

University  
of  
Houston

# PeopleSoft Notes & News

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### PeopleSoft Pointers

- Use HR business units to access HR reports.
- Web sites to use: <http://www.uh.edu/FAST> and <http://www.uh.edu/reports> or [psuh2.fast.uh.edu/report.web](http://psuh2.fast.uh.edu/report.web).
- Sign up now for training sessions before the classes fill up!
- Join the Finance Listserv today! Visit <http://listserv.uh.edu/archives/fast-financial.html>.

## PeopleSoft Training Takes Off

### Schedules and registration available on the FAST web site

As of February 22, 2002, 454 employees systemwide had attended the GL Orientation class; 397 had attended Budget and Accounting; 627 had attended Payables and Purchasing; and 214 had attended Advanced Vouchers.

Schedules and registration for Finance classes are available through August 2002 on the FAST web site.

Types of Finance classes

available include:

GL Orientation, GL Reporting, Basic Financial Query, Payables and Purchasing, FS Budget and Accounting, Travel Requests and Vouchers, Payables Advanced Vouchers and Basic Financial Reports.

Schedules and registration for Human Resources classes are available through May on the FAST web site.

Types of available classes include:

Query Workshop - A post Query/Crystal class assisting attendees to write queries; Reallocations - Learning the new form and process; PAR/Employee Information - Reviewing what is required on the PAR; Adv View - Learning Payroll/ Department Budget Table panels; and HR View - Required to access the HRMS/ Payroll System.

## Reports Enable Departments to Reconcile Cost Centers

Reconciliation of PeopleSoft financial transactions against department records can be and is being performed using the new UGL 01051 reports and online inquiry. To access your UGL01051, log into the PeopleSoft reporting database and complete the following steps:

Go - Process Financial Information - Process Journals - Report - Balance Sheet and Rev/Exp - Add (if this is your first time to

access this report). You will be asked to name your report. After naming your report, a panel will open up and you will key in your cost center information as well as the fiscal year and accounting period you would like to review.

After keying in this information, click on the stoplight in the left-hand corner of your screen and send this report to your printer and enter your printer queue. Your financial reports can also be accessed online via

Report.Web. The web address for Report.Web is <http://www.uh.edu/reports> or [psuh2.fast.uh.edu/report.web](http://psuh2.fast.uh.edu/report.web), which is the java client. The java client [psuh2.fast.uh.edu/report.web](http://psuh2.fast.uh.edu/report.web) is the recommended site to use, especially for printing reports.

If the printer is defaulted to Portrait, please change the printer setting to Landscape by selecting Properties on the final print window where you will be able to change your settings to Landscape.

Reconciliation of HR data is available via the Labor Distribution Report.

This report can be accessed by logging into the HR production database and completing the following steps: Go-Compensate employees-Manage Payroll Process-UHS-Labor Distribution-Add (if this is your first time to access this report). You will be asked to name this report. After naming your report, a screen will open up and you will be required to key in your business unit and department code. Make sure that you use the HR business units to run all HR reports.

## Many PeopleSoft Issues Being Resolved

PeopleSoft Finance and Human Resources Application Leads are meeting with small groups in the coming weeks to discuss the two systems. These meetings will provide business staff with a one-on-one opportunity to voice concerns, discuss changes in PeopleSoft reporting structure and content, review enhancements and planned updates to the systems, and provide general Human Resources and Finance information.

So far these small group meetings have generated much feedback. Solutions that have been discussed as a result of these meetings include a PAR/Employee data class, which will instruct users on the completion of the PAR. Also in the works are a Non-Resident Alien checklist and workshop to help business staff and more Query training sessions.

Concerns shared by these groups regarding the Finance system include the required use of multiple panels in Accounts Payable (A/P), which is a basic function of PS Payables. As departments become more familiar with navigating through the panels, the speed with which they are able to create vouchers will increase. Another A/P concern is that users can only pay one invoice per voucher, which is a basic function of PeopleSoft to prevent duplicate vendor payments. To resolve this, an exception process has been implemented for small dollar invoices, allowing payment from statement in lieu of invoices. Use of recurring payment vouchers is included in revised A/P training. Departments also expressed concerns with the A/P backlog. A/P reports that any backlog was eliminated prior to the close of December. All properly ap-

proved and supported A/P vouchers will be processed within three days of receipt. Also, the General Accounting backlog has now been resolved and this group is processing documents as they are received and posting all entries to the appropriate accounting period.

Other concerns that have arisen are that people aren't sure what reports are available. Available Human Re-

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sources reports include: Labor Distribution, Project/Grant Report, Payroll Account Report, Leave Accrual Report (Lost Time Report), Birthday Report, Personnel Action History, Emergency Contacts, Employees on Leave, Pending Future Actions, Paid Employees by Pay Period Query, Paid Employees by Pay Period and Account Query and Mailing Label Query. Questions about accessing these reports and report content may be directed to Carla Ponzio who at 3-4275.

Likewise, departmental Finance reports may be accessed in the system or online at the Report.Web site. Access to UHS's Report.Web site was originally limited to a smaller group of core users to permit training and the development of security scripts.

Subscription to Report.Web is now available to any user with the approval of their supervisor. All users, with approval, should have access provided by mid-April. Monthly financial reports are now current, with standard reports published for each accounting period. Additional General Ledger Reporting Tools classes have been added to the schedule to provide more users with the tools needed to produce their own reports.

There have been many concerns raised by those who regularly work with Contracts and Grants. One of these was Research reporting. Initial reports on project activity were provided to Research to meet reporting deadlines. Access to all published reports has been provided to Research. The voucher coversheet has been modified to assist in review of sponsored project payments. Processes for transfers from fixed price awards and transfers from cost reimbursable awards have been developed and accepted by Research staff. Another development for those who work with contracts and grants includes the development and distribution of a fringe benefit calculator to the appropriate users. The over-encumbrance of salaries on projects was solved by temporarily eliminating them from the HR system. An additional intermediate solution is being implemented.

Additional updates about the systems will be shared with the university community as concerns and issues are resolved by a cooperative force of university business users and the PeopleSoft project team.

## Accounts Payable Updates

Below are some recent enhancements to the Accounts Payable system.

A comments panel has been added for expanded explanation of the Journal Voucher, Schedule Payment-Dept use panel has been added to change the bank if needed, the PCC now defaults to zero instead of nine on the Journal Voucher, the Speed Chart works on the Line Info panel, and the description works on the Line Info panel.

Non taxable mileage increased from

\$0.12 to \$0.13 per mile effective January 1, 2002 and the revised Taxable

**Travel training and advanced voucher training classes are filling up quickly. Reserve your spot today on the FAST web site!**

Payments or Reimbursements form can be found at the following web site:

[http://www.uh.edu/finance/Travel/Forms\\_instr.htm](http://www.uh.edu/finance/Travel/Forms_instr.htm)

The Travel Request has been updated to include speedtype and account and can be found at <http://www.uh.edu/financial/FS-refandforms.htm>.

Travel forms and instructions, with link to the Travel Request are available at the following web site: [http://www.uh.edu/finance/Travel/Forms\\_instr.htm](http://www.uh.edu/finance/Travel/Forms_instr.htm).