

MEMFIS User's Group Meeting
Thursday, June 16, 2005
1:30 p.m.
252 Schindler Education Center

- A. Supplier Form: Penny Becker explained the necessity of the new supplier form which combined information needed by Purchasing and the Office of Business Operations. The first page consists of instructions to the vendor for filling out the form. The 2nd page is used for individuals; the third for companies.

A supplier form must be filled out for every off-campus supplier receiving a check from the University except in the following cases: a refund (money has been paid to the University and must be returned – i.e. camp registrations); travel reimbursement; and supplier already in Oracle.

For foreign suppliers – if performing services in their country for the University a W-8BEN form is used, if the supplier is coming here, contact the Office of Business Operations.

- B. MEMFIS Responsibilities: A handout prepared by Karen Paulsen is available on the MEMFIS website. This outlines the type of responsibility needed to access various reports. The initials “FIN” (financial) and “HR” (Human Resources) will be added to the responsibility in order to aid users.
- C. New Labor Distribution Report: A new labor distribution report is being tested. Release date to users has not been determined. This is an HR report in Discoverer and will allow users (must have manager self-service responsibility) to view all staff in their organization and all account/accounts each staff member is being paid from. Users will also be able view special compensation, vacation, sick leave, and summer appointment payments.
- D. Year-End Closing Reminders and Announcements: Eunice Dell encouraged users to recheck their May statement of account and personnel expenditures reports. There were problems with the first release which have been corrected now.

Users were reminded to check on encumbrances and timecard status in order for expenditures to be paid from FY05. The closing schedule can be found on the Office of Business Operations website and should be checked carefully.

- E. The next MUG meeting will be held July 21 at 1:30 p.m. Location TBA.