

Business Process Advisory Group – August 9, 2013 – INSCC Room 110

Attending:

Angela Sullivan, CFA	Ann Marie Breznay, LIB
Bob Schirmer, FBS	Cary Lopez, UIT
Bob Mutz, ARCH	Cindy Braegger, HON
Dana Grant, FBS	Darrin Robertson, FBS
Dave Bardsley, PHARM	Dean Church, FBS
Deb Larson, FBS	Fred Hon, HU
Jake Pickett, SOM	Jane Scott, FBS
Jason Atuaia, SOM	Jayci Minjares, FBS
Jennifer Long-Pratt, FBS	Jennifer Reed, AUX
Jim Davis, FBS	Katie Fotsch, FBS
Kellye Potter, PED	Ken Erickson, FBS
Lance Bradshaw, PED	Laura Howat, FBS
Leslie Bigler, CMES	Linda Reed, HSC
Margo Bonnette, COH	Marv Hawkins, USS
Matt Hunter, COS	Pam Mollner, IA
Perry Hull, FBS	Rachel Tennyson, PMDP
Robert Doerr, FBS	Sandy Gunderson, FBS
Wendy Kwan, SOM	Yuka James, LAW

Unrelated Business Income

UBI is defined as gross income derived by an exempt organization, less certain deductions from an activity. The activity needs to be a trade or business that is regularly carried on and is not part of the organization's purpose. Here are a few exceptions to the Unrelated Business Income: Royalties, Capital Gains Transactions, Interest and Dividends, Convenience Exception, Research Activities and Rental Property.

Tax Services is responsible for preparing University of Utah's UBIT each year. If you have any questions relating to UBI, please contact Tax Services at (801) 581-3428.

General Stores

General Stores offer quality materials and service at a cheaper price. General Stores have three departments. The first department, Stores, which has a little bit of everything. The main goal is to save the University money with everyday items. The second, Receiving, is able to receive and store items from outside suppliers. The last department, Compress Gases, is able to

receive, distribute and store compressed gases. They also have the ability to store perishable items in a safe, refrigerated storage.

Please contact General Stores with any questions or purchasing needs at (801) 581-8671.

EDR

Effort Distribution Report (EDR) is a report that provides an incentive to make “in-quarter” reallocations without waiting for the PAR. Currently, the application is being used by a pilot group of users. We will expand the pilot group as needed to give a good cross-section of user perspective. EDR will not be available for general release until the version that automatically integrates in the Payroll GL system is ready. This feature will eliminate dual data entry, similar to E-Journal.

OPEN DISCUSSION

A brief discussion regarding improving the process behind the Payment Request form and the Campus Order form was held. This is a concern regarding the challenges of doing personal reimbursements. Since the Campus Order is a multi-part form, and with typewriters becoming a thing of the past, users are seeing more errors because the Campus Orders are often hand-written.

Next BPAG Meeting – September 13, 2013