

September 30, 1994

## **MEMORANDUM**

To: BASIS Steering committee  
Gene Buckley, Dick Cottrill, Tom Dorre, David Whitmire, David  
Martinson, and Bob Zimmerman

From: W. David Wimberly

Copy: Colleen Briney, Jim Isch, David Keith, Bill Moody, and Bill Overby  
BASIS-L discussion lists

Subject: Computing Services BASIS September Status

Due to David being on vacation this last week of September, his caring staff agreed to write the status report.

September development activity is reported under the specific application headings that follow.

### **General**

I provided the documentation group with a prototype of a system User's Manual, using GJIM as the example, for their review and discussion.

### **Leave Accounting (LEAVE)**

The LEAVE Accounting application remained stable with only one reported problem for September. The problem was identified as incorrect selection criteria used to extract employees from MSA for synchronization with LEAVE. This problem was fixed and Ava Findahl assisted Human Resources in making Monthly Balance adjustments to correct the affected employees' leave balances.

Plans for changing the LEAVE application to work with the new EMPLOYEE file continued in September. Analysis has begun into the redesign of the SYNC program which synchronizes the LEAVE application with the MSA employee file. Immediate plans for the LEAVE application are to change the programs to use the new EMPLOYEE file and to replace the LEAVE-INTERFACE file with the new file. After testing of the application is completed, the changes to LEAVE will be placed into production.

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

As part of the outcome from the HRLY-TS demonstration in August, representatives from Human Resources and Computing Services met with personnel from Residence Life and Dining Services to discuss their special needs. Input from this meeting is being incorporated into the system and another demonstration will be planned.

Identification of student employees received much discussion this month, culminating in several design decisions and a few more questions.

- All weeks in the period for which hours are reported for payment will be checked for over 20 hours worked.
- Graduate students or above must be enrolled for at least six hours for student status; all others must be enrolled for twelve or more hours. Audit hours are included.
- A table will be provided to link each payroll with the appropriate semester in order to check SAFARI data for hours enrolled.
- Rhonda Fries with the office of the Registrar will be consulted to determine what SAFARI data will be used to make the determination of student status.

Issues of discussion included the definition of the elements, which of them will be shared between MSA and BASIS, which of them will be retained only on MSA, and which of them will be entered and retained only on BASIS.

Other developments included:

- Acceptance by the Steering Committee of the creation of an Employee ID.
- Creation of a conversion program to move the necessary data from MSA to the EMPLOYEE file.
- Completion of a conversion program to move the necessary data from the LEAVE-INTERFACE file to the EMPLOYEE file.
- Preliminary design of a new Synchronization program to SYNC the MSA employee data with the EMPLOYEE file data.
- Identification of scenarios for adding new employees to BASIS, updating existing employees and sharing of data between BASIS and MSA.
- Completion of a pop-up window to redistribute wages among the defined cost centers on a wage rate via percentages or hours worked. This window will be incorporated into the time entry screens.
- Development of design for entry and recertification of I9s.
- Identification of the I9/DF elements as BASIS only, therefore entered and held in BASIS and not passed to MSA.
- Identification of Name and Address as shared elements between BASIS and MSA. After initial load from MSA to BASIS, these elements will be entered and changed only in BASIS and sent to MSA.
- Loading of test data to the new EMPLOYEE file and beginning to change the hourly programs to use the new file.

Outstanding issues and development tasks include identification of SAFARI data to use to identify student employees, development of a Payroll/Semester table to determine what SAFARI data to check for hours enrolled, calculation of overtime and

determination of who pays it, integration of Employee ID into current prototypes, time entry for appointed hourly employees, identification and development of appropriate list functions, approval processes for hourly time, batch facilities for generating hourly pay transactions, and establishment of an appropriate test system employee population.

### **Labor Distribution**

The core team has begun discussions on the proposed Labor Master file and its data elements. A presentation to selected departmental personnel has been scheduled for Friday, October 7. An introductory document has been written and will be sent to these individuals prior to the presentation. Mock-ups of online screens will also be shown at this presentation, and feedback will be sought from the departments.

### **TARGET**

The following activities occurred during September related to TARGET:

- A minor modification was made to the code that establishes reviewers for a transaction. Code was added that checks for an error after each call to the routine that establishes the reviewers. Since this step is now done in the standard code provided by the model, it eliminates the need for the programmer to add the code in the TARGET program.
- The proposed enhancement to TARGET whereby transactions retain the values that exist at the time the transaction is created received further attention this month. Prototype programs were demonstrated internally. It has been determined that Labor Distribution will definitely require this change; therefore, this proposal has been accepted. Modifications to the program generator will be implemented in October.
- The report program to print all target transactions for all applications for audit purposes has been completed. It will be moved into production this next month.
- An application-independent version of the Company Cost Center Routing via CBCC (CCCR) function, which presently exists only in the TARGET maintenance system, will be in development next month.

### **NSM/Program Generator**

One Desk Administration class was conducted.

A problem was detected and corrected where an application could not be deleted if it had users assigned to it (the correct validation is on desks assigned, not users).

An edit was added to the CSQ function preventing "Copy" as an action in a Command Sequence List. When a copy action is entered, the data on the screen at that time is what is copied. The copy cannot be effectively used in a CSQ because control returns to the LCSQ function before acting on the next command and action combination. The CSQ function was also changed to accept data in the Parameter field that was entered from another function.

## **GJIM**

Computing Services analysts reviewed and provided input on the GJIM reference cards and the on-line help for the LCSQ function.

Larrie Stolfi reported a problem with the program that extracts documents for further processing within MSA. The program was not resetting fields used to change the Effective Date of a document that was approved after its accounting period was closed if the document following such a change was a Journal Entry (JE). The result was that some JEs were having their dates changed from a date within the current open period to the first day of that period. There was no impact to accounting and the fixes are now in production.

The following items are in the DEMO region and will be moved to production when the request is received from the user and

Computing Services is able to confirm that all required functionality within the new release of Natural is operational in the production region.

- Some confusion existed within the user community between document and transaction statuses. To help alleviate this problem, "Doc" was added to the status tag in the banner on LDSB, LDS, and LJED and all of the document maintenance and TARGET processing screens. "Txn" was added to the status tag in the banner on LTRS.
- A more GJIM-specific definition of the Budgetary Unit code was also added in Predict to better define its purpose in GJIM and how it applies when used as a key in list commands.

## **UPS**

A great deal of activity has occurred within UPS. Several meetings were held this month to discuss and refine the design of the Travel system and the "new and improved" version of the Vendor Maintenance system.

The design of the Vendor file was changed significantly, requiring every vendor-related command to be changed in some fashion. The primary commands used for maintaining name and address information were completely redesigned, and new commands are required to accomplish those changes. The impact to commodity class information is limited to making some minor changes.

The majority of those functions are completed and available in the test region for the core team to test. The framework and some components of the vendor name search, namely the help for selecting an address or name for the current vendor number, are completed and available in test. The primary search facility to identify a vendor and name number using a character and phonetic comparison is not completed at this time. Work on this facility and completion of the remaining commands impacted by the design changes will be completed early in October.

### **Travel subsystem**

With committee approval for the policy and procedure changes related to travel processing, development of the Travel Authorization command is proceeding based

on the mock-up screens currently in the test system. This command will be a TARGET function which allows entry of the travel authorization and two purchase orders for approvals. All of the resulting encumbrances may be distributed by percentage across up to six company cost centers, or the encumbrance for the reimbursements may be distributed across six company cost centers while each of the purchase order encumbrances may be charged to a single specific company cost center. Travel advances will also be requested and approved through this command. Numerous details concerning data validations, accounting requirements, advance check data, and screen designs have been discussed and incorporated into the design. Definitions of purchase order elements were presented to the core team for review. Purchase order files based on those definitions have been set up on the test system, and the travel authorization function has been re-generated to use those files.