

# Financial System Leadership Group Meeting Minutes

September 14, 2009

Attendees: George Anderson, Jean Carr, Catherine Chan, Mike Chang, John Cordary, David Ellis, Margie Hattenbach, Mike Glisson, Karin Livingston, Keith Martin, Theresa Meneley, Val Walden

## Status of Tools upgrade

Enterprise Systems is ready for the functional group to begin testing the Tools upgrade in FSSBX2 (Finance Sandbox 2). Mike Chang will send an email with a link to FSSBX2.

All frequently used pages, reports, queries, and processes should be tested in FSSBX2, but extensive testing should be performed in the following areas which were retrofitted for the Tools upgrade:

- Integration broker – changing passwords; adding/updating chartfields (except for DeptID); feeds from HR and Student Systems
- Workflow – voucher, SC voucher, GL journal, budget journal, and requisition
- nVision reports – the major change to nVision reports occurred during the upgrade to 8.4 but we should still test these reports to make sure they work properly

Functional testing should be completed by November 2. Keep track of what is tested and notify Mike Chang of any problems. If testing goes well, the Tools upgrade will occur Thanksgiving weekend (after the AFR reports are finished).

Enterprise Systems will begin working on the application upgrade to 9.0 now. It is too early to tell how long that upgrade will take.

## New budget nodes and their effect on the 1074/1063 reports and prior-year PO processing

The 1074 and 1063 reports display the budget nodes that are effective as of the date the reports are run. Therefore, all 1074 and 1063 reports run September 1, 2009 and after will display the new budget nodes for Travel and Business (Level 3 = B5066) and Scholarships and Fellowships (Level 3 = B5067) if there are expenditures in the accounts that roll up to these budget nodes.

### Non-Project Cost Centers

- FY09 reports will display expenses in the new budget nodes but a zero budget, which creates a negative budget balance available (BBA), because the FY09 budget used for these expenses was in B5009. There is no need to correct this, since the overall budget is okay. It is just a reporting glitch associated with the new budget nodes.
- FY10 reports will display both budget and expenses in the new budget nodes like you would expect.

### Project Cost Centers

- All reports for project cost centers (regardless of fiscal year) will display expenses in the new budget nodes.
- The budget will be zero and there will be a negative BBA in the new budget nodes, unless budget is moved from the M&O budget node to the new budget nodes.

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## Carryforward PO's

- Based on the Budget Details page, PO's that carried forward from FY09 to FY10 will release encumbrance from the budget node originally associated with that PO (B5009), even though the FY10 expense appears in the new budget node (B5066). However, the 1074 report displays both the expense and encumbrance release in the new budget node (B5066), which is less confusing for users. The only problem is that the PO voucher may not budget check if there is not sufficient budget in B5009 for the prior year PO. This may require setting up budgets in B5009 for prior year PO's in FY10.

The group discussed the possibility of changing the 1074 and 1063 reports to look at the last accounting period for which the reports are run to determine which budget tree to use, instead of using the tree that is effective on the date the report is run. For instance, if a 1074 report were run in September 2009 for periods 1 to 998 of FY09, the 1074 report would use the tree effective on August 31, 2009 (FY09) instead of the tree effective on the run date in September (FY10). However, the group decided that such a change might cause confusion and could lead to other unknown problems. Therefore, the reports will not be changed.

## Lessons learned from this experience include:

- When adding new budget nodes, it is better to create new accounts for the new nodes than moving existing accounts to the new nodes. Since UH is using the new nodes, we should have created new accounts for UH instead of the other campuses. This would have prevented the reporting glitch of expenses appearing in the new nodes with zero budget and a negative BBA. The decision that UH continue using the same accounts was likely made to reduce the need for retraining the larger UH population.
- If creating new accounts for the new nodes is not feasible, avoid moving accounts that may have PO encumbrances. This will prevent the processing glitch of expenses hitting the new budget node (B5066) and encumbrance releases occurring on the old budget node (B5009) when viewed on the Budget Details page.

## New UH account for research-related registration fees

UH Division of Research requested an account for registration fees charged to research grants and asked that it be placed in the new UH travel budget nodes (Level 3 = B5066, Level 4 = B5070, and Level 5 = B5071). Account 54910 (Research Registration Fees) was created per their request. Account 54901 (Registration Fees) is still mapped to M&O and will continue to be used for all UH cost centers except research grants.

The group agreed that the account description for 54910 should begin with "UH-" and that the long description should include "FOR UH USE ONLY" so that UHCL, UHD and UHV staff know not to use it.

John, George, and Val will ask the appropriate staff at their campus if they need an account for research registration fees too and, if so, whether the new account should reside in the budget nodes used by UHCL, UHD, and UHV (Level 3 = B5009, Level 4 = B5014, Level 5 = B5020).

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## Proposed changes to Asset Management

Karin discussed the proposed changes related to Asset Management that she had emailed to the group a few weeks ago, which are supported by all of the Property Management departments. These changes are intended to increase efficiency, improve customer service, and improve the accuracy and timeliness of information and accounting entries related to assets. Some of the changes include:

- Interface between Accounts Payable and Asset Management, so that Property Management can extract information from vouchers rather than rekey it into Asset Management
- Workflow to report changes to asset location, notify Property Management that tags are affixed to assets, notify Property Management about off-campus assets, etc.
- Use hand-held scanners to scan DeptIDs, as well as tags, rooms, and buildings, to identify department changes during physical inventory
- Use Asset Management to create asset-related accounting entries, such as depreciation
- Upload inventory changes to Asset Management via Excel
- Create a Department Inventory Report that departments can run (currently, we use queries some of which provide different information)

The group agreed that these improvements should be pursued, though we will need to focus more resources on the Tools and application upgrade until they are completed. In the meantime, Enterprise Systems can continue to work on the interface between AP and AM and work on creating an inventory report for departments to run. Karin will create CSRs for the various improvements requested and give Mike Chang the specs for an inventory report.

## Proposed voucher coversheet change

UH administrators requested to remove the word “Coversheet” from the heading of the Voucher Coversheet. Some departments fax a voucher to vendors when the department places an order, so the vendor can include the voucher number on their invoice. However, vendors frequently ask, “Where is the rest of the voucher?” when they see “Voucher Coversheet” on the voucher. The group agreed to this change. Mike Glisson will create a CSR.

## AP accrual process

Mike Glisson handed out instructions for processing FY09 AP accruals and associated journal entries. On September 16, Mike will run the query for all campuses to determine what should be accrued (except UHV, which wants to run the query themselves). Mike will ask each campus to review the spreadsheet of proposed accruals and make adjustments, if needed, before asking Catherine to upload the spreadsheets to create journals.