



THE CITY OF SAN DIEGO
REPORT TO THE CITY COUNCIL

DATE ISSUED: January 10, 2011 REPORT NO: n/a
ATTENTION: Honorable Councilmember & Audit Committee Chair Kevin Faulconer
Honorable Members of the Audit Committee
SUBJECT: Response to September 13, 2010, Item-2 Audit Committee Questions

REQUESTED ACTION: This is an information only item, no action is required at this time.

STAFF RECOMMENDATION: n/a

SUMMARY: This memo is in response to follow-up questions for information that were posed by Committee Member Carl DeMaio at the Audit Committee on September 13, 2010, Item-2.

Concerning the current status of programming changes needed to be completed so that progress can move forward on the FY10 CAFR audit and issuance.

The problem we were having with posting data concerned the bi-weekly payroll accounting interface from the payroll module (HCM) to the general ledger module (FILO). The postings were not being properly allocated to the correct accounts in the general ledger. Because of this problem, we were forced to stop posting the HCM data to FILO until a solution could be programmed. There were two programs that were developed: *AORR Sandbox* – which fixes the FY10 postings; and *AORR Production* – which fixes the FY11 postings.

OneSD and the Comptroller's department have been working on identification and programming remediation and testing on this problem since May/June. This was a complex problem which required a large multi-departmental team effort to solve. In November, we issued a series of memos and presented a new CAFR timetable to the Audit Committee and Macias Gini & O'Connell based on the delay that this problem has created.

The CAFR timetable that was presented in November has not changed. Progress on programming concluded in mid-December and the fix has been applied to the FY11 postings for each pay period. This now brings the FY11 monthly financial records up to date so that information will be available to Financial Management to produce the mid-year projection in their normal timeframe.

The programming fix for the FY10 postings will be applied in January. This will enable us to close our FY10 financial records in February, according to our timeline. We continue to be in close communication with our outside auditors, and other stakeholders. The remaining field work for the FY10 annual audit will begin in March, and we will have a published CAFR in June.

It is important to note that this programming effort provides us with a long-term solution to the problems that were identified. We should be back on a normal, on-time timeline for our FY11 CAFR.

Present the listing of the outstanding Solution Manager (SolMan) programming/question resolution requests.

The OneSD department uses a trouble ticket system nicknamed SolMan to track programming, configuration, system enhancements and/or questions regarding SAP. Each issue is prioritized and resolved according to the available resources. The database of outstanding tickets is emailed to each stakeholder on a weekly basis. The most recent listing is attached.

Macias Gini & O'Connell should conduct a random sample of the corrected payroll postings to ensure that they are accurate.

Our independent outside auditors, Macias Gini & O'Connell will do this follow-up analysis of our payroll postings as a normal matter of their field work concerning payroll, which is scheduled in March. Since payroll is such a large portion of our annual citywide expense, extensive auditing of the payroll transactions and postings will occur as part of our annual audit. If there are any discrepancies in payroll posting, it will be discovered first by the Comptroller's department as we prepare the final year-end financial statements, and then by Macias Gini & O'Connell as they conduct their audit.

It is important to note that as part of the protocol for developing and applying these new programming fixes for the payroll allocation, extensive testing and results verification occurred by Comptroller's throughout every step. Each payroll period posting was individually verified for accuracy after the programming fix was applied.

Attachment: 1. Solution Manager 1/4/11

cc: Honorable Mayor Jerry Sanders
Jay M. Goldstone, Chief Operating Officer
Mary Lewis, Chief Financial Officer
Andrea Tevlin, Independent Budget Analyst
Eduardo Luna, City Auditor



Ken Whitfield
City Comptroller

Solution Manager Open Work Request Listing
As of January 4, 2011

Transaction ID	Transaction Description	Priority, Text	User Status
1810	RFI - Need to Plan for 1099 Process	1: Very High	New
3668	RB - Need to capitalize asset from Grant	1: Very High	Proposed Solution
3355	RB - New PBF MD Maintain - PEP role	1: Very High	In process
3394	RB - New MRP PR Initiator Role	1: Very High	In process
2476	RB - Assign ZMROA to MM reporting role	1: Very High	In process
3835	Move PA 2260 and 6252 to BA2114	1: Very High	New
3655	ENH-GL and AR Interfaces for CCS Project	1: Very High	In process
3350	ENH-Add Contribution % to HRBEN0075	1: Very High	New
2972	ENH- Year end Accr Calc on Actual Days	1: Very High	New
1705	ENH- Open ESS for W4, DE4 & Bank Details	1: Very High	New
2692	ENH- New Hire/Transfer/Term Reports	1: Very High	Customer Action
2622	ENH- Need Slim Labor Report for Comptrol	1: Very High	Customer Action
2760	ENH- Grant Interest Allocation : GASB 31	1: Very High	New
2759	ENH- Grant Interest Allocation : Accrual	1: Very High	New
3870	ENH- Create LSMW to upload IT000001 PD	1: Very High	New
2772	ENH -Annual Census Report Due March 2011	1: Very High	New
3822	ENH - Report - Labor Detail for Risk	1: Very High	New
3164	ENH - CAFR Query to run nightly	1: Very High	In process
3313	DC-HCM PY - Add New WT for LWOP	1: Very High	Customer Action
3365	DC-HCM BN PY - Usage of FBP Credit	1: Very High	Customer Action
1666	DC- AORR limesheet generates > 999 lines	1: Very High	In process
3494	DC- AORR Retros and Bill your Own BA	1: Very High	New
2968	DC- AORR Post According to 1018 Split	1: Very High	Customer Action
2598	DC- AORR missing Rev and Exp postings	1: Very High	Customer Action
2164	BFX-ZFIRBANKRECON Performance Issues	1: Very High	In process
2705	BFX-Rev Reversal Program not completing	1: Very High	Customer Action
3433	BFX-HCM BN-Interfaces Participation Dale	1: Very High	Customer Action
2347	BFX-Funct P0554 dbles the OCA wage type	1: Very High	New
2898	BFX-Close PRs and Pos - CF Certain Docs	1: Very High	Customer Action
3406	BFX-CAFR Functional Area Derive Issue	1: Very High	In process
3852	BFX-AR Invoice Admin posting IP docs	1: Very High	New
3842	BFX-3rd Party & GL Sub rules dont offset	1: Very High	New
3691	BFX- Set messages for Fund/FuncArea/CCTR	1: Very High	New
3813	BFX- Deleting PY saved doc in CY	1: Very High	New
3201	BFX ZFI Vendor tax id# with diff Country	1: Very High	Proposed Solution
3931	BFX Sales Tax Base amount adj for freight	1: Very High	New
3472	BFX - Outbound Payments are missing	1: Very High	In process
1007	RFI/ENH-Fund Balance Report	2: High	Customer Action
1704	RFI-Year End W-2 Processing	2: High	Customer Action
3611	RFI-Capitalize expensed project costs	2: High	Proposed Solution
3402	RFI - Payment Lot Load with neg amount	2: High	New
3392	RFI - LO Int & LO App roles conflicting	2: High	In process
2286	RFI - Incorrect Business in Document	2: High	In process
3318	RFI - Authorization in tcode FBV2	2: High	In process
2124	RB - BI PBF IBA Reporting	2: High	In process
2125	RB - BI PBF Dept Reporting	2: High	In process
1807	RB Z2 Posting Conflict in roles	2: High	In process
3353	RB - TR Closing Specialist add Doc Types	2: High	Customer Action
3312	RB - HR Confidential Reporting change	2: High	Proposed Solution
3270	RB - HCM BI Reporting role build	2: High	Proposed Solution
3311	RB - FP08 added to AR Paymt Rt Approver	2: High	Proposed Solution
2782	RB - BO Zora Dashboard reports	2: High	In process
3724	GL Accl 100103 Clearing Criteria	2: High	New
3102	ENH-Wks' Comp IVOS upgrade SAP interface	2: High	In process
2305	ENH-Wage Type To GL Balancing Report	2: High	New
2932	ENH-Turn off Savings retro for ER part	2: High	New
2486	ENH-SDCERS conti bkwky rpt from PY RT	2: High	Customer Action
2352	ENH-Report of EE's wairline to be paid	2: High	New
3412	ENH-Public Works Restructure	2: High	In process
2878	ENH-Productionize SAP Query FGABBARD02	2: High	New
3210	ENH-Payroll enter/approve by same person	2: High	In process
1709	ENH-Pay 4 Perfor Bid 2 Goal (Util Dept)	2: High	New
2990	ENH-New Webdynpro page for ESS Time	2: High	New
3379	ENH-Need GM report for PD and Others	2: High	New
3342	ENH-Implement COBRA including interfaces	2: High	New
3373	ENH-Help PUD set up variants for rplng	2: High	Customer Action
3251	ENH-FMBS Created/posted by same person	2: High	New
3563	ENH-FIGL Cube Enhancement	2: High	New
1768	ENH-ESS-Display Text of the WBS or IO	2: High	New
3357	ENH-Delete Business Workplace emails	2: High	New
2797	ENH-Delegate time appr. if super is out	2: High	In process
3375	ENH-Custom Report Request - Cash Balance	2: High	Customer Action
2439	ENH-Auto Close of Purchase Req (1st QTR)	2: High	In process
1851	ENH-03-110-01 - Long Term Leave Activity	2: High	In process
1075	ENH - State Controller Report	2: High	New
2029	ENH - Need to produce inventory catalog	2: High	Customer Action
3777	ENH - Donated Assets	2: High	Proposed Solution
1086	ENH - Disallow deletion of attached docs	2: High	New
872	ENH - OIP Purchase Requisitions Workflow	2: High	In process
2458	ENH - Add Functionally FMBS Display	2: High	Customer Action
2171	ENH Vendor PNC Additional Fields	2: High	New
3730	ENH PO Approval Limit Changes	2: High	New
1330	ENH Party Garn Remittance Information	2: High	Proposed Solution
3377	ENH Invoice "Saved As Compl" Date	2: High	New
2867	ENH -Deferred Revenue Progr Enhancements	2: High	In process
1760	ENH - Proration on IT0169	2: High	Customer Action
3868	ENH - Need LSMW run for IT1001 Rel A003	2: High	New
1582	ENH - Lock down FM Periods from Budget	2: High	In process
3362	ENH - HCM BN Add Dependents to FSAs	2: High	In process
1764	ENH - Explore ways to replace FMBS Form	2: High	Customer Action
1758	ENH - ESS to print W-2's and download	2: High	Proposed Solution
1869	ENH - Duplicate vendor config	2: High	New
3573	ENH - Check Remittance text on ACH optio	2: High	New
3340	ENH - Automate PO Invoices for Vendors	2: High	New
2115	ENH - Automate PO Invoice Processing	2: High	New
2446	DC-Update GM Posting to FM(Enhancement)	2: High	Customer Action
1753	DC-Tier II Gen & Pol Safety Retirement	2: High	In process
2529	DC-OOB Between FM/GM \$0.01 Adjustmt.	2: High	In process
1494	DC-Off Cycles to include ret/ben ded	2: High	Proposed Solution
2527	DC-Enable AVC for Certain Interfaces	2: High	Customer Action
1752	DC-Elect Officials Ret Offset Wage Type	2: High	In process
1611	DC-401k deduction Priority change	2: High	In process
3750	DC- update Fed Mileage Reimb Rate	2: High	Customer Action
2097	DC- LO&FM role combo allows Posting	2: High	In process
3421	DC- HCM BN - Executive Life Insurance	2: High	Customer Action
1637	DC- AORR Overhead for grant funded WBS	2: High	In process
3330	DC- AORR Load should not to apply hrly	2: High	New
3921	DC- AORR duplicate input document check	2: High	New
2846	DC ZAPStalecheck Error Logs and Reports	2: High	New
1531	DC Workflow-ReRoute MRP PRs (2nd QTR)	2: High	New

Transaction ID	Transaction Description	Priority; Text	User Status
1510	DC Workflow-ReRoute Compete Bid	2: High	New
1188	DC One-time vendor setup vs STND	2: High	New
3376	DC Invoice Payment Term Field	2: High	New
3378	DC Invoice Baseline Date Default	2: High	New
3091	DC - Use FICA for DSD Billing	2: High	New
1767	DC - Save as Complete - BS Accounts	2: High	Customer Action
3380	DC - HCM BN Remove EOI	2: High	Customer Action
1791	DC - Authorized Leave W/O Pay	2: High	In process
3882	BFX-Y_DE1_26000008 report 10000 records	2: High	New
1301_B	BFX-Workflow Not RollingUp for Vac Chief	2: High	In process
2833	BFX-Update TIMS History Course Hours	2: High	In process
3237	BFX-Trade worked loc.145 80hr std / 1.4	2: High	Customer Action
2315	BFX-SPSP Calc on Pay Reduction Retro's	2: High	Customer Action
2563	BFX-Sal EE restricted time entry ESS	2: High	Customer Action
1845	BFX-RTR-PA005 List of Emploeyss by Class	2: High	In process
3220	BFX-Ret Cont. & Salary EE on Indust LV	2: High	In process
1841	BFX-R14-006B - Sum of Racial/Ethnic Grps	2: High	Customer Action
1840	BFX-R14-006A-Sum of Racial/Ethnic Grp	2: High	Customer Action
1839	BFX-R14-003E-Sum of Racial/Ethnic Grps	2: High	Customer Action
2037	BFX-Payroll Claims Processing	2: High	Customer Action
1980	BFX-Mileage double paying	2: High	In process
1506	BFX-Labor Detail Rpts and Security Level	2: High	Proposed Solution
1991	BFX-J03-259 - RTR-PA001 Incumbent Listin	2: High	In process
1842	BFX-J02-548 - Qtrly Dept Sick Leave Usag	2: High	In process
2310	BFX-Invoice Fix Name/Address/MICR	2: High	In process
1801	BFX-HCM Check Register Update	2: High	In process
2737	BFX-GRC Test pointing at the wrong field	2: High	Customer Action
2754	BFX-GRC Queries are not working as desig	2: High	In process
3692	BFX-Funds Reservation-EncumbNot Released	2: High	New
3238	BFX-Fire employees CFRA/Annual Leave	2: High	Customer Action
3540	BFX-FBV2 does not allow save as complete	2: High	In process
1658	BFX-EEC-4	2: High	Customer Action
3529	BFX-Dup invoice acctlines-RARIS (3556)	2: High	In process
3215	BFX-Drop reports need to be updated	2: High	In process
2861	BFX-DCAA dues not Calc correctly w/paych	2: High	New
3556	BFX-AR Invoice inbound bad err. handling	2: High	In process
1454	BFX-Analysis of accrued Time	2: High	In process
2487	BFX-Addons Spliting Needs to be Fixed	2: High	In process
2898	BFX-A/L limit logic for three reports	2: High	New
2324	BFX-A/L Conv Error Ops to Straight Day	2: High	New
3501	BFX - Y_DE1_26000002 Report Discrepancies	2: High	Sent to SAP
2894	BFX - WBS Elements missing from AuC	2: High	Proposed Solution
2349	BFX - Update G/L Account	2: High	Sent to SAP
3358	BFX - Daily Status, Job, & PA Change Rpt	2: High	In process
1789	BFX EBS Payroll Clearing	2: High	In process
2881	BFX Condition not printing on PO	2: High	New
1187	BFX Check Overflow pages missing	2: High	New
3943	BFX -Job 1BFIMDHIER-01P became hung up t	2: High	New
3401	BFX - Write Offs are going back to CUB	2: High	New
3695	BFX - Spon Prog and Class Not Derived	2: High	New
3518	BFX - Collections Referral hold job	2: High	In process
3803	BFX - BTA Report Performance	2: High	New
3558	BFX - A/L accrual for Callback	2: High	New
3778	Add Date to Title of SDCERS/Summary File	2: High	New
3049	RFI-Grant invoices are not posted timely	3: Medium	New
3044	RFI-FMBBs cannot be changed once posted	3: Medium	New
3456	RFI - Training: Workflows not thorough	3: Medium	In process
3450	RFI - Training: Updating WIS	3: Medium	In process
3442	RFI - Training: Labor Input Process	3: Medium	In process
3440	RFI - Training: Continuing Training	3: Medium	In process
3446	RFI - Training: Transferring Employees	3: Medium	In process
3455	RFI - Training: New Staff training	3: Medium	In process
3058	RFI - Tracking of invoice payment	3: Medium	New
3065	RFI - Tracking of citywide charges	3: Medium	New
3064	RFI - SLA reporting not timed with m-end	3: Medium	New
3036	RFI - Save as complete issues	3: Medium	New
3028	RFI - Revenue account mapping	3: Medium	New
3112	RFI - Report does not print WBS title	3: Medium	New
3074	RFI - Purchase Req turnaround time	3: Medium	New
3075	RFI - Purchase Req approval sorting	3: Medium	New
3084	RFI - PRs remain in queue after approval	3: Medium	New
3083	RFI - PR modifications are confusing	3: Medium	New
3052	RFI - Posting to correct fiscal year	3: Medium	New
3061	RFI - PO modification and authorization	3: Medium	New
3087	RFI - PO "still to be delivered" box	3: Medium	New
3038	RFI - Parked documents in prev periods	3: Medium	New
3434	RFI - OneSD SAP Training Report	3: Medium	In process
3072	RFI - Notification for PReq approval	3: Medium	New
2824	RFI - Not authorized for business area	3: Medium	In process
3040	RFI - Not allowed to clean up projects	3: Medium	New
3068	RFI - No process for credit card credit	3: Medium	New
3042	RFI - No notification for FMBBs	3: Medium	New
3078	RFI - Multiple approval Pur Req delays	3: Medium	New
3023	RFI - Multiple account assignments issue	3: Medium	New
3063	RFI - Month end closing not timed	3: Medium	New
3026	RFI - Lost discounts due to budget error	3: Medium	New
3051	RFI - Lack of workflows for Library	3: Medium	New
3069	RFI - July 1 Debt Service obligations	3: Medium	New
3025	RFI - Issue with Invoices and AVC errors	3: Medium	New
3056	RFI - Goods receipt for debt payments	3: Medium	New
3037	RFI - Fund/CC validation	3: Medium	New
3046	RFI - Fund needs to be carried over	3: Medium	New
3076	RFI - Freight should be separate line	3: Medium	New
3043	RFI - FMBBs should be shared dept-wide	3: Medium	New
3041	RFI - FMBB reallocations not processed	3: Medium	New
3089	RFI - FMBB approval notes	3: Medium	New
1481	RFI - Fix BO report data	3: Medium	New
3073	RFI - Features in PO	3: Medium	New
3793	RFI - Error when running SAPIMON	3: Medium	New
3054	RFI - Duplicate invoices can be paid	3: Medium	New
3066	RFI - DPC SAP billing has no details	3: Medium	New
3053	RFI - Comp does not notify Treasury	3: Medium	New
3923	RFI - Certificate Error accessing PBF	3: Medium	New
2766	RFI - Cannot adjust inventory documents	3: Medium	New
3060	RFI - Batching with refunds process	3: Medium	New
3088	RFI - Automatic approval alerts	3: Medium	New
3077	RFI - Approved items linger in queue	3: Medium	New
3082	RFI - Approval for PR is time consuming	3: Medium	New
2613	RB-FMBPRRI BCS- Add to Role for Deriv St	3: Medium	New
3324	RB-FB08- DZ Document Reversal	3: Medium	In process
3790	RB-Changes to LS Admin and Controller Ro	3: Medium	In process
3884	RB-Access to ZHR_NAME_CHANGE	3: Medium	New
2098	RB- Remove EMPL from GL roles	3: Medium	In process
3871	RB XK04 added to AP MD_Maintain role	3: Medium	New

Transaction ID	Transaction Description	Priority, Text	User Status
2807	RB - LS Ad Hoc Reporting Request	3: Medium	New
3291	RB - FI & HR Support Display remove SQ02	3: Medium	In process
3244	RB - Create T-code 4 CATS_DA for PM	3: Medium	In process
3368	RB - Changes to LS Admin and Controller	3: Medium	In process
3739	RB - Build FF role to upd. prod variants	3: Medium	New
3656	RB - Add S_AHR_61016373 to HCM Roles	3: Medium	New
3802	RB - Add Qualif Reports to LSO roles	3: Medium	In process
3801	ENH-Restrict printing of donation rpts	3: Medium	New
1557	ENH-PA999 Sal Table Update + 3 Reports	3: Medium	Customer Action
1771	ENH-Outbound Retiree Med Trust Plan Cont	3: Medium	New
2820	ENH-Note on ESS about Addresses	3: Medium	New
1772	ENH-Night Batch of Benefit Default Enrol	3: Medium	New
3216	ENH-Need PBF/OM Reconciliation Rpt	3: Medium	In process
2954	ENH-Nakisa impl. for OM Org Charts	3: Medium	New
2313	ENH-MSS Default to 'Resubmit All'	3: Medium	In process
2664	ENH-Modify Outbound payment file to	3: Medium	In process
2986	ENH-Make CA, USA default in ESS-depends	3: Medium	New
2955	ENH-LS Student Data Report	3: Medium	In process
1372	ENH-Interface to Teletstaff for Fire	3: Medium	In process
3343	ENH-Implement FSA Claims on ESS	3: Medium	New
2595	ENH-Grant Project Status Report	3: Medium	Customer Action
1651	ENH-FMBB Reversals Posting to Current Pd	3: Medium	Customer Action
3595	ENH-EDD E-Filing Reqs Eff March 2011	3: Medium	New
1804	ENH-EBS for SDMCU - HCM	3: Medium	Customer Action
3397	ENH-Create new view in PPOSE	3: Medium	New
2879	ENH-Change status of LOA's	3: Medium	New
2560	ENH-CalOSHA Reporting Requirements	3: Medium	New
1774	ENH-Automated rpt on EE hours Not Enterd	3: Medium	New
1105	ENH-AP Invoice Workflow	3: Medium	New
2944	ENH-Add text field to credit list FPCRPO	3: Medium	New
1462	ENH-Activate User Exits for PRs	3: Medium	New
1392	ENH- workflow notifications for TECO	3: Medium	New
1734	ENH- Rename field names in reports	3: Medium	In process
1668	ENH- Need one-stop shop for IO data	3: Medium	New
2699	ENH- Modified/Full Accrual Cash Report	3: Medium	New
1266	ENH- Load Asset Location Addresses	3: Medium	In process
3464	ENH- Interface Residential RTS Program	3: Medium	New
3186	ENH- Create Doc Type for payroll adjusts	3: Medium	New
1495	ENH- Control Field Status on WBS	3: Medium	New
2609	ENH- Change HCM queries emp status	3: Medium	In process
3783	ENH Inventory surcharge calculation	3: Medium	New
2845	ENH GL Expense with Vendor Pymt Report	3: Medium	New
3872	ENH Discount Terms Clean-Up	3: Medium	New
1718	ENH cross-departmental access monitor	3: Medium	New
2670	ENH - Vacancy Report with Budget Info	3: Medium	New
1707	ENH - Supr's View/s/b all Time Entered	3: Medium	In process
2298	ENH - RL doc type to Rev Reversal	3: Medium	In process
1716	ENH - PA2625 and 1544 PR Process	3: Medium	In process
1875	ENH - Mid Pay Period Class Change	3: Medium	New
3367	ENH - Fiscal year specific AVC?	3: Medium	New
3564	ENH - ESS-Dependent Start Date	3: Medium	New
3258	ENH - Donations Rpt - All Donors	3: Medium	New
2819	ENH - Convert to Position Based Authoriz	3: Medium	New
1765	ENH - Convert ECC 6.0 to Program Budget	3: Medium	Customer Action
2971	ENH - Convert City-Wide PO to using Cata	3: Medium	New
3505	ENH - CAT2 User Exit Updates	3: Medium	New
3432	ENH - BW Optimization (Customer Issues)	3: Medium	New
1757	ENH - Automated leave Requests	3: Medium	In process
3794	EBS Config Mod for Paymode	3: Medium	New
3144	DC-Tax Levy Priority w/mulplp Garnish	3: Medium	New
2207	DC-replacement Chk Reason-off cycle WB	3: Medium	New
3552	DC-Outbound payment file- rewrite	3: Medium	New
2872	DC-IT9 Change Pmt. Method w/Dynamic Act	3: Medium	New
1273	DC-Include Union Fees/Dues to Garn Net	3: Medium	In process
1281	DC-GM Budget Reflects as Original in FM	3: Medium	In process
1175	DC-finalize budget process Grant Match	3: Medium	In process
1776	DC-Dyn Act to change date on IT0015	3: Medium	New
3508	DC-Create BLANK FY Variable for BTA Rep	3: Medium	New
3219	DC-Close Funds Blocks W/o Opening Pds.	3: Medium	Proposed Solution
3490	DC-BN ESS Disable Financial Dep field	3: Medium	Proposed Solution
3100	DC-Attendance rpt needs instructor info	3: Medium	New
1136	DC- Tidy Variant Selections in KOK5	3: Medium	In process
1098	DC- Enhance RBAD functionality	3: Medium	Customer Action
1478	DC- Cash Flow Report:Performance issue	3: Medium	In process
1477	DC- Cash Flow Report - Issues	3: Medium	In process
3424	DC- AORR to respect ZZKONX dates	3: Medium	New
3922	DC- AORR rounding	3: Medium	New
2322	DC- AORR Revise Costing Sheet formulas	3: Medium	In process
1897	DC Sales Tax on Vendors outside of SD	3: Medium	In process
3031	DC - No Master Data archiving plan	3: Medium	New
3067	DC - Deposits do not have park and post	3: Medium	New
3832	BFX-zhr_bargu table typo in description	3: Medium	Proposed Solution
1871	BFX-Warning msg for Hol credit on dayoff	3: Medium	New
2386	BFX-Restrict printing of Reversed Inv	3: Medium	In process
1643	BFX-prices not printing on contract	3: Medium	New
2247	BFX-max of 720 hrs for returning retir	3: Medium	New
1759	BFX-Lifeguard stations drop dw from ESS	3: Medium	New
1976	BFX-Lieut receiving OT for Holiday work	3: Medium	New
1892	BFX-IT416 Term.payAL unavail for PT EEs	3: Medium	New
3643	BFX-Invoice Print file issue	3: Medium	New
3011	BFX-Grants not posting correctly via PY	3: Medium	New
2105	BFX-Fringe Wage Base Calc in Retro's	3: Medium	In process
3776	BFX-FMCAPB Error Message	3: Medium	New
1977	BFX-Fire OT for 1st 6 Hrs wked on Hol	3: Medium	New
2436	BFX-Failed shift trades for PD Dispatch	3: Medium	New
1320	BFX-Discretionary and Military Leave	3: Medium	In process
984	BFX-Discrepancy between Trial Bal/BTA	3: Medium	Customer Action
2778	BFX-Create lime constraint for IT1641	3: Medium	In process
1887	BFX-Correcting Returning Retiree Hours	3: Medium	Customer Action
2271	BFX-Accr incorrect for mid pay pd change	3: Medium	New
1900	BFX-AL Accrual when EE status changes	3: Medium	New
2366	BFX-80xx WT need to red all types of pay	3: Medium	New
2539	BFX-457 deduct not taken on Pernr 111565	3: Medium	New
3752	BFX- GL Interface	3: Medium	New
3200	BFX ZFI_vendor locked record	3: Medium	New
2588	BFX Vendor Outbound AP Interface	3: Medium	Customer Action
3207	BFX PR 10010567 qty x amount ZME55 limit	3: Medium	New
1186	BFX PO Box as default for checks addr	3: Medium	Proposed Solution
3834	BFX - Test BW/PBF Budget Rtrctr FY 2012	3: Medium	New
3877	BFX - Round no. of hrs.quota conversion	3: Medium	New
3349	BFX - ReOrg W/ PA Dynamic action IT 14	3: Medium	New
2808	BFX - PR Switch to U-AA Does Not Rel Enc	3: Medium	Customer Action
3814	BFX - Funds Reservation 3-3354 - BTA Rpt	3: Medium	New
3743	BFX - Asset Interface year-end dates	3: Medium	New

Transaction ID	Transaction Description	Priority; Text	User Status
3740	Test of Nofit Create on 12/07/2010	4: Low	New
3749	SDCERS Transmittal File EE phone #	4: Low	New
2331	RFI-EPR technical spec needs updating	4: Low	New
3008	RFI-Employee Name Changes	4: Low	New
2718	RFI- Update Crosswalk Table	4: Low	New
1227	RFI- Shadow orders for CDBG (non-WBS)	4: Low	In process
1324	RFI- Research Debt Module for Bonds	4: Low	In process
3593	RFI- Report Needed for Int Alloc Calcs	4: Low	Customer Action
2970	RFI- Overhead being applied to WBS	4: Low	Customer Action
2788	RFI- Locking up in report	4: Low	Customer Action
3021	RFI- Labor load ammounts not applying	4: Low	Customer Action
2242	RFI- Formatting error @ CSD1 100073419	4: Low	Proposed Solution
3196	RFI- Flag Orders for Indirect Cost Trac	4: Low	New
1532	RFI No longer review MIR7(Process Chan	4: Low	New
3120	RFI- Reconciliation of S_ALR_87013532	4: Low	New
3118	RFI- Programmatic Job Order Report	4: Low	New
3122	RFI- Notification of Closing Periods	4: Low	New
3035	RFI- Master Data naming conventions	4: Low	New
3119	RFI- Labor Report Training or Adjustmt	4: Low	New
3115	RFI- Labor Report to inc Soft Costs	4: Low	New
1975	RFI- Labor Report (Internal Order Selec	4: Low	New
3029	RFI- Interfund transfers change process	4: Low	New
3130	RFI- Info on PR Originator	4: Low	New
3123	RFI- Determine Non-usable ECC Reports	4: Low	New
3116	RFI- BO Rpts contain fields w/ no Info	4: Low	New
3869	RB- FI SUPPORT_DISPLAY Period Display	4: Low	New
1089	ENH-Workflow for bank account reconcilia	4: Low	New
1080	ENH-Vendor/Customer registration Interfa	4: Low	New
1873	ENH-Time dependent indicator on add-ons	4: Low	In process
2559	ENH-Report for Check Lot Returns	4: Low	New
1783	ENH-Report for BP to Contact	4: Low	Customer Action
2663	ENH-NSF enhance-pmt doc not clearing doc	4: Low	In process
1002	ENH-Modify BTA Report to Match Doc Journ	4: Low	New
1103	ENH-Mask vendor sensitive fields	4: Low	New
2873	ENH-Labor Detail Rpt with Hours	4: Low	In process
3019	ENH-Implement smart tips for icons	4: Low	New
2890	ENH-Implement LSO on the portal	4: Low	New
2950	ENH-Fiscal Yr End Accruals FY2011	4: Low	New
1106	ENH-Employee Vendor Account Changes	4: Low	New
1107	ENH-Create workflow to autonotify intlia	4: Low	New
1101	ENH-Create cash basis financial report	4: Low	New
2884	ENH-Add TEXT field to FM Cube	4: Low	New
1077	ENH- Workflow for Transaction Code FV50	4: Low	In process
3109	ENH- Verification of Interface File Proc	4: Low	New
1073	ENH- Usage charge calculation and alloca	4: Low	New
1081	ENH- Primavera/SAP interfacing forecast	4: Low	In process
1140	ENH- Period-end Closing Instructions	4: Low	In process
1085	ENH- Interface with the READ System	4: Low	Customer Action
1331	ENH- FV50 screen layout change	4: Low	In process
1134	ENH- Dormant IO Report	4: Low	New
1082	ENH- City Constructio Contracts Contract	4: Low	In process
1737	ENH- Capitalized Interest to Projects	4: Low	Customer Action
3108	ENH- Better System Issue Messages in GUI	4: Low	New
2131	ENH- Automate the Central Strs JV	4: Low	New
1111	ENH- Allocate Interest to Cost Centers	4: Low	New
1084	ENH- Add a Useful Life field	4: Low	In process
1790	ENH Stale dating program - HCM	4: Low	New
1205	ENH Report Proc to Pay Report	4: Low	In process
1204	ENH FK03 ALTP vendors need linking STND	4: Low	New
1203	ENH FBL1N to add alternate payee field	4: Low	New
2357	ENH Duplicate Check RE Invoices	4: Low	New
1904	ENH Create Dashboard for Daily Inventory	4: Low	New
1931	ENH -Create bobj universe for AR reports	4: Low	New
3126	ENH - Vacancy Report	4: Low	New
2213	ENH - Sub Receptient Monitoring (CRM?)	4: Low	Customer Action
3117	ENH - Report w/ PTD Budget and Exp Data	4: Low	New
3121	ENH - Report to tie FMBB adj to WBS	4: Low	New
3135	ENH - Procure to Pay Status Report	4: Low	New
3133	ENH - Period Report Enhancement	4: Low	New
3132	ENH - Outgoing Wires Report Enhancemt	4: Low	New
3125	ENH - Logistic Reporting Enhancements	4: Low	New
3128	ENH - Internal Order Report	4: Low	New
3136	ENH - HCM Exception Payroll Report	4: Low	New
3127	ENH - HCM BO Reports	4: Low	New
3131	ENH - Encumbrance List by Vendor	4: Low	New
1910	ENH - Create function module for Datasou	4: Low	New
1906	ENH - Create custom extractor for AR	4: Low	New
1908	ENH - Create custom datasource for AR	4: Low	New
1905	ENH - Create Canned Reports for Park&Rec	4: Low	New
1907	ENH - Create BEX Query for AR reports	4: Low	New
1932	ENH - Create 4 reports for AR	4: Low	New
3124	ENH - Budget to Actual Enhancements	4: Low	New
1878	ENH - BI Rpt for Outstanding Invoices	4: Low	Proposed Solution
1879	ENH - BI Rpt for Invoices Reversed	4: Low	Proposed Solution
1877	ENH - BI Rpt for Invoices Created	4: Low	Proposed Solution
1880	ENH - BI Rpt for Credit Memos	4: Low	Proposed Solution
1909	ENH - Activate Contract AR master data	4: Low	New
3129	ENH - Accounts Receivable Revenue Report	4: Low	New
3192	DC-Standardize BTA Reports	4: Low	New
1823	DC-Separation Dynamic Actions	4: Low	New
1822	DC-Separation and LIS9 infotypes	4: Low	New
1660	DC-Probation Action (Z9) infogroup	4: Low	New
3191	DC-Default Blank FY in BTA Report	4: Low	In process
3325	DC-Change 1y64 and 1y84 to Deductions	4: Low	New
2963	DC-Add custom PY field to AdHoc Infoset	4: Low	New
3549	DC-"Goods Recipient" automatically fill	4: Low	New
1667	DC- SAPIMon doesn't report bad line no.	4: Low	In process
1123	DC- Remove unused Controlling Areas	4: Low	Proposed Solution
1087	DC- Make FBR2 park & save as complete	4: Low	In process
2064	DC- Assets Mass Upload not working	4: Low	In process
1104	DC ZFI Vendor Enhancements	4: Low	New
1202	DC Interface Vendor Info to VOS - PERNR	4: Low	New
1672	BFX-SPSP Dynamic Action IT41 Date	4: Low	Customer Action
3582	BFX-Move Wage typ 5555 to SPSP CompModel	4: Low	New
1749	BFX-Marital Status Conversion to SAP	4: Low	Customer Action
2151	BFX-IT0416 Fire 8hrs comp quota payout	4: Low	New
2572	BFX ZFI Vendor Edit	4: Low	New
3873	BFX - Single Audit Report - Performance	4: Low	New
2468	BFX - Physical Inventory Methodology	4: Low	Customer Action

How we prioritize our work:

The OneSD ERP Department receives requests for work from the Business Process Coordinators (BPCs). The work requests are reviewed by OneSD ERP together with the BPCs on a weekly basis to ensure we are working on the highest priority items. We have developed measureable criteria that define the prioritizations and categorizations of work requests as indicated below:

Description: Always should begin with an appropriate prefix (BFX, DC, ENH, RFI, or RB)

BFX (Break/Fix) – Existing functionality that is not working as designed.

DC (Design Change) – Existing functionality that requires a modification in order to handle a new scenario or expanded functionality (Ex, New wage types, A/P terms, AORR for handling Retros, etc) or a change in the way current functionality performs. This type of change can be measured by ROI, Cost Benefit, Key Strokes, Efficiency, etc.

ENH (Enhancement) – Process not yet implemented or not currently being done in SAP. May require customization (IMG/ABAP/SAPSCRIPT, etc). Business Process Improvement or New Functionality. Example, new report, replacing manual process with SAP process. This type of change can be measured by ROI, Cost Benefit, Key Strokes, Efficiency, etc.

RFI (Request for Information)...How do I..., what does this error mean, data entry errors, training, business process review, all other.

RB – Role Build

Priority: Very High (VH), High (H), Medium (M), Low (L). NOTE: Priority is not the same as due date - A VH item may have an “end user requirement date” several months out, and a L item may have a short turnaround time for the “end user requirement date”. The Priority level of an item should not change over time.

VH is for

BFX of critical business functions that are failing (Payroll not Posting, Payments Not Printing, etc) or
DC or ENH needed to meet legal/mandated requirements that have a specified deadline

H is for

BFX of critical or non-critical business functions that are failing, but for which a temporary work around exists. The work around is not sustainable long term, and if the issue is not resolved, it will result in additional staffing or other costs to the city or
DC or ENH that if implemented will result in significant measurable cost savings or revenue generation, or improves internal controls

M is for

BFX of non-critical business functions that have a work sustainable around or
DC or ENH that if implemented will quantifiably improve operations but does not result in a measurable cost savings or revenue generation
RB – all with possible exceptions

L is for

DC or ENH that is desirable to implement, but for which no quantifiable operational improvements, or measurable costs savings are identified
RFI – all with possible exceptions

End User Requirement Date: This is a new data element to be included in the next version of the spreadsheet. It represents the date agreed to by the BPCs and OneSD ERP as the due date for completion of the item. Some items, such as ENH or DC, should contain dates associated to the planned quarterly release dates.

Status:

New (Received into the Solution Manager system, but ERP Department has not yet received business requirements, project requirements, project plan or started actual work yet.)

In Process (BPCs and ERP Department have mutually agreed upon the business requirements and they have been signed off as approved by the applicable BPCs. We have also obtained an agreed upon project timeline and started designing/researching a solution).

Customer Action (Waiting for Customer to Act (ex. Testing, Validation)

Confirmed (Complete)

The previously used category of “Proposed Solution” will be eliminated