

## **Business Process Advisory Group – June 13, 2014 – INSCC Room 110**

### **Attending:**

Ashley Hsia, FBS	Bennett Askew, HSC
Bob Schirmer, FBS	Bob Turner, HSD
Bobbie Harris, COE	Carl Larson, FBS
Chuck Piele, IA	Clay Postma, UIT
Dean Church, FBS	Frederick Hon, HU
Glendon Mitchell, FBS	James Steffan, MBM
James Turner, GEN	Janet Ellingson, CHPC
Jared Kirby, SOM	Jared Olney, PED
Jayci, Minjares, FBS	Jennifer Long-Pratt, FBS
Jessica Kieper, SOM	Jillana Ahloe, ADM
Jim Turner, EIHG	John Levandowski, FBS
Josephine Rudd, FBS	Judy Chan, FBS
Julia Harrison, CHPC	Kami McNeill, SOM
Karen Mara, ALZ	Kristy Green, CA
Leslie Bigler, CMES	Liz Taylor, UGS
Lynn Dixon, CE	Margaret Tennant, DN
Marilyn Burton, SOM	MaryAnn Howard, SCI
Matthew Castillo, CFA	Michelle Addison, CFA
Nora Ishihara, KUED	Pam Mollner, IA
Randi Ruff, FBS	Sandra Jones, UMFA
Sandy Hughes, BUD	Steve Allen, FBS
Todd Kapos, FBS	Tran Trang, EHSL
Valerie Ogden, HSC	

### **Management Reports – Evidence of Review**

A request was made by a BPAG member to create a FIL that had more than three months of history of who approved Management Reports. A query was demonstrated that brings back results greater than the date input in the criteria. It has different filters that can be used. It has been added to the **Financial Information Library** in the **EOR Folder**. It is called **EOR - Reviewer History**.

### **RT Tracking – New FIL**

Another query has been added to the **Financial Information Library**. This new FIL can be used to track Assets and RT numbers associated with those Assets. It is in the **ASSETS Folder**. It is called **RT Lookup**. Another companion query which list Asset Location is located in the same folder and is titled **Assets by Org/Location**.

### **Proper Use of Accounts**

Using the correct Account Number is vital to ensure all transactions are properly accounted for. To help accomplish this, Account Validation has been added to Campus Orders. Management Reports will properly reflect accounting transactions if the correct accounts are used. A [web page](#) has been created with the proper accounts to use when creating Campus Orders. [Click here](#) to view the new page.

### **Update Chartfield Attributes**

Financial & Business Services communicates with campus departments using attribute information in PeopleSoft. If the information for an Org Head/PI/Account Executive or Liaison is incorrect in the system, the information will not be received by departments. Some financial applications also use the same information to send reports and other information. Upcoming enhancements will also be dependent on correct information existing in PeopleSoft. A [web page](#) has been created explaining how to update the different Chartfield Attributes. [Click here](#) to view the new page.

### **Signature Card Project Updates**

Each time a department needs to add or remove a person on the signature card, a new card needs to be created and everyone must sign the card again. This is a cumbersome time consuming activity that happens too often on campus. An update on the Signature Card Project was discussed complete with a role play activity. One question discussed was adding the title of the person to be displayed. Some of the highlights of the project are:

- Each signature will only be collected once (this will be a separate activity from the rest of the project)
- Changes will be made electronically using a new application currently in development. The new application can:
  - Add/remove multiple users to one Chartfield
  - Add/remove one user to multiple Chartfields
  - View “signature cards” electronically

### **Open Discussion**

Performance Issues – We are aware of some performance issues running EBT report and are investigating to determine a cause. If you are experiencing issues with CIS you can check the Lifesaver page to see if other’s are reporting the same issue and if we have begun the steps to resolve it. If not, you can fill out the form on the Lifesaver page to report it. You can also send an email to Clay Postma ([clay.postma@utah.edu](mailto:clay.postma@utah.edu)) and Financial Solutions ([fis@utah.edu](mailto:fis@utah.edu)) to report it.

Accounting Calendar – The timing of month end transactions was discussed.

*Next BPAG Meeting—July 11, 2014*