



South Carolina Enterprise Information System

Materials Management User Group Meeting Friday, March 28, 2014



SC BUDGET AND CONTROL BOARD



SRM - Tips and Reminders



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- ④ Use the “Check” button before using the “Order” button on purchase order
 - ④ All PO created in ECC before COB November 8, 2013, will NOT be carried forward and will have to be recreated in SRM
 - ④ Before deleting the PO line item with an asset, remove the Asset Shell associated with that asset

🔄 Accessing Purchase Orders in SRM

– “Purchasing” Folder

- Use to access purchasing functions in SRM. As of November 25, 2013, all purchase orders have to be created in SRM

– “ME23N” Folder

- Use to access purchase orders created in ECC before COB November 8, 2013.

🔄 Inventory Purchase Order Account Assignment

- “Unknown” account assignment is used for inventory purchase orders since it’s a revolving account. Otherwise, you will receive the message “PO does not exist” when they try to create a GR.

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- ④ Shopping Carts **MUST** be created using the “ESS” folder
 - ④ Purchase Orders cannot be created from the Contract tab
 - ④ POs still in ECC do not have “hard stop” on Target Value of Contract
 - SRM POs pointed to for “Central Contract” field whereas POs in ECC point to “Outline Agreement” field

- About SCEIS
- Agency Support Teams
- "A" Agencies Cutover - HR/Payroll
- SCEIS Treasury Projects
- Training
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical

MySCEmployee



INSPECTOR GENERAL'S FRAUD HOTLINE

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



- Fiscal Year-End Training Course Guides and Materials
- MySCEmployee Training for SCDOT
- MySCEmployee Training
- SCEIS Quick Reference Cards
- SCEIS Training Guides and Tools
- Blackboard
- SCEIS uPerform

Click here to view SRM 7.2 Upgrade Microsite

Get the latest . . .

- Screenshots of SRM 7.2
- Detailed Timeline
- Training Information
- Communications and Presentations

. . . and more, updated regularly to keep you informed.

- 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.

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:

🔄 Recently Published

- How to Create and Post a No Award (3/10/14)
- How to Add Questions to an RFx (3/19/14)