



# OREGONBUYS

ACCOUNTS PAYABLE FORUM

NOVEMBER 13, 2019

# AGENDA

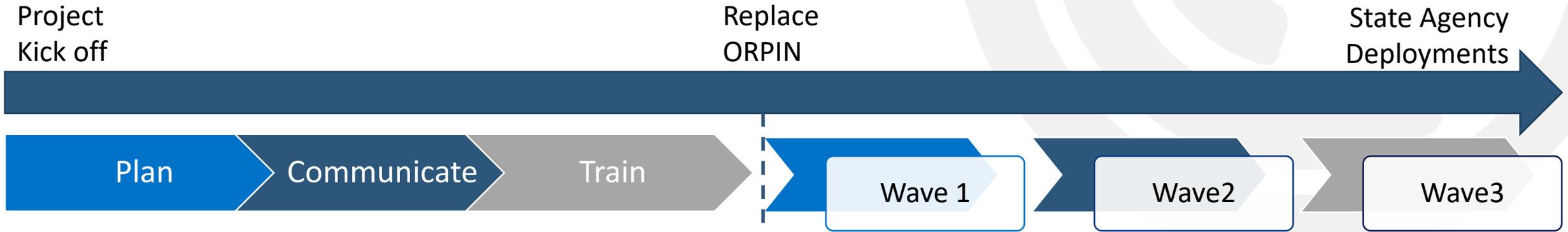
- Project overview
- Project phases
- Acknowledgements & issues to address
- OregonBuys internal control structure
- OregonBuys documents
- OregonBuys – demonstration
- Q&A session

# WHY OREGONBUYS?



- The state has unified procurement rules, but lacks a modern IT system to standardize and track procurements
- Procurement processes vary by agency, are manual in nature, and are labor intensive
- Manual processes limit the state's ability to track and manage spend
- Procurement makes up nearly 10% of Oregon's all funds budget and represents \$8 billion in biennial spending.

# HIGH LEVEL PROJECT TIMELINE



## Phase 1 Priority – Replace ORPIN

- Enhance existing OregonBuys configurations, if need be
- Develop training materials
- Conduct vendor and ORCPP Outreach
- Upload price agreements into OregonBuys
- Replace ORPIN
- Communicate throughout the project

## Phase 2 Priority – Onboard State Agencies

- Each on-boarding wave is six months long
  - Each wave contains multiple phases
  - Plan, configure, test, train, go-live
  - 3 deployment waves planned for agencies
- Each wave contains a combination of large and small agencies

# OREGONBUYS IMPLEMENTATION PROJECT PHASES

- **Phase 1 ORPIN replacement** – sourcing and procurement ONLY
- **Phase 2 Procure-to-pay** – requisitions through invoices
  - 3 waves/groups of agencies
  - Scope of operations in/out of OregonBuys not yet determined
  - Potential modification to R\*STARS interface (real-time)
  - Potential changes to requirements for accounting on OregonBuys documents

Training and end user support will be ongoing

## WHAT WE KNOW

- Phase 1 will not impact accounting operations
- The current solution is a formative one
- The implementation team is committed to engaging with budget/accounting SMEs to develop usage/process guidelines before roll-out

Action Item:

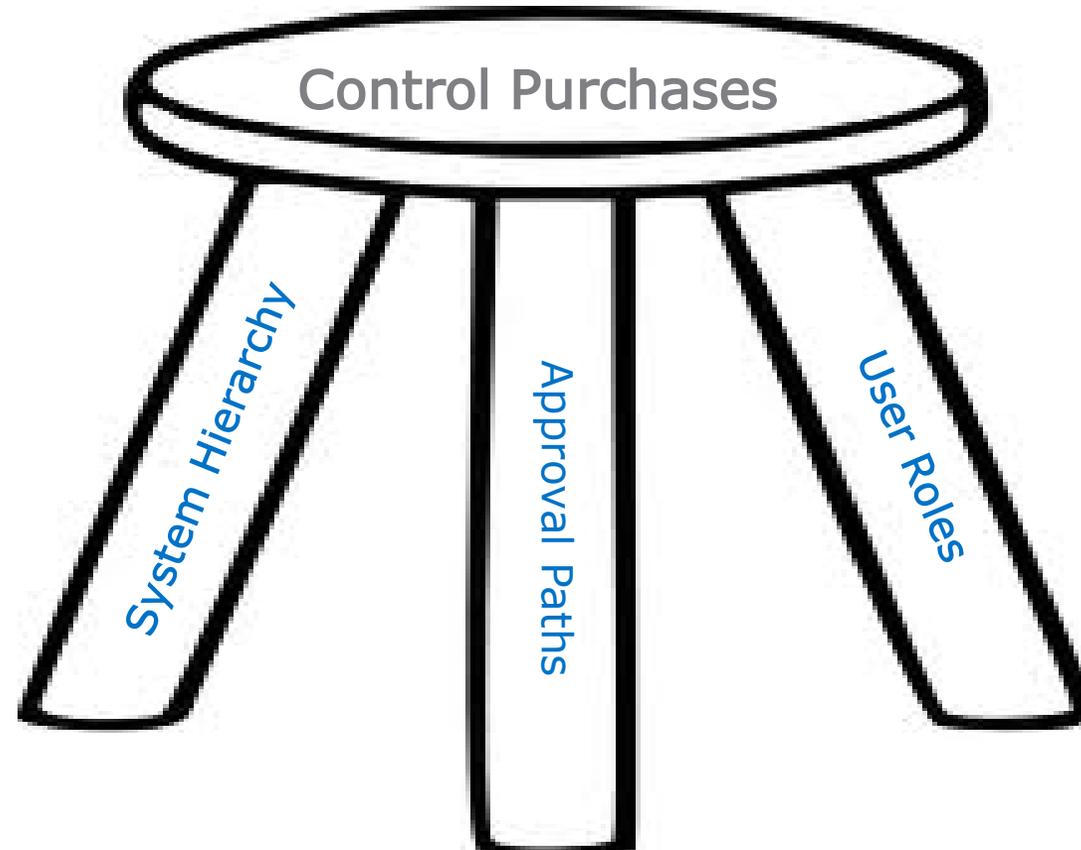
Sign up to be a SME to provide input and advice

# ISSUES TO ADDRESS BEFORE ROLL-OUT

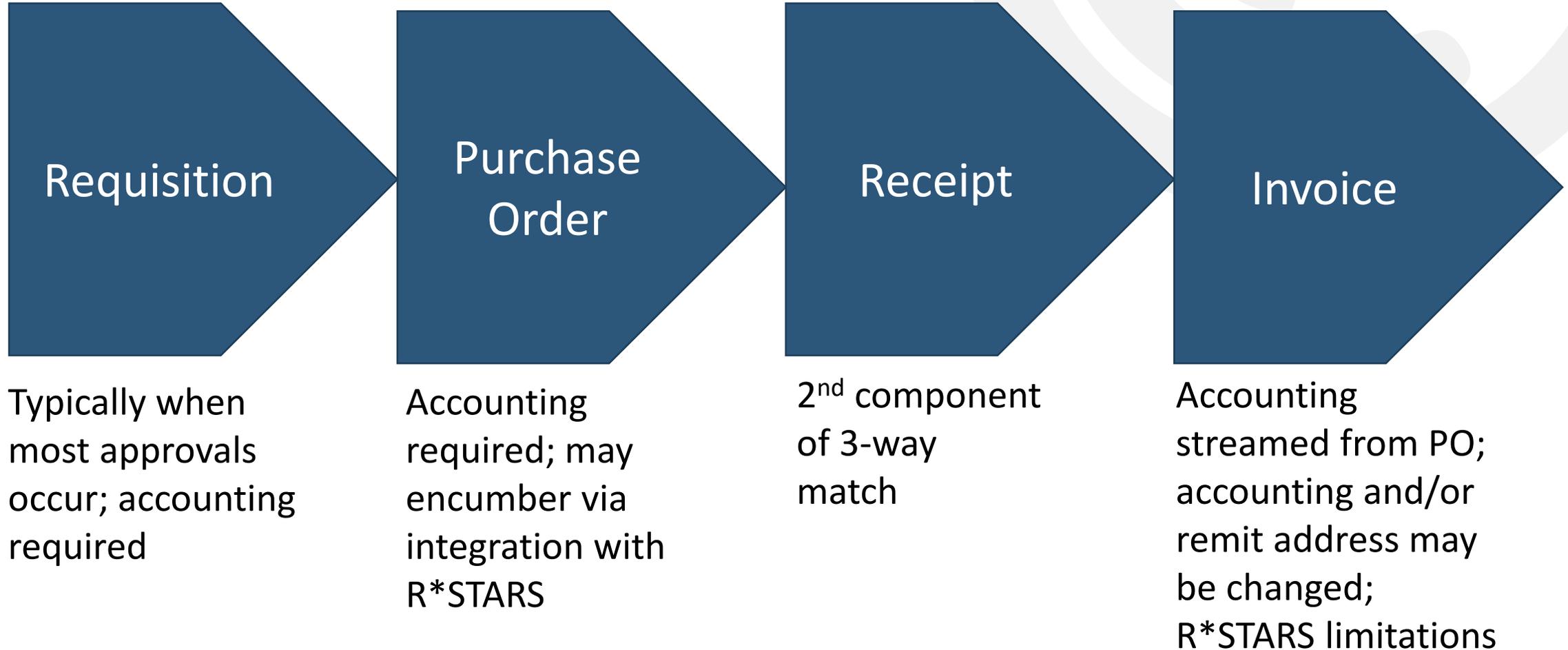
- Encumbering
- Required accounting on OregonBuys documents
- R\*STARS real-time interface (planned)
- Types of purchases, billings and expenditures to run through OregonBuys
- Budget/accounting/accounts payable operational impacts

# OREGONBUYS INTERNAL CONTROL STRUCTURE

## THREE LEGGED STOOL

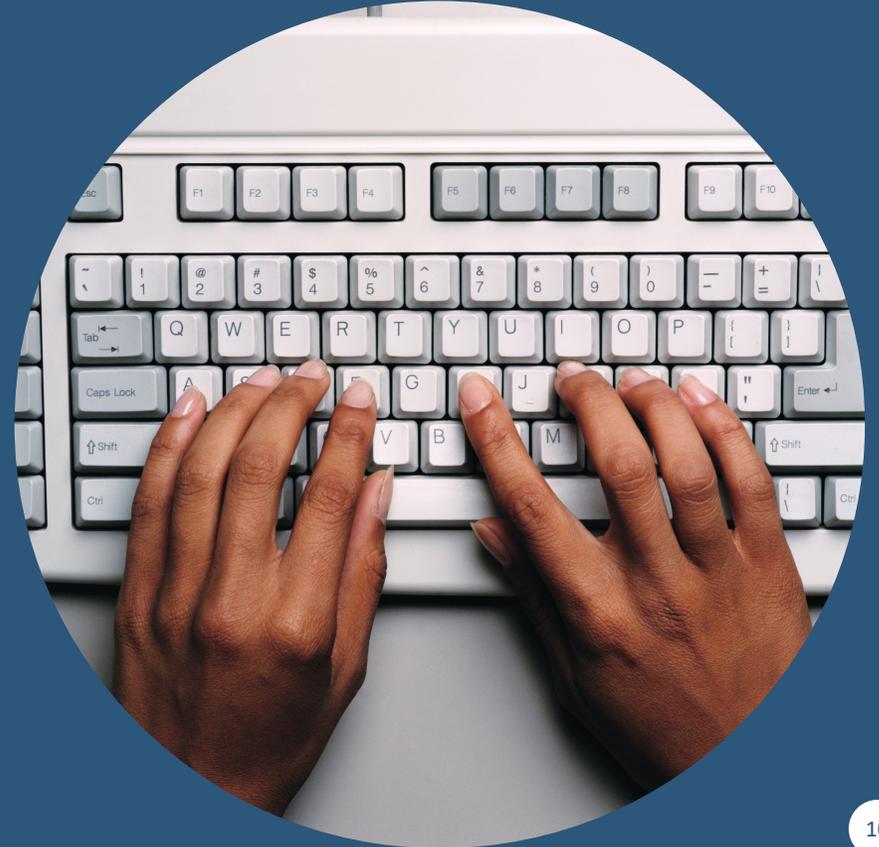


# OREGONBUYS DOCUMENTS



# DEMONSTRATION

- Requisition: originating request document
- Purchase order: the starting document for receipts and invoices
- Invoices (vendor-initiated)
- Invoices (AP-initiated)
- Approvals



# ENCUMBERING IN R\*STARS (VALIDATION)

- DHS
- OHA
- Education
- DOJ
- Parks & Recreation
- Energy
- Agriculture
- Public Utility Commission
- Water Resources



# QUESTIONS & FEEDBACK

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# THANK YOU!

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