

***Accounts Payable (A/P)***

1. Review POs and either carryforward or Final Invoice to clear FM obligation.
2. Change payment terms on all FY 2012 Invoices.
3. Any invoices paid in FY2013 for goods or services rendered in FY2012 must be marked as Prior Year Payable ( Text field, dropdown box)
4. Review all open items, FBL1N.
5. Review Z\_PAYMENT\_LIST for documents with blocks that haven't been paid.

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***Funds Management (FM)***

1. Review all Funds Reservations and either carryforward or close.
2. Close all Funds Blocks.
3. Process all Preposted FM documents, determine reason for Preposted status and correct or reverse.
4. Correct all negative budget balances.
5. Carryforward Special Provisions, remember to provide statutory authority.
6. Carryforward all Capital Project budgets.

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***Cash***

1. All Undeposited Cash accounts, GL account 100001XXXX, must be cleared, balance of 0.00.
2. GL Account 1000020000 should be cleared for the year, balance of 0.00. If not, contact the SCEIS Team.
3. Any zero-balance accounts must be cleared.

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***Asset Management (AM)***

1. Review report of unposted assets, S\_ALR\_87012056, determine reason for creation and if still needed.
2. Capitalize Donated Assets, ABZON.
3. Create assets for those purchased as a supply via procurement card, direct pay, IDT, etc., ABZON.

### ***Capital Projects***

1. Review WBS, determine if classification is correct, reclass Z WBS if necessary.
  2. Contact CG's Office with WBSs that should be settled to final asset, asset shells should be created.
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### ***Grants Management (GM)***

1. Clear available budget balances and return to not relevant - Report: FMAVCR01.
  2. GM Value Types: 51 (Purchase Orders); 52 (Business Trips); 60 (Parked Documents); and 81 (Funds Reservations) need to be cleared or carry forward - Report: ZS\_PLN\_16000269.
  3. Review FY2013 available budget balances for carry-forward entries.
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### ***General***

1. Review Parked Documents, all Parked Documents must be posted or deleted, FBV3.
2. Review open IDTs, work with billing/paying agency to close if possible, Z\_IDT\_DOCLIST.
3. ZMRBR must be cleared, all items must be corrected by July 13.
4. Clear all items on SCEIS error file, Z\_SCEIS\_ERRORS.