Source2Pay Project

Process – Documentation Storage
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
Process – Documentation Storage

Purpose of the process

The process ‘Documentation Storage’ exist to:

‘Provide an informational path of documentation used in the procurement and payment of a good or service to the University of Illinois while complying with State regulations and mandates, University policies, and guidelines established by Records and Information Management Services (RIMS).’
Process – Documentation Storage

Process Boundaries

**Begins:**

Identification of what documents are required to be kept for Purchasing and Procurement Services

**Ends:**

Retained according to the requirements for Federal/State/University/Departmental retention policies, and receipt of permission to destroy from State and/or the University Systems Records and Information Management Systems (RIMS)
Process – Documentation Storage

1. Create/receive documentation
2. Store working documents
3. Identify documents to be stored in repository
4. Storage retention documentation
5. Disposition
Customer Focus Group – Identify Issues

- Inconsistency on how long to retain information
- What format to keep documentation in
- Lack of physical space to store all necessary paper documents
- Lack of knowledge regarding resources and guidance available through Records and Information Management Services (RIMS)
- When dealing with grant funds, determining which has precedent: University policy or the stated policies in the grant.
Documentation Storage
Future State Recommendations

Create and execute a communication plan to provide information regarding the retention of documentation pertaining to Purchasing at each University and Procurement Services (Payables, Strategic Procurement and Office of Diversity)
Documentation Storage
Future State Recommendations

Have a standardized documentation archival process for Purchasing
Documentation Storage

Future State Recommendations

Mandatory training for new hires, and continuing on-going training on documentation storage for the Purchasing Office and Procurement Services (Payable, Strategic Procurement, and the Office of Diversity)
Documentation Storage
Future State Recommendations

One system to store all Purchasing and Procurement Services offices’ documentation
Documentation Storage

Future State Requirements

- Ability to store data electronically
  - Example: Attach a credit card purchase receipt
  - Example: Scan a document directly into system
- Ability to use workflow functionality in a process to store and retrieve documentation
  - Example: Ability to link an attached/scan credit card purchase receipt to a reconciliation
  - Example: Attach a .pdf as supporting documentation to a purchase requisition
  - Example: Attached a ‘Special Payment Request’ form to a Requisition/Purchase Order
- Ability to drop and drag a file to attach as a document
- Ability to copy and paste a portion of a file and create a document as a .pdf
- Ability to have a web based system supported by more than one browser for full system capabilities
Documentation Storage

Future State Requirements

- Ability to flag/tag a document as temporary/working document and move to Archive
- Ability to establish business rules based on a “type of document” to automatically move to Archive
- Ability to create reports based on data
- Ability to define fields within a document (tags/Index)
- Ability to create reports based on defined fields within a document
- Ability to search and display back defined fields within a document
- Ability to create a simple search and also support complex search of defined data fields
Documentation Storage
Future State Requirements

- Ability to export a data file containing the results based on a search of defined data fields in a document
- Ability to support security based on Activity, Roles, and Activity and Roles
- Ability to support the receiving of multi file types, such as
  - .csv
  - .dcf (The Digital Rights Management content format file for encoding media files for copy right protection purpose)
  - .jpg
  - .pdf
  - .tif
  - Electronically signed documents that is certified certificate-based for authentication
  - MSOffice file formats (.xls, .xlsx, .doc, .docx, )
Documentation Storage

Future State Requirements

- Ability to link documents out to another application
- Ability to capture historical trail on document that included who did what when
- Ability to import data files
  - Example – process a file from the invoice processor (e.g. HOV currently)
- Ability to export data files
  - Example – contract document to be provided to University’s Contract Office or the State of Illinois
- Ability to customize an entry portal for backend system for storage
Documentation Storage

Future State Requirements

- Ability to include an index number to track and assigning when the documentation can be disposed of
- Ability to include bar-coding on documents and link to a single transaction/artifact to help determine when the document can be disposed of
- Ability to index multiple pages verse one index per page of a document
Next Steps

- Present feedback to Project’s process Team
- Finalize future state
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Thank you!