

Business Process Advisory Group – April 12, 2019 – INSCC Room 110

Attending:

Alyana Harris, EDU
Amber Arrington, BIOL
Anne Randall, DFPM
Bob Knudsen, ECE
Carl Larson, FBS
Cindy De Dios, SOD
Cynthia Garcia, FBS
Danny Schoenfeld, DEV
Fred Hon, HU
Heather Holly, FBS
Holly Cox, ECE
Jaren Olney, PED
Jennifer Aoyagi Bangerter, PHARM
Jessica Groves, SOM
Judy Chan, FBS
Julie Woodward, FBS
Karri Almond, FBS
Ken Dodson, KUED
Leanna Mower, MINES
Lisa Candler, PHCEU
Lori Mcmanus, HCI
Mark Nielsen, NBA
MaryAnn Howard, COH
Maya Frost, COH
Melanie Pugh, FBS
Michelle Addison, MUSIC
Paul Johansen, LAW
Rebekah Mohr, KUED
Ruby Steele, BIOE
Sandy Hughes, BUD
Sharayne Farnsworth, BUD
Shaylyce Mays, PHARM
Susan Krantz, CCTS
Teresa Moss, PHARM
Thanh Trieu, BIOCH
Yuka James, LAW

Alexis Ulrich, BME
Ammi Aldous, FBS
Becky Steck, KUER
Bruce Neumann, UNP
Chris Carver, KUED
Craig Merritt, FBS
Dalynn Bergland, PHCEU
Fae Larson, NURS
Glendon Mitchell, FBS
Heidi Slack, FBS
Ian Hornbaker, RES
Jeff Johnson, FBS
Jennifer Henke, HUM
Jim Urry, FBS
Julia Harrison, CHPC
Justin Jorgensen, RAD
Kelly Peterson, FBS
Kori Wetsel, FBS
Linda Jensen, OPTH
Lois Barlow, SOM
Mark Hamilton, FBS
Mary Louise Hughes, FBS
Matthew Farr, EMP
Megan Whittaker, CON
Michael Smith, FBS
Parker Dougherty, LIB
Randi Ruff, FBS
Rose Simper, ED
Sally Petersen, FBS
Scott Patten, FBS
Sharon Rowley, RAD
Shelly Kruger, BIOM
Susan Shult, UIT
Terri O'Toole, FBS
Todd Kapos, FBS

Introduction to New ePR Resource

A new ePR resource is available to help define the ePR payment types, provide information about requisite documentation, and outline approval requirements. This resource is available [here](#) via the Accounts Payable Website or by clicking the “Tips” button while preparing/approving an ePR. Additional tips and tricks for ePR were reviewed as well. [Click here](#) to review the presentation. [Accounts Payable](#) is always available to answer your questions.

Locating ePR for Inactive Preparer Pending Status

ePR's are in the system with a pending status, because an individual who needs to approve is no longer employed by the university. This is causing the number of pending ePR's older than 90 days to increase. When an individual terminates or leaves the department, the department should make sure the ePR's assigned to that person are processed. Judy explained how to search for these old ePR's. Accounts Payable will start an annual process to clear out these old ePR's.

[Click here](#) to review the presentation.

Household Moves

The IRS has changed the rules on household moves. Household moves are now considered income. As such, Human Resources will now be responsible for Household moves. Purchasing has a [link](#) on their page to the new HR [Moving Allowance Payment Form](#). Please contact your HR rep for more details.

Purchasing Web Update

The Purchasing department has a new [Contract Directory](#) on their website. This page provides information on university contracts and cooperative contracts for frequently purchased goods and services. It has the following categories:

- Catering Services
- Consulting Services
- Facilities and Maintenance
- Furniture and Services
- Marketing Services
- Research & Development
- Transportation Services
- University Wide or Commonly Used Contracts

Content is still being developed for some of the pages, so if a page has an “Under Construction” sign check back later.

UShop Preview new Dashboard

A new version of the Shopping Dashboard has color-coded sections (widgets) organized with shopping tools on the left and informational and management tools on the right.

UShop Forms

In an effort to streamline and simplify the UShop non-catalog request process, the current “Non-Catalog” and “PO Renewal” forms will be consolidated into one form. This new form will be the “Purchase Request” form.

Whether your plan is to make a one-time purchase or multiple contract-based purchases over a period of time, you’ll only need to select the new “Purchase Request” form. No matter what type of non-catalog purchase you need to make, you’ll be using the correct form.

This consolidation affects only the current “Non-Catalog” and “PO Renewal” forms. Other UShop specialized non-catalog forms will still be available and should continue to be used where appropriate.

The new “Purchase Request” form will contain a section for contract details if your purchase will be made against a new or existing contract.

The consolidation of these two forms will help simplify the UShop requisitioning process. The replacement of these two forms with the new UShop “Purchase Request” form is slated for the week of April 22, 2019.

Purchase Request – Reporting and Accounting Distribution Set Up

Reporting

Find the POs you want to duplicate by using [Advanced Search](#) criteria:

- Document Type – Requisition
- Supplier – all suppliers with whom you have renewal orders
- Form Name (For this transition year only) – PO Renewal and Purchase Request
- Custom Fields – such as Activity, Project, Org ID

Accounting Distribution Set Up

- A PO has multiple functions: it not only places an order for the things you need, but it also encumbers funds to allow invoices to be paid. In order for expenses to be posted to the correct funding source, the correct Accounting Distributions need to be indicated on the PO.
- Departments are responsible for their own accounting. Accounts Payable’s role is to pay invoices per the Funding Source indicated on the PO, not to reallocate your charges.
- The Accounting Distribution on a PO should be set up appropriately from the start. It should not be considered a “Default Fund” from which individual charges may be reallocated.

Example Scenarios:

- One Accounting Distribution : One Product Description Line – putting the Acct. Dist. At the header is OK

◦One Accounting Distribution : Multiple Product Description Lines – putting the Acct. Dist. At the header is OK

◦Multiple Accounting Distributions : One Product Description Line – putting the Acct. Dist. At the header is OK, but be aware of how the Accounting Distributions are split.

◦Multiple Accounting Distributions : Multiple Product Description Lines

*Now is the time to start utilizing the ability to edit Accounting Distribution at the Product Description Line level, and to assign the correct Accounting Distribution(s) to each Product Description line.

- Best Practice: PO for a single purchase or discrete purchases for a period of time.
- For a PO that is open for a period of time and is intended to handle multiple invoices: if a new Accounting Distribution is required, it is best practice to cancel the original PO and issue a fresh PO which indicates the correct Funding Source(s).

UShop Demo Quick Order

The Purchase Request Quick Order (currently Non-Catalog Quick Order) is a great tool to place an order with multiple Product Description lines very quickly. Having these Product Description lines in place allows the user to assign unique Accounting Distributions to each line, as needed.

“Set it and forget it!”

Adequate Documentation

For an expense to be adequately documented, there are certain elements that should be included in a Journal Entry when one university department/organization bills another university department/organization's Sponsored Award. This also applies to all other types of financial transactions. Click on [this link](#) to learn more.

Travel Fair

The Travel department is having a Travel Fair on April 22. [Click here](#) to learn more and RSVP.

Next BPAG Meeting – May 10, 2019