

Business Process Advisory Group – August 8, 2014 – INSCC Room 110

Attending:

Alayne Merritt, FBS
Anne Maxwell, FAO
Bennett Askew, HSC
Bobbie Harris, COE
Cary Lopez, USS
Craig Merritt, FBS
Dean Church, FBS
Eric Sanders, NEU
Glendon Mitchell, FBS
Jared Kirby, SOM
Jeff Johnson, FBS
Jennifer Long-Pratt, FBS
Jessica Little, FBS
Jim Urry, IT
Josephine Rudd, FBS
Julie Woodward, FBS
Ken Erickson, FBS
Kristie Thomson, OSP
Laura Howat, FBS
Magali Coburn, SCI
Margo Bonnette, COH
Marv Hawkins, USS
Matthew Castillo, CFA
Natali Rajcevic, FBS
Nora Ishihara, KUED
Pam Webb, FBS
Rachel Tennyson, PMDP
Reena Pamarthi, FBS
Robert Gray, PED
Susan Shult, PHARM
Tran Trang, EHSL
Valerie Ogden, HSC

Ann Blanchard, UGS
Ashley Hsia, FBS
Bob Turner, HSD
Carl Larson, FBS
Clay Postma, UIT
Dawn Atterbury, FBS
Elizabeth Woolsey, FBS
Erica Adamson, SCI
Heidi Slack, FBS
Jayci, Minjares, FBS
Jeff West, FBS
Jeri Schryver, ICSE
Jim Turner, EIHG
John Levandowski, FBS
Judy Chan, FBS
Kami McNeill, SOM
Kevin Ballard, FBS
Kristy Green, CA
Lynn Dixon, CE
Margaret Tennant, DN
Marilyn Burton, SOM
Mary Snow, USS
Michelle Addison, CFA
Niloofar Bakhti, EHSL
Pam Mollner, IA
Perry Hull, FBS
Randi Ruff, FBS
Robert Doerr, GEO
Sue Wolfe, FBS
Tanis Garcia, FBS
Utahna Miller, DESB

Last Meeting Follow-up

Performance Issues with EBT reports was discussed in **June's BPAG**. We are continuing to work on resolving this issue.

P2P (Procure to Pay)

The process by which items are purchased and paid for by the University has been analyzed the last couple of years by FBS and UIT. It was determined that this process needed to be improved. It is heavily paper based and labor intensive. Solutions were analyzed by the University and an outside vendor (SciQuest) was contracted as a partner to improve the P2P process. SciQuest works with hundreds of Universities successfully solving their P2P issues. Implementing the SciQuest solution should take one to one and a half years.

Granting Financial Authority



The Signature Card Project (see [June's BPAG](#)) is now live. It is called Granting Financial Authority. A [video overview](#) was shown. Because of the simplicity of the application, a demonstration was not given. On Monday, BPAG members will be part of the GFA pilot group and will be sent 2 emails, one with a link to view the GFA Overview video and the second with a link to capture their signature using the GFA application. A follow-up email will be sent with a link to a survey to give feedback.

Small Business Vendor Fair and PCard Workshops

The University of Utah encourages departments to include [small businesses](#) in their procurement efforts. The [Purchasing](#) department is hosting a [Small Business Fair](#) at the Guesthouse giving departments an opportunity to meet with merchants in the community. In conjunction with the [Small Business Fair](#) the [PCard](#) department will be offering [PCard Workshops](#) during the Small Business Fair.

IPA PO's

Make sure that IPA PO's (or at least the PO#) are sent to [Grants & Contracts Accounting](#) in a timely manner. Having the IPA PO information makes the process of dealing with the VA easier.

Default Chartfields

[Grants & Contracts Accounting](#) has been contacting departments for default chartfields the last few months. Default Chartfields are rarely used but important to have when closing out projects.

Project Sponsors – 120+ days

Some project sponsors do not meet their obligations with the University of Utah. Knowing who these sponsors are will help when setting up new contracts. A [web page](#) has been set up explaining the concern. This [page](#) also has instructions on how to view the list.

Open Discussion

Scholarships – The longer you take to input your scholarships in the system, the longer it will take to pay. The **Scholarship Office** is creating training videos to be used instead of in person training. Please contact Cary Lopez in the Scholarship office (**SSB 135**) with any questions.

Next BPAG Meeting—September 12, 2014