

## Transformation Makes Cents

This past year the Purchasing and Accounts Payable departments at Cleveland State University implemented a new online purchasing system called MagnusMart. This system has assisted Accounts Payable in increasing efficiencies, reducing costs and improving service to the CSU community.

Previously invoices were submitted by paper forms and all information was snail mailed to vendors. Through MagnusMart, paper use has been significantly reduced and all vendor communication is now done electronically. The system has also increase transparency by allowing all parties to view all records quickly and easily via the web. In addition, the new process has greatly reduced filing and research time for Accounts Payable staff, allowing the department to increase productivity and better allocate resources.

The department has also worked diligently to assist CSU faculty and staff in making the transition to MagnusMart, providing a series of comprehensive training for users, bringing in a consultant to assist with implementation and constantly assessing progress and making adjustments as needed.

Moving forward, Accounts Payable will work to implement a new travel reimbursement form, a new method of payment for vendors and reimbursements to individuals, which are all in the testing phases. The department is also in the process of creating gift card purchase guidelines and expanding its credit card program to vendors and departments. Last, but not least, Accounts Payable is implementing a new method of submitting inquiries which will further enhance efficiency. These new process changes will further the overall benefits of the system and provide more support to the campus community.

Through these efforts, Accounts Payable is working to become a more technologically equipped and proficient organization, that can better serve the needs of its constituents while generating revenue for the University. These changes not only make sense, but are also saving cents.

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