Source2Pay Project

Process – Receipt of purchase order invoice

Current State

Focus Group Meeting

July 28 – 29, 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
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
Receipt of purchase order invoice

Current State

- **Process Boundaries**
  - **Begin** –
    - Receipt of the invoice in Rantoul or the Campus Unit
    - Contract which includes a need for a deposit or prepayment
    - Electronic invoice within iBuy
  - **End** – Invoice is completed by University Payables
Receipt of purchase order invoice

Current State

- Receive Invoice
- Process Invoice
- Review/validate each invoice
- Complete invoice in Banner
Receipt of purchase order invoice

Current State

- Receive Invoice
- Process Invoice
  - E-Invoice (via the iBuy application)
  - Invoice
    - Email attachments
  - Special Purchase Request
Receipt of purchase order invoice

Current State

- Review/Validate each invoice
- Complete for Payment in Banner
What do you do to ‘Receipt of purchase order invoice’?
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!