

**SPECIAL
POINTS OF
INTEREST:**

- New process for placing orders with Today's Business Solutions.
- Recommended setup for computers running Internet Explorer 7.0.

**INSIDE THIS
ISSUE:**

Today's Business Solutions	2
Consulting & Related Party	2
Fraud FAQs	3
Catering Invoice Cleanup	3
Reporting Extramural Gifts	4
Fabrication & "Add Cost"	4
Foreign Travel Approval	5
HUB Vendor of the Month	6
Who's Who in Finance	7
Department of Business Services	7
Internet Explorer 7.0	8
Training Calendar	9

Finance/Payroll

Notes & News



NOVEMBER 2006

New Workflow Queries

The following queries appear in Finance when you search using "UHS_WF" (highlighted queries are new):

Select	Query Name	Descr
<input type="checkbox"/>	UHS_WF_AP	AP voucher approval history
<input type="checkbox"/>	UHS_WF_AP_DENY_WITH_COMMENT	AP vouchers-Deny with comment
<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_BUD	Budget journal appr history
<input type="checkbox"/>	UHS_WF_BUD_DENY_WITH_COMMENT	Budget jrnal-Deny with comment
<input type="checkbox"/>	UHS_WF_BUD_NOT_POST	Bdgt jrnl's not posted app hist
<input type="checkbox"/>	UHS_WF_GL	GL journal approval history
<input type="checkbox"/>	UHS_WF_GL_DENY_WITH_COMMENT	GL journal - deny with comment
<input type="checkbox"/>	UHS_WF_GL_NOT_POSTED	GL journals not posted
<input type="checkbox"/>	UHS_WF_REQ	Requisition Approval History
<input type="checkbox"/>	UHS_WF_REQ_DENY_WITH_COMMENT	Requisition-Deny with Comment
<input type="checkbox"/>	UHS_WF_REQ_NOT_APPROVED	Requisition not Approved
<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_DENY_WITH_COMMENT	SC vouchers-Deny with comment
<input type="checkbox"/>	UHS_WF_SC_NOT_POSTED	SC vouchers not posted

The "Deny" queries indicate which transactions were "denied" (returned to the initiator for correction) by one or more approvers. The query results include the approval history of and comments related to the denied transaction.

These "Deny" queries can be used to identify frequent reasons for denied transactions and which employees may need additional training or instruction. Of course, the information provided by the query is only as good as the comments entered for denied transactions. Therefore, individuals who deny transactions are encouraged to enter a brief reason for the denied transaction in the Comments section on the Approval page.

The "BUD" queries show the same type of information as the other workflow queries for vouchers, GL journals, requisitions, and SC vouchers.

If you have any questions, please call Mike Glisson at x38706.



Office Supply Vendor

“Beginning
November 15,
2006, all orders
placed with
Today’s Business
Solutions by UH
departments must
be placed using a
P-Card...”

Annual
Certification of
Compliance and
Reporting of
Outside
Consulting/
Employment



Today’s Business Solutions

Who is Today’s Business Solutions (TBS)?

TBS is a locally owned and operated office supply vendor and a state-certified historically underutilized business (HUB). In FY06, UH purchased more office supplies from TBS than from any other vendor. TBS sells office supplies, office equipment, technology products, furniture, bottled water, coffee supplies, and promotional items at discount prices. Orders placed by 4:00 PM online are delivered the next business day. Orders can be placed by phone up to 5:00 PM for next day delivery.

New Procedure Starting November 15

Beginning November 15, 2006, all orders placed with Today’s Business Solutions by UH departments must be placed using a P-Card, which is more efficient than processing a voucher payment. For the few departments that do not have a P-Card, they must provide the speedtype number of the cost center they intend to pay from at the time they place their order.

Training on November 20

TBS will provide training on November 20 from 3 PM to 4 PM in the Kiva Auditorium of Farish Hall on the UH campus. The training will focus on how to order items online using your P-Card. Please register for the training at:

<http://www.uh.edu/hrms/signupFinancial.htm>

State vs. Local P-Cards

Office supplies, printers, and furniture may be purchased with state or local P-Cards. However, bottled water, coffee supplies, and promotional items must be purchased with local P-Cards only. Therefore, if you order office supplies with a state P-Card and you need to order bottled water, coffee supplies, or promotional items as well, put the bottled water, coffee supplies, or promotional items on a separate order and use your local P-Card.

Questions about Ordering from TBS

For username and password information or to inquire about how to order, please call Robert, Susie, or Priscilla at TBS at 713-861-8508 or call TBS Customer Service at 888-373-2730.

Consulting and Related Party Disclosure

During the week of November 6th, Business Services will be distributing reports from the Consulting and Related Party Disclosure reporting process. The responses will come in an Excel worksheet and will be sorted by college and division. Included in the spreadsheet will be a list of the folks that have completed the online form and their reporting information.

What do you need to do with this information?

1. Remind faculty and staff to complete the forms, if they have not done so.
2. Ensure that the information reported matches your records.
3. Return any updates to the spreadsheet to Roel Lopez by Tuesday, November 21, 2006.

Please feel free to call the Customer Service Center 3-3988 if you have any questions.

Fraud FAQs

What is fraud?

When an employee deliberately misuses his or her job or employer's resources to benefit him or herself.

What are some examples of fraud?

- Stealing cash or checks
- Falsifying timesheets or workers comp claims
- Falsifying expense reimbursements
- Personal use of university credit cards or long distance codes
- Stealing property or supplies
- Personal use of university assets (occasional local phone calls are okay)
- Outside employment that conflicts with university employment
- Awarding contracts to friends or relatives
- Scholarships/grants awarded based on relationships (personal/financial) vs. merit
- Seeking or accepting gifts or favors from vendors or contractors in exchange for placing orders or awarding contracts
- Purposefully falsifying financial statements

What are the consequences of fraud?

Fraud is normally considered to be a criminal act, and employees who commit fraud may be terminated, fined, and/or imprisoned depending on the severity of the fraudulent act. For additional information, see System Administrative Memorandum 01.C.04, Reporting/Investigating Fraudulent Acts, at <http://www.uh.edu/sam/>.

How can I report suspected fraud?

Report suspected fraud in one of the following ways:

1. Notify your supervisor, who will notify one of the three below
2. Notify the Director of Internal Audit (Don Guyton)
713-743-8000
3. Notify the State Auditor's Office
www.sao.state.tx.us or 1-800-892-3848
Reporters can remain anonymous
4. Use the Fraud Hotline
www.mysafecampus.com or 1-800-716-9007
Reporters can remain anonymous

Additional information about reporting fraud is available at <http://www.uh.edu/finance/> Click on "Fraud and Institutional Compliance."

If you have any questions, please call Mike Glisson at x38706.

"Fraud is normally considered to be a criminal act..."

Catering Invoice Cleanup

Some of the business departments on campus have been contacted by Business Services staff in an effort to clean up past-due catering invoices. It is the recommendation of UH Catering that we pay these and future catering invoices with a P-Card, if the department has a P-Card. If you do not have a P-Card, you may pay with Voucher, as long as the department pays in a timely manner. If you have any questions about these invoices or the process, please call Customer Service at 3-3988.



**Past Due
Catering Invoices**



Extramural Non-Gift Transactions

“...a contribution of money, property or service valued at \$5,000 or more that would not be reported as regular support...”

Fabricating Equipment



Reporting Extramural Gifts

What is an Extramural Non-Gift Transaction?

An extramural gift transaction is a contribution of money, property or service valued at \$5,000 or more that would not be reported as regular support because it does not meet national reporting standards established by the Council for the Advancement and Support of Education (CASE).

Why report Extramural Transactions?

Although these transactions do not typically qualify for a tax deduction and may or may not be received by UHS, extramural transactions are an important source of support to UHS which we wish to record and acknowledge.

What are some examples of Extramural Non-gift Transactions?

- Alumni Membership Dues
- Corporate Membership Dues
- Donated Services
- Volunteer Services
- Funds from Government Agencies
- Direct Non Competitive Scholarships (The funder selects the student.)

Whose responsibility will it be to capture these kinds of transactions?

Business administrators and development officers.

What form should be used to record Extramural Non-Gift Transactions?

The Extramural Gift Transaction Form, which is located at: http://www.uasys.e.uh.edu/prodserv/extramural_gift_transmittal.doc. Instructions for filling out this form are on the second page.

Forms are also available on the Survival Guide (www.uh.edu/af/survival/) and on the Finance Forms page (<http://www.uh.edu/finance/pages/forms.htm>).

What do we do with this form?

Submit form and back up materials via fax or to mail code DAR 5035.

Or, scan documents and attach to an email. Send to smhaynes@central.uh.edu

For assistance, contact Donor and Alumni Records.

Phone (713) 743-8852

Fax (713) 743-8917

Fabrication and “Add Cost” Transactions

Prior to beginning the fabrication of equipment whose total value is estimated to be \$5,000 or greater, department property custodians should submit a Form PRP-5 to Property Management.

Property Management will then assign a University of Houston inventory tag number to the fabrication. All purchases towards the fabrication must use the account code 58605 in the transaction lines, as well as reference the assigned tag number. When the fabrication reaches a state of completion that would allow Property Management to affix the inventory tag to the equipment, the property custodian should notify Property Management to issue the tag.

To add value to equipment that is not defined as “fabricated” (i.e. computer servers), payment documents must include the words “Add Cost to:” and the UH tag number of the original item. Departments must also use the account code of the original purchase in order to notify Property Management of the transaction. To view a list of Controlled and Capitalized Account codes which notify Property Management of equipment that needs to be tagged go to http://www.uh.edu/finance/Departments/Property%20Management/Commonly_Used_PS_Accounts.xls.

Should you have any questions, please contact Langston Royster at 3.8760.

Foreign Travel Approval Reminder



Foreign Travel on State Funds Must Be Pre- Approved

MAPP 4.02.01A (Travel Paid from State-Appropriated Funds) requires travel to countries outside the United States, Canada, and Mexico that will be paid in whole or in part with state funds to be approved by the appropriate Vice President and President, or designee, before the trip begins.

The requirement for President's approval comes from Texas Government Code 660.024, which is copied below and only applies to state funds:

§ 660.024. ADVANCE APPROVAL FOR CERTAIN INTERNATIONAL TRAVEL.

- (a) The chief administrator of a state agency must give advance written approval for any travel related to official state business for which a reimbursement for travel expenses is claimed or for which an advance for travel expenses to be incurred is sought. A copy of the written approval shall be submitted with the travel voucher to the comptroller in accordance with Section 660.027.
- (b) Subsection (a) applies to a travel expense only if it is incurred while traveling to, in, or from a destination that is not in:
 - (1) the United States;
 - (2) a possession of the United States;
 - (3) Mexico; or
 - (4) Canada.
- (c) The chief administrator of a state agency may designate an employee of the agency to provide the approval required by this section.

“The chief administrator of a state agency must give advance written approval...”

According to Article IX, Section 5.03(a) of the General Appropriations Act, if a State Auditor discovers that we have paid for foreign travel with state funds that was not pre-approved by the President or designee, the Comptroller's Office will reduce our state appropriations by the total amount expended for that trip.

The bottom line is foreign travel cannot be charged to state funds unless the Travel Request is approved by the appropriate Vice President and President, or designee, before the trip begins. Retroactive approval is not acceptable for foreign travel paid on state funds.

Summary of Approval Requirements for Foreign Travel

Local Funds: Supervisor
Certifying Signatory
Provost or designee (Academic Affairs Division only)

State Funds: Supervisor
Certifying Signatory
Appropriate VP or designee (all divisions)
President or designee (all divisions)

The preferred method of approval is by email. The Travel Request should be attached. The word "APPROVED" must be clearly stated in the body of the e-mail. Otherwise, the Travel Request must be signed.

If you have any questions, please call Mike Glisson at x38706.

HUB Vendor of the Month



Regional Director:
Mr. Curtis King

“Curtis King is your direct contact—call his cell phone at (817) 891-9664.”

Vendor
Special
Offers



Who: Metro Golf Cars, Inc.
President and CEO: Beverly Werner
Regional Director: Curtis King

What: We Sell, distribute and lease “golf cars,” material handling burden carriers, and personnel vehicles. Our clients include The University of Houston, Texas Southern University, Cy-Fair ISD, Texas City ISD, Shell Oil, and Chevron-Phillips.

How to Contact:
Call Curtis King: at 817-891-9664.
Email Curtis at curtis@metrogolfcars.com.
Or visit our websites at www.metrogolfcars.com and www.curtiswking.com.

One Thing About Our Company We Would Like UH to Know:
Our Mom, sister and four brothers all work together
...and we get along like bread and butter.

Interesting Fact About the Company:
Established in 1974, Metro Golf Cars, Inc. has become the Southwest’s largest company in the industry. While our corporate office is located in Fort Worth, we serve Dallas, Houston, Corpus Christi, Austin, San Antonio, Tyler, El Paso, Amarillo and all points in between. Curtis King is your direct contact – call his cell phone at 817-891-9664.

You can go to our website, www.curtiswking.com to view vehicles which best apply to a campus setting. For customized vehicles, go to www.metrogolfcars.com.

You’ll be glad you did business with Metro. You have our word on it!!

For further information on this or other HUB vendors contact the University of Houston HUB Operations Department.

Sandra G. Webb - (713) 743-5662
E-mail: sgwebb@central.uh.edu

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

Who's Who in Finance

Who:	Esmeralda Valdez Director, Business Services
Years of UH Service:	14 years
Department:	Business Services Associate VC/VP, Finance
How to Contact Me:	713.743.8751 or via email evaldez@uh.edu
Where to Find Me:	325 McElhinney Hall, Room 313B
When to Call Me:	Please call me if you have questions/concerns regarding any operation within the Business Services Department, which include auxiliary services (UH Dining Services, UH Book store, Vending, UC Copy Center, and UH Parking Garage Retail Operations).
What I Like Best About My Job:	I enjoy best the constant interaction with the UH community. This involves establishing successful partnerships and working relationships with university departments, individuals, and contractors to improve services for faculty, staff and students.



Esmeralda Valdez
"Esme"

"I enjoy best the constant interaction with the UH community."

Department of Business Services

The Department of Business Services at the University of Houston encompasses a number of strategic departments that are united in support of the mission of the University and that of the Division of Finance whose ultimate reporting chain is the Vice Chancellor/Vice President for Administration and Finance.

Through exclusive contract partnerships with Corporations, Business Services strives to ensure that the community receives products that are of the highest standards, and that are provided with service excellence as the ultimate goal. Business Services and its corporate partners use innovative marketing tools and constant interaction to seek feedback from the UH community to better serve its needs. As a result services are available in almost all buildings or facilities on the campus, and a change of venue is always within a short walking distance from any focal point on campus.

Corporate partnerships enhance the quality of life at University of Houston in the following areas:

- University of Houston Bookstores
- UH Dining Services
- UC Copy Centers
- UH Vending Services Corporate Partnerships
- UH Parking Garage Retail Vendors

If you foresee a need for any of these essential services in your division, college, department or building that are not currently being provided, please email us at bussvcs@uh.edu, and we will be happy to review your request with you.



Corporate Partnerships such as that with the University Bookstore enhance the quality of life at UH.

UNIVERSITY of HOUSTON
DIVISION OF ADMINISTRATION & FINANCE
CustomerServiceCenter

325 McElhinney Hall
Houston, TX 77204-5011
Phone: 713.743.3988
Fax: 713.743.5596
E-mail: CSC@uh.edu

The Customer Service Center is here to provide on-going support for your daily business needs. You can now call us with questions regarding on-campus catering, faculty & staff meal plans, restaurant locations, hours, & menus as well as many other services. Please call us at 3.3988.

When you don't know who to call... Call Us!

Finance on the Web
www.uh.edu/finance

Internet Explorer 7.0 and The Finance System

**Recommended
Setup Changes**



Finance has tested IE 7.0 for compatibility with the Finance System and created a list of recommended setup changes, which will allow users to download reports and queries to Excel. The recommended setup changes are located on the Finance References page:

<http://www.uh.edu/finance/pages/References.htm>.

Please note that these setup instructions do not address incompatibility issues with the HR System or other applications, which are being tested separately. We will announce any additional recommended setup changes for the Finance System through the Finance listserv as they become known.

For additional information about IE 7.0, visit <http://www.uh.edu/infotech/ie7> for the latest on IT recommendations, test results, and software incompatibility issues.

If you have any questions, please consult your local desktop support person or the IT Support Center at x31411 or support@uh.edu.

NOVEMBER 2006

Sun Mon Tue Wed Thu Fri Sat

1 **2** **3** **4**
 9:00 HR View
 10:30 PAR
 Training
 Monthly Pay Day

5 **6** **7** **8** **9** **10** **11**
 9:00 Payroll/
 Finance
 Reconciliation
 3:00 Property
 Management
 Custodian
 9:00 Basic
 Finance
 9:00 HR View
 9:00 Journal
 Entry
 9:00 HR Query
 Basic
 Bi-Weekly Pay
 Day

12 **13** **14** **15** **16** **17** **18**
 9:00 Sponsored
 Projects
 Inventory
 9:00 Basic
 Finance
 2:00 Leave
 Reconciliation
 Training
 9:00 HR View
 10:30 PAR
 Training
 2:00 Voucher
 Creation

19 **20** **21** **22** **23** **24** **25**
 9:00 Payroll/
 Finance
 Reconciliation
 9:00 Basic
 Finance
 9:00 HR View
 Bi-Weekly Pay
 Day
Happy Thanksgiving Holiday!



26 **27** **28** **29** **30** **31**
 9:00 Basic
 Finance
 2:00 Leave
 Reconciliation
 Training
 9:00 HR View
 10:30 PAR
 Training