

January 30, 1992

## MEMORANDUM

**To:** Colleen Briney  
William Rains

**From:** W. David Wimberly

**Copy:** BASIS II project file

**Subject:** 1/29/92 Meeting summary

Thank you for your participation and the participation of your office associates that attended our kickoff meeting. The input and candid discussion of the issues is greatly appreciated.

Computing Services will be preparing summaries of our meetings for our future reference as we go forward with this important project. These memos are only an attempt to summarize the issues that are discussed and the agreements that are reached while they are fresh on our minds. Please let us know if there is ever a discrepancy between our summary and your own understanding of what transpired in a meeting, or if there are any significant omissions. Also realize that there will be detailed system documentation prepared for our applications as we progress further into the project. Hopefully these "specs" will be where everything is brought together.

The following individuals were in attendance and provided their campus mail address, e-mail address and phone number:

Name	Campus mail	e-Mail	Phone
Lisa Danley	ADMN 305D	LD24952	4501
Lana Hoskins	ADMN 321	lana@neptune	7380
Donna Carter	ADMN 127B	donna@neptune	7734
Daniel Jones	ADMN 321		5316
Colleen Briney	ADMN 305	CB24515	4854
Tina Lister	ADMN 317	LD24952	4501
Jim Bronaugh	ADMN 305		4853
David Hyatt	ADMN 305A	DHYATT	6284
William Rains	ADMN 321	WR24856	6290
Craig Brown	ADMN 321	craigb@neptune	7734
Mary Neligh	ADSB 220	MN85122	7794
Paul Bixby	ADSB 220	PBIXBY	6499
Sandra Twiggs	ADSB 220	STWIGGS	6451
Tom Dorre	ADMN 316	TODORRE	4547

Name	Campus mail	e-Mail	Phone
David Martinson	ADMN 321	DOM	6291
Larrie Stolfi	ADMN 316		6278
David Wimberly	ADSB 220	DW85047	6465

I would like to first note that it is obvious that everyone is excited about this project and anxious to see new systems in place. The commitment from Business Affairs, Financial Affairs and Computing Services is apparent and very deep. I have no doubts that this project will be tremendous success given this level of support.

The initial discussion focused on the scope of the project and the identification of the initial systems to be delivered. It was agreed that the primary areas of need were for new Requisition/Purchasing and Accounts Payable systems. It was noted that some changes will need to be made to General Ledger, but that a rewrite of this application would not initially be a focus of this project. It was also agreed that some interface work will need to be done with the Property Inventory system, but that this is a sound application which is currently meeting the university's needs.

It was emphasised that the new systems incorporate facilities for distributed transaction entry and approval. This was acknowledged and mention made of the DETER project which is an effort to standardize the methodology of providing this function across applications. It is hoped that this effort will parallel or precede this project. Suggestions for components of the new systems which might be able to be developed and phased in early were also solicited. A target date or goal for the implementation of the complete Requisition/Purchasing and Accounts Payable systems of October 1993 was presented.

General discussion was held on many items, including some of those provided on the "Overview of Issues and System Procedures" provided and distributed by Financial Affairs. Resolution was reached on the following:

1. Tables will be used to cross-reference the class item codes (also known as commodity codes) used in purchasing with state object codes (also known as expenditure codes or a subset of the MSA Account number).
2. A common vendor file should be used but must allow for multiple addresses and payee names. Each address must include an identifying code to distinguish its purpose and possibly to restrict who is allowed maintenance privilege.
3. The current MSA Budgetary Control module will be eliminated with the exception of the "explosion processing" which front-ends GL. This will necessitate a replacement facility for the online entry of adjustment documents.

The following items and issues were also mentioned for discussion and future consideration:

1. The need to automatically generate form letters to vendors which would include details from a PO.
2. The need to produce a check immediately rather than being required to wait for overnight batch processing.
3. The need for an automated check to ensure that no more than \$200 is expended for a given commodity on a blanket order in the same month.

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4. The need to handle small orders without generating a purchase order.
5. The concept of a facility to allow departments to manage planned expenditures (and income) that would be included in the DBRs so that use of and reconciliation with separate departmental accounting systems is not required for them to know where they stand.
6. The need for a purpose code to be entered by departments with their requisition so that resale and capital improvement items can later be identified.
7. Consideration of the concept of not placing encumbrances in the General Ledger.

Subsequent interviews and walk thrus by Computing Services are being planned with each office. Preparation for these was suggested to include drawing together any documentation or samples of office procedures or systems currently being used, noting the good and the bad. Many additional meetings will be required. It was suggested that standard meeting times be established and topics be defined ahead of time so that the appropriate personnel can be brought in.

Please advise me of any inaccuracies or significant omissions you may observe in this report.