



**Financial Management
Modernization Initiative (FMMI)**



Sales Order Forum

May 17, 2012



Year End Close



- SAP provides an automated close program that can be used for non-advance orders.
- Advance orders need to be closed manually



Automated Close



- The close program will reduce availability on existing lines where the budget period is expiring or the contract end date is less than or equal to September 30
- If the budget period is expiring, but the contract end date is greater than September 30, a new line will be created on the sales order for the available amount in the current year budget period



Automated Close



- Text fields are not updated on the new lines created by the close program.
- Users should manually update the following:
 - Purchase Order Number and Line
 - Overhead Key
 - Costing Sheet
- If the new line should not have been created, manually reduce the value to zero and set the reason for rejection to “Closed – Incorrectly Setup (No Activity)”



Manual Close



- Before Beginning:
- Adjustments between funded programs must be complete
- Non-billable must be \$0
- Earned unbilled revenue must be \$0



Manual Close – Determine Amounts



- The ending sales order line amount equals the consumed portion of the authority
- The remaining availability is the unconsumed amount on the order line
- The down payment carry forward is the remaining down payment amount less outstanding obligations



Manual Close - Steps



- Reduce the original sales order line
- Create a new sales order line if the contract end date is greater than September 30
- Update the billing plan on the expired sales order line
 - A negative down payment (with disbursement) must be posted for any remaining down payment amount
- Update the billing plan on the new sales order line
 - Enter a positive down payment (with collection) equal to the down payment remaining on the original item.