Business Process Advisory Group – March 11, 2011 – INSCC Room 110

Attending:

Ann Marie Breznay LIB	Carl Larson, FBS
Chuck Piele, IA	Dean Church, FBS
Fred Hon, HU	Gary Gledhill, FBS
Jane Scott, FBS	Jenny Lind, ARCH
Jessica Stokes, UIT	Jim Urry, UIT
John Arlen, FBS	Letha Allred, COS
Leslie Bigler, CMES	Liz Taylor, UGS
Margaret Tennant, USTAR	Margo Bonnette, COH
Marv Hawkins, UIT	Nola Lucke, FBS
Nora Kurst, KUED	Rebecca Baggett, FBS
Sandy Gunderson, FBS	Shari Zinik, COS
Steve Allen, FBS	Utahna Miller, DESB

Last Meeting Follow-up

UIT is working on creating a single sign on application to be used with all the secure websites on campus. This is currently being tested. Those who have access to the CIS test environment are encouraged to try it out. It is called go.utah.edu. Users are encouraged to report any issues e.g.:
- Time-outs
- Unusual behavior
- Password Issues

Report any issues to **webmaster@acs.utah.edu**.

P-Card Reallocation and Payment Net Upgrades

The upgraded P-Card Reallocation program will be go live on April 8, 2011. Training materials were shown that will help Reallocators learn how to use the new program. New Reallocators will still need to attend in person training, but existing Reallocators are not required to attend in person training and should review the **new training material**.

PaymentNet will also undergo an upgrade which will occur on May 16, 2011. Current users' passwords will be reset and they will need to log on and change their password. They will receive an email in April giving them a new temporary password and additional information. Inactive users will need to contact the PCard department should they decide to use PaymentNet at a later date. PaymentNet can be used by both reallocators and cardholders. And the transaction information for some vendors includes Level 3 data, which is line-item details. With this system, you can view:

- Authorizations and declines
- Current and historic transaction information
- Online dispute process

In addition, you can generate multiple reports for your own card or for the cards for which you are a Reallocator.

PAM Update

For us to grow research we need to be more efficient. The PAM (Project Administration and Management) initiative's goal is to improve and streamline our processes. This will include;
- Improved PI reporting
- Getting transactions through the system more efficiently.

Month-end Management Reports

The delivery of the monthly Management Report consumes physical resources and manpower. Statistics were given regarding the amount of resources and manpower used. We are analyzing the current process with the goal to stop printing monthly month-end Management Reports by July 2012. This does not mean that we are just transferring the printing to the departments at that time. The goal is to come up with a process that departments can still get and review the monthly report without all the printing and distribution.

Next BPAG Meeting – April 8, 2011