Budget Officer's Meeting Minutes
Library Room 303
May 15, 2012

Attendees: Cindy Schull, Greg Rainwater, Tina McManus, Tim Stipp, Darin Wallace, Sue Morris, Vicki Evans, Teresa Steele, Julie Abney, Kate Mendenhall, Carla Coorts, Kathie Bachelet, Tina McManus, Sarah Caldwell, Heather Duncan, Beth Schmidt, Lindsay Clark, and Shirley Mitchell

The meeting began at 1:30 p.m.

Cindy Schull discussed Grant Inception to Date Reports through Self-Service Banner (SSB) and the instructions for obtaining these reports are in the handout section.

Greg reviewed the University Fund and Organization hierarchies as they related to reporting specifically how Fund/Orgs “roll-up” under a cost center. He referenced the University Fund Hierarchy and Organization Hierarchy Reports found at this link under University Chart of Accounts http://www.missouristate.edu/financialservices/103557.htm. He also provided a list showing Internet Native Banner (INB) Inquiry Forms to which budget officers have access to check the Chart of Accounts Hierarchy (Rollup). This list is in the handout section.

Greg provided directions for running University Departmental Reports as well as Foundation Reports. These are in the handout section.

New SSB Finance Features were discussed and this information is in the handout section.