South Carolina Enterprise Information System

User Group Meeting
Friday, September 28, 2012

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

South Carolina Enterprise Information System

Welcome
John Taylor

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

South Carolina Enterprise Information System

User Group Leads Committee Nominations

John Taylor

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

User Group Leads Committee Elections in October

- **Positions open for nomination today:**
  - **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
- Nominations also accepted online at: https://www.surveymonkey.com/s/6C2KHKL.
- Elections will be held at the October 26, 2012 meeting.

South Carolina Enterprise Information System

User Group Meeting Schedule Under Consideration for 2013

John Taylor

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

2013 Schedule Under Consideration

- Continue meeting on fourth Fridays of the month.
  - MTC does not hold classes on Fridays, which means we have the opportunity to use their excellent facilities.
- Move to a bi-monthly schedule:
  - February
  - April
  - June
  - August
  - October
  - December
- Comments?

South Carolina Enterprise Information System

SCEIS Update
Cassandra Alston

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

SCEIS Update

- **Planned maintenance period this weekend:**
  - **SCEIS unavailable beginning at <u>5:00 p.m. today</u>.**
  - SCEIS will remain offline until opening of business Monday morning.

All portions of the SCEIS Production System—ECC, SRM, MySCEmployee, Business Warehouse, Business Objects and IdM Password Management—will be unavailable throughout the maintenance period.

- **The AMS transition continues to go well three weeks into "Steady State"**

SCEIS Update

- **SCEIS Change Advisory Board met last Thursday, September 20:**
  - Reviewed the SCEIS Change Request Process in detail (see next slide for overview).
- Change/Enhancement Request Process Highlights:
  - All new and existing change requests will receive full consideration through the SCEIS Change Request process.
  - John Taylor and the SCEIS Team will soon seek users to help examine the gaps identified in 2009 to determine which ones remain valid and in need of the CAB's attention.

SCEIS Update

SCEIS Change Request Process: Overview

Agency Managers → **SCEIS Team** → **Change Advisory Board** → **Executive Oversight Committee**

- Agencies submit enhancement /change requests via SCEIS Service Desk
- Enhancement requests must be approved by agency management before they are considered

- The SCEIS Team evaluates and sizes all enhancement requests
- The SCEIS Team prepares a “Project Evaluation Form” for each request

- The Change Advisory Board reviews all enhancement requests
- The SCEIS Team presents enhancement requests to the CAB and provides a detailed Project Evaluation Form

- The SCEIS Team informs the Executive Oversight Committee of all “small” projects approved by the CAB
- The SCEIS Team presents all “large” projects approved by the SCEIS CAB for final approval by the EOC

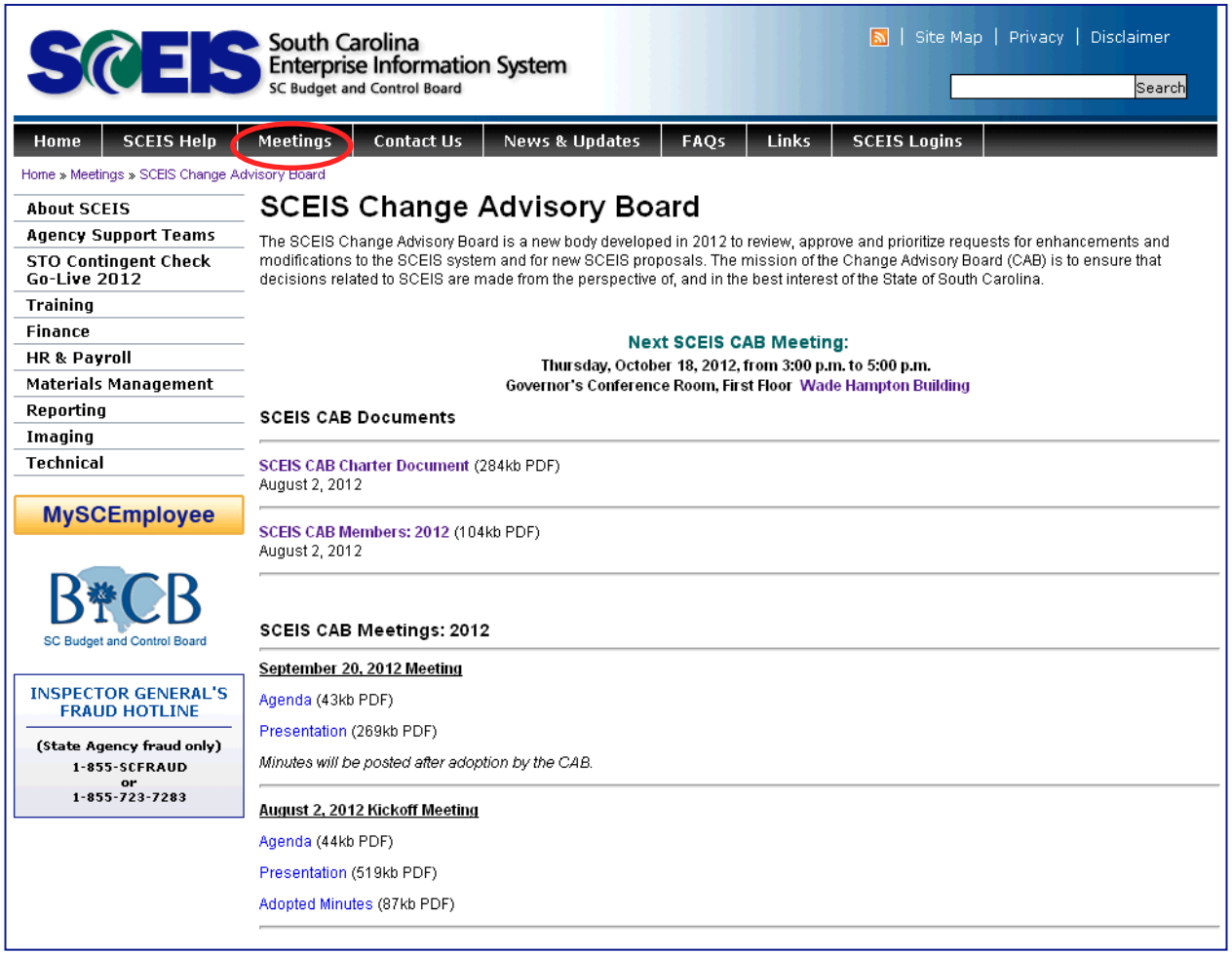
SCEIS Update

- The CAB also reviewed the schedule of current and upcoming mandated projects and required system maintenance projects, including:
  - **SRM 7.0 Upgrade**
  - **Required system maintenance:** 2012 SAP Support Packs and SCEIS Hardware Upgrade
  - **Establishment of new agencies:** PEBA, Inspector General, Rural Infrastructure Authority, Investment Commission
  - **Projects contributing to retirement of STARS:** STO Contingent Checks, Deposits Interface, DOR JE Interface, CAFR

SCEIS Update

View the latest SCEIS CAB information online at

www.sceis.sc.gov > Meetings > SCEIS Change Advisory Board



South Carolina Enterprise Information System
SC Budget and Control Board

Site Map | Privacy | Disclaimer

Search

Home | SCEIS Help | Meetings | Contact Us | News & Updates | FAQs | Links | SCEIS Logins

Home » Meetings » SCEIS Change Advisory Board

- About SCEIS
- Agency Support Teams
- STO Contingent Check Go-Live 2012
- Training
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical

MySCEmployee

SC Budget and Control Board

INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283

SCEIS Change Advisory Board

The SCEIS Change Advisory Board is a new body developed in 2012 to review, approve and prioritize requests for enhancements and modifications to the SCEIS system and for new SCEIS proposals. The mission of the Change Advisory Board (CAB) 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.

Next SCEIS CAB Meeting:
Thursday, October 18, 2012, from 3:00 p.m. to 5:00 p.m.
Governor's Conference Room, First Floor Wade Hampton Building

SCEIS CAB Documents

SCEIS CAB Charter Document (284kb PDF)
August 2, 2012

SCEIS CAB Members: 2012 (104kb PDF)
August 2, 2012

SCEIS CAB Meetings: 2012

September 20, 2012 Meeting

Agenda (43kb PDF)

Presentation (269kb PDF)

Minutes will be posted after adoption by the CAB.

August 2, 2012 Kickoff Meeting

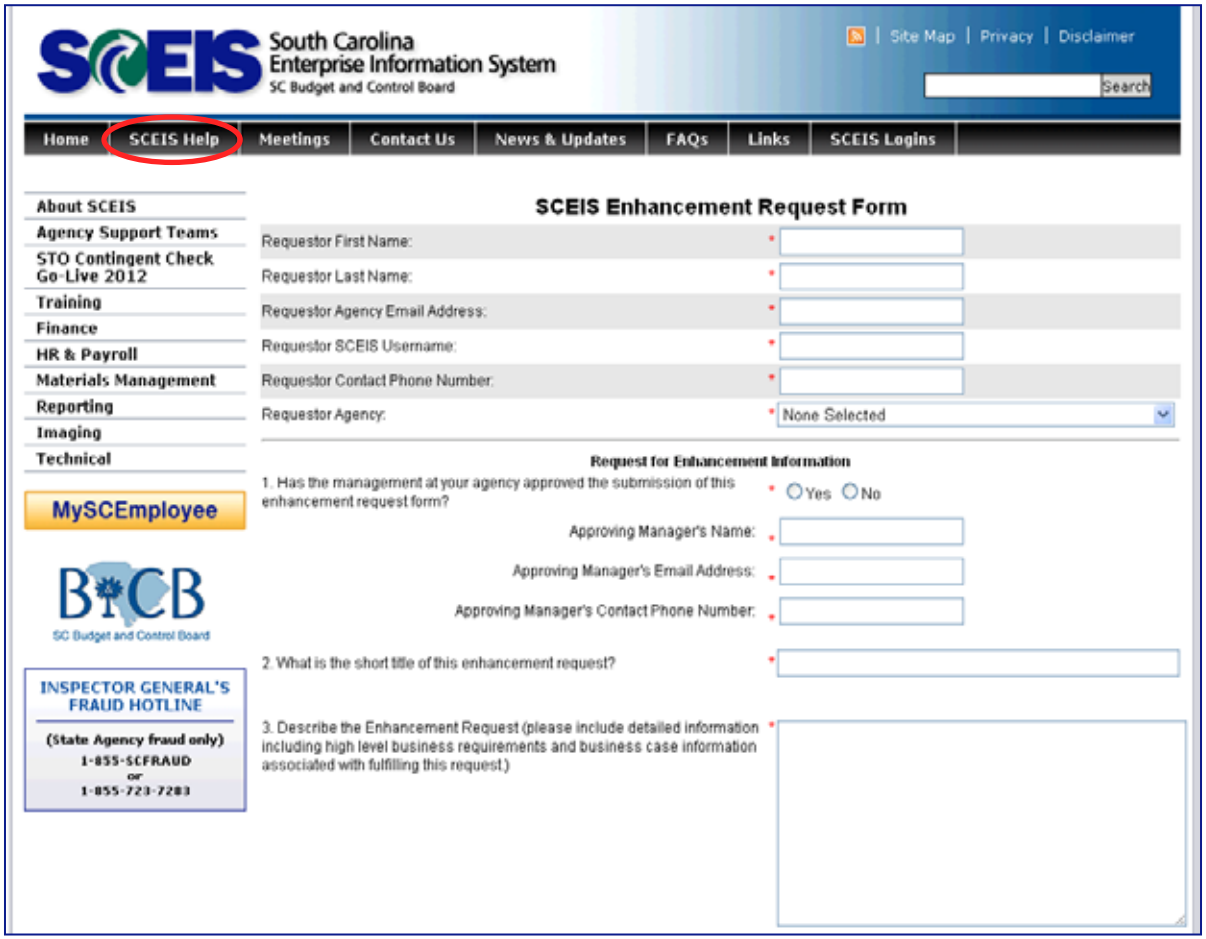
Agenda (44kb PDF)

Presentation (519kb PDF)

Adopted Minutes (87kb PDF)

SCEIS Update

Submit your SCEIS enhancement requests online at www.sceis.sc.gov > SCEIS Help > SCEIS Enhancement Requests



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: HR/Payroll

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
HR/Payroll – MySCEmployee	When approving working hours and leave in MSS, some users find it difficult to make sure that their employees have submitted the appropriate total number of hours for their work week.	The SCEIS Team is preparing an enhancement that will make this much easier for managers. Today, we'll demonstrate it for you, and we will distribute additional details and instructions in an upcoming Weekly Update.

Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
HR/Payroll – Processing Actions	What pointers can the SCEIS HR/Payroll Team provide to help make processing actions smooth for users.	When processing an action, refer to the tips in the following slides.

Points to Remember When Processing an Action

- New Hire, Rehire or Movement Between – Remember to see if there is a holder in the position.
  - This can be located on the PO13D, select Relationship, Select All under the Time Period and select Overview.
- When separating an employee, remember to ensure all working time and/or leave has been entered and approved. Also, time eval. must have run.
- When separating an employee, remember to ensure there is no working time or leave entered after the separation date.
  - You can go to timesheet or the Infotypes directly.

Points to Remember When Processing an Action

- Remember on IT0416 to change the date for the employee's last day worked.
- Always run a payroll simulation, especially if you don't have a blue day to run it through.

South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Materials Management

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

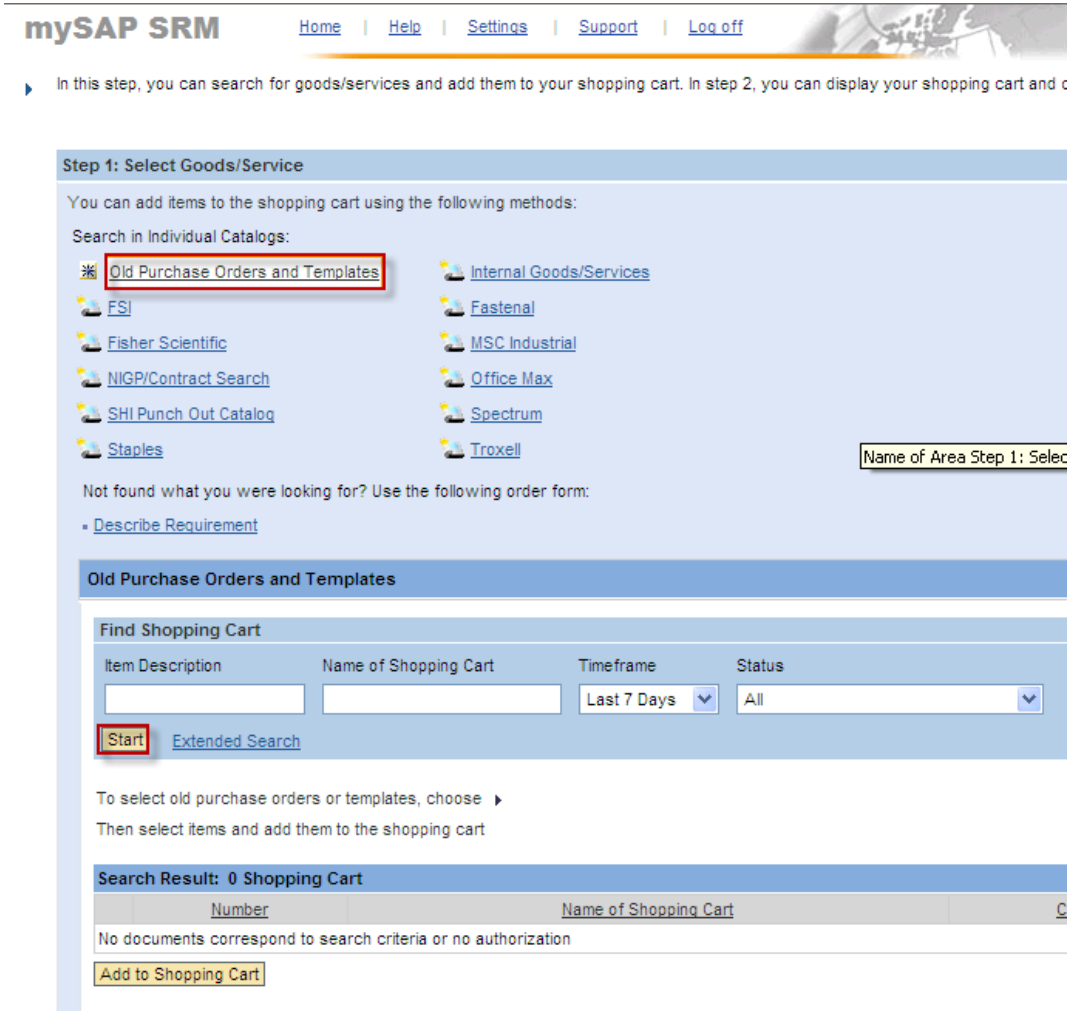
Top SCEIS Service Desk Tickets: MM

Team	Issue	Resolution
Materials Management – Shopping Cart	When Users copy a Shopping Cart and the Material Group, G/L are not identical, or appropriate to the original Shopping Cart's situation, then this action could negatively impact the G/L, Contract reporting and PO report.	The creator should review and update the following fields: Description Product Category (Material Group/NIGP Code) Order Quantity Price Required on Date Account Assignment – to include G/L Account Vendor Text/Internal Note/Attachments Source of Supply Contract

How to Copy Shopping Carts

- To copy a previous Shopping Cart, use the link - Old Purchase Orders & Templates

- This will bring up a search feature to locate an existing Shopping Cart.



Copy Shopping Cart – cont.

- Once you have located the Shopping Cart, use the check box to select which Line Item to copy
- You may select multiple Line Items.
- Click Add to Shopping Cart when complete

Search Result: 17 Shopping Cart

	Number	Name of Shopping Cart	Created on	Total Val.	Status
▸	2000410167	ticker 453897	13.08.2012	1.379,73 USD	Approved
▾	2000410166	Ticket 453897	13.08.2012	1.379,73 USD	Approved

All	Description	Prod. Name	Quantity	Net value	Status
☐	Wiring Devices: Adapters Caps Connectors		7 each	195,79 USD	Approved
☑	250W MH 5-TAP		7 each	101,50 USD	Purchase Order(s) Created
☑	Ballasts, All Kinds		10 each	639,20 USD	Approved
☐	Circuit Breakers Load Centers Boxes & Pa		7 each	443,24 USD	Approved

▸	2000410134	KHCRAIG 31.07.2012 14:53	31.07.2012	28,50 USD	Approved
▸	2000410133	KHCRAIG 31.07.2012 14:48	31.07.2012	2.280,00 USD	Approved
▸	2000410132	KHCRAIG 31.07.2012 14:44	31.07.2012	2.280,00 USD	Approved
▸	2000410131	KHCRAIG 31.07.2012 14:34	31.07.2012	2.280,00 USD	Approved
▸	2000410123	KHCRAIG 31.07.2012 10:53	31.07.2012	850,00 USD	Approved
▸	2000410100	Contract Hard Stop Test	26.07.2012	850,00 USD	Approved
▸	2000410038	KHCRAIG 26.06.2012 09:23	26.06.2012	24,00 USD	Held
▸	2000410037	WBS	26.06.2012	1.000,00 USD	Held

Add to Shopping Cart

« ‹ 1 - 10 From 17 › »

Fields to Review/Update

- The creator should review and update the following fields:
  - Description
  - Product Category (Material Group/NIGP Code)
  - Order Quantity
  - Price
  - Required on Date
  - Account Assignment – to include G/L Account
  - Vendor Text/Internal Note/Attachments
  - Source of Supply
  - Contract

Use Caution when Coping a Shopping Cart

- If you are copy an identical situation, an identical Shopping Cart – Great! Then this copy function is a great tool for that specific purpose.

- Use Caution, if you are copying widget X and then really buying widget A, then this action could negatively impact G/L, Contract reporting and PO reporting.

uPerform

- SRM Shopping Cart (Find Shopping Cart Template)

South Carolina Enterprise Information System

Break

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Finance

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

Top SCEIS Service Desk Tickets: Finance

Team	Issue	Resolution
Finance – Grants	User receives an error message stating they've used an "Invalid combination of Grant, Sponsored Program, Sponsored Class and Fund."	This error informs the user that the Fund, Functional Area, and/or GL has not been mapped to a specific grant. Follow the steps shown in the subsequent slides to correct this error.

Top Finance Tickets: Grant Dimensions

1. Ensure the Fund, Sponsored Program and Sponsored Class are listed on the Dimensions Tab of the Grant. If they are not, add the needed data elements.

Top Finance Tickets: Grant Dimensions

Grant Edit Goto Extras Environment System Help

Display Grant Master F0301EC00710 - Incoming

Relationships | Object Mapper | Budget Overview

Grant	F0301EC00710	DSS Child Care Bridge Project
Grant Type	61	Federal
Sponsor	L040000	DEPARTMENT OF SOCIAL SERVICES Attn: Cas

Deletion Indicator Closed

General Data | Reference | Reporting | Posting | Budget | Billing | Dimensions | Supported Objects | Cost Shar...

Financing Sources

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
50550000				External	FEDERAL

Sponsored Programs

Sponsored Program	Program Description	Valid from	Default
F030 H&D GRANTS	Hlth & Demogr		

Sponsored Classes

Sponsored Class	Class Type	IDC Relevant	Sponsored Class Description	Valid from	Default
ALL EXPENSES	E Expense		ALL EXPENSES		
ALL REVENUES	R Revenue		ALL REVENUES		
CAPITAL OUTLAY (MA)	E Expense		CAPITAL OUTLAY (MA)		
CONTRACTUAL SERVICES	E Expense		CONTRACTUAL SERVICES		
EMPLOYER CONTRIB	E Expense		EMPLOYER CONTRIBUTIONS		
FIXED ASSETS(NON-CAP	E Expense		FIXED ASSETS (NON-CAPITALIZE...		
FIXED CHARGES & CONT	E Expense		FIXED CHARGES & CONTRIBUTIONS		

Top Finance Tickets: Grant Dimensions

2. Next, Ensure that the Functional Area derives a Sponsored Program listed on the Grant. Transaction Code ZGMDERIVER

Top Finance Tickets: Grant Dimensions

Table View Edit Goto Selection Utilities System Help

Display View "GM User Derivation Table - Functional Area -> Spon Progr

GM User Derivation Table - Functional Area -> Spon Program

BusA	Functional Area	To Functional Area	= Sponsored Program	Valid From	Valid to	Created by	Created on	Modified
F030	F030XPC00	F030XPC00	F030 ARRA CW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPC01	F030XPC01	F030 ARRA CW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPC02	F030XPC02	F030 ARRA CW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPC99	F030XPC99	F030 ARRA CW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPD00	F030XPD00	F030 ARRA DW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPD01	F030XPD01	F030 ARRA DW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPD02	F030XPD02	F030 ARRA DW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPD99	F030XPD99	F030 ARRA DW	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030XPF04	F030XPF04	F030 CWSRF	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030_0016	F030_0016	F030 ARC	01/01/1900	12/31/9999	CREYES	04/04/2011	
F030	F030_EC00	F030_EC00	F030 H&D GRANTS	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030_EC17	F030_EC17	F030 H&D GRANTS	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030_EE00	F030_EE00	F030 GEO SURVEY	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030_JZ00	F030_JZ00	F030 ARRA RETROFITS	01/01/1900	12/31/9999	CREYES	01/03/2011	
F030	F030_PA00	F030_PA00	F030 ARC	01/01/1900	12/31/9999	CREYES	04/04/2011	
F030	F030_PD00	F030_PD00	F030 CWSRF	01/01/1900	12/31/9999	CREYES	01/03/2011	

Top Finance Tickets: Grant Dimensions

3. Ensure that the GL derives a Sponsored Class listed on the Grant. Transaction Code GMDERIVE.

Top Finance Tickets: Grant Dimensions

Entries Edit Goto View Extras System Help

SAP01 - Derivation Strategy 01: Display Rule Values

Derivation Rule CommItem --> Spon Class

No Value Filter Active

Rule Values

Commitment Item	To Commitment Item	As...	Sponsored Class
5010990000		=	PERSONAL SVCS-TEMP
5010990001	5019999999	=	PERSONAL SERVICES
5019999ALP		=	PERSONAL SERVICES CO
5020000000	5029999999	=	CONTRACTUAL SERVICES
5030000000	5039999999	=	SUPPLIES & MATERIALS
5040000000	5049999999	=	FIXED CHARGES & CONT
5050000000	5059999999	=	TRAVEL
5060301000	5060398999	=	CAPITAL OUTLAY (MA)

Top Finance Tickets: Grant Dimensions

4. Submit a SCEIS Service Desk Ticket.

Top SCEIS Service Desk Tickets: Finance

Team	Issue	Resolution
Finance – Assets	When viewing the Fixed Asset section of the ZGLA, the total is negative. How can Fixed Assets have a negative balance? See the screen shot on the next slide for an example.	The SCEIS General Ledger for Fixed Assets contains both Full and Modified Accrual Data elements. To accomplish this, transactions must be processed that create offsets to post the asset twice, once for Modified, once for Full. The Contra (FA) account is a credit posted in the Fixed Asset Ledger that leads to the negative balance.

Top Finance Tickets: Fixed Asset Trial Balance

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1801010000 VEHICLES & TRANSPORTATION - (MA)	49,906.58		49,906.58
1801025000 OTHER EQUIPMENT - (MA)	32,960.55		32,960.55
1802010000 VEHICLES & TRANSPORTATION - (FA)	49,906.58		49,906.58
1802010010 VEHIC&TRNSP-CONTR-FA	49,906.58-		49,906.58-
1802025000 OTHER EQUIPMENT - (FA)	32,960.55		32,960.55
1802025010 OTHER EQUIPMENT - CONTRA - (FA)	81,910.50-		81,910.50-
1803010000 ACC DEP-VEHICLES	49,906.58-		49,906.58-
1803025000 ACC DEP-OTHER EQPMT	32,960.55-		32,960.55-
Fixed Assets	48,949.95-		48,949.95-
Fixed Assets Level 2	48,949.95-		48,949.95-
Fixed Assets Level 3	48,949.95-		48,949.95-
Total	48,949.95-		48,949.95-

Top Finance Tickets: Fixed Asset Trial Balance

- To ensure that postings are correct, ZGLA variants have been created that pull in appropriate Fund Balance, Depreciation and Fixed Asset GLs.
- If Full Accrual postings are correct, the ZGLA variant will produce a zero balance, as shown on the following slide.

Top Finance Tickets: Fixed Asset Trial Balance

Bus Area: N040 Fund: 30350046 Grant: *
Cost Ctr: * Funded Program: * Period: 13, 2012
Account Group Selected: 3000020000..3000020002,5060203

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
3000020000 FB-DEPRECIATION(FA)	131,817.08		131,817.08
1802010000 VEHICLES & TRANSPORTATION - (FA)	49,906.58		49,906.58
1802010010 VEHIC&TRNSP-CONTR-FA	49,906.58-		49,906.58-
1802025000 OTHER EQUIPMENT - (FA)	32,960.55		32,960.55
1802025010 OTHER EQUIPMENT - CONTRA - (FA)	81,910.50-		81,910.50-
1803010000 ACC DEP-VEHICLES	49,906.58-		49,906.58-
1803025000 ACC DEP-OTHER EQPMT	32,960.55-		32,960.55-
Total			

South Carolina Enterprise Information System

Payment Register Report Demo & IDT Payment Method Reminder

Doug Cooper

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

IDT Payment Method Reminder

- If the Billing Agency (BA) is **100% live on SCEIS** (example R200), the vendor master payment method will be set as **"I"**.
  - To process payment as IDT, enter with ZIDT transaction code and ZI document type. Input the ZJ (40#) document number in the invoice reference field.
  - These will process from the 1000020000 GL account initially, then 1000000000, once agency clearing is posted.

Payment Register Report

- If the BA is considered a **non-live agency** (example H270 – USC), the vendor master payment method will be set as **“N”**.
  - Process payment to vendor with ZIDT transaction and ZI. Since vendor is non-live, there will not be a ZJ document to reference.
  - These will process from the **1000040000** GL account.

Payment Register Report

- For **"dual" BA** (E160, E120, R440), the vendor master payment method will be set as **"I"**.
  - For paying agency to process payment as IDT, enter the ZJ document number. If there is 40xxxxxxxx (ZJ – IDT invoice billing) document number contained in the invoice reference field, it will process as "I".
  - If there is NO reference to the ZJ document (40# document), then the system will set the payment method to "N" on the invoice.
  - See the preceding slide for GL posting.

Payment Register Report

- For CHECK payments to agencies:
  - If the paying agency needs to send the payment as a CHECK:
    - **<u>Use transaction FV60 and document type KR</u> (or KI if using the interface) with the ZIDT vendor number.**
    - **<u>The Agency will need to change the payment method</u> to a "C" or "S".**
    - These will process from the 1011300001 bank account.

South Carolina Enterprise Information System

Available Cash By Fund Report Demo
Bruce Burnett

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

South Carolina Enterprise Information System

Business Objects Enterprise Reports Demo
John Taylor

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

© State of South Carolina. All rights reserved.

Next SCEIS User Group Meeting

Friday, October 26

MTC *Northeast* Campus Auditorium