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

1. Identify need to purchase with P-Card or T-Card
2. Determine Approval
3. Make Purchase
4. Complete Reconciliation
5. Post to Banner
Process – Pcard/Tcard Purchase

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Process – Pcard/Tcard Purchase

Identify need to purchase with P-Card or T-Card

Determine Approval

Make Purchase

Complete Reconciliation

Post to Banner
Process – Pcard/Tcard Purchase

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Process – Pcard/Tcard Purchase

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