

Banner User Group – Finance (BUG-F)
Minutes of Meeting – Wednesday, May 7, 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
Present	Mary Ellen Heuton	Finance	Yes
Present	Carol Stinson	Accounting	Yes
	Mark Robinson	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
Present	Stephanie Smith	Purchasing	Yes
Present	Sherri Noble	Academic Affairs	Yes
Present	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	Brent Maynard	Information Technology	
Present	David Steele	Athletics	
Present	Miriah Young	Operations	
	Lee Graham	MU Foundation	

Accounts Payable/Payroll

- Juanita reminded everyone that once we start using fringe chargeback in July, the reports that are sent to financial managers will be different. They will show gross and one amount for fringes.
- Juanita is working on index cards to indicate the various things that need to happen by July 1st. She will be in touch with you soon to discuss anything that is not on the fiscal year-end calendar.
- Jon Briggs (Banner HR consultant) will be here from May 20 – 22. We will discuss fringe rate, including internal and external rates. (external rate will be for 2195 and 9195). Also discussions will include recasting effective July 1st and docked pay, as well as leave.

MURC

- Jennifer said that she is using BanAux for MURC testing.
- Currently BanFin1 is being used for fringe chargeback testing by Perry and Carol.
- Jennifer would like a copy of the fringe rate proposal that was submitted on April 23rd.
- Karla is on leave the week Jon is here.
- Perry said that net annual leave is in the fringe rate. This keeps salaries level. Rates for MURC are approximately 28% FT and 10%PT.

Purchasing

- Stephanie said that they are working on end of year closing. There are still emergency requisitions are still coming in.
- She is looking at software that will assist with contract management and will talk with Brandi about it.
- Mary Ellen said in the next week or so she will talk with Purchasing about the bonds.

- Stephanie said that there is a change order for Visual Arts. She will ask Jill to send a copy to Mary Ellen.

Student Financial Systems

- Fees will be turned on May 23rd.
- ECSI contract runs out June 30th. They are our loan servicer. We can get an extension for one year and will look at what can be provided as sole source.
- Refund software needs updated because we can't change the signature. Bob is working on it.

Internal Audit

- Perry said that the last fringe chargeback testing session is May 8th. He did the last scenario this morning. The system behaves in a basic way as is expected – seems predictable.

Accounting

- Carol will soon be working on the annual org hierarchy review. Mary Ellen said this is a good time for us to identify primary and back ups for the departmental roles (personnel, time keeper, budget, etc.) We need to come up with definitions for the roles by early next week before Carol begins the review. The roles will be housed in the supplemental data engine.
- Carol is working on new funds for state appropriations. It looks as though we will be able to continue the sequential order that we are currently using.
- There are some old re-appropriated funds from 2010 that still have POs and FIMS POs on them. We need to move some current year expense to old year funds so we can use the money. She'll work with Purchasing on this.
- She is creating new orgs for buildings for operations and maintenance. There is no plan to change the orgs for Housing at this point. We may split out Athletics. Basically, we want to see how much it costs to operate a specific building. We would like this done for the new year. East Hall, Visual Arts, and Soccer Complex are already done.
- There are chart of accounts changes that have to happen due to wvOASIS. The revenue codes are mapped to the wvOASIS codes, and some codes that we do not use have been deleted. It will not affect MURC much as far as revenue codes. 70250 is going away. We will have to do change orders on all POs rolling into new year on 70250. We will break out program fees and are moving FY14 revenue as we can. Meals will be broken out. With travel, it will be why are you traveling, not just that you are traveling. We have done away with most internal service expense codes. It will be at least a couple weeks before the list will be available to users.

Athletics

- Revenue training was held for Athletics to get ready for camp season and ticket sales.
- The compliance software has a camp module.
- There is a challenge on the turf project – a \$35000 change order.
- How should they deal with the \$504 salary increase for MURC employees? Mary Ellen will contact John and David will ask Karla.

Information Technology

- Brent said that the upgrade on Memorial Day for Student and Accounts Receivable is on track.
- Jennifer said that she should be done with testing in BanAux around the first week of June.

Finance

- There will be wvOASIS meetings on May 14 – 15 in Institute to discuss year-end, biweekly and arrears payroll, etc. Some of us will be attending in person and others will attend via WebEx. We have questions about the move to arrears, such as can faculty come back on payroll as arrears, can annual leave be converted in place of the "loan," will we be able to hire after November 1st, etc.

- Our biggest concern right now is purchase card and how it will be handled. We are trying to keep things simple for cardholders.
- Affordable Care Act will have a huge impact on us. We will have to track hours for GAs, coaches, RA, etc. All positions will have to be on the budget file, not just permanent ones, so we won't be able to put employees on payroll at the last minute as we have been able to in the past.
- We are working on the Departing position number (for folks who remain on payroll using annual leave) so we can put their replacement in the correct position number.
- We will start the new position numbers for work-study students on July 1st.
- Purchase card will be addressed in the services review. We still have some questions at the state level. We will make contingency plans as needed.
- Key users for wvOASIS have been registered for training at Institute.
- We will not do benefits in Banner for any positions in the new fiscal year.

Operations

- RMS has been upgraded and seems to be working fine.

The meeting adjourned at 3:13pm.