

MARS Council Meeting Minutes

General Information	
<i>Date/Time:</i>	Thursday, July 10, 2008, 2:00 pm – 4:30 pm
<i>Location:</i>	SSMC-3, Room 13836

Attendees:

Tonya Coleman – NMFS
 Mary Rieck – NWS
 Maureen Pulver – NMFS
 Mark Blades – NMFS
 James Lewis – NESDIS
 Dinara Holmes – OAR
 Marina Rubina – NMFS/OCIO
 Lisa Berry – NWS
 Kathy Schulk – NMFS
 Diana Smith – NOAA/OCIO
 Rahul Dayal – NMFS/OCIO
 Renee Galloway – NOS
 Carmen Solis – NOS
 Eugene Berger – OAR
 Sylvia Scott – OAR
 Gerald Thomas – NMAO
 Peter Boyle – Program Support

CCR Summary as of 7/8/08

Status	Count
Closed	37
Open	24
Hold	6
Work In Progress	14
Total	81

CCR	Description	Discussion	Comments
Promoted to Production			
Data Entry			
242	Remove repetition on Org Selection on Report Parameter pages (LO selection from the list for the Org Code parameter when FMC selection is also included).		Closed
541	Update download procedure to accommodate changes in CBS PCARD Processing - update reconciled PCARD transaction with card info from original AP records based on the doc/item number. Re-process of May and June PCARD Reconciliation records without card info (APC split line or cross LO records).		Closed
562	Per Mark Eckman, Please add Ship Name to Labor e-mail notifications for 08-02-0001 (MOC).		Closed

Reporting & Querying			
342	<p>Under the Transaction Reports, in the MARS Documents by Doc-Item Type Report, two minor changes would be helpful:</p> <ol style="list-style-type: none"> 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. <p>Resolution: 1. The 'Repeat break value on new page' option has been set for MARS Aff Ref No and works fine in Deski. The parm seems to be ignored when viewed in Infoview. This is a bug that has been fixed in SP4. 2. Fixed title as requested and also added selected Aff Ref No, Doc-Item Types and FMCs to 'selected parameters' list in heading.</p>		Closed

Work In progress			
Data Entry			
82	<p>The MARS Data Entry Financial Status Summary Report 25 requires you to pick a Line Office, but does not allow you to select all Line Offices. Program Support (and other LOs possibly) needs to run this report specifying a program (eg 06-01-02-004), but reporting obligations/ BOP against that program in all Line Offices. Can you add that capability to select all Line Offices for Reports 25x (and other similar reports), so that Report 25 BOP/Oblig total for a prog (all LO's) matches Bus Obj NOA118 (LO-FMC) YTD LO-Detail tab which shows a total for a program/fund covering usage in all NOAA LOs?</p> <p>Status: On going</p>		In Progress. New multiple Options to the Report 27.
Reporting & Querying			
66 & 141 Dups	Reporting and Querying / Business Objects SP4 Upgrade (Java 6 upgrade). This service pack, among other things, includes the change to the software to support Java 6.	Pack 4 upgrade (pack 3 plus additional functionality) will support Java 6 (except Safari browsers). Will improve PDF features, provide easier printing functionality (no need to specify printing range).	Development and pre-prod – completion by the end of the week (07/14). Production upgrade is scheduled for the end of July. No CCR/changes production promotions before the SP4 upgrade (early August).
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. HRDS is to be decommissioned by DOC on 3/15/08, and WFMO does not believe that the NFC reporting that will be		Waiting on WFO to provide access to additional tables to complete final reports.

	provided will satisfy all of NOAA's requirements. Status: Waiting on WFO to provide access to additional tables. Once we have access to these data sources we'll be able to complete the final reports.		
72	Performance test all Business Objects reports in MARS. Fix any performance issues identified. Status: As part of this effort the MARS Multi Year Trend by Program report has been fixed and made available to all LOs. It is under the Monthly Variance Reports category. Reports that are based on selecting documents with non-zero UDO and UEXP balances are being worked on for performance.		
222	Federal Desktop Core Configuration (FDCC) controls Status: Provided at meeting	Per Eugene, created new test environment.	Can be closed.
Both			
69	Load data from a direct data source, build universes and create reports from c.request/c.buy. This data will enable multiple analyses and will be able to be passed to the Data Entry Module for commitments. Status: Kick-off meeting 6/4, Follow-up 6/14. Defined general architecture, process and tentative schedule. Delivered ISA & MOA. ITC Tech staff working with DOC staff after the 10 th to setup connection.		ITC staff working with Doc on connection setup.
71	Design and implement a method of automatically updating the status of the data on the MARS web page. Until this effort is completed, an up-to-date status depends upon an individual manually updating daily. Status: Data Status component of the MARS web page promoted to production. Currently working on System Status refresh.		
561	Setup an agreement with Grants On-line to acquire source data to be used in MARS. Load data, build universes, create reports and ingest Grants financial transactions into the Data Entry Module as commitments. Status: Kick-off meeting 6/5. Received general data description from Grants On-Line PM, Chris Suzich. Follow-up meeting scheduled for 7/18 to discuss technical connection and data requirements.		Follow-up meeting scheduled for 7/18.
321	Cleaning OPT/Invalid out-year codes Status: New process and procedures planned roll-out 09		

New/Future work			
Both			
New	Flux Reporting (Mark Blades)	There is a need to create Flux reporting in MARS Business Objects (NOAA report is very slow and runs for about 60 minutes). The process needs to be similar to the Variance Report, allowing user entered comments. Report	Mark Blades will create a CCR. BOBJ team will evaluate their schedule and work involved to do the estimate. Finance representative can be helpful in the Council Meetings to

		need to have Program-Project-Object Class drilling functionality. Need to include data not currently downloaded in NWS DW (GL accounts 6100s). This is a quarterly process (next time will be used for year-end process).	answer NOAA-related questions.
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 (this was verified with the MARS developers). Would it be possible to sync up the logic between the two systems? Since CBS does not have a fiscal year field on this table, logic must be used to create the value.	Data Entry side is using FCFY, and BOBJ is using TA_Trip_Date to determine Fiscal Year.	Needs to be discussed at the next O&M meeting.
Data Entry			
Demo	MARS Travel Number Feature	NMFS Demo of the Travel Numbering system that can be made available to other LO (needs initial customized set-up) if needed.	LO that want to use this feature will send e-mails to Gerald Stark.
501	Request change in Data Entry Module terminology of Division and Branch when used for grouping in a fashion other than using the CBS ACCS. CCR 341 and CCR 481 request Reporting & Querying to accommodate this feature in reports following the Data Entry groupings. Work on 341, 481 and 361 will be dependent on a change in terminology so that users of Reporting & Querying who do not use the feature in the Data Entry Module will not be confused. A couple of suggestions might be OPT Group and OPT Subgroup or OPTDIV and OPTBR. Discussion – Need to define naming convention for both modules.		New name: OPT Group and Subgroup.
542	Develop download procedures to accommodate changes in CBS PCARD Processing - populate pcard transaction descriptions based on the new CBS Materialized view (to be created end of July). Status: On hold until CBS process is in place (new materialized view to get notes for PCARD transactions - reconciliations).		
563	Change travel processing for FY 2009 to accommodate CBS Travel Changes (obligation of travel orders). Status: In the process of estimating the changes. Submitted CBS help desk request to obtain sample of the obligation record to see what data will be available.		In progress. MARS Development trying to get info from CBS on what data from Travel Manager will be available on the AP_Trans obligation records.
584	NEW - As mentioned at the LO Admin meeting on June 26th, I request that when the MARS help desk/system admins receive an approved/complete new user access		It's going to be done by DBA group when a new account is

	form and set up an account, that they also please grant the user's data entry access as it is checked on the user access form to the FMC/orgs, budget/commit/labor access etc... Then they can email the user that their account and access is ready. This would speed up and centralize account set up, to replace the current process of the help desk or user needing to contact and wait for the LO Admin to grant the access. Thank you.		created, not by Helpdesk. MARS DBA group is looking into this.
604	NEW - Revisit and discuss creating method to download BOPs (other than BOPS designated as Target) into Budget Module to reduce double entry into both CBS and MARS. Actual methodology would need to be fleshed out. Some suggestions are that method would need to be optional, perhaps selecting BOP data from a list. User would need ability to potentially break BOP plan into multiple tasks, either by percentage or dollars.	Need to have a new Data Entry module/process to download CBS BOPs (transfers) into MARS and give the users ability to break them by OPT.	MARS Developers need to meet with Tonya Coleman to discuss new requirements.
564	NEW - Report 76 - Add parameter selection to the report to show users that have not logged on in 90 days.		Approved
644	NEW: In reviewing Data Entry Report #8 Budget Summary, which is supposed to show each MARS BOP transaction, it appears that some BOPs are being combined into one line/total because other fields are similar. Please add a field "MARS BOP Record #, which will distinguish each MARS BOP and enable the report to show one line for each MARS BOP entered. For similar consistency, in Report #7, please also add the MARS BOP Record # so that it is clearer/easier for FMCs to associate that.		Approved
645	In Data Entry Travel Report 79D, which shows "unmatched travel vouchers with existing corresponding commitments", please add the FMC (and line office name if possible) and commitment number of the "existing commitment", so that it is possible to identify which LO created the commitment (especially if it wasn't from your LO) for further research/correction of the obligation or commitment creation/edit necessary.	Even though this Report won't be needed when MARS auto-obs CBS obligations created from Travel Manager next year, this Report can be helpful at this year-end process to clean Match Errors.	Approved
Reporting & Querying - No CCR/changes promotions to Production before the SP4 upgrade (early August).			
262	Please make the 'NWS Financial Statement - Daily Variance Report' available to all LOs		
263	Please create a virtual FMC for reporting on the Sanctuaries Program '10-04-0006' and exclude '10-04-0006' from reports for FMC '10-04'		
361(see 501)	Please modify the "MARS Financial Statement - Graph by Fund Group" to include reports from an FMC to a Division level by PPA, including FC02.		
59	Change the current labor projection report (that has been used by NWS) to project overhead costs for OAR.		
68	Load data from a direct source, build universes and reports, and pass the data to the Data Entry Module from Grants On Line. This will provide more insight into the grants data and also provide commitment data.		
421	We have received a request to provide a sanitized (no personal information included) data list from the HR Database. Since HRDS is no longer available, do you think you can create a MARS Business Objects report with the parameters listed below by LO-FMC? 1.Job Title 2.Occupational series or job code (example; federal		

	<p>government code) 3.Salary 4.Year of Birth 5.Education level (example; highest degree completed) 6.Organizational Unit in which employees works (example; FMC (Org7 detail) 7.Location of employee's primary workplace (city, state) 8.Supplemental Pay (example; at-sea pay) 9.Retirement eligibility date 10.Gender 11.Ethnicity</p> <p>Comments: Drop Supplemental Pay requirement, per customer (Carem's) request, Also, waiting on WFM to provide Retirement eligibility date.</p>		
341 (see 501)	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)		
441	Create a report showing comp time earned by person, when it was earned, the rate at which it was earned, and when it expires. The data should be grouped by BUS code. This report should be based on a spreadsheet provided by Mary Berklund.		
481(see 501)	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.		
60	The current Leave and Benefit Statement includes, as it's title denotes, only information on the leave and benefits surcharges and the over/under process related to them. This request would add the other overheads to this report so that one can better analyze O.C. 77 data.		
61	Extract GSA vehicle data, build a universe, and create reports that show details about GSA vehicles by site. This info would include such information as the type of vehicle, the lease start date, the cost per month of the lease, the miles driven and average miles, and the cost per mile, with a monthly resolution.		
63	Recreate the Data Entry Module Reports within Business Objects. This has been within the MARS scope from the beginning.		
65	Provide a maintenance program that allows LOs to enter their appropriation data that will appear on reports such as the Financial Statement.		
67	Obtain a direct data source to load Sunflower data into the MARS data warehouse in order to provide a universe and reporting. This is within the original MARS scope.		
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.		
64	There are various maintenance tables that are maintained by the Reporting and Querying software developers. In order to give better control of these tables to the LOs, develop a maintenance program allowing the LOs to maintain the structures themselves. These include Program Groups, Program Description Cleanup, Short Name Maintenance, Doc-Item Type Description Maintenance.		
FTE Discussion			
	FTE Discussion	Mark Blades and Penny prepared a document to	Different Report Approaches can

		<p>address FTE Reporting issues in MARS.</p> <p>CBS new processes in FY 2008 spread FTE back to the direct accounts (under 77 object class).</p> <p>Currently, MARS reports FTE excluding Internal Fund showing hours spread to direct accounting. It can be confusing for users looking at FTE for HQ FMCs.</p> <p>A new approach could be to show FTE by FMC (including Internal Fund, but excluding object 77 and Leave Project Types).</p>	<p>be used depending on the type of info that reports track.</p> <p>Program-oriented reports will need to exclude Internal Fund and show FTE under Direct Accounts (same as dollars).</p> <p>Variance Report will need to show leave and overhead in the Internal Fund.</p> <p>The problem is also with reporting Budget FTE (planned under 11-12 for direct accounts and Internal Fund).</p> <p>Mark and Penny will need to further discuss the issue of FTE Reporting to come up with suggestions for Budget FTEs.</p>
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Reporting FTE on ‘MARS - Reporting and Querying’ reports “Provided By Mark Blades”

Discussion: How should the FTE be reported in ‘MARS – Reporting and Querying’?

Issue:

- Prior to FY 2008, FTE could be totaled by querying on all fund codes.
- In FY 2008, CBS spreads back the leave and internal fund (overhead) hours and FTE to the direct accounting. Uses object class 77 to record FTE.
- Due to the change, selecting all fund codes in the query would result in a double count of the leave and overhead FTE.
- This change will require a consensus on how FTE should be reported in MARS.

Current Reporting Approach

- The reports show leave and overhead FTE using object class 77.

Approach Options for Reporting FTE

- Approach 1
 - Show Leave and Overhead “spread”
 - This approach would
 - exclude fund 02 (internal fund)
 - include object classes 11-6X and 77-XX
 - Current reporting approach
 - Spreads hours and FTE to direct accounting
 - Approach could potentially spread FTE out of HQ FMC’s and be confusing to users looking for FTE by HQ FMC.

- Approach 2
 - Show both leave and overhead in the internal fund
 - Include fund 02 (internal fund)
 - Exclude object class 77-XX
 - Approach will align the FTE by FMC (where the person works); however, the leave FTE is still stuck in the 09WLV project codes.
- Approach 3
 - Show Leave spread and overhead in the internal fund
 - Exclude project type LVEXP (program 09-04-01-000)
 - Exclude object class 77-XX
 - Approach will show the FTE by FMC (where the person works) and also shows the leave spread.

Decision Point

- MARS Developers need a consensus, from LO's, on how to show FTE for current and future reporting.
- Will one approach work for all reports? Will it depend on the report?
- Do we need input from the Business Rules group (to include NOAA Budget)?

Other

- Should NOAA Overhead FTE be shown on reports (object class 77-87)
- How does this impact MARS – Data Entry?

7/10/08 MARS Council Discussion re-cap

- Discussed the issue, current FTE reporting, 3 approach options for reporting FTE, and next steps at the 7/10/08 MARS Council meeting. Discussion followed the discussion paper (above) which was based on the 7/9/08 email from Penny Schmiedeberg.
- Much of the leave issue (09WLV) will be a mute point if NOAA elects to implement the leave and benefits proposal by NOAA CBS. 09WLV would no longer exist. Waiting on CFO Council approval.
- All agreed that 'approach 2' (show both leave and overhead in the internal fund) is not a viable option. The 09WLV needs to be spread.
- The MARS Council also discussed how there will be a need to see FTE based on an ORG code structure and Program structure.
 - Approach 1 (show leave and overhead spread) would tie more closely to reporting by program structure. This would align the dollars, hours, and FTE together. This would be useful to the LO Formulation staffs when building the FTE exhibits.

- Approach 3 (show leave spread and overhead in the internal fund) would tie more closely to reporting by Org Code. It would allow the LO's to identify the FTE in the FMC actually worked.
 - As a result, the group has determined a need to see FTE reporting in a combination of approach 1 and 3 depending on the purpose of the report.
- The group recommends that for variance reporting purposes the FTE should be reported by ORG code. This is consistent with past FTE variance analysis.
- In addition, the Council recommends this issue be discussed in a Business Rules meeting. Many of the decisions will ultimately require NOAA Budget concurrence/guidance.
- All agreed the importance of making the same FTE reporting changes in MARS Data Entry.
- A member of the council asked a question about planning FTE on the BOP. How should we enter FTE on the BOP (for program code analysis, org code analysis, or combination of both)? Will we have to enter FTE in object class 77? Do we enter FTE on our internal fund program code?
- On a separate path, mentioned that Penny is working with NOAA CBS (Mike Boller) to validate the spread of leave and overhead hours and FTE in the over/under process.