Business Process Advisory Group – November 13, 2020 – via ZOOM

UShop Searching

UShop has many internal suppliers that departments can purchase from. Perry Hull shared many different ways searches could be performed in UShop. **Click here** to see the presentation. UShop also has a **guided search**. The company that created the software used by UShop has this **video presentation**.   UShop can be contacted at **ushop@utah.edu**. See Appendix 1 below.

GASB 87 Leases

Governmental Accounting Standard No. 87 defines how leases should be accounted for in financial systems. This covers both the lessee and lessor. **Click here** to view the details of the presentation.

Software < $5,000 payment type in ePR

ePR has a new Payment type: Software < $5,000. This is because of an Internal Audit finding. **Rule 4-004C** gives detail on this. Scott Patten gave a step by step presentation on using this new type. **Click here** to view the presentation.

Travel updates

The **Travel website** is constantly updated to provide the latest information. Travel Cards are now being issued. The **Travel Card web page** has more information. The Legacy Travel system is being shut down. Travelers will not be able to book travel in Legacy system after mid-November. Please close any trips still outstanding trips in the Legacy system. Guest Travel was also discussed. To learn more, **click here**. The **Reference Materials** web page is a great place to learn more about Travel.
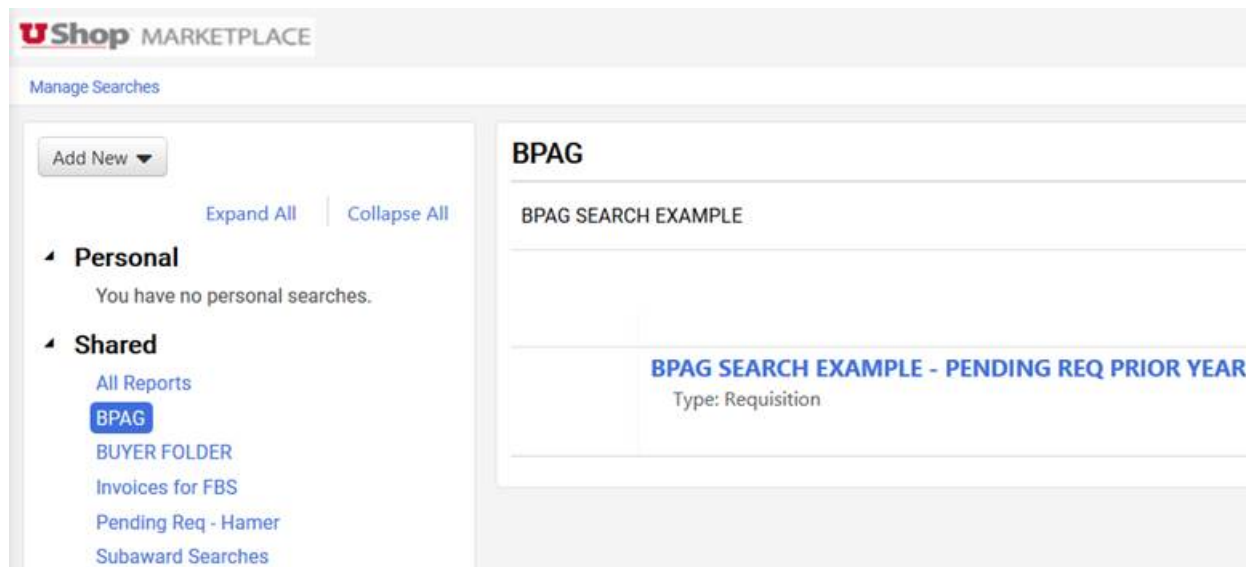
Contact **Kori Wetsel** or **Darrin Robertson** with any questions.

Gift Cards

Gift cards given to employees must be reported to the IRS. The **Tax Services and Payroll Accounting** departments needs this information by Dec 4 for all gift cards that employees have received or will receive by the end of the year. See this **memo** sent to Payroll Reporters for more information.

Appendix 1

• Perry Hull created a shared search folder called BPAG and have saved the search I demonstrated in that folder. It can be accessed by either Shoppers or Requisitioners.

• Users can find this by clicking on the person icon in the upper right corner and then selecting "Manage Searches" from the menu. They will see the BPAG shared folder Perry created, and the report listed on the right side, just like above.

• They can then select "Copy" which appears below the search and choose to copy the search into their own personal favorites (see below).

Copy Searches

Selected Items:

BPAG SEARCH EXAMPLE - PENDING REQ PRIOR YEAR

Current Folder:

Shared > BPAG

Add New ▲

Destination Folder:

▲ **Personal**
　　You have no personal searches.

▲ **Shared**
　　BPAG

[Save Changes]　[Close]

• After doing this the search will appear in My Searches after they begin a search for Requisitions (see below)

U Shop MARKETPLACE

Orders ▸ Search ▸ Requisitions

☰ **Search Requisitions**

Quick Filters　　My Searches

Manage Searches

My Recent Approvals

My Requisitions

Favorite Searches

BPAG SEARCH EXAMPLE - PEN...　•••

Next BPAG Meeting – December 11, 2020