

Business Process Advisory Group – June 10, 2016 – INSCC Room 110

Attending:

Alayne Merritt, FBS	Ann Buffington, ADM
Ashley Carter, FAO	Bobbie Harris, COE
Bryce Garner, HU	Carl Larson, FBS
Carrie Brooks, LIB	Cindy DeDios, FBS
Dave Bardsley, PHARM	Dean Church, FBS
Denny Cushing, FBS	Elizabeth Woolsey, SOM
Fred Ericksen, IA	Gary Snow, FBS
Heather Holley, FBS	Jake Pickett, SOM
James Steffan, MBM	Jared Olney, PED
Jeri Schryver, ICSE	Jim Turner, EIHG
Joan Gregory, EHSL	Joe Bryant, FBS
John Levandowski, FBS	Jordan Burr, FBS
Joshua Nutter, CHEM	Judy Chan, FBS
Julie Woodward, FBS	Karren Nichols, SUS
Kay Willden, BIOCH	Kristina Bailey, CSBS
Linda Jensen, OPHTH	Lisa Clayton, GEOG
Lois Barlow, SOM	Lynn Dixon, CE
Marjorie Goodrich, IA	Marjorie Goodrich, IA
Mark Patterson, FBS	marv Hawkins, USS
Matthew Castillo, CFA	Megan Warren, NURS
Michael Smith, FBS	Michelle Addison, MUSIC
Nora Ishihara, KUED	Randi Ruff, FBS
Rose Simper, ED	Sandy Hughes, BUD
Scott Patten, FBS	Shekky Kruger, CPPA
Sheralyn Stevens, MEDIA	Stephanie Taylor, NEU
Susan Shult, MEDCH	Sydnee Scarborough, SW
Taralyn Poulsen, FBS	Theresa Ferrone, KUED
Todd Kapos, FBS	Utahna Miller, DESB
Ying He, FBS	Yuka James, LAW

Recent Procurement Code Changes

New procurement code changes from the state were presented. [Click here](#) to review the changes.

AP Year-End & Submission of Invoices

For your UShop orders that you have indicated to hold for receipting, please create a receipt for goods or services that you have received in FY16 by June 30, 2016. If you have received the good or services in FY16 then we have to post the expense in FY16. Please let Accounts Payable know if you created a receipt but do not wish for the invoice to be paid due to a certain reason. Otherwise by creating the receipt the invoice will be paid. [Click here](#) to review Year-End Information & Dates.

EOR

The Evidence of Review (EOR) application has been redesigned. The tools for indicating review are still at the bottom with bigger icons. The button to get the detail reports pdf has been move to the top right. Two new buttons have added: ***My Activities*** and ***My Projects***. If an Account Executive clicks on one of these buttons, it will bring up all of the Activities or Projects for that Account Executive. [Click here](#) to read the FBS News Post about the changes.

UShop

A discussion was had about UShop. Several questions were answered.

Next BPAG Meeting —July 8, 2016