

Cal Answers: Procure to Pay Reporting

Webinar: March 2013

At a Glance Dashboard, Time to Pay Report, and Same Creator and Approver Report



Introductions

John Leary

Business Analyst, Information Services and Technology

New Dashboard and Reports

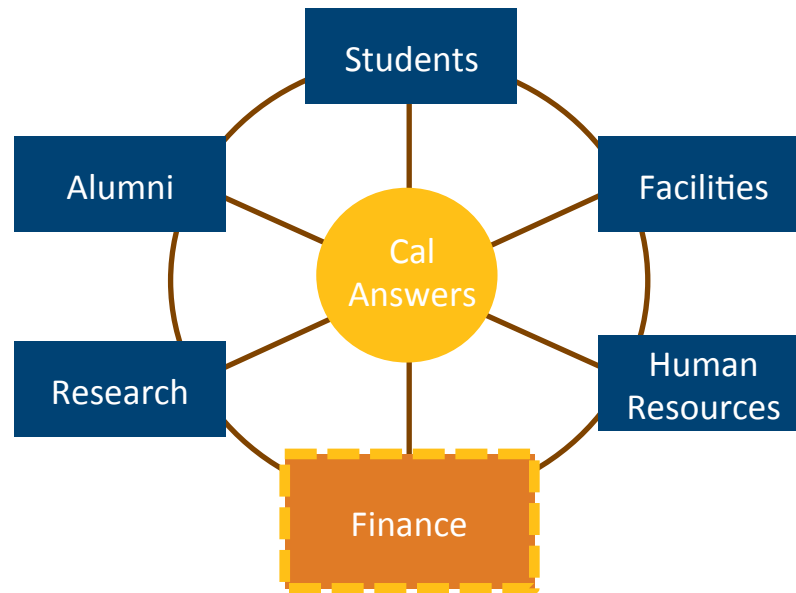
- At a Glance Dashboard
- Time to Pay Report
- Same Creator and Approver Report

What is Cal Answers?

IT'S AN ANALYTICAL TOOL allowing staff, faculty, and students to explore, visualize, and manipulate centralized, integrated information from various Berkeley enterprise systems.

USE IT TO monitor goals, improve processes, inform strategic decisions, and accurately communicate about who we are as a campus.

THE GOAL IS to make data easily accessible, reliable, consistent, and secure to support informed planning, decision-making, and communication.



What is Procure to Pay reporting?

Procure to Pay Reporting provides insight to decision makers to help us reach key campus objectives:

Operational Efficiency: How can we make the purchasing and disbursement processes more efficient?

Financial Sustainability: Where are opportunities to save money by increasing on-contract spend, negotiating early payment discounts, moving spending to catalogues, etc.?

Regulatory Effectiveness: How can we improve regulatory controls?

At a Glance Dashboard: New Launch Pad!

- Launching place for all Procure to Pay reports
- Fast Facts on the Overview tab quickly answer most common campus-level questions
- Reports categorized by subject: Spend, Payment, Internal Control, Workload, and Operations
- Summary report graphs linked to their corresponding detailed report

The screenshot displays the 'At a Glance' dashboard interface. The top navigation bar includes links for Home, Catalog, Dashboards, New, Open, and a user profile for John Leary. The main content area is divided into two columns. The left column, titled 'Fast Facts', provides key metrics for BearBuy Data from Fiscal Year 2013: 85% of purchases for catalog suppliers are made through online catalogs; 42% of campus transactions are with suppliers with whom we have negotiated contracts; 27% of our vouchers are processed through mechanisms that are highly automated; \$88K was saved by paying invoices early, according to supplier discount terms; and 87% of the time we pay our bills on time. The right column, titled 'Procure to Pay Dashboard Overview', provides an introduction to the interactive dashboard reports and lists links for Spend, Payment, and Internal Control sections, each with a 'Complete Overview' link and a list of specific reports.

At a Glance

Home | Catalog | Dashboards | New | Open | Signed In As: John Leary

Overview | Spend | Payment | Internal Control | Workload | Operations | Report Index

Fast Facts

BearBuy Data from Fiscal Year 2013

85% of purchases for catalog suppliers are made through **online catalogs**. This saves processing time and takes advantage of negotiated deals.

-

42% of campus transactions are with suppliers with whom we have **negotiated contracts**. This saves the campus money by taking advantage of existing deals and improves the ability to negotiate future deals.

-

27% of our vouchers are processed through mechanisms that are **highly automated**, which save the campus time.

-

\$88K was saved by paying invoices early, according to **supplier discount terms**.

-

87% of the time we **pay** our bills **on time**.

-

Procure to Pay Dashboard Overview

The **Procure to Pay** interactive dashboard reports are available to Cal Answers users, and contain data about BearBuy Requisitions, Purchase Orders, Receipts and Vouchers. See the [Procure to Pay Data Dictionary](#) for definitions of the fields in the report.

Spend

Better understand where money is being spent so that we may identify opportunities for savings, supplier diversity, local spend and other university goals. ([Complete Overview](#))

- [Non-Catalog Spend with Catalog Suppliers](#)
- [On vs. Off Contract Summary](#)
- [Spend by Form Type](#)
- [Spend by Purchasing Supplier](#)
- [Voucher Automation](#)

Payment

Understand, manage and identify opportunities for savings through timely voucher approvals and meeting discount vendor payment terms. ([Complete Overview](#))

- [Payment Terms and Discounts](#)
- [Time to Pay \(by Org Node\)](#)
- [Time to Pay \(by Supplier\)](#)

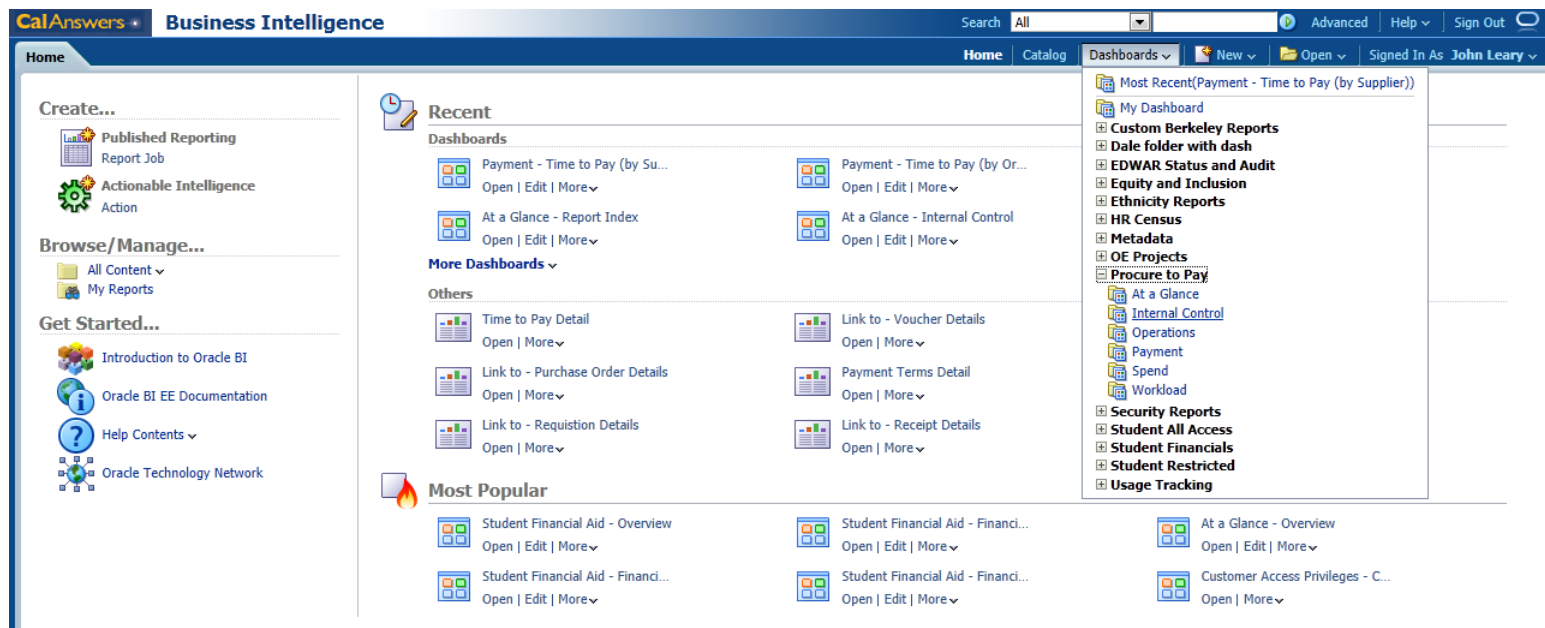
Internal Control

Analyze Purchase Orders and Match Exception Vouchers. You can delve into the detail behind summary reports to identify transactions of interest, some of which may require additional follow-up. ([Complete Overview](#))

- [Approved Match Exception Summary](#)
- [Same Creator and Approver](#)
- [Auto Approved Invoices - All](#)
- [Auto Approved Invoices - Qty Received less than Qty Paid](#)
- [Auto Approved Requisitions](#)

Procure to Pay: New Folder Structure and Navigation

- No longer access P2P reports through the UCB Procurement and Spends folder
- New Folder and Navigation – Dashboard - Procure to Pay
 - Access At a Glance, Spend, Payment, Internal Control, Workload, and Operations dashboards
- New Folder structure is inline with how reports are categorized by subject.

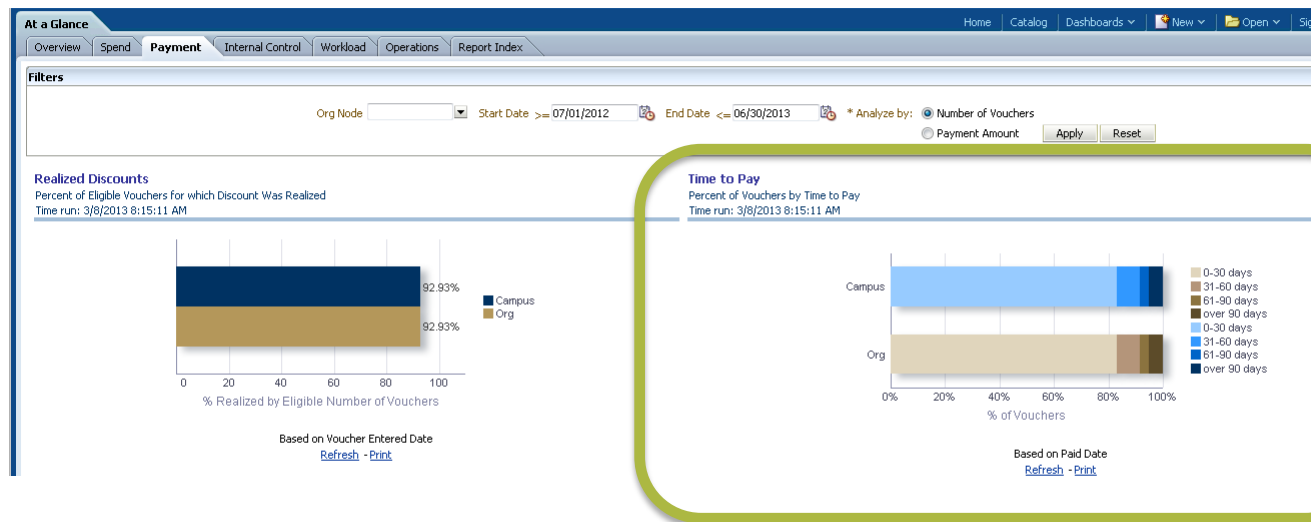


At a Glance Dashboard → Payment Tab → Time to Pay Report

Contains reports for understanding, managing, and identifying savings opportunities through timely voucher approvals and discount vendor payment terms.

Key business questions the report addresses:

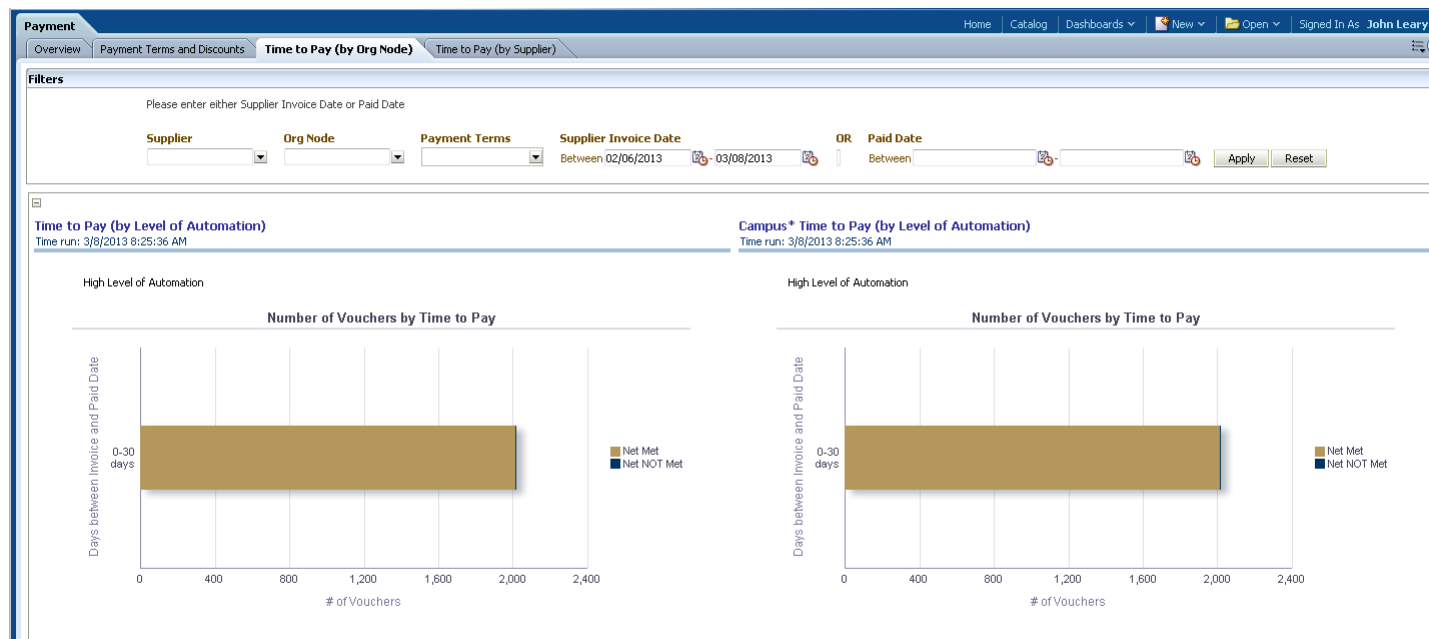
- Where are payments not meeting vendor payment terms?
- Where are opportunities to negotiate better payment terms or use a more efficient method of processing payments?
- Are vouchers being approved in a timely manner?



At a Glance Dashboard → Payment Tab → Time to Pay Report (by Org Node)

Allows you to track the number of vouchers by Org Node and the time it took for payment. Vouchers are categorized and displayed by either:

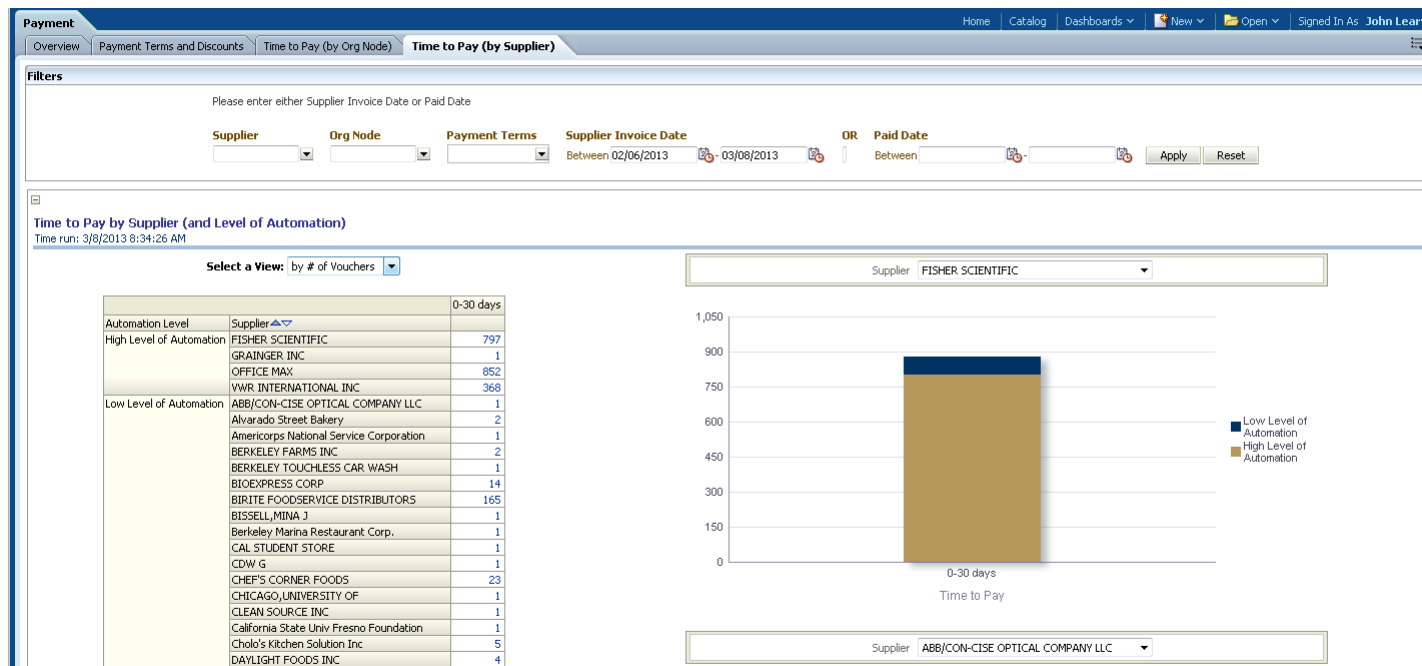
- Net Met (paid within net terms) or Net Not Met (paid outside of net terms)
- Percent of vouchers by aging bucket and automation level



At a Glance Dashboard → Payment Tab → Time to Pay Report (by Supplier)

Allows you to track the number of vouchers by supplier and the time it took for payment. Vouchers are categorized and displayed by:

- Time to Pay: Days between Invoice and Paid Date
- Automation level



At a Glance Dashboard → Internal Control Tab → Same Creator and Approver Report

This report aids the university in monitoring theft risk: it identifies where in the BearBuy system the same user was the PR Creator, PR Org Node Approver, and Voucher Org Node Approver.

Key business questions the report addresses:

- Where are we at risk for fraud?
- How can we improve the approval chain, so there is oversight for all transactions?

Internal Control

HomeCatalogDashboardsNewOpenSigned In As John Leary

OverviewApproved Match Exception Summary**Same Creator and Approver**Auto Approved Invoices - AllAuto Approved Invoices - Qty Received less than Qty PaidAuto Approved Requisitions

Filters

Supplier Name

Org Node

Account

Fund

Dept ID

Program

Chartfield 1

Chartfield 2

Voucher Entered Date

Purchase Source

Form Type Name

Creator/Org Node Approver

Between 02/06/201303/08/2013

ApplyReset

Same Creator and Approver

Time run: 3/8/2013 9:00:42 AM

Supplier Name	Org Node	Purchase Source	Form Type Name	# of Vouchers	Org Node Approver	Voucher Monetary Amount
3M Cogent Inc	FUPOL	Form	Service Order Request	1	Williams, Carmen L.	\$1,852.55
Asics American Corp	FOREC	Form	Non-Catalog Form	1	Thomas, Renee	\$1,969.66
BLAKEMORE, LISHELLE L	AIDDC	Form	Payment Request	1	Wheeler, James	\$38.18
Claremont Country Club	AIDDC	Form	Payment Request	1	Wheeler, James	\$8,926.42
EAST BAY MUNICIPAL UTILITY DISTRICT	UOCCS	Form	Payment Request	2	Jurich, Nancy A	\$302.17
	UKCHA	Form	Payment Request	1	Jurich, Nancy A	\$879.02
	UKCKF	Form	Payment Request	2	Jurich, Nancy A	\$14,572.00
	UKPHF	Form	Payment Request	3	Jurich, Nancy A	\$1,708.30
	UKMAF	Form	Payment Request	1	Jurich, Nancy A	\$19,884.06
	UKU1F	Form	Payment Request	1	Jurich, Nancy A	\$7,629.44
	UKU2F	Form	Payment Request	3	Jurich, Nancy A	\$1,744.42
	UKU3F	Form	Payment Request	3	Jurich, Nancy A	\$14,125.00
FACULTY CLUB	AHURL	Form	Payment Request	1	Wheeler, James	\$4,528.04

How do I get started? It's easy!

1. To learn more and log in to Cal Answers, visit calanswers.berkeley.edu.
2. Use the [Cal Answers Quick Start Guide](#) (on calanswers.berkeley.edu) for step-by-step instructions on beginning your analysis.
3. If you have questions or comments, e-mail calanswers-help@berkeley.edu or call 661-9000 (option 1).