



# JANUARY 2005

## FINANCE/ PAYROLL

### NOTES AND NEWS

#### Verifying Fringe Benefit Estimates

Many departments would like to verify fringe benefit estimates. The following instructions allow you to see this information by employee.

Navigation for looking at fringe benefit estimates:

1. UHS\_HRMS\_Payroll
2. UHS\_HRMS\_Payroll
3. Reports
4. Payroll Account Report
5. Add a New Value
6. Name your run control (Ex. Fringe)
7. Click Add
8. Type in parameters (See below example)

Page 2

Installation Services

Page 3

UGLS1063 Update

Page 4

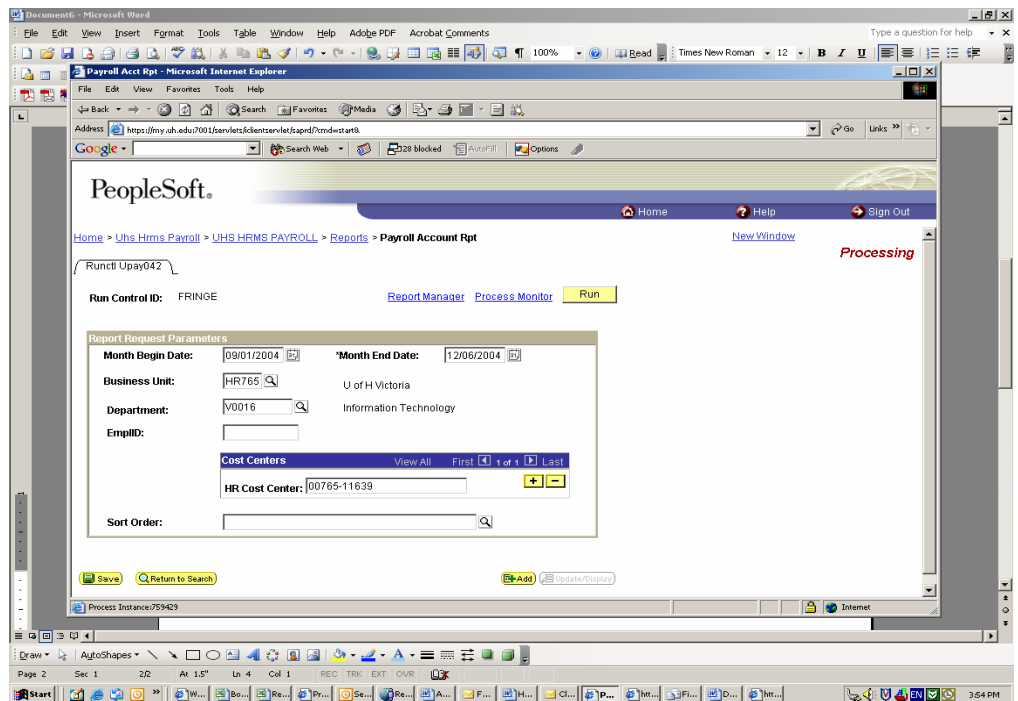
Updates from the  
Customer Service  
Center

Page 5

HUB Vendor of  
the Month

Page 6

Today's Business  
Solutions Vendor  
Fair



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9. Click Run
10. Check Payroll Account Report
11. Click Run
12. Click Process Monitor
13. When the Report Status indicates success, click on details
14. Click on View trace/Log
15. Click on the .pdf report

You will now be able to see fringe benefit estimates for each of the employees for the period you selected.

## Installation Contracts Now Handled by Purchasing

### Problem:

Purchase orders that include installation of furniture or equipment also require a separate contract for installation services. In addition to sending Purchasing a requisition, departments needed to send the vendor a contract for installation services, which delayed the completion of the PO.

### Solution:

UH Purchasing will now send a standard UHS installation agreement to vendors installing furniture or equipment, where the installation cost is \$25,000 or less, at the same time as the PO. Departments do not need to send the vendor a separate contract. Purchasing will take care of it, if needed. If the vendor wants to use a non-standard agreement or the installation cost is over \$25,000, Purchasing will work with Contracts Administration to approve the agreement.

### Q & A:

1. Will the cost of the contract (i.e., installation service) be included in the PO amount? Yes.
2. Will Purchasing be responsible to ensure that the installation is complete and correct? No. The originating department that placed the order must verify that the furniture or equipment is delivered and installed correctly. Purchasing is just sending the installation agreement on behalf of the department.
3. How does the department notify Finance that the installation is complete and correct and ready to be paid? Sign the appropriate line on the PO Receiver and fax to Accounts Payable (x38709).
4. Will the installation contract encumbrance be released when it is paid? Yes, just like any other PO line.
5. Who do I call if I have questions? Alan Phillips at x35671.

### Budget Summary Report (UGLS1063) Enhancements

The Budget Summary Report has been enhanced with the addition of multiple chartfield sort and sub total options. The new report criteria can be found and specified using drop-down menus and checkboxes located on the new **Additional Options page**. Sort and group options allow the user to customize the display order and subtotals for the data requested on the Report Parameters page.

Report Parameters
Additional Options

Run Control ID: Budget\_Summary [Report Manager](#) [Process Monitor](#) Run

**Sort and Group Options**

First Sort: Department

Second Sort: Fund Group

Third Sort: Fund Code

Fourth Sort: Program Code

Fifth Sort: Project ID

Sixth Sort:

Sub Total By     Sub Total By

Page Break

#### Sort Options

Sort options determine the order in which report information is displayed. There are six available sort fields each with a chartfield menu selection. Data will be sorted based on the choices specified in the fields starting with the first sort, then the second sort and so on.

#### Group Options

Group options determine the subtotals the report will display. There are two Sub Total By checkboxes that can be selected, each corresponding to the sort choice above it. The Sub Total By checkbox below the First Sort must be selected for the second Sub Total By and the Page Break checkboxes to be available. Data will be subtotaled based on the selected combinations with the First Sort as the primary subtotal and the Second Sort as the basis for subtotals within the primary sort.

| Business Unit : 00730 University of Houston |                              | UNIVERSITY OF HOUSTON - SYSTEM                            |                     |                     |             |                     |                     |                  | Page No. : 1           |  |
|---|------------------------------|---|---------------------|---------------------|-------------|---------------------|---------------------|------------------|------------------------|--|
|   |                              | Budget Summary  |                     |                     |             |                     |                     |                  | Report ID : UGLS1063.1 |  |
|   |                              | Period Ended January 31, 2005 (Through Period 5).         |                     |                     |             |                     |                     |                  | Database : FSTET       |  |
|   |                              | Results Include All Budget References For the Fiscal Year |                     |                     |             |                     |                     |                  | Run Date : 01/11/2005  |  |
|   |                              |   |                     |                     |             |                     |                     |                  | Run Time : 05:40:05 PM |  |
| Cost Center                                 | Prog/Proj Description        | Acc Base  | YTD/PTD             | Open                | Soft        | Budget              |                     |                  |                        |  |
|   |                              | Typ   | Rev/Exp             | Commitment          | Commitment  | Available           |                     |                  |                        |  |
|   |                              | (Original)  | (Orig + Adj)        |                     |             |                     |                     |                  |                        |  |
| 1026 H0066 A0439 NA                         | ENR FACULTY UNAL             | EXP   | 823,902.00          | 312,272.50          | 0.00        | 0.00                | 0.00                | 0.00             | 312,272.50             |  |
| 1026 H0066 A0441 NA                         | ENR SERVICES DOE             | EXP   | 771,443.00          | 969,333.00          | 0.00        | 132,449.21          | 649,408.97          | 1,054.34         | 186,420.48             |  |
| 1026 H0066 A0442 NA                         | ENR SUMMER PAC SAL           | EXP   | 0.00                | 499.00              | 0.00        | 0.00                | 0.00                | 0.00             | 499.00                 |  |
| 1026 H0066 D0474 NA                         | ENR OFFICE OF DEAN           | EXP   | 1,050,577.00        | 875,871.40          | 0.00        | 144,981.53          | 515,262.58          | 0.00             | 215,627.29             |  |
| 1026 H0066 D1710 NA                         | DEAN - GRADUATE ASST         | EXP   | 142.00              | 142.00              | 0.00        | 0.00                | 0.00                | 0.00             | 142.00                 |  |
| 1043 H0066 A0003 P001439                    | HEAF ENGR LAB                | EXP   | 0.00                | 350,000.00          | 0.00        | 350,000.00          | 0.00                | 0.00             | 0.00                   |  |
| 1043 H0066 B0003 P001545                    | HEAF 01 EQUIP ENGR DEAN      | EXP   | 0.00                | 278,045.95          | 0.00        | 278,045.95          | 0.00                | 0.00             | 0.00                   |  |
| 1043 H0066 B0003 R040041                    | HEAF 04 EQUIP ENGR BIOMEDICA | EXP   | 0.00                | 498,918.50          | 0.00        | 34,158.70           | 132,498.88          | 8,553.33         | 323,997.59             |  |
| 1043 H0066 D0003 P001329                    | HEAF 97 FS ENGR WOLFE        | EXP   | 0.00                | 149,995.36          | 0.00        | 149,995.36          | 0.00                | 0.00             | 0.00                   |  |
| 1043 H0066 D0003 P001494                    | HEAF 98 TEACHING EQUIP - ENR | EXP   | 0.00                | 80,000.00           | 0.00        | 79,464.60           | 0.00                | 0.00             | 535.40                 |  |
| 1054 H0066 A0217 NA                         | LAB FEE REVENUE-ENR          | EXP   | 13,514.00           | 13,514.00           | 0.00        | 0.00                | 0.00                | 0.00             | 13,514.00              |  |
| <b>SUBTOTAL SORT 2</b>                      |                              | <b>FUND GROUP 1 EXP</b>                                   | <b>2,660,077.00</b> | <b>3,528,591.71</b> | <b>0.00</b> | <b>1,169,095.35</b> | <b>1,297,170.43</b> | <b>9,617.67</b>  | <b>1,052,708.26</b>    |  |
| 2063 H0066 A0807 NA                         | ENGR STUDENT APPLICATION FEE | EXP   | 146,400.00          | 146,400.00          | 0.00        | 2,933.85            | 0.00                | 4,170.00         | 139,296.15             |  |
| 2063 H0066 A0820 NA                         | ENGR EQUIPMENT ACCESS FEE    | EXP   | 314,000.00          | 290,780.00          | 0.00        | 4,386.19            | 0.00                | 870.00           | 295,523.81             |  |
| 2063 H0066 A0838 NA                         | ENGR DEAN COUNT EDUC         | EXP   | 73,000.00           | 73,000.00           | 0.00        | 44,649.91           | 0.00                | 0.00             | 28,350.09              |  |
| 2063 H0066 A0846 NA                         | ENGR SUMMER ENGR SEMINAR     | EXP   | 1,519.00            | 1,519.00            | 0.00        | 425.00              | 0.00                | 0.00             | 1,094.00               |  |
| 2063 H0066 D0706 NA                         | ENGR THESIS DISS BND         | EXP   | 33,400.00           | 33,400.00           | 0.00        | 0.00                | 8,145.00            | 0.00             | 25,255.00              |  |
| 2063 H0066 D0718 NA                         | ENGR EDU RESOURCE FEE        | EXP   | 993,000.00          | 43,000.00           | 0.00        | 0.00                | 0.00                | 0.00             | 43,000.00              |  |
| 2063 H0066 D1591 NA                         | ENGR OFF-CAMP ELEC FEE       | EXP   | 1,799.00            | 1,799.00            | 0.00        | 0.00                | 0.00                | 0.00             | 1,799.00               |  |
| 2063 H0066 D2622 NA                         | ENGR STUDENT SERVICES FEES   | EXP   | 924,550.00          | 924,550.00          | 0.00        | 118,924.97          | 457,290.94          | 2,526.57         | 345,807.52             |  |
| 2063 H0066 D2713 NA                         | ENGR INFO TECH FEE           | EXP   | 335,000.00          | 335,000.00          | 0.00        | 117.13              | 0.00                | 12,455.62        | 322,427.25             |  |
| 2065 H0066 A0834 NA                         | ENGR TECH FEE                | EXP   | 100,214.00          | 100,214.00          | 0.00        | 16,283.23           | 56,663.47           | 476.34           | 26,790.96              |  |
| 2072 H0066 B0842 NA                         | ICC DEAN ENGINEERING         | EXP   | 717,611.00          | 655,401.33          | 0.00        | 79,092.51           | 55,318.98           | 25,558.14        | 504,431.70             |  |
| 2080 H0066 D0710 NA                         | ENGR DEAN DISC               | EXP   | 8,070.00            | 8,070.00            | 0.00        | 676.27              | 0.00                | 1,215.97         | 6,177.76               |  |
| 2080 H0066 D1638 NA                         | ENGR ACAD EXP PROGRAM        | EXP   | 217,121.00          | 164,580.00          | 0.00        | 14,593.89           | 0.00                | 0.00             | 149,986.11             |  |
| 2080 H0066 D1725 NA                         | HOUSTON DRAINAGE CONF        | EXP   | 1,200.00            | 1,200.00            | 0.00        | 12.79               | 0.00                | 30.98            | 1,156.23               |  |
| 2080 H0066 F0857 NA                         | PAYROLL SUSPENSE             | EXP   | 0.00                | 0.00                | 0.00        | 0.00                | 0.00                | 11.97            | -11.97                 |  |
| 2080 H0066 F1581 NA                         | TRAC SECRETINARY             | EXP   | 251.00              | 251.00              | 0.00        | 0.00                | 0.00                | 0.00             | 251.00                 |  |
| 2164 H0066 A2083 NA                         | ENR FACULTY SALARIES DIFF    | EXP   | 5,407.00            | 364,747.00          | 0.00        | 0.00                | 0.00                | 0.00             | 364,747.00             |  |
| <b>SUBTOTAL SORT 2</b>                      |                              | <b>FUND GROUP 2 EXP</b>                                   | <b>3,872,542.00</b> | <b>3,143,911.33</b> | <b>0.00</b> | <b>273,095.74</b>   | <b>577,418.39</b>   | <b>47,315.59</b> | <b>2,246,081.61</b>    |  |
| <b>SUBTOTAL SORT 1</b>                      |                              | <b>DEPTID H0066 EXP</b>                                   | <b>6,532,619.00</b> | <b>6,672,503.04</b> | <b>0.00</b> | <b>1,442,191.09</b> | <b>1,874,588.82</b> | <b>56,933.26</b> | <b>3,298,789.87</b>    |  |

#### Defaults, if you do not complete the Additional Options page.

Sort Option - The default sort is Department, Fund Group, Fund Code, Program Code and Project ID.

Group (Sub Total By) Option - The default group by is set for the first two sort fields (which default to Department and Fund Group).

Page Break - The page break for the first sort field defaults to on.



## HUB VENDOR OF THE MONTH

### WHO:

EXPOTECH USA, INC.

Chairman and CFO: Ms Vijay Dhingra

HUB Certified, Woman owned local business serving customers since 1985

### WHAT:

Distributor for laboratory equipment and supplies, medical equipment and hospital supplies, chemicals and glassware, water testing and environment test equipment, oilfield supplies and computer and communication equipment

### CLIENTS:

University of Houston, United Space Alliance, City of Houston, UT Health Science Center, PDVSA, Saudi Aramco, Bechtel, KBR, Parsons, Marcus Oil, University of Texas, etc.

### HOW:

Contact Harish Kapoor at (281) 953-4156

Orders can be placed with the phone via FAX at (281) 496-0400 or by e-mail:

[harish@expotechusa.com](mailto:harish@expotechusa.com)

Visit our website at [www.expotechusa.com](http://www.expotechusa.com)

### ONE THING we pride ourselves on:

Expotech prides itself on maintaining high standards of customer satisfaction. United Space Alliance, a key supplier to NASA, has twice nominated Expotech for awards for excellent customer service and prompt delivery.

### INTERESTING FACTS ABOUT THE COMPANY:

Expotech maintains blanket contracts with two international oil companies, supplying laboratory supplies, chemicals and oilfield support products.

Expotech is maintaining a freezer supply program at UT Health Science Center in alliance with Roche Applied Science.

Expotech is a stocking distributor with dedicated customer service and with alliances with Corning, Kimble, Thermo Orion, Fisher Scientific, Best Glove, Labconco, YSI, Millipore, Control Company, WTW, Denver Instruments, Adam Equipment, Mettler Toledo, Domnic Hunter, ERTCO, Glas Col, Julabo, Yamato, Koehler Instruments, La Crosse Weather, National Scientific, Phipps & Bird, Qorpak, SGE, Wheaton Science, Belart, Barnstead International, Supelco, Alltech, Thermo Hypersil, Etc.

Expotech is there to help you with your custom and unique requirements.

**TODAY'S BUSINESS SOLUTIONS AND OFFICE MAX VENDOR FAIR  
FEBRUARY 11, 2005, 10 AM TO 2 PM, KIVA AUDITORIUM**

Today's Business Solutions has partnered with OfficeMax-A Boise Company to provide office supplies to the University of Houston at discount prices. **Today's is a minority owned and Texas HUB Certified company.** Robert Jimenez, President of Today's brings over fifteen years of experience in the office products industry to their partnership. Today's will assist OfficeMax-A Boise Company in servicing the University of Houston through sales, marketing and accounting services.

Today's Business Solutions and OfficeMax will host a vendor fair at UH on February 11 from 10 AM to 2 PM in the Kiva Auditorium (first floor) of Farish Hall. Some of the vendors that manufacture the office products sold by Today's and OfficeMax will also be at the fair.

The following will be provided at the vendor fair:

- Free Today's Business Solutions catalog
- Free product samples and information
- Free food and beverages

Please call the UH Purchasing Department at x35666 by Feb 4 to give them a headcount for the number of people expected to attend from your department, so Today's and OfficeMax can plan accordingly.

OfficeMax has transitioned all UH accounts paying by p-card to the new OfficeMax and Today's program. There is nothing you will need to do differently:

- Order online from either [www.todaysbusinesssolutions.com](http://www.todaysbusinesssolutions.com) or [www.boiseoffice.com](http://www.boiseoffice.com) using your current log in and password.
- Order via phone at 888-373-2730 or fax at 888-373-2832. Your personal identification number (PIN) will still apply when you order.
- Contract pricing, discounts and catalogs and deliveries all remain the same.
- Orders placed with a p-card will be filled by Today's. Orders placed without a p-card will be filled by OfficeMax. If you don't already have a p-card, complete a p-card application at: <http://www.uh.edu/purchasing>

If you have any questions, please call Robert Jimenez of Today's Business Solutions at 713-861-8508 or Robert Locher of OfficeMax at 800-633-7676, ext. 2726.

[www.todaysbusinesssolutions.com](http://www.todaysbusinesssolutions.com)

[www.boiseoffice.com](http://www.boiseoffice.com)

# JANUARY 2005

SUN

MON

TUE

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Travel Forms and  
Rules @ 9:30  
Payroll/Finance Re-  
porting @ 1:00

Credit Card @ 9:00  
Vouchers @ 9:00  
P-Card @ 1:30

PSAM @ 10:00  
HR View @ 9:00

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HOLIDAY

Journal Entry @ 9:00

PSAM @ 10:00  
HR View @ 9:00  
Advanced HR/Payroll  
Reallocation @ 1:30

Advanced Vouchers  
@ 9:00

Query Basics @ 8:00

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Payroll/Finance Re-  
porting @ 1:00

P-Card @ 1:30

PSAM @ 10:00  
HR View @ 1:00

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Payroll/Finance Re-  
porting @ 1:00