MARS Council Meeting Summary

General Information	
Date/Time:	Thursday, November 13, 2008, 2:00 pm – 4:30 pm
Location:	SSMC-3, Room 13836

Attendees:

Mark Blades - NMFS	Marina Rubina – NMFS/OCIO
Mary Rieck – NWS	Renee Galloway – NOS
James Lewis – NESDIS	Sylvia Scott - OAR
Penny Schmiedeberg – NMFS	Gerald Thomas – NMAO
Peter Boyle – Program Support	Carla Kirby – NWS
Diana Smith – NOAA/OCIO	Cindy Loitsch – OAR
	Eugene Burger - OAR

CCR Summary as of 11/19/08

Status	Count	Priority (1,2,3)	Comment
Closed	62	N/A	
Hold	6	N/A	
Work In Progress	18	1(6),2(9),3(4)	
Testing	1	1	
Open	22	1(1),2(10),3(11)	Not all CCR's Approved
Total	109		

Open Issues / Discussion

o BOBJ Personal Category Issue – Penny
  o The BOBJ users have been asked not to use the Personal Category option within Business Objects until the team can correct a problem with this feature. Currently, if a user selects this option, the system will not allow the user to save a report. Subsequently, if the user saves a report that already has this flag set, they will need to uncheck it in order to save the report.
o Recertification Status – Gerald
  o The Recertification process was officially kicked-off 11/7/08. As we've been receiving the forms back, several questions and/or discrepancies have been discovered. For one, a few users are indicating that the forms do not mirror the access that they believe they should or shouldn't have. I've asked the users to mark up their form, sign it and send it in. We will take a look at these and possibly make the correction and resend the user an updated Recertification form.
o Open CCR's – A request by Gerald Thomas was made asking if we could distribute a list of active CCRs and their priorities. Gerald Stark will provide a listing. However as an FYI, within the Data Entry Module, CCR reports are available to all LO Administrators.
o Open Forum/Best Practices discussion – Gerald
  o Time did not allow for an open discussion on best practices or any type of demonstration. We will evaluate the submitted request for the next meeting schedule for 12/11/08.

CCR	Topic	Requestor	Closed
Promoted to Production - Both			
321	OPT Out-Year Planning	Rubina	11/12/08

CCR	Topic	Status	Comment
Work In progress - Data Entry			
542	Create MARS Download procedures to load new CBS view and update PCARD records with reconciliation notes.	Work in Progress	Marina indicated they will update existing AP_Trans records for 2008 - 2009 with reconciliation notes from the view. We'll see if we can update some of the existing Commitment Details for the existing 2009 commitments. After changes are deployed in Production, new AP_Trans PCARD records will have Purchase Item Description/Note, and it will be carried to the MARS commitments created by auto-ob. If there are any other fields that can be useful, they can be added to the commitments as well. If no description is contained in the notes, "credit card purchases" will default.
563	Change travel processing for FY 2009 to accommodate CBS Travel Changes (obligation of travel orders).	Waiting for November 12 for CBS changes (new TM procedures) to test changes and close CCR.	
664	Enhancement of MARS Download procedures - use Informatica ETL for Download.	Work in Progress	
804	Changes to accommodate the NOS 10-04-0006 re-org (new FMC 10-14) is in production.	Completed Re-org Changes. Waiting for NFC to move all Employee Records on the NFC file.	
884	Changes to the MARS Travel Numbering System (Domestic and Foreign) to accommodate new LOs (NMAO and 50-44) requirements. Currently the system is only used by Fisheries.	Domestic Travel is in Production. Foreign Travel - in Development. Travel reports will need to be also updated.	
948	Please modify the Funds Control Checking calculation to allow records with negative amounts to be added to the database when selecting an Allowance Advice Number (other than Memo, IT, HM, SM, PB). The calculation should not be changed for positive amounts. Please review attachment for more details.	Work in Progress	
949	Modify MARS Budget Module to remove freeze on rows for labor related object classes when the apply surcharge feature is used. Users should be able to modify all rows. When the system surcharge feature is used, it should only serve as a calculation.	Work in Progress	

	See Attachment for details.		
Work In progress - Reporting & Querying			
62	Create stored accounting reports. For some budget analysts within NWS, the only reason they would use Discoverer is to get the stored accounting data. They are looking for a way to get this data within Business Objects, thus only going to one source for their data needs.	In Work Est Completion - 11/21/08	
70	Based on a request from the Workforce Management Office, load data from source tables, and create universes and reports. The universes will support queries by WFMO as well as other users who might have previously obtained data from HRDS. Based on input from WFMO, recreate the highest priority reports that were in HRDS.	WFM has provided the actions and awards data. We are still waiting on Retirement Eligibility data and Leave data to complete the reports.	
72	Performance test all Business Objects reports in MARS. Fix any performance issues identified.	Work in Progress	
704	Fluctuation Analysis - The Line Offices have a need for a report in MARS - Reporting and Querying to assist in explaining variances for the fluctuation analysis. Currently, this data is available in Oracle Discoverer; however, the data does not allow the user to drill up/down and takes several minutes to run. The query has a tab for the different fluctuations: outlays, GL6100, direct obligations, reimbursable obligations, direct UDO's, and reimbursable UDO's. NOAA Finance currently sends the high level report (P1) on a monthly level as a FYI. Each quarter, Finance determines which LO's are required to submit an explanation. The Line Offices then need a report that will allow the user to drill up/down to access where the variances exist.	Work in Progress	Penny led a discussion as to how best to acquire the requirements for the Fluctuation Analysis. She requested that each LO write-up a summary of their current process. Please include spreadsheets, reports, graphs, etc. Penny and Gerald will also setup a follow-up meeting with the LO to discuss the requirements in detail once she's had a chance to review the LO input.
481	Create a prompt for the NOAA 118 report for project code and add a report tab that has monthly expenditures going across year-to-date to show the monthly actuals.		The Council approved the change to add a project code prompt and add a report tab that has monthly expenditures going across year-to-date to show the monthly actuals.
58	Variance Report		o Penny talked to Mike Boller. Mike indicated that the FTE templates from last year will not be changed. These templates left FTEs in the Internal Fund. This year, he will make the change to include 1160's in the new templates. o In addition, a new FTE

			options (universe option) have been created to present the user with an option to see FTE information by FMC or by Program. This option will be available in any report that provides FTE information. Change will be available late November. These changes fully implement the changes to the Variance Reporting CCR. o Variance explanations for FTE should be at the Org1 Level

CCR#	Short Desc.	DESCRIPTION	Comment
Work In progress - Both			
69	C.Req/C.Buy Download	Met with C.Request/C.Buy PM, discussed commitment extract and reporting requirements. In process of analyzing data.	
501, 341	OPT group/sub-group	Finished Development. Planned Deployment 11/28/08	Penny provided a demonstration of the finished product and received final approval to release into production. Gerald will confirm with the Technical team as to the next release cycle for this change.
561	Grants On-Line Download	Working with Tonya Coleman and the Grants Management to extract commitment data.	
624	This is in regard to Travel Data between the Travel Authorization Universe in Business Objects and the Travel Commitments in the Data Entry module. Both systems use the NDW_RESERVE_TRAN table from CBS to populate. Currently between the two systems, the logic to populate the Fiscal Year is determined differently	Work in Progress	

CCR#	Short Desc.	DESCRIPTION	REQUEST DATE	REQUESTOR	User/Council Priority	Comment
New CCRs - Data Entry						
904	Report to list Auto Ob settings	Please create a Report that Lists Current Auto Ob Settings Currently only FMC Admin or higher can view the Auto Ob Table with the FORMS, and no listings can be generated for Review.	10/17/2008	ddriscoll	2/3	Approved 11/13/08 Low Priority
950	Budget Report	Create a new Real-time Budget Detail Report for tracking	10/22/2008	tcoleman	2	Discussion postponed until

		monthly plans and adjustments. This report will be able to track each budget entry by AA, Month, reason, and program/project codes (format similar to RPT 8NE). It will be used to track adjustment between divisions, and confirm accurate program balances by project/task (also higher levels) with monthly totals. Please see details attached.				the Technical can review and Tonya can present.
New CCRs - Reporting & Querying						
925	NDW_CBS_ TRANS_MV	Download NDW_CBS_TRANS_MV table from CBS. Create a universe from the table. Currently table is in LOTESTDW for testing. If possible, would be helpful if test table and universe could be downloaded/created in Pre-Production for use prior to final promotion.	10/20/2008	sscott	3/3	Approved 11/13/08 Low Priority
964	Workforce Mgt Reports	In the WFM reports, specify the type of Service Comp Date (SCD) shown on the report (RIF, Leave, Retirement). Currently the WFM reports in MARS use the SCD RIF date. Some of the personnel forms use a SCD Leave date, such as the SF-50V notification of personnel action. We had some user confusion when the SCD dates on the different reports didn't match up. Perhaps specifying the type of SCD on the MARS report would prevent other users having the same issue. Also, it would be helpful to include all three service comp dates in the Universe, if available. We couldn't find all of them but may have been looking in the wrong location or under the wrong name.	10/23/2008	sscott	2/2	Change identified as a Bug fix. Approved by Technical Team 11/13/08 Closed 11/13/08
987	IT Cost	In conjunction with the NOAA new requirement of capturing IT Cost in FY09 OAR would like to request to establish crosswalk table identifying 9-IT Cost categories. I am attaching defined 9-IT Categories document and sample format of the project code level table. This Crosswalk table is "work in progress" and presently I need to identify if this layout/format is suitable for MARS team.	11/6/2008	dholmes	2/2	MARS Council did not approve this CCR. This was mandated by the CFO Council. Further discussion should be given to the crosswalk in MARS for NWS and OAR when the reporting requirements are provided by NOAA Budget.

						987&989 are duplicate CCR with different attachments. Make sure we maintain both until the attachments can be added to one CCR.
989	IT Cost	In conjunction with the NOAA new requirement of capturing IT Cost in FY09 OAR would like to request to establish crosswalk table identifying 9-IT Cost categories. I am attaching defined 9-IT Categories document and sample format of the project code level table. This Crosswalk table is "work in progress" and presently I need to identify if this layout/format is suitable for MARS team. I am not able to attach Excel File, its not supported. Attaching Screenshot.	11/6/2008	dholmes	2	Comment the same as 987
New CCR - Both						
984	Report Index	As part of the users guide or source information, we need to develop a comprehensive list/index of reports within the MARS system. This list should include reports from both modules and should be categorized. If possible, we should include enough of a description that will guide users to the right report for the appropriate task at hand. No where in the MARS system do we provide report information other then the actual report selection. My suggestion would be to start small and build upon a report index. Start by listing and numbering all reports, group or categories each report, show duplication between each module, use the existing descriptions or develop comprehensive descriptions, provide sample screen shots, and then possibly provide a decision tree. In order to reduce the developer workload, a majority of the information required to conduct this task can come from the LO's/FMC	11/6/2008	gastark	2/3	Approved 11/13/08 There was a level of concern that this task could pull away the programmer's from higher priority tasks. Gerald mentioned that he would start looking into this request and level of effort that would be needed before any developer work is necessary.

		admins.				7