Business Process Advisory Group – February 12, 2010 – INSCC Room 110

Attending:

Ann Blanchard, UGS	Ann Marie Breznay, LIB
Carl Larson, FBS	Chuck Piele, AUDIT
Dave Bardsley, PHARM	Dean Church, FBS
Doug Kenner, UIT	Ethan Hacker, KUEN
Fredric Hon, College of Humanities	Gary Gledhill, FBS
Glenda Holt, College of Fine Arts	Jane Scott, FBS
Jeff West, FBS	Jessica Stokes, UIT
Jim Urry, UIT	John Downing, FBS
Judy Chan, FBS	Kiki Pentari, FBS
Leslie Bigler, CMES	Margaret Tennant, USTAR
Marilyn Cox, CSBS	Marv Hawkins, UIT
Matt Hunter, COS	Nola Lucke, FBS
Rebecca Baggett, FIS	Sandy Gunderson, FBS
Sandy Hughes, Budget and Analysis	Shari Zinik, COS
Sheralyn Stevens, UEN/KUED	Steve Allen, FBS
Tami Garff, Academic Affairs	Theresa Ashman, FBS
Todd Kapos, FBS	Utahna Miller, School Of Business
Wanda Penovich, School of Medicine	Yuka James, College of Law

Financial System Upgrade

The Financial System upgrade has started. It will continue through this weekend. There will be limited access to Financial Systems throughout the process. An initial news post was sent out regarding the upgrade and an updated post with some changes was sent out this morning. Click **here** for the latest information regarding the upgrade.

Collaboration and Competition

Collaboration is working together to achieve a common goal. Competition is working against each other to try and gain an advantage over the other. The byproduct of collaboration is efficiency.

- Some barriers to collaboration:
    - Limited resources
    - Limited time
    - Limited money
- Successes from collaboration
    - Sense of ownership
    - Common goals
    - Agreement
    - Communication

Communication was discussed as an important ingredient of collaboration. FBS News has been helpful for Financial & Business Services in communicating with campus. A desire to have more communication from other areas *was* discussed.

Payment Request Efficiencies

The new Payment Request form was discussed. A signature of the recipient (when the payment request is for a personal reimbursement) is now required for the form to be processed. A request was made to have a form to get signature, emplID's and email addresses to attach to the form. The instructions on how to use the Payment Request form is **here**.

Procurement options were discussed. Payment Requests are not the only way to pay an invoice. The Purchasing card is a good option to use instead of a Payment Request. The **Preferred Method of Procurement** document was discussed. Many agreed that the because of the amount information contained in this matrix, that it was sometimes difficult to understand. Suggestions on how to simplify this should be sent to **John Downing**, manager of Accounts Payable.

WACUBO Business Officer Workshop

WACBO is having an **Academic Business Officer** workshop in Salt Lake City at the Hilton Hotel, April 8, 9, 2010. BPAG members are encouraged to attend. Some of the topics to be discussed are:
- Communication
- Internal Controls and ethics
- Budget development

Work Study Accounting

A discussion was held on Work Study Accounting. A JRN and a 54xxx account on payroll distribution are required for Work Study. Two common mistakes are:
- Having the correct chartfield combination for Work Study to function.
- Recognition that if something is charged to account 54800, that something is wrong.

More information on Work Study Accounting can be found **here**. If you have suggestions on other tools, that could be used to monitor your Work Study expenses, please **email** us.

eJournal

eJournal is very close to going live. eJournal was demonstrated. A journal was created and taken all the way through the approval process. Management Reports was opened to demonstrate how the completed journal would appear in Management Reports. Highlights of the demonstration included:

- How eJournal approvals work.
- Validating the journal.
- Attaching backup to the journal.
  - Electronic
  - Paper – PDF cover sheet created.
- Submitting a journal through an Excel template.

<u>Open Discussion</u>

The special retirement program was discussed.

Senate Bill 81(2008) requires the University to verify Financial Aid Payments. The goal of this bill is to prevent payments to undocumented students. The student portfolio team has started a project to allow departments to verify U.S. Citizenship for Scholarship applicants.

Next BPAG meeting – March 12, 2010