Banner User Group – Finance (BUG-F)
Minutes of Meeting – Wednesday, May 2, 2012

- Call to Order: The meeting was called to order at approximately 2:08pm in the MSC 2E-10.

- 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
	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	
Present	Perry Chaffin	Internal Audit	
	Arnold Miller	Information Technology	
Present	David Steele	Athletics	
Present	Miriah Young	Administration	

Subcommittees:

- **myBUY (SciQuest)** – We are on schedule to do a soft Go Live on Friday, May 4th, with a rollout to the campus on Monday, May 7th. Training is scheduled for every day next week, as well as two sessions the following week. Folks may register through HR's website for the sessions. Grainger has not signed their participation agreement with the Consortium, so they will not be one of the vendors available on Monday. Testing is complete for them, so once they sign, we will activate them. Employees will log in to the system through myMU, with a link on the Employee Tab to myBUY. The Purchasing website has been updated and everyone is encouraged to look at it and provide feedback. We are still in the process of revising the Hospitality Form. We have state requirements, along with Sodexo requirements, so it takes time to make sure that everything is covered.

- **Personnel Action (PeopleAdmin, interfaces with Banner HR, etc.)** – There is still an interest in PeopleAdmin, but no new information to report.

- **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.

  At one point, we had talked about a Banner reimplementation for MU. At this point, we are going to scale that back and focus on a few areas, such as fringe benefits. We want to do entries to encumber fringes and have an exception report kick out if departments have spent more than what was budgeted. Regular positions will be moving from 119004 to 119014 and 189004 to 189014. We are researching the effects of not having benefits in Banner any more. Especially with the state ERP, it will be easy for employees to change in self-service. Also, our processes on how we change things and do updates

should be reviewed. For example, the FC e-class needs cleaned up. We will go back to the old way with balance forward as a budget entry. Finance self-service will allow departments to look at budgets and drill down to more detailed information.

- **Security/Roles** – We are still looking at this. We need a good handle on roles for other things for everything to work as it should.
- **Administrative Portal/Campus EAI** – We are redoing the Finance website and hope to roll it out soon. myBUY is now on the portal under the employee tab.

Topics:

- **Performance and Priority Issues –** Computing Services is working to update the test systems.
- **State ERP** – Many folks are working on this. They are looking at the possibilities of a bi-weekly pay. Employees should monitor what deductions are taken from their paychecks. The go-live for Payroll is 1/1/14.
- **myMU/Self-Service** – We will be doing training for self-service soon. Miriah is familiar with it and is willing to serve as a trainer for it.
- **Reporting/Argos/Cognos –** WVNET is getting Argos for other schools to use.
- **ODS/EDW –** We are still interested in this.
- **Workflow –** We will schedule a time for Tim to demonstrate Workflow to this committee, along with a few other people.
- **Policy/Administrative Procedures -** Perry said that they are working on a revenue cash collection procedure. The first draft went to Barry this morning. We are making sure that our tuition and fee policy complies with the new HEPC policy. A special emphasis is being placed on veteran affairs issues.
- **Athletics Software –** Brent is working with Athletics on this. Scott, Perry, Brent and David met and more information will be out shortly.

Old Business:

- Supervisors should sure that their employees' hourly electronic time sheets are approved by the deadline.
- INTO was here last week. Cash flow is a big topic with them. We want to make sure that any plan is flexible enough to work for us. Our brochure, which is approximately 60 pages, is due by August 15th. It will include activities, housing, academic options, etc. This is also helping us be better at looking at processes, such as housing.

New Business:

- Ann Knotts is leaving her position. Please be patient with the Budget Office during the transition.
- Fiscal year end calendar is out. Please look at purchase orders that should not roll. Although Carol doesn't have the list yet, Purchasing is going to send her some old documents that need to be removed from the system.
- Jennifer said that MURC is having some issues with BAVL.   Ann said that the rebuild helped the MU side.

- The meeting adjourned at 2:49pm.