

**EISE Project Meeting Notes**  
**Eastern Illinois University**

Team/Group: EISE Finance Process Team

Date: November 30, 2005

Time: 10:30 – 12:00

Place: Schahrer Room - Union

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

Absent: Rick Edwards

Note Author: Kay Carter

**Agenda and discussion items**

Conversion/Interface: Beginning Balances in Test thanks to Dave Horsman and Connie Manes.  
We need to load 2 bank accounts manually to Banner

Vendor Conversion: Andy, Connie Manes, and Teresa group working with vendor cleanup.  
Cleaning up vendors in FRS and if OK with ITS will convert to test for trial run.

Banner Sign-ons: Kay McElwee requested sign-ons for more of purchasing people and buyers.  
Chris requested some more people for grant training be added as did Bill Weber.  
Dave will request sign-ons.

Ferris State Trip: 5 people from purchasing (Connie, Teresa, Kay M, Susan, and Jennifer) and 3 from accounting (Kay C, Carol and Dave) are doing to Ferris State next week.  
Anyone with questions to be asked need to email Kay C before next meeting.

Grant Training: December 13-14-15 – Attendees will be Mike Hutchinson, Bill Weber, Pam Naragon, Mary Bower, Chris Childress, Cathy Thomas, and 3 more that Chris has contracted. Others to be decided by next week.

**Decisions Made**

Interface fuploads Committee: Team of John Sims, Rosie Herrington, and Joyce Schumacher  
Joyce Schumacher current Rule Code expert

Commodity Codes Committee: Rick Edwards, Chris Childress, Dave Horsman, Teresa Sims, and Larry Cannon. Will be scheduling meeting right away.

Form Security & Approval Committee: Mike Hutchinson, Dave Horsman, John Sims, Kay McElwee, Carol Morgan, and Larry at this time. Dave has Template Profile from SCT. Will be scheduling meeting right away.

Next Meeting: Tuesday, December 6 2:30-4:30 Schahrer Room

**EISE Project Meeting Notes  
Eastern Illinois University**

**Decisions for referral**

Campus-Wide Training Committee: Will be assigned at later date. Currently Bill Weber on committee.

**Tabled/Future discussion Items**

Access to Banner from home

Migration of data: Plan to add or correct current chart of accounts.

**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
AIF1104	Commodity Code Tables	Subcommittee		Meeting being planned
AIF1105	Form Security & Approvals	Subcommittee		Meeting being planned

**Attachments and/or meeting Handouts listed:**

Agenda for upcoming Research Accounting Training