

## **Business Process Advisory Group – September 9, 2011 – INSCC Room 110**

### **Attending:**

Ann Blanchard, UGS

Bobbie Harris, COE

Chuck Piele, IA

Janet Ellingson, CHPC

Judy Chan, FBS

John Arlen, FBS

John Levandowski, FBS

Laura Howat, FBS

Leslie Bigler, CMES

Marilyn Burton, SOM

Matt Hunter, COS

Pam Mollner, IA

Perry Hull, FBS

Sandy Bruhn, ENG

Utahna Miller, DESB

Bob Turner, FBS

Carol Hsieh, FBS

Dean Church, FBS

Jenny Lind, ARCH

Jessica Stokes, UIT

John Downing, FBS

Julie Oyler, SOM

Leatha Allred, COS

Margaret Tennant, USTAR

Marilyn Cox, CSBS

Nora Karst, KUED

Paula Lee, CFA

Rebecca Baggett, FBS

Steve Allen, FBS

### **Last Meeting Follow-up**

None

### **University Website Home Page**

U webmaster shared the evolution of The University of Utah home page. Try out the new home page at <http://www.utah.edu/> and provide any feedback to <http://www.utah.edu/contact/>.

### **IT Service Catalog**

The group brainstormed some ideas on how to best organize the UIT service catalog. Feedback should be submitted to [leslie.buck@utah.edu](mailto:leslie.buck@utah.edu) or [lyn.worthen@utah.edu](mailto:lyn.worthen@utah.edu).

### **e-Journal Excel Option**

The e-Journal excel option is now available for general use. For information on how to use, login to e-Journal via <https://www.acs.utah.edu/uofu/fin/WebJournalEntry/> and view the Excel Option Guide.

### **PAM Advisory**

We Need U! Please nominate yourself or a colleague to serve on the business officer PAM advisory committee by contacting [dean.church@utah.edu](mailto:dean.church@utah.edu).

### **Liaison & Authorized Alternates Security**

Discussion of whether liaisons should by default have management report and EBT security. The consensus was that management report security should be given to liaisons by default and there were differing points of view on EBT security. It was agreed that authorized alternates should not be given either security be default.

### **PO Invoice Payment Approval Changes**

There was discussion around the changes in AP purchase order invoice payment processing as announced in <http://fbs.admin.utah.edu/news/2011/09/07/invoice-payment-processing/>. Questions and concerns were raised. Feedback was requested to be sent via eMail to [laura.howat@admin.utah.edu](mailto:laura.howat@admin.utah.edu) .

### **Open Discussion**

None

*Next BPAG Meeting –October 14, 2011*