Source2Pay Project

Process – Receiving Products and Services
Current State
Focus Group Meeting
April 2017
Agenda

- Welcome/Introductions
- Source-to-Pay 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 – Receiving Products and Services

Purpose of the process

The process ‘Receiving Products and Services’ exist to:

‘Acknowledged the product or service is received by the University and payment can be issued’
Process – Receiving Products and Services

Process Boundaries

**Begins:**
When one of the following situations occur:
- ‘Receipt Required’ noted on the purchase order in the Banner System
- A Banner Invoice totals in the amount of $50,000 or more
- e-Invoice in iBuy contains a line item of $5,000 or more

**Ends:**
Department unit acknowledges receipt of a good or service in the Banner system or iBuy
Process – Receive Products or Services

- Delivery of Product/Service receipt required
- Observation receipt of good or service
- Receiving/Acknowledgement
- Property Tagging
Process – Receive Products or Services

1. Delivery of Product/Service receipt required
2. Total Banner Invoice
3. e-Invoice line item
4. Observation receipt of good or service
5. Receiving/Acknowledgement
6. Property Tagging
Process – Receive Products or Services

Delivery of Product/Service receipt required → Observation of Good → Observations of Service → Receiving/Acknowledgement → Property Tagging
Process – Receive Products or Services

Delivery of Product/Service receipt required

Observation receipt of good or service

Receiving/Acknowledgment

Property Tagging

Receipt in Banner

Acknowledgment in iBuy
Process – Receive Products or Services

- Delivery of Product/Service receipt required
- Observation receipt of good or service
- Receiving/Acknowledgement
- Property Tagging
What do you do to Receive Products or Services?
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!