

Subject: MRBR Implementation Plans Finalized for April 2, 2012 – Agency Action Needed
Audience: Finance Directors, Procurement Directors, AST Leads, Agency Training Coordinators

The SCEIS Team is pleased to announce that we have worked closely with the Comptroller General's Office to finalize plans for implementation of the MRBR Invoice Reconciliation Process also known as "three-way match." The final implementation plan is detailed in the message below.

Please note that this plan involves two agency action items. **The SCEIS Team asks that all agencies complete these two action items no later than the listed due dates.**

MRBR Implementation Date & Freeze Period

- The MRBR Process will be implemented for all agencies on Monday, April 2, 2012.
- Note: For those agencies that approve invoices by cost center, MRBR will not interfere with the process some agencies currently use to approve invoices by cost center.
- There will be a brief freeze period during which agencies will not be able to enter invoices, beginning at 5:00 p.m. on Wednesday, March 28 and ending at opening of business on Monday, April 2.

Freeze Period Action Item:

- Agencies should clear all existing parked documents they have in the system.
- **Due Date: Wednesday, March 28**

Optional Workflow Role

In response to concerns of some agencies, each agency will have the option to implement a workflow role that will allow AP Lead Approvers to review each invoice after it has been posted:

- For agencies that choose to implement this workflow option, users who have the "AP Lead Approver" security role in SCEIS will be able to view posted invoices after the MRBR process has completed, but before the invoices workflow to the Comptroller General's Office for final approval.
- This optional process will be reviewed annually to determine whether it is having an adverse impact on agency and statewide accounting or financial reporting activities and responsibilities.

Workflow Action Item

- Each agency should email their SCEIS Agency Advocate to notify SCEIS whether the agency will or will not implement the optional workflow role.
 - Note: There is no default workflow option—each agency must send notification to the SCEIS Team indicating whether it will implement or not implement the optional workflow role.
- **Due Date: Friday, March 9**

Training for the MRBR Implementation

- The SCEIS Team will offer multiple sessions of the 3.5-hour MRBR Training Course on the following dates.
 - March 14
 - March 15
 - March 16
 - March 21
 - March 22
- We will send complete training details to your Agency Training Coordinator, Finance Director, Procurement Director and AST Lead by the end of this week, Friday, March 2.
- Note: Agencies will be grouped into training sessions based on size to allow the instructors to target the unique needs of agencies that are sized similarly. Each agency will have several options of dates and times when they can send users to this training, but not all agencies will be grouped into a session on every training date listed above.

If you have any questions about the plan for the ZMRBR implementation detailed above, please contact the SCEIS Team at sceis@sceis.sc.gov.