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Created By: Kim Tilton

Updated By:

Overview: Creating a request using the IWNT doc which is routed to the BSC to process. Request for payment, quotes, sole source vendor information along with any other information necessary to process the request should be scanned and attached to the IWNT doc

Criticality: Medium

Frequency: Daily

Turnaround: Other

Processing Time: 10 minutes

Start Date: When need to procure or pay for something is identified

How Triggered: When need to procure or pay for something is identified

Due Date: Various-dependent on what is being ordered, paid for.

Process Owner(s) / Key Parties / Contacts / Responsibilities:

Department requestor or delegate
Received by BSC

Key Documents / Sources of Information:

Vendor quote, contract or billing

System Access Needed:

Systems Used-KFS, Procurement Gateway

Authorized Access needed- department approval for requestor to make purchase

Common Problems or Issues Encountered:

N/A

Detailed Step by Step Procedures (to be completed by Process Owner):

https://cornell.sabacloud.com/Saba/Web_spf/NA1PRD0089/app/shared;spf-url=common%2Fleclassview%2Fdowbt-KFSPUR400IWANT-WBT-2016.04.05

Key Risks	Key Controls
Initiator of the IWNT doc could route the IWNT doc for approval and the approver could select paid on my Pcard when in fact they did not. This ends the workflow on the IWNT and the IWNT does not route forward.	N/A

Process Inefficiencies To Be Addressed:

A person in a unit who can process an IWNT doc, should be able to eliminate that step and process a DV or REQ directly

The IWNT doc is on multiple pages.

Process:

[Link Map]

Please document any process, inflows, outflows or exceptions, if applicable.

Metrics:

Metrics can be pulled from KDW on the number of eDocs processed or submitted

Glossary of key terms/acronyms:

DFA – Division of Financial Affairs

DV – Disbursement Voucher

REQ – Requisition

IWNT – I Want

BSC – Business Service Center

KFS – Kualiti Financial Systems

KDW – Kualiti Data Warehouse