

## Banner 8 Clients Meeting - December 3, 2009

Attendees: Alex Garcia, Mrinal Virnave, Pamela Roggow, Paul Berver, Joaquin Gonzalez, Kim Eiland, Prema Chinnasami, Siiri Rogers, Jesus Hernandez, Bruce Schaa, Gary Black, Abdulmalik Al-Gahmi, Kim Montoya, Lupe Aragon, Minerva Galaz, Lorraine Ortega, Vicky Gallegos, Sharon Suhr, Nancy Burr, Angela Lopez, Norma Noel, Mark Hammersmith, and Laura Ramirez

- Go-Live Date – Alex
  - Important Decisions
    - Date previously decided was Thursday, March 18 (pm) – Sunday, March 21, 2010
    - New date: Thursday, March 25 (pm) – Sunday, March 28 (pm)
    - HR (Pamela) will notify Finance (Gary) when done running Payroll
    - Gary will do a feed into Finance and notify ICT to begin the upgrade
  - Discussion on Go-Live Date Change
    - HR can't meet this date - best to go-live on March 12 or at the end of March
    - March 18 – March 21 - doesn't give HR enough time for their next Payroll as there's heavy processing during the 2 days leading into it
  - Other Options
    - Push end of month Payroll and be down the 22<sup>nd</sup> of March
    - Payroll can be done by the 25<sup>th</sup>, if it is pushed up earlier in the month. This would entail: Payroll done on March 25, down on the 26<sup>th</sup>, and ready by that Monday, March 29
    - Maybe go-live the weekend of March 12
    - Leland's suggestion was to be down on Friday, March 19 and Monday, March 22
  - Impact on Other Areas
    - Q: (Alex) Student areas, are you too busy right after Spring Break?  
A: (Kim E.) Yes, we will be real busy with students at our doors at 8 am
    - Initially, Fin Aid said that 2 weeks was used during March for processing. Q: (Alex) Will this affect them?
    - A downtime is best during Spring Break for the Student areas
    - Per Kim E., there's an issue with students logging into Blackboard. However, Mrinal says that we should be okay as this will not be affected even though SSB will be down. Won't affect DARS, either
    - Kim E. will check on when the Second 8 week session begins

- Actual Downtime
      - We are planning for 3 full days of downtime
      - Q: (Kim E.) Have we managed to do this in 3 days? A: (Mrinal) No, we have not managed it in 3 days. But we can't go longer than 3 days
      - Q: (Kim E.) How confident are we about this? A: (Mrinal) Other universities have done it in 3 days. We can get someone else to assist
      - Q: (Jesus) If we go into a fourth day, what's the plan of action? Do we go back to Banner 7? A: (Mrinal) We have no problem switching back to the old system
      - Q: (Kim E.) Will we know by say, Saturday, if we are not going live with Banner 8? A: (Mrinal) Yes, we should know by Saturday
      - Q: (Mrinal) There are certain things that need to run before the upgrade can take place. Is that ok with HR? A: (Pamela/Gary) Yes, approval received by HR and Finance
- Client Testing Window - Alex
  - 8 weeks from Dec. 1, 2009 to Feb. 12, 2010 (calendar days)
  - All issues should be sent to banner8 listserve
  - Kim E. brought up issue of not having access to new forms and how Liz resolved this. Siiri thinks that this may have been due to an error on how this was requested initially
  - Q: (Norma) Is Xtender available to test on? A: (Mrinal) No, not yet. There was a phone conversation that I overheard between Art and Carl Baca. Need to get more details on this and Alex will send to banner8
- UBN8 Refresh - Alex
  - Scheduled for Jan. 5 according to the last Client meeting
  - Data will be from Jan. 4 at 5 pm
- Test Plans - Alex
  - Meetings have been scheduled with the different areas to go over this. Norma Noel wants to be included in this effort
  - Q: (Alex) Are test plans completed?
    - Student (Kim E.) We have them started and are working on them
    - Finance (Gary) Have his people working on them
    - HR (Pamela/Abdulmalik) We are working on them
  - Per Gary, Finance will begin testing by next week
- Development Requests - Mrinal
  - Referring to the Banner 7 development requests. If we can postpone and wait until Banner 8 deployment, that would be great
  - For now, only doing the regulatory upgrades and patches
  - We prefer to do a thorough and complete test in Banner 8, if possible

- DBN8 Clone - Alex
  - We are planning a clone to DBN8 this weekend
  - No responses have been received regarding any data to be brought forth from DBN8 to UBN8 before the clone is done
  - Pamela may need to check the DBN8 HR data
  - Q: (Abdulmalik) Can users still use DBN8? A: (Mrinal) It is preferable that all users use and test in UBN8
  
- Meeting Information – Alex
  - Upcoming meetings schedule was sent out yesterday
  - Feel free to invite additional people as you deem necessary
  - Agenda items are requested by Wednesday at noon
  
- Testing - Alex
  - We will begin asking for status on how your testing is going
  - Test plans will be posted on the Banner 8 website
  - Q: (Abdulmalik) While in the website, it required my login and password. Why is that so? A: (Mrinal) It should be your myNMSU login/password. What area of the website were you in?
  - Password reset requests, please send to banner-security
  - PIN resets for SSB, please send to banner8 listserve
  - Per Mrinal, PINs have been encrypted with this upgrade
  
- Training - Mrinal
  - Effort Reporting training will be held next week. We need users to login to Adobe Flex
  - Q: (Mrinal) Who needs to be in that training? A: (Pamela) Pam's got the list of people
  - Need to setup all the attendees' roles for the training
  
- Optional Scripts
  - With the Finance training, we have realized that some scripts are said to be optional within the Release Guide and not depicted in the Upgrade Guide
  - It is bad documentation on Sungard's part
  - Clients need to look at the optional steps a bit more closely
  - Developers and Mrinal will review the upgrade guides a bit more closely, too
  - Q: (Kim E.) Are you talking about the technical portion of the Release Guide? A: (Mrinal) Yes
  - Look at documentation for Banner 8.0 upgrade for optional scripts to be run
  
- Questions/Issues/Concerns
  - Finance training issue (FGRTRNI) – Mrinal
    - There are two processes that we know of that are affected by this issue: TSRTBLD and one other

- We may have a temporary solution for now. But we can't go live with the work-around if Sungard doesn't have a fix for this
  - Sungard and Sun are playing the blame game
  - There are no universities that are running Banner 8 with Solaris
- Logging into Blackboard – Kim E.
    - There's an issue with students logging into Blackboard. Per Mrinal this is okay
    - This will not be affected even though SSB will be down. Won't affect DARS
    - Second 8 week session may begin at this time. Kim E. to check
- LDAP Issue with Accts. Receivable – Kim E.
    - This has to do with Luminis connecting to UBN8 and not responding
    - Solution may be to reinstall Luminis and everything may be okay per Mrinal
- Hobsons and Tapeload Testing – Lupe
    - Q: (Lupe) Admissions has done some manual testing and things are going great. When can we test Hobsons and Tapeload?
    - A: (Jesus) We will work with Admissions on this outside of the meeting
- Individual Feedback
    - Kim E. – We're okay
    - PSL – Have run some jobs with Crystal's help
    - Abdulmalik – Q: The new enhancements like Supplemental Data, etc.) Who will do the testing for this? A: (Mrinal) We are not configuring any of that yet. This is for later.  
Q: What about the general changes like some fields increasing in size to 15? A: (Mrinal) Test as part of your test plans and make sure that current procedures don't break  
Q: How do I get WebTailor admin access? A: (Mrinal) We can provide, just make sure you don't mess anyone else  
Q: Where are the minutes found? A: (Alex) On the banner 8 website
    - Siiri – Q: Did we resolve the issue encountered during Fin Aid training regarding RORDATA data missing? A: (Alex) Per DBA, they will do table compares and this item is included as one of our post tasks
    - Kim M. – Q: What if the solution is to go to Linux? A: (Mrinal) We can't go this route as there's no funding for this
    - Prema – Nothing at this time

- Pamela – Q: Do we need to check all tables or only HR tables to ensure all data is there? A: (Mrinal) Need to check schema to schema.  
Q: I was testing in UBN8 this week and came across custom-form ZHIDIST. Whom do I send the request for changes? A: (Mrinal) Send to Jesus, Crystal, Rich, Alex, Laura, and I. We may need to update the Cognos report instead
- Norma – There are discrepancies between the extract of the data and the actual report. Norma will send e-mail regarding this for meeting next week, Dec. 11. Include Norma, Pamela, D'Anne, Lori G., Natalie, Jesus, Rich, Kathy, and Crystal
- Gary – Nothing at this time
- Mark – Nothing at this time
- Angie – Nothing at this time
- Minerva – Nothing at this time
- Lupe – Q: Hobsons, tapeloads, and LetGen A: (Jesus) Can begin testing once Jesus sends an e-mail to proceed on her end  
Q: What about the Grad School online application, it uses Banner SSB? A: (Jesus) You should be able to test this now
- Lorraine – Just waiting on resolution on the error found with International students
- Mrinal – Nothing at this time
- Paul – Nothing at this time
- Kim M. – Nothing at this time
- Bruce – Nothing at this time
- Jesus – Nothing at this time