

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Finance Process Team

Date: September 22, 2005

Time: 10:00 – 12:00

Place: Oakland Room - Union

Attendees: Larry Cannon, Carol Morgan, Dave Horsman, Rick Edwards, John Sims, Rosie Herrington, Chris Childress, Tami Babbs, Bill Weber, Connie Downey

Note Author: Kay Carter

Andy Anderson, Connie Manes, and Mai Dao were in banner training. Teresa Sims and Kay McElwee were doing interviews. Joyce Schumacher was off for the day.

Agenda and discussion items

Steering Committee Report

Data Standards Report

Report Standards (New)

BPA's

- Student Refunds

- Account Creates

40% Commitment

Chart of Accounts

- Status of Funds

- Status of Organization Codes

- Up Load approach

Interfaces

- Major Legacy

- BR to Banner Finance & A/P (CashNet) Student Address

- PPP to Banner Finance

- Payroll Expenses (to and from)

- PS Encumbrances

- AD to Banner Finance

- Campus Loan Manager

- Uploads

- PCard

- Boise

External

- A/P to State of Illinois

Systems

- E-print

- Pro-check

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Decisions Made

BPA – Account Create – Kay will contact Sandy Bowman about setting up time to meet with Kay, Chris, Rosie, and Bill Weber.

Org group to have ready to give to Dave H next week. Dave will check with Connie about upload on 9/30

Decisions for referral

Grant Proposals: Chris Childress will check on what’s happening now.

40% Commitment – Discussion about 1 day week everybody will set aside for Banner

Tabled/Future discussion Items

Report Standards Committee – has not met yet but Dave Horsman committee member.

BPA – Student Refunds: Similar process will continue per Dave Horsman. Dave said committee had developed a flow chart.

Interfaces: Crosswalk tables and assigning people to these interfaces. Need to start working with third parties , P-card, Boise, ProCheck, E-Print etc.

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	BPA	Kay		Have contacted Sandy

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Attachments and/or meeting Handouts listed:

**Dave Horsman : Appendix 6 Business Word Abbreviations
And sheet listing websites for formal addressing styles**

Carol – Tami: Fund spreadsheets