Reporting User Group Meeting
Friday, November 7, 2014

SC BUDGET AND CONTROL BOARD

Welcome
John Taylor, SCEIS User Support Team Director

SC BUDGET AND CONTROL BOARD
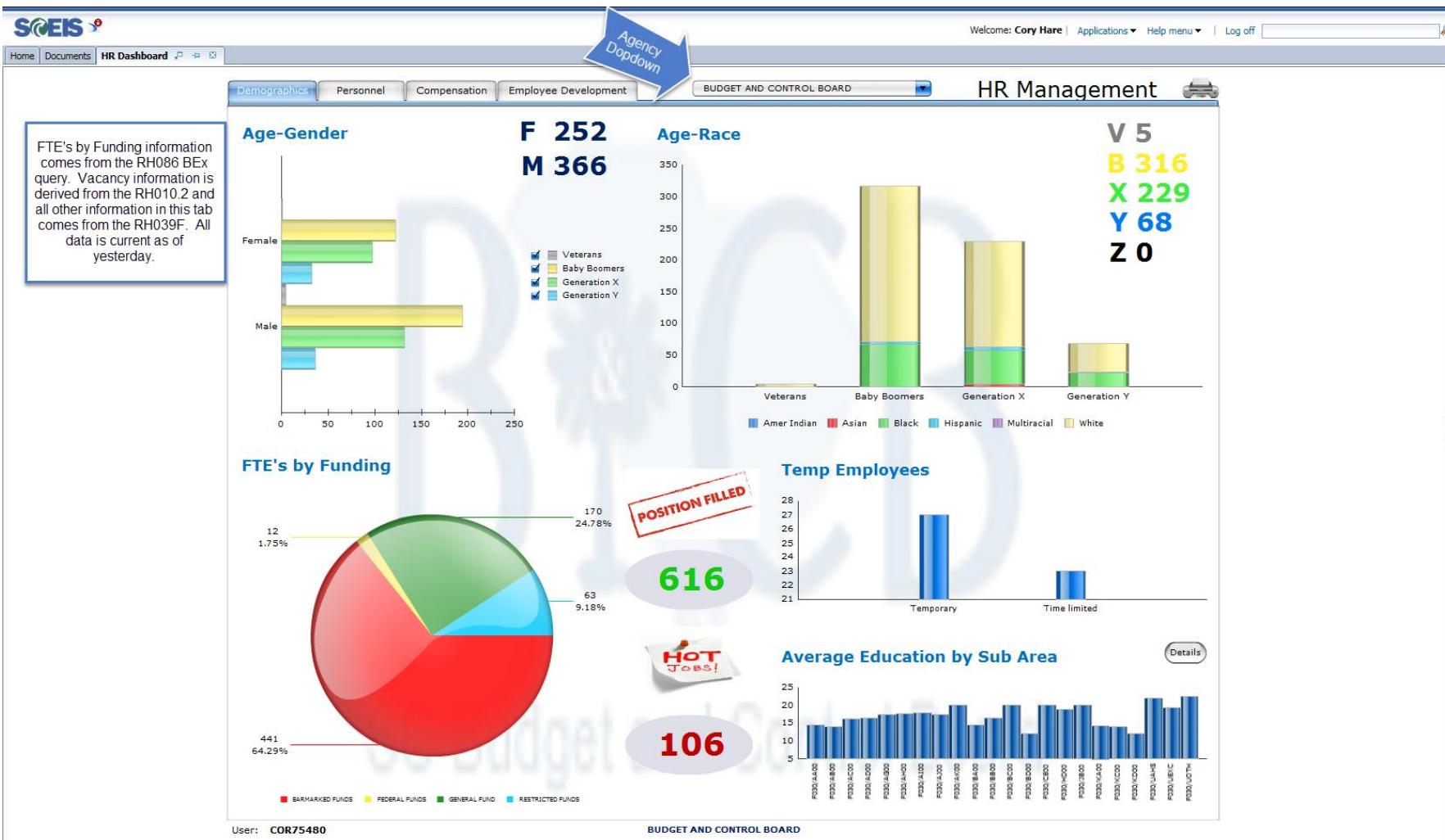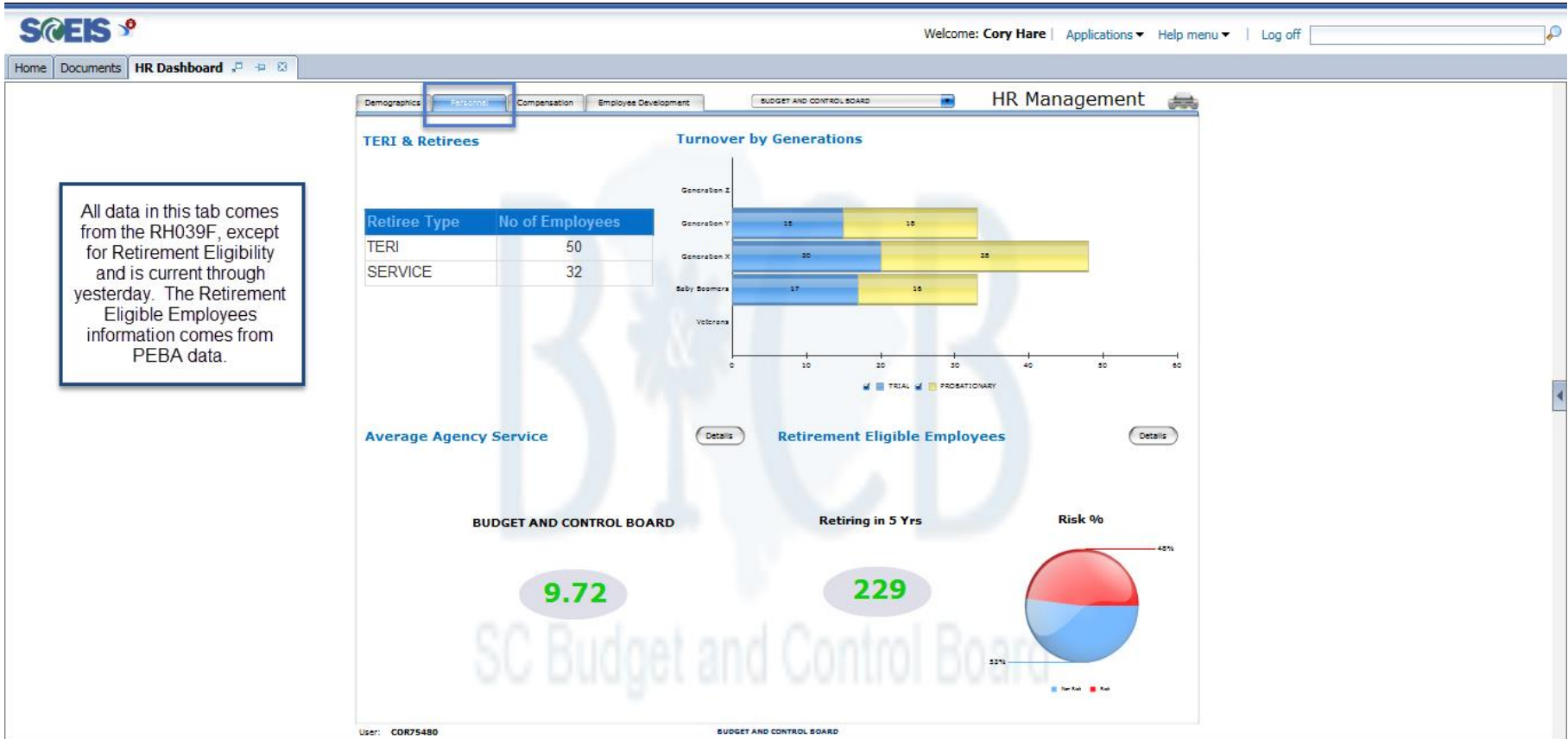
Human Resource Reporting

HR Reporting

HR Dashboard

- Consists of four tabs: Demographics, Personnel, Compensation and Employee Development.

- It will be used run out of BusinessObjects 4.1.

- Data sources are the RH010.2, RH039F, RH039S, RH086 queries and data provided by PEBA.

- Data is current as of the previous day.

HR Reporting

HR Dashboard Components
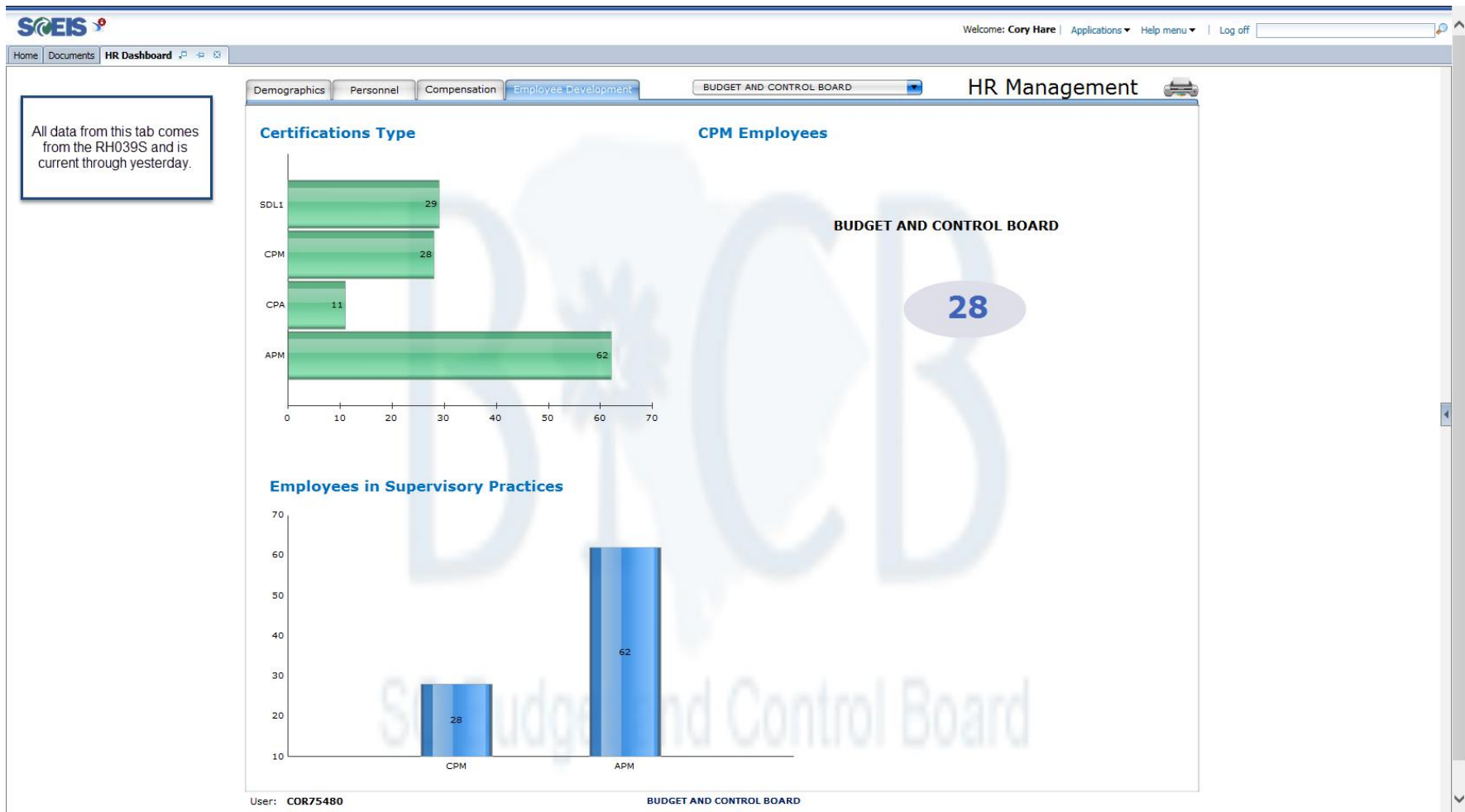
- Age-Gender
- Age-Race
- FTE's by Funding
- Temp Employees
- Positions Filled/Vacant
- Temp Employees
- Average Education by Sub Area
- TERI & Retirees
- Turnover by Generations

- Average Agency Service
- Retirement Eligible Employees
- Employees & Salary by Payband
- Pay Actions by Type
- Certifications Type
- CPM Employees
- Employees in Supervisory Practices

HR Dashboard: Personnel

HR Dashboard: Compensation

HR Dashboard: Employee Development

2015 RUG Meeting Schedule TBD

See You All Next Year!

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Welcome
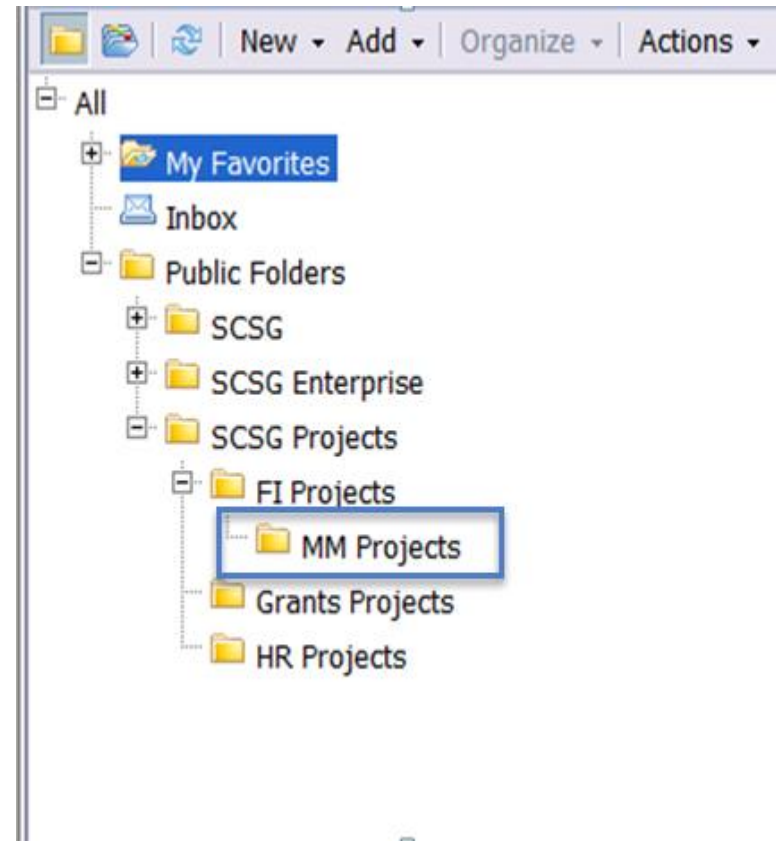## **John Taylor, SCEIS User Support Team Director**

Materials Management Reporting

MM Reporting

BEX Reporting Recap

- 24 BEX Reports
- 24 BOBJ Reports are being developed from the BEX Reports
- Link to BOBJ reports in development:

    Public Folders/SCSG Projects/FI Projects/

    MM Projects

BOBJ Reporting

- MM Reporting Focus Group
- Focusing on what the users want from MM Reporting

BOBJ Reporting

⬤ 5 main areas identified for SRM Reporting

Spend Analysis

Contract

Bidding Engine

Supplier Evaluation

Enterprise Buyer

Spend Analysis

Top 15 Suppliers
Business Area, Vendor, GL Account, GL Account name, Amount

Top 15 Suppliers

JUL 2015 through JUL 2015   Page 1 of 1
Run Date: 11/5/2014-2:42 PM   Source: FI Vendor Actuals (Opened or Cleared) by Exp or Rev All Doc.Types

Business Area	Vendor	Vendor Name	Commitment Item	Commitment Item Name	Amount
F030	7000030159	TOWN OF MOUNT PLEASANT	5170750000	ALLOC ENTITIES	$2,151,418.00
F030	7000052522	CITY OF SENECA	5170750000	ALLOC ENTITIES	$2,089,857.00
F030	7000206690	AT&T	5020090000	TELEPHONE & TELEGRPH	$1,719,506.83
F030	000F030010	BCB OFFICE OF LOCAL GOVERNMENT	5180750000	AID ENTITIES	$1,413,200.00
F030	7000030164	CITY OF NORTH AUGUSTA	5170750000	ALLOC ENTITIES	$1,351,284.00
F030	000H670000	EDUCATIONAL TELEVISION COM	5021330003	CONTR-STATE	$1,272,513.00
F030	7000026423	GRAND STRAND WATER AND SEWER	5170750000	ALLOC ENTITIES	$998,657.00
F030	7000187874	CITY OF FLORENCE	5170750000	ALLOC ENTITIES	$951,837.00
F030	7000091276	SPIRIT COMMUNICATIONS	5020090000	TELEPHONE & TELEGRPH	$897,763.58
F030	7000029993	CITY OF CAMDEN	5170750000	ALLOC ENTITIES	$896,630.00
F030	7000030264	BEAUFORT-JASPER WATER & SEWER	5170750000	ALLOC ENTITIES	$500,033.00
F030	7000044726	PALMETTO CONSTRUCTION GROUP LLC	5071230000	RENOV-BLDG & ADD INT	$428,911.85
F030	7000079092	VIC BAILEY FORD INC	5060310000	Veh & Trans Acq(MA)	$417,154.00
F030	000R120000	STATE ACCIDENT FUND	5140010003	INDDEM CLAIM AWD-MED	$396,649.82
F030	7000030179	CITY OF UNION	5170750000	ALLOC ENTITIES	$353,403.00
				TOTAL:	**$15,838,818.08**

BOBJ/Bex Reporting

Contracts

Current Contracts

*report already exist, working to enhance and add fields that are needed

Fields requested: Cost Center, Released Value, PO Number, Percentages

Current Contracts

JUL 2015 through NOV 2015

Page 1 of 1

Run Date: 11/5/2014-2:56 PM

Source: Current Contracts

Purchasing Document (Contract)	Purchasing doc. type Key	Purchasing Group	Vendor Key	Vendor	Valid From Key	Valid To Key	Total Amount
4400008753	ZAGY	ITMO - 617	7000033229	TEMPLE INC	07/09/2014	07/08/2019	$2,021,200.00
4400009038	ZAGY	ITMO - 617	7000058570	HORRY TELEPHONE COOPERATIVE INC	08/06/2014	08/05/2019	$865,800.00
4400009137	ZAGY	ITMO - 617	7000074486	AMPLIFY EDUCATION INC	08/20/2014	08/19/2015	$1,118,742.00
4400009300	ZAGY	ITMO - 617	7000045163	ACT INC	09/30/2014	09/29/2019	$58,434,000.00
4400009403	ZAGY	ITMO - 617	7000214380	CBSI ADVANCED MEDIA	10/10/2014	10/09/2019	$92,500.00
4400009488	ZAGY	ITMO - 617	7000084459	STARREZ INC	10/30/2014	10/29/2019	$204,060.00
						TOTAL:	$62,736,302.00

Contracts (cont.)

PO's By Contract
*report already exist, data is not current and working to publish this query and move to BOBJ

Fields on the report:

Contract
Item
Plant
Purchasing Document Category
Purchasing Document Type
Purchasing document,
Purchasing Group
Vendor
Item of Princ. Agmt

BOBJ/Bex Reporting

Bidding Engine

*bid reports already exist, working to enhance reports and add fields that are needed and add Rfx reporting
Fields requested: Rfx (solicitations)

Bid Invitations-Bids-Contract

Bid Invitation Transaction Type	Bid Invitation Number	Bid Inv Create Date	Bid Number	Bid Create Date	Purchasing Document Contract	Contract Create Date	Last Approval Day (for Requirement/ SC)	Days to Award	Days to Award (From - Publishing Bid Invitation)
Best Value Bid	5400001558	02/11/2010	Not assigned	#	#	#	0	0	0
Best Value Bid	5400001643	02/26/2010	Not assigned	#	#	#	0	0	0
Best Value Bid	5400001986	06/10/2010	Not assigned	#	#	#	0	0	0
Best Value Bid	5400002582	01/08/2011	5500012656	02/11/2011	#	#	0	0	0
Best Value Bid	5400002582	01/08/2011	5500012658	02/14/2011	4400003480	03/16/2011	0	0	134
Best Value Bid	5400002582	01/08/2011	5500012700	02/13/2011	#	#	0	0	0
Best Value Bid	5400002582	01/08/2011	5500012710	02/14/2011	#	#	0	0	0
Best Value Bid	5400002608	01/21/2011	Not assigned	#	#	#	0	0	0
Best Value Bid	5400002833	03/15/2011	5500013373	03/28/2011	#	#	0	0	0
Best Value Bid	5400002833	03/15/2011	5500013380	03/28/2011	#	#	0	0	0
Best Value Bid	5400002833	03/15/2011	5500013390	03/29/2011	4400003808	06/07/2011	0	0	1,344
Best Value Bid	5400002833	03/15/2011	5500013392	03/29/2011	#	#	0	0	0
Best Value Bid	5400002857	03/22/2011	5500013762	04/18/2011	#	#	0	0	0
Best Value Bid	5400002857	03/22/2011	5500013794	04/18/2011	#	#	0	0	0
Best Value Bid	5400002857	03/22/2011	5500013801	04/18/2011	4400003738	05/19/2011	0	0	754
Best Value Bid	5400002857	03/22/2011	5500013821	04/19/2011	#	#	0	0	0
Best Value Bid	5400006660	09/11/2013	Not assigned	#	#	#	0	0	0
Fixed Price Bid	5400002613	01/24/2011	5500012626	02/04/2011	4400003520	03/21/2011	0	0	224
Fixed Price Bid	5400002613	01/24/2011	5500012688	02/14/2011	4400003507	03/21/2011	0	0	224

Supplier Evaluation

Analysis Report: Supplier Evaluation

*used in <u>business</u> and refers to the process of evaluating and approving potential <u>suppliers</u> by quantitative assessment. The purpose of supplier evaluation is to ensure a portfolio of best in class suppliers is available for use. Supplier evaluation is also a process applied to current suppliers in order to measure and monitor their performance for the purposes of reducing costs, mitigating risk and driving continuous improvement.

Supplier Evaluation (cont.)

Analysis Report: Supplier Profile

*In the **Suppliers Profile**, you describe supplier *types* that serve the business. You can also create a supplier type that is the name of a particular *major* supplier. Supplier types might include materials suppliers and professional services vendors.

BOBJ/Bex Reporting

Enterprise Buyer

a. Workload per Purchasing Group

* This report was pointed out in as being needed for a buyer to view purchasing and the shopping cart items that need to be worked on

b. Materials Purchase History

* This report was pointed out as being needed for buyers to see what was bought in the past

BOBJ/Bex Reporting

Useful Existing Reports

Minority Terms Contracts & PO's

FI Minority Vendor Payments

FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types

Open Encumbrance

BW Reports Change Requests

- Open Encumbrance
  - Add P-Group

- Minority Term Contracts and POs
  - Add Bid Invitation, Bids, Contracts

Next RUG Meeting

2015 RUG Meeting Schedule TBD

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Finance

Business Objects Upgrade

Business Objects 4.1 Upgrade

Business Objects Launch Pad View:

Business Objects 4.1 Upgrade

Documents View:

Business Objects 4.1 Upgrade

Report screen layout:

Business Objects 4.1 Upgrade

- Other Business Objects features:
  - Connections are created directly from BEx queries
  - Import and query against an Excel spreadsheet
  - Unmerge prompts to allow for scheduling of reports with multiple queries
  - Report formatting options have been improved with more graphs and more options
  - Notification that "your session is about to expire" and your report is autosaved
  - Preview the data in the edit query screen
  - Freeze column headers

Saving reports is now easier than ever!!!

Business Objects Upgrade

OLAP Analysis

New Report Development

New Report Development

- Detail Transaction Report (403 Equivalent)

  - Source Query – Detail G/L Transaction Report
  - Line Item Detail for all transactions
  - Separate tabs for Cash, Revenue, Expenditure, Liabilities and Other Transactions.
  - Ability to run for one period or a range of periods in BusinessObjects

Detail Liability Transaction Report (403)

FY: 2015   PP: 1 (July)

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Run Date: 11/6/2014-3:37 PM

Source: Detail G/L Transaction Report

30350001 OP REV- INT SERV FD

Fund	G/L Account	G/L Account Description	Functional Area	Functional Area Description	Internal Order	Doc Number	Doc Type	Document Type Description	Item Text	PP	Posting Date	MTD Expenditures
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBDA	DSIT Hosting Services	#	5701161500	RE	Invoice - gross	#	1	7/31/14	($124.73)
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBMA	DSIT Print Services Admin	#	3005503405	KR	Vendor invoice	Rent payment	1	7/18/14	($17,834.15)
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBMA	DSIT Print Services Admin	#	3405249845	ZP	Payment posting	#	1	7/23/14	$17,834.15
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBMB	DSIT Print Services	#	3005533389	KR	Vendor invoice	DSIT	1	7/25/14	($15,000.00)
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBMB	DSIT Print Services	#	3005533443	KR	Vendor invoice	Reimbursement for Electricity	1	7/25/14	($7,154.77)
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBMB	DSIT Print Services	#	3405233569	ZP	Payment posting	#	1	7/21/14	$271.08
30350001	2000010000	ACCT PAY&VOUCHER PAY	F030_RBMB	DSIT Print Services	#	3405246089	ZP	Payment posting	#	1	7/22/14	$810.73

New Report Development

- Accounts Payable Aging Query

  - Request for Change was submitted by Internal Operations October 2014
  - Report to show Invoices paid late
  - Using Clearing Date minus Net Due Date
  - The required fields in the query are:

    - Vendor
    - Document number
    - Document type
    - Document Date
    - Invoice Number
    - Posting Date
    - Invoice Number

    - Posting date
    - Net Due date
    - Clearing date
    - Number of days late
    - Fiscal year/period
    - Payment Amount

New Report Development

- Finance Reports available in Business Objects Project Folder:

  - Detail Transaction Report (403)

  - Asset Master Data List

  - Capital Projects Budget vs Actual Report (life of project report)

  - Capital Projects – Available Cash (404)

  - Capital Projects – Estimated Rev vs Cash Rec'd (404)

  - Cash Detail Report (444)

  - General Ledger Accounts (ZGLA) Report

  - RH086 Position Funding Report

Next RUG Meeting

2015 RUG Meeting Schedule TBD

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