

## Finance System Leadership Group Meeting Minutes July 12, 2011

Attendees: Attendees: George Anderson, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Keith Martin, Theresa Meneley, Craig Ness, Val Walden

### Status and Schedule of Upgrade to 9.1

Keith reviewed Enterprise Systems planning documents that include major projects scheduled for all applications (Finance, HR, Student) between now and FY2014. One of the major projects is encumbering fringe benefits on the GL, which HR has indicated will begin in January 2012.

Major projects for Finance include:

- Upgrade of Finance application to 9.1
- Implementation of Grants and related modules
- PeopleSoft Asset Management (PSAM)/AP interface
- PSAM workflow
- Non-employee vendor self-service, direct deposit notification, and payment inquiry improvements to encourage ACH direct deposit
- Security setup self-service
- eProcurement, including web portal for employees to access university contracts and electronic invoicing

In addition to the Finance application upgrade from 8.4 to 9.0 to 9.1, it appears that we will have to upgrade Tools from 8.50 to 8.51 at the same time. ES is verifying with Oracle.

The revised upgrade schedule for the Finance application is as follows:

- First pass completed by September 2011 (UHS data but no retrofits)
- 9.1 retrofits added by technical group during October and November 2011
- Functional/technical testing from November 2011 to January 2012
- Upgrade in February or March 2012

In addition to the upgrade to 9.1, the Grants and related modules (Contracts, Billing, Project Costing, and A/R) will be implemented at the same time. The implementation will focus on post-award activity. Pre-award will continue to be handled by the Division of Research application (RAMP/RD2K).

Keith is requesting two permanent technical staff to assist with the Grants implementation and ongoing maintenance, and two temporary (six months) functional staff. One of the functional staff does not need to be an expert in PeopleSoft but should have a good understanding of grant business processes, so he/she can help advise UH on the best way to implement some of the processes associated with the Grants module. Per Craig, Academic Affairs and the Division of Research are co-sponsoring the Grants implementation and will help fund these positions.

Keith may also request a temporary technical staff to assist with the Finance application upgrade.

Keith reminded everyone that UH System is an institutional member of HEUG and, therefore, has access to free web training. We should take advantage of this to learn more about 9.1 and the new modules that will be implemented.

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### Budget Checking in 9.1

Oracle changed the budget checking process from COBOL to Application Engine in 9.1. Therefore, budget checking will take longer to process because the Application Engine needs to schedule it, instead of doing it immediately when you press the Budget Check button, and if there are other processes ahead of your budget check request, the Application Engine will wait until it is your turn. This will likely be perceived negatively by users based on emails from other institutions that have implemented or upgraded to 9.1.

We need to do everything possible to minimize the amount of time required to budget check, including reducing the cycle time that the Application Engine takes to look for new processes in the queue and increasing the number of processes that can run at one time.

### Vendor Payment Inquiry and Direct Deposit Enhancements

Dr. Carlucci indicated in a presentation to the Board of Regents that vendor payments would be by direct deposit in FY12 in order to save money on printing and mailing checks. We have already announced that employee reimbursements must be by direct deposit starting September 1, 2011. Employees can self-enroll for AP direct deposit in PASS and receive an automated email when a direct deposit is issued with a link to more information. They also have a user-friendly payment inquiry page in PASS to search for previous AP payments.

In order to encourage non-employee vendors to enroll in direct deposit, the following enhancements are needed:

- Secure vendor self-service web page, which requires login with a password, to add or change address or bank information
- Email notification to vendor contact of direct deposits as they occur
- More user-friendly vendor payment inquiry than currently exists on the UH website

Enterprise Systems will try to implement these enhancements as soon as possible to encourage non-employee vendors to enroll in direct deposit.

### Status of Asset Management Improvements

The AP/PSAM interface is close to working. Journal vouchers to correct accounts and amounts and use of the asset flag on vouchers based on account need additional testing.

Asset management workflow is being tested by Property Management now. Incorrect location codes caused the process not to work, which have been corrected. After year-end, Property Management will run through some test scripts and once everything is working move it to production. Rollout will be college by college at UH. The other campuses are welcome to use the same process if they like.

### Next Meeting

The next quarterly Finance System Leadership Group meeting will be October 10, 2011.