



SCEIS Year-End Processes for FY26 (CO500)

LOGISTICS

Revised: May 12, 2026

Materials Overview

Lesson 1:
FY26
Year-End
Important Dates

Lesson 2:
Carry-Forward
Processes

Lesson 3:
Purchase Order
Reduction Processes

Lesson 4:
Purchase Order
Purchasing Processes

Lesson 5:
Five Options
to Create Shopping
Carts for FY27

Lesson 6:
Inventory Processes

Lesson 7:
Sales and Distribution
Processes

Lesson 8:
Reporting

Lesson 1: FY26 Year-End Important Dates



FY26 Year-End Important Dates

June 23

- First day ZFMJ2 will be available to carry forward POs into FY2027.
- **Important!** You cannot send back into FY2026 once the PO is carried forward into FY2027.

June 30

- Last day to close or reduce PREQs to unencumber FY26 budget.
- State fiscal year ends.
- Last day to take year-end inventory.

July 1

- First day to use FM Posting date of 06/30/2025 to post transactions to FY26.
- **July 1-July 16:** Change PO FM Posting date to 06/30/2026 and reduce line items to payment amount to close POs in FY26.

July 16

- Last day to carry forward purchase requisitions (PReqs) to unencumber FY26 budget.
- Last day to close, reduce or carry forward purchase orders (POs) to unencumber FY26 budget.
- Last day to carry forward sales orders.

Lesson 2: Carry Forward Processes



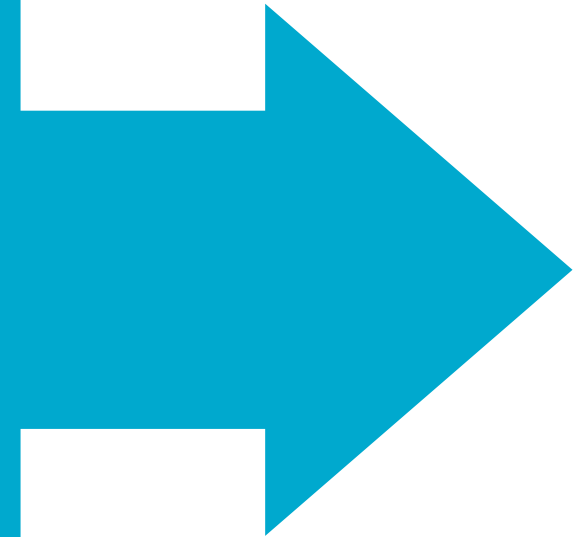
ZFMJ2 – Carry Forward of Open Items

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 23-July 16.



ZFMJ2 – Carry Forward of Open Items

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		to		→
Company Code	SC01	to		→
Document Number		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

Enter Funds Center
(single, list or range).

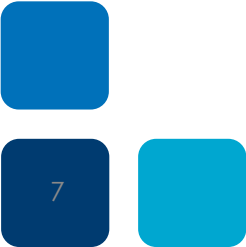
Enter Document Number
(single, list or range).

Sender Fiscal Year 2026.

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

Run in Test mode.

Run with correct
AVC setting.



ZFMJ2 – Availability Controls

You can control Availability Control (AVC) for Carry Forward (CFWD) items.



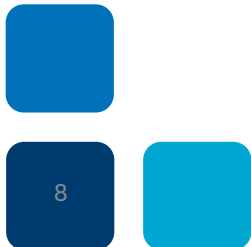
No availability control: Availability is not checked and assigned values are not updated. Assigned values must be reconstructed after program has been run. **[Not recommended.]**



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

Save Variant...

Program Documentation

Execute

Restriction at Document Level

Value Type

51

to

Company Code

SC01

to

Document Number

4600735862

to

FI Documents

FI doc.no.fisc.year

Process Control

☒ Test Run

☐ Process with Dialog

☒ Block Documents

☒ Detail List

Layout

Availability Control

Update Without Check



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

Date

Time

Mode

07/18/2020

19:40:30

Test Run

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

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



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.



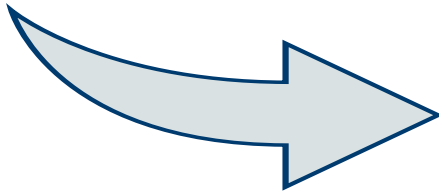
ZFMJ2 Transaction

FY26



FY27

If you erroneously carry forward a document, **you will not be able send it back or change the FM Posting date back to previous fiscal year!**



ZFMJ2 Process Improvement

FY26

Purchase Order



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

FY27

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

Lesson 3: Purchase Order (PO) Reduction Processes



PO Reduction Process

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.

When to Reduce

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 \$1,300.00 but only processed payments equaling \$1,200.00, reduce the line item to the payment amount of \$1,200.00 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 web interface. The top navigation bar includes links like 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. Below this is a menu with icons for 'Employee Self-Services', 'Shopping Cart Monitor', 'ME2N', 'Purchasing', 'Goods Receipt (MI/GO)', 'ME23N', 'Strategic Purchasing', 'ZMM Buyer', 'Restore PO Edit Button', 'SC to Follow-on Docs', and 'SRM Admin'. The left sidebar shows a 'Work Overview' menu with categories like 'Purchasing', 'Sourcing', 'Invoice Processing', 'Services', 'Advanced Search', 'Create Documents', 'Central Functions', and 'Perform Sourcing'. The main content area is titled 'Purchase Orders - All' and features a search form. A blue arrow points to the 'Number' input field, which is labeled 'Enter PO Number'. The search form includes various filters such as 'Purchase Order Name', 'Item Description', 'Status', 'Timeframe', 'Creation Date', 'Purchasing Organization', 'Purchasing Group', 'Supplier', 'Requestor', 'Preferred Supplier', 'Goods Recipient', 'Product Category', 'Including Product Category Hierarchy', 'Product ID', 'Supplier Product Number', 'Account Assignment Category', 'Account Assignment Value', 'Delivery Date', 'Company', 'Contract Number', 'Location', 'Requirement Number', 'Only with Change Version', and 'Smart Number'. The 'Apply' and 'Clear' buttons are at the bottom of the search form.

Steps to Reduce a Standard PO

2. Click **Edit**.

Display Purchase Order

Edit

Print Preview

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](#)

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](#)

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/Unit to the Invoiced Quantity/Unit. The system will add taxes to equal the Invoiced Value.

Details for Item Body Armor

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Delivery | Extended PO History | User-Specified Status

Order as Direct Material

▼ Basic

Identification

Item Number: 1

Item Type: Material

Product ID:

Description: Body Armor

Currency, Values and Pricing

Quantity / Unit: 33 EA

Gross Price / Per: 964.00 USD

Net Value: 31,812.00 USD

Net Price: 964.00 USD

Details for Item Body Armor

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents | Delivery | Extended PO History | User-Specified Status

Order as Direct Material

▼ Basic

Identification

Item Number: 1

Item Type: Material

Product ID:

Description: Body Armor

Currency, Values and Pricing

Quantity / Unit: 31 EA

Gross Price / Per: 964.00 USD

Net Value: 31,812.00 USD

Net Price: 964.00 USD

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

6. 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 Un

Line Number	Deleted	Item Type	Item Number
1		Material	1

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 04/11/2018

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 Options

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: Purchase Order (PO) Purchasing Processes



Purchase Orders

Should a purchase order (PO) be carried forward or closed?

Goods/Services Received

- ▶ Before or on 06/30.
- ▶ Before or on 6/30.
- ▶ After June 30.
- ▶ Not going to receive the goods/services.

Invoice Received

- ▶ By CGO closing date.
- ▶ After CGO closing date.
- ▶ Before or after CGO closing date.
- ▶ N/A.

Decision

- ▶ Leave and pay in current year.
- ▶ Carry forward PO.
- ▶ Carry forward PO.
- ▶ Delete at the line-item level **current** year PO line item(s) that have no history.
- ▶ For previous **carryforward** POs, reduce line item(s) to \$1 and NFI.
- ▶ Both functions unencumber PO funds and update the contract, if linked to a contract.
- ▶ **SCEIS does not recommend deleting carryforward PO line items.**

Purchase Orders: When to Carry Forward, When to Close

Goods/Services Received	Invoice Received	Decision
Before or on 06/30.	By CGO closing date.	Leave and pay in current year.
Before or on 6/30.	After CGO closing date.	Carry forward PO
After June 30.	Before or after CGO closing date.	Carry forward PO
Not going to receive the goods/services.	N/A.	▶ Delete at the line-item level current year PO line item(s) that have no history. ▶ For previous carry forward POs, reduce line item(s) to \$1 and NFI. ▶ Both functions unencumber PO funds and update the contract, if linked to a contract. ▶ SCEIS does not recommend deleting carry forward PO line items.



POs Not Carried Forward

**After COB July 16,
POs can no longer
be carried forward.**

Lesson 5: Five Options to Create Shopping Carts for FY27



Shopping Carts for FY27

Option 1:

Create and approve the Shopping Cart before July 1 (check current FY budget). The buyer then creates the PO July 1 or later.

Option 2:

(Recommended)

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

Shopping Carts for FY27

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.

Resources:

[Visit the SCEIS website](#) and review support document, “[Five Options to Create Shopping Carts](#)” for FY27 before July 1, 2026.

Lesson 6: Inventory Processes



Inventory Purchase Orders: When to Carry Forward

Goods/Services Received	Invoice Received	Decision
Before or on 06/30.	By CGO's closing date.	Leave and pay in current year. Standard process.
Before or on 06/30, if the GR is for the full quantity.	After CGO'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 Order 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 CGO’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 CGO'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 CGO'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 CGO'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.

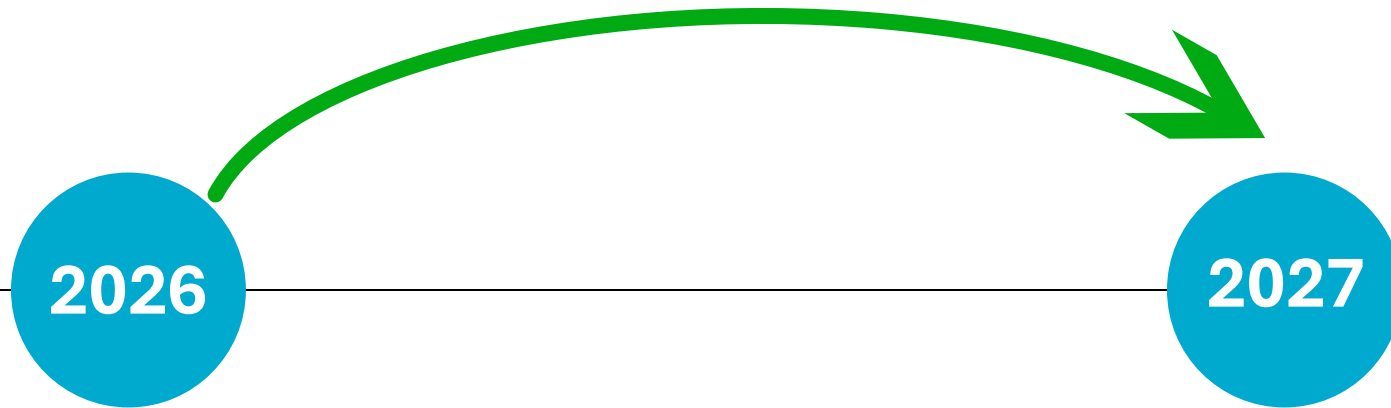
Remember PReqs encumber funds.

Any PReqs remaining after June 30, 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:



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.

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

Material Reservations

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

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

OR

Mark the **Final Issue**
indicator on the **Material**
Reservation (transaction
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		☒	☒	☒
2	106206	36.00	EA	JJ07	0001		☒	☒	☐
3	106208	48.00	EA	JJ07	0001		☒	☒	☐
4	106210	36.00	EA	JJ07	0001		☒	☒	☐

Deletion Indicator



MB22 Change 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 0 ☐ Done

 More

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	FLS	D
1	106198	5.00	EA	JJ07	0001		☒	☒	☒
2	106206	36.00	EA	JJ07	0001		☒	☒	☐
3	106208	48.00	EA	JJ07	0001		☒	☒	☐
4	106210	36.00	EA	JJ07	0001		☒	☒	☐

Final Issue
indicator

MIGO Goods Issue – Final Issue

MIGO – Goods Issue

Final Issue
indicator

Goods Issue Reservation - Rebecca Ferguson

Show Overview | Hold | Check | Post | Help

A07 Goods Issue | R09 Reservation | G/L 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 UoE	E...	SLoc	Cost Center	Bu...	Co...	G/L Account	Batch	Valuation ...	M...	D Stock Typ
1	LINER,CAN,PLASTIC,33"x40",250/CV	☒	5	CV	Camille Graham	8040323315	8040	SC01	5033130000			201 -	Onrestr

Material | Quantity | Where | Reservation | Account Assignment | DOT

Reservation: 9500165446 | 1 | Created by: RASHEBA BRACKETT
Reqmt Date: 06/01/2011
Reqmt Qty: 5 | CV
Withdrawal Qty: 0
Qty in Stock: 0
☒ Final Issue

☒ Item OK | Line: 1



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.

Program Edit Goto System Help

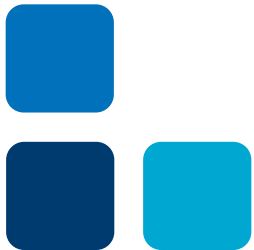
Selected Data for Phys. Inventory Docmts W/o Special Stock

Database Selections

Material				
Plant	DA03	to		
Storage Location	0001	to		
Material Type		to		
Material Group		to		
Storage Bin Description		to		

☒ Materials Marked for Deletion

Lesson 7: Sales and Distribution (SD) Processes



FY26 Pop-up Message

From July 1 through July 14, 2026, if you have access to the transaction below you will get a pop-up screen to choose the appropriate fiscal year for your transaction.

July 1

July 14

VA02

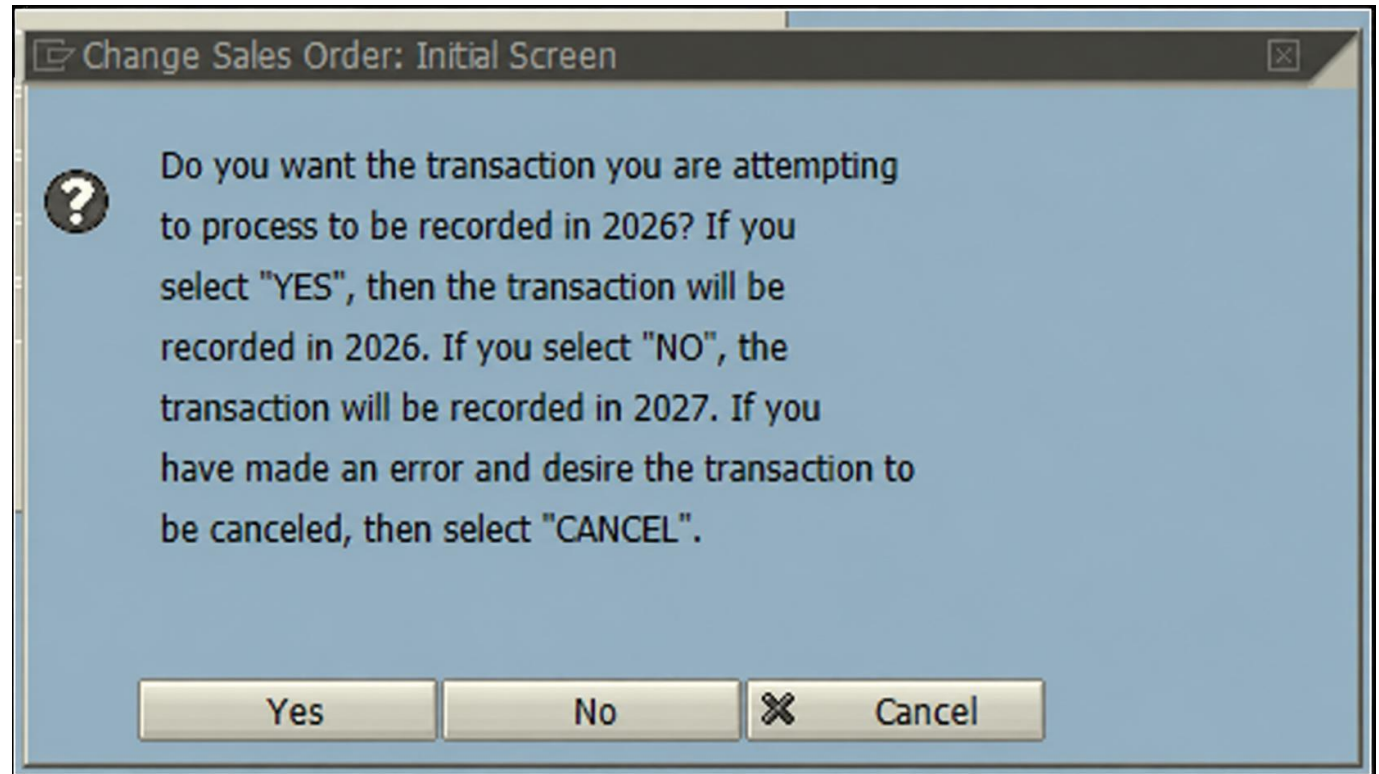
Change Sales Order

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

FY26-27 Pop-up Message

VA02 Change Sales Order

Use this prompt to select the correct fiscal year for the transaction.



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 blue box and a blue arrow labeled '2' points to it. Below the tabs, there are three input fields: 'Sold-to party', 'Material', and 'Purchase order no.'. Below these fields, there is a section titled 'Sales order data' containing 'Document Date' with the value '05/12/2026' and 'To' with the value '05/12/2026'. At the bottom, there is a 'Selection criteria' section with two radio buttons: 'Open sales orders' (which is selected and highlighted with a blue box and a blue arrow labeled '1') and 'All orders'. There is also a checkbox for 'My orders'.



VL10H – Activities Due for Shipping, Pick and Issue

Activities Due for Shipping "Sales Order and Purchase Order Items"							
OriginDoc. Sold-To Pt SaTy							
	Item	GI Date	DB Material	Open qty	BUn	Cum.qty	SU
☐	398917	N040111	ZOR				
	10	09/03/2025	136663	1.00	EA	1.00	EA
☐	399279	11	ZOR				
	10	09/10/2025	129721	1.00	EA	1.00	EA
☐	399547	3131011	ZOR				
	10	09/17/2025	152592	1.00	EA	1.00	EA
	20	09/17/2025	152592	1.00	EA	1.00	EA
☐	400589	P500000	ZOR				
	40	09/29/2025	150301	1.00	EA	1.00	EA
☐	401311	P500000	ZOR				
	10	10/15/2025	129688	1.00	EA	1.00	EA
	20	10/15/2025	129688	1.00	EA	1.00	EA

Review all activities due for shipping.



VL06O – 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.

The screenshot shows the 'Outbound Delivery Monitor' SAP interface. At the top, there are tabs for 'Display Variants', 'Only inbound deliveries', 'Only outbound deliveries', and 'All deliveries'. Below these is a 'Selection Type' dropdown menu. A list of buttons follows: 'For Checking', 'For Distribution', 'For Picking', 'For Confirmation', 'For Loading', 'For Goods Issue', 'For Transport. Planning', and 'List Outbound Deliveries'. The 'For Picking' and 'For Goods Issue' buttons are highlighted with blue rectangular boxes. The bottom right corner of the window shows the transaction code 'VL06O'.

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
DA04	07/20/2015	0 KG		0.00		8			
☐ 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
☐ 80115696	12/01/2014		4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
☐ 80118886	01/29/2015		4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
☐ 80130408	07/30/2015		2804001	TOWN OF SANTEE POLICE DEPT	2804001	TOWN OF SANTEE POLICE DEPT
☐ 80130425	07/30/2015		2600001	MONCKS CORNER POLICE DEPT	2600001	MONCKS CORNER POLICE DEPT



VA14L – Documents Blocked for Delivery

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			

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 07/01/2026 to 06/30/2026

Document	Item	SL...	S	Description	SaTy	Doc. Date	ConfirmQ...	PO Number	PO Number	Bat...	Valid from	Valid to	Dlv.Da...	Created By
40002197	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002196	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002195	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002194	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002193	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002192	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002191	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40002190	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	01/05/2026	1.00	USF MONTH...	USF MONTH...		01/01/2026	12/31/2026		JAN75555
40000452	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2009	1.00	USF Monthly	USF Monthly		12/01/2014	12/31/9999		EFORTMA...
40000375	10			FEE, UNIV SERVICE FUND RECURRING BILLI...	ZRB	11/01/2009	1.00	USF Monthly	USF Monthly		11/01/2009	12/31/9999		DSALLEY
40000375	20			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/01/2009	1.00	USF Monthly	USF Monthly		11/01/2009	12/31/9999		EFORTMA...

VFX3 – Release Billing Docs for Accounting

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

Release Billing Documents for Accounting

VF04 – Maintain Billing Due List

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	BIC...	SOrg.	Billing Date	Sold-To Pt	BillT	DstC	Document	DChl	Dv	Doc...	Address	Name of sold-to party
	X	A	ZDST	08/06/2025	L040001		US	40002187	Z1	Z1	G	355708	DEPT OF SOCIAL SERVICES
	X	A	ZDST	09/10/2025	2362002		US	40002188	Z1	Z1	G	362945	GREENVILLE-SPARTANBURG AIRPORT
	X	A	ZDST	11/25/2025	2434001		US	40002189	Z1	Z1	G	361586	IRMO POLICE DEPARTMENT
	X	A	ZDST	12/15/2025	R440004	F2	US	405084	Z1	Z1	C	369638	REVENUE & TAXATION DEPARTMENT
	X	A	ZDST	01/26/2026	R440004	F2	US	406931	Z1	Z1	C	369638	REVENUE & TAXATION DEPARTMENT
	X	A	ZDST	02/20/2026	R440004	F2	US	408440	Z1	Z1	C	369638	REVENUE & TAXATION DEPARTMENT
	X	A	ZDST	03/11/2026	R600014		US	40002198	Z1	Z1	G	356186	SC DEPT OF EMPLOYMENT AND WORKFOR...
	X	A	ZDST	03/24/2026	R440004	F2	US	410512	Z1	Z1	C	369638	REVENUE & TAXATION DEPARTMENT
	X	A	ZDST	04/21/2026	L040001	F2	US	412027	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES
	X	A	ZDST	04/21/2026	R440004	F2	US	412028	Z1	Z1	C	369638	REVENUE & TAXATION DEPARTMENT
	X	A	ZDST	04/27/2026	L360002	F2	US	412503	Z1	Z1	C	355860	HUMAN AFFAIRS COMM ON
	X	A	ZDST	05/01/2026	D500009	F2	US	412720	Z1	Z1	C	22497...	ADMN DIVISION OF PSFM
	X	A	ZDST	05/01/2026	J060000	F2	US	412731	Z1	Z1	C	69470...	DEPARTMENT OF PUBLIC HEALTH

Review all open Billing Documents related to Sales Orders.

V23 – SD Documents Blocked for Billing

Review all SD documents blocked for billing.

SD Documents Blocked for Billing

Edit sales doc.

<

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.

VL06O - 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



Business Warehouse (BW) Open Encumbrance Report

- ▶ The BW Open Encumbrance report provides a single, consolidated view of all budget-encumbering documents, detailing:
 - ▶ Open Purchase Orders (POs)
 - ▶ Open Purchase Requisitions (PReqs)
- ▶ The report can now be processed by Purchasing Group.
- ▶ BW is updated overnight. POs updated today will appear or disappear on the BW report the following business day.
- ▶ **SCEIS best practice:**
 - ▶ Run the **BW Open Encumbrance Report** after the PO clean-up to ensure no encumbrances remain in the previous fiscal year.

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)

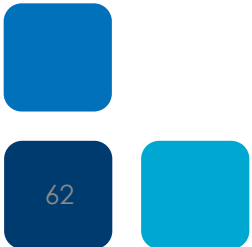


ME5A List Display of Purchase Requisitions



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 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**.



Questions?



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



Questions After The Q&A Webinar?

