Source2Pay Project

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

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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

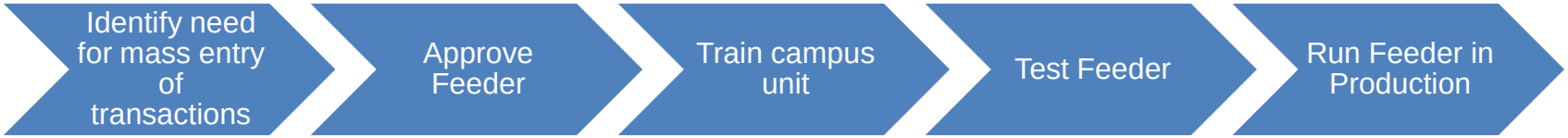
Project Process

- 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



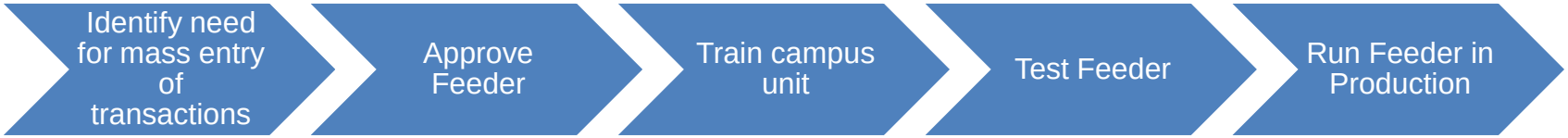
Process Finance Feeders from Department - Current State

- 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



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

Amanda Bland
AITS
amwood@uillinois.edu
217-333-4805

Kristi Moore
OBFS - Business Solutions & Support
klmoore@uillinois.edu
217-333-6259

Thank YOU!