

Business Process Advisory Group Minutes
June 2, 2006
Winder Board Room 300 Park

Attending:

John Downing, Accts. Payable
Bob Turner, Nursing
Gary Gledhill, Research Accting
Dean Church, FIS
Carol Jost, Library
John Levandowski, FIS
Margaret Tennant, Business
Marilyn Burton, Neurobiology
Mark Winter, Budget
Lilly Miller for Matt Hunter, Biology
Barbara Nielsen, Govt. Accting
Margo Bonnette, Col. of Health
Sheila Olson, Academic Affairs
Vickie Parker, Payroll
David Saxton, ACS

Ann Blanchard, Undergrad. Study
Bobbie Harris, Engineering
Dave Bardsley, Pharmacy
Dennis Oyler, Medicine
Jim Urry, ACS
Leslie Bigler, CMES
Marian Brady, Payroll
Marilyn Cox, CSBS
Susan Hendry, Col. of Humanities
Karineh Hovsepian, Col. of Fine Arts
Laura Howat, Tax Services
Shari Zinik, Chemistry
Tami Garff, Social Work
Wanda Ramos, Govt. Accounting

Last Meeting Follow-up

The BRASS load process will create a 9/12 contract for faculty pay even though the faculty member may have been set up as 9/9 annual the previous fiscal year. Departments should submit a paper PAN form if they wish faculty to be paid 9/9 annual. Volunteer faculty will show up in FYSC and departments can continue volunteer faculty via FYSC. No paper PAN form will be needed.

Mailing Pre-Sort Billing Detail

Detail for mailing bureau charges can be obtained by contacting the mailing bureau. This is a manual process by the mailing bureau to pull the relevant blue cards that comprise the transaction details.

If you are paying for mailing bureau charges via campus order, you can ask for the campus order to be returned with the amount being charged by writing “please return with amount” on the campus order.

WEB Departmental Deposit Demo

An “alpha” version demo of the new WEB Department Deposit application was given. This application will replace the current paper Departmental Deposit form. Go-Live is planned for shortly after the start of the fiscal year.

A concern was raised about the departmental approval process. Income Accounting will consult with Internal Audit to obtain guidance on the relevant policy and procedure.

Accounts Payable Processing Turn-around Time

If you are having issues with AP documents not being process in a timely manner, please send Michelle Thomas or John Downing an e-mail with the relevant details.

As a reminder, check requests over \$1,000 are checked against relevant signature cards.

If the appropriate signature(s) is not on the check request it will be returned to the department for appropriate action.

Signature Cards

There will be an effort this year to identify roles and match them to policy. We would like to separate the actual signature for the activity/project/org it is tied to. Signatures should be associated with people, and people should be associated with activity/project/org and associated roles.

Open Discussion

None