

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: EISE Finance Process Team

Date: November 8-9-10, 2005

Time: 8:30 – 4:30

Place: 9<sup>th</sup> Street Hall

Attendees: Larry Cannon, Andy Anderson, Kay Carter, Chris Childress, Connie Downey, Rick Edwards, Rosie Herrington, Dave Horsman, Kay McElwee, Connie Manes, Carol Morgan, Joyce Schumacher, Bill Weber, Martha Schwerman, and Susan Propst

Absent: John Sims (Ill)

Note Author: Kay Carter

**Agenda and discussion items**

**Day 1 November 8<sup>th</sup>, 2005**

Topic
<b>Introductions</b>
<ul style="list-style-type: none"><li>• <b>Requisition Processing</b> Review the following forms and report:<ul style="list-style-type: none"><li>○ <b>Requisition Maintenance Form FPAREQN</b><ul style="list-style-type: none"><li>• Create requisitions using document level accounting with using commodity codes</li><li>• Create requisitions using document level accounting without using commodity codes</li><li>• Create requisitions using commodity level accounting</li><li>• Create requisitions using the copy feature</li></ul></li><li>○ <b>Requisition Inquiry Form FPIREQN</b></li><li>○ <b>Requisition Suspense List Form FPIREQS</b></li><li>○ <b>Open Req by FOAPAL Query Form FPIORQF</b></li><li>○ <b>Requisition Cancel Form FPARDEL</b></li><li>○ <b>Requisition Form Print FPARQST</b></li></ul></li><li>• <b>Manually Assign Buyer to Requisition</b> Review the following forms:<ul style="list-style-type: none"><li>○ <b>Buyer Assignment Form FPAABUY</b></li></ul></li></ul>
<b>Lunch</b>
<ul style="list-style-type: none"><li>• <b>Assign Requisition to Purchase Order, Create a Regular and Standing Purchase Order, Create a Blanket Purchase Order, Create a Regular Purchase Order from a Blanket Order</b> Review the following forms and report:<ul style="list-style-type: none"><li>○ <b>Purchase Order Assignment Form FPAPOAS</b></li><li>○ <b>Clause Entry FOACLAU</b></li><li>○ <b>Purchase Order Form FPAPURR</b><ul style="list-style-type: none"><li>• <b>Convert previous Requisitions to Regular Purchase Order</b></li></ul></li></ul></li></ul>

**EISE Project Meeting Notes  
Eastern Illinois University**

- |   |
|---|
| <ul style="list-style-type: none"> <li>• <b>Create a Standing Purchase order</b></li> <li>• <b>Create purchase order using the copy feature</b></li> <li>○ <b>Purchase/Blanket Order Query Form FPIPURR</b></li> <li>○ <b>Purchase Order Print Form FPAPORD</b></li> <li>○ <b>Document History Form FOIDoch</b></li> <li>○ <b>Open Purchase Orders by Buyer Form FPIPOB</b></li> <li>○ <b>Open Purchase Orders by Vendor Form FPIPOV</b></li> <li>○ <b>Open Purchase Orders by FOAPAL Form FPIPOF</b></li> <li>○ <b>Purchase Order Validation Form FPIPOHD</b></li> <li>○ <b>Purchase Order Suspense List Form FPIPORS</b></li> <li>○ <b>Bids Module</b></li> </ul> |
|---|

**Day 2 November 9<sup>th</sup>, 2005**

Topic
<ul style="list-style-type: none"> <li>• <b>Bids Module Continued</b></li> <li>• <b>Cancel a Purchase Order</b> Review the following form:               <ul style="list-style-type: none"> <li>○ <b>Purchase/Blanket Order Cancel Form FPAPDEL</b></li> </ul> </li> <li>• <b>Change a Purchase Order</b> Review the following form:               <ul style="list-style-type: none"> <li>○ <b>Change Order Form FPACHAR</b></li> </ul> </li> <li>• <b>Cancel a Change Order</b> Review the following form:               <ul style="list-style-type: none"> <li>○ <b>Change Order Cancel Form FPACDEL</b></li> </ul> </li> </ul>
<b>Lunch</b>
<ul style="list-style-type: none"> <li>○ <b>PO Printing Process</b></li> <li>○ <b>Purchasing and Procurement Reports</b></li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Work on refining Vendor Data</b></li> <li>○ <b>Work on Vendor Setup</b></li> <li>○ <b>Work on Vendor Data Upload</b></li> </ul>

**Day 3 November 10<sup>th</sup>, 2005**

Topic
<ul style="list-style-type: none"> <li>○ <b>Continue on Vendor Data refinement</b></li> </ul>
<b>Lunch</b>
<ul style="list-style-type: none"> <li>○ <b>Test and validate COA.</b></li> </ul>

**EISE Project Meeting Notes  
Eastern Illinois University**

**Decisions Made**

**Problem with Chart of Accounts found and fixed**

**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	10/06	On going
AIFI102	Abbreviations	Dave		Gave Abbrev at 9/22 Mtg
AIFI101	Vendor	Teresa		Will be starting soon
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:**