

Business Process Advisory Group – July 13, 2012 – 404 Park

Attending:

Amy Gooch, SOM	Angela Sullivan, CFA
Bob Schirmer, FBS	Bobbie Harris, COE
Carl Larson, FBS	Carol Hsieh, FBS
Darrin Robertson, FBS	Dave Bardsley, PHARM
Deb Larson, FBS	Gary Gledhill, FBS
Glendon Mitchell, FBS	Jane Scott, FBS
Janet Ellingson, CHPC	Jennifer Long-Pratt, FBS
Jenny Lind, ARCH	Jeri Schryver, ICSE
Jessica Kieper, SOM	John Levandowski, UIT
Julia Harrison, CHPC	Julie Oyler, DEN
Karen Mara, ALZ	Kristina Bailey, CSBS
Laura Howat, FBS	Laura Marks, BUD
Leatha Allred, COS	Leslie Bigler, CMES
Margo Bonnette, COH	Marilyn Burton, SOM
Marjorie Goodrich, IA	Matthew Boerke, SUS
Matt Hunter, COS	Michelle Addison, CFA
Monica Heaton, COE	Nora Karst, KUED
Perry Hull, FBS	Rebecca Baggett, FBS
Rena Helper, HCI	Robert Doerr, FBS
Rose Simper, ED	Sandy Gunderson, FBS
Sandy Hughes, BUD	Shari Zinik, COS
Steve Allen, FBS	

Last Meeting Follow-up

An update was given on the Electronic Evidence of Review. Development and requirements are being worked on by ACS and FBS. Activity Management Reports will print until the Electronic Evidence of Review application is ready. Project Management Reports will only print until the end of the year, as they will be changing with the PAM implementation.

Park Building Elevator

The Park building elevator is being replaced. It will be out of service beginning Monday, July 16, 2012 through mid-September.

Audits on P-card Transactions

The P-Card application is changing. JP Morgan is requiring these changes for security purposes. It will contain three new fields:

- Country of citizenship for cardholder
- Home address for cardholder
- Date of Birth for cardholder

The state will be implementing changes to the Procurement Code on May 1, 2013. Splitting of Purchase Orders was discussed specifically. A [handout](#) of the upcoming changes was distributed. The state will be conducting audits to ensure compliance. It is important to have documentation on all purchases.

Salary/Benefit Encumbrance

The new Benefit Encumbrance Enhancement was demonstrated. See [July 9, 2012 news post](#) for more details of the Benefit Encumbrance Enhancement.

Effort Payroll Re-allocations

Presentation of data has been an important aspect of the PAM initiative. Issues with data that make it difficult to know the true financial picture of a department are:

- Data not presented in a format that helps
- Data is not timely
- Data is incomplete

Waiting until after the quarter is complete to re-allocate effort on projects through the PAR form contributes to these data issues. An application is being developed that should be ready to use in October, which will allow departments to re-allocate effort during the quarter instead of waiting until after quarter end to make these changes. Management Reports will be more accurate because the data will be more timely and accurate. A prototype of this application was demonstrated.

Next BPAG Meeting – August 10, 2012