

Bowling Green State University
BG@100 Action Item
ESC Submission: September 7, 2006

Identification Information:

<i>Reference Number</i>	FMS-A006
<i>Functional Area</i>	Purchasing/AP
<i>Title</i>	Report of YTD Purchases and Payments by Selected Vendors/Linkage of P-Card Merchants to PeopleSoft Vendors
<i>ESC Submission</i>	September 7, 2006
<i>ESC Decision Requested By</i>	September 11, 2006

Issue Description:

To satisfy public record requests, in-house Legal Department needs, State of Ohio requirements, BGSU bid/Request for Proposal limits, and internal procurement analysis, the Business Office and Purchasing departments need to know how much money is spent with vendors and other merchants. Increasing use of procurement, or p-card, spending with merchants, who may or may not be FMS vendors, has become material, and needs to be incorporated into spending from the PeopleSoft Accounts Payable module.

Background Information:

There is currently an Ad hoc report that shows each vendor's total amount spent through the AFIN legacy system for a specified fiscal year. A p-card report is generated from JP Morgan's PaymentNet report system which lists p-card merchants with whom \$10,000 or more has been spent. The AFIN and PaymentNet reports are then consolidated manually based on 'eyeballing' vendor and merchant names to create a combined spending total for AFIN vendors.

To eliminate the manual calculation, the subjective vendor/merchant linking and the dollar limit that compromises accuracy but makes manual calculation feasible, this proposed customization will automatically consolidate PeopleSoft vendor spending from the Accounts Payable module with p-card spending from PaymentNet without limitations. This customization is made more important because PeopleSoft has no delivered payment history report for all vendors, only for one vendor or selected multiple vendors.

The customization will use data from PaymentNet combined with spending data from PeopleSoft Accounts Payable, to produce a comprehensive report showing the PeopleSoft vendor, merchant if not a PeopleSoft vendor, his p-card payments if they exist, his PeopleSoft payments if they exist, and the total of the two. Report parameters will allow the user to specify beginning and end dates, a greater than amount, single vendor or all vendors, and a single vendor classification (Supplier, employee/student, etc.) or all classifications.

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Alternatives:

Alternative #1: Do nothing. Continue to run the PaymentNet report for p-card purchases. However, PeopleSoft has no delivered report that shows payment history for all vendors, so at least part of the customization, developing PeopleSoft payment history for all vendors, will need to be considered. Then proceed to manually associate the PaymentNet p-card payments to the custom designed PeopleSoft payment history report data.

Alternative #2: Implement the custom report that combines p-card and vendor payment data automatically.

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

#	Alternative	Pros	Cons	Notes
1	Manual reports	<ul style="list-style-type: none"> No additional cost to project 	<ul style="list-style-type: none"> Man hours in AP and Purchasing to add two reports for information \$10,000 minimum excludes vendor/merchant payments, compromising accuracy Vendor/merchant names are not identical in the two systems. Vendor payments could be overlooked if names are too dissimilar. 	

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

#	Alternative	Pros	Cons	Notes
2	Utilize current interface w/JP Morgan and write a custom report in PS system	<ul style="list-style-type: none"> • Accuracy of amounts spent with vendors and merchants • Inclusion of merchants who are exclusively p-card payees • Elimination of manual report calculation 	<ul style="list-style-type: none"> • PaymentNet interface file must be downloaded daily • Customization cost • Rewrite of interface program if BGSU changes p-card bank when current agreement expires in Oct/Nov 2007 	

Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	112 Hours	
Estimated Cost for Original Implementation	\$16,800	Use \$150 times hours
Estimated Hours per Each Upgrade	50	
Estimated Cost per Each Upgrade	\$2,500	Use \$50 times hours

Schedule Considerations:

Alternative #2 Although the hours estimate for this custom alternative is sizable, it should not impact the go-live date for the project.

Recommendation:

Alternative #2 Develop and implement the custom report that combines p-card and vendor payment data automatically.

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Recommendation Supported By:

Name	Project Role
Sid Maruna	(former) P-Card Administrator
Jim Stainbrook	Director of Financial Accounting
Maureen Ireland	FMS Functional Lead
Bruce Blandino	Ciber FMS Consultant

ESC Decision:

Vote:

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

ESC Decision Date: September 11, 2006