

## Summary

Westinghouse is currently collecting time records via Excel spreadsheets. These spreadsheets - one per employee - are reviewed and signed-off by authorized individuals, and the data on these spreadsheets ultimately finds its way into a mainframe-based time/project tracking system.

Custom-designed Access user reports are derived from information that is provided in electronic format by the mainframe-based system. The mainframe data is first processed through Microsoft Excel and then imported into a Microsoft Access database.

The client has indicated that an interim Microsoft Access-based solution (prior to the implementation of SAP) is desirable. Such a solution would focus on:

- automated loading of the spreadsheet data into Microsoft Access tables, including some data validation
- reporting
- creation of an export file that could be uploaded to the mainframe system (assuming that the appropriate “hooks” are already available on the mainframe side)

BSA has considerable experience in other Microsoft-based solutions of a similar nature. At one of our broadcast clients, we have devised Microsoft Access-based turnkey solutions involving the batch loading, summary and reporting of large volumes of data, including bank-maintained employee and general ledger data. We have effected a solution that is similar to this proposal (and from which we could draw) in terms of both the loading of Excel 5.0 spreadsheet data, the parsing of that data into rows, and summary reporting based on the loaded/parsed data.

## Alternatives

The following basic choices are available to the client:

### 1. Continue with current system

Currently, timesheet data is keyed into the mainframe tracking system; this entails manual entry and an increased possibility of errors in the data. Reporting is not as timely as a system in which the data is available **prior** to entry into the mainframe system. The current Access-based reporting (particularly the data loading phase) is somewhat cumbersome.

### 2. Obtain an “off-the-shelf” product

Time and money will have to be spent researching, evaluating and selecting an appropriate system. There are potential multi-user licensing issues which may increase the cost of the product, particularly if a large number of people will be accessing the system to key their timesheet data.

Training will be an issue, since the client will not have been exposed to the software before. In the custom scenario described below; Microsoft Excel will continue to be used for time capture, and Access for importing, reporting and exporting. The client is familiar with both of these products.

There is still no guarantee of a “good fit” with Westinghouse’s requirements via an “off-the-shelf” system.

### 3. Custom Microsoft Access-based application

The proposed solution assumes the continued use of Microsoft Excel for time/project data entry, and will provide the following additional functionality:

- Automated loading of spreadsheet data, with limited validation of the loaded data
- Custom reports (the user may wish to do all custom reporting for cost reasons) will be available before the data is passed to the mainframe system, and there will be considerable reporting flexibility. The source code to the application will be available to the client for in-house enhancement.
- Exporting of data in a format suitable for entry into the mainframe system can be provided, greatly improving the accuracy of mainframe data and reducing the time and cost of entering the data. The export capability is dependent on the data requirements of the mainframe system, and the availability of the required data within the current spreadsheet.