URFinancials Project
Accounts Payable Special Interest Group
1) 5/2 Meeting Recap
   • Supplier Invoice business process
   • Stopping check mail backs

2) UR Financials Project Updates
   • Timeline

3) New Material for Discussion
Recap

- **Supplier Invoice business process**

- **Stopping check mail backs**
  - Starting 5/21 for ~1 week
  - Enclosure with checks being mailed back to department – purple, blue, pink
  - 2 phase plan
    - First: convert those that did not realize they shouldn’t be requesting checks to be mailed back
    - Later: work with departments that feel they really need checks mailed back
  - Identify listing of mail back reasons
  - Determine acceptable reasons
Project Timeline & Methodology

Plan
Jun ‘12

Architect
Feb ‘13

Configure & Prototype
Jun ‘13

Test
Nov ‘13

Deploy
July ‘14

- Team Assembly
- Charter
- High-Level Plan
- Team Training
- Kick-Off

- Initial Prototype
- Design Workshops
- Integrations Discovery
- Design Review & Approval
- Project Plan Update

- Configuration Prototype
- Unit Test, Validate Configuration
- Build Integrations & Reports
- Final Configuration Prototype

- Create Test Cases & Scenarios
- System Test
- User Acceptance Test

- Go-Live Check-list
- Production Readiness Re-view
- Go-Live
- Post Production Support
- Post Project Review
Finance Advisory Committee

- Suppliers send invoices centrally to AP
  - Front-end scanning of invoices required
- Utilize Purchasing's supplier debarment/verification process for all new supplier additions
- Pilot: Allow department-level initiation of invoice entry/payment requests into Workday
Project Team – Approved (highlights)
• Increase the use of purchase orders for purchases
• Integrate Workday suppliers to PMM
• Utilize PMM Accrued Receipts data to accrue liabilities in Workday
• Post PCard expense in the month incurred

Banking & Settlement related:
• Automate USD Wire/ACH payments