

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

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

Those present were – Herb Karlet, Jan Fox, Linda Mills, Sharon Rutherford, Selah Wilson, Sandie Means, Kelley Francis, Bob Walker, Ted Massey, Bill Shondel, Perry Chaffin, Barry Beckett, Terri Tomblin-Byrd, Bindu Mannan, and Larry Barnhill. No committee members were absent.

There were no corrections noted for the minutes of September 6, 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 one half of the equipment inventory has been entered. He is awaiting information from MURC related to their use of this system. The Fixed Assets subcommittee will need to continue testing to develop policies related to depreciation on equipment in anticipation of GASB 34 and 35.
- Departmental Reports – Herb has sent a memo to the President's Council explaining the delay in running monthly reports for FY 2001.
- Interfacing and Security – Bob had nothing new to report.
- Budget – Sandie reported that the budgets from the HR system had successfully interfaced to Finance production and that subcommittee is in the process of correcting budget and encumbrance amounts between initial manual entries and system fed entries.
- Grants and Contracts – Linda has reported a problem with posting grant budget information to the operating ledgers. This problem has been reported to both Bob & Terri and is being investigated. Linda also identified two grant reports that Bindu and Terri were working on.
- HR Interface – Perry reported that progress is continuing in the interface of data from HR to Finance. Testing of Work-Study information from HR to update Financial Aid information has been successful. Entry of lump sum positions continues to get updated. Input of year to date information on the Payroll side of HR is an area that will need additional work. Solutions provided so far from SCT may not be helpful to our situation.
- AR Interface – Barry reported that this subcommittee has resumed work on this interface and has started weekly meetings. A goal of starting to interface limited receivables information has been set for December 1 before the next large registration period. If the fall window isn't met then it will be February before the next window of opportunity for this group to make significant progress.

Old Business

- User Manual Update – Larry reported that the forms part of this manual has not yet been updated and that is the last known update to be done.
- Release 4.2 – A defect in the FAAINVE form has been identified and a workaround has been provided but an SCT solution is still pending.
- Grants use of form FTIIDEN – This problem has been resolved and Linda can now access the information she needed.
- General Person Ownership (BOC Policies & Procedures) – There was significant discussion about the BOC Policies & Procedures manual. Terri reminded the group that the highest number on the matrix is the office that will take responsibility for all updates to a person's record once an office enters any general person data for that individual. If a student becomes an employee and then becomes a vendor then the office with the highest number in the matrix of those three will be the one responsible for maintaining all information on that record in the future. Larry reminded everyone to review the proposed policies and procedures again and to get feedback to him by Friday to either move forward with the proposed policy or hold until the next Banner Finance meeting.
- NSF Conditions on Change Orders – This issue has not been resolved. Larry reported that there are no attributes on the user profile that would allow or stop buyers in Purchasing from inadvertently overriding the fund availability checking. Some orders get processed without proper NSF checking. Bill and Sandie will continue to work to see if they can recommend a solution.

New Business

- Commodity level accounting on purchase orders relating to Fixed Assets – Kelley and Bob reported that a procedural change in Purchasing to use commodity level accounting resulted in the Banner to FIMS interface not working properly. Bill reported that the change was made because purchase orders issued with combined fixed assets and non-fixed assets commodities don't create the proper tags. One suggestion was to require that purchase orders be split when fixed asset and non-fixed assets were submitted on the same requisition. Bob is going to look at the interface to see if he can make the necessary modifications to adjust the interface for this changed procedure. All offices were reminded that procedures should not be changed without bringing it to the attention of the user group to make sure the change won't affect another office and to discuss alternate solutions with the other users of the system.

Bob announced that WVNET is having a conference in Morgantown on November 14. It was pointed out that this date conflicts with the combined CFO and CPO meetings in Charleston. The next Meeting is scheduled for Nov. 1, 2000 2:00 in the Yeager Conference Room.

The meeting adjourned at 3:15.