MARS Council Meeting Summary

General Information	
Date/Time:	Thursday, May 15, 2008, 2:00 pm – 4:30 pm
Location:	SSMC-3, Room 13836

Attendees:
NMFS –Tonya Coleman, Mark Blades
NMFS OCIO –Marina Rubina, Sonny Tallaprgada
NWS – Mary Rieck, Gerald Stark, Penny Schmiedeberg
NWS – Shelia Foster
OAR – Sylvia Scott, Cindy Loitsch, Eugene Burger
NOS – Carmen Solis, Renee Galloway
Program Support – Peter Boyle
NMAO – Gerald Thomas
NOAA – Jim LeDuc
OAR – Dinara Holmes

CCR#	Description	Discussion	Comments/Actions
CCR #58	Variance Reporting Status	Penny worked with a group of volunteers to test the proposed variance process to hammer out details to the user interface. Several changes were suggested and implemented during the test. We also received a few suggestions for improvement during the Council meeting demo, such as, a report to show transfers to other LO's.	Penny will investigate an alternative to the comment update option where the user can make multiple changes without the screen being refreshed. The Reporting and Query Team will also complete work on Jim LeDuc's summary report, implement changes suggested by the Council and document the process with report descriptions and a users guide. The team will draft up additional guidance to be used by Jim LeDuc in order to implement the variance process. This will need to be done soon if we are to use the process against the May data.
New	Fund Group Driller Report	Users can find this report under the "Higher Level Review" category in the Reporting & Query option in MARS. The report will allow you to view OR&F, PAC & Reimbursable Funds information at a high level or to drill down through the report to see detail.	The Reporting and Query team will add FTE information in the future. The Council approved the promotion of this report to production.
CCR# 202	Sponsor Code	On the Sponsor Code list of values found in the Commitment Form, is it possible to allow searches on the name and not just solely on the code?	Marina and the Data Entry Team will see if the agency/sponsor code is available in CBS. If so, we will use the data in the Data Entry Module as a look up to complete this CCR.

CPCS Update	CPCS Policy Change	Due to a policy change in the CPCS system, a sweep will be performed right after a bill comes in, thus creating an auto obligation against the default accounting codes. No longer will you have 7- 10 days to perform the reconciliation. Once the reconciliation is made and processed, the reversal will back-out the default transaction, creating a zero obligation.	Tonya and the Data Entry team will investigate this issue and report back with a recommendation. The policy change was discussed at the May 1st Business rules meeting. Pending changes to NDW will tie entries together for improved tracking.
Travel Manager	Change in Travel Manager Reserve Trans Processing	A change in CBS with Travel Manager data is planned in the near future. CBS will be using the information in Reserve Trans to obligate travel. Currently MARS uses Reserve Trans to create commitments in MARS. In the future the system will automatically obligate these transaction.	Tonya will investigate the future change and report back to us at the next council meeting.
CCR 321	OPT Year End Clean-up	Each year within MARS, users will need to perform maintenance on the OPT table in preparation for the next FY. The MARS Data Entry team will be setting up the 09 codes that will allow MARS users to begin entering plans and/or labor projections. However, the team would like each LO to review their active codes in FY2008 and provide a listing of all codes that you DO NOT wish to convert to FY2009.	Tonya will be leading up this effort and will send out detailed instructions.
CCR 321	Labor Projection Setup	Also included with this CCR, the Data Entry team is preparing to set up the Labor projection data for 2009. The Team will use the projection rate for the last PP of 2008 or last available actual rate as a base for FY 2009. Copied projection profiles for projects not converted to FY 2009 will have invalid OPT and will be displayed on the "Employee with Invalid Info on the Projection Generation Data" Report.	Projections that have multi-line profiles will need to be confirmed by the LO to be converted over correctly. A report will be created by the Data Entry Team to assist with this verification. The Labor Generation Form will also carry a flag indicating multiple lines.
CCR 343	MARS Notification Process	Provide users with updates!	The MARS Support Teams will evaluate this request and provide a recommendation.
CCR 341	Reports using MARS FMC/Div/Branch grouping	Would it be possible to add the "Division Filter" to the User Prompt Inputs for the following report in the MARS Reporting & Query module under "Transactions Reports": MARS Four Digit Object Code (FMC-Org)	The MARS Support Teams will evaluate this request and provide a recommendation. A presentation may also be provided to demonstrate this capability within the Data Entry Module.
CCR 342	Report changes	Under the Transaction Reports, in the MARS Documents by Doc-Item Type Report, two minor changes would be helpful: 1. Could the Affected Reference Number be repeated at the top of each page, and 2. Currently the title of the report on the first page overlaps with the column headers when the report initially loads.	The request is for minor format modification to the Transaction reports. Changes will be added to the Reporting and Query task queue for implementation.

Below are the CCR's and issues, along with their current development status, discussed at the council meeting.

CCR	Topic
Promoted to Production	
Data Entry	
41	BOP Upload. NWS budget data uploaded to MARS budget. *(Request - BOP Upload for NWS. BOP Upload into MARS - split charges 11-12 /11-30 and 11-60.)*
47	Budget Module/Surcharges for 11-5X object classes *(Request - Per NESDES/OAR requirements: Calculate overhead surcharges to include object classes 11-1x - 11-99. Currently generated thru 11-31. In progress.)*
241	Running NFC Download daily *(Request - Change NFC Download to run daily (vs. by pay period) to report/project labor changes in the correct pay period.)*
243	User List (Report 76) changes *(Request - Add functionality to run Report 76 (MARS Data Entry Users)per FMC. Add 'Last Log-in Date'.)*
202	Sponsor Code search by Description and Code. *(Request - On the Sponsor Code list of values found in the Commitment Form, is it possible to allow searches on the name and not just solely on the code?)*
Work In progress / Issues	
N/A	CPCS – DOC Policy Changes. Tonya will discuss.
Data Entry	
82	LO Reporting changes (Report 27 - Financial Status Summary - by Fund/Program/Line Office for each NMFS Program) *(Request – Ability to select all LO's)*
321	Out year planning preparation for 2009 *(Request - Cleaning OPT/Invalid out-year codes)*
301	Renaming Pipeline field *(Request - Naming Convention Consistency (Pipeline vs Remaining Commitments. Changes will be required by both components of MARS.)*
202	Sponsor Code - add form to enter new Sponsor Codes
Reports & Query	
261	Financial Statement - High Level Report
262	Financial Statement - Daily Variance Report
58	NOAA Variance reporting – Presentation by Penny
n/a	Workforce Management report update – Progress being made, 13 of 14 reports complete, Final report requires additional data (Awards & Actions) from CBS, Workforce management will provide an internal WFMO demo in the next week or two.
General	
n/a	New user access procedures & form
New/Future work	
343	(SSCOTT) More for LO Admin discussion than a specific change request. Is possible to have one location where all users can go to see what new reports have been added (i.e. last week it was mentioned the MARS by Financial Statement

	Graph by Fund Group was added)? One suggestion may be the Announcements section on the web page. Currently the LO Admins need to inform the FMC Admins who need to inform the MARS Users which opens up the potential for lost communication. It might be better for all users to get general information on updates and new features to the system, through the web site, if they are interested. This would also give a place for users to search for historical information without need to go back up the chain.
341	(SSCOTT) Would it be possible to add the "Division Filter" to the User Prompt Inputs for the following report in the MARS Reporting & Query module under "Transactions Reports": MARS Four Digit Object Code (FMC-Org)
342	(SSCOTT) Under the Transaction Reports, in the MARS Documents by Doc-Item Type Report, two minor changes would be helpful: 1. Could the Affected Reference Number be repeated at the top of each page, and 2. Currently the title of the report on the first page overlaps with the column headers when the report initially loads