Financial System Leadership Group Meeting Minutes

November 9, 2009

Attendees: George Anderson, Jean Carr, Mike Chang, John Cordary, Mike Glisson, Margie Hattenbach, Selesta Hodge, Karin Livingston, Keith Martin, Theresa Meneley, Val Walden

Employee Self-Service for AP Direct Deposit and Payment Inquiry

On November 15, Enterprise Systems will implement the following changes:

- Employees can enter/update bank information in P.A.S.S. for AP direct deposits (payroll direct deposits are not affected), which will immediately update the Finance System
- Employees will receive an automated email each time they enter/update bank information in P.A.S.S. for AP direct deposit
- Employees can review their AP payments (checks and direct deposits) in P.A.S.S. going back to September 1, 2001
- Employees will receive an automated email whenever an AP direct deposit payment is issued to them

On November 16, Mike Glisson will send an announcement to Finance Listserv about these new features, as well as advertise them through other email lists and newsletters.

eShip Global Shipping Service Available in Finance System

UH departments order shipping services through eShip Global (HUB vendor), which guarantees the lowest contracted rates for FedEx, UPS, and other carriers. Authorized users access the eShip Global website through the Finance System. Users enter the cost center to be charged on the eShip Global website when they place their order and eShip Global sends a weekly file of completed shipments to Accounts Payable, which is used to create automated vouchers.

Departments are charged $0.75/domestic package and $1.00/international package (a fee is accessed for each package). However, departments will likely save money overall by choosing one of the shipping options on eShip Global's website which are offered at discounted rates.

This service is also available to UHCL, UHD, and UHV. Samantha Yurus discussed and demonstrated the eShip Global program with the AP Directors on November 6. If a campus plans to use this service, they should notify Mike Chang so he can give eShip Global the Internet Protocol (IP) range for that campus.

UH Contract to Scan Bi-Weekly Timesheets

The UH contract to microfilm bi-weekly timesheets ended in August 2009, so UH requested bids from several companies for scanning the timesheets instead. As a result, UH issued a PO to SRI IIST Inc. to scan approximately 150,000 bi-weekly timesheets during FY10. SRI IIST is charging 4.2 cents per timesheet and will deliver the timesheets to UH as individual files via secure FTP. The timesheets will be stored on a secure server for Payroll Department use only, and will be indexed by Employee ID and Pay Period ID. Each campus has its own solution for storing, filming, or scanning bi-weekly timesheets until we go to Time and Labor for bi-weekly employees.

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Tools Upgrade Testing and Schedule

Testing for the Tools upgrade from 8.45.18 to 8.49.23 has gone well. All issues noted during testing have been resolved except for two: (1) document imaging could not be tested because it was not supported in the PSSBX2 environment where Tools upgrade testing occurred and (2) the Budget Development Module did not generate an email message notifying the user that a budget journal had posted when the budget journal was created and posted by a final approver (i.e., without going through workflow). Document imaging will be tested by the developers in FSDEV and by functional users in FSTST prior to the upgrade. The Budget Officers will verify whether an email message is desirable when a final approver posts a budget journal they created.

The schedule for the Tools upgrade is as follows:

- November 30 – December 1: Upgrade Tools in FSDEV
- December 3 – 4: Upgrade Tools in FSTST with data refreshed as of December 3 (Note: FSTST will not be available December 3-4.)
- December 7 – 11: Functional users test Tools upgrade in FSTST and report any problems immediately to Mike Chang
- December 13: Upgrade Tools in FSPRD. Mike Chang will notify Mike Glisson and others willing to "kick the tires" in FSPRD after the upgrade to make sure the database appears to be working correctly. This includes running some reports and queries, and creating a few transactions. It is not meant to be a thorough testing but to verify that FSPRD appears to be acting normally before other users begin using it Monday morning.

Application Upgrade

Enterprise Systems is still working on an initial pass to upgrade Finance from 8.4 to 9.0, which Keith hopes will be completed in December. After the initial pass, ES will create an upgrade schedule. The upgrade window for Finance is normally between November and June, though we have to make allowances for the spring budget cycle.

With the current resources in ES, it is unlikely that the upgrade could occur by June 2010, which would make December 2010 the most likely month for the upgrade. Concerns raised by a December 2010 upgrade include:

- Several changes to Asset Management, which will improve efficiency system-wide, are currently on hold until after the upgrade, so ES can spend time on the upgrade instead of making these changes.
- In addition to Asset Management, there are currently four pages of customer service requests (CSRs) that are in various stages of completion by ES. Most have not been started. In addition, some CSRs have not been submitted because the functional group recognizes that ES does not have the resources to complete them. ES will not be able to complete most of these CSRs until after the upgrade.
- The UH Division of Research is considering implementation of the PeopleSoft Grants module, along with the related modules of Project Costing, Contracts, Billing, and Accounts Receivable. If Grants is implemented, it would have to wait for the 9.0 upgrade

to be completed because it makes no sense to implement Grants in 8.4 and then immediately upgrade to 9.0.

- UH Plant is considering using the Project Costing module for construction budgeting separately from the Division of Research. However, implementation would be delayed until after the Finance upgrade as well.
- The next HR/Student System upgrade (not currently scheduled) could interfere with the Finance upgrade if they are scheduled close to the same time because they both require DBA resources. However, Keith does not believe that this would be a problem because he believes there are enough DBAs to handle both upgrades simultaneously if needed.

Keith is going to request an additional technical resource for the Finance upgrade, which may enable ES to complete the upgrade by June 2010. Keith said that another resource would be needed to clear out the backlog of CSRs and/or provide assistance with the implementation of any new modules. If someone is hired to assist with the implementation of a module, he/she would presumably support that module as a permanent employee in ES.

Grants Module

On November 9, members of the UH Division of Research, Enterprise Systems, and Finance attended a demonstration of the Grants module given by Oracle representatives. Dr. Donald Birx, VC/VP for Research, will decide whether to implement Grants and the supporting modules.