

# **P2P Champions Meeting**

**January 21, 2009**

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## Meeting Agenda

- SAS 112 - P2P Project update
- New Requisition Encumbrance relief procedure
- New Automated PO Encumbrance relief procedure
- New E-mail document link
- Change Buyer of a PO
- Update on open issues from 11.5.10 Upgrade
- Communicating report issues to BEN Helps

## SAS 112 - P2P Project Update

- Initial School & Center process surveys launched in January
  - Vet School
  - Business Services
- Pilot participants will be providing feedback on the survey and process
- Campus wide rollout to all Schools & Centers will begin in February
- Information on the survey process is available at:  
[www.purchasing.upenn.edu/buytools/sas112-survey.php](http://www.purchasing.upenn.edu/buytools/sas112-survey.php)

# New Requisition Encumbrance Relief Procedure

- Open Discussion:
  - What BEN reports currently pick it up, which ones do not, and where is it available in the Data Warehouse?
  - Currently, requisition encumbrances are available in the DW GL detail, but not the balances. How important is it to have them available in the balances as well?
  - Do we need a new BEN report to report on requisition encumbrances only?

# New Automated PO Encumbrance Relief Procedure

- Open Discussion:
  - Review the criteria, is it correct?
  - Do they have any issues or concerns on what we are proposing?

## General Discussion Topics

- New E-Mail Document Link
  - Best practices and recommendations for its use
- Change Buyer of a PO
  - Discussion of the criteria required
- Update on open issues from 11.5.10 upgrade
- Communicating report issues to BEN Helps

## Future Meeting Schedule

- March 19, 2009
- May 20, 2009
- School/Center P2P presenters will be recruited for the remaining meetings