



FINANCE/PAYROLL

NOTES & NEWS



JUNE 2006

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Workflow Queries

Current workflow queries are listed below. If you search for queries that start with "UHS_WF," you will see all of them.

Query		
Select	Query Name	Descr
<input type="checkbox"/>	UHS_WF_AP	AP voucher approval history
<input type="checkbox"/>	UHS_WF_AP_NOT_POSTED	AP vouchers not posted
<input type="checkbox"/>	UHS_WF_AP_USER_ACTIVITY	AP voucher activity by user
<input type="checkbox"/>	UHS_WF_GL	GL journal approval history
<input type="checkbox"/>	UHS_WF_GL_NOT_POSTED	GL journals not posted
<input type="checkbox"/>	UHS_WF_KK_APPR_HIST	Budget jrnal approval history
<input type="checkbox"/>	UHS_WF_SC	SC voucher approval history
<input type="checkbox"/>	UHS_WF_SC_BY_SERVICE_CENTER	SC vchr appr hist by Svc Ctr
<input type="checkbox"/>	UHS_WF_SC_NOT_POSTED	SC vouchers not posted

You should run the UHS_WF_GL_NOT_POSTED query at least once a week for the first three weeks of the month and then once a day during the last week.

You should also run the UHS_WF_AP_NOT_POSTED and UHS_WF_SC_NOT_POSTED queries at least once a week throughout the month, though vouchers and SC vouchers are not required to be processed in the same accounting month they are created like journals. However, FY06 vouchers and SC vouchers must be processed in FY06.

All of the NOT_POSTED queries show transactions on and off of your worklist. They may be on your worklist, someone else's worklist, or no one's worklist if they have not been initiated into workflow yet. In any case, they must be reviewed for appropriate action.

UHS_WF_SC_BY_SERVICE_CENTER is a new query especially designed for service centers and auxiliaries. It shows the approval history of SC vouchers for a particular service center or auxiliary.

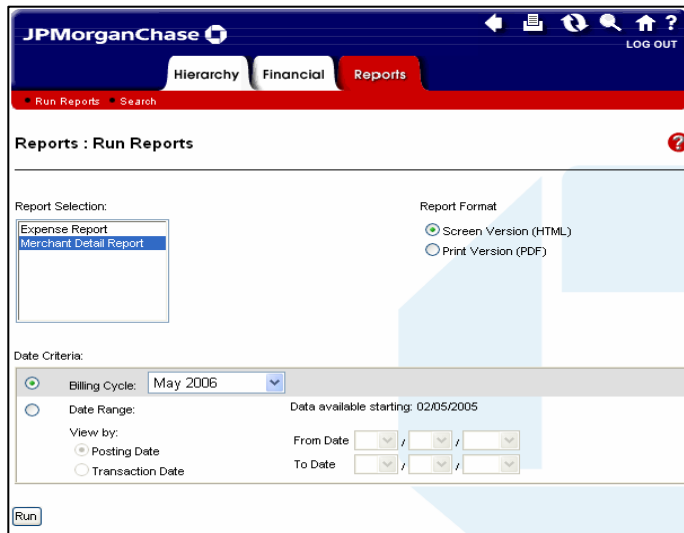
If you have any questions, please contact Mike Glisson at 713-743-8706.

New SDOL Report for P-Cards

Smart Data Online (SDOL) users can now run a “Merchant Detail Report” to see P-Card transactions sub-totaled by vendor. This report might help those who create one journal line per vendor. This report is not a substitute for the Expense Report, which continues to be required backup for all P-Card journals.

Navigation in SDOL:

Click on the Reports tab and select Merchant Detail Report. Then select Billing Cycle. Click on “Run.” You can select “Print Version” for report format. If you are reviewing the information on the screen, “Screen Version” is recommended.



Summary of Transactions/Total Amount per Vendor (Section I)

Merchant Name	City	State /Province	Merchant Category Code	Account Name	Transaction Date	Posting Date	Net Amount	Tax Amount	Total Amount
ACME ARCH HARDWARE	HOUSTON	TX	5251	ALICE PIKER	02/09/2006	02/13/2006	600.20	0.00 (6)	600.20
			Transaction Count: 1	Average Transaction Amount: 600.20			600.20	0.00	600.20
				Average Net Amount: 600.20					
BURGOON COMPANY	GALVESTON	TX	5065	ALICE PIKER	02/17/2006	02/20/2006	637.32	0.00 (6)	637.32
				ALICE PIKER	02/24/2006	02/27/2006	184.00	0.00 (6)	184.00
				ALICE PIKER	03/01/2006	03/03/2006	133.28	0.00 (6)	133.28
				ALICE PIKER	03/01/2006	03/03/2006	778.68	0.00 (6)	778.68
				ALICE PIKER	03/01/2006	03/03/2006	2,877.00	0.00 (6)	2,877.00
				ALICE PIKER	03/03/2006	03/06/2006	3,705.60	0.00 (6)	3,705.60
			Transaction Count: 6	Average Transaction Amount: 1,385.98			8,315.88	0.00	8,315.88
				Average Net Amount: 1,385.98					

Total Amount per Vendor (Section II)

Totals		
ACME ARCH HARDWARE		600.20 0.00 600.20
BURGOON COMPANY		8,315.88 0.00 8,315.88

If you have any questions, please call Sharon Davis at 713-743-5660.

GL Journal Workflow Tips

GL journal workflow and document imaging are designed to reduce journal processing time. The following tips should help you stay on top of your journals and minimize JE denials:

1. Check your worklist at least twice a day. Review all transactions assigned to you and take the appropriate approval action (Approve, Deny, or Recycle).
2. Run the **UHS_WF_GL_NOT_POSTED** query frequently to see all JE's that need follow-up action, not just those on your worklist (see article on page 1).
3. Copy journals to the next month that are not processed in the current month. Journals not submitted to General Accounting through workflow by the month-end deadline are zeroed out and returned to the workflow initiator's worklist. These journals can be copied and resubmitted with a future journal date as follows:
 - On the Lines page, select **Copy Journal** from the **Process Menu**.
 - Click **Process** Button. The Journal Entry Copy page will appear.
 - Enter Journal ID number in **Journal ID** field (*use same journal number as original journal*). Use the default Journal Date unless the copied journal has the same date as the original journal, in which case you will need to change the Journal Date.
 - Click the **OK** button. The Lines page of the new journal will appear.
 - Enter the amounts and complete the journal.
4. Upload the required documents (no more and no less) on the JE checklist. <http://www.uh.edu/finance/pages/References.htm>.
5. Choose the correct GL journal workflow path. The path selected depends on the type of journal created.

Path1- Dept/Coll/Div- Accounting Office

Fund Equity Journals; P-Card Journals; Travel Card Journals; Correction Journals; Non-Payroll Reallocation Journals for non-grant cost centers; Credit Card Deposit Journals; Encumbrance Journals; any journal entry that should go directly to General Accounting

Path 2- Dept/Coll/Div- Student Financial Services- Accounting Office

Cash Deposits Journals

Path 3- Dept/Coll/Div- Office of Contracts and Grants - Accounting Office

Non-payroll reallocation journals on grant cost centers

If you have any questions, please contact Gretta McClain at 713-743-8729.

Avoiding Common Errors on Vouchers

Please help Accounts Payable approve your voucher the first time by reviewing for the following items:

1. Enter the invoice number in the Invoice field exactly as it appears on the invoice. If there is not an invoice number, enter a description in the Invoice field to help the payee recognize the payment.
2. Complete all of the dates in the Calc Basis Date link (next to Invoice Date): Invoice Date, Invoice Receipt Date, Goods Receipt Date, and Acceptance Date.
3. Complete the Voucher Line Description for state vouchers (required by the Comptroller's Office).
4. Change the PCC from PCC 9 (default) on the UHS Data Line page if one of the following applies:
 - Travel reimbursement – PCC 1
 - Transferring travel expenses between state and local funds – PCC 2
 - Payment to another Texas state agency with state funds – PCC 6
 - Transferring non-travel expenses between state and local funds – PCC 8
5. Select the remit to address on the Payments page that matches the invoice.
6. Change the Handling code on the Payments page if:
 - Enclosure (EN) must be mailed with the check. Send enclosure to Treasury with voucher.
 - Special Handling (SH) instructions (pick up check, etc.) are included in Payment Comments.
7. Change the Schedule Due Date on the Payments page if payment is required before the Net Due Date. NEVER change the Payment Terms from “Net 30” to “Due Now,” which causes interest to be paid by mistake.
8. Always verify that backup documentation is complete and can be read. Inactivate any documents that cannot be read.
9. Always upload a copy of the contract for the first contract payment and include the voucher number in Voucher Comments on future contract payments.
10. Select the appropriate workflow path
 - Path 1: Dept-AP
 - If none of the criteria below apply
 - Path 2: Dept-Scholarships and Financial Aid-AP
 - If using a scholarship account (see Voucher Workflow Matrix on Finance References page)
 - Path 3: Dept-Tax-AP
 - If using a tax-related account (see Voucher Workflow Matrix on Finance References page)
 - Path 4: Dept-Office of Contracts and Grants-AP
 - If reallocating grant expense between state and local
 - If purchasing equipment in last six months of grant
 - Path 5: Dept-Research HEAF-AP
 - If using fund 1043

If you have any questions, please contact Cissy Bean at 713-743-8711.

Travel Paid with State Funds

If you are using state cost centers to pay for hotel, rental car, or airfare, you must use state-contracted travel service vendors, unless you have an approved exception. This rule also applies when you are purchasing tickets from National Travel System (NTS).

You can find state contracted travel service vendors on the Texas Building and Procurement Commission (TBPC) website: <http://www.tbpc.state.tx.us/travel/index.html>

Make sure to (1) ask for the state rate from these vendors and (2) use a travel card issued by AP when booking state contracted airfare (a state travel card is not required for hotel or rental car reservations).

TBPC provides a list of acceptable exceptions on the above website. Click on the hyperlink Exceptions to the Use of Contract Travel Services. For instance, you may purchase a ticket from non-state contracted airlines if the total airfare is lower price than state contracted airfare.

Exceptions involving **hotel or rental cars** are recorded on the Travel Exception Form (Addendum B), which is included with the travel reimbursement backup. Pre-approval is not required.

Exceptions for **airfare** must be pre-approved by Sandra Silva. Send an email to Sandra requesting an exception prior to purchasing non-contract airfare.

State Contracted Airfare

TBPC has announced new state contracts with the following airlines:

- AeroMexico 866-375-9285
- AirTran Airlines 800-247-8726
- American Airlines 800-433-7300
- ATA Airlines 800-435-9282
- Southwest Airlines

AeroMexico/ AirTran Airlines/ American Airlines/ ATA Airlines

The state rate can be reviewed and booked by one of the following methods:

1. Directly contact the airlines (see the above toll-free reservations number).
If you request state contracted airfare, you must use a travel card issued by AP.
2. Call NTS toll-free reservations number 877-717-7768. If you request state contracted airfare, you must use a travel card issued by AP.
3. Visit the NTS website <http://www.nationaltravelsystems.com/state/intro2.htm> and purchase a ticket. State rates are indicated with Texas flag. You must use a travel card issued by AP.

Southwest Airlines

The state rate can be reviewed and booked by one of the following methods:

1. Visit the Southwest website SWABIZ (<http://www.swabiz.com>). Enter "Company ID" 99709540 to review state contracted airfares. You must use a travel card issued by AP.
2. Call NTS toll-free reservations number 877-717-7768 and request state contracted airfares for Southwest. Southwest state contracted airfares are not included in the NTS website. You must give "Company ID" 99709540 to NTS so they can review state contracted airfares for you. You must use a travel card issued by AP.

Note: Southwest non-state rates can be reviewed and booked through any travel agency.

If you have questions about travel on state funds, please contact Sandra Silva at 713-743-5883.

Faculty/Staff Meal Plans Available with Payroll Deduction

UH faculty and staff members can now enjoy the convenience and savings of a dining plan.

WHO CAN BENEFIT FROM A DINING PLAN?

Faculty and staff members who want healthy choices, meals under \$6.00, and like all-you-care-to-eat dining facilities can benefit from a dining plan.

WHAT TYPES OF PLANS ARE AVAILABLE?

Cougar Cash	Block 5	Block 10	Block 15
	(avg. one meal per week)	(avg. two meals per week)	(avg. three meals per week)
\$25.00 minimum/month	\$29.77 per month	\$56.83 per month	\$85.25 per month

Block Plans

UH dining services offers blocks of 5, 10 or 15 dining plans made especially for faculty and staff members. By purchasing a dining block plan you will receive savings over the daily door rate. Traditional block plans are accepted at our RFoC all-you-care-to-eat dining facilities on campus. The daily door rate for these locations are Breakfast \$5.00 + tax, Lunch \$5.50 + tax, and Dinner \$6.00 + tax. With a dining block plan your cost per meal could be as low as \$5.25 + tax per meal. The dining plan balances **will** roll forward each month.

Cougar Cash

Cougar Cash plans may be used at any of our dining locations on campus and are available for as low as \$25.00 a month thru payroll deduction. Any unused Cougar Cash balance rolls forward each month.

WHERE CAN I USE MY COUGAR CASH?

Cougar Cash can be used to treat friends and/or business associates at the RFoC's all-you-care-to-eat dining facilities in Moody Tower and Oberholtzer Hall, University Center and the University Center Satellite Food Courts, Einstein's Bagels at PGH, Starbucks at Bauer, Subway at the Bates Law School, Smoothie King at the Campus Wellness and Recreation Center and all Campus C3 Convenience Stores.

WHERE CAN I USE MY BLOCK PLAN?

RFoC's all-you-care-to-eat dining facilities in Moody Tower and Oberholtzer Hall.

HOW CAN I PAY FOR MY DINING PLAN?

You can now pay for a dining plan through payroll deductions. Payment for dining plans may be made thru post-tax payroll deduction, cash, check or credit card. Complete the attached form at the below link return to Room 325 in McElhinney Hall.

CAN I CHANGE MY MEAL PLAN?

Deductions will occur automatically each month. Changes to the meal plan must occur between the 1st and 3rd of each month and will become active the following month. If changes are made after the 3rd please visit the Cougar One office and pay the difference directly at the Cougar One office in room 279 at the University Center.

Applications are available at <http://www.uh.edu/busservices/files/mealplan.doc>.

UHS Finance System Training for New Employees



All new hires that need UHS Finance System training must attend the Basic UH Financial Processes and Transactions class to obtain access to the system. The class is held every Tuesday from 9:00 to 11:30 in the Customer Service Center Training Room 325A. All access forms should be faxed to the Customer Service Center attention Cynthia Gibbs at 3-5596.

“Tricks of the Trade” PAR Training



The Customer Service Center provides PAR Training called “Tricks of the Trade,” to all interested employees that deal with PAR processing. You can register for this class online on the HRMS/Payroll training schedule. If you have any questions, please contact Cynthia Gibbs at 3-6885.

Leave Accrual Reconciliation Training



Leave Accrual Reconciliation training is posted on the Finance website. You can register for this class online. For further information, contact Bobbie Odom-Velasco at 3-8755.

Who's Who In Finance



- Who:** **Jean Valyan**
Financial Coordinator 1
- Years of UH Service:** 37 Years
- Department:** Office of Administration & Finance Business Services
- How to Contact Me:** 713-743-1113 or email: jvalyan@uh.edu
- Where to Find Me:** McElhinney Hall—Room 317
- When to Call Me:** UH Foundation requests, UH Staff Council
- What I Like Best About My Job:** The constant interaction with the UH campus community.

HUB VENDOR OF THE MONTH



WHO:

Next Level Movers LLC
12455 Westpark Drive, Suite G-4
Houston, TX 77082
President: Kymberlie Smith
Vice President: Harold Smith
Independent locally owned company

WHAT:

A Moving Company specializing in commercial, hospital and residential moves.
Clients: University of Texas Medical Center, Bank of America, Connelly-Baker, etc.

HOW:

Office phone: 281-597-0585
Fax: 281-776-9149:
Email: info@nextlevelmovers.com
Contact Harold Smith at 281-787-0074 for additional information.

ONE THING ABOUT OUR COMPANY THAT WE WOULD LIKE UH TO KNOW:

Customer care and satisfaction is our primary goal. We make it our top priority to deliver efficient worry-free moving at a very affordable price.

INTERESTING FACT ABOUT THE COMPANY:

We are family owned and our team of qualified and trained employees has had no insurance claims because we treat your property as if it were ours.

For further information on this or other HUB vendors contact the University HUB Operations Department.
Sandra G. Webb (713) 743-5662

Email: sgwebb@central.uh.edu



Please be sure to check out Vendors Special Offers by visiting the HUB Home Page at: <http://www.uh.edu/hub> and selecting the [Vendor Special Offers](#) link.

JUNE 2006

TRAINING CALENDER

SUN	MON	TUE	WED	THU	FRI	SAT
				1 10:00 HR View	2 10:00 PAR Training	3
4	5 9:00 Payroll/ Finance Reconciliation 3:00 E- Inventory	6 9:00 Basic Finance 1:30 Procurement Card	7 10:00 HR View	8 9:00 Query Basic	9	10
11	12 9:00 Spon- sored Projects Inventory	13 9:00 Basic Finance 2:00 Leave Reconciliation	14 9:00 Journal Entry 10:00 HR View 2:30 Vouchers	15 9:30 Travel Forms & Rules 10:00 PAR Training	16	17
18	19 9:00 Payroll Finance Reconciliation	20 9:00 Basic Finance	21 10:00 HR View	22 9:00 Query Basic	23	24
25	26	27 9:00 Basic Finance 2:00 Leave Reconciliation	28 10:00 HR View	29 10:00 PAR Training	30	