



South Carolina Enterprise Information System

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# **SCEIS User Group Meeting**

## **Friday, June 5, 2015**

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SC BUDGET AND CONTROL BOARD



# Welcome

## Yvette Sistare, User Group Leads Committee Chair

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South Carolina Enterprise Information System

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## **SCEIS Updates**

**Ed Pearce, SCEIS Deputy Director**  
**Tracy Powers, User Support Lead**

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SC BUDGET AND CONTROL BOARD



South Carolina Enterprise Information System

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# **SCEIS Updates and User Support Tickets**

## **Ed Pearce, SCEIS Deputy Director**

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SC BUDGET AND CONTROL BOARD

Request Type	May Total
Password Resets	1,145
Security (User Role Requests)	879
Master Data (Payroll, Time, Finance)	515
Technical (browser compatibility, settings)	103
MM Shopping Carts and Purchase Orders	76



# Training Update

## Tracy Powers, SCEIS User Support Lead

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## ACCT101U – Accounting 101

The screenshot shows the SCEIS website interface. At the top left is the SCEIS logo and the text "South Carolina Enterprise Information System SC Budget and Control Board". To the right are links for "Site Map", "Privacy", and "Disclaimer", and a search box. Below this is a horizontal navigation bar with the following items: Home, SCEIS Help, Meetings, Calendar, News & Updates, FAQs, Links, and SCEIS Logins. On the left side, there is a vertical menu with the following items: About SCEIS, Agency Support Teams, SCEIS Treasury Projects, **Training** (highlighted with a red box), Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. A dropdown menu is open from the "Training" item, listing: Fiscal Year-End Training Course Guides and Materials, Online Training Classes: HR/Payroll, **Online Training Classes: Finance** (highlighted with a red box), Online Training Classes: Materials Management, MySCEmployee Training for SCDOT, MySCEmployee Training, and SCEIS Quick Reference Cards. On the right side, there is a "Reminders & Tools" section with a bullet point: "SCEIS Password Management Troubleshooting Tips". The background of the page features a blue grid with a white line graph and a hand holding a pen pointing at the graph.

## ACCT101U –Accounting 101



South Carolina  
Enterprise Information System  
SC Budget and Control Board

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<a href="#">Home</a>	<a href="#">SCEIS Help</a>	<a href="#">Meetings</a>	<a href="#">Calendar</a>	<a href="#">News &amp; Updates</a>	<a href="#">FAQs</a>	<a href="#">Links</a>	<a href="#">SCEIS Logins</a>
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### About SCEIS

### Agency Support Teams

### SCEIS Treasury Projects

### Training

### Finance

### HR & Payroll

### Materials Management

### Reporting

### Imaging

### Technical

[MySCEmployee](#)

## Online Training Classes: Finance

The below training resources are designed to assist Finance users. Additional online classes are in development for Finance. The SCEIS Team will update users when other classes become available.

[COR120U - ECC Navigation](#)

For details about this online class including class navigation and suggestions for completing the class, [click here](#)

[ACCT101U - Accounting 101](#)

For details about this online class including class navigation and suggestions for completing the class, [click here](#)



# Summer - Fall 2015 Training Schedule

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- 🌀 27 classes are scheduled, covering 17 topics
- 🌀 Beginning Thursday, July 30
- 🌀 Announcements in *SCEIS Weekly Update* articles
  - Course description
  - Intended audience
  - Survey link to use for requesting enrollment
- 🌀 Instructor-led classes are in Room 202 at the SCEIS offices, 1628 Browning Road, Columbia

# Summer - Fall 2015 Training: Reporting

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- ④ REP200 Reporting with Business Warehouse and Business Objects – HR Sections
  - 9-noon Tuesday, Aug 4 and Tuesday, Aug 18
  - 9-noon Wednesday, Oct 14 and Tuesday, Oct 20
  - 9-noon Tuesday, Dec 1 and Tuesday, Dec 15
  
- ④ REP200 Reporting with Business Warehouse and Business Objects – FI Sections
  - 9-noon, Wednesday, Aug 26 and Thursday, Sept 10
  - 9-noon Thursday, Oct 29 and Wednesday, Nov 4
  - 9-noon Thursday, Dec 3 and Wednesday, Dec 9

# Summer - Fall 2015 Training: HR

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## 🌀 TM200 Time Administration

- 9-5, Wed, Aug 12; and 9 to noon, Thurs, Aug 13
- 9-5, Tues, Sept 1; and 9 to noon, Wed, Sept 2

## 🌀 TM300 Leave Administration

- 9-5, Wednesday, August 19
- 9-5, Monday, September 14

# Summer - Fall 2015 Training: HR

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## 🌀 TM200 Time Administration

- 9-5, Wed, Aug 12; and 9 to noon, Thurs, Aug 13
- 9-5, Tues, Sept 1; and 9 to noon, Wed, Sept 2

## 🌀 TM300 Leave Administration

- 9-5, Wednesday, August 19
- 9-5, Monday, September 14

# Summer - Fall 2015 Training: FI

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- AR300 Accounts Receivable Invoice Processing
  - 9-5, Monday, September 21
- AP300 Accounts Payable Invoice Processing
  - 9-5, Wednesday and Thursday, September 23-24
- FM300 Funds Management
  - 9-5, Wednesday, October 7
- PS300 Project Systems
  - 9-5, Monday and Tuesday, Oct 12-13

- 🌀 GL300 General Ledger Accounting
  - 9-5, Thursday, October 15
  
- 🌀 AM300 Asset Masters and Asset Reporting
  - 9-5, Tuesday, October 27
  
- 🌀 AM315 Advanced Asset Management
  - 9-5, Wednesday, October 28
  
- 🌀 GM300 Grants Management
  - 9-5, Thursday, November 5

# Summer - Fall 2015 Training: MM Updates

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- ④ Enhanced Content with Transition to Two Day Classes
  - PR215 Purchasing Processes
  - PR235 Bidding Processes and Overview of Contract Management
  
- ④ Enhanced Content with Transition to One Day Class
  - PR250 Contract Administration
  
- ④ Developing Auditorium Style Follow-up Sessions for Online Shopping Cart Classes
  
- ④ Developing Inventory Training
  
- ④ Developing AP/MM Blended Class

## 🕒 PR215 Purchasing Processes

- 9-5, Wednesday and Thursday, September 16-17
- 9-5, Wednesday and Thursday, October 21-22

## 🕒 PR235 Bidding Processes and Overview of Contract Management

- 9-5, Tuesday and Wednesday, September 29-30
- 9-5, Tuesday and Wednesday, November 17-18

## 🕒 PR250 Contract Administration

- 9-5, Thursday, October 1
- 9-5, Thursday, November 19





# **FY2016 Reorganization**

## **Bruce Burnett, SCEIS Finance Team Lead**

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# Agencies/Customers/Vendors

Prior Customer #	New Customer #	Vendor #	Name
<b>State Fiscal Accountability Authority</b>			
F030028	E550001	000E550001	SFAA Procurement Services Office
F030024	E550002	000E550002	SFAA Insurance Reserve Fund
F030140	E550003	000E550003	SFAA Second Injury Fund
<b>Department of Commerce</b>			
F030010	P450000	000P450000	Dept of Commerce Office of Local Government
<b>Office of Regular Staff</b>			
F030118	R060000	000R060000	ORS State Energy Office
<b>Confederate Relic Room and Military Museum</b>			
F030018	H960000	000H960000	Confederate Relic Room & Military Museum

Prior Customer #	New Customer #	Vendor #	Name
Department of Administration			
F030117	D500001	000D500001	Admn Office of the Executive Director
F030071	D500002	000D500002	Admn Office of General Counsel
F030009	D500003	000D500003	Admn Office of Internal Operations
F030025	D500004	000D500004	Admn OIO (STO/CG DP)
F030136	D500005	000D500005	Admn Hunley Commission
F030120	D500006	000D500006	Admn Internal Audit Services
D500002	D500007	000D500007	Admn Executive Budget Office
F030008	D500008	000D500008	Admn Office of Human Resources
F030007	D500009	000D500009	Admn Division of General Services
F030063	D500010	000D500010	Admn GS Facilities Management
F030026	D500011	000D500011	Admn GS Construction & Planning
F030006	D500012	000D500012	Admn Surplus Property & Interagency Mail
F030013	D500013	000D500013	Admn GS State Fleet Management
F030021	D500014	000D500014	Admn SCEIS
F030143	D500015	000D500015	Admn Division of Information Security
N/A	D500016	000D500016	Admn Enterprise Privacy Office
F030016	D500017	000D500017	Admn Division of Technology Operations
F030139	D500018	000D500018	Admn DTO K-12
F030141	D500019	000D500019	Admn Agency IT
N/A	D500020	000D500020	Admn Enterprise Privacy Office
D170000	D500025	000D500025	Admn Administration - OEPP
D170001	D500026	000D500026	Admn Continuum of Care
D170002	D500027	000D500027	Admn State Office of Victims Assistance
D170003	D500028	000D500028	Admn Guardian Ad Litem
D170004	D500029	000D500029	Admn Veteran's Affairs
D170005	D500030	000D500030	Admn Office of the Governor



# Year-End SCEIS Team

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# Un-posted Assets

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As of 05/13/2015 there are

**8,084**

unposted assets in the system.

Agency totals range from 200-1,000

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- AS06 – use this T-Code to delete unposted assets. (Not attached to a PO, no Cap Date)
  - AS05 - use this T-Code to block unposted assets. (Attached to a PO, or has a Cap Date)



# Grant Issues

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- Do not Park Funds Reservations – when a Funds Reservation is parked, it creates a GM entry that consumes GM budget. If the Funds Reservation is then posted, it consumes GM budget a second time.

*Funds reservation: Create Overview scrn*

Document number	<input type="text"/>	New	Document Date	<input type="text" value="06/03/2015"/>
Document type	<input type="text" value="11"/>	Funds Reservation W/O W...	Posting Date	<input type="text" value="06/03/2015"/>
Company Code	<input type="text" value="SC01"/>	State of South Carolina	Currency/rate	<input type="text" value="USD"/>
Doc.text	<input type="text"/>			
Currency	USD			
Grand total	<input type="text" value="0.00"/>			

- 
- ⌚ Do not mark a PO line “No Further Invoice” and lock the line without marking “No Further Confirmation.” “No Further Invoice” does not unencumber GM.

- 
- 🌀 Preparation for Year-End: MM
    - Clean-up POs with an “Error in Process” Status
    - Clean-up POs with a “Saved” Status
    - Review Open Encumbrance Report

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## 🌀 Managing POs for Year-end

- POs with Grants
- No Further Confirmation
- No Further Invoice
- Delete PO at Header Level
- Delete PO with Assets

## 🌀 Access additional Year-End reference material on the SCEIS website

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## 🌀 Yvette Sistare, User Group Leads Committee Chair

Finance Director

South Carolina Department of Parks, Recreation & Tourism

1205 Pendleton Street, Suite 517

Columbia, SC 29201

Telephone: (803) 734-1759

Fax: (803) 734-0671

Cell: (803) 622-1229

Email: [YSistare@scprt.com](mailto:YSistare@scprt.com)



**Break**

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South Carolina Enterprise Information System

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# Materials Management

## SCEIS MM Team Members

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SC BUDGET AND CONTROL BOARD

- 
- 🔄 SRM System Updates and Resolutions
  - 🔄 Improvements in Process
  - 🔄 Processes Impacted by Support Packs
  - 🔄 MM Reporting User Group (RUG)





# SRM System Updates and Resolutions

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## 🔄 Internet Explorer Version 11

- **Status:** Pending
- **Target Date of Resolution:** Pending
- Internet Explorer 11 (IE11) is a version of Internet Explorer, a web browser by Microsoft that was released October 17, 2013.
- SCEIS MM Team is in process of testing the compatibility of Internet Explorer Version 11 with SRM 7.2 and will notify agencies.

- 
- 🌀 Closed PO Line Item Throwing an Error on Grant Validity (Communication sent February 2, 2015)
    - **Issue:** Grant POs throw error when making a change
    - **Status:** In Process with SAP
    - **Target Date of Resolution:** Pending

**Interim Solution:** If trying to change PO, work with FI to open grant, make the necessary changes to the PO, then have FI close grant again. (modified March 23, 2015)

# SRM System Updates and Resolutions

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## 🔄 POs Deleted at Header

- **Status:** Resolved
- **Date of Resolution:** May 22, 2015 (Communication sent June 3, 2015)

POs can now be deleted using the delete button at the header level.



# Process Improvements

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## 🔄 Delivery Address and Plant Address – Update

### – Importance of Accurate Delivery and Plant Address

- Accurate Sales and Use Tax to Department of Revenue
  - 9 digit zip code and district (county) data on Delivery Address pulls jurisdiction code from Vertex Tax software
  - If no Delivery address, system pulls data from Plant Address

### – Clean-up Project

- Spreadsheets from Delivery Address file and Plant Address file were sent to Procurement Directors for validation, correction, and data completion.
  - Received 60% as of June 3, 2015
- Meeting schedule for June 8 with large agencies to discuss options for keeping delivery address file clean

- 
- ④ Shopping Cart Creator will now be able to view the name of the Buyer responsible for rejecting the shopping cart (Communication March 31, 2015)
  - ④ Creation of “Selection Parameter, ZAINV, for Goods Receipt without Invoices report available through SRM ME2N Folder. (Communication May 5, 2015)

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## Update to SRM Document Builder Clauses

- Effective 6/8/2015 – If you have an RFx in a “Saved” status and have not answered the dialog questions in Document Builder, you will get a Hard Stop message.
- The Hard Stop message must be cleared before you can proceed.



## Update to SRM Document Builder Clauses

Document Builder - SAP NetWeaver Portal - Windows Internet Explorer  
 https://sapsrmqas.sc.gov/ij/portal?NavigationTarget=navurl%3A%2F%2F58fed71db8ea7d728d11cd4e36f29216&PrevNavTarget=navurl%3A%2F%2Fde9afa1290d9a5eeca4999dd806107066&NavMode=3&CurrentWindowId=WDxDefaultExternal1428326452579

**Updates available for document: run update report**

**Document Data** | User Workspace

**Document Builder**  
 Edit Copy Save Save as User Template Release Cancel Refresh Log Off

**Header Data** | Dialog | Document Summary | Preview | Attachments

General Data		Administrative Data	
Document Number:	00000000057506	Content:	SCGOV
Version No.:	00001	Created by:	SHANVEY
Content Modifier:		External Document:	5400008763
Name:	SHANVEY 03/24/2015 16:25:09	Status:	Held
Template:			
Document Selection:	RFXUSF		
Confidential:	<input type="checkbox"/>		
Style:	RFX_STYLE		
Overlay:			
Document Date:	03/24/2015		

Regulation Sets		
Text	Update Level	Memo
State Provisions & Clauses	First Release February 2006	

Document Versions					
Internal Version	Created by	Creation Date	Creation Time	Note	External Change
1	SHANVEY	03/24/2015	16:25:09		X

## Update to SRM Document Builder Clauses

The screenshot displays the SRM Document Builder interface. At the top, a notification icon (a red circle with an exclamation mark) is followed by the text: "Updates available for document: run update report". Below this, there are two tabs: "Document Data" (which is currently selected) and "User Workspace". Underneath the tabs is a "Document Builder" section containing a menu bar with the following options: "Edit", "Copy", "Save", "Save as User Template", "Release", "Cancel", "Refresh", and "Log Off". Below the menu bar are five more tabs: "Header Data" (selected), "Dialog", "Document Summary", "Preview", and "Attachments". At the bottom of the visible area is a "General Data" section.

## Update to SRM Document Builder Clauses

Click on Document Summary Tab and select Update Report

The screenshot shows the Document Builder interface in a web browser. The browser title is "Document Builder - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows a URL starting with "https://sapsrmqas.sc.gov/irj/portal?".

At the top, there are three warning messages:

- Updates available for document: run update report
- Updates available for document: run update report
- Not all dialog data has been accepted

The interface has several tabs: "Document Data", "User Workspace", "Document Builder", "Header Data", "Dialog", "Document Summary" (highlighted with a red box), "Preview", and "Attachments".

Under the "Document Summary" tab, there is a "Document Summary" section with a "Document Sections" tree on the left and an "Element Summary" table on the right. The "Element Summary" table has a toolbar with buttons for "View", "Export", "Create", "Edit", "Insert", "Cut", "Paste", "Delete", "Utilities", and "Update Report" (highlighted with a red box).

Position	Section	Element	Effective Date	Version	Regulation Set	Property	Description	Editable	Inclusion	Fill-In Status	Content Modifier	Alt. Etmnt	Element Changed
1	0-A	SC_01_000_1	11/18/2008		COMPENDIUM	Full Text			⊗	<input type="checkbox"/>			<input type="checkbox"/>
2	0-B	SECTION_0B	06/12/2007		COMPENDIUM	IBR			⊗				<input type="checkbox"/>
3	0-B	SC_01_015_1	07/01/2007		COMPENDIUM	Full Text			⊗				<input type="checkbox"/>
4	TOC	TOC	06/26/2007		COMPENDIUM	Full Text			⊗				<input type="checkbox"/>
5	I	SECTION_I	06/11/2007		COMPENDIUM	Full Text			⊗				<input type="checkbox"/>
6	II-A	SECTION_IIA	06/12/2007		COMPENDIUM	Full Text			⊗				<input type="checkbox"/>
7	II-A	SC_02_2A003_1	01/01/2006		COMPENDIUM	Full Text	DEFINITIONS (JAN 2006)		⊗				<input type="checkbox"/>
8	II-A	SC_02_2A003_2	02/25/2015		COMPENDIUM	Full Text	DEFINITIONS, CAPITALIZATION, AND HEADINGS (FEB 2015)		⊗				<input type="checkbox"/>
9	II-A	SC_02_2A007_1	02/25/2015		COMPENDIUM	Full Text	AUTHORIZED AGENT (FEB 2015)		⊗				<input type="checkbox"/>
10	II-A	SC_02_2A005_1	01/01/2004		COMPENDIUM	Full Text	AMENDMENTS TO SOLICITATION (JAN 2004)		⊗				<input type="checkbox"/>

## Update to SRM Document Builder Clauses

### Expanded View

- ❗ Updates available for document: run update report
- ❗ Updates available for document: run update report
- ⚠ Not all dialog data has been accepted

The screenshot displays the SRM Document Builder interface. At the top, there are two tabs: "Document Data" and "User Workspace". Below these is the "Document Builder" section with a menu bar containing "Edit", "Copy", "Save", "Save as User Template", "Release", "Cancel", "Refresh", and "Log Off". A secondary menu bar includes "Header Data", "Dialog", "Document Summary", "Preview", and "Attachments". The "Document Summary" tab is active and highlighted with a red box. Below this, the "Document Summary" section is divided into "Document Sections" and "Element Summary". The "Document Sections" pane shows a tree view with "Sections" expanded, listing "Page 1" and "Page 2". The "Element Summary" pane shows a table with columns: Position, Section, Element, Effective Date, Version, Regulation Set, Property, and Description. The "Update Report" button in the top right of the "Element Summary" pane is highlighted with a red box.

Position	Section	Element	Effective Date	Version	Regulation Set	Property	Description
1	0-A	SC 01 000 1	11/18/2008		COMPENDIUM	Full Text	

## Update to SRM Document Builder Clauses

Click on Update All

The screenshot shows the 'Document Builder' interface in a web browser. At the top, there are two red warning icons with the text 'Updates available for document: run update report' and one yellow warning icon with the text 'Not all dialog data has been accepted'. Below these are tabs for 'Document Data' and 'User Workspace'. The main area is titled 'Document Builder' and contains a menu bar with 'Edit', 'Copy', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. Below the menu bar are tabs for 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. The 'Document Summary' tab is active, showing a 'Document Summary' section on the left with a tree view of sections like 'Page 1', 'Page 2', 'Table of Contents', etc. The main area displays an 'Element Summary' table with columns: Position, Section, Element, Effective Date, Version, Regulation Set, Property, Description, Editable, Inclusion, Fill-In Status, Update, Content Modifier, and A.L. The 'Update All' button in the table's toolbar is highlighted with a red box.

Position	Section	Element	Effective Date	Version	Regulation Set	Property	Description	Editable	Inclusion	Fill-In Status	Update	Content Modifier	A.L.
1	II-A	SC_02_2A003_1	01/01/2006		COMPENDIUM	Full Text	DEFINITIONS (JAN 2006)		⊗		🗑️		
2	II-A	SC_02_2A010_1	01/01/2004		COMPENDIUM	Full Text	AWARD NOTIFICATION (NOV 2007)		⊗		🗑️		
3	II-A	SC_02_2A030_1	01/01/2004		COMPENDIUM	Full Text	BOARD AS PROCUREMENT AGENT (JAN 2004)		⊗		🗑️		
4	II-A	SC_02_2A047_1	06/01/2011		COMPENDIUM	Full Text	DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (MAY 2011)		⊗		🗑️		
5	II-A	SC_02_2A070_1	01/01/2006		COMPENDIUM	Full Text	DUTY TO INQUIRE (JAN 2006)		⊗		🗑️		
6	II-A	SC_02_2A095_1	01/01/2006		COMPENDIUM	Full Text	QUESTIONS FROM OFFERORS (JAN 2004)		⊗		🗑️		
7	II-A	SC_02_2A110_1	01/01/2006		COMPENDIUM	Full Text	RESTRICTIONS APPLICABLE TO OFFERORS (JAN 2004)		⊗		🗑️		
8	II-A	SC_02_2A125_1	01/01/2006		COMPENDIUM	Full Text	SUBMITTING CONFIDENTIAL INFORMATION (AUG 2002)		⊗		🗑️		
9	II-B	SC_02_2B035_1	01/01/2006		COMPENDIUM	Full Text	CONTENTS OF OFFER (RFP) -- ITMO (JAN 2006)		⚠️		🗑️		
10	II-B	SC_02_2B040_1	01/01/2006		COMPENDIUM	Full Text	CONTENTS OF OFFER (RFP) -- SPO (JAN 2006)		⚠️		🗑️		

## Update to SRM Document Builder Clauses

### Update All - Expanded View

- ! Updates available for document: run update report
- ! Updates available for document: run update report
- ! Not all dialog data has been accepted

The screenshot shows the SRM Document Builder interface. At the top, there are tabs for 'Document Data' and 'User Workspace'. Below this is the 'Document Builder' section with a menu bar containing 'Edit', 'Copy', 'Save', 'Save as User Template', 'Release', 'Cancel', 'Refresh', and 'Log Off'. The main area has tabs for 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. The 'Document Summary' tab is active, showing a 'Document Summary' section on the left with a tree view of 'Sections' including 'Page 1', 'Page 2', 'Table of Contents', and 'SCOPE OF SOLICITATION'. On the right, the 'Element Summary' table is displayed with a 'View: [Standard View]' dropdown and buttons for 'Export', 'Update All', 'Reject All', 'Show', and 'Close'. The 'Update All' button is highlighted with a red box. Below the buttons is a table with the following data:

Position	Section	Element	Effective Date	Version	Regulation Set	Property
1	V					Full Text
2	V	SC_05_5010_2	04/20/2015		COMPENDIUM	Full Text

## Update to SRM Document Builder Clauses

- After you select 'Update All', you will receive a message that 'Not all dialog data has been accepted.' You can proceed to answer the dialog questions, release, and log off Document Builder.

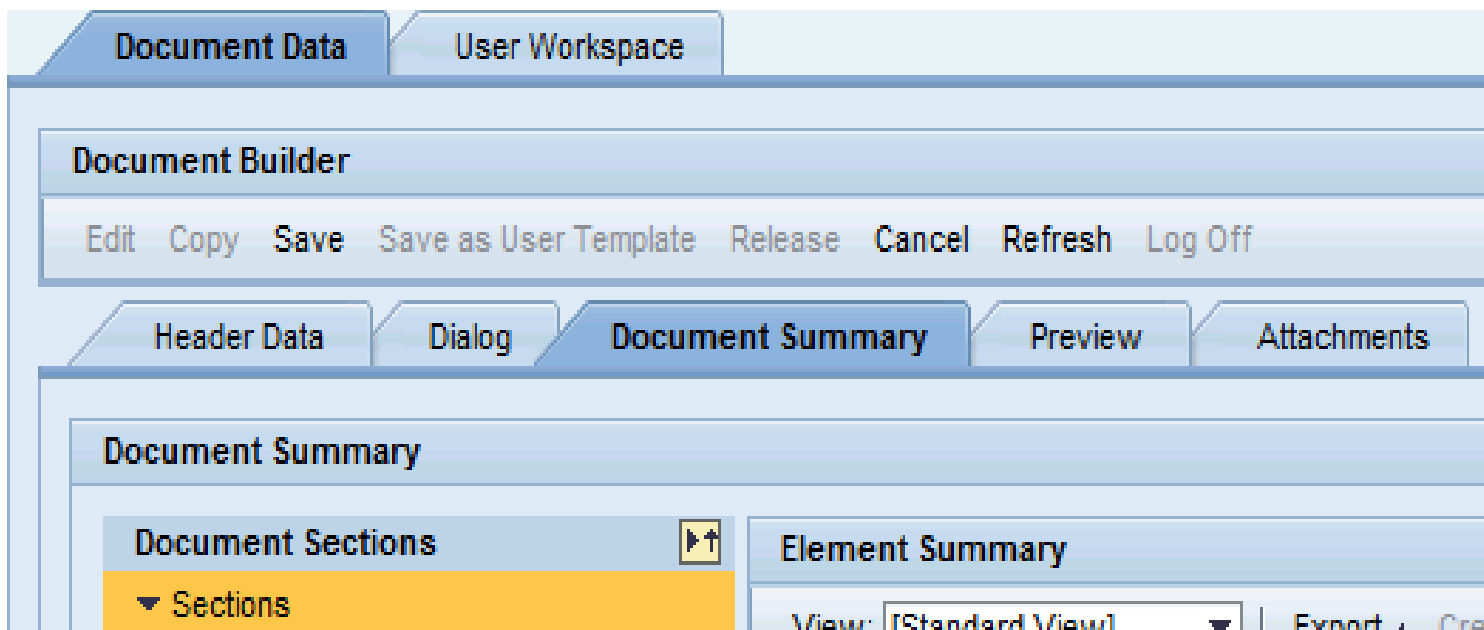
The screenshot shows the SAP NetWeaver Portal Document Builder interface. A warning message is displayed at the top: "Not all dialog data has been accepted". Below this, the "Document Summary" tab is active, showing a table of document elements.

Position	Section	Element	Effective Date	Version	Regulation Set	Property	Description	Editable	Inclusion	Fill-In Status	Content Modifier	Alt. Emnt	Element Changed
1	0-A	SC_01_000_1	11/18/2008		COMPENDIUM	Full Text			●	<input type="checkbox"/>			<input type="checkbox"/>
2	0-B	SECTION_0B	06/12/2007		COMPENDIUM	IBR			●				<input type="checkbox"/>
3	0-B	SC_01_015_1	07/01/2007		COMPENDIUM	Full Text			■				<input type="checkbox"/>
4	TOC	TOC	06/28/2007		COMPENDIUM	Full Text			■				<input type="checkbox"/>
5	I	SECTION_I	06/11/2007		COMPENDIUM	Full Text			●				<input type="checkbox"/>
6	I-A	SECTION_IJA	06/12/2007		COMPENDIUM	Full Text			●				<input type="checkbox"/>
7	I-A	SC_02_2A003_2	02/25/2015		COMPENDIUM	Full Text	DEFINITIONS, CAPITALIZATION, AND HEADINGS (FEB 2015)		●				<input type="checkbox"/>
8	I-A	SC_02_2A007_1	02/25/2015		COMPENDIUM	Full Text	AUTHORIZED AGENT (FEB 2015)		●				<input type="checkbox"/>
9	I-A	SC_02_2A005_1	01/01/2004		COMPENDIUM	Full Text	AMENDMENTS TO SOLICITATION (JAN 2004)		●				<input type="checkbox"/>
10	I-A	SC_02_2A010_2	02/25/2015		COMPENDIUM	Full Text	AWARD NOTIFICATION (FEB 2015)		●				<input type="checkbox"/>

## Update to SRM Document Builder Clauses

- ⦿ 'Not all dialog data has been accepted' - Expanded View

 Not all dialog data has been accepted



The screenshot displays the SRM Document Builder interface. At the top, there are two tabs: 'Document Data' and 'User Workspace'. Below these is the 'Document Builder' section, which includes a menu bar with options: Edit, Copy, Save, Save as User Template, Release, Cancel, Refresh, and Log Off. Underneath the menu bar are five sub-tabs: 'Header Data', 'Dialog', 'Document Summary', 'Preview', and 'Attachments'. The 'Document Summary' tab is currently selected. This tab contains a 'Document Summary' section with two main areas: 'Document Sections' and 'Element Summary'. The 'Document Sections' area has a dropdown menu showing 'Sections' and a small icon. The 'Element Summary' area includes a 'View:' dropdown menu set to '[Standard View]' and an 'Export' button.





# Processes Impacted by Support Packs

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# Processes Impacted by Support Packs

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🌀 Use of the Words “Novation” or “Renovation” in SRM Purchase Order Description Creates Red Hard Stop Error

- **Status:** Resolved April 17, 2015 (Communication sent April 28, 2015)

Users can now use a word with “Novation” in the Draft **Name: in Assign Sources of Supply: Step 3** field which transfers to the **Smart Number** field in Display Purchase Order mode,



# MM Reporting User Group

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## 🌀 MM RUG meeting held April 30

- 14 in Attendance
  - 7 from Procurement
  - 7 from Inventory

## 🌀 Next MM RUG Meeting: July 16, 2015

- SCEIS Location
- 9:00am – 12:00pm