



# FINANCE/PAYROLL NOTES & NEWS



APRIL 2006

### Inside This Issue



GL Journal Task #2 2

GL Journal Info  
What's Next? 3

Training Offered by  
Customer Service 4

Who's Who in Fi-  
nance 5

HUB Vendor of the  
Month 6

Training Calendar 7

## GL Journal Workflow Task #1

Put the customized Journal Worklist pagelet on your Home page, so you see it when you log in.

- Click the Content link on the Home page. →



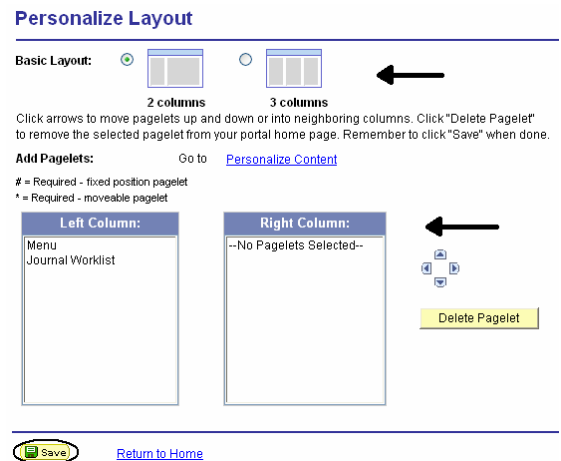
- Check the Journal Worklist box and click Save.



- To change the position of your worklist on the Home page, click on Layout. →



- Choose 2 or 3 columns and choose which pagelets appear in which column. Click Save. →



- Do **NOT** use the Worklist in the menu bar. This worklist may contain erroneous journals.

## GL Journal Workflow Task #2

Verify your email is setup correctly in the UHS Finance System, so that you can send and receive messages with the Notify button and receive an email if your journals are denied.

- Click on My System Profile and then Edit Email Addresses.

The screenshot shows the UHS Finance system interface. On the left is a 'Menu' sidebar with a search bar and a list of navigation items. 'My System Profile' is selected and highlighted in blue, with a mouse cursor pointing to it. In the main content area, the 'General Profile Information' section shows the user name 'Glisson, Michael T'. Below this are sections for 'Password' (with links for 'Change password' and 'Change or set up forgotten password help'), 'Personalizations' (with language and currency settings), 'Email' (with a link for 'Edit Email Addresses' circled in red), and 'Alternate User'.

- Check Primary Email Account, verify the email address is correct (if not, change it), and click OK.

The screenshot shows a dialog box for verifying email accounts. It has a table with the following data:

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Work	mtglisson@central.uh.edu

Below the table, a red message states: **Verify email address is correct.** There are '+' and '-' buttons to the right of the message.

OK Cancel

## GL Journal Workflow Information

The following information is available on the Finance References page <http://www.uh.edu/finance/pages/References.htm>:

### GL Journal Workflow Information

- **GL Journal Checklist** --- Quick reference to key journal creation steps and backup document requirements.
- **GL Journal Creators and Approvers** --- List of UH operators that create and/or approve GL journals in workflow.
- **GL Journal Online Training** --- Register for online GL journal workflow training.
- **GL Journal Workflow Handout** --- Training material used in GL Journal Online Training.

If you have questions about GL journal workflow, please call Gretta McClain at x38729.

## What's Next? Voucher and SC Voucher Workflow

### Preview

Electronic approval for regular vouchers and SC (service center) vouchers is scheduled for May. SC vouchers, which are created online in the UHS Finance System, will replace paper SCRs. SC vouchers will also have document imaging, just like regular vouchers.

Vouchers will have five workflow approval paths:

- Dept—Accounts Payable
- Dept—Scholarships & Financial Aid—Accounts Payable
- Dept—Tax—Accounts Payable
- Dept—Office of Contracts & Grants—Accounts Payable
- Dept—Research HEAF—Accounts Payable

SC vouchers will have one approval path:

- Dept—Service Center—General Accounting

### Training

Recommended auditorium training for vouchers and SC vouchers is scheduled for **Friday, April 14, from 10 AM to 12 PM** in the Kiva Auditorium of Farish Hall. Please register to attend at: <http://www.uh.edu/hrms/FinanceTraining.htm>

Required online WebCT training for vouchers and SC vouchers will be available by April 17. You will receive an email with a link to the training when the classes are available.

Optional classroom training will be offered in late April for those who want additional training after they have completed the online training. The classroom training schedule will be posted at the above web address by mid April.

## UHS Finance System Training for New Employees



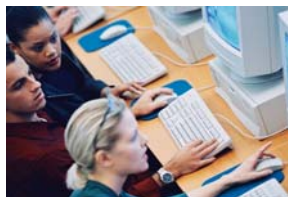
All new hires that need UHS Finance System training must attend the Basic UH Financial Processes and Transactions class to obtain access to the system. The class is held every Tuesday from 9:00 to 11:30 in the Customer Service Center Training Room 325A. Finance System access forms should be faxed to the Customer Service Center attention Cynthia Gibbs at 3-5596.

## “Tricks of the Trade” PAR Training



The Customer Service Center is now “Tricks of the Trade” PAR training to all interested employees who deal with PAR processing. To schedule training for your College/Division, please contact TaShawna Wilson at 3-6880 or Cynthia Gibbs at 3-6885.

## Leave Accrual Reallocation Training



Leave Accrual Reallocation training is now posted on the Finance website. The class will be held in The Customer Service Center Training Room 325A. For further information, contact Bobbie Odom-Velasco at 3-8755.

## Who's Who In Finance



Who:	Sandra G. Webb
Years of UH Service:	35 yrs.
Department:	HUB (Historically Underutilized Business) HUB Operations
How to Contact Me:	713-743-5662
Where to Find Me:	McElhinney Hall - Room 313A (Customer Service Suite)
When to Call Me:	When you need help finding a HUB vendor for any commodity or service (computers/software, office supplies, office furniture, promotional items, web design, scientific products and services).
What I Like Best About My Job:	Assisting minority vendors with state HUB certification and helping UH departments find the right HUB vendor. When I see HUB vendors on vouchers and requisitions, I am elated!

# HUB VENDOR OF THE MONTH



**WHO:**

Partsco International  
President: Cheryl Saunders  
Independently Owned Minority HUB Certified Business

**WHAT:**

Partsco International is a international supply company providing equipment, replacement parts, maintenance materials, building materials, tools, and expendables.  
CLIENTS: University of Houston, Texas Southern University and various major companies throughout the region.

**HOW:**

Materials can be ordered by phone or fax:  
Phone: 281-495-1055 M-F 9-5  
Fax: 281-568-7057  
Cell: 713-899-7716 (24 hrs)

**ONE THING ABOUT OUR COMPANY THAT WE WOULD LIKE UH TO KNOW:**

We work very closely with our clients, assuring every order is delivered as soon as possible. Our goal is to provide our valued customers with personal service and quality products.

**INTERESTING FACT ABOUT THE COMPANY:**

PARTSCO INTERNATIONAL, independently owned by an African American female, has quickly become a positive resource in the supply industry. As quoted by Don Dufresne, Procurement Manager for the University Stores Dept, **"CHERYL SAUNDERS reminds me of my elementary school days when we learned about the three R's. But her three R's are RESPONSIVE, RELIABLE, and RESOURCEFUL."**

For further information on this or other HUB vendors contact the University of Houston HUB Operations Department:

Sandra G. Webb – (713) 743-5662  
e-mail: [sgwebb@central.uh.edu](mailto:sgwebb@central.uh.edu)

# APRIL 2006

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 9:00 Payroll/ Finance Reconciliation	4 9:00 Basic Finance 9:00 Requisition	5 10:00 HR View 1:00 Budget Journal	6 10:00 PAR Training	7	8
9	10 9:00 Sponsored Projects Inventory	11 9:00 Basic Finance 1:30 Procure- ment Card 2:00 Leave Reconciliation	12 10:00 HR View	13 9:00 Query Basic	14 Voucher & SC Voucher Workflow 10 AM	15
16	17 9:00 Payroll/ Finance Reconciliation	18 9:00 Basic Finance	19 10:00 HR View 2:30 Vouchers	20 9:30 Travel Forms & Rules 10:00 PAR Training	21	22
23	24	25 9:00 Basic Finance 1:30 Procure- ment Card 2:00 Leave Reconciliation	26 10:00 HR View	27 9:00 Query Basic	28	29
30						