



<b>Issue Summary</b>	PeopleSoft Payables and Expenses check printing platforms should be standardized in order to reduce support costs
<b>Background</b>	<p>Recently, an institution was required to purchase a new check printer. Prior to purchasing the printer, a help desk ticket was submitted to OIIT asking which printer other institutions utilized. Upon surveying the institutions, we determined over 6 different types of printers were being used.</p> <p>Each time a new printer is purchased, extensive regression testing is required by the support team to determine what the offset characters are and to make sure the MICR font is in the correct location.</p> <p>In the spirit of standardizing platforms, OIIT and fiscal affairs believe one printer platform should be selected and institutions should be mandated to move to the platform as their legacy equipment is retired.</p> <p>In addition to supporting one printer, OIIT should assess the feasibility of outsourcing check printing to a 3<sup>rd</sup> party provider or the Shared Services Center in Sandersville</p>
<b>Risks</b>	<ol style="list-style-type: none"> <li>1. Selecting a 3<sup>rd</sup> party printer requires an additional interface be developed and regression testing</li> <li>2. A process will have to be developed for expedited check requests</li> <li>3. Selecting a standardized provider assumes the business will support its products going forward</li> <li>4. Technology advancement</li> </ol>
<b>Possible Solution(s)</b>	<ol style="list-style-type: none"> <li>1. Select a standard check printer and communicate the expectation going forward</li> <li>2. Select a 3<sup>rd</sup> party check printer</li> <li>3. Continue supporting multiple printers</li> <li>4. Develop a cost/benefit analysis to determine if 3<sup>rd</sup> party check printing is beneficial</li> </ol>
<b>Escalating Sub-team and Lead</b>	Fiscal Affairs – Vikki Williamson and Craig Golden
<b>Recommended Action</b>	Options 1 and 4 should be conducted in unison.



<b>Accounting Issues Committee Comments</b>	<p>The AIC agreed to move forward with Option 1. There was no desire to explore using a 3<sup>rd</sup> party check printer.</p> <p>David Nisbet agreed to take the point on this issue and determine what platform ITS recommends going forward. Change request 10106 was logged to document the request to research printing suppliers and platforms.</p>
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