

Business Process Advisory Group – April 8, 2016 – INSCC Room 110

Attending:

Alayne Merritt, FBS	Ann Blanchard, UGS
Anne Maxwell, FAO	Ashley Hsia, FBS
Brian Allen, BIOCH	Carl Larson, FBS
Clay Postma, UIT	Craig Merritt, FBS
Darrin Robertson, FBS	Dawn Atterbury, FBS
Dean Church, FBS	Gary Snow, FBS
Heather Holley, FBS	Hedy Hu, FBS
James Steffan, MBM	Jared Olney, PED
Jennifer Long-Pratt, FBS	Jim Turner, EIHG
Joan Gregory, EHSL	Jordan Burr, FBS
Judy Chan, FBS	Karren Nichols, SUS
Kay Willden, BIOCH	Kelly Peterson, FBS
Ken Erickson, FBS	Kevin Ballard, FBS
Kristie Thompson, OSP	Leslie Allaire, ATMOS
Linda Jensen, OPTH	Liz Taylor, UGS
Lois Barlow, SOM	Maria Nielsen, FBS
Marjorie Goodrich, IA	Mark Patterson, FBS
Mary Louise Hughes, FBS	Mary Snow, USS
Matthew Castillo, CFA	Megan Warren, NURS
Michael Smith, FBS	Nora Ishihara, KUED
Perry Hull, FBS	Randi Ruff, FBS
Renee Laws, CHEM	Robert Allen, FBS
Robert Gray, DFPM	Rose Simper, ED
Sandy Hughes, BUD	Stephanie Muranaka-Astle, FBS
Susan Shult, MEDCH	Sydnee Scarborough, SW
Tanis Garcia, COMP	Terrie Parker, RAD
Theresa Ferrone, KUED	Todd Kapos, FBS

Last meeting Follow-up

It was announced last month that departments can set up a UShop-only approver in [GFA](#).

New Accounts Payable Assistant Manager

Ashley Hsia is the new Assistant Manager in [Accounts Payable](#). Ashley worked in the PCard department prior to accepting this position.

New Cost Accounting & Analysis/Property Accounting Manager

Robert Allen has been hired as the new Manager of Cost Accounting & Analysis and Property Accounting. [Click here](#) for the FBS News article on Robert.

GCA Updates

1. **Cost Transfer Roundtables** will be held in the Health Sciences Education Building (HSEB), Room 2968 from 10:00am - 11:30am. It will be held on April 12th and May 3rd. Visit the **RATS** website for more information.
2. Preliminary Projects – Work with OSP for a time table on preliminary projects. The initial period will be three months.
3. GCA is working on closeouts. If a project is overspent, send the Activity to transfer funds to the Billing Specialist. (name at the bottom of Management Reports)

Ushop Migration

1. UShop is replacing paper based processes. [Click here](#) for more details.
2. The top 5 advantages of UShop were discussed. See the top 5 [here](#).
3. Blanket PO's and Proof Requisitions are being replaced by the PO Renewal Request form in UShop. This form is in the uRequests section of the UShop home page. This form should be used for Services and not Goods. When purchasing goods, use the Punch-out or Non-catalogue form. Use the steps below to determine whether the purchase is a Good or a Service:
 - a. Goods (tangible/physical/material goods) are to be ordered on an as-needed basis using UShop Catalog or Non-Catalog requests/forms.
 - b. Services may be ordered using UShop PO Renewal requests/forms to create a purchase order to be used over a specified period of time (such as a fiscal year).
 - c. Goods with detailed/specific quantities to be delivered on specific dates/schedules (labeled a "standing PO") may be ordered using UShop PO Renewal requests/forms (i.e., 10 lbs of dry ice to be delivered every Monday morning for 52 weeks). Standing POs are generally used over a specified period of time (such as a fiscal year).
 - d. Inquiries should be directed to the buyer in the Purchasing Department assigned to the specific commodity in question.
4. [Click here](#) for training opportunities in UShop. Everyone was challenged to participate in the Approver Training.

Next BPAG Meeting —May 13, 2016

