

## Finance System Leadership Group Meeting Minutes October 4, 2012

Attendees: George Anderson, Christopher Burton, Cathy Bye, Jean Carr, Catherine Chan, Mike Chang, David Ellis, Mike Glisson, Margie Hattenbach, Keith Martin, Usha Mathew, Theresa Meneley, Darlene Pullin, Tracey Shipper, Val Walden, Samantha Yurus

### Annual Financial Report

David Ellis discussed the plan to begin using the data warehouse (Hyperion software) to produce the AFR starting for FY14. Historically, UHS has changed the software used to produce the AFR every 10-12 years and we have used nVision to produce it for the last 10 years, so it is time for a change. This change is also recommended by Internal Audit and supported by executive management.

Since we already use Hyperion software and should not need to purchase more hardware, the cost of making this change is reduced. We will need to hire a consultant to help perform a fit gap analysis and help with development, testing, and implementation of the new reports. In addition, each campus will pay an annual license fee, which is currently \$2,000 for each employee who needs access to the data warehouse to run reports. To reduce cost, we may designate a few data warehouse users and schedule reports that others can obtain in a report repository. Phyllis Rusk in David's group will work closely with the consultant to develop and test the reports.

The timeline for the project is as follows:

- September 2012 - October 2012 – Complete business requirements and consultant contract
- November 2012 – August 2013 – Perform fit gap analysis, develop database and reports, and perform testing with consultant and Phyllis
- September 2013 – End user testing begins
- March 2014 – Go live with parallel use of the data warehouse AFR and the nVision AFR
- June 2014 – July 2014 – End user implementation completed
- August 2014 – Go live with use of data warehouse to produce FY14 AFR

### 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. The group reviewed the list of outstanding items to test. Testing should be substantially completed by the next FSLG meeting on November 8 so that there is sufficient time to develop training material and train users before the upgrade.

The next upgrade pass and data refresh, which will be a copy of FSPRD data after the close of August (period 12), should be completed in a couple of weeks (around October 18).

The actual upgrade is still planned as follows:

- December 6 (Thurs) about 7 PM – Upgrade begins
- December 10 (Mon) – Key users perform limited testing in upgraded database
- December 11 (Tues) at 7 AM (or sooner if ready) – All Finance System users notified that upgrade is complete

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Ming Twu, who was the Database Administrator (DBA) assigned to the Finance System, has left UH. On October 8, Mr. Li Li, a DBA with 12 years experience at the University of Oklahoma Health Science Center, will join UH to support the Finance System. However, Jitender Kumar, the lead DBA, will oversee the Finance upgrade to 9.1.

The DBAs are very busy with the Finance upgrade and other upgrades planned in the near future, such as a Portal upgrade and Campus Solutions Tools upgrade scheduled for December 2. However, the Finance System upgrade is considered the top priority and will take precedence if there is a conflict with other scheduled DBA activities.

### Voucher and Requisition Workflow Approval

The State Auditor's Office is conducting an audit of UH research grants. During their audit they noticed that voucher and requisition final approvers are able to approve vouchers and requisitions that they initiate into workflow. Though most vouchers and requisitions are created and entered into workflow by another department, some vouchers are initiated into workflow by Accounts Payable and some requisitions are initiated by University Stores, which is part of Purchasing.

A list of UH vouchers and requisitions initiated and final approved by same person in FY12 was reviewed and all were found to be legitimate. Nevertheless, the auditors will likely recommend that UH change the security role for voucher and requisition final approvers to not permit them to final approve documents that they initiate into workflow in order to improve segregation of duties. Though journal final approvers can initiate and final approver their own journals, this was not a concern for the auditors. Since vouchers result in payments and requisitions result in POs, the auditors felt that these processes need tighter control.

Mike Glisson will create CSRs to make this change to the Finance System. Enterprise Systems will try to make this change after the 9.1 upgrade. Until then, final approvers of vouchers and requisitions should ensure that someone else initiates any documents that they final approve into workflow. Mike will be running a query once a month to identify any documents that are initiated and final approved by the same person.

### Next Meeting

Mike Glisson will schedule the next FSLG meeting for November 8 at 3 PM to review our progress on the upgrade.