



Appendix to Student Affairs and Enrollment Services ProCard Analysis

Supplemental Slides/Information

ProCard: SA-ES Pain Points

Electronic historical repository for past ProCard Transaction

Signature for ProCard Transaction form

Managing paper records of ProCard Reconciling

Identifying ProcCard approved account number

Tracking and Managing PCT Transfers

Wrong assessment of Use Tax and monitoring removal



ProCard: SA-ES Implementation of Workfront

- Electronic intake system to record who is requesting the purchase
- Electronic repository for ProCard Back up and historical record
- Electronic repository for ProCard Statement
- Account numbers are marked as approved ProCard account numbers
- Electronic routing and assigning of PCT transfers and recording Journal ID
- Tracking Use Tax removal

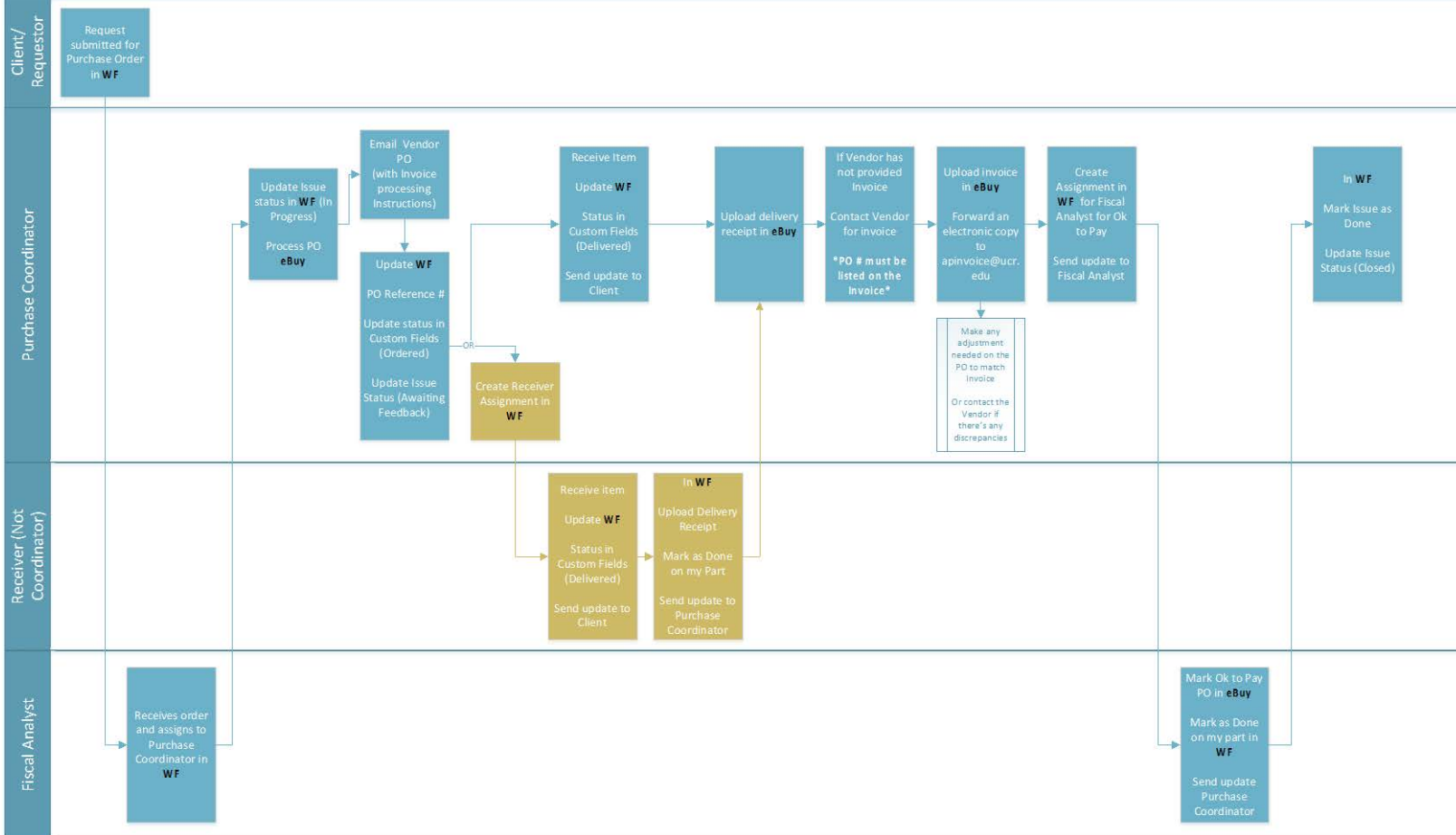
ProCard: Update and define SA-ES dept specific process mapping

- Map out each process (eBuy and ProCard) and define what information is need from the client to process the purchase
- Define roles of the Client, Purchase Coordinator, Fiscal Analyst and MSO in SA-ES
- Identify the steps
- Transfer into visible process map (Visio)

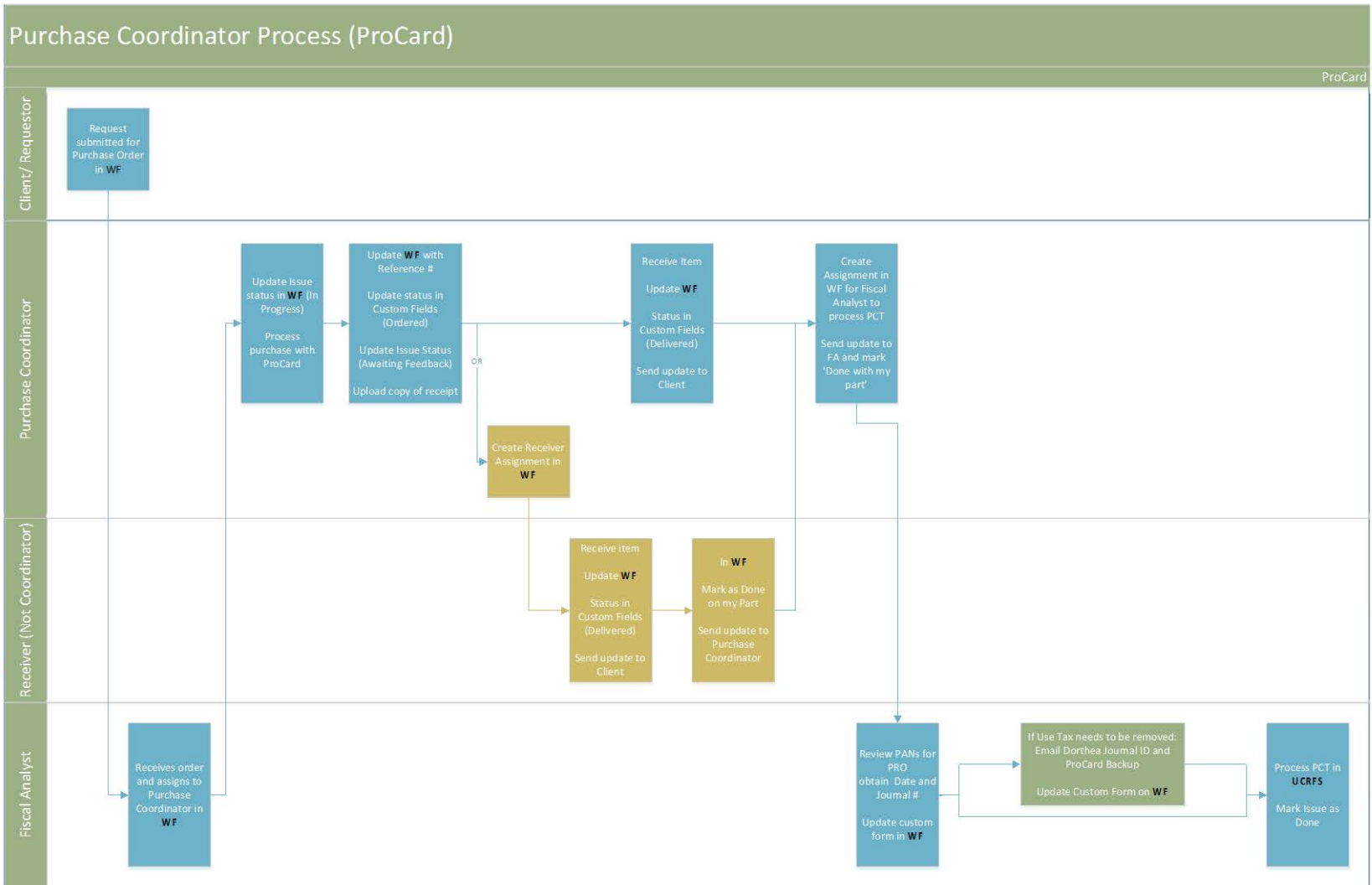
ProCard: Update and define SA-ES process mapping for eBuy

Purchase Coordinator Process (Purchase Orders)

eBuy



ProCard: Update and define SA-ES process mapping for PrCard



ProCard: Valid Expense Accounts

720110, 720120, 720130, 720140, 720150, 720152, 720155,
720160, 720170, 720180, 720190, 720200, 720205, 720210,
720215, 720220, 720230, 720240, 720250, 720260, 720265,
720270, 720275, 720280, 720290, 720300, 720310, 720315,
720320, 720330, 720340, 720341, 720350, 720360, 720365,
720370, 720380, 720390, 720400, 720410, 720420, 720430,
720440, 720450, 720460, 730140, 730150, 730185, 730190,
730200, 730210, 740110, 740200, 750110, 750120, 750130,
750150, 750160, 750170, 750180, 750190, 760120, 760130,
760150, 760190, 760205, 770110, 770120, 770130, 770140,
770150, 770160, 770170, 770190, 770200, 770205, 780110,
780120, 780130, 780160, 780260, 780290, 780300, 780340,
780358, 780361, 802110, 802120, 802150, 802160, 802170,
802190, 802200, 802210, 803160, 803250, 820110, 820120



BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



Reminder: Procurement to Payment Standard Process

Standard Process for Purchase Orders

In a distributed environment, it is important to follow standard processes to:

- Ensure goods and services are promptly received and vendor paid per agreement terms
- Ensure good procurement and financial management internal controls are in place
- Minimize re-work and duplication of effort
- Minimize credit holds

Standard Process for Purchase Orders

- Vendor must be provided with a copy of the purchase order
 - The PO contains the terms and conditions of the procurement action
 - Invoices received without a PO number referenced will be returned to the vendor
- Order should be promptly encumbered, so the order is reflected on the general ledger and available for vouchering
- Ensure correct vendor number is utilized
- Ensure correct FAU is utilized
- As items are received, the items should be promptly inspected and marked as received (or returned)
 - Best practice is to scan and attach packing slip in eBuy for audit history
- Vendor invoices must be sent directly to the Accounting Office
 - Allows for prompt payment discounts to be applied
 - Allows for payment terms to be met
 - Instructions on where to send invoices are provided to vendor on purchase order
 - Departments can request a copy of the invoice from the vendor, but original must be sent to the Accounting Office
 - Invoices being sent to the department are contributing to delays in payments and credit hold situations, negatively impacting the University's ability to do business