

User Group Meeting Friday, April 27, 2012





Welcome John Taylor





Update: Internal Orders Working Group John Taylor & Renee Rochester





ZMRBR Update Bruce Burnett





Plans for Year-End Closing Bruce Burnett & Anjali Griffin





Year-End Training



@ CO500 Introductory-Level Training Course

- For SCEIS users who have never participated in the yearend closing process and/or attended a year-end course
- Thursday, May 3, 2012, 9:00 a.m. to 5:00 p.m.
- Transportation Department Headquarters, 955 Park Street, Columbia, SC (5th Floor Auditorium)
- See April 16, 2012 Weekly Update for complete details: http://www.sceis.sc.gov/page.aspx?id=230



Year-End Training



@ CO500R Refresher-Level Training Course

- For SCEIS users who have previously participated in the year-end closing process and/or attended a year-end course
- Dates: May 14, 21, 24 & 25, 2012
- Times and locations vary; the course lasts 4 hours
- Complete details will be posted on Monday, April 30, on the SCEIS Weekly Updates Page: http://www.sceis.sc.gov/page.aspx?id=230



Year-End Training



@ CO500A Grants Training Course

- This workshop does not replace the CO500 or CO500R courses, but is a supplement to them, targeted to agency Grants Management staff
- Dates: May 29 & June 4, 2012
- Times and locations vary; the course lasts 3 hours
- Complete details will be posted on Monday, April 30, on the SCEIS Weekly Updates Page: http://www.sceis.sc.gov/page.aspx?id=230



Top SCEIS Service Desk Tickets: Finance





Top SCEIS Tickets: Finance



Team	Issue
Finance – Asset Management	I'm confused about asset transfers and the movement of related cash and expenditures. Can you clarify this?



Top SCEIS Service Desk Tickets: Materials Management





Top SCEIS Tickets: Materials Management



Team	Issue	Resolution
Materials	An approver has left	A Help Ticket is required to remove the
Management - Shopping	the agency and now there are shopping	approver from the Org Structure.
Cart	carts which have workflowed to that user for approval. How can I get the shopping approved by a different user?	To correct any existing shopping carts, the shopping cart creator will need to use Check Status to replace the shopping cart approver in the cart. The replacement approver must have the approver role.



Top SCEIS Service Desk Tickets



Team	Issue	Resolution
-	An agency is trying to create a Shopping Cart with an International Vendor Number and can't find the vendor	 SRM has a unique 5-digit number that represents the 089* International Vendor Number from ECC. To find this 5-digit number, the user must do the following: 1. In the Source of Supply section of the Shopping Cart, hit the Binoculars Icon. 2. In the Name 1/Last Name field, enter part of the International Vendor's name with asterisk(*). 3. If the 5-digit SRM number has been created, it should be displayed at the top of the search results. Click the link for this number to use. 4. If no 5-digit number is found, submit a help desk ticket for the SCEIS Team to add.



Break





RUG Update: Plans for the Future John Taylor





SCEIS AMS Provider Report Cassandra Alston





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



HRD & SCEIS Planning for General Increase Kelly Watkins, HRD





Leave Accrual Changes Kelly Watkins, HRD & Sammie Chumley





Top SCEIS Service Desk Tickets: HR/Payroll







Time Hayroll - Time How can I make sure the time and leave records for my agency's employees are accurate? Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and in some cases, accuracy of pay, as well: Late and leave records, and leave records an	Team	Issue	Resolution
		sure the time and leave records for my agency's employees	 following reports to ensure accuracy of time and leave records, and in some cases, accuracy of pay, as well: 1. ZHRMTR – Missing Time Report 2. ZHRUAL – Unapproved leave report and ZHR_MASS_APPR – Leave Request: Mass Approval by Supervisor Personnel 3. CATS_APPR_LITE – Approve Working Times 4. PT_ERL00 – Time Evaluation Messages: Analysis 5. ZHRTCR – Time Collision Report (New transaction: a Mini Guide & QRCs will be released soon)



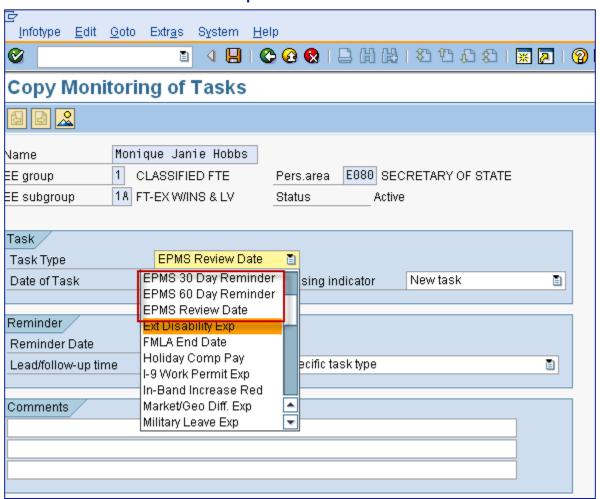


Team	Issue	Resolution
HR/Payroll – OM/PA	Multiple agencies have requested a way to record more than one Monitoring of Task notification for one EPMS date.	We have the ability to configure the system to allow more than one Monitoring of Task notification for a single EPMS record.
		On Manager Self Service (MSS) managers would then have multiple notifications for a single EPMS record for an employee.





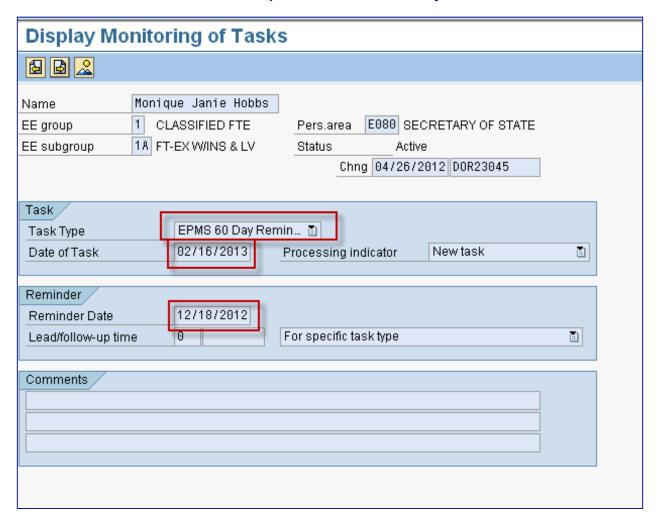
Below are the new drop downs that would be available.







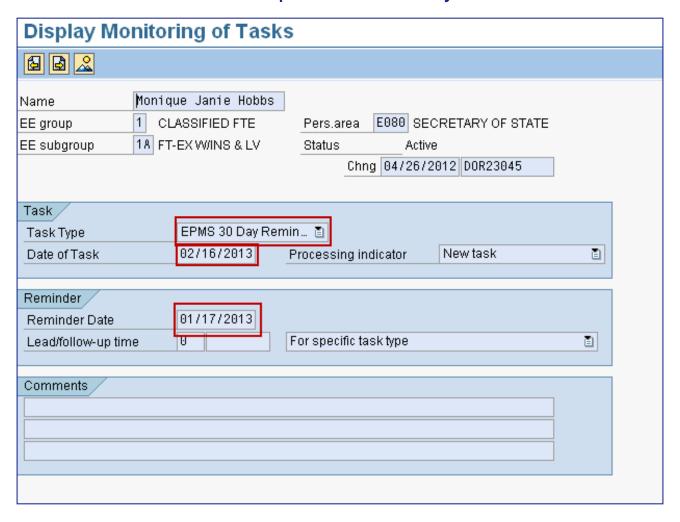
Below is a sample of the 60 day reminder.





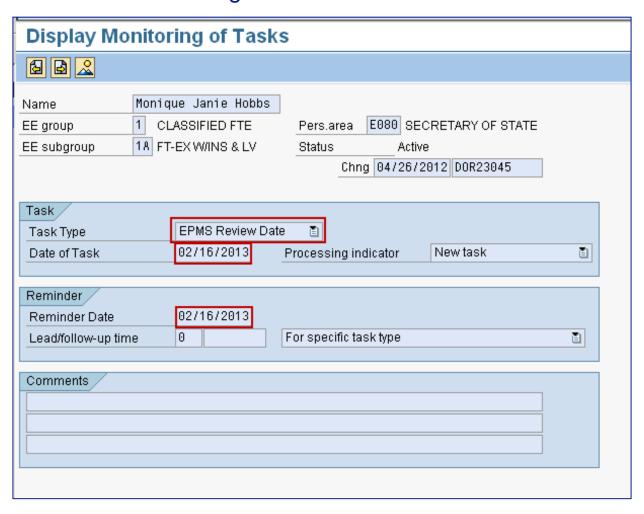


Below is a sample of the 30 day reminder.





Below is the original EPMS Review Date record.





Break

MM will reconvene here HR/Payroll breakout session convenes in AC115





Recovery Audit Update Ron Conner, MMO & Brenda Russell, RAS





Replace Shopping Cart Approver Functionality in SCEIS





Agenda



- **@Background Information**
- @"Replace Approver" Functionality
- **@When to Use Functionality**
- **@If SCEIS** Disables the Functionality
- **@If SCEIS Maintains the Functionality**
- @Demo
- **@Questions?**





©Replace Approver function is a standard SAP functionality that allows a shopping cart creator or approver to "replace" the original approver with a new approver.

@New Approver

- -Must have an approval role
- Assumes or borrows the same level as the original or 'replaced' approver. (Shopping cart will not bypass a higher level approver.)
- -Can access (view/update/approve) a cart **only if** they have security access in terms of agency, purchasing group, cost center, etc., whichever is applicable.





- **@SCEIS** system suggests all users available in the SRM organizational structure across all agencies.
 - Creator searches for the new approver by name.
- @If new approver does not have access (agency, purchasing group, cost center) to a shopping cart, the cart will not flow until the creator replaces another approver who have access to the cart.





Scenario that depicts several possibilities when using 'Replace Shopping Cart Approver' functionality:

- Joe is the shopping cart creator.
- Jane is the first level approver with \$500 approval authority.
- Mike is the second and highest level approver with \$1,000 approval authority.
- Joe creates a shopping cart.
- Jane is out of the office and did not assign a substitute approver.
- Joe uses the 'replace approver' functionality and replaces Jane with Mary who is an approver in the agency with the same purchasing group security. With the replacement, Mary assumes the same \$500 dollar level of approval as Jane.





Scenario that depicts several possibilities when using 'Replace Shopping Cart Approver' functionality continued:

Then Mary discovers that Mike, the highest level approver, is out of the office. She could replace herself for Mike or replace Mike with another approver within the agency who has the same purchasing group security. Whoever she decides to replace would assume the same \$1,000 approval authority as Mike.



When to Use the Functionality



- ©Examples of when to use Replace Approver functionality are if the original Approver:
 - Fails to add a Substitute approver before going out of the office
 - Is out with unexpected illness
 - Is terminated
- ©SCEIS receives an average of 2 service desk requests per week with above scenarios and the number increases during summer and holidays.



If SCEIS Disables the Functionality



- @Agency Data Owner must submit a Service Desk Request to replace the absent Approver with one who is available
- ©SCEISMM Team must make the change in SRM Organizational Structure
- @Creator must create a new cart (can use the old cart to copy)
- Creator must delete the old cart
- @If/when original Approver returns, repeat first two bullets



If SCEIS Maintains the Functionality



To monitor use of replace function

- Use "Monitor Shopping Cart"
- -Search for all carts created by a particular user
- If an original Approver has been replaced, the new Approver's name is spelled out completely in the Approval Overview instead of the user id
 - Example:
 - Original Approver = "MAR12345"
 - New Approver = "Maria Snelgrove"





©Live Demonstration of Replace Approver Functionality



Any Questions?







Contract Search Functionality in Shopping Cart





Agenda



©Demonstration and Discussion of Contract Search

- Impact of Contracts Search when Awarded Vendor is the Manufacturer and orders are sent to Distributors
- Plans going forward
- @Questions?



CB Any Questions?



