

Québec – 2016

**LA FORCE DE LA COLLABORATION  
THE POWER OF COLLABORATION**

June 12-14 juin

**Procure to Pay Organizational Alignment**

Allan Amundsen, Director

Purchasing Services and Accounts Payable, The University of Winnipeg

Darrell Rooney

Senior Director, Financial Services, Saint Mary's University

# Introduction

**In today's environment, universities must transform rather than simply improve.** This means adopting philosophies, methods, and processes that help make organizations the best in their class. Approaches will vary from university to university, but some practices that many institutions are now adopting are producing results, such as: alignment of human resources and structures that maximize effectiveness and benefits; using procure to pay (P2P) technology to become more efficient; and building collaborative relationships.



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# Panelists

## **Allan Amundsen**

Director, Purchasing Services and Accounts Payable, The University of Winnipeg

## **Darrell Rooney**

Senior Director, Financial Services, Saint Mary's University



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# What is your definition of “Procure to Pay?”



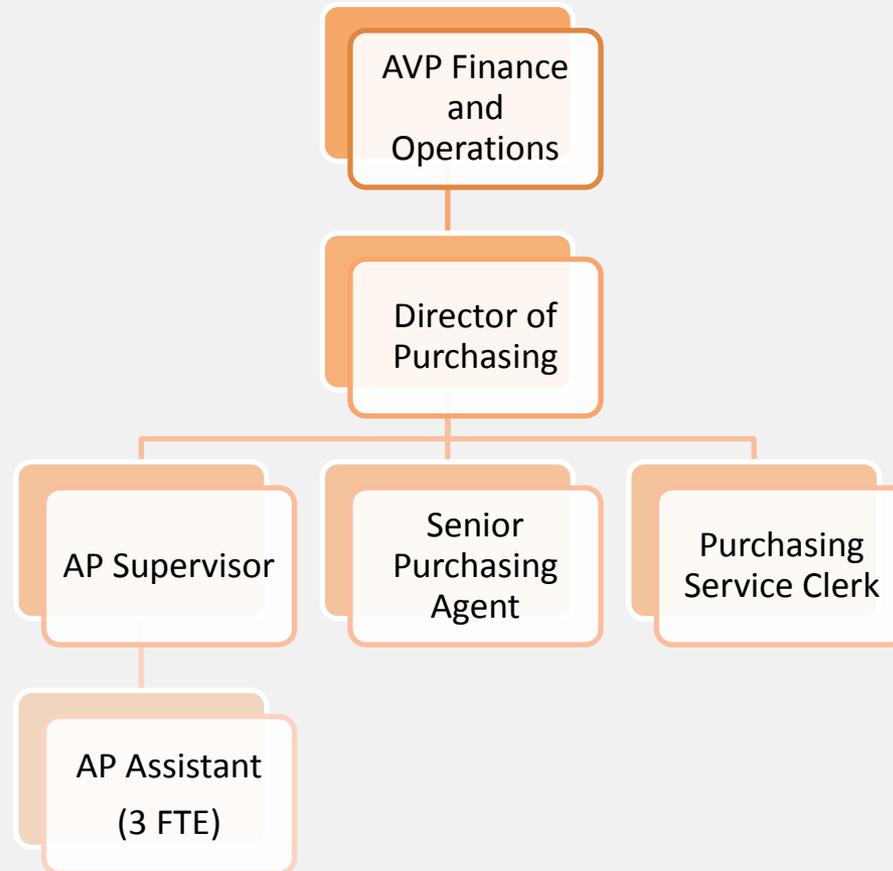
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# Overview



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THE UNIVERSITY OF  
WINNIPEG

## Annual Statistics for 2015

- Number of Purchase orders= 1215
- Number of Invoices processed=22000
- Number of Cheques issued:  
students=5000 vendors=4400Cdn 200US
- Visa transactions=11000  
avg/trans =\$260.



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# Procure to Pay Services (P2P)



SAINT MARY'S  
UNIVERSITY SINCE 1802

One University. One World Yours.

- SMU has 7500 students, approx \$40 million annually processed by P2P
- P2P created as part of an alignment project involving entire Financial Services department at SMU with the following Vision:
  - *To be customer-focused, anticipate their needs and deliver outstanding service and pragmatic solutions by focusing on the continual development of our processes and people.*
- P2P includes Procurement, Accounts Payable, Inventory and Distribution and oversees the contract for the outsourced Print Centre
- Accounts Payable Dept physically relocated to merge with Procurement Dept to create P2P (1 year ago)



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# Successes to date

- “One stop shop” for customers created to “purchase” goods and services and get those goods and services paid for
- Creation of P2P has improved information flow and eliminated redundant paper flow between former AP and Procurement Departments
- Job Descriptions for all affected positions completed
- Direct Deposit for AP Vendors implemented reducing # of cheques issued and improved customer service
- Change management training held for all staff on the emotional and cerebral impact of change
- Alignment project created a new position “Coordinator Procure to Pay Services” to lead “P2P Services Rep” team and AP clerks (and others) title changed to “P2P Services Rep”



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# Challenges and Opportunities

- Educating the P2P Services Reps on their role in the overall procurement process and how SODs are impacted has created both an opportunity and a challenge
- 4 retirements of long term employees (including the Manager – Procurement) in first 12 months since P2P created
- Coordinator P2P position ( a unique skill set required) is key to achieving synergies as work is being transferred to P2P from other Financial Services departments
- Dedicated senior level resources being developed to assist Manager – P2P in implementing process improvement initiatives



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# Upcoming Projects

- Short term increase in resources being requested to facilitate workload transfer and develop process improvements
- Transfer of work to P2P from other departments
  - Operating and research expense approval
  - Journal entries related to wire transfers
  - T4A tracking and prep
  - P2P researching the viability travel card program to supplement existing pCard program and replace manual travel advance and expense report
- Integration of Library and Bookstore management systems to main University ERP to eliminate duplicate entry and create capacity
- Procurement RFX linked to University forecasting scenarios to become proactive in anticipating our customers' needs
- University exploring the viability of an electronic workflow system for documents



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