

MEETING MINUTES

SCEIS Reporting User Group (RUG)

Date: Tuesday, September 13, 2011
Time: 9:00am – 12:00pm ET
RUG Chair: John Taylor, B&CB-OIO

FI Location: Adjutant General, TAG Auditorium
HR Location: SCDMV, Room CG52
MM Location: DSIT, Room 205 & 211 (Inventory)

Invitees / Attendees:

Community of Interest	FI	HR	MM
Sub-Group Lead:	✓ John Taylor, B&CB-OIO	✓ Sam Wilkins, OHR	Voight Shealy, MMO
Executive & Administrative:	Jason Epting, B&CB-OIO Anjali Griffin, CG ✓ Quentin Hawkins, SLED Beth Quick, B&CB-OSB Renee Rochester, B&CB-OIO David Seigler, B&CB-OSB ✓ Jay Jackson, B&CB-OIO	Ed Pope, B&CB-OIO ✓ Kelly Watkins, OHR ✓ Kevin Paul, OHR	✓ Norma Hall, MMO John Stevens, MMO ✓ Carol Norfleet, MMO ✓ Karen Roberts, B&CB-OIO Pam Fambro, B&CB-DSIT (Inv)
Education:	Maisy Babbitt, VRD Vickie Bowles, VRD Luanne Curry, VRD Tom Osmer, AG Felicia Poston, SDE	Leesa Benggio, State Library Eric Moore, VRD	✓ Tracy Hill, Tech Board ✓ Tim Russell, VRD (Inv)
Health/Social Rehabilitation:	Kathy Bass, HHS ✓ Clay Keller, HHS ✓ Christina Jordan, HHS ✓ Martin Taylor, DDSN ✓ Lewis Wingard, DMH Noelle Wriston, DMH	Tonya Chambers, HHS Jon Fisher, DHEC Robin Owens, DMH ✓ Kimberly Washington, DMH ✓ Ken Branham, HHS	Janet Watkins, DMH ✓ Ashley Bishop, DMH
Judicial/Corrections/ Criminal Justice:	✓ James Boland, DPS Bruce Dorman, DPS Terri Kitchens, DPS ✓ Shatara Smalls, DPS ✓ Michele Featherstone, DPS ✓ Christine Inabinet, DPS ✓ Kathy Johnson, SCDC ✓ Steve Lake, DJJ Sabrina Raines, Judicial	Patricia Thraillkill, SCDC Teresa Kitchens, DPS ✓ Patricia Stephens, DPS ✓ Joe Morris, DPS ✓ Laura Wilson, DPS ✓ Stephen Fulmer, DPS	✓ Cathy Sprowls, DPS Cathy Lucas, DMV ✓ Ruthie Bishop, SCDC ✓ Steve Pullie, DJJ ✓ Jeneann Adams, SCDC (Inv) ✓ Eddie Huddle, SCDC (Inv) ✓ Travis Boone, DMV (Inv)
Conservation/Natural Resources/ Development & Transportation:		✓ Georgette Rivers, Agriculture Lisa McCloud, Forestry	✓ Jamie Jackson, PRT
Regulatory:	Tracie Branham, PPP Kevin Dailey, DOR	✓ Dottie Blankenship, DMV ✓ Lane Small, DMV ✓ Paige Stephens, DMV ✓ Melinda Woodhurst, DMV Kerry Paul, DEW ✓ Nancy Wilson, DOR ✓ Terri Davis, DOR ✓ Adam Garrett, DEW	✓ Sandra Wright, DHEC ✓ Jaquetta Wright, DOR ✓ Tripp Clark, DHEC
SCEIS SME:	Kevin Lewis, SCEIS-FI ✓ Bill Grant, SCEIS-BW ✓ Lori Stock, SCEIS-BW	Larry Mallett, SCEIS-HR ✓ Brandy Aull, SCEIS-BW ✓ Andy Shaw, SCEIS-BW	✓ Wanda Dixon, SCEIS-MM ✓ Kimber Craig, SCEIS-PO ✓ Linda Branch, SCEIS-BW ✓ Becky Ferguson, SCEIS-MM ✓ Neil Hoare, SCEIS-MM ✓ Jeff Hansen, SCEIS-BW ✓ Jim Ferguson, SCEIS-BW

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Accomplishments:

- Finance:
 - ✓ FI Sub-Group sign-off on 2nd Top 10 Report # 5 - Business Objects Vendor Actual Report
 - ✓ FI Sub-Group sign-off on 2nd Top 10 Report # 9 – BW FM Revenue Report
- Human Resources:
 - ✓ HR Sub-Group draft requirements on Top 10 Report # 4 – Labor Distribution Report
 - ✓ HR Sub-Group draft requirements on Top 10 Report # 7 – Employee (individual) History Report
 - ✓ HR Sub-Group draft requirements on Top 10 Report # 8 – Doc Distribution Report for Employee Paycheck Distribution (IT 0001)
 - ✓ HR Sub-Group draft requirements on Top 10 Report # 10 – OSHA Report
- Materials Management (Procurement & Inventory):
 - ✓ MM Sub-Group completed its RUG Orientation
 - ✓ MM Sub-Group completed its Draft “Top 10 Reports” List

Action Items:

Responsible	Description	Due Date
<i>FI Sub-Group Action Items</i>		
Jay Jackson	<i>Report # 5 – Business Objects Vendor Actual Report:</i> Add vendor number and the ability to run for a date range be added, as well as the Program (functional area) Match for audit confirmation.	10/11/2011
Jeff Hansen	<i>Report # 9 – BW FM Revenue Report:</i> Add “Accrual” be to the title to reflect that this is an accrual report. In addition, the team requested that all accrual-based revenue reports include “accrual” in the heading.	10/11/2011
BW Team	Add “Accrual” to the heading of all accrual-based revenue reports.	As Needed
John Taylor	<i>Project Systems & internal Orders:</i> Establish a PS/IO sub-committee to specifically tackle this issue, with reports back to the RUG.	10/11/2011
John Taylor / Jim Ferguson	<i>Business Objects Reporting Standards:</i> Establish reporting publishing standards for Business Objects.	11/08/2011
<i>HR Sub-Group Action Items</i>		
Kelly Watkins	<i>Report # 3 – LWOP Discrepancy Report:</i> Research possible solutions for the issue detailed at the August RUG concerning PA data being able to be updated when an employee was in LWOP status	10/04/2011
Andy Shaw	<i>Report # 5 – Missing Time Report:</i> Set up a meeting with Girish Honne (SCEIS HR SME), Sammie Chumley (SCEIS HR SME), and Kelly Watkins (OHR SME) to discuss potential data crosswalks and report design feasibility with SCEIS HR SME.	ASAP
Patricia Stephens	<i>Report # 4 – Labor Distribution Report:</i> Create a mock-up of this report to send to Kelly Watkins for distribution to the RUG HR team for review and feedback.	10/04/2011
Lane Small / Paige Stephens	<i>Report # 7 – Employee (individual) History Report:</i> Develop a mock-up of this report and to send it to Kelly Watkins for distribution to the RUG HR team for review and feedback.	10/04/2011

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Kelly Watkins / Andy Shaw	<i>Report # 8 – Document Distribution Report:</i> Create a mock-up of this report for distribution to the HR team for review and feedback.	10/04/2011
Lane Small / Paige Stephens	<i>Report # 10 – OSHA Report:</i> Create a report mock-up and to send it to Kelly Watkins for distribution to the HR team for review and feedback.	10/04/2011
Jim Ferguson / Robin Owens	<i>Report # 12 – MSS Reports:</i> Discuss possible existing solutions for this report.	10/11/2011
<i>MM Sub-Group Action Items</i>		
MM Sub-Group	Review “Top 10” List with Agency Peers and solicit input for Finalized List with Prioritization for next RUG.	10/11/2011
Jim Ferguson / Wanda Dixon	Establish hands-on training solution for RUG MM user at next RUG meeting.	10/11/2011
Linda Branch	Post Minority Report Documentation to the SCEIS website, under SCEIS Home Page » Reporting » Business Warehouse Reporting Publications - Materials Management (http://www.sceis.sc.gov/page.aspx?id=210#MM)	09/14/2011

Meeting Notes, Decisions, Issues:

Finance Sub-Group

1. *Report # 5 – Business Objects Vendor Actual Report:* John Taylor led the group through a demo of the report after which the FI Sub-group **approved the report for production** with the caveat that vendor number and the ability to run for a date range be added, as well as the Program (functional area) Match for audit confirmation. As is standard practice for new approved reports, MS Live Meetings training session will be set-up and made available to the SCEIS Community.
 2. *Report # 9 – BW FM Revenue Report:* Jay Jackson led the group through a demo of the report, after which the FI Sub-group **approved the report for production** with the caveat that "Accrual" be added to the title to reflect that this is an accrual report. In addition, the team requested that all accrual-based revenue reports include "accrual" in the heading. As is standard practice for new approved reports, MS Live Meetings training session will be set-up and made available to the SCEIS Community.
 3. *Report # 4 – FM Expense Report & New Business Objects Universe:* John Taylor discussed the **availability of a new FM-based Expense Report and Universe** for SCEIS Business Objects users. This will allow users to see their expenses by month, also gives them visibility to fixed asset purchases as a 56* document instead of an 18* document, while retaining the commitment and/or account.
 4. *Project Systems & internal Orders:* John Taylor led the group through a high-level discussion of enterprise requirements for the addition of SAP's Project Systems & Internal Orders capabilities. The FI Sub-group determined that they should **establish a PS/IO sub-committee** to specifically tackle this issue, with reports back to the RUG. John Taylor will work with other interested agencies to staff the sub-committee.
 5. *Business Objects Reporting Standards:* John Taylor led a discussion with the FI RUG on Enterprise BOBJ Reporting Standards. The FI group has been early adopters of such reports, has more of them, and therefore has additional insights. The group decided that these standards should also be followed on BEx reports for consistency. Scheduled delivery is dependent on the monthly close process, but is targeted for the 2nd week of each month. Reports can be delivered in either PDF or XLS formats, with the default being PDF. The group suggested that there be more consistency in report headers, e.g. – fields required, posting period, prompts, and refresh date. They asked for consistent display of revenues vs. expenses (credits vs. debits), such as positive and negative. The group asked for BW to follow field naming conventions that are clear, descriptive and RUG approved. Several formatting questions remain from the group and included: (1) Who can subscribe to the reports?, (2) How should numbers be formatted – e.g. \$ or not, currency, negatives in red or parenthesis?
 6. *Report # 3 – Business Objects Open Encumbrances Report:* John Taylor led the group in a discussion of this report's requirements. The stated purpose for the report is to show "stale dated" items looking at freezing up funds and for funds reservations on program level, parked documents. Data elements should include: Fund Program, Funds Area, and Encumbrance Type. The initial presentation of the report order should be oldest first.
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Human Resources Sub-Group

1. *Report # 3 – LWOP Discrepancy Report:* Kelly Watkins reported no progress on this issue originally detailed at the August RUG concerning PA data being able to be updated when an employee was in LWOP status.
 2. *Report # 5 – Missing Time Report:* The team developed a working report format with input screen shots; however, there is a need to meet with and discuss data crosswalks and design feasibility with SCEIS HR SME. Andy Shaw has been tasked with setting up this meeting and to include the following personnel: Girish Honne (SCEIS HR SME), Sammie Chumley (SCEIS HR SME), and Kelly Watkins (OHR SME).
 3. *Report # 4 – Labor Distribution Report:* The team discussed the need to identify data elements on this report. Some requested that the report include cost information and pay period fields. Tim Baskin referenced an existing ECC report (ZHRLBRDISTR) that could be used as a template; however, the ECC report itself is too slow and times out, making it unusable. Patricia Stephens volunteered to create a mock-up of the report to send to Kelly Watkins for distribution to the RUG HR team for review and feedback. The team plans to create the initial report in BEx so they can query by certain fields, and to then port it to Business Objects so it can be run and distributed automatically.
 4. *Report # 7 – Employee (individual) History Report:* The team decided that the ideal report would combine Employee History Report for FTEs and temps, and a Position History Report for FTEs that look similar to existing HRIS reports. Specifically, users want to see transactional history, positional history (i.e. when an employee moves from 1 position to another), and data elements such as: employee name, transaction code, effective date, PERNR, and Position Number, etc. However, this probably will not include transactions by employees through ESS. DPS HR RUG team members volunteered to develop a mock-up of this report and to send it to Kelly Watkins for distribution to the RUG HR team for review and feedback.
 5. *Report # 8 – Document Distribution Report:* Originally requested by Pat Thrailkill (HR Director at Corrections), referencing IT 0001, 'PA30' – Maintain. The team discussed the need to be able to input Org Unit, Personnel Area, PERNR and/or Document Distribution fields into a query and then report out to show Org Unit, Personnel Area, Employee Name, PERNR, and Document Distribution. Kelly Watkins and Andy Shaw were tasked to create a mock-up of this report for distribution to the HR team for review and feedback.
 6. *Report # 10 – OSHA Report:* The team discussed agencies' needs for total number of actual hours worked minus total number of leave taken for each employee (e.g., permanent, temp, temp grant, and time limited) with a grand total of all employees for an agency. The team referenced 300A report. Lane Small and Paige Stephens volunteered to create a report mock-up and to send it to Kelly Watkins for distribution to the HR team for review and feedback. There is a deadline of January 2012 to have this report ready given that the report is due to OSHA by February 1 2012.
 7. *Report # 12 – MSS Reports:* The Management Self-Service and the Monitoring of Tasks Report (Report # 2) are two different reports. Kelly Watkins is going to try to gather some more information on the MSS, but it is a low priority at this point.
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Materials Management Sub-Group

1. The team went through personnel introductions and the history, vision and purpose of the Reporting User Group (RUG). Specifically, the RUG started about a year and a half ago with the FI sub-group. FI went first because they were the first to be brought up on SCEIS. FI has gone through two iterations of "Top 10 reports" definitions and is currently working on completing their second set. The HR sub-group began in Q3 of FY11 and is currently working on its first set of "Top 10 reports." The vision of the RUG is to provide a single point of contact to communicate enterprise reporting needs that empower agencies to do their jobs. The purpose is to provide a forum to define, prioritize, develop, test and approve such enterprise reports and to provide best practices and knowledge sharing communications. Each MM Sub-Group member is asked to not only represent their agency's needs, but also the Community of Interest they represent as well.
2. The team then divided up into two groups, one to discuss procurement needs and the other to discuss inventory needs. The goal was to determine the reporting gaps and prioritize their development. Following are their respective draft "Top 10 reports:"

Inventory

1. Inventory Turn Report
2. MRP Parameters Report
3. Slow Moving Inventory Report
4. In-Transit Reports:
 - a. Location-to-Location
 - b. Plant-to-Plant
5. Inventory Valuation Report
6. Material by Volume Report
7. Inventory Purchases Off Contract
8. BOM Report with Fully Loaded (detailed) \$
9. Scrap Report (WIP, Finished Goods, All)
10. A/R by Customer
11. Training Center Balance by Fund
12. Inventory Consumption by Cost Object
13. P&L Sales Commissions
14. Open Encumbrance for Inventory and Purchases
(include Purchasing Group)
15. Zero Inventory Report
16. Plant Trail Balance by Fund with Internal Orders
Detail

Procurement

1. Shopping Cart with Expiring Funds/Grants
2. PO/Contract Invoice Spend Report
3. Framework (no funding) Orders List
4. SRM: List of Shopping Cart (S/C) #, Bid Invoice #,
Buyer and Workflow
5. Approved S/C List with Missing Follow-on Docs by
Purchasing Group
6. Bid Invoice List Assigned to MMO/ITMO
7. PO Cost Center Security (shows PO's assigned to CC
not authorized for the listed Purchasing Group)
8. Revisit Minority Reports
9. "Value Added" (cost savings) to Statewide
Procurement Process
10. Revisit Current Contracts Reports to distinguish b/w
Agency and Statewide
11. PO's by State Contract (similar to #2)
12. SRM S/C Funding Availability Detail Report
13. Workflow by Purchasing Group
14. S/C by Location, including Doc Type and Contract
tied to S/C

3. *MM Reports Training* – Different team members/agencies are at different points on their learning curve. Those that are earlier on the curve have asked that additional training, in the form of a "ready room" be developed and offered. The team has targeted the next RUG for this activity.

Next RUG Meeting:

Tuesday, October 11, 2011 - 9:00am – 12:00pm ET – Location TBD