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

- 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.
  -

Key Terms and Concepts

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

Key Transactions

- 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

- At year-end, documents that are not "posted" must be reviewed and either posted or deleted.
- Decisions regarding un-posted documents must be made so documents can be finalized by year-end.
- 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 16th. 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

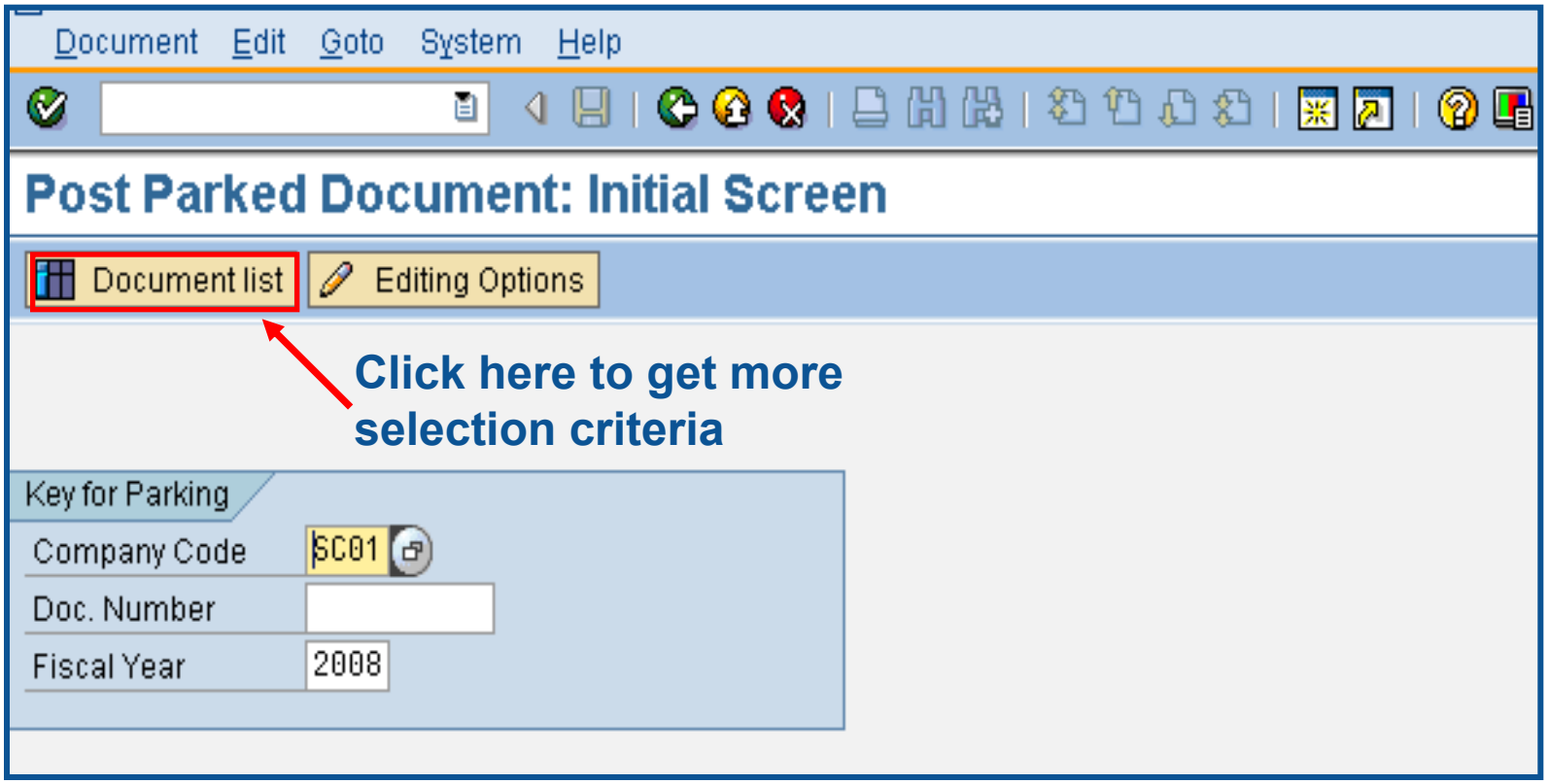
- Parked documents can be retrieved by using transaction code FBV3, FBL3N or by running the BW report “Open Encumbrances.” Remember:
  - FBV3 and FBL3N will be real time,
  - FBV3 will include all business areas, not just your own, and the
  - BW report will be as of the previous night’s run, but will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

- To delete a parked document use T-code **FBV2**.

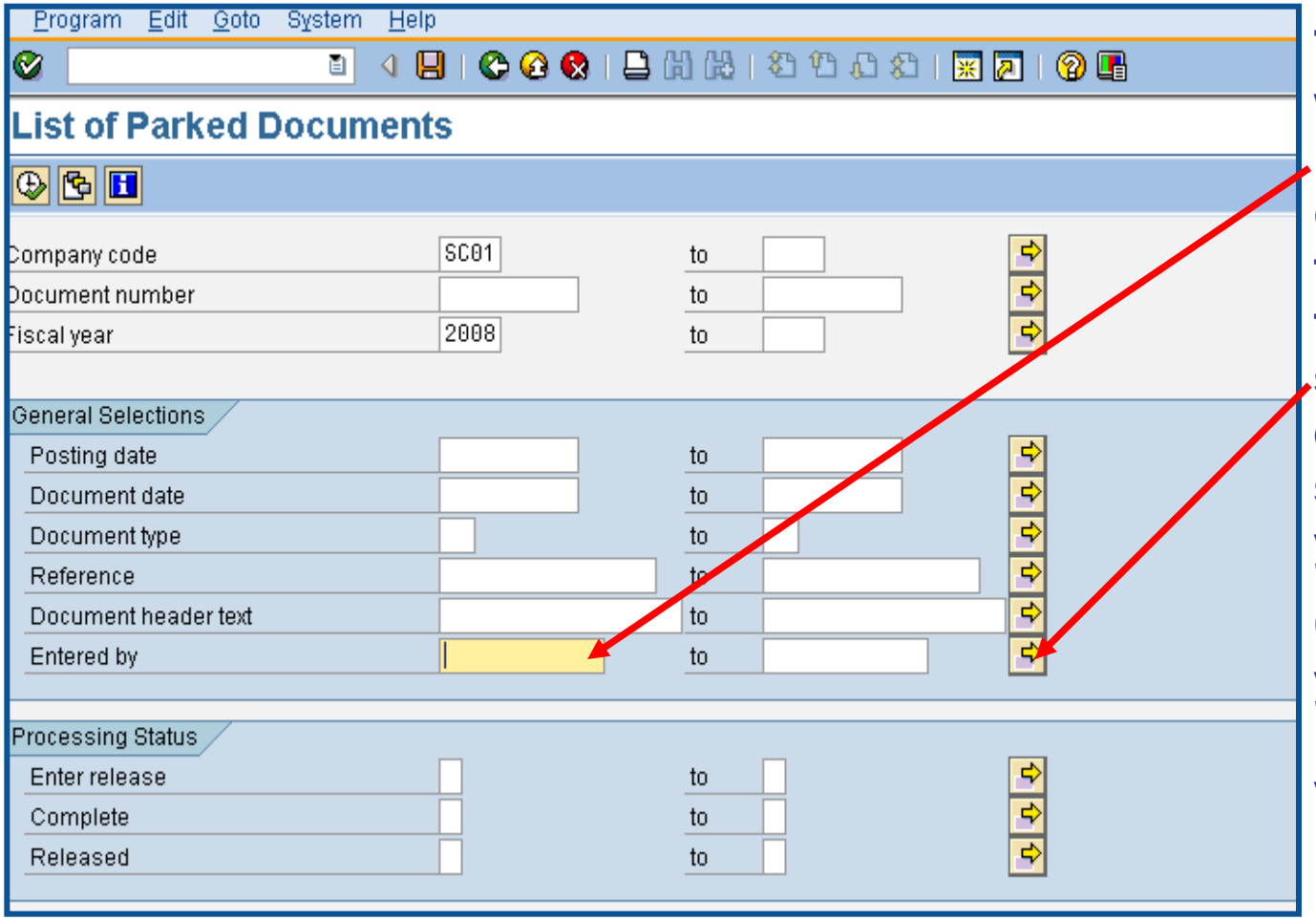
Parked Documents cont.

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

Display Parked Documents – FBV3



Display Parked Documents – FBV3 cont.



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

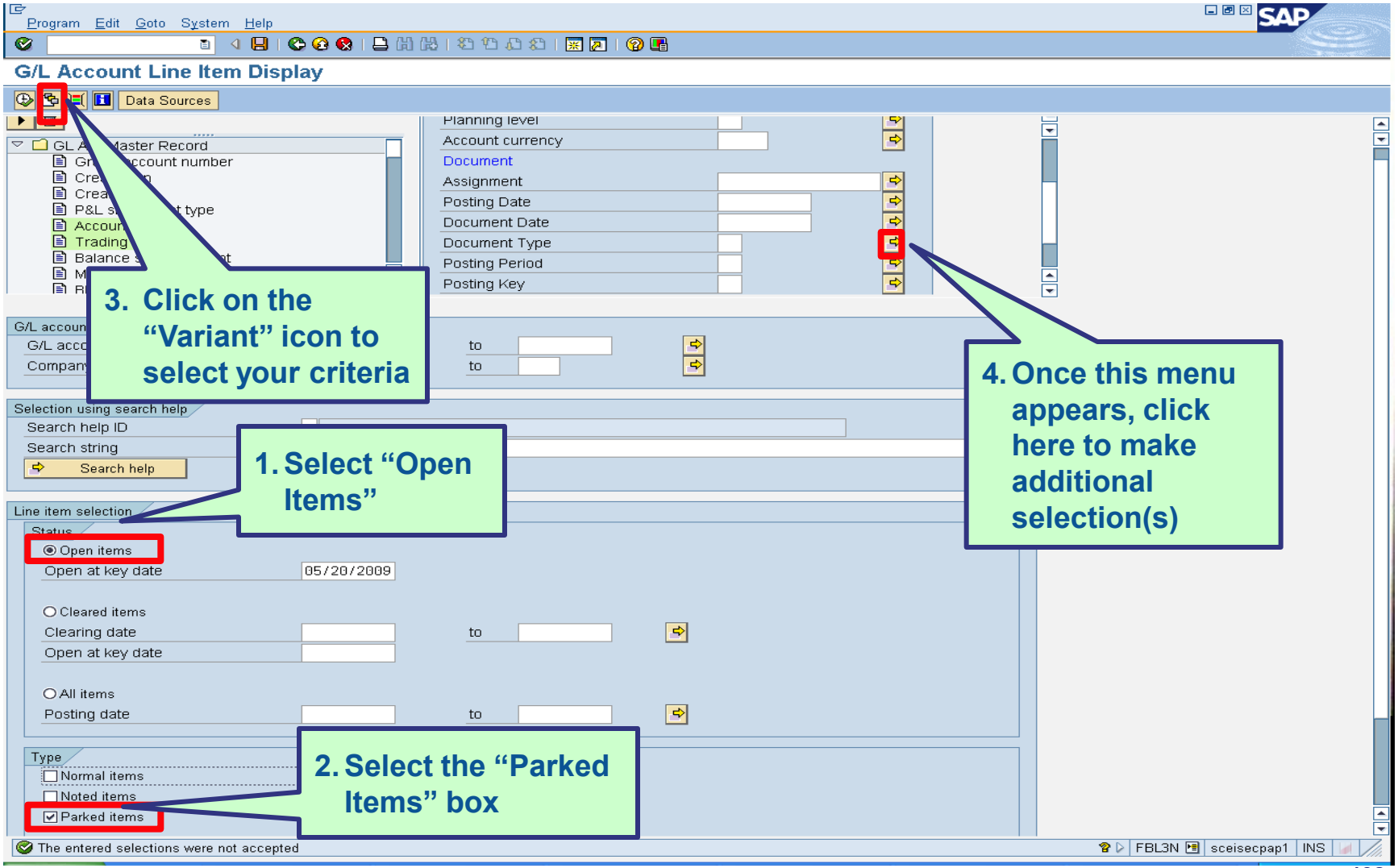
Display Parked Documents: List

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

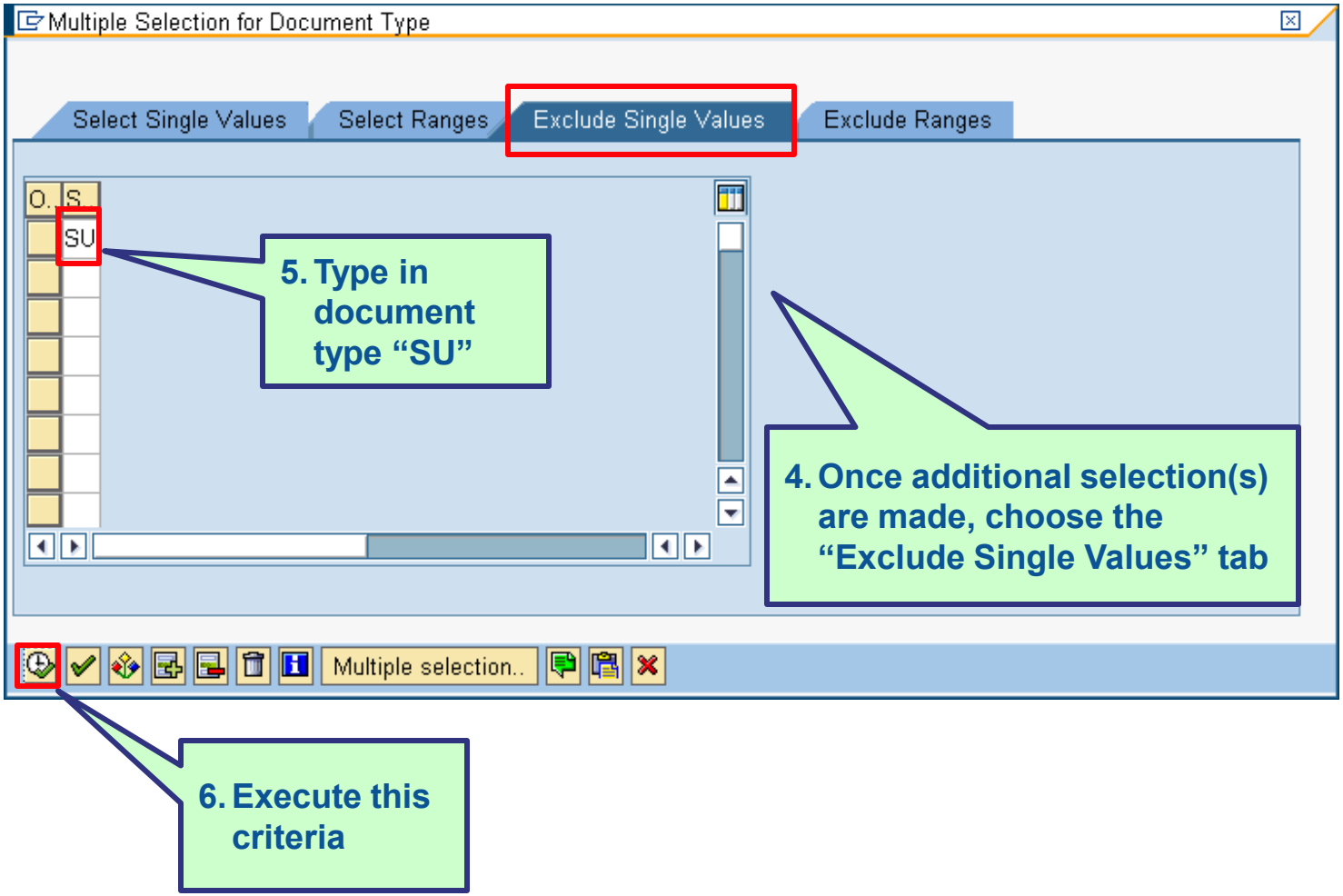
Parked Documents – FBL3N

- 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.

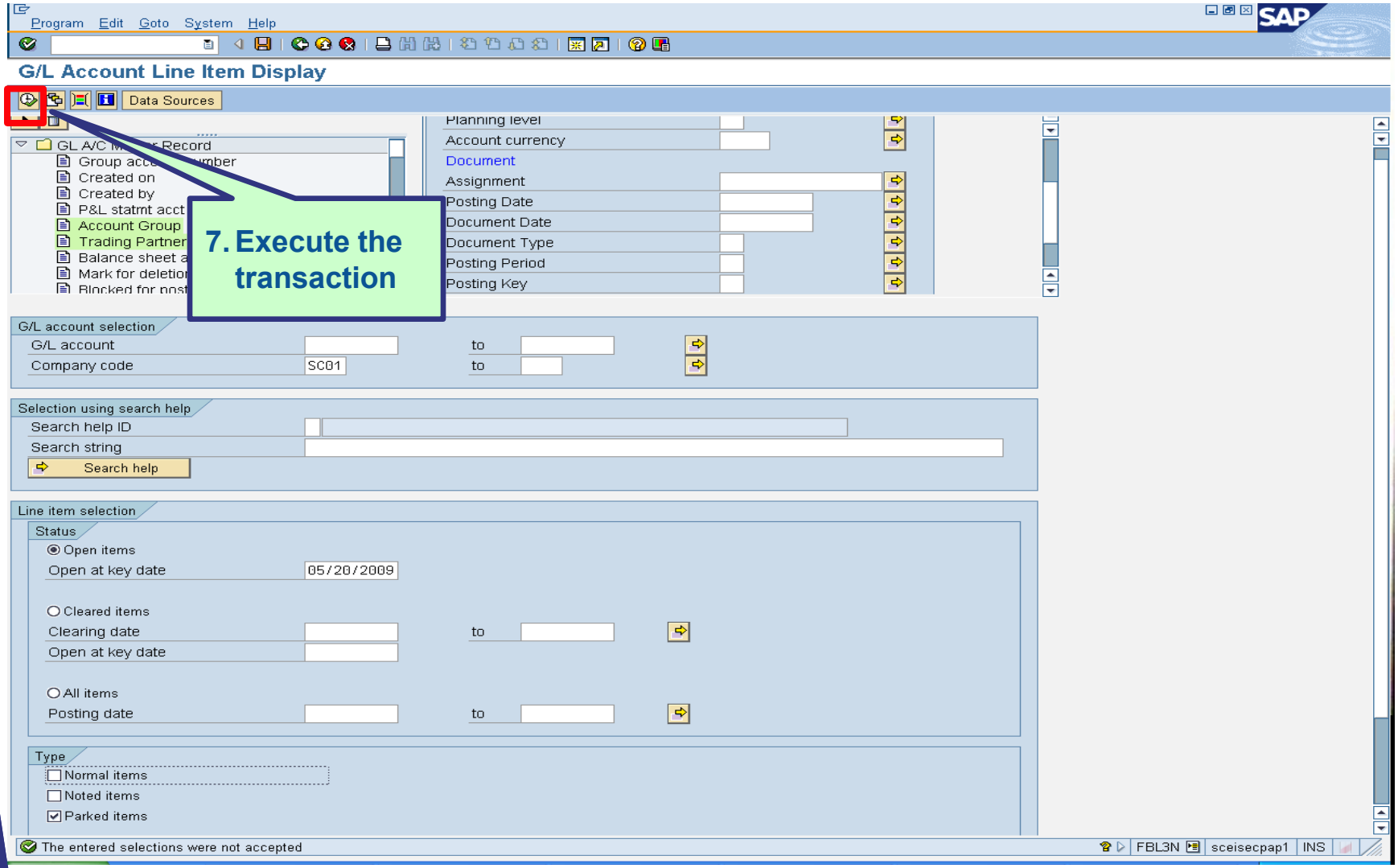
Display Parked Documents – FBL3N



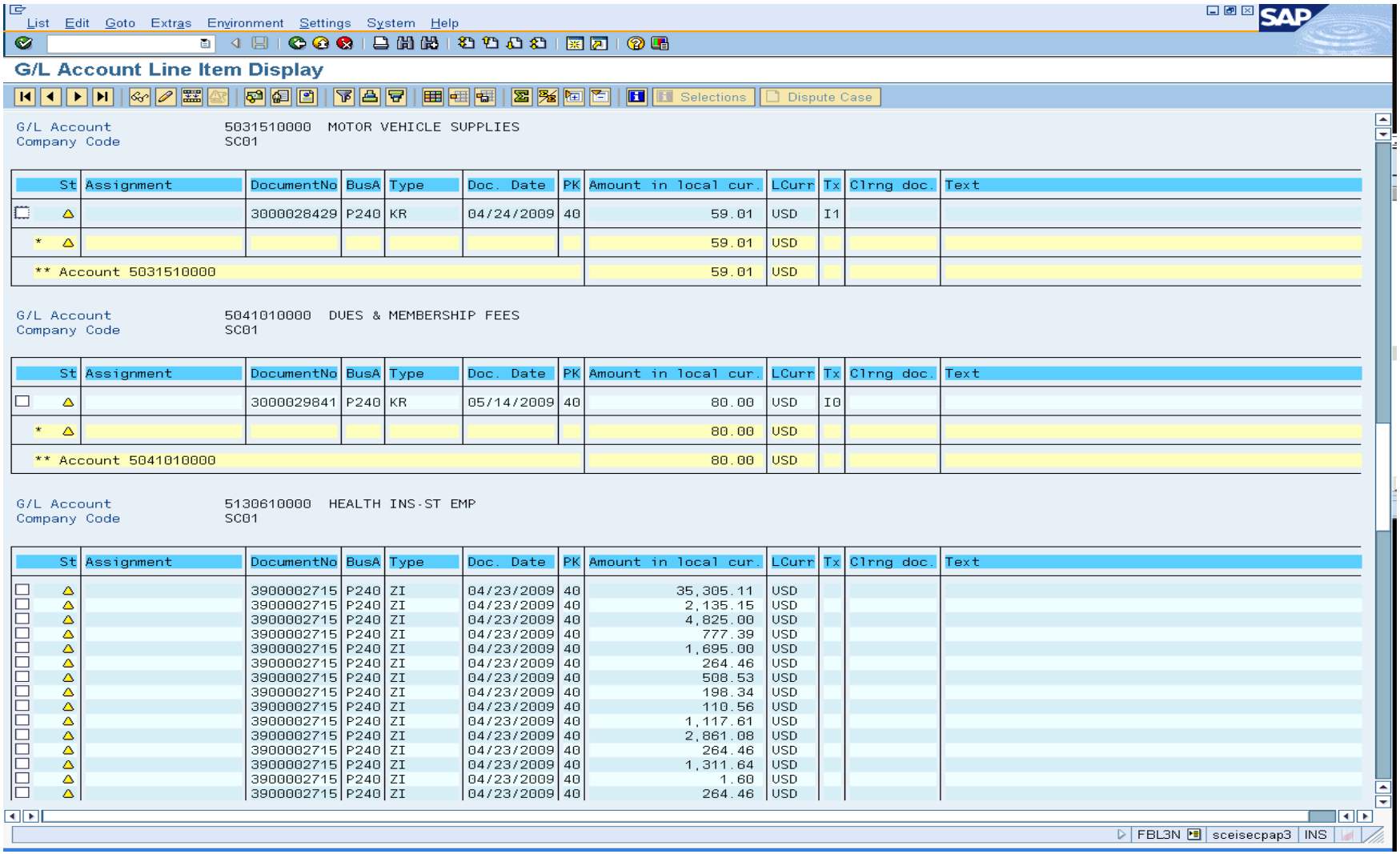
Display Parked Documents cont.



Display Parked Documents cont.



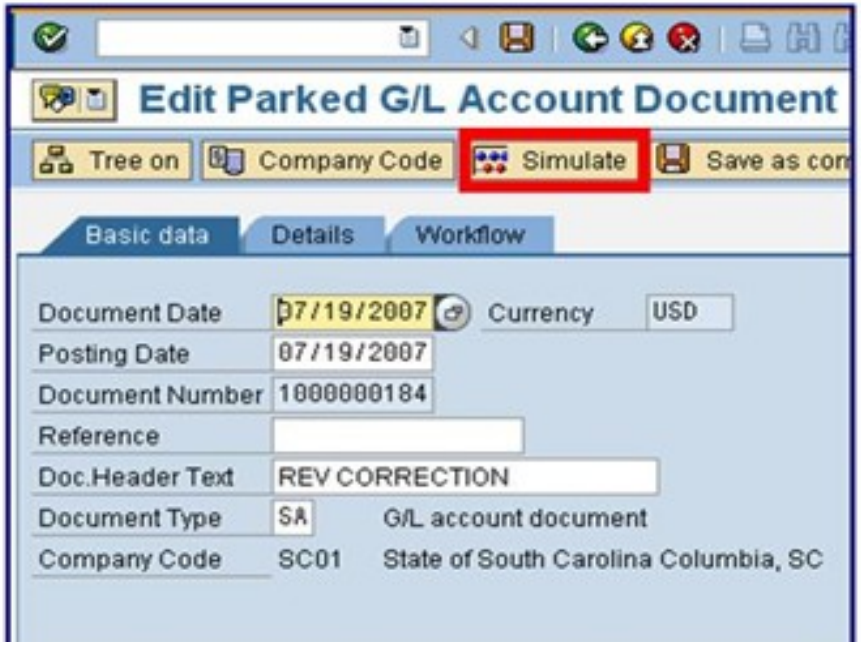
Display Parked Documents cont.

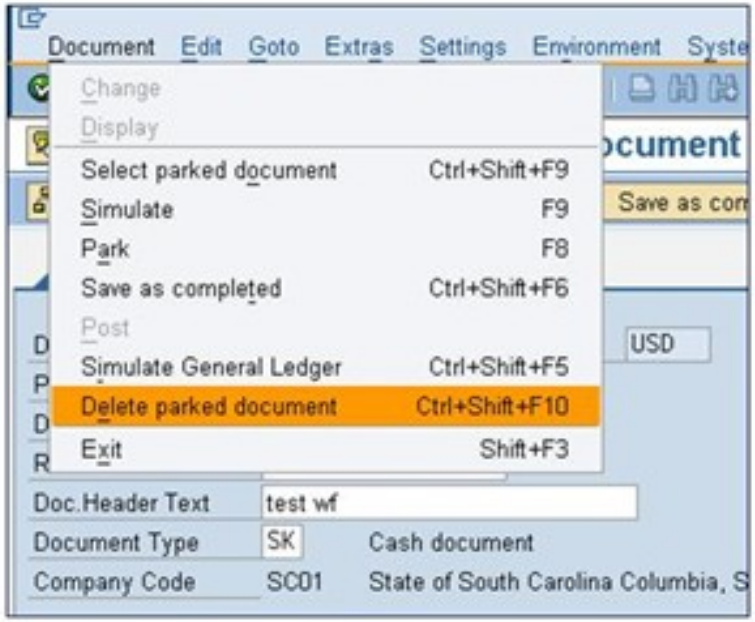


Display Parked Documents cont.

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.





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

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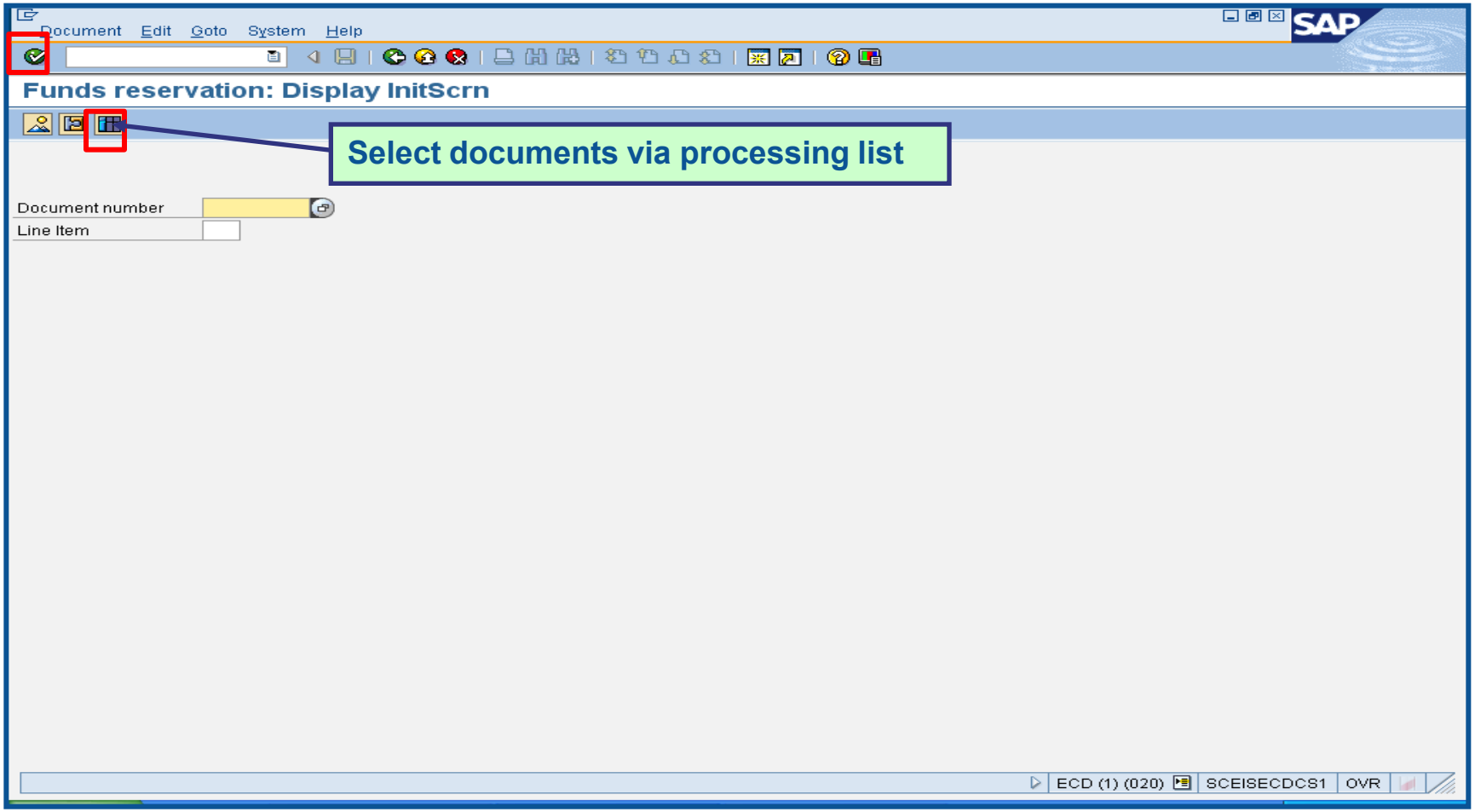
Workflow Items

- 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 16th.

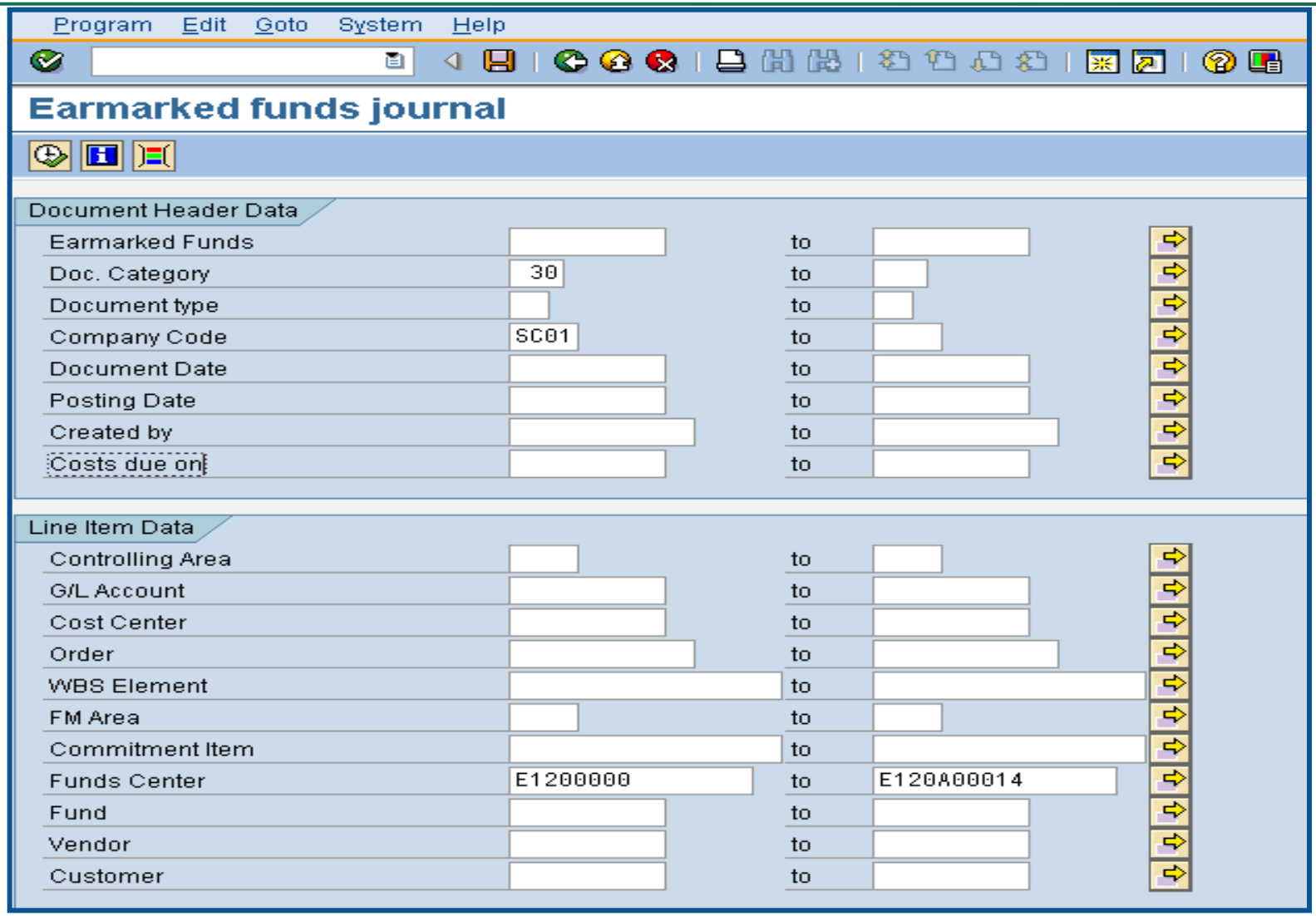
Funds Reservation Documents at Year-end

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

Display Funds Reservation – FMX3



Display Funds Reservation – FMX3 cont.



Display Funds Reservation – FMX3 cont.

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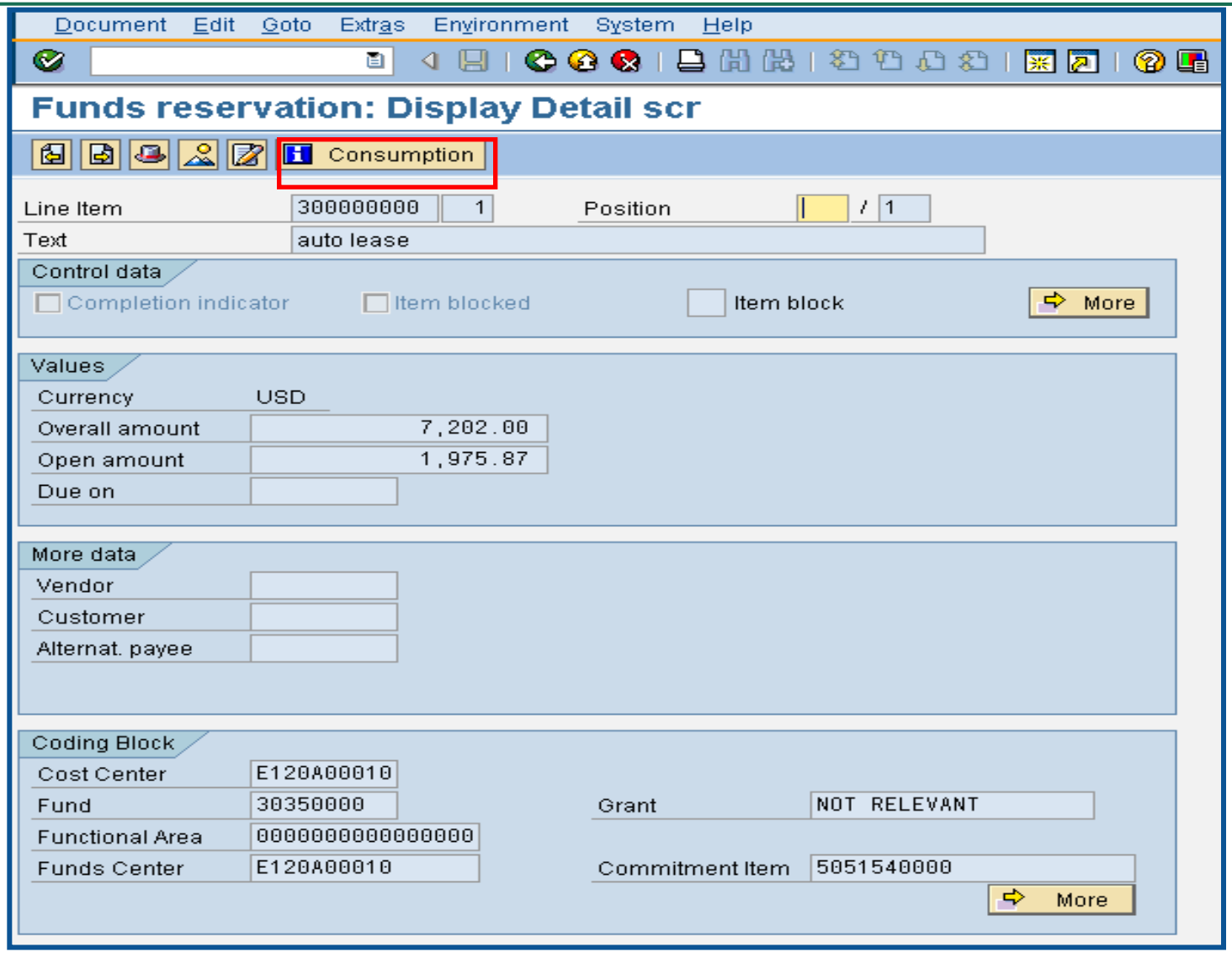
Date 06/07/2008
Time 08:03:37

Note Open Amts.

Doc. No.	Itm	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	
300000029	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.



Display Funds Reservation – FMX3 cont.

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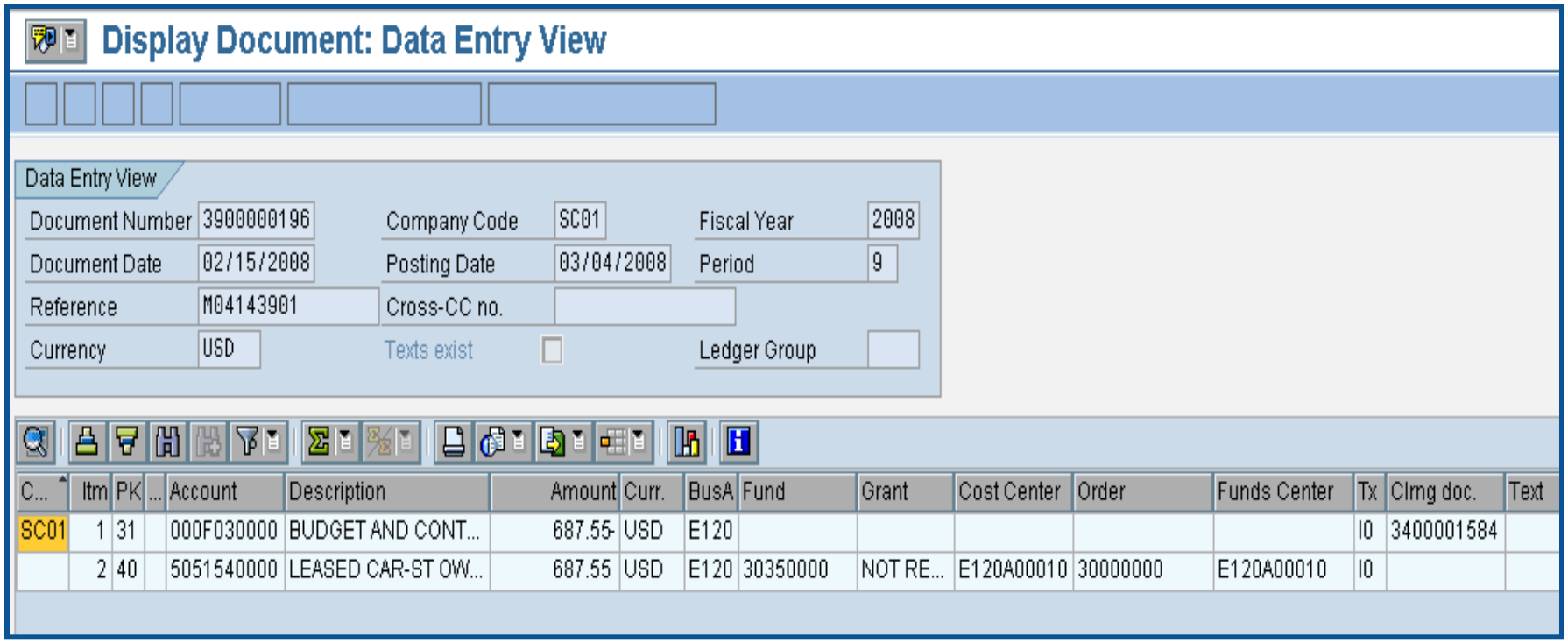
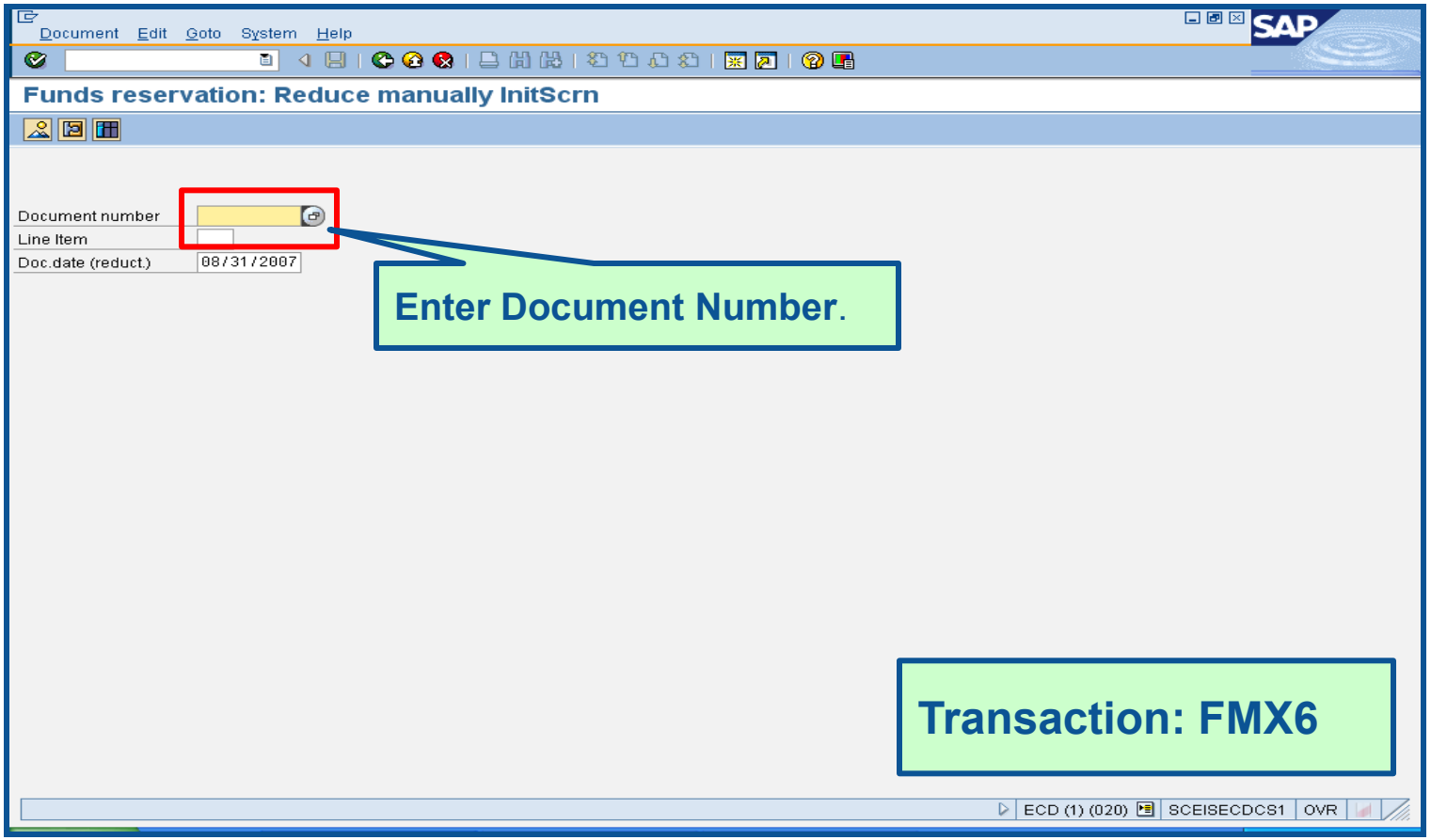
Earmarked Funds: Display Consumption History

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	00007	685.45	USD	685.45	USD	0.00	0.00	05/13/2008	05/13/2008	March auto lease payment
		Manual Reduction	00006	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	3900000196 SC012008	687.55	USD	687.55	USD	0.00	0.00	03/04/2008	02/15/2008	
		Invoice/Credit Memo	3900000162 SC012008	759.16	USD	759.16	USD	0.00	0.00	01/31/2008	01/16/2008	
		Invoice/Credit Memo	3900000119 SC012008	725.77	USD	725.77	USD	0.00	0.00	01/15/2008	12/14/2007	
		Invoice/Credit Memo	3900000081 SC012008	827.20	USD	827.20	USD	0.00	0.00	12/14/2007	11/19/2007	
		Invoice/Credit Memo	3900000012 SC012008	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			

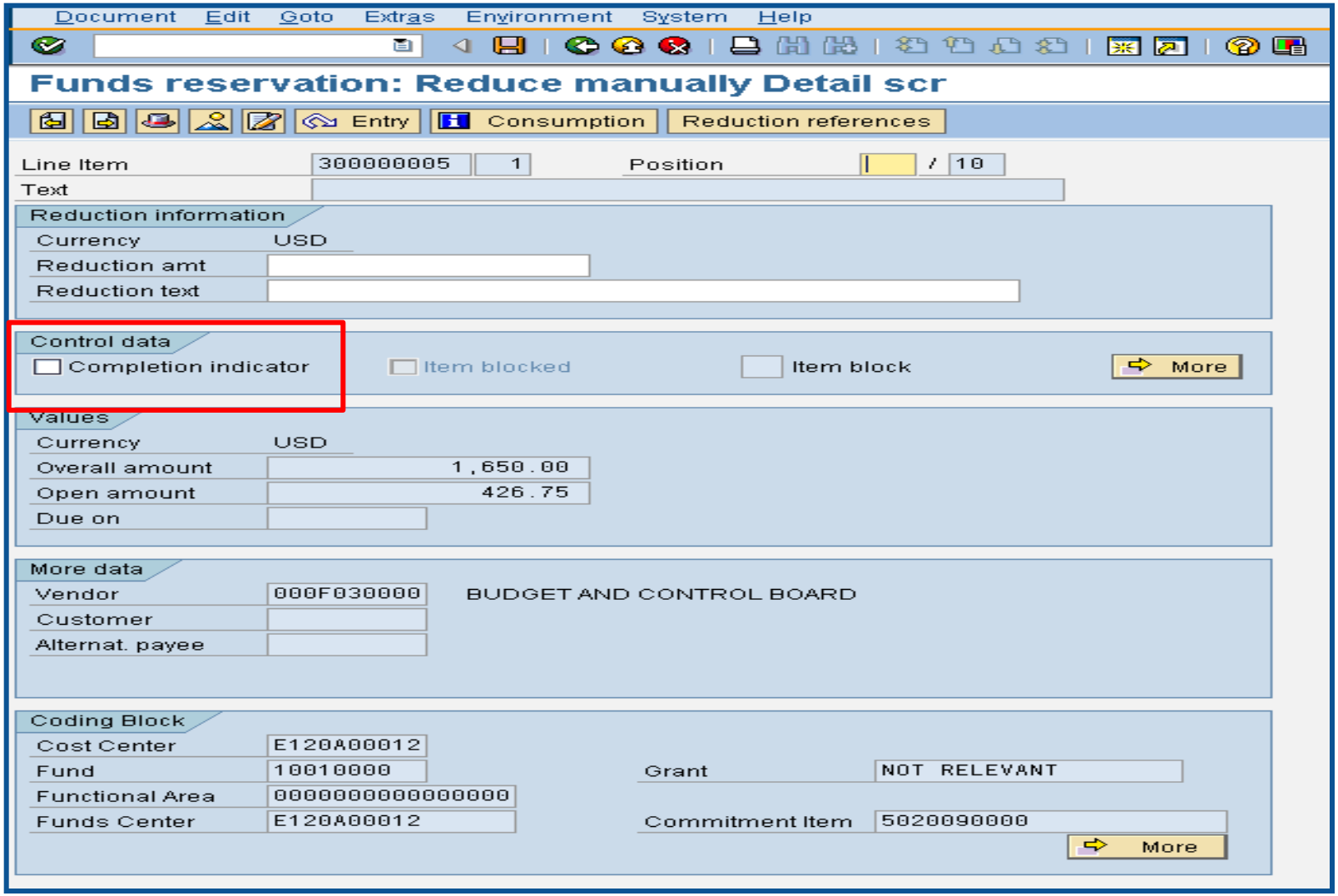
Display Funds Reservation – FMX3 cont.



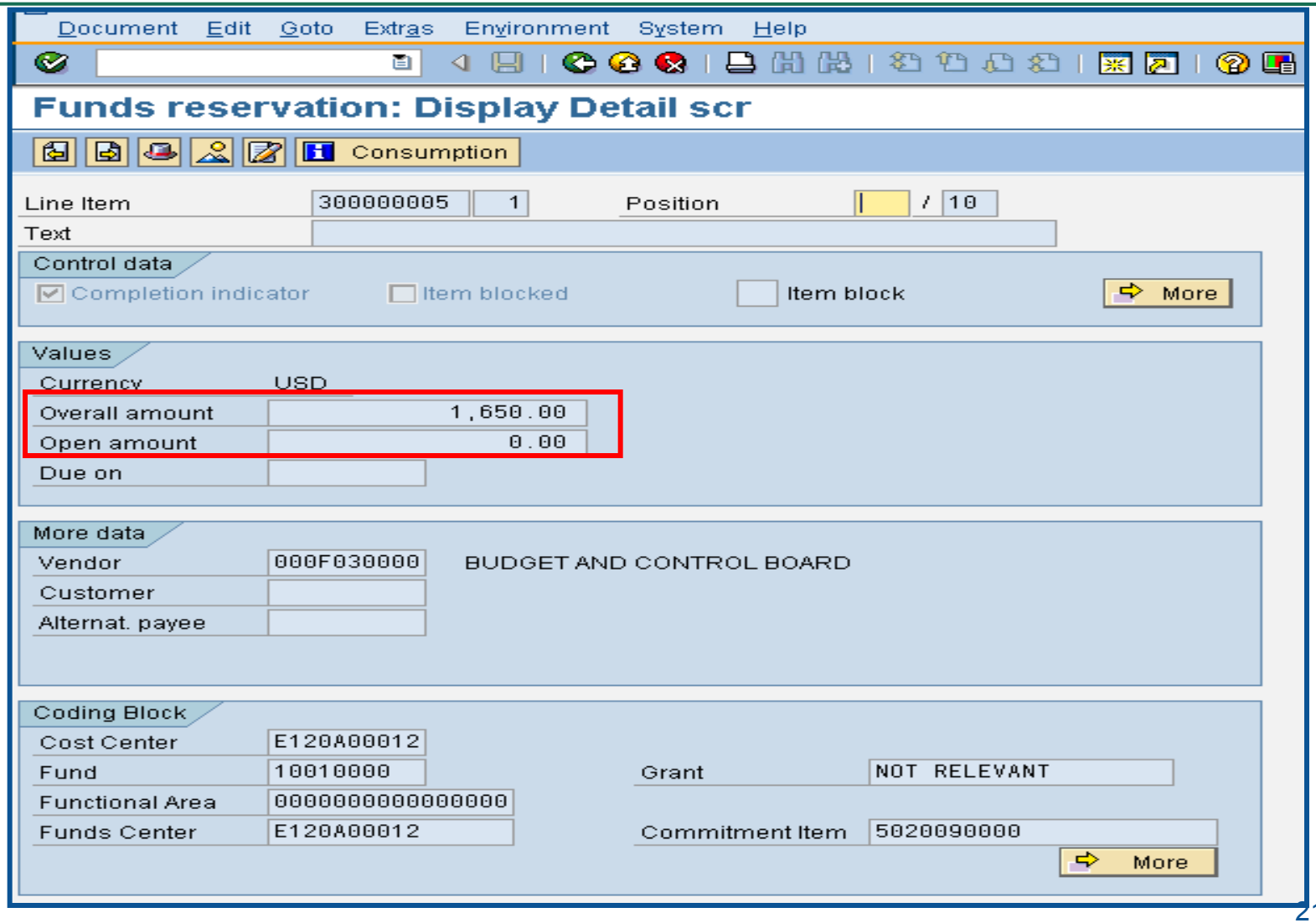
Reduce Funds Reservation - FMX6



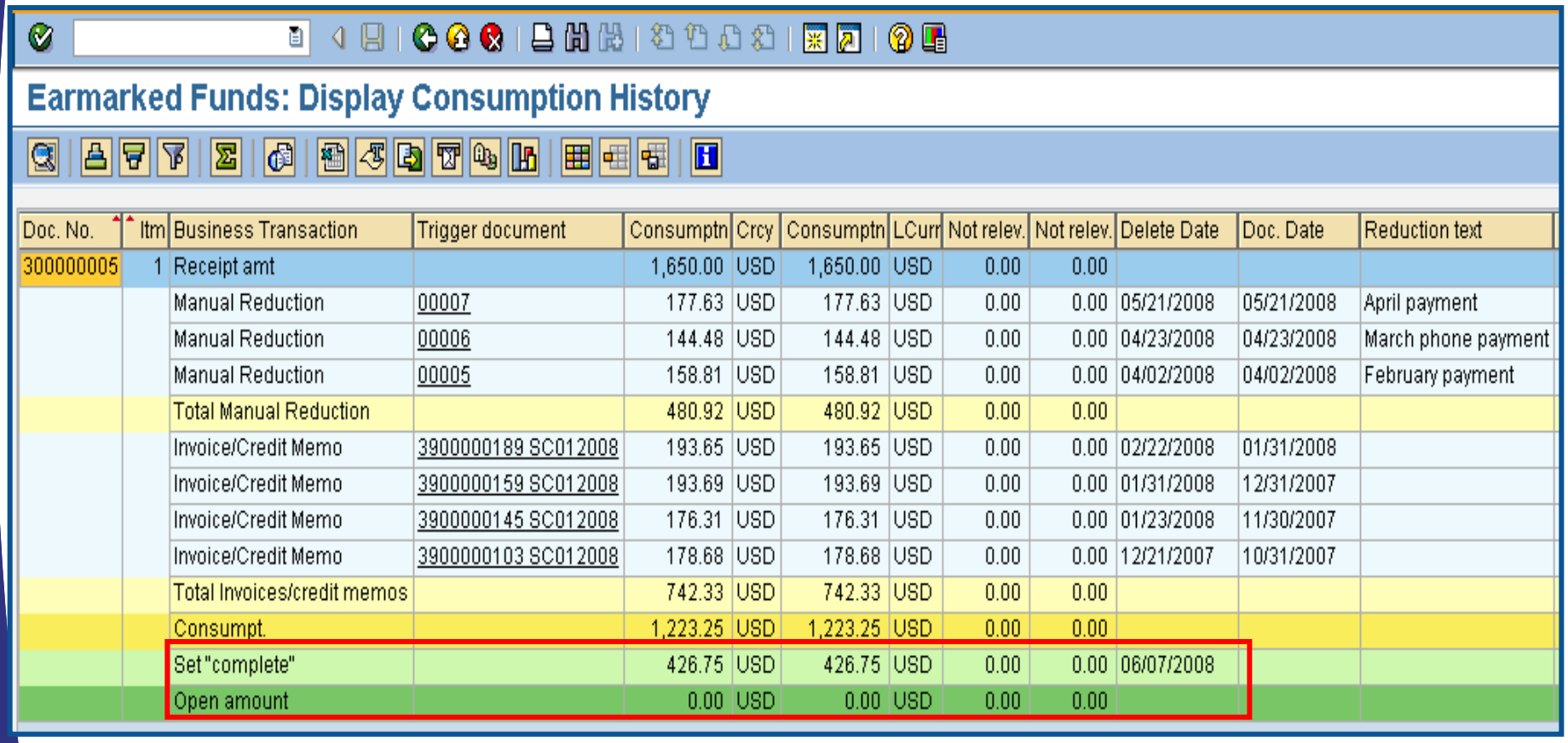
Reduce Funds Reservation – FMX6 cont.



Reduce Funds Reservation – FMX6 cont.



Reduce Funds Reservation – FMX6 cont.



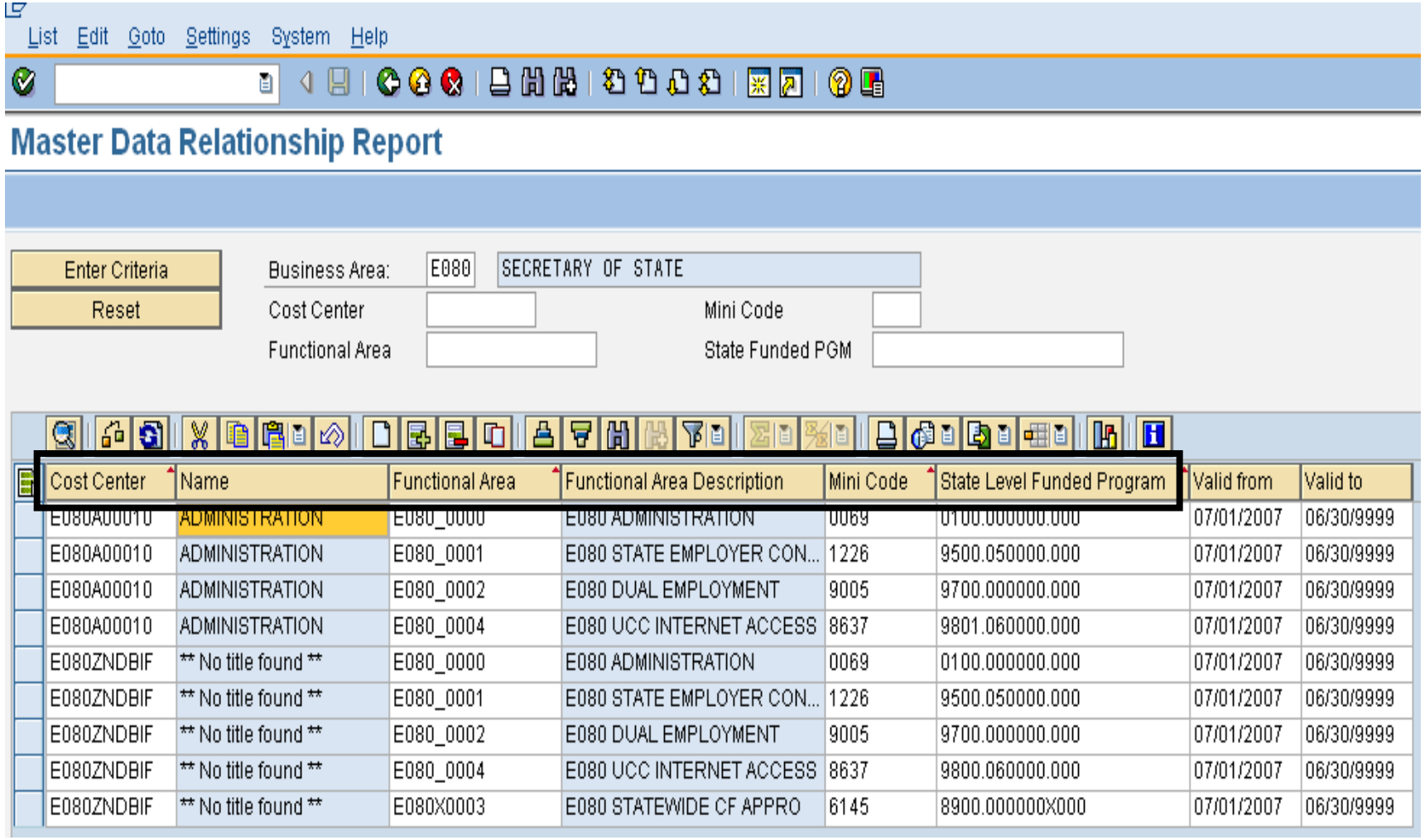
Earmarked Funds: Display Consumption History

Doc. No.	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Doc. Date	Reduction text
300000005	1	Receipt amt		1,650.00	USD	1,650.00	USD	0.00	0.00			
		Manual Reduction	00007	177.63	USD	177.63	USD	0.00	0.00	05/21/2008	05/21/2008	April payment
		Manual Reduction	00006	144.48	USD	144.48	USD	0.00	0.00	04/23/2008	04/23/2008	March phone payment
		Manual Reduction	00005	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	3900000189 SC012008	193.65	USD	193.65	USD	0.00	0.00	02/22/2008	01/31/2008	
		Invoice/Credit Memo	3900000159 SC012008	193.69	USD	193.69	USD	0.00	0.00	01/31/2008	12/31/2007	
		Invoice/Credit Memo	3900000145 SC012008	176.31	USD	176.31	USD	0.00	0.00	01/23/2008	11/30/2007	
		Invoice/Credit Memo	3900000103 SC012008	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

- 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**



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
E080ZNDBIF	** No title found **	E080_0000	E080 ADMINISTRATION	0069	0100.000000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0001	E080 STATE EMPLOYER CON...	1226	9500.050000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0002	E080 DUAL EMPLOYMENT	9005	9700.000000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080_0004	E080 UCC INTERNET ACCESS	8637	9800.060000.000	07/01/2007	06/30/9999
E080ZNDBIF	** No title found **	E080X0003	E080 STATEWIDE CF APPRO	6145	8900.000000X000	07/01/2007	06/30/9999

GL Account Review and JEs – Reports

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

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.

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

GL Account Review and JEs – Review cont.

- **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

- 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.
- You should review your budget and commitment reports to ensure account information appears appropriate.
- All correcting entries/journal entries must be completed by July 16th.
- Use **FV50** to make correcting entries.

Review GL Accounts Routinely cont.

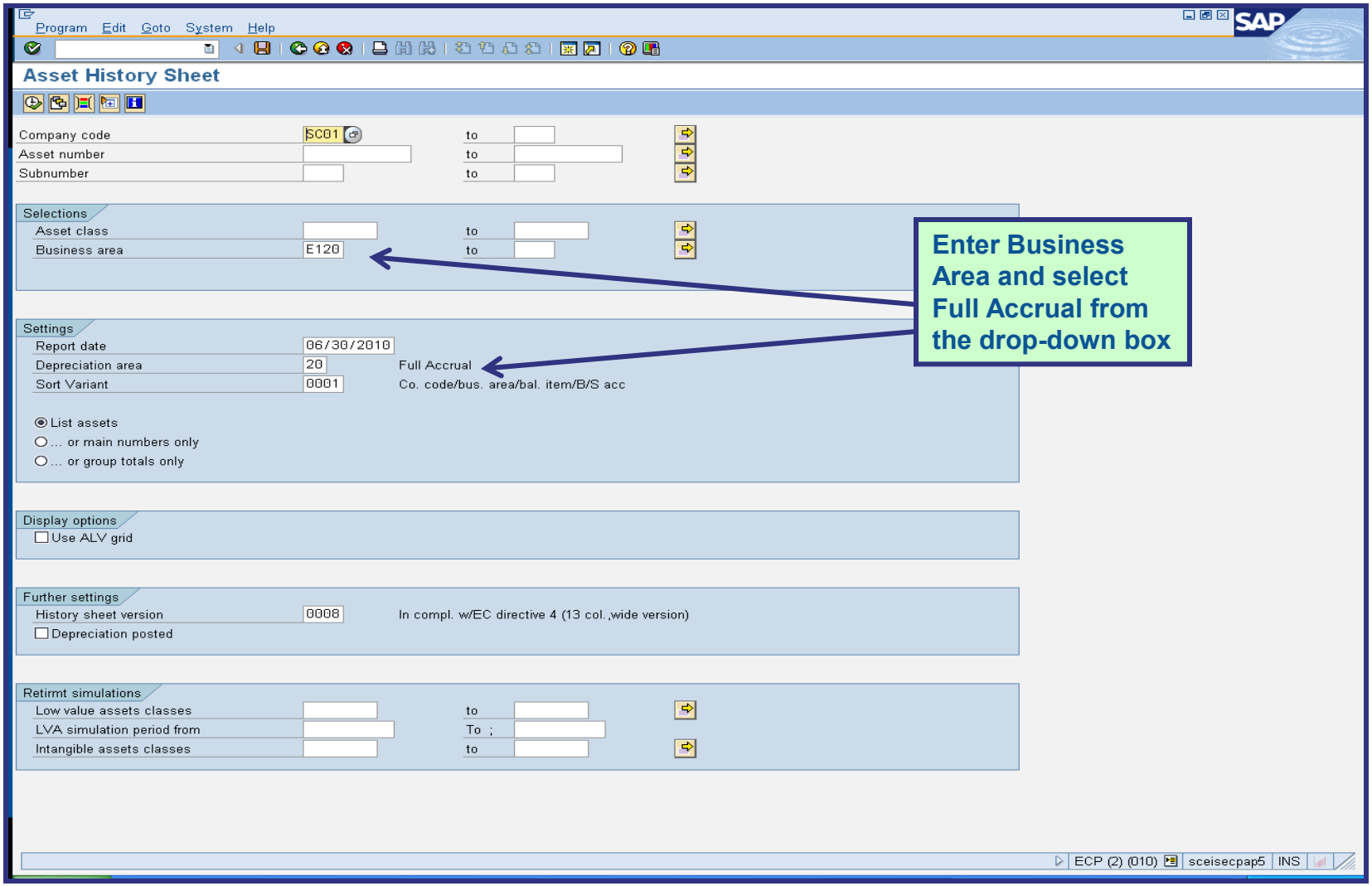
- Use **ZGLA**, F.08 or S_ALR_87012277 to review your GL accounts.
- **ZGLA** has drilldown capabilities as well as multiple selections capabilities.
- Once you have identified the GL account that needs further review, you can also use **FAGLB03** to get to the detail information in the GL account.
- 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

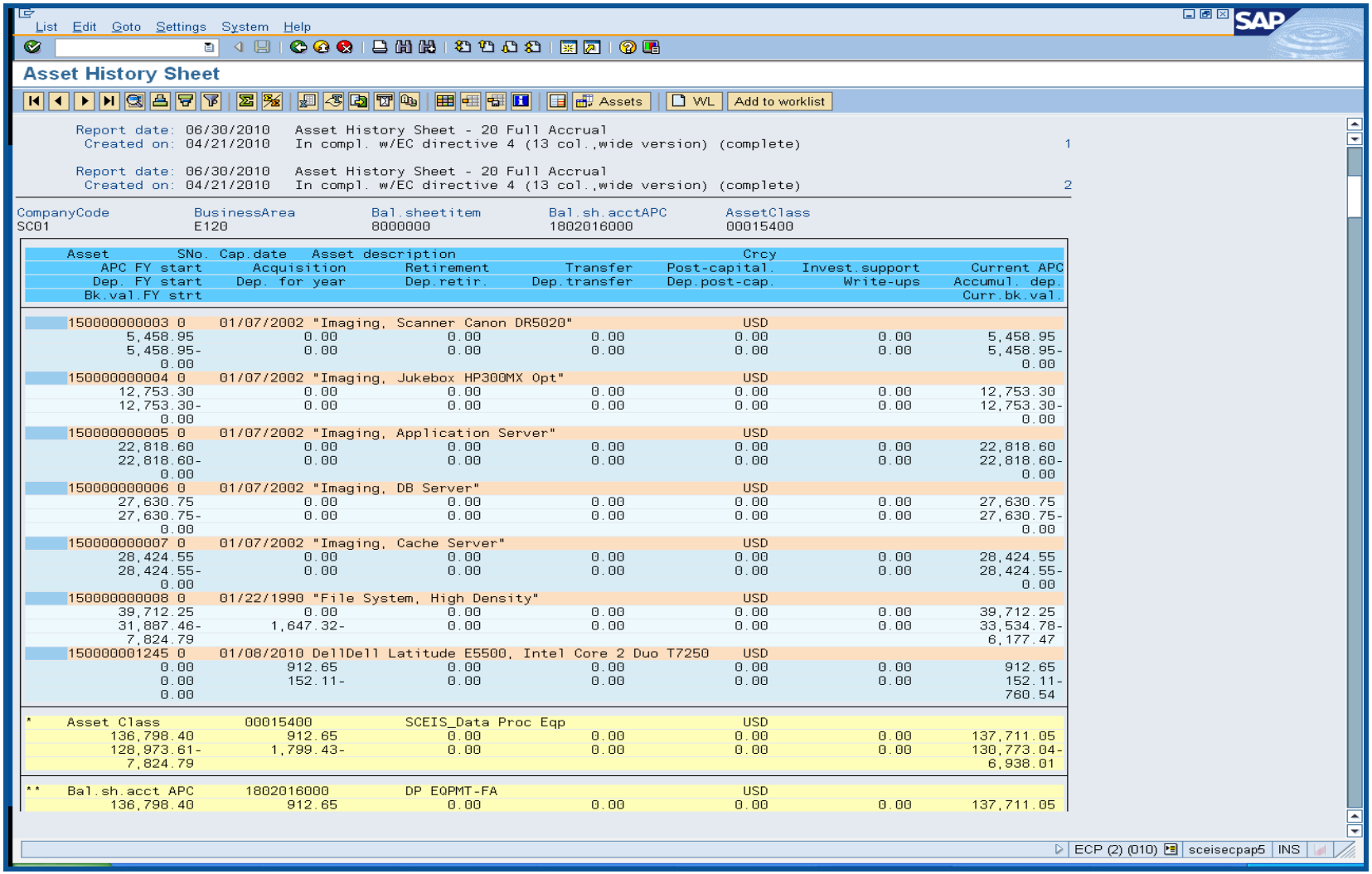
Fixed Assets at Year-End

- There are no new transaction codes or special procedures for closing out fixed assets at year-end.
- Check your fixed assets listing to ensure items appear correct. Use transaction code S_ALR_87011990 to view asset history for your agency
- 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.
- Make adjustments to fixed assets as needed.

Transaction S_ALR_87011990



S_ALR_87011990



Lesson 9 Summary

- 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.