

P2P Champions Meeting

September 18, 2008

Meeting Agenda

- P2P Business Initiatives for FY2009
 - FY2008 Accomplishment Summary
 - Future Meeting Dates & School/Center Presentations
 - Purchasing Card Process & Controls Review Presentation
 - Individual Disbursement Services Workflow Changes
 - BEN Financials Update
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Business Initiatives for FY2009

- Purchasing
 - New Spend Analysis initiatives
 - SAS 112 buying method process and business control reviews
 - Data analysis by buying method, suppliers and commodities
 - New cost savings opportunities
 - Enhanced P2P training initiatives
 - EDI Ramping – 2 suppliers per quarter
 - T&E on P2P website – early October
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Business Initiatives for FY2009

- Payables
 - Process PO invoices in 3 - 5 business days
 - Process C forms within 5 - 7 business days
 - Final Close PO's within 3 business days
- Personnel changes
 - Jason Freedman has been named Manager – Accounts Payable replacing Cheryl Walker
 - Lisa Smith is Acting AP Assistant Manager

Business Initiatives for FY2009

- School & Center P2P Champions
 - Lead efforts in the School/Center to accomplish broad P2P objectives
 - Communicate issues and findings
 - Use the exception measurement reports developed in BEN Financials to help identify and eliminate exceptions
 - Establish corrective action plans and eliminate root causes
 - Streamline internal procurement and invoice review processes
 - Utilize approved buying and payment methods
 - Clear holds in 7 days

P2P Key Performance Metrics - FY09 Goals

- 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 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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P2P Key Performance Metrics – FY08 Highlights

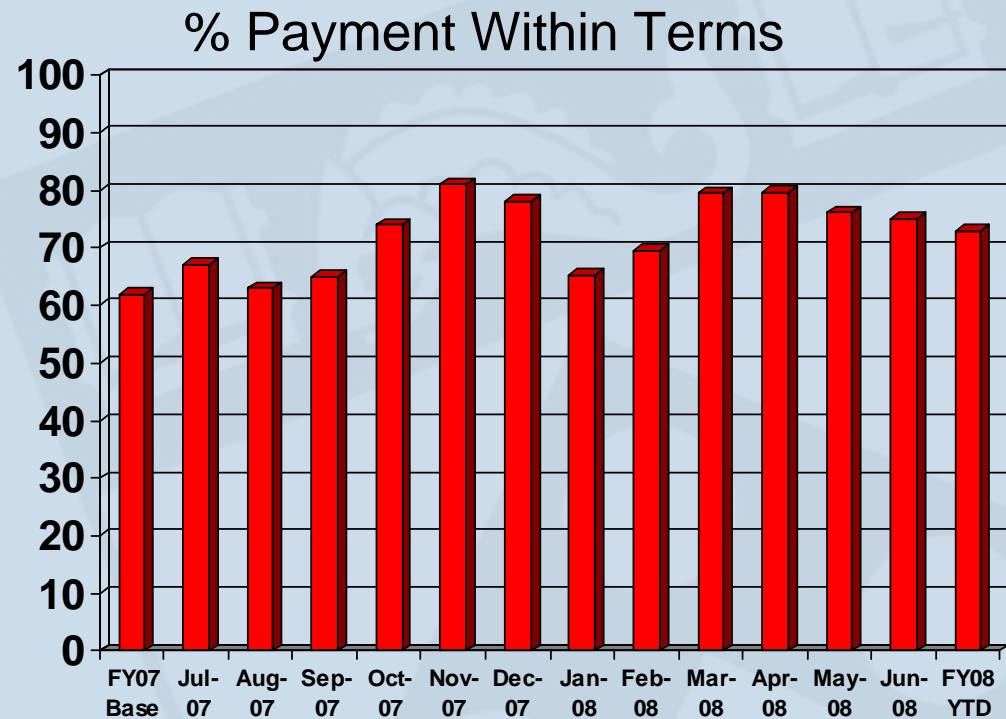
- Supplier Payment Performance increased 11 percentage points from 62% in FY07 to 73% in FY08
- Significant progress was made to reduce invoice holds greater than 7 days and after-the-fact PO's
- Invoices not entered in BEN within 15 days had a steady increase during the 2nd half of FY08 along with C Forms processed and invoice rejections
- AP processed PO invoices within 4 days on average. Processed invoices 91% within 5 days and 69% within 3 days

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 June 2008 PO invoices paid within supplier terms was 75%
- YTD payment performance through June 2008 was 73% an 11% increase over the FY2007 baseline (90% were paid within 60 days)



Future Meeting Schedule

- November 19, 2008
- January 21, 2009
- March 19, 2009
- May 20, 2009
- Volunteers for future School/Center P2P presentations?
- Proposed agenda
 - 2 School/Center presentations
 - Current topics info at Central

Comptroller Office Workflow Update

- Workflow Changes
 - Reimbursements/Payments to Individuals
 - All payments to individuals will transition to Individual Disbursement Services (a division of the payroll office)
 - Includes payments to employees, students, independent contractors, human subjects, attorneys, accountants, architecture firms, attorneys, etc.
 - Accounts Payable's Primary focus will be on corporate vendors
 - New C-Forms will be available for review on Comptrollers website by mid- October
 - Targeted start date for new forms and form routing – Early November
 - 30 day grace period for schools/center transitioning to new C-Forms
 - Communication and dates will be updated as information becomes available

BEN FINANCIALS UPDATE

- BEN Financials Application Upgrade
 - **BEN unavailable Friday October 24th through Monday the 27th**
- Training Extended – Complete by Monday October 27th
- New with the Upgrade
 - Streamlined checkout process for requisitions
 - Mass Change functionality for assets
 - No limitation for Property Management
 - Layout for Journal Entry forms
 - Thirty (30) minute time out

BEN FINANCIALS UPDATE

- BEN Financials Imaging Upgrade
 - **BEN unavailable Saturday November 8th**
- New transition markups
 - Hold Resolved – Approves Max Ship & Qty Ord holds
 - Return to AP – Request Invoice Cancellation
 - Comment Requested – Replaces C Form & PO Buck Slips
- New workflow requires “ownership”
- Prior billing and receipt data available when reviewing the image from the users inbox (Home)
- Sun JRE will replace the J initiator

PLEASE MONITOR YOUR USERS TO ENSURE THEY HAVE COMPLETED ALL THE REQUIRED TRAININGS!

BEN FINANCIALS UPDATE

Training Status Reports from Learning Management System (LMS) Reports in BEN Reports

- Login to BEN Reports and select LMS Reports (**must have access to LMS data collection)
- From the LMS Report list select "*Current Status of Required and Optional Courses, for the Org./Business Unit*"
- Training Status Reports can list status of ALL users or list only those that haven't completed the course

To generate a Training Status Report on ALL users:

- Use the following Query Options and selection criteria:
 - Org/Business Unit: use the search dialog box to select the Org/Business Unit you wish to report on
 - Example: Financial Training Department (UP.8712), Division of Finance Parent (UP.87XX), Law School Parent (UP.56XX)
 - Course Title or Course Master ID is or contains: **Marketplace Upgrade**
 - Course Required Status is: **Y**

To generate a Training Status Report for users that are incomplete:

- Use the following Query Options and selection criteria:
 - Org/Business Unit: select the Org/Business Unit you wish to report on
 - Course Title or Course Master ID is or contains: **Marketplace Upgrade**
 - Course Required Status is: **Y**
 - Course Overdue Status is: **Y**

BEN FINANCIALS UPDATE

- Coming in October!
 - New fields to 250 Un-cashed Check Extract
 - Adjusting 114.Endowment projected income calculation for new Aid funds policy
 - BEN Helps – New web intake form for Central Support Subscribers
 - Impact on Local Support Providers