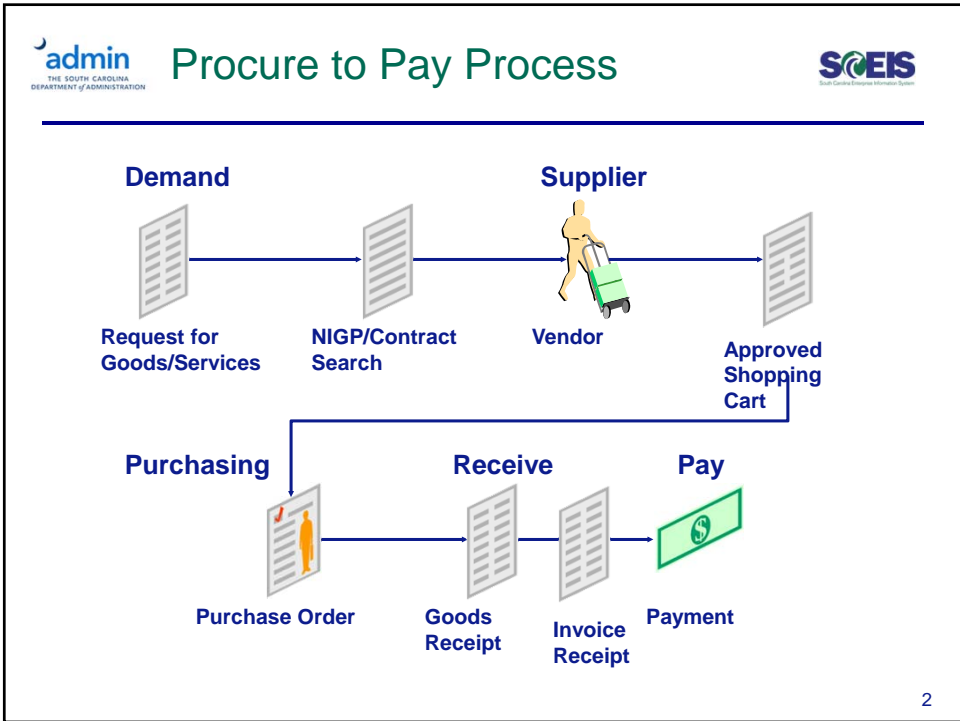




Procure to Pay Process in SCEIS
SCAGPO CONFERENCE 2015
SCEIS Materials Management & Finance Team



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Create a Shopping Cart (SC) Linked to a Contract



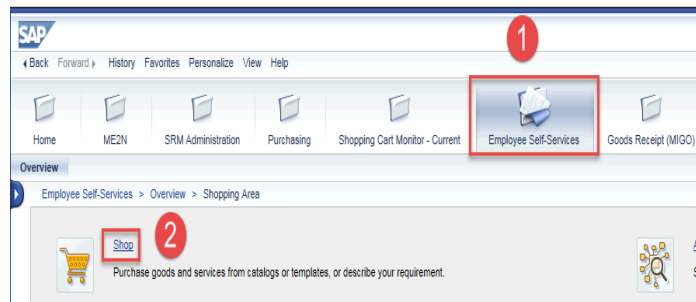
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SRM – Employee Self Service



- After signing-on to Supplier Relationship Management (SRM), the user will “Shop” via the Employee Self-Service folder.



4

- The SC Creator will select the “NIGP/Contract Search”. This is Step 1 of the process. SCEIS desires that all SCs first search the “NIGP/Contract Search” link to ensure the material or service is or is not linked to a contract.

Shop in 3 steps: Step 1 (Select Goods/Service)

Previous Next Order Close

1 2 3

Select Goods Service Shopping Cart (empty) Complete and Order

Browse:

For SCEIS shopping cart creation, click on the NIGP/Contract Search link or one of the Punch-Out Catalog links to shop

Old Shopping Carts and Templates
Internal Goods/Services

FSJ
Fisher Scientific
MSC Industrial
SRI Punch Out Catalog
Staples

Festenal
Graincor
NIGP/Contract Search
Spectrum
Troxell

5

- In this example, the SC Creator will search for a contract on “lawn maintenance”.

SCEIS The South Carolina Enterprise Information System
Contract Search - 2015.04.20.0001

Enter a keyword to search by. Click on a contract link to view the contract and its items. Click the Selected tab to list your current selections.

Contract Search NIGP Search Selected

lawn maintenance Submit Search Clear

Show current active contracts only: Show minority businesses only:

Ever use a wildcard search? [Click here for help.](#)

No results found

Cancel Process Punch-out to SRM

6

The SC Creator will review and choose the appropriate contract and line item.

4400008105	5400007185	Fixed Price Mowing	7000113975	BURCHFIELD CONTRACTING	04/08/2014	04/07/2019
------------	------------	--------------------	------------	------------------------	------------	------------

Selecting line item 4 of the contract in this example will assign the Material Group and the Unit Price.

00004 Routine Mowing, Primary Roads-Cherokee

Material Group: 98836 - Routine Mowing, Primary Roads-Cherokee

Agency: SC Dept of Transportation

Notes for Item 00004: Fixed Price Mowing - Routine Mowing for Primary Roads in Cherokee County - 382.99 ACR-Estimated number of cycles per year: 4. This quantity is for one (1) cycle.

Validity Period: 04/08/2014 - 03/31/2015
Price(Contract/Bid):\$40.00 (Acre)

Validity Period: 04/01/2015 - 04/07/2019
Price(Contract/Bid):\$38.00 (Acre)

After selection, "Punch-out to SRM"

SCEIS The South Carolina Enterprise Information System
Contract Search - 2015.04.20.0001

Enter a keyword to search by. Click on a contract link to view the contract and its items. Click the Selected tab to list your current selections.

Contract Search NIGP Search Selected

lawn maintenance Submit Search Clear

Ever use a wildcard search? [Click here for help.](#) Show current active contracts only: Show minority businesses only:

51 Contracts found, displaying 1 to 8 of 51 (First/Prev) 1, 2, 3, 4, 5, 6, 7 (Next/Last)

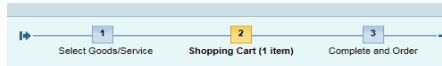
Contract #	Bid Inv. #	Bid Invitation	Vendor Number	Vendor Name	Minority Status	Validity Start	Validity End
4500028052			7000049774	TRAXLERS LAWN CARE LLC		07/01/2018	08/30/2018
4500028854	5000012091		7000026323	GOODWILL INDUSTRIES OF UPSTATE/		07/08/2014	03/13/2016
4500001250	5000012302		7000091818	THE GREENERY		07/12/2014	11/20/2018
4400010375	5000012440		7000107534	ABC LANDSCAPING INC	Traditional Male	07/12/2014	01/22/2017
4400028855	5000012598		7000107534	ABC LANDSCAPING INC	Traditional Male	07/12/2014	04/19/2017
4400028856	5000012634		7000026264	MULLINS TRUCKING INC		07/12/2014	02/19/2017
4400000100	5400004048	Landscape at Lawland Drive	7000151651	SPIRES LAWN SERVICE		05/01/2012	04/30/2017
4400026206	5400004645	Grounds Maintenance SCOOT Pickers	7000107534	ABC LANDSCAPING INC	Traditional Male	08/20/2012	08/19/2017

Cancel Process Punch-out to SRM

Complete “Item Data”

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

Previous Next Order Close Save Check



Order Quantity

Tax

Delivery Date

Product Category (Material Group/NIGP 5 Digit Code)

9

Complete “Item Data”

Details for Item 1 Routine Mowing, Primary Roads Cherokee

Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents Approval Process Overview

Identification
Item Type: Material
Description: Routine Mowing, Primary Roads Cherokee
Product Category: 98536 Grounds Maintenance: Mowing Plant (not tree) etc.
Order as Direct Material:

Organization
Purchasing Group: DOT - GANDIS GOLSTON TAK
Company Code: SC01 State of South Carolina
Further Properties
Supplier Product Number:
Subcontracting:

Currency, Values and Pricing
Order Quantity / Unit: 1.00 ACR
Ordered Quantity / Unit: 0.000
Open Quantity / Unit: 1.00 ACR
Price / Currency: 38.00 USD Price Unit: 1

Not Separately Priced:
Incremental Funding Active:
Goods Receipt:
Invoice Receipt:
Goods Receipt Non-Labelled:
TAX/AMOUNT: 11-APP Sales Tax 3.04 USD
Service Master Record: Display

Service and Delivery
Intercom Key/ Location:
Location / Plant: 9856 SC Department of Transportation
Unloading Point:
Storage Location: 0001 SC Dpt of Transp
Goods Recipient: 16594 Mr. Fred PIEPER
Delivery Priority: 00
Delivery Date: 11/06/2015

10

Complete the Account Assignment Tab

- Cost Distribution
- Cost Center
- Fund Center
- Grant
- Functional Area
- Fund

11

- Select the "Check" button for the system to validate the data and see if the SC contains any errors. If no errors, then proceed to Step 3.

Shop in 3 steps: Step 2 (Shopping Cart (1 item))

Previous Next Order Close Save Check

Shopping cart 2001080679 has no errors

- Step 3, Name the SC and then select "Order".

Shop in 3 steps: Step 3 (Complete and Order)

Previous Next Order Close Save Check

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Shopping Cart Workflow and Approval

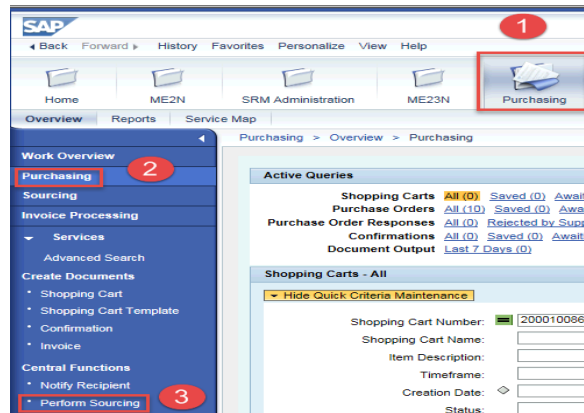
- ☛ SRM has a SC Workflow and Approval process.
- ☛ All approved SCs are automatically routed to the appropriate Buyer (Purchasing Group) for processing.
- ☛ Buyers may be assigned to more than one Purchasing Group.

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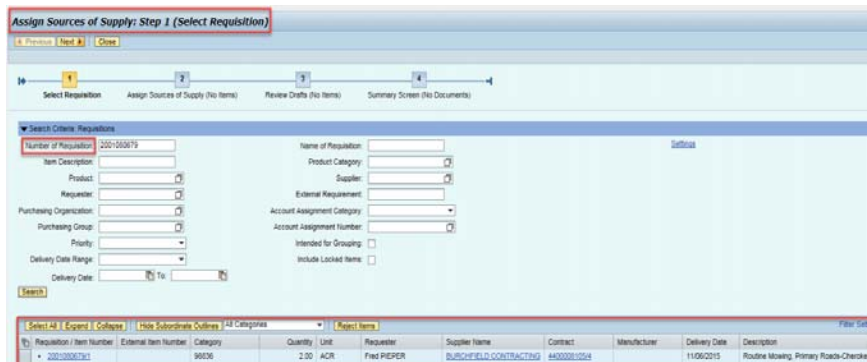
Purchasing – Create the Purchase Order (PO)

All approved Shopping Carts will workflow to the appropriate Purchasing Group for sourcing.



15

The Buyer will search/select the SC and begin the sourcing process.



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Purchasing – Step 2 - Assign Source of Supply

- Since the SC was linked to a contract in this example, the vendor, the Unit of Measure, the Unit Price are already assigned to the SC.

Assign Sources of Supply: Step 2 (Assign Sources of Supply (1 Items))

Previous Next Save Close

1 Select Requisition 2 Assign Sources of Supply (1 Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Select All Expand All Collapse All Change Refresh Propose Sources of Supply Create Draft Replace Item with Catalog Item Undo Replacement Remove Assign to My Purchasing Group

Requisition / Item Number	Document Name	Document Number	Draft Type	Item Number	External Item Number	Configurable Item Number	Description	Variant	Category Description	Priority	Quantity	Unit	Delivery Date	Supplier Number
2001008720							Routine Mowing - Primary Roads-Chester		Grounds Maintenance Mowing Plant (not tree) etc.		2.00	ACR	11/08/2015	7000119075

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Purchasing – Step 3 – Review Draft

- The Buyer selects “Draft Type”, “Transaction Type,” creates the “Draft Name” for the PO, reviews all of the data, and clicks on the “Process Selected Drafts” button.

Assign Sources of Supply: Step 3 (Review Drafts (1 Items))

Previous Next Process All Drafts Close Process Selected Drafts Edit Selected Drafts

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (1 Items) 4 Summary Screen (No Documents)

Created Drafts

Change Selected Draft To Remove

Draft Name	Draft Type	Supplier Number	Supplier	Transaction Type
Mowing Primary Roads Chester County	Purchase Order	7000119075	BURCHFIELD CONTRACTING	ZSTD SCEIS Standard PO

Details of Selected Drafts Local Purchase Order# FPREP# 10022015

Remove Expand All Collapse All

Requisition / Item Number	Configurable Item Number	Description	Category	Quantity	Unit	Supplier Number	Supplier Name	Info Record	Net Price	Gross Price
2001008721		Routine Mowing - Primary Roads-Chester	99026	2.00	ACR				20.00 per 1 ACR	39.99

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Purchasing – Step 4 - Summary Screen

- SRM assigns the next PO number. The “Refresh” button is selected and then the Buyer is ready to continue processing the PO.

Summary Screen: Step 4 (Summary Screen 1 Documents)

Buttons: Print, Refresh, Close

Progress: 1 Select Requisition, 2 Assign Sources of Supply (No Items), 3 Review Drafts (No Items), 4 Summary Screen 1 Documents

Created Objects

Document Number	Document Type	Description	Status	Supplier Number	Supplier Name	Total Value
4630440591	Purchase Order	Mowing Primary Roads Cherokee County	Ordered	7032113376	BURCHFIELD CONTRACTING	78.00

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Display – Edit the PO

- The PO is now ready for displaying or editing in SRM. When the PO was “refreshed” SRM changed the status from “Awaiting Approval” to “Ordered.” SRM then replicates the SRM “Ordered” PO to the Enterprise Central Component (ECC).

Display Purchase Order

Buttons: Edit, Print Preview, Check, Close, Export, Delete, Related Links

Purchase Order Number	4630440591	Purchase Order Type	SCEIS Standard PO	Status	Ordered	Document Date	10/02/2015	Total Value (Gross)	82.08 USD	Smart Number		Supplier	BURCHFIELD CONTRACTING
-----------------------	------------	---------------------	-------------------	--------	---------	---------------	------------	---------------------	-----------	--------------	--	----------	------------------------

Navigation: Overview, Header, Items, Notes and Attachments, Approval, Tracking

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Goods Receipt (MIGO)



ECC PO Display

SRM replicates the PO to ECC. The PO Line Item is ready for a the GR.

State Standard PO 4600448591 Created by Fred PIEPER

Document Overview On | Document Overview Off | Hold | Cancel | Print Preview | Messages | Personal Settings

State Standard PO 4600448591 Vendor 7000113975 BURCHFIELD CONT... Doc. date 10/02/2015

Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curre. Per	Matl Group
1	K	Routine Mowing, Primary...	2.00	11/06/2015	38.00	USD	ACR Grounds Mal...

Item [1] Routine Mowing, Primary Roads-Cherokee

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment

Account Assignment

Unloading Point

G/L Account 5024990004

Business Area 0120

CO Area SC01

Cost Center 0120E4M111

Order

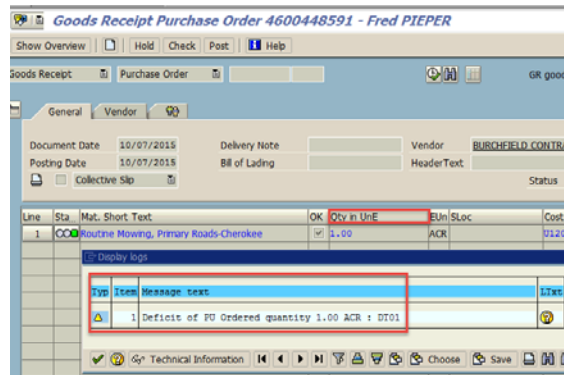
Fund 44909000 Grant NOT RELEVANT

Functional Area 0120_6210

Funds Center 0120E4M111

Emarked Funds Commitment Item 5024990004

☞ In this GR, only one Acre is being received.



☞ This Warning message is correct.

☞ Purchase Order History tab in ECC now indicates the GR.

Item	Quantity	Delivery cost	Amount in LC
WE 101 5000989920 1	1.00	0.00	0.00
Tr./Ev. Goods receipt			
	1.00	0.00	0.00

☞ Extended PO History tab in SRM now indicates the GR.

Item/Description	ObjectID in Back-End	Document Date	Quantity	Base Unit	Value in FM area	Currency
Item 1 / Routine Mowing, Primary Roads-C						
Total Goods receipt			1.00	ACR		0.00 USD
Goods receipt	5000989920	10/07/2015	1.00	ACR		0.00 USD
Total Value in Purchase Order			2.00	ACR		82.08 USD
Value in Purchase Order	4600448591 / 00001		2.00	ACR		82.08 USD



Invoice Receipt (MIRO)

Invoice received and matches the Goods Receipt

Enter Incoming Invoice: Company Code SC01

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction: Invoice | Balance: 0.00 USD

Basic data | Payment | Details | Tax | Contacts | Note


Invoice date: 10/08/2015 | Reference: 125489
 Posting Date: 10/08/2015 | Period: 4
 Amount: 38.00 | USD | Calculate tax
 Tax amount: 0.00 | 10 (A/P Tax Exempt)
 Text:
 Paymt terms: 22 Days net
 Baseline Date: 10/08/2015
 Company Code: SC01 State of South Carolina Columbia, SC

Vendor 7000113975
 BURCHFIELD CONTRACTING
 PO Box 1127
 ROBBINSVILLE NC 28771
 (828) 479-1291 | (828) 479-1291

PO Reference | G/L Account

Purchase Order/Scheduling Agreement: 4600448591 | Goods/service items + planned deli...
 Layout: All information

Item	Amount	Quantity	Or.	Purchase O.	Item	PO Text	Tax Cod
	38.00	1.00	ACR	4600448591	1	Routine Mowing, Primary Roads-Cherokee	10 (A/1)

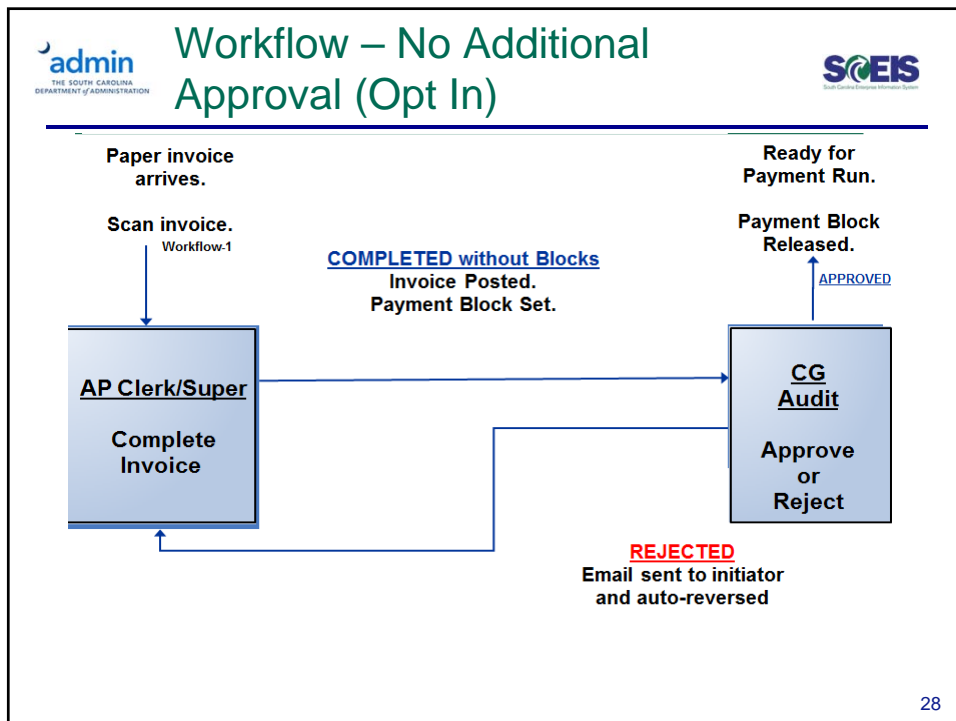
 Document no. 5701547172 created



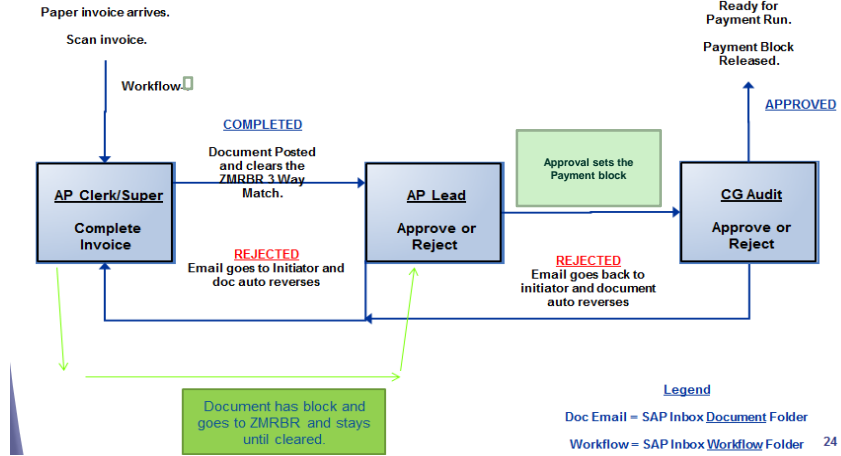
Invoice Workflow Process



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Workflow –Additional Approval by Agency (Opt Out)



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View Status of Document

Click on Services for Objects>Workflow>Workflow Overview to get to this screen

Workflows for Current Context

Title	Creation D...	Creation...	Status	Task
AP Logistics Invoice 5701547172	10/08/2015	11:24:33	In Process	AP Logistics Invoice Approval

Current data for started workflow: AP Logistics Invoice 5701547172

Step name	Status	Result	Creation date/time	End date/time	Agent
Is_Expired?	Completed		10/08/2015 11:24:33	10/08/2015 11:25:08	WORKFLOW_SYSTEM
INTEGRATION_FEE	Completed		10/08/2015 11:24:37	10/08/2015 11:24:47	WORKFLOW_SYSTEM
Determine Year End Status	Completed		10/08/2015 11:24:47	10/08/2015 11:24:47	WORKFLOW_SYSTEM
Place P Block For WF273	Completed		10/08/2015 11:24:47	10/08/2015 11:25:08	WORKFLOW_SYSTEM
Determine Cost Center for Invoice 5701547172	Completed		10/08/2015 11:25:08	10/08/2015 11:25:24	WORKFLOW_SYSTEM
Check HBRP AP Approves	Completed		10/08/2015 11:25:24	10/08/2015 11:25:24	WORKFLOW_SYSTEM
Business area, U123 and Document 5701547172	Ready		10/08/2015 11:25:24	10/08/2015 11:25:24	WORKFLOW_SYSTEM

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- 🕒 This document has the “opt out” approval so the document workflows to the ZMRBR Approver

Recipients: Business area U120 and Document 570154

US ALF14538	ALFRED COMFORT	🔄
US AND55529	ANDREW DEKLENZO	🔄
US BAR55401	BARBARA SHARPE	🔄
US MIC62216	MICHELLE SKEEN	🔄
US MIR77409	MIRANDA CALDWELL	🔄
US STE55496	STEVEN HAYES	🔄
US STE55841	STEPHANIE AULL	🔄
US TON88404	TOWONZA TAYLOR	🔄

Overall view | Org. assignment | [Grid Icon] | [Close Icon]

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Guidance on Copying Shopping Carts

- ☛ The SCEIS Materials Management Team advises users to use the “Old Shopping Carts and Templates” when requesting the same product/service from the same vendor.
- ☛ That is,
 - Material Group/Product Category/NIGP 5 Digit are correct.
 - Identical Vendor

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- ☛ If the requirement is not the same, then the SC Creator should initiate the SC process from the NIGP/Contract Search.

SCEIS The South Carolina Enterprise Information System
Contract Search - 2015.04.20.0001

Enter a keyword to search by. Click on a contract link to view the contract and its items. Click the Selected tab to list your current selections.

Contract Search
NIGP Search
Selected

Submit Search
Clear

Show current active contracts only:
 Show minority businesses only:

Ever use a wildcard search? [Click here for help.](#)

One Contract found.

Contract #	Bid Inv. #	Bid Invitation	Vendor Number	Vendor Name	Minority Status	Validity Start	Validity End
5000013473	5400005670	Commercial Grounds Maint Equip Phase I	7000025192	GREENWOOD EQUIP & REPAIR CO INC		05/16/2013	05/16/2018

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- ☛ Example of copying a SC that will lead to a rejection by Accounts Payable.
- ☛ Original SC – 2001080679 was for lawn maintenance.
- ☛ 2001080679's GL was 502499004.
- ☛ 2001080679 was copied to 2001080711
- ☛ 2001080711 is for “Blade for a Zero Turn Mower.”
- ☛ 2001080711's GL is incorrect because it was copied. The GL should be a 503xxxxxxx.

- ☛ Example of copying a SC that will lead to a rejection by Accounts Payable.

Details for item 1 Blade for a ZERO Turn Mower

Item Data | **Account Assignment** | Notes and Attachments | Delivery Address/Performance Location | Sources of Supply / Service Agents | Approv

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
	0001	100.00	Cost Center	U120E4M111	Cherokee Maint

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00

Account Assignment Category: Cost Center

Cost Center: U120E4M111 Cherokee Maint

Fund Center: U120E4M111 Cherokee Maint

Order: _____

Grant: NOT RELEVANT NOT RELEVANT

Functional Area: U120_6210 U120 Highway Maintenance

Controlling Area: SC01

General Ledger Account: 5024990004 Highway Maint Contr

Business Area: U120

Fund: 44809000 AFS-HIWAY&PUBLIC TRAN

Commitment Item: 5024990004 Highway Maint Contr



WHEN to REQUEST a GENERAL LEDGER CHANGE



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When to Request a General Ledger Change



- ④ Depending on your security role, use the “Tracking” tab in SRM or use the ME23N transaction in ECC to conduct your research.
- ④ Check to see if there has been any transactional data (GR/IR) on the Line Item.
- ④ If there is a GR, then the GR can be reversed and then the Account Assignment data changed.

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When to Request a General Ledger Change

- ☑ Check for a Invoice Receipt Document.
- ☑ If there has been a invoice posted, a 57 document number, please do not ask for a GL change.
- ☑ If a 57 document has been posted, ask the Buyer to No Further Invoice and No Further Confirmation the PO Line Item. Lock if appropriate.
- ☑ Then create a additional Line Item with the Account Assignment data you need to pay the invoice.



SUPPORT AND REFERENCES

NIGP Code to General Ledger Account Mapping Resource

The SCEIS Materials Management Team, with the assistance of the Comptroller General (CG's) Office and several agencies, embarked on a project in April 2012 to provide a new tool to assist SCEIS users statewide. The project involved reviewing the National Institute of Governmental Purchasing (NIGP) Codes and the General Ledger Accounts associated with these codes in the Supply Relationship Management (SRM) portion of SCEIS, building a resource spreadsheet to improve understanding of how this data is related.

NIGP Code to General Ledger Account Mapping Resource

Users may access the NIGP Codes Mapping to GL Accounts Resource Spreadsheet Comptroller General's website: www.cg.sc.gov

Comprehensive Annual Financial Report (CAFR) | Contact Information

Home > State Agency Reporting Violations!!!

Fiscal Transparency

Agencies Listed Below Have Failed to Meet Statutory Financial Reporting Deadlines

Agency	Date Due	Date Received	Days Late Last Year
S.C. State University	Sept. 30		108
Dorchester Technical College	Sept. 30		9
Accounting Association	Oct. 10		33
			(14, 2015)

state agencies/entities support the Comptroller General's annual comprehensive Annual Financial Report (CAFR) by providing the state statements. These audited financial statements contain data needed for

Navigation menu items:

- Home
- Meet Comptroller General Eckstrom
- Transparency Website Improvements
- Publications and Reports
- Guidance and Forms for State Agencies
 - Comptroller General's Accounting Policies and Procedures
 - GAAP Reporting
 - Payroll Forms
 - Travel Forms and Mileage Rate
 - NIGP Codes Mapping to GL Accounts Resource Spreadsheet**
- State Agency Reporting Violations!!!
- Newsroom

- ☉ The purpose of this policy is to standardize agency use of all purchasing/payment document types for all transactions processed for payment including year-end processing and adopt best practice methodology.
- ☉ Users may access the State's policy on the Comptroller General's website: www.cg.sc.gov

- ☉ Users may access the State's policy on the Comptroller General's website: www.cg.sc.gov

Comprehensive Annual Financial Report (CAFR) | Contact Information

Home > Guidance and Forms for State Agencies > Comptroller General's Accounting Policies and Procedures

Fiscal Transparency

CG's Accounting Policies and Procedures

Cross-Reference Authority (updated November 10, 2014) - The Cross Reference is for the Disbursement Regulations set by the General Assembly statutes, the Budget and Control Board Regulations, and Comptroller General's Policies. This Cross Reference is divided into sections according to subjects of disbursements.

Disbursement Regulations (updated November 10, 2014) - The Disbursement Regulations are designed to ensure that the Statewide Accounts Payable Division certifies the authenticity and legality of all payments. After ensuring that all payments are in compliance with General Assembly statutes, Budget and Control Board rules and regulations, and Comptroller General's Policies warrants are issued to the State Treasurer for payment.

- **Index for the Disbursement Regulations** (updated November 10, 2014)

Entry Expiration - This link will provide guidance on preparation of Journal Entries, Cash Transfers and Loan/Loan Repayments.

Fund Definitions

New Fund Form

Expenditure General Ledger Account Definitions (updated Quarter ending September 2014)

Revenue General Ledger Account Definitions (updated Quarter ending September 2014)

Recovery Audit Example

Policy on Use of Purchase Orders and Direct Expenditures

- **Purchase Order Policy Memo**

The screenshot shows the SCEIS South Carolina Enterprise Information System interface. A red arrow points to the 'SCEIS uPerform' link in the left-hand navigation menu. A red box highlights a dropdown menu containing the following items: MySCEmployee Training, CO500 & CO500A Year-End Course Files, Business Objects Training, SCEIS Quick Reference Cards, SCEIS Training Guides and Tools, Blackboard, SCEIS uPerform (circled in red), Knowledge Transfer Program, and MySCEmployee Training. The page also features a banner for 'Streamlining Business Processes within the Government of South Carolina' and a 'Reminders & Tools' section on the right.

The screenshot shows the 'Contact Us' page of the SCEIS Service Desk. A red arrow points to the 'SCEIS Service Desk Ticket Form' on the right side of the page. The form includes fields for 'Are you the user who is experiencing the problem?', 'Your First Name', 'Your Last Name', 'Your Email Address', 'Your SCEIS Username (ID)', 'Your Contact Phone Number', and 'Your Agency'. There are also dropdown menus for 'None Selected' and 'Please select'. A red arrow points to the text 'Click here to send a help request to the SCEIS Service Desk.' above the form. The page also features a 'Contact Us' section with a list of teams: Administration, Enterprise Change & Communications Team, Finance (FI) Team, Human Resources/Payroll (HR) Team, Integration and Project Management, Materials Management (IMI) Team, and Technology Team.