

## **Business Process Advisory Group – November 14, 2014 – INSCC Room 110**

### **Attending:**

Alayne Merritt, FBS	Angela Simmonds, COS
Anne Maxwell, FAO	Bob Mutz, ARCH
Bobbie Harris, COE	Carl Larson, FBS
Clay Postma, UIT	Craig Merritt, FBS
Dave Bardsley, PHARM	Dean Church, FBS
Dennis Bryant, CSBS	Dennis Laros PSYCH
Elizabeth Woolsey, FBS	Erica Adamson, SCI
Frederick Hon, HU	Glendon Mitchell, FBS
Georgette Kimberly, FBS	Hedy Hu, FBS
Heidi Slack, FBS	Jake Pickett, NEURO
Jane Fong, SOM	Jane Scott, FBS
Jared Olney, PED	Jeff Johnson, FBS
Jeff West, FBS	Jennifer Hammond, SOM
Jennifer Long-Pratt, FBS	Jillana Ahloe, ADM
Jim Turner, EIHG	Judy Chan, FBS
Julie Woodward, FBS	Justin Chase, PED
Kami McNeill, SOM	Ken Erickson, FBS
Kevin Ballard, FBS	Kevin Runolfson, NURS
Kristy Green, CA	Laura Howat, FBS
Leslie Bigler, CMES	Lynn Dixon, CE
Marilyn Burton, SOM	Marla Holman, FBS
Marv Hawkins, USS	MaryAnn Howard, SCI
Matthew Castillo, CFA	Megan Warren, NURS
Michael Smith, FBS	Michelle Addison, CFA
Natali Rajcevich, FBS	Niloofar Bakhti, EHSL
Nora Ishihara, KUED	Pam Mollner, IA
Parker Dougherty, LIB	Perry Hull, FBS
Randi Ruff, FBS	Runar Boman, FBS
Reena Pamarthi, FBS	Robert Doerr, GEO
Sandra Jones, UMFA	Sarah Elliott, IM
Scott Patten, FBS	Shelly Krugar, CPPA
Susan Shult, PHARM	Todd Kapos, FBS
Tran Trang, EHSL	

### **Transforming PAR into e-PAR**

The current PAR process was demonstrated through a role play exercise. Work has started on the requirements for the development of e-PAR. e-PAR will use the **EDR** application as a foundation.

## **Sun-setting Signature Cards by 12/1 using GFA**

**Granting Financial Authority** (GFA) Application statistics were shown. [Click here](#) to view. Highlights of the presentation:

- 2413 Signatures Captured
  - 1676 are AE/PI/OH (64.71% of all AE's)
- 21,944 Alternates have been designated
  - 13,765 have been approved by AE's (62.73%)
  - 664 AE's have Alternates to approve

A demonstration on using GFA was given. Central Administration (Purchasing, Accounts Payable, & Travel) will exclusively use GFA on December 1, 2014 to validate financial transactions. If you have any issues using GFA, contact [Financial Solutions](#) or use the [Ask Us](#) form.

## **Terminated Account Executives**

As people have used GFA, some have discovered that the Account Executive is incorrect. Having the Account Executive correct in the system is important not only for GFA, but for all the other web apps. New reports that will be added to the Financial Information Library were demonstrated. These reports will identify Account Executives, PIs, and Liaisons that are no longer employed by the University. A [FBS News](#) post will be sent out when these reports are available.

## **Your Favorite ChartFields**

[UShop](#) will have a feature which will allow the requestor to input a "shortcut" to the complete Chartfield string. The shortcut will be either the Activity or Project. It will then display the complete string (BU + Org + Fund + Activity + Project, including descriptions)) which will allow the user to validate they have not "fat-fingered" the shortcut. BPAG members felt this would be a positive thing.

## **Reviews: Approvals & Notifications**

Workflow is part of the new [UShop Marketplace](#). Who approves transactions (and when) will be an important part of the process. Rules for determining which transactions need approvals are part of the design phase the UShop Marketplace is going through. Reviews can either be an approval (suspends the transaction) or notification (does not suspend the transaction).

Next BPAG Meeting—December 12, 2014