

## **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 of 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