



# User Group

Friday, August 22, 2014

*Midlands Tech Airport Campus - Academic Center Auditorium*

## Agenda

**8:30 Informal Networking**

**9:00 Welcome** (John Taylor)

**9:05 Human Resources/Payroll**

- General Increase Completion (Kelly Watkins)
- ACA Tool Distribution (Kelly Watkins)
- Nakisa Upgrade (Kelly Watkins)
- 12 Month Vacant FTE Deletions (Beth Quick)

**9:50 General: SCEIS Updates** (John Taylor)

- Election of Materials Management Representative to Change Advisory Board
- Nominations (Training, MM, Budget/FM) for User Group Leads Committee - Election October 31, 2014
- SCEIS Project Updates
- Training Update
- Reporting Update

**10:15 Break**

**10:30 Finance** (Bruce Burnett)

- Year End Overview (CGs Office and SCEIS Team)
- Budget Request Guidelines/PBF Refresher Training (Beth Quick)

**11:15 Materials Management** (MM Team)

- SRM System Updates and Resolutions
- Responses to Frequently Asked Questions
- Demonstration
  - Revised Process and uPerform: No Further Confirmation/No Further Invoice/Lock a Line Item
- Tips and Reminders
  - When and How to Change Account Assignment on a Blanket Purchase Order
  - Framework POs
  - Perform Sourcing - Assign Sources of Supply: Step 3, "Process Selected Drafts vs Edit Selected Draft"

## ***Next User Group Meeting***

Friday, October 31, 9:00 a.m. • Midlands Technical College Airport Campus Academic Center Auditorium