South Carolina Enterprise Information System

User Group Meeting
Friday, August 31, 2012

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

SCEIS

South Carolina Enterprise Information System

Welcome
John Taylor

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

User Group Leads Committee Elections in October

John Taylor

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

Reporting User Group Update
Tracie Branham, PPP – Sam Wilkins, HRD
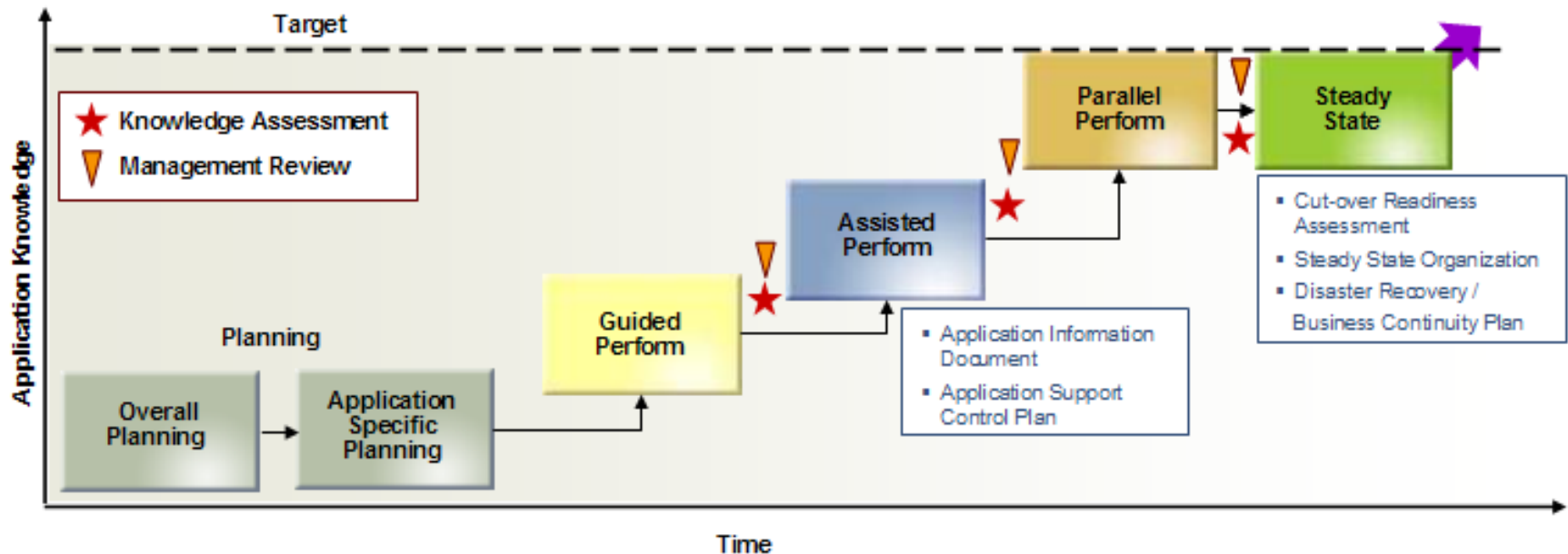## Jaquetta Wright, DOR

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**

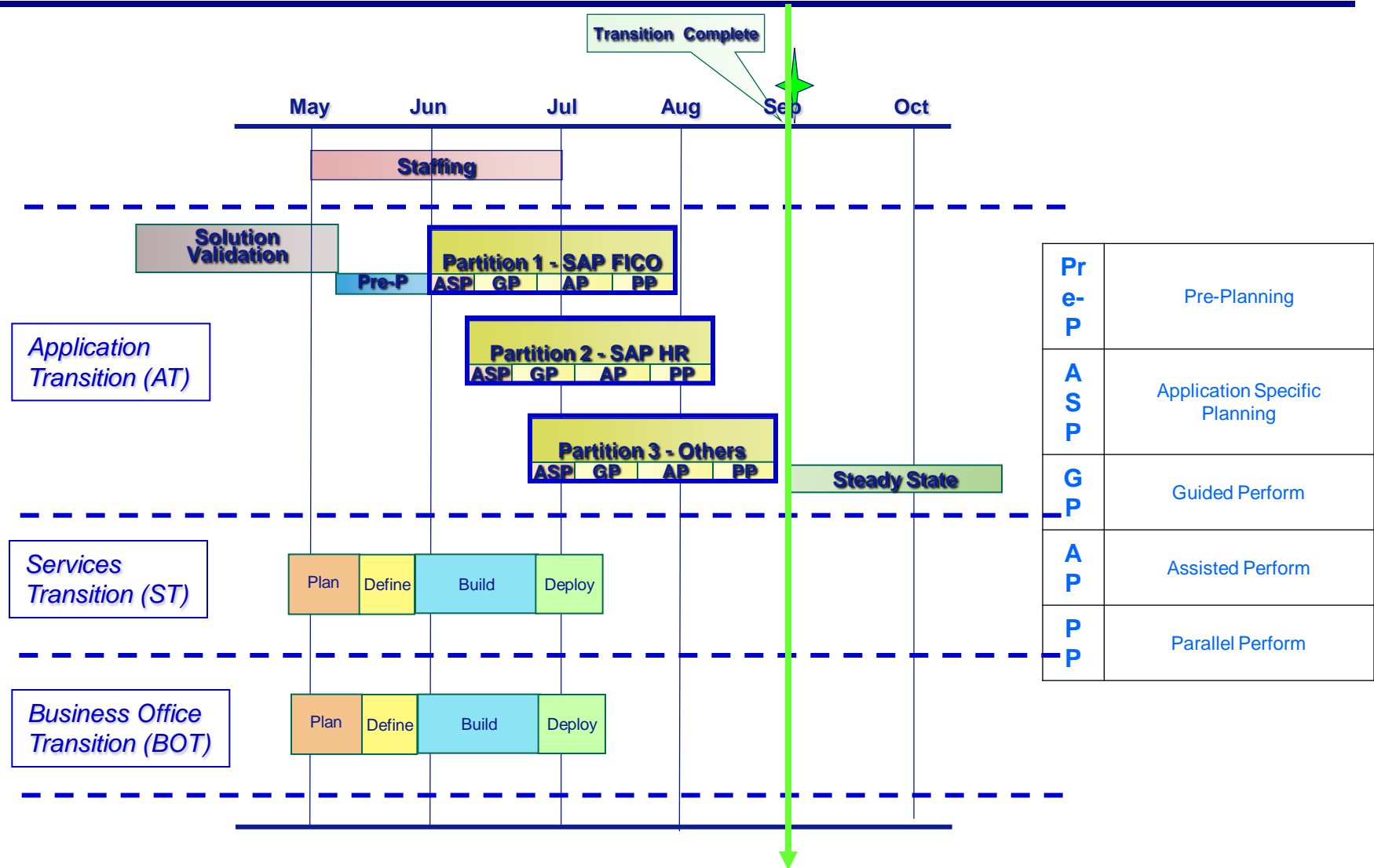 - **Transition Phase** (18 weeks)

  - **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

- **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**

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

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.

Reconciliation Issues for 2012

HRPAY and Fund 3024:

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

Reconciliation Issues for 2012

Use Tax:

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):

Reconciliation Issues for 2012

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

Use Tax Column

Reconciliation Issues for 2012

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.

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?	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. Link to CG's Office Year-End Reporting Packages Page: http://www.cg.sc.gov/stateagencyinfo/Pages/agenciesthatsubmitpackages.aspx •See pages 45 – 52 of the Year-End Reporting Policies and Procedures Manual, located near the top of the page. •See the instructions included in the 3.8 Capital Assets Reporting Forms Excel Spreadsheet, available near the middle of the page.

Asset History Sheet – S_ALR_87011990

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.

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

Asset History Sheet – S_ALR_87011990

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?	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. The following slides provide detailed instructions on determining whether an asset shell has a capitalization date or PO associated with it. Instructions for running the S-ALR_87012056 Directory of Un-posted Assets transaction excluding blocked assets are also provided in the following slides.

The asset shell shown below <u>does not</u> have a capitalization date:

The asset shell shown below <u>does</u> have a capitalization date:

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

❦ 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.

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.

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

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
◉ Phsyically delete asset

Running S-ALR_87012056 Excluding Blocked Assets

Enter the Transaction Code as shown at right.
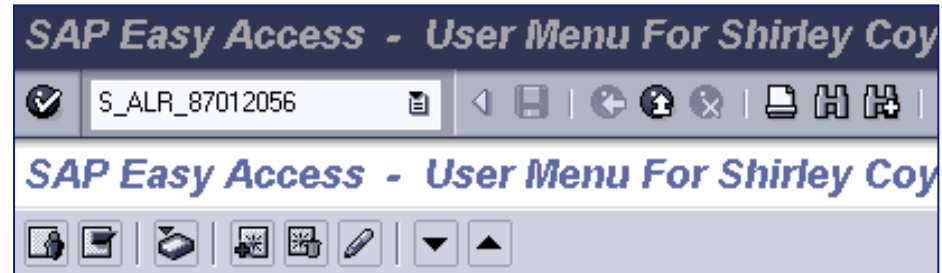
Click on the [icon] icon to choose Asset/Block as shown at right.
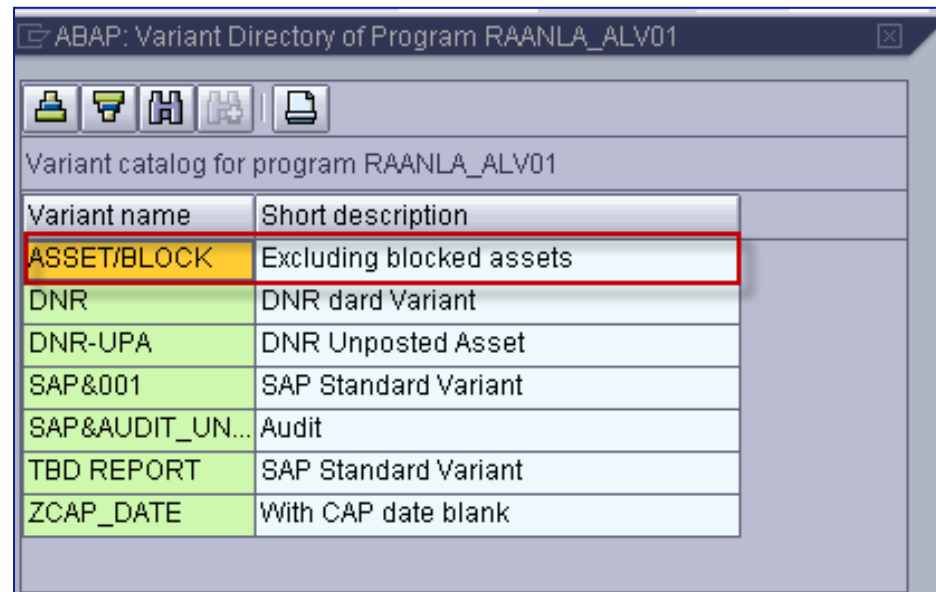
The variant created excludes all assets blocked.

Next, you will exclude assets that are in 13000 and 13001 asset class. This range is for assets under construction.
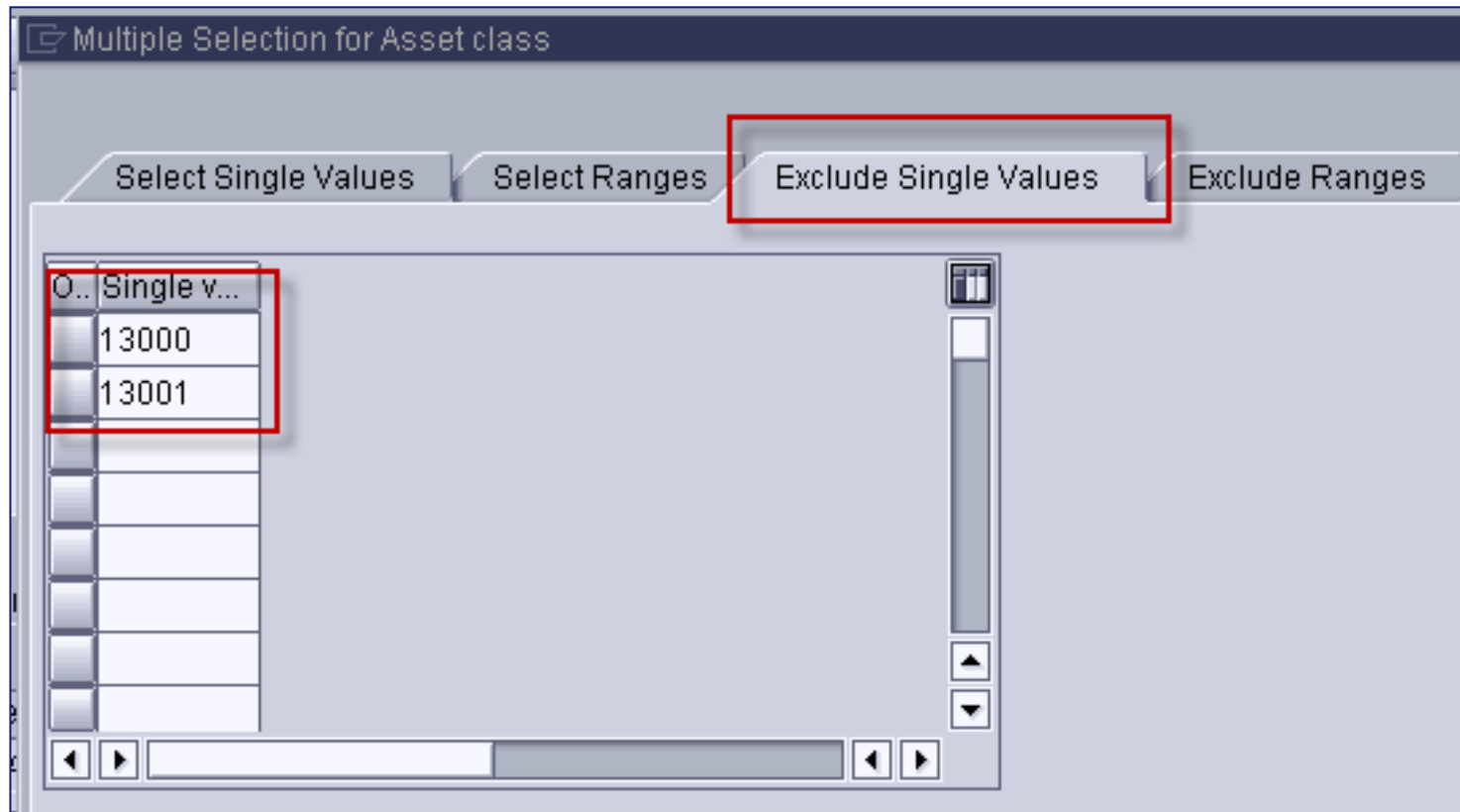
Running S-ALR_87012056 Excluding Blocked Assets

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	f030jb0000	to	f030jzzzzz

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

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.

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.

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).

2. 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.

3. Line item 10 on PO 4600175222 has been deleted, and line item 20 has a quantity of 75 that has been received and paid, for a total value of $5,625.00. The remaining 125 tires will not be received, and the line item was final invoiced and locked.

4. 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
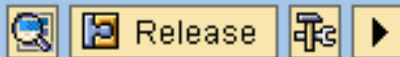
CCode	Plnt	Purch.ord.	Item	Order date	Order qty.	Un	Order value	Currenc
SC01	DT02	4600175222	00010	07/09/2012	0	EA	0.00	USD
SC01	DT02	4600175222	00020	07/09/2012	200	EA	15,000.00	USD
SC01	DT02	4600175222	00030	07/09/2012	200	EA	15,000.00	USD
SC01	DT02	Qty. released to date			400	EA	30,000.00	USD
SC01	****	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		

5. 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.

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

Release Order Docu. for Contract 4400001932 Item 00001
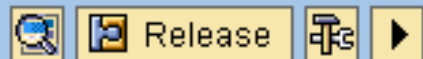
🔍 | 🅿 Release | 🔧 | ▶

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		

12-Month Deletion Process
Sam Wilkins, HRD

◎ 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, <u>or</u> 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.

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?	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. We will distribute additional details and instructions in an upcoming Weekly Update.

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.

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.

Two-Step Leave Approval Process in MSS

5. 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

1 — Display and Edit   2 — Completed

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

Friday, September 28

MTC Airport Campus
Academic Center Auditorium