

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Finance Process Team

Date: January 25, 2006

Time: 10:00 – 12:00

Place: Schahrer Room

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

Absent: Rick Edwards (vacation) and Mai Dao

Note Author: Kay Carter

Agenda and discussion items

Presentation by Purchasing that will be presented at FARS meeting this Thursday, January 26 was viewed and discussed.

Discussion of the printing of checks – at this time don't know who will be printing checks for the business office. E-vision product cost no covered at this time.

Report writing for Banner – Crystal Report Writer available on key-server
Will need training and installation. New team established.

Discussion on whether Security and Approvals can be rolled from test to pre-prod or have to be redone. Committee still looking at approvals for invoices. Dave Horsman working on fund and org securities. Need Pre-Prod before MARCH.

Reviewed last training session on Fixed Assets. It will be repeated in the future with another consultant.

Next training dates: Feb dates: 21-22-23 (Remote)

March 7-8-9 Grant 2 (9th Street)

March 14-15-16 Endowments (Greg Triad)

March 21-22-23 Self Serve (9th Street)

These are subject to change with a new consultant coming on board. Need to check the EISE sight for changes.

Discussion of the uploading of Students and Employees happening this Friday – really need this to work so that Finance can go forward. Business office will not be touching student after the upload. Custodian of students will be in control of that.

We are currently behind in interfaces, uploads, and commodity codes. Connie stated the encumbrances is being worked on.

Joyce Schumacher stated that Purchasing needs to approach J.P. Morgan about what they are furnishing other Banner customers.

**EISE Project Meeting Notes
Eastern Illinois University**

Decisions Made

Decision made that Banner Training was mandatory for issuance of Sign-on and Password to Banner

Created new Banner Reporting Team:

Members: Connie Downey, Pam Naragon, Carol Morgan, Rick Edwards,
Tami Babbs, John Sims and 2 ITS people. First reports needed will be equivalent to FRS 94/95.

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
AIFI103	BPA	Kay	10/17	Completed for FRS
AIFI106	Vendor Upload	Teresa/Andy	Jan	Completed
AIFI107	Commodity Codes Structure		Nov	
AIFI108	Bid Commodity Codes Structure		Dec 10 th	
AIFI109	Review Rule Groups	Joyce	Dec 31	
AIFI110	New Rule Groups for Interfaces	Joyce	Jan 15	
AIFI111	Test Conversions-Beginning Bal	Dave/Connie		Working on
AIFI112	Test Conversions-Fixed Assets			
AIFI113	Test Conversions-Ld Proj Yr Budget/Revenue and Expense			Grant data needed
AIFI114	Test Conversions-Budget Data			
AIFI115	Outstanding checks			Haven't talked abt yet
AIFI117	Develop and Test A/R Interface			
AIFI118	Develop and Test H/R Payroll, Budget, and Encumbrances	Connie		Working on
AIFI119	CashNet for non student receipts	Libby		
AIFI120	Complete review of all standard reports		Jan 15 th	
AIFI121	Add Oracle ID's for all current FRS users		Jan 1 st	Prior to training group
AIFI122	Develop user profiles		Jan 15 th	

**EISE Project Meeting Notes
Eastern Illinois University**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	(templates) for all Banner Finance users			
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 manuals	Training Team	March 15 th	Are currently loading some things to the EISE site and working on developing more
AIF1133	E-Print for Banner Report Distribution		March 31 st	
AIF1134	Pro-Check or Evisions		March 15 th	\$ not available for E-vision at this time
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 30 th	
AIF1145	Go live FY07 Req/Purch Orders		May 1 st	
AIF1146	Develop Report Writer Reports		May 31 st	

**EISE Project Meeting Notes
Eastern Illinois University**

Item Identifier	Item Description	Owner	Target Completion Date	Status
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	Working on
AIF1116	1099's			Decision made to do manually

Attachments and/or meeting Handouts listed: