

# MEETING MINUTES

## SCEIS Reporting User Group (RUG)

[ A Sub-Group of the SCEIS User Group (SUG) ]

**Date:** Tuesday, March 8, 2011

**Time:** 9:00am – 12:00pm ET

**Location:** SC Department of Revenue  
301 Gervais Street, Columbia, SC 29201

**SUG Chair:** John Taylor, DOR

**RUG / FI Chair:** Cassandra Alston, DMV

**HR Sub-Chair:** Sam Wilkins, BCB-OHR

**BO Sub-Chair:** Jim Ferguson, SCEIS-BW

### Attendees:

Finance Sub-Group	Human Resources Sub-Group	Business Objects Sub-Group	
Cassandra Alston – DMV Maisey Babbitt – VRD James Boland - DPS Tracie Branham – DMV Vickie Bowles – VRD Luanne Curry – VRD Kevin Dailey – DOR Bill Grant – SCEIS-BW Anjali Griffin – CG Jeff Hansen – SCEIS-BW Quentin Hawkins – SLED Jay Jackson – BCB-IO Steven Lake - DJJ Tom Osmer – AG Beth Quick – BCB-OSB Sabrina Raines - Judicial Kay Riley – SCEIS-FI Renee Rochester – BCB-IO Martin Taylor – DDSN David Seigler – BCB-OSB Lori Stock – SCEIS-BW Lewis Wingard – SCDMH Noelle Wriston - DMH	Caroline Agardy – BCB-IO Leesa Benggio – State Library Dottie Blankenship - DMV Linda Branch – SCEIS Tonya Chambers – SCHHS Jon Fisher – DHEC Teresa Kitchens – DPS Lisa McCloud - Forestry Eric Moore – VRD Robin Owens – SCEIS-HR Kerry Paul – DEW Ed Pope – OEPP Georgette Rivers - Agriculture Laurah Shealy – SCEIS-BW Patricia Thrailkill – DOC Sam Wilkins – BCB-OHR Nancy Wilson - DOR	Terri Ammons – SCDMH Kathy Bass – SCHHS Mary Bannister – DHEC Tim Baskin – BCB-IO Ronnie Belleggia - DHEC Michelle Blanchfield – DDSN Ron Bowen – DEW John Castro - SCSDDB Deborah Chan-Friday - DMH Danielle Cox – DNR Terri Davis - DOR Frances Derrick - LLR Bruce Dorman – DPS Jim Ferguson – SCEIS-BW Prasad Gainedi – SCEIS-BW Don Grant - DEW Maggie Hendry – IT Planning Scott Houston - CG Chris Huffman – Commerce Christina Jordan - SCHHS Clay Keller – SCHHS	Denise Koon - VRD Melody Mikell - DDSN Leann Miller – DDSN Joey Moss – DOC Shirley Myers – DOT Kim Parris - SCETV Kerry Paul - DEW Ed Pearce - DJJ Barbara Rate – DHEC Jean Ricard – BCB-OSB Jay Rolin - VRD Jim Scurry – DNR Lane Small – DMV Paige Stephens - DMV John Taylor – DOR Marti Taylor – IT Planning Michael Thom – SC Tech Bill Young - DOC Jim Waites – SCEIS-BW Laura Wilson - DPS

### Accomplishments:

- ✓ FI Sub-Group Sign-off on FI Top 10 Report # 6 - G/L Summary Report
- ✓ FI Sub-Group Sign-off on FI Top 10 Report # 8 - A/R Aging Report
- ✓ FI Sub-Group Sign-off on FI Top 10 Report # 7 - Funds Management Expense Report (Expenditures by Fund) Report
- ✓ Business Objects Orientation to Group

### Action Items:

Responsible	Description	Due Date
Bill Grant	FI: Add filters based on every column in FI Top 10 Report # 6	3/31/2011
Jim Ferguson	FI: Establish "Live Meeting" Training Session(s) for FI Top 10 Reports # 6, 7 & 8	4/12/2011
Jim Ferguson	FI: Survey FI Team for ranking of new "Top 10 List"	4/12/2011
John Taylor	FI: Provide FI Sub-group Members with Original List of Top 17 FI Reports	3/21/2011
FI Sub-Group	FI: Review and Prioritize the next FI top 10 List	4/12/2011
Sam Wilkins	HR: Explore/establish hands-on training solution for user early in the learning curve	4/12/2011

### Meeting Notes, Decisions, Issues:

#### Finance Sub-Group

1. *Report # 8 – A/R Aging*: Luanne Curry led the group through a demo of the report after which the FI Sub-group **approved the report for production**. As is standard practice for new approved reports, MS Live Meetings training session will be set-up and made available to the SCEIS Community. Renee Rochester asked that the session include a demonstration of the FB03 and FBL5N jumps, and detail explanations of columns (e.g. “v”, “cleared”). In addition, since there is already an earlier version of this report, the group asked for a cut-over period, and that the old report to be renamed to include verbiage such as “Do Not Use.”
2. *Report # 6 – G/L Summary*: 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 filter options be added corresponding to each column heading w/in the report body.
3. *Report # 7 – Funds Management Expenditures Report*: Tracie Branham led the group through a demo of the report after which the FI Sub-group **approved the report for production**.
4. Tom Osmer asked that nomenclature such as “RUG Approved” be added to approved reports so that end-users could easily identify them.
5. Martin Taylor et al expressed the need to have input into the HR Top 10 List, specifically regarding payroll reports that cross functional boundaries.

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#### Human Resources Sub-Group

1. *HR Top Ten List* – The team reviewed a number of inputs to help understand what is currently available and what needs to be developed (e.g. existing reports list and user surveys). The goal is to determine the reporting gaps and prioritize their development. To that end, the group is in the process of collecting input via a survey.
2. *HR 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.

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#### Business Objects Sub-Group

1. *Purpose* - The purpose of the BO Sub-Group is to bring together agency and enterprise reports “developers” in order to promote knowledge (i.e. information, skills, or expertise) exchange (aka knowledge sharing) within the SCEIS community. Specifically among BO developers, where a “developer” can be an IT person or a “super-user.”
2. *Vision* - The vision is to dynamically create temporary, but highly collaborative, inter-agency work groups to develop enterprise BO reports, and BO specific and system agnostic information (data) sharing standards and tools across the enterprise (SC) in order to expedite standard reporting adoption.
3. *BO Presentation* - SAP presented their roadmap ([BI 4.0 Roadmap Overview](#)) from their existing BO tool (BO 3.x) to their new BO tool (BI 4.0). Specifics included:
  - SAP BO 4.0: The new upcoming BO release  
Overview of what BI 4.0 brings together from across BO Enterprise XI product line & what new features & capabilities can you expect to meet your organization’s evolving reporting & analysis needs.
  - SAP Mobility Strategy : What’s the future of mobility & what it means to you  
What is SAP mobility strategy & how SAP mobile solutions can improve your productivity & increase your reporting & BI effectiveness.
  - In Memory Computing: The future of business computing  
An overview of SAP in-memory computing & what is the impact to business intelligence & business applications for your enterprise.

#### Next RUG Meeting:

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