

Process Analysis Results

Prepared For

University of Houston System
FAST Project

Release 1

General Ledger
Budgetary Control

December 17, 1999

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Process Description

Executive Overview

The University of Houston System (UHS) has established the Future Administrative Systems Team (FAST) Project to support the implementation of PeopleSoft Financials application software. The PeopleSoft Financials implementation has been divided into two implementation efforts, or 'releases'. Release 1 includes the General Ledger module with Budgetary Control, to be implemented across all components of UHS. Release 5 includes the other purchased Financials modules, also to be implemented across all components of UHS.

The implementation methodology developed by UHS in conjunction with the BIT/CIBER implementation partners, is a multi-phase approach. The phases include:

Planning and Strategy	Creation of the initial project plan and implementation strategy
Process Analysis	Discovery of current processes and systems
Fit Analysis	Analysis of PeopleSoft functionality in comparison with current processes discovered in Process Analysis
Design and Setup	Hands-on entry into and use of the PeopleSoft software
Development	Creation of programs, reports and processes for implementation
User Acceptance Testing	Final verification of system readiness followed by implementation
Deployment	Distribution to all desktops

This document contains the results of the Process Analysis phase of the Release 1 implementation.

Process

The Process Analysis phase provides a baseline of information about the current business environment at each campus within UH System. It includes the collection of information about the processes being performed, the systems used to perform those processes, the interfaces involved between systems, and the reports produced to support these processes. The collected information is general in nature, and is not intended to include the detail of every step performed in every process.

The information collected during the Process Analysis phase is used for two purposes: to educate the project team members as to the policies and practices in use by each UHS component; and to assist in the design of the discussion topics and sequence to be followed in the Fit Analysis phase.

The primary mechanism for the collection of this information was personal interviews with the staff members responsible for the processes involved. Interviews involved immediate supervisory-level personnel and other staff expert in each functional area. The results of these interviews are summarized in this document, the Process Analysis Results document.

In addition to those notes gathered during the interviews, the project team collected available documentation, such as policy and procedure guidelines. Descriptions and/or copies of the forms and reports currently in use were also collected. These materials are maintained as a 'reference library' by the project team throughout the project, but are not incorporated into the Process Analysis Results document.

Participants

Within the Financials application the interview topics included the following broad functional areas:

- System Administration
- Budgeting
- Journal Processing
- Allocations
- Interface Processing
- Month End Processing
- Year End Processing

Expert staff members were identified and interviewed to document the processes, activities, forms and reports involved in each of these functional areas.

The FAST Advisory Team worked with the project team to compile the list of individuals to be interviewed. Interviewees included:

University of Houston

Cliff Cargill

Catherine Chan

Barbara Duarte

Tom Ehardt

David Ellis

Linda Klemm

Keith Martin

Craig Ness

University of Houston, Clear Lake

Kathy Bye

Jean Carr

John Cordary

Anna Escamilla

Mike Livingston

Chuck Tarantino

Harriet Vincent

University of Houston, Downtown

George Anderson

David Bradley

Theresa Kulbeth

Phyllis Rusk

Kong Yin

University of Houston, Victoria

JP Davenport

Results

Interview results are summarized into the columns of information on the following pages. These columns are defined as follows:

Reference (Ref)	A unique identifier to allow easy reference to each row of the Process Analysis Results.
Process	A description of the process being described.
Activity	A description of activities that occur within the process being described.
Process Owner	The name of the office or area responsible for the process.
Form/Report	Any hardcopy forms or reports required during the process.
Priority	The priority of the process, according to those being interviewed. Levels include: 1 – Regulatory (required by an outside agency) 2 – Critical 3 – Desirable 4 – Future/Deferred 5 – More Research Required
Area	The component involved in the process. 'UHS' is used to indicate a process common to all components.
System	The current system(s) used in completing the process.
Interface	Current system interfaces required by the process.
Interviewee	Individual(s) interviewed about the process.
Comments	Any additional comments about the process.

Other Documentation

Prior to each interview, participants were provided with two documents. The Process Analysis Interview Agenda (Appendix A) was used at the beginning of each interview to help explain to the participants their role within the Process Analysis phase.

The Process Analysis Questionnaire (Appendix B) was distributed to inform participants of the types of questions they were likely to hear during the interview process. While this document was intended to prepare participants, individual interviews were tailored to the functional area being discussed, and varied based upon the responses received.

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 System Administration

Priorities

*denotes not necessary for early pilot

1 = Regulatory

2 = Critical

3 = Desirable

4 = Future/Deferred

5 = More Research Required

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH01	Maintain Data Security	New IDs issued by the Central campus. Chief Accounting Officers on each campus serve as Security Administrator.	Chief Accounting Officers	N/A	2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH02	UH Account Maintenance	New Accounts: Requestor submits a form to the Budget Office. Budget Office assigns a number.	Budget Office	Budget Request Form FRS	2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH03	UHS Subcode maintenance	New Subcodes or Attributes: Approved by CAO group.	Chief Accounting Officers	FRS	2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
 Release 1
 System Administration

Priorities

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4 = Future/Deferred

5 = More Research Required

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL01	Maintain Data Security	New IDs issued by the Central campus. Chief Accounting Officers on each campus serve as Security Administrator.	Chief Accounting Officers	N/A	2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL02	UHS Account Maintenance	New Accounts: Requestor submits a form to the Budget Office. Budget Office assigns a number.	Budget Office	Budget Request Form FRS	2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL03	UHS Subcode maintenance	New Subcodes or Attributes: Approved by CAO group.	Chief Accounting Officers	FRS	2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

University of Houston Downtown
 FAST Project - Financial Administration
 Release 1
 System Administration

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD01	Maintain Data Security	New IDs issued by the Central campus. Chief Accounting Officers on each campus serve as Security Administrator.	Chief Accounting Officers	N/A	2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD02	UHS Account Maintenance	New Accounts: Requestor submits a form to the Budget Office. Budget Office assigns a number.	Budget Office	Budget Request Form FRS	2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD03	UHS Subcode maintenance	New Subcodes or Attributes: Approved by CAO group.	Chief Accounting Officers	FRS	2	UHS	FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

University of Houston Victoria
 FAST Project - Financial Administration
 Release 1
 System Administration

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV01	Maintain Data Security	New IDs issued by the Central campus. Chief Accounting Officers on each campus serve as Security Administrator.	Chief Accounting Officers	N/A	2	UHS	FRS		J P Davenport	
F-UHV02	UHS Account Maintenance	New Accounts: Requestor submits a form to the Budget Office. Budget Office assigns a number.	Budget Office	Budget Request Form FRS	2	UHS	FRS		J P Davenport	
F-UHV03	UHS Subcode maintenance	New Subcodes or Attributes: Approved by CAO group.	Chief Accounting Officers	FRS	2	UHS	FRS		J P Davenport	

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 Budgeting

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH04	Budget Development	Load FRS data into PC Bud for baseline budget	Budget Office		2	UHS	FRS PCBUD	Yes	Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH05	Budget Development	Load PC Bud data into FRS. Expenses other than payroll are loaded directly.	Budget Office		2	UHS	FRS PCBUD	Yes	Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH06	Budget Development	Load PC Bud data into FRS. Payroll costs are loaded first to HRS. HRS then interfaces payroll budgets to FRS.	Budget Office		2	UHS	FRS PCBUD	Yes	Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH07	Budget Transfers	Requesting department prepares Budget Transfer Request Form. Budget Office approves the form.	Requesting Dept Budget Office	Budget Transfer Request	2	UHS			Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH08	Budget Transfers	Prepare budget journals for transfer of fund balances related to budget transfers.	Budget Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH09	Budget Transfers	Load Personnel budget transfers into HRS. HRS then interfaces with FRS	Budget Office		2	UHS	HRS FRS	Yes	Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH10	Budget Checking	Prevent additional PO encumbrances for accounts which are over budget	Budget Office		5	UHS	Purchasing		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH11	Budget Checking	Allow accounts to exceed budget for payroll and AP vouchers	Budget Office		5	UHS	Fin APS FRS	Yes	Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH12	Budget Checking	Allow for an account budget to be frozen.	Budget Office		5	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
 Release 1
 Budgeting

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL04	Budget Development	Load FRS data into PC Bud for baseline budget	Budget Office		2	UHS	FRS PCBUD	Yes	John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL05	Budget Development	Load PC Bud data into FRS. Expenses other than payroll are loaded directly.	Budget Office		2	UHS	FRS PCBUD	Yes	John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL06	Budget Development	Load PC Bud data into FRS. Payroll costs are loaded first to HRS. HRS then interfaces payroll budgets to FRS.	Budget Office		2	UHS	FRS PCBUD	Yes	John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL07	Budget Transfers	Requesting department prepares Budget Transfer Request Form. Budget Office approves the form.	Requesting Dept Budget Office	Budget Transfer Request	2	UHS			John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL08	Budget Transfers	Prepare budget journals for transfer of fund balances related to budget transfers.	Budget Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL09	Budget Transfers	Load Personnel budget transfers into HRS. HRS then interfaces with FRS	Budget Office		2	UHS	HRS FRS	Yes	John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL10	Budget Checking	Prevent additional PO encumbrances for accounts which are over budget	Budget Office		5	UHS	Purchasing		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL11	Budget Checking	Allow accounts to exceed budget for payroll and AP vouchers	Budget Office		5	UHS	Fin APS FRS	Yes	John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL12	Budget Checking	Allow for an account budget to be frozen.	Budget Office		5	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

University of Houston Downtown
 FAST Project - Financial Administration
 Release 1
 Budgeting

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD04	Budget Development	Load FRS data into PC Bud for baseline budget	Budget Office		2	UHS	FRS PCBUD	Yes	David Bradley	
F-UHD05	Budget Development	Load PC Bud data into FRS. Expenses other than payroll are loaded directly.	Budget Office		2	UHS	FRS PCBUD	Yes	David Bradley	
F-UHD06	Budget Development	Load PC Bud data into FRS. Payroll costs are loaded first to HRS. HRS then interfaces payroll budgets to FRS.	Budget Office		2	UHS	FRS PCBUD	Yes	David Bradley	
F-UHD07	Budget Transfers	Requesting department prepares Budget Transfer Request Form. Budget Office approves the form.	Requesting Dept Budget Office	Budget Transfer Request	2	UHS			David Bradley	
F-UHD08	Budget Transfers	Prepare budget journals for transfer of fund balances related to budget transfers.	Budget Office		2	UHS	FRS		David Bradley	
F-UHD09	Budget Transfers	Load Personnel budget transfers into HRS. HRS then interfaces with FRS	Budget Office		2	UHS	HRS FRS	Yes	David Bradley	
F-UHD10	Budget Checking	Prevent additional PO encumbrances for accounts which are over budget	Budget Office		5	UHS	Purchasing		David Bradley	
F-UHD11	Budget Checking	Allow accounts to exceed budget for payroll and AP vouchers	Budget Office		5	UHS	Fin APS FRS	Yes	David Bradley	
F-UHD12	Budget Checking	Allow for an account budget to be frozen.	Budget Office		5	UHS	FRS		David Bradley	

PROCESS ANALYSIS RESULTS

University of Houston Victoria
 FAST Project - Financial Administration
 Release 1
 Budgeting

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV04	Budget Development	Load FRS data into PC Bud for baseline budget	Budget Office		2	UHS	FRS PCBUD	Yes	J P Davenport	
F-UHV05	Budget Development	Load PC Bud data into FRS. Expenses other than payroll are loaded directly.	Budget Office		2	UHS	FRS PCBUD	Yes	J P Davenport	
F-UHV06	Budget Development	Load PC Bud data into FRS. Payroll costs are loaded first to HRS. HRS then interfaces payroll budgets to FRS.	Budget Office		2	UHS	FRS PCBUD	Yes	J P Davenport	
F-UHV07	Budget Transfers	Requesting department prepares Budget Transfer Request Form. Budget Office approves the form.	Requesting Dept Budget Office	Budget Transfer Request	2	UHS			J P Davenport	
F-UHV08	Budget Transfers	Prepare budget journals for transfer of fund balances related to budget transfers.	Budget Office		2	UHS	FRS		J P Davenport	
F-UHV09	Budget Transfers	Load Personnel budget transfers into HRS. HRS then interfaces with FRS	Budget Office		2	UHS	HRS FRS	Yes	J P Davenport	
F-UHV10	Budget Checking	Prevent additional PO encumbrances for accounts which are over budget	Budget Office		5	UHS	Purchasing		J P Davenport	
F-UHV11	Budget Checking	Allow accounts to exceed budget for payroll and AP vouchers	Budget Office		5	UHS	Fin APS FRS	Yes	J P Davenport	
F-UHV12	Budget Checking	Allow for an account budget to be frozen.	Budget Office		5	UHS	FRS		J P Davenport	

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 Journal Processing

Priorities
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 5 = More Research Required

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH13	Journal Preparation	Entries prepared by departments for by Accounting departments	Controller's Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UH			Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH14	Journal Approval	Entry form is routed for appropriate signatures	Controller's Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UH			Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH15	Journal Data Entry	Entries are batched, totaled and reviewed by accountants	Controller's Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UH			Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH16	Journal Data Entry	Data entry personnel enter batch into FRS	Controller's Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UH	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH17	Journal Data Entry	Financial Accounting Control (FAC) balances batches. Data Entry corrects keying errors.	Controller's Office		2	UH	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
 Release 1
 Journal Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL13	Journal Preparation	Entries prepared by departments or by Finance Office	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHCL			John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL14	Journal Approval	Entry form is routed for appropriate signatures	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHCL			John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL15	Journal Data Entry	Entries are batched, totaled and reviewed by accountants	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHCL			John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL16	Journal Data Entry	Data entry personnel enter batch into FRS	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHCL	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL17	Journal Data Entry		Finance Office		2	UHCL	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

University of Houston Downtown
 FAST Project - Financial Administration
 Release 1
 Journal Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD13	Journal Preparation	Entries prepared by departments for by Office of Business Affairs	Office of Business Affairs	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHD			Phyllis Rusk George Anderson	
F-UHD14	Journal Approval	Entry form is routed for appropriate signatures	Office of Business Affairs	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHD			Phyllis Rusk George Anderson	
F-UHD15	Journal Data Entry	Entries are batched, totaled and reviewed by accountants	Office of Business Affairs	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHD			Phyllis Rusk George Anderson	
F-UHD16	Journal Data Entry	Data entry personnel enter batch into FRS	Office of Business Affairs	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHD	FRS		Phyllis Rusk George Anderson	
F-UHD17	Journal Data Entry	Financial Accounting Control (FAC) balances batches. Data Entry corrects keying errors.	Office of Business Affairs		2	UHD	FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

University of Houston Victoria
 FAST Project - Financial Administration
 Release 1
 Journal Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV13	Journal Preparation	Entries prepared by departments for by Finance Office	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHV			J P Davenport	
F-UHV14	Journal Approval	Entry form is routed for appropriate signatures	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHV			J P Davenport	
F-UHV15	Journal Data Entry	Entries are reviewed by accountants	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHV			J P Davenport	
F-UHV16	Journal Data Entry	Data entry personnel enter batch into FRS	Finance Office	Entry forms for: 2X, 3X, 4X, 5X, 6X, 9X	2	UHV	FRS		J P Davenport	

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 Allocations

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH18	Maintain Allocation Rules	Maintain percentages for Indirect Cost allocations	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH19	Maintain Allocation Rules	Maintain percentages for Interest allocations	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH20	Maintain Allocation Rules	Maintain percentages for Administrative charges allocation	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH21	Create Allocation Entries	Run Indirect Cost allocations process	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH22	Create Allocation Entries	Run Interest allocations process	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH23	Create Allocation Entries	Run Administrative charges allocation process	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
 Release 1
 Allocations

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL18	Maintain Allocation Rules	Maintain percentages for Indirect Cost allocations	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL19	Maintain Allocation Rules	Maintain percentages for Interest allocations	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL20	Maintain Allocation Rules	Maintain percentages for Administrative charges allocation	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL21	Create Allocation Entries	Run Indirect Cost allocations process	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL22	Create Allocation Entries	Run Interest allocations process	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL23	Create Allocation Entries	Run Administrative charges allocation process	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

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 Allocations

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F-UHD19	Maintain Allocation Rules	Maintain percentages for Interest allocations	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD20	Maintain Allocation Rules	Maintain percentages for Adminstrative charges allocation	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD21	Create Allocation Entries	Run Indirect Cost allocations process	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD22	Create Allocation Entries	Run Interest allocations process	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD23	Create Allocation Entries	Run Administrative charges allocation process	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

University of Houston Victoria
 FAST Project - Financial Administration
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 Allocations

Priorities
 *denotes not necessary for early pilot
 1 = Regulatory
 2 = Critical
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 5 = More Research Required

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV17	Maintain Allocation Rules	Maintain percentages for Indirect Cost allocations	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV18	Maintain Allocation Rules	Maintain percentages for Interest allocations	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV19	Maintain Allocation Rules	Maintain percentages for Administrative charges allocation	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV20	Create Allocation Entries	Run Indirect Cost allocations process	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV21	Create Allocation Entries	Run Interest allocations process	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV22	Create Allocation Entries	Run Administrative charges allocation process	Finance Office		2	UHS	FRS		J P Davenport	

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 Interface Processing

Priorities
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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH24	Interface Fin APS to FRS	Interface vouchers/encumbrance reversals	System MIS		2	UHS	Fin APS FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH25	Interface HRS to FRS	Interface payroll disbursement	System MIS		2	UHS	HRS FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH26	Interface HRS to FRS	Interface payroll encumbrances	System MIS		2	UHS	HRS FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH27	Interface HRS to FRS	Interface payroll budgets	System MIS		2	UHS	HRS FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH28	Interface FRS to PC Bud	Interface non-payroll expenses	System MIS		2	UHS	HRS FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH29	Interface ABC to FRS	Interface Tuition/Fee payments	System MIS		2	UHS	ABC FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH30	Interface Telephone System to FRS	Interface telephone charges	System MIS		2	UHS	Telephon e System FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH31	Interface Postage system to FRS	Interface postage charges	System MIS		2	UHS	Postage system FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH32	Interface Financial Aid to FRS	Interface financial aid payments	System MIS		2	UHS	Financial Aid FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH33	Institutional Advancement to FRS	Interface gift transactions	System MIS		2	UHS	Institutional Advancement FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH34	Purchasing to FRS	Feed encumbrances	System MIS		2	UHS	Purchasing FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH35	FRS to USAS	Interface FRS transactions	System MIS		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
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 Interface Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL24	Interface Fin APS to FRS	Interface vouchers/encumbrance reversals	System MIS		2	UHS	Fin APS FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL25	Interface HRS to FRS	Interface payroll disbursement	System MIS		2	UHS	HRS FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL26	Interface HRS to FRS	Interface payroll encumbrances	System MIS		2	UHS	HRS FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL27	Interface HRS to FRS	Interface payroll budgets	System MIS		2	UHS	HRS FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL28	Interface FRS to PC Bud	Interface non-payroll expenses	System MIS		2	UHS	HRS FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL29	Interface SIRS to FRS	Interface Tuition/Fee payments	System MIS		4	UHS	SIRS FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL30	Interface Telephone System to FRS	Interface telephone charges	System MIS		2	UHS	Telephon e System FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL31	Interface Postage system to FRS	Interface postage charges	System MIS		2	UHS	Postage system FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL32	Interface Financial Aid to FRS	Interface financial aid payments	System MIS		2	UHS	Financial Aid FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL33	Institutional Advancement to FRS	Interface gift transactions	System MIS		2	UHS	Instution al Advance ment FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL34	Purchasing to FRS	Feed encumbrances	System MIS		2	UHS	Purchasin g FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL35	FRS to USAS	Interface FRS transactions	System MIS		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

University of Houston Downtown
 FAST Project - Financial Administration
 Release 1
 Interface Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD24	Interface Fin APS to FRS	Interface vouchers/encumbrance reversals	System MIS		2	UHS	Fin APS FRS		Phyllis Rusk George Anderson	
F-UHD25	Interface HRS to FRS	Interface payroll disbursement	System MIS		2	UHS	HRS FRS		Phyllis Rusk George Anderson	
F-UHD26	Interface HRS to FRS	Interface payroll encumbrances	System MIS		2	UHS	HRS FRS		Phyllis Rusk George Anderson	
F-UHD27	Interface HRS to FRS	Interface payroll budgets	System MIS		2	UHS	HRS FRS		Phyllis Rusk George Anderson	
F-UHD28	Interface FRS to PC Bud	Interface non-payroll expenses	System MIS		2	UHS	HRS FRS		Phyllis Rusk George Anderson	
F-UHD29	Interface Banner to FRS	Interface Tuition/Fee payments	System MIS		2	UHS	BANNER FRS		Phyllis Rusk George Anderson	
F-UHD30	Interface Telephone System to FRS	Interface telephone charges	System MIS		2	UHS	Telephone System FRS		Phyllis Rusk George Anderson	
F-UHD31	Interface Postage system to FRS	Interface postage charges	System MIS		2	UHS	Postage system FRS		Phyllis Rusk George Anderson	
F-UHD32	Interface Financial Aid to FRS	Interface financial aid payments	System MIS		2	UHS	Financial Aid FRS		Phyllis Rusk George Anderson	
F-UHD33	Institutional Advancement to FRS	Interface gift transactions	System MIS		2	UHS	Institutional Advancement FRS		Phyllis Rusk George Anderson	
F-UHD34	Purchasing to FRS	Feed encumbrances	System MIS		2	UHS	Purchasing FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD35	FRS to USAS	Interface FRS transactions	System MIS		2	UHS	FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

University of Houston Victoria
 FAST Project - Financial Administration
 Release 1
 Interface Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV23	Interface Fin APS to FRS	Interface vouchers/encumbrance reversals	System MIS		2	UHS	Fin APS FRS		J P Davenport	
F-UHV24	Interface HRS to FRS	Interface payroll disbursement	System MIS		2	UHS	HRS FRS		J P Davenport	
F-UHV25	Interface HRS to FRS	Interface payroll encumbrances	System MIS		2	UHS	HRS FRS		J P Davenport	
F-UHV26	Interface HRS to FRS	Interface payroll budgets	System MIS		2	UHS	HRS FRS		J P Davenport	
F-UHV27	Interface FRS to PC Bud	Interface non-payroll expenses	System MIS		2	UHS	HRS FRS		J P Davenport	
F-UHV28	Interface ABC to FRS	Interface Tuition/Fee payments	System MIS		2	UHS	ABC FRS		J P Davenport	
F-UHV29	Interface Telephone System to FRS	Interface telephone charges	System MIS		2	UHS	Telephone System FRS		J P Davenport	
F-UHV30	Interface Postage system to FRS	Interface postage charges	System MIS		2	UHS	Postage system FRS		J P Davenport	
F-UHV31	Interface Financial Aid to FRS	Interface financial aid payments	System MIS		2	UHS	Financial Aid FRS		J P Davenport	
F-UHV32	Institutional Advancement to FRS	Interface gift transactions	System MIS		2	UHS	Institutional Advancement FRS		J P Davenport	
F-UHV33	Purchasing to FRS	Feed encumbrances	System MIS		2	UHS	Purchasing FRS		J P Davenport	
F-UHV34	FRS to USAS	Interface FRS transactions	System MIS		2	UHS	FRS		J P Davenport	

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 Month-End Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH36	Daily Transactions	Verify status of transaction input at month end	Controller's Office		2	UHS			Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH37	Interfaces	Perform final interfaces for the month	Controller's Office		2	UHS	FRS	Multiple	Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH38	Allocations	Perform monthly allocations	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH39	Monthly close	Close the month to daily transactions	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH40	Monthly close	Allow those with security to enter transactions into previous months	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH41	Monthly reporting	Run and distribute monthly departmental reports	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH42	Reconciliations	Reconcile FRS to USAS	Controller's Office		1	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
 Release 1
 Month-End Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL36	Daily Transactions	Verify status of transaction input at month end	Finance Office		2	UHS			John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL37	Interfaces	Perform final interfaces for the month	Finance Office		2	UHS	FRS	Multiple	John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL38	Allocations	Perform monthly allocations	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL39	Monthly close	Close the month to daily transactions	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL40	Monthly close	Allow those with security to enter transactions into previous months	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL41	Monthly reporting	Run and distribute monthly departmental reports	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL42	Reconciliations	Reconcile FRS to USAS	Finance Office		1	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

University of Houston Downtown
 FAST Project - Financial Administration
 Release 1
 Month-End Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD36	Daily Transactions	Verify status of transaction input at month end	Office of Business Affairs		2	UHS			Phyllis Rusk George Anderson	
F-UHD37	Interfaces	Perform final interfaces for the month	Office of Business Affairs		2	UHS	FRS	Multiple	Phyllis Rusk George Anderson	
F-UHD38	Allocations	Perform monthly allocations	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD39	Monthly close	Close the month to daily transactions	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD40	Monthly close	Allow those with security to enter transactions into previous months	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD41	Monthly reporting	Run and distribute monthly departmental reports	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD42	Reconciliations	Reconcile FRS to USAS	Office of Business Affairs		1	UHS	FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
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 Month-End Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV35	Daily Transactions	Verify status of transaction input at month end	Finance Office		2	UHS			J P Davenport	
F-UHV36	Interfaces	Perform final interfaces for the month	Finance Office		2	UHS	FRS	Multiple	J P Davenport	
F-UHV37	Allocations	Perform monthly allocations	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV38	Monthly close	Close the month to daily transactions	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV39	Monthly close	Allow those with security to enter transactions into previous months	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV40	Monthly reporting	Run and distribute monthly departmental reports	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV41	Reconciliations	Reconcile FRS to USAS	Finance Office		1	UHS	FRS		J P Davenport	

PROCESS ANALYSIS RESULTS

University of Houston
 FAST Project - Financial Administration
 Release 1
 Year-End Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH43	Final Monthly Close	Perform normal month 12 close. Use 13th month for adjusting entries	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH44	Adjusting Entries	Create 13th month entries for capitalization of projects	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH45	Adjusting Entries	Create 13th month entries for endowment income	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH46	Adjusting Entries	Create 13th month entries for pooled investments	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH47	Adjusting Entries	Create 13th month entries for accruals	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH48	Closing Entries	Close revenues/expenses to fund equity	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH49	Annual Close	Close fiscal year from further data entry	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH50	Annual Reporting	Prepare AFR financial statement package	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH51	PO Rollforward	Roll forward encumbrances and affiliated budget amounts	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	
F-UH52	Budget Rollforward	Roll forward remaining budgets on selected accounts	Controller's Office		2	UHS	FRS		Craig Ness David Ellis Tom Ehardt Keith Martin Barbara Duarte Linda Klemm Cliff Cargill Catherine Chan	

PROCESS ANALYSIS RESULTS

University of Houston Clear Lake
 FAST Project - Financial Administration
 Release 1
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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL43	Final Monthly Close	Perform normal month 12 close. Use 13th month for adjusting entries	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL44	Adjusting Entries	Create 13th month entries for capitalization of projects	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL45	Adjusting Entries	Create 13th month entries for endowment income	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL46	Adjusting Entries	Create 13th month entries for pooled investments	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL47	Adjusting Entries	Create 13th month entries for accruals	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL48	Closing Entries	Close revenues/expenses to fund equity	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL49	Annual Close	Close fiscal year from further data entry	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL50	Annual Reporting	Prepare AFR financial statement package	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL51	PO Rollforward	Roll forward encumbrances and affiliated budget amounts	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	
F-UHCL52	Budget Rollforward	Roll forward remaining budgets on selected accounts	Finance Office		2	UHS	FRS		John Cordary Jean Carr Anna Escamilla Mike Livingston Chuck Tarantino Harriet Vincent	

PROCESS ANALYSIS RESULTS

University of Houston Downtown
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F-UHD43	Final Monthly Close	Perform normal month 12 close. Use 13th month for adjusting entries	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD44	Adjusting Entries	Create 13th month entries for capitalization of projects	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD45	Adjusting Entries	Create 13th month entries for endowment income	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD46	Adjusting Entries	Create 13th month entries for pooled investments	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD47	Adjusting Entries	Create 13th month entries for accruals	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD48	Closing Entries	Close revenues/expenses to fund equity	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD49	Annual Close	Close fiscal year from further data entry	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD50	Annual Reporting	Prepare AFR financial statement package	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD51	PO Rollforward	Roll forward encumbrances and affiliated budget amounts	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	
F-UHD52	Budget Rollforward	Roll forward remaining budgets on selected accounts	Office of Business Affairs		2	UHS	FRS		Phyllis Rusk George Anderson	

PROCESS ANALYSIS RESULTS

University of Houston Victoria
 FAST Project - Financial Administration
 Release 1
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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV42	Final Monthly Close	Perform normal month 12 close. Use 13th month for adjusting entries	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV43	Adjusting Entries	Create 13th month entries for capitalization of projects	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV44	Adjusting Entries	Create 13th month entries for endowment income	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV45	Adjusting Entries	Create 13th month entries for pooled investments	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV46	Adjusting Entries	Create 13th month entries for accruals	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV47	Closing Entries	Close revenues/expenses to fund equity	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV48	Annual Close	Close fiscal year from further data entry	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV49	Annual Reporting	Prepare AFR financial statement package	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV50	PO Rollforward	Roll forward encumbrances and affiliated budget amounts	Finance Office		2	UHS	FRS		J P Davenport	
F-UHV51	Budget Rollforward	Roll forward remaining budgets on selected accounts	Finance Office		2	UHS	FRS		J P Davenport	

Appendix A – Process Analysis Agenda

Process Analysis Agenda

1. Introductions
2. Objectives and Expectations
3. Data Collection
 - Questionnaire
 - Supporting Documents
4. Summary of Fact Finding (High Level)
5. Next Steps
 - Follow Up Sessions - if required
 - Draft Documentation
 - Local Review of Documentation and Feedback
 - FAST Review and Feedback

Appendix B – Process Analysis Questionnaire

PROCESS ANALYSIS Interview Form

Interviewee:

Date:

Process:

Interviewer:

Question	Answer
1. In what area or organization do you work?	
2. What are the roles and responsibilities within this area?	
3. What processes are you responsible for?	
4. What are the steps in these processes?	
5. What is the timeline for these processes?	
6. What is the scope of these processes (i.e. how large, how many individuals involved or impacted)?	
7. Which processes are most critical?	

8. What documentation do you have for these processes?	
9. What systems do you use or interface with while performing these processes?	
10. What data do you collect and how is it collected?	
11. What other data do you need and how critical is it?	
12. What are your regulatory requirements (i.e. federal, state, Board of Regents)	
13. What are your security requirements?	
14. What historical data is required? How much history is required?	
15. What significant changes or revisions does this history include?	
16. What are the issues with current processes?	
17. What new processes would be most beneficial to consider?	
18. What organizations and individuals are responsible for the current system?	
19. Who makes and/or authorizes policies?	

20. Who are your customers e.g. faculty, students (career), and/or staff?	
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