

## **Business Process Advisory Group – February 8, 2013 – INSCC Room 110**

### **Attending:**

|                          |                        |
|--------------------------|------------------------|
| Angela Sullivan, CFA     | Ann Blanchard, UGS     |
| Ann Marie Breznay, LIB   | April Fossen, KUED     |
| Bob Schirmer, FBS        | Bob Turner, FBS        |
| Bryan Harman, USS        | Carl Larson, FBS       |
| Darrin Robertson, FBS    | Dean Church, FBS       |
| Diane Weeks, SW          | Glendon Mitchell, FBS  |
| James Steffan, FBS       | Jane Scott, FBS        |
| Jennifer Long-Pratt, FBS | Jeri Schryver, ICSE    |
| Jerry Basford, SA        | Jim Urry, USS          |
| Josephine Rudd, FBS      | Julie Oyler, DENT      |
| Kami McNeill, SOM        | Ken Erickson, FBS      |
| Kristina Bailey, CSBS    | Leatha Allred, CHEM    |
| Leslie Bigler, CMES      | Lynette Seebolm, HSC   |
| Margaret Tennant, USTAR  | Marilyn Burton, SOM    |
| Marv Hawkins, USS        | Matt Hunter, COS       |
| Michelle Addison, CFA    | Pam Mollner, IA        |
| Patricia O’Kane, SOM     | Perry Hull, FBS        |
| Rose Simper, ED          | Sandy Gunderson, FBS   |
| Susan Wolfe, ARCH        | Sydnee Scarborough, SW |
| Utahna Miller, DESB      | Wendy Kwan, SOM        |

### **Procurement Code**

Procurement code changes are coming May 1<sup>st</sup>. Purchasing is conducting **training sessions**. Please attend these training sessions. Prepayments on Projects need to be approved by Jim Parker. The legislature has pending bills regarding procurement. The purchasing department will pass along details when bills are passed that affect the procurement process on campus.

### **Org Level Encumbrances**

A request has been made to have a report created that will provide data about encumbrances at the Org level. A discussion followed regarding this request.

## EOR/Management Reports

Activities/Projects for which you do not have Management Report security, will have the totals masked in EOR.

We are still having issues with F&A Encumbrances. Resources are committed to resolving the issue. An FBS News Post will be sent Monday with details.

The project type is incorrect on some of the Management Reports. A resolution is being investigated. Cost Share projects are correct.

## e-Maps - Phase II

e-Maps (Electronic **M**onthly **A**ctivity and **P**roject **S**tatements) was discussed. We are now starting the second phase. Topics discussed were:

- Methods of Review
- Timing of Review
- Who does the review
- PCard Review
- Shadow Systems
- Payroll Detail
- Imaging of PCard Docs
- Training
- EOR by Org

*Next BPAG Meeting – March 8, 2013*