



South Carolina Enterprise Information System

User Group Meeting

Friday, March 1, 2013





South Carolina Enterprise Information System

Welcome and Updates

John Taylor, SCEIS User Support Team Manager





South Carolina Enterprise Information System

User Support Team Updates Tracy Powers, Lead



In the coming months we will be exploring options to enhance services provided to users. Some are immediate opportunities, others are long-term.



Help Desk  Communications  Training

🔄 SRM 7.2 Knowledge Base

🔄 Ticket Analysis

- Identify potential training needs
- Determine agency specific trends / outreach opportunities
- Strategically address aging tickets

🔄 Password Resets

- Password reset is the most frequent issue
- Working with key agencies in coming months
- Interested in best practices / communication tools

🌀 SRM 7.2 Communication Tools

- Develop “Microsite” as go-to resource for users
- Deliver key messages (e.g., year-end processing plan)
- Provide progressively detailed information via User Group, email announcements and Microsite

🌀 (Exploring) New Web-based Help Tools

- Brief, visual and audio tips for key issues
- e.g., Password resets

🌀 SCEIS Website Update

- Reflect current state of project
- Provide focus on new tools as they are available

🔄 Strategic Initiatives

- Ultimate goal is to develop “cycle-based” training calendar
- Update uPerform documents and training materials on rotational basis
- Produce and publish high-quality, interactive courses that would be available online
- Analyze and address need for new course development

🔄 Immediate Action

- Preparation for SRM 7.2 training
- Preparation for legislative agencies’ training
- Completion of the general FY13 training calendar

Training Calendar: February Overview

- 🌀 All courses were filled to capacity
- 🌀 154 participants completed the following classes:
 - BW100 (6 sections)
 - AP300
 - GM300
 - PR210
 - BOBJ300
 - TM200

Training Calendar: March Overview

Finance

- 🌀 AR300 (Tues, March 12)
- 🌀 GM300 (Fri, March 15)
- 🌀 AM300 (Tues, March 19)
- 🌀 AM310 (Tues, March 26)

HR/Payroll

- 🌀 TM300 (Mon, March 4)
- 🌀 OM200 (Wed and Thurs, March 13 and 14)
- 🌀 PA250 (Thurs and Fri, March 28 and 29)

Training Calendar: March Overview

Reporting

- 🌀 BOBJ200 (Wed, March 6 a.m. and p.m. sections)
- 🌀 BW100 (Thurs, March 7 a.m. and p.m. sections)
- 🌀 BW100 (Fri, March 8 a.m. and p.m. sections)
- 🌀 BOBJ300 (Tues, March 26 a.m. and p.m. sections)



Training Calendar: Additional Notes

- 🌀 March sections of AM300 and AM310 not yet full but filling up
- 🌀 Announced the following April classes:
 - GL300 (Thurs, April 4)
 - FM300 (Tues, April 9)
- 🌀 Full April training calendar to be announced in Weekly Updates the week of March 11
- 🌀 Working with Finance team to determine and announce Year-end classes

Training Calendar: Additional Notes

- ⦿ **Some spring/summer months Finance and HR/Payroll resourced will be dedicated to legislative agencies' implementations and training in addition to other key projects**
- ⦿ **Materials Management team dedicated to SRM upgrade; training timelines provided this morning**
- ⦿ **Demand for AP300, TM200 and TM300 exceeded seat availability; limited resources to offer additional sections**
- ⦿ **Classes cannot accommodate walk-ins and "refresher" participants.**
- ⦿ **SCEIS Help Desk staff are observing training but not taking seats at workstations if the classes are full**

Training Calendar: Additional Notes

All training announcements are published on the SCEIS Weekly Updates webpage.

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 a larger red box containing the text "Click Here". Another red box highlights the "SCEIS Weekly Updates" link in the dropdown menu. A third red box highlights the "Newsletters" link in the dropdown menu. The background of the website features a large graphic with the text "Streamlining Business Processes within the Government of South Carolina" and various numbers.

[Click here](#) to go directly to the SCEIS Weekly Updates page. 13

User Support Team

 Questions?



South Carolina Enterprise Information System

STARS to SCEIS Reconciliations

Anjali Griffin, CG's Office



South Carolina Budget and Control Board

Summary of Reconciling Items Between SAP and STARS As of December 31, 2012

Summary of Cash Reconciling Items

⌚ Timing Differences	\$4,782,678
⌚ Claims (Fund 3026)	82,795
⌚ Interface Errors	(6,428)
⌚ FY 2012 Check Reversals	2,039
⌚ Goods Receipts	35
⌚ Cross fund postings	

Summary of Expenditure Reconciling Items

⌚ Timing Differences	\$4,782,678
⌚ Prior Year IDTs	232,833
⌚ Use Tax	180,296
⌚ Refunds of Exp (cross FY)	64,060
⌚ Interface Errors	11,675
⌚ Retainage	(8,473)
⌚ Goods Issues/Inventory	6,343



South Carolina Enterprise Information System

PBF Draft Operating Budget Forms

Beth Quick, State Budget Office



- **Project Timeline**
- **Draft Operating Budget Forms**

Project Timeline

	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13
Project Prep												
Blueprint												
Realization & Test												
Final Prep												
Go-Live & Support												
Sustainment (AMS)												

- **Phase Objectives:**

- **Project Preparation Phase** - Completed.
- **Blueprint Phase** - Completed.
- **Realization Phase** is to build the system, test the system, conduct data migrations, and start preparing the organization for the impact of the changes. Building the system comprises of configuring the system and creating development objects to address the specifications documented in the Blueprint phase. In parallel, cycles of data conversions are practiced with incremental target increases in volume and accuracy.
- **Final Preparation Phase** is to verify readiness for go-live, including user acceptance, end user training, site preparation, system management and cut over activities.
- **Go-live and Support Phase** is to move from a pre-production environment to a live production operation and begin transition to the support organization, a heightened production support presence and response to accommodate the increased level of end user incidents and support requirements expected during post go-live stabilization.

Base Expense/Position Form

This form provides Agency:

- Ability to realign starting base budget
 - Provides guidance on total and net changes for the agency
- Make changes to current year operating budget to generate a starting base

The form has the following components:

- Expenses
- Positions
- Comments
- Attachments

Base Expense/Position – Header

🔄 Purpose – To specify:

- 🔄 An Agency
- 🔄 Fund Group
- 🔄 Program (parent)
- 🔄 Change type

Base Budget - Form Instance Selection			
<input type="text" value="Search..."/> <input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Advance Stage"/>		<input type="button" value="E-Mail"/> <input type="button" value="Help"/>	
Form ID:	<input type="text"/>	User entered title	Stage: Agency Adjustments
<div> <div>Header</div> <div>Expenditures</div> <div>Positions</div> <div>Comments</div> <div>Attachments</div> </div>			
Agency	<input type="text" value="P16"/>	Program:	<input type="text"/>
Fund Group	<input type="text" value="General"/>	Budget Year:	<input type="text" value="2014"/>
Description:	<input type="text"/>		

Example

Agency: P160 – Department of Agriculture
Program : 01000000 – Administrative Services
Fund Group: 1 – General Fund
Change Type: 0021 – Realignments
Stage: 151 – Agency Draft

Fund	Program	Program Name	Commitment Item	Commitment Item Name	10 - 11 Actuals	11 -12 Act	12 - 13 Starting Base	12 - 13 Changes	12 - 13 Starting
10010000	01000000	Administrative Services	501011	Comm of Agriculture	92,009	92,007	92,007		92,007
10010000	01000000	Administrative Services	501058	Classified Positions	486,472	490,575	463,575	15,000	478,575
10010000	01000000	Administrative Services	512001	Other Operating	100,965	103,272	103,272	-2,000	101,272

Purpose – to enter position adjustments

[illegible]

Fund	Program	Program Name	Commitment Item	Commitment Item Name	11 -12 Act	11 -12 Midyear Changes	12 - 13 Starting Base	12 - 13 Changes	12 - 13 Starting
10010000	01000000	Administrative Services	501011	Comm of Agriculture	1.00	1.00	1.00		1.00
10010000	01000000	Administrative Services	501058	Classified Positions	14.00	(1.00)	13.00		13.00

Decision Package Form

This form provides Agencies the ability to:

- 🕒 Request budget changes
- 🕒 Request revenue changes
- 🕒 Request position changes

Original Request submitted to Governor for consideration in Governor's Executive Budget

Original Requests are copied into a House and Senate version

The form has the following components:

- 🕒 Expenses
- 🕒 Revenues
- 🕒 Positions
- 🕒 Comments
- 🕒 Attachments

Decision Package – Header

🔄 Purpose – To specify an Agency and change type

Governor's Budget - Form Instance Selection

Search... New Save Cancel Advance Stage E-Mail Help

Form ID: User entered title Stage: Agency Adjustments

Header Expenditures Revenues Positions Comments Attachments

Agency: Department of Agriculture House Version 56

Request Type: Realignment Senate Version 57

Budget Year: 2014

Description:

Example

Agency: P160 – Department of Agriculture
Change Type: 0045 – Program Expansion
Stage: 201 – Agency Draft

Display House and Senate Form IDs

Decision Package – Expenses

🔄 Purpose – to enter the expenses

<div>Header</div> <div>Expenditures</div> <div>Revenues</div> <div>Positions</div> <div>Comments</div> <div>Attachments</div>									
<div>Add</div> <div>Delete</div> <div>Line Text</div>									
Fund	Funded Program	Funded Program Name	Commitment item	Commitment item Name	Non-Recurring	2012-2013 Request	2013-2013 Impact	2014-2015 Impact	Text
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>

Fund	Program	Program Name	Commitment Item	Commitment Item Name	Recurring	FY 12 -13 Request	FY 13 - 14 Impact	FY 14 - 15 Impact
10010000	01000000	Administrative Services	512001	Other Operating		50,000	52,000	54,000

🌀 Purpose – to enter revenue changes

Header Expenditures Revenues Positions Comments Attachments									
Add Delete Line Text									
Fund	Grant	Grant Name	Commitment item	Commitment item Name	Non-Recurring	2012-13 Request	2013-2014 Impact	2014-2015 Impact	Text
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>

🌀 Enter by Fund, Grant, 10 digit revenue commitment item

🌀 Checkbox if Non-Recurring Funding

Decision Package – Positions

🔄 Purpose – to enter position adjustments

Header Expenditures Revenues Positions Comments Attachments																
Add Delete Line Text																
	Fu...	Fund... Prog...	Funded Program Name	Com... item	Commitment item Name	Job Class	Job Class Title	2012-13 FTES	2012-13 Salary	2013-14 FTE Impact	2013-14 Salary Impact	2014-15 FTE Impact	2014-15 Salary Impact	Min Salary	Max Salary	Text

🔄 Select Job and enter

🔄 FTE

🔄 Salary Impacts

Questions?





South Carolina Enterprise Information System

SCEIS Finance Refresher



Refresher Topics: Travel Commitments and
Inventory Small Differences

Travel Commitments Originating in HR Module

- ☉ SCEIS HR and Finance Teams are working together to clear open Travel Commitments from prior fiscal years.
 - ALL commitments remaining in SCEIS, dated June 30, 2012 or before, will be cleared by SCEIS.
- ☉ For agencies that use the HR Travel Module, beginning in March 2013, the SCEIS Agency Advocates will facilitate distribution of lists for FY 2013 open Travel Commitments.
 - Agencies are encouraged to work to clear these commitments.

Travel Commitments Originating in HR Module

- ☉ The HR Travel module selects fiscal year by **CALENDAR DATE**. The “FMOD” capability used during the transition period from one fiscal year to the next does not apply to HRTRAVEL.
- ☉ Travel advances should be cleared within **thirty days**, per the regulations listed in the CG’s Office PDF linked below:
 - <http://www.cg.sc.gov/stateagencyinfo/Documents/DisbursementRegulations031912.pdf>

Travel Commitments Originating in HR Module

- ☉ At 12 noon on June 28, 2013 SCEIS will begin clearing any remaining FY2013 Travel Commitments within the system.
- ☉ On Monday, July 01, 2013, if an employee had a pending travel not cleared, the employee will need to be reimbursed using the ZTRAVEL payment method.
- ☉ If the travel were allowed to process through the HR Travel module, the reimbursement will utilize 2014 funds while an encumbrance would still remain in FY2013.

Inventory Small Differences

Purchase Order

Quantity	=	10
Price	=	\$1.00

Goods Receipt

Quantity	=	10
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Invoice

Quantity	=	10
Price	=	\$1.02

Given this scenario, Inventory has been posted for a total value of \$10.00 though the actual cost of the Inventory was \$10.20. At invoice posting, the system will post the PO price to the GR/IR, thus clearing it. To complete the transaction, the PO will post the difference to the Inv Small Differences account.

Inventory Small Differences

Payable	Cr	\$10.20
GR/IR	Db	10.00
Inv Sm Prc Diff	Db	.20

Because this is within MRBR tolerances, this transaction will process, the only issue being the inventory not being corrected.

Inventory Small Differences

PO

Quantity = 10
Price = \$10.00

GR

Quantity = 10

Invoice

Quantity = 10
Price = \$20.00

Payable	Cr	\$200.00
GR/IR	Db	100.00
Inv Sm Prc Diff	Db	100.00

This scenario differs from the previous slide because MRBR will not clear this transaction. Assuming the Invoice is correct, steps needed to complete this transaction are shown on the next slide.

Inventory Small Differences

➤ Assuming the Invoice is correct, steps needed to complete the transaction shown on the previous slide are:

1. Back out Invoice
2. Back Goods Receipt
3. Change PO to correct amount
4. Reenter Goods Receipt
5. Reenter Invoice

Inventory Small Differences

- ☉ Complications arise if Inventory has been issued and the quantity on hand is not equal to or greater than that being reversed.
- ☉ If quantity on hand is less than that being reversed, the following steps must be followed:
 1. Add fictitious Inventory (MIGO, 561)
 2. Back out Invoice
 3. Back Goods Receipt
 4. Change PO to correct amount
 5. Reenter Goods Receipt
 6. Back out fictitious Inventory (MIGO, 562)
 7. Reenter Invoice



Break





South Carolina Enterprise Information System

SCEIS Materials Management Refresher



Refresher Topic: Vendor Partnering

☉ There are 3 primary types of Vendor Partners in SCEIS:

- VN – Vendor
- OA – Ordering Address
- PI – Invoicing Party

☉ Partners can be entered:

- Vendor Master Record
- Purchase Order

Vendor Master Record

- The Vendor Master Record is maintained by the Comptroller General's Office

Vendor	7000051909	OCE NORTH AMERICA	WEST COLUMBIA
Purchasing Org.	SCP0	SC Purchasing Org	

Partner Functions				
P...	Name	Number	Name	D
OA	Ordering address	7000051909	OCE NORTH AMERICA	<input type="checkbox"/>
VN	Vendor	7000051909	OCE NORTH AMERICA	<input checked="" type="checkbox"/>
PI	Invoicing Party	7000051909	OCE NORTH AMERICA	<input type="checkbox"/>
PI	Invoicing Party	7000000723	OCE IMAGISTICS INC	<input type="checkbox"/>
PI	Invoicing Party	7000091374	OCE IMAGISTICS INC	<input type="checkbox"/>
PI	Invoicing Party	7000173940	OCE NORTH AMERICA	<input type="checkbox"/>
PI	Invoicing Party	7000195105	CANON SOLUTIONS AMERICA INC	<input type="checkbox"/>
PI	Invoicing Party	7000172943	CANON SOLUTIONS AMERICA	<input type="checkbox"/>
PI	Invoicing Party	7000172944	CANON SOLUTIONS AMERICA	<input type="checkbox"/>
PI	Invoicing Party	7000181126	CANON SOLUTIONS AMERICA	<input type="checkbox"/>
				<input type="checkbox"/>

Purchase Order

- 🔄 The Purchase Order is updated by the Buyer at the Header level.

ZBLT Blanket PO 4600189594 Vendor 7000051909 OCE NORTH AME... Doc. dat

Delivery/Invoice Conditions Texts Address Communication Partners Addition

Fu...	Name	Number	Name	D
OA	Ordering address	7000000657	OCE IMAGING SYSTEMS	<input type="checkbox"/>
VN	Vendor	7000051909	OCE NORTH AMERICA	<input type="checkbox"/>
PI	Invoicing Party	7000172944	CANON BUSINESS SOLUTIONS INC	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Partnering on a PO

- ☛ The Vendor is determined from the contract or shopping cart and may not be changed on the PO
- ☛ Any vendor number in SCEIS may be added to a PO as a OA or PI partner
- ☛ A hard stop during invoice payment will prevent an invoice from being paid if the FEIN number between the Vendor and the Invoicing Party on the PO is different unless the numbers are partnered on the Vendor Master Record by the CG's Office.

Vendor Master Partnering

- ☉ Situations which may result in partnering vendors with different FEIN:
 - Vendor has undergone a merger/acquisition resulting in a new FEIN
 - Vendor has multiple divisions using different FEIN
- ☉ Comptroller General's Office will coordinate with the Materials Management Office on all vendor partnering involving different FEIN

Partnered Vendors

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- 🌀 The following vendors have partners on the Vendor Master Record with different FEIN:
- Oce & Canon
 - AT&T
 - Randstad
 - American Rod & Gun & Bass Pro Shops



South Carolina Enterprise Information System

Update: SRM 7.2 Upgrade

Wanda Dixon, SCEIS MM Team Lead



SRM Upgrade Scope

- ④ Upgrade from SRM 5.0 to SRM 7.0 Enhancement Package 2 (SRM 7.02) will impact approximately:
 - 7,000 SCEIS users
 - 19,000 vendors who submit bids through the SCEIS system
 - All SCEIS teams
- ④ All current functionality of SRM 5.0 will be maintained with improvements offered by SRM 7.2.
- ④ 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 7.2 (TO-BE)
 - Technical Requirements

- 🌀 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), & BASIS Teams
 - Department of State Information Technology (DSIT)

SRM Upgrade Status

- 🌀 Blueprint document is being finalized based on participant input
- 🌀 Project Plan is being finalized
- 🌀 Sandbox installation for SRM 7.2
 - Completed on February 21
 - Portal installation in progress
- 🌀 Test Proof of Concept in Sandbox – next step

SRM 5.0 and SRM 7.2 Functional Comparison

SRM 5.0	SRM 7.2
Uses two systems: SRM (shopping cart [SC] and bidding functions); ECC (purchase order [PO] and contract functions)	Uses one system, SRM, for procurement functions
Two logons: Buyers have to log into SRM and ECC for procurement functions	Single sign-on: Buyers will log into one system, SRM, using the portal
Document Builder as bolt-on creates data exchange issues	Document Builder integrated into SRM

SRM 5.0 and SRM 7.2 Functional Comparison

SRM 5.0	SRM 7.2
Graphical Screens	Tabular Screens
Reverse Auction not activated	Reverse Auction activated
“Required on” date (delivery date of goods) defaults to current date in shopping cart (SC)	“Required on” date can alter by SC Creator
To add a line item to purchase order, buyer must enter data	A line item from shopping cart can be pulled into a existing PO

SRM 5.0 and SRM 7.2 Functional Comparison

SRM 5.0	SRM 7.2
Contract number can be added to PO but funding must be reentered	A contract number can be added to a shopping cart by buyer
PO posted immediately to funds Management	Ability to specify future date for posting a document.

SRM 5.0 and SRM 7.2 Functional Comparison

SRM 5.0	SRM 7.2
Funds availability is checked on shopping carts and funds encumbered on POs	Incremental funding: A line item can be created with total amount of PO but with % funded and % unfunded

SRM 5.0 and SRM 7.2 Functional Comparison

SRM 5.0	SRM 7.2
To insert line items, line items after insertion must be re-entered	Ability to resort/insert line items into a bid schedule

SRM Upgrade Schedule and Volunteers

- ☉ Integration Testing Scheduled April 15 – May 3
 - 3 cycles of 1 week each
 - 25 volunteers currently from 6 agencies
 - SCEIS will create a schedule for volunteers based on volunteer functional preference
- ☉ Train-the-Trainer Scheduled for May 13 – May 24
 - 1 day each per trainer; PO, Bidding
 - 40 volunteers currently from 7 agencies
 - SCEIS will create a schedule for volunteers

SRM Upgrade Schedule and Volunteers

☉ Training: Scheduled for June 3 – June 28

– Shopping Cart Creators

- On-line Training Course for those who have been using the SCEIS system
- Instructor-led may be offered for those who haven't been using SCEIS system

– Shopping Cart Approver

- On-line Training Course

SRM Upgrade Schedule and Volunteers

– Purchasing (Purchase Orders)

- Train the Trainer approach (1 day/trainer during May 13 and May 24)
- Instructor-led by Trainers and SCEIS Team (June 3 – June 28)

– Bidding

- Train the Trainer approach (1 day/trainer during of May 13 and May 24)
- Instructor-led by Trainers and SCEIS Team (June 3 – June 28)

🔄 Training Scheduled Post Go-Live

- Contract Administration
- MM01: Materials Management Overview Revision
- Reverse Auction

Timeline Summary

TASK	BEGIN	END
Integration Testing	4/15/2013	5/03/2013
Record u-Performs	4/15/2013	5/09/2013
Develop Training Material	4/15/2013	5/08/2013
Conduct Train the Trainer	5/13/2013	5/24/2013
Conduct Training	6/03/2013	6/28/2013

Timeline Summary

TASK	BEGIN	END
System Freeze	6/17/2013	6/28/2013
Data Migration: Contracts and Purchase Orders	6/17/2013	6/28/2013
Go-Live SRM 7.2	7/01/2013	
Post Go-Live Training	7/15/2013	8/30/2013

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- 🌀 Review and Update SRM Organizational Structure
(Shopping Cart Creator, Approver, and Buyer)
 - Will impact training numbers and notification to users
 - 5 of 11 agencies have responded to our request to clean up users
 - 🌀 Not too Early to Begin Cleaning Up Purchase Orders to Prepare for Year-End and SRM 7.2



South Carolina Enterprise Information System

Technical Requirements for Upcoming Implementations and Upgrades

John Taylor, SCEIS User Support Team Manager



Software to be Upgraded

User interface software for SCEIS is to be upgraded as follows:

🔄 SAP GUI 7.30

- Replaces the current version of SAP GUI, 7.1, which is no longer supported by SAP

🔄 Business Explorer 7.x

- Replaces unsupported BEX 3.5, and is required for PBF

🔄 MS Office 2010

- Replace MS Office 2003

🔄 Citrix 6.5 (Win OS 2008)

- Replaces Citrix 4.5 (Win OS 2003)

🌀 Technical

- Support for Windows Server 2012
- Keyboard navigation improvements
 - Shortcut equivalents for CTRL+C, CTRL+X, CTRL+V for left-handed users
 - Alt+Ctrl+Home or End jumps to first or last element of whole screen
- SAP Support until July 2015

🌀 Visual Appearance

- Slight color and font variations
- Some icons may shift position

Usability

- SAP Logon: When logging in, users are taken directly to the “SAP Easy Access” screen. They no longer have to choose “Production.”
- Usability Improvements in ABAP List Viewer (ALV): Some operations in ALV (like block copy) have been improved.
- Indication of Security Status: Once a connection to an SAP system has been established SAP GUI shows the connection is secure indicated by a “lock” icon in the SAP GUI status bar.

- 🌀 This upgrade is required for implementation of the Public Budgeting Formulation.
 - The SCEIS Team is exploring the option of running the “old” BEX 3.5 for users, along with the new Business Explorer.
- 🌀 Business Explorer icons will change in visual appearance to look more like Excel 2010. Icons will also move in location, impacting navigation.

MS Office 2010 Features

- ☉ Users currently interact with MS Office 2003 in SCEIS. Microsoft supports MS Office 2003 under extended support, which ends in April 2014.
- ☉ When executing Excel “in place” in SCEIS, the user will see Excel 2010.
- ☉ When exporting to a spreadsheet on their local PC, they will use the version of Excel installed on the PC.
- ☉ BW users will interact with Excel 2010, which is required for PBF.
 - Advantage of Excel 2010 is that there is no limit on the number of rows in a spreadsheet.

Citrix 6.5 Features

- ☉ Citrix 6.5 will run on the Windows Server 2008 operating system rather than the “old” Windows Server 2003 operating system.
- ☉ There are some differences in visual appearance, but functionality does not change.



South Carolina Enterprise Information System

SCEIS CAB Update

John Taylor, SCEIS User Support Team Manager



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- The SCEIS CAB approved the enhancement requests detailed on the following slides during the January 17 and February 21 meetings.

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.

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.

This change is now in production.

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.

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.

This change is now in production.

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.

This change is now in production.

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.

Sales & Distribution Profit & Loss (P&L) Commission/Revenue by Customer

*Requesting Agency: Department of Corrections
(RFC-0103)*

Total Estimated Hours: 83

Description

Enhance the current “S&D Sales Report by Month” Business Warehouse report to include the “partner” field. This will allow the Department of Corrections, Prison Industries, to track sales commission for employees and evaluate sales trends for customers across periods.

Employee Time Record Enhancement (Portal)

*Requesting Agency: Transportation Department
(RFC-0090)*

Total Estimated Hours: 845

Description

Add “Employee Additional Information” text field, Work Breakdown Structure (WBS) number and WBS text description to MySCEmployee, allowing employees to detail work activities and managers to approve these details, which are required for federal project billing purposes. Also, enhance reporting to display this information. The reporting of this information will enable easy review of time charged to federal projects as required by various oversight entities.

Next CAB Meeting

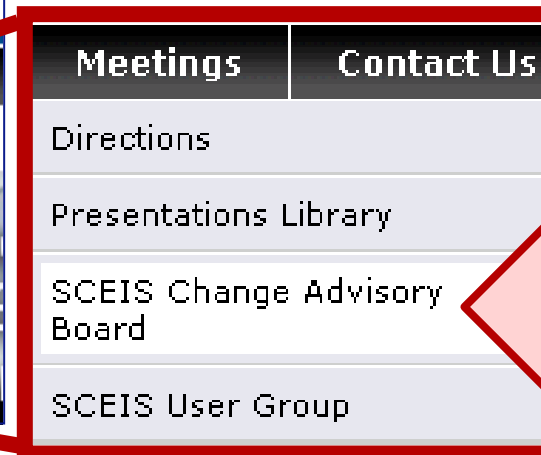
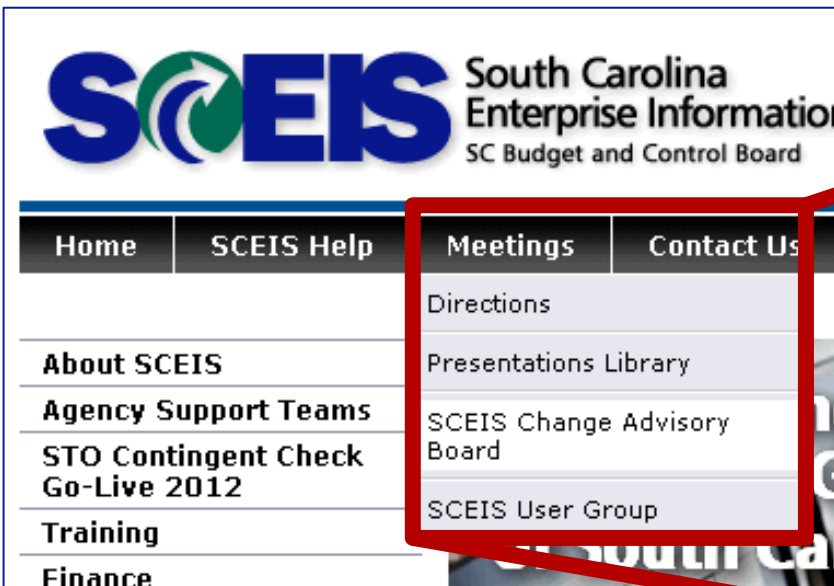
-
- 🕒 Thursday, March 28, 3:00 p.m.
 - 📍 Wade Hampton Building, Governor's Conference Room

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.

Click here to go directly to the **SCEIS CAB** page.



Click Here



South Carolina Enterprise Information System

SCEIS HR/Payroll Refresher



Refresher Topic: Tips & Reminders for Data Load Templates

Tips and Reminders for Data Load Templates

- ☉ There are 18 Human Resources Templates available to load specific data in SCEIS.
- ☉ To have a template loaded in SCEIS a Helpdesk Ticket will need to be submitted with the template attached.
- ☉ If needed for an upcoming payroll, we need to receive the templates prior to the blue day of the payroll.
- ☉ All templates except the two EPMS templates require a minimum of 50 records to be updated.

Template Location

- ➊ Go to www.sceis.sc.gov.
- ➋ Hover over HR & Payroll in the left-hand navigation bar.
- ➌ Select Publications & Tools from the dropdown.



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MySCEmployee



**INSPECTOR GENERAL'S
FRAUD HOTLINE**

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

Streamlining Business Processes within the Government of South Carolina

Resources for Payroll
Success

SCEIS HR/Payroll Benefits

Personnel Administration

Organizational
Management

Payroll Administration

Time and Leave
Management

MySCEmployee -
Employee Self Service &
Manager Self Service

Publications & Tools

South Carolina Enterprise Information System

The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.

SCEIS will:

Required – Self-Service Password Reset


For self-service password reset, do so now before your session expires. Visit myscquestions.sc.gov, log in, and set up the answers to your

own password without calling the Help Desk. Once you are logged in, click the "Locked or forgotten password" link on the front page of MySCEmployee and Citrix, and reset your password.


Reminders & Tools

- [SCEIS Password Management Troubleshooting Tips](#)
- [Change, reset or get help with your SCEIS password](#)
- [MySCEmployee Tools](#)
- [Click here](#) to submit a help request to the SCEIS Service Desk.

SCEIS Website – HR Publications & Tools



**South Carolina
Enterprise Information System**
SC Budget and Control Board


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Publications & Tools

Tools


Data Load Templates – Organizational Management (OM)

[HRP1000 Org Unit Short and Long Text Department Field Template.xls](#) - (199kb XLS)
May 16, 2011

[IT9001 Workers' Compensation Field Load Template](#) - (121kb XLS)
July 18, 2011

[IT9001 Work Unit Field Load Template](#) - (121kb XLS)
May 11, 2011

[Telecommuting Data Load Template](#) - (50kb XLS)
October 19, 2010



SC Budget and Control Board

**INSPECTOR GENERAL'S
FRAUD HOTLINE**

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1-855-SCFRAUD
or
1-855-723-7283

MySCEmployee

Data Load Templates – Personnel Administration (PA)

[Employee Salary Adjustments Batch Load Template](#) - (52kb XLS)
July 23, 2012

[EPMS Universal Load Template](#) - (66kb XLS)
February 26, 2013

[EPMS - Remove Successful by Default Rating Template](#) - (32kb XLS)
July 18, 2012

[IT0105 Communication Template](#) - (33kb XLS)
November 13, 2011

[Monitoring of Tasks Data Load Template](#) - (48kb XLS)
October 29, 2010

[PA0014 Furlough Template](#) - (60kb XLS)
February 26, 2013

Organizational Management (OM) Templates

- 🌀 There are four templates available to update specific data in OM:
 - HRP1000 Org Unit Short and Long Text Department Field Template
 - IT9001 Workers' Compensation Field Load Template
 - IT9001 Work Unit Field Load Template
 - Telecommuting Data Load Template

Personnel Administration (PA) Templates

- 🌀 There are six templates available to load specific data in PA:
 - Employee Salary Adjustment Batch Load Template
 - EPMS Universal Load Template*
 - EPMS Remove Successful by Default Rating Template**
 - IT0105 Communication Template
 - Monitoring of Tasks Data Load Template
 - PA0014 Furlough Template

* EPMS Universal Load Template requires a minimum of 25 records.

** EPMS Remove Successful by Default Rating Template has no minimum for records submitted.

Payroll (PY) Templates

- ☉ There are three templates available to load specific data in PY:
 - HR_IT1018_Filled_Position_Cost_Distribution_Template
 - HR_1018_Vacant_Position_Cost_Distribution_Template
 - PA0014 Deductions Batch Load Template
- ☉ There can be no retro loads of payroll templates.

Time Management (TM) Templates

- 🌀 There are five templates available to load specific data in TM:
 - Hazardous Weather Comp Time Load Template
 - Hazardous Weather Emerg CATS Load Template
 - Holiday Comp Time Validity Extension Load Template
 - IT2012 Time Transfer Gap Hours Load Template
 - PA00007 Work Schedule Rules and FLSA Work Weeks/Work Periods Batch Load Template

- ☞ If you have saved templates please make sure they are the most current version.
- ☞ Templates should not be submitted with Social Security Numbers.
- ☞ If there are any errors when loading the template, an error report will be returned to the agency. Those errors will require manual entry by the agency for the data changes that the agency has access to make such changes. In the case of removal of default EPMS ratings, the agency will have to submit these changes for update.

Additional Tips and Reminders

- 🔄 In most cases, if there is a future dated action the program will not allow the record on the template to be loaded.
- 🔄 Pay close attention to the column name and the data that needs to be entered.
- 🔄 Allow a week for the SCEIS team to load the template.
- 🔄 Do not change any of the column formatting, column order or column widths.



Breakout Sessions & Next Meeting

🌀 **HR/Payroll RUG Breakout:** Auditorium

🌀 **Next User Group Meeting:**

Friday, April 26, 2013

MTC Northeast Campus

(Location might change. We will notify you if it does.)