

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Finance Process Team

Date: October 26, 2005

Time: 10:00 – 12:00

Place: Schahrer Room - Union

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

Absent: Kay McElwee (vacation) Andy Anderson and Mai Dao (HR)

Note Author: Kay Carter

Agenda and discussion items

Vendor create tool: Connie Manes will produce from CTool for vendors – Friday, October 28th
Teresa's group will create excel sheet for conversion .

Chart of Accounts: Working on pool accounts and reviewing funds, org, bank codes, etc.

Need to have excel template revised and to Connie- Wednesday Nov 2nd

Wipe of test scheduled for October 27

People having trouble with access to forms or screens need to send message to Dave.

This information is critical as we begin to address user profiles fo security.

Connie to copy new data back to test on Friday November 4

Will load to conversion and look at it 1st before doing in test

General Consulting with Meher Goru SCT November 8- 9-10 – 9th Street Hall

Purchasing commodity codes on Tuesday

Finish Bid module

A look (overview) at Finance Self Serve

3 way match? Approvals, Attribute Reporting, Department Invoicing

Conversion Crosswalk tables from revised COA and Interface Crosswalk tables by Friday
November 11.

Larry Cackler Interfaces and general consulting. November 15, 16 17th

Verify Appropriation Solution

Final decisions on Purchasing & A/P Processing in Banner Nov 18th

Concurrent November and December-

Complete Vendor Set-ups November 29th

All COA and Vendors to preproduction instance November 30

Copy to test November 30th

Develop and test all interfaces (see list)

Create new rule groups as needed. Develop and test crosswalks for BRS. To be informing vendors to change their programs to feed us. SCT available for upload scripts

Add Oracle ID's for Fiscal Agents and Delegates

Forms Security Templates (user profiles) developed for all users;

Subgroup: (John, Dave, Purchasing Person, Carol)

Create Rule Groups

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Assign Rule Groups
Assign Org to user ID's

Consulting Session for 1st Grant Training on Dec 13, 14, 15
Carol to invite facilities to attend

January

Test and complete security
Fine tune interfaces move data to test.

Notification of all third parties of new upload requirements
Provide new upload templates

Approvals

Run conversion test results.

Monitor Crosswalk tables – Keep listing of all new accounts - Dave

Appoint training team, begin to develop training materials
Sandy Bowman and Julie Benedict
Develop materials
Schedule training for campus

Work on Grant Set-up
Chart of Account must be PERFECT

February

Load Budgets from Test to conversion - Test NSF Checking

Test and complete Approvals

March 13 endowments – 3 day session
March 20th Self Serve 2

April

Complete FA Training Package; begin training
E Print for Banner
Pro Check/ other solution begun
Reporting

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May

Go live support
May 8th, May 20th, & June 26th.

Bill Weber reported on training with COS chairs and secretaries that it was well received

Decisions Made

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	10/20	Loaded to test – needs work
AIFI102	Abbreviations	Dave		Gave Abbrev at 9/22 Mtg
AIFI101	Vendor	Teresa		Will try spreadsheets
AIFI103	BPA	Kay	10/17	Completed

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:

Activity Time Line for Banner Finance as listed under agenda