

PeopleSoft COTS Evaluation Report



HUD Integrated Financial Management Improvement Project

U.S. Department of Housing and Urban Development

August 31, 2005



The MIL Corporation

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	8/22/2005	Initial Draft
Rev. 1	8/31/2005	Draft Accepted

PeopleSoft COTS Evaluation Report

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1.0 GENERAL INFORMATION

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The Department of Housing and Urban Development (HUD) is in the process of modernizing its financial management systems in accordance with a vision of financial management consistent with modern business practices, customer service, legislation and technology. The overall initiative to implement the financial management vision is the HUD Integrated Financial Management Improvement Project (HIFMIP). Within HIFMIP, several implementation phases have been defined to provide a manageable method of moving from the current state to the desired financial management environment. HIFMIP is currently in the System Define stage. The Define stage includes the selection of the commercial-off-the-shelf (COTS) software package that will support the new HUD-wide financial management system, along with a number of other activities such as defining system functional and data requirements.

The new system, currently called the Integrated Core Financial System (ICFS), will provide the first building block to enable later integration with other desired management improvements such as integrated financial performance management. HUD describes the end result as the Integrated Financial Management Solution (IFMS), of which ICFS is one key component. More detail on the overall HIFMIP vision can be found in *HUD's Financial Management Vision*, dated July 20, 2005.

1.1 Purpose

The purpose of the *PeopleSoft COTS Evaluation Report* is to provide the test results for the PeopleSoft testing and to confirm the analysis of identified fits and potential gaps between PeopleSoft delivered functionality and HUD's business requirements. The goal of testing HUD scenarios is to determine functional fits and identify functional gaps. The intent is to minimize customization of the software in order to meet HUD's requirements. In order to conduct a Fit/Gap Analysis on all of the scenarios, the PeopleSoft Financial Management and Supply Chain systems have been configured and tested based on HUD's business requirements. The testing scope is based on the business cycles and the test cases from the *HIFMIP COTS Demo Checklist and Scoring Approach*, dated May 24, 2005 and the requirements identified during the SDM define phase and documented in the *HIFMIP High-Level Functional Requirements*, dated May 11, 2005. This document also includes a narrative of how each core financial system function is supported by the PeopleSoft COTS financial system and it provides recommendations for addressing functions that are not currently supported by the delivered system. The PeopleSoft modules tested are based on the *Test Business Cycles, Test Cases and Expected Results* document, dated May 27, 2005. The key sections covered in this document are:

- Description of how each core financial system function is supported by the PeopleSoft COTS financial system,
- Recommendations for addressing functions that are not currently supported by the delivered PeopleSoft COTS financial system,
- Documentation of Scenarios and Actual Results, and
- Identification of functional Gaps in the PeopleSoft COTS financial system.

1.2 Background

Figure 1-1 illustrates the concept and scope of the ICFS.

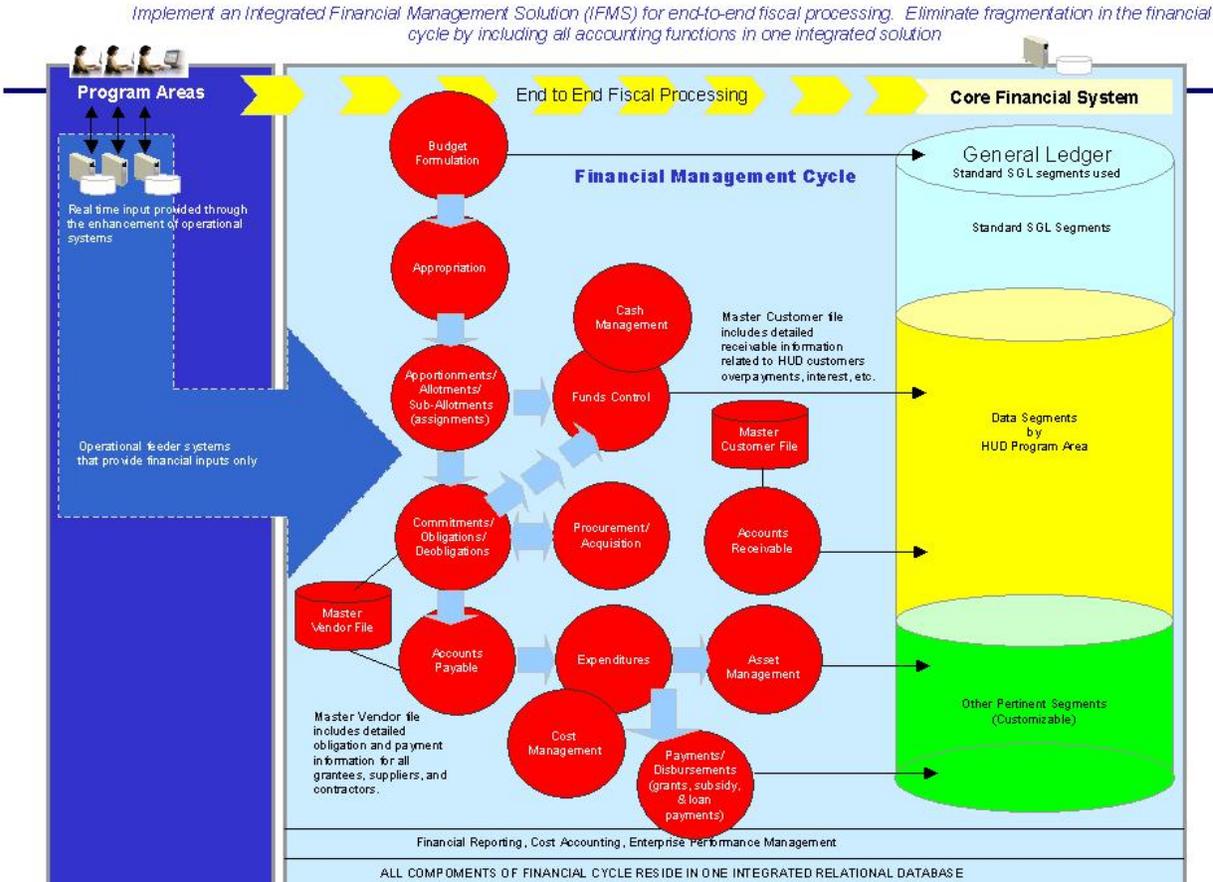


Figure 1-1. ICFS Components¹

The ideal solution for implementing the HIFMIP vision is an enterprise-wide single vendor/single instance system. This single platform core financial system uses dedicated applications, common vendor and customer files, and a common database to capture and record financial events at the transaction level.

Figure 1-2 illustrates the high level ICFS functional flow.

¹ Calibre, HUD's Financial Management Vision, January 12, 2004. Figure 1-5.

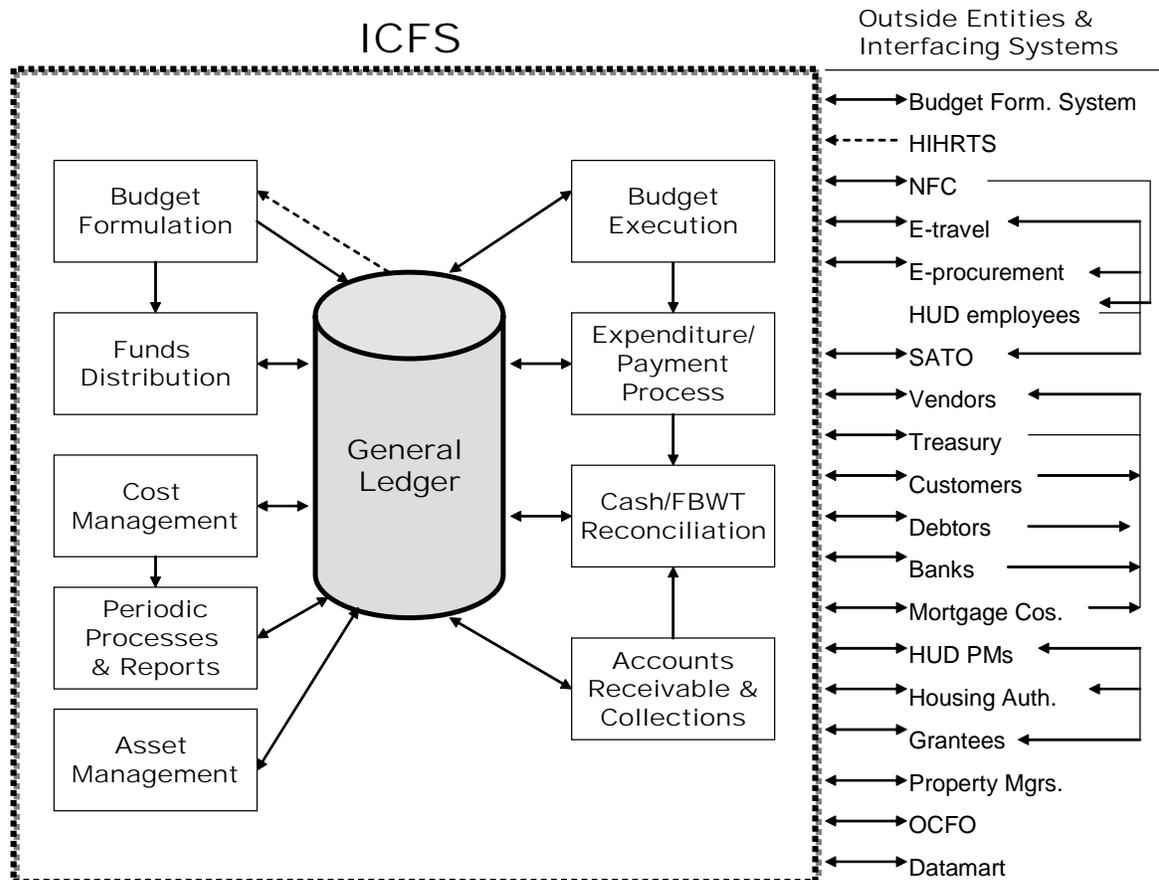


Figure 1-2. ICFS High Level Operational Scenario

The integrated financial management vision includes the entire financial management cycle for HUD. The scope of the key financial management functions extends beyond core accounting to enterprise-wide financial management. It encompasses the origination of transactions across the Department's program and other administrative areas, as well as core accounting and reporting. The financial management cycle includes processes and functions necessary to execute and automate both the budgetary and proprietary Federal accounting transactions. Establishing a seamless integrated system for managing all financial activity in a robust relational database is a desired component of the overall vision. The core solution enforces the following:

- Standard data classifications (definitions and formats) for establishing and recording financial events,
- Common processes for similar kinds of transactions,
- Internal controls over data entry and transaction processing,
- Elimination of unnecessary duplication of transaction entry, and
- Elimination of fragmentation in the accounting cycle.

ICFS will serve as the single and central source for the following:

- Approved budgetary information at every level of the budget process once an appropriation has been passed, from appropriation to apportionment to allotment to the field site budgetary control levels;
- Commitments, obligations, costs, and outlays based on funds availability as established by the budgetary controls;
- Detailed financial/cost accounting transactions; and
- General Ledger balances based on posted entries.

Funds will be controlled through a combination of budgetary general ledger entries (that establish basic funding limits) with integrated purchasing controls to verify available funds before allowing approvals, commitments, or obligations. Invoice approval (matching) will be controlled by the associated purchase orders and outlays by the invoices. Basically, every dollar will be controlled and accounted for from appropriation through the lowest level of funds distribution through final outlay in a seamlessly integrated system.

ICFS will support all of HUD's current business functions. The full set of requirements for ICFS is defined in the *High Level Functional Requirements Document (FRD)* (Final May 11, 2005).

1.3 Scope

The scope of this report is to evaluate HUD's business requirements against PeopleSoft functionality. This report will include the documentation of test case results based on the execution of scenarios provided in the *HIFMIP COTS Demo Checklist and Scoring Approach*, dated May 24, 2005. In addition, any gaps identified between HUD's business requirements and PeopleSoft will be documented and analyzed. The following PeopleSoft applications, including reporting (query and nVision), security, and workflow functionalities were tested:

- General Ledger
- Commitment Control
- Purchasing
- Accounts Payable
- Accounts Receivable
- Billing
- Contracts
- Project Costing
- eProcurement

1.4 Project References

The following documents provide background information and serve as references for the *PeopleSoft COTS Evaluation Report*:

- *HIFMIP COTS Demo Checklist and Scoring Approach*, May 24, 2005
- *HIFMIP High-Level Functional Requirements Document*, May 11, 2005
- *HIFMIP Test Business Cycles, Test Cases and Expected Results*, May 27, 2005
- *HIFMIP Software Installation and Configuration Report*, June 03, 2005
- *PeopleSoft, Financials and Supply Chain Management 8.8 PeopleBooks*

1.5 Acronyms and Abbreviations

Refer to <http://www.hud/cfo/cfointrnt.html> for HUD glossary and definitions. Table 1-1 provides a glossary of acronyms and abbreviations used in this *PeopleSoft COTS Evaluation Report*.

Table 1-1. Glossary

<i>Acronym/Abbreviation</i>	<i>Definition</i>
A/R, AR	Accounts Receivable
ALC	Agency Location Code
AP	Accounts Payable
ASCII	American Standard Code for Information Interchange
BFY	Budget Fiscal Year
BI	Billing
BLI	Budget Line Item
BOC	Budget Object Code
CA	Cost Accounting
CCR	Central Contractor Registry
CI	Component Interface
COTR	Contracting Officer Technical Representative
CR	Credit
DR	Debit
EAI	Enterprise Application Integration
EBCDIC	Extended Binary-Coded Decimal Interchange Code
EE	Entry Event

<i>Acronym/Abbreviation</i>	<i>Definition</i>
EFFDT	Effective Date
EFT	Electronic Funds Transfer
EIP	Enterprise Integration Points
ePro	eProcurement
FACTS	Federal Agencies' Centralized Trial Balance System
FIFO	First in First Out
FOIA	Freedom of Information Act
FPDS	Federal Procurement Data System
FTP	File Transfer Protocol
FY	Fiscal Year
G/L, GL	General Ledger
GOALS	Government Online Accounting Link System
GSA	General Services Administration
HIFMIP	HUD Integrated Financial Management Improvement Project
HUD	The Department of Housing and Urban Development
HVAC	Heating, Ventilation, Air Conditioning
ICFS	Integrated Core Financial System
IFMS	Integrated Financial Management Solution
IPAC	Intra-governmental Payment and Collection
KK	Commitment Control
LB	Pound
LDAP	Lightweight Directory Access Protocol

<i>Acronym/Abbreviation</i>	<i>Definition</i>
M&IE	Meals and Incidentals Expenses
MIL	Mil Corporation
MS	Microsoft
NFC	National Finance Center
OCD	Operational Capabilities Demonstration
OMB	Office of Management and Budget
PC	Project Costing
PCLS	Program Class
PM	Program Manager
PO	Purchase Order
PR	Purchase Requisition
PS	PeopleSoft
RA	Reimbursable Agreement
RTV	Return To Vendor
SF	Standard Form
SGL	Standard General Ledger
SMTP	Simple Mail Transfer Protocol
SOC	Sub Object Class
SQR	Standard Query Reporting
SSN	Social Security Number
SVGA	Super Video Graphics Array
TAFS	Treasury Appropriation Fund Symbol

<i>Acronym/Abbreviation</i>	<i>Definition</i>
TAS	Treasury Appropriation Symbols
TIN	Tax Identification Number
UC	Unit Cost
XML	Extensible Markup Language
YEC	Year End Close
YOBA	Year of Budget Authority

1.6 Points of Contact

1.6.1 HUD Contacts

Table 1-2 provides a list of HUD points of contact for the HIFMIP project.

Table 1-2. HUD Contacts

Type of Contact	Name	Dept.	Telephone	Email
Government Technical Representative	Kenneth Traylor	OCFO	(202) 708-0614 x 8056	kenneth.j.traylor@hud.gov
Government Technical Monitor	Jenny Shaker	OCFO	(202) 708-1136 x3805	virginia.a.shaker@hud.gov
Project Sponsor	Gail Dise	OCFO	(202) 708-1757 X3749	gail.b.dise@hud.gov
Project Manager	Mary Kohlmeier	OCFO	(202) 708-0614 x3853	mary.l.kohlmeier@hud.gov

1.6.2 MIL Corporation Contacts

Table 1-3 provides the MIL Corporation points of contact for the *PeopleSoft COTS Evaluation Report*.

Table 1-3. MIL Contacts

Type of Contact	Name	Telephone	Email
Operational Vice President	Linda Glasco	(202) 708-1136 x3814	lglasco@milcorp.com
Project Manager	Karen L. McGee	(202) 708-1136 x3727	kmcgee@milcorp.com

1.6.3 Metaformers Corporation Contacts

Table 1-4 provides the Metaformers, Inc. point of contact for the *PeopleSoft COTS Evaluation Report*.

Table 1-4. Metaformers Contacts

Type of Contact	Name	Telephone	Email
Project Manager	Waleed Dakak	703-915-8843	waleed.dakak@metaformers.com

2.0 ACTUAL RESULTS

2.0 ACTUAL RESULTS

The objective of documenting and evaluating the actual test results in relation to the expected results is to determine whether or not PeopleSoft FMS functionality meets HUD's business process needs and requirements. The analysis process included a review of HUD's scenarios, validation of PeopleSoft modules, execution of the test scenarios, and documentation of the actual results and functional gaps.

- The business cycles and scenarios that were used to validate the business rules and processes are documented in the *HIFMIP COTS Demo Checklist and Scoring Approach*, May 24, 2005.
- The analysis of the scenarios which include defining the expected results is documented in the *HIFMIP Test Business Cycles, Test Cases and Expected Results*, May 27, 2005.
- The configuration details of PeopleSoft based on HUD's defined business processes and requirements is documented in the *HIFMIP Software Installation and Configuration Report*, June 03, 2005.

The test execution results, comparison of actual to expected results, and identified gaps are documented in this report. This document also describes how PeopleSoft FMS can support HUD's core financial systems. It also includes a summary analysis for each scenario tested in PeopleSoft to determine if it is a fit or a gap. The detail documentation of the actual results is provided as appendices to this document. Each appendix represents the business cycles covered in the *HIFMIP COTS Demo Checklist and Scoring Approach*, dated May 24, 2005. The gap documentation and analysis is covered in Section 3.0 Functional Gaps of this document.

2.1 Analyze PeopleSoft Financial systems

This section describes how HUD's core financial systems can be supported by the PeopleSoft COTS FMS. This analysis will assist HUD in evaluating the PeopleSoft COTS FMS system and how it fits their business requirements. HUD's core financial system processes include:

- Funds Management
- Purchasing
- Accounts Payables
- Collection
- General Ledger, and
- Cost Management.

For each financial system process, a different step of the process, such as accounting processing, funds control, interfaces, workflow and security, was analyzed. At the end of each core financial system analysis section an Actual Results Overview is provided. In addition, lists of scenarios that correspond to the business area are listed. For each scenario listed a determination as to whether or not the scenario is fully met, partially met or not met is documented based on the execution of the scenario in the PeopleSoft environment.

Acceptance criteria for successful completion of scenario testing include an analysis of whether or not the actual results matched the expected results. For the scenarios that were successfully completed, script execution, budget impact and general ledger impact actual results were documented. Based on testing, some scenarios could not be fully met by the PeopleSoft FMS. In these cases, the scenario was documented as a Partial Fit. The actual results from the system were captured and a write-up was provided in the Functional Gaps section describing the details around the partial fit. Lastly, an expected result that could not be successfully demonstrated or produced due to a system limitation was identified as a gap.

For each PeopleSoft module installed and configured, an overview of the functionality in the following areas is provided:

- **GL Account Posting:** describes the posting of direct journals and the integration of the PeopleSoft Journal Generator process with the subsystems to ensure proper posting to the General Ledger.
- **Funds Control:** describes the integration of the funds control functionality in the modules and impacts on the remaining spending authority.
- **Reporting:** describes the applicable delivered reports or custom queries that are executed or used during the test execution.
- **Workflow:** describes delivered workflow capabilities in order to process electronic approvals.
- **Interfaces:** describes any applicable interfaces that are required.
- **Security:** describes the various system user roles defined to meet HUD's security access requirements.

2.2 Funds Management

PeopleSoft's module that handles Funds Management is Commitment Control. PeopleSoft Commitment Control is a subsystem of General Ledger and integrates with the Financials, Supply Chain, Human Resources, and Enterprise Service Automation product lines. Commitment Control enables agencies to control and report on its SGL balances relating to commitments, obligations, expenditures, and revenues against predefined, authorized budgets. In particular, Commitment Control enables users to:

- Create and maintain control budgets,
- Check actual transactions (such as commitment, obligations, and expenditures) against control budgets and update the General Ledger with the applicable SGL account balances,
- Check recognized revenue against revenue estimate budgets,
- Close and/or roll forward budgets, and
- Inquire on budgets and funds checking activities via delivered on-line inquiry screens.

General Ledger Account Posting

Commitment Control provides the capability to create control budgets via Budget Journals as well as transfers using Budget Transfer journals. The Journal Generator process creates journal entries in the PeopleSoft General Ledger for budget and transfer journals.

Funds Control

The PeopleSoft Commitment Control Budget Processor performs funds availability checking of PeopleSoft and third-party transactions against control budgets established in the system. Also, the budget balances are updated if there are sufficient funds available in the budget. Some transactions fail the budget checking process or issue a funds control warning. Such transactions are marked as exceptions. PeopleSoft Commitment Control provides common, integrated processes and inquiry pages to notify appropriate users of these exceptions. Depending on the nature of the exception and the security authority granted, the user may be authorized to handle budget exceptions by updating transactional data, adjusting budgets, overriding the budget checking process, or by simply viewing and noting them.

Reports

PeopleSoft provides delivered inquiries and reports such as the Commitment Control Activity Log and Budget Status, Budget Detail, and Budget Transaction Detail reports, along with user specified report parameters. Moreover, PeopleSoft query provides users the capability to define and run custom queries to meet additional reporting requirements.

Workflow

Commitment Control provides built-in notifications for routing funds control exceptions and alerts via workflow email and/or work list. The business event that triggers such an alert (e.g., exceptions or early warning alert notifications) can be specified by user ID.

Interfaces

Commitment Control provides the capability to interface budgetary data with other PeopleSoft applications such as PeopleSoft Human Resources, PeopleSoft Budgeting, and PeopleSoft Projects, as well as with various legacy and third-party systems (e.g., excel spreadsheet).

Security

PeopleSoft Commitment Control security augments the overall PeopleSoft application security features. Commitment Control security provides the capability to specifically secure the Commitment Control functions, such as creating, modifying or viewing budgets or overriding exceptions, that a user may perform on ChartField combinations for which control budgets may have been established.

Results

There were 18 Funds Management scenarios. The actual testing and Fit/Gap Analysis shows that PeopleSoft is a fit for 11 scenarios. There were 7 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts and to Section 3.0 Functional Gaps for documentation supporting the Fit/Gap Analysis.

Scenario #	Description	Fit/Gap	Reference
P.1.2	Budget Setup	Fit	Appendix A
1.2.2	Budget Setup	Fit	Appendix B
4.1.1	Budget Journal Upload	Partial Gap	Appendix E and 3.0 Gap Analysis
4.1.3	Period Change for a Budget Definition	Fit	Appendix E
4.1.4	Change appropriation values	Gap	3.0 Gap Analysis
4.1.7	Budget Journal Upload based on percentage of prior year funds	Gap	3.0 Gap Analysis
4.1.8	Budget journal approval process	Gap	3.0 Gap Analysis
4.2.1	Establish budget for a Reimbursable Agreement	Fit	Appendix E
4.3.1	Funds notification capability	Fit	Appendix E
4.3.2	Application of different fund control structure	Gap	3.0 Gap Analysis
4.3.3	Process a no-year recovery	Fit	Appendix E
4.3.4	Demo an appropriation transfer	Gap	3.0 Gap Analysis
4.3.8	Commitments are automatically de-committed	Gap	3.0 Gap Analysis
4.3.9	Create a Budget Status Report	Fit	Appendix E
6.7.1	Create a Fund Status Report	Fit	Appendix G
6.7.4	Create a query for obligations and payments	Fit	Appendix G
6.7.8	Create a Budget status report at the sub-assignment	Fit	Appendix G
6.9.2	Year End Close	Fit	Appendix G

2.3 Collections (Accounts Receivable/Billing)

2.3.1 Accounts Receivable

The purpose of the PeopleSoft Accounts Receivable module is to provide assistance with the maintenance, tracking, and collection of receivables from customers. Receivables can be created in two ways; they can be manually created or sent to PeopleSoft Receivables from PeopleSoft Billing or another external billing source. Once receivables are created in PeopleSoft Receivables, they are then posted to the appropriate customer accounts in the General Ledger.

PeopleSoft Receivables also provides for the entry and application of customer payments (or receipts) to open receivable items. Payments can be entered online, loaded from the PeopleSoft Billing module, or loaded from an external source, such as a lockbox. The payments may then be manually or automatically matched to open receivable items. Once accurately matched, the Journal Generator process will then pass the payment accounting entries to the PeopleSoft General Ledger for posting to the ledger.

General Ledger Account Posting

The delivered Journal Generator process was utilized to process journal entries from Accounts Receivable to the General Ledger.

Funds Control

Receivables that are created and posted in the Accounts Receivable system update the recognized revenue balance in the Commitment Control budget. Cash collected and posted in Accounts Receivable updates the collected revenue balance in the Commitment Control budget. When creating the budget structure for the agency funds being recognized and/or collected can be associated with an expense budget in order to include the spending authority.

Reports

Accounts Receivable provides standard delivered inquiries and reports for reference and reconciliation purposes. Customized queries were created to meet some of the reporting requirements.

Workflow

There were no HUD Accounts Receivable-specific scenarios that involved workflow.

Interfaces

PeopleSoft Accounts Receivable interfaces with third party systems to process collections.

Security

An “all access” PeopleSoft Receivables Permission List and Role is delivered. Security can be setup to control access to different functions within Accounts Receivable for segregation of duties. The “all access” roles allow users the ability to perform all functions within an application.

Results

There were 19 Accounts Receivable scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 15 scenarios. There were 4 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts and to Section 3.0 Functional Gaps for documentation supporting the Fit/Gap Analysis.

Scenario #	Description	Fit/Gap	Reference
5.1.2	Record an Advance for a reimbursable agreement	Fit	Appendix F
5.2.1.2	Create and Process Payments	Fit	Appendix F
5.2.1.3	Maintain Receivable	Fit	Appendix F
5.2.2	Record and Apply Payment	Fit	Appendix F
5.2.3	Interface with Treasury for Cash Collection	Partial Gap	Appendix F and 3.0 Gap Analysis
5.2.4	Reconcile Bank transactions with Treasury	Gap	3.0 Gap Analysis
5.3.1	Run Dunning Letters	Fit	Appendix F
5.3.2	Prevention of Interest Accrual	Fit	Appendix F
5.4.1	Apply payment to customer and remaining to On Account	Fit	Appendix F
5.5.1	Process a bill and a payment	Fit	Appendix F
5.5.1.1	Process a bill and a payment	Fit	Appendix F
5.6.1	Create Account Receivable	Fit	Appendix F
5.6.1.1	Apply a payment	Fit	Appendix F
5.6.1.2	Unpost a payment	Fit	Appendix F
5.7.1	Collect and Apply payment	Fit	Appendix F
5.7.2	Create Account Receivable	Fit	Appendix F
5.9.1	Age Receivable	Partial Gap	Appendix F and 3.0 Gap Analysis
5.9.2	Query on Entry Type and Reason	Fit	Appendix F
5.10.1	Loan processing	Gap	3.0 Gap Analysis

2.3.2 Billing

PeopleSoft Billing stores billing business rules and creates customer invoices (i.e. bills). Bills can be created in PeopleSoft manually via the online entry pages or they can be generated automatically via the billing interface. PeopleSoft Billing sends billing information to PeopleSoft Receivables so that customer payments can be applied to the appropriate bills. Revenue entries, deferred revenue entries, unbilled receivables, and receivables can be posted directly to PeopleSoft General Ledger from PeopleSoft Billing.

General Ledger Account Posting

All entries originating in Billing were interfaced to the Accounts Receivable module prior to being posted to the General Ledger. Once in Accounts Receivable, the delivered Journal Generator process was utilized to process journal entries to the General Ledger.

Funds Control

All budgetary activity takes place within Accounts Receivable. For entries originating in PeopleSoft Billing, the invoice information that is interfaced to the Accounts Receivable system updates the recognized revenue balance in the Commitment Control budget.

Reports

Billing provides standard delivered inquiries and reports for reference and reconciliation purposes.

Workflow

There were no HUD Billing-specific scenarios that involved Workflow.

Interfaces

The HUD Billing test scripts required no third party interfaces. There are internal processes that carry Reimbursable Agreement transactions to Billing from the Contracts module. Similarly, there is a process that carries Billing information to Accounts Receivable to create a receivable item based on an open invoice in Billing.

Security

An “all access” PeopleSoft Receivables Permission List and Role is delivered. Security can be setup to control access to different functions within Billing for segregation of duties. The “all access” role allows users the ability to perform all functions within the Receivables and the Billing application.

Results

There were 4 billing scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 4 scenarios. There were no scenarios identified as gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts.

Scenario #	Description	Fit/Gap	Reference
5.1.4	Print a bill for a Reimbursable Agreement	Fit	Appendix F
5.2.1	Create & Process a Bill	Fit	Appendix F
5.2.1.1	Create & Process a Bill	Fit	Appendix F
5.8.1	Create and update a bill	Fit	Appendix F

2.4 Purchasing

PeopleSoft Purchasing and eProcurement applications help to streamline the procurement process with requisition and purchase order management and tracking, online shipment receipt, and procurement card management and processing. eProcurement allows for the implementation of centralized or decentralized controls and workflows by using eProcurement's flexible system setup. eProcurement and Purchasing closely integrate with each other as well as with PeopleSoft General Ledger, Commitment Control, Payables and third party products. Integration with PeopleSoft Commitment Control allows users to keep close watch on budgets by determining the availability of funds via budget checking in the Commitment Control module.

General Ledger Account Posting

The delivered Journal Generator process was utilized to process journal entries from Purchasing and eProcurement to the General Ledger.

Funds Control

Requisitions that are created and posted in the eProcurement or Purchasing system will increase the commitment balance in the Commitment Control budget. Purchase Orders created and posted in the Purchasing system update the obligation balance in the Commitment Control budget. Receipts that are created and posted in the Purchasing system update the expenditure balance in the commitment control budget.

Reports

The eProcurement and Purchasing applications provide standard delivered inquiries and reports for review and reconciliation purposes. Customized queries were created to meet some of the reporting requirements.

Workflow

Several workflow paths will be created within eProcurement and Purchasing.

- Requisitions that fail budget checking,
- Procurement Card requisition in excess of the monthly and/or transaction limit, and
- Self-approved based on the requestor's identity.

Interfaces

PeopleSoft Purchasing and eProcurement interfaces with third party systems. Interfaces with a sample Procurement Card file were tested to facilitate reconciliation, recording, reporting, and processing of Procurement card transactions. Email notification to a vendor regarding a rejected item was also tested.

Security

An "all access" PeopleSoft Purchasing Permission List and Role was delivered. Security was tied to roles and users to limit the following to certain users:

- Viewing of employee data,
- Viewing of procurement card numbers.

Results

There were 39 Purchasing scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 33 scenarios. There were 6 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts and to Section 3.0 Functional Gaps for documentation supporting the Fit/Gap Analysis.

Scenario #	Description	Fit/Gap	Reference
2.1.1	Processing Requisition	Fit	Appendix C
2.1.1.1	Processing Requisition and Purchase Order	Fit	Appendix C
2.1.1.2	Processing Requisition	Fit	Appendix C
2.1.1.3	Processing Requisition	Fit	Appendix C
2.1.1.4	Processing Requisition	Fit	Appendix C
2.1.1.5	Processing Requisition	Fit	Appendix C
2.1.1.6	Processing Purchase Order	Fit	Appendix C
2.1.1.7	Processing Requisition Workflow	Fit	Appendix C
2.1.1.8	Processing Requisition	Fit	Appendix C
2.1.1.9	Processing Requisition Workflow	Fit	Appendix C
2.1.1.10	Processing Requisition	Fit	Appendix C
2.1.1.12	Processing Purchase Order	Fit	Appendix C
2.1.1.13	Purchase Order Workflow	Fit	Appendix C
2.1.1.14	Purchase Order Processing	Fit	Appendix C
2.1.1.16	Receipt Processing	Gap	3.0 Gap Analysis
2.2.7	Processing Purchase Order	Fit	Appendix C
2.2.8	Processing Purchase Order	Fit	Appendix C
2.3.1	Bank Card Processing	Fit	Appendix C
2.3.1.1	Processing Requisition for a Bank Card	Fit	Appendix C
2.3.1.2	Processing Requisition for a Bank Card	Fit	Appendix C
2.3.1.3	Processing Requisition for a Bank Card	Fit	Appendix C
2.3.1.4	Processing Purchase Order for a Bank Card	Fit	Appendix C
2.3.1.5	Processing Purchase Order for a Bank Card	Fit	Appendix C
2.3.2	Bank Card Processing with Purchase Order	Gap	3.0 Gap Analysis
2.3.2.1	Bank Card Processing with Purchase Order	Gap	3.0 Gap Analysis
2.3.2.2	Bank Card Processing with Purchase Order	Gap	3.0 Gap Analysis
2.4.1	Procurement Card Reconciliation	Fit	Appendix C
2.4.2	Procurement Card Reconciliation	Fit	Appendix C
2.4.4	Procurement Card Reconciliation	Fit	Appendix C
2.5.1	Recurring Purchase Order Contract	Fit	Appendix C
2.5.2	Processing Purchase Order and Payments	Partial Gap	Appendix C and

			3.0 Gap Analysis
2.5.11	Processing Purchase Order with a payment	Fit	Appendix C
3.2.1	Processing Purchase Order for Travel	Fit	Appendix D
3.4.1	Processing Purchase Order with Document Tolerance	Fit	Appendix D
3.4.2	Receipt Accrual	Fit	Appendix D
4.3.5	Project Transfer between vendors using Purchase Orders and Vouchers	Fit	Appendix E
6.1.1	Open & close period for processing a Purchase Order	Fit	Appendix G
6.1.2	Post transactions against expired fund	Fit	Appendix G
6.9.4	Reconcile Purchase Order's	Partial Gap	Appendix G and 3.0 Gap Analysis

2.5 Accounts Payable

PeopleSoft Accounts Payable enables the management of disbursements while keeping strong controls over matching, approval processes, and payments.

PeopleSoft Accounts Payable is a subsystem of the General Ledger and integrates with the Purchasing, Commitment Control (funds control), and General Ledger applications. Accounts Payable allows payments related to vendors, contracts, bank cards, advances, and employee travel.

PeopleSoft Payables allows users to create and budget check vouchers, run amount and percentage based tolerance checks, match receipts to invoices and obligations (two-way and three-way), and approve vouchers for payment. PeopleSoft also schedules payments in accordance with prompt pay. Once vouchers are created, PeopleSoft runs a budget check process where expenditures are increased and obligations are liquidated. If the budget check is successful, General Ledger journals are generated using the appropriate standard GL accounts.

In addition, PeopleSoft Payables allows for payment processing, certification and confirmation. Payments are scheduled based on voucher due dates. The pay cycle process is run in order to select all of the payments due for the criteria identified (i.e., pay date range). Once selected, payments must be successfully certified in order to be included in the Treasury payment flat file(s). After Treasury issues payments, an inbound Treasury file is used to confirm payments that were made. General Ledger journals are generated for Payment and Confirmation using the appropriate standard GL accounts.

Note: Scenario 3.5.6 could not be tested because of a problem with the Crystal check printing process. This functionality is delivered by PeopleSoft but due to an issue in the testing environment it could not be executed.

General Ledger Account Posting

The delivered Journal Generator process was utilized to process journal entries from Accounts Payable to the General Ledger.

Funds Control

Vouchers that are created and posted in the Accounts Payable system increase the expense and decrease the obligation balances in Commitment Control. Prepaid Vouchers that are used to process advances do not impact Commitment Control.

Reports

Accounts Payable delivers many standard reports and inquiries such as the Scheduled Payment and Prompt Payment inquiries which can be used for day to day Accounts Payables processing. However, to meet HUD specific scenarios, queries or reports were created through PeopleSoft Query or nVision to meet inquiry and/or reporting requirements.

Workflow

Accounts Payable workflow has been established to route vouchers to an Accounts Payable Approver for approval. The Accounts Payable Approver represents the Program Manager or COTR depending upon the scenario.

Accounts Payable also allows for email notification to be sent to internal users and external parties. Email text was updated accordingly to fit the scenario.

Interfaces

PeopleSoft Accounts Payable allows for inbound Treasury Payment Confirmation files, Travel, NFC employee data, and outbound Treasury payment files (i.e., IPAC, Bank One) to be interfaced into the system.

Security

An Accounts Payable user, Accounts Payable (AP) Clerk was created in order to execute the following HUD scenarios: Create vouchers, cancel payments, confirm payments, view accounts payable inquiries, view commitment control inquiries, view General Ledger journals, and view all vendor and employee information.

Results

There were 34 Accounts Payable scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 27 scenarios. There were 7 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts and to Section 3.0 Functional Gaps for documentation supporting the Fit/Gap Analysis.

Scenario #	Description	Fit/Gap	Reference
P.1.1	Vendor Types	Fit	Appendix A
2.1.1.11	Vendor Setup	Gap	3.0 Gap Analysis
2.2.1	Voucher Processing	Gap	3.0 Gap Analysis
2.2.2	Voucher Processing Work Flow	Fit	Appendix C
2.2.3	Voucher Processing Work Flow	Fit	Appendix C
2.2.4	Payables Matching Process	Fit	Appendix C
2.2.5	Processing Payments	Fit	Appendix C
3.3.1	Processing Payments	Fit	Appendix D
2.2.6	Prompt Payment Reporting Capabilities	Gap	3.0 Gap Analysis
2.4.3	PCARD Query	Fit	Appendix C
2.5.3	Processing a payment against a Purchasing Contract	Fit	Appendix C
2.5.5	Control payment of funds for site needs once the site acquisition costs have been fully paid.	Gap	3.0 Gap Analysis
2.5.10	Vendor Access	Gap	3.0 Gap Analysis
2.5.4	Payables Workflow and reporting	Fit	Appendix C
2.5.6	Payment Processing	Fit	Appendix C
2.5.7	Payment Processing	Fit	Appendix C

Section 2.0 Actual Results

2.5.8	Payment Processing	Fit	Appendix C
3.1.1	Process a Payroll File	Gap	3.0 Gap Analysis
3.2.1.1	Voucher Processing	Fit	Appendix D
3.2.1.2	Voucher Processing Work Flow	Fit	Appendix D
3.2.1.3	Voucher Processing Work Flow	Fit	Appendix D
3.2.1.4	Payment Processing	Fit	Appendix D
3.2.1.5	Payment Processing	Fit	Appendix D
3.2.1.6	Certify and Transmit Payments to Treasury	Fit	Appendix D
3.2.1.7	Payment Processing Cancellation	Fit	Appendix D
3.4.3	Purchase Order Processing /Receipt Accrual and Payment Processing	Fit	Appendix D
3.5.1	Payment file for multiple ALC's for Treasury	Fit	Appendix D
3.5.2	Combine Payment file for two ALC's into one file for transmission to Treasury	Fit	Appendix D
3.5.3	Confirm file sent to Treasury	Fit	Appendix D
3.5.4	TAS/TAFS are include with payment	Fit	Appendix D
3.5.5	Online link to the Department of Treasury's GOALS system to view paid schedule data.	Gap	3.0 Gap Analysis
3.5.6	Production of written notices to the payees	Fit	See note in Section 2.5
5.1.3	Accrue actual cost against a Reimbursable Agreement	Fit	Appendix E
6.10.0	Generate 1099's	Fit	Appendix G

2.6 General Ledger

PeopleSoft General Ledger serves as the core of the PeopleSoft Financial Management System. The General Ledger allows for direct entry and posting to the actuals ledger/ledger of record. In addition, the PeopleSoft subsystem applications, such as Payables and Receivables, create accounting entries that users can select to process with the journal generator. The journal generator creates the appropriate journals from the accounting entries and sends them to the General Ledger for posting to the appropriate ledgers. From this posted accounting data, users can obtain both detail and summary accounting information and produce numerous financial reports.

A year end closing process was run to close all Profit/Loss accounts to retained earnings (storing them in period 999) and generate the balance forward amounts (storing these balances in period zero). The closing process directly consolidates financial data, updates and closes the ledgers and creates offsets to the retained earnings amounts.

Note: Scenario (6.5.2) could not be tested to completion due to a technical configuration issue. This functionality was successfully tested as part of the PeopleSoft JFMIP certification process.

General Ledger Account Posting

PeopleSoft General Ledger provides the capability to enter manual journal entries to be processed directly into the General Ledger module. PeopleSoft Journal Generator formats accounting entries from subsystems (e.g., Accounts Payable and Purchasing) and third party systems (i.e. NFC) into General Ledger journal entries.

Funds Control

PeopleSoft General Ledger provides the flexibility to enter journals that update the Commitment Control budgets only, General Ledger balances only, or both.

Reports

PeopleSoft delivers several General Ledger standard reports and various federal government, statutory, and XBRL reports. These include reports such as the FACTS I, FACTS II, Fund Balance Reconciliation report, SF224 Statement of Cash Transaction Report, and SF133 Quarterly Report on Budget Execution and Budgetary Resources. The team also used the PS Query tool to generate data for all postings, all transactions posted to accounts, audit trails of a transaction and detail data for selected balances. PS nVision was used for SF132 and other reports that required drill down capability.

Workflow

Approval rules for the Journal Entries creation were activated and configured.

Interfaces

General Ledger delivers standard interfaces for accounting entries generated from PeopleSoft subsystems such as the Receivables and Billing applications. PeopleSoft Journal Generator takes Accounting Entries from feeder systems such as NFC, both PeopleSoft and non-PeopleSoft, and

formats them into Journal Entries. Accounting Entries are created in application systems other than PeopleSoft General Ledger (including PeopleSoft subsystems, such as Accounts Payable, as well as non-PeopleSoft applications) and are passed to PeopleSoft in a flat file. The Journal Generator generates Journal Entries from Accounting Entries and approves the Journal Entries for processing. The Journal Generator can create journals from any table in the PeopleSoft database as long as the table contains the required fields

Results

There were 21 General Ledger scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 17 scenarios. There were 4 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts and to Section 3.0 Functional Gaps for documentation supporting the Fit/Gap Analysis.

Scenario #	Description	Fit/Gap	Reference
4.1.2	Prepare SF-132Report	Fit	Appendix E
4.1.6	Pre-establish carryover of an unobligated balance	Fit	Appendix G
4.3.7	Making adjusting Journal Entries	Fit	Appendix E
6.2.1	Create Journal Entries	Fit	Appendix G
6.2.2	Chartfield maintenance and journal processing	Fit	Appendix G
6.2.3	Create a Balance Sheet Report	Fit	Appendix G
6.3.2	Create Journal Entries – Approval Workflow	Fit	Appendix G
6.3.3	Open and Close Accounting Periods	Fit	Appendix G
6.5.1	Create a Financial Statement and perform drill down	Fit	Appendix G
6.5.2	FACTS 1	Fit	See note in Section 2.6
6.6.1	SF-224	Fit	Appendix G
6.6.2	FACT 11	Fit	Appendix G
6.7.2	Prior year adjustment and reporting	Partial Gap	Appendix G and 3.0 Gap Analysis
6.7.5	Query on changes in Funding and Obligation balances	Gap	3.0 Gap Analysis
6.7.6	Produce a report showing spending (obligations, expenditures) for the entire agency by state and Congressional district	Fit	Appendix G
6.7.7	Produce system assurance report	Gap	3.0 Gap Analysis
6.7.9	Create a Trial Balance	Fit	Appendix G
6.8.2	Drill down on summary general ledger balances	Fit	Appendix G
6.8.3	Consolidated spending by geographic area	Fit	Appendix G
6.9.3	Year End Close	Fit	Appendix G

6.9.1	Year End Close	Gap	3.0 Gap Analysis
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2.7 Cost Management

2.7.1 Project Costing

PeopleSoft Projects provides a central repository for financial and distribution information related to individual projects, whether the end product is a fixed asset or a service deliverable. Data is provided by integration with a wide range of PeopleSoft applications such as General Ledger, Purchasing, Accounts Payable and Contracts, as well as with third-party project management systems.

General Ledger Account Posting

The accounting entries for all transactions posted to Project Costing were created in source systems such as Purchasing and Accounts Payable. The journal generator process created accounting entries for Project Costing transactions that were manually created or fed into Project Costing from a third party system.

Funds Control

Updates to Commitment Control ledgers for all transactions posted to Project Costing were created in source systems such as Purchasing and Accounts Payable.

Reports

Project Costing provides standard delivered reports and inquiries for review and reconciliation. This includes a report that list's the final cost on a Reimbursable Agreement.

Workflow

There were no HUD Project Costing-specific scenarios that involved workflow.

Interfaces

There were no HUD Project Costing-specific scenarios that involved interfaces.

Security

An "all access" PeopleSoft Project Costing Permission List and Role was delivered. The "all access" role allows users the capability to perform all functions within the module. Security specific access was tested in the PeopleSoft General Ledger, Accounts Payable and Purchasing modules.

Results

There were 2 Project Costing scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 2 scenarios. There were no scenarios identified as gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts.

Scenario #	Description	Fit/Gap	Reference
4.3.6	Activate and Inactivate a Project	Fit	Appendix E
5.1.5	Print a Project Costing Report for a reimbursable agreement	Fit	Appendix F

2.7.2 Contracts

PeopleSoft Contracts is designed to help manage the entire lifecycle of a contract for goods and services. PeopleSoft Contracts integrates with PeopleSoft Projects, Billing, and General Ledger. Integration with these PeopleSoft modules enables effective contract management, revenue recognition and billing from start to finish for products and services. PeopleSoft Contracts can be used for Federal Reimbursable Agreements to allow Federal agencies to perform work on behalf of others and then be reimbursed for the work performed.

General Ledger Account Posting

The Journal Generator process creates journal entries in the PeopleSoft General Ledger for Contracts to record revenue recognition and draw down on advances for Reimbursable Agreements.

Funds Control

Updates to commitment control ledgers for revenue transactions were processed in PeopleSoft Accounts Receivable. No budget checking activities will be processed in Contracts. The budget journals to establish the budget for the Reimbursable Agreements were entered in the General Ledger and the Commitment Control modules.

Reports

Contracts provides standard delivered reports and inquiries for review and reconciliation. This includes an inquiry page to review the status of Reimbursable Agreement activities including unfilled customer orders, expenses incurred, billing activities and outstanding receivables.

Workflow

There were no HUD Contracts-specific scenarios that involved workflow.

Interfaces

There were no HUD Contracts-specific scenarios that involved interfaces.

Security

An “all access” PeopleSoft Contracts permission list and role will be delivered. The “all access” role allows users the capability to perform all functions within the module. Security specific access will be tested in the PeopleSoft General Ledger, Accounts Payable and Purchasing modules.

Results

There were 3 Contracts scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 3 scenarios. There were no scenarios identified as gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts.

Scenario #	Description	Fit/Gap	Reference
5.1.1	Establish Reimbursable Agreements	Fit	Appendix F
4.1.5	Establish Reimbursable Agreements	Fit	Appendix E
6.7.3	Reimbursable Agreement Inquiry	Fit	Appendix G

2.8 General System Functionality

PeopleSoft General System Functionality is concerned with the specific characteristics of the software and hardware that allow for the proper execution of everyday financial processing and reporting that meets HUD's business requirements. This functionality covers a wide range of topics that touch on virtually every aspect of the entire PeopleSoft Financials suite of products. Examples include Process Monitor, Process Scheduler, PeopleSoft Query, nVision, PeopleSoft Security, Workflow, initial product setup, etc.

Note:

Scenarios (1.1.3 and 7.6.3) could not be tested because they require the presence of assistive software and/or hardware. Both scenarios discuss PeopleSoft's compliance with Section 508 rules governing information technology's accessibility to disabled users. PeopleSoft is Section 508 compliant. The product is configured to work in tandem with assistive technology. However, testing could not be performed because that technology is not currently in place.

Scenario (7.6.1) could not be tested because the FTP software was not configured to attach documents. This functionality is delivered by PeopleSoft but due to a setup issue in the testing environment it could not be executed.

Scenario (7.6.2) could not be tested because software was not configured to integrate with Microsoft products. This functionality is delivered by PeopleSoft but due to a configuration issue in the testing environment it could not be executed.

Scenario (1.3.3) could not be tested to completion due to a technical configuration issue. The uploaded files could not be processed because the application server was not recognizing the files and opening them properly.

GL Account Posting

GL accounting entries are not applicable to General System Functionality.

Funds Control

Funds Control processing is not applicable to General System Functionality.

Reports

PeopleSoft delivers a Report Manager function that allows users to view reports in several different methods based on the level of security access granted. Reports can be run and automatically delivered to a personalized folder, directly to the computer screen, or to a specified email address. In addition, PeopleSoft has the capability to run reports of varying natures, including those using the following languages: SQR, nVision, Crystal, and Application Engine. PeopleSoft also delivers an ad-hoc querying capability and end-user reporting tool named PeopleSoft Query.

Workflow

Workflow routings related to business process designs are delivered with PeopleSoft and can be customized to meet any outstanding requirements. PeopleSoft allows you to design, implement, and administer all aspects of workflow related processing.

Interfaces

Through the use of delivered capabilities, PeopleSoft allows the user to setup both outbound and inbound files interfacing with other systems. A number of financials-related interfaces (i.e. programs) are delivered with the product and require only the presence of input files from banking institutions and financial institutions or other systems. PeopleSoft also has the capability to read-in interface files that use a multitude of different format styles.

Security

PeopleSoft provides a host of security features, including components, roles, permission lists and PeopleTools, to ensure that sensitive data is adequately protected. It enables an administrator to easily create and maintain security definitions, and it also reduces the overall maintenance of the security system by streamlining how users are able to access various modules within the product.

Results

There were 35 General System Functionality scenarios. The actual testing and Fit/Gap Analysis show that PeopleSoft is a fit for 30 scenarios. There were 5 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps. Refer to the Appendix section of this document for Actual Results from the testing efforts and to Section 3.0 Functional Gaps for documentation supporting the Fit/Gap Analysis.

Scenario #	Description	Fit/Gap	Reference
P.1.3	User Security	Fit	Appendix A
P.1.4	Agency Location Code Setup	Fit	Appendix A
1.1.1	ChartField Setup	Fit	Appendix B
1.1.2	Touchtone Phone Access	Gap	3.0 Gap Analysis
1.1.3	Section 508 Compliance	Fit	See note in Section 2.8 above
1.2.1	Vendor Setup	Fit	Appendix B
1.2.3	Accounts Payable Clerk Security Setup	Fit	Appendix B
1.3.1	General Interface	Partial Gap	3.0 Gap Analysis and Appendix B
1.3.2	Report Distribution	Fit	Appendix B
1.3.3	Interface Payroll file	Fit	See note in Section 2.8 above
1.3.4	Process Interfaces	Partial Gap	3.0 Gap Analysis and Appendix B
1.3.5	Data Conversion Strategies	Fit	Appendix B
2.5.9	Vendor Reporting and Querying	Fit	Appendix C
6.2.4	Automatic Report Scheduling	Fit	Appendix C
6.3.1	Journal Entry Audit Capabilities	Fit	Appendix G
6.8.1	Report Spooling Capabilities	Fit	Appendix G
7.1.1	Payment Approval Information	Fit	Appendix H

7.1.2	Standards Based Messaging Capabilities	Fit	Appendix H
7.2.1	Secure Web Browser Support	Fit	Appendix H
7.2.2	Public Payment Collection Capabilities	Gap	3.0 Gap Analysis
7.2.3	Ad Hoc Query Access	Fit	Appendix H
7.3.1	Password Validation Rules	Fit	Appendix H
7.3.2	Single User Access	Fit	Appendix H
7.4.1	Enter transaction while batch processing is running	Fit	Appendix H
7.4.2	Process Monitor Demonstration	Fit	Appendix H
7.4.3	Process Scheduler Demonstration	Fit	Appendix H
7.4.4	Online Processing During Report Execution	Fit	Appendix H
7.4.5	Create a Job to complete daily processing	Fit	Appendix H
7.4.6	Multiple users entering transactions in the system	Fit	Appendix H
7.5.1	Data Archival	Fit	Appendix H
7.5.2	Data Retrieval	Fit	Appendix H
7.6.1	Document Management Capabilities	Fit	See note in Section 2.8 above
7.6.2	Microsoft Office Integration	Fit	See note in Section 2.8 above
7.6.3	Sight Impairment Support	Fit	See note in Section 2.8 above
6.4.1	Demo the use of Speedchart	Partial Gap	3.0 Gap Analysis and Appendix G

2.9 Grants Management

At this time, there are no Grants Management related requirements in the *High Level Functional Requirements Document*, May 11, 2005.

2.10 Asset Management

At this time, there are no Asset Management related requirements in the *High Level Functional Requirements Document*, May 11, 2005.

3.0 FUNCTIONAL GAPS

3.0 FUNCTIONAL GAPS

The primary objective of this testing effort is to assess PeopleSoft functionally against HUD's business requirements and identify any potential gaps. The goal of the Fit/Gap Analysis is to compare the functionality of the delivered PeopleSoft system with the functional needs of HUD, and determine how best to solve situations where PeopleSoft does not do what HUD needs. This section is intended to document those gaps identified during the testing phase of this analysis.

All requirements in the scenarios contained in the *COTS Demo Checklist and Scoring Approach*, dated May 24, 2005, have been analyzed and tested against delivered PeopleSoft functionality. During this testing phase Actual Results were tracked against the Expected Results. When a discrepancy was encountered between the Actual Results and the Expected Results, the PS Detail Steps, PeopleSoft configuration, and the documented Expected Results were reviewed for accuracy. When changes to the steps, configuration or Expected Results still resulted in a discrepancy, a gap was identified

3.1 Analyze Gaps and Explore Alternatives

The scope of the testing phase was based on the business cycles that represent HUD's key financial and system process areas, including Funds Management, Accounts Receivable, Purchasing, Accounts Payable, General Ledger, Cash Management, Cost Management, Reporting, General System Functionality, Grants Management and Asset Management.

This section provides an overview on the analysis of the scenarios identified as gaps. For each gap identified an analysis in the following areas is provided:

- **Scenario Description:** a description of the requirements and scenarios tested.
- **Assumptions:** any assumption that was made in the interpretation and testing of the requirements.
- **Gap Description:** an explanation as to why the requirement is a gap in PeopleSoft.
- **Recommendation:** a high-level proposal or suggestion to resolve the gap using the following categories:
 - **Business Process Change:** Recommended approach in which the business process is reviewed and modified to align with PeopleSoft's best practices.
 - **Manual Workaround:** Recommended approach in which the delivered PeopleSoft product module is configured in order to meet the business needs and requirements.

- **Third-Party Software:** Recommended approach in which Third-Party Software integrates with PeopleSoft to resolve the assessed gap.
 - **Customize/Extend PeopleSoft:** Recommended approach in which PeopleSoft is customized or extended to meet the business requirements.
 - **Additional PeopleSoft Module Application:** Recommended approach in which adding a PeopleSoft product module can be implemented in order to meet the business requirement.
- **Level of Complexity:** A high-level estimate of the level of complexity of the identified gap.

Low: Level of work required to aesthetically change PeopleSoft delivered components such as fields, records, pages, menus, PeopleCode, Application Engine programs, SQR programs, reporting tools, query tools, workflow, and interfaces. This would include, but is not limited to, such actions as changing field labels, modifying page appearance, and removing unused fields, etc.

Medium: Level of work required to enhance and/or modify delivered PeopleSoft objects such that they meet business requirements. This would include, but is not limited to, such actions as adding, changing, or deleting delivered PeopleSoft objects such as fields, records, pages, menus, PeopleCode, Application Engine programs, SQR programs, reporting tools, query tools, workflow, and interfaces.

High: Level of work required to add complex business process logic, the creation of bolt-on functionality, or the addition of new (non-delivered) PeopleSoft objects. This would include, but is not limited to, such actions as adding, changing, or deleting delivered PeopleSoft objects such as fields, records, pages, menus, PeopleCode, Application Engine programs, SQR programs, reporting tools, query tools, workflow, and interfaces in order to supplement new functionality.

3.2 Funds Management

Testing was performed on 18 Funds Management scenarios. There were 7 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps.

3.2.1 – Budget Import and Upload Processing (Scenario 4.1.1)

Scenario Description:

Establish budget amounts by uploading data from an Excel spreadsheet.

Assumptions:

- The budget structure being tested for this scenario is in line with the overall budget structure for HUD.
- The budget authority change is subject to apportionment.

Gap Description:

PeopleSoft's Budget Import process allows for flat file upload directly into the system. This process involves loading a budget file, processing the file in order to automatically create budget journals as assigned in the file. HUD's requirement is to be able to use an Excel spreadsheet to upload data into PeopleSoft. The Commitment Control module being tested for HUD does not have a process to load budgets directly from an Excel spreadsheet. Instead, the Excel spreadsheet must be manually converted to a flat file and then loaded into the system. Capabilities of this nature may be included in PeopleSoft modules outside of the scope of this project.

Recommendation:

Option 1: Manual Workaround

A user could manually convert an Excel spreadsheet to incorporate the appropriate column and length assignments from PeopleSoft. This would involve manual entry into a WordPad type file and verification of spacing as necessary. In addition, third-party software, such as KEDIT, could be used to help the user align the columns and the information necessary to successfully create the budget journals through an automated process.

Option 2: Customize/Extend PeopleSoft

Create a custom component interface to read from an Excel spreadsheet template in order to load budgets into the system directly from Excel. This would involve creating a new process, PeopleSoft component, and PeopleSoft page. The Excel spreadsheet would be loaded and automatically converted to a flat file format that is readable by PeopleSoft. The delivered process could then be run to load the budgets.

Level of Complexity: Med

3.2.2 – Change Appropriation Budget Periods (Scenario 4.1.4)

Scenario Description:

Demonstrate the changing of fund control rules and time spans at various times of a fiscal year.

- Demonstrate the ability to change a one-year appropriation to a two-year appropriation at the end of the fiscal year and process transactions in the new year against the new two-year appropriation.
- Demonstrate the ability to change a no-year appropriation to a one-year appropriation in the middle of a fiscal year and at the end of the second year show the appropriation as being expired.
- Demonstrate the ability to change a no-year appropriation to a one-year appropriation at the end of the fiscal year and process transactions in the new year showing upward and downward spending adjustments.

Assumptions:

- The budget structure being tested for this scenario is in line with the overall budget structure for HUD.
- The budget authority change is subject to apportionment.
- Upward and downward spending adjustments should be reflected against the expired authority.

Gap Description:

PeopleSoft's funds control provides the ability to change Commitment Control budget rules, including changing the budget period using the effective date functionality on the Budget Definition. When an appropriation changes from one year to no year or vice-versa, the budget definition rule set needs to be updated to reflect the change. A new effective dated row can be added to the budget definition referencing the new budget period. However, where budget and spending transactions have been posted to the budget, these need to be removed with the prior effective dated budget settings and then reestablished with the new settings.

Recommendation:***Option 1: Manual Workaround***

Transaction entry and configuration changes within the delivered PeopleSoft module to allow for and support:

- Manual change orders to open commitments, open obligations, and expenditures not fully disbursed resulting in a zero balance.
- Manual establishment of new budget rules for the changing budget authority.
- Transfer remaining budget to the new budget authority distribution.
- Manual change orders to the original open commitments, open obligations, and expenditures not fully disbursed re-establishing these transactions using the new budget rule sets.
- Run the Budget Close process on the original budget rule set to reflect the proper closing of the budget.

Option 2: Customize/Extend PeopleSoft

Create a custom process that would allow transactions requiring changes to the budget authority ruleset to be automatically re-budget checked under the new rules resulting in a backing out and re-entry of budget remaining, open commitments, open obligations, and expenditures not fully disbursed from one Commitment Control ruleset to another.

Level of Complexity: High

3.2.3 – Budget Import and Upload Processing (Scenario 4.1.7)

Scenario Description:

Create a current year budget for an appropriation and its associated distributed funds based on a percentage of the appropriation's prior year funding. This scenario reflects the normal process that occurs under continuing resolution.

Assumptions:

- The budget structure being tested for this scenario is in line with the overall budget structure for HUD.
- The budget authority change is subject to apportionment.
- Prior year budgets have been established with spending against them.

Gap Description:

PeopleSoft's funds control functionality, Commitment Control, does not provide for an automated or simple means to change Commitment Control in order to meet HUD's requirements as shown in section 3.2.1 of this document. In addition, there is not a PeopleSoft delivered process that will allow the application of a percentage to a current budget to accommodate a needed change. The lack of functionality to create a budget by applying a percentage presents a gap as tested using the PeopleSoft modules in scope of this project.

Recommendation:

Option 1: Manual Workaround

A user could manually apply a percentage to an already existing budget using an Excel spreadsheet.

Please see section 3.2.1 of this document for details on how to convert this spreadsheet to a readable PeopleSoft format.

Option 2: Additional PeopleSoft Module Application:

HUD should look at PeopleSoft modules outside of the scope of this current project. PeopleSoft Budget & Planning, which is due to be generally available in August, 2005, holds capabilities to apply percentages to budgets already in the system for review and loading into the system.

Level of Complexity: Low

3.2.4 – Budget Control at different funding levels (Scenario 4.3.2)

Scenario Description:

Demonstrate the ability to create transactions that would only be controlled by one of the levels within HUD's required hierarchical funds management structure:

- Create obligations at different funding levels by recording an obligation at the Sub-Assignment, Assignment, and Sub-Allotment level. The control level will be established at the Allotment level.
- Record additional obligations at the Sub-Assignment level 1 and Assignment level.

Assumptions:

- The budget structure being tested for this scenario is in line with the overall hierarchical budget structure for the HUD.
- The chartfield distribution information to be used for transaction processing includes the same chartfields and chartfield relationships that correspond to the budget structure provided in Scenario P.1.

Gap Description:

PeopleSoft does have the ability to selectively update levels of the budget based on the configuration of budget definitions to be effective for specific expenditure accounts but does not have the ability to specify the level of the budget update for a specific transaction. In PeopleSoft, commitments, obligations and expenditures must reference the lowest budget level (i.e., sub assignment). The budget structure created in the PeopleSoft environment to meet HUD's budget business requirements are a hierarchy structure. The highest level of the budget definition is the appropriation and the lowest detail budget level is the Sub-Assignment level. In PeopleSoft Commitment Control the relationship between the different levels is defined as a parent child relationship. The budget amounts for each child budget together represent the amount on the parent budget. A source transaction checked against a child budget is also checked against the parent budget. In the HUD budget definitions structure Sub-Allotment is a parent budget to the Assignment level which, in turn, is a parent to the Sub-assignment level. In relation to this hierarchical structure, transactions will be budget checked through all parent-child relationships to ensure proper funds management control at various levels. The system can not automatically detect that in one instance spending should only be controlled at a portion of the budget structure.

Recommendation:

Option 1: Business Process Change

Change the business process to stay consistent with best practices so that transactions of the like chartfields will be controlled at the same levels of funds management throughout the system.

Option 2: Manual Workaround

Create unique budget definitions that mirror portions of the HUD required hierarchical budget structure to provide for funds control tracking at not only the initial budget structure but also the a specified control level.

Level of Complexity: Medium

3.2.5 – Process Appropriation transfer (Scenario 4.3.4)

Scenario Description:

Process an Appropriation Transfer based on user specific parameters.

- Demonstrate an automated reclassification of all transactions and related accounting data from the initial appropriation and relevant lower level budgets to another appropriation.
- Produce an audit trail of all changes made to the system.

Assumptions:

- An appropriation transfer is warranted and necessary after transactions and spending have occurred against the original set-up.
- The budget structure being tested for this scenario is in line with the overall budget structure for HUD.
- The budget authority change is subject to apportionment.

Gap Description:

PeopleSoft does not deliver a process to automatically reclassify transactions from one appropriation to another in each sub-system and the General Ledger. Business transactions in PeopleSoft are usually recorded in the sub-systems such as Purchasing and Accounts Payable. The subsystem will budget check the transaction to ensure available funding. In addition, transaction accounting entries are created in the sub-system before being posted to the General Ledger via the Journal Generation process. As a result, if a reclassification is required from one appropriation to another, PeopleSoft does not deliver a process to automatically reclassify entries in General Ledger or the sub-systems.

Recommendation:***Option 1: Customize/Extend PeopleSoft***

Create a custom process to reclassify transactions from the original, existing appropriation to the new appropriation value based on HUD specified criteria.

Option 2: Customize/Create new report

Allow already committed funds to stay aligned with the original appropriation and move the remaining funds into the new appropriation for continued use. Use reporting tools to aggregate for reporting purposes.

Level of Complexity: High

3.2.6 – Process Automatic De-commitments at Year-End (Scenario 4.3.8)

Scenario Description:

Demonstrate how commitments are automatically de-committed at year end to reflect expired annual and multi-year funds.

Assumptions:

- All Federally appropriated commitments must be de-committed for single year and multi-year prior to the year end close.
- The budget authority change is subject to apportionment.

Gap Description:

PeopleSoft delivers a Requisition Reconciliation process that allows for the automatic de-commitment of funds based on user defined parameters. This process can be scheduled to run using the Process Monitor and will process the commitments back to the available spending authority. However, this process only de-commits requisitions that have not been partially obligated. For those commitments that have been partially obligated there is not a delivered process to automatically reduce the commitment balance. There are delivered processes that will allow the manual de-commitment of these funds. Either a change order can be done directly to the requisition in order to reduce the remaining commitment balance of that requisition to \$0.00 or the Requisition Finalization process can be initiated. This process allows a user to use a push button on the obligation to finalize the remaining commitment balance and return this money to the available spending authority for year end close processing.

Recommendation:

Option 1: Workaround

Use the delivered manual processes to de-commit those requisitions that have been partially obligated.

Option 2: Customize/Extend PeopleSoft

Create a custom process to allow for the automated de-commitment of partially obligated funds.

Level of Complexity: High

3.2.7 – Budget Journal Approval Process (Scenario 4.1.8)

Scenario Description:

Process a request for additional funding outside the periodic budget review process. Include application of approvals. Process the approved reprogramming.

Assumptions:

Additional funding will need to be appropriately submitted and approved.

Gap Description:

PeopleSoft Commitment Control functionality can handle request for additional funding outside the periodic budget review process. However, PeopleSoft does not deliver a workflow and corresponding business process object for the budget journal approval process. Although PeopleSoft delivers a sample workflow for the GL, the sample workflow currently updates tables solely for GL tables and not Commitment Control tables.

Recommendation:

Customize/Extend PeopleSoft

A workflow and accompanying business process will need to be developed via PeopleTools to enable the Budget Journal Approval Process. This type of customization has been done for other agencies using PeopleSoft and can be leveraged.

Level of Complexity: Med

3.3 Collections (Accounts Receivable/Billing)

Testing was performed on 23 Collection scenarios. There were 4 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps.

3.3.1 – Interface with Treasury for cash collections (Scenario 5.2.3)

Scenario Description:

Download monthly deposits and debit voucher information from Treasury into PeopleSoft.

Assumptions:

FedWire collection files will be automatically uploaded from Treasury into PeopleSoft to record and apply payments.

Gap Description:

There is no delivered PeopleSoft process that can read the FedWire file generated from Treasury and load it into PeopleSoft. The FedWire collection file format delivered from Treasury does not conform to the PeopleSoft collection interface requirements.

Recommendation:

Option 1: Manual Workaround

Manually enter deposit and voucher payments into PeopleSoft Accounts Receivable to record collections and apply payments.

Option 2: Customize/Extend PeopleSoft

A custom process can be created to enable the FedWire file to read and reformat the file in order to update the PeopleSoft payment staging tables.

Level of Complexity: High

3.3.2 – Demonstrate PeopleSoft Interface with Treasury (Scenario 5.2.4)

Scenario Description:

Demonstrate the system reconciliation process for collections recorded in the PeopleSoft financial system with Treasury's record.

Assumptions:

To automatically reconcile collections loaded into the PeopleSoft Accounts Receivable module to the CA\$HLINK Treasury system.

Gap Description:

There is no delivered PeopleSoft collection reconciliation process with the CA\$HLINK system in Treasury. The CA\$HLINK collection file format delivered from Treasury does not conform to the PeopleSoft interface requirements for the reconciliation process.

Recommendation:

Option 1: Manual Workaround

Manually enter collection information on the bank balance entry page and then run the automated process to reconcile collections to Treasury.

Option 2: Customize/Extend PeopleSoft

Create a custom process to reformat the CA\$HLINK file to process into PeopleSoft payment staging tables and then run the reconciliation process.

Level of Complexity: High

3.3.3 – Age Receivables based on criteria (Scenario 5.9.1)

Scenario Description:

Generate aging reports by customer and by aging classification and extract receivables based on the following criteria:

- Over 90 days past due.
- Over \$600.
- Bill date = prior month.
- Customer type (i.e., federal, non- federal, employee).

Assumptions:

HUD needs an aging report that displays customer type and open receivables over \$600.00 with a specified bill date equaling the prior month.

Gap Description:

PeopleSoft delivers an Aging Receivable report that can be run by business unit at a summary and detail level. Also, the delivered aging report can be run by any chartfield value established in the system. The delivered Aging Receivables report does not have the following requested criteria:

- Over \$600.00
- Customer Type

Recommendation:

Customize/Extend PeopleSoft

The Aging Receivables report can be modified to display customer type and to produce aging based on a specific amount and customer type.

Level of Complexity: Low

3.3.4 – Loan and Interest Collections (Scenario 5.10.1)

Scenario Description:

Establish a project for loan processing that has interest accruing.

Assumptions:

HUD needs the functionality to store, process and accrue interest on loans.

Gap Description:

PeopleSoft does deliver functionality to only store loan and interest accrual, but does not calculate interest.

Recommendation:

Manual Workaround

Setup loans as projects to track loan principal and interest accruals.

Level of Complexity: Low

3.4 Purchasing

Testing was performed on 39 Purchasing scenarios. There were 6 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps.

3.4.1 – Create PCARD transactions without a requisition (Scenario 2.3.2)

Scenario Description:

Allow for credit card orders to be entered into the system directly as a Purchase Order without a related requisition.

Assumptions:

HUD processes credit card orders without a requisition for a specified dollar threshold.

Gap Description:

PeopleSoft's Procurement Card functionality requires that the transaction begins with a PeopleSoft entered requisition and does not allow for credit cards to be only associated with a Purchase Order.

Recommendation:

Option 1: Business Process Change

Change HUD's business process to always require a requisition when submitting a credit card order.

Option 2: Customize/Extend PeopleSoft

Add a new field to capture the entry of a credit card number on the Purchase Order.

Level of Complexity: Medium

3.4.2 – Self-Approve Bank Card transaction based on the dollar value (Scenario 2.3.2.1 and 2.3.2.2)

Scenario Description:

Allow for Credit Card Orders to be self approved if the total order amount is within the credit card transaction limit.

Assumptions:

HUD does not require approvals for transactions within the user's credit card limit.

Gap Description:

PeopleSoft does not provide the capability to establish purchase order approval thresholds based on credit card transaction limits as defined on the PeopleSoft Cardholder Profile.

Recommendation:

Customize/Extend PeopleSoft

Customize PeopleSoft to allow for either of the following:

- Creation of purchase order approval paths based on credit card transaction limits as defined on the PeopleSoft Cardholder Profile.
- Capability to self approve the purchase order if the total transaction amount is within the transaction limit as defined on the PeopleSoft Cardholder Profile.

Level of Complexity: Medium

3.4.3 – Reconcile Purchase Orders (Scenario 6.9.4)

Scenario Description:

Automate de-obligation of multiple existing obligations based on user specified parameters. Some obligation will have spending against them.

Assumptions:

HUD needs an automated process to de-obligate all obligations.

Gap Description:

PeopleSoft delivers a Purchase Order Reconciliation process that allows for the automatic de-obligation of purchase orders based on user defined parameters. This process can be scheduled to run using the Process Monitor and processes the obligations back to the available spending authority. However, this process only de-obligates purchase orders that have not been partially expensed. For those obligations that have been partially expensed there is no delivered process to automatically reduce the obligation balance. There are delivered processes that will allow the manual de-obligation of these funds. Either a change order can be done directly to the purchase order in order to reduce the remaining obligated balance of that purchase order to \$0.00 or the purchase order Finalization process can be initiated. This process allows a user to use a push button on the voucher to finalize the remaining obligation balance and return this money to the available spending authority for year end close processing.

Recommendation:

Option 1: Manual Workaround

Manually close all Purchase Order that are partially expensed.

Option 2: Customize/Extend PeopleSoft

Create a custom process to allow de-obligation of partially expensed obligations.

Level of Complexity: Medium

3.4.4 – HUD Specific Purchasing/Accounts Payable (Scenario 2.1.1.16)

Scenario Description:

Demonstrate how the system would generate a default Acceptance Date of Receipt Date plus 7 days in the case where an acceptance date is not recorded within the allowed seven-day timeframe.

Assumptions:

None

Gap Description:

PeopleSoft does not provide the capability to capture the Acceptance Date on the Receipt, but does allow an Acceptance Date on the Voucher Header. Peoplesoft does not default the Acceptance Date of Receipt Date plus 7 days where an acceptance date is not recorded within the allowed seven-day timeframe.

Recommendation:

Option 1: Customize/Extend PeopleSoft

Add an Acceptance Date on the Receipt Line and default the Acceptance Date of Receipt Date plus 7 days where an acceptance date is not recorded within the allowed seven-day timeframe.

Level of Complexity: Medium

3.4.5– HUD Specific Purchasing/Accounts Payable (Scenario 2.5.2)

Scenario Description:

Automatically generate a payment referencing FIFO for obligations.

Assumptions:

FIFO for the obligations is based on obligation date.

Gap Description:

PeopleSoft does not provide the capability to automatically reference obligations on a voucher based on the ‘first’ obligation associated with the contract.

Recommendation:

Option 1: Manual Workaround

Manually associate Purchase Orders to the Voucher/Payment based on FIFO.

Option 2: Customize/Extend PeopleSoft

Create a new Voucher Style that will be used to process FIFO type vouchers. Add a new field on the voucher to be displayed only for this new voucher style to capture Contract Id. Create a process to select the oldest obligation in the order of the earliest obligation date. Create an automated process to de-obligate obligations in the order of the earliest obligation date.

Level of Complexity: High

3.5 Accounts Payables

Testing was performed on 34 Accounts Payable scenarios. There were 5 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps.

3.5.1 – Calculate Multiple Prompt Date (Scenario 2.2.1)

Scenario Description:

Demonstrate how the system calculates multiple prompt pay due dates based on multiple delivery and acceptance dates for the items received (i.e., damaged item received).

Assumption:

One electronic invoice is received for multiple receipts of goods with different receipt dates and/or acceptance dates.

Gap Description:

PeopleSoft does not provide the capability to calculate multiple prompt pay due dates on a single voucher for the items received with different receipt dates.

Recommendation:

Option 1: Manual Workaround

Create multiple vouchers for each receipt entered which will calculate the proper due date according to the invoice date, receipt date, and/or acceptance date as appropriate.

Option 2: Customize/Extend PeopleSoft

Allow for the capability to calculate multiple prompt pay due dates on a single voucher for the items received with different receipt dates.

Level of Complexity: Medium

3.5.2– HUD Specific Purchasing/Accounts Payable (Scenario 2.5.5)

Scenario Description:

Control payment of funds for site needs once the site acquisition costs have been fully paid.

Assumptions:

Payment must be prevented automatically based on rules defined for HUD.

Gap Description:

PeopleSoft does not provide the capability to automatically prevent funds from being paid solely based on a specified previous expenditure having taken place.

Recommendation:

Option 1: Manual Workaround

Set-up PeopleSoft's Accounts Payable approval processing so that the system requires vouchers to be approved prior to processing, thus requiring the approver to deny or reject a voucher from processing through payment unless all requirements had been met.

Option 2: Customize/Extend PeopleSoft

Create an automated process to trigger the release of funds for payment based on a required expenditure taking place.

Level of Complexity: Medium

3.5.3 – HUD Specific Purchasing / Accounts Payable (Scenario 2.5.10)

Scenario Description:

Limit vendor information access by userid for employee vendors and non-employee vendors.

Assumptions:

Limiting security access for vendor information is not only for reviewing information but also for processing transactions.

Gap Description:

PeopleSoft does not deliver row-level security functionality in the application. As delivered in the PeopleSoft application, security can be controlled at the Business Unit and SetId levels. Since all vendors, regardless of the type, are entered by SetId then a user with security access to the vendor SetId will be able to review all vendor information.

Recommendation:***Option 1: Manual Workaround***

In the PeopleSoft application, transactions such as creating vouchers and payments are keyed by Business Unit. Control data such as vendor information is stored by SetId. Part of the PeopleSoft Accounts Payable configuration is to create an Accounts Payable Business Unit to process payable transactions. In addition, as part of the setup, the Accounts Payable Business Unit will need to point to a vendor table to process vouchers and payments. The relationship between the Accounts Payable Business Unit and Vendor SetId is a one to one relationship.

The manual workaround to meet this requirement is:

1. Create two Accounts Payable Business Units, one to process employee transactions and the other to process non-employee transactions.
2. Create two SetIds, one to store employee vendors and the other to store all non-employee vendors. One of the Payable Business units will point to the employee vendor SetId. The other Accounts Payable business unit will point to the non-employee vendor SetId.
3. Assign users who can review employee data to the employee vendor SetId and assign other users who can review all other vendors to other SetId.

Option 2: Customize/Extend PeopleSoft

Customize PeopleSoft to utilize row-level security. This is accomplished by designing special types of SQL views (security views) to control access to individual rows of data stored within the application database tables.

Level of Complexity: Medium

3.5.4 – Prompt Pay Reporting (Scenario 2.2.6)

Scenario Description:

Demonstrate prompt pay reporting capabilities to include interest paid to vendors, ability to sort, and drill down to lower levels of detail.

Assumptions:

Prompt pay reporting must meet desired HUD business requirements which call for a high level of detail in the report.

Gap Description:

PeopleSoft delivers a Prompt Pay report which lists payment information for a customer for a given period of time. The report includes the following sections:

- a. Invoices Paid Subject to the Prompt Payment Act and OMB Circular A-125
- b. Invoice Payment Methods
- c. Invoices Paid Late
- d. Invoices Paid 8 Days or More Days Prior to the Due Date
- e. Progress Made
- f. Certification

PeopleSoft does not deliver a report that sorts the prompt payment information by major HUD component or a lower organizational unit. There is also no delivered prompt payment report that allows for drilling into individual document transaction numbers on which prompt payment interest was paid. Note, the Commitment Control and General Ledger modules allow for drilling into individual document transactions.

Recommendation:

Option 1: Customize/Extend PeopleSoft

Customize the delivered Prompt Payment Report to pull in the level of information required to meet the business requirement. This is accomplished by updating the report program that is retrieving the requested data and building the report.

Level of Complexity: Medium

3.5.5– Link to the Department Treasury System (Scenario 3.5.5)

Scenario Description:

Demonstrate an online link to the Department of Treasury’s GOALS system to view paid schedule data.

Assumptions:

None.

Gap Description:

PeopleSoft does not provide an online link to the Department of Treasury’s GOALS system to view HUD paid schedule data.

Recommendation:

Option 1: Manual Workaround

While there is not an online link to the GOALS system to view paid scheduled data, PeopleSoft allows payment confirmation data to be loaded via an existing batch process into PeopleSoft Accounts Payable. This will allow users with inquiry access to determine the status of invoices.

Option 2: Customize/Extend PeopleSoft

Add an online link to the GOALS system from the payment confirmation page.

Level of Complexity: Medium

3.5.6– Add and Update Vendor information via CCR (2.1.1.11)

Scenario Description:

The system can capture vendor information required when registering with the Central Contractor Registry (CCR) and track activity by CCR identifier.

Assumptions:

None.

Gap Description:

PeopleSoft 8.8 did not have the CCR functionality as part of the software release. PeopleSoft created the functionality and it is included in a bundle that can be applied to the software. This bundle was not applied to the environment used to compete this testing.

Recommendation:

Option 1: Additional Software

Apply software bundle to the application.

Level of Complexity: Low

3.5.7 – Updated from a Payroll System (Scenario 3.1.1)

Scenario Description:

Demonstrate how the product will obtain bi-weekly updates from applicable payroll systems/cross-services (e.g., NFC), in which a complete replacement/refresh of data occurs during each update cycle.

- Demonstrate how employee data is segregated from other payee data, and how adequate security mechanisms are applied with regard to accessing and modifying payee data. (see section 3.5.3 in this document)
- Demonstrate the ability to apply the uploaded payroll data for processing of an expense reimbursement to one of the associated employees (i.e., based on identification, address, financial institution, and other data uploaded from the payroll system).

Assumptions:

HUD needs to upload employee data from a Payroll system and establish them as vendors to be able to process payments.

Gap Description:

PeopleSoft does not provide a direct interface from a payroll system to upload employee data to the vendor tables.

Recommendation:

Customize/Extend PeopleSoft

Leverage the CCR functionality, which uses the PeopleSoft Integration Broker, to load CCR vendors and use it to load employee data to the vendor tables.

Level of Complexity: Medium

3.6 General Ledger

Testing was performed on 21 General Ledger scenarios. There were 4 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps.

3.6.1 – Report on Prior Year Adjustments (Scenario 6.7.2)

Scenario Description:

Demonstrate the ability to perform and report on prior year adjustments (e.g.; an obligation that has become inactive re: transactional activity against it, and needs to be de-obligated.).

Specifically, generate a report that includes the following:

- Prior-year obligation amount and dates,
- Funding source (i.e.; direct, reimbursable, fee, carryover),
- Payments and dates made against the prior year obligation,
- Any previous adjustments (and dates) made to the obligation,
- Remaining unexpended obligations,
- Aging of obligations.

Assumptions:

None.

Gap Description:

Peoplesoft has no single report or inquiry that accommodates the requested information.

Recommendation:

Customize/Extend PeopleSoft

Develop a report or inquiry that provides the details required for this scenario.

Level of Complexity: Medium

3.6.2 – Report on Funding Sources Details (Scenario 6.7.5)

Scenario Description:

Demonstrate the ability to query and/or report on transaction detail associated with specified sources of funding and changes in funding or obligation balances.

Specifically:

- Assume that FY 2004 has ended and it is now February 2005.
- Generate a query of all upward and downward transaction level activity associated with the FY 2004 one-year appropriated funding and FY 2004 reimbursable funding.
- Show beginning balances, obligation activity, upward and downward adjustments, and ending balances associated with the appropriate budgetary accounts.

In addition:

- Assume that at the end of February 2005 the available FY 2005 appropriation funding balance was \$500M, with total obligated of \$250M (i.e., beginning balance of \$750M)
- On March 25, 2005, a query is run showing an increase of \$7.2M in obligations, resulting in total obligated balance of \$257.2M
- Generate a query to identify the source of the \$7.2M increase in obligations, at the document or transaction detail level.

Assumptions:

None

Gap Description:

PeopleSoft has no single report or inquiry that accommodates the requested information.

Recommendation:

Customize/Extend PeopleSoft

Develop a report or inquiry that provides the details required for this scenario.

Level of Complexity: High

3.6.3 – Develop Assurance Report (Scenario 6.7.7)

Scenario Description:

Demonstrate a system assurance report that compares budgetary account balances to proprietary account balances. Identify out of balance general ledger account balances and rejected transactions that are more than one week old.

Assumptions:

Budgetary to proprietary account balance comparison is to be conducted only by accounting period, fund, and account.

Gap Description:

PeopleSoft does not deliver a system assurance report providing the required documentation. A custom report is needed to compare the appropriate budgetary and proprietary accounts and to determine discrepancies. This comparison is often not an ending balance to ending balance comparison, but as a beginning balance of one account plus/minus change in another, etc. to determine the appropriate amount.

Recommendation:

Customize/Extend PeopleSoft

In the PeopleSoft application, develop an nVision report to meet the requirements of the system assurance report. The custom report should capture the following:

1. Capture the necessary account balances (beginning, ending, year to date, monthly change, etc.).
2. Compare the necessary calculations to identify budgetary versus proprietary account differences.
3. Drill into a line amount using drill down functionality. Review journal lines to identify rejected transactions that are more than one week old.

Level of Complexity: Medium

3.6.4 – Automatic Re-establishment of Commitments in a New Year (Scenario 6.9.1)

Scenario Description:

Automatically re-establish open commitments for no-year funds at the start of the new Fiscal Year.

Assumptions:

- All Federally appropriated commitments must be de-committed for single year and multi-year prior to the year end close.
- The budget authority change is subject to apportionment.

Gap Description:

PeopleSoft does not deliver a process to automatically re-establish commitments in a new year. As delivered, commitments would have to be manually changed or recreated in the new Fiscal Year. PeopleSoft does not need to re-establish open commitments because they, by default, remain open until they are closed, but do require a reclassification of YOBA. The automatic reclassification of YOBA is not supported by PeopleSoft.

Recommendation:

Customize/Extend PeopleSoft

Customize a process to roll-forward open commitments into a new fiscal year for transactional processing.

Level of Complexity: High

3.7 Cost Management

No Cost Management related gaps were identified.

3.8 General System Functionality

Testing was performed on 32 General System scenarios. There were 7 scenarios identified as not fully being met by PeopleSoft and are listed as Gaps.

3.8.1 – Use a touch-tone phone to inquire on the status of a payment (Scenario 1.1.2)

Scenario Description:

HUD requires the automation of commonly requested inquiries by a touch tone telephone access process.

Assumptions:

PeopleSoft requires the presence of Interactive Voice Response hardware and software to automate telephone touch-tone payment status inquiries. It is assumed that for this testing initiative no additional hardware or software will be acquired to assist delivered PeopleSoft.

Gap Description:

PeopleSoft's delivered functionality does not meet HUD requirement as the software requires the presence of Interactive Voice Response (IVR) hardware and software. For the purposes of this testing initiative, no additional hardware or software beyond PeopleSoft was acquired, thereby causing the requirement to not be met. In addition, there is an unknown element of configuration between the PeopleSoft software and IVR product required in order to meet this requirement.

Recommendation:

Third-Party Software

Integrate a PeopleSoft recommended IVR product for touch-tone telephone access.

Level of Complexity: Medium

3.8.2 – PeopleSoft Interfaces with GSA (Scenario 1.3.1)

Scenario Description:

HUD requires automatic interfacing of specified external applications with the COTS software application. An example of an external agency that would need to automatically interface into PeopleSoft is General Services Agency (GSA). HUD would like the ability for the PeopleSoft application to find GSA schedule and rate information from the GSA website and automatically upload the data into the Procurement module to be used for contracting.

Assumptions:

The interface requirement with GSA is to obtain contracting rates for procurement processing.

Gap Description:

There are no PeopleSoft delivered interfaces with GSA. PeopleSoft has scheduled the addition of delivered functionality that could potentially meet HUD’s requirement in this area. This addition is scheduled for a future release but is currently not available for testing or implementation.

Recommendation:

Option 1: Manual Workaround

Manually obtain rates from the GSA website when creating procurement transactions.

Option 2: Customize/Extend PeopleSoft

Create a custom process to obtain contract rates from GSA and load into PeopleSoft to use during the procurement process.

Level of Complexity: High

3.8.3 – Demonstrate product ability to exchange system interface data in ASCII and EBCDIC format (Scenario 1.3.4)

Scenario Description:

HUD would like for PeopleSoft software to demonstrate the capability to exchange system interface data using two file formats: ASCII and EBCDIC. Files can be transmitted between systems using these two formats, to include both the importing and exporting of data.

Assumptions:

None.

Gap Description:

PeopleSoft does not directly accept files that use the EBCDIC format.

Recommendation:

Third-Party Software

Implement a PeopleSoft recommended File Transfer Protocol (FTP) product to assist in moving the file from one system's directory into the receiving system's file directory and vice versa. This tool will aid in converting the file from EBCDIC to ASCII format.

Level of Complexity: Low

3.8.4 – Address product capability to receive public payment collection via the internet (Scenario 7.2.2)

Scenario Description:

HUD requires a web based collection capability to receive public payment from customers via the internet. Customers should have the ability to submit public payments via the internet to HUD. This collection file would then be created, processed and tracked through the system.

Assumptions:

This phase of PeopleSoft testing only uses PeopleSoft Financials delivered functionality.

Gap Description:

The PeopleSoft Financials and Supply Chain modules to be used for the Fit/Gap Analysis do not provide this capability. However, PeopleSoft eSettlements does provide the ability to receive public payment collections via the web.

Recommendation:

Additional PeopleSoft Modules

Integrating the PeopleSoft eSettlements module with PeopleSoft Financials and Supply Chain modules would resolve this gap.

Level of Complexity: Low

3.8.5 – Enter certain fields that trigger automated completion of accounting data (Scenario 6.4.1)

Scenario Description:

Demonstrate the ability to enter certain fields (accounting data) that then trigger automatic completion of additional default fields, based on an established relationship between those data/fields.

Assumptions:

HUD requires the automated completion of accounting data when certain fields are entered. The relationships between the data/fields will need to be predefined.

Gap Description:

Entering certain fields to trigger automatic completion of other fields based on an established relationship between those data/fields is not provided by PeopleSoft without customized PeopleCode modifications.

Recommendation:

Customize/Extend PeopleSoft

Create records and pages to establish the relationship between the accounting fields. In addition, PeopleCode needs to be added to multiple pages in the system where the accounting distribution is entered to trigger automated completion of accounting data based on the established relationship.

Level of Complexity: Medium

3.9 Grants Management

No Grants Management related gaps were identified.

3.10 Asset Management

No Asset Management related gaps were identified.

4.0 CONCLUSION/RECOMMENDATION

4.0 Conclusion/Recommendation

The primary objective of the PeopleSoft COTS Evaluation testing was to assess PeopleSoft functionally against HUD's business requirements and by performing this assessment, identify any potential gaps. All HUD requirements in the scenarios contained in the *COTS Demo Checklist and Scoring Approach*, dated May 24, 2005, have been analyzed and tested against delivered PeopleSoft functionality.

4.1 Conclusion

The PeopleSoft testing effort was completed over a 2 month period and covered 175 scenarios. The end results of testing these scenarios are reflected in the table below:

Business Process	# of Scenarios	# of Fits	# of Gaps	Complexity		
				Low	Medium	High
Funds Management	18	11	7	1	3	3
Collections	23	19	4	2	0	2
Purchasing	39	33	6	0	5	1
Payables	34	26	7	0	6	1
General Ledger	21	17	4	0	1	3
Cost Management	5	5	0	0	0	0
General System Functionality	35	30	5	1	3	1
Totals	175	141	33	4	18	11

The 33 gaps identified can be categorized as follows:

- Nine are partial gaps
- Five are reports
- One is related to workflow
- Five require additional PeopleSoft Software modules
- Six are interface-related
- One is security-related
- Six are HUD-specific requirements

4.2 Recommendation

Based on the number and severity of the gaps and the actual results of the PeopleSoft COTS testing effort, the PeopleSoft COTS package is deemed to be an acceptable solution to meet HIFMIPS requirements. Six out of the 30 identified gaps are HUD-specific requirements and are unlikely to be met by any of the currently available JFMIP approved COTS solutions without making modifications to the software.

It should be noted that the HIFMIP Project Team recently conducted a Feasibility Study and is currently conducting a Cost Benefit Analysis further analyzing the acceptability and fit of the PeopleSoft package for HUD. The documents will review the costs associated with implementing and maintaining the PeopleSoft software versus Other COTS packages. They also analyze other issues associated with implementation such as ease of interfacing with legacy systems and ease of conversion. The results of the Feasibility Study and Cost Benefit Analysis need to be considered when making a final COTS selection decision.

APPENDIX A: GENERAL SETUP

INSERT APPENDIX A

APPENDIX B: GENERAL FUNCTIONALITY

INSERT APPENDIX B

APPENDIX C: PURCHASING

INSERT APPENDIX C

APPENDIX D: ACCOUNTS PAYABLE

INSERT APPENDIX D

APPENDIX E: FUNDS MANAGEMENT

INSERT APPENDIX E

APPENDIX F: COLLECTIONS

INSERT APPENDIX F

APPENDIX G: GENERAL LEDGER & REPORTS

INSERT APPENDIX G

APPENDIX H: GENERAL TECHNICAL

INSERT APPENDH