

## **Business Process Advisory Group—September 14, 2012—110 INSCC**

### **Attending:**

Amber Molyneaux, MBM  
Angela Sullivan, CFA  
April Fossen, KUED  
Bob Turner, FBS  
Carol Hsieh, FBS  
Dean Church, FBS  
Glendon Mitchell, FBS  
Jennifer Long-Pratt, FBS  
Jenn Reed, AUX  
Julie Gerstner, COE  
Kami McNeill, SOM  
Kristina Bailey, CSBS  
Leatha Allred, COS  
Linda Reed, HG  
Margo Bonnette, COH  
Matt Hunter, COS  
Monica Heaton, COE  
Rebecca Baggett, FBS  
Sandy Gunderson, FBS  
Susan Wolfe, ARCH  
Virginia Beane, LAW

Amy Gooch, SOM  
Ann Blanchard, UGS  
Bob Schirmer, FBS  
Carl Larson, FBS  
Chuck Piele, IA  
Gary Gledhill, FBS  
Jane Scott, FBS  
Jenny Lind, ARCH  
Jeri Schryver, ICSE  
Julie Oyler, DEN  
Ken Erickson, FBS  
Laura Howat, FBS  
Leslie Bigler, CMES  
Margaret Tennant, USTAR  
Marilyn Burton, SOM  
Michelle Addison, CFA  
Perry Hull, FBS  
Rachel Tennyson, PMDP  
Sandy Hughes, BUD  
Utana Miller, DESB

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

What is happening with the hard copy Management Reports was reviewed. Because PAM is going live in December, the November hard copy Management Reports for Projects will be the last one centrally printed. Activity Management Reports will continue to be centrally printed until the ability to provide a PDF bundle can be delivered.

### **Evidence of Review (EOR)**

The new reports in the [Financial Information Library](#) were presented. A demonstration was given to show how to use the reports in conjunction with providing evidence of review:

1. Run the FIL;
2. Export it to Excel;
3. Copy and paste the information into the EOR template.

The future Electronic Review prototypes were shown, along with the future EOR link in the Project Lookup results column, and how it will work.

### **PDF Annotations**

A tutorial of everything demonstrated in the meeting can be [found here](#).

Please review the presentation, and provide any [feedback here](#).

### **Open Discussion**

Don't forget to take advantage of salary and benefit encumbrances for future Projects. To use this tool, a distribution needs to be set up for the Project with future dates.

The new Payroll Reallocation EDR will be going live in November. More information will be sent out at a later date.

Regarding State procurement and Purchasing Card reviews, blanket orders vs. Pcard—trainings will be available soon.

A concern was brought up that users cannot save FBS Forms on the [forms](#) page. This has been corrected and the FBS forms can now be saved.

*Next BPAG Meeting – October 12, 2012*