MUG Meeting Notes
Thursday, September 20, 2007

A.   **MEMFIS Applications Refresher:** Jack Miller reviewed the following MEMFIS applications. Jack's PowerPoint presentation has been posted to the MEMFIS web site under Presentations: http://maple.vpaf.uni.edu/memfis/memfis_users/documents/mug_mtg_20070920.pdf.

1.   Split Distributions on Requisitions:

When an item is paid from two or more accounts, enter each account number on a separate distribution line.

When doing split distributions, it is good to remember that the "Type" of requisition can be either "Goods" or "Services". If you select "Goods", the distribution will be split by the percent that you enter on each line. If you select "Services", the distribution will split by an exact dollar amount that you enter per line.

NOTE: With split distributions, you must "receive" each line of the distribution.

The Quick Reference Guide for **Creating Requisitions** and **Receiving Supplies/Services** can be found on the MEMFIS website http://maple.vpaf.uni.edu/memfis/qrg.shtml.

2.   When to Cancel and Delete Requisitions:

Delete Requisitions only if they are in the "Incomplete" status (have not been submitted for approval).

Cancel Requisitions if they have been Approved, Pre-approved, Rejected, or Returned. If a requisition is in any status other than Incomplete, it can be canceled provided none of the lines have a purchase order created. When a purchase order has been created against a requisition, the entire requisition cannot be canceled, but an individual requisition line may be canceled. The requisition can still be viewed in Oracle, but it will have the status, "Canceled".

Detailed instructions for Deleting and Canceling Requisitions can be found in the Quick Reference Guide section of the MEMFIS web site:
http://maple.vpaf.uni.edu/memfis/qrg.shtml.

3.   The Document 3 Error Message: Whenever you see this Error Message, ignore it. Your Requisitions are going through for approval. Information Technology Systems clear Document 3 Error Messages from the Oracle system daily. A patch is being implemented that will prevent the Document 3 Error Message from popping up in the Oracle Applications Home Page.

4.   Password Central: Jack recommends Password Central in MyUNIverse for resetting passwords, seeing password expiration dates, and obtaining UNI Password Change Information.

5.   Single Sign-on: The projected date for Single Sign-on is summer 2008. In the meantime, you can use the same password for MEMFIS and CatID as long as the password does not have the same 2 characters or numbers in a row (ex: 22, ee). Jack noted that Users have 20 "grace logins" for the CatID, before you are locked out and have to call the Consulting Center.

B.   **Announcements:**

1.   MEMFIS Survey: Eunice Dell discussed some results of the MEMFIS Survey. There was a good response to the survey. Overall, respondents indicated a high degree of satisfaction

with MEMFIS applications and with the training and support provided for staff. Anyone wanting to see the complete results of the survey may do so by calling Eunice at Ext 3-7432. An overview of the Survey results can be found on the MEMFIS website in the MUG presentations.

2. <u>MEMFIS Contacts List</u>: Pat Whitt discussed the list of MEMFIS Contacts List, which provides the contact information for General Questions, Oracle Purchasing, Oracle Accounts Payable, Oracle General Ledger, Human Resource Services and Payroll. The list provides names of staff to call or email with topics such as: payroll questions, getting a procurement card, stopping payment on a vendor invoice, voiding a check, etc. You can find the MEMFIS Contacts List online: http://maple.vpaf.uni.edu/memfis/contacts/memfis_contacts.shtml.

3. <u>Quick Reference Guides</u>: Pat Whitt recommended the Quick Reference Guides for easy, step-by-step instructions on most MEMFIS applications. The MEMFIS Survey revealed that only about half of the people completing the survey were aware of the Quick Reference guides. Additional survey results indicated:

    48% - said yes (they'd used the quick reference guides) and of those 97% felt the help was informative.

    HOWEVER, 46% had not used the quick reference guides and of that 46%:
    - **39% said they didn't know about them**
    - **11% thought it would be difficult or too time consuming to find**
    - **8% didn't think it would be useful**
    - **8% had other reasons they didn't use them**
    - **20% weren't sure**

    For those interested in exploring the MEMFIS Quick Reference Guides, they are located online: http://www.vpaf.uni.edu/memfis/

4. <u>MEMFIS Updates</u>: Eunice announced that there are no new updates per se, but a new patch will be implemented by the end of the year. Current project include: Grants and Contracts Green Bar reports in Oracle; electronic approval with electronic routing for student employees; and Special Comp PAFs with electronic routing are 99% complete.

5. <u>MEMFIS User's Group Meetings</u>: Future meetings will be held every other month, beginning with the November 15, 2007 meeting. Announcements will be made in UNI Online regarding meeting dates, times, and location.