Source2Pay Project

Process – Payment Processing: Non-Employee & Non-PO Transactions

Current State

Focus Group Meeting

January 24 – 26, 2017
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 – Payment Processing: Non-Employee & Non-PO Transactions

Purpose of the process

The process Payment Processing: Non-Employee & Non-PO Transactions exist to:

- *Pay vendors and non-employees following Federal, State and University guidelines for these payment types.*
Process – Payment Processing: Non-Employee & Non-PO Transactions

Process Boundaries

**Begins:**
Unit submits request in TEM OR
Unit submits Encumbrance Form and Invoice to UPAY OR
UPAY notified of error in previous payment

**Ends:**
Request approved for payment in Banner
Process – Payment Processing: Non-Employee & Non-PO Transactions

1. Payment Request Created
2. Preliminary Review
3. Preliminary Approval
4. UPAY Review
5. UPAY Approval
6. Payment Request Processed
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Payment Request Created → Preliminary Review → Preliminary Approval → UPAY Review → UPAY Approval → Payment Request Processed
How are you involved in Non-Employee & Non-PO Payment Processing?
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!