



South Carolina Enterprise Information System

User Group Meeting

Friday, April 26, 2013





South Carolina Enterprise Information System

Welcome and Updates

John Taylor, SCEIS User Support Team Manager





South Carolina Enterprise Information System

CG's Office Year-End Key Dates & Notes

Anjali Griffin, CG's Office



- ☉ The financial reporting contact address for the Comptroller General's Office is:

cafr@cg.sc.gov

Key Dates for Year-End Processing

- 🌀 **June 24** – SCEIS to issue report on trips pending approval (Travel Module)
- 🌀 **June 28** – Agencies to process Travel Documents and Expense claims by 3:00 p.m.
- 🌀 **July 10** – Employee leave taken in FY13 must be entered
- 🌀 **July 12** – AP transactions must be received in CGO's workflow by 5:00 p.m.
- 🌀 **July 26** – All transactions must be received in CGO's workflow and parked documents must be cleared/deleted by 5:00 p.m.
- 🌀 **August 2** – Submission of Special Proviso Carryforwards to OSB by 5:00 p.m.

Vendor Recovery Audit Example

VENDOR AUDIT RECOVERY WORKSHEET GENERAL FUNDS

	<u>Date</u>	<u>Vendor</u>	<u>Business Area</u>	<u>Fund</u>	<u>Expense Category</u>	<u>DR</u>	<u>CR</u>
	Original Expenditure (Voucher):						
(1)	07/01/11	H&H Office Supplies	Agency	1001XXXX (a)	5030010000 (Office Supplies)	200,000	
			Agency	1001XXXX (a)	1000030000 (Cash on Deposit-STO)		200,000

To record original direct expenditure by agency to vendor for office supplies.

	Direct Expense (Voucher):						
(2)	04/04/12	Various	Agency	1001XXXX (a)	5030010000 (Office Supplies)	1,000	
		Various	Agency	1001XXXX (a)	5010580000 (Classified Positions)	700	
		Various	Agency	1001XXXX (a)	513XXXXXXX (Fringe)	300	
		Various	Agency	1001XXXX (a)	1000030000 (Cash on Deposit-STO)		2,000

Agency budget initially used for future reimbursement

	Audit Recovery (Receipt):						
(3)	04/01/12	H&H Office Supplies	Agency	38K8XXXX (b)	1000030000 (Cash on Deposit-STO)	20,000	
		Recovery Audit Revenue	Agency	38K8XXXX (b)	4530210000 (Refund from Recovery Audit)		20,000

To record revenue for refund as result of recovery audit.

*** Agency must include vendor name and vendor number in the line item detail

(4)	Reimbursement of Direct Expenses (Journal Entry):						
	Various	Agency	38K8XXXX (b)	5030010000 (Office Supplies)		1,000	
	Various	Agency	38K8XXXX (b)	5010580000 (Classified Positions)		700	
	Various	Agency	38K8XXXX (b)	513XXXXXXX (Fringe)		300	
	Various	Agency	1001XXXX (a)	5030010000 (Office Supplies)			1,000
	Various	Agency	1001XXXX (a)	5010580000 (Classified Positions)			700
	Various	Agency	1001XXXX (a)	513XXXXXXX (Fringe)			300

To record reimbursement of direct expenses. Cash will move in the background to balance the cash by fund.

(5)	Audit Recovery (Voucher):						
	Audit Recovery Vendor	Agency	38K8XXXX (b)	5021580000 (Recovery Audit Services)		4,000	
		Agency	38K8XXXX (b)	1000030000 (Cash on Deposit-STO)			4,000

To record payment to Audit Recovery Vendor.

(6)	Remittance to Audit Recovery Fund (Journal Entry):						
	04/04/12	Remittance to Recovery Audits Fund	Agency	38K8XXXX (b)	6100010000 (Operating Transfer In(From))	14,000	
		Remittance to Recovery Audits Fund	F010	38K80000	6200010000 (Operating Transfer Out(To))		14,000

To remit net funds received as result of vendor recovery audit.

Notes:

- (a) Contact the Comptroller General's Office to discuss questions regarding other funds (Earmarked, Restricted and Federal).
(b) 38K80000 will be used for State Agencies; 38K89000 will be used for Financial Statement Agencies and Higher Education Institutions.



South Carolina Enterprise Information System

SCEIS Year-End Key Dates and Notes

Bruce Burnett, SCEIS Finance Team Lead



Year End Reminders

Park Documents FBV3

List of Parked Documents

Company code	<div>SC01</div>	to	<div></div>	<div></div>
Document number	<div></div>	to	<div></div>	<div></div>
Fiscal year	<div>2013</div>	to	<div></div>	<div></div>

General Selections

Posting date	<div>01/01/2013</div>	to	<div>04/26/2013</div>	<div></div>
Document date	<div></div>	to	<div></div>	<div></div>
Document type	<div>AA</div>	to	<div>ZZ</div>	<div></div>
Reference	<div></div>	to	<div></div>	<div></div>
Document header text	<div></div>	to	<div></div>	<div></div>
Entered by	<div></div>	to	<div></div>	<div></div>

Year End Reminders

Park Documents FBV3

Select Single Values Select Ranges (1) Exclude Single Values (1)

O.	S..
<input type="checkbox"/>	ZI
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Exclude Doc Type ZI

Year End Reminders Park Documents FBV3

Display Parked Documents: List

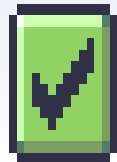
St.	Fiscal Year	Per...	DocumentNo	Type	Entered on	Entered at	Posting Date	Document Header Text	Completed by	Reason	User	S	Cp	Transaction Code
	2013	9	1000171148	SU	03/13/2013	16:01:08	03/19/2013	Transfer expenses			KRI13145	V	<input type="checkbox"/>	FV50
	2013	9	1000172178	IJ	03/27/2013	10:31:40	03/22/2013	PCard FY10-line#	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>	FV50
	2013	9	1000172281	SU	03/28/2013	10:47:30	03/28/2013	Changed GL, CC and Grant			GWE61119	V	<input checked="" type="checkbox"/>	FV50
	2013	9	1000172336	SU	03/28/2013	15:48:46	03/28/2013	change from grant to AdvT			KEL24656	V	<input type="checkbox"/>	FV50
	2013	9	1000172337	SU	03/28/2013	15:51:29	03/28/2013	change from grant to AdvT			KEL24656	V	<input type="checkbox"/>	FV50
	2013	10	1000173615	SU	04/01/2013	14:54:25	04/22/2013	POST MED REV MMIS #38	SHE22084		SHE22084	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173446	SU	04/10/2013	10:43:38	04/10/2013	City of Columbia	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173446	SU	04/10/2013	10:51:05	04/10/2013	City of Columbia	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173456	SU	04/10/2013	11:55:56	04/10/2013	City of Columbia	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173458	SU	04/10/2013	12:00:23	04/10/2013	City of Columbia	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173563	ZU	04/11/2013	08:42:41	04/11/2013	Correct Entry - BOA	GWE61119		GWE61119	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173588	SU	04/11/2013	10:06:19	04/11/2013	Spread Copier March	SUS51542		SUS51542	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173637	SU	04/11/2013	13:13:39	04/11/2013	SCE&G	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173642	SU	04/11/2013	13:37:02	04/11/2013	SCE&G1	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173655	SU	04/11/2013	15:19:24	04/11/2013	Doc 1200232694	STE17283		STE17283	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173664	SU	04/11/2013	15:39:06	04/11/2013	SCE&G	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173666	SU	04/11/2013	15:47:04	04/11/2013	SCE&G	HEN61940		HEN61940	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173675	SU	04/11/2013	16:22:18	04/03/2013	PORT IN	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173726	SU	04/12/2013	09:29:55	04/03/2013	PORT IN	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173729	SU	04/12/2013	09:36:17	04/04/2013	NSP	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173732	SU	04/12/2013	09:41:12	04/08/2013	NSP	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173849	SU	04/15/2013	15:16:01	04/05/2013	POST MED REV MMIS #40C5	SHE22084		SHE22084	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000173937	SU	04/16/2013	13:06:48	04/16/2013	S096939 CORRECTION	PH03405		PH03405	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174001	SU	04/16/2013	22:50:49	04/16/2013	SETOFF 3031465	LAS16609		LAS16609	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174021	IJ	04/17/2013	10:23:11	04/17/2013	HOME GOF - M 04/17 MF151	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174027	IJ	04/17/2013	10:53:12	04/17/2013	HTF - Mortg 04/17 MF152	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174034	IJ	04/17/2013	11:53:12	04/17/2013	HAC ProgFund 04/17 MF153	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174039	SU	04/17/2013	14:27:31	04/17/2013	Payroll Adjustment	VIC17629		VIC17629	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174040	SU	04/17/2013	14:41:28	04/17/2013	IB6 OUTGOING	ANG27768		ANG27768	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174062	SU	04/17/2013	16:00:06	04/17/2013	NEW LOAN 9998-1374	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174063	SU	04/17/2013	16:03:08	04/17/2013	NEW LOAN 9998-1375	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174113	SU	04/18/2013	11:12:56	04/11/2013	SERIES 091	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174114	SU	04/18/2013	11:17:09	04/11/2013	SERIES 092	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174115	SU	04/18/2013	11:23:06	04/11/2013	SERIES 093	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174118	SU	04/18/2013	11:32:53	04/11/2013	SERIES 296	SNO12919		SNO12919	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174124	IJ	04/18/2013	12:53:05	04/18/2013	HOME GOF - M 04/18 MF154	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174134	IJ	04/18/2013	14:08:04	04/18/2013	HTF - Mortg 04/18 MF155	INT-BATCH		INT-BATCH	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174192	SU	04/19/2013	09:04:47	04/19/2013	E240 Corr Summer Roof Gra			ROB09035	V	<input type="checkbox"/>	FV50
	2013	10	1000174235	SU	04/19/2013	14:36:45	04/19/2013	Correction - Payroll			KEN12828	V	<input type="checkbox"/>	FV50
	2013	10	1000174241	SU	04/19/2013	16:25:45	04/19/2013	Fund Correction	CELBROWN		CELBROWN	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174273	SU	04/22/2013	08:15:34	04/22/2013	IB6 OUTGOING	ANG27768		ANG27768	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174274	SU	04/22/2013	08:17:27	04/22/2013	IB6 OUTGOING	ANG27768		ANG27768	V	<input checked="" type="checkbox"/>	FV50
	2013	10	1000174276	SU	04/22/2013	08:59:45	04/22/2013	Correct S&U Tax - SCDOR	EVE11444		EVE11444	V	<input checked="" type="checkbox"/>	FV50

957 items displayed

Year End Reminders

Park Documents FBV3

	2013	10	1000174
	2013	10	1000174



957 items displayed

Year End Reminders

Future Doc Dates FAGLL03

G/L account selection

G/L account to

Company code to

Selection using search help

Search help ID

Search string

Line Item Selection

Status

☒ Open Items

Open at Key Date

☐ Cleared Items

Clearing Date to

Open at Key Date

☐ All Items

Posting Date to

Year End Reminders

Future Doc Dates FAGLL03

G/L Account Line Item Display G/L View

G/L Account 2000010000 ACCOUNTS PAYABLE AND VOUCHERS PAYABLE (VENDORS)
Company Code SC01
Ledger ZL

Account	BusA	Cost Center	Functional Area	Fund	Grant	Funded Program	DocumentNo	Type	Doc. Date	Amt in loc.cur.	Posting Date	Period
2000010000	L240			50550000	L24010363012		3003689241	KR	03/27/2213	95.00	04/11/2013	10
2000010000	L240			50550000	L24010363012		3003689245	KR		95.00	04/11/2013	10
2000010000	L240			50550000	L24010363012		3003689249	KR		95.00	04/11/2013	10
2000010000	L240			50550000	L24010363012		3003689251	KR		95.00	04/11/2013	10
2000010000	L240			50550000	L24010363012		3003689253	KR		95.00	04/11/2013	10
2000010000	L240			50550000	L24010363012		3003689257	KR		95.00	04/11/2013	10
2000010000	L240			50550000	L24010363012		3003689259	KR		95.00	04/11/2013	10
2000010000	J040			50550000	J0401K820004		570077946	RE	03/25/2213	60.18	04/23/2013	10
2000010000	J120			10010000	NOT RELEVA...		570077265	RE	03/16/2201	591.11	04/15/2013	10
2000010000	J120			37640001	NOT RELEVA...		570072142	RE	01/31/2113	82.47	02/11/2013	8
2000010000	J120			10010000	NOT RELEVA...		570076962	RE	04/01/2103	177.65	04/10/2013	10
2000010000	J020			34760000	J02010504813		3003588331	KR	12/31/2013	7,717.00	03/04/2013	9
2000010000	J020			34760000	NOT RELEVA...		3003588332	KR		7,717.00	03/04/2013	9
2000010000	J020			50020000	J02010504813		3003588332	KR		7,717.00	03/04/2013	9
2000010000	J020			34760000	J02010504813		3003597608	KR		32,679.00	03/06/2013	9
2000010000	J020			34760000	NOT RELEVA...		3003597608	KR		32,679.00	03/06/2013	9
2000010000	J020			50020000	J02010504813		3003597608	KR		32,679.00	03/06/2013	9
2000010000	J020			34760000	J02010504813		3003597614	KR		28,737.00	03/06/2013	9
2000010000	J020			34760000	NOT RELEVA...		3003597614	KR		28,737.00	03/06/2013	9
2000010000	J020			50020000	J02010504813		3003597614	KR		28,737.00	03/06/2013	9
2000010000	J020			34760000	J02010504813		3003597624	KR		2,517.00	03/06/2013	9
2000010000	J020			34760000	NOT RELEVA...		3003597624	KR		2,517.00	03/06/2013	9
2000010000	J020			50020000	J02010504813		3003597624	KR		2,516.00	03/06/2013	9
2000010000	J020			34760000	J02010504813		3003597635	KR		1,534.00	03/06/2013	9
2000010000	J020			34760000	NOT RELEVA...		3003597635	KR		1,534.00	03/06/2013	9
2000010000	J020			50020000	J02010504813		3003597635	KR		1,534.00	03/06/2013	9
2000010000	J120			37640001	NOT RELEVA...		5700705445	RE	12/28/2013	2.18	01/22/2013	7
2000010000	J020			10010000	J02010504813		5700739362	RE	12/26/2013	158.09	03/05/2013	9
2000010000	J020			10010000	J0201CHPAD12		5700739362	RE		7.38	03/05/2013	9
2000010000	J020			50020000	J02010504813		5700739362	RE		158.08	03/05/2013	9
2000010000	J020			50020000	J0201CHPAD12		5700739362	RE		27.76	03/05/2013	9
2000010000	K050			10010000	NOT RELEVA...		5700745253	RE		27.64	03/12/2013	9
2000010000	K050			10010000	NOT RELEVA...		5700745253	RE		27.63	03/12/2013	9
2000010000	K050			10010000	NOT RELEVA...		5700745253	RE		27.64	03/12/2013	9
2000010000	K050			10010000	NOT RELEVA...		5700745253	RE		27.64	03/12/2013	9
2000010000	J120			37640001	NOT RELEVA...		5700773463	RE	12/21/2013	332.31	04/16/2013	10
2000010000	J020			10010000	J02010504813		5700691844	RE	12/16/2013	36.11	01/04/2013	7
2000010000	J020			10010000	J0201CHPAD12		5700691844	RE		1.68	01/04/2013	7

Year End Reminders

Future Doc Dates FAGLL03

Type	Doc. Date	Σ
KR	03/27/2213	
KR		
KR		
KR		
KR		
KR		
KR		
RE	03/25/2213	
RE	03/16/2201	
RE	01/31/2113	
RE	04/01/2103	
KR	12/31/2013	
KR		
KR		
KR		
KR		
KR		

Year End Reminders

Future Doc Dates FAGLL03

14374	RE			
14374	RE			
14374	RE			
14374	RE			
32167	RE	09/06/2013		1
30477	RE	08/27/2013		
58417	RE	08/23/2013		
58417	RE			
58417	RE			
58417	RE			
11675	KR	08/03/2013		1
11675	KR			1
20228	RE	06/30/2013		7
51840	RE	06/26/2013		
58339	RE	06/25/2013		
58339	RE			
58339	RE			
58339	RE			
98655	KR	05/01/2013		
98655	KR			
98655	KR			

Depending upon Payment
Terms, this may not pay until
22 days from this date

Any Questions?





South Carolina Enterprise Information System

SCEIS Finance Refresher



Refresher Topic: Credit Memos for “V” Vendors

How to determine “V” vendor

1. Using trans code XK03 enter vendor number
2. Tab to the fifth screen, to view payment methods
3. If “Payment Methods” field is populated with a “V” for A/P Credit Cards – NON P/R, we are dealing with a “V” vendor

“V” Vendor

Vendor Edit Goto Extras Environment System Help

Display Vendor: Payment transactions Accounting

Vendor GROVE MEDICAL INC GREENVILLE
 Company Code State of South Carolina

Payment data

Payt Terms Tolerance group
 Cr memo terms Chk double inv. ☒

Automatic payment transactions

Payment methods Payment block Free for payment
 House Bank
 Individual pmnt ☐ Grouping key
 Pmt meth.supl.

Invoice verification

Tolerance group
 Prepayment ☐

“V” Vendor Credit Memos

Normally, with vendors that receive checks or EDI payments, the system combines Credit Memos with Invoices for each agency and issues a check for the difference.

Invoices for “V” vendors are automatically set to “Payment Method” of “S” for single check. The system will not match “S” invoices with Credit Memos, therefore, without intervention, the Credit Memo will never be matched to a payment.

Credit Memo 3300006617

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number: 3300006617 Company Code: SC01 Fiscal Year: 2013
 Document Date: 10/05/2012 Posting Date: 04/10/2013 Period: 10
 Reference: 5055480CR Cross-Comp.No.:
 Currency: USD Texts exist: ☐ Ledger Group:

CoCd	Itm	Pl	Account	Cmnt Item	Ex/Rev A/c	Description	Σ	Amount	ASA	Fund	Partner Fund	Grant	Cost Center	Functional Area	Funded P
SC01	1	21	7000078511	2000010000		GROVE MEDICAL INC		357.27		J160					
SC01	2	50	5032410000	5032410000		MED/SCIENT/LAB SUPP		357.27		J160	37640000	NOT RELEVA...	J160C2G0CL	J160_6034	J160C2G0
							0.00								

“V”
Vendor

Note
Amount
\$357.27

"V" Vendor Invoice 3003692602

"V" Vendor

Data Entry View

Document Number	3003692602	Company Code	SC01	Fiscal Year	2013
Document Date	04/16/2013	Posting Date	04/17/2013	Period	10
Reference	TEST DOC	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

Amount exceeds
The Credit Memo



CoCd	Itm	PK	Account	Cmnt Item	Ex/Rev A/c	Description	Σ	Amount	PlusA	Fund	Partner Fund	Grant	Cost Center	Functional Area
SC01	1	31	7000078511	2000010000		GROVE MEDICAL INC		400.00	J160					
SC01	2	40	5030010000	5030010000		OFFICE SUPPLIES		400.00	J160	37640000		NOT RELEVA...	J160C2G0CL	J160_6034
								0.00						

Match Invoice to Credit Memo

Using FB02, Change Document, Credit Memo

Change Document: Data Entry View

Taxes Display Currency

Data Entry View

Document Number	3300006617	Company Code	SC01	Fiscal Year	2013
Document Date	10/05/2012	Posting Date	04/10/2013	Period	10
Reference	5055480CR	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

CoCd	Itm	PK	Account	Cmnt Item	Ex/Rev A/c	Description	Σ	Amount	BusA	Fund	Partner Fund	Grant	Cost Center
SC01	1	21	7000078511	2000010000		GROVE MEDICAL INC		357.27	J160				
SC01	2	50	5032410000	5032410000		MED/SCIENT/LAB SUPP		357.27-	J160	37640000		NOT RELEVA...	J160C2G0C
								0.00					

Double Click on Vendor Line

Match Invoice to Credit Memo

Document Edit Goto Extras Environment System Help

Change Document: Line Item 001

Additional Data

Vendor 7000078511 GROVE MEDICAL INC G/L Acc 2000010000
 Company Code SC01 1089 PARK WEST BLVD
 State of South Carolina GREENVILLE Doc. no. 3300006617


Line Item 1 / Credit memo / 21
 Amount 357.27 USD

Additional Data






Bus. Area J160
 Disc. base 357.27 USD Disc. amount 0.00 USD
 Payt Terms 0001 Days/percent % %
 Bline Date 04/16/2013 Fixed
 Pmnt Block Invoice ref. / /
 Pmt Method Pmt meth.supl.
 Assignment 5055480CR
 Text 02-MIDLANDS CREDIT Long text

Populate "Invoice Ref" field with Invoice Information

Match Invoice to Credit Memo



Change Document: Line Item 001


     Additional Data

Vendor GROVE MEDICAL INC G/L Acc
 Company Code 1089 PARK WEST BLVD
 State of South Carolina GREENVILLE Doc. no.

Line Item 1 / Credit memo / 21

Amount USD

Additional Data

Bus. Area
 Disc. base USD Disc. amount USD
 Payt Terms Days/percent 0.000 % 0.000 %
 Bline Date Fixed
 Credit memo / /
 Pmnt Block
 Pmt Method
 Assignment
 Text  Long text

Enter Invoice to be matched, FY, Line

Save

Payment Run

Display Payment Proposal: Open Items

Display Back from find

Run On 04/17/2013 PAYM Snd. CC SC01

Selected Group

Vendor 7000078511 Currency USD Payment Method V

Customer Business Area J160 House Bank 11000 43787

Paid items

CoCd	DocumentNo	Year	Itm	Reference	...	Posting Date	Doc. Date	...	PK	G/L Account	G/L Account	...	Amount in LC	Amount	Valuation di
S...	3003692602	2013	1	TEST DOC	KR	04/17/2013	04/16/2013	K	31	2000010000	2000010000	H	400.00-	400.00-	0.0
SC01	3300006617	2013	1	5055480CR	KG	04/10/2013	10/05/2012	K	21	2000010000	2000010000	S	357.27	357.27	0.0

Payment will select both documents and net the two for payment

Any Questions?





South Carolina Enterprise Information System

PBF Status Update

Beth Quick, State Budget Office





South Carolina Enterprise Information System

Update: SRM 7.2 Upgrade

Wanda Dixon, SCEIS MM Team Lead



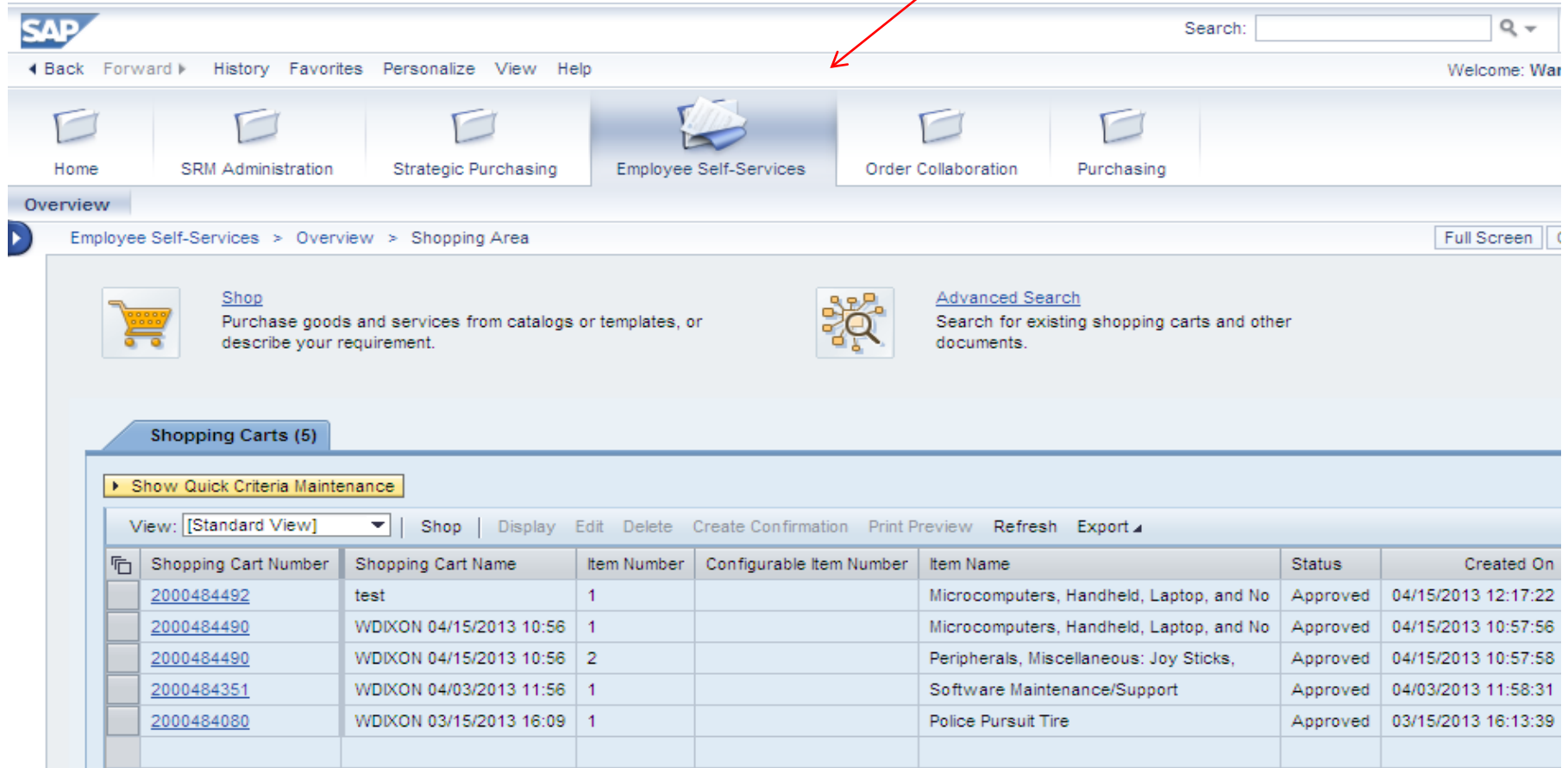
SRM 7.2 Go-Live Schedule: September 3, 2013

TASK	BEGIN	END
Integration Testing	5/28/2013	6/14/2013
Record u-Performs	6/17/2013	7/12/2013
Develop Training Material	6/17/2013	7/12/2013
Conduct Train the Trainer	7/15/2013	7/26/2013
Conduct Training	8/05/2013	8/30/2013
SRM 5.0 System Freeze -Software Install, Data Migration (Contracts & POs)	8/19/2013	9/02/2013
Go-Live SRM 7.2	9/03/2013	

Status of SRM 7.2 Upgrade

- Upgrade from SRM 5.0 to SRM 7.0 Enhancement Package 2 (SRM 7.02)
- Reverse Auction training will be delayed until February/March 2014
- Proof of Concept
 - Validated major processes from shopping cart to goods receipt
 - Performing all current processes to determine differences
- Reviewing Functional Specifications
 - Any development that is necessary

More information accessible on one screen – Shopping Cart Example



The screenshot shows the SAP SRM 7.2 interface. The top navigation bar includes the SAP logo, a search field, and menu items: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a secondary navigation bar with icons for Home, SRM Administration, Strategic Purchasing, Employee Self-Services (highlighted with a red arrow), Order Collaboration, and Purchasing. The main content area is titled 'Overview' and shows the path 'Employee Self-Services > Overview > Shopping Area'. It contains two main sections: 'Shop' (Purchase goods and services from catalogs or templates, or describe your requirement.) and 'Advanced Search' (Search for existing shopping carts and other documents.). Below these is a 'Shopping Carts (5)' section with a 'Show Quick Criteria Maintenance' button. A table displays the shopping cart details.

Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name	Status	Created On
2000484492	test	1		Microcomputers, Handheld, Laptop, and No	Approved	04/15/2013 12:17:22
2000484490	WDIXON 04/15/2013 10:56	1		Microcomputers, Handheld, Laptop, and No	Approved	04/15/2013 10:57:56
2000484490	WDIXON 04/15/2013 10:56	2		Peripherals, Miscellaneous: Joy Sticks,	Approved	04/15/2013 10:57:58
2000484351	WDIXON 04/03/2013 11:56	1		Software Maintenance/Support	Approved	04/03/2013 11:58:31
2000484080	WDIXON 03/15/2013 16:09	1		Police Pursuit Tire	Approved	03/15/2013 16:13:39

SRM 7.2 Discoveries

More information on one Screen – Purchase Order Example

SAP Search:

◀ Back Forward ▶ History Favorites Personalize View Help Welcome: W

Home SRM Administration Strategic Purchasing Employee Self-Services Order Collaboration **Purchasing**

Overview Reports Service Map

Purchasing > Overview > Purchasing Full Screen

Work Overview

Purchasing

Sourcing

Invoice Processing

▼ **Services**

Advanced Search

Create Documents

- Shopping Cart
- Shopping Cart Template
- Purchase Order
- Confirmation
- Invoice

Central Functions

- Notify Recipient
- Perform Sourcing

Active Queries

Shopping Carts [All \(5\)](#) [Saved \(5\)](#) [Awaiting Approval \(5\)](#) [Public Templates \(0\)](#) [Recommended Items \(0\)](#) [POWL Refresh saved \(0\)](#)

Purchase Orders [All \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Rejected \(0\)](#) [Ordered \(8\)](#) [Confirmations pending \(8\)](#)

Purchase Order Responses [All \(0\)](#) [Rejected by Supplier \(0\)](#) [Partially Confirmed \(0\)](#) [Unconfirmed Orders \(0\)](#) [Variance in Response \(0\)](#) [Confir](#)

Confirmations [All \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#) [Rejected \(0\)](#) [Deleted \(0\)](#) [Confirmations for Team Carts \(0\)](#)

Document Output [Last 7 Days \(0\)](#)

Shopping Carts - All

[Show Quick Criteria Maintenance](#)

View: [Standard View] | [Create Shopping Cart](#) [Copy](#) [Display](#) [Edit](#) [Delete](#) | [Order](#) [Create Confirmation](#) [Print Preview](#) | [F](#)

	Shopping Cart Number	Shopping Cart Name	Item Number	Configurable Item Number	Item Name
	2000484492	test	1		Microcomputers, Handheld, Laptop, and No
	2000484490	WDIXON 04/15/2013 10:56	1		Microcomputers, Handheld, Laptop, and No
	2000484490	WDIXON 04/15/2013 10:56	2		Peripherals, Miscellaneous: Joy Sticks,
	2000484351	WDIXON 04/03/2013 11:56	1		Software Maintenance/Support
	2000484080	WDIXON 03/15/2013 16:09	1		Police Pursuit Tire

Screen to begin Sourcing Process - PO or Contract

Assign Sources of Supply: Step 1 (Select Requisition)

◀ Previous | Next ▶ | Close | System Info | Create Memory Snapshot

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: Name of Requisition:

Item Description: Product Category:

Product: Supplier:

Requester: External Requirement:

Purchasing Organization: Account Assignment Category:

Purchasing Group: Account Assignment Number:

Priority: Intended for Grouping: ☐

Delivery Date Range: In 30 Days Include Locked Items: ☐

Delivery Date: 04/25/2013 To: 05/25/2013

Search

Select All | Expand | Collapse | Hide Subordinate Outlines | All Categories | Reject Items

Requisition / Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier
2000484459/2	Tires and Tubes, Industrial	86325		2	EA	ELIZABETHELizabeth PARIS	04/27/2013		
2000484459/3	Recycled Tires and Tubes	86395		1	EA	ELIZABETHELizabeth PARIS	04/27/2013	7000046565	GR
2000484523/1	10" MJ GATE VALVE	67000		2	EA	INT-BATCH	04/25/2013		
2000484523/2	10" MJ LONG SLEEVE	67000		4	EA	INT-BATCH	04/25/2013		
2000484523/3	10" MJ RETAINER GLANDS DI	67000		12	EA	INT-BATCH	04/25/2013		

SRM 7.2 Discoveries

More information on one Screen – Contract Example

The screenshot displays the SAP SRM 7.2 Discoveries web interface. At the top, the SAP logo is on the left, and a search bar is on the right. Below the logo is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. A red arrow points to the 'Strategic Purchasing' folder icon in this bar. Other folder icons include Home, SRM Administration, Employee Self-Services, Order Collaboration, and Purchasing. Below the folders is a 'Service Map' section with tabs for Overview, Reports, and Service Map. The main content area shows the breadcrumb path: Strategic Purchasing > Overview > Contract Management. On the left is a vertical sidebar with a tree view containing: Work Overview, Strategic Sourcing, Contract Management (selected), Business Partner, Workload Redistribution, Services (expanded), Advanced Search, Create Documents, and a list of document types: Contract, Contract Template, Quota Arrangements, and Changing Suppliers in Central C. The main content area is titled 'Contract Management' and includes a 'Full Screen' button. It contains sections for 'Active Queries' with links for Central Contracts (All (3), Released (39), Draft (0), Expired (0), Templates (0), Rejected (0), Hierarchies (0)), Quota Arrangements (All (0), Released (0)), and Document Output (Last 7 days (0)). Below this is the 'Central Contracts - All' section, which has a 'Hide Quick Criteria Maintenance' button and a 'Change Query' link. The criteria section includes various filters: Number (with a diamond icon), Contract Type (dropdown), Name (text input), Status (dropdown), Timeframe (dropdown), Creation Date (with a calendar icon), Purchasing Organization (text input), and Purchasing Group (text input). Each filter has a corresponding 'To' field and a right-pointing arrow icon.

Excellent 'Search' Features

Advanced Search

Close

Search For: Purchase Order

Auction
Confirmation
Contract
Incoming Invoice
Purch.Order Response
Purchase Order
Quota Arrangements
RFX
Shopping Cart
Supplier List

Number: Search

Search Criteria: Purchase Order

Search in: ☒ System ☐ Archive

Purchase Order Name:

State RFX:

Purchasing Organization:

Supplier:

Preferred Supplier:

Product Category:

Product:

Account Assignment Category:

Delivery Date From:

FM Posting Date:

Contract Number:

Location:

Only with Change Version: ☐

Cancel Indicator:

Item Description:

Time Frame:

Purchasing Group:

Requester:

Goods Recipient:

Including Product Category Hierarchy: ☐

Supplier Product Number:

Account Assignment Value:

Delivery Date To:

Company: 00000000

Contract Name:

Requirement Number:

Parked: ☐

🌀 SAP Purchasing for Public Sector Standard Function

- All Goods Receipt Will be Performed in ECC
 - Shopping Cart users who use the 'confirm goods' role in SRM will use MIGO in ECC to receive goods
- Shopping Cart Not Available for Internal Goods for Inventory Agencies
 - Shopping Cart users who use shopping cart to reserve goods will use transaction MB21 in ECC

SRM Upgrade Schedule and Volunteers

- ☉ Integration Testing Scheduled 5/28 - 6/14/2013
 - 3 cycles of 1 week each
 - **37** volunteers currently from **17** agencies
 - SCEIS will create a schedule for volunteers based on volunteer functional preference
- ☉ Train-the-Trainer Scheduled for 7/15 – 7/26/2013
 - **20** volunteers currently from **8** agencies
 - **2** volunteers (all agencies) **23** (own agency) **2** (where needed)
 - SCEIS will create a schedule for volunteers

SRM Upgrade Schedule and Volunteers

☉ Training: Scheduled for 8/05 – 8/30/2013

– 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

– Goods Receiver

- On-line Training Course



South Carolina Enterprise Information System

Break





South Carolina Enterprise Information System

Software Upgrades

John Taylor, SCEIS User Support Team Manager



- 🌀 Visual Appearance / Usability
 - Slight color and font variations
 - Some icons may shift position
 - When logging in, users are taken directly to the “SAP Easy Access” screen. They no longer have to choose “Production.”
 - 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
- 🌀 Agency Advocates will email a rollout schedule
- 🌀 Watch for an additional announcement in the upcoming Weekly Update

Software Upgrades: Business Explorer

- ⌚ This upgrade is required for implementation of the Public Budgeting Formulation.
- ⌚ Business Explorer icons will change in visual appearance to look more like Excel 2010. Icons will also move in location, impacting navigation.
- ⌚ Users may continue BEX Analyzer version 3.5, but may also access BEX 7.3
- ⌚ When executing Excel “in place” in SCEIS, the user will work with Excel 2010 spreadsheets. It is not necessary for the user to have Microsoft 2010 programs installed on his or her computer to use Excel 2010 “in place”.)

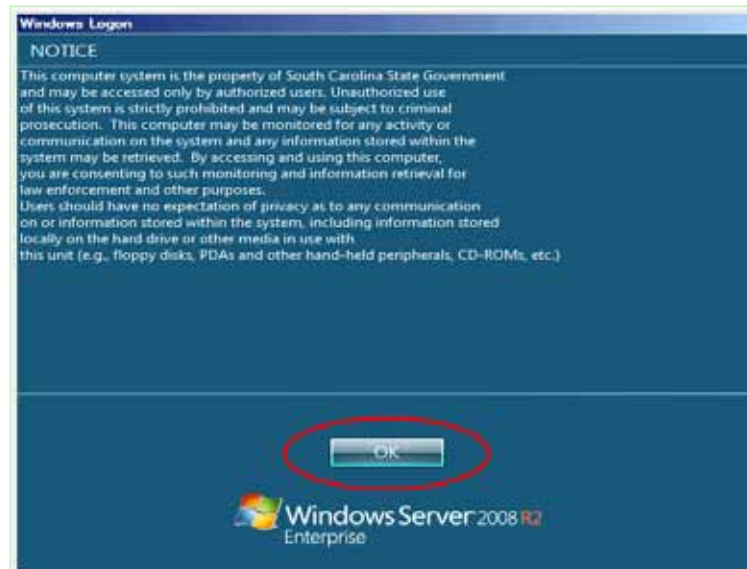
Software Upgrades: Business Explorer

- Log into SCEIS as you normally do. Once you have logged in, select the “BEX Analyzer 3.5” icon.



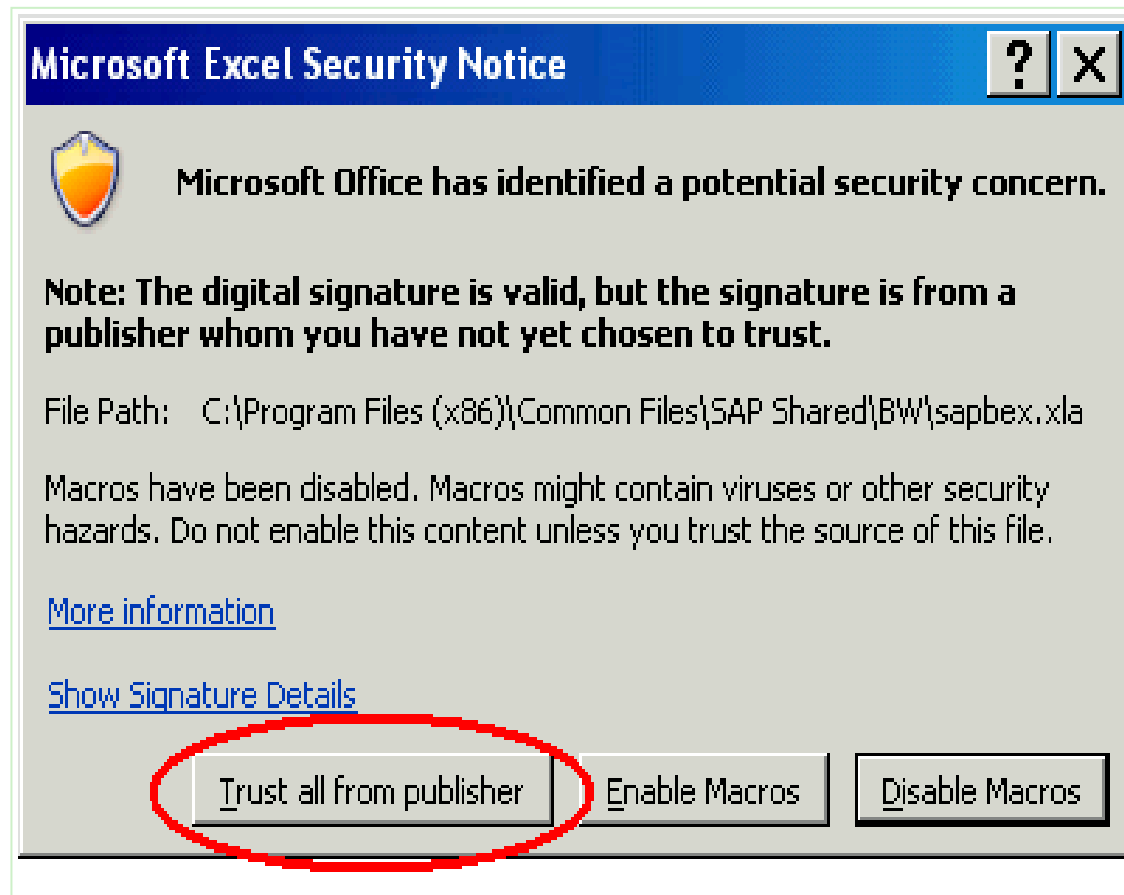
BEX Analyzer 3.5

- You will notice a Windows logon notice. Click on “OK”.



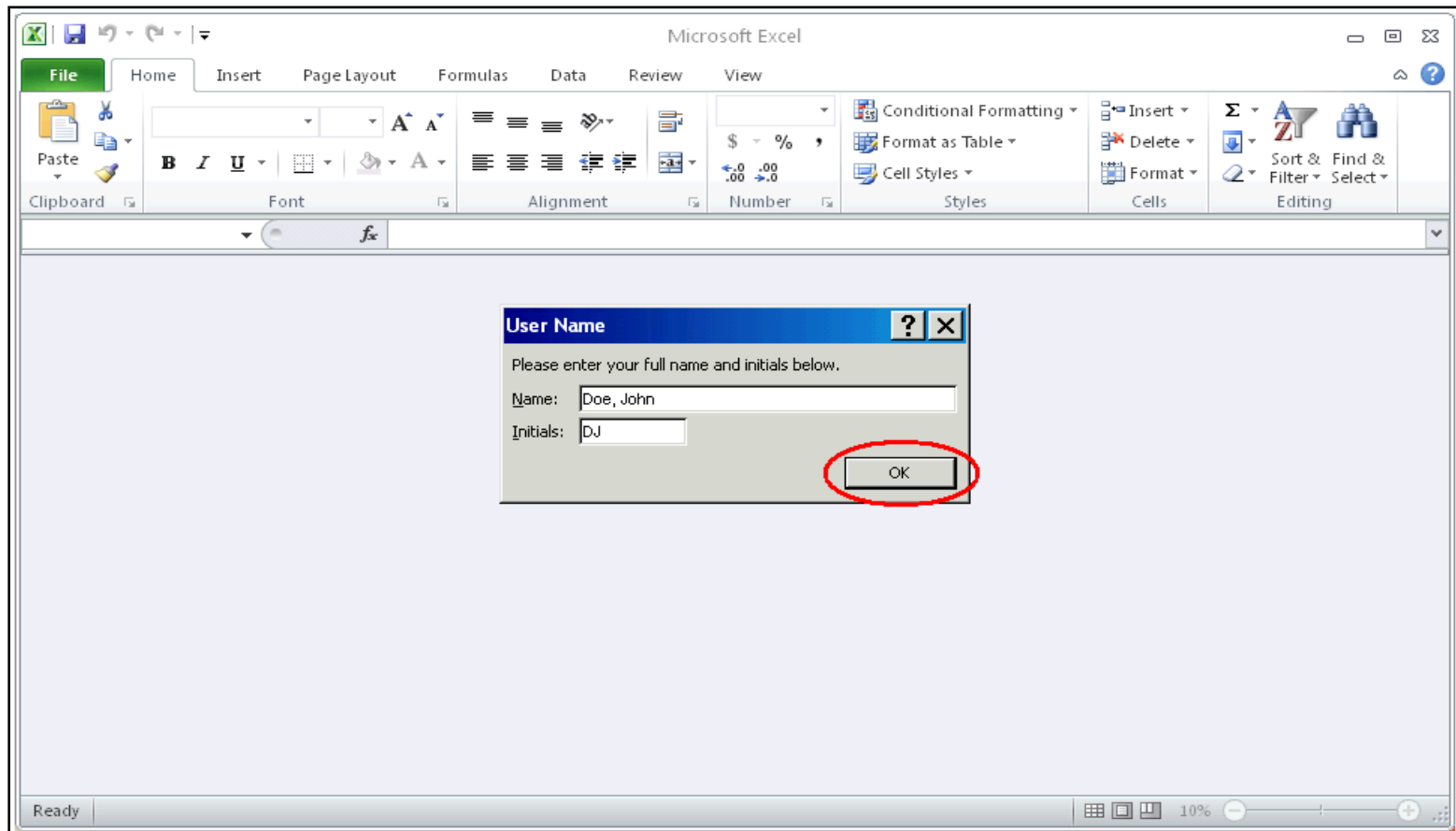
Software Upgrades: Business Explorer

- Click on “Trust all from publisher” to move beyond the one time only Microsoft Excel Security Notice



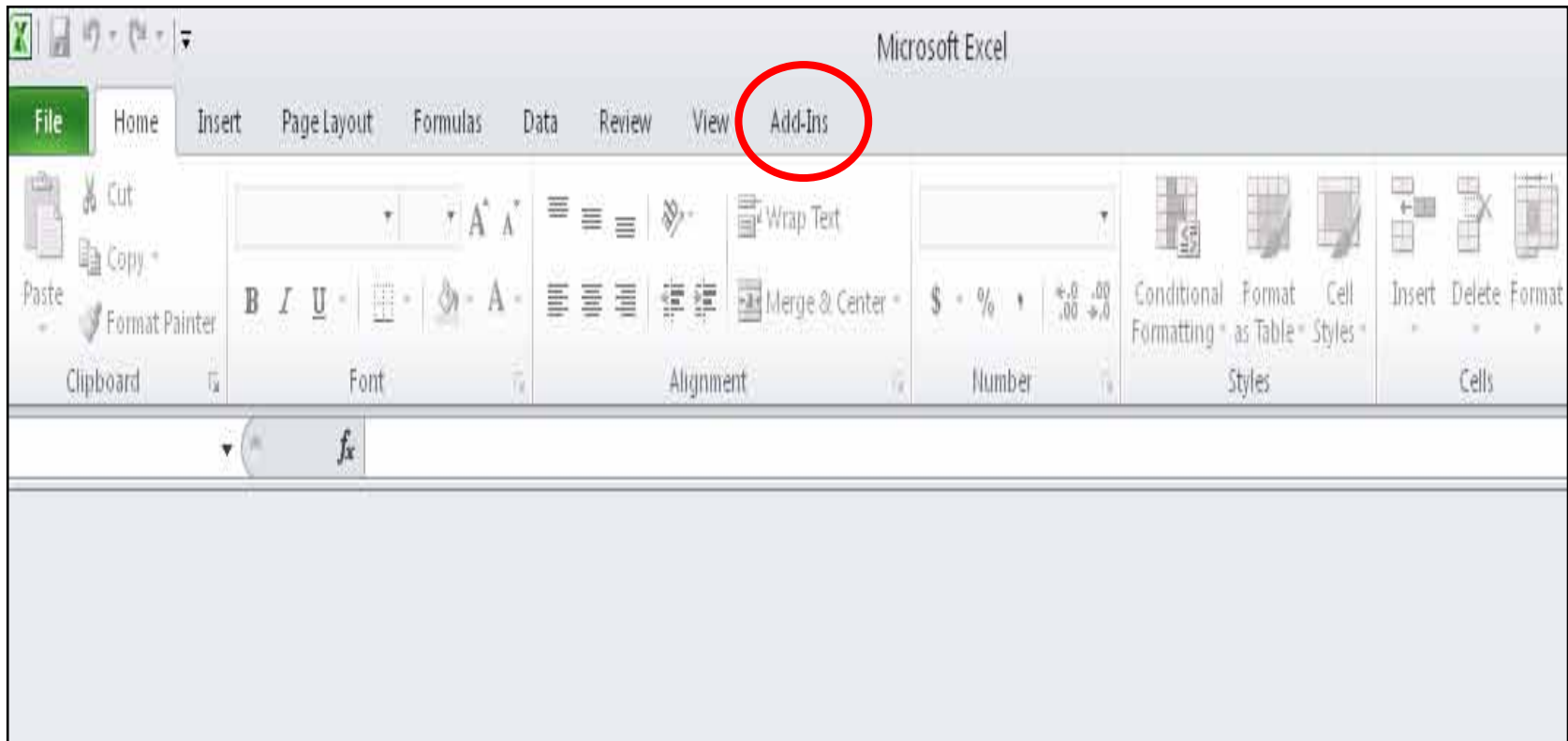
Software Upgrades: Business Explorer

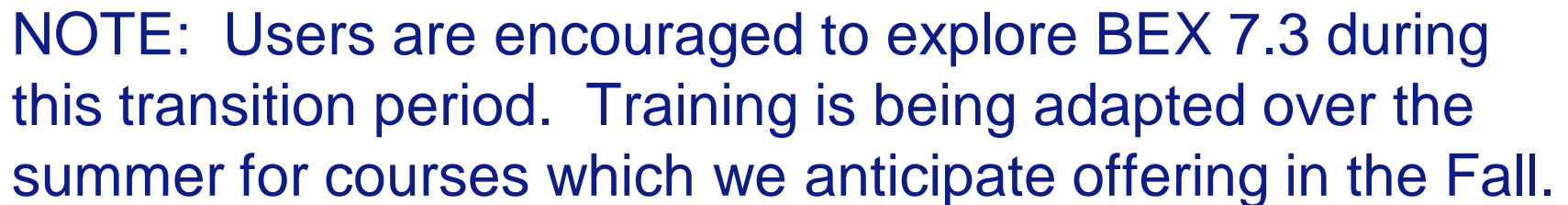
- 🕒 The first time you log into BEX 3.5 after your agency is upgraded to SAP GUI 7.3, you will be asked to verify your name and initials as they are recorded in the system.



Software Upgrades: Business Explorer

🖱 To display the BEX toolbar, select the “Add-Ins” tab.







South Carolina Enterprise Information System

Purchasing Scanners for Use with SCEIS

Glenn Vose, SCEIS Imaging



-
- ☉ There are two SCEIS-standard scanner models:
 - HP Scanjet 7000s2
 - HP Scanjet 5000
 - ☉ Some other scanners might “work” with SCEIS in a basic way.
 - ☉ **Non-standard scanners are not supported by SCEIS, and might not provide automatic functions:**
 - Identification and deletion of blank pages
 - Page orientation
 - Removal of black borders
 - Image quality control

- 🌀 Complete information about SCEIS-supported scanners is available on the SCEIS website:
 - Scanner Guidance Document (with pricing details)
 - Installation and Configuration Guides for current and past SCEIS-standard scanners
 - Instructional documents for completing common imaging functions
- 🌀 View all of the above information [here](#).
- 🌀 Contact Glenn Vose:
 - gvose@cio.sc.gov
 - (803) 896-2754



South Carolina Enterprise Information System

User Support Team Updates Tracy Powers, Lead



🌀 **CO500 SCEIS Year End Processing**

- *Wednesday, May 22, 9:00 a.m. to 5:00 p.m.*
- DHEC Peeples Auditorium
- This workshop will be restructured from past years' presentations. This year, we will NOT have a new-processors' workshop and a "refresher" workshop. Instead, one presentation will serve all experience levels.

🌀 **CO500A SCEIS Year End Processing – Grants**

- *Thursday, May 23, 9:00 a.m. to noon*
- DHEC Peeples Auditorium

🌀 Enrollment Requests

- Please assist the User Community by only requesting enrollment in courses based on the roles that users will have in the system
- When possible, identify one or two users to represent your agency who can then provide assistance to others
- This will ensure that seats are being reserved for users who will be working in the system

🌀 Current Initiatives

- Development of key courses in high-quality online format
- Implementation training (e.g., legislative agencies, PBF, SRM 7.2, development of BW 7.x training)

Help Desk: Tools and Efficiencies

- ☉ We are exploring tools that allow the Help Desk to work more efficiently with the functional teams (e.g., instant messaging, wireless headsets)
- ☉ We will soon begin working with agencies on communication opportunities to reduce the number of password resets which will assist with improved productivity.
- ☉ Recent items have been included in the Weekly Updates and prepared for the User Group meeting
 - Importance of providing critical detail in Help Desk tickets
 - How to submit a screen shot of an error message
 - How to address common Leave and Time error messages

Help Desk: Tools and Efficiencies

- ☞ Your first and last name, SCEIS Username, Personnel Number (PERN), agency, work phone number and email address. **Please do not submit SSNs.**
 - If you are submitting a ticket for someone else, include all of this information for him or her, as well.
- ☞ The specific portion of SCEIS in which you are experiencing issues (e.g., MySCEmployee MSS or ESS, SRM Shopping Cart, SRM Buyer, AP, or GM)
- ☞ The wording (screen shot if possible) of error messages
- ☞ A detailed description of the issues noting transaction codes, document numbers, shopping cart number, trip numbers, time/leave dates, etc., as appropriate.
- ☞ If you are contacting the SCEIS Service Desk to follow up on an item, please tell us and provide the ticket number.



South Carolina Enterprise Information System

SCEIS HR/Payroll Refresher



Refresher Topic: MySCEmployee Reminders and Enhancements

Past MySCEmployee Enhancements

- Last year, we implemented a set of enhancements to MySCEmployee:
 - Added “Portal Favorites,” which allow ESS and MSS users to customize a navigation menu with one-click links to the MySCEmployee pages they use most often.
 - Added page personalization options for some screens in ESS and MSS, to allow users to customize some MySCEmployee screens with multiple parts.
 - Read full details about these enhancements [here](#).

Upcoming MySCEmployee Enhancements

- 🌀 To build on last year's enhancements, we will add some minor tweaks, effective Friday, May 3:
 - Make the Navigation Panel, with Portal Favorites, open automatically when users log in. Currently, it is closed by default when users log in.
 - Move links to Help and Tips and Tricks documentation into the Navigation Panel. Currently, it is located within screens.
 - Place Time Entry and Leave Request Entry sections side-by-side on the Record Working Time screen for improved visibility. Currently, the Time Entry section appears on top of the Leave Request Entry screen.
- 🌀 These will be announced in Monday's Weekly Update.

ESS Leave Request Screen with Navigation Panel Open

Welcome
Employee Self-Service
Employee Self-Service
Manager Self-Service
HR Administrator
Content Administration
User Administration

My Overview
My Employee Search
My Working Time
My Pay
My Personal Info
My Benefits
My Travel and Expenses
My Career

Leave Request

Detailed Navigation

- My Working Time
- Record Working Time

Related Links

- Error and Warning Messages
- Help - Leave
- Submit Help Desk Ticket
- Tips and Notes - Leave

Portal Favorites

- Approve Leave Requests
- Approve Time and Leave
- Approve Time Sheet Data
- Leave Overview
- Leave Request
- Paycheck Inquiry Service
- Record Working Time
- Tasks and Alerts
- Time Accounts

Leave Request

1
2
3

Display and Edit
Review and Send
Completed

[Hide Calendar](#)
[Show Time Accounts](#)
[Show Overview of Leave](#)

April 2013
May 2013
June 2013

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
14	31	1	2	3	4	5	18	28	29	30	1	2	3	22	28	27	28	29	30	31
15	7	8	9	10	11	12	19	5	6	7	8	9	10	23	2	3	4	5	6	7
16	14	15	16	17	18	19	20	12	13	14	15	16	17	24	9	10	11	12	13	14
17	21	22	23	24	25	26	21	19	20	21	22	23	24	25	16	17	18	19	20	21
18	28	29	30	1	2	3	22	26	27	28	29	30	31	26	23	24	25	26	27	28
19	5	6	7	8	9	10	23	2	3	4	5	6	7	27	30	1	2	3	4	5

Absent
Multiple Entries
Sent
Deletion Requested
Approved Working Hours

You have selected the following attendance/leave:

Type of Leave:

Date: To

Time: To

Duration: Hours

Approver:

Note for Approver:

Previous Step
Review



Next Meeting

Friday, June 28, 2013
MTC Northeast Campus