



FINANCE/PAYROLL

NOTES & NEWS



AUGUST 2006

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P-Card and Travel Card Process Simplified

Starting with the September billing cycle (August 8 for P-Card; August 11 for Travel Card), UH departments will no longer need to create journal entries for P-Card or Travel Card transactions. Instead, they will update SDOL (bank's system) as follows:

1. Enter the appropriate expense account for each transaction in SDOL. Transactions can be split between up to 10 accounts, if needed.
2. Change the default cost center in SDOL, if needed. Local default cost centers can be changed to other local cost centers and state default cost centers to other state cost centers. Transactions can be split between up to 10 cost centers, if needed.
3. For Travel Cards only, departments will enter the Destination City and Departure Date in SDOL for each transaction, which is done currently.
4. An optional Expense Description box (up to 255 characters) can be used to enter purpose/benefit or other information for each transaction.

Documentation of P-Card and Travel Card transactions will be handled as follows:

1. Departments will print Expense Reports with account and cost center information and attach receipts and Travel Requests (only for Travel Cards).
2. The cardholder and certifying signatory will review and sign the Expense Report.
3. The department will scan and upload the signed Expense Report and receipts to the Travel Card and P-Card Documents page in the Finance System (to be developed). Documents will be organized by credit card type (P-Card or Travel Card), cardholder, dept ID, college/division, and billing cycle for easy retrieval.

Accounts Payable will download the transactions from SDOL with the department's cost centers and accounts to create and approve vouchers to pay the bank. The **P-Card and Travel Card Matrix**, which summarizes the use, restrictions, and payment process for all P-Cards and Travel Cards is on the Finance References page under "P-Card and Travel Card Information."

P-Card and Travel Card Processing in August and September

August 8-15

- Departments submit journal entries (old process) for **P-Card** transactions posted to the August billing cycle (July 6 to August 7).
- Upload Expense Report and receipts to journal.
- Enter expense account (information field) and journal ID in SDOL.

August 11-15

- Departments submit journal entries (old process) for **Travel Card** transactions posted to the August billing cycle (July 11 to August 10).
- Upload Expense Report, Travel Requests, and receipts to journal.
- Enter journal ID, destination city, and departure date in SDOL.

August 18

- Accounts Payable provides **training** on new SDOL process. Training will be held in KIVA Room, Farish Hall, 9 AM—10 AM. All business staff that update SDOL should attend. Register at <http://www.uh.edu/hrms/signupFinancial.htm>
- Departments can **enter expense accounts in SDOL** that will actually post to their cost centers (not just for information purposes) and change default cost centers, if needed.

September 6-15

- Departments review **P-Card** Expense Report for September billing cycle (August 8 to September 5). Verify expense accounts and cost centers printed on Expense Report are correct. If changes are needed, modify SDOL and reprint Expense Report.
- Cardholder and certifying signatory review and sign Expense Report.
- Upload signed Expense Report and receipts to new Documents page in Finance System.

September 12-15

- Departments review **Travel Card** Expense Report for September billing cycle (August 11 to September 11). Verify expense accounts and cost centers printed on Expense Report are correct. If changes are needed, modify SDOL and reprint Expense Report.
- Cardholder and certifying signatory review and sign Expense Report.
- Upload signed Expense Report, Travel Requests, and receipts to new Documents page in Finance System.

P-Card billing cycles end on the 5th and Travel Card billing cycles end on the 10th, unless these dates fall on a weekend in which case the cycle ends on the following Monday. Departments are encouraged to update SDOL throughout the billing cycle, if possible, but all updates to SDOL must be completed no later than the 15th of each month.

New State Department Travel Card Replaces Central Bill Account

Previously, departments faxed a Travel Request to the NTS Travel Agency to purchase airfare with state funds. Department Travel Cards were available to purchase airfare with local funds, but not with state funds. Now, departments can request a State Department Travel Card, which is used exclusively for booking airfare charged to state cost centers.

Departments can request a State Department Travel Card by completing the application on the AP Travel web page (http://www.uh.edu/finance/pages/AP_Travel.htm) and faxing it to Accounts Payable at 713-743-8709. The application must be approved by a College/Division Administrator.

The last day that NTS will book airfare from a faxed Travel Request is August 31. However, departments may begin using their State Department Travel Card in August as soon as they receive it.

Key Provisions of the State Department Travel Card

- Only used to purchase airfare that will be charged to a state cost center. Not used to purchase lodging or other travel expenses.
- Must purchase state contract airfare, unless not available or more expensive than non-contract airfare. If non-contract airfare is purchased, document reason.
- Card can be used to purchase airfare from NTS, other travel agencies, or airlines.
- Card remains in the department, and is not checked out to travelers.
- Department uses new payment process described in the article on page 1.

If you have any questions about the State Department Travel Card, please contact Sandra Silva at 713-743-5883 or Deborah Collins at 713-743-8708.

Mileage Rate for FY07

The mileage reimbursement rate for FY07 will continue to be **44.5 cents** per mile, which is the rate authorized by the Comptroller's Office. Mileage Reports that may be used to document reimbursable mileage are located on the AP Travel web page. Departments may also use online mileage calculators to determine point-to-point mileage.

Year-End House Keeping

Departments should run the following queries and reports during August to prepare for the end of the fiscal year:

UHS_AP_UNPOSTED_VOUCHERS (query)

- Delete any FY06 vouchers (Accounting Date before 9-1-06) that will not be processed.
- FY06 vouchers not submitted by the processing deadlines (Aug 18 for state and Aug 22 for local) will be converted to FY07 on Aug 27.
- Departments start creating and submitting FY07 vouchers and SC vouchers on Aug 28.

UHS_OPEN_COMMITMENTS_DETAIL (query)

- Liquidate any PO encumbrances that will not be expended by (1) finalizing a PO voucher previously created for this PO or (2) sending a request to Purchasing to liquidate the PO if you cannot liquidate the encumbrance yourself.
- Accounts Payable will handle all copier PO liquidations.

UGLC060D (level 3) or UGLC070B (level 4) Report

- These reports identify cost centers with deficit fund equity balances.
- Process reallocations or transfers (where appropriate) to remove the deficit balance.
- Instructions for running 1060 and 1070 reports using the dept tree are on the Finance References page under “DeptID Rollup Tree.”

FY07 Copier PO's

UH departments should submit purchase requisitions to Purchasing for FY07 copier lease, rental, or maintenance agreements. Key things to remember about copier PO's:

- Include the prior-year PO number for copier renewals on the requisition.
- Include the copier serial number for copier renewals on the requisition.
- Include the location of the copier (building and room) on the requisition.
- Do not include a line for excess copy charges on the requisition. Excess copy charges will be in the PO narrative but will not be encumbered.
- If departments have excess copy charges, they can pay them with their P-Card or by regular voucher. Invoices for excess copy charges received in Accounts Payable will be scanned and emailed to the department.
- Sign receiving report and fax (x38799) to AP as soon as copier is received to acknowledge copier is in the department.
- Accounts Payable will create and approve all PO vouchers for copier PO's.

Updates to Key Dates Calendar

- Added deadline for UHSA cash receipt journals: 08/31/06, 12:00 PM
- Changed fraud survey from August to October and combined fraud survey with financial certification process: 10/02/06, 5:00 PM

The complete Key Dates Calendar is on the Finance Calendars and Schedules page.

Annual Training Reminder

The following online Finance classes must be taken once each fiscal year by the appropriate employees:

- P-Card Cardholder
- P-Card Business Office
- Travel Card Cardholder
- Travel Card Business Office
- Credit Card Processing
- Credit Card Accounting
- Credit Card Data Security
- Cash Handling
- Petty Cash Processing

A description of these classes and who should take them is on the Finance Training page under "Required Online Finance Training."

Employees must complete classes by August 31 to receive for FY06. Employees who enroll in classes on or after September 1, 2006 will receive credit for FY07.

All of the above classes, except for Cash Handling and Petty Cash Processing, were first offered in FY06. Since Cash Handling and Petty Cash Processing were offered at the end of FY05, employees who took these classes in FY05 received credit for FY06 as well and do not need to retake them in FY06.

Run the following query in the HR System to see who has completed which training in your department: EM_STUDENTS_CLASSES_DEPT_PRMPT

Sign up for training at: <http://www.uh.edu/hrms/signupFinancial.htm>

Communication Allowance Review and Renewal

To assist departments in the annual review of the communication allowances, please run query UHS_COMM_ALLOWANCE_BY_DEPT in PeopleSoft HRMS. This query enables departments to review the employees enrolled in the communication allowance, the amount of the allowance, the speedtype being charged for the allowance, and the beginning and end date for the allowance.

Instructions for renewing the allowance:

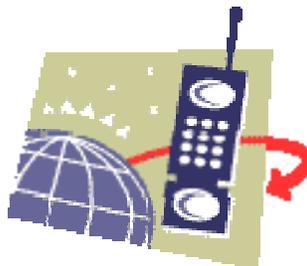
- Run the above query and download into Excel.
- Review the communication allowances for your employees as well as the speedtype associated with the allowance.
- If there is an end date assigned of 8/31/2006 and you would like to renew the allowance for FY07, please type, "Remove End Date" in Excel for that employee.
- Ask the department head to review this list and sign, as well as a certifying signatory for your area.
- Forward this list to Payroll by 8/10/06 to avoid allowances expiring for the employees in your department.
- If there are changes to speedtype, please indicate this on the spreadsheet as well and forward this to Payroll by 8/10/06.

Key Aspects of the Communication Allowance:

- Paid to eligible employees through Payroll as taxable income
- FY07 monthly usage allowance for cell phone and home internet service is no more than \$50 for each service (departments may set lower allowances)
- FY07 equipment allowance for one-time purchase of cell phone equipment or installation of internet service is no more than \$200 for each purchase not to exceed actual cost
- Equipment allowances are limited to once each two years, so individuals who received an equipment allowance in FY06 are not eligible for one in FY07

See MAPP 10.03.05, Telecommunications Resources, for more information.

Please feel free to contact Emily Messa at 3-8184 should you have any questions.



UHS Finance System Training for New Employees



All new hires that need UHS Finance System training must attend the Basic UH Financial Processes and Transactions class to obtain access to the system. The class is held every Tuesday from 9:00 to 11:30 in the Customer Service Center Training Room 325A. All access forms should be faxed to the Customer Service Center at 3-3988.

HRMS Training

New hires that need HRMS access must attend the HR View class. The class is held every Wednesday from 10:00 to 11:00 in the Customer Service Center Training Room. Please register for this class online and fax the approved access forms to the Customer Service Center attention Arturo Tapia at 3-5596.

“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. You can register for this class online on the HRMS/Payroll training schedule. If you have any questions, please contact the Customer Service Center at 3-3988.

Leave Accrual Reconciliation Training for New Employees



Leave Accrual Reconciliation training for new employees is now posted on the Finance website. You can now register for this class online. For further information, contact Bobbie Odom-Velasco @ 3-8755.



Who's Who In Finance



- Who:** **Amelia Villalon**
Administrative Coordinator
- Years of UH Service:** 6 years
- Department:** Administration & Finance
Office of Business Services
- How to Contact Me:** 713-743-5589 or email: avillavon@uh.edu
- Where to Find Me:** 325 McElhinney Hall
- When to Call Me:** I process Vouchers, PO Vouchers, SC Vouchers, Requisitions, Travel Requests, Journal Entries, P-Cards, T-Cards, Telecom Work Orders & Physical Plant Work Orders.
- What I Like Best About My Job:** I enjoy helping people & working for my wonderful boss!!

HUB VENDOR OF THE MONTH



WHO

Ultra Pure Solutions

President and CEO: Chad Cossey

Independent locally-owned company

WHAT

Sells and distributes water purification coolers primarily to corporate and industrial users.

Clients: Lennar Homes, Prairie View A&M, Kipp Schools, Owens Corning, SCI, etc.

HOW TO OBTAIN OUR COOLERS

Our coolers can be obtained by calling our office at 713-222-7300, and one of our staff will assist in the leasing of our new equipment.

We will provide our customers with a free cost savings analysis of their water needs and also provide a free trial taste test evaluation of our machines, along with free installation and service if they should choose to lease our equipment.

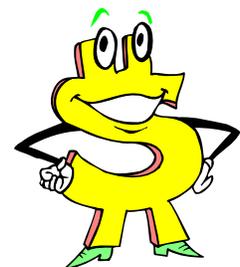
INTERESTING INFORMATION ABOUT OUR COMPANY

The President of Ultra Pure Solutions is a young African American man named Chad Cossey, which believed very strongly that if he were given half an opportunity he could own his own business and become an entrepreneur at the age of 23. In spite of his youth, he believed in his ability and in the quality and need for his product. That belief has allowed him to continue to thrive as one of Houston's youngest successful entrepreneurs. Our company has been in business 3 years. Our motto is "the purest drinking water on the planet" built on the business ethics of "quality products and quality service."

For further information on this or other HUB vendors, contact the University HUB Operations Department:

Sandra G. Webb – (713) 743-5662

E-mail: sgwebb@central.uh.edu



Please be sure to check out Vendors Special Offers by visiting the HUB Home Page at: <http://www.uh.edu/hub> and selecting the [Vendor Special Offers](#) link.

AUGUST 2006 TRAINING CALENDAR



SUN	MON	TUE	WED	THU	FRI	SAT
		1 9:00 Basic Finance	2 10:00 HR View	3 9:00 Query Basic	4	5
6	7 9:00 Payroll/ Finance Reconciliation 3:00 Property Management Custodian	8 9:00 Basic Finance 2:00 Leave Reconciliation	9 10:00 HR View	10 10:00 PAR Training	11	12
13	14 9:00 Spon- sored Projects Inventory	15 9:00 Basic Finance	16 10:00 HR View 2:30 Vouchers	17 9:00 Query Basic 9:30 Travel Forms&Rules	18 9:00 New P- Card and Travel Card Process (Kiva)	19
20	21 9:00 Payroll/ Finance Reconciliation	22 9:00 Basic Finance 2:00 Leave Reconciliation Training	23 10:00 HR View	24 10:00 PAR Training	25	26
27	28	29 9:00 Basic Finance	30 10:00 HR View	31 9:00 Query Basic		