

Financial System Leadership Group Meeting Minutes

June 16, 2010

Attendees: Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Selestia Hodge, Karin Livingston, Keith Martin, Theresa Meneley, Val Walden

Tools Upgrade

HR/SA has been testing 8.5 Tools in preparation for an upgrade and plans to complete the upgrade in mid July. As a result, many bugs related to 8.5 Tools have been found and corrected, which should make the upgrade to 8.5 Tools for Finance that much easier. Of course, Finance will need to do some testing too, especially related to nVision reports.

It would be better to complete the Tools upgrade in Finance in late July or early August, rather than later, for the following reasons:

- HR/SA will already be on 8.5 Tools by mid July, which has a different look than the current Tools version and might be confusing for users who are using both HR/SA and Finance.
- The Finance departments get very busy in late August through mid November and it is better not to add one more task, such as testing the Tools upgrade, during this time, not to mention the possible disruption to preparation of the Annual Financial Report if there are problems with the upgrade.

Mike Chang is going to talk to the database administrator (DBA) about putting Finance on the Tools upgrade schedule for this summer.

Finance Application Upgrade

Keith Martin discussed some of the major steps for the application upgrade to 9.1. Milestones with approximate dates include:

- Enterprise Systems signs-off on use of new hardware purchased to replace older equipment used to support Finance and other systems. (July 1, 2010)
- DBA completes initial upgrade pass to 9.1. (June 16, 2010 to August 16, 2010)
- Finance technical group installs retrofits (UHS customizations) in upgrade database. (August 20, 2010 to October 20, 2010)
- Finance functional group tests upgraded database in the test environment and reports any problems to the technical group. (November 1, 2010 to January 14, 2011)
- Go/No-Go decision on upgrade. (January 15, 2011)
- Conduct two-step upgrade to 9.1. (March 17-22, 2011 or sooner)

Grants and Related Modules Implementation

In a meeting to review outstanding grant receivables at UH, it was decided that UH would implement the PeopleSoft Grants, Contracts, Project Costing, Billing, and Account Receivable modules to improve the billing and collection process of research grants. The target date for installation is February 2012, which makes completing the Finance System upgrade to 9.1 in the spring of 2011 all that more important.

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Dr. Elizabeth Anderson-Fletcher, Associate Vice President for Research at UH, was asked to chair a committee to oversee the implementation of Grants and related modules. The first meeting of the committee is July 8. The following people are on the committee:

Elizabeth Anderson-Fletcher, Research (Chair)

Craig Ness, Academic Affairs

Keith Martin, ES

Mike Chang, ES

Beverly Rymer, Research

Nancy Ward, Research

Kal Marchi, Research

Mo Soonasra, Research

Karin Livingston, Finance

Andrea Tebo, Finance

Catherine Chan, Finance

Mike Glisson, Finance

UHS already owns licenses to use the A/R, Project Costing, and Billing modules, but would need to purchase licenses for Grants and Contracts. Resources needed to perform the implementation, as well as maintain these modules will be discussed by this committee.

ePayables Update

The Comptroller's Office denied our request to use Bank of America's ePayables product because the current state-contracted procurement card provider, Chase, offers a similar product under the state contract. The state procurement card contract ends August 31, 2010, and the Comptroller's Office has not announced who the new vendor will be. Unless the new vendor is Bank of America, we probably will not pursue the ePayables solution for vendor payments.