

Business Process Advisory Group – May 10, 2013 – INSCC Room 110

Attending:

Alicia Geesman, HSC	Bob Schirmer, FBS
Bob Turner, FBS	Bryan Harman, USS
Carl Larson, FBS	Cary Lopez, UIT
Chuck Piele, IA	Darrin Robertson, FBS
Dean Church, FBS	Dennis Phan, FBS
Frederic Hon, HU	Gary Gledhill, FBS
Glendon Mitchell, FBS	Jake Pickett, SOM
Jane Scott, FBS	Jason Atuaia, SOM
Jayci Minjares, FBS	Jenny Lind, ARCH
Jeri Schryver, ICSE	Jessica Kieper, SOM
John Levandowski, FBS	Josephine Rudd, FBS
Judy Chan, FBS	Laura Howat, FBS
Linda Reed, HSC	Liz Porter BIOEN
Marcia Cook, CSME	Margaret Tennant, USTAR
Margo Bonnette, USTAR	Marv Hawkins, USS
Matt Hunter, COS	Michelle Addison, CFA
Nora Ishihara, KUED	Patricia O’Kane, SOM
Perry Hull, FBS	Rachel Tennyson, PMDP
Sandy Gunderson, FBS	Sandy Hughes, BUD
Shari Zinik, COS	Shaun Delliskave, DFPM
Steve Allen, FBS	Susan Wolfe, ARCH
Utahna Miller, DESB	Wendy Kwan, SOM

Last Meeting Followup

F&A encumbrances are now accurate and up-to-date. F&A encumbrance calculations are occurring every day. Issues with purchase order encumbrances have been resolved. More details in this [FBS News post](#).

EOR Enhancements

Enhancements are underway to improve the Evidence of Review (EOR) application. New features include:

- Search by Account Executive **or** Org (with or without rollup) **or** both.
- Additional column to display Account Executive name.
- Sorting on columns.
- Removing pagination.
- Displaying number of rows returned.
- Filter by “Reviewed Status”.
- Improved “Run” button.

Expenditure Policy

Policy 3-010 - Expenditure of University Funds & Personal Reimbursements was discussed. The new policy discourages the use of personal funds as a procurement method. The presentation can be [viewed here](#). Contact [Accounts Payable](#) for more information.

Purchasing from Costco was also discussed, for more information, [click here](#).

Sales Tax

An overview of Sales Tax as it applies to the University was given. The University collects and pays sales tax on different kinds of purchases, including:

- Sales of Prepared Food – Tourism Tax
- Grocery Food
- Transient Room Tax
- Regular Sales Tax

Sales Tax Exemptions were also explained. For more information, [click here](#).

New FIL's

Four new FIL's were demonstrated:

- [Encumbrance by Org](#) – This FIL returns current Encumbrances for Projects and Activities.
- [Change by Project Budget ORG](#) - Budget changes are returned for the date range that is input in the criteria.
- [Actual Cash Received Project](#) – Cash received to the date input in the criteria is returned.
- [Project Cash Position Change](#) - Cash balance changes are returned for the date range that is input in the criteria.

Next BPAG Meeting – June 14, 2013