

## **MEMFIS Users Group Minutes**

**Thursday, April 15, 2010**

Center for Multicultural Education, MAU 109

Katrinka Smith welcomed everyone to the meeting. Attendance was great with 80-90 people participating.

### I. Announcements (Pat Whitt)

#### A. Budget Administration

- The Budget Adjustment application has been revised. It has a new look but the same functionality as before. The biggest change is in the documentation of strategic goals which is activated only during the budget development cycle for processing reallocation entries.
- Pat has scheduled training sessions have for using the Budget Adjustment system. All staff with new responsibilities for budget is encouraged to sign up through My Universe portal to attend a session. Sessions are scheduled for April 20, 21, and 27, 2010. Directions for using the revised system can be found on the Budget web site and the MEMFIS web site or by using the following url  
[http://www.vpaf.uni.edu/memfis/training\\_and\\_support/documents/budget\\_adjustments\\_01.pdf](http://www.vpaf.uni.edu/memfis/training_and_support/documents/budget_adjustments_01.pdf)

B. Training for completion of Summer PAF's for grant account will be held by the Office of Sponsored Programs. Michelle Mullings-Shand, Office of Sponsored Programs, announced that an e-mail will be sent to those who deal with PAF's for grant accounts. Michelle asked preparers to hold off preparing Summer PAFs for now. If you are interested in attending the training, e-mail Michelle at [mullings@uni.edu](mailto:mullings@uni.edu).

C. MEMFIS users were reminded of the mail listserv available for MEMFIS users. For those who are not on the listserv a handout was distributed with directions on how to subscribe to receive announcements.

### II. New Electronic PAFs (Beth Kuehl)

- The original launch date was planned for April 1. The web application itself is ready, but work is still being done on the work flow application adding embedded notifications and contacts.
- Upon implementation, PAFs created before the switchover will be "read only" –no revisions.
- For the time being, hold off on summer PAFs.
- Faculty summer memos of appointment are no longer routed through Coleen Wagner. PAFs will need to be prepared at the departmental level.

### Mandatory Unpaid Days

- There are four helpful documents regarding the mandatory unpaid days on the Human Resource Services web site.
- Deans, Directors, and Department Heads have been sent e-mails containing links to reports to monitor whether staff has taken the required unpaid time off.
- On timecards, code this time as "Unpaid Leave with Accruals", not "Off Duty/No Pay".

- All Supervisory Confidential Merit Employees need to take unpaid days by June 12; all Merit employees have until June 30 per the agreement with AFSCME.

### III. Using Correct Deposit Object Codes (Christine Geweke, Tonya Gerbracht)

- Christiana Geweke, Cashier's Office, reported there was a recent audit to determine if deposits are being accurately recorded on monthly statements. It is critical to determine if the deposit is revenue or a refund/reimbursement to an expense already paid.
- If the deposit is made to a general fund account (00XX), use an object code beginning with a 5XXXX or 6XXXX to offset whatever expense was originally charged. If the deposit is made to a non general fund or self supporting account, use an object code beginning with 36XXX or 37XXX to designate the revenue.
- Tonya Gerbracht indicated that all object codes can be found in the MEMFIS reports section on My Universe. This document is updated periodically, whatever date appears at the top of a page is the date the list was last updated. This list of object codes is a searchable PDF.
- Enter a complete description in Cash Receipts Journal in the column to the right of the credit column. The description entered here also appears on your Statement of Account.
- Examples of items deposited back into a general fund might be rebates, employee jury duty checks, and duplicate payments.
- If a certain source of revenue will occur each year, an account can be set up for it.
- If depositing funds into a grant account, a revenue code cannot be used, contact Michelle Mullings-Shand for assistance.

### IV. Effectively using Web ADI spreadsheets (Pat Whitt)

- Web ADI applications include Journal Entries, Cash Receipts for Deposit, and Procurement card reconciliations.
- Use Mozilla Firefox as a browser if possible. If using Internet Explorer, save the spreadsheet to the desktop and reopen to it to function as needed. If it doesn't, OBO staff has to reenter the entire spreadsheet in a new document.
- Be sure macros are enabled in the spreadsheet. Macros must be enabled every time the spreadsheet is opened.
- Macros must be enabled to be able to validate account code combinations and access lists of values options through Oracle.
- If you are unable to validate a particular account combination, a particular object code is may not be set up for use with that account. Contact Tonya Gerbracht to get the code added for non-grant accounts and Michelle Mullings-Shand for grant accounts.
- To validate the account code combination, double click any segment of the account and connect the Oracle login. Enter user name and password, and choose UNI Employee Self Service responsibility. The account number appears, select if that is what you want to use. It will indicate whether account combination is valid or not.
- In the right column next to description, "Employee Travel Expense" must be selected from the list of values to make the upload process work. Copy and paste will also work. Employee ID numbers can be typed in, however, they must be in the exact same format as displayed in Oracle or the spreadsheet will not upload, therefore selecting from the list of values is a better

- option. If you enter an employee number, it will give you the name so that you can validate the correct employee number was entered.
- Another item affecting the uploading of Web ADI applications are the little “flags” in the column to the left of the account number. The column is labeled UPL for upload. Do not leave any flags on blank lines without account numbers in them.
  - Pat reminded everyone of the Quick Reference Guides to help with web ADI applications. A short handout on Web ADI was also distributed. Quick Reference Guides are available at <http://www.vpaf.uni.edu/memfis/qrg.shtml>. Select the guide called Using Web ADI’s.

#### V. Year End schedules – AP, Purchasing and AR Pointers

##### Accounts Payable/Purchasing

- Tori Stafford encouraged everyone to check the FY10 closing schedule on the OBO website and monitor deadlines. [http://www.vpaf.uni.edu/obo/documents/close\\_sch.pdf](http://www.vpaf.uni.edu/obo/documents/close_sch.pdf)
- July 8 will be the last day to receive on POs, submit request for payments, and submit the spreadsheets and receipts from the June 25 Procard statements.
- To ensure charges hit before the card cycle closes June 25, items should be purchased by June 21 giving the vendor a few days to put through the charge to the account.
- When entering on POs after July 1, be sure to backdate receipts in Oracle with June if item was physical received by June 30.
- Also visit the Purchasing web site and utilize the Find Expected Receipts report. NOTE: Only the preparer of a requisition can receive on it. If you have students preparing requisitions, please wrap them up prior to the students’ departure for the summer.
- Between July 8 and 15, Lisa Steimel will be out of the office, so please contact Tori or Jackie Burvee with questions.

##### Accounts Receivable

- Brian Looby addressed accounts receivable. If goods are shipped or an event is held prior to July 1, then invoices must be submitted and revenue accrued for FY10. The last date to create invoices for FY10 is July 8 and the general ledger date needs to be before July 1.
- It is important to run an Incomplete Invoice report through Oracle to check for incomplete invoices, and delete or reuse unnecessary ones. Invoices that were created prior to the A/R implementation need to be entered before June 30. Additional information can be found at OBO accounts receivable website.

The meeting adjourned. See you in the fall, enjoy your summer!

Respectfully,

Katrinka Smith