

**Banner User Group – Finance (BUG-F)**  
**Minutes of Meeting – Wednesday, August 9, 2017**

- Call to Order: The meeting was called to order at approximately 2:00pm in the MSC 2W19.
- In Attendance:

	<b>Name</b>	<b>Area Represented</b>	<b>Voting Member</b>
Present	Mark Robinson	Finance	Yes
Present	Carol Stinson	Accounting	Yes
Present	Katrina Eskins	Budget	Yes
	Juanita Parsons	Accounts Payable and Payroll	Yes
Present	Stephanie Smith	Purchasing	Yes
Present	Carol Hurula	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	
	Brent Maynard	Information Technology	
Present	David Steele	Athletics	
Present	Miriah Young	Shared Services	
	Lee Graham	MU Foundation	
Present	Cathy Lawson	Finance	
Present	Rebekah Duke	Payroll	
Present	Melody Freeman	Accounts Payable	

- **Accounting** – Per Carol Stinson, Accounting is continuing work on the End of the Year for FY12017. Additionally, she advised everyone there was a problem with the posting of the last payroll. Several lines had to be deleted because of a problem with one of the EClasses. This may possibly create a problem later. t Rebekah stated that Banner left no other option but to do a re-run after corrections in the Eclass were made.
- **Shared Services** – Miriah reported Travel was continuing to work with Campus Travel to resolve the time required for Third Approvals and E-Authorizations so delays would not interrupt flight approvals.
- **Academic Affairs** – Carol said they were in the middle of FLAC but had to make corrections due to the mismatch of course schedule types that were entered for Fall in March were found to not match those to be used in FLAC. They will be making corrections on those for Fall until a new drop-down is created for use in course entry for Spring 2018 courses. The FLAC system is still on go.
- **Internal Audit** – Perry reminded all that the purpose for the committee can be found on the BUG-F website, [http://www.marshall.edu/banner/BUG\\_F.htm](http://www.marshall.edu/banner/BUG_F.htm) .
- **Purchasing** – University Communications will send notification concerning the roll-out of Amazon Business. Amazon Business offers free shipping on orders over \$49.00. Prime is not a factor in the Business Account. Prime is a consumer account benefit and separate from Amazon Business. Personal information will be moved to a personal email address. Because of the issues of students needing to use their Marshall.edu account for personal and work-related uses, students will be launched at a later date.
- **Athletics** – Our utmost importance, at this time, is the completion of the Big Green audit. David explained he is still concerned about the lack of a Pay Card for team travel and possible difficulties resulting from that situation. According to Melody, there is still a possibility of the state partnering with a new vendor who will be able to offer a Travel Pay Card, but, as Miriah added, Travel is working with Athletics and an outside bank account to lessen problems for team travel in the interim.

- **Bursar** – Barry’s office is in the midst of hectic weeks of collecting and processing payments, of particular urgency with the current cash management problem.
- **Finance** – Mark relayed information about this week’s visit by an investigator from the Governor’s Office, concerning the reason for late audits and the possibility of the audit dates being incorrect. Also, the Bi-Weekly Pays are about 90-91% ready, but Bob still was working with the Treasurer’s Office for completion of the remaining issues. It is still set to start with the first paychecks to be issued for 9/15/17, for work performed 8/17/17 thru 9/1/17. If, however, this date cannot be met, there are still other dates left in 2017, on which the conversion can be made. Only MU and WVU have not yet changed to this pay system.

Motion was made by Carol Hurula to adjourn, seconded by Katrina Eskins. The meeting adjourned at 3:15 p.m.