Effort Reporting System
Technical Advisory Group
Notes of the June 21, 2005 Meeting
DRAFT – 7/14/2005 Accepted – 7/19/05

Participants: Renata Ellis (UCB), Don Rutherford (UCB), Lyle Kafader (UCSD), Mabel Lai (UCLA), Judith Freed (UCLA), Larry Johnson (UCD), Beatrice Cardona (UCSF), Adam Cohen (UCOP), Wayne Kidd (UCOP), Abdulla Jehaberdeen (UCOP), Eli Cochran (UCOP)

The meeting was conducted via conference call. Notes from the 5/17 meeting were reviewed and accepted without revision.

Cost Sharing Interface
Following up on a discussion from the May meeting, Lyle asked how the cost sharing interface will deal with effort reports that need to be regenerated or reissued, if cost sharing records applicable to the effort report have been removed from the database.

Wayne responded, clarifying that the system doesn't regenerate effort reports but may create a new version of the report under certain circumstances. The versioning process copies all lines from the prior version which will include imported cost sharing commitments.

The scenario was discussed where, after an expense transfer, a report must be reissued due to late arriving pay. This reissuance won't affect cost sharing commitments that were imported to the original report or any user entries or adjustments to cost sharing commitments.

However, if an effort report is reopened or reissued after a period of time, and a new project is added to the report, a cost sharing commitment might need to be applied to the that line of the report.   In this case, a cost sharing commitment record may no longer be available in the database.

Adam and Wayne agreed that this is a valid scenario that could result in no cost sharing commitment information being provided to the certifier. Adam and Wayne will discuss possible solutions to this and will report back to the group at the next meeting.

Project Status Update
Adam reported that Management group had discussed the pilot test phase again and was supportive of a second campus participating in the pilot. UCLA has expressed interest in being the second campus. Adam will share an outline of the pilot plan with Judith to help begin the planning process.

Adam reported that development of several pieces of the system have been completed to the point where new effort reports can be viewed on the web application after having been created from imported data and the internal report generation process. This is a significant milestone.

Coding is now complete on interface file processing, report period initiation and report generation. The bulk of the remaining development will be in the web application.   The milestone dates of a beta release on October 1st, and a production release in February 2006, are still on schedule.

UC Davis has committed to provide programming resources to the project team to help develop the system administration module of the application.   Larry Johnson and Dan Lemus will be meeting with the development team at UCOP to get an orientation to the development environment to allow them to begin this work.

Recruitment for a permanent programmer/analyst has begun and several interviews are scheduled.

Renata asked how support will be handled for the pre-release phase. Adam responded that the pre-release, scheduled for October 31, is meant as a technology test for campuses to do installation and to validate that their technical environment is prepared.   UCOP will be available to assist with this effort at the campuses as well as beyond into the February production release. The other objective of the pre-release is to test installation instructions, packaging, procedures and documentation.

Adam also reported that an issue tracking system will be used during the pilot phase and throughout the implementations at the sponsoring campuses.

FAU Reuse Issue Discussion
The discussion began with a description of the issue and the impact of FAU re-use on the operation of the system. The current approach is to provide a "reused flag" in the financial system interface file to allow campuses to indicate when this situation has occurred.

UCSD confirmed that it does not reuse fund numbers. However, UCB, UCLA, UCD, UCSF all re-use fund numbers which could result in an FAU being re-used after a long period of time.

UCLA suggested a method of keeping track of FAU's that were closed, and then comparing against that list to detect when an FAU was reused. This method would allow the "reused flag" to be set correctly in the interface file.

The development team felt that this was a workable solution but requires additional programming in the preparation of the interface file.

Other campuses indicated the need to do some analysis on how this might be accomplished at their site. For now, ERS will proceed with the assumption that this new indicator can be used and that the programming necessary to determine the value of the "reused flag" will be able to be developed.

Adam will bring to the attention of the Management group that system changes are going to be needed to prepare interfaces and that additional programming resources may be needed to prepare for ERS implementation.

Next Meeting
The next ERS TAG meeting will be Tuesday July 19, 2005 from 2-4pm, and will be conducted via conference call. The ERS team will publish agenda and other materials via project website and will announce availability and confirm conference call details in advance of the meeting.