

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

Attending:

Angela Sullivan, CFA	Ann Marie Breznay, LIB
Bob Turner, FBS	Bobbie Harris, COE
Carl Larson, FBS	Carol Hsieh, FBS
Corky Richardson, UIT	Dave Bardsley, PHARM
Dean Church, FBS	Fred Hon, HU
Jennifer Long-Pratt, FBS	Jenny Lind, ARCH
John Arlen, FBS	John Levandowski, FBS
Judy Chan, FBS	Julie Oyler, SOM
Laura Howat, FBS	Leslie Bigler, CMES
Margo Bonnette, COH	Marilyn Burton, SOM
Marilyn Cox, CSBS	Matt Hunter, COS
Nora Karst, KUED	Perry Hull, FBS
Sandy Bruhn, ENG	Shari Zinik, COS
Steve Allen, FBS	

Controller

Laura Howat, the new University Controller, presented the objectives for her office which include:

- Customer Service
- Communication
- Collaboration
- Address Efficiencies
- Focus on Internal Controls

She stated that “Business Process is a work in Progress.”

PO Invoice Approval

One change has been made to the new PO Invoice approval process. Invoices over \$50,000 will only be paid if the department has approved the invoice. Please provide Accounts Payable feedback regarding the PO Invoice Approval process.

9.1 Upgrade

The Financial System upgrade to version 9.1 begins this afternoon. During the upgrade, there will be no access to the University Financial System. The upgrade should be complete tomorrow, and it is expected that the system will be fully functioning for start of business Monday morning.

W2 FIL

Departments can use a FIL to determine if their employees had exercised the option to select electronic or printed W2. Departments are encouraged to have their employees make a W2 election.

Salary Encumbrance

Changes are being made to Salary Encumbrances. The Payroll Encumbrance WEB Report is being updated to improve information for the departments. Feedback on the [new form](#) was discussed. Now, changes made will be reflected the next day. You can also encumber projects in future fiscal years.

Payroll Suspense

An email will be sent from Payroll, when there is an issue with distribution affecting pay. The changes need to be made by 3pm on the last business day of the pay period.

Journey of Information

The journey of a personal financial transaction was compared to the journey of a financial transaction at the University. Timeliness of data was discussed.

Next BPAG Meeting – December 9, 2011