



CO500 YEAR END PROCESSES FOR FY2017

Part 1: Lessons 1-7

End User Training
Columbia, SC
Spring 2017

Welcome and Introductions



Welcome to C0500 Year End Processes for Fiscal Year 2017 (FY2017).

- Introductions
- Classroom etiquette
- Parking Lot

Class Overview

Upon completion of this class, Procurement Officers, Inventory Managers, Finance Managers, and Directors should be able to:

- Manage those processes that need to be completed in preparation for the closing of FY2017.

Class Overview (continued)

This class will cover those Year End processes in seventeen (17) lessons:

- Lesson 1: FY2017 Year End Important Dates
- Lesson 2: New for FY2017 Year End
- Lesson 3: Managing Carry Forward Processes
- Lesson 4: Tools to Manage Year End Processing
- Lesson 5: Managing Purchasing Processes
- Lesson 6: Managing Inventory Processes
- Lesson 7: Managing Sales and Distribution (SD) Processes

Class Overview (continued)



- Lesson 8: Five Options to Create Shopping Carts for Fiscal Year 2018
- Lesson 9: Managing Expenditures and Accounts Payable Processes
- Lesson 10: Managing Revenue and Accounts Receivable Processes
- Lesson 11: Procedures for Managing Budget
- Lesson 12: FMX2 – Changing Funds Reservations
- Lesson 13: Managing Cash Status

Class Overview (continued)

- Lesson 14: General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Lesson 15: Managing Fixed Assets
- Lesson 16: Managing Grants
- Lesson 17: Managing Project Systems



South Carolina Enterprise Information System

LESSON 1: FY2017 YEAR END IMPORTANT DATES

South Carolina Year End Important Dates



- 🌀 **Friday, June 30** - State fiscal year ends.
- 🌀 **Friday, July 14** - Last day of fiscal year 2017 for Accounts Payable processing. Documents must be received in the CG's Office by 5:00 PM.
- 🌀 **Friday, July 14** - All AP Parked Documents should be cleared (Paid or Deleted) by COB.
- 🌀 **Friday, July 14** - Last day to close or reduce FRs and FBs to unencumber FY2017 budget.

South Carolina Year End Important Dates (continued)



- 🌀 **Monday, July 17** - Last day to carryforward FRs to unencumber FY2017 budget.
- 🌀 **Monday, July 17** - Last day to close, reduce or carry forward POs, PRs to unencumber FY2017 budget.
- 🌀 **Wednesday, July 19** - Last day to process manual Use Tax via check or Cross Business Area Journal Entry. SCEIS will process automated Use Tax on July 19.

South Carolina Year End Important Dates (continued)



- 🌀 **Monday, July 24** - Last day to process correcting journal entries in period 13 for FY2017.
- 🌀 **Monday, July 24** - All Parked Documents (should only be JEs) must be processed or deleted by 5:00 p.m.
- 🌀 These dates are the same for SCEIS and non-SCEIS Agencies.

South Carolina Year End Important Dates (continued)



- July 1 – 14, 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, 2017, Period 12.
- Correcting JE documents can be entered from July 14 through July 24 with a posting date of June 30, 2017, Period 13. (Role is required.)
- Documents to be posted in the new year must have a Posting Date on or after July 1, 2017, Period 1.

South Carolina Year End Important Dates (continued)



- ☛ All revenue deposited on or before June 30 should be submitted as a Period 12, FY2017 transaction. These documents must be received in the State Treasurer's Office not later than 10:30 a.m. July 7, 2017.
- ☛ Refunds of FY2017 expenditures must be received in the State Treasurer's Office not later than 10:30 a.m. on July 14, 2017.

South Carolina Year End Important Dates (continued)



- All payments for amounts due to employees including retirees, who terminate State employment on or before June 30, 2017, must be made by July 31, 2017.
- To meet this, all payments (annual leave and other compensating absences) must be included in the payroll dated July 14, 2017.

South Carolina Year End Important Dates (continued)



- 🕒 Period 12 FY2017 - Open for normal processing June 1, 2017 through July 14, 2017.
- 🕒 Period 13 FY2017 – Open for users with a special JE role from July 15, 2017 through July 24, 2017.
- 🕒 Period 14 FY2017 – Open for Financial Statement agency users from July 15, 2017 through October 1, 2017.

Lesson 1 Summary

- You should now have a better understanding of the important dates in FY2017 Year End processing.



South Carolina Enterprise Information System

LESSON 2: NEW FOR FY2017 YEAR END

New for FY2017 Year End for FI

- Block Old IT GLs
- Review AUC Balances – Create Assets as needed

Block Old IT GLs

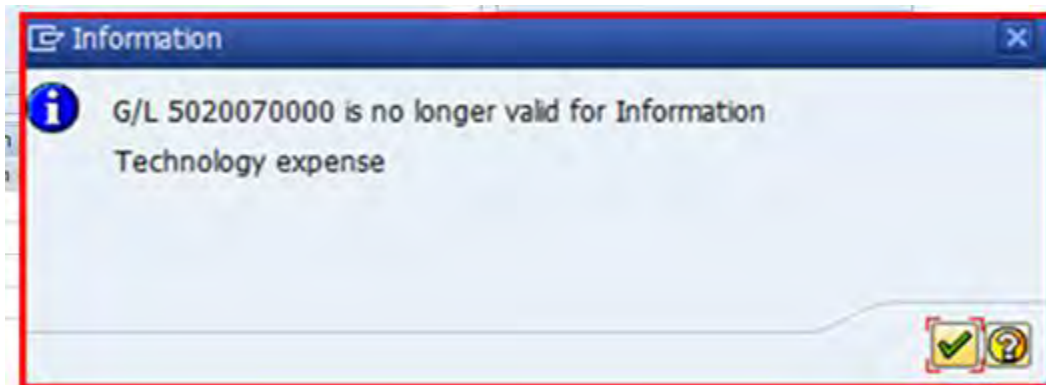
- In FY2017, new GLs were created to capture IT costs. The GLs previously used for this purpose remained in place.
- Throughout FY2017, many agencies continued to use the old GLs for capturing IT costs and efforts to review IT costs and make knowledgeable statewide IT decisions have been difficult.

Block Old IT GLs (continued)

- SCEIS has been tasked with “blocking” the old IT GLs to prevent their use in FY2018.
- Due to the nature of the State’s year end, with two years open at one time, “blocking” was not an option on July 1.
- SCEIS has created validation rules to allow FI transactions to post in FY2017 only.

Block Old IT GLs (continued)

- Impact on FI documents - July 1 – July 24
 - Posting Date 06/30/2017 - payments made as Direct Pays or PO invoices, payments against FRs, FBs or JEs processed using an old IT GL will post as usual.
 - Posting Date 07/01/2017 or later – all FI transactions processed using an old IT GL will receive the following error:



Block Old IT GLs (continued)

- ➊ Impact on Carry Forward - existing POs, FRs and FBs with old IT GLs can be carried forward into FY2018 without error.
- ➋ Any FY2018 FI transaction processed on a PO, FR or FB with an old IT GL will receive the error.
- ➌ To correct this problem, agencies will be required to reduce any line with an old IT GL to the current expended amount and create a new line with the new IT GL for the remaining balance.

Block Old IT GLs (continued)

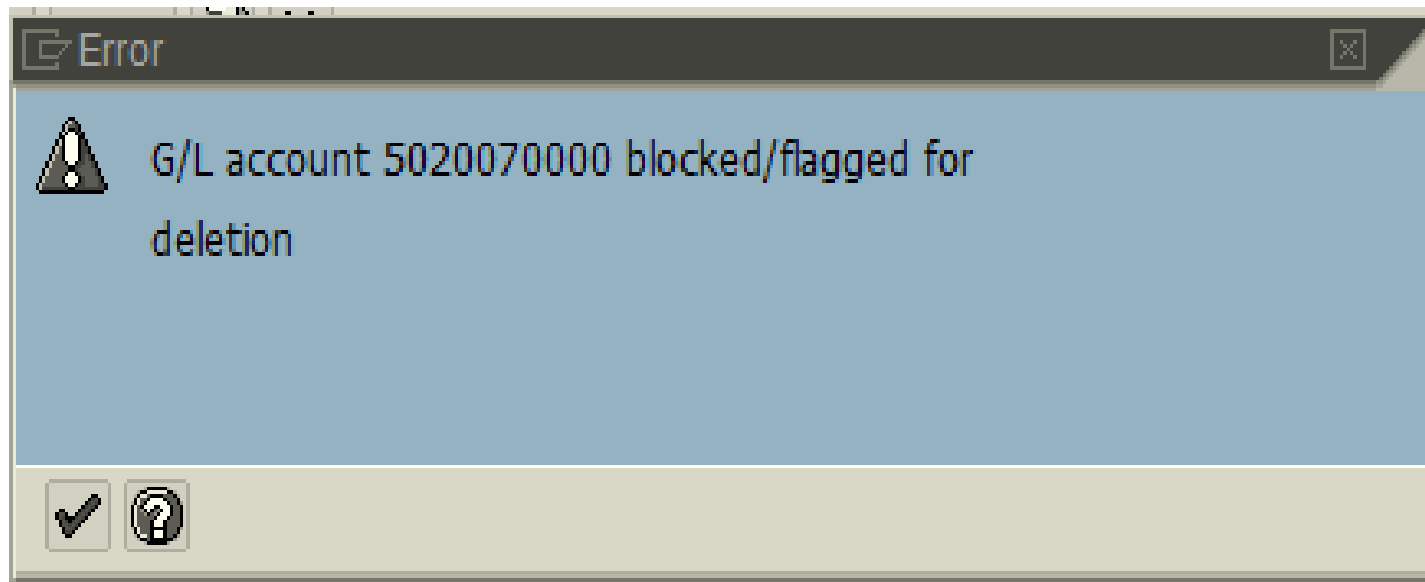
- ④ The SCEIS validation checks FI documents only, non-inventory goods receipts are not FI documents. They will post in FY2018.
- ④ Any non-inventory goods receipts posted to a PO line with an old IT GL will need to be reversed and reentered as a receipt of a new line on the PO with a new IT GL.

Block Old IT GLs (continued)

- Agencies will have the ability to reduce POs, FRs, FBs with old IT GLs until the old IT GLs are “blocked.”
- SCEIS plans to “block” old IT GLs at COB on July 24.
- After July 24, agencies will not be able to correct encumbrance lines on POs, FRs, FBs that have old IT GLs.

Block Old IT GLs (continued)

- After July 24, any attempt to process a transaction with an old IT GL will receive the following error:



Block Old IT GLs (continued)

- Agencies are advised to run the BW “Open Encumbrance Report” to search for any encumbrances with an old IT GL and make needed changes now.
- SCEIS FI will monitor the “Open Encumbrance Report” and contact Finance and Procurement Directors as needed.

Block Old IT GLs (continued)

Old IT GLs

| | |
|------------|--------------------------------------|
| 5020070000 | Data Process Services-Other |
| 5020070001 | DP Serv-Hardware Maintenance |
| 5020070002 | DP Serv-Software Maintenance |
| 5020070003 | DP Serv-Software Licenses |
| 5020070004 | Data Processing Serv-State Agency |
| 5020070005 | Data Processing Serv – Consulting |
| 5020070006 | DP Hardware Warranties |
| 5030060000 | Data Processing Supplies |
| 5030060001 | Data Proc Supplies – Minor Equipment |
| 5030060002 | Data Processing Supplies - Software |

Block Old IT GLs (continued)

- Current (new) IT GLs can be found on the SCEIS website, by clicking on the box entitled, “Real Estate and IT GL Documents”



Real Estate and IT GL
Documents

and selecting “IT GL Codes in Excel”

IT GL Codes in Excel (2,135kb .xls)

AUC – Review Balances

- 🌀 This year SCEIS and the Executive Budget Office (EBO) have focused on AUC balances.
- 🌀 Some agencies have large AUC balances that date back to SCEIS go-live and have never been adjusted.
- 🌀 Please review your AUC balances. If you have questions or identify errors, please enter a HelpDesk ticket and request that it be sent directly to Shirley Coyner.

AUC – Review Balances

- To review balances run the “Asset History Report,” S_ALR_87011990.

Asset History Sheet

The screenshot shows the 'Asset History Sheet' form. It has a toolbar at the top with icons for back, forward, list, print, and help. The form is divided into three main sections: 'Company code', 'Selections', and 'Settings'. The 'Company code' section has fields for 'Company code' (SC01), 'Asset number', and 'Subnumber', each with a 'to' field and a right arrow button. The 'Selections' section has fields for 'Asset class' (13000), 'Business area' (D500), and 'to' fields with right arrow buttons. The 'Settings' section has fields for 'Report date' (06/30/2017), 'Depreciation area' (01), 'Sort Variant' (0001), and 'Modif.Acctl.' (Co. code/bus. area/bal. item/B/S acc). There are also radio buttons for 'List assets' (selected), '... or main numbers only', and '... or group totals only'. A blue callout box with a white border points to the 'Asset class' field, containing the text: 'Enter Asset Classes 13000 and 13001 And your Business Area'.

| | | | | |
|--|------------|--------------------------------------|-------|---|
| Company code | SC01 | to | | → |
| Asset number | | to | | → |
| Subnumber | | to | | → |
| Selections | | | | |
| Asset class | 13000 | to | 13001 | → |
| Business area | D500 | to | | → |
| Settings | | | | |
| Report date | 06/30/2017 | | | |
| Depreciation area | 01 | Modif.Acctl. | | |
| Sort Variant | 0001 | Co. code/bus. area/bal. item/B/S acc | | |
| <input checked="" type="radio"/> List assets | | | | |
| <input type="radio"/> ... or main numbers only | | | | |
| <input type="radio"/> ... or group totals only | | | | |

Lesson 2 Summary

- You should now have a better understanding of the use of IT GLs.
- You should know how to review your AUC balances.



LESSON 3: MANAGING CARRY FORWARD PROCESSES

Carry Forward Documents

- The following Value Types will be allowed to be carried forward by agencies:
 - VT 50 - Purchase Requisitions (PRs),
 - VT 51 - Purchase Orders (POs),
 - VT 54 – Invoices (for Goods Receipts {GR}), and
 - VT 81 – Funds Reservations (FRs),
 - VT 83 - Forecast of Revenue (for Sales Orders)

Determine What to Carry Forward

- ④ Run the Open Encumbrance Report to determine the encumbrances, POs, PRs, FRs, that need to be carried forward using the ZFMJ2 transaction.
- ④ After an encumbrance is carried forward, it will “fall off” the Open Encumbrance Report for FY2017.

Determine What to Carry Forward

- When reviewing the Open Encumbrance Report and it is decided not to carry forward a PO with an Asset and the PO Line Item has not had any transactional activity, (no Goods Receipts, no Invoice Receipts).
 - the Asset's Account Assignment Data must be **deleted** from the Account Assignment,
 - change the Asset Account Assignment Category from an Asset (A) to a Cost Center (K). The next slide provides a screen shot of the Account Assignment Tab and the Account Assignment Category.

Account Assignment Tab & Account Assignment Category

Details for Item 1 Workstations #1,2,3,4

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents | Delivery

Order as Direct Material

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

| Number | Accounting Line Number | Percentage | Account Assignment Category | Assign Number | Account Assignment Description |
|--------|------------------------|------------|-----------------------------|---------------|--------------------------------|
| 0001 | | 100.00 | Cost Center | N080AAT010 | Agency-Wide Supp IT |

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00

Account Assignment Category: Cost Center

Cost Center: N080AAT010 Agency-Wide Supp IT

Fund Center: N080AAT010 Agency-Wide Supp IT

Order:

Grant: NOT RELEVANT NOT RELEVANT

Profitability Segment: 0000000000

Real Estate Key:

Reference Date: 05/08/2017

Functional Area: N080_0019 N080 Admin-Agency-Wide Su

Controlling Area: SC01

General Ledger Account: 5021560000 FACTORY SERVICES

Business Area: N080

Fund: 10010021 GENERAL FD - C/F

Commitment Item: 5021560000 FACTORY SERVICES

Unfunded Accounting Line: ☐

TP Component TAS

Sub Level Prefix:

Agency ID:

Allocation Transfer Agency ID:

Period of Availability: 0000 - 0000

Availability Type Code:

Main Account Code:

Sub Account Code:

BETC:

When to Carry Forward – Non-Inventory Purchase Orders

- POs or GRs - Non Inventory (Reduce the PO if applicable)

| Received Goods/ Services | Received Invoice | Decision |
|-------------------------------------|------------------------------------|---|
| Before or on 6/30 | By CG closing date | Leave & Pay in old year, NFI, NFC & Lock |
| Before or on 06/30 | After CG closing date | Carry forward PO |
| After 06/30 | Before or after CG closing date | Carry forward PO |
| Not going to receive, not needed | N/A | Delete entire PO or appropriate line |

When to Carry Forward – Inventory Purchase Orders

Inventory POs

| Goods Received | Invoice Received | Decision |
|---|-----------------------------|---|
| Before or on 6/30 | By CG's Closing Date | Leave the PO in the current year and pay in current year. Standard process. |
| Before or on 6/30, if the GR is for the full quantity | After the CG's Closing Date | Carry Forward the GR's 51 document number, the Accounting Document http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_2.pdf |

When to Carry Forward – Inventory Purchase Orders

Inventory POs

| Goods Received | Invoice Received | Decision |
|--|-----------------------------|--|
| Before or on 6/30, if the GR is for a partial quantity | After the CG's Closing Date | Carry Forward the GR's 51 document number, the Accounting Document <u>and</u> the PO http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_3.pdf |

When to Carry Forward – Inventory Purchase Orders

Inventory POs

| Goods Received | Invoice Received | Decision |
|--|-----------------------------|---|
| Before or on 6/30, if the GR is for a <u>partial</u> quantity and the GR is reversed, and then re-keyed | After the CG's Closing Date | Carry Forward the original GR, the reversed GR and the re-keyed GR <u>and</u> the PO. http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_4.pdf |

When to Carry Forward – Inventory Purchase Orders

Inventory POs

| Goods Received | Invoice Received | Decision |
|--|---|--|
| No Goods are received, no activity on the PO Line Item | No Invoice received before or after the CG's Closing Date | Do not need. Delete at the Line Item level, then delete the PR's Line Item. |
| No Goods are received, no activity on the PO Line Item | No Invoice received before or after the CG's Closing Date | Item is needed. Carry Forward the PO. 45XXXXXXXXX. http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_1.pdf |

When to Carry Forward – Funds Reservations

FRs

| All Payments will be | Decision |
|--------------------------------------|--------------------------------|
| Before 06/30 and by CG closing date | Pay in Current Year & Close FR |
| Not be made by CG closing date | Carryforward FR |
| After CG closing date | Carryforward FR |
| Not going to incur any more payments | Close the FR or Reduce to Zero |
| Less than the current FR balance | Reduce the FR |

ZFMJ2 Carry Forward of Open Items

- ☞ 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 for a limited period of time. (Anticipated dates are June 19 – July 17.)

ZFMJ2 Carry Forward of Open Items Cont

- This transaction allows a “Test Run.”
- It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- Errors can occur for:
 - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
 - AVC check
 - Period not open, etc.

ZFMJ2 Carry Forward of Open Items Cont

You can control AVC in 2017 for CFWD items.

No availability control:

- Availability is not checked and the assigned values are not updated. The assigned values have to be reconstructed after the program has been run. (**Not Recommended**)

Update without checks:




- The assigned values are updated. Availability is not checked. The budget can be overrun. The assigned values do NOT have to be reconstructed after the program has been run. (**Recommended**)

Check:







- The assigned values are checked and updated. If an error message occurs from the availability control, the corresponding line items cannot be processed. The assigned values do **not** have to be reconstructed after the program has been run.

ZFMJ2 - Carry Forward of Open Items


Year-End Closing: Carryforward of Open Items




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"/> | to | <input type="text"/> |  |
| 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"/> | to | <input type="text"/> |  |
| Company Code | <input type="text"/> | to | <input type="text"/> |  |
| Document Number | <input type="text"/> | 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
 U Update Without Check 

ZFMJ2 Transaction

Year-End Closing: Carryforward of Open Items

🕒 📄 ⓘ

Restriction on FM Account Assignments

| | | | | |
|-----------------|----------|----|------------|---|
| Grant | | to | | ➡ |
| Fund | | to | | ➡ |
| Funds Center | F0300000 | to | F030zzzzzz | ➡ |
| Commitment Item | | to | | ➡ |
| Functional Area | | to | | ➡ |
| Funded Program | | to | | ➡ |

Restriction According to Attributes

➡ Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

| | | | | |
|-----------------|------------|----|--|---|
| Value Type | I | to | | ➡ |
| Company Code | SC01 | to | | ➡ |
| Document Number | 4600000000 | to | | ➡ |

FI Documents

FI doc.no.fisc.year

Process Control

☒ Test Run
☐ Process with Dialog
☒ Block Documents
☒ Detail List

Layout

Availability Control U Update Without Check 📄

Enter Funds Center and Document Information

VT Short Descript.
50 Purchase Requisitions
51 Purchase Orders
54 Invoices
81 Funds Reservation
83 Forecast of Revenue

ZFMJ2 Transaction (continued)

The screenshot shows the 'Process Control' section of the ZFMJ2 Transaction interface. It contains a list of options with checkboxes: 'Test Run' (checked), 'Process with Dialog' (unchecked), 'Block Documents' (checked), and 'Detail List' (checked). Below this is the 'Availability Control' section, which includes a 'Layout' dropdown menu and a 'U Update Without Check' button. Two callout boxes provide instructions: one points to the 'Test Run' checkbox with the text 'Be sure to run in TEST mode', and another points to the 'Layout' dropdown with the text 'Be sure to run with correct AVC setting.'

Process Control

- ☒ Test Run
- ☐ Process with Dialog
- ☒ Block Documents
- ☒ Detail List

Availability Control

Layout

U Update Without Check

Be sure to run in TEST mode

Be sure to run with correct AVC setting.

ZFMJ2 Transaction (continued)

- Fill in the Value Type to carry forward and company code SC01 all documents of that type.
- You can do one document at a time, a range or a list of documents.
- Use the multiple selection for a document list.

The screenshot displays the 'Restriction at Document Level' section of the ZFMJ2 Transaction form. It includes input fields for 'Value Type', 'Company Code' (pre-filled with 'SC01'), and 'Document Number'. To the right of these fields are 'to' labels and corresponding input fields for defining a range. A vertical stack of three arrow buttons is positioned to the right of the 'to' fields. A blue box labeled 'Multiple Selections' has an arrow pointing to the bottom button in this stack. Below the restriction section is the 'FI Documents' section, which contains an input field for 'FI doc.no.fisc.year'.

| Restriction at Document Level | |
|-------------------------------|-------------------------|
| Value Type | <input type="text"/> |
| Company Code | SC01 |
| Document Number | <input type="text"/> |
| | to <input type="text"/> |
| | to <input type="text"/> |
| | to <input type="text"/> |

FI Documents

| | |
|---------------------|----------------------|
| FI doc.no.fisc.year | <input type="text"/> |
|---------------------|----------------------|

Multiple Selections

ZFMJ2 Transaction (continued)

If you erroneously carry forward a document,

 **You will not be able to carry it back!**

- You do not have the authorization for the transaction code.

 **DO NOT DELETE it after Carry Forward!**

- If you delete it after carrying it forward, you will have reporting issues with your budget reports as **these documents will not be picked up in the totals on BUDGET reports!**

ZFMJ2 Transaction (continued)

It is imperative that you:

- 🔄 **Double check your work** and
- 🔄 **Run the transaction in TEST** to be sure you carry forward the appropriate documents!
- 🔄 You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be “No documents found.”

PO Hard Stop and POs Not Carried Forward

- ☛ If a Purchase Order is not carried forward from FY2017 to FY2018 prior to COB July 17, 2017, the PO will no longer be available for change.
- ☛ The validation ensures that PO and PO's FM Posting Date are in the same Fiscal Year.
- ☛ **After July 17, agencies will not have the ability to carry forward POs. Therefore, POs remaining in previous fiscal year cannot be carried forward.**

Situations that will lead to Hard Stops:

- FY2017 PO carried forward to FY2018 (FM Posting Date is FY2017) if you make a change in FY2018, you will get a Hard Stop. To correct the error, change FM Posting Date to FY2018, to the current date, do not make FM Posting Dates in the future. A common error is to move the FM Posting Date to 06/30/20XX.
 - Problem: PO has been carried forward to FY2018, however, the FM Posting Date has not yet been updated. The first time you edit the PO in FY2018, you will get a Hard Stop. “FM posting date in wrong year or PO has not been carried forward”. Solution: Change FM Posting Date to FY2018.

- If you process with no budget checks on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

FMAVCR01 - Layout Options

Display Annual Values of Control Objects

Icons: Refresh, Print, Help

FM Area: SC01
Fiscal Year: 2017
Control Ledger: 9H

Type of Account Assignments

Account assignments specified below are:

☒ Control Objects
☐ Budget Addresses
☐ Posting Addresses

Selection of Account Assignments

| | | | | |
|-----------------|--|----|--|---|
| Grant | | to | | → |
| Fund | | to | | → |
| Funds Center | | | | → |
| Commitment Item | | | | → |
| Functional Area | | to | | → |
| Funded Program | | to | | → |

Layout Options

Restriction According to Attributes

→ Multiple Selection FM Account Assignm... Variant Name

Layout Options

Display Options

| | |
|--------------------------------|-------------------------------------|
| Use View 'Outgoing Amounts' | <input checked="" type="radio"/> |
| Use View 'Incoming Amounts' | <input type="radio"/> |
| Maximum Usage Rate | 100.00 |
| Display Budget Deficits Only | <input type="checkbox"/> |
| Only Obj. With Annual Checks | <input checked="" type="checkbox"/> |
| Hierarch. View of AVC Elements | <input checked="" type="checkbox"/> |

FMAVCR01 - Layout Options cont.

| Layout Options | |
|--------------------------------|-------------------------------------|
| Display Options | |
| Use View 'Outgoing Amounts' | <input checked="" type="radio"/> |
| Use View 'Incoming Amounts' | <input type="radio"/> |
| Maximum Usage Rate | 100.00 |
| Display Budget Deficits Only | <input type="checkbox"/> |
| Only Obj. With Annual Checks | <input checked="" type="checkbox"/> |
| Hierarch. View of AVC Elements | <input checked="" type="checkbox"/> |

Lesson 3 Summary

- You should now have a better understanding of the Year End process for managing Carry Forward documents.



LESSON 4: TOOLS TO MANAGE YEAR END PROCESSING

Key Tools to Manage Year End

- 🌀 Understand Tools Available to Manage Year End Processing.
 - Fiscal Year Pop-up Messages
 - BW Open Encumbrance Report
 - ZBD1 – Budcon1.1 (search for open items encumbering budget)
 - ZMRBR Release Blocked Invoices (search and report data)
 - ME2N & ME2K Purchasing Documents per Document Number (search and report data)
 - MR11 Maintain GR/IR Clearing Account (GR/IR Reconciler)
 - FMX3 Display Funds Reservations
 - ME5A List Display of Purchase Requisitions
 - CJI5 Display Project Commitment Items

FY 2016 - FY 2017 Pop-up Message



- If you have access to the transactions below, from July 1 through July 14, you will get a “pop-up” screen to choose the appropriate FY for your transaction.

FMX2– Change FR

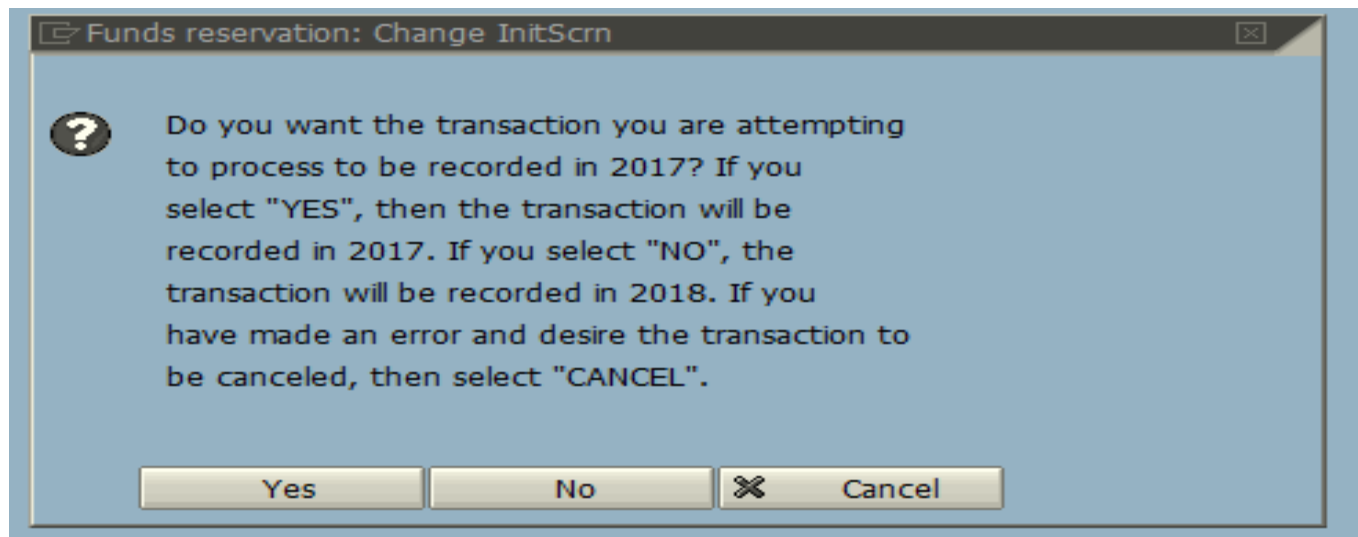
FMW2– Change Funds Block

VA02 – Change Sales Order

If you do not receive the pop-up message, stop and “Cancel” the transaction and call the SCEIS Help Desk.

FY 2017 - FY 2018 Pop-up Message

- The purpose of this “pop-up” message is to prompt you to select the appropriate FY the transaction is to be posted.



Open Encumbrance Report

- The Business Warehouse Open Encumbrance Report shows open encumbrances.
 - Open Purchase Orders
 - Open Purchase Requisitions
 - Parked FI documents
 - Funds Block
 - Funds Reservation
- A new Business Warehouse Encumbrance History Report shows open and closed encumbrances.
(*Business Warehouse (BW) training is posted on the SCEIS website in uPerform.)

Open Encumbrance Report (continued)

- The Open Encumbrance report provides
 - Business Area
 - Funding Information
 - Document Detail and Reference Number
 - Posting Date
 - Vendor Name and Number
 - Original Amount of PO
 - Any Adjustments
 - Invoiced Amount
 - Goods Receipt Valuated
 - Remaining Balance

Open Encumbrance Report (continued)

- ➊ It is a good practice to run the BW Open Encumbrance Report after PO clean-up to ensure no encumbrances remain. The report can now be processed by Purchasing Group.
- ➋ BW is updated overnight. POs updated today will appear or disappear on the BW report the following business day.

Open Encumbrance Report (continued)

- Information about BW and BOBJ is available on the SCEIS website.
- <http://sceis.sc.gov/page.aspx?id=10>

Business Objects and BEx Queries

[List and Detailed Description of BW Reports \(LINK - large file size\)](#)

[Master List of Business Objects and BEx Queries \(Link\)](#)

[List of Business Objects and BEx Queries: Finance \(Link\)](#)

[List of Business Objects and BEx Queries: HR/Payroll \(Link\)](#)

[List of Business Objects and BEx Queries: Materials Management \(Link\)](#)

ME2N, Purchasing Document per Document Number

- List Displays by Purchase Order Number
 - This can be used to filter results of the Open Encumbrance Report.
- ME2N Report has multiple selection criteria for your use.
- ME2N, “Selection Parameter,” ZAINV, is also available to show “Goods Receipts not Invoiced.”

http://sceis.sc.gov/documents/20150505--SRM_ME2N_Selection_Parameter.pdf

ME5A Inventory Open Purchase Requisitions

ME5A Open Purchase Requisitions

- Helps identify Purchase Requisitions (PREQ) that were not fully converted to Purchase Orders.
- Helps identify which PREQs have had encumbrance transferred back to the from the ZINV Purchase Order to the PREQ.
- If the PREQ is now not required please delete the Purchase Requisition.
- Remember PREQs encumber funds.

Lesson 4 Summary

- You should now have a better understanding of the tools to manage Year End processing.



South Carolina Enterprise Information System

LESSON 5: MANAGING PURCHASING PROCESSES (NON-INVENTORY & INVENTORY)

Purchasing at Year End

- For *goods and services received by June 30*, post the Goods Receipts by June 30 in order to assure that funds are posted in the current fiscal year.
- *Invoices received by June 30* should be posted and paid in the current year.
 - Otherwise, you will be paying for this year's (2017) goods and services with next year's (2018) funds, thus causing potential budget shortfalls in the new fiscal year (2018).

Open PO Options

- ☛ Receive and pay in current year
- ☛ **Reduce** the PO Line Item, if applicable, remember reducing a PO Line Item reduces the encumbrance.
- ☛ No Further Confirmation/No Further Invoice and Lock Line Item, if applicable
- ☛ Delete PO at Line Item Level. The **red X** will appear on the Line Item.

Open PO Options

☉ Receive and Pay in Current Year

- If the PO will be received and paid in the current fiscal year, make no revisions to the PO: follow standard process.
 - In order to free up budget for other payments at Year End, it is important that only POs that will be paid in the current fiscal year remain open.
 - If the PO cannot be received and paid in FY 2017, then carry forward the PO into FY 2018.

Reduce PO Line Item

- If you originally ordered 10 widgets but received 8 and if your customer is “good with the 8” and the other 2 are not needed, then reduce the PO to 8. This action reduces the encumbrance.
- If the PO is linked to a contract, the system will update the contract’s “Release Document”. **This action will enable accurate contract PO reporting and spend analysis.**

Open PO Options

No Further Confirmation

- Tells the system there are no further confirmations (goods, services) expected
- Sets the Delivery Complete indicator in the ECC Purchase Order
- Releases Grant Commitments (GM)
- Does not unencumber funds (FM)

Open PO Options

- 🔄 No Further Invoice
 - Unencumbers funds (FM)
 - Sets Final Invoice indicator in ECC Purchase Order
- 🔒 Lock Line Item
 - Sets the Lock icon on the PO Line Item in ECC
 - Prevents activity on the PO Line Item in ECC
 - Caution: Allows Purchase Order Line Item changes in SRM **but will not replicate that data change to ECC.**

SRM – No Further Confirmation, No Further Invoice

- These indicators can be found in SRM by displaying the PO, clicking the “Items” tab then the “Details” button, and then the “Related Documents” tab.

Display Purchase Order

Edit | Print Preview | Check | Close | Copy | Export | Delete | Related Links

Purchase Order Number 4600333065 Purchase Order Type SCEIS Standard PO Status Ordered Document Date 04/25/2014 Total Value (Gross)

Overview Header **Items** Notes and Attachments Approval Tracking

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Undelete | Propose Sources of Supply | Add Condition | Remove Condition | Exercise Option | Order

| Line Number | Deleted | Item Type | Item Number | Product ID | Description | Product Category | Quantity | Unit | Currency | Per | Net |
|-------------|---------|-----------|-------------|------------|--|------------------|----------|------|----------|-----|-----|
| 1 | | Material | 1 | | Synthetic Automatic Transmission Fluid | 40590 | 4 | DR | USD | 1 | 1,2 |

Details for Item 1 Synthetic Automatic Transmission Fluid

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | **Related Documents**

Order as Direct Material

▼ Document Control

☐ Purchase Order Response ☒ Invoice Expected
☐ Shipping Notification ☐ Confirmation-Based Invoice Verification
☒ Goods Receipt / Confirmation of Performance of Service ☐ Evaluated Receipt Settlement

▼ Statistics

Goods Receipt / Confirmation of Performance of Service

Confirmed Quantity: 0 DR
Confirmed Value: 0.00 USD
No Further Confirmation ☐ Yes ☒ No

Invoice

Invoiced Quantity: 0 DR
Invoiced Value: 0.00 USD
No Further Invoice ☐ Yes ☒ No

SRM – No Further Confirmation, No Further Invoice

- The **No** radio button defaults for both “No Further Confirmation” and “No Further Invoice,” which means that the transactions are not active.

Details for Item 1 Synthetic Automatic Transmission Fluid

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | **Related Documents**

Order as Direct Material

▼ Document Control

| | |
|--|--|
| <input type="checkbox"/> Purchase Order Response | <input checked="" type="checkbox"/> Invoice Expected |
| <input type="checkbox"/> Shipping Notification | <input type="checkbox"/> Confirmation-Based Invoice Verification |
| <input checked="" type="checkbox"/> Goods Receipt / Confirmation of Performance of Service | <input type="checkbox"/> Evaluated Receipt Settlement |

▼ Statistics

| Goods Receipt / Confirmation of Performance of Service | Invoice |
|---|--|
| Confirmed Quantity: <input type="text" value="0"/> DR | Invoiced Quantity: <input type="text" value="0"/> DR |
| Confirmed Value: <input type="text" value="0.00"/> USD | Invoiced Value: <input type="text" value="0.00"/> USD |
| No Further Confirmation <input type="radio"/> Yes <input checked="" type="radio"/> No | No Further Invoice <input type="radio"/> Yes <input checked="" type="radio"/> No |

SRM – No Further Confirmation, No Further Invoice

- ☉ To activate either “No Further Confirmation” or “No Further Invoice,” click on the “Edit” button, select the line item, change the indicator(s) to “Yes.”

Change Purchase Order

Order Save Print Preview Check Close Export Import Cancel Park Related Links

Purchase Order Number 4600333065 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process Document Date 04/25/201

Supplier [SAMPSON BLADEN OIL COMPANY INC](#)

Overview Header **Items** Notes and Attachments Approval Tracking

Details for Item 1 Synthetic Automatic Transmission Fluid

General Data Prices and Conditions Account Assignment Notes and Attachments Approval Preview **Related Documents**

Order as Direct Material

▼ Document Control

| | | | |
|-------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> | Purchase Order Response | <input checked="" type="checkbox"/> | Invoice Expected |
| <input type="checkbox"/> | Shipping Notification | <input type="checkbox"/> | Confirmation-Based Invoice Verification |
| <input checked="" type="checkbox"/> | Goods Receipt / Confirmation of Performance of Service | <input type="checkbox"/> | Evaluated Receipt Settlement |

▼ Statistics

| | |
|---|---|
| Goods Receipt / Confirmation of Performance of Service | Invoice |
| Confirmed Quantity: <input type="text" value="0"/> DR | Invoiced Quantity: <input type="text" value="0"/> DR |
| Confirmed Value: <input type="text" value="0.00"/> USD | Invoiced Value: <input type="text" value="0.00"/> USD |

No Further Confirmation ☒ Yes ☐ No No Further Invoice ☒ Yes ☐ No

SRM – No Further Confirmation, No Further Invoice

➤ Then click on the “Order” button.

Change Purchase Order

Order | Save | Print Preview | Check | Close | Export | Import | Cancel | Park | Related Links ▾

Purchase Order Number 4600333065 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process Document Date 04/25/201

Supplier [SAMPSON BLADEN OIL COMPANY INC](#)

Overview | Header | **Items** | Notes and Attachments | Approval | Tracking

Details for Item 1 Synthetic Automatic Transmission Fluid

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | **Related Documents**

Order as Direct Material

▼ Document Control

| | |
|--|--|
| <input type="checkbox"/> Purchase Order Response | <input checked="" type="checkbox"/> Invoice Expected |
| <input type="checkbox"/> Shipping Notification | <input type="checkbox"/> Confirmation-Based Invoice Verification |
| <input checked="" type="checkbox"/> Goods Receipt / Confirmation of Performance of Service | <input type="checkbox"/> Evaluated Receipt Settlement |

▼ Statistics

| | |
|---|---|
| Goods Receipt / Confirmation of Performance of Service | Invoice |
| Confirmed Quantity: <input type="text" value="0"/> DR | Invoiced Quantity: <input type="text" value="0"/> DR |
| Confirmed Value: <input type="text" value="0.00"/> USD | Invoiced Value: <input type="text" value="0.00"/> USD |

No Further Confirmation ☒ Yes ☐ No No Further Invoice ☒ Yes ☐ No

SRM – No Further Confirmation, No Further Invoice

- There will be a yellow warning message to indicate that the PO has an item or items changed per the selection criteria you choose. Below is the yellow warning message.



Item(s) marked No Further Confirmation or Invoice

Open PO Options

- Options for Open POs
 - Delete PO at Line Item Level. The **red X** will appear on the Line Item.

Converting Purchase Requisitions (PRs) to POs: Incorrect Method

| Task | Quantity/Value | Encumbrance on PR | Encumbrance on PO |
|-----------------------------|-----------------|-------------------------|-------------------|
| Create Purchase Requisition | 100 ea @ \$5.00 | \$500 (quantity 100 ea) | \$0 |
| Create PO | 10 ea @ \$50.00 | \$450 (90 @ \$5.00) | \$500 |

In this example, the buyer ordered 10 each, rather than 10 boxes of 10 each from the vendor (10 units to a box). With no purchasing UOM in place, the system does not recognize this purchase as anything other than the base unit of **each** and assumes there are 90 more each still required.

Converting Purchase Requisitions (PRs) to POs: Correct Method

| Task | Quantity/Value | Encumbrance on PR | Encumbrance on PO |
|-----------------------------|---|-------------------------|-------------------|
| Create Purchase Requisition | 100 ea @ \$5.00 | \$500 (quantity 100 ea) | \$0 |
| Create PO | 10 bx @ \$50.00 (Purchasing UOM = bx) | \$0 | \$500 |

In this example, the buyer ordered 10 boxes where the purchasing UOM has been implemented. In this purchasing UOM, 1 box = 10 each. The system will convert the box UOM to **each** once the Goods Receipt is entered. Thus the inventory will be correct, the PO will be correct and the PR will be correct.

Converting Purchase Requisitions (PRs) to POs: Unit of Measure

- Quantity on the Purchase Order must equal the quantity on the Purchase Requisition or there will be an encumbrance balance left on the Purchase Requisition.
- Purchasing units of measure (UOM) can be established by the Agency Material Master Liaison to assist buyers with conversion between base UOM and the purchasing UOM.

Purchase Requisitions

Encumbrance

- 2017 PREQs must be processed via the standard process (PREQ>SC>ZINV) on or before June 30, 2017.
- If a ZINV PO is deleted, the system sends the funds back to the PREQ. Therefore, the PREQ must be deleted prior to June 30, 2017.
- 2017 PREQs deleted after 06/30/2017 **will create a FM document in the new year and this is not allowed.**

Lesson 5 Summary

- You should now have a better understanding of the Year End process for managing non-inventory and inventory POs and PREQs.



South Carolina Enterprise Information System

LESSON 6: MANAGING INVENTORY PROCESSES

Material Reservations

- If a Material Reservation crosses fiscal years and the *Goods Issue* is completed in the new fiscal year, the funds will be consumed from the original account assignment but in the new year budget.
- If the account assignment changes from one year to the next, the Material Reservation will need to be deleted and recreated with the new account assignment.

Material Reservations

Close or Delete all Material Reservations that you will not fulfill

- ☛ Mark the **Deletion** indicator on the Material Reservation if you have not issued or will not issue any quantity against this Material Reservation (MB22).

OR

- ☛ Mark the **Final Issue** indicator on the Material Reservation (MB22).




OR

- ☛ Mark the **Final Issue** indicator in the Goods Issue transaction if you do not want to leave items on backorder (MIGO).

Material Reservation - Deletion

MB22 – Change Reservation

Change Reservation 9500328865 : Collective Processing

   Details from Item

Movement Type GI for cost center

Goods recipient

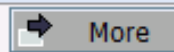
Fund

Cost Center Grant

Functional Area

Funds Center

Commitment Item

Earmarked Funds ☐ Done 

Items

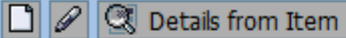
| Itm | Material | Quantity in | UnE | Plnt | SLoc | Batch | M | FIs | D |
|-----|----------|-------------|-----|------|------|-------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | 106198 | 5.00 | EA | JJ07 | 0001 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | 106206 | 36.00 | EA | JJ07 | 0001 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | 106208 | 48.00 | EA | JJ07 | 0001 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Deletion Indicator

Material Reservation – Final Issue

MB22 – Change Reservation

Change Reservation 9500328865 : Collective Processing

 Details from Item

Movement Type GI for cost center

Goods recipient

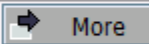
Fund

Cost Center **Grant**

Functional Area

Funds Center

Commitment Item

Earmarked Funds ☐ Done 

Items

| Item | Material | Quantity in | UnE | Plnt | SLoc | Batch | M | FIs | D |
|------|----------|-------------|-----|------|------|-------|-------------------------------------|-------------------------------------|--------------------------|
| 1 | 106198 | 5.00 | EA | JJ07 | 0001 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | 106206 | 36.00 | EA | JJ07 | 0001 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3 | 106208 | 48.00 | EA | JJ07 | 0001 | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Final Issue Indicator

Goods Issue – Final Issue

MIGO – Goods Issue

Goods Issue Reservation - Rebecca Ferguson

Show Overview ☐ Hold Check Post Help

A07 Goods Issue R09 Reservation RE for cost center 202

General

Document Date 05/23/2017 Material Slip
Posting Date 05/23/2017 Doc.Header Text
☐ 3 Collective Slip

| Line | Mat. Short Text | OK | Qty in UnE | E... | SLoc | Cost Center | Bu... | Co... | G/L Account | Batch | Valuation ... | M... | D Stock Type |
|------|----------------------------------|-------------------------------------|------------|------|----------------|-------------|-------|-------|-------------|-------|---------------|------|--------------|
| 1 | LINER,CAN,PLASTIC,33"X40",250/CV | <input checked="" type="checkbox"/> | 5 | CV | Camille Graham | N040323315 | N040 | SC01 | 5033130000 | | | 201 | Unrestr |

Material **Quantity** **Where** **Reservation** **Account Assignment** **DOT**

Reservation 9500165466 1 Created by RASHEBA BRACKETT
Reqmt Date 06/01/2011
Reqmt Qty 5 CV
Withdrawal Qty 0
Qty.f.avail.chk 0

☒ Final Issue

Final Issue

Final Issue Indicator

☒ Item OK Line 1

Other Year End Considerations

- ④ Goods Receipt/Invoice Receipt – When the value on the Goods Receipt differs from the value of the invoice, the net difference is posted in the GL to the GR/IR clearing account. Contact the FI Department in your agency if you do not have AP GR-IR Reconciler role.
- ④ Run transaction MR11 to identify variances and clear appropriately. Contact the FI Department in your agency if you do not have access to this transaction.

Physical Inventory (per CG Office)

- ④ Take a physical count of inventories on hand at the end of the fiscal year.
- ④ Do this between April 1 and June 30 but choose a date as close to June 30 as possible so an accurate value is reported to the CG's office.
- ④ The date should not vary significantly from year to year.
- ④ Notify the State Auditor's Office at least two weeks in advance of the date of the physical count. They may wish to send someone to observe the count.

Physical Inventory Reconciliation

- ☛ Pay attention to Unit of Measure when entering your count. The default is the Base Unit of Measure and not the Purchasing Unit.
- ☛ Per the CG's office "There is no reporting threshold for inventory, therefore all inventory should be reported at year end".
- ☛ Physical inventory documents must have differences **POSTED** no later than June 30, 2017.
- ☛ **Do not wait until June 30 to start taking inventory.**

Helpful Transactions

- ➊ **MIDO Display Physical Inventory Overview**
 - MIDO lists Material Masters not yet counted. After inventory, check that all materials have been counted.

Display Phys. Inv. Overview: Stock Mgmt Units - w/o Ph. Inv.

Company Code SC01 Evaluation for 2016
Current Fiscal Year 2016 Current Period 11
Created on 05/16/2016 by RFERGUSON

Plant DC23 SCDC Livesay B Camp Warehouse Stock
Storage Location 0001 Livesay B Camp

| Material | Batch | S | Assignment | Unr. | Qual | Blck | Val. | SL |
|----------|-------|---|------------|------|------|------|------|----|
| 101490 | | | | | | | | |
| 101491 | | | | | | | | |
| 101501 | | | | | | | | |
| 101502 | | | | | | | | |
| 101503 | | | | | | | | |

Material not counted

Helpful Transactions

- MI22 Display Physical Inventory Documents
 - MI22 Shows all physical inventory documents.
 - Active documents must be POSTED or DELETED by June 30, 2017.

Any Document marked “Doc. Active” is not a completed inventory document and has not been posted.

| | | | | | |
|-----------|--|---------|------------|------------|---------------|
| 100010 | ADAPTER, HEADSET, ONE TOUCH, 500A1, REFURB | | | | IT03 0001 |
| 100003808 | 2 | 2010.12 | 06/28/2010 | 06/28/2010 | 1 |
| 100010721 | 2 | 2011.12 | 06/27/2011 | 06/27/2011 | 1 |
| 100014967 | 2 | 2012.12 | 06/25/2012 | 06/25/2012 | 1 |
| 100019061 | 2 | 2013.12 | 06/25/2013 | 06/25/2013 | 1 |
| 100022683 | 2 | 2014.12 | 06/23/2014 | 06/23/2014 | 1 |
| 100026772 | 2 | 2015.12 | 06/25/2015 | 06/25/2015 | 1 |
| 100028880 | 1 | 2016.09 | 03/16/2016 | 03/16/2016 | 1 Doc. Active |

Example: document not yet POSTED

Other Year End Considerations

- 🌀 Inventory scrapping (**MIGO, Movement Type 551**)
 - Review and identify any inventory that may be considered obsolete or damaged.
 - Excess inventory
 - Can another plant in your agency or another agency use the inventory?
 - **MC46** The Slow-Moving Items report can help identify items that have not been used in a period of time.
 - Surplus inventory
 - Comply with your agency's guidance, the South Carolina Consolidated Procurement Code & Regulations, #19-445.2150, Surplus Property Management.

Lesson 6 Summary

- You should now have a better understanding the year end process for managing inventory processing.



LESSON 7: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

SD – Open Sales Orders

VA05 Transaction Code

- Open Sales Orders can cross fiscal years. In VA05, Open Sales Orders can be viewed by selecting the Open Sales Orders in the Selection Criteria and clicking on the Organizational Data to add the agency information.

List of Sales Orders

Disp.variants Further sel.criteria **Organizational data** Partner function...

Sold-to party

Material

Purchase order no.

Sales order data

Document Date To

Selection criteria










☒ Open sales orders ☐ My orders

☐ All orders

SD –Incomplete Sales Orders

V.02 Transaction Code

- 🕒 To view and determine why a sales order is incomplete, use **V.02** to review **Incomplete Sales Orders**. You can search by agency or “created by.” All incomplete sales orders should then be updated or deleted.


| Incomplete SD Documents | | | |
|---|-----------------------------------|----|--|
|   | | | |
| Incompleteness | | | |
| <input checked="" type="checkbox"/> General | | | |
| <input checked="" type="checkbox"/> Delivery | | | |
| <input checked="" type="checkbox"/> Billing document | | | |
| <input checked="" type="checkbox"/> Price determination | | | |
| <input checked="" type="checkbox"/> No assignment | | | |
| Status group | <input type="text"/> | to | <input type="text"/>  |
| Organizational data | | | |
| Sales organization | <input type="text" value="ZDST"/> | to | <input type="text"/>  |
| Distribution channel | <input type="text" value="Z1"/> | to | <input type="text"/>  |
| Division | <input type="text" value="Z1"/> | to | <input type="text"/>  |
| Sales office | <input type="text"/> | to | <input type="text"/>  |
| Sales group | <input type="text"/> | to | <input type="text"/>  |
| Document Information | | | |
| Created by | <input type="text"/> | | |
| SD transaction | <input type="text" value="0"/> | to | <input type="text"/>  |
| Execute | | | |
| Display variant | <input type="text"/> | | |
| List variation | | | |
| <input checked="" type="checkbox"/> Safety query | | | |



SD – Incomplete Sales Orders



V.02 (continued)



- Incomplete SD documents are shown by clicking into the sales document. Clicking on the “Number column” gives details as to why the Sales Order is incomplete.


Incomplete SD Documents





 Edit incomplection






 Choose


 Save



 Selections

Incomplete SD Documents




Basic list

| | | | | | | | | |
|---|---------------------|------------|------------|---------|----------|------------|---------|--------|
|  | Sales Document Type | Created by | Created on | General | Delivery | Billing... | Pricing | Number |
| | Order 174868 | RFERGUSON | 05/19/2016 | X | X | X | | 2 |

SD – Incomplete Sales Orders – V.02 (continued)

- Click on “Complete Data” to view missing information and to complete the missing data.

Change SCEIS Standard Order 174868: Incompletion Log

   Complete Data

Change SCEIS Standard Order 174868: Incompletion Log

Sold-To Party 0001001015 ABBEVILLE COUNTY TREASURER

Following data still needs to be completed

| Item | Short Description | Missing Data |
|------|-------------------|-----------------|
| 10 | | Target quantity |
| 10 | | Net value |

Missing Data

SD – Picking and Issuing VL10H Transaction

- VL10H - Review all Activities Due for Shipping and complete.

Activities Due for Shipping "Sales Order and Purchase Order Items"

Dialog Background

| OriginDoc. | Sold-to pt | SaTy | Item | GI Date | DB Material | Open qty | BUn | CumQty | SU |
|--------------------|------------|------|--|---------------|-------------|----------|-----|--------|----|
| 108721 4002297 ZOR | | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 20 09/03/2013 | 101046 | 1 | EA | 1 | EA |
| 108835 4002297 ZOR | | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 20 09/04/2013 | 101042 | 4 | EA | 4 | EA |
| | | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 30 09/04/2013 | 100897 | 4 | EA | 4 | EA |
| 108846 4002297 ZOR | | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 20 09/04/2013 | 101046 | 1 | EA | 1 | EA |
| 108944 4002297 ZOR | | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 20 09/05/2013 | 101046 | 1 | EA | 1 | EA |
| 109082 1002010 ZOR | | | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 10 03/12/2014 | 100010 | 15 | EA | 15 | EA |

SD – VL06O Day's Workload for Picking and Goods Issue

- Verify all material is picked and issued using VL06O. If VL10H is SAVED rather than picked and issued you could locate here.

The screenshot shows the 'Outbound Delivery Monitor' SAP interface. At the top, there is a header bar with the title 'Outbound Delivery Monitor'. Below the header, there are three tabs: 'Display Variants', 'Only inbound deliveries', and 'Only outbound deliveries'. The 'Display Variants' tab is selected. Under this tab, there is a section titled 'Outbound Deliveries' with a sub-section 'Selection Type'. This section contains a list of yellow buttons with the following text: 'For Checking', 'For Distribution', 'For Picking', 'For Confirmation', 'For Loading', 'For Goods Issue', 'For Transport. Planning', and 'List Outbound Deliveries'. The 'For Distribution' and 'For Loading' buttons are highlighted with red rectangular borders.

SD – VL06O Day's Workload for Picking and Goods Issue

Material Not Picked

| Day's Workload for Picking | | | | | | | | | |
|---|------------|--------------|-------|--------------|-----|----------|-----|-------|----|
| Item View TO in Background TO in Foreground TO for Group | | | | | | | | | |
| ShPt | Pick Date | Total Weight | WUn | Volume | VUn | ProcTime | Nr | Items | |
| Delivery | GI Date | DPrio | Route | Total Weight | WUn | Volume | VUn | OPS | WM |
| DA04 | 07/20/2015 | 0 | KG | | | 0.00 | 8 | | |
| <input type="checkbox"/> 80129667 | 07/20/2015 | 2 | | | | | | A | |

Material Not Issued

| Goods Issue for Outbound Deliveries to be Posted | | | | | | |
|---|------------|-------|---------|----------------------------|------------|----------------------------|
| Item View Post Goods Issue | | | | | | |
| Delivery | GI Date | Route | Ship-to | Name of the ship-to party | Sold-to pt | Name of sold-to party |
| <input type="checkbox"/> 80115696 | 12/01/2014 | | 4002297 | SOUTH CAROLINA NET INC | 4002297 | SOUTH CAROLINA NET INC |
| <input type="checkbox"/> 80118886 | 01/29/2015 | | 4002297 | SOUTH CAROLINA NET INC | 4002297 | SOUTH CAROLINA NET INC |
| <input type="checkbox"/> 80130408 | 07/30/2015 | | 2804001 | TOWN OF SANTEE POLICE DEPT | 2804001 | TOWN OF SANTEE POLICE DEPT |
| <input type="checkbox"/> 80130425 | 07/30/2015 | | 2600001 | MONCKS CORNER POLICE DEPT | 2600001 | MONCKS CORNER POLICE DEPT |

SD – Blocked for Delivery VA14L Transaction

- ☉ Sales Orders blocked for Delivery CAN BE VIEWED in **VA14L**. This can be edited by double clicking on the sales order, or the line item can be deleted.

| SD Doc. | DelBlkDesc | D... | Req.dlv.dt | Sold-to pt | Ship-to | Sales Document Type | Header block | Item block | UsrStatBlk | CredChkBlk |
|---------|----------------|------|------------|------------|---------|---------------------|--------------|------------|------------|------------|
| 20710 | C Credit limit | 01 | 08/23/2010 | 3402000 | 3402000 | Order | X | | | |

SD – Open Sales Contracts

VA45 Transaction

VA45 – Review all **Open** Sales Contracts.

List of Contracts

Open contracts

Validity Period 07/01/2013 To 05/18/2014

| <div></div> | Document | Item | SLNo | S | Description | SaTy | Doc. Date | ConfirmQty | PO Number | PO number | Batch | Valid from | Valid to | Div.Date | Created by | BB | Sold-to pt |
|-------------|----------|------|------|---|---|------|------------|------------|-------------|-------------|-------|------------|------------|----------|------------|----|------------|
| | 40000740 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4009159 |
| | 40000739 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4012283 |
| | 40000738 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4012282 |
| | 40000737 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4002681 |
| | 40000736 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4004511 |
| | 40000735 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4012281 |
| | 40000734 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4001604 |
| | 40000733 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/25/2013 | 1 | USF Monthly | USF Monthly | | 12/01/2013 | 11/30/2014 | | SPIREP | | 4012279 |
| | 40000725 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/27/2012 | 1 | USF Monthly | USF Monthly | | 12/01/2012 | 11/30/2014 | | SPIREP | | 4009161 |
| | 40000724 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/27/2012 | 1 | USF Monthly | USF Monthly | | 12/01/2012 | 11/30/2014 | | SPIREP | | 4002585 |
| | 40000723 | 10 | | | FEE,UNIV SERVICE FUND RECURRING BILLING | ZRB | 11/27/2012 | 1 | USF Monthly | USF Monthly | | 12/01/2012 | 11/30/2014 | | SPIREP | | 4009163 |

SD-Incomplete Sales Contracts

V.06 Transaction Code

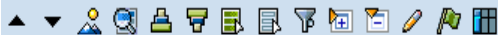
- 🔄 V.06 – Review all **Incomplete** Sales Orders/Contracts. Are they valid? Do they need to be updated to complete? Should they be deleted?

| Incomplete SD Documents | | | | | | |
|--|---------------------|------------|------------|-----|-----|--------|
| Edit incompletion [Icons] Choose Save [Icons] Selections | | | | | | |
| Incomplete SD Documents | | | | | | |
| Basic list | | | | | | |
| [Icon] | Sales Document Type | Created by | Created on | ... | ... | Number |
| | Contract 40000805 | RFERGUSON | 05/02/2016 | X | X X | 1 |

SD – Billing VFX3 Transaction

- 🔍 VFX3 – Release Billing Documents for Accounting. This transaction allows you to view billing documents that are due to be released to accounting.

Release Billing Documents for Accounting



| SOrg. | Payer | BlCat | Billing Date | BlIT | Created by | Created on | Sold-to pt | Billing Doc. | PsSt | S | Char | Billing Type | Name of the payer | |
|-------|---------|-------|--------------|------|------------|------------|------------|--------------|------|---|-----------------------------------|----------------------|------------------------------------|---|
| ZDOC | 1023012 | L | 10/03/2013 | F2 | TER40455 | 01/21/2014 | 1023012 | 90122672 | | | Delivery-related billing document | Invoice | GREENVILLE COUNTY DETENTION CTR. | C |
| ZDOC | 3241022 | L | 10/31/2013 | F2 | TER40455 | 01/21/2014 | 3241022 | 90122675 | | | Delivery-related billing document | Invoice | PIEDMONT TECHNICAL COLLEGE | F |
| ZDOC | 3241022 | L | 11/14/2013 | F2 | TER40455 | 01/21/2014 | 3241022 | 90122676 | | | Delivery-related billing document | Invoice | PIEDMONT TECHNICAL COLLEGE | F |
| ZDOC | 3331002 | L | 09/30/2013 | F2 | TER40455 | 01/21/2014 | 3331002 | 90122680 | | | Delivery-related billing document | Invoice | MCCORMICK SCHOOL DISTRICT | M |
| ZDOC | 4006651 | L | 09/09/2013 | F2 | TER40455 | 01/21/2014 | 4006651 | 90122687 | | | Delivery-related billing document | Invoice | NEWBERRY HISTORICAL SOCIETY | M |
| ZDOC | D200008 | L | 09/09/2013 | F2 | TER40455 | 01/21/2014 | D200008 | 90122702 | | | Delivery-related billing document | Invoice | GOVERNORS OFFICE-CONTINUUM OF CARE | C |
| ZDOC | H630029 | L | 07/23/2013 | F2 | TER40455 | 01/21/2014 | H630029 | 90122706 | | | Delivery-related billing document | Invoice | SC DEPT OF EDUCATION | S |
| ZDOC | H630029 | L | 09/30/2013 | F2 | TER40455 | 01/21/2014 | H630029 | 90122707 | | | Delivery-related billing document | Invoice | SC DEPT OF EDUCATION | S |
| ZDOC | H630029 | L | 12/18/2013 | F2 | TER40455 | 01/21/2014 | H630029 | 90122708 | N | | Delivery-related billing document | Invoice | SC DEPT OF EDUCATION | S |
| ZDOC | J040043 | L | 12/03/2013 | F2 | TER40455 | 01/21/2014 | J040043 | 90122717 | | | Delivery-related billing document | Invoice | SC DEPT OF HEALTH & ENV. CT | S |
| ZDOC | K050003 | L | 11/21/2013 | F2 | TER40455 | 01/21/2014 | K050003 | 90122727 | | | Delivery-related billing document | Invoice | DEPARTMENT OF PUBLIC SAFETY | D |
| ZDOC | L240003 | L | 08/30/2013 | F2 | TER40455 | 01/21/2014 | L240003 | 90122735 | | | Delivery-related billing document | Invoice | SC COMMISSION FOR THE BLIND | S |
| ZDOC | N040026 | L | 11/07/2013 | F2 | TER40455 | 01/21/2014 | N040026 | 90122738 | | | Delivery-related billing document | Invoice | SCDC COMMISSARY WAREHOUSE | S |
| ZDOC | U120027 | L | 11/13/2013 | F2 | TER40455 | 01/21/2014 | U120027 | 90122767 | | | Delivery-related billing document | Invoice | SC DEPT OF TRANSPORTATION | S |
| ZDOC | U120027 | L | 12/03/2013 | F2 | TER40455 | 01/21/2014 | U120027 | 90122769 | | | Delivery-related billing document | Invoice | SC DEPT OF TRANSPORTATION | S |
| ZDOC | 3402000 | L | 01/15/2014 | S1 | JOY63646 | 02/10/2014 | 3402000 | 90124194 | | | Delivery-related billing document | Cancel. Invoice (S1) | RICHLAND SCHOOL DISTRICT #2 | F |

SD– Billing

VF04 Transaction

- VF04 – Review all open Billing Documents related to Sales Orders. All shipments made by June 30 must be billed by that date.

| Maintain Billing Due List | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <div><div><div><div>▲▼</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div><</div></div></div></div> | | | | | | | | | | | | | | | | | | |

SD – Billing V23 Transaction

- 🔍 V23 – Review all SD documents blocked for billing by highlighting the Sales Order and clicking on “Edit sales doc.” This allows the user to make any necessary changes needed in order to bill.

| SD Documents Blocked for Billing | | | | | | | | | | |
|---|-----------------|------------|------------|----------|------------------------|----|---------------------|----------------|--------------|------------|
| <div> Edit sales doc. </div> | | | | | | | | | | |
| SD Documents Blocked for Billing | | | | | | | | | | |
| Customer: Basic list | | | | | | | | | | |
| SD Doc. | BillBlkDes | On | Sold-to pt | Created | Name | BB | Delivery status | Sales doc.type | Header block | Item block |
| 125529 | C DSIT - Spirit | 04/08/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 125744 | C DSIT - Spirit | 04/10/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 125753 | C DSIT - Spirit | 04/10/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Fully delivered | Order | X | |
| 125875 | C DSIT - Spirit | 04/11/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Fully delivered | Order | X | |
| 126003 | C DSIT - Spirit | 04/11/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126047 | C DSIT - Spirit | 04/14/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126606 | C DSIT - Spirit | 04/21/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126607 | C DSIT - Spirit | 04/21/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not delivered | Order | X | |
| 126608 | C DSIT - Spirit | 04/21/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126609 | C DSIT - Spirit | 04/21/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Fully delivered | Order | X | |
| 126812 | C DSIT - Spirit | 04/23/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126875 | C DSIT - Spirit | 04/23/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126947 | C DSIT - Spirit | 04/24/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 126949 | C DSIT - Spirit | 04/24/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Fully delivered | Order | X | |
| 126971 | C DSIT - Spirit | 04/24/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 127023 | C DSIT - Spirit | 04/24/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 127073 | C DSIT - Spirit | 04/25/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 127074 | C DSIT - Spirit | 04/25/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 127115 | C DSIT - Spirit | 04/25/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not delivered | Order | X | |
| 127165 | C DSIT - Spirit | 04/28/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not delivered | Order | X | |
| 127166 | C DSIT - Spirit | 04/28/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 127229 | C DSIT - Spirit | 04/28/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |
| 127246 | C DSIT - Spirit | 04/28/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not delivered | Order | X | |
| 127357 | C DSIT - Spirit | 04/29/2014 | 3020003 | BEV11756 | DHHS | Z1 | Not relev for deliv | Order | X | |
| 127358 | C DSIT - Spirit | 04/29/2014 | 4002297 | BEV11756 | SOUTH CAROLINA NET INC | Z1 | Not relev for deliv | Order | X | |

SD – Billing

Current Fiscal Year

- If the Sales Order was shipped in the current fiscal 2017 year, the billing must be completed in the current fiscal year, 2017.

SD – Helpful SD Transaction Codes



- 🌀 **VA05** Review all OPEN Sales Orders
- 🌀 **V.02** Review INCOMPLETE Sales Orders
- 🌀 **VL10H** Review all Open Picking & Goods Issue Requests
- 🌀 **VL06O** Verify there are no open Picking & Goods Issue Requests
- 🌀 **VA14L** Review any SD Documents Blocked for Delivery
- 🌀 **VA45** Review All OPEN Sales *Contracts*

SD – Transaction Codes to Remember (continue)

- VF04 Maintain the Billing Due List
- VFX3 Release Billing Documents for Accounting
- V23 Review Sales Orders Blocked for Billing
- VF05 Review all Pending and Open Billing Documents
- V.06** Review All **INCOMPLETE** Sales *Contracts*

Lesson 7 Summary

- You should now have a better understanding of the Year End process for managing Sales and Distribution (SD) processing.