

October 11, 1995

## **MEMORANDUM**

To: Dr. Robert Zimmerman  
From: W. David Wimberly  
Copy: Craig Brown, Susan Cromwell, Jo Diercouff, Don McFatrigh, David Merrifield, Bill Moody, Ron Neyman, and Dale Stingley  
Subject: September Status

### **Personnel**

We have hired Joe Cantlon as a part time hourly student programmer. Joe is a CISQ major in the College of Business Administration and plans to graduate next summer. He already has a Geology degree, a couple years experience in that field, and spent 8 years in the Marines. Joe is learning Natural, ADABAS, our program generator, and our applications while he converts existing *list* programs over to the new Super List model.

### **Super List**

The Natural ISPF macros for this new list model were completed, tested using existing list functions, and corrections incorporated. Documentation for the new macro was prepared including how it should be used for the conversion of existing lists.

### **University Procurement System (UPS)**

The *System Manual* for the existing portions of this application is nearing completion, with Sandra adding the remaining technical documentation for her areas of responsibility. Attempts to prepare this form of documentation for the requisition and purchasing components being discussed have not been successful, in part because we are still dealing with many broad concepts and lack a specific design. In this absence we have reverted back to preparing meeting summaries in order to document the discussions and decisions being made.

### **Invoice Log**

Phase 2 of this project has been implemented with modification of the Travel invoice processes, conversion of data, and implementation of new lists and the PLOG function. User documentation, developed primarily by David Hyatt, is currently being finalized and will soon be loaded to Predict and serve as online help. (This will be the first BASIS application, really a sub-module, with complete online help available.) Data errors dealing with the Extended Descriptions were also corrected via a *fix* program (the cause of the errors had previously been corrected).

### **Vendor Subsystem**

Agreement has been reached regarding development of a facility to permit changes to vendor names and addresses for the purpose of correcting data entry or standards errors. To provide an audit trail of such changes, the modifications will be performed via a TARGET function where a before and after image of the change will be preserved.

## ***Requisitioning***

Many meetings have been held regarding the requisitioning process. A good definition of the data requirements for requisition headers has been reached, with discussions regarding requisition lines proceeding. The need for additional support data associated with Budgetary Units has been discussed and is well understood. Extensive discussion regarding Commodity Class Item data has taken place with limited progress. A proposed screen layout for the requisition header has been developed and 25 or more online functions have been identified. Some key concepts agreed upon are: the ability for an *automatic PO* to be generated from a requisition, printed, and mailed without anyone in purchasing seeing it; the method for handling and processing split distributions; management and use of standard text; and the need for an available funds balance (but no definition of the level at which it is maintained). Items still requiring significant definition include: how, when, and what constitutes a commitment (due to its affect on any available balance); where and at what level balances affected by the purchasing process will be maintained; Advance PO processing; facilities for copying text from one place to another; how text should appear on the PO; how the extensive item data that has been defined will be displayed on the PO; and the cross-field data edits required to maintain integrity of the data.

## ***Departmental Accounting***

No further definition of this need has been developed. although it appears to integrate with the procurement system, General Ledger, and possibly the Budget system.

## **Hourly Time Sheets (HRLY-TS)**

A number of enhancements have been made to this system mostly related to the update and synchronization of information between MSA and BASIS regarding appointed employees. In addition, other fixes and changes were made, most components of the System Manual were documented, and several lists converted to the Super List model.

## **Leave Accounting (LEAVE)**

A report has been developed that displays an employees leave data for a month. It may be invoked via a batch process for all employees of a BU or online via a PF Key for selected employees from a list. We cannot deploy this function until departmental Netware printers can be addressed from MVS.

The List Leave Summary for a Budgetary unit (LLSB) has been converted to the Super List model and the Leave System Manual is near completion.

## **Labor Distribution (LABOR)**

Special Cost Center selection programs were developed that use the generic data extract and report routine to provide reports to Res Life and COEX. These reports are available on demand via the Natural Jobs facility, however Res Life cannot request their own job since the output cannot yet be directed to one of their printers. COEX is able to run these independently since REMOTE40 is defined to MVS. We are working on the data extract portion of this facility, and will also develop a JOBS submission screen where a list of Cost Centers can be specified in order for any department to receive similar output: either report or data (via outbound FTP from MVS).

Michael has converted all the Labor list functions to the new Super List model and Ava has taken over completing the Agri report and extract functions that are needed. There remain

several other "to dos" for this application which we will be getting prioritized and starting to work on.