

## Unit – Transaction Cycle Narrative

**Unit:** Unit

**Transaction Cycle:** Procure

**Processes:** [Procurement Card](#), [Interdepartmental Charge](#), [IWNT doc](#), [eShop](#)

**Date Created:** January 28, 2020

**Last Updated:** [Click here to enter a date.](#)

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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

**Start Date:** Upon receiving notice of identified need to procure an item

**How Triggered:** Need identified

**Due Date:** varies

### 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

- Quotes
- Contracts
- Billing

Buying Manual <https://www.dfa.cornell.edu/procurement/buyers/manual>

Policy 3.14 [https://www.dfa.cornell.edu/sites/default/files/policy/vol3\\_14.pdf](https://www.dfa.cornell.edu/sites/default/files/policy/vol3_14.pdf)

Policy 3.25 <https://www.dfa.cornell.edu/policy/policies/procurement-goods-and-services>

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