

# Source2Pay Project

Process – Payment Scheduling and Method

Focus Group Meeting  
Oct 2017

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# 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

# Payment Scheduling and Method

## Purpose of the process

- To approve, process, manage and track scheduled payments and methods.

# Process Boundaries

## Begins:

When an invoice or payment request has been received by UPay.

## Ends:

When a payment is made to the vendor, check number is populated into Banner and payment is delivered.

# The Process





# The Process



# The Process



# What do you do for Payment Scheduling & Method?

# Current State

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 campus

# Contact Information

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# Thank YOU!