

Banner Finance Project Minutes
Wednesday, October 10, 2001

Larry called the meeting to order at 2:00 PM in Room 207 Old Main.

BUG-F members present were Ted Massey, Linda Mills, Sharon Rutherford, Selah Wilson, Sandie Means, Bob Walker, Perry Chaffin, Barry Beckett, Bill Shondel, Jan Fox and Larry Barnhill.

There were two items of correspondence brought before the group and discussed:

- Memo from Terri Tomblin Byrd dated September 20 related to New BOC Policy and procedure documents available for review on the web at <http://www.marshall.edu/banner/BOCPandP.doc>
- Memo for Terri Tomblin Byrd dated October 8 related to roll back of production to pre-production scheduled for the end of October with preproduction unavailable until November 1.

Subcommittee Reports

- Selah reported on the September Banner Oversight Committee meeting.
- Bill had requested input from the Business Processes subcommittee members related to a change in purchasing and payment procedures as reported under new business.
- Selah reported from the Departmental Reports subcommittee meeting of September 10. There was a request for a summary level report that has been referred to Bindu for review with Jim Schneider and Sandie Means. There was also a recommendation that the PO or encumbrance reference be shown on the FGRODTA report to make this report easier to follow. This recommendation will be acted upon at the next meeting.
- Bob had nothing to report from the Interfacing and Security subcommittee separate from the HR interface.
- Sandie had nothing new to report from the Budget Subcommittee.
- Linda reported that she needs access to the accrual period for some Grants and Contracts clean up on old year.
- Sharon reported that the HR Interface for August 16 is done and that the August 31 payroll should be ready for interface by Monday, October 15. Testing on the 9 month employees paid over 12 will continue. Worker's Compensation is now part of the HR feed document.
- The AR Interface project has been delayed until the Spring window to allow for HR interface to be finalized and to have a larger block of time to bring this component piece in line.

Old Business

- Banner Release 5.x installation has been scheduled for the holiday break in December. Testing will need to be done as soon as the preproduction database is available in early November.

New Business

- Several members attended an E-print demonstration in the Drinko Library. There are technical issues that must be reviewed including whether security must be fed over periodically or if E-print can pick up Banner security directly. It was also discussed whether this solution would work for other Banner modules since the only security and access seems to be based on fund and organization.
- Bill reported on Electronic Commerce demonstrations that have been arranged. The technology is in place for these options and it seems to be the latest development but there may be issues related to the direction of the state with regard to this technology.
- Bill proposed a change in procedure that will require that all purchase orders for commodities will be paid only when the shipment is complete. After some discussion the motion was adopted on a voice vote. Partial payments will no longer be made against purchase orders that are marked to indicate that partial payments will not be made. This procedural change will assist in the implementation of the fixed assets module.

After announcing upcoming meetings and conferences, this meeting adjourned at 3:15 PM.