

## Instructions for Inventory Purchase Orders that need to be carried forward

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

- Contact the vendor to ensure that the agency will still receive the merchandise, if so,
- The agency will need to carry forward both the Purchase Order and the FI document from the Goods Receipt(s) to the new fiscal year

Example:

PO 4500047294 was created 01/22/2015 with 1 line item for a total of \$270.00.

Inventory PO 4500047294 Vendor 7000174218 SNS SUPPLIES CORP Doc. date 01/22/2015

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Payment Processing

Payment Terms NI30 Currency USD  
 Payment in 22 days 0.000 \$ Exchange Rate 1.00000  Exch.Rate Fixed  
 Payment in 0 days 0.000 \$  
 Payment in 0 days net  
 Incoterms  GR Message

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curre...	Per	O...	Matl Group	PInt	Stor. Location	B...
	1			135606	FASTENER,SNAP,SOCKET	10,000.00	EA	D	02/17/2015	25.00	USD	1,000	EA	Fasteners S...	SCDC Apparel, Lee	Sewing, Lee	

Add Planning

Item 1 135606, FASTENER,SNAP,SOCKET

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery A...

Basic List

S...	MVT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ	Qty in OPUn	DelCostQty (OPUn)	Or...	Σ
WE	101	5000849602	1	06/30/2015		5,000.00	0.00	EA		135.00	USD		5,000.00	0.00	EA	
WE	102	5000849601	1	06/30/2015		10,000.00-	0.00	EA		270.00-	USD		10,000.00-	0.00	EA	
WE	101	5000849600	1	06/30/2015		10,000.00	0.00	EA		270.00	USD		10,000.00	0.00	EA	
<b>Tr./Ev. Goods receipt</b>						<b>5,000.00</b>		<b>EA</b>		<b>135.00</b>	<b>USD</b>		<b>5,000.00</b>		<b>EA</b>	

Line 1 is still open for a quantity of 5,000 and there is a Goods Receipt for 5,000 that are open and 2 Goods Receipts that cancel each other out. So, in this case, you have value on the PO and also value on the Goods Receipt.

To view the value on the PO, in ME23N, click on Environment > AC Commitment Document

# Document Journal

**FM Area** SC01  
**Year Commitment Item** 2015  
**Commitment Item**  
**Funds Center**  
**Fund**  
**Layout** /FM PUR REQ  
  
**User** SCOYNER  
**Date/Time** 07/16/2015 21:43:26

Val.type text	VT	FM pstg d.	RefDocNo	Item	Amt type	Amt type	Σ	Pynt Bdgt	Year	G/L	Funds Center
Purchase Orders	51	06/30/2015	4500047294	1	0200	Reduction		270.00-	2015		N040431030
Purchase Orders	51	06/30/2015	4500047294		0200	Reduction		270.00			N040431030
Purchase Orders	51	06/30/2015	4500047294		0200	Reduction		135.00-			N040431030
Purchase Orders	51	01/22/2015	4500047294		0100	Original		108.00			N040431030
Purchase Orders	51	01/22/2015	4500047294		0150	Change		162.00			N040431030
								135.00			
								135.00		2015	
								135.00			

To see the value on the Goods Receipt, double click on the Goods Receipt number.

Item: 1 135606, FASTENER,SNAP,SOCKET

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery A...

Basic List

S...	Mvt	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OU n	Σ	Amount in LC	L.cur	Σ	Qty in OPUn	DelCostQty (OPUn)	Or...	Σ
WE	101	5000849602	1	06/30/2015		5,000.00	0.00	EA		135.00	USD		5,000.00	0.00	EA	
WE	102	5000849601	1	06/30/2015		10,000.00-	0.00	EA		270.00-	USD		10,000.00-	0.00	EA	
WE	101	5000849600	1	06/30/2015		10,000.00	0.00	EA		270.00	USD		10,000.00	0.00	EA	
<b>Tr./Ev. Goods receipt</b>						<b>5,000.00</b>		<b>EA</b>		<b>135.00</b>	<b>USD</b>		<b>5,000.00</b>		<b>EA</b>	

Click on Doc. Info tab

Display Material Document 5000849602 - Shirley Coyner

Show Overview | Hold | Check | Post | Help

Material Document 5000849602 2015

General Vendor **Doc. info**

Document Date 06/30/2015 Delivery Note Vendor SNS SUPPLIES CORP  
Posting Date 06/30/2015 Bill of Lading HeaderText  
 Collective Slip

Line	Mat. Short Text	Qty in UnE	EUn	SLoc	Busi..	Batch	Valuation T...	M...	D	Stock Type
1	FASTENER,SNAP,SOCKET	5,000.00	EA	Sewing, Lee	N040			101	+	Unrestrict

Click on FI Document Tab

Display Material Document 5000849602 - Shirley Coyner

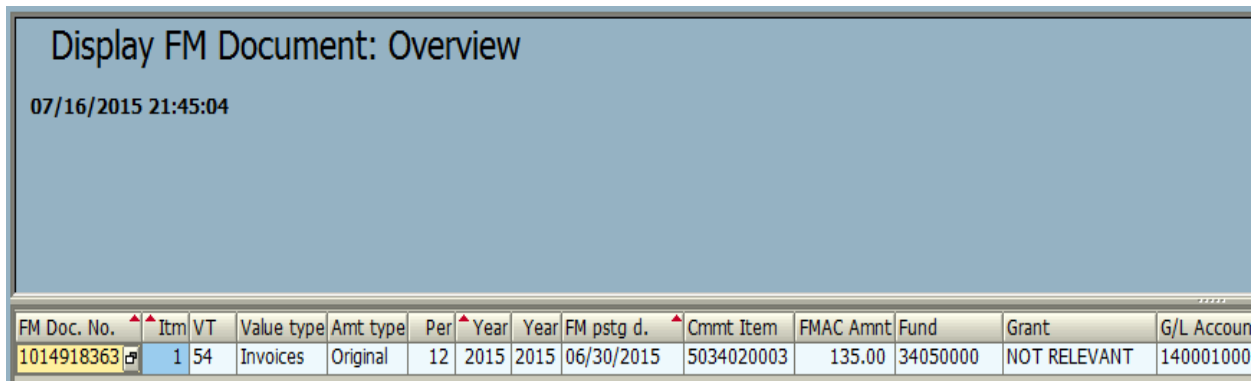
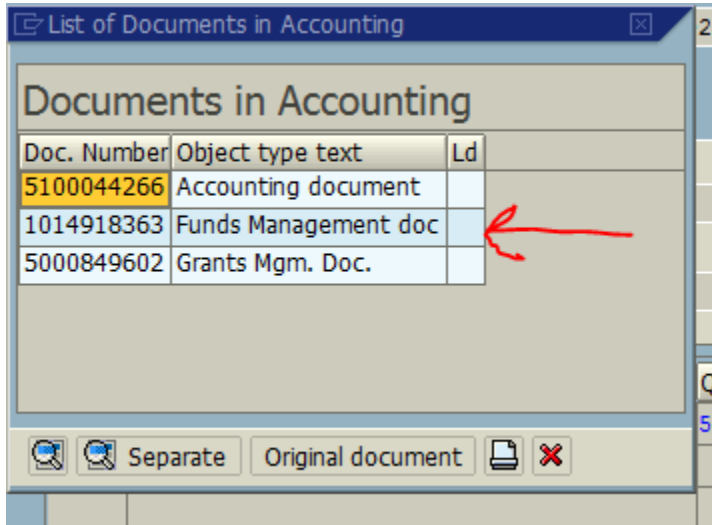
Show Overview | Hold | Check | Post | Help

Material Document 5000849602 2015

General Vendor **Doc. info**

Entered By Shirley Coyner 734-80138013 **FI Documents**  
Created On 07/16/2015 21:31:15  
Transaction Code Goods Movement MIGO\_GR

And then click on Funds Management doc



The decision was made to carry forward the PO to the new fiscal year. In this scenario, you will be required to bring the PO and the FI document from the Goods Receipt to the new fiscal year. Use transaction ZFMJ2 and fill in all of the required fields (in yellow) for the movement of the PO first.

## Year-End Closing: Carryforward of Open Items



FM Area SC01

Sender Fiscal Year 2015

### Budget Category

- Payment Budget
- Commitment Budget

### Restriction on FM Account Assignments

Grant		to		
Fund		to		
Funds Center	n0400000	to	n040zzzzzz	
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	51	to		
Company Code		to		
Document Number	4500047294	to		

### FI Documents

FI doc.no.fisc.year


### Process Control

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

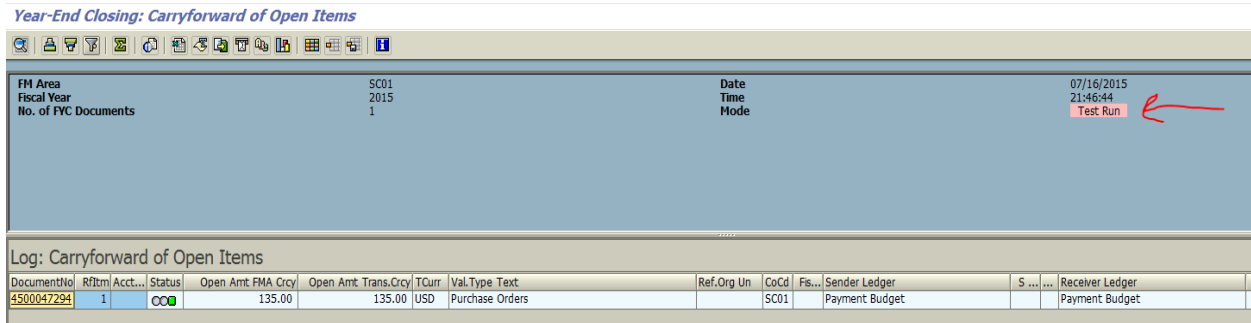
Layout

Availability Control


Update Without Check

Notice that the value type is 51 for the PO. Execute  in test mode.

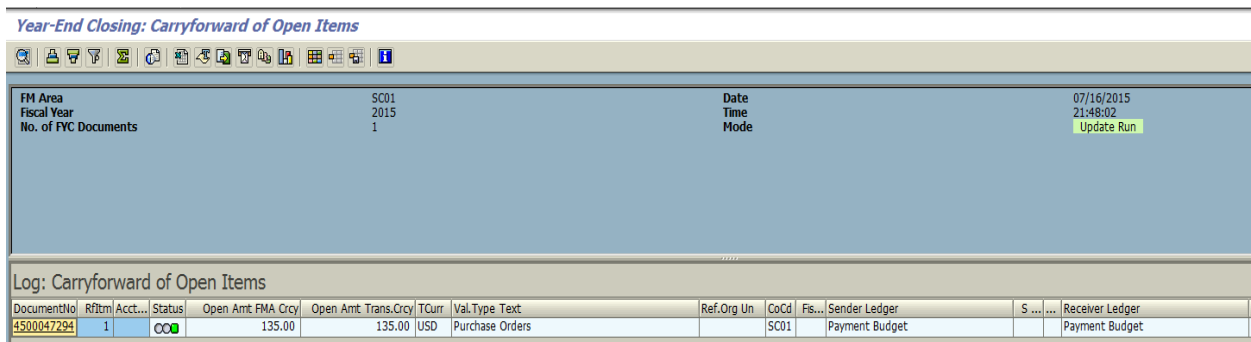
*Year-End Closing: Carryforward of Open Items*



DocumentNo	RfItem	Acct...	Status	Open Amt	FMA CrCy	Open Amt	Trans.Crcy	TCurr	Val.Type	Text	Ref.Org	Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
4500047294	1		CC	135.00		135.00	USD		Purchase Orders				SC01		Payment Budget		Payment Budget

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

*Year-End Closing: Carryforward of Open Items*



DocumentNo	RfItem	Acct...	Status	Open Amt	FMA CrCy	Open Amt	Trans.Crcy	TCurr	Val.Type	Text	Ref.Org	Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
4500047294	1		CC	135.00		135.00	USD		Purchase Orders				SC01		Payment Budget		Payment Budget

To see the movement of the FM document, go back to ME23N in ECC; double click on the Goods Receipt document.

**Document Journal**

FM Area SC01  
 Year Commitment Item 2015  
 Commitment Item  
 Funds Center  
 Fund  
 Layout /FM PUR REQ  
 User SCOYNER  
 Date/Time 07/16/2015 21:48:29

Val.type text	VT	FM pstg d.	RefDocNo	Item	Amt type	Amount type	Σ	Pymt Bdgt	Year	G/L	Funds Center
Purchase Orders	51	06/30/2015	4500047294	1	0200	Reduction		270.00-	2015		N040431030
Purchase Orders	51	06/30/2015	4500047294		0200	Reduction		270.00			N040431030
Purchase Orders	51	06/30/2015	4500047294		0200	Reduction		135.00-			N040431030
Purchase Orders	51	06/30/2015	4500047294		0300	Previous Year Carryforward (Commitmen		135.00-			N040431030
Purchase Orders	51	01/22/2015	4500047294		0100	Original		108.00			N040431030
Purchase Orders	51	01/22/2015	4500047294		0150	Change		162.00			N040431030
								0.00			
								0.00	2015		
Purchase Orders	51	07/01/2015	4500047294	1	0350	Following year carryforward (commitme		135.00	2016		N040431030
								135.00			
								135.00	2016		
								135.00			

And you will see that the value moved from FY15 to FY16. Now carry forward the FI document from the Goods Receipt.

Double click on the Goods Receipt number.

Item [1] 135606, FASTENER,SNAP,SOCKET

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery A...

Basic List

S...	Mvt	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ	Qty in OPUn	DelCostQty (OPUn)	Or...	Σ
WE	101	5000849602	1	06/30/2015		5,000.00	0.00	EA		135.00	USD		5,000.00	0.00	EA	
WE	102	5000849601	1	06/30/2015		10,000.00-	0.00	EA		270.00-	USD		10,000.00-	0.00	EA	
WE	101	5000849600	1	06/30/2015		10,000.00	0.00	EA		270.00	USD		10,000.00	0.00	EA	
Tr./Ev. Goods receipt						5,000.00		EA		135.00	USD		5,000.00		EA	



Click on Doc. Info tab

Display Material Document 5000849602 - Shirley Coyner

Show Overview | Hold | Check | Post | Help

Material Document 5000849602 2015

General Vendor **Doc. info**

Document Date 06/30/2015 Delivery Note Vendor SNS SUPPLIES CORP  
Posting Date 06/30/2015 Bill of Lading HeaderText  
 Collective Slip

Line	Mat. Short Text	Qty in UnE	EUn	SLoc	Busi..	Batch	Valuation T...	M...	D	Stock Type
1	FASTENER,SNAP,SOCKET	5,000.00	EA	Sewing, Lee	N040			101	+	Unrestricted

Click on FI Document Tab

Display Material Document 5000849602 - Shirley Coyner

Show Overview | Hold | Check | Post | Help

Material Document 5000849602 2015

General Vendor **Doc. info**

Entered By Shirley Coyner 734-80138013 **FI Documents**  
Created On 07/16/2015 21:31:15  
Transaction Code Goods Movement MIGO\_GR

Line	Mat. Short Text	Qty in UnE	EUn	SLoc	Busi..	Batch	Valuation T...	M...	D	Stock Type
1	FASTENER,SNAP,SOCKET	5,000.00	EA	Sewing, Lee	N040			101	+	Unrestricted




And use the Accounting document number

Doc. Number	Object type text	Ld
5100044266	Accounting document	
1014918363	Funds Management doc	
5000849602	Grants Mgm. Doc.	

Separate Original document

Go back to ZFMJ2 and fill in all required information in yellow. Notice that the value type is 54 and you are using the finance document number.

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











FM Area   
 Sender Fiscal Year

**Budget Category**

Payment Budget  
 Commitment Budget




**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" value="n0400000"/>	to	<input type="text" value="n040zzzzzz"/>	
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**

Variant Name

**Restriction at Document Level**


Value Type	<input type="text" value="54"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text" value="5100044266"/>	to	<input type="text"/>	

**FI Documents**

FI doc.no.fisc.year

**Process Control**

Test Run  
 Process with Dialog  
 Block Documents  
 Detail List

Layout   
 Availability Control  


Execute  in test mode

FM Area	SC01	Date	07/16/2015
Fiscal Year	2015	Time	21:51:18
No. of FYC Documents	1	Mode	Test Run

Log: Carryforward of Open Items

DocumentNo	RfItm	Acct...	Status	Open Amt FMA CrCy	Open Amt Trans.CrCy	TCurr	Val.Type Text	Ref.Org Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
5100044266	1		OO	135.00	135.00	USD	Invoices	SC012015	SC01	2015	Payment Budget		Payment Budget

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

*Year-End Closing: Carryforward of Open Items*

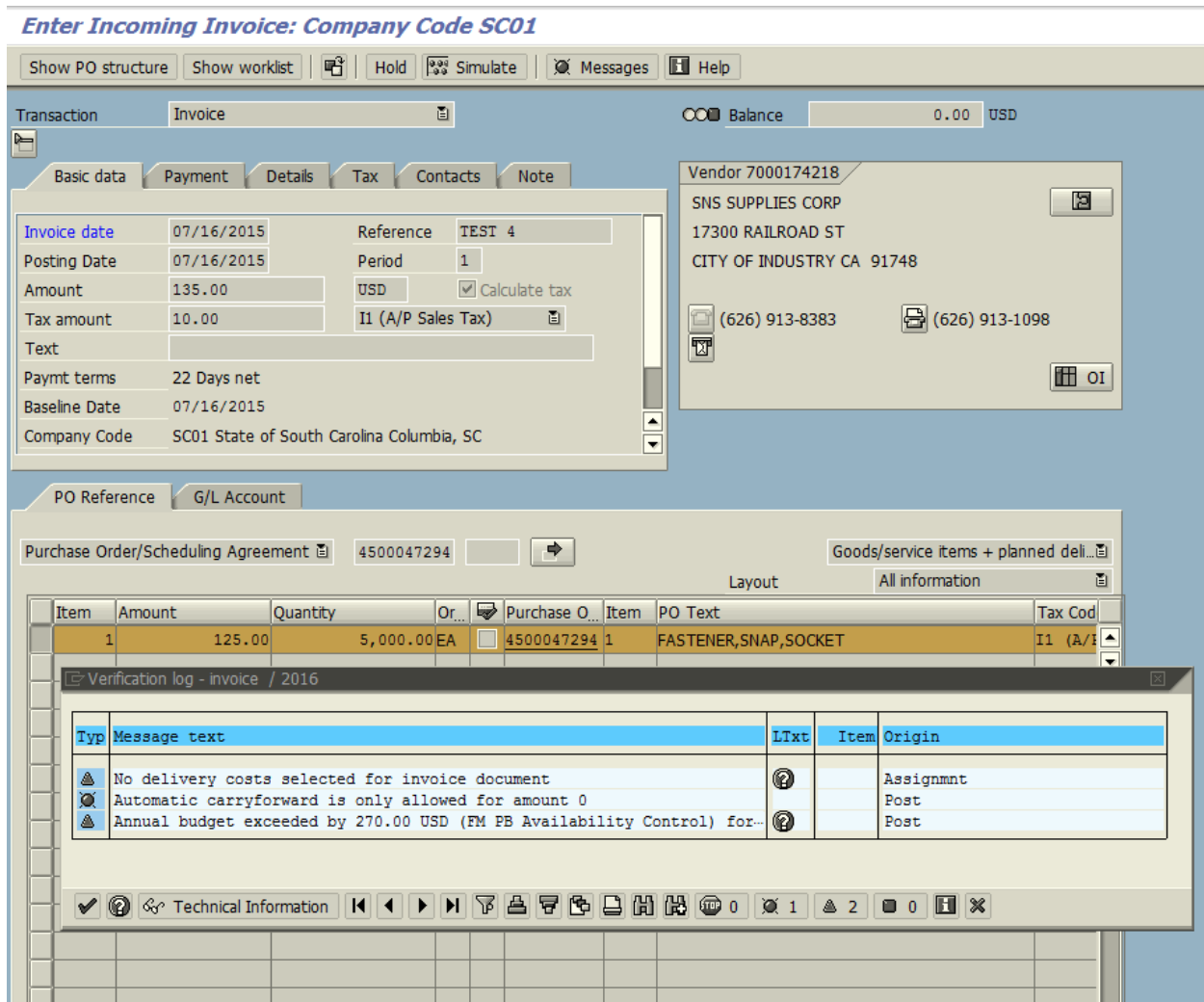
FM Area	SC01	Date	07/16/2015
Fiscal Year	2015	Time	21:51:57
No. of FYC Documents	1	Mode	Update Run

Log: Carryforward of Open Items

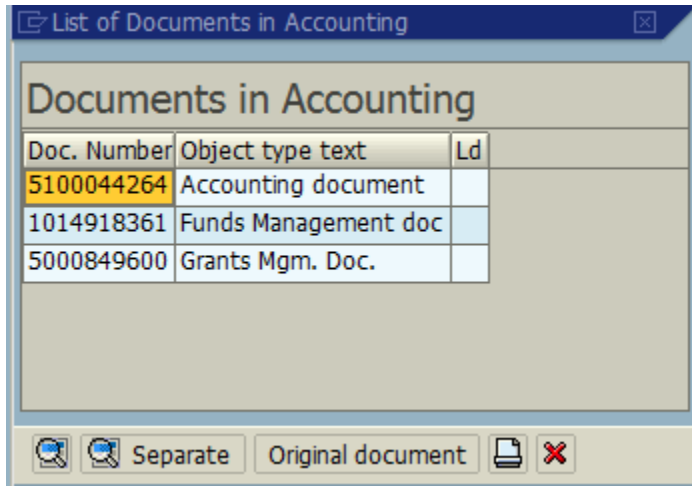
DocumentNo	RfItm	Acct...	Status	Open Amt FMA CrCy	Open Amt Trans.CrCy	TCurr	Val.Type Text	Ref.Org Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger	R ...
5100044266	1		OO	135.00	135.00	USD	Invoices	SC012015	SC01	2015	Payment Budget		Payment Budget	

Now Accounts Payables will use the MIRO transaction and make a payment in FY16. They will receive a hard stop if you did not carry forward all of the FI documents for the Goods Receipt.



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

This is the accounting document for the original Goods Receipt.

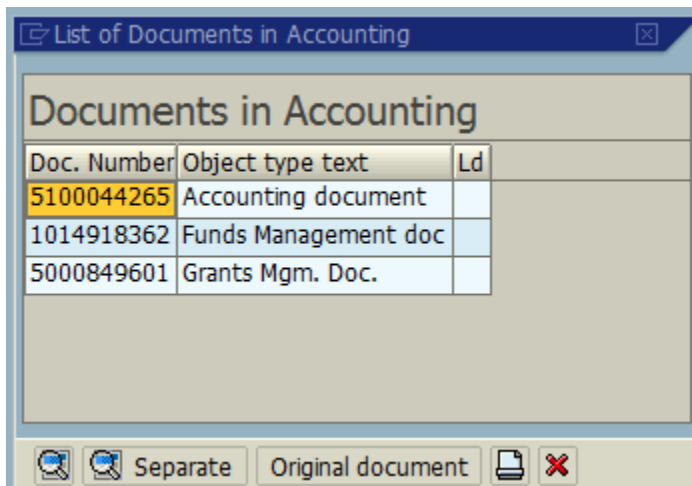


The screenshot shows a window titled "List of Documents in Accounting" with a table of documents. The first row is highlighted in yellow.

Doc. Number	Object type text	Ld
5100044264	Accounting document	
1014918361	Funds Management doc	
5000849600	Grants Mgm. Doc.	

At the bottom of the window, there are buttons for "Separate", "Original document", and a red 'X' icon.

And this is the accounting document for the Reversal.



The screenshot shows a window titled "List of Documents in Accounting" with a table of documents. The first row is highlighted in yellow.

Doc. Number	Object type text	Ld
5100044265	Accounting document	
1014918362	Funds Management doc	
5000849601	Grants Mgm. Doc.	

At the bottom of the window, there are buttons for "Separate", "Original document", and a red 'X' icon.

Use the ZFMJ2 transaction to carry forward the documents.

Year-End Closing: Carryforward of Open Items

FM Area: SC01  
 Sender Fiscal Year: 2015

**Budget Category**  
 Payment Budget  
 Commitment Budget

**Restriction on FM Account Assignments**  
 Grant: \_\_\_\_\_ to \_\_\_\_\_   
 Fund: \_\_\_\_\_ to \_\_\_\_\_   
 Funds Center: N0400000 to N0402ZZZZ   
 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: 54 to \_\_\_\_\_   
 Company Code: \_\_\_\_\_ to \_\_\_\_\_   
 Document Number: S100044264 to \_\_\_\_\_

**FI Documents**  
 FI doc.no.fisc.year: \_\_\_\_\_

Multiple Selection for Document Number

Select Single Values (1)    Select Ranges    Exclude Single Values    Exclude Ranges

Single value
S100044264
S100044265

Year-End Closing: Carryforward of Open Items

FM Area: SC01  
 Fiscal Year: 2015  
 No. of FYC Documents: 2

Date: 07/16/2015  
 Time: 21:55:51  
 Mode: Update Run

Log: Carryforward of Open Items

DocumentNo	RfItem	Acct...	Status	Open Amt. FMA CrCY	Open Amt. Trans.CrCY	TCurr	Val.Type Text	Ref.Org Un	CoCd	Fis...	Sender Ledger	S ...	Receiver Ledger
S100044264	1		000	270.00	270.00	USD	Invoices	SC012015	SC01	2015	Payment Budget		Payment Budget
S100044265	1		000	270.00-	270.00-	USD	Invoices	SC012015	SC01	2015	Payment Budget		Payment Budget

Now, accounts payables should be able to complete the MIRO transaction.

*Enter Incoming Invoice: Company Code SC01*

Transaction: Invoice Balance: 0.00 USD

Invoice date: 07/16/2015      Reference: TEST 4  
 Posting Date: 07/16/2015      Period: 1  
 Amount: 135.00      USD       Calculate tax  
 Tax amount: 10.00      I1 (A/P Sales Tax)


Text:  
 Paymt terms: 22 Days net  
 Baseline Date: 07/16/2015  
 Company Code: SC01 State of South Carolina Columbia, SC

Vendor 7000174218  
 SNS SUPPLIES CORP  
 17300 RAILROAD ST  
 CITY OF INDUSTRY CA 91748  
 (626) 913-8383      (626) 913-1098

Purchase Order/Scheduling Agreement: 4500047294      Goods/service items + planned deli...

Layout: All information

Item	Amount	Quantity	Or...	Purchase O...	Item	PO Text	Tax Cod
	125.00	5,000.00	EA	4500047294	1	FASTENER,SNAP,SOCKET	I1 (A/I)

 Document no. 5701324031 created