



South Carolina Enterprise Information System

User Group Meeting

Friday, January 27, 2012





Welcome John Taylor





SCEIS Update

Cassandra Alston





SCEIS Update: Budget



SCEIS Cost Overview

State	Modules Implemented	Implementation Timeline	Implementation Cost	Recurring Cost (Yearly)	Current Staffing (FTE)	Current Staffing (Consultant)
Arkansas	HR/Payroll, Finance, Procurement, Business Warehouse	16 months (2001 - 2002)	\$57 million	The \$57M costs include all recurring costs during the 1st two years. They were not able to break down the recurring separately.	78	13
Mississippi	Finance, Grants Management, Procurement, Data Warehouse, HR/Payroll	6 years Phases I & II: 2 yrs & began 2009 Phases 3 & 4: 4 yrs and began July 2011	\$102 million estimate. Protective order prevents full disclosure.	\$68 million over a 5 year period. <u>Yearly</u> \$5 million; \$5 million; \$7.8 million; \$19 million; \$31million	70 (Projected up to 70 thru 2020)	7
North Carolina	<u>State Controller's Office:</u> HR/Payroll Dept <u>of Transportation:</u> Financials, Project Management	DOT: 3 years	DOT: \$34 million	DOT: \$24 million	Data not available	Data not available
Pennsylvania	HR/Payroll, Finance, Procurement, Enterprise Portal, Business Intelligence, Budget, Plant Maintenance,	5 years	\$204 million	\$38,840,000	125	as needed
South Carolina	HR/Payroll, Finance, Procurement, Enterprise Portal, Business Intelligence	7 years	\$83.9 million	\$14.9 million	65	25
Utah	HR/Payroll, Enterprise Portal	18 months	\$4 million	\$1 million	5	none reported
Colorado	<u>DOT</u> - HR/Payroll, Financials, Procurement, Plant Maintenance, Business Warehouse, Enterprise Portal	18 months	\$15-\$20 million	\$680,000 annually for SAP maintenance plus 5 year maintenance contract with ACS at \$16.7 million	17	8
Washington	HR/Payroll	5 years	\$70 million	\$18 million	71	4

SCEIS Funding: FY2012

➤ **Amount Requested: \$ 17,405,977.00**

➤ **Amount Received: \$ 9,608,138.00**

➤ **What this means for SCEIS:**

- Reduction in experienced SAP & SC implementation consulting staff.
- Activities primarily focused on basic maintenance and support.
- Agencies are asked to fund enhancement requests.

🌀 **Amount Requested: \$ 17,405,977.00**

- This amount includes limited funding for special projects.
- Agencies will be asked to fund project costs for enhancement requests submitted and approved by the Change Advisory Board.



SCEIS Update: Status Report



🌀 Implementations of new agencies:

- First Steps
- “A” Agencies

🌀 Implementations of new functionality:

- **March 1, 2012:** 3-way match
- **FY2012:** Printing Contingent (A/P) Checks

-
- ④ Upgrade Business Warehouse infrastructure & software – May, 2012
 - ④ Comprehensive Annual Financial Report (CAFR) – April 2012
 - ④ Identity Management – self-service password maintenance
 - ④ Normal maintenance and software updates

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- ☛ **Employment & Workforce Dept.:** Unemployment Insurance (UI) division sends data to STARS.
 - ☛ **Revenue Dept.:** Income tax system sends data to STARS.
 - ☛ **Higher Education:** Colleges and universities continue to send data for lump-sum draws in a STARS format.
 - ☛ **State Budget Office:** Formulates the statewide budget in STARS format.

Treasurer's Office:

- STO STARS
- Check Processing – Contingent (A/P), special payments, Public Assistance, Income tax payments
- STO Agency Bank Deposit Process
- FMS Ledger System – STO's General Ledger and Banking System
- IMS System – Investments Management System
- DMS – Debt Management System
- Wagers – Unclaimed Property Program (SCEIS Interface 2011)
- Tuition Pre-Payment Program
- Court Fines
- Aid to Subdivisions
- Collateral
- QED – Retirement Funds

🌀 **Comptroller General's Office:**

- CAFR
- CG STARS
- 1099 Processing

🌀 **SPIRES**

🌀 **Public Sector Budgeting Module**

🌀 **Required Software Enhancements & Maintenance**



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SCEIS Update: Change Advisory Board



- 🌀 The SCEIS Change Advisory Board reviews, approves, and prioritizes requests for enhancements and modifications to the SCEIS system and for new SCEIS proposals.
- 🌀 The mission of the Change Advisory Board is to ensure that decisions related to SCEIS are made from the perspective of, and in the best interest of the State of South Carolina.

Voting Members:

- State Treasurer's Office Representative
- Comptroller General's Office Representative
- Office of Human Resources Representative
- State Purchasing Office Representative
- State Budget Office Representative
- User Group Appointment 1
- User Group Appointment 2
- User Group Appointment 3
- SCEIS Community At-Large

Advisory Members:

- SC General Assembly Senate Appointment
- SC General Assembly House Appointment
- SC Governors Office Appointment
- Department of State Information Technology Director (DSIT)
- SCEIS Program Director



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SCEIS Update: Requests for Proposals



🌀 Application Management Services (AMS)

- Partner with SCEIS
 - Operate, manage and maintain SCEIS
- One vendor contract vs. Multiple vendor contracts
 - Reduced cost
- Evaluations underway
 - Award target: March - April 2012

🌀 Hosting

- Partner with DSIT & SCEIS
 - Operate and maintain SCEIS at a central facility
 - Includes infrastructure, implementation, operation and ongoing support



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SCEIS Update: 2011 Year-End Activities



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- ④ The SCEIS HR/Payroll and CG Teams completed W-2 preparation.

 - ④ Employee leave balances roll over to 2012 on Tuesday, January 31.
 - Effective January 26, 2011 master data changes prior to December 2, 2011 will require CG permission.



South Carolina Enterprise Information System

SCEIS Security & IdM Overview

Jill Williams



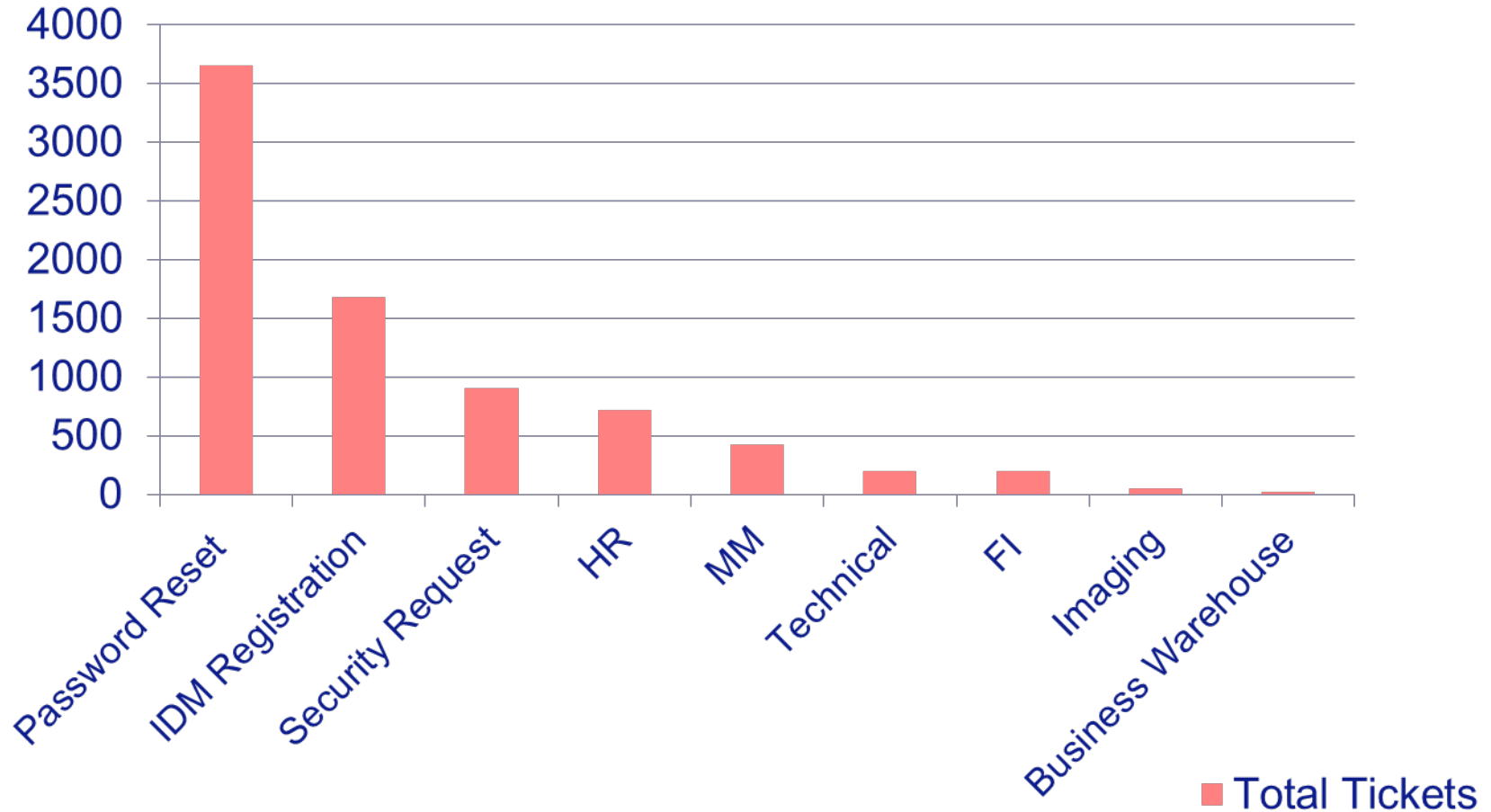


Identity Management (IdM)



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- 🌀 28,900 user in IdM
 - 🌀 16,055 left to sign up
 - 🌀 In the last 30 days, 19,103 have successfully changed their password within IdM.

Total Tickets Last 30 days



Sign up for self-service password reset

What is your favorite pet's name?: *	<input type="text"/>
What is your mother's maiden name?: *	<input type="text"/>
What is your father's middle name?: *	<input type="text"/>
What city were you born in?: *	<input type="text"/>
What is your favorite vacation spot?: *	<input type="text"/>

Think of answers you can remember, even if they are not applicable.

Minimum of 8 characters, including at least 1 upper case letter, 1 lowercase letter, and at least 1 number

Password stored by Windows



- Delete saved passwords from browsing history. Close all browsers and then bring up a new one.
- Check to see if passwords are stored in Microsoft Office (located in User Accounts).

Top Password Issues

1. Make sure **Caps Lock is turned off** and **Num Lock is turned on.**
2. Make sure **you have entered your SCEIS user ID correctly.**
3. Check to see if there are any spaces before the user ID or Password
4. Make sure you're using a browser supported by SCEIS
5. Delete Password History from Windows
6. SCEIS users cannot be logged into SRM and MySCEmployee at the same time.

SAP only supports IE 6, 7 and 8

- ☉ If using IE 9, check the box “Display all websites in Compatibility View” in the compatibility view settings
- ☉ We may be able to assist your IT staff with work around for other browsers. There are no guarantees that other browsers will be compatible.

Locked or Forgotten Password

MySCPassword Reset

Previous Next

1 2 3

Identify Verify Identity Set Password

Enter User Identification

Unique ID:

- Unique ID = SCEIS ID
- After entering SCEIS ID it will prompt you to answer 2 out of the 5 security questions.



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User Access Form



User Access Form

The screenshot shows a web application interface. At the top, there is a header bar with the text "powered by SOEIS". Below this is a navigation menu with tabs: "Welcome", "Employee Self-Service", "Customer", "User Access" (which is highlighted), and "Delegated User Administration". Under the "User Access" tab, there is a sub-header "User Access". Below this, there is a section titled "Approver". To the left of the main content area is a "Detailed Navigation" sidebar with a minus sign icon and a list item "Approver". The main content area is titled "User Access Requests - Pending Approvals" and displays the text "No requests" in the center.

- 🌀 Located in MySCEmployee
- 🌀 Only Data Owners and Requestors (assigned by DO) have access to the form.

Position Numbers

Making changes only to the Position number

User Access Requests - Step 2.1: Request Item - Employee Approver: bwilliams

Request Item #: New

*Transaction: Add Role

*User ID: or ☒ New Employee

Position ID:

*First Name: Vacant (Please enter LEGAL First Name)

*Last Name: Vacant (Please enter LEGAL Last Name)

*Telephone: (000) 000-0000 Extension:

*E-Mail:

(* indicates a required field)

- ☛ Choose “New Employee”
- ☛ Use “Vacant” in First and Last Name
- ☛ Enter your Telephone and E-mail

🔄 User Access Form

🔄 Transaction ZWF_USER_ROLES



South Carolina Enterprise Information System

Data Monitoring & Cleanup for AP Process Changes & ZMRBR

Bruce Burnett & Fred Pieper





AP Process Changes and ZMRBR Implementation



🔄 ZMRBR is:

- A report
- Part of the Invoice Reconciliation Process

🔄 Invoice Reconciliation Process

- How SCEIS matches the Invoice to the Goods Receipt to the Purchase Order and forces a 3-way match
- Determines if a price or quantity block is needed

AP Invoicing Changes

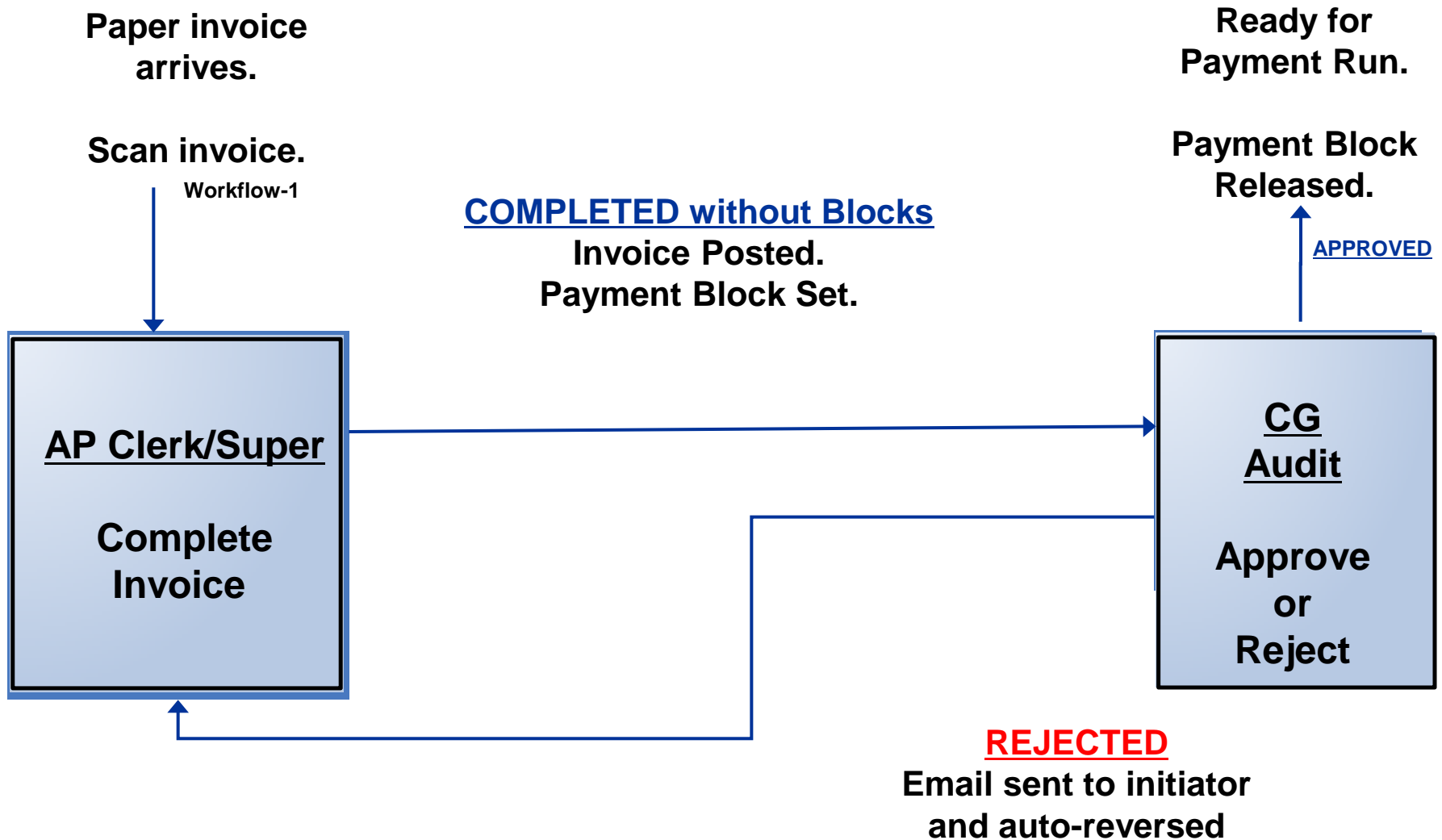
- 🕒 Invoices will be posted not parked
- 🕒 Transaction code MIRO will replace MIR7
- 🕒 No agency level approval in workflow
- 🕒 Current hard stop message will change to warnings
- 🕒 All Purchase Orders (except Blankets) will require Goods Receipt (GR). Will only be able to change GR indication for Blanket POs
- 🕒 Invoices can be entered before a GR
- 🕒 Invoices consume GR at time invoice is entered

Changes effective on Thursday, March 1, 2012

Standard 3-way Match

- ☉ Invoice price has to be less than or equal to PO price
- ☉ Invoice quantity has to be less than or equal to the PO and/or Goods Receipt quantity

AP Workflow



Example #1

🌀 Purchase Order

- Quantity: 5
- Price: \$2

🌀 Goods Receipt: 5

🌀 Invoice

- Quantity: 5
- Amount: \$10 (\$2 per unit)

Resolutions for Example #1

- ➊ No Issues – this scenario would pass the 3-way match
- ➋ A “P” block will be placed and the invoice will workflow to the CG’s Office

Example #2

🌀 Purchase Order

- Quantity: 5
- Price: \$2

🌀 Goods Receipt: 5

🌀 Invoice

- Quantity: 5
- Amount: \$15 (\$3 per unit)

Resolutions for Example #2

🌀 Price Block – Invoice Price > Purchase Order Price

- Either the invoice price or the PO price needs to be changed
- Is the invoice price entered correctly? Ensure tax, freight or other unplanned charges are not included in the price per item. (Responsible Party – AP Clerk)
- Is the PO price correct? Is it based on a contract and did the contract price change? (Responsible Party – Procurement)
- Does the vendor need to be contacted about an invoice error? (Responsible Party – AP Clerk/Procurement)

Example #3

🌀 Purchase Order

- Quantity: 5
- Price: \$2

🌀 Goods Receipt: 3

🌀 Invoice

- Quantity: 5
- Amount: \$10 (\$2 per unit)

- ☉ Quantity Block – Invoice Quantity > Goods Receipt Quantity/PO Quantity
 - Invoice Quantity exceeds the Goods Receipt
 - Is the Invoice Quantity entered correctly (Responsible Party – AP Clerk)
 - Is the Goods Receipt entered correctly? (Responsible Party – Goods Receiver)
 - Does the vendor need to be contacted about an invoice error? (Responsible Party – AP Clerk/Procurement)

Example #4

🌀 Purchase Order

- Quantity: 3
- Price: \$2

🌀 Goods Receipt: 3

🌀 Invoice

- Quantity: 5
- Amount: \$10 (\$2 per unit)

- ☉ Quantity Block – Invoice Quantity > Goods Receipt Quantity/PO Quantity
 - Invoice quantity exceeds the PO quantity
 - Is invoice quantity entered correctly? (Responsible Party – AP Clerk)
 - Is Goods Receipt entered correctly? (Responsible Party – Goods Receiver)
 - Is the PO quantity correct? (Responsible Party – Procurement)
 - Does the vendor need to be contacted about an invoice error? (Responsible Party – AP Clerk/Procurement)

Example #5

🔄 Purchase Order

- Quantity: 5
- Price: \$2

🔄 Goods Receipt: 6

🔄 Goods Receipt > Purchase Order

- Either the Goods Receipt or PO needs to be changed
- Is the Goods Receipt quantity correct? (Responsible Party – Goods Receiver)
- Is the quantity needed? Are there budget concerns? (Responsible Party – Shopping Cart User)

- 🌀 Review Standard POs which are set up like blankets
- 🌀 Existing POs not requiring GR
- 🌀 Existing Parked Documents

Potential Process Changes

- ☉ Who should run the ZMRBR report
- ☉ When should the ZMRBR report be run
- ☉ Add Finance Approver to Shopping Cart Workflow (Agency Option)

- ☉ Training is targeted for the following:
 - Finance Directors
 - Procurement Directors
 - AP Staff (AP Clerks, AP Supervisors, AP Leads)
 - Agency Central Buyers
- ☉ Training emails will be sent out no later than Monday, January 30, 2012
- ☉ Training will occur the week of February 13th and February 20th



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets

SCEIS Team



Top SCEIS Service Desk Tickets

Team	Issue	Resolution
Finance	<p>I just ran a ZGLA Trial Balance Report, and it looks different than it used to.</p> <p>Did the SCEIS Team change the report? Why?</p>	<p>The SCEIS Team changed the way agencies run the Trial Balance Report to make it run more efficiently so agencies will receive error messages less frequently.</p> <p>For complete details on the new Trial Balance Reports, read the Dec. 5, 2011 Weekly Update Message on this topic at the following link:</p> <p>•http://sceis.sc.gov/documents/Use New ZGLA Transaction Codes To Execute Trial Balance Reports & Prevent Error Messages.pdf</p>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
HR/Payroll – Manager Self Service	I'm going to be away from the office and I need to set up a substitution in Manager Self-Service so another manager in my agency can review and approve my employees' time and leave requests. How can I do this?	<p>Follow the steps in the MSS Substitutions Quick Reference Card to set up a substitution.</p> <p>View the MSS Substitutions Quick Reference Card at the following link: •http://sceis.sc.gov/documents/QRC-Substitutions.pdf</p>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
HR/Payroll – Employee Self Service	<p>I have a leave request which is not showing up in the timesheet but is in the show overview of leave as approved. It's been a couple of days now. I changed a leave request that had previously been approved and posted in the system and then deleted the old leave request.</p> <p>What happened? Can we avoid this in the future?</p>	<p>When an employee changes a leave request which was previously approved and posted in the system, do not delete the leave request for the same date which appears in approved status. When the system processes a change to this leave, it will automatically delete the original leave request and then insert the changed record. When the system can't find the original leave request, the leave hangs in approved status and will not post.</p>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
HR/Payroll – Time Management	I need to add a new Work Schedule Rule (WSR) to an employee, but I don't see the WSR I need in my drop-down box. What should I do?	<p>Begin by checking the listing of all SCEIS WSRs, which is available on the SCEIS website on the HR/Payroll Publications & Tools page, under the "Other HR/Payroll Tools" heading. Click this link to access the HR/Payroll Publications & Tools page:</p> <p>•http://www.sceis.sc.gov/page.aspx?id=121</p> <p>If you find the rule you need in the listing, send a request to the SCEIS Service Desk to have it added to your drop-down list (be sure to include the exact name of the rule).</p> <p>If you don't find the rule you need, send a request to the SCEIS Service Desk asking for a new rule, and providing all appropriate details.</p>

Top Tickets

Team	Issue	Resolution
HR/Payroll – OM/PA	When agencies are requesting a central movement or rehire for an employee the final transaction of the process is not always being completed.	<p>The receiving agency will need to complete HRD's form for a central movement. Once HRD has notified the receiving agency that the central movement or rehire has been completed, the receiving agency will have one of two transactions they will need to complete.</p> <ol style="list-style-type: none"> 1. If there is no break in service the receiving agency will need to do a "Movement between Agencies" transaction in PA40. 2. If there is a break of service of a day or greater then the agency will need to do a "Rehire" transaction in PA 40.

🌀 Business Process Procedures with step-by-step instructions to complete a Movement between Agencies and a Rehire Action are available on uPerform at the following links:

🌀 **Movement between Agencies:**

<https://upperform.sc.gov/gm/folder-1.11.19843?originalContext=1.11.8912>

🌀 **Rehire:** <https://upperform.sc.gov/gm/folder-1.11.20093?originalContext=1.11.8912>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
Materials Management – SRM	I need to look up a Purchase Order in SRM, but I don't have the Purchase Order number. How can I find it?	<p>In SRM, once a PO has been created for a SC, the PO number can be found under the "Follow On Documents" section of the SC. This section can be viewed by the SC creator or anyone who can view the SC using "Monitor".</p> <p>A PO can also be found 2 ways in ECC</p> <ol style="list-style-type: none"> 1. Using ME22N/ME23N w/ Document Overview ON 2. Using ME2N limited to your P-group and other possible filters.

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
Materials Management – RFP	I am preparing a Request for Proposals, and I need to attach some documents. How do I do that?	<p>When a buyer needs to attach additional items to the SC, he/she will do this in Carry Out Sourcing. The requirement must be first added to his/her Work Area.</p> <p>Once there, the buyer can drill into the SC and attach documents. It is also helpful to the buyer creating the solicitation to mark these items as internal so they will not post to the web once the solicitation is Published.</p>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
Materials Management – Goods Receipt	I need to change the quantity, unit and price on a line item of a Goods Receipt. How can I do that?	<p>Altering a Goods Receipt Document will only affect the quantity that was received.</p> <p>There are 2 types of Goods Receipt changes that can be done:</p> <ol style="list-style-type: none">1. Complete Reversal(recommended)2. Partial Reversal



Break

