Procure to Pay Reporting
Campus Webinar, December Release
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Introductions

Dan Parnas
Project Analyst, Disbursements

Danny Grieb
Business Analyst, IST
Webinar agenda

Cal Answers and Procure to Pay Reporting overview

New Procure to Pay report overviews and demonstrations
- Auto-Approved Requisitions
- Requisition Creator Activity
- Non-Catalog Spend with Catalog Suppliers
- Spend by Form Type
- Voucher Automation

Procure to Pay Reporting enhancements

Learning and support resources
**Cal Answers** is a powerful tool that allows you to review and analyze centralized, integrated information from numerous UC Berkeley enterprise systems.

- **The goal** is to make campus data easily accessible, reliable, consistent, and secure to support informed planning, decision-making, and communication across campus.

**Procure to Pay Reporting** provides dashboards within Cal Answers on purchasing and payment activity from BearBuy and BFS. Phased dashboard implementation is projected to be complete in Summer 2013.

- **The goal** is to provide insights that promote increased savings, improved operations, and enhanced internal controls within the campus’ procurement and disbursement processes.
Auto-Approved Requisitions report

Is my unit taking advantage of the efficiency of auto-approved requisitions? Are auto-approved requisitions being used appropriately?

- **Compares** Org Node's requisition auto approvals to rest of campus month-by-month for specified time period based on Requisition Submitted Date.

- **Filters** results by Supplier, Requisition Creator, Org Node, and Chart of Accounts.

- **Drills** to Requisition Detail.
Requisition Creator Activity report

What is the workload of my requisition creators? Are there opportunities to better balance workload, reduce unnecessary work, and increase productivity?

- Displays volume of Purchase Orders processed by Requisition Creators within specified Purchase Order Date range.
Non-Catalog Spend with Catalog Suppliers report

Are there opportunities to move spend onto catalogs to save users’ time and take advantage of the relationships with our favored suppliers?

- **Compares** Org Node’s Catalog vs. Non-Catalog voucher activity to the rest of campus for specified time period based on Voucher Entered Date.
Spend by Form Type report

Are we minimizing the use of After-the-Fact Purchase Orders and Payment Requests?

- **Compares** forms used to make purchases with the rest of campus month-by-month for specified time period based on Voucher Entered Date.

- **Highlights** two form types campus is encouraged to use less often: "After-the-Fact Purchase Order" and "Payment Request."
Is the campus improving our use of electronic invoicing to save time and money?

- **Categorizes** vouchers into either "High Level of Automation" or "Low Level of Automation" based on level of human intervention required to process them.

- **Compares** Org Node’s results to rest of campus month-by-month for specified time period based on Voucher Entered Date.
Interpretive charts have been added to both the On vs. Off Contract Summary and Approved Match Exception Summary reports to aid you in comparing your activity to the rest of campus over time.

- **Requisition Creator and Buyer names** have been added to the Purchase Order Detail report.

- **Voucher Line Number** has been added to the Voucher Detail reports.
Learning and support resources

Request access and logon to Cal Answers
http://ist.berkeley.edu/edw

Procure to Pay website with data dictionary and additional training
http://ist.berkeley.edu/edw/p2p-reporting

Cal Answers Help Desk
calanswers-help@berkeley.edu or 510-642-8500, options 5 and 3