

MUG Meeting Notes
Thursday, November 21

Janis Jehle facilitated the meeting.

1. Announcements

- Receiving on purchase orders - Pam Rousselow & Jane Campbell from the purchasing office reminded users to receive on purchase orders for items not physically received. This would include items such as advertisements and maintenance contracts. The receiving copy of the invoice serves as a reminder to receive.
- Check writing policy - Diane Headington from the controller's office reminded users that checks are not written for amounts less than \$2. There have been a number of requests for checks less than \$1 and it is not cost-effective to process checks for such a small amount. Specific questions should be addressed to the controller's office.
- Tom Schellhardt, vice president for administration & finance, addressed those in attendance. He expressed appreciation to the university community for their dedication and hard work in making this first year a success. Tom also encouraged users to contact the project team with any questions they have relating to MEMFIS.
- A drop-in session is scheduled for Monday, Nov. 25, from 9 a.m.-noon in 209 Gilchrist. Training team members will be available to answer your individual questions and offer one-on-one assistance.
- A MEMFIS financial reports class will be held Wednesday, Dec. 4, from 9 a.m.-noon in 209 Gilchrist. This may be a helpful class to learn more about the new launch page.
- Phase II update - Marty Mark informed participants of the status of Phase II. The documentation of current business practices is complete; core training for the project team is also done. A gap analysis will begin soon. This is a comparison of current business practices and what is available from Oracle.

2. MEMFIS Quarterly Releases

- The training team reviewed quarterly releases that will go into effect December 1. Releases include one launch page for financial reports, as well as modifications to the statement of account financial summary, budget report, personnel expenditure report and the transaction detail report. Handouts of this presentation were provided and will be available on the MEMFIS web site.

3. Breakout discussion session

- Participants divided into small groups with MUG leadership and training team members to brainstorm ways MUG meetings can best meet user needs. MUG leaders & training team members will meet to discuss the feedback.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.