



User Group Meeting

Friday, May 18, 2012





South Carolina Enterprise Information System

Welcome

John Taylor, B&CB

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SC BUDGET AND CONTROL BOARD



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Update on CG's Office Year-End Package Focus Group

Anjali Griffin, CG's Office

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Top SCEIS Service Desk Tickets: Finance



Top SCEIS Tickets: Finance

Team	Issue	Resolution
Finance – Assets	<p>An agency has discovered an asset that was not loaded in the Asset Subsidiary, or an asset was mistakenly scrapped, and needs to be recreated.</p> <p>The catch with this transaction is that the asset has been depreciated in previous periods and needs to be created with the historical cost and accumulated depreciation.</p>	<p>The ABZON process for Donated Assets can be used when an asset needs to be created for which there is no accumulated depreciation balance. In order to record both the historical cost and accumulated depreciation, an asset must be created as if there was a system conversion. This can only be done centrally by the SCEIS Team.</p> <p>If your agency has assets that are not on the Asset Subsidiary, please create a Help Desk ticket and explain the situation.</p> <p>•http://www.sceis.sc.gov/requests/</p>

Top SCEIS Tickets: Finance

Team	Issue	Resolution
Finance – Budget	An agency has budget available on a line but is receiving a ZG or ZF error.	<p>The FM module contains four ledgers that are checked before a document passes budget. They are: 9H, ZG, ZF and the ZJ Ledger. (Additional detail provided on the next slide.)</p> <p>The primary reason for ZG and ZF errors is Personal Services and Fringes posting without budget check. The entire Grant or Funded Program budget is consumed by Personal Services and Fringes leaving no budget available for other line items.</p> <p>Correction: Clear all negative budget balances.</p>

Detail: Four ledgers checked before a document passes budget

Ledger	Checks	Prevents Over Spending
9H	Fund, Functional Area, Fund Center, Grant, Commitment Item	Line Item
ZG	Fund, Fund Center, Grant	Grant
ZF	Fund, Fund Center, Funded Program	Funded Program
ZJ	Net Personal Service, Fringe Transfers	2% Transfer Rule



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Mapping of NIGP Codes to GL Accounts

Kimber Craig, SCEIS

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NIGP/GL Codes Cleanup

- ☉ A NIGP Code (Material Group) is required for all Shopping Carts/Purchase Orders.
- ☉ Many of the NIGP codes are mapped to specific General Ledger codes which are then automatically populated in the Shopping Cart.
- ☉ There is a concern that the mapping is set-up incorrectly and the incorrect GL code is being used on the Shopping Cart/PO which results in problems during invoice payment.

NIGP/GL Codes Cleanup

- A team has been formed consisting of members from the CG's Office, MMO, the SCEIS Team and Agency Representatives.
- The team meets weekly to review the NIGP codes and current mapping. A decision is made jointly to either:
 - Maintain the existing NIGP/GL Relationship
 - Update the existing NIGP/GL Relationship
 - Add a new NIGP/GL Relationship
 - Remove the NIGP/GL Relationship

NIGP/GL Codes Cleanup

- ➊ There are 8,717 NIGP Codes. Of those, 5,888 are currently mapped to GL Accounts.
- ➋ As of Wednesday, May 16, 2012:
 - The Team has reviewed 1,015 NIGP Codes
 - The Team has recommended 88 mapping changes
- ➌ A spreadsheet showing the Mapping will be posted on the CG's Office & SCEIS websites.
- ➍ The spreadsheet will be updated monthly.
- ➎ A notice will be sent in the SCEIS Weekly Update at the first of each month as the spreadsheet is updated.

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- 🌀 The General Ledger code populated by the mapping is a **SUGGESTED** G/L Code.

 - 🌀 If a different G/L code should be used, the G/L code can be changed.
 - For example, NIGP Code 08045 – Presentation Folders is mapped to G/L 5030010000 – Office Supplies.
 - The G/L could be changed to 5032810000 – Educational Supplies (for example) depending on the use of the folders.



Top SCEIS Service Desk Tickets: Materials Management



Top SCEIS Tickets: Materials Management

Team	Issue	Resolution
Materials Management – Shopping Cart	SPO/ITMO has processed a solicitation for my agency and I need the Shopping Cart back so I can create the Purchase Order.	<p>The initial shopping cart is used by SPO/ITMO for the solicitation process based on an <u>estimated</u> cost. After the contract is created, this Shopping Cart can no longer be used.</p> <p>A second Shopping Cart needs to be created against the contract issued by SPO/ITMO with the correct amount for the procurement.</p>

Top SCEIS Tickets: Materials Management

Team	Issue	Resolution
Materials Management – Shopping Cart	I've tried to redistribute a Shopping Cart to SCEIS Team Members for deletion but it is still in my Carry Out Sourcing—how do I get rid of it?	<p>This is due to errors on the Shopping Cart. At the end of the Redistribute Workload process, click the yellow “Update Messages” button to view the error messages.</p> <p>In the case of budget exceeded errors, the price on the cart can be reduced to \$1.00 or less which will then allow the cart to be redistributed.</p>



Break





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User Group Leads Committee Updates & Reminders

John Taylor, B&CB

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User Group Leads Committee: Elected Members

SCEIS User Group Leads Committee, 2011-2012:

- ☛ **Chair:** John Taylor (B&CB) – jtaylor@io.sc.gov
- ☛ **Training Lead:** Danny Edens (DOI) – dedens@doi.sc.gov
- ☛ **HR/Payroll Lead:** Jon Fisher (DHEC) – fisherj@dhec.sc.gov
- ☛ **Reporting Lead:** Tracie Branham (PPP) – TBrancham@ppp.state.sc.us
- ☛ **Materials Management Lead:** Jaquetta Campbell Wright (DOR) – Jaquetta.Wright@sctax.org
- ☛ **Finance Lead:** Steven Lake (DJJ) – SWLAKE@scdjj.net
- ☛ **Budget/Funds Management Lead:** Michelle Featherstone – mfeatherstone@sled.sc.gov

User Group Leads Committee: Election Cycle

- 🌀 User Group Leads Committee Members are elected each year, at the October meeting of the SCEIS User Group
 - Election announcement and call for nominations are presented each year, at the August meeting
- 🌀 On October 26, 2012, we will hold elections for the following positions:
 - Training Lead
 - Budget/Funds Management Lead
 - Materials Management Lead
- 🌀 New HR/Payroll, Reporting and Finance Leads will be elected in October 2013



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Reporting User Group Update

John Taylor, B&CB - Sam Wilkins, HRD

Jaquetta Wright, DOR

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☉ SCEIS Business Objects Enterprise Reports Workshop:

- Friday, May 25, 9:00 a.m. to 11:30 a.m.
- Midlands Tech Northeast Campus Auditorium

☉ We will spend about thirty minutes reviewing each of the following reports:

- Budget vs. Actual [STARS 424]
- Expenditures by Object [STARS 427]
- Appropriations Balances [STARS 477]
- Available Cash [STARS 404]
- Estimated Revenue vs. Cash Received [STARS 406]
- AR Aging



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SCEIS Change Advisory Board Update

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- 🌀 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.
- 🌀 The SCEIS Team is finalizing plans to hold the SCEIS CAB Kickoff Meeting in early June
 - This will be an organizational meeting

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:
 - Scott English, Chief Operating Officer, Education Dept.
- ☛ State Treasurer's Office representative:
 - Clarissa Adams, Deputy State Treasurer
- ☛ Comptroller General's Office representative:
 - Anjali Griffin, Senior Assistant Comptroller General

Voting CAB Members cont'd

- 🌀 Human Resources Division representative:
 - Sam Wilkins, State Human Resources Director
- 🌀 State Purchasing Office representative:
 - Voight Shealy, Materials Management Officer
- 🌀 State Budget Office representative:
 - Beth Quick, Project Manager - Statewide Budget Systems

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



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Break

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

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General Increase & Discrepancy Reports

Kelly Watkins, HRD - Paige Stephens, SCEIS



General Increase

- Memo sent to all HR Directors from Sam Wilkins on May 16, 2012.
- At this time, both the House and Senate Finance versions of the bill provide for a general increase for employees.
- There is also an additional increase for law enforcement officers who are a class 1.
- Under the current version of the bill SLED, PPP, DPS and DNR class 1 officers will be entitled to the additional increase and will need to provide the SCEIS team with officers' names and PERNs. A template will be made available for those agencies to use.

General Increase

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- ☉ We strongly advise agencies not to key in any future-dated actions from June 2, 2012 or later.
 - ☉ Any employee with a future-dated recorded will not have the GI applied with the batch load. The agency will have to key that employee's GI manually.
 - ☉ Instructions for entering the increase for those affected employees will be provided.
 - ☉ A mini ready room will be available for those agencies needing assistance with manually keying in the GI.

Data Discrepancy

- ☛ As discussed in the April User Group meeting, this week, HRD sent agencies a template to correct the May Discrepancy Reports.
- ☛ The following reports need to be cleaned before the GI is applied:
 - Job Class Code vs Position Class Code
 - Job Class Code vs Employee & Position Pay Grade
 - Employee Pay Grade vs Position Pay Grade
 - Pay Grade as Not Assigned
- ☛ The SCEIS team will use an effective date of May 17, 2012 for the data clean-up action.
- ☛ We ask that the spreadsheets be returned no later than May 25, 2012.
- ☛ After all templates have been loaded in SCEIS we will run the Discrepancy Reports again to see if there are any remaining issues.



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Leave Accrual Update

Sam Wilkins, HRD

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Top SCEIS Service Desk Tickets: HR/Payroll



Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
HR/Payroll – OM & ESS	<p>Leave requests are skipping the direct manager and routing to the next manager up the organizational structure. What's causing this and how can it be resolved?</p>	<p>Cause: There are two chief positions with one position being vacant and one being filled with current manager. The system is picking the first chief it finds, and if the position is vacant, then the system goes up the organizational structure to find the next higher manager position.</p> <p>Resolution: Delimit the relationship using PO13 and the chief relationship on the vacant position. The relationship is the A012 manages relationship. Make sure to enter correct delimit date.</p>

Next SCEIS User Group Meeting

Friday, June 22

**MTC Airport Campus
Academic Center Auditorium**