



FINANCE/PAYROLL

NOTES & NEWS



APRIL 2005

My Safe Campus

Recently, the University of Houston implemented the My Safe Campus program, an on-line and telephone hotline, which university employees can use to report non-compliance and fraud. The system is available 24-hours per day, seven days a week. The system enhances the current university practices of reporting non-compliance to the university compliance officer and reporting fraud to the Internal Auditor or using the State Auditor’s anonymous hotline. Definitions of fraud and noncompliance are available on the My Safe Campus web site: <http://mysafecampus.com>. The hotline is 1.800.716.9007.

New Dell Tagging Process

Coming Soon –

Dell desktops, laptops and large printers ordered on the Dell Premier page will be tagged with a University of Houston property tag prior to being shipped to your departments. This equipment will have tags that begin with 700000. The tag will look similar to the property tags currently used by the university. The Dell equipment serial number will also be included on the inventory tag.

Property Management will receive a weekly report from Dell providing them the information they will need to input the asset into the university’s Asset Management system. To assist university departments, Property Management will be sending the department Property Custodian an e-mail notification when a Dell asset has been added to the department inventory for their records

Surplus Property Online

The Property Management surplus property catalog is now online. Departments can now view pictures of surplus property and also reserve it online. Go to http://www.uh.edu/finance/Departments/Property%20Management/Surplus/property_catalog.htm to view this new service.

Keeping Employee Addresses in Sync

When employees change their home address in PASS, Accounts Payable will change the employee’s home address in the AP vendor database within 24 hours. Therefore, it is not necessary to notify AP separately when an employee’s address changes.

If employees are not already setup in the AP vendor database, the department or employee must email (VendorID@uh.edu) or fax (713-743-0521) an Individual Setup Form to Vendor ID to setup employees in the AP vendor file for the first time. Individual Setup Forms are located at on the Forms page of the Finance web site: <http://www.uh.edu/finance/pages/forms.htm>

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Updating Emergency Contact Information in PASS

One of the best ways to encourage the faculty and staff in your department to begin using the PASS system is to ask them to update their emergency contact information. Not only is this great information to have in case of an emergency, but it is a quick way to begin getting comfortable viewing information in the PASS system. This month, please encourage faculty and staff in your area to update their emergency contact information as follows.

To change contact information in the PASS system:

Log onto PASS

https://my.uh.edu:7015/servlets/iclientservlet/saprd_hrpr/?cmd=login

Click on My Personal Information

Click on Emergency Contacts

Add An Emergency Contact

Complete Information

Click Save

Data is updated in PeopleSoft real time. As soon as the change is made in PASS, you will be able to see it in PeopleSoft. If you have any questions about adding or changing contact information in PASS, please contact the Administration and Finance Customer Service Center at 3-3988.

Business Administrator Note: Business Administrators should probably run a query a couple of times a year to keep current contact information on file. To do so, please use UCSC_EMER_CONTACTS_1 query in HR Production. This query will provide you a list of employees and their contact information by department.

Checklist for PCBud Old Year Clean Up

- 1) Run account summary / by ledger and then by account for your file copy.
- 2) Run detailed/compressed megabud report (No Page Break) for your file copy.
- 3) Run all reports available under Other Reports tab. Correct all errors on all reports.
- 4) Run Budget Report II/vacant positions. Positions should be at least the minimum salary for the position for line item positions. Lump sum positions should have a reasonable budget for associated FTE. Make adjustments to position(s) as necessary from other positions, M&O or capital.
- 5) Special Item cost centers must equal appropriation from the state.
- 6) Self funding L1 cost centers. These cost centers are not centrally funded and therefore must have total revenue (including budgeted fund balance) equal to total expenditures. Account balance must equal zero.
- 7) Run Budget Reports II / Faculty only roster, which will show the term for faculty. Verify officer codes for faculty (9pay9, 9pay12, 10mo., 11mo., etc) on the assignment tab
- 8) Verify empl class code on the position and funding tab for every position.
- 9) Run Budget Report II / FTE pro-rated to verify FTE's.

Note: This checklist was previously emailed to the UH College/Division Administrators. It should be signed and submitted to the Budget Office by April 22.

Researching Financial Transactions Online

Scenario:

I need to research a transaction very quickly. I don't have time to run a 1074 transaction listing or a query. My supervisor really wants to know why there is a debit revenue amount on his cost center and I need to be able to review the entire transaction for him/her.

Don't panic. There is a quick and simple way to drill down on the ledger to the transaction level. Use the following navigation and you can research this transaction in no time.

- General Ledger
- Ledger
- Click Add New Value (always)
- Name your inquiry (Ex. Revenue)
- Click Add
- Type in your Business Unit (Ex. 00730)
- Type in the Ledger (You will probably always want to use Actuals, in which case type in the word "Actuals").
- Type in the year (Ex. 2005)
- Type in period from and to (Ex. 1 to 7)
- Click Yellow Continue button
- If you know the account, type it in (Ex. 50051) or if you know it was a revenue account, but are not sure of actual account type in 4%.
- Type in Department ID and as much information as you need to research the transaction.
- Type in the budget reference. (Ex. BP2005)
- Click on the [Sum by Period, Account, Dept](#) link

You'll see a screen that looks like this

The screenshot shows the UHS Finance web application interface. The main content area displays a ledger inquiry screen with the following details:

- Inquiry:** REVENUE
- Unit:** 00730
- Ledger:** ACTUALS
- Year:** 2005
- From To:** 1 7
- Currency:** USD
- Stat:** Chartfield Criteria
- Include Balance Forward
- Include Adjustment Period(s)
- Include Closing Adjustments

The **Query Results:** section shows a table titled "Ledger Amount by Currency":

Period	Activity	Detail	Account	Department	Transaction Amt	Currency	Base Amount	Base Currency
3	Activity	Detail	40725	H0180	60.00	USD	60.00	USD

Below the table is a **Currency Totals** section:

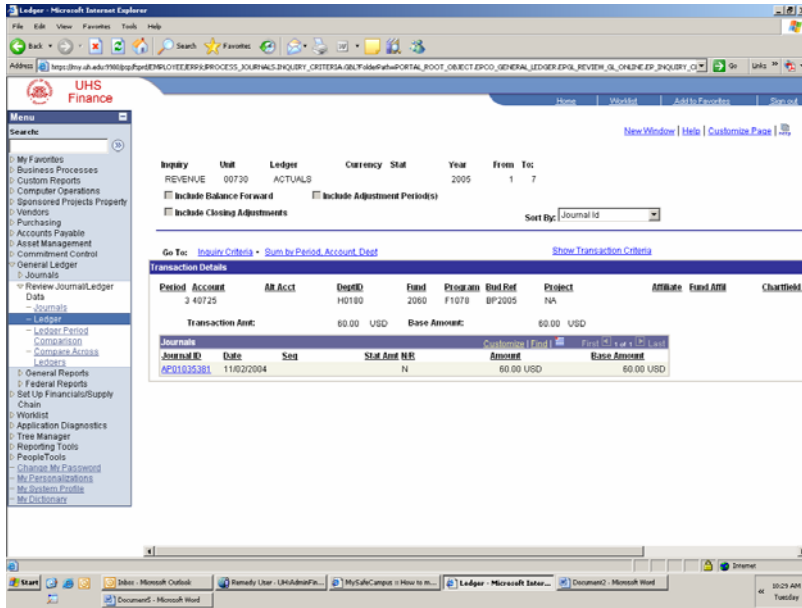
Transaction Amount:	60.00	USD	Base Amount:	60.00	USD
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Researching Financial Transactions Online (Continued from Page 3)

To drill down to the cost center, click on the Detail link.

To drill down to the transaction, click on the Activity link.

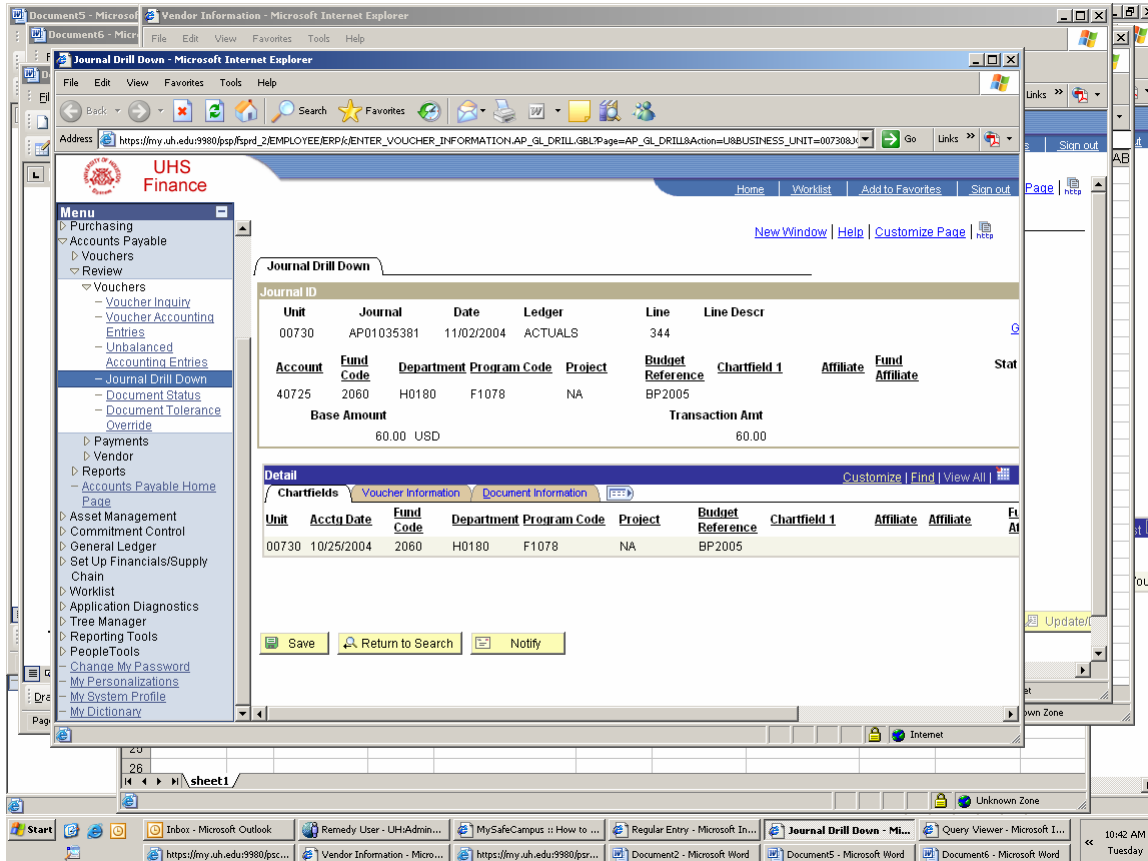
- Your screen will look like this.



To view the transaction, click on the journal id.

Then click on the journal line.

Your screen will look like this.



Researching Financial Transactions Online (Continued from Page 4)

Click on Voucher Information tab.

Click on Voucher ID.

You will now see this:

The screenshot displays the 'UHS Finance' web application interface. The 'Voucher Accounting Entries' section is active, showing search criteria: Business Unit: 00730, Voucher ID: 00454621, and Invoice Number: 106526. The Accounting Information section shows Posting Process: AP Accrual and GL Dist Status: Distributed. A table titled 'Main Information' is displayed with the following data:

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-60.00 USD	USD	ACTUALS	00730
Annual meeting	60.00 USD	USD	ACTUALS	00730

- You have successfully drilled down to a problem on your cost center.

New PeopleSoft Financials Queries

New PeopleSoft Financials lookup queries are now available from the Finance Reference web page: <http://www.uh.edu/finance/pages/References.htm> Just click on the link for the query of choice and results can be downloaded to Excel.

Two of these queries provide new and improved versions of the existing cost center lookup references:

PeopleSoft Cost Center/SpeedType/FRS Account by Department - This query will provide a list of cost centers and their corresponding SpeedTypes and FRS Accounts for your Department. If you are not logged into PeopleSoft at the time the link is chosen, you will be prompted to log into PeopleSoft first before the query can be run. *Note: This query replaces the PeopleSoft Cost Center to FRS Account lookup.*

PeopleSoft Cost Center/SpeedType by FRS Account - This query will list the cost center information and SpeedType for the corresponding FRS account provided by the user. If you are not logged into PeopleSoft at the time the link is chosen, you will be prompted to log into PeopleSoft first before the query can be run. *Note: This query replaces the FRS Account to PeopleSoft Cost Center lookup.*

The Fund Code query is a new addition to the Reference page:

PeopleSoft Fund Code Lookup - This query will provide a list of fund codes with corresponding descriptions based on the information entered in the prompt box. Enter the wildcard symbol % to obtain all values. Use the wildcard symbol in combination with a fund group number 4% to limit the results to fund code values in the fund group 4.

If you have any questions, please call Barbara Duarte at 713-743-4397.

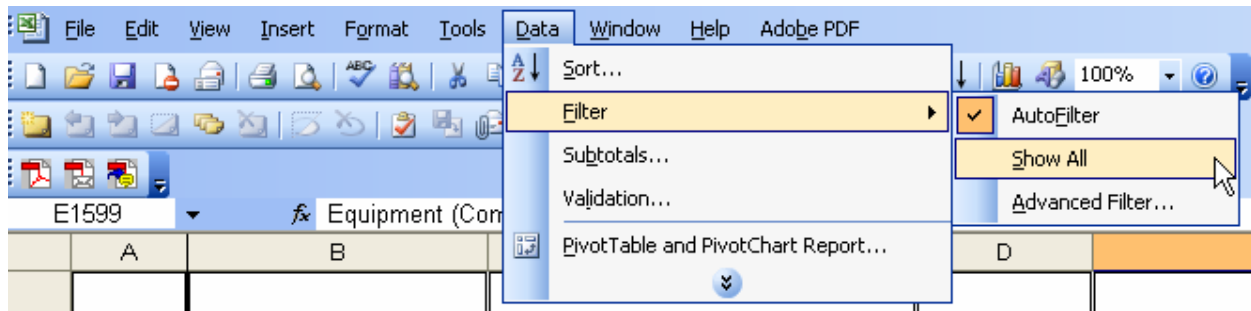
Account List on the Web

To help you choose the right account, a list of active accounts is now on the Finance web site: <http://www.uh.edu/finance/pages/References.htm> The list is not meant to be printed, but includes filters that allow you to narrow your search.

To use a filter, click on the arrow next to the column heading and choose from the drop down menu. For example, if you were looking for accounts related to computers, you would choose “Equipment (Computer Related)” from the Category filter:

Account	Account Description	Account Long Description	Account Type	Category	Used on Voucher	Used on Journal	Tagged Assets
54355	COMPUTER EQUIP-STATE CONTROL A	DESKTOP AND LAPTOP COMPUTERS, AND NON-PORTABLE PRINTERS COSTING FROM \$500.00 TO \$4999.99 AND HAVING A USEFUL LIFE OF ONE YEAR OR MORE.	Expense	<div style="border: 1px solid black; padding: 2px;"> Sort Ascending Sort Descending (All) (Top 10...) (Custom...) Advertising and Promotion Art Cash and Discounts Construction and Renovation Contracted Services Copying and Printing Equipment (Computer Related) Equipment (Not Computer Related) Events and Meetings Fees and Taxes Finance Use Food and Beverage Freight Human Subject Payments </div>	x		x
54358	COMPUTER EQUIPMENT - EXPENSED	COMPUTER EQUIPMENT COSTING LESS THAN \$5000.00, OR HAVING A USEFUL LIFE OF LESS THAN ONE YEAR, WHICH INCLUDES CD ROMS, CONTROLLERS, DOCKING STATIONS, HUBS, COMPUTER MOUSE AND MONITOR (WHEN SOLD SEPARATELY FROM A COMPUTER), SERVERS, MINICOMPUTERS, AND PORTABLE PRINTERS. THIS ACCOUNT IS NOT TO BE USED FOR DESKTOP OR LAPTOP COMPUTERS OR NON-PORTABLE PRINTERS COSTING \$500.00 TO \$4999.99 (USE ACCOUNT 54355).	Expense	Equipment (Computer Related)	x		
		CAPITALIZED COMPUTER EQUIPMENT COSTING \$5000 OR MORE PER UNIT AND HAVING A					

To display all accounts again, select “All” from the drop down menu for the column you just filtered or select “Show All” from the Data menu, which applies to all columns, as follows:



This account list replaces the account/subcode cross reference previously found on the Finance web site.

If you have any questions or comments, please contact Mike Glisson at 713-743-8706.

Contracted Services Accounts

Contracted services accounts can be divided into the following general categories:

Category	Accounts	Remarks
Professional Services	52101-52107, 52109-52112, 52118, 52201- 52204, 52206- 52207	The Government Code defines nine specific categories of professional services (accountant, architect, engineer, land surveyor, landscape architect, optometrist, physician, real estate appraiser, registered nurse). Each category has one account for fees and one for expenses. These individuals are licensed by the State of Texas and perform services in their area of professional expertise.
Consulting	52114-52117	Consulting is divided between information technology consulting and other consulting. Consultants normally provide analysis and advice in the form of a report about how to solve a problem, rather than actually doing the work to solve the problem themselves.
Other Specific Types of Contracted Services	52200, 52205, 52208-52221, 52400-52405, 54811, 55201, 55205	Various types of contracted services that do not require a professional license or should not be categorized as consulting. Examples: Lecturers and Artists, Temporary Personnel Services, Security Services, Food Services, Laundry and Cleaning Services, etc.
Contracted Services Not Defined Under Any Other Account	53857, 53866	When none of the above accounts define the type of service provided, use these accounts, which are Other Contracted Services (53857) and Received Expenses for Other Contracted Services (53866).

To view all of the contracted services accounts and their definitions, choose the “Contracted Services” category from the Account List on the Finance web site: <http://www.uh.edu/finance/pages/References.htm>

Please note the following changes to contracted services accounts.

Account	Account Description	Remarks
52108	Other Professional Services	To be inactivated. Use account 53857.
52113	Received Exp-Other Prof Svcs	To be inactivated. Use account 53866.
53824	Contract Service-Other	To be inactivated. Use account 53857.
53866	Received Exp-Other Contractor	New account, companion to account 53857.

Finance and Research will move any encumbrances from accounts to be inactivated to the correct account. No action is required by the originating department. Once the encumbrances have been moved, the old accounts will be inactivated.

If you have any questions, please contact Mike Glisson at 713-743-8706.

HUB VENDOR OF THE MONTH

NOTE: This vendor was an exhibitor at the recent HUB Vendor Fair. You may have had the opportunity to taste their excellent coffee at that event.

WHO

Lone Star Coffee L.L.C.
President – Paul Garcia, CPA MBA
University of Houston Class of 1981
Independent locally owned by a native Houstonian

WHAT

Provides office coffee service to entities from 5 to 5,000 employees in Houston, Dallas/Ft. Worth and Austin
Clients: University of Houston, Texas Medical Center, Port of Houston Authority, Merrill Lynch, Fidelity Investments, Shell Oil, Methodist Hospital, Ben Taub, Ashland – Marathon Petroleum, UT Medical School, Baylor College of Medicine, David Weekly Homes and Showtime to name a few

HOW:

Orders can be placed:
Online at www.lonestarcoffee.com
Phone 832-912-1325 Fax 832-912-1326
Contact: Judith Cook for additional information

ONE THING ABOUT OUR COMPANY THAT WE WOULD LIKE FOR UH TO KNOW:

Our motto is "SERVICE IS OUR MISSION, TEXAS STYLE!"
I always tell prospective customers, "I'm not installing a new computer system, just good coffee, good service and a smile!"

INTERESTING FACT ABOUT THE COMPANY:

Fidelity Investments was in the process of remodeling their investment centers in Houston and Dallas. I received a call from their Boston Headquarters inquiring about the dimensions of our coffee and water equipment so they could customize their coffee bar to Lone Star Coffee specifications.

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

APRIL 2005

SUN

MON

TUE

WED

THU

FRI

SAT

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10

11

9:00 Payroll/
Finance Reporting

12

9:00 Credit Card
9:00 Advanced
Vouchers
1:30 Advanced
HR/Payroll Reallo-
cation

13

8:30 HR View
11:30 PSAM

14

9:30 Travel Forms
andRules

15

16

17

18

9:00 Payroll/
Finance Reporting

19

9:00 Journal Entry

20

8:30 HR View

21

22

23

24

25:00 Payroll/
Finance Reporting

26

27

8:30 HR View
11:30 PSAM

28

8:00 Query Basic
PS8

29

30