



NOVEMBER 2004

FINANCE/ PAYROLL

NOTES AND NEWS

Creating a New PAR

Creating a PAR in PeopleSoft 8 is now easier and a little different. Here are instructions with helpful guidelines for utilizing the system to create a new PAR.

Log into PeopleSoft HR Production.

1. Click UHS HRMS HR.
2. Click Form.
3. Click the PAR form of interest.
4. Click [Add a New Value](#) to create a new PAR Id.
5. Enter data and scroll to the bottom of the page.
6. Save form.
7. If you are using a networked printer, and you have already set up your printer for printing, click on print form link.
8. If you have not set up your network printer settings you will need to write down the PAR number and navigate back to the forms page.
9. Select the PAR form of interest.
10. Select a Run Control.
11. Type in the PAR number.
12. Click Run.
13. Use Server Name PSNT, Type should be Web and Format is .PDF,
14. Click OK.
15. Click Process Monitor.
16. Click Refresh button until the Run Status reads Success.
17. Click Details.
18. Click View Log/Trace.
19. Click on [UPER055P_750973.PDF](#).
20. Click on the printer icon to print the PAR.

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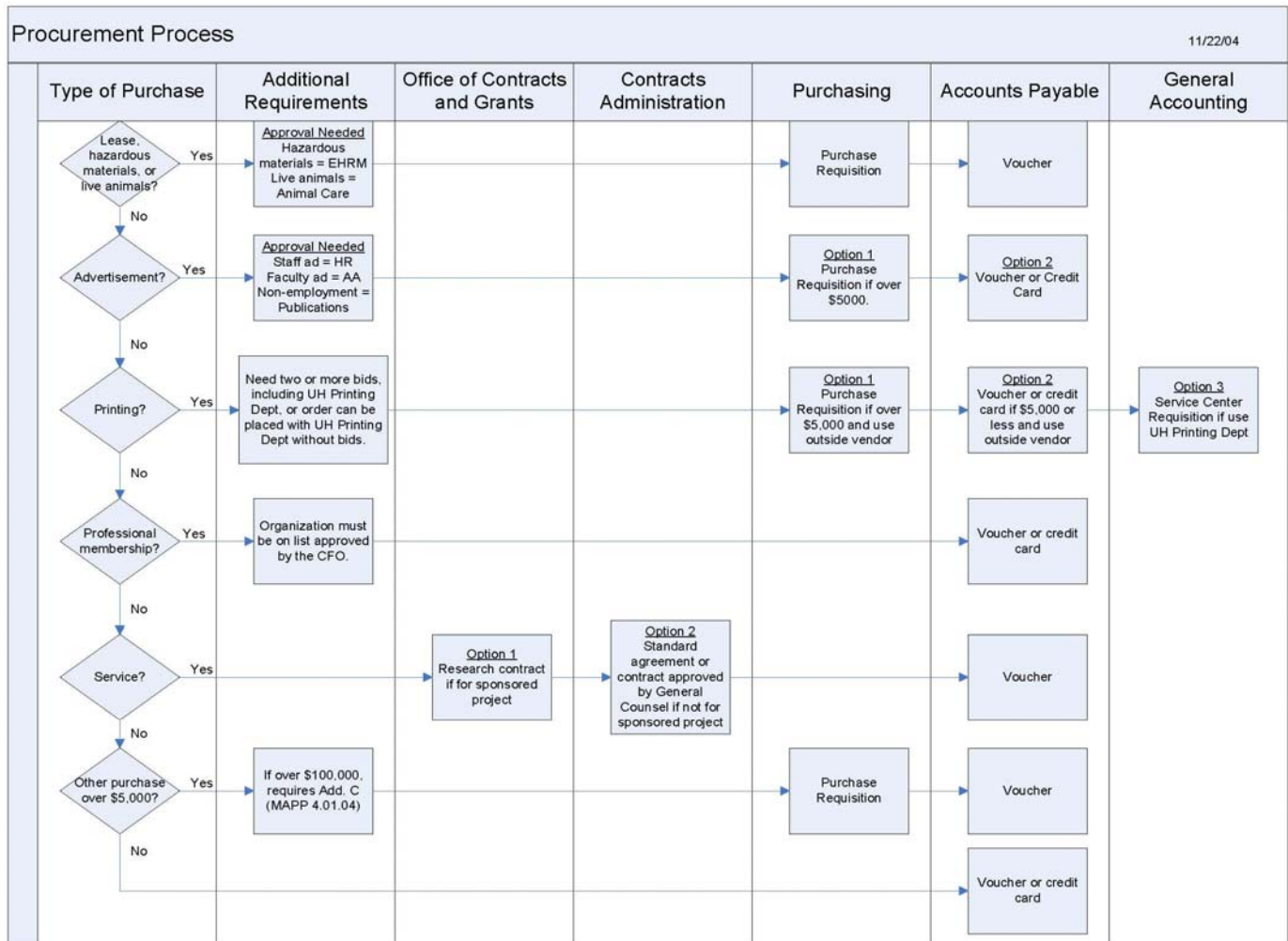
Payroll/HRMS Training

The Payroll/HRMS training schedule has been updated through 2005 and can be access from the Training page on Payroll/HRMS website at <http://www.uh.edu/hrms> . In an effort to accommodate new users, HR View classes are now being conducted once a week rather than biweekly. HR View training is a basic course that is required before employees are given HRMS access.

New course outlines for classes which provide more detail information are available online. By clicking on the Course Descriptions link, listed above the training schedule, employees can view the course outline information.

Procurement Process Flow Chart

The following flow chart may be used as a reference tool by UH departments for procurement processing.



Local Travel Reimbursement Vouchers

Common mistakes to be avoided

Under the new travel procedures effective 09/01/04, local travel reimbursement vouchers are approved as they are received by Accounts Payable and then subsequently audited by the AP travel auditors. Please note the following common mistakes found on travel reimbursement vouchers.

	<u>Common Mistake</u>	<u>Effect</u>
(1)	On the Voucher Invoice Information screen, Pay Term "Net 30" is changed to "Due Now" by the voucher preparer.	<p><u>Dept. pays unnecessary late interest charges</u></p> <p>Payment Net Due date on the voucher is automatically changed and the voucher starts to accumulate late interest charges immediately. If the department needs to expedite a payment, they should change "Scheduled Due Date" on the voucher instead of "Pay Term". This also applies to Purchase Vouchers.</p>
(2)	Travel Request (TR) and/or Travel Expense Report are missing required signatures. TR for foreign travel requires approval from the President's Office. However, in many cases, the proper approvals are not obtained.	<p><u>Delay in Process</u></p> <p>Since the documents are incomplete, AP sends a notification to the department and the department must re-send the documents with required signatures to AP. This causes delay in the document filing process. Travel Voucher Checklist on our website [AP Travel http://www.uh.edu/finance/pages/AP_Travel.htm] provides assistance and guidelines for completing travel reimbursement vouchers.</p>
(3)	Receipts are missing.	See (2) above.
(4)	Incorrect Accounts are used.	<p><u>Dept. needs to correct accounts via journal</u></p> <p>Since travel reimbursement vouchers are approved prior to AP audit, they are processed with the accounts and cost centers entered by the voucher preparers. AP sends a notification to the department and the department must correct accounts via journal. See Travel Account Codes on our website [AP Travel http://www.uh.edu/finance/pages/AP_Travel.htm] for help using the correct travel accounts.</p>
(5)	PCC 9 is used for Travel Vouchers.	<p><u>PCC 9 vouchers are forwarded to Purchase Voucher Auditors</u></p> <p>All travel vouchers except for non-overnight mileage reimbursement vouchers are PCC 1 vouchers. PCC 9 vouchers are received by the AP audit section instead of the AP travel section. When the AP travel section receives these vouchers, PCC must be corrected. This causes delay in processing the vouchers.</p>

In

To expedite the voucher/payment process under the current procedures, it is important that local travel reimbursement vouchers submitted to AP are accurate and complete. The Travel Voucher Checklist on our website http://www.uh.edu/finance/pages/AP_Travel.htm provides assistance and guidelines for completing travel reimbursement vouchers. If you have any questions or need further assistance, contact Priya Chityala (3-8707) or Sandra Silva (3-5883).

Revised State Policy for Out-of-State Per Diem Rates

The State Comptroller's Office has announced that state agencies are now required to use the federal per diem rates for out-of-state meal and lodging, effective immediately, when per diem is used. (Previously, we were required to use the Comptroller's per diem rates, which did not always match the federal rates.) A link to the federal rates is located on the Accounts Payable Travel page at http://www.uh.edu/finance/pages/AP_Travel.htm under "Out-of-State Per Diem Rates." If travel areas are not listed on the website, median rates for that state should be used for reimbursements.

This policy change does not affect the per diem rates for meals and lodging for an overnight trip within Texas, which are \$30 and \$80 respectively.

Remember, travel paid with state funds must stay within the federal per diem for meals and lodging, while travel paid with local funds may pay up to the actual amount when receipts are provided. Receipts are always required for lodging, whether the traveler is reimbursed per diem or actual, but only required for meals when reimbursed for actual meal expenses.

If you have any questions, contact Priya Chityala (3-8707) or Sandra Silva (3-5883).

New Finance/Payroll Reports Training

New reports training began Monday, November 22nd. What makes this so different than any report training so far is that we'll be combining Finance with Payroll reports training.

During each class, staff will learn how to run Finance/Payroll reports, read the reports, discuss what to do if there's a discrepancy between reports, and learn how to correct and research perceived errors. This will be small group training (no more than five) and will be scheduled every Monday (depending on demand). This class will be in Room 325 McElhinney and those interested can register for classes on the Finance training web site. Please feel free to call Emily Messa at 3-8184 or Sandra Medellin at 3-5753 with any questions about the class. Sign up, bring your questions, and be ready to learn quick reporting tips!

HUB VENDOR OF THE MONTH

WHO:

SOUTHWESTERN LASER CHARGE

Toners and Printer Maintenance and Service and

Business Supplies

Independently owned Houston-based HUB company

QISV certified

State of Texas since 1985

WHAT:

Toners and Inks for EVERY printer on the current market, and the LOWEST prices on over 100,000 office supplies.

Printer Service (on-site) including Maintenance and Repair. Also sells: Lowest GSA prices for Copy Paper, Furniture, Break room and Janitorial Supplies. A full-line, ONE-STOP source for all your business needs

HOW:

Orders can be placed via your personal representative: KAREN STEPHENSON

at : 281.559.4803

OR EMAIL: kstephenson5@earthlink.net or karens@swlaser.com

FAX DIRECT: 281.559.4804

ONE THING we pride ourselves on: in the age of automation, we still do business the "old-fashioned" way; with Superior Customer Service and Contact, personal attention to YOUR specific needs and budget requirements. We are committed to beat any competitor's price and still deliver your items the following morning and also offer same day emergency delivery, free of charge.

We are here to keep stable, and reliable contact with you as a source for all your supplies, in one convenient location.

INTERESTING FACT ABOUT THE COMPANY:

It is owned by Ms. Rickey Thompson, a proud grandmother of three girls, who imparts a family-oriented concern to all her clients.

Karen Stephenson has been in the supply field for the last 25 years and is familiar with all toners and computer peripherals that any machine on the market will need. She also specializes in locating "hard-to-find" items that other suppliers do not have access to, and ensuring a fast delivery to your door.

HUB Vendor of the Month continued:

Southwestern Laser Charge and Supplies has been a stable and reliable company in the Houston-Austin area for the last 20 years.

Our products and service are known by the State of Texas, City of Houston, Ft.Bend ISD, Pasadena ISD and various hospital systems in the Houston area. We offer price protection on items for up to one-year, so you will always be comfortable with the prices reflected on your invoice. We want your repeat business and are here to EARN it on a DAILY basis!

Thank you so very much for considering Southwestern Laser Charge. If you have any questions, please call:

Karen Stephenson

281.559.4803 or email: kstephenson5@earthlink.net/ karens@swlaser.com for a full color 1200 page catalog with pre-calculated GSA pricing for your convenience.

Clean Up and Inactivate Old Cost Centers

As we begin to have down time within our departments, one housekeeping item we can work on is cleaning our cost centers and inactivating the ones that are not in use anymore. The following are steps you can take to do this:

1. Run the UGLS1063 report (Budget Summary) for your department for the current period, and check the box "Only Print Active Cost Centers."
2. Determine if each cost center without a Current budget is still needed. Is future funding expected for these cost centers? Have cost centers been combined, so that some are no longer needed?
3. Run the UGLS1074 report (sections 4, 5, and 6) for each cost center that is no longer needed.
4. Work with Accounts Payable to clear any open commitments (section 4) and soft commitments (section 5) on these cost centers.
5. Work with General Accounting to clear any asset, liability, and fund equity balances (section 6) on these cost centers.
6. Once all balances are zero (steps 4 and 5), send a Cost Center Action Form to the Budget Office for non-grant cost centers or to the Office of Contracts and Grants for grant cost centers to inactivate the cost centers. Inactivating old cost centers will make the monthly verification process faster and easier.

27TH ANNUAL TACUP CONFERENCE - 2004
(TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY PRINTERS)

UH Printing and Postal Services hosted this year's event. The conference took place from Wednesday, October 27th, through Friday, October 29th. We welcomed 44 attendees and 15 vendors to the campus. The conference took place at the UH Hilton. Wendy Adair, kicked the conference off by welcoming everyone to the campus.

THIS YEAR'S THEME WAS "OPPORTUNITY KNOCKS – ANSWER IT".

The vendor hall was open on Thursday. The vendors included representative's equipment, paper, and software. Four 30-minute vendor visits were included in the day's schedule. The attendees were able to spend time asking the vendors questions and took valuable information back to their in-plant facilities.

Our motivational speaker was David Pina, from Peachtree, Georgia. He gave a great presentation on Spencer Johnson's book "Who Moved My Cheese" which is the ultimate book on change and how each of us deals with it within our own lives. There were five other speakers from the USPS, Xerox, Hewlett Packard, Nex-Press and IPMA Marketplace.

The conference allowed us to network with our peers and compare progress with each other.

Calling All Property Custodians

Property Management has provided update access in PeopleSoft Asset Management to all Property Custodians that have a Finance Operator ID.

What does this mean? Property Custodians will be able to change building and room fields for the property in their custody online.

What do we need from you? Some of our Property Custodians do not currently have Finance Operator Ids. Recently, an e-mail was sent to the College/Division Administrators asking them to have those Property Custodians complete a Finance Operator ID Request Form and fax to 3-5596 to establish an Operator ID.

How can the Property Custodians receive training to view and change asset location? Classes are held each Wednesday in 325 McElhinney. You can sign up on the Finance Training web site. Instructions are also available on the Survival Guide at http://www.uh.edu/af/survival/index_files/Page2048.htm.

What if the department needs someone else other than the Property Custodians to update this information? They will need to complete the Access Form and also attend the training.

DECEMBER 2004

SUN

MON

TUE

WED

THU

FRI

SAT

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Budget Journal @ 1:00 Vouchers 8.4 @ 9:00

PSAM @ 10:00

HR View @ 1:00

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Reports @1:00

Cash Handling @ 9:00

PSAM @ 10:00

Advance Journal Entry @ 9:00

Query Basic @ 8:00

Requisitions @ 9:00

HR View @ 9:00

Advance HR Payroll/
Reallocations @ 1:30

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Reporting @ 1:00

Credit Card @ 9:00

Budget Journal @ 1:00

Advance Vouchers @ 9:00

P-Card @ 1:30

PSAM @ 10:00

HR View @ 1:00

Travel Forms and
Rules @ 9:00

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Reporting @ 1:00

PSAM @ 10:00

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