

**MEMFIS Users Group Minutes**  
**Thursday, March 27, 2008**  
**201 McCollum Science Hall**

**A. Self-Support Funds Budget Worksheet Demonstration**

Bruce Rieks presented an overview and demonstration of the new Self-Support Funds Budget Worksheet which is replacing the old Local Activity Account Fund Worksheets. The new worksheets will be put into production on March 31.

Two Quick Reference Guides have been produced to help guide you through the process.

- Directions for Creating Batches of SSF Worksheets:  
[http://www.vpaf.uni.edu/memfis/documents/creating\\_batches\\_for\\_ssf\\_wkshts.pdf](http://www.vpaf.uni.edu/memfis/documents/creating_batches_for_ssf_wkshts.pdf)
- Directions for Completing SSF Worksheets:  
[http://www.vpaf.uni.edu/memfis/documents/completing\\_ssf\\_wkshts.pdf](http://www.vpaf.uni.edu/memfis/documents/completing_ssf_wkshts.pdf)

**B. Announcements**

1. Changes on MUG Leadership
  - a. Due to new job responsibilities, Julee Jacobson and Nancy Scoggins-Rose have resigned from the MUG Leadership group. Both Julee and Nancy have been active on this committee for some time and were thanked for their input and service.
  - b. Elaine Robinson and Katrinka Smith were welcomed as new members to the MUG Leadership Committee. Elaine works in the Mathematics Department and Katrinka works in Instructional Resources and Technology Services in the College of Education.
2. Revision to the Leave Balance Report
  - a. A modification was recently made to this report so that you can now see your leave balances in 3 month increments up to 18 months of history. This revision was based on suggestions from the MEMFIS survey.
3. Future Meeting Topics
  - a. The April 17 meeting will provide information on the new WebADI spreadsheets and the year-end closing schedule will be reviewed at the May 15 meeting.
4. Other
  - a. The workflow problem "manager error" has been resolved.
  - b. Budget Adjustments: Double check to see that the people that you forward to (in your approval set) are still at the University.
  - c. As a result of the MEMFIS survey, changes are being made to improve the Budget Detail Report and the Personnel Expenditures Report.