

Finance System Leadership Group Meeting Minutes March 24, 2014

Attendees: Jean Carr, Catherine Chan, Mike Chang, Jennifer Duncan, David Ellis, Mike Glisson, Angela Hartman, Karin Livingston, Keith Martin, Theresa Meneley, Lila Murray, Karen Sanders, Muhammad Soonasra, Val Walden, Samantha Yurus

Grants and Related Modules Implementation – Muhammad Soonasra

- UH went live with InfoEd for pre-award grants on November 1, 2013 and is planning to implement InfoEd for Tech Transfer and Conflict of Interest in August or September 2014.
- UH is also planning to begin a pilot Effort Reporting process using Maximus software in December 2014.
- The current target date to implement PeopleSoft Grants, Project Costing, Billing, Contracts, and Accounts Receivable at UH is December 2014. However, the Office of Contracts and Grants is meeting with Finance and Enterprise Systems this week to discuss the implementation schedule. A phased implementation is being considered. Any changes to the schedule will be determined over the next few weeks.
- Two processes that will be affected by the Grants implementation are Revenue Recognition and Letter of Credit, which are currently custom UHS processes. To avoid maintaining the custom UHS process and the delivered PeopleSoft process for Revenue Recognition and Letter of Credit, all campuses will use the delivered PeopleSoft process. Therefore, all campuses will be affected to some degree by the Grants implementation.
- Though Grants and the related PeopleSoft modules are being implemented at UH first, the license extends to all UHS components and all campuses can use them fully if they choose. The license for InfoEd and Maximus is for UH only.

Texas Identification Number System (TINS) Change – Catherine Chan

- On March 2, 2014, UH implemented the state-mandated change that creates a TIN number beginning with a 7, followed by a randomly generated number, for individuals. This number will be used to process payments to that individual, instead of the old TIN number that started with a 2 followed by the individual's SSN.
- Both TINS and the UHS Finance System will maintain the old and new TINS numbers. The individual's SSN is still needed for 1099 reporting.
- All existing vendors who are individuals (i.e., not companies) that were paid within the past two years were assigned a 7 number during the implementation on March 2. All new vendors who are individuals will be assigned a 7 number as well. When a previously existing vendor without a 7 number needs to be paid, UH will request and the Comptroller will assign a 7 number to that individual.
- An overnight feed from TINS will automatically update the Finance System when individuals are setup as new vendors in Finance or when an existing individual vendor, who does not have a 7 number, needs to be paid.

Travel Management System Implementation – Mike Glisson

- UH and UH Downtown are in the process of implementing the Concur Travel and Expense module.
- An overview of the implementation schedule is as follows:
 - April - Back-Office Testing
 - May – End-User Testing

Finance System Leadership Group Meeting Minutes March 24, 2014

- June – Final Integration Testing and End-User Training
- July 1, 2014 – Go Live

PeopleSoft Maintenance Packs – Mike Chang

- We are currently on PeopleSoft Finance 9.1, Maintenance Pack 1. We will be applying Maintenance Packs 2-12, so our system will have the latest updates.
- Mike Chang estimates that it will take Enterprise Systems about six weeks to review 300 objects for possible retrofits.
- The Maintenance Packs and retrofits will be applied in FS91SBX2 (Finance Sandbox 2), which was refreshed from FSPRD (Production) in October 2013.
- Mike Chang will send the group release notes from the Oracle website on Maintenance Packs 2-12, so we will know how they might affect the Finance System.
- Functional testing of the Maintenance Packs should begin in mid-May. The target to apply the Maintenance Packs to FSPRD is mid-June.

Database Split for HR/Student System – Mike Chang

- The HR and Student System share the same database. In order for HR to upgrade to 9.2, each system must have its own database.
- The HR/Student database split is scheduled for October 2014 and HR is planning upgrade to 9.2 in October 2015.
- Since the Finance System sends/receives data to/from the HR and Student Systems, we will need to test these data transfers in the split environment. Testing will begin in May 2014.

New Email Standards – Mike Chang

- Due to the increasing number of phishing emails (designed to collect personal information or credentials), UH IT Security has issued new standards for sending email so that UHS recipients can more easily determine if the email is from a legitimate source.
- Automated emails sent from the Finance System will be more uniform, will not include links to pages that require the recipient to log in, and will include the name of a person or department/college/division as the author of the email.
- The Finance System emails affected are as follows:
 1. AP Direct Deposit Self Service Change
 2. AP Direct Deposit Payment Notification to Employee
 3. Workflow – Budget Journal Denied/Approved
 4. Workflow – GL Journal Denied
 5. Workflow – AP voucher Denied
 6. Workflow – Requisition Denied.
- We will need to decide whose name or department/college/division should be listed as the author on these automated emails.
- Link to email requirements: <http://www.uh.edu/infotech/security/secure-data/spam-phishing/Official%20UH%20Email%20Requirements/index.php>

Next Meeting

- The group will meet again in June.
- Mike Glisson will schedule the meeting in Outlook.