



FINANCE/PAYROLL

NOTES & NEWS



JUNE 2005

Sponsored Projects Property

The Sponsored Projects Property application is now available in PeopleSoft Finance. This new application will enable you to keep track of property that is not categorized as a controlled or capital asset.

The information will be data entered into PeopleSoft Finance by the department that uses the equipment and users will be able to generate queries (and later Crystal reports) to obtain information from the system. This application will be especially useful to departments that need to provide property reports to sponsors for sponsored projects.

To obtain access to this application, please complete the appropriate section of the Finance Access Request form (http://www.uh.edu/finance/Forms/Access_Request/Fin_System/UHS_Finance_Access_Form.xls) and sign up for training on the Finance web site (<http://www.uh.edu/hrms/FinanceTraining.htm>).

If you have any questions about this new application or how to obtain access, please contact Sandra Medellin at 3-5753.

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ARAMARK Wins Food Contract

After a long and challenging competitive process, the UH System Board of Regents approved ARAMARK Educational Services, Inc. as the food service provider for three of the System's component universities (UH, UHD, and UHCL). In addition, ARAMARK will provide concessions for UH Athletics and services to the Conrad Hilton College of Hotel and Restaurant Management.

Most of the UH campus favorites will remain in the same location (Wendys, Starbucks, and Subway) but some will be relocated (Kim Son and Smoothie King), You will notice a number of new brands both in the University Center and the UC Satellite and plans are underway for a casual dining restaurant in the lower level of the University Center. An Einstein Bros. Bagels shop will be located in the lobby area of Philip Guthrie Hoffman Hall (PGH) with fresh bagels and spreads, sandwiches, pastries, salads and desserts and a complete espresso bar.

Moody Towers and Oberholtzer Hall dining will be known for their "All You Care to Eat" service through ARAMARK's brand "Real Food on Campus" (RFoC). RFoC provides freshly prepared food and exhibition style cooking to meet a variety of appetites and dietary needs including low fat, low carb, and vegetarian. University faculty and staff will be welcome to enjoy this style of service with payment by Cougar 1Card, cash, or their bank credit/debit card. New dining plans will be available to both students and faculty/staff.

Some renovations will start during summer 2005 for fall opening but a few projects will not be completed until spring 2006.

Document Imaging Update

All UH departments have received document imaging training for vouchers, so they can upload voucher backup documents into the Finance system.

The error message (“Code 500 - Internal Server Error”) that some people received while uploading documents has been eliminated.

Beginning July 15, all vouchers received by UH Accounts Payable must have its backup documents uploaded to Finance system.

Document imaging for budget journals, journals, requisitions, and purchase orders will be available over the next few weeks. Look for the announcements on the Finance listserv. The procedure for uploading these documents will be exactly the same as for vouchers.

If you have any questions about document imaging, call Kimberly Bates at 713-743-8601 or Customer Service at 713-743-3988.

Workflow Update

Budget journal workflow is up and running for most UH colleges and divisions. The remaining colleges will be trained and setup to use budget journal workflow over the next two weeks.

Workflow for journals and vouchers will be rolled out next, which will include online approval for service center transactions (replaces the paper SCR). Requisition workflow will be implemented last.

HUB VENDOR OF THE MONTH

Who:

Fin-Ray Medical Equipment Company
Owner: Adley Finley
Independently owned for 15 years

What:

Sales, service and repair of medical equipment. Clients include: M.D. Anderson Cancer Center, St. Luke's Hospital, Texas Rehabilitation Dept, Hermann Memorial Hospital, Texas Orthopedic Hospital, Department of Assistive Rehabilitative Services, Veterans Administration, etc.
We provide all types of wheelchairs, hospital beds, stretchers, IV poles, bathroom equipment and much, much more.

How:

Order By Calling: 281-535-0467
Fax: 281-835-0467
Cell: 832-215-6732
Contact: Adley Finley
E-Mail: www.finray@sbcglobal.net
Web Site: fin-raymed.net

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

Our prices are very reasonable, and our goal is to always provide you with the professional and courteous service that you deserve.

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

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

JUNE 2005

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9:30 Travel
Forms and
Rules
1:30 Query
Basic

19

20
1:00 Payroll/
Finance Re-
porting

21
9:00 Journal
Entry
1:30 P-Card

22
8:30 HR View

23
8:30 Query
Basic

24

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29
8:30 HR View

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