Business Process Advisory Group – April 10, 2009 – Winder Board Room

Attending:

Angela Brown, College of Science

Ann Blanchard, Undergraduate Studies

Bobbie Harris, College Of Engineering

Bruce Neumann, Development Office

Carl Larson, FIS

Dean Church, FIS

Fredric Hon, College of Humanities

Gary Gledhill, Grants & Contracts Accounting

Jessica Stokes, ACS

John Downing, Accounts Payable

Julianna Barney, Purchasing

Kiriaki Pentari, Accounts Payable

Laura Howat, Tax Services and Payroll Accounting

Leslie Bigler, College of Mines & Earth Sciences

Magali Coburn, Scientific Computing

Marilyn Burton, Neurobiology

Margo Bonnette, College of Health

Margaret Tennant, USTAR

Marv Hawkins, ACS

Matt Hunter, Biology

Nola Lucke, FBS

Rebecca Baggett, FIS

Sandra Bruhn, College Of Engineering

Sandy Gunderson, Purchasing

Sandy Hughes, Budget and Analysis

Steve Allen, General Accounting

Tami Garff, Academic Affairs

Todd Kapos, General Accounting

Utahna Miller, School Of Business

Last Meeting Follow-up

No follow up items from last meeting.

PCard Chartfield Validation

Some chartfields used in PCard reallocation are not valid. Steps are underway to "clean up" the chartfields that show up in the drop down. The consensus of the group was that card holders did NOT need to be notified when the PCard team did this maintenance.   In the future the PCARD reallocation system will also enforce edits on the Account and A/U chartfields. It was clarified that the ONLY place one should use the A/U (selecting either 1 – Allowable or 0 – Unallowable) is on BU 01 Activity expense transactions. In ALL other cases the A/U chartfield should be left blank. It was noted that in the past users of PCard reallocation were told they could leave the A/U blank and allow it to default to "1". This practice should be discontinued and requiring a "1" or "0" will be enforced by the system in the near future.

Employee Business Expense Reimbursements

Small onetime purchases made by individuals who are not set up as vendors cost more to create the person as a vendor and pay them than the reimbursement is for.   Many of these purchases also have sales tax. This is creating unnecessary expenses. A discussion was held about how to deal with this. Some ideas were:

- Use petty cash for small purchases
- Create a minimum amount for reimbursements
- Use a preloaded debit card
- Use limited purchase checks.

Employee AP Direct Deposit Using Payroll Info

Employees may now set up Direct Deposit for AP employee reimbursements without providing their bank information and attaching a voided check by simply requesting their Payroll direct deposit account be used. A new Employee Direct Deposit Form is available for this purpose on the Accounts Payable website.

Management Report Survey

A survey about Management Reports was discussed. The survey provided insight into how departments deal with Financial Reporting. We are committed to going green at the University which means there will be emphasis on not printing Payroll Earnings and Benefit statements as well as the Financial Management reports. Our strategy is to look at ways to eliminate the need for the printed report(s). Persistent annotations, PI/Account Executive reporting, and easier "sign-off" are all things under study and consideration. The results of the survey can be found on the Controller website.

Project Ninety Day Review Notices

The ninety day review notices will be sent out by email instead of paper copies in the mail. They are being sent to Account Executives (just as the paper copies were.) A discussion ensued about sending it to project administrator. The current project administrator is not on file.

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"I'm too embarrassed to identify myself." An example was given of an idea we received this week because somebody was not afraid to speak up. Everyone was encouraged to not hold their ideas in and speak up.
It was also suggest that an institutional level "deadlines" web site be created so that the departmental users can go to one location and see all the various deadlines (accounting, payroll, graduation, etc.).

Open Discussion

The next meeting was scheduled on graduation day, so it has been cancelled.

Next BPAG meeting – June 12, 2009