Business Process Advisory Group – June 10, 2011 – INSCC Room 110

Attending:

Angela Sullivan, CFA
Bob Turner, FBS
Carl Larson, FBS
Gary Gledhill, FBS
Jennifer Long-Pratt, FBS
Jim Urry, UIT
John Levandowski, FBS
Julie Oyler, SOM
Margo Bonnette, COH
Marilyn Cox, CSBS
Marv Hawkins, ACS
Nora Karst, KUED
Paula Lee, CFA
Sandra Jones, FBS
Shari Zinik, COS
Utahna Miller, DESB
Ann Blanchard, UGS
Bobbie Harris, COE
Dean Church, FBS
Jane Scott, FBS
Jessica Stokes, UIT
John Downing, FBS
Judy Chan, FBS
Laura Howat, FBS
Marilyn Burton, SOM
Mark Winter, BUD
Matt Hunter, COS
Pam Mollner, IA
Perry Hull, FBS
Sandy Gundersen, FBS
Steve Allen, FBS

Last Meeting Follow-up

Financial Applications in CIS will be upgraded next Friday at 5 PM. (6/17/11). An **FBS news post** was sent out earlier.

Changes to PO Invoice Processing

The current process of sending invoices related to PO's to be approved, to departments through the mail is being changed. Valuable time is lost in paying the vendor on time with the current process. It takes time for the department to get the invoice and return it approved. Also some invoices may be delayed for other reasons in this process. Invoices that go directly to departments, currently department will approve and forward to Accounts Payable, this process will not change.

When PO invoices are received by Accounts Payable, a scanned image of the invoice along with a standard email will be sent to both the requisition originator and the business officer. It will state that within a stated number of days (based on payment terms), generally 5 or 10 business days, if the processor or PP is not notified of a problem, the invoice will be paid. This will help Accounts Payable to be more timely in paying vendors.

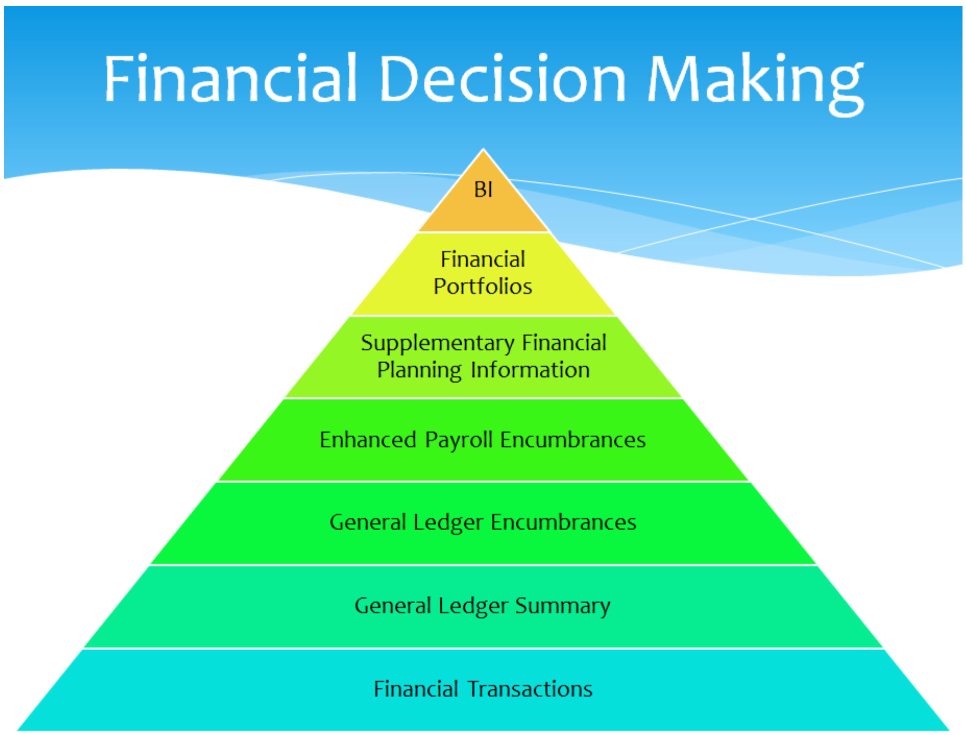
Also, if there is a problem paying the invoice such as the PO will need an increase, this process will not change. A communication will be made to the requisition originator to resolve the issue.
If you have any questions, please email Laura Howat or John Downing.

Financial Decision Making

What do we use Financial Statements for?

- How much money do I have?
- Review past history to verify accuracy.

Enhanced Financial Decision Making with current and future plans was presented:



PAM Projects

A review of the PAM projects was presented (some of which are in the diagram above):

- Payroll Encumbrances is in the design phase and a Design Document is being created.
- DPAC (Departmental Projections and Commitments)
- Ability for departments to update liaison information
- Suite of Grants modules to streamline the process of a grant from beginning to end.
- Tools upgrade – happening next Friday (6/17/11).
- Application upgrade
- Electronic Accounting Statements
- Maintenance of Signature Cards
- BI (Business Intelligence) – Reporting tools

Some of these projects have been started. The rest will have kickoff meetings soon and feedback from BPAG will be important in the defining of the requirements for each project.

Activity Lookup and Project Lookup were demonstrated. Different ways to input search criteria and how to modify the way results were displayed. Input was received form the BPAG to increase the effectiveness of these two tools. The relationship between Management Reports with these and other tools was also demonstrated.

Effective BPAG

BPAG has been a good tool for Financial & Business Services to communicate with campus departments. The effectiveness of BPAG will increase as information shared with the rest of departments of each BPAG member. BPAG members can also solicit ideas and feedback from their departments to bring back to BPAG for discussion. Financial Solutions is willing to come to various departments to facilitate this exchange of ideas.

Open Discussion

A question was asked to clarify the differences of the two terms: Principle Investigator and Account Executive. Principle Investigator applies only to Fund 5000 Projects. It is the person who actually receives the award. Account Executive applies to both Projects and Activities. The Account Executive is the person who is financially responsible for the Activity or Project. . The Account Executive manages the project and does the reporting for the project. The Account Executive and Principle Investigator is the same person most of the time. If the Principle Investigator has a large award that can be broken in to smaller projects, each may have an Account Executive assigned to the project.

A question was asked that if a Signature Cards was updated with at new Account Executive, would the Account Executive Management Report and EBT Security change at the same time. (or visa versa) These changes are mutually exclusive of each other and need to be made individually.

Next BPAG Meeting – July 8, 2011