

Procurement and Business Services
SACSCOC REPORT

Procurement and Business Services

Data Driven Decisions

Goal Description:

Develop and implement reporting tools and reports that allow visibility into revenue and expense activities within our Division

RELATED ITEMS

RELATED ITEM LEVEL 1

Financial Analysis Models

Performance Objective Description:

Develop and implement reporting tools and reports that allow measurement of procurement processes within SciQuest and Banner for University reporting and State reporting.

RELATED ITEM LEVEL 2

Reporting Models For Procurement And Business Services

KPI Description:

Develop reports in SciQuest to produce analysis information on:

Spend by Supplier

Dashboard Reports for Departments on Spend

Spend Summary by ORG, Supplier and Item

Purchasing Reports by category

Results Description:

The following reports can be generated from the new SciQuest (BearKatBuy) eProcurement system:

Spend by Supplier

Dashboard Reports for Departments on Spend

Spend Summary by Department, Supplier and Item

Purchasing Reports by Category

Requisition Submit to Completion time (generated by SciQuest Client Partner)

SHSU ORG Spend by Supplier Fiscal Year to Date (reported to TSUS monthly)

SHSU ORG Spend by Supplier Monthly (reported to TSUS monthly)

Attached Files

 [SHSU Organization Spend By Supplier Monthly 7-1-16 to 7-31-16](#)

 [SHSU Organization Spend By Supplier Fiscal Year to Date 8-1-16](#)

 [_Approvers6_10_16](#)

 [_Housing Maintenance Organization Spend By Supplier](#)

Increase Efficiencies Of University Operations

Goal Description:

Continue to develop and deploy automated solutions

RELATED ITEMS

RELATED ITEM LEVEL 1

Develop Automated Processes

Performance Objective Description:

Work within the new eProcurement SciQuest system to add approval of forms through the electronic workflow process, thus improving efficiencies for departmental end users.

RELATED ITEM LEVEL 2

Automating Processes In Procurement And Business Services

KPI Description:

Add Finance and Procurement forms to the SciQuest system to automate the workflow and approval processes within the new eProcurement system, giving end users one system to operate in.

Attached Files

 [Sample of Forms in BKB](#)

Results Description:

Procurement and Business Services has implemented the Non-Catalog Form, Blanket Order Form, Purchase Order Change Notice, and Library Order Form within the new BearKatBuy eProcurement System. All forms have budget check, workflow and approvals behind the scenes. We have a total of 737 campus end users who hold the role of Requestor (ability to process purchase requests). We continue to have ongoing training for new hires and transfers throughout the year. This addition has greatly reduced the amount of paper our offices have to touch, while providing administrators searchable documents.

We will continue to add additional forms to the system in FY17 to increase efficiencies for our end users across campus. Some of the additional forms to be added are Direct Pay form, Food/Beverage FO-19, Membership, and Property forms.