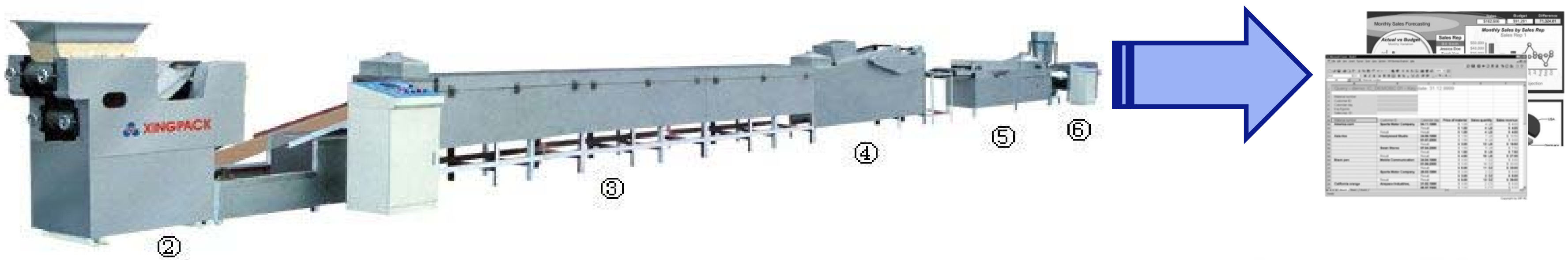
South Carolina Enterprise Information System

2/25/2011 User Group Meeting
BW Update

State Information Technology

SC Budget and Control Board

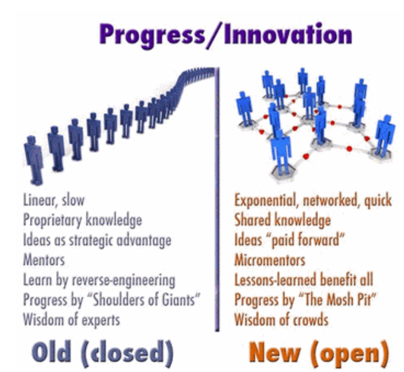
RUG: Purpose



- Build Consensus thru Collaboration

- Define & prioritize the work (reports)

- Knowledge Sharing (Best Practices)



RUG: Structure

- **RUG Chair** — John Taylor DOR
  - **FI** — John Taylor DOR — **2010**
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BW Developer
      - Other Agency
      - Other Agency
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BW Developer
      - Other Agency
      - Other Agency
  - **HR** — Sam Wilkins OHR — **2/15**
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BW Developer
      - Other Agency
      - Other Agency
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BW Developer
      - Other Agency
      - Other Agency
  - **MM** — ???
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BW Developer
      - Other Agency
      - Other Agency
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BW Developer
      - Other Agency
      - Other Agency
  - **BO** — ??? — **3/8**
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BO Developer
      - Other Agency
      - Other Agency
    - Temp Working Group
      - Agency Lead
      - SCEIS FI SME
      - BO Developer
      - Other Agency
      - Other Agency

2nd Tuesday

RUG: Members

Caroline Agardy – BCB-IO
Cassandra Alston – DMV
Terri Ammons – SCDMH
Maisy Babbitt – VRD
Kathy Bass – SCHHS
Leesa Benggio – State Library
Dottie Blankenship - DMV
Linda Branch – SCEIS
Tracie Branham – DMV
Jacobi Brown – DOT
Vickie Bowles – VRD
Tonya Chambers - SCHHS
Kevin Dailey – DOR
Bruce Dorman – DPS
Danny Edens – DOI
Jason Epting – BCB-OSB
Jim Ferguson – SCEIS

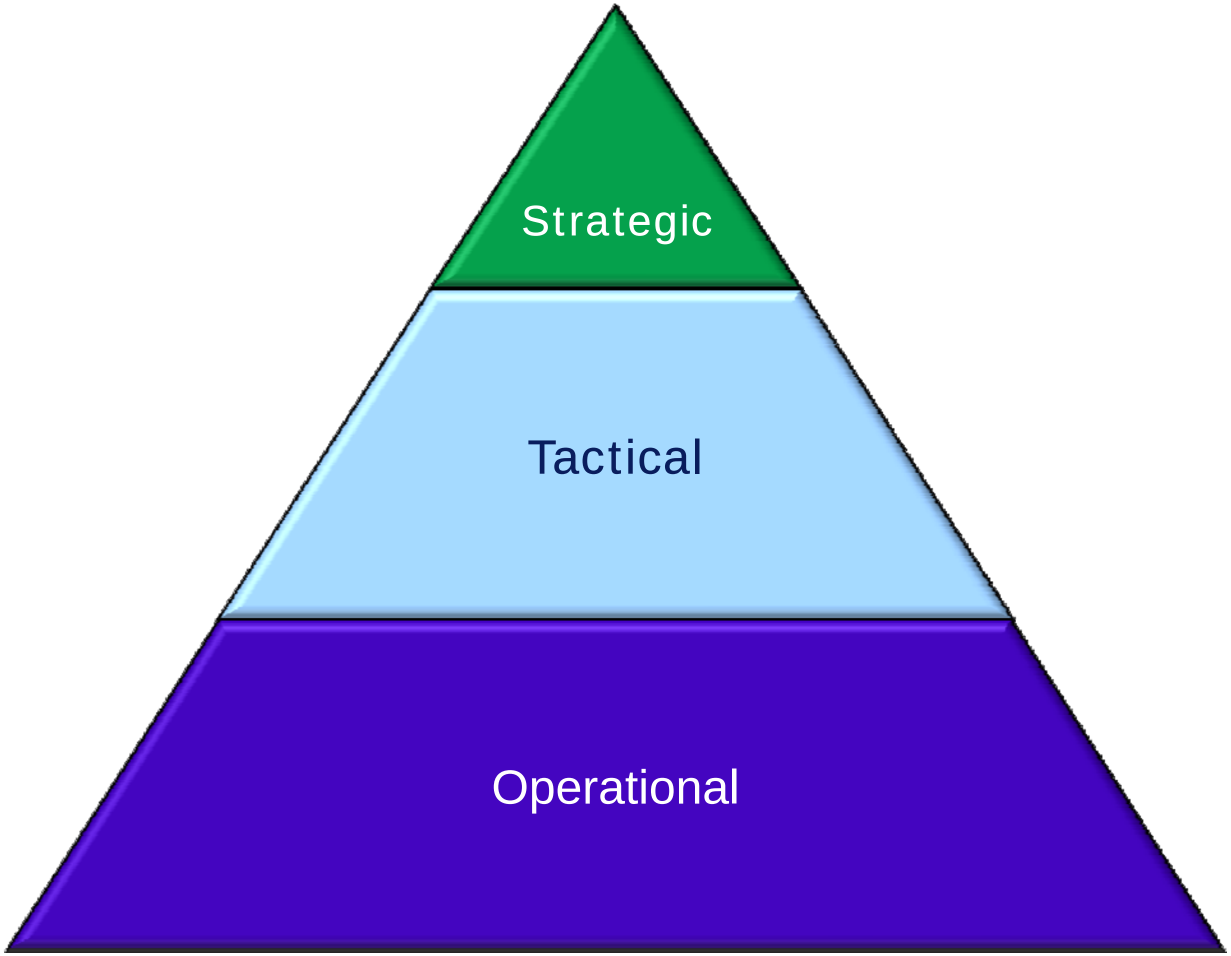
Jon fisher – DHEC
Susan Flangn – SCDOE
Wanda Gamache – SCDMH
Bill Grant – SCEIS
Anjali Griffin – CG
Jeff Hansen – SCEIS
Quentin Hawkins – SLED
Chris Huffman – Commerce
Barbara Humphries-Fletcher – SCEIS
Jay Jackson – BCB
Clay Keller – SCHHS
Teresa Kitchens – DPS
Steve Lake – DJJ
Kevin Lewis – SCEIS
Lisa McCloud - Forestry
Eric Moore – VRD
Tom Osmer – AG

Kerry Paul – DEW
Ed Pope – OEPP
Beth Quick – BCB-OSB
Sabrina Raines – SC Courts
Kay Riley – SCEIS
Georgette Rivers - Agriculture
Renee Rochester – BCB
John Taylor – DOR
Martin Taylor – DDSN
Patricia Thrailkill – DOC
Michael Tomm – DNR
David Seigler – BCB-OSB
Lori Stock – SCEIS
Kristin Wicker – SC Courts
Sam Wilkins – BCB-OHR
Nancy Wilson - DOR
Lewis Wingard – SCDMH

RUG: Sample Agenda

Duration	Items	Facilitator
	General Session	
9:00am	**Welcome**	John Taylor
9:05 am	Introductions	All
9:15 am	RUG Vision and Purpose	Jim Ferguson
9:35 am	RUG Finance Group History	John Taylor
9:45 am	**Break**	
	Breakout Sessions	
10:00am		
	Finance Sub-Group	
	Top 10 Reports Status Updates:	
	2 - Available (True) Cash Reports	Renee Rochester
	5 - Estimated Revenue v Cash Received	Beth Quick
	6 - G/L Summary	John Taylor / Jay Jackson
	8 - A/R Aging	Luanne Curry
	Presented for Sign-Off:	
	7 – Expenditures by Fund (Funds Management Expense report)	Tracie Branham
	Training / Release Updates:	Barbara Humphries-Fletcher
	3 - Expenditures by Grants Report w/Detail	
	10 - Budget Transaction Report	
	JAD Requirements Session(s):	
	4 - Statement of Changes in Fund Balance	John Taylor
	9 - Projected Cash Balance	Martin Taylor
	Human Resources Sub-Group	
	Survey Results Update	Sam Wilkins
	Dashboards	Sam Wilkins
	Top 10 Reports	Sam Wilkins
	Report Out by Groups and Wrap-Up	
11:30am	Action Item Review and Planning for Next Meeting	John Taylor / Sam Wilkins

Strategy: Report Categories



Strategy: Report Audience

Upper Management
- Policy + Long-term Goals

Strategic

Middle Management
- Procedure + Short-term

Tactical

Operations Analyst
- Day-to-Day Execution

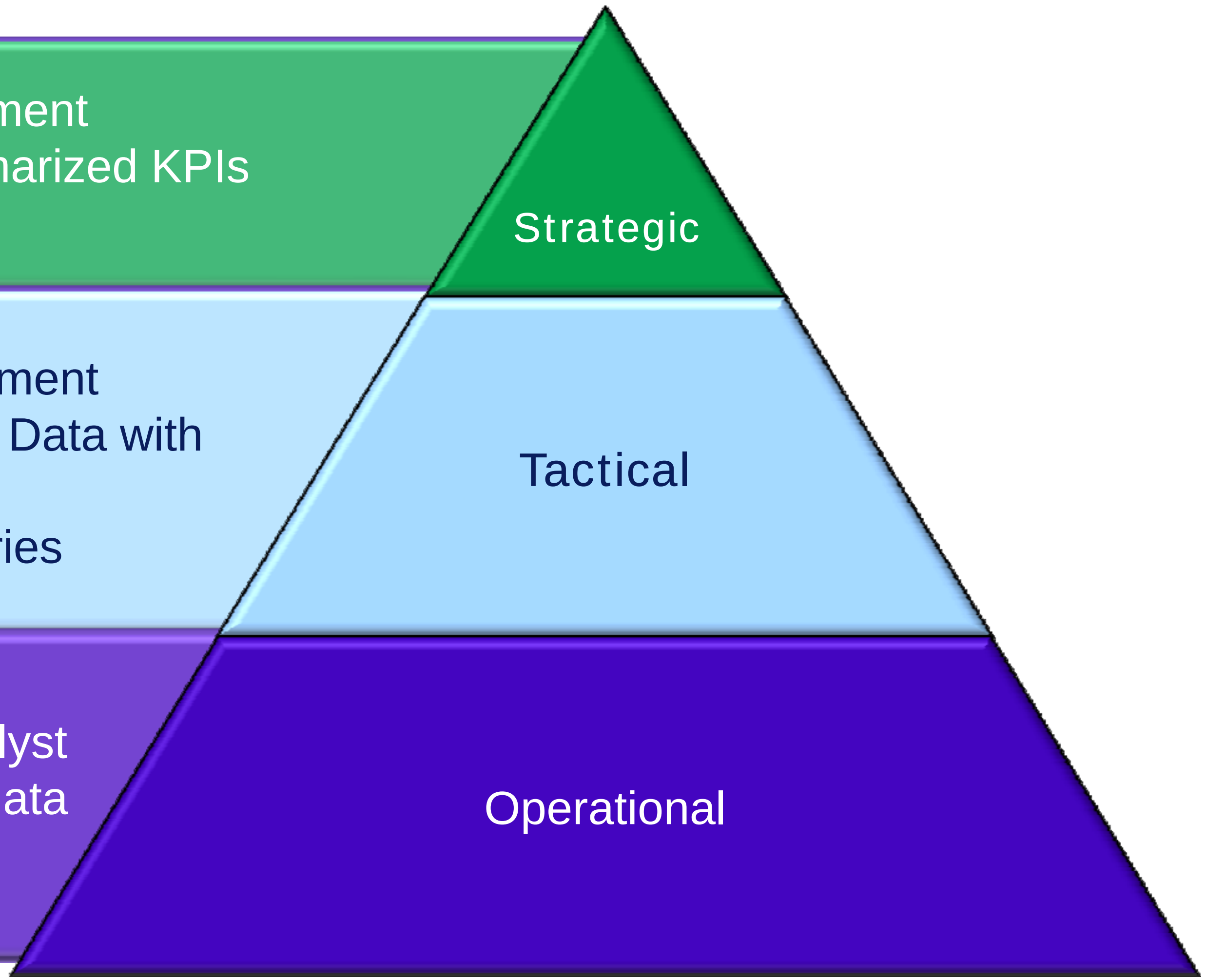
Operational

Strategy: Report Types

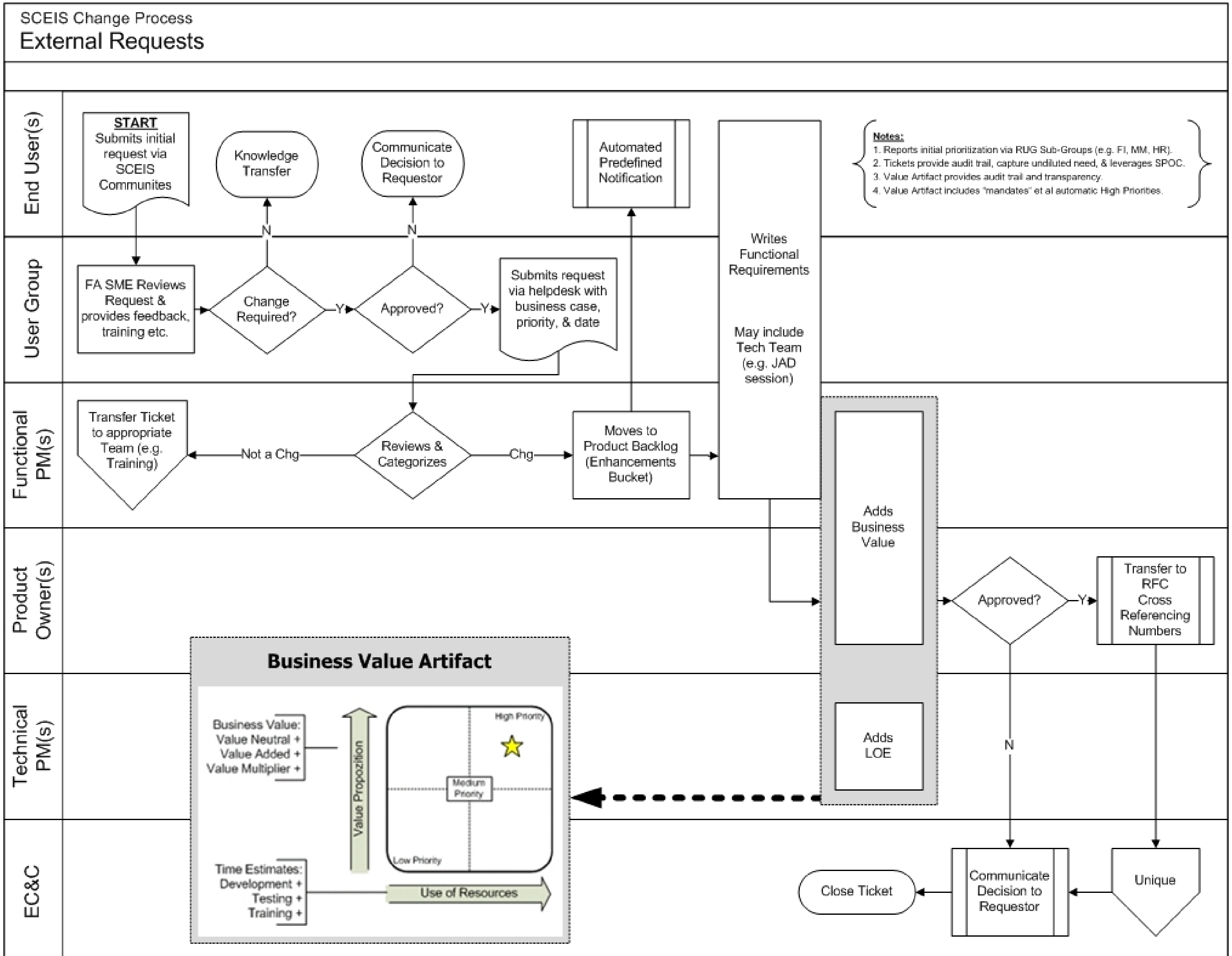
Upper Management
- Highly Summarized KPIs
- Dashboards

Middle Management
- Summarized Data with Drilldowns
- Ad-Hoc Queries

Operations Analyst
- Detail-level data
- Preformatted



RUG: RFC Process



WIP: FI Top 10 Status

				Dev						QA				Prod			
Priority	Report Name	Lead	Req Doc	Data Model	Info Targets	ETL	Data Unit Testing	Query Built	Query Unit Testing	Trans to Q	Unit Testing in Q	Ready for FA Testing in Q (T / A)	FA Unit Testing	User Acceptance Testing	ECC	Final Sign Off	Issues / Comments
1	Budget vs. Actual [STARS 424]	John Taylor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	Completed.
2	Available (True) Cash Reports [STARS 404]	Renee Rochester	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	X			Refining accurals reporting.
3	Grants Budget vs Commitment/Actuals	Quentin Hawkins	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	Completed.
4	Statement of Changes in Fund Balance	John Taylor	X														Design Specs.
5	Est. Revenue vs Cash Received [STARS 406]	Beth Quick	☑	☑	☑	☑	☑	☑	☑	☑	☑	X					Dependent on new ECC Cash Flow.
6	G/L Summary	John Taylor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	X	Pending Final Sign-Off @ 3/8 RUG.
7	Expenditures by Fund (Funds Mgt Exp report)	Tracie Branham	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	X	Pending Final Sign-Off @ 3/8 RUG.
8	A/R Aging	Renee Rochester	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	X	Pending Final Sign-Off @ 3/8 RUG.
9	Projected Cash Balance	Martin Taylor	X														Design Specs.
10	Budget Transaction	Beth Quick	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	Completion pending Live Meetings Training.

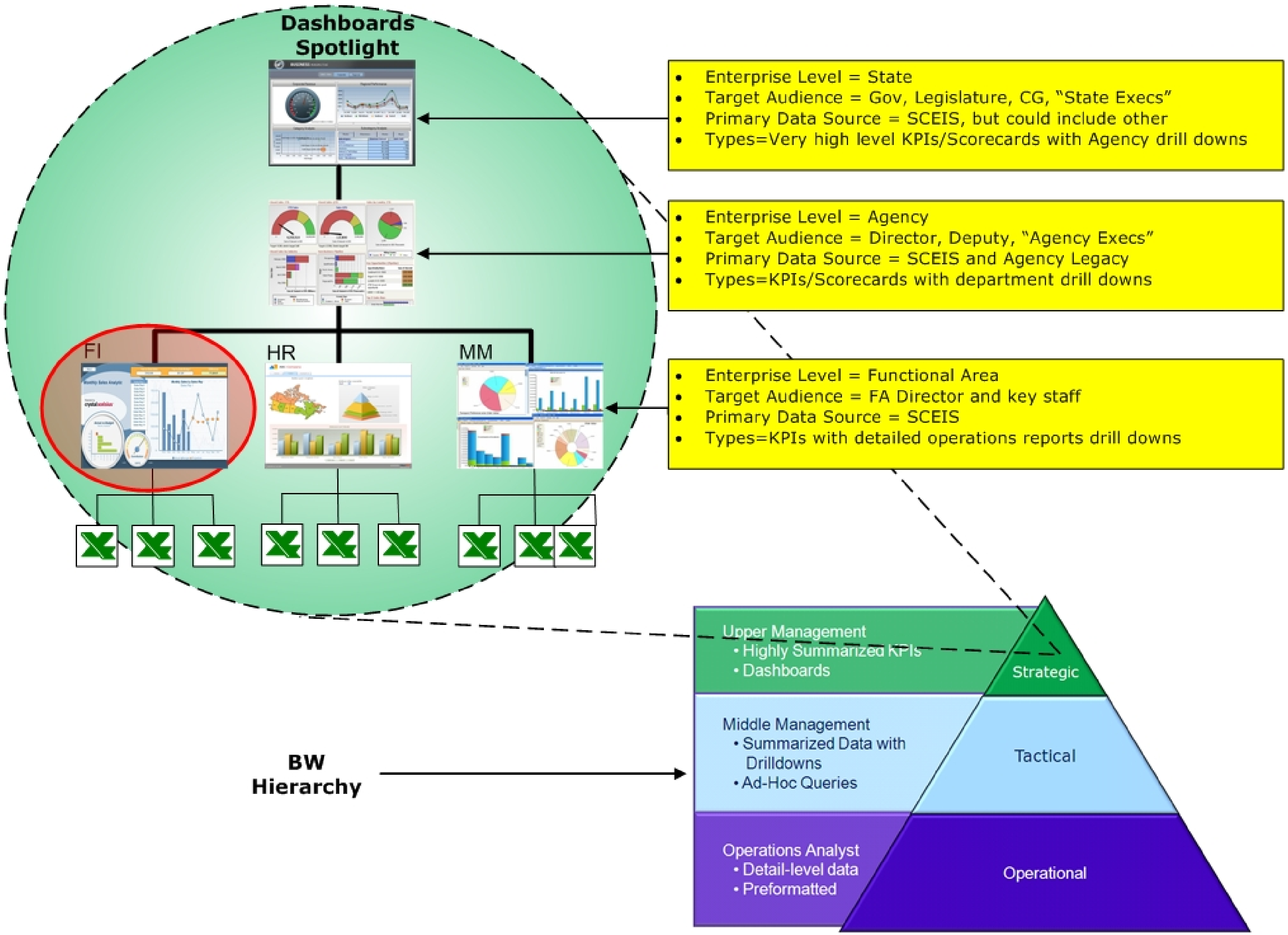
STATE INFORMATION TECHNOLOGY
B&CB
SC BUDGET AND CONTROL BOARD

WIP: HR Status

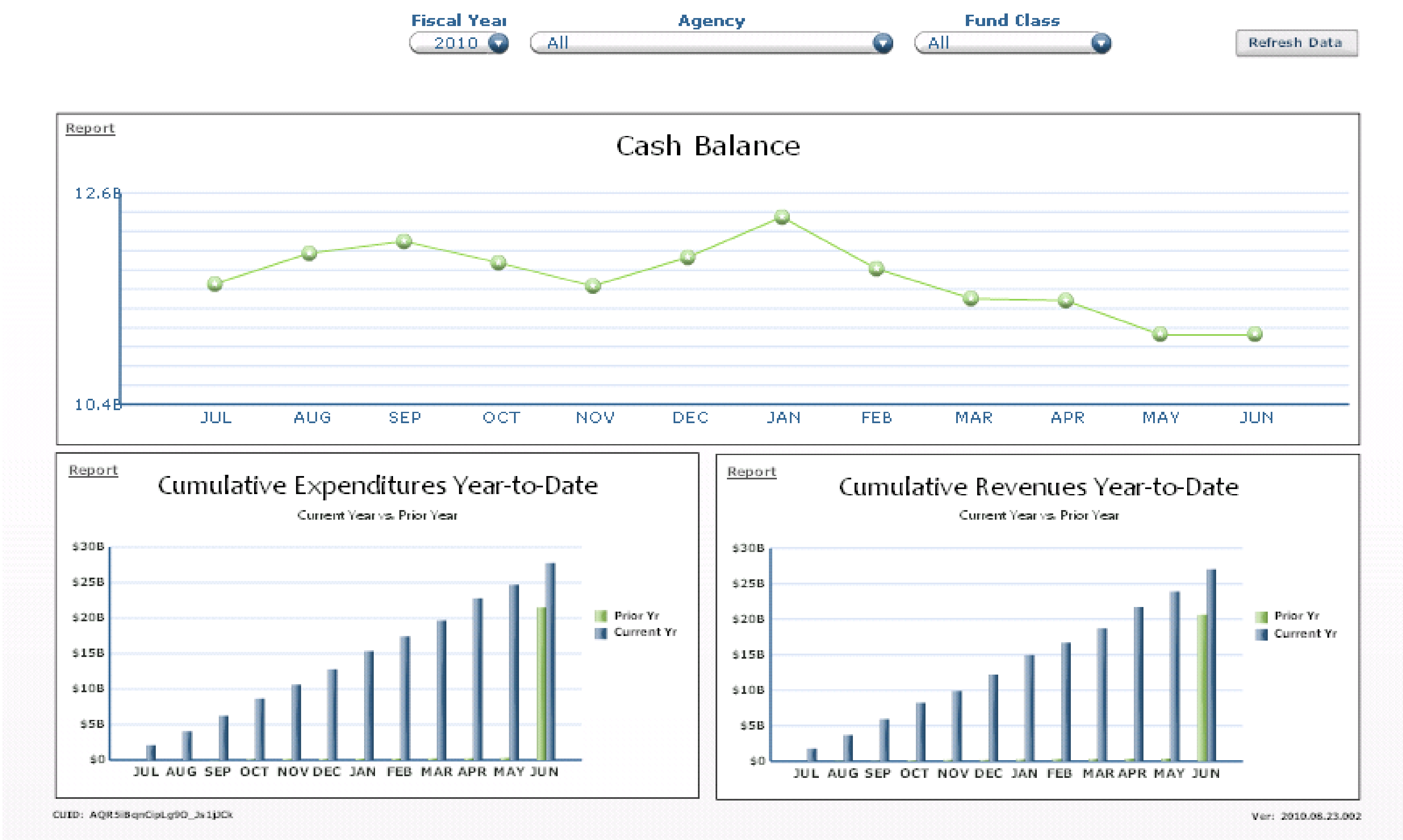
SCEIS
South Carolina Enterprise Information System

#	Priority	Report Name	Req Doc	Dev						QA				Prod			Issues / Comments
				Data Model	Info Targets	ETL	Data Unit Testing	Query Built	Query Unit Testing	Trans to Q	Unit Testing in Q	Ready for HR Testing in Q (T / A)	HR Unit Testing	User Acceptance Testing	ECC	Final Sign-Off	
Employee																	
1	H	RH039I - Employee Personal Data	☑	☑	☑	☑	X	☑				T 3/2					Needs Text Extractor Added. Will Test Query after Data Validation.
14	H	RH039T - Employee Tax Withholding	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 1/14	X				Need FA (HR) feedback on Name Sort and (PY) on TAXLV & IRSLT.
2	L	RH039J - Employee Address & Communication	☑	☑	☑	☑	☑	☑	☑	X							Collecting Transports
12	L	RH039R - External Employment	☑	☑	☑	☑	☑	☑	☑	X							Collecting Transports
11	H	RH039Q - Employee Work Communications	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 1/14	RE				Fixed Org Unit access. Testing can resume.
3	H	RH039K - Employee Planned Working Time	☑	☑	☑	X		☑									InfoProvider & ETL done. Adding txt extractor.
10	L	RH039P - Employee Grievance Report	☑	☑	X	X											Dependent on View build (ETL & InfoProvider).
4	H	RH039L - Employee Bank Details	☑	☑	☑	X	X	☑				T 3/7 Wk					Need FA (PY) feedback on inconsistent fields.
8	H	RH039N - Employee I-9 Information	☑	☑	☑	X	X					T 3/7 Wk					
9	H	RH039O - Employee Non Resident Alien	☑	☑	☑	X	X	☑				T 3/7 Wk					
7	L	RH039M - Employee Objects on Loan	☑	☑	☑	X	X	☑				T 3/7 Wk					Need FA (HR) feedback on ZLOANTXT[1,2,3].
13	L	RH039S - Certification and Licensing	☑	X	X												Adding InfoObjects.
Position																	
16	H	RH039V - Position Additional Attribute	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 1/14	RE				Need to add CMOD code to lookup Fed Job Category from the T5U13 table. Org Unit issues fixed. Have HR test with known issue.
17	H	RH039W - Position Time Indicators	☑	☑	☑	☑	X	☑	X								
15	L	RH039U - Position OM Indicators	☑	☑	☑	☑	X	☑	X								
20	H	RH039Z - Position Agency Internal Data	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 1/14	RE				1st iteration issues fixed. Retest.
19	H	RH039Y - Position Work Hours	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 1/14	RE				1st iteration issues fixed. Retest.
18	L	RH039X - Position Action Reasons	☑									T 3/7 Wk					
21	H	RH039A.a - Position Address	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 2/24	X				
22	L	RH039A.b - Org Unit Addresses	☑	☑	☑	☑	☑	☑	☑	☑	☑	A 2/24	X				
23	H	RH039A.c - Position Supervisory Positions	X														BW reviewing specs.

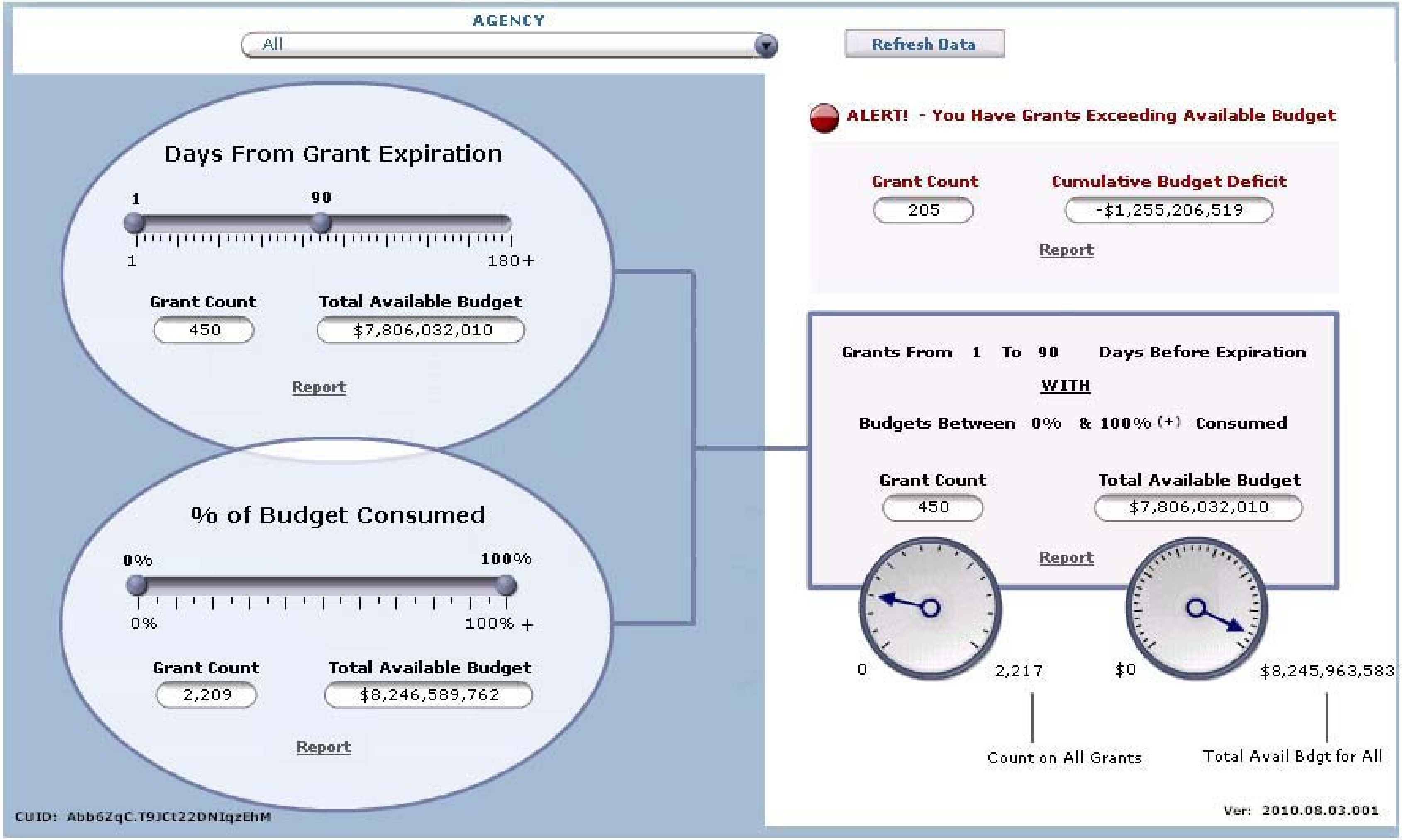
WIP: Dashboards



WIP: Dashboards



WIP: Dashboards



A/R Aging Proviso: Letter

NIKKI R. HALEY, CHAIRMAN
GOVERNOR

CURTIS M. LOFTIS, JR.
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL

SC BUDGET AND CONTROL BOARD

OFFICE OF STATE BUDGET
LES BOLES
DIRECTOR

(803) 734-2280
FAX: (803) 734-0645

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

DANIEL T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

January 14, 2011

Memorandum

To: Agency Directors

From: Harry Bell

Subject: Debt Collection Reports

Proviso 89.43 of the FY 2010-11 Appropriation Act directs that:

> Each state agency shall provide to the Chairmen of the Senate Finance and House of Representatives Ways and Means Committees a report detailing the amount of its outstanding debt and all methods it has used to collect that debt. This report is due by the last day of February for the previous calendar year. For purposes of this provision, outstanding debt means a sum remaining due and owed to a state agency by a non-governmental entity for more than sixty (60) calendar days.

The Office of State Budget will coordinate the submission of the outstanding debt schedules for the two legislative committees. The following information is provided to assist agencies in gathering the information required by the proviso.

1. Outstanding debt is defined as money that is owed to an agency or institution for any goods and/or services provided. Examples would include things such as office supplies, student and patient fees, data processing services, delinquent taxes, equipment rentals, etc.

2. The cutoff date for reporting debt is December 31, 2010. Only debt that was billed on or before December 31, 2010 and is still outstanding for 60 days or more should be reported. However, if your agency does not have a system that ages your accounts receivable, reporting all outstanding debt will be acceptable. Simply note in your report that all debt is being reported.

3. It is not necessary to denote the actual debtor. Outstanding debt should be categorized and totaled by type of service with an overall total for the agency.

4. The description of collection methods should include not only your in-house collection procedures, but also whether you use collection agencies or participate in the Department of Revenue's Debt Set Off or GEAR programs.

5. Three (3) printed copies and one electronic file of the debt collection reports should be submitted no later than February 28, 2011. The electronic file may be e-mailed to dcooper@budget.sc.gov or submitted on a CD to:

   Office of State Budget
   1201 Main Street, Suite 870
   Columbia, SC 29201

Please contact my office at 734-2280, if you have questions or need additional information.

1201 MAIN STREET, SUITE 870 • COLUMBIA, SOUTH CAROLINA 29201 • WWW.BUDGET.SC.GOV/OSB

A/R Aging Proviso: SCEIS email

From:	SCEIS AST
Sent:	Thursday, February 17, 2011 4:56 PM
To:	SCEIS AST
Subject:	New BW Report Available to Assist with Proviso 89.43 Compliance
Attachments:	Parameter_Settings_for_AR_Debt_Collection_Report.pdf

Follow Up Flag:	Follow up
Flag Status:	Completed

From: sceis-ast@sceis.sc.gov

To: AST Leads, Finance Directors (All live SCEIS agencies)

CC: SCEIS BW Team, SCEIS EC&C Team, SCEIS Agency Advocates, SCEIS Service Desk, Pat O'Cain, Ed Strube, Harry Bell, David Seigler, Debbie Cooper

Subject: New BW Report Available to Assist with Proviso 89.43 Compliance

Attachment: Parameter_Settings_for_AR_Debt_Collection_Report.pdf
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Good Afternoon AST Leads and Finance Directors:

The SCEIS Team is pleased to announce a new Business Warehouse (BW) report, the Accounts Receivable (AR) Debt Collections Report (Technical name: ZFI_ZFIARO14_Q0005), which is **now available to SCEIS users with the Accounts Receivable security role.**

The SCEIS Team developed this report to assist agencies in complying with Proviso 89.43 of the FY 2010-2011 Appropriations Act. This report was also to designed to be in accordance with a memorandum distributed from the Budget & Control Board's Office of the State Budget (OSB) to Agency Directors on January 14, 2011, providing an outline of the information needed to comply with the Proviso.

Agencies can use the AR Debt Collections Report to gather data on outstanding debt owed to them, with "outstanding debt" defined in the words of the Proviso as, "a sum remaining due and owed to a state agency by a non-governmental entity for more than sixty (60) calendar days." This report also meets requirements outlined in the OSB memorandum: "This report should not be used to determine the outstanding debt by customer. The report pulls the information linked to the revenue general ledger line item posting. Therefore, customer number is not linked to the data. Per item 3 of the Budget Office's letter, debtor (customer) detail is not required."

Additional documentation on how to set parameters for the AR Debt Collections Report to derive the precise data you need, including screen shots of the report in SCEIS, is attached for your convenience.

If you have any questions about this report, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or by completing the email form at the following link: http://www.sceis.sc.gov/requests/.

Thank you,
The SCEIS Team

A/R Aging Proviso: Instructions

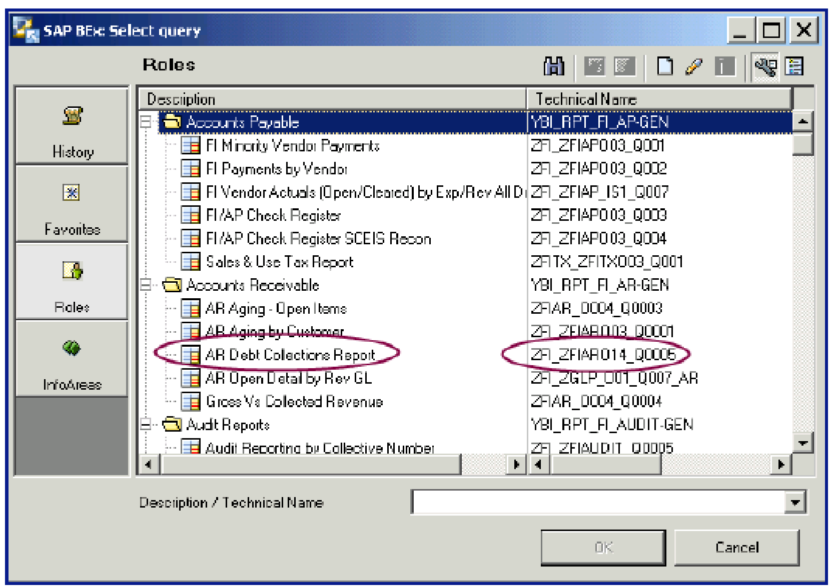
Proviso 89.43 Data Gathering Parameters:

SCEIS AR Debt Collections Report (ZFI_ZFIARO14_Q0005)

To assist agencies in gathering the data on Accounts Receivable Debt Collection they need to be in compliance with Proviso 89.43 of the FY 2010-11 Appropriation Act, the SCEIS Team has developed a new Business Warehouse (BW) report, **AR Debt Collections Report** (technical name ZFI_ZFIARO14_Q0005). This report is now available to SCEIS users with the Accounts Receivable role.

To further assist agencies with this task, the below documentation provides additional guidance on how to set parameters for the AR Debt Collections Report to derive the information you need.

The screen shot below shows the report as it resides within the Accounts Receivable role.



A/R Aging Proviso: Instructions

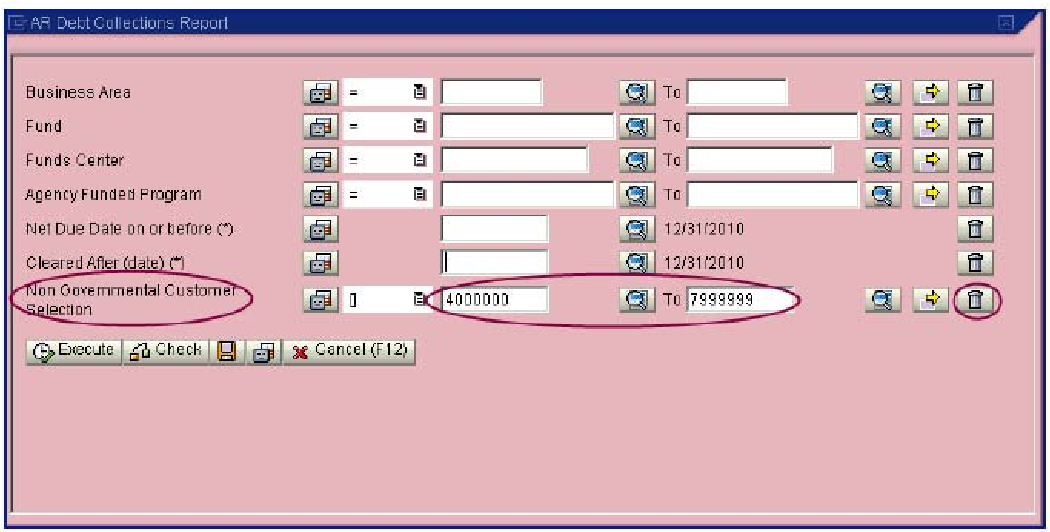
Proviso 89.43 Data Gathering Parameters:

SCEIS AR Debt Collections Report (ZFI_ZFIARO14_Q0005)

Customer Parameters

When you run the report, it will apply a filter to show only "Non Governmental Customers Selection," with range 4000000 through 7999999 by default, as shown in the circled portions of the screen shot below. The report was designed this way to comply with the Proviso, which states: "outstanding debt means a sum remaining due and owed to a state agency by a non-governmental entity for more than sixty (60) calendar days."

If you would like to run the report for all customers instead, you may remove this default filter by clicking on the trash can icon located on the far right of that line (circled in the screen shot below).



A/R Aging Proviso: Instructions

Proviso 89.43 Data Gathering Parameters:

SCEIS AR Debt Collections Report (ZFI_ZFIARO14_Q0005)

Date Parameters

Per requirements laid out in the Proviso, agencies need to run the AR Debt Collection Report with the **"Net Due Date on or before" and "Cleared After (date)" parameters both set to 12/31/2010, as shown in the screen shot below.**