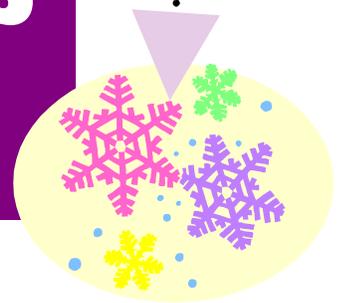


University
of Houston
Winter
2003-04

Finance Notes & News



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Verification Worksheet Added to UGL01074

The Verification Worksheet creates an Excel file that can be used to verify cost center transactions. Instructions for running the worksheet and performing the verification process are on the Finance web site: http://www.uh.edu/finance/Doc_Ref.html

The purpose of the Verification Worksheet is to provide a uniform format and procedure for verifying cost center transactions that is intended to save time and effort. The Verification Worksheet and procedure were developed with the assistance of individuals at all UH campuses, including the Internal Audit Department.

If you have any comments about the Verification Worksheet, please send an email to Mike Glisson at mtglisson@central.uh.edu.

Caution Using Excel 2003, Excel XP

We have discovered a problem with running PeopleSoft reports and queries to Excel when using Excel 2003 or Excel XP. The problem is that the address for the Excel application in Configuration Manager, which is populated by the PeopleSoft Launcher, is incorrect.

If you run PeopleSoft reports and queries to Excel, we recommend that you not upgrade to Excel 2003 or Excel XP until April 2004, after we have upgraded PeopleSoft to the web version. Once we are using the web version of PeopleSoft, we will not be using the PeopleSoft Launcher and will no longer have this problem.

If you currently have Excel 2003 or Excel XP on your computer and run PeopleSoft reports and queries to Excel, please ask your technical support person to remove Excel 2003/XP and install Excel 2000 until we are on the web version of PeopleSoft. If you do not have a technical support person, call the UH Help Desk at 713-743-1411.

Getting Organized to Verify Cost Centers

The following tips are provided to help departments organize their files to more quickly and easily verify transactions using the Verification Worksheet.

1. Each fiscal year, set up two physical files for your documents, one for verified and one for unverified documents. Departments with a relatively small number of documents to verify could keep their unverified documents in a single folder. Departments with many documents may keep unverified documents in a separate drawer or file cabinet.
2. In both the verified and unverified files, file documents by type (journals, vouchers, SCRs, etc.) and document number.
 - a. Journals are filed by journal ID.
 - b. Vouchers are filed by voucher ID.
 - c. Service Center Requisitions are filed by SCR number.
 - d. Etc

If you file documents by cost center, you will have to make copies of documents with multiple cost centers. Filing by document type and document number reduces the need to make copies and reduces the amount of filing space required. If you are concerned about filing documents by cost center for audit purposes, especially grants, you can always run a 1074 report for the cost center, sort it by document number, and pull the documents from the file.

3. When you are ready to verify revenue and expense transactions sort the Revenue_Expense worksheet as follows:
 - a. To verify journals and SCRs, sort by Source (ACC, AP, GEN, SCR), Journal ID, and Reference.
 - b. To verify vouchers, sort by Doc BU and Document Number.
4. As you verify that transactions posted correctly, stamp “Verified” on the document. (See Instructions for Verifying Cost Center Transactions for using the Verification Worksheet to perform your verification.)
5. Stamp “Pending” on soft commitment documents (budget checked but not posted) and put them back to the unverified file. If “Pending” documents are not posted the next month, you need to investigate.
6. File verified documents in the verified file by document type and document number. If you pull a document from the file, you just need to see if it has a “Verified” stamp to know which file to return it to.

Most of the above tips were provided by Georgeann Smith at KUHF/KUHT, which follows this procedure to verify its cost centers. Thanks, Georgeann!

Send us your tips!
If you have a business practice you'd like to share, send an e-mail to
EAMessa@uh.edu.

Viewing Legacy Voucher Information

The following queries are available in FSPRD and FSRPT for viewing voucher information from the legacy accounts payable system (FINAPS) for fiscal years FY1994 through FY2001:

FINAPS_CHK – Provides the check number associated with a voucher or the voucher associated with a check.

FINAPS_LDT – Provides the legal descriptive text (LDT), which we now call voucher comments, for a particular voucher.

FINAPS_VCHR_BY_DESC – Search for a voucher by the voucher line description and/or vendor.

FINAPS_VCHR_BY_VO_PO_INV_VNDR – Search for a voucher or payment by the voucher number, PO number, invoice number, or vendor number.

FINAPS_VNDR_SEARCH – Search for vendors by name or vendor (TINS) number.

The queries will indicate which search fields allow you to enter a wildcard (%). When using a wildcard, you can either enter it by itself (%) or before and/or after search criteria (%Boise%).

Viewing Legacy General Ledger and Sub-Ledger Information

Several FRS screens are available in the Admin system to view legacy financial data from FY1992 through FY2001 and they include:

Screen 18 – General Ledger activity for a FRS account.

Screen 19 – Sub-Ledger activity for a FRS account.

Screen 23 – Transactions posted to a FRS account.

Screen 882 – Change the fiscal year and campus.

Screen 920 – Print a FRS report.

FRS data will be available in PeopleSoft via query after we upgrade to the web version of PeopleSoft in March.

PeopleSoft Upgrade Scheduled for March 2004

The Financial System and Human Resource/Student Administration databases are scheduled to upgrade to the web version of PeopleSoft in March 2004. While these databases have been updated with “patches” from PeopleSoft several times over the past two years, most users have been unaware of these changes. However, the upgrade in March will be our first major update since the implementation of PeopleSoft in September 2001.

Here are some things to expect:

- The system will look different than it does today. You will use hyperlinks, like other web pages, to do much of your navigation.
- Most processes will not change that much from the user’s perspective. You will still enter the same information to create a PAR, voucher, journal, or requisition.
- Web training is being prepared to help users learn the navigation to perform common tasks: create a voucher, create a journal, inquire on a budget, etc.
- Today’s frequently used reports and public queries will be available in the web version.
- The web version of PeopleSoft will enable us to make additional improvements to our business processes after the upgrade.
- The financial production database (FSPRD) will be down the week of March 15 and the HR/SA production database (SAPRD) will be down the week of March 29 to perform the upgrade. The reporting databases (FSRPT and SARPT) will be available for inquiry and reporting.
- Voucher payments scheduled for the week of March 15 will be processed the week before. Payroll processing for bi-weekly and monthly employees will not be affected by the upgrade.

HUB VENDOR OF THE MONTH

HUB VENDOR OF THE MONTH

WHO:

Our company name is Armbruster Enterprises Inc, but you know us better as Phoenix Productions and Promotional Products. We are a nine-year old Texas HUB Certified Minority Owned business headquartered in San Antonio with an office in Houston. The sales representative for Houston is Gregg Bender who is also a Vice President of the company.

WHAT:

Phoenix Productions & Promotional Products is a full service promotional products company. We offer more than 600,000 different imprintable items:

- Traditional products such as pens, mugs, calculators, and shirts.
- Unique/hard-to-find products such as three handled coffee mugs (Great for team themes), hour glass where the “sand” rises instead of falls, and wrist watches with a disappearing face
- Design and create custom products like a 3-D laser crystal we did for Reliant Stadium and a number-picker key chain we produced for a new Texas Lottery game.



And since we have been working with the University of Houston for four years, we have a number of UH logos on file – so in most cases you don’t have to worry about providing us art for the logo you want imprinted on the item you order.

HOW:

Whether you know exactly what you want or need help coming up with ideas that fit within your budget, contact Gregg Bender. You can reach him by e-mail at greggbender@phoenixppp.com or by phone at 281-989-7301. You can also visit us at our website www.phoenixppp.com. Our site contains about 75 percent of the items we have to offer, so it is a good place to browse when you are not sure what items you want.

ONE THING about our business that we would like UH to know is that we have an office in Hong Kong that allows us to source products throughout the Orient. If you need a significant quantity and have a good lead-time (generally around 90 days), we can source an item from the Orient and save you a lot of money!

INTERESTING FACTS ABOUT THE PHOENIX:

We named our company Phoenix for one of its definition meanings, “a person or thing of unsurpassed excellence or beauty”. Unsurpassed excellence is something we strive for every day.

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

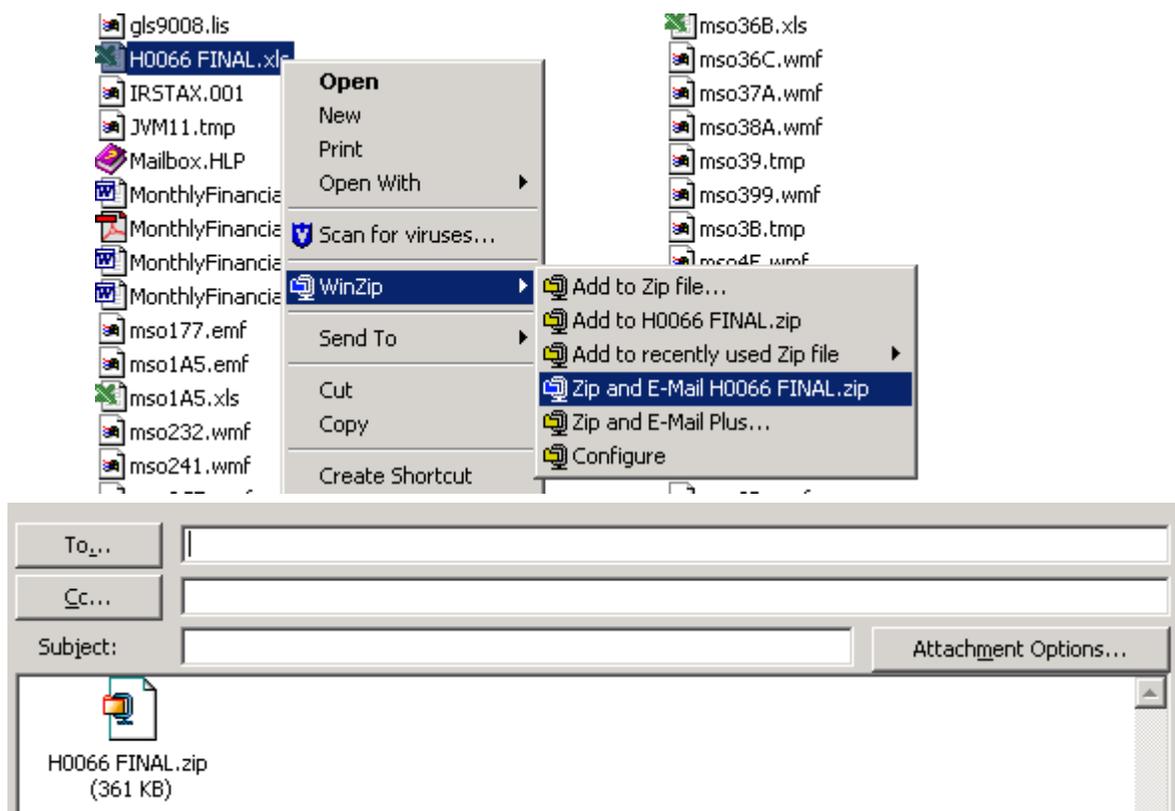
Dick Nill – (713) 743-5670 e-mail: danill@central.uh.edu

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

Emailing Large Verification Worksheets

As explained in the Instructions for Verifying Cost Center Transactions, you can email the completed Verification Worksheet to the responsible person for review. However, if the file is very large, you might receive a message that the recipient did not receive the email because the attachment is too big. If this happens, you can use WinZip (or another application) to email a compressed version of the Verification Worksheet, so it takes less storage space.

1. Navigate to the file. (The Verification Worksheet was automatically saved to the My Documents folder on your computer and will still be there, unless you have moved it to another folder.) Do not open the file.
2. Right-click on the file and choose WinZip and then choose Zip and Email.



3. Select "I Agree" to the WinZip application message.
4. The compressed file is attached to a new email automatically.