

KEN BURKE

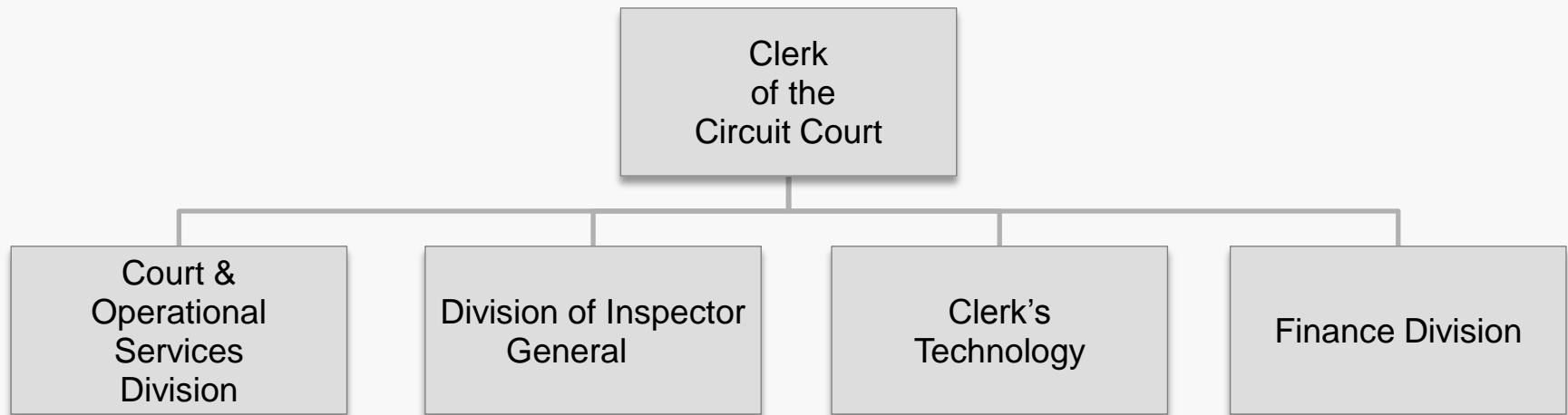
Clerk of the Circuit Court

**FY 13 Budget
Information Session
May 10, 2012**



KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT
PINELLAS COUNTY, FLORIDA

Clerk of the Circuit Court Organization Chart



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Clerk of the Circuit Court Target Reconciliation for FY13

FY 13 Budget Request Target	\$11,170,550
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FY 13 Budget Request	<u>11,320,240</u>
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Target variance	(149,620)
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% Change	1.34%
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Impact of OPUS to Finance

- Transformation of all business processes in all areas
- Most significant impact in AP



Pre-OPUS Process in AP

- Decentralized with departments receiving all invoices from vendors
- Vendor maintenance performed by AP & Purchasing , 1099's by AP
- Departments matched all invoices with p.o.'s, receiving documents, and other supporting documentation
- Department s approved invoices & sent matched documents to AP
- AP opened mail from departments, date stamped & distributed to AP staff for pre-audit
- AP pre-audited the invoice packet & followed up with the departments on exceptions
- AP entered the vendor and invoice information in Payables system
- AP issued payment via checks, ACH & wires in the next payment process for vendors & next payroll process for employee



Post OPUS Process

- Centralized with AP receiving about half of total invoices weekly directly from vendors
- Remainder of invoices received or initiated by Departments & submitted to AP via iExpense, templates or interfaces such as SAP, Chedas, Progress Energy
- Vendor maintenance performed by Purchasing, 1099's by AP
- Invoices from vendors received via email & regular mail & from departments via email and interoffice mail
- AP opens, date stamps all invoices, enter into excel spreadsheet for tracking purposes
- AP sorts & distributes all invoices for pre-audit, including matching with purchase orders, follow up with vendors & departments
- AP enters invoices in Oracle Payables



Post OPUS Process –cont'd

- AP scans, indexes & verifies invoices in Documentum system
- Exception invoices placed on hold for follow up with Departments to clear holds
- AP initiates electronic workflow to send matched invoices to Departments for approval; invoices received via templates & interfaces preapproved by departments -no electronic workflow
- AP follows up with departments on rejected invoices, invoices not approved timely, or invoices that require changes
- Once invoices approved by departments, payments made in next payment process
- Payment process includes checks, ACH, wires, & ePayables to vendors and employee reimbursement via AP rather than payroll



New AP Processes in OPUS

- Logging of all invoices for tracking purposes
- AP matching of invoices received from vendors
- Scanning, indexing and verification of all invoices
- Electronic approvals and follow up
- iExpense and payment of employees via AP
- ePayables as an additional payment method



Impact on AP Performance Measures

Pre-OPUS

- 5 business days from receipt of proper invoice in Finance

Post-OPUS

- 25 days from receipt of proper invoice in the County for non-construction invoices
- 20-25 business days from receipt of proper invoice in the County for construction invoices



Impact on Staffing in AP

	Pre-OPUS	Post-OPUS	Request FY13
Full time positions	12	12	15
Part time positions	-	.5	-
Temporary Positions	-	4.5	-
<i>Totals</i>	12	17	15



QUESTIONS / COMMENTS



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