



# SCEIS Real Estate Functionality



- Pursuant to the objectives established in Proviso 118.2 and Executive Order 2016-06, The Department of Administration has been ordered to implement a strategic plan for the ownership and management of the State's real property.
- The implementation of the plan will be a long-term process that will require new functionality either in SCEIS or tightly integrated with SCEIS.
- Today's goal is to explain Phase 1 of this process which is to begin capturing actual costs of owning and maintaining the State's Real Property.

- Phase 1 will begin effective July 1, 2016.
- While the Executive Order requires compliance by cabinet agencies, it is strongly suggested that all agencies and departments follow the directives.
- Until a total real estate management functionality can be designed and implemented, we will focus our efforts on providing the means to capture and assign real estate repair and maintenance costs to real estate units.

- The CG's Office has created GLs that must be used when processing real estate related transactions.
- Based on recommendations of consultants, the Department of Administration has requested the creation of an Internal Order for each real estate unit of the State.
- SCEIS has created functionality that will require that an Internal Order be entered in the "Order" field when the GL is a real estate GL.

- If you expend funds for the repair and maintenance of a building, you need to use a real estate GL.
- If you use a real estate GL, you must enter an Internal Order to identify the real estate unit for which the expenditure was made.

- 🔄 A/P – all A/P documents related to the repair and maintenance of a State real estate unit must be coded with a real estate GL and an Internal Order.
  - Direct Pay (FV60) – accounts payable clerk must enter a real estate GL and the Internal Order that identifies the appropriate real estate unit.
  - Logistics (PO) Related (MIRO) – the real estate validation (Real Estate GL and Internal Order) functionality is in place at both the shopping cart and PO creation. All appropriate fields should be populated when processing a logistics invoice.

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## Module Impacts: A/R & AM



- 🔄 A/R – if a refund of an expenditure is coded to a real estate GL, the transaction will require an Internal Order.
- 🔄 AM – Enter the appropriate Internal Order on the asset shell when buying an item deemed to be an asset for a real estate unit.
  - When creating the asset shell select the appropriate asset class, GLs are derived from asset class.
  - Enter the Internal Order on the “Time-Dependent” tab.

- FM – current budgeting processes are not impacted by the Real Estate functionality.
  - When processing a Funds Reservation, consider if the Funds Reservation is for a real estate unit, if so the Internal Order can be entered on the Funds Reservation and the account assignment of all future payments against that Funds Reservation will derive the real estate GL and the correct Internal Order.
  - This may be useful when establishing Funds Reservations for utility payments.



- ④ GL – when processing entries related to the repair and maintenance of a State real estate unit one must use a real estate GL. That real estate GL will require the use of an Internal Order.
  - The real estate GLs presented today are all budgeted as Other Operating Expenditures (Commitment Item 512001).
- ④ There has been much discussion regarding the capture of Personnel costs related to the repair and maintenance. A method to capture these costs has yet to be determined. You will be provided guidance in the near future.

- 🔄 GM – when processing a grant entry that is for the repair and maintenance of a State real estate unit one must use a real estate GL. That real estate GL will require the use of an Internal Order.
  - The CG created GLs that fall within the current SCEIS Chart of Accounts Structure, this means that the new GLs also fall within the ranges set for Sponsored Classes in GM.
  - If your grants have special derivations for Sponsored Classes, you may want to review those derivations to ensure that these expenditures will be captured correctly.

- PS – poses the most difficult technical problems related to the implementation of the Phase 1 Real Estate functionality.
  - Projects are vetted through the State's Capital Improvement process and must be accounted for and reported in SPIRS.
  - State and SCEIS processes are created requiring 507\* GLs for capital improvement projects (WBS)

- ⌚ Because projects are required to use GLs beginning in 507\* and these are not included in the new Real Estate GLs, a validation will be put in place requiring the use of an Internal Order when a WBS is entered beginning in C., E. or M.
- ⌚ Current projects must be analyzed to determine which create new buildings and which are repairs/improvements to existing buildings.

# SCEIS Real Estate Functionality

## Module Impacts: PS



- Current projects which are for repairs/improvements to existing buildings will use the Internal Order assigned to those existing buildings.
- Current projects that are for new structures will be assigned new Internal Orders.

# SCEIS Real Estate FV60 - Direct Pay



**Park Vendor Invoice: Company Code SC01**

Tree on Company Code Simulate Save as completed Post Editing options

Transactn R Invoice Bal. 1.00-

Basic data Payment Details Tax Withholding tax Notes

Vendor 7000000891 SGL Ind   
Invoice date 05/12/2016 Reference RE TEST  
Posting Date 05/15/2016 Period 11  
Document Type KR KR (Vendor in...  
Amount 1.00 USD  Calculate tax  
IO IO (A/P Tax Exempt)

Text RE TEST

Paymt terms 22 Days net  
Baseline Date 05/12/2016  
Company Code SC01 State of South Carolina Columbia, SC  
Lot No.

Vendor  
Address  
BUSY BEE  
108 WALL STREET  
MONCK'S CORNER SC 29461

0 Items ( Screen Variant : Screen 100 )

G/L acct	V/C	Amount in doc.c...	Cost center	Func. Area	Order	Fund	Grant
5021469302	S De...	1.00	D500BCA000	D500_BC00		80350000	NOT RELEVANT

Real Estate GL and  
No Internal Order  
  
This should receive an error.

# SCEIS Real Estate FV60 – Direct Pay



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Text RE TEST  
Paymt terms 22 Days net  
Baseline Date 05/12/2016  
Company Code SC01 State of South Carolina Columbia, SC  
Lot No.

Vendor  
Address  
BUSY BEE  
108 WALL STREET  
MONCKS CORNER SC 29461

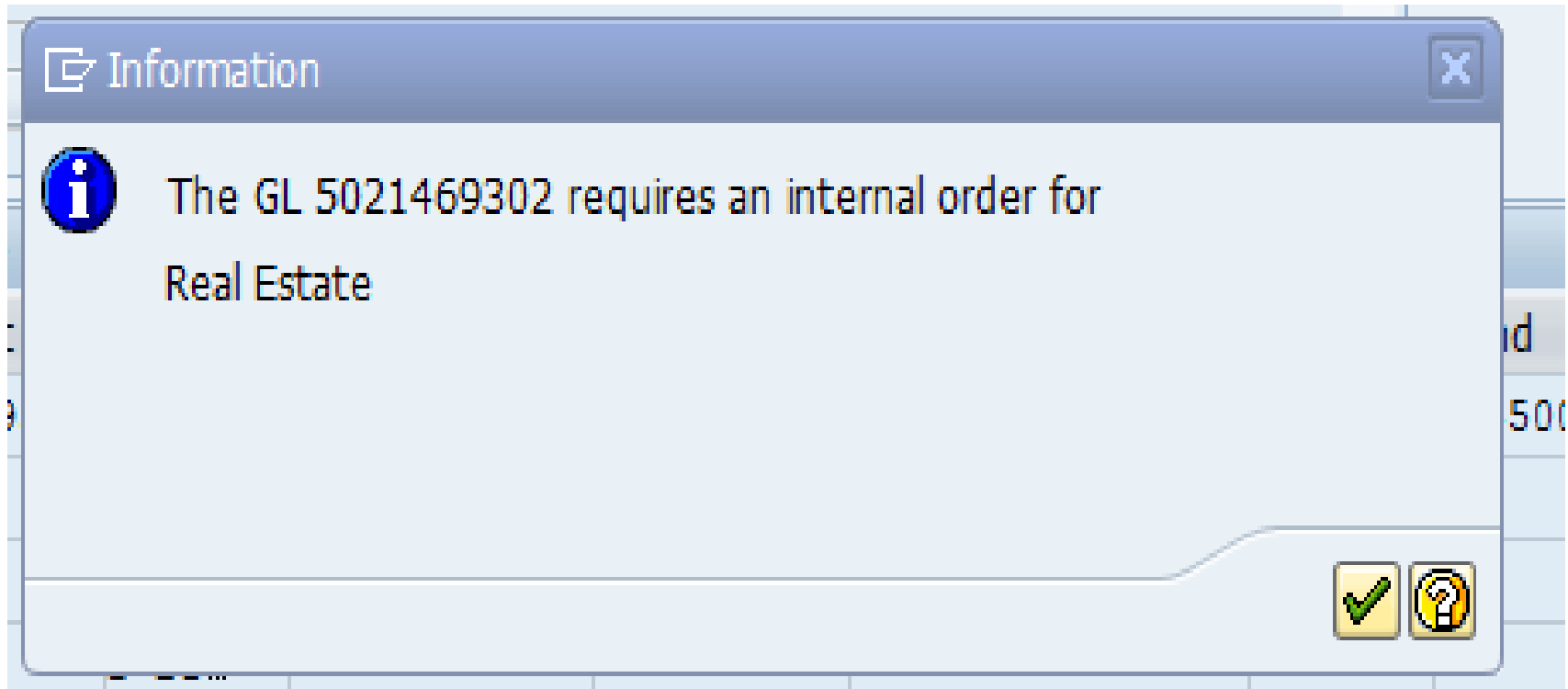
0 Items  
G/L acct  
5021469

Fund Grant  
30350000 NOT RELEVANT

**Error Message**

Information  
The GL 5021469302 requires an internal order for Real Estate

🔄 FI documents will receive the error message below.





# SCEIS Real Estate Finding Real Estate GLs

 Search

Home	SCEIS Help	Meetings	Calendar	News & Updates	FAQs	Links	SCEIS Logins
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- About SCEIS
- Agency Support Teams
- Training
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical



Click

## Real Estate GL Documents

Real Estate GL Codes, Finance Real Estate Functionality, Materials Management Processes

**SCEIS** Segregation of  
Duties Policy  
South Carolina Enterprise Information System

Managing Locked or  
Forgotten Passwords

Registration for SCEIS Self  
Service Password Reset

Changing Your SCEIS or  
MySCEmployee Password

MySCEmployee

**admin**  
THE SOUTH CAROLINA  
DEPARTMENT of ADMINISTRATION

INSPECTOR GENERAL'S  
FRAUD HOTLINE  
(State Agency fraud only)

# SCEIS Real Estate

## Finding Real Estate GLs



[Executive Order 2016-06 \(Link\)](#)

[Presentation by Carlos Vesga – Implementation of a Standard Chart of Accounts \(Link\)](#)

[Presentation by SCEIS Finance – Real Estate Functionality \(Link\)](#)

[Presentation by SCEIS Materials Management – Processes for Real Estate GL Accounts \(Link\)](#)

[Real Estate GL Codes by GL Order \(Link\)](#)

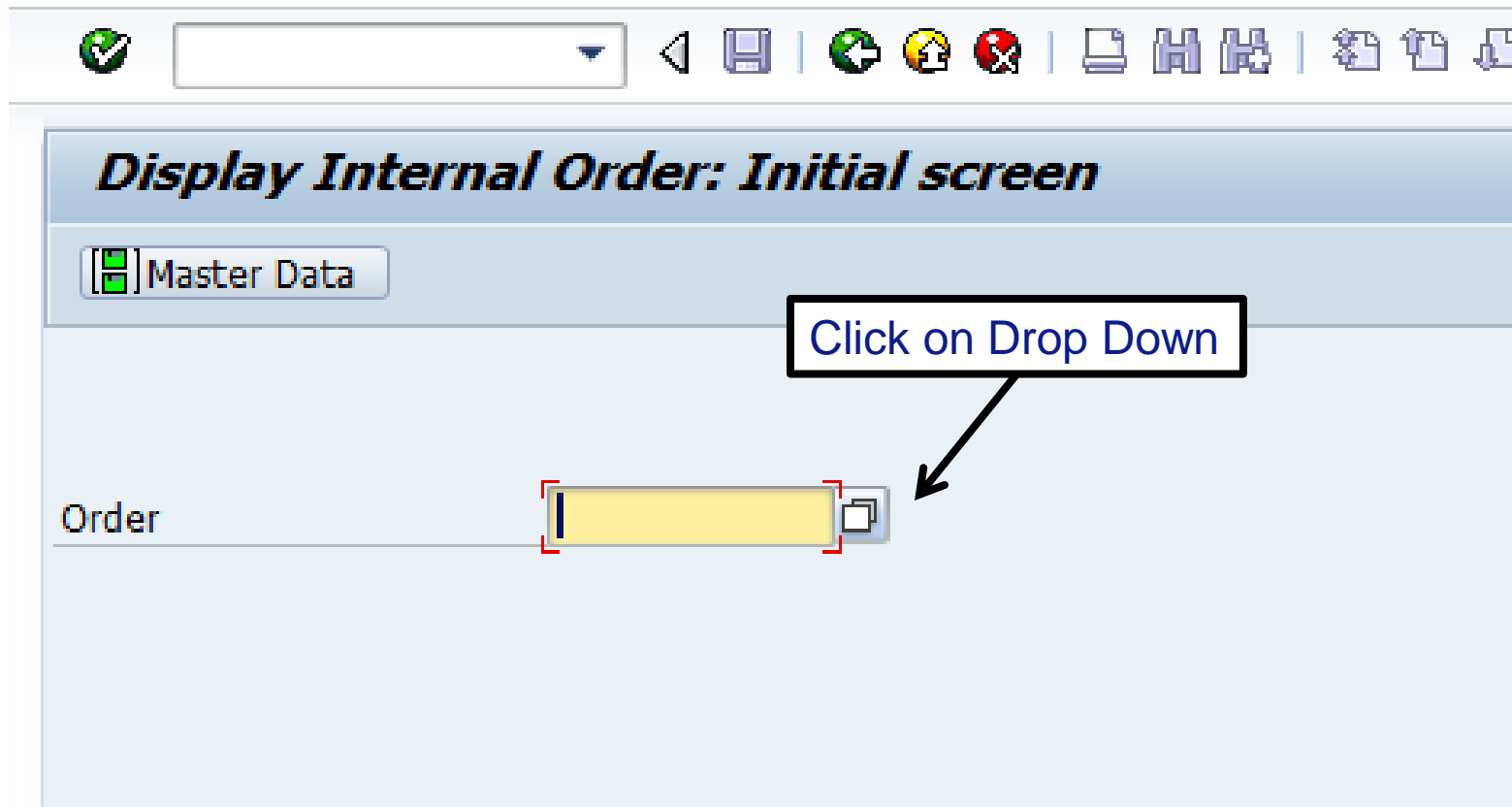
[Real Estate GL Codes by Real Estate Activity \(Link\)](#)

[Real Estate GL Codes in Excel \(34kb .xls\)](#)

# SCEIS Real Estate Finding Internal Orders



## Transaction KO03



# SCEIS Real Estate Finding Internal Orders



Order Number (1)

Internal Order search for SCEIS      Search by controlling area / processing group

Controlling Area	<input type="text" value="SC01"/>	
Order Type	<input type="text" value="Z009"/>	Enter Order Type Z009
Processing group	<input type="text"/>	
Order	<input type="text"/>	
Description	<input type="text"/>	
Business Area	<input type="text"/>	
External order no.	<input type="text"/>	
Request. cost center	<input type="text" value="N040*"/>	Enter your Business Area and * in the Request cost center field
Maximum No. of Hits	<input type="text" value="500"/>	

# SCEIS Real Estate Finding Internal Orders



Order Number (1) 500 Entries found

Internal Order search for SCEIS    Search by controlling area / processing group    Search by ...

Controlling Area: SC01  
Order Type: Z009

Proc. grp	Order	Description	BusA	External order no.	Req. CC
00	92001479	RIDGELAND CORRECTIOL INSTITUTION - ADMIN			N040000010
00	92001480	LEE CORRECTIOL INSTITUTION - ADMIN./MEDI			N040000010
00	92001481	EVANS CORRECTIOL INSTITUTION - F-1 HOUS			N040000010
00	92001482	BROAD RIVER CORR INSTITUTION- U-3 HOUS			N040000010
00	92001483	TRAINING ACADEMY-ADMIN BLDG			N040000010
00	92001484	LOWER SAVANH PRE-RELEASE CENTER G-MEDICA			N040000010
00	92001485	ALLENDALE CORRECTIOL INSTITUTION - INDUS			N040000010
00	92001486	LIEBER CORRECTIOL INSTITUTION - RECEPTIO			N040000010
00	92001487	TRAINING ACADEMY - LOUNGE			N040000010
00	92001488	MANNING CORRECTIOL INSTITUTION - LAUNDRY			N040000010
00	92001489	CAMILLE GRAHAM CORRECTIOL INSTITUTION -			N040000010
00	92001490	LIVESAY CORRECTIOL INSTITUTION -- CORREC			N040000010
00	92001491	LEATH CORRECTIOL INSTITUTION - GREENHOU			N040000010
00	92001492	TURBEVILLE CORRECTIOL INSTITUTION - PAIN			N040000010
00	92001493	RIDGELAND CORRECTIOL INSTITUTION - STORA			N040000010
00	92001494	KIRKLAND CORRECTIOL INSTITUTION - ADMIN			N040000010
00	92001495	STEVENSON CORRECTIOL INSTITUTION - EDUC			N040000010



Thank you for attending !

