

## **Business Process Advisory Group – November 8, 2013 – INSCC Room 110**

### **Attending:**

Angela Sullivan, CFA	Ann Blanchard, UGS
Bobbie Harris, COE	Carl Larson, FBS
Chuck Piele, IA	Darrin Robertson, FBS
Dawn Atterbury, FBS	Dean Church, FBS
Debbie Carter, PED	Dennis Bryant, CSBS
Glendon Mitchell, FBS	Hedy Hu, FBS
Jake Pickett, SOM	Jane Scott, FBS
Jayci Minjares, FBS	Jennifer Long-Pratt, FBS
John Levandowski, FBS	Julie Oyler, DEN
Kami McNeill, SOM	Kellye Potter, PED
Ken Erickson, FBS	Kevin Cook, HUR
Leslie Bigler, CMES	Louise Hall, LIB
Margaret Tennant, USTAR	Margo Bonnette, COH
Marv Hawkins, USS	Matt Hunter, COS
Niloofar Bakhti, EHSL	Nora Ishihara, KUED
Sandy Hughes, BUD	Tran Trang, EHSL
Utahna Miller, DESB	

### **Grants & Contract Accounting Updates**

Updates about the Grants & Contracts Accounting Office were presented including:

- OMB Circular Update – The federal government is consolidating 8 circulars into 1, including the Cost Principles (A-21), Audit (A-133), and Administrative Requirements (A-110). This will require the University to review polices related to the existing OMB circulars.
- Changes in the HHS Payment Management System (PMS) to draw down cash.
- Changes to NIH Sub-accounting

[Click here](#) for more outline of this presentation.

### **PCard Reallocation**

A “FIL” was demonstrated for looking up PCard Re-allocations. It is located in the PCard folder of the Financial Information Library. It is called: “PCard Reallocations by Dept”. You can search for a PCard by Org and Date range, you can also filter by Activity or Project. Results are downloadable to Excel. The results are “real time”, so this can be used to insure all re-allocations are complete. Suggestions were made to add Org Roll-up and a filter by last 4 digits of card number. ***These changes have been made.*** [Click here](#) for help document.

## **EDR**

The EDR application was demonstrated. EDR is reporting tool modeled after the PAR. The user can also submit in-quarter reallocations using EDR. Some features:

- Totals – percentages must add up to 100%. You can adjust the percentages or the amounts when correcting the quarter-to-date earnings.
- Chartfield Validation – EDR checks for valid Chartfields.
- Security - a user with Management Report Payroll EBT access to at least one of the employee's effort-based Chartfields will be able to see **all** of the employee's quarter-to-date earnings.
- Quick links to modify future employee distributions.
- PDF – You can create a PDF of the EDR report.

## **Open Discussion**

**EOR** – EOR was updated this week. The enhancements are detailed in this [FBS News post](#).

**Kuali** – The University of Utah is involved in the development of an open-source ERP system called [Kuali](#). Currently development is ongoing in the student arena.

**Business Processes** – Financial & Business Services has been analyzing business processes. The goal is to improve how business is done at the University. Before any changes are made, the team evaluates how business is done now. Currently, extensive study is being conducted on Procure to Pay.

**Cost Transfer** – In addition to our work on Procure to Pay, we also analyzed Cost Transfers. Several reasons were discovered for cost transfers. They are:

- IRB costs
- PCard Re-allocations (out of period)
- Payroll Re-allocations (out of period)
- Travel Expenses
- Timing issues
- Correct human errors

Understanding the reasons for why we do a cost transfer, and the process for creating a cost transfer will help the University improve this process.

*Next BPAG Meeting – January 10, 2014*