

# Finance User Group Meeting Minutes

<b>Meeting:</b>	Finance User Group Meeting	<b>Key Roles</b>	
<b>Date:</b>	August 9-10, 2001	<b>Facilitator:</b>	Deb Winter
<b>Start Time:</b>	10:00 on Thursday, 8:30 on Friday	<b>Recorder:</b>	Teri Welter
<b>Location:</b>	Alexendria TC, Management Center 1	<b>Reflector:</b>	
<b>Participants:</b>	Jan Ahmann, Dawn Belko, Karen Kedrowski, Denis Kelly, Lisa Liljedahl, Dave Lund, Jan Mahoney, Ruth Siefert, Steve Smith, Dave Thorn, Jeff Wagner, Teri Welter, and Deb Winter.	<b>Not in attendance:</b>	Brad Doss, Elliot Skurich, Rick Straka, Wendy Summers (for Rick Halvorson)

<b>TIME (min.)</b>	<b>TOPIC</b>	<b>DISCUSSION LEADER</b>	<b>DESIRED OUTCOME</b>
10:00 a.m.	ISRS Current Status	Dave Lund, Lisa Liljedahl, and Teri Welter	Update on status of ISRS projects
12:00 p.m.	Lunch		
1:00 p.m.	AR Collections – Business Rules for: - Due Dates - Reports - Deferments – see task #3	Teri Welter	Reviewed task force recommendations – See attachment
1:45 p.m.	Write Off Transaction	Deb Winter	The write off transaction was reviewed as it relates to recording Allowance and Bad Debt Expense reported through the financial statements. The group approved the transaction.
2:00 p.m.	Break		
2:15 p.m.	Web On-line Payments Update - Processor	Dave Lund	<ul style="list-style-type: none"> <li>◦ Group agreed that Address verification should be required on both address and zip code.</li> <li>◦ A vendor has been selected, pending contract being finalized, for accepting e-payments.</li> </ul>
2:45 p.m.	Waiver vs. Changing Effective Drop Date	Deb Winter	This is an open issue that needs business rules defined to uniformly define when to drop vs. waive.
3:00 p.m.	Instructional Units/Special Tuition Rates	Deb Winter/ Teri Welter	Group is aware of the issue but does not believe that it needs to be escalated. It is acceptable to record the special rates as an AR special fees
3:15 p.m.	Financial Reporting Updates	Margaret Jenniges	For most institutions we are ahead of last year. Thanks for everyone for cooperation in complying with due dates. Auditors are planning to do most of the fieldwork starting the last week in September with the potential exception of financial aid. Internal Auditors (IA) will be testing AP earlier. IA will also be doing some Internal Control Questionnaires at selected institutions

3:30 p.m.	Tax Issues - 1099 - 1098T Task Force	Deb Winter/Lisa Liljedahl	1099 address – There isn't a report or program that can be generated because until the 1099's are issued, it is not known that the address is incorrect. For example, the problem is when someone moves and no longer lives at the address the 1099 was sent to. So, it isn't a missing zip code or state or something like that. 1098-T – Task force is meeting on August 13th – to discuss issues/concerns with last years process.
3:45 p.m.	Budget Issues	Karen Kedrowski	The Budget Unit is responsible for monitoring institutional budgets throughout the fiscal year and reporting to the Board. This includes comparing budgeted revenue and expenditures to actual revenue & expenditures. It also includes tracking carryforward and what is happening to institutional reserves throughout the fiscal year. Currently, self reported reserve projections are relied upon. If possible, however, it would be preferable to use ISRS to get the budget and reserve information needed, and to compare against actual or projections.  The Budget Unit is very interested in working with the group on defining a "Budgeting Module" that may or may not be developed in the future. That is where the Budget Unit could hopefully get budget data for multiple years.
Friday			
8:30 a.m.	Application Fee Update	Deb Winter	There has been a task force formed to discuss the application fee procedure. The first meeting is set for 09-10-01.
8:45 a.m.	Internal Audit Update	Tammy Billing	<ul style="list-style-type: none"> <li>◦ PSEO Report went to the board in July. It can be viewed at the IA website. Campuses should contact their coordinator if they want to get some feedback on their processes.</li> <li>◦ The Accounts Payable query is available on the IA web site.</li> <li>◦ Occurrence dates appear to be much better this year. They will be providing assistance to the FS Auditors.</li> <li>◦ IA might be doing a systemwide project on what type of information is and should be going to the board.</li> </ul>
9:00 a.m.	Data Management - HR Salary and Fringe Projections - DM Update	Gerry Rushenberg	System wide requests will be handled using a web based tool. Concern was expressed that there was a need for an implementation plan to move to the new warehouse. HR Projections are helpful. Campuses would like to be able to use this data that is used for FY02 and FY03 bargaining. Jan and Steve will continue to work with Gerry to tweak the HR data and make it available to all campuses.
10:00 a.m.	Break		

10:15 a.m.	C/NCI – Accounting Action Team Update: <ul style="list-style-type: none"> <li>- Non-Credit Instruction in Year Term Calendar</li> <li>- Student Data Integrity Update</li> </ul>	Karen Kedrowski and Deb Winter	Question went to Student Data Integrity Group (SDIG) to determine if there are any issues with recording Non-Credit instruction courses that ends before June 30 and after spring term can be coded to Spring term so revenue and expense are in the appropriate FY.
11:00 a.m.	Miscellaneous: <ul style="list-style-type: none"> <li>- Update on Administrative Steering Committee Membership</li> <li>- Dept of Finance changes to Vendor File</li>   <li>- AR_16 Security Request</li>   <li>- Inquire on Institutional Policies on Max Parking Fees</li>   <li>- Mn State Grant Changes</li> <li>- Banking – Positive Pay Service</li>   <li>- Proposed Modifications for PV’s for Maps</li> </ul>	Deb Winter Lisa Liljedahl  Deb Winter  Connie Garrahy  Teri Welter  Deb Winter  Deb Winter	No official list has been released. No update. Each institution has a location code on the MnSCU generic vendor number. DOF wants to eliminate cutting checks and to use inter-agency payments instead. This is for State Treasury funds and not for Local funds.  Group agreed to add a request to have a Low security – view only added to this group.  A lot of campuses charge max of 15 credits. FUG felt there are many other items that have a higher priority and impact than this issue.  Ruth Seifert volunteered to work with a FA task force.  System office will investigate with our AG who is liable if campuses do not use the positive pay.  MAPS is discussing the possibility of adding additional fields which could require changes in ISRS.
11:30 a.m.	FUG Membership Changes		
	Future Meeting Dates: November 15-16, St Cloud		9:30 a.m. start time.

**Decisions/Issues/Notes:**

***Tasks Assigned as Action Items***

#	Origination Date	Critical Due Date	Description	Assigned to	Status
1.	02/23/01		Need an AG opinion on whether or not we are obligated to follow 16A.49 “Refunds of \$1 or less”. – Move to Collections.	Deb Winter	Note sent to AG. No response
2.	02/23/01		Add Bug into PM Office – AR0001UP. Process as a bug with parameters: Run by cash session Date Range required User ID	Teri Welter	Sent note to Alan Soder to add an asset in HD so I can get a HD # for it.

3.	02/23/01		Student loans can not be deferred when 100% is used. This will be reported as a bug.	Teri Welter	The 100% is used in conjunction with the Defer Code. The deferment codes are: 01 - All Transactions for a FY OR Term 02 – Term Type of Transaction (T, F, B, N) 03 – Cost Center/Obj Code.  100% Deferment was never an option. Do we want to enhance this to include it? Or wait until Payment Plans are defined?
4.	02/23/01	04/30/01	Add Business Office Holds as a discretionary Maintenance item.	Teri Welter	Completed 02-DM-AR AR0390CB - Remove Business Office Holds
5.	02/23/01		Check on printing ISRS reports to a file – Bring it to the BA/DVLP Staff meeting as an agenda item for August 14-15.	Dave Lund	
6.	02/23/01	08/31/01	1098-T – Ruling on fees – student union, lap top, athletic fees, student activities. Dave Thorn proposed including all fees until IRS reporting is required. Get a group together to finalize other issues.	Pat Olson	05/24/01 FUG - FUG suggested that there be an institutional maintained table for object codes and not for the System Office to decide the object codes. This is because there are different definitions depending on the institution. The group would like clear definitions from Pat and then they can decide which object codes to include on the 1098-T.
7.	02/23/01	05/15/01	Security for System Office People will no longer show up on the campus reports per Jan Ahmann - she heard this from Ross Berndt	Deb Winter/David Day	Ross stated that no change was made for system office staff on reports.
8.	02/23/01		Rules on Financial Aid Paper Checks – Need financial Reporting business rules for financial aid reconciliation. Campuses need to know what the acceptable business process is.	Margaret Jenniges/ Jeff Stierlen	
9.	02/23/01		Bank Account Maintenance Rules	Deb Winter	
10.	02/23/01		Get a group together to define rules for recording awards for third party aid and how to notify FA of changes.	Teri Welter	
11.	05/24/01		Judy and Steve will organize a group to review the application procedure. Volunteers include - Dawn Belko, Rochester-Student Service (per Ruth), Rick Straka	Judy Borgen/Steve Franz	On August Agenda

12.	05/24/01	07/1/01	Add totals to AC0514CP and AR0720CP. Add as discretionary maintenance item.	Teri Welter	Completed 02-DM-AR Modifications to AR0720CP– <ul style="list-style-type: none"> <li>▪ Report Totals</li> <li>▪ E-mail option.</li> </ul> 02-DM-AC Changes to AC0514CP <ul style="list-style-type: none"> <li>▪ Report Totals</li> <li>▪ E-mail option.</li> <li>▪ User Field Parameter Option</li> </ul>
13.	05/24/01		User Group would like a total on the AC0450UG. Al agreed to put together some possible rules as to what makes sense for different tran types.	Al Finlayson	Completed. On August Agenda.
14.	05/24/01		Non Credit Courses that end before June 30 can be tied to Spring term. This should be taken to the Student Data Integrity Group (Karen) to verify there aren't any issues.	Karen Kedrowski/Marie Peterson	
15.	05/24/01	06/30/01	Close PR transactions earlier on the fiscal calendar. Move to Oct 31 and if campuses want it earlier they can call their campus asst. contact.	Deb Winter	Calendar Updated June 2001
16.	05/24/01		Change Student Payroll table rollouts (PR_FA_CNTRL, PR_PAY_PERIOD, and PR_MATCH_RULES) to Apr 15.	Deb Winter	Calendar Updated June 2001
17.	05/24/01	06/30/01	Fund 120 credit courses in FY02 should not require a subprogram. Verify that credit program code in that fund does not require subprogram code on the AC0104ug.	Teri Welter	Completed - Confirmed that this is working correctly
18.	05/24/01		CT Accounting / Allocation Procedures will be fine tuned and distributed to FUG for comments	Deb Winter	Information sent to CFO's late May. See also item 1.
19.	05/24/01	06/30/01	Add a discretionary Maintenance item for "Request to change the number of days to open a cash session from 5 days to 10 days"	Teri Welter	7/26/01 – 02-DM- AR AR0138UG Cash Session - Requested clarification of business rules from system office staff)
20.	05/24/01	08/31/01	1099 Address Concerns. Follow up with suggestion to send campuses quarterly report of bad addresses (no addresses).	Lisa Liljedahl	This isn't possible because they aren't "bad" addresses. They really are incorrect addresses. So, for example, the person moved so the address is legitimate it just isn't this person's address any longer.
21.	05/24/01	06/30/01	Put AP report on Data Mgmt.'s website besides on the Internal Audit's website. Users are use to looking there for reports.	Kim McLaughlin	
22.	08/09/01		PALS – Concern expressed about the number of transactions created because it creates a separate invoice number per book charge. Record concern for possible design correction. This discussion led to overall concern with using AR0155UG, and the need for viewing summary information as an option, or as a separate "Scrunch" screen.	Dave Lund	Review of AR0155UG screen functionality has been noted in project yy-T3-AR New Balance Due Report.
23.	08/09/01	08/28/01	Send out reminder for institutions to roll receivable program.	Deb Winter	Completed

24.	08/09/01		Need a parameter on the AC0521CP for detail on closed years (same options as AC0581CP).	Teri Welter	
25.	08/09/01		Verify that campuses want to change to 10 days for reopening a cash session. Or is it a current cash session?	Deb Winter/Michelle Roen	It appears that the request related to both options.
26.	08/09/01		Need cost center for Admin. cost rate in order to reconcile because it is by program code.	Deb Winter	
27.	08/09/01		Campuses are not able to load the table for financial statements	Deb Winter	
28.	08/09/01		Set up task force to discuss statements for bills – add Denis Kelly to the group.	Teri Welter	
29.	08/09/01		Report back why we can't record our AR in MAPS.	Deb Winter	
30.	08/09/01		Need to discuss the acceptance of foreign credit card via the web with the Customized Training Units.	Dave Lund	
31.	08/09/01		Need to review the statement on the student bill to determine if % has changed.	Karen Kedrowski	
32.	08/09/01		Is it possible to charge a convenience fee for accepting credit cards on the web?	Deb Winter	
33.	08/09/01		Do nonresident students have to pay more for the special approved tuition rates?	Karen Kedrowski	
34.	08/09/01	11/15/01	Research how SCUPPS handles vacancies and how it would impact the salary/fringe projections.	Lisa Liljedahl	
35.	08/09/01		How can campuses change the vendor number for parking deductions so it comes EFT.	Deb Winter/Marie Peterson	
36.	08/09/01		Contact Connie Garrahy to inform her of the recommendation of the FUG regarding the max. fee for parking	Deb Winter	
37.	08/09/01		Inform Chris Halling that Ruth Siefert will work with them.	Teri Welter	Completed
38.	08/09/01	11/01/01	System office will investigate with our AG who is liable if campuses do not use the positive pay.	Deb Winter	
39.	08/09/01	11/01/01	Investigate whether check information is available to support positive pay immediately after Checkwriter process or not until after batch is run.	Lisa Liljedahl	
40.	08/09/01		Dawn Belko, Steve Smith, Rick Straka, and Jeff Wagner volunteered to participate in a Budget Planning Module.	Deb Winter	
41.	08/09/01	11/01/01	Publish the plan for implementing the new warehouse and Brio.	Gerry Rushenberg	
42.	08/09/01		Send a message over the Accounting Listserv to find out who is using the current warehouse? Gerry feels most users are using the Replicated Databases.	Deb Winter	
43.	08/09/01		Modify the AR_16 group to have a high and low level.	Teri Welter	
44.	08/09/01	08/20/01	Send comments/questions to Lisa Liljedahl regarding the nonresident alien - design corrections project spec..	FUG Members	
45.	08/09/01		Define Business Rules for Drop vs. Waive	Deb Winter	

Members:

Jan Ahmann, Dawn Belko, Brad Doss, Karen Kedrowski, Denis Kelly, Lisa Liljedahl, Dave Lund, Jan Mahoney, Ruth Siefert, Elliot Skurich, Steve Smith, Rick Straka, Wendy Summers (for Rick Halvorson), Dave Thorn, Jeff Wagner, Teri Welter, and Deb Winter.