

MEMFIS Users Group Minutes
April 19, 2007

I. The April meeting of MUG focused on the Office of Business Operations. Office personnel were introduced.

- A. Brian Looby: Bursar, student accounts and cashiering.
1. Daily transactions of credit card payments must be done daily.
 2. Parents and students will be able to make U-bill payments electronically very soon.
 3. A Cashiering Advisory Group is being formed.
 4. Head cashier, Diane Headington will retire February 2008.
 5. The cashier's station in the Union will not be opened in the summer.
 6. Persons with disabilities who cannot get to the Business Office can call the cashiers' office to make arrangements to meet office staff at an accessible location to conduct their business.
- B. Linda Gruetzmacher: Payroll Manager
1. Melissa Schreiber is no longer at the University.
 2. Kim Anderson left Business Operations to become secretary to the Dean of the College of Social & Behavioral Sciences.
 3. Tresa Habinck was hired and began her duties April 24.
 4. Lisa Steimel processes employment paperwork for international employees and prepares labor distribution adjustments (except for grants).
 5. Sherri Baldwin (3-2656) or Tresa Habinck (3-6425) can be contacted if an old timecard needs to be created.
- C. Vince Heuer: Fixed Asset Accountant
1. The baseline amount for object code #71250 (capitalized equipment) as been raised to \$5,000.00.
 2. A new object code (#63150) was created for sensitive electronic equipment such as computers; copiers; printers; and video, science, and music equipment.
 3. Call Vince 3-3527 for help in determining the correct object code to use.
 4. Instructions for completing equipment inventory (regular and federal) should be read carefully. Inventories will be sent electronically to the person in each department responsible for completing them.
 5. UNI now uses www.publicsurplus.com to sell University owned items no longer needed. Interested persons can browse regions and then agencies to see what UNI has listed. Refer to the Fixed Asset tab on the OBO web site for further instructions on accessing publicsurplus.
 6. Tag sales are held weekly at Warehouse #1 and are open to employees on Wednesday afternoons 2-4 and to the public on Thursdays from 10-1.

- D. Tori Stafford: Purchasing and Payables Manager
1. Molly Rickert has been hired as Purchasing Agent. She will handle procurement card requests, changes, and deletions; RFPs for service; POs greater than \$10,000.00; and proposals and quotes.
 2. Any tangible item purchase over \$10,000.00 needs to be competitively bid. Professional services over \$25,000.00 need to be bid. Exceptions include single source vendor or if a State or Regents contract has already been established with the vendor. Users are not required to purchase a maintenance agreement from the vendor supplying the equipment.
 3. A professional services agreement must accompany the RFP if over \$250.00. A service agreement template can be found in Forms Repository. If an invoice is provided, the agreement may not be needed.
- E. Jane Campbell: travel – domestic and foreign 3-2212
- F. Jan Rogers: RFPs, except for services, 3-6212
- G. Kelly Flege: Director, Business Operations
1. The University is not required to pay late fees or interest until after 60 days past due. This provision is in the Iowa Administrative Code.
 2. A supplier form must be submitted to every person/business receiving money from the University. Candidates on campus for interviews should have a supplier form completed so they can receive travel expense reimbursements. Exceptions include payments to students for services of less than \$300 and student refunds processed through the u-bill.
 3. Users should contact Financial Aid for award payments made to students as this can affect their financial aid package.
 4. A manual on the use of the procurement card will be available on-line in a few weeks. A training, power-point presentation will also be available.
 5. The Office of Business Operations is working on a system which will allow electronic payments to faculty, staff, and students for reimbursement in lieu of a check. An e-mail notification will be sent when such a payment is made.
 6. An updated contact list for the Office of Business Operations will be on the website on Friday, April 20, 2007.
 7. The University has an exclusive contract with Pepsi. Beverages provided for University related activities must be purchased directly from Pepsi or through the Department of Residence. Exceptions include gallon jugs or individual drink boxes because Pepsi does not sell these items.
 8. Year-end closing dates will be available May 1st.
- H. Paid Time Office Summary – Eunice Dell
1. Users with manager self-service or supervisor self-service responsibilities can view employees in their organization to check on leave balances for the past 3 months. The report is found under HR Responsibility.

- I. FY08 Budget Development – Mary Prenosil, Budget Systems Manager
 - 1. New fringe benefit rates for FY08 are available.
 - 2. Self-support worksheets are due by May 1.

- J. Announcements – Eunice Dell
 - 1. No new Oracle modules are being implemented at this time.
 - 2. Users are asked to complete the MEMFIS survey sent earlier this week.
Information gathered from the survey will be used to determine where changes or improvements are needed to make the system better for end users.
 - 2. With Oracle upgrades and the new email system, the ultimate goal for users is to have one single sign-on and one password.
 - 3. The PAF transaction for Special Compensation is being developed. Summer session PAFs should be ready for use by Summer 2008. Instructions for preparing the PAF for summer 2007 appointments can be found on the MEMFIS website.
 - 4. Users should check on all requisitions/POs to insure they have been received in Oracle. Also, users are encouraged to review encumbrances and cancel those that are not valid.