



South Carolina Enterprise Information System

LESSON 2: MANAGING CARRY FORWARD PROCESSES

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 2 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Understand what documents can be carried forward to the new year.
 - Determine which documents need to be carried forward to the new fiscal year.
 - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
 - Understand how to complete and review the transaction results of the carry forward documents.

Key Transactions

- 🌀 ZFMJ2 – Year-End Closing: Carryforward of Open Items
- 🌀 FMAVCR01 – Display Annual Values of Control Objects
- 🌀 ZTRAVEL_REPORT – Travel Management Report

Carryforward Documents

- ④ ZFMJ2 can be used to carryforward several types of documents.
- ④ These are denoted by “Value Types” (VT) in SCEIS.
- ④ New value types were added this year that were not available for use last year.

Carryforward Documents cont.

- The following value types will be allowed to be carried forward by agencies:
 - VT 50 - Purchase Reqs (Inventory only)
 - VT 51 - Purchase Orders
 - VT 52 - Business Trip Commitments
 - VT 54 – Invoices (for Goods Receipts)
 - VT 81 – Funds Reservations
 - VT 83 – Forecast of Revenue (for Sales Orders)

Purchase Orders & Goods Receipts

- How do you determine if a Purchase Order (PO) or Goods Receipt should be carried forward or closed?

| Received Goods/ Services | Received Invoice | Decision |
|-------------------------------------|---------------------------------|-------------------------------------------------|
| Before or on 06/30 | By CG closing date | Leave & Pay in current year, mark final invoice |
| Before or on 06/30 | After CG closing date | Carryforward PO & GR |
| After 06/30 | Before or after CG closing date | Carryforward PO & GR |
| Not going to receive | N/A | Close with final invoice |

Inventory PRs & Sales Orders

- How do you determine if an **Inventory** Purchase Reqs (PR) or Sales Orders should be carried forward or closed? (**Note:** There are no PRs for other types of purchases.)

| PO or Sales Order going to be received or filled? | Decision |
|--------------------------------------------------------------|------------------------------------------------------------------------|
| Before or on 06/30 | Leave in old year, keep checking on invoice or order completion status |
| Between 06/30 and CG closing date | Leave in old year, keep checking on invoice or order completion status |
| Not going to convert to a PO or Order not going to be filled | Close PR or Sales Order |
| After CG closing date | CF the PR or Sales Order to the new year |

Funds Reservations

- How do you determine if Funds Reservation (FR) should be carried forward or closed?

| All Payments will be | Decision |
|--------------------------------------|--------------------------------|
| Before 06/30 and by CG closing date | Pay in Current Year & Close FR |
| Not be made by CG closing date | Carryforward FR |
| After CG closing date | Carryforward FR |
| Not going to incur any more payments | Close the FR or Reduce to Zero |
| Less than the current FR balance | Reduce the FR |



Business Trip Commitments

- How do you determine if a business trip commitment should be carried forward?


| Trip will be made | Expense Report Rec'd | Carryforward? |
|---------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------|
| Before or on 06/30 | Before or on July 15 th | Leave in old year, keep checking on status of travel invoice, pay in old year, if possible |
| After 06/30 | Before or after 06/30 | Carryforward |
| No trip will be made | Before or after July 15 th | Delete |
| Commitment still outstanding by 07/15 | After July 15 th | SCEIS team will carry forward the document |


ZTRAVEL_REPORT

Travel Management Report

Travel Reports

Employee Number to 

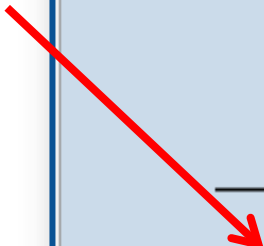
Trip Number to 

Display Report of Expense claimed for your Agency

Display Travel Exp. Payment History of your Agency

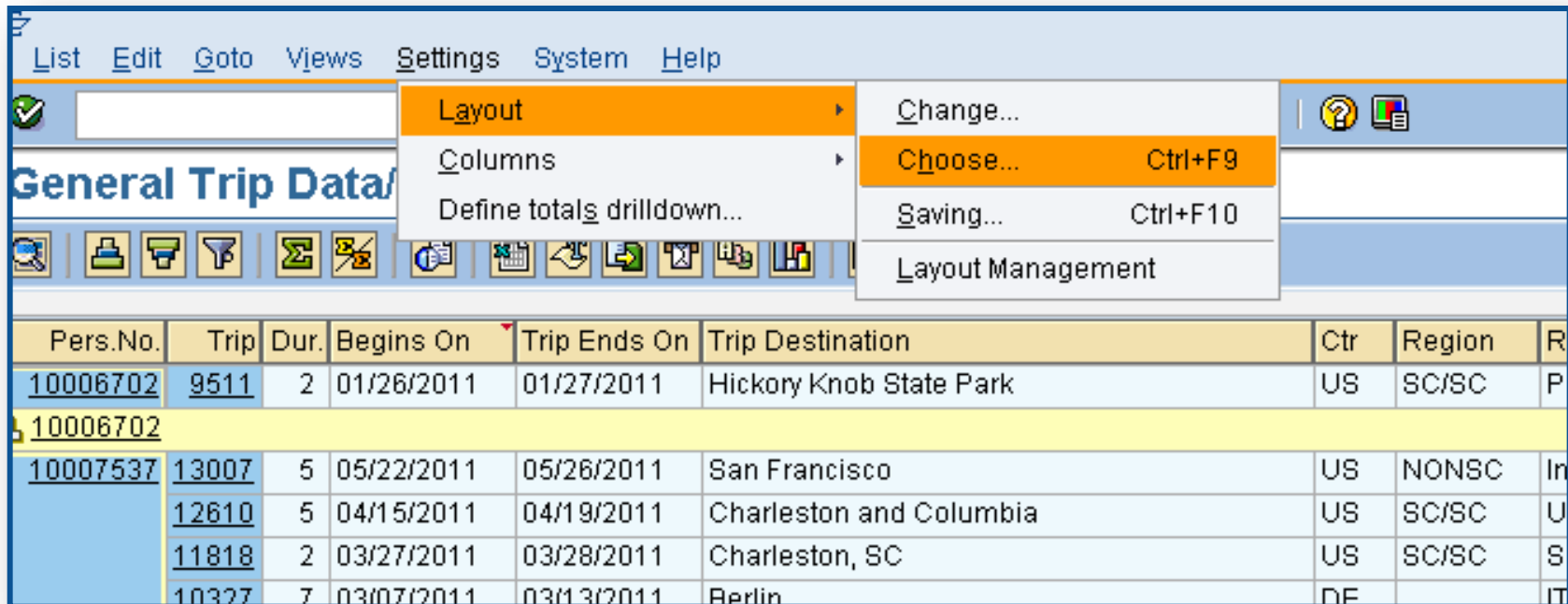
Trip Receipt Data

Trip Cost Assignment



ZTRAVEL_REPORT cont.

OPTION 1: The report will contain the entire agency trips data. To filter only pending trips, Select Settings->Layout->Choose... in the displayed report.



The screenshot shows the application interface with the following menu structure:

- List
- Edit
- Goto
- Views
- Settings (highlighted)
- System
- Help

The 'Settings' menu is open, showing the following options:

- Layout (highlighted) -> Change...
- Columns -> Choose... (highlighted in orange, Ctrl+F9)
- Define totals drilldown...
- Saving... (Ctrl+F10)
- Layout Management

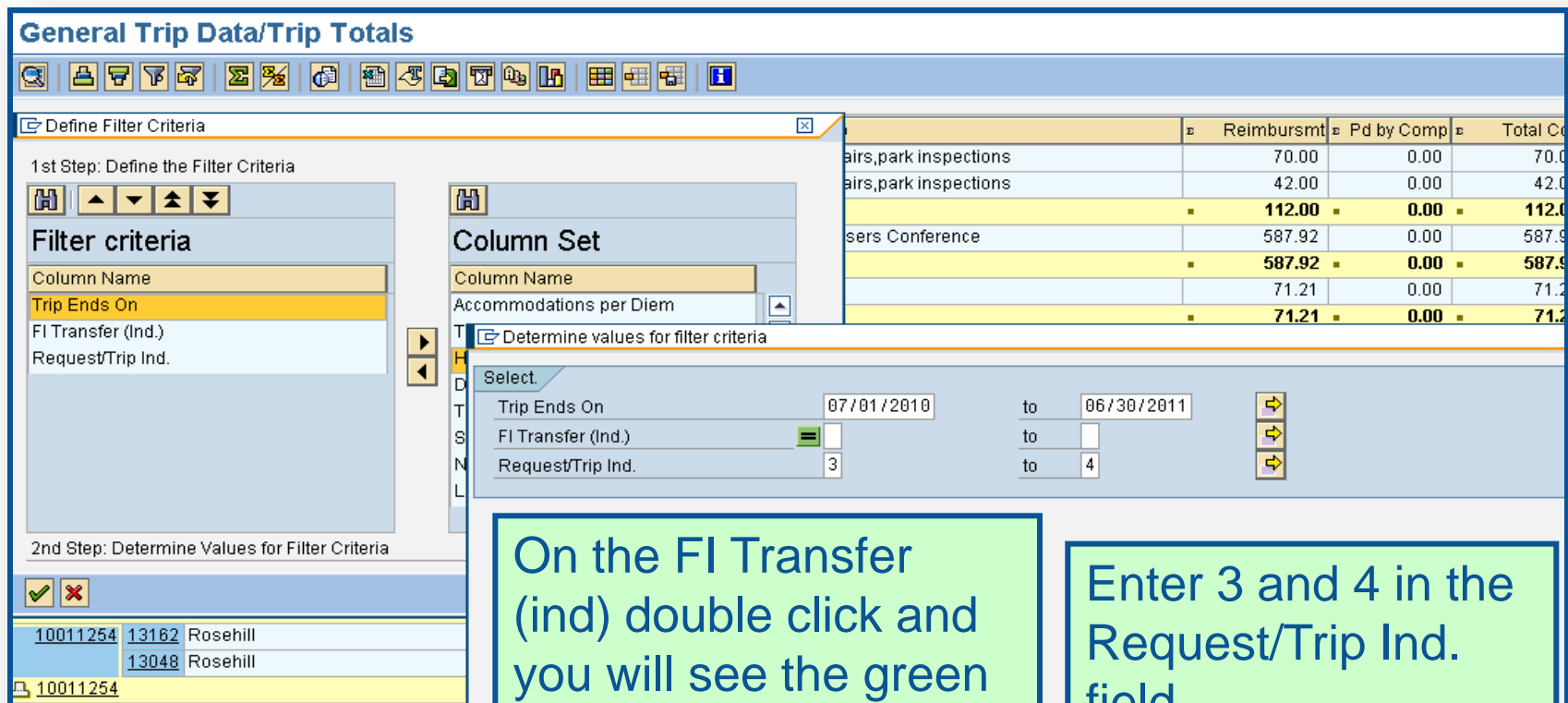
The table below shows the trip data:

| Pers.No. | Trip | Dur. | Begins On | Trip Ends On | Trip Destination | Ctr | Region | R |
|-----------------|--------------|------|------------|--------------|-------------------------|-----|--------|----|
| <u>10006702</u> | <u>9511</u> | 2 | 01/26/2011 | 01/27/2011 | Hickory Knob State Park | US | SC/SC | P |
| 10006702 | | | | | | | | |
| <u>10007537</u> | <u>13007</u> | 5 | 05/22/2011 | 05/26/2011 | San Francisco | US | NONSC | In |
| | <u>12610</u> | 5 | 04/15/2011 | 04/19/2011 | Charleston and Columbia | US | SC/SC | U |
| | <u>11818</u> | 2 | 03/27/2011 | 03/28/2011 | Charleston, SC | US | SC/SC | S |
| | <u>10327</u> | 7 | 03/07/2011 | 03/13/2011 | Berlin | DE | | IT |

Select the layout /YEAREND and you will see the filtered trips.

ZTRAVEL_REPORT cont.

OPTION 2: Another option is to filter on the fields below using the fiscal year dates for the “Trip Ends On.”



The screenshot displays the 'General Trip Data/Trip Totals' window. It features a toolbar at the top and a main area divided into several sections. On the left, the 'Define Filter Criteria' dialog is open, showing '1st Step: Define the Filter Criteria' and '2nd Step: Determine Values for Filter Criteria'. The 'Filter criteria' list includes 'Trip Ends On', 'FI Transfer (Ind.)', and 'Request/Trip Ind.'. The 'Column Set' list includes 'Accommodations per Diem'. The 'Determine values for filter criteria' section shows 'Trip Ends On' set to '07/01/2010' to '06/30/2011', 'FI Transfer (Ind.)' with a green '=' sign, and 'Request/Trip Ind.' set to '3' to '4'. A data table is visible in the background with columns for 'Reimbursmt', 'Pd by Comp', and 'Total Co'. Two callout boxes provide instructions on how to set the 'FI Transfer (ind)' field.

| | Reimbursmt | Pd by Comp | Total Co |
|-----------------------|------------|------------|----------|
| airs,park inspections | 70.00 | 0.00 | 70.00 |
| airs,park inspections | 42.00 | 0.00 | 42.00 |
| airs,park inspections | 112.00 | 0.00 | 112.00 |
| ers Conference | 587.92 | 0.00 | 587.92 |
| ers Conference | 587.92 | 0.00 | 587.92 |
| ers Conference | 71.21 | 0.00 | 71.21 |
| ers Conference | 71.21 | 0.00 | 71.21 |

On the FI Transfer (ind) double click and you will see the green = sign. Select. This is important.

Enter 3 and 4 in the Request/Trip Ind. field.

ZTRAVEL_REPORT cont.



This report shows you travel commitments that are outstanding for the fiscal year that need to be reviewed and either deleted, if the travel will not occur, or carried forward to the new year.

| | | | | | | | | | | | | |
|--------------------------|---|------------|------------|---------------------------|----|-------|--------------------------|------------------|-------------|------------------|------------|---|
| 5422 | 2 | 09/01/2010 | 09/02/2010 | Testing cost dist chan... | US | SC/SC | Testing cost dist cha... | 518.00 | 0.00 | 518.00 | USD | 1 |
| 5442 | 1 | 08/01/2010 | 08/01/2010 | | US | SC/SC | No reason | 25.00 | 0.00 | 25.00 | USD | 0 |
| | | | | | | | | 12,393.63 | 0.00 | 21,279.73 | USD | |
| 80008... | 2 | 10/01/2010 | 10/02/2010 | testp280 | US | SC/SC | testp280 | 27.50 | 0.00 | 27.50 | USD | 1 |
| | | | | | | | | 27.50 | 0.00 | 27.50 | USD | |
| 5332 | 1 | 10/05/2010 | 10/05/2010 | Charlestowne Landin... | US | SC/SC | Regional Maintenanc... | 7.00 | 0.00 | 7.00 | USD | 0 |
| 3920 | 1 | 09/01/2010 | 09/01/2010 | Charlestowne Landin... | US | SC/SC | Coastal Region Man... | 13.00 | 0.00 | 13.00 | USD | 1 |
| | | | | | | | | 20.00 | 0.00 | 20.00 | USD | |
| 3564 | 1 | 08/18/2010 | 08/18/2010 | Columbia, Sesquicen... | US | SC/SC | CPR/PDT training | 6.00 | 0.00 | 6.00 | USD | 1 |
| | | | | | | | | 6.00 | 0.00 | 6.00 | USD | |
| 5238 | 1 | 10/05/2010 | 10/05/2010 | Columbia, SC | US | SC/SC | Sales & Marketing M... | 67.00 | 0.00 | 67.00 | USD | 1 |
| | | | | | | | | 67.00 | 0.00 | 67.00 | USD | |
| 5338 | 2 | 10/01/2010 | 10/02/2010 | Columbia | US | SC/SC | meeting with LAC | 119.70 | 0.00 | 119.70 | USD | 1 |
| | | | | | | | | 119.70 | 0.00 | 119.70 | USD | |
| 2766 | 1 | 08/04/2010 | 08/04/2010 | Georgetown | US | SC/SC | Scout lunch with Par... | 28.06 | 0.00 | 28.06 | USD | 1 |
| | | | | | | | | 28.06 | 0.00 | 28.06 | USD | |
| 1888 | 2 | 07/14/2010 | 07/15/2010 | Santee State Park | US | SC/SC | Work Detail | 38.00 | 0.00 | 38.00 | USD | 0 |
| | | | | | | | | 38.00 | 0.00 | 38.00 | USD | |
| | | | | | | | | 21,273.73 | 0.00 | 38,325.83 | USD | |

ZFMJ2 Security

- 🌀 Only a few people in each agency will be given authorization for this transaction code.
- 🌀 We will be sending you last year's list to edit.
- 🌀 You will only be able to access your agency's data.
- 🌀 This transaction will only be available for a limited period of time.

Transaction ZFMJ2

- 🔄 This transaction allows a “Test Run.”
- 🔄 It is recommended that you run this transaction in “Test Run” first to ensure there are no errors.
- 🔄 Errors can occur for:
 - Account assignments in the old year that do not exist in the new year, such as fund, functional area, funded program, grant, etc.
 - AVC check
 - Period not open, etc.

AVC Check in the New Year

You can control AVC in 2012 for CFWD items.

🔄 No availability control:

- Availability is not checked and the assigned values are not updated. The assigned values have to be reconstructed after the program has been run. (**Not Recommended**)

🔄 Update without checks:

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

🔄 Check:

- The assigned values are checked and updated. If an error message occurs from the availability control, the corresponding line items cannot be processed. The assigned values do **not** have to be reconstructed after the program has been run.

AVC Check in the New Year cont.

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

Sender Fiscal Year

Restriction on FM Account Assignments

| | | | | |
|-----------------|----------------------|----|----------------------|----------------------------------|
| Grant | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Fund | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Funds Center | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Commitment Item | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Functional Area | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Funded Program | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

| | | | | |
|-----------------|----------------------|----|----------------------|----------------------------------|
| Value Type | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Company Code | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Document Number | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |

FI Documents

FI doc.no.fisc.year

Process Control

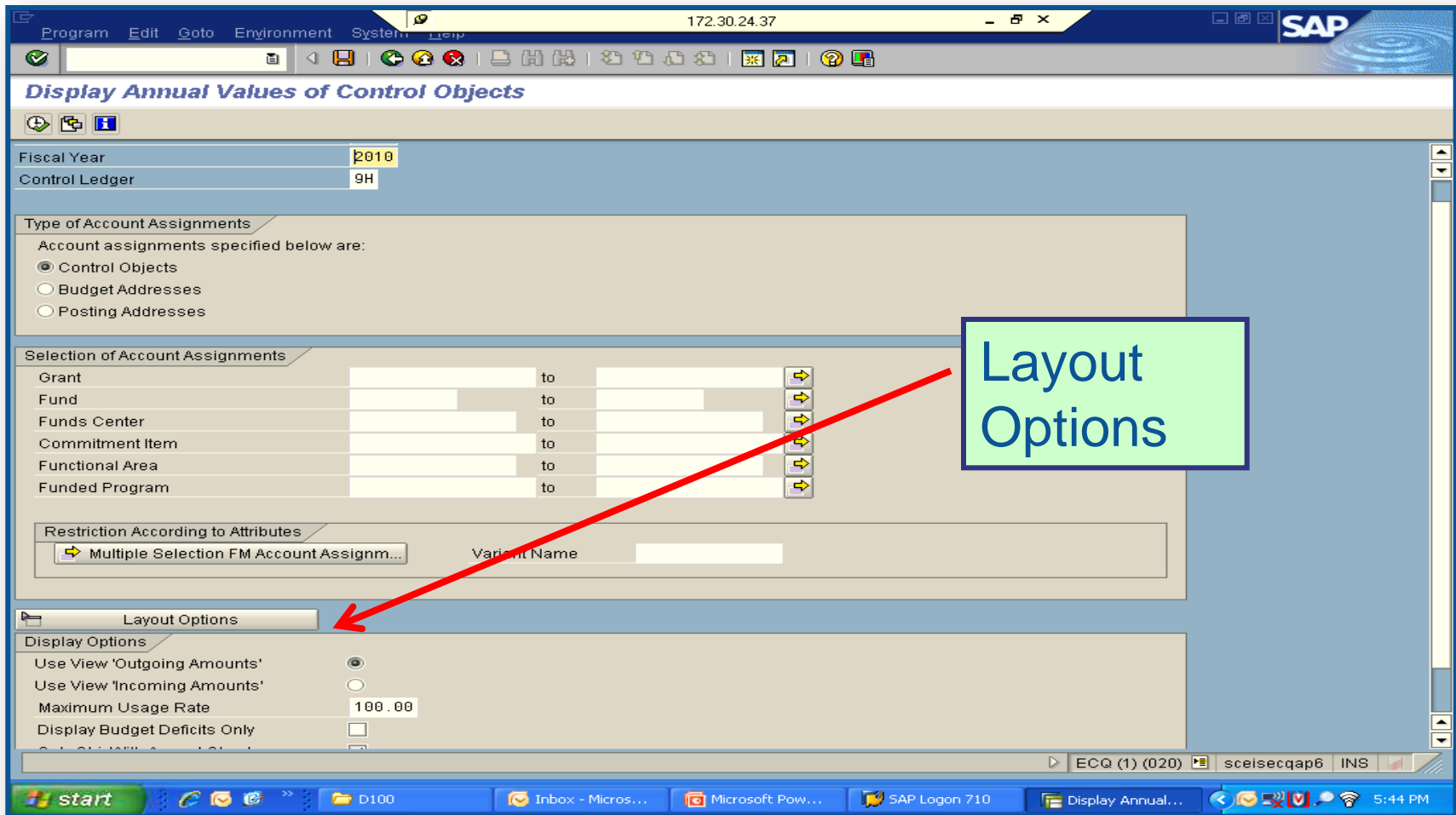
Test Run
 Process with Dialog
 Block Documents
 Detail List

Layout

Availability Control

- 🌀 If you process ZFMJ2 using **Update without checks** on the carry forward, you will need to monitor your negative budget balances in the new year and move budget appropriately.
- 🌀 You can check negative budget balances by using FMAVCR01 and checking the box titled “Display Budget Deficits Only.”

FMAVCR01 - Layout Options



Program Edit Goto Environment System Help 172.30.24.37 SAP

Display Annual Values of Control Objects

Fiscal Year: 2010
Control Ledger: 9H

Type of Account Assignments
Account assignments specified below are:
 Control Objects
 Budget Addresses
 Posting Addresses

Selection of Account Assignments

| | | | | |
|-----------------|--|----|--|---|
| Grant | | to | | ↕ |
| Fund | | to | | ↕ |
| Funds Center | | to | | ↕ |
| Commitment Item | | to | | ↕ |
| Functional Area | | to | | ↕ |
| Funded Program | | to | | ↕ |

Restriction According to Attributes
Multiple Selection FM Account Assignm... Variant Name

Layout Options

Display Options

| | |
|------------------------------|----------------------------------|
| Use View 'Outgoing Amounts' | <input checked="" type="radio"/> |
| Use View 'Incoming Amounts' | <input type="radio"/> |
| Maximum Usage Rate | 100.00 |
| Display Budget Deficits Only | <input type="checkbox"/> |

ECQ (1) (020) sceisecqap6 INS 5:44 PM

start D:\00 Inbox - Micros... Microsoft Pow... SAP Logon 710 Display Annual...

Layout Options

FMAVCR01 - Layout Options cont.

| Layout Options | |
|--------------------------------|-------------------------------------|
| Display Options | |
| Use View 'Outgoing Amounts' | <input checked="" type="radio"/> |
| Use View 'Incoming Amounts' | <input type="radio"/> |
| Maximum Usage Rate | 100.00 |
| Display Budget Deficits Only | <input checked="" type="checkbox"/> |
| Only Obj. With Annual Checks | <input checked="" type="checkbox"/> |
| Hierarch. View of AVC Elements | <input checked="" type="checkbox"/> |

ZFMJ2 Transaction

Program Edit Goto Environment System Help

Year-End Closing: Carryforward of Open Items

FM Area SC01
Sender Fiscal Year 2010 Be sure Sender Fiscal Year is 2011

Restriction on FM Account Assignments

| | | | | |
|-----------------|--|----|--|---|
| Grant | | to | | ↕ |
| Fund | | to | | ↕ |
| Funds Center | | to | | ↕ |
| Commitment Item | | to | | ↕ |
| Functional Area | | to | | ↕ |
| Funded Program | | to | | ↕ |

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

| | | | | |
|-----------------|--|----|--|---|
| Value Type | | to | | ↕ |
| Company Code | | to | | ↕ |
| Document Number | | to | | ↕ |

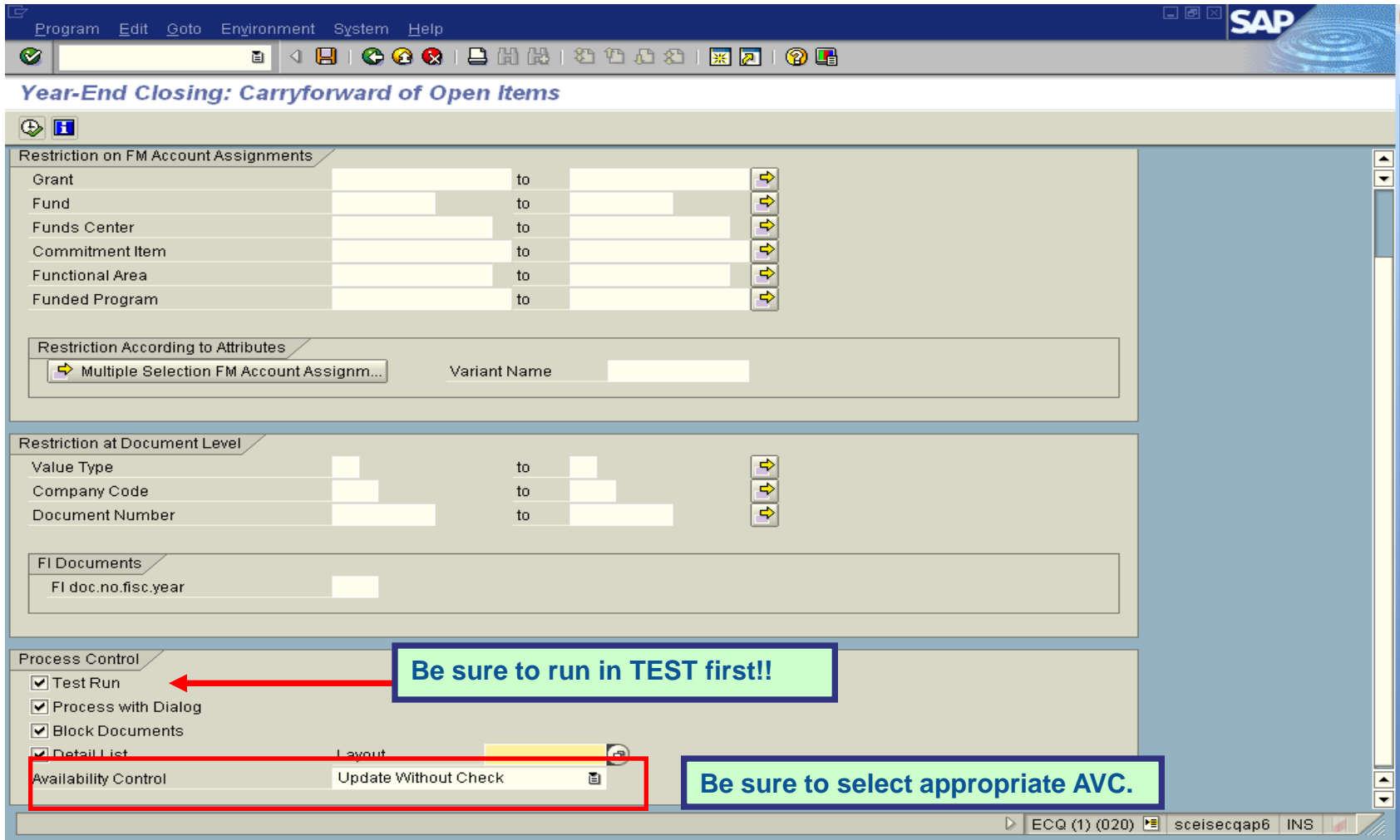
FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog

ZFMJ2 Transaction, cont.



The screenshot shows the SAP ZFMJ2 transaction interface. The title bar reads "Year-End Closing: Carryforward of Open Items". The main area is divided into several sections:

- Restriction on FM Account Assignments:** Fields for Grant, Fund, Funds Center, Commitment Item, Functional Area, and Funded Program, each with a "to" field and a selection arrow.
- Restriction According to Attributes:** A button for "Multiple Selection FM Account Assignm..." and a "Variant Name" field.
- Restriction at Document Level:** Fields for Value Type, Company Code, and Document Number, each with a "to" field and a selection arrow.
- FI Documents:** A field for "FI doc.no.fisc.year".
- Process Control:** A list of checkboxes: Test Run, Process with Dialog, Block Documents, and Detail List. Below this is a "Layout" field and an "Availability Control" field set to "Update Without Check".

Annotations on the screenshot include:

- A red arrow pointing to the "Test Run" checkbox with a callout box: "Be sure to run in TEST first!!".
- A red box around the "Availability Control" field with a callout box: "Be sure to select appropriate AVC."

The status bar at the bottom shows "ECQ (1) (020)", "scoisecqap6", and "INS".

ZFMJ2 Transaction, cont.

- 🌀 Funds Center is required.
- 🌀 You should include the entire range of funds centers for your agency or use your business area with 4 zeros to business area and all Zs.
 - Example: A0100000 to A010ZZZZZZ
- 🌀 You need to do this so that you will not limit your documents selection to only documents with certain funds centers or only part of a document with that funds center.

ZFMJ2 Transaction, cont.

- Fill in the Value Type you want to carry forward and company code SC01.
- You can do one document at a time, a range or a list of documents.
- Use the multiple selection for a document list.

The screenshot displays a software interface for the ZFMJ2 Transaction. It is divided into two main sections: "Restriction at Document Level" and "FI Documents".

Restriction at Document Level: This section contains three rows of input fields. Each row has a label on the left, a text input field, a "to" label, another text input field, and a selection icon on the right. The selection icons are yellow arrows pointing right, stacked vertically. The bottom-most icon is highlighted with a red box, and a red arrow points from this box to a callout box below.

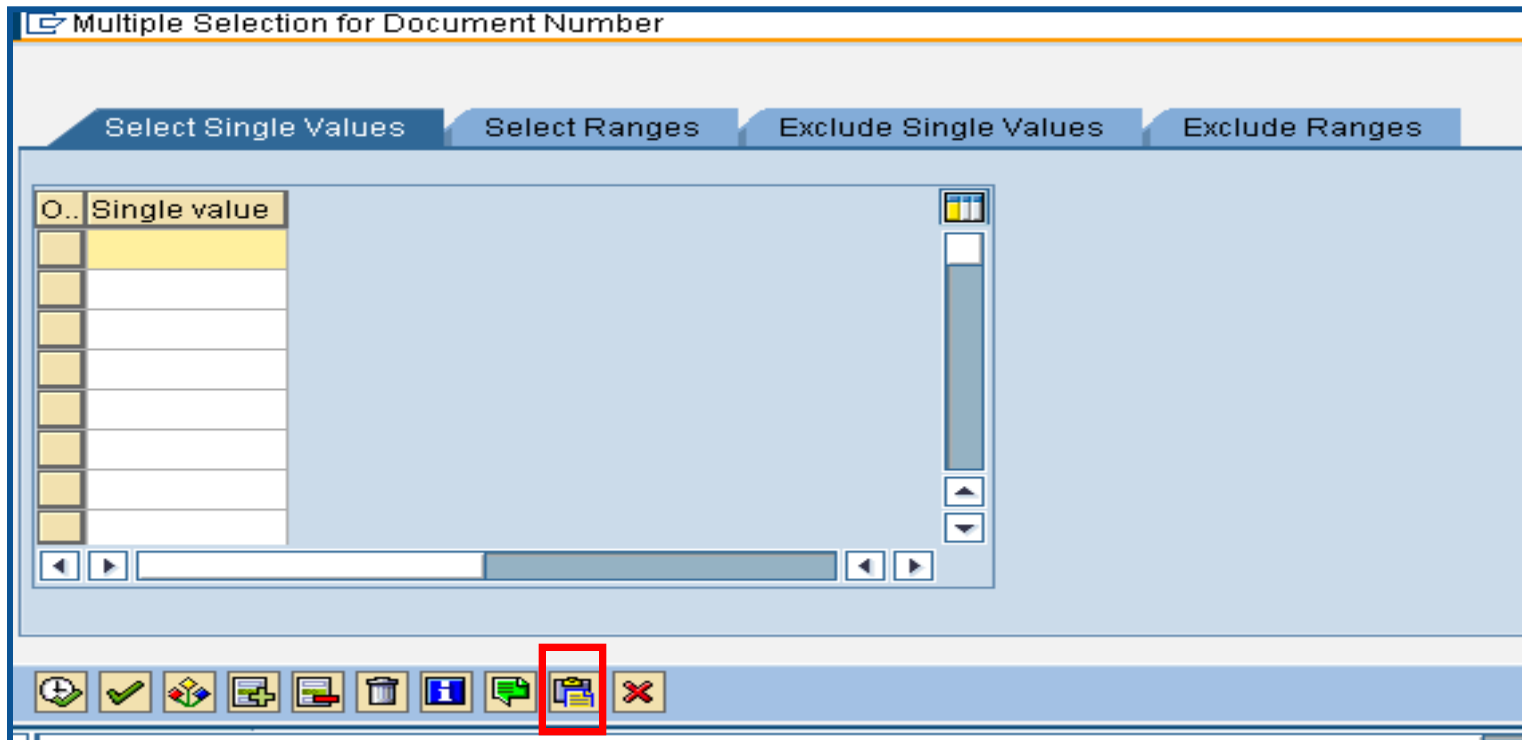
| | | | | |
|-----------------|----------------------|----|----------------------|--|
| Value Type | <input type="text"/> | to | <input type="text"/> | |
| Company Code | <input type="text"/> | to | <input type="text"/> | |
| Document Number | <input type="text"/> | to | <input type="text"/> | |

FI Documents: This section contains a single row with the label "FI doc.no.fisc.year" and a text input field.

Multiple Selection Fields: A green callout box with a black border contains the text "Multiple Selection Fields". A red arrow points from the red box around the selection icon in the "Document Number" row to this callout box.

ZFMJ2 Transaction cont.

- You can copy a list of documents from an Excel spreadsheet and insert it into the multiple selection by clicking on the clipboard.



ZFMJ2 Transaction cont.

If you erroneously carryforward a document:

- ① **You will not be able to carry it back!**
 - You do not have the authorization for the transaction code.
- ① **DO NOT DELETE it after Carry Forward!!!**
 - If you delete it after carrying it forward, you will have reporting issues with your budget reports as **these documents will not be picked up in the totals on BUDGET reports!!!**

ZFMJ2 Transaction cont.

It is imperative that you:

- ① **Double check your work** and
- ① **Run the transaction in TEST** to be sure you carryforward the appropriate documents!
- ① You can check to see if you carried forward the documents properly by running ZFMJ2 again in test. Results should be “No documents found.”

Choice of Fiscal Year “Pop-Up”

- During the effective dates of ZFMJ2, you will get a “pop-up” screen to choose the appropriate FY for your transaction for the following transactions:

ME22N - Change PO

VA02 – Change SO

FMX2 – Change FR

FMX6 – Reduce FR

FMW2 – Change Funds Block

FBV2 – Change Parked Doc

VA42 – Change Contract

Lesson 2 Summary

- 🌀 You should now be able to:
 - Understand what documents can be carried forward to the new year.
 - Determine which documents need to be carried forward to the new fiscal year.
 - Understand what transaction code to use and how to use it to carry documents forward to the new fiscal year.
 - Understand how to complete and review the transaction results of the carry forward documents.