

Banner Finance Project
Minutes of Meeting - Wednesday, December 6, 2000

Larry called the meeting to order at 2:00 PM in OM230.

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

There were no corrections to the minutes of the November 1, 2000 meeting. There was no new correspondence to the group.

Subcommittee Reports

- Banner Oversight Committee – Sharon reported that there was nothing involving the Finance operations. The only action taken related to collecting information related to religious preferences.
- Business Processes – Bill had nothing new to report.
- Fixed Assets – Bill reported that all old equipment inventory should be entered to the system by next week. Larry reported that he is working with WVU and the State to develop a useful life report that would be acceptable to all three entities. Once that is finalized, completion of the third and final form to calculate depreciation within the Banner Fixed Assets system should be ready to complete.
- Departmental Reports – Selah reported that August reports have been distributed. September payrolls were received and entered in the past week and September reports may be ready to run on Thursday, December 7.
- Interfacing and Security – No report
- Budget – Sandie had nothing new to report.
- Grants and Contracts – Linda reported that there were 2 reports created by Bindu and they are working out fine. Larry reported that he had received the Grants Security information and was in the process of finalizing it once Linda provides the additional information requested.
- HR Interface – Sharon reported that they are still working on this interface. Jan reported that the machine on which the PTS system resides goes away at January 1, 2001. Larry reported concern that there still had not been a test of the actual payroll report to test the feed into Finance from HR. Selah reported concerns that certain FIMS reports are generated through the same machine on which the PTS software resides. Jan reported that Bob was aware of the plans and had hopefully made the necessary arrangements. Larry will contact Bob to verify that the files needed by the Accounting Office have been migrated to other software or machines.

- AR Interface – Larry and Barry reported that testing is continuing and that we had determined that this particular interface had to be done all at once (rather than partial feeds as hoped for). Therefore the December 1 target deadline for a partial interface could not be met since significant work remained to get the full A/R piece ready to interface. Work on this interface will be given a higher priority again once the spring registration and payment cycle is completed. Testing on this aspect of the system is continuing.

Old Business

- NSF Conditions on Change Orders – There have been no instances that could be used to try to track down this problem. It was agreed that we would leave this item under old business hoping that at some point we will be able to catch any problems if they should occur.

New Business

- Larry reported that meetings for the next six months had been scheduled for the 1st Wednesday of the month in the Yeager Conference Room.

The next meeting is scheduled for January 3, 2001 a 2:00PM in the Yeager Conference Room.

The meeting adjourned at 2:15 PM.