



FINANCE/PAYROLL

NOTES & NEWS



MAY 2006

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New Petty Cash Reimbursement Procedures

Effective immediately, fund custodians should follow the procedures below to reimburse their petty cash fund:

1. Department prepares a voucher payable to Student Financial Services (vendor 0000007916, address 21) for authorized petty cash transactions.
 - Receipts must be uploaded to the voucher Documents page.
 - Fund custodian's signature must be included in the voucher backup, unless the fund custodian is the voucher Creator or Department Approver.
 - Department submits the voucher into workflow choosing the Dept-AP path.
2. Accounts Payable approves the voucher. (SFS will not reimburse petty cash funds unless the voucher has been approved by AP.)
3. Fund custodian goes to Student Financial Services (Room 9, E. Cullen) to get cash reimbursement for petty cash fund.
 - Fund custodian provides SFS with a valid photo ID and a printed voucher coversheet, which indicates AP has approved (see Approval History at bottom of voucher coversheet).
 - SFS gives the fund custodian the amount of cash indicated on the voucher coversheet to reimburse the petty cash fund.
 - Fund custodian must sign the voucher coversheet acknowledging receipt of cash.
 - SFS uploads the voucher coversheet signed by the fund custodian into the voucher Documents page.

The above procedures only apply to departments with authorized petty cash funds. If you have any questions, please call Cissy Bean at 3-8711.

Service Center and Auxiliary Business Process Matrix

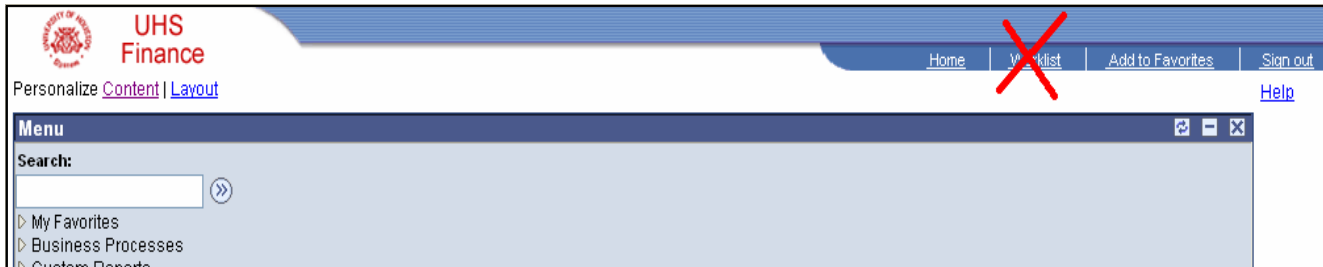
See the **Service Center and Auxiliary Business Process Matrix** on the Finance References page for contact and business process information for each UH service center and auxiliary.

SC Voucher Workflow Information

- **SC Voucher Creators and Approvers** --- List of UH operators who create and/or approve SC vouchers in workflow.
- **SC Voucher Online Training** --- Register for online SC Voucher workflow training.
- **SC Voucher Workflow Handout** --- Training material used in online SC Voucher Workflow training.
- **Service Center and Auxiliary Business Process Matrix** --- Business process used by each UH service center and auxiliary for accepting orders and processing payments.

Worklist Reminders

1. Do **NOT** use the Worklist link at the top of the UHS Finance System home page.

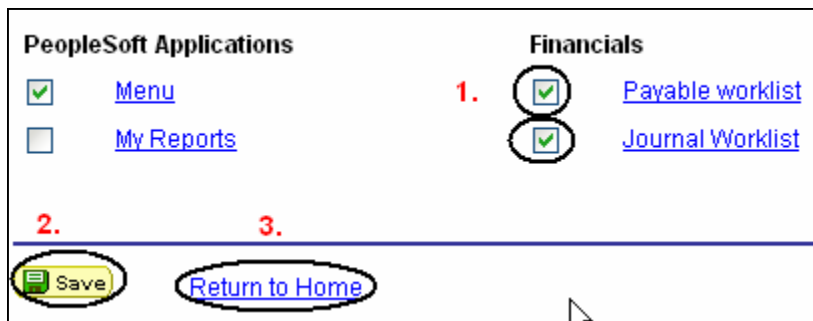


2. Use the Worklist on the Personalize Content page.

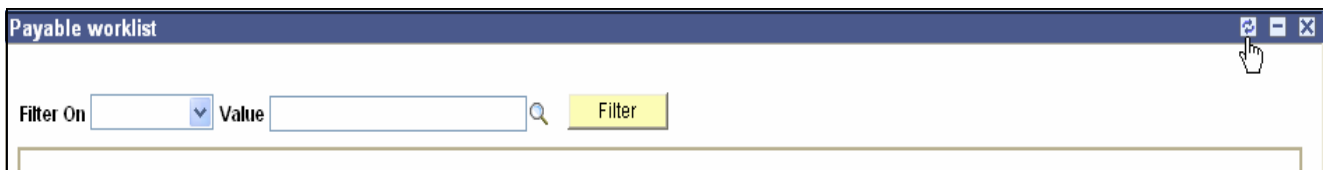
- Click on the Content link.



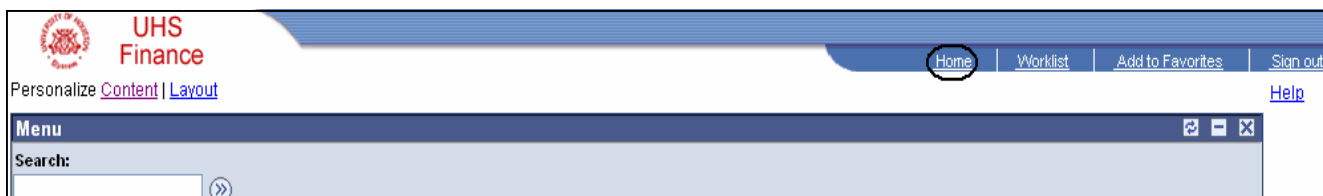
- Check the Worklist boxes, click Save, and click Return to Home.



3. Periodically refresh your Worklist by clicking the Refresh button.



4. If your Worklist disappears after going to the menu, click the Home link and it will appear again.



Approving Vouchers and SC Vouchers: The Difference Between the Approval Page and the Approval Log Page

- The **Approval Log** page is VIEW ONLY.
- Navigation to the Approval Log page is Accounts Payable/Vouchers/Entry/Regular Entry.

UHS Finance

Home | Worklist | Add to Favorites

New Window | Help | Customization

UHS Data Line | Payments | Voucher Attributes | Accounting Information | Documents | **Approval Log**

Unit: 00730 Invoice: 00730 Vendor: UNIVERSITY & COLLEGE DESIGNERS ASSOC
 Voucher: NEXT Date: 04/26/2006 ID: 0000002794

Route to:

*Please select the appropriate approval path:

- Dept/Coll/Div - AP
- Dept/Coll/Div - ScholarshipFinancialAid - AP
- Dept/Coll/Div - Tax - AP
- Dept/Coll/Div - ContractGrant - AP
- Dept/Coll/Div - Research HEAF - AP

Initial By: DeptID: MANUELBR Source: UAV - University Advancement

Approval Information	Voucher Info
Appr Inst: 906517	Inv Dt: 04/26/2006
Appr Stat: Approved	Inv Rcpt Dt: 04/26/2006
	Good Rcpt Dt: 05/02/2006
	Inspect Dt: 05/02/2006
	Gross: \$0.00

Comment History

- The **Approval** page is UPDATED by employees who create and approve vouchers.
- Navigation to the Approval page is Accounts Payable/Vouchers/Approvals/Voucher Approval.

UHS Finance

Home | Worklist | Add to Favorites

New Window | Help | Customization

Approval | Line Information | Charge Information | Documents

Unit: 00730 Invoice: 5278 Vendor: UNIVERSITY & COLLEGE DESIGNERS ASSOC
 Voucher: 0093461 Date: 04/26/2006 ID: 0000002794

Route to:

*Please select the appropriate approval path:

- Dept/Coll/Div - AP
- Dept/Coll/Div - Scholarship & FinancialAid - AP
- Dept/Coll/Div - Tax - AP
- Dept/Coll/Div - Contract & Grant - AP
- Dept/Coll/Div - Research HEAF - AP

Initial By: DeptID: H0037 MANUELBR Source: UAV - University Advancement

Approval Information	Voucher Info
Appr Inst: 906517	Inv Dt: 04/26/2006
Status: Denied	Inv Rcpt Dt: 04/26/2006
Action: <input type="button" value="Apply"/>	Good Rcpt Dt: 05/02/2006
	Inspect Dt: 05/02/2006
	Gross: \$150.00

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, McElhinney Hall. All access forms should be faxed to the Customer Service Center to the attention of Cynthia Gibbs at 3-5596.

“Tricks of the Trade” PAR Training



The Customer Service Center provides PAR Training called “Tricks of the Trade”, to all interested employees that deal with PAR processing. You can register for this class online on the HRMS/Payroll training page. If you have any questions, please contact Cynthia Gibbs at 3-6885.

Leave Accrual Reconciliation Training



Leave Accrual Reconciliation training is now posted on the Finance website. You can register for this class online. For further information, contact Bobbie Odom-Velasco at 3-8755.



2006 HUB VENDOR FAIR

**ATTENTION FACULTY & STAFF!
COME ONE . . . COME ALL**

WEDNESDAY, MAY 24, 2006
10:00 A.M. – 3:00 P.M.
FARISH HALL: KIVA ROOM
(RM. 101)

- VENDORS REPRESENTING A WIDE VARIETY OF PRODUCTS AND SERVICES WILL BE AVAILABLE TO TALK WITH YOU
- REGISTER TO WIN DOOR PRIZES DONATED BY OUR PARTICIPATING VENDORS



HISTORICALLY UNDERUTILIZED BUSINESS



TODAY'S™
BUSINESS SOLUTIONS

MBE Texas HUB Certified Partner
with OfficeMax

~ **Presents** ~

**2006 Office Supply
Extravaganza**

**Wednesday, May 17th
11:00 am - 2:00 pm
Farish Hall - Kiva Room**

- **Samples**
- **New '06 Catalogs**
- **Refreshments**
- **New Products**
- **Give-a-ways & Door Prizes!**

~ **Sponsored By** ~



Who's Who In Finance



Who: Cora Day
Vending Services Manager

Years of UH Service: 8 Years

Department: Auxiliary Services

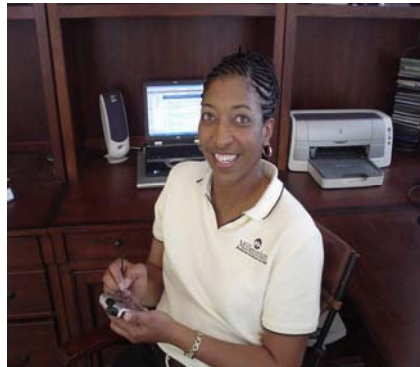
How to Contact Me: 713.743.5723 or via email at cday@uh.edu or vending@uh.edu or visit our website at <http://www.uh.edu/vending>. During the evening, on weekends or during holiday breaks, please leave a voice mail message and we will respond on the next official business day for UH.

Where to Find Me: Room 333 McElhinney Hall

When to Call Me: My extension is on each vending machine on campus. Please call me if you have service issues (i.e. machine malfunctions, product level is low, etc.) or if you would like to request a product change. I have daily contact with the vending contractor service units and every effort will be made to expedite service to your building or location. I look forward to serving you and thank you for your patronage.

What I Like Best About My Job: The constant interaction with members of the UH community, and being out on campus at the various vending sites. We love getting feedback and being able to work with our sub-contractors to provide better service to both internal and external customers.

HUB VENDOR OF THE MONTH



WHO:

Millennium Information Technology Solutions (MITS)

Owner: Vicki Carruthers-Hall

Minority and woman-owned sole proprietorship (WBE) and HUB certified

WHAT:

MITS provides computer, server and network solutions, services & maintenance to businesses.

Clients: Various small and medium sized businesses.

HOW:

MITS can be reached by email, phone or fax.

Phone: (713) 582-5285

Fax: (281) 966-1583

Email: Vicki.Carruthers-Hall@ITisEssential.com

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

MITS can work individually with your department to provide your computer needs from purchasing to maintenance. Our goal is to handle all your computer needs so you can do what you do best.

INTERESTING FACT ABOUT THE COMPANY:

Owner has 18 years of experience in the computer industry working as a hardware engineer, reliability engineer, systems engineer, firmware developer and program manager. Her employment history includes Digital Equipment Corporation, Compaq Computer Corporation and Hewlett-Packard Corporation. Her educational background includes a Bachelor of Science degree in Electrical Engineering from Rice University and a Masters degree in Electrical Engineering from the University of Houston.

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

Sandra G. Webb – (713) 743-5662

e-mail: sgwebb@central.uh.edu



MAY 2006



SUN	MON	TUE	WED	THU	FRI	SAT
	1 9:00 Payroll/ Finance Reconciliation 3:00 E-Inventory	2 9:00 Basic Finance 9:00 Requisition	3 10:00 HR View	4 10:00 PAR Training	5	6
7	8 9:00 Sponsored Projects Inventory	9 9:00 Basic Finance 1:30 Procurement Card- Cardholder 2:00 Leave Reconciliation Training	10 9:00 Journal Entry 10:00 HR View	11 9:00 Query Basic	12	13
14	15 9:00 Payroll/ Finance Reconciliation	16 9:00 Basic Finance	17 10:00 HR View 2:30 Vouchers	18 9:30 Travel Forms & Rules 10:00 PAR Training	19	20
21	22	23 9:00 Basic Finance 1:30 Procurement Card- Manager 2:00 Leave Reconciliation Training	24 10:00 HR View	25 9:00 Query Basic	26	27
28	29 Memorial Day 	30	31 10:00 HR View			