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Meeting notes:

- **Purchase Order System Issues and Cleanup:** Georgeann, Deepu, Faron, and others discussed ongoing issues with the purchase order (PO) system, including the presence of old open POs, the need for a major cleanup process, and temporary restrictions on processing PO vouchers and transactions to facilitate database corrections, with Deepu providing technical details and instructions to the team.
 - **Temporary Transaction Restrictions:** Georgeann and Deepu clarified that no PO vouchers or related transactions should be entered after 4:00 PM on Friday and throughout the weekend, as a precaution to prevent data inconsistencies while the cleanup process is underway.
 - **Manual Budget Checking:** Deepu noted that after the cleanup process, some POs may require manual budget checking, especially those without a project ID. The team may need to perform budget checks on approximately 700 POs to restore encumbrances and ensure system accuracy.
 - **Success Rate and Follow-Up:** Deepu set expectations for a 90% success rate in resolving PO issues by Monday and encouraged team members to report any remaining problems for further assistance from the UH Financial Computing team.
- **Payroll Reallocation and System Discrepancies:** Faron, Miriam, Deepu, and Georgeann discussed discrepancies between HR and finance systems regarding payroll reallocations, emphasizing the importance of using payroll reallocations (eRAFs & ePARs) rather than manual HR fixes to ensure data consistency across systems.
 - **Payroll Reallocation Issues:** Miriam reported that graduate students were assigned to the wrong cost center, and EPRs (Employee Payroll Reallocations) were submitted to correct the issue. Georgeann confirmed that using EPRs is the correct approach and offered to expedite processing if EPR numbers are provided.
 - **System Discrepancies:** Faron highlighted a recurring problem where the HR system and finance system show different allocations for the same funds. Historically, problems exist with the BOB report. When there is an out of balance the best choice is to submit an eRAF and an ePRF to correct.

- **Recommended Correction Process:** Georgeann and Deepu advised against requesting HR to make background fixes, as these often only update one part of the system. Instead, they recommended using payroll reallocations, which update all necessary fields and ensure consistency across systems.
 - **Technical Explanation of Allocation Tables:** Georgeann explained that payroll reallocations are effective because they update multiple fields in the enterprise database, whereas manual fixes may only update a single field, leading to discrepancies when data is batched and transferred to the PS Finance GL.
- **Budget Preparation and Hyperion Entry Timeline:** Georgeann provided an overview of upcoming budget preparation deadlines, instructions for using Hyperion, and support availability, including key dates for report running, data entry, and departmental submission, with April and other team members supporting the process.
 - **Budget Submission Deadlines:** Georgeann outlined deadlines for submitting projections and budget forms: 2078 projections are due by end of day Friday, 2063 forms have the same deadline, and 4041 cost centers are due by the end of day Tuesday, 2/10/26.
 - **Hyperion Reporting and Entry Dates:** Baseline reports can be run starting February 9th, with data entry into Hyperion beginning on February 13th. Departments have until February 27th to complete their entries, and April has set up master file folders for baseline reports storage.
 - **Support and Training Availability:** Georgeann offered support sessions for budget preparation, noting availability on Monday and Tuesday mornings, as well as Thursday and Friday at 10:00 AM, to assist with worksheet completion and answer questions.
 - **Budget Office Responsibilities:** The Budget Office will handle entry for specific funds (1051, 1052, 2063, 2064) concurrently with departmental entries, ensuring alignment and accuracy in the budgeting process.
- **Budget Office Sweeps and Fund Equity Considerations:** Georgeann addressed questions from Faron and others regarding whether to factor Period 998 Budget Office sweeps into budget from fund balance calculations, clarifying assumptions about sweep percentages and restrictions on budgeting from fund balance for certain funds.

- **Assumptions on Sweep Percentages:** Georgeann stated that a 25% sweep should be assumed for budgeting purposes. There here was mention of a possible 50% sweep, which Georgeann committed to confirm.
 - **Restrictions on Fund Balance Budgeting:** Georgeann clarified that there will be no budgeting from fund balance for funds 2064, 1051, or 1052 due to existing deficits and policy restrictions.
- **Hyperion Training and Mini-Sessions:** Georgeann announced follow-up training sessions for college and division administrators on Hyperion data entry, focusing on balancing job pools and FTE roles, and offered to provide targeted 15-minute Teams sessions for those needing additional support.
 - **Upcoming Training Sessions:** Georgeann indicated that additional mini-sessions will be scheduled after Hyperion production is open, allowing participants to follow along in the live system.
 - **Targeted Support Offer:** Georgeann offered to conduct short, focused Teams sessions for any administrators who need help with specific Hyperion data entry processes, encouraging them to reach out with requests.