

Banner Finance Project  
Minutes of Meeting - Wednesday, January 3, 2001

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

Those present were - Larry Barnhill, Ted Massey, Bill Shondel, Bindu Mannan, Perry Chaffin, Jan Fox, Linda Mills, Kelley Francis, Sharon Rutherford, Selah Wilson and Sandie Means.

There were no corrections to the minutes of the December 6, 2000 meeting. There was no new correspondence to the group.

#### Subcommittee Reports

- Banner Oversight Committee – Larry reported that the draft policy and procedure document submitted from BUG-F was being considered and reviewed by the BOC. It is anticipated that after this document is reviewed that a final draft will be sent to all of the user's groups for final review. It was also noted that BUG-S was now requiring training by Pat Gebhart before granting update privilege on General Person forms to individuals needing this access. The BOC is considering this for all user groups.
- Business Processes – Bill had nothing new to report.
- Fixed Assets – Bill reported that all old equipment has been entered to the Banner Fixed Assets system. He will be calling a meeting of the full subcommittee to consider the remaining issues.
- Departmental Reports – Selah reported that October reports had been mailed prior to the holiday break. November 15 payroll documents have been entered and cleared. November 30 payroll documents are in the process of being entered and should be finished by the end of this week. Tom Linkous in Payroll has informed Selah that the November PEIA documents should be ready for entry to Banner Finance by this Friday. November reports may be ready for distribution by the end of next week.
- Interfacing and Security – Bindu reported that the cover sheets didn't print this morning because the FIMS system was down. This problem has been resolved.
- Budget – Sandie had nothing new to report.
- Grants and Contracts – Linda reported that testing is continuing and progress on the system is satisfactory at this point.
- HR Interface – Perry reported that the July 16 payroll had been successfully run and July 31 payroll should be ready to run by this afternoon. These processes are necessary to update files on the HR module. Testing of the interfaces from HR to Finance are continuing with Perry, Sharon and Larry but will not be done until the system is fully tested. There was discussion of the POSNBUD records created on the HR side and ready for interface into Banner Finance through the GURFEED table. These records are only needed if budget development is used. Since budget development won't be used for FY 2001 records it

- was decided that Larry would request that the POSNBUD records be removed from the GURFEED table periodically.
- AR Interface – Larry reported that progress has been made on this interface but during this peak registration period, several key members of the subcommittee needed to devote their attention to the registration process. Once registration is completed, this subcommittee will resume work on this component.

#### Old Business

- NSF Conditions on Change Orders – it was agreed that this item will be removed from the agenda since there have been no instances of this occurring for several months. Everyone will continue to monitor documents to make certain that NSF conditions are caught as soon as they occur.

#### New Business

- Year End Closing Schedule – it is time to develop the year end closing schedule for FY 2001. Larry will assemble a subcommittee to address these issues.
- FY 2002 Budgets – As part of the annual schedule, the budget schedule for FY 2002 will be developed as part of the year end closing for FY 2001 and start up for FY 2002.
- Jan reported that she is working with Neal Gold to determine what interfaces are being developed for the college system that may be useful for Marshall.

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

The meeting adjourned at 2:40PM