Attending:

Ann Blanchard, UGS  
Carl Larson, FBS  
Dave Bardsley, PHARM  
Doug Kenner, UIT  
Fredric Hon, College of Humanities  
Glenda Holt, College of Fine Arts  
Jeff West, FBS  
Jim Urry, UIT  
Judy Chan, FBS  
Leslie Bigler, CMES  
Marilyn Cox, CSBS  
Matt Hunter, COS  
Rebecca Baggett, FIS  
Sandy Hughes, Budget and Analysis  
Sheralyn Stevens, UEN/KUED  
Tami Garff, Academic Affairs  
Todd Kapos, FBS  
Wanda Penovich, School of Medicine

Ann Marie Breznay, LIB  
Chuck Piele, AUDIT  
Dean Church, FBS  
Ethan Hacker, KUEN  
Gary Gledhill, FBS  
Jane Scott, FBS  
Jessica Stokes, UIT  
John Downing, FBS  
Kiki Pentari, FBS  
Margaret Tennant, USTAR  
Marv Hawkins, UIT  
Nola Lucke, FBS  
Sandy Gunderson, FBS  
Shari Zinik, COS  
Steve Allen, FBS  
Theresa Ashman, FBS  
Utahna Miller, School Of Business  
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.
  o Electronic
  o Paper – PDF cover sheet created.
• Submitting a journal through an Excel template.

**Open Discussion**

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