

MINUTES
TO THE JANUARY 25, 2010
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

LESLEY WILMETH, BUDGET OFFICE
Banner 8 Downtime

Texas Tech will be upgrading the Banner systems from Banner 7 to Banner 8 from March 11 – March 15. The Banner systems will come down at 5:00 p.m. (ct) on March 10th, and will not come back up until 8:00 a.m. (ct) on March 16th.

Please see the powerpoint document titled “Upgrade to Banner 8 01.25.2010” for more information. This powerpoint is located at:

http://www.ttuhs.edu/budget/quarterly_f_and_a_minutes.aspx

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT
Banner 8 Downtime, Deadlines, New Functionality

Laree presented detailed information as to what would be impacted for the Business Affairs area during the Banner downtime.

See her powerpoint titled “Business Affairs 01.25.2010”:

http://www.ttuhs.edu/budget/quarterly_f_and_a_minutes.aspx

LESLEY WILMETH, BUDGET OFFICE
Banner 8

The following Budget Office forms can still be sent to our office during the Banner downtime. We will hold these documents and process them as soon as the system comes back up.

Budget Revisions	Labor Redistributions
Labor Distribution Changes – Future	Organization Code Requests

Multi-Year Encumbering

A new feature in Banner 8 that we will go live with is Multi-Year Encumbering. The current encumbrance process uses the last day of the fiscal year or the last day of the employee’s job to calculate encumbrances. For grant funds this is causing an over encumbrances.

An example is a grant that ends 3/31/2010. If all employee job records are active and have no future end date, the encumbrance is being calculated through 8/31/2010. Multi-year encumbering will change this.

The new feature will look at the grant end date and calculate the encumbrance only through that end date – if the end date is earlier than the fiscal year end. In our example above, the new process will calculate the encumbrances for all employees paid on the grant through 3/31/2010.

Please contact the Budget Office with questions about this new feature.

FY 2011 Budget Prep Process

The 2011 Prep Process will occur in May/June. Budgets will be released to departments in mid-May. The exact date will depend on the approval of tuition and fees by the Board of Regents and on possible budget cuts from the Texas Legislature.

The budgets will be due back to the Budget Office on June 18, 2010. The budget will be finalized in early July for presentation to administration and the Board. It will be presented for approval to the Board of Regents in August.

The Budget Office will be working in July and August to produce an LAR for the 2012-2013 biennium.

PENNY HARKEY, BUDGET OFFICE

Budget Reductions

All State agencies have been asked to develop a plan for cutting state appropriations by 5% for fiscal years 2010 and 2011. Currently this is NOT an approved cut, but just a request for information. State tax revenue has not been received in the amounts budgeted, therefore it is possible that State expenditures will need to be reduced to avoid a budget deficit.

As we hear more about a possible budget reduction your Dean or Vice President will be notified. We just wanted to confirm what you may have already heard.

GINA KETCHERSIDE, HUMAN RESOURCES

Banner 8

Gina reviewed the Banner 8 downtime and deadlines presented during this meeting. It is extremely important for departments to prepare for this downtime, especially when it comes to hiring new employees. Please remember that new hires cannot access our systems until their epafs are approved and eraider accounts are established.

EPAF - New Information and Training

There will be some changes to the EPAF with the Banner 8 upgrade. You will now be able to process multiple actions on the EPAF. Human Resources has epaf presentations scheduled during the month of March. Please see Gina's powerpoint for her presentation and for these important dates. This powerpoint is titled "HR 01.25.2010" and is located at:

http://www.ttuhs.edu/budget/quarterly_f_and_a_minutes.aspx