

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Finance Process Team

Date: August 31, 2005

Time: 10:00 – 12:00

Place: Schahrer Room - Union

Attendees: Larry Cannon, Carol Morgan, Dave Horsman, Rick Edwards, John Sims, Rosie Herrington, Chris Childress, Tami Babbs, Joyce Schumacher, Kay McElwee, Bill Weber, Mai Dao, Teresa Sims, Connie Downey

Note Author: Kay Carter

Agenda and discussion items

Chart of Accounts: Last time work group sent to Larry Cackler he commented they were not complete and problems with program codes.

Kay, John, Dave, and Larry inputting COA. Larry needs understanding grant ledgers – Ramp code built into. Larry Cackler says to complex.

Larry Cannon will query Larry Cackler about issues of the COA

Upcoming Banner Purchasing/Accounts Payable/Bank Reconciliation September 6,7, & 8 at 9th Street Hall. If space allows add people from purchasing and Richard Jewell.

Larry discussed G/L & Income accounts as major issue – in theory should work.

Cross walk table: Key to surviving banner finance. FRS account convert to Banner. Banner hierarchy very structured. Holes in being formula driven. Tables are user maintained.

Planned Data Conversion:

- a. Fixed Assets
- b. Beginning balances 7/01/06
- c. Project year budgers, PYTD Revenue/Expenditures & Project Year open encumbrances
- d. BY06 Encumbrances to be paid in FY07
- e. All current employees and students as June 1, 2006
- f. 1099 Payments – January 1, 2006 – June 30, 2006
- g. Outstanding checks at June 30, 2006
- h. Vendors

Interfaces: Will discussed at next meeting

Test security: Ron Mason and people need to be involved in what test is. Concern that ITS would change or delete our data.

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Major Issue: Conversion current employees & students. All prior will be converted. Finance needs 1. clean data and 2. maintained from that point on in Banner. Connie Downey thought student would be added 1 by 1 for refund checks but having thought if we don't convert that would happen. Conversion simplifies Banner check.

Teresa Sims questioned whether student ID could have shorter retention? Or could we delete? Tami Babbs said they should stay there. No vendors till they get paid.

All users of system need user sign on. Test purposes need names.

Data Standard Committee: Report by Dave Horsman:

Still working on table. Having alumni develop committee overhaul system. Finance OK with ours.

Procedures of security. Bill told them to write-up verification of which to follow.

Abbreviations: working on with Doug Bower. Will give to Teresa Sims to build vendors – PRIORITY.

Report Banner Finance Tech Consulting/Training:

Larry met with Connie, John, Liz – Basically showing our tables to Banner.

Tables show the flow behind the scene. May have trouble with and need rewrite.

John says office people will be maintaining our tables not ITS. Highly controlled, training worthwhile.

Steering Committee: EISE good source of info. Each of us need to use site and read notes of meeting etc.

Business Process Analysis: John, Dave, and Sandy Bowman get flow chart current BR to FR

Carol requested that spreadsheet be updated.

Decisions Made

**COA – expand group to include Rick, Carol, Joyce and Mai
Kay to check on training session next week for location and availability of seats.**

Decisions for referral

Tabled/Future discussion Items

Interfaces

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Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIFI100	Chart of Accounts	Larry		On going
AIFI102	Abbreviations	Dave		On going

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIFI101	Vendor	Teresa		Will be starting soon

Attachments and/or meeting Handouts listed: