Banner User Group – Finance (BUG-F)
Minutes of Meeting – Friday, February 17, 2012

- Call to Order: The meeting was called to order at approximately 10:00am in MSC-2E10.

- In Attendance:

	Name	Area Represented	Voting Member
Present	Mary Ellen Heuton	Finance	Yes
Present	Carol Stinson	Accounting	Yes
Present	Ann Knotts	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	
Present	Bob Walker	Finance IT	
Present	Perry Chaffin	Internal Audit	
Present	Arnold Miller	Information Technology	
	David Steele	Athletics	
Present	Miriah Young	Administration	

Also in attendance was Jonathan Sutton, a new employee in the Finance area.

- Mary Ellen said that we are reconvening BUG-F because of many upcoming initiatives that will affect Finance.

- The Proposed Purpose brought no discussion, so it will stand as is.

- On the Proposed Membership List, there were a couple of questions, such as HR or Receiving. However, it was decided that we will involved folks from those areas as needed. Some of them may also serve on sub-committees. Mary Ellen stressed that we should communicate with the folks in the areas that we represent.

- Proposed Responsibilities were discussed next. Mary Ellen will serve as Chairperson, Juanita will serve as Secretary, and Webmaster duties will be handled by Perry and Ann.

- The list of Proposed Topics and/or Subcommittees was discussed next. These will be a list of standing topics; some may need subcommittees.
    - **Performance and Priority Issues** – (Topic) – No issues were discussed.
    - **Oracle Release** – (Topic) – Bob said that they are working on the 64-bit version. Arnold said that we are going to 11G as a "background" which they will need a little down time to install. The goal for the installation is by the end of February over a weekend. This should take care of the memory problems.

- **Banner Upgrades** – IT is working on getting BanStage/BanAux/Production to the same level before anything else is done. BanStage will be the long-term testing, such as upgrades. BanAux will be for working with data. Basically, they will take a snapshot of Production and apply it to BanStage, then apply upgrades. BanAux will be a short-term refresh. Arnold said that by the end of March, we should be caught up with all the Banner products that we have.
- **SciQuest** – (Subcommittee) – Mary Ellen said that this is a new e-procurement project that we are working on. It will allow folks to use their pcard to make purchases against contracts. In the beginning, we will be focusing on office supplies and technology. Juanita is the project manager on it, and Purchasing is heavily involved too. For now, it will not interface into Banner. Those involved have Basecamp accounts, in which we share information. We will go live around May 17th. February 27th is the date set for our kick-off, and we will have focus groups for feedback. We are looking at our BOG Purchasing Policy, as well as updating our Administrative Procedures for purchasing and payment during this implementation. Foundation, MURC, and SOM will have the opportunity to participate in it, and we are checking into whether UP&S can too. Marshall and WVU have their own contracts with SciQuest, and the rest of higher education is functioning as a consortium. The State Auditor is paying for our purchase of the software.
- **eTravel** – (Subcommittee) – This is the new system that the State of WV is implementing. It allows for use of pcard in travel arrangements, and utilizes the contract with National Travel. A few state agencies have already gone live on it. Kelley Smith will be here in March as we begin our implementation. The state is also creating a travel-only pcard. There are issues with supervisors not listed in Banner, which we will need in order for the approvals to flow through in the new system correctly. Since it's an electronic process, it should shorten the time for approvals on a trip. It will be accessed through myApps. We will have to wait and see about single sign-on for it. This new system is not yet set up for team travel.
- **State Interfaces (FIMS, EPICS, STARS)** – (Topic) – Bob explained how the interfaces work with FIMS and EPICS. We do not currently have an interface for STARS, but are looking into the possibility.
- **State ERP** – (Topic) – Bob has been attending process review sessions in Charleston most of the month relating to HR/Payroll, and he thinks that the interface will work similar to as it does now. Since the state will be going into more detail, the possibility of more reconciliation issues exists. Everyone will have to be in the system. It will be a change for everyone, not just us, and the developer has indicated that it is not designed for higher education. He is the only employee from higher education who is attending these meetings. Other meetings are ongoing for other areas including the general ledger.
- **Personnel Action (PeopleAdmin, interfaces with Banner HR, etc.)** – (Subcommittee) – Tuesday there is a demonstration of PeopleAdmin for a few folks. It looks like we are going to at least get the applicant tracking component of it.
- **Payroll Processes (Fringes, Redeposits, Encumbrances, Salary Tracking)** – (Topic) – Mary Ellen that we would like to do benefits encumbering for the new year, although it may not be the way Banner is set up to do it. We have a redeposit process, but are not sure if we are completely comfortable with the way it is. An Access database is used in the redeposit process. Salary tracking is a strategic process, which allows us to have more control.

- **MURC Initiatives** – (Subcommittee) - MURC wants to use Banner HR. Since MURC is on our instance of Banner, there are some global parameters that we must agree on, and it allows for less segregation.
- **A/R to Finance Feed** – (Topic) - This has been discussed for quite a while, but has not become a priority. We have old computers that hold the data, but there is also an issue of the amount of time it will take to implement this process. HEPC wants full accrual, rather than modified accrual as we do now.
- **Security/Roles** – (Subcommittee) – In our contract with Campus EAI, we also acquired an identity management product. There is a directory system that they are going to start populating, and we have another software called Forefront Identity Management. It will track users, people's roles, etc. However, we have to determine and set them. They have done this project with other institutions in the past, so they have knowledge of the process and what is needed. We have to determine the roles and what we do out of Banner. Our processes must be sorted out first. We are also moving toward a Federation of IDs, which is a slow process but allows us the sharing of credentials across boundaries. We are a part of InCommon and once we agree on credentials and how we do verification, then we can access other institutions, such as researchers who use NIH. Our vetting process allows us to establish identity because they trust our process. We have to be more rigid in what we do. In the future, we can explore if this same system would work with the state system. Everyone to have the same understanding of the role of a financial manager or a department administrator. An Administrative tab on myMU is being discussed, which is one stop, no matter what area, such as PARs, WTE, forms, etc. This will help with change management. There will be fewer layers to get information. We are trying to decide what is the most important to do first. Marshall is also changing its website to be more of a marketing website.
- **Administrative Portal/Campus EAI** – (Subcommittee) – Their portal product is better than what we have now. With Campus EAI, we get a single sign-on component. IT is in the process of replacing the old myMU with the new one. It should look a lot the same way. It will be rolled out in March, then fine tuned before introducing new things. The first goal is parity.
- **myMU/Self-Service** – (Topic, for now) – There are different things that can be done in Self-Service. More discussions will occur at a later time.
- **ApplicationXtender/Document Management Suite/Scanning/Record Retention** – (Topic) – The goal is to have BDMS in Production in March. The pilot groups will be first. There are some questions as to whether we might want a contract for scanning. There are policy issues with record retention.
- **Reporting/Argos/Cognos** – (Topic) – Cognos came with some of our recent modules, and although a good product, we have decided to stick with Argos as our main reporting tool for Finance. It will tie into Banner security. It uses the same technology as Banner, and the goal is single sign-on for it. We need to create a reporting framework across the institution.
- **ODS/EDW** – (Topic) – ODS will be up in the next couple months. It ties into reporting. EDW will not come up as fast – it is a long-term project. You can extract data points for other databases, such as the new ERP, Blackboard, etc.
- **Workflow** – (Topic) - We are using Workflow now for Federal Work Study employment. It can use systems other than Banner. We are looking at it for some internal processes.

- **Policy/Administrative Procedures** – (Topic) – We should continue to update and look at our policies and procedures on a regular basis. As needed, any potential changes may be brought to this group for review and input.
- **Athletics Software** – (Topic) – They are out of contract for what they do, which is mostly financials. Paciolan has given them some suggestions. We should help them come up with new processes.
- **Purchasing – encumbrances/requisitions/POs** – (Topic) - We are looking at multi-year encumbering. We could test with the Blackboard lease. There are also some questions about encumbrances and approvals. MURC is using multi-year budgeting.

- In the future, we will meet on the first Wednesday of each month at 2pm. Meetings will be set for two hours, but we can probably keep them a little shorter than that. If you cannot attend a meeting, please send a representative from your area. More information on the subcommittees will be sent later.

- Mary Ellen thanked everyone for their attendance, thoughts, and future participation. We need to start getting some things done, and this is a great first step. The meeting adjourned at 11:31am.