

# Boston College

## Procurement Services

Accounts Payable | Strategic Sourcing | Purchasing | P-card | Travel Program



# FY16 Highlights

9,376

Requisitions Created

9,316 POs created

70,256

Vouchers Processed

17,715

Expense Reports  
Processed

3.97 Average processing  
time (days) from invoice entry  
to payment

200+ Years of  
Procurement  
experience

16 Full Time Staff  
Members for AP and  
Purchasing

84,906  
P-Card Transactions

\$10M  
University-wide Travel  
Program

\$27.5M  
Spent on Pcard

1,540 Software  
agreements in iContracts

1,139 P-card holders



# Our Focus

## Key Priorities

- High quality service
- Collaborative processes
- Transparency
- Clear and helpful training and documentation
- Operational efficiencies

## Key Responsibilities & Procurement Value-add

Develop Sourcing Strategies | Creation and Analysis of Competitive RFX's | Contract Terms & Price Negotiations | Sole Source Documentation Review | Creation of University-wide Standards & Agreements | Risk Assessment | Specifications Review | Creation of Purchase Orders | Vendor Registration & Maintenance | Vendor Management & other Non-payroll Related Payments | Invoice Processing | Tax & Other Reporting | Purchasing Card Administration | Travel Program Administration



# Procurement Value-add

Strategic Sourcing is one of the fastest and most significant ways to increase **operating Income** or **meet budget commitments**

Strategic Sourcing is **NOT** about switching to low quality products and suppliers. It **IS** about leveraging an organization's purchasing power to identify the **best value, quality and service available in the marketplace**

Strategic Sourcing is not about being a “road block” it is about building partnerships to **fully leverage the University's purchasing power.**



# Procurement Value-add

We seek to **mitigate risk** and to **deliver value** by helping to ensure compliance with University policy including those purchases made on contracts and grants.\*

**\*NOTICE:** Along with OSP, we must be sure policies are enforced or we may lose current or future grant funding

We partner with stakeholders and end users to determine best practices and develop a comprehensive and flexible approach by combining:

- **YOUR** in-depth **industry expertise**
- **OUR Best practices and techniques** in sourcing and accounts payable



# Changes in the Way We Do Business

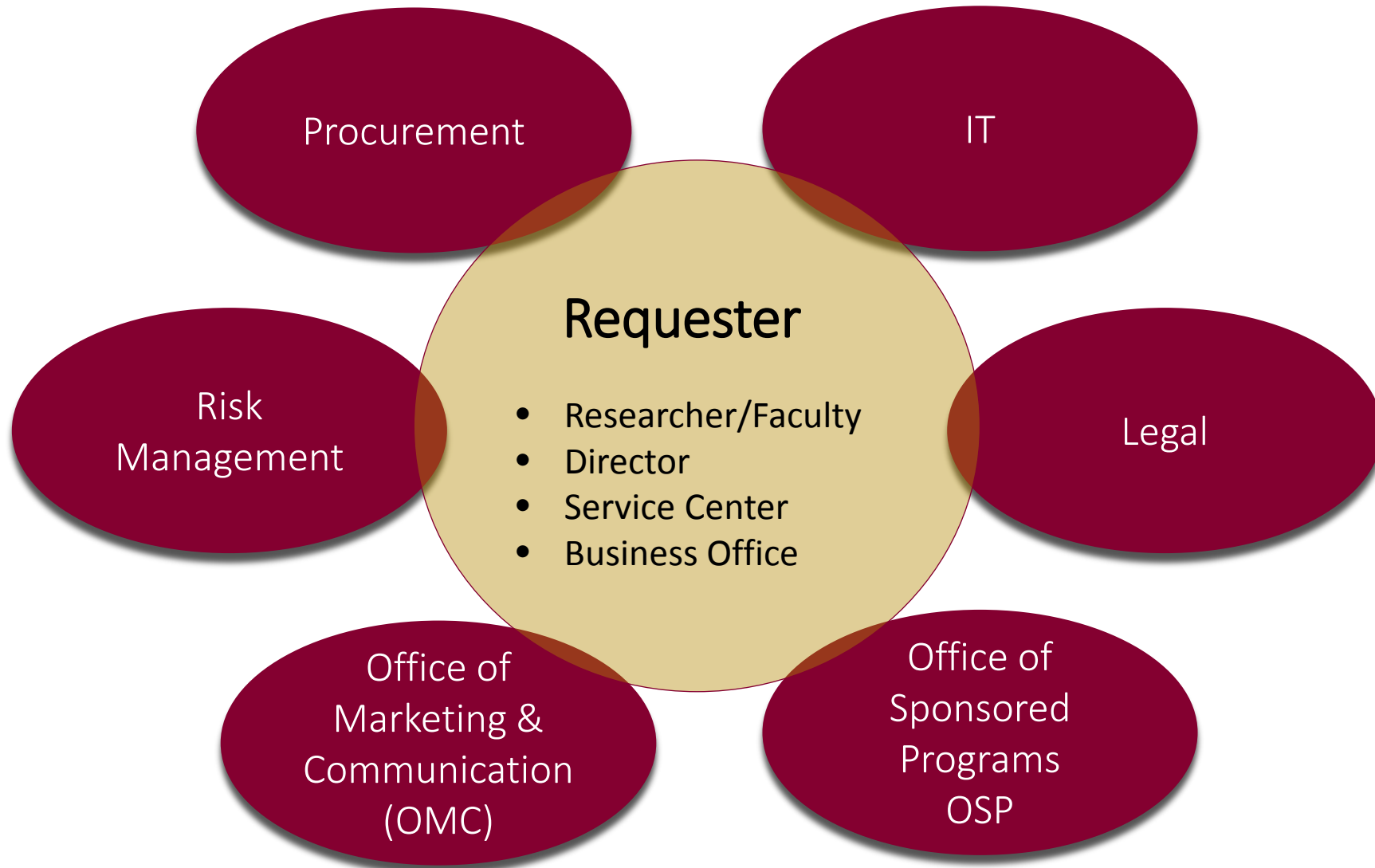
The **University** is changing in terms of how it views and manages risk. Changes in technology have led to an increased need to **mitigate risk**. The number of stakeholders that need to review purchases has increased in recent years and now includes:

- IT
- Legal
- Controller's Office
- Risk Management
- Office of Sponsored Programs (OSP)
- Facilities
- Space Management
- Environmental Health & Safety

We aim to provide quality service and transparent processes to the BC community, partnering with **key stakeholders** and **departments** to better navigate the acquisition process.



# Stakeholders



# Who we are & What we do



Website Demo





# Worst Case Scenario

## Department that shall not be named

Ex: SaaS purchase at end of FY with no stakeholder involvement and how it affected the timeline.

### ISSUES THAT CAUSE DELAYS:

- Failure to include Procurement at the beginning of the purchase process (for all orders over \$5,000).
- Failure to contact your ITS single point of contact at the very start of a technology purchase
- Failure to discuss risk and necessary risk requirements with the Office of Risk Management prior to initiating an agreement.
- Failure to consider PCI compliance issues for SaaS that include payments.
- Failure to contact the Facilities Department at the start of the purchase process to determine if there are space, EHS or installation considerations.
- Incomplete or underdeveloped project specifications.
- Creating requisitions without including appropriate documents in Bid Docs or **when you have already committed to an order/ received an invoice for completed work**



## Best Case Scenario

# Glenda, the Good Department

O'Neill Library: Serials Vendor

- Sufficient lead time provided
- The Library conducted due diligence upfront
- Clear Scope/Specification development upfront
- Met early with internal stakeholders and Procurement
- Planned a Strategy: RFP Process
- Checked references; vendor scorecard
- Lowest price vendor not selected but we had time to negotiate price and terms with the Supplier
- \$400K cost savings



# Change Orders

## Change Types

Increases

Decreases

Disencumber and Close

Change Vendor

## \*Increases

- Include detailed change reason
- Ensure the budget is funded
- Double check the chart-string
- When possible fund blanket Purchase Orders for the fiscal year (Use previous year as a base)

Email Change Order Request to Procurement

Increases are approved by the buyer

Change is completed in PeopleSoft

Confirmation email sent to requester

Requests should be emailed to [purchase@bc.edu](mailto:purchase@bc.edu)



# Q&A



Any Questions?



# Accounts Payable – Invoice Processing Timeline

**Accounts Payables goal is to process payments to the vendor as soon as possible**

**Prompt payment relies on the following:**

## **1.) Errors in Voucher Entry**

- Incorrect Remit Address selected by the user
- Incomplete paperwork for Accounts Payable review
- Incorrect payment information entered by the user
  - Invoice#, Invoice date, Amount, etc.
- Did the invoice pass Voucher Budget Checking
- Did the invoice pass matching if associated with a Purchase Order
- Did the user select the submit button to start the approval process
- Has the right vendor been selected for payment
  - On Purchase Order Vouchers, if the correct vendor is not selected at the time of requisitioning, canceling the Purchase Order created and re-sourcing the requisition to a new Purchase Order with the correct vendor can take time



# Accounts Payable – Invoice Processing Timeline

## 2.) Invoice Scanning

- If the invoice is scanned by the department into Nolij, AP can begin the process to review and approve the invoice for payment once it is electronically routed to them
- If the hard copy invoice is sent to AP for scanning, this is an extra step for AP

## 3.) The Approval Process

- If an invoice is related to a Purchase Order, only an electronic approval from AP is required for most business (Capital Excluded)
  - *Note: Some departments do require a manual approval for Purchase Order Invoices for proof of receipt*
- If the invoice is **not** related to a Purchase Order and originates in the department, full workflow approval applies.



# Accounts Payable – Invoice Processing Timeline

## Workflow Approval for PO Related Vouchers/Payments

PO Vouchers						
Entered By	Total \$ Amount	Department Approval	Amount Approval	Special Fund Approval	Special Account	Accounts Payable
P2B	<5K	N/A	N/A	Yes - Fund 8XX	Yes – List Driven	Yes
P2A	<5K	N/A	N/A	Yes - Fund 8XX	Yes – List Driven	Yes
P1	<5K	N/A	N/A	Yes - Fund 8XX	Yes – List Driven	Yes
P2B	=>5K	N/A	N/A	Yes - Fund 8XX	Yes – List Driven	Yes
P2A	=>5K	N/A	N/A	Yes - Fund 8XX	Yes – List Driven	Yes
P1	=>5K	N/A	N/A	Yes - Fund 8XX	Yes – List Driven	Yes



# Accounts Payable – Invoice Processing Timeline

## Workflow Approval for Non-PO Related Vouchers/Payments

Non PO Vouchers						
Entered By	Total \$ Amount	Department Approval	Amount Approval	Special Fund Approval	Special Account	Accounts Payable
P2B	<5K	P2A	N/A	Yes - Fund 120, 500 or 510 and =>1K or Fund 8XX,2XX,6XX	Yes – List Driven	Yes
P2A	<5K	Self-Approved	N/A	Yes - Fund 120, 500 or 510 and =>1K or Fund 8XX,2XX,6XX	Yes – List Driven	Yes
P1	<5K	Self-Approved	N/A	Yes - Fund 120, 500 or 510 and =>1K or Fund 8XX,2XX,6XX	Yes – List Driven	Yes
P2B	=>5K	P2A/P1 – From Workflow Approval List	P2A/P1 – From Workflow Approval List	Yes - Fund 120, 500 or 510 and =>1K or Fund 8XX,2XX,6XX	Yes – List Driven	Yes
P2A	=>5K	Self-Approved	P2A/P1 – From Workflow Approval List	Yes - Fund 120, 500 or 510 and =>1K or Fund 8XX,2XX,6XX	Yes – List Driven	Yes
P1	=>5K	Self-Approved	P2A/P1 – From Workflow Approval List	Yes - Fund 120, 500 or 510 and =>1K or Fund 8XX,2XX,6XX	Yes – List Driven	Yes





# Accounts Payable – Invoice Processing Timeline

## When an issue occurs – how do we communicate to the users?

- Primarily email from AP to the user
- Phone calls when necessary
- For PO related invoices a form (through email) is sent to tell the user if a change order or a budget transfer is required.



# Accounts Payable – Invoice Processing Timeline

**Questions?**

