



FINANCE/PAYROLL NOTES & NEWS



FEBRUARY 2006

GL JOURNAL WORKFLOW AND DOCUMENT IMAGING IMPLEMENTATION

GL journal workflow and document imaging is scheduled for implementation on April 3, 2006.

GL journal workflow will allow departments to submit their journals electronically. Once workflow is implemented, paper GL journals will no longer be submitted to General Accounting. All GL journals will be submitted electronically with supporting documentation scanned and attached to the GL journals.

Departments will continue to create journals in the Finance system. The only difference will be that department approvers (people with certifying signature authority) will select an approval path and approve the journal to submit it electronically to General Accounting. In addition, departments will upload journal backup documents to the Finance system beginning April 3. Departments will no longer need to mail the journal coversheet or backup to General Accounting.

The GL journal workflow and imaging process will reduce journal processing time, enhance approval control, and archive journals quicker for record retention.

Training classes and UH online Web CT classes will be offered in March to provide more information regarding workflow processes and implementation. General Accounting will communicate exact training times and locations once confirmed.

The planned training dates are as follows:

- March 6, 2006 – Auditorium Training and Overview (optional, recommended)
- March 7, 2006 – Web CT Training available (required for journal creators and approvers)
- March 20, 2006 – Classroom Training will begin (optional, if needed after taking Web CT Training)

Inside This Issue



IRS Tax Forms
2006 VITA Program

2

Back-up Documents
Travel Account Update

3

Purchasing Dell and
Apple
Maximizing HUB Purchases

4

Apple/Dell Flowchart

5

Payroll Reports
PAR Training

6

Who's Who In Finance

7

HUB Vendor of the
Month

8

Training Calendar

9

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 website at:

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

Form	Description	Contact	Phone
W-2	Employee wage & tax statement	Bobbie Odom-Velasco	713-743-8775
1042-S	Individual Nonresident Alien's Income	Linda Morrow	713-743-8987
1098-E	Student Loan Interest	Nancy Tran	713-743-8881
1098-T	Hope Scholarship and Lifetime Learning Tax Credits	Recording	713-743-1098
1099-MISC	Miscellaneous Income of \$600 or more	Sharon Davis	713-743-5660

2006 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 Huston 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.

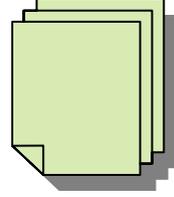
Location: University Center (UC) in the Bayou City Room #202

Help Dates: February 4, 11, 18, & 25; March 11, 18 & 25; April 1, 8, 11, 18 & 25

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

Backup Documentation for Finance Transactions

As a reminder, the following information should not be included as backup to support financial transactions, such as journal entries, vouchers, purchase requisitions, or service center requisitions:



- Credit card account numbers
- Bank account numbers
- Income and credit histories
- Social Security numbers
- Personal health information
- Protected student information (see the Information Security Awareness Training for more information)
- Intellectual property or research data that could be considered proprietary

If you believe documents that contain sensitive information must be used as backup, the sensitive information should be concealed (e.g., marked through with a black marker) before the document is added as backup.

If you believe the sensitive information is a necessary part of the backup and should be visible, please contact the Finance department who will approve the document (General Accounting – journals and service center requisitions; Accounts Payable – vouchers; Tax – tax-related payments; Purchasing – purchase requisitions) for clarification prior to adding the document as backup.

Travel Account Update

The travel accounts on the Finance website http://www.uh.edu/finance/pages/AP_Travel.htm have been updated to include the following information:

Category of Expense	Employee-Texas	Employee-Out-of-State	Employee-Out-of-State
		48 States in the Continental US	Alaska, Hawaii, Canada, Mexico
Meals/Lodging – State Funds	56105-Per Diem	56113-Per Diem	56111-Actual

When traveling on state funds in Texas or to other states within the continental US, meals and lodging are always charged to the per diem account. When traveling on state funds to Alaska, Hawaii, Canada, or Mexico, meals and lodging are always charged to the actual account. This is a state rule. Detailed receipts (room, tax, etc.) are always required for lodging, but receipts are not required for meals paid with state funds.

When traveling on local funds to any of these destinations, you may use per diem or actual for meals and/or lodging. Detailed receipts are always required for lodging, but receipts are only required for actual meals, not per diem meals, paid with local funds.



If you have any questions, please call Sandra Silva at x35883



Procedure for Purchasing Dell and Apple Products

As a reminder, all purchases of Dell and Apple products should be processed according to the flowchart on page 5. This procedure became effective July 15, 2005.

Important points to remember:

- Departments only need to (a) create an E-Quote or Web Proposal, (b) send a Requisition to Purchasing, and (c) verify items received match the PO. Accounts Payable will take care of the payment.
- Departments do not need to notify AP that the items are received.
- Departments receive HUB credit for these purchases because they are routed through CougarByte.
- All purchases of Dell or Apple products, whether less than or greater than \$5,000, should be handled this way to maximize HUB participation.
- CougarByte will also accept P-Cards for Apple products costing \$5,000 or less, but not for Dell products. However, the preferred method for purchasing Apple is a requisition through Purchasing.
- The only other acceptable purchasing method for Dell products is through direct payment to Dell with a P-Card for orders totaling \$5,000 or less. However, the department will not receive HUB credit.

If you have any questions, please call Sharon Davis at x35660 or Alan Phillips at x35671.

How to Maximize HUB Purchases of Office Supplies and Computers

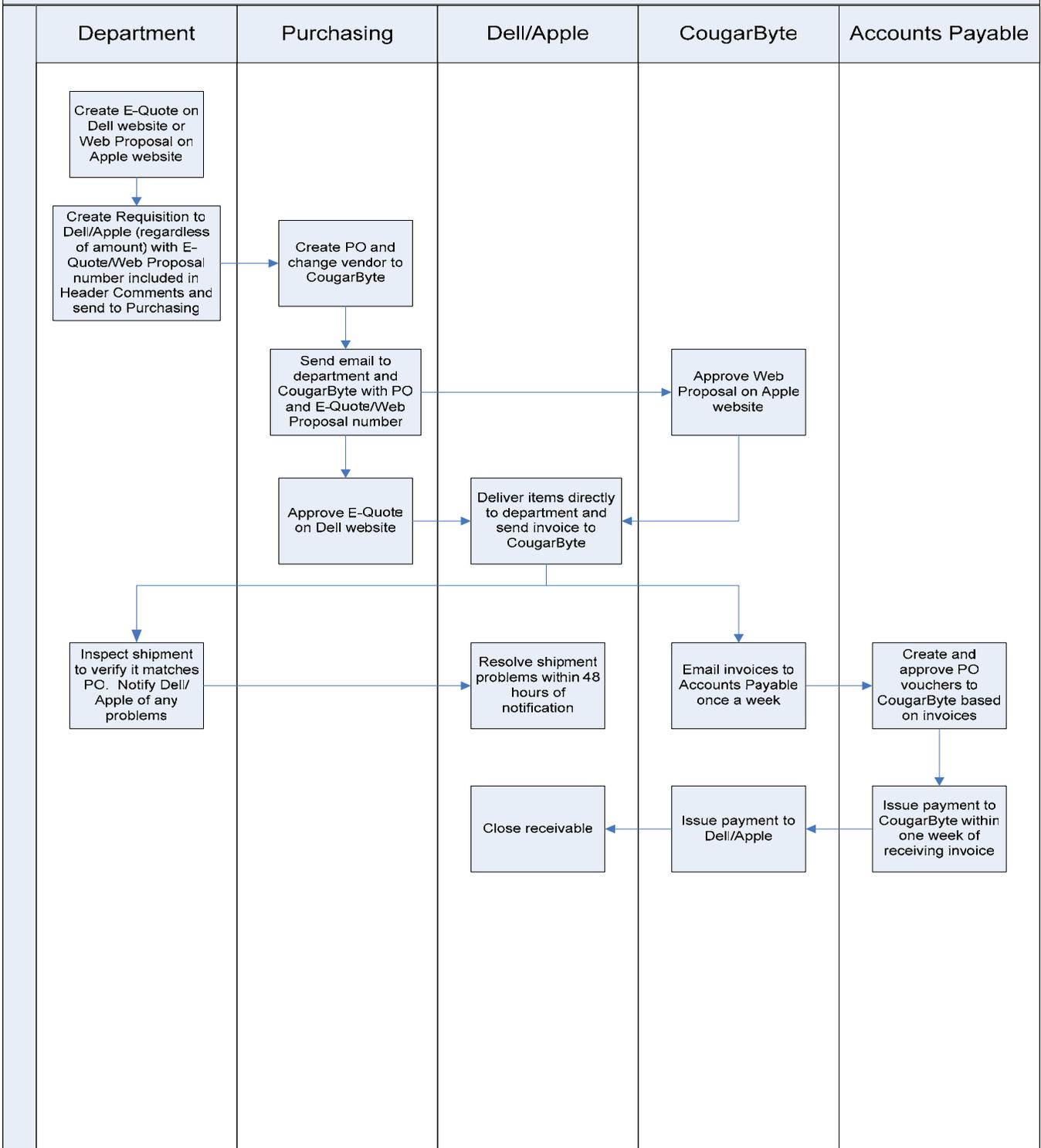
Type of Purchase	Vendor	Preferred Method	Other Method
Office Supplies	Tejas Office Products	P-Card to Tejas	Voucher to Tejas
Office Supplies	Today's Business Solutions	P-Card to Today's	Voucher to Today's
Dell Computers and Products	Dell/CougarByte	Requisition to Dell	P-Card to Dell (No HUB credit)
Apple Computers and Products	Apple/CougarByte	Requisition to Apple	P-Card to CougarByte

UH departments can save time, money, and receive HUB credit for their office supply and computer purchases by using one of the preferred procurement methods above. The above vendors provide products to UH at discounts that were previously negotiated. Of course, you can order office supplies and computers from other HUB vendors, if you prefer, but make sure you get the best value possible.

If you have any questions, please call Sharon Davis at x35660 or Alan Phillips at x35671.

Purchasing Dell or Apple Products through CougarByte

Revised July 8, 2005



Frequently Used Payroll Reports

Report Name	Navigation	Description	How to Use
Journal Detail Report	Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Journal Detail Rpt	Run this report using the Select by Journal Date option. This report is very helpful because the information matches the data contained in the 1074 report. It contains check numbers, cost center information and employee names, which makes it really handy if you need to reallocate charges.	This report is great for reconciling to the 1074 report because the information contained in the report will tie to the 1074. Should also tie to your Trial and Final payroll reports.
BOB Report	Home > Uhs Hrms Budget > UHS HRMS BUDGETS > Reports > BOB Report	Provides budget and actual expenses by position/person.	This is a helpful report to use when lapsing salary budget dollars. It's also good to use as a budget to actual dollars spent tool.
Labor Distribution (UPAY044)	Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Labor Distribution (EBC-45)	Provides period and annual actual totals by account and for each employee within that account.	This is a helpful report to use for reconciliation purposes.
Payroll Account Report (UPAY042)	Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Payroll Account Rpt	Provides a snapshot of payroll activity for a cost center or department.	Many departments use this for reconciliation purposes as it has estimations of UCI/WCI.

“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.

Who's Who In Finance



- Who: Bobbie Odom-Velasco
- How Long I've Been at UH: 24 years
- What Department I Work In: Administration & Finance Customer Service Center
- How to Contact Me: (713) 743-8755 or (713) 743-3988
- Where to Find Me: 325 McElhinney Hall
- When to Call Me: Direct Deposits, W4's, Verifications, Wellness Center, Charitable Contributions, W2's and all other HRMS inquiries.
- What I Like Best About My Job: The best thing I like about my job is helping as many people as I can.

HUB VENDOR OF THE MONTH

**WHO:**

T.M. Office Systems, Inc.

President and CEO: Antonio “Tony” Marimon

Independent locally owned company under the same management for 40 years.

WHAT:

Sales/ Lease/ Service & Repair of Business Machines (Printers/ Copiers/ Fax Machines / Typewriter/ Adding Machines/ Full line of toners & consumables)

HOW:

Orders can be placed:

Online www.tmofficesystems.com

By phone; 713-802-2679, or by fax; 713-802-2682

Contact Tony Marimon

ONE THING about their business that they would tell UH is that Tony Marimon first came to Houston on a University of Houston sports scholarship. As a golf player Tony has many memorable memories as a U of H Student.

INTERESTING FACT ABOUT THE COMPANY:

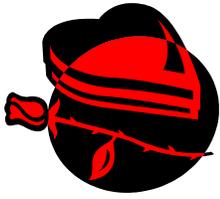
Tony Marimon came to America to pursue an education at the young age of twelve. As a child he earned his living as a golf caddy outside of Madrid Spain. One day while working as a caddy, a well known American woman offered him a better life if he would pursue an education in America. With a little more than the clothes on his back he left his father and brothers in Spain and moved to California where he attended high school. His new life in the states offered many opportunities and challenges including a new language and culture. In his spare time he would practice his golf game which led him to a golf scholarship at the University of Houston.

His first job as an office machine salesman was largely a success due to his quick wit and talents on the golf course. Eight years later he started his own company. For the past forty years Tony has sold thousands of machines from non electric to network ready. Most Americans that met Tony never considered him a Latino or Hispanic even though he never lost his thick Spanish accent. He has always enunciated every syllable to make sure that everyone understood him. In a time before cultural diversity and HUB programs this man of small stature overcame poverty, language and possible racial discrimination large to his positive attitude and a big smile.

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

Sandra Webb – (713) 743-5662

e-mail: sgwebb@central.uh.edu



FEBRUARY 2006



SUN	MON	TUE	WED	THU	FRI	SAT
			1 10:00 HR View 1:00 Budget Journal	2 9:00 Query Basic	3 10:00 Physical E-Inventory	4
5	6 9:00 Payroll/ Finance Reconciliation	7 8:30 Intro to Finance 9:00 Requisitions 1:30 P-Card Cardholder	8 9:00 Journal Entry 10:00 HR View	9 10:00 PAR Training	10	11
12	13 10:00 Sponsored Projects	14 8:30 Intro to Finance Sys- tem for new employees	15 10:00 HR View 2:30 Vouchers	16 9:00 Query Basic	17 10:00 Physical E-Inventory	18
19	20 9:00 Payroll/ Finance Reconciliation	21 8:30 Intro to Finance 9:30 Travel 1:30 P-Card Manager	22 10:00 HR View	23 10:00 PAR Training	24	25
26	27 10:00 Sponsored Projects	28 8:30 Intro to Finance Sys- tem for new employees				