

Bowling Green State University
BG@100 Action Item
ESC Submission: July 20, 2006

Identification Information:

<i>Reference Number</i>	FMS-A004
<i>Functional Area</i>	Purchase Order
<i>Title</i>	Report Summarizing PO Value Change
<i>ESC Submission</i>	July 20, 2006
<i>ESC Decision Requested By</i>	July 24, 2006

Issue Description:

The PeopleSoft FMS system does not provide a summary of PO value changes. The original PO amount, amount of new addition, and change amount different must be available so that the Purchasing Department can report this information to the State of Ohio on construction purchase orders.

Background Information:

Currently in AFIN, the Purchasing Department spends approximately 5 to 7 hours a month making copies of change orders for reports that go to the State of Ohio. Purchasing needs to provide the state true dollars spent for construction projects which includes all change orders. Other reports include MBE and EDGE need to report correct percentages spent to these suppliers. Therefore, they make a copy of the change order and keep it in a folder and when it comes time to file the report, they manually calculate all of the change orders and add the amount to the focus report of all purchase orders created in that time period of the report. If a change order is missed, which has happened in the past, Purchasing sends to the State of Ohio an addendum to the report. Purchasing would like an automated detail report summarizing this information by PO and vendor. The report also needs to show if the vendor is a MBE or EDGE supplier.

Alternatives:

Alternative #1: Use the FMS system as delivered and continue to manually track change orders.

Alternative #2: Create a custom report in PeopleSoft to capture the change order information.

Bowling Green State University
BG@100 Action Item
ESC Submission: July 20, 2006

#	Alternative	Pros	Cons	Notes
1	Use the FMS system as delivered and continue to manually track change orders.	<ul style="list-style-type: none"> No customization or upgrade costs 	<ul style="list-style-type: none"> Possibility of errors in reporting to state. Keeping a manual records on change orders. Making Paper copies. 5 to 7 hours spent per month to keep manual records 	
2	Create a custom report in PeopleSoft to capture the change order information.	<ul style="list-style-type: none"> Accurate, detailed report of all change orders and amounts Reduce the time required to manually track and report this information 	<ul style="list-style-type: none"> Customization and upgrade incur costs 	

Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	40 Hours	
Estimated Cost for Original Implementation	\$6000.00	Use \$150 times 40 hours
Estimated Hours per Each Upgrade	5 Hour	
Estimated Cost per Each Upgrade	\$250.00	Use \$50 times hours

Bowling Green State University
BG@100 Action Item
ESC Submission: July 20, 2006

Schedule Considerations:

Alternative #1 – No impact on the project go-live date.

Alternative #2 – No impact on project go-live date.

Recommendation:

Alternative # 2 Although the investment in development hours is significant, the reduction in manual record keeping and increase in reporting accuracy are also significant.

Recommendation Supported By:

Name	Project Role
Bruce Blandino	FMS Functional Consultant
George Knauss	FMS Functional Lead
William Wheelock	Interim Director of Purchasing
Bill Gerwin	BG@100 Project Director

ESC Decision:

Vote:

Chris Dalton – For alternative #2
Linda Dobb - Absent
Ron Lancaster - For alternative #2
Bruce Petryshak - For alternative #2
Gaylyn Finn - For alternative #2
Melissa Hudson-Nowak - For alternative #2

ESC Decision Date: July 24, 2006