

Source2Pay Project

Process – P-Card & T-Card Purchase
Current State
Focus Group Meeting
October 2017

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

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 – Pcard/Tcard 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 ’

Process – Pcard/Tcard Purchase

Process Boundaries

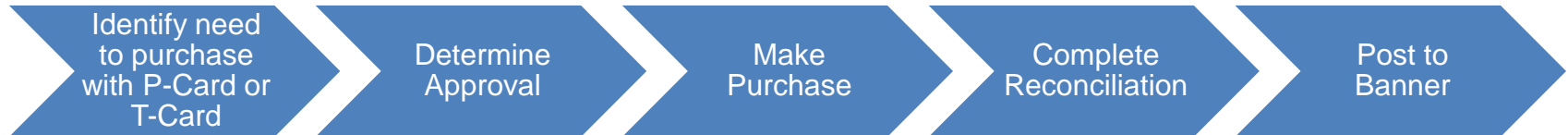
Begins:

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

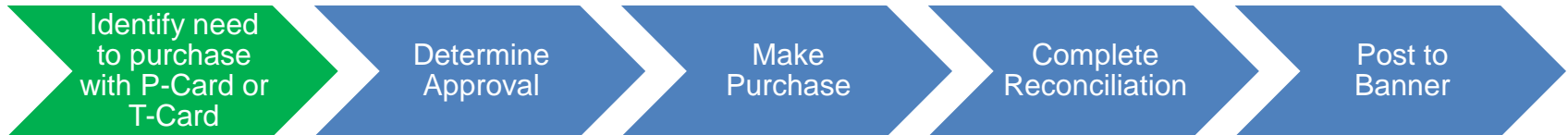
Ends:

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

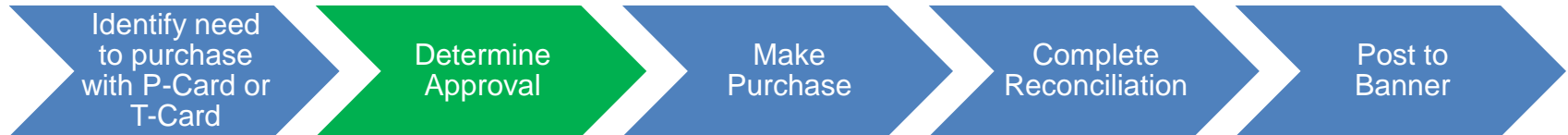
Process – Pcard/Tcard Purchase



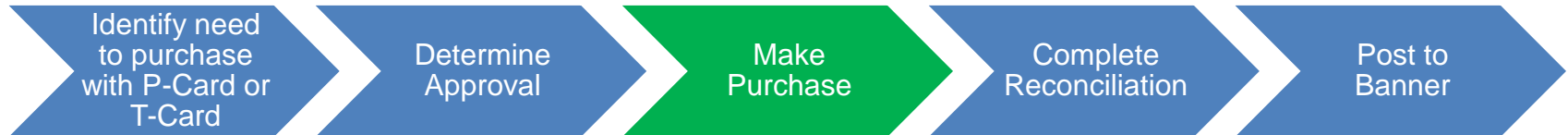
Process – Pcard/Tcard Purchase



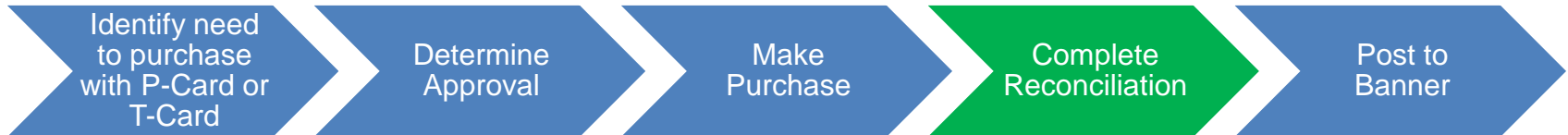
Process – Pcard/Tcard Purchase



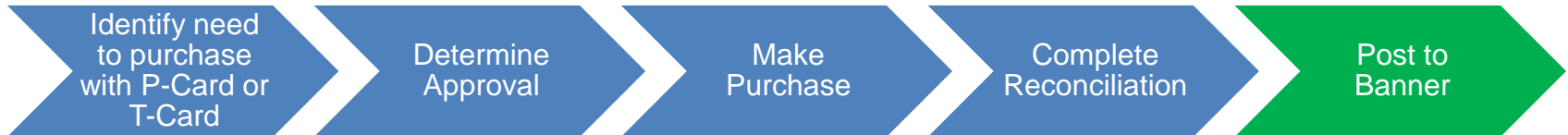
Process – Pcard/Tcard Purchase




Process – Pcard/Tcard Purchase




Process – Pcard/Tcard Purchase





What do you do when using a
P-Card or T-Card to make a
purchase?



What do you do when
completing a reconciliation?

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!