

## Finance System Leadership Group Meeting Minutes May 30, 2012

Attendees: George Anderson, Christopher Burton, Cathy Bye, Tony Carpenter, Jean Carr, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Lisa Limon, Karin Livingston, Keith Martin, Usha Mathew, Theresa Meneley, Darlene Pullin, Samantha Yurus

### Status and Schedule of Upgrade to 9.1

Mike C. sent an email on Saturday, May 26 that retrofits had been added to the new 9.1 upgrade test database with production data as of April 12, 2012.

Below are highlights of current 9.1 testing problems.

#### Accounts Payable and Vendor Setup Testing (Samantha Yurus)

- 1099 process not working – not a concern for the upgrade since 1099's are processed in January, but ES will review when there is time
- Vouchers that have ACH as the payment method cannot be saved – Mike C. thinks he knows the solution
- Action field (used for budget checking) disappeared – Catherine thinks it might be a security issue and will try to fix it
- In 9.1 PO vouchers require a two-step budget checking process: (1) doc tolerance check to verify the current PO amount does not exceed the original PO amount by a certain percentage or dollar amount and (2) regular budget check. In 8.4 both steps are done simultaneously. Catherine will check if a delivered process in 9.1 that does matching, doc tolerance, and budget checking as one step will work for PO vouchers so that it does not have to be a two-step process. Also, doc tolerance rules need to be setup by fund code or possibly at a higher level, which Catherine and Samantha will investigate.
- P/T-Card profile cannot be entered for new cardholders – Catherine will determine if it is a security issue.
- Distribution lines cannot be added on a voucher – Mike C. will investigate.
- Speedtype missing from voucher distribution lines – Mike C. will investigate.
- TINS/USAS feeds need to be tested.
- The EDI process for creating Citibank and Noble America vouchers from a vendor file is not working – Mike C. will investigate.
- About 80 vendors were setup for EFT payment in 9.1 Test, unlike 8.4 Production – Samantha will review the recently refreshed 9.1 Test database to see if they are still setup for EFT. Could be a data integrity issue.

#### Purchasing (Christopher Burton)

- Most testing has been conducted by UHCL.
- UHCL test results were entered in Sharepoint by UH Purchasing because UHCL cannot update Sharepoint. However, multiple issues were entered as one item. Mike C. prefers that individual problems be entered separately so that they can be worked and retested separately. Christopher will reenter the UHCL test results as individual items and give Mike C. the related attachments that he cannot upload to Sharepoint.
- Mike C. said that requisitions appeared to be working. The problems start with saving and dispatching the PO. ES is looking into it.

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- Cathy reported that entering the Speedtype on the PO Header Defaults page does not appear to be populating the cost center on the distribution line – Mike C. will investigate.
- Cathy also reported that the merchandise amount does not populate until the PO is saved. This is called “deferred processing,” which is intended to speed data entry. However, ES will turn it off because it might be confusing to users who are not used to it.

### General Ledger and Asset Management (Karin Livingston)

- General Ledger processes, including journal workflow, appear to be working for the most part. Karin’s group will retest in the newly refreshed 9.1 test database.
- A query used by Plant Accounting was not working. They will retest in the new database.
- Four or five issues remain for Asset Management, which are noted in Sharepoint. Property Management will continue to retest in the new database to verify they still exist.
- Depreciation will be tested after basic asset processes are working. Catherine will need to run three processes prior to depreciation testing.

### Finance System Operations and Security (Catherine Chan)

- Unable to test student and HR feeds because we don’t have a 9.1 student and HR database – Mike C. work with the DBAs to use the SA and PA DC2 databases for testing. Patty Benoit can create student accounting lines if needed for the test.
- EDI process not working (also reported by Samantha).
- AP check process working but need to retest in new database.
- ACH process failed –Mike C. will investigate.
- The following processes did not fail but need additional testing: AP nightly journal generate, voucher post, payment post, USAS/SPA daily report, and state payment posting.
- SC voucher journal generate not working for postage, telecom, Physical Plant work orders – related to EDI problem.
- PASS not available for 9.1 to test employee AP payment inquiry – Mike C. to work on it.
- USAS late interest vouchers not working – related to EDI problem.
- End of month allocations (UCI/WCI, Admin Charges, etc.) not working – Mike C. to investigate with Catherine and Karin.
- Not tested yet: vendor hold updates and end of month IDC and TAP processes.

### Budget Processes (Margie Hattenbach)

- SQRs in BDM are taking too long to finish.
- The budget journal approval/posting process needs to be reviewed by the Budget Officers to determine the preferred business process in 9.1.
  - In 8.4, budget journals are immediately posted by the Budget Office and simultaneously final approved through a behind-the-scenes process. If the budget journal does not post, it is automatically denied back to the initiator.
  - In 9.1, budget journals are posted through a scheduled process that takes longer. Once they are posted they would need to be manually approved. If they do not post, they would need to be manually denied. The problem for the Budget Office is keeping track of which journals are posted or not posted so they can manually

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approve or deny them. The journal will not automatically refresh and indicate if it is posted or not if the posting process runs too long.

- The Budget Officers and Mike C. will meet by conference call on May 31 to decide what the process should be in 9.1.

### Financial Reports (David Ellis)

- Existing nVision reports appear to be working in the 9.1 test database. However, David will try creating a new report from scratch to make sure that works too.
- Trial Balance reports, which are not used in 8.4, will need to work in 9.1 because the auditors have requested Trial Balance reports that are run in PeopleSoft to a PDF. There appears to be some problems with running a Trial Balance, which David will report in Sharepoint.

### Enterprise Systems (Mike Chang)

- Of the 91 tasks logged so far in Sharepoint, 32 have been completed, about 1/3 are ready to test, and another 1/3 are in process or not started.

### Next Meeting

- Mike Glisson will schedule a meeting for June 14 at 3 PM to review the testing status and make a decision about whether to proceed with the upgrade in July. We previously identified July 12-17 and July 19-24 as two possible upgrade windows.