



SCEIS Year-End Processes for FY2026 (CO500) FINANCE

Welcome and Introductions

Welcome to SCEIS Year-End Processes FY2026 (CO500)

FINANCE YEAR-END PROCESS

2026 CALENDAR

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Lesson Overview

Lesson 1:
FY26
Year-End
Important
Dates

Lesson 2:
Managing
Expenditures
and Accounts
Payable
Processes

Lesson 3:
Managing
Revenue and
Accounts
Receivable
Processes

Lesson 4:
Procedures for
Managing
Budget

Lesson 5:
Managing
Cash Status

Lesson 6:
Managing
Fixed Assets

Lesson 7:
Managing
Grants

Lesson 8:
Managing
Project
Systems

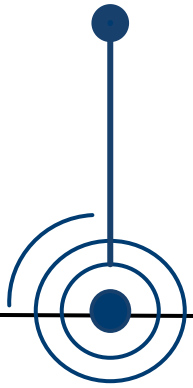
Lesson 9:
Tools to
Manage
Year-End
Processing

Lesson 1: FY26 Year-End Important Dates



FY26 Year-End Important Dates

June 30



- Last day to close or reduce Purchase Requisitions (PReqs) to unencumber FY2026 budget.
- State fiscal year ends.

July 9



- Last day to process manual Use Tax via Cross Business Area Journal Entry.

FY26 Year-End Important Dates

July 14

- 
- Last day to close or reduce Funds Reservations to unencumber FY26 budget.
 - Last day of FY26 for Accounts Payable (AP) processing. Documents must be received in the Comptroller General's (CG) Office by 5 p.m.
-
- Last day to process Journal Entries (JE) that would impact the automated Use Tax process.
 - All AP parked documents should be cleared (paid or deleted) by 5 p.m.

FY26 Year-End Important Dates

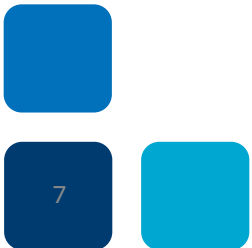
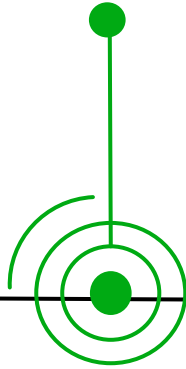
July 15

- SCEIS will process automated Use Tax.



July 16

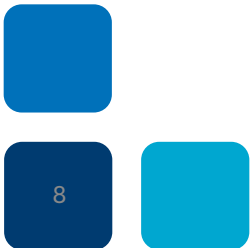
- Last day to carry forward PReqs and sales orders to unencumber FY26 budget.
- Last day to close, reduce or carry forward Purchase Orders (PO) to unencumber FY26 budget.
- Last day to carry forward Funds Reservations to unencumber FY26 budget.



FY26 Year-End Important Dates

July 22

- Last day to process correcting JEs in Period 13 for FY26.
- All parked documents (should only be JEs) must be processed or deleted by 5 p.m.
- Last day to process JE for Indirect Costs.
- Process budget carryforward entries for Special Proviso Budget Carryforward and Capital Project Budget Carryforward.



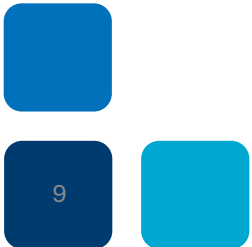
FY26 Year-End Important Dates

July 23

- Process budget carryforward entries for General Fund - Special Proviso Budget Carryforward and Capital Project Budget Carryforward.

Aug. 3

- Process budget carryforward entries for Other Fund Budget Carryforward and Capital Project Budget Carryforward.



Document Dates for Year-End

July 1-14

Between July 1 and 14, SCEIS will simultaneously process transactions for the *extended* previous fiscal year (**Period 12**) and the new fiscal year (**Period 1**).

AP documents to be posted in the old year must have a posting date of June 30, **Period 12**.

Correcting JE documents can be entered from July 15 through July 22 with a posting date of June 30, **Period 13**.
(Role is required.)

Documents to be posted in the new year must have a posting date on or after July 1, **Period 1**.

Revenue and Refund Dates for Year-End

July 7



- All revenue deposited on or before June 30 should be submitted as a **Period 12, FY26**, transaction.
- These documents must be received in the State Treasurer's Office (STO) no later than **Close of Business (COB) July 7**.



July 14



- Refunds of FY2026 expenditures must be received in the STO no later than **COB July 14**. Use **Period 12**.



Payment Dates for Year-End



June 30

- All payments for amounts due to employees, including retirees who terminate state employment on or before **June 30**, must be made by **July 31**.

July 9

- Working time and leave should be entered and approved prior to COB **July 9**.



July 31

July 16

- To meet the July 31 deadline, all payments (annual leave and other compensating absences) must be included in the payroll dated **July 16**.

Period Dates for Year-End

Period 12 FY26

Open for normal processing from **June 1** through **July 14.**

Period 13 FY26

Open for users with a special JE role from **July 15-22.**

Period 14 FY26

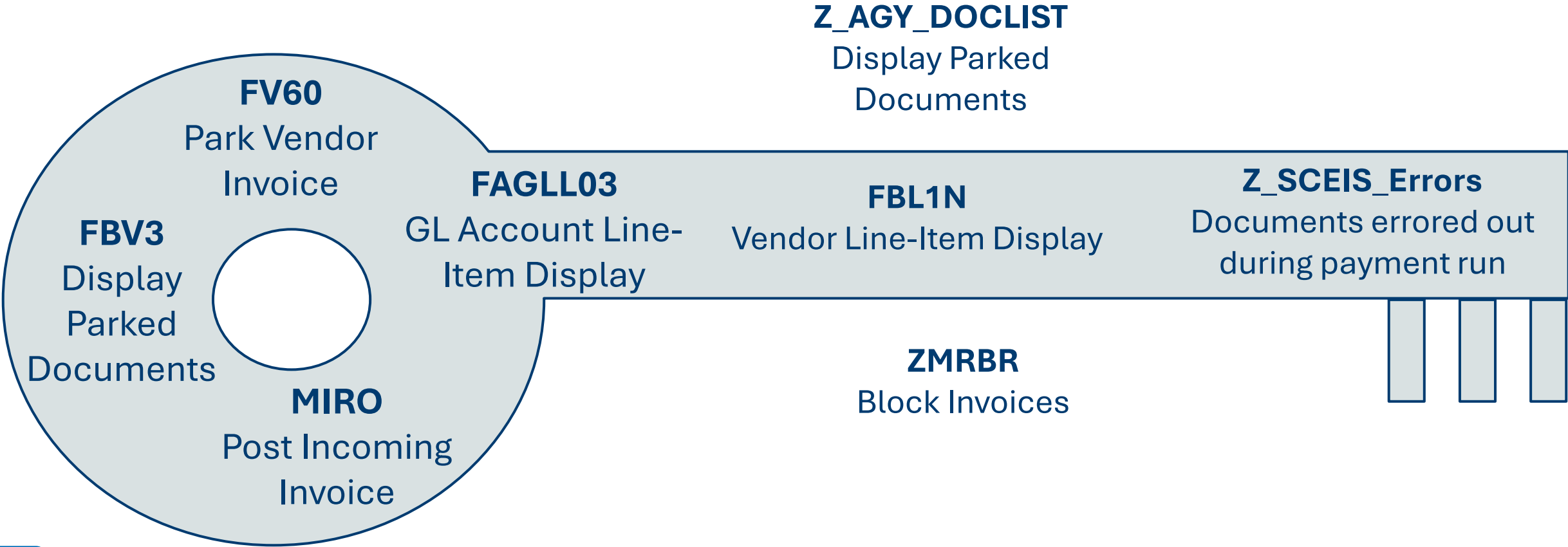
Open for financial statement agency users from **July 23** through **Oct. 1.**



Lesson 2: Managing Expenditures and Accounts Payable Processes



Key Transactions



Payment Terms

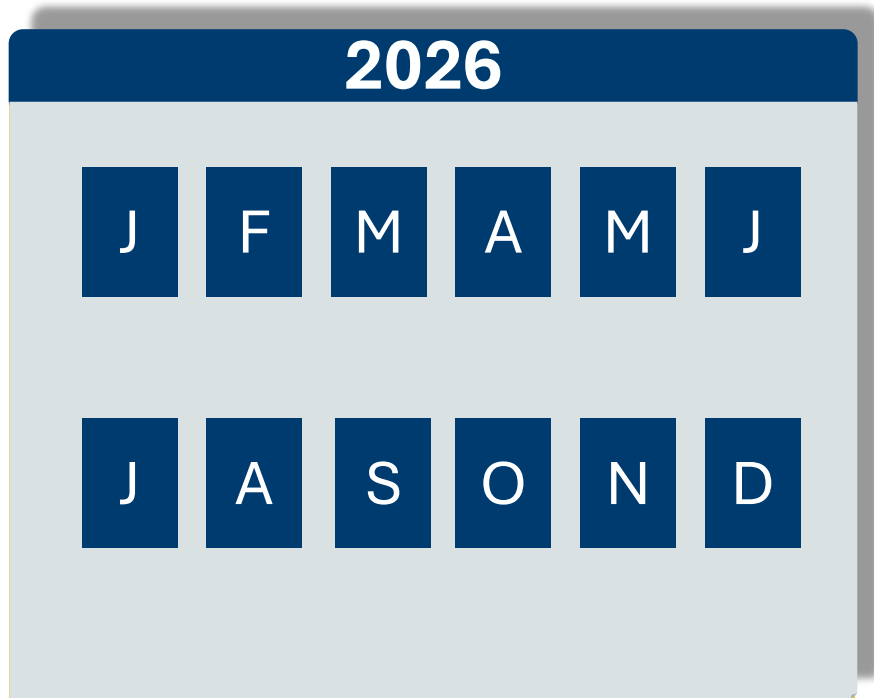


SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Payments are set at **Net 30 Days**, which initiates a payment run 22 days from the date of invoice.

This enables the state to meet general payment terms of **Net 30 Days**.

Payment Terms



To improve year-end processing, users DO NOT need to modify payment terms. Users will not receive a hard-stop warning message. Beginning July 1, all approved invoice payments for FY26, will be picked up in the payment run for that day.

Identifying Future-Dated Invoices – FAGLL03

Run **FAGLL03** to identify future-dated invoices using GL 2000010000 only.

If this GL code isn't used, the system will likely time out.

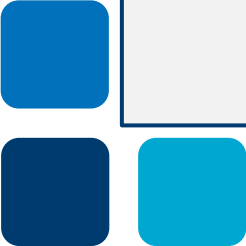
Invoice for March

Invoice for April

Signature

Future Invoice for May

Signature



Identifying Future-Dated Invoices – FAGLL03

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	05/11/2026
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☐ Cleared Items

Clearing Date		to		
Open at Key Date				

☐ All Items

Posting Date		to		
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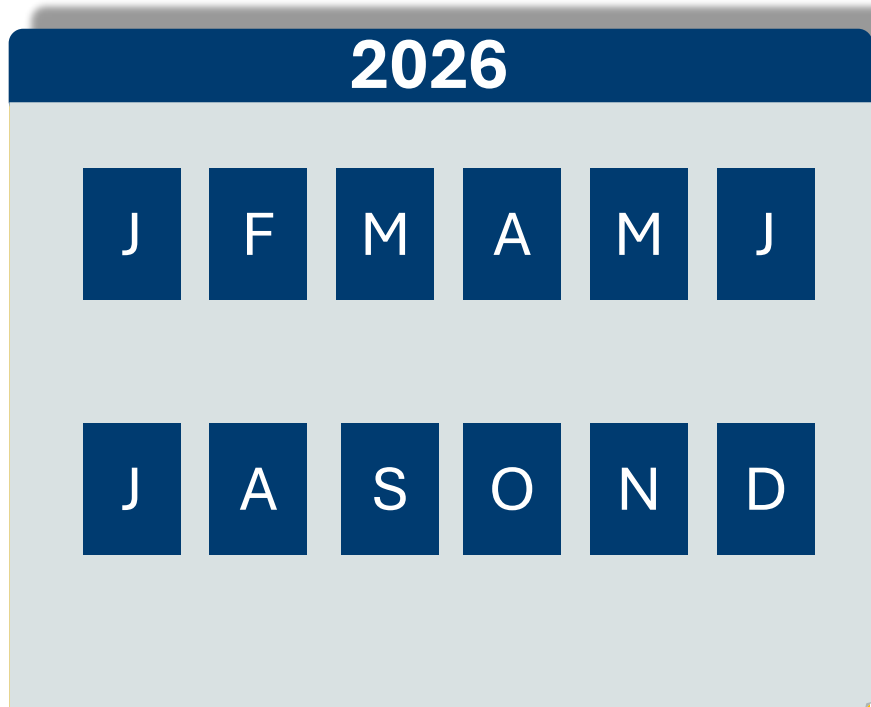
Enter GL 2000010000
and execute.

Identifying Future-Dated Invoices – FAGLL03

These invoices will not pay and are consuming budget.

G/L Account Line Item Display G/L View									
G/L Account Company Code Ledger		2000010000 ACCOUNTS PAYABLE AND VOUCHERS PAYABLE (VENDORS) SC01 ZL							
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx
☐	☒	20260506	5704646656	L040	RE	11/14/2026	31	53,268.69-	USD IO
☐	☒	20260506	5704646656	L040	RE	11/14/2026	31	53,268.69-	USD IO
☐	☒	20260423	5704635471	J120	RE	06/17/2026	31	251.90-	USD IO
☐	☒	20250725	5704413499	L080	RE	06/16/2026	31	2,002.83-	USD IO
☐	☒	20250725	5704413499	L080	RE	06/16/2026	31	47.17-	USD IO
☐	☒	20250724	5704413184	L080	RE	06/10/2026	31	268.06-	USD IO
☐	☒	20250724	5704413184	L080	RE	06/10/2026	31	1,481.94-	USD IO
☐	☒	20250724	5704413387	L080	RE	06/10/2026	31	83.95-	USD IO
☐	☒	20250724	5704413387	L080	RE	06/10/2026	31	1,566.05-	USD IO

Parked Documents with Funds Reservation (FR)



Submit a SCEIS Service Desk ticket.

- Provide the parked document number and the FR number.
- In the title of ticket, include “Year End and assign to FI Team.”
- You can process a parked document if NO changes are necessary.

If you have a parked document with a FR, **DO NOT DELETE OR CHANGE** it after June 30. The FR will read the system date, not the posting date.

FY26 Year-End Important Dates

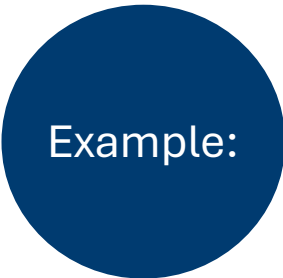
2026

Accounts Payable Reporting Package will be used to create accrual of payables incurred on **June 30** for goods/services received in the previous fiscal year...

June 30

2027

... and paid for in the new fiscal year.



Invoice received in August for services performed in May.

The previous fiscal year is closed.

Because the services were performed in May, before the end of the fiscal year (June 30), this payment is a prior year payable.

Goods are received before June 30 but paid after year-end.



Prior Year Payables in the New Year

Run the accounts payable transactions for the reporting package.

In the Basic Data tab's Text field, open the drop-down box. Select "Prior Year Payable." No alternative wording should be used.

Report any transactions identified/processed to CG's Office, regardless of the 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 – FV60

Park Supplier 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

Supplier	7000000891	SGL Ind	
Invoice date	05/11/2026	Reference	CO500
Posting Date	05/11/2026	Period	11
Document Type	KR KR (Vendor inv...)		
Amount	1.00	☐ Doc.currency	
Tax Amount		USD	☐ Calculate tax
Text			
Paymt terms	22 Days net	IO IO (A/P Tax Exempt)	

Vendor

Address

BUSY BEE
108 WALL STREET
MONCKS CORNER SC 29461

OIs

Click to display
dropdown box.

Prior-Year Payables in the New Year – FV60

Text (1) 8 Entries found

Restrictions

✓ ✕ H H+ * ? 📄 📋

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

Select PAYA
Prior Year Payable.

Prior Year Payables in the New Year – FV60

Park Supplier 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

Supplier7000000891

Invoice date05/11/2026

Posting Date05/11/2026

Document TypeKR KR (Vendor inv...)

Amount1.00

Tax Amount

TextPrior Year Payable

Paymt terms22 Days net

SGL Ind

ReferenceC0500

Period11

☐ Doc.currency

USD

☐ Calculate tax

IO IO (A/P Tax Exempt)

Vendor

Address

BUSY BEE

108 WALL STREET

MONCKS CORNER SC 29461

OIs



Parked Document in Wrong Year

Once a document is parked or saved as complete in the wrong year, you **CANNOT** change the posting date to the correct year.



OLD

Delete the document and create a new document in the correct year.



NEW

Travel Advances – FAGLL03

FY26 travel advances
GL 5052010000
should be \$0.00 by
June 30.

FY27 travel
advances require a
date **on or after**
July 1.

Lesson 3: Managing Revenue and Accounts Receivable Processes



Key Transactions



Revenue at Year-End

June 30



All cash received by **June 30** must be posted to the prior fiscal year.

The posting date determines the fiscal year to which revenue is posted.

For example:

All revenue received in the agency **as of** June 30 must have a posting date of 06/30/2026, or before, to post to FY26.

All revenue received **as of** June 30, but deposited in July, must have a posting date of 06/30/2026 to post to FY26.

All revenue received **after** June 30 must have a posting date of 07/01/2026, or later, and must post to FY27.

Revenue at Year-End

Process **FY26** deposits with posting date **06/30/2026**.

Process **FY27** deposits with posting date **07/01/2026** or later.

Use a separate deposit slip for each year and enter as separate transactions.

Deposit slips for **FY26 Period 12** must be received in the State Treasurer's Office (STO) no later than **5 p.m. July 7**.

If the deposit is for cash recorded on or before **June 30**, the **Posting Date** on the header record must be **06/30/26** to record the deposit as FY26 cash.

If the deposit is for cash recorded on or after **July 1**, the **Posting Date** on the header record should be the **default** or **current date**.

Please note, in all cases, the **Document Date** on the header record entry must always be the **actual date** of the bank validation on the deposit slip.

Revenue at Year-End



It is not necessary to contact the STO before submitting deposits for refund of expenditures or refund of travel for FY26. Use **Period 12** on these deposits and submit as normal by **5 p.m. July 14.**



All deposits received **July 1 or after** must have a posting date of **07/01/26 or after**, except refunds of expenditures.



Refunds of expenditures can be posted as prior year receipt after June 30. These will post as a reduction of prior year expenditure, not revenue. A posting date of 06/30/26 must be used for previous year reductions.

Accounts Receivable at Year-End

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.

A listing of AR GL balances can be viewed by using transaction code **FBL3N**.

If you know the customer number, use transaction code **FBL5N** to display individual AR balances.

Compare **FBL3N** and/or **FBL5N** to **ZGLA** to ensure that AR balances agree.

After reviewing AR balances, use transaction code **F-32** to write off customer accounts.

Undeposited Cash

The undeposited cash account 100001XXXX must be \$0 at year-end.

Funds are first deposited into this account, then moved to the correct bank GL when the deposit validation is entered. Once verified by the STO, they are available to spend.

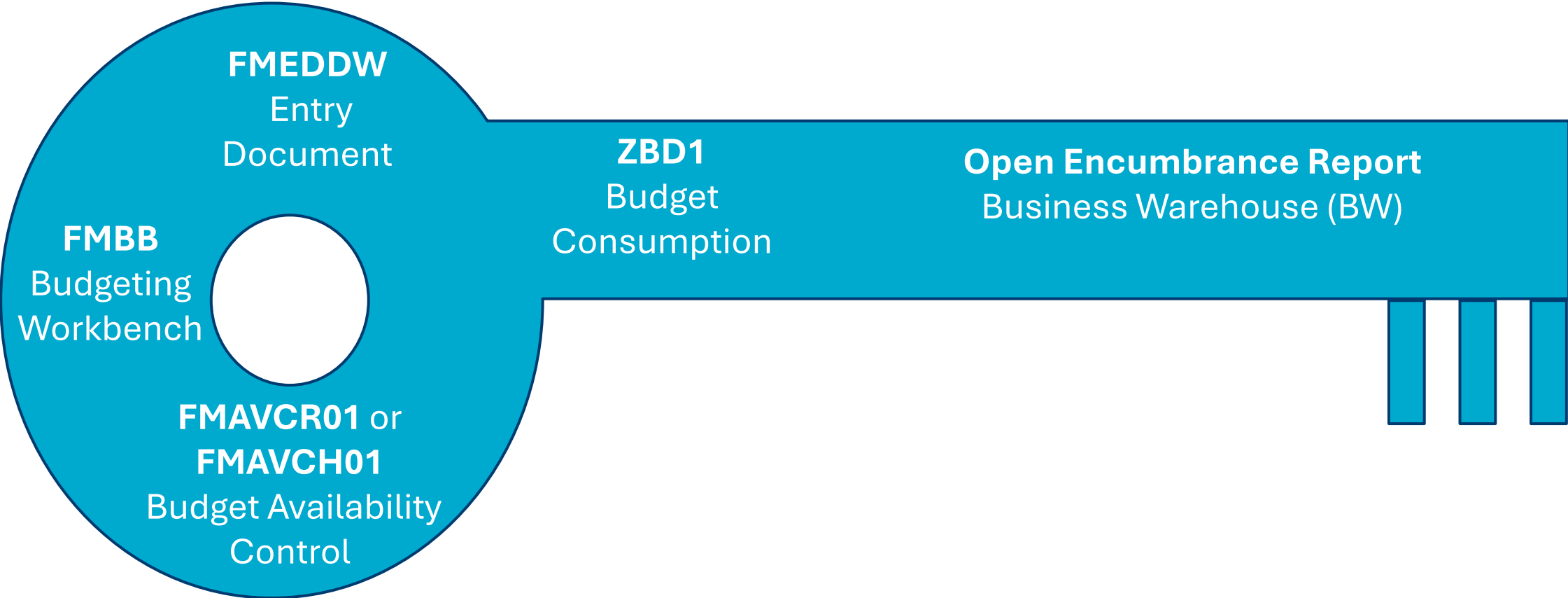
Funds in the undeposited cash account mean the STO has not been able to match your bank deposit or you have not completed the transaction.

Use **FBL3N** to view the undeposited cash account.

Lesson 4: Procedures for Managing Budget



Key Transactions



Budget Items at Year-End

Pre-posted budget entries can be found using transaction code FMEDDW, Document Status 2.

Budget documents should be checked regularly to ensure transactions have been approved and posted.

Pre-posted documents reduce budget immediately but will not increase budget until approved.

Clear all pre-posted budget entries.

Returns will reduce before approval but supplementals will not post (increase) until approved by the Executive Budget Office.

Carryforward of Appropriations

Proviso 117.23

authorizes agencies to carryforward up to 10% of unspent General Fund appropriations to the next fiscal year.

Statewide General Fund carryforward is handled centrally by the Executive Budget Office. Agency personnel do not enter this information if there is any carryforward.

Carryforward of Appropriations

2026



Agencies cannot spend against this budget line. Use transaction **FMBB** to transfer appropriations within the agency's normal budget accounts.

Carryforwards will be recorded in
Funded Program 8900.000000X000 and
Commitment Item 561000.

2027



Carryforward of Appropriations

Agencies with separate authority to carryforward General Fund appropriations to the new fiscal year must:

- ✓ Process budget transactions by July 23.

Use transaction code FMBB to process carryforward, Budget Type CFSP.

- ✓ Reference the applicable proviso or permanent statute related to the carryforward 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.

Note: This is NOT related to the 10% carryforward determined after the close of the fiscal year in accordance with Proviso 117.23.

Carryforward Special Items

Transaction code: FMBB

Process: COVR Carry Over

Document type: CFWD

Version: 0

Budget Type Sender

Fiscal Year: 2026

Budget Type: CFSP

Period: 12

Budget Type Receiver

Fiscal Year: 2027

Budget Type: CFSP

Period: 1

Carryforward Special Items – 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

Sender

Fiscal Year

Period

Budget Type Carryforward Special Items

Receiver

Fiscal Year

Period

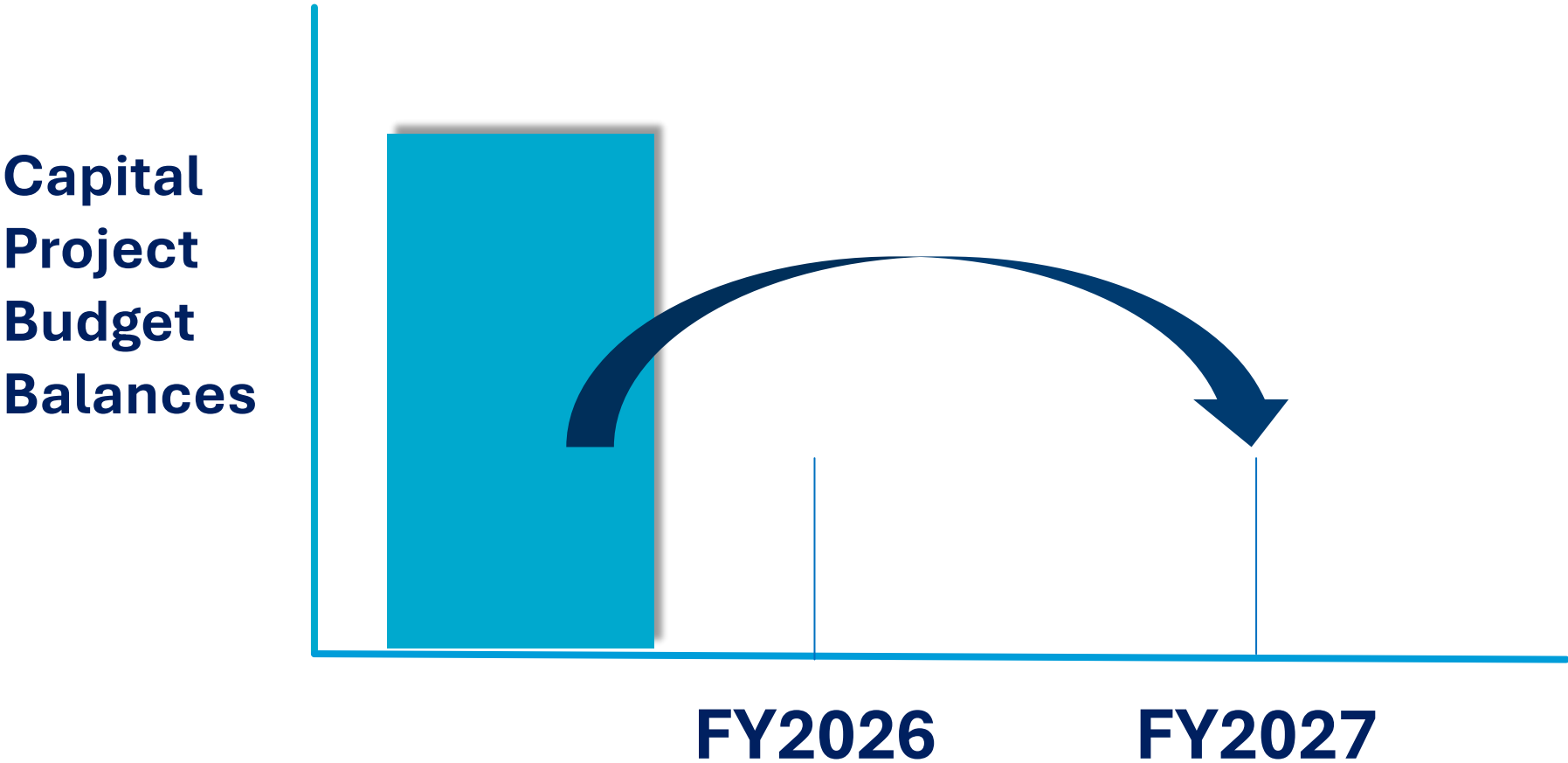
Budget Type Carryforward Special Items

Payment Budget

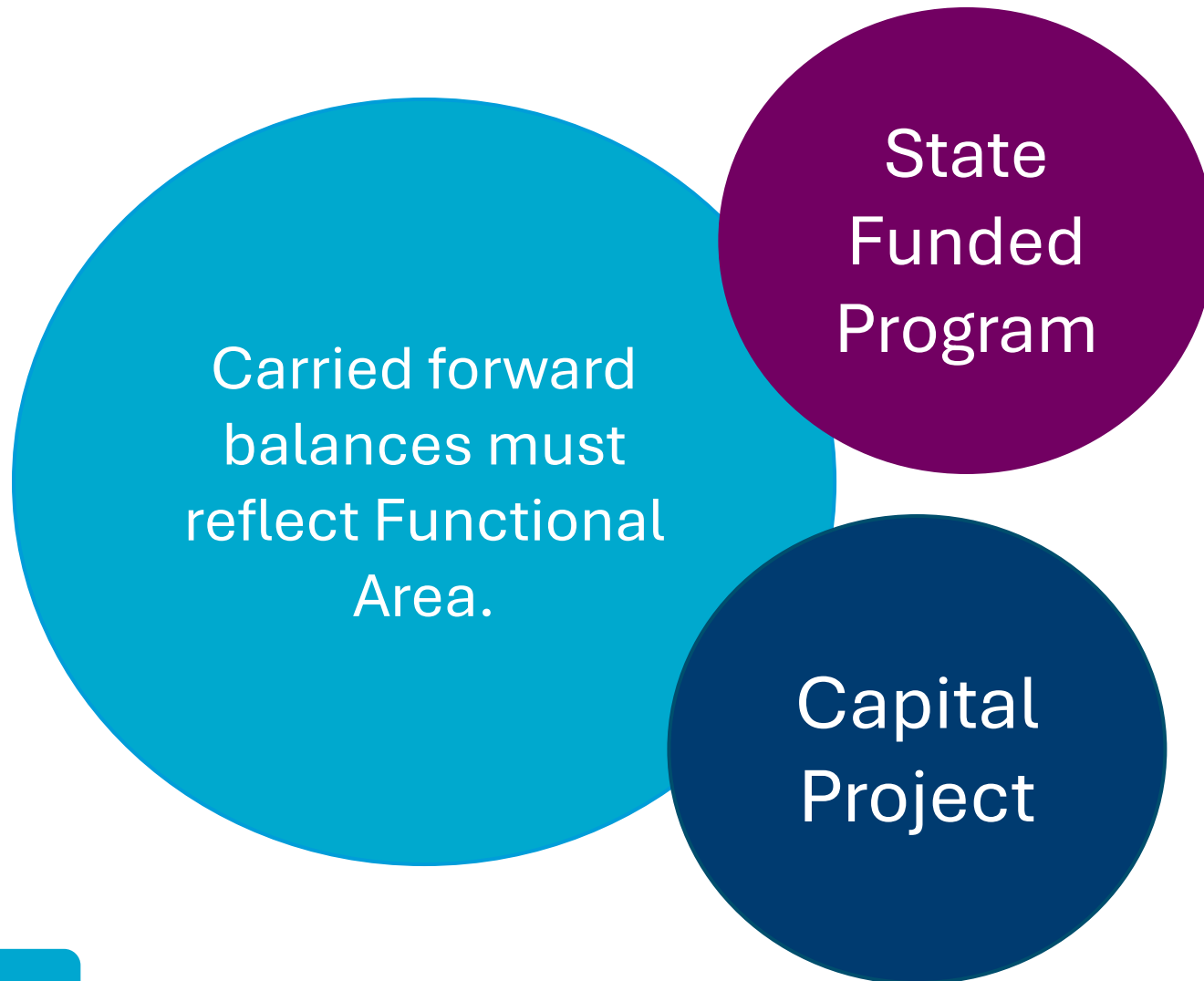
Total Sender	0.00
Total Receiver	0.00

Carryforward of Capital Projects

The Executive Budget Office monitors agency FY26 budgets to ensure that all capital projects have been carried forward.



Carryforward of Capital Projects



The Executive Budget Office (EBO) will reject any carryforward document with a State Funded Program of “9900.000000.000” or a Functional Area of “000000000000000000.”

Carryforward Capital Projects

Transaction code: FMBB

Process: COVR Carry Over

Document type: **CAPR**

Version: 0

Budget Type Sender

Fiscal Year: 2026

Budget Type: CAPR

Period: 12

Budget Type Receiver

Fiscal Year: 2027

Budget Type: CAPR

Period: 1

Carryforward 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

Sender

Fiscal Year

Period

Budget Type CAPITAL PROJECTS

Receiver

Fiscal Year

Period

Budget Type CAPITAL PROJECTS

Payment Budget

Total Sender

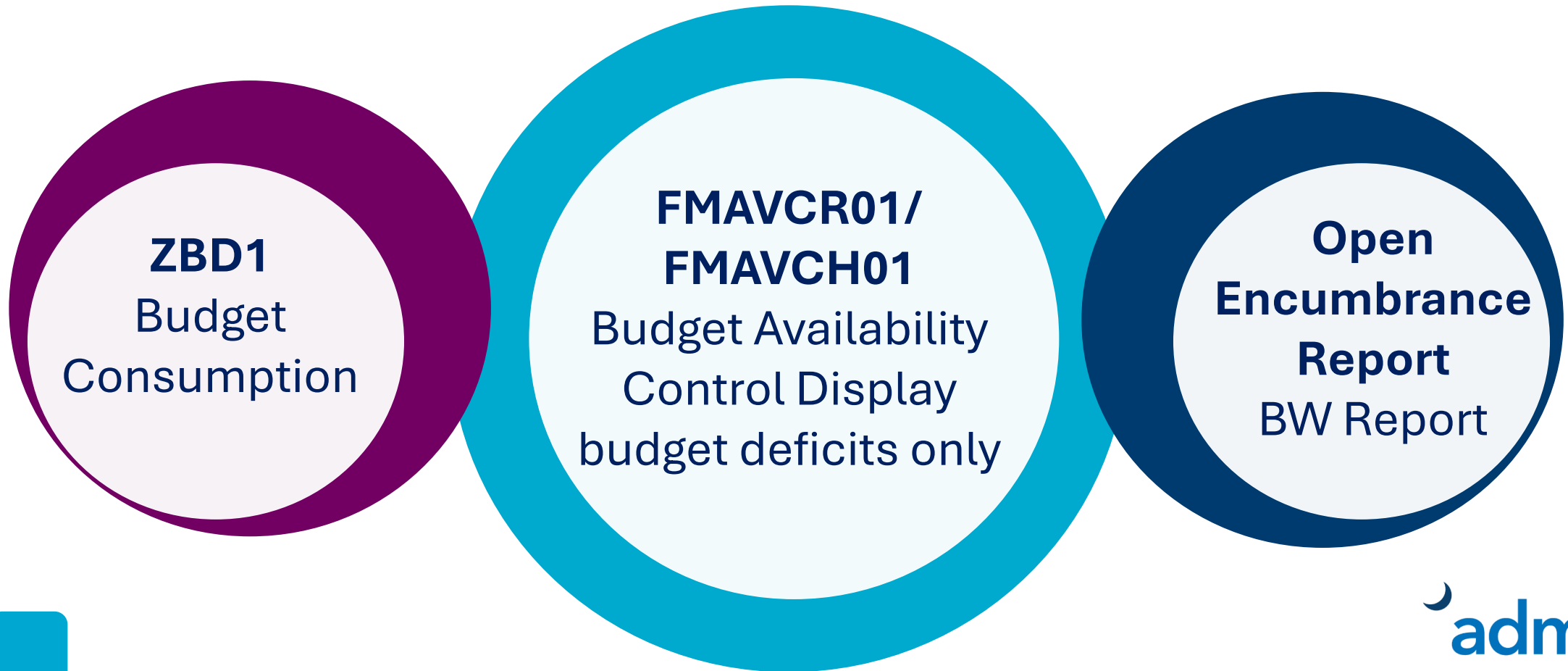
0.00

Total Receiver

0.00

Budget Items at Year-End

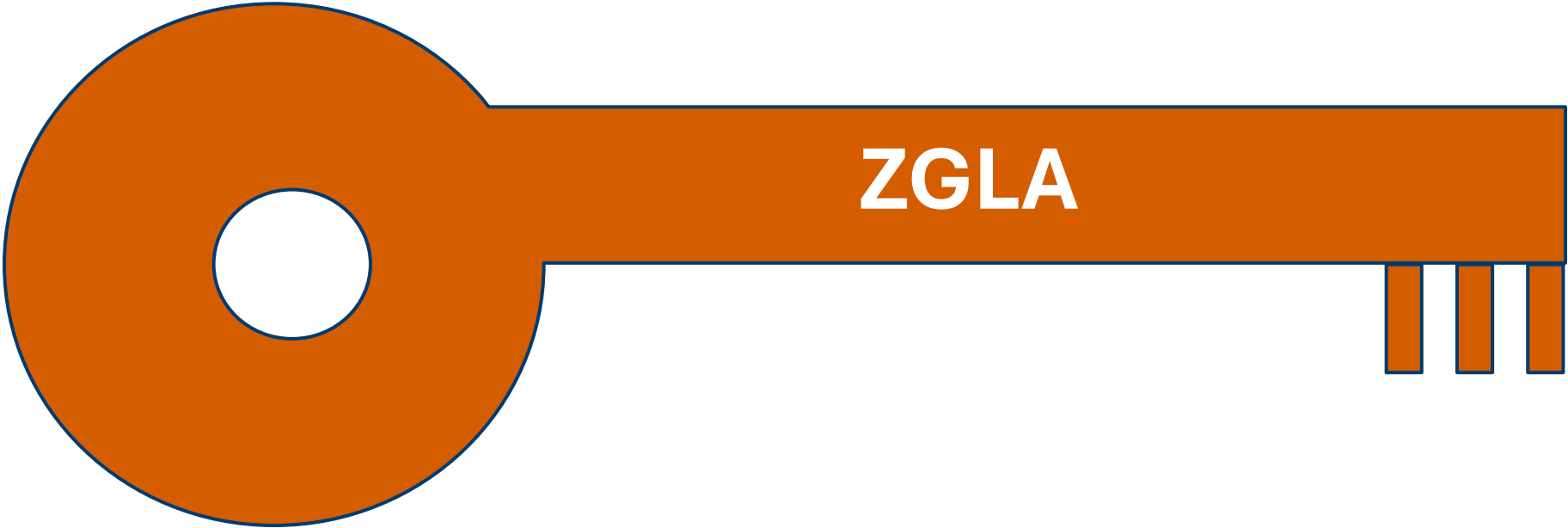
Ensure budgets are properly posted using:



Lesson 5: Managing Cash Status



Key Transactions



Undeposited Cash 100001XXXX

The Undeposited Cash accounts must be zero at year-end.



Run ZGLA and enter the GL range of your agency's 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

Run **ZGLA** and
enter the
GL 1000020000.

IDT
Cash
Clearing
account = 0

If the balance for
FY2026 is **not**
zero, research the
balance to
determine
document
numbers that
result in the
balance.

Email the SCEIS Help Desk and include the document
number. **Do not** try to clear the balances.

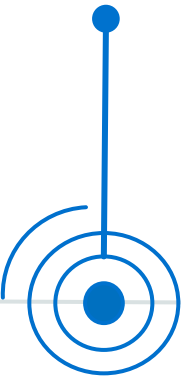
Petty Cash

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

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

Cash Balances & Availability

June 30



FY26

Transactions posted to the prior year, FY26, after June 30 are based upon the available cash in FY26 only (*excludes FY27 cash activity*).

July 1



FY27

FY27 balance carry forward amounts adjust automatically for any additional entries posted to the prior year on/after July 1.

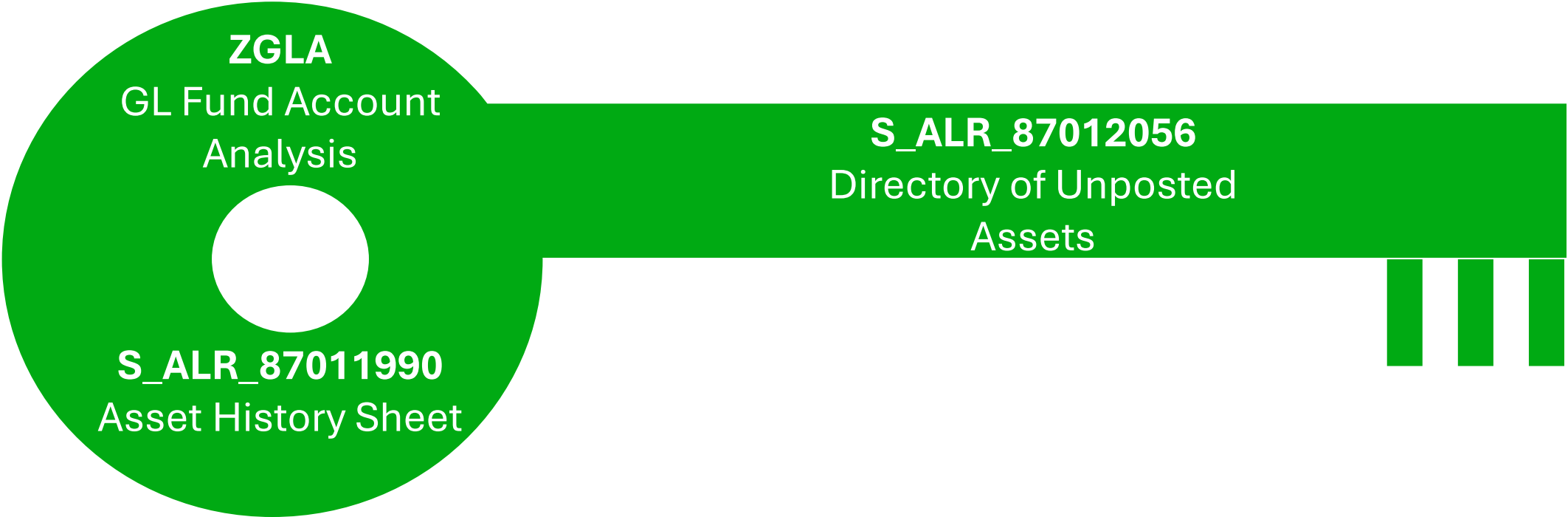
Cash — and other accounts — will be brought forward no later than July 19, so that FY27 cash includes the balance from the prior year.



Lesson 6: Managing Fixed Assets



Key Transactions



Fixed Assets at Year-End

Ensure the fixed assets in the general ledger match the balances in the asset history report.
(S_ALR_87011990 vs ZGLA)



Ensure modified accrual and full accrual asset balances are equal.



Perform an inventory of assets — at least annually — to identify assets that need to be added or removed from the list due to donation, damage, repair, refurbishment or loss.



Unposted Assets

Use transaction S_ALR_87012056 to obtain a list of assets with -0- value.

This indicates a shell was setup, but no value was put on the asset.

Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

The only assets that should be on the list are ones on POs being paid or carried forward.

Assets: Things to Remember

To add a **found**
or **donated** asset:

Use ABZON with the
transaction type **ZDO** and
Offsetting GL as
4310080000.

To add an asset paid with a P-card
or other means of expenditure:

If already recorded in the current year,
use **Offsetting 5xxx GL** as originally
charged on the **Additional Details**
tab of the ABZON transaction.

Assets: Things to Remember

Ensure there are no modified accrual asset contras:

1

Run ZGLA, enter the range of GLs for modified accrual accounts, 1801000000 – 1801999999.

2

Scan the report looking for a value in a modified accrual GL with the last two digits of 10.

3

If you have a value in a modified accrual contra, there has been a processing error, probably associated with an ABZON.

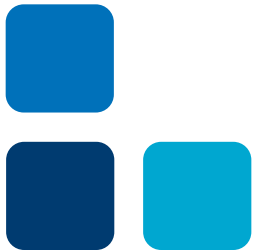
4

Email the SCEIS Service Desk to resolve accrual asset contras.

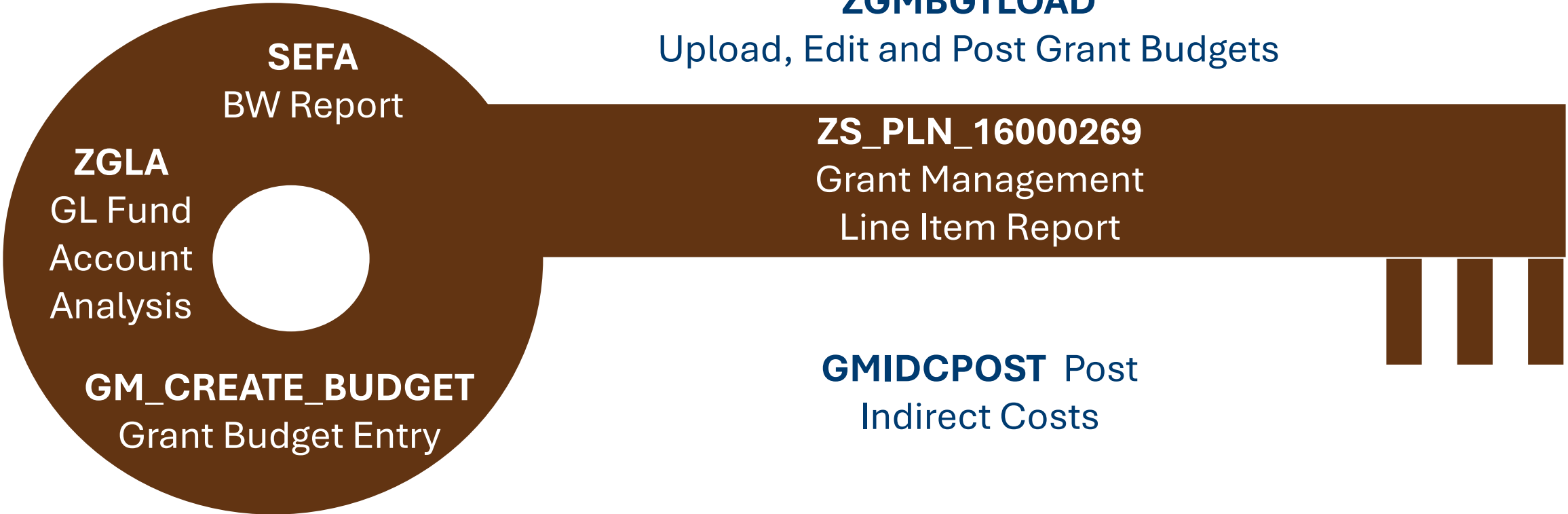
Assets: Things to Remember

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)	43,754.99-		43,754.99-
* Total	917,333.10		917,333.10

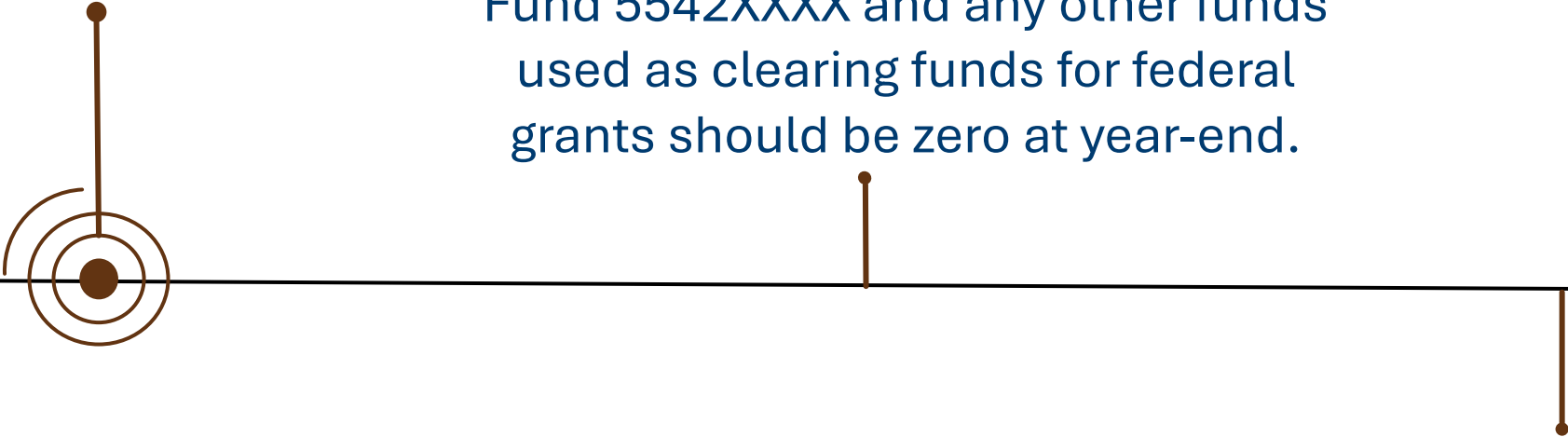
Lesson 7: Managing Grants



Key Transactions



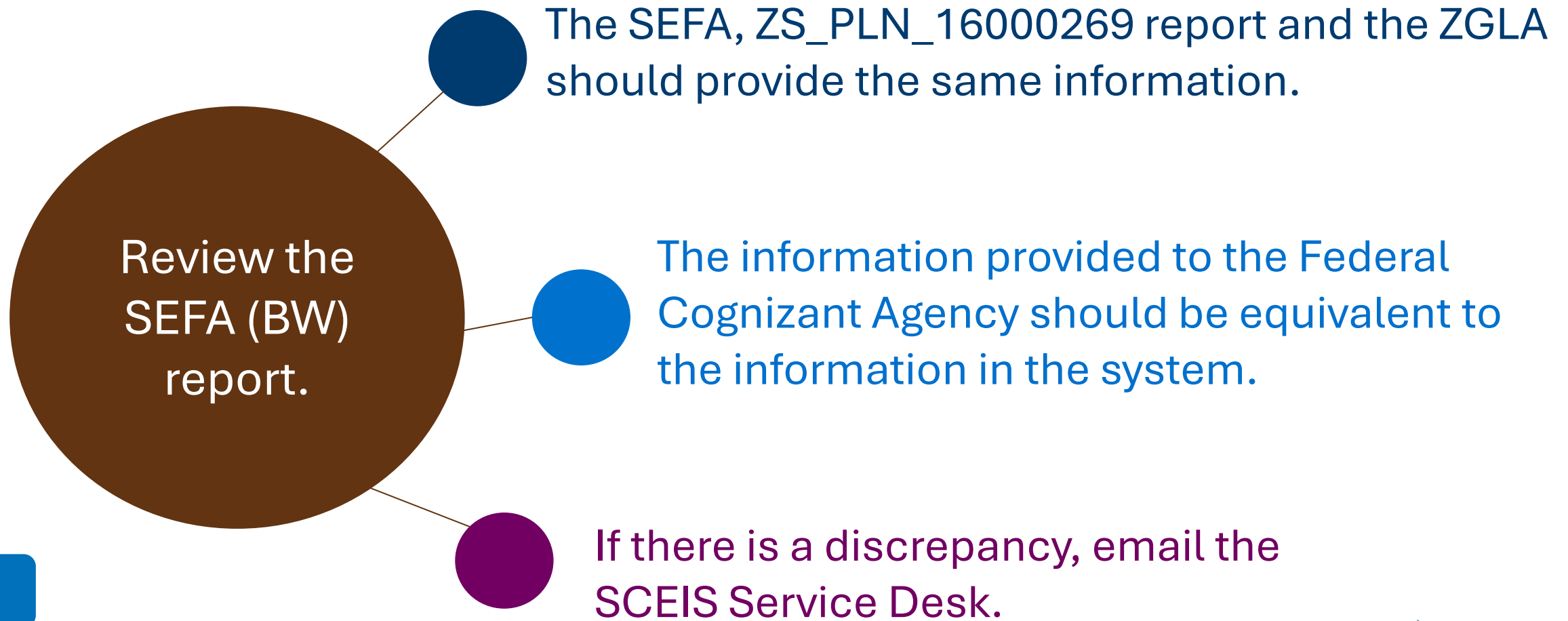
Grants: Things to Remember



Fund 5542XXXX and any other funds used as clearing funds for federal grants should be zero at year-end.

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



Indirect Costs (IDC)

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.

Post indirect costs by **July 22**. Use the posting date of **June 30** if you are remitting back to the state.

July 22



Indirect Costs (IDC) – GMIDCPOST

Enter Grant(s)

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

Leave DocType 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	06/30/2026			

IDC Document to be Generated

Document Type	SA
Text	
Document Date	06/30/2026
Posting Date	06/30/2026
Posting Period	

Run Parameters

☒ Test Run		
☐ Parallel Processing		
Logon/Server Group		

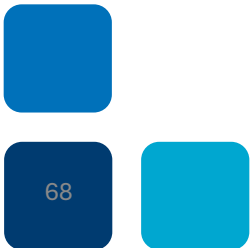
Grants: FI Tasks

Ensure all encumbrances, including Use Tax Payable, are cleared before closing a grant.

Delete or process all parked documents.

Ensure HRPAY, Fund 30240000, is cleared.

Review grant expenses to ensure that payroll-related lines (salaries and fringes) are proper, and all budget deficits have been cleared.



Grants: FI Tasks

Clear all business trips. Travel may be processed via ZTRAVEL for reimbursements processed after June 24. HR business trip **commitments** must be cleared by the HR deadline before noon June 24.

Clear all travel advances for FY2026.

Load FY27 grant budgets to cover purchase orders carried forward and July 1 payroll and fringe postings.

Delete or post any “HELD” GM budget documents.



Create FY27 Grants

The Grant Master Data Load by Template must be submitted by **5 p.m. June 16** via the SCEIS Service Desk.

The grant data load must be complete **before the test run** for the July 1 payroll.

Communicate with your HR/Payroll staff regarding grant-related positions (Infotype 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.

Email the SCEIS Service Desk to update derivation tables for any new grants or functional areas created for the new fiscal year.

Create FY26 Grants

[Home](#) » [Finance](#) » [Publications](#)

About SCEIS

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SCEIS Automated Use Tax Process

Presentation: SCEIS Automated Use T

March 25, 2015

Example: J

Agencies can use the GM Master Data Template to establish FY27 grants and sponsored programs. Please complete and submit the template by email to the SCEIS Service Desk.

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

Lesson 8: Managing Project Systems



Key Transactions



Project System Procurement

Purchase
orders and
fund
reservations
CJI5

Execute report **CJI5** to display commitments on projects from purchase orders or fund reservations. (Run with end date of 12/31/9999.)

Double-click the purchase order to see if this item will pay in the current year. If it will not pay in the current year, carry forward the purchase order.

Either close or carry forward fund reservations.

Project Systems

Projects should be capitalized when **the asset is ready and available for its intended use.**

- ▶ If this occurs before the project is complete, any remaining project expenditures should be expensed (i.e., not added to the final value of the asset).
- ▶ If the asset is ready and available for its intended use, but the project is not yet complete, agencies may elect to wait until the project is 100% complete before moving the asset from AUC if **BOTH** of the following are true:
 - The remaining project expenditures do not exceed 10% of the project total **OR** \$100,000, whichever is less, **AND**
 - The project will be completed in three months or less from the date the asset became ready and available for its intended use.

Parking WBS Settlement Profile

CJ13

Reviews open
Project
expenditures.

FV50

If you need to re-
class expenses
from the **Z WBS** to a
WBS that will settle
to an AUC,
complete a journal
entry.

CN43

Reviews the status
of your projects

Close projects if they are complete.

Capitalization to an Asset

Agencies should submit a SCEIS Service Desk ticket to SCEIS.HelpDesk@admin.sc.gov for any **projects that are complete** and need to move from AUC to a final asset.

Include 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 FY26 must be carried forward to FY27 by the agency.

The Executive Budget Office will **NOT** carry forward capital project budgets.

The Executive Budget Office (EBO) will monitor agency FY26 budgets to ensure all capital projects have been carried forward.
(All CAPR docs workflow.)



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

Sender

Fiscal Year
Period

Budget Type CAPITAL PROJECTS

Receiver

Fiscal Year
Period

Budget Type CAPITAL PROJECTS

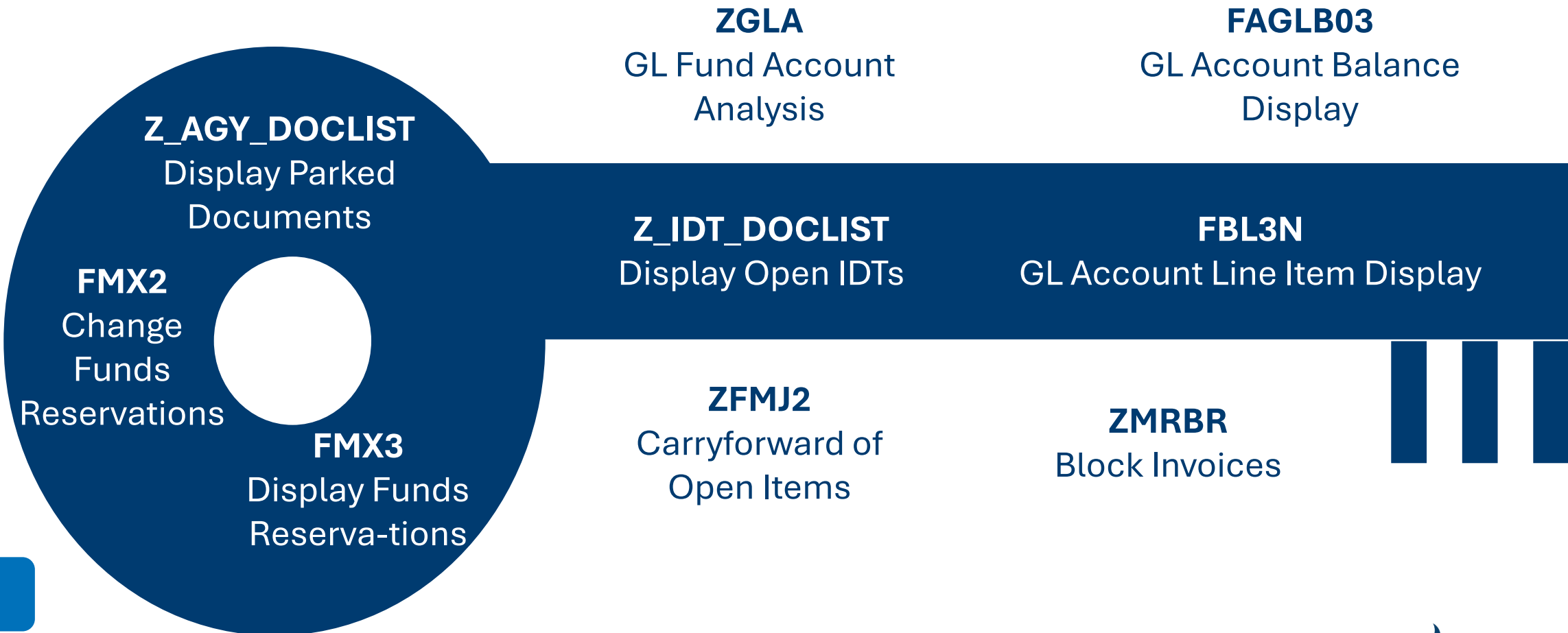
Payment Budget

Total Sender	0.00
Total Receiver	0.00

Lesson 9: Tools to Manage Year-End Processing



Key Transactions



Parked Documents

ALWAYS!

- ✓ Review workflow items.
Review workflow messages.
- ✓ Ensure all prior year items have been addressed.

All parked A/P documents must be processed or deleted on or before July 14.

All parked JE documents must be processed or deleted on or before July 22 (except financial statement agencies).

Parked Documents

Use transaction Z_AGY_DOCLIST to identify parked documents.

Parked documents can also be identified on the “Open Encumbrance Report” in BW.

Parked IDT Documents

Z_IDT_DOCLIST

View your agency's parked IDT payables – 39# documents.

Assuming these are FY26 expenditures, they should be processed in FY26 before the July 14 deadline.

IDT payable documents remaining in parked status after July 14 will be recreated in new year.

Blocked Invoices – ZMRBR

PO-related invoices
(RE documents) are
posted at the
time of entry,
not parked.

RE documents
are
systematically
matched to...



... goods receipts
and purchase orders
to ensure goods
were received and
the price is correct.

If there is a discrepancy between the price or receipt of
goods, the invoice is blocked for payment.

Run ZMRBR to view blocked invoices.

Blocked Invoices – ZMRBR

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.

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, it is the result of an error in data entry. The A/P clerk adds freight or tax on line items.

Blocked Invoices – ZMRBR

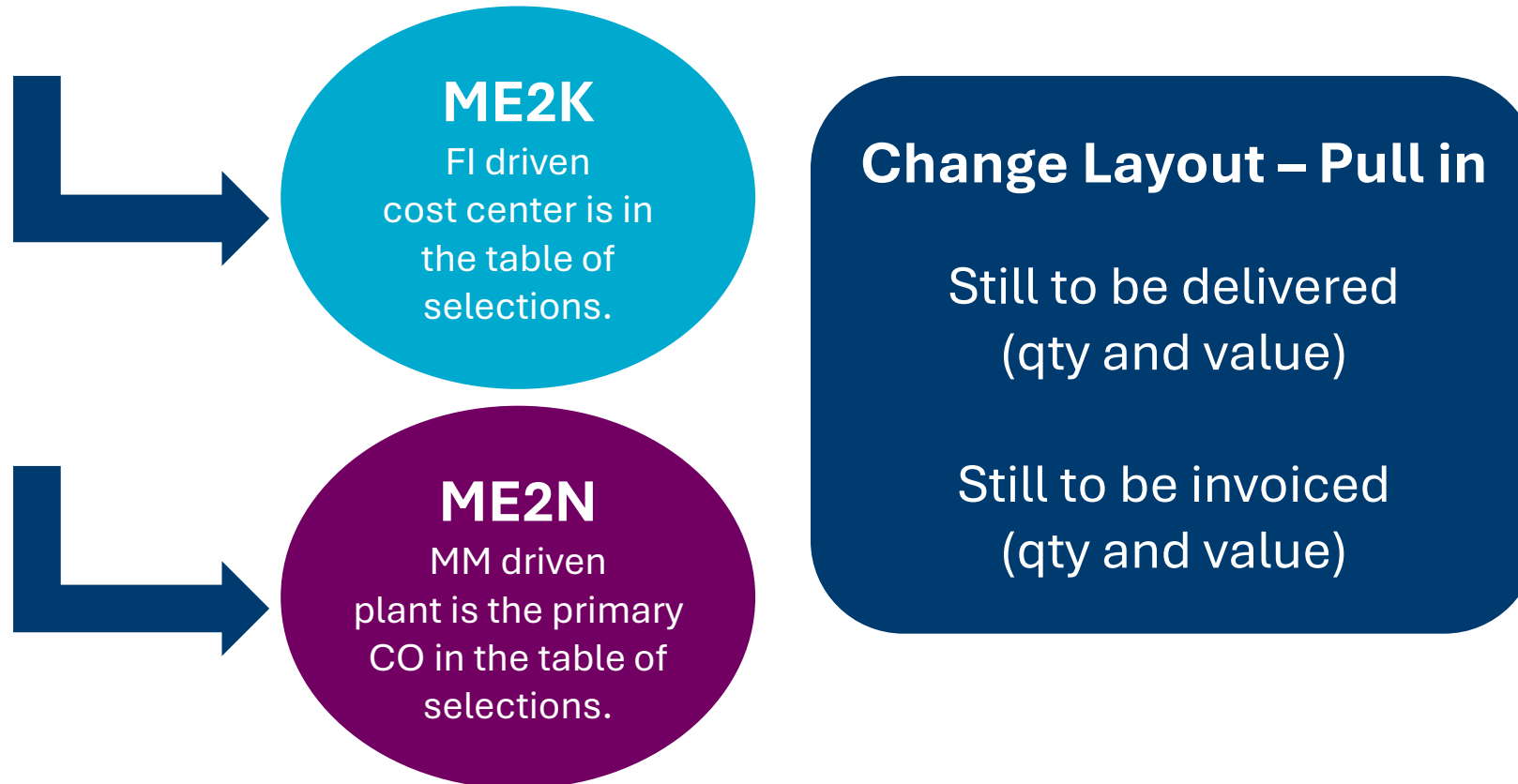
46,036.07	USD
85.50	USD
10.67	USD
239.96	USD
1,363.50	USD
14,947.00	USD
▪ 912,909.78	USD

At the time of this screenshot, there were approximately 337 invoices that were blocked in ZMRBR, with a value of \$912,909.78.

List Display by Purchase Order – ME2K/ME2N

ME2K/ME2N

Use **ME2K** or **ME2N** to identify POs with goods receipts that have not been invoiced.



List Display by Purchase Order – ME2K/ME2N

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.)
Purchasing Document 4600535324						
1		1	0.00	0.00	1.00	100.00
2		1	0.00	0.00	1.00	75.00

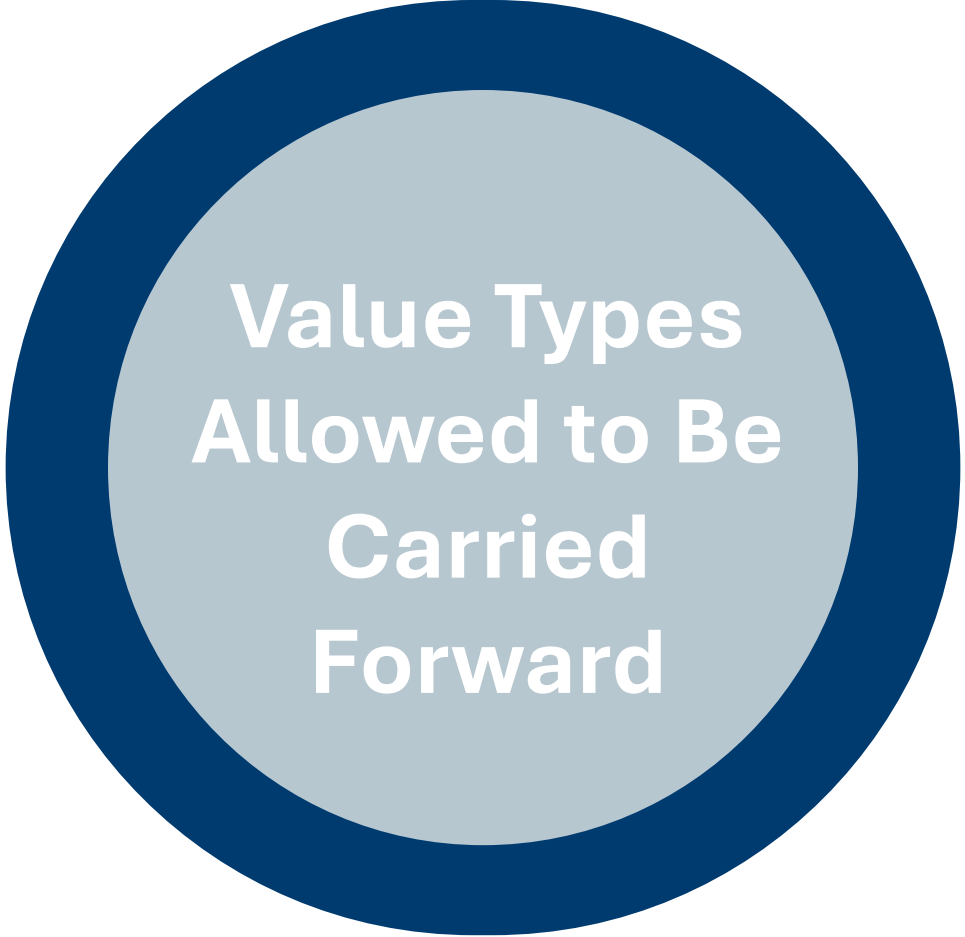
Note: All goods have been delivered but a quantity of one has yet to be invoiced.

Carry Forward Value Types

VT 50 — Purchase Requisitions (PRs)

VT 51 — Purchase Orders (POs)

VT 54 — Invoices (for Inventory Goods Receipts {GR})



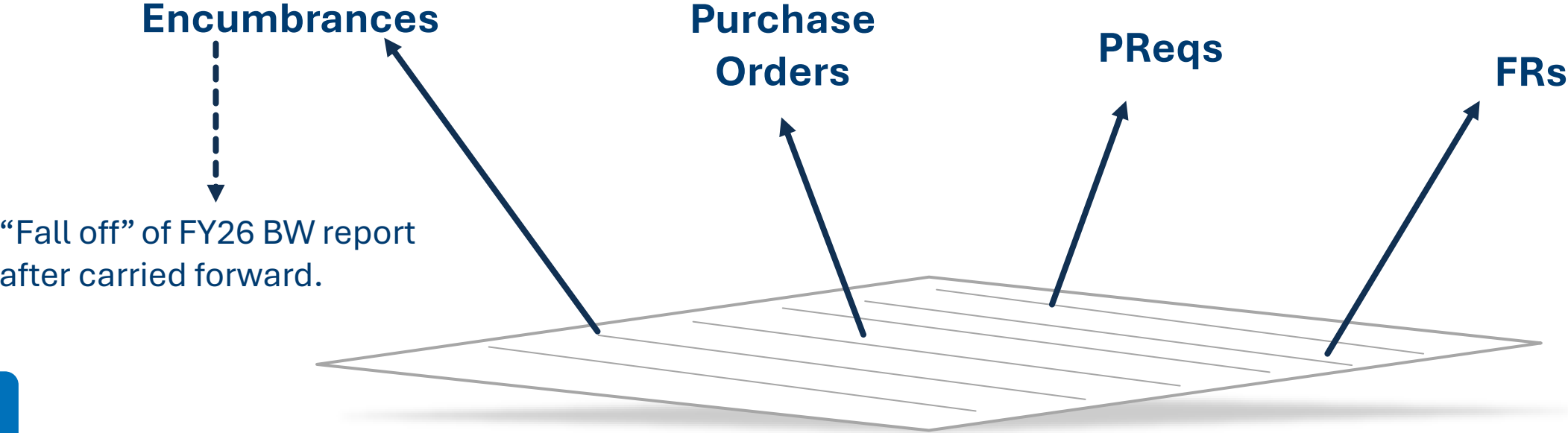
**Value Types
Allowed to Be
Carried
Forward**

VT 81 — Funds Reservation (FRs)

VT 83 — Forecast of Revenue (for Sales Orders)

Determine What to Carry Forward

Run the Open Encumbrance Report (BW)
(ZFMJ2 to carry forward items)



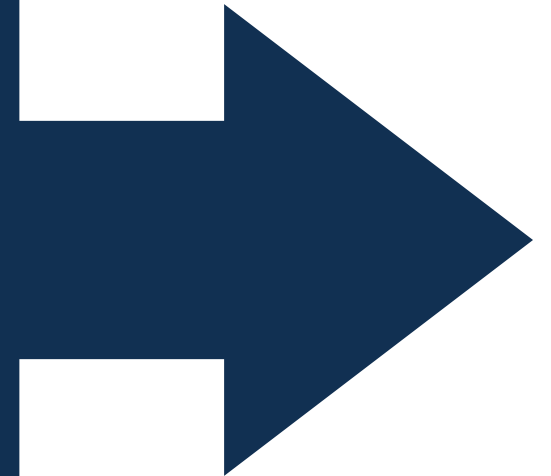
Carry Forward of Open Items – ZFMJ2

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 23-July 16.



Carry Forward of Open Items – ZFMJ2

Enter Funds Center
(single, list or range).

Enter Document
Number (single,
list or range).

Year-End Closing: Carryforward of Open Items



FM Area

SC01

Sender Fiscal Year

2026

Restriction on FM Account Assignments

Grant		to		
Fund		to		
Funds Center	D5000000	to	D50ZZZZ	
Commitment Item		to		
Functional Area		to		
Funded Program		to		

Restriction According to Attributes

 Multiple Selection FM Account Assign...

Variant Name

Restriction at Document Level

Value Type		
Company Code	SC01	
Document Number		

VT	Short Descript.
50	Purchase Requisitions
51	Purchase Orders
54	Invoices
81	Funds Reservation
83	Forecast of Revenue

FI Documents

FI doc.no.fisc.year

Process Control

☒ Test Run

☐ Process with Dialog

☒ Block Documents

☒ Detail List

Availability Control

Layout

Update Without Check

Run in Test mode.

Run with correct
AVC setting.

Carry Forward of Open Items – ZFMJ2

FY26



FY27

If you mistakenly carry forward a document, you will not be able to carry it back or change it back to the previous fiscal year.



Carry Forward of Open Items – ZFMJ2

FY26

Purchase Order



FY27

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

In SRM, if the date does not automatically update, change the FM Posting Date to the current date.



Funds Reservation Documents at Year-End

Funds reservation documents encumber budget.

Reducing funds reservations can free up budget.

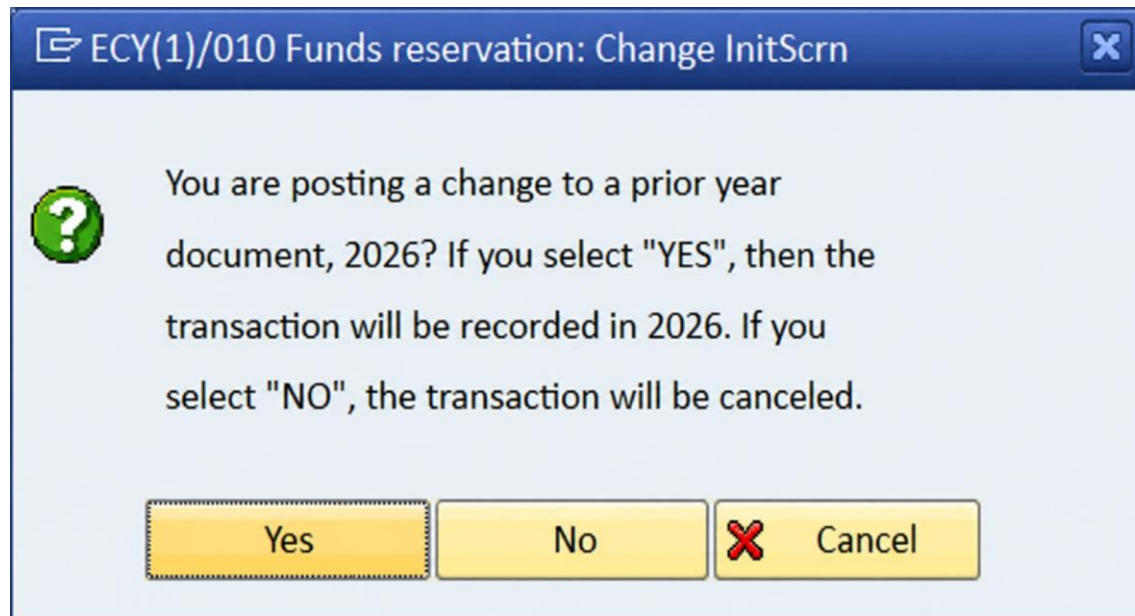
Use **FMX3** to Display Funds Reservations.

Use **FMX2** to reduce funds reservations.

Do not use FMX6 in July to manually reduce a FY26 Funds Reservation. Reductions made using FMX6 will derive system date, FY27, during July.

Change Funds Reservation – FMX2

FMX2 is used when an agency needs to change the amount encumbered on a funds reservation.



FMX2 invokes the pop-up box for funds reservations in FY26. If an FR is carried forward or created in FY27, you will not get the pop-up box.

Change Funds Reservation – FMX2

If you acknowledge **Yes**
in the pop-up box, the system
assigns **FMOD** transaction to
keep the fiscal year ending, FY26.
If you acknowledge “No,” the
transaction will be cancelled.

Complete Single Line FR – FMX2

To complete (zero out) an FR, click the hat icon.



Funds reservation: Change Overview scrn

EntryConsumption

Document number4000048738PostedDocument Date07/01/2021

Document type11Funds Reservation W/O Workfl...Posting Date07/01/2021

Company CodeSC01State of South CarolinaCurrency/RateUSD

Doc.text

CurrencyUSD

Grand total400,000.00

Line Items

	Do ...	S ...	R ...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
	1				400,000.00	5021310000				NOT RELEVANT



Complete Single Line FR – FMX2

Funds reservation: Change Hdr Data

General Data

Document number	4000048738	Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workflo...	Posting Date	07/01/2021
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	MIC131839	Created on	07/01/2021
Changed by	MIC131839	Change	

Document Status

☐ Completed	☐ Blocked
☐ Can be arc	☐ Block

Additional Data

Doc.text			
Reference		Lot No.	
Contract Value			

This screen will appear. Check **Completed** and save. The FR budget will be adjusted in the old year.



Change Single Line FR – FMX2

Funds reservation: Change Overview scrn

Document number: 4000048738 Posted Document Date: 07/01/2021
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
Company Code: SC01 State of South Carolina Currency/Rate: USD
Doc.text:
Currency: USD
Grand total: 400,000.00

Line Items										
	Do	S	R	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					400,000.00	5021310000				NOT RELEVANT

To change the overall amount, up or down, simply change the amount and save.



Complete Multi-Line FR – FMX2

To complete
(zero out) a
FR, click the
hat icon.

Funds reservation: Change Overview scrn

Document number: 4000048737  Posted Document Date: 07/01/2021
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
Company Code: SC01 State of South Carolina Currency/Rate: USD
Doc.text:
Currency: USD
Grand total: 1,656,595.00

Line Items										
	Do ...	S ...	R ...	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
1					1,620,000.00	5021310000				NOT RELEVANT
2					30,000.00	5113020000				NOT RELEVANT
3					6,595.00	5021310000				NOT RELEVANT

Complete Multi-Line FR – FMX2

Funds reservation: Change Hdr Data

General Data

Document number	4000048737	☒ Posted	Document Date	07/01/2021
Document type	11	Funds Reservation W/O Workflo...	Posting Date	07/01/2021
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	MIC131839	Created on	07/01/2021
Changed by	MIC131839	Changed on	04/21/2022

Document Status

☐ Completed	☐ Blocked
☐ Can be arc	☐ Block

Additional Data

Doc.text			
Reference		Lot No.	
Contract Value			

This screen will appear. Check **Completed** and save. The FR Budget will be adjusted in the old year.



Change Multi-Line FR – FMX2

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

Funds reservation: Change Overview scrn

Document number: 4000048737 Posted Document Date: 07/01/2021
Document type: 11 Funds Reservation W/O Workfl... Posting Date: 07/01/2021
Company Code: SC01 State of South Carolina Currency/Rate: USD
Doc.text: [REDACTED]
Currency: USD
Grand total: 1,656,595.00

Line Items

Do	S	R	Amount changed	Overall amount	G/L Account	Cost Center	Functional Area	Fund	Grant
				1,620,000.00	5021310000				NOT RELEVANT
				30,000.00	5113020000				NOT RELEVANT
				6,595.00	5021310000				NOT RELEVANT

To change an overall amount, simply change the amount and save.



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

What do you look for when you review the GL?

Travel advances outstanding:

Should be \$-0-.
GL account 5052010000

Revenue and expenditure accounts:

Review for inappropriate classifications.

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

What do you look for when you review the GL?

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. The 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,
2400010000,
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

When the value on the Goods Receipt differs from the value of the invoice, or vice versa, the net difference is posted in the GL to the GR/IR clearing account.

Enter Plant range. ➡

Enter date range. ➡

Click both surplus types. ➡

Maintain GR/IR Clearing Account



Document Header Data

Company Code	SC01	State of South Carolina
Posting Date	07/01/2026	
Reference		
Doc. Header Txt		

Choose

Supplier		to		
Freight vendor		to		
Purch. Organization		to		
Purchasing Group		to		
Plant		to		
Purchasing Document		to		
Item		to		
Purchase Order Date	01/01/2008	to	06/30/2026	
Purch. Doc. Category				
Order Type		to		

Surplus Types

☒ Delivery surplus
☒ Invoice surplus

Clear

☒ GR/IR Clearing Account	☐ ERS Purchase Orders
☒ Delivery Cost Accounts	☐ ERS - Delivery Costs

Missing GR? Verify the items on the PO have been received and enter the GR using t-code MIGO.

Missing IR? Contact the goods recipient or vendor for invoice.



GR/IR Clearing – MR11

Maintain GR/IR Clearing Account

Post
 Purchase Order

Company code SC01 State of South Carolina
 Currency USD

Pur. Doc.	Item	PO Date	Name 1	Material	Plnt Short Text	OUn GR-IV
Pur. Doc.	Item	Account key name	FYrRef Ref. Doc.	Item Quantity Received	Quantity invoiced	Difference Qty Difference Value
4601123054	1	04/09/2026	PALMETTO STATE GLASS INC		DA01 40136159/Archives Seal Windows	HR
☐ 4601123054	1	GR/IR clearing		1.00	1.00	9,800.00
4601125733	1	04/28/2026	DADE PAPER AND BAG LLC		DA01 40136693- High Density Can Liners	CV
☐ 4601125733	1	GR/IR clearing		100	57 43	824.77
4601126360	1	05/01/2026	SOUTHEASTERN PAPER GROUP, LLC		DA01 40136690- Toilet Tissue	CV
☐ 4601126360	1	GR/IR clearing		200	200	8,316.00
4601126360	2	05/01/2026	SOUTHEASTERN PAPER GROUP, LLC		DA01 40136691- Toilet Seat Covers	CV
☐ 4601126360	2	GR/IR clearing		10	10	434.70
4601127097	1	05/06/2026	CORNERSTONE DIMENSIONAL STONE LLC		DA01 Cap Complex/LE Memorial Engraving	HR
☐ 4601127097	1	GR/IR clearing		1.00	1.00	350.00
* Total						1,809,907.43

Other Reminders



Run Z_SCEIS_Errors to identify items on the error file.
All errors must be cleared before year-end.

Clear fund 30240000/HRPAY.

Repay interfund loans. Run ZGLA for GLs
1390010000, 2090010000.

Questions?



CO500 Q&A Webinar
May 26 9:30 a.m.-noon
*Register through
MySCLearning!*

Questions After The Q&A Webinar?

