Financial Management Modernization Initiative (FMMI)

Sales Order Forum

May 17, 2012

➢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

➢ 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)"

➢ Before Beginning:

➢ Adjustments between funded programs must be complete

➢ Non-billable must be $0

➢ Earned unbilled revenue must be $0

➢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.