

Banner Finance Project Agenda  
 Minutes of Meeting - Wednesday, July 5, 2000  
 2:00 – 4:00 PM OM 230

Call to Order – Larry called the meeting to order at 2:00 in the OM230.

Attendance:

Herb Karlet	Senior VP for Finance	Present	<a href="mailto:Karlet@marshall.edu">Karlet@marshall.edu</a>
Jan Fox	VP for Information Tech.	Present	<a href="mailto:Fox@marshall.edu">Fox@marshall.edu</a>
Ted Massey	Assoc. VP for Finance	Present	<a href="mailto:Massey@marshall.edu">Massey@marshall.edu</a>
Larry Barnhill	Director of Accounting	Present	<a href="mailto:Barnhill@marshall.edu">Barnhill@marshall.edu</a>
Terri Tomblin-Byrd	Assoc. Dir. Of Computing Svcs, Database Admin. And Shared Systems	Absent	<a href="mailto:Tomblin@marshall.edu">Tomblin@marshall.edu</a>
Bill Shondel	Director of Purchasing and Materials Management	Present	<a href="mailto:Shondel@marshall.edu">Shondel@marshall.edu</a>
Sharon Rutherford	Director of Payrolls & Sponsored Programs	Present	<a href="mailto:Rutherfo@marshall.edu">Rutherfo@marshall.edu</a>
Barry Beckett	Director of Student Financial Systems and Bursar	Present	<a href="mailto:Beckett@marshall.edu">Beckett@marshall.edu</a>
Sandie Means	Director of Fiscal Operations – South Charleston	Absent	<a href="mailto:Smeans@marshall.edu">Smeans@marshall.edu</a>
Bob Walker	Director of Finance Information Technology	Present	<a href="mailto:Walker@marshall.edu">Walker@marshall.edu</a>
Selah Wilson	Manager of Accounting	Present	<a href="mailto:WilsonSJ@marshall.edu">WilsonSJ@marshall.edu</a>
Kelley Francis	Manager of Accounts Payable	Present	<a href="mailto:Francis@marshall.edu">Francis@marshall.edu</a>
Bindu Mannan	Information System Specialist – Finance	Present	<a href="mailto:Mannan@marshall.edu">Mannan@marshall.edu</a>
Perry Chaffin	Director of Audits	Present	<a href="mailto:Chaffinp@marshall.edu">Chaffinp@marshall.edu</a>
Linda Mills	Manager of University Grants	Absent	<a href="mailto:Millsl@marshall.edu">Millsl@marshall.edu</a>

Correspondence

- None

Reports

- Banner Oversight Committee – No report since there was no meeting since the last BUG-F meeting.
- Business Processes – Bill reported that the FPAEOCD form isn't working properly and it has been reported as a problem. Other problems reported

on Version 4 have not been resolved but none are considered production critical.

- Fixed Assets -- Bill reported that Receiving is prepared to start entry of the old inventory next week and it is hoped that this project will be completed in the next three months. Bill will call a meeting of this subcommittee to work on the depreciation component.
- Departmental Reports – Selah reported that the June 15 payroll has been posted and cleared. The June 30 payroll was received on July 5 and should be posted and cleared in the next few days. Perry reported that in working with the Payroll Office it was not likely that the payroll entries charged to a clearing account would not be corrected prior to the end of the fiscal year reporting period. This clearing account will be carried forward into FY 2001. (NOTE:
- Interfacing and Security – Bob reported that the first interface of invoice documents to the state accounting system was completed on Monday, July 3 without problems. The state interfaced the file at 4:30 on that day.
- Budget – Ted reported that all allocated budgets except personal service budgets have been entered and are available for departments to use. Revenue generating departments received budgets if revenue was received during FY 2000. Carry forward budgets are being reviewed now and preliminary budgets will be available after these budgets are reviewed.
- Grants and Contracts – Larry reported that Linda Mills has joined this committee but had a prior commitment that prevented her from attending this meeting. Jan reported concerns that MURC was no longer part of this group and she would encourage them to participate in these meetings. Following discussion, it was determined that the only daily interaction between the two databases was the receiving area.
- HR Interface --- Perry reported on the progress of this project and continued efforts to have the Banner Payroll and EPICS Payrolls reconcile and post over to the Banner Finance system. Once year end testing is completed, the group agreed that it would be acceptable to roll the production database into preproduction for continued testing of payroll transactions on more current data. Prior to requesting the roll back, Bill should be contacted for status on Fixed Assets testing and Sharon should be contacted for Grants and Contracts testing.
- AR Interface – Barry reported that information is still being collected on the revenue side to develop the accounts receivable interface.

#### Old Business

- User Manual Update – Larry reported that Cortney Griffin is available to assist with updating the procedures manuals on the Banner Finance Web. Bill reported that he had met with her already to start the purchasing manual updates.

#### New Business

- Year End Closing – Larry reported that the general ledger roll was done over the weekend without significant problem. Selah reported two documents that were creating an out of balance condition that had not yet been corrected.
- System Performance – Jan reported that the MURC database was scheduled to come live in the next two weeks and to watch for any performance issues that may arise.

#### Meetings/Announcements

- Next Meeting August 2 2:00 – 3:30 Yeager Seminar Room (Old Main)
- Midwest User's Group Meeting, October 19 – 20, Oxford, OH (Miami U)
- SCT User's Group Meeting, April, 2000 – Toronto

The meeting adjourned at 3:15.