



**Penn**  
UNIVERSITY of PENNSYLVANIA

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# **Disbursements Update SBA Meeting**

March 15, 2022



# Disbursements Update - SBA Meeting

## Agenda

- Greenphire VISA Virtual/Card Platform
- Final PO Close Reminder
- Paperless PO Invoices - July 2022
- Will Call Checks
- Invoice #'s Homeland Security
- BEN Helps Update (APSUP email and x2626 phone)
- RPA
- APEX
- KPIs

# Disbursements Update - SBA Meeting

## Greenphire VISA Virtual/Card Platform

- Launched Feb 7<sup>th</sup>
- Has the ability to transfer funds to your bank account or link to your digital wallet
- Support concurrently with the Mastercard legacy platform
- Will let studies and programs sunset on legacy
- For studies/programs > 6-12 months we will coordinate a transition to the new platform
- Please include ClinCard access/studies as part of your exit checklist for any staff member leaving your group.

**GO VIRTUAL!!!**





# Disbursements Update - SBA Meeting

## Final PO Close Reminder

- As of April 1, 2022, all PO finally close requests must be submitted via the PO Finally Close Request Form/Excel template via the BEN Helps Support Portal (<https://benhelps.upenn.edu/support/home>)
- The form/Excel template should only include one attachment and should not include multiple tabs. We are working to fully automate the finally close process to provide a quicker more efficient process.

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## Paperless PO Invoices (July 2022)

- Accounts Payable is in the process of moving to a paperless environment. Effective July 2022, we will no longer accept paper invoices sent through intramural or US postal mail. We encourage suppliers to send invoices via email – [POINV@upenn.edu](mailto:POINV@upenn.edu) or submit their invoices using the PO Flip functionality in the Penn Marketplace.
- Benefits:
  - No more waiting for AP to receive invoices in the mail. By emailing or flipping PO's, the invoice will be sent directly to our working queues which will allow your invoices to be processed quicker.
  - Environment Friendly – Reducing paper waste is good for the environment
  - Supplier paper and postage savings

# Disbursements Update - SBA Meeting

## Will Call Checks

- Reasons to request a Will Call Check:
  - Department of Homeland Security (DOHS)
  - Attachments
  - Deposits and Final Payments that are due the day of the event
  - Conference and Hotel Registrations
  - Advances for Human Subject Payments
  - Awards

To coordinate Will Call check distribution, submit a Ticket in advance of will call printing on the BEN Helps Support Portal <https://benhelps.upenn.edu/support/home> with Will Call in the subject line. Please include the Supplier Name, invoice number and whether you are picking up or would like it mailed out to a specific address with attachment.

Checks are printed every Tuesday. Please ensure the Will Call request is approved by 3:45 p.m. in the Penn Marketplace the day prior to the check run. Please have valid Penn ID and your PennOpen Pass when picking up Will Call checks. Guest cards are not honored as a valid Penn ID.



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## Invoice #'s Homeland Security

- Please add individual's initials to the invoice #  
(e.g. 031522MP)

# Disbursements Update - SBA Meeting

## BEN Helps Update (APSUP email and x2626 phone)

- Accounts Payable will be eliminating the APSUP email address (dofapsupp@pobox.upenn.edu) and the AP phone support line (215-898-2626) effective July 2022.
- For future inquiries:
  - If you are a Penn employee please log in to BEN Helps (<https://benhelps.upenn.edu/support/home>) and search your question using our solution articles. You can also submit a ticket/form.
  - If you are a Penn supplier or payee please use the following options.
    - If you are not already registered with our Penn Marketplace please reach out to your Penn Buyer and ask to be invited. Once registered you will have the opportunity to view your PO's and invoices/payment statuses. We also encourage you to sign up for electronic payment.
    - If you have inquiries please use the following form (<https://www.finance.upenn.edu/supplier-payee-submission-form/>).





# Disbursements Update - SBA Meeting

## RPA

- Background
- Proof of concept
- Pilot
- Final PO Close



# Disbursements Update - SBA Meeting


## APEX

- P2P Exception Metrics and Reporting
  - PO Invoice Holds
  - Over-Procured POs
  - PO after the fact (invoice)
  - PO Invoice Source
- FYs 2020, 2021, 2022
- Buyer, Center, Dept, All levels
- Drill down POs, invoices, link to Markview image/workflow
- Export, sort, email capabilities
- 2 new metrics being reviewed (PO, Non-PO, PCard spend and Invoice holds on 5 funds)

# Disbursements Update - SBA Meeting

## APEX

- Dashboard
- PO Invoices on Hold
- Over Procurement
- After the fact POs



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My PO Invoices Currently On Hold

Fiscal Year: 2022 | Level: ALL

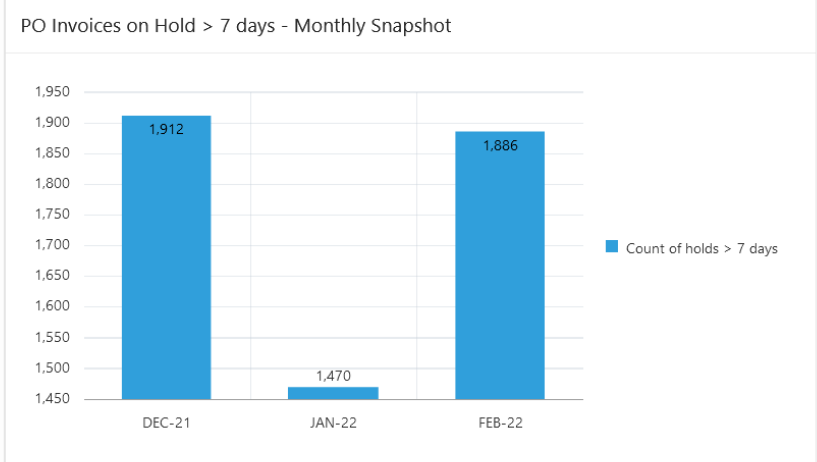


Chart showing a 3 month trend of invoices that were on hold for more than 7 days

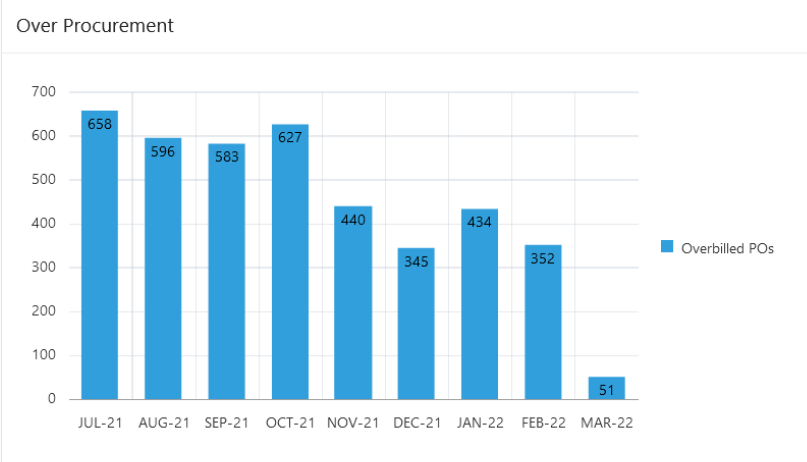
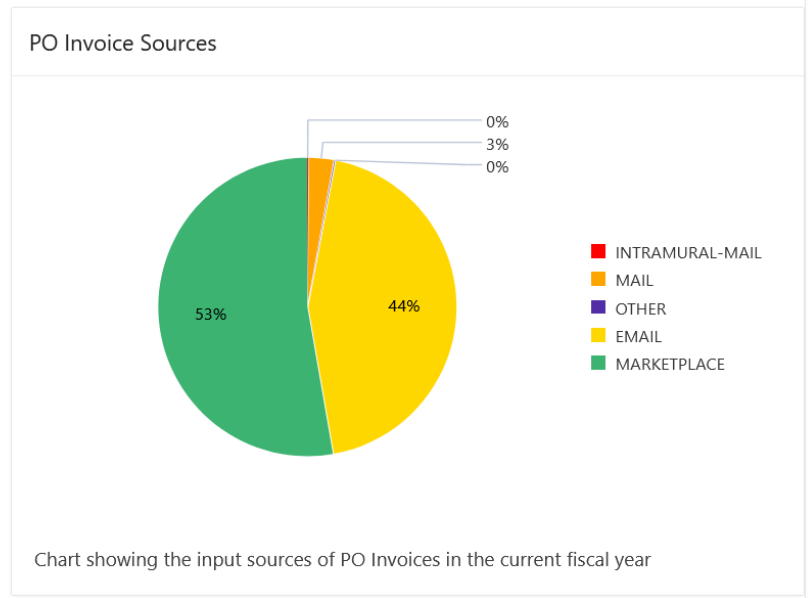
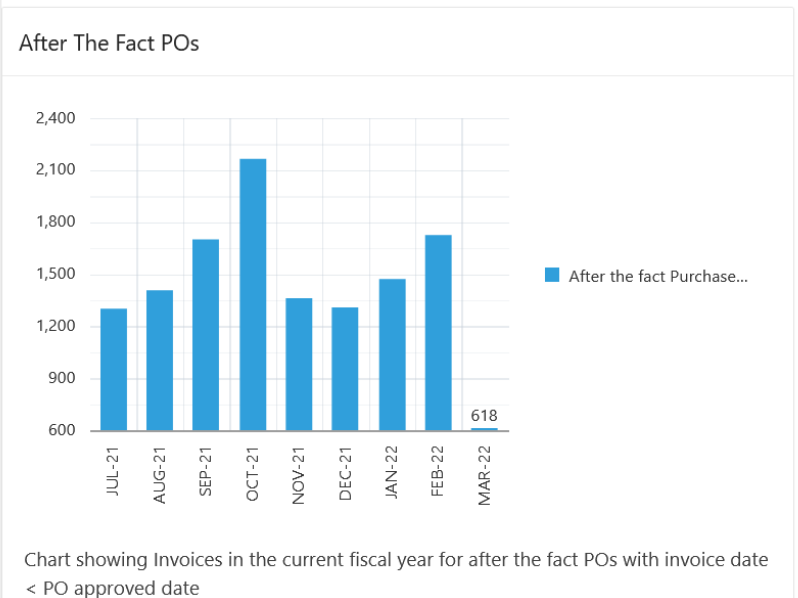


Chart showing Invoices in the current fiscal year for POs over procured by 10% and \$1K

# Disbursements Update - SBA Meeting

## APEX

- Dashboard
- PO Invoices on Hold
- Over Procurement
- After the fact POs



# Disbursements Update - SBA Meeting

## KPIs

- Invoicing and Payments

Source	FYTD22 (k)	FY20 (k)
PO cXML	53%	45%
PO Flip	15.9	13.1
PO Email	107.8	122.1
PO Paper	6.9	32.1
Non-PO	15.9	34.3
Invoice Import	10.8	13.6
Electronic Pay	65.8%	62.2%
On-time Pay	94.4%	92.8%

# Disbursements Update - SBA Meeting

Questions...