

## Financial System Leadership Group Minutes April 13, 2009

Attendees: George Anderson, Jean Carr, Catherine Chan, Mike Chang, John Cordary, David Ellis, Mike Glisson, Karin Livingston, Keith Martin, Theresa Meneley, Toni Wyer

### Status and schedule for upgrade to 9.0

Enterprise Systems (ES) will upgrade PeopleTools (from 8.45 to 8.49) and the Oracle database (from 9i to 10g) before upgrading the Finance application (from 8.4 to 9.0).

Previously, ES had planned to upgrade PeopleTools, Oracle, and Finance simultaneously to minimize the time required for testing. However, it will be easier to focus on the Finance upgrade after the PeopleTools and Oracle upgrades are completed sometime this summer. ES will ask functional staff to test queries, batch processes, and reports, which may be affected by the PeopleTools and Oracle upgrades.

In the meantime, ES will continue to work on the Finance application upgrade with the intention to have an upgrade environment with UHS customizations ready for testing by late fall 2009. We could upgrade Finance anywhere between late December 2009 and June 2010, depending on the results of testing, but we will not upgrade before we are confident that the upgrade will cause minimal disruption to users.

Oracle's "Applications Unlimited" customer support policy ensures that Oracle will continue to provide customer support for 8.4 as long as we need it.

### Fixed asset enhancements

The following enhancements related to Asset Management are being investigated:

- Extracting asset information from vouchers – reps from all campuses will test on May 5
- Upload mass changes to Asset Management database via Excel – UH will work on this and rollout to other campuses if it works
- Workflow approval for changes to Asset Management - UH will work on this and rollout to other campuses if it works

### Uploading documents for chartfield pages (fund, program, etc.)

Currently, the only chartfield that has document upload capability is the Program, but this is only for endowment-related documents (Endowment Document Page). The group agreed that a document page is needed for all of the standard chartfields and the cost center, in order to store the request for creating, changing, or inactivating the chartfield/cost center. Document pages will be created in the following order:

1. Cost center
2. Program
3. Project
4. Account
5. Dept ID
6. Fund

In addition, a Long Description field (255 characters) was requested for those chartfields that do not have one already, so that this information can be queried if needed.

## Financial System Leadership Group Minutes April 13, 2009

Mike Glisson will create CSRs to add document pages and long descriptions (where needed) for the above chartfields and cost center.

### Workflow update

UHD implemented SC voucher workflow today (April 13), which is used to purchase goods and services from UHD service centers. Purchases from the UH Printing Department will be handled through inter-campus journal. UHCL is still considering whether to implement SC voucher workflow. UHV does not need SC vouchers because it does not have service centers. All campuses have already implemented workflow for regular vouchers, GL journals, budget journals, and requisitions.

### E-Ship Global contract and implementation

Mike Glisson passed out a one-page summary of the five-year contract with eShip Global for management of overnight shipping services. UH expects to save money on overnight shipping, as departments will be able to compare and choose from discounted shipping rates offered by multiple carriers. Departments will enter their cost center online when they place their order and AP will process weekly voucher payments to eShip Global (a HUB vendor).

Samantha Yurus is leading the implementation at UH, which is scheduled for this summer. After implementation at UH, Samantha will share information with the other AP Directors in case they want to implement at their campus.

### AP direct deposit enhancements

The following enhancements are being developed by ES to improve AP direct deposits for employees:

- Employee sign-up of direct deposit through PASS
- Email notification of ACH payments
- Improved payment lookup ability using PASS

After making improvements to employee direct deposit, ES will work on improving the vendor direct deposit process.

### Open CSR list

Mike Chang distributed the CSR (Customer Service Request) list of Finance System reported problems and enhancement requests, which is three and a half pages long. Though there are many items on the list and some of them are old, many items (especially related to production support) have been completed and removed from the list while new items have been added.

Mike Chang's group is now fully staffed for the first time in three years. Two employees are new and still learning to work with PeopleSoft.

Mike Glisson will ask the UHS representative for each area to review the list of CSRs for their area and discuss them with the requester and other subject matter experts to determine if the CSRs are still needed. If so, the representative will verify the priority and due dates are accurate. If no longer needed, the CSR will be removed from the list. Mike Chang will determine if the

## Financial System Leadership Group Minutes April 13, 2009

CSR detail can be printed to facilitate review. Either way, the following persons are asked to complete this review by May 31:

- Samantha Yurus – Accounts Payable, Commitment Control
- Karin Livingston – Accounts Receivable, Fixed Assets, General Ledger
- Margie Hattenbach – Budget
- Alan Phillips – Purchasing
- Mike Chang – Imaging, PeopleTools

### Email notification related to Red Flag Rules

Beginning May 1, email notification will be sent for certain changes in PASS, the Student System, and for Persons of Interest. Though the Red Flag Rules, which require procedures to prevent, detect, and mitigate identity theft for customers who are allowed to make payment after goods/services are provided, do not generally apply to employees, it was determined that employees and persons of interest should also receive email notification as a prudent business practice. Beginning May 1, employees, students, and persons of interest who make the following changes will receive an automatic email notification:

- Change home address – email will indicate the new home address
- Change email address – email sent to old email address and new email address indicating the email address change
- Change W-4 – email will indicate new W-4 withholding option
- Change payroll direct deposit – email will indicate old and new bank account and routing numbers (all but last four digits will be hidden)

### Future Meetings

The FSLG meetings are scheduled for the second Monday of the month from 1:30 PM to 3:00 PM in room 249, UBP3. If there are no agenda items to discuss or updates can be handled by email, Mike Glisson will cancel the meeting, so please notify Mike if there are issues you would like to discuss when he requests agenda items.