

Preceded by: 19-Printer Proofs / Presswork (PM15)

## 19a-Data Integrity and Systems Compliance (OS9)

Followed by: 20-Print Supplement Production (PM16)

**Why:** Many reports are generated from the PIMS system, and data integrity regarding the status and definition of our products is critical to all levels of our organization. The PIMS system should be updated on a daily, ongoing basis. The PIMS Training Manual details the PIMS fields for which the Operations Specialists are responsible.

**Who:** Operations Specialist

**Skills Needed:** Organizational skills

**Knowledge Base Needed:** PIMS, Microsoft Excel

### TASK: System Updates

**Step 1:** Editorial initiates all products by inputting the product series (all components) in PPS (Publishing Planning System), which feeds to GHEPM (Global Higher Ed Product Master) (<http://hepm.pearsoned.com/>). When finalized the info is promoted to PIMS (Production Information Management System) (<http://pims.pearson.com/pims/>) by Editorial. Systems can be accessed from: <http://phheproduction.pearsoned.com/>

The screenshot shows a navigation menu with three columns. The first column, 'LATEST NEWS', contains three items with circular arrows: 'August Ice Cream Social', 'September begins intensive review of all procedures by the director team. Some drafts are available here for reference.', and 'Committees are continually being formed, check for updates'. The second column, 'LINKS', contains ten items with circular arrows: 'Staff Contact List', 'PIMS', 'PAL', 'HEPM', 'Radar', 'Vendor/Invoice DB', 'Plant Dashboard', 'VARC', 'CHET ERAP', and 'ESM ERAP'. The third column, 'PEARSON SITES', contains three items with circular arrows: 'People Development', 'Pearson Intranet', and 'Production Knowledge Base'.

**Step 2:** For projects currently in production, the Operations Specialist (OS) is to update data as changes become known. Items to be updated include, but are not limited to, schedule dates, specifications, vendor selection, and costs. (See: PIMS Required Fields table).

**PIMS**

**Step 3:** At least once a month, the OS is to review PIMS for newly promoted projects and tentatively assign all vendors and paper. Locate projects by searching for titles with a null value for the BP1 or BP1 (Rev) field.

**Step 4:** All OSs use or refer to the following systems in the course of performing their jobs (Guides to these systems are located on the PHHE Production Website).

- PCS (Publishing Control System) Suite of Applications:
  - PIMS – Project Information Management System
  - CES - Cost Estimating System (used for PO creation and cost estimating)
  - PPS – Product Planning System (used by editorial for financial planning)
  - IMS – Inventory Management System (used by Inventory Manager (IM) to release quantity and bound book date in CES)
  - PIX – Pearson Implementation of X-bits (replacing the FAX functionality in CES to transmit P&B orders to vendors)
- RADAR – Remote Access Document Archive Retrieval (used to track or reconcile AP transactions)
- Financial Dashboard – Budget/spend roll up by Editor in Chief (EIC)/Business Unit
- WIP — Work In Progress (Costs posted by Accounts Payable (AP) as checks are cut)
- UOPS — Universal Order Processing System (used for Inventory Management and Finished Goods PO maintenance)
- GHEPM — Global Higher Education Product Master (the Central Catalog of titles governed by Higher Education)
- SAP — Accounting Management (used by OS to resolve price, quantity, and goods receipt mismatches)
- Vendor/Invoice Database (Web-based for OS) — (FileMaker Pro Database used as Invoice Tracking System and Vendor rolodex and features index)

**NOTE: Access to and thorough knowledge of these systems is mandatory.**

Please reference:

PIMS Manual distributed 4/07

PIMS Update Guide distributed 10/07

PIX 3/07