Source2Pay Project

Process – Finance Feeders from Departments
Current State
Focus Group Meeting
July 2016
Agenda

- Welcome
- Introductions
- Source2Pay 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 Source2Pay procedures at the University has significant opportunities for improvement and impact every department within the University system.
Today – Common Feedback

- Takes too long when business rules require purchase orders or bids
- Overly complex business rules that are often unknown to those making purchases
- Difficulty tracking and reconciling transactions
- Often not leveraging available strategic contracts to maximize cost savings
Project Purpose/Goal

- Identify process improvements throughout Source2Pay process
- Develop RFP
- Ultimate goal is to minimize, improve & standardize IT platforms
Source2Pay Project

- Project scope - Identified 54 processes within the Source2Pay cycle.
- Pilot 4 processes
- Utilize Business Process Improvement methodology approach (BPI)
Procurement Services

- Project Sponsor:
  - Duane Elmore – Asst VP Procurement Services

- Functional Group Lead
  - Dan Szajna – Assoc Director of Compliance, Policy and Conflict
Project Process

- Capture Current State
  - Map process
  - Current state document
  - Present to campus 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 campus in focus group setting
  - Present feedback to the team
  - Finalize proposed solutions
  - Present to Director Council
Process Finance Feeders from Department - Current State

- Process Boundaries
  - **Begins** - When a department has a specialized system or condition and needs to make a payment.
  - **End** - When a completed, approved invoice exists in the ERP system.
Process Finance Feeders from Department - Current State

1. Identify need for mass entry of transactions
2. Approve Feeder
3. Train campus unit
4. Test Feeder
5. Run Feeder in Production
Process Finance Feeders from Department - Current State

- Identify need for mass entry of transaction
  - Campus Unit
  - UPayables
- Approve Feeder
  - SLA
- Train Campus
  - Spreadsheet
  - Auto feeder file
Process Finance Feeders from Department - Current State

- Test Feeder
- Run Feeder in Production
  - Spreadsheet sent to Upay
  - Placement of automatic feeder file
Process Finance Feeders from Department - Current State

1. Identify need for mass entry of transactions
2. Approve Feeder
3. Train campus unit
4. Test Feeder
5. Run Feeder in Production
What do you do to Process Finance Feeders?
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!