AGENCY SUPPORT TEAM LEADS MEETING

September 17, 2009

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Purpose and Objectives

Purpose: To provide an update of training status and an overview of cutover events and new role mapping requests

Objectives:

1. Awareness of assistance with most common training system issues
2. Familiar with cutover impacts, events and roles/responsibilities
3. Awareness of updated role mapping request and procedures

Agency Support Team Leads Meeting

SCEIS TRAINING UPDATE

Tammy Mainwaring, EC&C Team Lead

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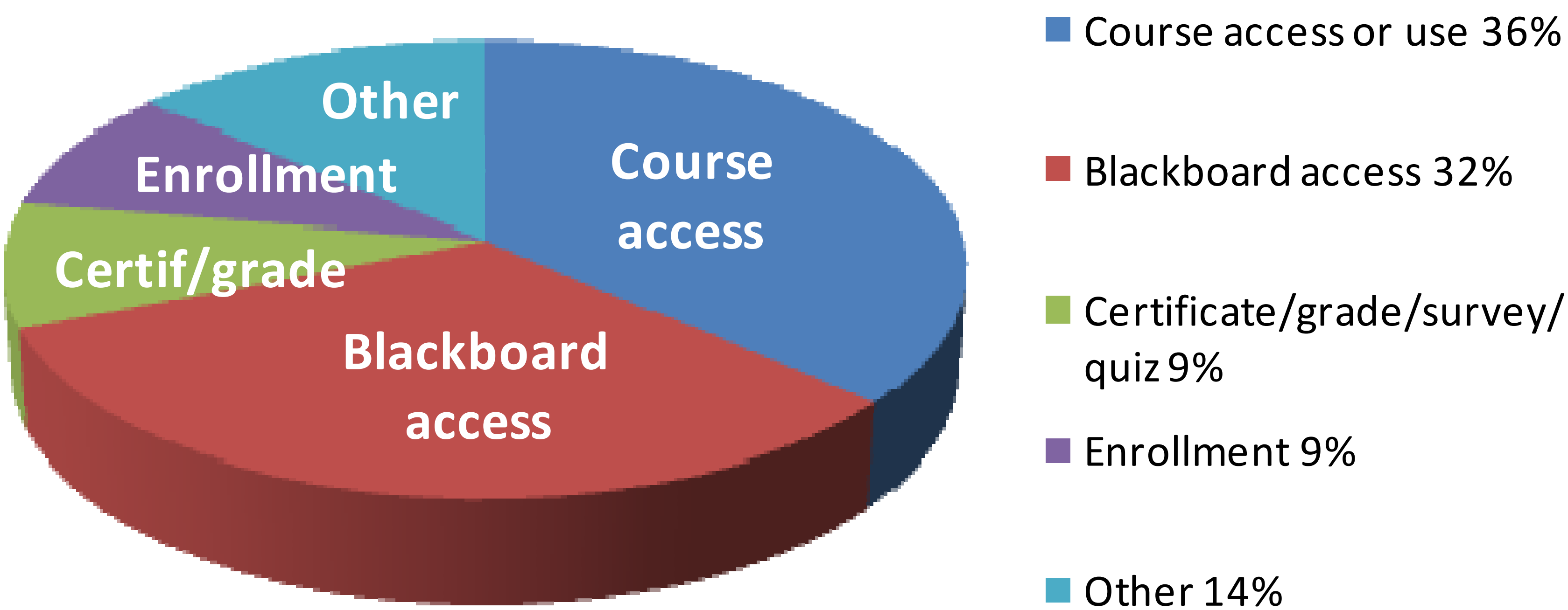
SCEIS Training by the Numbers

- To date, there are **9,008** course enrollments in the SCEIS Training System.
- Courses with highest enrollments:
  - SRM200 Shopping Cart Requisitioning (**1261** enrolled)
  - COR120 Enterprise Core Component Overview (**1241** enrolled)
  - SRM201 Shopping Cart Approver (**651** enrolled)
  - FI100 Financial Overview (**647** enrolled)

SCEIS Training by the Numbers

- As of Tuesday, September 15:
- **8** online training classes have been launched to meet support **4,765** enrollments
  - **30** instructor-led classes have been completed
  - **373** students have attended Instructor-led classes

Service Desk Requests



277 total requests for help

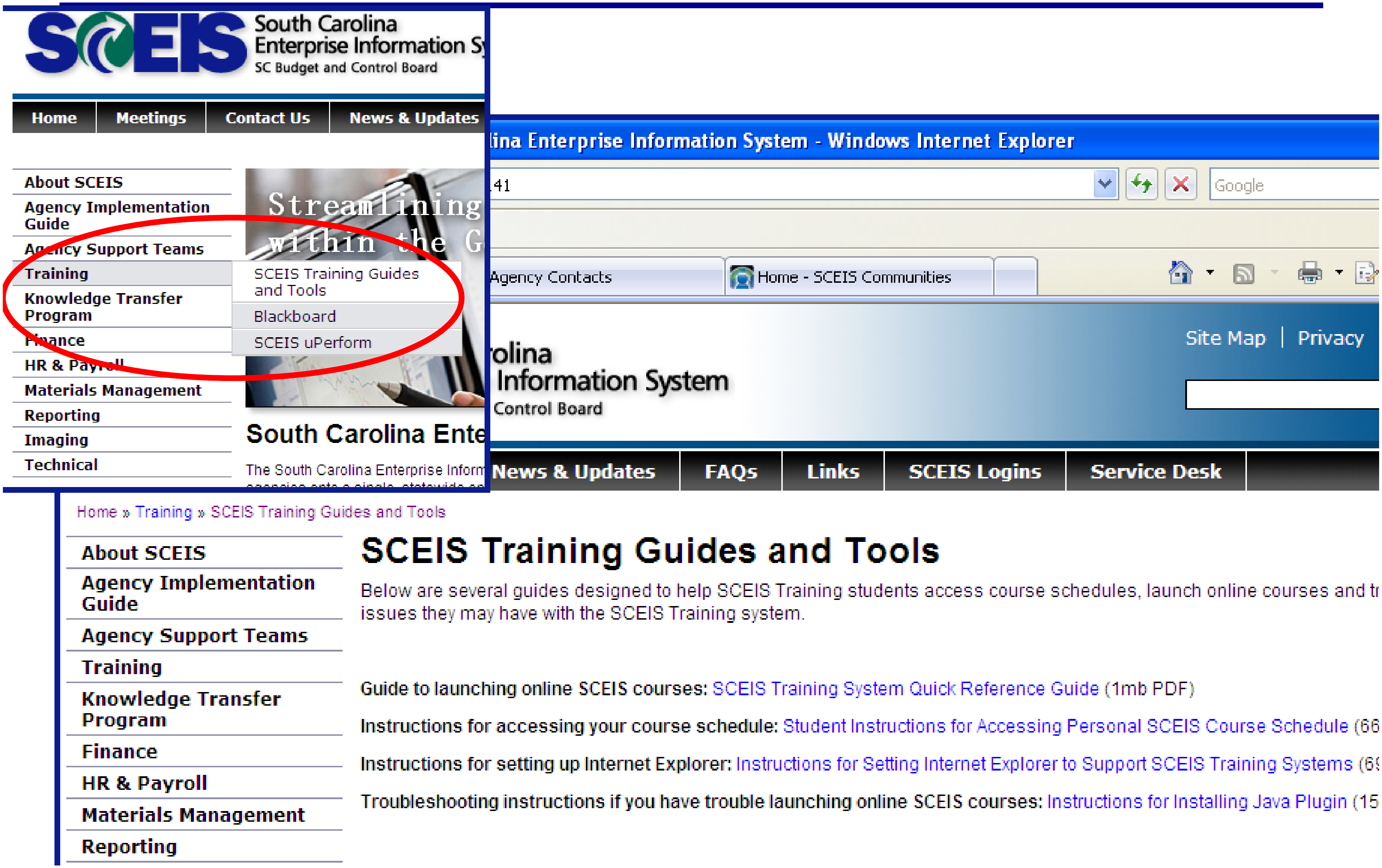
Service Desk Request Resolutions

- Course access or use
  - Quick reference card for navigation
  - Guide to setting trusted sites and pop-up blockers
  - Quick reference card for Java plug-in
  - Enrollment status information
- Blackboard access
  - Quick reference card for navigation
  - Account validation
  - Password and username information
  - Integration solutions
- Certificates/grades/surveys/quizzes
  - Process review & integration solutions

Service Desk Request Resolutions

- Enrollment
  - – Validating role mapping
  - – Opening additional classes
  - – System email resolution
  - – Quick reference guide for navigation
- Other
  - – Erroneous information in confirmation emails
    - Resolved via vendor technical support
  - – Lack of information on training facility and directions
    - Loaded into system and reported navigation to all ATCs and students via email

SCEIS Training Guides



Training: Pending Issues

Known issues reported to vendor; conducting routine conference calls to monitor progress

- Lack of access to quiz if evaluation is completed first
- http 404 error in background of online training
- Correction of password reset option

Ongoing issues for students and ATCs awareness

- Students may have login information before they are enrolled in courses
- Slight delay from time enrollment occurs to course access

Agency Support Team Leads Meeting

COURSE UPDATES

Jennifer Rocks, EC&C Team Advisor

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Course Updates - Finance

- Accounts Payable Courses
  1. FM 300 is not a prerequisite for any AP courses. We have incorporated the appropriate Funds Management material in the AP courses. Funds Management information is also included in the FI100 and FM001 course that would be beneficial.
  2. For AP employees who only need to learn the IDT (Inter departmental Transfer) process, they should attend the AR 310 course. This course will address IDTs for both AP and AR. If necessary, additional AR 310 courses will be scheduled.
- Accounts Receivable
  1. AR 310: SCEIS Interdepartmental Transfer of Funds (IDT) Processing will be changed to a 3 hour course.
  2. A new AR300 SCEIS Accounts Receivable Basics course has been added on Thursday, October 8, 2009

Course Updates – Finance con't

- Funds Management
  1. Spaces for FM300 courses on September 22, 23, and 25 should be available once the students with AP roles have been deleted
  2. If necessary, additional FM300 courses will be added to the schedule
- Grants Management
  1. GM310: SCEIS Grants Management (Lifecycle of a Pass-through Grant) is meant only for those agencies that currently have pass-through grants. From those agencies, only those employees who will use this functionality need to take this course.
  2. SCEIS team is reviewing the need for additional GM300 courses
  3. Grants training needs to be completed by October 2nd in order to schedule sessions with agencies to enter grants information into SCEIS prior to go-live

Course Updates – Procurement

- SCEIS continues to work with agencies regarding the appropriate course assignments for Buyers
- Two additional SCMM0120 Building Terms and Conditions in SCEIS courses will be added on October 7th and 8th
- SCEIS will schedule 1-hour SRM conference calls beginning October 2 to answer any questions from students who completed their SRM200 or SRM201 training
- MM002 Basic Central Goods Receipter course is an on-line (simulation-based) course with no audio available on September 30

Course Updates – Inventory Management

- IM100 SCEIS Inventory Management Overview; 1 hour video available today, September 17
- IM instructor-led courses begins on Monday, September 21
- IM101 SCEIS IM Finance 101 will be deleted. Course content will be covered in IM220 SCEIS Goods Receiver/Issuer – Inventory Management
- Employees assigned the Agency Inventory Receiver role do <u>not</u> need to take the IM200 course. Agency advocates have contacted the appropriate agencies to delete students from this course

Course Updates – Display courses

The following on-line courses are available in the SCEIS Training System and have no audio. They are demonstration only.

- FM001 - Basic Funds Management Display
- MM001 – SCEIS Basic Materials Management Display
- GM001 - SCEIS Basic Grants Management Display

Upcoming Display courses

- FI001 – SCEIS Finance Display. On-line course (demonstration) will be available October 5

Course Updates – Imaging

- There is one on-line Imaging course that will be available October 1
- IMG100 SCEIS Document Imaging – this course is designed to prepare learners to operate scanning equipment and categorize and store images of scanned documents in SAP ECC system for further processing

Training Completion

- All students need to complete the prerequisite courses. Please emphasize the importance of completing these courses <u>prior</u> to their instructor-led training, especially the COR120 Navigation and 200 level courses
- All students need to complete the course assessment and/or survey in Blackboard within <u>2 business days</u> of completing the on-line or instructor-led course
- Users who do not complete all course requirements and require SAP access at go-live can be granted access on an <u>***exception***</u> basis. Agency Head approval will be required in such cases

Agency Support Team Leads Meeting

PHASE 3 CUTOVER

Ed Strube, SCEIS Integration Team Lead

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Purpose of Cutover

The SCEIS team is finalizing a transition plan in preparation for November 2. What this means is that prior to November 2 there will be a 1-2 week period during which finance and procurement activity will have to be on hold. This is required in order for us to move your data into SCEIS.

The SCEIS staff will provide guidelines for the cutover. Some agencies have legally mandated requirements that can not be held, such as entitlement/benefit payments. We will need to accommodate these needs if possible. The SCEIS team will be providing guidelines for handling exceptions. The team is committed to working with agencies during this transition period.

Current Pre-Cutover Activities

- Finalizing Interface Testing
- End user training
- Validating agency Master Data
- Developing Journal Entry templates for Cash, Budget, Revenue and Expenditure transfers
- Finalizing the cutover plan
- ***REMINDER*** - We need a description of any requirement that forces you to process transactions between October 17-November 2. (this was due Sept 15)

Agency Impact for Cutover

- *October 15*
  - Master Data agreed upon and submitted to SCEIS
  - All appropriation transfers must be completed by COB (OSB and STARS)
- *October 16*
  - Freeze systems for daily processing (all inbound transactions are held through Go-Live)
  - Stop deposits by noon (continue to deposit in banks; hold deposit transactions)
  - Freeze agency role mapping
  - Freeze Master Data changes
- *October 17*
  - CG's Office continues processing submitted data
  - Agencies can begin to prepare Cash/Revenue/Expenditure transfer files

Agency Impact for Cutover

- *October 18*
  – CG's Office continues processing submitted data
- *October 19*
  – Agencies begin completing Purchasing/Inventory/Sales/Contracts spreadsheet (must be completed by COB October 23)
- *October 20*
  – CG's Office continues processing data
- *October 21*
  – CG concludes processing (COB)

Agency Impact for Cutover

- *October 22*
  - CG reports are run & distributed to agencies
  - Begin Legacy System to SAP/STARS reconciliation process
- *October 23*
  - SCEIS provides YTD reports of Budget balances
  - Agencies return Purchasing/Inventory/Sales/Contracts detail
- *October 24*
  - Complete SAP/STARS reconciliation for appropriations and cash (SCEIS team)
  - Agencies begin building Budget, Cash transfer files (complete by COB October 27)

Agency Impact for Cutover

- *October 25*
  - If required by Go-Live, prepare Revenue and Expenditure transfer files (due COB October 29.)
- *October 26*
- *October 27*
  - Agencies complete Budget transfer file and submit (COB)
  - SCEIS begins review and balance of Budget transfer files
- *October 28*
  - Freeze all Exception Transactions
- *October 29*
  - Submit Revenue and Expenditure Transfer files (if required by Go-Live)

Agency Impact for Cutover

- *October 30*
  - SCEIS transfers Budget to Fund level
- *October 31*
  - SCEIS system validation
  - Begin data loads
- *November 1*
  - SCEIS system validation
  - Finalize data loads
- *November 2*
  - Go-Live
  - Process any errors/changes
  - Post-Go-Live support

Calendar of Events
October 16th – November 2nd

				15 **• Master Data agreed upon and submitted** **• Appropriation Transfers completed by noon.**	**16** **•Freeze Systems for Daily Processing** **•Stop Deposits by Noon** **•Freeze Role Mapping** **• Freeze Master Data changes**	**17** **•CGs Office continues Processing Data** **•Agencies Can begin Cash/Revenue/Expenditure Files**
18 •CGs Office Continues to Process	19 •Agencies Begin Purchasing/Inventory / Sales Transaction Spreadsheet •CGs Office Continues to Process	20 •CGs Office Continues to Process	21 •CGs Office Concludes Processing (COB)	22 •CG Reports are Run and Distributed to Agencies •Begin Legacy to SAP/STARS Reconciliation	23 •SCEIS Provides YTD Reports of Budget Balances •Agencies Return Purchasing/Inventory / Sales Transaction Spreadsheet	24 •SAP/STARS Reconciliation for Appropriations and Cash (SCEIS TEAM) •Agencies can Begin Building Budget/Cash Transfer File.
25 • If Required by GO-Live Prepare Revenue and Expenditure Transfer File	26	27 •Agencies Complete and Submit Budget /Cash Transfer File •SCEIS Begins Review and Balance of Budget Transfer Files	28 •Freeze all Exception transactions	29 • Submit Revenue and Expenditure Transfer Files, If required by Go-Live	30 •SCEIS Transfers Budget to Fund Level.	31 •SCEIS System Validation •Begin Data Loads
1 •SCEIS System Validation •Finalize Data Loads	2 • Go-Live •Process Errors/Changes •Post Go-Live Support					

Roles & Responsibilities

Task	Responsibility
Interface testing	SCEIS Team & Agency
Provide Agency Master Data Files	Agency
Track Freeze Period Transactions	Agency
Hold Inbound Transactions from STO	Agency
Hold ALL Inbound Transactions thru Go-Live	Agency
Distribute CG Reports	SCEIS Team
Legacy Reconciliation	Agency
Provide Budget/Cash Transfer File	Agency
SAP/STARS Reconciliation	SCEIS Team
Budget Transfer	SCEIS Team
Data Loads	SCEIS Team
System Validation	SCEIS Team

Agency Support Team Leads Meeting

ROLE MAPPING UPDATE

Jennifer Rocks, EC&C Team Advisor

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Step 3 – Role Mapping: Additional Roles & Workflow

		ECC vs. Workflow Role	Automatic Assignment
General	**Display Finance (AM, AP, AR, GL)**	**ECC**	**no**
Accounts Payable	AP List V[illegible] Account Assignment	ECC	no
			no
			no
			Assigned to those mapped to Accounting Lead

- This role will grant access to these additional areas.
- Based on Display Access requests by the agencies, the SCEIS team developed this role, in addition to the other display roles such as FM Display, GM Display, Project Systems display, etc.
- All Display roles will be on-line training

Cont'd

Step 3 – Role Mapping: Additional Roles & Workflow

		ECC vs. Workflow Role	Automatic Assignment
Accounts Receivable	AR Invoicing	ECC	no
	AR Receipt Cash	ECC	no
	AR Bank Deposits	ECC	no
	AR Reverse Document	ECC	no
	AR Customer Master Request	ECC	no
	AR Lead	Workflow	no
	AR Backup	Workflow	no
Funds Management	FM Interagency Transfer	Workflow / ECC	no
	FM Funds Reservations Approver	Workflow / ECC	no
General Ledger	Cross Business Area Journal Entry Park	ECC	no
	GL Backup	Workflow	no
	GL Supervisor	Workflow	no

Step 3 – Role Mapping: Additional Roles & Workflow

		ECC vs. Workflow Role	Automatic Assignment
Accounts Receivable	AR Invoicing	ECC	**no**
	AR Receipt Cash	ECC	**no**
	AR Bank Deposits	ECC	**no**
	AR Reverse Document	ECC	**no**

- These 4 roles are derived from the AR Clerk and AR Lead roles. Some agencies needed a segregation of duties.
- DUE TO THE SEGREGATION OF THE ORIGINAL AR DUTIES, RE-ROLE MAPPING OF AR ROLES TO THESE NEW ROLES IS REQUIRED
- A worksheet displaying agency employees who were originally assigned AR roles will be provided to assist with the new role mapping
- AR roles will still attend the same training as originally assigned with AR Clerk & AR Lead

Step 3 – Role Mapping: Additional Roles & Workflow

		ECC vs. Workflow Role	Automatic Assignment
Project Systems	Project Accountant (update to role)	ECC	no
	Project Manager (update to role)	ECC	no
	Project Display & Reporting	ECC	no
Sales and Distribution	Sales Master Data Administrator	ECC	no
	Agency Customer Master Data	ECC	no
	Product Costing (Voc Rehab)	ECC	no
Inventory Management	Material Revaluation	ECC	no
Business Warehouse	FI BW Reporting	ECC	no
	MM BW Reporting	ECC	no
Imaging	Imaging Workflow Recipient	OnBase	no

Step 3 – Role Mapping: Additional Roles & Workflow

		ECC vs. Workflow Role	Automatic Assignment
Project Systems	**Project Accountant (update to role)**	**ECC**	**no**
	Project Manager (update to role)	**ECC**	**no**
	Project Display & Reporting	**ECC**	**no**

- The Project Systems roles were slightly modified. The Project Accountant and Project Manager absorbed and eliminated the Project Master Data Maintainer role.
- Agencies will need to remove this role and replace it with a Project Accountant or Project Manager role.
- The Project Display and Reporting role is an additional role.
- Training for Project Systems will be 2 days.

Step 3 – Role Mapping: Additional Roles & Workflow

		ECC vs. Workflow Role	Automatic Assignment
Project Systems	Project Accountant (update to role)	ECC	no
	Project Manager (update to role)	ECC	no
	Project Display & Reporting	ECC	no
Sales and Distribution	Sales Master Data Administrator	ECC	no
	Agency Customer Master Data	ECC	no
Inventory Management			
Business Warehouse	**FI BW Reporting**	**ECC**	**no**
	MM BW Reporting	**ECC**	**no**
Imaging	Imaging Workflow Recipient	OnBase	no

Training for BW will take place after go-live

Role Mapping Updates Pre Go-Live

- ***As part of the cutover process, role mapping will be frozen on October 16***
- Agencies should continue to use the role mapping validation worksheet until October 16 and indicate whether the employee is to be added or removed, or a role is to be added or removed
- Training may not be available for role mapping changes after October 1
- Agencies will use the SCEIS User Access Request form after October 16th. Role mapping changes may be accepted on an **exception** basis

Role Mapping – Phase 3 Timeline

6/1/2009 | 7/1/2009 | 8/1/2009 | 9/1/2009

5/21/2009 | 10/1/2009

Role Mapping Intro
AST Leads Meeting
5.21.09

Step 1:
Role Mapping
5.28.09 – 6.15.09
1. Acct. Payable
2. Acct. Receivable
3. **Grants Mgt**
4. Asset Mgt
5. Controlling
6. Gen. Ledger
7. Funds Mgt
8. Imaging

Step 2:
Role Mapping
6.22.09 – 7.2.09
1. Inv Mgt
2. Sales & Dist.
3. Central Goods Rec. / Materials Mgt Display
4. Project Systems

Role Mapping Validation
8.11.09 – 8.19.09

Phase 3
Training
September

Step 3:
Workflow &
Additional roles
9.16.09-9.25.09

Step 3c:
Cost Center
9.28.09 – 10.09.09

Agency Questions to Advocates

COST CENTER AUTHORIZATION ROLE MAPPING

Overview

- Agencies can choose to use the lower level authorization (5th or 6th character) but can leave it at the agency level (4th character).
- If an agency chooses a lower level of security, each end user assigned to an impacted composite role will need to be mapped to the appropriate cost center range.
- A spreadsheet will be provided of employees with impacted roles to be mapped.
- Cost Center lists will be provided back to agencies once they are finalized with the FI team.
- Workflow roles will also require the same cost/fund center level authorizations

Composite Roles Impacted

- AP – Accounting Clerk
- AP - Accounting Lead
- AP - Accounting Supervisor
- AR Clerk
- AR Lead
- Agency Budget Analyst
- Agency Budget Manager
- Journal Entry Clerk
- Journal Entry Supervisor

Transactions to be Secured

MIR7	Park Invoice	ZIDTPAY	Park G/L Account Items
FV60	Park Incoming Invoices	ZAR_REV	Post Incoming Payments
FV65	Park Incoming Invoices	ZIDTREC	Post Incoming Payments
ZIDT	Enter Incoming Invoices	ZREV	G/L Acct Pstg: Single Screen Trans.
ZTRAVEL	Enter Travel Invoices	FB08	Reverse Document
FB02	Change Document	FMBB	Budgeting Workbench
FBV2	Change Parked Document	FMX1	Create Funds Reservation
MR8M	Cancel Invoice Document	FMX2	Change Funds Reservation
FB08	Reverse Document	FMX6	Funds Reservation: Manual Reduction
FB70	Enter Outgoing Invoices	FV50	Park G/L Account Items
FB75	Enter Outgoing Credit Memos	FBV2	Change Parked Document
FV75	Park Outgoing Credit Notes	FB08	Reverse Document
ZARIDT	Enter Outgoing Invoices	FBRA	Reset Cleared Items

Cost Center Authorization Role Mapping Next Steps

- Spreadsheets to be provided to the agencies on Monday, September 28
  - Only those employees with the impacted AP, AR, FM, GL, and workflow roles will be included in the spreadsheet
  - Agency will be asked to add the appropriate cost center range to those employees who may require the 5th or 6th character level of security
  - **Note:** Completing Step 3 of the role mapping process by September 25 is very important
- SCEIS will need cost center authorizations by October 9

South Carolina Enterprise Information System

Agency Support Team Leads Meeting

UPCOMING ACTIVITIES

Tammy Mainwaring, EC&C Team Lead

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

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Upcoming Activities

- September 15 – Cutover information
- September 18 – Availability Control Questionnaire
- September 18 – HR/Payroll Mismatched Data request
- Week of September 21 – Cost Allocation meetings
- September 23 – for applicable agencies, Project Systems Data request
- September 25 – Step 3 of role mapping process

Upcoming Activities

- September 28 - October 9 – Cost Center Authorization Role Mapping
- September 30 – HR/Payroll additional data request for payroll parallel testing efforts
- October 15 – AST Leads October meeting at the Midlands Technical College Airport Campus, Academic Center Auditorium

Please complete and return the evaluation for today's meeting