

Financial System Leadership Group Meeting Minutes
August 11, 2008

Attendees: George Anderson, Debbie Carpenter, Jean Carr, Catherine Chan, Mike Chang, Cynthia Conner, David Ellis, Mike Glisson, Debbie Jozwiak, Selesta King, Keith Martin, Karin Livingston, Theresa Meneley, Craig Ness, Alan Phillips, Harriet Vincent, Toni Wyer, Samantha Yurus, Brenda Zellmer

Switching to Bank of America

We reviewed the draft announcement for switching to BOA. Mike will make suggested changes and send it to the Finance listserv.

Year-End Processes

- Mike Glisson reviewed the following documents related to year-end processing for vouchers and requisitions/PO's:
 - Prior-Year PO Encumbrances – updated based on additional testing performed on prior-year PO's
 - How to Change FY2008 Vouchers and SC Vouchers to FY2009 - updated to include instructions for changing the bank
 - FY08 Year-End Process for Vouchers, PO's, and Requisitions
 - Year-End Queries to Run
 - August 2008 Clean-Up
 - Finalizing a PO with a PO Voucher (sent by email)

Upgrade to 9.0

- The DBA is still conducting the initial pass of the upgrade, which has taken longer than expected. The target upgrade date of December 2008 will likely change to March 2009.

Requests for Future Discussion/Follow-up

- Jean would like us to review the security setup procedures in Finance to determine if they can be simplified, including the setup for temporary operator ID's used for training that get overridden each time we refresh FSTST. Jean and Catherine will arrange a demonstration of security setup at the next meeting.
- Craig would like the group to review the outstanding CSR list at the next meeting. Some CSR's may no longer be needed and should be removed from the list.
- Selesta is concerned that we will be closing the old bank accounts after about six months because some sponsors may not have paid us in that time period and may not have received the new bank information. Treasury has contacted several sponsors already with our bank information and sent the list to Lavonda Horn in UH Research Accounting. Lavonda will review the list and contact any remaining vendors who issue electronic payments to UH System.
- Harriet would like to know who the contact person will be at Bank of America if there are questions about payments to vendors. Mike Glisson will ask Robbi Puryear in Treasury to provide that information.

Next Meeting

The next FSLG meeting is September 8.