Finance System Leadership Group Meeting Minutes
October 10, 2011

Attendees: George Anderson, Cathy Bye, Jean Carr, Catherine Chan, Mike Chang, John Cordary, David Ellis, Mike Glisson, Karin Livingston, Keith Martin, Craig Ness, Darlene Pullin, Val Walden

Status of Upgrade to 9.1
Mike Chang said that Enterprise Systems is conducting another initial pass to 9.1 because the previous initial pass attempt was unsuccessful. Mike said that ES knows what caused the problem last time and expects a successful pass this time around, which should be completed in November.

Keith Martin said that ES is hiring a contractor to assist with the Finance upgrade, who has 10+ years experience with system upgrades. He is scheduled to start October 17 and will work with the database administrators on the upgrade process. Though his initial assignment is for 10 weeks, ES will extend his assignment if needed.

Craig Ness suggested an upgrade window of early July 2012, after the June accounting period is closed, so that it does not interfere with the FY2013 budget load. Everyone agreed that this would be a good time for the upgrade. Ideally, all campuses would close June by Thursday, July 5, so that the upgrade could start the evening of July 5 and continue over the weekend and be completed by the following Monday (July 9) or Tuesday (July 10).

Keith will provide an updated upgrade schedule after the initial pass is completed.

Status of Grants and Related Modules Implementation
Craig said that he, Keith, and Elizabeth Anderson-Fletcher met recently to discuss the implementation. Craig and Elizabeth are the business owners and Keith is the project manager. Academic Affairs and Research are jointly funding the implementation.

The implementation of Grants, Contracts, Billing, and A/R will occur at the same time as the upgrade to 9.1 (early July 2012). The following custom processes will be replaced by 9.1 delivered functionality: Revenue Recognition, Letter of Credit, and Indirect Cost.

Two functional consultants (non-employees) will be hired to assist with the upgrade, and two technical staff (employees) will be hired to assist with the upgrade and post-upgrade maintenance of these modules.

Karin Livingston will be involved a great deal since many of the processes to be implemented are setup or run by General Accounting and all of them affect the General Ledger. The following individuals, who process research billing for their campus, will also be involved: Lee Folk (UHCL), Alan Turner (UHD), and Angela Hartman (UHV).

High-Level Review of Customer Service Request (CSR) List
Mike Chang distributed a list of current CSRs. In addition to the upgrade and Grants implementation, major initiatives include:
- Vendor Portal – Allows vendors to update contact, address, and bank information and review payments through a secure portal.

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- Fixed Asset Depreciation – Need to begin using Asset Management to generate depreciation in FY2012, since the State Property Asset (SPA) system will not be available after FY2011. SPA is being used to calculate FY2011 depreciation. Karin would like to have depreciation working in Asset Management by February 2012.

Scanners for Property Inventory
Keith said that scanners currently used for property inventory would need to be replaced before the upgrade because they will not work with Finance 9.1. Currently, campuses use High Jump software to interface between Asset Management and the scanners. However, Finance 9.1 does not support High Jump. Fortunately, various vendors now offer inexpensive scanners that will work with 9.1 without the need for a software interface.

Data Warehouse Update
Craig said the Data Warehouse will complete an upgrade to Hyperion 11 on November 14, 2011, which will not require use of a specific internet browser. Also, the Budget vs. Actual pages are now available in the data warehouse. In addition, a new manager is being hired to oversee the data warehouse, which had an interim manager since Richard Hines retired several months ago. Finally, Libby Barlow is starting to use the data warehouse to create some reports with student-related statistics for the Chancellor.

Next Meeting
The next Finance System Leadership Group meeting will be January 9, 2012.