Enterprise Information Management

Reporting User Group Presentation
Tuesday May 17, 2016

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General Group Meeting:

- Overview of EIM Projects:
  - Demo of Reporting Links
  - BEX Reports in BOBJ
  - Updating Bex Queries
  - Update of Searchable Reporting Database
  - Rebuilding Enterprise reports
  - Lumira Pilot & Rollout (short demo)
  - Report Development process
  - HR Dashboards
  - Finance Dashboards

- Update on RFC’s and Report status:
  - KSB1/KOB1/CJI3
  - Time & Leave Specifications
  - Contract Spend & MM Reports
  - Other RFCs and Help Desk Ticket Review
  - Data needs for BW (handout)

- Privacy in Reporting

- Update on New Reports
  - Cory: Various New Finance, Asset, Grants & MM Reports
  - Kelly: HR: Vacancies by Funding; Workforce by EEO; Employee Profile
Review of Workshop Materials and brief “Tips & Tricks”:

- Open Documents update and handout
- Merging Data from multiple sources into one report handout
- Scheduling Reports with multiple prompt values
- `ToNumber`: Changing Text to numbers
- Scale to Page: Setting Reports to fit on One Page
EIM Reporting Links

• Do you Know where all the Reports that are available are located?
• Does everyone who works with know?
• Wouldn’t it be good to have them a couple of clicks away?
What the List looks like now

Master List of Business Objects and BEx Queries

FINANCE

Accounts Payable

- FI Minority Vendor Payments
- FI One Time Vendor Payment Report
- FI Payments by Vendor
- FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types
- FI/AP Check Register
- FI/AP Check Register SCEIS Recon
- Payment Register
- Sales & Use Tax Report

Accounts Receivable
EIM Reporting Links

New Links page:

Accounts Payable
- FI Minority Vendor Payments
- FI One Time Vendor Payment Report
- FI Payments by Vendor - X
- FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types - X
- FI/AP Check Register
- FI/AP Check Register SCEIS Recon - X
- Payment Register - X
- Sales & Use Tax Report - X

Accounts Receivable
- AR Aging - Current Open Items - X
- AR Aging - Customer Open Item as of Selective date - X
- AR Aging by Customer - X
- AR Debt Collections Report - X
- AR Invoiced vs Collected Revenue - X
- AR Open Detail by Rev GL - X
- Gross VS Collected Revenue
- yBOBJ AR Open Detail by Rev GL - X

Funds Management
- Budget Transaction Report - X
- Est Rev vs Cash Rev - Restricted to Cash Flow Enhancement - X
- FI Vendor Invoices
- FM Budget vs Actual
- FM Document Count - X
- FM Document List
- FM Estimated Revenue - X
- Funds Management Expense Report - X
- Funds Management Revenue Report - X
- Open Encumbrance Report
- Open Encumbrance Report - by Function Area, Fund, Cost Cent - X
- Open Encumbrance Report_Selection by Fiscal Year - X
- Personal Service Transfer Limits - X
- Statement of Changes in Fund Balances (MA) - X
- Statement of Changes in Fund Balances - by Period - X
- Stmt of Chgs in Fund Bal - by Period (W Case Svcs Cat) (MA) - X
- Stmt of Chgs in Fund Bal - by Period (W Vendor) (MA) - X
- Stmt of Chgs in Fund Balances (W Case Svcs cat) (MA) - X
- Travel Reports for Employees
EIM Reporting Links

• Demo
Searchable Database Update

- Built and tested
- Built using Design Studio which is new BI Suite
- Plans to move it into Production in late September
- By then there should be a Plethora of the Reports in the database
Why?....
## Searchable Database Update

**Enterprise Information Management Reports Search**

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<th>Agency</th>
<th>Area</th>
<th>Role</th>
<th>Report Name</th>
<th>Report Description</th>
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<td>Employee Demographics and Position Information</td>
<td>Utilities RH003F</td>
<td>Eric Harvey</td>
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</table>
EIM Projects

Bex Reports in BOBJ:

• Our goal is to recreate in BOBJ each Bex Query that is currently being used.
• While we create them in BOBJ, we will look for efficiencies from a user perspective
• One Report with multiple tabs for various queries:
  • Statement of Changes in Fund Balance
  • Available Cash
  • Vendor Actual
  • RH039....
• Use of Projects Folders

© State of South Carolina. All rights reserved.
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<th>Pay Grade Area</th>
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# RH039A Workforce Planning Data

**Run Date:** 5/15/16
**Department of Administration**

Source: RH039F_Employee Demographics and Position Information

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RH039A Workforce Planning Data

Run Date: 5/15/16

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Source: RH039F_Employee Demographics and Position Information
Projects folders are used for testing and development of reports as they migrate to Enterprise.
EIM Projects

Updating Bex Queries & Cubes

- Making sure they are accurate
- Improving Efficiencies & Performance
- Combining & Eliminating where needed
- Educating & Explaining where needed
- Need Your input:
  - Performance
  - Errors
  - Populating Prompts
  - Missing Fields/Data
EIM Projects

Rebuilding Enterprise Reports

- BICS Connections instead of Universes
- Updating formats & double-checking data
- Renewed input from Agencies
- Looking for efficiencies and opportunities
- Move what is currently in Projects to Enterprise
**Finance Project Folder Contents:**

<table>
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<th>File Name</th>
<th>Viewable</th>
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<tr>
<td>Official SCEIS FI - Detail Transaction Report (403 Equivalent)</td>
<td>V</td>
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<tr>
<td>Asset Master Data Inventory Listing</td>
<td>V</td>
</tr>
<tr>
<td>Asset Master Data List</td>
<td>V</td>
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<tr>
<td>Capital Project Budget vs Actual Report</td>
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<tr>
<td>Capital Projects - Available Cash (404 Equivalent)</td>
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<td>Capital Projects - Estimated Rev vs Cash Rec’d (406 Equivalent)</td>
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<td>Cash Detail 444</td>
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<tr>
<td>General Ledger Accounts (ZGLA) Report</td>
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<tr>
<td>RH086 Position Funding Report (1018)</td>
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</table>
Lumira Pilot Project & Rollout

What is Lumira
Pilot Group Volunteers
Access
Project Timeline
Demo
CONNECT
Connect to, and prepare, any data with ease.

VISUALIZE
Quickly create powerful visualizations.

DISCOVER
Uncover hidden trends and patterns in data.

COMMUNICATE
Easily share stories to convey business insight.

EMPOWER
Arm your stakeholders with trusted intelligence.
HR Dashboards Updates

- New Link
- List of updates
- Demo
Reporting

The SCEIS Reporting team works closely with users to build tools that will address their needs. Numerous SCEIS reports are available to help agencies and State leaders view and analyze data to help make sound business decisions.

SCEIS reports can be found in Enterprise Central Component (ECC), BEx/Business Warehouse and Business Objects. Use the below resources to begin using SCEIS reports.

**Reporting User Group Meeting Documents** (Link)

**Business Objects and BEx Queries**

- Master List of Business Objects and BEx Queries (Link)
- List of Business Objects and BEx Queries: Finance (Link)
- List of Business Objects and BEx Queries: HR/Payroll (Link)
- List of Business Objects and BEx Queries: Materials Management (Link)

**HR Dashboard**

Access to HR Dashboard via Business Objects (Link)

**Quick User Guides**

- BEx Quick User Guide (572kb PDF)
- Business Objects Quick User Guide (2.48kb PDF)

**Treasury Reports**

- SC Agency Detail Check Register Listing (222kb PDF)

Instructions: Running the SC Agency Detail Check Register Listing Report (Transaction code: ZAGY_CHKREG_DET) (221kb PDF)
HR Dashboard Demo
Finance Dashboard Update

- Copy of specs
- Project Plan
- Input needed
**Personal Services**
- EXP YTD: $2,468,000
- # of Pay Periods (14)
  - % BUD 54%
  - % FY15 62%

**Other Operating EXP YTD**
- $14,567,000
  - % BUD 71%
  - % FY15 53%

**Posting Period (7)**

**Cash Balance**
- 4/13/16
  - General Fund: $1,430,000
  - Other Fund: $6,511,000
  - Federal Fund: $852,000
  - Encumbrances: Balance 4/13/16: $6,537,000

**Revenue Rev YTD**
- $13,468,000
  - % Budget 65%
  - % FY15 71%

---

**SOURCE:**
- Budget V Actual
- Open Encumbrances?
- Vendor Actual?

---

**Personal Services**
- 501 + 513
  - GL/CI
    - FTE
    - Temp
    - Other

**Other Operating Expenditures**
- Current
- Previous
- Previous + 1

**Cash Balances**
- 51201
  - 502
  - 503
  - 504
  - 505
  - Other?
  - 511?
  - 506?
  - 520?

**Payables**
- - Top Vendor Comparisons

**Revenue**
- - Cash
- - Accrual

**A/R Aging**
Update on RFCs and Reports

- **KSB1/KOB1/CJI3**: Group of Users met to discuss current uses of these ECC Reports. Cory met with FI Functional Team and is scheduling a meeting with the users and FI Team to discuss options.
- **Central Movements**: Creation of Central Movement Action – This report is complete and was moved to production on 5/6/16.
- **Labor Distribution**: This report is in BWQ and is currently being tested by both the BW team and the BOBJ team. There are a few issues at this point, but testing is going well.
- **Time & Leave**: Cory is going to put together the specs that he got from the users and find out when they have time to meet with us and go from there. Kelly and Cory will also go through some of the time reports that the users mentioned to help us better understand all the aspects of time and leave that we need capture. We are also trying to get information from Katie and Mallory on the HR team.
Update on RFCs and Reports

• CO data universe for BW Reporting – This report is on hold and is waiting on the CO initiative to begin in ECC.

• Add vendor info to Grant Report – As of 5/12/16, this is work in progress.

• Add fields to existing “Current Contracts” BW report – The BW has been working with the MM team and is waiting on decisions from them.

• Monitoring of Tasks Report – This report is complete and was moved to production on 5/6/16.
Update on RFCs and Reports

• Modify PO’s by Contract for Spend Analysis – Brandy has been working with the MM team and is waiting on decisions from them. Per Cory, he indicated he could test the existing queries in BOBJ against the universe that Jim has created. He needed to know the technical names of the query and which environment to test in.

• RFC-00336 – Per Cory this RFC is closed, but part of that project that was added later was the need for the field that determines whether or not a project is closed. Santosh has found the field, but he needs to know the list of possible values for that field. Cory will send an email to Shirley with a few questions about that field and get back to Santosh.

• RFC-00339 – Per Cory, he was going to get with the MM team to learn more about how GRs relate to the PO. He talked to Fred a little earlier and he showed Cory a couple of transactions, but said it’d be best to talk to John Rathinam (their consultant). Cory was going to email him and explain what we’re trying to do and see what he says. Cory was to report back what he found out. Fred did showed Cory the PO table and the GR table, but said John would have to help us relate one to the other.
In addition to these RFC’s, Santosh is now reviewing BW cubes to see where some efficiencies can be gained. Many of the BW queries are written using Data Store Objects (DSO) as the data source rather than an info cube. In general, an info cube provides better reporting performance than a DSO. So, Santosh is researching where we can gain efficiencies by replacing DSO’s with info cubes. Not all DSO’s need to be replaced as some queries may require DSO’s because of the data requirements, but we may be able to replace some of them.

- Real Estate Cost Spending Tracking Project

- Information Technology Spending Project
EIM Projects

• What ECC data is needed in BW?
User submits request to EIM for Report (Form) via the Website
EIM staff contacts User for information about report
EIM staff determines if existing report is available or if new report is needed
Where needed, EIM contacts central governing authority to confirm report needs/specs.
EIM staff develops report or customizes existing report to meet Users needs.
User tests report and provides feedback. Changes are made to the Document as needed.
EIM trains user on refreshing and maintaining report
Report is complete
New Reports
# Asset Listing for Inventory

## Department Of Administration Inventory for FY2014

### Run Date: 5/16/16  Page 1 of 358

### D50000000Z EBO - Administration

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Please verify the section and the county code listed on the top left corner of your inventory sheet. If the section code is incorrect, note the changes on this form.

I certify that I have inventoried the items hereon and find them to be in agreement with the records of my accountability except as noted below.

Name ___________________________ Date ___________________________

Enter explanation of differences below or on the back.