

# Year-End Processes for FY2023 (CO500) Finance



**SCEIS**

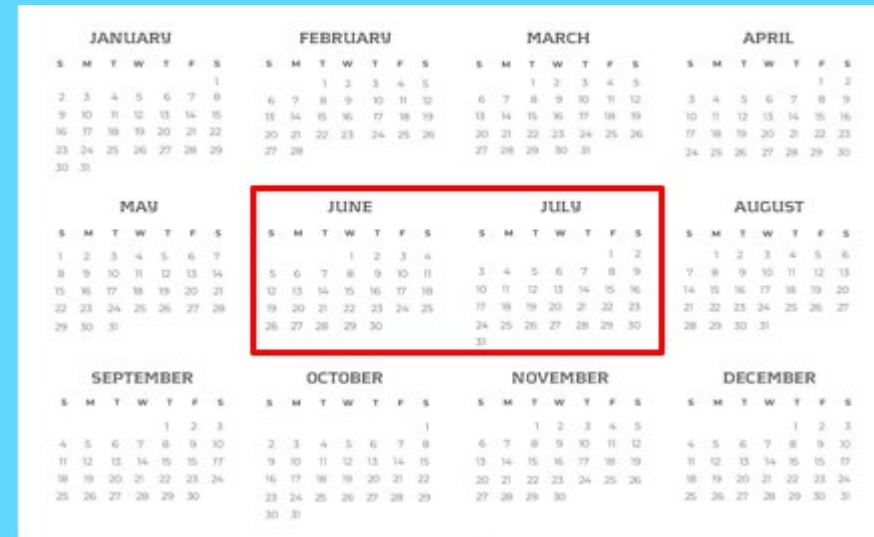
SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

# Welcome and Introductions

## Welcome to CO500 Finance Year-End Process for Fiscal Year 2023 (FY2023).

- Introductions
- Parking Lot



# Class Overview

**Lesson 1:**  
FY2023 Year-End  
Important Dates

**Lesson 2:**  
Managing  
Expenditures and  
Accounts Payable  
Processes

**Lesson 3:**  
Managing Revenue  
and Accounts  
Receivable Processes

**Lesson 4:**  
Procedures for  
Managing Budget

**Lesson 5:**  
Managing  
Cash Status

# Class Overview

**Lesson 6:**  
Managing  
Fixed Assets

**Lesson 7:**  
Managing  
Grants

**Lesson 8:**  
Managing  
Project Systems

**Lesson 9:**  
Tools to Manage  
Year-End  
Processing

# Lesson 1: FY2023 Year-End Important Dates



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# FY2023 Year-End Important Dates Overview

**June 30**

**July 17**

**July 19**

These dates  
are the same  
for SCEIS and  
non-SCEIS  
agencies.

**July 14**

**July 24**

# FY2023 Year-End Important Dates

**June 30**



State fiscal  
year ends.

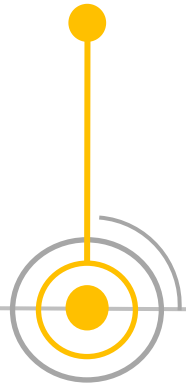


Last day to close or  
reduce PREQs to  
unencumber FY2023  
budget.



# FY2023 Year-End Important Dates

**July 14**



Last day of FY2023 for Accounts Payable (AP) processing. Documents must be received in the CG's Office by 5 p.m.

All AP parked documents should be cleared (paid or deleted) by 5 p.m.

Last day to close or reduce Funds Reservations to unencumber FY2023 budget.

Last day to process Journal Entries (JE) that would impact the automated Use Tax process.

Last day to process manual Use Tax via Cross Business Area Journal Entry.

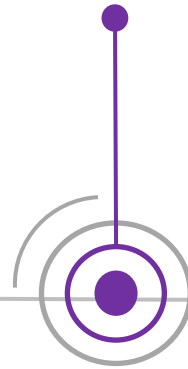
# FY2023 Year-End Important Dates

**July 17**



SCEIS will process automated Use Tax on July 17.

**July 19**



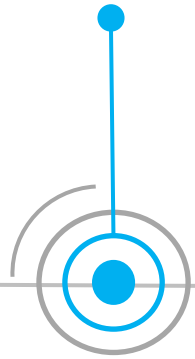
Last day to carry forward Purchase Requisitions (PREQs) and sales orders to unencumber FY2023 budget.

Last day to close, reduce or carry forward Purchase Orders (PO) to unencumber FY2023 budget.

Last day to carry forward Funds Reservations to unencumber FY2023 budget.

# FY2023 Year-End Important Dates

**July 24**



All parked documents  
(should only be Journal Entries)  
must be processed or deleted  
by 5 p.m.

Process budget carryforward  
entries for  
Special Proviso Budget Carryforward  
and  
Capital Project Budget Carryforward.

Last day to process  
correcting Journal Entries  
in Period 13 for FY2023.

Last day to process Journal  
Entries for Indirect Costs.

# Document Dates for Year-End

**July 1-14, 2023**

SCEIS transactions for *extended Period 12* of the old fiscal year and *Period 1* of the new year are **both** being processed.

**AP documents to be posted in the old year** must have a posting date of June 30, 2023, *Period 12*.

**Correcting JE documents** can be entered from July 15 through July 22 with a posting date of June 30, 2023, *Period 13*.  
(Role is required.)

**Documents to be posted in the new year** must have a posting date on or after July 1, 2023, *Period 1*.

# Revenue and Refund Dates for Year-End



**June 30**

All revenue deposited on or before June 30 should be submitted as a **Period 12, FY2023**, transaction.



**July 13**

Refunds of FY2023 expenditures must be received in the State Treasurer's Office no later than **Close of Business (COB) July 13, 2023**. Use **Period 12**.

These documents must be received in the State Treasurer's Office not later than **Close of Business (COB) July 6, 2023**.

# Payment Dates for Year-End

All payments for amounts due to employees, including retirees who terminate state employment on or before **June 30, 2023**, must be made by **July 31, 2023**.



**June 30**



**July 31**

To meet this, all payments (annual leave and other compensating absences) must be included in the payroll dated July 16, 2023.

# Period Dates for Year-End

## **Period 12 FY2023**

Open for normal processing from June 1, 2023, through July 14, 2023.

## **Period 13 FY2023**

Open for users with a special JE role from July 15, 2023, through July 24, 2023.

## **Period 14 FY2023**

Open for financial statement agency users from July 25, 2023, through October 1, 2023.

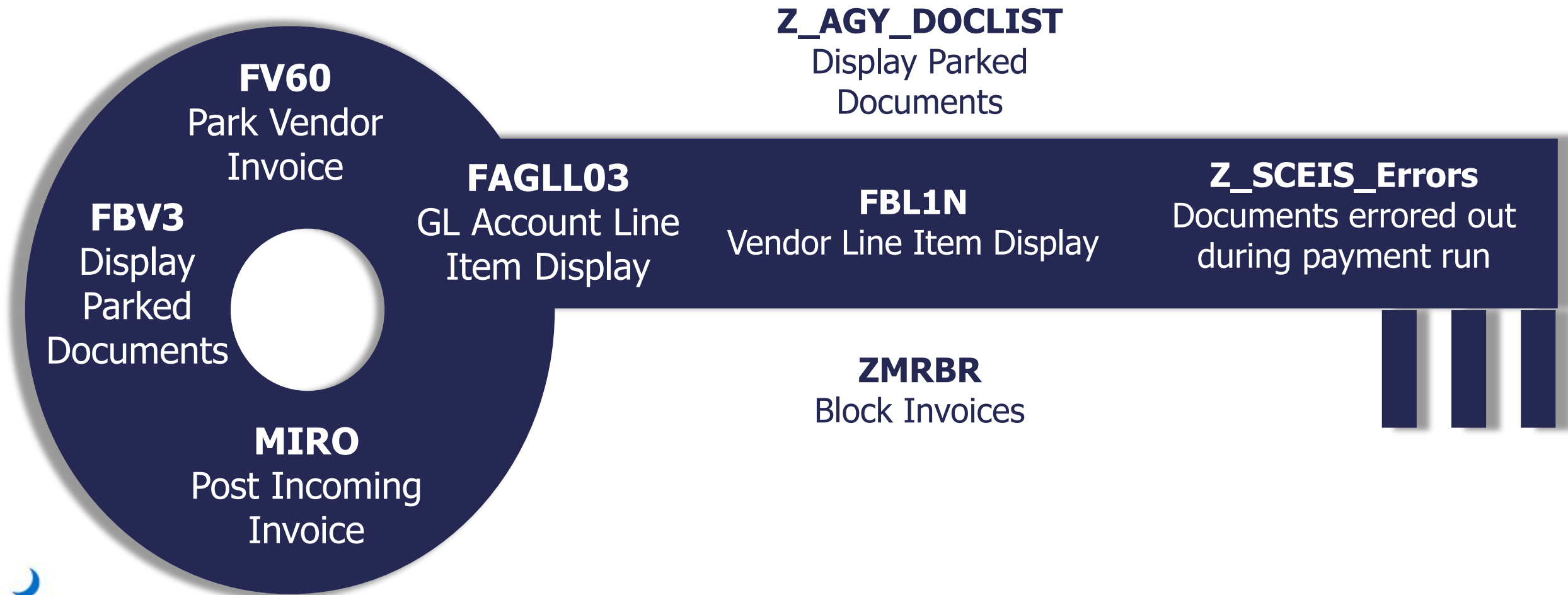
# **Lesson 2: Managing Expenditures and Accounts Payable Processes**



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# Key Transactions



# Payment Terms

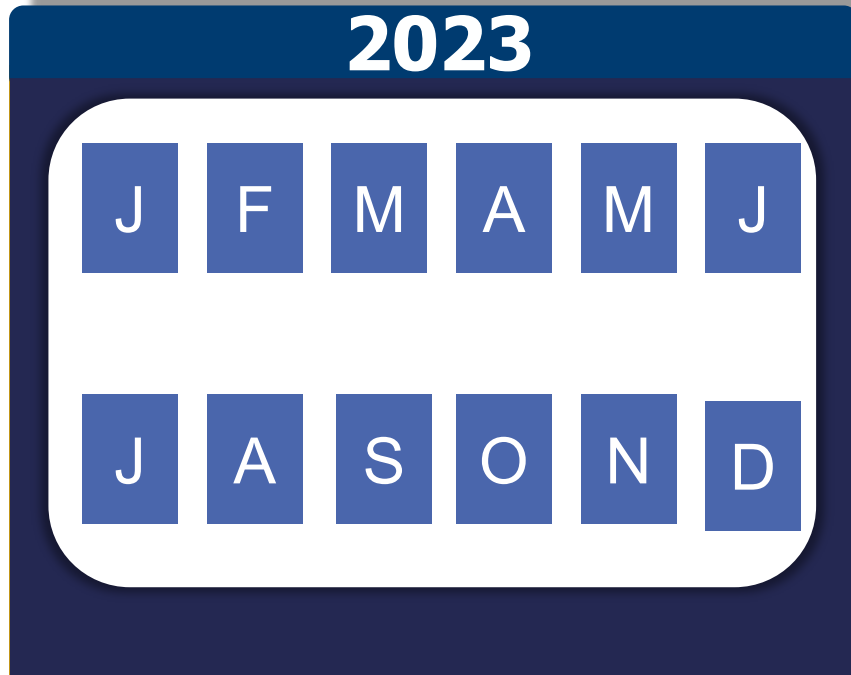
## June

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Payments are set at **Net 30 Days**, which initiates a payment run 22 days from the date of invoice.

This enables the state to meet general payment terms of Net 30 Days.

# Payment Terms



To improve year-end processing, users DO NOT need to modify payment terms. Users will not receive a hard stop warning message. Beginning July 1, all approved invoice payments for FY2023 will be picked up in the payment run for that day.

# Identifying Future-Dated Invoices – FAGLL03

Invoice  
for March

Invoice  
for April

Signature

Run **FAGLL03** to identify  
future-dated invoices using  
GL 2000010000 only.

If not, the system will  
likely time out.

Future Invoice for May

Signature

# Identifying Future-Dated Invoices – FAGLL03

*G/L Account Line Item Display G/L View*

Choose Ledger Entry View Data Sources

**G/L account selection**

G/L account 2000010000 to  
Company code SC01 to

**Selection using search help**

Search help ID  
Search string  
Search help

**Line Item Selection**

**Status**

☒ Open Items  
Open at Key Date 05/12/2023

☐ Cleared Items  
Clearing Date to  
Open at Key Date

☐ All Items  
Posting Date to

Enter GL 2000010000  
and execute.

# Identifying Future-Dated Invoices – FAGLL03

These invoices will not pay  
and are consuming budget.

G/L Account Line Item Display G/L View

</

# Parked Documents with Funds Reservation (FR)

If you have a parked document with a FR, **DO NOT DELETE OR CHANGE** it after June 30. The FR will read the system date, not the posting date.



**Submit a SCEIS Help Desk ticket.**

Provide the parked document number and the FR number.  
In the title of ticket, note "Year End and assign to FI Team."  
You can process a parked document if NO changes are necessary.

# FY2023 Year-End Important Dates

2023

Accounts Payable Reporting Package will be used to create accrual of payables incurred at **June 30** for goods/services received in the prior fiscal year ...

**June 30**

\$

2024

and paid for in the new fiscal year.

**Example:**

Invoice received in August for services performed in May.

The prior fiscal year is closed.

Because the services were performed in May, before the end of the fiscal year (June 30), this payment is a prior year payable.

Goods received before June 30 but paid after year-end.

# Prior Year Payables in the New Year

Run the accounts payable transactions for the reporting package.

**In the Basic Data tab's Text field, open the drop-down box. Select "Prior Year Payable." No alternative wording should be used.**

Report any transactions identified/processed to CG's Office, regardless of amount, after the submission of the accounts payable reporting package.

This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

# Prior Year Payables in the New Year – FV60

*Park Vendor Invoice: Company Code SC01*

Tree on Company Code Simulate Save as Completed Post Processing Options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

Vendor 7000000891 SGL Ind  
Invoice date 07/01/2023 Reference 1111  
Posting Date 07/01/2023 Period 1  
Document Type KR KR (Vendor invoice)  
Amount 1.00 USD ☒ Calculate tax  
Text    
Paymt terms 22 Days net  
IO IO (A/P Tax Exempt)

Vendor Address  
BUSY BEE  
108 WALL STREET  
MONCKS CORNER SC 29461  
Ols

0 Items ( Screen Variant : Screen 100 )

G/L acct	D/C	Amount in doc.curr.	Busi...	Cost center	Func. Area	Fund	Grant	WBS el
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Click for dropdown box.

# Prior Year Payables in the New Year – FV60

Text (1) 8 Entries found

Restrictions

✓ ✕ 🏠 🏠+ 📄 ? 📄 📄

ID	Text edit format
0001	Payroll Period \$BUD
0002	3rd Party \$BUD
AAAA	Rent for Walldorf storage building \$BUP
LEAS	Leasing fee for vehicles in month \$BUP
PAYA	Prior Year Payable
PMOF	Check replacement for DD
POLT	cannot find me
PREP	Prepaid Expenditure

Select PAYA  
Prior Year Payable.

# Prior Year Payables in the New Year – FV60

**Park Vendor Invoice: Company Code SC01**

Tree on Company Code Simulate Save as Completed Post Processing Options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

Vendor	7000000891	SGL Ind	
Invoice date	07/01/2023	Reference	1111
Posting Date	07/01/2023	Period	1
Document Type	KR KR (Vendor invoice)		
Amount	1.00	<input type="checkbox"/> Doc.currency	
		USD	<input checked="" type="checkbox"/> Calculate tax
		IO IO (A/P Tax Exempt)	
Text	Prior Year Payable		
Paymt terms	22 Days net		

Vendor Address

BUSY BEE  
108 WALL STREET  
MONCKS CORNER SC 29461

Ols

# Parked Document in Wrong Year

Once a document is parked or saved as complete in the wrong year, you **CANNOT** change the posting date to the correct year.



OLD

Delete the document and create a new document in the correct year.



NEW

# Travel Advances – FAGLL03

FY2023 travel  
advances  
**GL 5052010000**  
should be \$0.00 by  
**June 30, 2023.**

FY2024 travel  
advances require a  
date **on** or **after**  
**07/01/2023.**

# **Lesson 3: Managing Revenue and Accounts Receivable Processes**



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# Key Transactions

**F-04**  
Post with  
Clearing

**FBL3N**  
G/L Line Item Display

**FBL5N**  
Customer Line Item Display

# Revenue at Year-End

**June 30**



The posting date determines the fiscal year to which revenue is posted.

All cash received by June 30 must be posted to the prior fiscal year.

For example:

All revenue received in the agency **as of** June 30 must have a posting date of 6/30/2023 or before to post to FY2023.

All revenue received **as of** June 30 but deposited in July must have a posting date of 6/30/2023 to post to FY2023.

All revenue received **after** June 30 must have a posting date of 07/01/2023 or later and must post to FY2024.

# Revenue at Year End

Process FY2023 deposits with posting date 06/30/2023.

Process FY2024 deposits with posting date 07/01/2023 or later.

Use a separate deposit slip for each year and enter as separate transactions.

Deposit slips for FY2023 Period 12 must be received in the State Treasurer's Office (STO) no later than COB July 6, 2023.

If the deposit is for cash recorded on or before June 30, 2023, the **Posting Date** on the header record must be June 30, 2023, to record the deposit as FY2023 cash.

If the deposit is for cash recorded on or after July 1, 2023, the **Posting Date** on the header record should be the default or current date.

Please be reminded that in all cases, the **Document Date** on the header record entry must always be the actual **date** of the bank validation on the deposit slip.

# Revenue at Year-End



It is not necessary to contact the STO prior to submitting deposits for refund of expenditures or refund of travel for FY2023. Use Period 12 on these deposits and submit as normal until COB July 13.



All deposits received 07/01 or after must have a posting date of 07/01 or after, except refunds of expenditures.



Refunds of expenditures:  
Can be posted as prior year receipt after 06/30. These will post as a reduction of prior year expenditure, not revenue.  
A posting date of 06/30 must be used for prior year reductions.

# Accounts Receivable at Year-End

Accounts Receivable balances need to be reviewed at year-end to ensure balances are appropriate and the detail AR balances agree with the GL balances.

A listing of AR GL balances can be viewed by using transaction code **FBL3N**.

If you know the customer number, use transaction code **FBL5N** to display individual AR balances.

Compare **FBL3N** and/or **FBL5N** to **ZGLA** to ensure that AR balances agree.

After reviewing AR balances, use transaction code **F-32** to write off customer accounts.

# Undeposited Cash

The undeposited cash account 100001XXXX must be \$0 at year-end.

Use **FBL3N** to view the undeposited cash account.

Funds are first deposited into this account, then moved to the correct bank GL when the deposit validation is entered. Once verified by the STO, they are available to spend.

Funds in the undeposited cash account mean the STO has not been able to match your bank deposit or you have not completed the transaction.

# Lesson 4: Procedures for Managing Budget

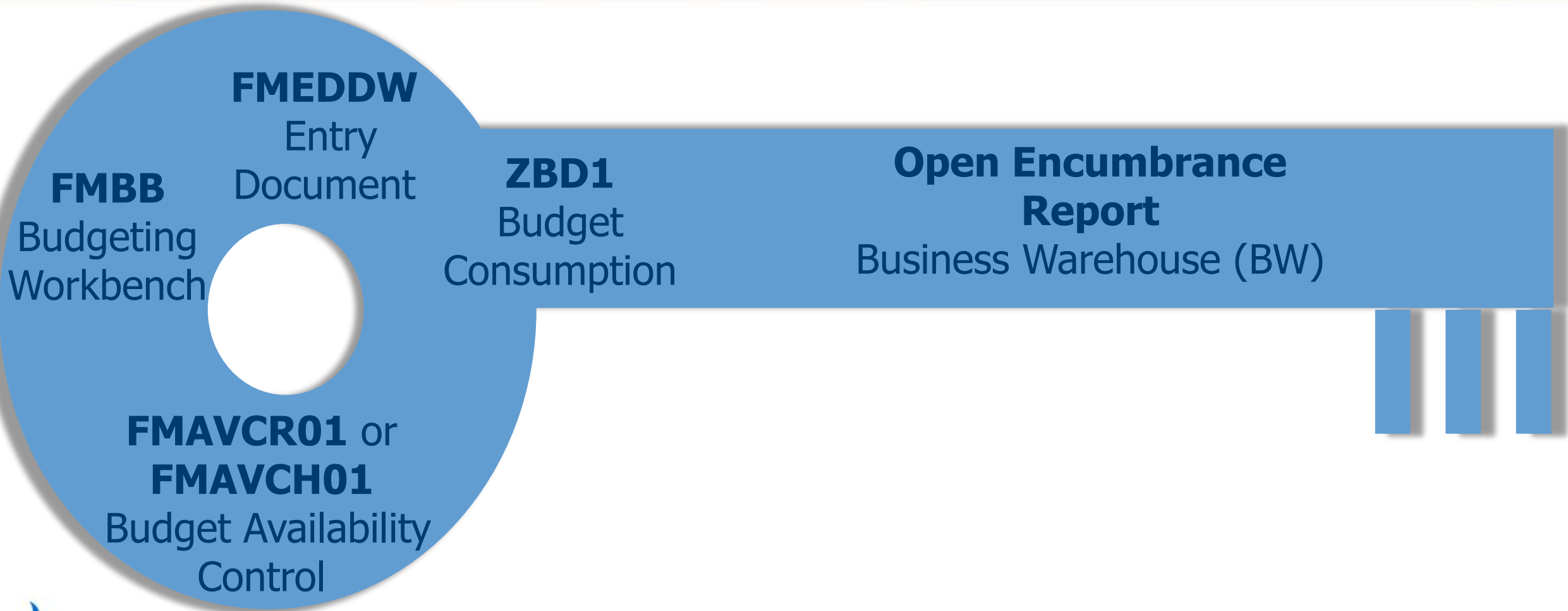


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# Key Transactions



# Budget Items at Year End

Pre-posted budget entries can be found using transaction code FMEDDW, Document Status 2.



Clear all pre-posted budget entries.

Budget documents should be checked regularly to ensure transactions have been approved and posted.



Pre-posted documents reduce budget immediately but will not increase budget until approved.



Returns will reduce before approval but supplementals will not post (increase) until approved by the Executive Budget Office.

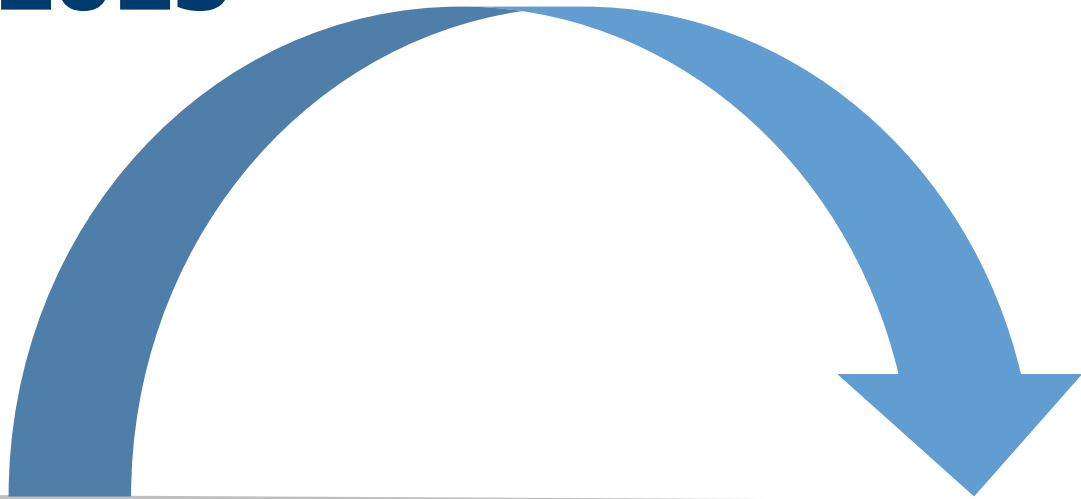
# Carryforward of Appropriations

**Proviso 117.23**  
authorizes agencies  
to carryforward up  
to 10% of unspent  
General Fund  
appropriations to  
the next fiscal year.

**Statewide General Fund**  
carryforward is handled  
centrally by the Executive  
Budget Office. Agency  
personnel do not enter  
this information if there is  
any carryforward.

# Carryforward of Appropriations

**2023**



Agencies cannot spend against this budget line. Use transaction FMBB to transfer appropriations within the agency's normal budget accounts.

Carryforwards will be recorded in Funded Program 8900.000000X000 and Commitment Item 561000.

**2024**

# Carryforward of Appropriations

**Agencies with separate authority to carryforward General Fund appropriations to the new fiscal year must:**

Process budget transactions by July 24.  
Use transaction code FMBB to process carryforward, Budget Type CFSP.

Reference the applicable proviso or permanent statute related to the carryforward authority in the text fields on each Line Item.

Failure to reference the applicable proviso or permanent statute will result in the Executive Budget Office's refusal to process the transaction.

**Note:** This is NOT related to the 10% carryforward determined after the close of the fiscal year in accordance with Proviso 117.23.

# Carryforward Special Items

Transaction code: FMBB

Process: COVR Carry Over

Document type: **CFWD**

Version: 0

## Budget Type Sender

Fiscal Year: 2023

Budget Type: CFSP

Period: 12


## Budget Type Receiver







Fiscal Year: 2024

Budget Type: CFSP


Period: 1

# Carryforward Special Items – FMBB

 **Budgeting Workbench - Create Document for FM Area SC01**

Document Overview on/off   Hold Prepost  Save Changes  Long Text  Messages log 

Document  Status

 Header Data Additional Data

Process

Document type

Version

Document Date

**Sender**

Fiscal Year  Period

Budget Type  Carryforward Special Items

**Receiver**

Fiscal Year  Period

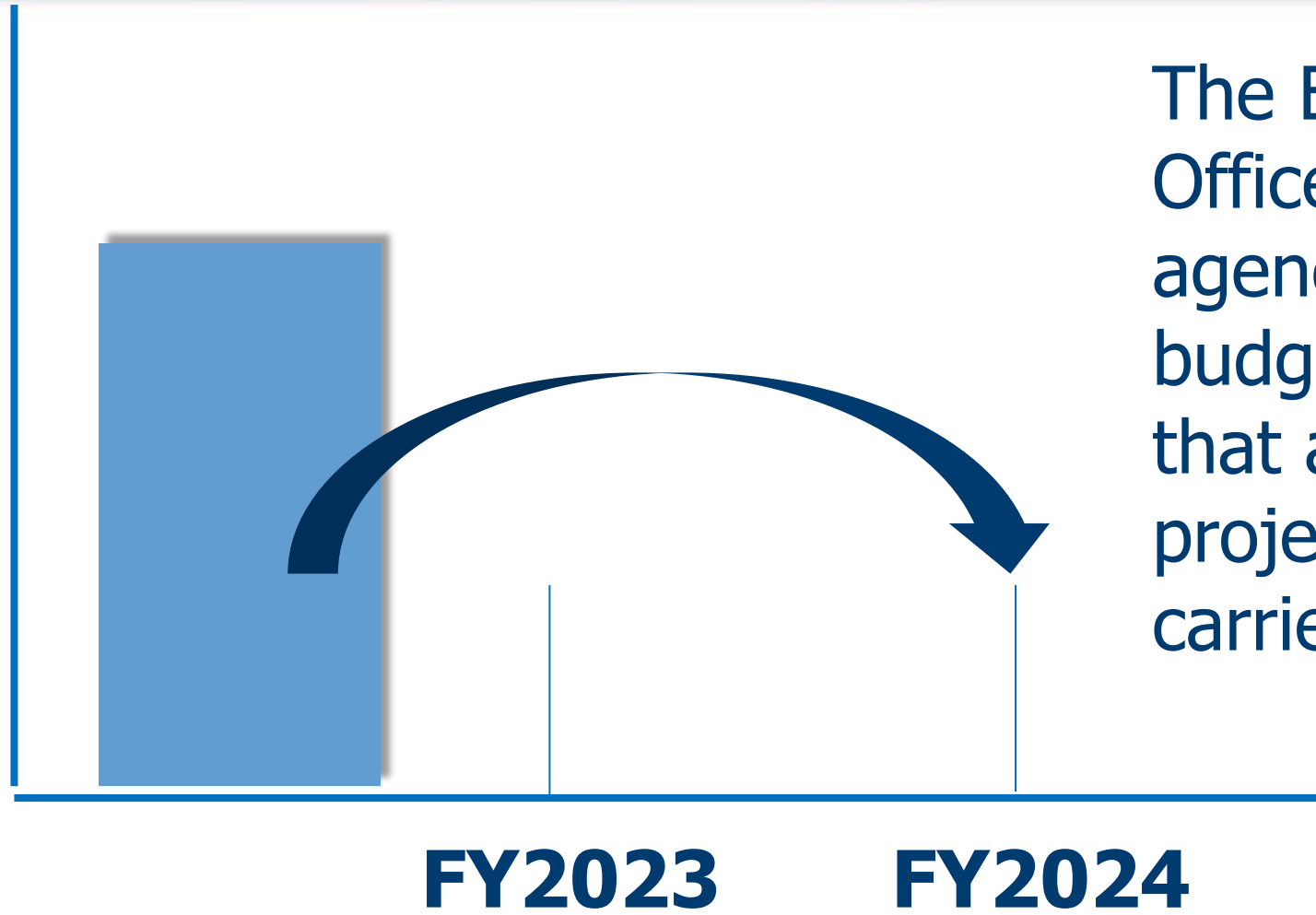
Budget Type  Carryforward Special Items

**Payment Budget**

Total Sender	0.00
Total Receiver	0.00

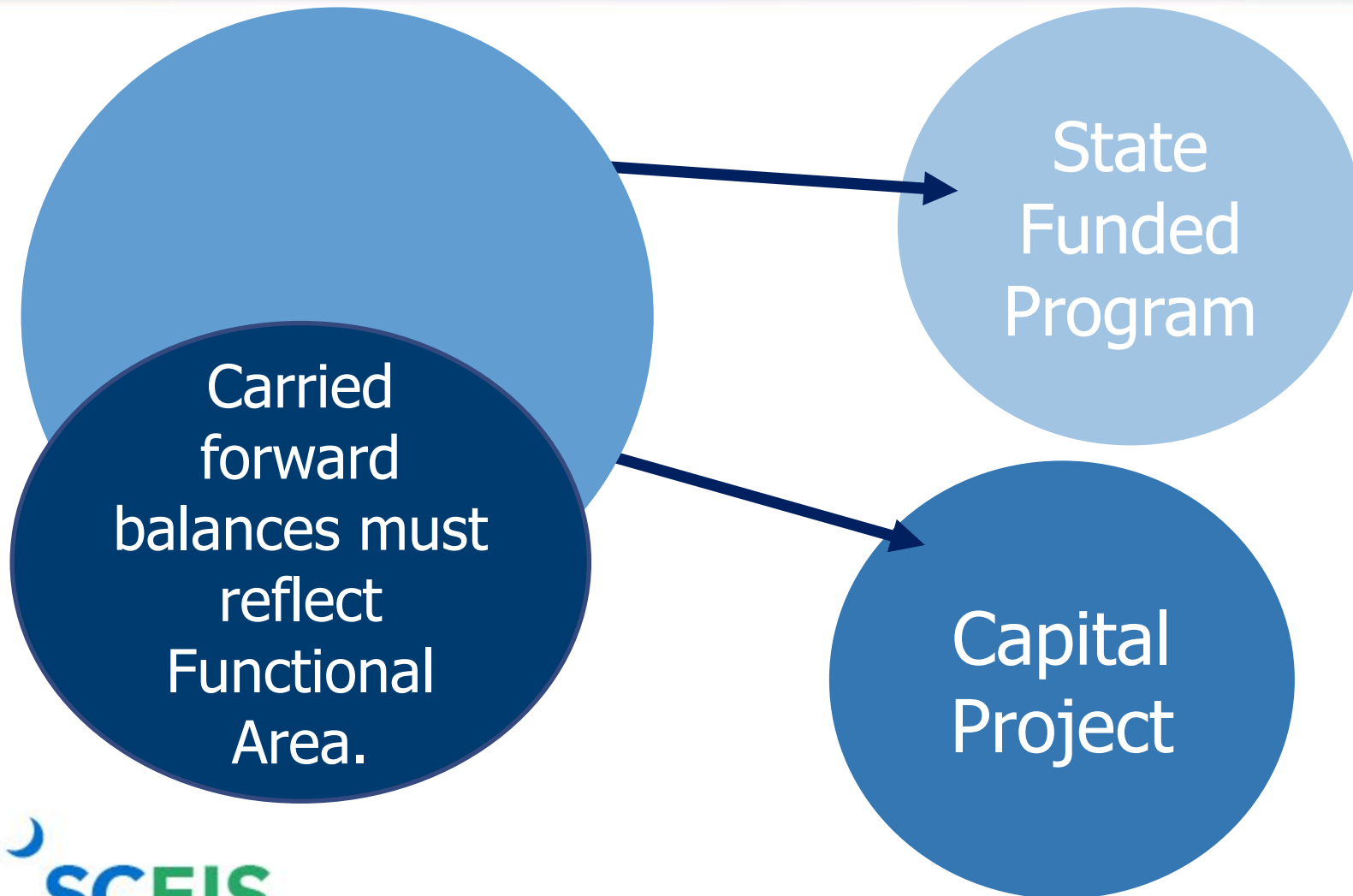
# Carryforward of Capital Projects

**Capital  
project  
budget  
balances**



The Executive Budget Office monitors agency FY2023 budgets to ensure that all capital projects have been carried forward.

# Carryforward of Capital Projects



The Executive Budget Office will reject any carryforward document with a State Funded Program of "9900.000000.000" or a Functional Area of "000000000000000000."

# Carryforward Capital Projects

Transaction code: FMBB

Process: COVR Carry Over

Document type: **CAPR**

Version: 0

## **Budget Type Sender**

Fiscal Year: 2023  
Budget Type: CAPR  
Period: 12

## **Budget Type Receiver**

Fiscal Year: 2024  
Budget Type: CAPR  
Period: 1

# Carryforward Capital Projects – FMBB

**Budgeting Workbench - Create Document for FM Area SC01**

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log

Document: [ ] Status: Initial

Header Data | Additional Data

Process: Carry Over

Document type: CAPR (Capital Projects)

Version: 0

Document Date: 07/12/2023

**Sender**

Fiscal Year: 2023 Period: 012

Budget Type: CAPR CAPITAL PROJECTS

**Receiver**

Fiscal Year: 2024 Period: 001

Budget Type: CAPR CAPITAL PROJECTS

**Payment Budget**

Total Sender	0.00
Total Receiver	0.00

# Budget Items at Year-End

Ensure your budgets are properly posted using:

**ZBD1**  
Budget  
Consumption

**FMAVCR01/  
FMAVCH01**  
Budget Availability  
Control Display  
budget deficits  
only

**Open  
Encumbrance  
Report**  
BW Report

# Lesson 5: Managing Cash Status



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# Key Transactions




**ZGLA**

# Undeposited Cash 100001XXXX

The Undeposited Cash accounts must be zero at year-end.

Run ZGLA and enter the GL range of your agency's Undeposited Cash accounts.

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 1000010000 UNDEPOSITED CASH	634,520.42	254,233.82	888,754.24
* Total	634,520.42	254,233.82	888,754.24

# IDT Cash Clearing 1000020000

Run **ZGLA** and  
enter the  
**GL**  
**1000020000.**



IDT  
Cash  
Clearing  
account = **0**

Email the SCEIS Help Desk  
and include the document  
number. **Do not** try to clear  
the balances.

If your balance  
for FY2023 is **not**  
zero, research the  
balance to  
determine  
document  
numbers that  
result in the  
balance.

# Petty Cash

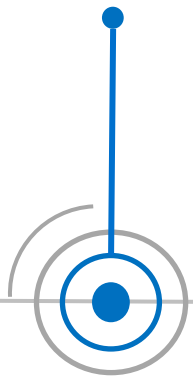
If your agency has a new year petty cash account that has not yet been loaded into SCEIS, use the GL accounts below to enter your transaction:

Entry : Debit 1000050000 (*Petty Cash*)  
Credit 5230010001 (*Petty Cash Fund*)

# Cash Balances & Availability

**June 30**

**FY2023**



Transactions posted to the prior year, FY2023, after June 30 are based upon the available cash in FY2023 only (*excludes FY2024 cash activity*).

**July 1**

**FY2024**



Cash (and other accounts) will be brought forward during the first week of July, so that FY2024 cash includes the balance from the prior year.

FY2024 balance carry forward amounts adjust automatically for any additional entries posted to the prior year on/after July 1.

# Lesson 6: Managing Fixed Assets



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# Key Transactions



# Fixed Assets at Year-End

Ensure that the fixed assets in the general ledger match the balances in the asset history report.  
**(S\_ALR\_87011990 vs ZGLA)**



Ensure that modified accrual and full accrual asset balances are equal.



Perform an inventory of assets at least annually to identify assets that need to be added or removed from the list due to donation, damage, repair, refurbishment or loss.



# Unposted Assets

Use transaction S\_ALR\_87012056 to get a list of assets with -0- value.

This indicates a shell was set up but no value was put on the asset.

Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

The only assets that should be on the list are assets that are on POs that are being paid or carried forward.

# Assets: Things to Remember

To add a **found**  
or **donated** asset:

Use ABZON with the  
transaction type **ZDO**  
and use Offsetting GL  
as **4310080000**.

To add an asset paid with a P-card  
or other means of expenditure:


If already recorded in the  
current year,  
use **Offsetting 5xxx GL** as  
originally charged, on the  
**Additional Details** tab of  
the ABZON transaction.

# Assets: Things to Remember

Ensure that there are no modified accrual asset contras:

- 1 Run ZGLA, enter the range of GLs for modified accrual accounts, 1801000000 – 1801999999.
- 2 Scan the report looking for a value in a modified accrual GL with the last two digits of 10.
- 3 If you have a value in a modified accrual contra, there has been a processing error, probably associated with an ABZON.
- 4 Email the SCEIS Help Desk to resolve accrual asset contras.

# Assets: Things to Remember

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
 1801010010 VEHICLES & TRANSPORTATION - CONTRA - (MA)	637,488.00		637,488.00
1801010510 LAW ENFORCEMENT VEHICLES - (MA) CONTRA	16,810.00-		16,810.00-
1801029010 AGRICULTURE EQUIPMENT - CONTRA - (MA)	348,410.09		348,410.09
1801031010 LAW ENFORCEMENT EQUIPMENT - CONTRA - (MA)	8,000.00-		8,000.00-
1801099010 LOW VALUE ASSETS - CONTRA - (MA)	43,754.99-		43,754.99-
* Total	917,333.10		917,333.10

# Lesson 7: Managing Grants



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# Key Transactions

## **ZGMBGTLOAD**

Upload, Edit and Post Grant Budgets

**SEFA**  
BW Report

**ZGLA**  
GL Fund  
Account  
Analysis

**GM\_CREATE\_BUDGET**  
Grant Budget Entry

**ZS\_PLN\_16000269**  
Grant Management  
Line Item Report

## **GMIDCPOST**

Post Indirect Costs

# Grants: Things to Remember



**Fund 5542XXXX and any other funds used as clearing funds for federal grants should be zero at year-end.**

**If not, any balances must be considered when completing the grants reporting package as these balances affect accounts receivable and deferred revenue.**

# Grants: Things to Remember



Review the  
SEFA (BW)  
report.

The SEFA, the ZS\_PLN\_16000269 report and the ZGLA should provide the same information.

The information provided to the Federal Cognizant Agency should be equivalent to the information in the system.

If there is a discrepancy, email the SCEIS Help Desk.

# Indirect Costs (IDC)

The transaction code to post indirect costs is **GMIDCPOST**.

Use of this transaction is optional but works well for standard IDC postings.

The **GMIDCPOST** program will not recognize manually-posted IDC journal entries.

Post indirect costs by **July 24**. Use the posting date of **June 30** if you are remitting back to the state.

**July 24**







# Indirect Costs (IDC) – GMIDCPOST

Enter Grant(s)

The Cutoff Date is the last posting date used for calculating IDC.

Leave DocType as 'SA.'  
Doc/Posting Date/Text are agency's choice.

*Post Indirect Costs (Defined by Sponsor/Grant)*

    Free Selection

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**Selection Criteria**

Company Code	SC01	
Grant		to
Grant Group		
Cutoff Date	06/30/2023	

---

**IDC Document to be Generated**

Document Type	SA
Text	
Document Date	06/30/2023
Posting Date	06/30/2023
Posting period	

---

**Run Parameters**

<input checked="" type="checkbox"/> Test Run	
<input type="checkbox"/> Parallel Processing	
Logon/server group	

# Grants: FI Tasks

Ensure all encumbrances, including Use Tax Payable, are cleared before closing a grant.

Delete or process all parked documents.

Ensure HRPAY, Fund 30240000, is cleared.

Review grant expenses to ensure that payroll-related lines (salaries and fringes) are proper and all budget deficits have been cleared.

# Grants: FI Tasks

Clear all business trips. Travel may be processed via ZTRAVEL for reimbursements processed after June 29, 2023. HR business trip **commitments** must be cleared by the HR deadline before noon June 29, 2023.

Clear all travel advances for FY2023.

Load FY2024 grant budgets to cover purchase orders carried forward and July 1 payroll and fringe postings.

Delete or post any “HELD” GM budget documents.

# Return FY2023 Grant Budget

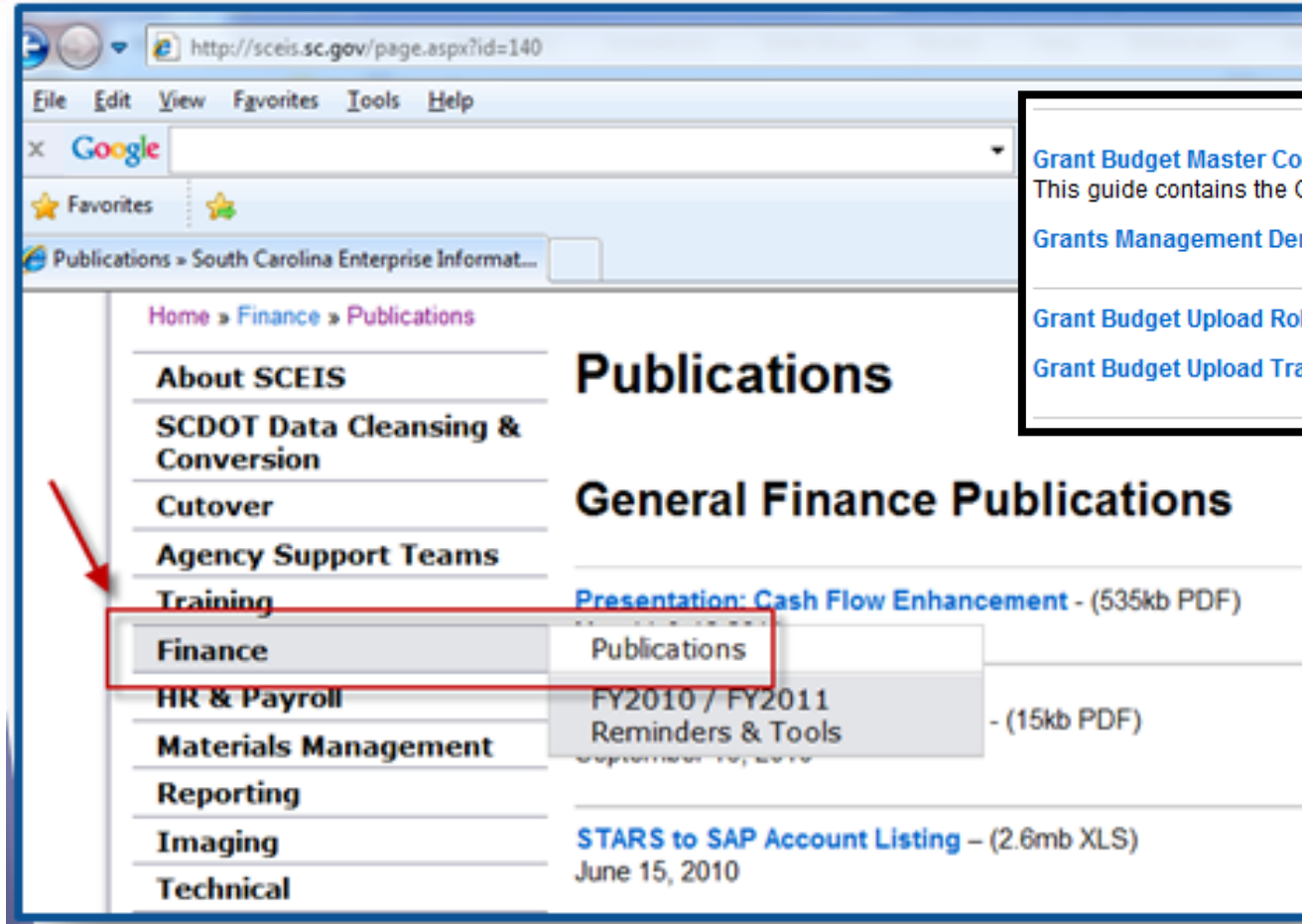
2023

All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2023. Use **GM\_Create\_Budget**, with a process of **Return**.

Agencies may complete the budget template and use the transaction **ZGMBGTLOAD** (requires role).

# Return FY2023 Grant Budget

Instructions for the grant budget template and ZGMBGTLOAD are on the SCEIS website.



[Grant Budget Master Conversion Guide](#) - (1mb MS Word)  
This guide contains the Grant Budget Data Template as an embedded file

[Grants Management Derivation Lists](#) - (84kb XLS)

[Grant Budget Upload Role Description](#) - (13kb PDF)

[Grant Budget Upload Transaction Instructions](#) - (1mb MSWord)

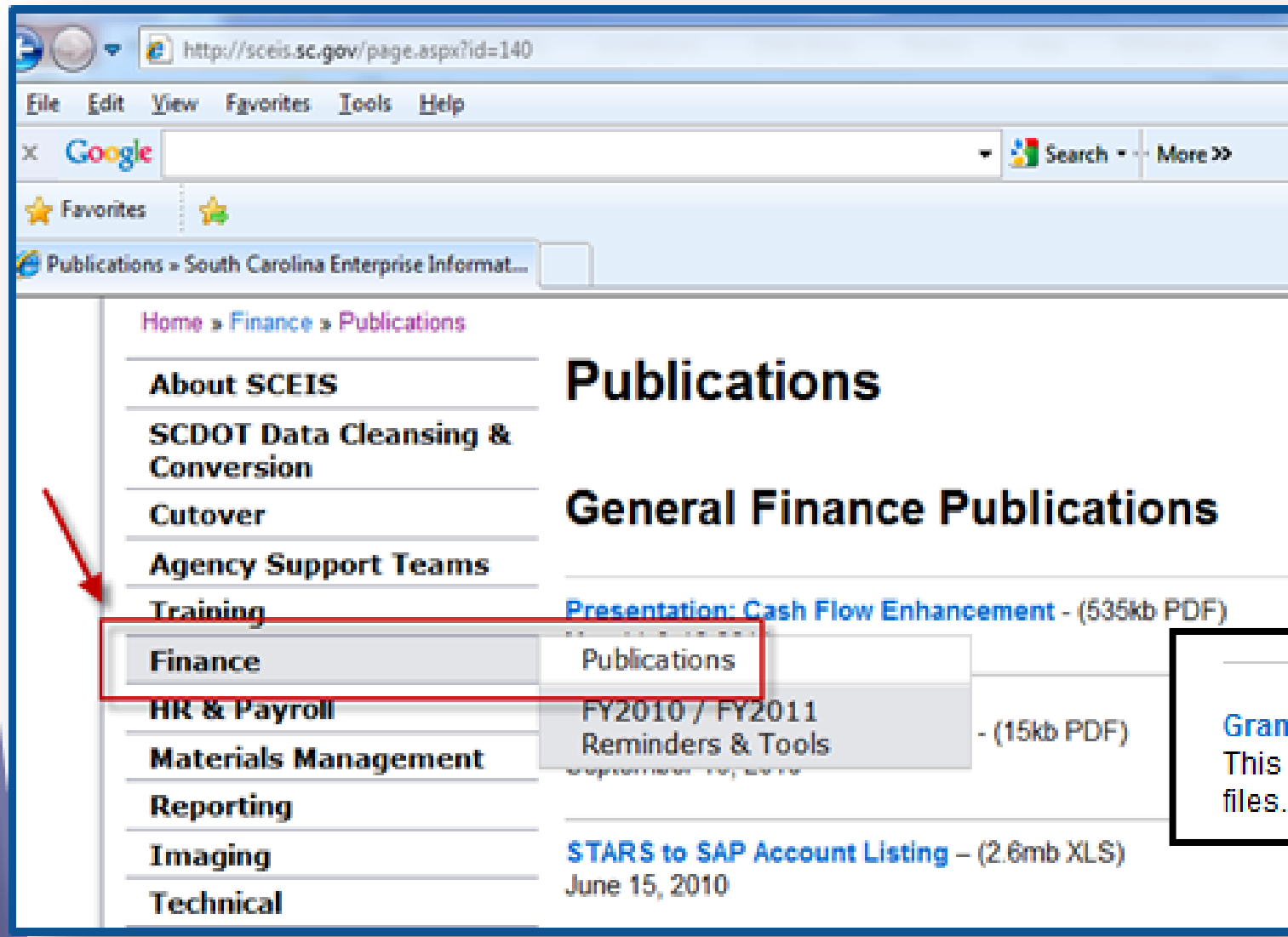
Finance

Publications

Grants Management

# Create FY2024 Grants

Agencies can use the GM master data template to establish FY2024 grants and sponsored programs. Please complete and submit the template by email to the SCEIS Help Desk.



[Grant Master Data Conversion Guide](#) - (2.8mb MS Word)  
This guide contains the Grant Master Template, GM Datalists for O files.

# Create FY2024 Grants

The grant master data load by template must be submitted by **June 15 COB** via SCEIS Help Desk.

The grant data load must be complete before the test run for the July 1 payroll.

Communicate with your HR/Payroll staff regarding grant-related positions (Infotype 1018) updating new grant accounts to include changes/updates.

If grants are closed but payroll records are not updated, payroll posting errors will occur; however, payroll will post to HRPAY.

Email the SCEIS Help Desk to update derivation tables for any new grants or functional areas created for the new fiscal year.

# Lesson 8: Managing Project Systems

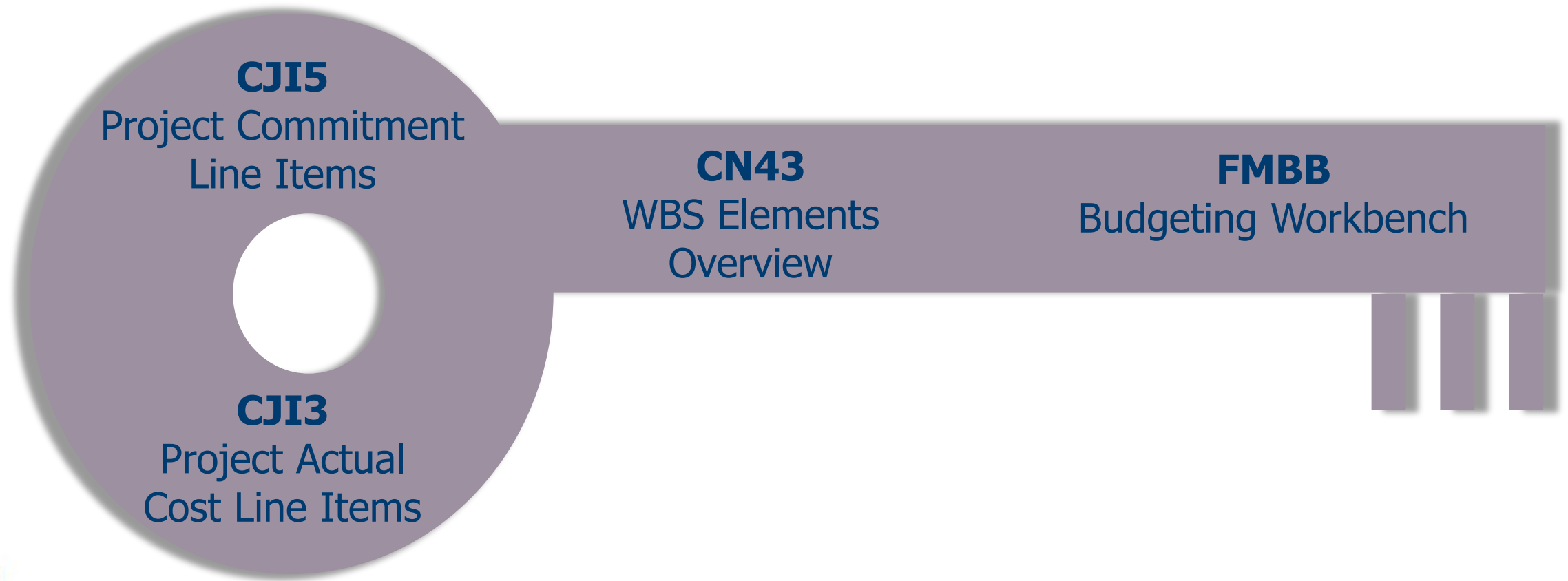


**SCEIS**

SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

# Key Transactions



# Project System Procurement

Purchase  
orders and  
fund  
reservations  
**CJ15**

Execute report **CJ15** to display commitments on projects from purchase orders or fund reservations. (Run with end date of 12/31/9999.)

Double-click on the purchase order to see if this item will pay in the current year. If not, carry forward the purchase order.

Either close or carry forward fund reservations.

# Project Systems

Projects should be capitalized when **substantially complete**.

**Substantially complete** is defined as the project is sufficiently complete to allow for use or occupancy for its intended use without undue interference, or 90% or greater of the project budget has been expended.

**Punch list items** or small components may still need to be completed but the use of the asset is permitted.

# Parking WBS Settlement Profile

## CJI3

Reviews open project expenditures.

## FV50

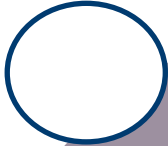
If you need to re-class expenses from the **Z WBS** to a WBS that will settle to an AUC, complete a journal entry.

## CN43

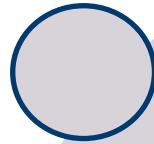
Reviews the status of your projects.

Close projects if they are complete.

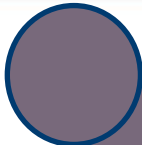
# Capitalization to an Asset



Agencies should submit a Help Desk ticket to [SCEIS.HelpDesk@admin.sc.gov](mailto:SCEIS.HelpDesk@admin.sc.gov) for any **projects that are complete** and need to move from AUC to a final asset.



Include the asset number(s) and the value that should settle to each asset.



If you incurred additional cost to a project with capitalized asset(s), provide the amount and asset number for settlement.

# Carry Forward of Capital Projects


Capital Project budget balances remaining in FY2023 must be carried forward to FY2024 by the agencies.







The Executive Budget Office will **NOT** carry forward capital project budgets.

The Executive Budget Office will monitor agency FY2023 budgets to ensure that all capital projects have been carried forward.


(All CAPR docs will workflow to EBO.)

# Carry Forward of Capital Projects – FMBB


 **Budgeting Workbench - Create Document for FM Area SC01**


Document Overview on/off   Hold Prepost  Save Changes  Long Text  Messages log 

Document  Status  Initial



Header Data Additional Data

Process  

Document type  


Version

Document Date


Payment Budget

Total Sender	0.00
Total Receiver	0.00

Sender

Fiscal Year	<input type="text" value="2023"/>	Period	<input type="text" value="012"/> 
Budget Type	<input type="text" value="CAPR"/> CAPITAL PROJECTS		

Receiver

Fiscal Year	<input type="text" value="2024"/>	Period	<input type="text" value="001"/> 
Budget Type	<input type="text" value="CAPR"/> CAPITAL PROJECTS		

# Lesson 9: Tools to Manage Year-End Processing



SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

# Key Transactions

## **ZGLA**

GL Fund Account  
Analysis

## **FAGLB03**

GL Account Balance  
Display

## **Z\_AGY\_DOCLIST**

Display Parked  
Documents

## **FMX2**

Change  
Funds  
Reservations

## **FMX3**

Display  
Funds  
Reservations

## **Z\_IDT\_DOCLIST**

Display Open IDT's

## **FBL3N**

GL Account Line Item Display

## **ZFMJ2**

Carryforward of  
Open Items

## **ZMRBR**

Block Invoices

# Parked Documents

## **ALWAYS!**

- \* Review workflow items.
- \* Review workflow messages.
- \* Ensure all prior year items have been addressed.

All parked A/P documents must be processed or deleted on or before July 14.

All parked JE documents must be processed or deleted on or before July 24 (except financial statement agencies).

### Parked documents

Use transaction Z\_AGY\_DOCLIST to identify parked documents.

Parked documents can also be identified on the "Open Encumbrance Report" in BW.

# Parked IDT Documents

**Z\_IDT\_DOCLIST**

View your agency's parked IDT payables - 39# documents.

---

Assuming these are FY2023 expenditures, they should be processed in FY2023 before the July 14 deadline.

---

IDT payable documents remaining in parked status after July 14 will be recreated in new year.

---

# Blocked Invoices – ZMRBR

PO-related invoices  
(RE documents) are  
posted at the  
time of entry,  
not parked.

RE documents  
are  
systematically  
matched to...



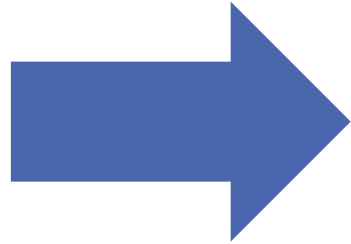
goods receipts  
and purchase  
orders to  
ensure goods  
were received  
and the price is  
correct.

If there is a discrepancy between the price or receipt of  
goods, the invoice is blocked for payment.

Run ZMRBR to view blocked invoices.

# Blocked Invoices – ZMRBR

Most variances are quantity variances, which generally means the goods receipt has not been entered.



To clear, the recipient of the goods needs to enter the receipt.

Price variances are caused when the invoice price exceeds the stated price on the PO.

This may be a price error on the PO or the Invoice or, often, is the result of an error in data entry. The A/P clerk adds freight or tax on line item.

# Blocked Invoices – ZMRBR

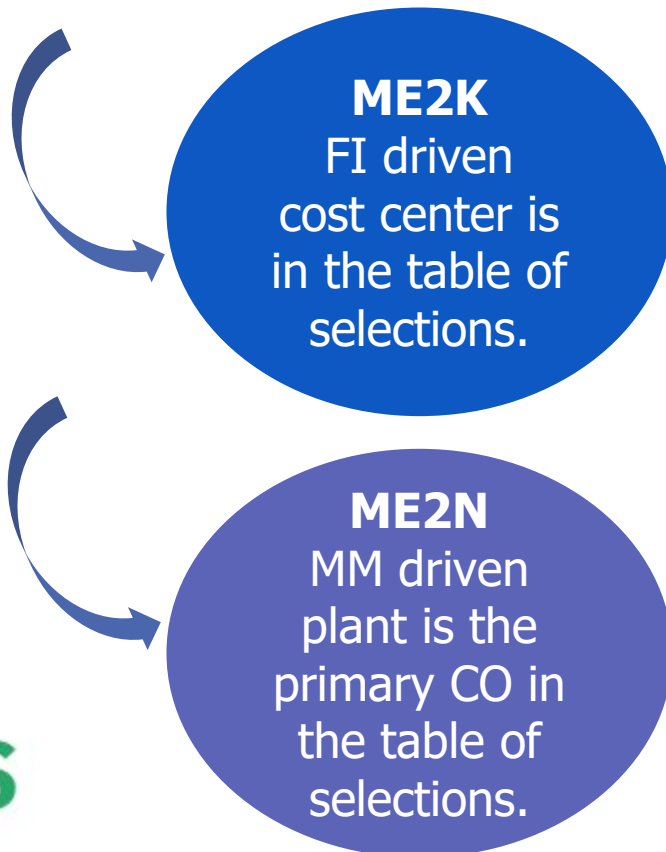
146.04	USD
102.61	USD
158.00	USD
87.15	USD
▪ 1,804,933.98	USD

At the time of this screenshot there were approximately 362 invoices that were blocked in ZMRBR, with a value of \$1,804,933.98.

# List Display by Purchase Order – ME2K / ME2N

## ME2K / ME2N

Use **ME2K** or **ME2N** to identify POs with goods receipts that have not been invoiced.




## Change Layout – Pull in

Still to be delivered  
(qty and value)

Still to be invoiced  
(qty and value)

# List Display by Purchase Order – ME2K / ME2N

## *Purchasing Documents For Cost Center*

						
Item	Seq.No.	Acc.Ass.	Still to be delivered (qty)	Still to be deliv.	Still to be invoiced (qty)	Still to be invoiced (val.)
<b>Purchasing Document 4600535324</b>						
1		1	0.00	0.00	1.00	100.00
2		1	0.00	0.00	1.00	75.00

**Note:** All goods have been delivered but a quantity of 1 has yet to be invoiced.

# Carry Forward Value Types

**VT 50 — Purchase Requisitions (PRs).**

**VT 81 — Funds Reservation (FRs).**

**VT 51 — Purchase Orders (POs).**

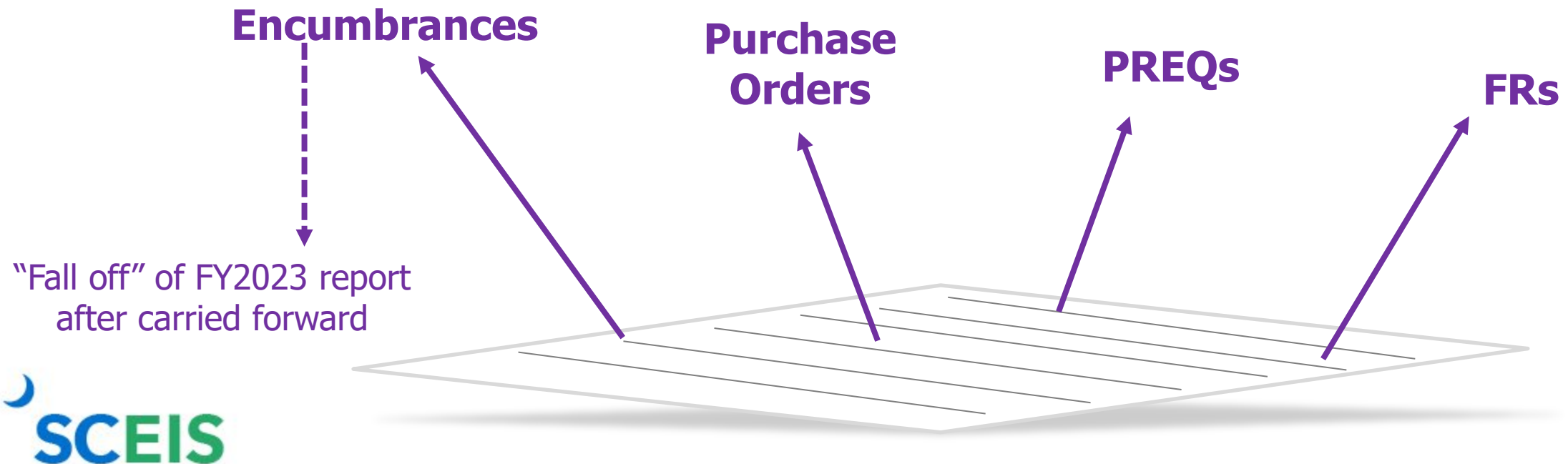
**Value Types  
allowed to  
be carried  
forward**

**VT 54 — Invoices  
(for Inventory Goods Receipts {GR}).**

**VT 83 — Forecast of Revenue  
(for Sales Orders).**

# Determine What to Carry Forward

**Run the Open Encumbrance Report**  
(**ZFMJ2** to carry forward items)



# Carry Forward of Open Items – ZFMJ2

Only a few people in each agency will be given authorization for this transaction code.

You were sent last year's list to edit.

You will only be able to access your agency's data.

This transaction will only be available from June 19 - July 19, 2023.

# Carry Forward of Open Items – ZFMJ2

Enter Funds center  
(single, list or range).

Enter Document  
Number (single, list or  
range).



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

FM Area SC01  
Sender Fiscal Year 2023

**Restriction on FM Account Assignments**

Grant		to		
Fund		to		
Funds Center	D500000	to	D500ZZZ	
Commitment Item		to		
Functional Area		to		
Funded Program		to		

**Restriction According to Attributes**

Multiple Selection FM Account Assignment Variant Name

**Restriction at Document Level**

Value Type	
Company Code	SC01
Document Number	

**FI Documents**

FI doc.no.fisc.year	
---------------------	--

**VT Short Descript.**

50	Purchase Requisitions
51	Purchase Orders
54	Invoices
81	Funds Reservation
83	Forecast of Revenue

**Process Control**

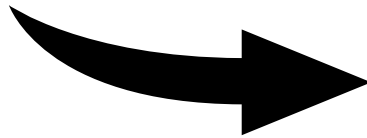
☒ Test Run  
☐ Process with Dialog  
☒ Block Documents  
☒ Detail List  
Availability Control Update Without Check

Run in Test mode.

Run with correct AVC setting.

# Carry Forward of Open Items – ZFMJ2

**FY2023**



**FY2024**

**If you erroneously  
carry forward a  
document, you will  
not be able to  
carry it back or  
change it back  
to the previous FY.**

# Carry Forward of Open Items – ZFMJ2

**FY2023**

Purchase  
Order



In SRM if the date does not automatically update, change the FM Posting Date to current date.

**The FM Posting Date** in SRM will **automatically** be updated to the current fiscal year date.

**FY2024**

# Funds Reservation Documents at Year-End

Funds reservation documents encumber budget.

Reducing funds reservations can free up budget.

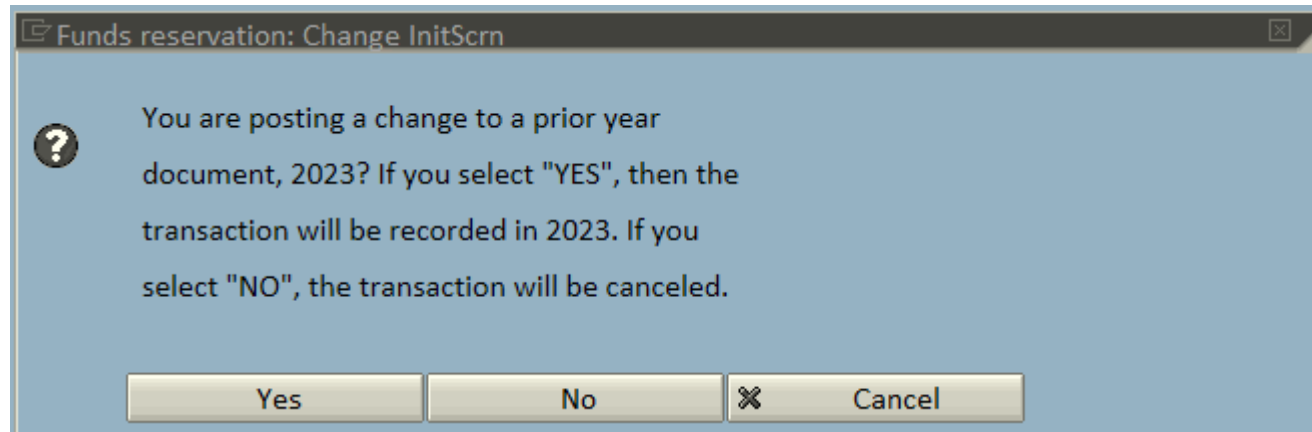
Use **FMX3** to Display Funds Reservations.

Use **FMX2** to reduce funds reservations.

Do not use FMX6 in July to manually reduce a FY2023 Funds Reservation. Reductions made using FMX6 will derive system date, FY2024, during July.

# Change Funds Reservation – FMX2

FMX2 is used when an agency needs to change the amount encumbered on a funds reservation.














FMX2 invokes the pop-up box for funds reservations in FY2023. If a FR is carried forward or created in FY2024, you will not get the pop-up box.


# Change Funds Reservation – FMX2

If you acknowledge **Yes** in the pop-up box, the system assigns **FMOD** transaction to keep the fiscal year ending, FY2023. If you acknowledge “No” then the transaction will be cancelled.

# Complete Single Line FR – FMX2

 **Funds reservation: Change Overview scrn**

Document number	4000048738	 Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workfl...	Posting Date	07/01/2021
Company Code	SC01	State of South Carolina	Currency/Rate	USD
Doc.text				
Currency	USD			
Grand total	400,000.00			


Line Items

	Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
	1				400,000.00	5021310000				NOT RELEVANT

To complete (zero out) a FR, click the hat.

# Complete Single Line FR – FMX2

Funds reservation: Change Hdr Data

<b>General Data</b>				
Document number	4000048738	 Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workflo...	Posting Date	07/01/2021
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD


<b>Statistics</b>			
Created by	MIC131839	Created on	07/01/2021
Changed by	MIC131839	Changed on	01/12/2022




<b>Document Status</b>			
<input type="checkbox"/> Completed	<input type="checkbox"/> Blocked		
<input type="checkbox"/> Can be arc	<input type="checkbox"/> Block		


<b>Additional Data</b>	
Doc.text	
Reference	
Contract Value	

This screen will appear. Check **Completed** and save. The FR budget will be adjusted in the old year.

# Change Single Line FR – FMX2

 **Funds reservation: Change Overview scrn**

  Entry  Consumption

Document number	4000048738	 Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workfl...	Posting Date	07/01/2021
Company Code	SC01	State of South Carolina		
Doc.text				
Currency	USD			
Grand total	400,000.00			

To change the overall amount, up or down, simply change the amount and save.


Line Items

	Do ...	S ...	R ...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
	1				400,000.00	5021310000				NOT RELEVANT

# Complete Multi-Line FR – FMX2

To complete  
(zero out) a  
FR, click the hat.

**Funds reservation: Change Overview scrn**

Document number: 4000048737  Posted Document Date: 07/01/2021  
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021  
Company Code: SC01 State of South Carolina Currency/Rate: USD  
Doc.text: [REDACTED]  
Currency: USD  
Grand total: 1,656,595.00

Line Items										
	Do ...	S ...	R ...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					1,620,000.00	5021310000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT
2					30,000.00	5113020000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT
3					6,595.00	5021310000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT

# Complete Multi-Line FR – FMX2

Funds reservation: Change Hdr Data

**General Data**

Document number	4000048737	<input checked="" type="checkbox"/> Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workflo...	Posting Date	07/01/2021
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

**Statistics**

Created by	MIC131839	Created on	07/01/2021
Changed by	MIC131839	Changed on	04/21/2022

**Document Status**

<input type="checkbox"/> Completed	<input type="checkbox"/> Blocked
<input type="checkbox"/> Can be arc	<input type="checkbox"/> Block

**Additional Data**

Doc.text	
Reference	
Contract Value	

This screen will appear. Check **Completed** and save. The FR Budget will be adjusted in the old year.

# Change Multi-Line FR – FMX2

To change a single line, select **Detail Line Item** icon.

To change an overall amount, simply change the amount and save.

**Funds reservation: Change Overview scrn**

Document number: 4000048737 Posted Document Date: 07/01/2021  
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021  
Company Code: SC01 State of South Carolina Currency/Rate: USD  
Doc.text: [REDACTED]  
Currency: USD  
Grand total: 1,656,595.00

Line Items										
	Do ...	S ...	R ...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					1,620,000.00	5021310000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT
2					30,000.00	5113020000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT
3					6,595.00	5021310000	[REDACTED]	[REDACTED]	[REDACTED]	NOT RELEVANT

# GL Account Review and JEs — Review

## What do you look for when you review the GL?

### Accounts payable balances:

should only include amounts awaiting payment and other balances that have been set up as accounts payable.

### Sales and use tax payable:

balances should be reviewed to determine that these taxes have been properly recorded and/or paid.

### Accounts receivable balances:

should be reviewed to determine that receipts have been properly posted against AR and not posted as a direct receipt, leaving an erroneous AR balance.

# GL Account Review and JEs — Review

## What do you look for when you review the GL?

### Travel advances outstanding

Should be \$-0-.  
GL account 5052010000

### Revenue and expenditure accounts

Review for inappropriate  
classifications.

### Fund balance

**No entries** should be made  
directly to any fund balance  
account without consulting  
the Comptroller General's  
Office.

# GL Account Review and JEs — Review

## What do you look for when you review the GL?

### Undeposited Cash accounts

To ensure the STO has verified the cash deposit and the cash has been moved to the correct bank GL, these accounts should be cleared out by the end of the fiscal year.

### IDT Cash Clearing account

To ensure that both sides of the IDT have fully posted by year-end, this account should be zero at year-end. The SCEIS team will clear it.

### Zero-Balance Clearing Funds

Cash balances should be cleared from these accounts regularly and should have a zero balance at the end of the fiscal year.

# Inventory — GR/IR Reconciliation

GR/IR Clearing  
Account,  
2400010000,  
should be zero (0.00)  
at fiscal year-end.

Use **MR11** to view  
items that have not  
cleared the GR/IR  
Clearing Account.

# GR/IR Clearing — MR11

When the value on the Goods Receipt differs from the value of the invoice or vice versa, the net difference is posted in the GL to the GR/IR clearing account.

Enter Plant range. ➡

Enter date range. ➡

Click both surplus types. ➡

**Maintain GR/IR Clearing Account**

Document Header Data

Company Code	SC01	State of South Carolina
Posting Date	07/01/2023	
Reference		
Doc. Header Txt		

Choose

Supplier		to	
Freight vendor		to	
Purch. Organization		to	
Purchasing Group		to	
Plant		to	
Purchasing Document		to	
Item		to	
Purchase Order Date	01/01/2007	to	05/14/2023
Purch. Doc. Category			
Order Type		to	

Surplus Types

☒ Delivery surplus

☒ Invoice surplus

Clear

<input checked="" type="checkbox"/> GR/IR Clearing Account	<input type="checkbox"/> ERS Purchase Orders
<input checked="" type="checkbox"/> Delivery Cost Accounts	<input type="checkbox"/> ERS - Delivery Costs

Missing GR? Verify the items on the PO have been received and enter the GR using t-code MIGO.

Missing IR? Contact the goods recipient or vendor for invoice.

# GR/IR Clearing — MR11

## Maintain GR/IR Clearing Account

 Post  Purchase Order         

Company code SC01 State of South Carolina  
Currency USD

Pur. Doc.	Item	PO Date	Name 1	Material	Short Text	OU	GR-IV			
Pur. Doc.	Item	Account	key name	FYrRef	Ref. Doc.	Item	Quantity Received	Quantity invoiced	Difference Qty	Difference Value
4500095130	6	03/15/2023	GOOD SOURCE	105542		HAM, TURKEY, BONELESS, SKINLESS, FROZEN	LB			
<input type="checkbox"/> 4500095130	6	GR/IR clearing					20,000.00		20,000.00	32,184.00
4500095132	1	03/14/2023	MCKESSON MEDICAL-SURGICAL MINNESOTA	128256		SHAMPOO, 1%, SELSUN BLUE, 7OZ	EA			
<input type="checkbox"/> 4500095132	1	GR/IR clearing					24.00		24.00	111.20
4600868732	21	01/24/2022	JOHNSON CONTROLS FIRE PROTECTION LP			FY22/Fire Ext. Annual Insp. - FM Trucks	HR			
<input type="checkbox"/> 4600868732	21	GR/IR clearing					1.00		1.00	756.00
4600931778	2	02/08/2023	SIGNATURE GREEN			Lawn Core Aeration	HR			
<input type="checkbox"/> 4600931778	2	GR/IR clearing					1.00		1.00	525.00
* Total										1,162,507.32

# Other Reminders



Run Z\_SCEIS\_Errors to identify items on the error file.  
All errors must be cleared before year-end.

---

Clear fund 30240000.

---

Repay interfund loans. Run ZGLA for GLs 1390010000, 2090010000.

---

# Any Questions?



Use MySCLearning to  
register for the  
**CO500 Q&A Webex.**

# Any Questions?



## Have questions after the Q&A Webex?

Send a help request to the SCEIS Service Desk.

- <http://www.sceis.sc.gov/requests/>
- (803) 896-0001, option 2