

BGSU /PeopleSoft

**Financial Management
Solutions**

(FMS)

Version 8.9

Project Scope – Phase 1

Executive Summary

Based upon the requirements set forth in the April 2004 Executive Strategy Outline (ESO), the BG@100 Financials project team has created this scope document which identifies our understanding of the project as it relates to the PeopleSoft implementation of the General Ledger, Accounts Payable, Purchasing, Grants, and Asset Management applications. To date we have engaged the services of CIBER Inc. to conduct a Fit/Gap analysis and prepare a Project Plan reflective of the ESO requirements.

As a result of the Fit/Gap analysis and the team's educational experiences, the magnitude of the financial software capabilities has been realized. Along with this realization has come the estimate that it would take approximately one year to implement the FMS software components required to satisfy the project objectives.

The project team is submitting the Scope for Phase 1 today and requesting that a decision on its approval be reached by February 2006. A Scope Document for Phase 2 will be submitted at a later date. It is our assumption that the actual budget and time performance of Phase 1 will impact what is included in Phase 2, if in fact there is a Phase 2.

Assumptions for Phase 1

The following assumptions were made when developing the scope for Phase 1:

1. Conversion for the Financial Applications to PeopleSoft will occur on or before February 1, 2007. Fiscal year end processing for the 2006/2007 year will be processed within PeopleSoft FMS.
2. All General Ledger journal detail for the current fiscal year-to-date (2006/2007), as well as for all of last fiscal year (2005/2006), will be converted to PeopleSoft. All other historical data will remain in AFIN. Existing Journal Lines in AFIN range between 89,000 and 106,000 lines per month.
3. Any Vendor which has had activity in the 18 months prior to go-live will be converted to PeopleSoft.
4. No Accounts Payable history will be brought over to PeopleSoft from the legacy system.
5. Requisitions and Purchase Orders, which are open at the point of conversion, will be closed in AFIN and entered manually in PeopleSoft. There are approximately 1,600 valid open purchase orders in AFIN as of December 8, 2005.
6. Information currently in AFIN that is not converted will be available for viewing in AFIN after conversion until a decision has been made regarding the archiving of this historical information.
7. All interfaces to AFIN that are being retained will be converted to comply with PeopleSoft FMS standards.
8. No additional customizations will be considered beyond those already identified in the Fit/Gap Document unless approved by the Executive Steering Committee.
9. Resources from external vendors will be required to format extracts from 3rd party systems to fit the required PeopleSoft file format standards, allowing us to use the delivered journal load processes.

FMS Scope

The project team is submitting the Scope for Phase 1 and requesting that a decision on its approval be reached by February 2006. The project plan estimated the time frame for Phase 1 to be 14 months.

Phase 1 (estimated duration 14 months)

- Replaces currently deployed AFIN functionality only, except as specifically stated.
- General Ledger
 - The Financial Applications will each be configured to have one Business Unit (Legal Entity).
 - The PeopleSoft ChartField will include a 5 digit Account Code, 5 digit fund code, 6 position department number, a 3 digit class code which will accommodate the existing sub-org, a 4 digit program code, a 1 digit operating unit code to differentiate the main campus from Firelands, and a project grants code.
 - Combination Edits will be employed for: fund/department, department /account, and fund/account.
 - The Allocation module within General Ledger will be implemented to distribute overhead and utility costs.
 - Commitment Control will be employed in the "Control" mode for all transaction activity at the University. This means that Journal Lines which exceed budget, and associated variance, will be rejected and must be resolved/over-ridden before they can be accepted by the system.
 - Commitment Control Security will be employed to control inquiry, notification, budget entry, adjustment, override and transfer.
- Purchasing
 - Workflow will be used for Requisition Approval, Budget Adjustments and Transfers, and non purchase order payments originating in select operating departments.

- The Purchasing module will be implemented employing both Requisitions and Purchase Orders. Requisition entry in e-Procurement was deemed more user-friendly and will be adapted rather than the delivered Requisition entry.
 - Three-Way matching will be used between the Purchase Order, Receiver, and the Voucher. This will serve as the authorization to pay the Voucher (Invoice).
 - Delivery functionality in PeopleSoft Purchasing will not be used since all but large size deliveries go directly to the requestor.
 - Receiving will be done in PeopleSoft by the Requestor, since the goods are shipped directly to them, and the quantities ordered will be displayed on the Receiving Screen.
- Accounts Payable
 - Asset Management
 - Only active capitalized assets (non disposed assets) from AFIN will be converted to PeopleSoft. In 1998 the Capitalization limit was increased from \$500 to \$1,500, and in 2001 it was increased again from \$1,500 to \$3,500. In each of these instances there were a number of disposals as a result of the higher capitalization limit, and these remain in AFIN. None of these will be brought over to PeopleSoft.
 - Information Technology tracks non capital assets but they will not be in PeopleSoft.
 - Capitalization Limit is set at \$3,500 and any asset over this amount will be tracked in PeopleSoft.
 - BGSU has no leased assets on the system, but does have real property.
 - Depreciation will be calculated and booked on an annual basis.

- Grants
 - A facility will be constructed to enable the import of Pre-award data into the FMS Grants Accounting environment.
 - Grants Accounting functionality will include Budget Administration with Commitment Control, Award Funding, Bill Creation, Award Closeout, and Grants Workflow. The implementation of these functions will replace the Grants Accounting processes supported in the legacy AFIN system.
 - Reporting that is generated from Grants Account will help support current Post-award processing. The implementation of Post-award processing in FMS will be done after Phase 1 of the project.

- Budgeting
 - An FMS import facility will be constructed so that the University's existing budgeting process can continue to be utilized.
 - Within FMS, the General Ledger and Commitment Control facilities will be leveraged to accommodate budgeting.

Phase 2 Recommendation

It is assumed that based upon the performance of the Phase 1 implementation that a decision on Phase 2 would be made. Whatever time is remaining for Phase 2, the team plans to recommend from the following list:

1. Budget and Planning Module¹
2. Grants Management²
3. Request for Quote Functionality in Purchasing
4. Enterprise Performance Management

¹ The Project Team recommends that the Budget and Planning module be implemented immediately following Phase 1. This should allow the University to take advantage of the module's functionality in the 2008/2009 fiscal year budgeting.

² All remaining Grants Management functionality not implemented in Phase 1 would be considered as part of Phase 2.

Project Resource Requirements

The following table shows the resources and their roles that have been identified for Phase 1.

Role	Name	Full or Part Time	Back Fill? Y/N	Comments
Project Director	Bill Gerwin	F	N	
Communications	Cindy Fuller	P	N	
Budget Analysis	Dale Schroeder	P	N	
Project Support	Liliana Goldman	F	N	
Project Manager (Consultant)	John Gleason	F	N/A	
Functional Financial (Consultant)	John Gleason	F	N/A	
Functional Financial (Consultant) Grants Management	A consultant resource to be determined	F	N/A	Secured from April 1 st to July 31 st to assist with the GM implementation design.
Functional FMS Lead	Trish Jenkins	F	Y	
Functional FMS Lead	Kathleen LeRoy	F	Y	
Functional FMS Lead	George Knauss	F	N	
Functional FMS Lead	Tom Kornacki	F	Y	A Grants Accounting functional lead will be assigned to design the grants management implementation. This individual is needed full-time from April to August.
Systems Architect	Casey Meyer	P	N	
Technical Lead (Consultant)	Ayman Omar	F	N/A	Secured for entire length of project.
DBA	Joe Luthman	P	N	Workload will be intense during certain periods.
Unix Systems Administrator	Casey Meyer	P	N	
PS Systems Administrator	Rick Williamson	F	N	
Network	Mike Smith	P	N	
Workstation Support Specialist	Brian Kramer	P	N	
PeopleSoft Security Administrator	Mike McComas	F	N	
Lab Trainer	Josh Von Lehmden	P	N	
Disaster Recovery Specialist	Rich Kasch	P	N	
Help Desk	Josh Von Lehmden	P	N	Amount of effort will increase closer to cutover.

Role	Name	Full or Part Time	Back Fill? Y/N	Comments
Portal Specialist(s)	Dong Chen	P	N	The BG@100 team understands that the Oracle Enterprise Team will provide all required PeopleSoft portal functions.
FIN System Support Lead	Deb Clink	F	N	
Reports and Testing Lead	Jerry Ameling	F	N	
Conversion Lead	Sue Tomor	F	N	
Interface Lead	Mike Failor	F	N	
Applications Developer /PeopleSoft Specialist (Consultant)	Kevin Washington	F	N/A	
Applications Developers	Tammy Ludwig Bob Kupetz Scott Bailey Kristen Williams Jie Su Linda Larkin	F	N	It is expected that 6 full time Applications developer will be needed for the duration of Phase 1.
Training and Documentation Specialists/Change Management	Jen Sader Lori Beeman Student Employee	P F P	N	
Quest/Stat Support	Mark Heider	F	N	