



FINANCE/PAYROLL NOTES & NEWS



MARCH 2006

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GL Journal Workflow Training Schedule

The University of Houston will implement GL journal workflow and document imaging on April 3, 2006. Instead of signing and routing journals with backup documents by interoffice mail, journals will be approved by the department online in the Finance System and routed electronically to General Accounting for final approval. In addition, backup documents will be uploaded by the department to the Finance System, instead of physically attached to the journal. Therefore, beginning April 3, neither paper journals nor paper backup documents will be routed to General Accounting.

The following training is scheduled for UH employees involved in creating or approving journals:

GL Journal Workflow Overview – Auditorium Training

- Recommended for employees who create or approve GL journals. Intended to provide an overview of GL journal workflow and answer any questions.
- Kiva Auditorium in Farish Hall on March 9 from 3:00 PM to 5:00 PM.
- Sign up at <http://www.uh.edu/hrms/signupFinancial.htm>

GL Journal Workflow – Online Training

- Required for employees who create or approve GL journals.
- Beginning March 10, sign up at <http://www.uh.edu/hrms/signupFinancial.htm>
- Training may be completed anytime from any computer with internet access, and employees may take the training as many times as they wish.

GL Journal Workflow – Classroom Training for Department Approvers

- Optional training intended for GL journal department approvers who want classroom training to reinforce the concepts learned in GL Journal Workflow – Online Training. The classroom training covers the exact same information as the online training, and may not be needed for most people. This training is not intended for journal creators, since the steps for creating a journal in workflow are no different from creating a journal without workflow.
- Prerequisite: GL Journal Workflow – Online Training
- Beginning March 10, GL journal department approvers can sign up at <http://www.uh.edu/hrms/signupFinancial.htm>
- Training will begin the week of March 20, 2006. Classes will be held in room 224, University Business Park, Building 2. Dates and times will be listed on the training calendar: <http://www.uh.edu/hrms/FinanceTraining.htm>

Please call Gretta McClain at x38729 if you have any questions about the training.

GL Journal Processing Deadlines for March

In order to make a smooth transition into GL journal workflow, all GL journals for the month of March will be processed the current way (i.e., without workflow). All GL journals created for April and beyond will be processed using workflow. In addition, once workflow for GL journals is moved to the UHS Finance System at the beginning of April, UH departments must use workflow and document imaging to process their journals (the system will not allow journals to be processed the old way).

GL journals created with a March journal date must be submitted as follows:

- **Cash deposit journals** must be submitted to Student Financial Services by 5 PM on March 30
- **Non-cash journals** must be submitted to General Accounting by 5 PM on March 30

Cash collected on Friday, March 31 (or too late on March 30 to make a deposit by 5 PM) must be secured in the department's locked safe, desk, or file cabinet until Monday, April 3 when a GL journal can be created using workflow. The department would create the journal on April 3, submit it through workflow to Student Financial Services, and make arrangements for the cash to be transported to Student Financial Services on April 3 as well.

Please call Gretta McClain at x38729 if you have any questions about the deadlines.

2006 VITA Program Update

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 Houston 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

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

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

Accounts Payable Direct Deposit FAQs

Q: Who is eligible to receive Accounts Payable payments by direct deposit?

A: Any company or individual who receives a voucher payment or reimbursement from the University of Houston, UH Downtown, or UH Victoria. UH Clear Lake and UH System Administration will offer AP direct deposit in the near future.

Q: What types of payments are NOT eligible for direct deposit through Accounts Payable?

A: Payroll payments (employees sign up for payroll direct deposit through PASS <https://my.uh.edu/pass>) and student refunds for tuition and fees (deposited to student's account based on feed from student system). All payments made through Accounts Payable are eligible for AP direct deposit.

Q: Is direct deposit required?

A: No, but it is highly encouraged. Advantages of direct deposit over paper checks include:

- No time or effort required to make the deposit
- Deposited to your bank account faster
- No lost or stolen checks

Q: Will I receive a notice from the university when a direct deposit is made to my bank account?

A: No, but when a direct deposit does appear in your account, you can use the Vendor Payment Inquiry link at <http://www.uh.edu/vendor/> to get more information about the payment, if needed.

Q: Is it necessary for a bank to complete the Financial Institution section on the Direct Deposit Authorization Form?

A: No, the vendor or employee can complete this section themselves, if they like.

Q: The Direct Deposit Authorization Form at <http://www.uh.edu/vendor/> states that part or all of a direct deposit may be reversed if the direct deposit was made in error. How will the university handle direct deposits made in error?

A: The university will not reverse an AP direct deposit made in error without first contacting the payee to verify this will not cause a problem. In most cases, Accounts Payable will find some other way of resolving the overpayment, such as obtaining a refund check from the payee or creating a credit voucher that will reduce a future payment to the payee.

Q: The Direct Deposit Authorization Form includes my bank account information. How is this information secured?

A: The form should be faxed directly to the Vendor Maintenance Group at 713-743-0521. Vendor Maintenance enters the direct deposit information into vendor pages within the UHS Finance System, which only a few people in Finance have access to view. Once the information is entered, the Direct Deposit Authorization Form is stored electronically in a secure location and any paper forms are shredded.

This information is also posted on the Vendor Home Page at <http://www.uh.edu/vendor/>

Finance Website Updated

The Finance website <http://www.uh.edu/finance/> has received several updates. A snapshot of the new home page appears below.

UNIVERSITY OF HOUSTON SYSTEM UHS Home | UHS Search

DIVISION OF ADMINISTRATION & FINANCE

OFFICE OF FINANCE



[Finance Notes & News](#)
[Financial System Log On](#)

<ul style="list-style-type: none"> □ Survival Guide <i>Desk manual for business staff</i> 	<ul style="list-style-type: none"> □ Training <i>Training materials and schedules</i>
<ul style="list-style-type: none"> □ Forms <i>Finance related forms</i> 	<ul style="list-style-type: none"> □ References <i>Finance related references</i>
<ul style="list-style-type: none"> □ Reports <i>State and various financial reports</i> 	<ul style="list-style-type: none"> □ Calendars & Schedules <i>Finance related calendars and schedules</i>
<ul style="list-style-type: none"> □ Finance Departments <i>Provides links to the finance departments</i> 	<ul style="list-style-type: none"> □ Vendor Home Page <i>Vendor payment information and forms</i>
<ul style="list-style-type: none"> □ Tax Information <i>Tax related documents</i> 	<ul style="list-style-type: none"> □ Fraud & Institutional Compliance <i>How to report suspected fraud and non-compliance</i>

Changes include:

- Home Page
 - ◆ Added Vendor Home Page
 - ◆ Added Fraud and Institutional Compliance FAQs
 - ◆ Moved Contacts and Glossary to the References page
- Training, References, and Forms Pages
 - ◆ Reorganized documents to make them easier to find
 - ◆ Updated or eliminated old documents

If you have suggestions or comments about the Finance website, please contact Mike Glisson at 713-743-8706 or mtglisson@central.uh.edu.

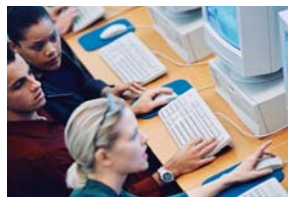
First Annual Games for Scholars Event

The Business Services Department is challenging UH faculty, staff and students to a test of wits, athletic skill and fund-raising during the first annual Games for Scholars event, which is scheduled for Friday, April 21st from 2 p.m. to 6 p.m. in the Games Room of the University Center. Student-only games will be 2-4 p.m. and faculty/staff games are 4-6 p.m.. There will be awards, prizes, goody bags and T-shirts for participants. Also, the entire UC Games Room (including billiards and table tennis) will be open to event participants only.

To participate, please stop by Business Services in Room 325 McElhinney or call Amelia Villalon at 3-5589 or Raysa Caba at 3-8761 to obtain a pledge form. Participants are required to turn in \$20 to participate. Donations will be combined with other funds received from contracted vendors and compiled to endow a scholarship for UH students. Pledge forms must be submitted by April 15th. Upon submission of pledge form and donations, participants will receive an event T-shirt.

Sponsors for the event include: The University Copy Center, Canteen, Coca-Cola, the UH Bookstore and the University Center and Associated Facilities

Leave Accrual Training



Training classes will be offered beginning in March for Leave Accruals. The class will be held in The Customer Service Center Training Room 325A. Registration for this class will be posted on the Finance website.

For further information, contact the Administration and Finance Customer Service Center at 3-3988.

ARAMARK Requires P-Card for UH Catering Services

Effective immediately, UH departments must use their P-card to pay UH Catering Services/ARAMARK for catering orders of \$5,000 or less. If you do not have a P-card or have catering orders greater than \$5,000, you may use a voucher to pay UH Catering Services/ARAMARK (vendor 0000061975, address 003) and please pay these bills within 30 days of receipt of your invoice.

If you have any questions, please call Emily Messa at 713-743-8184.

UHS Finance System Training for New Employees



All new hires that need 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 is now providing PAR Training called “Tricks of the Trade”, to all interested employees who 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: Roel Lopez
- How Long I've Been at UH: 3 1/2 years
- What Department I Work In: Administration & Finance Customer Service Center
- How to Contact Me: (713) 743-4382 or email: rslopez@central.uh.edu
- Where to Find Me: 325 McElhinney Hall
- When to Call Me: Registrations for classes thru HRMS website and online classes, create and reset PASS accounts and Query Basic PS8 training.
- What I Like Best About My Job: Interaction with people.

HUB VENDOR OF THE MONTH

WHO:

MCA Communications, Inc.
 President and CEO: Richard Cortez
 Established in 1983



WHAT:

MCA Communications, Inc. is a full service telecommunications service provider with over 150 employees that specialize in advanced solutions for voice, data, audio/visual, sound and electronic security.

A few of our clients: Boeing, NASA, Chevron Texaco, Exxon Mobil, Baylor Medical, Memorial Hermann Healthcare Systems, Kelsey Seybold, Baylor College, Houston Community College, University of Texas, Sam Houston State University, Lamar University

HOW:

Contact: Richard Cortez; rcortez@mcacom.com; 832-295-5101

Contact: Sherri Weksler; sherri@mcacom.com; 832-295-5130

Online Request Service Form: www.mcacom.com

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

Our services exceed our customer's expectation in providing a comprehensive array of innovative solutions that are bound by a commitment to integrity, honesty, quality and safety. Providing continuing education in leading-edge technologies to our customers and employees is a priority at MCA Communications, Inc. as well as being a strong advocate to giving back to our community through annual events such as MCA Charity Golf Tournament benefiting MD Anderson Children's Art Project, MS 150 Bike Tours benefiting multiple sclerosis, Susan B. Komen Breast Walk and others. To partner with MCA on one of our community events, contact: Sally Martin at smartin@mcacom.com or call 832-295-5121

INTERESTING FACT ABOUT THE COMPANY:

MCA Communications, Inc. Raising the Standards for Excellence in Low-Voltage Cabling

MCA is providing BiCSi training and certification classes to our employees. BiCSi stands for the Building Industry Consulting Services Internationals, Inc. and it is the world leader in industry standards-based education and certification programs for cabling contractors, system integrators and telecommunications consultants. Currently, MCA has on staff, certified RCDD's (Registered Communication Distribution Designers) and TPM's (Telecommunications Project Managers) The new training classes will provide our employees with registrations from BiCSi as ITS (Information Transport System) Installers. The certifications from BiCSi for RCDD's, TPM's and ITS installers provide numerous advantages such as having certified quality installations from a standards based perspective resulting in reduced installation errors and a team of designers/installers that are dedicated to the knowledge and continued education of telecommunications standards and codes. This education excels beyond the basic installation methods for telecommunications; it also encompasses skills in organization, planning, technical procedures, defining skill-sets, proper safety procedures and on-going education in emerging technologies.

For further information on this or other HUB vendors, contact the University HUB Operations Department:
 Sandra G. Webb – (713)743-5662 e-mail: sgwebb@central.uh.edu

MARCH 2006

SUN	MON	TUE	WED	THU	FRI	SAT
			1 8:30 HR View 11:30 PS Asset Mgmt View & Loc Change 1:00 Budget Journal	2 9:00 Query Basic PS8	3 10:00 PAR Training	4
5	6 9:00 Payroll/ Finance Reconciliation	7 9:00 Requisition 1:30 Procurement Card Cardholder	8 8:30 HR View PS 8 9:00 Journal Entry	9 10:00 PAR Training	10	11
12	13 10:00 Sponsored Projects	14	15 8:30 HR View PS8 2:30 Vouchers	16 9:00 Query Basic PS8	17 Spring Break Holiday 	18
19	20 9:00 Payroll/ Finance Reconciliation	21 1:30 Procurement Card -Manager	22 8:30 HR View PS8	23 10:00 PAR Training	24	25
26	27 10:00 Sponsored Projects	28	29 8:30 HR View PS8	30 10:00 PAR Training	31	