

Finance System Leadership Group Meeting Minutes November 8, 2012

Attendees: George Anderson, Christopher Burton, Cathy Bye, Jean Carr, Mike Chang, Mike Glisson, Debbie Jozwiak, Keith Martin, Usha Mathew, Theresa Meneley, Shabana Mohiuddin, Darlene Pullin, Tracey Shipper, Val Walden

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 and a couple of other items that were recently discovered and not on the task list yet.

Cathy Bye raised a concern about the slow response time in the Purchasing module, especially to cancel a PO which is taking 7 to 10 minutes. The other modules are running faster. In addition, Cathy said they are unable to cancel a PO that was created in 9.1, though they can cancel a PO created in 8.4. Mike Chang reviewed the sequence of steps from approving a PO to cancelling a PO in 9.1, and noted that dispatching is an additional required step to canceling a PO in 9.1:

1. Approve PO
2. Budget check PO
3. Dispatch PO
4. Cancel PO
5. Budget check PO (Pending Cancellation status)
6. Dispatch PO (Cancelled status) – additional step in 9.1

There is also a concern about project dates on the custom project setup page in 9.1 matching the dates in 8.4. This needs to be corrected before the upgrade. Karin and Mike Chang are looking into it. Keith suggested that we also verify that the letter of credit and revenue recognition process are working correctly, since they use these dates.

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.

Keith thinks that the trees in 9.1 will be a copy of 8.4 trees as of the initial upgrade pass, which was completed in May 2012 with data from FSPRD as of April 12, 2012. Mike Glisson asked if the budget officers would verify if 9.1 Test contains trees as of April 12, 2012 or as of September 18, 2012 when the most recent upgrade pass occurred. If the trees are as of April 12, Mike Chang will need to work out a method for copying the trees to 9.1 during the upgrade.

Keith said that FSSBX, which is copied from FSPRD every Friday morning, can be used for those who want to run reports or view information during the upgrade.

Keith will perform an initial load test in 9.1 Test on November 15 and plans to perform more extensive tests the week of November 26.

All vouchers and SC vouchers must be posted prior to the upgrade. UH will require departments to submit vouchers and SC vouchers for final approval by end of business on December 4, so

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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.

The following issues were also discussed but not deemed critical enough to delay the upgrade:

- UHCL received an error message when deleting a requisition line. Mike Chang will turn off tracking to see if that resolves the problem.
- UHD received an error when cancelling a requisition. Mike Chang believes it may be a security issue.
- The document upload process is not working. Mike Chang said that the document upload setup in 9.1 Test was completed yesterday (November 7), so users should be able to upload documents now.
- It is taking a long time to budget check late interest vouchers.
- There appears to be a sync or logic problem when transferring student vendor files from the Student System to the Finance System. Mike Chang is looking at it.
- For late interest vouchers and HR journals, which both are budget checked at the accounting line level, Tracey is not able to create the journal until the project end dates have been extended for expired projects. This is not a problem, just FYI. In 8.4, the journal would be created and then Tracey would ask for the project end dates to be extended. In 9.1, Tracey will request to extend project end dates (based on a query) and then creates the journal. This is normally only needed on UH journals because the other campuses do not have that many late interest or HR journals with projects.
- BDM reports are taking 10 to 25 minutes to run. Mike Chang said that BDM reports were rewritten as SQRs because some of them were not finishing previously. At least now they finish, though some take a long time to run. Mike suggested looking at the start and end run times for the report in Process Monitor to determine how much time it is actually taking to run. Some of the delay may be caused because it is in queue behind other reports and does not start running for 5 or 10 minutes.

The upgrade is still planned as follows:

- December 6 (Thurs) about 7 PM – Upgrade begins
- December 10 (Mon) – Key users perform limited testing in upgraded database
- December 11 (Tues) at 7 AM (or sooner if ready) – All Finance System users notified that upgrade is complete

Upgrade Training

Cathy said that UHCL created upgrade training material for its campus, which includes step-by-step instructions for completing common tasks (creating vouchers, requisitions, journals, etc.). Cathy agreed to share the material with the other campuses in case they can use or modify it for their campus.

UHCL and UHD plan to hold classroom training sessions (not hands-on) in which users can see a demonstration of 9.1. UH may do the same and is also planning to create brief online videos that users can run on their own. All campuses are planning to provide upgrade training the weeks of November 26 and December 3.

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Since 9.1 Test only has one process scheduler, everyone agreed that it was not a good idea to provide hands-on user training in this database. It will run slow and probably frustrate users.

Next Meeting

Mike Glisson will schedule the next FSLG meeting for November 29.