

## **Advisory Group Meeting**

February 4, 2005

Winder Board Room, 300 Park

### **Attending:**

Angela Brown, Col. of Science  
Ann Blanchard, Undergrad. Study  
Bob Turner, Nursing  
Bobbie Harris, Engineering  
Catherine Coda, Col. of Nursing  
David Bardsley, Pharmacy  
David Beckstrom, Govt. Accounting  
Dean Church, Finance  
Delva Hommes, Col. of Social Work  
Dennis Oyler, School of Medicine  
Frederic Hon, Humanities  
Gary Gledhill, Research Accounting  
Glenda Woods, Col. of Science  
Jackie Byrd, Col. of Education

John Downing, Accounts Payable  
John Levandowski, Finance  
Josh Wall, Netcom  
Kathy North, Netcom  
Leslie Bigler, CMES  
Lynda Roberts, Political Science  
Marian Brady, Payroll  
Margaret Tennant, Business  
Mark Winter, Fine Arts  
Matt Hunter, Biology  
Sandy Hughes, Budget  
Shari Zinik, Chemistry  
Steve Allen, General Accounting  
Vickie Parker, Payroll

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### **Last Meeting Follow-Up**

Going forward we will begin each meeting with a review of the minutes of the previous meeting. The minutes will continue to be sent out to the attendees and the advisory group mailing list. We will possibly post them to a WEB site.

### **Netcom Billing Questions**

Kathy North and Josh Wall from Netcom Billing Services demonstrated the online billing to view your telecommunications bills, which is already in production. To access the website, click on the "Communications Management Suite (CMS)" link from Netcom's webpage <http://www.netcom.utah.edu/>. For now, you must log in, but in the future it will be linked through the Campus Information System. The menu in the above right allows access departmental reports and other features of the system. There are two main reporting features of the system. One provides you a way to view your monthly accounts. The other gives you the ability to analyze various aspects of your telecommunications charges over time periods that you select. Bills will be posted on the 7<sup>th</sup> of every month for viewing. Future plans include some customization for viewing your accounts, so please email any questions or suggestions to NetCom

### **Components of Communication**

A discussion of some of the components of communication was held. Some of the areas discussed were content, consistency, and calendaring. A humorous but poignant quote about communication was given by Ann Blanchard. It is worthy of inclusion in the minutes. Ann's infamous "C" quote: "A Cacophony of Complaining & Caterwauling Curmudgeons."

### **AFS News Demo**

The Campus Information System will have a new "AFS News" pagelet beginning Monday, February 14, 2005. It will replace the current "Administrative Financial System Messages" box in the Employee Message Center pagelet. This new pagelet will list the 10 most recent news messages. Each news item will be associated with one or more categories. News items can be retrieved through a "keyword" search box, through a category search, or by the month in which it was posted. Every attempt is being made to automatically make this pagelet available to all employees would need it. If an employee in your area doesn't have access (and you feel they should), please contact John Levandowski.

**Auto-Numbered Forms for MAC Users**

Adobe 7.0 now supports Macintosh users that wish to open a PDF file that uses the “auto-numbering” feature. This applies to many forms in our area such as check requests, scholarship/fellowship form, cost transfer form, general journal entry, requisition, etc.

**PDF Campus Order Form (WEB)**

The group discussed advantages and disadvantages to using a WEB-based Campus Order Form. We will continue to address this issue. One of the issues discussed was that the current multi-part form is critical for point-of-sale situations (like the University Bookstore). Since the form is often completed at the cash register, making multiple copies (one for the bookstore, one for the buyer (the receipt), and one for Accounts Payable (the original) for data entry) is not currently practical. We will follow up with the bookstore, exploring the possibilities for electronic forms.

**Open Discussion**

John Downing informed the group that the LPC Positive Pay program is slated to go live February 21<sup>st</sup>. He will send out an email posting letting LPC users know before hand.