



FINANCE/PAYROLL

NOTES & NEWS



FEBRUARY 2005

REMINDERS

- **P-Card and Department Travel Card journal entries are due by the 20th of each month.**
- **Please make sure you are running your trial and final payroll verifications each month.**
- **If you need help reading any of your reports, please contact Customer Service at 3-3988.**

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Document Imaging of Financial Transactions

The Finance Department is meeting with the colleges and divisions to assess their document imaging needs.

What is document imaging? Document imaging will include the scanning of back-up documentation for financial transactions in PeopleSoft (invoices for vouchers, receipts and bank Expense Reports for P-Card journals are some examples). This means that the entire transaction will be electronically stored on the web in the PeopleSoft Finance module so that departments will be able to reference the backup on the web.

As we move closer to this process, the Finance Department will provide training on how to scan and attach images in PeopleSoft. Look for more information in the weeks ahead.

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

New Fax Number for Vendor Setup

The Vendor ID team has a new fax number. Effective immediately, all vendor setup requests should be faxed to (713) 743-0521 for faster processing.

All other faxes to Accounts Payable (i.e., invoices, receiving reports, encumbrance adjustment forms, etc.) should still be sent to (713) 743-8709.

The updated Vendor Setup Forms can be obtained on the website: <http://www.uh.edu/finance/pages/forms.htm>

If you have any questions, please send an email to VENDORID@UH.EDU.

Non-Overnight Transportation Cost Reimbursements

Background information: All vouchers default to PCC 9 (code on the UHS Data Line page), which indicates it is regular purchase voucher. For travel reimbursement vouchers, the voucher creator changes the code to PCC 1 (see picture below). Vouchers with PCC 9 are routed to the Audit group and PCC 1 vouchers to the Travel group in Accounts Payable for approval.

The screenshot shows a software interface with several tabs: Invoice Information, UHS Data Line, Payments, Voucher Attributes, Accounting Information, and Documents. Below the tabs, there is a header with 'Unit: 00730', 'Voucher: NEXT', 'Lines: 1', and 'Balance: 0.00'. A 'Scroll Area' contains a '1' and a search bar. Below that, another 'Scroll Area' contains a '1' and a search bar. The main form area has fields for 'TIN:', 'UHS PCC: 1', 'Description:', 'RTE:', and 'Delivered Date:'. There is also a section for '3rd Party Vendor Info'.

Transportation costs, such as mileage, parking, and tolls that are not associated with an overnight trip, can be paid on a local voucher and do not require a Travel Request or Travel Expense Report. These expenses are charged to account 54807, Non-Overnight Transportation Costs. Until now, these vouchers have used PCC 9.

Effective immediately, all vouchers using account 54807 should be changed to PCC 1. These reimbursements will be approved for payment the same day they are received in Accounts Payable and reviewed after approval, just like local fund travel reimbursements.

If you have any questions, please contact Priya Chityala at 713-743-8707.

Accounts Payable Contacts

Samantha Yurus, Accounts Payable Director, will be away from the office from February 7 through May 1. Please contact the following AP Managers for assistance during this time:

Cissy Bean, 713-743-8711
Regular voucher approval
Stop payment requests
Voided/reissued payments

Linda Howard, 713-743-8714
PO payments
PO encumbrance releases
1099-MISC inquiries

Priya Chityala, 713-743-8707
Travel reimbursements
Travel cards
Smart Data Online assistance

If you need additional help, please call Mike Glisson at 713-743-8706.

HUB VENDOR OF THE MONTH



WHO:

NJC Advertising Promotions

President and Owner: Lauri Laufman, MAS

WHAT:

NJC has been proudly assisting organizations, non-profits, small businesses and Fortune 500's with their promotional, gift, award, apparel and uniform needs since 1984. Our diverse client list includes University of Houston, UT M.D. Anderson Cancer Center, ExxonMobil and James Coney Island among many others.

HOW:

Website and product sampling: www.njcpromotions.com

By phone: 713-652-2030 or by fax: 713-652-2435

We accept MasterCard, Visa, purchase order, cash or check.

Feel free to contact Lauri Laufman by phone or by email (lauri@njcpromotions.com) for additional information, ideas or a catalog.

ONE THING about their business that they would tell UH is that while we enjoy having fun along the way, we are quite serious in advising you and making sure your logo and/or message looks its best and meets with UH graphic standards.

INTERESTING FACTS ABOUT THE COMPANY:

“NJC” stands for National Jewelry Company, which was originally started by Sol Laufman in 1947. His granddaughter, Lauri acquired the business in 1984 and later changed the name of the company to better reflect the diversity of NJC’s product and service offerings.

NJC Advertising Promotions is a previous winner of the PPAI’s (Promotional Products Association International) Golden Pyramid Competition; and, Lauri is a Master Advertising Specialist, having completed over 170 hours of continuing education units in her field.

Finance/Payroll Queries of the Month

To help you research vendor payments....

1. UHS_AP_VENDOR_PAYMENTS
2. UHS_AP_UNPAID_VCHRS_BY_VNDR
3. UHS_AP_UNPOSTED_BY_VENDOR

To help you cross reference a paycheck to an HR Journal

1. UHS_CHECK_JOURNAL

Property Management Physical Inventory Procedures

Please attend on
Monday, February 7th 9:00 – 11:00 a.m.
Or
Tuesday, February 8th 9:00 – 11:00 a.m.

**The University of Houston Science Center
Room 102**

Property Management Physical Inventory Procedures:

Review of the policies and procedures to be used in the annual inventory of fixed assets. The purpose of this workshop is designed to provide instructions on how to take the physical inventory. FY2005 physical inventory lists, instructions, and deadlines for completing the inventory will be distributed to CDBM's and Property Custodians in attendance.

Audience: This session is open to all CDBM, Property Custodians and those responsible for departmental inventories; however, seating is limited to 60.

Email Alicia Colbert at acolbert@uh.edu to register. Please include the following information: your full name, phone number, email address, interoffice mail code and the name of the class.

Employee Service Implementation Schedule

People Advantage Self Service (PASS) is officially ready for its phased implementation to the Production environment for UH/UHS.

The user will be empowered to handle transactions online at their convenience in a secure and expeditious manner. For example changes to:

Personal Data – Address, phone numbers, email addresses, add emergency contacts, request name changes and marital status changes
(requires social security card and legal documentation provided to HR).

W-4 – withholding allowances will now be available online.

In addition users will be able to view online:

Paycheck Data – View paycheck data for their most current paycheck and all paychecks issued since September 2001.

Compensation History – view changes in their salary for the current year and all compensation history since September 2001.

Benefits Coverage – View their benefit elections and coverages. No changes are allowed here, this is view only.

Last, but not least, users will be able to request re-issue of W-2's online for any previous year of employment.

Initially the user will receive an email from PASS informing them what their user id and password are for the system. Attached to the email is an introductory word document providing the link for PASS, the link for online tutorials/instructions (available in English and Spanish) the user may print, and a contact number for Customer Service.

As mentioned UH/UHS is a phased implementation, and the schedule for divisions is as follows:

01/31/05

Administration and Finance Division H0397-H0420, S0056 Presidents Office S0054, H0395
Information Technology Division H0398, S0058

02/07/05

College of Engineering H0406
College of Architecture H0403
College of Business Administration H0404
College of Education H0405
Charter School H0441
Undergraduate Studies H0440
Graduate/Professional Studies H0442
Faculty Affairs H0443
Academic Program Management H0444
Educational Technology and Outreach H0448

02/14/05

Academic Affairs/Provost Office H0396, S0055
Student Affairs S0061
College of Technology H0416
Library H0417
Honors College H0407
College of Law H0410
College of NSM H0411
College of Optometry H0412
College of Pharmacy H0413

02/21/05

College of Liberal Arts/Social Sciences H0409
Graduate School of Social Work H0415
Government Relations S0057

02/28/05

Student Affairs Division H0401
Plant Operations H0421
University Advancement H0399, S0059
Research and Intellectual Property Management
H0400, S0060

If you have any questions, please contact Customer Service at 3-3988.

Tax Information

Annual IRS Tax Forms

At this time of the year, the University of Houston ("UH"), like so many other businesses, is responsible for issuing tax forms to its faculty, staff, students, and non-University taxpayers. The schedule below describes these IRS forms.

Form	Description	Contact Person	Phone Number
W-2	Wage and tax statement	Bobbie Velasco	(713) 743-8755
1042-S	Individual Nonresident Alien's income	Linda Morrow	(713) 743-8987
1098-E	Student loan interest	Nancy Tran	(713) 743-5878
1098-T	Hope Scholarship/Lifetime Learning tax credits	A "recording"	(713) 743-1098
1099-Misc	Miscellaneous income, if \$600 or more	Linda Howard	(713) 743-8714

Tax Department's website address is <http://www.uh.edu/finance/>

Tax Information –

UH Student FICA Exemption

Official UH Tax documents:

Federal and State exemption

Form W-9 – Taxpayer identification number

Hotel Occupancy tax exemption

Education Tax incentives:

Hope Scholarship credit

Lifetime Learning credit

Student loan interest deduction

Tax Form Contact List

International Students and Scholars 2004 VITA (Voluntary Income Tax Assistance) Program

The large, foreign national student community at UH has benefited from VITA's assistance in preparing their U.S. tax returns (Forms 1040 NR or 1040 NR EZ) in accordance with complex tax laws. 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. Most campus volunteers will be provided by the UH College of Business. The site manager, a CPA, will train these volunteers in preparing nonresident alien tax returns. International Student Services will provide the publicity for this campus event.

Location - University Center ("UC") in the Bayou City Room (#202 on the 2nd floor)

Help-dates - February 5, 12, 19, 26; March 12, 19, 26; and April 2, 9
(Saturdays only)

Times - 10AM to 2PM

This program will not only provide an invaluable service to the foreign national community at the University of Houston, but also an enriching and educational experience for those students volunteering to help in preparing tax returns for UH foreign nationals.

(Note – The VITA program has partnered with the Mayor's Citizens' Assistance Office, some financial institutions, and a few local businesses to "receive the baton" that was passed from the IRS. The newly formed organization has taken on the name, Houston Asset Building Coalition ("HABC"). This coalition will now be responsible for all phases of the VITA program.)

FAQs about New State Funds Only Procurement Card

A new state funds only Procurement Card program is being launched to compliment the current local funds P-Card program. This new program will afford users greater efficiency and flexibility in their small-dollar purchases requiring state funds.

Q: What can I purchase with a state fund P-Card?

A: The same items you currently purchase on a state purchase voucher, such as office supplies, furniture, and equipment under \$5,000. By state contract, the P-Card only permits non-travel purchases (conference registration fees are not considered a travel expense). Travel can be charged to a Department or Individual Travel Card.

Q: What can I not purchase with a state fund P-Card?

A: The state fund P-Card has the same restrictions as other state funded payments. For example, the card cannot be used for entertaining, food, alcoholic beverages, water, coffee service, or other items prohibited on state funds.

Q: Who should consider applying for a state fund P-Card?

A: Departments that use state funds to make frequent purchases under \$5,000. Since the cardholder must understand which purchases are allowed on state funds and which are not, departments may want to limit the distribution of these cards to one or two people in the business office. If you rarely need to charge small-dollar purchases to state funds, you probably don't need a state fund P-Card because you can still reallocate the expense from your local to state cost center, if needed.

Q: Why is a separate P-Card needed for state funds and local funds?

A: The state fund P-Card has some additional built-in controls. While local fund P-Cards are accepted by a wide variety of vendors, state fund P-Cards will not be accepted by certain vendor types (e.g., restaurants) that primarily sell items not allowed on state funds. In addition, state fund P-Cards require a different payment process, since the payment will be issued by the State Comptroller's Office instead of a UH bank.

Q: How is the payment process different for state fund and local fund P-Cards?

A: Rather than creating a journal entry for P-Card transactions to record the expense, as is done for local funds, the department will just enter the appropriate expense account for each transaction in the bank's online system. The transaction information, expense account, and default state cost center provided by the department will be downloaded from the bank's system once a month to create system-generated state vouchers in PeopleSoft. Accounts Payable will then approve the vouchers for payment.

Q: Where is the backup documentation (i.e., receipts and Expense Report) for the state fund P-Card kept?

A: Until document imaging is in place, departments should attach all receipts to the bank Expense Report, which has been signed by the cardholder, and send them to Kimberly Bates in Finance at mail code 9011. (Kimberly is located in UBP2, room 215 and her extension is 713-743-8601.) These documents will be scanned and attached to the appropriate vouchers in the financial system by Finance once document imaging begins. When departments start scanning backup documents into the financial system, they can scan and attach these documents themselves and will no longer need to forward them to Accounts Payable. For local fund P-Cards, the documentation is currently attached to the journal created by the department, and will be scanned and attached to the journal in the financial system in the future.

A new application for the State-fund P-card will soon be available on the Purchasing web site at <http://www.uh.edu/purchasing/procard/procard.html>. New State fund P-Card applicants will be required to attend a unique training session specifically targeted for the use of this new card.

Please contact either Alan Phillips (713-743-5671) or Sharon Davis (713-743-5660) in Purchasing if you have any questions.

FEBRUARY 2005

SUN	MON	TUE	WED	THU	FRI	SAT
		1 9:00 Cash Handling	2 9:00 HR View	3	4	5
		9:00 Requisitions	10:00 PSAM			
			1:00 Budget Journals			
6	7 1:00 Payroll/Finance Reporting	8 9:00 Credit Card	9 10:00 PSAM	10 9:30 Travel Forms and Rules	11	12
		9:00 Vouchers	1:00 HR View			
		1:30 P-Card				
13	14 1:00 Payroll/Finance Reporting	15 9:00 Journal Entry	16 9:00 HR View	17 9:00 Advance Vouchers	18	19
			10:00 PSAM			
			1:30 Advanced HR/ Payroll Allocation			
20	21 1:00 Payroll/Finance Reporting	22 1:30 P-Card	23 10:00 PSAM	24 8:00 Query Basic	25	26
			1:00 HR View			
27	28 1:00 Payroll/Finance Reporting					