



**Penn P2P**  
PROCURE-TO-PAY MADE EASY

# **P2P Champions Meeting**

**April 17, 2008**

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# Meeting Agenda

- School & Center Presentations
  - Purchasing Card Program Update
  - FY08 P2P Status
  - FY2009 Goals & Objectives
  - Comptrollers Office Update
    - Travel Policies Communications
    - Workflow Changes
  - BEN Financials
  - Questions & Discussion
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## School/Center Presentations

- School of Dental Medicine
  - Brent Parker
- Development & Alumni Relations
  - Rich Martorelli

## Purchasing Card Program Update

- Purchasing Card Advisory Committee
    - Initial meeting will be held in early May with quarterly meetings thereafter
    - Committee includes representatives from 13 Schools and Centers
  - Purchasing Card Cardholder Training
    - Cardholder training program will be updated by June 30.
    - Committee will be asked to provide input on possible changes to the way training is delivered to cardholders
    - Updated process for requesting changes to monthly transaction and spend limits
  - Purchasing Card Transaction Audits
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## P2P Exception Statistics Summary-Mar08

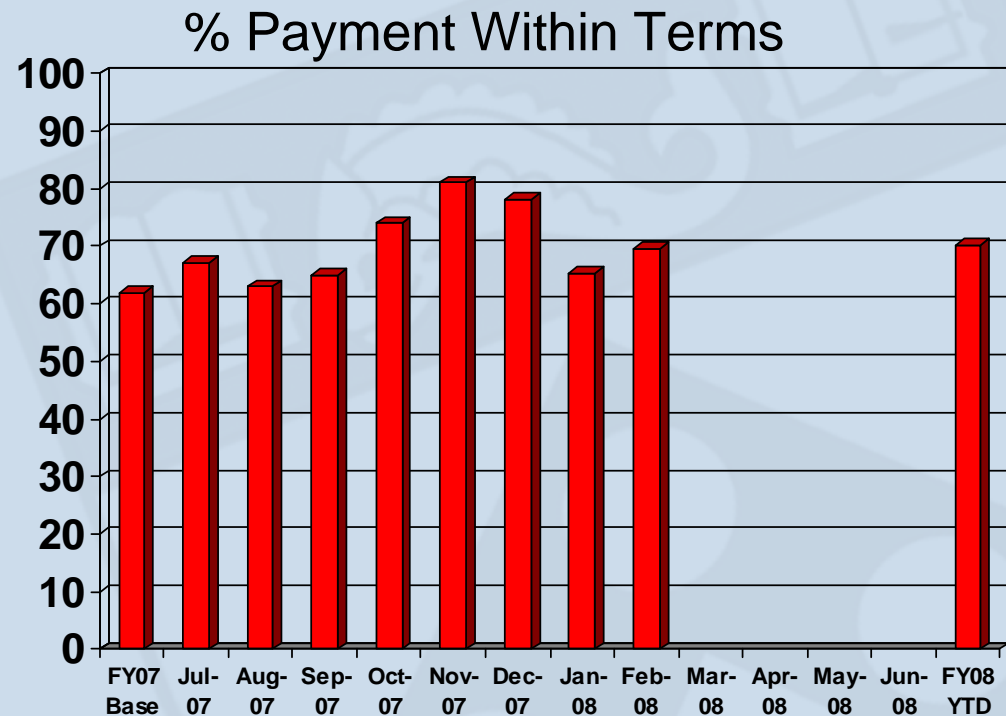
- Payment within supplier terms increased 8% February 2008 over FY07 baseline, 70% versus 62% (90% paid within 60 days) YTD performance is at 70%
- PO invoices on hold greater than 7 days have decreased by 52% from 851 to 413
- PO invoices not entered in BEN within 15 days have **increased by 35%** from 7,468 to 10,080
- PO approval after supplier invoice date have decreased by 38% from 1,488 to 926
- C Form processing increased by 9% from 6,798 to 7,426
- Invoice rejections **increased by 27%** from 262 to 344

## P2P Process Enhancements

### PO supplier payment performance

#### ■ PO Supplier Payment Performance:

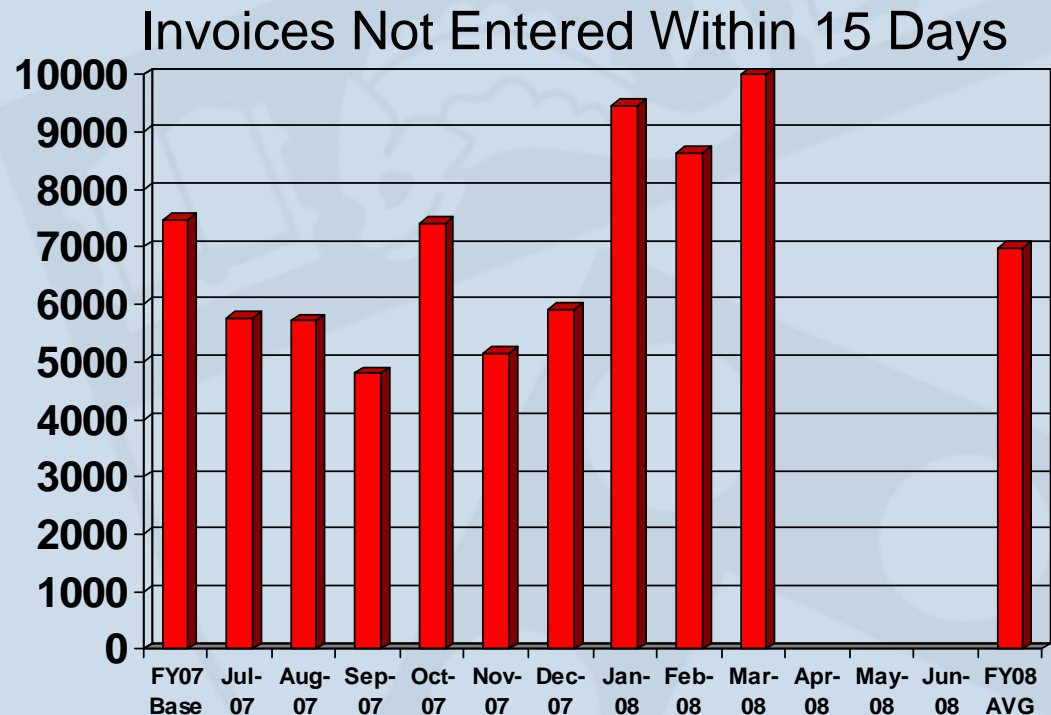
- FY 2008 Goal - Increase invoices paid within terms to 80% or higher
- FY 2007 Baseline 62%
- For January 2008 PO invoices paid within supplier terms was 70%
- YTD payment performance through February 2008 was 70% an 8% increase over the FY2007 baseline (90% were paid within 60 days)



## P2P Process Enhancements

### PO invoices not entered to BEN within 15 days

- **PO Invoices not entered into BEN within 15 days:**
  - FY 2008 Goal – 50% reduction in this exception. Long-term goal is zero exceptions
  - FY 2007 Baseline is 7,468 avg. monthly exceptions for FY 2007
  - March 2008 invoices not entered in 15 days increased to 10,080, a 35% increase over the baseline. The FY08 average is 6,997



## P2P Key Performance Metrics - FY09

- FY09 goals and measurements are set based on requirements to pay suppliers within 30 day terms
  - Increase payment performance goal to 85% within 30 day supplier terms
  - The FY09 measurement baseline is set based on June 30, 2008 actual or FY08 average monthly exceptions
    - FY09 Goal for clearing invoice matching holds will be 7 days
    - FY09 Goal is to drive invoice receipt to AP and invoice entry to BEN within 15 days
    - FY09 Goal is to reduce “after-the-fact purchase orders” by 50%
    - FY09 Goal is to reduce C Form processing by 25%, pushing more transactions to PO’s or Purchasing Cards
    - FY09 Goal is to reduce invoice rejections due to cancelled or final closed PO’s by 50%
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## Comptroller Office Updates

- Travel Policies Communications
    - Initial Communications on Policy Changes
      - The Bottom Line - March 2008
      - Almanac - April 15, 2008
      - ABA luncheon – April 16, 2008
    - Future Communications
      - Notification on “My Reimbursements” page
      - Daily Pennsylvanian ads – late April, early May 2008
      - EVP Newsletter – Early May 2008
      - Pre-Notice to Deans, VP’s and Officers – early May 2008
      - “Know Before You Go” Brochure – early May 2008
      - Almanac – “Know Before You Go” - early May 2008
      - Eblast message – May 2008
      - Almanac – reminder June 2008
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## Comptroller Office Updates

- Workflow Changes
  - Travel Reimbursements & Advances
    - Transitioned to Payroll/Tax April 1, 2008
    - No change in workflow
  - Reimbursements/Payments to Individuals
    - All payments to individuals transition to Payroll/Tax
      - Includes payments to employees, students, independent contractors, human subjects, attorneys, accountants, etc.
      - Improve operational efficiencies
      - Extend value added services
      - Increase tax compliance
    - Align with process ownership
      - Procure-to-Pay
      - Hire-to-Retire
    - Anticipated completion by December 2008

## Year-End Purchasing Accrual Process

- 900.Unvoiced Report is **NOT** including Uninvoiced Receipts where ***Qty Billed is greater than or equal to the Qty Ordered***
- Cause – Change in Oracle logic for report and accrual
- Example:

Quantity Ordered	Quantity Received	Quantity Billed	PO Line Status	On 900. Uninvoiced Receipts Report?	Included in PO Accrual?
10,000	15,000	<b>&lt;= 9,999</b>	Closed for Receiving	Yes	Yes
10,000	15,000	<b>&gt;=10,000</b> (but less than 15K)	Closed for Receiving Closed for Invoicing	No	No

## Action Plan

- BEN Financials Support Team is finalizing a new report that can be run by Schools/Centers to show uninvoiced receipts where the ***Qty Billed is greater than or equal to the Qty Ordered*** (run report in addition to the 900 report)
  - New report will be available in *Senior BA Reporting* responsibility. Run by CNAC or ORG to identify:
    - Accruals for overbilled PO's (manual accrual must be created by School/Center)
    - Identify receiving or A/P errors (focus on FY08 first)
  - Submit receipt corrections to Accounts Payable
    - Use e-mail address: [apsup@upenn.edu](mailto:apsup@upenn.edu)
  - Beginning May 15<sup>th</sup> a dedicated A/P resource will be available to coordinate and process receipt corrections...*more details to follow*
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## Future Meeting Schedule

- June 5, 2008 – Scheduled
- June 4, 2008 – Alternate date
- Volunteers for future School/Center P2P presentations?
- Questions & Discussion