

Source2Pay Project

Process – Purchase Order Processing
Current State
Focus Group Meeting
January 24 – 26 2017

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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 source-to-pay procedures at the University has significant opportunities for improvement and impact every department within the University system.

Project Purpose/Goal

- Identify process improvements throughout source to pay 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

Process – Purchase Order Processing

Purpose of the process

To provide a financial/fiscal commitment and/or to purchase a good or service between the University and a vendor.

Process – Purchase Order Process

Process Boundaries

Begins:

requisition has been assigned to a purchasing buyer.

Ends:

when a vendor receives a completed and approved purchase order

Process – Purchase Order Processing



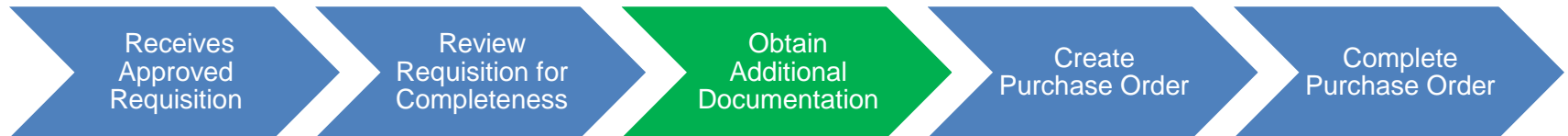
Process – Purchase Order Processing



Process – Purchase Order Processing



Process – Purchase Order Processing



Process – Purchase Order Processing



Process – Purchase Order Processing



What do you do to Process Purchase Orders?

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!