

Business Process Advisory Group – May 11, 2018 – INSCC Room 110

Attending:

Angela Simmonds, COS

Carl Larson, FBS

Chris Carver, KUED

Courtney Demond, FPMD

Dalynn Berglund, PHCEU

Glendon Mitchell, FBS

Hedy Hu, FBS

James Steffan, MBM

Jeanette Church, SPED

Jim Turner, EIHG

Kelly Peterson, FBS

Kristie Thompson, OSP

Kristine VanAusdal, FBS

Linda Jensen, OPTH

Lois Barlow, SOM

Mark Nielsen, NBA

Mary Snow, USS

Perry Hull, FBS

Runar Boman, FBS

Shelley Kruger, PI

Thea Hatfield, GEOG

Tiffany Baires-Nielson. COE

Austin Seager, SOD

Carrie Brooks, LIB

Christine Baczek, NURS

Craig Merrit, FBS

Fae Larson, NURS

Heather Holly, FBS

Heidi Sieg, IA

Jared Olney, PED

Jeff Johnson, FBS

Joshua Nutter, CHEM

Kori Wetsel, FBS

Kristin Gelegotis, RBGA

Kristy Green, CA

Lisa Chandler, PHCEU

Lori McManus, HCI

Mary Louis Hughes, FBS

Michelle Addison, MUSIC

Ruby Steele, BIOE

Sandy Hughes, BUD

Terri O'Toole, FBS

Theresa Ferrone, KUED

Utahna Miller, DESB

Campus Order Project Status

The UShop team is moving forward in setting up Campus Suppliers to use UShop for Campus Orders. The advantages of using UShop was discussed. [Click here](#) for more information.

The following campus suppliers have been set up in UShop:

- Campus Store
- Chartwells
- Guest House
- Positively U (for gift cards/tickets)

Coming soon to UShop:

- IRB (Institutional Review Board)
- Marriott Library (for archive boxes and print jobs)
- OSL (Office of Software Licensing)
- UCard
- Union (for space rental & other misc. purchases)

Amazon Updates and Improvements

New features have been added to UShop-Amazon:

- Business Prime Shipping Membership
 - The Amazon Business Prime Shipping membership has been purchased for the entire UShop account.
 - Each individual user must set up an Amazon account by attending an Amazon Account set up session.
 - [Click here](#) to register
- Shipping Options – Expedited Shipping
- 7-Day Inventory Lock
- Scheduled Delivery

Invoice Approvals By PI's For Invoices Associated With Subcontracts

An audit finding indicates that invoices associated with subcontracts are insufficiently reviewed for verification that the goods or services were in fact delivered. A possible remedy is to expand the invoice approval process in UShop to always include the PI or approved alternate whenever a subcontract account number is present i.e. 628XX or 629XX. No timeline has been established yet for this change but please look for an announcement and provide feedback on the plan. Originally this approach was severely criticized, but sentiments seem to have changed and so far we have had widespread support.

Purchasing Organizational Changes

Terri O'Toole was introduced as a new Associate Director in Purchasing. Terri comes to the University from the state of Utah Purchasing department. To see Terri's and the rest of Purchasing's contact information, [click here](#).

BidSync

Purchasing will begin using BidSync again for bidding. Watch for more information.

ePR Year End

The close process for ePR and UShop were explained. [This document](#) gives the details of the presentation.

Self Service Liaison Change

Departments need to keep the Liaisons updated. Campus communications are often sent to Liaisons, so they need to be correct. The method for updating a Liaison was demonstrated. [Click here](#) for the help link for updating a Liaison.

Granting Financial Authority

The Granting Financial Authority (GFA) application was demonstrated. GFA is the workflow backbone of ePR and USHop and potential future web applications. GFA replaced the signature card a few years ago. [This diagram](#) shows how GFA works:

- Each Account Executive only has to provide his/her signature once
- Each Account Executive can have one to many Activities or Projects
- Each Activity or Project can only have one Account Executive
- Each Activity or Project can have zero to many Alternates (a person authorized to sign/approve on behalf of the Account Executive)
- Each Alternate can have one to many Activities or Projects
- Each Alternate only has to provide his/her signature once

[Click here](#) for the help link for using GFA.

Next BPAG Meeting — June 8, 2018