

Bowling Green State University
BG@100 Action Item
ESC Submission: August 9, 2007

Identification Information:

<i>Reference Number</i>	FMS-A016
<i>Functional Area</i>	Budgeting/General Ledger
<i>Title</i>	Department Overview Report
<i>ESC Submission</i>	August 9, 2007
<i>ESC Decision Requested By</i>	August 13, 2007

Issue Description:

FMS monthly budget reports provide the budget, expense, and encumbrance data for every Department Cost Center in the system. It creates issues for budget administrators who are responsible for dozens or even hundreds DCCs. Budget Administrators at the college/division level may have to combine dozens or hundreds budget reports to track the areas actuals.

Background Information:

The monthly reports are generated and distributed by DCCs. For individuals that are responsible for large operational units, they may have hundreds of DCC reports to summarize to determine their areas financial stability. For example, in the Academic Affaire division the College of Education has 100 plus DCCs. This means the budget Administrator for Education has 100 plus budget reports to combine to get the true picture of budget or expense for the previous accounting period.

FMS provides an online budget overview for college but there are a few issues. The amounts are scattered by accounts, it always tells the year to date information so there is no easy way to tell how much was spend for last accounting period, and the search is driven by ledger group which means Revenue and Expense will not be displayed together.

Currently, a few budget administrators have requested to have department overview report to explicitly report the "bottom line" of their budget. They want a consolidated report to tell Deans of the college or directors in auxiliary how much budget they have left for their organizations.

The FMS nVision report tool can utilize the organizational tree structure to generate the report for the budget administrator on a tree node level. The tree node can be updated or changed without change report programming.

Bowling Green State University
BG@100 Action Item
ESC Submission: August 9, 2007

Alternatives:

Alternative #1: Continue the current reporting procedure. The budget administrators will still need to work on combining the reports to get total amounts every month.

Alternative #2: Create department overview report that provides budget, expense, encumbrance, revenue, and available balance for multiple DCCs under one organization utilizing a tree structure.

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

#	Alternative	Pros	Cons	Notes
1	Continue the current procedure.	<ul style="list-style-type: none"> No programming changes required 	<ul style="list-style-type: none"> Time and efforts spend on consolidated DCC report to higher level. Human errors in manual consolidating process 	Some Budget Administrators will not take the time to manually consolidate which will increase the likelihood of over spending.
2	Create a consolidated department overview report.	<ul style="list-style-type: none"> Eliminates manual process of combining monthly report. Provide easier way to track the organization budget. 	<ul style="list-style-type: none"> Requires a report program to be developed 	

Costs - Alternative #1: None

Costs - Alternative #2:

Estimated Hours for Original Implementation	60 Hours	
Estimated Cost for Original Implementation	\$9000	Use \$150 times hours
Estimated Hours per Each Upgrade	20 Hours	
Estimated Cost per Each Upgrade	\$1000	Use \$50 times hours

Bowling Green State University
BG@100 Action Item
ESC Submission: August 9, 2007

Schedule Considerations:

Alternative #1: None

Alternative #2: The report can be production ready by the end of August 2007.

Recommendation:

Alternative # 2 - Create department overview report that provides budget, expense, encumbrance, revenue, and available balance for multiple DCCs under one organization utilizing a tree structure.

Recommendation Supported By:

Name	Project Role
Bill Gerwin	BG@100 Project Director
Jie Su	BG@100 Reports Lead
Budget Reporting Advisory Group	

ESC Decision:

Vote:

Bruce Petryshak – for Alternative #2
Linda Dobb – for Alternative #2
Mark Gromko for Shirley Baugher – for Alternative #2
Ed Whipple – for Alternative #2
Sheri Stoll – for Alternative #2
Melissa Hudson-Nowak – for Alternative #2
Chris Cox – for Alternative #2
Ron Lancaster – for Alternative #2
Gaylyn Finn – for Alternative #2

ESC Decision Date: August 13, 2007

Bowling Green State University
BG@100 Action Item
ESC Submission: August 9, 2007
