

MUG Meeting Notes
Thursday, October 17

Gary Daters facilitated the meeting.

1. Announcements

A. Phase I

- Eunice Dell spoke with the group about the current situation with reports. The implementation team meets Friday, Oct. 18, to discuss this topic. Eunice reviewed the e-mail from Bruce Rieks dated Oct. 3. In the Legacy system, accruals were not available to the users. Due to reporting requirements, accruals must be included in UNI's annual financial report. Eunice emphasized that this is a one-time event, this will not happen next year and asked for continued patience by MEMFIS users.
- Eunice also reviewed the PAR (Programming Authorization Request) process. PARs are analyzed and prioritized by the MEMFIS Change Management Committee (MCMC). The current list is quite extensive, but if a user has a concern about something he/she should not assume that it is already on the list. Users are encouraged to contact Eunice or the MUG leadership team about concerns that might require a PAR.
- Testing is happening for the personnel expenditures report that will show names for budget lines. Release is anticipated for December 1.

B. Phase II

- Marty Mark updated users on the MEMFIS Phase II that is scheduled to go live January 4, 2004. Planning began July 9. The technical team is reviewing the hardware structure, desktop requirements and rewriting interfaces if needed (i.e., if a function of HR impacts Compliance & Equity Management, the CEM portion would need to be updated). Marty reviewed the project timeline, which is available for viewing on the MEMFIS Web site.

C. Drop-in sessions

- Several drop-in sessions are being scheduled. One will deal with any topic; another will deal specifically with grants and contracts. Dates and times will be announced when confirmed.

D. Training Schedule

- A schedule of upcoming classes is available on the MEMFIS Web site. Users are encouraged to attend classes even if they have already gone through training and are comfortable with the system. Class formats have been updated and users can always pick up new tips. Classes are not scheduled during the upcoming holiday season.

2. Payment Inquiry and Invoice Inquiry

- Jack Miller demonstrated these two functions within Oracle applications. Handouts are available on the MEMFIS web site. Payment Inquiry and Invoice Inquiry are view only screens; users cannot make changes. Tip from the Controller's Office -- the invoice number is used by the Controller's Office exactly as it appears on the invoice; if the invoice uses leading zeroes, those should be included when doing an inquiry. In the payment inquiry screen, users would not generally know the fields indicating document name, batch, vendor audits. Handouts are at: <http://aflink.af.uni.edu/memfis/support/mug/mug.asp>

3. Breakout discussion session did not happen due to time constraints.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu. The next MUG meeting will be Thursday, November 21, 2002 at 1:30 p.m. in Gilchrist 207-209.