

Finance System Leadership Group Meeting Minutes  
September 8, 2008

Attendees: Jean Carr, Catherine Chan, Mike Chang, John Cordary, David Ellis, Mike Glisson, Selesta King, Keith Martin, Theresa Meneley, Toni Wyer

**Security Setup Procedures** – Current security setup procedures involve many steps, which make the process long and complex. Catherine will work with the campus security administrators to develop a more simple process, which may include creating template security roles and operator preferences. Keith suggested creating templates in 8.4 so they would migrate to 9.0 during the upgrade. ES could also investigate the possibility of copying user preferences, which currently must be entered by hand (a CSR is required).

Another problem is that passwords for training operator IDs have to be reset each time FSTST is refreshed from FSPRD. Mike C. and Keith suggested a solution to Catherine that involves turning integration broker on to allow the passwords to transfer to PA Test (portal) after FSTST is refreshed and then turning integration broker off, which she will try next time FSTST is refreshed.

**CSR Review** – The group reviewed the list of outstanding CSRs and briefly discussed tasks currently being worked on.

**ACH Direct Deposit Campaign for AP Payments** – Below is a summary of payments issued by all components between 09/01/07 and 08/18/08.

	<u>Amount</u>		<u># of Payments</u>	
Check (including manual check)	\$171,661,186.17	65.49%	45,858	93.67%
ACH	<u>\$90,461,090.88</u>	34.51%	<u>3,097</u>	6.33%
Total ACH and Check Payments	\$262,122,277.05		48,955	

The following payments are not included in the above:

- \*State Payments
- \*Wire Payments
- \*Payments to BOR, Employees, and Students
- \*Payments to Foreign vendors
- \*Payments to University of Houston

After analyzing the data, UH decided on the following plan to encourage vendors to sign-up for ACH:

1. When setting up a new vendor, Vendor ID will contact the vendor (if possible) and ask them to complete a direct deposit authorization form.
2. AP will generate and send a letter to each non-ACH vendor that received more than 3 checks between 09/01/07 and 08/18/08 (2,258 vendors, which received 35,260 checks or 76.89% of the checks issued). Letters will be mailed September 8.
3. AP will send a follow-up letter in October to vendors who have not responded.
4. AP will also call (if phone number is available) each non-ACH vendor that received more than 24 checks between 09/01/07 and 08/18/08 (253 vendors, which received 18,250 checks or 39.80% of the checks issued). AP will try to call additional vendors as time and resources permit.

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Also, Mike G. asked Enterprise Systems to create a more user-friendly web page for vendors to look up payment information, as well as provide email notification to vendors when they receive ACH payments from UHS, and provide employees with the option of self-enrolling in ACH for AP reimbursements through PASS. These changes may take several weeks to implement but should greatly improve the appeal of ACH.

**Status of Upgrade to 9.0** – The DBA is expected to complete the initial upgrade pass by September 30. Keith handed out a revised upgrade schedule, which puts the target upgrade date in February 2009. This is a draft schedule and may change if more time is needed for retrofits and/or testing. We discussed having a Reporting database available during the upgrade for departments to use in running reports and other inquiry.

**Adjusting Entries** – Internal and external auditors have previously requested a list of our year-end adjusting entries, which are primarily needed for financial reporting purposes rather than a continuation of operations from period 12. The group agreed to begin adjusting journal entries with a “Q” to distinguish them from other entries. All of these entries will occur in period 998 and should be created by Accounting or Financial Reporting. Reversals to adjusting entries that are posted in September (next fiscal year) may also start with a “Q” (though they don’t have to), so they can be easily matched to the adjusting entry in period 998, but they will not be considered year-end adjusting entries.

David Ellis handed out a list of eligible journal activities that would qualify as “adjusting entries.” Questions about whether something qualifies as an adjusting entry should be directed to David.

**Unclaimed Property Audio Conference** – UH will participate in a national audio conference on unclaimed property requirements and best practices on September 23 from 12 PM to 1 PM in room 145, UBP3. A box lunch will be provided at 11:30 AM, since the audio conference is during the lunch hour. Anyone wanting to attend should let Mike G. know no later than September 15.

**Sugarland and Cinco Ranch** – The satellite campuses at Sugarland and Cinco Ranch will be administered by UH System Administration beginning September 1, 2008. Individuals at UH will work with Sugarland and Cinco Ranch administrators on the transition from UHV to UHSA.