Finance Super User Meeting

April 21, 2026

South Carolina
Comptroller General

Preparation for Fiscal Year-End

South Carolina
Comptroller
General

Key Year-End Dates & Memo



A/P cut-off— 7/14 @ 5:00 p.m.

JE cut-off—7/22 @ 5:00 p.m.

CG Statewide Accounting email - cgaccounting@cg.sc.gov

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General Ledger Maintenance Reports

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Reports Available to Assist in General Ledger Maintenance

Report: Funds 30240000 and HRPAY

This report can be used to assist agencies in clearing any balances in these temporary payroll account assignments.

- To bypass employee funding account assignment errors during the **SCEIS semi-monthly payroll posting process**, these temporary default funds are automatically utilized by the system to process payroll despite errors, ensuring successful posting.
- Any resulting balance in these temporary default funds must be reviewed and reclassified to the correct account assignment. This can be done either by recording a journal entry or retroactively through payroll if the amounts are for an active employee.
- **Important Note:** When recording a journal entry to clear the **HRPAY Fund**, do not use document type **SU**. A derivation rule in SCEIS automatically switches the **HRPAY Fund** to **Fund 30240000** during posting. Instead, use journal entry document type **ZX** or **SA** for these reclassification entries.

Report: General Fund Cash Transfers

This report can be used to identify any instances where the 6-series cash transfer accounts were used with the General Fund that may need to be reclassified.

- General Fund budget and cash must remain in alignment at the fund and agency level for all 1XXXXXXX funds.
- It is permissible to use the 6-series transfer GL accounts for cash transfers involving General Funds only if the transfer does **not** cross funds or business areas.
- If an agency records and EBO approves a General Fund budget transfer, EBO will notify the CGO. The CGO will then record the associated General Fund cash transfer on the agency's behalf using G/L 1000030000 and a 7XXXXXXXXX account — not the 6-series cash transfer accounts. This methodology assists in reconciling budget and cash to ensure they are in alignment throughout the year.
- Inter-fund loans must not be processed through cash transfer accounts. Use Loan Receivable (1390010000) and Loan Payable (2090010000) instead. NOTE: Any interfund loans involving the General Fund **must** be repaid prior to year end.

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Reports Available to Assist in General Ledger Maintenance

Report: General Fund Receivables & Liabilities

This report can be used to assist agencies in identifying any balances remaining in these accounts.

- As a general rule, the General Fund operates on a **cash basis** using the budgetary year. Open receivables and payables at fiscal year-end distort the accurate calculation and reporting of the overall surplus or deficit for the General Fund. Therefore, these balances must be cleared at year-end to ensure the fund's financial position is properly stated.
- Any liability or receivable account 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.

Report: Travel Advances

This report can assist agencies in identifying outstanding travel advances that have not been repaid within the required timeframe.

- **Requirement:** All advances for travel and subsistence monies shall be repaid to the agency within thirty (30) days after the end of the trip or by the close of the fiscal year for payable documents, whichever comes first.
- This report is subtotaled by **Item Text** (which includes the employee vendor number) to identify any non-zero balances that require repayment.

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Reports Available to Assist in General Ledger Maintenance

Report: Travel Expenses

This report is designed for agencies to review travel expenses for accuracy and to record any necessary corrections in SCEIS prior to year-end cut-off. This ensures all travel expenditures are accurately reported in the annual Travel Report compiled and published by the CGO.

- Includes detailed employee and vendor information.
- Excludes the following GL accounts:
  - 5051540000 – Leased Car (State Owned)
  - 5051550000 – Agency Head Business Expense
  - 5051560000 – Travel – Commuting Mileage
  - 5051990000 – Other Travel
  - 5052010000 – Travel Advance

Report: Undeposited Cash

This report assists agencies in identifying any undeposited cash balances.

- G/L Accounts 100001XXXX
  - Agency-specific accounts used to record cash deposits
  - Funds in these accounts are verified by the STO and transferred to the appropriate bank specific GL.
- Funds remaining indicate:
  - STO could not match your bank deposit, or
  - The transaction is incomplete
- Determine if items are:
  - Duplicate postings that need reversal, or
  - Deposits that require clearing

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Reports Available to Assist in General Ledger Maintenance

Report: Zero Balance Accounts

This report assists agencies in identifying balances remaining in accounts that should be zero at year-end.

- Although these accounts are not required to be cleared until the end of the fiscal year, agencies are strongly encouraged to review and clear these balances regularly. Doing so minimizes the amount of research and adjustments needed at year-end, when time is limited due to strict deadlines.
- The following G/L accounts are included in this report:
  - 4530010000 - Returned checks
  - 4530020000 - Adjustments to agency deposits
  - 4530050000 - Unclassified revenue
  - 4530050001 – Unclassified revenue - other
  - 5033110000 - P-card expenditures

Report: Open Encumbrances

This report assists agencies in reviewing outstanding budget commitments and open encumbrances.

- **Note:** This report shows **all** open commitments, including Purchase Orders, Purchase Requisitions, parked FI documents, Funds Blocks, and Funds Reservations.
- **Recommended Actions:**
  - Delete or post parked FI documents.
  - Review and close any POs or Funds Reservations that are no longer needed.
  - Finalize outstanding invoices and goods receipts where possible.
  - Decide which valid open commitments should carry forward into the next fiscal year using transaction **ZFMJ2**.

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Reports Available to Assist in General Ledger Maintenance

Report: Over Expended Budget Balances

Agencies should use this report to proactively review and resolve over-expended budget lines prior to year-end close. Resolving these negative balances is required for accurate budgetary reporting, compliance with state statutes, and the proper calculation of the General Fund surplus or deficit.

In SCEIS, negative budget balances in budgeted funds (excluding Funds Application 08) should typically result only from payroll expenditures processed by the CGO. All other postings should receive a hard-stop error if insufficient budget is available.

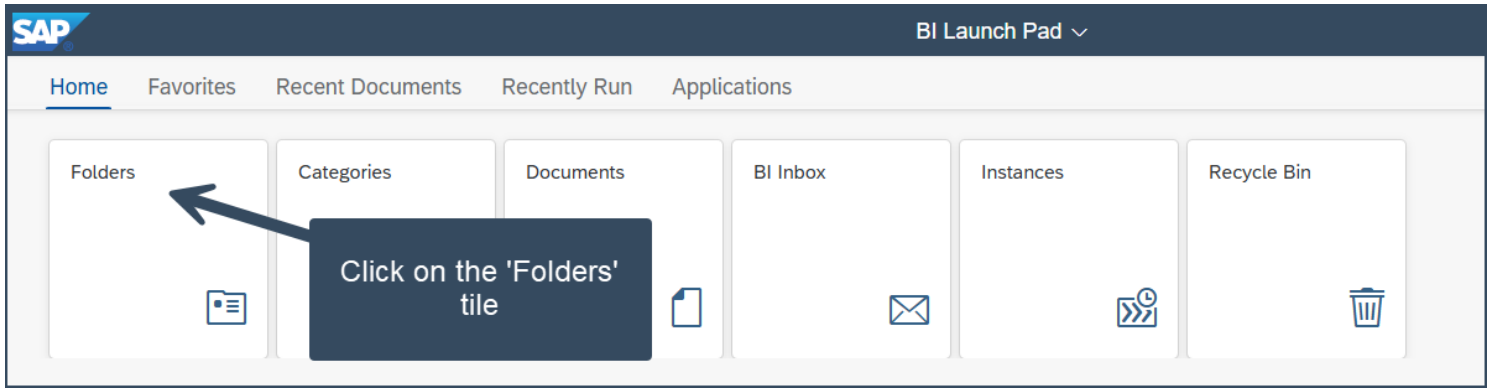
- **Why Over-Expended Balances Must Be Cleared:**
  - They distort the accurate calculation and reporting of the overall surplus or deficit for the General Fund.
  - The final **10% General Fund carryforward** amounts cannot be calculated until **all** over-expended budget lines are resolved.
  - Negative balances affect the integrity of statewide financial reporting and ACFR preparation.
  - Clearing over-expenditures is essential for compliance with state statutes and to support the final General Fund carryforward calculation.
- **Clearing Requirements:**
  - **Non-special funded programs**: Budget deficits must be cleared at the **high-level fund**, **funded program**, and **commitment item** level.
  - **Special funded programs**: Budget deficits must be cleared at the **high-level fund** and **funded program** level only (budget remains at the 561000 commitment item while detailed expenditure lines are adjusted).
- **Important Note:** Proactive management of over-expenditures throughout the year — and especially during year-end close — supports fiscal responsibility and ensures compliance with the Appropriations Act and CGO requirements.

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Accessing the BOBJ General Ledger Maintenance Reports

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Business Objects CG Reports Repository Location



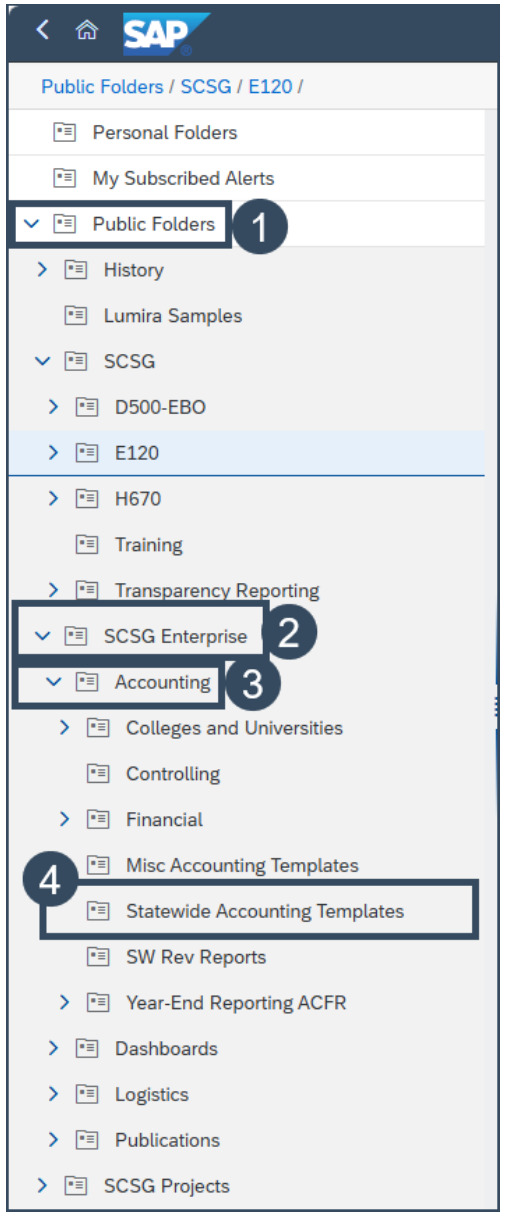
https://sceisreporting.sc.gov

Public Folders >

SCSG Enterprise >

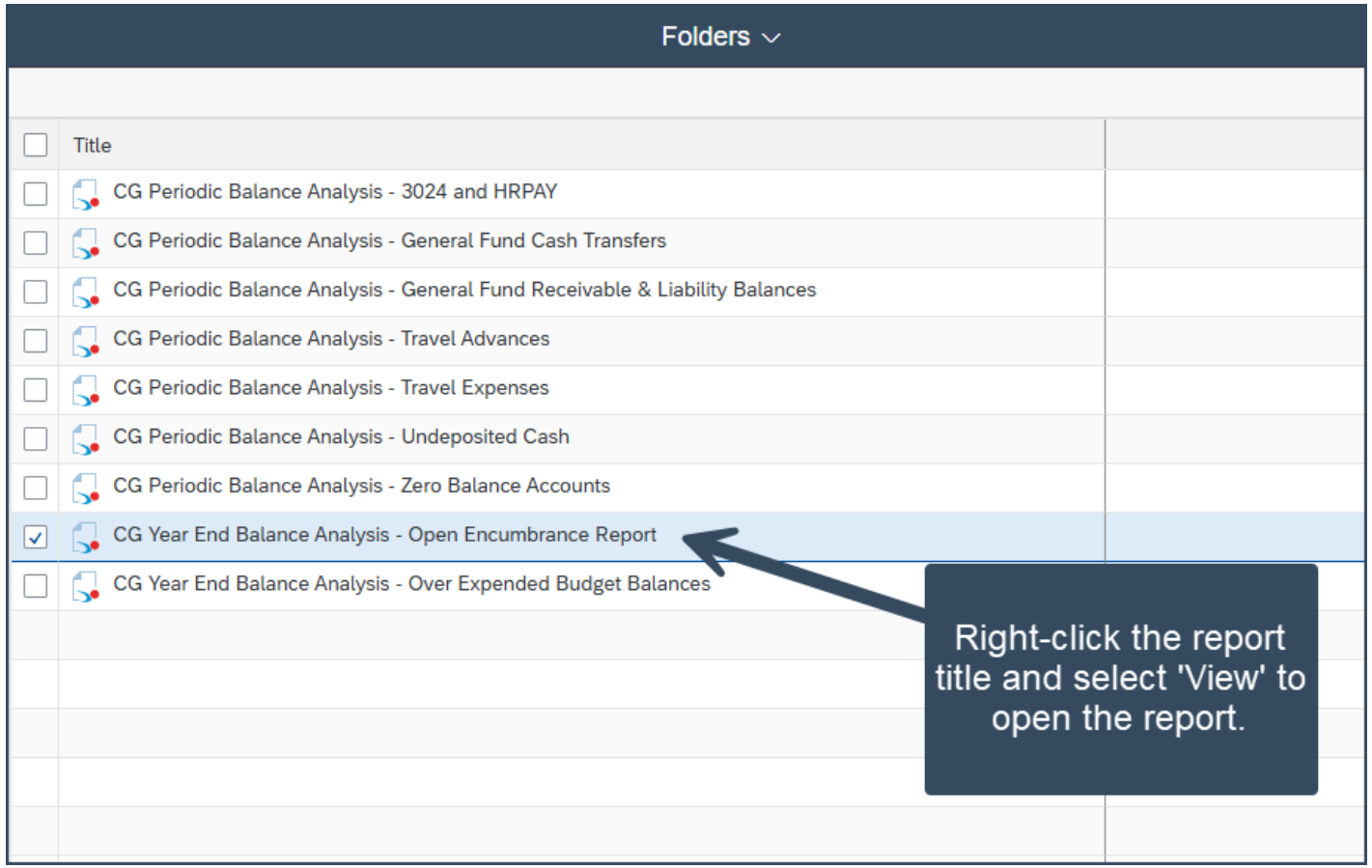
Accounting >

Statewide Accounting Templates



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How to Open, Run, and Save a Shared Report



Key Points

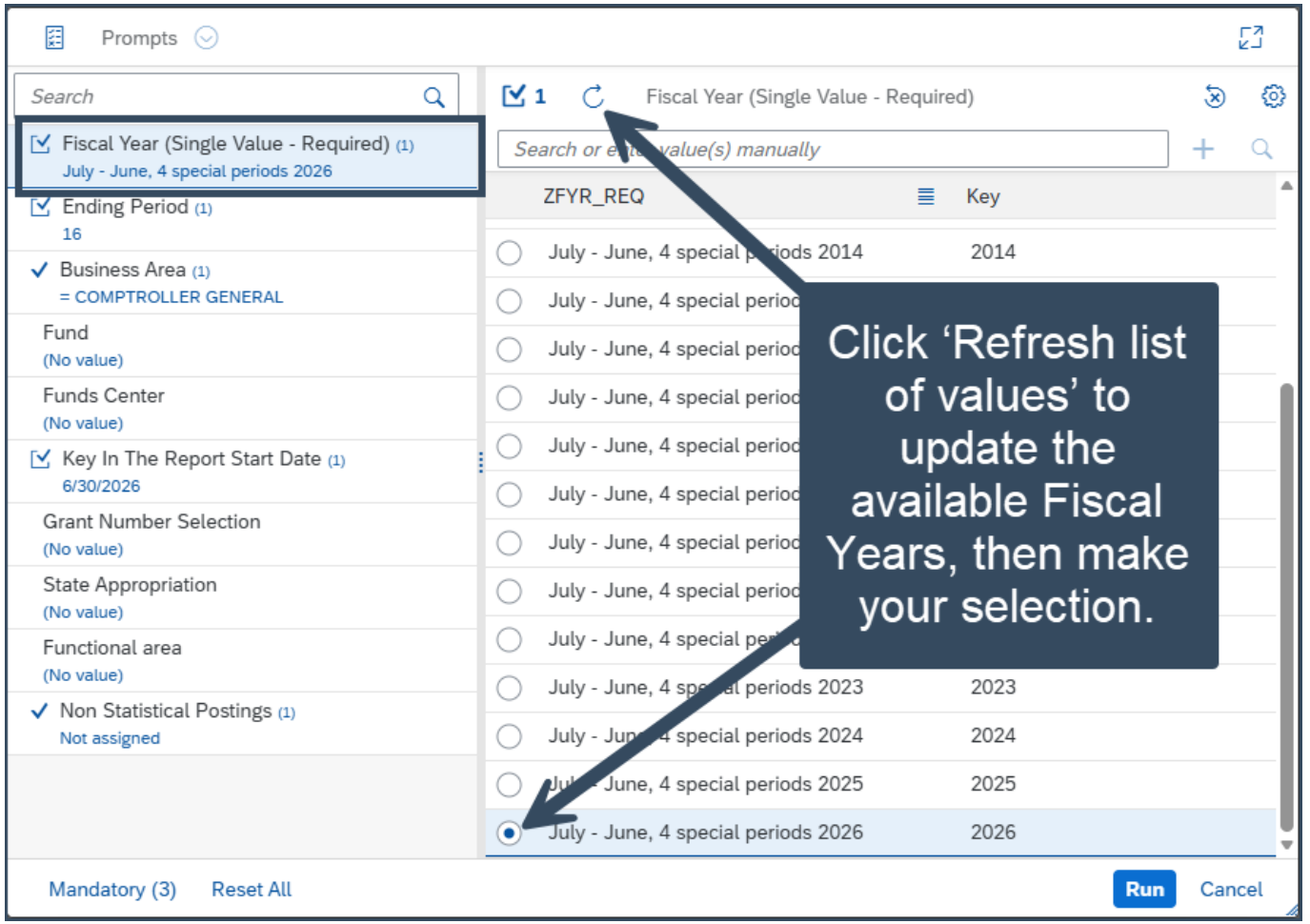
- Reports saved to a shared folder automatically refresh when opened. You can turn this off if there's no risk of sharing sensitive information.
- Users are able to refresh and export in the current enterprise folder.
- Reports must be copied (or saved as) to a personal or agency folder to save prompts, selections, or customizations.

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How to Open, Run, and Save a Shared Report

Key Points

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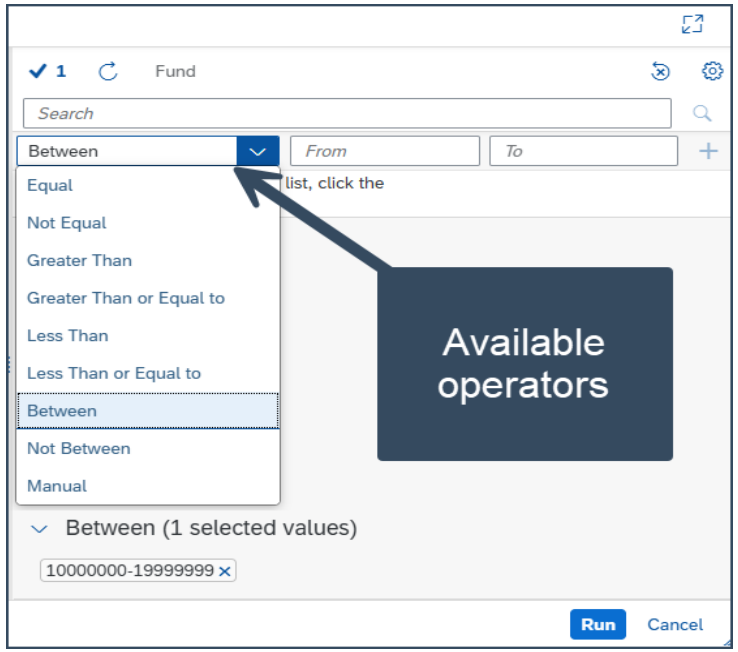


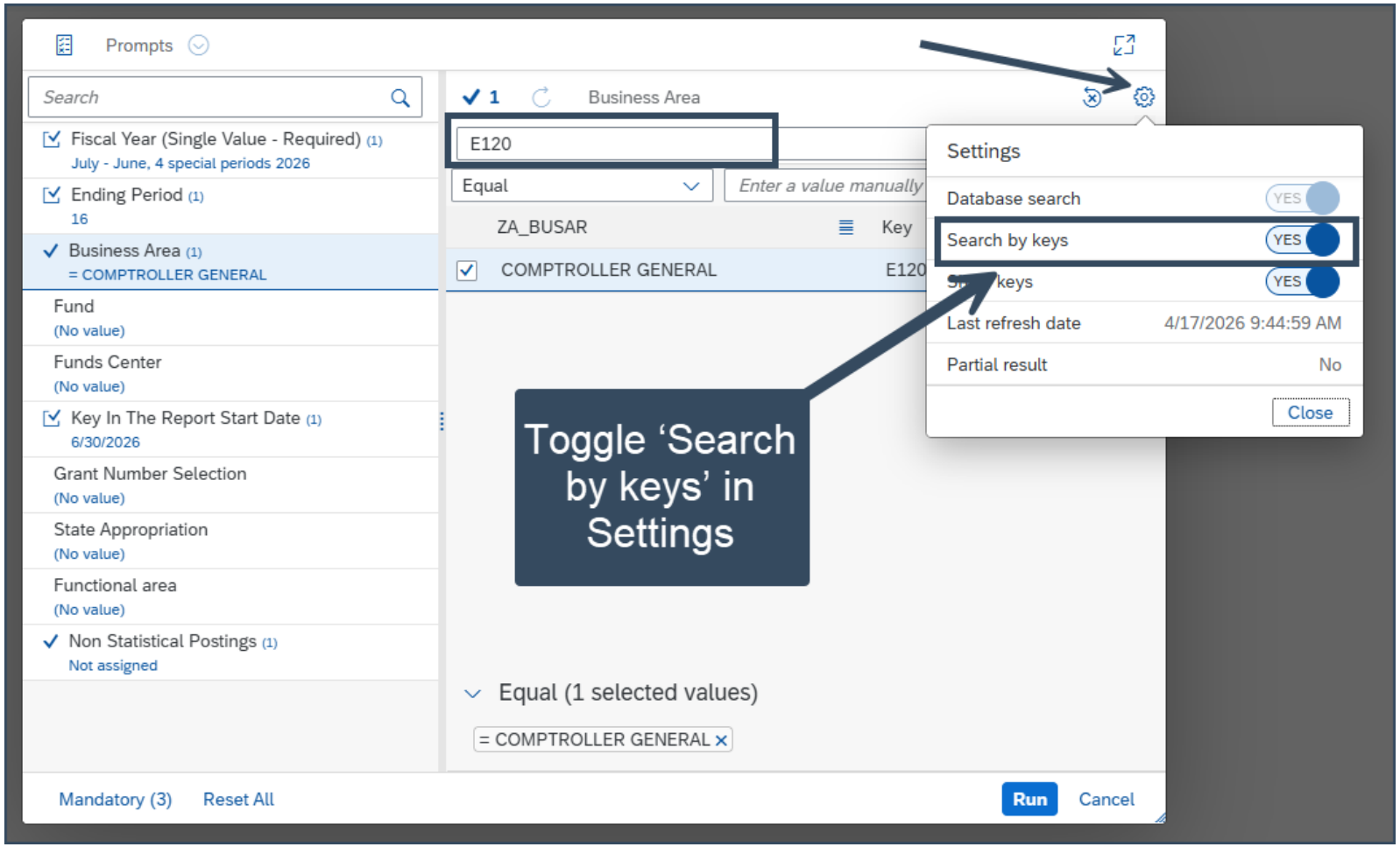
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How to Open, Run, and Save a Shared Report

Updating Prompts

- There are several ways to update prompt values.
  - Refresh list of values
  - Search by keys
  - Enter manual value



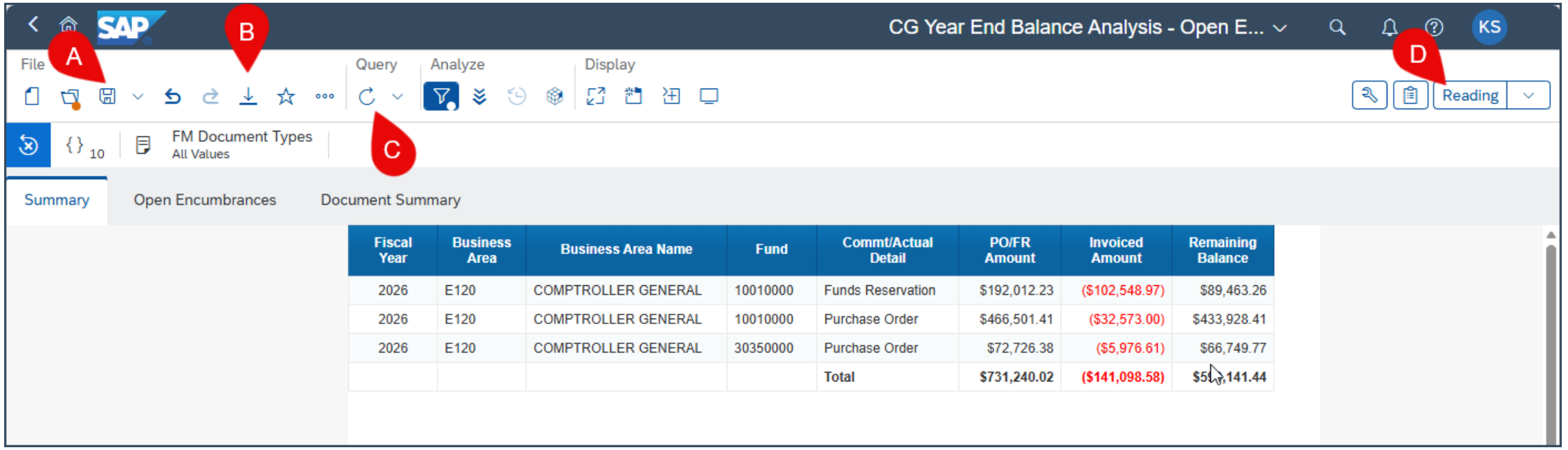


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How to Open, Run, and Save a Shared Report

After Running the Report – Key Actions in the SAP toolbar:

A. **Save**: Save the current report view or create a new version
B. **Export**: Export the report to Excel, PDF, or other formats
C. **Refresh**: Refresh the data in the report
D. **Reading / Design Mode**: Toggle between viewing the report and editing its layout



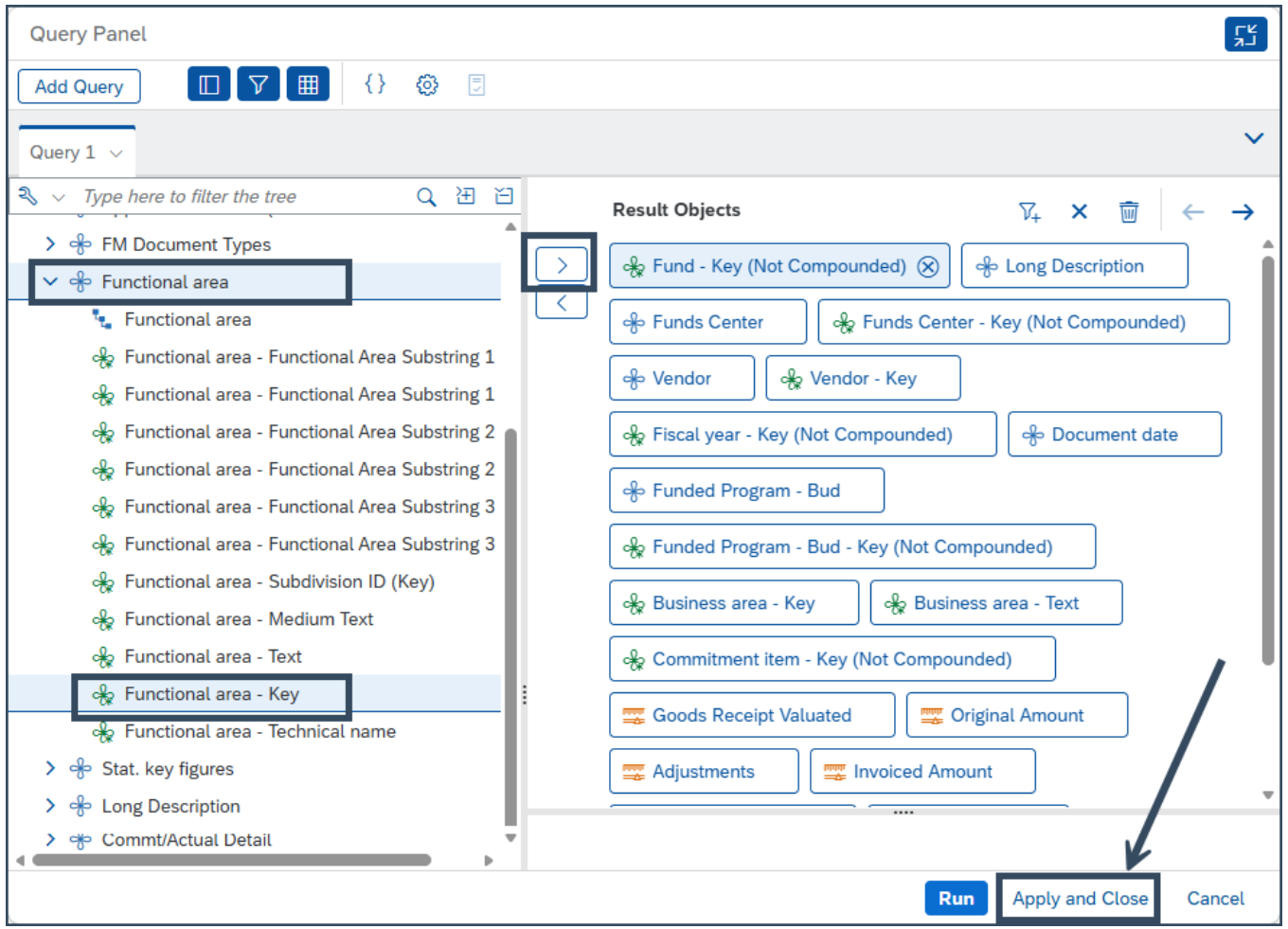
Fiscal Year	Business Area	Business Area Name	Fund	Commt/Actual Detail	PO/FR Amount	Invoiced Amount	Remaining Balance
2026	E120	COMPTROLLER GENERAL	10010000	Funds Reservation	$192,012.23	($102,548.97)	$89,463.26
2026	E120	COMPTROLLER GENERAL	10010000	Purchase Order	$466,501.41	($32,573.00)	$433,928.41
2026	E120	COMPTROLLER GENERAL	30350000	Purchase Order	$72,726.38	($5,976.61)	$66,749.77
				Total	$731,240.02	($141,098.58)	$5[illegible],141.44

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Adding Attributes in the Query Editor

- Open the report in **Design Mode**
- Go to the **Query** tab and click **Edit Query**
- In the left tree, expand folders and find the attribute you need
- Select the attribute (e.g., **Functional area - Key**)
- Click the > arrow to move it to **Result Objects** – Or simply drag and drop it
- Click **Apply and Close** to save changes and return to the report





Tips:

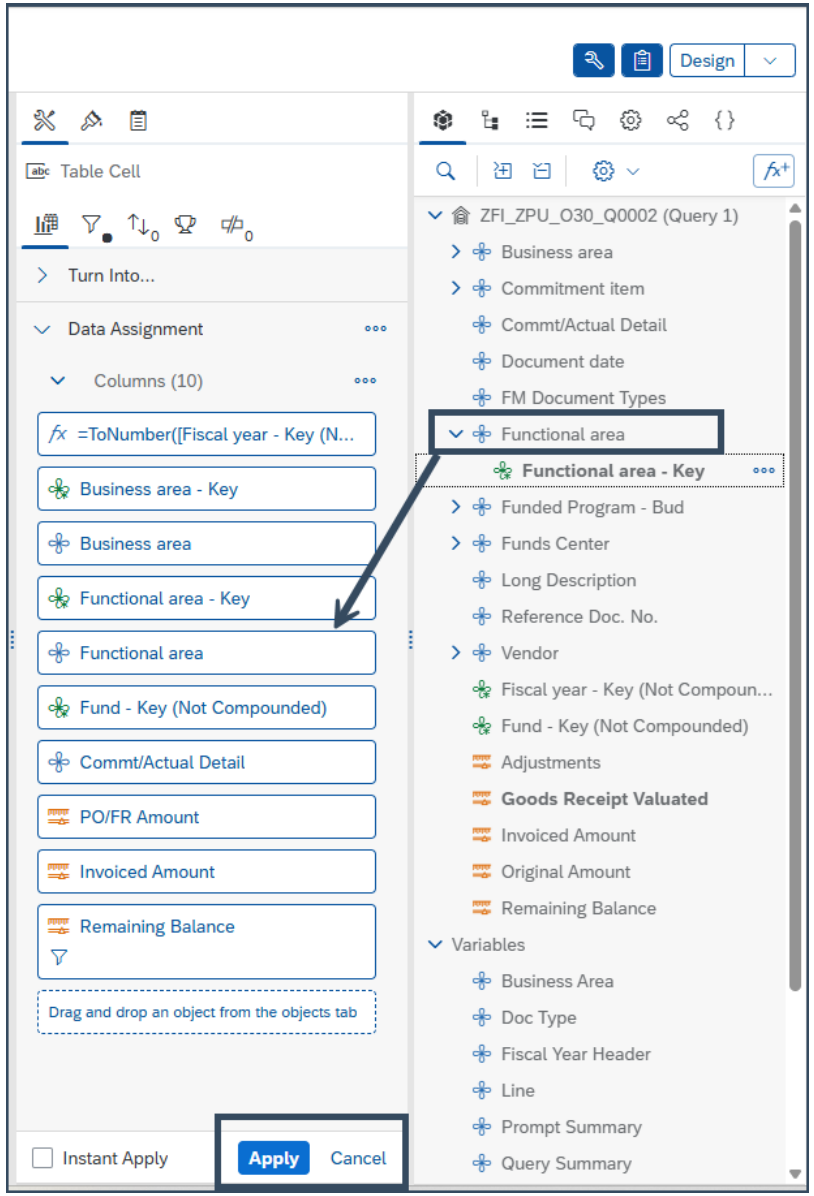
- You can add multiple attributes at once
- Use the search/filter box to find fields quickly

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Using Added Attributes in the Report

Steps to Display New Attributes:

- After adding attributes in the Query Editor, click **Apply**
- In the right **Design** pane, locate the new attribute (e.g., Functional Area)
- Drag the attribute into the report:
  - Drop into Columns to add as a new column
- Click Apply at the bottom to refresh the table



Tips:

- Drag and drop to rearrange column order
- Toggle Instant Apply for real-time preview
- If #TOREFRESH errors appear, simply refresh the report — they will clear once the attribute is properly used

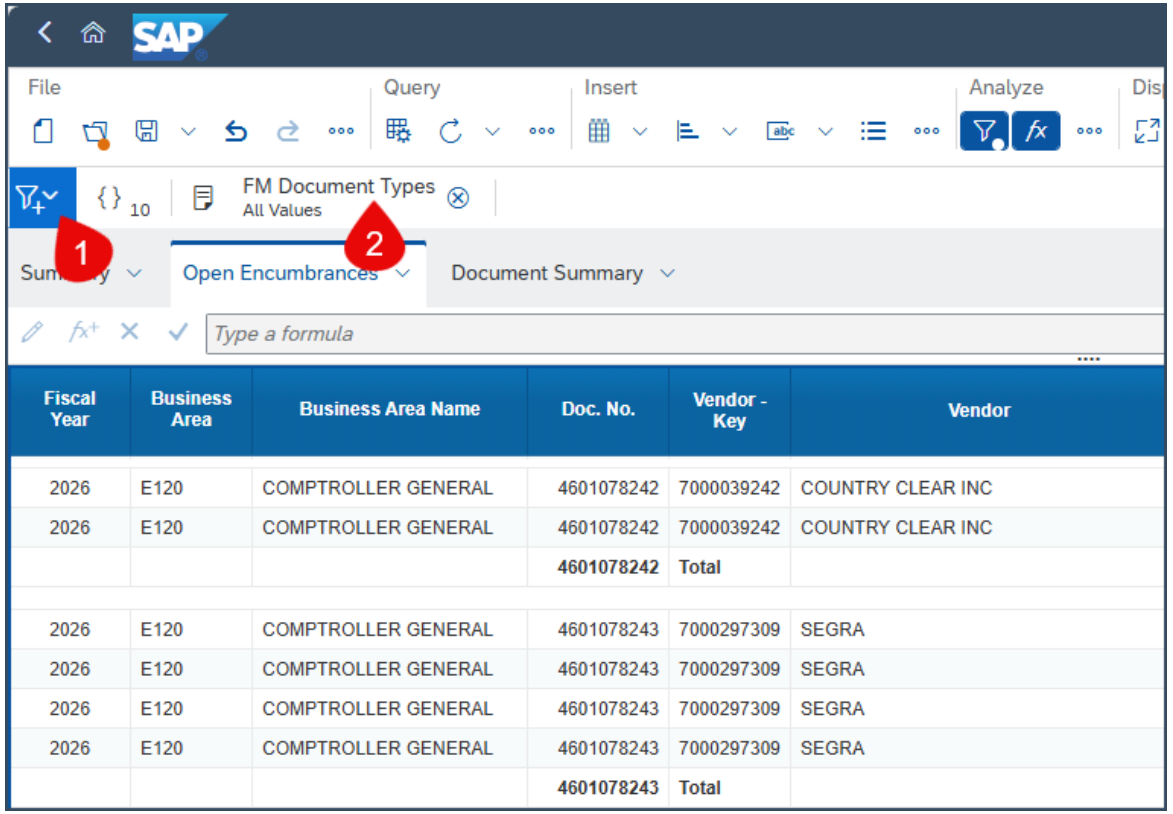
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Input Controls

What are they?

User-friendly interactive filters that let business users dynamically filter report data — without changing the query or building new reports.

- **Key Benefits**
  - Quick “what-if” analysis
  - Easy for non-technical users
  - Report data stays unchanged (only the view is filtered)
- **How They Work**
  - Created in Design mode by the report designer
  - Linked to dimensions, measures, or variables
  - Can be applied to tables, charts, sections, or the entire report



Fiscal Year	Business Area	Business Area Name	Doc. No.	Vendor - Key	Vendor
2026	E120	COMPTROLLER GENERAL	4601078242	7000039242	COUNTRY CLEAR INC
2026	E120	COMPTROLLER GENERAL	4601078242	7000039242	COUNTRY CLEAR INC
			4601078242	**Total**	
2026	E120	COMPTROLLER GENERAL	4601078243	7000297309	SEGRA
2026	E120	COMPTROLLER GENERAL	4601078243	7000297309	SEGRA
2026	E120	COMPTROLLER GENERAL	4601078243	7000297309	SEGRA
2026	E120	COMPTROLLER GENERAL	4601078243	7000297309	SEGRA
			4601078243	**Total**	

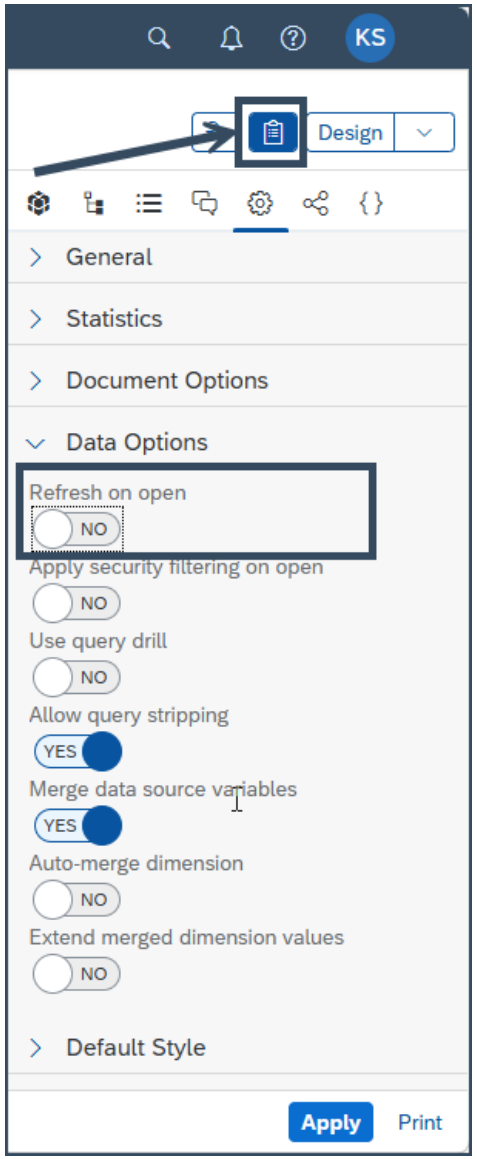
Arrow 1 → ‘Manage Filters’ button
Arrow 2 → Example ‘FM Document Types’ dropdown

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Disabling Refresh on Open

Why Disable Refresh on Open?

- Saves significant time when designing or testing reports
- Especially useful when opening and closing the report frequently without needing to refresh data each time



How to Disable:

Open report in **Design Mode**

Click **Document Properties**

Go to **Data Options**

Toggle **Refresh on Open** from **Yes** to **No**

Click **Apply** and **Save** (to save a copy to your personal or agency folder)

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Document Summary

What is the Document Summary?

- The **Document Summary** provides important details about the report, including:
  - Last execution date and time
  - Query properties and technical information
  - List of fields (Result Objects) included in the query
  - Prompt values used when the report was run
  - Applied filters
- **How to Access It**:
  - In the report toolbar, click the Document Summary tab (next to Summary and Open Encumbrances)
- **Key Sections**:
  - **Last Execution Date** — Shows when the report was last refreshed
  - **Query Summary** — Displays technical query details and the fields being used
  - **Prompt Summary** — Lists all prompt selections (e.g., Fiscal Year, Fund, Business Area)
  - **Report Filter Summary** — Shows any global or block-level filters applied to the data
- **Tip:** Use the Document Summary to verify that the correct prompts and filters were applied before sharing or exporting the report.

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Document Summary

Document Summary

Last Execution Date	4/9/2026
Query Summary	*** Query Name:Detail GL Query CY *** ** Query Properties: Data Source Location: BI Platform Data Source Path: [Connections]/BEx Queries/Accounting/General Ledger/ SAP BW: ZFI_ZGLP_O01_Q003 Connection: DB Layer: "SAPBW_BICS"; DB Type: "SAPNETWEAVER7X"; Last Refresh Date: 4/9/26 1:17 PM Last Execution Duration: 10 Number of rows: 1,631 Refreshable: ON Retrieve Duplicate Rows: ON Retrieve Empty Rows: OFF Max Retrieval Time (s): / Max Rows Retrieved: / Query Stripping: ON ** Query Definition: Result Objects: Business Area - Key, Posting Date, Item Text, Doc Number, Debit/Credit Ind., Document Type, Document Type - Key, Business Area, Fund - Key (Not Compounded), Posting Period, Fiscal year, Fiscal year - Key (Not Compounded), G/L Account, G/L Account - Key (Not Compounded), Debit/Credit Amount, Fund
Prompt Summary	*** Query Name:Detail GL Query CY *** Agency Appropriation (Optional) Associated Business Area (Optional) Business Area (Optional) Cost Center (Optional) Created On Date (Interval) (Optional) Document Number (Optional) Document Type (Optional) Fiscal Year (Single) 2026 Functional area (Optional) Fund (Optional)HR-PR DEFAULT;HRPAY GL Accounts (Optional) Grant Number (Optional) Posting Key (Optional) Posting Period (Selection Option) (Optional)1;2;3;4;5;6;7;8;9;10;11;12;13;14;15;16 State Appropriation (Optional)

Report Filter Summary	*** Filter on Report HRPAY Summary *** Global Report Filters: (GL Acct Left 2 Not In List { 10, 20 }) AND (GL Acct Left 2 Not In List { 10, 20 }) AND (Business Area - Key In List { R360 }) Filter on Block Block 1: *** Filter on Report HRPAY Detail *** Global Report Filters: (GL Acct Left 2 Not In List { 10, 20 }) AND (GL Acct Left 2 Not In List { 10, 20 }) AND (GL Acct Left 2 Not In List { 10, 20 }) AND (Business Area - Key In List { R360 }) *** Filter on Report Document Summary *** Global Report Filters: (GL Acct Left 2 Not In List { 10, 20 }) AND (Business Area - Key In List { R360 })

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BOBJ Scheduling & Publications

- **Scheduling** automates report execution at a set time or recurring interval.
  - Reports are refreshed with latest data and delivered via email.
  - Useful for recurring needs (daily, weekly, monthly).

- **Publications** are an advanced form of scheduling for mass distribution of personalized reports.
  - Allows data filtering so each recipient sees only their relevant data (e.g., by agency, fund, functional area).
  - Supports dynamic recipient lists (e.g., from an Excel file).

Tips:

- Use Scheduling for simple recurring delivery.
- Use Publications when you need to send tailored versions to many users.

Caution:

- Data sent through Scheduling and Publications is based on the **USER'S** access level, not the recipient's access level.

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SOUTH CAROLINA