User Group Meeting
Friday, April 25, 2014

Welcome

John Taylor, SCEIS User Support Team Director

South Carolina Enterprise Information System

Central Employee Movements – Expediting the Process

Kelly Watkins and Christy Humes, HRD

SC Budget and Control Board

Central Employee Movements

- Agencies need to submit a ticket with the Central Employee Movement form for employees transferring from one SCEIS agency to another.

- There is an updated form on the HRD website – please make sure your agency is using the most up to date form and that all information is accurate.

Central Employee Movements

- Please let HRD know if the employee requires immediate access – for HR, Finance, etc.
- It is important for agencies to ask employees that are leaving if they are going to work for another state agency.

Central Employee Movements

- Agencies should act as if the employee is separating – but do not perform the actual separation action – this includes checking the following:
  - CATS_DA = Unapproved time or future-dated leave
  - ZHRUAL = Unapproved sick leave
  - PT50 = Comp and Holiday Comp
  - IT2012 = Time Transfer Specifications
  - ZHRMTR = Missing Time Report

Central Employee Movements

- Losing agencies do not need to separate employees who are transferring to another state agency the next business day – some agencies have been separating employees using reason code “different job/different state agency”
- HRD cannot do central movements until the movement date or after.

HR/Payroll Call Back Process

Kelly Watkins, Human Resources Division

Discrepancy Reports and General Increase

Paige Stephens, SCEIS Team

Kelly Watkins, Human Resources Division

Agenda

- Review Discrepancy Reports
- Updating Infotype 0001
- Discuss Possible General Increase for FY15
- Critical Date(s) and Contacts
- Increases for non-FTEs

Data Discrepancy

- Agencies received a memo from HRD regarding the Discrepancy Data in SCEIS and updated Discrepancy Reports April 18th.

- The Discrepancies need to be cleared up prior to May 17, 2014.

- A new batch of reports will be sent out to agencies on May 1st.

Data Discrepancy Report

- The following reports need to be cleaned prior to the GI being applied:
  - Employee Group and Subgroup OM vs. PA
  - Job Class Code vs. Position Class Code
  - Job Class Code vs. Employee & Position Pay Grade
  - Employee Pay Grade vs. Position Pay Grade
  - Pay Grade as Not Assigned
  - Employee Hours Per Week vs Position Hours per Week
  - Salary Below Min or Above Max (Full-Time EE’s)
  - FTE Positions with UZ01 Job Class Code

Updating IT0001 – Org Assignment

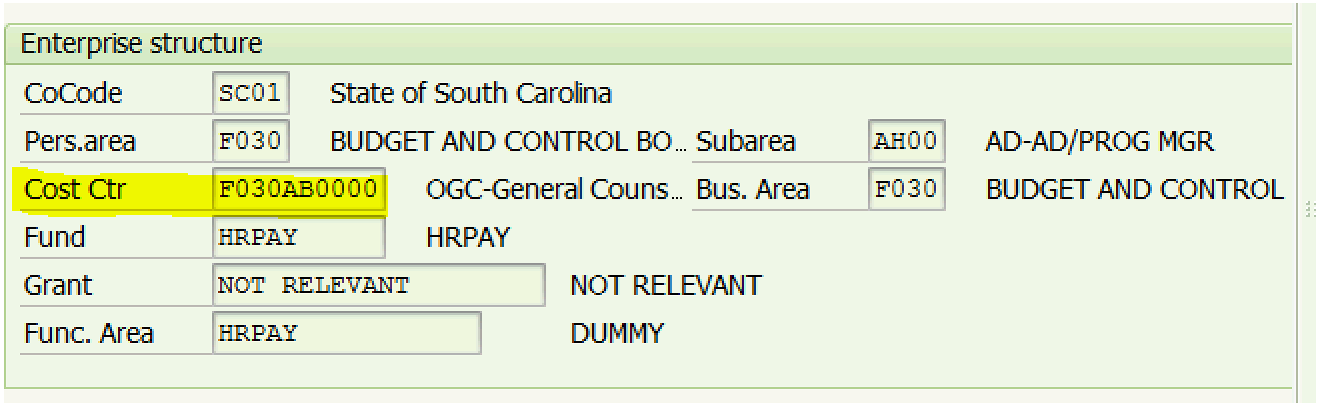
- SCEIS team has identified an issue with agencies changing the Master Cost Center on the top level Organizational Unit.

- HRD has corrected the issue by updating the A011 Relationship effective 4/2/2014.

04/02/2014	12/31/9999	A	011	Cost cente	K	F030HRPAY …	F030HRPAY	0.00
08/02/2010	04/01/2014	A	011	Cost cente	K	F030AB000…	OGC-General	0.00

Updating IT0001 – Org Assignment

- Below is an example of the incorrect information on the Cost Center:



Updating IT0001 – Org Assignment

- Below is the record after the correction:

Enterprise structure

CoCode	SC01	State of South Carolina			
Pers.area	F030	BUDGET AND CONTROL BO...	Subarea	AH00	AD-AD/PROG MGR
Cost Ctr	F030HRPAY	F030HRPAY	Bus. Area	F030	BUDGET AND CONTROL
Fund	HRPAY	HRPAY			
Grant	NOT RELEVANT	NOT RELEVANT			
Func. Area	HRPAY	DUMMY			

Updating IT0001 – Org Assignment

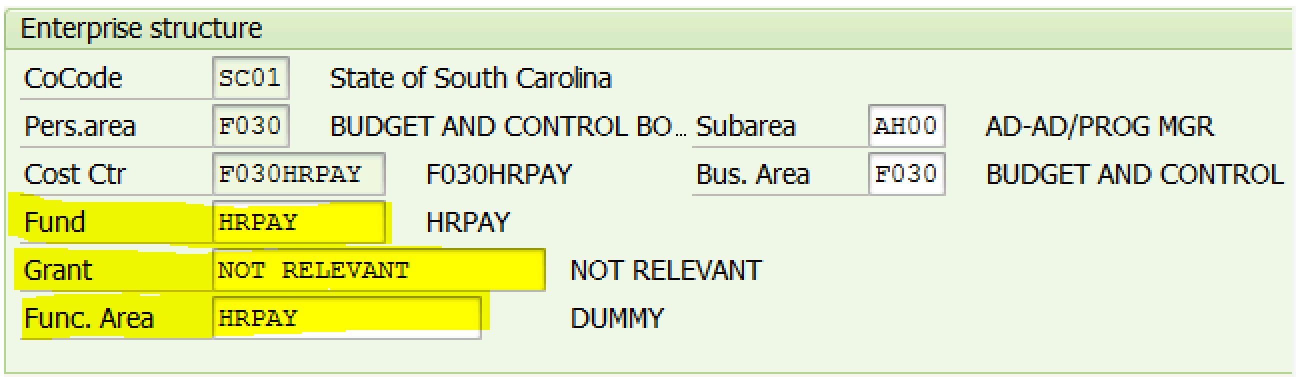
- Another issue we have identified with IT0001 that will cause the GI to have to be manually entered by the agency is actual information for Fund, Grant and Func. Area. Please see the incorrect record below:

Enterprise structure

CoCode	SC01	State of South Carolina			
Pers.area	F030	BUDGET AND CONTROL BO...	Subarea	AH00	AD-AD/PROG MGR
Cost Ctr	F030AB0000	OGC-General Couns...	Bus. Area	F030	BUDGET AND CONTROL
Fund	10010000	HRPAY			
Grant	NOT RELEVANT	NOT RELEVANT			
Func. Area	F030_RE00	DUMMY			

Updating IT0001 – Org Assignment

- Below is the record after the correction:



General Increase

- At this time, only the House version of the bill provides for a general increase for employees.
- We strongly advise agencies not to key in any future-dated actions from June 2, 2014 or later.
- Any employee with a future-dated recorded will not have the GI applied with the batch load. Agencies will receive a list of FTE’s that did not receive the GI. The agency will have to key that employee’s GI manually.

General Increase

- If your agency enters information on infotype 0000, 0001, 0007 and/or 0008 with an effective date of June 2, 2014 or later those employees' general increases will have to be entered by the agency and cannot be loaded by SCEIS.

- Instructions for entering the increase for those affected employees will be provided.

Increases for non-FTEs

- If agencies desire, data load templates will be posted to the SCEIS Website to load Temporary, Temporary Grant, and Time-Limited employees

- If you choose to manually key increases for the above employee groups, please **do not use reason code "01 – General Increase."** Instead, use the following reason codes:
  - 32 – Increase – Temporary
  - 33 – Increase – Temporary Grant
  - 33 – Increase – Time-Limited

South Carolina Enterprise Information System

Questions?

HR/Payroll Claims Process

Tonia Morris, Comptroller General's Office

What is a Claim in SCEIS Payroll?

- Amount owed by an employee for overpayment of wages
- Not enough new earnings to recoup all of a prior period overpayment
- The employee will receive no net pay

What is a claim in SCEIS Payroll?

- Wage Type/561
  - Overpayment of wages recovered retroactively
  - Claim amount represents the gross amount owed, reduced by eligible retirement deductions and benefit refunds. (Taxes are included in the amount)

Why does a claim occur?

- Employee separation action is entered late
- LWOP is entered late
- Time entries made or changes for previous pay period
- Any changes made to employee's record that negatively affects a prior period (retro)

How a claim affects an agency's books

- When the claim is created
  - Receivable is created (GL 13002200000 - Due from Employees)
  - Agency's salary expense is reduced
- CG Staff clears Claim
  - Receivable is reversed
  - Agency is charged for the overpayment of wages per the cost distribution on the position
- Full payment is received from Employee
  - Cash is increased
  - Agency's salary expense is reduced

Claims on Remuneration Statement

Remuneration Statements

Pay Period: 02/17/2014 through 03/01/2014 Name:
Check Date: 03/14/2014 Agency:
Personnel No:

	Earnings	Deductions	Taxes	Net Pay
Current:	945.84	945.84	=	
YTD:	5,159.13 -	631.13 -	1,289.04 =	3,238.96

Earnings	Hours	Current	YTD
Regular Salary Exempt		935.45-	5,169.52
Agency Pay Correction		10.39-	10.39-
Total Earnings		945.84-	5,159.13

Deductions	Current	YTD
3400 Ben-SCRS EE Pre-tax	70.94-	386.93
3502 Ben-Health-SHP Post-ta		244.20
Overpayment	874.90-	
Total Deductions	945.84	631.13

Total Overpayment

Retirement Credit

Claim Amount

Claims in Payroll Results

Payroll Results

Personnel No.

Seq. number 00095 - accounted on 03/10/2014 - current result

For-Period 06.2014 (02/17/2014 - 03/01/2014)

In-Period 06.2014 (Fin.: 03/01/2014)

Table RT - Results Table (Collapsed Display)

A	WT	WT Text	APC1C2C3aBKoReBTAwvTvNUnit	Amt/Unit	No.	Amount
*	/102	401(k) Wage				945.84-
*	/109	ER benefit				26.66
*	/110	Net payment				70.94
*	/194	SCRS Ret Wa				945.84-
*	/196	Retirement				945.84-
*	/552	Difference				644.22-
*	/561	Claim				874.90
*	/563	Claim from				301.62
*	/5PY	Good Money				945.84-
*	/5U3	Number of p				
*	/5UB	Tax base wa				
*	/5UG	Tax gross w				
*	/5UT	Actual Work			7.50	
*	/700	RE plus ER				26.66
*	/840	Diff.curr.f01			6.25-	
*	/844	Paid holida01			7.50	
*	/845	Total paid 01			7.50	135.12
*	/846	Total unpai01			67.50	1,216.08
*	/Z02	Inflow(/102				945.84-
*	/Z96	Inflow(/196				945.84-
*	/ZCR	Inflow(9SCR				945.84-
*	1602	LWOP-Forfei01		16.63	7.50	124.73
*	3400	Ben-SCRS EE01	B 01			70.94
*	4001	Ben-Dental 01	B 03			5.86
*	4002	Ben-Health-01	B 06			165.82

Amount Due From Employee – Same Year

Claims - Amount Due From Employee

Personnel # Agency

Name

CALCULATION OF AMOUNT DUE FROM EMPLOYEE as of 3/14/2014

Gross	$	945.84
Less: Retirement/Vol Deductions	$	70.94
Less: State Withholding	$	35.91
Less: Federal Withholding	$	73.58
Less: Social Security	$	58.64
Less: Medicare	$	13.71
Amount Due From Employee	$	693.05

This is the amount as of today. If any changes are made to the master data, then this amount may change.

Certified funds only made payable to State Treasurer Office. No personal checks will be accepted.

This information is not valid after 12/31/2014.

Amount Due From Employee – Prior Year

Claims - Amount Due From Employee

Personnel # Agency

Name

CALCULATION OF AMOUNT DUE FROM EMPLOYEE as of 3/14/2014

Gross	$	945.84
Less: Retirement/Vol Deductions	$	70.94
Less: State Withholding	$	
Less: Federal Withholding	$	
Less: Social Security	$	58.64
Less: Medicare	$	13.71
Amount Due From Employee	$	802.55

This is the amount as of today. If any changes are made to the master data, then this amount may change.
Certified funds only made payable to State Treasurer Office. No personal checks will be accepted.

Since this amount is for a prior year and W-2s has been issued, State and Federal withholdings cannot be adjusted.

See attached Form - FICA Wage and Tax Adjustment Request Waiver.xls. Please complete (tab for 2014) for $945.84 (Wages Subject) for 2014 and have employee sign the attached form and submit with payment. Thanks.

FICA Wages and Tax Adjustment Request Waiver

OFFICE OF THE SC COMPTROLLER GENERAL
STATEWIDE PAYROLL DIVISION
FICA WAGE AND TAX ADJUSTMENT REQUEST WAIVER

Employee and Agency Information

Tax Year 2014

Agency Number Agency Name

Employee Name

Personnel Number

Employee Address

FICA Adjustments	Wages Subject	Employee Tax Adjustment
Social Security (OASDI) Adjustment Wages Subject X 6.2% = Tax Adjustment	945.84	58.64
Medicare (HI) Adjustment Wages Subject X 1.45% = Tax Adjustment	945.84	13.71
Total Adjustment Amounts		72.36

Employee Certification

I certify that I have not claimed and will not claim a refund or a tax credit for the amounts of the Social Security and Medicare tax over withheld resulting from the FICA wage adjustments reported on my form W-2C.

Employee Signature Date

Agency's Role

- Simulate when changes are made
- Inform employee that a claim will be created
- Review claims every payroll (1st blue day)
  - Wage Type Reporter – WT - /561
  - Determine if claims are correct
  - Correct master data if necessary

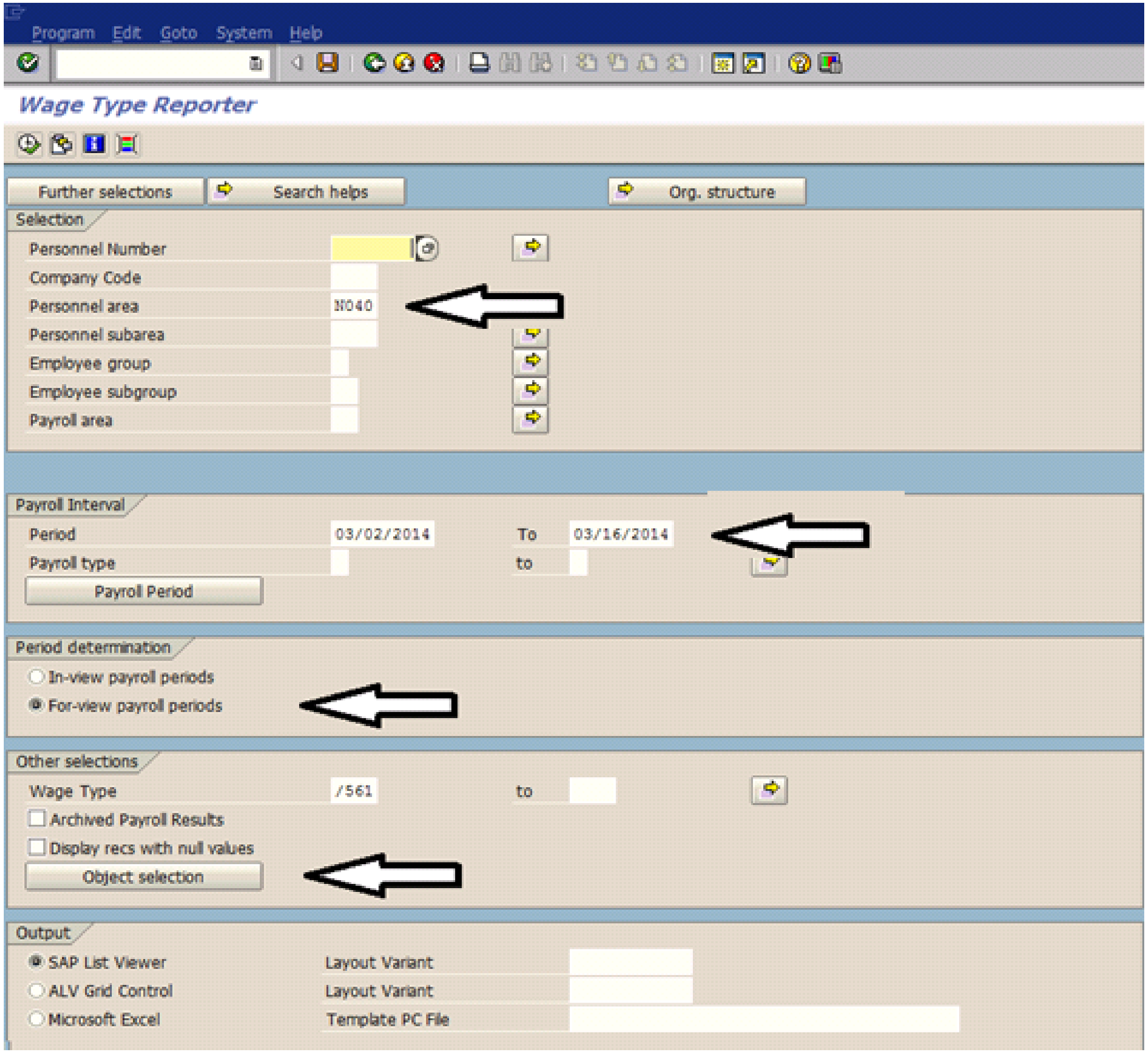
Agency's Role

- Review claims report (After last red day)
  - Review claims no longer on your report from last period
  - For "final" Claims, contact CG's Office for Net Repayment amount for Employee
    - Tonia Morris tmorris@cg,cs.gov
    - Shane Rutherford srutherford@cg.sc.gov
    - Amount only valid until end of year
- For "final" claims, contact employee with repayment amount (if terminated or will not be paid for the remainder of the year)

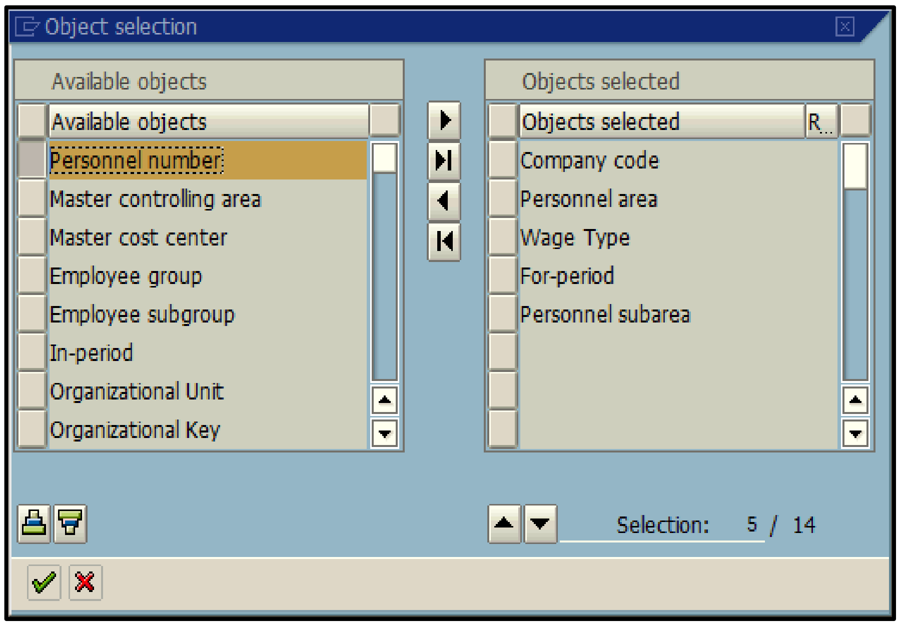
Agency's Role

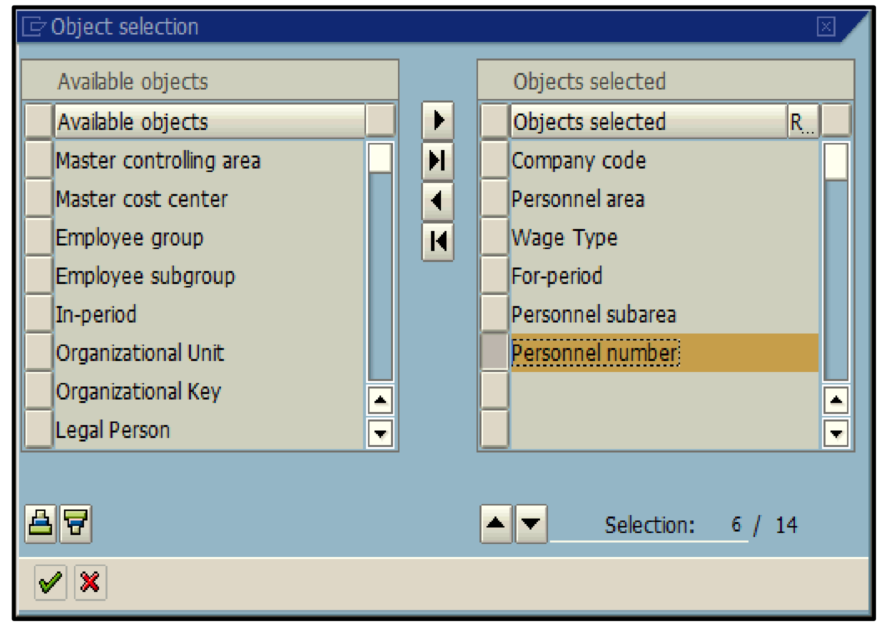
- Send repayment to CG's Office (Attn: Tonia Morris or Shane Rutherford) (no partial payments)
- After year-end clearing, determine how claims will be collected for active and inactive employees.

Wage Type Reporter – PC00_M99_CWTR



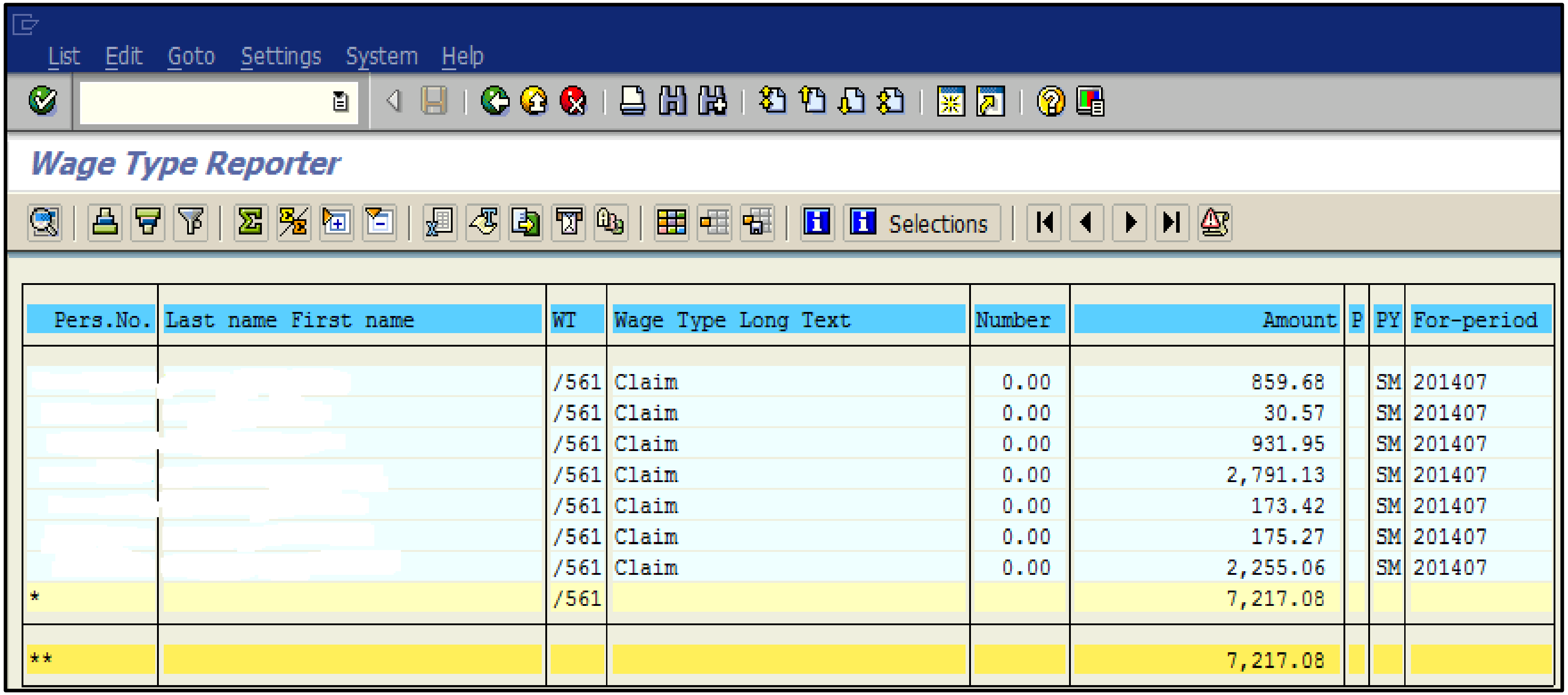
Under Object Selection





Wage Type Reporter – PC00_M99_CWTR

- Claim amount includes taxes (not net)
- Pers. No and Name are included on report



Pers.No.	Last name First name	WT	Wage Type Long Text	Number	Amount	P	PY	For-period
		/561	Claim	0.00	859.68		SM	201407
		/561	Claim	0.00	30.57		SM	201407
		/561	Claim	0.00	931.95		SM	201407
		/561	Claim	0.00	2,791.13		SM	201407
		/561	Claim	0.00	173.42		SM	201407
		/561	Claim	0.00	175.27		SM	201407
		/561	Claim	0.00	2,255.06		SM	201407
*		/561			7,217.08			
**					7,217.08			

Comptroller General's Office Role

- Clear claims before year-end
- Provide agency with net repayment figures for employees (only upon request)
- Provide W-2C to Employee (if necessary)
- Process repayment (Certified Funds, no partial payments)

Questions?

HR User Group Status Update

Karl McCottry, Department of Transportation

SCEIS User Group Lead – HR/Payroll

HR/PY Project Listing

- April — August 2014
  - OM, PA, Time Training Classes
  - Time Management Online Training Development
  - Exploring Nakisa Org Chart upgrade
  - Revenue and Fiscal Affairs Office—Effective July 1, 2014, which will reorganize what are currently the State Budget Division, the Board of Economic Advisors and the Research and Statistics Division.
  - Implement Travel Year-End "gate" functionality
  - FY15 General Increase (if approved)

HR/PY Project Listing (con't)

- September — January 2015
  - Production Support
  - Portal Access for Elected Officials
  - SAP HR/PY Support Pack Testing
  - BSI Tax Upgrade
  - Higher Education/SCEIS Interface
    - Staggered Implementation: Clemson and Lander Universities will be first in 2014
  - Department of Administration Restructuring

South Carolina Enterprise Information System

SCEIS Updates

John Taylor, SCEIS User Support Team Director

SC Budget and Control Board

South Carolina Enterprise Information System

Segregation of Duties Policy

SC Budget and Control Board

Segregation of Duties Policy: Introduction

- As a result of annual audits findings, a Segregation of Duties Policy has been implemented.
- The policy serves as a joint policy from Procurement Services, the CG’s Office and HRD to minimize the risk of fraud or error.
- Phase 2 of the Segregation of Duties policy will address the certification process, administration, governance, and funding for software that is expected to reduce, if not eliminate, manual processes for the agencies.

Segregation of Duties Policy: Purpose

- Provides management in state agencies with standard Segregation of Duties Guidelines.
- Ensures that agencies are aware of their role and responsibilities for implementing internal controls.
- Establishes policies and procedures to ensure that transactions are executed by the appropriate personnel.

Segregation of Duties Policy: Overview

- Segregation of Duties (SOD) separates roles and responsibilities to ensure a transaction cannot be processed from initiation to reporting without the involvement of others.
- Adequate SOD reduces the likelihood that errors will go undetected, thus reducing the potential for fraudulent activity.
- Each agency is responsible for the appropriate review and assignment of system access.

Segregation of Duties Policy: Overview

- SCEIS security and role assignment are tied to positions, not people.
- Each module has roles for which there are role conflicts.
- Stringent review of roles tied to a position is critical as agency personnel and responsibilities change.

Segregation of Duties Policy: Guidelines

- No one person should be able to control or perform all key aspects of a business transaction or process.
  - Have at least two people involved with each process/sub-process
  - Have two people involved in certain controls (for example, preparation and review of a bank reconciliation)
- Agency Data Owners are responsible for communicating appropriately to ensure proper system access based on an employee’s job duties.

Segregation of Duties Policy: Exceptions

- Smaller agencies can find it impractical to have meaningful SOD based on limited staff.
- Direct management involvement provides a strong deterrent to conflicting activities:
  - Manager involvement in transactions
  - Management review of financial data and reports
  - Management review of activities involving finances, inventory, and other assets

Segregation of Duties Policy: Appendices

- Appendices included in the policy are as follows:
  - *Appendix A, Role Conflicts* - provides a concise list of roles by module that have conflicting roles.
  - *Appendix B, Detailed Role Conflict Descriptions/Tasks* - provides the more specific breakdown of each role, the conflicting roles, and the associated tasks.
  - *Appendix C, Finding Roles Attached to Positions* - provides a summary of the methods available for identifying role assignments.

Segregation of Duties Policy: Transactions

- Transactions available to select HR personnel and all agency Data Owners to assist in identifying roles assigned to specific positions include the following:
  - P013 or P013D
  - zwf_user_roles
  - zsec_user_roles_comb
  - zsec_unassigned_pos
  - zhr_vacant_pos_struc
- **The policy may be accessed at:**
  - http://sceis.sc.gov/documents/Segregation_of_Duties_Policy_April_24_2014.pdf

Reporting Update

Reporting Update

- Next Reporting User Group meeting is scheduled for Friday, May 2, 2014 at 9:00 a.m. (MTC Northeast Campus, Center of Excellence for Technology Auditorium).
- We are finalizing the transition to BEX 7.3.
- Monday, September 1, 2014 BEX 3.5 will no longer be available.

Reporting Update

- SCEIS will provide an extensive number of Ready Room sessions to assist users with BEX 7.3.
- The SCEIS Reporting team will help users open search queries, search for queries and modify results formats in BEX 7.3. Participants will receive support as they recreate workbooks in BEX 7.3.

Reporting Update

- BEX 7.3 Ready Room sessions are available:
  - Tuesday, May 6
  - Wednesday, May 7
  - Wednesday, May 14
  - Thursday, May 15
  - Tuesday, May 20
  - Wednesday, May 21
  - Tuesday – May 27

- Four sessions will be offered each day from:
  - 9:00 a.m. – 10:30 a.m.
  - 10:30 a.m. – noon
  - 1:30 p.m. – 3:00 p.m.
  - 3:00 p.m. – 4:30 p.m.

Reporting Update

- If you plan to participate in the BEX 7.3 Ready Room, complete the SurveyMonkey form at https://www.surveymonkey.com/s/FP8RXQK
- After we receive your information via SurveyMonkey, the SCEIS Training team will email you Blackboard access information so that you can register for an individual session.
- Prior to attending a Ready Room session users should print and read the BEX 3.5 vs 7.3 Quick User Guide. Participants should bring the Guide to the Ready Room session that they attend.

Change Advisory Board and Project Update

CAB Approved Request: 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 30th 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.

Project Update

Project	Status	Est. Completion Date
Business Warehouse 7.3 Upgrade - Implemented Business Warehouse version 7.3. This upgrade is required for the implementation of the Public Budget Formulation.	Completed	June 2013 (BEX 3.5 will no longer be available beginning September 1, 2014)
Business Objects Upgrade	In Progress	September 1, 2014
Add Doc District # Field to Missing Time Reports – 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.	Completed	April 30, 2014
Y08-Public Railways-Convert STARS processing to SCEIS – Documents processed manually by the CG's Office will be processed by the Department of Commerce.	Completed	March 1, 2014
Replace Financial Accounting and Reporting System (FARS)	On-hold – pending funding	TBD
Correct Pay with FLSA Work Week Change	In Progress	February 2014

Project Update

Project	Status	Est. Completion Date
Support Packs – Annual testing of SAP supplied system updates and fixes through multiple clients prior to updating Production.	In Progress	August 2014
Automated Use Tax Payments – Create methodology to electronically prepare Use Tax reports and process corresponding payments to the Department of Revenue.	In Progress	June 2014
Lump Sum – Convert transactional processing from STARS to SCEIS • Draws, Journal Entries, Budget Entries • Monthly Upload	In Progress	September 2014
Capital Projects – Implement SAP Capital Project functionality as specified by The State Budget Division and the Office of the State Treasurer. • PBF • Annual Expenditures	In Progress	September 2014
Capital Leases – Implement SAP Capital Lease functionality.	In Progress – reviewing additional reporting requirements	TBD

Project Update

Project	Status	Est. Completion Date
Retirement of HRIS – Create a process to load college and universities human resources data into SCEIS for Human Resources Division (HRD) reporting purposes.	In Progress	TBD
Replacement of the Treasurer's Debt Management System (Planning Phase) – The Proof of Concept has been completed. The results are being analyzed and discussed with the STO and SAP.	In Progress	TBD
Leave Without Pay (LWOP) and Holiday Time Pay Recognition – Ensures that any combination of LWOP on the last work day before the holiday causes the holiday pay to be forfeited.	In Progress	December 29, 2014
Department of Administration – Legislative mandate to realign several agencies under the Governor's Office and General Assembly's domain • Phase I • Phase II	Not Started TBD	June 2014 July 2015
Year-End – 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

Finance/MM Year-End Information

Anjali Griffin, Comptroller General's Office

Bruce Burnett, Wanda Dixon, SCEIS Team

Update: SRM 7.2 Upgrade
Wanda Dixon, SCEIS MM Team Lead

South Carolina Enterprise Information System

Update: SRM 7.2 Upgrade
Wanda Dixon, SCEIS MM Team Lead

SC Budget and Control Board

SRM Topics

- SRM System Updates and Resolutions
- Additional Issues as Reported by Users
- Tips and Reminders

SRM Updates and Resolutions

SRM Updates and Resolutions – Shopping Carts

- Internet Explorer Version 11
  - **Status:** Pending
  - **Target Date of Resolution:** August 2014

  - Internet Explorer 11 (IE11) is a version of Internet Explorer, a web browser by Microsoft that was released October 17, 2013. The SCEIS Team will test the compatibility of Internet Explorer Version 11 with SRM 7.2.

SRM Updates and Resolutions – Shopping Carts

- Shopping Cart Email Notification Issues
  - **Status:** In Process
  - **Target Date of Resolution:** A target date will be determined once analysis is complete. SCEIS is correcting the issues as they are identified.

  - Non-approvers are receiving approval notifications. Approvers are not always receiving notifications or are receiving double notifications.

SRM Updates and Resolutions – Purchase Requisition

- Error “Procurement Profile PR cannot be changed”
  - **Status**: Resolved (program completed)
  - **Target Date of Resolution**: April 4, 2014
  - Contact SCEIS if there were inventory purchase requisitions created prior to the SRM upgrade that the quantity needs to be changed. SCEIS has a program that will update the quantity.

SRM Updates and Resolutions – Purchase Orders

- Shopping Cart Creates Two Purchase Orders
  - **Status:** In Process
  - **Target Date for Resolution:** May 2, 2014
  - Some shopping carts with more than one line item create two purchase orders to the same vendor. Also, when trying to combine two carts into one purchase order, the system generates two purchase orders.

SRM Updates and Resolutions – Purchase Orders

- Edit Button on Purchase Order Disappears
  - **Status:** Resolved
  - **Date of Resolution:** April 4, 2014 (Communication dated 4/7/14)
  - If an error occurs while processing a purchase order, users will now receive a hard stop with a message or messages related to the error. The user will then have to resolve the error(s) before proceeding to place the purchase order in "Ordered" status.
  - Guide on Hard Stops When Creating Purchase Orders

SRM Updates and Resolutions – Purchase Orders

- Purchase Order Form Print
  - **Status:** In Process
  - **Target Date of Resolution of Forms:** Form changes will be put in Production in several stages.
  - SCEIS will continue to make improvements to the purchase order forms.
  - **Unable to add clear, neat, concise Header Text for vendor information & related field limit for printing Header**
    - SCEIS expanded the header text limit for vendor information on April 18, 2014

SRM Updates – Purchase Orders

- Deleting a Purchase Order
  - In the January 31, 2014 Materials Management User Group meeting, the SCEIS Team demonstrated how to delete a purchase order at the header level and at the line item. Below are help documents that provide step-by-step instructions for deleting a purchase order at the header level and at the line item.
  - Delete a Purchase Order at the Header
  - Delete a Purchase Order at the Line Item

SRM Updates and Resolutions – RFx

- Inability to Add Items to Bid
  - **Status:** Resolved
  - **Date of Resolution:** April 4, 2014
  - Users (vendors) should now be able to add line items such as alternates and substitutes to a bid solicitation.

SRM Updates and Resolutions – RFx

- Inability to Copy and Paste Items to RFx
  - **Status:** Resolved
  - **Date of Resolution:** April 4, 2014

  - Users should be able to copy and paste items to an RFx.

SRM - Additional Issues as Reported by Users

Additional Issues as Reported by Users

- POs Discrepancy/Open Encumbrance
  - Items deleted in SRM and not ECC
  - Item deleted in ECC and not SRM
  - POs exist in SRM and not in ECC
  - POs Marked Complete

  - SCEIS made corrections to the POs.

Additional Issues as Reported by Users

- How to add the contract number to an agency contract prior to creating the PO or after the PO has been created?
  - Refer to u-Perform SRM PUR Add Contract to Purchase Order Prior to Order

https://uperform.sc.gov/gm/folder-1.11.5969?originalContext=1.11.5879

Additional Issues as Reported by Users

- MIGO does not print and cannot attach documents in SRM, can in ECC.
  - Documents can be attached to MIGO
    - Click on the attachment icon at the far upper right of the screen.
    - Click on “Create” and scroll over to the arrow in the dropdown
    - Click on “Create Attachment.” This brings up the browser so that you may choose the document you wish to attach.
  - SRM portal does not provide a print feature for MIGO at this time.

Additional Issues as Reported by Users

- ME2K is not in SRM - users use it to review and correct POs. This feature is not available in SRM.
  - ME2K is a reporting tool, Purchase Orders by Account Assignment, to identify purchase orders
  - ME23N should be used to change PO that were created before November 8 when the freeze for the SRM upgrade began.
  - July 1, 2014 – changes to POs will have to be made in SRM

Additional Issues as Reported by Users

- ME2N – I used to be able to click the choose button and select contract then enter the one or many contract numbers in Purchasing document field. Then I had a lay out that we could use to see the target value, qty released, other key items. This gave us the option of selecting many contracts and exporting the data. Since the upgrade and the change from Outline Agreement to Central Contract this function does not work.
  - Contracts are now in SRM.

Additional Issues as Reported by Users

- SRM shopping carts I believe are still duplicating the text on all line items. SCEIS said form needs to either be created or updated.
  - A shopping cart form has not been developed.

- Cannot drill into payment document in SRM. Users sometimes use this feature to verify invoices
  - The system performs as designed.

Additional Issues as Reported by Users

- We had a PO that in SRM had one vendor number and in ECC had a different vendor number. AP was unable to key because the tax ID's did not match. Not sure what happened the user recreated the PO and payment was made. The PO was deleted and the ticket closed.
  - Resolved April 9, 2014

Additional Issues as Reported by Users

- Approvers are still complaining that deleted carts are showing in their boxes and they are not able to do anything with them. We need to make sure this is fixed.
  - Shopping carts deleted by the SC creator prior to March 11, 2014, will have to be manually deleted by the SCEIS MM Team through a help desk ticket.
  - Shopping carts deleted after March 11, 2014, will not show up in the Approver's inbox.

Additional Issues as Reported by Users

- The history of changes in tracking sometimes disappears so we are not able to see who did what and when.
  - Submit a help desk ticket when this occurs

Additional Issues as Reported by Users

- Rounding issues. Some POs that are linked to contract and some that are not are either allowing or not allowing users to enter a specific amount. For example they want to order 169.12 acres but the system rounds it up or down either on the cart or the PO to 169 or 170. If the item is tied to a contract this sometimes exceed the contract value.
  - The Unit of Measure (UOM) for Acres was modified to accept 2 decimal places and no longer rounds up.
  - Users experiencing other UOM rounding issues, submit a SCEIS help desk ticket.

Additional Issues as Reported by Users

- Since the copier and some other contracts are awarded to 3 decimal places should the system be designed for 2 or 3 decimal places?
  - The system performs as designed by SAP.
  - Consider using the "PER" functionality when creating a solicitation/PO/Contract

Vendor Community Price	SCEIS	SCEIS Quantity Per
.12	.12	Per 1
.123	1.23	Per 10
.1234	12.34	Per100

Additional Issues as Reported by Users

- POs are not allowing contract and non-contract items. For example a user ordered asphalt on contract and tack which was not a contract item from the vendor. The vendor will invoice together. The system put the PO in an ERROR IN PROCESS status.
  - This issue is being worked on as part of the “Shopping Cart Creates Two Purchase Orders” issue

Additional Issues as Reported by Users

- Cannot create ZOPE POs until the system is fixed. When will that be? Also, we need to check any type of PO that requires a Validity Date so they can all be fixed at once.
  - ZOPE PO has been fixed. A help desk ticket should be submitted.

SRM - Tips and Reminders

Tips and Reminders

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

Tips and Reminders

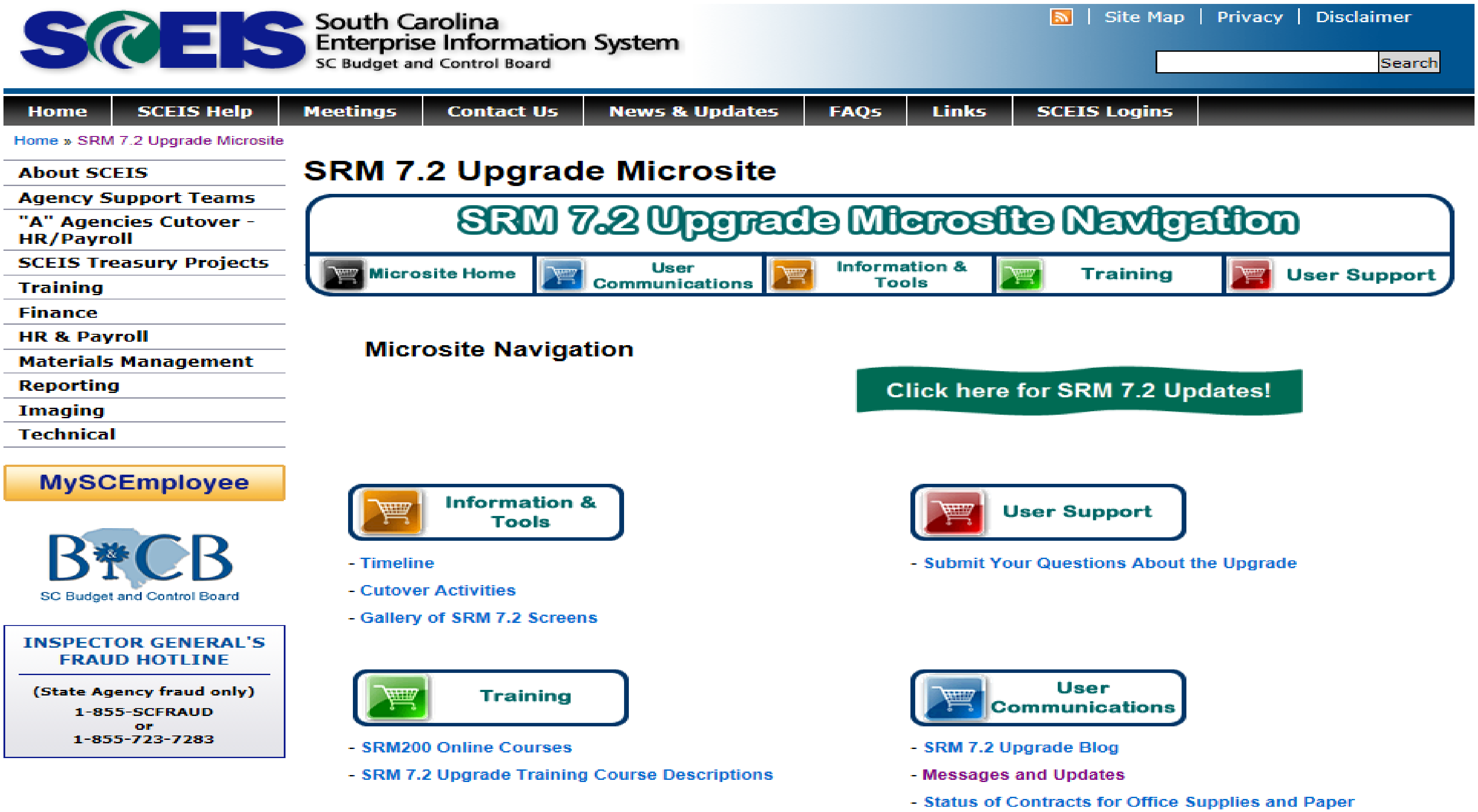
- Accessing Purchase Orders in SRM
  - “Purchasing” Folder
    - Use to access purchasing functions in SRM. As of November 25, 2013, all purchase orders have to created in SRM
  - “ME23N” Folder
    - Use to access purchase orders created in ECC before COB November 8, 2013.
- Inventory Purchase Order 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.

Tips and Reminders

- Shopping Carts MUST be created using the “ESS” folder
- Purchase Orders cannot be created from the Contract tab
- 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

u-Perform Documents

SRM 7.2 Upgrade Microsite



Upcoming Projects for MM until July 1, 2014

- Continued SRM 7.2 and Master Data Support
- Year End
  - MM Training Sessions
    - May 20: One session
    - May 22: Two sessions
- Department of Administration Phase I

Next User Group Meeting

Friday, June 6, 9:00 a.m.
(For All Users)

Midlands Technical College
Northeast Campus Auditorium