

## **Business Process Advisory Group – July 14, 2023**

### **Creating a PO—Best Practices**

In Football the Offense, Defense and Special Teams work together as a team to achieve a common goal. Every player and part of the team affect what the other parts can do. The same is true when creating a Requisition which will turn into a PO. The Department, Purchasing, AP, Change Request and Supplier all affect each other and can work together to achieve a common goal for a seamless experience from quote to payment plus reporting. How a PO is created and how/where the Accounting Distribution is added affects all of the other “players” down stream and affect what you may or may not be able to do after PO creation. This Creating a PO best practices guide will assist you as you build your requisition to achieve the best outcome.

[Click here](#) for more details.

### **BPAG Updates**

Financial Services has been holding **BPAG** Meetings since 1999. The Communication, Training and Outreach (CTO) team was formed last year as part of Financial Services. The CTO group will be chairing the BPAG meetings in the future.

Meetings will continue to be held on the second Fridays of the month but will switch to Zoom and will feature a standing item called Carl’s Corner, which may include FS history and trivia, as well as interesting athletics items to watch out for as the U of U moves out of the PAC-12 and into the Big 12. After 6 months, we will reevaluate the format of the monthly meetings based on participant feedback. Watch for more details from John Nilsson.

*Next BPAG Meeting —October 13, 2023*