

Finance System Leadership Group Meeting Minutes

Zoom Meeting

July 18, 2022

- PS9.2 New images – Mike Chang
 - Enterprise Systems will run compare reports for Image 42 to current production to identify needed retrofits.
 - Mike and Samantha will discuss timeline for applying image 42 in regard to time needed by functionals to test outside if busy season.

- Artificial Intelligence Audit Software for AP (Tunabear) - Samantha Yurus
 - The UH Controller's Office is currently working on the implementation of the Artificial Intelligence Audit Software for the system-wide Accounts Payable functions.
 - The vendor providing the service is Tunabear, and Tunabear utilizes the AI software called Celonis.
 - Celonis identifies possible duplicate invoices, vendor conflicts (different vendors using the same addresses/bank account, etc.), incorrect invoice information entries, incorrect workflow routing, and other discrepancies on vouchers.
 - The software also provides tools for benchmarking and KPI for the management.
 - There are three stages for the implementation process.
 - Sprint 1 is to set up audit logics in Celonis and testing interface with PeopleSoft.
 - Spring 2 will bring all campuses on board.
 - In Spring 3, the OCR technology will be applied.
 - Spring 1 should be completed in August. Tunabear initially projected to complete Spring 3 by 9/1/22, however, it is likely to be pushed back further due to some adjustments required for transferring Celonis' data analysis to PeopleSoft.

- Any additional updates will be communicated to this group once they become available.
- Digital Signature project status – Usha Mathew/Samantha Yurus
 - DocuSign will go live on September 1, 2022.
 - 20 forms have been selected as initial forms to be used in DocuSign (see page 3). Most of them are finance related or HR forms, and 15 of those forms were already tested in the demo environment. Once we go live, those 20 forms must be processed through DocuSign only.
 - The project team is working on FAQs and training materials which will be posted via each campus's SSO access.
 - We currently have system-wide testing with all campuses, and the project team is meeting on a weekly basis to discuss the progress.
- Lease software/images – Leslie Fluharty
 - GASB 87 for FY2022 will be handled using the State of Texas software LeaseQuery. We will enter the lease information for those leases that meet the GASB 87 criteria. LeaseQuery will produce the journal entries that we will manually enter in period 998 in People Soft.
 - UH Finance Reporting will attend a meeting scheduled on August 3rd to discuss and obtain additional information regarding the PeopleSoft Lease Administration module. This PS module requires PS 9.2 image 31 and now 32. I am theorizing that we will use the State of Texas LeaseQuery application for FY2023 so that we can run in tandem with the PeopleSoft Lease Administration in order to ensure that data and journal entries are comparable.
 - We will be able to provide more updates later in August.

**University Forms Inventory List
(For Digital Signature Solutions Project)**

Type	Division	Form Title	Form Action	Financial, HR, CS, Security Action
Institutional Form	Gen Counsel	SAM and MAPP policies	Approves policy change	None
Institutional Form	Budget	Hyperion Budget-Planning (CoogPlan	Approves Budget Planning Systems Access	Hyperion access
Institutional Form	HR	HR Access	Approves systems access	Security access
Institutional Form	HR	Request for Additional Compensation	Authorizes additional comp ePAR	Support for ePAR
Institutional Form	Finance	Finance Access	Approves systems access	Security access
Institutional Form	Finance	Summary of Purchases >100K	Provides approval for large cost items	Indirect
Institutional Form	Finance	Revenue Contracts Over \$50,000 Form	Obtains approval / denial for revenue contracts	Support for contract
Institutional Form	Finance	P-Card Application	Authorizes P-Card for employee	Issue P-Card
Institutional Form	Finance	Certification of Annual Physical Inventory	Annual Physical Inventory Certification	Update PSAM
Institutional Form	Finance	Request of Authority to Remove Property from Campus	Authorize removal of property from campus	Update PSAM
Institutional Form	Finance	Asset Update Form	Updates asset information	Modifies asset data
Institutional Form	Finance	Designation of Property Custodian Form	Designates Property Custodian	None
Institutional Form	UH	MAPP/SAM Policy Exception Form	Authorize policy exception	Support for payment/contract
Institutional Form	Finance	Certifying Signature	Documents allowed signatures	None
Institutional Form	UHCL Finance	Cell Phone Allowance Form	Authorizes additional comp ePAR	Support for ePAR
Institutional Form	Finance	Gift Card Request Form	Documents gift card understanding	Support for payment
Finance	Official Functions Form	Documents approval for official functions	Support for transaction	Complete
Institutional Form	HR	Request for Additional Compensation	Authorizes additional comp ePAR	Support for ePAR
Institutional Form	Finance	Encumbrance Adjustment Form	Approves adjustment of encumbrances	Support for encumbrance change
Institutional Form	HR	Taleo Access	Approves Systems Access	Security access