SCEIS Year-End Processes for FY2025 (CO500) FINANCE
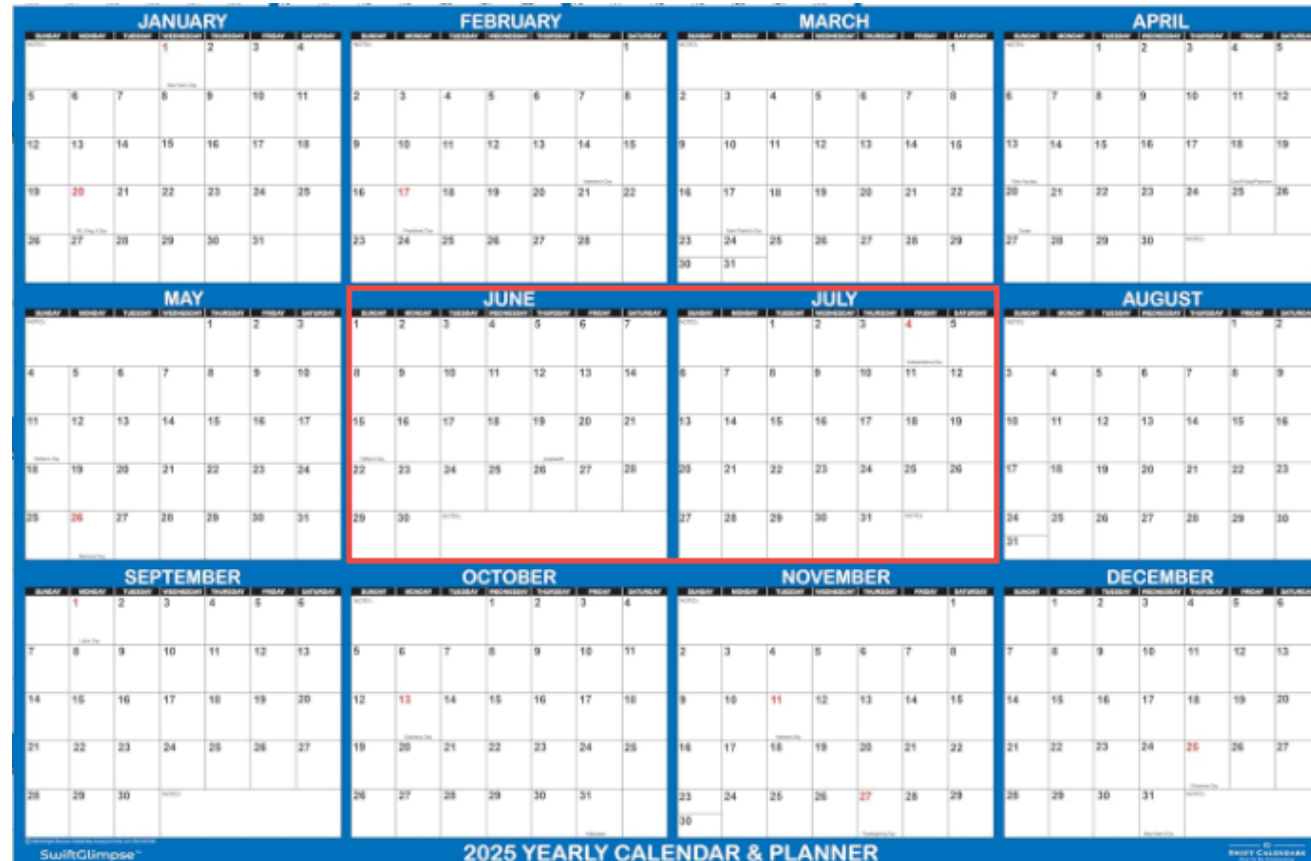
SCEIS
SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Welcome and Introductions

Welcome to SCEIS Year-End Processes FY2025 (CO500)

FINANCE YEAR-END PROCESS

Lesson Overview

Lesson 1: FY2025 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

SCEIS

FY2025 Year-End Important Dates Overview

June 30

July 14

July 16

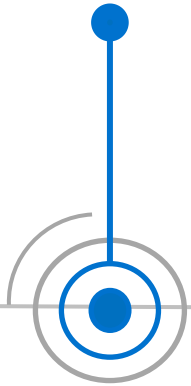Dates and deadlines are the same for SCEIS and non-SCEIS agencies.

July 9

July 15

July 22

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FY2025 Year-End Important Dates

June 30

State fiscal
year ends.

July 9

Last day to close or reduce
Purchase Requisitions
(PREQs) to unencumber
FY2025 budget.

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

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FY2025 Year-End Important Dates

July 14

Last day of FY2025 for Accounts Payable (AP) processing. Documents must be received in the Comptroller General's (CG) Office by 5 p.m.
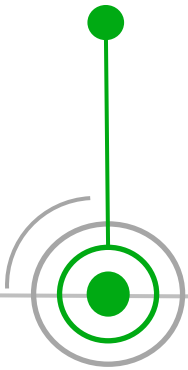
All AP parked documents should be cleared (paid or deleted) by 5 p.m.

Last day to close or reduce Funds Reservations to unencumber FY2025 budget.

Last day to process Journal Entries (JE) that would impact the automated Use Tax process.

SCEIS

FY2025 Year-End Important Dates

July 15

July 16

Last day to close, reduce or carry forward Purchase Orders (PO) to unencumber FY2025 budget.

SCEIS will process automated Use Tax.

Last day to carry forward PREQs and sales orders to unencumber FY2025 budget.

Last day to carry forward Funds Reservations to unencumber FY2025 budget.

FY2025 Year-End Important Dates

July 22

All parked documents (should only be JEs) must be processed or deleted by 5 p.m.

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

Last day to process correcting JEs in Period 13 for FY2025.

Last day to process JE for Indirect Costs.

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Document Dates for Year-End

July 1-14

SCEIS transactions for *extended Period 12* of the old fiscal year and *Period 1* of the new year are **both** being processed.

AP documents to be posted in the old year must have a posting date of June 30, *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, FY2025,** transaction.

July 14

Refunds of FY2025 expenditures must be received in the STO no later than **COB July 14.** Use **Period 12.**

These documents must be received in the State Treasurer's Office (STO) no later than **Close of Business (COB) July 7.**

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Payment Dates for Year-End

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

June 30

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

July 31

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

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Period Dates for Year-End

Period 12 FY2025
Open for normal processing from **June 1**, through **July 14**.

Period 13 FY2025
Open for users with a special JE role from **July 15-22**.

Period 14 FY2025
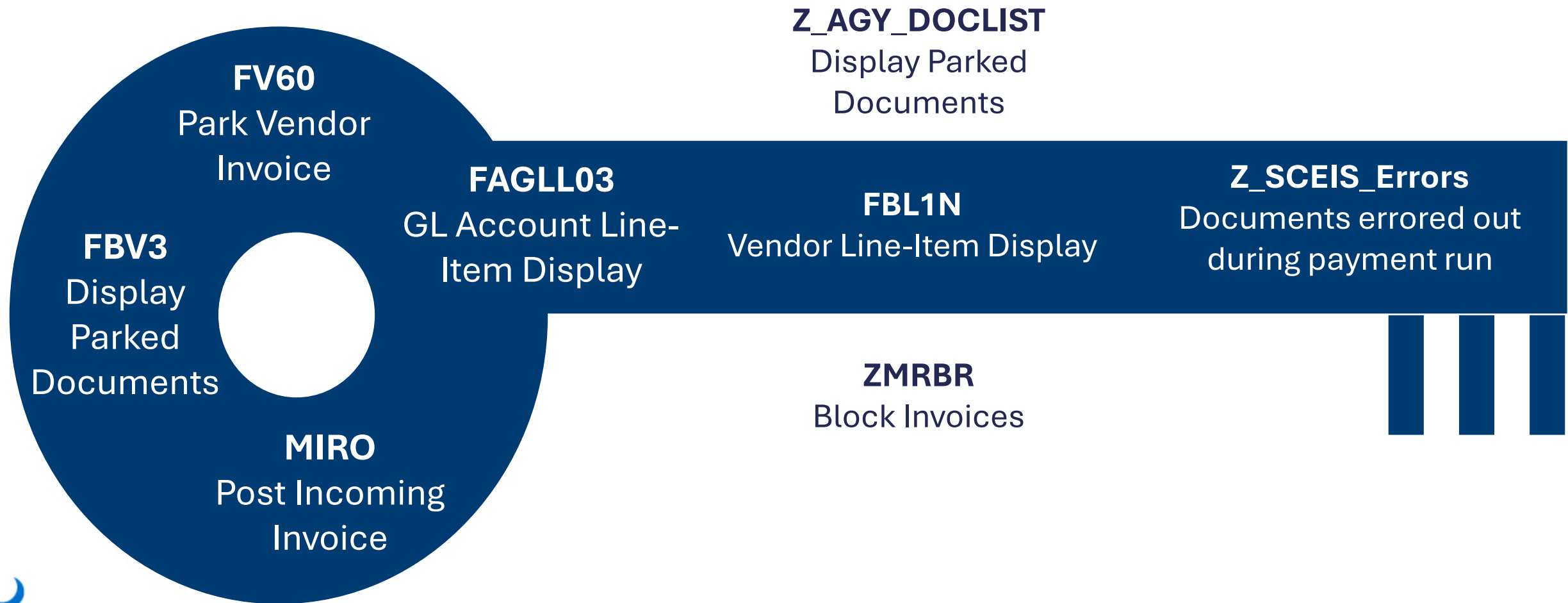Open for financial statement agency users from **July 23** through **Oct. 1**.

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Lesson 2: Managing Expenditures and Accounts Payable Processes

Key Transactions

FV60
Park Vendor Invoice

FBV3
Display Parked Documents

MIRO
Post Incoming Invoice

FAGLL03
GL Account Line-Item Display

Z_AGY_DOCLIST
Display Parked Documents

FBL1N
Vendor Line-Item Display

ZMRBR
Block Invoices

Z_SCEIS_Errors
Documents errored out during payment run

SCEIS

Payment Terms

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

2025

J	F	M	A	M	J

J	A	S	O	N	D

!
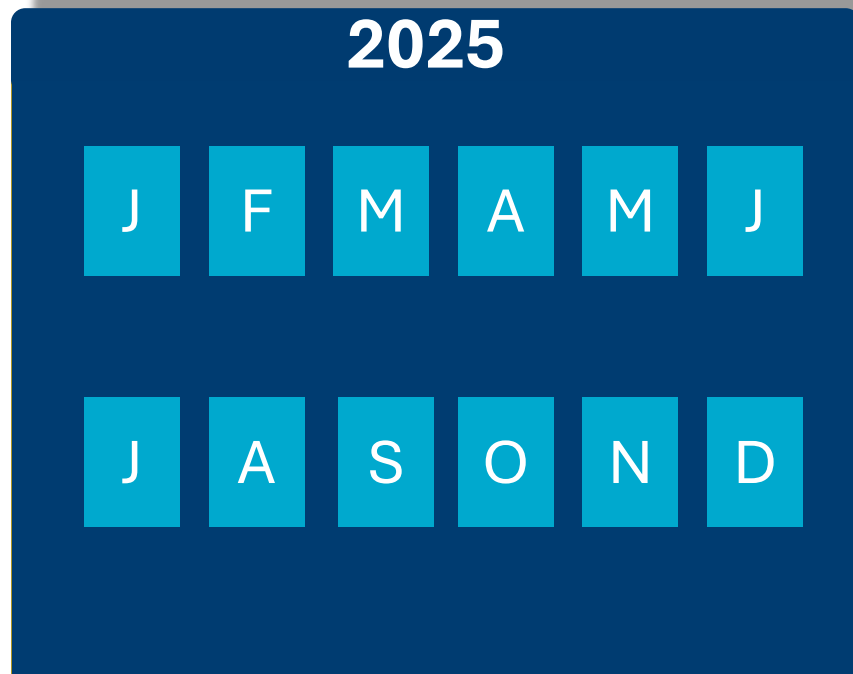
july 2025

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		

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 FY2025 will be picked up in the payment run for that day.

SCEIS

Identifying Future-Dated Invoices – FAGLL03

Invoice for March

Invoice for April

Signature

Future Invoice for May

Signature

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

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

Identifying Future-Dated Invoices – FAGLL03

Enter GL 2000010000 and execute.

Identifying Future-Dated Invoices – FAGLL03

These invoices will not pay and are consuming budget.

Parked Documents with Funds Reservation (FR)

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.

2025

J	F	M	A	M	J

J	A	S	O	N	D

Submit a SCEIS Help 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.

FY2025 Year-End Important Dates

2025

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

June 30

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

2026

Example: → Invoice received in August for services performed in May. → The prior 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.

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Prior Year Payables in the New Year

Run the accounts payable transactions for the reporting package.

Report any transactions identified/processed to CG's Office, regardless of the amount, after the submission of the accounts payable 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.

This requires continued evaluation after the reporting packages are due to ensure all prior year transactions are captured.

23

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 [Invoice ▼]   Bal. [1.00-] 🔴⚪⚪

Basic data | Payment | Details | Tax | Withholding tax | Notes

Vendor

Supplier	7000000891	SGL Ind	
Invoice date	07/01/2025	Reference	11
Posting Date	07/05/2025	Period	1
Document Type	KR (Vendor invoic... ▼)		

☐ Doc.currency

Amount	1.00	USD	☑ Calculate tax
		IO (A/P Tax Exempt) ▼	
Text			🗐
Paymt terms	22 Days net		

Address

BUSY BEE
108 WALL STREET
MONCKS CORNER SC 29461

🗔

🔳 OIs

Click to display dropdown box.

SCEIS

Prior-Year Payables in the New Year – FV60

Text (1)   8 Entries found

Restrictions

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.

SCEIS

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 | Invoice ▼ | | | | Bal. | 1.00- | 🔴⚪⚪ |

Basic data | Payment | Details | Tax | Withholding tax | Notes

Vendor

Address

Supplier	7000000891	SGL Ind		BUSY BEE
Invoice date	07/01/2025	Reference	11	108 WALL STREET
Posting Date	07/05/2025	Period	1	MONCKS CORNER SC 29461
Document Type	KR (Vendor invoic... ▼			
		☐ Doc.currency		
Amount	1.00	USD	☑ Calculate tax	
		I0 (A/P Tax Exempt) ▼		
Text	Prior Year Payable			OIs
Paymt terms	22 Days net			

SCEIS

26

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

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Travel Advances – FAGLL03

FY2025 travel advances **GL 5052010000** should be $0.00 by **June 30**.

FY2026 travel advances require a date **on** or **after** **July 1**.

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Key Transactions

F-04
Post with
Clearing

FBL3N
G/L Line Item Display

FBL5N
Customer Line Item Display

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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 06/30/2025, or before, to post to FY2025.

All revenue received **as of** June 30, but deposited in July, must have a posting date of 06/30/2025 to post to FY2025.

All revenue received **after** June 30 must have a posting date of 07/01/2025, or later, and must post to FY2026.

Revenue at Year-End

Process **FY2025** deposits with posting date **06/30/2025**.

Process **FY2026** deposits with posting date **07/01/2025** or later.

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

Deposit slips for **FY2025 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 **06/30/25** to record the deposit as FY2025 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.

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Revenue at Year-End

It is not necessary to contact the STO prior to submitting deposits for refund of expenditures or refund of travel for FY2025. 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 **07/01/25 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 06/30/25 must be used for prior year reductions.

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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.

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

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.

Lesson 4: Procedures for Managing Budget

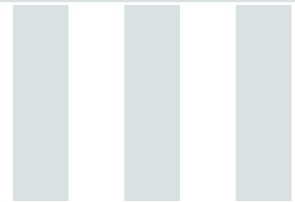# Key Transactions

FMEDDW
Entry
Document

FMBB
Budgeting
Workbench

FMAVCR01 or
FMAVCH01
Budget Availability
Control

ZBD1
Budget
Consumption

Open Encumbrance Report
Business Warehouse (BW)

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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.

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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.

SCEIS

Carryforward of Appropriations

2025

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.

2026

Carryforward of Appropriations

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

- ✓ Process budget transactions by July 22.

  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: 2025
Budget Type: CFSP
Period: 12

Budget Type Receiver
Fiscal Year: 2026
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 [Initial   ]

Header Data | Additional Data

			Payment Budget	
Process	Carry Over ▼		Total Sender	0.00
			Total Receiver	0.00
Document type	CFWD (Carryforward) ▼			
Version	0			
Document Date	07/05/2025			

Sender

Fiscal Year	2025	Period	012 ▼
Budget Type	CFSP Carryforward Special Items		

Receiver

Fiscal Year	2026	Period	001 ▼
Budget Type	CFSP Carryforward Special Items		
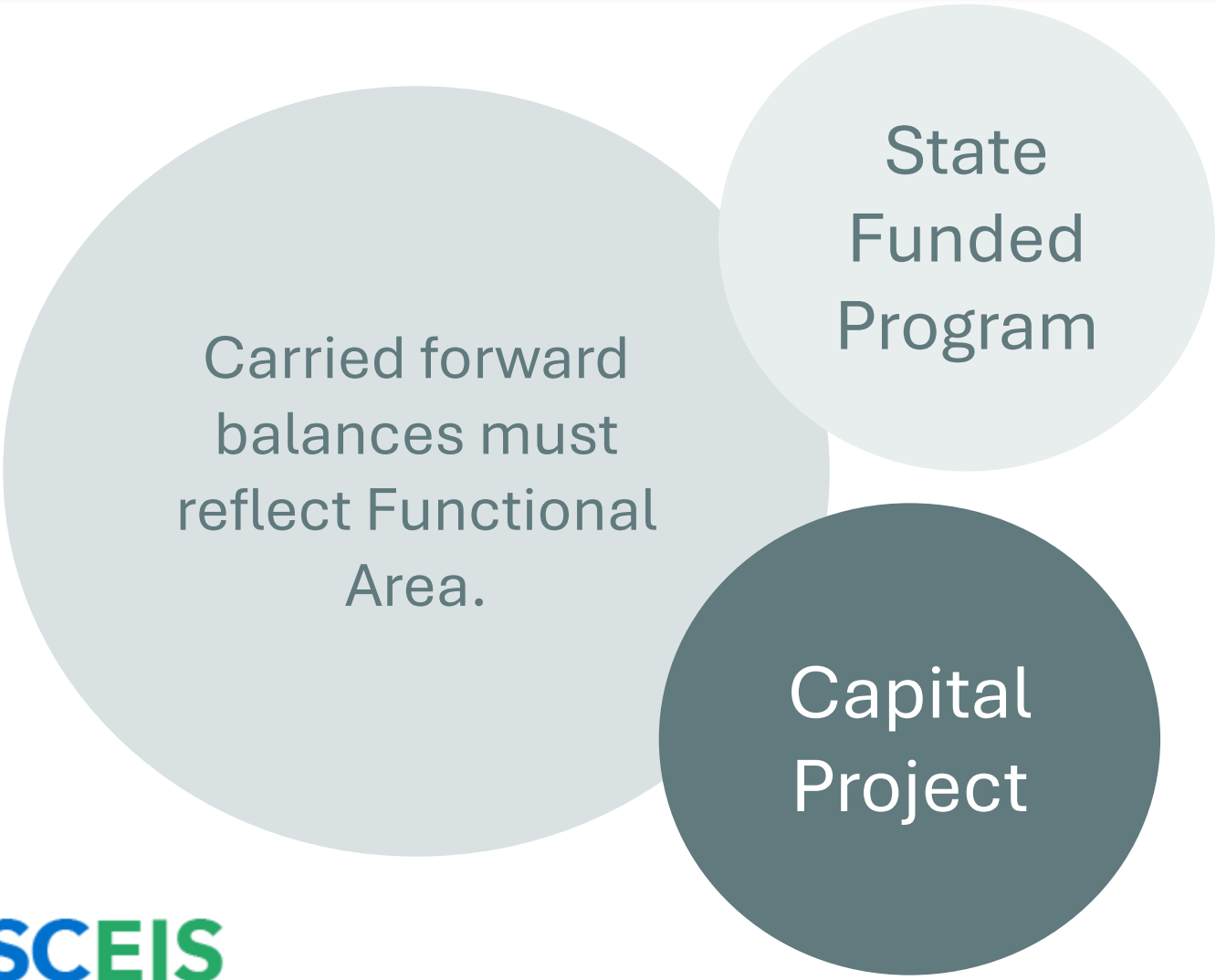
Carryforward of Capital Projects

The Executive Budget Office monitors agency FY2025 budgets to ensure that all capital projects have been carried forward.

Capital Project Budget Balances

FY2025　　　FY2026

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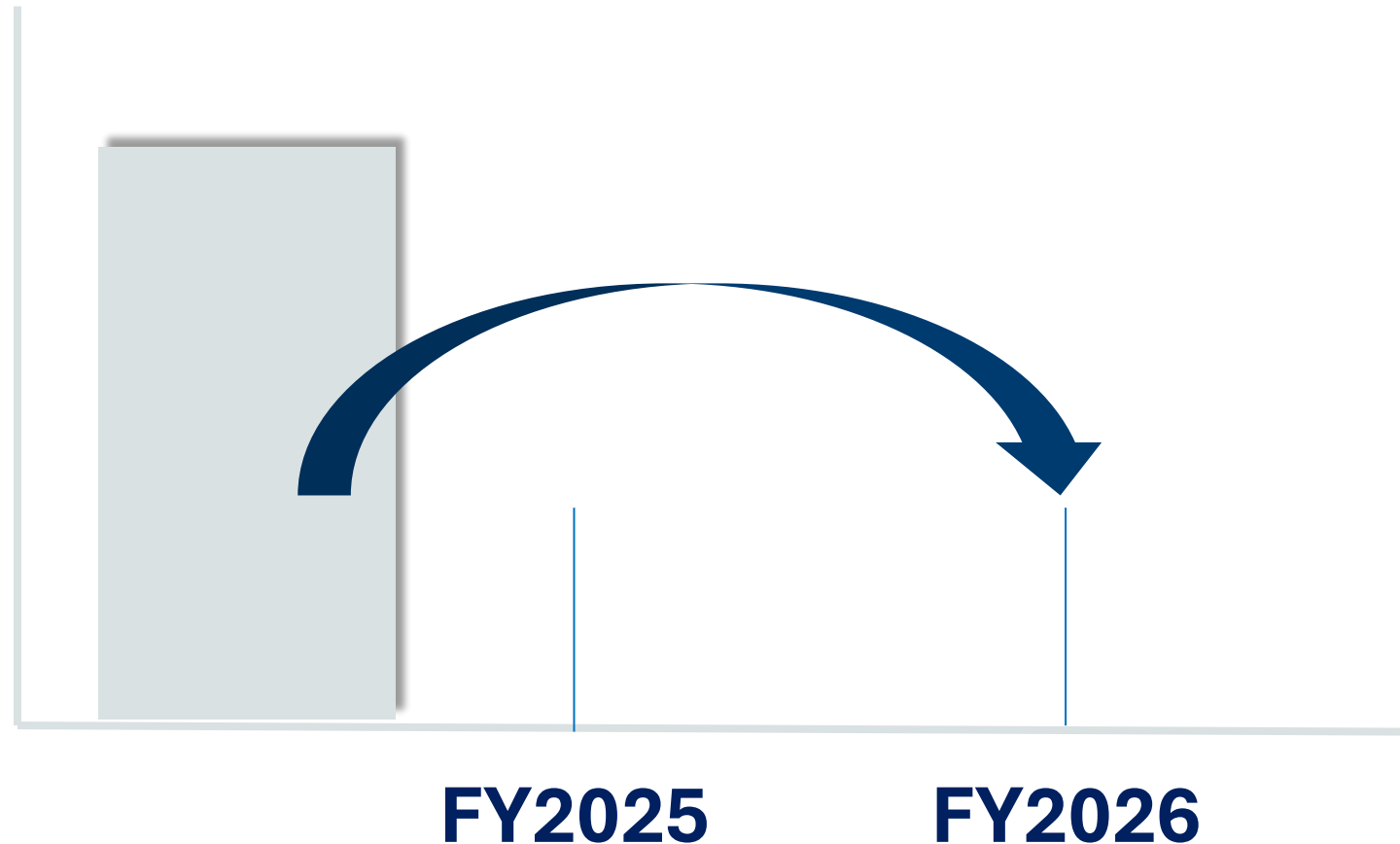
Carryforward of Capital Projects

Carried forward balances must reflect Functional Area.

State Funded Program

Capital Project

The Executive Budget Office (EBO) will reject any carryforward document with a State Funded Program of "9900.000000.000" or a Functional Area of "000000000000000."

Carryforward Capital Projects

Transaction code: FMBB

Process: COVR Carry Over

Document type: **CAPR**

Version: 0

Budget Type Sender
Fiscal Year: 2025
Budget Type: CAPR
Period: 12

Budget Type Receiver
Fiscal Year: 2026
Budget Type: CAPR
Period: 1

SCEIS

Carryforward Capital Projects – FMBB

Budget Items at Year-End

Ensure budgets are properly posted using:

ZBD1
Budget Consumption

FMAVCR01/ FMAVCH01
Budget Availability Control Display budget deficits only

Open Encumbrance Report
BW Report

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Lesson 5: Managing Cash Status

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SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

ZGLA

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 FY2025 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.
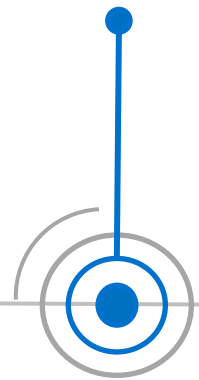
Petty Cash

If your agency has a <u>new-year</u> 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

FY2025

FY2026

July 1

FY2026 balance carry forward amounts _adjust automatically_ for any additional entries posted to the prior year on/after July 1.

Transactions posted to the prior year, FY2025, after June 30 are based upon the available cash in FY2025 only _(excludes FY2026 cash activity)_.

Cash – and other accounts – will be brought forward around July 20, so that FY2026 cash _includes_ the balance from the prior year.

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Key Transactions

ZGLA
GL Fund Account Analysis

S_ALR_87011990
Asset History Sheet

S_ALR_87012056
Directory of Unposted Assets
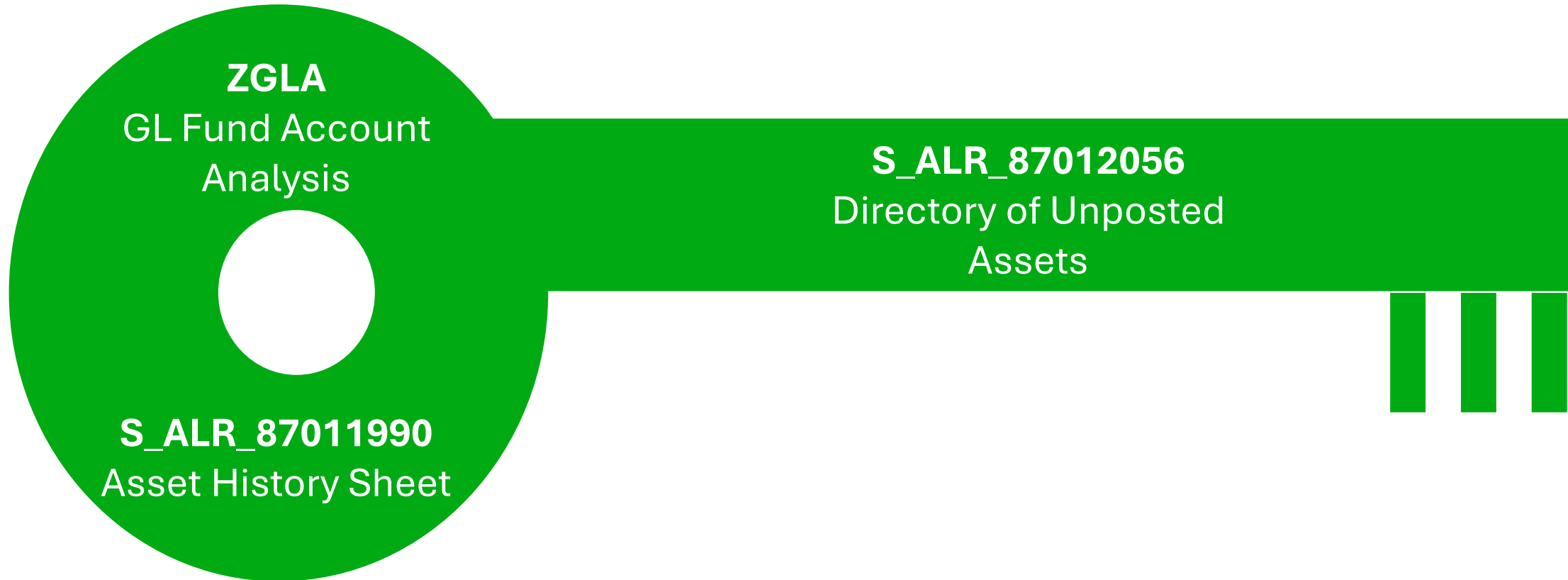
Fixed Assets at Year-End

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.

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Assets: Things to Remember

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

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

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

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

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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 Help Desk to resolve accrual asset contras.

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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
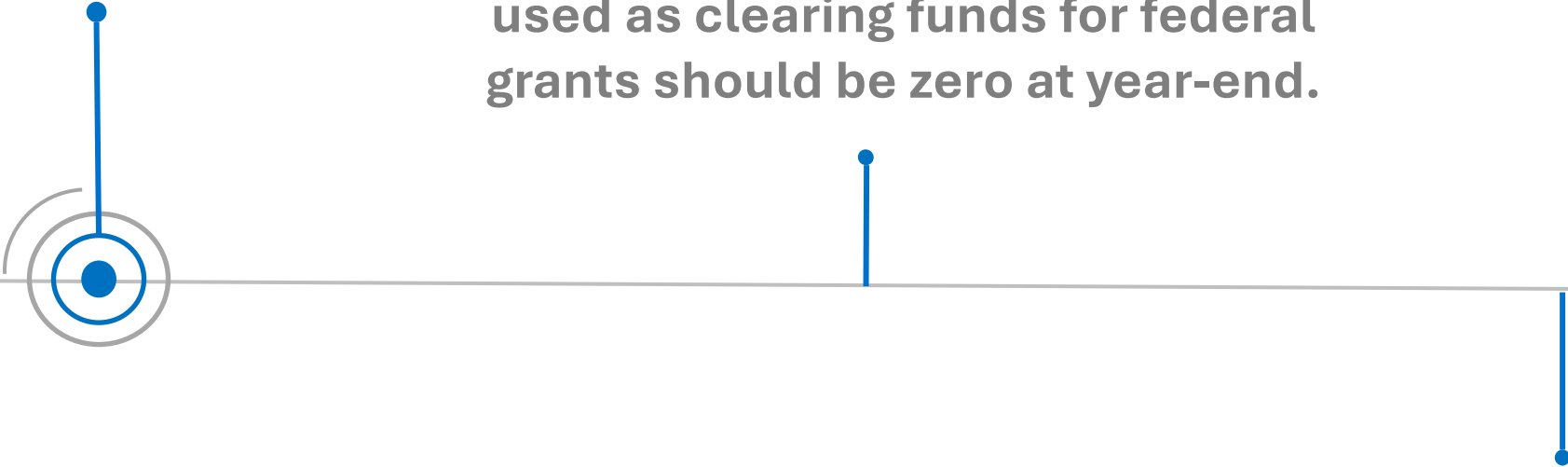
SCEIS

Key Transactions

SEFA
BW Report

ZGLA
GL Fund
Account
Analysis

GM_CREATE_BUDGET
Grant Budget Entry

ZGMBGTLOAD
Upload, Edit and Post Grant Budgets

ZS_PLN_16000269
Grant Management
Line Item Report

GMIDCPOST Post
Indirect Costs

SCEIS
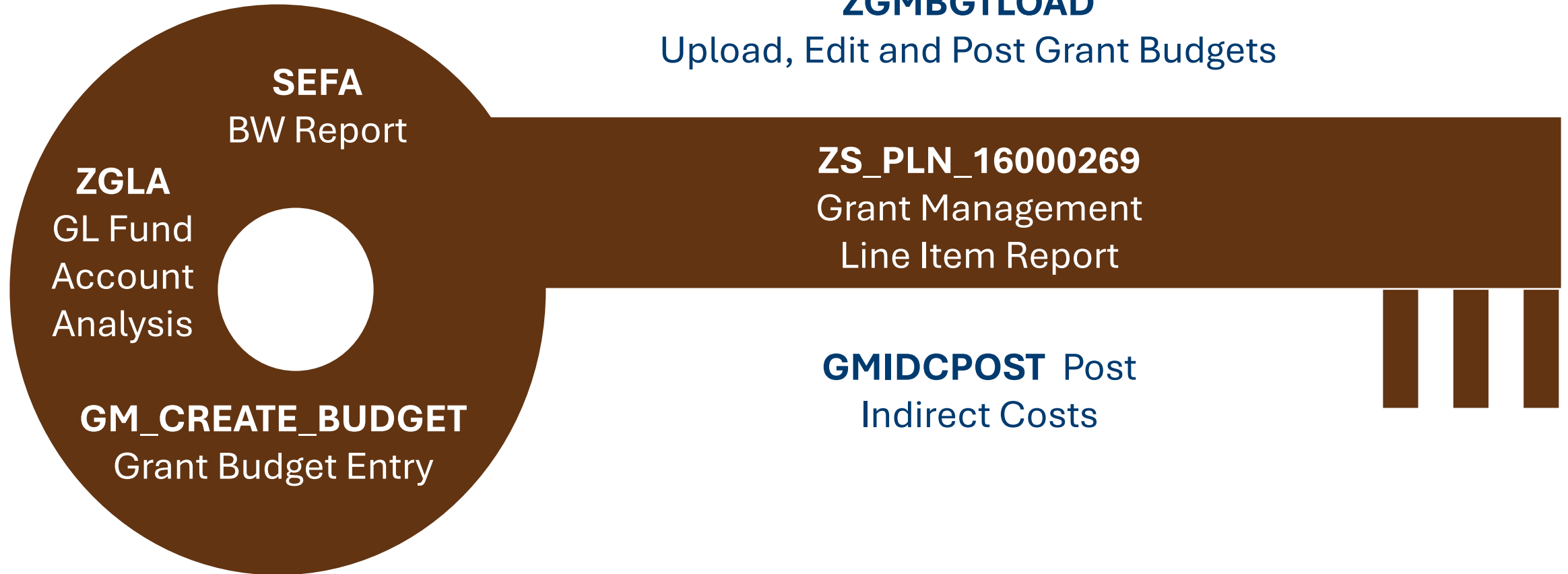
Grants: Things to Remember

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

Review the SEFA (BW) report.

The SEFA, ZS_PLN_16000269 report and the ZGLA should provide the same information.

The information provided to the Federal Cognizant Agency should be equivalent to the information in the system.

If there is a discrepancy, email the SCEIS Help Desk.

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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.

July 22

The **GMIDCPOST** program will <u>not</u> 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.

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	06/30/2025			

IDC Document to be Generated

Document Type	SA
Text	
Document Date	06/30/2025
Posting Date	06/30/2025
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 25. HR business trip **commitments** must be cleared by the HR deadline before noon June 25.

Clear all travel advances for FY2025.

Load FY2026 grant budgets to cover purchase orders carried forward and July 1 payroll and fringe postings.

Delete or post any "HELD" GM budget documents.

Create FY2026 Grants

The Grant Master Data Load by Template must be submitted by **5 p.m. June 16** via the SCEIS Help 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 Help Desk to update derivation tables for any new grants or functional areas created for the new fiscal year.

Create FY2026 Grants

Home » Finance » Publications

About SCEIS
Training
Finance
HR & Payroll
Materials Management
Reporting
Imaging
Technical

Publications

Publications

SCEIS Automated Use Tax Process

Presentation: SCEIS Automated Use T
March 25, 2015

Example: J

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

Agencies can use the GM Master Data Template to establish FY2026 grants and sponsored programs. Please complete and submit the template by email to the SCEIS Help Desk.

Lesson 8: Managing Project Systems

Key Transactions

CJI5
Project Commitment
Line Items

CJI3
Project Actual
Cost Line Items

CN43
WBS Elements
Overview

FMBB
Budgeting Workbench

SCEIS
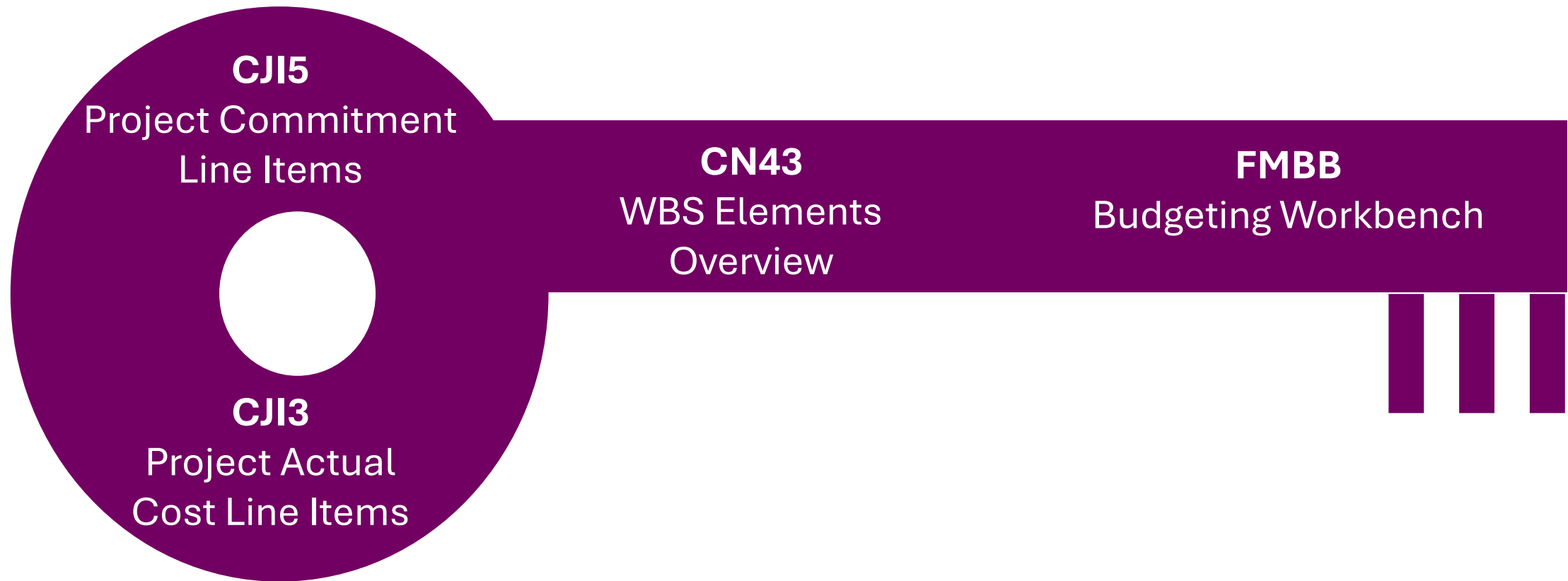
Project System Procurement

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

CJI3

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 Help 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 FY2025 must be carried forward to FY2026 by the agency.

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

The Executive Budget Office (EBO) will monitor agency FY2025 budgets to ensure all capital projects have been carried forward. (All CAPR docs will workflow to EBO.)

Carry Forward of Capital Projects – FMBB

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

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

Document		Status	Initial

Header Data | Additional Data

		Payment Budget	
Process	Carry Over	Total Sender	0.00
		Total Receiver	0.00
Document type	CAPR (Capital Projects)		
Version	0		
Document Date	07/05/2025		

Sender

Fiscal Year	2025	Period	012
Budget Type	CAPR CAPITAL PROJECTS		

Receiver

Fiscal Year	2026	Period	001
Budget Type	CAPR CAPITAL PROJECTS		

Lesson 9: Tools to Manage Year-End Processing

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SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Key Transactions

Z_AGY_DOCLIST
Display Parked Documents

FMX2
Change Funds Reservations

FMX3
Display Funds Reserva-tions

ZGLA
GL Fund Account Analysis

Z_IDT_DOCLIST
Display Open IDTs

ZFMJ2
Carryforward of Open Items

FAGLB03
GL Account Balance Display

FBL3N
GL Account Line Item Display

ZMRBR
Block Invoices

SCEIS
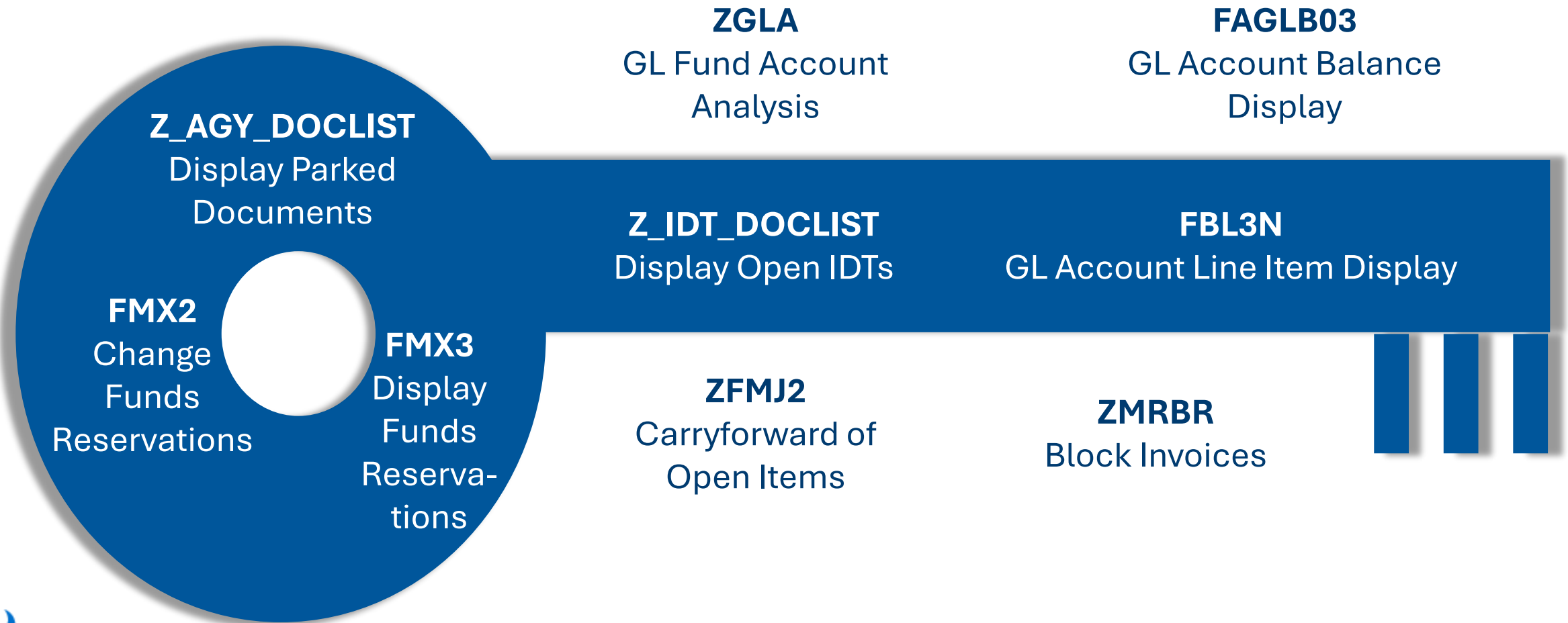
Parked Documents

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.

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Parked IDT Documents

Z_IDT_DOCLIST

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

Assuming these are FY2025 expenditures, they should be processed in FY2025 before the July 14 deadline.

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

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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.

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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.

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Blocked Invoices – ZMRBR

125.00	USD
212.66	USD
1,745.70	USD
581.90	USD
129,892.00	USD
▪ 405,530.29	USD

At the time of this screenshot, there were approximately 232 invoices that were blocked in ZMRBR, with a value of $405,530.29.

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List Display by Purchase Order – ME2K/ME2N

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

ME2K
FI driven
cost center is
in the table of
selections.

ME2N
MM driven
plant is the
primary CO in
the table of
selections.

Change Layout – Pull in

Still to be delivered
(qty and value)

Still to be invoiced
(qty and value)

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 1 has yet to be invoiced.

Carry Forward Value Types

VT 50 — Purchase Requisitions (PRs)

VT 51 — Purchase Orders (POs)

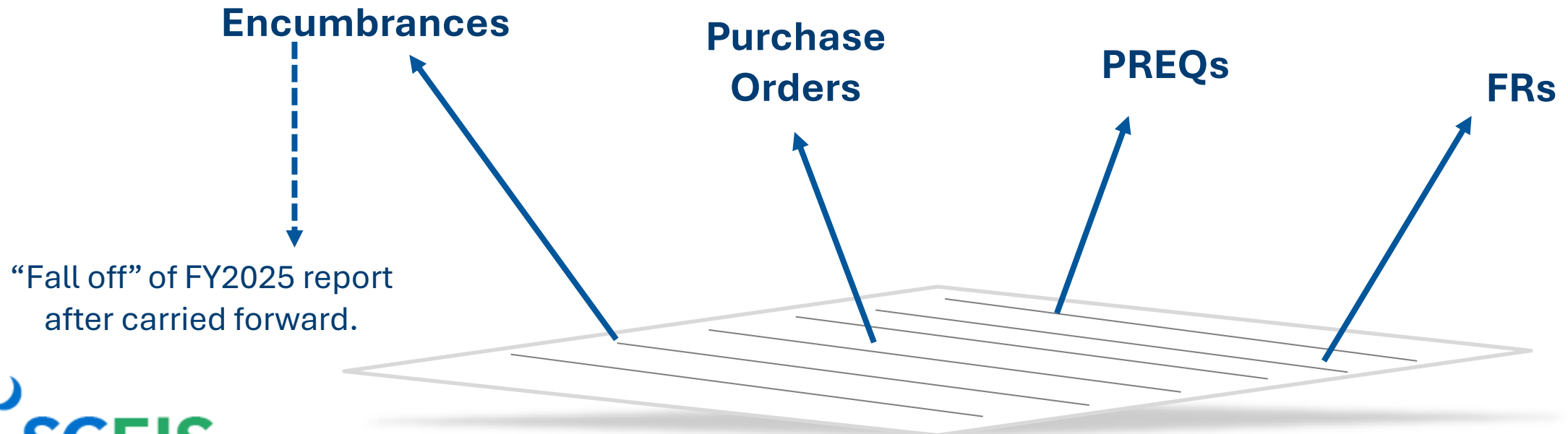**VT 54 — Invoices (for Inventory Goods Receipts {GR})**

Value Types Allowed to Be Carried Forward

VT 81 — Funds Reservation (FRs)

VT 83 — Forecast of Revenue (for Sales Orders)

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Determine What to Carry Forward

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

Encumbrances

Purchase Orders

PREQs

FRs

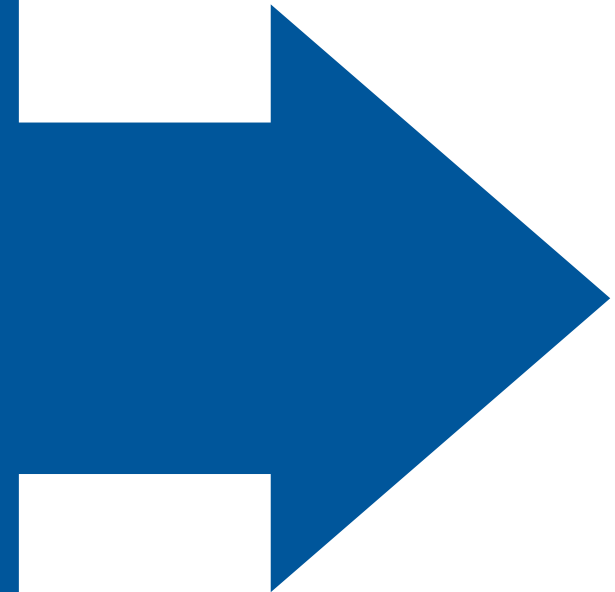"Fall off" of FY2025 report after carried forward.

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).

Run in Test mode.

Run with correct AVC setting.

Carry Forward of Open Items – ZFMJ2
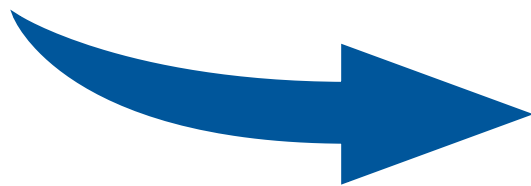
FY2025

FY2026

If you erroneously carry forward a document, you will not be able to carry it back or change it back to the previous FY.

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Carry Forward of Open Items – ZFMJ2

FY2025

Purchase Order

FY2026

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.

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Funds Reservation Documents at Year-End

Funds reservation documents encumber budget.

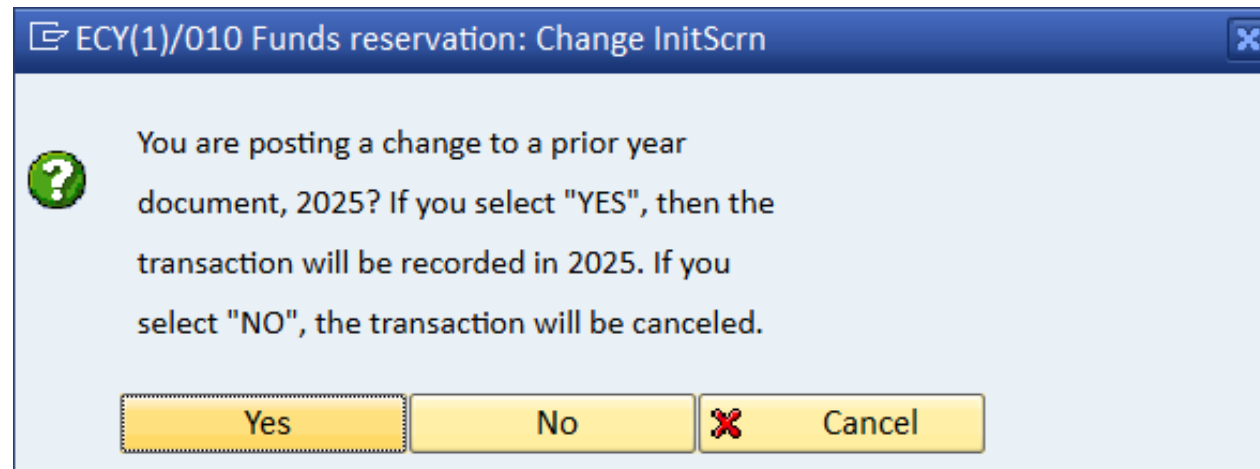Reducing funds reservations can free up budget.

Use **FMX3** to Display Funds Reservations.

Use **FMX2** to reduce funds reservations.

Do not use FMX6 in July to manually reduce a FY2025 Funds Reservation. Reductions made using FMX6 will derive system date, FY2026, during July.

Change Funds Reservation – FMX2

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

ECY(1)/010 Funds reservation: Change InitScrn

You are posting a change to a prior year document, 2025? If you select "YES", then the transaction will be recorded in 2025. If you select "NO", the transaction will be canceled.

Yes   No   Cancel

FMX2 invokes the pop-up box for funds reservations in FY2025. If an FR is carried forward or created in FY2026, you will not get the pop-up box.

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Change Funds Reservation – FMX2

If you acknowledge **Yes**

in the pop-up box, the system

assigns **FMOD** transaction to

keep the fiscal year ending,

FY2025. If you acknowledge "No,"

the transaction will be cancelled.

Complete Single Line FR – FMX2

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

Complete Single Line FR – FMX2

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.

100

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

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.

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

Funds reservation: Change Overview scrn

Entry   **i** Consumption

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
				1,620,000.00	5021310000				NOT RELEVANT
				30,000.00	5113020000				NOT RELEVANT
				6,595.00	5021310000				NOT RELEVANT

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.

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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.

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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.

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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. ➡️

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.

Maintain GR/IR Clearing Account

Document Header Data

Company Code	SC01	State of South Carolina
Posting Date	07/01/2025	
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	06/30/2025
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

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GR/IR Clearing — MR11

Maintain GR/IR Clearing Account

💾 Post   ✍ Purchase Order   ▤ ▥ | 🖨 ▽ ▽ | Σ ½ | ▦ ⊞ ⊟ | ⓘ | ◀◀ ◀ ▶ ▶▶

Company code SC01 State of South Carolina
Currency   USD

Pur. Doc.	Item PO Date	Name 1		Material	Short Text		OUn GR-IV
Pur. Doc.	Item Account key name	FYrRef Ref. Doc.	Item Quantity Received	Quantity invoiced	Difference Qty		Difference Value
4601064421	5 04/10/2025	SHINE OF COLUMBIA			Conduit		EA
☐ 4601064421	5 GR/IR clearing		1.00		1.00		7.91
4601065165	1 04/16/2025	ARNOLD ULLMAN CONSTRUCTION LLC			40115414/Wade Hampton Paint Hallway		HR
☐ 4601065165	1 GR/IR clearing		1.00		1.00		9,480.00
4601065165	2 04/16/2025	ARNOLD ULLMAN CONSTRUCTION LLC			40115414/Wade Hampton Paint Doors		HR
☐ 4601065165	2 GR/IR clearing		1.00		1.00		400.00
4601065816	1 04/21/2025	MCCARTER MECHANICAL INC			40115708/EnergyF Install Isolation Valve HR		
☐ 4601065816	1 GR/IR clearing		1.00		1.00		7,505.00
* Total							
							1,387,130.22

SCEIS

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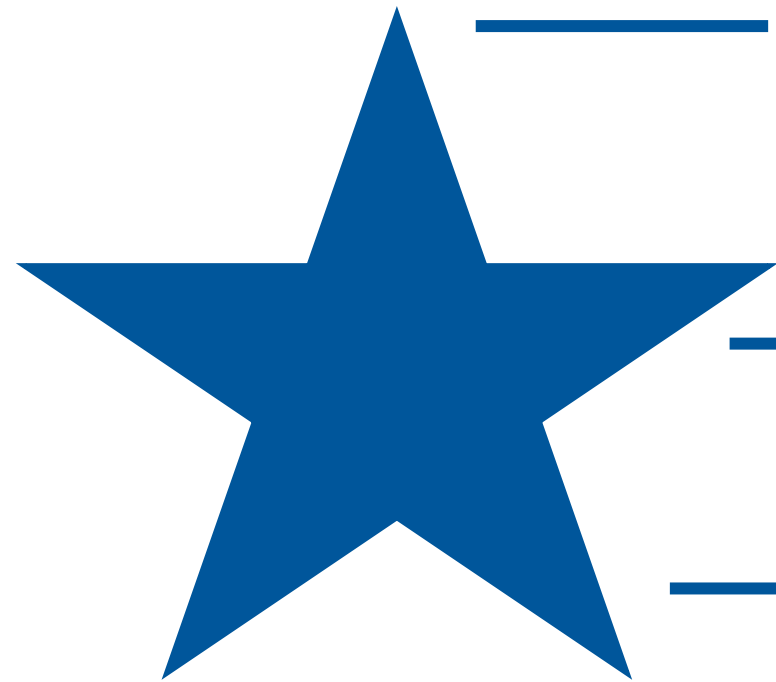
Run Z_SCEIS_Errors to identify items on the error file. All errors must be cleared before year-end.

Clear fund 30240000/HRPAY.

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

SCEIS

Questions?

CO500 Q&A Webinar
June 10
9-11 a.m.

Register through MySCLearning!

Questions?

Have questions after the Q&A Webex?

Send a request to the SCEIS Service Desk:

sceis.sc.gov/requests
or call 803.896.0001, option 2