OCFO Priorities

- **Procure to Pay (P2P) - Key Improvements for Procurement to Payment Cycle Times and Efficiencies**
  - **Requisitions**
  - **Invoices**
- **OCFO Systems Strategy**
- **American Recovery and Reinvestment Act (ARRA) - Recovery Act Reporting**
- **Electronic Sponsored Research Administration (eSRA)**

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P2P – Procurement – Requisition Creation Redesign

Description of Initiative

Improve and simplify the requisition input process to allow anyone at LBNL to initiate requisitions, with little or no training, which provides accurate and complete information, including selection of an appropriate Item Category Code.

Primary Objectives

Improve efficiency of requisition creation by

- **Simplifying and reducing data input**
- **Providing guidance (definition & examples) for selection of Item Category Code**
- **Implementing appropriate controls (req approval & Invoice review)**

Organizational Resources Needed

OCFO

- **Procurement**
- **Controller**
- **Operations**
- **Business Systems**

Information Technology

User Input & Testing (All Divisions)

Timeline – General

Reqmnts Completed

Begin Design 12/09

IT Development – 3-4 Months

User Testing – 1 Month

Target Implementation 6/10

Procure to Pay – Invoice Review and Payment Approval

Description of Initiative

Invoice Review and Payment Approval (IRPA) process is to re-design the LBNL invoice certification process and to identify a process for disputed invoices. There were several audit findings of unrecorded liabilities caused by the LBNL process for invoice certification

Primary Objectives

- Improve the current invoice certification system by:
  - Providing clear roles and responsibilities
  - Providing a system that facilitates the timely recognition of cost, liabilities and accurately posting costs to projects
  - Facilitate timely vendor payment
- Provide the correct end user with the opportunity to review and correct invoices for accounting distribution and payment

Organizational Resources Needed

- OCFO managers, functional staff from Accounts Payable, Operations, Procurement, and BSA analysts
- Division Business Managers and staff
- IT staff

Timeline – General

- Manual accrual to eliminate unrecorded liability – July '08
- Draft certification process – December '08
- Draft policy reviewed with IAS – July '09
- Recommendations from Usability – Aug '08
- Final functional requirements completed – Oct '09
- Evaluation of technology options – Jan '10
- Decision on System option – Jan '10

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OCFO System Strategy

Description of Initiative :

OCFO, partnering with IT, has identified the need to re-examine the structural footing on which the LBNL financial system is built to optimize delivery of financial information.

Capitalize on Oracle Insight Review recommendations.

This initiative is to establish a multi year plan for modernizing CFO systems.

Primary Objectives

- Assure that OCFO systems, processes, and data are rooted in sound internal controls as a basis for dependable financial information, effectively delivered to LBNL decision makers.
- Identify structural system modifications required to meet current and future business and reporting needs
- Develop integrated roadmap for CFO financial systems

Organizational Resources

- OCFO functional managers, SME's and BSA staff
- Division stakeholders
- IT managers and developers
- External system and functional consultants

Timeline – General

- Completed Oracle Insight Review   10/18
- Strategy kickoff with Mark Dedlow   12/2

Next several months:

- Develop project roadmap with dependencies, resource requirements, communication plan, and timelines

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Recovery Act Reporting

Description of Initiative

Develop a centralized ARRA data base and corresponding support processes to ensure that reported LBNL data is consistent, has integrity, can be audited, and that existing systems are utilized where possible and that the data is structured to provide maximum reporting flexibility. Have ~$220M in ARRA funding for 54 projects in 12 divisions. May receive another $90M.

Primary Objectives

- Ensure ARRA data can be segregated
- Single data source from ~120 data elements
- Eliminate duplicate effort
- Meet dynamic, evolving, multi-purpose reporting & varied timelines
- Robust internal control

Organizational Resources Needed

- ARRA project mgrs/PIs
- Divisional RAs and Business Mgrs
- IT business systems
- HR/EH&S
- OCFO departments (Procurement, OSPIP, AP, AR, Field Ops, & Budget Office)

Timeline – General

- 03/09 - 06/09 SC weekly Reporting
- 07/09 – 10/10/09 1st Quarterly Reporting
- 10/09 - 01/10: Grants Reporting, Inst. ARRA "Program" Oversight, Audit Support, & Revised 2nd Qtr Reporting
- 01/10 - 02/10 OIG audit support
- TBD - Completion is dependent on receipt of final guidance from DOE (OMB)

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eSRA
(electronic Sponsored Research Administration)

Description of Initiative   Implementation of the LBNL eSRA System, utilizing the Click Commerce modules purchased in FY2009. eSRA will be an electronic integrated system for pre- and post- award research administration, including Proposals, IRB, IACUC and COI requirements. Will replace a number of manual , non integrated systems. First systems project to bring together functional research administration offices

Primary Objectives

- Reduce time spent by PIs and staff on proposal development
- Electronic routing of proposals for approvals
- Electronic system to system submission to Grants.gov
- Provide needed data for management.
- Provide status, notification of pending and post award actions
- Integrate regulatory processes (IRB, IACUC and COI) into a comprehensive system

Organizational Resources Needed

- Multi-functional team to include OCFO Div, OSPIP, HARC, IT , RIIO offices, Divs and PIs

- Workflow will bring in other offices such as Facilities (NEPA/CEQA), TTIPM, and DOE BSO

Timeline – General

- Launch Module 1 (IRB) – Mid November
- Launch Module 2 (IACUC) – FY10 – Q3 –some concurrence with IRB
- Launch Module 3 (Grants) – FY11 – Q1 – Preliminary Work Flow/data modeling FY10
- Launch Module 4 FY11 (COI) – some concurrence with IRB, IACUC and Grants