



South Carolina Enterprise Information System

# LESSON 9: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Lesson 9 Learning Objectives

- ④ Upon completion of this lesson, you should be able to:
  - Review and process all parked documents: invoices, customer invoices, JEs, etc.
  - Review and process all workflow items to clear out the workplace inbox.
  - Review and process all funds reservation documents – delete and/or process in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Review fixed assets to ensure asset balances are proper.
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# Key Terms and Concepts

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- 🔄 Funds Reservation
- 🔄 Fixed Asset
- 🔄 Parked Documents
  - Simulate a document
  - Delete/change a document

# Key Transactions

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- 🔄 FBV3 - Display Parked Documents
- 🔄 FBL3N – GL Account Line Item Display
- 🔄 FMX3 - Display Funds Reservations
- 🔄 FMX6 - Manual Override Funds Reservation
- 🔄 ZGLA - GL Fund Account Analysis
- 🔄 FAGLB03 - GL Account Balance Display
- 🔄 FV50 - Park GL Account Document

# General Clean-up at Year-end

- ④ At year-end, documents that are not “posted” must be reviewed and either posted or deleted.
- ④ Decisions regarding un-posted documents must be made so documents can be finalized by year-end.
- ④ Documents that remain un-posted at year-end, after the CG closing date, will be deleted.
  - Preposted budget items within your agency will be deleted after the CG deadline.
  - Parked documents will be deleted. Parked documents encumber your budget. IDTs between live and non-live agencies are not longer in a parked status after May 3, 2010.
  - Workflow items within your agency cannot post in the old year after July 16<sup>th</sup>. Must be entered in the new year.
  - Funds Reservations will be deleted and not carried forward. (Remember Funds Reservations encumber funds that tie up your budget!)

# Parked Documents

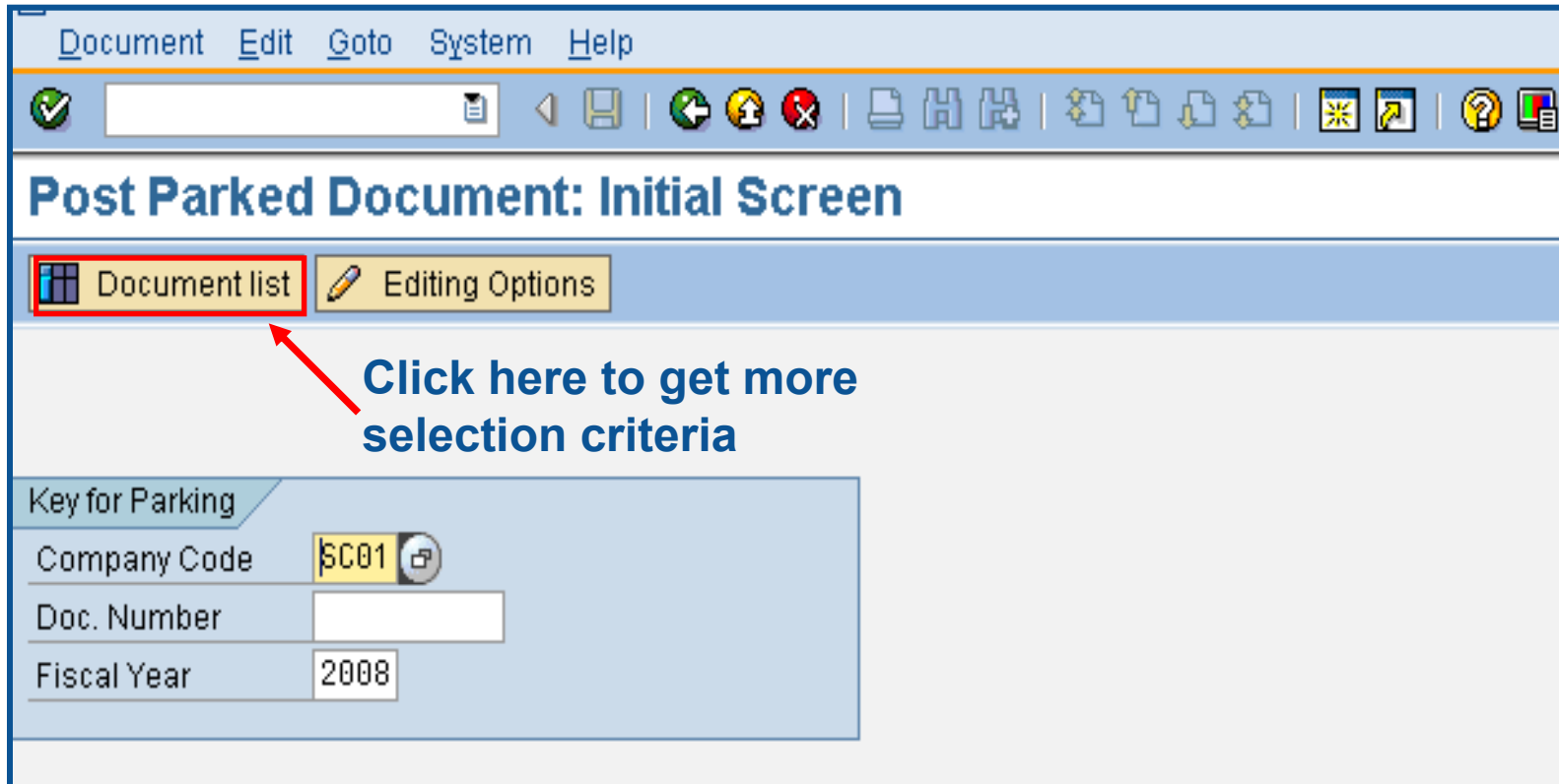
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- Parked documents can be retrieved by using transaction code FBV3, FBL3N or by running the BW report “Open Encumbrances.” Remember:
  - FBV3 and FBL3N will be real time,
  - FBV3 will include all business areas, not just your own, and the
  - BW report will be as of the previous night’s run, but will include only your agency information.
- To delete a parked document use T-code **FBV2**.

# Parked Documents cont.

- ① IDTs where a “live” agency bills a “non-live” agency no longer post in a parked status.
- ① This process is handled through the 1000020000 discussed in the Cash Status section of this training.
- ① All parked documents should be deleted or processed by July 16<sup>th</sup>.

# Display Parked Documents – FBV3



Document Edit Goto System Help

Post Parked Document: Initial Screen

Document list Editing Options

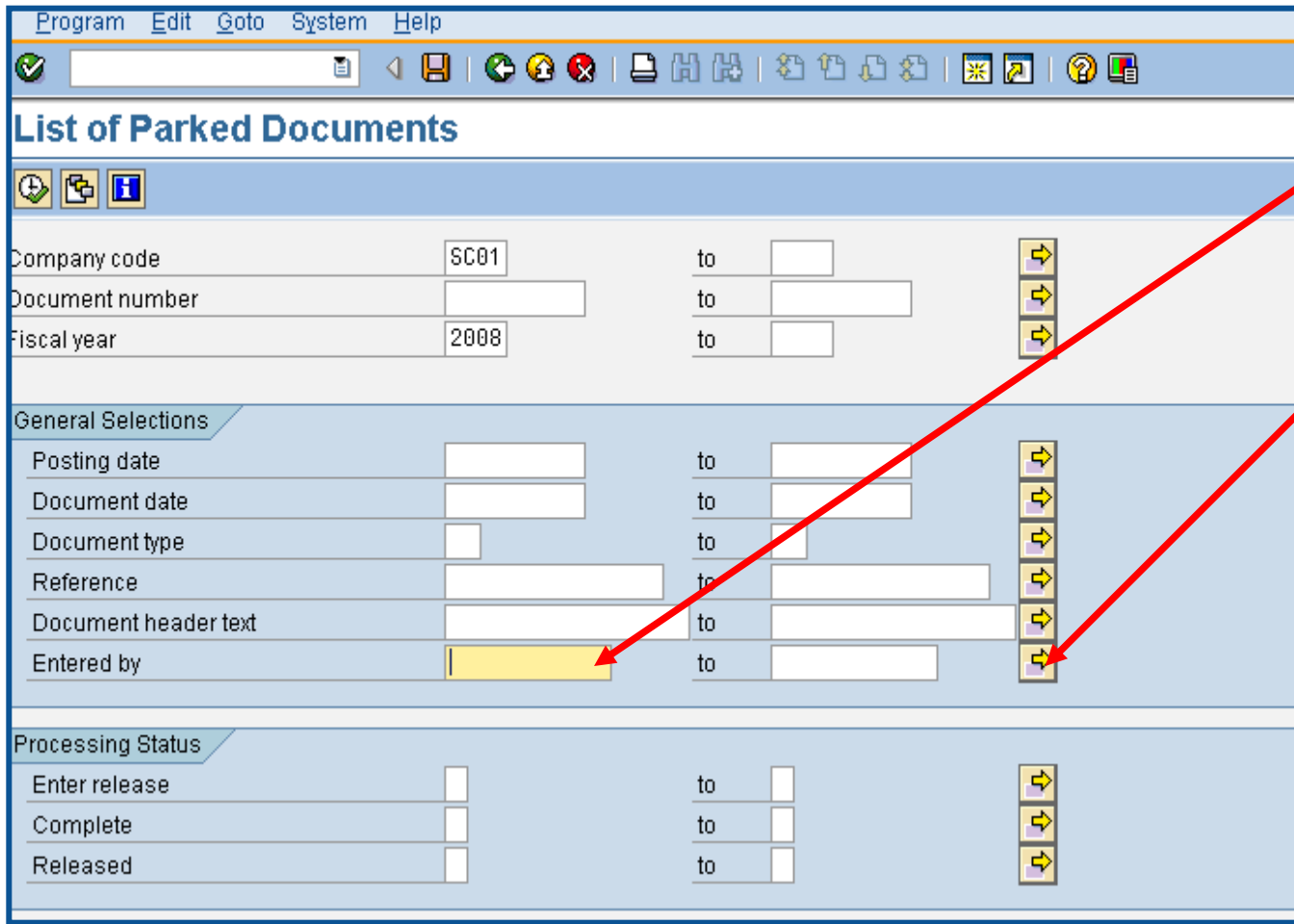
Click here to get more selection criteria

Key for Parking

Company Code	SC01
Doc. Number	
Fiscal Year	2008




# Display Parked Documents – FBV3 cont.



List of Parked Documents			
Company code	SC01	to	
Document number		to	
Fiscal year	2008	to	
General Selections			
Posting date		to	
Document date		to	
Document type		to	
Reference		to	
Document header text		to	
Entered by		to	
Processing Status			
Enter release	<input type="checkbox"/>	to	<input type="checkbox"/>
Complete	<input type="checkbox"/>	to	<input type="checkbox"/>
Released	<input type="checkbox"/>	to	<input type="checkbox"/>

The default will be your user ID. You can delete this and use the multiple selection and enter user IDs specific to your agency.

Once created, you can save it as a report variant by using the  icon.

# Display Parked Documents – FBV3 cont.

List Edit Goto Settings System Help

Display Parked Documents: List

St.	Fiscal Year	DocumentNo	Type	Entered on	Document Header Text	Completed by	Reason	User
🔒	2008	1000000221	SU	03/11/2008	BOA from YC to Medicaid			TKEY
🔒	2008	1000000302	SU	04/21/2008	Correct GL Account	KHORNSBY		KHORNSBY
🔒	2008	1000000303	SU	04/21/2008	Correct GL Account	KHORNSBY		KHORNSBY
🔒	2008	1000000304	SU	04/21/2008	Correct GL Account	KHORNSBY		KHORNSBY
🔒	2008	1000000330	SU	05/05/2008	fica 05/01/08	PJAMES		PJAMES
🔒	2008	1000000331	SU	05/05/2008	retirement 05/01/08	PJAMES		PJAMES
🔒	2008	1000000332	SU	05/05/2008	payroll 05/01/08	PJAMES		PJAMES
🔒	2008	1000000386	SA	05/22/2008	reverse wrong mini code	CPIPER		CPIPER
🔒	2008	1000000389	SU	05/23/2008	9900002810	SLUDLAM		SLUDLAM
🔒	2008	1000000392	SU	05/27/2008	Correction to parking	CLINDLER		CLINDLER
🔒	2008	1000000394	SU	05/28/2008	Correct Sub-Fund	RJOHNSON2		RJOHNSON2
🔒	2008	1000000399	SU	05/28/2008	Delta Air ticket/ Panels	SLUDLAM		SLUDLAM
🔒	2008	1000000402	SU	05/29/2008	Foothills Philharmonic	SLUDLAM		SLUDLAM
🔒	2008	1000000420	SU	06/02/2008	interest earned	PJAMES		PJAMES
🔒	2008	1000000421	SU	06/02/2008	interest earned	PJAMES		PJAMES
🔒	2008	1000000422	SU	06/02/2008	interest earned	PJAMES		PJAMES
🔒	2008	1000000423	SU	06/02/2008	interest earned	PJAMES		PJAMES
🔒	2008	1000000424	SU	06/02/2008	interest earned	PJAMES		PJAMES
🔒	2008	1000000429	SU	06/03/2008	admin to correct codes	DBRIDGES		DBRIDGES
🔒	2008	1000000430	SU	06/03/2008	Corr GL acct			TKEY
🔒	2008	1000000431	SU	06/03/2008	move revenue to sal/fring	COSWALD		COSWALD
🔒	2008	1000000432	SU	06/03/2008	Reclass 05/08 Interest	DEDENS		DEDENS
🔒	2008	1000000434	SU	06/04/2008	JE-Expense Correction-PR	CHILTON		CHILTON
🔒	2008	1000000435	SU	06/04/2008	CODES SUPPLEMENTAL	DBRIDGES		DBRIDGES
🔒	2008	1000000436	SU	06/04/2008	PROBATION FEE	DBRIDGES		DBRIDGES
🔒	2008	1000000437	SU	06/04/2008	Posting Error-1200000806	DEDENS		DEDENS
🔒	2008	1000000438	SU	06/05/2008	JE-Expense Correction-PR	CHILTON		CHILTON

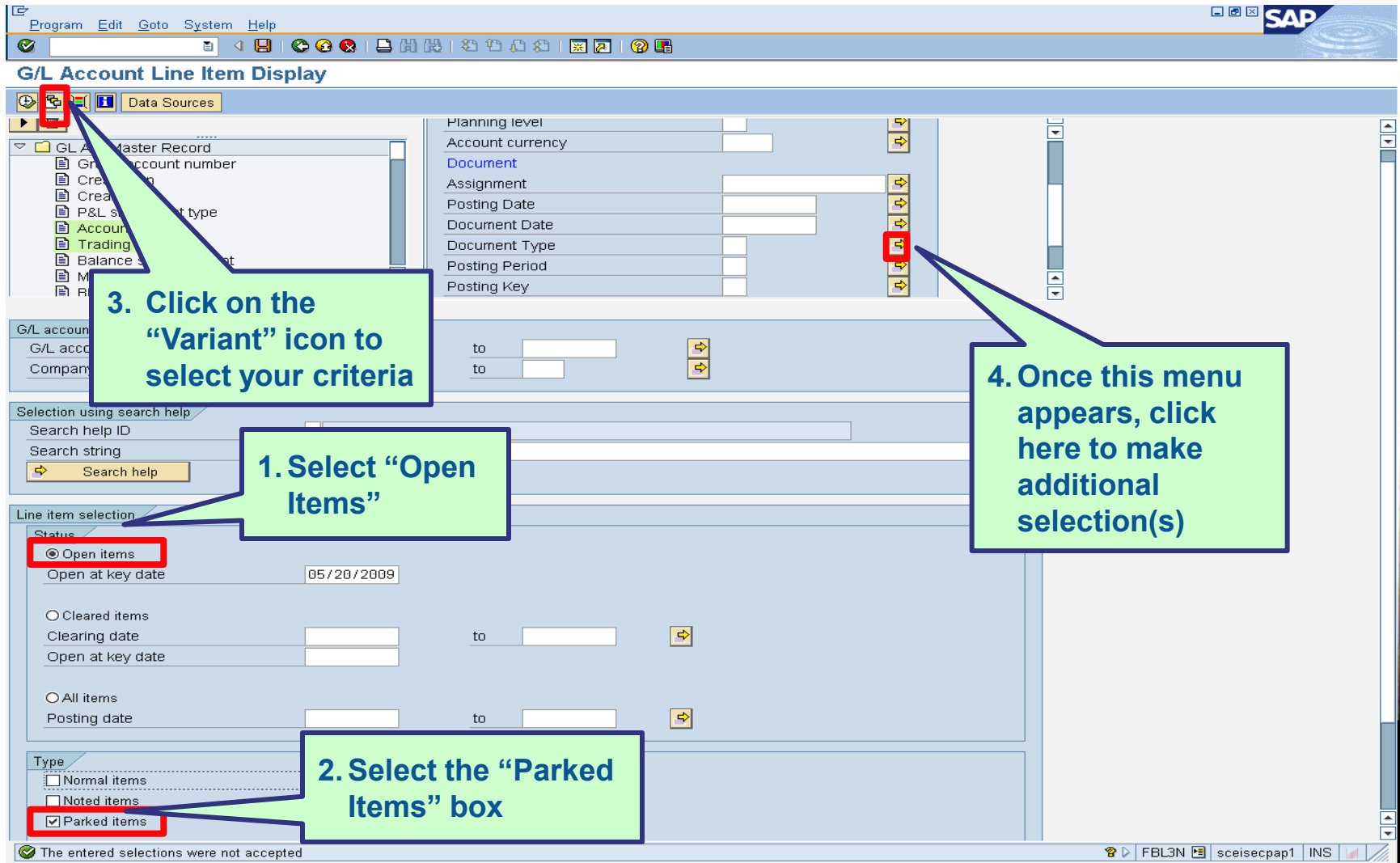
# Parked Documents – FBL3N

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- Journal Entries (JE's) are workflowed to the Comptroller General's Office (CGO) for approval.
- Workflow items are considered parked documents and do show up in the FBV3 listing.
- To view parked documents, excluding JE's at the CGO, use the FBL3N transaction.

# Display Parked Documents – FBL3N

South Carolina Enterprise Information System



The screenshot shows the SAP G/L Account Line Item Display screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar, and a main content area. The main content area is divided into several sections: a left-hand tree view for account selection, a central area for document details, and a bottom section for search and selection criteria. Four callout boxes provide step-by-step instructions:

- 1. Select "Open Items"**: Points to the "Open items" radio button in the "Line item selection" section.
- 2. Select the "Parked Items" box**: Points to the checked "Parked items" checkbox in the "Type" section.
- 3. Click on the "Variant" icon to select your criteria**: Points to the "Variant" icon in the top toolbar.
- 4. Once this menu appears, click here to make additional selection(s)**: Points to the "Variant" icon in the document details table.

At the bottom of the screen, a status bar displays the message: "The entered selections were not accepted".

# Display Parked Documents cont.

Multiple Selection for Document Type

Select Single Values | Select Ranges | **Exclude Single Values** | Exclude Ranges

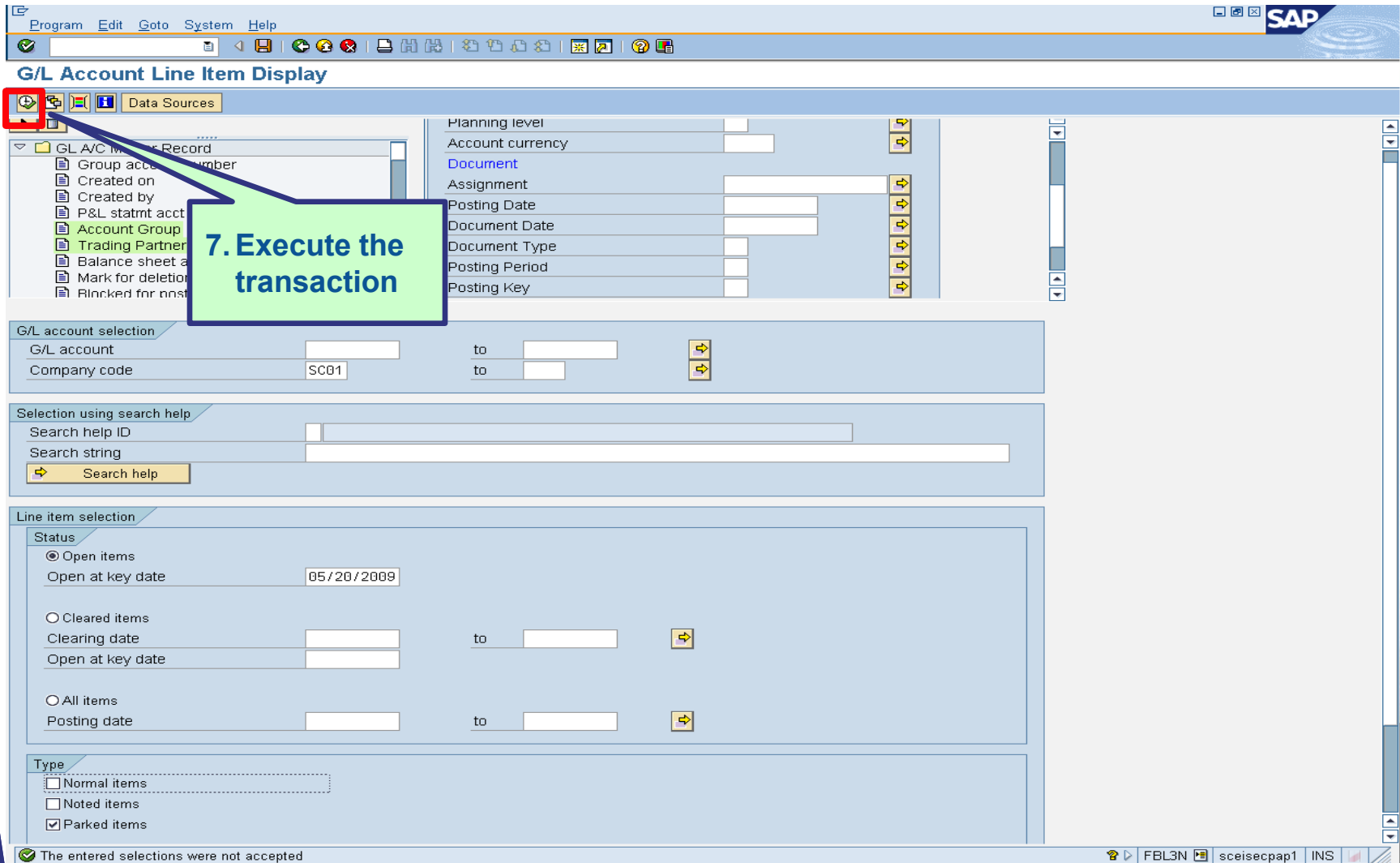
O.	S
	SU

5. Type in document type "SU"

4. Once additional selection(s) are made, choose the "Exclude Single Values" tab

6. Execute this criteria

# Display Parked Documents cont.



The screenshot shows the SAP G/L Account Line Item Display interface. A callout box with a blue border and a green background points to the 'Execute' button (represented by a green play icon) in the top-left corner of the main content area. The callout box contains the text '7. Execute the transaction'. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar, and several data entry sections: 'G/L account selection' with fields for G/L account and Company code (SC01); 'Selection using search help' with search help ID and search string fields; 'Line item selection' with radio buttons for 'Open items', 'Cleared items', and 'All items', and date fields for 'Open at key date', 'Clearing date', and 'Posting date'; and a 'Type' section with checkboxes for 'Normal items', 'Noted items', and 'Parked items' (which is checked). A status bar at the bottom indicates 'The entered selections were not accepted'.

# Display Parked Documents cont.

List Edit Goto Extras Environment Settings System Help
SAP

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G/L Account Line Item Display

G/L Account 5031510000 MOTOR VEHICLE SUPPLIES  
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	▲	3000028429	P240	KR	04/24/2009	40	59.01	USD	I1		
	* ▲						59.01	USD			
** Account 5031510000							59.01	USD			

G/L Account 5041010000 DUES & MEMBERSHIP FEES  
Company Code SC01

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	▲	3000029841	P240	KR	05/14/2009	40	80.00	USD	I0		
	* ▲						80.00	USD			
** Account 5041010000							80.00	USD			

G/L Account 5130610000 HEALTH INS-ST EMP  
Company Code SC01

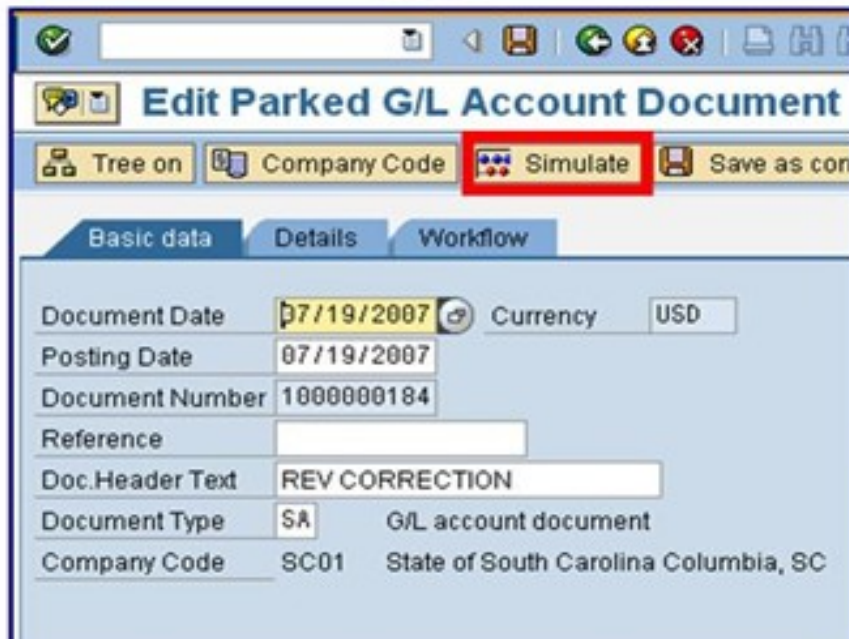
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	35,305.11	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	2,135.15	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	4,825.00	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	777.39	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	1,695.00	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	264.46	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	508.53	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	198.34	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	110.56	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	1,117.61	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	2,861.08	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	264.46	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	1,311.64	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	1.60	USD			
<input type="checkbox"/>	▲	3900002715	P240	ZI	04/23/2009	40	264.46	USD			

FBL3N scejsecpap3 INS

# Display Parked Documents cont.

## Helpful tips that can be used with parking documents

It is advisable always to **Simulate** a document before **Saving as completed** to ensure correctness of transaction.

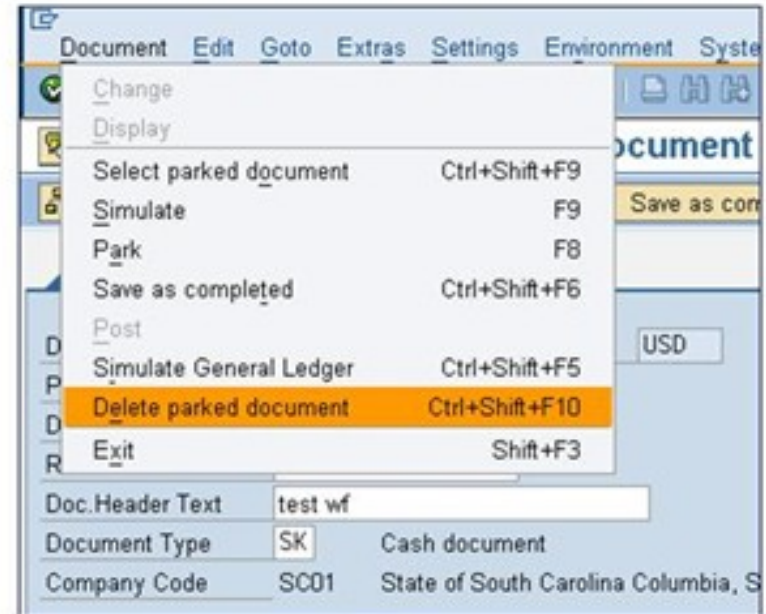


**Edit Parked G/L Account Document**

Tree on | Company Code | **Simulate** | Save as completed

Basic data | Details | Workflow

Document Date	07/19/2007	Currency	USD
Posting Date	07/19/2007		
Document Number	1000000184		
Reference			
Doc.Header Text	REV CORRECTION		
Document Type	SA	G/L account document	
Company Code	SC01	State of South Carolina Columbia, SC	



Document | Edit | Goto | Extras | Settings | Environment | System

- Change
- Display
- Select parked document (Ctrl+Shift+F9)
- Simulate (F9)
- Park (F8)
- Save as completed (Ctrl+Shift+F6)
- Post
- Simulate General Ledger (Ctrl+Shift+F5)
- Delete parked document (Ctrl+Shift+F10)**
- Exit (Shift+F3)

Doc.Header Text: test wf  
Document Type: SK Cash document  
Company Code: SC01 State of South Carolina Columbia, SC

**Delete parked document** - Enter **FBV2** then delete parked document as shown above.



# Workflow Items

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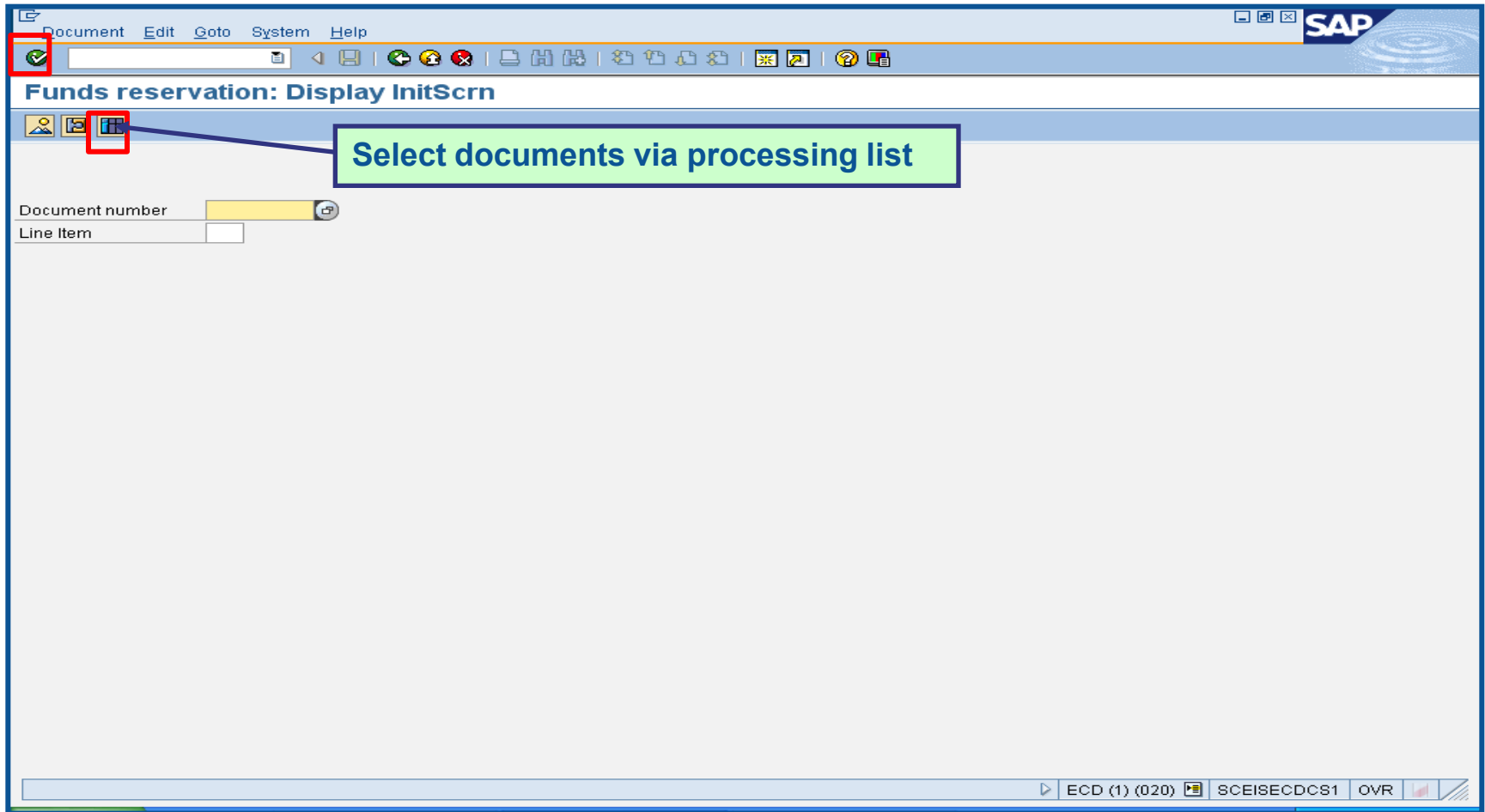
- Workflow items for payments for the prior year being made in July will be shown in the inbox as a high priority item and will be in “red.”
- You should work on these items first in order to have them posted in the prior year.
- The CGO and SBO workflow items will likewise show as priority for prior year items in their workflow inboxes.
- Be sure to clear all priority items by the year-end closing date of July 16<sup>th</sup>.

# Funds Reservation Documents at Year-end

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- ① Funds reservation documents encumber budget.
- ① At year-end, when funding gets low, it is important to free up as much budget as possible to be able to process payments.
- ① Reducing funds reservations can free up budget.
- ① To view funds reservations use transaction code **FMX3**.
- ① To reduce funds reservations use transaction code **FMX6**.

# Display Funds Reservation – FMX3



The screenshot shows the SAP interface for 'Funds reservation: Display InitScr'. The top menu bar includes 'Document', 'Edit', 'Goto', 'System', and 'Help'. A toolbar with various icons is located below the menu. The main area contains a 'Document number' field with a dropdown arrow and a 'Line Item' field. A green callout box with a blue border points to a grid icon in the top-left corner of the main area, containing the text 'Select documents via processing list'. The status bar at the bottom right shows 'ECD (1) (020)', 'SCEISECDCS1', and 'OVR'.

# Display Funds Reservation – FMX3 cont.

Program Edit Goto System Help

Earmarked funds journal

Document Header Data

Earmarked Funds	<input type="text"/>	to	<input type="text"/>	
Doc. Category	30	to	<input type="text"/>	
Document type	<input type="text"/>	to	<input type="text"/>	
Company Code	SC01	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Posting Date	<input type="text"/>	to	<input type="text"/>	
Created by	<input type="text"/>	to	<input type="text"/>	
Costs due on	<input type="text"/>	to	<input type="text"/>	

Line Item Data

Controlling Area	<input type="text"/>	to	<input type="text"/>	
G/L Account	<input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	
Order	<input type="text"/>	to	<input type="text"/>	
WBS Element	<input type="text"/>	to	<input type="text"/>	
FM Area	<input type="text"/>	to	<input type="text"/>	
Commitment Item	<input type="text"/>	to	<input type="text"/>	
Funds Center	E1200000	to	E120A00014	
Fund	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	
Customer	<input type="text"/>	to	<input type="text"/>	

# Display Funds Reservation – FMX3 cont.



Date  
Time 06/07/2008  
08:03:37

Note  
Open  
Amts.



Doc. No.	Item	Cat	Text	DT	Crcy	CoCd	Doc. Date	Created by	Amount	Cmmt Item	Funds Ctr	Fund	Functional Area	Grant	G/L Account	Cost Center	Order	WBS Elem.	Open amt	Text
300000000	1	30		11	USD	SC01	11/05/2007	CHILTON	7,202.00	5051540000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5051540000	E120A00010	30000000		1,975.87	auto lease
300000001		30		11	USD		11/07/2007		186.00	5051540000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5051540000	E120A00013	30000006		88.03	FY 08 Auto Lease-CSAC
300000002		30		11	USD		11/07/2007		100.00	5021540000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5021540000	E120A00010	30000000		100.00	Background Investigations
300000003		30		11	USD		11/09/2007		500.00	5020080000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020080000	E120A00010	30000000		98.50	Intra-State Mail Service
300000004		30		11	USD		12/06/2007		5,393.00	5030070000	E120A00010	10010000	0000000000000000	NOT RELEVANT	5030070000	E120A00010	30000000		2,519.01	First Class Postage
300000005		30		11	USD		12/07/2007		1,650.00	5020090000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00012	30000005		426.75	
	2	30		11	USD		12/07/2007		213.00	5020110000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00012	30000005		67.10	
	3	30		11	USD		12/07/2007		3,928.00	5020090000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00011	30000004		760.67	
	4	30		11	USD		12/07/2007		213.00	5020110000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00011	30000004		72.01	
	5	30		11	USD		12/07/2007		2,183.00	5020090000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00013	30000006		1,147.93	
	6	30		11	USD		12/07/2007		213.00	5020110000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00013	30000006		60.76	
	7	30		11	USD		12/07/2007		2,763.00	5020090000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00010	30000000		268.60	
	8	30		11	USD		12/07/2007		213.00	5020110000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00010	30000000		71.99	
	9	30		11	USD		12/07/2007		6,299.00	5020090000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00014	30000007		2,237.57	
	10	30		11	USD		12/07/2007		213.00	5020110000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00014	30000007		71.99	
300000006	1	30		11	USD		12/07/2007		1,650.00	5020090000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00012	30000005		0.00	
	2	30		11	USD		12/07/2007		213.00	5020110000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00012	30000005		0.00	
	3	30		11	USD		12/07/2007		3,928.00	5020090000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00011	30000004		0.00	
	4	30		11	USD		12/07/2007		213.00	5020110000	E120A00011	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00011	30000004		0.00	
	5	30		11	USD		12/07/2007		2,183.00	5020090000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020090000	E120A00013	30000006		0.00	
	6	30		11	USD		12/07/2007		213.00	5020110000	E120A00013	10010000	0000000000000000	NOT RELEVANT	5020110000	E120A00013	30000006		0.00	
	7	30		11	USD		12/07/2007		2,763.00	5020090000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00010	30000000		0.00	
	8	30		11	USD		12/07/2007		213.00	5020110000	E120A00010	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00010	30000000		0.00	
	9	30		11	USD		12/07/2007		6,299.00	5020090000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020090000	E120A00014	30000007		0.00	
	10	30		11	USD		12/07/2007		213.00	5020110000	E120A00014	30350000	0000000000000000	NOT RELEVANT	5020110000	E120A00014	30000007		0.00	
300000009	1	30		11	USD		04/17/2008		93.00	5030020000	E120A00012	10010000	0000000000000000	NOT RELEVANT	5030020000	E120A00012	30000005		93.00	Citizens Financial Report

# Display Funds Reservation – FMX3 cont.

Document Edit Goto Extras Environment System Help

Funds reservation: Display Detail scr

Consumption

Line Item 300000000 1 Position / 1

Text auto lease

Control data

Completion indicator  Item blocked  Item block [More](#)

Values

Currency USD

Overall amount	7,202.00
Open amount	1,975.87
Due on	

More data

Vendor  
Customer  
Alternat. payee

Coding Block

Cost Center	E120A00010	Grant	NOT RELEVANT
Fund	30350000	Commitment Item	5051540000
Functional Area	000000000000000000		
Funds Center	E120A00010		

[More](#)

# Display Funds Reservation – FMX3 cont.

## Earmarked Funds: Display Consumption History




Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text
300000000	1	1 Receipt amt		7,202.00	USD	7,202.00	USD	0.00	0.00			
		Manual Reduction	<u>00007</u>	685.45	USD	685.45	USD	0.00	0.00	05/13/2008	05/13/2008	March auto lease payment
		Manual Reduction	<u>00006</u>	743.62	USD	743.62	USD	0.00	0.00	04/01/2008	04/01/2008	February payment
	2	Total Manual Reduction		1,429.07	USD	1,429.07	USD	0.00	0.00			
		Invoice/Credit Memo	<u>3900000196 SC012008</u>	687.55	USD	687.55	USD	0.00	0.00	03/04/2008	02/15/2008	
		Invoice/Credit Memo	<u>3900000162 SC012008</u>	759.16	USD	759.16	USD	0.00	0.00	01/31/2008	01/16/2008	
		Invoice/Credit Memo	<u>3900000119 SC012008</u>	725.77	USD	725.77	USD	0.00	0.00	01/15/2008	12/14/2007	
		Invoice/Credit Memo	<u>3900000081 SC012008</u>	827.20	USD	827.20	USD	0.00	0.00	12/14/2007	11/19/2007	
		Invoice/Credit Memo	<u>3900000012 SC012008</u>	797.38	USD	797.38	USD	0.00	0.00	11/14/2007	10/16/2007	
	3	Total Invoices/credit memos		3,797.06	USD	3,797.06	USD	0.00	0.00			
	4	Consumpt.		5,226.13	USD	5,226.13	USD	0.00	0.00			
	5	Open amount		1,975.87	USD	1,975.87	USD	0.00	0.00			

# Display Funds Reservation – FMX3 cont.

**Display Document: Data Entry View**

Data Entry View

Document Number: 3900000196    Company Code: SC01    Fiscal Year: 2008  
 Document Date: 02/15/2008    Posting Date: 03/04/2008    Period: 9  
 Reference: M04143901    Cross-CC no.:  
 Currency: USD    Texts exist:     Ledger Group:



C...	Itm	PK	Account	Description	Amount	Curr.	BusA	Fund	Grant	Cost Center	Order	Funds Center	Tx	Clrng doc.	Text
SC01	1	31	000F030000	BUDGET AND CONT...	687.55	USD	E120						ID	3400001584	
	2	40	5051540000	LEASED CAR-ST OW...	687.55	USD	E120	30350000	NOT RE...	E120A00010	30000000	E120A00010	ID		



# Reduce Funds Reservation - FMX6

Document number

Line Item

Doc.date (reduct) 08/31/2007

**Enter Document Number.**

**Transaction: FMX6**

ECD (1) (020) SCEISEDCS1 OVR

# Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

**Funds reservation: Reduce manually Detail scr**

Entry Consumption Reduction references

Line Item 300000005 1 Position 1 / 10

Text

**Reduction information**

Currency USD

Reduction amt

Reduction text

**Control data**

Completion indicator  Item blocked  Item block [More](#)

**Values**

Currency USD

Overall amount 1,650.00

Open amount 426.75

Due on

**More data**

Vendor 000F030000 BUDGET AND CONTROL BOARD

Customer

Alternat. payee

**Coding Block**

Cost Center E120A00012

Fund 10010000 Grant NOT RELEVANT

Functional Area 0000000000000000

Funds Center E120A00012 Commitment Item 5020090000 [More](#)

# Reduce Funds Reservation – FMX6 cont.

Document Edit Goto Extras Environment System Help

**Funds reservation: Display Detail scr**

Consumption

Line Item: 300000005 1 Position: / 10

Text:

**Control data**

Completion indicator  Item blocked  Item block [More](#)

**Values**

Currency	USD
Overall amount	1,650.00
Open amount	0.00
Due on	

**More data**

Vendor: 000F030000 BUDGET AND CONTROL BOARD  
Customer:  
Alternat. payee:

**Coding Block**

Cost Center	E120A00012	Grant	NOT RELEVANT
Fund	10010000	Commitment Item	5020090000
Functional Area	000000000000000000		
Funds Center	E120A00012		

[More](#)

# Reduce Funds Reservation – FMX6 cont.

Earmarked Funds: Display Consumption History

Doc. No.	Item	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text
300000005	1	Receipt amt		1,650.00	USD	1,650.00	USD	0.00	0.00			
		Manual Reduction	<a href="#">00007</a>	177.63	USD	177.63	USD	0.00	0.00	05/21/2008	05/21/2008	April payment
		Manual Reduction	<a href="#">00006</a>	144.48	USD	144.48	USD	0.00	0.00	04/23/2008	04/23/2008	March phone payment
		Manual Reduction	<a href="#">00005</a>	158.81	USD	158.81	USD	0.00	0.00	04/02/2008	04/02/2008	February payment
		Total Manual Reduction		480.92	USD	480.92	USD	0.00	0.00			
		Invoice/Credit Memo	<a href="#">3900000189 SC012008</a>	193.65	USD	193.65	USD	0.00	0.00	02/22/2008	01/31/2008	
		Invoice/Credit Memo	<a href="#">3900000159 SC012008</a>	193.69	USD	193.69	USD	0.00	0.00	01/31/2008	12/31/2007	
		Invoice/Credit Memo	<a href="#">3900000145 SC012008</a>	176.31	USD	176.31	USD	0.00	0.00	01/23/2008	11/30/2007	
		Invoice/Credit Memo	<a href="#">3900000103 SC012008</a>	178.68	USD	178.68	USD	0.00	0.00	12/21/2007	10/31/2007	
		Total Invoices/credit memos		742.33	USD	742.33	USD	0.00	0.00			
		Consumpt.		1,223.25	USD	1,223.25	USD	0.00	0.00			
		Set "complete"		426.75	USD	426.75	USD	0.00	0.00	06/07/2008		
		Open amount		0.00	USD	0.00	USD	0.00	0.00			

# GL Account Review and JEs

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- GL account reviews should be done routinely and particularly at year-end to verify posting accuracy.
- This review can reveal errors in coding or procedures or outstanding balances that need adjusting.
- Transaction **ZGLA** can be used to review your agency's general ledger account balances.
- Transaction **FV50** is used to enter adjusting entries.

# GL Account Review and JEs - ZMDRR



[List](#) [Edit](#) [Goto](#) [Settings](#) [System](#) [Help](#)

## Master Data Relationship Report

Enter Criteria	Business Area: <input type="text" value="E080"/> SECRETARY OF STATE
Reset	Cost Center <input type="text"/> Mini Code <input type="text"/>
	Functional Area <input type="text"/> State Funded PGM <input type="text"/>

Cost Center	Name	Functional Area	Functional Area Description	Mini Code	State Level Funded Program	Valid from	Valid to
E080A00010	ADMINISTRATION	E080_0000	E080 ADMINISTRATION	0069	0100.000000.000	07/01/2007	06/30/9999
E080A00010	ADMINISTRATION	E080_0001	E080 STATE EMPLOYER CON...	1226	9500.050000.000	07/01/2007	06/30/9999
E080A00010	ADMINISTRATION	E080_0002	E080 DUAL EMPLOYMENT	9005	9700.000000.000	07/01/2007	06/30/9999
E080A00010	ADMINISTRATION	E080_0004	E080 UCC INTERNET ACCESS	8637	9801.060000.000	07/01/2007	06/30/9999
E080ZNBIF	** No title found **	E080_0000	E080 ADMINISTRATION	0069	0100.000000.000	07/01/2007	06/30/9999
E080ZNBIF	** No title found **	E080_0001	E080 STATE EMPLOYER CON...	1226	9500.050000.000	07/01/2007	06/30/9999
E080ZNBIF	** No title found **	E080_0002	E080 DUAL EMPLOYMENT	9005	9700.000000.000	07/01/2007	06/30/9999
E080ZNBIF	** No title found **	E080_0004	E080 UCC INTERNET ACCESS	8637	9800.060000.000	07/01/2007	06/30/9999
E080ZNBIF	** No title found **	E080X0003	E080 STATEWIDE CF APPRO	6145	8900.000000X000	07/01/2007	06/30/9999

# GL Account Review and JEs – Reports

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There are several reports that can be used to review GL accounts:

## **ZGLA**

- SC specific report useful for reviewing GL totals by fund, cost center, funded program, etc. – many options. This report has drilldown capabilities.

## **F.08 or S\_ALR\_87012277**

- Use these reports to look at your agency GL in total. These reports do not give you GL totals by fund or drilldown capabilities.

## **FAGLB03**

- This is useful for looking up a particular GL account or a range of GL account balances and can be done by fund, but will give you a total of the GL account(s).

# GL Account Review and JEs – Review

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## What do you look for when you review the GL?

### **Accounts Payable balances**

- Should only include amounts awaiting payment and other balances that have been set up as accounts payable.

### **Sales and Use Tax Payable**

- Balances should be reviewed to determine that these taxes have been properly recorded and/or paid.

### **Accounts Receivable balances**

- Should be reviewed to determine that receipts have been properly posted against AR and not posted as a direct receipt, leaving an erroneous AR balance.



# GL Account Review and JEs – Review cont.

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- ④ **Travel advances** outstanding - Should be \$-0-.
  - GL account 5052010000 – Travel Advances.
  
- ④ **Revenue and expenditure accounts**
  - Review can reveal inappropriate classifications of revenues and expenditures.
  
- ④ **Fund Balance**
  - **No entries** should be made directly to any fund balance account without consulting the SCEIS Finance Team.
  
- ④ **Fixed Assets**
  - Review for appropriateness of entries for capital expenditures which create asset shells postings to accounts 18xxxxxxx.

# GL Account Review and JEs – Review cont.

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## **Undeposited Cash account**

- To ensure the STO have verified the cash deposit so the cash can be moved to 1000030000. This account 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 cleared at year-end.

## **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.

# Review GL Accounts Routinely

- ④ Routine GL review is highly recommended to identify accounts needing adjustment before they become big issues. Routine review will result in fewer adjustments at year-end.
- ④ You should review your budget and commitment reports to ensure account information appears appropriate.
- ④ All correcting entries/journal entries must be completed by July 16<sup>th</sup>.
- ④ Use **FV50** to make correcting entries.

# Review GL Accounts Routinely cont.

- Use **ZGLA**, F.08 or S\_ALR\_87012277 to review your GL accounts.
- **ZGLA** has drilldown capabilities as well as multiple selections capabilities.
- Once you have identified the GL account that needs further review, you can also use **FAGLB03** to get to the detail information in the GL account.
- **FBL3N** (G/L Account Line Item Display) and **FBL5N** (Customer Line Item Display) are also useful in reviewing detail GL account information.

# Let's look at the ZGLA Report



# Fixed Assets at Year-End

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- ④ There are no new transaction codes or special procedures for closing out fixed assets at year-end.
- ④ Check your fixed assets listing to ensure items appear correct. Use transaction code S\_ALR\_87011990 to view asset history for your agency
- ④ Perform an inventory of assets at least annually to identify assets needing to be added or removed from the list due to donation, damage, repair, refurbishment, loss, etc.
- ④ Make adjustments to fixed assets as needed.

# Transaction S\_ALR\_87011990

Program Edit Goto System Help

SAP

### Asset History Sheet

Company code  to

Asset number  to

Subnumber  to

**Selections**

Asset class  to

Business area  to

**Settings**

Report date

Depreciation area  Full Accrual

Sort Variant  Co. code/bus. area/bal. item/B/S acc

List assets  
 ... or main numbers only  
 ... or group totals only

**Display options**

Use ALV grid

**Further settings**

History sheet version  In compl. w/EC directive 4 (13 col.,wide version)

Depreciation posted

**Retirmt simulations**

Low value assets classes  to

LVA simulation period from  To ;

Intangible assets classes  to

**Enter Business Area and select Full Accrual from the drop-down box**

ECP (2) (010) | sceisecpap5 | INS

# S\_ALR\_87011990

Asset History Sheet

Report date: 06/30/2010 Asset History Sheet - 20 Full Accrual  
 Created on: 04/21/2010 In compl. w/EC directive 4 (13 col.,wide version) (complete) 1

Report date: 06/30/2010 Asset History Sheet - 20 Full Accrual  
 Created on: 04/21/2010 In compl. w/EC directive 4 (13 col.,wide version) (complete) 2

Asset	SNo.	Cap.date	Asset description	Crcy	APC FY start	Acquisition	Retirement	Transfer	Post-capital.	Invest.support	Current APC
Dep. FY start	Dep. for year	Dep.retir.	Dep.transfer	Dep.post-cap.	Write-ups	Accumul. dep.					
Bk.val.FY strt						Curr. bk. val.					
150000000003	0	01/07/2002	"Imaging, Scanner Canon DR5020"	USD	5,458.95	0.00	0.00	0.00	0.00	0.00	5,458.95
5,458.95-		0.00	0.00	0.00	0.00	5,458.95-					0.00
0.00						0.00					0.00
150000000004	0	01/07/2002	"Imaging, Jukebox HP300MX Opt"	USD	12,753.30	0.00	0.00	0.00	0.00	0.00	12,753.30
12,753.30-		0.00	0.00	0.00	0.00	12,753.30-					0.00
0.00						0.00					0.00
150000000005	0	01/07/2002	"Imaging, Application Server"	USD	22,818.60	0.00	0.00	0.00	0.00	0.00	22,818.60
22,818.60-		0.00	0.00	0.00	0.00	22,818.60-					0.00
0.00						0.00					0.00
150000000006	0	01/07/2002	"Imaging, DB Server"	USD	27,630.75	0.00	0.00	0.00	0.00	0.00	27,630.75
27,630.75-		0.00	0.00	0.00	0.00	27,630.75-					0.00
0.00						0.00					0.00
150000000007	0	01/07/2002	"Imaging, Cache Server"	USD	28,424.55	0.00	0.00	0.00	0.00	0.00	28,424.55
28,424.55-		0.00	0.00	0.00	0.00	28,424.55-					0.00
0.00						0.00					0.00
150000000008	0	01/22/1990	"File System, High Density"	USD	39,712.25	0.00	0.00	0.00	0.00	0.00	39,712.25
31,887.46-		1,647.32-	0.00	0.00	0.00	33,534.78-					6,177.47
7,824.79						0.00					0.00
150000001245	0	01/08/2010	DellDell Latitude E5500, Intel Core 2 Duo T7250	USD	0.00	912.65	0.00	0.00	0.00	0.00	912.65
0.00		152.11-	0.00	0.00	0.00	152.11-					760.54
0.00						0.00					0.00
0.00						0.00					0.00
* Asset Class	00015400		SCEIS_Data Proc Eqp	USD	136,798.40	912.65	0.00	0.00	0.00	0.00	137,711.05
128,973.61-		1,799.43-	0.00	0.00	0.00	130,773.04-					6,938.01
7,824.79						0.00					0.00
** Bal. sh. acct APC	1802016000		DP EQPMT-FA	USD	136,798.40	912.65	0.00	0.00	0.00	0.00	137,711.05



# Lesson 9 Summary

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- 🔄 You should now be able to:
  - Review and process all parked documents: invoices, customer invoices, JEs, etc.
  - Review and process all workflow items to clear out the workplace inbox.
  - Review and process all funds reservation documents – delete and/or process in the new fiscal year.
  - Review all GL account balances to ensure any needed adjusting entries are processed before closing.
  - Review fixed assets to ensure asset balances are proper.