



Oifig um Sholáthar Rialtais
Office of Government Procurement

Education Shared Business Services (ESBS)

“eInvoicing in Education, early adopters
Irish public sector”

Michael Morgan

CEF Digital & eInvoice Ireland (OGP) workshop event, 24th April 2018,
Dublin

OGP.GOV.IE

Delivering Sustainable Procurement Solutions



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1. Introduction - Michael Morgan

- Project Manager, Education Shared Business Services (ESBS), Department of Education and Skills (DES)
- Responsibilities include ESBS project to set up finance shared services for the Education and Training Boards (ETBs) sector
- Chartered Accountant with extensive experience having been a senior manager with a 'Big 4' firm
- Strong track record in ICT project management (PRINCE2), team leadership, IT customer service management, vendor and SLA management

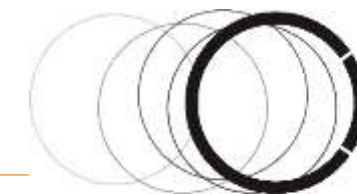


1. Introduction – Teams

Organisation	Team/Role(s)	Name	Title	email
Department of Education & Skills (DES)	ESBS Finance ETBs Project / Interim Shared Services & EU Project Consortium / Suppliers on-board + 1 st line support ETBs	Michael Morgan	Project Manager	michael_morgan@esbs.gov.ie
		Joan McCarville	Process Lead	joan_mccarville@esbs.gov.ie
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Institute of Technology, Sligo (ITS)	EU Project Consortium / Co-ordinator	Padraig Harte	IT Lecturer	harte.padraig@itsligo.ie
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Document Centric Solutions Ltd. (DCS)	EU Project Consortium / IT Service Provider	Eoin Maguire	Director	eoin.maguire@dcsdocs.com
Tubbercurry Software Ltd.	EU Project Consortium / Technical advisor	Edmund Gray	Chief Technical Officer	edmund@nebule.software
Celeris Group	EU Project Consortium / Advisor	Carmen Ciciriello	Director	carmen.ciciriello@celeris-group.eu



Tubbercurry Software Limited





2. Background - ETBs

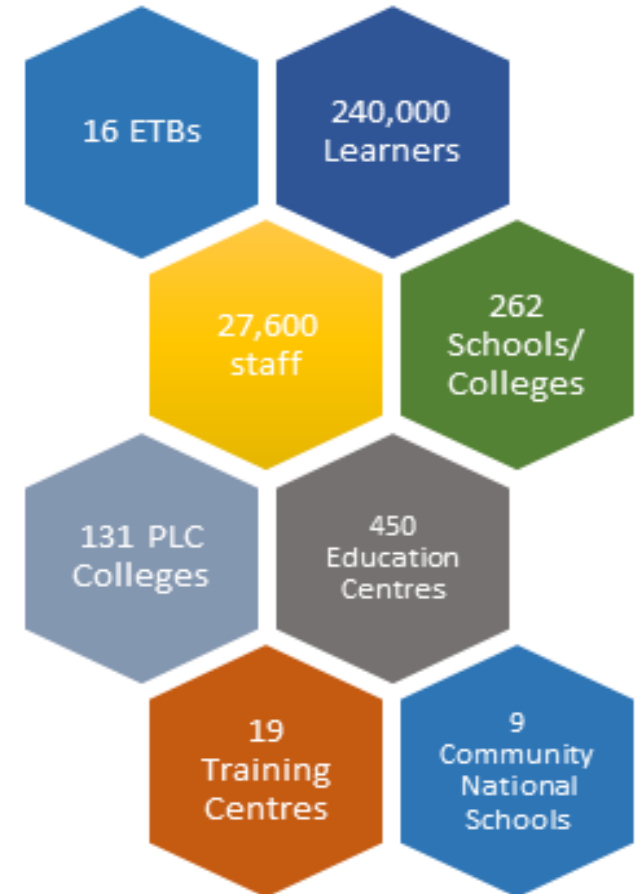
The 16 Education and Training Boards (ETB's) are Irish regional authorities with responsibility for:

- 250+ community colleges or 33% of post-primary schools
- 600 centres delivering further education and training (FET)
- 10+ community national schools or 1% of primary schools

There are sixteen ETBs namely;

1. Cavan Monaghan,
2. City of Dublin,
3. Cork,
4. Donegal,
5. Dublin Dún Laoghaire,
6. Galway Roscommon,
7. Kerry,
8. Kildare Wicklow,
9. Kilkenny Carlow,
10. Laois Offaly,
11. Limerick Clare,
12. Longford Westmeath,
13. Louth Meath,
14. Mayo Sligo Leitrim,
15. Tipperary,
16. Waterford Wexford.

High level Stats ETBs (baseline Finance/Payroll)

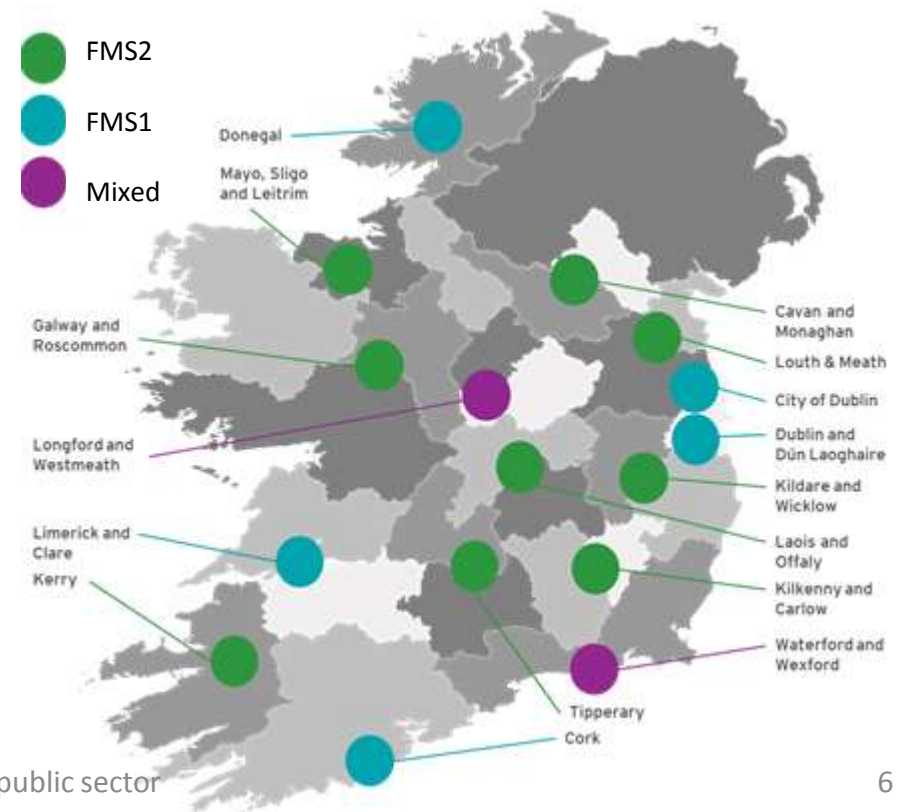




2. Background – ESBS Finance for ETBs Project

Purpose: A Business Case was approved in 2015 by the Minister of Education and Skills, to deliver an ESBS finance solution (people, processes & technology) as a shared service to ETBs.

Scope: The map shows the ETBs and main FMS currently in use, in addition to FMS3 in training centres.





2. Background – Interim Measures

Purpose:

- To alleviate pressure on ETB Finance functions
- To gather data on ETB finance systems for the main ESBS finance project as recommended in the business case approved in September 2015.
- To analyse/standardise invoice process flows, engage with staff and develop a change management programme to support the move to shared services.

Scope:

- **Introduce e-Invoicing across ETBs in targeted sectors**
- Enable further Public Purchase Cards use by ETBs
- Create online ETB Property Register
- Assist replacement of legacy Learner Payments Systems (LPS)

Motivation for eInvoicing

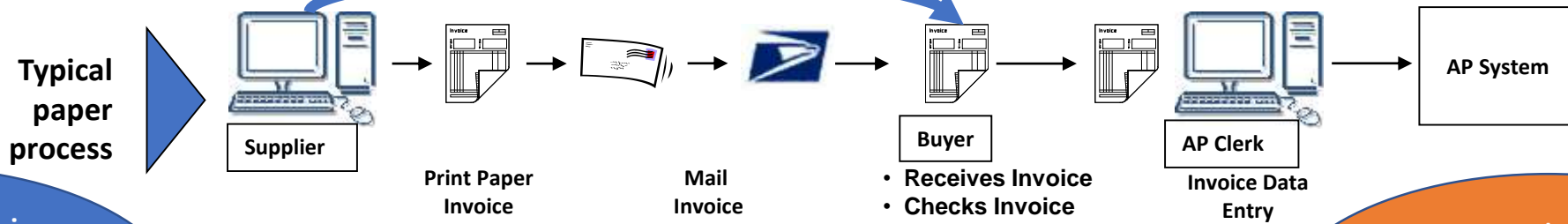
- to comply with EU standards on E-Invoicing which will be compulsory in the public sector from **April 2019** and
- To prepare the education sector for the main Finance Shared Services from 2019 and other Irish and EU digital initiatives.
- to reduce the administrative burden of processing invoices by removing most of manual invoice handling steps, both for the supplier and customer (which in this project is the ETB school/centre or admin office).



3. E-Invoicing – journey

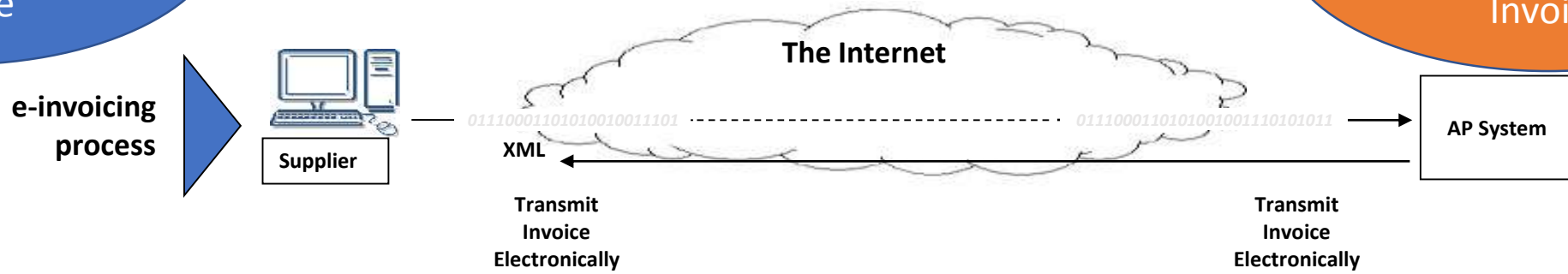
The typical paper/e-mail invoice process

Email



Supplier changing from paper invoices
Saving €13 per invoice

Buyer changing from paper invoices
Saving €17 per Invoice



eInvoice (with or without attached PDF) directly input into AP System



3. E-Invoicing – journey

Steps to Implement e-Invoicing

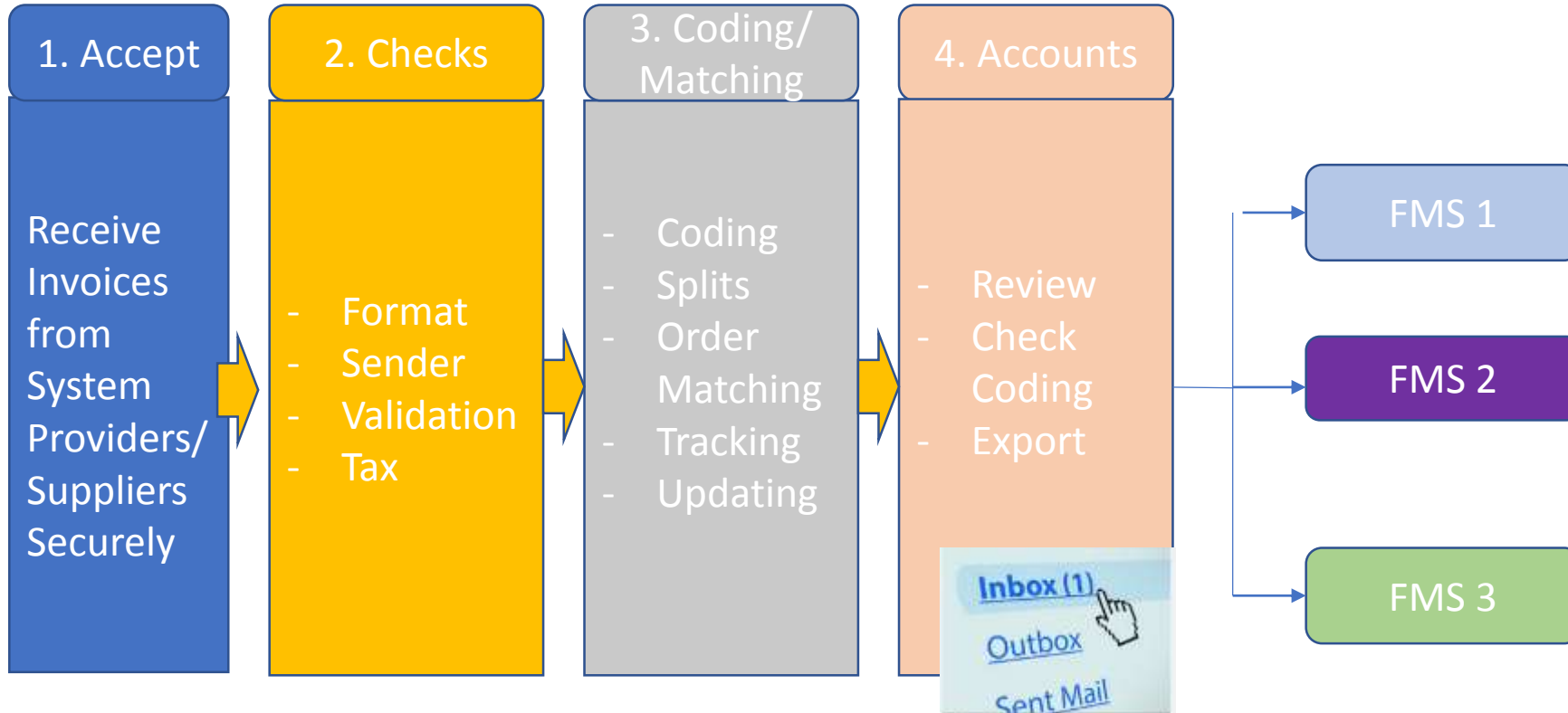
1. Sign up with Access Point 
2. Define policies
3. Test with Service Provider
4. Test integration with your Financial Management System
5. Rollout to Top Suppliers
6. Continue to Rollout to mid-tier and smaller suppliers

Typical Project 3-6 Months to go live + rollout



3. E-Invoicing – Interim Solution Overview

PEPPOL Access Point





3. E-Invoicing - ETB invoice numbers

- 16 Separate Regional Authorities (ETBs) across 750+ Sites
- Variety of Financial Management Systems
- 275,000 Invoices per year (existing method paper/e-mail)
- 20,000 e-Invoices received first 22.5 months June 2016 to mid-April 2018
- Approx. 5% of total invoices to date
- Currently 14 live suppliers & 44 approved with target 70 suppliers out of 130 selected

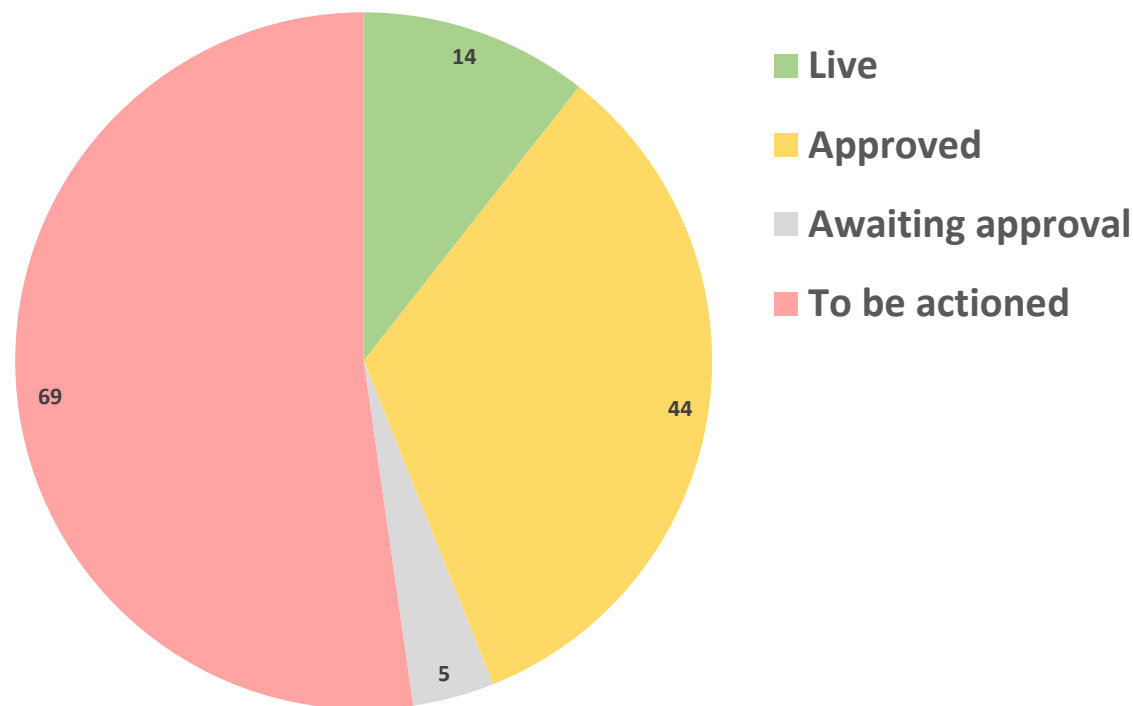


3. E-Invoicing - Number of Suppliers

Date 20/04/2018

Count of Supplier Name	Total
Live	14
Approved	44
Awaiting approval	5
To be actioned	69
Grand Total	132

Targeted ETB suppliers by eInvoice status



3. E-Invoicing - Website

- ETB e-invoicing website launched February 2018
- easy to navigate and essential to the on-boarding process of new suppliers
- on the website a supplier can do the following:
 - Register using a set-up form.
 - Choose a method of sending their e-Invoice.
 - Choose a provider.
 - Download all ETB site references (SSC Ref) around the country

Web address is www.etbeinvoicing.ie

eInvoicing to ETBs

The [Education Shared Business Services \(ESBS\)](#) finance project of the Department of Education and Skills (DES) has implemented an electronic system for processing invoices and other creditor inputs that require payment. The solution processes digital invoices from key suppliers and delivers them electronically to the 16 Education and Training Boards (ETBs). The solution enables the ETBs to export the invoice information to the local finance systems and expedite payment. This website explains why and how to become an e-invoice supplier to the ETBs.



Becoming a Supplier

[Click here](#) for a guide on how to get started.

[Find out more](#)



ETB Reference Site

[Click here](#) to find your ETB reference site

[Find out more](#)



Supplier Web Portal

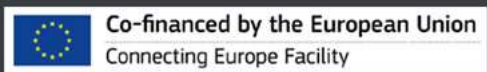
[Click here](#) to enter the Supplier Web Portal

[Go to Portal](#)

eInvoicing Quicklinks

[Connecting Europe Facility
OGP and invoicing](#)

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Get started

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About us

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3. E-Invoicing - Challenges

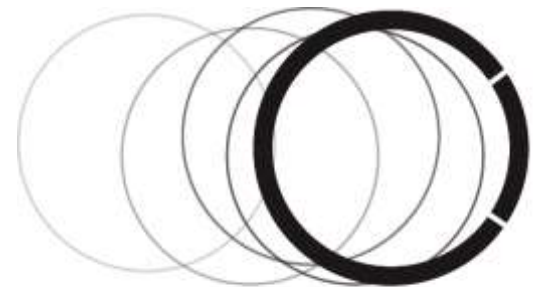
1. Technical – rounding, VAT, credit notes, consolidated bills, multiple cost centres and local coding
2. People/Organisational – change management, training etc.
3. Suppliers – lead-times to on-board and readiness to go direct to PEPPOL (service providers can help)
4. Support – reliance on multiple existing FMS support providers



3. E-Invoicing - Next Steps

1. Technical – upgrade to latest EN, use software adaptors and p-card integration (Tubbercurry & DCS leading)
2. Suppliers – rollout from 16 live & 44 approved to 70 (DES ESBS Finance team leading with 3 selected ETBs as champions utilising website)
3. People – continue with change management, training
4. Case study (IT Sligo co-ordinating)
5. Dissemination (Celeris Group leading)

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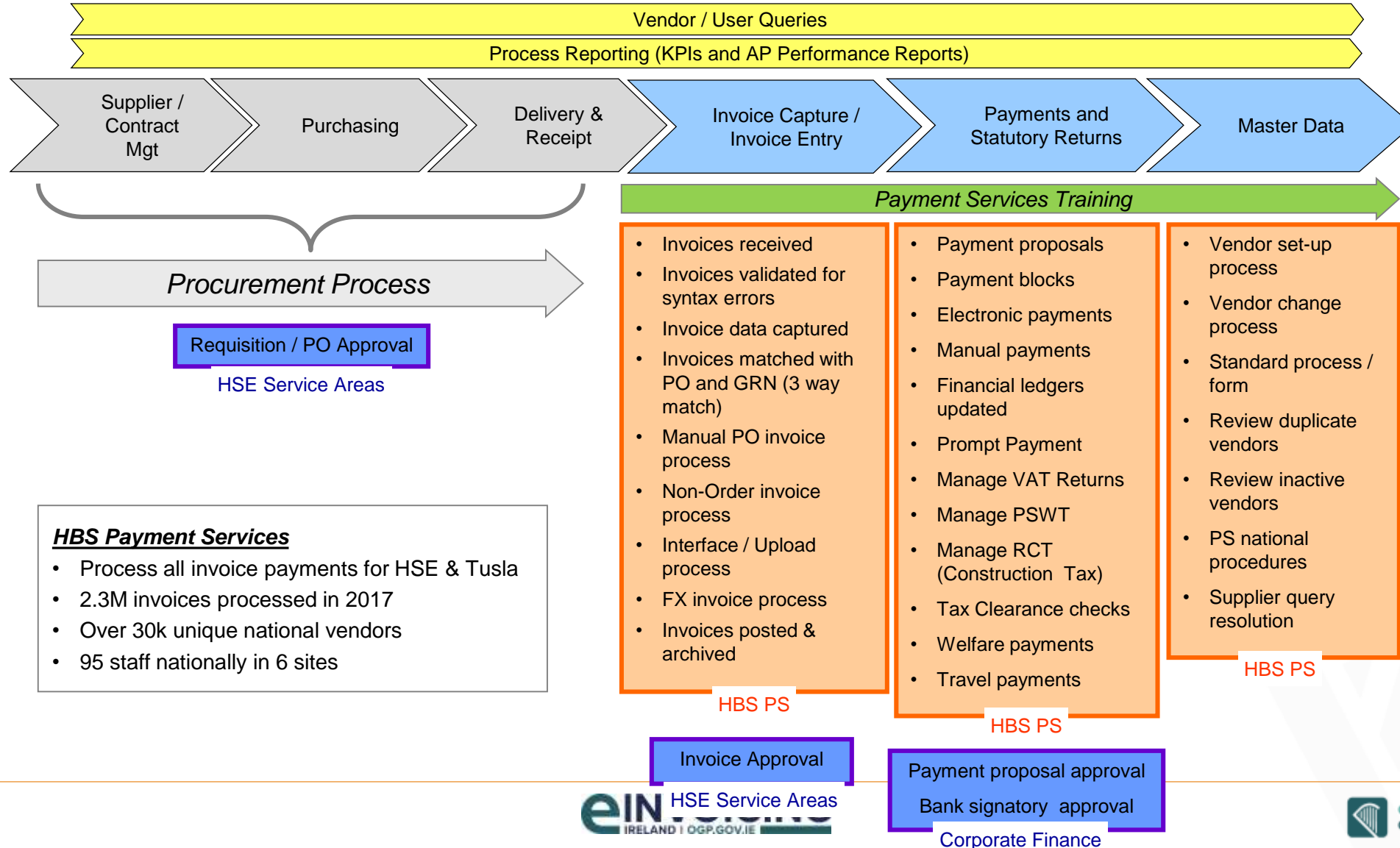
HSE Invoice Capture Solution

eInvoicing Ireland

24th April 2018

Health Business Services - Payment Services

Scope of Services



Invoice Capture Solution Project

Why?

Invoice Capture Solution - Features

- HSE provided with a fully supported solution
- Invoice Capture has capacity to process all HSE invoices
- Invoice Capture available 24/7 365 days a year
- Invoice Capture has click and drag functionality
- Invoice Capture is on new fully supported server
- Purchase Order numbers are mandatory on Invoice Capture
- Automated standard process to highlight reason for unmatched invoices
- Automatic email to end-user on unmatched items
- Fully functioning delivery note matching available
- Delivery Note (PODs) can be provided electronically
- Increased levels of 3 way matching
- Improved duplicate invoice detection rates

Invoice Formats

- Paper > Scan > Verify > Workflow > SAP
- E-mail > Verify > Workflow > SAP
- EDI > Workflow > SAP

Invoice Capture - Driving HSE Compliance

- Purchase Order number mandatory on Invoice
- Improved goods receipting process
- Early visibility of invoices to drive tax compliance
- Single audit trail for purchase to pay
- Improved national reporting on vendors, volumes & expenditure
- HBS Payment Services target is to process 90% of all HSE invoices electronically by 2020



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An Roinn Caiteachais Phoiblí
agus Athchóirithe
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