



## Meeting Minutes

<b>Meeting Title:</b>	BG@100 Executive Steering Committee (ESC) Meeting
<b>Date:</b>	October 23, 2006
<b>Time:</b>	11:30 AM ET
<b>Location:</b>	McFall Chart Room

### Invitees/Attendees (\* in attendance, # absent, + substitute, = by conference call)

Names			
*	Bruce Petryshak	*	Phyllis Short
*	Linda Dobb	*	John G Gleason
*	Chris Dalton	*	Melissa Hudson-Nowak
*	Ron Lancaster	#	John G Folkins
*	Gaylyn Finn	*	Chris Cox
*	Bill Gerwin	*	Ginny Pinkelman
*	Toby Singer	*	Mark Gromko for John Folkins
*	Cindy Fuller		

### Opening Statements

**Bruce** called the meeting to order at 11:40AM.

### Approval of Minutes

The minutes from the September 25 meeting were approved and can be posted to the website pending changes.

### PeopleSoft Project Status Update

**John G** stated the project is at **77%** complete in total work hours. The database is in order, in the process of loading historically data, beginning balances, budgets and monthly activity. Historical data will be loaded into production beginning today. Faye has been working on reconciling in an INT database. The intent is to validate the written programs to avoid loading into production and then finding problems. Loading beginning balances from 2006, budgets from 2006 and two months of activity from AFIN to FMS in the INT database; 99% through and have not found any errors.

The Q&A database is established for integrated system testing; finalizing scripts and running through the system. During the month of October will run integrated system test. Vendors have not been responsive as others. **Bruce** asked how many are complete and **John G** will look into and follow up with Bruce.

**Linda** asked as we move into PeopleSoft, will we continue to maintain the old system and **Bill** stated not AFIN but SIS. **Linda** asked if there will be any interface with AFIN when we move to the new system. **Bill** stated after go-live there will be no interface to AFIN. **Linda** asked if any interface between locally maintained systems of data and PeopleSoft are being built. **Bill** stated the third party interfaces that were purchased will be maintained; interface for bookstore, CBord; health system, OneCard dining, parking and bursar. **Linda** asked if testing has started and **Bill** stated testing is underway but not through the entire process. **Bill** stated part of the issue is getting vendors to turn over data in order to extract information from the system for testing.

**Linda** clarified there will be a slight interface between SIS, but not AFIN and **Bill** stated yes. **Bill** stated there are small interfaces that deal with the Bursar system. These are spreadsheets or

fox pro-systems that provide transactional data for student charges into the Bursar system as well as an interface for offsetting financial transactions as well.

**John G** stated conversion kick-outs and related issues continue to take away from modeling in general ledger and grants management. There is progress with general ledger, but the grant area is more of an issue. Faye has been helping with this area, but was called away for other issues. John G is meeting with Jim Stainbrook today to discuss the situation.

Production Security went from 61% to 73% complete and making progress. A couple Ciber consultants are working with Mike McComas and in the process of finalizing some matrices regarding who should view what departments and which projects within the hierarchy of the university. John expects to finalize this within the next week. **Mel** stated the challenge is that budget administrators are less clearly defined as far as grade/range of authorization. Budget administrator can be from variety of different areas. The solution is to formalize the process of appointing the budget administrator and then granting access to the system.

**John G** stated presentations are scheduled for this week to outline business process flow between FMS and AFIN. The purpose is for senior management to have awareness of the new processes and be prepared to discuss any concerns. John G encouraged committee members to attend and also preparing a booklet of slides for review.

**John G** stated integration system testing will occur in October, user acceptance testing in November and parallel testing in December. The user acceptance test will involve a select group of users to sign-off to assure the scripts are meeting the expectations. The reconciliation of FMS back to AFIN needs to be completed by parallel testing in December. Faye estimated 3 ½ days to reconcile each month. The beginning of 2006 through July 2007 (13 months) plus the reconciliation in production of beginning balances and budgets will be reconciled. The total is 52 ½ days and only 23 business days to complete. **Bruce** asked if Jim provided John G with someone to help and **John G** stated yes but interruptions and training cause delays. **John G** will meet with Jim Stainbrook to discuss getting more people involved. John G stated Faye is working on this and also asked for someone to help with cleanups. **Bruce** asked who can do the reconciliation and is the process documented. **John G** asked Trish to come up with an outline and Faye is working on it and hopes to have a document by the end of the day. **Mel** asked if this can this be documented and request someone from account temps to complete reconciliations. **Bruce** stated this needs to be a high priority. **John G** is concerned that Tom Kornacki leaves at the end of the month and grants modeling needs to be wrapped up. **Bill** clarified Tom and Jen will work a day and a half to assist on grants side.

**Ron** stated prior to training administrators; they were asked to identify people for training and not at the security level. **Bill** stated phone calls have been made to departments explaining roles and asked for feedback. Spreadsheets were created listing requesters, budget administrators and approvers. **Bruce** stated 650 have been identified. **Bill** stated 283 requesters, 320 budget administrators and 57 senior administrators. **Bill** stated the list is ongoing and not complete. **Ron** asked if the head of the office will receive information and sign off and **Bill** stated yes.

**John G** stated participants in user acceptance testing will be first.

**Ron** asked if two months of data was moved into production and **John G** stated two months of data was brought into the INT database. **John G** stated bringing over budgets first, followed by beginning balances and then 13 months of data. **Ron** asked if those are journal entries and **John G** stated yes at the detail level. **Ron** asked if the journal entries are fixed or will the entries be modified in AFIN. **Bill** stated 2005-2006 will be finished in month 13 and can go back against the other months. **Bill** is confident with the start of conversion. **John G** stated there is a process

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in place to pick up 2007 budget adjustments. There is a facility within the program to pick any adjustments after a given date.

**Mel** asked Gaylyn if there is a process in place that states old records should not be changed.

**Gaylyn** stated the months are deactivated at the end of the month. **Bill** will look into deactivating a month.

### Action/Information Items

**Bill** presented Action Item A-007, Generate beginning budgets and roll-over for succeeding fiscal years. Planning and Budgeting will not be implemented for go-live and this is part of what it will take roll from one fiscal year to the next. Trish and the consultants are working on a process to build the next fiscal year and have proposed two alternatives. Alternative #1, leave the system as is and set up a series of spreadsheets for manual roll over; Alternative #2, modify the allocation and set values to roll budgets forward. The recommendation is Alternative #2; which is a small modification to the system. The consultants, Trish and Linda Hamilton support Alternative #2.

**Ron** asked if this relates to the February cutover and **Bill** stated no; just budget year 2007-2008.

**Ron** asked if there is a time frame for installing the budgeting tool and **Bill** stated at this time there is no date attached to any Phase 2 item. **Bill** stated it may not be required if Phase 2 is up and running by June 2007; but it is very likely Alternative #2 will have to be used for that year.

**John G** stated there is a temporary table in the allocations model that does not contain a field for spending; by adding the field to the temporary table will allow the allocation model to roll the budget forward. **Linda** asked Mel if the allocated funds should be rolled forward. **Mel**

interpreted it that Alternative #2 will follow the current processes that are used in AFIN. **Mel** stated at some point the policy for rolling funds beyond the ESC forum should be discussed.

**Chris C** asked for an estimate on time savings and **Bill** did not have an estimate. **Gaylyn** stated if spreadsheets need to be created in Alternative #1; although the cost on the information sheet is none, the personnel cost would be substantial. A roll call vote was taken for Action Item FMS-A003 Alternative #2

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Chris Dalton	Alternative #2
Mel Hudson-Nowak	Alternative #2
Gaylyn Finn	Alternative #2
Christopher Cox	Alternative #2
Mark Gromko	Abstained

**Bill** presented Information Item FMS-0007, Budget Security by Department. In AFIN focus uses AMS security to access data and in PeopleSoft under FMS, there is no security built in to restrict budget areas. Query will permit access to all budget areas. The big difference is that query reporting will permit people to view all university budgets. The online system is not that much different than today. **Chris D** asked what university budgets can be viewed. **Bill** stated a query report will allow the user to view all budget actuals. **Chris D** stated budget loads can currently be viewed on the web. **Bill** will move forward as the committee was in approval of this information item.

**Bill** presented Information Item FMS-0008, Conversion of Cost Sharing Grants. Cost sharing on grants is slightly different than in FMS than in AFIN. Cost sharing grants has to do with

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multiple departments sharing in the expenses related to a grant. **Chris D** stated the university may share some of the cost along with the federal agency.

**Bill** stated once an award is granted in the old system a restricted area org is created. In the new system it is proposed to proceed with Alternative #1. **Bill** stated all of the new grants with cost sharing will be different. Training will be offered for individuals involved with grants accounting. **Bill** stated any active grant is converted over and writing special programs to convert grants out of the old system. Grants that have money in the account, but inactive in the last year will be brought over. **Mel** asked if this is the balance or the activity and **Bill** stated the balance. **Mel** expressed concern that this will be difficult for the grants area. **John G** stated beginning balances will be brought forward as of 2006 and any balance of spending forward for that grant; this will include detail journal entries prior to July 2006. **Mel** stated it is important to note that the grants area will be working from two systems; which will entail duplicate work.

### **Communications Update**

**Cindy** stated 8 sessions of creating and approving requisitions were offered in September; 115 people attended which represents 50 departments across campus. The training team is working on facilitator training; training was held two days last week and again two days this week. Future training will begin November 1<sup>st</sup>. Training participants will be contacted via e-mail and this will be ongoing through December and January.

### **Student Administration Implementation Update**

**Phyllis** stated approximately 13 functional classes are scheduled or in the process of being scheduled and classes will continue through the end of January. Student enrollment training will occur in Cincinnati this week. In addition to training, the group is working on documenting business practices, development of data dictionaries out of SIS for mapping, PeopleSoft tables and reviewing requirements from RFP to assure requirements are still relevant and covered in documents for FitGap. A list of subject matter experts will be compiled for FitGap. A kick-off meeting will be scheduled for the Student Administration Project in December.

Toby adjourned the meeting at 12:31 pm

<b>Next Meeting Date:</b>	November 13, 2006
<b>Next Meeting Location:</b>	McFall Chart Room
<b>Minutes Prepared by:</b>	Ginny Pinkelman