



South Carolina Enterprise Information System

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# SCEIS Change Advisory Board Meeting

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SC BUDGET AND CONTROL BOARD

Thursday, March 20, 2014



# Welcome

# Adoption of Agenda and Minutes

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# Review, Approve and Prioritize New Requests

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SC BUDGET AND CONTROL BOARD

# New Requests: Human Resources/Payroll

## Travel Management Year-End

Requesting Agency: SCEIS (Budget and Control Board)  
(RFC-00147)

Total Estimated Hours: 147

### Description

*When travel trips for the current Fiscal Year (e.g., 2014) are posted to the next Fiscal Year (e.g., 2015), discrepancies occur in SCEIS agency finance and budget reports. This causes accounting reconciliation issues during the fiscal year-end processing. This change will provide a system cut-off date for the current Fiscal Year (e.g., Monday, June 30<sup>th</sup> 1:00 PM). After this deadline, users will not be allowed to enter travel trips for the current Fiscal Year. Travel trips needing to be entered for the current Fiscal Year may be entered via the Finance Accounts Payable process.*



# Status Update and Schedule Review

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# Status Update: Current Project Schedule



Project	Status	Est. Completion Date
<b>Retire STARS - Implement SCEIS in Legislative Agencies</b> - Legislative Printing and IT, Legislative Audit Council, Education Oversight Committee and Senate	Completed	June 2013
<b>Retire STARS - Spending Transparency</b> – Convert data extraction from STARS to SCEIS to build spending transparency database.	Completed	May 2013
<b>Retire STARS - 1099s</b> - Convert printing of 1099s from STARS to SCEIS.	Completed	January 2014
<b>Business Warehouse 7.3 Upgrade</b> - Implemented Business Warehouse version 7.3. This upgrade is required for the implementation of the Public Budget Formulation.	Completed	June 2013
<b>Portal Upgrade</b> - Upgrade the SAP Portal platform version. This upgrade is required for the implementation of the Public Budget Formulation.	Completed	June 2013
<b>SRM 7.2</b> – Upgrade from the SRM 5.0 procurement system to SRM 7.2	Post-Implementation Support	March 2014
<b>PBF – Public Budget Formulation</b> – PBF is the new statewide appropriations and capital budget module replacing the State Budget Division's mainframe system. (Operational Budget)	Completed	October 2013
<b>Implement SCEIS in remaining Legislative Agencies (contributing to retirement of STARS):</b> Code of Laws and Legislative Council and House of Representatives	Completed	September 2013

# Status Update: Current Project Schedule

Project	Status	Est. Completion Date
<p><b>Add Doc District # Field to Missing Time Reports</b> – Adding this field allows larger agencies to distribute the Missing Time report to time administrators more quickly to resolve any issues for payroll closing and employee separations.</p>	Completed	April 30, 2014
<p><b>Y08-Public Railways-Convert STARS processing to SCEIS</b> – Documents processed manually by the CG’s Office will be processed by the Department of Commerce.</p>	Completed	March 1, 2014
<p><b>Add Associated Business Area to Fund Master Record</b> – A field was added for the STO Debt Management System process which would allow the fund to have the agency (Business Area) for the debt being issued (and using the specific fund) attached to the fund record. This was in STARS, but never added in SCEIS.</p>	Completed	November 30, 2013
<p><b>Update Electronic Bank Statement (EBS) from Bank of America</b> – This program allows the system to update the EBS from the bank with corrected check numbers before processing without manual intervention.</p>	Completed	December 31, 2013
<p><b>Automated Deposits</b> – Conversion of automated deposits from STARS to SCEIS</p>	Completed	April 15, 2013
<p><b>Aid to Subdivisions – Vendor File Pop-Up Message</b> – Aid to Subdivision payments are being converted from STARS to SCEIS. The STO’s is requesting a pop-up message that alerts users that a change to a vendor requires the approval of the STO.</p>	Completed	August 1, 2013

# Status Update: Current Project Schedule

Project	Status	Est. Completion Date
<b>Support Packs</b> – Annual testing of SAP supplied system updates and fixes through multiple clients prior to updating Production.	In Progress	May 2014
<b>Department of Administration</b> – Legislative mandate to realign several agencies under the Governor’s Office and General Assembly’s domain <ul style="list-style-type: none"> <li>• Phase I</li> <li>• Phase II</li> </ul>	Not Started TBD	June 2014 July 2015
<b>Automated Use Tax Payments</b> – Create methodology to electronically prepare Use Tax reports and process corresponding payments to the Department of Revenue.	In Progress	June 2014
<b>Lump Sum</b> – Convert transactional processing from STARS to SCEIS <ul style="list-style-type: none"> <li>• Draws, Journal Entries, Budget Entries</li> <li>• Monthly Upload</li> </ul>	In Progress	September 2014
<b>Capital Projects</b> – Implement SAP Capital Project functionality as specified by The State Budget Division and the Office of the State Treasurer. <ul style="list-style-type: none"> <li>• PBF</li> <li>• Annual Expenditures</li> </ul>	In Progress	September 2014
<b>Capital Leases</b> – Implement SAP Capital Lease functionality.	In Progress – reviewing additional reporting requirements	TBD



# Status Update: Current Project Schedule

Project	Status	Est. Completion Date
<p><b>Retirement of HRIS</b> – Create a process to load college and universities human resources data into SCEIS for Human Resources Division (HRD) reporting purposes.</p>	In Progress	TBD
<p><b>Historical Checks to the STO Website</b> – Creates a file to post outstanding (and over two years old) SCEIS checks to the STO website. The file is complete for the Contingent checks and will be updated for the payroll, Public Assistance and tax checks.</p>	In Progress	TBD
<p><b>Track Bank File Confirmation</b> – A table will be maintained after the bank provides confirmation of receipt for all files originated and submitted to the bank from SCEIS. This will be modified as we can receive electronic confirmation and updated automatically.</p>	In Progress	TBD
<p><b>Replacement of the Treasurer’s Debt Management System (Planning Phase)</b> – The Proof of Concept has been completed. The results are being analyzed and discussed with the STO and SAP.</p>	In Progress	TBD
<p><b>Wage Type for Second Special Assignment Pay</b> – Additional wage type for a second special assignment pay for Level III Security employees only.</p>	In Progress	October 31, 2014
<p><b>Leave Without Pay (LWOP) and Holiday Time Pay Recognition</b> – Ensures that any combination of LWOP on the last work day before the holiday causes the holiday pay to be forfeited.</p>	In Progress	December 29, 2014



# Status Update: Current Project Schedule



Project	Status	Est. Completion Date
<b>Retire STARS</b> – DOR R44 and X44 –convert transactions from STARS to SCEIS	In Progress	TBD
<b>Retire STARS</b> – F29 (Retirement Fund) – convert transactions from STARS to SCEIS	In Progress	TBD
<b>Year-End</b> – SCEIS, in conjunction with the CGs office, work together to guide Agencies through the year-end process. This includes functionality testing to cross years.	In Progress	August 2014

# Proposed Timeline of Projects Approved in Last Meeting

Project	Status	Start	End
<b>Replace Financial Accounting and Reporting System (FARS)</b>	On-hold – pending funding	TBD	TBD
<b>Multi-Business Area Journal Entry Interface</b>	Completed	March 2013	December 2013
<b>Correct Pay with FLSA Work Week Change</b>	In Progress	February 2014	June 2014



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# Review Proposed Rule Additions & Risk Evaluation Form

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# Wrap-up and Next Meeting

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**Thursday, April 17, 2014**

**3:00-5:00 p.m.**

**Governor's Conference Room**

**Wade Hampton Building, 1st Floor**



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# Meeting Adjourned

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STATE INFORMATION  
TECHNOLOGY



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