



# PEOPLESOFT FINANCE COURSE DESCRIPTIONS

## PREREQUISITES FOR ALL FINANCE COURSES

**New Hire Training** - This is a very basic overview of PeopleSoft for all new personnel who will be entering vouchers and/or running reports. It is required in order to maintain a financial system operator id and password.

To access form information & forms needed: [http://www.uhv.edu/peoplesoft/Access\\_Fin.asp](http://www.uhv.edu/peoplesoft/Access_Fin.asp) or to access just the forms: [http://www.uhv.edu/fin/vice\\_pres/forms.htm](http://www.uhv.edu/fin/vice_pres/forms.htm)

**Microsoft Windows** - A familiarity with the basic features of Microsoft Windows.

**Microsoft Excel** - A familiarity with the basic features of Microsoft Excel is needed for working with verification forms, query downloads, and travel forms.

## BUDGET PROCESSES

### **Budget Journals - Revenue**

*Duration 1 hr; User Group: department business personnel who adjust or correct budgets and work with Revenues and Expenses*

#### **Must have AP & GL Access**

A series of hands-on exercises designed to provide the participant with the instructions necessary to create budget adjustments for transferring revenue related funds.

### **Budget Journals - Expenses**

*Duration 1.5 hrs; User Group: department business personnel who adjust or correct budgets and work with Revenues and Expenses*

#### **Must have AP & GL Access**

A series of hands-on exercises designed to provide the participant with the instructions necessary to create budget adjustments for transferring expense related funds.

### **Budget Knowledge & Fiscal Year End**

*Duration 2 hrs; User Group: department business personnel who are responsible for any cost center and it's activity.*

#### **Must have AP & GL Access**

Specific information on comparing the final budget sheets to PeopleSoft cost centers. Provides specific processes for participants to verify the proper new fiscal year budgets for both the Financial and HR databases. Will show how performing this verification eases the normal monthly verification processes.

## GENERAL LEDGER PROCESSES

### **Basic Financial Query**

*Taught by Houston personnel located in Houston, or, by request on this campus.*

*Duration: 4hrs; User Group: Department Business Personnel*

#### **Must have AP & GL Access**

#### **Additional prerequisites: GL Reporting and Canned Query**

A hands-on introductory query building class. Designed using financial data.

### **General Ledger Journals**

*Duration: 1.5hrs; User Group: All department personnel who enter vouchers*



### **Must have AP Access**

An overview of the uses for journal entries and a series of hands-on exercises designed to provide the participant with the skills necessary for the creation of journals and for their processing using PeopleSoft data entry panels.

## **PAYABLES PROCESSES**

### **Accounts**

*Duration 1 hr; User Group: all department business personnel who process vouchers*

#### **Must have AP Access**

Specific information on the account chartfield—which ones to use, correcting, any other related concern to proper completion of vouchers.

### **Budget Checking**

*Duration 1 hr; User Group: all department business personnel who process any voucher*

#### **Must have AP Access**

Specific information on the required and proper completion of vouchers prior to sending to Finance for processing, including procedures for validating and handling exceptions.

### **General Purpose/Benefits and Descriptions**

*Duration 1 hr; User Group: all department business personnel who process vouchers*

#### **Must have AP Access**

Specific information on entering the Purpose/Benefit into the Comments section of the voucher. Also a discussion on using the Description field in voucher panels and its effects on reporting.

### **Memberships/Registrations/Subscriptions**

*Duration 1 hr; User Group: department business personnel who process payments for these types of invoices*

#### **Must have AP Access**

Specific information on processing invoices for memberships, registrations, subscriptions, and other related documents leading up to an understanding of campus policies and rules.

### **New Hire Q & A**

*Duration: 2hrs; User Group: All department personnel who enter vouchers and/or check reports.*

#### **Must have AP Access**

This is an update from the first new-hire training class of PeopleSoft for all new personnel who will be entering vouchers and/or running reports. It includes a general coverage of the multiple types of vouchers/policies/procedures associated with them.

### **Payables Advanced Vouchers - Part 1**

*Duration: 2hrs; User Group: All department personnel who process vouchers.*

#### **Must have AP Access**

Intended for department personnel who need to create template vouchers and process recurring voucher contracts. Also specific information on how to correct any part of a voucher, which forms to use, and signature authority rules.

### **ProCard – New Process**

*Duration 1 hr; User Group: department business personnel who need to process payments for procard/bank card invoices*

#### **Must have AP Access**

Specific information on creating the journals necessary to process procard invoices, filling out the procard transaction log, and other related documents leading up to an understanding of business policies and rules. Will include hands-on exercises.



## **Reimbursements**

*Duration 1 hr; User Group: department business personnel who need to process reimbursements*

### **Must have AP Access**

Specific information on processing reimbursements to university employees leading up to understanding of business and campus policies and rules.

## **Travel Requests and Vouchers - Part 1**

*Duration 2 hrs; User Group: department personnel who need to process travel reimbursements*

### **Must have AP Access**

Intended for department personnel who need to process business travel reimbursements through creation of travel requests, travel vouchers, and other travel-related documents leading up to an understanding of campus travel policies and rules.

## **Utilities**

*Duration 1 hr; User Group: department business personnel who need to process payments for any utility invoice*

### **Must have AP Access**

Specific information on processing any type of utility invoice leading up to understanding of business policies and rules.

# **PURCHASING PROCESSES**

## **On-Line Requisitions**

*Duration 1.5 hrs; User Group: department business personnel who need to create PO Requests*

### **Must have AP Access**

Instructions for creating PO requisitions directly into PeopleSoft, determining the status of requisitions, and looking up requisitions and POs.

## **PO Vouchers and Encumbrances - Part 1**

*Duration 1.5 hrs; User Group: department business personnel who need to create PO vouchers and research or adjust encumbrances*

### **Must have AP Access**

Instructions for creating PO vouchers, determining the status of open commitments, and requesting encumbrance adjustments.

# **REPORTS**

## **Basic General Ledger Reporting**

*Duration: 1.5hrs; User Group: Department Personnel who run reports and track voucher transactions*

### **Must have AP & GL Access**

A series of hands-on exercises designed to provide the participant with the skills necessary utilize PeopleSoft reporting tools including pre-defined queries, and online viewing panels.

## **1063/1074 Reports**

*Duration: 1.5hrs; User Group: Department Personnel who run reports and track voucher transactions*

### **Must have AP & GL Access**

This session provides an overview of the 1063 & 1074 reports as related to user entries and manager reporting needs.



## **Canned Query**

*Duration: 2hrs; User Group: Department Business Personnel*

**Must have AP & GL Access**

**Additional prerequisites: GL Reporting and Basic Financial Reports**

A hands-on introduction to canned queries (pre-created reports) and canned query modification. Includes a series of hands-on exercises intended to provide the participant with the skills necessary to run and tailor queries (reports) for efficient personal use. Designed using financial data.

## **Monthly Verification Process Workshop**

*Duration: 2hrs; User Group: Department Business Personnel who monitor spending and cost center accuracy*

**Must have AP Access**

This session provides an overview of the Balance Sheet & Rev/Exp reports; reviews UH system standardized processes for fulfilling auditing requirements and tracking vouchers on a monthly basis. It also will include specific detailed steps on procedure, documentation, and reporting. The rest of the session is designed to allow users to actually verify their cost centers.

## **Payroll/Finance Monthly Verification Process Workshop**

*Duration 2 hrs; User Group: department business personnel who adjust or correct budgets and work with Revenues and Expenses*

**Must have AP & GL Access**

This will cover what payroll feeds to the Finance side, how it appears on the Financial reports, and how to verify amounts for monthly reporting. It also includes/provides a list of additional reports available to assist with verifications and research both in the HR and Finance databases.

## **Advanced Finance Monthly Verification Process Workshop**

*Duration 1 hr; User Group: department business personnel who adjust or correct budgets and work with Revenues and Expenses*

**Must have AP & GL Access**

This session will target the Excel Monthly Verification form after you have verified the detail transactions, specifically the unbudgeted fund equity line, and:

- 1) how to figure out where the unbalance is coming from;
- 2) how to put in comments for auditors; and,
- 3) how to read the verification form.

## **MISC**

### **Deposits**

*Duration: 1hr; User Group: Department Business Personnel who receive funds.*

**Must have AP & GL Access**

**Additional prerequisites: GL Reporting**

Specific information and guidelines on creating the necessary documents to deposit revenue (cash and/or checks) that is received in the departments. Also will cover the reports available to view revenue information. Includes a series of hands-on exercises Intended to provide the participant with understanding of business policies and rules.

## **Justifications**

*Duration: 1hr; User Group: Department Business Personnel who monitor cost centers.*

### **Must have AP & GL Access**

#### **Additional prerequisites: GL Reporting**

Information and guidelines on creating the necessary documents to justify keeping any cost center balance that may exist at the end of a fiscal year. Will cover reports available to view information, preparing cost centers, and also, include Budget Committee requirements and expectations.

## **Year-End Processing**

*Duration 2 hrs; User Group: department business personnel who monitor budgets, Revenues, and Expenses*

### **Must have AP & GL Access**

Instructions to perform year-end duties for all cost centers.