



UNIVERSITY
OF ILLINOIS
SYSTEM

ALTOGETHER EXTRAORDINARY

Source2Pay (S2P)

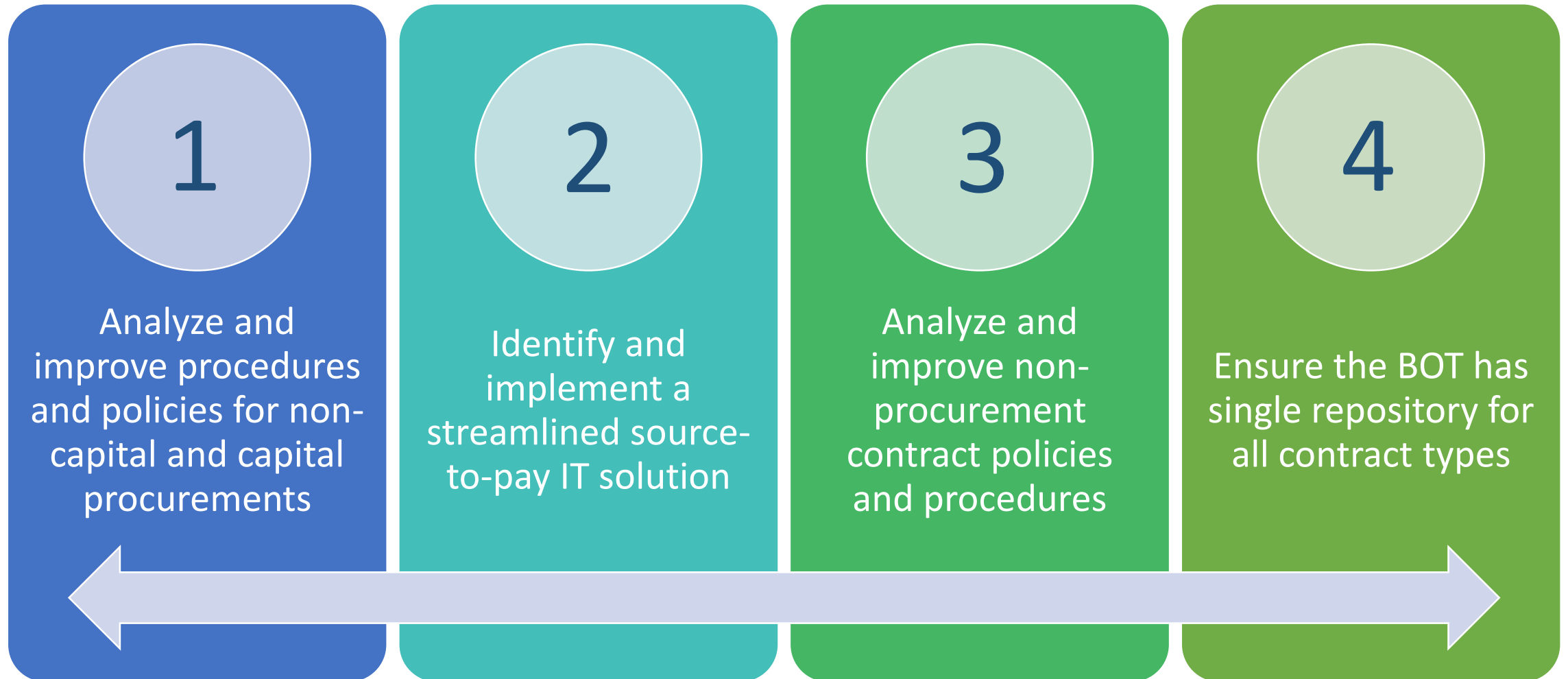
Analyze. Improve. Streamline.

Karen Deering, Associate Director for Change Management, OBFS



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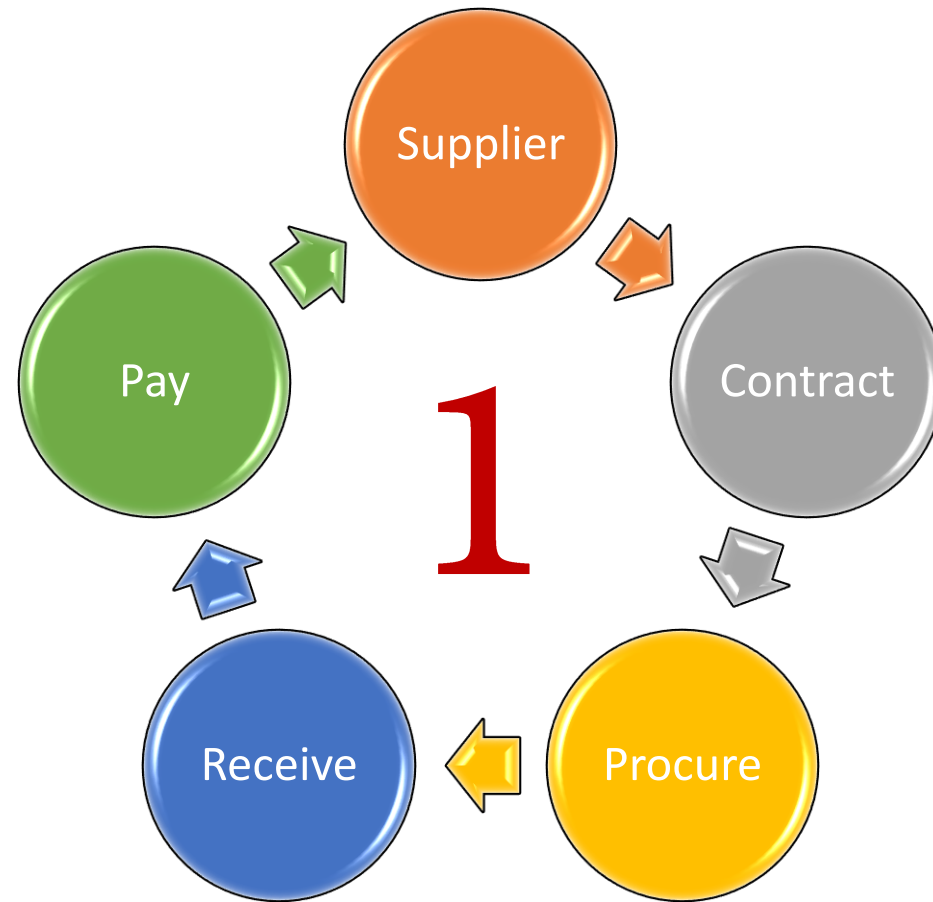
S2P: Goals



Source2Pay (S2P)



2016



iBuy
Online Purchasing
(Jaggaer)

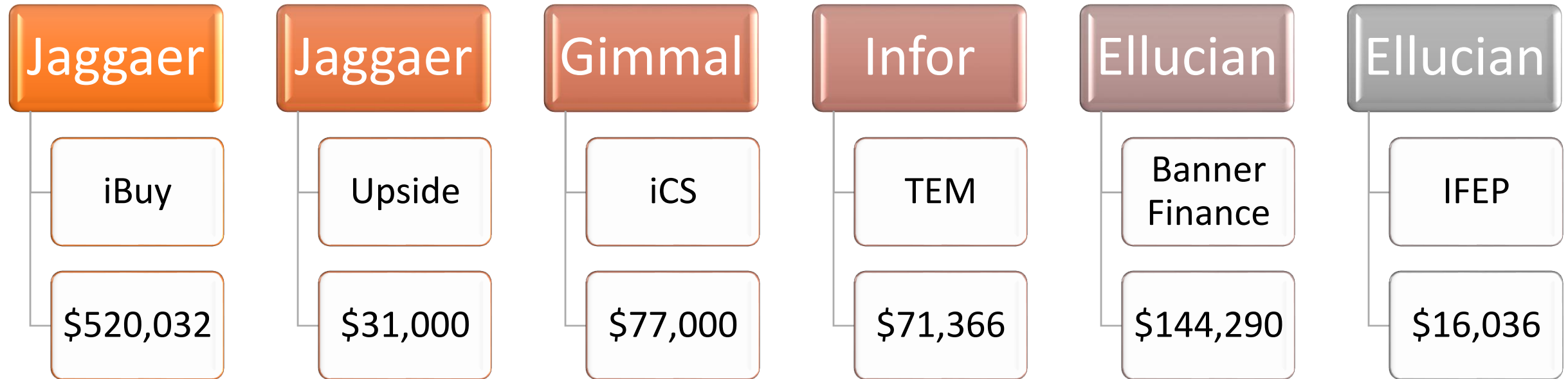
iCS
Illinois Contract System
(Gimma)

TEM
Travel & Expense Management
(Infor)

Banner Finance
(Ellucian)

Upside
Capital Contract system
(Jaggaer)

S2P: Current Year Maintenance Cost



Source2Pay (S2P)

4

Phases

2.5

Years

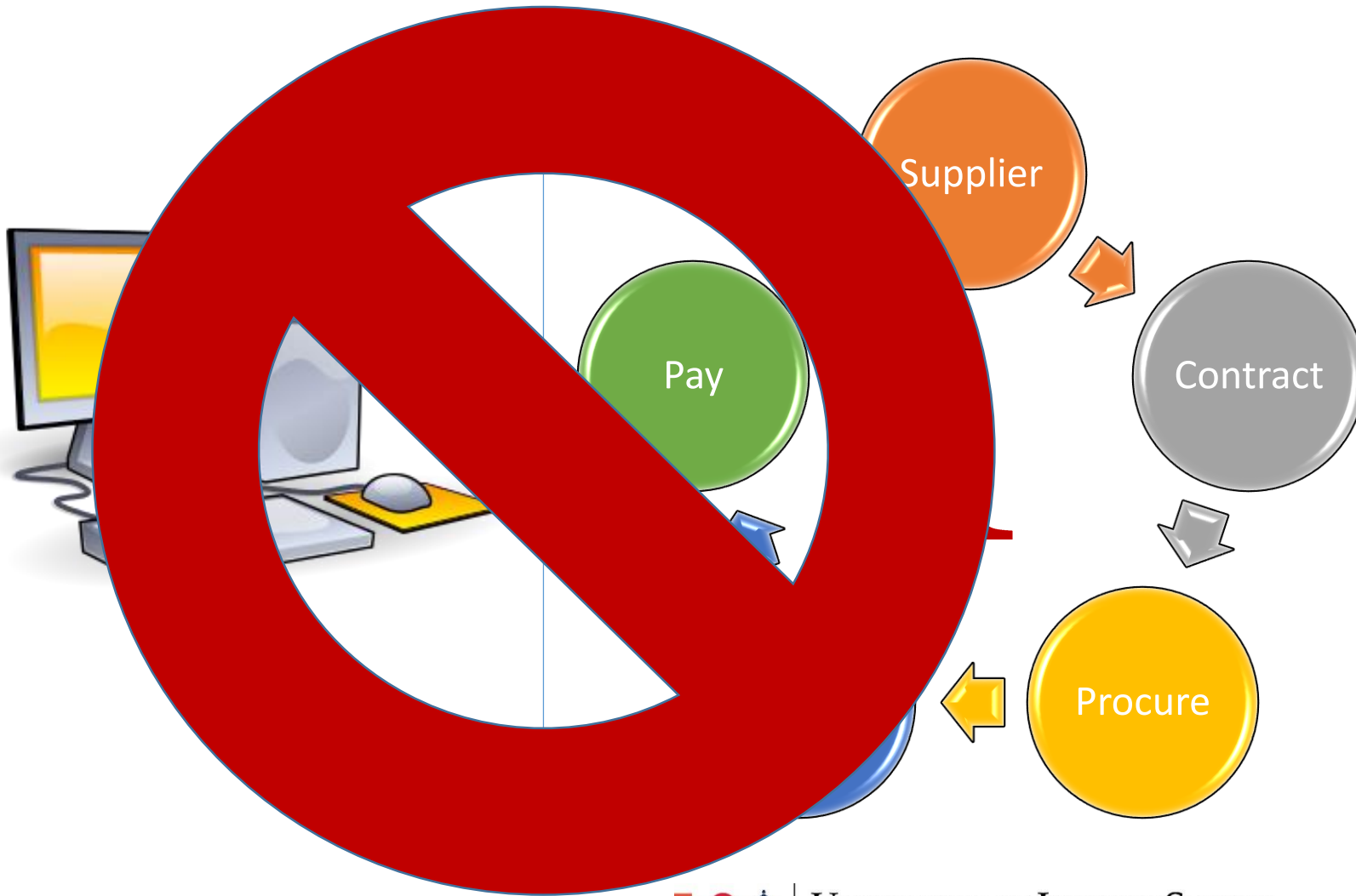
274

Participants

28

Processes

Source2Pay (S2P)



iBuy
Online Purchasing
(Jaggaer)

iCS
Illinois Contract System
(Gimma)

TEM
Travel & Expense Management
(Infor)

Banner Finance
(Ellucian)

Upside
Capital Contract system
(Jaggaer)

S2P: Components

1

iBuy Optimization

2

Total Contract Manager

3

Procurement Portal

4

Travel Reimbursement

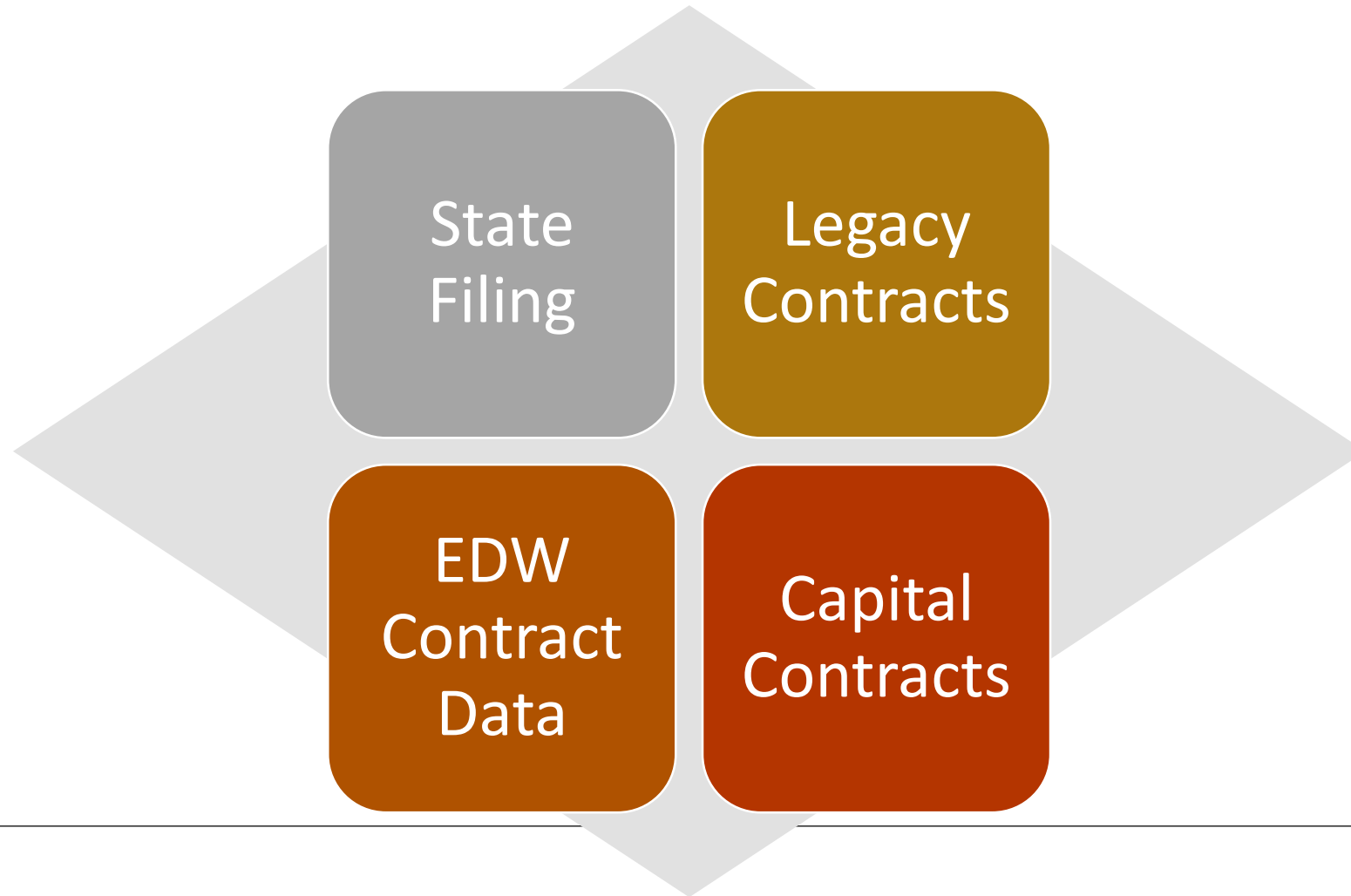
5

Card Program

S2P: #1 iBuy Optimization



S2P: # 2 Total Contract Manager (TCM)



S2P: #3 Procurement Portal

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Office of Business and Financial Services

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OBFS, Treasury and UOCPRES Websites

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OBFS News Center

Purchases

OBFS » Purchases

Purchases

Types of Purchases

Suppliers

Procedures & Rules

Ordering & Payment Methods

Reports

Quick Reference Guides

Newsletters

Renewals

Strategic Procurements

University Amazon Group (UAG)

Illinois Contract System (ICS) Resource Page

Job Aids & Training Materials

Forms

FAQs

Glossary

Who To Ask

Contact Information

UIUC Purchasing

212 Illini Plaza, MC-602
1817 South Neil Street
Champaign, IL 61820
Phone: 217-333-3505
Service Desk Request Form

UIC Purchasing

2nd Floor MAB, MC 560

Procurement Portal

My Account

Sourcing

Purchasing

Receiving

Paying

Traveling

Training

Policies

Log in to:

Choose the application

OBFS Policies and Procedures Manual

7 Purchasing

5 Receivables

17 Consultants and Independent Contractors

Helpful Links

UIC Office of Publications

UIUC Campus Stores

Procurement Contracts Search

Banner Codes and Crosswalks

Procurement Bulletin Web Site

Service Desk Request Form

Training Opportunities

Banner Receiving 101 (RC 101)

Banner Requisition Processing (PO 101)

UIUC - UPS Internet Control & Visibility Solution

To sign up, visit the Training Center.

Current Announcements

OBFS Policies Open Comment

Period: Non-Monetary Exchanges

Feb 06, 2019

The Office of Business and Financial ...

OBFS Policies Open Comment

Period: Payment to Students

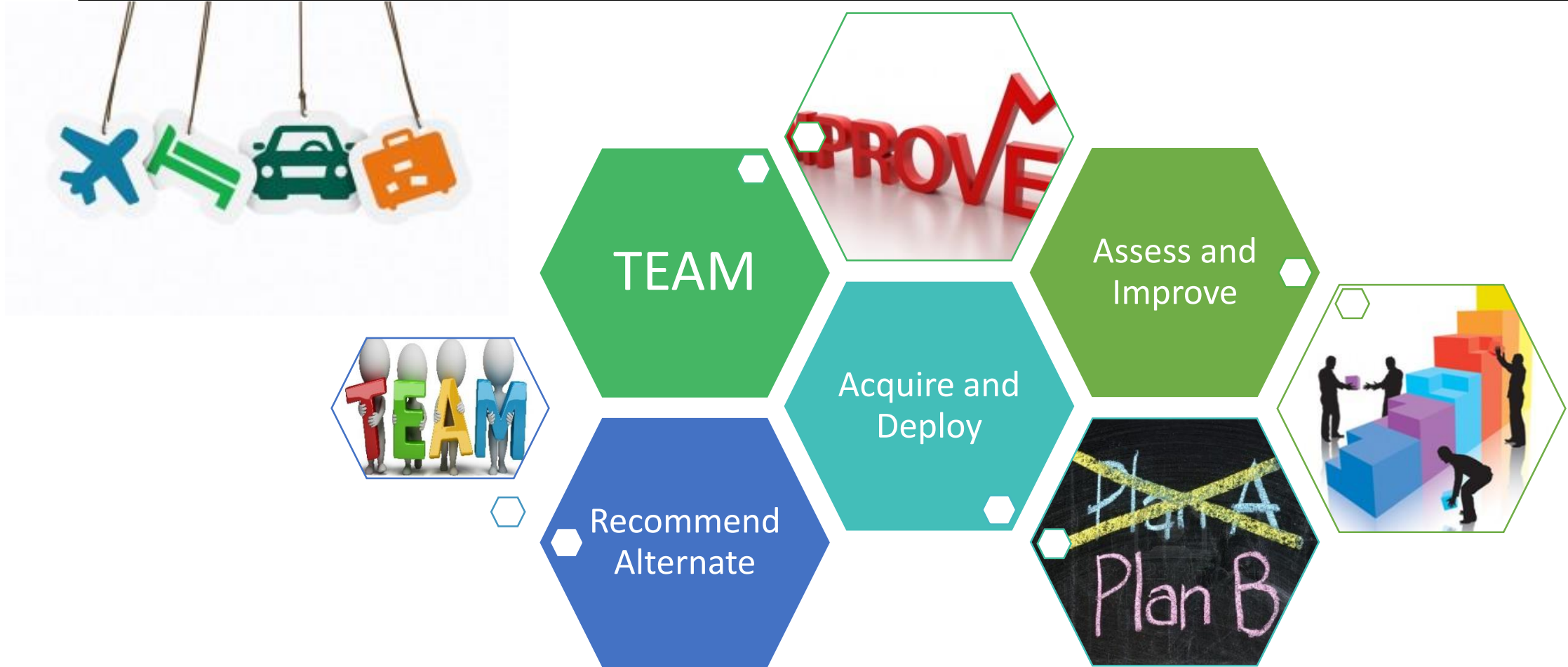
Feb 06, 2019

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I UIC

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S2P: # 4 Travel Reimbursement



S2P: #5 Card Program



Solution



Alignment



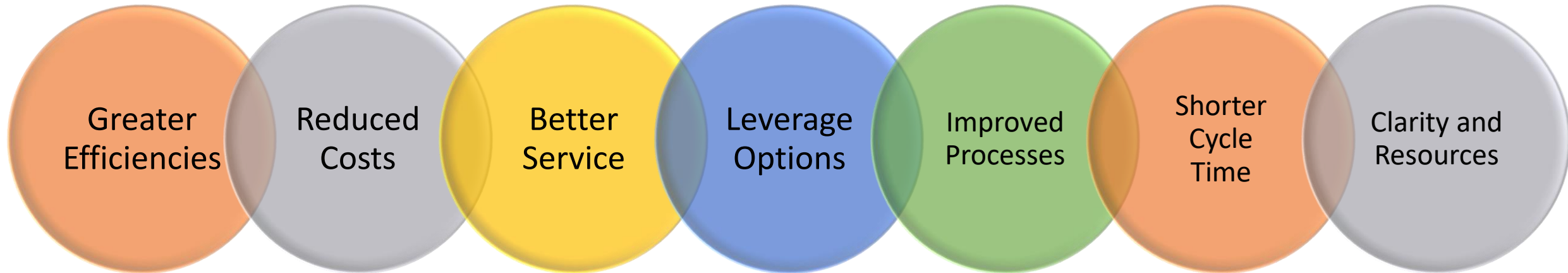
Saving



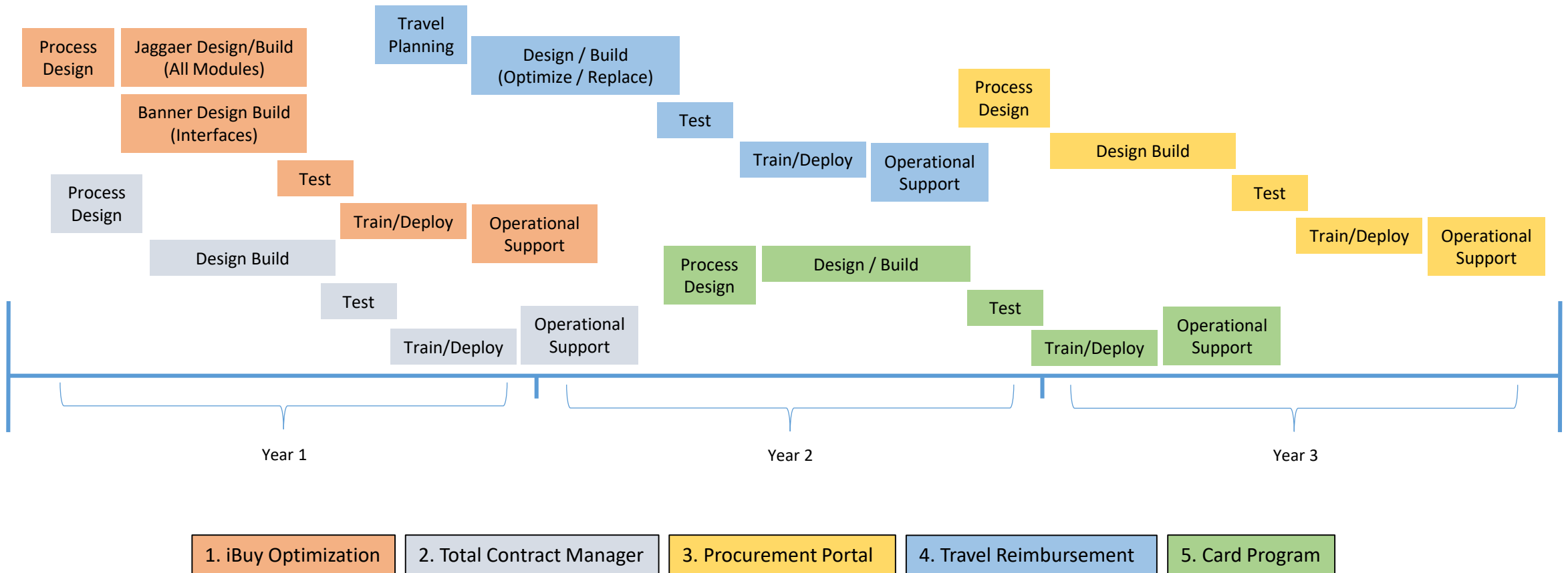
Income



S2P: Benefits



S2P: Project Timeline (example)



S2P: Teams



Executive Sponsorship Team

S2P initiative organizational success

Transition Team

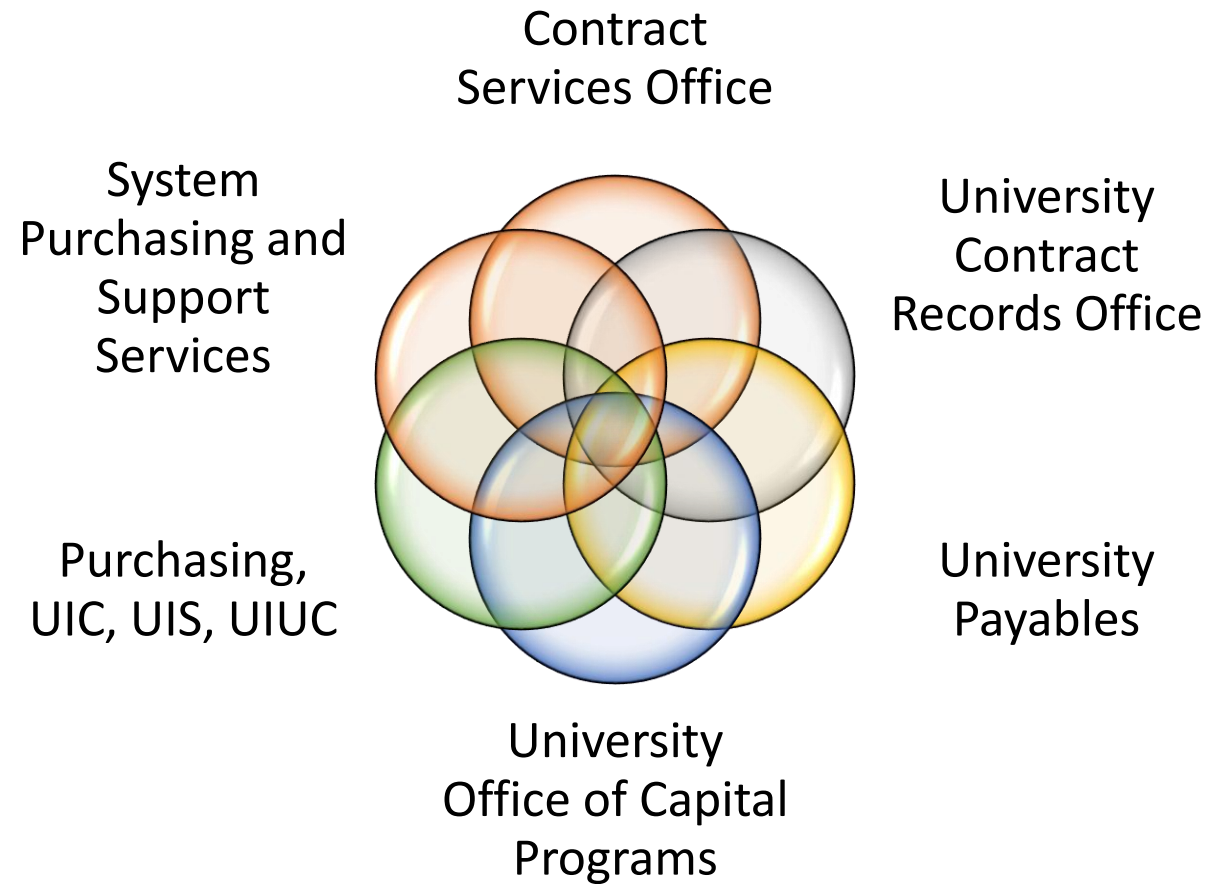
Timelines, project plans, processes, resources, roles



Change Management Team

Awareness, desire, knowledge, ability, reinforcement

S2P: Partners



S2P: Resources

obfs.uillinois.edu/source2pay



source2pay@uillinois.edu

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Accounting & Financial Reporting

Banner Account Codes, Forms, Reports, Year-End Procedures, FCIAA, Reference Materials, FAQs, Who to Ask

My-UI-Financials Resource Page
Report distribution for units made easy!
All your financial information in one place!

Audit/Internal Controls

Employee & Supervisor Responsibility, Internal & External Audits

Budgeting

Budget Development Tips, Adjustment Requests, Budget Memo Log, Chicago Campus, Springfield Campus, Urbana-Champaign Campus

Business Travel

Cash Advances, Contracted Travel Agency, Reimbursement Rates, Foreign Travel, Travel Resources, TEM Resource Page, UPAY Video Library

Capital Programs & Real Estate Services

[Applications](#), [Faculty and Staff](#), [Landlord Submittals](#),
[University Leasing Process](#), [Training](#)

Card Services

Department Card Managers (DCM), Purchasing Card (P-Card), Travel Card (T-Card), Accepting Credit Card Payments (Merchant Card Services)

Cash Handling

Chicago Campus, Springfield Campus, Urbana Campus

Contract

University Contract Records Office: State Filing Process

Business Development Services - Chicago: Contract Types, OBDS Contract Process, HOT Topics, Contract Status, Newsletters, Illinois Contract System (ICS) Resource Page

Contract Services Office - Urbana: Contract Types, Contract Review Process.

Government Costing

OMB Uniform Guidance, Rate Schedules (F&A, Fringe Benefits, Tuition), Facilities & Administrative, Tuition Remission, Fringe Benefit Rates, Service Activities, CASB Disclosure Statements, Higher Education Research and Development (HERD) Survey, Historical Summary Reports, Service Activities Resource Page

Grants & Sponsored Projects

Urbana-Champaign Campus, Chicago Campus, Springfield Campus, OMB Uniform Guidance, Rate Schedules (F&A, Fringe Benefits, Tuition)

iBuy (online purchasing)

What's New, Overview, Get Started, Reporting, Training Resources, Project

Identity Theft Prevention Program

Covered Activities, Examples of Red Flags, General Requirements, Activity-Specific Requirements

Payments

Payments to Vendors, Payments to Students, Payments to Non-Employees, Employee Reimbursements, Cash Advances, TEM Resource Page, Payables Processing Status, UPAY Job Aids Library, UPAY Video Library

Payments to Foreign Nationals

Foreign National Service Center, [Foreign National Payments Resource Page](#), [Payment Selector](#), [Payment Eligibility Grid](#), [Payments to Employees](#), [Payments to Non-Employees](#), [Travel and Expense Reimbursements](#), [Other Payments](#), [Tax Status Review Appointments](#)

Payroll & Benefits

Customer Service, Adjustment Notification Application (ANA), Payroll Transaction Processing, Earnings Statements, Payroll Schedules, Payroll Distribution, Payroll Deductions, Tax Information, Tuition and Fees: Waivers, Departmental Payments, and Reimbursements, Payroll Calculators, Address Change, Reports, Benefits Information, Newsletters, Links & Resources



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Choose the application

OBFS Initiatives

- [OBFS Certification Program](#)
- [Transparency Commitment](#)
 - [OBFS Sounding Board](#)
- [Future Projects](#)
- [Source2Pay](#)

Resources

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 - [Banner Alerts & Resources](#)
 - [My-UI-Financials Resource Page](#)
 - [Finance Feeder Front-End Resource Page](#)
 - [Illinois Contract System \(ICS\) Resource Page](#)
 - [Foreign National Payments Resource Page](#)
 - [iTravel Resource Page](#)
 - [PARIS Resource Page](#)
 - [Service Activities Resource Page](#)
 - [TEM Resource Page](#)
- [Benefits Information](#)
- [Calendars, OBFS](#)
- [Conferences](#)
- [Fraud Prevention and Awareness](#)
- [Orientation for New Business and Finance Employees](#)
- [OBFS Policies & Procedures Manual](#)
- [OBFS UIC Reporting Subcommittee](#)
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- [Treasury Operations](#)
 - [i-card Programs](#)
 - [Merchant Card Services \(Credit Cards\)](#)

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Source2Pay

OBFS » Source2Pay (S2P)

Source2Pay (S2P)

About Source2Pay

Get Involved

Sponsors and Partners

Resources

Who To Ask

Source2Pay (S2P)

Source-to-pay is the entire end-to-end process involved in procurement. Within the University of Illinois System, it includes [28 processes](#) from *New Vendor Setup and Profile Management* to *Payment Action Request*.

News and Updates

S2P Updates – March 14, 2019

The Source2Pay (S2P) BPI project – which kicked off in 2016 and included extensive process analysis, peer review, and vendor assessment activities – has resulted in the identification of five areas of focus that fall under the umbrella of the S2P Program:

1. iBuy Optimization
2. Total Contract Manager (TCM)
3. Procurement Portal
4. Travel Reimbursement
5. Card Program

These areas of focus are the major components driving the S2P Program, which will result in increased efficiencies and benefits to the University of Illinois System including:


- Better access to price comparison and
- Reduced time for procurement decisions
- Leverage best cost options
- Greater efficiencies and reduced costs
- Improved reimbursement processing and shorter cycle time
- Clarity on methods, tools, forms, policies, payments, and resources

The S2P Transition Team will convene Monday and Tuesday, March 18-19, at the I Hotel in Champaign to begin creating project plans and high-level timelines, and allocating resources for each of the five components. Stay tuned to for progress updates from the S2P Transition Team.

For questions, email the Change Management Team at source2pay@uillinois.edu, or visit the [S2P Discussion Board](#).

To stay informed about Source2Pay (S2P), be sure to come back and visit this page frequently.

Last updated: March 13, 2019

OBFS Source2Pay Feedback Form 

In OBFS, we are committed to delivering clear and

Recent Updates

- [S2P Update - March 14, 2019](#)
- [S2P Update - February 12, 2019](#)
- [S2P Update - January 31, 2019](#)

[News and Updates Archive](#)

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Source2Pay

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Source2Pay (S2P)

About Source2Pay

Process Documentation

Short-Term Recommendations

Historical Timeline

Get Involved

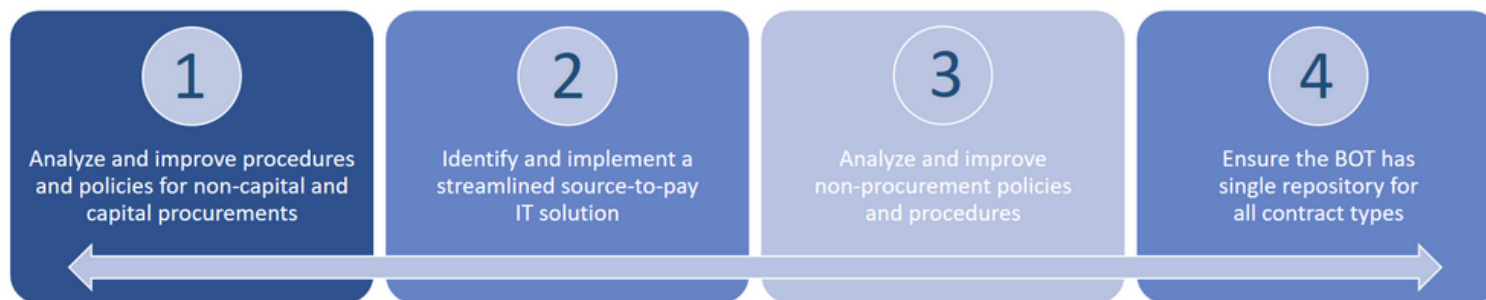
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Who To Ask

About Source2Pay

The Source2Pay (S2P) program has four overarching business goals:



Early in the project, the S2P initiative was divided into four phases to help manage the timeline. The Business Process Improvement (BPI) team, which included subject matter experts and customer focus group members from across the University of Illinois System, was formed in Phase 1. The BPI team conducted extensive process analysis, peer review, and vendor assessment activities.

Click the links below to learn about the process maps and reports on the current and future state, short-term recommendations and improvements, and historical timeline of the S2P project.

[Process Documentation](#)

[Short-Term Recommendations](#)

[Historical Timeline](#)

Last Updated: February 6, 2019

OBFS Source2Pay Feedback Form 📬

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Source2Pay

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[Source2Pay \(S2P\)](#)

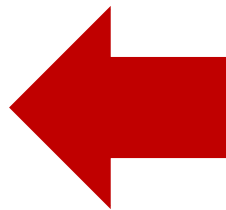
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OBFS S2P Get Involved Discussion Board

Source2Pay (S2P) Discussion Board


FEB 21, 2019 10:45 AM BY [S2P CHANGE MANAGEMENT TEAM](#)



Welcome to the Source2Pay (S2P) Discussion Board!

The S2P Discussion Board is available for you to share and discuss information and opinions with others for all things S2P! Here is where you can post your questions, feedback, and testimonies as they relate to the source-to-pay process and comment on the posts of others from across the University of Illinois System. The Change Management Team will monitor the S2P Discussion Board and answer questions and concerns.

To leave feedback, please use the "Add Comment" link below. On the next screen, choose the "Sign in with my NetID" option and log in with your University credentials. You may submit a comment without posting to the S2P Discussion Board by contacting the Change Management Team at source2pay@uillinois.edu.

362 VIEWS
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Source2Pay



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Source2Pay (S2P)

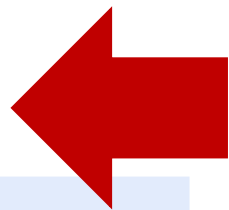
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Who To Ask



Sponsorship, Partners, and Teams

Executive Sponsorship Team

- Mike Bass, Senior Associate Vice President and Deputy Comptroller, OBFS
- Kelly Block, Associate Vice President, AITS
- Mike DeLorenzo, Senior Associate Chancellor for Administration and Operations, UIUC
- Avijit Ghosh, Vice President, Chief Financial Officer, and Comptroller, System Office
- Jerry Joseph, Associate Provost for Budget and Administrative Planning, UIS
- Gloria Keeley, Assistant Vice President of BSS and Procurement Services, OBFS
- Janet Parker, Associate Chancellor for Budget and Financial Administration, UIC
- Brent Rasmus, Assistant Vice President and Controller, System Office

Partners

- Contract Services Office
- Purchasing, UIC
- Purchasing, UIS
- Purchasing, UIUC
- System Purchasing and Support Services
- University Contract Records Office
- University Office of Capital Programs
- University Payables
- University units from UIC, UIS, and UIUC

S2P Transition Team

- Renee Beere, Project Coordinator, AITS
- Liz Clawson, Director of Budget Operations, College of Applied Health Sciences, UIUC
- Karen Deering, Associate Director for Change Management, OBFS
- Sherri Eddings, Senior Contract Coordinator, OBFS
- Jennifer Erickson, Associate Director, OBFS
- Brad Henson, Director of Purchasing, UIUC
- Justin Johnston, Senior Associate Director of Purchasing, UIUC
- Gloria Keeley, AVP of BSS and Procurement Services, OBFS
- AJ Lavender, Assistant Director, AITS
- Barb LeGrant, Associate Director, AITS

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Source2Pay



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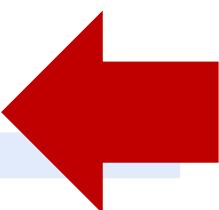
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[Get Involved](#)

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[Resources](#)




[Who To Ask](#)




Resources

These resources are here to help you learn more about the Source2Pay (S2P) program by providing you updated information, facts about the initiative, and answers to frequently asked questions. As the program moves forward, new information will be available so please check back often to stay informed about S2P.

Presentations

-  [Business Managers Group \(BMG\) Meeting 03/12/2019](#)
-  [S2P Program Update 03/01/2019](#)
-  [Business Managers Group \(BMG\) Meeting 02/12/19](#)
-  [Business Managers Group \(BMG\) Meeting 01/15/19](#)

Quarterly Quick Facts

-  [Q1 2019](#)

FAQs

[\[Expand All\]](#) | [\[Collapse All\]](#)

- ▶ [1. What are the process that make up source-to-pay?](#)
- ▶ [2. What are the current systems involved in the source-to-pay process?](#)
- ▶ [3. What are the effects of this project on current business processes at each university?](#)
- ▶ [4. How will this project benefit faculty and students at the University of Illinois System?](#)

Last updated: March 12, 2019

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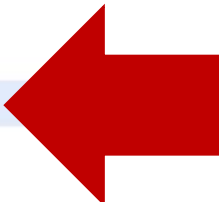
Name / Email (optional):

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- [Source2Pay \(S2P\)](#)
- [About Source2Pay](#)
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- [Sponsors and Partners](#)
- [Resources](#)
- [Who To Ask](#)



Who To Ask

If you have questions or need additional information, please email the S2P Change Management Team at source2pay@uillinois.edu. Karen Deering, Change Management Lead, will respond to your inquiry within two business days.



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Source2Pay (S2P)

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- ▶ source2pay@uillinois.edu



Thank you and we look forward to hearing from you!

Last Updated: March 6, 2019

S2P: Resources

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