

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Finance Process Team

Date: January 4, 2006

Time: 11:00 – 12:00

Place: Schahrer Room

Attendees: Larry Cannon, Kay Carter, Tami Babbs, Chris Childress, Mai Dao, Connie Downey, Dave Horsman, Kay McElwee, Carol Morgan, Pam Naragon, Joyce Schumacher, John Sims, Teresa Sims and Bill Weber

Absent: Andy Anderson, Connie Manes

Note Author: Kay Carter

Agenda and discussion items

Steering Committee: Larry reported they have issues with communication of Banner. Julie Abell will be writing up every other Monday meeting for all to read

Each member gave update about what they have been or are currently working on.

E-Visions had contacted Larry and he will be getting back to them

Security and Approvals Committee will be having meeting later today.

Vacations were discussed with Larry stating NO Extended Vacations in May-June-July Personnel with too many days will be allowed 12 day extension with prior approval Jeff Cooley

Decisions Made

Banner meetings will continue through June 30 except we will be meeting 1 hour every other week and 2 hours the off weeks. The room will be available for anyone wanting to use it prior to the meetings the days we meet for 1 hour.

Training Committee will have meeting next Tuesday, January 10th
I have setup for 1:30 – 2:30 in Academic Affairs Conference Room and have sent invitations to team members.

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 | Completed | Will be starting soon |

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| AIF1103 | BPA | Kay | 10/17 | Completed for FRS |
| AIF1106 | Vendor Upload | Teresa/Andy | Jan | Working on |
| AIF1107 | Commodity Codes Structure | | Nov | |
| AIF1108 | Bid Commodity Codes Structure | | Dec 10 th | |
| AIF1109 | Review Rule Groups | Joyce | Dec 31 | |
| AIF1110 | New Rule Groups for Interfaces | Joyce | Jan 15 | |
| AIF1111 | Test Conversions-Beginning Bal | Dave/Connie | | Working on |
| AIF1112 | Test Conversions-Fixed Assets | | | |
| AIF1113 | Test Conversions-Ld Proj Yr Budget/Revenue and Expense | | | Grant data needed |
| AIF1114 | Test Conversions-Budget Data | | | |
| AIF1115 | Outstanding checks | | | Haven't talked abt yet |
| AIF1117 | Develop and Test A/R Interface | | | |
| AIF1118 | Develop and Test H/R Payroll, Budget, and Encumbrances | Connie | | Working on |
| AIF1119 | CashNet for non student receipts | Libby | | |
| AIF1120 | Complete review of all standard reports | | Jan 15 th | |
| AIF1121 | Add Oracle ID's for all current FRS users | | Jan 1 st | Prior to training group |
| AIF1122 | Develop user profiles (templates) for all Banner Finance users | | Jan 15 th | |
| AIF1123 | Assign Org Fund security to all Banner Finance users | | Jan 31 st | |
| AIF1124 | Build Grant Logic in COA | | Jan 31 st | |
| AIF1125 | Grant ID cost | | Jan 31 st | |
| AIF1126 | Grant Cost Sharing | | Jan 31 st | |
| AIF1127 | Test Security, Approvals & NSF | | Feb 15 th | |
| AIF1128 | Review BPA's on creation of new accounts-establishing/changing Fiscal Agents (acct managers) | Kay, | Feb 28 th | |
| AIF1129 | Review A/R Module for non-student use | | March 10 | |
| AIF1130 | Finalize, complete, and test Grant/construction specific requirements | | March 15 th | |
| AIF1131 | Review Endowment & Cash Management system features | | March 15 th | |
| AIF1132 | Begin to develop campus wide | Training Team | March 15 th | Meeting on Jan 10 |

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| | training manuals | | | |
| AIF1133 | E-Print for Banner Report Distribution | | March 31 st | |
| AIF1134 | Pro-Check or Evisions | | March 15 th | Larry talking with Evisions |
| AIF1135 | Test Printing of checks for req and PO | | March 31 st | |
| AIF1136 | Train on Report Writer | | April 1 st | |
| AIF1137 | Finalize Training Material | | April 1 st | |
| AIF1138 | Load Employee and Student Vendors | | April 1 st | |
| AIF1139 | Test Student Refunds | | April 1 st | |
| AIF1140 | Load all Account Mangers (Fiscal Agents) | | April 1 st | |
| AIF1141 | Final Test of security and approvals | | April 1 st | |
| AIF1142 | Begin Fiscal Agent Training | | April 15 th | |
| AIF1143 | Load FY07 Budgets | | April 15 th | |
| AIF1144 | Establish Attributes Sets for Attribute Reporting test reports | | April 30th | |
| AIF1145 | Go live FY07 Req/Purch Orders | | May 1st | |
| AIF1146 | Develop Report Writer Reports | | May 31st | |
| AIF1147 | Go live Banner | | July 1 st | |
| AIF1148 | Conversion load outstanding encumbrances | | July 15 th | |
| AIF1149 | Load beginning balances proj accounts including budget revenue and expense | | July 15th | |
| AIF1150 | Conversion, load beginning balances, outstanding checks and fixed assets | | Aug 15th | |

New Action Items

| Item Identifier | Item Description | Owner | Target Completion Date | Status |
|-----------------|------------------------------|--------------|------------------------|------------------------------|
| AIF1104 | Commodity Code Tables | Subcommittee | Jan 31 | Meeting being planned |
| AIF1105 | Form Security & Approval Cmt | Subcommittee | Jan 31 | Meeting being planned |
| AIF1116 | 1099's | | | Decision made to do manually |

Attachments and/or meeting Handouts listed: