

## ***Procurement/Purchasing***

1. Run Open Encumbrance Report
  2. Categorize **all** Open POs from the Open Encumbrance Report
    - a. PO will be received & paid in the current fiscal year
    - b. PO is no longer necessary and will not be received or paid
    - c. PO will be either received or paid in the following fiscal year
  3. Use Transaction ME23N to Revise PO's as necessary
    - a. Final Invoice & Block (non-inventory PO)
    - b. Delivery Complete (Inventory PO)
    - c. Revise Quantity/Price
  4. Use Transaction ZFMJ2 to carry forward purchase orders to the new fiscal year
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## ***Inventory Management***

1. Find Material Reservations from old fiscal year with Goods Issues in new fiscal year.
  2. Find Material Reservations from old fiscal year that should have a different account assignment for the new fiscal year.
  3. Close Material Reservations that will not be fulfilled.
  4. Find open Inventory Purchase Orders with ME2N and free appropriate encumbrances.
  5. Carry forward Inventory Purchase Orders into new fiscal year with ZFMJ2 if you intend to receive items in the new fiscal year.
  6. Find open Purchase Requisitions with ME5A and free appropriate encumbrances.
  7. Complete an End of Fiscal Year Physical Inventory Count.
  8. Post Physical Inventory Differences by June 30.
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## ***Sales & Distribution***

1. Review all incomplete orders using V.02. Update the order or delete.
2. Review sales orders blocked for billing using V23. All billing must be complete by year end. Resolve the reason for the block and release.
3. Review sales orders blocked for delivery using VL14L. Resolve the issue for the block and release. The exception is if a service has not yet been performed or a material order has been partially filled and will not be completed by June 30. This criteria justifies rolling the sales order over using ZFMJ2.
4. Check for billing documents waiting to be released to accounting by viewing in VFX3 and releasing.
5. Review and release all activities due for shipping using VL10H. There should be no documents in VL10H at year end.
6. Review and release all pending documents in the billing due list in VF04. These are waiting for invoices to be created. There should be no documents here at year end.
7. Review all open sales orders in VA05. If the order has not been fulfilled or partially filled in the old year and is still considered an open order roll over to the new year. Otherwise close or delete using VA02. The sales order is the only document that should be rolled over to the new year in SD and only if warranted.