Given the complexity of the financial system and accounting processes and reporting requirements, there are countless sources of information available. This is intended to be a brief list of basic information sources.

Finance website

The finance website has a references page, a training page, links to Finance departments, links to a survival guide, lists of required annual reports (and in most cases, copies of the reports), and tax documents. In addition, monthly and year end processing calendars are available.

Each department in Accounting Services has a web page, many of which include specific instructions for preparing certain types of journals or processing transactions.

Pages contain instructions and “how to” presentations for recurring financial activities such as preparation of journals and vouchers, cost center verifications, submitting annual reports. The finance website is at: <http://www.uh.edu/finance/index.htm>

State Comptroller websites

The State Comptroller has several sites that provide useful information. The most commonly used are:

* Annual Financial Report guidelines at <https://fmx.cpa.state.tx.us/fmx/pubs/afrrptreq/index.php>. This provides information on how different transactions and activities must be accounted for and reported.
* State Property Accounting guidelines at <https://fmx.cpa.state.tx.us/fmx/spa/>. This provides information on accounting for and reporting on capital and controlled assets.

Finance System

The finance system contains information that helps to understand transactions as well as reports and queries.

* Tree Viewer: these trees allows you to review how fund codes, accounts, programs, projects, and departments are rolled up for financial and other reports.
  + Tree Manager > Tree Viewer
* Chartfield definitions: this page allows you to review additional information on the chartfields used.
  + Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values
* Custom Project Set Up: these pages allow you to review additional information on projects such as sponsor, CFDA number, payment methods, and overhead calculations.
  + Business Processes > GL > Custom Project Set Up
* Cost Center Definition: this page allows you to search for valid cost centers and determine whether they are active or not
  + Business Processes > GL > Custom Project Set Up
* Many custom reports have been developed to assist users with reviewing and managing financial information and transactions.
  + All custom reports are found at Custom Reports; within that menu reports exist under different areas.
  + GL Reports:
    - Dept Verification Report (1074): this report lists all transactions for a cost center for a specified time frame.
    - Budget Summary Report (1063): this report lists the budget amount and revenue or expense amounts for a group of cost centers for a point within a fiscal year.
    - Fund Equity reports (016) reports: this report lists the equity balances (beginning, years transactions, ending) for a point within a fiscal year.
  + Student Financial Report
    - Student Financial Accounting Report lists detailed transactions from the student system that are rolled up into the SF Journals.
  + Asset Management
    - Assets By Department Report lists the capital and controlled assets owned by any campus department.
    - PSAM Reports list capital assets for an institution over a fiscal year, including reasons for changes.

Accounting Services Departments

Each Accounting Services department has detailed procedure manuals for all recurring tasks. If you have questions on how to review a transaction or are just interested in learning more about a topic it is best to contact that department and request information.

Training Systems

Testing environments for all PeopleSoft modules (finance, human resources, and campus solutions) exist and are used for testing all systems modifications and changes before moving to production. These environments are excellent places to test “what if” scenarios for potential changes.