

Carol Geiger facilitated the meeting.

1. **Year-end closing, adjustment period & reversing entries:** Bruce Rieks reported that they are prepared to be timelier this year for year-end adjustments and reversing entries. The year-end closeout requires accrual entries to put revenues and expenses in the correct fiscal year. This is only for self-supporting accounts outside the general fund and used for the University's annual report. This year the plan is to split the adjustments – general fund adjusting entries will be “invisible.” They hope to have the reversing entries done in August.
2. **University ID number and identity security:** Dennis Lindner discussed the issue of using social security numbers on campus. A committee, appointed by Provost Podolefsky, is reviewing how SSNs are currently used on campus and looking at ways SSNs do not need to be used. In the future all students, faculty and staff will use a unique number that will be used in all systems and on all forms. The number will be six digits; faculty and staff who attended UNI as a student will use the id number they used as a student. The first visible change will be the login to MyUNiverse. This process will take several years to be completed due to the number of systems that need to be reviewed.
3. **Phase II update:** Eunice Dell said staff is currently working on how to collect employees' time; it will be electronic but it has not yet been determined if each employee will enter their own time. Oracle has two packages: time & labor (with approval process but only one fund source) and time management (multiple assignments but not able to route for approval). Programmers are trying to “marry” these two systems. Parallel testing is scheduled for September and October.
4. **Phase I survey results:** The MBA Capstone project surveyed MEMFIS users on their level of satisfaction with MEMFIS. The survey revealed several areas where some system changes might be made and areas where MEMFIS communication and training might be improved. The MBA students made three specific recommendations for the MEMFIS team to consider:
 - A. Implement iprocurement: a web based approach for purchasing
 - B. Improve training materials for consistency of information, format, use of screen shots, bullets and step-by-step procedures.
 - C. Revamp the MEMFIS project web site to make it more accessible and user-friendly.
5. **Quick Reference Guide:** Pat Whitt distributed copies of a quick reference guide for logging into MEMFIS applications, creating requisitions, shortcuts to create requisitions, printing requisitions, canceling and deleting requisitions. This is also available on the MEMFIS web site.
6. **Updates:**
 - A. Journal Entry ad hoc committee: the group will hold an initial meeting Thursday, July 24, at 9 a.m. in 207 Gilchrist. Contact Karen Paulsen if you are interested in participating.
 - B. Personnel Action Form committee: the first meeting of this group will be Monday, July 21, at 2:30 p.m. in 207 Gilchrist. Eunice Dell is the contact person.
 - C. Travel Reimbursement: the committee has formed two sub-groups – training and form re-development. The goal for training and implementation is early fall. Please check out the reimbursement policies on the Controller's office web page.

The next MEMFIS Users Group meeting will be Thursday, August 21, at 1:30 p.m. in Maucker Union's Elm Room. Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.