor
	2			118119	PAINT,PRIMER,RED,5/GL...	2	DR	D	01/23/2015	154.60	USD	1	DR	Paint Deck a...	SCVRD Walterboro	Main Floor
	3			134998	SOLVENT,MINERAL SPIR...	2.00	EA	D	01/23/2015	63.75	USD	1	EA	Solvents No...	SCVRD Walterboro	Main Floor

Line 1 is still open and a Goods Receipt was completed for line 2 and 3 in current fiscal year. So in this case, you have value on the PO **and** also value on the Goods Receipt. Remember, inventory has “Valuated Goods Receipts”.

To view the value on the PO, in ME23N, click on Environment > AC Commitment Document

**Document Journal**

FM Area SC01  
 Year Commitment Item 2015  
 Commitment Item  
 Funds Center  
 Fund  
 Layout /FM PUR REQ  
 User SCOYNER  
 Date/Time 07/16/2015 19:53:58

Val.type text	VT	FM pstg d.	RefDocNo	Item	Amt type	Amt type	Σ	Pymt Bdgt	Year	G/L	Funds Cente
Purchase Orders	51	01/23/2015	4500047320	1	0100	Original	1,829.70		2015		H730FCD020
Purchase Orders	51	01/23/2015	4500047320		0150	Change	119.70-				H730FCD020
							<b>1,710.00</b>				
Purchase Orders	51	06/30/2015	4500047320	2	0200	Reduction	309.20-				H730FCD020
Purchase Orders	51	01/23/2015	4500047320		0100	Original	330.84				H730FCD020
Purchase Orders	51	01/23/2015	4500047320		0150	Change	21.64-				H730FCD020
							<b>0.00</b>				
Purchase Orders	51	06/30/2015	4500047320	3	0200	Reduction	127.50-				H730FCD020
Purchase Orders	51	01/23/2015	4500047320		0100	Original	136.43				H730FCD020
Purchase Orders	51	01/23/2015	4500047320		0150	Change	8.93-				H730FCD020
							<b>0.00</b>				
							<b>1,710.00</b>				
							<b>1,710.00</b>				

To see the value on the Goods Receipt, double click on the Goods Receipt number

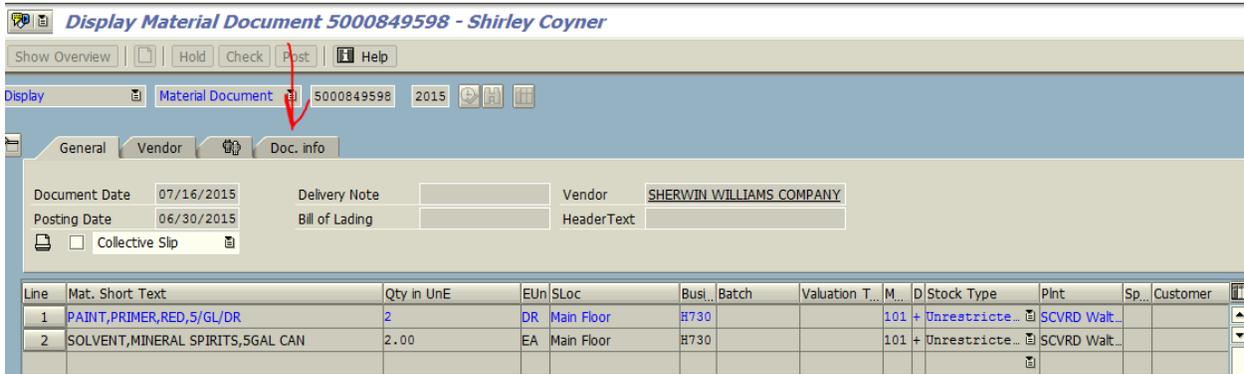
Item [ 2 ] 118119 , PAINT,PRIMER,RED,5/GL/DR

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignm

Basic List

S...	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
WE	101	5000849598	1	06/30/2015		2	0	DR		309.20	USD
<b>Tr./Ev. Goods receipt</b>						<b>2</b>		<b>DR</b>		<b>309.20</b>	<b>USD</b>

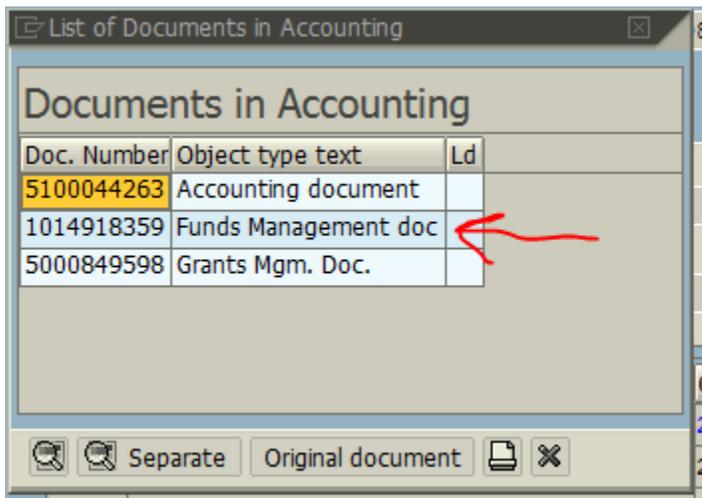
Click on Doc. Info tab



Click on FI Document Tab



And then click on Funds Management doc



## Display FM Document: Overview

07/16/2015 19:55:54

FM Doc. No.	Itm	VT	Value type	Amt type	Per	Year	Year	FM pstg d.	Cmmt Item	FMAC Amnt	Fund	Grant
1014918359	1	54	Invoices	Original	12	2015	2015	06/30/2015	5034020003	309.20	34290000	NOT RELEVANT
	2	54	Invoices	Original	12		2015		5034020003	127.50	34290000	NOT RELEVANT

The decision was made to carry forward the PO to the new fiscal year, because all of the goods were not received in 2015. The remainder of the goods will be received in FY 2016.

In this scenario you will be required to bring the PO and the FI document from the Goods Receipt to the new fiscal year. Use transaction ZFMJ2 and fill in all of the required fields (in yellow) for the movement of the PO first.

## Year-End Closing: Carryforward of Open Items

FM Area

Sender Fiscal Year

**Budget Category**

Payment Budget

Commitment Budget

**Restriction on FM Account Assignments**

Grant	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text" value="h7300000"/>	to	<input type="text" value="h730zzzzz"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>	to	<input type="text"/>	

**Restriction According to Attributes**

Variant Name

**Restriction at Document Level**

Value Type	<input type="text" value="51"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text" value="4500047320"/>	to	<input type="text"/>	

**FI Documents**

FI doc.no.fisc.year

**Process Control**

Test Run

Process with Dialog

Block Documents

Detail List

Availability Control

Notice above that the “Value Type” is 51 for the PO.

Execute  in the “Test Run” mode.

FM Area	SC01	Date	07/16/2015
Fiscal Year	2015	Time	20:00:04
No. of FYC Documents	1	Mode	Test Run 

Log: Carryforward of Open Items															
DocumentNo	RfItem	Acct...	Status	Open Amt. FMA Crcy/	Open Amt. Trans.Crcy/	TCurr	Val.Type	Text	Ref.Org	Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
4500047320	1		CC	1,710.00	1,710.00	USD	Purchase Orders				SC01		Payment Budget		Payment Budget

This is showing that 1,710.00 from line 1 will be picked up to carry forward to the new fiscal year. Green arrow back , uncheck/remove the “Test Run” and then execute. You should receive a green light and the “Update Run” should be in green.

Year-End Closing: Carryforward of Open Items												
FM Area	SC01	Date	07/16/2015									
Fiscal Year	2015	Time	20:01:49									
No. of FYC Documents	1	Mode	Update Run									

Log: Carryforward of Open Items															
DocumentNo	RfItem	Acct...	Status	Open Amt. FMA Crcy/	Open Amt. Trans.Crcy/	TCurr	Val.Type	Text	Ref.Org	Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
4500047320	1		CC	1,710.00	1,710.00	USD	Purchase Orders				SC01		Payment Budget		Payment Budget

To see the movement of the FM document, go back to ME23N in ECC; double click on the Goods Receipt document.

### Document Journal

FM Area SC01  
 Year Commitment Item 2015  
 Commitment Item  
 Funds Center  
 Fund  
 Layout /FM PUR REQ  
 User SCOYNER  
 Date/Time 07/16/2015 20:02:11

Val.type text	VT	FM pstg d.	RefDocNo	Item	Amt type	Amount type	Σ	Pymt Bdgt	Year	G/L	Fu	
Purchase Orders	51	06/30/2015	4500047320	1	0300	Previous Year Carryforward (Commitmen		1,710.00-	2015		H7	
Purchase Orders	51	01/23/2015	4500047320		0100	Original		1,829.70			H7	
Purchase Orders	51	01/23/2015	4500047320		0150	Change		119.70-			H7	
							1	0.00				
Purchase Orders	51	06/30/2015	4500047320	2	0200	Reduction		309.20-			H7	
Purchase Orders	51	01/23/2015	4500047320		0100	Original		330.84			H7	
Purchase Orders	51	01/23/2015	4500047320		0150	Change		21.64-			H7	
							2	0.00				
Purchase Orders	51	06/30/2015	4500047320	3	0200	Reduction		127.50-			H7	
Purchase Orders	51	01/23/2015	4500047320		0100	Original		136.43			H7	
Purchase Orders	51	01/23/2015	4500047320		0150	Change		8.93-			H7	
							3	0.00				
								0.00				
								0.00				
Purchase Orders	51	07/01/2015	4500047320	1	0350	Following year carryforward (commitme		1,710.00	2016		H7	
							1	1,710.00				
								1,710.00				
								1,710.00				

And you will see that the value moved from FY15 to FY16. Now carry forward the FI Document from the Goods Receipt.

Double click on the Goods Receipt number

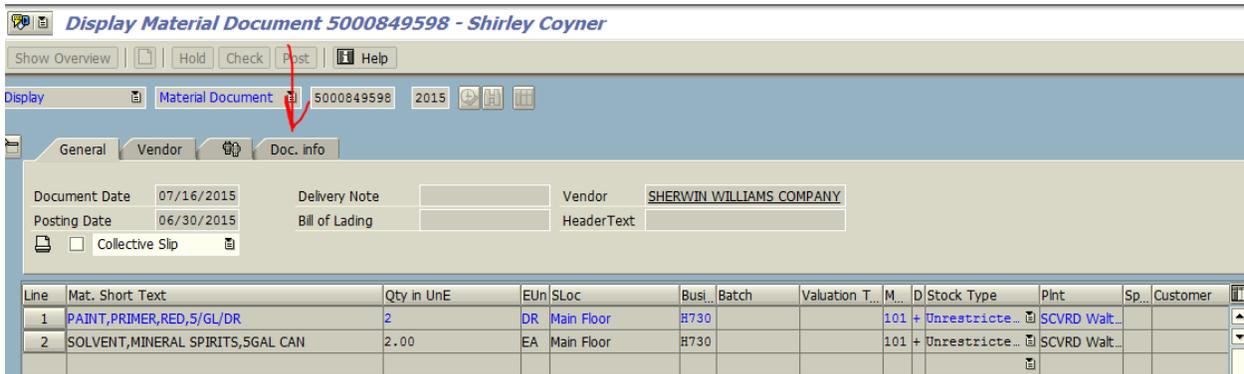
Item [ 2 ] 118119 , PAINT,PRIMER,RED,5/GL/DR

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignm

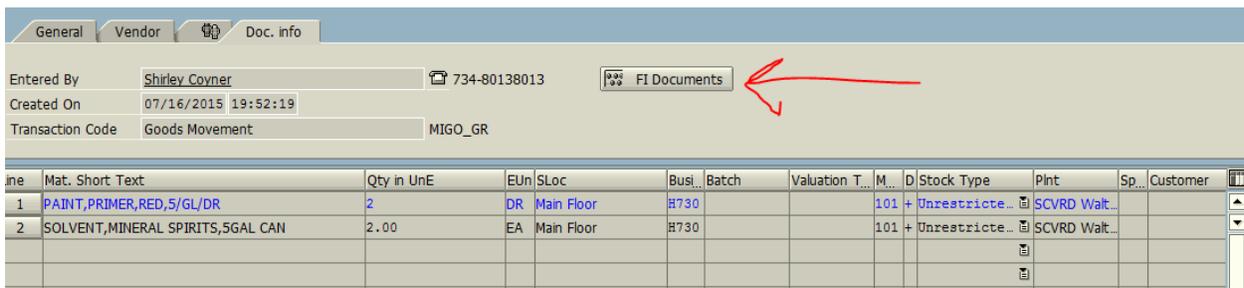
Basic List

S...	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
WE	101	5000849598	1	06/30/2015		2	0	DR		309.20	USD
<b>Tr./Ev. Goods receipt</b>						<b>2</b>		<b>DR</b>		<b>309.20</b>	<b>USD</b>

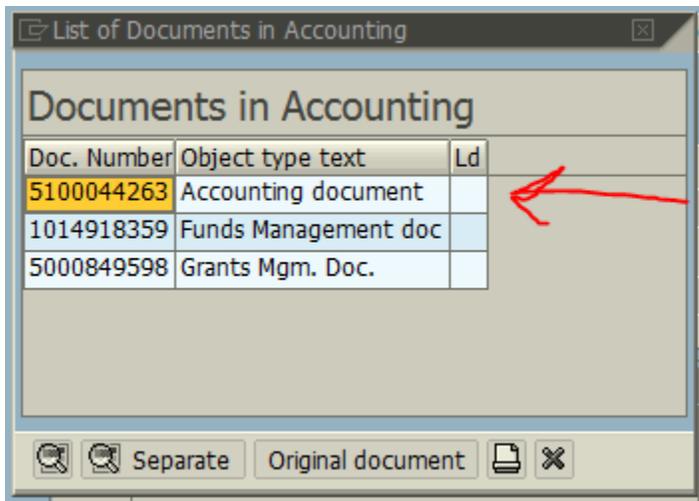
Click on Doc. Info tab



Click on FI Document Tab



And use the Accounting document number



Go back to ZFMJ2 and fill in all required information in yellow. Notice that the “Value Type” is 54 because this time you are using the finance document number. Execute  in the “Test Run” mode.

**Year-End Closing: Carryforward of Open Items**





FM Area   
 Sender Fiscal Year

**Budget Category**

Payment Budget  
 Commitment Budget

**Restriction on FM Account Assignments**

Grant	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text" value="h7300000"/>	to	<input type="text" value="h730zzzzzz"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
Functional Area	<input type="text"/>	to	<input type="text"/>	
Funded Program	<input type="text"/>	to	<input type="text"/>	

**Restriction According to Attributes**

Multiple Selection FM Account Assignm... Variant Name

**Restriction at Document Level**

Value Type	<input type="text" value="54"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text" value="5100044263"/>	to	<input type="text"/>	

**FI Documents**

FI doc.no.fisc.year

**Process Control**

Test Run  
 Process with Dialog  
 Block Documents  
 Detail List  
 Availability Control  

Layout

Execute  in the “Test Run” mode.

FM Area	SC01	Date	07/16/2015
Fiscal Year	2015	Time	20:04:08
No. of FYC Documents	2	Mode	Test Run

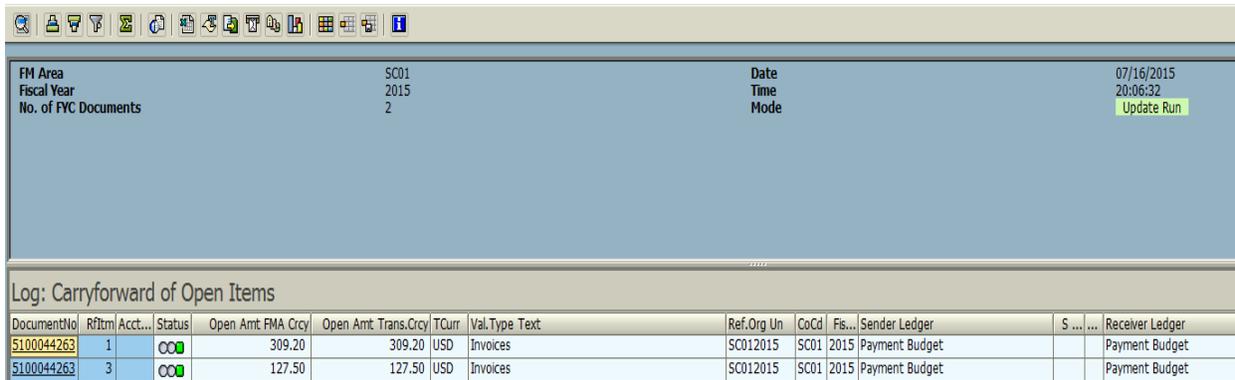
  

Log: Carryforward of Open Items															
DocumentNo	Rfltm	Acct...	Status	Open Amt FMA Crcy	Open Amt Trans.Crcy	TCurr	Val.Type	Text	Ref.Org	Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
5100044263	1		OOO	309.20	309.20	USD	Invoices		SC012015		SC01	2015	Payment Budget		Payment Budget
5100044263	3		OOO	127.50	127.50	USD	Invoices		SC012015		SC01	2015	Payment Budget		Payment Budget

This is showing the values that will be picked up to carry forward to the new fiscal year.

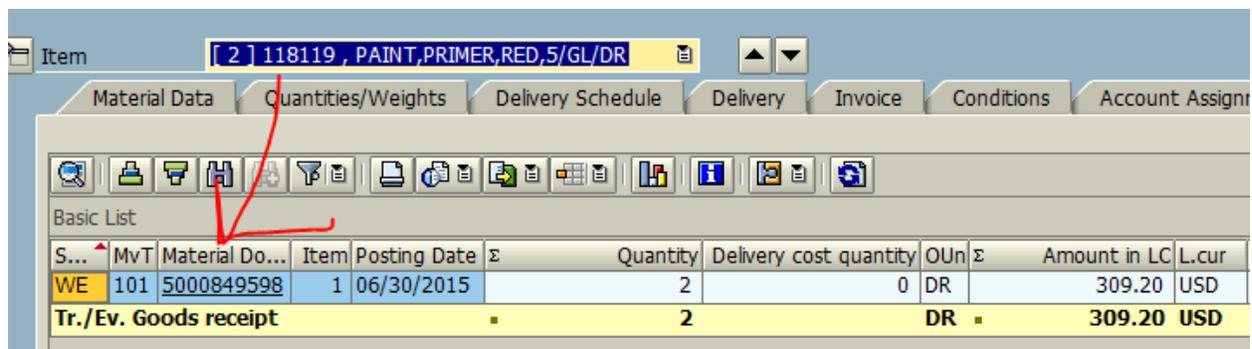
Green arrow back , uncheck/remove the “Test Run” and then execute. You should receive a green light and the “Update Run” should be in green.

*Year-End Closing: Carryforward of Open Items*



DocumentNo	RfItem	Acct...	Status	Open Amt FMA CrCy	Open Amt Trans.CrCy	TCurr	Val.Type Text	Ref.Org Un	CoCd	Fis...	Sender Ledger	S...	Receiver Ledger
5100044263	1		OOO	309.20	309.20	USD	Invoices	SC012015	SC01	2015	Payment Budget		Payment Budget
5100044263	3		OOO	127.50	127.50	USD	Invoices	SC012015	SC01	2015	Payment Budget		Payment Budget

To view the movement of the values on the Goods Receipt, double click on the Goods Receipt number



S...	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
WE	101	5000849598	1	06/30/2015		2	0	DR		309.20	USD
<b>Tr./Ev. Goods receipt</b>						<b>2</b>		<b>DR</b>		<b>309.20</b>	<b>USD</b>

## Click on Doc. Info tab

Display Material Document 5000849598 - Shirley Coyner

Show Overview | Hold | Check | Post | Help

Display | Material Document | 5000849598 | 2015

General | Vendor | **Doc. info**

Document Date: 07/16/2015 | Delivery Note: | Vendor: SHERWIN WILLIAMS COMPANY  
Posting Date: 06/30/2015 | Bill of Lading: | HeaderText: |  
 Collective Slip

Line	Mat. Short Text	Qty in UnE	EUn	SLoc	Busi.	Batch	Valuation T...	M...	D	Stock Type	Plnt	Sp...	Customer
1	PAINT,PRIMER,RED,5/GL/DR	2	DR	Main Floor	H730				101	+ Unrestrict...	SCVRD Walt...		
2	SOLVENT,MINERAL SPIRITS,5GAL CAN	2.00	EA	Main Floor	H730				101	+ Unrestrict...	SCVRD Walt...		

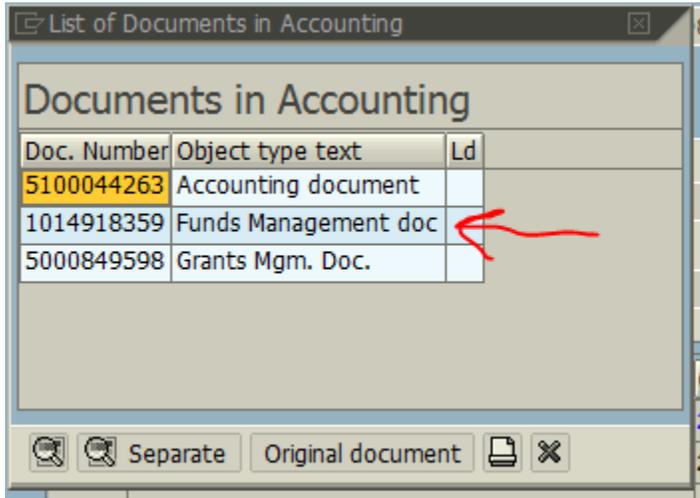
## Click on FI Document Tab

General | Vendor | **Doc. info**

Entered By: Shirley Coyner | 734-80138013 | **FI Documents** (arrow)  
Created On: 07/16/2015 19:52:19  
Transaction Code: Goods Movement | MIGO\_GR

ine	Mat. Short Text	Qty in UnE	EUn	SLoc	Busi.	Batch	Valuation T...	M...	D	Stock Type	Plnt	Sp...	Customer
1	PAINT,PRIMER,RED,5/GL/DR	2	DR	Main Floor	H730				101	+ Unrestrict...	SCVRD Walt...		
2	SOLVENT,MINERAL SPIRITS,5GAL CAN	2.00	EA	Main Floor	H730				101	+ Unrestrict...	SCVRD Walt...		

And then click on Funds Management doc



Display FM Document: Overview

07/16/2015 20:07:50

FM Doc. No.	Itm	VT	Value type	Amount type	Per	Year	Year	FM pstg d.	Cmnt Item	FMAC Amnt	Fund	Grant	G/L Account	Funds Cen	
1014918359	1	54	Invoices	Original	12	2015	2015	06/30/2015	5034020003	309.20	34290000	NOT RELEVANT	1400010001	H730FCD0	
		54	Invoices	Previous Year Carryforward (Commitmen	16	2015			5034020003	309.20	34290000	NOT RELEVANT	1400010001	H730FCD0	
	2	54	Invoices	Original		12	2015			5034020003	127.50	34290000	NOT RELEVANT	1400010001	H730FCD0
		54	Invoices	Previous Year Carryforward (Commitmen	16	2015				5034020003	127.50	34290000	NOT RELEVANT	1400010001	H730FCD0
	1	54	Invoices	Following year carryforward (commitme			2016	2015	07/01/2015	5034020003	309.20	34290000	NOT RELEVANT	1400010001	H730FCD0
		54	Invoices	Following year carryforward (commitme			2015			5034020003	127.50	34290000	NOT RELEVANT	1400010001	H730FCD0

Now payment can be made in FY16 for the original items that were received and line item 1 when they are received.