

The logo for "Cal Answers" is displayed in a blue rectangular box. The text "Cal Answers" is written in a bold, yellow, sans-serif font. The background of the box features a faint, blue-toned image of a document with circular patterns, possibly representing a ledger or a financial report.

Cal Answers

Procure to Pay Reporting

Campus Webinar, December Release

December 20, 2012

Introductions

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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

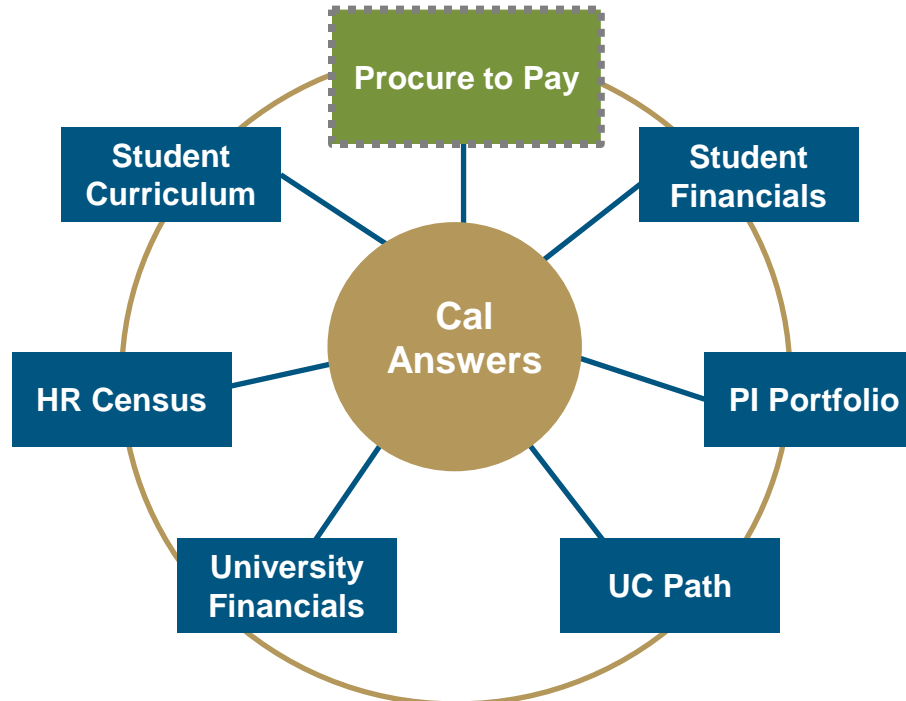
Cal Answers and Procure to Pay Reporting overview

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.

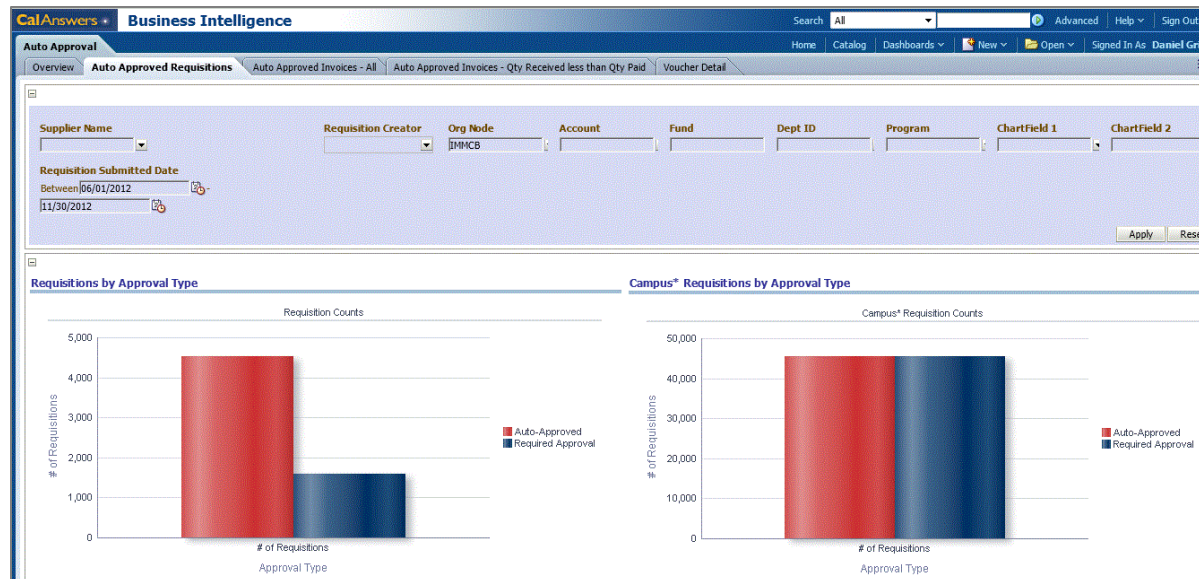
- ✓ **The goal** is to provide insights that promote increased savings, improved operations, and enhanced internal controls within the campus' procurement and disbursement processes.



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.

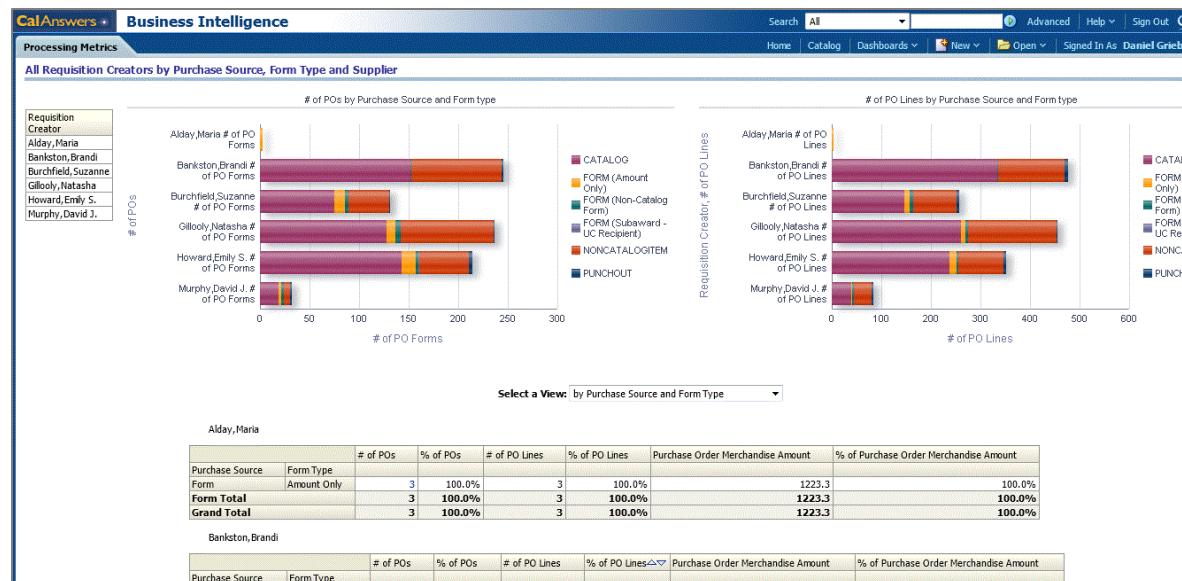


Requisition Creator Activity report

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?

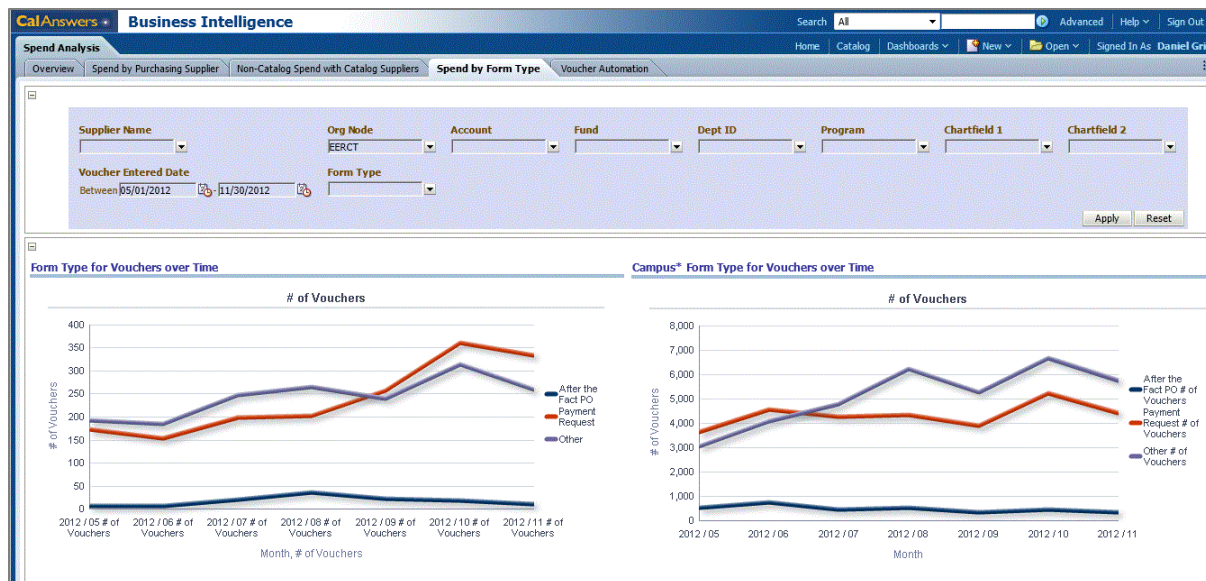
- **Compares** Org Node's Catalog vs. Non-Catalog voucher activity to the rest of campus for specified time period based on Voucher Entered Date.

The screenshot displays the 'Spend Analysis' section of the CalAnswers Business Intelligence system. The main title is 'Non-Catalog Spend with Catalog Suppliers'. The interface includes a search bar at the top right with the text 'All' and a 'Sign Out' button. Below the title, there are navigation tabs: 'Overview', 'Spend by Purchasing Supplier', 'Non-Catalog Spend with Catalog Suppliers' (which is selected), 'Spend by Form Type', and 'Voucher Automation'. The main content area contains several filter fields: 'Supplier Name', 'Org Node' (with a dropdown menu showing 'JMMCB'), 'Account', 'Fund', 'Dept ID', 'Program', 'Chartfield 1', and 'Chartfield 2'. Below these, there are 'Voucher Entered Date' filters with a date range of 'Between 11/14/2012' and '12/14/2012', and 'Purchase Source' and 'Form Type Name' dropdown menus. The bottom portion of the screenshot is obscured by a black rectangle.

Spend by Form Type report

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

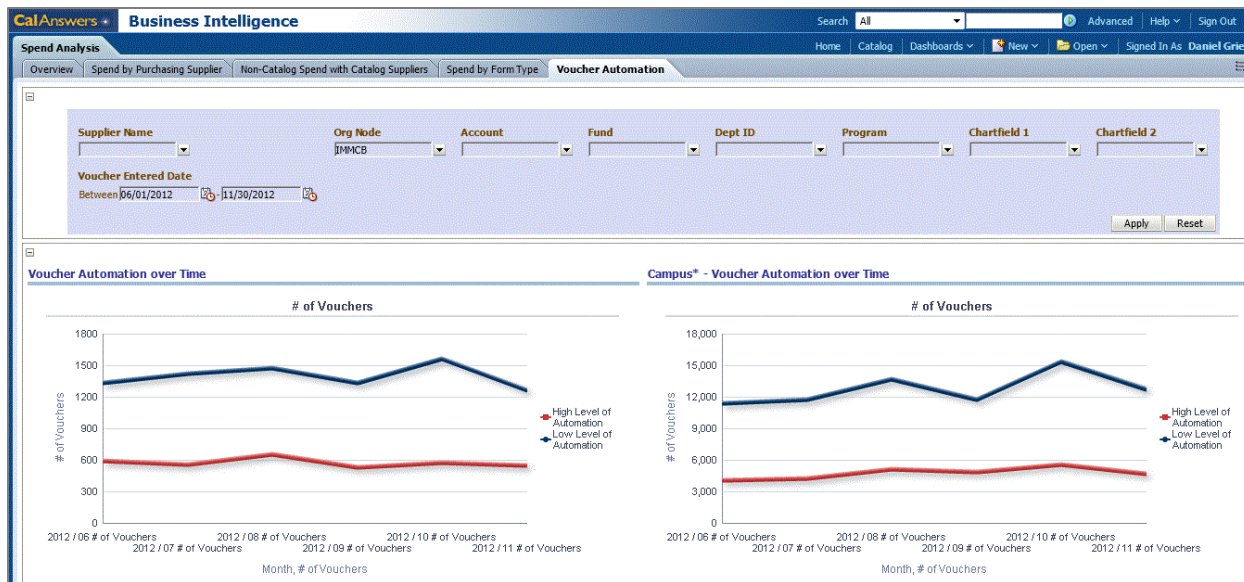
- **Compares** forms used to make purchases with the rest of campus month-by-month for specified time period based on Voucher Entered Date.
- **Highlights** two form types campus is encouraged to use less often: "After-the-Fact Purchase Order" and "Payment Request."



Voucher Automation report

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.



Procure to Pay Reporting enhancements

- **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