2/25/2009 Property Management Meeting Minutes

Attendees: Karin Livingston (UH/UHS), David Ellis (UH/UHS), Beverly Ruffin (TSU), Kevin Draper (UH/UHS), Carole Bohnert (UH/UHS), Phyllis Rusk (UH/UHS), Catherine Chan (UH/UHS), Mike Chang (UH/UHS), Larry Lau (UH/UHS), Minhthu Pham (UH/UHS), Victor Wongchukit (UH/UHS), Paul Tichenor (UHD), Greg Scoggins (UHCL), Shirley Jung (UHV), Kathy Caylor (UHV), June Cernosek (UHV).

1. PeopleSoft Asset Management (PSAM) Accounts Payable interface:
   A. The test database has been refreshed; IT will make sure that the test database is ready to be refreshed and provide a Voucher listing.
   B. UH Property Management will schedule a session in a training room so that all areas can conduct testing at the same time.
   C. As processes become more automated, all campuses want to discuss how best to ensure that accurate GL Accounts are used for purchases.

2. All campuses are able to send PSAM data to the State Property Accounting (SPA) system.

   A. There is a need to recode some of the reports and change some processes so that these reports can be used in their output format instead of manually changed.
      a. All campuses will send Phyllis information on their manual changes.
      b. Two areas have already been identified as requiring update: Additions & Deletions, and Adjustments.
   B. All nVision reports for financial reporting have drill down capabilities, but an Excel Add-In is needed. Any area without the add-in can contact Property Management or General Accounting, who will help them to obtain the add-in.

4. Financial Reporting requested that any areas who have documented the entries for Capital Assets related activities forward their documentation so that it may be included in a list/compilation to be prepared by Financial Reporting and UH General Accounting.

5. UH Finance is looking at the potential for uploading information to PSAM via Excel worksheet. All campuses will send screen prints of the areas that they would like to be able to upload to UH Property Management or UH General Accounting.

6. UH Finance is looking at the potential for replacing some Property forms with electronic forms via PS GL workflow. All campuses will send their suggestions to UH Property Management or UH General Accounting.

7. UH General Accounting will provide instructions for running the GL Activity Report.