

**Banner User Group – Finance (BUG-F)**  
**Minutes of Meeting – Tuesday, April 3, 2012**

- Call to Order: The meeting was called to order at approximately 2:02pm in the John Spotts Room.
- In Attendance:

	<b>Name</b>	<b>Area Represented</b>	<b>Voting Member</b>
Present	Mary Ellen Heuton	Finance	Yes
Present	Carol Stinson	Accounting	Yes
Present	Ann Knotts	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
	Stephanie Smith	Purchasing	Yes
Present	Carol Hurula	Academic Affairs	Yes
	Jennifer Wood	MURC	Yes
	Matt Straub	School of Medicine	Yes
Present	Carol Bailey	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	

**Subcommittees:**

- **SciQuest** – Our timeframe is to have testing completed by April 13, in Production by April 23, and to go live on May 7th. When we go live, vendors will include Office Max, Office Depot, Staples, Lowe’s, Grainger, Fastenal, Dell, and Stationer’s. We will load all pcard holders in the system. After that, anyone who wants to be a “shopper” (and assign a cart to a pcard holder) will be set up as needed. The sign on will be similar to Lynda.com and will be further discussed in the SciQuest weekly meeting tomorrow.
- **Personnel Action (PeopleAdmin, interfaces with Banner HR, etc.)** – We are trying to figure out institutionally what we need to do. Rather than a Banner HR reimplemention, we are working toward a revitalization for payroll, human resources, and personnel processes. During Summit, Old Dominion presented a session discussing how they looked at all of their processes, including A/R, as well as Banner processes.
- **MURC Initiatives** – Sungard consultants are at MURC periodically as they work on their Banner HR implementation. January 1, 2013 is the date they are scheduled to go live. We are looking at some of our processes as they go through this, especially for global settings.
- **Security/Roles** – There was a session during Summit that ties with Oracle and security for the finance piece. This will be an issue we look at after the budget is done.
- **Administrative Portal/Campus EAI** – Jonathan is still working on this. Jan said that a document will be put together on the portal piece. We will start tweaking the Finance site as we go through this.

**Topics:**

- **State ERP** – There are numerous committees at the higher education level. We answered questions on the A/R side a couple weeks ago. After the Kick-off last month, some of the CFOs in higher education

met to discuss issues and concerns. Basically, we were told that we will just interface what we interface now. We are unsure if the interface will be through WVNET. Many details are unknown, and many discussions are going on. Bob is on the HR Implementation Team and is spending a great deal of time in Charleston. Also, they are pushing for moving from paying employees twice per month to paying them every two weeks. There would be 26 pays per year (with an occasional 27 per year).

- **ODS/EDW** – Arnold discussed the next steps for this topic. First we will do the Oracle upgrade to 11G. Then ODS/EDW must be in place. Then, the two performance modules (Recruitment and Retention) will be loaded. After this, we will have loaded all of the Banner products that we have on the shelves, and everything will be in Production. In that time frame, we will bring on the campus portal. We are expecting to have parity between the old and new portal by the end of April. They won't look the same but will have the same information. Then, IT will start on other things. (You can look at the portal at [mycampuspre.marshall.edu](http://mycampuspre.marshall.edu)) We are redoing the main webpage, and it will be geared toward marketing, not forms or processes for employees. It will be what external folks need to look at. When ODS comes up, the ETL (Extraction/Transformation/Load) processes will be available. On a scheduled basis, this is a set of jobs run against Production that does the ETL process and moves the information to ODS so it becomes a repository for these reports. Then on a regular basis, another ETL set of processes move ODS into EDW. None of the databases look the same. They are reformatted versions of data, but we control what it looks like. EDW is time slices of extract reporting. They do not have to come from Banner. They can come for other sources, such as Blackboard and RMS. The extracts from Oasis may want to go into the warehouse. ODS is a single entity database. We can structure it or add to it. It is a reporting repository for daily reports rather than running reports from the daily transactional database. Once in ODS/EDW, we have Cognos reporting tools, which is a business intelligence tool, that we can use. We can also use Argos, a simple reporting tool which is Banner-specific.
- **Policy/Administrative Procedures** - Perry and Bob Collier attended a conference at the Treasurer's Office last week on revenue receipts. We will have an update or a new policy because of it. We are not currently missing any control points, but they shared more details that we should include. They have hired a new person who will be working on controls and will do site visits. They will be taking more active roles in the procedures and controls and work toward uniformity for the new state system.

#### **New Business:**

- Board meeting on April 17<sup>th</sup>.
  - Fiscal year end calendar will be out soon.
  - Approvers of electronic time sheets have not been as diligent as they should over the last couple work periods. Please make sure that the folks in your area who approve electronic time sheets do so by the deadline. Also if there are students who will not be returning, such as graduates, please remind them to talk to the Payroll Office about their final paychecks or to leave their bank account open (if they have direct deposit) until they receive their final paycheck. This is especially important for international employees who leave the country and their final paycheck gets returned to us because they have already closed their bank account.
- The meeting adjourned at 2:34pm.