

Business Process Advisory Group – December 9, 2011 – INSCC Room 110

Attending:

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|--------------------------|-------------------------|
| Amy Gooch, SOM | Angela Sullivan, CFA |
| Ann Blanchard, UGS | Bob Turner, FBS |
| Bobbie Harris, COE | Carl Larson, FBS |
| Carol Hsieh, FBS | Chuck Piele, IA |
| Dave Bardsley, PHARM | Dean Church, FBS |
| Gary Gledhill, FBS | Jane Scott, FBS |
| Jennifer Long-Pratt, FBS | John Levandowski, FBS |
| Judy Chan, FBS | Julie Oyler, SOM |
| Laura Howat, FBS | Leatha Allred, CHEM |
| Leslie Bigler, CMES | Margaret Tennant, USTAR |
| Margo Bonnette, COH | Marilyn Burton, SOM |
| Marilyn Cox, CSBS | Matt Hunter, COS |
| Nora Karst, KUED | Perry Hull, FBS |
| Phil Baggett, HR | Rebecca Baggett, FBS |
| Sandy Bruhn, ENG | Sandy Gundersen, FBS |
| Todd Kapos, FBS | |

Accounts Payable Update

The responsibilities of Accounts Payable were reviewed. Accounts Payable is responsible for:

- Expenditure Review
- Independent Contractors and Consultants Compliance
- Departmental Training and Communications
- AP Website Content
- Assist With Policy Development

The timeliness of paying vendors was discussed with graphs demonstrating the data.

Salary Encumbrance

The “Salary Encumbrance” report in “Management Reports” is being improved. The new version was demonstrated. This updated encumbrance process will update encumbrances daily and will encumber for future fiscal years for Projects. The results can be downloaded to Excel.

Project Employee Benefits

We are exploring the feasibility of calculating a “Projected Employee Benefit Rate” based on the last regular pay cycle for each employee. We could then use this to give employee level projected encumbrances for employer paid benefits. We would look to enhance the new Salary Encumbrance report with this information. Please click [here](#) to give your feedback on this.

The BEAT Goes On

Booking **E**xpenses **A**ccurately and **T**imely will be key to the success of our efforts under the **PAM** initiative. When expenses are booked late, then departments do not always know their true financial picture or need to rely on shadow systems to know keep track of current financial situation. The gap between incurring an expense and the booking of an expense is too long. Payroll expenses were identified as an expense that takes a long time to book, because of reallocations tied to the PAR process.

Monitoring Overspending of Awards

If expenses are not recorded in a timely manner, it makes it difficult for departments to spend correctly on their awards. Without timely data they are more likely to over/under spend. With the volume of awards, it is difficult for Central Administration to monitor all the awards.

Free the Data

Departments are currently only able to view data and reports that they have security for. This makes it difficult when employees cross departmental lines in their responsibilities. Building our current security model in to the upcoming "Business Intelligence (BI)" application will be difficult and we may need to evaluate the ROI.

Next BPAG Meeting – January 13, 2012