

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Finance Process Team

Date: October 05, 2005

Time: 10:00 – 12:00

Place: Schahrer Room - Union

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

Absent: Andy Anderson and Pam Naragon

Note Author: Kay Carter

Agenda and discussion items

Steering Committee – Need documentation of 40% commitment
Hourly people are Teresa Sims, Connie Downey, Rosie Herrington, and John Sims. Time to be charged to 100278.

Banner Training -- October 11-12-13 TWR

Agenda: Accounts Payable, Bank Recon., 1099, Rules, Security and Approvals (9th)

Connie Manes and Mai Dao are schedule to attend HR training at same time.

Balance of Accounts Payable to be on Thursday, probably ½ day

Status COA -- Funds done

-- Accounts still being worked on, probably not done by this Friday

-- Excel template is available

-- Off campus meeting end of October if COA completed

Instances: Each portion is an instance, i.e. test, pre-prod, conversion.

Difference is what is in them.

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

-- All of the Finance Team will attend.

Vendors: Purchasing need session with Larry Cackler discuss issues of vendors.

Decisions Made

Larry will try to arrange meeting with Data Standard Group.

All of Finance Team will attend Data Mapping Training October 18-19-20, Kay to contact Kathy Reed of the same. Request materials.

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Kay check on exact location of next week training October 11-12-13

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIFI100	Chart of Accounts	Larry	10/31	On going
AIFI102	Abbreviations	Dave		Gave Abbrev at 9/22 Mtg
AIFI101	Vendor	Teresa		Will be starting soon
AIFI103	BPA	Kay		Meeting date now set

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIFI104	Commodity Code Tables	Subcommittee		Haven't met yet
AIFI105	Meeting with Data Standard Grp	Larry		Will schedule

Attachments and/or meeting Handouts listed:

None