

Requests For Data

Objective

To ensure consistency of responses to client requests for data or reports from the Minnesota Accounting and Procurement System (MAPS), the Statewide Employee Management System (SEMA4), or the Information Access (IA) data warehouse.

Policy

All requests for reports of Benefits, Human Resources, Payroll, Accounting, and/or Procurement data shall initially be directed to IA unit for analysis and recommendations for resolution (except standard reports). This is necessary only if the client does *not* have a power user who has the skills and authority to create the report. IA will determine whether the data requested can be obtained from the IA data warehouse, or must be obtained from one of the source systems. If the data warehouse can meet the client's requirements, IA will either provide the services or will direct the client to a power user within the client's agency.

Forms

[FI-00551 Extract Request](#)

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Submit a written request to the Information Access Unit describing the data needed and required format of the report.	Agency
2.	Discuss the request with the client to analyze the required data elements for the report. Determine whether the data can be obtained from the IA data warehouse or through the source systems (MAPS or SEMA4).	Information Access
3.	If the report can be obtained from the data warehouse, either create the report and post to the Minnesota	Information Access

	Management & Budget web site or advise the client's power user on how to create the report.	
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