

Date: Tuesday, March 13, 2012
Time: 9:00am – 12:00pm ET
RUG Chair: John Taylor, B&CB-OIO

FI Location: SCDMV, Room CG-49
HR Location: SCDMV, Room CG-47
MM Location: SCDMV, Room CG-52

Attendees (Representative* / Invitees):

Community of Interest	FI	HR	MM
Sub-Group Lead:	<input checked="" type="checkbox"/> John Taylor*, B&CB-OIO	<input checked="" type="checkbox"/> Sam Wilkins*, OHR	<input checked="" type="checkbox"/> Voight Shealy*, MMO
Executive & Administrative:	<input checked="" type="checkbox"/> Anjali Griffin*, CG <input checked="" type="checkbox"/> Paul Magargle, CG <input checked="" type="checkbox"/> Beth Quick*, B&CB-OSB <input checked="" type="checkbox"/> David Seigler*, B&CB-OSB <input checked="" type="checkbox"/> Jason Epling*, B&CB-OIO <input checked="" type="checkbox"/> Jay Jackson, B&CB-OIO <input checked="" type="checkbox"/> Renee Rochester*, B&CB-OIO <input checked="" type="checkbox"/> Michele Featherstone*, SLED	<input checked="" type="checkbox"/> Ed Pope*, B&CB-IO <input checked="" type="checkbox"/> Kevin Paul*, OHR <input checked="" type="checkbox"/> Christy Humes, OHR <input checked="" type="checkbox"/> Kelly Watkins*, OHR <input checked="" type="checkbox"/> Kimberley Quattrini, OHR <input checked="" type="checkbox"/> Terry Kitchens*, SLED	<input checked="" type="checkbox"/> Norma Hall*, MMO <input checked="" type="checkbox"/> Carol Norfleet*, MMO <input checked="" type="checkbox"/> John Stevens*, MMO <input checked="" type="checkbox"/> Pam Fambro*, B&CB-DSIT (Inv) <input checked="" type="checkbox"/> Karen Roberts*, B&CB-IO <input checked="" type="checkbox"/> Emmett Kirwan, ITMO
Education:	<input checked="" type="checkbox"/> Tom Osmer*, AG <input checked="" type="checkbox"/> Felicia Poston*, SDE <input checked="" type="checkbox"/> Vickie Bowles*, VRD <input checked="" type="checkbox"/> Luanne Curry*, VRD	<input checked="" type="checkbox"/> Leesa Benggio*, State Library <input checked="" type="checkbox"/> Eric Moore*, VRD	<input checked="" type="checkbox"/> Tracy Hill*, Tech Board <input checked="" type="checkbox"/> Tim Russell*, VRD (Inv)
Health/Social Rehabilitation:	<input checked="" type="checkbox"/> Martin Taylor*, DDSN <input checked="" type="checkbox"/> Wanda Gamache, DMH <input checked="" type="checkbox"/> Lewis Wingard*, DMH <input checked="" type="checkbox"/> Noelle Wriston*, DMH <input checked="" type="checkbox"/> Kathy Bass*, HHS <input checked="" type="checkbox"/> Clay Keller, HHS <input checked="" type="checkbox"/> Christina Jordan, HHS	<input checked="" type="checkbox"/> Jon Fisher*, DHEC <input checked="" type="checkbox"/> Robin Owens*, DMH <input checked="" type="checkbox"/> Tonya Chambers*, HHS <input checked="" type="checkbox"/> Ken Branham, HHS <input checked="" type="checkbox"/> Kimberly Kitchens, DMH <input checked="" type="checkbox"/> Eleanor Odon, DHM <input checked="" type="checkbox"/> Kathleen Peterson, DMH <input checked="" type="checkbox"/> Kimberly Washington, DMH	<input checked="" type="checkbox"/> Ashley Bishop*, DMH (Inv) <input checked="" type="checkbox"/> Janet Watkins*, DMH <input checked="" type="checkbox"/> Michael Cupp, VRD
Judicial/Corrections/ Criminal Justice:	<input checked="" type="checkbox"/> Steve Lake*, DJJ <input checked="" type="checkbox"/> James Boland*, DPS <input checked="" type="checkbox"/> Robin Davidson, DPS <input checked="" type="checkbox"/> Bruce Dorman*, DPS <input checked="" type="checkbox"/> Dana Lane, DPS <input checked="" type="checkbox"/> Paul Lewis, DPS <input checked="" type="checkbox"/> Christine Inabinet, DPS <input checked="" type="checkbox"/> Pam Jennings, DPS <input checked="" type="checkbox"/> Sabrina Raines*, Judicial	<input checked="" type="checkbox"/> Stephen Fulmer, DPS <input checked="" type="checkbox"/> Joe Morris, DPS <input checked="" type="checkbox"/> Patricia Stephens, DPS <input checked="" type="checkbox"/> Laura Wilson, DPS <input checked="" type="checkbox"/> Patricia Thrailkill*, SCDC <input checked="" type="checkbox"/> Tosha Autrey, DPS	<input checked="" type="checkbox"/> Steve Pullie*, DJJ <input checked="" type="checkbox"/> Travis Boone*, DMV (Inv) <input checked="" type="checkbox"/> Oscar Gainous*, DPS (Inv) <input checked="" type="checkbox"/> Cathy Sprowls*, DPS <input checked="" type="checkbox"/> JeNeann Adams*, SCDC (Inv) <input checked="" type="checkbox"/> Ruthie Bishop*, SCDC <input checked="" type="checkbox"/> Eddie Huddle*, SCDC (Inv) <input checked="" type="checkbox"/> Kathy Johnson*, SCDC (Inv) <input checked="" type="checkbox"/> Randy McElveen, SCDC
Conservation/Natural Resources/ Development & Transportation:		<input checked="" type="checkbox"/> Georgette Rivers*, Agriculture <input checked="" type="checkbox"/> Lisa McCloud*, Forestry	<input checked="" type="checkbox"/> Jamie Jackson*, PRT
Regulatory:	<input checked="" type="checkbox"/> Kevin Dailey*, DOR <input checked="" type="checkbox"/> Laura Watts*, DOR <input checked="" type="checkbox"/> Tracie Branham*, PPP	<input checked="" type="checkbox"/> Adam Garrett, DEW <input checked="" type="checkbox"/> Ron Bowen, DEW <input checked="" type="checkbox"/> Kerry Paul*, DEW <input checked="" type="checkbox"/> Dottie Blankenship*, DMV <input checked="" type="checkbox"/> Melinda Woodhurst, DMV <input checked="" type="checkbox"/> Terri Davis*, DOR	<input checked="" type="checkbox"/> Tripp Clark*, DHEC <input checked="" type="checkbox"/> Sandra Wright*, DHEC <input checked="" type="checkbox"/> Jaquetta Wright*, DOR
SCEIS SME:	<input checked="" type="checkbox"/> Bruce Burnett, SCEIS-FI <input checked="" type="checkbox"/> Kevin Lewis, SCEIS-FI <input checked="" type="checkbox"/> Lori Stock, SCEIS-BW <input checked="" type="checkbox"/> Tim Moore, SCEIS-ABAP	<input checked="" type="checkbox"/> Larry Mallett, SCEIS-HR <input checked="" type="checkbox"/> Brandy Aull, SCEIS-BW <input checked="" type="checkbox"/> Andy Shaw, SCEIS-BW <input checked="" type="checkbox"/> Jim Ferguson, SCEIS-BW <input checked="" type="checkbox"/> Lane Small, SCEIS-BW <input checked="" type="checkbox"/> Paige Stephens, SCEIS-HR	<input checked="" type="checkbox"/> Wanda Dixon, SCEIS-MM <input checked="" type="checkbox"/> Maria Snelgrove, SCEIS-MM <input checked="" type="checkbox"/> Kimber Craig, SCEIS-PO <input checked="" type="checkbox"/> Becky Ferguson, SCEIS-Inv <input checked="" type="checkbox"/> Neil Hoare, SCEIS-Inv <input checked="" type="checkbox"/> Aravind Tula, SCEIS-MM <input checked="" type="checkbox"/> Linda Branch, SCEIS-BW <input checked="" type="checkbox"/> Bill Grant, SCEIS-BW

Agenda:		
Duration	Items	Facilitator
General Session		
09:00am	<u>Reporting Status Updates:</u> <ul style="list-style-type: none"> Budget / Resources New CAB Process BW Upgrade BOBJ Training Opportunities BOBJ "Best Practice" Solicitation 	Jim Ferguson
Breakout Sessions		
Finance Sub-Group Breakout		
09:30am	<u>New Reports Review & Sign-Off:</u> <ul style="list-style-type: none"> FM/FI Doc Report AP Aging Report Workflow Complete Report ZF103 (workflow Doc List by User, By Org Unit Work Item Report) 	Renee Rochester & Tim Moore
12:00pm	Dismiss directly from FI sub-group	All
<hr style="border-top: 1px dashed black;"/>		
Human Resources Sub-Group Breakout		
09:30am	<u>New Reports Review & Sign-Off:</u> <ul style="list-style-type: none"> Report # 3 – LWOP Discrepancy b/w Action & IT2001 & Expiration Rpt Report # 7a – Employee (individual) History Report Report # 7b – Position History Report Report # 8 – Doc Distribution for Employee Paycheck Distribution Report HR "Dirty Data" BOBJ Report 	Shaw & Watkins Shaw & Watkins Shaw & Watkins Shaw & Watkins Lane Small
	<u>HR Top 10 List – Reports:</u> <ul style="list-style-type: none"> Report # 2 – Monitoring of Tasks Report Status Update Report # 4 – Labor Distribution Report Affirmation/Requirements Report # 5 – Missing Time & Unapproved Time Combined Report # 9 – Roles / Security by Position ECC Demo & BW Prioritization Report # 12 – Management Self-Service (MSS) Affirmation 	Andy Shaw All Ferguson & Watkins Lane Small/All All
12:00pm	Dismiss directly from HR sub-group	All
<hr style="border-top: 1px dashed black;"/>		
Materials Management Sub-Group Breakout		
Inventory:		
09:30am	<u>MM Inventory and S&D Top 10 List:</u> <ul style="list-style-type: none"> Review / Discuss Minutes from 11/08/2011 	MM Inv Team
Procurement:		
	<u>MM Procurement Top 10 List:</u> <ul style="list-style-type: none"> Report # 2 – PO/Contract Invoice Spend Report Assign Owner Report # 3 – Framework (no funding) Orders List Requirements Report # 4 – SRM: List of Shopping Cart (S/C#), Bid Invoice #, Buyer and Workflow Requirements 	MM PO Team MM PO Team MM PO Team
12:00pm	Dismiss directly from MM sub-groups	All

Accomplishments:	
<i>FI Sub-Group</i>	
1	Approved ZFI_METRICS (FM/FI Doc Report) for production "go live."
2	Approved ZAP_AGING (AP Aging Report) for production "go live."
3	Approved ZZWF_Complete (Workflow Complete Report) for production "go live."
4	Approved ZFI030 (Workflow Document List Report) for production "go live."
<i>HR Sub-Group</i>	
1	Approved RH048 – Doc Distribution for Employee Paycheck Distribution Report for production "go live."
2	Approved RH074 – Employee (Individual) History Report for production "go live."
3	Approved RH075 – Position History Report for production "go live."
4	Placed "On Hold" RH077 – LWOP Discrepancy b/w Action & IT2001 & Expiration Report pending resources.
5	Approved BOBJ "Dirty Data" Report for production "go live."
6	Placed "On Hold" RH079 – Missing Time & Unapproved Time Combined Report pending resources.
<i>MM Sub-Group</i>	
1	Eliminated Inventory Return Report in lieu of existing standard report.
2	Eliminated Slow Moving Inventory Report in lieu of existing standard report.
3	Eliminated Inventory Valuation Report in lieu of existing standard report.

Meeting Notes, Decisions, Issues:

General Session

• **Budget / Resources:**

1. In December 2011, the BW Team lost approximately 67% of its senior consulting staff due to budget cuts.
2. These resources included key FI and HR personnel working on CAFR, Time and Funding projects.
3. The Time and Funding projects are now on hold until new resources can be secured or until priorities change.
4. The Funding project impacts both HR and FI sub-groups.

• **New CAB Process:**

1. The new SCEIS CAB (Change Advisory Board) Process is currently being implemented to help identify and prioritize Requests for Change (RFC) and future projects for the SCEIS Team as it works with limited resources (time, money and people) in order to maximize the value add (VA) for customer agencies.
2. Elected members of the CAB were communicated on 2/28 and are as follows:
 - a. FI – Martin Taylor, DDSN
 - b. HR, Robin Owens, DMH
 - c. MM, Steve Pullie, DJJ
3. This new process will not supplant the existing RUG governance model.
4. Instead, the RUG will continue to feed the CAB process as it has in the past.
5. All reporting needs will still be vetted through the RUG in order to:
 - a. Identify enterprise reporting needs
 - b. Prioritize enterprise reporting needs
 - c. Conduct Business Analysis and define enterprise reporting requirements
 - d. Test, train and deploy enterprise reports.

• **BW Upgrade:**

1. Outages over the past several months have been due to internal issues at DSIT which were outside of the BW and greater SCEIS Team's control. Still, the BW Team is upgrading the backend data warehouse system to a newer version that should greatly reduce the run times associated with the nightly Process Chains (PC) that move data from the transactional ECC/SRM systems.
2. These reduced runs times will in turn reduce the exposure of the PC to DSIT issues thereby reducing the risk of data issues in BW.
3. In addition, an added benefit will be increased quiet times during which agencies can schedule Business Objects (BOBJ) items to run automatically.
4. It is also expected that the BW Upgrade will tighten the integration b/w BW and BOBJ, thus reducing the additional process needs that impede our ability to run statewide reports against very large data sets.
5. The original target date for the BW Upgrade completion was early May, but the project has slipped approximately 4+ weeks due to DSIT backup issues. In addition, this project is dependent on securing temporary SME and staff augmentation resources which were requested to be in place 2/13. These resources have not yet been obtained due to budget constraints and their absence will cumulatively impact the BW Upgrade's timeline negatively.

• **BOBJ Training:**

1. Several opportunities to take "BOBJ Training (BOBJ200)" were announced in the Monday, 3/5 SCEIS Weekly Updates communication. Registration details are available on the SCEIS website at <http://sceis.sc.gov/page.aspx?id=230>. RUG members are strongly encouraged to participate.

• **BOBJ "Best Practices" Solicitations:**

1. During Phase I of the BOBJ roll-out, several standard enterprise reports were developed by end-users participating on the SCEIS Peer Development Team. These reports include the STARS equivalent reports and several new HR reports which are sent out automatically to agency each month.
2. A call to agency users has been extended for anyone who has developed their own agency standard reports using the BOBJ tools to share them with others so that all may benefit.
3. Anyone interested should contact John Taylor (SCEIS RUG Chair) or Jim Ferguson SCEIS BW Team Lead.

Meeting Notes, Decisions, Issues:

FI Sub-Group Breakout Session

- ZFI METRICS – FM/FI Doc Report
 1. This is the report originally referred to as the “SOB” report.
 2. It has been developed in ECC and was demonstrated out of ECD during the March RUG meeting.
 3. It shows a single instance of all documents created by User or Business Area and includes reversals and line item counts.
 4. New additions to show AP Supervisor & Lead, Creation Date & Time will be forthcoming as a new enhancement and applied to all reports in this list.
 5. Currently not assigned to a specific role.
 6. The report was approved for production given inclusion of the following feedback items:
 - a. SCEIS to add the following data elements: Grants, WBS, Fund, IO, Rejection Level (Approval Level Rejecting the Document), Email Addresses for all Approval Levels, Creation Date/time, and Approvers.
 - b. SCEIS to manage the data so that there is no duplication of MM data.
 - c. SCEIS is to roll up MM data to the PO/SC level rather than FM documents per line item (i.e. remove those items from the FM data in the report).
 - d. Renee Rochester is to request a new role specific to this report.
 - e. Agencies will make specific request for the new role to be assigned to their designated/appropriate users.

- ZAP AGING – AP Aging Report
 1. This report shows only AP documents with aging thresholds of 0-30, 31-60, 61-90, and 91-xx days, by agency with the processing days for Agency approval based on invoice date, CG approval days, Goods Receipt to Pay days, Invoice to Pay days, and Due Date to Pay days.
 2. The report was developed in ECC and was demonstrated out of ECP during the March RUG meeting.
 3. Currently assigned to the AP Document Tracking Role for the CG Only.
 4. The report was approved for production given inclusion of the following feedback items:
 - a. No changes at this time; however, SCEIS to code for possible future addition of actual creation date/time when the new enhancement is complete.
 - b. This is a CG specific report that will not be released to the general FI user community.
 - c. RUG agencies to discuss a new report to determine the additional levels of detail necessary for Cash projections using ZAP_AGING as a basis for the format.
 - d. RUG agencies to discuss if a new role specific to this report is necessary or if the ZFI_METRICS report role will suffice.
 - e. No one volunteered to organize this side-bar meeting but it was requested that Time Moore and Lori Stock to be invited as technical advisors.

- ZWF COMPLETE – Workflow Complete Report
 1. Workflow report based on role, it counts the number of work items that an agency processes regardless of the document. That is, it counts a document each time it is processed and reprocessed since more SAP workflow technical information is related to how long the user tool to process each individual work item not necessarily related to an individual document.
 2. Summary Report shows IDT role up counts (i.e., 1 approval may be for multiple documents).
 3. The report was developed in ECC and was demonstrated out of ECQ during the March RUG meeting.
 4. Assigned to most all Workflow Roles (e.g. scanners, supervisors, leads, backups, etc).
 5. The report was approved for production given inclusion of the following feedback items:
 - a. No changes at this time; however, SCEIS to code for possible future addition of actual creation date/time when the new enhancement is complete.
 - b. Currently assigned to all roles, but agencies are to determine if this report should only be available to upper management.

Meeting Notes, Decisions, Issues:

• ZFI030 – Workflow Document List Report

1. Older report that was the origin for most of the above reports, it is very basic with raw numbers based on Org Unit relationship to Workflow Approvers sorted by user and document type.
2. The report was developed in ECC and was demonstrated out of ECQ during the March RUG meeting.
3. Currently assigned to the AP Payment Controller role.
4. The report was approved for production given inclusion of the following feedback items:
 - a. No changes at this time.
 - b. SCEIS to code for possible future addition of actual creation date/time when the new enhancement is complete.
 - c. CG (Anjali Griffin) has already requested agency level authorization changes to be made.
 - d. Agencies to request the new role to be assigned to the appropriate users.

HR Sub-Group Breakout Session

• Report # 8 – Document Distribution for Employee Paycheck Distribution Report

1. This is report RH048 and it is already in Production to allow for agency end-user testing but it has not been announced since it is pending final approval by the HR RUG.
2. The report has a couple of known issues, specifically:
 - a. The Doc Distribution Number cuts-off after 4 digits so that anyone who uses 5 or more digits (e.g. DMH) will only see the 1st 4. This will be fixed before official production release.
 - b. As agencies went live on SCEIS, there was a gap b/w when their data was converted and their actual go live. During that time, some personnel left the agency and were manually removed from the ECC system. The BW system is dependent of triggers built into the menu processes to know when to change data. These triggers were not available to the manual process and so some ghost employees show in BW. SCEIS HR Team members are working on a way to identify these employees so they can be removed throughout the system. Until then, the employees will continue to show on this report.
3. The group decided that this report should be assigned to the Master Data Maintainer and HR Director roles.
4. The HR RUG group approved this report pending correction of issue “a” above.
5. Laura Watts volunteered to work with the SCEIS Training group to conduct the typical Live Meeting training and mini guide for this report.

• Report # 7a – Employee (individual) History Report

1. This is report RH074. It is like the old F11 HRIS report. It shows PA40 actions only. The report is currently in QA pending final approval by the HR RUG.
2. Andy Shaw and Lane Small demonstrated the report to the group and it was approved for production release pending inclusion of the following changes:
 - a. Add Class Code (employee/position)
 - b. Add Class Code (attribute/std text)
 - c. Add Position (key & text)
 - d. Add Position (medium length text)
3. Lane Small and Kelly Watkins will work with the SCEIS Training group to conduct the typical Live Meeting training and mini guide for this report.
4. The report needs to be assigned to a specific role.

Meeting Notes, Decisions, Issues:

- Report # 7b – Position History Report
 1. This is report RH075. The report is currently in QA pending final approval by the HR RUG.
 2. Andy Shaw and Lane Small demonstrated the report to the group and it was approved for production release pending inclusion of the following changes:
 - a. Add Position Number
 - b. Add Position Code
 - c. Add Position Position (medium length text)
 3. Lane Small and Kelly Watkins will work with the SCEIS Training group to conduct the typical Live Meeting training and mini guide for this report.
 4. The report needs to be assigned to a specific role.
 5. Andy and Lane were using the built-in capabilities of the BEx tool to customize the report on-the-fly as the group requested changes. Many in the group were unaware of these capabilities and requested a BW Intermediate Navigation Class to learn these skills.

- Report # 3 – LWOP Discrepancy b/w Action & IT2001 & Expiration Report
 1. This is report RH077. The initial requirements specifications have been completed for this report; however, there is an on-going unresolved issue concerning PA data being able to be updated when an employee is in LWOP status.
 2. There currently is no near future resolution for this “show stopper” issue and so the group decided to put this report on hold until further notice.

- BOBJ Report # 5 – Dirty Data Report
 1. BOBJ Report # 1 is the automated monthly Agency Compensation Report. BOBJ Report # 2 is the automated monthly Vacancy Report. BOBJ Report # 3 is the Position Staffing Report which is still under development but will be added to the automated monthly reports when completed. BOBJ Report # 4 is the Leave Report which will be developed in the near future and added to the automated monthly reports when completed. BOBJ Report # 4's development is dependent upon additional resources to add time information to the BW database.
 2. Lane Small demonstrated the Dirt Data Report, which is actually 12 reports cover the different areas identified as key. All were approved by the RUG for production release as-is.
 3. The report will be added to the automated monthly reports batch for inclusion during the next cycle.
 4. The group discussed the best run cycle for the HR monthly reports. Originally, the HR reports were schedule with the FI reports that are dependent upon the monthly closing cycle. The group decided that receiving the HR reports on the 2nd of each month would be best with the caveat that they may come back and ask for bi-monthly reports scheduled around payroll runs. The 1st production run will therefore be 4/2/12.
 5. Any agency with access to BOBJ can run the reports themselves at anytime as well.
 6. Although the reports was approved “as-is”, Lane Small indicated that he will add additional tabs to the report to cover other areas as they are identified.

- Report # 2 – Monitoring of Tasks Report
 1. This is report RH076. Robin Owens at DMH had taken over as this report's lead from Lisa McCloud when she changed positions.
 2. Sam Wilkins took an action item to follow-up with Robin of the status of this report and to report back to the group at the April RUG.

- Report # 5 – Missing Time & Unapproved Time Combined Report
 1. This is report RH079. This report will require significant backend database development work to include the necessary time data. Jothi was the BW resource assigned to work on this data, but her contract was not renewed after Dec 2011 due to budget cuts.
 2. The group decided to put this report on hold until new resources can be secured. The new resource will need to complete significant project analysis work before the actual work to develop the report can start. This will mean that there will be a significant project timeline associated with this report.

Meeting Notes, Decisions, Issues:

- Report # 9 – Roles/Security by Position Report
 1. This is report RH080.
 2. Lane Small demonstrated the ECC version of this report – ZWF_USER_ROLES.
 3. The group indicated that the data and layout in ECC was what they needed with the following additions:
 - a. Included “filled” and “vacant” positions
 - b. Add position number as part of the selection criteria
 - c. Add Org Unit to the report
 4. The need for the report was reaffirmed. An agency lead needs to be identified.

- Report # 12 – MSS (Management Self-Service) Report
 1. This is report RH083. No one knows where this request came from or exactly what business need this report is suppose to fulfill. There is speculation that RH039A.c – Supervisor’s Position report may satisfy some of its intent.
 2. The report will be brought-up at the next RUG to reaffirm its need, priority and to assign a user lead to help develop its requirements if it is still needed.

- Report # 11 – Collision Report
 1. This is report RH082. It was not discussed during the RUG meeting, but the report was developed as part of DOT’s Go Live. It is in production for DOT as they conduct Live User Acceptance Testing.

MM Inventory Sub-Group Breakout Session

- The MM Inventory sub-group 1st reviewed the notes form the last RUG meeting:

Report #1 (Low) Inventory Turn Report – BC - Add selection criteria:

- Plant
- Storage Location
- Calendar Year (in future moving 365 days)

Report #2 (High) MRP Parameters Report –

- Would need to do a MRP table dump
- Need table name from MM and research to determine if BC extractors exists or generic extractor needs to be developed

Report #3 (Low) Slow Moving Inventory Report, Aka Inventory Aging – BC - Add selection criteria:

- Plant
- Storage Location,
- Need to understand what % in the report means

Report #4 (High) In-Transit Reports (a) location to location, (b) plant to plant – Add criteria:

- Stock location to stock location movement MT 313- 316
- Plant to Plant movement MT 303-305, 351-352
- Calculate number of days issue to? Date
- All stock greater than 0
- In transit # of days selection
- Plant
- Stock location

Meeting Notes, Decisions, Issues:

Report #5 (Low) Inventory Valuation Report – Add selection criteria:

- Plant
- Storage Location

Report #5b (Low) Extended valuated stock Overview – BC – Add selection criteria:

- Plant
- Storage Location

Report #10 (High) A/R by Customer:

- Would include not only S&D sales invoices but AR invoices and misc. revenue
- This need is really a revenue report by customer
- Could the Finance FM Revenue Report have a customer?
 - Jeff will check out

Report #13 (High) P&L Sales commission – Add criteria:

- Similar to current sales by month report
- Fiscal year/period
- Ability to select by date range so selection could be more than 12 period/months or cross fiscal or calendar years

This report was added to the initial list:

Sales by Customer – Add criteria

- Plant
- Sales org
- Business area
- Fiscal year
- Calendar year
- Date range
- Revenue to total sales (revenue received on direct sales that don't have sales documents. This may be satisfied by a report from FI on revenue rather than a report from SD.)
- Don't know how to identify revenue where the cash is received but not identified with a revenue G/L account in FI.

- The MM Inventory sub-group next reviewed and eliminated the following reports:

Report	Requirements	Reason Eliminated
#1 Inventory Turn – BC	Add selection criteria: <ul style="list-style-type: none"> • Plant • Storage Location • Calendar Year (in future moving 365 days) 	Existing standard report in BW
#3 Slow Moving Inventory (Inventory Aging – BC)	Add selection criteria: <ul style="list-style-type: none"> • Plant • Storage Location • Need to understand what % in the report means 	Existing standard report in BW
#5 Inventory Valuation	Add selection criteria: <ul style="list-style-type: none"> • Plant • Storage Location 	Can use existing MB52 transaction in ECC
#9 Scrap Report (WIP, Finished Goods, All)	N/A	Can use existing MB51 transaction in ECC

Meeting Notes, Decisions, Issues:

- The MM Inventory sub-group next reviewed and ranked the following “High” priority reports:

Rank	Report	Requirements	Champion
1	#4 In-Transit, by (a) location to location (b) plant to plant	Add criteria: <ul style="list-style-type: none"> Stock location to stock location movement MT 313- 316 Plant to Plant movement MT 303-305, 351-352 Calculate # of days issue to? Date All stock greater than 0 In transit # of days selection 	Kathy Johnson
2	#12 Inventory Consumption by Cost Object	<ul style="list-style-type: none"> Ashley Bishop will provide a mock-up Travis Boone is interested also 	Ashley Bishop
3	#10 Revenue by Customer	<ul style="list-style-type: none"> Include S&D sales & AR invoices & misc revenue Could FI FM Revenue Rpt have a customer? Add criteria: <ul style="list-style-type: none"> Plant Sales org Business area Fiscal year Calendar year Date range Revenue to total sales (revenue received on direct sales that don't have sales documents. This may be satisfy the Report from FI on revenue rather than a report from SD) Don't know how to identify revenue where the cash is received but not identified with a revenue G/L account in FI. 	Kathy Johnson
3	#13 P&L Sales commission	Add criteria: <ul style="list-style-type: none"> Similar to current sales by month report Fiscal year/period Ability to select by date range so selection could be more than 12 period/months or cross fiscal or calendar years Sales Rep 	Kathy Johnson
4	#8 BOM with Fully Loaded (detailed) \$	Tim Russell will provide a mock-up	Tim Russell

Meeting Notes, Decisions, Issues:

- The MM Inventory sub-group asked for clarification and/or mock-ups of the following reports:

Report	Notes	Researcher
#2 MRP Parameters Report	<ul style="list-style-type: none"> Would need to do a MRP table dump Need table name from MM and research to determine if BC extractors exist or generic extractor needs to be developed Change to LOW priority 	Bill Grant
#5b Extended valuated stock Overview – BC	<ul style="list-style-type: none"> MBE Stock Overview is missing needed fields Add selection criteria: <ul style="list-style-type: none"> Plant Storage Location 	Kathy Johnson
#6 Material by Volume Report	Impacts S&D agencies only	Kathy Johnson
#11 Training Center Balance by Fund	Use MB52 in interim	Tim Russell
#15 Zero Inventory Report	<ul style="list-style-type: none"> Sort or filter MB52 by quantity to get this report Jack Clauss @ VRD requested this 	Tim Russell will discuss this with Jack Clauss
#?? Physical Inventory	<ul style="list-style-type: none"> Displays changes made to initial physical inventory counts to uncover bogus changes made to counts in order to match the number on-hand in the SCEIS system Ability to run report by: <ul style="list-style-type: none"> plant date range Ability to have all plants shown 	Kathy Johnson

MM Procurement Sub-Group Breakout Session

- The MM Procurement sub-group 1st reviewed the notes from the last RUG meeting:
 - Report Priority #1 – RUG members identified the requirements for two reports, ‘PO/Contracts Invoice Spend Report’ and ‘PO’s by State Contract.’ The MM SCEIS Team is in the process of creating the functional development specifications (FDS) for the BW Team to develop the report. John Stevens is the report owner and will assist MM with testing and other tasks needed relative to the report.
 - Report Priority #2 – RUG members identified the requirements to modify the Minority report. The MM SCEIS Team is in the process of creating the functional development specifications (FDS) for the BW Team to develop the report. No report owner was assigned.
- The MM Procurement sub-group next reviewed the requirements for the 4 reports on the priority list. There are only 3 reports with priority remaining on the initial list. The status of the reports is listed below:

Report	Update	Owner
Priority 1 <ul style="list-style-type: none"> PO/Contract Invoice Spend Report POs by State Contract Inventory purchases form contract (Combines 3 requested reports) 	Report Name: POs by Contract. Functional Spec has been drafted. BW Team needs input from MM Team to complete.	N/A
Priority 2 Revisit Minority Reports	Report Name: Minority Vendor Bid Inv - Bids - Contracts Functional Spec has been drafted. BW Team needs input from MM Team to complete.	

Meeting Notes, Decisions, Issues:

Priority 3 Approved Shopping Carts with Missing Follow-on Documents	Reviewed required fields and selection criteria. Functional Spec will be prepared by SCEIS MM Team prior to next meeting.	Tripp Clark, DHEC
Priority 4 Shopping Cart with Expiring Grants	Report specific to DHEC. MM Team will draft the fields & selection criteria and send to DHEC for approval.	Tripp Clark, DHEC
Priority 5 PO/Cost Center Security Report – PO's assigned to cost center not authorized for Purchasing Group	DHEC specific report but DHEC was not at meeting. Put on hold for future meeting.	
Priority 6 Value Added" (cost savings) to Statewide Procurement Process	John Stevens has a NASPO cost savings spreadsheet that is currently being completed manually. John will send a copy to the MM Team for review.	John Stevens
Priority 7 -Shopping Cart to Invoice Report - Bid Invoice List Assigned to MMO/ITMO -S/C by Location, including Doc Type and Contract tied to S/C (Combines 3 requested reports and includes approvals)	There is an existing BW report which appears to fulfill most of the requirements for this report (Shopping Cart to Invoice Activity). Tracy Hill will review the existing report to determine any other necessary fields (possibly last approver) or there are any problems with running the report.	Tracy Hill, Tech Ed Board
Priority 8 Framework Orders List		
Priority 9 Revisit current contracts reports to distinguish between agency and statewide contracts		
SRM S/C Funding Availability Detail Report		
Workflow by Purchasing Group		
Add purchasing group to open encumbrance report		

- The MM Procurement sub-group next discussed issues with security when running BW reports. Currently, security is limited by Purchasing Group. Once agencies redistribute shopping carts to MMO/ITMO for processing they can no longer run reports which include these shopping carts. Is there a way to allow agencies to include shopping carts/bid invitations/contracts for their agency code in reports even if the documents include a purchasing group for MMO/ITMO? Conversely, can MMO/ITMO include bid invitations/contracts created by agencies in order to better identify opportunities for consolidation and grouping of spend to maximize cost savings?

Action Items:		
Responsible	Description	Due Date
<i>All Group Action Items</i>		
All	Submit best practice BOBJ reports to John Taylor or your RUG Sub-group Lead.	4/10/2012
<i>FI Sub-Group Action Items</i>		
Tim Moore	ZFI_METRICS - Add Ap Supervisor & Lead, Creation Date & Time to ZFI_METRICS.	4/10/2012
Tim Moore	ZFI_METRICS - Add Grants, WBS, Fund, IO, Rejection Level, Email Addresses, Creation Date/Time, and Approvers.	4/10/2012
Tim Moore	ZFI_METRICS – Roll up MM data to the PO/SC level.	4/10/2012
Renee Rochester	ZFI_METRICS – Request new role specific to this report.	4/10/2012
Renee Rochester / SCEIS EC&C	ZFI_METRICS – Work with SCEIS Training to establish ILT “Live Meetings” and Mini Guides.	4/10/2012
FI Sub-Group	ZWF_COMPLETE – Determine role and access before general “go live.”	4/10/2012
Renee Rochester / SCEIS EC&C	ZWF_COMPLETE – Work with SCEIS Training to establish ILT “Live Meetings” and Mini Guides.	4/10/2012
FI Sub-Group / SCEIS EC&C	ZFI030 – Assign someone to work with SCEIS Training to establish ILT “Live Meetings” and Mini Guides.	4/10/2012
<i>HR Sub-Group Action Items</i>		
Andy Shaw	Report # 8 – Correct 4 digit cut-off on Doc Distribution Number.	3/23/2012
HR Sub-Group / SCEIS HR	Report # 8 – Determine method to clean-up ghost personnel added b/w cut over and go live gap.	4/10/2012
Andy Shaw	Report # 8 – Publish to production and assign to MD Maintainer & HR Director roles.	3/23/2012
Laura Watts	Report # 8 - Work with SCEIS Training to establish ILT “Live Meetings” and Mini Guides.	4/10/2012
Andy Shaw	Report # 7a – Add class code and position information identified by HR RUG.	3/23/2012
Kelly Watkins / Lane Small	Report # 7a – Determine role and access before general “go live.”	4/10/2012
Kelly Watkins / Lane Small	Report # 7a - Work with SCEIS Training to establish ILT “Live Meetings” and Mini Guides.	4/10/2012
Andy Shaw	Report # 7b – Add position number, position code, and position position.	3/23/2012
Kelly Watkins / Lane Small	Report # 7b – Determine role and access before general “go live.”	4/10/2012
Kelly Watkins / Lane Small	Report # 7b - Work with SCEIS Training to establish ILT “Live Meetings” and Mini Guides.	4/10/2012
Jim Ferguson / SCEIS EC&C	Establish a class for Intermediate BEx Nvigation with several sessions to accomidate the HR RUG members.	4/10/2012
Lane Small	BOBJ Report # 5 – Publish approved “Dirty Data” to the enterprise folder so agencies who have BOBJ licenses and access it.	3/23/2012
Jim Ferguson	Set-up enterprise BOBJ reports to run on the 2 nd of each month, starting with April.	4/2/2012
Jim Ferguson	BOBJ Report # 5 – Add report to monthly automated HR BOBJ reports.	4/2/2012

Sam Wilkins / Robin Owens	Report # 2 – Status report back to HR RUG in April.	4/10/2012
HR Sub-Group	Report # 9 – Determine Agency Lead, establish priority and finalize requirements.	4/10/2012
HR Sub-Group	Report # 11 – Affirm need, priority and requirements if still needed.	4/10/2012
<i>MM (Inventory) Sub-Group Action Items</i>		
Bill Grant	Report # 2 – Clairify / mock-up report and share at the next RUG.	4/10/2012
Kathy Johnson	Report # 5b – Clairify / mock-up report and share at the next RUG.	4/10/2012
Kathy Johnson	Report # 6 – Clairify / mock-up report and share at the next RUG.	4/10/2012
Tim Russell	Report # 11 – Clairify / mock-up report and share at the next RUG.	4/10/2012
Tim Russell	Report # 15 – Clairify / mock-up report and share at the next RUG.	4/10/2012
Kathy Johnson	Physical Inventory – Clairify / mock-up report and share at the next RUG.	4/10/2012
<i>MM (Procurement) Sub-Group Action Items</i>		
SCEIS MM	PO's by Contrcat - Provide FDS document, including table and field names, to BW team.	4/10/2012
SCEIS MM	Minority Vendor Bid Invitation, Bids and Contract Report - Provide FDS document, including table and field names, to BW team.	4/10/2012
SCEIS MM	Approved S/C List with Missing Follow-on Documents - Provide FDS document, including table and field names, to BW team.	4/10/2012
SCEIS MM	Shopping Cart with Expiring Funds/Grants - Provide FDS document, including table and field names, to Tripp Clark for review and feedback.	4/10/2012
Tracy Hill	Value Added (cost savings) to Statewide Procurement Process - Evaluate the existing S/C to Invoice report to ensure that it includes the requested requirements.	4/10/2012
SCEIS MM	Value Added (cost savings) to Statewide Procurement Process - Ask Karen Roberts (BCB) if Shopping Cart Approved Date is still needed.	4/10/2012
SCEIS BW	Value Added (cost savings) to Statewide Procurement Process - Rresearch security options for MMO-ITMO and Agencies. If needed, will set up meeting with MM Team and Security Team to discuss.	4/10/2012
SCEIS MM / SCEIS BW	Research to se if there is a way to allow agencies to include shopping carts/bid invitations/contracts for their agency code in reports even if the documents include a purchasing group for MMO/ITMO? Conversely, can MMO/ITMO include bid invitations/contracts created by agencies in order to better identify opportunities for consolidation and grouping of spend to maximize cost savings?	4/10/2012

Next RUG Meeting(s):

- FI Sub-Group - Tuesday, April10, 2012 - 9:00am – 12:00pm ET – SCDMV, Room CG-52
- HR Sub-Group - Tuesday, April10, 2012 - 9:00am – 12:00pm ET – SCDMV, Room CG-47
- MM Sub-Group - Tuesday, April10, 2012 - 9:00am – 12:00pm ET – SCEIS, Room 202 A & B