Appendix to Student Affairs and Enrollment Services
ProCard Analysis
Supplemental Slides/Information
ProCard: SA-ES Pain Points

1. Electronic historical repository for past ProCard Transaction
2. Signature for ProCard Transaction form
3. Managing paper records of ProCard Reconciling
4. Identifying ProcCard approved account number
5. Tracking and Managing PCT Transfers
6. 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 needed 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)

Client/Requestor
- Request submitted for Purchase Order in WF
- Process PO in eBuy
- Update Issue status in WF (in Progress)
  - Update PO with invoice processing instructions
  - Update PO status in Custom Fields (Ordered)
  - Update Issue Status (Awaiting Feedback)

Purchase Coordinator
- Receive Item
- Update PO
- Status in Custom Fields (Delivered)
- Send update to Client
- Update Issue in WF
- Create Receiver Assignment in WF
- Receive Item
- Status in Custom Fields (Delivered)
- Send update to Client
- Mark as Done on my part
- Send update to Purchase Coordinator
- Mark Ok to Pay PO in eBuy

Receiver (Not Coordinator)
- Receive Item
- Update PO
- Status in Custom Fields (Delivered)
- Send update to Client
- Mark as Done on my part
- Send update to Purchase Coordinator
- Mark Ok to Pay PO in eBuy
- Mark as Done on my part in WF

Fiscal Analyst
- Receives order and assigns to Purchase Coordinator in WF
- Mark as Done on my part in WF
- Send update Purchase Coordinator
- Mark Ok to Pay PO in eBuy
- Mark as Done on my part in WF

If Vendor has not provided invoice
- Contact Vendor for invoice
- *PO # must be listed on the invoice*
- Forward an electronic copy to apsvoled@pucr.edu
- Make any and all requests in the PO
- Or contact the Vendor if there's any discrepancy
- Mark as Process Complete

Create Assignment in WF for Fiscal Analyst for Ok to Pay
- Send update to Fiscal Analyst

In WF
- Mark Issue as Done
- Update Issue Status (Closed)

1/9/2017
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
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 beings sent to the department are contributing to delays in payments and
    credit hold situations, negatively impacting the University’s ability to do business