



# Agency Month End Processes

The purpose of this Job Aid is to help Agencies review activity on a monthly basis and identify potential problem areas.

## Finance Processes:

- 1.) **KSB1**- Display Actual Cost Line Items for Cost Centers. Agencies should review postings to the cost centers listed below by using this transaction code. Access to this t-code is through the **CO - Cost Center Reports and Display role**. The Cost Centers listed below are intended to be used specifically for purposes of integration and should **never** have charges or postings against them unless directed to do so by DFA/OFM or DFA/OFR.
  - a.) Enter Cost Center- (Business Area + HRPAY)
    - ❖ Execute
    - ❖ Correct Entries of current charges to valid cost centers.
  - b.) Enter Cost Center- (Business Area + CNVBAL0)
    - ❖ Please move current charges to valid cost centers to correctly reflect your expenses.
  - c.) Enter Cost Center- (Business Area + GAAP00)
    - ❖ Please move current charges to valid cost centers to correctly reflect your expenses.
  
- 2.) **FBL5N** – Customer line item display by status per customer. Use this transaction to see open items that are due from customers. Access to this t-code is through **AR – Accounts Receivable Display & Reports or GM Grant Accounts Receivable Administration** role.

- a.) Review all Open AR Items
  - ❖ Select Open Items
  - ❖ Key date being last day of previous month
  - ❖ Execute
  - ❖ Review open customer receivables to ensure that payments were applied to customer accounts accurately.

<input type="checkbox"/>			1800000724	DR	02/06/2014			100.00	USD		
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- b.) Process Parked AR accounting documents
  - ❖ By Customer
  - ❖ Select Parked Items under the Type selection list

Type

- Normal items
- Special G/L transactions
- Noted items
- Parked items
- Vendor items

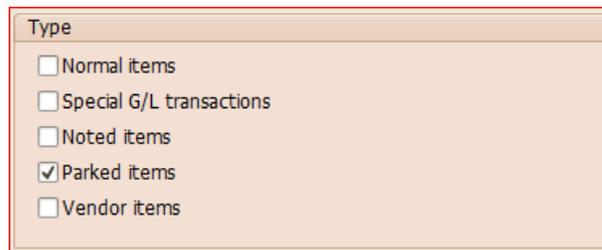
- ❖ Execute
- ❖ The results will show what documents have a parked status and are currently in the workflow process. Items continuing to show as parked for an extended

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period of time may want to be reviewed to determine if the agency is still in need of the transaction or if the transaction should be deleted.

3.) **FBL1N**- Vendor Line Item Display by Status. Use this transaction to see open items that are due to vendors. Open items on this report could be caused by vendors being blocked for payment, differences in LIV document and Goods Receipts or cash not available at the time of the payment run. Access to this t-code is through **AP – Accounts Payable Reports & Display** role.

- a.) Review all open items by vendor
  - ❖ Select Open Items
  - ❖ Key date being last day of previous month
  - ❖ Execute
  - ❖ Review open vendor payables and correct reason for non-payment.
- b.) Process Parked Accounts Payable documents by Vendor
  - ❖ By Vendor
  - ❖ Select Parked Items under the Type selection list



Type
<input type="checkbox"/> Normal items
<input type="checkbox"/> Special G/L transactions
<input type="checkbox"/> Noted items
<input checked="" type="checkbox"/> Parked items
<input type="checkbox"/> Vendor items

- ❖ Execute
- ❖ The results will show what documents have a parked status and are currently in the workflow process. Items continuing to show as parked for an extended period of time may want to be reviewed to determine if the agency is still in need of the transaction or if the transaction should be deleted

4.) **FBL3N**- G/L Account Line Item Display. Use this transaction to see open items based on general ledger code. Access to this t-code is through **AR – Accounts Receivable Display & Reports, AP - Accounts Payable Reports & Display, FA – Asset Reports & Display or GL – General Ledger Finance Reports & Display** roles.

- a.) Process Parked G/L accounting documents
  - ❖ Select Open Items
  - ❖ Key date being last day of previous month
  - ❖ Select Parked Items under the Type selection list

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Type
<input type="checkbox"/> Normal items
<input type="checkbox"/> Special G/L transactions
<input type="checkbox"/> Noted items
<input checked="" type="checkbox"/> Parked items
<input type="checkbox"/> Vendor items

- ❖ Execute
- ❖ The results will show what documents have a parked status and are currently in the workflow process . Items continuing to show as parked for an extended period of time may want to be reviewed to determine if the agency is still in need of the transaction or if the transaction should be deleted.

## Asset Documents:

- 1.) [S\\_ALR\\_87012056](#) Directory of Unposted Assets. Use this transaction to create a listing of assets that only have asset shells created for them. As part of the process of creating the invoice for an asset, the final financial postings are created and the asset is no longer just an asset shell.
  - a.) The results will show what asset shells are still outstanding.
    - Items continuing to show as asset shells for an extended period of time may want to be reviewed to determine if the agency is still in need of the transaction or if the transaction should be deleted.
    - User will want to verify if there is a Purchase Order (PO) for that asset.
      - If the Created by is 'SRM2ERP', then it is associated with a PO
    - If any asset shells will be purged or deleted, user will need to verify that no active purchasing transactions are associated with the asset shell.
- 2.) [AR01](#)- Asset Balances –Use this transaction to display the asset balances for a specific time period.
  - a. User should review report to ensure that all assets capitalized during the month have the correct acquisition values reported.
    - ❖ Enter Business Area
    - ❖ Enter Capitalization Date Range
    - ❖ Execute
    - ❖ Review acquisition column to verify if amounts are accurate.
- 3.) [S\\_ARL\\_87012052 Asset Retirements](#) – Use this transaction to display asset retirements for the month to ensure all retirements posted successfully.
  - ❖ Enter Business Area
  - ❖ Select 'List Assets'
  - ❖ Enter Posting Date range for the month
  - ❖ Execute
  - ❖ Review report for completeness



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- If assets that were retired during the month do not appear on report, user should execute [AR30](#) to determine if any worklist items encountered issues with being deactivated. The Work Item Status column will reflect either a status of 'completed' or 'error'.

## Project Settlement:

- 1.) [CJ13](#)- Generate Project Balances Report- This report will show your expenditures for your project.
- 2.) [ZS ALR 87013556](#)- Generate Project Balances Report- This shows the budget, prior year expenditures, current year expenditure and current balances.

## Procurement:

- 1.) [ME2N](#)- Review Open Purchase Order Report to determine what follow up actions may be needed with open purchase orders.
- 2.) **Close out any purchase orders** with open balances that are unneeded.
  - a.) In order to close out the purchase order, you must first edit the purchase order and set the flag to "No Further Confirmation" and "No Further Invoice" for each line.
  - b.) NOTE: Make sure the reason code is set to "Internal Modification"
  - c.) Order the purchase order again, this will release any remaining encumbrances and zero out the purchase order. The Purchase order should now reflect a zero balance.
- 3.) [ZMB5S](#)- List of Goods Receipt/Inventory Receipt Balances
  - a.) By purchasing group
  - b.) Execute
  - c.) Review results and take action as noted on the job aid.

## Workflow:

- 1.) [ZF WF STATUS](#)- This report will show you the status of a document within the Workflow cycle. Due to the number of documents in the system, the report will only allow the user to run for a 30 day time period at a time.