



I. Introduction

At the end of the Internal Order's life cycle, excess CO Plans and the related budget allocations must be released or returned to the COFE Funded Program level. This is done so that unused funds can be made available for other purposes.

To begin this process, perform the following:

1) Internal Orders – Check to make sure that the IO is in Released (REL) status via KO04 (Order Manager).

🕲 🔎 Change Internal Order: Master data
🔕 🛃 🖅 Settlement Rule
Order 80500006421 Order type IT01 ITD - Special Description INFRASTRUCTURE FOR ADULT ED AEWC BUNGAL Image: Contract of the special state of
Status Status System status REL SETC Allowed transacts.
Control data
Order category 1 Internal Order (Controlling) Statistical order Actual posted CCtr Plan-integrated order

- 2) Verify:
 - a) KOB1 (Internal Orders: Actual Line Items) to check if all expenditures have posted. *Display Actual Cost Line Items for Orders*

Documer	nt 🤇	ራ° Mas	ter Re	ecord 📓 🛛 🤇	378149	7 🎟 🖷 🕯	i 🛛 🏂 i t	7 🖪 🖑	"I 🕸 👘											
Layout Order Report cu	rrend	су		/Z_JC_LRP 805000006 USD	Primary 421 INFRASTF US Dolla	cost posting NUCTURE FOR A Mr	- DO NOT CHA DULT ED AE	NGE												
DocumentNo	PRw	Year	*Per	Doc. Date	Created on	Posting Date	Order	Fund	Functional Area	Cost Elem.	Cost element name	Σ	Val.in RC	D/C	VT	Partner obied	_			
119410938	786	2014	2	08/19/2013	08/20/2013	08/31/2013	80500006421	110-6390	4110-8500-15895	520001	Mileage		14.13	D	4					
119402887	222	2014		08/19/2013	08/20/2013	08/31/2013	80500006421	110-6390	4110-8500-15895	520001	Mileage		9.04	D	4		-			
300261568	5	2014		09/13/2013	09/13/2013	08/31/2013	80500006421	110-6390	4110-8500-15895	2200050	M&O SAL-JC-INDIRECT		90.13	D	4	21009999076				
300261568	1	2014		09/13/2013	09/13/2013	08/31/2013	805000006421	110-6390	4110-8500-15895	2200060	M&O JC SAL NON-PROD		132.24	D	4	24009999076	4			
300261568	7	2014		09/13/2013	09/13/2013	08/31/2013	80500006421	110-6390	4110-8500-15895	3902050	OTH BENEFITS-JC-IND		21.78	D	4	21009999076	4			
300261568	3	2014		09/13/2013	09/13/2013	08/31/2013	80500006421	110-6390	4110-8500-15895	3902060	OTH BEN-M&O-JC-NP		32.15	D	4	24009999076	4			
			凸 2									• 1,	660.41							
119643020	808	2014	5	12/03/2013	12/04/2013	11/30/2013	805000006421	110-6390	4110-8500-15895	220001	M&O Salaries - Reg		204.21-	С	4					
119607445	945	2014		11/19/2013	11/20/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	220001	M&O Salaries - Reg		204.21	D	4					
119643020	810	2014		12/03/2013	12/04/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	320201	PERS - Classified		12.77-	С	4					
119607445	933	2014		11/19/2013	11/20/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	320201	PERS - Classified		12.77	D	4					
119643020	812	2014		12/03/2013	12/04/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	330201	Social Sec-Classfd		12.66-	С	4					
119607445	936	2014		11/19/2013	11/20/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	330201	Social Sec-Classfd		12.66	D	4					
119643020	811	2014		12/03/2013	12/04/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	330202	Medicare-Classified		2.96-	С	4					
119607445	939	2014		11/19/2013	11/20/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	330202	Medicare-Classified		2.96	D	4					
119643020	807	2014		12/03/2013	12/04/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	350201	Unemploy Insur-Class		0.10-	С	4					
119607445	942	2014		11/19/2013	11/20/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	350201	Unemploy Insur-Class		0.10	D	4					
119643020	809	2014		12/03/2013	12/04/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	360201	Workers Comp - Class		6.02-	С	4					
119607445	948	2014		11/19/2013	11/20/2013	11/30/2013	80500006421	110-6390	4110-8500-15895	360201	Workers Comp - Class		6.02	D	4					
			凸 5									•	0.00				1			
<u>a</u>												3,	601.46							
		4 1														4 1				
									-					-		L DI L LA				







 b) KOB2 (Internal Orders: Commitment Line Items) – to check if there are pending commitments that need to be lapsed or have Goods Receipts entered. Commitments should be cleared before proceeding with the release of excess funds.

Display Commitment Line	e Items for Or	ders : Initial Screen	
🕒 🔁 📑 🚺) 🗮 Further Selection (riteria		
Order	80500006421	to	\$
or		7	
Order Group			
Cost Element		to	\$
or			
Cost Element Group]	
Destine Data			
Foscing Data	07/01/2013	to 06/30/2014	
Open Items Only			
Settings			
Layout More Settings	/Z_1SAP (Order, cost element, reference docun	nent
No line items were selected		SAP	😵 🕨 KOB2 💌 sapqrx-2tp INS 🕼 🖐 🔐

c) CATS_DA (Display Working Times) – to check if there are time entries pending approval or that may have been entered in periods wherein payroll has not run. Users should consult the payroll calendar and cut-off schedule posted in the <u>Payroll Services</u> area of <u>LAUSD.net</u>

Once the aforementioned steps have been completed, the CO Plan and budget allocation can be updated.

II. Release Process

This is done via the following:

 Access transaction FMAVCR01 (Overview of Annual Values) to determine how much could be released. In this example, IO 805000006421 (Funded Program JOB805000006421) has a budget allocation of \$18,877.68, actuals of \$3,601.46, and an available balance of \$15,276.22.





Display Annual Values of Control Object	ts			
C Details 🛄 Get Documents				
Control Objects Data: Annual Va	alues	< <u>-</u>		•
Fiscal Year 2014 Control Ledger Y1	Fund Funds Center Functional Area	110-639 190800 YYYY-Y	90 1 YYY-15895	
Hierarchy of Control Objects - Budget Addresses - Posting	Consumable	Consumed Amt	Available Amt	
Several Commitment Item Values>	1,427,655.03	514,400.43	913,254.60	
▼	43,193.24	10,332.79	32,860.45	
Section 2 1 Sectio	0.00	18.21-	18.21	
▶ \$ ¹ JOB80400000736	0.00	1.160.91	1,160.91- 🚺	
▶ 🖀 JOB80500006421	18,877.68	3,601.46	15,276.22	
▶ 월单 JOB80500006670	559.04	296.07	262.97	
▶ 🎥 JOB80500006955	674.00	399.45	274.55	
▶ 🎦 JOB808000057847	0.00	397.10	397.10- 🛃	
▶ 🆀 JOB808000059455	1,725.26	1,245.68	479.58	
▶ 🎬 JOB808000059557	2,668.52	1,290.33	1,378.19	
▶ 🎥 JOB808000060197	1,960.00	1,960.00	0.00	
▶ 🎇 JOB808000060662	16,728.74	0.00	16,728.74	
EMPLOYEE_SALARY&BENEFITS	0.00	1,244.35	1,244.35-	
OPERATING_EXPENSES	1,384,461.79	502,823.29	881,638.50	
				Ţ
* >			4 >	
5	FMA	VCR01 🔻 sapqrx-	2tp OVR 🌽 🔄 🕼	S

2) Go to transaction KPF6 (Update Planned Amounts for Internal Orders) and update the CO Plan amount. To release excess funds, the <u>actuals</u> total amount should be entered in KPF6, Version 0 (Adjustment/Operational version)
 Planning Cost Elements/Activity Inputs Change: Overview screen

🛛 🗠 🛰 î	1 🗶 🖻 🛱 🕼 🖉	🖁 İ Line Items 🖷						
Period	1	To 12						
Fiscal Year 2014								
Order 805000006421 INFRASTRUCTURE FOR ADULT ED AEWC BUNGAL								
Functional Area 4110-8500-15895								
Fund	110-6390	AE-Adult 8	Education Ap	portionment				
E Cost Elem	Text	Oper <u>ational</u> D	is Original		Budget	Opr/Orig Variance	Opr/Bud Variance	
430008	JC Encumb-Spec Job	3,601.46 1		18,877.68	18,877.68	15,276.22-	15,276.22-	
*Cost Elem	Total	3,601.46		18,877.68	18,877.68	15,276.22-	15,276.22-	
		1						
		1						
		1						•
		▲ ►					4 1	
		Position						
	<u>~</u>	Posicion						
				SAP		🕨 KPF6 🔻 sapo	ırx-2tp OVR 🥖 与	L C





- 3) Send the updated CO Plan amount to Funds Management (FM)
 - a) Call transaction ZPIF_RUN and select ZCOEH1012 (Budget Planning Tool)
 - b) Enter the IO/s to be processed

udit Summar	У													
otal Orders	Converte	:d:				1								
otal WBS Co	nverted:					0								
otal WBS Po	sted:					0								
otal Orders	Error:					0								
otal WBS Er	rors: n2 Posted					0								
otal Versio	n2 Errors					ō								
TICCERS TOC														
000523 109														
M:	_													
Document#	Doc Typ	Order No	WBS		Fund	Functional Area	Funded Prog		Grant		Cmmt Item	Amount		Message
3000002149	JC	80500000642	21		110-639	90 4110-8500-15895	JOB805000006421				430008	1!	5,276.22	Posted Successfully
3000002149	1C 1C	80500000642 80500000642	21		110-639	90 4110-8500-15895 90 4110-8500-15895	JOB805000006421 JOB10640				430008 430008	19	5,276.22	Posted Successfully Posted Successfully
3000002149 ersion2:	JC	8050000642 8050000642	21		110-639 110-639	90 4110-8500-15895 90 4110-8500-15895	JOB805000006421 JOB10640				430008 430008	11	5,276.22	Posted Successfully Posted Successfully
3000002149 ersion2: Object #	JC JC	80500000642 80500000642 Cost Eleme	21 21 Fund	Functional	110-639 110-639 Area (90 4110-8500-15895 90 4110-8500-15895 Grant	JOB80500006421 JOB10640 Tran_Amount	Obj_Amount	t	C0_Amount	430008 430008 Fix_Amount	1! 1! t	5,276.22 5,276.22 Message	Posted Successfully Posted Successfully
3000002149 ersion2: Object # OR805000006	JC JC 421	80500000642 80500000642 Cost Eleme 430008	21 21 Fund 110-6390	Functional 4110-8500-	110-639 110-639 Area (15895 1	90 4110-8500-15895 90 4110-8500-15895 Grant NOT_RELEVANT	J0B80500006421 J0B10640 Tran_Amount 18,877.68	Obj_Amoun 18,8	t 77.68	CO_Amount 15,276.22-	430008 430008 Fix_Amount	1: 1: t 0.00	5,276.22 5,276.22 Message Posted Su	Posted Successfully Posted Successfully cccessfully
3000002149 [ersion2: Object # OR805000006	JC JC 421	8050000642 8050000642 Cost Eleme 430008	21 21 Fund 110-6390	Functional 4110-8500-	110-639 110-639 Area (15895 1	90 4110-8500-15895 90 4110-8500-15895 Srant NOT_RELEVANT	JOB80500006421 JOB10640 Tran_Amount 18,877.68	Obj_Amount 18,8	t 77.68	C0_Amount 15,276.22-	430008 430008 Fix_Amount	15 15 5	5,276.22 5,276.22 Message Posted Su	Posted Successfully Posted Successfully ccessfully
3000002149 'ersion2: Object # OR805000006	JC JC 421	8050000642 80500000642 Cost Eleme 430008	21 21 Fund 110-6390	Functional 4110-8500-	110-639 110-639 Area (15895 1	90 4110-8500-15895 90 4110-8500-15895 Grant NOT_RELEVANT	JOB805000006421 JOB10640 Tran_Amount 18,877.68	Obj_Amoun 18,8	t 77.68	CO_Amount 15,276.22-	430008 430008 Fix_Amount	15 15 5	5,276.22 5,276.22 Message Posted Su	Posted Successfully Posted Successfully ccessfully

4) Optional step: Verify KPF7 (Display Planned Amounts for Internal Orders), version 2 (Budget) as a check that the budget allocation update wrote successfully to FM.

F	Planning	Cost E	:lements/A	ctivity Inputs	5 DIS	splay: Overview	screen					
	7 🛰 🔂 🛛) 📝 🖪	Line Items 🖷	ř								
Per	riod		1	To 12								
Fiscal Year 2014												
Orc	Order 80500006421			INFRASTRUCTURE FOR ADULT ED AEWC BUNGAL								
Fur	Functional Area 4110-8500-15895											
Fur	nd		110-6390	AE-Adul	t Edu	cation Apportionment						
								_				
屘	Cost Elem	Text		Operational	Dis	Original	Budget	Opr/Orig Variance	Opr/Bud Variance	•••		
	430008	JC Encu	mb-Spec Job	3,601.46	-	18,877.68	3,601.46	15,276.22-	0.00			
	*Cost Elem	Total		3,601.46		18,877.68	3,601.46	15,276.22-	0.00			
										-		
				▲ ▶ 📖					4			
			8	Position								
						SAP		👂 KPF7 🔻 sap)qrx-2tp OVR 🌌 🔄	ē 🖨		





5) Using FMAVCR01 (Overview of Annual Values), verify that the budget allocation was decreased, releasing the excess amount back to the COFE Funded Program level.

Display Annual	Values of Contro	ol Object	IS .			
🕄 Details 🛛 🚺 Get Do	cuments					
Control Obj	ects Data: Anr	nual Va	lues			Â
FM Area Fiscal Year Control Ledger	1000 (USD) 2014 Y1	Gra Fur Fur Fur	ant nd nds Center nctional Area	<space> 110-6390 1908001 YYYY-YYY</space>	Y-15895	
VA () .						
Hierarchy of Control Obje	ects - Budget Addresses - I	Posting	Consumable	Consumed Amt	Available Amt	
▼	nent Item Values>		1,427,655.03	514,400.43	913,254.60	
 430008 			27,917.02	10,332.79	17,584.23	
Sector	0000671		0.00	18.21-	18.21	
Sa 308804000	0000736		0.00	1,160.91	1,160.91- 🚺	
▶ 월월 JOB805000	0006421		3,601.46	3,601.46	0.00	
Section 1 Section	0006670		559.04	296.07	262.97	
Section 1 Section	0006955		674.00	399.45	274.55	
Sector 100808000	0057847		0.00	397.10	397.10- 🛃	
▶ 22 JOB808000	0059455		1,725.26	1,245.68	479.58	
▶ 월월 JOB808000	0059557		2,668.52	1,290.33	1,378.19	
▶ 2 = JOB808000	0060197		1,960.00	1,960.00	0.00	
► 월은 JOB808000	0060662		16,728.74	0.00	16,728.74	
	ALAKY&BENEFITS		0.00	1,244.35	1,244.35-	
P OPERATING_E	XPENSES		1,399,/38.01	502,823.29	890,914.72	_
						-
< >					•	F
		SAP	FMAVC	R01 🔻 saporx-2tp	OVR 🖌 🖛	ſſ

6) Set IO status to Technically Complete and Locked (TECO LKD) or Closed Locked (CLSD LKD) to prevent further use.

Թ 🔎 Change Internal Order: Master data
🔕 🛃 🖅 Settlement Rule
Order 80500006421 Order type IT01 ITD - Special Description INFRASTRUCTURE FOR ADULT ED AEWC BUNGAL
Status System status TECO LKD SETC Close Close Close
Control data
Order category 1 Internal Order (Controlling) Statistical order Actual posted CCtr Plan-integrated order

You have now released excess CO Plan amounts back to the IO's funding source.

For additional Costing literature, please click the links below to visit:

The BTS Help Zone and The BASE Training Center