

## **Business Process Advisory Group – February 13, 2009 – INSCC Building, room 110**

### **Attending:**

Ann Blanchard, Undergraduate Studies	Bobbie Harris, College Of Engineering
Bruce Neumann, Development Office	Bryan Harman, ACS
Carl Larson, FIS	Dave Bardsley, College Of Pharmacy
Dean Church, FIS	Fredric Hon, College of Humanities
Gary Gledhill, Grants & Contracts Accounting	Jeremy Uffens, ACS
Jessica Stokes, ACS	Jim Urry, ACS
John Downing, Accounts Payable	Julie Oyler, School Of Medicine
Laura Howat, Tax Services and Payroll Accounting	Margo Bonnette, College of Health
Margaret Tennant, USTAR	Nancy Smith, Marriott Library
Rebecca Baggett, FIS	Sandy Gunderson, Purchasing
Shari Zinik, Chemistry	Steve Allen, General Accounting
Todd Kapos, General Accounting	Utahna Miller, School Of Business

### **Last Meeting Follow-up**

Previously we discussed that FMAX statements are being sent to the requestor and not to the person who needed to receive the statement. The current plan is that the FMAX statement will be delivered to the account executive of the activity, project or org.

Discussion about who reads the FBS news. Some department's forward the news post for some of the department members, because they know the news is not being read. Communication will be an ongoing discussion item.

The "Ask Us" and "Lifesaver" are being used. If you have comments or suggestions, these tools, as well as contact information from our website are all available ways to communicate with us. We are pleased with the response to the new forms of communication.

We are committed to use FBS News to communicate campus wide outages that affect Financial Applications.

Campus Directory follow up. Some mentioned that the campus directory is difficult to use. Some mentioned that people are getting information using the outlook global address book, rather than the campus directory. People are encouraged to contact the webmaster ([webmaster@utah.edu](mailto:webmaster@utah.edu)) with issues and concerns.

### **Account 20099 "Spyglass"**

Account 20099 is the AP liability account. It usually has a link (spyglass) to a scanned image. The group was asked if having the link was valuable. Several suggested that they use it and would like to see it continue to be available.

## **Syncing A/P ACH Payroll Direct Deposit**

Currently, Direct Deposit for payroll and reimbursements from Accounts Payable must be set up independent of each other. A discussion was held about the value in having Accounts Payable have the ability to use the same information from payroll. The prevailing opinion was that this would be worth pursuing. Concerns were voiced about making sure an audit trail was available, making it clear when an individual signed up, that they were aware they were signing up for Payroll Direct Deposit and Accounts Payable ACH to be the same. Security was also a concern.

## **FBS News "Comments"**

The ability to add comments to FBS News posts was demonstrated. We are not planning to communicate this feature to the campus as a whole. BPAG members are encouraged to use this feature.

## **New BPAG WEB site**

The redesigned [BPAG WEB](#) site and its new components were shown. Please send us any [suggestions](#) you have about the new webpage.

## **Communication of Financial Events**

The group was asked if it was important if they knew when certain financial events happened. The consensus was they would like to know when certain events happen. Event families such as Payroll Processing, Quarterly Endowment Projections, F & A Postings, and the Accounting month closing were desired events to know about. How to notify about events was discussed using FBS News as an example. A prototype of a new Events page was introduced and demonstrated. This page is still under development.

## **Help for Financial Web Applications**

A new consolidated help page that contains help documentation for Financial Web applications was previewed. This page is a repository of information that can help users of Financial Web applications find the information they need. This page can also be used for training others in using the Financial Web applications.

## **WEB Journal Entry Project Status**

The status of WEB Journal Entry was presented. Discussion on the Stakeholders, Scope and the next steps of the project helped all understand the importance and the current status of WEB Journal Entry. Concerns about authority was raised during the presentation. The updated scope of WEB Journal Entry is:

- I. Provide for more efficient entry of journal entries by ...
  - a. eliminating dual data entry.
  - b. allowing for import from excel.
  - c. allowing for templates.
  - d. improving edits throughout the lifecycle.

- e. assuring only authorized persons can prepare them.
- II. Provide electronic routing of journal entries which includes ...
- a. optional notifications.
  - b. approvals by central administrative officers.
  - c. optional, authorized, departmental approvals.
  - d. tracking journal entry status by interested parties.
- III. Allow electronic review of journal entries and associated backup documentation ...
- a. during the routing and approval process.
  - b. with integration to the WEB Management Reports.
  - c. to eliminate the need for paper documentation to be created, circulated, and retained.

BPAG members unanimously support the scope of this project.

### **Open Discussion**

The Transparency Project continues to be a priority for Financial and Business Services.

Required Signatures on Cost Transfers was discussed.

The status of the FIL EBT queries was a concern.

The March and April BPAG meetings will be held in the Winder Board Room on the 3<sup>rd</sup> Floor of the Park Building.

Next BPAG meeting – March 13, 2009