

Business Process Advisory Group – January 9, 2009 – INSCC Building, room 110

Attending:

Ann Blanchard, Undergraduate Studies	Bob Turner, Human Genetics
Bobbie Harris, College Of Engineering	Bryan Harman, ACS
Carl Larson, FIS	Dave Bardsley, College Of Pharmacy
Dean Church, FIS	Doug Kenner, ACS
Erica Adamson, Scientific Computing	Fredric Hon, College of Humanities
Gary Gledhill, Grants & Contracts Accounting	Jeremy Uffens, ACS
Jessica Stokes, ACS	Jim Urry, ACS
Julie Oyler, School Of Medicine	Karineh Hovsepian, College of Fine Arts
Kevin Balls, ACS	Kristie Thompson, Office Of Sponsored Projects
Leslie Bigler, College of Mines & Earth Sciences	Liz Johnson, Office Of Sponsored Projects
Margaret Tennant, USTAR	Marilyn Burton, Neurobiology
Marv Hawkins, ACS	Mary Weight, FIS
Matt Hunter, Biology	Nola Lucke, FBS
Nora Karst, KUED	Rebecca Baggett, FIS
Sandy Hughes, Budget and Analysis	Shari Zinik, Chemistry
Steve Allen, General Accounting	Theresa Ashman, FBS
Todd Kapos, General Accounting	Utahna Miller, School Of Business

Last Meeting Follow-up

A memo has been sent out to deans about managing resources. Endowment Funds will be at 3% (instead of 4%) of the trailing twelve quarter market average. A [FBS News Post](#) has also been sent out.

The person who creates a work order in FMAX is the default person to receive the statements. Further study of this is being done.

The ePAF pagelet can now be added as an optional pagelet to the “My Page” tab in CIS.

The PO requester is the person who is currently sent invoices. If the requestor is not the person that should be sent invoices, you can put the person you want to receive the invoice in the comments.

Research Portal Demonstration

The new Research Portal was demonstrated. Research Portal will allow tracking of projects from the Proposal to completion. Proposals, Activities, Projects, Compliance and Statistics are some of the items that can be tracked. Concerns were raised about report capabilities of Research Portal. Any questions regarding Research Portal should be directed to Kristie Thompson (kristie.thompson@osp.utah.edu) in OSP.

Financial WEB Applications

FBS News

The FBS News will continue to be used as a method to communicate information to campus from Financial and Business Services. It is important to read the news posts that come out. Ideas on how to encourage more of the campus to read FBS News Posts are welcome and needed!

Improvements – Several recent improvements were demonstrated.


FIL/HRIL

- Ability to enter a date in a variety of formats (i.e. 1/1/08, 01-01-2008, 010108, 1.1.08 and more)
- Ability to expand/collapse complete list of queries
- Links to report details right where you need them—on the query inputs and results page
- Ability to run a report multiple times with different inputs from a single web page

Sorting and “Going Red”

- Sorting has been added to “Activity Lookup”, “Project Lookup” and “Orgid Lookup”
- Links in red have been added to “Management Reports” Examples of Links:
 - Account
 - Activity
 - Journal ID
 - Line Reference
 - Orgid
 - A/U
 - Transaction Description

Reporting Issues

-  A “lifesaver” icon has been added to the FBS pagelet and strategic places on the FBS website.
- This icon links to a page that displays the status of FBS Web applications
- A form to report issues is on the status page that allows users to report application problems.
- The “Ask US” form is always available to ask questions that are not production issues.

It was recommended that a combination of the lifesaver icon and FBS News be used to help notify campus users of problems.

IDP

InterDisciplinary Program code is a reporting element that allow us to keep track of Proposals, Awards, Projects, and Activities across organizational boundaries. An update was given on the progress of the IDP code project. If you have suggestions or needs that the IDP code can address, please contact Sandy Hughes.

Campus Directory

A discussion was held about desired improvements to the campus directory. Other university campus directories were shown and features that were desirable on each were shown. The goal is to have the campus directory improvements in place by June 2009. A list of known issues of the directory will be sent to BPAG members. Any ideas or suggestions for the new campus directory should be sent to webmaster@utah.edu. BPAG members were encouraged to take a fresh look at the current campus directory WEB application and report and issues to the University Webmaster.

Open Discussion

FBS is moving back to the Park Building at the end of the month.

This location (INSCC Building, room 110) will become the permanent location for future BPAG meetings.

EBT queries have been pulled back. They should return in the Spring. See [FBS News Post](#).

A discussion was held on cutting budgets and an anticipation of a 7.5% budget cut on top of the previous 4% cut. Ways to cut costs were discussed. Send any budget saving suggestions to Sandy Hughes.

Next BPAG Meeting – February 13, 2009