

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

- Call to Order: The meeting was called to order at approximately 2:00pm 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
	Katrina Eskins	Budget	Yes
Present	Juanita Parsons	Accounts Payable and Payroll	Yes
	Stephanie Smith	Purchasing	Yes
	Sherri Noble	Academic Affairs	Yes
Present	Jennifer Wood	MURC	Yes
	Matt Straub	School of Medicine	Yes
Present	Barry Beckett	Student Financial Systems	
Present	Bob Walker	Finance IT	
Present	Perry Chaffin	Internal Audit	
	Arnold Miller	Information Technology	
	David Steele	Athletics	
Present	Miriah Young	Administration	

- **MURC** – Jennifer asked that the Budget Balance Carry Forward Process be added to the FYE calendar for next year. After COA1 has rolled POs, she wants to run this process prior to Banner being reopened. BAVL seems OK after the last rebuild.
- **Workflow** –Perry said that the presentation of Workflow was a great idea. Mary Ellen said that there will be another session in July. Some of the pcard processes will be our next focus for Workflow.
- **Revenue Deposit Training** – There will be sessions on July 17<sup>th</sup> and 24<sup>th</sup>, as well as the first week in August. It will be mandatory for everyone who handles revenue. An email will be sent to supervisors and employees – Bob is verifying the list now.
- **Accounting/Financial Reporting** – Carol said that the org hierarchy was done on Friday and terminations were completed yesterday. They are closing \$.01 requisitions and \$0 POs on old years as they come across them. Purchasing is closing ones for current year.
- Housing/Residence Life – Miriah is working on Carol’s reports. They are getting ready for application tracking between MU and FYRHs (Banner and RMS). She is working with Carol Bailey for deposits for applications to be paid through CASHtrack.
- **Finance IT** –Bob has been in Charleston a lot. They are prototyping of the new Payroll/HR system. There has been Kronos training. Biweekly payrolls are being discussed again. The new version of Argos will be coming out soon.
- **Introduction to Finance Training** – This has been well received. The subtitle of it is “Do I Really Need to Attend All These Trainings?” The various trainers present a couple of slides from each of the trainings in their area, which helps participants decide which trainings they need to attend.

- **myBUY** – SOM and Athletics have requested trainings for their areas. We will try to get to these in August.
- **Fiscal Year End** – The PO Roll will be at 2pm on Friday, July 13<sup>th</sup>. Banner will be closed for the rest of the workday at that point.
- **Hourly Time Sheets** – Please make sure that the folks in your areas approve the electronic time sheets for hourly employees by the deadline. Payroll is spending a lot of time contacting approvers and proxies.
- **PeopleAdmin** – The PO is now issued. Implementation will begin in mid-August. We are unsure if January 2013 is still scheduled for GoLive. It will interact with Banner and will include MU/SOM/MURC. Most of its features are on the recruiting side.
- **Budgets** – Most items are in now. We still need to book a few things. Salary budgets are posted and we will do the fringe budget piece soon. It will be 600FR. Still working on fringe encumbering for next fiscal year. Fifty percent of the balance forwards are booked and the rest will be booked in September.
- **Finance Website** – This is now available. The redirect will be done in the next couple days. Please review it and let Mary Ellen or Jonathan know any feedback you have. A few things still need to be added.
- **Auditors** – They will be here the week of August 27<sup>th</sup>. Nothing yet for the date on single audit.
- **Record Retention** – We are working with IT for this process to deal with both paper and electronic documents. A schedule will be put together. Finance will be the “guinea pig” for the new process.

The meeting adjourned at 2:38pm.