

MUG Meeting Notes  
Thursday, February 19, 2004

Michele Mullings-Shand facilitated the meeting.

Announcements:

- There will be a MUG meeting on Thursday, March 11, at 1:30 p.m. in the CME conference room. Users will preview upcoming changes to the login screen as well as changes in the applications screen; these changes go into effect the beginning of April.
- The Journal Entry Review Committee is working with Controller's Office staff to finalize details of changes in journal entries.
- Personnel Action Committee: This group has not met recently but the process is ongoing. Human Resource Services is looking at needs for the new system and will develop a prototype.
- General Ledger (Legacy) Reports: The Data Access team will need to pull these reports (hard copies of the old financial statements that departments received monthly prior to implementation of Phase I) because they will not be able to verify security when Phase II goes online. The Controller's Office will still have access to these reports.

MEMFIS Financial Reports:

Karen Paulsen reviewed MEMFIS financial reports, particularly the Statement of Account Financial Summary (especially helpful for non-general fund accounts) and the Statement of Account for general fund accounts. The handout is available at [http://aflink/af.uni.edu/memfis/documents/training/reports\\_training/pdf](http://aflink/af.uni.edu/memfis/documents/training/reports_training/pdf). If you have questions about your reports, contact Karen at 3-6815 to sign up for a class or for one-on-one review.

MEMFIS training sessions have been scheduled through May 2004. If the class times do not fit your schedule, please contact the training team ([memfis-training@uni.edu](mailto:memfis-training@uni.edu)) to schedule individual training.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: [mug-leaders@uni.edu](mailto:mug-leaders@uni.edu). The leadership team would like to encourage other users to consider becoming a member of the group in order to allow those who have served since MUG was formed to step down from those responsibilities.