SciQuest Usage and Reporting @ ClSCC

We currently only have the Purchasing module and do not have the AP or Contract modules. Starting July 1, we will be processing travel authorizations and claims through SciQuest as well via forms.

I have attached a screen shot of our home page showing instructional links we have added as well as how to videos. I am also including the links below if anyone is interested.

We offer one (generally twice a day) training session a semester for new users or changes/updates and we offer individual training sessions at any time by scheduling with our Purchasing Clerk.

As far as what reporting function we use and who we distribute them to:

- I was very interested in the report that Mark mentioned in our January meeting that shows how long a requisition has been with a certain approver but have not been able to run it myself. He is sending me info on that.
- I most often run Pending Requisitions and send campus reminders for approvers to review outstanding requisitions. I try to do this once a week but only send the email if we have an excessive amount (20+) pending over 24 hours.
- In training we showed requestors how to view the approval queue and see who it is waiting on. It is the requestor's responsibility to follow up on reqs pending for long periods of time.
- I generally run the post approval report for the VP of Finance once a semester.
- I do not have any reports I run on a regular basis for anyone in particular but I run reports often for audits, new Department Heads, etc. to view historical info such as $ spent, vendors used, etc.
- We did a training to show departments how to search and export their own data so we don't get too many requests anymore. *I am also attaching screenshots we used for training and supplied after training.

Links:

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-SciQuest-Basic-Requisition.pdf

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-Code_Favorites.pdf

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-How_To_Steps_for_Receipts.pdf

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-Splitting_Account_Codes.pdf

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-Name_and_Save_a_Cart.pdf

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-How_to_Complete_a_Punch_Out_Catalog_Order.pdf

http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-How_to_assign_a_substitute_approver.pdf

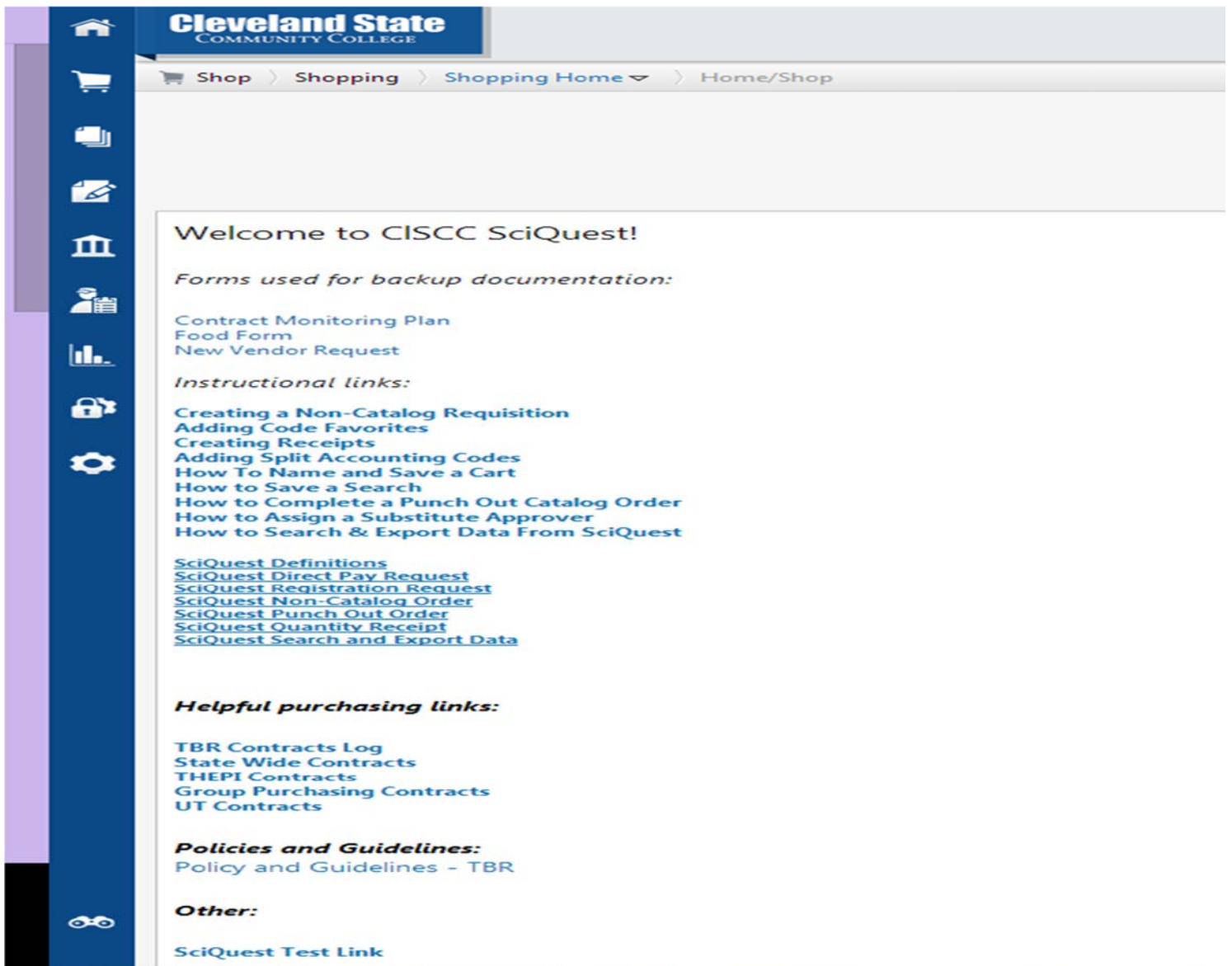http://www.clevelandstatecc.edu/content/uploads/pdf/Purchasing-SciQuest-HowtoSearchandExportData.pdf

Videos:

https://www.youtube.com/watch?v=AGxZtc8_-iU&list=UUjAqIxc0cHl5aHUQYFY074Q

https://www.youtube.com/watch?v=owilbWtbM-g&list=UUjAqIxc0cHl5aHUQYFY074Q

https://www.youtube.com/watch?v=heSer65X9fM&list=UUjAqIxc0cHl5aHUQYFY074Q

https://www.youtube.com/watch?v=kSgYQcSpmj0

https://www.youtube.com/watch?v=iVOQfnL2v_I

https://www.youtube.com/watch?v=zhapX4JyKbI

https://www.youtube.com/watch?v=ABew2MGJABc

Our SciQuest Home Page: