

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Finance Process Team

Date: September 28, 2005

Time: 10:00 – 12:00

Place: Schahrer Room - Union

Attendees: Larry Cannon, Andy Anderson, Kay Carter, Chris Childress, Mai Dao, Connie Downey, Rick Edwards, Rosie Herrington, Dave Horsman, Kay McElwee, Connie Manes, Carol Morgan, Joyce Schumacher, John Sims, and Bill Weber

Absent: Tami Babbs (out for day) and Teresa Sims (California Conference)

Note Author: Kay Carter

Agenda and discussion items

Banner Training -- October 11-12-13 TWR

Back on schedule Accounts Payable, Bank Recon., 1099, Rules, Security and Approvals
(Gregg Triad)

Decide who else will attend besides Finance Team

Data Mapping – (Finance Specific Conversion Support Session) – October 18-19-20 TWR
(9th Street Hall)

Decide on attendees

COA -- Goal to have complete by October 6
Key to interfacing

Sign-ons for Test: Have been requested by Dave Horsman

Commodity Code Tables need to be done

Vendor Template and uploading of vendors

Discussed account control and sub codes

Fund Codes and Org Codes – being setup on spreadsheets

Decisions Made

40% Commitment –Tuesday set aside as day all will try to work Banner for the day

Commodity Code Tables – Subcommittee: Larry, Dave, Teresa, and Chris

Dave will get template for vendors to purchasing so they can prepare spreadsheets for uploading of vendors.

Decisions for referral

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Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIFI100	Chart of Accounts	Larry	10/06	On going
AIFI102	Abbreviations	Dave		Gave Abbrev at 9/22 Mtg
AIFI101	Vendor	Teresa		Will be starting soon
AIFI103	BPA	Kay		Have contacted Sandy

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIFI104	Commodity Code Tables	Subcommittee		Haven't met yet

Attachments and/or meeting Handouts listed: