Procure to Pay
OMF Cross-Functional Team

Quarterly Status Report
March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Rich Goward, Bryant Enge, Satish Nath, Jane Braaten	Christine Moody	December 2012	March 2013

Project Purpose	Improve citywide procure to pay system, business processes and identify efficiencies where possible
Goals and Deliverables	The goal is to map the procure-to-pay business process; identify industry trends that can be implemented in our environment, reduce work-a rounds and poor business practices, and optimize the use of SAP. The project team will also be responsible for appropriately and timely communicating business processes or functionality changes resulting from this team's efforts to end-users.
Project timeline	This will be an ongoing project addressing procure-to-pay issues as they may require continued improvement.
Team members	Christine Moody, Barbara Gibson Jane Kingston, John Maloney Phillip Marchbanks, Anne Hawley Jane Braaten, Aaron Beck, Sharon Wolf.
Other changes	No.
Current Status	In October Central Accounting announced to bureaus that they had worked with auditors to confirm that paper copies of invoices did not need to be retained, unless there was a business need to do so, because scanned copies were kept in SAP. OMF Business Operations and EBS developed a template for using the Win Shuttle application for processing BTS phone bill invoices. This application reduces the time to load invoice information to SAP. Additional templates are being developed for other direct invoice payments and payments for invoices on DPO's where OMF has a high volume invoices from its Fleet division. Procurement Services continues to explore the increased use of procurement card or "ghost card" for high volume low dollar invoices.
Next Step	This CFT is moving to a team that will meet ad hoc as additional automation options within SAP come forward.