Instructions for Inventory Purchase Orders that need to be carried forward

Scenario 4 – PO was created in current fiscal year for a quantity of XXXX. The agency completed a Goods Receipt for the full amount but only received partial items. The Goods Receipt was reversed and then a new Goods Receipt completed. The Goods Receipt(s) and the PO will need to be carried forward to the new fiscal year.

- 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(s) to the new fiscal year

Example:

PO 4500047294 was created 01/22/2015 with 1 line item for a total of $270.00.
Line 1 is still open for a quantity of 5,000 and there is a Goods Receipt for 5,000 that are open and 2 Goods Receipts that cancel each other out. So, in this case, you have value on the PO and also value on the Goods Receipt.

To view the value on the PO, in ME23N, click on Environment > AC Commitment Document
To see the value on the Goods Receipt, double click on the Goods Receipt number.
Click on Doc. Info tab

Click on FI Document Tab
And then click on Funds Management doc

The decision was made to carry forward the PO to the new fiscal year. 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.
<table>
<thead>
<tr>
<th><strong>FM Area</strong></th>
<th>SC01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sender Fiscal Year</strong></td>
<td>2015</td>
</tr>
</tbody>
</table>

**Budget Category**
- Payment Budget
- Commitment Budget

**Restriction on FM Account Assignments**
- Grant: XXXX to XXXX
- Fund: XXXX to XXXX
- Funds Center: n0400000 to n040zzzzzzz
- Commitment Item: XXXX to XXXX
- Functional Area: XXXX to XXXX
- Funded Program: XXXX to XXXX

**Restriction According to Attributes**
- Multiple Selection FM Account Assignm...
- Varant Name: XXXX

**Restriction at Document Level**
- Value Type: 51 to XXXX
- Company Code: XXXX to XXXX
- Document Number: 4500047294 to XXXX

**FI Documents**
- FI doc.no.fac.year: XXXX

**Process Control**
- **Test Run**
- **Process with Dialog**
- **Block Documents**
- **Detail List**
- Availability Control: Update Without Check
Notice that the value type is 51 for the PO. Execute in test mode.

This is showing that 135.00 from line 1 will be picked up to carry forward to the new fiscal year. Green arrow back, remove the test run and then execute. You should receive a green light and the Update Run should be in green.

To see the movement of the FM document, go back to ME23N in ECC; double click on the Goods Receipt document.
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.
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 and you are using the finance document number.
Execute in test mode

This is showing the values that will be picked up to carry forward to the new fiscal year. Green arrow back, remove the test run and then execute. You should receive a green light and the Update Run should be in green.
Now Accounts Payables will use the MIRO transaction and make a payment in FY16. They will receive a hard stop if you did not carry forward all of the FI documents for the Goods Receipt.

Now go back to ME23N and find the FI documents for the original Goods Receipt and the Reversal.
This is the accounting document for the original Goods Receipt.

And this is the accounting document for the Reversal.

Use the ZFMJ2 transaction to carry forward the documents.
Year-End Closing: Carryforward of Open Items

FM Area: 8031
Fiscal Year: 2013

Budget Category:
- Payment Budget
- Commitment Budget

Restrict on FM Account Assignments:
- Grant
- Fund
- Funds Center
- Commitment Item
- Functional Area
- Funded Program

Restriction According to Attributes:
- Multiple Selection FM Account Assign
- Variant Name

Restriction at Document Level:
- Value Type
- Company Code
- Document Number: 80300000250

Log: Carryforward of Open Items

<table>
<thead>
<tr>
<th>Transaction</th>
<th>FM No.</th>
<th>Status</th>
<th>Open Approve</th>
<th>Open Approve Taken Date</th>
<th>Val. Type Text</th>
<th>Total Debit</th>
<th>Location</th>
<th>Gl. Area</th>
<th>Gl. Field</th>
<th>Gl. Account</th>
<th>Receivables</th>
<th>Payment Budget</th>
</tr>
</thead>
</table>
Now, accounts payables should be able to complete the MIRO transaction.