

Banner Finance Project  
Minutes of Meeting - Wednesday, November 1, 2000

Larry called the meeting to order at 2:00 in OM 230.

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

There were no corrections noted for the minutes of October 4, 2000 Meeting. There was no new correspondence to the group.

#### Subcommittee Reports

- Banner Oversight Committee – Larry had nothing new to report.
- Business Processes – Bill had nothing new to report.
- Fixed Assets – Bill reported that approximately two thirds of the equipment inventory has been entered. There was discussion about calculating depreciation and entering this information on the last step of the fixed assets project in anticipation of GASB 34 and 35. The subcommittee will need to meet to discuss depreciation plans.
- Departmental Reports – Selah reported that July reports have been printed and are being prepared for distribution.
- Interfacing and Security – Larry reported that the state FIMS system was implementing electronic approvals and that we would need to modify our interfaces to account for this change. Bob reported that the interface had been modified to accommodate the changes made in purchasing to use commodity level accounting on certain purchase order transactions.
- Budget – Sandie had nothing new to report.
- Grants and Contracts – There was discussion about posting grant budget information to the operating ledgers. It is believed that FURFEED, FGRTRNI and FGRTRNR processes may impact this issue so testing along those lines will continue. Linda continues to review the research accounting module including the grants rebuild process.
- HR Interface – Perry reported that progress is continuing on the interface of data from HR to Finance. Interface of actual payroll documents is very near. There were approximately 70 records that needed additional information entered to make the transfer accurate. Once these are corrected, the July 16 payroll should be ready for interface but will not be posted to the ledgers since July payrolls were manually entered in order to issue reports for that month.
- AR Interface – Barry reported that this subcommittee is continuing to work on the interface and has successfully tested one interface document in preproduction. A December 1 goal has been set for completion of significant testing but it is uncertain what can be placed in production before the next large registration period. If the fall window isn't met before

December 1 then it will be February before the next window of opportunity for this group to make significant progress.

#### Old Business

- General Person Ownership (BOC Policies & Procedures) – There was discussion about the BOC Policies & Procedures manual. It was agreed that we recommend that vendor name and address ownership be set at level 1. If a vendor becomes a student or employee, ownership of the general person data (but not the address type information) would fall within the existing ownership matrix. It was agreed that Larry would present this draft copy of the BOC policies and procedures to the remainder of the BOC for further consideration.
- NSF Conditions on Change Orders – No new situations have been reported and Sandie, Bill and Selah continue to monitor this situation. Unless this situation can be detected near the time when the error occurs it will be difficult to identify and resolve the problem.

#### New Business

- Herb reported that the Legislative Auditors were beginning work on university accounts this week. The last Legislative Audit was in 1987.
- Larry and Bob met with the Banner Finance Implementation team of the other state colleges and their SCT consultant on Tuesday October 31. The primary emphasis of this training was the logic behind our chart of accounts and its relationship with the state accounting system. SCT has been hired to train the other state schools in use and implementation of the overall system but this was provided as a courtesy on this particular aspect of the system.

The next Meeting is scheduled for December 6, 2000 2:00 in the Yeager Conference Room.

The meeting adjourned at 3:00PM.