

AUGUST 2004
FINANCE/
PAYROLL
NOTES AND
NEWS

INSIDE THIS ISSUE:

FY05 Vouchers	2-5
HUB Vendor of the Month	7
Updated Key Dates Calendar	8-9

A&F Customer Service Center News

-Open House

Please mark your calendars for the A&F Customer Service Center Open House on **Wednesday, August 18th at 2 p.m.** Please pass the news on to your staff and invite them to come have a treat, meet the Customer Service staff, and tour our newly remodeled facility in **325 McElhinney Hall.**

-Survival Guide Release

The long awaited "Business Manager Survival Guide" is now in it's final stages. The Customer Service center will be hosting several release dates where departments can come see how the survival guide can help your business office!

To view dates and register to attend this blockbuster event and receive a free copy of the guide!

Log onto <http://www.uh.edu/hrms/FinanceTraining.htm>

FY05 Vouchers Created in August 2004

Non-PO (regular) Vouchers:

1. Non-PO vouchers that were successfully budget checked with an Accounting Date prior to 09/01/04 or with a budget reference of BP2004 must be submitted to Accounts Payable by the FY04 voucher deadline or must be deleted. (FY04 voucher deadlines for UH are 8/13/04 for state and 8/20/04 for local.) If you attempt to change budget checked FY04 non-PO vouchers to FY05 non-PO vouchers, they will not appear correctly on the UGLS1074 report.
2. Non-PO vouchers that have never been budget checked with an Accounting Date prior to 09/01/04 or BP2004 can be changed to FY05 vouchers as follows:
 - a. Change the Accounting Date to 09/01/04 before budget checking.
 - b. The system displays the message "The Accounting Date has been changed to a different Fiscal Year. All non-PO Distribution Lines have been defaulted to the appropriate budget reference". Click on OK.
 - c. Verify the budget reference is changed to BP2005. (Note: Cost centers with a fund code starting with 5 will not and should not have a budget reference.)
 - d. After saving or budget checking the voucher, change the Scheduled Due Date in the Payment Page to 09/01/04 or later. FY05 vouchers should not issue a payment before 09/01/04.
 - e. Submit FY05 vouchers to UH Accounts Payable beginning August 25, 2004.

Result: Expense will post in FY05 with BP2005. Check will write in FY05.

PO Vouchers:

PO vouchers created in FY04 that will not be submitted to AP by the FY04 voucher deadline can be changed to FY05 PO vouchers, whether they have been budget checked or not, as follows:

- a. Change the Accounting Date to 09/01/04.
- b. The system displays the message "The Accounting Date has been changed to a different Fiscal Year. All non-PO Distribution Lines have been defaulted to the appropriate budget reference". Click on OK.
- c. Budget Reference (BP2003 or BP2004) is copied from the PO and should not be changed. (Note: Cost centers with a fund code starting with 5 will not and should not have a budget reference.)
- d. After saving or budget checking the voucher, change the Scheduled Due Date in the Payment Page to 09/01/04 or later. FY05 PO vouchers should not issue a payment before 09/01/04.
- e. Submit FY05 vouchers to UH AP beginning August 25, 2004.

Result: Expense will post in FY05 with BP2004 or earlier (i.e., budget reference that matches the PO). Check will write in FY05.

Questions about vouchers and PO vouchers: Linda Howard at 713-743-8714 or LFHoward@central.uh.edu.

Voucher Queries for Fiscal Year End

UHS_AP_UNPOSTED_VOUCHERS

Run this query to review all unposted vouchers for your department. Departments should delete any FY04 vouchers (i.e., Accounting Dates between 09/01/03 and 08/31/04) that will not be processed in FY04 or change them to FY05 vouchers as indicated above in "FY05 Vouchers Created in August 2004."

To run the query, enter the business unit, DeptID, and 09/01/04 as the Accounting Date Less Than. (Note: This query can be run throughout the fiscal year with the current date.)

UHS_AP_UNPOSTED_VOUCHERS

AP Bus Unit:
Department:
Accounting Date Less Than:

UHS_AP_BP2005_IN_FY04_VCHR

Run this query to identify FY04 vouchers (Accounting Date between 09/01/03 and 08/31/04) with a BP2005 budget reference. These vouchers must be deleted. To run the query, enter the business unit and DeptID.

UHS_AP_BP2005_IN_FY04_VCHR

Business Unit:
DeptID:

UHS_AP_BP2005_FY04_DUE_DATE

Run this query to identify FY05 vouchers (Accounting Date between 09/01/04 and 08/31/05 and/or BP2005) with a Schedule Due Date before 09/01/04. Change the Schedule Due Date on these vouchers to 09/01/04 or later. To run the query, enter the business unit and DeptID.

UHS_AP_BP2005_FY04_DUE_DATE

Business Unit:
DeptID:

Requisition Queries for Fiscal Year End

UHS_REQS_NOT_COMPLETED


Run this query to review all requisitions for your department that are not budget checked or have an edit error. FY04 requisitions not submitted to Purchasing by the 08/17/04 deadline must be handled as follows:


1. Requisitions successfully budget checked with an Accounting Date prior to 09/01/04 or with BP2004 that will not be processed in FY04 must be deleted. If you attempt to change them to FY05 requisitions, they will not appear correctly on the UGLS1074 report. You can send an email to Purchasing@uh.edu to request the deletion.
2. Requisitions that have never been budget checked with an Accounting Date prior to 09/01/04 or BP2004 can be changed to FY05 requisitions as follows:
 - a. Change the Accounting Date to 09/01/04.
 - b. Change the budget reference to BP2005. (Note: Cost centers with a fund code starting with 5 will not and should not have a budget reference.)

To run the query, enter the business unit, 09/01/04 as the Acctg Date Before, and the DeptID. (Note: This query can be run throughout the fiscal year with the current date.)

UHS_REQS_NOT_COMPLETED

Business Unit:

Acctg Date Before: 

DeptID: 


UHS_REQS_FY04_WITH_BP2005

Run this query to identify FY04 requisitions (Accounting Date between 09/01/03 and 08/31/04) with a BP2005 budget reference. These requisitions must be deleted. Send an email to Purchasing@uh.edu to request their deletion.

To run the query, enter the business unit and DeptID.

UHS_REQS_FY04_WITH_BP2005

Business Unit:

DeptID: 

Summary of Voucher and Requisition Processing in August 2004

UNDER THESE CONDITIONS					TAKE THIS ACTION
Type of Document	Acctg Date	Bud Ref	Bud Checked	Submitted by FY04 Deadline	Action Taken by Originating Department
Non-PO Voucher	FY04	BP2004	No	No	Change Acctg Date to 9/1/04, Bud Ref to BP2005, and Sched Due Date to 9/1/04
Non-PO Voucher	FY04	BP2004	Yes	No	Delete voucher.
Non-PO Voucher	FY04	BP2004	Yes	Yes	No action required.
Non-PO Voucher	FY04	BP2005	Yes or No	Yes or No	Delete voucher.
PO Voucher	FY04	BP2004	Yes or No	No	Change Acctg Date to 9/1/04 and Sched Due Date to 9/1/04. Do not change Bud Ref.
PO Voucher	FY04	BP2004	Yes	Yes	No action required.
PO Voucher	FY04	BP2005	Yes or No	Yes or No	Delete voucher.
Requisition	FY04	BP2004	No	No	Change Acctg Date to 9/1/04 and Bud Ref to BP2005.
Requisition	FY04	BP2004	Yes	No	Delete requisition (send email to Purchasing@uh.edu).
Requisition	FY04	BP2004	Yes	Yes	No action required.
Requisition	FY04	BP2005	Yes or No	Yes or No	Delete requisition (send email to Purchasing@uh.edu).

Voucher questions: contact Linda Howard at LHoward@central.uh.edu or 713-743-8714.

Requisition questions: contact Tony Carpenter at ABCarpenter@central.uh.edu or 713-743-5656.

More 8.4 Tips and Reminders

When running financial reports, leave the Server Name blank. If the Server Name is populated, select the blank row from the drop down menu before clicking the OK button. Leaving the Server Name blank allows the system to choose the next available server, so your report runs more quickly. If you choose the server, other reports may be in line already on that server and you may wait a long time in the queue.

Process Scheduler Request

User ID: GLISSOMT

Should be blank. If not, select the blank row before clicking OK.

Server Name: [Blank]

Run Date: 08/13/2004

Recurrence: [Blank]

Run Time: 11:29:19AM

Reset to Current Date/Time

Time Zone: [Blank]

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF

OK Cancel

New Feature on 1063 Budget Summary Report

The 1063 Budget Summary report now includes an additional selection that allows users to limit their results to the current budget reference only for non-project (project = NA) cost centers. By checking this box on the Report Parameters screen, the 1063 report is run with the budget reference that corresponds to the fiscal year selected.

For example, if this box is checked and the 1063 report is run for FY04, it will only show budget and actual transactions related to BP2004. It will not include budget and actual transactions related to prior budget references (BP2003, BP2002, etc.) that occurred in the same period, which are normally related to prior-year POs.

- Only Print Active Cost Centers
- Print multiple requests on same page
- Limit Results to Current Budget Ref

If this box is not checked, the results of the 1063 report will include all transactions processed during the period selected, regardless of budget reference. The printed report will indicate in the heading whether the results have been limited to the current budget reference only. The supporting spreadsheet files will indicate this information as well.

```
UNIVERSITY OF HOUSTON - SYSTEM
      Budget Summary
Period Ended June 30, 2004 (Through Period 10).
Results Are Limited To Current Budget Reference
```

The ability to limit results to the current budget reference only applies to non-project cost centers. Since the budget for project cost centers may cross fiscal years, all transactions for the period selected will appear on the 1063 report for project cost centers, regardless of budget reference.

If you have any questions about the 1063 report, send an email to Mia Culton at mccul-ton@central.uh.edu.

HUB VENDOR OF THE MONTH

WHO:

Loretta's Floral Designs
President and CEO: Loretta Herpin
Local independently owned full service floral company for 17 years.

WHAT:

Design and install plants and floral media for events and individual use.
Clients: University of Houston, J.P. Morgan Chase, Wheeler Avenue Baptist
Church, Western General, Gulf South Pipeline, Congresswoman Sheila
Jackson-Lee

HOW:

Orders can be placed by calling 713 522-1479 or e-mail lrherp@aol.com
Fax: 713 520-1037
For individual consultation on theme designs, contact Loretta Herpin at 713 522-1479

ONE THING about our business that we would tell UH is that individual attention in customer service is our main focus, second ... we deliver what is ordered on time and with care, every time... it's what keeps people coming back. Loretta is active in the community by serving on the TIRZ Board of Directors and contributes to many projects to better the community we live and do business with.

INTERESTING FACTS ABOUT THE COMPANY:

Loretta's Floral Designs is family owned by Loretta Herpin, President & CEO. Her son, Preston, works as office manager and field director, and Kelli, her daughter, assists in artistic expressions and displays. We've employed students from University of Houston and Texas Southern University and have mentored upcoming florists in floral shop operations. Some of these have gone on to open their own shops. We have built our business by offering integrity in "hard work, organization, responsiveness, commitment and professionalism" (U of H Special Events Director)

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

Updated Key Dates Calendar

06/28/04	Mon	5:00PM	Deadline for submitting requisitions to create POs before upgrade.	Purchasing
07/01/04	Thu	5:00PM	Deadline for submitting vouchers/PO receivers for payment before upgrade.	Accounts Payable
07/08/04	Thu	5:00PM	PS 7.5 financial production (FSPRD) shut down to begin upgrade to 8.4.	
07/09/04	Fri	10:00AM	Last AP checks printed until 07-14-04. Emergency checks requested thru AP.	
07/09/04	Fri	5:00PM	Finance sends deficit fund equity list to Division Administrators.	
07/14/04	Wed	8:00 AM	Upgrade complete. PS 8.4 financial production is available to campus users.	
07/14/04	Wed	10:00AM	First PS 8.4 local AP checks printed for all campuses.	
07/23/04	Fri	8:00 AM	Departments verify FY05 non-payroll budgets loaded correctly.	
07/26/04	Mon	8:00 AM	Departments can begin creating FY05 requisitions. (Acctg Date = 09-01-04)	Purchasing
07/30/04	Fri	5:00 PM	Deadline for submitting FY04 requisitions over \$25K.	Purchasing
08/02/04	Mon	8:00 AM	Departments can begin creating FY05 vouchers. (Acctg Date = 09-01-04)	Accounts Payable
08/09/04	Mon	8:00 AM	Departments verify FY05 payroll budgets loaded correctly.	
08/09/04	Mon	5:00 PM	Finance sends deficit fund equity list to Division Administrators.	
08/13/04	Fri	5:00 PM	Deadline for submitting state service center requisitions for FY04 payment.	General Accounting
08/13/04	Fri	5:00 PM	Deadline for submitting state vouchers/PO receivers for FY04 payment.	Accounts Payable
08/17/04	Tue	5:00 PM	Deadline for submitting all FY04 requisitions.	Purchasing
08/18/04	Wed	5:00 PM	Deadline for submitting all FY04 position requests.	Budget Office
08/20/04	Fri	5:00 PM	Deadline for submitting local service center requisitions for FY04 payment.	General Accounting
08/20/04	Fri	5:00 PM	Deadline for submitting local vouchers/PO receivers for FY04 payment.	Accounts Payable
08/25/04	Wed	8:00 AM	Departments can begin submitting FY05 vouchers.	Accounts Payable
08/25/04	Wed	5:00 PM	Deadline for submitting all FY04 budget journals.	Budget Office
08/25/04	Wed	5:00 PM	Deadline for submitting payroll reallocations for August (12th month). Payroll reallocations involving state funds (debit or credit) cannot be submitted after this date for FY04. Payroll reallocations involving local funds only may be submitted through noon on Sep 15 for period 998.	Payroll

Updated Key Dates Calendar continued

08/26/04	Thu	5:00 PM	Remaining telephone/postage encumbrances released on all cost centers.	
08/27/04	Fri	10:00 AM	Finance posts August telephone and postage charges.	
08/27/04	Fri	5:00 PM	All payroll encumbrances released that did not release during pay cycles.	
08/31/04	Tue	10:00 AM	Last FY04 local AP checks printed for all campuses.	
08/31/04	Tue	5:00 PM	Deadline for renewing Departmental Cash Funds (MAPP 5.01.01, Add A).	Treasurer's Office
09/01/04	Wed	8:00 AM	Departments begin non-payroll journal entries for period 998. All non-payroll reallocations in 998 are submitted to General Accounting on a journal entry. Finance will create the voucher for state to local and local to state non-payroll reallocations. (Except for 998, departments create vouchers for state to local and local to state non-payroll reallocations.)	General Accounting
09/01/04	Wed	10:00 AM	First FY05 local AP checks printed for all campuses.	
09/07/04	Tue	5:00 PM	Deadline for submitting consumable/resale inventory as of August 31.	General Accounting
09/07/04	Tue	6:00 PM	Target close for August (period 12).	
09/08/04	Wed	12:00 PM	Finance sends deficit fund equity list to Division Administrators.	
09/09/04	Thu	5:00 PM	First deadline for submitting 998 adjustments. These adjustments will be posted to the General Ledger by Payroll and General Accounting no later than Sep 13 so departments can review financial system reports Sep 14 for any additional adjustments needed.	Payroll, Gen Acctg
09/10/04	Fri	5:00 PM	Deadline for submitting accounts receivable reconciliation as of August 31 and write-off memos.	General Accounting
09/14/04	Tue	8:00 AM	Departments review 998 financial system reports for any additional adjustments needed. These reports will not include UCI/WCI (1% of 998 salary), Administrative Charges on Auxilliary cost centers, or Indirect Cost Expenses on Sponsored Project cost centers. These expenses will post after all 998 adjustments have been entered.	
09/15/04	Wed	12:00 PM	Second and final deadline for submitting 998 adjustments to Payroll (local fund only) and General Accounts (state and local funds).	Payroll, Gen Acctg
09/22/04	Wed	6:00 PM	Target close for period 998.	
09/27/04	Mon	8:00 AM	Departments verify FY04 end fund equity equals FY05 begin fund equity.	
09/28/04	Tue	5:00 PM	FY05 postage, telephone, and long distance encumbered in September.	
09/30/04	Thu	5:00 PM	Deadline for FY05 Baseline Standards (electronic), Cash Handling Standards (electronic), Certifying Signature List (original signed document).	Finance (Glisson)

The updated Key Dates Calendar is located at http://www.uh.edu/finance/Cal_Sche.html

August 2004

SUN	MON	TUE	WED	THU	FRI	SAT
1		8:30 a.m. Vouchers 8.4	9 a.m. HR View PS 7	9 a.m. Reports 8.4	8:30 a.m. Journals 8.4	
	2	3 p.m.		10:30 a.m.		
8	9	10	11	12	13	14
		8:30 a.m. Vouchers 8.4	8:30 a.m. Advanced Vouchers 8.4	8:30 a.m. Journals 8.4	10:30 a.m. P-Card Train- ing	
	3 p.m. Journals 8.4			9:30 a.m. Travel Forms and Rules	8:30 a.m. P-Card Train- ing for Manag-	
15	16	17	18	19	20	21
8:30 a.m. P- Card Training		9 a.m. Query/Crystal Basic	10:30 a.m. Reports 8.4		8:30 a.m. P-Card Train- ing	
10:30 a.m. P-Card Train- ing for Manag- ers		11:00 a.m. Budget Journal Training	2 p.m. Requisition 8.4		10:30 a.m. P-Card Train- ing	
22	23	24	25	26	27	28
8:30 P-Card		8:30 a.m. Advanced Vouchers	1 p.m. Reports 8.4	8:30 a.m. P-Card Train- ing		
10:30 P-Card		11:00 a.m. Budget Journals		10:30 a.m. P-Card Train-		
2:00 P-Card		2:00 p.m.				
29	30	31				