



South Carolina Enterprise Information System

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# User Group Meeting

## Friday, June 28, 2013

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STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD



# Welcome and Updates

## John Taylor, SCEIS User Support Team Manager

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# PBF Status Update

## David Seigler, State Budget Division

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## July 8-19 –Train the Trainer

8	9	10	11	12
Train the Trainer				
15	16	17	18	19
Train the Trainer				

## July 22-26 – Higher Education Users

22	23	24	25	26
Higher Education Users				

## July 29-August 16 – State Agency Users

29	30	31	1	2
State Agency Users				
5	6	7	8	9
State Agency Users				
12	13	14	15	16
State Agency Users				



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# **SCEIS Year-End Processing**

## **Bruce Burnett, SCEIS Finance Team Lead**

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# Pre May 1 Inventory PO's

Purchase order 4500034578 created before 05/01/2013 – Reading tax at 7%

ZINV Inventory PO 4500034578 Vendor 7000025624 V B HOOK & CO INC Doc. date 04/30/2013

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...
	10			105579	CARROT,FRESH,US#1,4...	193	BAG	D	05/08/2013	11.64	USD	1	BA
	20			105579	CARROT,FRESH,US#1,4...	193	BAG	D	06/30/2013	11.64	USD	1	BA

Item 2 [20] 105579 , CARROT,FRESH,US#1,48LB ...

Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations Condi...

☒ Inv. Receipt ☐ Final Invoice

Tax code I1 Taxes

Jurisd. Code 4107900000

# Pre May 1 Inventory PO's

Pricing Elements										
N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...
<input checked="" type="checkbox"/>	BASB	Base Amount					2,246.52	USD		0
		Calculated Call	11.64	USD	1		2,246.52	USD		0
		Shared with G/L	11.64	USD	1		2,246.52	USD		0
<input checked="" type="checkbox"/>	XP1I	A/P Sales Tax 1 Inv.	6.000	%			134.79	USD		0
<input checked="" type="checkbox"/>	XP2I	A/P Sales Tax 2 Inv.	1.000	%			22.47	USD		0
<input checked="" type="checkbox"/>	XP3I	A/P Sales Tax 3 Inv.	0.000	%			0.00	USD		0
<input checked="" type="checkbox"/>	XP4I	A/P Sales Tax 4 Inv.	0.000	%			0.00	USD		0
<input checked="" type="checkbox"/>	XP5I	A/P Sales Tax 5 Inv.	0.000	%			0.00	USD		0
<input checked="" type="checkbox"/>	XP6I	A/P Sales Tax 6 Inv.	0.000	%			0.00	USD		0
		Expensed	12.45	USD	1		2,403.78	USD		0
		Self-assessment	12.45	USD	1		2,403.78	USD		0
		Accrued	12.45	USD	1		2,403.78	USD		0



# Pre May 1 Inventory PO's

Item: 2 [20] 105579, CARROT,FRESH,US#1,48LB ...

Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts

Basic List

S...	MvT	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OU	Σ	Amount in LC	L.cur	Σ
WE	101	5000545910	1	06/27/2013		193	0	BAG		2,403.78	USD	
Tr./Ev. Goods receipt						193		BAG		2,403.78	USD	

# Pre May 1 Inventory PO's

Selection		
Material	105579	CARROT,FRESH,US#1,48LB BAG
Material Type	ZMAT	SC Material Masters
Unit of Measure	BAG	Base Unit of Measure BAG
Stock Overview		
<div> <input type="button" value="Detailed Display"/> </div>		
Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual
Full	208.000	
SC01 State of South Carolina	208.000	
DC04 SCDC Food Serv Main Warehouse	208.000	
0001 Food Srv Main	208.000	

# Pre May 1 Inventory PO's

Data Entry view

Document Number	5700831780	Company Code	SC01	Fiscal Year	2013
Document Date	06/27/2013	Posting Date	06/27/2013	Period	12
Reference	TEST TAX	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

  

Co...	Itm	PK...	Account	Cmmnt Item	Ex/Rev A/c	Description	Σ	Amount	BusA	Fund	Partner Fund	Grant	Cost Ce
SC01	1	31	7000025624	2000010000		VB HOOK & CO INC		2,426.24-	N040				
SC01	2	86	2400010000	5034020003	1400010002	GR/R CLEARING AC...		2,403.78	N040	10010000		NOT RELEVA...	
SC01	3	89	1400010002	5034020003		IM - INV- OP SUP MAT		22.46	N040	10010000		NOT RELEVA...	
								0.00					

# Pre May 1 Inventory PO's

Document Number	5700831781	Company Code	SC01	Fiscal Year	2013
Document Date	06/27/2013	Posting Date	06/27/2013	Period	12
Reference	25689	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

  

Co...	Itm	PK...	Account	Cmnt Item	Ex/Rev A/c	Description	Σ	Amount	BusA	Fund	Partner Fund
SC01	1	31	7000034692	2000010000		L&N PRODUCE COM...		238.14-	N040		
SC01	2	86	2400010000	5034020003	1400010002	GR/IR CLEARING AC...		235.94	N040	10010000	
SC01	3	89	1400010002	5034020003		IM - INV- OP SUP MAT		0.16	N040	10010000	
SC01	4	86	5034050000	5034050000	1400010002	INV- SM PRICE DIFF		2.04	N040	10010000	
								0.00			

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- 🔄 To understand how to view Cash at the beginning of a new fiscal year, know that the view will change depending on the processing of a transaction to carry forward balances.
  - 🔄 Prior to the carry forward of balances, only the net of old fiscal year transactions will appear in the new fiscal year “YTD Beg Bal” column.

# Cash Pooling

Cash balances in 2013 and 2014 before any extended period 12 transactions in FY2013, note ending 2013 balances and the YTD Beg Bal column in FY2014.

Run Date: June 30

PERIOD/FY: 12, 2013

Fund	YTD Beg Bal	MTD activity	YTD End Bal
10010000 General Fund	400,000	-150,000	250,000
30350000 Operating Revenue	375,999	-40,000	335,999

Run Date: June 30

PERIOD/FY: 1, 2014

Fund	YTD Beg Bal	MTD activity Includes payroll & cash for new year appropriations	YTD End Bal
10010000 General Fund		2,000,000	2,000,000
30350000 Operating Revenue		-30,000	-30,000

# Cash Pooling

In FY 2014, there were expenditures of \$100,000 and the activity in 30350000 was a \$34,000 deposit. In funds other than 10010000, ignore the “YTD Beg Bal.” The FY2013 balance plus the FY2014 “MTD Activity” is the true cash balance. This means that the “YTD End Bal” column should be ignored as well.

Run Date: July 10

PERIOD/FY: 12, 2013

Between June 30 and July 10 for FY13 -period 12, agency has reduced cash by additional \$100,000 in each fund from vendor payments, journal entries, etc.

Fund	YTD Beg Bal	MTD activity	YTD End Bal
10010000 General Fund	400,000	-250,000	150,000
30350000 Operating Revenue	375,999	-140,000	235,999

Run Date: July 10

PERIOD/FY: 1, 2014

In FY14, period 1 - additional activity has occurred since June 30. The MTD (month-to-date / period) activity amounts are correct.

However, until the carryforward of prior year balance occurs, IGNORE the Beginning Balance for FY14 for period 1 as it only picks up activity posted in prior year after June 30. Instead, until carry forward, use FY13 report ending balance to view prior year balances.

Fund	<del>YTD Beg Bal</del>	MTD activity	<del>YTD End Bal</del>
10010000 General Fund	-100,000	1,900,000	1,800,000
30350000 Operating Revenue	-100,000	4,000	-96,000

- 
- ⌚ Once the carry forward of balances occurs, the “YTD Beg Bal” column in FY2014 will reflect the FY2013 balance and the “YTD End Bal” in FY2014 will be correct.
  - ⌚ The “YTD Beg Bal” column in FY2014 will change with every FY2013 transaction until the old year is complete.



# Cash Pooling

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- ☛ SCEIS will look back to 2013 and pool the cash if there is not sufficient cash in the new year fund to process a payment for non-state funds.
  - ☛ SCEIS does not look forward to 2014 if there is not sufficient cash in the old year fund to process a payment for state funds.

# Cash Pooling

TRANSACTION CATEGORY	YEAR	STATE FUNDS 1001 & 2XXX	NON-STATE FUNDS 3XXX – 5XXX
On-Line	PY & CY	Doc posting year and month	Current cumulative cash balance as of entry date and time.
Payment Run	PY & CY	Doc posting year and month	Cumulative cash balance as of Payment Run Date

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## **SECTION 11-9-20.** Disbursing officers exceeding or transferring appropriations.

(A) It is unlawful for an officer, clerk, or other person charged with disbursements of state funds appropriated by the General Assembly to exceed the amounts and purposes stated in the appropriations, or to change or shift appropriations from one item to another. Transfers may be authorized by the General Assembly in the annual appropriation act for the State.

(B) An officer, clerk, or other person who violates the provisions of this section is guilty of malfeasance in office. The Governor may suspend immediately the officer and shall investigate the conduct of the person.

(C) If after the investigation the person is found guilty, the Governor shall suspend him from office. In addition to the suspension, the officer is guilty of a misdemeanor and, upon conviction, must be fined in the discretion of the court or imprisoned not more than three years.

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**SECTION 11-9-125.** Order of expenditure of funds by state agencies; remittance of certain funds to state general fund.

Federal and other funds must be expended before funds appropriated from the general fund of the State, to the extent possible, and any excess balances in accounts resulting from matching fund programs must be remitted to the general fund of the State. Federal or other funds generated by the expenditure of state funds, including refunds from prior year general fund expenditures, must be remitted to the general fund of the State if there is no federal or state requirement governing the specific use of the funds. In order to permit identification of these funds, state agencies shall:

- (1) draw down and expend federal and other funds before spending state general fund appropriations whenever possible;
- (2) maintain separate accounting records for each grant for cash, revenues, and expenditures to insure a proper audit trail;
- (3) reconcile federal and other fund accounts at the end of each state fiscal year and maintain those records for audit purposes;
- (4) submit federal financial reports to the grantor agency as required.

State agencies shall remit to the general fund of the State any funds found to exist in agency accounts. If an agency believes funds have been inappropriately identified as the funds defined in this section, the agency may appeal through the process provided in Sections 2-65-30 and 2-65-40. A report of the amount of funds credited to the general fund of the State pursuant to this section must be made by the Comptroller General at the time of each official state revenue forecast. This report must be provided to the Budget and Control Board, the Senate Finance Committee, and the House Ways and Means Committee. Research and student aid grants, including indirect cost recoveries, are exempt from this provision.

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10010000

At year end, all 10010000 Accounts Receivable must be reversed with an effective date of June 30, after all prior year postings have been completed and recreated on June 30, using Fund 28370000, "General Revenue", and GL 4520010000, "Refund Prior YR Expenditure."

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## Fund Groups 3000, 4000, 5000

At year end, all Accounts Receivable for the refund of expenditures must be reversed with an effective date of June 30, after all prior year postings have been completed, and recreated in the Fund from which it was reversed using GL 4520010000, "Refund Prior YR Expenditure."

In FY2013, agencies will have access to comply with this policy through July 26, 2013.



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FB08	Reverse Receivables
F-32	Clear Customer Account/Writeoff
FB70	Create Receivables
ZARIDT	Create IDT Receivables



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# CG's Office Update

## Anjali Griffin, CG's Office

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SC BUDGET AND CONTROL BOARD

🔄 Personnel Update

🔄 [cafr@cg.sc.gov](mailto:cafr@cg.sc.gov)

🔄 Reporting Packages

🔄 Signatory page

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- 🔄 Personnel Update
  - 🔄 Over Expended Lines
  - 🔄 3024 / HRPAY
  - 🔄 General Fund Loans
  - 🔄 STARS SCEIS Recon
  - 🔄 Policies

## 🕒 Key Dates:

- June 24 – SCEIS to issue report on trips pending approval (Travel Module)
- June 28 – Agencies to process Travel Documents and Expense claims by 3PM.
- July 10 – Employee leave taken in FY13 must be entered

## 🕒 Key Dates:

- July 12 – AP transactions must be received in CGO's workflow by 5 PM
- July 26 – All transactions must be received in CGO's workflow and parked documents must be cleared/deleted by 5 PM
- August 2 – Submission of Special Proviso Carryforwards to OSB by 5PM



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# **Update: SRM 7.2 Upgrade Year-End Reminders**

## **Wanda Dixon, SCEIS MM Team Lead**

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# SRM 7.2 Go-Live Schedule: November 25, 2013

TASK	BEGIN	END
Integration Testing	7/22/2013	8/23/2013
Record uPerforms	8/26/2013	9/20/2013
Develop Training Material	8/26/2013	9/20/2013
Conduct Train the Trainer	9/23/2013	10/11/2013
Conduct Training	10/21/2013	11/18/2013



# SRM 7.2 Go-Live Schedule: November 25, 2013

TASK	BEGIN	END
SRM 5.0 System Freeze	11/08/2013 COB	11/22/2013
Data Migration: Contracts and Purchase Orders	11/12/2013	11/24/2013
Go-Live SRM 7.2	<b>11/25/2013</b>	

Note: Reverse Auction training is tentatively scheduled to be conducted in February and March of 2014 to allow the existing contract to expire.

# SRM 7.2 Go-Live Schedule: Agency Participation

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## ☉ Integration Testing: August 5 – 16

- Agency Testing Schedule will be revised and distributed to participants
- Location: SCEIS

## ☉ Train the Trainer: September 23 – October 11

- Agency Training Schedule will be revised and distributed to participants
- Location: SCEIS
- Course Training: Shopping Cart, Bidding, Purchase Order, Contracts
- Registration in Blackboard
- Client Available for Practice before Course Delivery

## 🌀 Training for Go-Live: October 21 – November 18

### – Training by Agency Trainers

- Agency Determines and Coordinates Location and Duration of Training
- Blackboard Registration for Participants

### – Training by SCEIS

- Location: SCEIS Browning Road and Wade Hampton
- Blackboard Registration for Participants

## 🔄 Training Courses

- Shopping Cart Creators
  - On-line Training Course
  - Instructor-led may be offered by agency trainers for their agency
- Shopping Cart Approver
  - On-line Training Course
- Goods Receiver
  - On-line Training Course

## Training Courses

- Bidding and Contracts
  - Instructor-led
- Purchase Orders
  - Instructor-led

# SCEIS System Freeze

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- ☉ Freeze Period: November 8 (COB) – November 24, 2013
  - ☉ SRM will not be Available
  - ☉ Purchase Orders or Contracts will be not available to make changes
  - ☉ Active Data will not copy from SRM 5 to SRM 7.2 due to Technical Upgrade with Different Templates
    - Shopping Carts, Solicitations
  - ☉ All Contracts now in ECC will be Migrated to SRM
  - ☉ Developing Program to Migrate Open Purchase Orders from ECC to SRM 7.2 (will need testing)

# Status of SRM 7.2 Upgrade

- Upgrade from SRM 5.0 to SRM 7.0 Enhancement Package 2 (SRM 7.02)
- Enhancements to current processes
- Maintain SAP standard processes when possible
- Currently developing integration test scripts

## 🔄 Purchase Order

### – Actions for Open Purchase Orders

- Receive and pay in the current fiscal year
- Tell the story in Text/Final Invoice/Block PO non inventory PO
- Delivery Complete for Inventory PO
- Delete PO if appropriate and no PO History Tab
- Carry forward PO into next fiscal year



## 🔄 Inventory Management

- Actions for Open Inventory Purchase Orders
  - Receive and pay in the current fiscal year
  - Delivery Complete for Inventory PO
  - Delete PO line item and/or Delete Requisition
  - Carry forward PO into next fiscal year
- Actions for Open Purchase Requisitions
  - Convert to Purchase Order
  - Delete Purchase Requisition
  - Carry forward Purchase Requisition into next fiscal year
- Physical inventory documents must have differences **POSTED** no later than June 30, 2013.

## 🔄 Sales and Distribution – Billing

- If the sales order was shipped in the current fiscal year, the billing must be completed in the current fiscal year.
- A Sales Order or Contract can roll forward to the new year by using ZFMJ2 if not going to be billed this current fiscal year.



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# MM Optimization Policy

Anjali Griffin, CG's Office

Voight Shealy, Procurement Services

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Below is the link to the **Policy for Use of Purchasing/Payment Document Types**

**<http://www.cg.sc.gov/guidanceandformsforstateagencies/Pages/CGAPP.aspx>**

*(scroll to the end of the page)*



## Next Meeting

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Friday, August 23, 2013  
MTC Northeast Campus