

Business Process Advisory Group – September 8, 2017 – INSCC Room 110

Attending:

Ammi Aldous, FBS	Ann Blanchard, UGS
Ann Buffington, ADM	Anna Alindogan, FBS
Ashley Hsia, FBS	Carl Larson, FBS
Celina Hoggan, SCI	Courtney Demond, FPMD
Dave Bardsley, PHARM	Dennis Bryant, CSBS
Fred Erickson, IA	Frederic Hon, HU
Georgette Kimberly, FBS	Glendon Mitchell, FBS
Jacqueline Vigil, FBS	Jared Kirby, SOM
Jared Olney, PED	Jenn Green, CFA
Jennifer Long-Pratt, FBS	Jennifer Zenger, SRI
Jim Turner, EIHG	Jim Urry, FBS
Joe Bryant, FBS	Judy Chan, FBS
Julie Woodward, FBS	Karren Nichols, SUS
Kay Willden, BIOCH	Kelly Peterson, FBS
Kevin Ballard, FBS	Kim Springer, PATH
Kori Wetsel, FBS	Kristine VanAusdal, FBS
Kristy Green CA	Leanna Mower, MINES
Linda Jensen, OPHTH	Lois Barlow, SOM
Lori McManus, HCI	Lydia Lefler, PATH
Lynn Dixon, CE	Magali Coburn, SCI
Marcia Cook, CSME	Maria Nielsen, FBS
Mark Curtz, UIT	Mark Winter, BUD
Marv Hawkins, USS	Mary Louise Hughes, FBS
MaryAnn Howard, SCI	Michelle Addison, MUSIC
Mikaela Davis, FBS	Nora Ishihara, KUED
Perry Hull, FBS	Randi Ruff, FBS
Rose Simper, ED	Sally Peterson, FBS
Samantha Costanzo, PATH	Sandy Hughes, BUD
Scott Pattten, FBS	Stacy Darden, FBS
Susan Shult, MEDCH	Tanis Garcia, COMP
Theresa Ferrone, KUED	Tiffany Benson, SOM
Todd Kapos, FBS	Ying he, FBS

CIS Portal Upgrade

The Campus Information Services (CIS) Portal has a new look and feel. The new design uses intuitive, iconized tiles to provide access to University systems and resources. This change will take place Friday, September 8, 2017, beginning at 7PM. A splash page with links to applications will be in place during the upgrade,

The Homepage drop-down lets you select different pages with tiles that are organized for specific University roles or by functional area including:

- Employee - Base employee resources.
- Faculty/Instructor Services - Resources for instructors.
- Financial and Business Services - Financial applications for employees.
- HR Administrative Services - HR applications for employees.
- Research Services - Research applications for employees.
- Student - Applications for students.
- Student Administrative Services - Applications for employees who support students.
- University Resources - Applications for all University users, regardless of role.

Documents to help understand the new portal:

- [Startup guide](#)
- [Tiles Crosswalk](#) - Spreadsheet comparing old CIS Portal with new Portal.
- [Employee page](#) screen shot in the new Portal
- [Faculty page](#) screen shot in the new Portal
- [Dropdown](#) screen shot in the new Portal
- [Navigation Bar](#) screen shot in the new Portal

To get more information about the new CIS portal and how to customize it to meet your needs, click the Help option under the Preferences menu. If you don't find the information you need in the help system, you can always call the IT Help Desk at 801-581-4000.

PeopleSoft Financials Upgrade

The PeopleSoft Financial database is being upgraded from version 9.1 to 9.2. Financial and Business Services departments have been testing the new version for over a month. UIT has been working on the upgrade for two years.

Activity/Project Setup Request

The Activity/Project Setup Request form is being modified to include Functional Expense Categories. This new form helps General Accounting properly assign expense categories to Activities when the Activity is setup. Reporting the University submits to various state and federal entities will be greatly enhanced with more accurate expense categories assigned to Activities.

A FBS News post will be sent out when the new form is available.

ePR Update

New payment types have been added to the ePayment Request application. A pilot group is currently using the new types and will soon be available for all to use. The ease of creating a payment request using the new types was demonstrated. Using ePR is more efficient and environmentally friendly.

The updated [Buying and Payment guide](#) will help you select the correct application to use for payments. The paper Payment Request form will no longer be used after November 1, 2017.

Open Discussion

Grants and Contracts Accounting is moving September 19, 2017. They will not all be in the same location, but will keep the same phone numbers and email addresses. The [GCA contact page](#) can help you find the GCA employee you need.

Financial and Business Services has some projects planned following the upgrade, including:

- Travel Application upgrade.
- FORTIS (Document Management System for Management Reports) replacement
- Letters of Delegation added to GFA

Next BPAG Meeting — October 13, 2017