Financial System Leadership Group Meeting Minutes

December 13, 2010

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

Tools Upgrade

Mike Chang reviewed the following key events related to the Tools upgrade from 8.49 to 8.50:

- December 17: FSSBX will be refreshed from FSPRD. FSSBX will not be refreshed again until the Friday after Tools is upgraded in FSPRD.
- December 18: FSTST will be refreshed from FSPRD.
- December 20-21: FSTST will be upgraded to Tools 8.50.
- December 20 to January 7: Campuses use FSSBX for training/troubleshooting.
- December 23 to January 6: Functional users perform testing in FSTST and report testing results (good and bad) to the Sharepoint website or Mike Chang. Please perform testing as early as possible and provide feedback as testing occurs, rather than waiting until testing is completed, so that ES can work on any problems that arise ASAP.
- January 7: Go/No-Go Decision regarding Tools upgrade based on testing results.
- January 9: Upgrade FSPRD to Tools 8.50 if "Go" decision on December 7. Mike Chang will notify volunteers to "kick the tires" in FSPRD when the upgrade is complete, and announce to the Finance Listserv that FSPRD is available if there are no problems.
- January 30: Next possible date to upgrade Tools if "No-Go" decision on December 7, due to "black-out" of IT upgrade activity during the start of the new semester.

Finance Application Upgrade

Keith Martin proposed the following schedule for the Finance System upgrade from 8.4 to 9.1:

- January-March: Following the Tools upgrade, ES will perform an upgrade pass to 9.1 using Tools 8.50.
- March/April: A 9.1 test environment with UHS data (but without UHS modifications) will be given to functional users for preliminary testing. The test environment can be used to determine if some UHS modifications are still needed because enhancements in 9.1 make them unnecessary.
- March 31-April 5: SA/HR upgrade to 9.0 will occur (FYI).
- July-December: Functional users will test the retrofitted version (i.e., with needed UHS modifications applied by ES) of the upgraded 9.1 test environment.
- December 2011 (holiday break): FSPRD is upgraded to 9.1.

Grants and Related Modules Implementation

Oracle was asked by UH Academic Affairs and the UH Research Division to do an assessment of the Grants implementation, and is expected to issue a report to Craig Ness (Academic Affairs) and Elizabeth Anderson-Fletcher (UH Research) on December 17 with their recommendation.

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<u>Add Accounting Date for Vouchers and Requisitions</u>

UHCL suggested adding the Accounting Date to the worklist for Vouchers and Requisitions, so that final approvers in Accounts Payable and Purchasing can easily distinguish between documents for the old fiscal year and the new fiscal year at year-end. There were no objections to making this change.

<u>Prioritize Reports to be Worked On</u>

Jean Carr suggested that trees be used to create reports whenever possible. For instance, the 1033A report uses trees to determine which departments to run the report for but does not use trees to determine the output layout. Jean will provide specifications to Mike Chang for changes to the 1033A report. ES will work on these changes after rewriting the 1060 series of reports as SQRs, which is currently in process.

<u>Electronic Invoices and ACH Payments</u>

Mike Glisson scheduled a meeting with Invoice Delivery Service (IDS) on December 17 at 2 PM in room 145 ERP3 to discuss their electronic invoicing service. Members of the FSLG are invited to attend as well. This is an information gathering session primarily, as we think of ways to process AP payments more efficiently. Future meetings will be scheduled before any decisions are made regarding possible processing changes.

<u>Schedule for Future Meetings</u>

The group determined that quarterly meetings would be adequate, since most monthly meetings are cancelled due to a lack of agenda items. Mike Glisson will schedule meetings in March, June, September, and December. Additional meetings can be scheduled if needed.