Source2Pay Project

Process – System Security Authority/
Charge Card On-boarding
Current State
Focus Group Meeting
January 2018
Agenda

- Welcome/Introductions
- Source-to-Pay Project Overview
- Project’s Process Details
- Process Current State
- Current State Identify Issues
- Next in the project’s process
- Questions
Welcome!

- Introductions
  - Name
  - Department
  - Current Job
  - Goal for being participating on a Focus Group
Source2Pay Project

Our current source-to-pay procedures at the University has significant opportunities for improvement and impact every department within the University system.
Project Purpose/Goal

- Identify process improvements throughout source to pay process
- Develop RFP
- Ultimate goal is to minimize, improve & standardize IT platforms
Project Process

Capture Current State

- Map process
- Current state document
- Present to Universities in focus group setting
- Present feedback to the team
- Finalize current state
- Present to Director Council
Project Process

Create Future State

- Map process
- Identify Issues
- Brainstorm recommendations
- Present to Universities in focus group setting
- Present feedback to the team
- Finalize proposed solutions
- Present to Director Council
Process – System Security/Authority and Charge Card On-boarding

Purpose of the process

The process ‘System Security/Authority and Charge Card On-boarding’ exist to:

‘Provide access to applications supported by Purchasing and Procurement Services, and provide a charge card for small purchases, which allow authorized employees the tools to perform their job duties’
Process – System Security/Authority and Charge Card On-boarding

Process Boundaries

**Begins:**
When a need has been identified to access a Purchasing or Procurement Services’ application(s), or a need for a charge card has been identified

**Ends:**
When the request has been granted or the request has been denied with a reason provided.
Process – System Security/Authority and Charge Card On-boarding

1. Identify need for new/update access
2. Grant/reject access request
3. Finalize access
Process – System Security/Authority and Charge Card On-boarding

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Process – System Security/Authority and Charge Card On-boarding

Identify need for new/update access

Grant/reject access request

Finalize access
What do you do to Process – System Security/Authority and Charge Card On-boarding
Issues with the current process?
Next Steps

- Present feedback to Project’s process Team
- Finalize current state
- Begin future state
- Present future state to each University
Contact Information

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Thank you!