# Executive Oversight Committee
## Thursday, April 19, 2012

# Agenda

- Call to Order and Welcoming Remarks
- SCEIS Implementation and Projects Update
- Help Desk Report
- AMS Provider Report
- Change Advisory Board Proposal Report
- SCEIS Budget Update
- Next Meeting Suggestions
- Adjournment

# SCEIS Implementation and Projects Update

# Agency Implementation Status

⊙ **A total of 72 agencies use SCEIS to process and report on all of their financial, procurement, human resources and payroll business:**

Adjutant General's Office (E240)
Administrative Law Court (C050)
Aeronautics Division (U300)
Agriculture Department (P160)
Alcohol & Other Drug Abuse Services (J200)
Archives & History Department (H790)
Arts Commission (H910)
Attorney General's Office (E200)
Auditor's Office (F270)
Blind Commission (L240)
Budget and Control Board (F030)
Commerce Department (P320)
Comptroller General's Office (E120)
Conservation Bank (P400)
Consumer Affairs Department (R280)
Corrections Department (N040)
Criminal Justice Academy (N200)
Deaf and Blind School (H750)
Disabilities & Special Needs Department (J160)
Education Department (H630)
Educational Television Network (H670)
Election Commission (E280)
Employment Security Commission (R600)
Ethics Commission (R520)

Financial Institutions Board (R230)
First Steps (H620)
Forestry Commission (P120)
Governor's Office (D170)
Governor's Office - Executive Control (D050)
Governor's Office - Mansion & Grounds (D200)
Health & Environmental Control Dept. (J040)
Health & Human Services Department J02
Higher Education Commission H03
Housing, Finance & Development Auth. (L320)
Human Affairs Commission (L360)
Indigent Defense Commission (E230)
Insurance Department (R200)
John de la Howe School (L120)
Juvenile Justice Department (N120)
Labor, Licensing & Regulation Dept. (R360)
Lieutenant Governor's Office (E040)
Mental Health Department (J120)
Minority Affairs Commission (L460)
Motor Vehicles Department (R400)
Natural Resources Department (P240)
Office of Regulatory Staff (R060)
Parks, Recreation & Tourism Dept. (P280)
Patients' Compensation Fund (R140)

Patriots Point Development Authority (P360)
Probation, Parole and Pardon Services (N080)
Procurement Review Panel (S600)
Prosecution Coordination Commission (E210)
Public Safety Department (K050)
Public Service Commission (R040)
Retirement System Investment Comm. (E190)
Revenue Department (R440)
Sea Grant Consortium (P260)
Second Injury Fund (R160)
Secretary of State (E080)
Social Services Department (L040)
State Accident Fund (R120)
State Law Enforcement Division (D100)
State Library (H870)
State Museum Commission (H950)
State Treasurer's Office (E160)
Supreme Court/Judicial Department (B040)
Technical & Comprehensive Education Bd.( H590)
Transportation Department (U120)
Tuition Grants Commission (H060)
Vocational Rehabilitation Department (H730)
Wil Lou Gray Opportunity School (H710)
Workers' Compensation Commission (R080)

4

## Finance Activity

### Financial Statistics – General:

– Revenue posted: **$6,623,936,542.79**

– Expenditures posted: **$7,152,617,028.27**

### Financial Statistics – Accounts Payable:

– Direct-pay postings entered in SCEIS: **86,587**

– Postings interfaced into SCEIS: **154,757**

– SCEIS AP processed invoices: **422,157**

## HR/Payroll Activity

### ⦿ Payroll Statistics:

– Total amount of payroll processed: **$456,777,579**

– SCEIS issued a total of **342,092** checks to pay **48,870** state employees

### ⦿ MySCEmployee Portal Statistics:

– State employees logged into MySCEmployee **26,847** times to view pay stubs, request/approve leave, enter/approve time, etc.

## Materials Management Activity

### Shopping Cart Statistics:

– Users created **25,260** Shopping Carts

### Purchase Order Statistics:

– Users created **27,914** Purchase Orders

– These  Purchase Orders totaled **$112,033,871.04**

### Inventory Statistics:

– Number of goods issued: **354,072**

– Number of goods received: **51,942**

– Number of purchase requisitions: **52,209**

# Milestones & Activities
# First Quarter 2012

- First Steps agency implemented on March 2

- Employment & Workforce Department: Unemployment Insurance (UI) division now sends data to SCEIS effective Monday, April 2

- NIGP Mapping to General Ledger Clean-up

- FY11 CAFR

- Upgrade Business Warehouse infrastructure & software

- SCEIS MM & MMO Conducts Staff Assist Visits (SAV)

  - The initial SAV is a discussion of our 'discoveries' and the agency's pain points. To derive the 'discoveries,' we conduct an analysis of how the agency is using the SCEIS system to conduct their purchasing processes

**SCEIS MM and MMO team completed 17 Staff Assist Visits (SAV) in the following 7 agencies:**

- DDSN: 2 SAVs
  - 3 training sessions: shopping cart, bidding, purchase orders
- DHEC: 3 SAVs
- DJJ: 1 SAV
- DMH: 1 SAV
- DNR: 2 SAV
- DOC: 2 SAVs
  - 2 training sessions: 1 shopping cart and 1 teach-back to shopping cart for DOCs new trainer
- DSS 1 SAV

**Upcoming SAVs**

- LLR is scheduled for an SAV on April 26th.
- DPS has been contacted to schedule a date. John de la Howe and DMV will be contacted next.

- ZMRBR "3-way match" was implemented on Monday, April 2.

- The ZMRBR process:
  - Upon entry of an invoice, the ZMRBR transaction checks the quantify of goods received and price being paid against the purchase order quantity and price for a 3-way match.
  - If a 3-way match exists, the invoice is presented for approval and payment without further intervention.
  - If a 3-way match does not exist, the discrepancy will be shown in ZMRBR report and will have to be investigated and corrected by the agency.

# Preparation for FY2012 Year-End

## SCEIS Year-End Training:

- **SCEIS Training Team is preparing for year-end training:**
  - Distributed a survey to gather information on the number of users who will need to attend year-end training
  - Gauging the number, capacity and types of training sessions based on survey responses
- **SCEIS will offer multiple sessions of three year-end courses:**
  - CO500: SCEIS Introductory Year-End Training
  - CO500R: SCEIS Refresher Year End Training
  - CO500A: SCEIS Grant Year-End Workshop
- **Training dates are planned for the month of May**

# View of Projects "In the Pipeline"

- **Retire STARS**
- **SC Retirement Systems Project:**
  - Convert Non-Live Trust Sub-funds to Live Funds
- **Enhancements to SCEIS Use Tax Process**
- **Agency Recovery Audits:**
  - SCEIS will be providing data to the auditing company on May 1
- **SPIRES**
- **Public Sector Budgeting Module**
- **SRM Upgrade**

## Treasurer's Office:

– STO STARS

– Check Processing – Contingent (A/P), special payments, Public Assistance, Income tax payments

– STO Agency Bank Deposit Process

– Evaluation of STO Systems:

- 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

# View of Projects "In the Pipeline"

- **Comptroller General's Office:**
  - CG STARS
  - FY12 CAFR via SCEIS
  - 1099 Processing
- **Statewide reporting for central agencies (STO, CG, etc.)**
- **Required Software Enhancements & Maintenance**
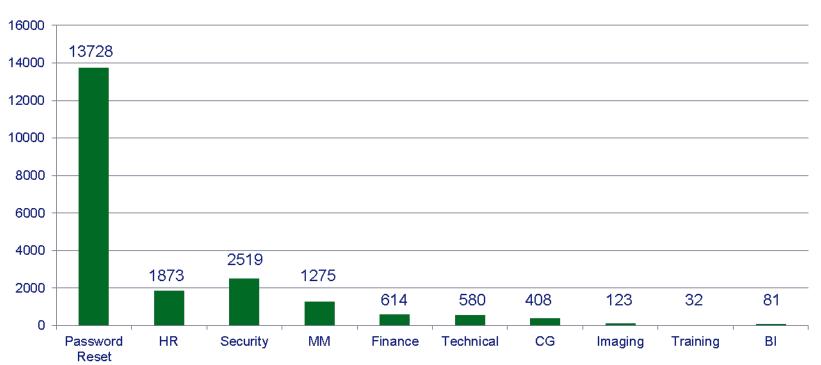
# SCEIS Help Desk Report

# Help Desk Report: First Quarter 2012

## SCEIS Service Desk Tickets by Area
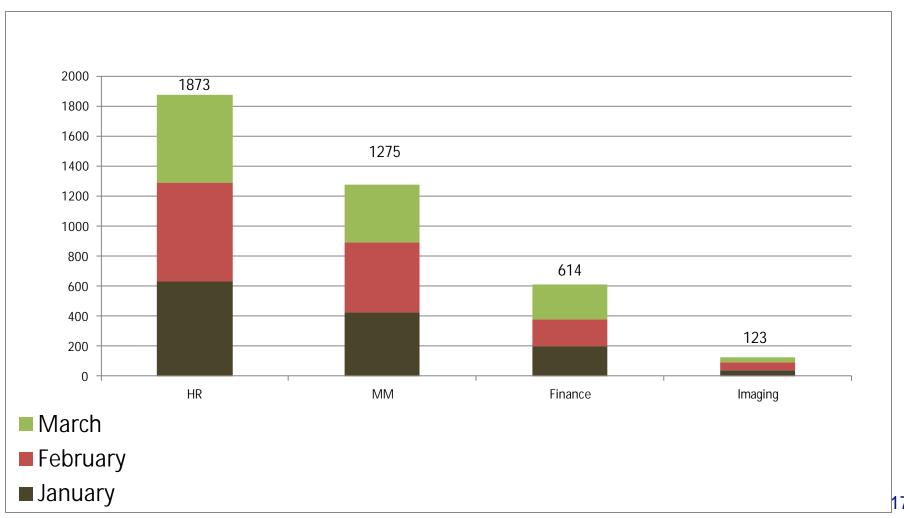


All Areas for 1st Qtr. 2012

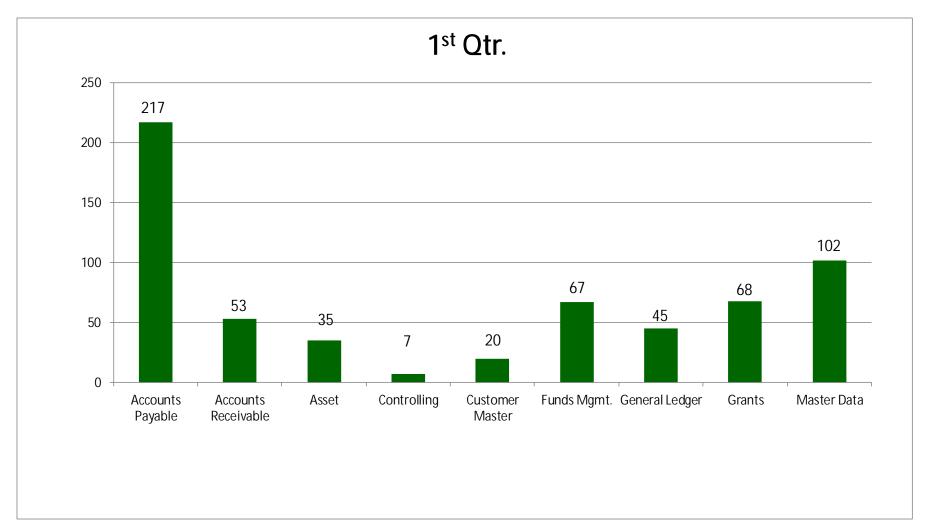| Area | Tickets |
|------|---------|
| Password Reset | 13728 |
| HR | 1873 |
| Security | 2519 |
| MM | 1275 |
| Finance | 614 |
| Technical | 580 |
| CG | 408 |
| Imaging | 123 |
| Training | 32 |
| BI | 81 |

## SCEIS Service Desk Tickets by Functional Area & Month

# 2012 Finance Tickets



1st Qtr.

| Category | Tickets |
|---|---|
| Accounts Payable | 217 |
| Accounts Receivable | 53 |
| Asset | 35 |
| Controlling | 7 |
| Customer Master | 20 |
| Funds Mgmt. | 67 |
| General Ledger | 45 |
| Grants | 68 |
| Master Data | 102 |

## 1st Qtr.

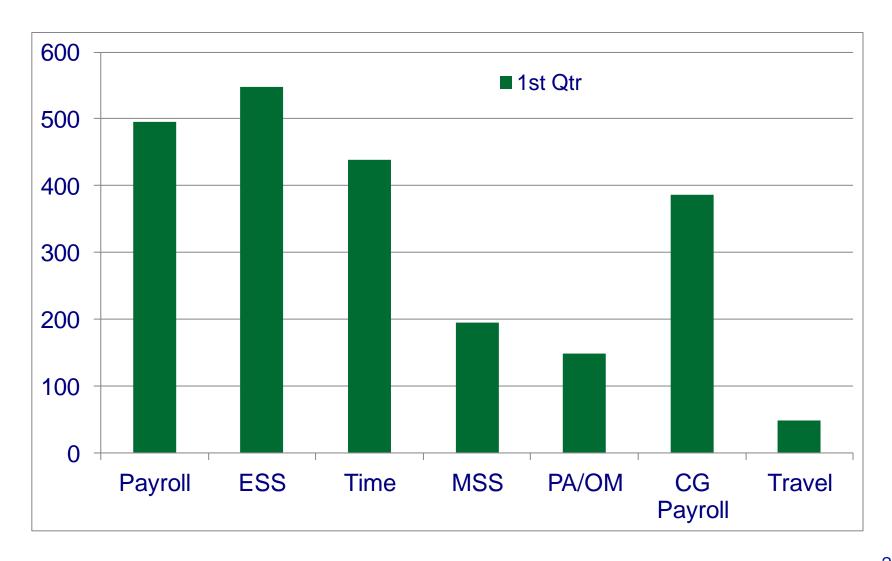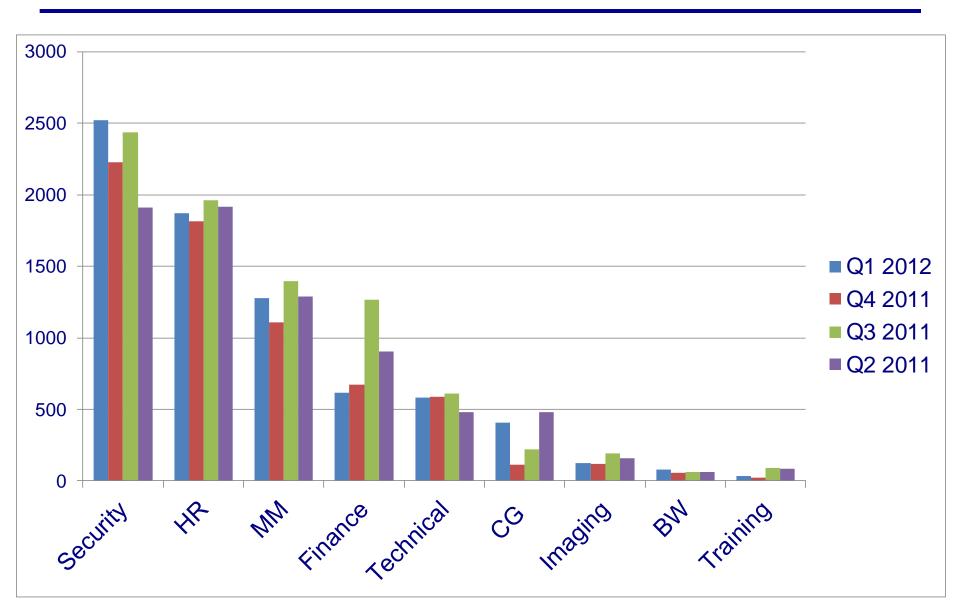| Category | Tickets |
|---|---|
| Shopping Cart | 305 |
| SRM | 303 |
| SRM.Bid | 288 |
| Vendor Registration | 218 |
| Purchasing (ECC) | 104 |
| DocBuilder | 20 |
| Inventory Management | 20 |
| Material Master | 6 |
| Sales and Distribution | 6 |
| Sourcing | 5 |

# 2012 HR/Payroll Tickets

# SCEIS Help Tickets by Quarters

# SCEIS AMS Provider Report

# AMS Provider Report

- AMS – Application Management Services
- Contract for system Operations and Maintenance
    - Finance
    - Human Resources & Payroll
    - Materials Management
    - Reporting
    - Technical Support (system development, software upgrades, repairs)
- Represents shift away from individual Beeline contracts to a firm, fixed-price contract with one vendor

# AMS Provider Report

- Beeline contracts cost between $11 and $14 million during system implementation

- AMS Contract for 48FTE is $5.2 Million Annually

- Contract Awarded on April 13, 2012, to IBM

- Goals
  - Provide our SCEIS team with necessary resources to support system and end users
  - Knowledge Transfer

# AMS Provider Report

- Contract includes a "Rate Card" for large projects and enhancements that exceed the scope of basic system Operations and Maintenance

# SCEIS Change Advisory Board Proposal Report

# SCEIS 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.

# SCEIS Change Advisory Board

## Voting CAB Members

- Three members elected by SCEIS User Group:
  - Finance representative Martin Taylor, FI Director, DDSN
  - HR/Payroll representative Robin Owens, HR Director, DMH
  - MM representative Stephen Pullie, Procurement Director, DJJ
- SCEIS Community At-Large representative:
  - TBD
- State Treasurer's Office representative:
  - Clarissa Adams, Deputy State Treasurer
- Comptroller General's Office representative:
  - TBD

# SCEIS Change Advisory Board

## Voting CAB Members cont'd

- Human Resources Division representative:
  - Sam Wilkins, State Human Resources Director
- State Purchasing Office representative:
  - TBD
- State Budget Office representative:
  - Beth Quick, Project Manager - Statewide Budget Systems

# SCEIS Change Advisory Board

## Advisory CAB Members

@ Senate representative:

– Dianne Carraway, Senate Finance Committee Staff

@ House of Representatives appointment:

– Ryan Burnaugh, Ways & Means Committee Budget / Research Analyst

@ Governor's Office representative:

– Josh Baker, Director of Budget & Policy

@ DSIT Director Jimmy Earley

@ SCEIS Program Director Cassandra Alston

# SCEIS CAB Kickoff Meeting

- Monday, May 21, 2012
- 2:00 p.m.
- Wade Hampton Building—Governor's Conference Room, 1st Floor

# SCEIS Budget Update

# SCEIS Funding: FY2012

- **Amount Requested:** $ 17,405,977.00

- **Amount Received:** $ 9,608,138.00

- **Impact on SCEIS:**
  – Reduction in experienced SAP consulting staff
  – Activities primarily focused on basic maintenance and support
  – Agencies are asked to fund enhancement requests
  – DSIT has funded much of SCEIS shortfall

# SCEIS Funding: FY2013

**Amount Requested:**

– $14.9 Million in Recurring Funds

– $2.45 Million in Non-Recurring Funds

Recurring Funds

– Salaries for SCEIS staff:               $5.40 million

– AMS contract:                              $5.25 million

– Software Maintenance/Hosting:       $3.94 million

– Other (Rent, Supplies, etc.)           $350,000

- Recurring funds represent baseline operational budget.

- This amount includes limited funding for special projects.

- Agencies will be asked to fund project costs for agency-specific enhancement requests submitted and approved by the Change Advisory Board (CAB).

# SCEIS Funding: FY2013

- Non-Recurring Funds:
  - $1.4 Million for SRM Upgrade (Shopping Cart/Procurement System)
  - $850,000 for Hardware Upgrades
  - $200,000 for Additional Agency Training

# SCEIS Funding: FY2013

- SCEIS funding included in Governor's Budget and approved by the House

- B&C Board Staff now working with Senate Finance on funding request

- Budget Module ($2.5 million) has been requested by State Budget Office

- SCEIS cost vs. STARS cost
  - 2003 Business Case Study estimated that cost to maintain STARS and over 170 different Finance/HR systems to be just under $12 million
  - Business Case Study estimated cost to maintain SCEIS to be $12.3 Million

# SCEIS Funding: FY2013

 Impact of Not Funding SCEIS
- SCEIS is not an internal B&C Board system
- Statewide Financial/HR system
- Not funding the system has statewide implications
- There is no backup system; without SCEIS the state cannot pay employees, procure goods and services, or pay vendors

# Next Meeting Suggestions

# Meeting Adjourned