



SCEIS Team User Update Meeting

Thursday, February 15, 2018



- ④ **SCEIS Roadmap**
- ④ **MySCEmployee Transition to SCEIS Central**
- ④ **Materials Management**
 - **Target Value Automatically Calculated on Header**
 - **MM Report Updates**
 - **Online Hard Stop Guides**
- ④ **Finance Updates**
 - **Master Lease/Load Acquisition**
 - **Copier Lease Transaction**
- ④ **Training Updates**



SCEIS Roadmap

Ed Pearce, SCEIS Director

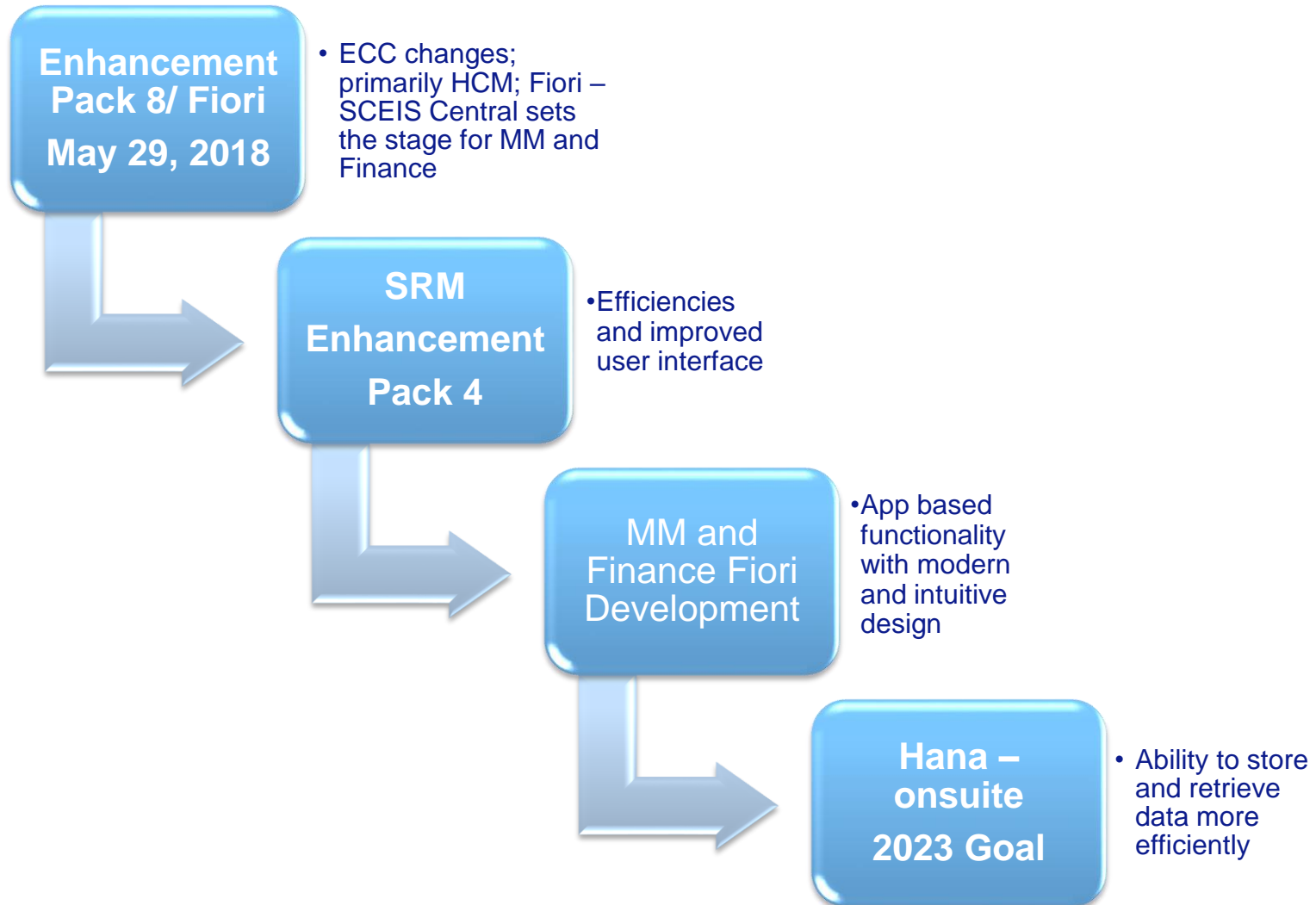


🌀 Strategically evolving

- 🌀 Constantly aware of what is on the horizon
- 🌀 Balancing priorities based on security demands, required timing of implementations, agency needs, legislative requirements, dynamic technology environment



Roadmap – Short Term



Accounts receivable enhancement –
installment payments and Dunning

Plant Maintenance – centralizes multiple data
points to track and analyze maintenance
costs/activities

Real Estate – integrated with plant maintenance

Governance, Risk and Compliance – addresses segregation of duties issues

Archiving – improved system performance

Security – ongoing commitment to data security



MySCEmployee Transition to SCEIS Central

Larry Mallett, SCEIS HCM Lead



- ④ **SCEIS Central** – *the use of apps; routine tasks on multiple devices with a modern appearance and more intuitive user experience*
 - Affects **appearance and operation** of day-to-day tasks for ***all 50,000 users***
 - Requires ***communications and training for all MySCEmployee users***



SCEIS Central Example



Record Working Time

1 Edit → 2 Review and Save → 3 Completed

▼ Hide Calendar ▶ Show Worklist

October 2017 November 2017 December 2017

Mo	Tu	We	Th	Fr	Sa	Su
40	25	26	27	28	29	30
41	2	3	4	5	6	7
42	9	10	11	12	13	14
43	16	17	18	19	20	21
44	23	24	25	26	27	28
45	30	31	1	2	3	4

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Week from 12/11/2017 to 12/17/2017 Go

Working Times Recorded from Monday, December 11, 2017 to Sunday, December 17, 2017.

Att./abs. type	Total	MO, 12/11	TU, 12/12	WE, 12/13	TH, 12/14	FR, 12/15	SA, 12/16	SU, 12/17
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Delete Row Save as Template Refresh

Previous Step Review Cancel

Current Time Entry

SAP Search

Create Time Entry

May 2014

SUN	MON	TUE	WED	THU	FRI	SAT
11	12	13	14	15	16	17

Entry Details

*Duration: 4

Note:

*Time Assignment: Suggestions Manual

10 Save Draft Reset

SCEIS Central Time Entry

A diagram showing three horizontal arrows pointing to the right, stacked vertically. The top arrow is the longest and contains the text 'SCEIS Central'. The middle arrow is shorter and starts further to the right, containing the text 'Human Resources'. The bottom arrow is the shortest and starts furthest to the right, containing the text 'Finance & Procurement'. All arrows have a light green outline and a white fill.

SCEIS Central

Human Resources

Finance & Procurement

SCEIS Central – Communications Plan



- ④ Partner with agencies
- ④ Promote awareness
- ④ Prepare for training readiness



🌀 **Toolkits for agency distribution**

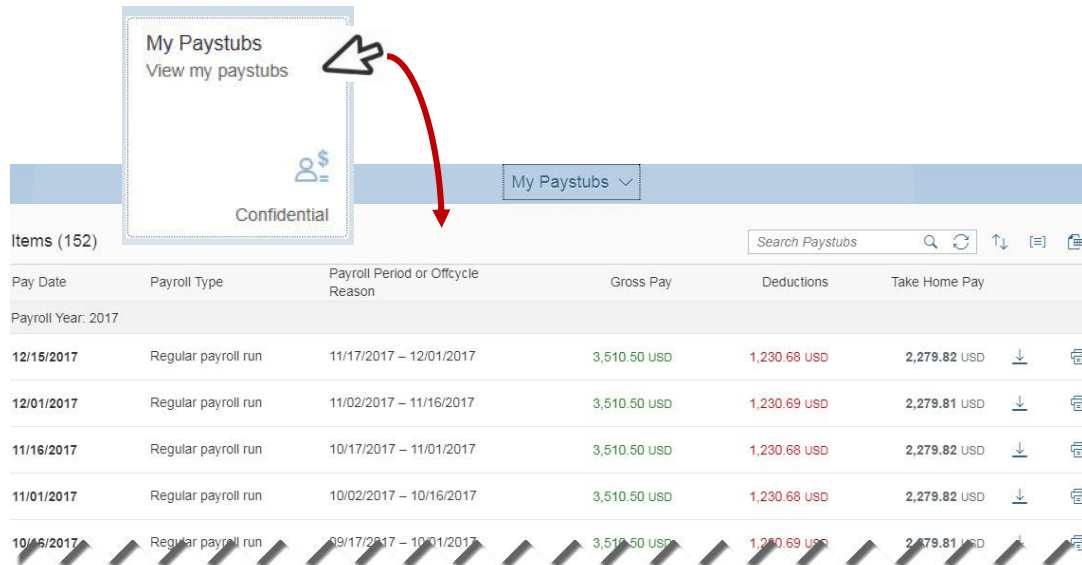
- Flyers
- Email messages
- Newsletter articles
- PowerPoint slides

🌀 **Overview presentations for MySCEmployee users**

🌀 **Microsite (Launch Date – February 21)**

- Central location for resources with access via MySCEmployee
- Preview screen shots
- Descriptions of key features for each function
- Toolkit items

My Paystubs will include all functions that you have today and more.



Pay Date	Payroll Type	Payroll Period or Offcycle Reason	Gross Pay	Deductions	Take Home Pay		
Payroll Year: 2017							
12/15/2017	Regular payroll run	11/17/2017 – 12/01/2017	3,510.50 USD	1,230.68 USD	2,279.82 USD	↓	📄
12/01/2017	Regular payroll run	11/02/2017 – 11/16/2017	3,510.50 USD	1,230.69 USD	2,279.81 USD	↓	📄
11/16/2017	Regular payroll run	10/17/2017 – 11/01/2017	3,510.50 USD	1,230.68 USD	2,279.82 USD	↓	📄
11/01/2017	Regular payroll run	10/02/2017 – 10/16/2017	3,510.50 USD	1,230.68 USD	2,279.82 USD	↓	📄
10/15/2017	Regular payroll run	09/17/2017 – 10/01/2017	3,510.50 USD	1,230.69 USD	2,279.81 USD	↓	📄

- Check details of individual paystubs
- Download and store PDF versions of paystubs
- Print paystubs
- One-click access to list of multiple paystubs
- Sort and group paystubs list
- Export list of paystubs to Excel

Detailed training will be available in MySCLearning beginning May 1.



Additional User Support Initiatives

Tracy Powers, SCEIS User Support Lead



Additional User Support Initiatives



🔄 Future Development of Super User Network

- *Engage key users across functional areas*
- *Initial point of awareness*
- *Cascade information*
- *Ongoing feedback*



🔄 SCEIS Service Desk Enhancements

*Subscribe to Weekly Updates –
email sceis-ast@admin.sc.gov*



Materials Management Updates

Wanda Dixon, SCEIS MM Lead





Target Value Automatically Calculated on Header Level



MM – Target Value Automatically Calculated on Header



- Effective February 16
- Header *Target Value/Currency* field on all Contracts will be automatically calculated** based on the cumulative total of all the Line Items' *Target Values*
- Target Value/Currency field on the Header **will no longer be editable**



Normal – Item Category Line Item Contract



- ④ **The system will multiply** the Line Item *Target Quantity* by the *Price* and **automatically populate** the *Target Value* for that Normal Item Category Line Item.
- ④ **You will be unable to insert an estimated amount** in the *Target Value* field for that Line Item.
- ④ The only way to **increase the *Target Value*** for a **specific Line Item** will be to **increase the *Target Quantity* or the *Price***.
- ④ With either action, the system will automatically update the Target Value.

Normal – Item Category Line Item Contract



- Target Quantity is multiplied by Price.
- Line Item/Target Value is automatically computed.
- Header Target Value/Currency is not editable; system automatically calculates it from all Line Items' Target Values

Contract Number: 400017521
Supplier: * 7000029265
From / To: * 02/01/2018
Organization: * SCEIS Purchasing
Purchasing Group: * SCEIS Team 1

Select Add Item Expand

Item Number	Item Category	Contract
	Normal	
	Normal	
	Normal	
	Normal	
	Product Category	

Contract Owner: 10564 Sam Hanvey, CP
Target Value/ Currency: 18,250.00 USD (C)
Release Value: 0.00 USD
Basic Contract:

A B

Item Category	Target Quantity	Price Per	Unit	Price	Target Value	Currency
Normal	10.00	1 EA	500.00	500.00	5,000.00	USD
Normal	10.00	1 EA	400.00	400.00	4,000.00	USD
Normal	10.00	1 EA	75.00	75.00	750.00	USD
Normal	10.00	1 EA	350.00	350.00	3,500.00	USD
Product Category	0.000	1	0.00	0.00	5,000.00	USD

Normal – Item Category Line Item Contract



Contract Name: Contract Header Value Sam
Contract Owner: 10564 Sam Hanvey, CPPB
Target Value/ Currency: 23,250.00 USD
Release Value: 0.00 USD
Basic Contract:
Show Members

Paste Duplicate Delete

Number	Description	Product Category	Target Quantity	Price Per	Unit	Price	Target Value	Currency	Price
	Laptops for SCEIS	20454	20.00		1 EA	500.00	10,000.00	USD	
	50" Monitors	20661	10.00		1 EA	400.00	4,000.00	USD	
	Wireless Mouse	20700	10.00		1 EA	75.00	750.00	USD	
	Cubicle Doors	42000	10.00		1 EA	350.00	3,500.00	USD	
	Misc IT Parts	20454	0.000		1	0.00	5,000.00	USD	

The Target Quantity for Line Item 1 is increased from 10 to 20, and the system automatically updates Line Item Target Value.

The system also automatically updates the total in the Header Target Value/Currency to reflect the change in the first Line Item.

Product Category – Item Category Line Item Contract



- Contract Line Items with the *Item Category* set to *Product Category* must have a specific *Target Value* to support the Line Item for the term of the contract
- Users will not be able to insert a *Target Quantity* or *Price*.
- If the Target Value amount for that Line Item is increased...

Contract Number: 4400017521 Contract Name: Contract Header Value Sam
Supplier: * 7000029265 COMPUTER SALES & SERVICES INC Contract Owner: 10564 Sam Hanvey, CPP
Valid From / To: * 02/01/2018 - 01/31/2019 Target Value/ Currency: 23,250.00 USD
Purchasing Organization: * SCEIS Purchasing Organization Release Value: 0.00 USD
Purchasing Group: * SCEIS Team Members Show Members Basic Contract:

Number	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Price Per	Unit	Price	Target Value	Currency
	Normal		1	Laptops for SCEIS	20454	20.00	1 EA	500.00		10,000.00	USD
	Normal		2	50" Monitors	20661	10.00	1 EA	400.00		4,000.00	USD
	Normal		3	Wireless Mouse	20700	10.00	1 EA	75.00		750.00	USD
	Normal		4	Cubicle Doors	42000	10.00	1 EA	350.00		3,500.00	USD
	Product Category		5	Misc IT Parts	20454	0.000	1	0.00		5,000.00	USD

Product Category – Item Category Line Item Contract



- ...it will automatically increase the contract Header Target Value/Currency field by that amount.

Contract Number: 4400017521
Supplier: * 7000029285 COMPUTER SALES & SERVICES INC
From / To: * 02/01/2018 - 01/31/2019
Organization: * SCEIS Purchasing Organization
Billing Group: * SCEIS Team Members Show Members

Contract Name: Contract Header Value Sam
Contract Owner: 10564 Sam Hanvey, CPPB APM
Target Value/ Currency: 28,250.00 USD
Release Value: 0.00 USD
Basic Contract:

Header	Item Category	Option Type	Item Number	Description	Product Category	Target Quantity	Price Per	Unit	Price	Target Value	Currency	Price Unit
	Normal		1	Laptops for SCEIS	20454	20.00	1 EA	500.00		10,000.00	USD	EA
	Normal		2	50" Monitors	20661	10.00	1 EA	400.00		4,000.00	USD	EA
	Normal		3	Wireless Mouse	20700	10.00	1 EA	75.00		750.00	USD	EA
	Normal		4	Cubicle Doors	42000	10.00	1 EA	350.00		3,500.00	USD	EA
	Product Category		5	Misc IT Parts	20454	0.000	1	0.00		10,000.00	USD	

Target Value field increased by \$5,000.00

Target Value/Currency field increased by the same amount



Materials Management Reports Updates

Wanda Dixon, SCEIS MM Lead



- 🌀 **New BW Query: Current Contracts by Line Item**
 - 🌀 Designed from the original Current Contracts report but will display contracts by Line Item
 - 🌀 Technical Name: ZMM_ZSRM_O06_Q0002
 - 🌀 Role: Requisitioning and Solicitation



🔄 Updates to MM Reports:

🔄 The ability to **add a new Characteristic**, “Contract Created by,” was added to the Current Contracts Report.

- 🔄 Technical Name: ZMM_ZSRM_O06_Q0001
- 🔄 Role: Requisitioning and Solicitation

🔄 **The following Variables were added** to Minority Term Contract & PO’s Report: Storage Location, Fiscal Year and Created on Date(s)

- 🔄 Technical Name: ZMM_ZPUR_O01_Q004
- 🔄 Role: Procurement



Guides to Hard Stop Errors

Wanda Dixon, SCEIS MM Lead

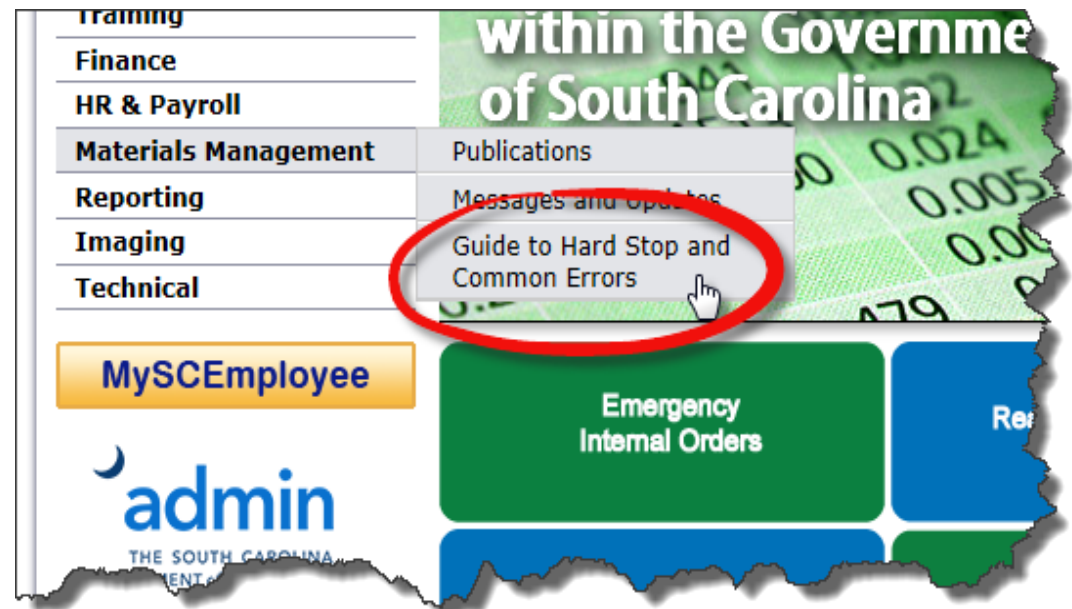


- Save users time by eliminating need to call Help Desk for common errors

- Ensure users have all necessary tools to complete transactions without interruption

- Comprehensive, searchable guide to SRM and ECC Hard Stop and common errors

- Go to sceis.sc.gov and hover over Materials Management on the left side of the screen



Guide to Hard Stop Errors



- ① Select the module in which the error is occurring
- ② Select either the **master list** of errors and solutions or the **individual error message** you have encountered

Guide to Hard Stop and Common Errors

The SCEIS team has developed guides to help users resolve hard stop and common errors related to the topics listed below links to a page that includes a master guide for the topic and individual guides.

Click on one of the links below to use these helpful resources. If you need additional assistance, contact the SCEIS team.

- [Purchase Orders](#)
- [Shopping Cart](#)
- [Bidding](#)
- [Contracts](#)
- [General System Issues](#)
- [Forms Receipts](#)

Common Errors » Shopping Carts - SRM Guide to Hard Stop and Common Errors

Shopping Carts - SRM Guide to Hard Stop and Common Errors

Below is a collection of hard stop and common errors related to Shopping Carts. Select the Master List for a collection of errors, or select a topic below the Master List for a quick-reference solution to a specific issue.

Press the Ctrl and f keys on your keyboard simultaneously to display a text box you can use to search. This search feature can also be used within the PDF documents below.

Master List

- [Shopping Carts Guide to Hard Stop and Common Errors Master List \(197kb PDF\)](#)

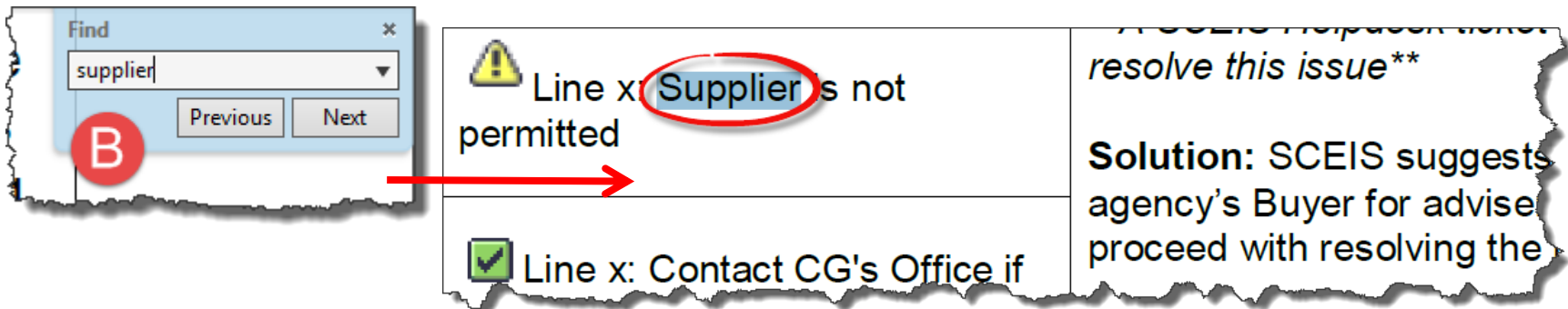
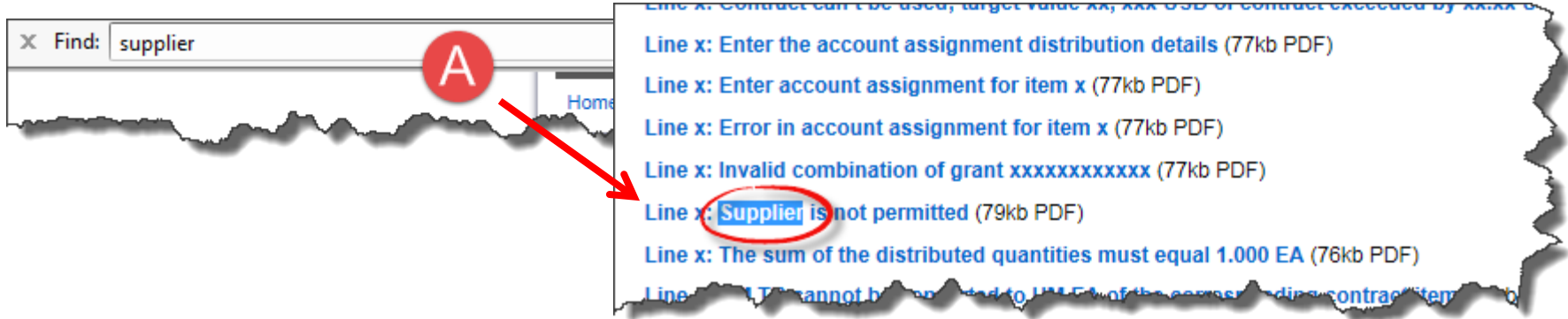
Individual Errors

- [Approver cannot see the shopping cart in queue and has been able to in the past \(27kb PDF\)](#)
- [Entry has too many decimal places \(maximum 2\) \(25kb PDF\)](#)
- [Error in external tax system \(25kb PDF\)](#)
- [Funds Management error: Annual budget almost exhausted for several document items \(25kb PDF\)](#)
- [Funds Management error: Annual budget exceeded by xxx.xx USD \(FMPB Availability Control\) for several items \(25kb PDF\)](#)
- [Funds Management error: invalid account assignment of the availability control ledger 9H \(76kb PDF\)](#)
- [Item Status of "Cannot Be Ordered" \(79kb PDF\)](#)
- [Line x: Block on Source of Supply \(80kb PDF\)](#)
- [Line x: Block reason: Total block \(80kb PDF\)](#)
- [Line x: Contact CG's Office if any vendor questions \(80kb PDF\)](#)
- [Line x: Contract can't be used: target value xxx,xxx USD of contract exceeded by xx,xx USD \(80kb PDF\)](#)

Guide to Hard Stop Errors



- Press **Ctrl and f** on your keyboard simultaneously to search the individual errors on the web page (A) or the PDF master list (B) to quickly find a specific error message





Finance Updates

Bruce Burnett, SCEIS Finance Lead



- ④ **Year End Training – May 23, 9:00**
(Peeples Auditorium, DHEC)
- ④ **Grants – Object Mapper Template**
- ④ **Accounts Receivable – Installment Payments,
Dunning**
- ④ **Assets – Master Loans, Copier Leases**



Training Updates

Michelle Flamos, SCEIS Training Lead



BusinessObjects & Business Warehouse Resources



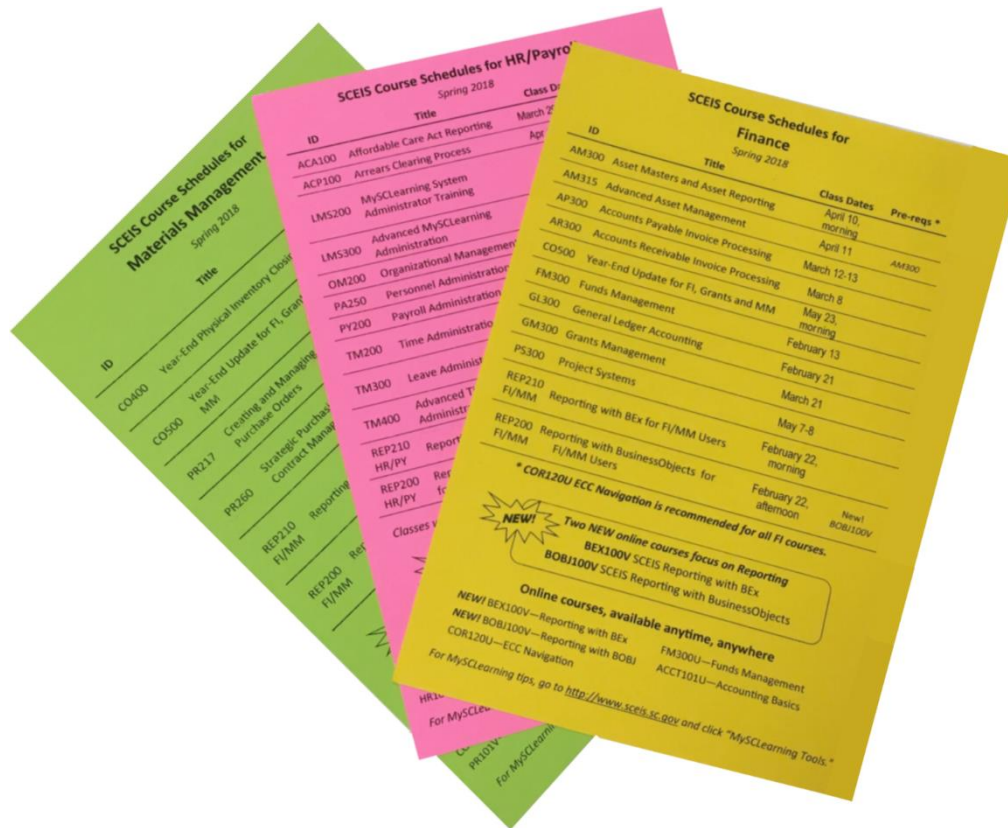
BOBJ100V
Introduction to SCEIS
Reporting with
BusinessObjects
(Pre-Req to REP200)

REP200
SCEIS Reporting with
BusinessObjects
(FI/MM – HR/PY)

BEX100V
Introduction to SCEIS
Reporting with
Business Warehouse

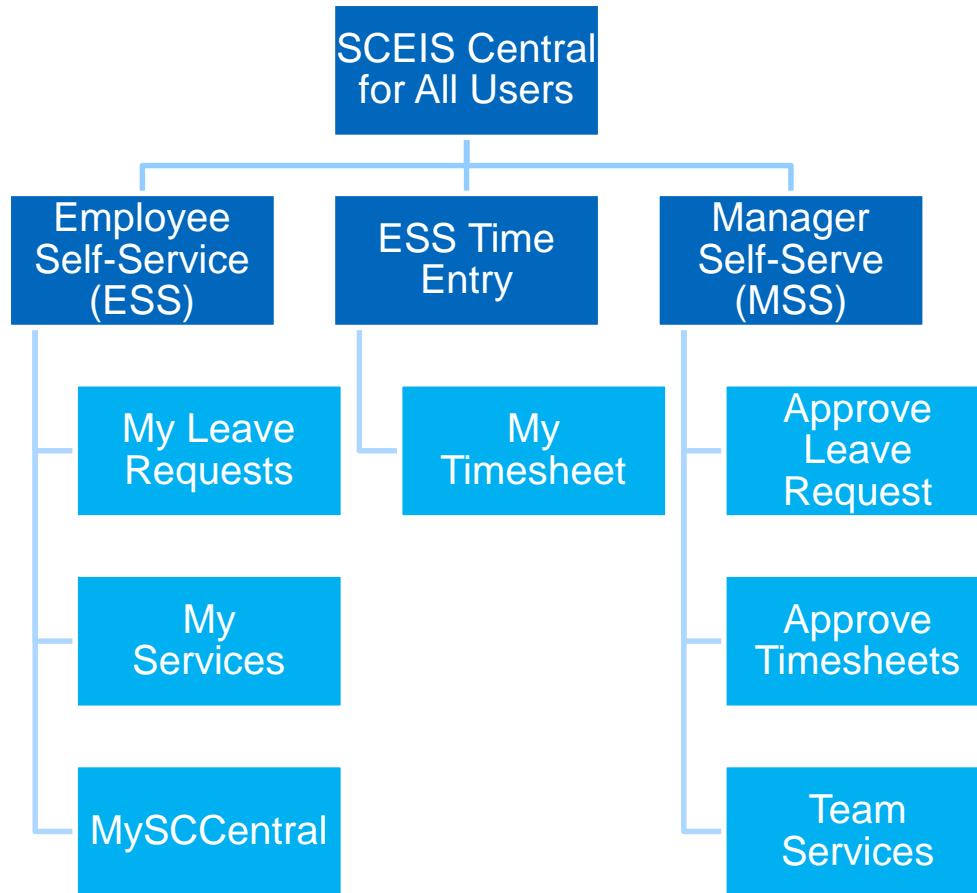
REP210
SCEIS Reporting with
Business Warehouse
(FI/MM – HR/PY)

SCEIS Course Schedule Cards



Training Schedules Available Online

SCEIS Central for All Users



- 🌀 Course, "SCEIS Central for All Users", housed in MySCLearning
- 🌀 Assigned to all users 1 month prior to launch of SCEIS Central
- 🌀 Organized like what you will see

Things to Note



- ④ Continually creating NEW online courses
 - ④ Used for Pre-requisites
 - ④ Back to the Basics
- ④ Year-end Classes
 - ④ CO400: Year-end Physical Inventory Closing
 - ④ CO500: Year-end Update for FI, Grants and MM
- ④ Check Weekly Updates
 - ④ Seats available & Course Offerings
- ④ Print Resources
- ④ MySCLearning Tipsheets





Wrap Up

Ed Pearce, SCEIS Director

