



South Carolina Enterprise Information System

User Group Meeting

Friday, August 31, 2012





Welcome John Taylor





South Carolina Enterprise Information System

User Group Leads Committee Elections in October

John Taylor

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

User Group Leads Committee Elections in October

🌀 Positions to be elected in 2012:

– Training Lead

- Current Training Lead: Danny Edens

– Materials Management Lead

- Current Materials Management Lead: Jaquetta Wright

– Budget / Funds Management Lead

- Current Budget / Funds Management Lead: Michele Featherstone

🌀 Submit your nominations for these positions at the September 28, 2012 SCEIS User Group meeting

🌀 Elections will be held at the October 26, 2012 meeting



South Carolina Enterprise Information System

Reporting User Group Update

Tracie Branham, PPP – Sam Wilkins, HRD

Jaquetta Wright, DOR





South Carolina Enterprise Information System

IBM AMS Status Update

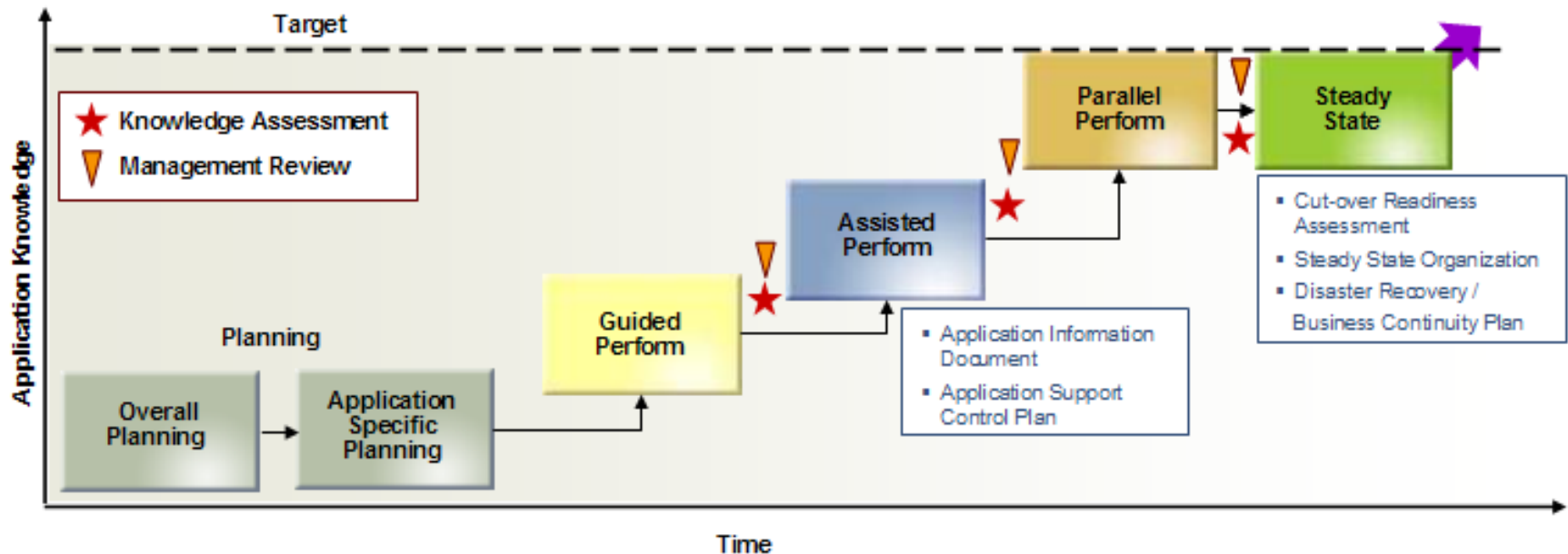
Brit Moyer, IBM Project Manager



AMS Status Update

- **AMS – Application Management Services**
- **Contract Signed March 30, 2012**
- **Performance period April 2012 – April 2017**
 - **Transition Phase (18 weeks)**
 - **Steady State**

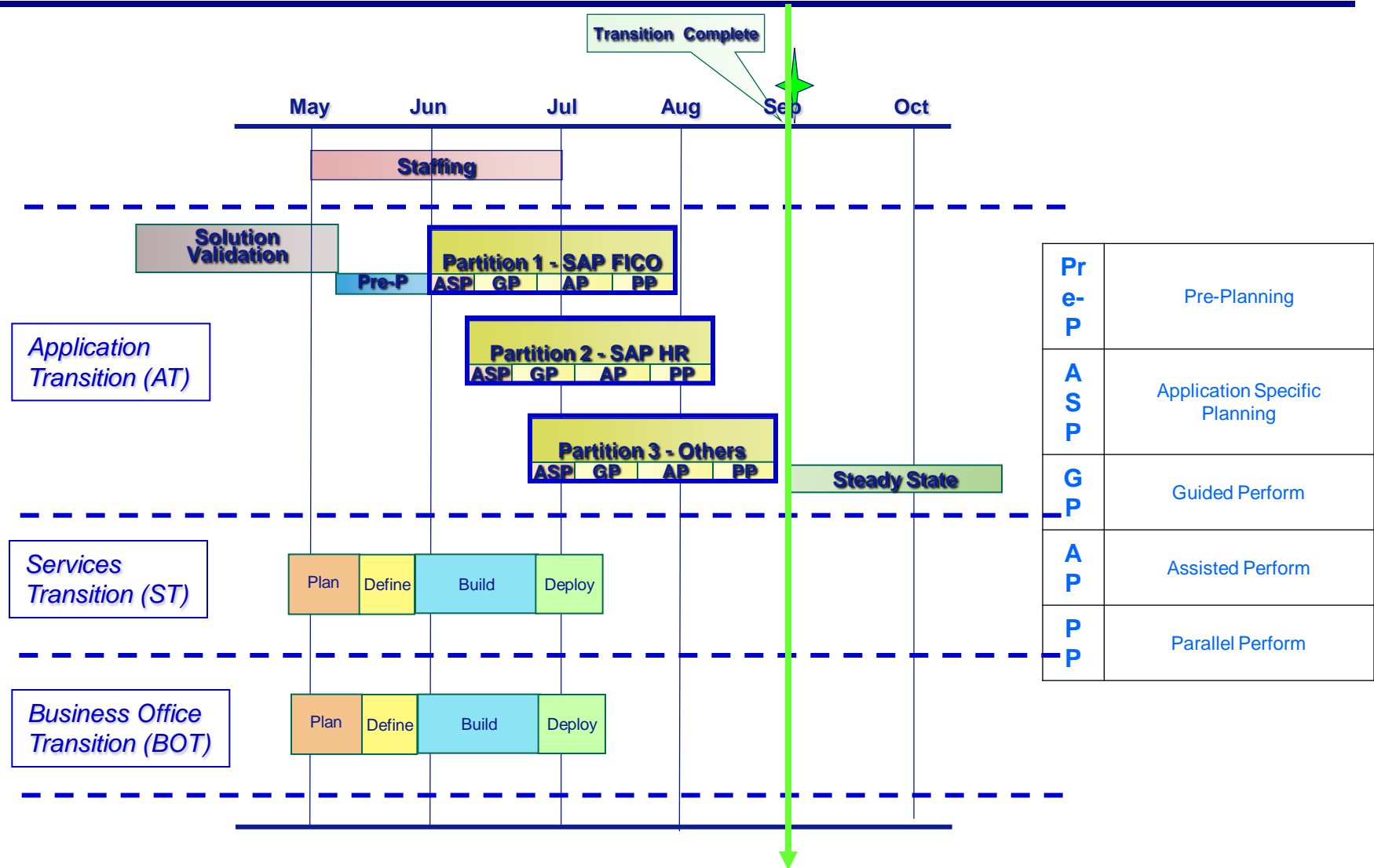
AMS Status Update: Transition



Deliverables

- Ø Application Information Document (AID)
- Ø Application Support Control Plan (ASCP)
- Ø Procedure Manual

AMS Transition: Overall Timeline



AMS Status Update

AMS Team

- **Team Organized**
 - **FI**
 - **HR/Payroll**
 - **MM/Procurement**
 - **Technical**
- **50 consultants experienced in SAP Support**
 - **10 onsite**
- **DOCUMENTED Procedures**
- **Collaborative partnership**

AMS Status Update After 5 years?

- **Options after 5 year contract?**
 - **Transition support back to the state**
 - **Renew contract**
 - **Transition to another provider**
- **How do we all get there?**
 - **Continual KT – (Knowledge Transfer)**
 - **Documentation updates**
 - **Collaboration / Communication**

AMS Status Update

Factors for Success

- **SCEIS Service Desk**
 - **To report SCEIS Incidents**
- **Service Level Agreements (SLAs)**
 - **9 specified in contract**
 - **Monthly performance measurements**
- **New Processes & Procedures**
 - **CAB**



South Carolina Enterprise Information System

SCEIS CAB Update

Elizabeth Renedo, SCEIS



SCEIS Change Advisory Board Update

- The SCEIS Change Advisory Board (CAB) met on Thursday, August 2
 - Organizational and orientation meeting
 - Elected Chuck Fallaw of the State Treasurer's Office as Chairperson
 - Elected Martin Taylor of the Dept. of Disabilities and Special Needs as Vice Chairperson

- Next CAB meeting will be held on Thursday, September 20
 - At this meeting, the CAB will review and prioritize projects mandated by the General Assembly



Break





South Carolina Enterprise Information System

Common Reconciliation Issues 2012

Renee Rochester, B&CB, IO



Fixed Asset Transactions:

- ABUMN transactions create cash reconciling items.
- ABZON transactions create expenditure reconciling items.
- Training to be provided by SCEIS Group in the fall to review the correct procedures and other considerations when using these transactions.

HRPAY and Fund 3024:

- ☉ These balances appear on the cash reconciliation. These items should be cleared monthly.

Use Tax:

- ➊ Expenditure Reconciliation provides details giving an in-depth view of use tax accruals and payments:
 1. **SAP Use Tax:** This is the Use Tax Payable. Users can click on the amount for the detailed information.
 2. **Use Tax Paid:** This is the amount the Agency has remitted to the Department of Revenue. Users can click on the amount for the detailed information.
 3. **Use Tax Difference:** This is the difference between SAP Use Tax and Use Tax Paid. This field does not have drilldown capability.

Reconciliation Issues for 2012

SAP to STARS Expenditure Reconciliation By Fiscal Month Report with New Columns Added (Summary view):

SAP to STARS Expenditure Reconciliation By Fiscal Month										SAP Use Tax	Use Tax Paid	Use Tax Diff...
<div> <div>Enter Criteria</div> <div> <div>Business Area</div> <div>H630 EDUCATION DEPARTMENT</div> </div> <div> <div>All Balances</div> <div>STARS Fund</div> <div><input type="checkbox"/></div> <div>Show live agencies</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Unbalanced</div> <div>Fiscal Year</div> <div>2012</div> <div>Show non-live agencies</div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Reset</div> <div>Fiscal Month</div> <div>7</div> <div>Show All Periods</div> <div><input type="checkbox"/></div> </div> </div>												
B...	Fiscal Y...	Period	Fund	State Funded Pg...	STARS Expendit...	SAP Expenditures	SAP Use Tax	Use Tax Paid	Use Tax Diff...	Interf...		
H630	2012	7	1	0200.000000.000	10,191.47	10,296.47			0.00	0.00		0.00
H630	2012	7	1	3500.050000.000	1,079,783.89	1,080,775.69	0.00	0.00	0.00	0.00		0.00
H630	2012	7	1	3500.070000.000	48,806,852.08	48,994,076.89	173,783.07-	156,012.90	17,770.17-	107.00	23.52-	23.52
H630	2012	7	1	5000.000000.000	2,543,772.24	2,607,014.65	1,652.90-	1,359.67	293.23-	0.00	0.00	0.00
H630	2012	7	1	6000.010000.000	1,054,722,844.09	1,056,868,236.01	0.00	0.00	0.00	0.00	0.00	0.00
H630	2012	7	1	7000.000000.000	3,821,500.86	3,922,214.04	3,416.20-	2,352.26	1,063.94-	0.00	0.00	0.00
H630	2012	7	1	8200.200000.000	757,139.85	757,412.93	0.00	0.00	0.00	0.00	0.00	0.00
H630	2012	7	3	0500.000000.000	405,954.29	411,516.15	4,582.09-	19.92	4,562.17-	0.00	0.00	0.00
H630	2012	7	3	2000.000000.000	257,935.24	260,323.93	524.92-	363.22	161.70-	0.00	0.00	0.00
H630	2012	7	3	2500.010100.000	70,614.88	70,570.06	0.00	97.11	97.11	0.00	1,938.91-	0.00
H630	2012	7	3	3500.070000.000	3,096,210.58	3,096,343.42	132.84-	6.77-	139.61-	0.00	1,250.05-	0.00
H630	2012	7	3	5000.000000.000	347,122.27	359,906.27	23.52-	23.52	0.00	0.00	31.76-	0.00
H630	2012	7	3	9900.000000.000	30,872.22	32,756.36	0.00	0.00	0.00	0.00	0.00	0.00
H630	2012	7	4	4400.204003X000	2,741,499.84	2,742,213.84	0.00	0.00	0.00	0.00	3,128.99-	0.00
H630	2012	7	4	8200.010500X000	10,694,225.55	10,714,249.27	0.00	0.00	0.00	0.00	0.00	0.00
H630	2012	7	4	8200.100000X000	1,412,117.67	1,413,089.30	0.00	0.00	0.00	0.00	0.00	0.00
H630	2012	7	5	0500.000000.000	5,877,005.94	5,881,308.88	1,938.91-	0.00	1,938.91-	0.00	0.00	0.00
H630	2012	7	5	0700.000000.000	4,103,083.57	4,103,083.57	1,250.05-	0.00	1,250.05-	0.00	0.00	0.00
H630	2012	7	5	2000.000000.000	214,138.72	214,138.72	31.76-	0.00	31.76-	0.00	0.00	0.00
H630	2012	7	5	3500.050000.000	1,626,784.21	1,628,636.39	3,128.99-	0.00	3,128.99-	0.00	0.00	0.00
H630	2012	7	5	6000.010000.000	510,115,292.21	510,115,512.21	0.00	0.00	0.00	0.00	0.00	0.00
H630	2012	7	5	8200.200000.000	3,222,473.31	3,240,358.35	0.00	0.00	0.00	0.00	0.00	0.00
					558,932,335.76	559,119,885.57	173,783.07-	156,012.90	30,243.42-	107.00	2,556,268.00	

Reconciliation Issues for 2012

SAP to STARS Expenditure Reconciliation By Fiscal Month Report—Detail View:

System Help

SAP

Navigation icons: back, forward, search, etc.

SAP to STARS Detail Reconciliation (FM)

Update Status Filtered By Status Show All Unmatched

Difference for 3 2000.000000.000 As of FY 2012 FM 007 2,226.99

BusA	Year	Doc No	Warrant Id	Error Desc	RFu...	SAP PDate	FM	SAP Am...	Use T...	E...	SF	STARS...	STARS ...	FM	STARS	Diff...		
H630	2012	5700347659	H631108316004020	SAP Diff = Use Tax.	3035	20110830	002	738.35-	48.30-	S	3	20110831	3492393	002	690.05-	0...	0.00		
H630	2012	5700352246	H631109086004020	SAP Diff = Use Tax.	3035	20110907	003	502.77-	32.89-	S	3	20110908	3408130	003	469.88-	0...	0.00		
H630	2012	3900112928	H631109204002003	STARS Use Tax Paid.	0	000	000	0.00	48.30	S	3	20110920	3435378	003	48.30-	0...	0.00		
H630	2012	5700356472	H631109276007004	SAP Diff = Use Tax.	3035	20110926	003	4,311.03-	282.03-	S	3	20110927	3451259	003	4,029.00-	0...	0.00		
H630	2012	3900116242	H631110174002003	STARS Use Tax Paid.	0	000	000	0.00	314.92	S	3	20111017	3492136	004	314.92-	0...	0.00		
H630	2012	5700433946	H631201266010022	SAP Diff = Use Tax.	3035	20120120	007	2,471.70-	161.70-	S	3	20120126	3406773	007	2,310.00-	0...	0.00		
								000 = 8,023.85-	161.70-									000 = 7,862.15-	0 = 0.00

Use Tax Column

ZFI_BOR SCEISSBX5 INS

Use Tax:

- ☉ Reconciling items should consist of use tax accrued in FY 2012 but paid in FY 2013 and use tax accrued in the previous month but not yet paid (for agencies filing monthly).
- ☉ Accruals of use tax for grant-related items must be reversed by journal entry after payment to prevent doubling of use tax expenditure.
- ☉ Journal entries impacting only balance sheet accounts which change funding on use tax liabilities create reconciling items and should be avoided.



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Finance



Top SCEIS Service Desk Tickets: Finance

Team	Issue	Resolution
Finance – Assets	A user is working on the GAAP Capital Assets Reporting Package for his/her agency, but is having trouble with reporting. How should the user proceed to complete this task?	<p>Follow the detailed instructions on the following slides, and refer to the following materials available on the Comptroller General's Office (CG's Office) website.</p> <p>Link to CG's Office Year-End Reporting Packages Page: http://www.cg.sc.gov/stateagencyinfo/Pages/agenciesthatsubmitpackages.aspx</p> <ul style="list-style-type: none">• See pages 45 – 52 of the <u>Year-End Reporting Policies and Procedures Manual</u>, located near the top of the page.• See the instructions included in the 3.8 Capital Assets Reporting Forms <u>Excel Spreadsheet</u>, available near the middle of the page.

Asset History Sheet – S_ALR_87011990

Program Edit Goto System Help

Asset History Sheet

Company code **SC01** to
Asset number to
Subnumber to

Selections

Asset class to
Business area to
Cost center to
Plant to
Location to
Asset super number to
Worklist

Settings

Report date 06/30/2010
Depreciation area 01 **Modif.Accrl.**
Sort Variant 0001 Co. code/bus. area/bal. item/B/S acc
Translation method

List assets
☐ ... or main numbers only
☐ ... or group totals only

Display options

S_ALR_87011990 SCEISECDCS1 OVR

This report, will detail all Asset history for Company Code SC01 using Depreciation area 01 – Modified Accrual.

NOTE: This is for course demonstration purposes. Running historical reports using broad criteria in Production would be impractical. Also, Agencies will only be able to view Assets within their respective Business Areas.

Asset History Sheet – S_ALR_87011990

The Asset History shows all Asset activity within the Modified Accrual Depreciation area.

Asset History Sheet

Report date: 06/30/2010 Asset History Sheet - 01 Modif.Accr1.
Created on: 09/15/2009 In compl. w/EC directive 4 (13 col.,wide version) (complete)

CompanyCode BusinessArea Bal.sheetitem Bal.sh.acctAPC AssetClass
SC01 E080 8000000 1801009000 13001

Asset	SNo.	Cap.date	Asset description	Crcy	APC FY start	Acquisition	Retirement	Transfer	Post-capital.	Invest.support	Current APC
Dep. FY start	Dep. for year	Dep.retir.	Dep.transfer	Dep.post-cap.	Write-ups	Accumul. dep.					
Bk.val.FY strt											Curr.bk.val.
130000000001	1	01/31/2009	West Wing -Planning	USD	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00
					10,000.00						10,000.00
* Asset Class 00013001 SCEIS_AUC IM											
					10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00
					10,000.00						10,000.00
** Bal.sh.acct APC 1801009000 AUC-MA											
					10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00
					10,000.00						10,000.00
*** Balance sheet item 8000000 Accounts not assigned											
					10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00
					10,000.00						10,000.00
**** Business Area E080 SECRETARY OF STATE											
					10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
					0.00	0.00	0.00	0.00	0.00	0.00	0.00
					10,000.00						10,000.00

Use the scroll bar to view more of the Asset History Sheet.

Top SCEIS Service Desk Tickets: Finance

Team	Issue	Resolution
Finance – Assets	Can you provide some guidance on when to block vs. delete an asset shell?	<p>You cannot delete an asset shell that has either a capitalization date or a Purchase Order (PO) associated with it. If there is no capitalization date or PO, the asset can be deleted.</p> <p>The following slides provide detailed instructions on determining whether an asset shell has a capitalization date or PO associated with it.</p> <p>Instructions for running the S-ALR_87012056 Directory of Un-posted Assets transaction excluding blocked assets are also provided in the following slides.</p>

How to Determine When to Block vs. Delete an Asset Shell

- The asset shell shown below does not have a capitalization date:

The screenshot shows the 'Display Asset: Master data' window in the SCEIS system. The 'General' tab is active. The asset ID is 290000138148, and the class is 29900. The description is 'Software' and 'VMware vSphere 5'. The 'Capitalized on' field is empty and highlighted with a red box, indicating that the asset has not been capitalized. Other fields like 'Acct determination', 'Serial number', and 'Inventory number' are also visible.

Field	Value
Asset	290000138148
Class	29900
Software	SCEIS_LowValue Asset
Company Code	SC01
Description	Software
Asset main no. text	Software
Acct determination	29900 SCEIS_Low Value Assets Less Than \$4,999.99
Serial number	TBD
Inventory number	TBD
Quantity	1 EA each
Capitalized on	(Empty)
First acquisition on	(Empty)
Acquisition year	000

How to Determine When to Block vs. Delete an Asset Shell

- The asset shell shown below does have a capitalization date:

Display Asset: Master data

Asset values

Asset 150000009509 0 Web server
Class 15400 SCEIS_Data Proc Eq Company Code SC01

General Time-dependent Allocations Origin Leasing Deprec. Areas

General data

Description Web server

Asset main no. text Web server

Acct determination 15400 SCEIS_Data Processing Equipment

Serial number

Inventory number TBD

Quantity 0.129 EA each

☐ Manage historically

Inventory

Last inventory on

Inventory note

☒ Include asset in inventory list

Posting information

Capitalized on 08/14/2012

First acquisition on 08/14/2012

Acquisition year 2013 002

Deactivation on

Pind. retirement on

Ordered on

- 🌀 To check to see if it is attached to a purchase order: Go to Environment > Purchase Order. If there is a purchase order attached to this asset you will get the following screen.

PO	Type	Vendor	Name	PGp	Order	Date
Item	Material		Short Text			Mat. Group
D I A Plnt SLoc			Order Qty	Un	Net Price	Curr. per Un
4600177149	ZSTD	7000109435	VARROW INC	132	06/20/2012	
00020			Software - VMware		20689	
A AG01	0001		1	EA	28,425.96	USD 1 EA
Acct Assgt	01		0.132	EA		
Asset	290000138148	0				
Contract Release Order	4400004281	Item	00004			
Still to be delivered		0	EA	0.00	USD	0.00 %
Still to be invoiced		1	EA	28,425.96	USD	100.00 %

How to Determine When to Block vs. Delete an Asset Shell

- ☛ If it has a cap date or is attached to a PO then you may only block it (AS05):

Make sure you select “Locked to acquis.” at the bottom and then hit save.

Asset Edit Goto Extras Environment Settings System Help

Block Asset: Processing screen

Asset 150000009509 0 Web server
 Class 15400 SCEIS_Data Proc Eqp Company Code SC01

General data

Description Web server

Acct determination 15400 SCEIS_Data Processing Equipment
 Inventory number TBD
 Quantity 0.129 EA

Posting information

Capitalized on 08/14/2012 Deactivation on
 First acquisition on 08/14/2012
 Acquisition year 2013 2 Plnd. retirement on

Acquisition lock

☐ None
☒ Locked to acquis.

How to Determine When to Block vs. Delete an Asset Shell

- ☛ If there is no cap date and no purchase order then you may delete (AS06) the asset:

Make sure
“Physically
delete asset” is
selected and
then hit save

Delete Asset: Processing screen

Asset 290000138148 0 Software
Class 29900 SCEIS_LowValue Asset Company Code SC01

General data

Description Software
VMware vSphere 5

Acct determination 29900
Inventory number TBD
Quantity 1 EA

Posting information

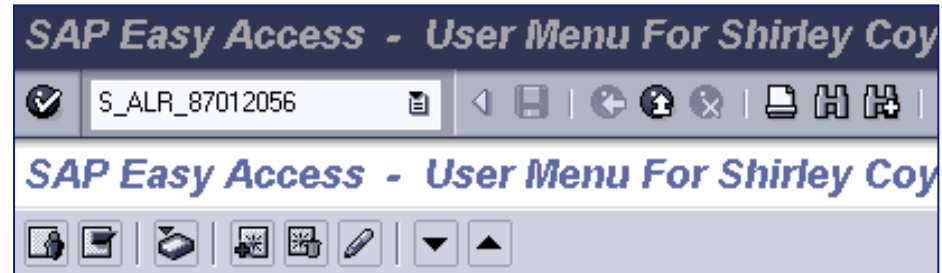
Capitalized on Deactivation on
First acquisition on
Acquisition year 0 Plnd. retirement on


Deletion

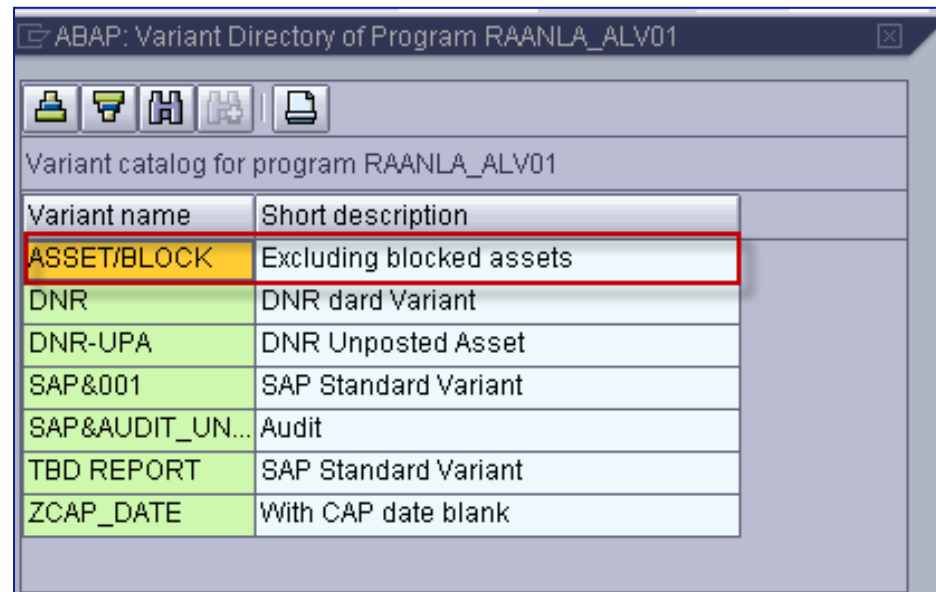
☐ Do not delete asset
☒ Physically delete asset

Running S-ALR_87012056 Excluding Blocked Assets

Enter the Transaction Code as shown at right.



Click on the  icon to choose Asset/Block as shown at right.

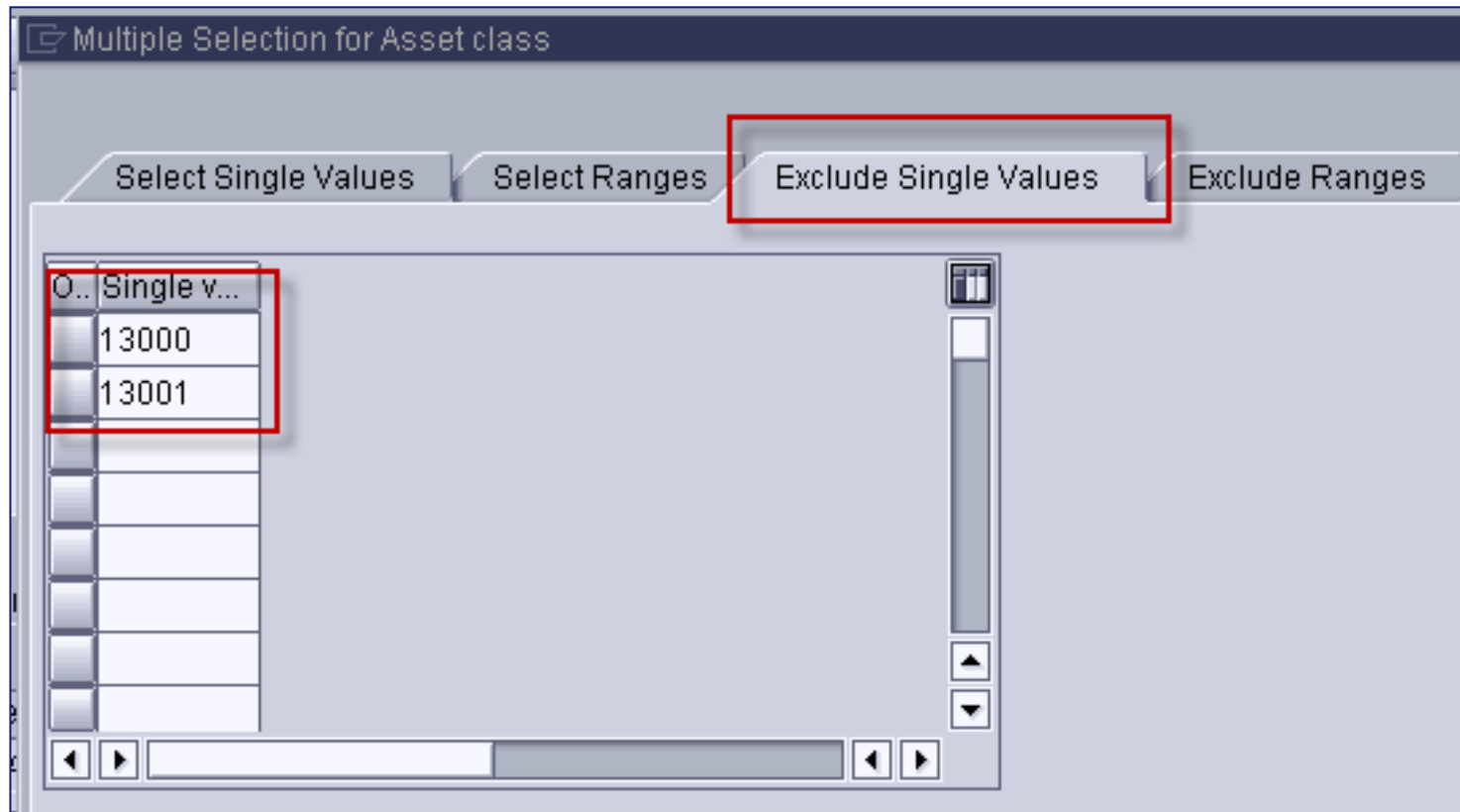


The variant created excludes all assets blocked.

Running S-ALR_87012056



Excluding Blocked Assets









Next, you will exclude assets that are in 13000 and 13001 asset class. This range is for assets under construction.



Running S-ALR_87012056

Excluding Blocked Assets


Use the all selection icon  to filter down further for your agency, then click the  execute the report.


Company code	SC01	to		
Asset number		to		
Subnumber		to		
Selections				
Asset class	 13000	to		
Business area	f030 	to		
Cost center	f030j b0000	to	f030j zzzzz	

Running S-ALR_87012056 Excluding Blocked Assets

Results:

Directory of Unposted Assets

 - Created on: 05/24/2012

Asset	SNo.	Created on	Created by	Asset description
140000022... 	0	02/15/2012	ANG12146	CAR, 2012 FORD POLICE INTERCEPTOR
140000022468	0	02/15/2012	ANG12146	CAR, 2012 CHEVROLET IMPALA
140000022469	0	02/15/2012	ANG12146	CAR, 2012 FORD POLICE INTERCEPTOR
140000022470	0	02/15/2012	ANG12146	CAR, 2012 FORD POLICE INTERCEPTOR
140000022474	0	02/16/2012	ANG12146	CAR, 2012 CHEVROLET IMPALA
140000022475	0	02/16/2012	ANG12146	CAR, 2012 CHEVROLET IMPALA
140000022476	0	02/16/2012	ANG12146	CAR, 2012 CHEVROLET IMPALA
140000022477	0	02/16/2012	ANG12146	CAR, 2012 CHEVROLET IMPALA
140000022478	0	02/16/2012	ANG12146	CAR, 2012 CHEVROLET IMPALA
140000022483	0	02/23/2012	ANG12146	TRUCK, 2012 FORD F-250
140000022484	0	02/23/2012	ANG12146	TRUCK, 2012 FORD F-250
140000022485	0	02/23/2012	ANG12146	TRUCK, 2012 FORD F-250



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Materials Management



Top SCEIS Service Desk Tickets: MM

Team	Issue	Resolution
Materials Management – Purchase Orders	The user was trying to create a PO against a contract that has reached its target or total value, which triggered an error message, and prevented the user from continuing with the transaction. How can the user complete this PO?	When the cumulative dollar value of POs issued against a contract exceeds the target value of the contract, the buyer receives a hard-stop error message and cannot complete any additional POs. At this point, based on procurement law, either a new contract will need to be solicited and awarded or the target value of the current contract will need to be increased before any further POs can be completed.
		The user should proceed as detailed in the following slides to adjust or delete the PO, as appropriate. (Detailed instructions are also available on the SCEIS website, here .)
		In addition, the SCEIS MM Team encourages agencies to use the ME3N transaction to view target values of your contracts, as detailed in the instructions available here .

Top SCEIS Service Desk Tickets: MM

- ☞ The cumulative dollar value of a PO is based on the quantity and dollar value entered on the line item of the PO. Final Invoicing and locking a line item on a PO will not reduce the value of orders issued against the contract.
- ☞ Instead:
 - If a PO is issued against a contract, and is no longer needed, the PO should be deleted, provided there are no invoice payments made against the PO.
 - If invoice payments have been made against the PO, then the PO quantity should be reduced to match the invoiced quantity using the ME33K transaction, as shown on the following slides.
- ☞ Deleting the line item or reducing the quantity will ensure that the value of orders issued against a contract is not artificially inflated.

Top SCEIS Service Desk Tickets: MM

How to use the ME33K Transaction to Reduce the Value of POs Against a Contract:

1. Use transaction ME33K to display a contract. To view purchase orders (POs) issued against the contract, select the line item and click the Release Documentation icon ).

Contract Edit Header Item Environment System Help

Display Contract : Item Overview

Account Assignments

Agreement 4400001932 Agreement Type ZMMO Agmt Date 11/19/2009
Vendor 70000052925 BRIDGESTONE AMERICAS TIRE OP... Currency USD

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	PInt	SLoc	D	Te...
1		U		Police Pursuit Tire		1 EA	75.00	1	EA	86330				
2		U		Auto Radial Tire		1 EA	0.01	1	EA	86305				
3		U		Light Truck Radial Tire		1 EA	0.01	1	EA	86307				

Top SCEIS Service Desk Tickets: MM

- Review the purchase orders issued against this contract line item. In this example, three PO line items for a total value of \$45,000.00 have been issued.

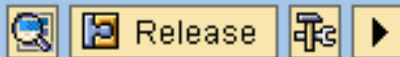
<div> List Edit Goto Environment System Help </div>									
<div> <input type="text"/> </div>									
Release Order Docu. for Contract 4400001932 Item 00001									
<div> Release </div>									
CCode	Plnt	Purch.ord.	Item	Order date	Order qty. Un		Order value Currenc		
SC01	DT02	4600175222	00010	07/09/2012	200	EA	15,000.00	USD	
SC01	DT02	4600175222	00020	07/09/2012	200	EA	15,000.00	USD	
SC01	DT02	4600175222	00030	07/09/2012	200	EA	15,000.00	USD	
SC01	DT02	Qty. released to date			600	EA	45,000.00	USD	
SC01	****	Qty. released to date			600	EA	45,000.00	USD	
****	****	Qty. released to date			600	EA	45,000.00	USD	
		Tgt. qty.			1	EA			
		Open target qty.			0	EA			

[illegible]

Top SCEIS Service Desk Tickets: MM

- The Release Documentation for the contract shows PO Line Item 10 has no value but Line Item 20 still has a value of \$15,000.

Release Order Docu. for Contract 4400001932 Item 00001



CCode	Plnt	Purch.ord.	Item	Order date	Order qty.	Un	Order value	Currenc
SC01	DT02	4600175222	00010	07/09/2012	0	EA	0.00	USD
SC01	DT02	4600175222	00020	07/09/2012	200	EA	15,000.00	USD
SC01	DT02	4600175222	00030	07/09/2012	200	EA	15,000.00	USD
SC01	DT02	Qty. released to date			400	EA	30,000.00	USD
SC01	****	Qty. released to date			400	EA	30,000.00	USD
****	****	Qty. released to date			400	EA	30,000.00	USD
		Tgt. qty.			1	EA		
		Open target qty.			0	EA		

Top SCEIS Service Desk

Tickets: MM

- To show the correct value of the POs against the contract, line item 20 on the PO needs to be reduced to the quantity received and paid.

Sole Source PO 4600175222 Created by Fred PIEPER

Document Overview On | Document Overview Off | Hold | Cancel | Print Preview | Messages | Personal Setting

ZSOL Sole Source PO 4600175222 Vendor 7000052925 BRIDGESTONE AM... Doc. date 07/09/2012

Header

S...	Item	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	10	K			Police Pursuit Tire	200	EA	D	08/31/2012	75.00	USD	1	EA	Miscellaneous...	SC De
	20	K			Police Pursuit Tire	75	EA	D	08/31/2012	75.00	USD	1	EA	Miscellaneous...	SC De
	30	K			Police Pursuit Tire	200	EA	D	08/31/2012	75.00	USD	1	EA	Miscellaneous...	SC De
											USD				
											USD				
											USD				
											USD				

Default Values | Add Planning

Item 2 [20] Police Pursuit Tire

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History

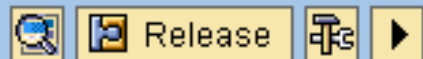
Basic List

S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in LC	L.cur	Qty in OPUn	DelCostQty
WE	101	5000354876	1	08/10/2012	75	0	EA	0.00	USD	75	
Tr./Ev. Goods receipt					75		EA	0.00	USD	75	
RE-L		5700539192	1	08/10/2012	75	0	EA	5,625.00	USD	75	
Tr./Ev. Invoice receipt					75		EA	5,625.00	USD	75	

Top SCEIS Service Desk Tickets: MM

6. Now the contract releases will reflect the correct value.

Release Order Docu. for Contract 4400001932 Item 00001



CCode	Plnt	Purch.ord.	Item	Order date	Order qty. Un	Order value Currenc
SC01	DT02	4600175222	00010	07/09/2012	0 EA	0.00 USD
SC01	DT02	4600175222	00020	07/09/2012	75 EA	5,625.00 USD
SC01	DT02	4600175222	00030	07/09/2012	200 EA	15,000.00 USD
SC01	DT02	Qty. released to date			275 EA	20,625.00 USD
SC01	****	Qty. released to date			275 EA	20,625.00 USD
****	****	Qty. released to date			275 EA	20,625.00 USD
		Tgt. qty.			1 EA	
		Open target qty.			0 EA	



South Carolina Enterprise Information System

12-Month Deletion Process

Sam Wilkins, HRD



12-Month Deletion Process

- ☉ Deletion of FTE positions that have been vacant for more than 12 months is authorized by Proviso 80A.7 of the FY2012-2013 Appropriation Act.
- ☉ **Timeline and process for deletions:**
 - Saturday, September 15:
 - State Budget Division and HRD runs vacancy report.
 - Agencies allowed to retain 5% vacancy factor based on total authorized positions, or minimum of 10 positions.
 - Monday, October 1:
 - Budget Analyst will provide agency with copy of report of positions to be deleted.

🌀 Timeline and process for deletions (cont'd):

– Wednesday, October 10:

- Exemption requests with documentation due to State Budget Division.
- Personnel actions that may be considered for exemption:
 - Actively interviewing for position
 - Extended offer letter
- If position number has a “chief” hat, agency must provide another position number to be deleted.
- If there is no cost center assigned to position number, the position will be deleted.

– Tuesday, October 30:

- Recommendations brought to Budget and Control Board.



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: HR/Payroll



Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
HR/Payroll – MySCEmployee	Approving multiple leave requests in MySCEmployee Manager Self Service (MSS) can be time consuming. Is it possible for the SCEIS Team to streamline the approval process?	<p>Yes, in September, the SCEIS Team will implement an enhancement streamlining the leave approval process from 4 steps to just 2. Instructions for the 2-step leave approval process in MSS are included in the following slides.</p> <p>We will distribute additional details and instructions in an upcoming <u>Weekly Update</u>.</p>

Two-Step Leave Approval Process in MSS

1. Select leave request to approve from your Universal Worklist (inbox), or from the approve leave request link in the detailed navigation menu.
2. Click the “Approve” or “Reject” button, as appropriate.

Approve Leave Requests

1

2

Display and Edit

Completed

[Show Team Calendar](#)
[Hide Worklist](#)

Requests waiting for approval

	Date of Request	Requester	Type of Leave	From	To	Used
	8/22/2012	Augusta Marilyn Boyle	A6.LWOP	8/31/2012	8/31/2012	
	8/22/2012	Augusta Marilyn Boyle	A6.LWOP	8/27/2012	8/27/2012	
	8/22/2012	Augusta Marilyn Boyle	A6.LWOP	8/23/2012	8/23/2012	

Row 1 of 3

Augusta Marilyn Boyle has requested the following leave:

Type of Leave:

Date:

Duration: Hours

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	81.87500 Hours
Comp time	3/26/2011	12/31/9999	5.00000 Hours

Previous Step

Approve

Reject

Two-Step Leave Approval Process in MSS

3. Now, instead of having to click review, the “Save” button appears at the bottom of the screen and you are ready to approve or reject depending on your selection.
4. If there is a problem with approving the leave request, the appropriate warning message will appear. If there are no problems with the leave request, the completed screen appears.

Approve Leave Requests

1

2

Display and Edit
Completed

Conflict with Absences / A6.LWOP (IT2001/2006) from 08/23/2012 to 08/23/2012

Conflict with Attendances / Attendance hours (IT2002/1000) from 08/02/2012 to 08/02/2012

Show Team Calendar
Hide Worklist

Requests waiting for approval

	Date of Request	Requester	Type of Leave	From	To	Used
	8/22/2012	Augusta Marilyn Boyle	A6.LWOP	8/31/2012	8/31/2012	
	8/22/2012	Augusta Marilyn Boyle	A6.LWOP	8/27/2012	8/27/2012	
	8/22/2012	Augusta Marilyn Boyle	A6.LWOP	8/23/2012	8/23/2012	

Row 1 of 3

Augusta Marilyn Boyle has requested the following leave:

Type of Leave: A6.LWOP

Date: 8/31/2012

Duration: 7.5 Hours

Note for Requester:

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	81.87500 Hours
Comp time	3/26/2011	12/31/9999	5.00000 Hours

Previous Step
Save

Two-Step Leave Approval Process in MSS

- To approve another leave request, click the “Approve Another Absence” link and you will be taken back to your list of leave to approve.

NOTE: This link will now work from both the Universal Worklist and Approve Leave Request link from detailed navigation.

Approve Leave Requests

```

graph LR
    Start(( )) --> Step1[1]
    Step1 --> Step2[2]
    Step2 --> End(( ))
    style Step1 fill:#ccc,stroke:#333,stroke-width:1px
    style Step2 fill:#ffcc00,stroke:#333,stroke-width:1px
    
```

i You have approved the leave request.

What do you want to do next?

[Approve Another Absence](#)

You have approved the following leave request:

Requester:	Augusta Marilyn Boyles
Type of Leave:	A6.LWOP
Date:	on Friday, August 31, 2012
Duration:	7.5 Hours

Next SCEIS User Group Meeting

Friday, September 28

**MTC Airport Campus
Academic Center Auditorium**