

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Finance Process Team

Date: February 1, 2006

Time: 11:00 – 12:00

Place: Schahrer Room

Attendees: Larry Cannon, Kay Carter, Andy Anderson, Tami Babbs, Chris Childress, Mai Dao, 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

Note Author: Kay Carter

Agenda and discussion items

Report writing for Banner – Crystal Report Writer is available on key-server

We may need a licence for Crystal Reports. New Report Writing Team meeting on Friday, the members of that team are: Tami Babbs, Connie Downey, Rick Edwards, Carol Morgan, Pam Naragaon, John Sims, and Dave Pollard. Will find out what Banner and decide what other needs we have.

What needs to be done in oder to move to the Pre/Production Instance:

Commodity Code Tables - Rick Edwards
Dave stated some need to be removed.

Prorate student fees- Mike Hutchinson and Joyce Schumacher
Prorate not working. Know will be problem July 1
Mike seeking help on list serve

Capital Assets and Capital Expense – Carol Morgan
Connie Manes gave us cobal extraction – Richard is looking at
Need to complete Asset to expense Form
It would be great to finish before the repeat Fixed Asset Training Session

Printing forms and checks – John Sims and Dave Horsman
Need to print Requisitions and PO's by April 1
John will run checks in test – requisitions & PO's
Larry stated that we might not be printing requisitions in Banner
(Purchasing needs to discuss this) also discussed departments printing their own. The 8000 printer is set up to print Banner jobs.

EFT's – Much discussion on this on Student Vendors and the approach Libby may be taking with the interface to Banner A/P.

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Vendors – will be loaded by ITS (Andy stated he could identify those that he loaded in as they are flagged)– Teresa will check out doing requisitions as she has tested the invoice side. Remit FRS Invoice Address is Banner MA address Requisition Order in FRS is BU in Banner. Teresa will review and advise.

Plan to load Budget into Banner – Mai Dao
Larry requested that Mai develop plan to load the budgets to Banner, What reports and when ie Student refund run, A/P checks. Larry requested A/P Make list of checks thought we would need.

Dave stated that Linda Coffey and Sue Harvey were saying that PIDM data would be uploaded to conversion. It is our understanding it will not be. Connie Manes will verify and let us know today which is correct.

Mention was made that Banner transistion Year-end meeting is this Friday, on yet another task that need to be accomplished.

Larry stated that Banner 7.2 will should be postponed so as not to effect us at the preproduction instance creation. Chat was checking into this.

Decisions Made

See assignments above.

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	Being updated as needed
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 in test
AIFI107	Commodity Codes Structure	Rick Edwards	Nov	Over due
AIFI108	Bid Commodity Codes Structure		Dec 10 th	Deferred to day2
AIFI109	Review Rule Groups	Joyce	Dec 31	Still in process
AIFI110	New Rule Groups for Interfaces	Joyce	Jan 15	Most are complete

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Item Identifier	Item Description	Owner	Target Completion Date	Status
AIF1111	Test Conversions-Beginning Bal	Dave/Connie		Partially completed still working on PYTD
AIF1112	Test Conversions-Fixed Assets			Hot
AIF1113	Test Conversions-Ld Proj Yr Budget/Revenue and Expense			Grant data needed
AIF1114	Test Conversions-Budget Data	Rick- Grants		In the Que
AIF1115	Outstanding checks			Haven't talked abt yet
AIF1117	Develop and Test B/R Interface			Ok except fro Student CKS
AIF1118	Develop and Test H/R Payroll, Budget, and Encumbrances	Connie		Working on
AIF1119	CashNet for non student receipts	Libby		Working on
AIF1120	Complete review of all standard reports	Report Writing Cmte	Jan 15 th	Meeting on Feb 2
AIF1121	Add Oracle ID's for all current FRS users		Jan 1 st	Ready to pass to Ashmore
AIF1122	Develop user profiles (templates) for all Banner Finance users		Jan 15 th	Complete Ashmore working. Need to test.
AIF1123	Assign Org Fund security to all Banner Finance users		Jan 31 st	Planning
AIF1124	Build Grant Logic in COA		Jan 31 st	Planning Complete
AIF1125	Grant ID cost		Jan 31 st	In test system
AIF1126	Grant Cost Sharing		Jan 31 st	In Test System
AIF1127	Test Security, Approvals & NSF		Feb 15 th	Started testing NSF is a problem
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	Ordered new server
AIF1134	Pro-Check or Evisions		March 15 th	\$ not available for E-vision Form Fusion
AIF1135	Test Printing of checks for req		March 31 st	

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	and PO			
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	
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 15 th	
AIF1150	Conversion, load beginning balances, outstanding checks and fixed assets		Aug 15 th	

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: