

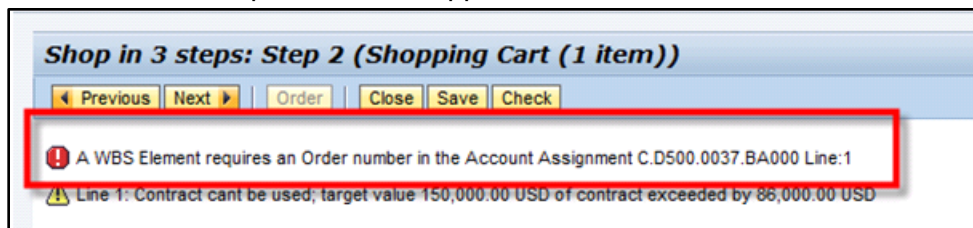
From: SCEIS AST

To: AST Leads, FI Directors, MM Directors, SCEIS Weekly Update Recipients (All SCEIS Agencies)

CC: SCEIS Team, SCEIS Help Desk

Subject: Shopping Cart (SC) Validation for Cabinet Agencies using **Account Assignment Category WBS element**

The SCEIS Team is pleased to announce that effective August 29, 2016, Shopping Carts created by cabinet agencies utilizing **Account Assignment Category of WBS element** will require a number in the **Order** field of the Shopping Cart. If a **WBS element Account Assignment Category** is used and an **Order** number is not entered, an error message as shown in the example below will appear.



The validation error message in the Shopping Cart is a result of the Governor's Executive Order 2016-06 and will assist cabinet agencies with compliance and reporting. The example that follows is a screen shot of a Shopping Cart using the **WBS element Account Assignment Category** and an **Order** number.

The screenshot displays the "Details for Item 3 Continuation Increase 30 CU YD Container" form. The "Account Assignment" tab is selected and highlighted with a red box. Below the tab, there is a table with columns: "Number", "Accounting Line Number", "Percentage", "Account Assignment Category", "Assign Number", and "Account Assign". The table contains one row with the following values: "0001", "100.00", "WBS element", "E.N040.0002.AA000", and "Statewide Roof Replacement-expense". Below the table, the "Details for Item 0001 : WBS element" section is shown. This section includes a "Basic Data" sub-section with various fields. The "Account Assignment Category" field is set to "WBS element" and is highlighted with a red box. Other fields include "Order" (set to "10008591" and highlighted with a red box), "WBS Element" (set to "E.N040.0002.AA000"), "Fund" (set to "36008010"), "Cost Center" (set to "N040421010"), "Fund Center" (set to "N040421010"), "Grant" (set to "NOT RELEVANT"), "Profitability Segment" (set to "0000000000"), "Real Estate Key" (set to "0000000000"), "Reference Date" (set to "06/25/2014"), "Functional Area" (set to "N040_M252"), and "Controlling Area" (set to "SC01").

The example that follows is a screen shot of a Shopping Cart using the **WBS element Account Assignment Category** without an **Order** number.

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

Previous Next Order Close Save Check

! A WBS Element requires an Order number in the Account Assignment C.D500.0037.BA000 Line:1
 Line 1: Contract cant be used; target value 150,000.00 USD of contract exceeded by 88,000.00 USD

1 Select Goods/Service 2 Shopping Cart (1 item) 3 Complete and Order

Details for item 1 Routers for Information Department

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview User-Specified Status

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution	Percentage	Details	Add Line	Copy	Paste	Duplicate	Delete	Split Distribution	Change All Items
0001	100.00	WBS element							

Details for item 0001: WBS element

Basic Data

Percentage: 100.00 Fund: 39078020 CAP PROJ-OTH FDS-CAP

Account Assignment Category: WBS element Unfunded Accounting Line: ☐

Cost Center: D500BCB005 ADM Fac Mgt Const/PI

Fund Center: D500BCB005 ADM Fac Mgt Const/PI

Order:

WBS Element: C.D500.0037.BA000 BCB_Horticulture Storage Bldg Rplcmnt

Grant: NOT RELEVANT NOT RELEVANT

Functional Area: D500_BC20 Capital Projects

Controlling Area: SC01

General Ledger Account: 5071220000 CNST-BLDGS & ADD

Business Area: D500

If you have questions using this functionality, please contact the SCEIS Help Desk at (803) 896-0001 (selection option 1 for SCEIS help or use the email form available at <http://www.sceis.sc.gov/requests/>).