

# User Group Meeting Friday, June 28, 2013





# Welcome and Updates John Taylor, SCEIS User Support Team Manager





# PBF Status Update David Seigler, State Budget Division





#### **PBF Operating Budgets Training**



#### **July 8-19 – Train the Trainer**

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

#### July 22-26 – Higher Education Users

22	23	24	25	26		
Higher Education Users						



#### PBF Operating Budgets Training SCEIS



#### July 29-August 16 – State Agency Users

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



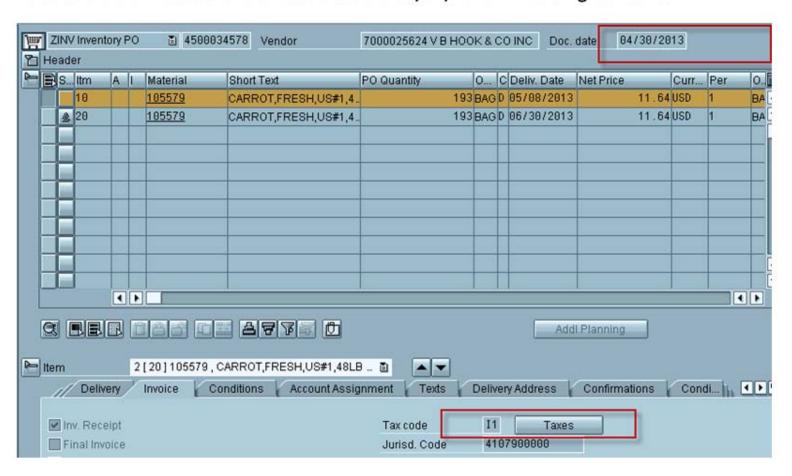
# SCEIS Year-End Processing Bruce Burnett, SCEIS Finance Team Lead







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



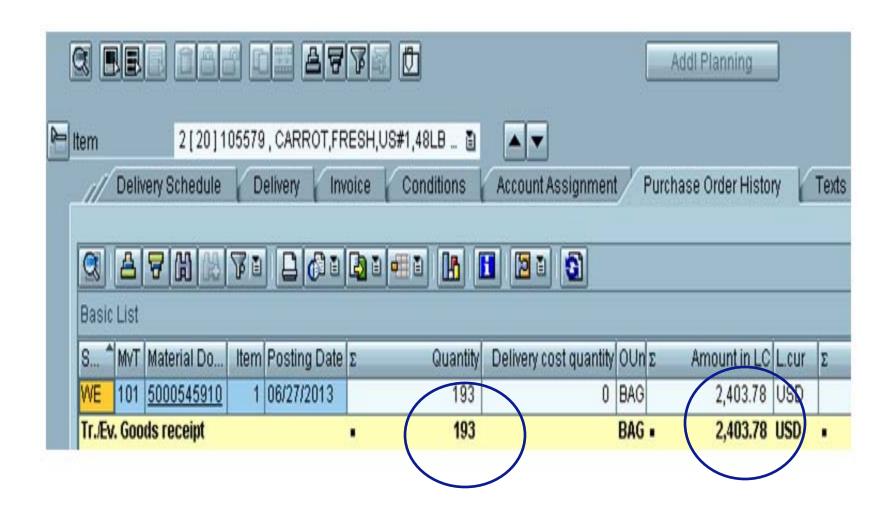




N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Status	Num
0	BASB	Base Amount					2,246.52	USD		
		Calculated Call	11.64	USD	1		2,246.52	USD		
		Shared with G/L	11.64	USD	1		2,246.52	USD		
0	XP1I	A/P Sales Tax 1 Inv.	6.000	*			134.79	USD		
0	XP2I	A/P Sales Tax 2 Inv.	1.000	*			22.47	USD		
0	XP3I	A/P Sales Tax 3 Inv.	0.000	*			0.00	USD		
0	XP4I	A/P Sales Tax 4 Inv.	0.000	*			0.00	USD		
0	XP5I	A/P Sales Tax 5 Inv.	0.000	*			0.88	USD		
0	XP6I	A/P Sales Tax 6 Inv.	0.000	*			0.00	USD		
		Expensed	12.45	USD	1		2,403.78	USD		
		Self-assessment	12.45	USD	1		2,403.78	USD		
Ī		a):rued	12.45	USD	1		2,403.78	USD		







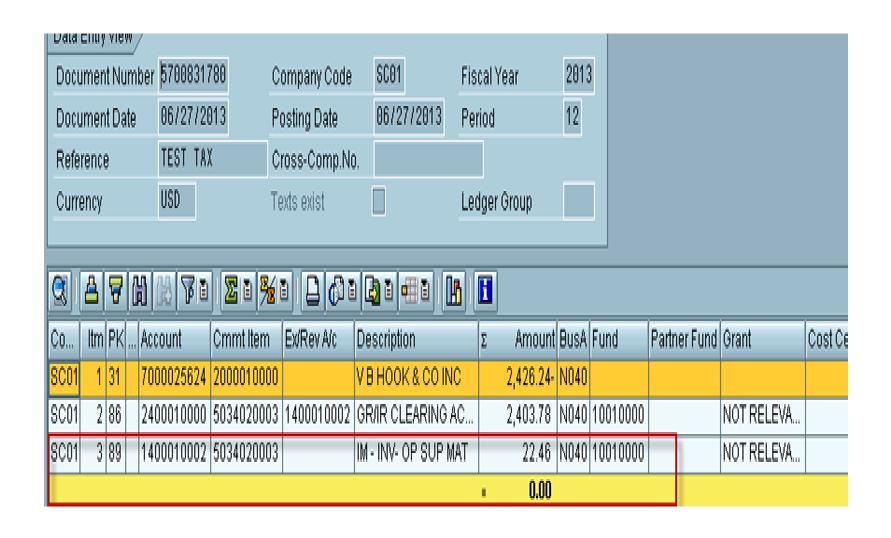




Selection					
Material	105579	CARROT,FRES	SH,US#1,48LB BAG		
Material Type	ZMAT	SC Material Ma	SC Material Masters		
Unit of Measure	BAG	Base Unit of M	Base Unit of Measure BAG		
Stock Overview /					
	□ Petailed Display				
8 <u>4</u> [#] [_	☑ Q Detailed Display		Unrestricted use	Qual	
8 <u>4</u> [#] [_	-		Unrestricted use	Qua	
S A   Client/Company Cod   ✓ ♣ Full	-			Qua	
S 会 品 □ Client/Company Cod  Full SC01 Stat	e/Plant/Storage Location	on/Batch/Special Stock	208.000	Qua	

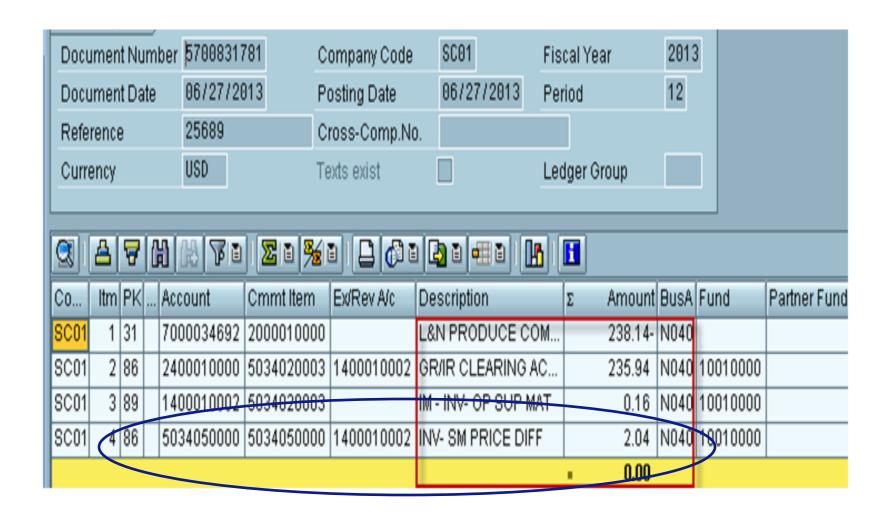
















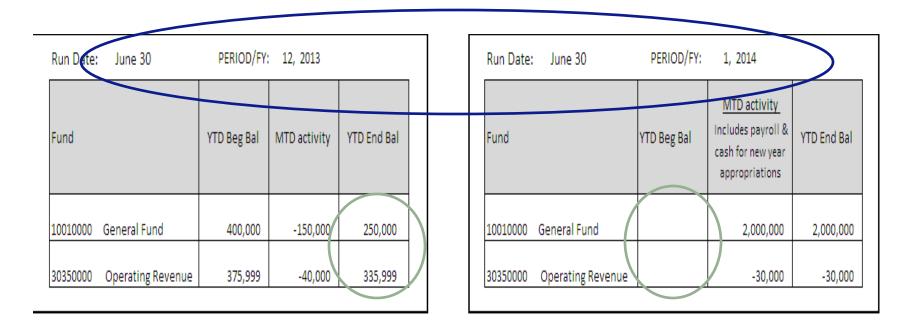
To understand how to view Cash at the beginning of a new fiscal year, know that the view will change depending on the processing of a transaction to carry forward balances.

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.





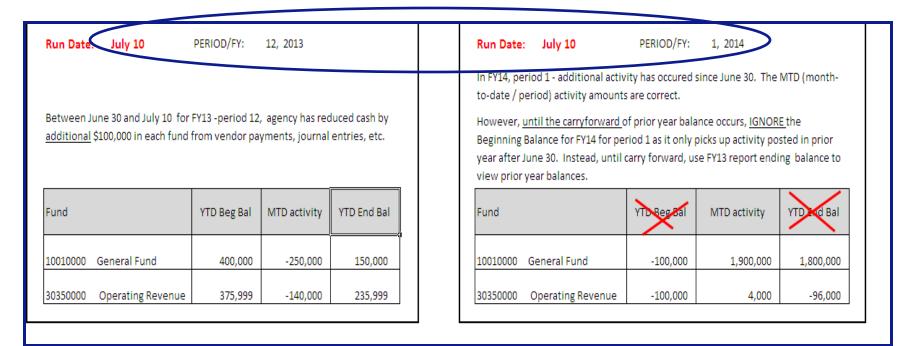
Cash balances in 2013 and 2014 before any extended period 12 transactions in FY2013, note ending 2013 balances and the YTD Beg Bal column in FY2014.







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.







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.





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





TRANSACTION	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



#### Applicable Law



**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.



#### Applicable Law



**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:



#### Applicable Law



- (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.



#### State Policy



#### 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."



### State Policy



#### 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."



### State Policy



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



#### **Transactions**



FB08 Reverse Receivables

F-32 Clear Customer Account/Writeoff

FB70 Create Receivables

ZARIDT Create IDT Receivables



# CG's Office Update Anjali Griffin, CG's Office





### **Financial Reporting**



- Personnel Update
- @cafr@cg.sc.gov
- Reporting Packages
- Signatory page



#### Accounting



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



#### Accounting



#### @ 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



#### **Accounting**



#### @ 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



# Update: SRM 7.2 Upgrade Year-End Reminders Wanda Dixon, SCEIS MM Team Lead





# 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	11/25/	2013

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



- - 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



#### **SRM 7.2 Go-Live Schedule**



#### 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



#### **SRM 7.2 Go-Live Schedule**



#### 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



#### **SRM 7.2 Go-Live Schedule**



#### Training Courses

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



#### **SCEIS System Freeze**



- © 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



#### **Year-End Reminders**



#### 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



#### **Year-End Reminders**



#### 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.



#### **Year-End Reminders**



#### 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.



## **MM Optimization Policy**

## Anjali Griffin, CG's Office Voight Shealy, Procurement Services





#### Link to Policy



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

http://www.cg.sc.gov/guidanceandformsforstateage ncies/Pages/CGAPP.aspx

(scroll to the end of the page)



# **Next Meeting**

Friday, August 23, 2013 MTC Northeast Campus