Find out more:
- One*Finance* webpage
- Contact onefinance@Yale.edu

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⬦ RECENT ACCOMPLISHMENTS

Financial Review Enhancement (FRE) – Advances and Spend Authorizations: FRE Project Charter and project plan. For **Advances and Spend Authorizations**: Completed inventory of SOPs/policies/documents that support advances and spend authorization; current state process map; process variations among departments identified.

Finance Foundations Onboarding Training - Phase 2: Preliminary dispositioning of course requirements curriculum for FF2 is complete.

Creating Expense Report Training: Draft guidelines to support Expense Report Training alpha review developed. Alpha version development completed.

Dashboard Monitoring - S2P: Draft Average Non-Salary Spend report requirements/documentation completed.

One*Finance* Think Tank: Launch meeting, participant onboarding, participation intake process completed.

Policy & Procedure Top 10: Policy Top 10 quick reference and presentation created to prioritize policy need-to-know for faculty; presentation and request for feedback from Lead Administrators completed.

Purchase Order Practices & Execution: Draft procedure reviewed with OWG Procurement Subcommittee.

🗺 WHAT'S COMING

- **Financial Review Enhancement (FRE)** –Team will begin creating FRE project roadmap, milestones and developing **Advances and Spend Authorization** Standard Operating Procedures (SOP).

- **Finance Foundations Onboarding Training - Phase 2:** Work continues for OSP-related content development, YSM onboarding program review, and review of policy/procedure course selection.

- **Creating Expense Report Training:** Complete Alpha version review; begin Beta version development.

- **Dashboard Monitoring - S2P** – Average Non-Salary Spend report requirements/documentation updates; draft project plan/roadmap for five Source-to-Pay (S2P) reports.

- **One*Finance* Think Tank:** Post launch communications; quarterly meeting set-up; review of project participation intake requests; review of draft PO procedure.

- **Policy & Procedure Top 10:** Process for disseminating top 10 documents to faculty for awareness.

- **Purchase Order Practices & Execution –** Revisions based on feedback; change management strategy development.

- **AP Supplier Setup: In Progress:** Information session development; change management deliverables.

- **Policy 3210 Purchasing Contracts:** Launch self-directed training for processes related to contracting goods and services.

- **Kickoff of the following projects:** Organizational Model, Ok-to-Pay.

⚡ DID YOU KNOW

Procedure 3215 PR.01 Yale Purchasing Card has been updated.
- As the result of feedback from the community, publishing fees are now an optional commodity category, with its own associated standard PCard limits, for cardholders who encounter those expenses. Additionally, the procedure was updated to clarify the process for requesting both temporary and permanent PCard limit increase exceptions.

👥 WHAT WE NEED FROM YOU

- Your continued engagement and support.
- Share the March At-a-Glance at your next team meeting.
- Identify opportunities to promote the work of the One*Finance* Strategic Initiative.

One*Finance* North Star:
To enable Yale's mission, simplify and standardize financial services in order to make life easier where everyone has a role in building a strong culture of financial integrity, insight and stewardship of Yale resources.

One*Finance* Strategic Initiative

Yale

Financial Review Enhancement

Description
- Simplify and strengthen financial processes through development of effective SOPs, training tools, and reporting.

What it means for you
- Clearer, more consistent and well-documented standard operating procedures will reduce errors and improve consistency in financial management practices.
- Training materials and reporting to help build financial acumen and capabilities leading to more consistent SOP application.
- Risk mitigation and less rework.

Milestones
- Spring 2023: Completion of Advances and Spend Authorizations standard operating procedure

Financial Training Program Development

Description
- Identify and prioritize the development of training that supports the One*Finance* goal of building a strong culture of financial integrity and stewardship of Yale's resources.

What it means for you
- Readily available training that provides you with the tools and resources to be successful in your roles.
- Prioritizing training development that helps reinforce a consistent, standard approach to administrative operations across the university.

Milestones
- Spring 2023: Launch of the following eLearning courses: Policy 3210—Purchase Contracts and Create Expense Report. Finalize finance training framework project with the Strategic Analysis team and identify gaps in existing training.
- Finance Foundations onboarding program currently in pilot. Targeted university-wide deploying University-wide in FY24 for finance staff.

PO Practices & Execution

Description
- The project will create a comprehensive purchase order procedure to help the Yale community correctly and more easily generate and execute purchase orders, eliminate rework and improve audit findings.

What it means for you
- An up-to-date, clear, simplified and comprehensive Purchase Order (PO) procedure will be available to define and guide you through the end-to-end PO process. (e.g., Purchase Requisition, Change orders and Purchase Order closure).
- Training strategy will be developed to promote better understanding of why purchase orders are used and how they benefit you and the University.

Milestones
- Spring 2023 – Completion of Phase 1 which includes development of PO procedure and change management strategy for implementation in Phase 2.

Dashboard Monitoring – S2P

Description
- The Dashboard Monitoring project will work on building a compliance monitoring infrastructure, establishing the monitoring strategy and key metrics to mitigate risk within financial processes.

What it means for you
- Creates a monitoring standard and metrics.

Milestones
- Summer 2023 – Implementation of Average Non-Salary Spend report

One*Finance* Think Tank

Description
- Comprised of members across the university community, the Think Tank, working with the program team, will provide valuable insights to help inform the work of the initiative.

What it means for you
- Allows for more in-depth community engagement on an ongoing basis.

Milestones
- Ongoing Think Tank participation in providing valuable insights to help inform the work of the initiative

AP Supplier Setup

Description
- This project will develop tools to guide users through the AP Supplier Setup process and educate the Yale community on the supplier set-up for electronic payments and change process.

What it means for you
- Reduced rework, errors, and send backs to reduce supplier set-up cycle time
- New tools will assist with submitting banking documentation correctly.

Milestones
- Spring 2023 – Updated form and tools will be available. Information sessions will be held for the Yale community.