



HU LEADS PeopleSoft Project COMMUNITY FORUM June 27, 2006

Facilitator: Ade Uiyoshioria, Project Coordinator

Meeting Logistics

Meeting Title	PeopleSoft HU LEADS Community Forum
Meeting Date	Tuesday, June 27, 2006
Meeting Time	2:00 – 3:30 p.m.
Meeting Location	School of Business Auditorium
Meeting Purpose	HU LEADS Project Overview and Introduction to Financials

Invited Guests

Budget Directors, Provost’s Offices	HU LEADS Communications Advisory Team
Dept Administrators – Non-Academic Offices	Attendees of May 23 rd Community Forum

All Community Forums are open to all University Community members

Summary

Ade Uiyoshioria opened the meeting thanking everyone for attending and emphasizing how important it is for the community to embrace the new system – the new system that is “their system”. She reminded attendees that we will have a forum each month and that they should also look for information about the HU LEADS project on the project website at www.howard.edu/huleads

- **Welcome and Overview of HU LEADS PeopleSoft Project** – Don Rickford, Project Director
Don Rickford provided a brief update on the HU LEADS project including the University’s current activities related to improving the Network that will allow the new system to function effectively.
- **Overview of Finance Application** – Angela Wilson-Kittles, Finance Lead
 - Modules: General Ledger, Purchasing, Accounts Payable, Billing, Accounts Receivable, Asset Management, Grants, Budgeting and Forecasting
 - Search Financials on the web at www.howard.edu/huleads/finance for additional information about these modules
- **Understanding the New Chart of Accounts** – Charles Webb – Supervisor, General Accounting
 - Structure of Chart of Accounts
 - Explanation of Chart of Accounts
www.howard.edu/huleads/finance/chartofaccounts

- Power Point presentation describing Chart of Accounts Look up and Viewing Budgets
 - Cross-walk (translation) Look-up Table (access to this lookup table will be available when training begins in the fall)
 - See documentation above
- **Viewing Budget Information** – Charles Webb – Supervisor, General Accounting
 - See documentation above
- **Viewing Requisitions** – Sarita Muhammad – Senior Buyer, Materials Management
 - Ms. Muhammad showed the audience how to view a requisition and to track and monitor the progress of the requisition from initial entry to payment.
- **Accounts Payable** – Nicole Hutchinson – Director, Accounts Payable
 - Ms. Hutchinson’s presentation described how the new AP processes will provide very timely and accurate payment of vendors and streamline the processes for staff. The AP processes will all be managed by the AP department, though you will be able to view when a payment has been made to your vendors.

Q & A

Accounts Payable

Q: Would lease payments go out on time and what happens if there is a change in price within the terms of the lease?

A: Lease payments will be loaded into the system with one fiscal year of activity so that the checks will come out in a timely manner each month. Timely payments = no late fees.

Q: How will vendors know we have direct deposit?

A: A direct deposit letter along with a direct deposit form will be mailed to our vendors and those interested in this new service could return the form to the Accounts Payable department to sign up.