

SCEIS Year-End Processes for FY2025 (CO500) LOGISTICS



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Materials Overview

Lesson 1:
FY2025
Year-End
Important Dates

Lesson 2:
Carry-Forward
Processes

Lesson 3:
PO Reduction
Processes

Lesson 4:
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Processes

Lesson 5:
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Lesson 6:
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Lesson 7:
Sales and Distribution
Processes

Lesson 8:
Reporting

Lesson 1: FY2025 Year-End Important Dates



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FY2025 Year-End Important Dates

June 23



First day ZFMJ2 will be available to carry forward POs into FY2026.

Important!

You cannot send back into FY2025 once the PO is carried forward into FY2026.

FY2025 Year-End Important Dates

June 30



State fiscal year ends.

Last day to close or reduce PREQs to unencumber FY2025 budget.

Last day to take year-end inventory.

FY2025 Year-End Important Dates

July 1

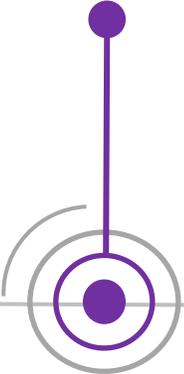


**First day to use FM
Posting date of
06/30/2025 to post
transactions to FY2025.**

Change PO FM Posting date to 06/30/2025 and reduce line items to payment amount to close POs in FY2025. This option is available July 1-July 16.

FY2025 Year-End Important Dates

July 16



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



Last day to carry forward Sales Orders.



Last day to carry forward Purchase Requisitions (PREQs) to unencumber FY2025 budget.



Lesson 2: Carry Forward Processes



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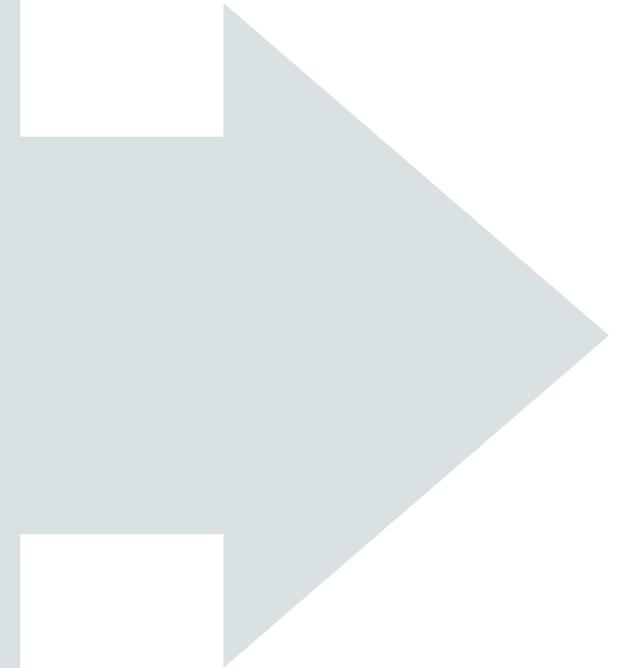
ZFMJ2 – Carry Forward of Open Items

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

You were sent last year's list to edit.

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

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



ZFMJ2 — Carry Forward of Open Items

The screenshot shows the SAP ZFMJ2 transaction interface with several key configuration areas highlighted by green callouts:

- Sender Fiscal Year:** Set to 2024. Callout: "Sender Fiscal Year: From 2024 to 2025".
- Restriction on FM Account Assignments:** Funds Center is set to D50000000 to D500ZZZZZ. Callout: "Enter Funds Center".
- Restriction at Document Level:** Value Type is set to 51, Company Code to SC01, and Document Number to 4601000000. Callout: "Value Type 51 for POs Company Code: SC01 Document Number: enter single PO or range".
- Process Control:** "Test Run" is checked. Callout: "First run in Test mode".
- Availability Control:** Set to "U Update Without Check". Callout: "Update Without Check".

ZFMJ2 — Availability Controls

You can control AVC for CFWD items.



No availability control:

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



Update without checks:

Assigned values are updated. Availability is not checked. The budget can be overrun. The assigned values do NOT have to be reconstructed after the program has been run. **[Recommended.]**



Check:

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

ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items Execute

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

Restriction at Document Level

Value Type	<input type="text" value="51"/>	to	<input type="text"/>	<input type="button" value="→"/>
Company Code	<input type="text" value="SC01"/>	to	<input type="text"/>	<input type="button" value="→"/>
Document Number	<input type="text" value="4600735862"/>	to	<input type="text"/>	<input type="button" value="→"/>

FI Documents

FI doc.no.fisc.year	<input type="text"/>
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Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List

Layout

Availability Control

ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

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

FM Area
Fiscal Year
No. of FYC Documents

SC01
2020

Date
Time
Mode

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

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

Log: Carryforward of Open Items

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

ZFMJ2 — Carry Forward of Open Items

Year-End Closing: Carryforward of Open Items

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

Restriction at Document Level

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

FI Documents

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

Process Control

Test Run

Process with Dialog

Block Documents

Detail List

Layout

Availability Control

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

FY2025



FY2026

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

ZFMJ2 Process Improvement

FY2025

Purchase Order



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

FY2026

Lesson 3: PO Reduction Processes



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PO Reduction Process

When to Reduce:

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

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

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

Blanket POs for Services: If you originally created the PO for \$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 Purchasing interface. The top navigation bar includes icons for Home, SRM Administration, SC to Follow-on Docs, Purchasing (marked with a red circle 1), RFX and Auctions, ME23N, ME2N, Commitments & Funds Transfers, Strategic Purchasing, Shopping Cart Monitor, Goods Receipt (MIGO), Restore PO Edit Button, ZMM Buyer, and Employee Self-Services. The left sidebar contains a navigation menu with sections like Work Overview (marked with a red circle 2), Sourcing, Invoice Processing, Services, Advanced Search, Create Documents, and Central Functions. The main content area is titled 'Purchase Orders - All' and features a search form with various fields: Number (with a green box 'Enter PO Number' and a green arrow pointing to it, and a red circle 4), 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, and Only with Change Version (marked with a red circle 5). At the bottom, there are 'Apply' and 'Clear' buttons, and a status bar with options like 'View: [Standard View]', 'Create Purchase Order', 'Create with Reference', 'Copy', 'Display', 'Edit', 'Delete', 'Purchase Order Response', 'Notify Recipient', 'Print Preview', 'Refresh', and 'Export'.

Steps to Reduce a Standard PO

2. Click Edit.

Display Purchase Order

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

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

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

General Header Data

Purchase Order Number:

Purchase Order Name:

Supplier: * [DANA SAFETY SUPPLY](#)

Requester: * [NANCY LUNDY](#)

Recipient: [NANCY LUNDY](#)

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

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

Purchasing Organization: *

Purchasing Group: * [Show Members](#)

Total Value (Net):

Default Settings: [Set Values](#)

Note to Supplier:

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

Steps to Reduce a Standard PO

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

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 04/11/2011

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
		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 Documents

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 Undo Undo Propose Sources of Supply Add Condition ▾ Remove Co

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



Change Purchase Order

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

Purchase order Dana Safety with document number 4600697899 is correct

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

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

▼ Item Overview

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

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

Lesson 4: 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 06/30.	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.

POs Not Carried Forward

After COB July 16

FY2025

FY2026

ANY PO
not carried
forward



PO will no
longer be
available for
change.

Not carried forward.

Lesson 5: Five Options to Create Shopping Carts for FY2026



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Shopping Carts for FY2026

Option 1:

Create and approve the Shopping Cart prior to July 1 (current FY budget will be checked). 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 FY2026

Option 4:

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

Option 5:

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

[For more details, visit the SCEIS website.](#)

Review support document, “Five Options to Create Shopping Carts” for Fiscal Year 2026 Before or On July 1, 2025.

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

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 prior to 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 (MIGO), mark the **Final Issue** indicator in the **Goods Issue**.

OR

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

Material Reservation — Deletion

MB22 — Change Reservation

Change Reservation 9500328865 : Collective Processing

Details from Item

Movement Type GI for cost center

Goods recipient

Fund

Cost Center Grant

Functional Area Commitment Item

Funds Center

Earmarked Funds Done

Items

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

Deletion indicator

MB22 Change Reservation — Final Issue

MB22 — Change Reservation

Change Reservation 9500328865 : Collective Processing

Details from Item

Movement Type: 201 GI for cost center

Goods recipient:

Fund:

Cost Center: N120R0B000

Grant: NOT RELEVANT

Functional Area: N120_DAAM

Funds Center:

Commitment Item:

Earmarked Funds: 0 Done

Items

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

Final Issue indicator

MIGO Goods Issue — Final Issue

MIGO — Goods Issue

Final Issue
indicator

Goods Issue Reservation - Rebecca Ferguson

Show Overview | Hold | Check | Post | Help

A07 Goods Issue | R09 Reservation | GI 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 Line	E...	SLoc	Cost Center	Bu...	Co...	G/L Account	Batch	Valuation ...	M...	D Stock Typ
1	LINER,CAN,PLASTIC,33"X40",250/CV	<input checked="" type="checkbox"/>	5		CV Camille Graham	3040323315	3040	SC01	5033130000			201	Discrete

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

Reservation: 9500145444 1 | Created by: RASHEBA BRACKETT
Reqmt Date: 06/01/2011
Reqmt Qty: 5 CV
Withdrawal Qty: 0
Qty. Avail. OK: 0
 Final Issue

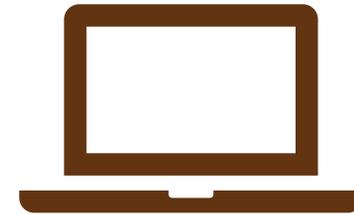
Item OK | Line: 1

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.

The screenshot shows the SAP MI31 interface for creating physical inventory documents. The title bar reads "Selected Data for Phys. Inventory Docmts W/o Special Stock". Below the title bar, there is a menu bar with "Program", "Edit", "Goto", "System", and "Help". A toolbar with various icons is visible. The main area contains a "Database Selections" section with the following fields:

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

At the bottom of the "Database Selections" section, there is a checkbox labeled "Materials Marked for Deletion" which is checked. This checkbox is highlighted with a red rectangular box.

Lesson 7: Sales and Distribution (SD) Processes



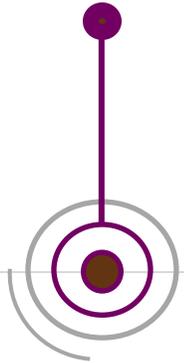
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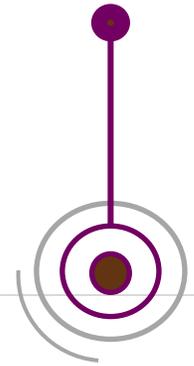
FY2025-FY2026 Pop-up Message

July 1



From July 1 through July 14, 2025, if you have access to the transaction below you will get a pop-up screen to choose the appropriate FY for your transaction.

July 14



VA02

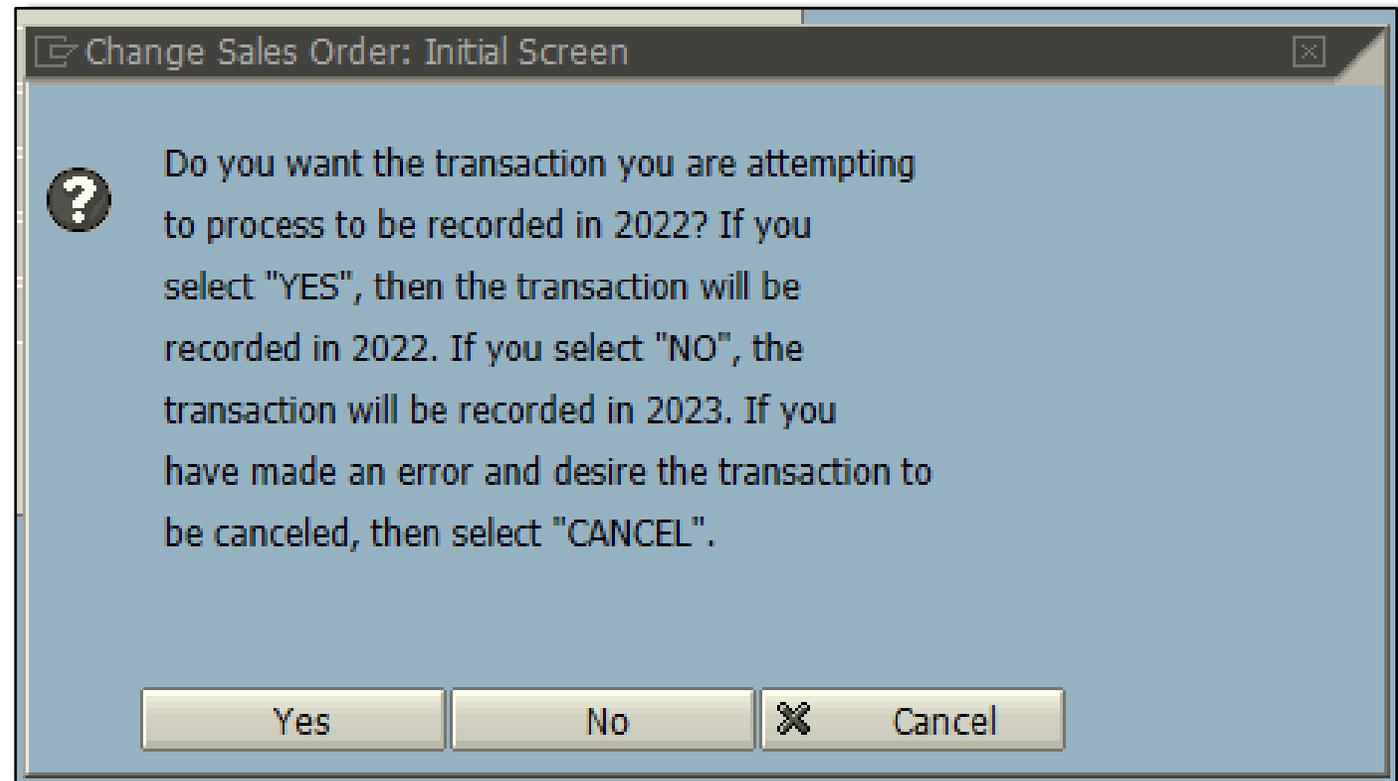
Change Sales Order

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

FY2025-FY2026 Pop-up Message

VA02 Change Sales Order

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



VA05 — Open Sales Orders

Displays a list of Open Sales Orders

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

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

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

VL10H — Activities Due for Shipping, Pick and Issue

Review all activities due for shipping.

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

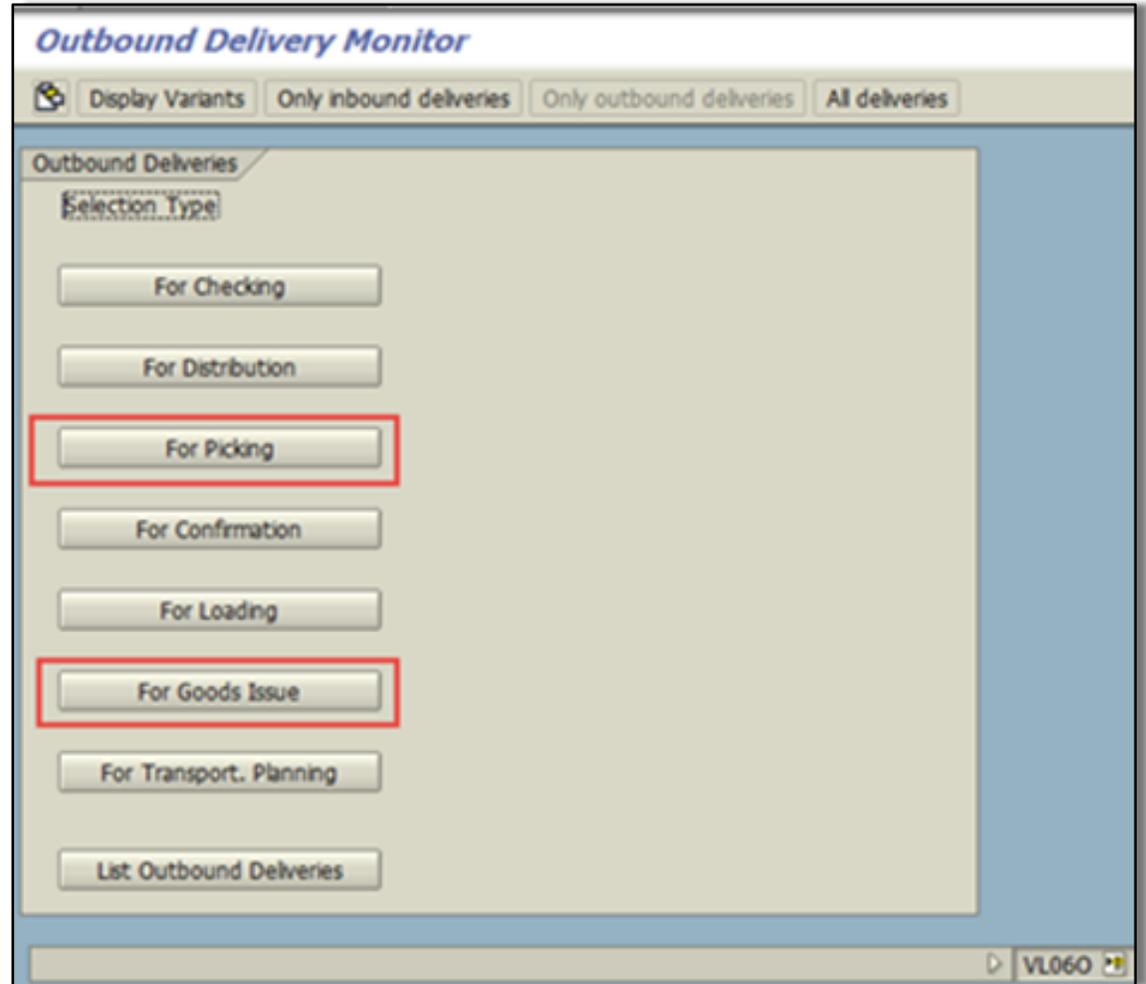
Dialog Background

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

VL060 — Day's Workload for Picking and Goods Issue

Verify all material is picked and issued.

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



VL060 — Day's Workload for Picking and Goods Issue

Material
not
picked.

Day's Workload for Picking

Item View | TO in Background | TO in Foreground | TO for Group

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

Goods Issue for Outbound Deliveries to be Posted

Item View | Post Goods Issue

Delivery	GI Date	Route	Ship-to	Name of the ship-to party	Sold-to pt	Name of sold-to party
<input type="checkbox"/>	80115696	12/01/2014	4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
<input type="checkbox"/>	80118886	01/29/2015	4002297	SOUTH CAROLINA NET INC	4002297	SOUTH CAROLINA NET INC
<input type="checkbox"/>	80130408	07/30/2015	2804001	TOWN OF SANTEE POLICE DEPT	2804001	TOWN OF SANTEE POLICE DEPT
<input type="checkbox"/>	80130425	07/30/2015	2600001	MONCKS CORNER POLICE DEPT	2600001	MONCKS CORNER POLICE DEPT

Material
not
issued.

VA14L — Documents Blocked for Delivery

The screenshot shows the SAP VA14L interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Sales Documents Blocked for Delivery'. Below the title is another toolbar with buttons for 'Edit sales doc.', 'Choose', and 'Selections'. The main content area displays the title 'Sales Documents Blocked for Delivery' and 'Cust: Basic list'. Below this is a table with the following data:

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 07/01/2013 To 05/18/2014

Document	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from	Valid to	Div.Date	Created by	BB	Sold-to pt
40000740	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4009159
40000739	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012283
40000738	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012282
40000737	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4002681
40000736	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4004511
40000735	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012281
40000734	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4001604
40000733	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/25/2013	1	USF Monthly	USF Monthly		12/01/2013	11/30/2014		SPIREP		4012279
40000725	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4009161
40000724	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4002585
40000723	10			FEE,UNIV SERVICE FUND RECURRING BILLING	ZRB	11/27/2012	1	USF Monthly	USF Monthly		12/01/2012	11/30/2014		SPIREP		4009163

VFX3 — Release Billing Docs for Accounting

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

Release Billing Documents for Accounting

SOrg.	Payer	BICat	Billing Date	BillT	Created by	Created on	Sold-to pt	Billing Doc.	PsSt	S	Char	Billing Type	Name of the payer
ZDOC	1023012	L	10/03/2013	F2	TER40455	01/21/2014	1023012	90122672			Delivery-related billing document	Invoice	GREENVILLE COUNTY I
ZDOC	3241022	L	10/31/2013	F2	TER40455	01/21/2014	3241022	90122675			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL
ZDOC	3241022	L	11/14/2013	F2	TER40455	01/21/2014	3241022	90122676			Delivery-related billing document	Invoice	PIEDMONT TECHNICAL
ZDOC	3331002	L	09/30/2013	F2	TER40455	01/21/2014	3331002	90122680			Delivery-related billing document	Invoice	MCCORMICK SCHOOL D
ZDOC	4006651	L	09/09/2013	F2	TER40455	01/21/2014	4006651	90122687			Delivery-related billing document	Invoice	NEWBERRY HISTORICA
ZDOC	D200008	L	09/09/2013	F2	TER40455	01/21/2014	D200008	90122702			Delivery-related billing document	Invoice	GOVERNORS OFFICE-CO
ZDOC	H630029	L	09/30/2013	F2	TER40455	01/21/2014	H630029	90122707			Delivery-related billing document	Invoice	SC DEPT OF EDUCATIO
ZDOC	H630029	L	12/18/2013	F2	TER40455	01/21/2014	H630029	90122708	N		Delivery-related billing document	Invoice	SC DEPT OF EDUCATIO
ZDOC	J040043	L	12/03/2013	F2	TER40455	01/21/2014	J040043	90122717			Delivery-related billing document	Invoice	SC DEPT OF HEALTH &
ZDOC	K050003	L	11/21/2013	F2	TER40455	01/21/2014	K050003	90122727			Delivery-related billing document	Invoice	DEPARTMENT OF PUBL
ZDOC	L240003	L	08/30/2013	F2	TER40455	01/21/2014	L240003	90122735			Delivery-related billing document	Invoice	SC COMMISSION FOR T
ZDOC	N040026	L	11/07/2013	F2	TER40455	01/21/2014	N040026	90122738			Delivery-related billing document	Invoice	SCDC COMMISSARY WA
ZDOC	U120027	L	11/13/2013	F2	TER40455	01/21/2014	U120027	90122767			Delivery-related billing document	Invoice	SC DEPT OF TRANSPOR
ZDOC	3402000	L	01/15/2014	S1	JOY63646	02/10/2014	3402000	90124194			Delivery-related billing document	Cancel. Invoice (S1)	RICHLAND SCHOOL DIS

VF04 — Maintain Billing Due List

Review all open Billing Documents related to Sales Orders.

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

Maintain Billing Due List																
▲ ▼ 👤 🌐 🖨 📄 🔍 📊 📅 🏠 🌐 Individual billing document Collective billing document Collective billing doc./online																
S	BlCat	SOrg.	Billing Date	Sold-to pt	BlLT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party	Sold-to Loc	POD status	Net Value	
X	A	ZDST	10/07/2013	4002297	F2	US	111682	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	180.00	
X	A	ZDST	12/09/2013	4002297	F2	US	116636	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	60.00	
X	A	ZDST	12/10/2013	H630007	F2	US	116805	Z1	Z1	C	354996	DEPARTMENT OF EDUCATION	COLUMBIA	IT03	4,161.30	
X	A	ZDST	02/20/2014	4002297	F2	US	121338	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	30.00	
X	A	ZDST	02/21/2014	4002297	F2	US	121438	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	300.00	
X	A	ZDST	02/24/2014	4002297	F2	US	121649	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	180.00	
X	A	ZDST	02/26/2014	D170009	F2	US	122047	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA	IT03	1,590.00	
X	A	ZDST	03/05/2014	L040001	F2	US	122663	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA	IT03	300.00	
X	A	ZDST	03/07/2014	L040001	F2	US	122882	Z1	Z1	C	355708	DEPT OF SOCIAL SERVICES	COLUMBIA	IT03	240.00	
X	A	ZDST	03/12/2014	D170009	F2	US	123207	Z1	Z1	C	475474	OFFICE OF EXEC. POLICY & PROGS	COLUMBIA	IT03	480.00	
X	A	ZDST	03/19/2014	4002297	F2	US	123784	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	60.00	
X	A	ZDST	03/24/2014	4002297	F2	US	124109	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	60.00	
X	A	ZDST	03/24/2014	4002297	F2	US	124115	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	420.00	
X	A	ZDST	03/24/2014	4002297	F2	US	124134	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	60.00	
X	A	ZDST	03/24/2014	4002297	F2	US	124135	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	60.00	
X	A	ZDST	03/25/2014	4002297	F2	US	124239	Z1	Z1	C	357837	SOUTH CAROLINA NET INC	COLUMBIA	IT03	60.00	

V23 — SD Documents Blocked for Billing

Review all SD documents blocked for billing.

SD Documents Blocked for Billing

Customer: Basic list

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	
125744	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	
126609	C DSIT - Spirit	04/21/2014	4002297	BEV11756	SOUTH CAROLINA NET INC	Z1	Fully delivered	Order	X	

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

Helpful SD Transaction Codes

VA05 - Review all Open Sales Orders.

VL10H - Review all Open Picking and Goods Issue Requests.

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

VA14L - Review any SD Documents Blocked for Delivery.

Helpful SD Transaction Codes

VA45 - Review All OPEN Sales Contracts.

VF04 - Maintain the Billing Due List.

VFX3 - Release Billing Documents for Accounting.

V23 - Review Sales Orders Blocked for Billing.

ZFMJ2 - Roll Sales Order over to new year.

Lesson 8: Reporting



SCEIS

SC ENTERPRISE INFORMATION SYSTEM

THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Business Warehouse Open Encumbrance Report

Open Purchase Orders

REPORT

Open Purchase Requisitions

Open Encumbrance Report

The report can now be processed by Purchasing Group.

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

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

Open Encumbrance Report

Information about BW and BOBJ is available on the [SCEIS website](#).

Business Objects and BEx Queries

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

[BW Queries List - Grants](#) (60kb XLS)

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

[BW Queries List - Materials Management](#) (2,152kb XLS)

[Master List of Business Objects Queries](#) (Link)

[List of Business Objects Queries: Finance](#) (Link)

[List of Business Objects Queries: HR/Payroll](#) (Link)

[List of Business Objects Queries: Materials Management](#) (Link)

Reporting Tools to Manage Year-End Processing

BW Open Encumbrance Report



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



ME5A List Display of Purchase Requisitions



ME2N Purchasing Document Per Doc Number

- List displays by purchase order number.
 - ▶ This can be used to filter results of the Open Encumbrance Report.
- ME2N Report offers 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

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