

Business Process Advisory Group – August 12, 2016 – INSCC Room 110

Attending:

Alayne Merritt, FBS	Ann Blanchard, UGS
Ann Buffington, ADM	Ann Maxwell, CMES
Carl Larson, FBS	Carol Bierschwale, ARCH
Cole Sims, FBS	Dave Bardsley, PHARM
Dawn Atterbury, FBS	Dean Church, FBS
Elizabeth Woolsey, SOM	Erica Adamson, SCI
Fred Ericksen, IA	Gary Snow, FBS
James Steffan, MBM	Jennifer Long-Pratt
Jeri Schryver, ICSE	Jessica Little, FBS
Jim Turner, EIHG	John Levandowski, FBS
Joshua Nutter, CHEM	Julie Woodward, FBS
Kevin Ballard, FBS	Kristy Green, CA
Neha Kataria, NBA	Mark Patterson, FBS
Marv Hawkins, USS	Mary Louise Hughes, FBS
Mary Snow, USS	MaryAnn Howard, SCI
Matthew Castillo, CFA	Michelle Addison, MUSIC
Niloofar Bakhti, EHSL	Rachel Staheli
Sally Petersen, FBS	Sandy Hughes, BUD
Stephanie Taylor, NEU	Sue Wolfe, FBS
Susan Shult, MEDCH	Tanis Garcis, COMP
Taralyn Poulsen, FBS	Tiffany Baires-Nielson, COE
Todd Kapos, FBS	Tran Trang, EHSL

System Updates

System slowness was addressed with an update on Wednesday to Management Reports. The system has been stable since then. Please continue to check the "[lifesaver](#)" for system status and report any problems you are experiencing.

The many FBS News emails that were sent out on Monday was caused by an anomaly in the FBS website. This has been corrected. We apologize for filling up your inboxes.

Costs Transfers

Cost Transfer processes have been updated to make the process easier. A new [instructional webpage](#) has been created with information about the new process. [Click here](#) to view the page. It can also be found on the sidebar under “Useful Links” on the [Compliance Oversight and Reporting](#) website as well as the [Grants & Contracts Accounting](#) website. This webpage has all the information needed to determine if you need a Cost Transfer and if you do, the correct way to create one based on your circumstances.

If there are Cost Transfers currently in process, they may be completed using the old process, (unless the new process is more efficient.) All new Cost Transfers should be created following the instructions on the [new webpage](#). See this [FBS News Post](#) regarding the changes.

ABA (Annualized Base Amount)

The [Budget Office](#) has been reviewing ABAs on campus, and will be meeting with departments to answer questions and discuss compliance issues with ABAs and multiple jobs. Training is being developed that will be available in the future.

EOR – New FIL

A new report has been added to the EOR folder in the [Financial Information Library](#). It is called: EOR - Not Reviewed. This report can be used to determine which Activities or Projects have not been reviewed in the [Evidence of Review \(EOR\)](#) application.

Open Discussion

Paper based processes are being sun-setted. Visit [this page](#) to learn the deadlines. The Paper Requisition Submission deadline is August 31, 2016. See this [FBS News Post](#) about the deadline.

Several of these electronic forms replacing the paper forms are being created in UShop. There was a question about using UShop for faculty moving expenses. Purchasing has confirmed that the process of using UShop for faculty moving expenses is working very well. In addition we are looking at the various types of Payment Requests (e.g. Utility Payments, Guest Lecturer, etc.) to make sure these flow through the system efficiently.

Next BPAG Meeting —September 9, 2016