



South Carolina Enterprise Information System

SCEIS Change Advisory Board Meeting



Thursday, December 6, 2012



South Carolina Enterprise Information System

Welcome

Adoption of Agenda and Minutes





Gap Analysis Document Review Update



Gap Item Categories and Counts

Row Labels	Count of #
Still An Issue	11
Already Completed	102
Process Change	30
CO	4
PBF	2
SRM	8
Reporting	5
Grand Total	162

Gap Items That are Still an Issue – Detail View

Row Labels	Count of #
Still An Issue	
AP	2
AR	3
FXA	1
GL	1
GM	4
Grand Total	11

Gap Items That are Still an Issue – Full Details

25: Automated Billing: DOT: GM

Resource-Related Billing (as well as Billing Plan-based billing) are not configured in SCEIS. Currently, no such billing is done in the legacy systems (except DOT). There was minimal interest in turning on the functionality in SAP.

26: Automated update of grant objects for payroll: DHEC: GM

DHEC described a scenario where the grant is automatically updated in labor distribution to account for grant names changes in the new year. As a manual work around, a standard report for Grant Master data index would provide the information necessary to be used as an upload for the labor distribution system.

33: Legacy system provides budgeting and reporting at detailed level not currently supported by SAP.: SDE: GM

SDE has a project accounting system that tracks at the grant, function, and sub-program level. The function field appears to match to SAP GM's Sponsored Program. The legacy sub-program field does not map to any existing objects in SAP. Work around is SDE has kept their legacy grant system active to maintain control to that level. A SAP standard interface could be utilized to transfer grant accounting data between SCEIS and the SDE project accounting system.

Gap Items That are Still an Issue – Full Details

37: Some agencies have more than one external fund: Various Agencies: GM

Some agencies have externally multi-funded grants, which have more than 1 external fund. That is not allowed in SAP's grant master data and does not affect many grants.

63: Discounts: DOC, ESC, VRD: AP

Standard SAP functionality exists that will process discounts for vendors based on payment terms. This is currently not used widely in the SCEIS solution, so needs to be updated to reflect phase 3 & 4 agency business requirements and tested. Examples of requirements include, the ability to take discounts based on volume purchased and meet certain purchasing thresholds. Need to get additional information about the existing legacy process to access the complexity of the required configuration and possible development work. During AP Gap follow-up workshops, it appears that payment discounts used by the agencies will all be able to be handled via standard SAP AP discount terms. The volume-type discounts are related to Purchasing, and should be added to the P.O. Delay until STARS is retired.

75: Positive Pay: VRD: AP

Positive Pay is a process of sending valid check numbers issued from a specific bank account to the bank involved so they are aware of valid check numbers. This process is a fraud prevention process.

Gap Items That are Still an Issue – Full Details

92: Quantity based billing: DPS, DJJ, BCB, ORS, DOC: AR

Several agencies need the ability for the system to calculate the bill based on rate and quantity. The current SCEIS AR solution will not accommodate this requirement, as it relies on the end user performing that calculation before entering. Agencies with inventory sale billing will be using the SD module to bill which will handle this requirement.

93: Recurring: DHHS, DDSN, DSS, DHEC, ORS: AR

The ability to systematically create recurring receivables for agencies which we are currently not doing in the SCEIS AR module. This requirement can be accommodated using standard AR functionality, that is currently not configured or tested. For inventory related billing there are several recurring billing options.

107: Receipts: DSS: AR

DSS would like the ability to produce a paper receipt for a customer for payments received, which they currently handle manually. At this time SCEIS does not have this process designed or configured and considers this a future phase requirement.

Gap Items That are Still an Issue – Full Details

113: Automate Asset Shell creation: All Agencies: Fixed Assets

When purchasing multiple like assets, SCEIS requires the creation of multiple asset shells manually to be included in the shopping cart. Many agencies have identified the need to automate this asset shell creation. This gap is considered to be a workforce transition item and will continue to be a manual process.

139: Additional Levels of Approval: DMH: GL

The current SCEIS Journal Entry workflow has one level of approval within the agency. An Agency has identified the requirement to have an additional level.
Agency uses a manual approval level



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Review, Approve and Prioritize New Requests

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Material Requirements Planning (MRP) Activation (RFC-0072)

Total Estimated Hours: 46

Description

This change is specific to the Department of Vocational Rehabilitation, and will improve efficiencies in their inventory management process by allowing reorder point planning to replenish stock. MRP should provide VRD with guaranteed material availability.

Note: The SCEIS Team expects that successful implementation of this enhancement at SCVRD will encourage other agencies that use inventory to follow suit and realize new efficiencies through the use of MRP.

Please take a moment to review the documentation provided on this request.

Mandatory South Carolina Business Opportunities (SCBO) Selection in SRM Bidding (RFC-0073)

Total Estimated Hours: 43

Description

Enhance the SCEIS system to make the "SCBO Category" field a required entry, rather than an optional one, when creating a bid invitation. Making the field a required element will increase control and reduce the likelihood of non-compliance with the Procurement Code.

Note: The SCEIS Team recommends implementing this enhancement as a part of the SRM 7.0 Upgrade scope.

Please take a moment to review the documentation provided on this request.

Field Data Change for Material Reservation Output Document—MB24 (RFC-0074)

Total Estimated Hours: 74

Description

This enhancement will replace the shopping cart creator's User ID with the shopping cart creator's first and last name in the text field of the material reservation document. As a result, the thirteen (13) inventory agencies will have more meaningful electronic data about who should receive the warehouse shipment, which will promote efficiency and accuracy and reduce the potential for loss of material shipped to the incorrect location.

Please take a moment to review the documentation provided on this request.

New Requests

Grant Access to “Inventory Display” Transaction, MB5B (RFC-0075)

Total Estimated Hours: 36

Description

MB5B is a standard SAP report transaction that provides inventory agencies with the movement types posted for each Material Number on a current or previous date. This report will also assist agencies with the Comptroller General's year-end closing package reporting requirement for total inventory dollar value required by June 30 of each year. Providing the transaction to the inventory agencies will improve processes and promote cost and time efficiency.

Note: Currently, agencies must contact the SCEIS Help Desk to have the SCEIS MM Team run this report for them if they had not done so on or before June 30. Allowing agencies access to this transaction will eliminate this extra step.

Please take a moment to review the documentation provided on this request.¹⁴

Embedded Hyperlink on Shopping Cart Approver E-mail (RFC-0081)

Total Estimated Hours: 66

Description

This enhancement will add an embedded hyperlink in the SRM approver e-mail notification, thereby eliminating extra steps in leaving the e-mail system to log into SCEIS. This enhancement would be system-wide and affect all SCEIS shopping cart approvers.

Note: The SCEIS MM Team has received Help Desk tickets in the past requesting this function.

Please take a moment to review the documentation provided on this request.

Additional New Projects

Conversion of Automated Deposits from STARS to SCEIS

•**Description:** This would change the process for the 6-8 agencies who routinely submit electronic files to the STO for deposits from a STARS format to SCEIS for approval via the STO.

•**Total estimated hours for project:**
1,246

•**Note:** This project will contribute to the retirement of STARS.

Implement Special Payments, Public Assistance, and Income Tax Refunds for STO

•**Description:** This change will enhance the Treasury functionality for the three additional payment accounts managed by the STO (Special Payments, Public Assistance, and "Income Tax Refunds).

•**Total estimated hours for project:**
2,160

•**Note:** This project will contribute to the retirement of STARS.

Please take a moment to review the documentation provided on these requests.



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Review, Approve and Prioritize Request from Last Meeting



Request from Last Meeting

Replace Financial Accounting and Reporting System (FARS)

(RFC-0071)

Total Estimated Hours: 1,275

Description

This project utilizes cost allocation functionality yet to be implemented to any significant degree in SCEIS. Cost allocation is a primary function of SAP in private enterprise, but was not included in the base configuration of SCEIS. The implementation of cost allocation will offer agencies new processes that can contribute to greater efficiencies.



South Carolina Enterprise Information System

Status Update and Schedule Review



Status Update

Project	Status	Estimated Completion Date
Department of Education / First Steps (H630 / H620)	Completed	December 3, 2012
Investment Commission (E190)	Completed	November 2, 2012
Public Employee Benefits Authority (PEBA – F500)	Completed	November 2, 2012
Rural Infrastructure Authority (RIA—P450)	Completed	November 2, 2012
Office of the Inspector General (D250)	Completed	December 3, 2012
SAP Support Packs	Completed	December 2, 2013
SRM 7.0	Blueprinting is in progress. No known issues.	June 30, 2013
PBF – Public Budget Formulation	Blueprinting started on October 15, 2012. No known issues.	Mid-August 2013

Current Project Schedule Review **SCEIS**

South Carolina Enterprise Information Systems

ID	Task Name	Duration	Start	Finish	2012				2013				
					Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
0	SCEIS Projects	427 days?	Mon 1/16/12	Tue 9/3/13									
1	Projects	427 days?	Mon 1/16/12	Tue 9/3/13									
2	Retire STARS - Public Budget Formulation (PBF)	229 days?	Mon 10/1/12	Thu 8/15/13									
3	Retire STARS - CAFR- Comprehensive Annual Financial Report	230 days	Mon 1/16/12	Fri 11/30/12									
4	Retire STARS - Legislative Printing Information Technology	145 days?	Tue 11/13/12	Mon 6/3/13									
5	Retire STARS - Senate	145 days?	Tue 11/13/12	Mon 6/3/13									
6	Retire STARS - Legislative Audit Council	145 days?	Tue 11/13/12	Mon 6/3/13									
7	Retire STARS - Education Oversight Committee	145 days?	Tue 11/13/12	Mon 6/3/13									
8	Retire STARS- House of Representatives	211 days?	Tue 11/13/12	Tue 9/3/13									
9	Retire STARS- Code of Laws & Legislative Council	211 days?	Tue 11/13/12	Tue 9/3/13									
10													
11	Legislative Mandates	1 day?	Mon 9/17/12	Mon 9/17/12									
12													
13	Hardware & Software Compliance	214 days?	Tue 9/4/12	Fri 6/28/13									
14	SRM- Supplier Relationship Manager 7.0 Upgrade	214 days?	Tue 9/4/12	Fri 6/28/13									
15	Business Warehouse 7.3 Upgrade	153 days	Thu 11/1/12	Mon 6/3/13									
16	Portal 7.0 Upgrade	153 days?	Thu 11/1/12	Mon 6/3/13									
Project: SCEIS Projects Date: Thu 12/6/12		Task	Milestone	External Tasks		Split	Summary	External Milestone		Progress	Project Summary	Deadline	
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Proposed Timeline of Projects Approved in Last Meeting

Project	Start	End
Retire STARS - Spending Transparency	January 2013	February 2013
Retire STARS - 1099s	January 2013	April 2013



Wrap-up and Next Meeting



Proposed Next Meeting Dates

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- ☉ One month from today is the week of the New Year's Day holiday, so we recommend meeting again in 5 or 6 weeks, on one of the following dates:
- Thursday, January 10, 2013, at 3:00 p.m.
 - Thursday, January 17, 2013, at 3:00 p.m.



Meeting Adjourned

