



FINANCE/PAYROLL NOTES AND NEWS

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2004 VITA Program

The foreign national student community at UH has benefited from Voluntary Income Tax Assistance's (VITA) assistance in preparing their U.S. tax returns (Forms 1040 NR or 1040 NR EZ). The University of Houston was approved as a VITA site in 1998 for UH foreign nationals. The VITA program is offered by the Houston Chapter of CPAs in cooperation with the Internal Revenue Service. The VITA program consists of volunteers from the Houston Chapter of CPAs and the local community who review and/or prepare tax returns for those individuals who need help in the local community. The IRS trains these volunteers in preparing nonresident alien tax returns.

Location: University Center (UC) in the Mediterranean Room of the University Center

Help Dates: February 7, 14 & 28; March 13, 30 & 27; April 3 & 10

Time: 10 a.m. to 2 p.m.

Annual IRS Tax Forms

At this time of the year, the University of Houston, like so many other businesses, is responsible for issuing tax forms to its faculty, staff, students, and non-University taxpayers.

For University tax forms and additional tax information, visit the Tax Department's website at:

http://www.uh.edu/finance/TaxInformation/tax_info.htm.

Form	Description	Contact	Phone
W-2	Employee wage and tax statement	Bobbie Odom-Velasco	713-743-8775
1042-S	Individual Nonresident Alien's Income	Linda Morrow	713-743-8987
1098-E	Student Loan Interest	Nancy Tran	713-743-8881
1098-T	Hope Scholarship and Lifetime Learning Tax Credits	Recording	713-743-1098
1099-MISC	Miscellaneous income of \$600 or more	Samantha Yurus	713-743-8721

Finance/Payroll Customer Service Center

The Finance/Payroll Customer Service Center is up and running in Room 341 McElhinney.

What is the Customer Service Center?

We are a point of contact when you don't know who to call about finance and payroll questions.

We are a point of contact when you've tried calling someone in the operational units and have not received a response.

We are the people you can call when you have a problem or concern with getting a financial/payroll item processed.

We are the people to call when you have an idea for improving/streamlining university business processes.

We are the group to contact if you need W-2 re-prints, need to make a change to your direct deposit form, turn in a direct deposit form, or make a change to your W-4.

We are the people that the operational units within Finance and Payroll can turn to provide additional/individualized training resources to the Colleges and Divisions.

How Do I contact the Customer Service Center?

Call Sandra Medellin for Finance questions at 3-5753.

Call Bobbie Odom-Velasco for Payroll questions at 3-8755.

Call Emily Messa at 3-8184 or the main customer service line at 3-3988 if you are not sure who to contact.

E-mail Payroll concerns to payrollhelp@uh.edu.

E-mail Finance concerns to financehelp@uh.edu

Our mail code is 5011

What Did the Customer Service Center Do For Me This Month?

We have been immersed in the PeopleSoft Finance 8 module. We are contacting the college and division administrators to schedule individualized training for each college and division beginning February 16. Our goal is to visit with each college and division before the March 22nd cutover.

We are working with the HRMS staff and Finance staff to help them develop and implement a comprehensive training program.

What are your plans for the future?

After the upgrade, we plan to establish sub-groups of the College/Division Business Administrators who will meet to discuss improvements in business processes with the operational units. College/Division Business Administrators will serve on this group on rotating terms of one year.

The Customer Service Center is planning on re-vamping the Office of Finance Web Site to make it easier to navigate and make more forms available electronically. As part of this, we will be developing a section on the HRMS/Finance upgrade to assist people with their frequently asked questions.

During the cutover to the new Finance module, beginning March 22nd, our offices will be open for scheduled hours to assist business units in processing financial transactions. Of course, the phone lines and e-mail will be open during business hours to respond to questions, concerns, and assist departments on PeopleSoft Finance 8.

We are working with the HRMS staff to develop a training program to provide individualized training for the College/Division Business Administrators on the 8.0 upgrade.

HUB VENDOR OF THE MONTH

HUB VENDOR OF THE MONTH

WHO:

Ford's Fine Food & Catering

President and Executive Chef: Felix L. Ford, Jr.

Independently owned company serving Houston for 25 years

WHAT:

Full Service catering, vending and corporate catering

Clients – U of H, Center Point Energy, Metro, Port of Houston and

All Houston Community College campuses



HOW:

Orders can be placed:

On line at www.fordsfinefoods.com

By phone; 713-661-9046 or by fax; 713-668-6872

Speak with Felix Ford for any additional information

ONE THING ABOUT OUR BUSINESS THAT WE WOULD LIKE UH TO KNOW: Customer service and building relationships is the first priority.

INTERESTING FACTS ABOUT FORD'S FINE FOOD CATERING:

Family owned and operated. Fords is an award winning business and a teaching training business.

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

Dick Nill – (713) 743-5670 e-mail: danill@central.uh.edu

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

Finance Upgrade Timeline and To-Do List

Today – March 1

Departments review all prior year encumbrances (BP2003, BP2002, BP2001) and cancel any that will not be paid.

- Run the UHS_OPEN_COMMITMENTS_DETAIL query to Excel.
- Delete commitments from the spreadsheet that are valid (i.e., should not be canceled).
- Email the list of PO commitments to cancel to Linda Howard in Accounts Payable at LFHoward@central.uh.edu.

February 12 and 13

Overview of Finance Upgrade

Feb 12, KIVA Auditorium, Farish Hall, 2:30 PM – 4:30 PM

Feb 13, Room 160, Melcher Hall, 9:00 AM – 11:00 AM

Sign up to attend one of these sessions at: <http://www.uh.edu/hrms/FinanceTraining.htm>

- Review of key changes.
- Demonstration of training on the web.
- Instructions for using the test database to practice.

February 16 – March 12

Conference room training with each UH/UHSA college/division.

February 23 – March 19

Hands-on training with each UH/UHSA college/division.

March 8, 5:00 PM

Vouchers (state and local) must be submitted to Accounts Payable no later than March 8 for payments due through March 25. These payments will be issued through March 12.

March 12, 5:00 PM

Financial production database (FSPRD) goes offline for upgrade. Financial reporting database (FSRPT) will be available for reporting and inquiry.

March 15 – 19

Cash Deposits

- Create journal entry on Excel Journal Entry Request Form.
- Submit deposit to Student Financial Services as normal.
- General Accounting will enter journal in FSPRD after the upgrade.

Emergency Accounts Payable Checks

- Certifying signatory faxes memo to Samantha Yurus at x38709 explaining need for emergency check. Include vendor, amount, cost center, account, and who to contact to pick up the check at the Treasurer's Office.
- Samantha reviews and, if approved, sends a request to Treasury to issue a manual check. Manual checks will only be issued for true emergencies.
- Accounts Payable will create and approve voucher in FSPRD after the upgrade.

Cont. from page 4March 15-19 (cont.)

Spend this week reviewing web training and practicing in the test database.

March 22, 8:00 AM

Upgraded web version of FSPRD is available for use. Upgraded version of FSRPT will also be available for reporting and inquiry.

March 22 – 26

Room 224, UBP2 training room will be available for anyone who needs assistance entering transactions or running reports in the upgraded financial system.

Key Changes related to the Financial System Upgrade

Changes Immediately After the Upgrade

1. Departments will enter budget journals online, instead of on an Excel spreadsheet.
 - The budget journal will be printed, signed, and sent to the Budget Office or the Office of Contracts and Grants for approval (additional approvals may be required within your college or division).
 - College/Division Administrators will identify those persons who will be entering budget journals for the college/division, so they can be trained prior to the upgrade.
2. Chartfield 1, a new, optional chartfield, may be entered on vouchers, journals, requisitions, and purchase orders, and will appear as a separate field on printed transaction reports to further classify transactions.
 - Each department can have up to 260 values for Chartfield 1 and will maintain their own list of Chartfield 1 values in FSPRD.
 - College/Division Administrators will identify those persons who will maintain the list of Chartfield 1 values for each department within their college/division, so they can be trained prior to the upgrade.
 - Chartfield 1 will not appear on Payroll, Student System, University Advancement, Telephone, Postage or other journals fed into FSPRD from another system.
 - You will not be able to budget by Chartfield 1 or run budget or fund equity reports by Chartfield 1, since it will not be part of the official cost center.
3. Budget reference (previously called budget period) will work a little differently.
 - Budget reference (e.g., BP2004) will no longer appear on transactions for fund 5 cost centers. When you enter a fund that starts with a 5, the budget reference field will be blanked out automatically.
 - For other funds (1, 2, 3, 4, 6, 7, 9), budget reference will default on all transactions based on the accounting date.
 - You should not change the budget reference, unless instructed to do so for end of year processing.
4. Reports and processes will run on a central server, instead of your computer.
 - You can request multiple reports at the same time.
 - You can choose the format for your report, HTML, Excel, PDF, etc.
 - Reports will not automatically run to your printer. You will select them from the list of reports you have run and choose to view them online or print them.

Changes Planned for the Months Following the Upgrade

1. Departments and/or service centers will be able to enter SCRs online.
 - Finance will meet with service center representatives and business administrators to plan how service center requisitions (SCRs) can be entered online.
 - Eliminate the need for a paper SCR and process service center payments completely online.
2. Accounts Payable payments can be issued by direct deposit.
 - Reduce the time and expense associated with printing and mailing checks.
 - Vendors and employee reimbursements receive their payment more quickly and securely.
3. Implement full workflow for vouchers, requisitions, journals, and budget journals.
 - Scan documents into FSPRD that are outside the system (invoices, contracts, etc.) and associate those documents with a voucher, journal, or requisition.
 - Submit transactions for approval electronically within the college/division and to the operating unit.
4. Fully implement P-Card.
 - Greatly reduce voucher processing for purchases less than \$5,000.
 - Provide a fast and convenient method for making non-P.O. purchases.

PS8 HRMS Upgrade Update

The PS8 Upgrade is scheduled for April 2004, time is just flying by. It will be here before we know it. Not to panic, here is a time line to follow:

02/1-26/04	PS8 User Acceptance Training
03/1-25/04	PS8 User Navigation Orientation
03/11-12/04	Process/Reporting Training – Location TBA
3/29/04 – 04/04/04	HRMS/Payroll systems will be down for conversion
04/05/04	Go Live in PS8

The HRMS PS8 Upgrade staff is Jackie Chaney 31962, Rebekah Soares 34382; Carla Ponzio 34275 and Marli Bober 38766.

Jackie Chaney, our new training coordinator is developing a web training class that will be available in March. The user will be able to go through a basic PS8 navigation class online.

Current processes and procedures are not changing with Version 8, the look and feel will be different, not to worry our training sessions will instruct users on the navigations.

HRMS PS8 Navigation Orientation classes will be scheduled with UH/UHS Finance PS8 training, at individual colleges.

Q & A's will be available at our website full of the most common topics as they come in, all of our instructional training manuals will be updated with the PS8 version and Helpful Hints will be developed to assist users.

Look for communications regarding the Upgrade in the upcoming Finance Newsletters and list serves as information is available.

February 2004

Helpful hints: In PeopleSoft 8, you must log in and enter your password in all caps. You must also save as opposed to hitting enter when you move from page to page.

Sun	Mon	Tue	Wed	Thu	Fri	S
1	2	3	4 9:30-11:30 a.m. HR View UBP 2-224	5 2 – 5 p.m. Online Requisition Entry UBP 2-224	6	7
8	9	10	11 1:30-5:00 p.m. Advanced HR Pay- roll/Realloc UBP 2-224	12 1-3 p.m. GL Orientation UBP 2-224 2:30 - 4:30 p.m. 8.4 Intro Training Kiva Room	13 9 -11 a.m. 8.4 Introduction Training 160 Melcher	14
15	16 9-11 a.m. Admin/Finance Up- grade Training Room 325 McElhinney	17 9-11 a.m. Admin/Finance Up- grade Training Room 325 McElhinney	18 10 a.m.–12 p.m. College of Education Upgrade Training Room TBD 9-5 p.m. Query/Crystal Basic	19 9-11 a.m. College of Business Upgrade Training Room TBD	20 9-11 a.m. Provost Upgrade Training Room TBD	21
22	23 NSM Upgrade Train- ing Time and Room TBD	24 9-11 a.m. CLASS Upgrade Training 402 Agnes Arnold	25 1:30-3:30 HR View UBP 2-224	26 1-3 p.m. Honors/Arch Upgrade Training Room 325 McElhin- ney	27	28
29						

March 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<p>1</p> <p>9-11 a.m.</p> <p>Research Division Upgrade Training TLCC Conference Room</p> <p>2-4 p.m.</p> <p>College of Engineering Upgrade Training Room E 321</p>	<p>2</p> <p>1:30-3:30 p.m.</p> <p>Graduate School of Social Work</p> <p>Upgrade Training Room 220 SW</p> <p>Room Room TBD</p>	<p>3</p> <p>9:30-11:30 a.m.</p> <p>HR View</p> <p>UBP 2-224</p>	<p>4</p> <p>9-11 a.m. Research Division Upgrade Training</p> <p>TLCC Conference Room</p> <p>2 - 5 p.m.</p> <p>Online Requisition Entry</p> <p>UBP 2-224</p>	<p>5</p> <p>1-3 p.m.</p> <p>Optometry Upgrade Training</p> <p>Room TBD</p>	<p>6</p>
7	<p>8</p> <p>9-11 a.m.</p> <p>Athletics Upgrade Training</p>	<p>9</p>	<p>10</p> <p>1:30-5:00</p> <p>Advanced HR Payroll// Realloc</p> <p>UBP 2-224</p>	<p>11</p> <p>2:30-4:30 p.m.</p> <p>Bells and Whistles in PeopleSoft 8</p> <p>Kiva Room</p>	<p>12</p>	<p>13</p>
14	<p>15</p>	<p>16</p>	<p>17</p> <p>9:00- 5:00 p.m.</p> <p>Query/Crystal Basic Class</p> <p>UPB 2-224</p>	<p>18</p>	<p>19</p>	<p>20</p>
21	<p>22</p> <p>Finance Cut-over!!</p>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>
28	<p>29</p>	<p>30</p>	<p>31</p>			