

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Finance Process Team

Date: September 15, 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, Mai Dao, Teresa Sims, Connie Downey

Note Author: Kay Carter

Agenda and discussion items

Commitments: Larry reminded the team of the 40% time commitment weekly to keep us on track with Banner.

Data Standard Committee: Report by Dave Horsman:

Still working on table.

Abbreviations: Get us list by next meeting.

Addresses: Type waiting from other committees for input

CDA/Fund: Larry handed out Task Logs and asked each group to decide the details of the funds, correct and get back by next meeting on Wednesday, September 23. If restricted 1 to 1 – needs to be listed.

Separate Instance COA/Vendors:

Currently John, Dave, Larry, and Kay are in test. Larry suggested Purchasing will build with maybe Deb Smith, Susan Propst, also mentioned Connie Downey, Teresa Sims, and Kay McElwee.

Date for all students and employees: Larry stated set tentative date of May 2006. Once data cleaned – will have to keep and maintain both Banner and FRS. No addresses – get ID #.

Org Code: Hierarchy - will be talked about next meeting.

Three Digit Codes: Dave and Larry meet on numbers.

Conversion: Decision to what we will convert decided by Steering Committee.

Review of Last Training Session: General opinion needed more answers and separations of documents.

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Receivables and Approvals: Had discussion on these and need to decide soon.

Approvals: Discussion about time consuming and limits. Also needs to be decided.

Bank: Need to setup a bank in Banner. Multi Bank for control under one bank. Will test bank account 1 – P/R and 1 – Foundation. Would like to default on banner screen to main account.

Decisions Made

Dave will get data standard list by next meeting.

Groups will look at Task Lists and correct by next meeting.

Decisions for referral

Tabled/Future discussion Items

**Receivables and Approvals
Interfaces**

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
AIFI103	Bank Setup	Larry	9/23/2005	Kay working on

Attachments and/or meeting Handouts listed:

Task Logs for Purchasing, Accounts Payable, G/L, Approval Processing, and Encumbrances