



South Carolina Enterprise Information System

User Group Meeting

Friday, April 27, 2012





Welcome John Taylor





South Carolina Enterprise Information System

Update: Internal Orders Working Group

John Taylor & Renee Rochester





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ZMRBR Update

Bruce Burnett





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Plans for Year-End Closing

Bruce Burnett & Anjali Griffin



CO500 Introductory-Level Training Course

- For SCEIS users who have never participated in the year-end 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>

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>

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>



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Top SCEIS Service Desk Tickets: Finance



Top SCEIS Tickets: Finance

Team	Issue
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Finance – Asset Management	I'm confused about asset transfers and the movement of related cash and expenditures. Can you clarify this?
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Top SCEIS Service Desk Tickets: Materials Management



Top SCEIS Tickets: Materials Management

Team	Issue	Resolution
Materials Management – Shopping Cart	An approver has left the agency and now there are shopping carts which have workflowed to that user for approval. How can I get the shopping approved by a different user?	<p>A Help Ticket is required to remove the approver from the Org Structure.</p> <p>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.</p>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
Materials Management – International Vendor	An agency is trying to create a Shopping Cart with an International Vendor Number and can't find the vendor	<p>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:</p> <ol style="list-style-type: none"> 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





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RUG Update: Plans for the Future

John Taylor





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SCEIS AMS Provider Report

Cassandra Alston



- 🌀 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

- ⌚ 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

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



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HRD & SCEIS Planning for General Increase

Kelly Watkins, HRD





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Leave Accrual Changes

Kelly Watkins, HRD & Sammie Chumley





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Top SCEIS Service Desk Tickets: HR/Payroll



Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
HR/Payroll - Time	How can I make sure the time and leave records for my agency's employees are accurate?	<p>Users with the necessary roles can run the following reports to ensure accuracy of time and leave records, and in some cases, accuracy of pay, as well:</p> <ol style="list-style-type: none"> 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) <p>Instructions for reports 1-4 are available here.</p>

Top SCEIS Tickets: HR/Payroll

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.	<p>We have the ability to configure the system to allow more than one Monitoring of Task notification for a single EPMS record.</p> <p>On Manager Self Service (MSS) managers would then have multiple notifications for a single EPMS record for an employee.</p>







Top SCEIS Tickets: HR/Payroll

Below are the new drop downs that would be available.

The screenshot displays the 'Copy Monitoring of Tasks' form in the SCEIS system. The form includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar with various icons. The main section contains fields for user information: Name (Monique Janie Hobbs), EE group (1 CLASSIFIED FTE), Pers.area (E080 SECRETARY OF STATE), EE subgroup (1A FT-EX WINS & LV), and Status (Active). Below this is the 'Task' section, which has a 'Task Type' dropdown menu currently open. The dropdown list includes: EPMS Review Date (highlighted in yellow), EPMS 30 Day Reminder, EPMS 60 Day Reminder, EPMS Review Date, Ext Disability Exp (highlighted in orange), FMLA End Date, Holiday Comp Pay, I-9 Work Permit Exp, In-Band Increase Red, Market/Geo Diff. Exp, and Military Leave Exp. Other fields in the Task section include 'Date of Task', 'Reminder' (with a 'Reminder Date' field), 'Lead/follow-up time', 'Comments', and a 'Task indicator' set to 'New task'. There is also a 'Specific task type' dropdown.







Top SCEIS Tickets: HR/Payroll

Below is a sample of the 60 day reminder.







Display Monitoring of Tasks			
  			
Name	Monique Janie Hobbs		
EE group	1 CLASSIFIED FTE	Pers.area	E080 SECRETARY OF STATE
EE subgroup	1A FT-EX WINS & LV	Status	Active
		Chng	04/26/2012 DOR23045
Task			
Task Type	EPMS 60 Day Remin... 		
Date of Task	02/16/2013	Processing indicator	New task 
Reminder			
Reminder Date	12/18/2012		
Lead/follow-up time	0	For specific task type 	
Comments			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Top SCEIS Tickets: HR/Payroll

Below is a sample of the 30 day reminder.

Display Monitoring of Tasks			
  			
Name	Monique Janie Hobbs		
EE group	1 CLASSIFIED FTE	Pers.area	E080 SECRETARY OF STATE
EE subgroup	1A FT-EX WINS & LV	Status	Active
		Chng	04/26/2012 D0R23045
Task			
Task Type	EPMS 30 Day Remin... 		
Date of Task	02/16/2013	Processing indicator	New task 
Reminder			
Reminder Date	01/17/2013		
Lead/follow-up time	0	For specific task type 	
Comments			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Below is the original EPMS Review Date record.

Display Monitoring of Tasks			
  			
Name	Monique Janie Hobbs		
EE group	1 CLASSIFIED FTE	Pers.area	E080 SECRETARY OF STATE
EE subgroup	1A FT-EX WINS & LV	Status	Active
		Chng	04/26/2012 DOR23045
Task			
Task Type	EPMS Review Date 		
Date of Task	02/16/2013	Processing indicator	New task 
Reminder			
Reminder Date	02/16/2013		
Lead/follow-up time	0	For specific task type 	
Comments			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			



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Break

MM will reconvene here

HR/Payroll breakout session convenes in AC115





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Recovery Audit Update

Ron Conner, MMO & Brenda Russell, RAS





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Replace Shopping Cart Approver Functionality in SCEIS



- 🌀 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.

“Replace Approver” Functionality

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 cont’d on next slide)

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.

- ☉ 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



🌀 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?

Any Questions?

