

MEMFIS Users Group Minutes
Thursday, April 17, 2008
137 McCollum Science Hall (Lantz Auditorium)

Katrinka Smith welcomed everyone to this month's MUG meeting.

Eunice Dell provided the group with an overview of the new WebADI worksheets. Some items of note are:

- These new worksheets will be fully implemented by June 1st. No old worksheets can be used after that date as the system will not import data from them.
- New forms are out on the Forms Repository today.
- Macintosh users must use Office 2008 and account validation will not work.
- There are a couple of nuances when using the forms with Office 2003 and 2007. These issues are addressed on each form on the Quick Reference Guides, which is linked on each worksheet.

A. MEMFIS Cash Receipts for Deposit – WebADI Demonstration

Brian Curtis, Cashier II from the Office of Business Operations, demonstrated the new Cash Receipts for Deposit worksheet. Some items to take note of:

- Validate each Account Code Combination (ACC) so that you know it is a viable number.
- Deposit amounts are entered in the credit column only
- Attach only one Cash Receipt for Deposit to an e-mail. Each deposit receives a confirmation e-mail.

A Quick Reference Guide for this can be found at:

http://www.vpaf.uni.edu/obo/cashiering/documents/deposit_cash-recpt.pdf

B. MEMFIS Procurement Cards – WebADI Demonstration

Pam Rousselow, Account Clerk from the Office of Business Operations, demonstrated the new Procurement Card Processing worksheet. Items of note here are:

- Validate each Account Code Combination (ACC) so that you know it is a viable number.
- If you come across an ACC that does not work, contact Financial Accounting at 3-3576 unless it relates to a sponsored program ACC. If it is for a sponsored program, contact that office at 3-3217.
- Entries are made in the debit column only. Credits are also entered in the debit column as a negative number, such as -28.36.
- Use the end date of the Elan statement for Line 3 data on the worksheet.

- Enter the name of the preparer and the phone number where requested at the bottom of the worksheet.
- Attach only one spreadsheet to an e-mail. Put the name of the employee whose credit card you are processing in the subject line of the e-mail.

There will training for ProCard users over the next two weeks. This is mandatory for anyone who has, or will have, a ProCard.

A Quick Reference Guide for this can be found at:

http://www.vpaf.uni.edu/memfis/db_documents/qrg/procard_processing.pdf

C. MEMFIS Journal Entries – WebADI Demonstration

Pat Whitt, MEMFIS trainer, demonstrated the new Journal Entry worksheet. Items of note here are:

- The line description should indicate what you are doing. For example, when doing a correcting journal entry you would refer to the invoice number, vendor name, fund and org that you are moving the expense to.
- The first 30 characters in the line description show on the Statement of Account.
- The message column is for back office purposes.

A Quick Reference Guide for this can be found at:

http://www.vpaf.uni.edu/memfis/db_documents/qrg/creating_journal_entries.pdf

D. Announcements

Kelly Flege shared the FY08 Closing Schedule.

This can be found at: http://www.vpaf.uni.edu/obo/documents/close_sch.pdf