## Pilot 1 is on the Horizon!

The Purchasing and Accounts Payable departments are buzzing with activity as they prepare for the go-live of Pilot 1, scheduled for February 18. Two new Customer Service representatives have been hired within Purchasing, Workday training and hands-on sessions have been held for Pilot 1 participants, and Purchasing employees have undergone extensive training themselves in order to get ready for the roll-out. The response to training sessions among Pilot participants has been overwhelmingly positive, with 100% of participants indicating that they feel ready to start using Workday for requisitions and SIRs!

The Pilot will include 94 new requestors, SIR initiators, and approvers from 48 departments, comprising an estimated 45,000 transactions annually.  These Pilot participants will enjoy the benefits of P2P, such as faster turnaround of requisitions and SIRs, greater visibility to the requisition process, and tighter controls over their budgets. In addition, Pilot 1 will help ensure that current processes and workflows are appropriate and efficient, and will allow Purchasing and Accounts Payable to get real-time experience with new P2P applications.

Best of luck to everyone involved in Pilot 1!

## Workflow Update — SIRs No Longer Routing to Purchasing

Responding to feedback from stakeholders within the Purchasing Department, P2P Leadership has decided to change the approval hierarchy for Supplier Invoice Requests. Previously, SIRs were sent to Purchasing Managers for approval. Now, SIRs will be sent directly to Accounts Payable after departmental approvals have been granted. There are multiple reasons for this change, including SIR volume, workload consideration, and Purchasing's lack of value-add to this process.

Historically, F4 forms (which are being replaced by SIRs for P2P) were never routed to Purchasing. The idea of sending SIRs to Purchasing was intended to give Purchasing Managers greater visibility to the spend that was made on F4 forms. However, reports are being developed in Workday that will allow Purchasing Managers to monitor SIR spend without needing to approve each individual SIR.

For questions on this change to SIR routing, or on SIRs in general, please contact the P2P Service Center.

## P2P Status Report — Week 28

**Total Requisitions:     433**          **Requsition Total Turnaround Time:**

    Reqs Completed: 425                                    **3.50 Days**

    Reqs In Progress: 8

    Reqs Cancelled:  26

**Total Supplier Invoice Requests: 595**          **SIRs Total Turnaround Time:**

    SIRs Completed:  585                                    **1.87 Days**

    SIRs In Progress:  10

    SIRs Cancelled:  18

**Catalog Suppliers Enabled in Jaggaer Marketplace**

| | |
|---|---|
| Airgas USA LLC | Johnston Paper |
| Beckman Coulter | Krackeler Scientific |
| Bio-Rad Laboratories | Laboratory Products Sales |
| EMD Millipore Corp | Life Technologies |
| Dupli Graphics | McMaster-Carr Supply Company |
| Fisher Scientific | Sedgwick |
| Graybar Electronics | Sigma-Aldrich |
| Henry Schein | Staples |
| Hill and Markes, Inc. | VWR International |
| Illumina | Workplace Interiors |

Integrated DNA Technologies Inc.

## P2P Video Makes Its Premier

The new P2P video, Procure To Pay: Moving Forward, has made its' debut to widespread critical acclaim! Intended to be screened at Demo Days, staff meetings, and training sessions, this video acts as an introduction to the project and an explanation of P2P's goals. Take a look!

## Procedure for F4s Sent Directly to Treasury/Expedited Payments

Per current procedure, some EFT versions of the F4 Payment Request form are scanned/emailed directly to Treasury without passing through Accounts Payable.  The P2P development team is testing functionality to replicate this "expedited" approval path for Supplier Invoice Requests (F4 replacement).  For now, these F4s should continue to be sent directly to Treasury as is done today.  P2P Leadership will notify you and provide additional information when this functionality is ready to go-live.

## Changes Coming to SIR Questionnaire

P2P Leadership has decided to change some aspects of the Supplier Invoice Request Questionnaire in order to obtain more accurate information and gain more information regarding foreign currency payments. The prior questionnaire will be replaced with two questionnaires:

1) The **Acceptable Use Questionnaire** will be almost identical to the prior questionnaire, with a few exceptions. Two new questions regarding Payment Terms have been added to this questionnaire.

2) The **Foreign and EFT Questionnaire** will capture the additional information necessary to do currency conversions, complete non-automated electronic funds transfers, and meet compliance requirements for verifications of our supplier's banking data. This questionnaire will only be required if the Supplier's default payment type is Foreign Draft or EFT, or if one of the Acceptable Use Questionnaire responses indicates that it is required.

These changes have not yet gone into effect. P2P Leadership will be sure to communicate when this new functionality moves into production.

## Schedule Set for Upcoming Demo Days and Pilot Roll-Outs

Several important dates are coming up! P2P Demo Days have been scheduled for the end of February — visit the project website and sign up for an upcoming Demo Day on River Campus (2/27), the Medical Center (2/28) or Zoom (2/28) where we will be providing an update on the project and demonstrating system functionality.

Pilot 1, scheduled for go-live on February 18, will have a staggered rollout. Three waves of departments will begin to use Workday for requisitions and SIRs over the course of two weeks. See the schedule below to find out when your department will go live!

**Monday, February 18th**

```
CC11003-480 Financial Aid Ret
CC11004-000 Center of Academic Support
CC11027-000 Biology
CC11127-202 Academic Affairs
CC11127-203 Computing
CC11405-048 Medicine Infectious Diseases
CC11409-313 Neonatology
CC11413-000 Public Health Science
CC11428-000 Radiation Oncology
CC11475-000 Cancer Center
CC12105-000 Center for Neurotherapeutics Discovery
CC12120-000 Biomedical Genetics
CC12193-000 Development Center for Aids Research
CC12200-000 Clinical and Translational Science Institute
CC14008-000 Office of College Enrollment
CC14016-000 River Campus Financial Aid
CC17015-000 University Budget Office
CC17024-000 Finance
CC17024-901 Bursar
CC17024-902 Payroll
CC17024-903 Research Accounting and Costing Standards
CC17033-000 University Audit
CC17042-000 Corporate Purchasing
CC17122-000 Office of Senior Vice President and Chief Financial Officer
```

**Monday, February 25th**

```
CC11033-000 Chemistry
CC11110-000 Miscellaneous SEAS
CC11414-000 Psychiatry
CC13001-000 River Campus Libraries Operating
CC13001-441 River Campus Libraries General Support
CC14021-000 Admissions Office
CC17078-000 Security Services
CC17187-000 Environmental Health and Safety
CC17435-000 Medical Center Finance
CC17905-000 URMFG Administration
CC31518-000 SMH Friends of Strong
CC31521-000 SMH Fire and Emergency Planning
CC32501-000 SMH Food and Nutrition Svcs
CC36540-000 SMH Operating Director
CC41129-000 Auxiliary Operations
```

**Monday, March 4th**

```
CC11003-000 Deans Office Arts and Science
CC11033-000 Chemistry
CC11490-000 Nursing School
CC11490-610 Budget and Finance SON
CC11490-612 Education Administration SON
CC11490-614 Research SON
CC11490-616 Comm. Nursing Entrepreneurship
CC17051-000 Associate Vice President Human Resources
CC17416-000 Dean for Research
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That's it for this edition of the P2P Newsletter! As always, if you have any questions or concerns regarding P2P, please direct them to the P2P Service Center at Procurement_Service_Center@ur.rochester.edu or 275-2012.

Thanks for reading!

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