



South Carolina Enterprise Information System

# **SCEIS UPDATE FOR SYSTEMS CHANGES ASSOCIATED WITH NOV 2 GO-LIVE**

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Agenda

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- 🔄 New Citrix Interface
- 🔄 Imaging Changes
- 🔄 Materials Management Changes/Additions
- 🔄 FI/AP Changes



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## **NEW CITRIX INTERFACE**

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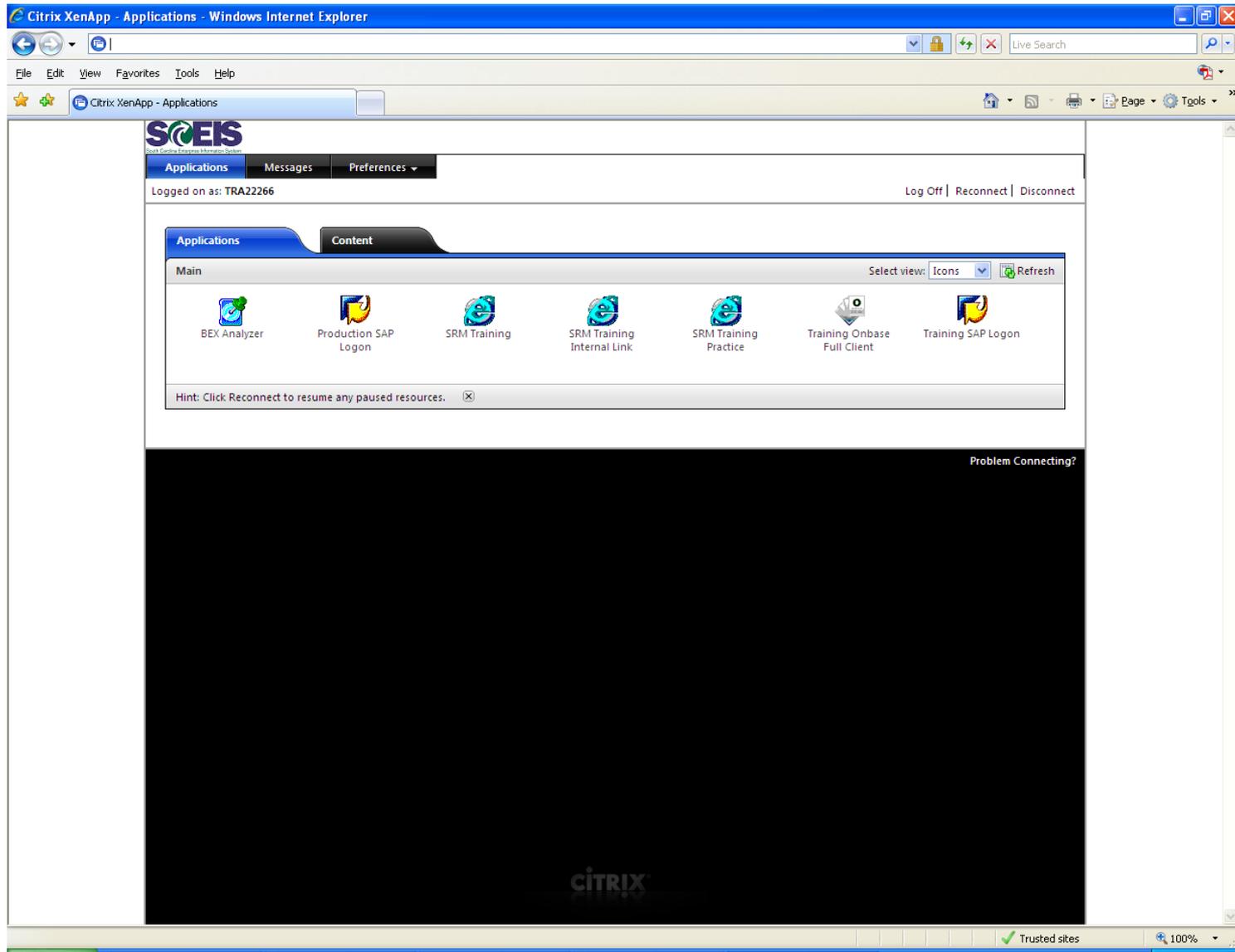
SC BUDGET AND CONTROL BOARD

# New Citrix Interface



The screenshot shows a Windows Internet Explorer browser window titled 'Citrix Access Gateway - Windows Internet Explorer'. The address bar contains 'Citrix Access Gateway'. The page content includes the SCEIS logo and the text 'South Carolina Enterprise Information System'. Below the logo, the text reads 'Welcome SCEIS Users' and 'Please log on to continue.' To the left of the login fields is a blue padlock icon. The login form consists of two input fields: 'User name:' and 'Password:'. A 'Log On' button is located below the password field. The browser's status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom level.

# New Citrix Interface



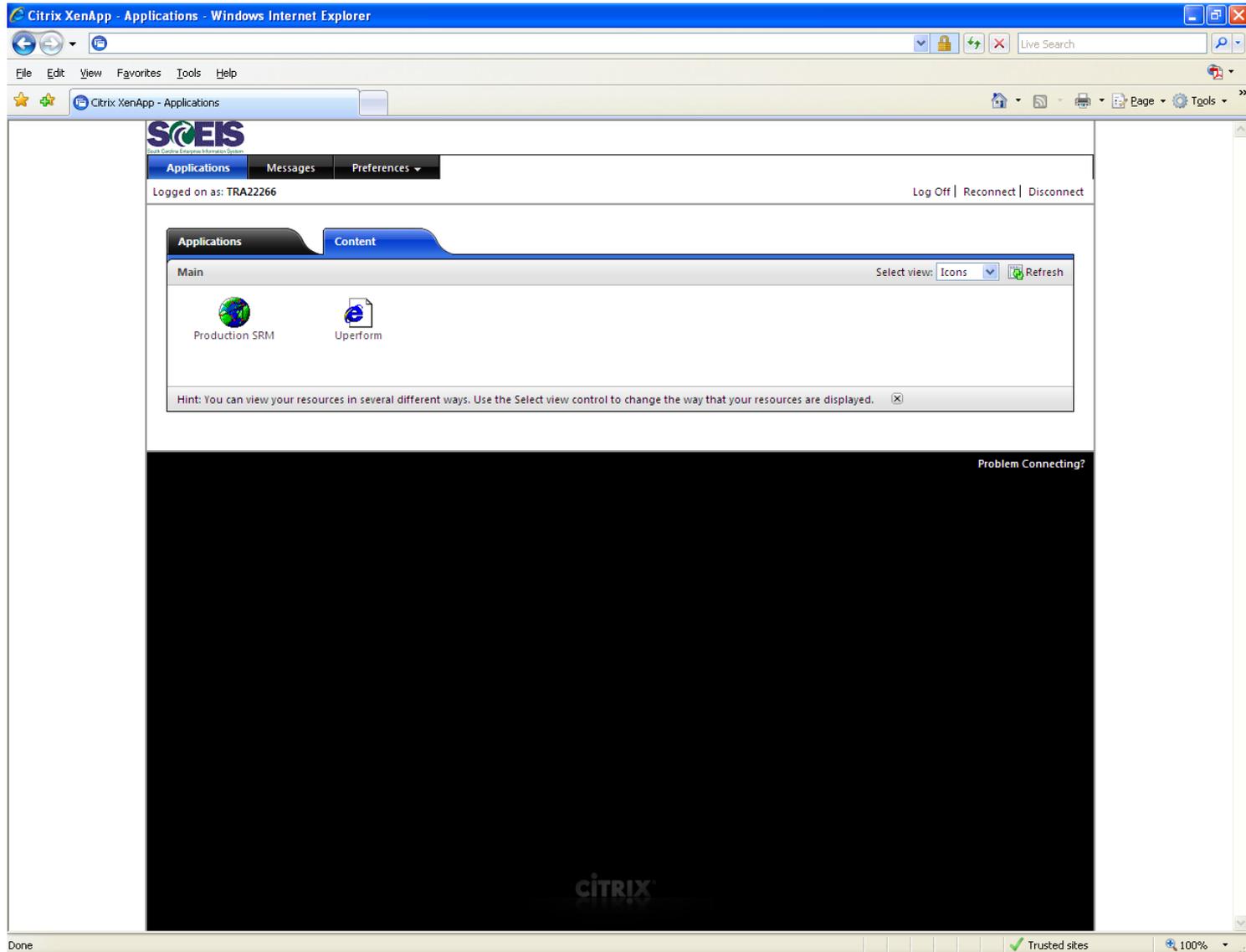
The screenshot shows a Citrix XenApp interface within a Windows Internet Explorer browser window. The browser title bar reads "Citrix XenApp - Applications - Windows Internet Explorer". The address bar is empty, and the menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area features the SOEIS logo and navigation tabs for "Applications", "Messages", and "Preferences". Below these, it indicates the user is "Logged on as: TRA22266" and provides links for "Log Off", "Reconnect", and "Disconnect".

The "Applications" tab is active, showing a "Main" section with a "Select view: Icons" dropdown and a "Refresh" button. A grid of application icons is displayed, including:

- BEX Analyzer
- Production SAP Logon
- SRM Training
- SRM Training Internal Link
- SRM Training Practice
- Training Onbase Full Client
- Training SAP Logon

A hint at the bottom of the application grid reads: "Hint: Click Reconnect to resume any paused resources." Below the application grid, a large black area displays the text "Problem Connecting?" and the Citrix logo at the bottom center. The browser's status bar at the bottom right shows "Trusted sites" and "100%".

# New Citrix Interface



The screenshot shows a Citrix XenApp session running in Internet Explorer. The browser title bar reads "Citrix XenApp - Applications - Windows Internet Explorer". The address bar contains "Citrix: XenApp - Applications". The page header includes the SOEIS logo, navigation tabs for "Applications", "Messages", and "Preferences", and a user login status "Logged on as: TRA22266". There are links for "Log Off", "Reconnect", and "Disconnect". The main content area has two tabs: "Applications" and "Content". The "Content" tab is active, showing a "Main" section with a "Select view: Icons" dropdown and a "Refresh" button. Two application icons are visible: "Production SRM" (represented by a globe icon) and "Uperform" (represented by a document icon). A hint message at the bottom of the content area reads: "Hint: You can view your resources in several different ways. Use the Select view control to change the way that your resources are displayed." A large black area at the bottom of the screen displays the text "Problem Connecting?" and the Citrix logo.



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## IMAGING CHANGES

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# Imaging Changes

## OAWD changes

- OAWD screen will change slightly on Nov 2
- How you use OAWD does not change
- Phase 3 agencies do not use OAWD
- Phase 1 & 2 agencies will continue to use OAWD

## Why?

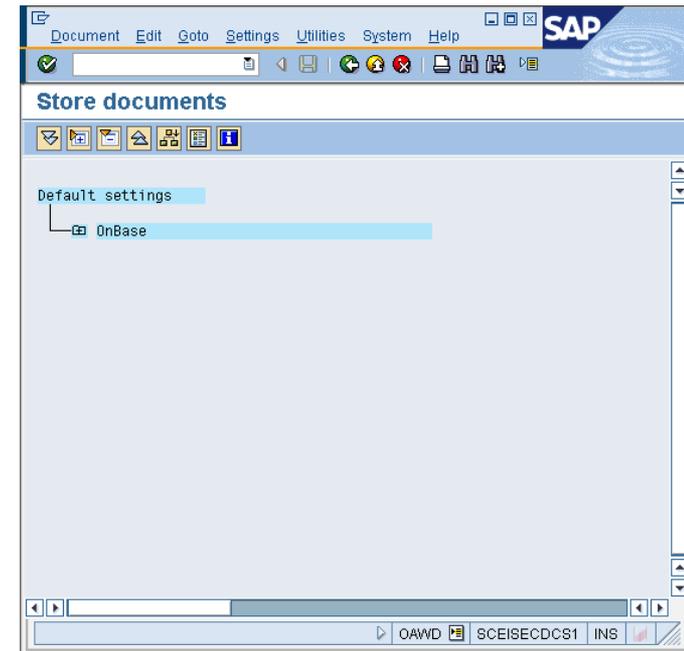
- OAWD will eventually be eliminated for all agencies. Eliminating OAWD requires scanning changes. We decided not to change scanning for Phase 1 & 2 agencies at the same time as Phase 3 go-live.

# Imaging Changes

## OAWD Before Nov 2

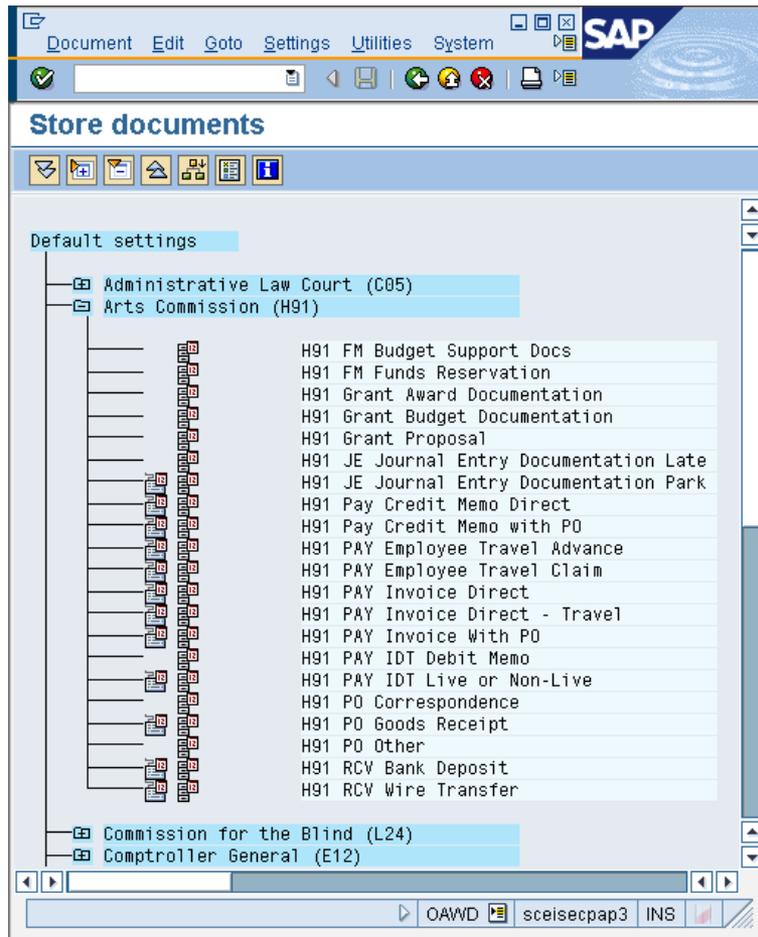


## OAWD After Nov 2



# Imaging Changes

## OAWD Detail Before Nov 2

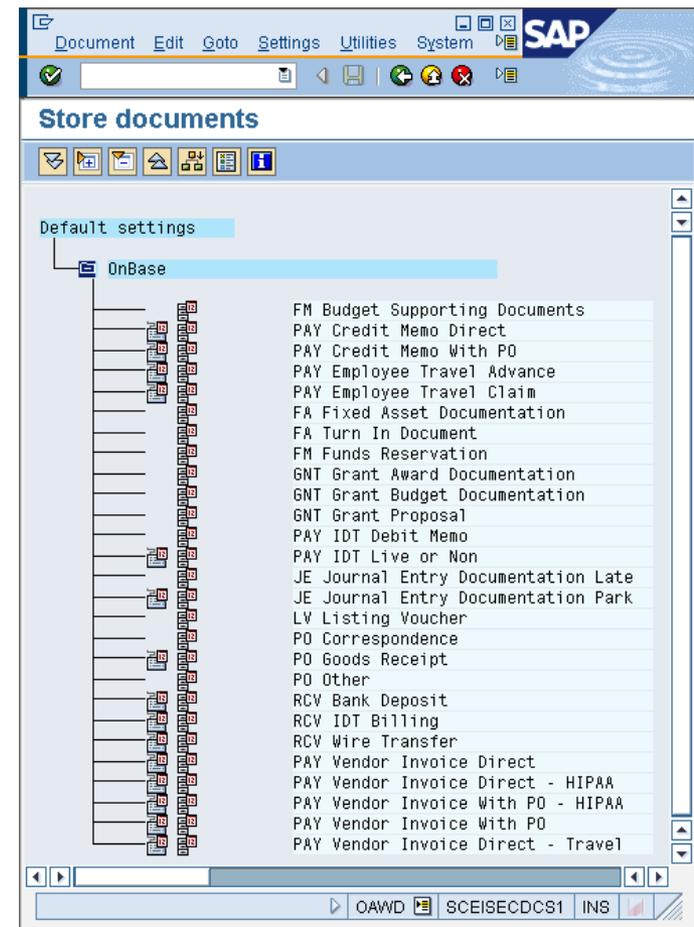


The screenshot shows the SAP OAWD (Online Archiving Workbench) interface. The title bar includes 'Document Edit Goto Settings Utilities System' and the SAP logo. The main window is titled 'Store documents' and contains a 'Default settings' section. The settings are organized into a tree structure with the following categories and items:

- Administrative Law Court (C05)
- Arts Commission (H91)
  - H91 FM Budget Support Docs
  - H91 FM Funds Reservation
  - H91 Grant Award Documentation
  - H91 Grant Budget Documentation
  - H91 Grant Proposal
  - H91 JE Journal Entry Documentation Late
  - H91 JE Journal Entry Documentation Park
  - H91 Pay Credit Memo Direct
  - H91 Pay Credit Memo with PO
  - H91 PAY Employee Travel Advance
  - H91 PAY Employee Travel Claim
  - H91 PAY Invoice Direct
  - H91 PAY Invoice Direct - Travel
  - H91 PAY Invoice With PO
  - H91 PAY IDT Debit Memo
  - H91 PAY IDT Live or Non-Live
  - H91 PO Correspondence
  - H91 PO Goods Receipt
  - H91 PO Other
  - H91 RCV Bank Deposit
  - H91 RCV Wire Transfer
- Commission for the Blind (L24)
- Comptroller General (E12)

The status bar at the bottom shows 'OAWD | sceisecap3 | INS'.

## OAWD Detail After Nov 2



The screenshot shows the SAP OAWD (Online Archiving Workbench) interface after the changes. The title bar and menu are identical to the previous screenshot. The main window is titled 'Store documents' and contains a 'Default settings' section. The settings are organized into a tree structure with the following categories and items:

- OnBase
  - FM Budget Supporting Documents
  - PAY Credit Memo Direct
  - PAY Credit Memo With PO
  - PAY Employee Travel Advance
  - PAY Employee Travel Claim
  - FA Fixed Asset Documentation
  - FA Turn In Document
  - FM Funds Reservation
  - GNT Grant Award Documentation
  - GNT Grant Budget Documentation
  - GNT Grant Proposal
  - PAY IDT Debit Memo
  - PAY IDT Live or Non
  - JE Journal Entry Documentation Late
  - JE Journal Entry Documentation Park
  - LV Listing Voucher
  - PO Correspondence
  - PO Goods Receipt
  - PO Other
  - RCV Bank Deposit
  - RCV IDT Billing
  - RCV Wire Transfer
  - PAY Vendor Invoice Direct
  - PAY Vendor Invoice Direct - HIPAA
  - PAY Vendor Invoice With PO - HIPAA
  - PAY Vendor Invoice With PO
  - PAY Vendor Invoice Direct - Travel

The status bar at the bottom shows 'OAWD | SCEISECDCS1 | INS'.



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## MM CHANGES

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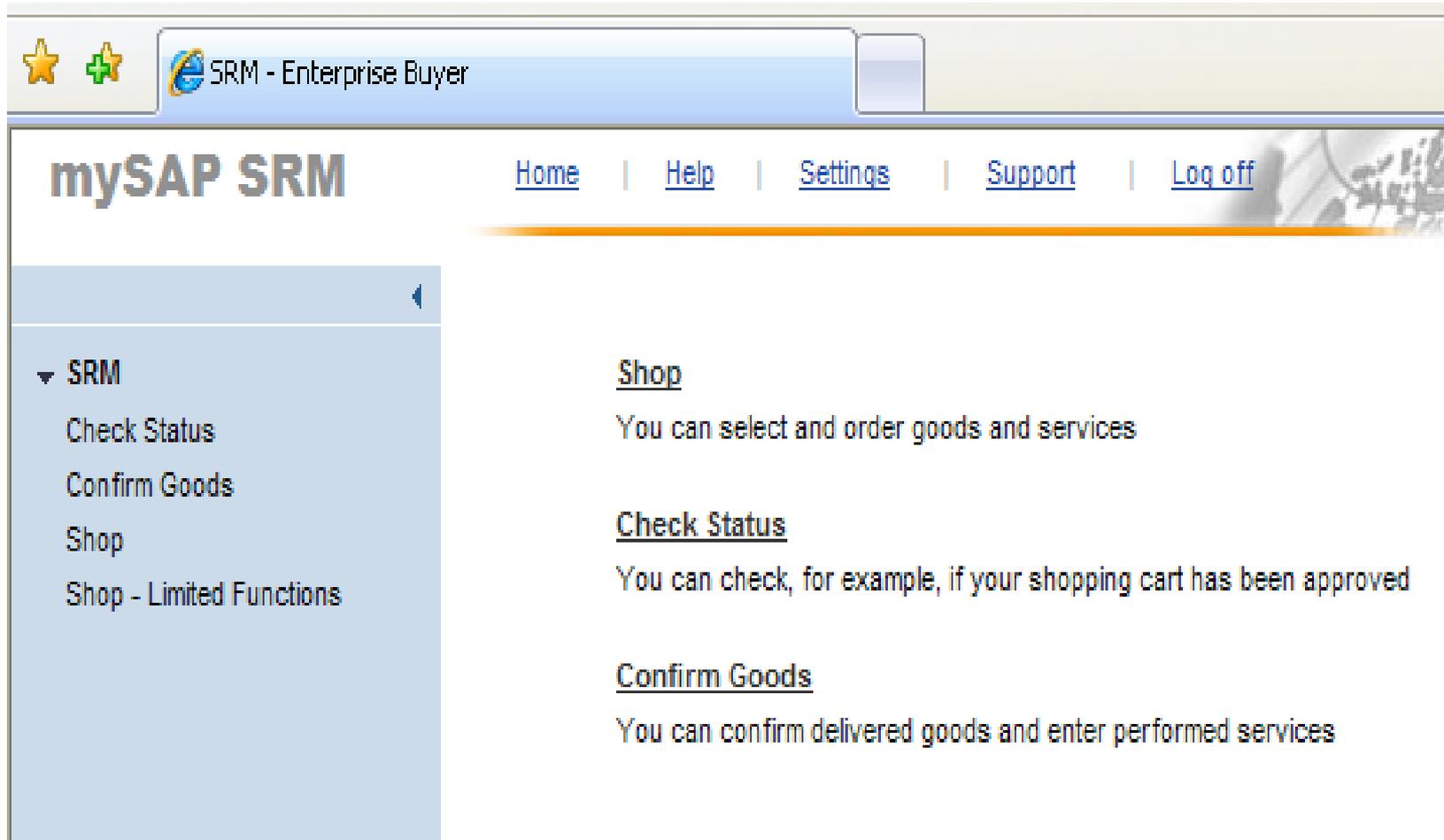
# MM Changes

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- 🔄 SRM Screen Changes
- 🔄 Blanket Purchase Orders/Blanket Purchase Agreements
- 🔄 Addition of Framework Orders
- 🔄 Asset Process
- 🔄 WBS (Work Breakdown Structure) Element
- 🔄 NIGP/Contract Search
- 🔄 Down Payment and Retention in ECC PO

# SRM Screen Changes

## – Shopping Cart Users



The screenshot displays the mySAP SRM web application interface. At the top, there is a browser tab labeled "SRM - Enterprise Buyer" with a star icon and a plus sign. Below the browser tab, the "mySAP SRM" logo is visible on the left, and navigation links for "Home", "Help", "Settings", "Support", and "Log off" are on the right. A left-hand navigation menu is expanded to show the "SRM" category, which includes "Check Status", "Confirm Goods", "Shop", and "Shop - Limited Functions". The main content area on the right lists three options: "Shop" (You can select and order goods and services), "Check Status" (You can check, for example, if your shopping cart has been approved), and "Confirm Goods" (You can confirm delivered goods and enter performed services).

# SRM Screen Changes

## – Shopping Cart Approvers

The screenshot displays the mySAP SRM web application interface. At the top, there is a browser window titled "SRM - Enterprise Buyer" with a search bar. Below the browser window, the "mySAP SRM" logo is on the left, and navigation links for "Home", "Help", "Settings", "Support", and "Log off" are on the right. A left-hand navigation menu is visible, with "SRM" expanded to show "Approval" and "Monitor Shopping Cart". The main content area displays the "Approval" section, which includes a heading "Approval" and a message: "You can approve or reject shopping carts and read your e-mails relating to the pro". Below this message, it states "You have" followed by a list of items: "8 Workflow Entries in Inbox" and "1 Unread Documents in Inbox".

SRM - Enterprise Buyer

mySAP SRM

[Home](#) | [Help](#) | [Settings](#) | [Support](#) | [Log off](#)

SRM

- Approval
- Monitor Shopping Cart

**Approval**

You can approve or reject shopping carts and read your e-mails relating to the pro

You have

- 8 Workflow Entries in Inbox
- 1 Unread Documents in Inbox

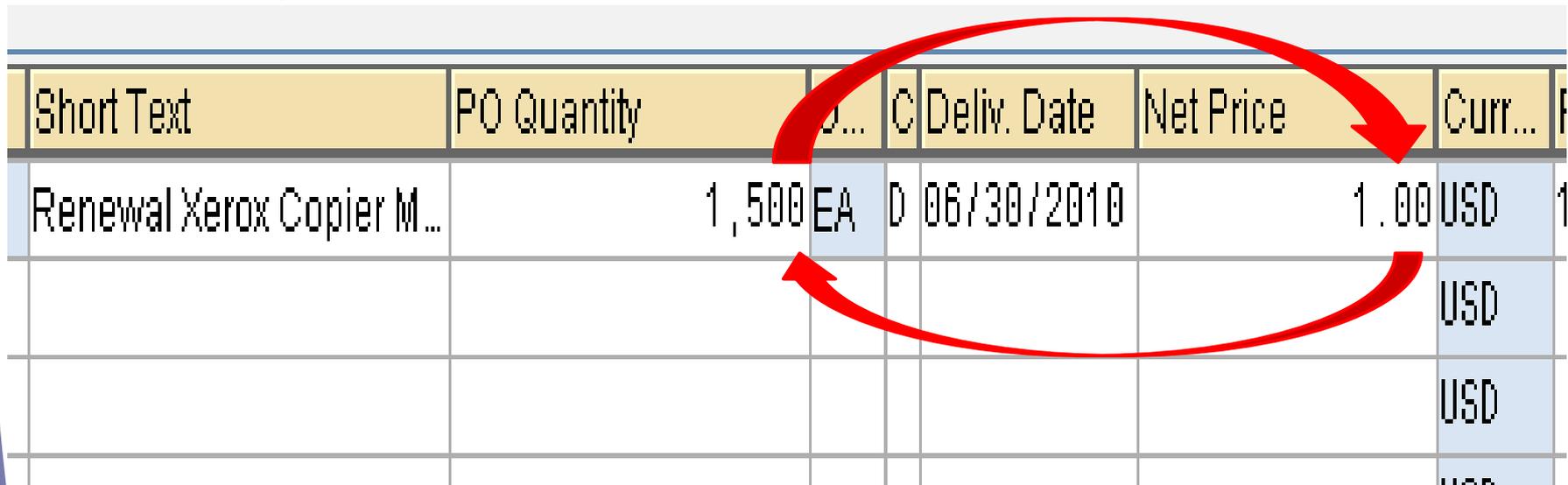
# SRM Screen Changes

## – Buyers

The screenshot shows the mySAP SRM web application interface. At the top, there is a browser tab titled "SRM - Enterprise Buyer" with a star icon and a plus sign. Below the browser tab, the application header features the "mySAP SRM" logo on the left and navigation links for "Home", "Help", "Settings", "Support", and "Log off" on the right. A left-hand navigation menu is visible, with a dropdown arrow next to the "SRM" label. The menu items listed under "SRM" are: "Carry Out Sourcing", "NIGP/Contract Search", "Create Bid as Surrogate", "Process Bid Invitation", and "Redistribute Workload".

# Blanket Purchase Orders/Blanket Purchase Agreements

- In order to allow for multiple payments against BPO/BPAs, Quantity and Net price are transposed.



The table below illustrates the transposition of Quantity and Net Price. Red arrows indicate the swap between the 'PO Quantity' column and the 'Net Price' column for the first row.

Short Text	PO Quantity	U...	C	Deliv. Date	Net Price	Curr...	P
Renewal Xerox Copier M...	1,500	EA	D	06/30/2010	1.00	USD	1
						USD	
						USD	
						USD	

# Framework Orders

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- ④ Framework Orders are **not** created in SRM
- ④ Framework Orders do **not encumber funds**
- ④ Location/Path of uPerform simulation for Framework Orders is:
  - SCEIS TRAINING / SCEIS uPerform
  - Materials Management (MM)
  - Procurement
  - Purchase Order
  - ME21N (Create a Framework Order)

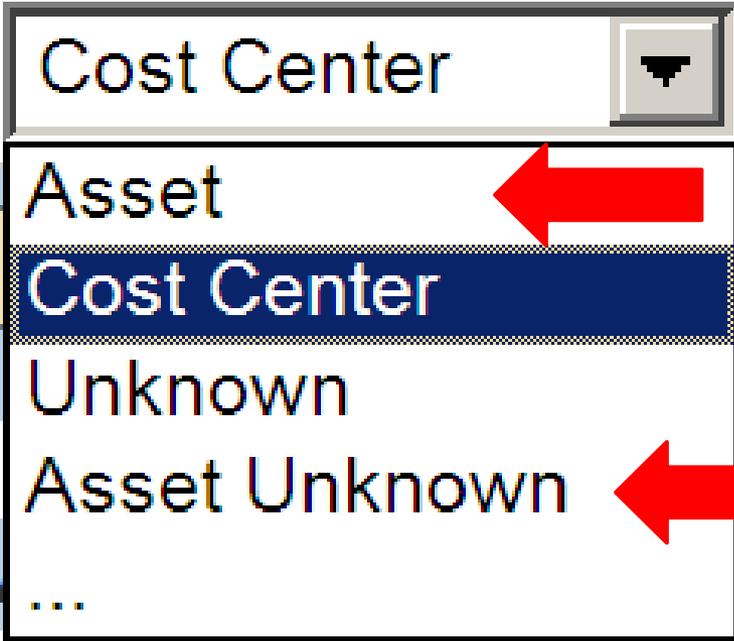
# Asset Process

- In SRM, the shopping cart user can select “Asset” or “Asset Unknown” in the Cost Assignment.

Line	Percentage	Assigned
<u>1</u>	100.00	Cost Center

Cost Distribution

Documents and A ...



- Asset
- Cost Center
- Unknown
- Asset Unknown
- ...

# WBS Element Option

- Shopping cart users can select WBS element if applicable for agency.
- Agencies must discuss requirements with FI before opting in for this functionality

**Account Assignment Overview**

Line	Percentage	Assigned to
<u>1</u>	100.00	Cost Center 
Cost Distribution		Asset Cost Center Unknown Asset Unknown <b>WBS element</b> 

Documents and A

# NIGP/Contract Search

- 🔄 NIGP Search is an alternate method for selecting your product category or NIGP Commodity Code
- 🔄 Contract Search allows users to search for items on contract.

You can add items to the shopping cart using the following methods:

## Search in Individual Catalogs:

- |   |   |
|---|---|
|  <a href="#">Old Purchase Orders and Templates</a> |  <a href="#">Internal Goods/Services</a>       |
|  <a href="#">Hewlett Packard</a>                 |  <a href="#">Howard Technology Solutions</a> |
|  <a href="#">LENOVO Punch Out Catalog</a>        |  <a href="#">NIGP/Contract Search</a>        |
|  <a href="#">Office Max</a>                      |  <a href="#">SHI Punch Out Catalog</a>       |



# Down Payment

- Down Payment allows for a down payment against a PO. This is turned on under the Payment Processing tab/ Header section of the PO in ECC.

Delivery/Invoice	Conditions	Texts	Address	Communication	Partners	Additional Data	Org. Data	Status	Payment Processing
Retention	Not Applicable								
DP Category	Mandatory Down Payment			Down Payment %		%			
Down Payment Amount				Due Date					

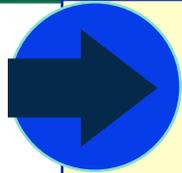


# Retention

- Retention allows for a percentage of the total value of the PO or line item to be retained. This is also input in the **Payment Processing** tab of the PO.

Delivery/Invoice	Conditions	Texts	Address	Communication	Partners
Retention	Applicable (Header Level)			Retention	10.00
DP Category	No Down Payment			Down Payment %	0.00
Down Payment Amount	0.00			Due Date	

# References



- ◆ uPerform BPPs:
  - ◆ ME22N Blanket Purchase Order
  - ◆ ME22N Blanket Purchase Agreement
  - ◆ ME21N Framework Order
  - ◆ SRM Shopping Cart (Procuring Asset in SRM)
  - ◆ SRM Shopping Cart (NIGP Search)
  - ◆ SRM Shopping Cart (Contract Search)



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## FI/AP CHANGES

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# FI Changes

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- AP Changes
  - Price Variance Warning
  - No Account Assignment changes at invoice
  - Travel changes
  - AP/AR New IDT process
  - MRBR Report
  - Workflow changes

# FI/AP – Price Variances

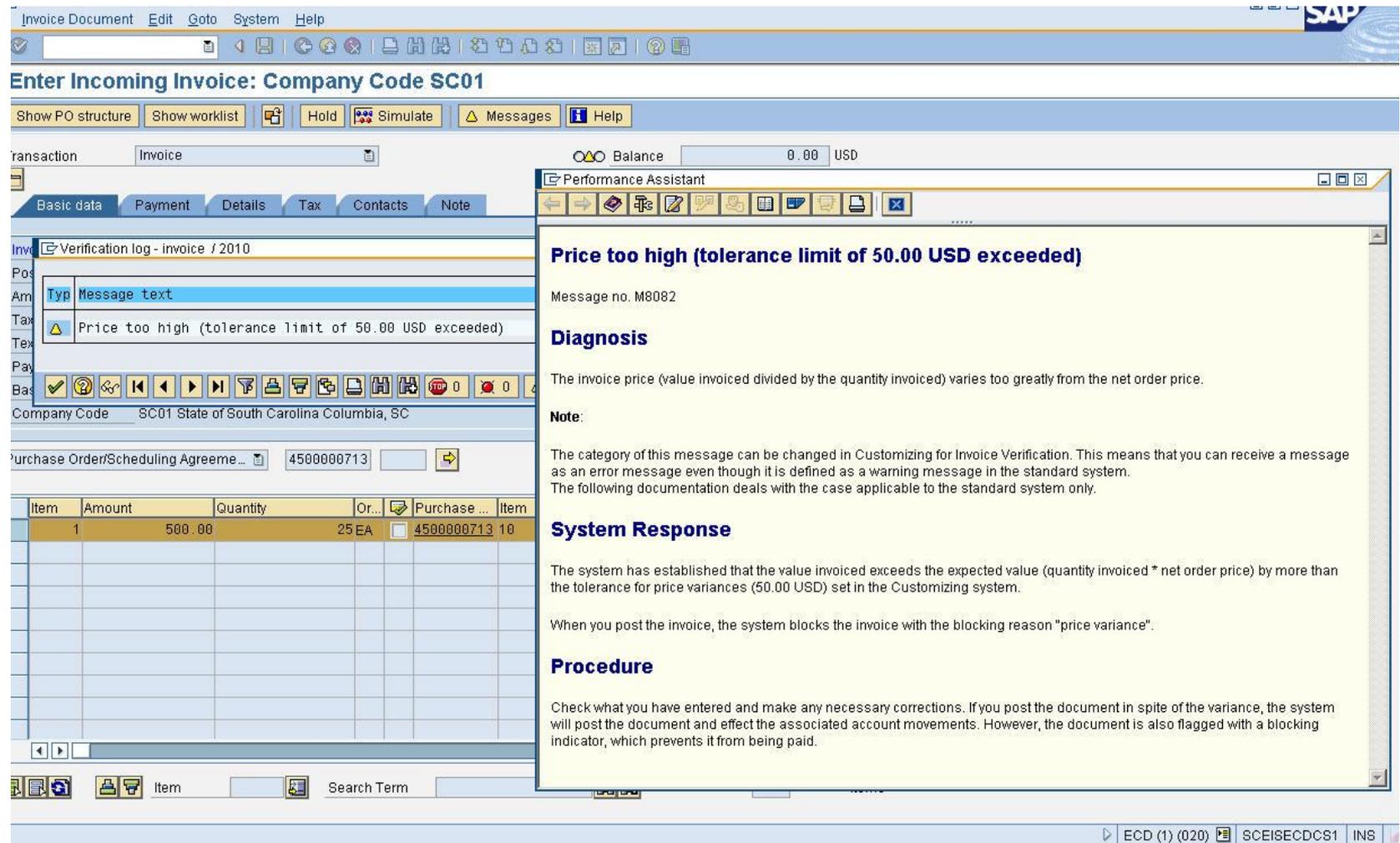
- Price Variance – occurs if the price per unit of measure differs from that in the purchase order, based on the quantity and the amount invoiced.
- Tolerance allowed = 5%, but not to exceed \$50 per line item
- Current Process – If a variance is found, the system issues an error message
  - The user must investigate and make changes to clear prior to “save as complete” of invoice.

# FI/AP – Price Variances

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- ④ New process
- ④ The system will issue a warning if the price exceeds the standard tolerance.
- ④ Users are allowed to continue with processing of invoice even though the variance exists.
- ④ Users may make changes to Amount and Quantity to correct variance at any point up to the final approval by the Agency AP Lead (i.e., posting of invoice).

# FI/AP – Price Variances



Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code SC01

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Performance Assistant

**Price too high (tolerance limit of 50.00 USD exceeded)**

Message no. M8082

**Diagnosis**

The invoice price (value invoiced divided by the quantity invoiced) varies too greatly from the net order price.

**Note:**

The category of this message can be changed in Customizing for Invoice Verification. This means that you can receive a message as an error message even though it is defined as a warning message in the standard system. The following documentation deals with the case applicable to the standard system only.

**System Response**

The system has established that the value invoiced exceeds the expected value (quantity invoiced \* net order price) by more than the tolerance for price variances (50.00 USD) set in the Customizing system.

When you post the invoice, the system blocks the invoice with the blocking reason "price variance".

**Procedure**

Check what you have entered and make any necessary corrections. If you post the document in spite of the variance, the system will post the document and effect the associated account movements. However, the document is also flagged with a blocking indicator, which prevents it from being paid.

Item	Amount	Quantity	Or...	Purchase ...	Item
1	500.00	25 EA		4500000713	10

Company Code SC01 State of South Carolina Columbia, SC

Purchase Order/Scheduling Agreeeme... 4500000713

Item Search Term

ECD (1) (020) SCEISEDCS1 INS

# FI/AP – Acct Assignment

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- ④ PO Related Invoices – Account Assignment changes
- ④ No account assignment changes will be allowed at the invoice line item level
- ④ If the required account assignment differs from the assignment on the PO, then the PO must be changed to reflect the new assignment
- ④ Fields that may be changed
  - ④ Amount
  - ④ Quantity
  - ④ Tax Code

# FI/AP – Acct Assignment cont.

- ④ Changing Acct. Assignment on Partially Paid POs
  - ④ Option 1 – Reduce quantity on PO to extent paid: Remainder of quantity will return to Sourcing. Buyer can create a new PO with correct Acct. Assignment data
  - ④ Option 2 – Reduce quantity on the existing line item. Add an additional line item for the remainder of the quantity and change Account Assignment
  - ④ Note: This new line item will not be tied to SRM for Goods Confirmation. Use MIGO if GR is necessary.

# FI/AP – Acct Assignment

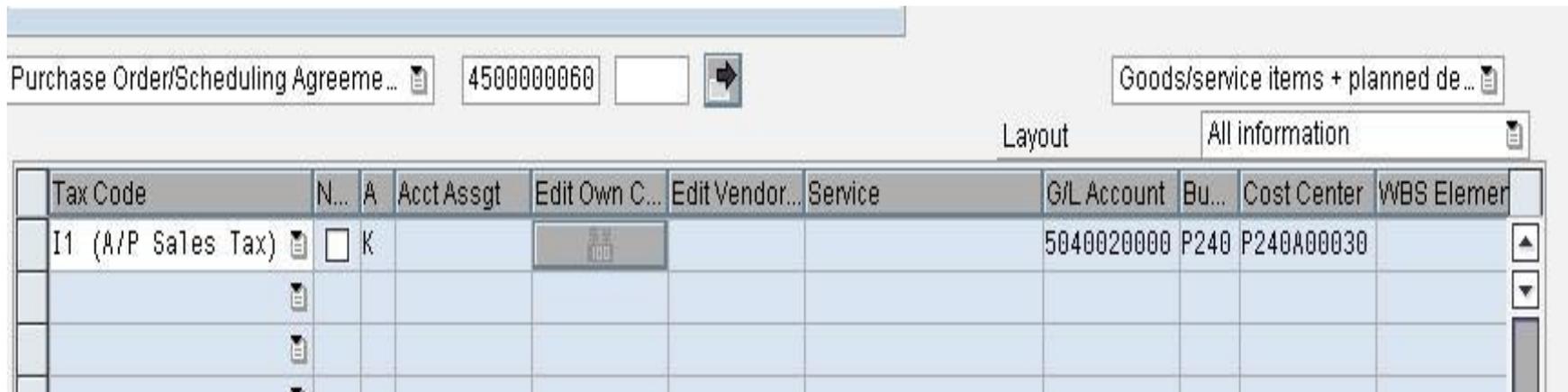
## Previous Invoice Line Item

4500000060			Goods/service items + planned		
			Layout	All information	
G/L Account	Bu...	Cost Center	WBS Element	Funded Program	
5040020000	P240	P240A00030			

Note: that account assignment elements are open for editing.

# FI/AP – Acct Assignment

## New view of Invoice line item

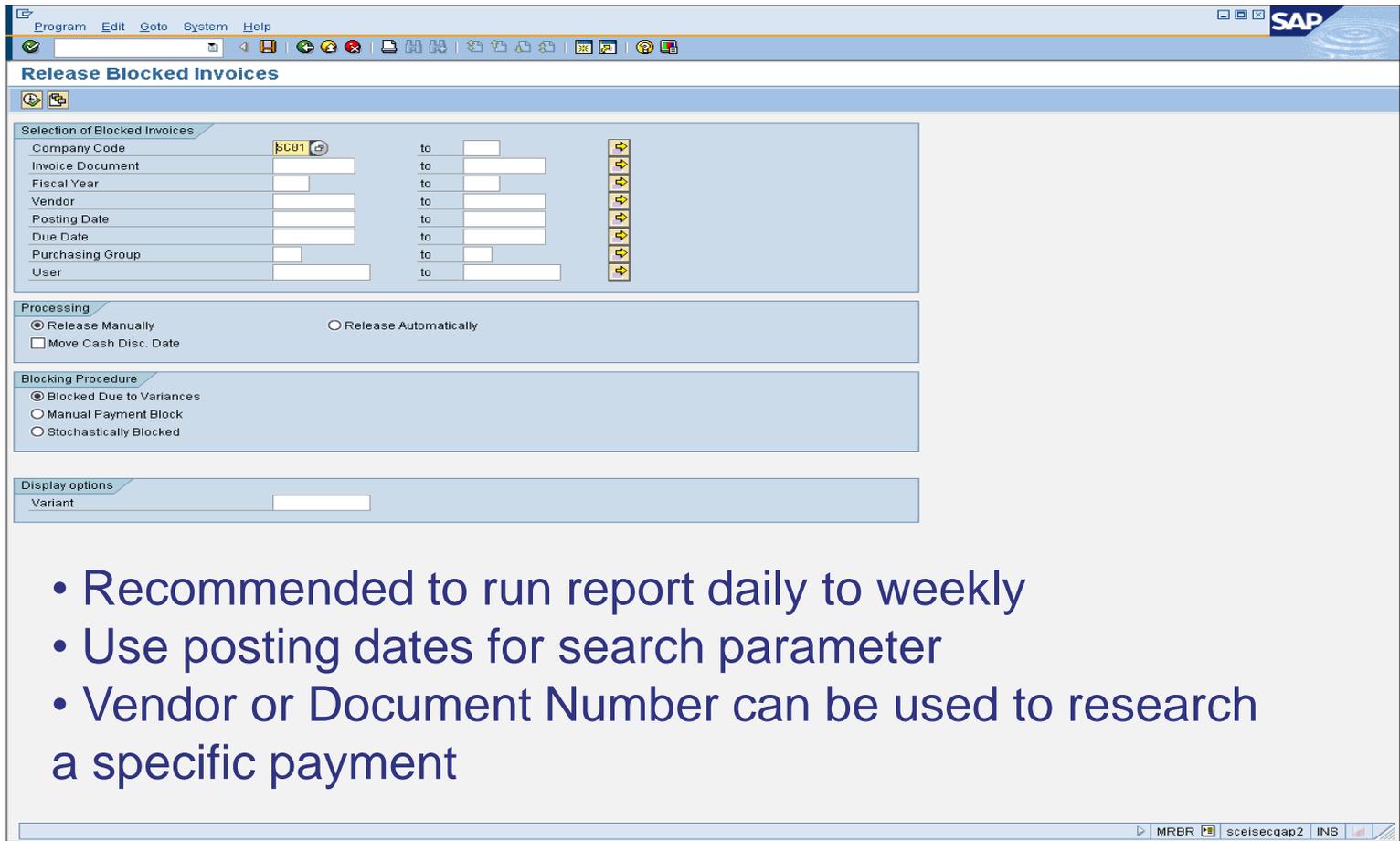


Tax Code	N...	A	Acct Assgt	Edit Own C...	Edit Vendor...	Service	G/L Account	Bu...	Cost Center	WBS Elemer
I1 (A/P Sales Tax)		K					5040020000 P240 P240A00030			

Note that the Account Assignment items are now “grayed out” and cannot be changed.

- ④ MRBR Report
- ④ Invoice Verification report that lists variances (differences) in the three way match between:
  - ④ Purchase Order
  - ④ Goods Receipt
  - ④ Invoice
- ④ Invoices with variances are blocked for payment; and listed on MRBR
- ④ When the variances are cleared, the block is removed and the invoice is released to CG's Office for audit.

## MRBR Report – search parameters



The screenshot shows the SAP 'Release Blocked Invoices' report search parameters. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar, and a title bar with the SAP logo. The main content area is divided into several sections:

- Selection of Blocked Invoices:** A table with search criteria and their corresponding values. The 'Company Code' is set to 'SC01'. Other criteria include Invoice Document, Fiscal Year, Vendor, Posting Date, Due Date, Purchasing Group, and User, each with a 'to' field and a dropdown arrow.
- Processing:** Radio buttons for 'Release Manually' (selected) and 'Release Automatically', and a checkbox for 'Move Cash Disc. Date'.
- Blocking Procedure:** Radio buttons for 'Blocked Due to Variances' (selected), 'Manual Payment Block', and 'Stochastically Blocked'.
- Display options:** A 'Variant' field.

At the bottom right of the window, the status bar shows 'MRBR | sceisecqap2 | INS'.

- Recommended to run report daily to weekly
- Use posting dates for search parameter
- Vendor or Document Number can be used to research a specific payment

# FI/AP – MRBR



## MRBR Report (sample)

**Release Blocked Invoices**

Blocking Reason

Stat...	Doc. No.	Year	Crcy	TransIDate	Exchange rate	L.cur	T...	Posting Date	CoCd	Invoicing Pty	Name	User Name	Blinc Date
	5700008553	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008554	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008557	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008558	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008559	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008560	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008569	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008570	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008571	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	JCHAPMAN	09/23/2009
	5700008580	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008581	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008582	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008583	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008584	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008585	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008586	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008587	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008588	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
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	5700008592	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008593	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
	5700008594	2010	USD	09/23/2009	1.00000		RI	09/23/2009	SC01	7000057941	TROXELL COMMUNICATIONS	WCRAIG	09/23/2009
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	5700008602	2010	USD	09/24/2009	1.00000		RI	09/24/2009	SC01	7000000021	CASTINE COMMUNITY HEALTH CENTER	JCHAPMAN	09/24/2009
	5700008603	2010	USD	09/24/2009	1.00000		RI	09/24/2009	SC01	7000000021	CASTINE COMMUNITY HEALTH CENTER	JCHAPMAN	09/24/2009
	5700008630	2010	USD	10/01/2009	1.00000		RE	10/01/2009	SC01	7000004656	GEORGE GLYMPH & SON	WF-BATCH	10/01/2009



# TRAVEL Expenditures

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- **AFTER HR-Travel goes live January 1, 2010**
  - ZTRAVEL will no longer be used for employee reimbursements and advances
  - All employee expense reimbursements will be initiated through HR-Travel module.
  - All payments will be reviewed/approved by Employee Supervisor, AP Approver and CG's Office
- ZTRAVEL will continue to be used for 3<sup>rd</sup> party travel payments (i.e., hotel, airfare, travel agency payments)

# TRAVEL Expenditures

Trip Edit Goto Extras System Help

ALICE WONDERLAND, PersNo. 8515, Trip No. 20030

Simulate History

**General** Simulate Travel Expenses with Trip Date (F6)

**From:** 07/21/2009 00:00 **Reason:**   
**End:** 07/21/2009 00:01 **City:**   
**Country:** US **Region:** SC/SC  
**Posting Date:** 07/30/2009

**PD/FR Reimbursement**  
**M1:** 0  
 **Meals**  
**TTy. S:**  **TAc:**

**Alternative Cost Assignment for Entire Trip, If Different to Master CA**  
Cost Distribution

Receipts Additional Destinations Trip Segments Deductions Advances Comments

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acco...	Date	Info	N
001	◇	MEAL	MEALS - MAN...	<input checked="" type="checkbox"/>	80.00	USD	1.00000	USD	07/21/2009		
002				<input type="checkbox"/>	0.00	USD		USD	07/21/2009		
003				<input type="checkbox"/>	0.00	USD		USD	07/21/2009		
004				<input type="checkbox"/>	0.00	USD		USD	07/21/2009		
005				<input type="checkbox"/>	0.00	USD		USD	07/21/2009		
006				<input type="checkbox"/>	0.00	USD		USD	07/21/2009		

# TRAVEL Expenditures

TRAVEL EXPENSE STATEMENT					
Name	ALICE WONDERLAND		Simulation		
Personnel	8515	State of South Carolina AD-AD/PROG MGR			
Trip Nu	20030	BUDGET AND CONTROL BDCost CenteF030HR			
ITINERARY					
Trip Destination	Country	Activity			
07/21/2009 00:00 -	US - South Carolina	Other			
07/21/2009 00:01					
ITEMIZATION					
Date	RNo	Receipt	Amount in USD		
07/21/09	001	MEALS - MANUAL CO	80.00		
Itemization for Reimburs. Amount in USD			80.00		
TOTAL AMOUNTS					
Reimbursement Amt in USD			80.00		
COST ASSIGNMENT					
Trip Expenses to be Transferred (w/CO Receiver): in : USD			80.00		
80.00 USD to:					
Company Code		SC01			
Business Area		F030			
Cost Center		F030000010			
Funds Center		F030000010			
Fund		10010000			
Functional Area		F030_0031			
Grant		NOT RELEVANT			
Additional Information for Itemization					
DNo Doc.	Amount	Crcy	Date	to	Number
001 MEALS - MANUAL	80.00	USD	07/21/09	07/21/09	2
Description	afasdf				
Location	adfasdf				



**Itinerary Dates**



**Itemization**



**Total Cost**



**Cost Center Assignments**



**Additional Notes**

# TRAVEL Expenditures



ALICE WONDERLAND  
Personnel No. 8515  
BUDGET AND CONTROL BOARD  
AD-AD/PROG MGR

State of South Carolina  
1200 Senate Street  
COLUMBIA SC 29201  
USA

Date: Oct 6, 2009  
Page: 1 / 2



\*0000020030\*

Trip No: 0000020030

## Expense Report/Travel Expense Statement (Simulation)

of ALICE WONDERLAND for Trip 20030 from July 21, 2009 to July 21, 2009

Country / Region: US - South Carolina

Activity: Other

### Receipts

Date	No.	Expense Type	Amount (USD)
07/21/2009	001	MEALS - MANUAL COMPUTATION	80.00
		Sum of Receipts	80.00

The expense report will display as a PDF.

# IDT Process – Live to Live

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- ④ The IDT process begins with a billing invoice created in SAP.
- ④ The IDT payment document will be created automatically in the system.
- ④ The paying agency will complete the document by entering the required header and line item fields.
- ④ Entire process is paperless and is handled within SAP

# IDT Process - Z\_AGY\_DOCLIST

Program Edit Goto System Help

SAP

### Document List



Company code SC01 to

Document Number to

Fiscal Year to

Ledger ZL

General selections

Document type Z1 to

Posting date to

Entry date to

Reference number to

Reference Transaction to

Reference key to

Logical system to

Also display noted items

Display noted items

Search for own documents

Own documents only

Select Business Area

Business Area

Select Display Variant

Display Variant

Display Document Totals

Document Totals

Display Parked Documents

Parked Documents

ECQ (1) (020) scelsecap2 OVR

**Check the Parked Documents**

# IDT Process - Z\_AGY\_DOCLIST



SAP

List Edit Goto Settings System Help

### Document List

CoCd	DocumentNo	Year	Type	Doc. Date	Posting Date	Period	Entered on	Entered at	Changed	Last updt	TransIDate	User Name	TCode	Crss-CC no	Reference	RecEnt doc	Reversal	Year	HeaderText	Crcy
SC01	3900003028	2010	ZI	09/17/2009	09/17/2009	3	09/17/2009	10:52:01			09/17/2009	PIAPPLUSER	FV60		4000000198					USD

1 items displayed

ECQ (1) (020) | sceisecqap1 | OVR

# IDT Process - Payable

Document Edit Goto Extras Settings Environment System Help

**Edit Parked Vendor Invoice 3900003028 SC01 2010**

Tree on Company Code Simulate Save as completed Editing options

Transactn R Invoice Bal. 0.00

Basic data Payment Details Workflow Tax Notes

Vendor: 000H730000 SGL Ind Reference: 4000000198

Invoice date: 09/17/2009 Posting Date: 09/17/2009

Document Type: ZI ZI (IDT INV Payl... DocumentNo: 3900003028

Amount: 100.00 USD Calculate tax

Tax amount

Text

Paymnt terms: Due immediately

Baseline Date: 09/17/2009

Company Code: SC01 State of South Carolina Columbia, SC

Lot No.

Vendor Address: VOCATIONAL REHABILITATION  
PO BOX 15  
WEST COLUMBIA SC 29171

1 Items ( No entry variant selected )

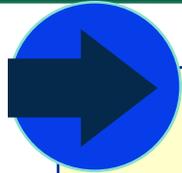
G/L acct	D/C	Amount in doc.curr.	Cost center	Functional area	Fund	Grant	Order	WBS el
5030010000	S De...	100.00	H710A00010	H710_0000	10010000	NOT R...		
	S De...							
	S De...							
	S De...							
	S De...							
	S De...							
	S De...							
	S De...							
	S De...							

ECQ (1) (020) sceiscqap3 OVR

Header – Vendor, Amount

Line Item – GL Account, amount, Cost Center, Functional Area, Fund and Grant

# References



- ◆ uPerform BPPs are found at:
- ◆ <https://uperform.sc.gov/gm/workplace>

# Planned System Outage

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- ⦿ **Reminder: The system will be unavailable Friday, October 30 beginning at 5:00 until Monday morning, November 2.** This planned outage will allow us to complete work required for the November 2 go-live.

# Any Questions?

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