Finance System Leadership Group Meeting Minutes
March 23, 2015

Attendees: George Anderson, Catherine Chan, Mike Chang, Barbara Duarte, David Ellis, Mike Glisson, Angela Hartman, Debbie Jozwiak, Javeria Kazi, Karin Livingston, Keith Martin, Usha Mathew, Jennifer McMillin, Theresa Meneley, Chris Milligan, Grace Rosanes, Beverly Rymer, Karen Sanders, Muhammad Soonasra, Samantha Yurus

Finance System Changes – Mike Glisson
- Voucher Self Helper page
  Enterprise Systems created a page that allows authorized Accounts Payable staff to enter a problem voucher number to determine if the voucher can be corrected through the Voucher Self Helper page. For instance, PO vouchers with lines that are not in alignment with the PO may cause a soft commitment error or not allow the voucher to be viewed. If the Voucher Self Helper page cannot resolve the problem, a CSR should be created so that Enterprise Systems can provide a technical solution. (Samantha Yurus sent all AP Directors instructions for using the Voucher Self Helper page after the meeting.)

- Project Expiration Date feed to HR for payroll assignments
  Currently, the Accounting End Date (used for budget checking) is fed to HR for project cost centers, so that assignments past the Accounting End Date go to suspense. Since the Accounting End Date is often extended beyond the Project Expiration Date (official end date) for project cleanup, payroll is sometimes charged to a grant after the Project Expiration Date in error. Later this week, HR will begin using the Project Expiration Date, instead of the Accounting End Date, to determine when payroll can be charged to a grant.

- Warning message when using certain accounts on federal funds
  Mike Glisson will create a CSR to generate a warning message when certain accounts are used on a journal, voucher, or requisition along with a federal fund. The following message will appear when the document is first saved and each time it is opened or saved again:

  An unauthorized account is saved on line __, distribution line ___. Verify the account is correct. If correct, change the cost center or route this transaction to the Office of Contracts and Grants/Sponsored Projects for approval.

- Data collection on requisitions for TIBH-eligible purchases
  To comply with State Use Program requirements, Mike Glisson will create a CSR for Enterprise Systems to generate a series of questions for requisition creators to answer who select Category Codes (types of goods or services) on the requisition that are available through the State Use Program. One of the questions will document the reason for not using the State Use Program, which Purchasing will use to create a monthly exception report that is submitted to the state.

- Automated workflow email messages
  UIT Security determined that email messages from the Finance System related to workflow denials for all types of Finance transactions and workflow final approval for

Budget Journals can include a link to log into the Finance System, since Finance System users should be familiar with these emails. However, emails to employees about non-payroll direct deposits (through Accounts Payable) should not have a link to PASS because some employees may not be familiar with these automated email notifications and could confuse the UH email with a phishing email. For all emails, a contact name, phone number, and email address should be listed in case the recipient has any questions or wants to verify the legitimacy of the email. Mike Glisson will ask the Finance departments at all UHS campuses to review these email messages in the test environment before moving them to production.

- Requested changes to the 1074 by UH Research
  UH Research requested the following changes to the 1074 Report:
  - Add Invoice Date, Goods Receipt Date (requested after the meeting), and Budget Account Description to the 1074 Rev/Exp CSV file and the 1074 Verification Worksheet Rev/Exp file
  - Make Project Expiration Date an optional search parameter (From Project Expiration Date and To Project Expiration Date) when running the 1074 report
  Mike Glisson will create a CSR to request these changes.

Travel Management System Implementation – Mike Glisson
- UH is currently testing the Financial Connector that transfers data between Concur and UH to create vouchers and journals in PeopleSoft.
- UH and UHD recently decided to utilize the employee and reports-to supervisor information in the HR System to create and update Concur employee users, instead of manually updating Concur when employees are hired, change departments or supervisors, or leave UHS. This integration will take several weeks and will be coordinated with the HR System IT group.
- When Financial Connector testing has been completed and we are able to load/update employee users in Concur from HR, UH and UHD Accounts Payable will begin rolling Concur out to the rest of their campuses.

RFI for eProcurement and Contract Management System – Mike Glisson
- Several bills in the current Texas Legislative Session require state agencies and universities to implement a Contract Management System in order to track and report information about all contracts. One of these bills is likely to be signed into law.
- In addition, an eProcurement System would allow the campus Purchasing departments to create a web marketplace where departments can choose from contracted and preferred vendors to reduce overall spend, improve compliance, and provide better information about what the campuses are buying so we can negotiate better contracts.
- In coordination with all campus purchasing departments and contracting offices, UH System posted a Request for Information (RFI) on the Comptroller's website requesting information about eProcurement and Contract Management systems. The purpose of the RFI is only to gather information. A vendor is not selected based on the RFI.
- The System-wide group will review the information received from the RFI (responses due April 2) in order to learn about the different types of systems available. The RFI will help

the group prepare a Request for Proposal (RFP) that has more specific requirements for a system that will meet UHS requirements that may be purchased and implemented. The RFP will be issued by June 30, 2015.

Research Modules Implementation – Muhammad Soonasra
- Project Costing will be the first Research-related module to be implemented. The target implementation date is June 30, 2015.
- The big changes required by the Project Costing module is that all cost centers (research and non-research) will be required to have two new chartfieds:
  - Project Costing (PC) business unit
  - Activity ID
- Enterprise Systems is looking into ways to make these chartfields as easy to deal with as possible for non-grant cost centers. Some ideas include populating default values or making the chartfield one digit for non-grant cost centers.
- Muhammad will send an email to the group with a link to FS91SBX2 so the group can test processing transactions with these chartfields. Testing results should be reported in the Sharepoint site that will be distributed to the group as well.
- After Project Costing is added to production (FSPRD), Enterprise Systems will begin working on another Research-related module, so that each module will be implemented separately about 3-4 months apart.

Implementation of New AFR Module – David Ellis
- With the help of Perficient (contracted vendor), Financial Reporting created an automated Annual Financial Report (AFR) utilizing the Hyperion Data Warehouse.
- The lifecycle of methods to generate the AFR has been 10-12 years on average and UH System used nVision for the last 12 years so it was time for an upgrade.
- Financial Reporting ran the new and old AFR process parallel in FY14 to verify the new process was generating the right information. In FY15, only the new process is running to generate both monthly and annual reports.
- Classroom training has been provided to Financial Reporting departments at all campuses and additional training will be offered in the coming weeks, including short how-to videos.
- UH System has a limited number of licenses, so only a few users have been given a license to use the system directly and run reports. Frequently used reports will be stored in a Sharepoint site for other users who don't have a license.

Implementation of New Budget Module – Barbara Duarte
- Like the AFR module, the new Budget Module will be developed with the help of Perficient and will be based on the Hyperion Data Warehouse. All campuses will use the new module.
- Development of the new module will begin soon but FY16 budget planning will still utilize the current Budget Development Module (BDM), which is a bolt-on module to the Finance System. The FY17 budget will be developed using the new Budget Module.
- The new module will allow for year-round budget planning, produce quarterly reports currently required by administration, and show budget vs. actual information.

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<u>Maintenance Packs – Mike Chang</u>
- The Finance System is currently on version 9.1, maintenance pack 12. We need to add maintenance packs 13 and 14 to stay current with improvements and corrections made by Oracle.
- Mike Chang's group will apply the maintenance packs to a Finance test database (to be determined), so that Finance users can test and verify the system is working as expected.
- A Sharepoint site will be created for Finance users to log their comments about testing.
- If there are not too many problems with the maintenance packs, they should be ready to enter into production by late May or June.