

**HCM - Mobius/Luminist/ViewDirect - Report Manager Webinar  
Questions and Answers**

#	Topic	Questions	Answers
1	Conversion to Report Manager	Will the changes described apply to the Mobius reports only?	The move to Report Manager applies to all reports that are generated in our batch (overnight) processing. These reports will be accessible to users that have been granted access to the report group by agency. Reports that are generated on-demand will also be available in Report Manager as they are today. On-demand reports (with a few exceptions) are tied only to your EmplID and you will see these reports in your 'General' folder. Only you will be able to see reports that you run ad-hoc.
2	Conversion to Report Manager	Will this also be in Financials and NOT HCM?	Both HCM and Financials will convert to using Report Manager in November. Reports generated by the HCM system will only be available in HCM and reports generated by Financials will only be available in FSCM.
3	Conversion to Report Manager	Go live is mid November. Will you be paralleling with Mobius Luminist until Dec 31?	No, this will be a hard conversion. Once we go to the new system, reports will no longer go to Mobius. Also remember, Mobius is going away as of December 31, 2019. After this date, you will no longer be able to access reports on Mobius, even historical reports.
4	Access to Reports/Security	Has the security request gone out already?	Agency TeamWorks Security Officers have received information on how to request access. Please contact your security officer for assistance.
5	Access to Reports/Security	Where do I access the form for security requests?	Please log into TeamWorks HCM and navigate to Agency Security > Manager Security Request. If you do have access to the page, please contact your manager or your agency's TeamWorks Security Officer.
6	Access to Reports/Security	What do I need to do when I don't have the Report Manager in my menu?	If you cannot see Report Manager in your menu, please contact your agency's Teamworks Security Officer.
7	Access to Reports/Security	Will our current log in ID and password for TW be what we would need to access the reports or will we need a new user ID and PW?	Yes, your existing login and PW will be used. There is not a separate ID and password for accessing Report Manager. Access to report folders will be made via a request from your agency's security officer and this access will be attached to your TeamWorks security profile.

8	<b>Access to Reports/Security</b>	<b>Will the passwords be changing every month like with Mobius?</b>	Report Manager is part of TeamWorks. All users will use their regular TeamWorks EmplID and password to log in to TeamWorks and then you will have access to Report Manager. TeamWorks passwords will expire on the same schedule that they do today.
9	<b>Access to Reports/Security</b>	<b>For HCM reports, if I want benefits, HR and payroll reports, how do I complete the security access form?</b>	In HCM, report folders are divided into Budget, Payroll, and HR (which includes benefit reports). Each report group needs to be requested. Please contact your agency's TeamWorks Security Officer for assistance.
10	<b>Access to Reports/Security</b>	<b>Will we have access to the same reports we have now? Or do we need to fill out another security access form?</b>	The folder structure is modeled the same as the Recipient ID's are in View Direct, so depending on what Recipient ID's you use in Mobius, you can potentially be granted access to these same folders. Your security administrator will determine what folders you can have access to.
11	<b>Access to Reports/Security</b>	<b>How many folders can a user have access to?</b>	SAO acknowledges that some agencies are administratively attached to others and the same users may need access to multiple folders. There is no limit as to the number of folders a user can access. Access is determined by security.
12	<b>Access to Reports/Security</b>	<b>If someone else in my business unit runs a report, will I be able to see it?</b>	If someone runs a report on-demand, only that person will be able to access that report in Report Manager. Reports that are in batch processing will be distributed to their appropriate folder and all users with access to that folder will have access to them. With a few exceptions, on-demand reports will work as they do today.
13	<b>Report Groups</b>	<b>Under which group will the BN</b>	Benefits reports will be found under the 'HR' folder of reports.
14	<b>Report Groups</b>	<b>If we don't use PeopleSoft payroll, will you be able to pull employee benefit</b>	Yes, Benefit reports fall under the category of HR and those with the HR Report Role will be able to retrieve these reports.
15	<b>Using Report Manager</b>	<b>Is there a way to save favorites, and by favorites, meaning a list of commonly used reports, so that we don't need to sort through the entire list of batch</b>	No, there is not a way to save favorite reports. However, the 'List' tab includes a delivered set of filters and search criteria that can narrow down search parameters these filters can be saved if certain reports are access more often.

16	<b>Using Report Manager</b>	<b>Will there be a way to set up the system to show the most recent report?</b>	Yes, on the 'List' tab all columns presented are sortable by clicking the column header. Reports can be sorted by Date to show most recent or the oldest.
17	<b>Using Report Manager</b>	<b>If I just want to view the current month reports, how do I request them?</b>	The Report Manager 'List' tab contains a date filter that can be set to a period of time.
18	<b>Using Report Manager</b>	<b>Can we search a report by name if we don't know the report number?</b>	Reports can be searched by Report (process) Name or Report Description. Our website will contain a job aid that will serve as "Rosetta Stone" for the Process Name and the Report Description. This document is available on <a href="https://sao.georgia.gov/teamworks-report-manager">https://sao.georgia.gov/teamworks-report-manager</a>
19	<b>Report Printing</b>	<b>Will current reports that get printed still be printed or will the move to Report Manager put all print copies to 0?</b>	Since we are moving off of the mainframe, SAO and GTA will no longer support the automatic printing of reports. As part of the move to Report Manager, agencies will have the option to store reports electronically on agency servers/computers and print using agency printers.
20	<b>Report Printing</b>	<b>Why won't the reports automatically print any more?</b>	Since we are moving off of the mainframe, SAO and GTA will no longer support the automatic printing of reports. As part of the move to Report Manager, agencies will have the option to store reports electronically on their local drives and print to their local printers if they want to.
21	<b>Report Printing</b>	<b>When should we expect the bills to stop regarding the reports coming from the print shop?</b>	Once reports begin to be generated using the new method, paper generation will stop. Printing of reports at the Print Center should end mid-November. You should not be billed after that time.
22	<b>Report Schedules</b>	<b>Will the reports be available the same as in Luminist. Ex. Retirement report processes on the 28th of each month.</b>	Yes, there is no change in the processing schedule. Reports will be available on the same time schedule as today.
23	<b>Report Schedules</b>	<b>If some reports ONLY generate on Saturdays, will we now be able to generate them in real time?</b>	All reports that are generated in our batch processes will be generated on the same schedule they are now and will be available in Report Manager upon completion of that report.
24	<b>Report Schedules</b>	<b>How long will reports be visible?</b>	In Mobius today, each report has its own retention setting. Until further notice, all reports in Report manager will have the same retention setting as it does in Mobius today.

25	<b>Payroll Check Printing</b>	<b>Will off cycle checks still be printed and sent to the agency?</b>	Yes, off-cycle checks (and on-cycle) will continue to be printed and sent to agencies. NOTE: There will be a change in the process in how checks are printed, but this change will no go into effect until mid-December.
26	<b>Converting Batch Reports to Excel</b>	<b>Can files be converted to or extracted in excel format?</b>	For security reasons and to preserve the integrity of each report, reports produced in batch processing will be generated in .PDF format. At the time of conversion, only two HCM reports (BG209 and BG239) are created as text files that can be imported into Excel. There may be externally available applications that may be used to convert .PDF files to Text or Excel, but SAO does not provide support for converting files to other formats. SAO will continue to evaluate this need and consider other options in the future.
27	<b>Converting On-Demand Reports to Excel</b>	<b>An on-demand report needs to broken down and sent to our divisions. If reports cannot be converted to Excel format. How could they be split by divisions?</b>	On-demand reports will continue to be run the way they are today in TeamWorks. At the time of conversion, select on-demand reports will be optionally available in .TXT format. These will be easier to break up into separate reports files. At the time of conversion, this option will not be available for reports produced in batch processing.
28	<b>User Assistance</b>	<b>Is there a user manual that we can give to new employees</b>	All slide shows, webinars, and job aids will be available at <a href="https://sao.georgia.gov/teamworks-report-manager">https://sao.georgia.gov/teamworks-report-manager</a>
29	<b>User Assistance</b>	<b>Will we get a copy of your presentation or have access to your recorded</b>	All slide shows, webinars, and job aids will be available at <a href="https://sao.georgia.gov/teamworks-report-manager">https://sao.georgia.gov/teamworks-report-manager</a>
30	<b>User Assistance</b>	<b>If we have any questions that come up later to whom should we send them?</b>	You can send those to the TeamWorks HCM Support Help Desk.
31	<b>User Assistance</b>	<b>My question was not answered.</b>	Please contact the SAO Help Desk with your questions