

P2P Champions Meeting

May 20, 2009

Meeting Agenda

- Center Presentations
 - Gary Delson (ISC)
 - Karen DiMaria (FRES)
 - SAS 112 - P2P Initiative Update
 - P2P Enhancements
 - YTD Results
 - FY10 Goals
 - BEN Financials Updates & Discussion items
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SAS 112 Initiative - P2P Project Update

- School & Center Process Survey Initiative
 - Ten Schools and two Centers have been engaged in the process survey initiative

Business Services

Vet School

Nursing

Wharton

SAS

GSE

SEAS

Provost's Office

Law

Dental School

Design

Medicine

- 1,235 combined survey recipients
- Survey results for the initial two organizations are currently being reviewed by the project team
- www.purchasing.upenn.edu/buytools/sas112-p2p.php

P2P Key Performance Metrics – FY09 YTD Highlights

- Supplier Payment Performance increased 6 percentage points from 73% in FY08 to 79% in FY09. Payments within 45 days is 88% in FY09
- Significant progress has been made in recent months to reduce invoice holds greater than 7 days
- Invoices not entered in BEN within 15 days have improved during FY09 but roughly 40% of PO invoices are still not received and entered within 15 days
- After-the-fact PO's have been consistently lower all year
- C Forms processed are slightly lower than FY08
- Invoice rejections have increased slightly over FY08
- AP Processing PO invoices 94% within 5 days and 64% within 3 days

P2P Key Performance Metrics – FY10 Goals

- FY10 goals and measurements are set based on requirements to pay suppliers within 30 day terms
- Increase payment performance goal to 88% within 30 day supplier terms
- The FY10 measurement baseline is set based on FY09 average monthly exceptions
 - FY10 Goal for clearing invoice matching holds will be 7 days. Reduction of 50% over FY09 exceptions
 - FY10 Goal is to drive invoice receipt to AP and invoice entry to BEN within 15 days. Reduction of 50% over FY09 exceptions
 - FY10 Goal is to reduce “after-the-fact purchase orders” by 50%
 - FY10 Goal is to reduce C Form processing by 25%, pushing more transactions to PO’s or Purchasing Cards
 - FY10 Goal is to reduce invoice rejections due to cancelled or final closed PO’s by 50%
- PO invoices processed 95% within 5 business days, 75% within 3 business days

BEN FINANCIALS UPDATES

- Uninvoiced Receipt Accruals
 - “Cancelled” POs can now be Finally Closed
 - 901. Overinvoiced Uninvoiced Receipts Report
 - Requires manual accrual entries
 - Performance Issues - Be patient!
 - 163.Open Encumbrance
 - 900. Uninvoiced Receipts Report
 - Reports scheduled to run outside of BEN available hours
 - Issue surfaced with the upgrade to 11.5.10.2 and new deactivation scripts
 - Request Phase was “Completed” with Status of “Cancelled”
 - This was corrected this week and a message will be going out to all BEN users next week
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BEN FINANCIALS – NEW Functionality

- **Changing the Buyer on a Purchase Order – Effective June 1, 2009**
 - **Criteria**
 - Original Buyer moved to a different department and has retained PO Manager Responsibility
 - Purchase Order was for services not one time supply orders
 - Multiple billings over an extended period
 - Examples: copier leases and subcontracts
 - **Process**
 - Requires “Change PO Buyer” form. Form must include PO#, Supplier Number, PO Creation Date, Amount of PO, Dollar amount expended to date, Old Buyer Name, New Buyer Name, New Buyer Penn ID
 - Due Diligence and sign-off required by the School/Center Access Administrator
 - Form will be available at:
 - <http://www.finance.upenn.edu/comptroller/forms/#BEN>

BEN FINANCIALS – GOING GREEN

Duplex Printing is now available !

- Printer must be duplex capable
- BEN Financials and Salary Management
- All reports or no reports duplex – not a parameter
- Everyone or no one printing to the printer – not a profile option
- Printer registration form available at:
 - <http://www.finance.upenn.edu/comptroller/forms/#BEN>

Coming Q1 FY10

- E-mailing Feeder Reports
 - Journal Import
 - Unix Filter (5)
 - Frozen Account Suspend

BEN FINANCIALS – NEW HOURS

- BEN Financials Availability
 - Beginning FY10 BEN will be available on Holidays with Saturday (minimal) support
 - Available for your personal fun and enjoyment Friday, July 3rd and Saturday July 4th.