

QUESTIONS & SUGGESTIONS (WISH LIST)

COST CENTER/SPEEDTYPE LISTING FOR A DEPARTMENT:

-where can I find a printable list of all the cost centers in my department – including speedtypes?

There is a new query created for this: **UHV_COST_CENTER_BY_DEPT**

JOURNAL ENTRIES:

-do the G/L & Budget journals still need to be printed landscape?

As of 10/5/04: G/L – Yes, Please

As of 10/5/04: Budget – Yes, Please

-if so, is there an easier way to set up?

Question out to Hou.

Answer: no.

-is there a way to create a journal that can be added to at various times during the month?

MONTHLY VERIFICATION WORKSHEET (EXCEL):

~~-can programmers get excel sheet to be created without having to download each file?~~

~~Question out to Hou.~~

~~Hou working on.~~

DONE!!

POs:

-on the header screen, the Business Unit has already been input, why do we have to do it again?

REPORTS

-when I generate reports I can't tell which report to pull up since they all say the same thing...ex., 1074; I need to know which run control I'm looking at to open the report.

As of 10/25/04: the only way to find the run control id of the report is to look up 'Details' in the Process Monitor panel.

RUN CONTROL IDs

-can we delete?

As of 10/5/04: You can now delete unwanted run controls in the financial system. Click on the Delete Run Control ID link under Custom Reports to select which run controls to delete. You can only see and delete your own run controls.

Complete instructions are located under Reports on the PeopleSoft 8 Online Training page:

<http://www.uh.edu/finance/Web-based%20Training/PS8Training.htm>

SPEEDTYPES):

-can the speedtype remain on panels (voucher, journal screens,) and can it print on reports (1074, voucher coversheet, journals) ?

On the 1074, is does appear in the top left corner.

TEMPLATES (VOUCHER):

-can we delete?

Per Houston: The system does not let users delete template vouchers. However, you can update existing template vouchers. You can go to the voucher page, make necessary changes, and save the template voucher.

