

FAST

University of Houston Systemwide
FUTURE ADMINISTRATIVE SYSTEMS TEAM

Process Analysis Results

Prepared For

**University of Houston System
FAST Project**

**Accounts Payable
Purchasing**

September 28, 2000

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Process Description

Executive Overview

The University of Houston System (UHS) has established the Future Administrative Systems Team (FAST) Project to support the implementation of PeopleSoft Financials application software. The PeopleSoft Financials implementation has been divided into two implementation efforts, or 'releases'. Release 1 includes the General Ledger, Purchasing and Accounts Payable modules, to be implemented across all components of UHS. Release 5 includes the other purchased Financials modules, also to be implemented across all components of UHS.

The implementation methodology developed by UHS in conjunction with the DigiTerra implementation partners, is a multi-phase approach. The phases include:

Planning and Strategy	Creation of the initial project plan and implementation strategy
Process Analysis	Discovery of current processes and systems
Fit Analysis	Analysis of PeopleSoft functionality in comparison with current processes discovered in Process Analysis
Design and Setup	Hands-on entry into and use of the PeopleSoft software
Development	Creation of programs, reports and processes for implementation
User Acceptance Testing	Final verification of system readiness followed by implementation
Deployment	Distribution to all desktops

This document contains the results of the Process Analysis phase of the Release 1 implementation.

Process

The Process Analysis phase provides a baseline of information about the current business environment at each campus within UH System. It includes the collection of information about the processes being performed, the systems used to perform those processes, the interfaces involved between systems, and the reports produced to support these processes. The collected information is general in nature, and is not intended to include the detail of every step performed in every process.

The information collected during the Process Analysis phase is used for two purposes: to educate the project team members as to the policies and practices in use by each UHS component; and to assist in the design of the discussion topics and sequence to be followed in the Fit Analysis phase.

The primary mechanism for the collection of this information was personal interviews with the staff members responsible for the processes involved. Interviews involved immediate supervisory-level personnel and other staff expert in each functional area. The results of these interviews are summarized in this document, the Process Analysis Results document.

In addition to those notes gathered during the interviews, the project team collected available documentation, such as policy and procedure guidelines. Descriptions and/or copies of the forms and reports currently in use were also collected. These materials are maintained as a 'reference library' by the project team throughout the project, but are not incorporated into the Process Analysis Results document.

Participants

Within the Financials application the interview topics included the following broad functional areas:

- Requisitioning
- Price Competition
- Order Placement
- Contracting
- PO Payment
- Auditing
- Inquiry and Control

Vendor Setup
USAS
Interfaces
Reports
Security

Expert staff members were identified and interviewed to document the processes, activities, forms and reports involved in each of these functional areas.

The FAST Advisory Team worked with the project team to compile the list of individuals to be interviewed. Interviewees included:

University of Houston

Mike Glisson
Craig Ness
Elyse Yong

Larry Lau
Dick Nill

Keith Martin
Alan Phillips

University of Houston, Clear Lake

Deb Carpenter
Karen Gross
Craig Ness

John Cordary
Shirley Hart
Harriet Vincent

Jeanne Cumpian
Sandy LeJeune

University of Houston, Downtown

Cynthia Conner
Mario Ramos

Craig Ness

Cory Odstrcil

University of Houston, Victoria

JP Davenport
Janie Lewis

Greg Fanelli
Craig Ness

Debbie Jozwiak

Results

Interview results are summarized into the columns of information on the following pages. These columns are defined as follows:

Reference (Ref)	A unique identifier to allow easy reference to each row of the Process Analysis Results.
Process	A description of the process being described.
Activity	A description of activities that occur within the process being described.
Process Owner	The name of the office or area responsible for the process.
Form/Report	Any hardcopy forms or reports required during the process.
Priority	The priority of the process, according to those being interviewed. Levels include: 1 – Regulatory (required by an outside agency) 2 – Critical 3 – Desirable 4 – Future/Deferred 5 – More Research Required
Area	The component involved in the process. 'UHS' is used to indicate a process common to all components.
System	The current system(s) used in completing the process.
Interface	Current system interfaces required by the process.
Interviewee	Individual(s) interviewed about the process.
Comments	Any additional comments about the process.

Other Documentation

Prior to each interview, participants were provided with two documents. The Process Analysis Interview Agenda (Appendix A) was used at the beginning of each interview to help explain to the participants their role within the Process Analysis phase.

The Process Analysis Questionnaire (Appendix B) was distributed to inform participants of the types of questions they were likely to hear during the interview process. While this document was intended to prepare participants, individual interviews were tailored to the functional area being discussed, and varied based upon the responses received.

PROCESS ANALYSIS RESULTS

University of Houston
FAST Project - Financial Administration
Release 1
Vendor Processing

Priorities

***denotes not necessary for early pilot**

1 = Regulatory

2 = Critical

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH01	Vendor Setup	Buyer sets up new vendors in PURCH database.	Purchasing	N/A	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH02	Edit Vendor Information	Buyer enters vendor changes in PUCH Database.	Purchasing	N/A	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH03	Set up New Vendors	The Main Campus Enter New Vendors in FINAPS. The other campuses send new vendor information to the main campus for processing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH04	Change Vendor Information	Maintain Vendor Information in FINAPS	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH05	Answer Vendor Inquiries	The accounts payable department responds to various inquiries for vendor information. These inquiries may originate from vendors or departments	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	

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F-UHCL01	Vendor Setup	Buyer sets up new vendors in PURCH database.	Purchasing	N/A	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL02	Edit Vendor Information	Buyer enters vendor changes in PUCH Database.	Purchasing	N/A	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL03	Set up New Vendors	The Main Campus Enter New Vendors in FINAPS. The other campuses send new vendor information to the main campus for processing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL04	Change Vendor Information	Maintain Vendor Information in FINAPS	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL05	Answer Vendor Inquiries	The accounts payable department responds to various inquiries for vendor information. These inquiries may originate from vendors or departments	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	

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F-UHD01	Vendor Setup	Buyer sets up new vendors in PURCH database.	Purchasing	N/A	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD02	Edit Vendor Information	Buyer enters vendor changes in PUCH Database.	Purchasing	N/A	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD03	Set up New Vendors	The Main Campus Enter New Vendors in FINAPS. The other campuses send new vendor information to the main campus for processing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD04	Change Vendor Information	Maintain Vendor Information in FINAPS	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
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PROCESS ANALYSIS RESULTS

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Release 1
Purchase Processing**

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH06	Initiate Requisition - Hard Copy	The departments initiate the requisition process filling out a Purchase Requisition and forwarding the document to Purchasing.	Department	Purchase Requisition	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH07	Receive Screen and Validate Requisition	Purchasing receives the hard copy, screened for compliance and department codes validated.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH08	Input Requisition	The requisitioning department or Purchasing inputs the requisition into PURCH system.	Department or Purchasing	Purchase Requisition	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH09	Assigned to Buyer for Processing	Requisitions are sorted by buying team, then assigned to a buyer. The requisition is then checked for funds available. The price, terms and availability are verified.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH10	Process Purchase Order	The buyer processes a purchase order in accordance with MAPP which by reference includes all Federal, State, Regental, and other applicable policy and procedures.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH11	Purchase Order Approval	The completed purchase order is reviewed for compliance and signed, if required, by the Director of Purchasing or his designate.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH12	Purchase Order Distribution	Copies of the Purchase Order are distributed to the Vendor, the Department (with receiving report), Accounts Payable, and Purchasing.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH13	Change Orders	The purchasing department matches the change order with the purchase order and processes the change order just like a new order.	Purchasing	PO Change Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH14	Spot Purchases	Informal purchases of varying dollar amounts made from state funds by the purchasing department.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH15	State Contracts	When state funds are used, UHS is required by law to purchase from these contracts that are awarded by the GSC to establish a common source of supply for items used by a majority of the state agencies.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH16	Emergency Purchases	The paperwork required for an emergency purchase generally follows the actual procurement.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH17	Automated State Contracts	Automated State Contracts are for specific products using the 11 digit commodity code at GSC.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH18	Scheduled Purchases	Scheduled Purchases are State Administered Procurement for items like fertilizer, commissary, and paint	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH19	Procurement Card	The pro Card is in a pilot phase and is limited to select individuals and small purchases (less than \$2,000) that have little or no value added in Purchasing.	Purchasing	N/A	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH20	Texas Department of Information Resources	Ordering from DIR eliminates the bid process on a variety of hardware and software.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH21	Texas Industries for the Blind and Handicapped	Required by law to use TIBH when state funds are being used for a variety of commodities such as office furniture, office supplies, and computers.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH22	QISV Catalogue Purchasing Information	This process is used to purchase automated information systems products and services in an efficient, cost effective, and competitive procurement method.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH23	Blanket Purchase Orders	A Blanket Purchase order is issued to a specific source for a fixed period of time on an as needed basis.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH24	Standing Purchase Order	A Standing Purchase Order is issued to a specific source for a fixed period of time for specific quantities.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH25	Local Contracts	A local contract provides cost savings and streamlines purchasing procedures for items and services covered.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH26	Addenda to Purchase Orders	An Alternative Dispute Resolution Clause must be sent to every vendor who receives a purchase order.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH27	Delegated Departmental Purchase	Certain types of purchases up to \$1,000 that are further delegated to departments by the purchasing department.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH28	Open Charge Accounts	A type of delegated departmental purchase from commercial accounts reviewed and pre-approved by the purchasing department, subject to certain monetary restrictions.	Purchasing	Purchase Order	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

University of Houston
FAST Project - Financial Administration
Release 1
Purchase Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL06	Initiate Requisition - Hard Copy	The departments initiate the requisition process filling out a Purchase Requisition and forwarding the document to Purchasing.	Department	Purchase Requisition	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL07	Receive Screen and Validate Requisition	Purchasing receives the hard copy, screened for compliance and department codes validated.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL08	Input Requisition	The Purchasing department or checks the requisition for funds available, and inputs the requisition into PURCH system.	Department or Purchasing	Purchase Requisition	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL09	Assigned to Buyer for Processing	Requisitions are sorted by business coordinator then assigned to a buyer. The price, terms and availability are verified with the vendor. All Federal, State, UHCL and UHS policies and procedures are followed.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL10	Process Purchase Order	The purchasing clerk processes a purchase order and returns to the buyer.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL11	Purchase Order Approval	The completed purchase order is reviewed for compliance and signed by the Director of Purchasing or his designate.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL12	Purchase Order Distribution	Copies of the Purchase Order are distributed to the Receiving Dock, the Vendor, the Department, Accounts Payable, and Purchasing.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL13	Change Orders	The purchasing department matches the change order with the purchase order and processes the change order just like a new order.	Purchasing	PO Change Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL14	Spot Purchases	Informal purchases of varying dollar amounts made from state funds by the purchasing department.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL15	State Contracts	When state funds are used, UHS is required by law to purchase from these contracts that are awarded by the GSC to establish a common source of supply for items used by a majority of the state agencies.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL16	Emergency Purchases	The paperwork required for an emergency purchase generally follows the actual procurement.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL17	Automated State Contracts	Automated State Contracts are for specific products using the 11 digit commodity code at GSC.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL18	Scheduled Purchases	Scheduled Purchases are State Administered Procurement for items like fertilizer, commissary, and paint	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL21	Texas Industries for the Blind and Handicapped	Required by law to use TIBH when state funds are being used for a variety of commodities such as office furniture, office supplies, and computers.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL22	QISV Catalogue Purchasing Information	This process is used to purchase automated information systems products and services in an efficient, cost effective, and competitive procurement method.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL23	Blanket Purchase Orders	A Blanket Purchase order is issued to a specific source for a fixed period of time on an as needed basis.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL24	Standing Purchase Order	A Standing Purchase Order is issued to a specific source for a fixed period of time for specific quantities.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	

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Release 1
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F-UHD07	Receive Screen and Validate Requisition	Purchasing receives the hard copy, screened for compliance and department codes validated.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	
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F-UHD23	Blanket Purchase Orders	A Blanket Purchase order is issued to a specific source for a fixed period of time on an as needed basis.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD24	Standing Purchase Order	A Standing Purchase Order is issued to a specific source for a fixed period of time for specific quantities.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD25	Local Contracts	A local contract provides cost savings and streamlines purchasing procedures for items and services covered.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD26	Addenda to Purchase Orders	An Alternative Dispute Resolution Clause must be sent to every vendor who receives a purchase order.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD27	Delegated Departmental Purchase	Certain types of purchases up to \$1,000 that are further delegated to departments by the purchasing department.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD28	Open Charge Accounts	A type of delegated departmental purchase from commercial accounts reviewed and pre-approved by the purchasing department, subject to certain monetary restrictions.	Purchasing	Purchase Order	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	

PROCESS ANALYSIS RESULTS

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Priorities
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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV06	Initiate Requisition - Hard Copy	The departments initiate the requisition process filling out a Purchase Requisition and forwarding the document to Purchasing.	Department	Purchase Requisition	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV07	Receive Screen and Validate Requisition	Purchasing receives the hard copy, screened for compliance and department codes validated.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV08	Input Requisition	The requisitioning department or Purchasing inputs the requisition into PURCH system.	Department or Purchasing	Purchase Requisition	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV09	Assigned to Buyer for Processing	Requisitions are sorted by buying team, then assigned to a buyer. The requisition is then checked for funds available. The price, terms and availability are verified.	Purchasing	Purchase Requisition	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV10	Process Purchase Order	The buyer processes a purchase order in accordance with Campus Policy which by reference includes all Federal, State, Regental, and other applicable policy and procedures.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV11	Purchase Order Approval	The completed purchase order is reviewed for compliance and signed, if required, by the Director of Purchasing or equivalent.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV12	Purchase Order Distribution	Copies of the Purchase Order are distributed to the Vendor, the Department (with receiving report), Accounts Payable, and Purchasing.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV13	Change Orders	The purchasing department matches the change order with the purchase order and processes the change order just like a new order.	Purchasing	PO Change Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV14	Spot Purchases	Informal purchases of varying dollar amounts made from state funds by the purchasing department or departmental purchasers.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV15	State Contracts	When state funds are used, subject to contract provisions, UHV is required by law to purchase from these contracts that are awarded by the GSC to establish a common source of supply for items used by a majority of the state agencies.	Purchasing	Purchase Order	1	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV16	Emergency Purchases	The paperwork required for an emergency purchase is presented before the purchase order is issued, to justify the emergency purchase.	Purchasing	Purchase Order	1	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV17	Automated State Contracts	Automated State Contracts are for specific products using the 11 digit commodity code at GSC.	Purchasing	Purchase Order	1	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV18	Scheduled Purchases	Scheduled Purchases are State Administered Procurement for items like fertilizer, commissary, and paint	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	

PROCESS ANALYSIS RESULTS

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F-UHV19	Procurement Card	The Pro Card is an improved method of purchasing delegated to the departments, and is limited to select individuals and small purchases (less than \$1,000).	Purchasing	Transaction Log	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV20	Texas Department of Information Resources	Ordering from DIR eliminates the bid process on a variety of hardware and software.	Purchasing	Purchase Order	*2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	*This is a regulatory requirement for certain software programs
F-UHV21	Texas Industries for the Blind and Handicapped	Required by law to use TIBH when state funds are being used for a variety of commodities such as office furniture, office supplies, and computers.	Purchasing	Purchase Order	1	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV22	QISV Catalogue Purchasing Information	This process is used to purchase automated information systems products and services in an efficient, cost effective, and competitive procurement method.	Purchasing	Purchase Order	1	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV23	Blanket Purchase Orders	A Blanket Purchase order is issued to a specific source for a fixed period of time on an as needed basis.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV24	Standing Purchase Order	A Standing Purchase Order is issued to a specific source for a fixed period of time for specific quantities.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV26	Addenda to Purchase Orders	An Alternative Dispute Resolution Clause must be sent to every vendor who receives a purchase order, plus a Technology Access Clause and a Y2K Clause on QISV purchase orders.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV27	Delegated Departmental Purchase	Certain types of purchases up to \$1,000 that are further delegated to departments by the purchasing department.	Purchasing	Purchase Order	2	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	

PROCESS ANALYSIS RESULTS

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F-UHV28	Open Charge Accounts	A type of delegated departmental purchase from commercial accounts reviewed and pre-approved by the purchasing department, subject to certain monetary restrictions.	Purchasing	Purchase Order	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	

PROCESS ANALYSIS RESULTS

**University of Houston
FAST Project - Financial Administration
Release 1
Quotation Processing**

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F-UH29	RFP - Request for Proposal	A RFP is used when you really don't know what you want and your needs are beyond 6 months. The final price and terms is negotiable	Purchasing	N/A	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH30	RFI - Request for Information	A RFI is used when the purchaser cannot clearly identify the product requirements of specifications. Once the information is attained, an ITB or other competitive process must be used.	Purchasing	N/A	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH31	RFO - Request for Offer	A RFO can only be used for Information Technology items and services. The bidder must be certified in States' Master Bidders List and a Qualified Information Services Vendor.	Purchasing	N/A	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH32	ITB - Invitation to Bid	An ITB is a written request for submission of a bid. This process is also referred to as a bid invitation. This is not an offer to buy, but an offer to sell.	Purchasing	N/A	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips	
F-UH34	Open Market Requisition	This process is used for state funds in excess of \$25,000. GSC posts on the Texas Marketplace and solicits bids. GSC opens and reviews bids and makes recommendation. Purchase order is submitted under the name, General Services Commission.	Purchasing	N/A	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH35	Addenda to Bids	Technology Access Clause and Year 2000 Warranty Statements are attached to all bids.	Purchasing	N/A	2	UHS	N/A	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

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F-UHVL29	RFP - Request for Proposal	A RFP is used when you really don't know what you want and your needs are beyond 6 months. The final price and terms is negotiable	Purchasing	N/A	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL30	RFI - Request for Information	A RFI is used when the purchaser cannot clearly identify the product requirements of specifications. Once the information is attained, an ITB or other competitive process must be used.	Purchasing	N/A	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL31	RFO - Request for Offer	A RFO can only be used for Information Technology items and services. The bidder must be certified in States' Master Bidders List and a Qualified Information Services Vendor.	Purchasing	N/A	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL32	ITB - Invitation to Bid	An ITB is a written request for submission of a bid. This process is also referred to as a bid invitation. This is not an offer to buy, but an offer to sell.	Purchasing	N/A	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	

PROCESS ANALYSIS RESULTS

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F-UHCL34	Open Market Requisition	This process is used for state funds in excess of \$25,000. GSC posts on the Texas Marketplace and solicits bids. GSC opens and reviews bids and makes recommendation. Purchase order is submitted under the name, General Services Commission.	Purchasing	N/A	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL35	Addenda to Bids	Technology Access Clause and Year 2000 Warranty Statements are attached to all bids.	Purchasing	N/A	2	UHS	N/A	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD29	RFP - Request for Proposal	A RFP is used when you really don't know what you want and your needs are beyond 6 months. The final price and terms is negotiable	Purchasing	N/A	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	
F-UHD30	RFI - Request for Information	A RFI is used when the purchaser cannot clearly identify the product requirements of specifications. Once the information is attained, an ITB or other competitive process must be used.	Purchasing	N/A	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	
F-UHD31	RFO - Request for Offer	A RFO can only be used for Information Technology items and services. The bidder must be certified in States' Master Bidders List and a Qualified Information Services Vendor.	Purchasing	N/A	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	
F-UHD32	ITB - Invitation to Bid	An ITB is a written request for submission of a bid. This process is also referred to as a bid invitation. This is not an offer to buy, but an offer to sell.	Purchasing	N/A	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	
F-UHD34	Open Market Requisition	This process is used for state funds in excess of \$25,000. GSC posts on the Texas Marketplace and solicits bids. GSC opens and reviews bids and makes recommendation. Purchase order is submitted under the name, General Services Commission.	Purchasing	N/A	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD35	Addenda to Bids	Technology Access Clause and Year 2000 Warranty Statements are attached to all bids.	Purchasing	N/A	2	UHS	N/A	N/A	Craig Ness Cory Odstrcil	

PROCESS ANALYSIS RESULTS

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F-UHV31	RFO - Request for Offer	A RFO is used for Information Technology items and services. The bidder must be certified in States' Master Bidders List and a Qualified Information Systems Vendor.	Purchasing	N/A	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV32	ITB - Invitation to Bid	An ITB is a written request for submission of a bid. This process is also referred to as a bid invitation. This is not an offer to buy, but an offer to sell by a vendor to the university	Purchasing	N/A	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV33	Open Market Requisition	This process is used for state fund orders in between of \$10,000 and \$25,000. The agency must get 3 formal bids from CMBL (minimum 2 HUBs, one minority and one woman owned).	Purchasing	N/A	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV34	Open Market Requisition	This process is used for state funds in excess of \$25,000. GSC posts on the Texas Marketplace and solicits bids. GSC opens and reviews bids and makes recommendation. Purchase order is submitted under the name, General Services Commission.	Purchasing	N/A	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV35	Addenda to Bids	Technology Access Clause and Year 2000 Warranty Statements are attached to all bids.	Purchasing	N/A	2	UHS	N/A	N/A	Greg Fanelli Janie Lewis Craig Ness	

PROCESS ANALYSIS RESULTS

University of Houston
FAST Project - Financial Administration
Release 1
Voucher Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UH36	Evaluate/Distribute Invoices	The accounts payable department evaluates incoming invoices for approval and distributes to	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH37	Voucher Input	Incoming vouchers must be input into FINAPS. This process is completed by Accounts Payable or the department, depending on the campus or the type of	Accounts Payable and/or Departments	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH38	Audit Departmental Purchase Vouchers	The accounts payable department must audit departmental purchase vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH39	Audit PO Purchase Vouchers	The accounts payable department must audit PO purchase order vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH40	Audit Travel Vouchers	The accounts payable department must audit travel vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	

PROCESS ANALYSIS RESULTS

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHCL36	Evaluate/Distribute Invoices	The accounts payable department evaluates incoming invoices for approval and distributes to the proper individual.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL37	Voucher Input	Incoming vouchers must be input into FINAPS. This process is completed by Accounts Payable or the department, depending on the campus or the type of	Accounts Payable and/or Departments	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL38	Audit Departmental Purchase Vouchers	The accounts payable department must audit departmental purchase orders.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL39	Audit PO Purchase Vouchers	The accounts payable department must audit PO purchase order vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL40	Audit Travel Vouchers	The accounts payable department must audit travel vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	

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Voucher Processing

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F-UHD36	Evaluate/Distribute Invoices	The accounts payable department evaluates incoming invoices for approval and distributes to	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD37	Voucher Input	Incoming vouchers must be input into FINAPS. This process is completed by Accounts Payable or the department, depending on the campus or the type of	Accounts Payable and/or Departments	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD38	Audit Departmental Purchase Vouchers	The accounts payable department must audit departmental purchase	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD39	Audit PO Purchase Vouchers	The accounts payable department must audit PO purchase order vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD40	Audit Travel Vouchers	The accounts payable department must audit travel vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

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F-UHV36	Evaluate/Distribute Invoices	The accounts payable department evaluates incoming invoices for approval and distributes to	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV37	Voucher Input	Incoming vouchers must be input into FINAPS. This process is completed by Accounts Payable or the department, depending on the campus or the type of	Accounts Payable and/or Departments	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV38	Audit Departmental Purchase Vouchers	The accounts payable department must audit departmental purchase orders.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV39	Audit PO Purchase Vouchers	The accounts payable department must audit PO purchase order vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV40	Audit Travel Vouchers	The accounts payable department must audit travel vouchers.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	

PROCESS ANALYSIS RESULTS

University of Houston
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Release 1
Receiving Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UH41	Departmental Receiving Process	All campuses have departmental receiving for some items and some campuses have departmental receiving for	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH42	Central Receiving Process	Some campuses have central receiving which forwards specific receipts to departments.	Accounts Payabl	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	

PROCESS ANALYSIS RESULTS

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Receiving Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHCL41	Departmental Receiving Process	All campuses have departmental receiving for some items and some campuses have departmental receiving for	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL42	Central Receiving Process	Some campuses have central receiving which forwards specific receipts to departments.	Accounts Payabi	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	

PROCESS ANALYSIS RESULTS

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FAST Project - Financial Administration
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Receiving Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHD41	Departmental Receiving Process	All campuses have departmental receiving for some items and some campuses have departmental receiving for	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD42	Central Receiving Process	Some campuses have central receiving which forwards specific receipts to departments	Accounts Payabl	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

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University of Houston
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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHV4	Departmental Receiving Process	All campuses have departmental receiving for some items and some campuses have departmental receiving for	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV4	Central Receiving Process	Some campuses have central receiving which forwards specific receipts to departments.	Accounts Payabl	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	

PROCESS ANALYSIS RESULTS

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Release 1
Payment Processing

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UH43	Pay Standard Purchase Orders	The AP department utilizes a 3 way match with purchase order, invoice and receiving report, then verifies correctness and enters a voucher into	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH44	Review Blanket Purchase Order Payments	If AP receives the invoice from the vendor, the invoice is returned to the department. The department enters a voucher and sends the purchase order and	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH45	Pay 12 month contracts	The AP department reviews the invoice and schedules the appropriate payments.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH46	Authorize Treasury to release Checks	The AP department reviews a list of checks written by the treasury and calls the treasury to authorize the release. This	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH47	Coordinate payment of Centrally Billed Airfare	The AP department reconciles the Central Billed credit card Statement with the Travel agent itinerary, then enters the vouchers in FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UH48	Coordinate payment of procurement card	The AP department coordinates the payment of the Pro Card, which is administered and managed by the purchasing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH49	Input Expenditure Reallocation or Correction forms	The AP department enters distribution corrections and reallocations into FRS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH50	Input Encumbrance Cancellations and Adjustments	The AP department enters encumbrance entries into FRS.	Accounts Payable	FAS-1001	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH51	Travel Advances	The AP department monitors, approves and reconciles travel advances.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH52	Corporate Travel Card Program	The AP department coordinates, administers, and manages the corporate travel card program	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	
F-UH53	Direct Billing Arrangements	The AP department coordinates and administers direct bill arrangements with rental	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness	

PROCESS ANALYSIS RESULTS

**University of Houston
FAST Project - Financial Administration
Release 1
Payment Processing**

Priorities

***denotes not necessary for early pilot**

1 = Regulatory

2 = Critical

3 = Desirable

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5 = More Research Required

Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHCL43	Pay Standard Purchase Orders	The AP department utilizes a 3 way match with purchase order, invoice and receiving report, then verifies correctness and enters a voucher into	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL44	Review Blanket Purchase Order Payments	If AP receives the invoice from the vendor, the invoice is returned to the department. The department enters a voucher and sends the receiving report, purchase order and requisition to AP.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL45	Pay 12 month contracts	The AP department reviews the invoice and schedules the appropriate payments.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL46	Authorize Treasury to release Checks	The AP department reviews a list of checks written by the treasury and calls the treasury to authorize the release.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL47	Coordinate payment of Centrally Billed Airfare	The AP department reconciles the Central Billed credit card Statement with the Travel agent itinerary, then enters the vouchers in FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHCL48	Coordinate payment of procurement card	The AP department coordinates the payment of the Pro Card, which is administered and managed by the purchasing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL49	Input Expenditure Reallocation or Correction forms	The AP department enters distribution corrections and reallocations into FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL50	Input Encumbrance Cancellations and Adjustments	The AP department enters encumbrance entries into FINAPS.	Accounts Payable	FAS-1001	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL51	Travel Advances	The AP department monitors, approves and reconciles travel advances.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL52	Corporate Travel Card Program	The AP department coordinates, administers, and manages the corporate travel card program	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	
F-UHCL53	Direct Billing Arrangements	The AP department coordinates and administers direct bill arrangements with rental car companies.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet	

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Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHD43	Pay Standard Purchase Orders	The AP department utilizes a 3 way match with purchase order, invoice and receiving report, then verifies correctness and enters a voucher into	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD44	Review Blanket Purchase Order Payments	If AP receives the invoice from the vendor, the invoice is returned to the department. The department enters a voucher and sends the receiving report, purchase order and requisition to AP.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD45	Pay 12 month contracts	The AP department reviews the invoice and schedules the appropriate payments.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD46	Authorize Treasury to release Checks	The AP department reviews a list of checks written by the treasury and calls the treasury to	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD47	Coordinate payment of Centrally Billed Airfare	The AP department reconciles the Central Billed credit card Statement with the Travel agent itinerary, then enters the vouchers in FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priorit	Area	System	Interface	Interviewee	Comments
F-UHD48	Coordinate payment of procurement card	The AP department coordinates the payment of the Pro Card, which is administered and managed by the purchasing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD49	Input Expenditure Reallocation or Correction forms	The AP department enters distribution corrections and reallocations into FINAPS	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD50	Input Encumbrance Cancellations and Adjustments	The AP department enters encumbrance entries into FINAPS.	Accounts Payable	FAS-1001	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD51	Travel Advances	The AP department monitors, approves and reconciles travel advances	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD52	Corporate Travel Card Program	The AP department coordinates, administers, and manages the corporate travel card program	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD53	Direct Billing Arrangements	The AP department coordinates and administers direct bill arrangements with rental	Accounts Payable	N/A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV4	Pay Standard Purchase Orders	The AP department utilizes a 3 way match with purchase order, invoice and receiving report, then verifies correctness and enters a voucher into	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV4	Review Blanket Purchase Order Payments	If AP receives the invoice from the vendor, the invoice is returned to the department. The department enters a voucher and sends the receiving report, purchase order and requisition to AP.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV4	Pay 12 month contracts	The AP department reviews the invoice and schedules the appropriate payments.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV4	Authorize Treasury to release Checks	The AP department reviews a list of checks written by the treasury and calls the treasury to	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV4	Coordinate payment of Centrally Billed Airfare	The AP department reconciles the Central Billed credit card Statement with the Travel agent itinerary, then enters the vouchers in FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	

PROCESS ANALYSIS RESULTS

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F-UHV4	Coordinate payment of procurement card	The AP department coordinates the payment of the Pro Card, which is administered and managed by the purchasing	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV4	Input Expenditure Reallocation or Correction forms	The AP department enters distribution corrections and reallocations into FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV5	Input Encumbrance Cancellations and Adjustments	The AP department enters encumbrance entries into FINAPS.	Accounts Payable	FAS-1001	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV5	Travel Advances	The AP department monitors, approves and reconciles travel advances.	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV5	Corporate Travel Card Program	The AP department coordinates, administers, and manages the corporate travel card program	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	
F-UHV5	Direct Billing Arrangements	The AP department coordinates and administers direct bill arrangements with rental	Accounts Payable	N/A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH54	State Commodity Codes	The State commodity codes are updated weekly from GSC to PURCH	UHS Systems	NA	2	UHS	PURCH	GSC	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH55	HUB Vendor Flags	The HUB Vendor flags are updated from GSC to FINAPS monthly.	UHS Systems	NA	2	UHS	FINAPS	GSC	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH56	General Ledger	There is a daily outbound interface from PURCH to FRS to the Purchase Order Number detail.	UHS Systems	NA	2	UHS	PURCH	FRS	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH57	Postal Service	The Postal Service sends a file of distribution information data to AP for postal services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Postal Service	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH58	Telephone Cost Accounting	The Telephone cost accounting system sends a file of distribution information data to AP for Telephone services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Telephone Cost Accounting	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH59	AT&T Phone Card	The AT&T Phone Card system sends a file of distribution information data to AP for phone card use.	Accounts Payable	N/A	2	UHS	FINAPS	AT&T Phone Card	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH60	ABC - Student Accounting System - Main and Victoria	The ABC student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	ABC - Student Accounting System - Main and Victoria	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH63	USAS	An interface to USAS sends payment information for disbursement of state funds. An interface from USAS sends check information to FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	USAS	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH64	TINS	The TINS system sends vendor hold information to FINAPS, and an outbound interface sends vendor information updates to TINS.	Accounts Payable	N/A	2	UHS	FINAPS	TINS	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH65	Banks (Multiple)	An outbound interface from FINAPS to the banks sends information for positive pay, and an inbound interface provides reconciliation information on cleared checks.	Accounts Payable	N/A	2	UHS	FINAPS	Banks (Multiple)	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH66	General Ledger	FINAPS sends transaction information to the general ledger.	Accounts Payable	N/A	2	UHS	FINAPS	General Ledger	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH67	GSC	FINAPS gets HUB vendor information and commodity codes from GSC, and FINAPS sends HUB reports to GSC.	Accounts Payable	N/A	2	UHS	FINAPS	GSC	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH68	PostalSoft	Address Verification Software	Accounts Payable	N/A	2	UHS	FINAPS	PostalSoft	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH69	Bottom Line Technology	Treasury uses bottom line technology for check writing system	Accounts Payable	N/A	2	UHS	FINAPS	Bottom Line Technology	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL54	State Commodity Codes	The State commodity codes are updated weekly from GSC to PURCH	UHS Systems	NA	2	UHS	PURCH	GSC	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL55	HUB Vendor Flags	The HUB Vendor flags are updated from GSC to FINAPS monthly.	UHS Systems	NA	2	UHS	FINAPS	GSC	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL56	General Ledger	There is a daily outbound interface from PURCH to FRS to the Purchase Order Number detail.	UHS Systems	NA	2	UHS	PURCH	FRS	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL57	Postal Service	The Postal Service sends distribution information to AP for postal services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Postal Service	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL58	Telephone Cost Accounting	The Telephone cost accounting system sends distribution information to AP for Telephone services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Telephone Cost Accounting	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL59	AT&T Phone Card	The AT&T Phone Card system sends distribution information to AP for phone card use.	Accounts Payable	N/A	2	UHS	FINAPS	AT&T Phone Card	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL60	ABC - Student Accounting System - Main and Victoria	The ABC student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	ABC - Student Accounting System - Main and Victoria	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL61	Banner (SCT) - Downtown	The Banner student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	Banner (SCT) - Downtown	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL62	PowerPhase - Clear Lake - Financial Aid	The PowerPhase financial aid system sends student payment and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	PowerPhase - Clear Lake - Financial Aid	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL63	USAS	An interface to USAS sends payment information for disbursement of state funds. An interface from USAS sends check information to FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	USAS	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL64	TINS	The TINS system sends vendor hold information to FINAPS, and an outbound interface sends vendor information updates to TINS.	Accounts Payable	N/A	2	UHS	FINAPS	TINS	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL65	Banks (Multiple)	An outbound interface from FINAPS to the banks sends information for positive pay, and an inbound interface provides reconciliation information on cleared checks.	Accounts Payable	N/A	2	UHS	FINAPS	Banks (Multiple)	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL66	General Ledger	FINAPS sends transaction information to the general ledger.	Accounts Payable	N/A	2	UHS	FINAPS	General Ledger	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL67	GSC	FINAPS gets HUB vendor information and commodity codes from GSC, and FINAPS sends HUB reports to GSC.	Accounts Payable	N/A	2	UHS	FINAPS	GSC	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL68	PostalSoft	Address Verification Software	Accounts Payable	N/A	2	UHS	FINAPS	PostalSoft	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL69	Bottom Line Technology	Treasury uses bottom line technology for check writing system	Accounts Payable	N/A	2	UHS	FINAPS	Bottom Line Technology	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD54	State Commodity Codes	The State commodity codes are updated weekly from GSC to PURCH	UHS Systems	NA	2	UHS	PURCH	GSC	Craig Ness Cory Odstrcil	
F-UHD55	HUB Vendor Flags	The HUB Vendor flags are updated from GSC to FINAPS monthly.	UHS Systems	NA	2	UHS	FINAPS	GSC	Craig Ness Cory Odstrcil	
F-UHD56	General Ledger	There is a daily outbound interface from PURCH to FRS to the Purchase Order Number detail.	UHS Systems	NA	2	UHS	PURCH	FRS	Craig Ness Cory Odstrcil	
F-UHD57	Postal Service	The Postal Service sends distribution information to AP for postal services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Postal Service	Cynthia Conner Craig Ness Mario Ramos	
F-UHD58	Telephone Cost Accounting	The Telephone cost accounting system sends distribution information to AP for Telephone services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Telephone Cost Accounting	Cynthia Conner Craig Ness Mario Ramos	
F-UHD59	AT&T Phone Card	The AT&T Phone Card system sends distribution information to AP for phone card use.	Accounts Payable	N/A	2	UHS	FINAPS	AT&T Phone Card	Cynthia Conner Craig Ness Mario Ramos	
F-UHD60	ABC - Student Accounting System - Main and Victoria	The ABC student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	ABC - Student Accounting System - Main and Victoria	Cynthia Conner Craig Ness Mario Ramos	
F-UHD61	Banner (SCT) - Downtown	The Banner student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	Banner (SCT) - Downtown	Cynthia Conner Craig Ness Mario Ramos	
F-UHD62	PowerPhase - Clear Lake - Financial Aid	The PowerPhase financial aid system sends student payment and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	PowerPhase - Clear Lake - Financial Aid	Cynthia Conner Craig Ness Mario Ramos	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD63	USAS	An interface to USAS sends payment information for disbursement of state funds. An interface from USAS sends check information to FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	USAS	Cynthia Conner Craig Ness Mario Ramos	
F-UHD64	TINS	The TINS system sends vendor hold information to FINAPS, and an outbound interface sends vendor information updates to TINS.	Accounts Payable	N/A	2	UHS	FINAPS	TINS	Cynthia Conner Craig Ness Mario Ramos	
F-UHD65	Banks (Multiple)	An outbound interface from FINAPS to the banks sends information for positive pay, and an inbound interface provides reconciliation information on cleared checks.	Accounts Payable	N/A	2	UHS	FINAPS	Banks (Multiple)	Cynthia Conner Craig Ness Mario Ramos	
F-UHD66	General Ledger	FINAPS sends transaction information to the general ledger.	Accounts Payable	N/A	2	UHS	FINAPS	General Ledger	Cynthia Conner Craig Ness Mario Ramos	
F-UHD67	GSC	FINAPS gets HUB vendor information and commodity codes from GSC, and FINAPS sends HUB reports to GSC.	Accounts Payable	N/A	2	UHS	FINAPS	GSC	Cynthia Conner Craig Ness Mario Ramos	
F-UHD68	PostalSoft	Address Verification Software	Accounts Payable	N/A	2	UHS	FINAPS	PostalSoft	Cynthia Conner Craig Ness Mario Ramos	
F-UHD69	Bottom Line Technology	Treasury uses bottom line technology for check writing system	Accounts Payable	N/A	2	UHS	FINAPS	Bottom Line Technology	Cynthia Conner Craig Ness Mario Ramos	

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV54	State Commodity Codes	The State commodity codes are updated weekly from GSC to PURCH	UHS Systems	NA	2	UHS	PURCH	GSC	Greg Fanelli Janie Lewis Craig Ness	
F-UHV55	HUB Vendor Flags	The HUB Vendor flags are updated from GSC to FINAPS monthly.	UHS Systems	NA	2	UHS	FINAPS	GSC	Greg Fanelli Janie Lewis Craig Ness	
F-UHV56	General Ledger	There is a daily outbound interface from PURCH to FRS to the Purchase Order Number detail.	UHS Systems	NA	2	UHS	PURCH	FRS	Greg Fanelli Janie Lewis Craig Ness	
F-UHV57	Postal Service	The Postal Service sends distribution information to AP for postal services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Postal Service	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV58	Telephone Cost Accounting	The Telephone cost accounting system sends distribution information to AP for Telephone services provided.	Accounts Payable	N/A	2	UHS	FINAPS	Telephone Cost Accounting	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV59	AT&T Phone Card	The AT&T Phone Card system sends distribution information to AP for phone card use.	Accounts Payable	N/A	2	UHS	FINAPS	AT&T Phone Card	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV60	ABC - Student Accounting System - Main and Victoria	The ABC student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	ABC - Student Accounting System - Main and Victoria	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV61	Banner (SCT) - Downtown	The Banner student accounting system sends student payments and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	Banner (SCT) - Downtown	J. P. Davenport Debbie Jozwiak Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV62	PowerPhase - Clear Lake - Financial Aid	The PowerPhase financial aid system sends student payment and refunds to AP.	Accounts Payable	N/A	2	UHS	FINAPS	PowerPhase - Clear Lake - Financial Aid	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV63	USAS	An interface to USAS sends payment information for disbursement of state funds. An interface from USAS sends check information to FINAPS.	Accounts Payable	N/A	2	UHS	FINAPS	USAS	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV64	TINS	The TINS system sends vendor hold information to FINAPS, and an outbound interface sends vendor information updates to TINS.	Accounts Payable	N/A	2	UHS	FINAPS	TINS	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV65	Banks (Multiple)	An outbound interface from FINAPS to the banks sends information for positive pay, and an inbound interface provides reconciliation information on cleared checks.	Accounts Payable	N/A	2	UHS	FINAPS	Banks (Multiple)	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV66	General Ledger	FINAPS sends transaction information to the general ledger.	Accounts Payable	N/A	2	UHS	FINAPS	General Ledger	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV67	GSC	FINAPS gets HUB vendor information and commodity codes from GSC, and FINAPS sends HUB reports to GSC.	Accounts Payable	N/A	2	UHS	FINAPS	GSC	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV68	PostalSoft	Address Verification Software	Accounts Payable	N/A	2	UHS	FINAPS	PostalSoft	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV69	Bottom Line Technology	Treasury uses bottom line technology for check writing system	Accounts Payable	N/A	2	UHS	FINAPS	Bottom Line Technology	J. P. Davenport Debbie Jozwiak Craig Ness	

PROCESS ANALYSIS RESULTS

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F-UH70	Quantitative Workload Analysis Report	Quantitative Workload Analysis Report	Purchasing	Quantitative Workload Analysis Report	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH71	Non-Resident Bidders Report	Non-Resident Bidders Report	Purchasing	Non-Resident Bidders Report	2	UHS	PURCH	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH72	HUB Report	HUB - Disbursement Data	Purchasing	HUB Report	2	UHS	FINAPS	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH73	HUB Report	HUB Minority Business - Contracts	Purchasing	HUB Report	2	UHS	FINAPS	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	
F-UH74	Minority Owned and Woman Owned Businesses Report	Minority Owned and Woman Owned Businesses Report	Purchasing	Minority Owned and Woman Owned Businesses Report	2	UHS	FINAPS	N/A	Larry Lau Keith Martin Craig Ness Dick Nill Alan Phillips Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH75	1099	The AP department processes 1099's for vendor activity.	Accounts Payable	1099	1	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH76	AD07	Accounts Payable Batch Header Create from DC File	Accounts Payable	AD07	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH77	AD11	Daily Voucher Register - Voucher number within batch	Accounts Payable	AD11	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH78	AD20	Check Extract report	Accounts Payable	AD20	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH79	AD22	Check Cycle Update report	Accounts Payable	AD22	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH80	AD23	Accounting feed generator - check cycle report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH81	AD25	Check Cycle Disbursement Report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH82	AD27	Check Extract report	Accounts Payable	AD27	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH83	AD42	Bank Reconciliation	Accounts Payable	AD42	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH84	AD43	Outstanding Check Listing - Alpha	Accounts Payable	AD43	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH85	AD63	Trial Balance	Accounts Payable	AD63	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	This is probably the responsibility of the GL unit
F-UH86	AD67	Vendor List	Accounts Payable	AD67	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH87	AD89	Status Hold Flag Update	Accounts Payable	AD89	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH88	AD93	Pending Voucher Status Report	Accounts Payable	AD93	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH89	AM35	Outstanding State Vouchers - Alpha	Accounts Payable	AM35	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH90	AM52A	Cash Disbursement Report - YTD	Accounts Payable	AM52A	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH91	AM52N	Cash Disbursement Report - YTD Alpha	Accounts Payable	AM52N	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH92	AM52P	Cash Disbursement Report - YTD PO	Accounts Payable	AM52P	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH93	AM53	Cash Disbursement Summary Report	Accounts Payable	AM53	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH94	AM63	Trial Balance and Work File	Accounts Payable	AM63	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	This is probably the responsibility of the GL unit

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UH95	AM66	Warrant Reconciliation	Accounts Payable	AM66	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH96	AM69	Batch Listing	Accounts Payable	AM69	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH97	AM98	Voucher List by Department	Accounts Payable	AM98	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH98	FBDU010	Indexed listing of batches processed	Accounts Payable	FBDU010	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH99	FD19	Open Commitment Status report listed by FO-REF-NBR	Accounts Payable	FD19	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH100	FD20	Open Commitment Status report by Account	Accounts Payable	FD20	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH101	FM12	Account Summary and/or Transaction Listing (FRS)	Accounts Payable	FM12	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	This is probably the responsibility of the GL unit
F-UH102	FD34	Open Commitment Status report by Description	Accounts Payable	FD34	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	
F-UH103	DAFR Reports 1061, 2021, 2221, 2231, 2251, 3601, 7700	DAFR Reports 1061, 2021, 2221, 2231, 2251, 3601, 7700	Accounts Payable	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	This is probably reports from USAS
F-UH104	Contract workforce - over \$10,000	Contract workforce - over \$10,000	Accounts Payable	Contract workforce - over \$10,000	2	UHS	FINAPS	N/A	Mike Glisson Larry Lau Keith Martin Craig Ness Elyse Yong	

PROCESS ANALYSIS RESULTS

**University of Houston
FAST Project - Financial Administration
Release 1
Report Processing**

Priorities
 *denotes not necessary for early pilot
 1 = Regulatory
 2 = Critical
 3 = Desirable
 4 = Future/Deferred
 5 = More Research Required

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL70	QuantitativeWorkload Analysis Report	QuantitativeWorkload Analysis Report	Purchasing	QuantitativeWor kload Analysis Report	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL71	Non-Resident Bidders Report	Non-Resident Bidders Report	Purchasing	Non-Resident Bidders Report	2	UHS	PURCH	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL72	HUB Report	HUB - Disbursement Data	Purchasing	HUB Report	2	UHS	FINAPS	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL73	HUB Report	HUB Minority Business - Contracts	Purchasing	HUB Report	2	UHS	FINAPS	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL74	Minority Owned and Woman Owned Businesses Report	Minority Owned and Woman Owned Businesses Report	Purchasing	Minority Owned and Woman Owned Businesses Report	2	UHS	FINAPS	N/A	Deb Carpenter Jeanne Cumpian Karen Gross Shirley Hart Craig Ness	
F-UHCL75	1099	The AP department processes 1099's for vendor activity.	Accounts Payable	1099	1	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL76	AD07	Accounts Payable Batch Header Create from DC File	Accounts Payable	AD07	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL77	AD11	Daily Voucher Register - Voucher number within batch	Accounts Payable	AD11	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL78	AD20	Check Extract report	Accounts Payable	AD20	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL79	AD22	Check Cycle Update report	Accounts Payable	AD22	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL80	AD23	Accounting feed generator - check cycle report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL81	AD25	Check Cycle Disbursement Report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL82	AD27	Check Extract report	Accounts Payable	AD27	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL83	AD42	Bank Reconciliation	Accounts Payable	AD42	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL84	AD43	Outstanding Check Listing - Alpha	Accounts Payable	AD43	2	UHS	FINAPS	N/A	John Cordary Sandy LeJeune Craig Ness Harriet Vincent	
F-UHCL85	AD63	Trial Balance	Accounts Payable	AD63	2	UHS	FINAPS	N/A		This is probably the responsibility of the GL unit
F-UHCL86	AD67	Vendor List	Accounts Payable	AD67	2	UHS	FINAPS	N/A		
F-UHCL87	AD89	Status Hold Flag Update	Accounts Payable	AD89	2	UHS	FINAPS	N/A		
F-UHCL88	AD93	Pending Voucher Status Report	Accounts Payable	AD93	2	UHS	FINAPS	N/A		
F-UHCL89	AM35	Outstanding State Vouchers - Alpha	Accounts Payable	AM35	2	UHS	FINAPS	N/A		
F-UHCL90	AM52A	Cash Disbursement Report - YTD	Accounts Payable	AM52A	2	UHS	FINAPS	N/A		
F-UHCL91	AM52N	Cash Disbursement Report - YTD Alpha	Accounts Payable	AM52N	2	UHS	FINAPS	N/A		
F-UHCL92	AM52P	Cash Disbursement Report - YTD PO	Accounts Payable	AM52P	2	UHS	FINAPS	N/A		
F-UHCL93	AM53	Cash Disbursement Summary Report	Accounts Payable	AM53	2	UHS	FINAPS	N/A		
F-UHCL94	AM63	Trial Balance and Work File	Accounts Payable	AM63	2	UHS	FINAPS	N/A		This is probably the responsibility of the GL unit
F-UHCL95	AM66	Warrant Reconciliation	Accounts Payable	AM66	2	UHS	FINAPS	N/A		
F-UHCL96	AM69	Batch Listing	Accounts Payable	AM69	2	UHS	FINAPS	N/A		
F-UHCL97	AM98	Voucher List by Department	Accounts Payable	AM98	2	UHS	FINAPS	N/A		

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHCL98	FBDU010	Indexed listing of batches processed	Accounts Payable	FBDU010	2	UHS	FINAPS	N/A		
F-UHCL99	FD19	Open Commitment Status report listed by FO-REF-NBR	Accounts Payable	FD19	2	UHS	FINAPS	N/A		
F-UHCL100	FD20	Open Commitment Status report by Account	Accounts Payable	FD20	2	UHS	FINAPS	N/A		
F-UHCL101	FM12	Account Summary and/or Transaction Listing (FRS)	Accounts Payable	FM12	2	UHS	FINAPS	N/A		This is probably the responsibility of the GL unit
F-UHCL102	FD34	Open Commitment Status report by Description	Accounts Payable	FD34	2	UHS	FINAPS	N/A		
F-UHCL103	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	Accounts Payable	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	2	UHS	FINAPS	N/A		This is probably reports from USAS
F-UHCL104	Contract workforce - over \$10,000	Contract workforce - over \$10,000	Accounts Payable	Contract workforce - over \$10,000	2	UHS	FINAPS	N/A		

PROCESS ANALYSIS RESULTS

**University of Houston
FAST Project - Financial Administration
Release 1
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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD70	Quantitative Workload Analysis Report	Quantitative Workload Analysis Report	Purchasing	Quantitative Workload Analysis Report	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD71	Non-Resident Bidders Report	Non-Resident Bidders Report	Purchasing	Non-Resident Bidders Report	2	UHS	PURCH	N/A	Craig Ness Cory Odstrcil	
F-UHD72	HUB Report	HUB - Disbursement Data	Purchasing	HUB Report	2	UHS	FINAPS	N/A	Craig Ness Cory Odstrcil	
F-UHD73	HUB Report	HUB Minority Business - Contracts	Purchasing	HUB Report	2	UHS	FINAPS	N/A	Craig Ness Cory Odstrcil	
F-UHD74	Minority Owned and Woman Owned Businesses Report	Minority Owned and Woman Owned Businesses Report	Purchasing	Minority Owned and Woman Owned Businesses Report	2	UHS	FINAPS	N/A	Craig Ness Cory Odstrcil	
F-UHD75	1099	The AP department processes 1099's for vendor activity.	Accounts Payable	1099	1	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD76	AD07	Accounts Payable Batch Header Create from DC File	Accounts Payable	AD07	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD77	AD11	Daily Voucher Register - Voucher number within batch	Accounts Payable	AD11	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD78	AD20	Check Extract report	Accounts Payable	AD20	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD79	AD22	Check Cycle Update report	Accounts Payable	AD22	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD80	AD23	Accounting feed generator - check cycle report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD81	AD25	Check Cycle Disbursement Report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD82	AD27	Check Extract report	Accounts Payable	AD27	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD83	AD42	Bank Reconciliation	Accounts Payable	AD42	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD84	AD43	Outstanding Check Listing - Alpha	Accounts Payable	AD43	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD85	AD63	Trial Balance	Accounts Payable	AD63	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	This is probably the responsibility of the GL unit
F-UHD86	AD67	Vendor List	Accounts Payable	AD67	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD87	AD89	Status Hold Flag Update	Accounts Payable	AD89	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD88	AD93	Pending Voucher Status Report	Accounts Payable	AD93	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD89	AM35	Outstanding State Vouchers - Alpha	Accounts Payable	AM35	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD90	AM52A	Cash Disbursement Report - YTD	Accounts Payable	AM52A	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD91	AM52N	Cash Disbursement Report - YTD Alpha	Accounts Payable	AM52N	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD92	AM52P	Cash Disbursement Report - YTD PO	Accounts Payable	AM52P	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD93	AM53	Cash Disbursement Summary Report	Accounts Payable	AM53	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD94	AM63	Trial Balance and Work File	Accounts Payable	AM63	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	This is probably the responsibility of the GL unit
F-UHD95	AM66	Warrant Reconciliation	Accounts Payable	AM66	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD96	AM69	Batch Listing	Accounts Payable	AM69	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD97	AM98	Voucher List by Department	Accounts Payable	AM98	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD98	FBDU010	Indexed listing of batches processed	Accounts Payable	FBDU010	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD99	FD19	Open Commitment Status report listed by FO-REF-NBR	Accounts Payable	FD19	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD100	FD20	Open Commitment Status report by Account	Accounts Payable	FD20	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD101	FM12	Account Summary and/or Transaction Listing (FRS)	Accounts Payable	FM12	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	This is probably the responsibility of the GL unit
F-UHD102	FD34	Open Commitment Status report by Description	Accounts Payable	FD34	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	
F-UHD103	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	Accounts Payable	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	This is probably reports from USAS

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHD104	Contract workforce - over \$10,000	Contract workforce - over \$10,000	Accounts Payable	Contract workforce - over \$10,000	2	UHS	FINAPS	N/A	Cynthia Conner Craig Ness Mario Ramos	

PROCESS ANALYSIS RESULTS

**University of Houston
FAST Project - Financial Administration
Release 1
Report Processing**

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Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV70	Quantitative Workload Analysis Report	Quantitative Workload Analysis Report	Purchasing	Quantitative Workload Analysis Report	3	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV71	Non-Resident Bidders Report	Non-Resident Bidders Report	Purchasing	Non-Resident Bidders Report	1	UHS	PURCH	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV72	HUB Report	HUB - Disbursement Data	Purchasing	HUB Report	1	UHS	FINAPS	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV73	HUB Report	HUB Minority Business - Contracts	Purchasing	HUB Report	1	UHS	FINAPS	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV74	Minority Owned and Woman Owned Businesses Report	Minority Owned and Woman Owned Businesses Report	Purchasing	Minority Owned and Woman Owned Businesses Report	1	UHS	FINAPS	N/A	Greg Fanelli Janie Lewis Craig Ness	
F-UHV75	1099	The AP department processes 1099's for vendor activity.	Accounts Payable	1099	1	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV76	AD07	Accounts Payable Batch Header Create from DC File	Accounts Payable	AD07	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV77	AD11	Daily Voucher Register - Voucher number within batch	Accounts Payable	AD11	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV78	AD20	Check Extract report	Accounts Payable	AD20	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV79	AD22	Check Cycle Update report	Accounts Payable	AD22	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV80	AD23	Accounting feed generator - check cycle report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV81	AD25	Check Cycle Disbursement Report	Accounts Payable	AD23	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV82	AD27	Check Extract report	Accounts Payable	AD27	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV83	AD42	Bank Reconciliation	Accounts Payable	AD42	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV84	AD43	Outstanding Check Listing - Alpha	Accounts Payable	AD43	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV85	AD63	Trial Balance	Accounts Payable	AD63	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	This is probably the responsibility of the GL unit
F-UHV86	AD67	Vendor List	Accounts Payable	AD67	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV87	AD89	Status Hold Flag Update	Accounts Payable	AD89	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV88	AD93	Pending Voucher Status Report	Accounts Payable	AD93	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV89	AM35	Outstanding State Vouchers - Alpha	Accounts Payable	AM35	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV90	AM52A	Cash Disbursement Report - YTD	Accounts Payable	AM52A	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV91	AM52N	Cash Disbursement Report - YTD Alpha	Accounts Payable	AM52N	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV92	AM52P	Cash Disbursement Report - YTD PO	Accounts Payable	AM52P	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV93	AM53	Cash Disbursement Summary Report	Accounts Payable	AM53	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV94	AM63	Trial Balance and Work File	Accounts Payable	AM63	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	This is probably the responsibility of the GL unit
F-UHV95	AM66	Warrant Reconciliation	Accounts Payable	AM66	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV96	AM69	Batch Listing	Accounts Payable	AM69	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV97	AM98	Voucher List by Department	Accounts Payable	AM98	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV98	FBDU010	Indexed listing of batches processed	Accounts Payable	FBDU010	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	

PROCESS ANALYSIS RESULTS

Ref	Process	Activity	Process Owner	Form/Report	Priority	Area	System	Interface	Interviewee	Comments
F-UHV99	FD19	Open Commitment Status report listed by FO-REF-NBR	Accounts Payable	FD19	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV100	FD20	Open Commitment Status report by Account	Accounts Payable	FD20	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV101	FM12	Account Summary and/or Transaction Listing (FRS)	Accounts Payable	FM12	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	This is probably the responsibility of the GL unit
F-UHV102	FD34	Open Commitment Status report by Description	Accounts Payable	FD34	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	
F-UHV103	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	Accounts Payable	DAFR Reports 2231, 2251, 7700, 2021, 3601, 1061	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	This is probably reports from USAS
F-UHV104	Contract workforce - over \$10,000	Contract workforce - over \$10,000	Accounts Payable	Contract workforce - over \$10,000	2	UHS	FINAPS	N/A	J. P. Davenport Debbie Jozwiak Craig Ness	

Appendix A – Process Analysis Agenda

Process Analysis Agenda

1. Introductions
2. Objectives and Expectations
3. Data Collection
 - Questionnaire
 - Supporting Documents
4. Summary of Fact Finding (High Level)
5. Next Steps
 - Follow Up Sessions - if required
 - Draft Documentation
 - Local Review of Documentation and Feedback
 - FAST Review and Feedback

Appendix B – Process Analysis Questionnaire

**PROCESS ANALYSIS
Interview Form**

Interviewee:

Date:

Process:

Interviewer:

Question	Answer
1. In what area or organization do you work?	
2. What are the roles and responsibilities within this area?	
3. What processes are you responsible for?	
4. What are the steps in these processes?	
5. What is the timeline for these processes?	
6. What is the scope of these processes (i.e. how large, how many individuals involved or impacted)?	
7. Which processes are most critical?	

8. What documentation do you have for these processes?	
9. What systems do you use or interface with while performing these processes?	
10. What data do you collect and how is it collected?	
11. What other data do you need and how critical is it?	
12. What are your regulatory requirements (i.e. federal, state, Board of Regents)	
13. What are your security requirements?	
14. What historical data is required? How much history is required?	
15. What significant changes or revisions does this history include?	
16. What are the issues with current processes?	
17. What new processes would be most beneficial to consider?	
18. What organizations and individuals are responsible for the current system?	
19. Who makes and/or authorizes policies?	

20. Who are your customers e.g. faculty, students (career), and/or staff?	
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