

P2P Champions Meeting

November 19, 2008

Meeting Agenda

- SAS 112 – P2P Project Update
- P2P Exception Statistics Summary – OCT 08
- Remaining FY2009 Meetings
- New Travel Services Initiatives
- New Wright Express Fleet Fuel Card program
- BEN Financials Update

SAS 112 – P2P Initiative

- Phase I Activities in Central Services Departments
 - Purchasing
 - Payables
 - Travel & Procurement Card Services
 - Phase II Pilot Initiatives
 - Vet School
 - Business Services
 - Phase III Launch in 1st Quarter 2009
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SAS 112 – P2P Initiative

- Vet School & Business Services Pilot Program
 - Distribution of business process surveys for Purchase Order, Purchasing Card, C-Form and Transaction Authorization Card (TAC)
 - Surveys are not tests - opportunity to identify best practices, gaps in training, business controls and/or monitoring, as well as opportunity for process improvements
 - Surveys will be specific to responsibilities under each process

Meeting Schedule for FY2009

- Remaining meeting schedule for School & Center Presentations
 - January 21, 2009
 - March 19, 2009
 - May 20, 2009
 - Volunteers or draft for future P2P presentations

P2P Exception Statistics Summary- OCT 08

- Payment within supplier terms increased 9% SEPTEMBER 2008 over FY08 baseline, 82% versus 73% (88% paid within 45 days) YTD performance is at 81%
 - PO invoices on hold greater than 7 days have **increased by 25% from 518 to 647** average YTD
 - PO invoices not entered in BEN within 15 days have decreased by 31% from 7,896 to 5,440 average YTD
 - PO approval after supplier invoice date has decreased by 7% from 1,068 to 997 average YTD
 - C Form processing decreased by 8% from 7,099 to 6,515 average YTD
 - Invoice rejections **increased by 28% from 274 to 350** average YTD
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BEN FINANCIALS UPDATE

- BEN Application upgrade
 - Introduction of Requisition encumbrances
 - Similar to Invoice encumbrances
 - Created when the Requisition is approved
 - Relieved when the Purchase Order is created
 - Restored ONLY if the PO is Rejected
 - Two step process required by the Buyer to relieve the requisition encumbrance and allow the requisition to be acted upon (modify, delete or do nothing)
 - Cancel the rejected PO
 - Return the requisition
 - Only the lines associated with the rejected PO can be modified

BEN FINANCIALS UPDATE

- BEN Application Upgrade
 - GL Date added to the Requisition
 - Requisition Number added to the PO Notification
 - Rejected PO notification changed from an “FYI” notification to a “To Do” notification
 - New Returned Requisition creates a “FYI” notification to Requisitioner
 - 163.Org: Open Encumbrance report modified to include (REQ) requisition encumbrances
 - Mandated “time out” – currently 30 minutes, considering a change to 60 minutes

BEN FINANCIALS UPDATE

- BEN Pays Imaging Upgrade
 - **BEN unavailable Saturday, November 22nd**
- Training must be completed by end of business Friday, November 21st
- Alternate Assignments required for anyone who has not completed the training
 - One per School or Center

BEN FINANCIALS UPDATE

- BEN Pays Imaging Upgrade
- New transition markups
 - Hold Resolved – **Approves** Max Ship & Qty Ord holds
 - Route to Accounts Payable – Request Invoice Cancellation
 - Comment Requested – Replaces C Form & PO Buck Slips
- New workflow requires “ownership”
- New feature – E-mail Document Link
- New feature - Prior billing and receipt data available when reviewing the image from the users inbox (MarkView 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: ***BEN Pays Imaging Upgrade Knowledge Building***
 - 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: ***BEN Pays Imaging Upgrade Knowledge Building***
 - Course Required Status is: **Y**
 - Course Overdue Status is: **Y**

BEN FINANCIALS UPDATE

- Delivered in October & November
 - New fields to 250. Un-cashed Check Extract
 - Adjusted 114. Endowment projected income calculation for new Aid funds policy
 - BEN Helps – New web intake form for Central Support Subscribers
 - No users to date!