Banner User Group – Finance (BUG-F)
Minutes of Meeting – Wednesday, March 7, 2012

- Call to Order: The meeting was called to order at approximately 2:07pm in MSC-2W9.

- In Attendance:

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

Also in attendance was Jonathan Sutton.

- **SciQuest** – We will go live on May 18th. In a couple weeks, we will have a focus group of approximately 15 – 20 people. This is the preferred way to do purchases for pcard. The focus in the beginning will be on office supplies and Dell. We are doing this implementation in conjunction with a consortium with the state. Eventually, we would like to expand the system and use the requisitions tool. The branding/logo is done. This will be an easier way to do purchase and will give us more control and information than we have now about spending.

- **Personnel Action (PeopleAdmin, interfaces with Banner HR, etc.)** – PeopleAdmin is scheduled to go live in January 2013. There was a meeting scheduled for today but it had to be cancelled. The system will provide a better way of tracking applicants. At this point, we do not know how it will interact with Banner.

- **MURC Initiatives** – Sungard consultants are working with MURC this week regarding Banner HR implementation. They are having a discovery workshop. Amanda Archer is attending the meetings. We may do some things in conjunction with them as they work through it. We know that there are data issues. January 1, 2013 is the date they are scheduled to go live.

- **Security/Roles** – We will be looking at rights and making sure that everything is properly segregated.

- **Statewide Banner meeting** – They are asking for central funding for ERP interfaces.

- **State ERP** – There was a conference call last Wednesday. There are concerns that the information coming out about the new system is contradictory. The state says that they want

details about everything. An example would be what the coaches earn. They want information that we don't currently have. Basically, they want in their system whatever is in our system, including accruals, A/R, etc. It is difficult enough now to reconcile, and this will only compound the problem. The kick-off is on March 13th. After the kick-off, the CFOs will meet with Todd Childers to discuss the issues and barriers to that level of detail. Bob Walker is on the implementation team for payroll for new system. The live date for payroll is 1/1/14 and for financials is 7/1/13**.**

- **Purchasing – encumbrances/requisitions/POs** – Mary Ellen encouraged everyone to look at the BOG website. We are updating the Purchasing Policy.

- **Athletics Software** – Mary Ellen said that so many things are up in the air. David and Perry will try to find a reasonable solution. There is reluctance to do anything in Banner. When does it become critical? Arnold will assign someone from IT to look at it and start writing specs for it. This will be just the accounting piece – not the tickets too.

- **Portal** –Jan wants an idea of what we are interested in. Jonathan has been looking at information. He has talked with some departments for suggestions. Departments like myMU, but say it looks cluttered. An Administration tab would be helpful for the forms and links that employees use on a regular basis. Some areas have asked for a tracker, similar to what Domino's Pizza has, so they can see where things are in the process, such as when pcard items are submitted. It could send an email when something is submitted or when it is closed/finalized. Arnold said that a workflow interface could be included with it. Alternative way to pull things out of Banner and other systems was briefly mentioned. The new portal will be more flexible and self-configurable, but on a limited basis. The decision has been made that the web pages are now a marketing tool, and operational needs need to go in the portal. Fundamentally, there are still channels in the new portal. Arnold said that we need to get people from the portal and web design sides working on this. We would get that group together fairly quickly. They could be the Core Group for the processes, standards, etc. along with Mary Ellen's folks. SciQuest and PeopleAdmin need to start in the portal. Single sign-on would be great. WVU is getting it. Self-service can be used without a lot of work for inquiry stuff, such as checking budget balances. Jonathan said that the biggest thing is that departments want things simplified. They don't want the various areas separated out. They want things simplified rather than more training; rather than a PDF, have a form fillable on the screen. We need to figure out the end result and then work backwards. Then we can test it out with someone who has never done it before. Who is in charge of it? It needs to be a close relationship with folks from the functional areas, web design, and the portal. Mary Ellen will bring this up at the SVP meeting tomorrow. She said that Finance will drive the project since most of it is under that area. Miriah will work on the subcommittee. Mary Ellen will also talk with Academic Affairs about it. It can be set up so the maintenance is fairly simple for the departments to do. Mary Ellen said that once the idea is approved, she and Arnold will create a subcommittee to start working on it. Juanita will talk with Michelle Douglas this afternoon about the concept.

- The meeting adjourned at 3:06pm.