

Banner User Group – Finance (BUG-F)
Minutes of Meeting – Wednesday, February 5, 2014

- Call to Order: The meeting was called to order at approximately 2:00pm in the MSC 2E-10.
- In Attendance:

	Name	Area Represented	Voting Member
	Mary Ellen Heuton	Finance	Yes
Present	Carol Stinson	Accounting	Yes
Present	Mark Robinson	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
Present	Stephanie Smith	Purchasing	Yes
Present	Sherri Noble	Academic Affairs	Yes
	Jennifer Wood	MURC	Yes
	Matt Straub	School of Medicine	Yes
	Barry Beckett	Student Financial Systems	
	Bob Walker	Finance IT	
	Perry Chaffin	Internal Audit	
	Arnold Miller	Information Technology	
Present	David Steele	Athletics	
	Miriah Young	Administration	
	Lee Graham	MU Foundation	

- **Chart of accounts** – Carol said that they have started mapping revenue codes but have not started on expense codes because they are unsure if the list is finalized.
- **Fringe chargeback** – Carol and Perry have been testing it, trying to learn basic set up, processes, rule classes, etc. Once they are comfortable with that, Budget and Payroll will be involved. We do not have the rates yet. They are expected to be approved in May. The goal is to group them – possibly four groups. Mark said that budget sheets will go out on Monday, and he would like tentative amounts for departments on fringes. He will talk with Perry.
- **Academic Affairs** – Sherri said that they are working on adjustments with the Budget Office.
- **Purchasing** – Stephanie said that she had emailed Carol asking if we can expense multi-year contracts over three fiscal years (like we currently do capital leases). Carol indicated this is a Budget Office decision. Stephanie will talk with Mark about this. Stephanie also mentioned NSFs. Mark said that by next week, budgets should be there, and there should not be as many issues. However, if there are still problems, departments should follow their usual protocol.
- **Athletics** – David said that they have closed out the initial new accounting project and are now working with Purchasing and the vendor to get annual maintenance set up.
- **Budget** – Mark said that tomorrow the new Budget Adjustment Form will be sent to Jonathan for inclusion on the website. They are done with the structure and working on clean up this week. Budget requests will be sent out next week. The FY14 beginning budget will be given out, which will include transfers – basically it will be a snapshot of tomorrow.

- **Purchasing performance audit** – Stephanie said that the audit is due this year. She will need more money in her budget. If she removes items that are not statutory, it will lower the price. This will occur around July or August in FY15.
- **wvOASIS** – Juanita mentioned that the indication is all employees will go to arrears during this calendar year, although no details are yet available. There have been meetings and conference calls but many details are still up in the air.
- **Banner consultants** – Mary Ellen wanted everyone to know that she is working on getting some consultants here, a week mostly on fringes and other HR/Finance issues and the other week mostly on the Finance side. Juanita suggested that folks make a list of questions or issues that they have.
- **myBUY** – Juanita mentioned that there was an enablement call to bring Apple into myBUY. However, once the call started, the Apple representative indicated that they are not set up for consortium vendors, so it will probably be a long while before they are available in the system.
- **A/R to Finance Feed** – Carol said that it is definitely postponed until next spring.
- **PeopleAdmin** – Juanita said that there is a meeting sometime during the next couple weeks in which we will run a vacant position through the Recruiting module.
- **New turf** – David said that our turf has gone past its useful life, and we will be getting new turf. There is a finance project over seven years in which we borrow through the state. The price will be negotiated by March 1st. It will be the same vendor as was used for the soccer field. We will do a requisition, borrow the money, etc. It will start right after the spring game. Virginia is the Purchasing contact for this.
- **Fiscal year end** – Juanita asked that everyone start looking at their open encumbrances and requisitions to see what can be closed. Purchasing has already started contacting departments. The FYE calendar will be sent out later this month.
- **Training** – Mark asked that the Banner Budget/Online Inquiry training be cancelled for the month of February. Budget Office will not be ready for it. Juanita will notify the participants and HR that the training is cancelled and will send Mark a list of those who have already signed up for it.

The meeting adjourned at 2:35pm.