

Banner Finance Project
Minutes of Meeting - Wednesday, February 7, 2001

Larry called the meeting to order at 2:00PM in OM230

Those present were – Herb Karlet, Bob Walker, Larry Barnhill, Ted Massey, Bill Shondel, Bindu Mannan, Linda Mills, Kelley Francis, Sharon Rutherford, Selah Wilson and Sandie Means.

There were no corrections to the minutes of the December 6, 2000 meeting.

A letter was received from departmental user requesting access to form FAIVNDH – Vendor Detail History Form. Following discussion, it was decided that there is an alternate way of looking at the information by using the FOIDCH forms. FAIVNDH is intended for use in central offices and does not have sufficient security control to allow for use by all departments. Larry will notify the user of the decision.

Subcommittee Reports

- Banner Oversight Committee – Larry reported that the draft policy and procedure document submitted from BUG-F had been considered and a new draft received by the committee. After some discussion it was decided that BUG-F will vote on this policy by e-mail so that Terri can present the policy to the university wide committee after the next BOC meeting on February 20.
- Business Processes – Bill had nothing new to report.
- Fixed Assets – Bill reported that the committee is still resolving some issues and that buildings inventories are being tested. A major issue for this subcommittee is finalizing the useful life table. Larry reported that conference calls with WVU and other state agencies is moving this project along but there is no deadline set for when decisions will be made on the useful lives. This is the first issue on the agenda for the GASB 34/35 committees of higher education.
- Departmental Reports – Selah reported that January 16 payroll documents have been entered and cleared. Sandie reported that January 31 payroll documents should be finished by the end of this week with anticipated release of January reports by the week of February 19. Selah reported that we have received approval to store Accounting reports directly to disk without need to print copies for internal office use since most research is done on-line without need for printed reports. Departmental reports will continue to be distributed in paper form.
- Interfacing and Security – Bob had nothing new to report.
- Budget – Sandie had nothing new to report.
- Grants and Contracts – Linda requested when it would be possible for her to run the reports that Bindu has created. Bob reported that his area

continues work on a means of having these reports run by the end users rather than IT personnel.

- HR Interface – Herb asked Sharon to work with Perry to develop a written work plan for presentation to the next payroll reporting meeting scheduled for Monday, February 12.
- AR Interface – Barry reported that Spring registration is completed that this subcommittee will resume work on this component.

Old Business

- A year end closing schedule has been adopted (see attached) and Larry, Bill and Kelley will notify departmental users of key dates for offices outside of central administration. Herb advised that he will remind the President's cabinet of the dates.
- Sandie reported that FY 2002 operating revenue budgets should be available on line by June 1 with allocation letters sent prior to that. It should be noted that personal service budgets will not be available until July 1. There will be three main budget entry dates. June 1 – anticipated revenues will be available for commitment with effective dates of July 1. On July 1, estimated balance forwards will be entered to the system. On August 15, reconciled balance forwards will be entered to Banner.

New Business

- There was discussion of Release 5.0 and 5.1 and to begin identifying dates when these releases can be installed. Larry reported that Release 5.0 is needed for GASB 34/35 reporting and depending on the changes made, it may be necessary to have this release installed prior to June 30. We won't be able to analyze this until release notes are available scheduled for March.

The next meeting is scheduled for Mar 7, 2001 at 2:00PM in the Yeager Conference Room (230 OM).

The meeting adjourned at 2:40PM

2000-2001 Fiscal Year-End Closing Schedule

DATE(S)	<i>description</i>	<i>responsible area</i>	FISCAL YEAR	FUND TYPES
04/02/01	Last date for requisitions requiring bids for FY01.	Purchasing	2000-2001 2000-2001	Expiring Non-Expiring
04/02/01	All purchase orders issued as of this date must contain the statement regarding receipt of merchandise by 06/15/01.	Purchasing	2000-2001 2000-2001	Expiring Non-Expiring
04/30/01	Letters to be sent to all vendors with open purchase orders and encumbrances regarding receipt of merchandise by 6/15/01.	Accounts Payable	2000-2001 2000-2001	Expiring Non-Expiring
05/01/01	Last day for remaining routine requisitions to be entered.	Purchasing	2000-2001 2000-2001	Expiring Non-Expiring
06/01/01	FY2002 Budgets available on Banner for Enrollment Fees (70006), State Appropriated/General Revenue (70007), and Anticipated/Allocated Revenue (70002)	Budgets	2001-2002 2001-2002	Expiring Non-Expiring
06/01/01	First day for FY02 requisitions to be accepted.	Purchasing/All Departments	2001-2002 2001-2002	Expiring Non-Expiring
06/01/01	All new requisitions and general encumbrances with expected delivery date after 6/30/01 are to be entered against FY2002 budgets and must be dated 07/01/01 with the exception of Grants and Expiring Funds.	Purchasing/All Departments	2000-2001	Non-Expiring
06/01/01	Last date for encumbrances/requisitions/purchase orders against FY2001 Expiring Funds.	Purchasing Accounts Payable	2000-2001	Expiring
06/15/01	Last date for receipt of invoices and deliveries to be processed on FIMS for FY2001	Accounts Payable Receiving	2000-2001 2000-2001	Expiring Non-Expiring
06/22/01	Last date for entry of routine payments for FY01. Final interface to the State Auditor's Office	Accounts Payable Accounting	2000-2001 2000-2001	Expiring Non-Expiring
06/22/01	Last date to enter/accept requisitions and encumbrances until 07/02/01. NOTE: Although the June P-Card purchases will be paid from FY01 funds, no encumbrance should be entered for these charges.	Purchasing/All Departments	2001-2002 2001-2002	Expiring Non-Expiring
06/22/01 thru 06/29/01	Finance Office will be closed except for emergencies			
06/29/01	All purchase orders to be reviewed for roll-over process	Purchasing Accounts Payable	2000-2001	Non-Expiring
06/29/01	Estimated Budget Balances Forward (70001) to be entered.	Budgets	2001-2002	Non-Expiring

