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

1. Identify need to purchase with P-Card or T-Card
2. Determine Approval
3. Make Purchase
4. Complete Reconciliation
5. 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
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Thank you!