

Finance System Leadership Group Meeting Minutes

March 14, 2011

Attendees: Attendees: George Anderson, Cathy Bye, Jean Carr, John Cordary, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Karin Livingston, Keith Martin, Theresa Meneley, Darlene Pullin, Val Walden

Status and Schedule of Upgrade to 9.1

Keith discussed the following schedule for the upgrade to 9.1:

- First pass completed by early May 2011 (UHS data but no retrofits)
- 9.1 retrofits added by technical group between June 2011 and September 2011
- Functional/technical testing from September 2011 to December 2011
- Upgrade last week in December 2011 when university is closed

Some bolt-on modifications, such as BDM, may work before 9.1 retrofits are added, so they can be tested sooner.

In addition to the application upgrade, the technical group will be upgrading the production Oracle database from version 10 to 11 and moving the production database from Sun Solaris hardware to HP Lenix Blades hardware for better performance. Both of these changes will occur either before the application upgrade or at the same time as the upgrade. The upgrade test database already has Oracle 11 and HP Lenix Blades hardware.

Karin said that it would be very difficult for General Accounting to perform adequate testing during September and October when they will be busy with closing FY2011. Keith said that a fall-back upgrade window would be spring 2012 if there is not enough time to test in the fall.

Keith plans to ask for additional technical resources to assist with the upgrade.

Implementation of Grants and Related Modules

Because UH and UHD are already using RAMP/RD2K for pre-award, which is more robust in some ways than PeopleSoft Grants pre-award, the Grants implementation will focus on post-award activity.

It would be best to implement the Grants module at the same time we upgrade to 9.1 so that we can use the delivered Grants process for letter of credit, revenue recognition, and budget journal feeds, instead of upgrading these custom processes and switching to the Grants process later. This is another reason why the upgrade may not occur until spring 2012.

Keith will ask for technical resources to help with the Grants implementation and ongoing support.

Archiving and Destruction of Financial Data

The IRS requires that we maintain all documentation related to revenue bonds for seven (7) years after the bonds mature. If the bonds are refinanced, it would be seven years after the refinancing period ends.

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We are also supposed to maintain documents for sponsored projects for seven years after the project end date, including any extensions. In addition, the General Counsel's Office has said that we cannot destroy any documents that might relate to pending litigation.

These requirements make document destruction according to our retention schedule very difficult. We need a mechanism to flag certain transactions and the associated documents in PeopleSoft for destruction or retention. This is a large project that will require more thought and planning.

Accounts and Budgeting for Travel, Business Expenses, and Scholarships

At the beginning of FY10, due to policy changes at UH, UH and the other components began using separate budget nodes and accounts for travel, business expenses (entertainment), and scholarships. UH continued to use the old accounts with new, more narrowly defined budget nodes, while the other campuses used new accounts with the existing, broader budget nodes.

Since all of the components now have the same restrictions for tuition, Mike Glisson discussed the possibility of UHCL, UHD, and UHV switching to the accounts/budget nodes used by UH for FY2012, so that we are all using the same accounts and budget nodes.

However, Jean said that UHCL did not want to use the more narrow budget nodes because it would create additional work. Ultimately, it is up to the CFO's to decide if having all components on the same budget nodes is desirable for system-wide reporting.

CSR Due Dates

Mike Chang said he would adjust the due date on future CSRs (customer service requests) to a date he believes is realistic, so that we have a better idea of when these requests might be worked by the technical group.

Query Correction

Following the Tools upgrade on January 9, 2011, Brenda Svetlik at UHV reported a problem with a query. After investigating, we discovered that the Tools upgrade changed the way that the CF_ATTRIB_TBL behaves. Mike Chang identified all of the queries that use this table and Catherine wrote instructions for modifying these queries so that they would run correctly. Catherine will send those instructions to the query owners.

Next Meeting

The next quarterly Finance System Leadership Group meeting will be Monday, June 13.