



South Carolina Enterprise Information System

User Group Meeting

Friday, July 27, 2012





South Carolina Enterprise Information System

Welcome Steven Lake, DJJ





South Carolina Enterprise Information System

Open Discussion: 2012 Year-End Renee Rochester, B&CB





South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Finance



Top SCEIS Tickets: Finance

Team	Issue	Resolution
Finance – Assets	I was asked to correct a reconciliation item and I can't determine what's wrong. How should I proceed to get this asset reconciliation issue corrected?	Process ABZON correctly as shown on the following slides.

External Asset Acquisition

T-Code ABZON

T-Code ABZON is generally used to accomplish one of three tasks:

- To transfer costs expended from a Non-Asset GL to an Asset GL and populate an asset shell with the value.
- To record a donated asset.
- To record a found asset or asset that was purchased in a prior year that was not originally created as an asset.

ABZON Initial Screen

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry

Line items Change company code Multiple assets

Company Code: SC01 State of South Carolina

Existing asset: 290000138860 0 Test Asset

New asset

Description

Asset Class

Cost Center

Transaction data Additional details Note

Document Date	07/26/2012
Posting Date	07/26/2012
Asset value date	07/26/2012
Amount posted	1000.00 USD
Quantity	1 EA
Text	Test Asset

ABZON Additional Details Tab

Cost Center

Transaction data | **Additional details** | Note

Special specif. for document

Posting Period	<input type="text"/>
Document Type	<input type="text"/>
Offsetting acct no.	<input type="text" value="1"/>

Special specif. for transaction

Transaction Type	<input type="text"/>
Trading Partner	<input type="text"/>

Additional info on document

Reference	<input type="text"/>
Allocation	<input type="text"/>

Determines GL to Credit

Determines Budget Impact

ABZON - Transfer of Costs

Additional Details Tab

Cost Center

Transaction data | **Additional details** | Note

Special specif. for document

Posting Period	<input type="text"/>
Document Type	<input type="text"/>
Offsetting acct no.	<input type="text" value="5030010000"/>

Special specif. for transaction

Transaction Type	<input type="text"/>
Trading Partner	<input type="text"/>

Additional info on document

Reference	<input type="text"/>
Allocation	<input type="text"/>

Enter the GL to be credited, the Asset Shell will drive the Debit

No entry required, there will be a budget impact

ABZON - Transfer of Costs Posted Document

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 1700025016 Company Code SC01 Fiscal Year 2013
 Document Date 07/26/2012 Posting Date 07/26/2012 Period 1
 Reference Cross-CC no.
 Currency USD Texts exist Ledger Group

Co...	Item	PK...	Account	Commt Item	Ex/Rev A/c	Description	Amount	BusA	Fund	Partner Fund	Grant	Cost Center	Functional Area	Funded F
SC01	1	70	1801099000	5203990000		290000138862 0000	1,000.00	C050	30350000		NOT RELEVA...	C050A00010	C050_0000	C050A00
SC01	2	50	5030010000	5030010000		OFFICE SUPPLIES	1,000.00-	C050	30350000		NOT RELEVA...	C050A00010	C050_0000	C050A00
							0.00							

ABZON - Transfer of Costs Posted Document

Co...	Itm	PK	...	Account	Cmmt Item	Ex/Rev A/c	Description	Σ	Amount
SC01	1	70		1801099000	5203990000		290000138862 0000		1,000.00
SC01	2	50		5030010000	5030010000		OFFICE SUPPLIES		1,000.00-
									0.00

ABZON Record Donated Asset Additional Details Tab

Transaction data **Additional details** Note

Special specif. for document

Posting Period	<input type="text"/>
Document Type	<input type="text"/>
Offsetting acct no.	4310080000

Special specif. for transaction

Transaction Type	ZDO
Trading Partner	<input type="text"/>

Additional info on document

Reference	<input type="text"/>
Allocation	<input type="text"/>

**Non-Cash Asset Donations GL
Use 4310081000 if 10010000**

ZDO - will not impact budget

ABZON Record Donated Asset Posted Document

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 1700025015 Company Code SC01 Fiscal Year 2013
 Document Date 07/26/2012 Posting Date 07/26/2012 Period 1
 Reference Cross-CC no.
 Currency USD Texts exist Ledger Group

Co...	Item	PK...	Account	Comm Item	Ex/Rev A/c	Description	±	Amount	BusA	Fund	Partner Fund	Grant	Cost Center	Functional Area	Funded F
SC01	1	70	1801099000	1801099000		290000138861 0000		1,000.00	C050	30350000		NOT RELEVA...	C050A00010	C050_0000	C050A00
SC01	2	50	4310080000	4310080000		Non-Cash Asset Donat		1,000.00-	C050	30350000		NOT RELEVA...	C050A00010	C050_0000	C050A00
								-	0.00						

ABZON Record Donated Asset Posted Document

Co...	Itm	PK ...	Account	Cmmt Item	Ex/Rev A/c	D
SC01	1	70	1801099000	1801099000		29								
SC01	2	50	4310080000	4310080000			Non-Cash Asset Donat	1,000.00-					C050	30
														0.00

ABZON Record Found Asset Additional Details Tab

Cost Center

Transaction data | **Additional details** | Note

Special specif. for document

Posting Period	<input type="text"/>
Document Type	<input type="text"/>
Offsetting acct no.	4310080000

Revenue Offset Account

Special specif. for transaction

Transaction Type	Z00
Trading Partner	<input type="text"/>

No Budget Check

Additional info on document

Reference	<input type="text"/>
Allocation	<input type="text"/>

ABZON Record Found Asset Posted Documented

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 1700025018 Company Code SC01 Fiscal Year 2013
 Document Date 07/26/2012 Posting Date 07/26/2012 Period 1
 Reference Cross-CC no.
 Currency USD Texts exist Ledger Group

Co...	Item	PK...	Account	Commt Item	Ex/Rev A/c	Description	Amount	BusA	Fund	Partner Fund	Grant	Cost Center	Functional Area	Funded
SC01	1	70	1801099000	1801099000		290000138864 0000	1,000.00	C050	30350000		NOT RELEVA...	C050A00010	C050_0000	C050A00010
SC01	2	50	4310080000	4310080000		Non-Cash Asset Donat	1,000.00-	C050	30350000		NOT RELEVA...	C050A00010	C050_0000	C050A00010
							0.00							

ABZON Record Found Asset Posted Documented

Co...	Itm	PK	Account	Cmmnt Item	Ex/Rev Alc	Description	Amount	BusA	Fo
SC01	1	70	1801099000	1801099000		290000138861 0000	1,000.00	C050	30
SC01	2	50	4310080000	4310080000		Non-Cash Asset Donat	1,000.00-	C050	30
							0.00		

No Budget Impact

ABZON documents do not post in STARS.

- ⦿ A transfer of costs from one Expenditure GL to another has no net impact to 512001, therefore STARS and SCEIS stay in balance.
- ⦿ Neither a Donated Asset or Found Asset has a budget impact in SCEIS and therefore STARS and SCEIS stay in balance.

A reconciliation error occurs when:

- ① The user does not enter ZDO when processing a Donated Asset or a Found Asset.
- ① The user does not enter an Offsetting GL that is an Expenditure GL when processing a cost transfer.

ABZON Reconciliation Error No Offsetting GL

Co...	Item	PK ...	Account	Cmmt Item	Ex/Rev A/c	Description	E	Amount	BusA	Fund	Partner Fund	Grant
SC01	1	70	1801099000	5203990000		2900000138865 0000		1,000.00	C050	30350000		NOT RELEVA...
SC01	2	50	1801099010	1801099010		LOW VAL ASET-CON...		1,000.00	C050	30350000		NOT RELEVA...

With no offsetting GL,
 the
 Defaults to an Asset
 Contra GL
 Creating a one sided
 budget entry and
 therefore a recon
 item with STARS

ABZON Reconciliation Error

No ZDO on Donated or Found

Co...	Itm	PK	Account	Cmnt Item	Ex/Rev A/c	Description	E	Amount	BusA	Fu
SC01	1	70	1801099000	5203990000		290000138866 0000		1,000.00	C050	30
SC01	2	50	4310080000	4310080000		Non-Cash Asset Donat		1,000.00-	C050	30
								0.00		

Without ZDO the 1801 GL derives an Expenditure GL, creating a one sided entry and causing a recon itme with STARS.



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STO Contingent Checks Go-Live

Bruce Burnett, SCEIS



Impacts to agencies:

- Validations have been added in SCEIS for vendor payment methods to prevent changing of default vendor payment method in certain situations.
- Reports currently used to determine the payments completed on a specific date will no longer reflect all payments (only checks). Agencies should run the Z_PAYMENT_LIST transaction in SCEIS Production to obtain a complete list of payments made.

Impacts to agencies, continued:

- Agencies will receive their checks from the STO in the same manner as previous to this change, with one exception. The checks will be separated into two batches as follows:
 - Checks with a payment method of C (vendors with multiple invoices rolled into one check)
 - Checks with a payment method of S (vendors with a single check for each processed invoice)

All information related to the STO Contingent Checks Go-Live is available on the SCEIS website “STO Contingent Check Go-Live 2012” page:

<http://www.sceis.sc.gov/page.aspx?id=236>

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 navigation bar with links: 'Home', 'SCEIS Help', 'Meetings', 'Contact Us', 'News & Updates', 'FAQs', 'Links', and 'SCEIS Logins'. On the left sidebar, under 'About SCEIS', the link 'STO Contingent Check Go-Live 2012' is circled in red. Other sidebar links include 'Finance', 'HR & Payroll', 'Materials Management', 'Reporting', 'Imaging', and 'Technical'. The main content area features a banner with the text 'Streamlining Business Processes within the Government of South Carolina' and an image of a pen on a document. Below the banner is an 'ATTENTION: Action Required – Self-Service Password Reset' notice. At the bottom left is the 'MySCEmployee' button and the BITCB logo. At the bottom right is a 'Reminders & Tools' section with links for 'SCEIS Password Management Troubleshooting Tips' and 'Change, reset or get help with your SCEIS password'.



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Materials Management



Top SCEIS Service Desk Tickets

Team	Issue	Resolution
Materials Management – Carry Out Sourcing/ Redistribution	User has Shopping Carts in their Carry Out Sourcing that are no longer needed	Users that are “dual-roled” (they are either Shopping Cart creators or Approvers, and are also Buyers) cannot complete Shopping Carts (SC) from Sourcing and must Redistribute the SC’s to SCEIS Team Members. Some things to keep in mind are: <ol style="list-style-type: none"> 1. In order for Redistribution to take place, the Account Assignment being used on the SC must have available budget, and if a grant was used, the grant must still be valid. 2. Once a user has tried to redistribute a SC, the user should check the “update messages” button for any red error messages that have stopped the Redistribution. 3. If Redistribution does not work, put in a help desk ticket with the SC numbers and the SCEIS team can complete them for you in the back end. <p><u>NOTE: Redistribution should be done regularly so that budget/grant issues do not occur</u></p>

Top SCEIS Service Desk Tickets

Team	Issue	Resolution
SRM-Bidding	A user is trying to accept a bid and receives the message “bid cannot be accepted because bid invitation has a changed version.”	<p>A user will receive this error when they have entered the bid invitation, hit “Change”, and then went to the bidder/bids tab to accept a vendor’s bid. When accepting a vendor’s bid it is not necessary to hit “Change” in the bid invitation. The buyer should hit “Change” after they have accessed the vendor’s bid.</p> <ul style="list-style-type: none"> •In this situation, the user needs to either delete the change version or, if delete is not available (grayed out), republish the solicitation. •The user will then access the vendor’s submitted bid in order to accept the bid and create a PO or contract as needed.



South Carolina Enterprise Information System

Break





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SCEIS Updates

Bruce Burnett, SCEIS



🌀 July 2, 2012 SCEIS Outage

- SAP code allowing users to choose whether to post transactions in FY2012 or FY2013 was found to be faulty
 - Important system check to avoid transactions posting in the wrong Fiscal Year
 - Without this function, all transactions would have posted in FY2013
- SCEIS Team brought the system down on Monday morning to correct the SAP code and prevent posting errors
- Work was completed and system restored at 1:00 p.m.

SCEIS Change Advisory Board (CAB):

- ☉ Kick off meeting Thursday, August 2, 3:00 p.m.
 - Wade Hampton Building, Governor’s Conference Room
 - Primarily an organizational meeting to familiarize CAB members with SCEIS Change Process, adopt Charter document, elect Chair, determine meeting schedule, etc.
- ☉ Agencies will submit requests for system changes via the SCEIS Service Desk
 - SCEIS will update agencies when process is finalized
 - All change requests will require approval by agency management before they will be evaluated
 - The SCEIS Team will size and evaluate all change requests for presentation to the SCEIS CAB

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- ① Role of the SCEIS Executive Oversight Committee (EOC) in the SCEIS Change Process:
 - The SCEIS CAB will approve (or deny) and prioritize all agency change requests
 - Changes authorized by the General Assembly are considered approved for implementation without further consideration by the SCEIS CAB or EOC
 - SCEIS will report all small projects approved by the CAB to the EOC for informational purposes
 - Small projects are defined as those that require less than 450 hours of development and implementation time
 - SCEIS will present all large CAB-approved projects to the EOC for final approval and prioritization
 - Large projects are defined as those that require more than 450 hours of development and implementation time



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Reporting User Group Update

Tracie Branham, PPP – Kelly Watkins, HRD
Jaquetta Wright, DOR



🌀 SCEIS RUG Finance Reporting Workshop

- John Taylor will demonstrate new finance reports developed by the RUG
- Friday, August 10, 2012
- 9:00 a.m. to 12:00 p.m.
- Midlands Tech, Northeast Campus Auditorium
- Email John with questions: jtaylor@io.sc.gov

Full details are included on today's agenda.



South Carolina Enterprise Information System

Increase in Retirement Contributions

Kelly Watkins, HRD



- ☉ Retirement contribution rates for all employees have increased 0.5%, effective July 1, 2012
 - Total employee contribution rate is now 7.0% (this is the FY2013 rate, effective through June 30, 2013)

- ☉ Employees will see the 0.5% increase reflected in their August 1, 2012 paychecks

- ☉ Retirement contribution rates will increase from 6.5% (FY2012 rate) to 8.0% in 0.5% increments annually from July 1, 2012, to July 1, 2014



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: HR/Payroll



Team	Issue	Resolution
HR/Payroll – MySCEmployee	<p>Leave appears as approved in MySCEmployee, but does not show up in CATS_DA.</p> <p>Potential causes:</p> <ul style="list-style-type: none"> •Employee might have changed a leave request which was previously posted and then subsequently deleted the original leave request. •Employee has entered a combination of working hours and leave which exceeds his/her scheduled hours. •Employee has entered a leave request and back-dated request after receiving monthly leave accrual. Leave errors when trying to post. 	<ul style="list-style-type: none"> •If within 30 days and employee deleted original leave, have employee delete leave which shows as approved. Rekey leave if necessary. •If combination of hours and leave exceed scheduled hours and leave is within last 30 days, have employee delete leave request in approved status and rekey appropriate amount. If working hours need to be adjusted, have time administrator adjust hours in CAT2. •If employee did not have enough quota as of date of request and leave is within last 30 days, have employee delete leave. Employee will need to rekey leave in which he/she has enough quota.

Team	Issue	Resolution
HR/Payroll – Time Management, Leave Accrual	<p>I am unclear on how leave accrual works since the process changed earlier this summer. Can you clarify it for me?</p>	<p>Here is a very brief summary of how the leave accrual process works now:</p> <p><u>New SCEIS Process</u> The system looks at the employee's Work Schedule Rule (WSR), including any Shift Substitutions, to calculate the total number of hours that an employee is scheduled to work each month (each month is analyzed separately). Once the employee reaches half of the total scheduled hours for the month in paid status, the system will give the monthly accruals.</p> <p>Further explanation and examples are available in the <u>May 7, 2012 Weekly Update</u>.</p> <p>Additional information and links to uPerform documentation are available in the <u>June 11, 2012 Weekly Update</u>.</p>

Next SCEIS User Group Meeting

Friday, August 31

**MTC Airport Campus
Academic Center Auditorium**