Business Process Advisory Group – April 10, 2015 – INSCC Room 110

Attending:

Amber Shelton, HSC     Ann Blanchard, UGS
Ann Buffington, ADM     Anne Maxwell, FAO
Carl Larson, FBS         Carrie Brooks, LIB
Chalalai Charbsuwan, KUED    Craig Merritt, FBS
Dawn Atterbury, FBS      Dean Church, FBS
Dennis Laros, PSYCH      Gary Snow, FBS
Georgette Kimberly, FBS  Hedy Hu, FBS
Holly Cox, ECE           James Steffan, MBM
Jane Scott, FBS          Janet Ellingson, CHPC
Jared Olney, PED         Jennifer Long-Pratt, FBS
Jessica Little, FBS      John Levandowski, FBS
Joni Wigger, FBS         Josephine Rudd, FBS
Judy Chan, FBS           Julie Woodward, FBS
Kami McNeill, SOM        Kay Willden, BIOCH
Kelly Peterson, FBS      Kevin Ballard, FBS
Kristin Madden, COE      Kristy Green, CA
Laura Howat, FBS         Leatha Allred, COS
Lisa Clayton, GEOG       Marcia Cook, CSME
Marjorie Goodrich, IA    Mark Hamilton, FBS
Mary Snow, USS           Matthew Castillo, CFA
Megan Warren, NURS       Michelle Addison, FA
Natali Rajcevich, FBS    Niloofar Bakhti, EHSL
Nora Ishihara, KUED      Pam Webb, FBS
Parker Dougherty, LIB    Rachel Tennyson, PMDP
Randi Ruff, FBS          Robert Doerr, GEO
Sally Petersen, FBS      Samantha Adams, FBS
Sandra Jones, UMFA       Scott Patten, FBS
Sterling Moore, CE       Steve Orme, ECE
Tran Trang, EHSL         Valarie Ogden, HSC
Yuka James, LAW

Last Meeting Follow-up

A concern regarding the timing of the posting of transactions was discussed. The Summary of Revenue and Expense Management Report has been reflecting voucher disencumbrance prior to the expense being posted, resulting in Activities/Projects be over-stated. This is because of a timing issue. Financial Solutions will study the timing of when financial transactions are posted. April 14 Update -- We have resolved the timing issue.
**Granting Financial Authority (GFA)**

GFA stats were updated:

- 3,231 Signatures Captured
- 2,165 AE Signatures Captured (82.76%)
- 38,561 Alternates Designated
  - 89.96% approved
  - 1,287 Unique Alternates

It has come to our attention that people who thought that they were Alternates in GFA, really are not. This is because the “Select All” button in the beginning of GFA was not truly selecting “All”. A new query has been written that will be added to the GFA folder to discover which Activities\Projects in a Department and individual is assigned\not assigned to. This query is called: **GFA Alternates not designated**.

**Petty Cash**

The Petty Cash procedures were reviewed. Information about Petty Cash can be found on the General Accounting website. [Click here](#) to review. General Accounting is in the process is completing annual reviews of the Petty Cash accounts in departments.

**e-PAR**

e-PAR is being used by a Pilot group. e-PAR is part of the EDR application. e-PAR was demonstrated using several different scenarios. The goal is that the next quarter everyone will use the e-PAR and no more paper PAR’s will be sent.

**USHOP**

USHOP is still on target for a July go-live with pilot groups. USHOP was demonstrated and discussed.

**Open Discussion**

The issue with drill down functionality for Fund Scholarship information has been resolved. It will go live next Wednesday, April 15th.

Next BPAG Meeting—May 8, 2015