INFORMATION REPORT

TO: Chair and Members
         Audit, Finance and Administration
         Committee
	WARD(S) AFFECTED: CITY WIDE

COMMITTEE DATE: November 12, 2012

SUBJECT/REPORT NO: KPMG – Final Report – Evaluation of the City of Hamilton Accounts Payable Program (FCS11051(b)) (City Wide) (Outstanding Business List Item)

SUBMITTED BY: Roberto Rossini General Manager Finance & Corporate Services Department --- **SIGNATURE:**	**PREPARED BY:** Bev Neill 905-546-2424 ext. 6274

Council Direction:

On June 11, 2012, the KPMG – Final Report – Evaluation of the City of Hamilton Accounts Payable Program (FCS11051(a)) (City Wide) was presented to the Audit and Administration Committee that included a recommendation for staff to report back, to Audit, Finance & Administration Committee with a work plan outlining timeframes and costs associated with the implementation of the recommendations by the end of October 2012.

Information:

As part of the 2013 Capital Budget process, request has been submitted asking for approval to re-direct funds from existing capital projects to the implementation of Accounts Payable automated workflow and approval process. If approved, a detailed work plan, including the implementation timeframes and costs, will be prepared. The project will include the following two phases:

Vision: To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.
Values: Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork

PHASE 1 – Redesign and Mapping of new processes

- Document Key User needs not covered by current process
- Document Key User needs covered by forms recognition, automated workflow and online training implementation
- Provide migration report and high level schedule to move to forms recognition, automated workflow and online training
- Work with IS Support Staff to set up an Accounts Payable automated workflow testing environment.

PHASE 2 – Software Implementation

- Map and build the automated approval workflow
- Implement forms recognition software
- Implement electronic invoices for vendors
- Populate online training tool with all new processes and procedures