

TO: Sun Health Team Members

FROM: Amy Runge, CFO
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RE: Changes in Finance Systems and Process - Purchase Order (PO) and Accounts Payable (AP) Process

DATE: February 6, 2024

As promised, here is a follow-up to the memo sent on January 30, 2024 (Re: Changes in Finance System and Process). Below are some updates on the Purchase Order and Accounts Payable Approval Process. You will recall, as mentioned in the [previous memo](#), that the Finance Department is making a significant upgrade to our financial systems effective on March 1st, 2024, using Oracle NetSuite. One of the significant changes will involve the Purchase Order (PO) and Accounts Payable (AP) process. We will be taking advantage of some new capabilities for our purchase order management and accounts payable processing in NetSuite.

Why the change?

Currently, POs are not required to make purchases. The Sun Health Accounts Payable team receives invoices in multiple ways: via paper, email, or shared drive. It's not only a lot of manual work; it also means we are unable to track POs to ensure the accuracy of invoice payments.

Implementing NetSuite and a new PO and AP approval process will provide:

- superior tracking features so we can manage our purchase orders more effectively, ensuring accuracy and consistency in our financial operations.
- automated features so we spend less time on manual tasks, freeing up more time for the work that matters most.
- a user-friendly platform with approval workflows for PO and AP is essential for consistency and controls.

But wait! There's help!

We know this is a big shift in the way Sun Health operates. We will offer 2 sessions of tailored, comprehensive training for your specific PO/AP needs on February 21st and 22nd so you feel confident and comfortable with the new system and new process. We will also record these sessions for anyone who is unable to attend either of these sessions. These meetings will appear on your calendar in the next few days. Please be sure to accept or decline so we know if we need to offer more sessions.

A few of the topics we will cover in training are:

- Walkthrough of the PO and AP process within NetSuite
- How to handle reoccurring expenses.
- How to create an open/blanket PO for multiple invoices on one project.
- How will the new system transfer from previous processes.
- How to keep track of who has been paid and who hasn't.
- How to track your spending on certain products or services.
- How to create POs and the new approval process.
- ...and if you think of any questions before the training starts, let us know, and we will happily add them to the list of topics to cover in training!

As always, the Finance, IT, and Program Management teams are ready to offer any help or answer any questions as we transition to this new tool. Please send an email to shnetsuite@SunHealth.org for any questions you have or help you may need, and we will get back to you as quickly as we can. Want a sneak peek? Check out this short video on how to create purchase orders in NetSuite. <https://gurussolutions.com/video/netsuite-how-to/how-create-purchase-orders-netsuite>

Thank you in advance for your adaptability and willingness to make this change with us!