

## Finance System Leadership Group Meeting Minutes April 10, 2012

Attendees: George Anderson, Cathy Bye, Jean Carr, John Cordary, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Selesta Hodge, Debbie Jozwiak, Karin Livingston, Keith Martin, Usha Mathew, Theresa Meneley, Craig Ness, Samantha Yurus

### Status and Schedule of Upgrade to 9.1

Mike Chang reported that Enterprise Systems has applied about 40% to 45% of the retrofits needed for the 8.4 to 9.0 upgrade in the upgrade development (DEV) environment. This does not include retrofits that will need to be applied for the 9.0 to 9.1 upgrade, though there will not be as many needed as there are for the 8.4 to 9.0 upgrade. (A retrofit is when ES reapplies a UHS modification that was automatically removed during an upgrade pass.)

Mike Chang will resend the link to the upgrade test (TEST) environment (originally sent February 9, 2012), which contains UHS data as of July 12, 2011 but does not include UHS modifications. We can do some testing in this environment, but processes that depend on UHS modifications (workflow, etc.) will not work until the retrofits are added to the TEST environment. However, UHS customizations, such as the Budget Development Module, should work in TEST because they are self-contained “bolt-on” pages and processes in the Finance System, rather than a modification to delivered PeopleSoft code.

The group agreed on the following steps in order to complete the upgrade in July 2012:

- By April 17, Catherine Chan will create a spreadsheet in a Sharepoint website of the 9.1 menu items, so that functional leaders can document that they have reviewed these pages and note any problems.
- Functional leaders will coordinate testing for their areas of responsibility as follows:
  - GL and Asset Management (including GL and AM reports) – Karin Livingston
  - Accounts Payable (including AP specific reports) – Samantha Yurus
  - Purchasing (including Purchasing specific reports) – Christopher Burton
  - NVision reports and other reports used by Financial Reporting – David Ellis
  - Budget Journals and Budget Development Module – Margie Hattenbach
  - Finance Security and Processes – Catherine Chan
- Functional leaders will develop a list of items to test based on the processes and reports they use and send it to Catherine for her to post in the Sharepoint site. They will make comments in the Sharepoint site regarding testing results and problems.
- Functional testing will begin now in the upgrade TEST environment and the first round of testing should be completed by April 30. All campuses should test. The functional leaders will coordinate testing and feedback for their areas of responsibility.
- Mike Chang has been reviewing the application workflow engine (AWE) in 9.1 for purchase requisitions to determine if it can replace the workflow we are currently using. By April 20, Mike will consult with Catherine Chan, Mike Glisson, and others to determine if AWE is worth pursuing.
- By April 30, Mike Chang will finish applying all of the retrofits in DEV. He will then move them to the upgrade TEST environment in batches, notifying the functional group when they are moved.
- Functional testing and feedback through the Sharepoint site will continue after the retrofits are added to TEST.

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- The upgrade windows are July 12-17 and July 19-24 (backup). Either way, the FY13 budget will be loaded into Finance Production before the upgrade to allow purchase requisitions to be processed for FY13 in mid to late July.
- Grants and the related modules will be implemented after the upgrade. Keith Martin will discuss this with Nancy Ward.

Next Meeting

Mike Glisson will schedule another meeting for early May to assess our progress.