

Banner Finance Project
Minutes of Meeting - Wednesday, September 6, 2000
2:00 – 4:00 PM OM 230

Larry Called the meeting to order at 2:05 in OM 230.

Those present were – Herb Karlet, Sharon Rutherford, Selah Wilson, Linda Mills, Terri Tomblin-Byrd, Kelley Francis, Barry Beckett, Larry Barnhill, Perry Chaffin, Bill Shondel, Sandra Means, Ted Massey and Bindu Mannan. Those absent were Jan Fox and Bob Walker.

There were no corrections noted for the minutes of the August 2, 2000 meeting. There was no new correspondence to the group.

Subcommittee Reports

- Banner Oversight Committee – Larry reported on the meeting of August 15. Duplicate PIDM/SSN/FEIN records in the system have been reviewed by Barbara Smentkowski and there were 36 duplicate records. Terri reported that these were in the process of being corrected. Banner 4.2 is scheduled for implementation and everyone was reminded to review the release notes as well as the schedule to anticipate any problems with the new release. There was some discussion of the General Person Ownership matrix in the current Banner User's Group Policies and Procedures Guide. It was decided that as a group we would review the entire guide for recommended changes not just the matrix. Larry will start the review. Terri reminded us to check all of the "gray" areas of Banner Form ownership.
- Business Processes - Bill reported that he had received one response to the survey sent to the subcommittee.
- Fixed Assets – Bill reported that approximately 2,500 of the 9,000 items had been entered on 2 of the 3 required screens. The third screen is associated with depreciation which must be tested more before completing that section.
- Departmental Reports – Selah reported that the departmental reports have not been run since payroll and fringe benefit charges have not yet been received.
- Interfacing and Security – No report
- Budget – All ending balances for FY 2000 have been balanced to the beginning balances for FY 2001. The budget roll from HR to Finance has been tested. Attention is now turning to rolling encumbrances from HR to Finance.
- Grants and Contracts – Linda reported that she is having some difficulty with how to update information in the FTIIDEN form when accessed through FRAGRNT. Following discussion it was decided that Terri Tomblin-Byrd will find out how FTIIDEN gets updated to show grant project investigators and she will get back to Linda with what she finds.

Linda also asked for advice on how to get reports she will need. Bindu and Terri advised her to identify the fields of information she wants and the format she wants in a report. This information should be passed to Bindu (Bob Walker) for the reports to be created. Larry recommended that she compare any CUFS reports she used in the past with Selah's cross reference list to see if a Banner report has already been located that matches a CUFS report. Linda also reported that the Grants module is being used on a few new grants that started in May and no significant problems had been detected.

- HR Interface – Perry reported that testing of the HR system continues. Efforts have now moved from the budget roll to the encumbrance roll. It is anticipated that the actual payroll interface testing may be able to resume as soon as this Friday.
- AR Interface – Barry reported that we plan to resume test work on this aspect of Banner this month.

Old Business

- User Manual Update – Larry reported that the purchasing, encumbrance, and reporting sections had been updated but not actually placed on the Web page yet. If Budget or Grants wish to add or update information they should submit their information to Larry as soon as possible. Larry reported that the new manual will have a chapter devoted to forms. Anyone with Banner related forms that they want addressed in the user's manual should provide that information to Larry for inclusion.

New Business

- The BOC has requested a list of all training sessions that each subgroup offers. Larry requested that each office submit its list to him by September 15.
- Sandie reported continuing problems with budget checks on the purchase orders (change orders specifically). After some discussion it was decided to test some issues including a review of security and other features of the system to make certain that the system is set up properly. It may be necessary to activate approvals on purchase orders to ensure the proper budget checks are in place.

The next meeting is scheduled for October 4, 2000 at 2:00 PM in the Yeager Conference Room (230 OM). The meeting adjourned at 3:00 PM.