

**Banner User Group – Finance (BUG-F)**  
**Minutes of Meeting – Wednesday, June 6, 2012**

- Call to Order: The meeting was called to order at approximately 3:12pm in the MSC 2E-10.
- 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	Katrina Eskins	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
	Stephanie Smith	Purchasing	Yes
Present	Sherri Noble	Academic Affairs	Yes
Present	Jennifer Wood	MURC	Yes
Present	Matt Straub	School of Medicine	Yes
Present	Barry Beckett	Student Financial Systems	
	Bob Walker	Finance IT	
	Perry Chaffin	Internal Audit	
Present	Arnold Miller	Information Technology	
Present	David Steele	Athletics	
Present	Miriah Young	Administration	

**Subcommittees:**

- **myBUY (SciQuest)** – Everything is going pretty well so far with myBUY. There was one issue with a cardholder logging in with a capital letter on her username, which created a new identity for her in myBUY. This is a training item. We hope to explore having MURC in the system next year. At the end of July, we are going to see who is placing orders with the vendors in the system, but not using the system, to follow up with them as to why.
- **Personnel Action (PeopleAdmin, interfaces with Banner HR, etc.)** – There is a meeting in the next week or so about PeopleAdmin. It will include MU and MURC. At the CFO conference, WVNET said that they are working on Banner initiatives, such as getting Argos/canned reporting. We can work with them on sharing information. After the audit, we will look at self-service.
- **MURC Initiatives** – They have been conducting remote training sessions and are using BanAux for their training. Brett will be on site next week. They are entering benefit and deduction codes now and will be testing soon.

BanAux2 will be set up for budget and fringe encumbrance testing. We will use the Budget Balance Forward rather than Cash. We are looking at a pcard interface to make things easier for all users.

We have created an Introduction to Finance Training session in which trainers will explain their individual sessions so participants can determine if they need to attend them. Participants may register for it through the HR website.

Part of the Office of Accounts Payable and Payroll will be moving this week. The folks who are in 201 will remain there – the rest will move to 110 and 112 in Old Main.

Arnold said that they are working on installing the new version of Oracle. They are looking for a weekend in June when this can happen. The new portal will not be completely ready by fall, although it's possible that it may be rolled out in parallel in the fall. There is not enough time to polish it with all the bells and whistles. Tomorrow, the vendor has promised to deliver what was due in April. Degreeworks will be in use for Academic Affairs faculty. There will not be a retrospective conversion. It is a great tool for students to look at programs and where they stand in terms of completion. Of course, it is also good for advisors. They are on target to have this in Production in August.

We have an admissions and retention recruitment performance module. To implement it, data warehouse had to be in place. After Oracle is upgraded, then ODS/EDW will be installed. These will be in Production in July. There are still decisions to be made, such as what do we want to report on long-term. In late July, we will roll out performance reporting for Recruitment and Admissions. INTO (international recruiting) is a high profile project that affects IT's ability to work on other projects. They are in good shape on the identity management project and it should be in Production by the end of the summer. This is the prototype for all the things we are doing. It creates identity management system so we have better control over what we do. A "unified identity" helps to get accounts all in one place. We will still have a network log-in, 901 number, etc. A Blackboard upgrade is on the horizon, perhaps between semesters, and a new emergency management system is in the middle of conversion. They are looking an SMS messaging system for departments who want to message their area of students and are going to check with WVU to see what they do.

- **Administrative Portal/Campus EAI** – The new Finance website will be sent to their group to look at. Please give us your feedback.

#### Topics:

- **State ERP** – The new system is called OASIS. They are looking at the possibilities of a bi-weekly pay. We will keep you updated as information is given.
- **Workflow** – We will schedule a time for Tim to demonstrate Workflow for approximately 30 – 35 people. He will show us the possibilities of the product and its tracking system. It is not Banner-dependent.

#### Old Business:

- Supervisors should sure that their employees' hourly electronic time sheets are approved by the deadline.
- There will be mandatory training in the near future for anyone who handles cash. They are still working on the revenue collection procedures. WVSTO is heavily involved in this process now.
- Jennifer said that MURC is still having some issues with BAVL.

#### New Business:

- New software was developed in-house for the Bursar's Office called CASHtrack. It allows the student to see the amount due, balance history, payments, receipts, 1098-T, etc. They can pay citations and can even allow their parents to make payments. It will be introduced during Orientation. This will save

approximately \$100,000 on implementation and maintenance fees every year. It adds functionality that we don't have now....basically a one-stop experience.

- Arnold expressed appreciation for everyone's patience and cooperation on the inventory process, as well as the bill-back system.
  - There were a few minor issues with the legislative audit at SOM, such as inventory and pcard, but nothing too big. Jim will talk about it on Monday.
- 
- The meeting adjourned at 3:56pm.