South Carolina Enterprise Information System

SCEIS Executive Oversight Committee Meeting

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Thursday, January 24, 2013

Agenda

- Call to Order, Welcoming Remarks and Approve Prior Minutes
- SCEIS Activity Report
- Report on CAB Recommendations
- Status Report on Cyber Security RFP
- Review of Annual Report
- Next Meeting
- Adjournment

South Carolina Enterprise Information System

Call to Order, Welcoming Remarks and Approve Prior Minutes

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

SCEIS Activity Report

SCEIS Activity: Finance

- SCEIS is the official financial Book of Record for the State, so all revenues and expenditures pass through SCEIS.
  - Revenues and expenditures for agencies not on SCEIS enter the system through interfaces.

- In FY2012, SCEIS processed:
  - **$28,845,497,057** in revenues
  - **$28,505,248,334** in expenditures

- So far in FY2013, SCEIS has processed:
  - **$14,166,193,907** in revenues
  - **$13,646,654,316** in expenditures

SCEIS Activity: Human Resources/Payroll

 Of the 60,093 individuals employed by the State of South Carolina in FY2012, 36,868, or 61%, were paid through SCEIS.

State Payroll: Employees by Payment Method

Paid outside of SCEIS: 39%

Paid through SCEIS: 61%
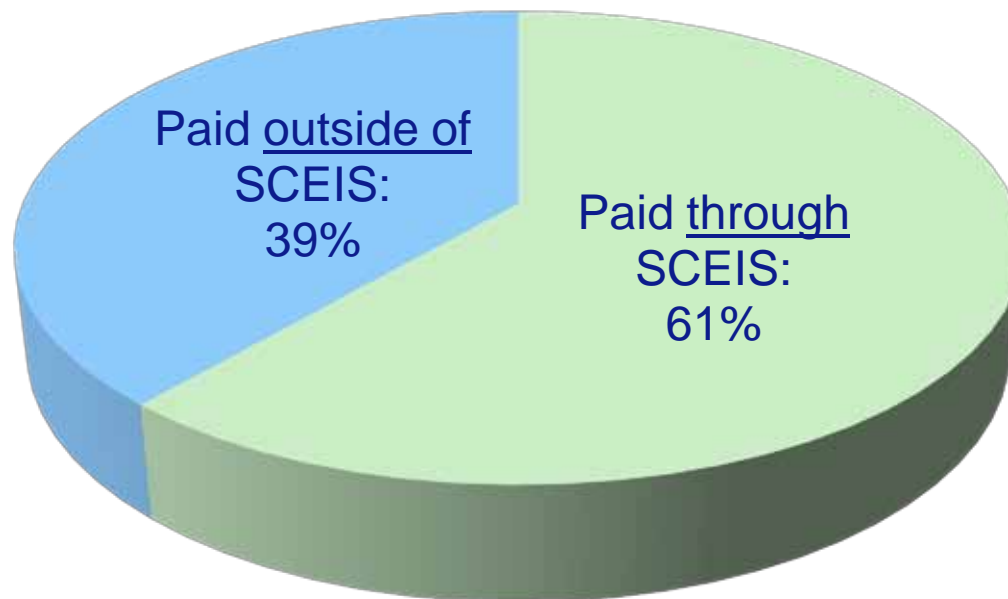
SCEIS Activity: Materials Management

- In FY2012, The SCEIS MM Team, in conjunction with MMO staff completed 25 Staff Assist Visits in 14 agencies.

  – In Staff Assist Visits MMO and SCEIS staff analyze the agency's use of the SCEIS System, indentifying pain points and providing follow-up work sessions when needed.

- Agencies visited:

  - Health & Environmental Control Dept.
  - Disabilities & Special Needs Dept.
  - Juvenile Justice Dept.
  - Motor Vehicles Dept.
  - Mental Health Dept.
  - Natural Resources Dept.
  - Corrections Dept.

  - Education Dept.
  - Public Safety Dept.
  - Social Services Dept.
  - Health & Human Services Dept.
  - Labor, Licensing & Regulation
 - Secretary of State
  - State Housing Authority

SCEIS Activity: Current Project Schedule

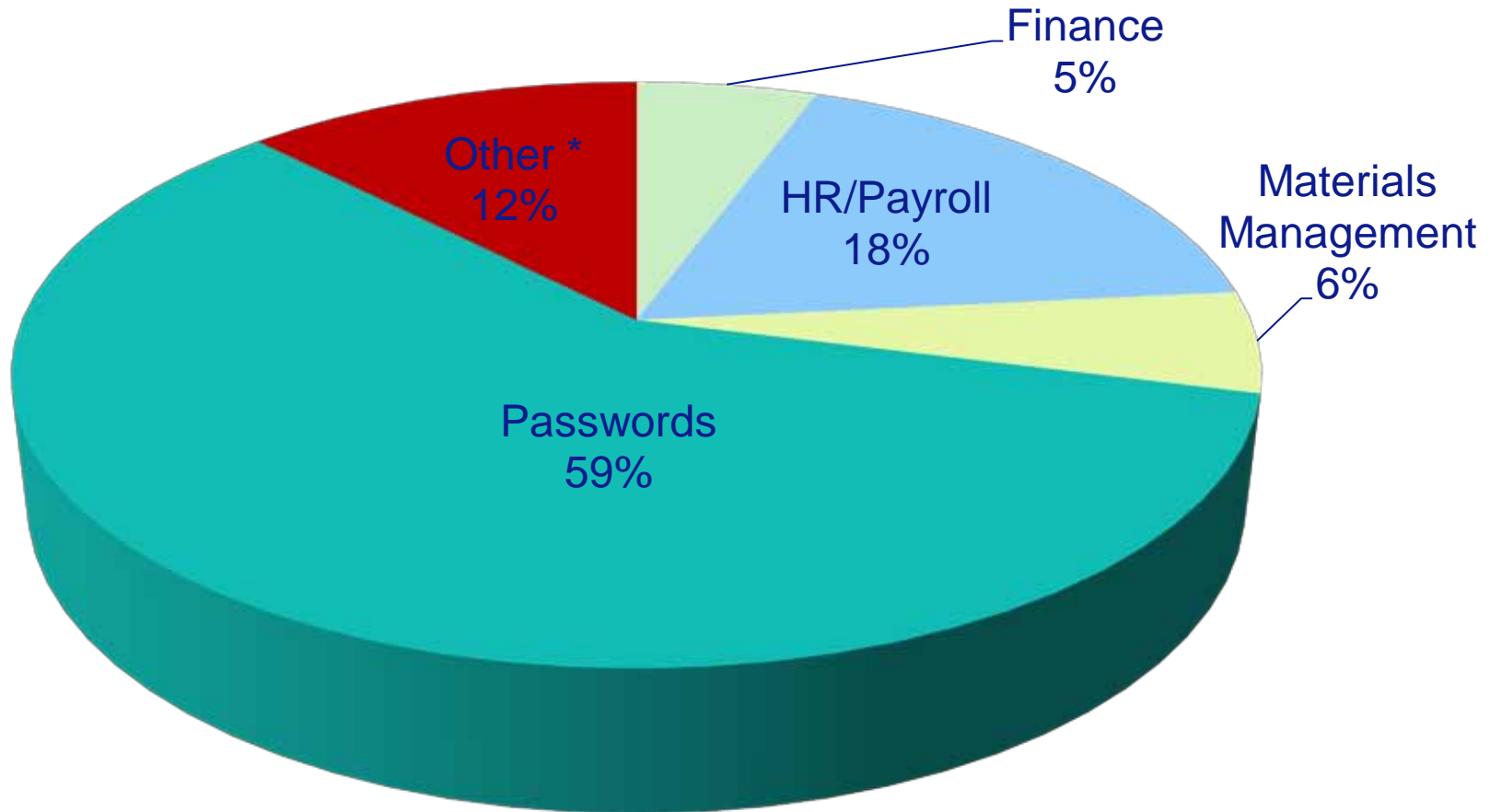| Project	Status	Estimated Completion Date
Implement SCEIS in Legislative Agencies (contributing to retirement of STARS): Legislative Printing and IT, Legislative Audit Council, Education Oversight Committee and Senate	In progress.	June 3, 2013
Retire STARS - Spending Transparency	In progress.	February 2013
Retire STARS - 1099s	Analysis & Prototyping in progress.	April 2013
Business Warehouse 7.3 Upgrade	In progress.	June 3, 2013
Portal Upgrade	In progress.	June 3, 2013
SRM 7.0	Project Plan is being finalized. Proof of Concept development in the "sandbox" will begin by the end of January.	July 1, 2013
PBF – Public Budget Formulation	Blueprint is being finalized.	Mid-August 2013
Implement SCEIS in remaining Legislative Agencies (contributing to retirement of STARS): Code of Laws and Legislative Council and House of Representatives	In progress.	September 3, 2013

SCEIS Activity: Help Desk

 The chart below provides a view of total SCEIS Help Desk tickets for FY2011, FY2012 and FY2013 (to-date and projected).

– Charts on the following slides show tickets by category over several fiscal years.
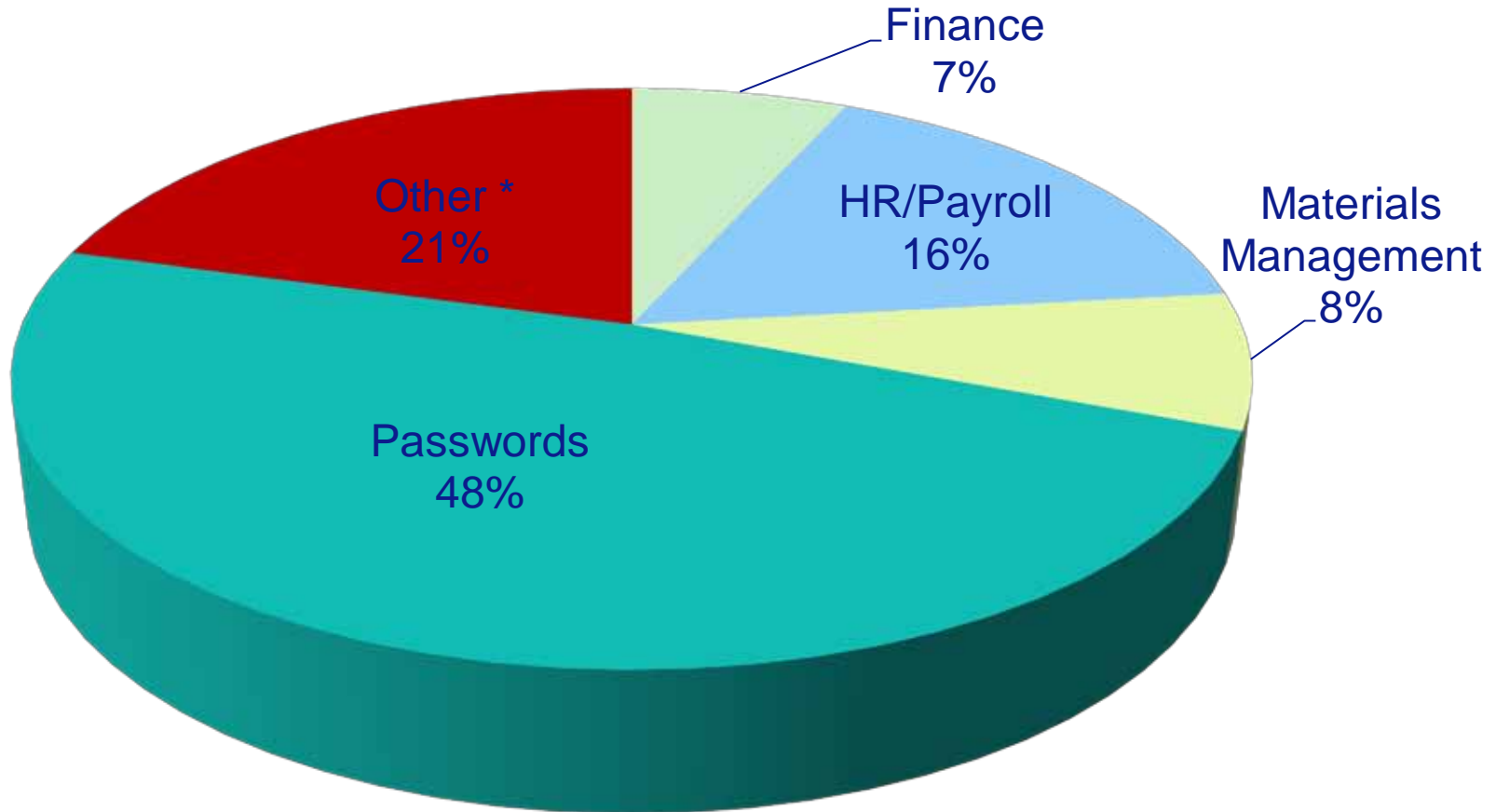
Total Tickets (all categories)

		Projected Total
86,945	64,812	71,613
		41,774 — Actual Total To-Date
FY2011	FY2012	FY2013
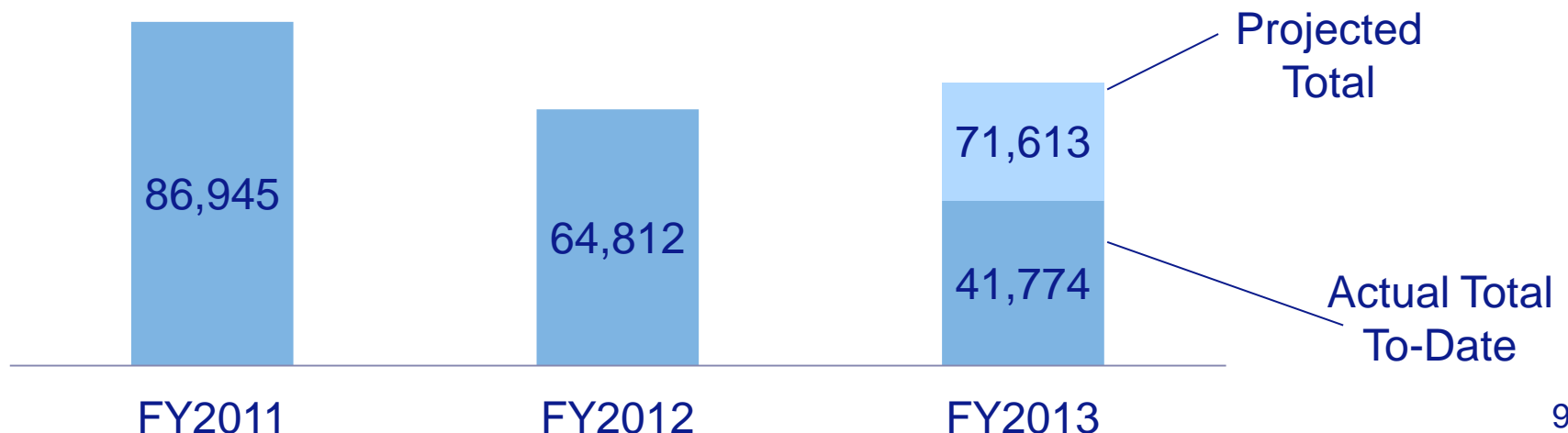
FY2011 Help Desk Tickets by Category

Finance
5%

Other *
12%

HR/Payroll
18%

Materials
Management
6%

Passwords
59%

* The "Other" category includes: BW, Imaging, Security, Technical and Training.

SCEIS Activity: Help Desk

FY2012 Help Desk Tickets by Category

- Finance 7%
- HR/Payroll 16%
- Materials Management 8%
- Passwords 48%
- Other * 21%

* The "Other" category includes: BW, Imaging, Security, Technical and Training.

SCEIS Activity: Help Desk

Projected FY2013 Help Desk Tickets by Category
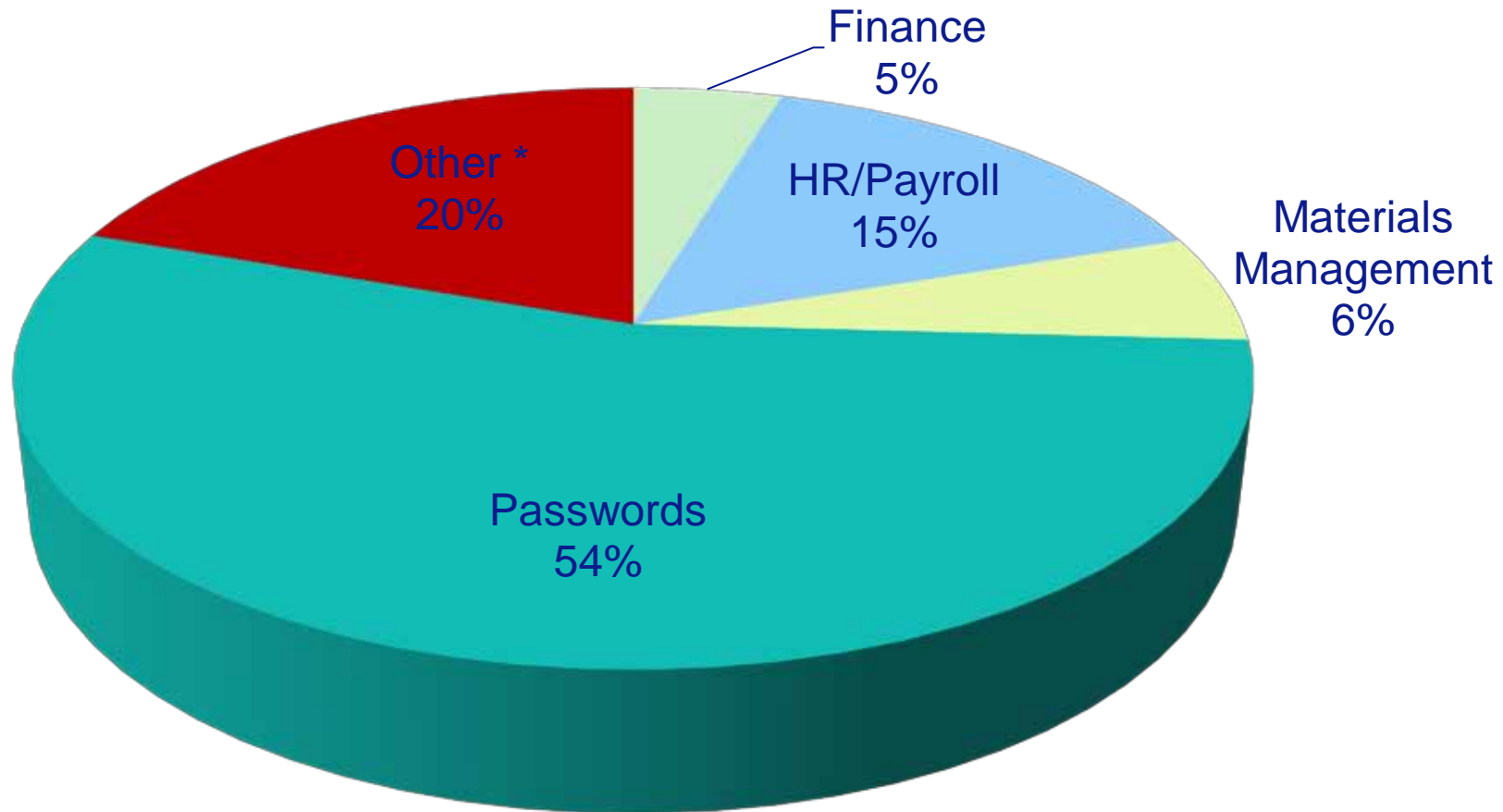

Finance
5%

Other *
20%

HR/Payroll
15%

Materials
Management
6%

Passwords
54%

* The "Other" category includes: BW, Imaging, Security, Technical and Training.

383 individuals from 57 of the 72 SCEIS agencies attended one or more 2012 User Group meetings:

– Only 15 small and out-of-town agencies did not have a representative at any User Group meetings in 2012.

2012 User Group Attendance: Count of Agencies Represented
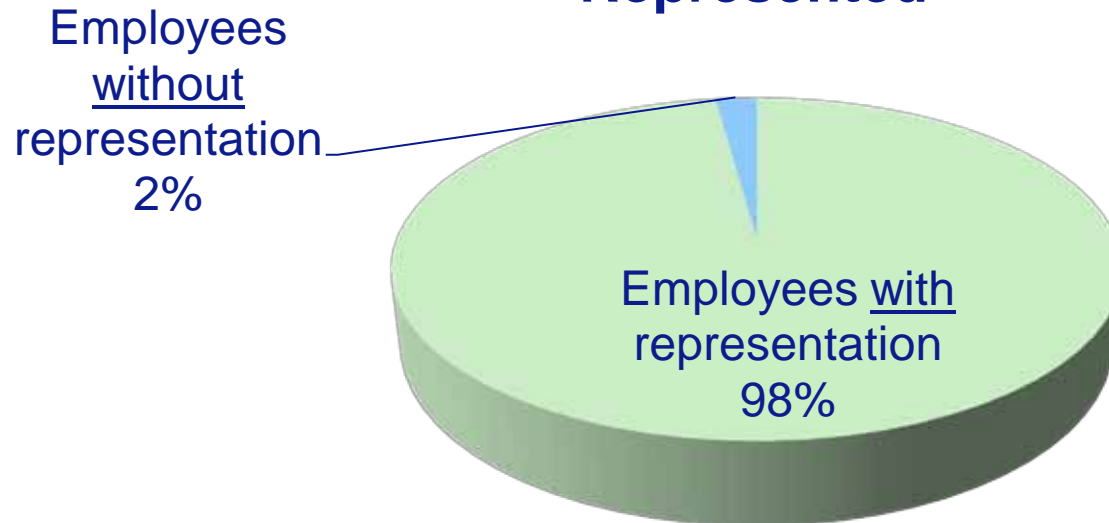
Agencies without representation: 21%
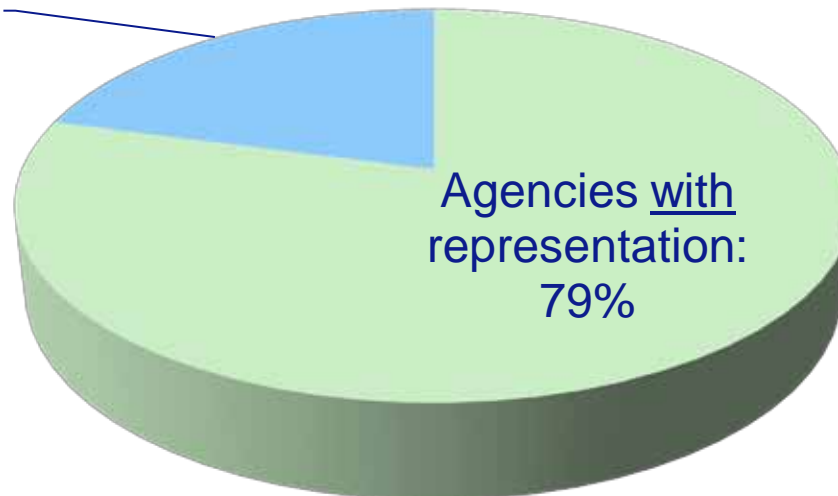
Agencies with representation: 79%

SCEIS Activity: User Group

- Of the 36,868 employees who work in the 72 agencies that use SCEIS:
  - 36,089 work in the 57 agencies represented at 2012 User Group meetings.
  - 799 work in the 15 agencies not represented.

2012 User Group Attendance: Count of Employees Represented

Employees
without
representation
2%

Employees with
representation
98%

SCEIS Activity: User Group

The SCEIS Team recently launched a set of web pages where users can find a wealth of current and historical information on the SCEIS User Group.

Click here to go directly to the User Group page.

Report on CAB Recommendations

CAB Recommendations

- Since the last EOC meeting (Nov. 16, 2012), the SCEIS Change Advisory Board has met twice:
  - December 6, 2012
  - January 17, 2013

- During these meetings, the CAB approved 13 Requests for Enhancements.
  - Many approved requests have low resource requirements, but provide big, positive impacts for users.
  - These approved requests are listed on the next slides and detailed in the appendix to this presentation.

CAB Recommendations

Requests approved on Dec. 6, 2012:

– Material Requirements Planning (MRP) Activation (46 hours)

– Mandatory South Carolina Business Opportunities (SCBO) Selection in SRM Bidding (43 hours)

– Field Data Change for Material Reservation Output Document—MB24 (74 hours)

– Grant Access to "Inventory Display" Transaction, MB5B (36 hours)

– Embedded Hyperlink on Shopping Cart Approver E-mail (66 hours)

– Convert Automatic Deposits from STARS To SCEIS (1,246 hours; approved by EOC on Nov. 16, 2012)

– Implement Special Payments, Public Assistance and Income Tax Refunds for the State Treasurer's Office (2,160; approved by EOC on Nov. 16, 2012)

Timeline: Development of Dec. 6 CAB-Approved Projects

Project	Start	End
Material Requirements Planning (MRP) Activation	1/3/2013	2/13/2013
Mandatory South Carolina Business Opportunities (SCBO) Selection in SRM Bidding	1/3/2013	7/1/2013
Field Data Change for Material Reservation Output Document—MB24	1/3/2013	1/18/2013
Grant Access to "Inventory Display" Transaction, MB5B	1/7/2013	1/18/2013
Embedded Hyperlink on Shopping Cart Approver E-mail	12/9/2013	1/25/2013
Convert Automatic Deposits from STARS To SCEIS	12/9/2013	4/2013
Implement Special Payments, Public Assistance and Income Tax Refunds for the State Treasurer's Office	12/9/2013	5/2013

CAB Recommendations

Requests approved on Jan. 17, 2013:

- Grants Management Display Role: GMDERIVE and ZGMDERIVER (105 hours)
- Lock Down Sponsored Class Description Field (68 hours)
- 10010000 Cash Transfer Validation (7 hours)
- 2XXXXXXX General Ledger (G/L) Validation (7 hours)
- Bypass Grant Validity Date Check on Completed Purchase Order (PO) Line Items (78.5 hours)
- Annual Leave Calculation Change (325 hours)

SCEIS Activity: User Group

The SCEIS Team recently launched a set of web pages where users can find a wealth of current and historical information on the SCEIS Change Advisory Board.

Click here to go directly to the SCEIS CAB page.

Status Report on
Cyber Security RFP

Review of Annual Report

Enterprise Reports

Enterprise reports using SCEIS data were developed in the areas of Finance and Human Resources. The Finance reports were patterned after the familiar STARS reports agencies previously received by agencies. The six Finance and three Human Resources reports are distributed electronically each month to every agency. Human Resources reports developed in 2012 are also sent to the State Human Resources Division each month, providing data on a statewide level.

Training

- In Calendar Year 2012, SCEIS presented training on **139 topics** for **9,915 participants**
  - **Instructor-led:** 51 topics,78 hands-on classes and 29 auditorium-based workshops:1,837 state employees attended classes and workshops
  - **Web-based seminars:** 6 topics were presented in 22 webinars; At least 530 state employees attended
  - **Online courses:** 41 courses were available online at all times through the SCEIS website; At least 7,548 state employees completed these courses in 2012

Budget

The budget for Fiscal Year 2013 includes $15,204,059 in recurring appropriations as well as non-recurring funding of $2,458,843 to implement a SRM upgrade, six additional agencies going live on SCEIS, System upgrades and Agency training. The Public Budget Formulation module implementation was funded separately through the State Budget Office with a non-recurring appropriation of $2.5 million.

Budget

- Through December 31, 2012, actual SCEIS staffing and operational costs are projected at $16.8 million for the entire fiscal year.

- The budget request for Fiscal Year 2014 is $15,204,059 in State dollars, plus $1,500,000 in Other Funds authorization. This authorization is needed to allow SCEIS to perform projects specific to certain agencies and to pass the costs of these projects to the relevant agencies for reimbursements

Next Meeting

Meeting Adjourned

Appendix: SCEIS Enhancement Requests Approved by the CAB December 2012

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.**

Approved by CAB on December 6, 2012; EOC approval not required.

Approved Requests

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.

Approved by CAB on December 6, 2012; EOC approval not required.

Approved Requests

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.

Approved by CAB on December 6, 2012; EOC approval not required.

Click here to return to the CAB Recommendations portion of the presentation.

Approved Requests

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

Total Estimated Hours: <u>36</u>

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.

Approved by CAB on December 6, 2012; EOC approval not required.

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.**

CAB approved December 6, 2012; EOC approval not required.

Approved Requests

Conversion of Automated Deposits from STARS to SCEIS
(RFC-0085)

Total estimated hours for project: <u>1,246</u>

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.

Approved by CAB on December 6, 2012; Approved by EOC on November 16, 2012.

Click here to return to the CAB Recommendations portion of the presentation.

Approved Requests

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.

Approved by CAB on December 6, 2012; Approved by EOC on November 16, 2012.

Click here to return to the CAB Recommendations portion of the presentation.

Approved Requests

Grants Management Display Roles: GMDERIVE and ZGMDERIVER
(RFC-0077)

Total Estimated Hours: 105

Description

These transactions give end users the ability to view their agency-specific grant derivation rules allowing them to view the errors they have been receiving due to a combination of Grant/Sponsored Program and Sponsored class not being correct.

Approved by CAB on January 17, 2013; EOC approval not required.

Click here to return to the CAB Recommendations portion of the presentation.

Approved Requests

Lock Down Sponsored Class Description Field
(RFC-0093)

Total Estimated Hours: 68

Description

Change the Grant role (Technical name YFI_GM_MD_PROC_AGY_ALL) so that agency users do not have the ability to change description field for Sponsored Classes. This change will prevent users from changing the description on a Sponsored Class once it has been set up by the agency's Grants Manager.

Approved by CAB on January 17, 2013; EOC approval not required.

Click here to return to the CAB Recommendations portion of the presentation.

Approved Requests

10010000 Cash Transfer Validation
(RFC-0096)

Total Estimated Hours: 7

Description

Edit needed to transfer Cash from General Fund (1001xxxx)to Earmarked, Restricted or Federal Funds. Edit needs to be added to SCEIS to prevent improper transfers of cash between funds. Transfers of cash from General Fund must use 1390010000 and 2090010000, not 610010000 and 620010000.

Note: **This enhancement contributes to the retirement of STARS. It is needed to provide internal controls that exist in STARS but not in SCEIS.**

Approved by CAB on January 17, 2013; EOC approval not required.

Click here to return to the CAB Recommendations portion of the presentation.

Approved Requests

2XXXXXXX General Ledger (G/L) Validation
(RFC-0097)

Total Estimated Hours: 7

Description

Restrict agencies from improperly using funds 2xxxxxxx with revenue G/L accounts or General Revenue funds (2xxxxxxx) with expenditure G/L accounts.

Note: This enhancement contributes to the retirement of STARS. It is needed to provide internal controls that exist in STARS but not in SCEIS.

Approved by CAB on January 17, 2013; EOC approval not required.

Bypass Grant Validity Date Check on Completed Purchase Order (PO) Line Items
(RFC-0088)

Total Estimated Hours: 78.5

Description

Currently, agency users cannot change the account assignment on a line item when replacing an expiring grant. The system checks all previous line items for the grant validity date and gives an error message even if there is a previous line item that has been completed. This enhancement would involve developing logic to skip the grant validity date on PO line items that have been final invoice/blocked or for which the quantities are equal.

Approved by CAB on January 17, 2013; EOC approval not required.

Approved Requests

Annual Leave Calculation Change
(RFC-0102)

Total Estimated Hours: 325

Description

The SC Human Resources Division is requesting a change to the current system configuration so that it will no longer include FMLA Annual Leave taken toward an employee's maximum of 30 days that can be taken in a calendar year.

Note: **This enhancement would satisfy a State Human Resources requirement.**

Approved by CAB on January 17, 2013; EOC approval not required.

Click here to return to the CAB Recommendations portion of the presentation.