

MEMFIS Users Group Meeting – July 18, 2002
MEETING NOTES

Rita Harris facilitated the meeting and welcomed those attending.

Year-end update/discussion:

- Bruce Rieks from the Controller's Office offered a back-office perspective on year-end activities. The Controller's Office staff is very pleased with the results and how departments have responded to the challenge during this first year-end process in Oracle. There are a few things to keep in mind for future years. When running MEMFIS reports, users should focus on the Jun-02 period rather than the Adj-02 period; the Adj-02 is for back-office functions. Several RFP's were submitted after July 1 with an appropriation year of 03 but the items were actually received in FY02; those should be paid from the FY in which the item was actually received for correct accounting procedures. Also, users should know that receiving on a purchase order recognizes the expense, but the terms on the invoice determine when a check is actually written for payment.
- Kathy Schwanz from the Purchasing Office said their staff is also pleased with year-end activities, particularly with departments remembering to change the receiving date to the correct date. Kathy reminded users that the Campus Supply catalog is now available on the MEMFIS reports page.

User Input discussion:

- Initiating requests for changes to MEMFIS reports & processes – Michele Mullings-Shand explained how users can request changes in MEMFIS. A procedure is being fine-tuned at this time. In simple terms, a user would contact someone from the MUG Leaders group, then meet with that group. MUG Leaders group would initiate a PAR (Programming Authorization Request) and submit it to the Change Management Committee. The user making the initial request would need to remain involved in the process and possibly attend a Change Management Committee meeting to help explain the request. If the change is something that would impact users campus-wide, the MEMFIS

Users Group would be asked to look at the change, perhaps do some testing, and endorse (or not endorse) the change.

- What reports are used most frequently? A hand count of reports used most frequently showed:
 - Statement of Account by Fund: 21
 - Statement of Account by Account: 23
 - Encumbrance Summary by Fund: 14
 - Encumbrance Summary by Account: 17
 - Personnel Expenditures by Fund: 6
 - Personnel Expenditures by Account: 8
 - Trial Balance by Fund: 2
 - Trial Balance by Account: 2
 - Budget Report by Fund: 7
 - Budget Report by Account: 8
 - Statement of Account-Financial Summary: 15
 - Transaction Detail: 18

Launch Page for Reports:

Karen Paulsen demonstrated a single launch page for MEMFIS reports that is in development. This would allow departments to print financial reports for several accounts. Benefits include having the same launch page regardless of report being run, allows a complete list of reports for all accounts in one run, has drill down capabilities, defaults to general fund accounts but also has the option of entering a range of accounts. This would eliminate the reports being listed twice (by fund & by account) on the MEMFIS reports page. Staff from Physical Plant indicated they would like to be able to run multiples reports for multiple accounts (this would need to go through the PAR process).

This launch page was tentatively scheduled for release September 1. After discussion by those attending, the consensus was that this release should wait until December in order to allow time for testing. Users believed it was too soon to release such a significant change right after the end of the fiscal year as well as during a time when many employees are returning from vacations and dealing with the beginning of a new academic year.

If other users who did not attending the meeting on July 18 think that the new launch page should be released September 1, please contact the MUG

Leaders group (MUG-Leaders@uni.edu) as soon as possible. The new launch page would be similar to the existing launch page for “Statement of Account-Financial Summary.”

The next MEMFIS Users Group meeting will be Thursday, Aug. 15, at 1:30 p.m. in Rooms 207-209 Gilchrist Hall.