

FMJ2_Fiscal Year-End Purchase Order Carryforward

OVERVIEW

The FMJ2 transaction is used at fiscal year-end to carry forward purchase orders into the new fiscal year. Perform this procedure at year-end after FMMC has been run to close any open purchase requisitions.

TRANSACTION

FMJ2--Year-End Closing: Carryforward of Open Items

Hints / Tips:

- FMCC must be run before this transaction to close any open purchase requisitions.
- Budget for new fiscal year must be loaded as availability control is checked and purchase orders without sufficient budget will trigger a hard stop error.
- End users should be locked out of the system to ensure no updates or postings are made to purchase orders during the Carryforward process or before July 1 of the new fiscal year.
- The City only carries forward purchase orders. All purchase requisitions must be fully ordered or closed prior to using FMJ2 to carry forward purchase orders.
- Always use test runs to ensure all errors are resolved prior to running FMJ2 in update mode. Test runs for a single fund or small range of funds can be run in foreground.
- Purchase orders without sufficient budget will not be carried forward to the new fiscal year. These purchase orders will be closed unless the Controller approves an exception. To force approved exceptions to Carryforward, enter the purchase order(s) in the "Document Number" field(s) and change the "Availability Control" dropdown selection to "UPDATE WITHOUT CHECK."

PROCEDURE

1. The steps below are for running FMJ2 as a test run. You want to do this test run first to ensure all errors are resolved prior to running FMJ2 in update mode.

Step 1: Enter the transaction code **FMJ2**.

Step 2: Enter the appropriate information in the following fields:

- **Sender Fiscal Year:** the fiscal year that is closing
- **Fund:** enter the appropriate fund (this can be used to limit test runs to smaller groups)
- **Value Type:** 51 (this is the value type for purchase orders and is the only document that can be carried forward).
- **Company Code:** COP1
- Make sure the **Test Run box is checked** and the **Block Documents box is not checked**.

Note: Block documents ensures no document changes and postings can be executed while FMJ2 is running. This prevents errors, but since each document is blocked individually, it can have a negative impact on performance. **(Leave unchecked for Test runs).** Turn it off for update run only if you are sure no document changes and postings will be executed during the program run.

- **Layout:** /COP DEFAULT (you can use the matchcode to choose this layout).
- **Availability Control:** Check

Note: The system will check for budget and returns a hard stop for purchase orders without sufficient budget in the new fiscal year.

Year-End Closing: Carryforward of Open Items

FM Area: COP1
 Sender Fiscal Year: 2013

Restriction on FM Account Assignments

Grant		to		↕
Fund	708000	to		↕
Funds Center		to		↕
Commitment Item		to		↕
Functional Area		to		↕
Funded Program		to		↕

Restriction According to Attributes

Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

Value Type	51	to		↕
Company Code	COP1	to		↕
Document Number		to		↕

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List
 Availability Control: Check

Layout: /COP DEFAULT

Annotations:
 - Arrow to Test Run: make sure test run box is checked
 - Arrow to Block Documents: uncheck block documents box when in test run mode

Step 3: Click the **Execute**  button.

Step 4: Click on a line in the list to open the purchase order and review.

Year-End Closing: Carryforward of Open Items

FM Area: COP1, Fiscal Year: 2013, No. of FYC Documents: 7, Date Time Mode: 05/03/2013 09:58:24, Test Run

click on line to open purchase order

Log: Carryforward of Open Items

DocumentNo	Item	Open Amt	Status	Sender Fnd	S FundsCtr	Sndr CItem	Sender Functional Area	Sender Grant	Sdr Fd Prg	Foll. Doc.	Value	Type	Text	More Msgs	Fis
22095524	10	29,440.00	OO	708000	MFE8000002	521000	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			
22099267	10	4,988.75	OO			521000	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			
22104728	10	19,270.00	OO			521000	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			
22106972	10	5,880.00	OO			521100	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			
22109280	10	1.00	OO			524800	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			
22112856	10	750.00	OO			532000	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			
22108409	10	199.73	OO			532350	LAES0000000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders			

Note: There should be no **Pink Highlighted Lines** on the list. If there are any, you must resolve the error (re-open cost object, close requisition, etc....) prior to running FMJ2 in update mode. The error will be explained in the Message Text field.

Year-End Closing: Carryforward of Open Items

FM Area: COP1, Fiscal Year: 2013, No. of FYC Documents: 0, Date Time Mode: 05/03/2013 10:43:01, Test Run

Log: Carryforward of Open Items

DocumentNo	Item	Open Amt	Status	Sender Fnd	Sndr Funds Ctr	Sndr CItem	Sender Functional Area	Sender Grant	Sdr Fd Prg	Foll. Doc.	Value	Type	Text	Message Text
22113939	10	4,799.64	OO	703000	MFOP000004	524000	LAP TCSNE000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 4,799.64 USD
22109122	10	483.00	OO			531000	LAPTDI00000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 483.00 USD
22114675	10	660.00	OO			532000	LAPTDIUS000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 660.00 USD
22114422	10	4,799.64	OO			534000	LAP TCSNE000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 4,799.64 USD
22113366	10	1,100.00	OO		MFOP000003	529000	LAP TCPMP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 1,100.00 USD
22113368	10	300.00	OO			529000	LAP TCPMP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 300.00 USD
22113677	10	175.00	OO			529000	LAP TCPMP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 175.00 USD
22114430	10	350.00	OO			529000	LAP TCPMP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 350.00 USD
20003330	10	24,542.00	OO			529010	LAP TCPVP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 24,542.00 USD
22107585	10	2,500.00	OO			529010	LAP TCPVP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 2,500.00 USD
22107587	10	2,500.00	OO			529010	LAP TCPVP000000GL	NOT-RELEVANT	NON-PROGRAM			Purchase Orders		Annual budget exceeded by 2,500.00 USD

Note: Once all prerequisites are complete, end users are locked out of the system, and there are no errors in test run, you can run **FMJ2** in update mode.

2. The steps below are for running FMJ2 in update mode. Make sure end users are locked out of the system and all errors have been resolved.

Step 1: All entries are the same as for the test run except the following:

- Uncheck the **Test Run** box.
- Click **Program** on top menu bar and choose **Execute in Background (F9)**.

click on Program and choose Execute in Background

Year-End Closing: Carryforward of Open Items

FM Area: COP1
Sender Fiscal Year: 2013

Restriction on FM Account Assignments

Grant		to		➔
Fund	708000	to		➔
Funds Center		to		➔
Commitment Item		to		➔
Functional Area		to		➔
Funded Program		to		➔

Restriction According to Attributes

➔ Multiple Selection FM Account Assignm... Variant Name

Restriction at Document Level

Value Type	51	to		➔
Company Code	COP1	to		➔
Document Number		to		➔

FI Documents

FI doc.no.fisc.year

Process Control

Test Run
 Process with Dialog
 Block Documents
 Detail List
 Availability Control: Check

Layout: /COP_DEFAULT

Make sure the Test Run box is **not** checked.

Background Print Parameters

Output Device: LOCL
Number of copies: 1

Number of pages

Print all
 Print from page 0 To 0

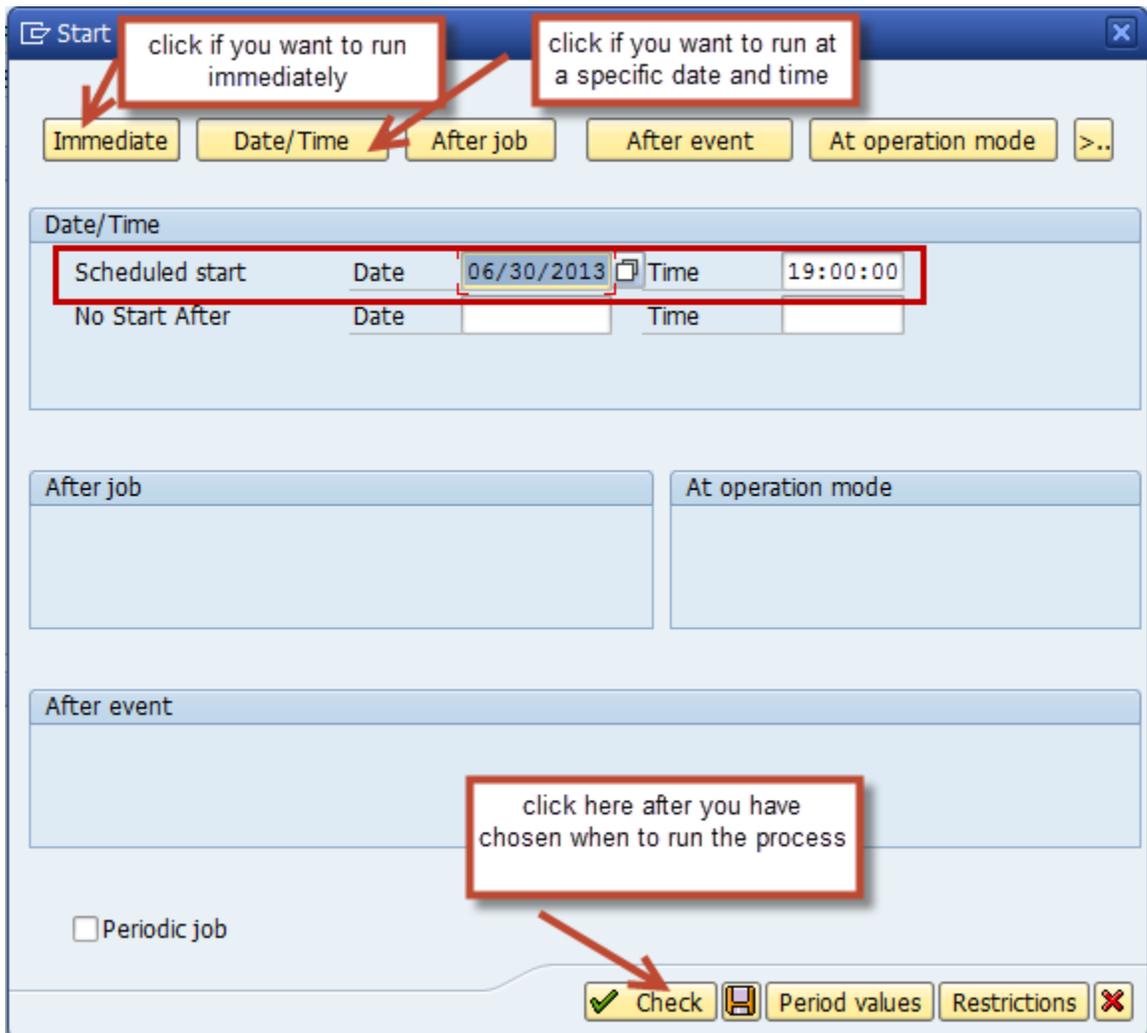
click on enter

Step 2: Choose the appropriate output device: **locl**. Then click on the **Enter** button.

Step 3: Click on the enter button in the formatting window.



Step 4: Click the Immediate button if you want to run immediately or click the Date/Time button and enter the date and time you want the process to run.



Step 5: Click the **Check**  button.

Step 6: Click the **Save**  button.

Note: You will receive a message at the bottom of the screen:

Background job was scheduled for program RFFMCCF1

Step 7: Run a budget to actual report for periods 1-16 of the fiscal year being closed to verify the balances for purchase orders and requisitions are both zero. If not, drill into the balances as these must be resolved and the step repeated until no balances for requisitions or purchase orders remain.

Budget to Actual reports for the new fiscal year should reflect purchase order balances equal to the amount carried forward from the previous year. Purchase requisition balances should be zero.