Banner Live!

Xtender Team

Meeting Minutes
Monday, August 6, 2007
11:00 am – 11:45 pm, Jim's Office

Present: Sara Dew, Lori Henderson, Sam Fattore, Denise Grinnell, Steven Stellard

Results from the meeting's discussion are as follows:

Finance Implementation Order:

1. Purchasing -- They are already producing and holding .pdf documents from ebill. Steps that need to be completed are:
    a. Complete permissions forms and send to Data Security.
    b. Review scanner specifications required by Xtender prior to ordering hardware; Steven Stellard will do this review.
    c. Install the client – Sam & Steven
    d. Develop a checklist for Xtender startup that can be used by future departments beginning this implementation. – Sam & Steven
    e. Move the test instance from DEV4 to SAND – Sam will investigate
    f. Purchasing can begin testing as soon as their permissions are set up.
2. Accounting – They are interested in starting in mid-September.
3. Foundations and Grants – would require a custom application
4. Fix Assets – would require a custom application
5. PCard Transactions – probably not until next year

The Xtender Team recommends implementing one Finance group at a time due to technical and Data Security involvement. A group may begin planning while another is testing, and one group can be testing once a previous group has gone live. Steven should be involved in these planning session to coordinate technical issues and implications.

Financial Aid Timeline:

1. Nancy Wencl will likely be the contact for this project; it is still to be determined whether or not they begin the process before, during, or after Sara's maternity leave.
2. Target live is February 1st, '08.
3. Order of needs:
    a. Scan documents for Requirements page
    b. Create a join query for FinAid and Admissions documents
    c. Scan in historical paper documents