

Bowling Green State University
BG@100 Action Item
ESC Submission: May 18, 2006

Identification Information:

<i>Reference Number</i>	FMS-A001
<i>Functional Area</i>	Financial Management Solution, PO/AP
<i>Title</i>	Require Vendor on Requisition
<i>ESC Submission</i>	May 18, 2006
<i>ESC Decision Requested By</i>	May 22, 2006

Issue Description:

The FMS requisition entry pages do not require the individual entering the data to enter a vendor. If the vendor is not selected when the requisition is initially entered, the Purchasing Department will be required to select a vendor before the PO can be built. This will slow down the purchasing process especially for the purchases less than \$1,500.

Background Information:

The Legacy financial system allows the person inputting the requisition the option of not entering a suggested vendor on the requisition. This is also optional in PeopleSoft. The Purchasing Department is requesting that the vendor be a required field on the requisition due to the complexity of the specialized orders from some departments. This feature would save Purchasing the time spent looking for the correct vendor.

In AFIN, a department can process a departmental purchase order (PDQ) for orders under \$1500. The PDQ **requires** a vendor number on the document. FMS does not have a document similar to the departmental purchase order. To replace the low-dollar PDQ document in FMS, we will use the standard requisition with the origin marked as **LOW**. Once the **LOW** requisition is budget checked and approved by the department, the auto-req process will automatically create the purchase order, budget check it, and print the purchase order in the Purchasing Department. Purchasing will review these orders, sign the orders, and mail the orders. This routine is very similar to the departmental purchase orders.

We request that the vendor number be required on all requisitions and that an error message appear when the user attempts to save the requisition without a vendor.

Alternatives:

Alternative #1: Use the functionality of delivered PeopleSoft and allow the option of the Vendor ID to be entered on the requisition line.

Alternative #2: Make the Vendor ID a required field on the requisition line. If a vendor is not added to a line, make it an error at the time of SAVE.

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The following table shows the pros and cons for the alternatives identified above.

#	Alternative	Pros	Cons	Notes
1	Use delivered functionality.	<ul style="list-style-type: none">• No customization or upgrade costs	<ul style="list-style-type: none">• Departments may not get the scientific or other technical equipment from the desired vendor.• Ordering will be delayed because Purchasing will have to spend additional time to identify the correct vendor.• Increased chance of not getting the correct item.• Vendor is required on "low-dollar" (under \$1500) requisitions.	

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The following table shows the pros and cons for the alternatives identified above.

#	Alternative	Pros	Cons	Notes
2	Make the vendor ID field required.	<ul style="list-style-type: none"> • Requisition will have the needed information for PO processing when saved by requestor • Ability of Purchasing to change vendor at the purchase order • System can be set up to process requisitions under \$1500 automatically and turn into purchase orders. If Vendor is required field. • Speed of processing low-dollar orders 	<ul style="list-style-type: none"> • Customization and upgrade incur costs 	

Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	4 Hours	
Estimated Cost for Original Implementation	\$600.00	Use \$150 times 4 hours
Estimated Hours per Each Upgrade	4 Hours	
Estimated Cost per Each Upgrade	\$200.00	Use \$50 times 4 hours

Schedule Considerations:

Alternative #1 – no impact on project go-live date
 Alternative #2 – no impact on project go-live date. Man hours are modest and would not impact critical path.

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Recommendation:

Alternative # 2 Make the Vendor ID a required field on the requisition line. If a vendor is not added to a line, make it an error at the time of SAVE.

Recommendation Supported By:

Name	Project Role
Bruce Blandino	FMS Functional Consultant
George Knauss	FMS Functional Lead
William Wheelock	Director of Purchasing

ESC Decision:

Vote:

Chris Dalton – Absent
Linda Dobb - For alternative #1
Ron Lancaster - For alternative #1
Bruce Petryshak - For alternative #1
Gaylyn Finn - For alternative #1

ESC Decision Date: May 22, 2006