LESSON 2: MANAGING CARRY FORWARD PROCESSES

STATE INFORMATION
TECHNOLOGY

B&CB

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

- ZFMJ2 can be used to carryforward several types of documents.

- These are denoted by "Value Types" (VT) in SCEIS.

- 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 (<u>Inventory only</u>)
  - 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 15th	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 15th	Delete
Commitment still outstanding by 07/15	After July 15th	SCEIS team will carry forward the document

ZTRAVEL_REPORT
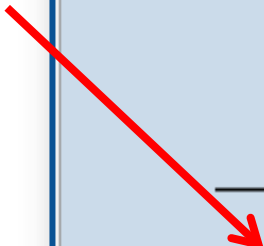
ZTRAVEL_REPORT cont.

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

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."

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 Maintenan...	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.

FMAVCR01

- 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

FMAVCR01 - Layout Options cont.

ZFMJ2 Transaction

ZFMJ2 Transaction, cont.

Be sure to run in TEST first!!

Be sure to select appropriate AVC.

ZFMJ2 Transaction, cont.

- Funds Center is required.

- You should <u>include the entire range of funds centers for your agency</u> or use your business area with 4 zeros to business area and all Zs.

  - Example: A0100000 to   A010ZZZZZ

- You need to do this so that you <u>will not limit your documents selection</u> 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.

Restriction at Document Level

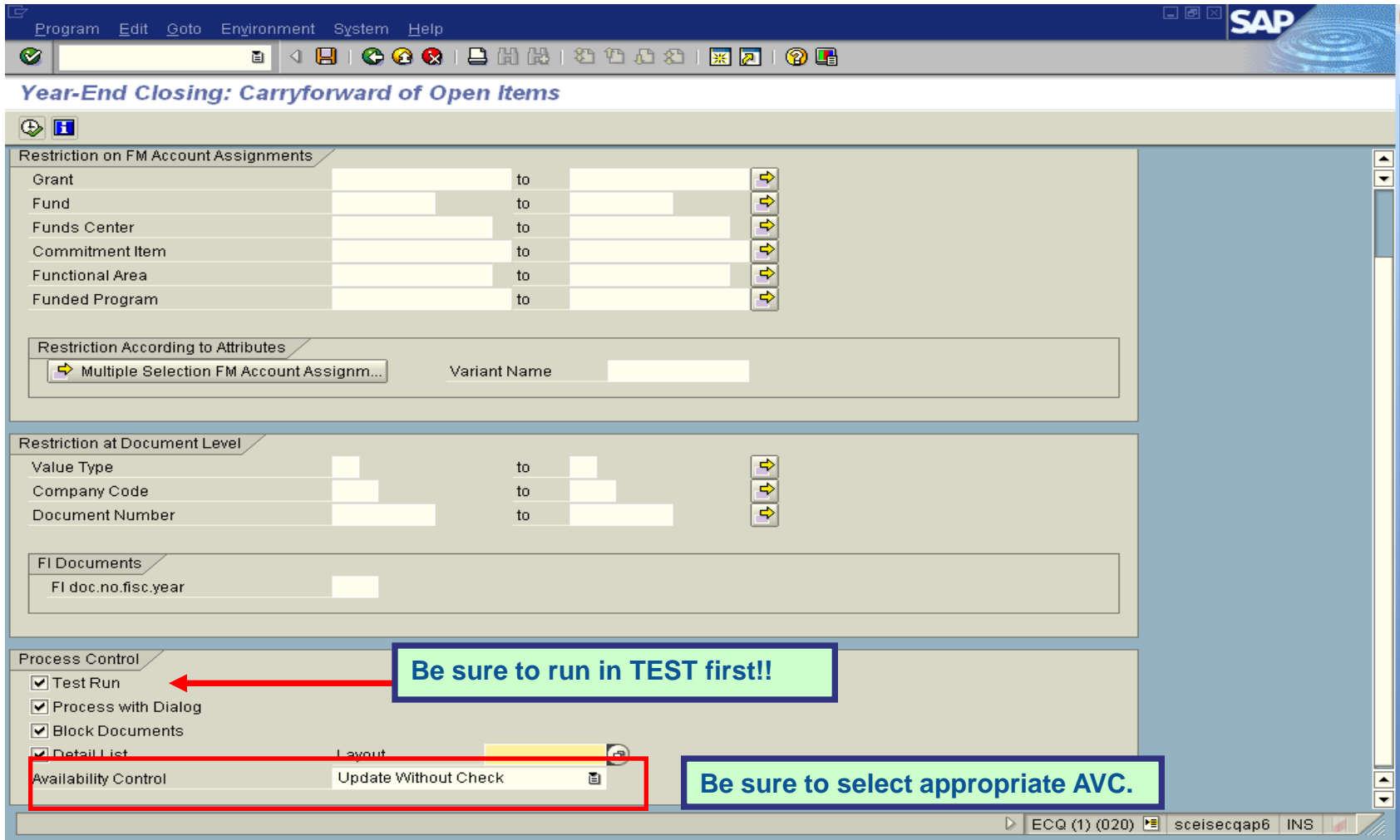|			to	
Value Type			to	
Company Code			to	
Document Number			to	

FI Documents

FI doc.no.fisc.year

Multiple Selection Fields

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.
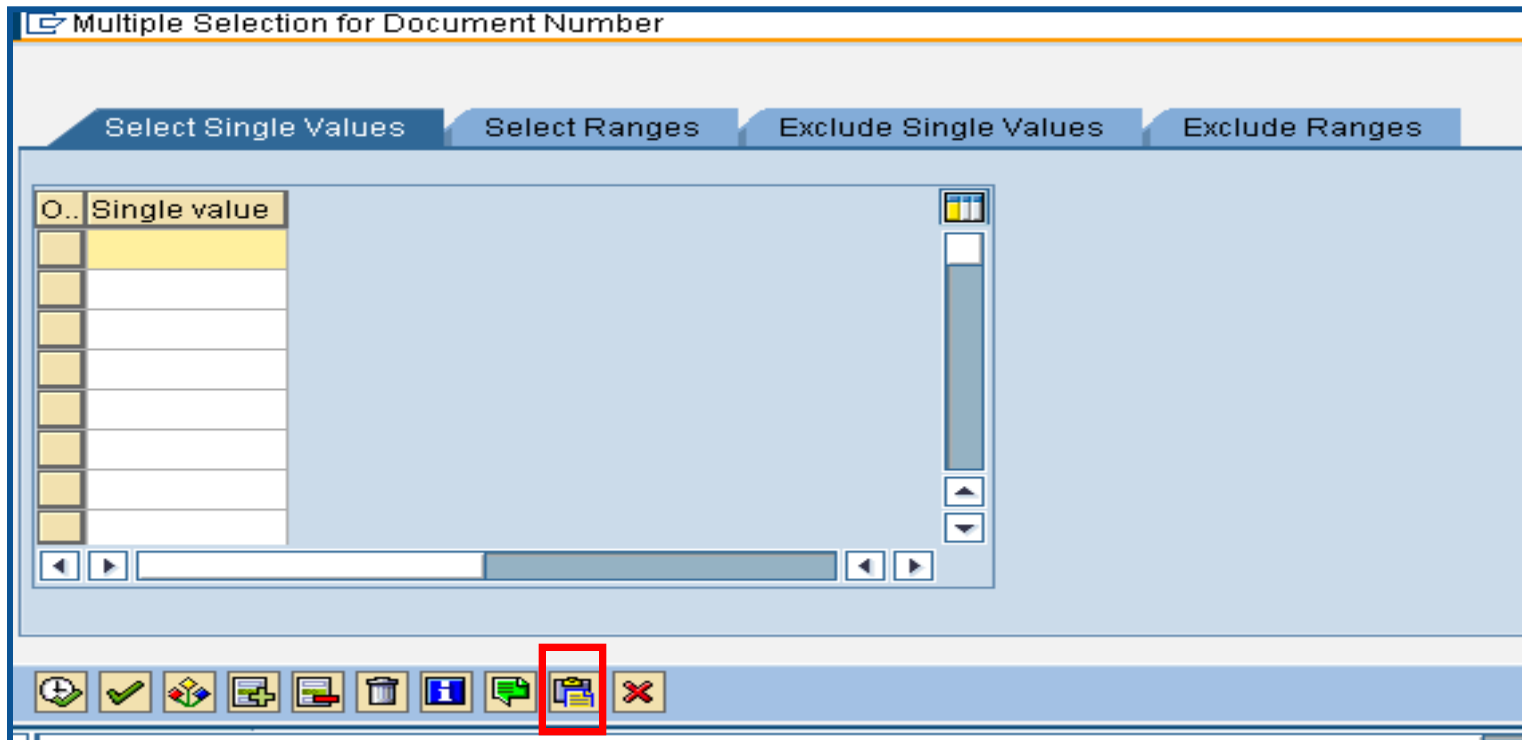
ZFMJ2 Transaction cont.

If you erroneously carryforward a document:

- **You will not be able to carry it back**!
  - **You do not have the authorization for the transaction code.**

- **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:

- **Double check your work** and

- **Run the transaction in TEST** to be sure you carryforward the appropriate documents!

- 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.