CHANGE AGENT UPDATE: FALL 2015

Quarterly Updates for Change Agents

In the past, Change Agents would be updated regularly and would meet periodically. I think keeping you updated quarterly will be beneficial; A winter, spring, summer, & fall update (with other updates as needed for project notices, etc.). Whether we reinitiate periodic meetings will be based on feedback I receive from you as to the need. At this point, my sense is that we will only call a Change Agent meeting if your input is needed on a new functionality deployment which will have citywide impact. But, again, I am open to other ideas.

I also want your bureau SAP-related news. Got a tip? Bureau news that we should know about? Other news the rest of us could benefit from? Let me know so I can include it in the update.

This update, being the relaunch is out of sync, but the regular updates will be quarterly released on this schedule:

- **Winter:** January (second week)
- **Spring:** March (second week)
- **Summer:** June (second week)
- **Fall:** September (second week)

+ Charlie

EBS Projects: Processes & Forms (HR)

The objective of the SAP HCM Processes and Forms project (P&F) is to leverage SAP technologies we own to make the business, approval, and auditing processes surrounding employee personnel changes more efficient, accurate, and transparent. We expect to go-live in March / April 2016.

P&F will concern only the OM Maintenance and PAR Forms (HR forms) and will not include automating the I-9 or W-4 forms.

For more information on the project, including an FAQ, refer to this page on the EBS site for regularly-updated information as the project moves toward completion:

Processes & Forms Page
- Implementation Timeline

- FAQ
- Project Documents

EBS Projects: Document Storage (FILO)

This project went live October 1st and only affects Finance users (HR documents are stored as they always have been). The purpose of this project is to replace the current document storage in SAP with a new SAP content server solution. This is occurring because the current practice of storing attached documents in SAP was intended to be an interim solution. Storing documents in this way takes up approximately a third of the space in SAP, which increases the time of maintaining and administering SAP at the City.

Currently, documents from accounts payable, contracts, purchase requisitions, and journal entries are already being stored in SAP, but not in the SAP Content Server. Newly attached documents will now be stored in the SAP content server.

We have received a great deal of feedback on this project which will be incorporated as we move to Phase 2 of this project, which will include streamlining the process based on user feedback as well as increasing the number of document types storable using this solution.

Document Storage Page
- FAQ
- Project Details

EBS Projects: Enterprise Asset Management (Facilities)

The EAM project is just getting underway and is preparing an RFP at the present time. More details will provided as the project gets closer to launch.

The purpose of this project is to implement functionality to manage the City of Portland's portfolio of property in a central place as well as leases for OMF Facilities Services, replace OMF Facilities Services unsupported work order system with an asset management system, and utilize SAP to provide more useful information to Project Managers. This project will focus on implementing the following new SAP modules to meet the business needs laid out in the business requirements document developed by OMF Facilities Services. These modules integrate together as well as with current financial modules in place.

EAM Project Page
- Project Details

SAP Instructor-Led Training

The re-establishment of SAP's instructor-led training program is underway. We expect to have the full schedule filled out within a few weeks. The screenshot below shows the classes currently scheduled and any class with a name but no dates filled in is a committed instructor who is working out their availability.

A separate communication will be sent when the full class schedule is up and running.

Class	Instructor(s)	Session 1	Session 2	Session 3	Session 4	Session 5
AP-Accounts Payable Processor						
AR-Agreement and Billing Request						
BOBJ Introduction	Charlie Dudley	10/14/15	12/9/15	3/16/16	6/20/16	10/10/16
CO/FM-General Internal Orders						
CO/FM-Interagency - Bureau to Bureau						
CO/FM-Internal Services						
FA-Asset Accounting						
GL-Journal Entry Processing	Devra Staneart	1/14/16	4/18/16	7/12/16	10/12/16	
GM-Life-Cycle Process / Overview for Managers	(Possibly remove from schedule)					
MM-Contract Process	Jeff Blade	1/12/16	4/5/16	8/9/16	10/18/16	
MM-PO Process Distributed	Cate Antisdel	1/21/16	5/2/16	7/18/16	10/11/16	
MM-Requisition Process	Paula Wendorf, Kristan Burkert		3/8/2016 KB		7/19/16 KB	
PA-Maintain HR Master Data	Victoria Duffey	2/9/16	4/27/16	7/14/16	10/4/16	
PS-Project Accounting // New Users	Jeff Winner					
PS-Project Accounting // Workshop & Refresher	Somer Erickson					
TM-Timekeeping Process	Lisa Howard					

SAP Online Documentation & Website

The EBS site contains the documentation you've utilized in the past (links below). But be on the lookout for a new site and updated content in the coming months. We will be adding updated content in a new format but, more importantly, new content types which will make it easier for users to learn more quickly. Content types like video demos, video eLearning, and eLearning simulations. The site itself is also expected to change in form. Some of these new content types you will see used in the Processes & Forms project.

More details will be provided as we close in on a launch date for a new site.

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Tips of the Quarter

Exporting to Excel

Did you know you there is more than one way you can export data out of SAP into Excel? Go here to learn how: Exporting to Excel Methods.

Getting Direct Help Using Skype

Did you know that everyone inside of the Rose domain (all City employees except Police) can get help from an SAP Business Analyst using Skype for Business? Every user in the City has Skype installed on their machine which can be used for text chatting. But you can also use it to share your screen. So next time you have to call an SAP Business Analyst to help you troubleshoot a problem, a screen share can help cut down on the time it takes to figure things out. To learn how this works, go here: Skype Remote to User Desktops.

Updates from the Bureaus

This can be operational updates or even tips on a Specific SAP Process – really this is about what the bureau Change Agents want and need to communicate. If you have information you'd like to communicate to the other Change Agents, Bureaus, and the EBS team let me know a week before these updates go out.

Online Resources: Change Agents

► **Bureau Change Agents**

► **Change Agent Guide**

► **Change Agent Resource Page**

Online Resources: All Users

► **SAP Documentation**

EBS Contacts

SAP Manager:
Satish Nath

Training & Development Officer:
Charlie Dudley, J.D.

FILO Team Lead:
Cindy Delozier

HCM Team Lead:
Kate Schmidt

If you have any questions, please contact Charlie, charles.dudley@portlandoregon.gov.

► **Complete Team Contact List**