



South Carolina Enterprise Information System

# CO500 YEAR END PROCESSES FOR FY2019

## PART 1: LESSONS 1-6

End User Training  
Columbia, SC  
May 2019

# Welcome and Introductions

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Welcome to C0500 Year End Processes for Fiscal Year 2019 (FY2019).

- Introductions
- Classroom etiquette
- Parking Lot

# Class Overview

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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 FY2019.

# Class Overview (continued)

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This class will cover those Year End processes in sixteen (16) lessons:

- Lesson 1: FY2019 Year End Important Dates
- Lesson 2: Managing Carry Forward Processes
- Lesson 3: Tools to Manage Year End Processing
- Lesson 4: Managing Purchasing Processes
- Lesson 5: Managing Inventory Processes
- Lesson 6: Managing Sales and Distribution (SD) Processes

# Class Overview (continued)

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- Lesson 7: Five Options to Create Shopping Carts for Fiscal Year 2020
- Lesson 8: Managing Expenditures and Accounts Payable Processes
- Lesson 9: Managing Revenue and Accounts Receivable Processes
- Lesson 10: Procedures for Managing Budget
- Lesson 11: FMX2 – Changing Funds Reservations
- Lesson 12: Managing Cash Status

# Class Overview (continued)

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- Lesson 13: General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Lesson 14: Managing Fixed Assets
- Lesson 15: Managing Grants
- Lesson 16: Managing Project Systems



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# LESSON 1: FY2019 YEAR END IMPORTANT DATES

# South Carolina Year End Important Dates

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- 🌀 **Sunday, June 30** - State fiscal year ends.
- 🌀 **Sunday, June 30** - Last day to close or reduce PRs to unencumber FY2019 budget.
- 🌀 **Sunday, June 30**-Last day to take year-end inventory.
- 🌀 **Friday, July 12** - Last day of fiscal year 2019 for Accounts Payable processing. Documents must be received in the CG's Office by 5:00 PM.
- 🌀 **Friday, July 12** - All AP Parked Documents should be cleared ( Paid or Deleted) by COB.



# South Carolina Year End Important Dates (continued)

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- 🌀 **Wednesday, July 17** - Last day to close, reduce, or carryforward FRs to unencumber FY2019 budget.
- 🌀 **Wednesday, July 17** - Last day to close, reduce or carry forward POs to unencumber FY2019 budget.
- 🌀 **Wednesday, July 17** - Last day to carryforward PRs to unencumber FY19 budget.
- 🌀 **Wednesday, July 17** - Last day to carryforward Sales Orders.

# South Carolina Year End Important Dates (continued)

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- ① **Wednesday, July 17** – Last day to process Journal Entries that would impact the automated Use Tax process. SCEIS will process automated Use Tax on July 18.
- ① **Friday, July 19** – Last day to process manual Use Tax via check or Cross Business Area Journal Entry.

# South Carolina Year End Important Dates (continued)

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- ① **Monday, July 22** - Last day to process correcting journal entries in period 13 for FY2019.
- ① **Monday, July 22** - All Parked Documents (should only be JEs) must be processed or deleted by 5:00 p.m.
- ① These dates are the same for SCEIS and non-SCEIS Agencies.

# South Carolina Year End Important Dates (continued)

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- July 1 – 12, 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, 2019, Period 12.
- Correcting JE documents can be entered from July 13 through July 22 with a posting date of June 30, 2019, Period 13. (Role is required.)
- Documents to be posted in the new year must have a Posting Date on or after July 1, 2019, Period 1.

# South Carolina Year End Important Dates (continued)

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- ④ All revenue deposited on or before June 30 should be submitted as a Period 12, FY2019 transaction. These documents must be received in the State Treasurer's Office not later than COB July 05, 2019.
- ④ Refunds of FY2019 expenditures must be received in the State Treasurer's Office not later than COB July 12, 2019. Use Period 12.

# South Carolina Year End Important Dates (continued)

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- ④ All payments for amounts due to employees including retirees, who terminate State employment on or before June 30, 2019, must be made by July 31, 2019.
- ④ To meet this, all payments (annual leave and other compensating absences) must be included in the payroll dated July 16, 2019.

# South Carolina Year End Important Dates (continued)

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- 🕒 Period 12 FY2019 - Open for normal processing June 1, 2019 through July 12, 2019.
- 🕒 Period 13 FY2019 – Open for users with a special JE role from July 13, 2019 through July 22, 2019.
- 🕒 Period 14 FY2019 – Open for Financial Statement agency users from July 23, 2019 through October 1, 2019.



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# LESSON 2: MANAGING CARRY FORWARD PROCESSES



# Carry Forward Documents

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- 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 Inventory Goods Receipts {GR}),
  - VT 81 – Funds Reservations (FRs),
  - VT 83 - Forecast of Revenue (for Sales Orders)

# Determine What to Carry Forward

- ① Run the Open Encumbrance Report to determine the encumbrances, POs, PREQs, FRs, that need to be carried forward using the ZFMJ2 transaction.
- ① After an encumbrance is carried forward, it will “fall off” the Open Encumbrance Report for FY2019.

# Purchase Orders & Goods Receipts

- How do you determine if a Purchase Order (PO) or Goods Receipt (GR) should be carried forward or closed?

<b>Goods/Services Received</b>	<b>Invoice Received</b>	<b>Decision</b>
Before or on 06/30	By CG closing date	Leave & Pay in current year
Before or on 06/30	After CG closing date	Carryforward PO & GR
After 06/30	Before or after CG closing date	Carryforward PO & GR
Not going to receive the material/services	N/A	<b>Delete</b> the PO Line Item(s) at the Line Item Level. This will unencumber the PO <b>and</b> update the contract, if linked to a contract.

# 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. Because the funds are now moved to the <b>Valuated GR.</b> <a href="http://www.sceis.sc.gov/documents/Instructionsfor_InventoryPurchaseOrdersscenario2.pdf">http://www.sceis.sc.gov/documents/Instructionsfor_InventoryPurchaseOrdersscenario2.pdf</a>

# 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	<p>Carry Forward the GR's 51 document number, the Accounting Document <b>and</b> the PO, Because this is a partial GR. <b>We have funds on the GR and PO.</b></p> <p><a href="http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_3.pdf">http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_3.pdf</a></p>

# 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 <b><u>partial</u></b> quantity <b>and</b> the GR is reversed, <b>and</b> then re-keyed	After the CG's Closing Date	Carry Forward the original GR, the reversed GR <b><u>and</u></b> the re-keyed GR <b><u>and</u></b> the PO.  <a href="http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_4.pdf">http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_4.pdf</a>

# 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 PREQ'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.  <a href="http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_1.pdf">http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_1.pdf</a>

# When to Carry Forward – Funds Reservations

## FRs

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



# ZFMJ2 Carry Forward of Open Items

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- ④ Only a few people in each agency will be given authorization for this transaction code.
- ④ You were sent last year's list to edit.
- ④ You will only be able to access your agency's data.
- ④ This transaction will only be available for a limited period of time. (June 17 – July 17)

# ZFMJ2 Carry Forward of Open Items Cont

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- ④ This transaction allows a “Test Run.”
- ④ It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- ④ 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

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You can control AVC in 2020 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

Enter Funds Center and Document Information

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  
Availability Control

Layout

U Update Without Check

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 includes a list of checkboxes for 'Test Run', 'Process with Dialog', 'Block Documents', and 'Detail List'. Below this is the 'Availability Control' section with a 'Layout' dropdown menu set to 'U Update Without Check'. Two callout boxes provide instructions: one pointing to the 'Test Run' checkbox and another pointing to the 'U Update Without Check' option.

Process Control

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

Availability Control

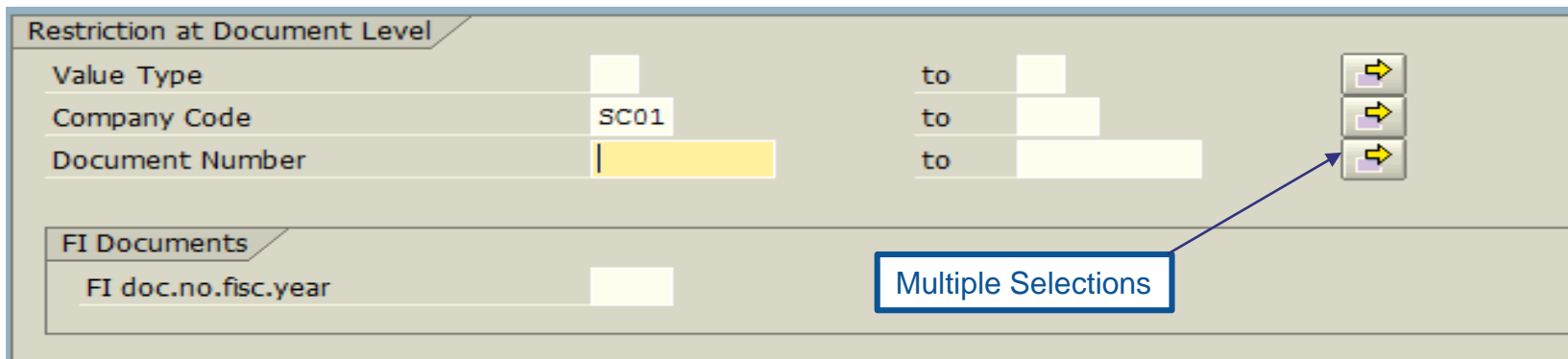
Layout: U Update Without Check

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 interface. It features three rows of input fields for 'Value Type', 'Company Code', and 'Document Number', each followed by a 'to' field. The 'Company Code' field contains 'SC01'. To the right of these fields are three stacked buttons with right-pointing arrows. A blue box labeled 'Multiple Selections' has an arrow pointing to the bottom button. Below this section is the 'FI Documents' section, which includes a field for 'FI doc.no.fisc.year'.

Restriction at Document Level	
Value Type	to
Company Code	to
Document Number	to

FI Documents

FI doc.no.fisc.year
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# 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:

- ① **Double check your work** and
- ① **Run the transaction in TEST** to be sure you carry forward the appropriate documents!
- ① You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be “No documents found.”

# ZFMJ2 Process Improvement

- If a Purchase Order is carried forward using the ZFMJ2, The FM Posting Date in SRM will automatically be updated to current fiscal year (07/01/XXXX).

# PO Hard Stop and POs Not Carried Forward

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- ④ If a Purchase Order is not carried forward from FY2019 to FY2020 prior to COB July 17, 2019, the PO will no longer be available for change.
- ④ The validation ensures that the PO's FM Posting Date are in the same Fiscal Year.
- ④ **After July 17, agencies will not have the ability to carry forward POs. Therefore, POs remaining in previous fiscal year cannot be carried forward.**

- ④ 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.
- ④ 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**

🏠 📄 🇺🇸

FM Area: SC01  
Fiscal Year: 2016  
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		to		↔
Commitment Item		to		↔
Functional Area		to		↔
Funded Program		to		↔

Restriction According to Attributes

↔ Multiple Selection FM Account Assignm... Variant Name

Layout Options

Display Options

Use View 'Outgoing Amounts'	<input 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"/>



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# LESSON 3: TOOLS TO MANAGE YEAR END PROCESSING

# Key Tools to Manage Year End

- ① 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
  - CJ15 Display Project Commitment Items



# FY 2019 - FY 2020 Pop-up Message

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- If you have access to the transactions below, from July 1 through July 12, you will get a “pop-up” screen to choose the appropriate FY for your transaction.

FMX2– Change FR

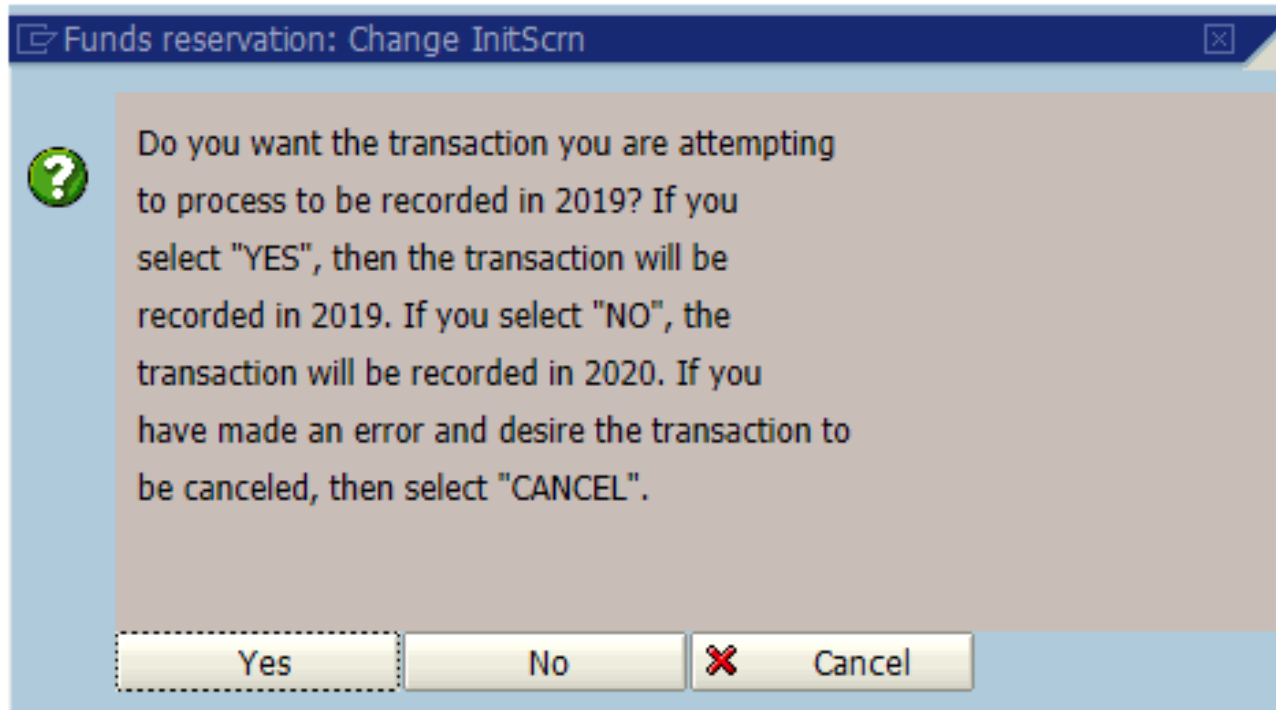
FMW2– Change Funds Block

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 2019 - FY 2020 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)

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- ④ 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.
- ④ BW is updated overnight. POs updated today will appear or disappear on the BW report the following business day.

# Open Encumbrance Report (continued)

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

## **Business Objects and BEx Queries**

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[BW Queries List - Finance \(15,000kb XLSX\)](#)

[BW Queries List - Grants \(43kb XLSX\)](#)

[BW Queries List - Human Resources \(2,437kb XLS\)](#)

[BW Queries List - Materials Management \(5,697kb XLS\)](#)

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

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

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

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



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# LESSON 4: MANAGING PURCHASING PROCESSES (NON-INVENTORY & INVENTORY)

# Purchasing at Year End

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- 🌀 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 (2019) goods and services with next year's (2020) funds, thus causing potential budget shortfalls in the new fiscal year (2020).

# Open PO Options

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- 1. Receive and pay in current year
- 2. Reduce the PO Line Item
- 3. Delete PO at Line Item Level
- 4. Carryforward PO into new year



# Open PO Option #1

- ① All Goods and Services will be received and Paid 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.
    - Process Good Receipt with at 6/30/2019 date or earlier
    - Process payment before the FI cutoff date **Friday, July 12** with a posting date of 6/30/2019
- ① 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.

# Open PO Option #2

- ④ *All goods or services will not be received and paid for in current year and PO has history - **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 and return PO to ordered status.
  - This action reduces/releases the encumbrance.
  - Good receipt must only exist for the actual number received use the MIGO transaction to reduce the quantity receipted.

# Open PO Option #2 Continued

- If the PO is linked to a contract, the system will update the contract’s “Release Document”. **This action is essential for accurate contract PO reporting and spend analysis.**
- The reduced quantity will return to sourcing.
- Buyer can reject the shopping cart to remove from Purchasers Worklist.

# Open PO Option #3

- Good/Service will not be received and paid for in current year and PO does not have history - **Delete PO** at Line Item Level
  - Select the line item and then select the delete button
  - Return the PO to ordered status
  - When the PO is deleted at Line Item Level, a **red X** will appear on the Line Item in SRM and the Trashcan icon will appear in ECC.
  - The shopping cart/Preq will return to sourcing
  - Buyer can reject the shopping cart to remove from Purchasers Worklist.
  - **PO that has been carried forward from a previous year should not be deleted.**

# Open PO Option #4

- Good/Service will be used in current year and in the new year - **Reduce PO** to value needed for current year and leave a minimum of \$1.00 of open funds
  - Follow instructions for reducing PO for value needed for the current year
  - Leave at a minimum of \$1.00 of non-state funds for PO to be rolled forward using the ZFMJ2 transaction
  - PO must be in ordered status in order to roll forward into new year

# Open PO with Asset

- 🌀 If it is decided not to carry forward a PO with an Asset and the PO Line Item has **NO history:**
  - Open the PO in edit and select the line containing the asset and “Delete” the Line item, return the PO to ordered status. A **red X** will appear on the line item in SRM.

# ME2N, Purchasing Document per Document Number

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- 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.
- Two NEW fields have been added to the ZINV type layout in ME2N:
  - Value yet to be delivered
  - Value yet to be invoiced



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# LESSON 5: MANAGING INVENTORY PROCESSES



# ME5A Inventory Open Purchase Requisitions

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## 🌀 ME5A Open Purchase Requisitions

- Helps identify Purchase Requisitions (PREQ) that were not fully converted to Purchase Orders.
- Helps identify which PREQs have had an encumbrance transferred back to the PREQ from the ZINV Purchase Order.
- If the PREQ is not required, delete the PREQ prior to June 30, 2019.
- Remember PREQs encumber funds.
- 2019 Preqs deleted after **06/30/2019 will create a negative value on the FM document in the new year.**

# Material Reservations

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- ④ 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.
- ④ 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.

## 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  Commitment Item

Funds Center

Earmarked Funds   Done

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	F	I	D
1	106198	5.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<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"/>	<input type="checkbox"/>
3	106208	48.00	EA	JJ07	0001		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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**

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	EI	s	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 | GI for cost center 201

**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 Typ
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

Item OK | Line: 1

Final Issue Indicator

# 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 Finance 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, 2019.
- ☉ **Do not wait until June 30 to start taking inventory.**

# Helpful Transactions

- 🌀 **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.**

Phys. Inventory Doc. for Material

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, 2019.

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

- ④ 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.



South Carolina Enterprise Information System

# LESSON 6: MANAGING SALES AND DISTRIBUTION (SD) PROCESSES

# Open Sales Orders, VA05

- Open Sales Orders should be rolled over into the new year. A list of “Open Sales Orders” can be viewed in VA05 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 – Picking and Issuing VL10H Transaction

## VL10H - Review all Activities Due for Shipping

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

Dialog Background [Icons]

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"/>	20	09/03/2013	101046	1	EA	1 EA
108835 4002297 ZOR							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20	09/04/2013	101042	4	EA	4 EA
<input 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"/>	20	09/04/2013	101046	1	EA	1 EA
108944 4002297 ZOR							
<input 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"/>	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, the document will be here to complete.

**Outbound Delivery Monitor**

Display Variants | Only inbound deliveries | Only outbound deliveries | All deliveries

Outbound Deliveries

Selection Type:

- For Checking
- For Distribution
- For Picking**
- For Confirmation
- For Loading
- For Goods Issue**
- For Transport. Planning
- List Outbound Deliveries

VL06O



# 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 | [Navigation Icons]

ShPt	Pick Date	Total Weight	WUn	Volume	VUn	ProcTime	Nr Items			
Delivery	GI Date	DPrio	Route	Total Weight	WUn	Volume	VUn	OPS	WM	Nr
DA04	07/20/2015	0	KG			0.00	8			
<input type="checkbox"/>	80129667	07/20/2015	2							A

## Material Not Issued

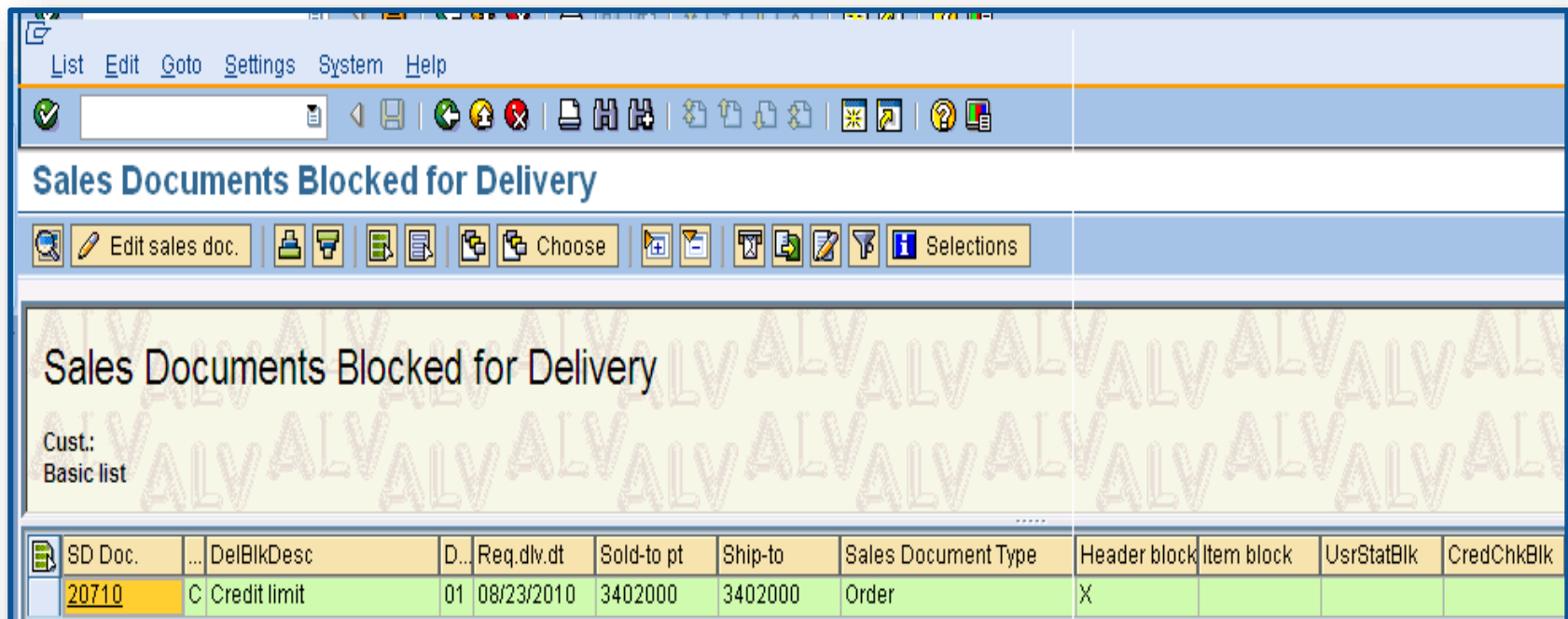
**Goods Issue for Outbound Deliveries to be Posted**

Item View | Post Goods Issue | [Navigation Icons]

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.



The screenshot shows the VA14L transaction interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Sales Documents Blocked for Delivery'. Below the title is another toolbar with buttons for 'Edit sales doc.', 'Choose', and 'Selections'. The main content area displays the title 'Sales Documents Blocked for Delivery' and 'Cust.: Basic list'. At the bottom, there is a table with the following data:

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

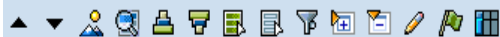
Document	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from	Valid to	Div.Date	Created by	BB	Sold-to pt
40000740	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4009159
40000739	10			FEE,UNIV SERVICE 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 – 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.
ZDOC	3241022	L	10/31/2013	F2	TER40455	01/21/2014	3241022	90122675			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE
ZDOC	3241022	L	11/14/2013	F2	TER40455	01/21/2014	3241022	90122676			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL COLLEGE
ZDOC	3331002	L	09/30/2013	F2	TER40455	01/21/2014	3331002	90122680			Delivery-related billing document	Invoice	MCCORMICK SCHOOL DISTRICT
ZDOC	4006651	L	09/09/2013	F2	TER40455	01/21/2014	4006651	90122687			Delivery-related billing document	Invoice	NEWBERRY HISTORICAL SOCIETY
ZDOC	D200008	L	09/09/2013	F2	TER40455	01/21/2014	D200008	90122702			Delivery-related billing document	Invoice	GOVERNORS OFFICE-CONTINUUM OF CARE
ZDOC	H630029	L	07/23/2013	F2	TER40455	01/21/2014	H630029	90122706			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	H630029	L	09/30/2013	F2	TER40455	01/21/2014	H630029	90122707			Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	H630029	L	12/18/2013	F2	TER40455	01/21/2014	H630029	90122708	N		Delivery-related billing document	Invoice	SC DEPT OF EDUCATION
ZDOC	J040043	L	12/03/2013	F2	TER40455	01/21/2014	J040043	90122717			Delivery-related billing document	Invoice	SC DEPT OF HEALTH & ENV. CT
ZDOC	K050003	L	11/21/2013	F2	TER40455	01/21/2014	K050003	90122727			Delivery-related billing document	Invoice	DEPARTMENT OF PUBLIC SAFETY
ZDOC	L240003	L	08/30/2013	F2	TER40455	01/21/2014	L240003	90122735			Delivery-related billing document	Invoice	SC COMMISSION FOR THE BLIND
ZDOC	N040026	L	11/07/2013	F2	TER40455	01/21/2014	N040026	90122738			Delivery-related billing document	Invoice	SCDC COMMISSARY WAREHOUSE
ZDOC	U120027	L	11/13/2013	F2	TER40455	01/21/2014	U120027	90122767			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION
ZDOC	U120027	L	12/03/2013	F2	TER40455	01/21/2014	U120027	90122769			Delivery-related billing document	Invoice	SC DEPT OF TRANSPORTATION
ZDOC	3402000	L	01/15/2014	S1	JOY63646	02/10/2014	3402000	90124194			Delivery-related billing document	Cancel. Invoice (S1)	RICHLAND SCHOOL DISTRICT #2

# 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**

Individual billing document  
  Collective billing document  
  Collective billing doc./online

S	BCat	SOrg.	Billing Date	Sold-to pt	BillT	DstC	Document	Dchl	Dv	DocCa	Address	Name of sold-to party	Sold-toLoc	Sort term	Counter	ShPt	POD status	Net Valu
X	A	ZDST	10/07/2013	4002297	F2	US	111682	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		180.00
X	A	ZDST	12/09/2013	4002297	F2	US	116636	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	12/10/2013	H630007	F2	US	116805	Z1	Z1	C	354996	DEPARTMENT OF EDUCATION	COLUMBIA			IT03		4,161.30
X	A	ZDST	02/20/2014	4002297	F2	US	121338	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		30.00
X	A	ZDST	02/21/2014	4002297	F2	US	121438	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		300.00
X	A	ZDST	02/24/2014	4002297	F2	US	121649	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		180.00
X	A	ZDST	02/26/2014	D170009	F2	US	122047	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA			IT03		1,590.00
X	A	ZDST	03/05/2014	L040001	F2	US	122663	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA			IT03		300.00
X	A	ZDST	03/07/2014	L040001	F2	US	122882	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA			IT03		240.00
X	A	ZDST	03/12/2014	D170009	F2	US	123207	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA			IT03		480.00
X	A	ZDST	03/19/2014	4002297	F2	US	123784	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124109	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124115	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		420.00
X	A	ZDST	03/24/2014	4002297	F2	US	124134	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/24/2014	4002297	F2	US	124135	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00
X	A	ZDST	03/25/2014	4002297	F2	US	124239	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA			IT03		60.00

# 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**

🔍 Edit sales doc. 🖨️ 📄 📄 📄 📄 📄 Choose 📄 Save 📄 📄 📄 📄 📄 📄 📄 📄 📄 Selections

**SD Documents Blocked for Billing**

Customer:  
Basic list

SD Doc.	BillkDes	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 delv	Order	X	
125744	C DSIT - Spirit	04/10/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	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 delv	Order	X	
126047	C DSIT - Spirit	04/14/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	Order	X	
126606	C DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	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 delv	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 delv	Order	X	
126875	C DSIT - Spirit	04/23/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	Order	X	
126947	C DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	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 delv	Order	X	
127023	C DSIT - Spirit	04/24/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	Order	X	
127073	C DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	Order	X	
127074	C DSIT - Spirit	04/25/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	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 delv	Order	X	
127229	C DSIT - Spirit	04/28/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	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	J020003	BEV11756	DHHS	Z1	Not relev for delv	Order	X	
127358	C DSIT - Spirit	04/29/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for delv	Order	X	

# SD – Billing

## Current Fiscal Year

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- If shipping against a Sales Order in the current fiscal year (2019), the billing must be completed in the current fiscal year (2019).

# SD – Helpful SD Transaction Codes

- 🌀 **VA05** Review all OPEN 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)

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- 🔄 **VF04** Maintain the Billing Due List
- 🔄 **VFX3** Release Billing Documents for Accounting
- 🔄 **V23** Review Sales Orders Blocked for Billing
- 🔄 **ZFMJ2** Roll Sales Order over to new year.



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# CO500 YEAR END PROCESSES FOR FY2019

***(See PART 2: LESSONS 7-16)***

End User Training  
Columbia, SC  
May 2019



South Carolina Enterprise Information System

# CO500 YEAR END PROCESSES FOR FY2019

## PART 2: LESSONS 7-16

End User Training  
Columbia, SC  
May 2019



South Carolina Enterprise Information System

# LESSON 7: FIVE OPTIONS TO CREATE SHOPPING CARTS FOR FISCAL YEAR 2020

# Shopping Carts for FY 2019

- Option 1: SC created and approved before July 1. Buyer creates PO on July 1 or later.
- Option 2: SC created and saved in current FY. On July 1 or later, the SC creator sends for approvals and buyer creates PO in new FY.
- Option 3: Create a \$1.00 shopping cart in current FY. Include actual PO value in Vendor Text. Use ZFMJ2 to roll PO to new FY. Increase PO on July 1 or later.

# Shopping Carts for FY 2019

- Option 4: If funds are available, create PO in current FY, send PO to vendor and roll PO to new FY.
- Option 5: For solicitations in current FY and award will be in new FY, create SC for \$1.00 and document the true expected amount in the Internal Notes field.

For more detail please see link below (or [click here](#)).

[https://www.state.sc.us/lms/CO500/SCEIS\\_CO500\\_Options\\_for\\_SCs.pdf](https://www.state.sc.us/lms/CO500/SCEIS_CO500_Options_for_SCs.pdf)



South Carolina Enterprise Information System

# LESSON 8: MANAGING EXPENDITURES AND ACCOUNTS PAYABLE PROCESSES

# Key Transactions

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- 🌀 FV60 Park Vendor Invoice
- 🌀 MIRO Post Incoming Invoice
- 🌀 FBL1N Vendor Line Item Display



# Payment Terms

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- ① Currently, payments are set at “Net 30 Days” which initiates a payment run 22 days from the date of invoice. This means that if your invoice is dated June 1, then the check is not actually cut until June 18. This enables the State to meet general payment terms of **Net 30 Days**.
- ① For payments made during July for the prior fiscal year, the invoices will produce an error so that you will be prompted to change the payment terms to **Pay Immediately (0001)**.

# Identify Future Dated Invoices

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- ③ Run FAGLL03 to identify Future dated invoices.
- ③ Run using GL 2000010000 only. If not, system will likely time out.

# Identify Future Dated Invoices

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

Choose Ledger    Entry View    Data Sources

G/L account selection

G/L account	2000010000	to		→
Company code	SC01	to		→

Selection using search help

Search help ID	
Search string	

→ Search help

Line Item Selection

Status

Open Items

Open at Key Date	05/04/2018
------------------	------------

Cleared Items

Clearing Date		to		→
Open at Key Date				

All Items

Posting Date		to		→
--------------	--	----	--	---

Enter GL 2000010000 and Execute

# Identify Future Dated Invoices

This invoice will never pay though it is consuming budget.

DocumentNo	Ty...	Doc. Date	Bline Date	Σ	Amount in local cur.	Text
5702331237	RE	10/27/2018	10/27/2018		311.85-	LAST PAYMENT
3011402839	KR	06/13/2018	06/13/2018		2,500.00-	JUNE RENT TOV
5702321035	RE	06/12/2018	06/12/2018		7,338.00-	May
5702321006	RE	06/09/2018	06/09/2018		4,046.19-	May
5702320617	RE	06/01/2018	06/01/2018		295.00-	CHAMBER OF CO

# Parked Documents with Fund Reservations

---

- ④ If you have a parked document with a FR **DO NOT DELETE OR CHANGE** after June 30<sup>th</sup>.
- ④ The FR will read system date not posting date.
- ④ OK to process a parked document with NO changes.
- ④ Submit a SCEIS Help Desk ticket
  - Provide parked document number and FR number
  - In the Title of ticket put “Year End and assign to FI”

# Prior Year Payables in the New Year

---

- ④ Accounts Payable Reporting Package will be used to create accrual of payables incurred at June 30 for goods/services received in the prior fiscal year and paid for in the new fiscal year.
  - Example:
    - Invoice received in August for services performed in May.
    - The prior fiscal year is closed.
    - Because the services were performed in May, prior to the end of the fiscal year (June 30), this payment is a prior year payable.
    - Goods received prior to June 30 but paid after year-end.

# Prior Year Payables in the New Year (continued)

---

- Accounts Payable Transactions for Reporting Package
  - Select “Prior Year Payable” from dropdown box in **Text** field under the Basic Data tab. No other alternative wording should be used.
- Report any transactions identified/processed to CGO, regardless of amount, after the submission of the Accounts Payable Reporting Package.
  - This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

# Prior Year Payables in the New Year (continued)

## Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as completed Post Editing options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

Vendor

Address

BUSY BEE  
108 WALL STREET  
MONCK'S CORNER SC 29461

Vendor: 7000000891 SGL Ind  
Invoice date: 07/03/2017 Reference: 123456  
Posting Date: 07/03/2017 Period: 1  
Document Type: KR KR (Vendor in...)  
Amount: 1.00 USD  Calculate tax  
IO IO (A/P Tax Exempt)  
Text:   
Paymt terms: 22 Days net

Doc.currency  
OIs

Click on Dropdown Box

0 Items ( Screen Variant : Screen 100 )

G/L acct	D/C	Amount in doc.cu...	Cost center	Order	Fund	Grant	Assignment
	S De...						
	S De...						



# Prior Year Payables in the New Year (continued)

The screenshot shows a software window titled "Text (1) 8 Entries found". Below the title bar is a "Restrictions" section. A toolbar contains icons for a checkmark, close, home, refresh, print, and help. Below the toolbar is a table with two columns: "ID" and "Text edit format". The table contains the following entries:

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

The "PAYA" row is highlighted with a red border. To the right of the table, a white callout box contains the text "Select Prior Year Payable".

# Prior Year Payables in the New Year (continued)

## Park Vendor Invoice: Company Code SC01

Tree on Company Code Simulate Save as completed

Transactn R Invoice

Basic data Payment Details Tax Withholding tax Notes

Vendor	7000000891	SGL Ind	
Invoice date	07/01/2018	Reference	123456
Posting Date	07/01/2018	Period	1
Document Type	KR KR (Vendor in...)		
		<input type="checkbox"/> Doc.currency	
Amount	1.00	USD	<input type="checkbox"/> Calculate tax
		10 10 (A/P Tax Exempt)	
Text	Prior Year Payable		
Paymt terms	22 Days net		

# Document parked in Wrong Year

---

- 🔄 Once a new year document is parked or saved as complete you **can not** change the posting date to old year.
- 🔄 Delete the document and create a new document in the old year.

# Travel Advances

---

- 🌀 FY2019 Travel Advances – GL 5052010000 should be \$0.00.
- 🌀 FY2020 Travel Advances – should use a date on or after 07/01/2019



South Carolina Enterprise Information System

# LESSON 9: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

# Key Transactions

---

- 🌀 F-04 Post with Clearing: Header Data
- 🌀 FBL3N G/L Account Line Item Display
- 🌀 FBL5N Customer Line Item Display

# Revenue at Year End

- ① All cash received by June 30 must be posted to the prior fiscal year.
- ① The posting date determines which fiscal year the revenue is posted. For example:
  - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2019 or prior to post to FY2019.
  - All revenue received as of June 30, but deposited in July must have a posting date of 6/30/2019 to post to FY2019.
  - All revenue received after June 30 must have a posting date of 07/01/2019 or after and must post to FY2020.

# Revenue at Year End (continued)

- ④ Deposits for Period 12 (FY2019), and Period 01 (FY2020)
  - Deposit on separate deposit slips and enter as separate transactions in SCEIS.
- ④ All deposit slips transmitted for FY2019 pertaining to Period 12 must be received in the State Treasurer's Office not later than COB July 5, 2019.



# Revenue at Year End (continued)

- ① Bank deposits validated after Friday, July 5, 2019
  - Contact STO if you need the deposit recorded in Period 12, FY2019.
    - This should be a rare exception, as revenue deposited on or after July 1, 2019 should be recorded as FY2020 revenue.
  
- ① Deposits for Refund of Expenditure or Refund of Travel for FY2019
  - It is not necessary to contact the STO prior to submitting. Use Period 13 on these deposits and submit them in the normal manner until COB on July 12th.

# Revenue at Year End (continued)

- ④ All deposits received 7/01 and after must have a posting date of 7/01 or after, except refunds of expenditures.
- ④ Refunds of expenditures
  - Can be posted as a prior year receipt after 6/30, since these will post as a reduction of a prior year expenditure, not revenue.
  - Must use a posting date of 6/30 for the prior year.

# Accounts Receivable at Year End

- ① Accounts receivable balances need to be reviewed at Year End to ensure balances are appropriate and the detail AR balances agree with the GL balances.
- ① A listing of AR GL balances can be viewed by using T-code **FBL3N**.
- ① If you know the customer number, use T-code **FBL5N** to display individual AR balances.

# Accounts Receivable at Year End

- Compare FBL3N and/or FBL5N to ZGLA to ensure that A/R balances agree.
- After reviewing A/R balances, use Transaction Code F-32 to write-off customer accounts.

# Display Un-Deposited Cash – FBL3N

---

- ④ The **Un-Deposited Cash** account 100001XXXX **must be \$-0-** (cleared out) at year end.
- ④ Funds are first deposited into this account, then moved to the correct bank GL when the deposit validation is entered.
- ④ Once verified by the STO, they are available to spend.
- ④ Funds in the **Un-Deposited Cash** account means the **STO has not been able to match your bank deposit or you have not completed the transaction.**
- ④ To review Un-Deposited Cash receipts, use **FBL3N**.



South Carolina Enterprise Information System

# LESSON 10: PROCEDURES FOR MANAGING BUDGET

# Key Terms and Concepts

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Each of the following key terms and concepts will be covered in greater details in the following slides but do not hesitate to consider searching uPerform for documents and transactions that utilize each.

- 🌀 Posted, Pre-posted Budget Items
- 🌀 Carry Forward Budget Items
- 🌀 Workflow Items
- 🌀 Statewide Carry Forward Appropriations
- 🌀 Earmarked, Restricted, and Federal Appropriations

# Budget Items at Year End

- ④ Clear all pre-posted budget items by the close of business July 12 for the fiscal year.
- ④ A listing of all pre-posted items can be generated by using T-code **FMEDDW, Document Status 2.**
- ④ Carry forward General Appropriations, if your Agency has authorization to do so, using T-code **FMBB.**
- ④ Statewide Carry Forward will be handled centrally. Agency personnel will not have to enter this information, if there is any Carry Forward.



# View Budget Documents

- Why it is important to review the status of budget documents or pre-posted budget documents
  - Budget documents
    - Check regularly to ensure transactions have been approved and posted.
  - Pre-posted budget documents
    - Will reduce budgets immediately but will not increase budgets until approved.
    - Transfers will reduce the appropriate reduction but will not increase the offsetting budget until approved.
    - Returns will reduce prior to approval but supplementals will not post (as this is an increase) until approved by EBO
    - SCEIS uses the most conservative approach to budgeting.

# Statewide Carry Forward Appropriations

- ① Proviso 117.23 - Authorizes agencies to carry forward a percentage of unspent General Fund appropriations to the next fiscal year.
  - This proviso may be suspended to avoid a fiscal year-end general fund deficit.
- ① The Office of the Comptroller General and the Executive Budget Office will determine each Agency's Carry Forward amount and transact the necessary entries.
  - Carry Forward appropriation will be recorded centrally in Funded Program 8900.000000X000 “Statewide Carry Forward Appropriations” and in Commitment Item 561000.
  - Agencies cannot make expenditures against this temporary account. Use transaction **FMBB** to transfer the appropriations within the Agency's normal budget accounts.

# Carry Forward General Appropriations – FMBB cont.

- ④ Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must:
  - Process budget transactions by **July 25**
  - Use T-code **FMBB** to process carry forward, **Budget Type CFSP**
  - Reference the applicable proviso or permanent statute related to the Carry Forward authority in the text fields on each line item
    - Failure to reference the applicable proviso or permanent statute will result in the Executive Budget Office's refusal to process the transaction
- ④ Note: This is not the “10% Carry Forward” determined after the close of the fiscal year in accord with Proviso 117.23.

# Carry Forward - Special Items

## CFSP – Carry Forward Special Items

- Process COVR
- Document Type CFWD
- Version 0
- Budget Type 2019 CFSP Period 12
- Budget Type 2020 CFSP Period 1

# Carry Forward - Special Items

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

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

Document  Status

Header Data  Additional Data

Process

Document type

Version

Document Date

Payment Budget	
Total Sender	0.00
Total Receiver	0.00

**Sender**

Fiscal Year	<input type="text" value="2019"/>	Period	<input type="text" value="012"/>
Budget Type	<input type="text" value="CFSP"/> Carryforward Special Items		

**Receiver**

Fiscal Year	<input type="text" value="2020"/>	Period	<input type="text" value="001"/>
Budget Type	<input type="text" value="CFSP"/> Carryforward Special Items		

# Carry Forward of Capital Projects

- Capital Project budget balances remaining in FY2019 must be carried forward to FY2020 by **the agencies**. The Executive Budget Office will **NOT** carry forward Capital Project Budgets.
- The Executive Budget Office will monitor agency FY2019 budgets to ensure that all Capital Projects have been carried forward.

# Carry Forward of Capital Projects

- ① All balances must be carried forward to the approved Capital Project and State Funded Program created at the time the project was established. Carried forward balances must reflect the appropriate Functional Area.
- ① The Executive Budget Office will reject any carry forward document with a State Funded Program of “9900.000000.000” or a Functional Area of “00000000000000000000.”

# Carry Forward – Capital Projects

## CAPR – Carry Forward Capital Projects

- Process COVR
- Document Type CAPR
- Version 0
- Budget Type 2019 CAPR Period 12
- Budget Type 2020 CAPR Period 1



# Carry Forward of Capital Projects FMBB

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

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

Document  Status

Header Data **Additional Data**

Process

Document type

Version

Document Date

Payment Budget	
Total Sender	0.00
Total Receiver	0.00

**Sender**

Fiscal Year	<input type="text" value="2019"/>	Period	<input type="text" value="012"/>
Budget Type	<input type="text" value="CAPR CAPITAL PROJECTS"/>		

**Receiver**

Fiscal Year	<input type="text" value="2020"/>	Period	<input type="text" value="001"/>
Budget Type	<input type="text" value="CAPR CAPITAL PROJECTS"/>		

# Budget Items at Year End

---

- ④ Ensure your budgets are properly posted.
- ④ Review budget reports regularly, such as
  - **ZBD1** (Budget Consumption),
  - **FMAVCR01** or **FMAVCH01** (Budget Availability Control), and
  - **BW Report** – Open Encumbrance Report.

# FMAVCR01 Report

- ④ This report is useful for reviewing
  - Grant budget activity.
  - At the roll-up level of control for your agency's budget.
  - Negative budget balances.
    - Noted by red buckets
    - Causes can include payroll and fringe benefits posting which override budget edits
    - Need to monitor these regularly – at least monthly

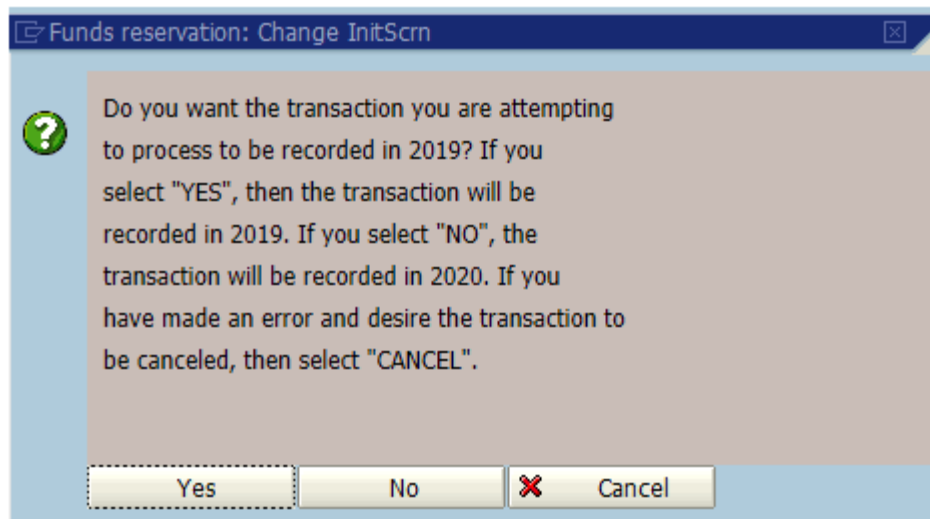


South Carolina Enterprise Information System

# LESSON 11: FMX2 – CHANGING FUNDS RESERVATIONS

# FMX2 – Change Funds Reservation

- FMX2 is used when an agency wishes to change the amount encumbered on a Funds Reservation.
- FMX2 invokes the Pop-Up box requesting acknowledgment of a fiscal year.



# FMX2 – Change Funds Reservation (continued)

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- ④ When you acknowledge a year in the Pop-Up box, the system assigns that transaction to a fiscal year, either FY19 or FY20, based on your answer. This behind-the-scene program is called **FMOD**.

# FMX2 – Complete Single Line FR

## Funds reservation: Change Overview scrn











 Entry  Consumption

To complete (Zero Out) a FR, click the hat.

Document number   posted Document Date

Document type  Funds Reservation W/O W... Posting Date

Company Code  State of South Carolina Currency/rate

Doc.text

Currency

Grand total

### Line items

D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				2,024.43	5021470000	J160C2G0CL	J160_6008	37640000	NOT RELEVANT

# FMX2 – Complete Single Line FR (continued)

Funds reservation: Change Hdr Data

**General Data**

Document number	4000020830	posted	Document Date	06/27/2012
Document type	11	Funds Reservation W/O Wo...	Posting Date	06/27/2012
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

**Statistics**

Created by	PAM21252	Created on	06/27/2012
Changed by		Changed on	

**Document Status**

Completed     Blocked  
 Can be arc     Block

**Additional Data**

Doc.text	
Reference	
Contract Value	


This screen will appear, check "Complete" and Save. The FR Budget will be adjusted in the Old Year.



# FMX2 – Change Single Line FR

## Funds reservation: Change Overview scrn

         Entry  Consumption

Document number	4000020830	 posted	Document Date	06/27/2012
Document type	11	Funds Reservation W/O W...	Posting Date	06/27/2012
Company Code	SC01	State of South Carolina	Currency/rate	USD
Doc.text	<input type="text"/>			
Currency	USD			
Grand total	<input type="text" value="2,024.43"/>			

### Line items

D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				2,024.43	5021470000	J160C2G0CL	J160_6008	37640000	NOT RELEVANT

To change the overall amount, Up or Down, simply change the amount and Save.

# FMX2 – Complete Multi-Line FR

**Funds reservation: Change Overview scrn**

Document number: 4000021037 posted Document Date: 05/10/2010

Document type: 11 Funds Reservation W/O W... Pos

Company Code: SC01 State of South Carolina Cur

Doc.text: COLLETON COUNTY DSN BOARD

Currency: USD

Grand total: 3,589,682.44

Line items


Do...	S...	R...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				506,818.00	5021330000	J160Q50010	J160_34AD	37640000	NOT RELEVANT
2				16,640.00	5021330000	J160Q50010	J160_34SE	37640000	NOT RELEVANT
3				1,191,199.00	5021330000	J160Q50010	J160_36CH	37640000	NOT RELEVANT
4				362,342.00	5021330000	J160Q50010	J160_36SP	37640000	NOT RELEVANT
5				1,148,920.00	5021330000	J160Q50010	J160_36IC	37640000	NOT RELEVANT
6				5,816.00	5021330000	J160Q50010	J160_33MW	37640000	NOT RELEVANT
7				158,678.44	5021330000	J160Q50010	J160_35SC	37640000	NOT RELEVANT
8				12,669.00	5021330000	J160Q50010	J160_33FS	37640000	NOT RELEVANT
9				160,158.00	5021330000	J160Q50010	J160_31EI	37640000	NOT RELEVANT
10				26,442.00	5021330000	J160Q50010	J160_33CS	37640000	NOT RELEVANT

**To complete (Zero Out) a FR, click the hat.**

# FMX2 – Complete Multi-Line FR

Funds reservation: Change Hdr Data

**General Data**

Document number	4000021037	 posted	Document Date	07/02/2012
Document type	11	Funds Reservation W/O Wo...	Posting Date	07/02/2012
Company Code	SC01	State of South Carolina	Currency/Rate	USD
FM Area	SC01	SC FM Area		
CO Area	SC01	State Of South Carolina	Local currency	USD

**Statistics**

Created by	NAN23170	Created on	07/02/2012
Changed by	PAM21252	Changed on	06/18/2013

**Document Status**

Completed     Blocked  
 Can be arc     Block

**Additional Data**

Doc.text	COLLETON COUNTY DSM BO
Reference	
Contract Value	

This screen will appear, check "Complete" and Save. The FR Budget will be adjusted in the Old Year.

# FMX2 – Change Multi-Line FR

## Funds reservation: Change Overview scrn

Document number 4000021037 posted Document Date 07/02/2012  
Document type 11 Funds Reservation W/O W... Posting Date 07/02/2012  
of South Carolina Currency/rate USD  
DSN BOARD  
682.44

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

Line items									
D...	S..	R..	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1				506,818.00	5021330000	J160Q50010	J160_34AD	37640000	NOT RELEVANT
2				16,640.00	5021330000	J160Q50010	J160_34SE	37640000	NOT RELEVANT
3				1,191,199.00	5021330000	J160Q50010	J160_36CH	37640000	NOT RELEVANT
4				362,342.00	5021330000	J160Q50010	J160_36SP	37640000	NOT RELEVANT
5				1,148,920.00	5021330000	J160Q50010	J160_36IC	37640000	NOT RELEVANT
				5,816.00	5021330000	J160Q50010	J160_33MW	37640000	NOT RELEVANT
				158,678.44	5021330000	J160Q50010	J160_35SC	37640000	NOT RELEVANT
				12,669.00	5021330000	J160Q50010	J160_33FS	37640000	NOT RELEVANT
				160,158.00	5021330000	J160Q50010	J160_31EI	37640000	NOT RELEVANT
10				26,442.00	5021330000	J160Q50010	J160_33CS	37640000	NOT RELEVANT

To change an Overall Amount, simply change the amount and Save.




South Carolina Enterprise Information System

# LESSON 12: MANAGING CASH STATUS

# Undeposited Cash 100001XXXX

- The Undeposited Cash account must be zero at Year End.
- Run ZGLA and enter the GL range of your agencies Undeposited Cash Accounts

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

# IDT Cash Clearing 1000020000

- ④ The IDT Cash Clearing account must be zero at Year End.
- ④ Run ZGLA and enter the GL 1000020000.
- ④ If your balance for FY2019 is not zero, research the balance to determine document numbers that result in the balance.
- ④ Open a ticket and provide the document numbers to the SCEIS staff, do not try to clear the balances.

# SCEIS Petty Cash 1000050000



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

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



# Cash Balances & Availability

- ④ Cash (and other accounts) will be brought forward on July 1 – so that FY2020 cash includes the balance from prior year.
- ④ FY2020 balance Carry Forward amounts adjust automatically for any additional entries posted to prior year on/after July 1.
- ④ Transactions posted to the prior year, FY2019, after June 30 are based upon the available cash in FY2019 only (*excludes FY20 cash activity*).



# **LESSON 13: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS**

# Key Transactions

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- 🌀 Z\_AGY\_DOCLIST - Display Parked Documents
- 🌀 Z\_IDT\_DOCLIST – Display open IDTs
- 🌀 FBL3N – GL Account Line Item Display
- 🌀 FMX3 - Display Funds Reservations
- 🌀 ZGLA - GL Fund Account Analysis
- 🌀 FAGLB03 - GL Account Balance Display
- 🌀 ZMRBR – Blocked Invoices

# Parked Documents

- All Parked A/P Documents must be processed or deleted on or before July 12.
- All Parked JE Documents must be processed or deleted on or before July 22 (except Financial Statement Agencies).
- Use transaction Z\_AGY\_DOCLIST to identify Parked Documents.
- Parked documents can also be identified on the “Open Encumbrance Report” in BW.
- Review workflow items and messages; ensure all Old Year items have been addressed.

# Parked Documents - IDT's

---

- ④ Use transaction Z\_IDT\_DOCLIST to view your agency's parked IDT payables - 39# documents.
- ④ Assuming these are FY2019 expenditures, they should be processed in FY2019 prior to the July 12 deadline.
- ④ IDTs remaining in Parked status after July 12 will be recreated in new year.

# ZMRBR – Blocked Invoices

- PO-related invoices (RE documents) are posted at the time of entry, not parked.
- RE documents are systematically matched to a Goods Receipt and Purchase Order to ensure goods were received and price is correct.
- If there is a discrepancy between price or receipt of goods, the invoice is blocked for payment.
- Run ZMRBR to view blocked invoices.

# ZMRBR – Blocked Invoices

- ④ Most variances are Quantity Variances which generally means the Goods Receipt has not been entered. To clear, the recipient of the goods needs to enter the receipt.
- ④ Price variances are caused when the invoice price exceeds the stated price on the PO. This may be a price error on the PO or the Invoice or, often, is the result of an error in data entry. The A/P clerk adds freight or tax on line item.

# ZMRBR – Blocked Invoices

- At the time of this screenshot there were approximately 169 invoices that were blocked in ZMRBR with a value of \$1,164,520.93.

<u>94248</u>	2	248.40	USD	
<u>94248</u>	3	630.00	USD	
<u>94357</u>	1	2,021.00	USD	
<u>75526</u>	1	1,348.80	USD	
<u>96035</u>	1	1,641.20	USD	
<u>96035</u>	2	10.00	USD	
		<b>1,164,520.93</b>	<b>USD</b>	



# ME2K / ME2N – List Display by Purchase Order


---

- ④ ME2K / ME2N – use ME2K or ME2N to identify POs with Goods Receipts that have not been invoiced.
- ④ ME2K – Cost Center is in the table of selections; FI driven.
- ④ ME2N – Plant is the primary CO in the table of selections; MM driven.
- ④ Change Layout – Pull in
  - Still to be delivered (qty and value)
  - Still to be Invoiced (qty and value)

# ME2K / ME2N – List Display by Purchase Order

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

## Purchasing Documents For Cost Center



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

# Funds Reservation Documents at Year End

---

- 🌀 Funds reservation documents encumber budget.
- 🌀 Reducing funds reservations can free up budget.
- 🌀 Use **FMX3** to Display Funds Reservations.
- 🌀 Use **FMX2** to reduce funds reservations.
- 🌀 Do not use **FMX6** in July to manually reduce a FY2019 Funds Reservation. Reductions made using **FMX6** will derive system date, FY2020 during July.

# GL Account Review and JEs – Review

---

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

### **Accounts Payable balances**

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

### **Sales and Use Tax Payable**

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

### **Accounts Receivable balances**

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

# GL Account Review and JEs – Review (continued)

---

- ④ **Travel advances** outstanding - Should be \$-0-.
  - GL account 5052010000 – Travel Advances.
  
- ④ **Revenue and expenditure accounts**
  - Review for inappropriate classifications.
  
- ④ **Fund Balance**
  - **No entries** should be made directly to any fund balance account without consulting the Comptroller General's Office.

# GL Account Review and JEs – Review (continued)

---

## **Undeposited Cash accounts**

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

## **IDT Cash Clearing account**

- To ensure that both sides of the IDT have fully posted by Year End. This account should be zero at Year End. SCEIS team will clear it.

## **Zero-Balance Clearing Funds**

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

# Inventory – GR/IR Reconciliation

---

- GR/IR Clearing Account, 240010000, should be Zero (0.00) at fiscal year end.
- Use MR11 to view items that have not cleared the GR/IR Clearing Account.

# GR/IR Clearing – MR11

**Document Header Data**

Company Code	SC01	State of South Carolina
Posting Date	07/01/2019	
Reference		
Doc. Header Txt		

**Choose**

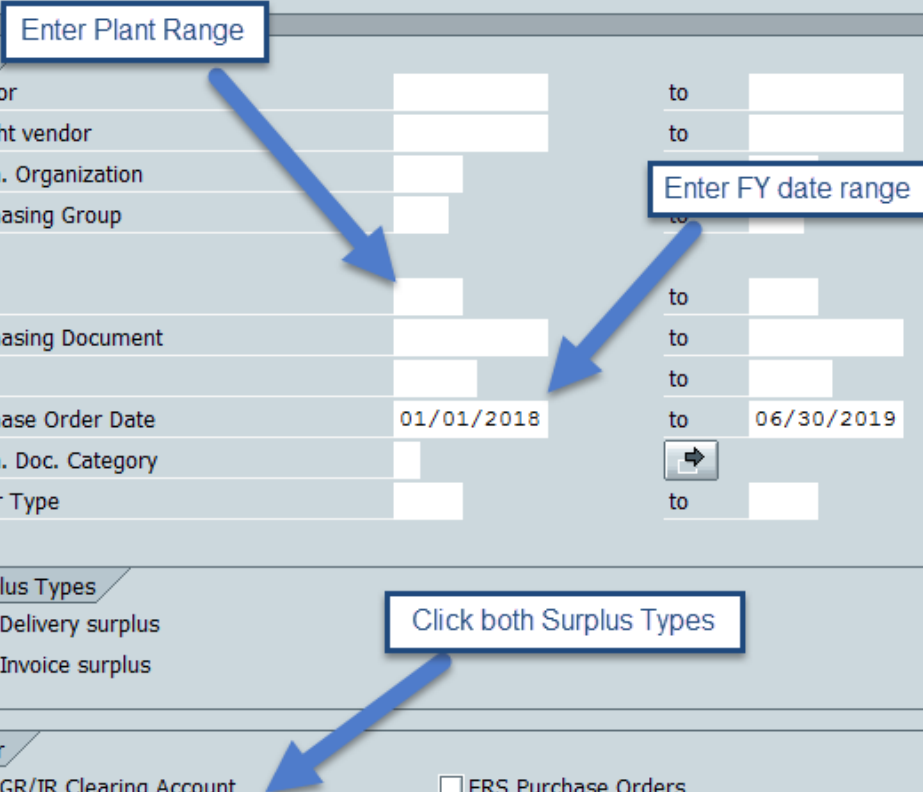
Vendor		to	
Freight vendor		to	
Purch. Organization			
Purchasing Group			
Plant		to	
Purchasing Document		to	
Item		to	
Purchase Order Date	01/01/2018	to	06/30/2019
Purch. Doc. Category			
Order Type		to	

**Surplus Types**

<input checked="" type="checkbox"/> Delivery surplus
<input type="checkbox"/> Invoice surplus

**Clear**

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





# GR/IR Clearing – MR11

## Maintain GR/IR Clearing Account

<input type="button" value="Post"/> <input type="button" value="Purchase Order"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Filter"/> <input type="button" value="Sort"/> <input type="button" value="Grid"/> <input type="button" value="Print"/> <input type="button" value="Home"/> <input type="button" value="Back"/> <input type="button" value="Forward"/> <input type="button" value="Refresh"/>							
Company code SC01 State of South Carolina							
Currency USD							
Purch.Doc.	Item	PO Date	Name 1	Material	Plnt	Short Text	
Purch.Doc.	Item	Account key name	Quantity Received	Quantity invoiced	Difference Qty	Difference Value	
4600619166	8	02/15/2018	GFG SUPPLY INC		DC01	3/4 X 20 CR ROUND BAR 1018	
<input type="checkbox"/>	4600619166	8 GR/IR clearing	10.00		10.00	232.20	
<input type="checkbox"/>	4600619166	8 GR/IR clearing	420.00		420.00	9,752.40	
<input type="checkbox"/>	4600619166	8 GR/IR clearing	132.00		132.00	3,065.04	
4600619166	9	02/15/2018	GFG SUPPLY INC		DC01	2X2X1/4X20' ANGLE HR A 36	
<input type="checkbox"/>	4600619166	9 GR/IR clearing	16.00		16.00	404.35	
<input type="checkbox"/>	4600619166	9 GR/IR clearing	120.00		120.00	3,032.64	
<input type="checkbox"/>	4600619166	9 GR/IR clearing	40.00		40.00	1,010.88	
<b>* Total</b>							<b>1,525,063.48</b>

# Other Reminders

---

- ④ Run Z\_SCEIS\_Errors to identify items on the error file. All errors must be cleared before Year End.
- ④ Clear fund 30240000.
- ④ Repay Interfund Loans; run ZGLA for GLs 1390010000, 2090010000.



South Carolina Enterprise Information System

# LESSON 14: MANAGING FIXED ASSETS

# Fixed Assets at Year End

---

- ① Ensure that the Fixed Assets in the General Ledger match the balances in the Asset History Report. (S\_ALR\_87011990 vs ZGLA)
- ① Ensure that Modified Accrual and Full Accrual asset balances are equal.
- ① Perform an inventory of assets at least annually to identify assets needing to be added or removed from the list due to donation, damage, repair, refurbishment, or loss.

# Unposted Assets S\_ALR\_87012056



- 
- ① Use transaction S\_ALR\_87012056 to get a list of assets with -0- value.
  - ① This indicates a shell was set up but no value was put on the asset.
  - ① Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.
  - ① The only assets that should be on the list are assets that are on POs that are being paid or carried forward.

# Things to Remember for Assets

- If you need to add an asset that was **found or donated**, use ABZON with the following data:
  - Use Transaction Type ZDO.
  - Use Offsetting GL as 4310080000.
- If you need to add an asset **paid with a P-Card or other means of expenditure** already recorded in the current year:
  - Use Offsetting 5xxx GL as originally charged, on the “Additional Details” tab of the ABZON transaction.

# Things to Remember for Assets

- Ensure that there are no Modified Accrual Asset Contrasts.
  - Run ZGLA, enter the range of GLs for modified accrual accounts, 1801000000 – 1801999999.
  - Scan the report looking for a value in a modified accrual GL with the last two digits of 10.
  - If you have a value in a modified accrual contra, there has been a processing error, probably associated with an ABZON.
  - Contact the SCEIS Team via a Help Desk ticket to resolve.

# Things to Remember for Assets

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1801010010 VEHICLES & TRANSPORTATION - CONTRA - (MA)	637,488.00		637,488.00
1801010510 LAW ENFORCEMENT VEHICLES - (MA) CONTRA	16,810.00-		16,810.00-
1801029010 AGRICULTURE EQUIPMENT - CONTRA - (MA)	348,410.09		348,410.09
1801031010 LAW ENFORCEMENT EQUIPMENT - CONTRA - (MA)	8,000.00-		8,000.00-
1801099010 LOW VALUE ASSETS - CONTRA - (MA)	21,219.58-		21,219.58-
* Total	939,868.51		939,868.51





South Carolina Enterprise Information System

# LESSON 15: MANAGING GRANTS

# Grants – Things to Remember

---

- ④ Fund 5542XXXX and any other funds used as clearing funds for Federal grants should be zero at year end.
- ④ If not, any balances must be considered when completing the Grants Reporting package as these balances affect Accounts Receivable and Deferred Revenue.

# Grants – Things to Remember (continued)

- Run ZGLA for Federal funds and grant **Not Relevant**. If you have remaining balances in this combination for Cash GL's, contact the SCEIS FI Team via a HelpDesk ticket.

Selected Accounts Variation Report Run Date / Time 05/07/20:

Bus Area: \* Fund: 50000000..5ZZZZ Grant: NOT RELEVANT  
 Cost Ctr: \* Funded Program: \* Period: 12, 2018  
 Account Group Selected: SC\_CASH\_AVAIL\_EDIT\_CBF

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1000000000 DUE TO/FROM	2812850,064.24		2812850,064.24
1000020000 IDT CASH			
1000030000 MISC DEPOSITS	819,076.28-		819,076.28-
1000040000 MISC PAYMENTS	1,837,148.36		1,837,148.36
1000060000 LUMP SUM			
1000061000 LUMP SUM			
1011300000 WF_E16_STO_Contingent Acct_CASH	2177951,697.03-		2177951,697.03-
1011300700 WF_E16_CASH_STO_GENERAL DEPOSIT ACCOUNT	725,102,208.48-		725,102,208.48-
1011300711 WELLS FARGO GEN DEP CHECKS IN			
1011300712 WELLS FARGO GEN DEP ACH IN			
1013300000 BOA CASH_STO_GENERAL DEPOSIT ACCOUNT	96,129,874.28		96,129,874.28
* Total	6,944,105.09		6,944,105.09

# Grants – Things to Remember (continued)

---

- ④ Review the SEFA (BW) report. The SEFA, the ZS\_PLN\_16000269 report and the ZGLA should provide the same information.
- ④ The information provided to the Federal Cognizant Agency should be equivalent to the information in the system.
- ④ If there is a discrepancy, contact the SCEIS FI Team via a HelpDesk ticket.

# Indirect Costs (IDC)

---

- 🌀 Post Indirect costs by July 22, Posting Date of June 30 if you are remitting back to the State.
- 🌀 The transaction code to post indirect costs is **GMIDCPOST**.
- 🌀 Use of this transaction is optional but works well for standard IDC postings.
- 🌀 The GMIDCPOST program will not recognize manually posted IDC Journal Entries

# GMIDCPOST

Enter Grant(s)

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

Leave Doc Type  
as 'SA';  
Doc/Posting  
Date/Text are  
agency's choice

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

Free Selection

**Selection Criteria**

Company Code	SC01
Grant	_____ to _____
Grant Group	_____
Cutoff Date	06/30/2019

**IDC Document to be Generated**

Document type	SA
Text	_____
Document Date	06/30/2019
Posting Date	06/30/2019
Posting period	_____

**Run Parameters**

Test Run

Parallel Processing

Logon/server group \_\_\_\_\_

# Grants – FI Tasks

---

- ④ Ensure all encumbrances, including Use Tax Payable, are cleared before closing a grant.
- ④ Delete or process all parked documents.
- ④ Ensure HRPAY, Fund 30240000, is cleared.
- ④ Review grant expenses to ensure that payroll related lines (salaries and fringes) are proper and all budget deficits have been cleared.

# Grants – FI Tasks (continued)

---

- ④ Clear all Business Trips, travel may be processed via ZTRAVEL for reimbursements processed after June 28, 2019. HR Business Trip **commitments** must be cleared by HR deadline prior to June 28, 2019.
- ④ Clear all Travel Advances for FY2019.
- ④ Load FY2020 Grant budgets to cover Purchase Orders carried forward and July 1 payroll and fringe postings
- ④ Delete or Post any 'HELD' GM Budget documents.



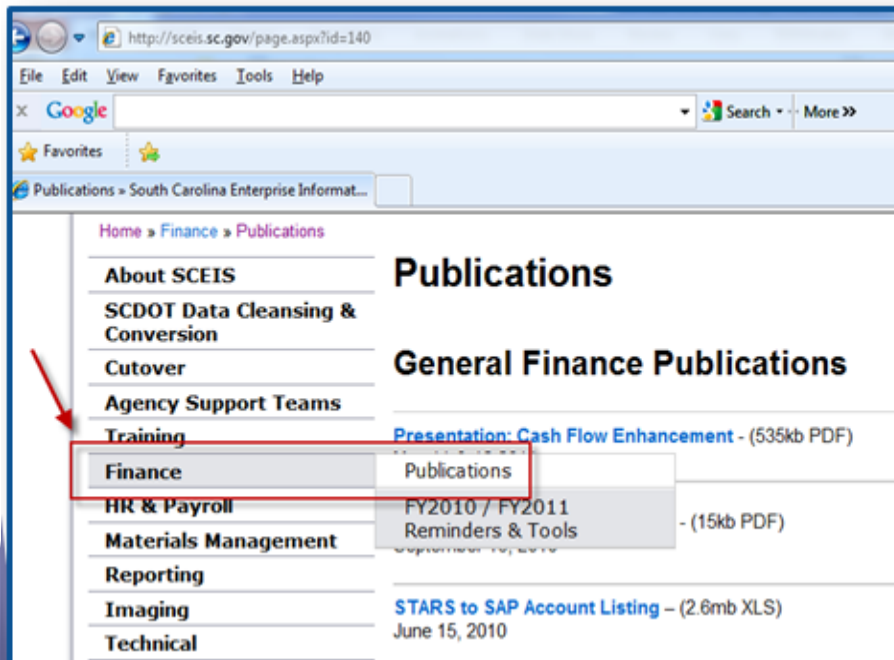
# Return FY2019 Grant Budget

---

- ④ All remaining GM budgets must be returned to **NOT RELEVANT** in FM before closing FY2019. Use **GM\_Create\_Budget**, with a process of **Return**.
- ④ Agencies may complete the budget template and use the transaction **ZGMBGTLOAD**.

# Return FY2019 Grant Budget

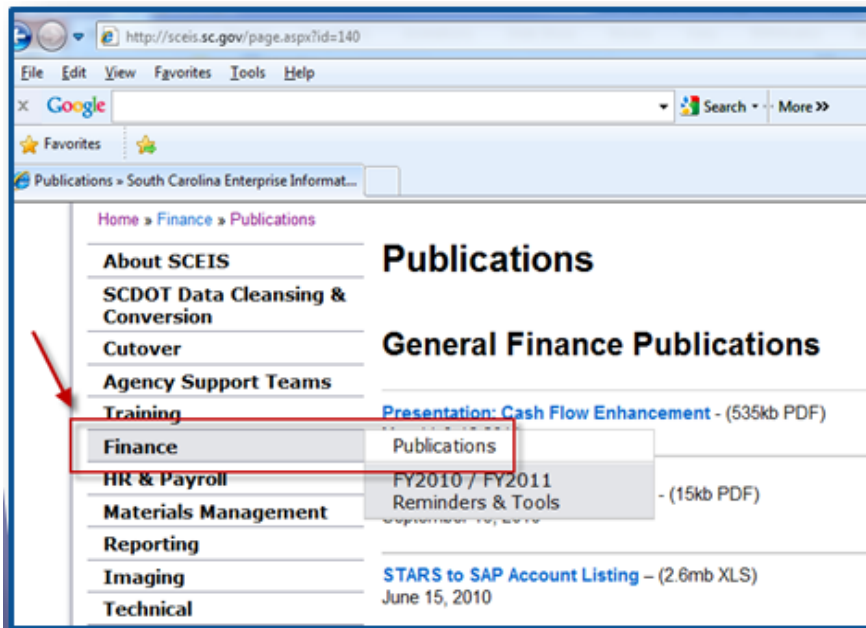
- Instructions for the grant Budget Template and ZGMBGTLOAD can be found on the SCEIS website, following the path **Finance > Publications > Grants Management**.



- [Grant Budget Master Conversion Guide - \(1mb MS Word\)](#)  
This guide contains the Grant Budget Data Template as an embedded file
- [Grants Management Derivation Lists - \(84kb XLS\)](#)
- [Grant Budget Upload Role Description - \(13kb PDF\)](#)
- [Grant Budget Upload Transaction Instructions - \(1mb MSWord\)](#)

# Create FY2020 Grants

- Agencies can use the GM Master Data template to establish FY2020 grants and sponsored programs. Please complete and submit via Help Desk ticket.



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

# Create FY2020 Grants (continued)

---

- Grant Master Data load by template must be submitted by **June 17 COB** via SCEIS Help Desk. Grant data load must be complete prior to test run for July 1 payroll.
- Communicate with your HR/Payroll staff regarding grant-related positions (info-type 1018) updating new grant accounts to include changes/updates.
- If grants are closed but payroll records are not updated, payroll posting errors will occur; however, payroll will post to HRPAY.
- Submit a Help Desk ticket to update derivation tables for any new grants or functional areas created for the new fiscal year.



South Carolina Enterprise Information System

# LESSON 16: MANAGING PROJECT SYSTEMS

# Project System Procurement

- Purchase Orders and Funds Reservation
  - Execute report **CJ15** to display commitments on projects from Purchase Orders or Fund Reservations. (Run with End Date of 12/31/9999)
  - Double-click on the Purchase Order to see if this item will pay in the current year. If not, carry the Purchase Order.
  - Either close or carry forward Fund Reservations.

# Project Systems

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- ① Projects should be capitalized when “substantially complete.”
- ① Substantially complete is defined as the project is sufficiently complete to allow for use or occupancy for its intended use without undue interference or 90% or greater of the project budget has been expended. “Punch list items” or small components may still need to be completed but the use of the asset is permitted.

# Parking WBS Settlement Profile

- ④ Use transaction **CJ13** to review open project expenditures.
- ④ If you need to re-class expenses from the “Z” WBS to a WBS that will settle to an AUC, complete a journal entry using transaction **FV50**.
- ④ Execute transaction **CN43** to review the status of your projects.
- ④ Close projects if they are complete.



# Capitalization to an Asset

- Agencies should notify Shirley Coyner at **Shirley.Coyner@admin.sc.gov** of any projects that are complete and need to move from AUC to a final asset.
- With your request, provide the asset number(s) and the value that should settle to each asset.
- If you incurred additional cost to a project with capitalized asset(s), provide the amount and asset number for settlement.

# Carry Forward of Capital Projects

- Capital Project budget balances remaining in FY2019 must be carried forward to FY2020 by **the agencies**. The Executive Budget Office will **NOT** carry forward Capital Project Budgets.
- The Executive Budget Office will monitor agency FY2019 budgets to ensure that all Capital Projects have been carried forward. ( All CAPR docs will workflow to EBO)

# Carry Forward of Capital Projects FMBB

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

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

Document: [ ] Status: [ ] Initial: [ ]

Header Data | Additional Data

Process: **Carry Over**

Document type: **CAPR (Capital Projects)**

Version: **0**

Document Date: **07/05/2019**

Payment Budget	
Total Sender	0.00
Total Receiver	0.00

Sender	
Fiscal Year	<b>2019</b>
Budget Type	<b>CAPR CAPITAL PROJECTS</b>
Period	<b>012</b>

Receiver	
Fiscal Year	<b>2020</b>
Budget Type	<b>CAPR CAPITAL PROJECTS</b>
Period	<b>001</b>



South Carolina Enterprise Information System

# CLASS SUMMARY

# Class Summary

---

In preparation for the closing of FY2019, you should now be able to manage the below.

- FY2019 Year End Important Dates
- Carry Forward Processes
- Tools to manage Year End Processing
- Managing Purchasing Processes
- Managing Inventory Processes
- Managing Sales and Distribution (SD) Processes

# Class Summary (continued)

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- Five Options to Create Shopping Carts for Fiscal Year 2020
- Managing Expenditures and Accounts Payable Processes
- Managing Receipts and Accounts Receivable Processes
- Procedures for Managing Budget
- FMX2 – Changing Funds Reservations
- Managing Cash Status

# Class Overview (continued)

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- General Accounting “Clean-Up” of Parked Documents, Workflow, Funds Reservations, Adjusting Entry Documents
- Managing Fixed Assets
- Managing Grants
- Managing Project Systems

# Any Questions?

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South Carolina Enterprise Information System

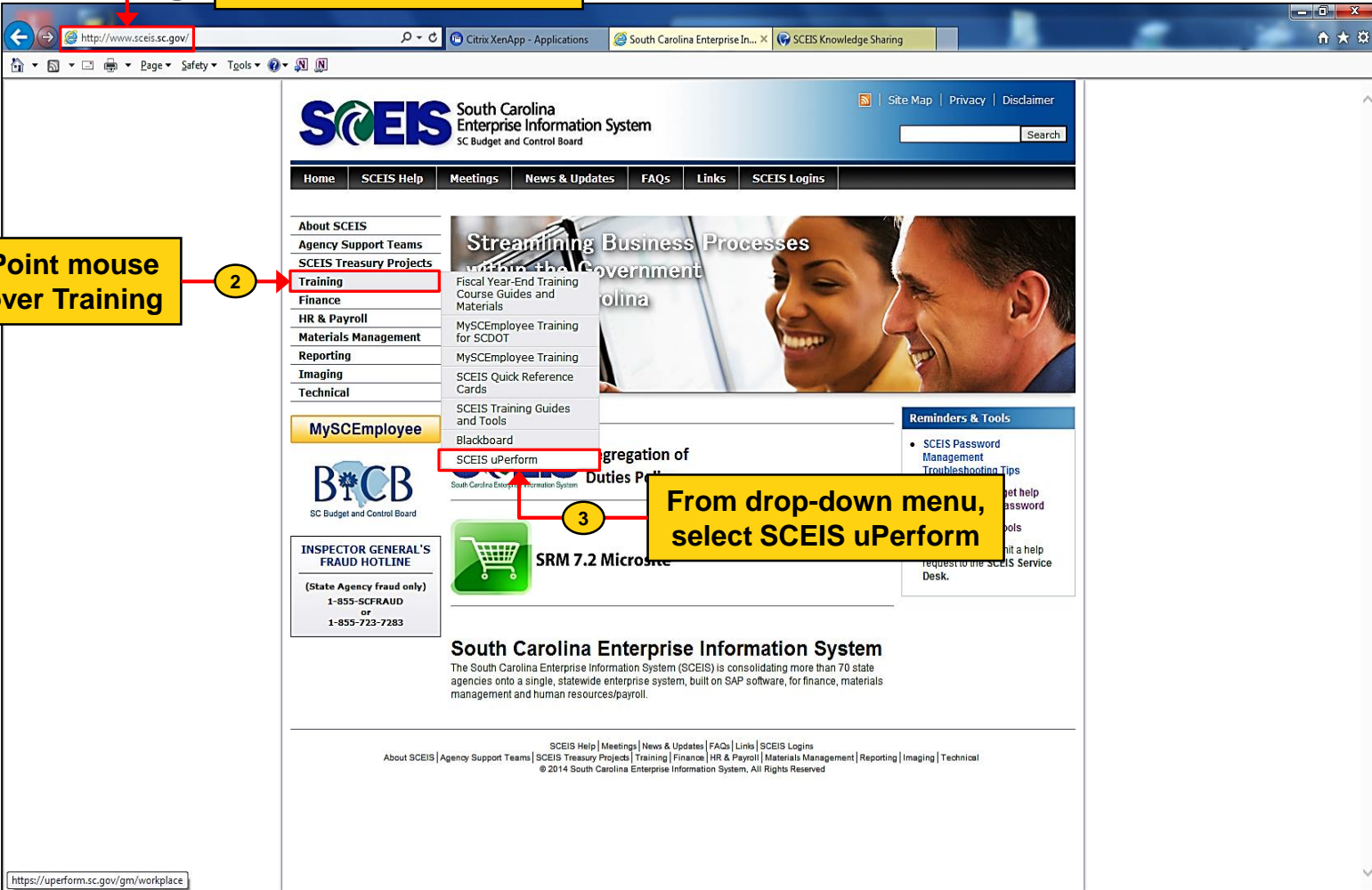
# SCEIS RESOURCES AND HELP

# What is uPerform?

---

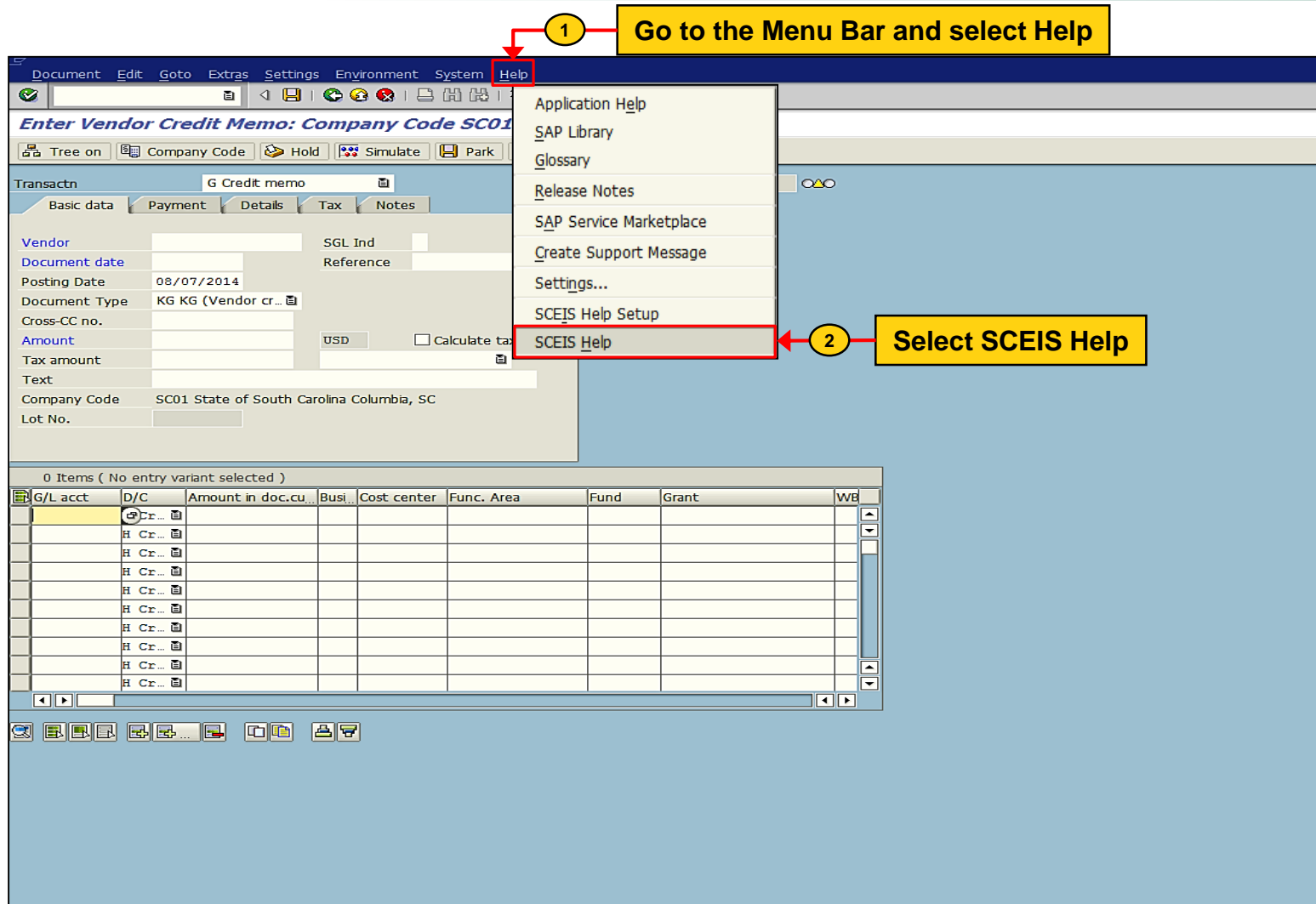
- ① uPerform means **“you perform.”**
  - Designed to support end-user performance
  - User-friendly information system
  - Available anytime, any place to any worker
  - Offers work instructions, tips, hints per job role, in multimedia formats
  - Provides context-sensitive help in ECC

# Accessing uPerform – Web



The screenshot shows the SCEIS website interface. A yellow box labeled '1' points to the address bar containing 'http://www.sceis.sc.gov'. A second yellow box labeled '2' points to the 'Training' link in the left-hand navigation menu. A third yellow box labeled '3' points to the 'SCEIS uPerform' link in a drop-down menu that is open over the 'Training' link. A fourth yellow box labeled 'From drop-down menu, select SCEIS uPerform' is positioned over the 'SCEIS uPerform' link. The website header includes the SCEIS logo, 'South Carolina Enterprise Information System', and 'SC Budget and Control Board'. The navigation menu includes 'Home', 'SCEIS Help', 'Meetings', 'News & Updates', 'FAQs', 'Links', and 'SCEIS Logins'. The left-hand menu lists various categories such as 'About SCEIS', 'Agency Support Teams', 'SCEIS Treasury Projects', 'Training', 'Finance', 'HR & Payroll', 'Materials Management', 'Reporting', 'Imaging', and 'Technical'. The 'MySCEmployee' section includes 'Blackboard' and 'SCEIS uPerform'. The 'Reminders & Tools' section includes 'SCEIS Password Management' and 'Troubleshooting Tips'. The footer contains a list of links and the copyright notice: '© 2014 South Carolina Enterprise Information System, All Rights Reserved'. The address bar at the bottom shows 'https://uperform.sc.gov/gm/workplace'.

# Accessing uPerform - ECC



The screenshot displays the SAP uPerform - ECC interface. The menu bar at the top includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The Help menu is open, showing options: Application Help, SAP Library, Glossary, Release Notes, SAP Service Marketplace, Create Support Message, Settings..., SCEIS Help Setup, and SCEIS Help. The SCEIS Help option is highlighted with a red box. Two yellow callout boxes with arrows point to the Help menu and the SCEIS Help option.

**1** Go to the Menu Bar and select Help

**2** Select SCEIS Help

Transactn: G Credit memo

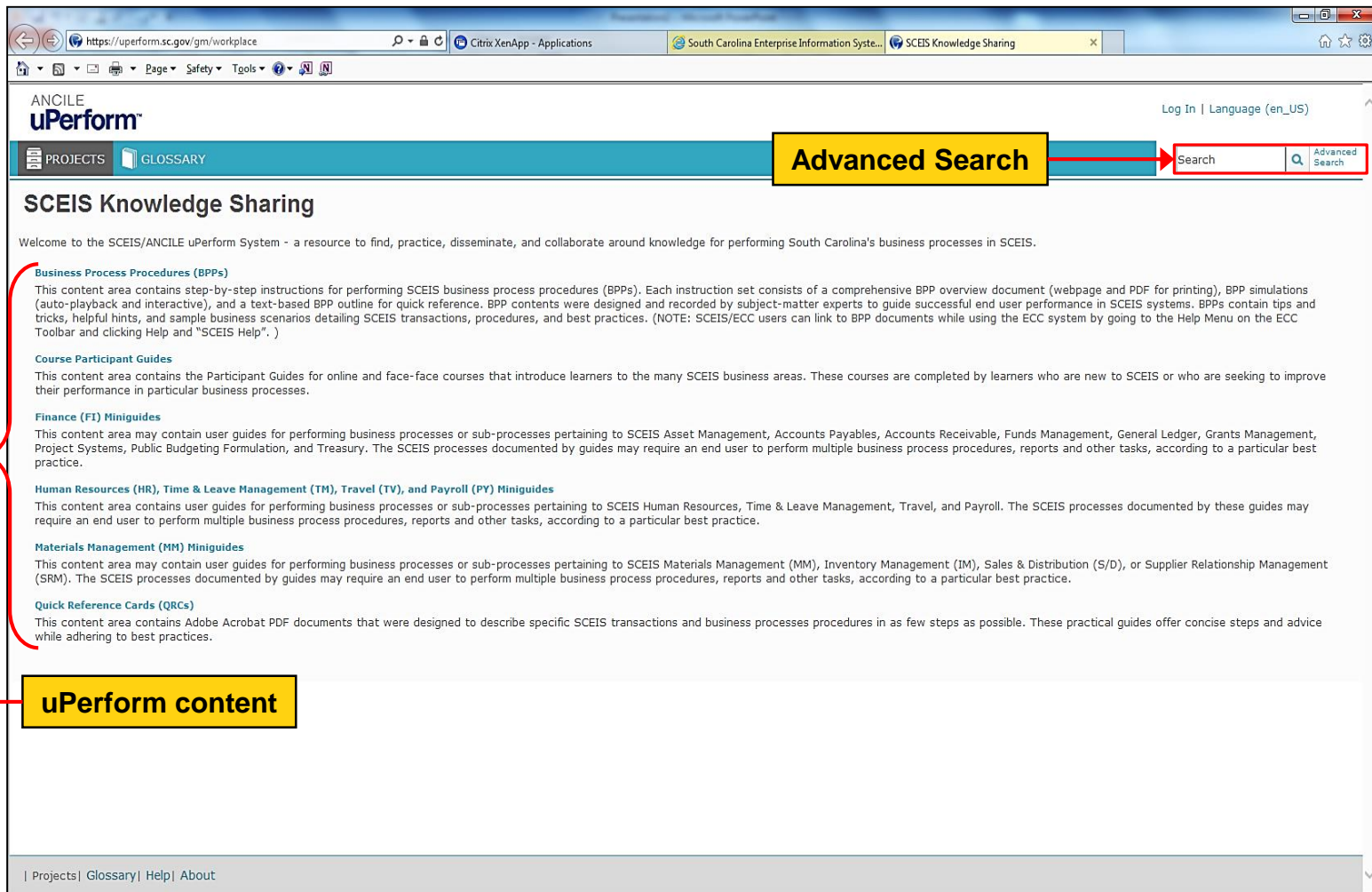
Basic data | Payment | Details | Tax | Notes

Vendor: \_\_\_\_\_ SGL Ind: \_\_\_\_\_  
Document date: \_\_\_\_\_ Reference: \_\_\_\_\_  
Posting Date: 08/07/2014  
Document Type: KG KG (Vendor cr...)  
Cross-CC no.: \_\_\_\_\_  
Amount: \_\_\_\_\_ USD  Calculate tax  
Tax amount: \_\_\_\_\_  
Text: \_\_\_\_\_  
Company Code: SC01 State of South Carolina Columbia, SC  
Lot No.: \_\_\_\_\_

0 Items ( No entry variant selected )

G/L acct	D/C	Amount in doc.cu...	Busi...	Cost center	Func. Area	Fund	Grant	WB
	Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							
	H Cr...							

# Accessing uPerform



ANCILE  
**uPerform**

Log In | Language (en\_US)

PROJECTS GLOSSARY

**Advanced Search** Search Advanced Search

## SCEIS Knowledge Sharing

Welcome to the SCEIS/ANCILE uPerform System - a resource to find, practice, disseminate, and collaborate around knowledge for performing South Carolina's business processes in SCEIS.

**Business Process Procedures (BPPs)**  
This content area contains step-by-step instructions for performing SCEIS business process procedures (BPPs). Each instruction set consists of a comprehensive BPP overview document (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a text-based BPP outline for quick reference. BPP contents were designed and recorded by subject-matter experts to guide successful end user performance in SCEIS systems. BPPs contain tips and tricks, helpful hints, and sample business scenarios detailing SCEIS transactions, procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents while using the ECC system by going to the Help Menu on the ECC Toolbar and clicking Help and "SCEIS Help".)

**Course Participant Guides**  
This content area contains the Participant Guides for online and face-face courses that introduce learners to the many SCEIS business areas. These courses are completed by learners who are new to SCEIS or who are seeking to improve their performance in particular business processes.

**Finance (FI) Miniguides**  
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Asset Management, Accounts Payables, Accounts Receivable, Funds Management, General Ledger, Grants Management, Project Systems, Public Budgeting Formulation, and Treasury. The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

**Human Resources (HR), Time & Leave Management (TM), Travel (TV), and Payroll (PY) Miniguides**  
This content area contains user guides for performing business processes or sub-processes pertaining to SCEIS Human Resources, Time & Leave Management, Travel, and Payroll. The SCEIS processes documented by these guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

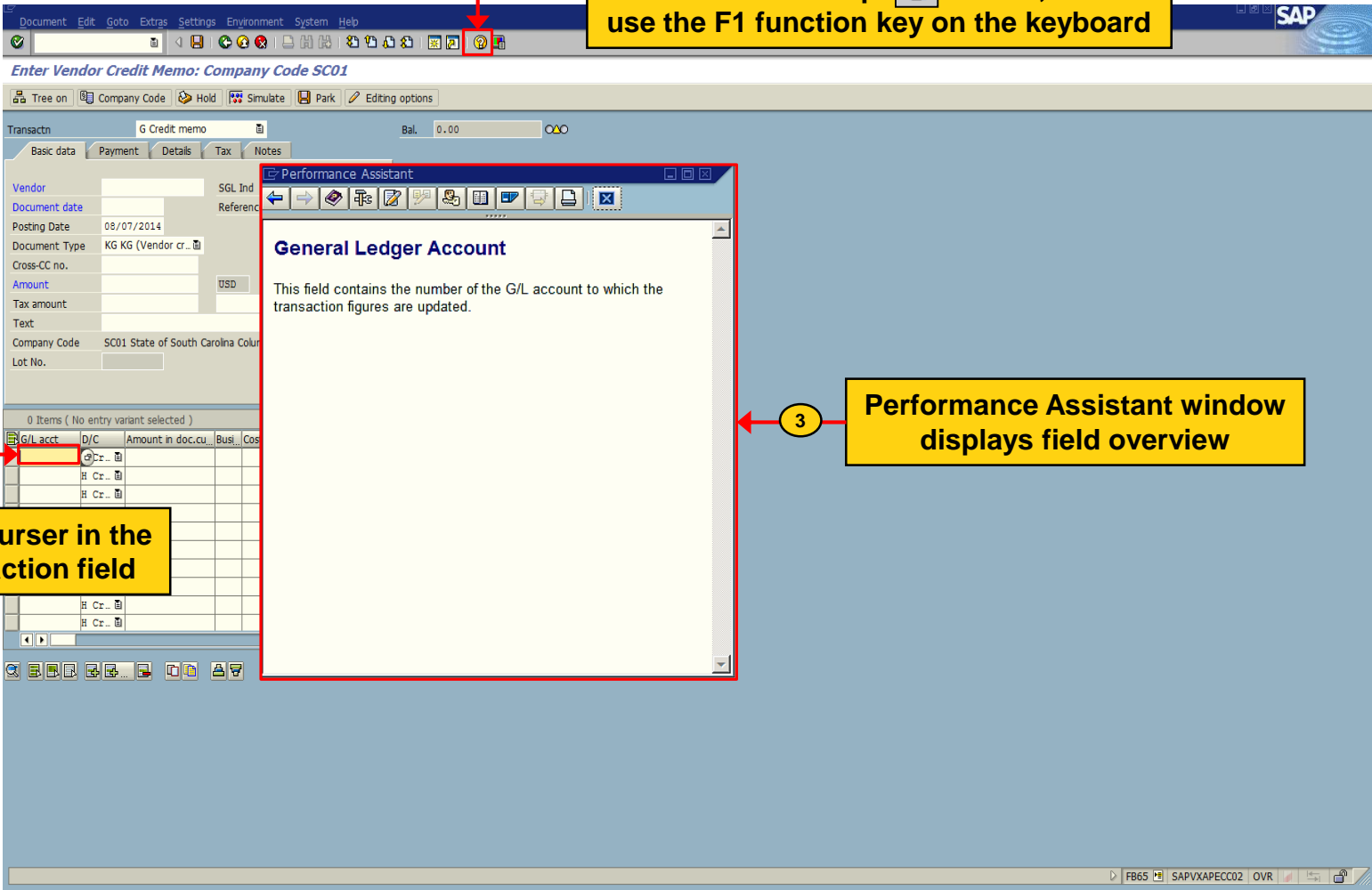
**Materials Management (MM) Miniguides**  
This content area may contain user guides for performing business processes or sub-processes pertaining to SCEIS Materials Management (MM), Inventory Management (IM), Sales & Distribution (S/D), or Supplier Relationship Management (SRM). The SCEIS processes documented by guides may require an end user to perform multiple business process procedures, reports and other tasks, according to a particular best practice.

**Quick Reference Cards (QRCs)**  
This content area contains Adobe Acrobat PDF documents that were designed to describe specific SCEIS transactions and business processes procedures in as few steps as possible. These practical guides offer concise steps and advice while adhering to best practices.


**uPerform content**

Projects | Glossary | Help | About

# Help with Transactions in ECC



The screenshot displays the SAP ECC interface for entering a vendor credit memo. A yellow callout box with a red arrow and the number '2' points to the Help button (a question mark icon) in the top toolbar. Another yellow callout box with a red arrow and the number '1' points to the 'GL acct' field in the transaction table. A third yellow callout box with a red arrow and the number '3' points to the Performance Assistant window, which is open and displays a 'General Ledger Account' field overview. The Performance Assistant window contains the text: 'This field contains the number of the G/L account to which the transaction figures are updated.'

**2** Select the Help  button, or use the F1 function key on the keyboard

**1** Place cursor in the transaction field

**3** Performance Assistant window displays field overview

GL acct	D/C	Amount in doc.cu	Bust.	Cos

# Additional Resources

- ④ <http://www.sceis.sc.gov>
  - SCEIS Website
  - SCEIS Weekly Updates
  - SCEIS User Group and Reporting User Group
  - SCEIS Calendar
- ④ E-mail or call the SCEIS Service Desk:
  - Service Desk Ticket form:  
<http://www.sceis.sc.gov/requests/>
  - Phone#: 803-896-0001  
(Select option 1 for SCEIS Help.)