

MUG Meeting Notes
Thursday, January 16

Sandra Harberts facilitated the meeting.

Announcements

- Phase II update -- Marty Mark reported that the MEMFIS implementation team has completed the Oracle education classes that are needed to proceed with Phase II. UNI's business requirements assessment has also been completed. The gap analysis (comparing what is required at UNI with what Oracle applications offer) is beginning; small group meetings will be offered as part of this analysis.
- Remember to check the training schedule on the MEMFIS web site for a current schedule of Phase I training classes being offered.
- Kathy Schwanz from the purchasing office announced that the Board of Regents approved an increase in the dollar limit for which bids are required. The limit was \$5,000 per order; it has been increased to \$10,000. For specific questions, please contact the purchasing office.

Journal Entry Presentation

- Bruce Rieks from the Controller's Office reviewed journal entries and answered questions from those in attendance. One of the main questions was about requiring approvals for journal entries similar to the approvals required for budget transfers. The reason approvals are not required is that, generally, when a journal entry is processed, the services have already been requested. There also has been communication between the department being charged and the department processing the journal entry.
- Jack Miller, with assistance from Karen Paulsen, reviewed the journal inquiry function using Oracle applications

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.