



In this issue

- Verification Worksheet Update, p. 2
- Travel Card Program , p. 5
- Canceling Requisitions, p. 6
- HUB Vendor of the Month, p. 7
- November Training Calendar, p. 8

OCTOBER 2004

FINANCE/ PAYROLL

NOTES AND NEWS

PEOPLESOFT 8 HRMS UPGRADE

On October 18, 2004 the Human Resource Management Systems team upgraded Peoplesoft from version 7.6 to version 8.1, version 8.1 is accessed through the web browser. At this time, production reports and forms may be accessed through the production link <https://my.uh.edu/hr> and query access is available in the reporting database link <https://my.uh.edu/hrr>.

Visit the Training page of the Payroll/HRMS website at <http://www.uh.edu/hrms/> to:

1. Register for the PS8 HR Overview class or the PS8 HR Query Overview Class. PS8 HRMS training classes have been posted through November.
2. Use the PS8 HR Overview online tutorial.
3. Review training materials, including instructions for:
 - ◆ Logging into the system
 - ◆ Changing your password
 - ◆ Accessing forms, such as the PAR, PRF and RAF
 - ◆ Setting up a default printer
 - ◆ Desktop fine tuning (this is the equivalent of deleting cache)
 - ◆ Printing reports

All reports developed in version 7 have been placed under topic-specific categories. HR Reports and Navigation details the specifics. The categories are:

UHS_HRMS_Benefits

UHS_HRMS_Budget

UHS_HRMS_HR

UHS_HRMS_Payroll

UHS_HRMS_Positions

Visit the Payroll/HRMS website for more information.

Verification Worksheet Update

Effective October 25th, 2004, a new version of the Verification Worksheet is available to users. This new version includes major enhancements and simplifies the process to generate the worksheet. Since the new version is written in Extensible Markup Language (XML), it requires Excel 2003 or Excel XP software. Users that do not have the required software will continue to follow the existing process of downloading files in order to produce worksheets.

Following is a summary of the process change, requirements, and enhancements for the new XML version:

Process Simplified

We have streamlined the process, eliminating the need to copy files to a temp folder. Left click on the [XML Verification Worksheet.xls](#) link in the View Log/Trace File List to generate the worksheet.

View Log/Trace

Report ID: 107161 **Process Instance:** 321109
Name: UGLS1074 **Process Type:** SQR Report
Run Status: Success

File List

Name	File Size (bytes)	Datetime Created
Dept Verification Template.xls	24,576	10/21/2004 1:43:42.000000PM CDT
Message Log	1,442	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 1 transactions.csv	1,309	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 2 transactions.csv	4,193	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 3 Actual ALF transactions.csv	35,121	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 3 Actual RE transactions.csv	26,223	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 3 Budget Jml transactions.csv	118	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 4 transactions.csv	2,086	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 5 transactions.csv	118	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Section 6 transactions.csv	3,294	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Verification Worksheet.csv	1,908	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Z7 Work File 1.csv	35,121	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Z7 Work File 2.csv	118	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Z7 Work File 3.csv	2,086	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Z7 Work File 4.csv	118	10/21/2004 1:43:42.000000PM CDT
UGLS1074 Z7 Work File 5.csv	26,223	10/21/2004 1:43:42.000000PM CDT
UHS Create Verification Wkshht.xls	103,936	10/21/2004 1:43:42.000000PM CDT
XML Verification Worksheet.xls ✓	1,046,342	10/21/2004 1:43:42.000000PM CDT

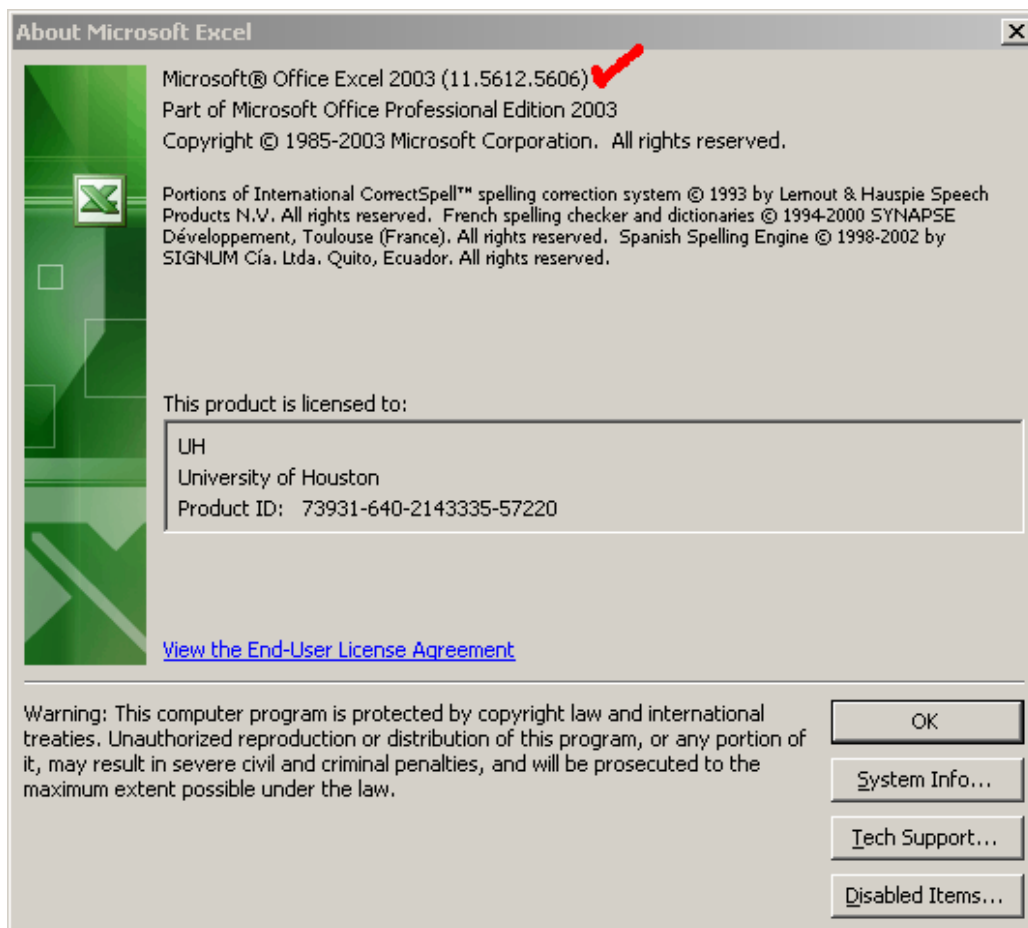
Continued from Page 2

Software Requirements

- Excel 2003 (preferred) or Excel XP (formatting may be required on the first page by the user.)

To determine the Excel version installed on your computer, follow these steps:

1. Open Excel
2. Select Help, About Microsoft Office Excel



If you do not have Excel 2003 or Excel XP, the current version of the Verification Worksheet will still work by downloading the required 8 files.

If you need to upgrade to Excel 2003, contact your desktop support person.

Continued from Page 3

Format Enhancements

Verification Worksheet Tab (Combined & Separate Worksheets)

Non-Project Cost Centers

- ◆ Current Budget Reference and Current Fiscal Year presentation.
- ◆ Current Month activity displayed in the Current Fiscal Year section.
- ◆ Speedtype displayed on separate worksheet header.
- ◆ Expenditures, Open Commitments and Soft Commitments broken out by Current Budget Reference and Prior Budget Reference in the Current Fiscal Year section.

Project/Grant Cost Centers

- ◆ Project to Date and Current Fiscal Year presentation.
- ◆ Current Month activity displayed in the Current Fiscal Year section.
- ◆ Speedtype displayed on separate worksheet header.

Supporting Detail Tabs

- ◆ Detail adjustment items roll up to separate and combined worksheets.
- ◆ Additional, blank rows are now placed at the bottom of each tab. These rows are shaded green, formatted, and can be used for additional adjustments. Users must populate cost center, Budget Reference, Account and Account Type to add these adjustments to the Verification Worksheet in the correct cost center and category.
- ◆ Column filters were added for sorting.

Questions: Call the Customer Service Center at 713-743-3988.

NOTE:

Users can now use a search engine on the Survival Guide to find their information and there is also a Forms index section.



Travel Credit Card Program

The Travel Credit Card Program was established to provide more efficient and effective methods for handling travel expenses for the University. Accounts Payable (AP) administers three types of travel credit cards. **Department Travel Credit Card** can be used by the department to charge centrally billed travel expenses, such as airfare, hotel, rental car, and conference registrations. **Individual Travel Credit Card (Billed to Department or Billed to Individual)** can be used by the individual cardholder to charge business travel expenses permitted in accordance with MAPP, such as airfare, hotel, rental car, conference registration, travel meal, and travel incidentals. The following is a summary of the travel credit cards and their characteristics:

Card Type	Account Name	Responsibility for Charges	Responsibility for Issuing Payment	Responsibility for Journal Entry	Responsibility for Reconciliation
Department Travel Credit Card	Department	Department	AP (via SDOL)	Department	Department
Individual Travel Credit Card (Billed to Department)	Individual	Individual and Department	AP (via SDOL)	Department	Department
Individual Corporate Travel Card (Billed to Individual)	Individual	Individual	Individual (via statement)	NA	Individual

To obtain more information about the travel credit cards, visit our website at http://www.uh.edu/finance/pages/AP_Travel.htm

If you have any questions about this program, contact Samantha Yurus at 3-8721. If you have any questions about particular accounts, contact Priya Chityala at 3-8707 or Sandra Silva at 3-5883.

HUB VENDOR OF THE MONTH

WHO:

TLS Graphics Inc

President and CEO: Gaylyn R. Wilson

Independent locally owned and operated for 25 years

WHAT:

We print stationary packages, newsletters, post cards, magazines...anything you need printed, we can do and we also offer on-site photography services.

Clients: University of Houston Clear Lake, Texas Council on Economic Education, Texas Chiropractic College, Sonnier Marketing, St Lukes Episcopal Hospital, Harris County, etc

HOW:

Orders can be placed:

Online www.tls-graphics.com

By phone; 713-946-0284 by fax; 713-946-0299

Contact Gaylyn Wilson at 832-250-8901 for a Company Brochure or Additional Information on our products and services.

ONE THING about our business that we would like to tell UH is that “We believe in quality in the process as well as the printing”. “Making sure that you have a positive experience throughout every step of the printing process.”

INTERESTING FACT ABOUT THE COMPANY:

Customer Service is our number 1 goal...to us you are not just a customer, you are a friend and we value the long-term relationships that we have built. Come join us and see what it is like to get printing from someone who cares about your reputation and making YOU look good!

Nisha @ Dimensional Solutions called on Friday and needed 5 Full Color Brochures printed for a trade show that she was going to on Sunday. Our team stayed late on Friday and came in on Saturday to get the job done! Gaylyn personally went to her office on Saturday afternoon to deliver the job! This is just 1 example of going the extra mile to make you look good!

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

NOVEMBER 2004

SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

Query Basics @ 8:30

HR View @ 9:00

Vouchers @ 9:00

HR Overview @
9:00

Query Basic Over-
view @ 1:30

HR Overview @ 1:00

Budget Journal @ 1:00

Query Basic @
1:00

Cash Handling @
9:00

PSAM @ 10:00

7

8

9

10

11

12

13

Advance Vouch-
ers @ 9:00

HR View @ 1:00

Query Basic @
1:00

PSAM @ 10:00

Credit Card @
9:00

Advance Journal
Entry @ 9:00

14

15

16

17

18

19

20

P-Card @ 1:30
Vouchers @ 9:00

HR View @ 9:00

Advance Vouch-
ers @ 9:00

HR Overview @ 1:00

Budget Journal @ 1:00

PSAM @ 10:00

Travel Forms and
Rules @ 9:30

21

22

23

24

25

26

27

PSAM @ 10:00

28

29

30

P-Card @ 1:30