

Finance Notes & News

2003 VITA Program

The foreign national student community at UH has benefited from Voluntary Income Tax Assistance's (VITA) assistance in preparing their U.S. tax returns (Forms 1040 NR or 1040 NR EZ). The University of Houston was approved as a VITA site in 1998 for UH foreign nationals. The VITA program is offered by the Houston Chapter of CPAs in cooperation with the Internal Revenue Service. The VITA program consists of volunteers from the Houston Chapter of CPAs and the local community who review and/or prepare tax returns for those individuals who need help in the local community. The IRS trains these volunteers in preparing nonresident alien tax returns.

Location: University Center (UC) in the Caspian Room underground

Help Dates: February 22; March 1, 8, 22, and 29; and April 5 and 12

Time: 10 a.m. to 2 p.m.

Annual IRS Tax Forms

At this time of the year, the University of Houston, like so many other businesses, is responsible for issuing tax forms to its faculty, staff, students, and non-University taxpayers.

For University tax forms and additional tax information, visit the Tax Department's website at:

http://www.uh.edu/finance/TaxInformation/tax_info.htm.

Form	Description	Contact	Phone
W-2	Employee wage and tax statement	Pat Howard	713-743-8776
1042-S	Individual Nonresident Alien's Income	Linda Morrow	713-743-8987
1098-E	Student Loan Interest	Bob Lullo	713-743-5878
1098-T	Hope Scholarship and Lifetime Learning Tax Credits	Recording	713-743-1098
1099-MISC	Miscellaneous income of \$600 or more	Samantha Yurus	713-743-8721

INSIDE THIS ISSUE:

State Expenditure Restrictions	2
Transferring Non-Payroll Expenses	4
Training Calendar	6

Reimbursement Preparation Reminder

The university currently issues checks to employees for the reimbursement of authorized travel and other non-travel related expenses. To ensure employees recognize the purpose of their reimbursement check, the following standards should be followed in the preparation of reimbursement vouchers:

Invoice field

For travel, type the destination and first date of travel (Austin 10-15-02).

For non-travel, type the vendor name and date of purchase (Office Depot 10-29-02). For multiple transactions, provide a summary description (office supplies Oct 1-15, 2002).

Restrictions imposed on state expenditures

In response to the State's budget deficit for FY03, President Smith issued a memorandum on February 3, 2003 to the UH campus (business unit 00730) that prohibits certain expenditures on state funds effective immediately and continuing through August 31, 2003. Those expenditures include consulting, professional services, out-of-state travel, and foreign travel. A list of affected accounts follows:

ACCOUNT	DESCRIPTION
52101	OPTOMETRIST - PROFESSIONAL SERVICE
52102	RECEIPTED EXPENSES - OPTOMETRIST
52103	AUDITOR/ACCOUNTANT - PROFESSIONAL SERVICE
52104	LANDSCAPE ARCHITECT - PROFESSIONAL SERVICE
52105	RECEIPTED EXPENSES - LANDSCAPE ARCHITECT
52106	ARCHITECT - PROFESSIONAL SERVICE
52107	ENGINEER - PROFESSIONAL SERVICE
52108	OTHER PROFESSIONAL SERVICE
52109	PHYSICIAN OR SURGEON - PROFESSIONAL SERVICE
52110	RECEIPTED EXPENSES - AUDITOR/ACCOUNTANT
52111	RECEIPTED EXPENSES - ARCHITECT
52112	RECEIPTED EXPENSES - ENGINEER
52113	RECEIPTED EXPENSES - OTHER PROFESSIONAL SERVICE
52114	CONSULTING - INFORMATION SYSTEMS
52115	CONSULTING - OTHER
52116	RECEIPTED EXPENSES - INFO SYSTEMS CONSULTANT
52117	RECEIPTED EXPENSES - OTHER CONSULTANT
52118	RECEIPTED EXPENSES - PHYSICIAN OR SURGEON
52201	REAL ESTATE APPRAISER - PROFESSIONAL SERVICE
52202	RECEIPTED EXPENSES - REAL ESTATE APPRAISER
52203	REGISTERED NURSE - PROFESSIONAL SERVICE
52204	RECEIPTED EXPENSES - REGISTERED NURSE
52206	LAND SURVEYOR - PROFESSIONAL SERVICE
52207	RECEIPTED EXPENSES - LAND SURVEYOR
56109	OUT-OF-STATE MILEAGE
56111	OUT-OF-STATE ACTUAL MEALS & LODGING
56112	OUT-OF-STATE INCIDENTALS
56113	OUT-OF-STATE PER DIEM MEALS & LODGING
56114	OUT-OF-STATE PUBLIC TRANS PAID BY AGENCY
56115	OUT-OF-STATE PUBLIC TRANS PAID BY EMPLOYEE
56118	FOREIGN TRAVEL

President Smith has agreed that state funds may be used for out-of-state travel, foreign travel, consulting, and professional services contracts under the following conditions:

Out-of-state and foreign travel completed prior to President Smith's announcement on February 3 should be paid from local funds, even if the travel request indicates state funds will be used. However, if local funds are not available, state funds may be used for previously completed travel. As always, the approved travel request must be attached to the travel voucher.

Contracts for consulting or professional services that were fully executed (signed by all parties) prior to February 3 should be paid from local funds, even if the contract indicates state funds will be used. However, if local funds are not available, state funds may be used for previously executed contracts. Attach a copy of the complete contract with each voucher payment.

Out-of-state and foreign travel approved prior to February 3, but not taken, must be placed on a local cost center. Any requests for exception must be approved by the appropriate Vice President and the President before travel expenses can be paid or reimbursed with state funds.

Contracts for consulting or professional services that were not fully executed by all parties prior to February 3 must be paid from local funds, unless exception approval is obtained from the appropriate Vice President and the President.

Overview of Payments, transfers and deposits Uh and uh system

The table below identifies the process used for vendor payments, expenditure transfers, service center payments and deposits at UH and UHS. This table can also be viewed on the Finance web site at http://www.uh.edu/finance/Doc_Ref.html.

Type of Transaction	Type of Funds	Process	Submit Form To
Non-payroll payments <= \$5,000 (Note A)	All	Voucher	Accounts Payable
Non-payroll payments > \$5,000 (Note B)	All	PO Receiver	Accounts Payable
Non-payroll expenditure transfers (Note C)	Local to local	Journal Entry	General Accounting
	State to state	Journal Entry	General Accounting
	State to local	Voucher payable to Comptroller	Accounts Payable
	Local to state	Voucher payable to UH or UHS	Accounts Payable
Payroll expenditure transfers (Note C)	All	Payroll Reallocation	Payroll
Budget transfers	Non-research	Budget Adjustment Request	Budget Office
	Research	Budget Adjustment Request	Office of Contracts and Grants
Service center payments	All	Service Center Requisition	General Accounting
Deposits (Note D)	UH Non-gift	Journal Entry	Student Financial Services
	UH Gift	Journal Entry	Treasurer's Office
	UHS Non-gift	Journal Entry	Treasurer's Office
	UHS Gift	Journal Entry	Treasurer's Office

Note A: Except for advertisements, leases, hazardous & radioactive materials, live animals, and any agreement requiring an authorized signature. These must be on a PO regardless of amount.

Note B: Except for contracts, travel, utilities, registration, memberships, library expenditures, and blanket POs. These may be paid on a voucher regardless of amount.

Note C: Expenditure transfers involving research funds must be approved by the Office of Contracts and Grants before submitting to processing department.

Note D: Non-gift deposits from departments outside of E. Cullen must be delivered by UH Police to Student Financial Services (UH) or the Treasurer's Office (UH System). All gift deposits

(UH and UH System) must be delivered to the Treasurer's Office.

Important W-4 Note

Per IRS regulations, if you are a U.S. citizen that claimed "exempt" status from Federal Withholding in 2002, you must complete a new form W-4 for the 2003 calendar tax year prior to February 14, 2003.

If you do not submit a new form W-4, Federal income tax will be withheld from your paycheck at the **single rate with zero allowances**.

If you wish to change your Federal withholding status, new 2003 W-4 forms may be obtained from the Department of Human Resources or the Payroll office.

Transferring Non-Payroll Expenses between State and Local Funds

The following steps must be taken to transfer non-payroll expenditures between state and local funds. These instructions can also be viewed on the Finance web site at http://www.uh.edu/finance/Doc_Ref.html.

1. Create a voucher to reimburse the cost center that originally paid the expense.

Transfer Expense From	Transfer Expense To	Voucher Payable To	Vendor ID
State Cost Center	Local Cost Center-All Campuses	Texas Comptroller	0000026730
Local UH Cost Center	State Cost Center	University of Houston	0000026780
Local UHS Cost Center	State Cost Center	UH System	0000026798
Local UHCL Cost Center	State Cost Center	UH Clear Lake	0000026794
Local UHD Cost Center	State Cost Center	UH Downtown	0000026799
Local UHV Cost Center	State Cost Center	UH Victoria	0000026796

2. Enter the cost center that will receive the expense on the Line Information and Charges panel.

1 **TIN:**

UHS PCC: 8

Description2: _____

RTI: _____

Delivered Date: _____

3rd Party Vendor Info

Short Name: BOISECASCA-001 **Loc:** V

Vendor ID: 0000011233 **Addr:** 1

3rd Party TIN: _____

3. Select PCC 8 on the UHS Data Line panel and complete the 3rd Party Vendor Information, which is the vendor paid for the original expenditure. If transferring a service center expense, choose the appropriate UH campus as the 3rd party vendor.
4. Select SH (Special Handling) as the Handling code on the Schedule Payment-Dept Use panel.
5. Enter the cost center and account to be reimbursed in Payment Comments on the Comments panel. Ex: Deposit check in cost center X and account Y.

Update on virtual approval of journal entries

So far, everything is working well with the launch of Virtual Approvals of Journal Entries. If you have not taken the Virtual Approval class and your department sends journal entry requests to General Accounting, then you need to sign up for this class. For those departments that have taken the class, if you have any questions, please feel free to give General Accounting a call at 713-743-8735.

If your department is like most, then you're probably asking how you can check the status of your processed journals. We have included two queries found on the production database that may help many departments answer this question, and they are listed below.

UHS_GL_NONPOSTED_JRNLS: This query will list all journals having edit or budget errors for a specified business unit and date range selected by the user.

UHS_GL_JRNL_LOOKUP_W_DEPT_DATE: This query will list all posted journals (including journal lines) associated with a business unit, department id, and date range specified by the user.

As you all should know, journals entered for a period (month) must be received by General Accounting no later than the last business day of that period (month) for posting. For example, a journal dated with a February date must be received by General Accounting no later than February 28th.

Regarding printouts from journal entries in PeopleSoft, all journal entries processed and sent to General Accounting should include a journal entry detail report showing the operator's id, operator's signature, operator's telephone extension, certifying/approving signature(s), and OCG signature(s) if required.

If a department wishes to correct a journal posted to PeopleSoft then they must use the original journal id and departmental reference number used for the initial journal entry.

A reminder for bank line descriptions used for cash, check, and credit card deposits: Bank line descriptions for cash and check deposits must contain the department id followed by the deposit date; bank line descriptions for credit card deposits and commission withdrawals must contain the merchant id followed by the transmittal date of the deposit.

Please contact General Accounting at 713-743-8735 if you have any questions or concerns regarding these issues.

New HRMS Reporting - Coming Soon

Two HRMS Reporting classes were offered this past month in which highly used HR reports in cost center reconciliations were discussed. Some of the reports discussed were the Labor Distribution, Journal Detail, and Payroll Account Reports. During this class, legends were provided to explain the data available with each report and how they linked with the UGL01051 from the Finance database. After a survey of the users that attended, the class will be changed to include several reports such as the UHS Active Position History Report that may help the departments with their daily process. Stay tuned to the HRMS listserv when the class will be held.

February 2003

Sun Mon Tue Wed Thu Fri Sat

1

2
3
4 FS-GL Orientation
9 a.m.
UBP 2-224
5
6 A/P FAST Start
9 a.m.
UBP 2-224
7 Basic Financial
Reports 10 a.m.
UBP 2-224
8

Online Requisition
Entry
2 p.m.
UBP 2-224

9
10 Online Requisition
Entry
2 p.m.
UBP 2-224
11 Travel Voucher
Audit 1:30 p.m.
UBP 2-224
12 FS-Budget &
Accounting
9 a.m.
UBP 2-224
13 Online Requisition
Entry
2 p.m.
UBP 2-224
14 Journal Entry/
Virtual Approval
1 p.m.
UBP 2-224
15
HR View 9 a.m.
UBP 2-224
Cash Handling
Workshop 9 a.m.
UBP 2-224

16
17 Online Requisition
Entry
2 p.m.
UBP 2-224
18 Query/Crystal
Basic 9 a.m.
UBP 2-224
19 Travel Requests
& Vouchers
9 a.m.
UBP 2-224
20 Payables/Adv
Vouchers 9 a.m.
UBP 2-224
21 General Ledger
Reporting
9 a.m.
UBP 2-224
22
Journal Entry/
Virtual Approval
1 p.m.
UBP 2-224
Online Requisition
2 p.m.
UBP 2-224
Credit Card
Handling 1 p.m.
UBP 2-224

23
24 Journal Entry/
Virtual Approval
9 a.m.
UBP 2-224
25 Advanced HR/
Payroll
Reallocation
1 p.m.
UBP 2-224
26 Basic Financial
Query
1 p.m.
UBP 2-224
27 PO Vouchers &
Encumbrances
9 a.m.
UBP 2-224
28 Journal Entry/
Virtual Approval
1 p.m.
UBP 2-224
Online Requisition
Entry
2 p.m.
UBP 2-224

Scheduled HRS Legacy Shut down

1. The HRS Legacy system is estimated to be shutdown in April 2003. The legacy data have been migrated to the PeopleSoft system where it can be extracted via the Query tool. The data can be accessed by:

1. Log into SA/HR Reporting database
2. Go, Peopletools, Query
3. File, Open, Type in HR_L and a list of those queries available will be returned.
4. Choose from the following:

HR_LEG_SCREEN_11
HR_LEG_SCREEN_12
HR_LEG_SCREEN_16
HR_LEG_SCREEN_17
HR_LEG_SCREEN_26
HR_LEG_SCREEN_L16

5. You will be prompted for the person's ssn. Once entered, click on the lightning bolt or the icon to send it to Excel.

Please remember the following:

- * Data is brought directly over from the legacy system with no filtering. Meaning if it was wrong in legacy, it will be wrong on the Query.
- * This data will not show on the employee's record. The only data that was converted during go-live was the most current rows from legacy.
- * You may create your own query and/or reports from this data by using the tables for the legacy data. They are as follows:

Query Name	Table Name
	HR_LEG_SCREEN_11 - uhs_leg_emp
	HR_LEG_SCREEN_12 - uhs_leg_emp, uhs_leg_emp_cam
	HR_LEG_SCREEN_16 - uhs_leg_emp, uhs_leg_job
	HR_LEG_SCREEN_17 - uhs_leg_emp
	HR_LEG_SCREEN_26 - uhs_leg_emp, uhs_leg_emp_cam
	HR_LEG_SCREEN_L16 - uhs_leg_emp, uhs_leg_job

- * If you don't have access to the Reporting database, it can be obtained by taking the Query/Crystal class. Schedules and registration can be found at www.uh.edu/hrms.

Reminder: Encumbrance Calculation

Peoplesoft calculates encumbrance based on a daily rate for the employee for the remaining fiscal year. Therefore, when looking at the data provided on the BOB report, please keep in mind the way PS calculates encumbrances. For example, the monthly rates that are released from month to month will vary depending on the number of days of the month (30 vs 31).

Encumbrance release is calculated following every pay period for the employee paygroups included in that payroll only.

The following are the formulas for calculating encumbrance for Bi-weekly and Monthly employees:

Monthly

$\text{Salary} \times 12 / 365 = \text{Daily rate} \times \# \text{ of days left in the fiscal year}$

Bi-Weekly

$\text{Std hours} \times \text{Hourly rate} \times 52 \text{ Weeks} / 365 \text{ Days} \times \# \text{ of days left in the fiscal year.}$

Detail on Encumbrance calculations can be found www.uh.edu/hrms.