

September 11, 1995

MEMORANDUM

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

Personnel

Kathryn Cantrell has left us for an industry job in South Carolina. She was a tremendous contributor and will be sorely missed. Finding a replacement will be a difficult task.

Page Back/Super List

The *page back* facility for lists is being incorporated into a new "Super List" program generation model. It will replace four other list models and include new features in addition to PF7, page back. Initial work has been completed, but the generated code needs to be tested and the changes/usage documented.

LUD

A new application independent command, List Users of a Desk, was developed at the suggestion of the BASIS Training Coordinator. However, it must not be wanted because no one has asked that it be added to their application or moved to production.

BASIS/Desk Administration QRCs

These two Quick Reference Cards were reviewed and feedback was provided to the BASIS Training Coordinator.

University Procurement System (UPS)

Development is proceeding on a *System Manual* to provide technical documentation for the existing portions of this application. This is a rather large effort since we have deferred it until after development. In the future we plan is to develop the documentation and programs at the same time.

Travel subsystem

The feed of BASIS encumbrances to MSA along with a new Open PO report that combines MSA POs with BASIS POs went to production this period. Its first execution is for a combined July and August period, the outcome of which is not fully known as of this writing. Minor changes to some online functions have also been made to accommodate new invoice fields created for the invoice log project.

Invoice Log

Most of the work has been completed for a phase 2 implementation of invoice logging. It permits imaging and assignment of an image ID to Travel invoices, which already exist as paid invoices in BASIS by the time they get to AP. The remaining piece is the conversion of existing invoice records to include elements not present at the time Travel was developed.

Something that has been done differently on this module is that our functional team leaders have been developing user/spec documentation in conjunction with the coding. This will mean user documentation and online help will be completed at the same time as the system, a first for BASIS. If this documentation can be done before we do the programming, it will also benefit the development cycle since the team leaders will be forced to think through issues in order to document them.

Vendor Subsystem

Additional vendor reports were developed to identify potential data errors so that they could be corrected. Meetings were also conducted to discuss the cause of data errors and to investigate methods and/or system alterations that could be made to prevent such errors. No conclusions were reached other than to develop the above mentioned reports.

Requisitioning

A proposal was made and evaluated for developing and implementing a *small order* requisitioning/purchasing module. It was vetoed primarily because it would mean running two systems and would require extra effort to implement one more module with the required MSA interfaces. Work has proceeded on to re-evaluating and refining the Requisition file originally defined in 1992.

Departmental Accounting

Discussion of the issue of *available funds checking* lead to the recognition of the need for available funds balances and several interviews with departmental representatives regarding their needs and uses of separate departmental accounting systems. The result has been the adoption of an approach similar to the University of Delaware: provide balance information based upon data within the University's system plus supplemental self-reported data (planned or anticipated transactions). Further, provide automatic reconciliation of these planned transactions where possible. The bottom line is that departments know about what is going to happen before it happens, and they must take these planned activities into consideration in their financial analysis. Oh, ...and forget available funds checking.

Hourly Time Sheets (HRLY-TS)

The problems seem to have finally settled down, with only minor fixes being required during August. The most significant change has been the recognition and development of a facility to *remove an employee's appointment* on BASIS. This was needed to properly keep BASIS and MSA synchronized, since the SYNC program only looked at appointed employees on both systems. This new process is still in testing.

Apparently some people are not pleased that the CBCC cost center based routing is being used for the approval of Wage Rates. A meeting was held to discuss this issue and other TARGET routing issues, but no conclusions were reached. Apparently management fears that this dissatisfaction will grow as more applications are developed that employ the CBCC routing and that alternatives need to be offered. However, the administrators do not wish to maintain separate cost center based routing tables.

Leave Accounting (LEAVE)

Some minor changes have been made related to extra time reporting, the over time calculation, and proper establishment of the extra time to be paid date. These changes are still in testing.

In the absence of anyone else defining an employee leave report, we (CS) developed a layout and presented it to the core team. With some modification, we are proceeding with that design. We anticipate making this available from an online list where the desired employees/months can be selected and a Print PF key pressed. We will also undoubtedly have a batch version where it can be generated for all employees for a BU for a given month. Both options will depend upon our ability to direct the output to the user's network printers.

Labor Distribution (LABOR)

Several changes and enhancements were made, a generic data extract routine was developed, most of the Agri reports and data extract were developed, and some documentation for the System Manual was prepared during August. However, there are still several unfinished items for this system. Getting these addressed without Kathryn will be very difficult.