

User Group Meeting Friday, July 27, 2012





Welcome Steven Lake, DJJ





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





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



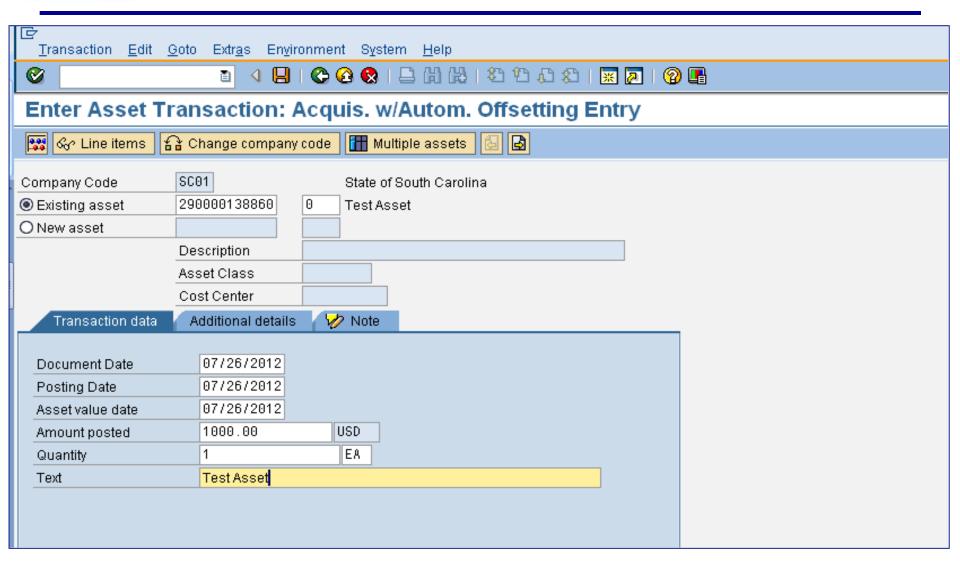
T-Code ABZON is generally used to accomplish one of three tasks:

- 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

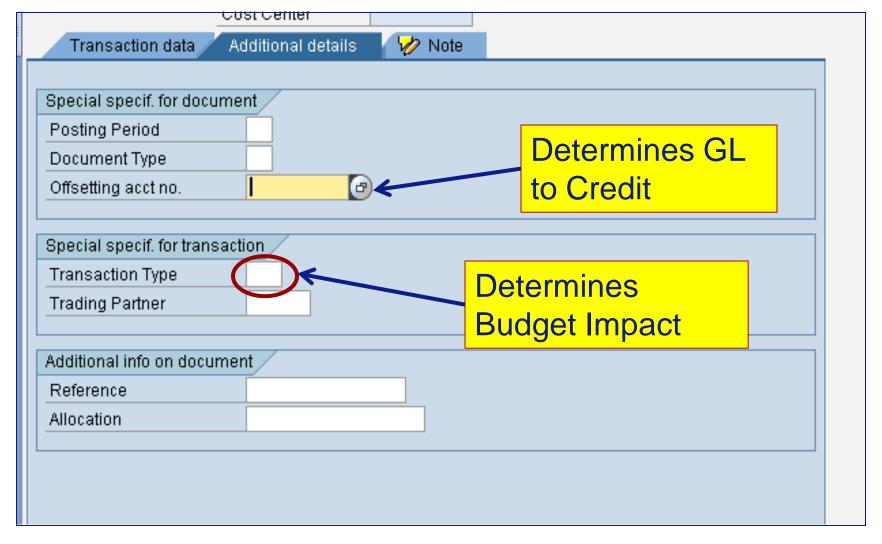






ABZON Additional Details Tab SCEIS

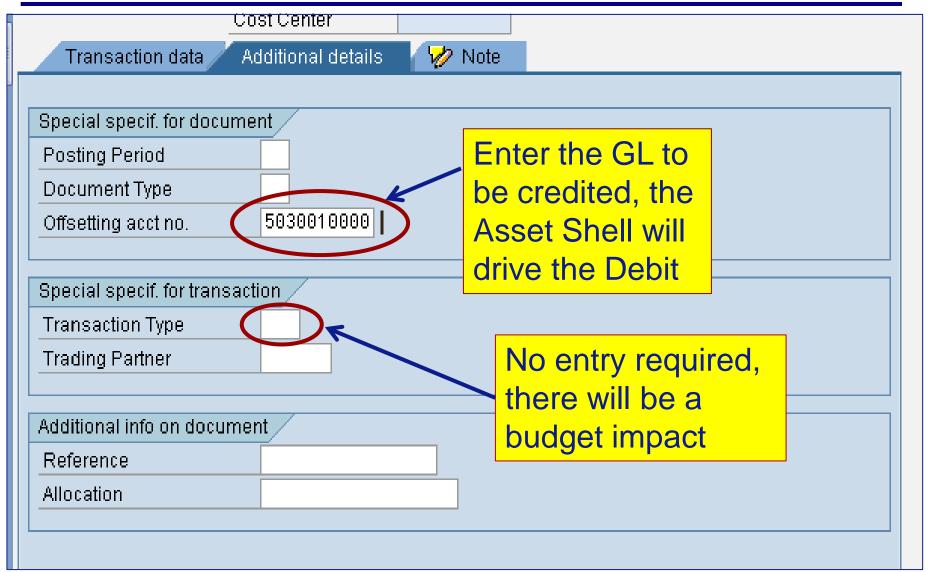






ABZON - Transfer of Costs Additional Details Tab

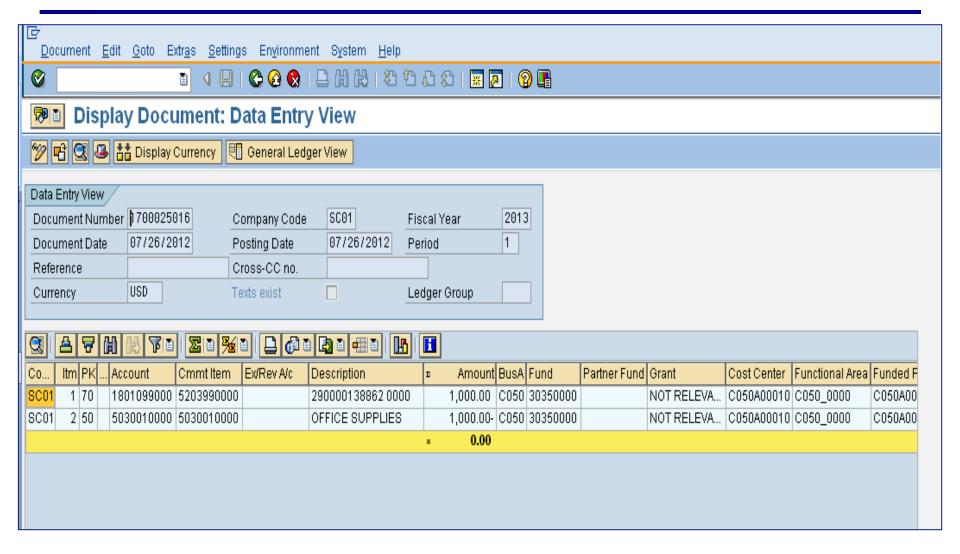






ABZON - Transfer of Costs Posted Document

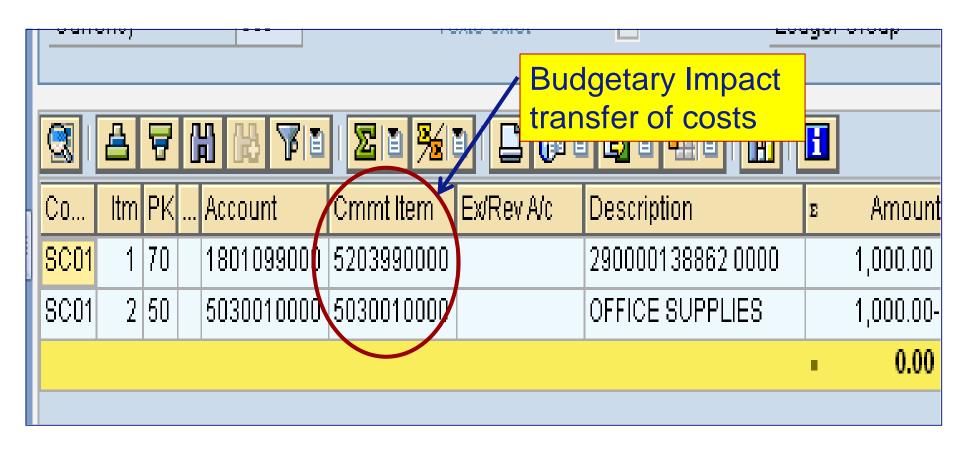






ABZON - Transfer of Costs Posted Document

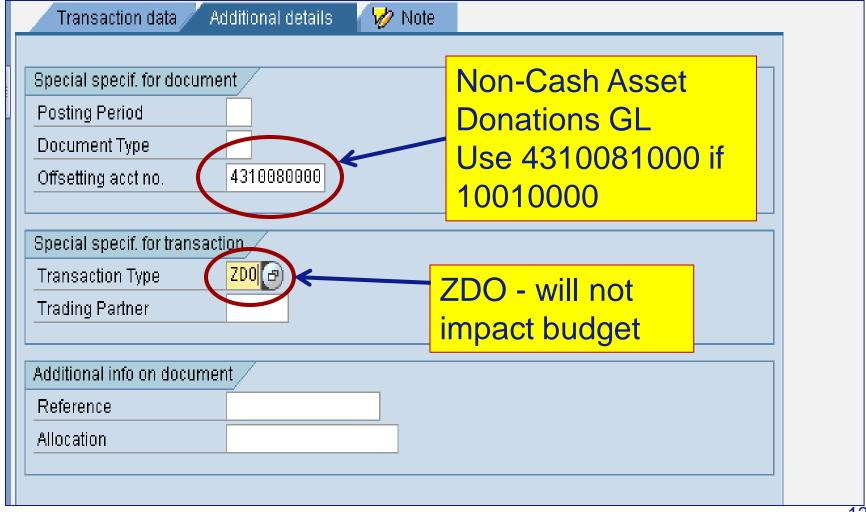






ABZON Record Donated Asset Additional Details Tab

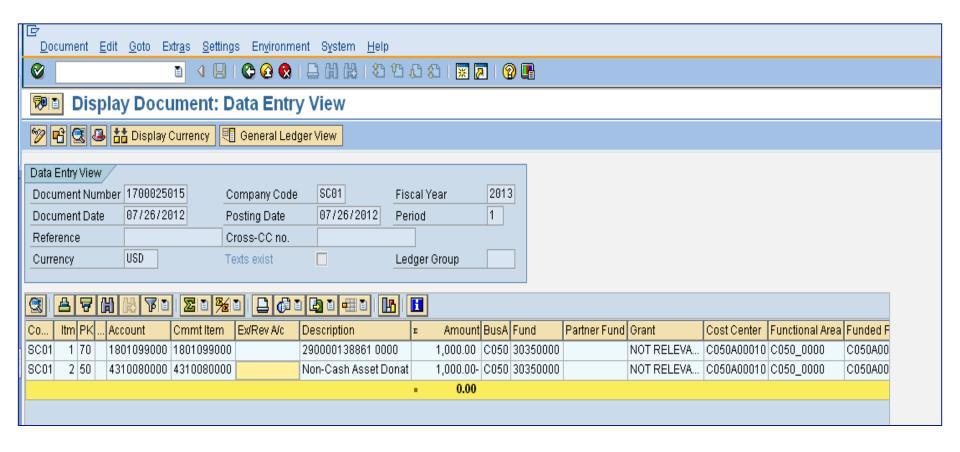






ABZON Record Donated Asset Posted Document

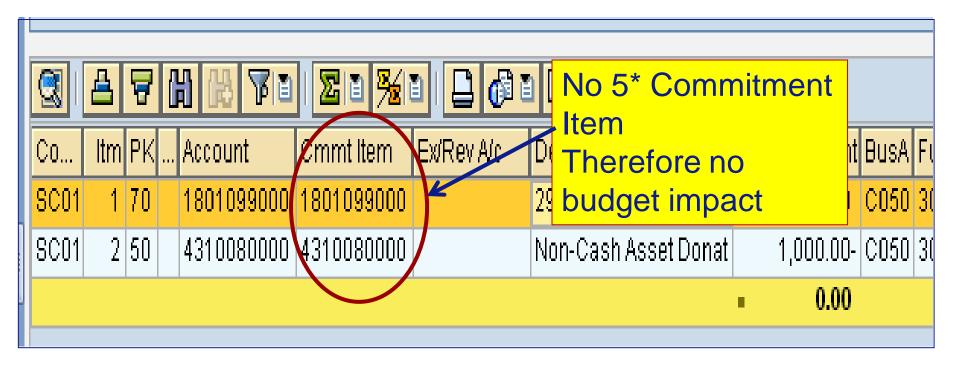






ABZON Record Donated Asset Posted Document







ABZON Record Found Asset Additional Details Tab

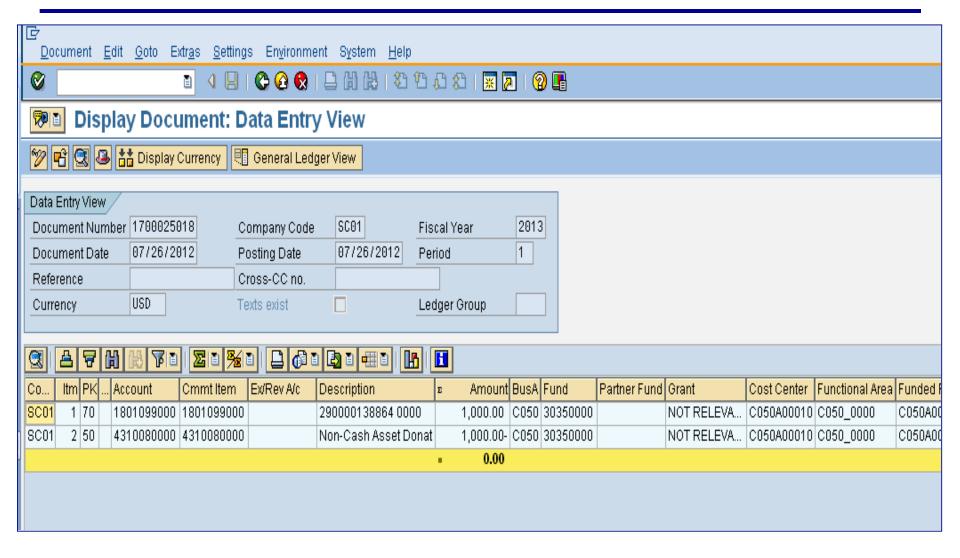


	Cost Center				
Transaction data	Additional details	🅢 🏷 Note			
Special specif. for docu Posting Period Document Type Offsetting acct no.	ment 4310080000		Revenue C Account	Offset	
Special specif. for trans Transaction Type Trading Partner	action ZDO &		No Budget Check		
Additional info on docur	ment				
Reference					
Allocation					



ABZON Record Found Asset Posted Documented

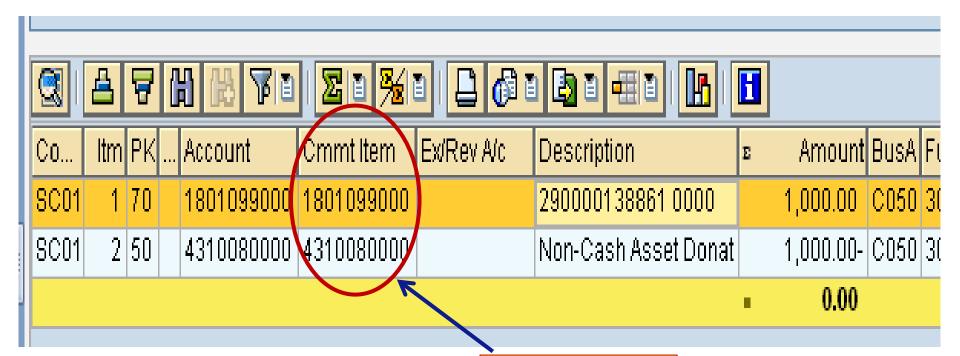






ABZON Record Found Asset Posted Documented





No Budget Impact



ABZON Reconciliation Error



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.



ABZON Reconciliation Error



A reconciliation error occurs when:

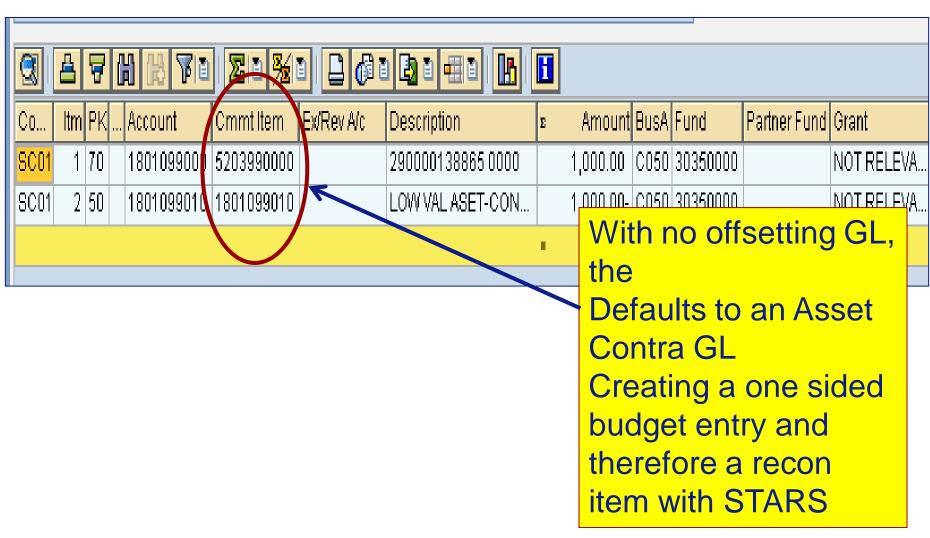
The user does not enter ZDO when processing a Donated Asset or a Found Asset.

The user does not enter an Offsetting GL that is an Expenditure GL when processing a cost transfer.



ABZON Reconciliation Error No Offsetting GL

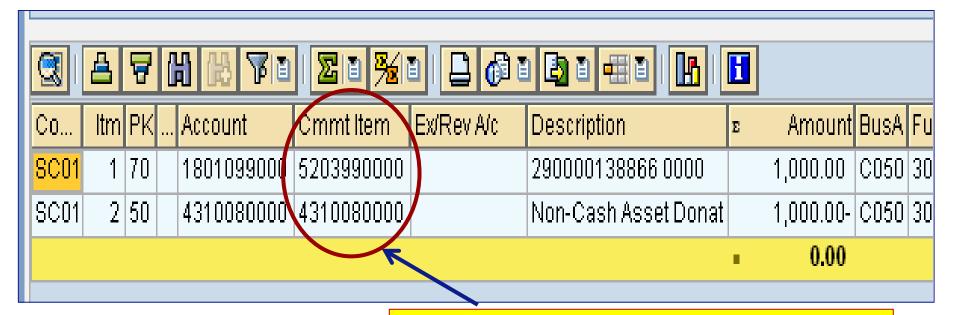






ABZON Reconciliation Error No ZDO on Donated or Found





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



STO Contingent Checks Go-Live Bruce Burnett, SCEIS





STO Contingent Checks Go-Live 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.



STO Contingent Checks Go-Live SCEIS



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)



STO Contingent Checks Go-Live SCEIS



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





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	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: 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. NOTE: Redistribution should be done regularly so that budget/grant issues do not occur



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."	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.
		 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.



Break





SCEIS Updates Bruce Burnett, SCEIS





SCEIS Updates



@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 Updates



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



SCEIS Updates



- 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



Reporting User Group Update

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





Upcoming Finance RUG Event **SCEIS**



SCEIS RUG Finance Reporting Workshop

- John Taylor with 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: <u>itaylor@io.sc.gov</u>

Full details are included on today's agenda.



Increase in Retirement Contributions Kelly Watkins, HRD





Retirement Contribution Increase SCEIS



- 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



Top SCEIS Service Desk Tickets: HR/Payroll





Top SCEIS Tickets: HR/Payroll SCEIS



Team	Issue	Resolution
HR/Payroll – MySCEmployee	Leave appears as approved in MySCEmployee, but does not show up in CATS_DA. Potential causes:	•If within 30 days and employee deleted original leave, have employee delete leave which shows as approved. Rekey leave if necessary.
	 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 	•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.
	scheduled hours. •Employee has entered a leave request and back-dated request after receiving monthly leave accrual. Leave errors when trying	•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.

to post.



Top SCEIS Tickets: HR/Payroll SCEIS



Team	Issue	Resolution
HR/Payroll – Time Management,	I am unclear on how leave accrual works since the	Here is a very brief summary of how the leave accrual process works now:
Leave Accrual	process changed earlier this summer. Can you clarify it for me?	New SCEIS Process 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.
		Further explanation and examples are available in the May 7, 2012 Weekly Update.
		Additional information and links to uPerform documentation are available in the <u>June 11, 2012 Weekly Update</u> .



Next SCEIS User Group Meeting



Friday, August 31

MTC Airport Campus

Academic Center Auditorium