

SF User Group Minutes January 30, 2008

Expectations of 2nd round testing:

Issues resolved:

#100- no editing of chart of accounts RESOLVED- Angela configured the installation table to edit fields Dept, Fund and Account

#101- No project values listed in the project table- RESOLVED- Marie worked with Paul and the projects are now populated

#102- No window prompt for additional information for tender keys of Credit Card and Checks when processing Dept. Receipts- Can NOT replicate issue. Issue Closed. User needs to verify that the pop-up blocker is NOT enabled

DR's to test

Requesting users who are testing to review the spreadsheet Marie sent out. All DR's listed in the status column as "pending user testing" need to be tested by campus users. There are some DR's that are still in development. Security DR's are still being discussed, as the delivered security may take place of the written DR's, Ajay and the security team are still looking at this option.

Additional Functionality to test from 1st round for 2nd round

Majority of NDU reports

Credit History process

GL/Cashiering & GL interface process

All billing processes, including running statements

External file loads (work with housing, parking, aviation offices) to provide test files

Note ** Test scripts will be available on the ConnectND website after Friday, February 1, 2008. An e-mail will be sent out from Mary Bergstrom when test scripts will be available for download.

Schedule processes to run 2nd round testing

Met with Student Records and Financial Aid to discuss recommendations to run processes to alleviate performance issues

Student Records will schedule processes to run from 5 – 7pm CST

Student Finance will schedule processes to run from 7-11PM CST

Financial Aid will schedule processes to run from 12:00 AM to 5 AM CST

This is a recommendation based from 1st round testing and survey results.

Tuition Calculation in Batch will be centralized. All requests will be emailed to Angela with criteria of what needs to be tuition calculated

Communication plan to identify Issues during 2nd round testing

All issues identified will be emailed to Angela ASAP. Angela will share with the testing group and place on the issues log.

Need to have one representative from each school to log issues and send to Angela.

- February 6th from 9:00 -9:50 will be an IVN "kick-off" call for 2nd round testing
- February 7th from 2:00-2:50 will be a conference call for SF module only, status report on 2nd round testing 701.328.1616 Passcode: 177813
- February 12th from 2:00-2:50 will be a conference call for SF module only, status report on 2nd round testing 701.328.1616 Passcode: 177813
- February 13th from 1:00-1:50 will be an IVN "end of testing" call for 2nd round testing (all modules)

Outstanding items for 3rd round testing

Refunding (online and batch) this will not be tested in round 2, significant changes in 9.0, will receive training before testing.

TouchNet

All queries and Reports

Security

Addresses on checks/advice slips for version 9.0 Issues

With the major differences in the refund process, Marie had to do modifications to the payroll program. Address usage tables have to be hard coded, a drop down menu is not available. There can be only one address usage code per campus. When running refunds for sponsors there has to be a permanent address in the table or a refund check will not print. In the future, checks will print without an address if one isn't active. Be sure to test this. If a school wants a different usage table than previously provided to Marie, please email her by Friday, Feb. 1.

Query #72, SF Acctg Line/Item Line Comparison by date, has performance issues. Is anyone using it? It seemed that no one is using. Chelsea will check with their accounting Dept. and let Marie know by Friday, Feb. 1.

1098T

Marie will let us know a definite date when she'll process the file for IRS. It'll be the end of 3rd week in March, the 26th or 27th. Reminder: do not put a negative in any of the boxes. In 9.0 students will have an electronic copy and will be able to print through self service.

Marketplace

Dee is working on the set up for 2nd round training, possibly in Bismarck. This is available for everyone. UND has 2 Upay sites live and will share info they've learned through their setup and go live processes.

TouchNet Payment Plans (bill payment suite)

Can start when Q environment is up in 9.0 (March or April).

Ann asked if sales tax is a global table and how the tax is to be charged. Does it charge by zip code, are city and state taxes charged? Dee will contact Chris.

Other

Mary asked regarding bad email addresses when using E-bills. Dee had submitted a case to Touchnet & was informed that no rejection email is being returned and no emails are resent. She will submit another case to TN.

Marie will be attending the Alliance Conference in March. There are some great SF sessions. Heidi, Chelsea, Mark, Karin and Kim are also planning to attend.

There was an informal decision regarding 3rd week reporting.

Next meeting will be Feb. 20. WSC will do minutes.