SCEIS Change Advisory Board Meeting

Thursday, October 23, 2014

Agenda

- Welcome and New Member Introduction
- Adoption of Agenda and Minutes
- SCEIS Project Updates
  - Introduction of New SCEIS Director
  - Update on Human Resources Dashboards
  - Overview of Requests for Review Only
  - Status of Projects: Remainder of CY14
- Request for Change Evaluation Form Status
- 2015 Meetings

Welcome and
New Member Introduction

Adoption of Agenda and Minutes

SCEIS Updates

New SCEIS Director

Introduction of New SCEIS Director, Ed Pearce

- Former Director of Finance, DJJ
- Served as Finance Lead for User Group Leads Committee
- Previous finance experience in the private sector
- Previous experience managing human resources in federal agency/military

New Requests: Review Only
(Under 100 Hours of Work Required)

New Requests: Review Only

RFC Number	Description	Number of Hours
00239	SRM Output (Spending) Limit and Approval Limit	8
00240	Disable Confirmation/Invoice Options and Known Account Assignment Option for Framework Purchase Orders in SRM	14
00242	SRM Display Role and SRM Display Role for Auditors	24
00243	Add a Search Field "Purchasing Group" to the SRM Reporting Screen	10.5
00224	Create a Version of the Payment Register Report with Cost Center and Fund Fields	71
00166	Correct Leave Balance for Terminated Employees Who Return to State Government	45

SRM Output (Spending) Limit and Approval Limit
Requesting Agency: Budget and Control Board
(RFC-00239)

Total Estimated Hours: 8

Description

Change the indicator for Output (Spending) Limit and Approval Limit from less than to less than or equal to.

Also, put a "hard stop" on users at the top of an Agency's Org Unit and creating Shopping Carts. This would prevent these users from creating Shopping Carts that are above their output (spending) limits and would prevent them from approving Shopping Carts that are above their approval limits.

Disable Confirmation/Invoice Options and Known Account Assignment Option for Framework Purchase Orders in SRM

Requesting Agency: Budget and Control Board
(RFC-00240)

Total Estimated Hours: 14

Description

Framework Purchase Orders should not be created with a goods receipt (confirmation) or an account assignment. Disabling the radio buttons will prevent errors and unnecessary work and assure that Framework Purchase Orders are created correctly.

SRM Display Role and SRM Display Role for Auditors
Requesting Agency: Budget and Control Board
(RFC-00242)

Total Estimated Hours: 24

Description

The SRM Display Role allows display only for users to display Purchase Orders and their related documents. The SRM Display Role for Auditors allows display only for auditors to display all procurement documents: Shopping Carts, Purchase Orders, Solicitations, Vendor Bids and Contracts.

New Requests: Materials Management

Add a Search Field "Purchasing Group" to the SRM Reporting Screen

Requesting Agency: Budget and Control Board

(RFC-00243)

Total Estimated Hours: 10.5

Description

Add the p-group search field on the "Shopping Cart (SC) Status," "Shopping Cart (SC) Details" and "Purchase Order (PO) Details" reports. This will give users the ability to search for their Shopping Carts and Purchase Orders by p-group rather than scroll through all Shopping Carts and Purchase Orders to find them.

Create a Version of the Payment Register Report with Cost Center and Fund Fields

Requesting Agency: Budget and Control Board

(RFC-00224)

Total Estimated Hours: 71

Description

Creating a version of the Payment Register Report that includes the Cost Center and Fund fields provides improved information for specific units of the agency when executing the report.

Correct Leave Balances for Terminated Employees Who Return to State Government

Requesting Agency: Department of Corrections

(RFC-00166)

Total Estimated Hours: 45

Description

Currently, an employee who is terminated from a SCEIS agency, then later returns to a SCEIS agency, is receiving a negative sick/annual leave balance at the time of rehire. At the time of rehire, the system retrieves the leave taken, but not the leave accrued. Correcting this system error will ensure an employee's leave balances are accurate upon rehire.

SCEIS Project Update

Update on
Human Resources Dashboards

Completed Projects
Since August Meeting

Completed Projects

Title/Area	Description	Status	Completion Date
Department of Administration Phase I	Implementation of Department of Administration	**Complete**	August 2014
Security - 2 Factor Authentication	Installing 2-Factor Authentication	**Complete**	September 2014
Decommission BEX 3.5	Transition BW Reporting from BEX 3.5 to 7.3	**Complete**	September 2014
Year End Processing	Support Year-End Activities	**Complete**	September 2014

Completed Projects

Title/Area	Description	Status	Completion Date
STO STARS	Moving Deposits from STARS into SCEIS - IMS Deposits	**Complete**	September 2014
Process Integrator (PI) Upgrade	Update for SAP Integration Server	**Complete**	September 2014
Changes to Census Codes	Change 700 Codes from 3 to 4 Digits	**Complete**	October 2014

Projects for Remainder of CY14

Projects for Remainder of CY14

Title/Area	Description	Status	Completion Date
STO STARS	Implement functionality into SCEIS - Debt Service Payment Agent Interface	**Green**	October 2014
Historical Checks to the State Treasurer's Office Website	Create a file to post outstanding (and over two years old) SCEIS checks to the STO website.	**Green**	October 2014
CG STARS	Y14 – Ports Authority	**Green**	October 2014
CG STARS	Y18 – Public Service Authority	**Green**	October 2014
Track Bank File Confirmation	Provide receipt confirmation for all files originated and submitted to the bank from SCEIS	**Green**	October 2014

Projects for Remainder of CY14

Title/Area	Description	Status	Completion Date
Business Objects Upgrade	Business Objects Upgrade	**Green**	November 2014
Identity Management Upgrade	Operating System Migration is scheduled to go live November 15, 2014.	**Green**	November 2014
Training	Implement Blackboard 9.1 SP14	**Green**	November 2014
Upgrade to Nakisa 4.0	Upgrade Nakisa	**Green**	December 2014
CG STARS	Convert transactional processing from STARS to SCEIS - Lump Sum Transaction Activities - Daily Draws, Journal Entries, Deposits	**Green**	December 2014

Projects for Remainder of CY14

Title/Area	Description	Status	Completion Date
Training	Prepare a training client and develop a plan for ongoing maintenance	**Green**	December 2014
BSI Tax 10.0	Tax Upgrade	**Green**	December 2014
Support Pack Updates	Implement a collection of SAP prescribed support packs. Will include the HR support packs	**Green**	December 2014
Purchase Order Enhancements	VRD solution for Shopping Carts that do not belong appearing in workload distribution	**Green**	December 2014

Projects for Remainder of CY14

Title/Area	Description	Status	Completion Date
Shopping Cart Enhancements	Add p-group field	**Green**	December 2014
Shopping Cart Enhancements	Monitor SC for Approvers/Buyers	**Green**	December 2014

Request for Change Evaluation Form Status

SC BUDGET AND CONTROL BOARD

Discussion Topics for Next CAB Meeting

Discussion Topics for Next CAB Meeting

- Draft Evaluation Form and Prioritization Matrix/Processes Overview
- Portfolio of Projects
- SCEIS Staff/Hours Available to Work on RFCs

Wrap-up

2015 CAB Meeting Schedule

TBD

Meeting Adjourned