



MM Processes: Real Estate GL Accounts & Governor's Executive Order 2016-06



- ④ SCEIS Shopping Cart Process for Real Estate
- ④ SCEIS Shopping Cart Approver Process for Real Estate
- ④ SCEIS Purchase Order Process for Real Estate



SCEIS Shopping Cart Process for Real Estate



SCEIS Shopping Cart Process for Real Estate GL Account



- 🕒 In 2015, the Office of Comptroller General, the SCEIS Team, and a group of agencies mapped General Ledger (GL) Accounts to the five-digit National Institute of Governmental Procurement (NIGP) commodity codes in SCEIS. (Note that not all GLs are mapped to NIGP codes.)
- 🕒 However, the new Real Estate GL Accounts **are not mapped** to the NIGP codes in SCEIS.
- 🕒 The new Real Estate GL Accounts must be entered manually.

SCEIS Shopping Cart Process for Real Estate GL Account



- 🕒 In the examples that follows, the material requested to purchase is General Office Supplies for Real Estate. The SCEIS system retrieves the GL Account number, 5030010000, General Office Supplies, used for office supplies other than Real Estate and mapped to NIGP Code 95640.
- 🕒 **The Shopping Cart Creator changes the GL Account number to the new GL, 5030019111, General Office Supplies, linked to the Real Estate being tracked.**

SCEIS Shopping Cart Process for Real Estate GL Account



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

◀ Previous Next ▶ | Order | Close Save Check

- ❗ Line 1: Account 5030010000 requires an assignment to a COobject
- ❗ Line 1: No funds center entered/derived in item 00001 (SC01/5030010000/)
- ❗ Line 1: Error in account assignment for item 1
- ❗ Line 1: Enter a value in the mandatory field Cost Center in account assignment
- ❗ Line 1: SC itm desc cannot eq Material Grp Ctrct itm desc



Item Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Age

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

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignr
0001		100.00	Cost Center		

Details for Item 0001 : Cost Center

Basic Data

Percentage: * 100.00 Fund:

Account Assignment Category: Cost Center Commitment Item: 5030010000 OFFICE SUPPLIES

Cost Center: * Unfunded Accounting Line:

Fund Center:

Order:

Grant: NOT RELEVANT NOT RELEVANT

Functional Area:

Controlling Area: SC01

General Ledger Account: 5030010000 OFFICE SUPPLIES

Business Area:

Current GL Account for General Office Supplies and mapped to NIGP 95640.

SCEIS Shopping Cart Process for Real Estate GL Account



- 🔄 The SC Creator edits the Shopping Cart to change the GL Account number from 5030010000 to the new Real Estate GL number 5030019111.

Edit Shopping Cart

Order | Read Only | Print Preview | Close | Save | Check | Park | Delete

❗ The General Ledger Account requires a number in the order field 5030019111 Line:1

Number 2001146702 Document Name FPEPER 04/28/2016 17:51 Status Saved Created On 04/28/2016 17:51:38 Created By Fred PEPER

Details for item 1 Pencils from Statewide contract

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

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

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	Gener
0001		100.00	Cost Center	P280SPP417	Kings Mountain State	503001

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00 Fund: 30350000 OPERATING REVENUE

Account Assignment Category: Cost Center Commitment Item: 5030019111 GENERAL OFFICE SPPLY

Unfunded Accounting Line:

Cost Center: P280SPP417 Kings Mountain State

Fund Center: P280SPP417 Kings Mountain State

Order:

Grant: NOT RELEVANT NOT RELEVANT

Functional Area: P280_0250 P280 SPS - Utility Improv

Controlling Area: SC01

General Ledger Account: 5030019111 GENERAL OFFICE SPPLY

Business Area: P280

SCEIS Shopping Cart Process for Real Estate GL Account



- ⌚ The “Order” field is blank and a hard stop error message appears indicating, “The General Ledger Account requires a number in the order field 5030019111 Line: 1”

A screenshot of a web form showing a text input field labeled 'Order:'. The field is empty and has a red border around it, indicating an error or required field.A screenshot of a toolbar titled 'Edit Shopping Cart'. It contains several buttons: 'Order', 'Read Only', 'Print Preview', 'Close', 'Save', 'Check', 'Park', and 'Delete'. The buttons are yellow with black text and are arranged in a horizontal row.

The General Ledger Account requires a number in the order field 5030019111 Line:1

SCEIS Shopping Cart Process for Real Estate GL Account



- To clear the error, the Shopping Cart Creator enters the “Order” number for the Real Estate. In this example, 10001888 was entered for a Comfort Station.

Edit Shopping Cart

Order | Read Only | Print Preview | Close | Save | Check | Park | Delete

Shopping cart 2001146702 has no errors

Number 2001146702 Document Name FPEPER 04/28/2016 17:51 Status Saved Created On 04/28/2016 17:51:38 Created By Fred PIEPER

Details for item 1 Pencils from Statewide contract

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

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

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	Gener
0001		100.00	Cost Center	P280SPP417	Kings Mountain State	50300

Details for Item 0001 : Cost Center

Basic Data

Percentage: * 100.00 Fund: 30350000 OPERATING REVENUE

Account Assignment Category: Cost Center Commitment Item: 5030019111 GENERAL OFFICE SPPLY

Cost Center: * P280SPP417 Kings Mountain State Unfunded Accounting Line:

Fund Center: P280SPP417 Kings Mountain State

Order: 10001888 Km-67 Comfort Station

Grant: NOT RELEVANT NOT RELEVANT

Functional Area: P280_0250 P280 SPS - Utility Improv

Controlling Area: SC01

General Ledger Account: 5030019111 GENERAL OFFICE SPPLY

Business Area: P280

SCEIS Shopping Cart Process for Real Estate GL Account



- After the required Account Assignment Data is entered, the Shopping Cart will continue with its normal agency Workflow process for approval and will appear in the Buyer's Perform Sourcing ready for sourcing.

SCEIS Shopping Cart Process for Real Estate GL Account



- 🕒 If the Shopping Cart Creator failed to change a GL Account related to Real Estate, the Approver can change the GL Account.
 - Click on the “Edit” button
 - Click on link to “Shopping Cart Number”
 - Click on the “Account Assignment” tab
 - Click on the “Details” button
 - Change “General Ledger Account” number to the appropriate Real Estate GL number
 - Enter the “Order” number for Real Estate
 - Proceed with normal approval process

SCEIS Shopping Cart Process for Real Estate GL Account



- 🔄 If the Shopping Cart Creator and Approver failed to change a GL Account related to Real Estate, the Buyer can change the GL Account on the PO.



SCEIS Purchase Order Process for Real Estate GL Account



SCEIS Purchase order Process for Real Estate GL Account



🔄 In the examples that follow, the Shopping Cart Creator did not use the new Real Estate GL but the Buyer recognizes the need to change.

Details for Item 1 Acoustical Ceilings and Walls: Cleaning,

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents | Delivery

Order as Direct Material

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger A
0001		Cost Center	P280SPP417	Kings Mountain State	5021470000

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00

Account Assignment Category: Cost Center

Cost Center: P280SPP417 Kings Mountain State

Fund Center: P280SPP417 Kings Mountain State

Order:

Grant: NOT RELEVANT NOT RELEVANT

Profitability Segment: 0000000000

Real Estate Key:

Reference Date: 04/29/2016

Functional Area: P280_0250 P280 SPS - Utility Improv

Controlling Area: SC01

General Ledger Account: 5021470000 GROUND/MAINT/SEC SVC

Business Area: P280

Fund: 30350000 OPERATING REVENUE

Commitment Item: 5021470000 GROUND/MAINT/SEC SVC

Unfunded Accounting Line:

TP Component TAS

Sub Level Prefix:

Agency ID:

Allocation Transfer Agency ID:

Period of Availability: 0000 - 0000

Availability Type Code:

Main Account Code:

Sub Account Code:

BETC:

SCEIS Purchase Order Process for Real Estate GL Account



- The Buyer edits the Purchase Order (PO) Account Assignment by changing GL 5021470000, Ground Maintenance/Serv to 5021599100, Building Mgmt Fee for Real Estate.

Purchase Order Number 4600470804 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process Document Date 04/29/2016 Total Val

Overview Header **Items** Notes and Attachments Approval Tracking

Details for Item 1 Acoustical Ceilings and Walls: Cleaning,

General Data Prices and Conditions **Account Assignment** Notes and Attachments Approval Preview Related Documents Delivery

Order as Direct Material

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger
0001		Cost Center	P280SPP417	Kings Mountain State	5021599100

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00 Fund: 30350000 OPERATING REVENUE

Account Assignment Category: Cost Center Commitment Item: 5021599100 BUILDING MGMT FEE

Unfunded Accounting Line:

TP Component TAS

Sub Level Prefix:

Agency ID:

Allocation Transfer Agency ID:

Period of Availability: 0000 - 0000

Availability Type Code:

Main Account Code:

Sub Account Code:

BETC:

Cost Center: P280SPP417 Kings Mountain State

Fund Center: P280SPP417 Kings Mountain State

Order:

Grant: NOT RELEVANT NOT RELEVANT

Profitability Segment: 0000000000

Real Estate Key:

Reference Date: 04/29/2016

Functional Area: P280_0250 P280 SPS - Utility Improv

Controlling Area: SC01

General Ledger Account: 5021599100 BUILDING MGMT FEE

Business Area: P280

SCEIS Purchase Order Process for Real Estate GL Account



- ⌚ A hard stop message appears requiring a Real Estate “Order” number before proceeding.

Change Purchase Order

Order Save Print Preview Check Close Export Import Related Links

! The General Ledger Account requires a number in the order field 5021599100 Line:1

Purchase Order Number 4600470804 (Change Version) Purchase Order Type SCEIS Standard PO Status In Process Document Date 04/29/2016 Total Value

Overview Header **Items** Notes and Attachments Approval Tracking

Details for Item 1 Acoustical Ceilings and Walls: Cleaning,

General Data Prices and Conditions **Account Assignment** Notes and Attachments Approval Preview Related Documents Delivery

Order as Direct Material

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger
0001		Cost Center	P280SPP417	Kings Mountain State	5021599100

Details for Item 0001 : Cost Center

Basic Data

Percentage: * 100.00 Fund: 30350000 OPERATING REVENUE

Account Assignment Category: Cost Center Commitment Item: 5021599100 BUILDING MGMT FEE

Unfunded Accounting Line:

TP Component TAS

Sub Level Prefix:

Agency ID:

Allocation Transfer Agency ID:

Period of Availability: 0000 - 0000

Availability Type Code:

Main Account Code:

Sub Account Code:

BETC:

Cost Center: * P280SPP417 Kings Mountain State

Fund Center: P280SPP417 Kings Mountain State

Order:

Grant: NOT RELEVANT NOT RELEVANT

Profitability Segment: 0000000000

Real Estate Key:

Reference Date: 04/29/2016

Functional Area: P280_0250 P280 SPS - Utility Improv

Controlling Area: SC01

General Ledger Account: 5021599100 BUILDING MGMT FEE

Business Area: P280

SCEIS Purchase Order Process for Real Estate GL Account



- 🕒 The Buyer enters the Real Estate “Order” number and proceeds with the normal PO process.

Purchase Order Number 4600470804 Purchase Order Type SCEIS Standard PO **Status Ordered** Document Date 04/29/2016 Total Value (Gross) 101

Overview Header **Items** Notes and Attachments Approval Tracking

Details for Item 1: Accounting Settings and Misc. Cleaning

General Data Prices and Conditions **Account Assignment** Notes and Attachments Approval Preview Related Documents Deliv

Order as Direct Material

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items

Number	Accounting Line Number	Account Assignment Category	Assign Number	Account Assignment Description	General Led
0001		Cost Center	P280SPP417	Kings Mountain State	5021599100

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00 Fund: 30350000 OPERATING REVENUE

Account Assignment Category: Cost Center Commitment Item: 5021599100 BUILDING MGMT FEE

Cost Center: P280SPP417 Kings Mountain State Unfunded Accounting Line:

Fund Center: P280SPP417 Kings Mountain State **TP Component TAS**

Order: 10001888 Km-67 Comfort Station Sub Level Prefix:

Grant: NOT RELEVANT NOT RELEVANT Agency ID:

Profitability Segment: 0000000000 Allocation Transfer Agency ID:

Real Estate Key:

Reference Date: 04/29/2016 Period of Availability: 0000 - 0000

Functional Area: P280_0250 P280 SPS - Utility Improv Availability Type Code:

Controlling Area: SC01 Main Account Code:

General Ledger Account: 5021599100 BUILDING MGMT FEE Sub Account Code:

Business Area: P280 BETC:

SCEIS Purchase Order Process for Real Estate GL Account



- Good Receipts and Invoice Receipts are processed as they normally are with no further requirements.

The screenshot shows the 'Purchase Order History' tab in SAP. The table displays the following data:

S...	M...	Material D...	Item	Posting Date	Σ	Quantity	Delivery cost quant...	O...	Σ	Amount in LC	L.cur	Σ	Qty in OPUn	DelCostQty (
WE	101	5001049720	1	05/02/2016		1	0	M...		0.00	USD		1	
Tr./Ev. Goods receipt														
RE-L		5701650590	1	05/02/2016		1	0	M...		3,186.00	USD		1	
Tr./Ev. Invoice receipt														



Questions for SCEIS Material Management Team





Thank you for attending

