

Finance System Leadership Group Meeting Minutes July 20, 2015

Attendees: George Anderson, Cathy Bye, Jean Carr, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Sabrina Hassumani, Debbie Jozwiak, Karin Livingston, Keith Martin, Usha Mathew, Theresa Meneley, Muhammad Soonasra, Samantha Yurus

Finance System Changes Due to Audit Findings – Mike Glisson

- A warning message will be generated when certain accounts, which are normally not allowed on federal funds, are used on a journal, voucher, PO, or requisition along with a federal fund cost center, in order to comply with an A-133 audit finding. 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.

The warning message is currently in FS91TST and expected to be released into FSPRD by July 31.

- A column for Invoice Date on the voucher will be added to the 1074 CSV file and Verification Worksheet for revenue/expense transactions, in order to comply with an A-133 audit finding. This will help departments verify that all invoices paid on a grant are within the grant beginning and end dates. This change is fairly easy and should be in FSPRD by early August.
- To comply with State Use Program audit finding, Enterprise Systems will 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. This change will require some programming but Mike Glisson is asking for it to be ready for production in September 2015, if possible.

Travel Management System Implementation – Mike Glisson

- The Financial Connector between UH PeopleSoft and Concur will be implemented following the implementation of the Project Costing module in the Finance System, which is scheduled for August 2, to avoid any issues with Project Costing. Therefore, the Financial Connector should be implemented the week of August 10.
- UH plans to roll out Concur to the rest of UH departments between September and December.
- Enterprise Systems is working on a self-service page in PASS for new employees to register as a traveler, which will establish a profile for them in Concur. However, UH will move forward with its rollout whether this page is ready by September or not, because it is not considered critical to the rollout. Until the self-service page is available, departments will complete forms to enroll new employees in Concur.

Senate Bill 20 Requirements Related to Contract Reporting and Retention – Mike Glisson

- Some of the requirements of SB20, which goes into effect September 1, 2015, are as follows:

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- Post a list of all contracts and related RFPs on the web until the contract expires. “Contracts” means all regular POs and signed agreements. Mike Glisson and Mike Chang will meet with the Purchasing Directors of all campuses on July 21 to discuss a process for posting POs to the web through an automated process beginning September 1. All expense agreements (not revenue agreements), regardless of dollar amount, will be encumbered on a PO, so that they can be posted on the web along with regular POs.
- Retain contracts for seven years after contract expires or is completed. Contracts will be uploaded to the requisition or PO in the Finance System so PeopleSoft will be the repository. Purchasing may maintain additional bidding documentation in their own files or share folder.
- Report to Board of Regents on vendor performance on contracts over \$1 million. Mike Glisson will maintain a list of contracts over \$1 million, all of which have to be approved by the Board as well starting September 1, and will obtain vendor performance information from the contract owner for reporting.
- Report other contract information to Comptroller, which will be determined at a later date. When we have a better idea of what reporting is required, we may determine that a contract management system is needed to collect the data.

Research Modules Implementation – Muhammad Soonasra

- Project Costing, the first research-related module to be implemented, is scheduled to be implemented August 2, 2015, if final testing goes well.
- The big change required by the Project Costing module is that all cost centers (research and non-research) will have two new chartfields, which appear on GL journals, vouchers, requisitions, POs, and budget journals:
 - Project Costing (PC) business unit – default will be the GL business unit (00730, 00759, 00765, 00783, 00784)
 - Activity ID – default will be “101” for C, G, P, etc. project cost centers (not NA projects) and blank for NA project cost centers
- Note: PC business unit and Activity ID do not appear on ORG budget journals.
- In addition, a new field (not a chartfield) will appear on GL journals for C, G, P, etc. project centers (not NA projects) called Analysis Type. The default will be ACT for Actuals.
- FS91TST was refreshed from FSPRD as of July 16. Muhammad will send an email to the group asking them to test in FS91TST over the next week and half. A phone call to decide whether to go ahead with the implementation on August 2 will be scheduled for July 30.
- After Project Costing is added to production (FSPRD), Enterprise Systems will begin working on implementing the Grants, Billing, and Contracts modules all at once, which is tentative scheduled for October 2015. Use of these modules will occur in phases after implementation, probably by fund type.
- The Accounts Receivable module will be implemented separately at a later date to complete the series of PeopleSoft modules needed for research billing.

Implementation of New AFR Module – David Ellis

- The system that creates the Annual Financial Report (AFR) utilizing the Hyperion Data Warehouse is fully implemented. The previous AFR system based on nVision is no longer running parallel.

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- Training, practice sessions, queries, and reports have been provided to AFR user groups at all campuses and will continue to be provided as needed.
- Additional AFR reports and queries will be developed in FY16.

Implementation of New Budget Module – David Ellis (substituting for Barbara Duarte)

- A Hyperion budget planning upgrade is scheduled to be completed in about two weeks. Budget Planning is separate from the Budget Module.
- Enterprise Systems is working on improving performance and developing reports for the Budget Module.
- The new Budget Module will be used to develop the FY17 budget.

Maintenance Packs for the Finance System – Mike Chang

- After Project Costing is implemented (scheduled for August 2), FS91SBX2 will be used to test Finance System maintenance packs, which are tentatively scheduled to be ready for FSPRD in November or December 2015.
- Implementing the maintenance packs will make the upgrade from 9.1 to 9.2 easier. Currently, there is no timeframe to upgrade to 9.2. After we upgrade to 9.2, there will be no more major upgrades. We just need to apply the quarterly updates from Oracle to stay current.

Asset Management Workflow – Karin Livingston

- Karin asked that Asset Management workflow become a higher priority because of its many benefits to all UHS components, including a faster and more efficient process to:
 - Transfer property to surplus
 - Transfer property between departments
 - Move property to a different location within a department
 - Take property off-campus
 - Designate a property custodian
- Mike Chang has been working on the delivered workflow but has encountered problems.
- Karin will be too busy to do much testing until December because of year-end tasks, so Mike Chang will refocus on Asset Management workflow in December.

Next FSLG Meeting

- The next FSLG meeting is scheduled for Monday, November 16, 2015 from 1:30 PM to 3:00 PM in room 118, ERP1.