**Unit** - Transaction Cycle Narrative

**Unit:** Unit  
**Transaction Cycle:** Procure

**Processes:** Procurement Card, Interdepartmental Charge, IWNT doc, eShop

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**Updated By:**

**Overview:** The need to procure an allowable business expense is identified. The method of procurement in compliance with university policies and procedures would produce a financial transaction via a PCard, a Unit PCard, eShop, Interdepartmental Charge or by submitting a request through an IWNT doc. Appropriate documentation will need to be submitted to properly record and report the expenditure.

**Criticality:** Medium  
**Frequency:** Other  
**Turnaround:** Other

**Processing Time:** 10-20 minutes

<table>
<thead>
<tr>
<th>Start Date</th>
<th>How Triggered</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Upon receiving notice of identified need to procure an item</td>
<td>Need identified</td>
<td>varies</td>
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**Process Owner(s) / Key Parties / Contacts / Responsibilities:**

**Key Parties**

- Department Requestor/Delegate – This is the individual that requests the purchase of a good or service
- Business Service Center Staff – Processes the IWNT doc
- eShop user – University personnel can make purchases directly through eShop
- Procurement card holder – University policy stipulates that certain purchases should be made with a PCard
- Vendor – Responsible to supply the requested good or service in an acceptable manner and provide receipt documentation
- Issuing Financial Institution – Issues corporate cards to university personnel and monitors for fraudulent transactions

**Key Documents / Sources of Information:**

- IWNT doc
- Email request
- Internal need
- Vendor contract
### Unit – Transaction Cycle Narrative

- Quotes
- Contracts
- Billing

Buying Manual [https://www.dfa.cornell.edu/procurement/buyers/manual](https://www.dfa.cornell.edu/procurement/buyers/manual)


### System Access Needed:

- eShop
- Hyland (Perceptive Content/Image Now)
- KFS
- Vendor Web site
- Procurement Gateway
- US Bank
- Outlook
- US Bank Portal

### Common Problems or Issues Encountered:

- Vendor does not deliver timely
- Vendor does not provide supporting documentation
- Incorrect account number is charged by procurer
- Request for procurement is routed and not approved in a timely fashion.

### Key Risks

Link Excel Risk Assessment Here

### Key Controls

Link Excel Risk Assessment Here
## Process Inefficiencies To Be Addressed:

Link Excel Risk Assessment Here

## Process:

- Process Map

## Metrics:

- Reports are available through OBIEE

## Glossary of key terms/acronyms:

- KFS - Kuali Financial System
- DFA – Division of Financial Affairs
- BSC - Business Service Center
- OBIEE - Oracle Business Intelligence Enterprise Edition