Source2Pay (S2P)
Analyze. Improve. Streamline.

Karen Deering, Associate Director for Change Management, OBFS
S2P: Goals

1. Analyze and improve procedures and policies for non-capital and capital procurements

2. Identify and implement a streamlined source-to-pay IT solution

3. Analyze and improve non-procurement contract policies and procedures

4. Ensure the BOT has single repository for all contract types
Source2Pay (S2P)

2016

- **Supplier**
- **Contract**
- **Pay**
- **Receive**
- **Procure**

- **iBuy**
  Online Purchasing
  *(Jaggaer)*

- **iCS**
  Illinois Contract System
  *(Gimmal)*

- **TEM**
  Travel & Expense Management
  *(Infor)*

- **Banner Finance**
  *(Ellucian)*

- **Upside**
  Capital Contract system
  *(Jaggaer)*
### S2P: Current Year Maintenance Cost

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Product</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaggaer</td>
<td>iBuy</td>
<td>$520,032</td>
</tr>
<tr>
<td></td>
<td>Upside</td>
<td>$31,000</td>
</tr>
<tr>
<td>Gimmal</td>
<td>iCS</td>
<td>$77,000</td>
</tr>
<tr>
<td>Infor</td>
<td>TEM</td>
<td>$71,366</td>
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<tr>
<td>Ellucian</td>
<td>Banner Finance</td>
<td>$144,290</td>
</tr>
<tr>
<td></td>
<td>IFEP</td>
<td>$16,036</td>
</tr>
</tbody>
</table>
Source2Pay (S2P)

- 4 Phases
- 2.5 Years
- 274 Participants
- 28 Processes
Source2Pay (S2P)

- **iBuy**
  Online Purchasing
  *(Jaggaer)*

- **iCS**
  Illinois Contract System
  *(Gimmal)*

- **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)

- State Filing
- Legacy Contracts
- EDW Contract Data
- Capital Contracts
S2P: #3 Procurement Portal
S2P: # 4 Travel Reimbursement

TEAM
Recommend Alternate
Acquire and Deploy
Assess and Improve

Plan A
Plan B

UNIVERSITY OF ILLINOIS SYSTEM
S2P: #5 Card Program

Solution

Alignment

Saving

Income
S2P: Benefits

- Greater Efficiencies
- Reduced Costs
- Better Service
- Leverage Options
- Improved Processes
- Shorter Cycle Time
- Clarity and Resources
S2P: Project Timeline (example)

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

System Purchasing and Support Services

Purchasing, UIC, UIS, UIUC

University Contract Records Office

University Payables

University Office of Capital Programs

Contract Services Office
S2P: Resources

obfs.uillinois.edu/source2pay

source2pay@uillinois.edu
Government Costing

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, Newsletter, Links & Resources
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 Update – March 14, 2019

The Source2Pay (S2P) BIPI 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 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
About Source2Pay

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

1. Analyze and improve procedures and policies for non-capital and capital procurements
2. Identify and implement a streamlined source-to-pay IT solution
3. Analyze and improve non-procurement policies and procedures
4. Ensure the BOT has single repository for all contract types

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

In OBFS, we are committed to delivering clear and consistent solutions. If we hit or miss the mark for you, let us know so we can address it. If you wish for us to follow up with you, please include your email address.
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@uiuc.edu.

362 VIEWS
0 COMMENTS

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Sponsorship, Partners, and Teams

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- 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
- Sherrill 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
- Parul LeGrant, Associate Director, AITS
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

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

OBFS Source2Pay Feedback Form

In OBFS, we are committed to delivering clear and consistent solutions. If we hit or miss the mark for you, let us know so we can address it. If you wish for us to follow up with you, please include your email address.

Name / Email (optional):

Submit Feedback
Who To Ask

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

Source2Pay (S2P)
Analyze. Improve. Streamline.

▶ obfs.uillinois.edu/source2pay
▶ source2pay@uillinois.edu

Thank you and we look forward to hearing from you!

Last Updated: March 6, 2019
S2P: Resources

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source2pay@uillinois.edu