



EBS PAC Meeting

Date: 1/8/09

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS West Conference Room

FILO

Check in on Support Activities

Bruce Theurer asked PAC members for feedback on the support centers to see how things are going. Marty is concerned that end users are not hearing about the support centers. This is a great opportunity for end users to receive help processing in SAP. The schedule is posted on the website, and the more people attend, the less help tickets as a result.

The call-ins with super users and change agents and sponsors have been reduced to twice a week. Bruce encourages PAC to support these call-ins. Make sure your super users are participating. Steve Oliver will provide Super User list to the PAC members.

Transaction volumes

The Project is tracking the number of transactions processed in SAP.

- Purchase reqs. 4023
- Purchase orders 2537
- Paid invoices 4000
- Checks issued 2594

Jennifer Sims asked the PAC to pay attention to backlog areas. Please monitor your bureaus. Provide resources in order to help move things along. Don't wait until it's a crisis.

Marty reminded folks that purchasing is done upfront now. End users have to go through the procurement process before they can pay an invoice. Make sure your end users don't wait until the invoice comes in to begin the process – this will reduce the backlog.

Post Go-Live Development Priorities

Marty provided the PAC members with the FILO Post Go-Live Improvement List, below.

Area	Description	Status	Priority
AR	Fix Customer maintenance form so they upload data directly to SAP	Testing	A
AP	Fix Vendor maintenance form so they upload data directly to SAP	Testing	A
AP	Complete work on ACH format to allow City to push payments to third party vendors	Testing	A
FM	Add security to allow bureau staff who create WBS to also create related funded program; only feasible if can restrict by type of funded program.	Not Started	A
AR	Ticket 4236 - Need new report for BDS to communicate Trustee billing clearing requirements to Central Accounting. Other bureaus will benefit from this report as well.	Not Started	A
CO	Improve error reporting for application errors (A) on interim interface for GLI-Payroll from IBIS to SAP. Results for PPE 12/10, had > 13,000 lines tagged with application error while underlying problem was master data for ~ 45 WBS elements. Received 5 generic error messages (e.g 'For acct assignment element 'Grant' the value BLANK/SPACE is invalid ; Balancing field Fund" in line item 268 not filled" ' on header lines rather than specific records causing error.	Not Started	A

CO	Implement activity allocation functionality -dependent on development of enhancement and HCM go -live.	In Process	A
AP	Complete 1099 testing and reporting for current and future year's	In Process	A
MM	Fix contract form so it prints to a pdf file automatically upon final release.	Not Started	B
CO	Phase in use of more complex settlements - settling to multiple objects; Evaluate order types that other orders are allowed to settle to.	Not Started	B
GM	Convert the custom user fields on the internal order master data (GMEX & GMPT) to validate against the appropriate values. This will allow the user to validate the correct grant, sponsored program and funded program are selected.	Not Started	B
GM	Create GM budget upload program from excel spreadsheet. (The logic for this is defined in the IBIS budget conversion program) adapt this program to read excel input.	Not Started	B
FM	An interface/download needs to be created to provide Drew Barden with budget and actuals data to construct his monthly financial outlook. The complexity of the download does not allow him to retrieve the data in the specified format through existing SAP reports. Using existing SAP reports will require multiple exports and/or further manipulation in Excel to provide the proper format for upload to his forecasting model.	Not Started	B
AR	Risk bureau needs a way to see payments received. Since they have receivables that cross bureaus, there is no good way to summarize payments in an easy report format. We may move this to "preferred" priority after reviewing further.	Not Started	B

This list contains critical items that need to be completed. Some of the items represent those things that we were unable to push out at go live, and some items represent those things that have been identified after go live. One of the items related to a ticket submitted from BDS that they need a new report developed by the functional team. This raised concerns about reporting in SAP, and resources available from the Project to help bureaus with reports. Marty reminded them of the CO/FM Budget Actual Reporting training this month. Marty also is committed to doing more reports-oriented support centers. Also, use your Super User for assistance. If they can't solve your needs, then log a ticket with the BTS helpdesk and the FILO team will address the issue. The tickets will help generate the demand for support centers.

HCM

Time Entry Decision Review

A decision was made on how bureaus will transition from one time system to the new SAP time system. The decision is Option 3: Employee time entry pilot.

This means that timekeepers will be entering the employees' time at go live, except for a pilot group. The Project will still need to 1) define the pilot group (may be one bureau or departments from several bureaus), and 2) clarify how employees will roll out after go live (may add 250 employees per pay period). The roll out will only involve those employees who currently enter their own time in TARS.

The Project did decide to pay for six FTE to do backfill for the timekeepers. The Project will work with the bureaus to determine their needs and how they will facilitate the process with their timekeepers.

Configuration

- Payroll: 85% complete
- Time: 70% complete

WRICEF Development

Thirty-seven of the 74 items have been completed and is working to catch up on the schedule. Kelley Dillenberger said that the Project will be coming to the PAC members for help to secure sign off on these interfaces.

Integration Testing

- IT2: to be completed 1/9
- IT 2.5 (i.e. posting to financials): to be completed 1/23

Parallel Testing

Kelley Dillenberger discussed requirements for payroll parallel testing.

Objectives

- To further test the system (we want to find SAP errors)
- Help further prepare the City for go live
- Confirm business processes – end users become familiar with SAP

Parallel Cycle 1 Schedule

Time Entry Overview	Jan 07 – Jan 09
Time Entry	Jan 12 – Jan 16
Run SAP Payroll process	Jan 19 – Jan 22
Pick up Checks/ Remittance advices	Jan 23
Bureau Results Review	Jan 23 – Jan 30
Complete Results Review	Jan 30
Project Team Review Issues	Jan 23 – Feb 6
Sign-off Due	Feb 6

IMPORTANT: Bureaus must review results by Friday, Jan 30 and report all configuration related discrepancies

Expectation Setting

Parallel testing is a major undertaking for the bureaus and the Project. Expectations were set.

- This is the first of two parallels
- This is a test system. There will be issues, that is why we test
- This test system is still a work in progress
- We will get better with each parallel and ultimately have a better go-live because of your efforts now
- Be patient and flexible! This is a learning process for the organization

OCM

FILO Post Go Live Training

Jane announces that the January training schedule for FILO instructor led courses is complete and will be provided to change agents and sponsors. A list of the classes is posted on the website. There are no instructor led courses scheduled for February, because the EUT team needs to develop training for HCM. For those one or two people who do need FILO training, we will schedule one-on-one trainings for those end users.

HCM Ongoing Timekeeper Meetings

Beginning next week, we will have weekly meetings for bureau timekeepers to get ready for the time and payroll phase of the EBS project, similar to the data owner meetings in FILO.

HCM Dashboard

8-Jan	HCM - Bureau Readiness Dashboard															
	BES	Parks	BDS	PDOT	Water	Police	Fire	BOEC	FPD	B Ops	Acct	Rev	BHR	BTS	BHCD	Pur
BRT/Leadership																
BR Action Plan																
End User																
Training																
Data Conversion																
Interfaces																
Go Live Support																
	Completed/On Track - Green						Yellow - Some Risk					Red - High Risk				

Some PAC members report out on the reds:

- BTS Waiting for HCM Action Plan posted
- Bus Ops Budget prep work, a lot of data clean up
- Police Action Plan and parallel testing
- BOEC Work schedules is biggest problem – we haven't shifted from FILO to HCM

PAC Meeting Frequency

The PAC will meet the 2nd and 4th Thursday of each month. They will meet every week after February 12, 2009, to prepare for the HCM go live.

Action Items

Action Item	Responsible	Target Date
1. Forward discussion items to Jennifer and Bruce at any time.	PAC Members	Prior to each meeting
2. Send ESC ppt presentations to PAC	PMO	Monthly