



Project Overview Statement

Executive Summary

Project Title: Automate Bookstore Payable into CID
Project ID: 143
Last Updated: 4/05/2007
Project Leader: George Masforroll
Department: BookStore Admin
Executive Sponsor: Bill Pennell

PROJECT BUSINESS CASE

Project Overview

Currently payment information for the purchase of books and supplies, sold in our bookstores, is extracted daily from the MBS Bookstore System and manually entered into our CID System as Disbursement Requests. Bookstore Administration needs to automate this manual process by passing a file of the payment data to CID for automated entry.

Business Goals

- This process currently occupies about 20% of two STAFF members time each day.
- These staff resources are needed to provide other services to support merchandizing and other store functions which will reduce over time requirements.

Success Factors

- Actual reduction in overtime after implementation.
- Improved timing of vendor payments to support improved acceptance of discount when payments are made in less than 10 days after invoice.