

Procure to Pay Survey

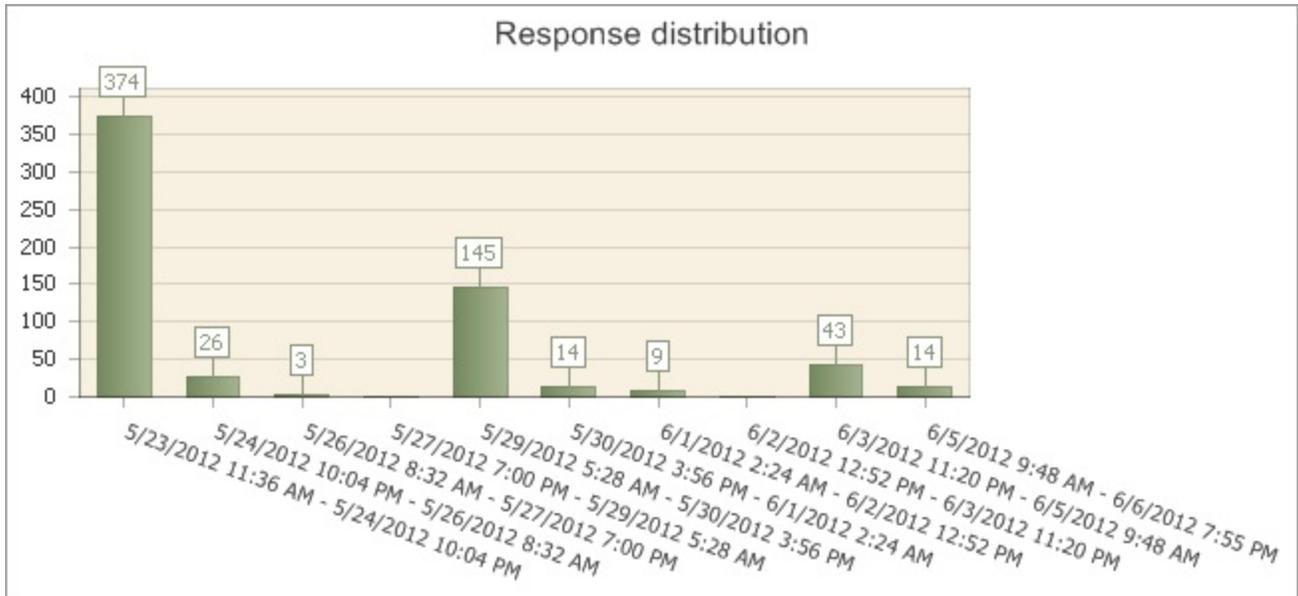
Use of Category (UNSPSC) Codes and Account Codes

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Table of Contents	Page
Role selection.....	3
Requisition Processor questions.....	5
PO Voucher Processor questions.....	16
Debit Voucher Processor questions.....	25
Requisition Approver questions.....	31
PO Voucher Approver questions.....	41
Debit Voucher Approver questions.....	47
P Card Approver questions.....	52
Training/Awareness questions.....	56
Demographic information.....	60

Summary of surveys in the report

Survey	# Pages	# Questions	Date opened	Date closed	Responses	# Complete responses
Use of Category (UNSPSC) Codes & Account Codes An OAKS Procure-to-Pay Analysis	12	61	5/23/2012	6/6/2012	628	449



1. Default section

1.1.

Response counts for survey ' Use of Category (UNSPSC) Codes & Account Codes An OAKS Procure-to-Pay Analysis'

	Before filtering	After filtering
Partial responses (unique respondents)	179 (179)	179 (179)
Completed responses (unique respondents)	449 (449)	449 (449)

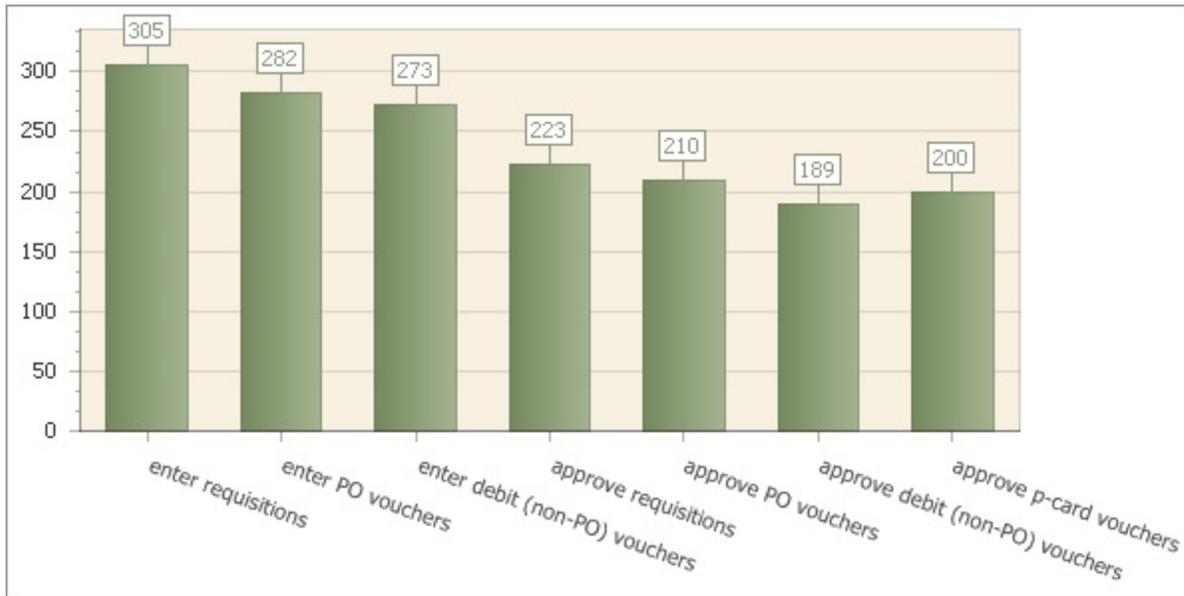
1.1.1. P2Q1 – Role selection

In the procure-to-pay processes, I perform the following activities:

Question type: Multiple choice

Number of responses: 625

Number of respondents: 628



Answer	Count	Percent answer
enter requisitions	305	48.8%
enter PO vouchers	282	45.1%
enter debit (non-PO) vouchers	273	43.7%
approve requisitions	223	35.7%
approve PO vouchers	210	33.6%
approve debit (non-PO) vouchers	189	30.2%
approve p-card vouchers	200	32.0%

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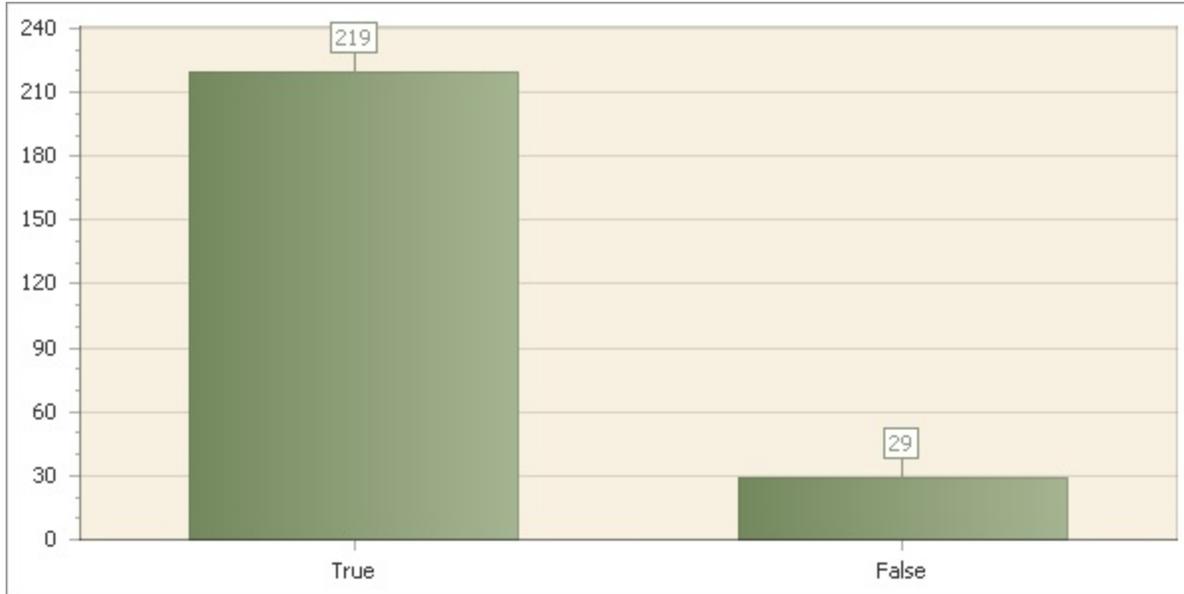
1.1.2. P3Q1

I am responsible for determining and entering the correct category (UNSPSC) code when creating a requisition.

Question type: Multiple choice

Number of responses: 248

Number of respondents: 628



Answer	Count	Percent answer
True	219	88.3%
False	29	11.7%

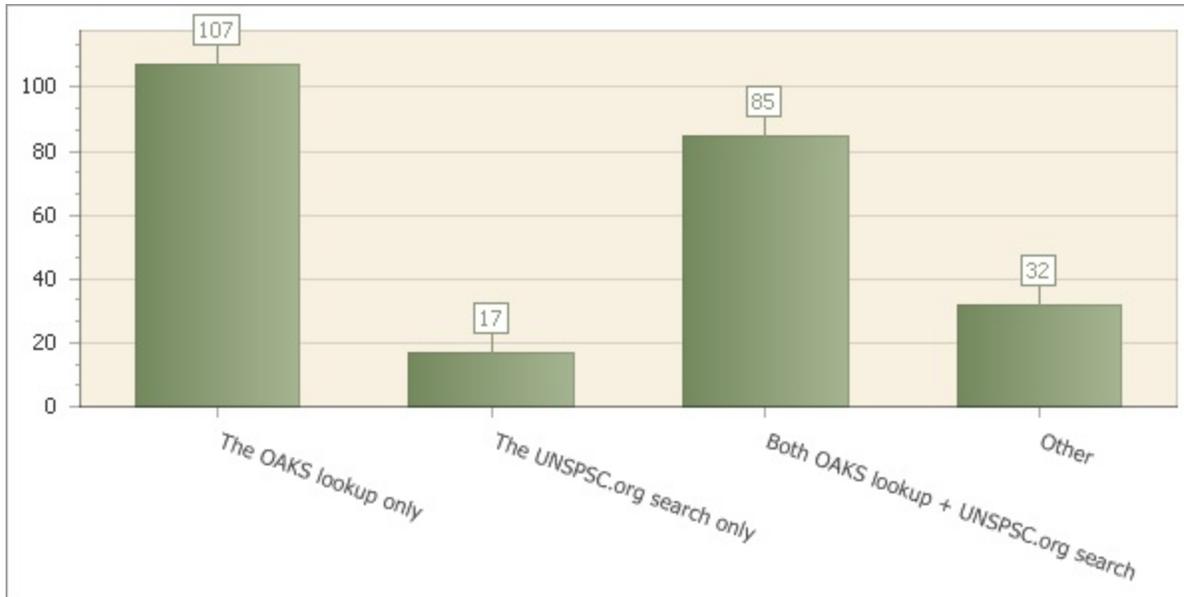
1.1.3. P3Q2

When entering requisitions, I select the category (UNSPSC) code by using:

Question type: Multiple choice

Number of responses: 241

Number of respondents: 628



Answer	Count	Percent answer
The OAKS lookup only	107	44.4%
The UNSPSC.org search only	17	7.1%
Both OAKS lookup + UNSPSC.org search	85	35.3%
Other	32	13.3%

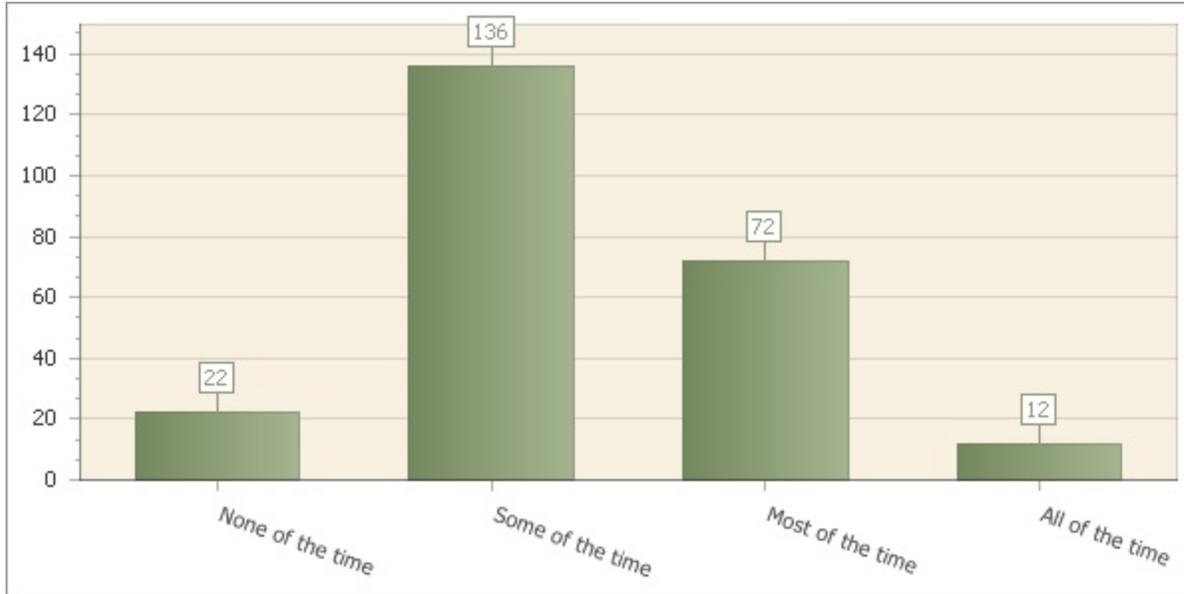
1.1.4. P3Q3

I experience difficulty in finding a category (UNSPSC) code that accurately describes the item that I'm procuring:

Question type: Multiple choice

Number of responses: 242

Number of respondents: 628



Answer	Count	Percent answer
None of the time	22	9.1%
Some of the time	136	56.2%
Most of the time	72	29.8%
All of the time	12	5.0%

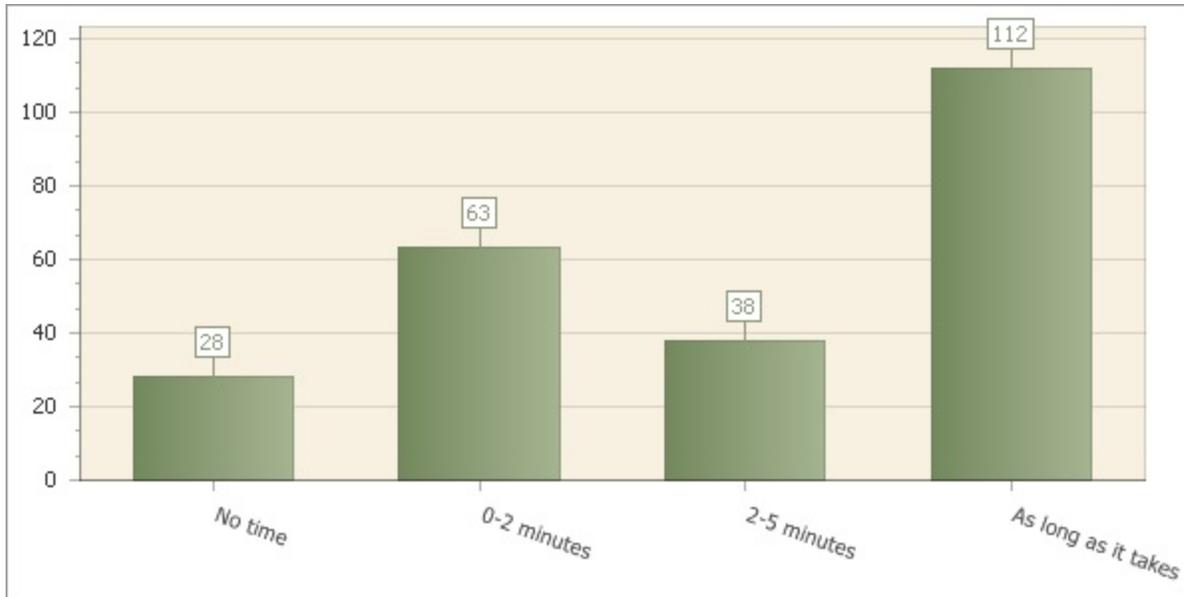
1.1.5. P3Q4

On average, I search for the category (UNSPSC) code before entering it into OAKS for:

Question type: Multiple choice

Number of responses: 241

Number of respondents: 628



Answer	Count	Percent answer
No time	28	11.6%
0-2 minutes	63	26.1%
2-5 minutes	38	15.8%
As long as it takes	112	46.5%

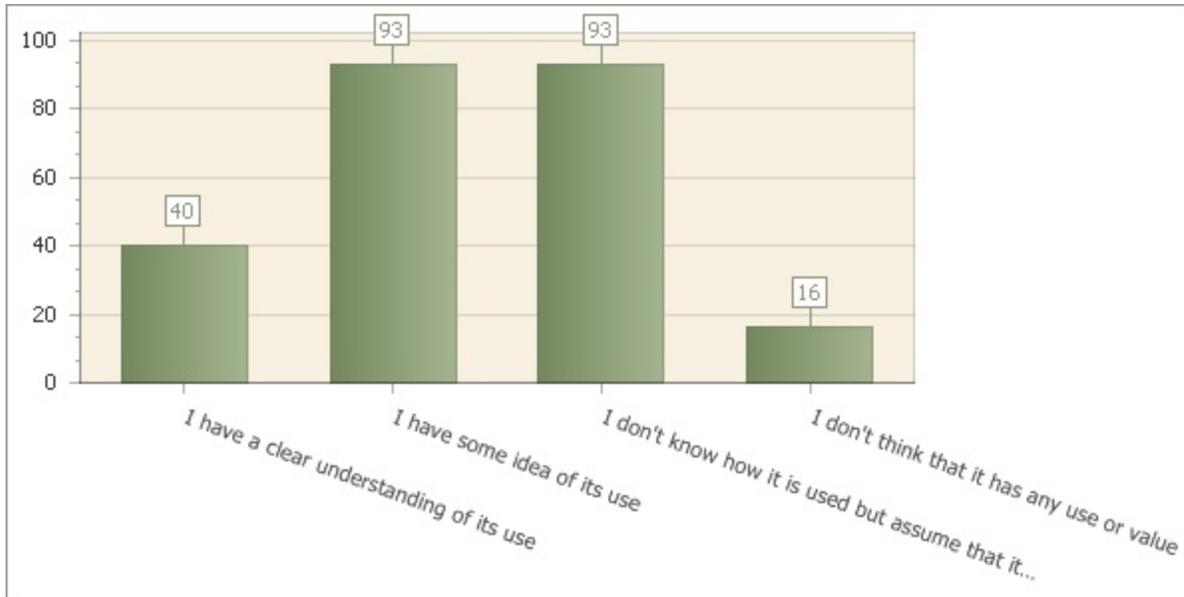
1.1.6. P3Q5

My understanding of the use/benefit of the category (UNSPSC) code can be best described as:

Question type: Multiple choice

Number of responses: 242

Number of respondents: 628



Answer	Count	Percent answer
I have a clear understanding of its use	40	16.5%
I have some idea of its use	93	38.4%
I don't know how it is used but assume that it has a purpose for other agencies	93	38.4%
I don't think that it has any use or value	16	6.6%

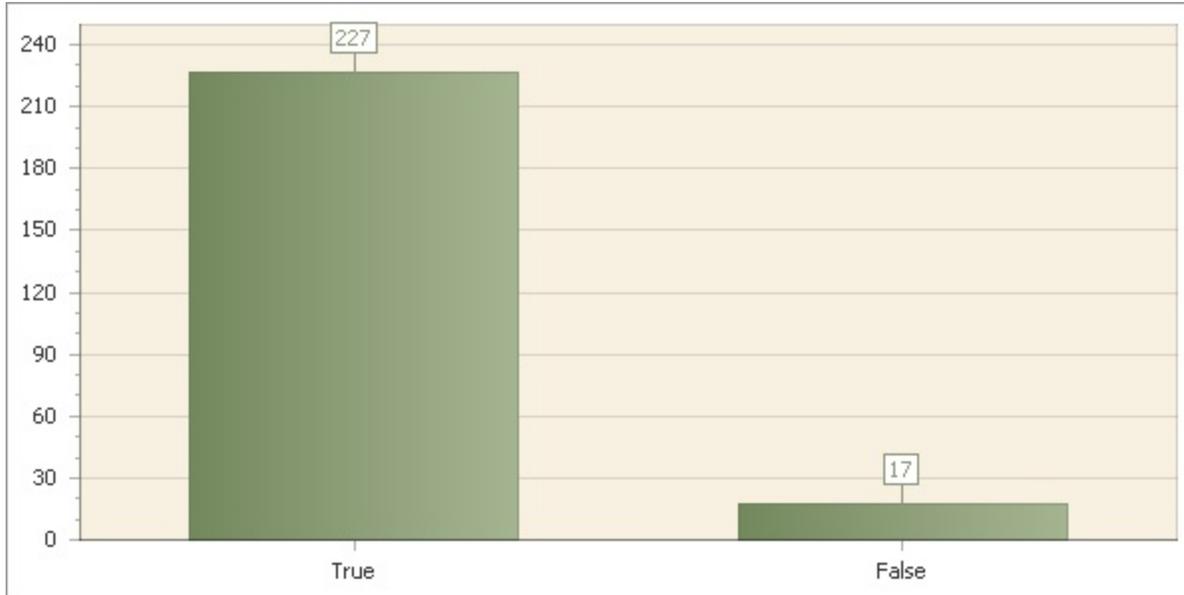
1.1.7. P3Q6

I am responsible for determining and entering the correct account code when creating a requisition:

Question type: Multiple choice

Number of responses: 244

Number of respondents: 628



Answer	Count	Percent answer
True	227	93.0%
False	17	7.0%

1.1.8. P3Q7

When I create requisitions, the account code that I enter is usually:

Question type: Multiple choice

Number of responses: 246

Number of respondents: 628



Answer	Count	Percent answer
Correct and remains unchanged through the PO and voucher processes	218	88.6%
Changed to the correct account code by an approver in the PO process	10	4.1%
Changed to the correct account code by an approver in the voucher process	2	0.8%
Changed later but I'm unsure when it is changed	9	3.7%
Other	7	2.8%

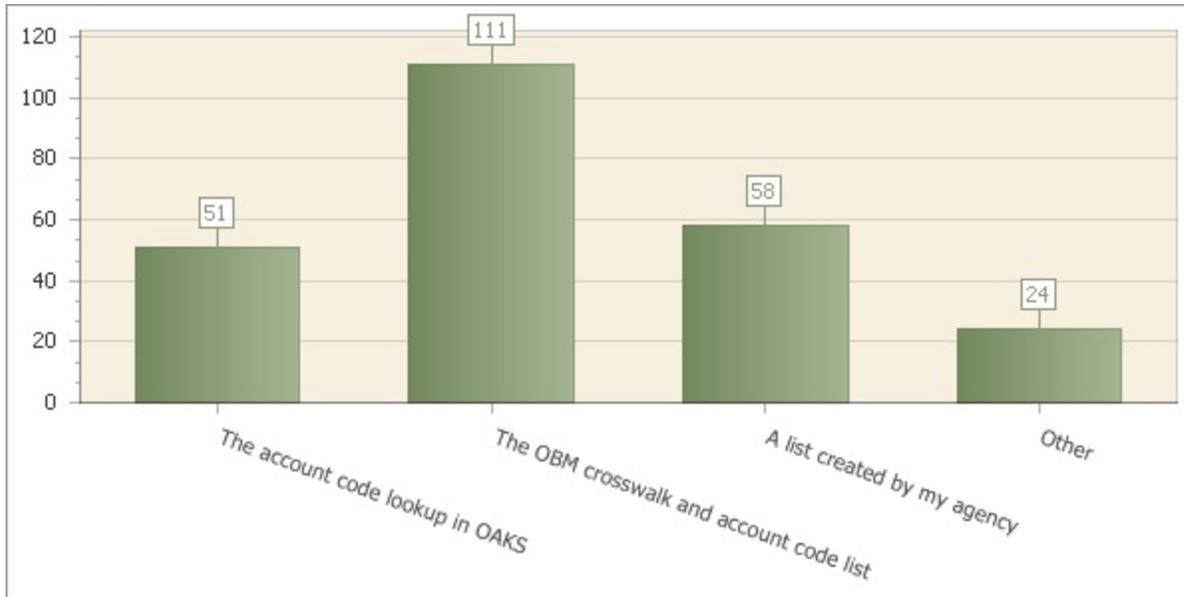
1.1.9. P3Q8

When creating requisitions, I select the account code by using:

Question type: Multiple choice

Number of responses: 244

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	51	20.9%
The OBM crosswalk and account code list	111	45.5%
A list created by my agency	58	23.8%
Other	24	9.8%

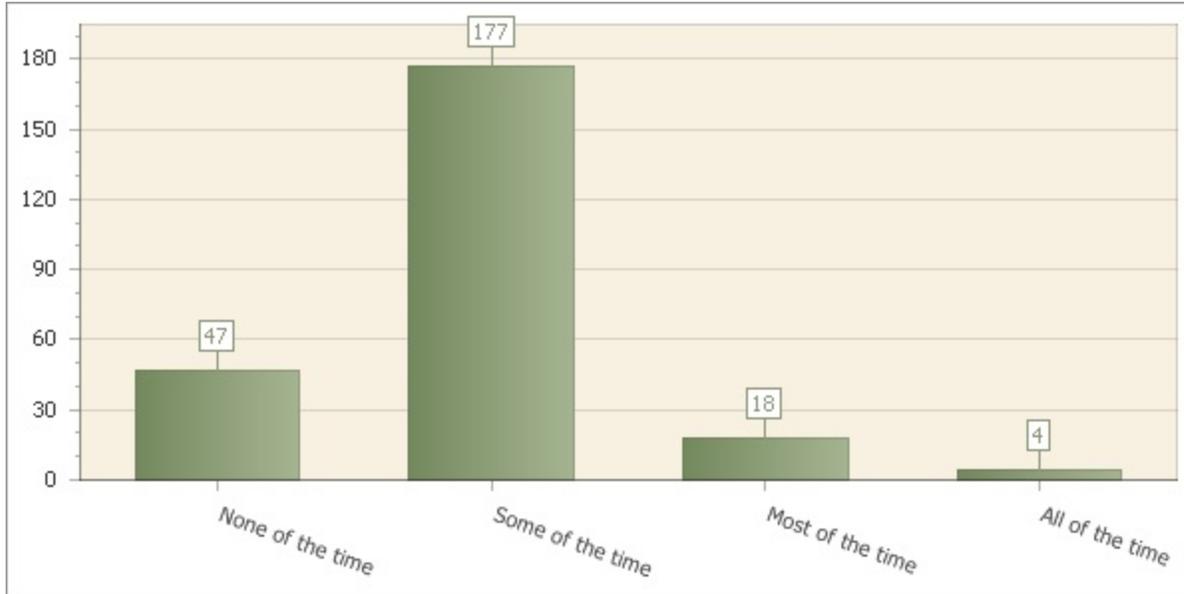
1.1.10. P3Q9

I experience difficulty in finding an account code that accurately describes the item/service that I'm procuring:

Question type: Multiple choice

Number of responses: 246

Number of respondents: 628



Answer	Count	Percent answer
None of the time	47	19.1%
Some of the time	177	72.0%
Most of the time	18	7.3%
All of the time	4	1.6%

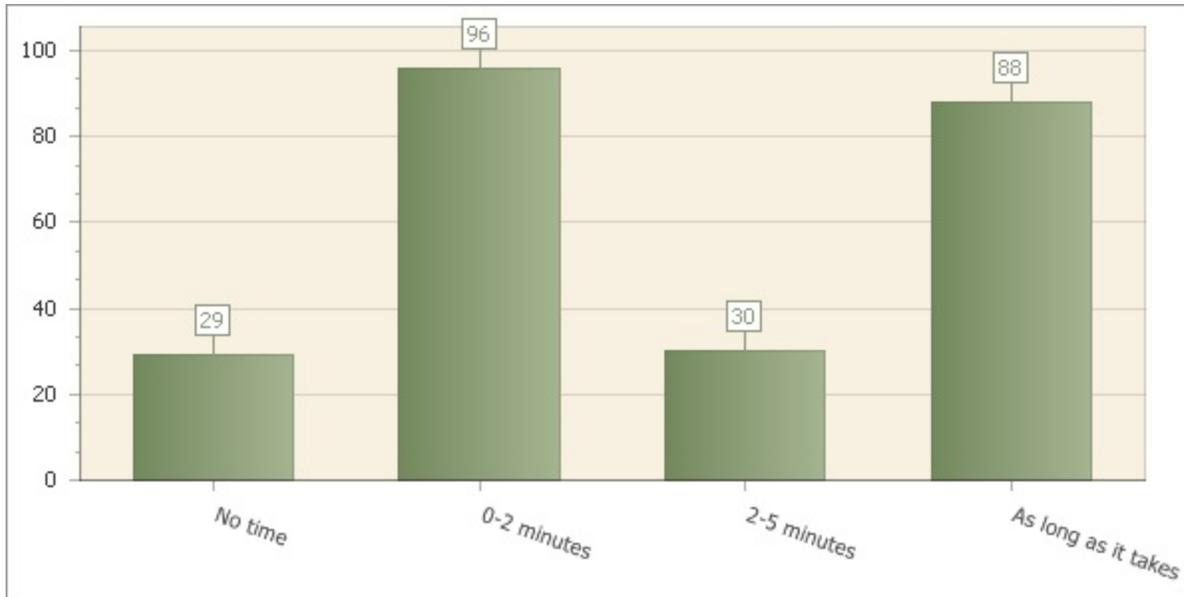
1.1.11. P3Q10

On average, I search for the account code before entering it into the requisition for:

Question type: Multiple choice

Number of responses: 243

Number of respondents: 628



Answer	Count	Percent answer
No time	29	11.9%
0-2 minutes	96	39.5%
2-5 minutes	30	12.3%
As long as it takes	88	36.2%

1.1.12. P3Q11

This concludes the section for Requisition Processors Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 58

Number of respondents: 628

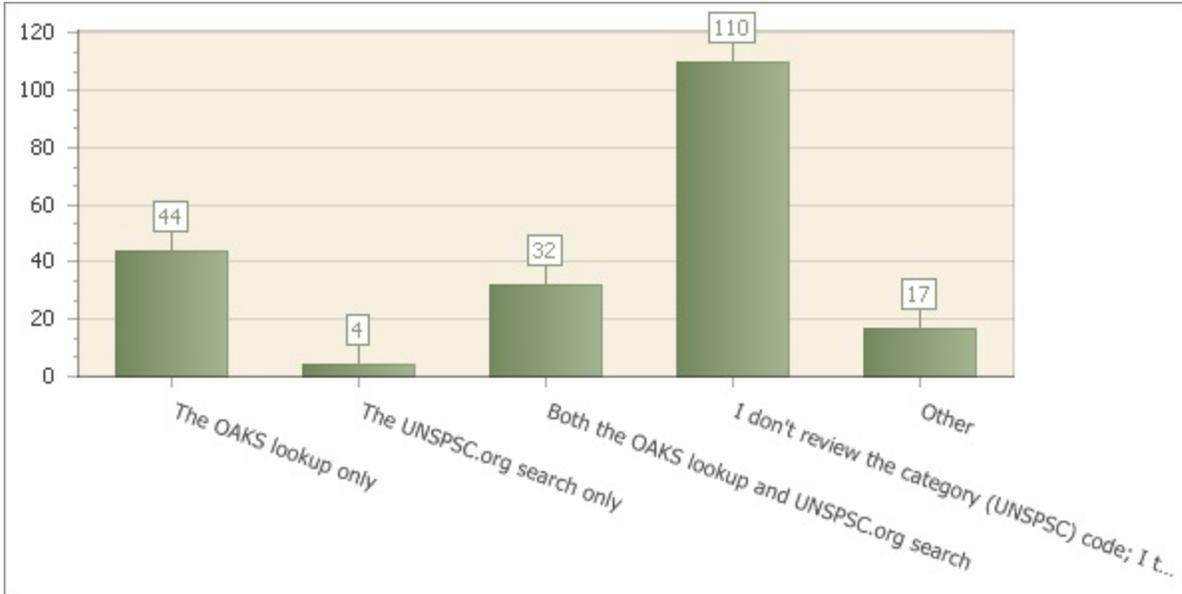
1.1.13. P4Q1

After the PO voucher is populated from the PO, I review the accuracy of the category (UNSPSC) code by using:

Question type: Multiple choice

Number of responses: 207

Number of respondents: 628



Answer	Count	Percent answer
The OAKS lookup only	44	21.3%
The UNSPSC.org search only	4	1.9%
Both the OAKS lookup and UNSPSC.org search	32	15.5%
I don't review the category (UNSPSC) code; I trust that it is entered correctly	110	53.1%
Other	17	8.2%

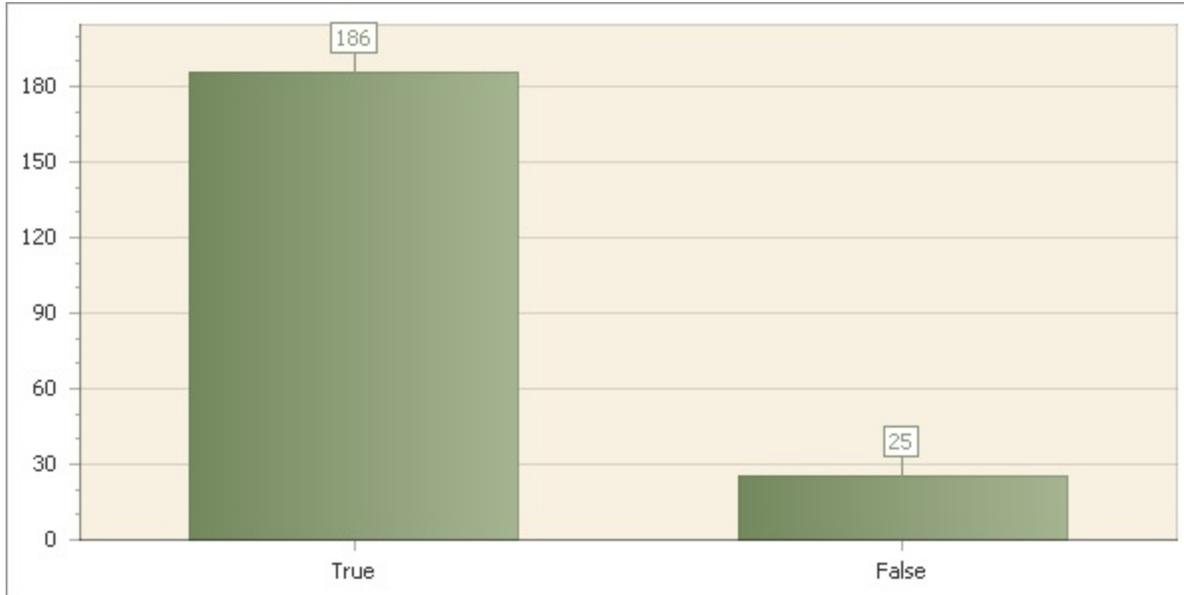
1.1.14. P4Q2

I am responsible for determining and entering the correct account code:

Question type: Multiple choice

Number of responses: 211

Number of respondents: 628



Answer	Count	Percent answer
True	186	88.2%
False	25	11.8%

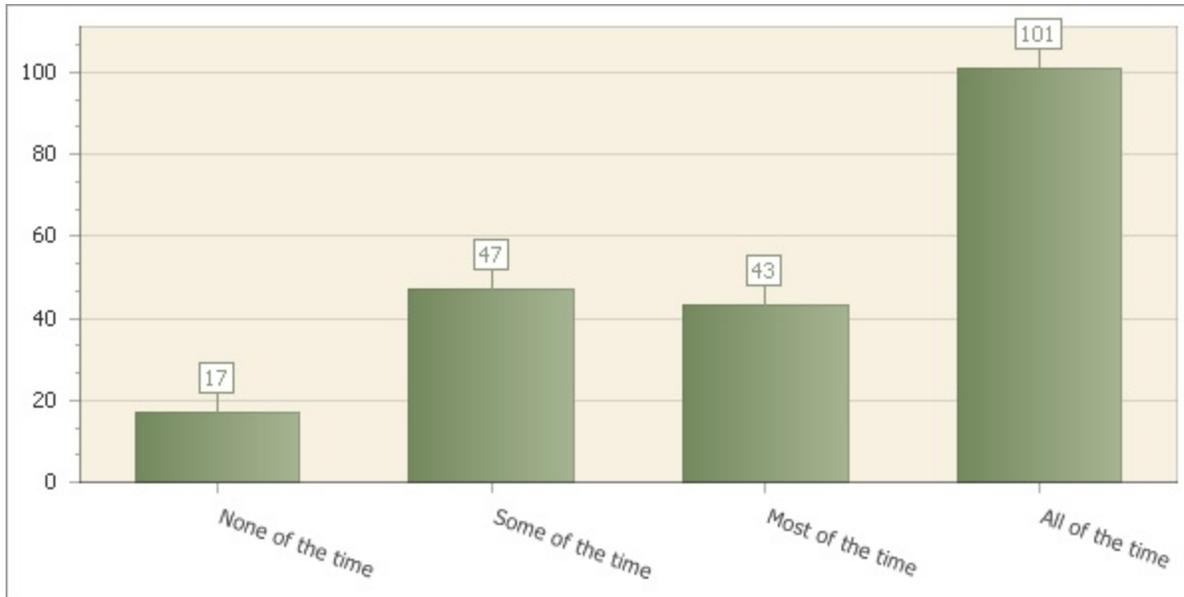
1.1.15. P4Q3

I populate the voucher fields from the PO:

Question type: Multiple choice

Number of responses: 208

Number of respondents: 628



Answer	Count	Percent answer
None of the time	17	8.2%
Some of the time	47	22.6%
Most of the time	43	20.7%
All of the time	101	48.6%

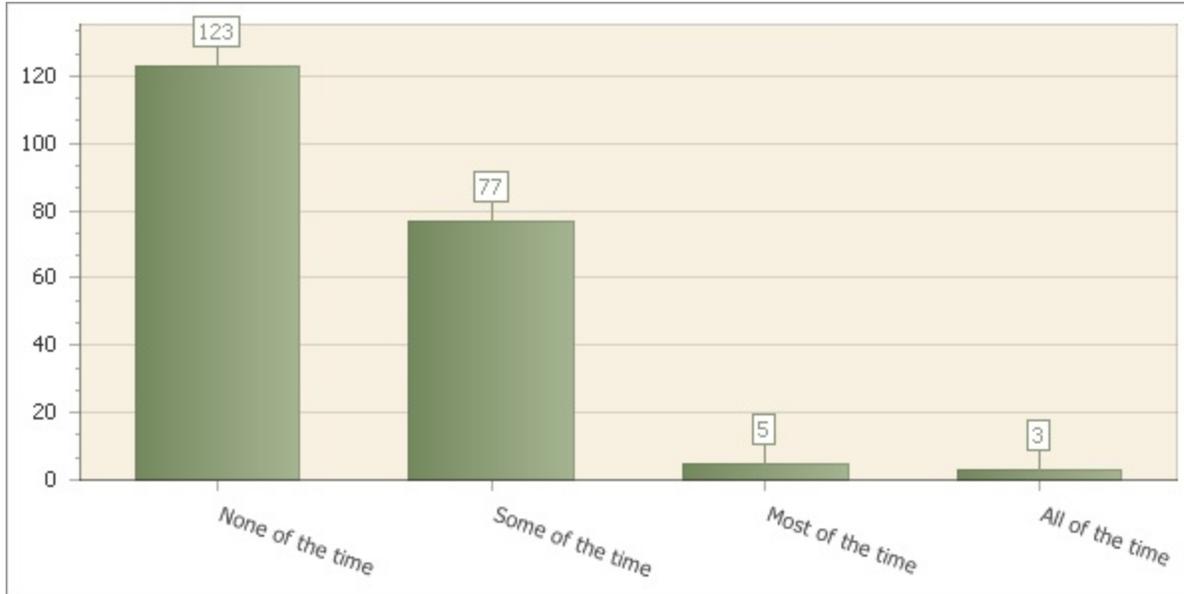
1.1.16. P4Q4

When creating a voucher that references a PO, I find that the account code on the PO line needs to be corrected:

Question type: Multiple choice

Number of responses: 208

Number of respondents: 628



Answer	Count	Percent answer
None of the time	123	59.1%
Some of the time	77	37.0%
Most of the time	5	2.4%
All of the time	3	1.4%

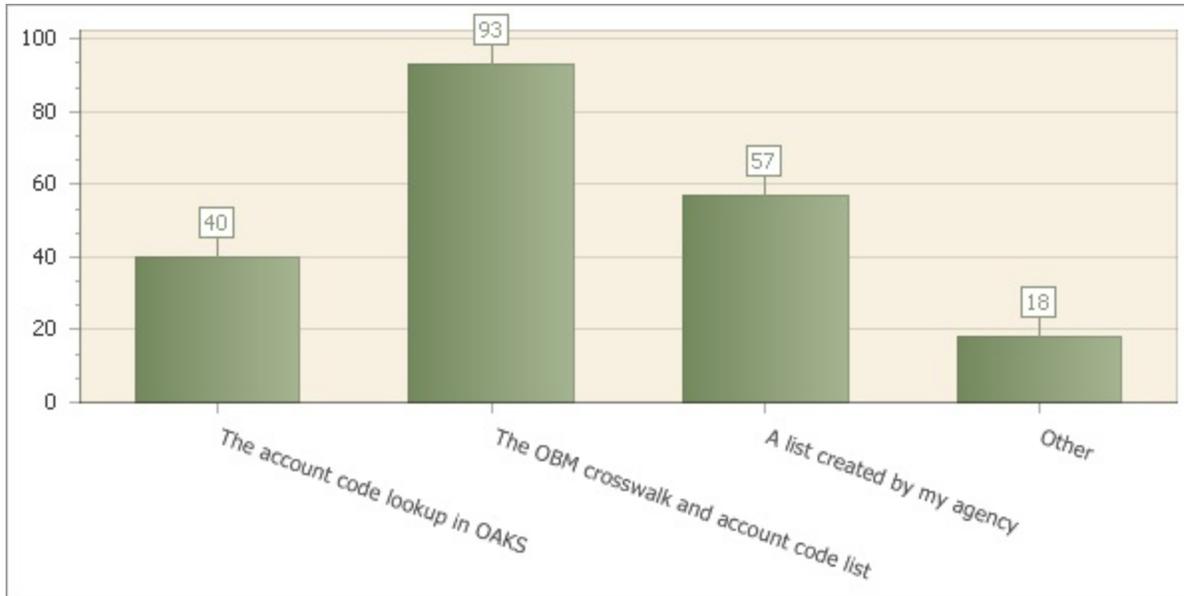
1.1.17. P4Q5

When creating a PO voucher, I determine that the account code populated from the PO is correct by using:

Question type: Multiple choice

Number of responses: 208

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	40	19.2%
The OBM crosswalk and account code list	93	44.7%
A list created by my agency	57	27.4%
Other	18	8.7%

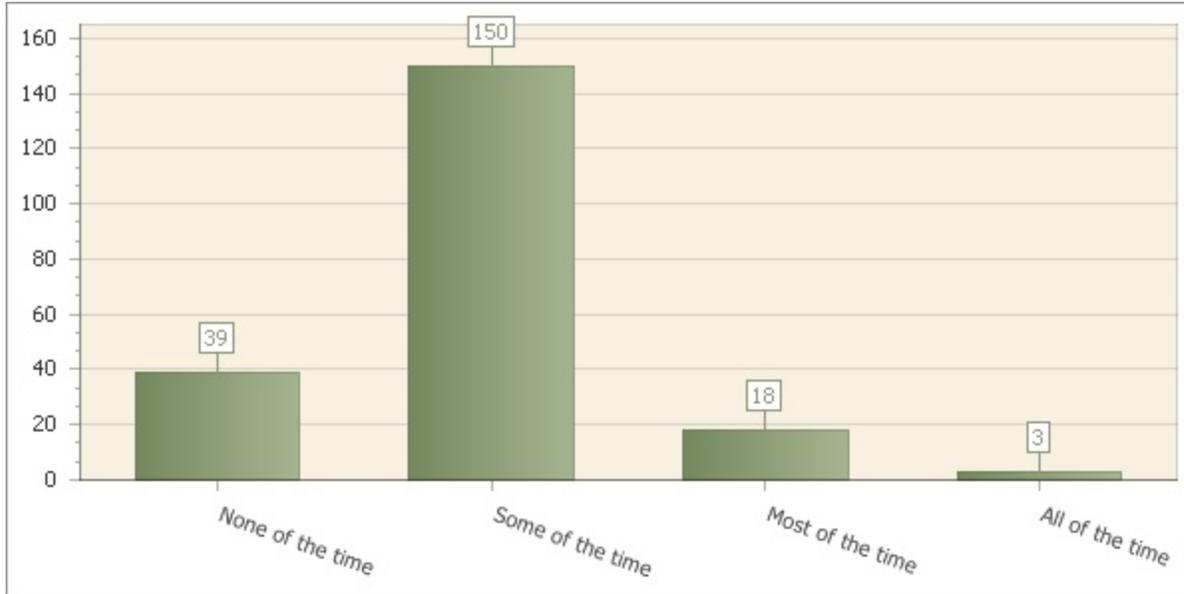
1.1.18. P4Q6

I experience difficulty in finding an account code that accurately describes the item/service that I'm procuring:

Question type: Multiple choice

Number of responses: 210

Number of respondents: 628



Answer	Count	Percent answer
None of the time	39	18.6%
Some of the time	150	71.4%
Most of the time	18	8.6%
All of the time	3	1.4%

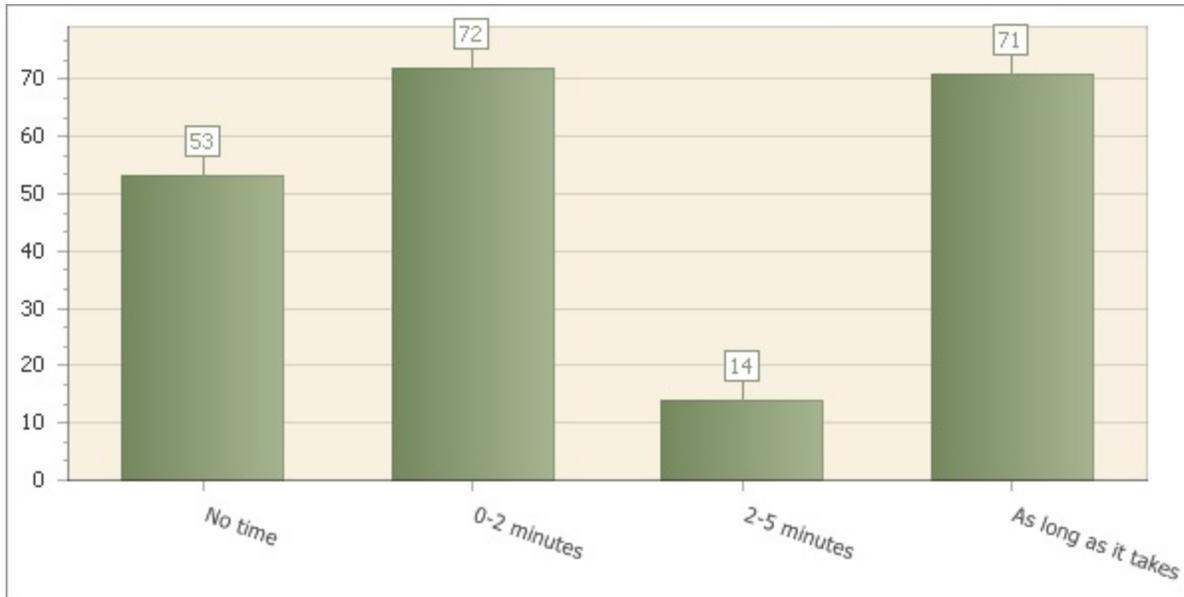
1.1.19. P4Q7

I search to confirm that the account code populated from the PO is correct for:

Question type: Multiple choice

Number of responses: 210

Number of respondents: 628



Answer	Count	Percent answer
No time	53	25.2%
0-2 minutes	72	34.3%
2-5 minutes	14	6.7%
As long as it takes	71	33.8%

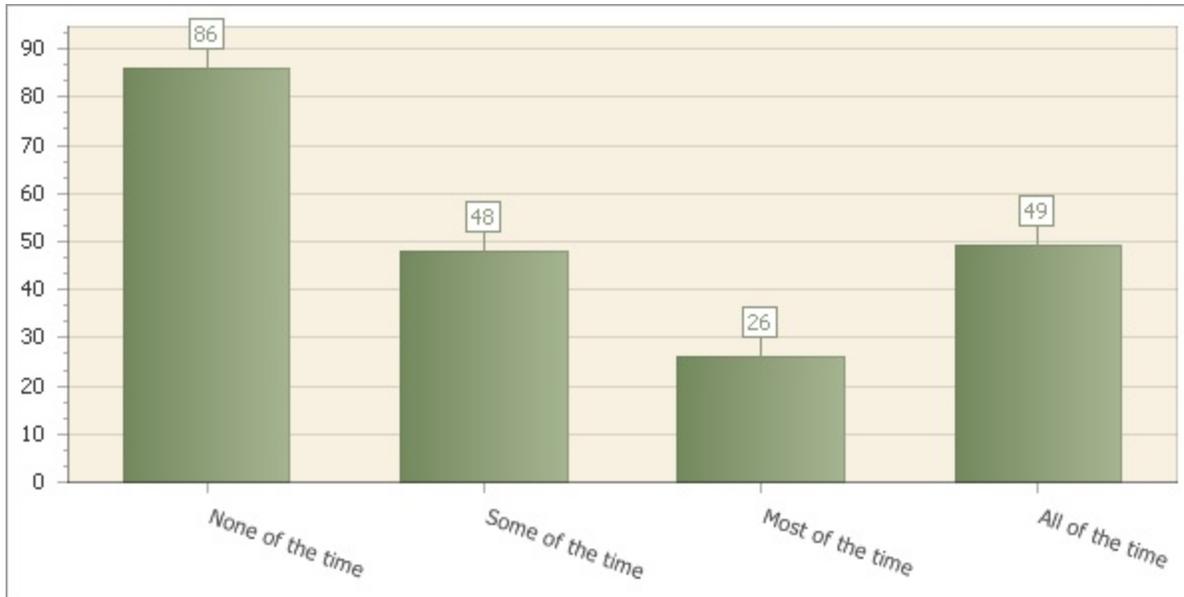
1.1.20. P4Q8

To expedite the voucher process, I use the three-way match (Purchase Order, Voucher, Receipt):

Question type: Multiple choice

Number of responses: 209

Number of respondents: 628



Answer	Count	Percent answer
None of the time	86	41.1%
Some of the time	48	23.0%
Most of the time	26	12.4%
All of the time	49	23.4%

1.1.21. P4Q9

This concludes the section for PO Voucher Processors. Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 38

Number of respondents: 628

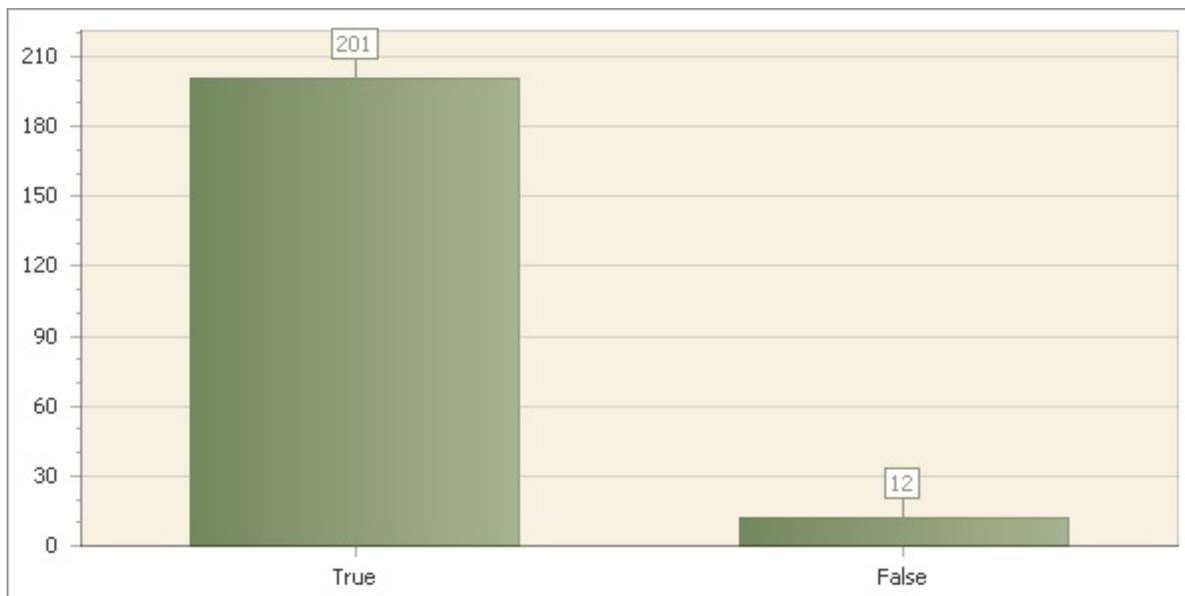
1.1.22. P5Q1

I am responsible for determining and entering the correct account code when creating a debit voucher:

Question type: Multiple choice

Number of responses: 213

Number of respondents: 628



Answer	Count	Percent answer
True	201	94.4%
False	12	5.6%

1.1.23. P5Q2

When creating a debit voucher, the account code that I enter is:

Question type: Multiple choice

Number of responses: 212

Number of respondents: 628



Answer	Count	Percent answer
Correct and remains unchanged through the voucher approval process	169	79.7%
Changed to the correct account code by an approver in the voucher approval process	6	2.8%
Correct when I enter it but I'm unsure if it is changed later by a voucher approver	20	9.4%
Other	17	8.0%

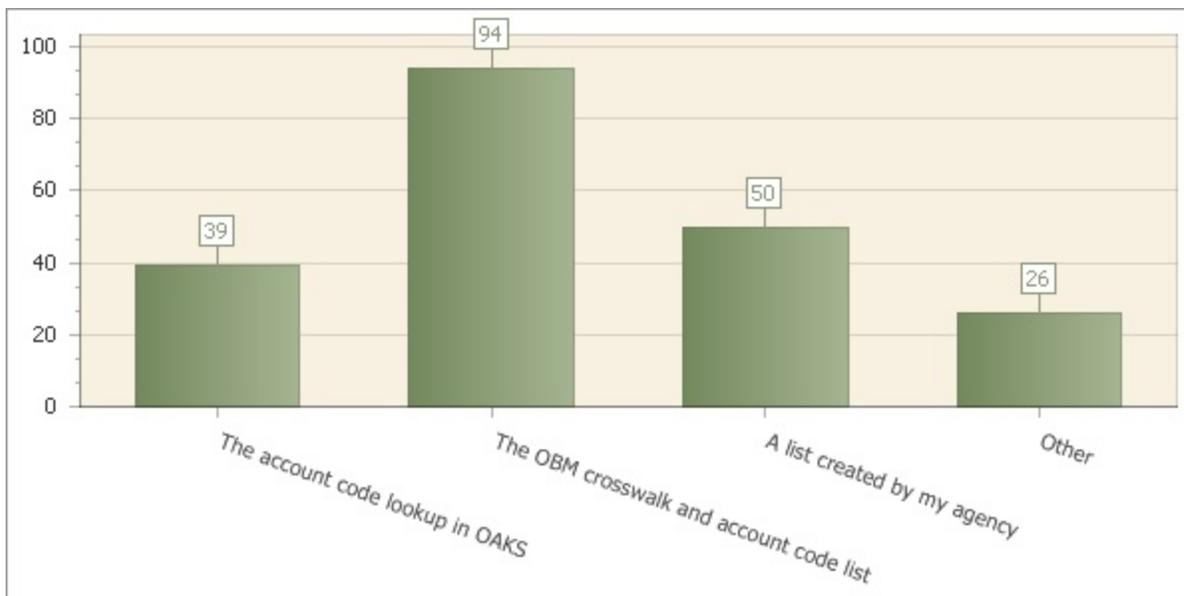
1.1.24. P5Q3

When creating a debit voucher, I select the account code by using:

Question type: Multiple choice

Number of responses: 209

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	39	18.7%
The OBM crosswalk and account code list	94	45.0%
A list created by my agency	50	23.9%
Other	26	12.4%

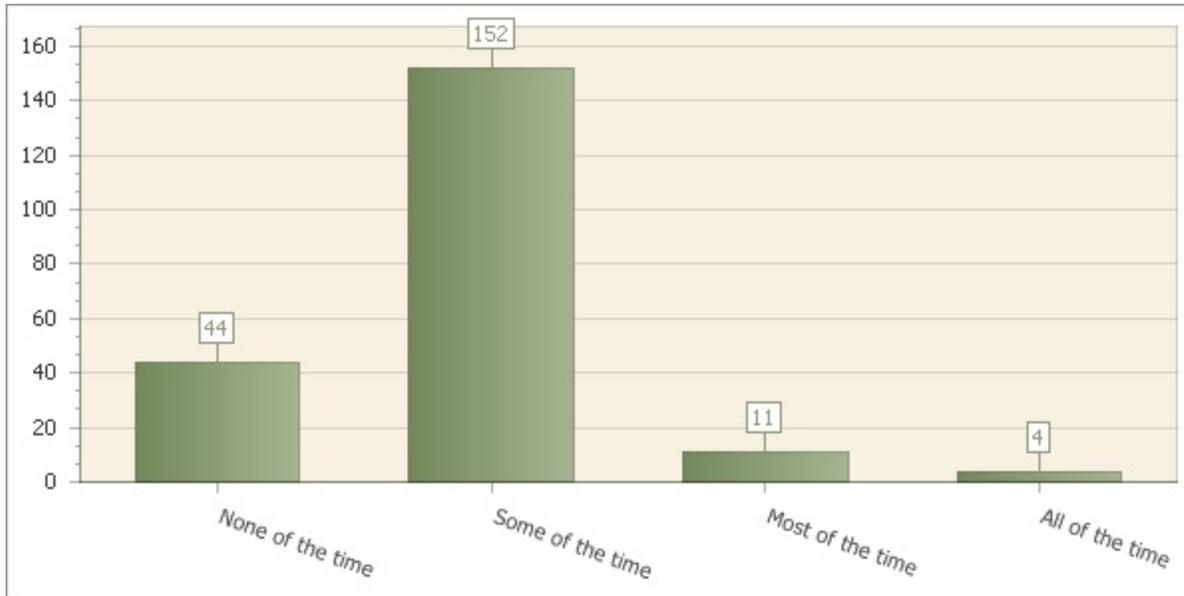
1.1.25. P5Q4

I experience difficulty in finding an account code that accurately describes the item/service that I'm procuring:

Question type: Multiple choice

Number of responses: 211

Number of respondents: 628



Answer	Count	Percent answer
None of the time	44	20.9%
Some of the time	152	72.0%
Most of the time	11	5.2%
All of the time	4	1.9%

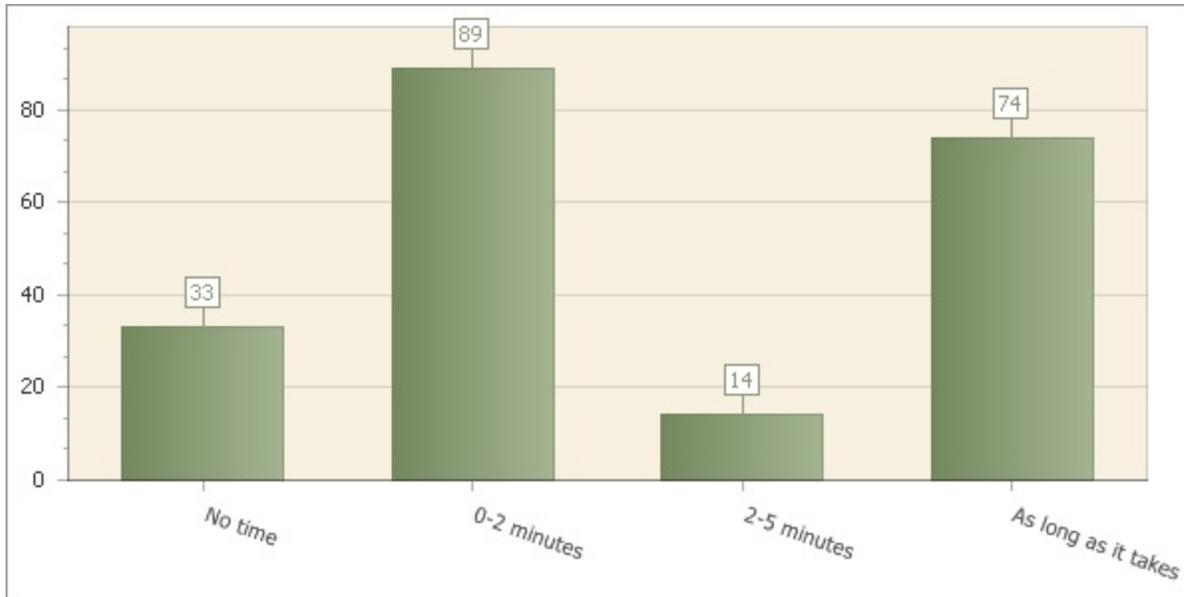
1.1.26. P5Q5

On average, I search for the account code before entering it into the voucher for:

Question type: Multiple choice

Number of responses: 210

Number of respondents: 628



Answer	Count	Percent answer
No time	33	15.7%
0-2 minutes	89	42.4%
2-5 minutes	14	6.7%
As long as it takes	74	35.2%

1.1.27. P5Q6

This concludes the section for Debit (Non-PO) Voucher Processors. Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 21

Number of respondents: 628

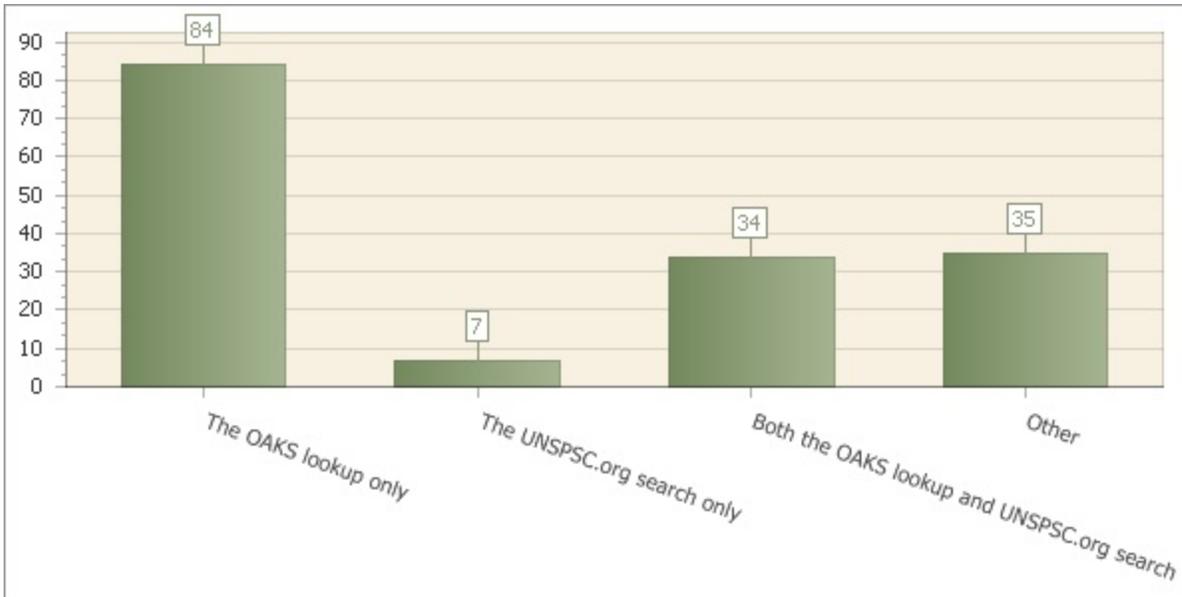
1.1.28. P6Q1

Before approving a requisition, I review the accuracy of the category (UNSPSC) code by using:

Question type: Multiple choice

Number of responses: 160

Number of respondents: 628



Answer	Count	Percent answer
The OAKS lookup only	84	52.5%
The UNSPSC.org search only	7	4.4%
Both the OAKS lookup and UNSPSC.org search	34	21.3%
Other	35	21.9%

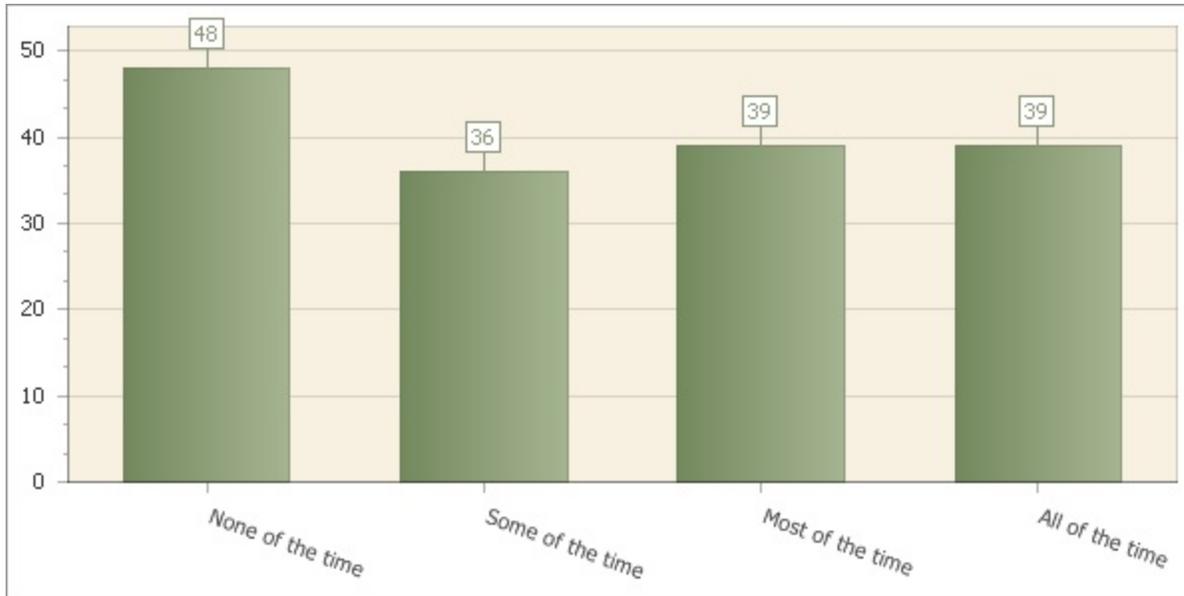
1.1.29. P6Q2

Before approving a requisition, I review the accuracy of the category (UNSPSC) code and find that it is correct:

Question type: Multiple choice

Number of responses: 162

Number of respondents: 628



Answer	Count	Percent answer
None of the time	48	29.6%
Some of the time	36	22.2%
Most of the time	39	24.1%
All of the time	39	24.1%

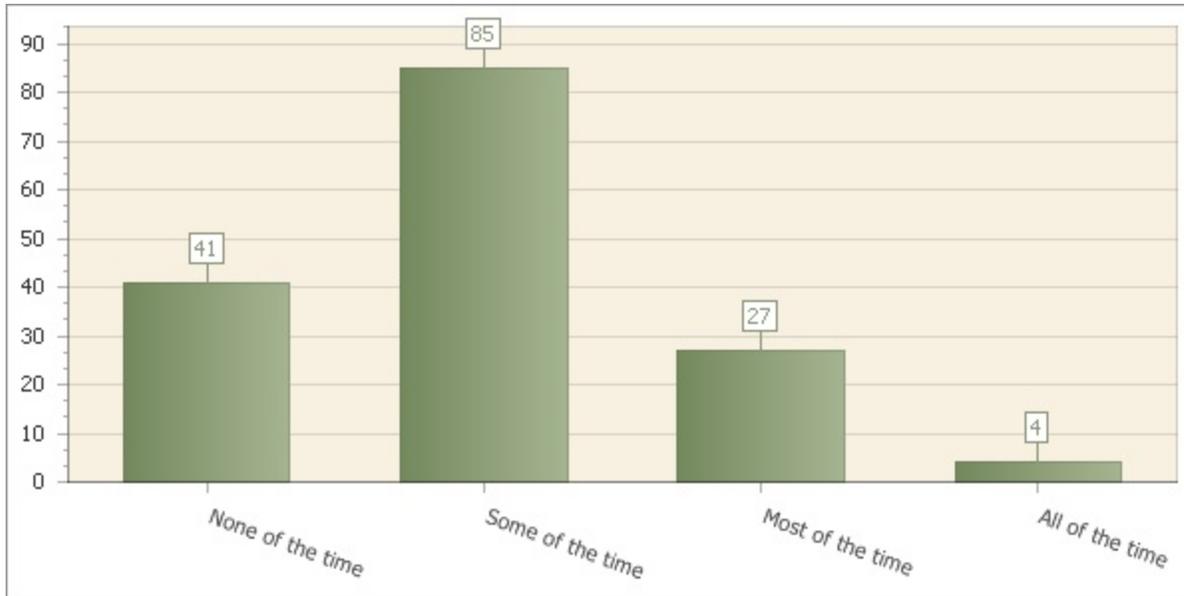
1.1.30. P6Q3

I experience difficulty in finding a category (UNSPSC) code that accurately describes the item/service that I'm approving:

Question type: Multiple choice

Number of responses: 157

Number of respondents: 628



Answer	Count	Percent answer
None of the time	41	26.1%
Some of the time	85	54.1%
Most of the time	27	17.2%
All of the time	4	2.5%

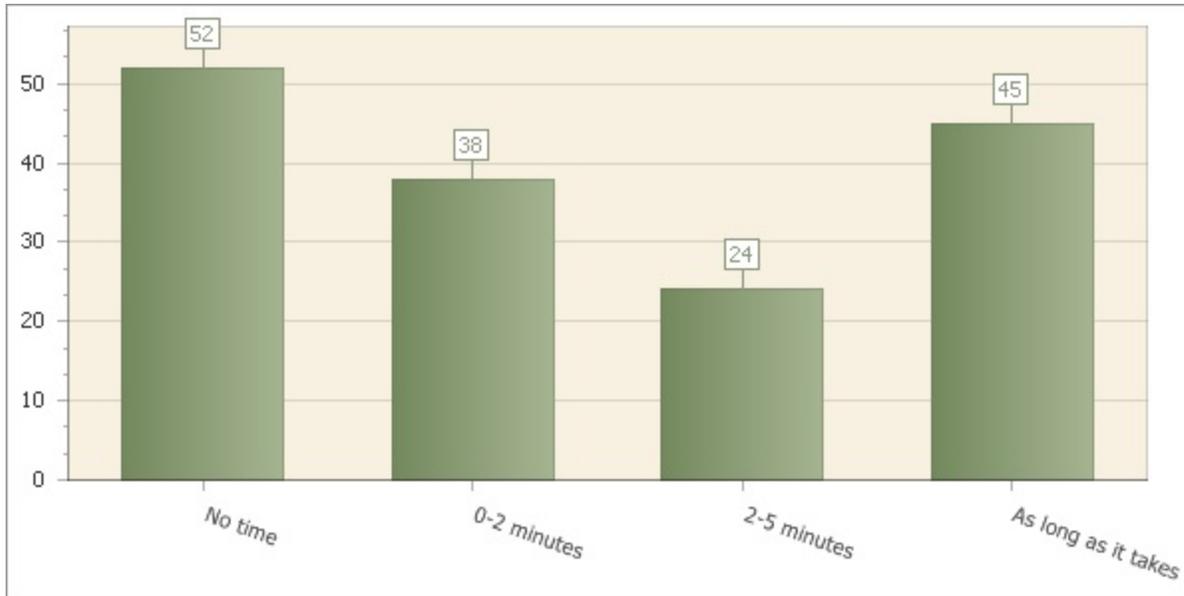
1.1.31. P6Q4

On average, I search to confirm the accuracy of the category (UNSPSC) code before approving the requisition for:

Question type: Multiple choice

Number of responses: 159

Number of respondents: 628



Answer	Count	Percent answer
No time	52	32.7%
0-2 minutes	38	23.9%
2-5 minutes	24	15.1%
As long as it takes	45	28.3%

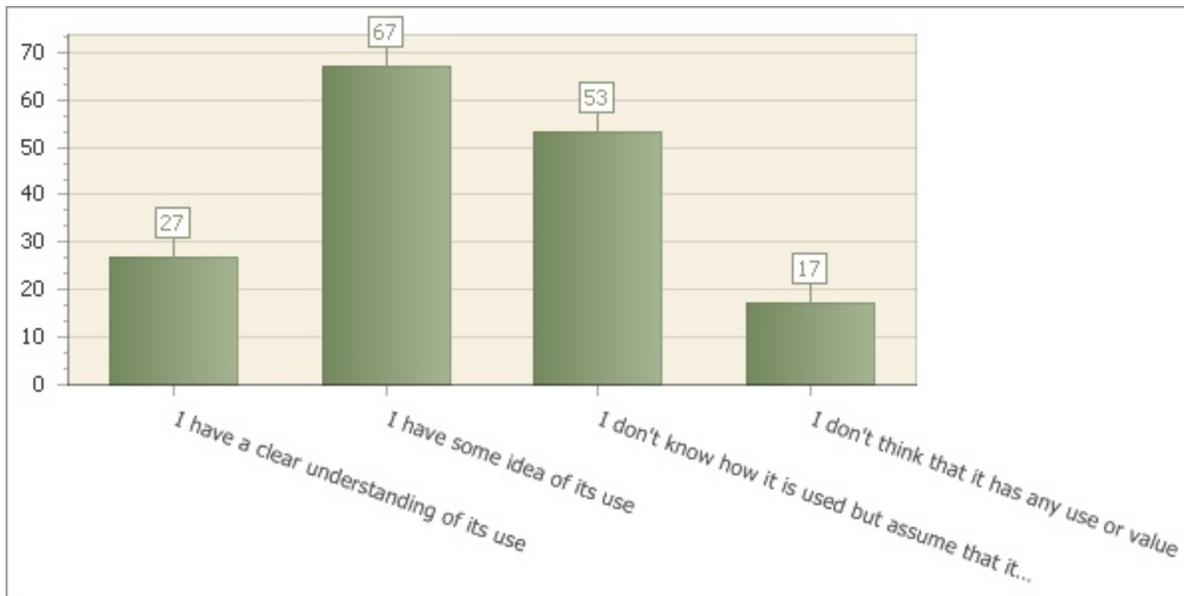
1.1.32. P6Q5

My understanding of the use/benefit of the category (UNSPSC) code can be best described as:

Question type: Multiple choice

Number of responses: 164

Number of respondents: 628



Answer	Count	Percent answer
I have a clear understanding of its use	27	16.5%
I have some idea of its use	67	40.9%
I don't know how it is used but assume that it has a purpose for other agencies	53	32.3%
I don't think that it has any use or value	17	10.4%

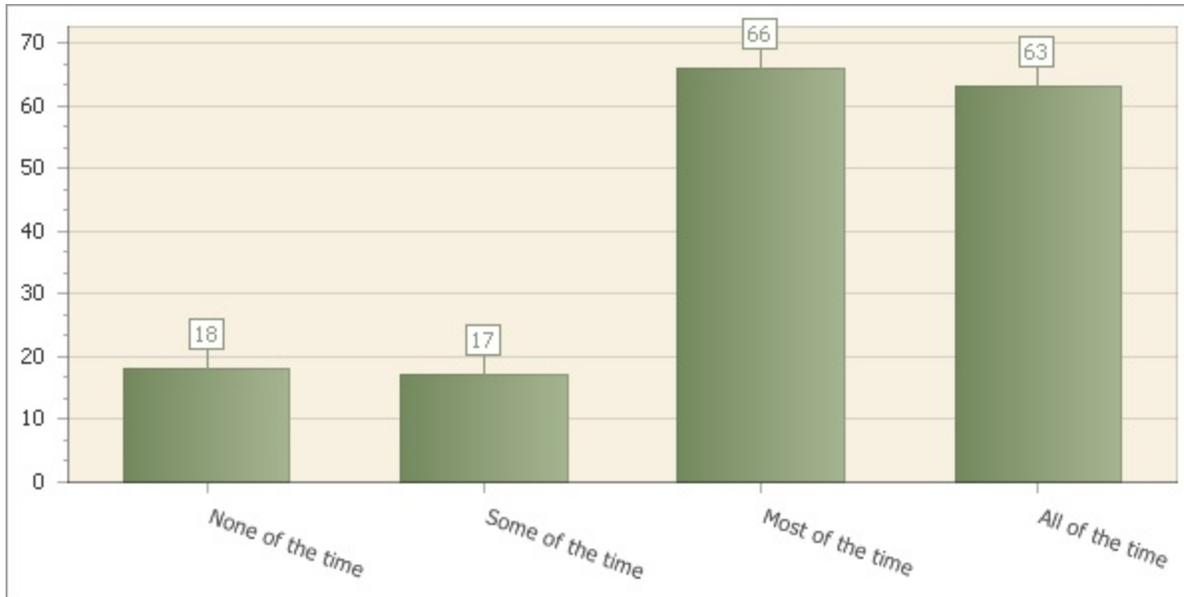
1.1.33. P6Q6

Before approving a requisition, I review the account code for accuracy and find that it is correct:

Question type: Multiple choice

Number of responses: 164

Number of respondents: 628



Answer	Count	Percent answer
None of the time	18	11.0%
Some of the time	17	10.4%
Most of the time	66	40.2%
All of the time	63	38.4%

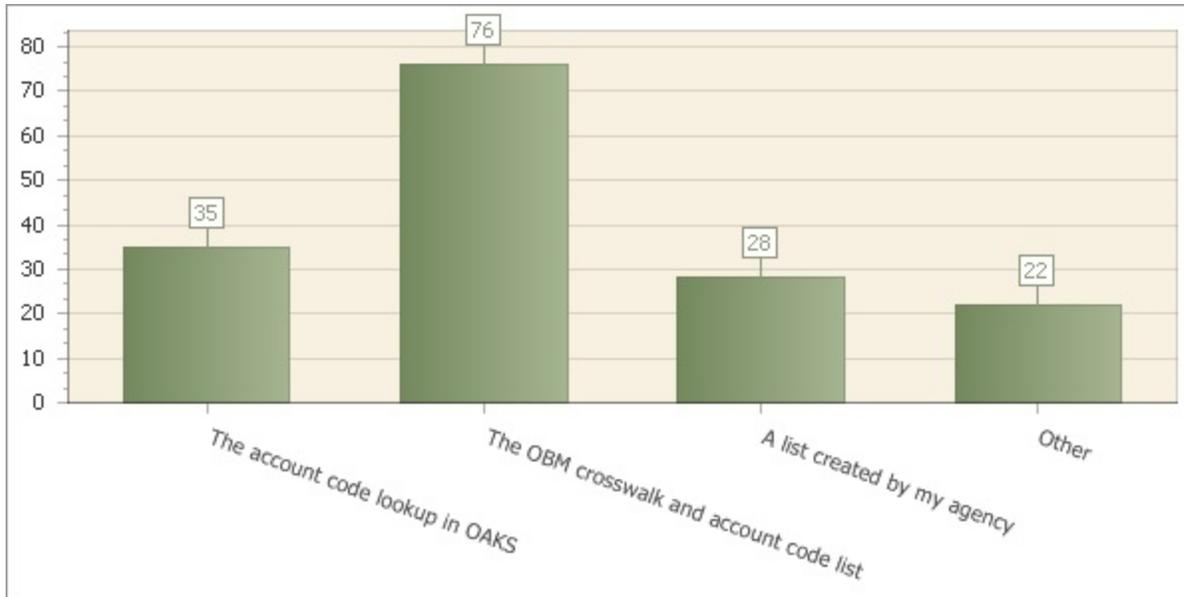
1.1.34. P6Q7

Before approving a requisition, I confirm the accuracy of the account code by using:

Question type: Multiple choice

Number of responses: 161

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	35	21.7%
The OBM crosswalk and account code list	76	47.2%
A list created by my agency	28	17.4%
Other	22	13.7%

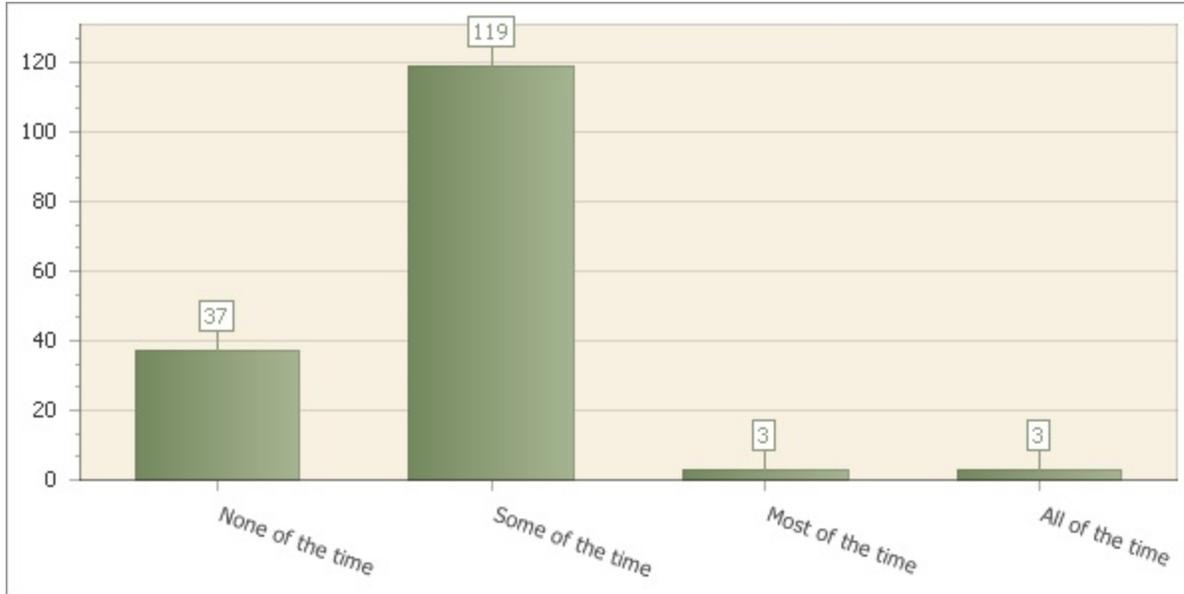
1.1.35. P6Q8

I experience difficulty in finding an account code that accurately describes the item/service that I'm approving:

Question type: Multiple choice

Number of responses: 162

Number of respondents: 628



Answer	Count	Percent answer
None of the time	37	22.8%
Some of the time	119	73.5%
Most of the time	3	1.9%
All of the time	3	1.9%

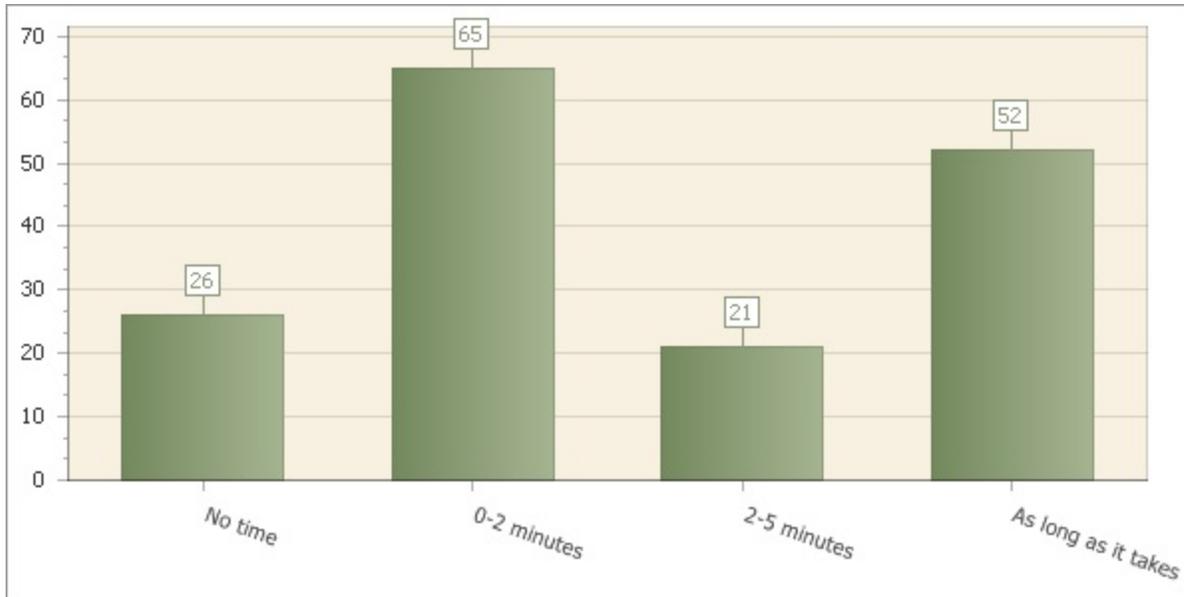
1.1.36. P6Q9

Before approving a requisition, I usually search for an account code to confirm its accuracy for:

Question type: Multiple choice

Number of responses: 164

Number of respondents: 628



Answer	Count	Percent answer
No time	26	15.9%
0-2 minutes	65	39.6%
2-5 minutes	21	12.8%
As long as it takes	52	31.7%

1.1.37. P6Q10

This concludes the section for Requisition Approvers. Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 21

Number of respondents: 628

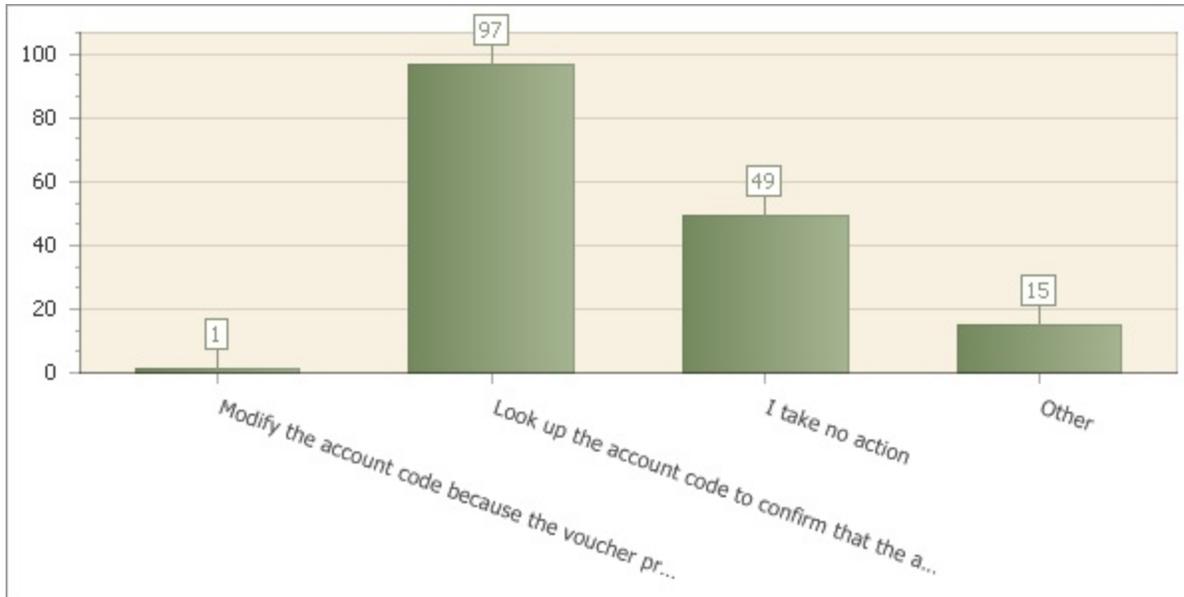
1.1.38. P7Q1

Before approving a PO voucher, I do the following with the account code field:

Question type: Multiple choice

Number of responses: 162

Number of respondents: 628



Answer	Count	Percent answer
Modify the account code because the voucher processor entered a placeholder code	1	0.6%
Look up the account code to confirm that the account code is correct	97	59.9%
I take no action	49	30.2%
Other	15	9.3%

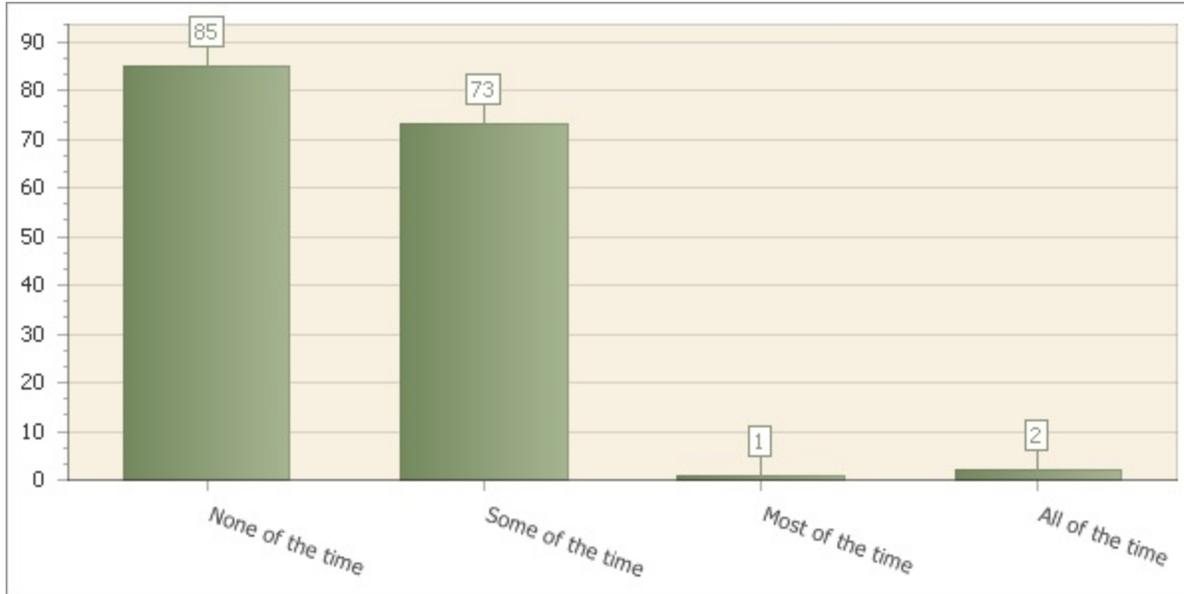
1.1.39. P7Q2

When approving a voucher that references a PO, I find that the account code on the PO line needs to be corrected:

Question type: Multiple choice

Number of responses: 161

Number of respondents: 628



Answer	Count	Percent answer
None of the time	85	52.8%
Some of the time	73	45.3%
Most of the time	1	0.6%
All of the time	2	1.2%

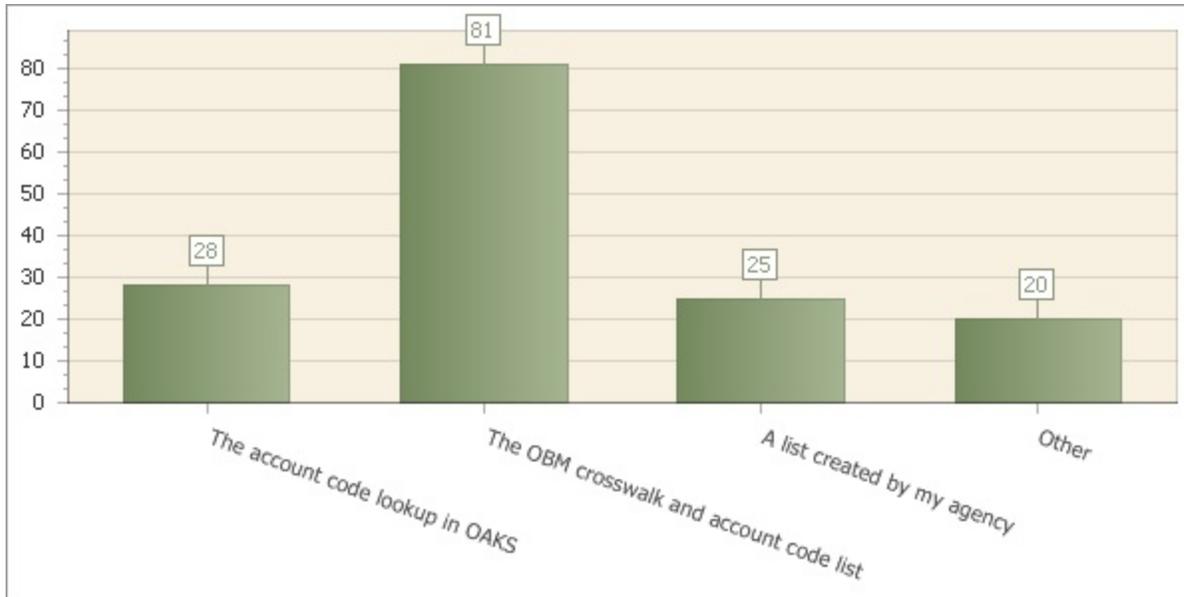
1.1.40. P7Q3

If I modify the account code before approving the voucher, I select the account code by using:

Question type: Multiple choice

Number of responses: 154

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	28	18.2%
The OBM crosswalk and account code list	81	52.6%
A list created by my agency	25	16.2%
Other	20	13.0%

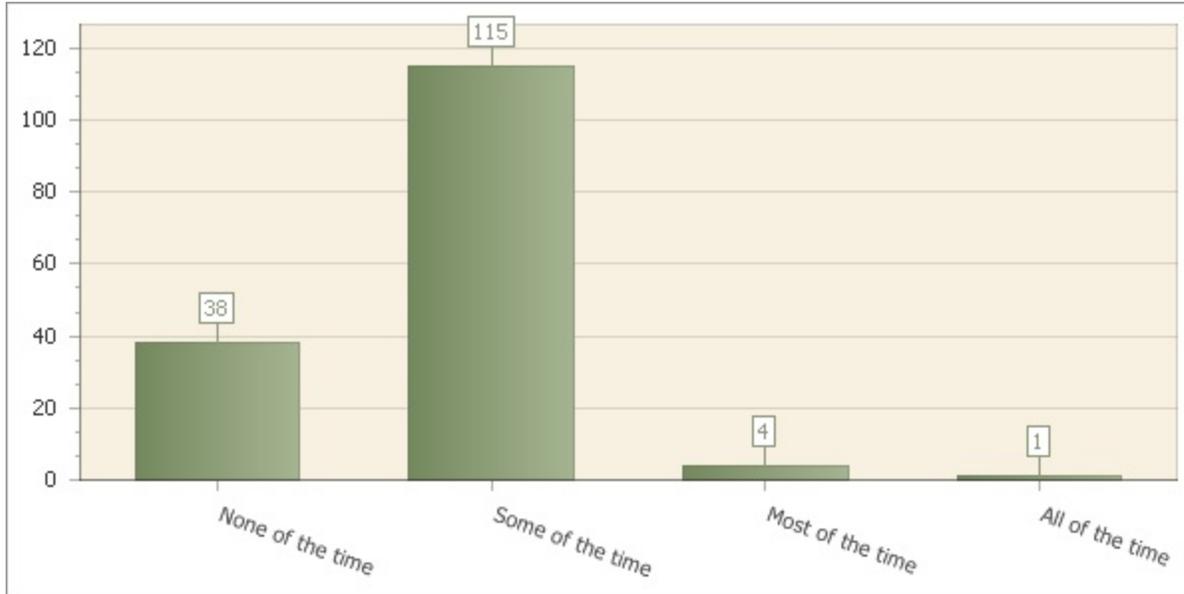
1.1.41. P7Q4

I experience difficulty in finding an account code that accurately describes the item/service that I'm approving:

Question type: Multiple choice

Number of responses: 158

Number of respondents: 628



Answer	Count	Percent answer
None of the time	38	24.1%
Some of the time	115	72.8%
Most of the time	4	2.5%
All of the time	1	0.6%

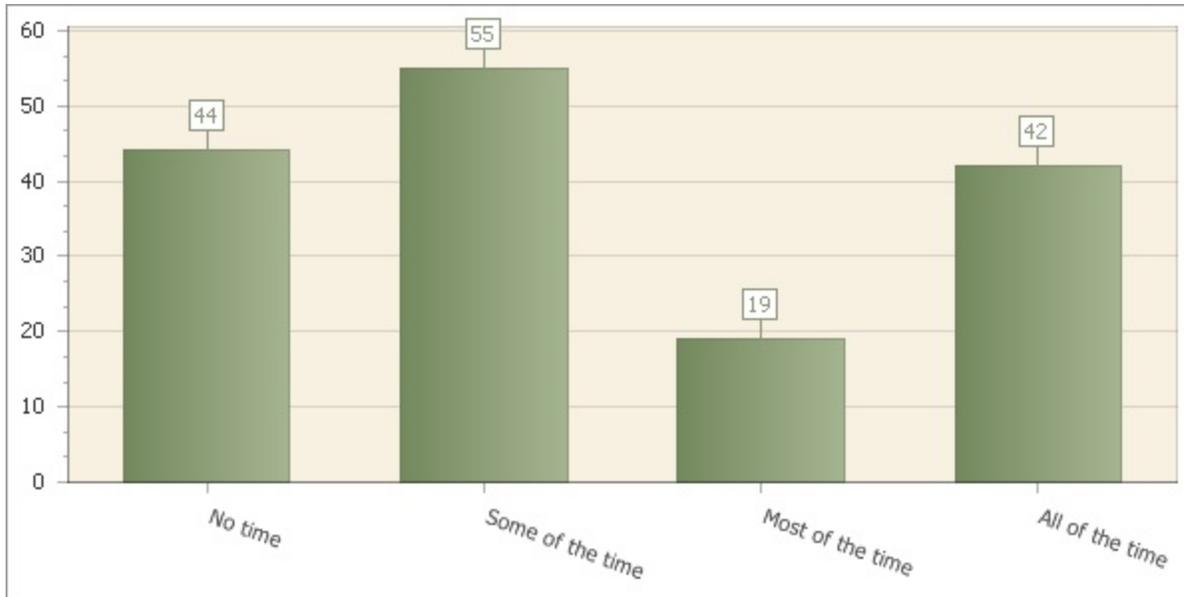
1.1.42. P7Q5

Before approving a PO voucher, I usually search for an account code to confirm its accuracy for:

Question type: Multiple choice

Number of responses: 160

Number of respondents: 628



Answer	Count	Percent answer
No time	44	27.5%
Some of the time	55	34.4%
Most of the time	19	11.9%
All of the time	42	26.3%

1.1.43. P7Q6

This concludes the section for PO Voucher Approvers. Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 17

Number of respondents: 628

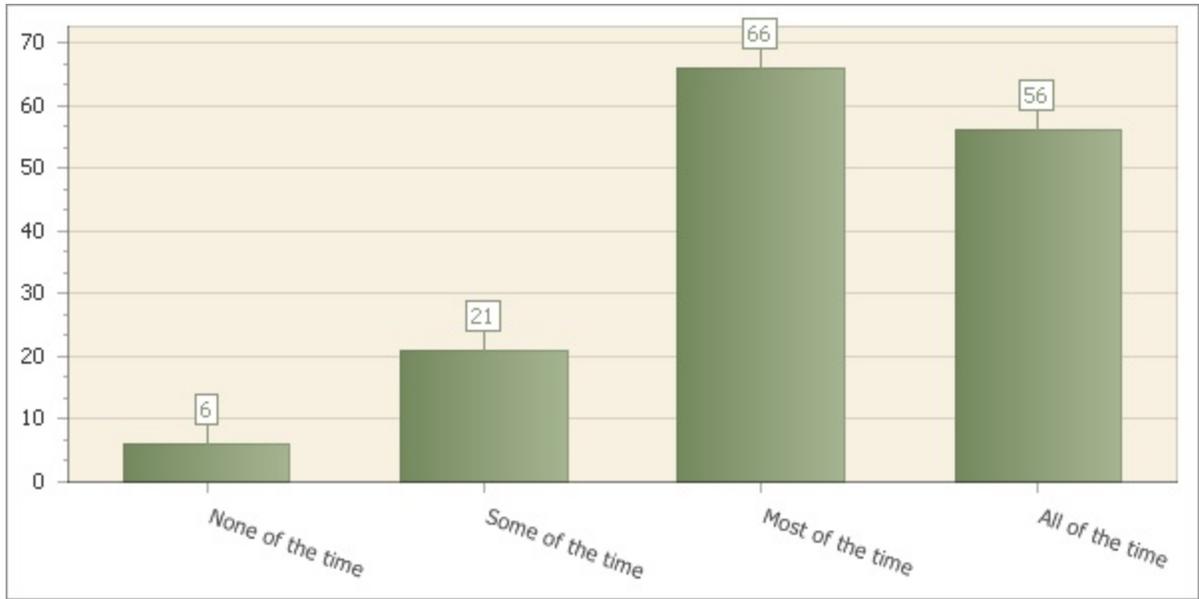
1.1.44. P8Q1

Before approving a debit (non-PO) voucher, I review the account code for accuracy and find that it is correct:

Question type: Multiple choice

Number of responses: 149

Number of respondents: 628



Answer	Count	Percent answer
None of the time	6	4.0%
Some of the time	21	14.1%
Most of the time	66	44.3%
All of the time	56	37.6%

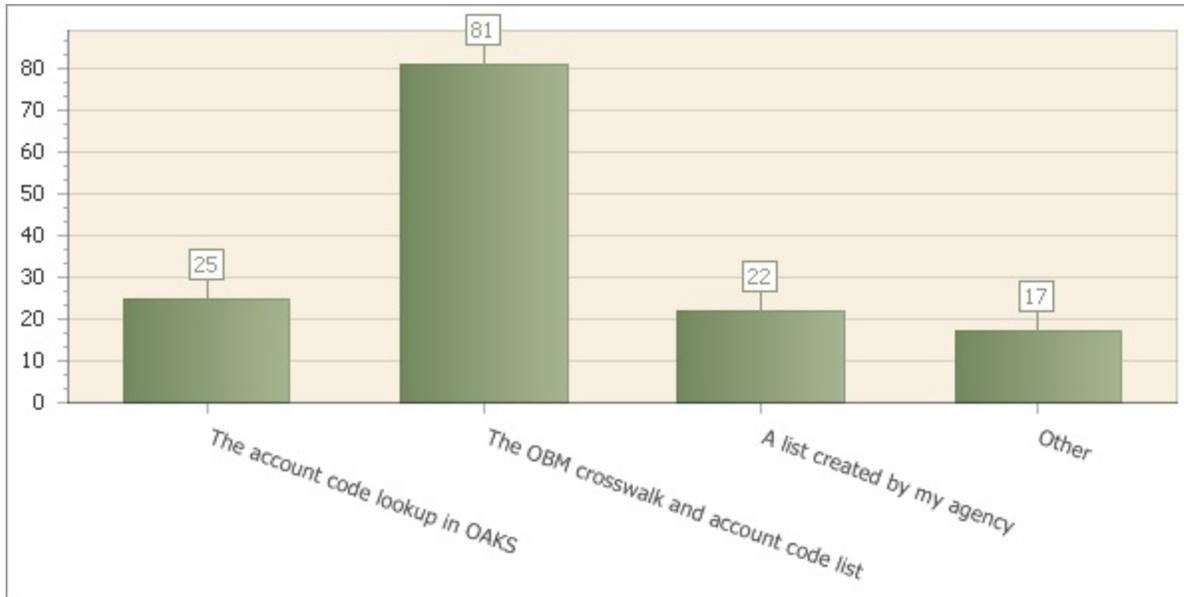
1.1.45. P8Q2

Before approving a debit (non-PO) voucher, I confirm the accuracy of the account code by using:

Question type: Multiple choice

Number of responses: 145

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	25	17.2%
The OBM crosswalk and account code list	81	55.9%
A list created by my agency	22	15.2%
Other	17	11.7%

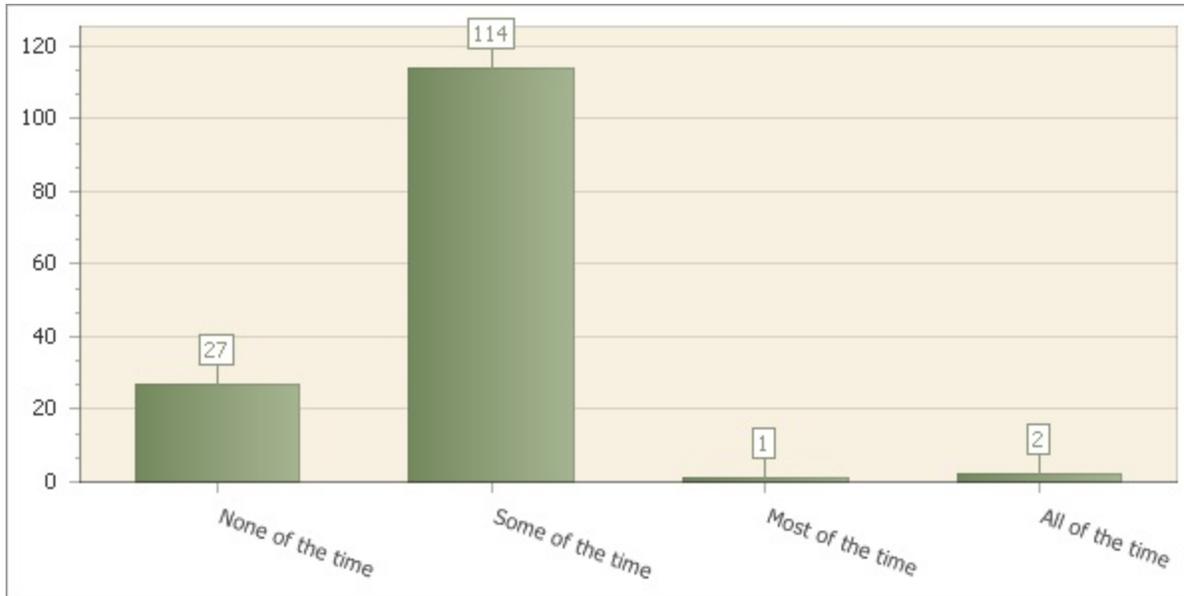
1.1.46. P8Q3

I experience difficulty in finding an account code that accurately describes the item/service that I'm approving:

Question type: Multiple choice

Number of responses: 144

Number of respondents: 628



Answer	Count	Percent answer
None of the time	27	18.8%
Some of the time	114	79.2%
Most of the time	1	0.7%
All of the time	2	1.4%

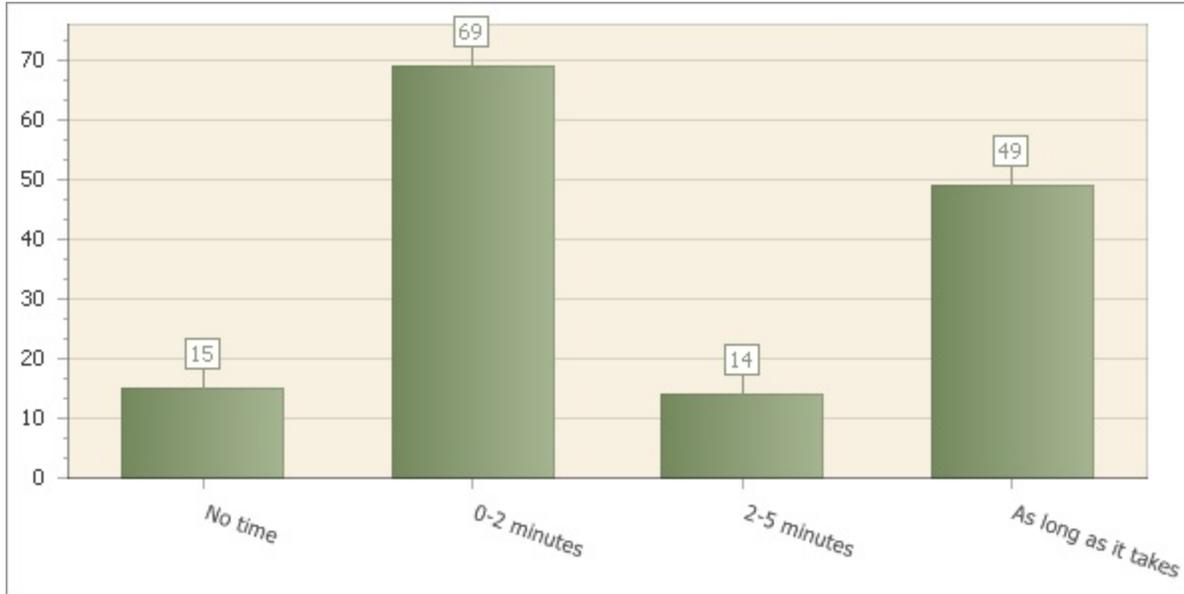
1.1.47. P8Q4

Before approving the debit (non-PO voucher), I usually search for an account code to confirm its accuracy for:

Question type: Multiple choice

Number of responses: 147

Number of respondents: 628



Answer	Count	Percent answer
No time	15	10.2%
0-2 minutes	69	46.9%
2-5 minutes	14	9.5%
As long as it takes	49	33.3%

1.1.48. P8Q5

This concludes the section for Debit (Non-PO) Voucher Approvers. Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 16

Number of respondents: 628

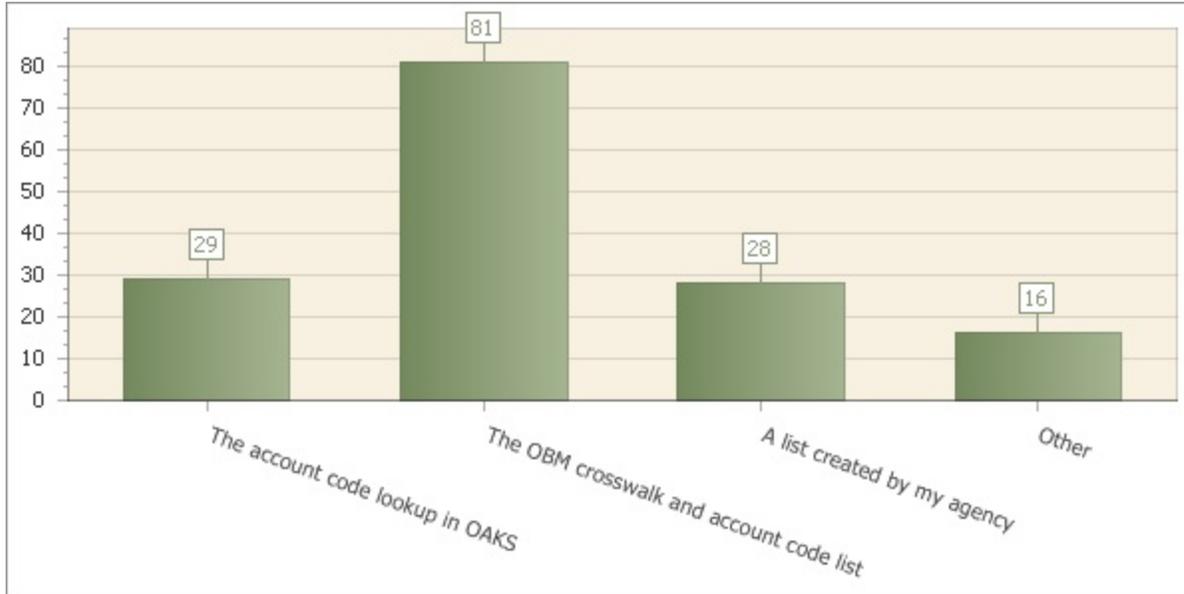
1.1.49. P9Q1

When I modify the account code before approving the p-card voucher, I select the account code by using:

Question type: Multiple choice

Number of responses: 154

Number of respondents: 628



Answer	Count	Percent answer
The account code lookup in OAKS	29	18.8%
The OBM crosswalk and account code list	81	52.6%
A list created by my agency	28	18.2%
Other	16	10.4%

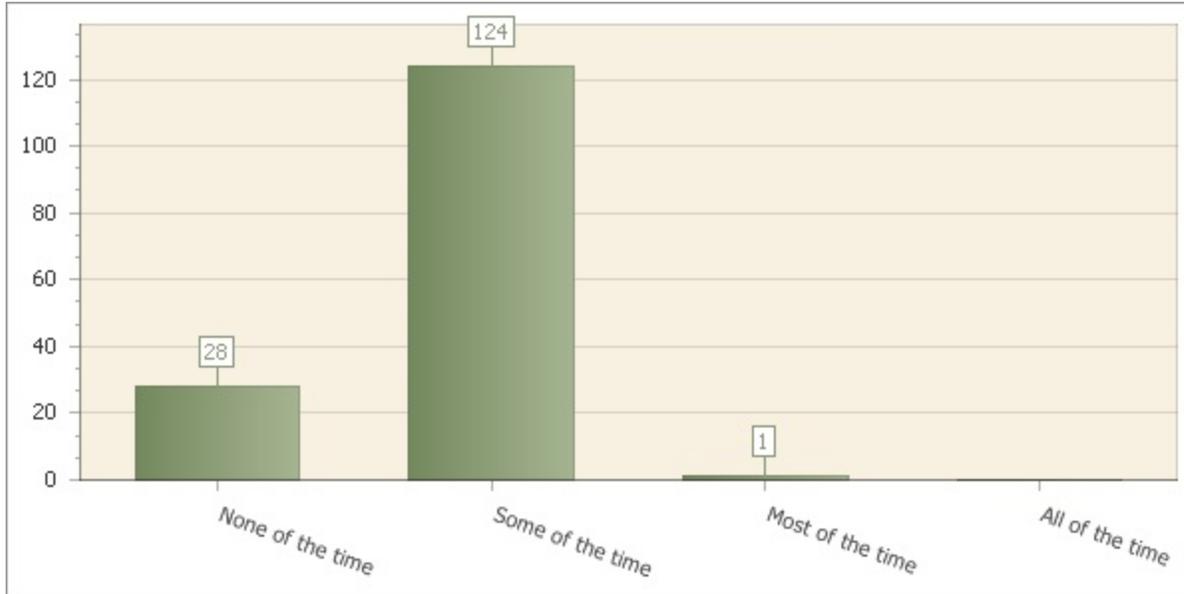
1.1.50. P9Q2

I experience difficulty in finding an account code that accurately describes the item/service that I'm approving:

Question type: Multiple choice

Number of responses: 153

Number of respondents: 628



Answer	Count	Percent answer
None of the time	28	18.3%
Some of the time	124	81.0%
Most of the time	1	0.7%
All of the time	0	0%

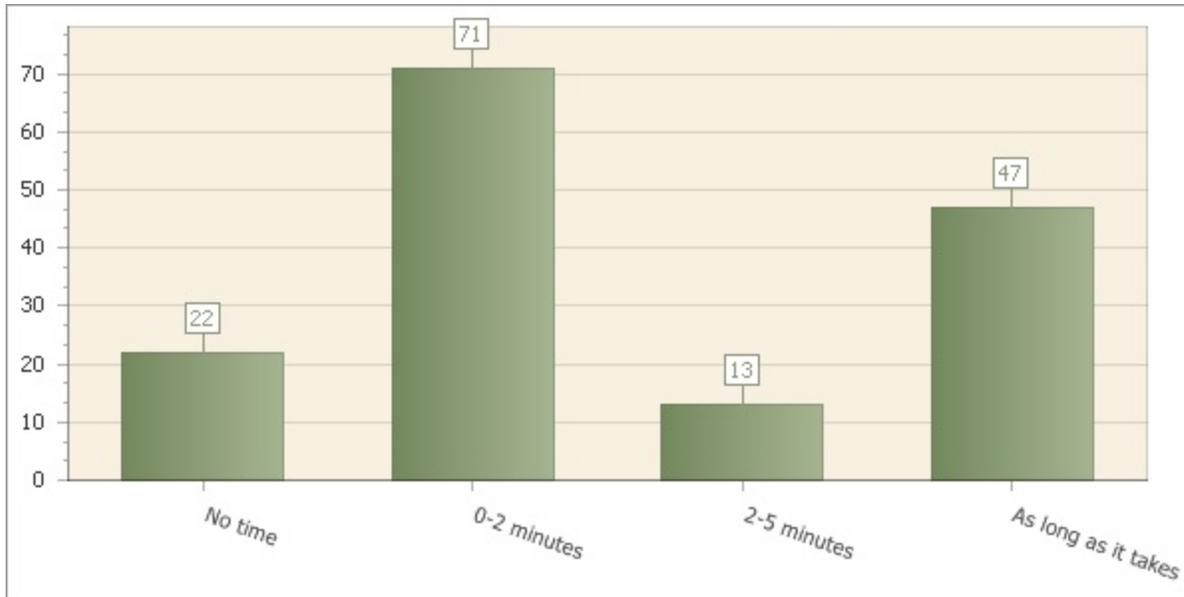
1.1.51. P9Q3

Before approving the p-card voucher, I usually search for an account code to confirm its accuracy for:

Question type: Multiple choice

Number of responses: 153

Number of respondents: 628



Answer	Count	Percent answer
No time	22	14.4%
0-2 minutes	71	46.4%
2-5 minutes	13	8.5%
As long as it takes	47	30.7%

1.1.52. P9Q4

This concludes the section for P-Card Approvers. Please provide additional feedback or comments here.

Question type: Open ended

Number of responses: 12

Number of respondents: 628

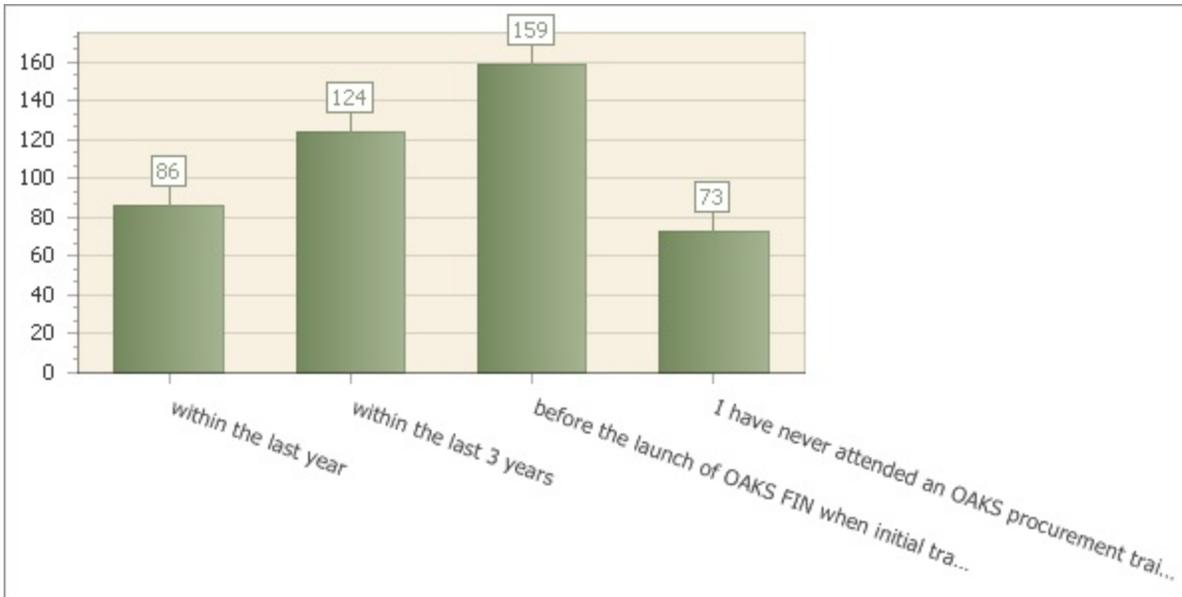
1.1.53. P10Q1

The most recent instructor-led OAKS procurement training that I attended was:

Question type: Multiple choice

Number of responses: 442

Number of respondents: 628



Answer	Count	Percent answer
within the last year	86	19.5%
within the last 3 years	124	28.1%
before the launch of OAKS FIN when initial training was provided	159	36.0%
I have never attended an OAKS procurement training	73	16.5%

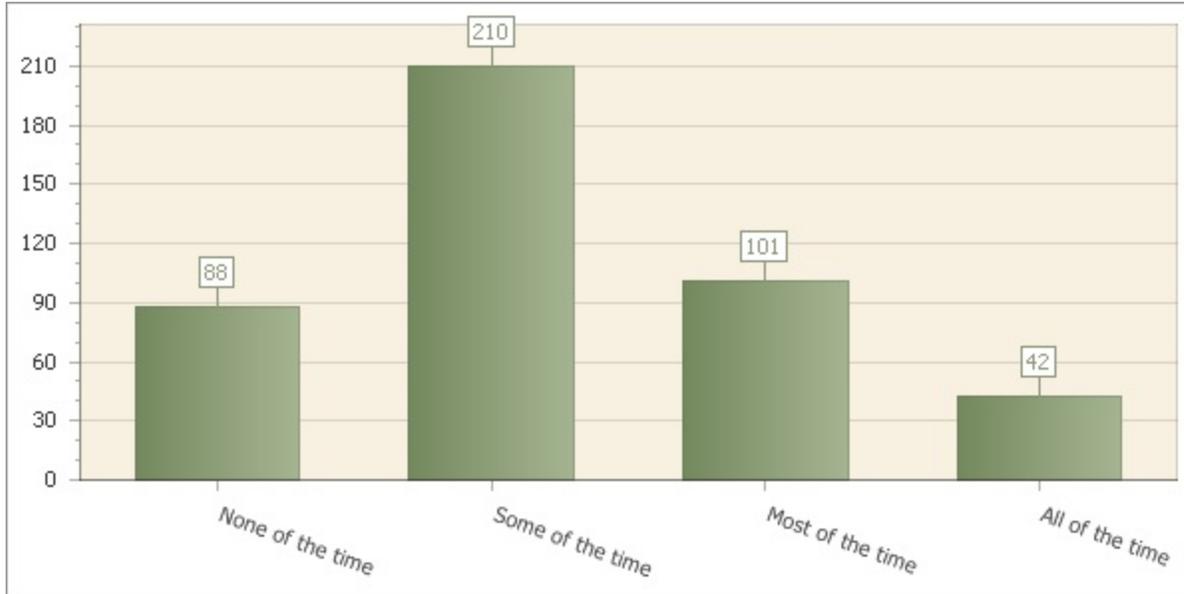
1.1.54. P10Q2

I read the Financial News articles on the myOhio FIN Information home page to stay current on OAKS-related changes and best practices:

Question type: Multiple choice

Number of responses: 441

Number of respondents: 628



Answer	Count	Percent answer
None of the time	88	20.0%
Some of the time	210	47.6%
Most of the time	101	22.9%
All of the time	42	9.5%

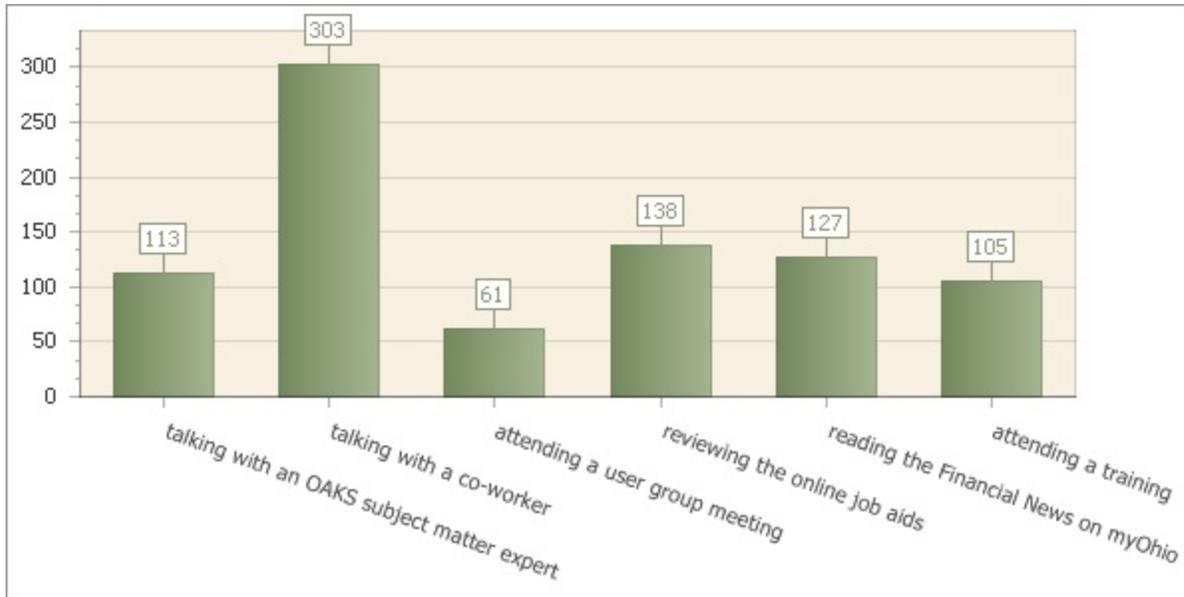
1.1.55. P10Q3

I gain the most useful information about OAKS procure-to-pay processes by:

Question type: Multiple choice

Number of responses: 435

Number of respondents: 628



Answer	Count	Percent answer
talking with an OAKS subject matter expert	113	26.0%
talking with a co-worker	303	69.7%
attending a user group meeting	61	14.0%
reviewing the online job aids	138	31.7%
reading the Financial News on myOhio	127	29.2%
attending a training	105	24.1%

1.1.56. P10Q4

This concludes the questions about training. Please provide additional feedback or comments about training here.

Question type: Open ended

Number of responses: 37

Number of respondents: 628

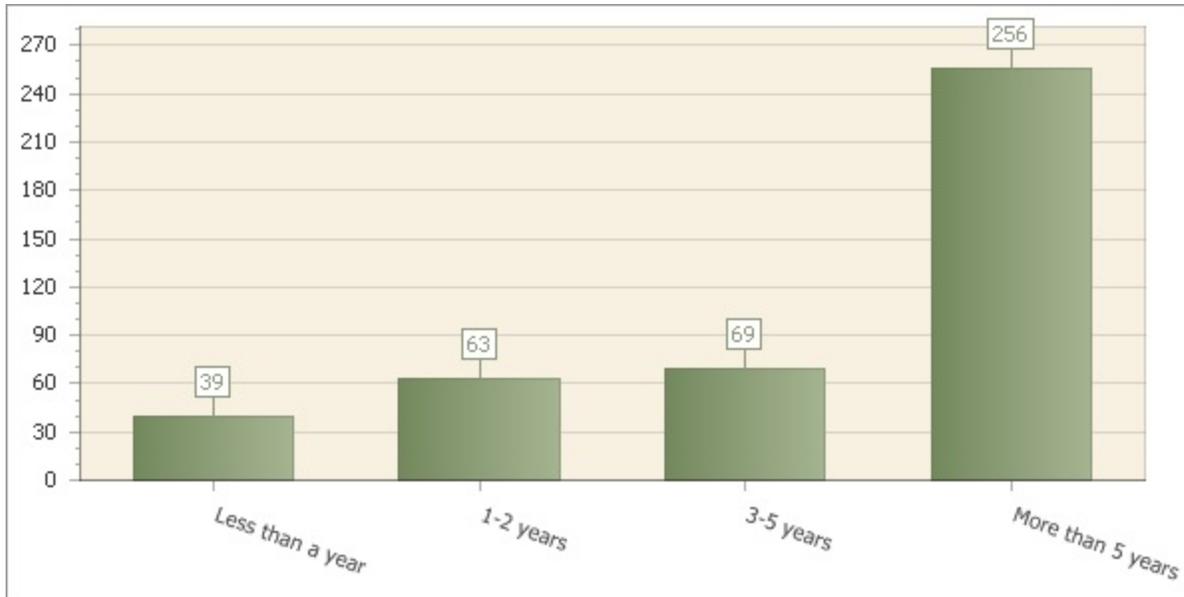
1.1.57. P11Q1

I have been involved in procuring (entering or approving) supplies or services for my agency for:

Question type: Multiple choice

Number of responses: 427

Number of respondents: 628



Answer	Count	Percent answer
Less than a year	39	9.1%
1-2 years	63	14.8%
3-5 years	69	16.2%
More than 5 years	256	60.0%

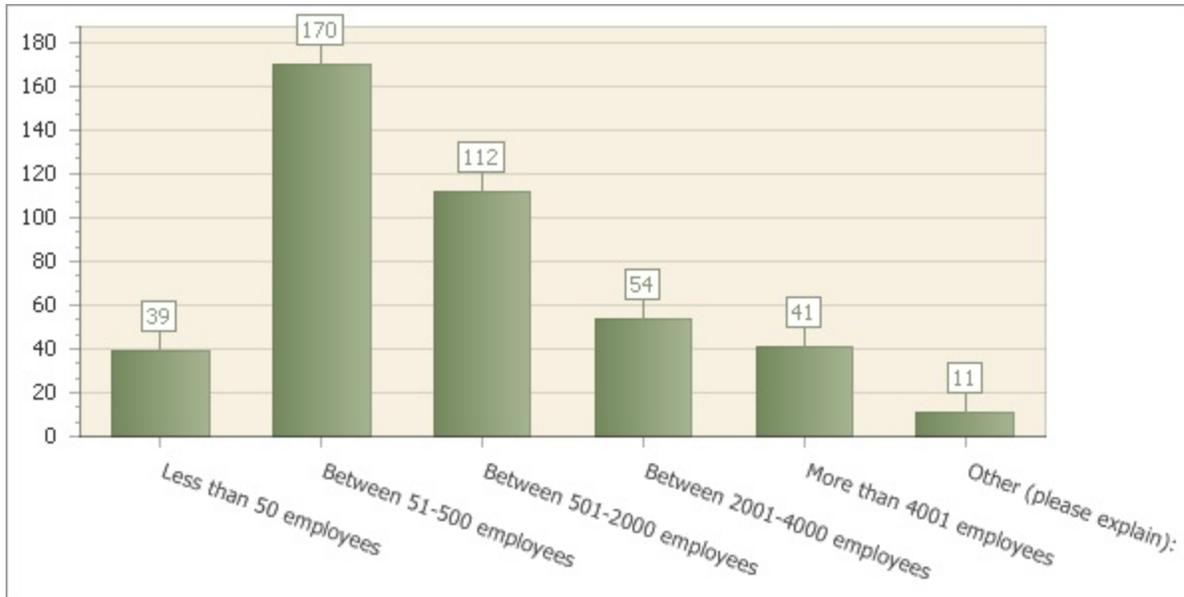
1.1.58. P11Q2

My agency has an estimated employee population of:

Question type: Multiple choice

Number of responses: 427

Number of respondents: 628



Answer	Count	Percent answer
Less than 50 employees	39	9.1%
Between 51-500 employees	170	39.8%
Between 501-2000 employees	112	26.2%
Between 2001-4000 employees	54	12.6%
More than 4001 employees	41	9.6%
Other (please explain):	11	2.6%

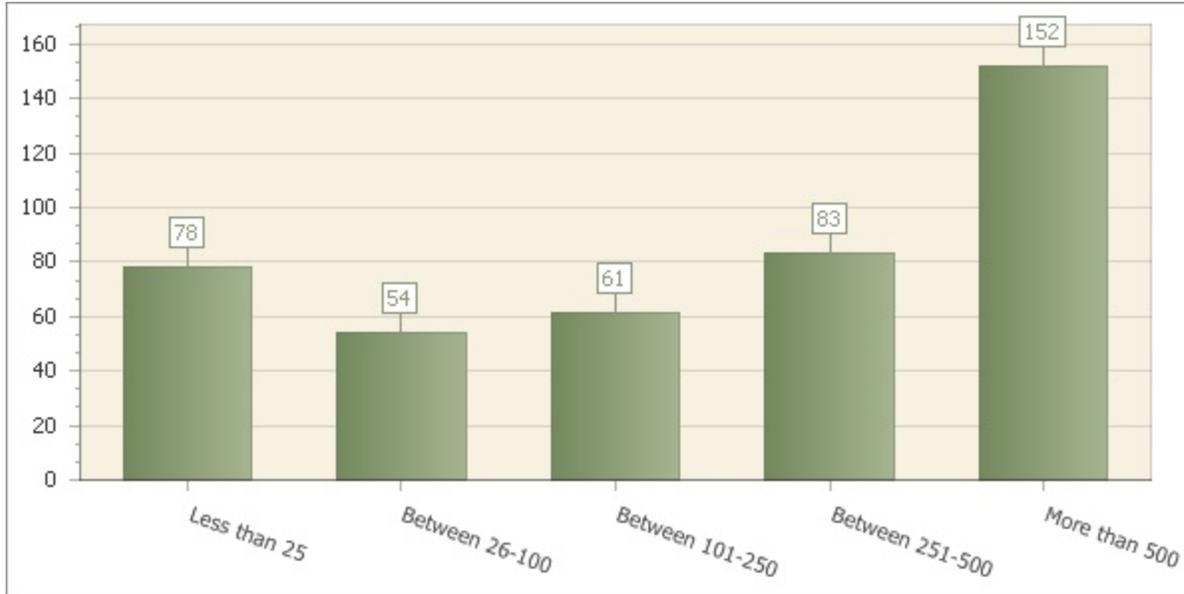
1.1.59. P11Q3

On average, I process (enter or approve) the following number of procurement-related transactions each year:

Question type: Multiple choice

Number of responses: 428

Number of respondents: 628



Answer	Count	Percent answer
Less than 25	78	18.2%
Between 26-100	54	12.6%
Between 101-250	61	14.3%
Between 251-500	83	19.4%
More than 500	152	35.5%

1.1.60. P12Q1

Are you interested in serving on a focus group to further discuss the current use of the UNSPSC code and account code in the procure-to-pay processes? The focus group will meet in the next 2-3 weeks for 90 minutes at 4200 Surface Road, Columbus, OH 43228.

Question type: Open ended

Number of responses: 71

Number of respondents: 628

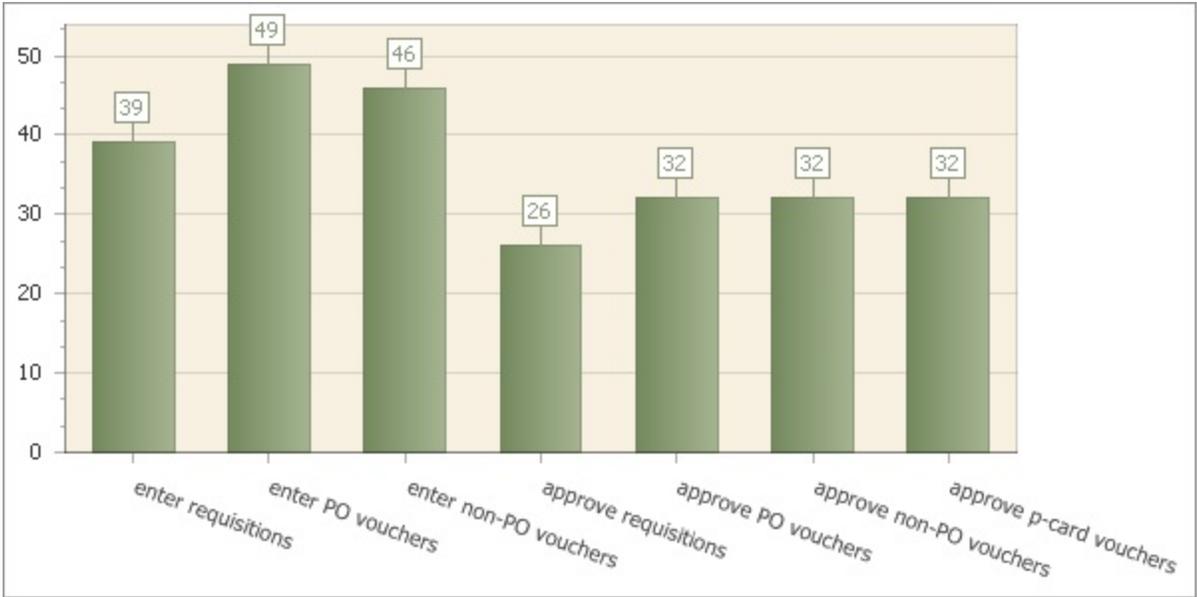
1.1.61. P12Q2

If interested in serving on a focus group, please select the roles that you currently perform in your job:

Question type: Multiple choice

Number of responses: 80

Number of respondents: 628



Answer	Count	Percent answer
enter requisitions	39	48.8%
enter PO vouchers	49	61.3%
enter non-PO vouchers	46	57.5%
approve requisitions	26	32.5%
approve PO vouchers	32	40.0%
approve non-PO vouchers	32	40.0%
approve p-card vouchers	32	40.0%