

**MEMFIS Users Group Minutes**  
**Thursday, April 16, 2009**  
**Center for Multicultural Education, MAU 109**

Pat Whitt welcomed everyone to this month's MUG meeting. Over 90 users were in attendance.

**A. Implementation of Oracle Accounts Receivable Module**  
**Brian Looby, Bursar, Office of Business Operations**

Brian shared information about the Oracle Accounts Receivable module that will be implemented in December of 2009. This centralized system will increase accountability and controls by:

1. Timely recording of receivables and revenues
2. Central location for payment receipt (reduces need for departments to prepare deposit for invoice payments) and continued centralized processing of payments
3. Centralized access to outstanding payments and open invoices
4. Support from OBO with delinquent account follow-up and assistance with collection
5. The ability to provide a consistent looking invoice for all UNI billing, and also include organization specific logo if desired

Set up and testing of this new system will occur from now through mid-August with implementation planned for December 2009 (which will coincide with scheduled Oracle upgrades). Users will be asked to participate in testing throughout the set up and testing period.

**B. Revised New Supplier Form and Year End Closing Schedule**  
**Tori Stafford, Purchasing and Payables Manager, Office of Business Operations**

Tori briefly reviewed some of the dates on the Year End Closing Schedule which can be found at: [http://www.vpaf.uni.edu/obo/documents/close\\_sch.pdf](http://www.vpaf.uni.edu/obo/documents/close_sch.pdf).

All dates are important, but the items due by June 19 and July 6 will affect a majority of campus departments related to purchasing.

Procard reconciliations (both electronic and hard copy) will be due to OBO by Wednesday, July 8<sup>th</sup> for FY09 posting. After that date, charges will be posted to your FY10 account. Please continue to validate each account on the reconciliation before submitting to OBO.

The next item she spoke about was the revised New Supplier Form which will soon be posted in the Forms Repository. As a follow-up to direct deposit for faculty/staff payments, OBO is now implementing that feature to include outside vendors. OBO has contacted vendors we have done business with over the last three years and offered them the option of direct deposit payments.

**C. How to Clean-up Requisitions and PO Expected Receipts Report**  
**Karen Paulsen, ITS Business Manager, ITS Administration**

Karen demonstrated for the group how to clean-up requisitions that are in various status states along with the advantages of reviewing your PO Expected Receipts report. Directions for these various processes can be found at:

- Year End Requisition Clean up:  
[http://www.vpaf.uni.edu/obo/purchasing/year\\_end\\_req\\_clean\\_up.shtml](http://www.vpaf.uni.edu/obo/purchasing/year_end_req_clean_up.shtml)
- Delete and Cancel Requisitions:  
[http://www.vpaf.uni.edu/memfis/db\\_documents/qrg/delete\\_cancel.pdf](http://www.vpaf.uni.edu/memfis/db_documents/qrg/delete_cancel.pdf)
- PO Expected Receipts Report:  
[http://www.vpaf.uni.edu/memfis/financial/documents/PO\\_Exp\\_Rcpt\\_Rpt.pdf](http://www.vpaf.uni.edu/memfis/financial/documents/PO_Exp_Rcpt_Rpt.pdf)

If you have staff/students on 9 month employment status it is important that you have them review their Expected Receipts Report prior to leaving for the summer and clean up any outstanding items.

It is advisable that you clean-up blanket PO's rather than have them carry over into the next fiscal year. Your reports will be more accurate if you keep within the fiscal year.

**D. Electronic Student Employment Approval Form (SEAF)**  
**Pat Whitt, Info Tech Training & Support Specialist, AF-Technology Services**

Pat shared news about the roll-out of the electronic Student Employment Approval Form (SEAF). Although the next two trainings (April 22 and 30) are already filled, more trainings will be scheduled to accommodate the needs of the users. This will be most likely in May. Watch UNIONline for future training opportunities. SEAF Quick Reference Guide can be found at: <http://www.vpaf.uni.edu/memfis/qrg.shtml>

- To gain access to this transaction, users will need to complete the [MEMFIS Authorization for Access to Advanced UNI Time and Self Service Functionality](#) form which can be found in the Forms Repository in MyUNIVERSE.
- Upon approval this transaction will be placed in the MEMFIS section of your MyUNIVERSE portal.
- I-9s and W-4s will still need to be submitted for new employees.
- **The last date to submit paper forms will be June 1.** After that date, all submissions must be electronic.

**E. Announcements**

- MUG meetings will resume in the fall. Have a great summer!
- The MUG Planning Team is always looking for members to join the group. Please e-mail [mug-leaders@uni.edu](mailto:mug-leaders@uni.edu) if you are interested. The time commitment is very minimal and it's a great way to be involved in the changes that impact us all.