



South Carolina Enterprise Information System

# **LESSON 10: GENERAL “CLEAN-UP” OF PARKED DOCUMENTS, WORKFLOW, FUNDS RESERVATIONS, ADJUSTING ENTRY DOCUMENTS, AND FIXED ASSETS**

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Lesson 10 Learning Objectives

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- 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 carryforward 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

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- 🔄 Funds Reservation
- 🔄 Fixed Asset
- 🔄 Parked Documents
  - Simulate a document to review GL postings
  - 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, but not until after the first of August, to allow time for budget transfers.
  - Parked documents will be deleted. “Save as Complete” Parked documents encumber your budget. IDTs will be carried forward, unless deleted.
  - Workflow items within your agency cannot post in the old year after July 15<sup>th</sup>. Must be entered in the new year.

# Parked Documents

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- ④ There are 2 types of Parked Documents.
- ④ When you “**park**” a document, it does **NOT post** against your budget in FM.
  - In the system this shows only as header information.
- ④ When you “**save as complete**” a document, this also parks the document; however, it **DOES consume** your budget in FM.
  - In the system this shows header and line item posting information.

# Parked Documents cont.

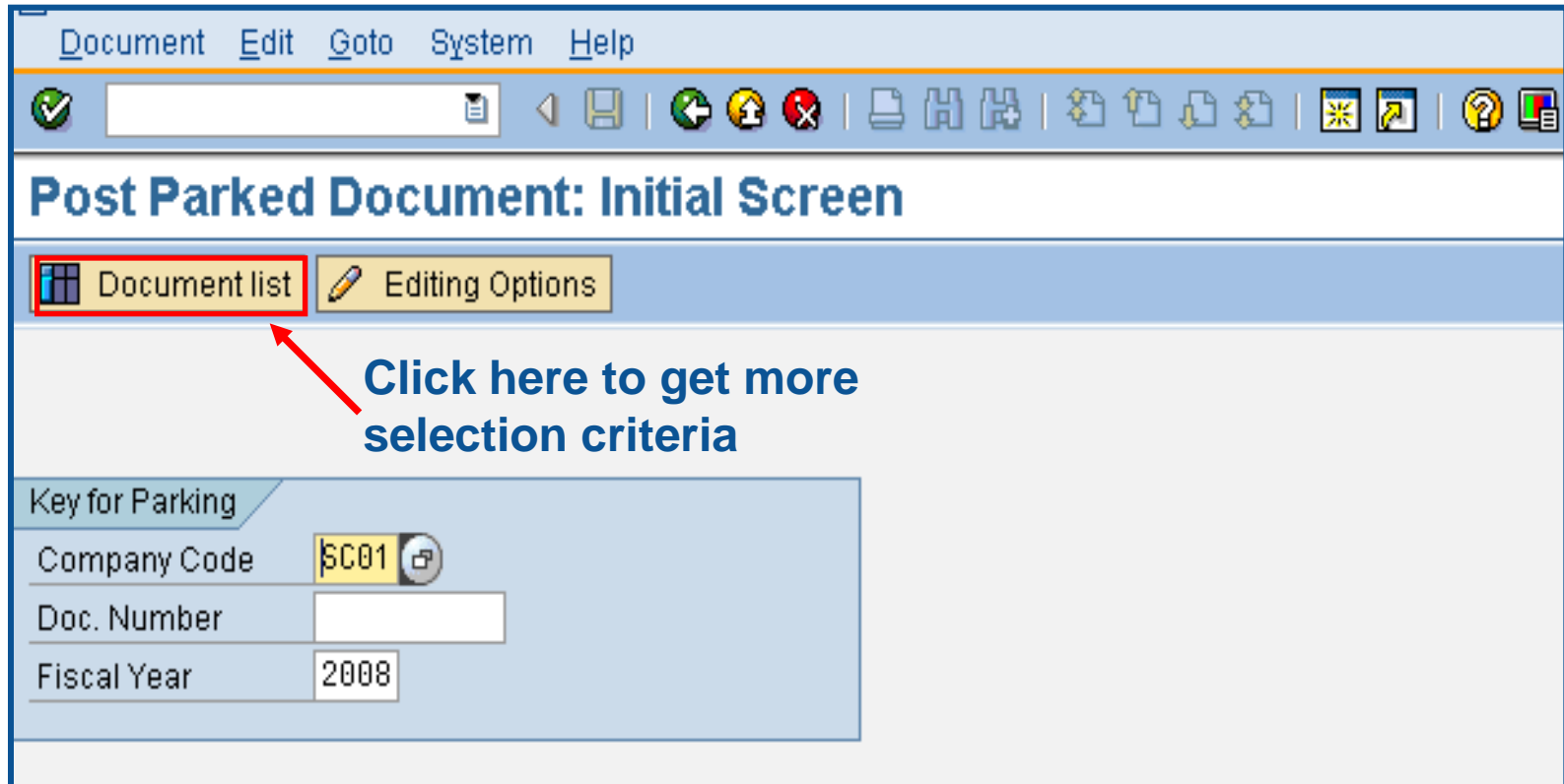
- ④ The “Save as Complete” documents move from “parked” to posted status in the system upon approval by the final agency approver.
- ④ This is true for all documents except JEs, that are posted upon approval by the CG’s Office.
- ④ Budget documents requiring SBO approval do not post until approved by SBO.
- ④ Regular “parked” documents do not encumber budget and should be deleted or saved as complete.

# Parked Documents cont.

- 🌀 IDTs where a “live” agency bills a “live” agency post in a parked status against a Default GL with no fund; therefore, not encumbering budget.
- 🌀 IDT documents will be carried forward by the SCEIS closing team if still parked at COB July 15<sup>th</sup>.
- 🌀 To review parked IDTs use Z\_IDT\_DOCLIST.
- 🌀 All other parked documents should be deleted or processed by July 15<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.

Program Edit Goto System Help

**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 [ ] to [ ] [ ] [ ]

Complete [ ] to [ ] [ ] [ ]

Released [ ] to [ ] [ ] [ ]

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.

# Parked Documents

- Parked documents can be retrieved by using transaction code FBV3, FBL3N, Z\_AGY\_DOCLIST or by running BW report “Open Encumbrances.”
  - FBV3 is real time, but includes all business areas
  - FBL3N is real time, can be agency specific and can exclude JEs parked at CGO,
  - Z\_AGY\_DOCLIST is agency specific and has regular parked and saved as complete documents, and the
  - “Open Encumbrance” BW report is as of the previous night, will include only your agency information, and includes Save as Complete parked items, open POs, PRs, and Funds Reservations.

# Display Parked Documents – FBV3 cont.



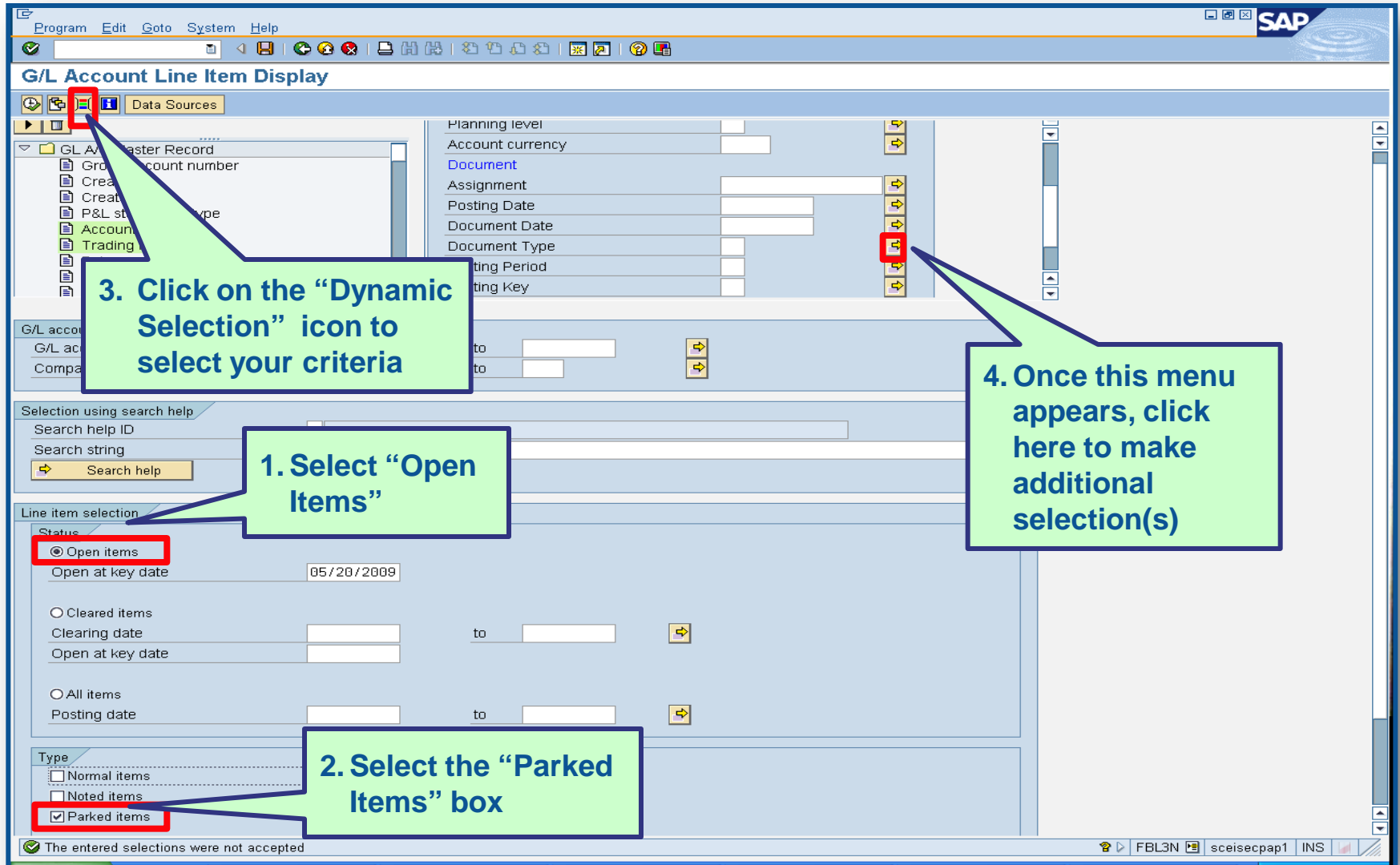
List Edit Goto Settings System Help

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

# Display Parked Documents – FBL3N

South Carolina Enterprise Information System



The screenshot shows the SAP G/L Account Line Item Display interface. The window title is "G/L Account Line Item Display". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Left Panel:** A tree view showing the account structure. A red box highlights the "Dynamic Selection" icon (a small square with a diagonal line) in the top-left corner of this panel.
- Right Panel:** A list of fields for document selection, including "Planning level", "Account currency", "Document", "Assignment", "Posting Date", "Document Date", "Document Type", "Posting Period", and "Posting Key". A red box highlights the "Dynamic Selection" icon in the right panel.
- Search Section:** A section titled "Selection using search help" with fields for "Search help ID" and "Search string", and a "Search help" button.
- Line item selection Section:** A section titled "Line item selection" with a "Status" group containing radio buttons for "Open items", "Cleared items", and "All items". The "Open items" radio button is selected and highlighted with a red box. Below it are fields for "Open at key date" (05/20/2009) and "Clearing date" to "Open at key date".
- Type Section:** A section titled "Type" with checkboxes for "Normal items", "Noted items", and "Parked items". The "Parked items" checkbox is checked and highlighted with a red box.

Four callout boxes provide 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 "Parked items" checkbox in the "Type" section.
- 3. Click on the "Dynamic Selection" icon to select your criteria**: Points to the "Dynamic Selection" icon in the top-left corner of the left panel.
- 4. Once this menu appears, click here to make additional selection(s)**: Points to the "Dynamic Selection" icon in the right panel.

At the bottom of the window, a status bar shows "The entered selections were not accepted" and the system status "FBL3N sceisecap1 INS".

# Display Parked Documents cont.

Multiple Selection for Document Type

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

5. Type in document type "SU"

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

6. Execute this criteria

# Display Parked Documents cont.

Program Edit Goto System Help

**G/L Account Line Item Display**

Data Sources

GL A/C Master Record

- Group account number
- Created on
- Created by
- P&L statmt acct type
- Account Group
- Trading Partner
- Balance sheet account
- Mark for deletion
- Blocked for posting

Mapping level

Account currency

Document

Assignment

Posting Date

Document Date

Document Type

Posting Period

Posting Key

G/L account selection

G/L account

Company code SC01

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 05/20/2009

Cleared items

Clearing date

Open at key date

All items

Posting date

Type

Normal items

Noted items

Parked items

The entered selections were not accepted

**7. Execute the transaction**





# 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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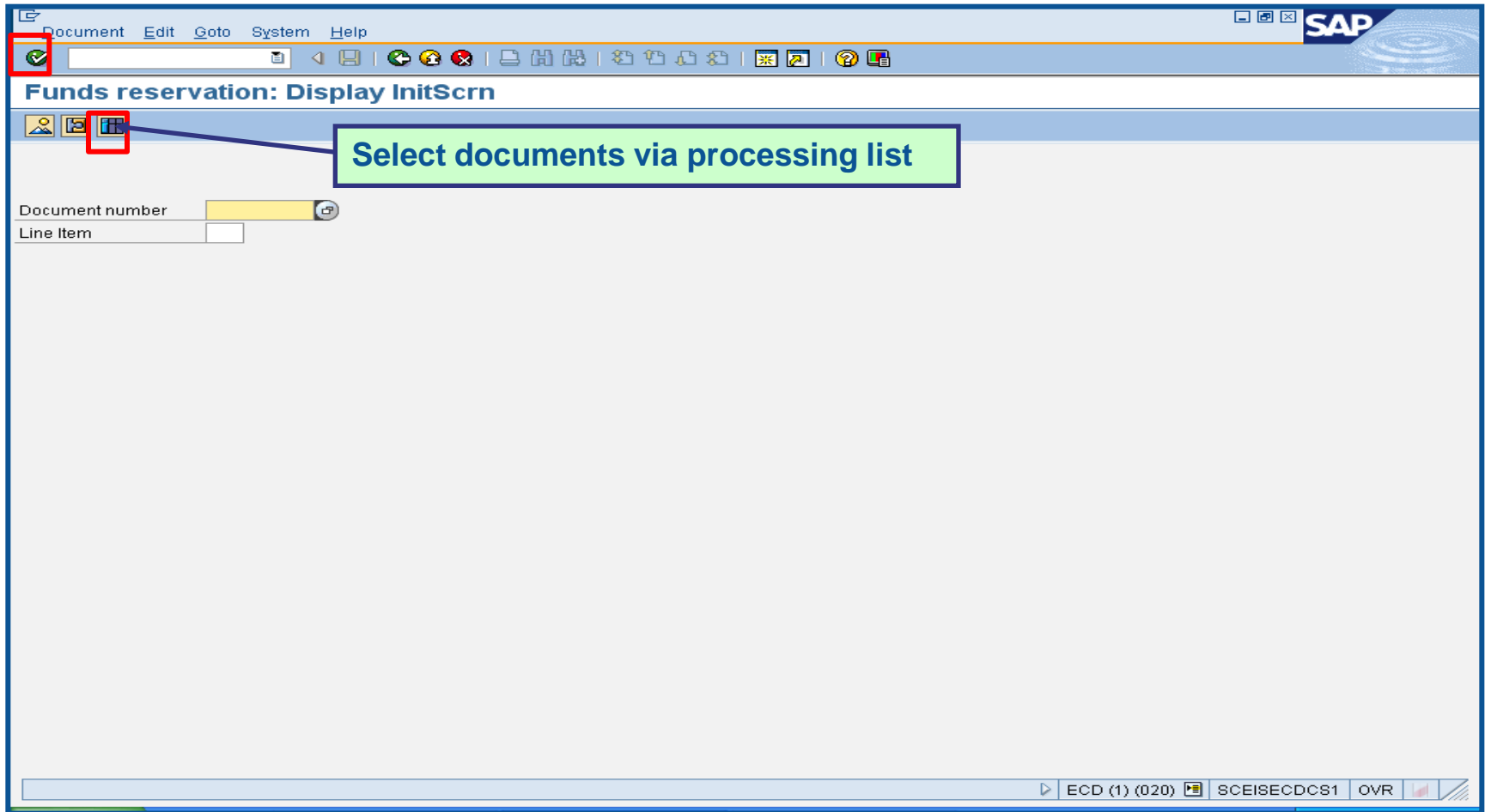
- Workflow items for payments for the prior year beginning July 1<sup>st</sup> will be shown in the inbox as a high priority item 1 and will be in “red.”
- You should work on these items first in order to have them posted in the prior year.
- The CGO and SBO workflow items will likewise show as priority for prior year items in their workflow inboxes.
- Be sure to clear all priority items by the year-end closing date of July 15<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 menu bar includes 'Document', 'Edit', 'Goto', 'System', and 'Help'. A red box highlights a checkmark icon in the top-left corner of the window. The toolbar contains various icons for document management. A green callout box with a blue border points to a document icon in the toolbar, containing the text 'Select documents via processing list'. Below the toolbar, there are input fields for 'Document number' and 'Line Item'. 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

The screenshot shows the SAP FMX6 transaction screen. The title bar reads "Funds reservation: Reduce manually InitScr". The main area contains a form with the following fields:

Document number	<input type="text"/>
Line Item	<input type="text"/>
Doc.date (reduct.)	08/31/2007

A red box highlights the "Document number" input field. A blue callout box with a white background and blue border points to this field, containing the text "Enter Document Number.".

A green callout box with a white background and green border is located in the bottom right of the screen, containing the text "Transaction: FMX6".

The SAP status bar at the bottom shows: 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.

✓ [Address Bar] [Navigation Icons]

### Earmarked Funds: Display Consumption History

[Action Icons]

Doc. No.	Itm	Business Transaction	Trigger document	Consumpth	Crcy	Consumpth	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	<u>00007</u>	177.63	USD	177.63	USD	0.00	0.00	05/21/2008	05/21/2008	April payment
		Manual Reduction	<u>00006</u>	144.48	USD	144.48	USD	0.00	0.00	04/23/2008	04/23/2008	March phone payment
		Manual Reduction	<u>00005</u>	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	<u>3900000189 SC012008</u>	193.65	USD	193.65	USD	0.00	0.00	02/22/2008	01/31/2008	
		Invoice/Credit Memo	<u>3900000159 SC012008</u>	193.69	USD	193.69	USD	0.00	0.00	01/31/2008	12/31/2007	
		Invoice/Credit Memo	<u>3900000145 SC012008</u>	176.31	USD	176.31	USD	0.00	0.00	01/23/2008	11/30/2007	
		Invoice/Credit Memo	<u>3900000103 SC012008</u>	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: E080 SECRETARY OF STATE

Reset Cost Center Mini Code

Functional Area State Funded PGM

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 accounts**

- To ensure the STO have verified the cash deposit and the cash has been moved to 1000030000, these accounts should be cleared out by the end of the fiscal year.

## **IDT Cash Clearing account**

- To ensure that both sides of the IDT have fully posted by year-end. This account should be zero at year-end. SCEIS team will clear it.

## **Zero-Balance Clearing Funds**

- Cash balances should be cleared from these accounts regularly and should have a zero balance at the end of the fiscal year.

# 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 15<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.



# Simulate GL for JE

2 Items (No entry variant selected)

GL acct	D/C	Amount in doc.curr.	Bus...	Cost center	Functional area	Fund	Grant	WBS element
5020070000	Cred...	80.34	E280	E280B00010	E280_0004	28370000	NOT RELEVANT	
1000030000	Debit	80.34	E280	E280B00010	E280_0004	28370000	NOT RELEVANT	

Document Date	05/09/2011	Posting Date	05/09/2011	Fiscal Year	2011
Reference	TEST	Cross-co. code no.		Posting Period	11
Currency	USD	Ledger Group		Ledger	ZL

C...	itm	L.item	PK ...	G/L Account	Ex/Rev A/c	G/L account name	Amount	Curr.	BusA	Fund	Funded Program
BC01	1	000001	50	5020070000	5020070000	DP SVCS-OTHER	80.34	USD	E280	28370000	E280B00010_0004
	2	000002	40	1000030000	1000030000	CASH ON DEPOSIT-STO	80.34	USD	E280	28370000	E280B00010_0004
		000003	50	1000000000	000030000	CASH DUE TO/FROM	80.34	USD	E280	28370000	E280B00010_0004
		000004	40	1000000000	5020070000	CASH DUE TO/FROM	80.34	USD	E280	28370000	E280B00010_0004

# Simulate GL for JE cont.

- ④ The 1000000000 is known as the “splitter” account.
- ④ It is automatically generated and cannot be posted to directly.
- ④ This is the system’s way of balancing every entry by Business Area, Fund, Funded Program & Grant.
- ④ To review postings to this account use BW report Detail GL Transaction Report as there is no drill down in ECC on this account.



# 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 SC01 to  
Asset number to  
Subnumber to

**Selections**  
Asset class to  
Business area E120 to

**Settings**  
Report date 06/30/2010  
Depreciation area 20 Full Accrual  
Sort Variant 0001 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 0008 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

ECP (2) (010) | scejsecpap5 | INS

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

# 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	0.00	5,458.95-	
					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	0.00	12,753.30-	
					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	0.00	22,818.60-	
					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	0.00	27,630.75-	
					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	0.00	28,424.55-	
					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	
					31,867.46-	1,647.32-	0.00	0.00	0.00	0.00	33,534.78-	
					7,824.79						6,177.47	
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	0.00	152.11-	
					0.00						760.54	
* 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	0.00	130,773.04-	
					7,824.79						6,938.01	
** 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	

# Unposted Assets S\_ALR\_87012056



- ④ Use transaction S\_ALR\_87012056 to get a list of assets with -0- value.
- ④ This indicates a shell was set up, but no value was put on the asset.
- ④ Review this report to determine if the unposted asset should be deleted or whether a value should have been assigned to the asset.

# Unposted Assets S\_ALR\_87012056



Directory of Unposted Assets

Created on: 05/12/2011

Asset	SNo	Crea	created by	Asset description
130000000881	0	129	EA21637	Renovation of interior 15 yrs
130000000882	0	129	EA21637	Renovation of interior 10 yrs
130000000883	0	129	EA21637	Capital Equipment
130000000884	0	129	EA21637	Renovation of interior 18 yrs
130000000885	0	129	EA21637	Renovation of interior 15 yrs
130000000886	0	129	EA21637	Renovation of interior 10 yrs
130000000887	0	129	EA21637	Capital Equipment
130000000888	0	129	EA21637	Renovation of interior 18 yrs
130000000889	0	129	EA21637	Renovation of interior 15 yrs
130000000890	0	129	EA21637	Renovation of interior 10 yrs
130000000891	0	129	EA21637	Capital Equipment
130000000896	0	129	EA21637	Renovation of interior 5 yrs
130000000923	0	017	EA21637	Fire Alarm System-Central Office
130000000924	0	017	EA21637	Fire Alarm System-Midland Center
130000000925	0	017	EA21637	Fire Alarm System-Whitten Center
130000000926	0	017	EA21637	Fire Alarm System-Coastal Center
130000000927	0	017	EA21637	Fire Alarm System-Pee Dee Center
130000000928	0	017	EA21637	Sprinkler System-Central Office
130000000929	0	017	EA21637	Sprinkler System-Midland Center
130000000930	0	017	EA21637	Sprinkler System-Whitten Center
130000000931	0	017	EA21637	Sprinkler System-Coastal Center
130000000932	0	017	EA21637	Sprinkler System-Pee Dee Center
130000000933	0	017	EA21637	Building Renovation 20 yrs CO
130000000934	0	017	EA21637	Building Renovation 20 yrs MC
130000000935	0	017	EA21637	Building Renovation 20 yrs WC
130000000936	0	017	EA21637	Building Renovation 20 yrs CC
130000000937	0	017	EA21637	Building Renovation 20 yrs PD
130000000938	0	017	EA21637	Building Renovation 15 yrs CO
130000000939	0	017	EA21637	Building Renovation 15 yrs MC
130000000940	0	017	EA21637	Building Renovation 15 yrs WC
130000000941	0	017	EA21637	Building Renovation 15 yrs CC
130000000942	0	017	EA21637	Building Renovation 15 yrs PD
130000000943	0	017	EA21637	Building Renovation 10 yrs CO
130000000944	0	017	EA21637	Building Renovation 10 yrs MC

# Things to Remember for Assets

- If you need to add an asset that was **found or donated**, use ABZON with the following data:
  - Use Transaction Type ZDO or 115
  - Use Offsetting GL as 4310020000
- If you need to add an asset **paid with a P-Card or other means of expenditure** already recorded in the current year:
  - Use Transaction Type 100
  - Use Offsetting 5xxx GL as originally charged

# Things to Remember for Assets cont.

- ④ **If you do not enter an offsetting GL** on an ABZON entry it will automatically default to the corresponding contra-asset GL.
- ④ GL 1899999999 is a clearing account and should have a balance of -0- at year end.
- ④ To **transfer assets** or **change funding** use ABUMN.
- ④ Be sure to check the GL posting on this, especially if it involves a **grant** as the **splitter** may cause the entry to **not transfer cash**.

# Things to Remember for Assets cont

- ④ You may need to a JE to correct the cash. If you do, use the transfer accounts.
- ④ An easy way to recall the transfer accounts:

**6100010000** acts as an Expenditure with the offsetting cash as a Credit.

**6200010000** acts as a Revenue with the offsetting cash as a Debit.



# Lesson 10 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 carryforward 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.