

Business Process Advisory Group – March 11, 2016 – INSCC Room 110

Attending:

Alayne Merritt, FBS	Ann Blanchard, UGS
Ann Buffington, ADM	Anne Maxwell, FAO
Bobbie Harris, COE	Brandi Johnson, PED
Brian Allen, BIOCH	Bryce Garner, HU
Carl Larson, FBS	Carol Bierschwale, ARCH
Chuck Piele, IA	Clay Postma, UIT
Craig Merritt, FBS	Darrin Robertson, FBS
Dawn Atterbury, FBS	Dean Church, FBS
Elizabeth Woolsey, SOM	Gary Snow, FBS
Heather Holley, FBS	Hedy Hu, FBS
James Steffen, MBM	Jared Olney, PED
Jeff Johnson, FBS	Jim Turner, EIHG
Joan Gregory, EHSL	Judy Chan, FBS
Julie Woodward, FBS	Karren Nichols, SUS
Kay Wilden, BIOCH	Kelly Peterson, FBS
Kristie Thompson, FBS	Kristy Green, CA
Lois Barlow, SOM	Maria Nielsen, FBS
Mark Patterson, FBS	Mary Louise Hughes, FBS
Mary Snow, USS	Mary Ann Howard, SCI
Matthew Castillo, CFA	Megan Warren, NURS
Michael Smith, FBS	Michelle Addison, MUSIC
Nora Ishihara, KUED	Parker Dougherty, LIB
Perry Hull, FBS	Roxanne Kulakowski, RB
Runar Boman, FBS	Sally Petersen, FBS
Scott Patten, FBS	Shelly Kruger, CPPA
Stephanie Muranaka-Astle, FBS	Susan Shult, PHARM
Sydnee Scarborough, SW	Todd Kapos, FBS

Last Meeting Follow-up

Consolidate lines from UShop purchases will now be displayed in Management Reports in the Journal Detail report. Line details can still be found in Journal Detail Search.

USHOP

Ushop keeps growing. What is happening with UShop?

1. An email was sent to BPAG members encouraging people to sign up for UShop training and sign-ups went up. Thank you to BPAG members.
2. **Paper forms** are being sun-setted.
3. Proof Requisitions will no longer be mailed. They will now be created in UShop,
4. Mary Louise Hughes is working on getting the Requisitioner Training online. **Shopper Training** is already available online.
5. BPAG members are encouraged to watch the training videos.
6. UShop approvers will soon be able to be set up in **GFA**.
7. A mobile app for UShop is being rolled out to departments.
8. Amazon is being set up as a punch out supplier – **coming soon!**
9. Save Search can be used by departments to monitor UShop activity.
10. Employee reimbursements will be moved to UShop replacing the payment request.
11. The UShop team is negotiating with suppliers to obtain the best prices for University departments.

Next BPAG Meeting —April 8, 2016

