

Business Process Advisory Group – December 9, 2016 – INSCC Room 110

Attending:

Angela Simmonds, COS
Anna Alindogan, FBS
Bruce Neuman, UNP
Carol Bierschwale, ARCH
Craig Merritt, FBS
Dave Bardsley, PHARM
Dean Church, FBS
Gary Snow, FBS
Heather Holly, FBS
Jake Pickett, SOM
Jeanette Church, SPED
Jenn Green, CFA
Jim Turner, EIHG
John Levandowski, FBS
Katie Carreau, LAW
Kelly Peterson, FBS
Kristine VanAusdal, FBS
Leslie Allaire, ATMOS
Lois Barlow, SOM
Lydia Lefler, PATH
Maria Nielsen, FBS
Mary Louise Hughes, FBS
Michelle Addison, MUSIC
Paul Johansen, LAW
Randi Ruff, FBS
Sally Petersen, FBS
Sandy Hughes, BUD
Shane Moore, CSME
Shirstine Day, GOEG
Sterling Moore, CE
Tiffany Baires-Nielson, COE
Utahna Miller, DESB
Wendy Speers, FBS

Ann Blanchard, UGS
Ashley Hsia, FBS
Carl Larson, FBS
Carrie Brooks, LIB
Danny Trujillo, NURS
Dawn Atterbury, FBS
Fred Ericksen, IA
Glendon Mitchell, FBS
Hedy Hu, FBS
James Steffan, MBM
Jeanne Krogen, UIT
Jennifer Long-Pratt, FBS
Jo Ann Thompson, DBMI
Joshua Nutter, CHEM
Kate Sturgeon, CE
Kevin Ballard, FBS
Leanna Mower, MINES
Linda Jensen, OPHTH
Lori McManus, HCI
Marcia Cook, CSME
Marv Hawkins, USS
Mary Ann Howard, SCI
Nora Ishihara, KUED
Perry Hull, FBS
Robert Allen, FBS
Samantha Costanzo, PATH
Scott Patten, FBS
Shelley Kruger, PI
Stephanie Muranaka-Astle, FBS
Theresa Ferrone, KUED
Todd Kapos, FBS
Victoria Medina, MPA

Last Meeting Follow-up

The false security message users receive when clicking on Fortis lookup from Journal Detail Search has been corrected. If the user has security, it will display the document. If the user has security, but the document has not been scanned, a message will display indicating the document has not been scanned.

700 users have been added to use Amazon in UShop.

Top Things Departments Should Know to Avoid Purchasing Pitfalls

Katie Carreau from [General Counsel](#) reviewed many of the State of Utah Procurement Laws to be aware of when procuring goods and services for University use. View the presentation [here](#).

Total Contract Manager (TCM)

Total Contract Manager is coming! It is in the testing phase now. Should be released in January. A training schedule will be posted closer to implementation. Please send all copies of Procurement Contracts to [Purchasing](#).

Purchasing, Pcard and the UShop team are moving to the Park Building

In early February, Purchasing, Pcard and the UShop team are moving to the Park Building! They will be using the space being vacated by USS who is moving downtown next week.

Cost Transfers Standardization

Cost Transfer processes have been refined to improve the process and reduce the Cost Transfers returned because of insufficient information on the Cost Transfer form. A checklist has been created for each type of Cost Transfer. Following the checklist will ensure all the documentation is attached. The [Correcting Financial Transactions Flowchart](#) will help you determine if a Cost Transfer is needed. Visit [Cost Transfer Information and Instructions](#) web page for everything having to do with Cost Transfers. A Cost Transfer roundtable will be held soon. Date has not been published yet. Visit the [RATS](#) page for more details.

ePR

[ePayment Request](#) (ePR) is coming soon! ePR was demonstrated. Focus groups will look at the new ePR. A pilot group will start using ePR in January. It will be available for use once all testing is completed. Watch for more communication about ePR from Financial & Business Services.

Next BPAG Meeting —January 13, 2017