

UNIT REPORT

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

Attached Files

 [Sample spend analysis reports in BKB](#)

Results Description:

Attached are some of the examples of reports available from BearKatBuy on spend analysis. Procurement will be rolling out Dashboards for end users in FY18 that shows key items that need action or approvals.

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

Automation of Finance Forms

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 automated forms in BKB](#)

Results Description: