BW Travel Reports

Description This role allows access to the Travel Reports in the Business Warehouse. This is a reporting role only.

These reports are targeted tot Management and Analysis of data

Tasks/Responsibilities

- Travel Reports for Employees- Provides the travel expenses incurred by State Employees or other State Vendors that are paid by the State. The report is sorted by Plant/agency and employee vendor number. It provides the following informational fields: Employee Vendor ID, Employee Vendor Name, GL Account Description. It includes original document numbers so the details can be tracked back to the original request/voucher.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW MM Requisitioning and Solicitation

Description This role allows access to the Requisitioning and Solicitation Reports in the Business Warehouse. This is a reporting role only. These reports are targeted tot Management and Analysis of data

Tasks/Responsibilities

- Bid Invitation by Processing Status- Provides the same information as the "Bid Invitations-Bids-Contracts" report but sorts and selects by Processing Status. The default status is "completed" but it can be overridden in the Selection Screen.
- Bid Invitations - Bids – Contracts- The query shows the timeline for a solicitation and the Bids and Contracts linked to them.
- Bid Invitations by Type- Provides details of Bid Invitations (Solicitations). Can be accessed from Bid Invitations - Bids - Contracts as a drill down
- Bids by Bid Invitations- Provides details of Bid Invitations (Solicitations). Can be accessed from Bid Invitations - Bids - Contracts as a drill down
- Bids of $1 Million or More- The purpose of this report is to have a report ready for legislature to provide information on bids that are $1 Million dollars or more.
- Pending Sourced Requisitions- The purpose of this report is to have a report ready for all Agencies personnel management to track all Pending (Open) Sourced Requisitions by Buyer.
- Pending Unsourced Requisitions- The purpose of this report is to have a report ready for all Agencies personnel management to track all Pending (Open) Unsourced Requisitions by Buyer.
- Procurement Processing Time- This report calculates the number of days between various dates in the life cycle of a Procurement (i.e.from shopping cart to Contract Creation).
- Shopping Cart - Line Item- Provides details of a shopping cart.
- Shopping Cart to Invoice Activity- This query displays shopping cart and its follow-on documents like Bid invitation number, p.o number , Goods Receipt and Invoice document number.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of Materials Management Processes and Principles
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW MM Procurement

Description This role allows access to the Materials Management Reports in the Business Warehouse. This is a reporting role only. These reports are targeted to Management and Analysis of data.

Tasks/Responsibilities

- Agency Award Distribution- The purpose of this report is to show the number of Contracts that were awarded by MMO for each Agency categorized by Certification Amount ranges.
- Award Items by Commodity- The purpose of this report is to show the items awarded by Fiscal Year and Material Group. This report is often requested by the Legislature.
- Backorders- The purpose of this report is to have a report that provides information on the number of purchase orders that are on backorder or items on a purchase order that are on backorder.
- Current Contracts- Provides a list of contracts by document number, vendor, validity dates, and amount - can be accessed by Bids Invitation - Bids - Contracts as a drill down
- Goods Receipt History- Displays Goods Receipt History for a Purchase Order. It also displays the delivered quantity and Scheduled quantity for a Purchase order along with Goods Receipt Document Number. Can be accessed by Shopping Cart to Invoice Activity.
- Invoice History- This report displays Invoice History for a Purchase Order. Report displays the Invoice quantity and Invoice amount for a Purchase order along with Invoice Document Number.
- Minority Term Contracts & PO's- The purpose of this report is to have a report ready for all personnel management to track State Wide & Non State Wide Agencies Minority Term Contracts and PO’s in ECC system.
- Procurement Contracts- This report will list values of contracts (Contracts Only) by Plant, Purchasing Group, Vendor and the Validity Dates.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of Materials Management Processes and Principles
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW Minority Reports

Description This role allows access to the Minority Reports in the Business Warehouse. This is a reporting role only. . These reports are targeted to Management and Analysis of data

Tasks/Responsibilities

- FI Minority Vendor Payments Report- Listing of payments remitted to minority vendors in a specific time period.
- FI Vendor Actuals (Open and Cleared) by Exp/Rev Commitment- List of all invoices, not necessarily paid, using the Actual amount in the Funds Management records. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT
- Minority Term Contracts & PO's- The purpose of this report is to have a report ready for all personnel management to track State Wide & Non State Wide Agencies Minority Term Contracts and PO's in ECC system.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of Materials Management Processes and Principles
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW FI Grants Management

Description This role allows access to the Grants Management Reports in the Business Warehouse. This is a reporting role only. These reports are targeted tot Management and Analysis of data

Tasks/Responsibilities

- FI Vendor Actuals (Open and Cleared) by Exp/Rev Commitment with Grants- List of all invoices, not necessarily paid, using the Actual amount in the Funds Management records and Grants. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT. This will include pass-through grants beginning in November 2009.
- Grant Budget Report- Displays all grant-specific budgets, broken down by Grants Objects (Grant, Fund, Sponsored Program and Sponsored Class). This will include Pass-through grants beginning in November 2009.
- Grant Budget vs Commitments/Actuals- Compiles budget, commitment, and actual postings into one comparative display, providing a current snapshot of the grants budget consumption. This will include pass-through grants beginning in November 2009.
- Grant Periodic Commitments Report- This report displays encumbrances/commitments for grants-for example, purchase requisitions and purchase orders. A date parameter is provided, which acts as a "to date". The report will display all commitment postings up to and including that date. This will include pass-through grants beginning in November 2009.
- Grant Periodic Expenditure Report- This is an expenditure report for grants that allows the user to enter date ranges for actual postings. Users are also able to "jump to"/"go to" actual financial documents in SAP from the report. This will include Pass-through grants beginning in November 2009.
- Grants Cash by Fund- Displays current grant cash balance by fund and fund type. Other free characteristics such as Agency, Cost Center, State Appropriation and Agency Appropriation are all available for drill down.
- Schedule of Federal Financial Assistance- Report developed for submission to the State Auditor's Office. It includes All sponsored program moneys by funding source, grant type and project phase with beginning fund balances, adjustments, receipts, expenditures and ending fund balances. This report provides a view of the activity on sponsored program money.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW FI General Ledger

Description This role allows access to the General Ledger Reports in the Business Warehouse. This is a reporting role only.
These reports are targeted at Management and Analysis of data

Tasks/Responsibilities

- Cash by Fund (held by STO – Excl. Undeposited & Petty Cash)- This cash report displays Cash Activity on a STO basis excluding Undeposited and Petty Cash. It shows the Beginning Balance, Cash Activity, and the Ending Balance. The report can be grouped and sorted by Business Area, Fund Center, Fund, Grant, State Appropriation, Agency Appropriation, Document Number, Functional Area, G/L Account, Fiscal Year, and more.
- Cash by Fund- General Ledger cash report that can be grouped and sorted in many different ways for analysis.
- Cash G/L Accounts by Fund- The purpose of this report is to display activity in the cash G/L account similar to the ECC report ZGLA using the SC_CASH Account Group. This BW report displays cash activity by General Ledger Account range. The layout is Beginning Balance, each range of Cash G/L Accounts, and Ending Balance. Additional fields available for sorting and grouping are Business Area, Fund Center, Fund, Grant, State Appropriation, Agency Appropriation, Functional Area, G/L Account, Fiscal year, and more.
- Detail G/L Transaction Report- Displays information by Fiscal Year, Cost Center, Grant Number including State Appropriations, Agency Appropriations, Functional Area, Document Type, Document Item, Document Number, G/L Account, Debit/Credit Indication, and Amount. It can only be run for one month at a time
- Grants Cash by Fund- Displays current grant cash balance by fund and fund type. Other free characteristics such as Agency, Cost Center, State Appropriation and Agency Appropriation are all available for drill down.
- Sales and Use Tax Report- Report to display tax amounts to assist in preparation of tax returns. Report includes Tax Jurisdiction Codes for Local Option Sales Tax. There will be a jump to the original document in ECC.
- Sales/Use Tax Payable Detail G/LTxn Report- Provides detailed general ledger activity of the Sales and Use Tax G/L accounts (2010010000 / 2010020000) for the requested fiscal year / fiscal period range.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW FI Funds Management

Description This role allows access to the Funds Management Reports in the Business Warehouse. These reports are targeted at Management and Analysis of data This is a reporting role only.

Tasks/Responsibilities

- FI Vendor Invoices- List of all invoices, not necessarily paid, using the Actual amount in the Funds Management records. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT
- FM Budget vs Actual- This report displays the budget and related expense activity showing the Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before Commitments, PO Commitments, PO REQ Commitments, Balance after Commitments, Other Transactions and Remaining Balance. The report can be grouped and sorted by Fund Center, Commitment Item, Funded Program, Fund, Fiscal year, Functional area, and more. This is the BW version of the ECC report ZBD1 but provides the display of more than one reporting object at one time (e.g. all functional areas for a business area can be displayed at the same time. This report gives an overall picture of the current budget.
- Open Encumbrance Report by Function Area, Fund and Cost Center- Provides details sorted by Function Area, Fund and Cost business area
- Open Encumbrance Report- The purpose of this report is to have a listing of all monetary commitments as of a specific posting date ready for agencies sorted by business area.
- Sales and Use Tax Report- Report to display tax amounts to assist in preparation of tax returns. Report includes Tax Jurisdiction Codes for Local Option Sales Tax. There will be a jump to the original document in ECC.
- Statement of Changes in Fund Balances (MA)- Provides a view into changes in fund balances within a fiscal year on a modified accrual basis. It provides end users the ability to analyze these changes by Business Area, Fund/Cost Center, Fund Grant, State appropriation and Agency Appropriation. Additional drill down objects are available such as Document Number, G/L Account, Functional Area. It also provides the ability to jump to specific document in the ECP system.
- Statement of Changes in Fund Balances (MA)(W Case Svcs Cat)- Provides a view into changes in fund balances within a fiscal year on a modified accrual basis with an additional breakout for GL Case Services. It provides end users the ability to analyze these changes by Business Area, Fund/Cost Center, Fund Grant, State appropriation and Agency Appropriation.
- Statement of Changes in Fund Balances by Period (W Case Services Cat)- Displays current grant cash balance by fund and fund type. Other free characteristics such as Agency, Cost Center, State Appropriation and Agency Appropriation are all available for drill down.
- Statement of Changes in Fund Balances by Period (W Vendor)- Displays current grant cash balance by fund and fund type with additional breakout for Vendor. Other free characteristics such as Agency, Cost Center, State Appropriation and Agency Appropriation are all available for drill down.
- Statement of Changes in Fund Balances by Period- Displays current grant cash balance by fund and fund type. Other free characteristics such as Agency, Cost Center, State Appropriation and Agency Appropriation are all available for drill down.
- Travel Reports for Employees- Provides the travel expenses incurred by State Employees or other State Vendors that are paid by the State. The report is sorted by Plant/agency and employee vendor number. It provides the following informational fields: Employee Vendor ID, Employee Vendor Name, GL Account Description. It includes original document numbers so the details can be tracked back to the original request/voucher.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW FI Accounts Receivable

Description This role allows access to the Accounts Receivable Reports in the Business Warehouse. These reports are targeted at Management and Analysis of data. This is a reporting role only. (Currently in Development, To Be Delivered in Nov 2009.)

Tasks/Responsibilities

- AR Aging – Open Items - In Development(QA). Report provides receivable information by Posting date, fund, funded program, commitment items and customer. Includes Net due date, Invoice Amount balance Amount and aging in increments of 30 days. Report also includes grant information.
- Customer Aging Report- In Development(QA). Report provides receivable information by Business Area, posting date, fund, funded program, commitment items and customer including Document number, net due date, original invoice amount and balance amount. Report includes grant information. There is a jump program to ECC to see the original document.
- Gross vs. Collected Revenue- In Development(QA). Report tracks payments on receivables by business area including information on the original commitment item, Fund, funded program, posting date, and customer. Provides balance due by customer.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW FI Accounts Payable

Description This role allows access to the Accounts Payable Reports in the Business Warehouse. These reports are targeted at Management and Analysis of data. This is a reporting role only.

Tasks/Responsibilities

- FI Minority Vendor Payments Report- Listing of payments remitted to minority vendors in a specific time period.
- FI Payments by Vendor- Listing of payments remitted to all vendors in a specified time period.
- FI Vendor Actuals (Cleared) by Exp/Rev Commitment- List of all invoices, not necessarily paid, using the Actual amount in the Funds Management records. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT.
- FI Vendor Actuals (Open and Cleared) by Exp/Rev Commitment- List of all invoices, not necessarily paid, using the Actual amount in the Funds Management records. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT
- FI Vendor Actuals (Open and Cleared) by Exp/Rev Commitment with Grants- List of all invoices, not necessarily paid, using the Actual amount in the Funds Management records and Grants. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT
- FI/AP Check Register-This query will generate a report, limited by Business Area, that will provide a combination of Vendor, Check, FI Documents, and Clearing document information. Most commonly considered a listing of payments by vendor, it excludes voided payments from the report. Additional information can be added to the default view to supply invoice information, and order information including the items ordered.
- Open Encumbrance Reports- Provides details sorted by Function Area, Fund and Cost business area
  FI Vendor Actuals (Open) by Exp/Rev Commitment- List of all open invoices, using the Actual amount in the Funds Management records. This is the encumbered amount and is not reduced by taxes owed. Documents filter includes KR, RE, ZT. This report includes Grant monies.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Dependent on Agency Administrative Structure

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)

BW Auditor Reports

Description This role allows access to reports that are useful to gain an overall picture of a process and to allow the selection of specific records for auditing processes. They have been designed in consultation with the State Auditors' Office. These reports are designed for analysis purposes.

Tasks/Responsibilities

- Query for Auditors_No PO's- Displays invoice number, payment information, Source of Funds for all Accounts payable expense that incurred (Except P.O's). This query reports on Accounts Payable Expenses other than P.O's.
- Query for Auditors_No Restrictions- Displays invoice number, payment information, Source of Funds, P.O number (if applicable) for all Accounts payable expense that incurred. This query reports on the following key figures Contract amount and invoice amount. This report displays both P.O's and other Accounts Payable Expenses.
- Query for Auditors_PO Greater Than 250- Displays invoice number, payment information, Source of Funds, P.O number and the doc type for a Purchase Order. This query reports on the following key figures Contract amount and invoice amount. This report displays only P.O's with contracts valued at 2500 or greater.
- Query for Auditors_PO Less Than 2500- Displays invoice number, payment information, Source of Funds, P.O number and the doc type for a Purchase Order. This query reports on the following key figures Contract amount and invoice amount. This report displays only P.O's with contracts valued at 2500 or lesser.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- Dependent on Agency Administrative Structure

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English
- Knowledge of Funds Management Structure
- Knowledge of Funds Management transfer process
- Knowledge of MS Excel
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

BW110 – Business Warehouse Query Navigation (4 hours)