



South Carolina Enterprise Information System

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# User Group Meeting

## Friday, January 11, 2013

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# Welcome and Updates

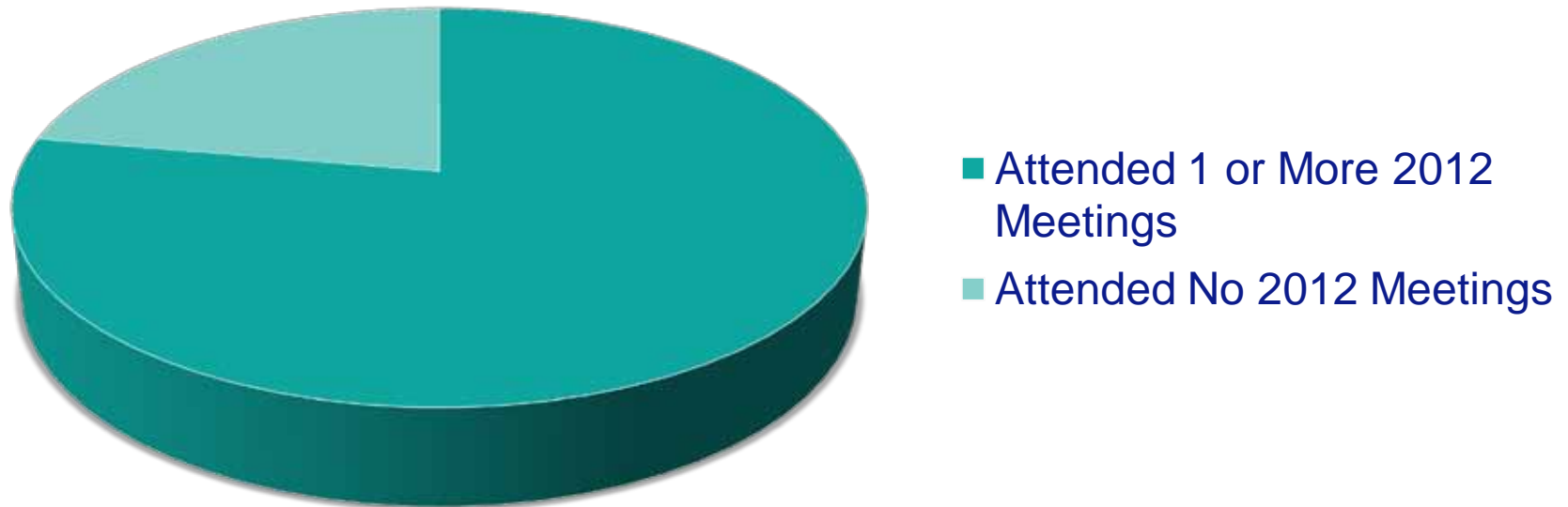
## John Taylor, B&CB

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# 2012 User Group Meeting Attendance Statistics

## 2012 User Group Meeting Attendance by Agency

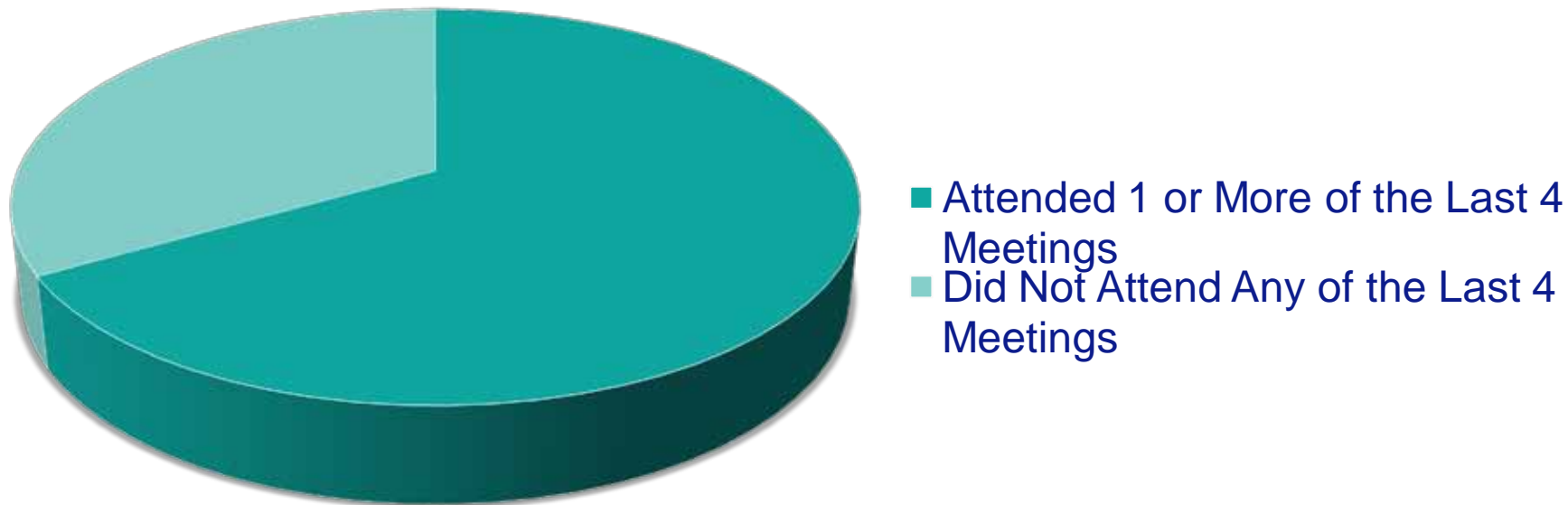


**Out of a total of 72 agencies, 56 attended at least one SCEIS User Group meeting in 2012, and 16 did not.**

Non-attending agencies were primarily very small and out-of-town agencies.

# 2012 User Group Meeting Attendance Statistics

## Attendance at Last 4 Meetings of 2012 by Agency



**Out of a total of 72 agencies, 48 attended at least one of the last four SCEIS User Group meetings in 2012, and 24 did not.**

# Proposed Changes: User Group Leads Governance

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- ☉ Changes are intended to clarify election timing and succession of User Group Leads Committee Chair and Vice Chair positions.
  - The User Group Leads Committee will elect a new Vice Chair in November of each year.
    - The role of Vice Chair will be a dual role served for one year in parallel with the position to which the individual was originally elected.
  - The preceding year's Vice Chair will rise to the position of committee Chair in November of each year.
    - The one-year term of the Chair is served independently of terms previously served in other roles to allow for continuity.

- 
- 🌀 New SCEIS User Support Manager, **Tracy Powers**, will oversee SCEIS Training, Communications, Service Desk and some members of the Reporting Team.
    - **Email:** [tpowers@io.sc.gov](mailto:tpowers@io.sc.gov)
    - **Phone:** (803) 737-0531

- 🌀 The SCEIS Team is developing a training calendar through June of 2013.
- 🌀 If your agency has *specific* training needs, please send them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov), with the following details:
  - Agency for which the request is being submitted
  - Specific course numbers and names that are needed (PR230 SCEIS Purchasing Process, for example)
  - The names of employees who need each course, or a head count of employees who need each course requested



South Carolina Enterprise Information System

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# **IBM SAP Public Sector Budget Formulation (PBF) Implementation**

## **Beth Quick, State Budget Office**

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# Public Budget Formulation (PBF)

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## 🌀 What is PBF?

- A web-based tool to develop budgets integrated with SAP BW / ECC
- Configurable budget forms that can be designed to meet the unique requirements of the customer
- Comprehensive module for projecting salary and benefit calculations (PEP)
- Support long text throughout the application.
- Provides for an audit trail of all changes
- Leverages SAP's technology (Business Warehouse, Business Intelligence, NetWeaver, Visual Composer, Business Objects)

# PBF Project Objectives

- ➊ Replace mainframe budgeting system
- ➋ Increase flexibility into budgeting process
- ➌ Create tighter integration between budget formulation and SAP financial system
- ➍ Standardization of enterprise technology foundation
- ➎ Implement a distributed budget process through the use of web-based budget forms
  - Reduce the need for BCB to complete administrative tasks and increases time available for analysis
  - Foster increased department involvement and ownership of budget process

## 🌀 Improve business processes

- Create new electronic forms for requesting adjustments to the base
- Provide personnel cost calculations in budget submission forms
- Provide forms for capturing capital projects and non-recurring items
- Provide the potential for multi-year budgeting and planning
- Enhance availability of data through reporting – transparency

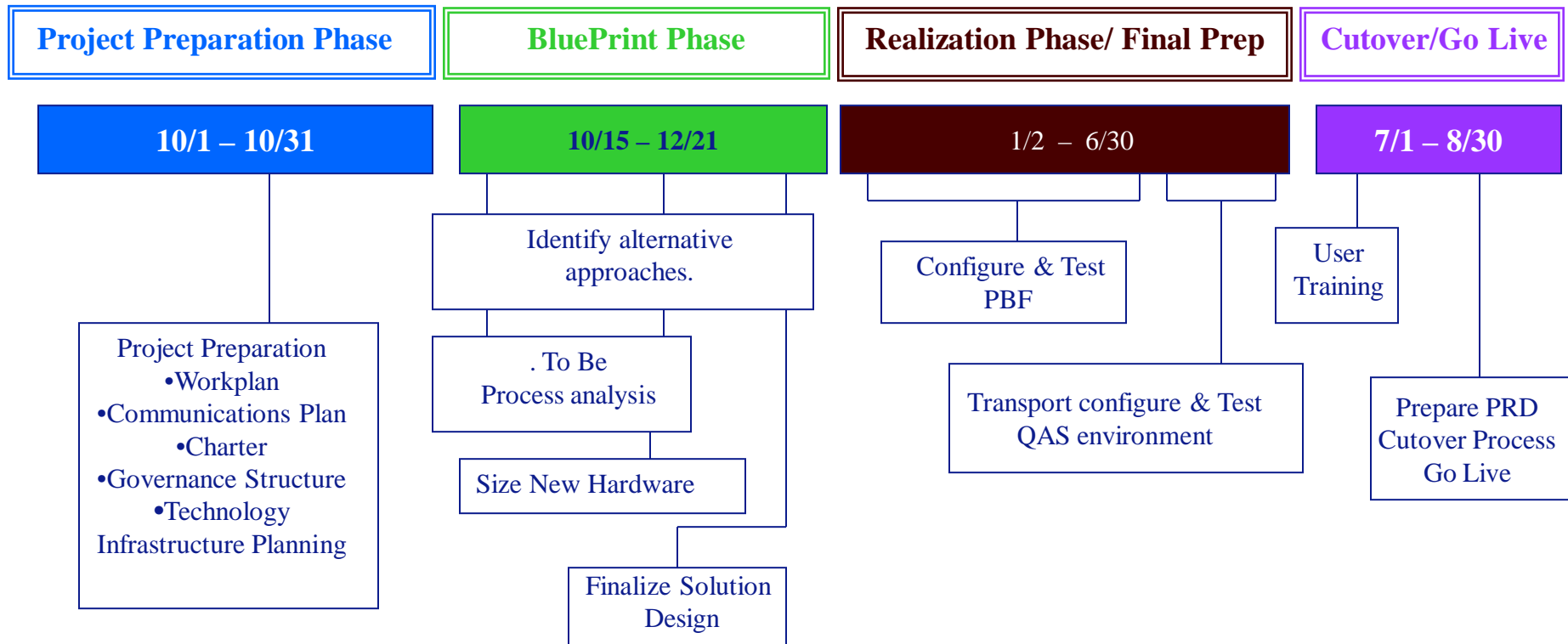
## 🌀 Overview of PBF Implementation Scope, by Components:

- Budget Formulation (Blueprint through Go-Live)
- Capital Budgeting (Blueprint through Go-Live)
- Personnel Expenditure Planning (Blueprint Phase Only)
- Budget Administration and Monitoring (Blueprint Phase Only)

# PBF Project Implementation Timeline

**Project Goal:** Successfully implement the PBF product with the associated Business Warehouse and Business Objects functionality in order to prepare the fiscal year budget for 2015.

## Implementation Schedule



# Questions

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# SCEIS Finance Refresher

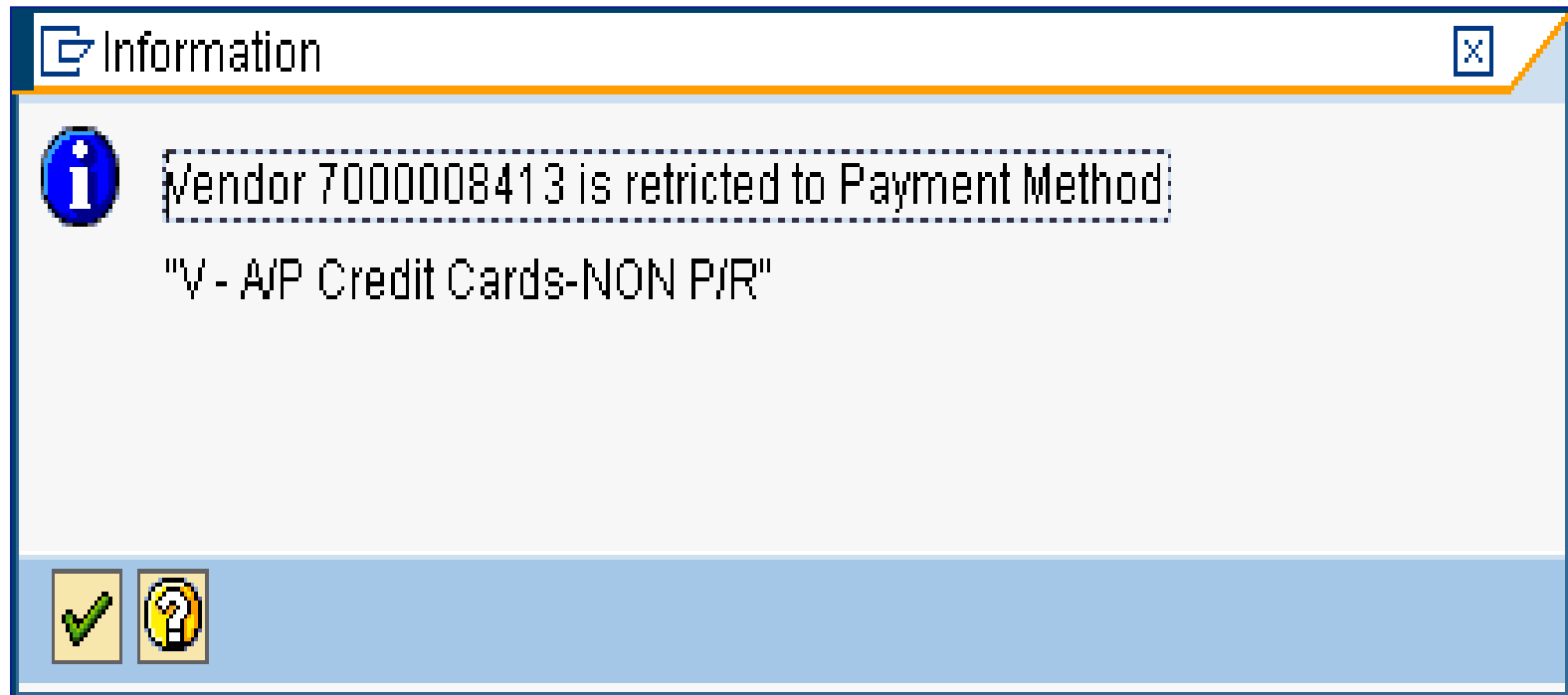
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**Refresher Topics:** Credit Card Vendors & Inventory Scrapping

# Credit Card Vendors

Several agencies have called regarding the message below:





- Some vendors have chosen to receive payments via a credit card receipt. They can be identified by viewing the Display Vendor screen, Trans Code XK03.
- A/P Credit Card Vendors are established with a payment method of “V”.
- A/P Credit Card Vendors can only be paid using a payment method of “V”.



# Credit Card Vendors

The Payment Method field is generally blank, any attempt to change this field to any method other than "V" will result in the error.

Transactn Invoice

Basic data Payment Details Tax Withholding tax Notes

BaselineDt 01/09/2013 Payt Terms NT30 22 Days

Due on 01/31/2013 Days

Discount USD Days net

Disc.base USD To be calculd Fixed

Pmt Method  Pmnt Meth.Sup.  Pmnt Block Free for payment

Inv.ref.

Part. Bank House Bank

Bal. 0.00

Vendor

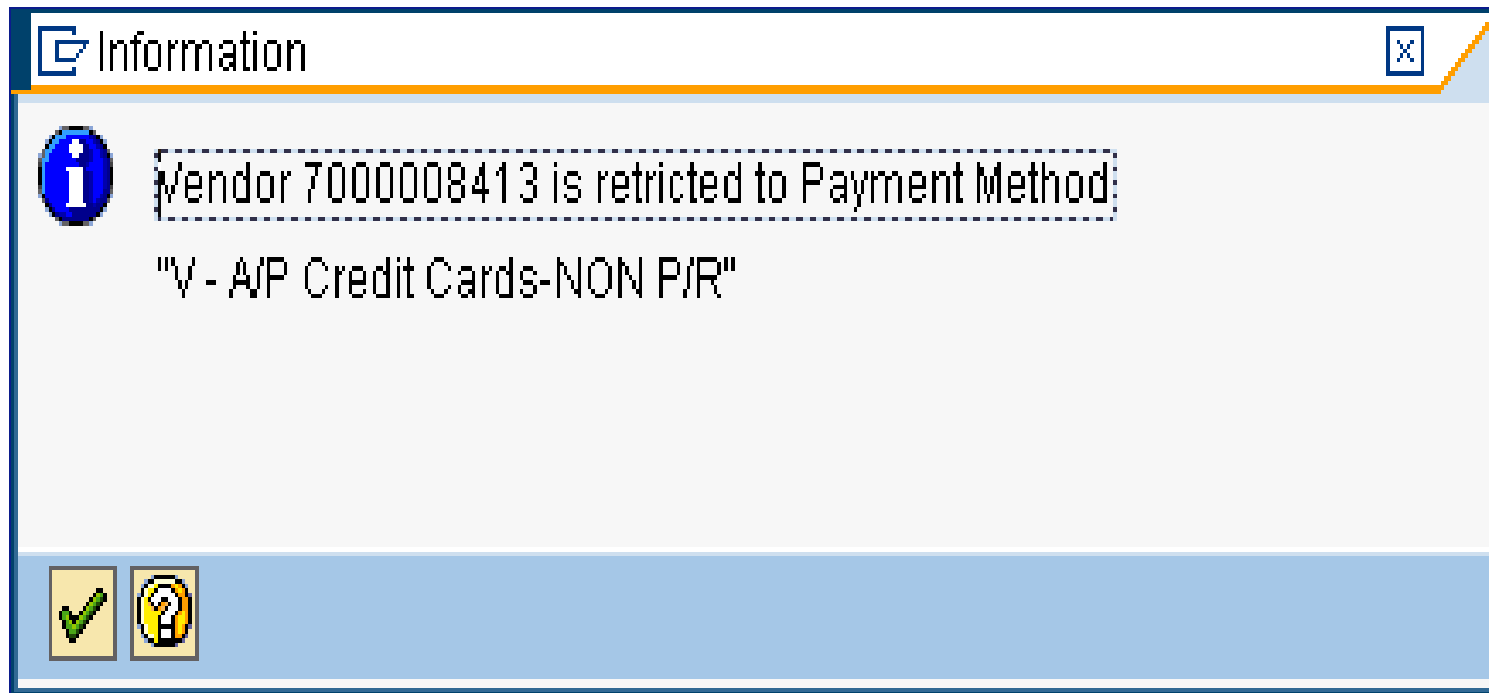
Address

CRAWFORD SUPPLY CO  
PO Box 840016  
KANSAS CITY MO 64184-0016

Ols

# Credit Card Vendors

To correct this error, change the Payment Method on the Payment Tab to "V"



## Movement Type 551

# Inventory Scrapping

## Trans Code MIGO Movement Type 551

Goods Issue Other - JAMES BURNETT

Hide Overview | Hold | Check | Post | Help

Goods Issue: Other | GI scrapping: 551

Document Date: 01/09/2013 | Posting Date: 01/09/2013 | Material Slip: | Doc. Header Text: | Collective Slip: ☐

Line	Mat. Short Text	OK	Qty in UnE	E	SLoc	Cost Center	Bu	Gl. Account	Batch	Valuation T	M	D Stock Type
1	CARD, CHRISTMAS, 6/PAC	<input checked="" type="checkbox"/>	1		PAC Canteen, Main Wh							551 - Unrestrict...

Material: CARD, CHRISTMAS, 6/PAC | 101501

Material Group: 83723

Equipment:

Item OK | Line: 1

ECQ (4) (010) | SAPVGAPECC05 | OVR

## Materials Tab

	Material	Quantity	Where	Account Assignment	DOT
Material	CARD,CHRISTMAS,6/PAC				101501
Material Group	03723				
Equipment					

# Inventory Scrapping

## Quantity Tab

The screenshot shows a software interface for inventory management. At the top, there are five tabs: Material, Quantity (selected), Where, Account Assignment, and DOT. Below the tabs is a table with two rows. The first row is labeled 'Qty in Unit of Entry' and has a value of '1' in a yellow-highlighted input field, followed by a 'PAC' button. The second row is labeled 'Qty in SKU' and has a value of '1' in a light blue input field, followed by a 'PAC' button. At the bottom of the interface, there is a status bar with a 'Line' label, a value of '1' in a small input field, and a 'Item OK' checkbox which is checked.

Qty in Unit of Entry		PAC
Qty in SKU	1	PAC

Line 1 Item OK



# Inventory Scrapping

## Where Tab

Material		Quantity		Where		Account Assignment		DOT	
Movement Type		551		- GI scrapping		Stock type			
Plant		SCDC Canteen Main Warehouse				DC02			
Storage Location		Canteen, Main Wh				0001			
<u>Goods recipient</u>									
Unloading Point									
Reason for Movement									
Text									
		<input checked="" type="checkbox"/> Item OK		Line		1			

# Inventory Scrapping

## Accountant Assignment Tab

**Do not enter GL**

**Enter Fund,  
Cost Center,  
Grant Only**

The screenshot shows the 'Account Assignment' tab in the SOEIS system. The 'Quantity' tab is selected, and a red arrow points to the 'G/L account' field with the instruction 'Do not enter GL'. Other fields include Fund, Cost Center, Functional Area, Funds Center, Grant, and Commitment Item. A 'More' button is at the bottom right.

Material	Quantity	Where	Account Assignment	DOT
G/L account <input type="text"/>				
Fund <input type="text"/>				
Cost Center <input type="text"/>				
Functional Area <input type="text"/>				
Funds Center <input type="text"/>				
Grant <input type="text"/>				
Commitment Item <input type="text"/>				

☒ Item OK Line

# Inventory Scrapping

- ☉ When inventory is purchased, cash is disbursed to the vendor and inventory budget is consumed.
- ☉ When inventory is issued, budget and cash are transferred between the consuming cost center and the inventory cost center.

# Inventory Scrapping

- When inventory is scrapped, an expenditure is charged to the inventory cost center, but because there is no cash outlay there is should be no budget impact.
- To accomplish this a movement type 551, Inventory Scrapping, derives a GL account, 5034040000, that has a corresponding Statistical Commitment Item.

- FMDerive has a rule that recognizes certain Inventory Movement Types and makes the Commitment Item match the GL.
- With Movement Type 551, FMDerive moves the GL to the Commitment Item, which has no budget impact.

# Inventory Scrapping

GL left blank, system will auto  
populate with 5034040000


Material	Quantity	Where	Account Assignment	DOT
G/L account <input type="text"/>				
Fund		<input type="text" value="34080000"/>		
Cost Center		<input type="text" value="N040411610"/>		
Functional Area		<input type="text"/>		
Funds Center		<input type="text"/>		
Grant		<input type="text" value="Not Relevant"/>		
Commitment Item		<input type="text"/>		

More

# Inventory Scrapping

FMDerive moves the GL  
to the Statistical  
Commitment Item

There is no  
budget impact!

Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group							
<div></div>											
Co...	Itm	PK	...	Account	Commt Item	Ex/Rev A/c	Description	z	Amount	BusA	Fund
SC01	1	99		1400010002	1400010002		IM - INV- OP SUP MAT		4.38-	N040	340800
SC01	2	81		5034040000	5034040000		INV- SCRAPPING		4.38	N040	340800
									0.00		

# Inventory Scrapping

Commitment Item	<b>5034040000</b>		Commitment Item Type	<input type="text"/>
FM Area	SC01	SC FM Area		

Basic Data

Addit. data

Alternative Hierarchy

Basic Data

Name

INV- SCRAPPING

Description

INVENTORY - SCRAPPING

☒ Dir. postable
 ☐ Not Directly Postable

Financial trans.

30

Post revenue, expenditure, asset, inventory stocks...

Commitment Item Cat.

3

Expenditures

Authorization group

Carryfwd item cat.

AA

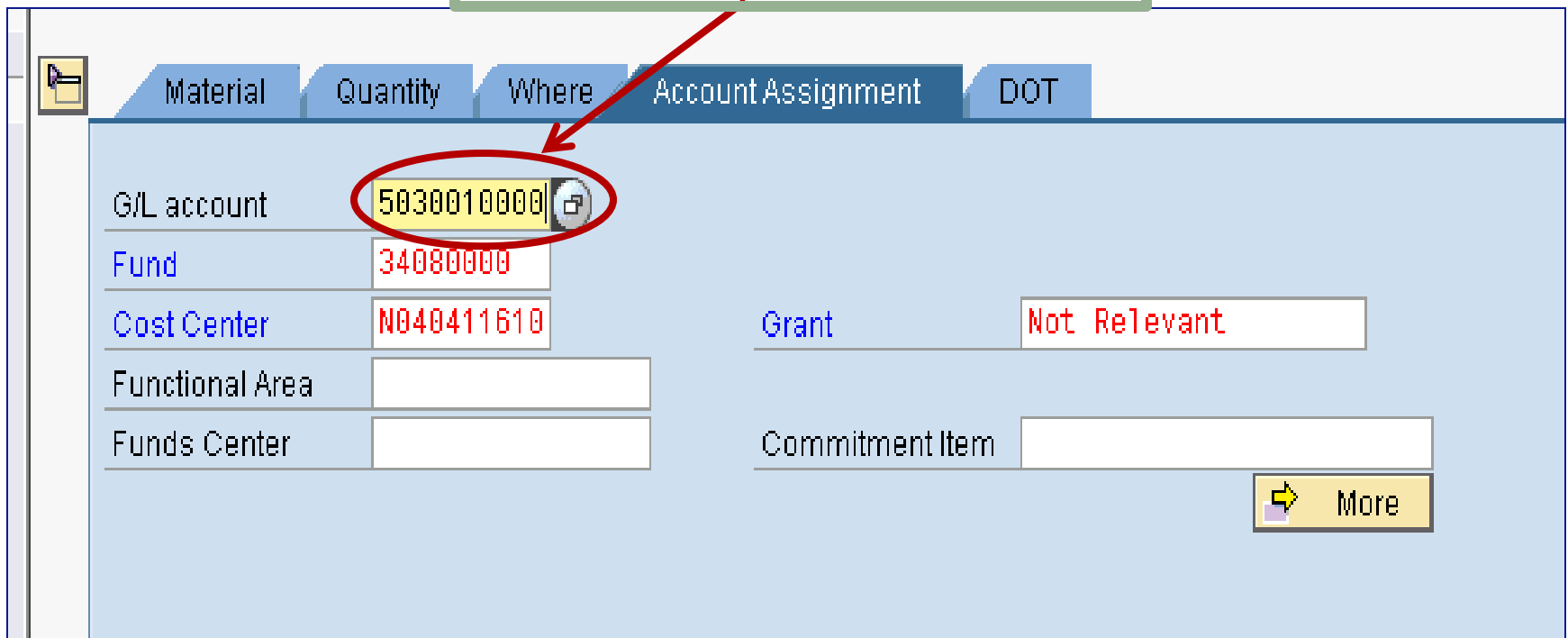
Proposal Funds Ctr.

☐ Negative Budget  
☒ Stat.commitment item



# Inventory Scrapping

**GL account is entered –  
this will lead to budget  
consumption**



The screenshot shows the 'Account Assignment' tab in the SOEIS system. The 'G/L account' field is highlighted with a red circle and contains the value '5030010000'. A red arrow points from the text box above to this field. Other fields include 'Fund' (34080000), 'Cost Center' (N040411610), 'Functional Area', 'Funds Center', 'Grant' (Not Relevant), and 'Commitment Item'. A 'More' button is located at the bottom right.

Material	Quantity	Where	Account Assignment	DOT
G/L account 5030010000				
Fund 34080000				
Cost Center N040411610				
Functional Area				
Funds Center				
Grant Not Relevant				
Commitment Item				

More

# Inventory Scrapping

- Because the GL was entered, this overrides the system-generated GL so 5030010000 is passed to FMDDerive to determine Commitment Item.
- FMDDerive is programmed to move the GL to the Commitment Item, therefore, 5030010000 becomes the Commitment Item and budget is consumed.

# Inventory Scrapping

GL 5030010000 derives  
Commitment Item 5030010000,  
budget is consumed

Co...	Itm	PK	...	Account	Cmmt Item	Ex/Rev A/c	Description	E	Amount	BusA	Fund	Partner
SC01	1	99		1400010002	1400010002		IM - INV- OP SUP MAT		4.38	N040	34080000	
SC01	2	81		5030010000	5030010000		OFFICE SUPPLIES		4.38	N040	34080000	
									<b>0.00</b>			



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# SCEIS Materials Management Refresher

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**Refresher Topic: NIGP/GL Codes Clean-up**

# NIGP/GL Codes Clean-up

- ④ A team consisting of members from the CG's Office, MMO, SCEIS and agency representatives began meeting in April 2012.
- ④ The team reviewed all 8,717 NIGP Codes/Material Group and the current mapping to G/L. A decision was 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 Clean-up

- 🌀 A spreadsheet showing the Mapping is posted on the CG Office & SCEIS websites
  - [Click here](#) to view the spreadsheet
- 🌀 If there was a lack of consistency on the G/L used for a specific NIGP Code/Material Group, it was not mapped. The end user will need to select the appropriate G/L.
- 🌀 The NIGP Code/Material Group and its associated mapping is a suggested mapping, and users **may change** the General Ledger account when needed.

# NIGP/GL Codes Clean-up

- 🌀 If a Shopping Cart is “copied,” but the commodity is in a different classification, then the NIGP Code/ Material Group must be updated in order to ensure the correct G/L mapping is used.
- 🌀 If a user detects a mapping between an NIGP code and a General Ledger account that appears to be incorrect, please contact the SCEIS Service Desk to notify us of the potential error. SCEIS will follow up with the appropriate areas and make corrections as needed.



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# Materials Management RUG Update

## Jaquetta Wright, Dept. of Revenue

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# Update: SRM 7.0 Upgrade

## Kimber Craig, SCEIS MM Team

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# SRM Upgrade Scope

- ☉ Upgrade from 5.0 to 7.0 will impact approximately:
  - 7,000 SCEIS users
  - 19,000 vendors who submit bids through the SCEIS system
  - All SCEIS teams
- ☉ All current functionality of SRM 5.0 will be maintained, with improvements offered by SRM 7.0.
- ☉ The only additional functionality to be implemented that is currently not in use is Reverse Auction.

- 
- 🌀 14 Blueprinting sessions were held during a 3-month period.
  - 🌀 Blueprinting sessions documented:
    - Processes as they are today in SRM 5.0 (AS-IS) and processes as they will be with the upgrade to SRM 7.0 (TO-BE).
    - Technical Requirements

# SRM Upgrade Status

- 
- 🌀 Blueprinting sessions were conducted with representatives from:
- State Procurement Services
  - Office of Comptroller General
  - B&CB Legal Counsel
  - SCEIS Finance, Technical, Security, uPerform, Imaging, Business Warehouse (BW) and BASIS Teams
  - Department of State Information Technology (DSIT)

# SRM Upgrade Status

- 🔄 Blueprint document is being revised based on participant input.
- 🔄 Project Plan is being finalized.
- 🔄 Sandbox is scheduled to be available by the end of January to begin SRM 7.0 proof of concept.

# SRM Upgrade Major Changes

- ☉ Screen design change
  - From graphic to tabular
- ☉ All procurement functions will take place in SRM
  - Single sign-on
- ☉ Document Builder integrated into SRM, no longer a bolt-on application
  - Should help eliminate documents getting stuck through data exchange
- ☉ Reverse Auction functionality will be available

- 🌀 Shopping Cart/Approval Process
  - Delivery date default can be altered
- 🌀 Sourcing/Purchase Orders (PO)
  - Ability to add shopping cart items to an existing PO
  - Ability to add a contract number to an approved shopping cart
  - Set posting of PO document for future date
  - Create partial funding on PO
- 🌀 Bidding
  - Ability to re-sort/insert line items into a bid schedule
- 🌀 Contracts
  - Buyers will manage contracts in SRM not in ECC

# SRM Upgrade – What does this mean for me?

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## ☉ Integration Testing: Scheduled for March

- End users have volunteered to assist in testing the new system and participate in other upgrade activities.
- Please let SCEIS MM know if you would like to volunteer.

## ☉ Training: Scheduled for April-June

- Train-the-Trainer approach
- Larger Agencies will be asked to identify Subject Matter Experts for each area.

## ☉ Go Live Date is July 1, 2013





South Carolina Enterprise Information System

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# Break

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# **SCEIS Weekly Update Highlights & New User Group Webpages**

**Elizabeth Renedo, SCEIS Communications**

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# SCEIS Weekly Updates Webpage

## All SCEIS Weekly Updates are available on the SCEIS Website:

1. Point your mouse to “**News & Updates**” in the top navigation bar
2. Select “**SCEIS Weekly Updates**” from the menu that appears.

The screenshot shows the SCEIS website header with the logo and text "South Carolina Enterprise Information System SC Budget and Control Board". Below the header is a navigation bar with links: Home, SCEIS Help, Meetings, Contact Us, News & Updates, and FAC. A red box highlights the "News & Updates" link, and a red arrow points to it with the text "Click Here". A dropdown menu is shown below the "News & Updates" link, containing the following items: SCEIS Weekly Updates, Newsletters, and a partially visible "FAC".

[Click here](#) to go directly to the SCEIS Weekly Updates page. 51

# SCEIS Weekly Update Highlights

- Final NIGP Code to GL Account Mapping Resource Spreadsheet Now Available
  - Read more and download the resource sheet via the Weekly Updates webpage:  
<http://www.sceis.sc.gov/page.aspx?id=230>.



## Weekly Update *January 7, 2013*

**Subject:** Final NIGP Code to General Ledger Account Mapping Resource Spreadsheet Now Available

**Audience:** Procurement Directors, Finance Directors

The SCEIS Materials Management Team, with the assistance of the Comptroller General (CG's) Office and several agencies, embarked on a project in April 2012 to provide a new tool to assist SCEIS users statewide. The project involved reviewing the National Institute of Governmental Purchasing (NIGP) Codes and the General Ledger Accounts associated with these codes in the Supply Relationship Management (SRM) portion of SCEIS, building a resource spreadsheet to improve understanding of how they are related.

This NIGP Team recently completed their thorough review of over 8,700 NIGP and General Ledger codes, and is pleased to announce the review has been completed and the final resource spreadsheet is now available at the SCEIS Material Management (MM) Team and the

# SCEIS Weekly Update Highlights

## 🌀 SCEIS Recommendations to Ensure Employee Leave Records are Correct

- Read more at the Weekly Updates webpage:  
<http://www.sceis.sc.gov/page.aspx?id=230>.



**Weekly Update**  
*January 7, 2013*

**Subject:** SCEIS Recommendations to Ensure Employee Leave Records are Correct

**Audience:** HR Directors, Time Administrators

As the SCEIS Team and our IBM Application Management Services consultants continue to work diligently to resolve the recent issues with leave posting in SCEIS, we have prepared several recommendations to help agencies ensure that employee leave records are correct.

**Recommendations:**

- **Have employees review their Leave Overview screen** in MySCEmployee to ensure that all appropriate leave is recorded, and to confirm that no requests have been entered twice. Users can navigate to this screen as follows: log into MySCEmployee, select the Employee Self-Service tab, select "My Working Time" from the main menu screen, then select the link that reads "Leave Overview," under the heading "Leave Requests" on the My Working Time screen.

- New webpages are now available on the site, and will be announced in Monday's Weekly Update.
  - The most current User Group information will be added to the page regularly, as it is finalized:
    - Upcoming meeting information
    - All meeting materials
    - RUG Minutes and materials
    - Additional items
  - Archive pages include all meeting materials going back to 2011.

# New User Group Webpages

## Navigate to the User Group Webpages as follows:

1. Point your mouse to “**Meetings**” in the top navigation bar
2. Select “**SCEIS User Group**” from the menu that appears.

The screenshot shows the SCEIS website interface. The top navigation bar includes links for Home, SCEIS Help, Meetings, Contact Us, and News & Updates. A red box highlights the 'Meetings' dropdown menu, which contains the following options: Directions, Presentations Library, SCEIS Change Advisory Board, and SCEIS User Group. A red arrow points from the 'SCEIS User Group' option to a red callout box that says 'Click Here'.

Meetings	Contact Us
Directions	
Presentations Library	
SCEIS Change Advisory Board	
SCEIS User Group	

**Click here to go directly to the User Group page.**



# The Main User Group Page



South Carolina  
Enterprise Information System  
SC Budget and Control Board

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- [Materials Management](#)
- [Reporting](#)
- [Imaging](#)
- [Technical](#)

## SCEIS User Group

SCEIS User Group Archives: [2011](#) , [2012](#)

The SCEIS User Group is a user-run organization dedicated to optimizing the understanding, productive use, and advancement of the SCEIS system. The User Group mission is to achieve this vision by providing a forum for members to meet in groups or one-on-one to: 1) exchange ideas and best practices; 2) communicate mutual concerns; 3) learn from subject matter experts; and 4) work collaboratively to prioritize system enhancement needs and affect the evolution of SCEIS to the best advantage of system users.

Participation in the SCEIS User Group is encouraged and open to all SCEIS users. To begin receiving SCEIS User Group communications, send an email request to [sceis@sceis.sc.gov](mailto:sceis@sceis.sc.gov).

### Next SCEIS User Group Meeting:

Friday, January 11, 2013, at 9:00 a.m.  
Midlands Technical College, Airport Campus Academic Center Auditorium  
Register here: <https://www.surveymonkey.com/s/2C27WCR>

**MySCEmployee**



**INSPECTOR GENERAL'S  
FRAUD HOTLINE**

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

### General Information

[2013 SCEIS User Group Meeting Schedule - Printable Flyer](#) (216kb PDF)

[2012-2013 SCEIS User Group Leads Committee Members - Contact List](#) (95kb PDF)

### SCEIS User Group Meetings: 2013

January 11, 2013

[January 11, 2013 SCEIS User Group Meeting Agenda](#) (61kb PDF)

**Click the links boxed  
in red in the screen  
shot above to access  
archive pages.**





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## 2012 SCEIS User Group Archive

### SCEIS User Group Meetings: 2012

[Return to the main SCEIS User Group webpage.](#)

#### October 26, 2012 Meeting

[Agenda](#) (60kb PDF)

[Presentation](#) (1.2mb PDF)

[HR/Payroll BW Reporting Demonstration Documentation - R010 Series](#) (298kb PDF)

[SCEIS 2009 Gap Document with Filtering](#) (358kb PDF)

#### September 28, 2012 Meeting

[Agenda](#) (58kb PDF)

[Presentation](#) (484kb PDF)

#### August 31, 2012 Meeting

[Agenda](#) (64kb PDF)

[Presentation](#) (636kb PDF)

#### July 27, 2012 Meeting

[Agenda](#) (102kb PDF)

[Presentation](#) (424kb PDF)

#### May 18, 2012 Meeting

[Agenda](#) (67kb PDF)

**MySCEmployee**



SC Budget and Control Board

**INSPECTOR GENERAL'S  
FRAUD HOTLINE**

(State Agency fraud only)

1-855-SCFRAUD

or

1-855-723-7283



South Carolina Enterprise Information System

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# SCEIS CAB Update

## John Taylor, B&CB

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- The SCEIS CAB approved the enhancement requests detailed on the following slides during the October 25 and December 6 meetings.

## 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.

## 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.

## 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.*

## 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.

## 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.



## Conversion of Automated Deposits from STARS to SCEIS

(RFC-0085)

Total estimated hours for project: 1,246

### 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.*

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

## Implement Special Payments, Public Assistance, and Income Tax Refunds for STO (RFC-0082)

Total estimated hours for project: 2,160

### 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).*

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

## Print 1099 Forms from SCEIS (RFC-0070)

Total Estimated Hours: 1,367.5

### Description

*Currently, 1099 forms are printed from STARS. We need to convert this to SAP.*

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

## Data Extraction from SCEIS for CG's Office Spending Transparency Website (RFC-0069)

Total Estimated Hours: 125

### Description

*Currently data is extracted from STARS to build the transparency database. We need to convert that extraction to SCEIS.*

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

## ☉ Next CAB meeting:

- Thursday, January 17, 3:00 p.m.
- Wade Hampton Building, Governor's Conference Room

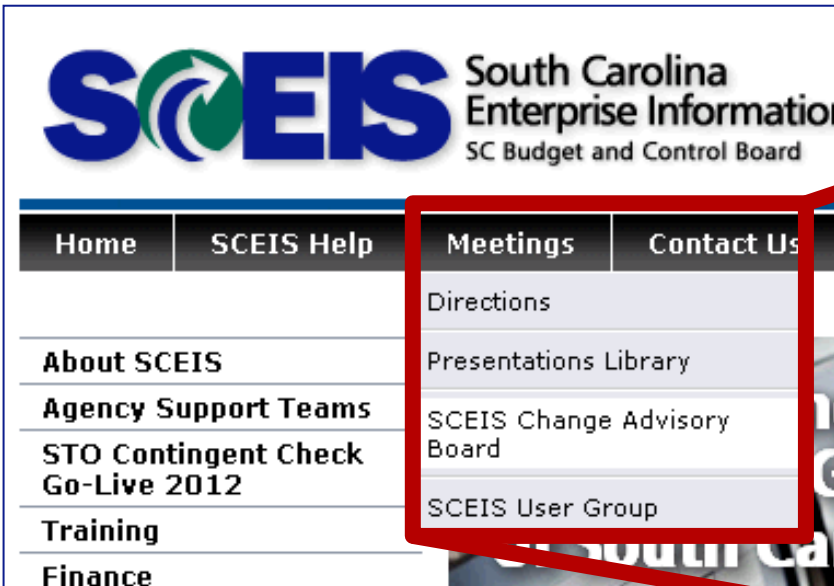
## ☉ Enhancement requests to be considered on Jan. 17:

- Public Employee Benefit Authority Security Roles by Cost Center
- 10010000 Cash Transfer Validation
- 2XXXXXXX General Ledger Validation
- Grants Management Display Role: GMDERIVE and ZGMDERIVER
- Lock Down Sponsored Class Description Field
- Annual Leave Calculation Change
- Bypass Grant Validity Date Check on Completed Purchase Orders
- Change Wording in Dropdown DOT Tab for MIGO (Goods Receipt) to DOT HMMS Interface

# The SCEIS CAB Webpage

- View documents, information and updates on the SCEIS CAB anytime by visiting the following location on the SCEIS website:

  1. Point your mouse to “**Meetings**” in the top navigation bar.
  2. Select “**SCEIS Change Advisory Board**” from the menu that appears.



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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, January 17, 2013, 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

#### December 6, 2012 Meeting

[Agenda](#) (87kb PDF)

[Presentation](#) (258kb PDF)

[SCEIS Gap Analysis Spreadsheet with Categories and Analytics Completed by the SCEIS User Group Leads Committee and SCEIS Functional Team Leads](#) (256kb XLS)

*Meeting Minutes will be posted when they are approved by the SCEIS CAB.*

**Project Evaluation Forms discussed during this meeting:**

[Material Requirements Planning \(MRP\) Activation](#) (134kb PDF)

# Results of Gap Analysis Review Activity

## 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
<b>Grand Total</b>	<b>162</b>



# Results of Gap Analysis Review Activity

## Gap Items That are Still an Issue – Detail View

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

# 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.



South Carolina Enterprise Information System

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# 2012 Leave Rollover and Gate Closing State HR Department

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South Carolina Enterprise Information System

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# SCEIS HR/Payroll Refresher

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**Refresher Topic:** Updated Time Collision Report (ZHRTCR)

# Updated Time Collision Report (ZHRTCR)

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🌀 A mini guide with complete instructions on running and interpreting the Time Collision Report is available at the following link:

- <https://upperform.sc.gov/gm/folder-1.11.21027?originalContext=1.11.20460>





# Breakout Sessions & Next Meeting

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🌀 **Finance RUG Breakout:** Auditorium

🌀 **HR/Payroll RUG Breakout:** AC143

🌀 **Next User Group Meeting:**

Friday, March 1, 2013

MTC Northeast Campus