

Finance System Leadership Group Meeting Minutes November 29, 2012

Attendees: George Anderson, Christopher Burton, Cathy Bye, Jean Carr, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Debbie Jozwiak, Keith Martin, Usha Mathew, Theresa Meneley, Darlene Pullin, Tracey Shipper, Val Walden, Samantha Yurus

Status and Schedule of Upgrade to 9.1

Mike Glisson forwarded the current status of outstanding tasks related to upgrade testing to the group before the meeting. The group reviewed the list of outstanding tasks.

Mike Chang discussed the concern about project dates transferring correctly from 8.4 to 9.1.

- Project Status Page – Begin and end project dates are converting correctly. However, if the project dates are blank, the system will assign an arbitrary date. Also, there are four projects with begin dates after the end dates. Mike will send a list of all projects without dates or with incorrect begin/end dates in 8.4 to Karin Livingston, so that these can be corrected prior to the upgrade.
- Custom Project Setup Page – Begin and end project dates are pulled from information obtained in the initial upgrade pass (April 2012). Mike will develop a solution to put the correct dates in the upgraded database at the beginning of the upgrade process.

Keith Martin said that the Trees have an import/export function, so Catherine will try to export trees from 8.4 FSPRD and import them into 9.1 FSTST. If that works, she will do the same for the upgrade.

AP check cycles will be run for all campuses on December 5, 6, and 11. Samantha will determine the pay-through dates and email them to Tracey. Check cycles run about 9 AM, so vouchers final approved on December 6 after 9 AM will not issue a payment until after the upgrade on December 11.

As a reminder, queries that are in FSPRD (8.4) as of November 30 at 5 PM that have been run the past three years will be copied into 9.1 during the upgrade. Therefore, any queries that are created or modified after November 30 in FSPRD (8.4) will not appear in 9.1. They will need to be added or changed in 9.1 by the query creator after the upgrade.

As a reminder, all vouchers and SC vouchers must be posted prior to the upgrade. UH is requiring departments to submit vouchers and SC vouchers for final approval by end of business on December 4, so that Accounts Payable and General Accounting have enough time to approve them before the upgrade. There is no requirement for journals or requisitions to be final approved or posted prior to the upgrade.

UHCL and UHD are planning to close period 3 by end of business on December 5. UH and UHV are still planning to close by noon on December 6.

The upgrade schedule is as follows:

- December 6 (Thurs) at 5 PM – All users locked out of 8.4 FSPRD. Tracey runs final processes, including voucher post, prior to upgrade. ES begins upgrade by 7 PM. Keith estimates that it will take about 48 hours to upgrade from 8.4 to 9.0 and about 40 hours to

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upgrade from 9.0 to 9.1. Mike Chang will keep the FSLG informed of the progress during the upgrade.

- December 10 (Mon) at 6 PM – ES sends link for upgraded database to Catherine as soon as it is ready. Catherine updates security, which should take about 6 hours.
- December 11 (Tues) at 6 AM – Catherine notifies FSLG to perform limited testing in upgraded database. FSLG should reply to all with their testing results.
- December 11 (Tues) at 8 AM (or sooner if ready) – Mike Glisson notifies ES that the upgraded database appears to be working, ES points 9.1 FSPRD to the public UHS portal, and Mike Glisson notifies all Finance System users through the Finance Listserv that the upgrade is complete.

During the upgrade, users can use 8.4 FSSBX (copy of FSPRD just before the upgrade) to view information. Following the upgrade, 9.1 FSSBX will be built and refreshed on a weekly basis the way 8.4 FSSBX is now. TEST and DEV environments for 9.1 already exist. 9.1 TEST can be used for training. 9.1 TEST was copied from FSPRD on September 18 and will be refreshed after the upgrade at a mutually agreed upon date by ES and Finance.