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Office of Comptroller General

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MEMORANDUM

TO: SCEIS Agency Finance Directors

FROM: Statewide Accounting

SUBJECT: Fiscal Year 2024 Year End Accounting Guidance & Procedures
Fiscal Year 2025 Beginning of Year Accounting Guidance & Procedures

DATE: April 24, 2024

I. FISCAL YEAR AND PERIOD GUIDELINES

FY2024 Period 12: June 1 – July 12 for recording FY2024 transactions

- Accounts Payable – to process payments for good and services *received* on or before June 30.
- Per Proviso 118.1 of the 2023-2024 Appropriations Act, Accounts Payable transactions cut off on **July 12**. All documents must be received in the Comptroller General's Office workflow no later than 5:00 PM for processing in FY2024. A/P documents received after July 12, 5:00 PM will be rejected.

FY2024 Period 13: July 13 – 22 FY2024 reclassifications and adjusting entries

- Journal entries must be received in the Comptroller General's Office workflow no later than 5:00 PM **July 22**. Journal entries received after 5:00 PM will be rejected.
- The automated Use Tax job for June will run on July 15. The last day for a cross Business Area journal entry to DOR or any other journal entry that would impact the automated Use Tax process is July 10. Entries must be received in the Comptroller General's Office workflow no later than 5:00 PM for processing in FY2024.

FY2024 Period 14: July 23 – October 1 for recording FY2024 audit adjustments

- For agencies required to submit audited financial statements for inclusion in the ACFR, any audit adjustments must be recorded prior to the deadline date for the audited financial statements.
- As per Proviso 117.55 of the 2023-2024 Appropriations Act, audited financial statements are due no later than October 1.

FY2025 Period 01: July 1 – August 8 for recording FY2025 transactions

- Accounts Payable – to process payments for goods and services *received* after June 30.

II. JOURNAL ENTRY GUIDELINES & REMINDERS

1. **POSTING DATE:** During July, two fiscal years will be open – FY2024 and FY2025. SCEIS will use the “Posting Date” of each transaction to determine the fiscal year.
 - a) For FY2024 transactions posted after June 30, the “Posting Date” must be entered as **06/30/2024** for Period 12 or 13.
 - b) For FY2025 transactions, “Posting Date” must be entered as 07/01/2024 or later.
 - c) Transactions impacting more than one fiscal year cannot be processed within the same transaction/document.

2. **PERIOD 13:** In order to transact in Period 13, users must be assigned a specific yearend role in SCEIS.
 - a) If transacting in Period 13 for the first time, users will need to configure FV50 in order to be able to post in special periods:
 - b) Select transaction FV50 and click on Editing Options (icon with the pencil, upper right):

Park G/L Account Document: Company Code SC01

Tree on Company Code Simulate Save as Completed Post **Editing Options**

Basic Data Details

Document Date Currency USD
Posting Date 06/30/2024 Period 13
Reference
Doc.Header Text
Document Type
 Doc.currency
Company Code SC01 State of South Carolina Columbia, SC

Amount Information
Total Dr. 0.00 USD
Total Cr. 0.00 USD

- c) Under *Special Options for single screen transactions* select the following and then click Save (red disk icon):

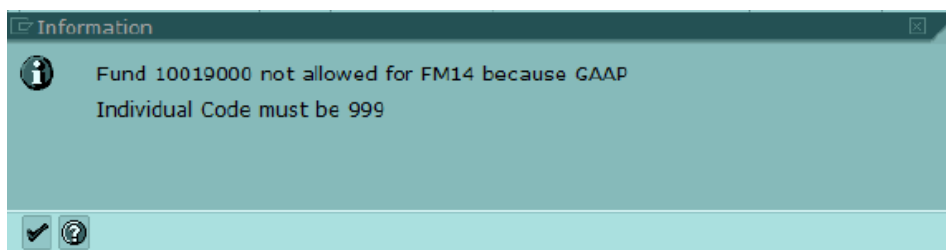
Special options for single screen transactions

Hide transaction
 Propose final amount
 D/C indicator as +/- sign
 Display periods
 Posting in special periods possible
 Always Use Payment Base Deadline

Doc.type option Entry with short name

Document date equals pstg date
 Complex Search for Business Partner
 Propose Last Tax Code
 Tax Code: Only Display Short Text

3. **PERIOD 14:** Agencies with access to transact in period 14 are restricted to using AFS funds only. Agencies will receive a hard-stop message indicating the fund’s GAAP Individual Code must be 999.



4. **ZERO BALANCE CLEARING FUNDS & ACCOUNTS:** These balances (e.g. funds HRPAY, 30240000 and G/L's 4530010000, 4530020000, 4530050000, 4530050001, 5033110000) should be reviewed for activity throughout the year end close out and any amounts recorded should be zeroed out and transferred to the proper account assignment on or before July 22.
5. **TRAVEL ADVANCES:** Complete entries to clear out Travel Advance G/L 5052010000 no later than 5:00 PM July 22.
6. **GENERAL FUND LIABILITIES & RECEIVABLES:** Any liability or receivable balances in a 1XXXXXXX fund or 2XXXXXXX fund **must be cleared at year end**. This includes any outstanding loan amounts due to the General Fund in a 1XXXXXXX fund. Any adjustments needed to reduce these balances to zero must be recorded no later than 5:00 PM July 22.
7. **REFUND OF PRIOR YEAR EXPENDITURES (RECEIVABLES):** All receivables set up as refund of expenditures must be reversed and reestablished using a revenue G/L account (REFUND PRIOR YR EXPENDITURE G/L 45200100XX) and fund 28370000 if paid with General Fund. If paid with other funds, items must be reclassified to the revenue G/L using the same fund.
8. **PARKED DOCUMENTS:** All parked journal entries must be completed and approved at the agency level or deleted by 5:00 PM on July 22. To determine parked documents remaining, run a list of parked documents using Z_AGY_DOCLIST.
9. **BALANCE SHEET ACCOUNT BALANCES:** All balance sheet account balances will be systematically rolled forward to FY2025 by SCEIS on July 13.

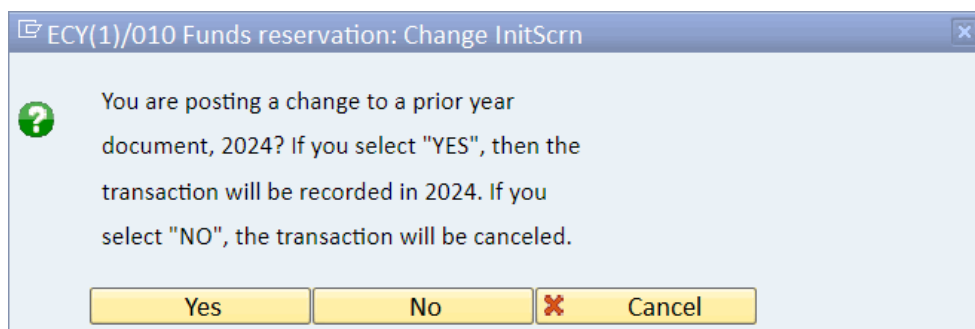
III. **ACCOUNTS PAYABLE & PURCHASING GUIDELINES AND REMINDERS**

1. **A/P PAYMENT TERMS:** Beginning July 1st, all approved invoice payments for FY2024 will be picked up immediately in the payment run for that day. Users will **not** need to make changes to the payment terms.
2. **A/P WORKFLOW ITEMS:** FY2024 A/P documents must be received in the Comptroller General's workflow no later 5:00 PM on July 12. Documents received after that time will be rejected. Beginning on July 1, FY2024 documents, including SPECIALS, will show in workflow as priority 2. The system does not differentiate between FY2024 documents and FY2024 SPECIAL documents. SPECIAL documents for FY2024 processed after July 1 will require the agency to contact the CG's A/P department for processing. FY2025 SPECIAL documents will show as a priority 3 and all other payment term documents will show as priorities 4-6.

For Purchase Order related documents that are posted but still in workflow, please run the BW report FI Vendor Actuals (Open/Cleared) by Exp/Rev All Doc Types (ZFI_ZFIAP_IS1_Q007) to see any 57* documents that have the "P" block.

3. **PARKED DOCUMENTS:** A/P related parked documents must be completed and approved at the agency level or deleted by 5:00 PM on July 12.

4. **ERROR FILE:** Agencies should be reviewing the SCEIS Error File daily leading up to July 12 for payment run errors due to insufficient cash as well as to identify documents with payment blocks that may need to be reversed or deleted.
5. **FUTURE DATED INVOICES:** Agencies should check for future dated invoices that may have been incorrectly entered for a future fiscal year by running FAGLL03 for G/L 2000010000 for all Open Items. These documents will never pay and they are encumbering budget in the current fiscal year.
6. **PRIOR YEAR PAYABLES:** Identify these documents when processing payments in FY2024 by using the Header Text field selection of "Prior Year Payable" to enable agencies to obtain information using the BW report for the A/P Reporting Package. Modification of this phrase will result in errors in the BW report utilized to monitor and report on the Year end A/P Reporting Package. Additional information may only be added to the end of the phrase.
7. **IDT INVOICING & PAYMENTS:** A/R invoices dated June 30 or prior must contain goods and services delivered/received in FY2024. IDT's billed for FY2024 must be paid in FY2024. IDT billings for FY2024 must be dated June 30 or prior to ensure that the receivable and payable are in the same fiscal year. Agencies should review the Z_IDT_DOCLIST and make payments as deemed appropriate for outstanding A/R.
8. **ZTRAVEL:** Transactions processed through ZTRAVEL must have a Posting Date of 06/30/2024 in order to be posted in FY2024. Travel Advances processed on or after July 1 must have a Posting Date of 07/01/2024 or later, for FY2025.
9. **PURCHASE ORDERS:** Close, reduce or carryforward to unencumber budget in FY2024 no later than July 17. This should include any Purchase Orders in held status as well as any open Sales Orders.
10. **PURCHASE REQUISITIONS:** Close or reduce by June 30. After June 30 Purchase Requisitions can no longer be modified although they can be carried forward through July 17.
11. **FUNDS RESERVATIONS:** Close or reduce Funds Reservations by July 12. After July 12, Funds Reservations must be carried forward by July 17.
 - Any new funds reservations for FY2024 must be created by June 30. No new funds reservations should be created after this date.
 - Changes can be made to FY2024 funds reservations until July 12.
 - From July 1 – July 12 a pop-up box will appear in SCEIS to confirm the user intends to change a prior year (FY2024) funds reservation:



IV. YEAR END BUDGET GUIDELINES

1. APPROPRIATIONS CARRIED FORWARD FROM CURRENT FISCAL YEAR INTO NEW FISCAL YEAR:

- a) **General Fund – Special Proviso Carryforward Authority:** Agencies with separate authority to carry forward General Fund appropriations to the new fiscal year must process budget transactions in SCEIS by **July 22** in order to receive carryforward approval from the Executive Budget Office. Use transaction code FMBB to carry forward appropriations from Period 12, FY2024 to Period 01, FY2025 and complete the following fields as shown:

- Process	Carry Over
- Document Type	CFWD (Carryforward)
- Version	0
- Sender Fiscal Year	2024
- Budget Type	CFSP
- Period	12
- Receiver Fiscal Year	2025
- Budget Type	CFSP
- Period	01

On each line item, you must reference the specific applicable Proviso or permanent statute related to the carryforward authority in the text field. Failure to do so will result in the Executive Budget Office rejecting the transaction.

- b) **General Fund – 10% Carryforward Appropriations:** The annual Appropriations Act gives each agency authorization to carry forward a percentage of unspent General Fund appropriations to the next fiscal year. This percentage is applied to each agency’s original General Fund appropriations (less any appropriation reductions, subject to any other carryforward provisions). Carryforward authority can be suspended, if necessary, to avoid a fiscal year end General Fund deficit.

Prior to closing the State’s books, the Executive Budget Office will transfer all remaining line-item appropriation balances for each agency to temporary account assignments: Funded Program 8900.000000X000 “Statewide Carryforward Appropriations” and Commitment Item 561000 “Miscellaneous Operations” within each agency. The Comptroller General’s Office, working with the Executive Budget Office, will then determine each agency’s carryforward amount in accordance with carryforward legislation and record the necessary entries.

Agencies will not be permitted to make expenditures against this temporary account in the new fiscal year. Instead, once an agency has determined how it will spend these funds, it must process an FMBB transaction in FY2025 to transfer the appropriations from the Funded Program 8900.000000X000, and Commitment Item 561000, to the agency’s normal account assignments.

- c) **Other Fund Carryforwards:** Agencies with non-recurring Other Fund carryforwards (e.g. EIA, lottery, capital reserve) must process a budget transaction in SCEIS to carry forward remaining balances no later than **August 1**.

- d) **Carryforward of Capital Project Budget:** Capital Project budget balances remaining in FY2024 must be carried forward to FY2025.

Use transaction code FMBB to carry forward appropriations from Period 12, FY2024 to Period 01, FY2025 and complete the following fields as shown:

- Process Carry Over
- Document Type CAPR (Capital Projects)
- Version 0
- Sender Fiscal Year 2024
- Budget Type CAPR (Capital Projects)
- Period 12
- Receiver Fiscal Year 2025
- Budget Type CAPR (Capital Projects)
- Period 01

All balances **must** be carried forward to the approved Capital Project and State Funded Program created at the time the project was established. Additionally, all balances carried forward must reflect an appropriate Functional Area. The Executive Budget Office will reject any carry forward transactions reflecting “9900.000000.000” as the State Funded Program or “0000000000000000” (all zeroes) as the Functional Area.

- 2. EARMARKED, RESTRICTED AND FEDERAL APPROPRIATIONS:** As per Proviso 118.1, current fiscal year Earmarked (3XXXXXXX), Restricted (4XXXXXXX) and Federal (5XXXXXXX) fund appropriations will lapse July 31.
- 3. NEGATIVE BUDGET BALANCES:** In general, negative budget balances in a *budgeted fund* should only be caused by payroll expenditures. Therefore, once the final payroll for FY2024 has been run for June 16, agencies should begin clearing any negative budget balances using the following criteria:
- a) *Non-special funded programs* – budget deficits must be cleared at the high-level fund, funded program and commitment item level.
 - b) *Special funded programs* – budget is loaded and remains at the 561000 commitment item line while budget is reduced at the detailed expenditure commitment line such as 512001. Therefore, budget deficits must be cleared at the high-level fund and funded program level only.

Take necessary action to correct negative budget lines no later than 5:00 PM July 22. The CG’s accounting staff will contact agencies as needed.

- 4. PRE-POSTED BUDGET DOCUMENTS:** Please ensure all FY2024 parked budget documents are posted so budget balances are accurate. All budget documents – including Special Proviso and budget adjustments, must be submitted to the Executive Budget Office no later than 5:00 PM on July 22.
- 5. APPROPRIATIONS FOR NEW FISCAL YEAR:** Appropriations for the new fiscal year will be loaded into SCEIS as soon as available. There will be a notification to agencies when this occurs.

Budgets will be loaded into SCEIS at the level approved by the Legislature. Earmarked (30000000) and Restricted (40000000) remaining at the high level must be transferred from the highest-level fund to the specific fund prior to processing transactions in FY2025. Federal (50000000) funds do not have to be transferred from the high level in SCEIS to process transactions.

V. YEAR END CASH GUIDELINES

- 1. CASH BALANCES DURING JULY:** Although current fiscal year appropriations for Earmarked, Restricted and Federal funds lapse, cash balances remaining in these funds will be brought forward into the new fiscal year on July 1.

Cash balances for current fiscal year accounts will be pooled with new fiscal year cash balances during July. FY2025 transactions will not overdraft cash accounts if there is enough available cash from FY2024 and FY2025 combined. Transactions posted to FY2024 after June 30, however, are based upon the available cash for FY2024 only (excludes FY2025 cash activity).

- Since cash is cumulative, the *current* cash balance – as of ‘today’, must be sufficient to cover the cash being taken out – regardless of fiscal year. The system is not going to allow a fund to go negative in the new year – which it would, if the system allowed an old year transaction larger than the *current* balance to go through.
- Another way to look at this is that there needs to be sufficient cash in BOTH years. If, for example, FY2024 didn’t have sufficient cash but FY2025 did, the system would still stop the transaction. The system was set up to use a conservative approach to cash management.
- Summary: In order for payments to process there needs to be not only 1) sufficient cash in the current year *but also* 2) sufficient cash in the current and new year combined. If one year is showing a cash deficit resulting in a fund being cumulatively ‘in the hole’ then cash must be increased by the payment amount PLUS the amount needed to cover that deficit.
 - As a reminder, payroll can cause cash to go negative. If the FY2025 July 1st payroll causes cash to go negative in a fund by \$100K, then in order for a \$50K payment to process in FY2024 from that fund, pooled cash would need to be at least \$50K. In other words, the system won’t allow FY2024 payments to push cash negative in FY2024 and it also won’t allow FY2024 payments to push FY2025 cash negative – or to make an existing negative cash balance larger. There would need to be at least \$50K in FY2024 and also a combined cash total for FY2024 and FY2025 of \$50K (or more), meaning the deficit would need to be covered in one of the years.

Use transaction FAGLB03 or ZGLA (account group SC_CASH_AVAIL_EDIT_CBF) as these transactions have the cash carryforward balance included. FAGLL03 does not include the cash carryforward.

- 2. UNDEPOSITED CASH 100001XXXX:** These G/L accounts must be zero at year end. Ensure that receipts have been deposited by 06/30/2024 and the documents submitted to the STO’s workflow inbox by close of business on July 5.

3. **IDT CASH CLEARING 1000020000:** This G/L account must be zero at year end. If an agency's balance in this account is not zero at year end, the agency should research the balance to determine the document numbers that result in the balance and then contact the SCEIS Help Desk and include those document numbers. DO NOT make any postings in this account or try to clear it yourself.
4. **NEGATIVE CASH BALANCES AT THE FUND LEVEL:** As with insufficient budget, payroll entries will post throughout the year even if there is insufficient cash. Agencies should review their trial balance to ensure there are no funds with an overall negative cash balance. Journal entries should be recorded to clear any negative cash balances and must be recorded by 5:00 PM July 22. This excludes most federal funds (e.g. fund 50550000) which are generally accounted for on a reimbursement basis.
5. **DEPOSITS WITH THE STATE TREASURER:** Reference the State Treasurer's Office Year End Requirements for additional guidance on deposits.

VI. YEAR END HUMAN RESOURCES GUIDELINES

1. **COMPENSATED ABSENCES:** Leave taken prior to fiscal year end, June 30 must be entered and approved by July 9 to allow for proper reporting on the Compensated Absences Report. Working time entries, schedule substitutions, and other relevant record adjustments with effective dates within the fiscal year should also be submitted and approved timely as they may affect shift differential, overtime pay, and other premium pay types and/or leave balances.
 - a) Please ensure that all working time and leave for the Fiscal Year period are entered and approved prior to COB July 9. Any changes made after this date will not be reflected accurately in the Compensated Absence Report.
 - b) Time and Leave reports should be reviewed and cleared/cleaned-up as appropriate through the current fiscal year end date.
 - c) Submit SCEIS Help Desk tickets as needed for assistance with working time and leave fiscal year end clean up.
2. **DEADLINE FOR PROCESSING PAYROLL PAYMENTS TO TERMINATED EMPLOYEES:** The State must make all payments by July 31 for amounts due to employees, including retirees, who terminate State employment on or before June 30. This means that payments for annual leave and other types of compensated absences must be included in the payroll that will be dated July 16. To be included in the July 16 payroll, these payments must be entered and approved by July 9. If the required payments were not processed in July, additional analysis and information will be required by the Reporting Package Control Checklist (Master Reporting Package, Section 2.0 of the Year End Reporting Procedures Manual).
3. **TRAVEL:** As part of the Fiscal Year End close process for the SCEIS Travel Management functionality, agencies must complete the entry and submission of new expense claims prior to 12:00 PM on June 26. This will ensure that expense claims are processed within the appropriate fiscal year.

Each agency should review all trip related information entered in the system to ensure all transactions are submitted and approved. If it is determined that a travel related request is not required to be processed, please delete the request from the system to clear the fund commitments reserved against

those requests. Individuals may perform this task by logging into SCEIS Central and selecting the [My Services](#) tile>[My Trips and Expenses](#) link, to review. For agency level review, managers can use the ZTRAVEL_REPORT transaction.

During the week of June 10, the SCEIS team will send each agency a travel report including a list of trips entered but not submitted or approved to assist in closing out any remaining travel related tasks before year end. All approvers must complete the approval process so that the approved expenses can be processed and paid by 12:00 PM on June 26.

For agencies that have employees whose travel activities cross fiscal years, the expenses will need to be allocated between the current fiscal year and the new fiscal year. The trip must be split, and the current year expenses must be submitted and approved by 12:00 PM on June 26 to ensure it is expensed in the current year. Agencies may choose to establish an internal cut-off date prior to June 30 to ensure sufficient posting in the correct fiscal period.

If a travel related expense has not been entered and approved in the Travel Management module by June 26 for the prior fiscal year and the agency must process the trip related expenses in the current fiscal year's appropriation, the agency may use ZTRAVEL to process travel related expenses in the window of July 1 through July 12.

VII. ASSET & PROJECT GUIDELINES & REMINDERS

- 1. FIXED ASSETS:** Review for un-posted assets by using transaction S_ALR_87012056. If any are identified, determine if the asset is needed or can be deleted. The final depreciation and asset settlements run for FY2024 will be completed by SCEIS no later than September 6.
- 2. PROJECTS:** For any projects that need to be settled to an asset and closed, notify the SCEIS team and create an asset shell to which the costs need to be posted. All projects must be settled to a final asset no later than July 22.