



FINANCE/PAYROLL

NOTES & NEWS



AUGUST 2005

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Document Imaging for Budget Journals is Now Available

Document imaging for budget journals is now available, which means you can upload backup documents to your budget journal in the Finance system, rather than mailing them to the Budget Office.

With both workflow and document imaging in place for budget journals, the routing and approval of budget journals can now be completely paperless, which should reduce processing time. Finance is working on making all of its transactions paperless.

The upload process for budget journals works exactly the same way as it does for vouchers, and the backup requirements for budget journals have not changed.

Please do not upload more backup documents than are required. For example, it is not necessary to print, sign, and scan the budget journal coversheet as a backup document, since budget journals are routed through workflow for approval.

If you have questions about the upload process for budget journal backup documents, please contact Kimberly Bates at 713-743-8601 or Customer Service at 713-743-3988.

If you have questions about budget journal backup requirements, please contact Martha Tamez at 713-743-0651.

Encumbering Contracts Over \$10,000

Departments should begin encumbering all contracts over \$10,000, which are not on sponsored projects, using the following procedure:



1. Department enters a requisition for the amount to be encumbered in either PO Business Unit (BU) CN730 or CN783. The choice of PO BU depends on the cost center used to pay the contract. Cost centers with BU 00730 will use CN730 and cost centers with 00783 will use CN783. No paper documents or explanations are required on the requisition, as this is only an encumbrance process. Enter the contract number in the Header Comments of the Requisition, and make the delivery due date on the Requisition the ending date for the contract.
2. Using a Query, Purchasing will retrieve the Requisition and generate a Purchase Order. Purchasing will make the PO number (10 digits maximum without dashes) the same as the contract number. Purchasing will notify the department when the PO is created.
3. Purchasing will NOT retain a paper file for this order and the order will NOT be sent to the vendor. NOTE: If the vendor is not in PS, you must have the vendor complete the vendor set-up form and have the vendor entered into the system before Purchasing can process a PO.
4. Payments for these contracts will be processed on a PO Voucher prepared by the department. When the PO Voucher is budget checked, the PO encumbrance will automatically be released for the same amount.
5. If an encumbrance remains after all payments are made, the department can finalize the PO Voucher to release the remaining encumbrance. If the contract is cancelled and will never be paid, the department can send an email to Purchasing to cancel the PO. If additional funds are required for the contract, the department must amend the contract to increase the amount, which is signed by the department and contractor. Once the amendment is signed, the department may request an increase to the PO amount through an email to Purchasing.

Contracts on sponsored projects, in which the contract begins with a “R,” are already encumbered on PO’s created by the Office of Contracts and Grants. These contracts should not be sent to Purchasing or they will be encumbered twice.

The requirement to encumber contracts over \$10,000 is being added to the Procurement MAPP, so the University can report on contract activity, as required by the state.

If you have any questions, please contact Carla West at 713-743-5661 or Alan Phillips at 713-743-5671.

FY06 Transactions Created in August

During the month of August, we create transactions for the current fiscal year (FY05) and the next fiscal year (FY06). When creating FY06 transactions in August, please keep the following points in mind:

FY06 Requisitions Created in August

- Accounting Date = September 1, 2005
- Budget Reference = BP2006 (fund 5 cost centers do not have a Bud Ref)
- Begin creating FY06 requisitions August 3, 2005
- Submit to Purchasing as soon as the requisition is created
- Questions – Carla West, 713-743-5661

FY06 Vouchers Created in August

- Accounting Date = September 1, 2005
- Budget Reference = BP2006 (fund 5 cost centers do not have a Bud Ref)
- Scheduled Due Date = September 1, 2005 or later (first FY06 pmts issued on Sep 1)
- Begin creating FY06 vouchers August 3, 2005
- Do not submit to Accounts Payable until August 24, 2005
- Questions – Linda Howard, 713-743-8714

FY06 Journals Created in August

- You cannot create FY06 journals in August
- Begin creating FY06 journals on September 1, 2005
- Questions – Gretta McClain, 713-743-8729

FY06 Budget Journals Created in August

- Journal Date = September 1, 2005
- Budget Reference = BP2006 (fund 5 cost centers are handled by OCG)
- Begin creating FY06 budget journals August 3, 2005
- Submit to the Budget Office as soon as the budget journal is created
- Questions – Martha Tamez, 713-743-0651

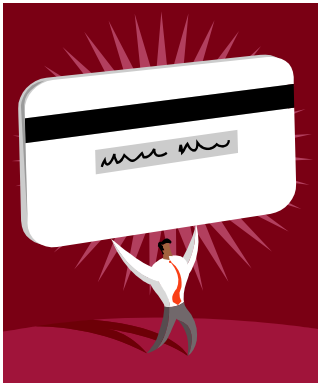


Who's Who In Finance



- Who: Linda Monita
- How Long I've Been at UH: 24 years
- What Department I Work In: Payroll
- How to Contact Me: 3-8772
- Where to Find Me: UBP223
- When to Call Me: Child Support, Bankruptcy, Levies, ORP, TRS and TDA's
- What I Like Best About My Job: All the different vendors I have a daily contact with.

P-Card Program Moves to Accounts Payable



Effective August 1, Accounts Payable will administer the P-Card program for UH and UHSA. Sharon Davis has moved from Purchasing to Accounts Payable and reports directly to Samantha Yurus. Sharon will continue to be the coordinator of the P-Card program, and will be assisted by Jonathan Horton (x38740) and Leslie Williams (x38702) in Accounts Payable.

Since the travel card and P-Card programs operate in much the same way, it made more sense to administer both programs in one department. This change is expected to increase efficiency and improve oversight of credit card transactions.

Sharon has the same phone number (x35660) but is now located in room 202, UBP2. Her mail code is the same as Accounts Payable (0900).

Finance Queries to Run in August

The following queries will help departments identify unprocessed FY05 vouchers and requisitions:

UHS_AP_UNPOSTED_VOUCHERS

UHS_REQS_NOT_COMPLETED

Both queries ask for the following criteria:

- Business Unit
- Accounting Date Less Than (enter 09-01-05)
- Department

The documents that appear in these queries should be corrected/completed, if necessary, and sent to Accounts Payable or Purchasing by the FY05 processing deadline. Otherwise, they should be deleted.

If you have any questions, please contact Linda Howard at 713-743-8714 for vouchers or Carla West at 713-743-5661 for requisitions.

Payroll Direct Deposit Update

In order to enable employees to have more control of their personal information, direct deposit additions, changes and deletions will be made in the PASS system. Starting October 1, 2005, employees will be directed to use the PASS system for these services. To assist employees in entering this information, we are providing a tip sheet of instructions for completing this in PASS (see page 6).

Why choose direct deposit?

- No lost or stolen checks.
- Fully traceable payments.
- No deposit delays.
- No more waiting in long bank lines.



How to Enter Direct Deposit information in PASS

1. Go to <http://my.uh.edu/pass>.
2. Log into PASS.
3. User ID for initial log in is your employee id.
4. Password for initial log in is birth date and last four digits of your Social Security number (MMDDYYYYSSSS).
5. Change password during your initial log in.
6. When you log into PASS in the future, you will use your new password.
7. Go to Payroll, Taxes and Salary Home Page.
8. Go to Direct Deposit.
9. For a New Direct Deposit, you click on Add Account.
10. Enter the information (Routing Number, Account Number, Checking or Saving, Balance and Priority Code (999)).
11. Submit
12. To change a direct deposit, you can click on Edit.
13. Go to the Routing and Account Numbers, highlight and type in the new information.
14. Submit
15. A multiple account is basically the same, except the priority code is different and you put amount instead of balance (priority codes are 960, 961 & 962). It depends on how many accounts you have.

If you have questions about PASS you can call the Customer Service Center at (713) 743-3988.

Primary & Preferred Name Changes

PeopleSoft (PS) stores two names in the HRMS database the “Primary Name” and the “Preferred Name”. The “Primary Name” is the employee’s name as it appears on their Social Security Card and the “Preferred Name” is the name they prefer to go by. The most common example of this is, an employee with a name of George Alan Fairchild, the social security card will show George Alan Fairchild, but the employee actually goes by Alan Fairchild. George Alan Fairchild will be stored in the “Primary Name” field and Alan Fairchild will be stored in the “Preferred Name” field in PeopleSoft.

If an employee has a “Preferred Name” in PS, that name is published in the UH System Telephone Directory. If the employee does not have a “Preferred Name” in PS, then the “Primary Name” is published. In addition, for UH Main and UH System, the Online Directory and the Outlook Directory work the same way. To add to the matter, in Version 7.6 of PS when a new employee was added to the system, if an employee did not have a “Preferred Name” added, the system would automatically populate the “Primary Name” to the “Preferred Name” field.

In Version 8.0 of PS the functionality of automatically populating the “Preferred Name” field no longer exists. Meanwhile, while employees are changing their “Primary Names” in PS due to a Marriage or Divorce, the “Primary Name” has been changed but not the Last Name in the “Preferred Name” so needless to say employees who have had name changes are appearing in the Telephone Directory Summary with a previous name.

We have added the functionality to PASS that allows the employee to log in and change the “Preferred Name” themselves. The change to the “Preferred Name” does not require any documentation. With the Telephone Directory update initiative in progress, if a “Preferred Name” currently reflects a previous name, please encourage your employees to log into PASS and change their “Preferred Name” at their earliest opportunity.

Going forward, please remember if you have a name change to make, log into PASS and make the change to the “Primary Name” and the “Preferred Name”. Documentation is still required for the “Primary Name” changes and no documentation is required for the “Preferred Name”.

If you have any questions, please call Carla Ponzio at 713-743-4275.

HUB VENDOR OF THE MONTH

WHO:

The Office Furniture Source

Owner: Linda Reichardt

Independent locally women owned company with twenty years experience in the Office Furniture Business.



WHAT:

Sells new and used office furniture, includes work stations.

Clients: University of Houston, Houston Community College, Alvin Community College, Fox Sports Net, City of Houston, Houston Police Department, Channel 39, Champion Chrysler & Jeep, etc.

HOW:

Orders can be placed:

Contact: Linda Reichardt

Office: 713-777-2224

Cell: 713-208-1919

Fax: 713-774-2669

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

Our focus is the one on one relationship with each customer and department. We are here to make purchasing office furniture a more pleasant experience. We enjoy introducing new product lines making sure the end user knows what is available to them.

We are small but great things come in small packages. We like to be a hands on company, knowing the smallest detail it takes to make each project perfect.

INTERESTING FACT ABOUT THE COMPANY:

The company was started three years ago. We saw a need to be price complete and to bring service back into the industry.

One of my best experiences was last year when one of my automobile dealerships was in desperate need of ten custom built tables for their showroom. Our completion said it would take six weeks or more for the tables to be made. To my customer's surprise, we had them delivered and installed the next morning at a lower price. I called the purchaser as soon as my installation crew finished setting up the tables and asked how everything looked, he said the tables were perfect. He is still amazed to this day how those custom tables were delivered in such timely manner!

We do what we can to provide the best knowledge and service in the office furniture industry. There are no amateurs at this company.

We have enjoyed meeting quite a few people at the University and look forward to a great working relationship with each department. There are two alumni associated with our company. Coming back to U of H brings back wonderful memories. Go Cougars!

HUB Vendor Directory Updated

The list of historically underutilized businesses (HUB's) frequently used by UH departments has been updated on the HUB web page: <http://www.uh.edu/purchasing/hub/>

The list now includes a filter to help you quickly find the right HUB vendor. Simply click on the down arrow in the Business Description column and choose the type of business you are seeking.

Commodity	Business Description	Company Name	Phone	Fax	E-Mail
	(All)				
725-00	(Top 10...)	Bliss Communications, Inc.	713-630-0452	713-630-0043	dani@blisscommunications.com
725-00	(Custom...)	Mr. 2-Way Communications	713-675-2929	713-675-3172	mr2way@swbell.net
31-00	2-WAY RADIO SERVICE	Bea Distributors	281-970-1006	281-970-7311	bmanb50429@aol.com
31-00	AIR CONDITIONING, HEATING, VENTILATING ARCHITECTURAL & DESIGN SERVICES	Filtration Sales & Service	713-460-1122	713-934-0609	fse@filtrationsales.com
31-00	ATHLETIC/SPORTS	The Filter Man	281-399-0084	281-689-2312	filterman@bulkdist.com
31-00	AUDIO VISUAL, SLAES, INSTALLATION, SERV	Anna Mod	713-6301086	713-630-1096	amod@earthlink.net
31-00	AUTOMOTIVE & TRAILERS	Appel, Natalye Associates	713-522-7992	713-522-7992	None
31-00	AWARDS, PROMOTIONAL PRODUCTS, SEF	C H International Design	214-642-5764	972-317-6665	cassandra@haldesigns.com
31-00	BADGES, NAME TAGS	Parshall & Associates Architects	512-477-1696	512-477-1693	parshall@sbcglobal.net
906-00	BIOCHEMICALS RESEARCH	Alert Services	830-372-3333	830-372-1447	None
906-00	BUILDING MAINTENANCE, INSTALLATION &	Just Basketball	512-773-9075		cbivons@justbasketball.org
906-00	CLEANING, STEAM & PRESSURE	Stephenville Sports World	254-968-6330	254-968-6330	None
906-00	COFFEE & COFFEE EQUIPMENT				
906-00	COMMUNICATIONS AND MEDIA RELATED				
805-00	COMPUTER HARDWARE & PERIPHERALS				
805-00	CONSULTING, TRAINING, WORKSHOP FACI				
805-00	DELIVERY SERVICE				
805-00	DIGITAL MEDIA SERVICES				
805-00	AUDIO VISUAL SLAES INSTALLATION				

If you have any questions or need help finding a HUB vendor, please contact Sandra Webb at 713-743-5662.

“Tricks of the Trade” PAR Training

The Customer Service Center is now providing PAR training called “Tricks of the Trade”, to all interested employees that deal with PAR processing in your College/Division. To schedule training for your College/Division, please contact TaShawna Wilson @3-6880 or Cynthia Gibbs @3-6885.

AUGUST 2005

SUN	MON	TUE	WED	THU	FRI	SAT
	1 9:00 Vouchers 8.4	2 9:00 Requisition 1:30 Procurement Card	3 8:30 HR View 11:30 PS Asset Management View & Loc Chg 1:00 Budget Journal 1:30 Advance HR /Payroll Reallocation	4 9:00 Advance Vouchers 8.4	5	6
7	8 10:00 Sponsored Projects Property	9	10 8:30 HR View	11 1:30 Query Basis	12	13
14	15	16 1:30 Query Basic	17 8:30 HR View	18	19	20
21	8 10:00 Sponsored Projects Property	23	24 8:30 HR View	25 8:30 Query Basic	26	27
28	29	30	31 8:30 HR View			