SCEIS Year-End Processes for FY26 (CO500)

LOGISTICS

Revised: May 12, 2026

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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:
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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

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FY26 Year-End Important Dates

June 23	June 30	July 1	July 16
• 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.	• Last day to close or reduce PREQs to unencumber FY26 budget. • State fiscal year ends. • Last day to take year-end inventory.	• 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.	• 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.

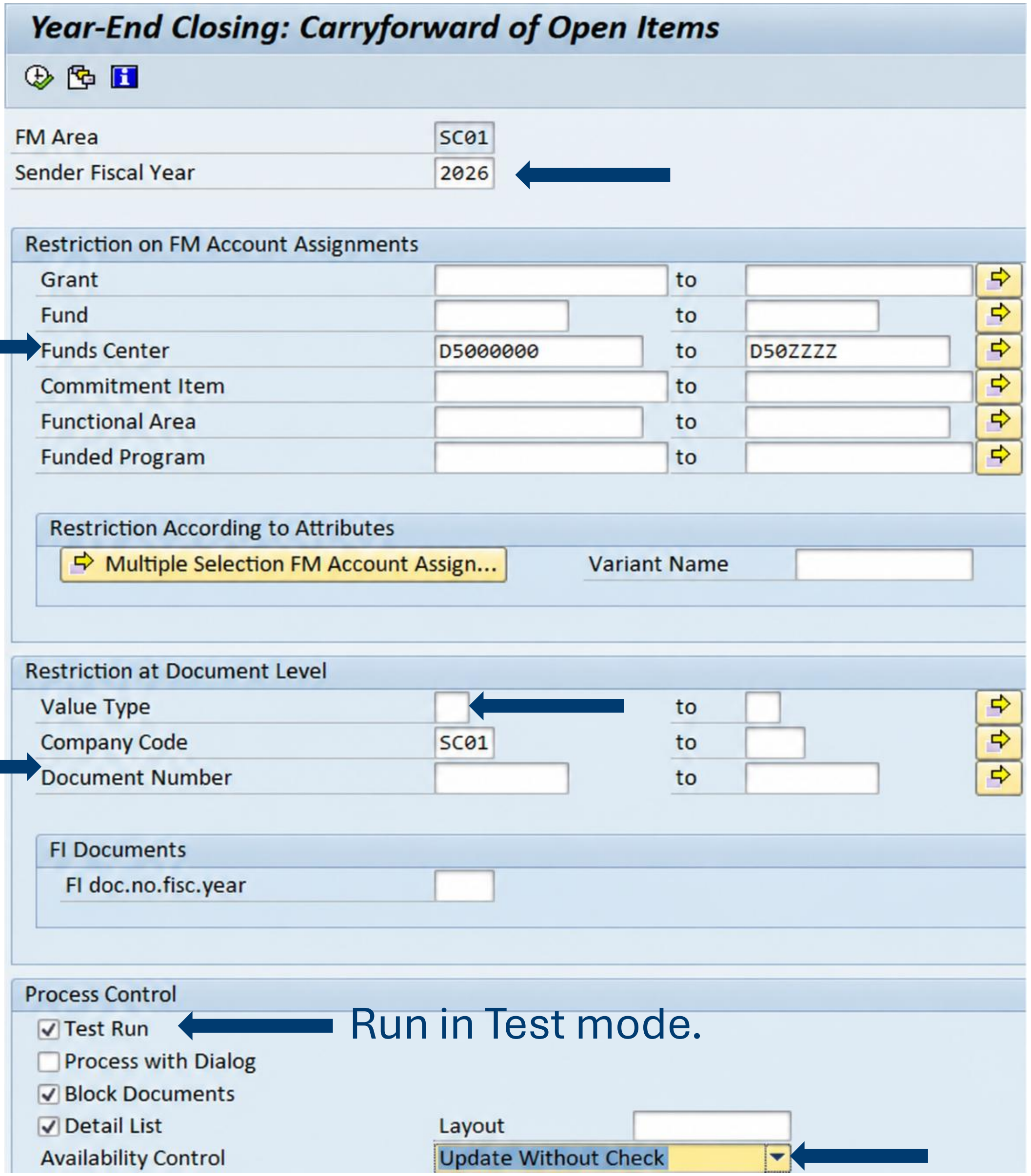
You will only be able to access your agency’s data.

This transaction will only be available From June 23-July 16.

ZFMJ2 – Carry Forward of Open Items

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 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 Layout
Availability Control Update Without Check

Run in Test mode.

Sender Fiscal Year 2026.

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

Run with correct AVC setting.

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ZFMJ2 – Availability Controls

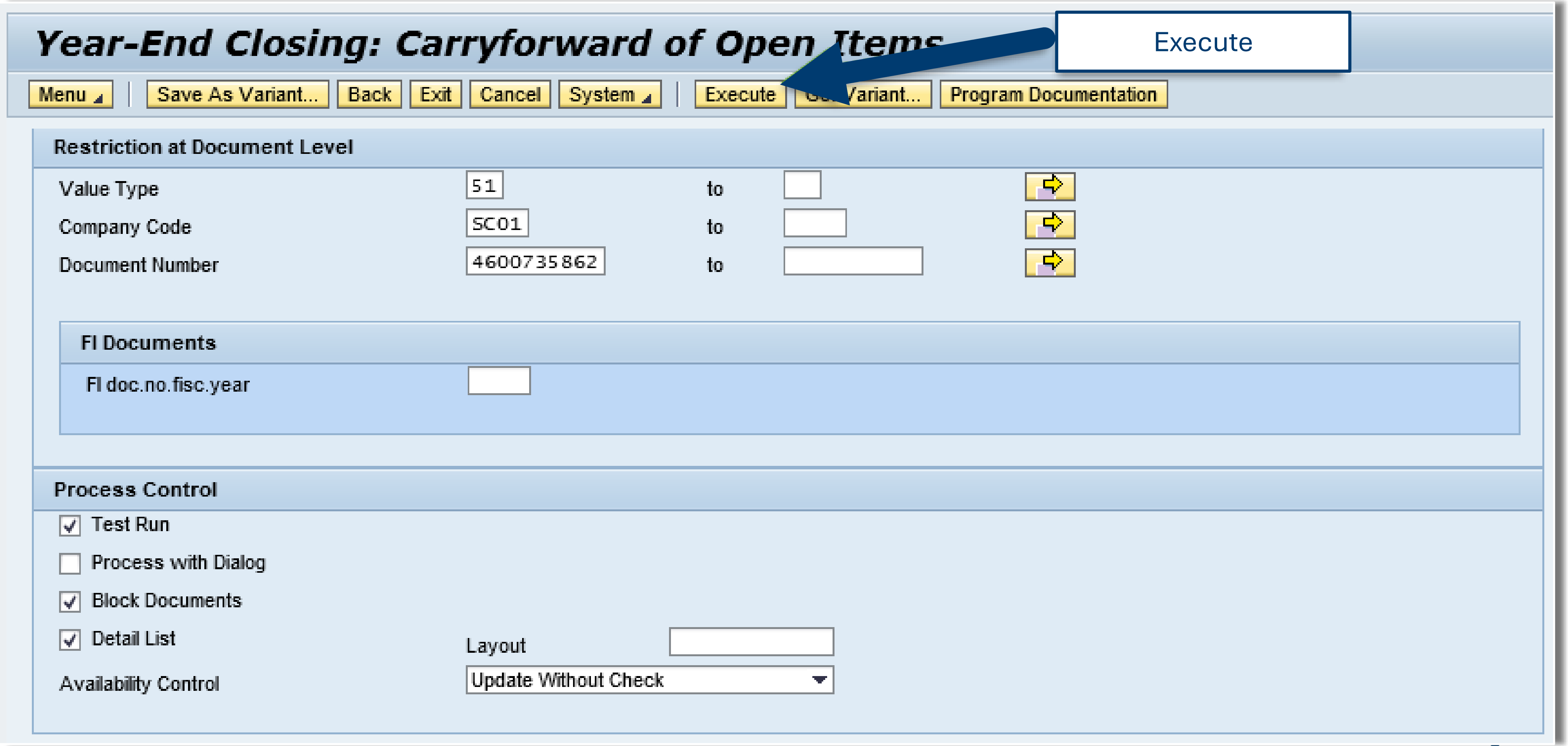
You can control Availability Control (AVC) for Carry Forward (CFWD) items.

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.]

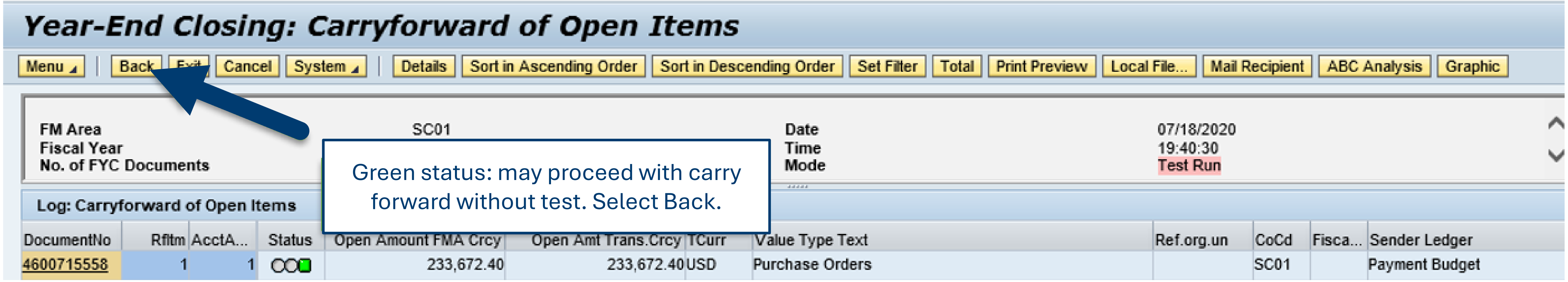
Update without checks: Assigned values are updated. Availability is not checked. The budget can be overrun. The assigned values do NOT have to be reconstructed after the program has been run. [Recommended.]

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.

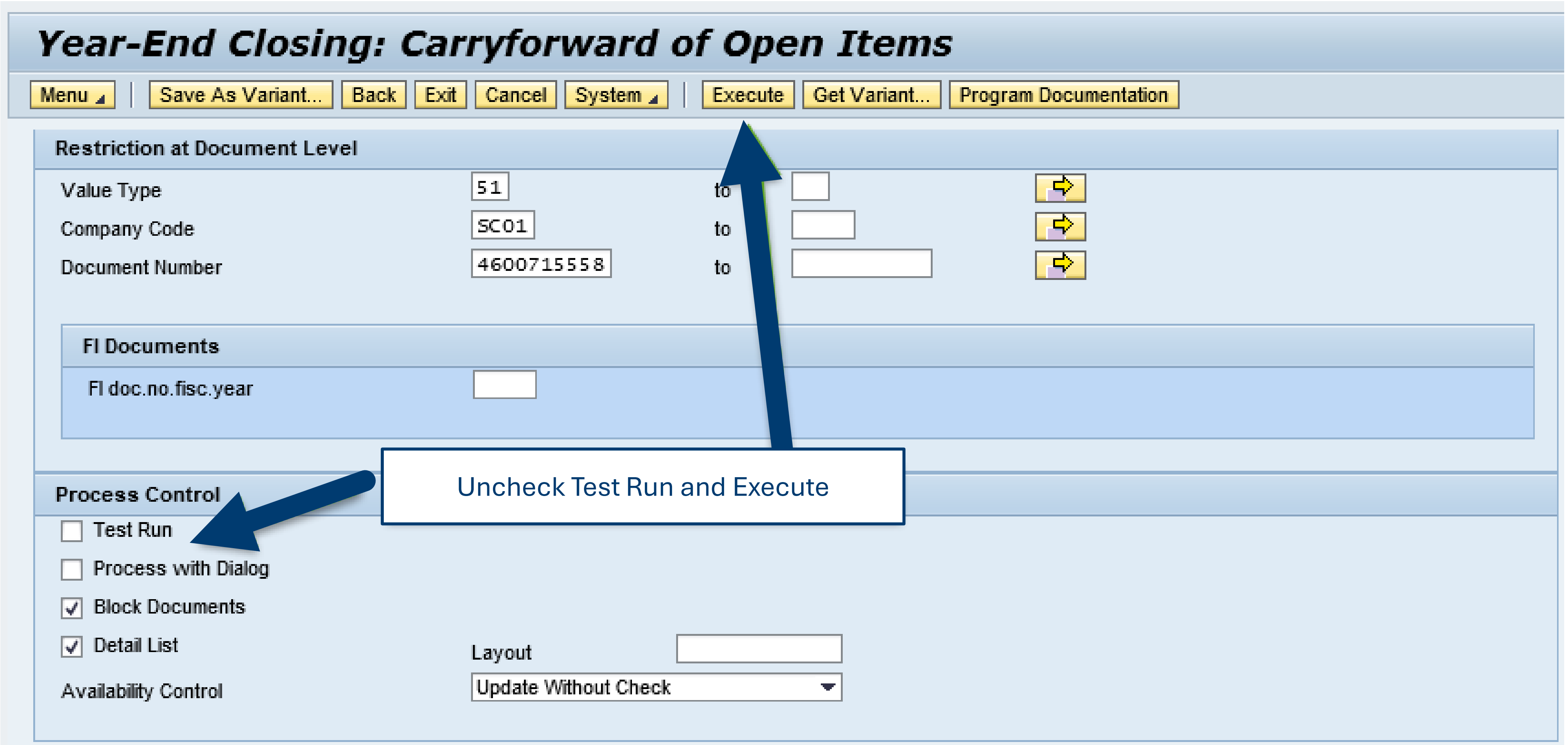
ZFMJ2 – Carry Forward of Open Items



ZFMJ2 – Carry Forward of Open Items



ZFMJ2 – Carry Forward of Open Items



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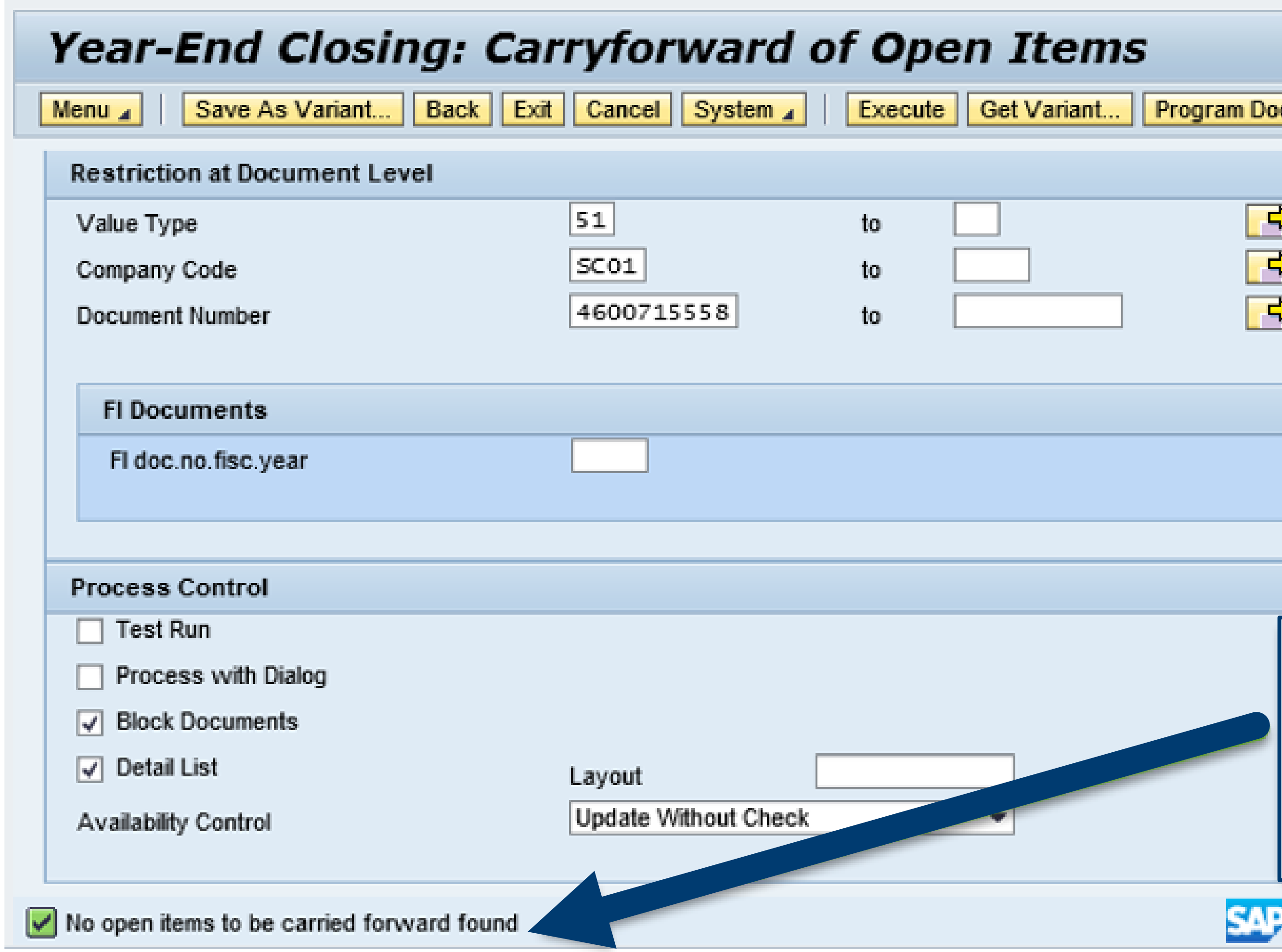
ZFMJ2 – Carry Forward of Open Items



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

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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.

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Lesson 3: Purchase Order (PO) Reduction Processes

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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.

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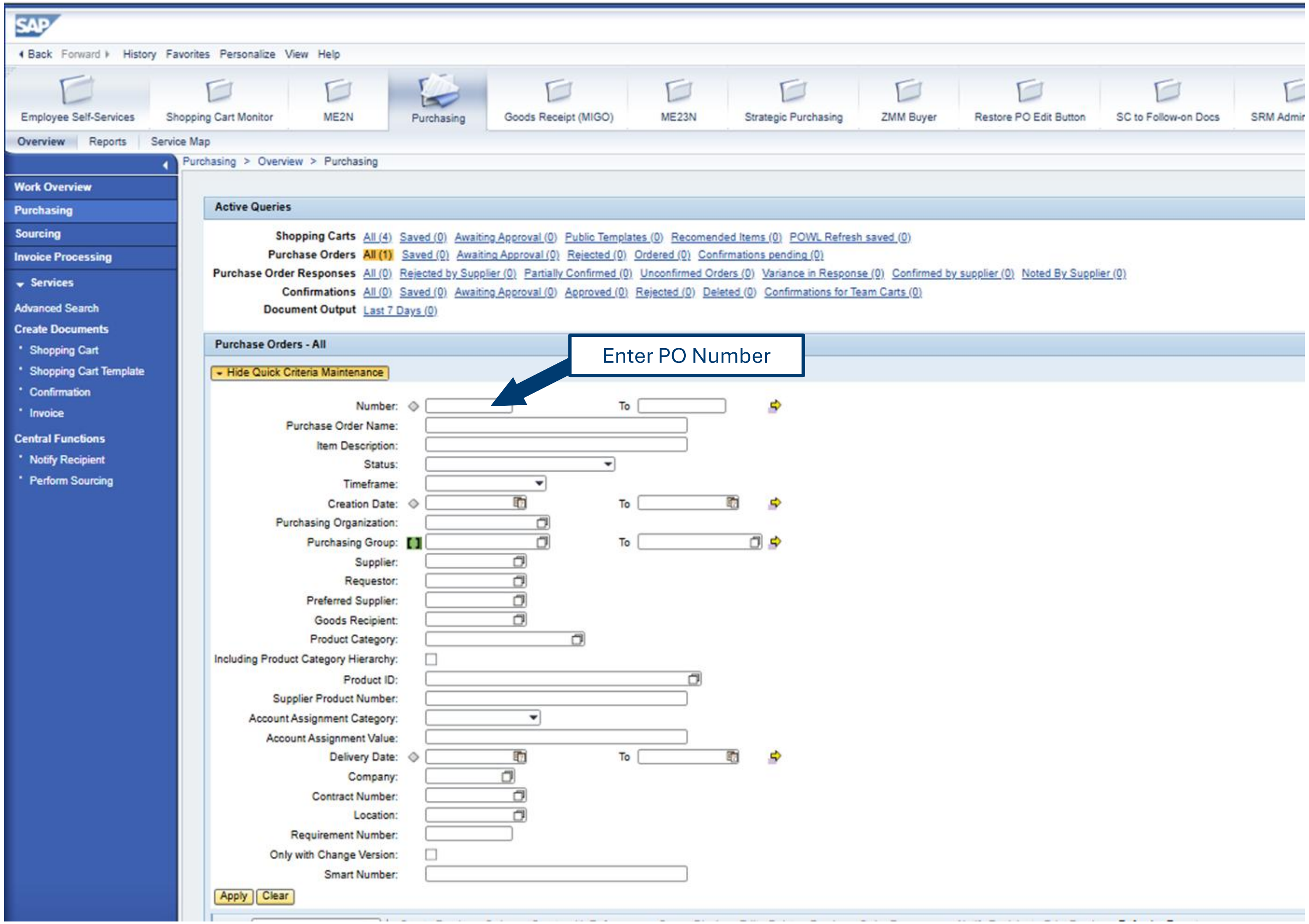
Steps to Reduce a Standard PO

1. Sign into SRM and search for the PO.



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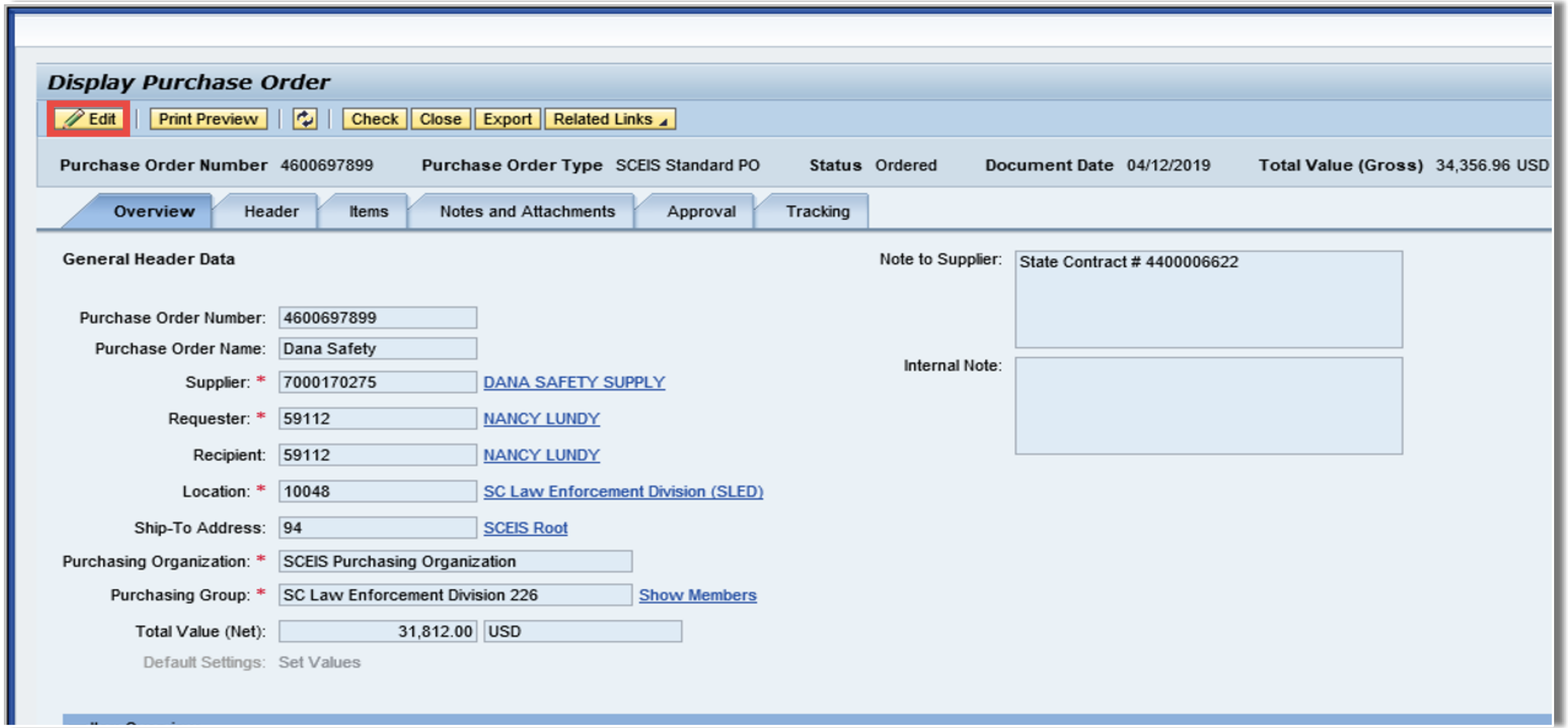
Steps to Reduce a Standard PO

2. Click **Edit.**



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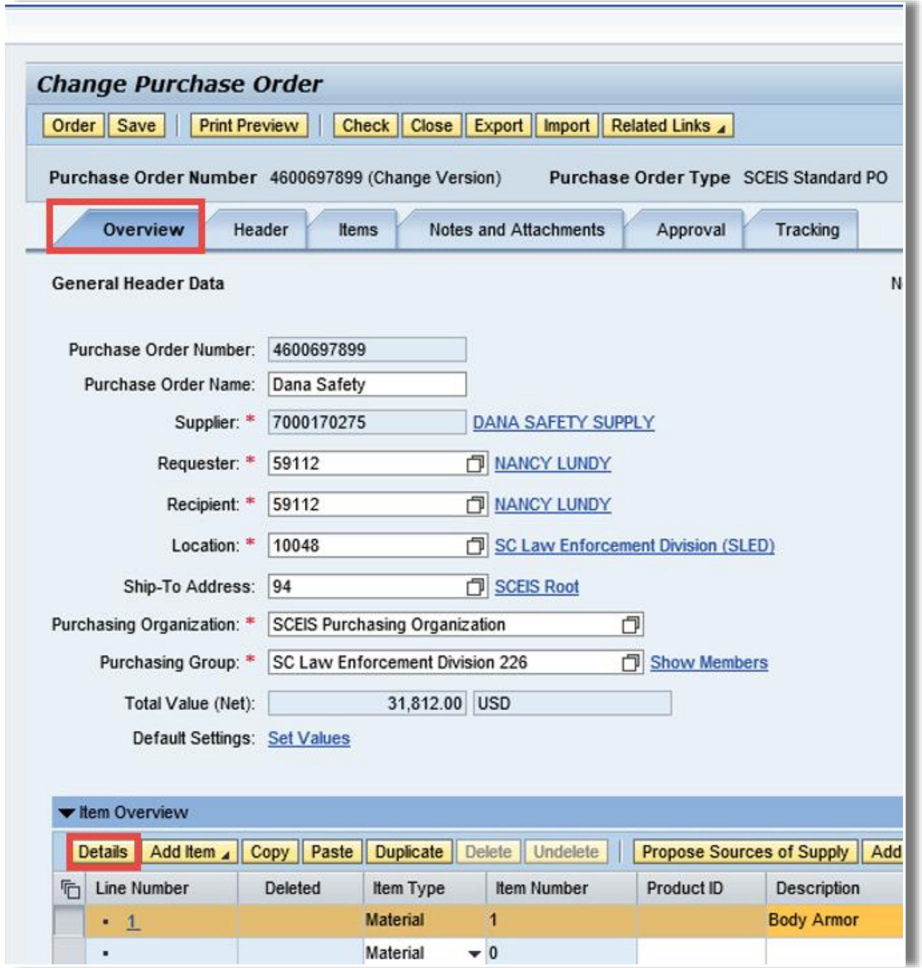
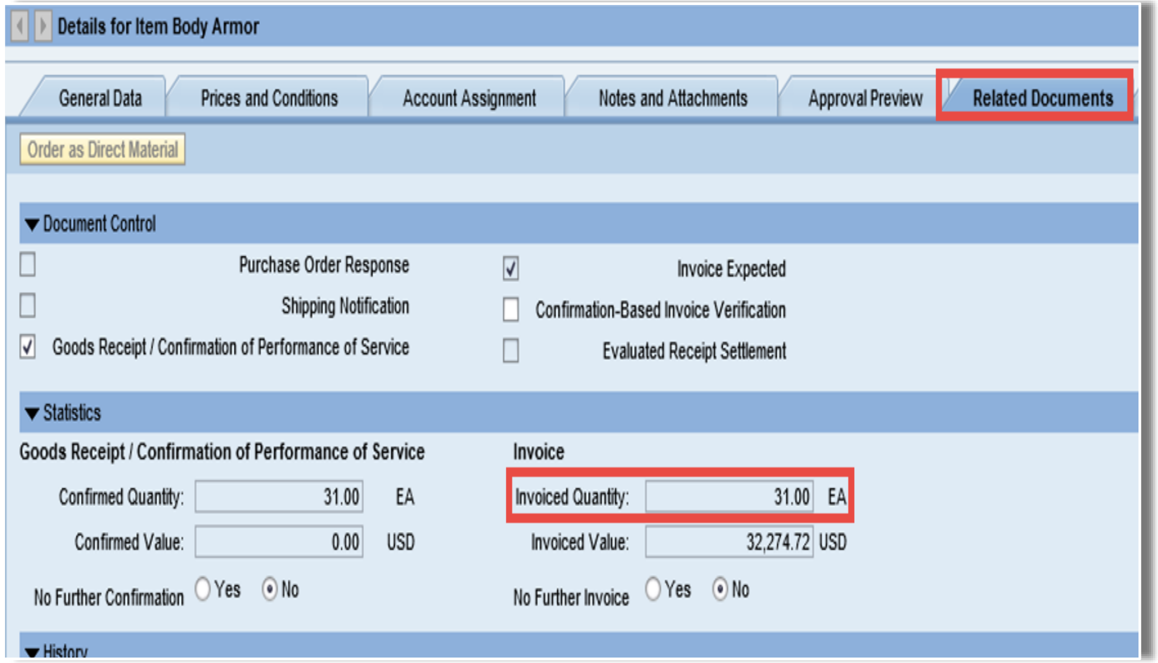
Steps to Reduce a Standard PO

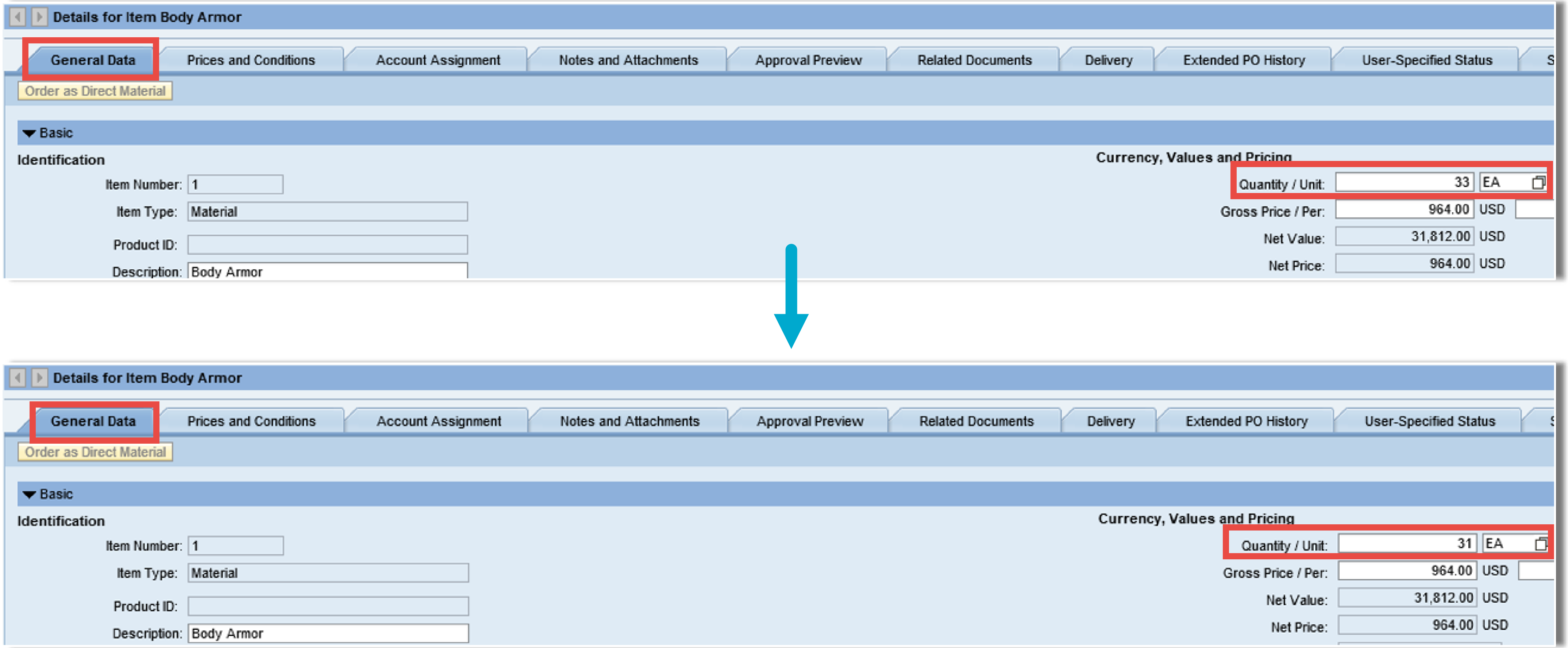
3. Confirm invoice amount.





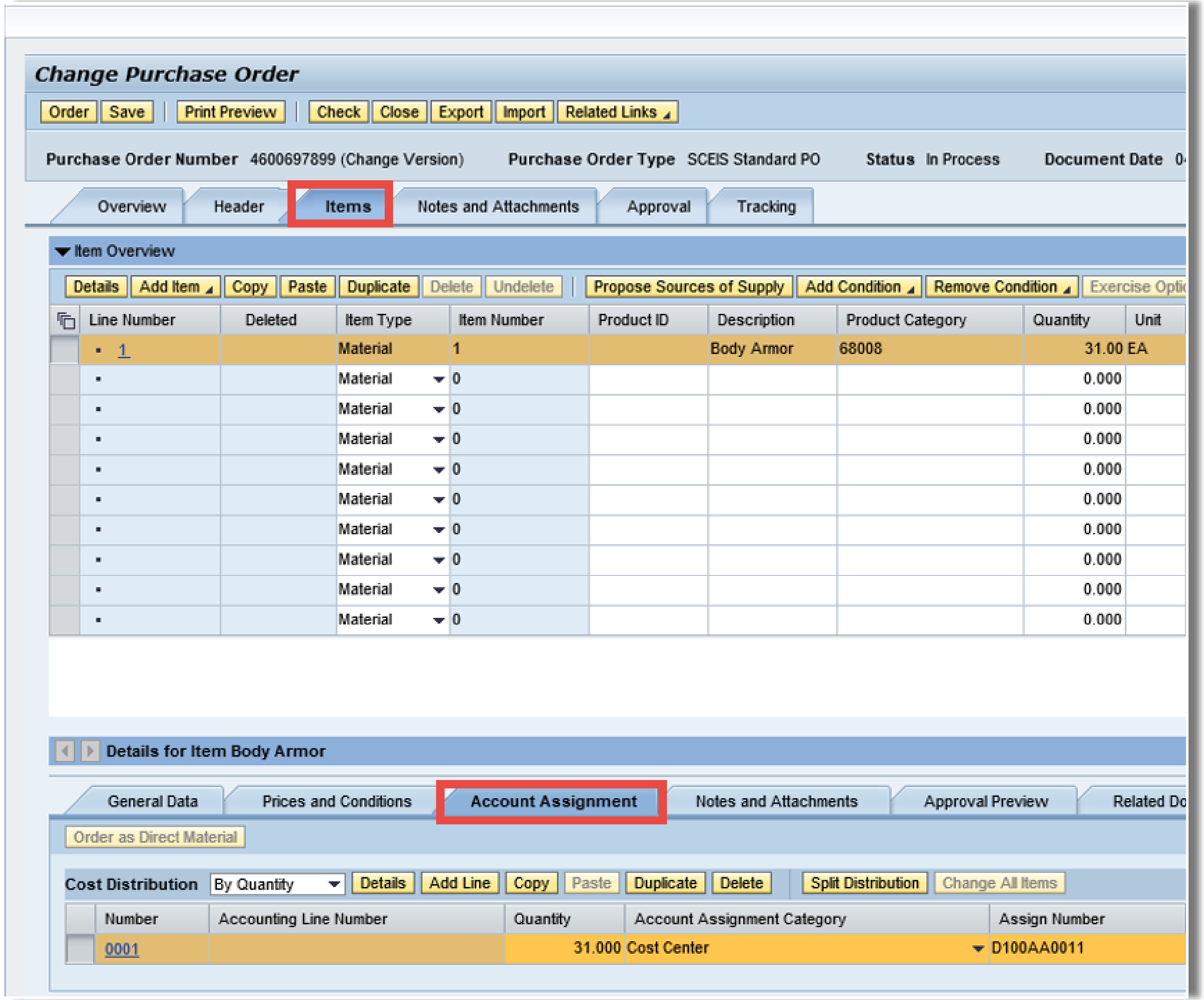
Steps to Reduce a Standard PO

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



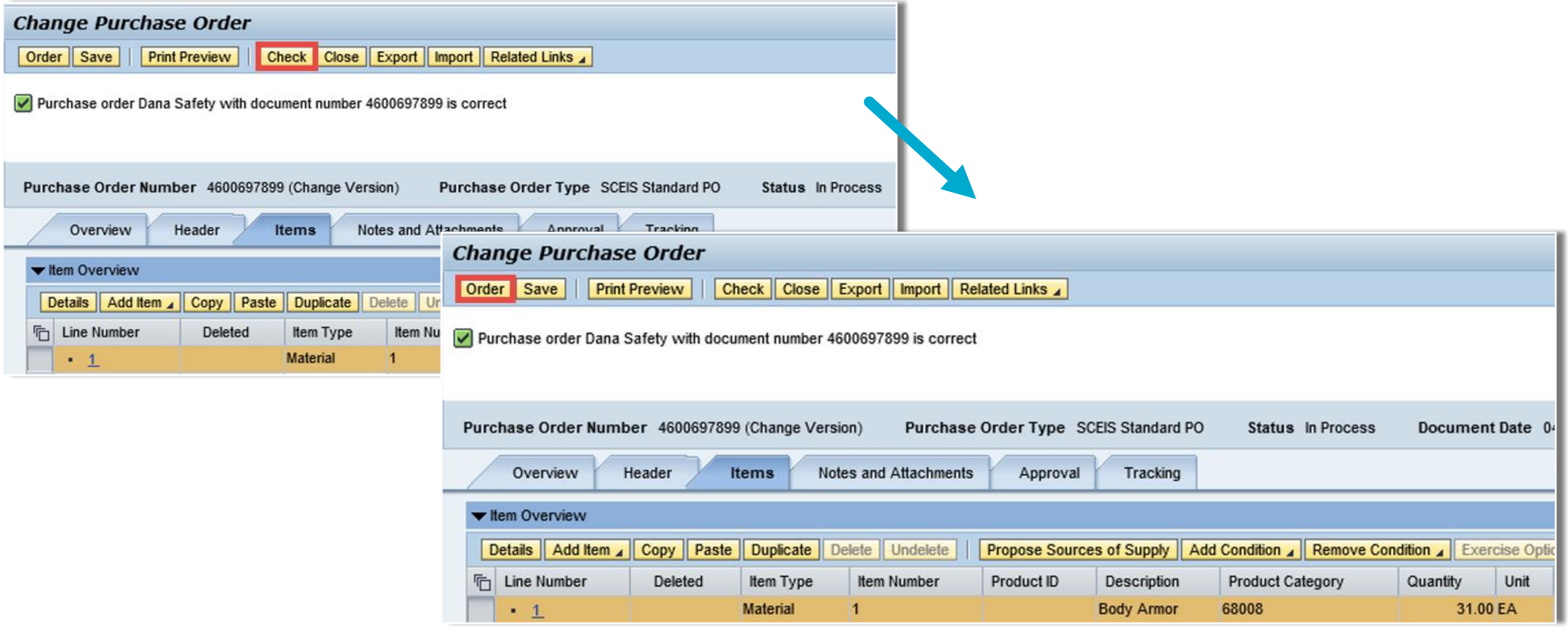
Steps to Reduce a Standard PO

5. Update Account Assignment accordingly.



Steps to Reduce a Standard PO

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



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Lesson 4: Purchase Order (PO) 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 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 **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.**

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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.**

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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

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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

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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

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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. 45XXXXXXXX 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.

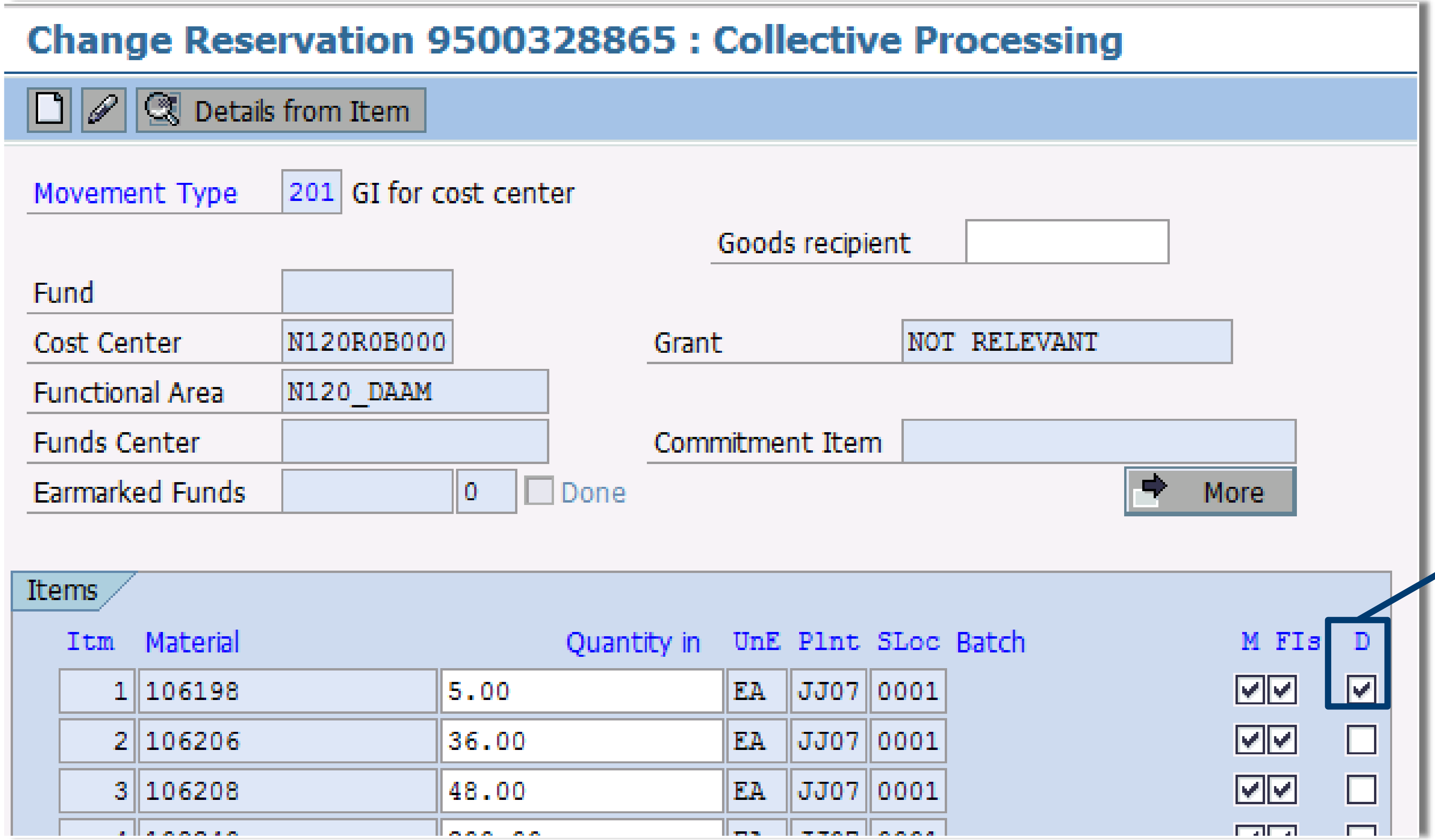
If you do not want to leave items on backorder (transaction MIGO), mark the **Final Issue** indicator in the **Goods Issue**.

OR

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

Material Reservation – Deletion

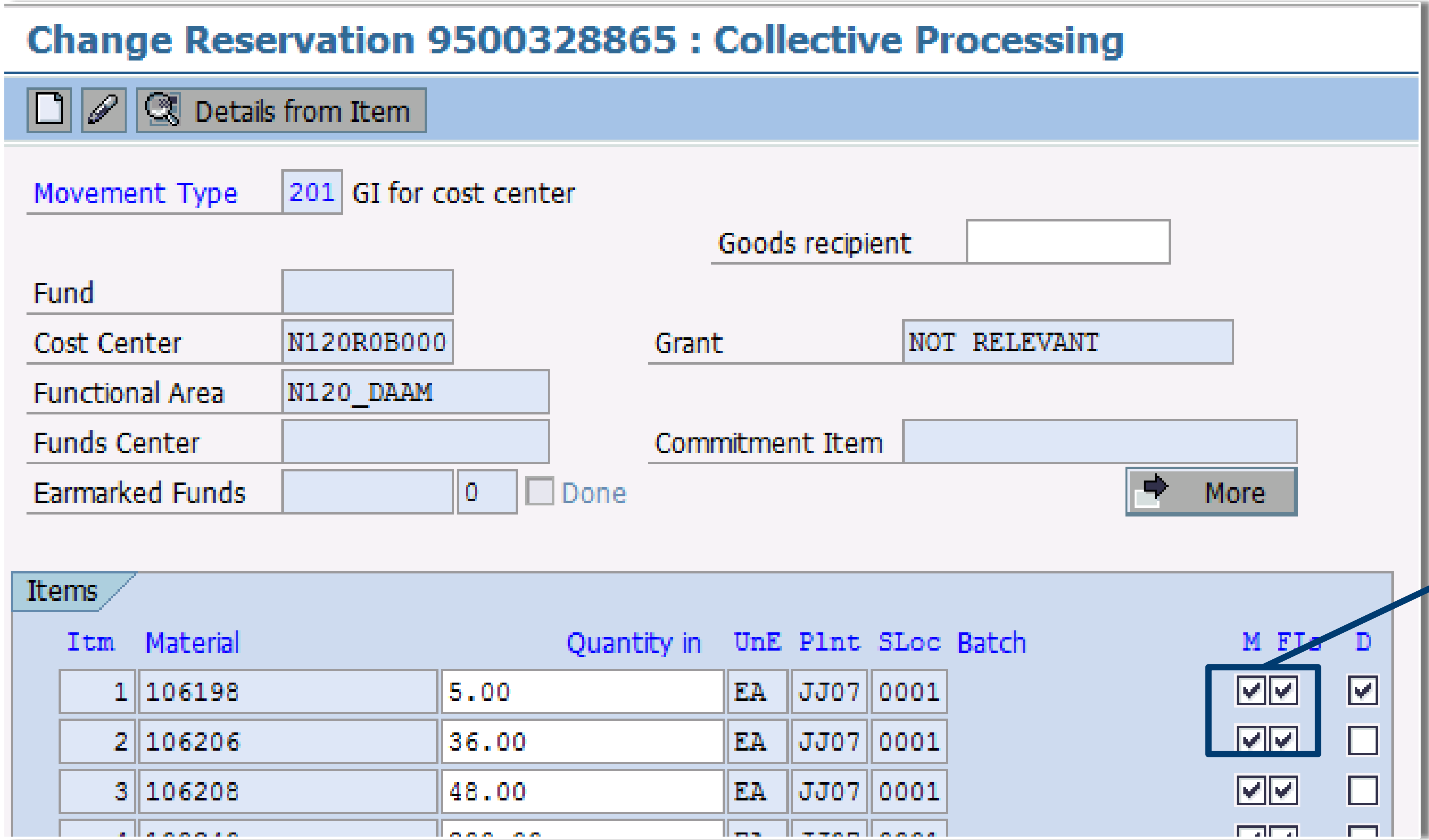
MB22 – Change Reservation



Deletion Indicator

MB22 Change Reservation – Final Issue

MB22 – Change Reservation

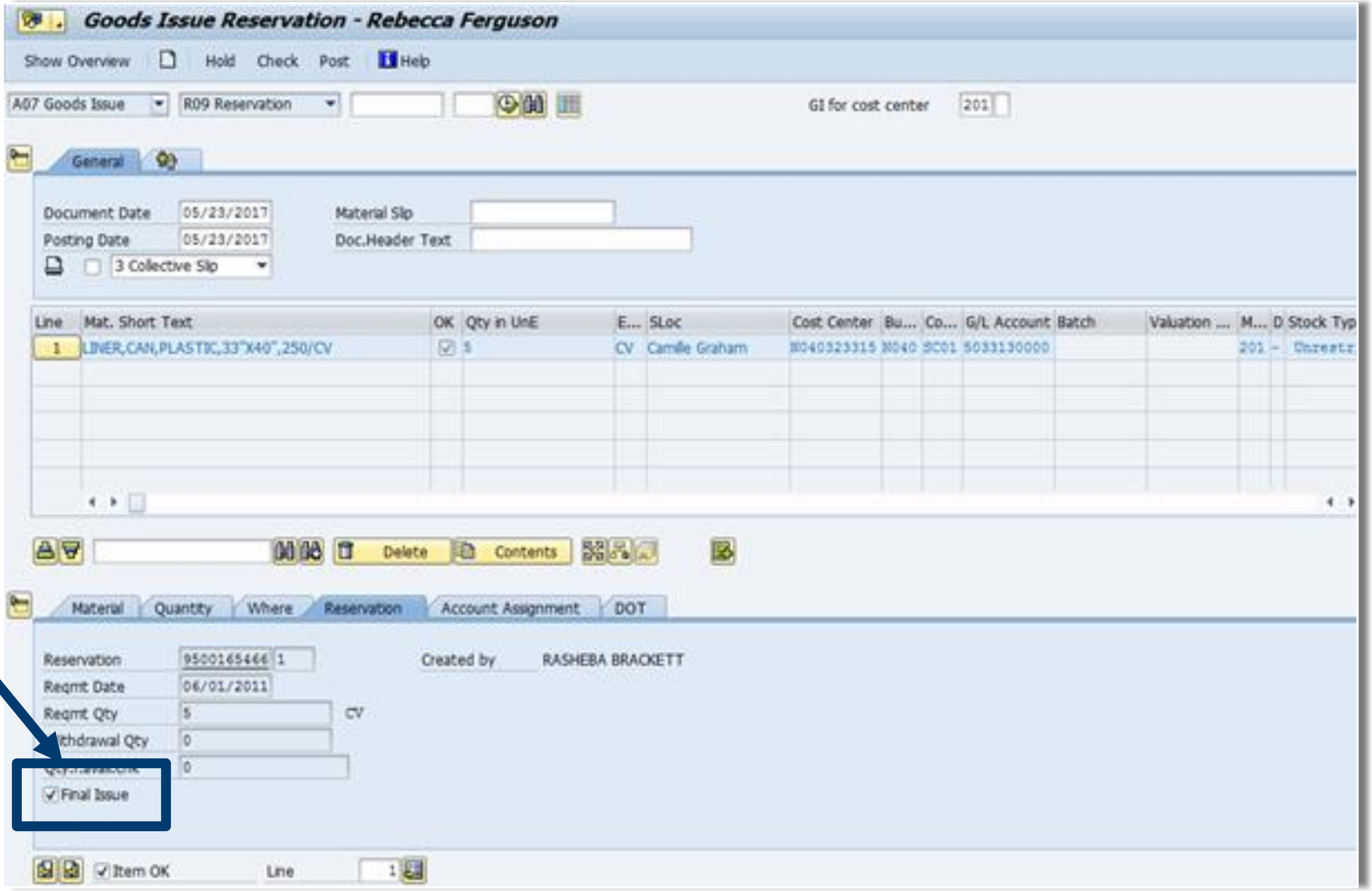


Final Issue indicator

MIGO Goods Issue – Final Issue

MIGO – Goods Issue

Final Issue indicator



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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.

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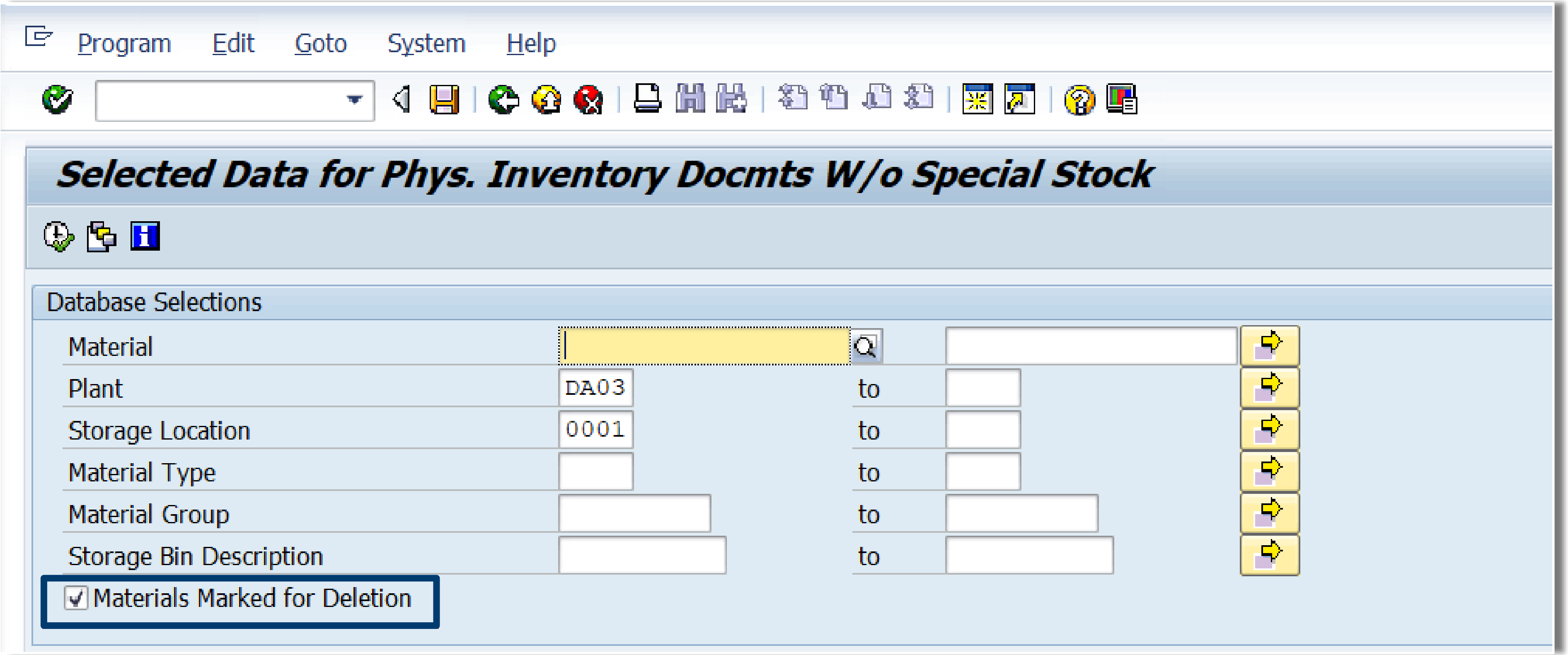
Other Year-End Considerations

When creating physical inventory documents in MI31, be aware that the check box to include **Materials Flagged for Deletion** is automatically checked.



Lesson 7: Sales and Distribution (SD) Processes

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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.

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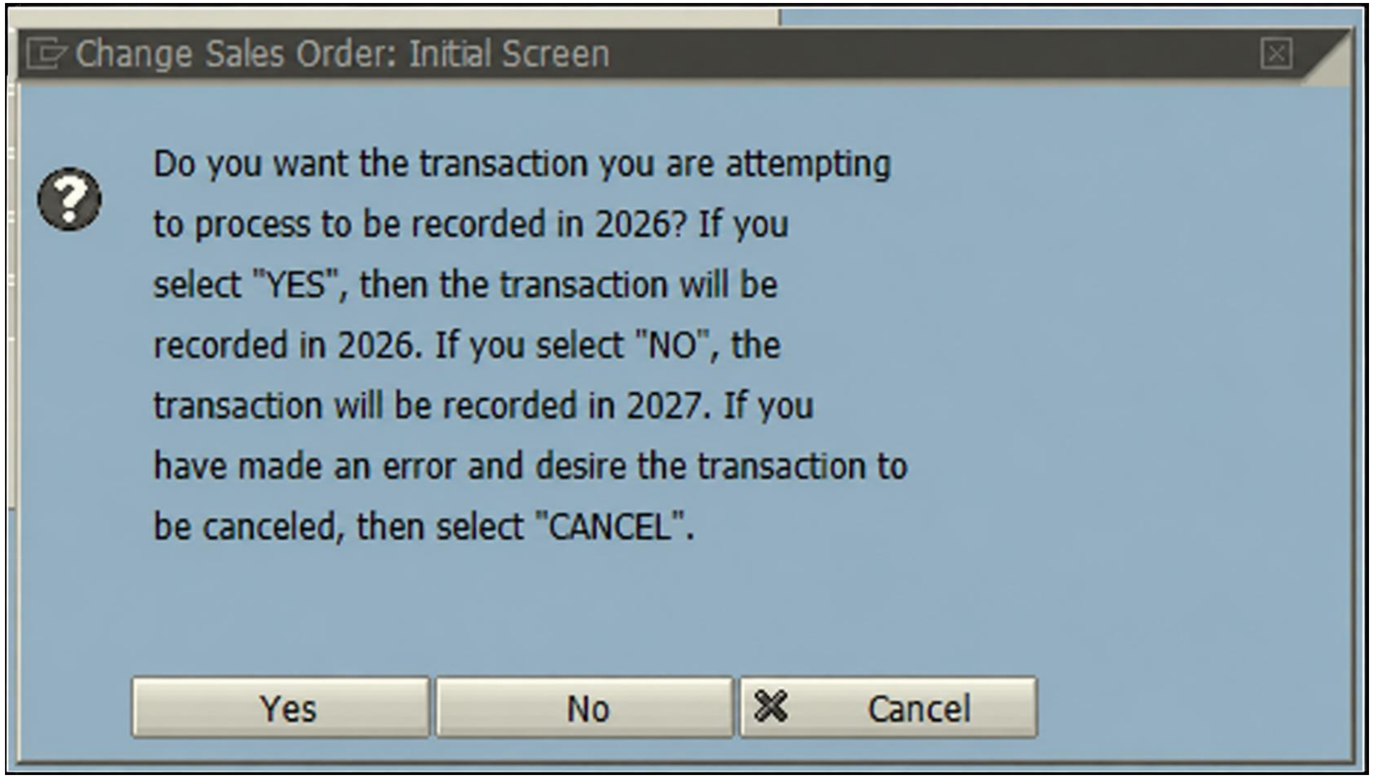
FY26-27 Pop-up Message

VA02 Change Sales Order

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

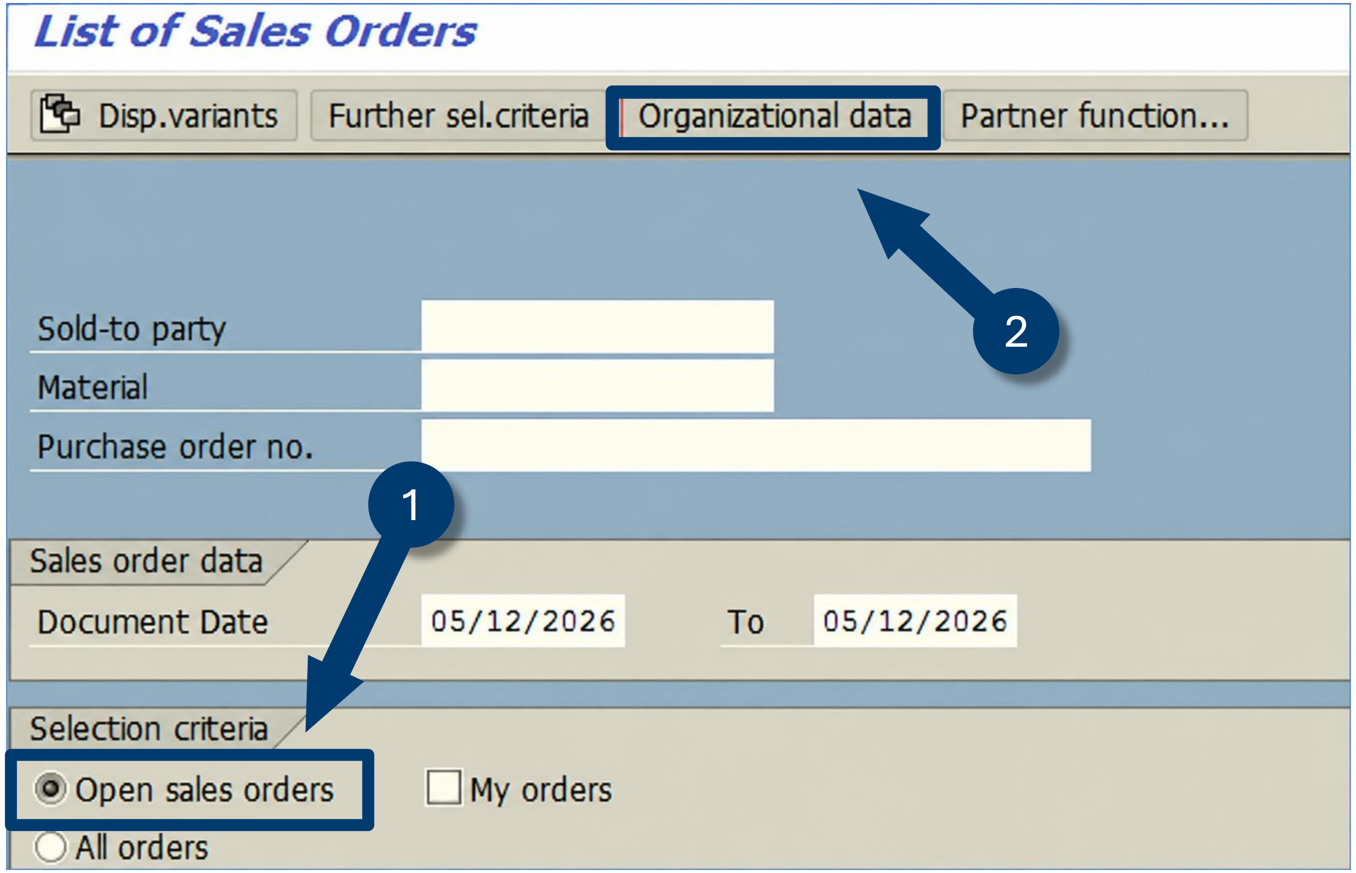


VA05 – Open Sales Orders

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.



VL10H – Activities Due for Shipping, Pick and Issue

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

Dialog Background

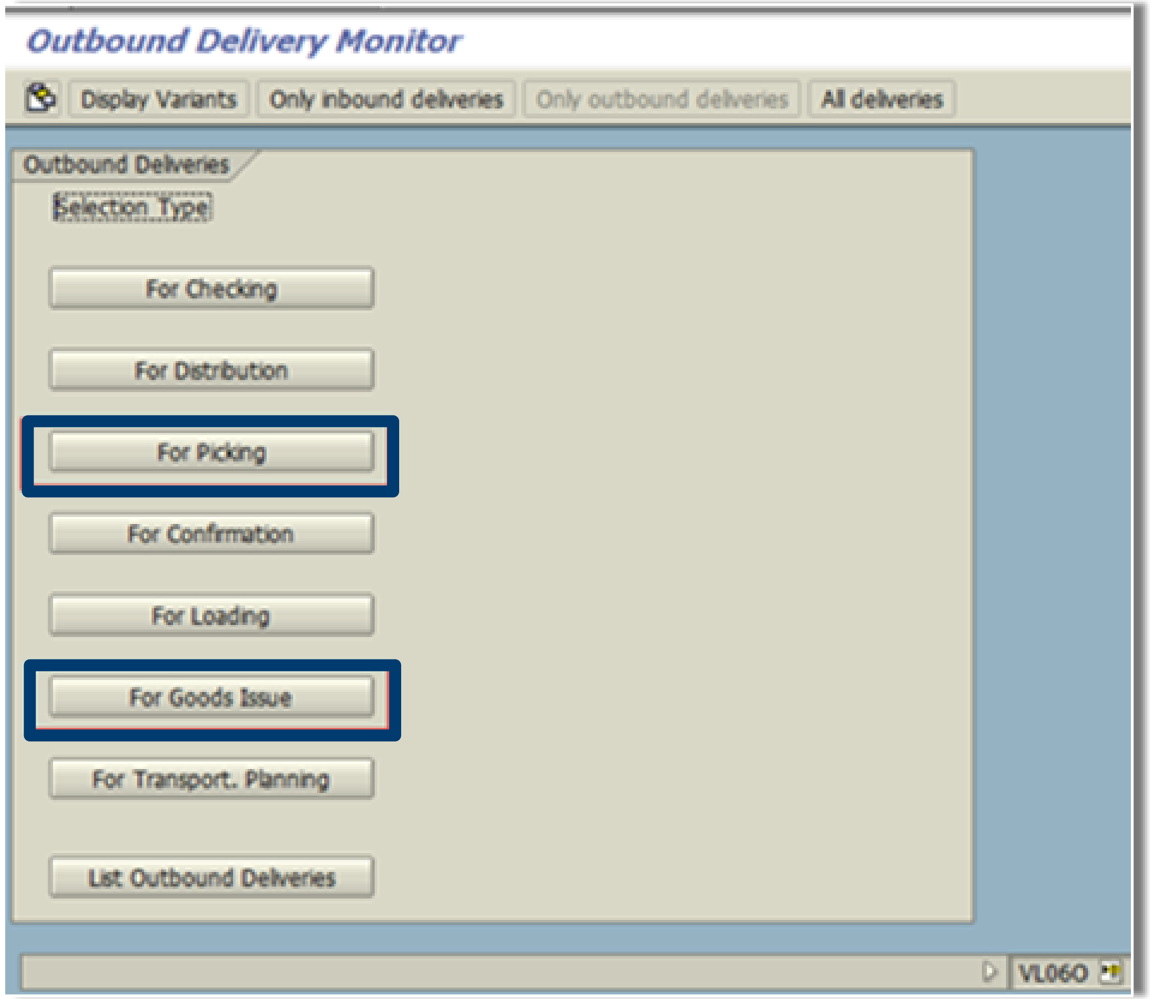
OriginDoc.	Sold-To Pt	SaTy					
Item	**GI Date**	**DB**	**Material**	**Open qty**	**BUn**	**Cum.qty**	**SU**
398917	N040111	ZOR					
10	09/03/2025		136663	1.00	EA	1.00	EA
399279	11	ZOR					
10	09/10/2025		129721	1.00	EA	1.00	EA
399547	3131011	ZOR					
10	09/17/2025		152592	1.00	EA	1.00	EA
20	09/17/2025		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

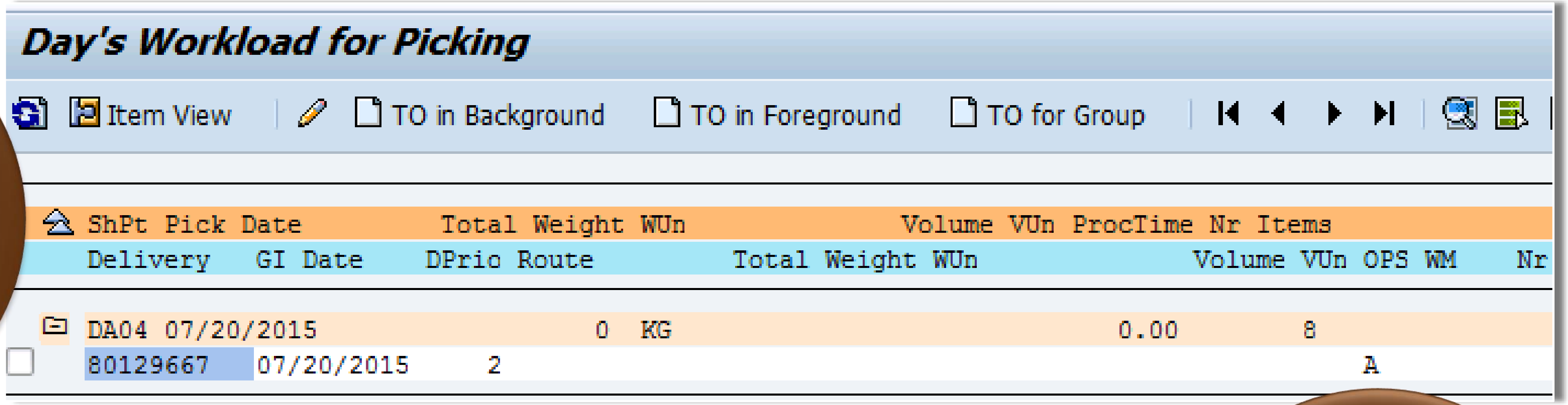
Verify all material is picked and issued.

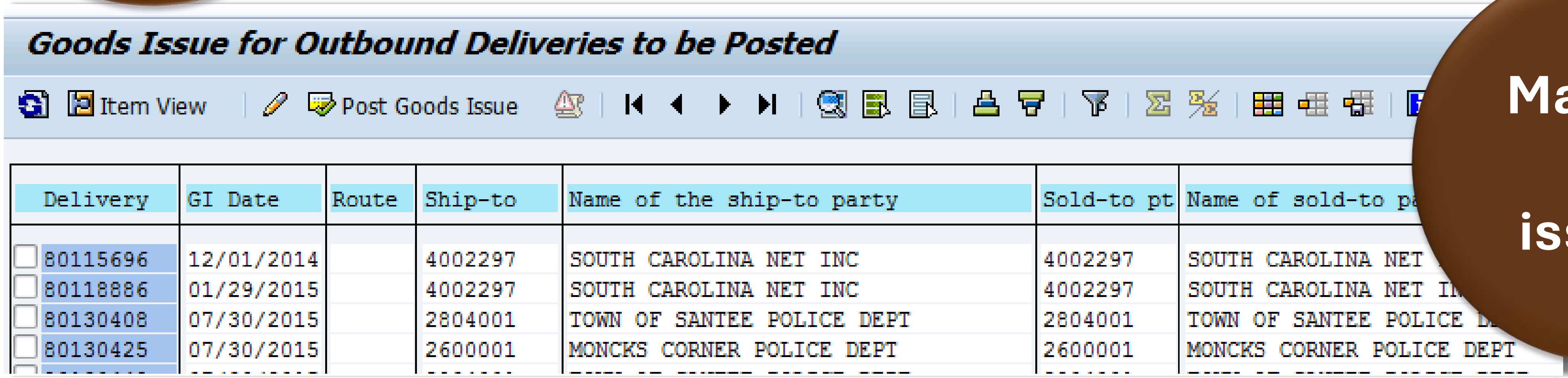
If VL10H is SAVED rather than picked and issued, the document will be here to complete.



VL06O – Day’s Workload for Picking and Goods Issue

Material not picked.





Material not issued.

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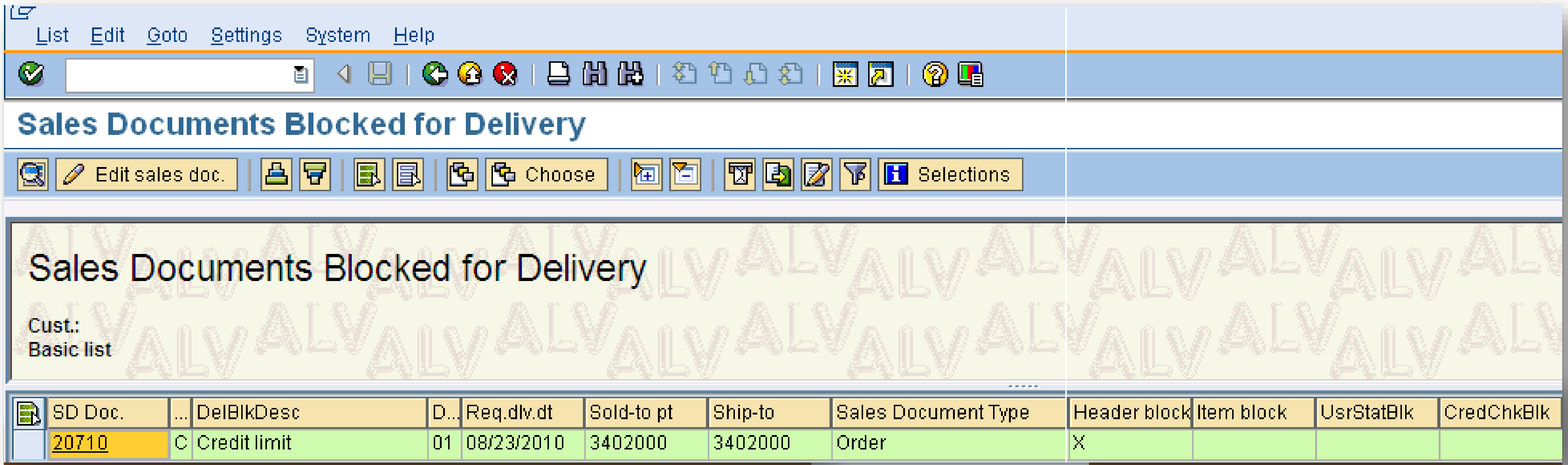
VA14L – Documents Blocked for Delivery



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

Sales org.	Payer	BlC...	Billing Date	Bill	Created	Created On	Sold-To Pt	Bill.Doc.	P...	S	Billing Category	Billing Type	Name of the payer
ZDOC	H120019	L	01/06/2026	F2	TER404...	04/03/2026	H120019	904179...			Delivery-related billing docume...	Invoice	CU - OFFICE OF GE
ZDOC	H120019	L	01/21/2026	F2	TER404...	04/20/2026	H120019	904184...			Delivery-related billing docume...	Invoice	CU - OFFICE OF GE
ZDOC	N040111	L	03/31/2026	F2	TER404...	04/27/2026	N040111	904191...			Delivery-related billing docume...	Invoice	SCDC DIVISION OF

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VF04 – Maintain Billing Due List

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

All shipments made by **June 30** must be billed by that date.

Review all open Billing Documents related to Sales Orders.

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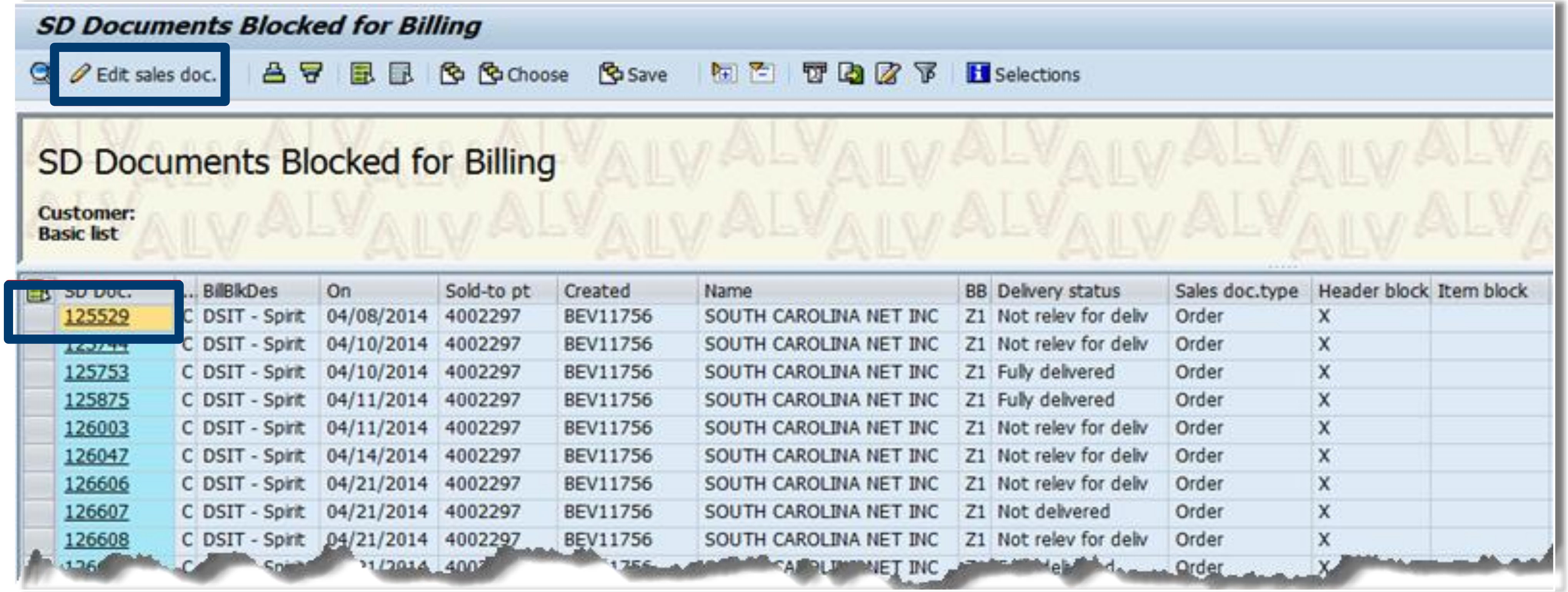
V23 – SD Documents Blocked for Billing

Review all SD documents blocked for billing.



SD Doc.	...	BillBlkDes	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 deliv	Order	X	
[illegible]	C	DSIT - Spirit	04/10/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	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 deliv	Order	X	
126047	C	DSIT - Spirit	04/14/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	Order	X	
126606	C	DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Not relev for deliv	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 deliv	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.

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.

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Lesson 8: Reporting

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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

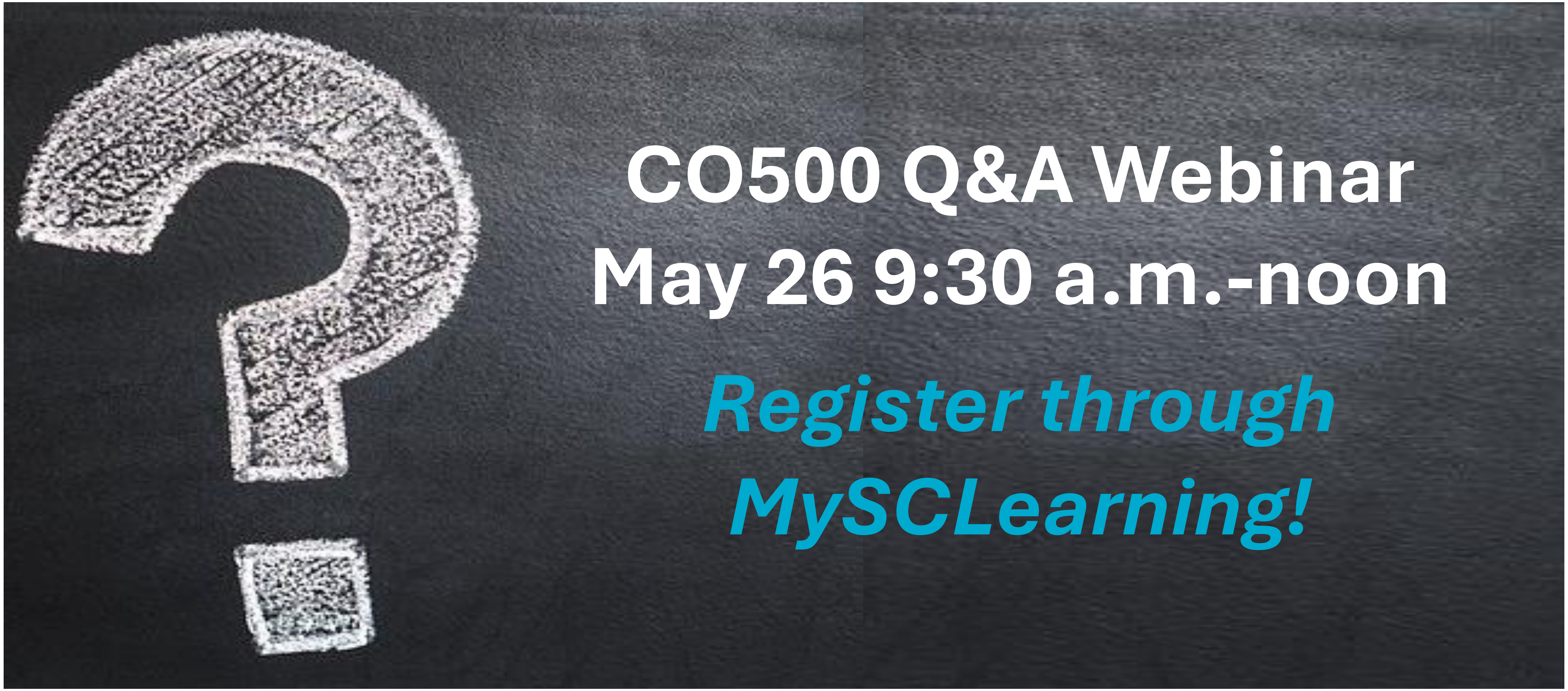
ME2N & ME2K Purchasing Documents per Document Number (Search and report data)

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?



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Questions After The Q&A Webinar?