

MEMFIS Users Group Meeting Agenda
February 7, 2002
1:30 p.m.
Gilchrist 207

Welcome and Introductions

Eunice Dell, as part of the MEMFIS Project Management Team, extended a welcome. Attendees introduced themselves and where they work on campus. The meeting consisted of users, implementation team members and back office representation. The concept of the User Group was described. It was described as a collective voice. It will be a venue to hear from the users and make changes to processes or reports. The users group will be electing their own leadership.

MEMFIS Support Structure

MEMFIS system maintenance and enhancement process was explained. Requests for changes or enhancements to the MEMFIS system will come to the MCMC in the form of a PAR. A sample of the PAR was attached to the agenda that was handed out to attendees.

The MCMC wants to get a coordinated voice from the users. A user will be added to the MCMC. The purpose of the MCMC was explained. MCMC will review, research, approve and prioritize the PAR. PAR's once approved will go to development which consist of various groups such as ITS, the back office, VPAF administration and the training team. After development, changes will be release to campus through a quarterly schedule (calendar quarter). It was emphasized that the User's Group is an opportunity for users to come together as a group and have more of an impact on requests for changes or enhancements.

MEMFIS User Group will have to determine when, where and how often they will meet. This group will discuss MEMFIS issues and changes. This group can also address what things can be needed in the future modules that will be implemented.

User Input and Question/Answer Period

- The library is a member of an IT user's group and they would be willing to share the model of this group to get our own user's group implemented.
- Ordering from Campus Supply is too long and complicated. There was a lot of agreement in the room.
- When requisitions are being processed the error messages are not understandable. Error messages need to be identified.
- Questions were asked about entering the supplier, site, contact, phone # on requisitions.
- Is there a report on how to see if they have not received everything?
- Funds Available for Viewing- would like to see all of their funds for each month.
- It was stated they miss a report gave a rollup of all accounts with the % of funds expended.
- Budgets don't show up on the revenue or expense lines. The budget are inconsistent some should up as zero and some have the number.
- The report sheets are inconsistent.
- Users want a report similar to the old statement of account.
- Users would like to view where their journal entries are within the application.

- What is there protocol of who will initiate payments? The charging department will initiate the journal entry.
- The departments doing charge backs say there is no way to verify account numbers.
- How is the Foundation account number verified? They will ask if those numbers can be made available.
- Journal entries are returned with an error noted but no specific line noted.
- Is there a safety net in place for journal entries charged?
- Can users be emailed to be notified of purchase order creation just like the requisition approvals?

Oracle 11.5.6 Upgrade

The Oracle system will be upgraded. The upgrade will fix a grouping of bug and also provide some enhancements. The installation target date is April 29, 2002.

Other Business

- A sample report was included in the handout. The reports will be evaluated by the user's group to determine if they meet the needs of the end users.
- TIPS from the MEMFIS Training Team were also included in the handout.