Finance System Leadership Group Meeting Minutes
April 15, 2013

Attendees: George Anderson, Jean Carr, Catherine Chan, Mike Chang, Mike Glisson, Margie Hattenbach, Karin Livingston, Keith Martin, Usha Mathew, Theresa Meneley, Val Walden, Samantha Yurus

Implementation of Grants and Related Modules

Keith Martin provided the following update:

- Implementation of InfoEd software for pre-award activity is planned for fall 2013, though it could be delayed to December 2013 to coincide with the PS Grants implementation. Features of InfoEd include:
    - Proposal development
    - Proposal tracking
    - Hosted in New York (software as a service)
    - Workflow for grant proposals, which will be submitted to Grants.gov
    - PeopleSoft HR (personnel assignments) and Finance information (cost centers) will be pushed to InfoEd
    - InfoEd will push funded proposals to Finance
- Implementation of the Peoplesoft Grants, Billing, Accounts Receivable, Contracts, and Project Costing modules for post-award tracking and accounting is planned for December 2013.
    - Individuals from Accounting Services and the Division of Research are taking online Oracle training this spring and summer to help prepare for this implementation.
- Implementation of Maximus effort reporting for grants is scheduled for December 2013.
    - PIs would record their effort semi-annually (instead of quarterly)
    - InfoEd proposals will provide the commitment of effort
    - PeopleSoft HR System will indicate where effort is actually charged
- Implementation of Intellectual Property (part of InfoEd) is scheduled for 2014. Includes:
    - Conflict of interest reporting
    - Animal and human subject tracking
- Division of Research has three technical employees and one quasi-technical employee working on the above modules.
- Enterprise Systems added one employee to support the new modules and hopes to add another.

New Level 5 Budget Node (Participant Cost) Proposed for UH

- Division of Research has requested another budget node at level 5 for participant costs, in addition to a couple of new expense accounts.
- Mike Glisson will send the Leadership Group the details on the request.

Destruction of Old Financial Data

- Records Retention has several filing cabinets of microfilm and microfiche of financial, payroll, and development records that range in date from 1984 to 2009.
- UH Development has asked that Records Retention maintain the donor records. The Records Retention Schedule says that we must retain the Donor History File for five years following the year that the account is closed. However, Development does not consider any donor account to be closed.

- Mike Glisson asked UHS General Counsel if we could destroy payroll records (timesheets, PARs, reports) and financial records (vouchers, journals, POs, reports) that have passed the required retention period. General Counsel has not answered yet, but has stated previously that any records that might relate to a current investigation or legal action cannot be destroyed.
- Karin Livingston will check with the Treasurer's Office on the retention requirement for records related to tax exempt bonds. (Karin later discovered that SAM 03.A.28 sets the retention period for tax exempt bonds as six years after the final redemption date, which is the date of the last principal payment. However, Raymond Bartlett recommended that we keep records on tax exempt bonds back to 1990 because of potential IRS audits.)
- Selesta Hodge said that grant records should be kept for seven years after the grant end date (including any extensions), which is the period the grants would be subject to audit.
- We need to develop a way to identify or flag transactions and documents in the Finance System that must be kept longer than the normal retention period, so that other transactions and documents can be destroyed or deleted according to our Records Retention Schedule. Most financial documents should be kept for three years after the fiscal year in which they were created, according to the Retention Schedule
- The current Records Retention Schedule is located at: http://www.uh.edu/finance/pages/UHS_RecordRetention.htm

Installation of PeopleSoft Maintenance Packs

- The upgrade to Finance 9.1 in December 2012 did not include applying any maintenance packs for 9.1.
- Mike Chang said that two things must be completed before PS maintenance packs can be added to the Finance System:
    - Data Base Administrators will move the PS operating system from Solaris to Linux machines, which are faster and should improve performance.
    - Upgrade PS Tools from 8.50 to 8.52. The menu for Finance will then behave the same as HR and Student. You will need to click to open a menu item rather than it opening automatically when you hover your mouse over it.
- The above changes to the operating system and Tools are expected to be completed in June 2013. The functional group will help test the Tools upgrade.
- Mike C. will begin looking at the 9.1 maintenance packs to see which ones need to be applied for us. Functional testing will be required prior to applying the maintenance packs.
- Mike C. estimates that the maintenance packs could be applied in December 2013, though there is no hard deadline for doing so. It also depends on when the functional group has time to test. September through November are busy months for most of the functional group.

CSR Review and Priority

- Mike Chang provided a current list of outstanding CSRs prior to the meeting.
- Individuals who entered the CSRs and group leaders are asked to review the list and determine if any of the CSRs should be deleted because they are no longer needed. Contact Mike Chang with any updates to the CSR list.

Concur Travel and Expense Module Demo

- Mike Glisson organized a demonstration by Concur, which provides travel management software, for April 17. All Leadership Group members are invited to attend.
- Concur has implemented at many universities, many of which also use PeopleSoft.
- Possible benefits of using Concur software include:
  - Travel request to payment workflow, including email reminders
  - Management reporting
  - Putting all of the pieces of a trip (trip approval, booking, credit card expenses, out-of-pocket expenses) together in one place
  - Cost savings through greater visibility of spending
  - Improved compliance with built-in rules
  - Improved traveler experience with mobile technology and automated expense reports
  - Keeping track of and communicating with employees in travel status
  - Software as a service – requires minimal UH IT support

Student Refunds

- All campuses currently use HigherOne to process student refunds.
- Raymond Bartlett is looking at possible alternatives for UH – using PeopleSoft or another process. UHCL and UHD plan to stay with HigherOne. UHV did not indicate their preference.
- Raymond will involve UH Accounting Services and Accounts Payable in the discussion because they could be directly impacted by any change to the student refund process.