



JULY 2004 FINANCE/ PAYROLL NOTES AND NEWS

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Upgraded Financial Database is Available for Use

The financial system upgrade has been completed and the database is available for use. Vouchers, journals, and POs in progress when the upgrade started at the end of business on July 8 can be completed in the new database. It is not necessary to recreate those transactions.

Before logging into the upgraded database for the first time, you should clean your Internet cache as follows:

1. Close all Internet Explorer browser windows, except for one.
2. With one Internet Explorer window open, go to the Tools menu and select Internet Options.
3. In the Temporary Internet Files section, click the Delete Cookies button. Click OK to confirm.
4. Click the Delete Files button. Check Delete All Offline Content. Click OK to confirm.
5. Click OK at the bottom of the Internet Options window to confirm all actions.

Log On to 8.4 Production

1. To access the 8.4 financial production database, click on one of the following links:

<http://mensa.fast.uh.edu:9980>

<http://musca.fast.uh.edu:9980>

2. Type in your Financial System User ID (ALL CAPS) and Password (ALL CAPS).
3. Click the Sign In button.

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The following information is for UH and UHSA employees only.

UH and UHSA employees should call the following numbers if they have trouble accessing or using Finance 8.4:

Cannot Log On to 8.4 - Need Password Reset

UH Help Desk 713-743-1411

Need Help Using 8.4 After Reading Instructions on the Web <http://www.uh.edu/finance/Web-based%20Training/PS8Training.htm>

Accounts Payable

Linda Howard 713-743-8714

Eldrisha Lenor 713-743-8700

Samantha Yurus 713-743-8721

General Accounting

Kristy Bullick 713-743-1685

Joaquin Trejo 713-743-8733

Al Rajan 713-743-4415

Purchasing

Tony Carpenter 713-743-5656

Trish Erndt 713-743-5669

Alan Phillips 713-743-5671

Budgeting

Martha Tamez 713-743-0651

Margie Hattenbach 713-743-0655

Tiffany Nguyen 713-743-0654

Reports/Queries

Mia Culton 713-743-1582

Barbara Duarte 713-743-4397

Additional Help If Cannot Reach Above Individuals

Sandra Medellin 713-743-5753

Emily Messa 713-743-8184

Mike Glisson 713-743-8706

Log on instructions and help desk information are also on the UH Finance homepage: <http://www.uh.edu/finance/>

Helpful Hints for 8.4

The following hints are provided to help users navigate and use 8.4 effectively. Some of these have been covered in training or in newsletter articles, but are repeated here as a reminder. These hints are also posted on the UH Finance web page: <http://www.uh.edu/finance/Web-based%20Training/PS8Training.htm>

Navigation

1. While in 8.4, do not use the Back button on your Internet browser to go to a previous page. You might get logged off of the system if you do. Use the links on the page or the menu to navigate.
2. Reduce navigation time by saving frequently-used pages under My Favorites. Follow the instructions for Add to Favorites: <http://www.uh.edu/finance/Web-based%20Training/PS8Training.htm>
3. If you have a page open and need to open another one, click on the New Window link in the upper right corner. Close the additional page when you no longer need it.
4. If a page is inactive for 18 minutes, a warning message will appear that you are about to be logged off and you will be asked to click OK to continue. If you click OK within 2 minutes, you will not be logged off. Otherwise, you will be logged off after 2 minutes. If you have multiple pages open, the timeout rule applies to each page and you will receive a separate warning for each page that has been inactive for 18 minutes. If one page is inactive for 20 minutes, you will be logged off all pages, which is why you should close pages that are not being used.

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Running Reports

1. All reports in 8.4 run on a server, instead of your computer. Therefore, you will not see a SQR or Crystal icon in the gray bar at the bottom of your computer while the report is running.
2. When running reports, you do not have to (and should not) select the server. The correct server will be selected for you automatically. Just click "Run" and then "OK" to run the report.
3. You will know the report has finished running when you (a) see the status "Success" in the Process Monitor link or (b) see the report name in the Report Manager link.
4. Click on the PDF file in the Report Manager link to view the report. Click on the CSV file, if available, in Report Manager to see the report as a spreadsheet.
5. Creating a Report Manager pagelet will put a list of your most recently run reports on your Finance 8.4 Home page (this is optional, not required). When you have a Reports Manager pagelet, you can click the Home link at the top of the screen to verify your report has finished and then quickly access the report by clicking on the report name. Instructions for creating a Report Manager pagelet are at the bottom of the follow web page under Creating a Report Manager Pagelet: <http://www.uh.edu/finance/Web-based%20Training/PS8Training.htm>
6. There are separate instructions on the Finance web site for running sections 1-6 of the UGL01074 report and running the Verification Worksheet. These and all other department report instructions are located at <http://www.uh.edu/finance/Web-based%20Training/PS8Training.htm> under Department Reports. To generate the Verification Worksheet in 8.4, certain files must be copied to your computer from the server after the UGL01074 report runs. We hope to automate this process in the near future.
7. Some of the fund equity reports (1016s, 1060s, and 1070s) have been renumbered. The Department Reports list on the web, referred to in 6 above, contains a cross-reference between 7.5 and 8.4 reports. The UGL01074 and UGL01033 reports have the same number in 8.4. The UGL01063, UGL01064, and UGL01065 reports in 7.5 were consolidated into one report, the UGL01063, in 8.4.

Accounting Dates on Vouchers and Requisitions

1. The accounting dates on Vouchers and Requisitions must be within an open accounting period when they are budget checked. This helps to keep reports accurate and in sync. If you try to budget check a Voucher or Requisition with an accounting date in a closed period, you will receive an error message. Simply change the accounting date to the current date and re-budget check the document.
2. You also need to change the accounting date on Vouchers if you change the schedule due date and the accounting date is in a closed period. Again, change the accounting date to the current date and re-budget check the Voucher.

Using the Work List to Review Budget Journals

1. The work list is only used to review and approve budget journals at this time. Regular journals, vouchers, and requisitions will be routed and approved via the work list in the future, but for now they are routed and approved the same way they were in 7.5. Advance notice and training will be provided before this change occurs.
2. Though the work list is currently only used to route and approve budget journals, regular journals also appear in the work list, which you can ignore. To only view budget journals, use the Work List Filters drop down menu to select Budget Journal Approval Required, Budget Journal Approval Denied, and Budget Journal Recycle. You will only see budget journals that require action by you.
3. Budget journals will only appear in a user's work list if they have been returned to the user by the Budget Office for correction. When the user corrects the budget journal and submits it for approval, it is removed from the user's work list immediately. By contrast, regular journals for all users with GEN source appear in the work list until they have completely processed. Again, you should ignore the regular journals in the work list for now.

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Passwords

1. If you know your current password, you can change it yourself by clicking on Change My Password at the bottom of the menu. New passwords must be at least 10 characters in length with at least 1 alpha and 1 numeric character.
2. If you forget your password, you can have it emailed to you by answering a question that you create. You create the question and provide the answer under My System Profile at the bottom of the menu. This is also where you provide your email address.
3. If you fail to enter the correct user ID and password 5 times in a row, you will be locked out of the system. You must call the Help Desk for your campus (UH and UHSA employees call 713-743-1411) to renew your access.

Speedtypes

1. In 7.5, most cost centers had two speedtypes--one for a General Ledger FRS account and one for a Subledger FRS account. Either speedtype would give you the same cost center combination. In 8.4, speedtypes associated with General Ledger FRS accounts have been eliminated if a Subledger speedtype already exists for the same cost center. Therefore, there should be only one speedtype per cost center in 8.4.
2. One way to view the list of speedtypes for your department and the associated cost center is to run the following query: UHS_CCTR_LOOKUP_BY_DEPT.

Requisitions

All Requisitions should include your preferred vendor. If you don't have a preferred vendor, select "Unknown Vendor" as the vendor (vendor ID = "Unknown"). Purchasing will assign a real vendor for you.

Looking up Project End Dates in PS8

Project Accounting End Date (transaction fails Edit Check if outside the Start and End Dates)

Project Description

SetID: 00730

Project: G088069

Description: URBAN EXPERIENCE PROGRAM/NASA **Status:** Active Attributes

Effective Date	Project Status	Start Date	End Date
06/28/2004	Open	04/14/2003	06/13/2005
04/14/2003	Open	04/14/2003	06/13/2004

Buttons: Save, Return to Search, Notify

Project | Description

Project Budget End Date (transaction fails Budget Check if outside Begin and End Dates)

Menu

Search: [go](#)

- ▶ My Favorites
- ▼ Business Processes
 - ▼ GL
 - ▶ Reports
 - ▶ **Custom Project Setup**
 - Project Status
 - Cost Center Definition
 - FRS Account Definition
 - Chartfield1 Maint
 - SpeedType
 - ▶ SCR
 - ▶ Custom Reports
 - ▶ Computer Operations
 - ▶ Vendors
 - ▶ Purchasing
 - ▶ Accounts Payable
 - ▶ Asset Management
 - ▶ Commitment Control
 - ▶ General Ledger
 - ▶ Allocations
 - ▶ Set Up Financials/Supply Chain
 - ▶ Worklist
 - ▶ Tree Manager
 - ▶ Reporting Tools
 - ▶ PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

[New Window](#)

Setup KK For Project | **Project Reporting** | **Project Funding** | **Project IDC Rates** | **Fed Assist Pass Thru To**

SetID: 00730 **Project:** G088069 URBAN EXPERIENCE PROGRAMNASA

Project Master and Cost Center

Budget Status: Default	Business Unit Default (Both): Open
Begin Date: 04/14/2003	End Date: 06/13/2005

Project Master (Header)

Commitment Control Option: Default from Higher Level	Business Unit Default (PRMST_EXP): Control
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Project Cost Center

Commitment Control Option: Tracking w/ Budget	Business Unit Default (PROJ_GRT): Control
Ruleset: LEVEL_1	Level Name: ALL_EXPENS

[Control Option Help](#)

[Save](#) [Return to Search](#) [Notify](#)

[Setup KK For Project](#) | [Project Reporting](#) | [Project Funding](#) | [Project IDC Rates](#) | [Fed Assist Pass Thru To](#)

Project Reporting End Date (no impact on transactions, just the "official" end date of the grant)

Menu

Search: [go](#)

- ▶ My Favorites
- ▼ Business Processes
 - ▼ GL
 - ▶ Reports
 - ▶ **Custom Project Setup**
 - Project Status
 - Cost Center Definition
 - FRS Account Definition
 - Chartfield1 Maint
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 - ▶ SCR
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 - ▶ PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

[New Window](#)

Setup KK For Project | **Project Reporting** | **Project Funding** | **Project IDC Rates** | **Fed Assist Pass Thru To**

SetID: 00730 **Project:** G088069 URBAN EXPERIENCE PROGRAMNASA

Scroll Area Find | View All First 1 of 2 Last

Effective Date: 06/28/2004 **Status:** Active

Long Description: URBAN EXPERIENCE PROGRAMNASA

Project Manager: MINDIOLA,TACHO

Start Date: 04/14/2003 **End Date:** 04/13/2006

Coord Board CD: X00 NOT REPORTABLE TO COORD BOARD

Research Purpose: J00 NOT REPORTABLE TO NSF

[Save](#) [Return to Search](#) [Notify](#)

[Setup KK For Project](#) | [Project Reporting](#) | [Project Funding](#) | [Project IDC Rates](#) | [Fed Assist Pass Thru To](#)

UH and UHSA Expands Procurement Card Program

The P-Card is a credit card that will assist departments in the payment of goods and services currently processed on vouchers. We expect P-Cards will greatly increase the efficiency of the payment process by saving everyone a lot of time and effort.

P-Cards will be issued by college/division and a training schedule has been sent to UH and UHSA College/Division Administrators. All colleges/divisions are scheduled to be trained by the end of August.

Contact Alan Phillips at 3-5671 or Sharon Davis at 3-5660 if you have any questions.

Reasons to Use the P-Card

- Greatly reduces number of vouchers created and processed by departments.
- Departments complete one journal per month instead of several vouchers for multiple invoices.
- Employees can use P-Card for eligible transactions as opposed to waiting on reimbursement.
- Avoid paying late-payment interest.
- Allows users to order over the Internet.
- Vendors do not have to be set up in the Accounts Payable vendor database to get paid.
- Encourages HUB vendors, many of whom are small businesses and require immediate payment, to do business with UH.
- The P-Card is a MasterCard, which is widely accepted by vendors.
- All activity appears on one monthly report.
- Transaction information and reports are available anytime through Bank One's online system.
- No need for shadow accounting systems. Expenses charged to the P-Card can be encumbered to department cost centers based on receipts or as soon as they appear on the online statement, providing up-to-date budget balance available to department heads.

Department Travel Credit Card

UH and UHSA is moving to a direct-billed travel card program that will allow departments to charge more than just airfare. Key features of the program are described below.

What is it?

Department Travel Credit Cards are master cards issued through Bank One. Each credit card is issued to a particular department and the department name is shown on the card. The department business office can charge the department's travel costs to the credit card. The Department Travel Credit Card Program is administered by Accounts Payable.

Who is authorized to use the card?

College/Division Administrators decide who will be authorized to use this card.

What can be charged?

1. NTS on-line reservations for airfare, rental car, and hotels
2. NTS full service reservation (by phone or e-mail) for airfare, rental car, and hotels
3. Other travel agency for airfare, rental car, and hotels
4. Hotel
5. Airline
6. Rental car company
7. Conference for registration (It may require AP override since some vendors' Merchant Category Codes are not setup for the travel credit cards under the state contract.)

What types of documents are required for the charges?

A Travel Request and a receipt are required for each transaction. If the on-line reservation system is used, a screen print-out of the confirmation page with details and paid amount can be used as a receipt. The original documents must be attached to a journal entry and submitted to General Accounting. The journal also needs to include a monthly Expense Report printed from SDOL.

Can the departments monitor the charges?

Yes. You can review charges in the bank on-line system (SDOL). Charges are posted to SDOL in approximately two business days from the transaction dates.

Which funds can be used to pay for these travel expenses?

Local funds only. If travel needs to be charged to state funds, the department must submit a voucher to Accounts Payable to reallocate the expense from the local cost center to the state cost center after the journal entry charging the local cost center has posted.

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How do we record travel expenses?

Departments prepare a journal to record these travel expenses in PS.

Debit Entries (+) with appropriate expense accounts and local cost centers indicated on Travel Requests

Credit Entries (-) with Account #20110 and a default local cost center recorded in SDOL

Departments must enter an applicable journal number/destination/date into the SDOL for each transaction.

What is the deadline for submitting journal entries to General Accounting?

Departments must submit their journal entries to General Accounting by the 20th of each month to record expenses for the previous billing period, which ends on the 10th.

How do we initiate payments to Bank One?

Accounts Payable initiates payments monthly by creating a file from SDOL and converting the file into PS8.4 vouchers. Account #20110 and the local default cost centers in SDOL are used on the vouchers.

Who should have access to SDOL?

College/Division Administrator and Department Business Administrator

The department business office staff who enters applicable information into the SDOL.

The department business office staff who needs to run transaction reports in SDOL.

How can we get a Department Travel Credit Card for our department?

Contact Accounts Payable: Priya Chityala (3-8707) or Sandra Silva (3-5883) to obtain an application form. The form must be completed, signed by College/Business Administrator, and submitted to Accounts Payable.

Bank Journal Hint

When processing bank journals, make sure to enter the speedtype (10000) for the bank line.

If you do not enter the speedtype, when you add the row for the bank line, an NA will automatically populate for the project/grant.

An NA in the bank line will cause your journal to fail Edit Check.

What's the difference between regular Journal Entries and Budget Journal Entries?

When do I use regular Journal Entries?

Journal entries are used to:

1. Reallocate expenses between local funds (local to local) or state funds (state to state)
2. Record deposits (credit card or cash)
3. Transfer fund equity between cost centers

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When do I use Budget Journal Entries?

Budgeting is a spending plan and budget journals are used to:

1. Budget revenue and expenses
2. Budget fund equity (cash)
3. Transfer expenditure budget between categories (Ex: M&O to Capital or M&O to Salary and Wages)

Revised Travel Procedures—Effective September 1, 2004

Current Policy	New Policy (MAPP is being updated)
Supervisor and certifying signatory sign all Travel Requests. (Employee is not required to sign.)	Employee (or designee) emails Travel Request to supervisor. Supervisor types "approved" in the body of the email and forwards email with Travel Request to certifying signatory and employee.
In addition to supervisor and certifying signatory, the appropriate Vice President and President's designee sign Travel Request for foreign travel.	Certifying signatory forwards email from supervisor approving Travel Request to the appropriate VP. VP types "approved" in the body of the email and forwards to President's designee. President's designee types "approved" in the body of the email and forwards to certifying signatory and employee.
Traveler signs Travel Voucher (state funds) or Travel Expense Report (local funds).	No change.
Supervisor signs Travel Voucher/Expense Report only if the Travel Voucher/Expense Report is greater than the Travel Request.	Certifying signatory (or designee) sends email to employee's supervisor requesting approval for the additional amount. Supervisor indicates approval via email.
Accounts Payable audits Travel Voucher/Expense Report prior to payment (normally within 1-2 business days of receipt) and makes corrections on voucher or returns to department for correction, if necessary.	Travel Expense Report (local funds) is approved the same day it is received in Accounts Payable without review. AP audits voucher after payment and requests the department to create a subsequent voucher for underpayment or obtain an employee refund for overpayment, if necessary. Travel Voucher (state funds) continues to be reviewed and corrected before it is approved by AP.
Travel advances paid and cleared on Accounts Payable cost center.	Travel advances paid and cleared on local department cost center to more easily track advances by department.
Travel advances allowed for individual and group travel with the approval of the College/Division Administrator on a travel advance application.	Travel advances only allowed for group travel and individual foreign travel. Departments can use a travel credit card to direct-bill airfare, hotel, and rental car for employees to reduce out-of-pocket expense. Employees must still pay for meals, taxis, and incidental expenses, but can use their corporate travel card to pay for these expenses, if they wish, and seek reimbursement.

P-Card and Department Travel Card Checklist

Prior to submitting your journal entry to General Accounting for P-Card and Travel Card, please use the following checklist:

1. Debit (+) the appropriate local cost center and expense account for each transaction. Credit (-) the default local cost center and P-Card account 20109 or Travel Card account 20110. The credit is the total amount for your monthly statement and can be one line on the journal entry.

Locate your default cost center in SDOL (Bank One system), if you don't know it.

- Click on Financial tab
- Select "Financial" from sub-menu
- Select account (Department Name for Travel Card; Cardholder Name for P-Card)
- Select current billing period
- Click "View"
- View default cost center

2. Print SDOL Expense Report.

- Click on Report tab
- Select "Run Report" from sub-menu
- Select "Expense Report"
- Select current billing cycle
- Click "Run"
- Select account (Department Name for Travel Card; Cardholder Name for P-Card)
- Print report

3. Obtain cardholder's signature on Expense Report (P-Card only).

4. Enter journal entry number into SDOL system for each transaction by 20th of month.

5. Attach receipts and the Expense Report to the journal entry. For Travel Card, also attach approved Travel Request.

6. Submit P-Card and Travel Card journal entries to General Accounting by the 20th of each month.

General Guidelines for Running Reports in 8.4

All reports should be run by (1) clicking Run on the Report Parameters page . . .

Report Parameters

Run Control ID: 1074 [Report Manager](#) [Process Monitor](#) **Run**

*Business Unit: 00730 From FY/Period: 2004 11 To FY/Period: 2004 11

Summary by Budget Node Only
 Summary by Budget Node and Account
 Transactions Asset/Liab/Fund Equity
 Rev/Exp Budget Jrnl

Only Print Active Cost Centers Open Commitments Verification Worksheet
 Soft Commitments Combine Separate
 Balance Sheet

Scroll Area Find | View All First 1 of 1 Last

Request No: 2 *Fund: Some From: 4041 To: 4041
 *Deptid: Some From: H0247 To: H0247
 SpeedType: 10808 *Prog: Some From: B1382 To: B1382
 *Project: Some From: NA To: NA

Buttons: Save, Return to Search, Next in List, Previous in List, Add, Update/Display

and (2) clicking OK on the Process Scheduler Request page.

Process Scheduler Request

User ID: GLISSOMT Run Control ID: 1074

Server Name: [Blank] Run Date: 07/22/2004
 Recurrence: [Blank] Run Time: 9:45:23AM **Reset to Current Date/Time**

Time Zone: [Blank]

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF

Buttons: OK, Cancel

Note A: Clicking Run on the Report Parameters page automatically saves the page, so it is not necessary to click the Save button on this page when you run a report.

Note B: The Server Name on the Process Scheduler Request page should be blank. If not, make it blank before clicking OK. The correct server will be chosen automatically.

Viewing 8.4 Reports in Excel

All reports are meant to be viewed as a PDF, but sometimes you need the flexibility of Excel. The UGL01074 and UGL01063 reports contain CSV (comma separated value) files every time you run them using the General Guidelines for running reports. CSV files look like and can be saved as an Excel spreadsheet.

Department Verification Report

File List

Name	File Size (bytes)	Datetime Created
Dept Verification Template.xls	24,576	07/22/2004 10:03:00.000000AM CDT
Message Log	1,426	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 1 transactions.csv	1,503	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 2 transactions.csv	5,570	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 3 Actual ALF transactions.csv	1,223	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 3 Actual RE transactions.csv	757	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 3 Budget Jml transactions.csv	117	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 4 transactions.csv	498	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 5 transactions.csv	117	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Section 6 transactions.csv	3,599	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Verification Worksheet.csv	1,147	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Z7 Work File 1.csv	1,223	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Z7 Work File 2.csv	117	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Z7 Work File 3.csv	498	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Z7 Work File 4.csv	117	07/22/2004 10:03:00.000000AM CDT
UGLS1074 Z7 Work File 5.csv	757	07/22/2004 10:03:00.000000AM CDT
UHS Create Verification Wksht.xls	122,880	07/22/2004 10:03:00.000000AM CDT
Under Construction.xls	8,204	07/22/2004 10:03:00.000000AM CDT
ugls1074 47730.PDF	63,124	07/22/2004 10:03:00.000000AM CDT
Trace File	667	07/22/2004 10:03:00.000000AM CDT

Other reports, such as the UGL01016 fund equity report, that do have a CSV file can be run to Excel by selecting XLS as the Format on the Process Scheduler Request page.

Process Scheduler Request

User ID: GLISSOMT Run Control ID: Fund_Equity_1016

Server Name: PSNT Run Date: 07/22/2004

Recurrence: Run Time: 10:19:17AM [Reset to Current Date/Time](#)

Time Zone: [?](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Fund Eqty by DeptId Range	UGLC016	Crystal	Web	XLS

OK Cancel

August 2004

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
	8:30 a.m. Vouchers 8.4	9 a.m. HR View PS 7	9 a.m. Reports 8.4	8:30 a.m. Journals 8.4		
	3 p.m. Journals 8.4	Advanced HR	Advanced Vouch-	10:30 a.m.		
8	9	10	11	12	13	14
	8:30 a.m. Vouchers 8.4	8:30 a.m. Advanced Vouch- ers 8.4	8:30 a.m. Journals 8.4	9:30 a.m. Travel Forms and Rules Room 145 Bldg. 3		
	3 p.m. Journals 8.4					
15	16	17	18	19	20	21
		9 a.m. Query/Crystal Basic	10:30 a.m. Reports 8.4			
22	23	24	25	26	27	28
			1 p.m. Reports 8.4			
29	30	31				