



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

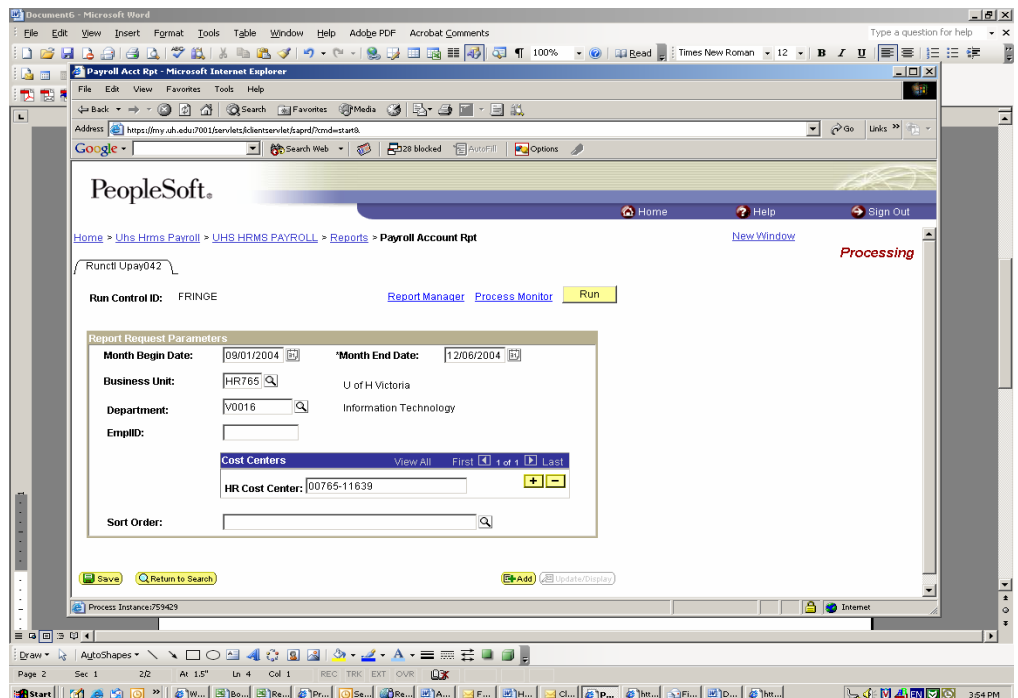
Updates from the
Customer Service
Center

Page 5

HUB Vendor of
the Month

Page 6

Today's Business
Solutions Vendor
Fair



Continued from page 1

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:	Second Sort:	Third Sort:	Fourth Sort:	Fifth Sort:	Sixth Sort:
Department	Fund Group	Fund Code	Program Code	Project ID	

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 Typ	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available	
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	323,697.59	
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	
SUBTOTAL SORT 2			FUND GROUP 1 EXP	2,660,077.00	3,528,591.71	0.00	1,169,095.35	1,297,170.43	9,617.67	1,052,708.26
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	75.00	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	
SUBTOTAL SORT 2			FUND GROUP 2 EXP	3,872,542.00	3,143,911.33	0.00	273,095.74	577,418.39	47,315.59	2,246,081.61
SUBTOTAL SORT 1			DEPTID H0066 EXP	6,532,619.00	6,672,503.04	0.00	1,442,191.09	1,874,588.82	56,933.26	3,298,789.87

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

Visit our website at 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 or 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

www.boiseoffice.com

JANUARY 2005

SUN

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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