Source2Pay Project

Process – Payment Scheduling and Method

Focus Group Meeting

Oct 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
  - 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

Payment Request Received → Review & Approve Request → Process Payment → Payment Delivered
The Process

- Payment Request Received
- Review & Approve Request
- Process Payment
- Payment Delivered
The Process

1. Payment Request Received
2. Review & Approve Request
3. Process Payment
4. Payment Delivered
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!