

## **Business Process Advisory Group – April 13, 2012 – INSCC Room 110**

### **Attending:**

Ann Marie Breznay, LIB  
Bob Turner, FBS  
Carol Hsieh, FBS  
Chuck Piele, IA  
Gary Gledhill, FBS  
Janet Ellingson, CHPC  
John Arlen, FBS  
Marjorie Goodrich, IA  
Michelle Addison, CFA  
Rena Helper, HCI  
Sandy Gunderson, FBS  
Shari Zinik, COS

Bob Schirmer, FBS  
Carl Larson, FBS  
Chalalai Charbsuwan, KUED  
Dean Church, FBS  
Jane Scott, FBS  
Jennifer Long-Pratt, FBS  
Judy Chan, FBS  
Marty Shaub, EM  
Rebecca Baggett, FBS  
Sandy Drollinger, OBGYN  
Sandy Hughes, BUD  
Steve Allen, FBS

### **Great Utah Shake Out**

The [\*\*Department of Emergency Management\*\*](#) gave a presentation on the preparation that the University of Utah has been going through to prepare for an earthquake. This will culminate next week's: ShakeOut at the U! This is part of a statewide earthquake drill. It will take place on Tuesday April 17, 2012 at 10:15 am. More information on the [\*\*Shakout at the U!\*\*](#) website.

### **Auto-Numbered Forms**

The functionality of auto-numbered forms was explained. A [\*\*web presentation\*\*](#) has been created to help users configure their computers to open auto-numbered forms correctly.

### **Budget Categories**

As part of the PAM initiative, Budget Categories are being created to be used with the new Grants module in PeopleSoft. A logical group of Account Ranges has been created for these categories. They will enable departments to:

- Budget (monitor spending)
- Ensure Compliance
- Report at a higher level

This will necessitate a change in how Management Reports is displayed. Feedback is appreciated as these changes are implemented. Presentation notes:

- [\*\*Budget Categories\*\*](#)
- [\*\*Account Budget Categories Spreadsheet\*\*](#)

*Next BPAG Meeting – May 11, 2012*