Finance System Leadership Group Meeting Minutes
June 14, 2012

Attendees: George Anderson, Christopher Burton, Cathy Bye, Tony Carpenter, Jean Carr, Catherine Chan, Mike Chang, John Cordary, Mike Glisson, Margie Hattenbach, Karin Livingston, Usha Mathew, Craig Ness, Minthu Pham, Darlene Pullin, Val Walden, Nancy Ward

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. Each functional leader was asked to indicate which tasks are critical to the upgrade. The group reviewed the list in the meeting and concluded that it would not be possible to complete the upgrade in July. There are too many critical items that need to be resolved before the upgrade occurs and some basic functionality is not working yet that would even allow us to create training scripts for end users. The next upgrade window will be in December, after the Annual Financial Report is completed.

Since the Accounting groups will be very busy with end-of-year activity starting in August through mid-November, Mike Chang's group will focus mainly on resolving GL and Asset Management tasks first. Afterwards, ES will focus more on AP, Purchasing, and Budget tasks. However, all groups should continue testing and reporting new problems and resolutions in SharePoint as if we were upgrading in July. We need to make the 9.1 test environment work as smoothly as possible as quickly as possible, so that we can continue testing to become familiar with the new environment and develop training material for end users.

Next Meeting

Mike Glisson will schedule another meeting in about two weeks to review our progress on upgrade testing and to discuss specific dates for the upgrade.