

Mary Friedrich facilitated the meeting.

1. **Supplier Inquiry Report:** Penny Becker discussed the status of a web-based report to search for suppliers. This report would enable users to get needed supplier information to complete Request for Payment without having to login into the Oracle application. The group that has been researching this has determined criteria for searching for a supplier:
 - Name
 - Alternate name
 - Taxpayer ID (FEIN or SSN)
 - Supplier number
 - Descriptive Flex Field (DFF)
 - Site Name or City

Items that would be available for viewing in the report are:

- Name
- Alternate name
- Address
- Phone, fax, e-mail
- Contact person & phone/fax/e-mail
- Taxpayer ID (FEIN or SSN)
- DFF
- Payment terms
- Web site address

All vendors, including individuals, require a supplier number; however, when processing a request to pay for an individual, that person does not need to complete a supplier setup form. The full name, address and social security number of the person is required. The Controller's office will assign a supplier number for individuals. Users will not be able to search for students and employees using this report. The printable report would be available in Excel and PDF. Penny distributed handouts describing what the report should include, name and address standards for supplier entry and instructions for completing the supplier setup form. Please contact Penny Becker at 3-3539 or Joyce Willms at 3-6441 for copies of these handouts. This process is in the preliminary stages and there is not a target date for implementation.

2. **Guidelines for Spending from Foundation Accounts:** Susan Bettis and Ann Dolphin reviewed guidelines for using Foundation accounts. The UNI Foundation and the Alumni Association are separate entities from the university and both have accounting systems separate from the university. Expenses to be paid from a Foundation account require approval from the Foundation accounting office before final processing. A quick reference handout was distributed. Copies may be obtained from the Foundation accounting office (contact Ann Dolphin at 3-7436 or Susan Bettis at 3-6837).
3. **Travel Reimbursement Form Update:** Kelly Flege reported that the testing group had favorable results during the testing period. Some reformatting of the form may be done to make the form look less "crowded." Forms that include a Foundation account would be the last routing stop prior to submission to the Controller's office. The release timeframe is transitional; the ultimate goal is to make the entire process electronic. Training would be offered and targeted to new employees, faculty/staff who prepare their own travel reimbursement forms, and departmental employees who prepare travel authorizations for other departmental staff.
4. **Phase II Update:** Eunice Dell informed users that the implementation date planned for January 2004 has been postponed to July 2004. The delay is regrettable, but unavoidable. Initial testing revealed the software is not doing what was expected and extensive customizations of the Oracle applications are required to meet UNI's needs. Unfortunately, this delay includes delaying bi-weekly payroll for student

employees until July. With everyone's cooperation, the team is confident the extra six months will make the system better for everyone in the long run.

5. **“Who do I call” Contact List:** Pat Whitt spoke about the possibility of creating a contact list that staff could use to make direct contact with the person who can answer question in regards to the MEMFIS applications and procedures. This contact list would not replace other methods of getting help or the MEMFIS Help desk. The purpose of the list would be to save time. MEMFIS users would have additional resources for getting needed information. No one should feel obligated to call someone on the contact list if they prefer to talk to the MEMFIS Help desk. Staff is encouraged to call the help line with any questions. This list would offer users another resource for answering questions.
6. **Future meetings:** As everyone who has attended a MEMFIS Users Group meeting this fall is aware, the Elm Room in Maucker Union does not have sufficient seating. The MUG leadership group is exploring other locations for the meetings and hopes to have a different location for the November meeting. Some options are rooms 244-245 SEC, the auditorium in KAB, the auditorium in CEEE, as well as rooms in Latham Hall and the Industrial Technology Center. A simple survey asking for preferences of day and times for meetings was passed around at the meeting. The leadership group will also consider a different day and/or time for our meetings. If you were not able to attend the meeting and have a preference for when you would like to have meetings, please contact the MUG leadership team at mug-leaders@uni.edu.
7. **Other announcements:** Phase I training is still being offered on a one-on-one basis. Employees needing/wanting Phase I training should contact Eunice Dell or Pat Whitt. Look for future announcements for Phase II training.

The next MUG meeting is scheduled for Thursday, November 20 at 1:30 p.m. The location will be included with the agenda. Please submit suggestions/requests for discussion topics at future meetings to mug-leaders@uni.edu, or contact members individually from the information provided on the list of contacts card.