Source2Pay Project

Process – P-Card and T-Card Purchase
Future State
Focus Group Meeting
November 2017

Agenda

- Welcome/Introductions
- Current State Process Overview
- Current State Identified Issues
- Future State Recommendation
- Next in the project's process
- Questions

Welcome!

Introductions

- Name
- Department
- Current Job

P-Card and T-Card Purchase

Purpose of the process

The process 'P-Card and T-Card Purchase' exist to:

"Streamline small dollar purchases and the reconciliation process, while providing customer convenience and reducing the risk for violating state purchasing laws '
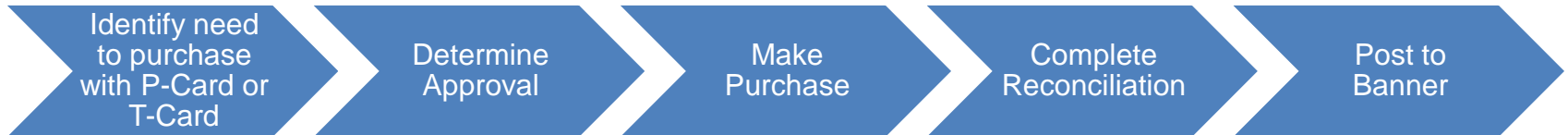
P-Card and T-Card Purchase

Process Boundaries

Begins:

Someone has identified a need to make a purchase with a P-Card or T-Card

Ends:

When P-Card/T-Card purchase is posted in a ledger in Banner

Process – P-Card and T-Card Purchase

| Identify need to purchase with P-Card or T-Card | Determine Approval | Make Purchase | Complete Reconciliation | Post to Banner |

Customer Focus Group – Identify Issues

- Unknown what card to use for a P-Card or a T-card, causing a non-allowable transaction resulting is the need to correct by going to the vendor to return and re-charge on the correct credit card

- Purchasing of Food on P-Card and T-Card, very confusing, must know the exact type of expense

- Departments don't like the P-Card System application

P-Card and T-Card Purchase Future State Recommendations

Re-evaluate and update the current P-Card and T-Card Web-based Training programs and certification quizzes.

P-Card and T-Card Purchase Future State Recommendations

Improve the P-Card and T-Card job aids and training tools, and create a communication plan to provide cardholders with training resource information.

P-Card and T-Card Purchase Future State Recommendations

Require additional training to be completed before allowing P-Card/T-Card purchases after failed purchase attempt and/or a violation

P-Card and T-Card Purchase Future State Requirements

- Ability to have one system to host both multiple credit cards for individual unique processing, such as P-Card and T-Card transaction
- Ability to receive level three data from the card process provider
- Ability to receive electronic receipts for a purchase
- Ability to email the Department Card Manager when a purchase/transaction violation occurs
- Ability to create an automatic letter to the cardholder when there is a purchase/transaction violation
- Ability for a reconciler to generate a notification to the Department Card Manager when there is a violation

P-Card and T-Card Purchase Future State Requirements

- Ability to provide documentation management
- Ability to provide user defined Business Rule compliance
- Ability to provide the Department Card Manage role with "Hold"/"Cancel" cardholder functionality
- Ability for the Department Card Manager role to view all card transactions
- Ability to use messaging to interface with applications
- Ability to use defined templates, with ease of access via user interface

P-Card and T-Card Purchase Future State Requirements

- Ability to create reports
- Ability to provide card maintenance by the Department Card Manager role, with ability to have Credit Card Office provide approval on defined maintenance
- Ability to navigate the user interface without having to train to understand how to use it
- Ability for the define the roles that can make changes to the accounting codes (FOP)
- Ability for the user to have a step by steps activity to complete the process with ease
- Ability to have consolidate ledger reporting

P-Card and T-Card Purchase Future State Requirements

- Ability to validate accounting codes (CFOAPAL)
- Ability to incorporate level three data within the reconciliation/validation transaction process
- Ability to define expense types (air fare, hotels)
- Ability to have configurable Business Rules
- Ability to provide separated access for administration roles and Card Services
- Ability to define work-flow for input order
- Ability to define the set frequency to use data by the user (example default to CFOAPAL)

Next Steps

- Present feedback to Project's process Team
- Finalize future state

Contact Information

Kristi Moore

BPI Shared Services

klmoore@uillinois.edu

217-333-6259

Cassie Tafilaw

OBFS - Business Solutions & Support

ctafil1@uillinois.edu

312-413-4601

Thank you!