

Year-End Processes for FY2024 (CO500)

Logistics



SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Class Overview

Lesson 1:
FY2024
Year-end
Important
Dates

Lesson 2:
Carry-Forward
Processes

Lesson 3: PO
Reduction
Processes

Lesson 4: PO
Purchasing
Processes

Lesson 5:
Five Options
to Create
Shopping
Carts for
FY2025

Lesson 6:
Inventory
Processes

Lesson 7:
Sales and
Distribution

Lesson 8:
Reporting

Lesson 1

FY2024 Year-End Important Dates



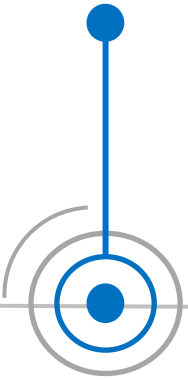
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FY2024 Year-End Important Dates

June 17



First day ZFMJ2 will be
available to carry
forward POs into FY2025

Important!
You cannot
send back
into FY24
once the PO
is carried
forward into
FY25.

FY2024 Year-End Important Dates

June 30



State fiscal
year ends.

Last day to close or
reduce PREQs to
unencumber FY2024
budget.

Last day to take
year-end
inventory.

FY2024 Year-End Important Dates

July 1

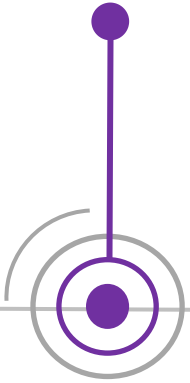


Change PO FM Posting date to 06/30/2024 and reduce line items to payment amount to close POs in FY 24. This option is available July 1, 2024-July 17, 2024.

First day to use FM Posting date of 06/30/2024 in order to post transactions to FY25.

FY2024 Year-End Important Dates

July 17



Last day to close,
reduce or carry forward
Purchase Orders (PO)
to unencumber FY2024
budget.

Last day to carry
forward Sales
Orders.

Last day to carry
forward Purchase
Requisitions
(PREQs) to
unencumber
FY2024 budget.

Lesson 2

Carry Forward Processes



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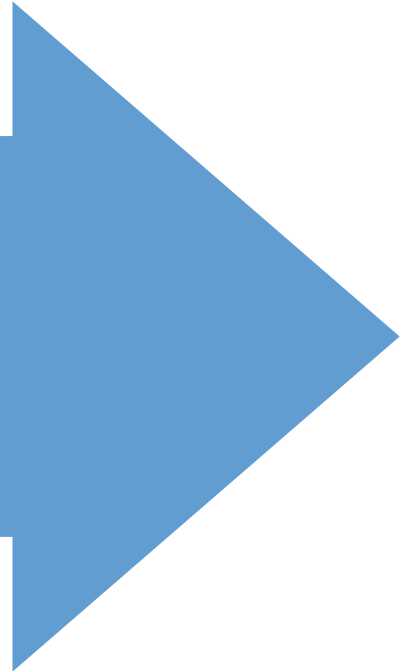
ZFMJ2 – Carry Forward of Open Items

Only a few people in each agency will be given authorization for this transaction code.

You were sent last year's list to edit.

You will only be able to access your agency's data.

This transaction will only be available from June 17 - July 17, 2024.



ZFMJ2 — Carry Forward of Open Items

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

FM Area SC01
Sender Fiscal Year 2024

Sender Fiscal Year: From 2024 to 2025

Restriction on FM Account Assignments

Grant		to		→
Fund		to		→
Funds Center	D50000000	to	D500ZZZZ	→
Commitment Item		to		→
Functional Area		to		→
Funded Program		to		→

Enter Funds Center

Restriction According to Attributes

Multiple Selection FM Account Assign... Variant Name

Restriction at Document Level

Value Type	51	to		→
Company Code	SC01	to		→
Document Number	4601000000	to		→

Value Type 51 for POs
Company Code: SC01
Document Number: enter single PO or range

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

First run in Test mode

Update Without Check

ZFMJ2 — Availability Controls

You can control AVC for CFWD items.



No availability control:

Availability is not checked and assigned values are not updated. Assigned values must be reconstructed after program has been run. **Not recommended.**



Update without checks:

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:

Assigned values are checked and updated. If an error message occurs from the availability control, the corresponding line items cannot be processed. Assigned values do NOT have to be reconstructed after the program is run.

ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

Menu | Save As Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation

Restriction at Document Level

Value Type	51	to		
Company Code	SC01	to		
Document Number	4600735862	to		

FI Documents

FI doc.no.fisc.year	
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Process Control

☒ Test Run

☐ Process with Dialog

☒ Block Documents

☒ Detail List

Layout

Availability Control

Execute

ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

Menu ▾ | **Back** | Exit | Cancel | System ▾ | Details | Sort in Ascending Order | Sort in Descending Order | Set Filter | Total | Print Preview | Local File... | Mail Recipient | ABC Analysis | Graphic

FM Area
Fiscal Year
No. of FYC Documents

SC01
2020

Date
Time
Mode

07/18/2020
19:40:30
Test Run

Green Status: may proceed with carry forward without test. Select Back.

Log: Carryforward of Open Items




DocumentNo	Rfltm	AcctA...	Status	Open Amount FMA Crcy	Open Amt Trans.Crcy	TCurr	Value Type Text	Ref.org.un	CoCd	Fisca...	Sender Ledger
4600715558	1	1	OO	233,672.40	233,672.40	USD	Purchase Orders		SC01		Payment Budget

ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

Menu | Save As Variant... Back Exit Cancel System | Execute Get Variant... Program Documentation

Restriction at Document Level

Value Type	51	to		
Company Code	SC01	to		
Document Number	4600715558	to		

FI Documents

FI doc.no.fisc.year	
---------------------	--

Process Control

☐ Test Run

☐ Process with Dialog

☒ Block Documents



☒ Detail List

Availability Control

Layout

Update Without Check

Uncheck Test Run and Execute



ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

Menu | Save As Variant... Back Exit Cancel System | Execute Get Variant... Program Documentation

Restriction at Document Level

Value Type	51	to		→
Company Code	SC01	to		→
Document Number	4600715558	to		→

FI Documents

FI doc.no.fisc.year	
---------------------	--

Process Control

☐ Test Run

☐ Process with Dialog

☒ Block Documents

☒ Detail List

Availability Control

Layout

Update Without Check

☒ No open items to be carried forward found

SAP

You can check to see if you carried forward the document properly by selecting **Execute** again. If correct, you will receive this message.

ZFMJ2 Transaction

FY2024



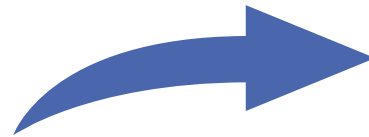
FY2025

If you erroneously
carryforward a
document, **you will
not be able send it
back or change the
FM Posting date
back to prior FY!**

ZFMJ2 Process Improvement

FY2024

Purchase Order



**The FM Posting
Date** in SRM will
automatically be
updated to the
current fiscal year.

FY2025

Lesson 3

PO Reduction Processes



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When to Reduce

Check Open Encumbrance report to identify POs that have open encumbrances which are no longer needed. You may also verify the payment information under the Related Documents, Tracking and/or Extended PO History tabs of the PO.

If the PO is linked to a contract, the system will update the contract's Release Document. This action will ensure accurate contract PO reporting and spend analysis.

Standard POs for Supplies: If you originally ordered 10 widgets but received 8, your customer is satisfied with 8 and the other 2 are no longer needed, reduce the PO quantity to 8. This action reduces the encumbrance.

Blanket POs for Services: If you originally created the PO for \$1300.00 but only processed payments equaling \$1200.00, reduce the line item to the payment amount of \$1200.00 to release the remaining balance.

Steps to Reduce a Standard PO

1. Sign into SRM and search for the PO.

The screenshot displays the SAP SRM Purchasing interface. The top navigation bar includes icons for Home, SRM Administration, SC to Follow-on Docs, Purchasing (marked with a red circle 1), RFx and Auctions, ME23N, ME2N, Commitments & Funds Transfers, Strategic Purchasing, Shopping Cart Monitor, Goods Receipt (MIGO), Restore PO Edit Button, ZMM Buyer, and Employee Self-Services. The left sidebar contains a menu with Work Overview (marked with a red circle 2), Purchasing, Sourcing, Invoice Processing, Services, Advanced Search, Create Documents, Shopping Cart, Shopping Cart Template, Confirmation, Invoice, Central Functions, Notify Recipient, and Perform Sourcing. The main content area shows the 'Purchase Orders - All' search results. A green box labeled 'Enter PO Number' with an arrow points to the 'Number' input field (marked with a red circle 4). Below the input fields, there are buttons for 'Apply' and 'Clear' (marked with a red circle 5). The bottom status bar includes a view selector set to 'Standard View' and various action buttons like 'Create Purchase Order', 'Create with Reference', 'Copy', 'Display', 'Edit', 'Delete', 'Purchase Order Response', 'Notify Recipient', 'Print Preview', 'Refresh', and 'Export'.

Steps to Reduce a Standard PO

2. Click **Edit**.

Display Purchase Order

[Edit](#) [Print Preview](#) [Refresh](#) [Check](#) [Close](#) [Export](#) [Related Links](#)

Purchase Order Number: 4600697899 Purchase Order Type: SCEIS Standard PO Status: Ordered Document Date: 04/12/2019 Total Value (Gross): 34,356.96 USD

[Overview](#) [Header](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#)

General Header Data

Purchase Order Number: 4600697899

Purchase Order Name: Dana Safety

Supplier: * 7000170275 [DANA SAFETY SUPPLY](#)

Requester: * 59112 [NANCY LUNDY](#)

Recipient: 59112 [NANCY LUNDY](#)

Location: * 10048 [SC Law Enforcement Division \(SLED\)](#)

Ship-To Address: 94 [SCEIS Root](#)

Purchasing Organization: * SCEIS Purchasing Organization

Purchasing Group: * SC Law Enforcement Division 226 [Show Members](#)

Total Value (Net): 31,812.00 USD

Default Settings: Set Values

Note to Supplier: State Contract # 4400006622

Internal Note:

Steps to Reduce a Standard PO

3. Confirm invoice amount.

Change Purchase Order

Order Save Print Preview Check Close Export Import Related Links

Purchase Order Number 4600697899 (Change Version) Purchase Order Type SCEIS Standard PO

Overview Header Items Notes and Attachments Approval Tracking

General Header Data

Purchase Order Number: 4600697899

Purchase Order Name: Dana Safety

Supplier: 7000170275 [DANA SAFETY SUPPLY](#)

Requester: 59112 [NANCY LUNDY](#)

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Location: 10048 [SC Law Enforcement Division \(SLED\)](#)

Ship-To Address: 94 [SCEIS Root](#)

Purchasing Organization: SCEIS Purchasing Organization

Purchasing Group: SC Law Enforcement Division 226 [Show Members](#)

Total Value (Net): 31,812.00 USD

Default Settings: [Set Values](#)

Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add

Line Number	Deleted	Item Type	Item Number	Product ID	Description
1		Material	1		Body Armor
		Material	0		

Details for Item Body Armor

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

Order as Direct Material

Document Control

☐ Purchase Order Response ☒ Invoice Expected

☐ Shipping Notification ☐ Confirmation-Based Invoice Verification

☒ Goods Receipt / Confirmation of Performance of Service ☐ Evaluated Receipt Settlement

Statistics

Goods Receipt / Confirmation of Performance of Service

Confirmed Quantity: 31.00 EA

Confirmed Value: 0.00 USD

No Further Confirmation ☐ Yes ☒ No

Invoice

Invoiced Quantity: 31.00 EA

Invoiced Value: 32,274.72 USD

No Further Invoice ☐ Yes ☒ No

History

Steps to Reduce a Standard PO

4. Reduce the line item Quantity to the Invoiced Quantity. The system will add taxes to equal the Invoiced Value.

The screenshot shows the 'Details for Item Body Armor' form. The 'General Data' tab is selected. Under the 'Basic' section, the 'Identification' fields are: Item Number: 1, Item Type: Material, Product ID: (empty), and Description: Body Armor. The 'Currency, Values and Pricing' section shows: Quantity / Unit: 33 EA, Gross Price / Per: 964.00 USD, Net Value: 31,812.00 USD, and Net Price: 964.00 USD. A red box highlights the 'Quantity / Unit' field.



The screenshot shows the 'Details for Item Body Armor' form after the quantity has been reduced. The 'General Data' tab is still selected. The 'Identification' fields remain the same. The 'Currency, Values and Pricing' section now shows: Quantity / Unit: 31 EA, Gross Price / Per: 964.00 USD, Net Value: 31,812.00 USD, and Net Price: 964.00 USD. A red box highlights the 'Quantity / Unit' field.

Steps to Reduce a Standard PO

5. Update Account Assignment accordingly.

Change Purchase Order

Order Save Print Preview Check Close Export Import Related Links

Purchase Order Number 4600697899 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process Document Date 0

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

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Exercise Opti

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit
1		Material	1		Body Armor	68008	31.00	EA
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	
		Material	0				0.000	

Details for Item Body Armor

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

Order as Direct Material

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

Number	Accounting Line Number	Quantity	Account Assignment Category	Assign Number
0001		31.000 Cost Center		▼ D100AA0011

Steps to Reduce a Standard PO

5. Check for errors and order the PO to update the changes.

Change Purchase Order

Order Save Print Preview **Check** Close Export Import Related Links ▾

✓ Purchase order Dana Safety with document number 4600697899 is correct

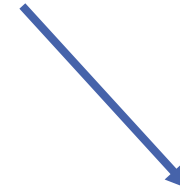
Purchase Order Number 4600697899 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process

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

▼ Item Overview

Details Add Item ▾ Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition ▾ Remove Co

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category
1		Material	1		Body Armor	



Change Purchase Order

Order Save Print Preview **Check** Close Export Import Related Links ▾

✓ Purchase order Dana Safety with document number 4600697899 is correct

Purchase Order Number 4600697899 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process Document Date 04

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

▼ Item Overview

Details Add Item ▾ Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition ▾ Remove Condition ▾ Exercise Optio

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit
1		Material	1		Body Armor	68008	31.00	EA

Lesson 4

Purchasing Processes



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Purchase Orders

Should a Purchase Order (PO) be carried forward or closed?

Goods/Services Received	Invoice Received	Decision
Before or on 06/30.	By CG closing date.	Leave & pay in current year.
Before or on 06/30.	After CG closing date.	Carry forward PO.
After 06/30.	Before or after CG closing date.	Carry forward PO.
Not going to receive the goods/services.	N/A	<p>Delete at the line item level current year PO line item(s) that have no history.</p> <p>For previous carryforward POs, reduce line item(s) to \$1 and NFI.</p> <p>Both functions unencumber PO funds and update the contract, if linked to a contract.</p> <p>SCEIS does not recommend deleting carryforward PO line items.</p>

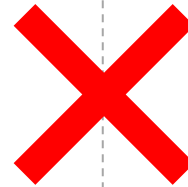
POs Not Carried Forward

After COB July 17, 2024

FY2024

FY2025

ANY PO not
carried
forward



PO will no
longer be
available for
change.

Not carried forward.

Lesson 5

Five Options to Create Shopping Carts for FY2024



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Shopping Carts for FY2024

Option 1:

Create and approve the Shopping Cart before July 1 (current FY budget will be checked). The Buyer then creates the PO on July 1 or later.

Option 2 (Recommended):

The Shopping Cart is created and saved in the current FY. The Buyer then creates the PO on July 1 or later.

Option 3:

Create a \$1.00 shopping cart in the current FY. Include the actual PO value in Vendor text. Use ZFMJ2 to roll the PO to the new FY and increase the PO on July 1 or later.

Shopping Carts for FY2024

Option 4:

Create Shopping Cart and PO in current FY, send PO to vendor and roll PO to new FY.

Option 5:

For Solicitations:
Create Shopping Cart for \$1.00 in current FY, award in new FY.

**For more detail
visit the SCEIS
website's Year-End
page**

<http://www.sceis.sc.gov/page.aspx?id=233>

Scroll down to
“Five Options to
Create Shopping Carts
for Fiscal Year 2025
Before or
On July 1, 2024.”

Lesson 6

Inventory Processes



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Inventory Purchase Orders: When to carry forward

Goods/Services Received	Invoice Received	Decision
Before or on 06/30.	By CG's closing date.	Leave & pay in current year. Standard process.
Before or on 06/30, if the GR is for the full quantity.	After CG's closing date.	Carry forward the GR's 51 document number and the Accounting Document, because the funds are now moved to the Valuated GR . http://sceis.sc.gov/documents/Instructions for Inventory Purchase Orders scenario 2.pdf

Inventory Purchase Orders: When to carry forward

Goods/Services Received	Invoice Received	Decision
Before or on 06/30, if the GR is for a partial quantity.	After CG's closing date.	Carry forward the GR's 51 document number, the Accounting Document and the PO, because this is a partial GR. We have funds on the GR and the PO. http://sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_3.pdf

Inventory Purchase Orders: When to carry forward

Goods/Services Received	Invoice Received	Decision
Before or on 06/30, if the GR is for a partial quantity and the GR is reversed, and then re-keyed.	After CG's closing date.	Carry forward the original GR, the reversed GR, the re-keyed GR and the PO. http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_4.pdf

Inventory Purchase Orders: When to carry forward

Goods/Services Received	Invoice Received	Decision
No goods are received, no activity on the PO Line Item. Do not need.	No invoice received before or after the CG's closing date.	Delete at the Line Item level, then delete the PREQ's Line Item.
No goods are received, no activity on the PO Line Item. Item is needed.	No invoice received before or after the CG's closing date.	Carry forward the PO. 45XXXXXXXXX http://www.sceis.sc.gov/documents/Instructions_for_Inventory_Purchase_Order_scenario_1.pdf

ME5A — Inventory Open Purchase Requisitions

ME5A Open Purchase Requisitions

1

Helps identify Purchase Requisitions (PREQ) that were not fully converted to purchase orders.

2

Helps identify which PREQs have had an encumbrance transferred back to the PREQ from the ZINV Purchase Order.

ME5A — Inventory Open Purchase Requisitions

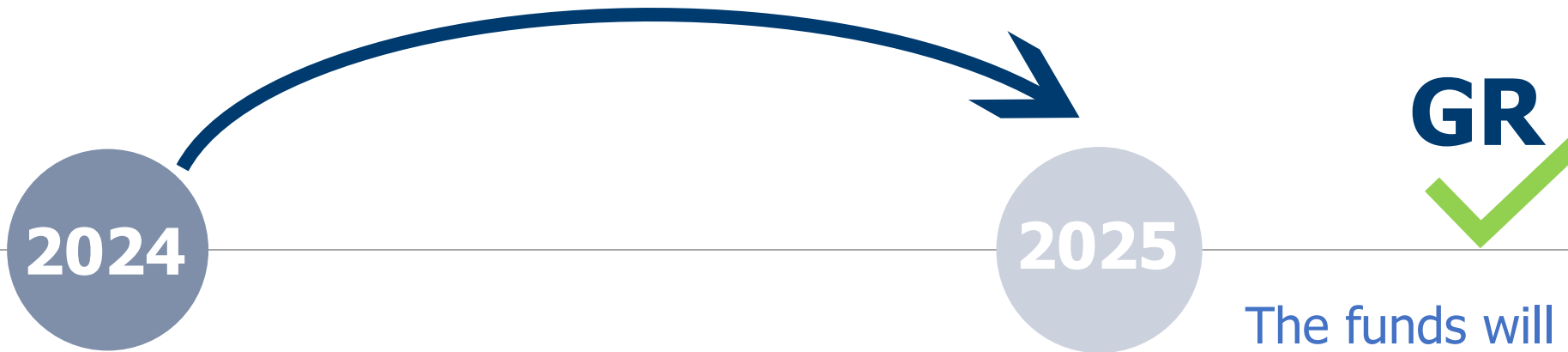
If the PREQ is not required, delete the PREQ before June 30, 2024.

Remember PREQs encumber funds.

Any PREQs remaining after June 30, 2024, will create a **negative value in the budget in the new year.**

Material Reservations

If a Material Reservation crosses fiscal years and the Goods Issue is completed in the new fiscal year:



The funds will be consumed from the original account assignment but in the new year budget.

If the account assignment changes from one year to the next, the Material Reservation will need to be deleted and recreated with the new account assignment.

Material Reservations

Close or delete all Material Reservations that you will not fulfill.

If you do not want to leave items on backorder (MIGO), mark the *Final Issue* indicator in the *Goods Issue*.

OR:

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

Material Reservation — Deletion

MB22 — Change Reservation

Change Reservation 9500328865 : Collective Processing

Details from Item

Movement Type

201

GI for cost center

Goods recipient

Fund

Cost Center

N120R0B000

Grant

NOT RELEVANT

Functional Area

N120_DAAM

Funds Center

Commitment Item

Earmarked Funds

0

☐ Done

More

Items




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

Deletion indicator

MB22 Change Reservation — Final Issue

MB22 — Change Reservation

Change Reservation 9500328865 : Collective Processing

   Details from Item

Movement Type 201 GI for cost center

Goods recipient

Fund

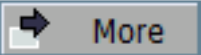
Cost Center N120R0B000

Grant NOT RELEVANT

Functional Area N120_DAAM

Funds Center

Commitment Item

Earmarked Funds 0 ☐ Done 

Items

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

Final Issue indicator

MIGO Goods Issue — Final Issue

MIGO — Goods Issue

Final Issue indicator

The screenshot shows the SAP MIGO Goods Issue Reservation interface. At the top, there are tabs for 'General', 'Material', 'Quantity', 'Where', 'Reservation', 'Account Assignment', and 'DOT'. The 'General' tab is active, displaying fields for Document Date (05/23/2017), Posting Date (05/23/2017), Material Slip, and Doc. Header Text. Below these is a table with columns: Line, Mat. Short Text, OK, Qty in UnE, E..., SLoc, Cost Center, Bu..., Co..., G/L Account, Batch, Valuation ..., M..., D Stock Typ. The first row shows Line 1, Mat. Short Text 'LINER,CAN,PLASTIC,33\"X40\",250/CV', OK checked, Qty in UnE 5, E... CV, SLoc Camille Graham, Cost Center W040323315, Bu... W040, Co... SC01, G/L Account 5033130000, Valuation ... 201, and D Stock Typ Unrestr. Below the table is a toolbar with icons for 'Delete' and 'Contents'. The 'Reservation' tab is selected, showing fields for Reservation (9500165466), Reqmt Date (06/01/2011), Reqmt Qty (5), Withdrawal Qty (0), and a checkbox for 'Final Issue' which is checked. The 'Created by' field shows RASHEBA BRACKETT. At the bottom, there is a status bar with 'Item OK' and 'Line 1'.

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	W040323315	W040	SC01	5033130000			201	Unrestr

Reservation: 9500165466 1
Reqmt Date: 06/01/2011
Reqmt Qty: 5
Withdrawal Qty: 0
☒ Final Issue
Created by: RASHEBA BRACKETT

Other Year-End Considerations

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.



Run transaction MR11 to identify variances and clear appropriately.



Other Year-End Considerations

When creating physical inventory documents in MI31, be aware that the check box to include materials flagged for deletion is automatically checked.

The screenshot shows the 'Selected Data for Phys. Inventory Docmts W/o Special Stock' window in the MI31 system. The window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are icons for back, save, print, and other functions. The main area is titled 'Selected Data for Phys. Inventory Docmts W/o Special Stock' and contains a section for 'Database Selections'. This section includes fields for Material, Plant, Storage Location, Material Type, Material Group, and Storage Bin Description, each with a corresponding input field and a search icon. The 'Materials Marked for Deletion' checkbox is checked and highlighted with a red box.

Database Selections					
Material					
Plant	DA03	to			
Storage Location	0001	to			
Material Type		to			
Material Group		to			
Storage Bin Description		to			
<input checked="" type="checkbox"/> Materials Marked for Deletion					

Lesson 7

Sales and Distribution (SD) Processes



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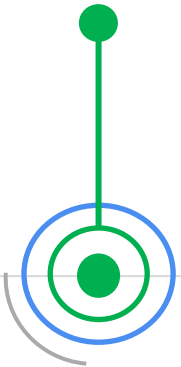
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THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

FY2024-FY2025 Pop-up Message

From July 1 through July 17, 2024, if you have access to the transaction below you will get a pop-up screen to choose the appropriate FY for your transaction.

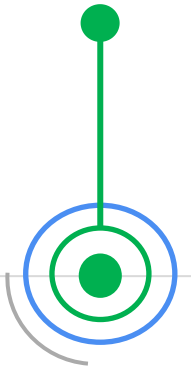
July 1



VA02

Change Sales Order

July 17

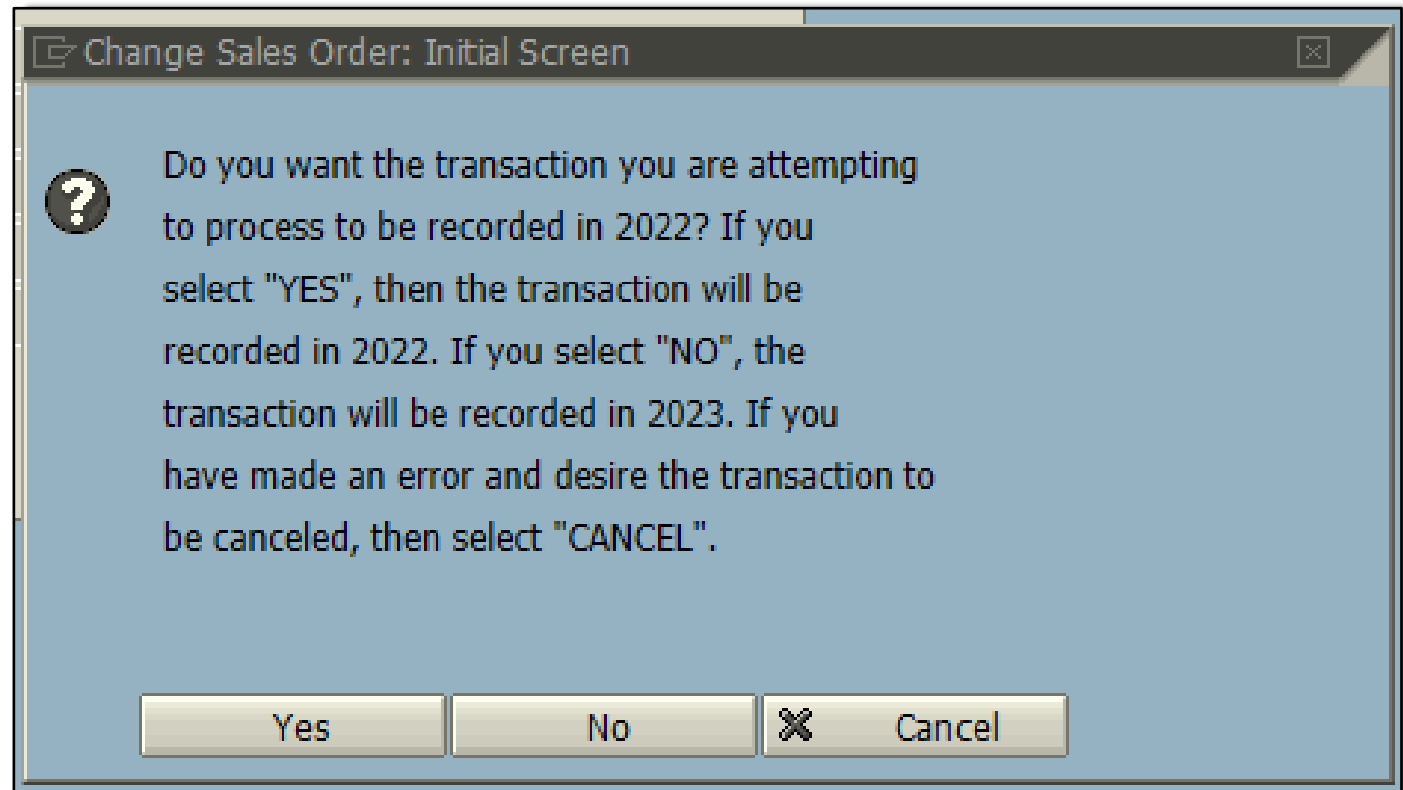


If you do not receive the pop-up message, **stop. Cancel** the transaction and call the SCEIS Help Desk.

FY2024-FY2025 Pop-up Message

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

VA02 Change Sales Order



VA05 — Open Sales Orders

Displays a list of
Open Sales Orders








- 1 In the **Selection criteria** section, select **Open sales orders**.
- 2 Click **Organizational data** to add the agency information.

Open Sales Orders should be rolled over into the new year.

The screenshot shows the 'List of Sales Orders' interface. At the top, there are four tabs: 'Disp.variants', 'Further sel.criteria', 'Organizational data', and 'Partner function...'. The 'Organizational data' tab is highlighted with a red box and a red arrow labeled '2' points to it. Below the tabs, there are input fields for 'Sold-to party', 'Material', and 'Purchase order no.'. Below these fields, there is a section for 'Sales order data' containing 'Document Date' with a date range from '03/25/2019' to '04/24/2019'. At the bottom, there is a 'Selection criteria' section with three radio buttons: 'Open sales orders' (which is selected and highlighted with a red box), 'My orders', and 'All orders'. A red arrow labeled '1' points to the 'Open sales orders' radio button.

VL10H — Activities Due for Shipping, Pick and Issue

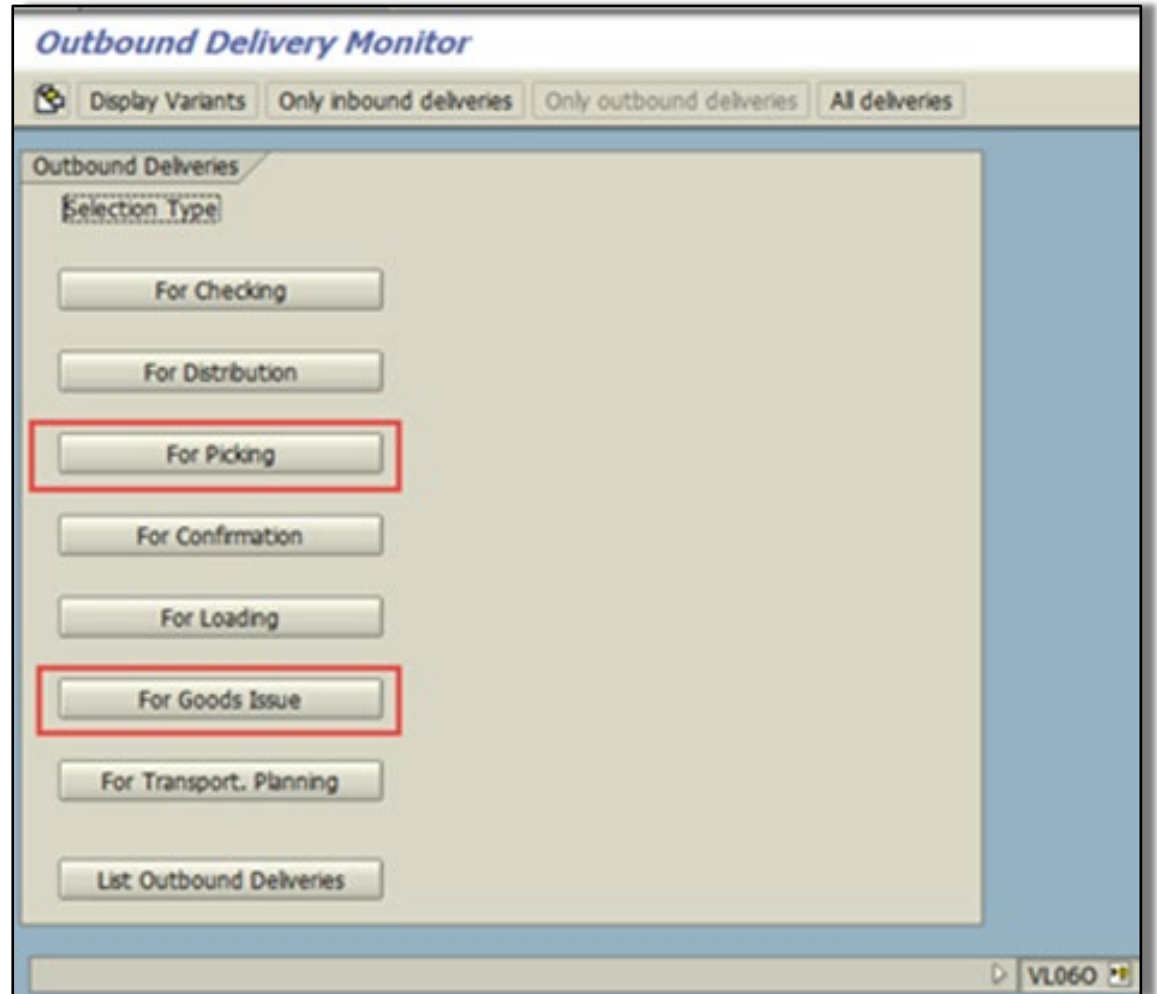
Review all activities due for shipping.

<i>Activities Due for Shipping "Sales Order and Purchase Order Items"</i>								
								
OriginDoc. Sold-to pt SaTy								
	△	Item	GI	Date	DB	Material	Open qty	BUn CumQty SU
108721 4002297 ZOR								
<input type="checkbox"/>		20	09/03/2013			101046	1 EA	1 EA
108835 4002297 ZOR								
<input type="checkbox"/>		20	09/04/2013			101042	4 EA	4 EA
<input type="checkbox"/>		30	09/04/2013			100897	4 EA	4 EA
108846 4002297 ZOR								
<input type="checkbox"/>		20	09/04/2013			101046	1 EA	1 EA
108944 4002297 ZOR								
<input type="checkbox"/>		20	09/05/2013			101046	1 EA	1 EA
109082 1002010 ZOR								
<input type="checkbox"/>		10	03/12/2014			100010	15 EA	15 EA

VL060 — Day's Workload for Picking and Goods Issue

Verify all material is picked and issued.

If **VL10H** is **SAVED** rather than picked and issued, the document will be here to complete.



VL060 — 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 << < > >> [Search] [List]									
ShPt	Pick Date	Total Weight WUn		Volume VUn		ProcTime	Nr	Items	
Delivery	GI Date	DPrio	Route	Total Weight WUn		Volume VUn		OPS	WM
DA04	07/20/2015			0	KG	0.00	8		
<input type="checkbox"/> 80129667	07/20/2015	2						A	

Goods Issue for Outbound Deliveries to be Posted						
Item View Post Goods Issue [Print] << < > >> [Search] [List] [Filter] [Sum] [Avg] [Max] [Min] [StdDev] [Variance] [Covariance] [Correlation] [Regression] [Forecast] [Trend] [Analyze] [Report] [Export] [Import] [Refresh] [Reset] [Cancel] [OK] [Apply] [Help]						
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

Material
not
issued.

VA14L — Documents Blocked for Delivery

Sales Documents Blocked for Delivery

Cust.: Basic list

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

Can be edited by double-clicking on the Sales Order.

Or delete the Line Item.

VA45 — Review 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

VFX3 — Release Billing Docs for Accounting

Displays billing documents that are due to be released to accounting.

Release Billing Documents for Accounting

	SOrg.	Payer	BlCat	Billing Date	BillT	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 I
	ZDOC	3241022	L	10/31/2013	F2	TER40455	01/21/2014	3241022	90122675			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL
	ZDOC	3241022	L	11/14/2013	F2	TER40455	01/21/2014	3241022	90122676			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL
	ZDOC	3331002	L	09/30/2013	F2	TER40455	01/21/2014	3331002	90122680			Delivery-related billing document	Invoice	MCCORMICK SCHOOL D
	ZDOC	4006651	L	09/09/2013	F2	TER40455	01/21/2014	4006651	90122687			Delivery-related billing document	Invoice	NEWBERRY HISTORICA
	ZDOC	D200008	L	09/09/2013	F2	TER40455	01/21/2014	D200008	90122702			Delivery-related billing document	Invoice	GOVERNORS OFFICE-C
	ZDOC	H630029	L	09/30/2013	F2	TER40455	01/21/2014	H630029	90122707			Delivery-related billing document	Invoice	SC DEPT OF EDUCATIO
	ZDOC	H630029	L	12/18/2013	F2	TER40455	01/21/2014	H630029	90122708	N		Delivery-related billing document	Invoice	SC DEPT OF EDUCATIO
	ZDOC	J040043	L	12/03/2013	F2	TER40455	01/21/2014	J040043	90122717			Delivery-related billing document	Invoice	SC DEPT OF HEALTH &
	ZDOC	K050003	L	11/21/2013	F2	TER40455	01/21/2014	K050003	90122727			Delivery-related billing document	Invoice	DEPARTMENT OF PUBL
	ZDOC	L240003	L	08/30/2013	F2	TER40455	01/21/2014	L240003	90122735			Delivery-related billing document	Invoice	SC COMMISSION FOR T
	ZDOC	N040026	L	11/07/2013	F2	TER40455	01/21/2014	N040026	90122738			Delivery-related billing document	Invoice	SCDC COMMISSARY W
	ZDOC	U120027	L	11/13/2013	F2	TER40455	01/21/2014	U120027	90122767			Delivery-related billing document	Invoice	SC DEPT OF TRANSPOR
	ZDOC	3402000	L	01/15/2014	S1	JOY63646	02/10/2014	3402000	90124194			Delivery-related billing document	Cancel. Invoice (S1)	RICHLAND SCHOOL DIS










VF04 — Maintain Billing Due List

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	BlCat	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

V23 — SD Documents Blocked for Billing

SD Documents Blocked for Billing

Customer: Basic list

SD Doc.	BillBkDes	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	

To make any changes needed in order to bill, highlight the Sales Order and click on **Edit sales doc.**

Helpful SD Transaction Codes

VA05 Review all Open Sales Orders.

VL10H Review all Open Picking and Goods Issue Requests.

VL060 Verify there are no open Picking and Goods Issue Requests.

VA14L Review any SD Documents Blocked for Delivery.

Helpful SD Transaction Codes

VA45 Review All OPEN Sales Contracts.

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.

Lesson 8

Reporting



SCEIS

SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Business Warehouse Open Encumbrance Report

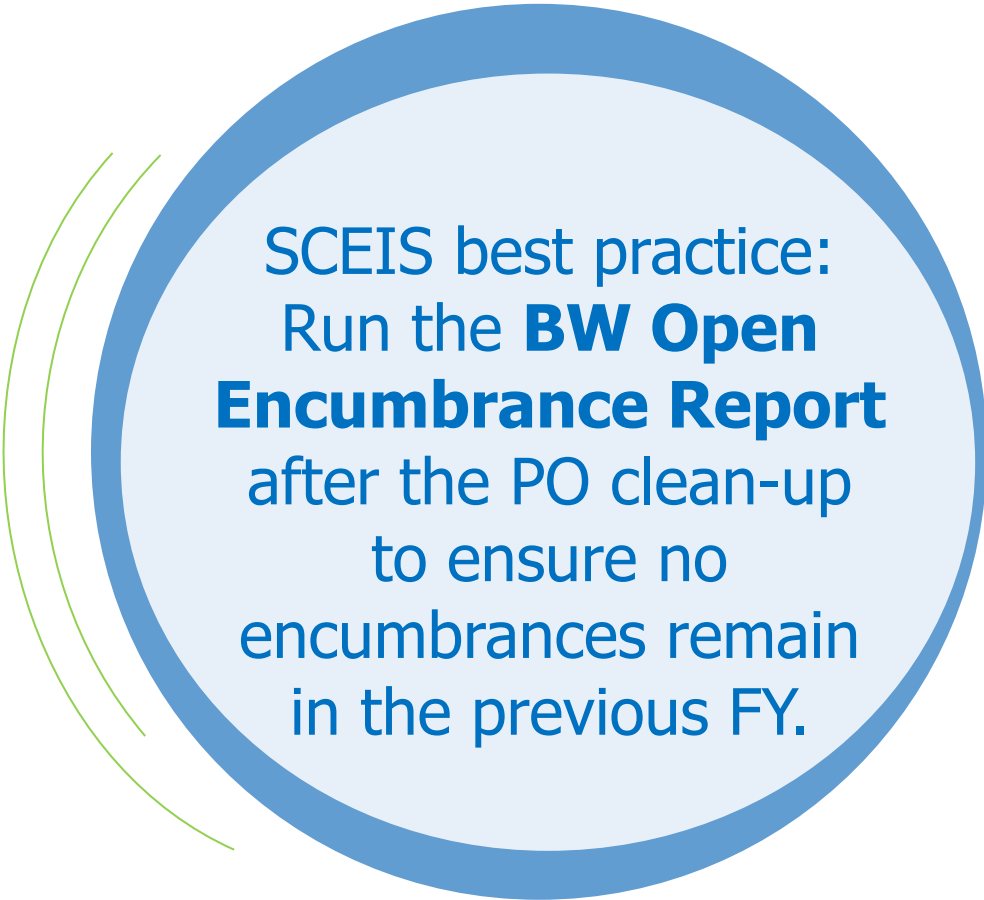
Open Purchase Orders.

REPORT

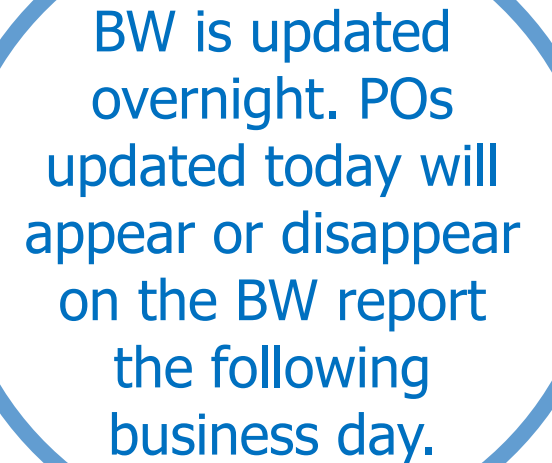
Open Purchase Requisitions.

Open Encumbrance Report

The report can now be processed by Purchasing Group.



SCEIS best practice:
Run the **BW Open Encumbrance Report** after the PO clean-up to ensure no encumbrances remain in the previous FY.



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

Open Encumbrance Report

Information about
BW and BOBJ is
available on the
SCEIS website.

Business Objects and BEx Queries

BW Queries List - Finance (2,691kb XLS)

BW Queries List - Grants (60kb XLS)

BW Queries List - Human Resources (2,437kb XLS)

BW Queries List - Materials Management (2,152kb 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)

Reporting Tools to Manage Year-End Processing

BW Open
Encumbrance
Report.

ME2N & ME2K Purchasing
Documents per Document Number
(Search and report data).

ME5A List Display of
Purchase Requisitions.

ME2N Purchasing Document per Doc Number

- List displays by purchase order number.
 - ▶ This can be used to filter results of the Open Encumbrance Report.
- ME2N Report offers you multiple selection criteria.
- Two fields have been added to the ZINV type layout in ME2N:
 - ▶ Value yet to be **delivered**.
 - ▶ Value yet to be **invoiced**.

Any Questions?



Use MySCLearning to
register for the
CO500 Q&A Webex.

Any Questions?



Have questions after the Q&A Webex?

Send a help request to the SCEIS Service Desk.

- <http://www.sceis.sc.gov/requests/>
- (803) 896-0001, option 2