

University
of Houston
October
2003

Finance Notes & News

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P-Card Update

The State of Texas has awarded a new procurement card (p-card) contract to Bank One. The Purchasing Department is in the process of replacing users of the former p-card with new cards.

Purchasing is also in the process of writing procedures, policies, user guides, etc for the new card. We anticipate a November release of the new Bank One card to new users.

If you have any questions please call Sharon Davis in Purchasing at 3-5660.

Goodbye Bank of America; Hello Bank One

Bank One replaced Bank of America as the state-contracted provider of corporate travel and procurement cards. Accounts Payable distributed Bank One corporate travel cards to existing Bank of America cardholders in September through the College and Division Administrators. Bank of America cards will automatically become inactive on October 13, 2003. If they have not done so already, cardholders should cut up their Bank of America corporate card and throw it away.

In accordance with the State's contract with Bank One, corporate travel cards are billed directly to the employee cardholder, who must pay the bill in full on a monthly basis and seek reimbursement through their department for travel expenses. The corporate card may only be used for University-related travel expenses. It may not be used to charge personal, non-reimbursable travel expenses, and it may not be used to charge non-travel expenses, even if they are University-related.

Advantages of using the corporate travel card over a personal credit card to purchase airfare include:

- Cardholders can use their corporate credit card to purchase state-contracted airfare directly from the airline or from any travel agency, whereas they cannot purchase state-contracted airfare with their personal credit card. The only other way to purchase state-contracted airfare is by direct-billing the airfare to the department through the University travel agency, National Travel Systems (NTS).
- Cardholders automatically obtain \$500,000 in additional insurance coverage when purchasing airfare with the corporate card.
- It may help cardholders keep University travel expenses separate from personal expenses.

If you have any questions about the corporate travel card, please call Priya Chityala in Accounts Payable at 713-743-8707.

New Out-of-State Per Diem Rates

Effective October 1, 2003, the Texas Comptroller's Office updated its out-of-state per diem rates for meals and lodging to match the federal per diem rates. The new rates are located on the Comptroller's web site: <http://www.window.state.tx.us/comptrol/san/travel/travel.html>

The per diem rates for overnight travel within Texas did not change: \$30 meals and \$80 lodging. Also, the mileage rate remained the same: \$0.35 per mile.

Travel Per Diem FAQs

Q1: What does per diem mean and when does it apply?

A1: Per diem is the maximum daily reimbursement for meals and lodging when using state appropriated funds for overnight travel within the continental United States. When using local funds, you would also use meal per diem when the traveler does not provide meal receipts for all meals reimbursed.

Q2: Are receipts required when per diem is claimed?

A2: Receipts are not required for meal per diem. However, lodging receipts are always required, regardless of fund source or destination.

Q3: Can I use the meal per diem one day and actual meal reimbursement based on receipts the next day for the same trip?

A3: No. All meal reimbursements for the same trip must be reimbursed using per diem without receipts or actual expenses with receipts.

The table below summarizes the use of per diem for state and local funds:

Funds	Non-Overnight	Overnight in Texas	Overnight outside Texas; inside continental US	Overnight outside continental US
State	No reimbursement for meals or lodging.	Meal per diem is \$30 per day. Lodging per diem is \$80 per day.	Out-of-state meal and lodging per diems on Comptroller web site.	Meal and lodging actual expense. Meal receipts not required. Comptroller does recognize per diems outside of continental US.
Local	No reimbursement for meals or lodging.	Meal per diem is \$30 per day or actual expense with receipts. Lodging reimbursed for actual expense.	Out-of-state meal per diem on Comptroller web site or actual expense with receipts. Lodging reimbursed for actual expense.	Meal per diem on US State Dept web site: http://www.state.gov/m/a/als/prdm or actual expense with receipts. Lodging reimbursed for actual expense.

If you have any questions or need additional information, please call Priya Chityala at 3-8707.

UGLS1074 Report Makes Report.Web Obsolete

Over the past two years, the financial reports used by departments for monthly verification of cost center transactions (UGL01048-UGL01051) have been posted to Report.Web. Though departments could print these reports from the financial system at any time, Report.Web provided the following benefits:

- Enabled users without access to the financial system to view reports for their department with a web browser, though someone had to grant security access to those users and the users had to log into the web browser each time they viewed the reports.
- Enabled department users to view multiple cost center reports on their computer monitor, without the time or expense of printing them.

However, the UGLS1074 report, which was introduced last May and is now the recommended report to use for cost center verification, has the following features that make it more efficient to use than Report.Web:

- You can customize and save the cost center parameters on the UGLS1074 report to only run those cost centers you want to see, whereas Report.Web displays reports for every cost center in a department. Therefore, with the UGLS1074 you spend less time looking through unwanted reports.
- You can run any or all sections of the UGLS1074 to Excel or view them on the computer monitor. (See separate articles for instructions.) You can also print any combination of these sections, if needed. Report.Web reports did not run to Excel as easily and a glitch in the software made the font extremely small and difficult to read on printouts.
- You can run the UGLS1074 report at any time throughout the month to check up on your budget, view the status of open commitments, or verify certain transactions have posted, all without printing a report. Report.Web, on the other hand, contains static reports that are run once a month after a financial period is closed.
- Though originally intended to provide reports for non-financial system users, almost everyone with access to Report.Web also has access to the financial system. Thus, maintaining security for Report.Web users who also have access to the financial system is an additional and unnecessary administrative burden.

Therefore, the flexibility of the UGLS1074 report has made Report.Web unnecessary to maintain, and additional reports will not be posted to Report.Web. The last reports posted to Report.Web were for August (period 12) FY03. Access to existing reports on Report.Web will be available to current users through December and then Report.Web will be taken offline.

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



Copier Lease/Rental Renewals for FY04

Have you renewed the lease or rental of your copier (s)? If so, thanks. If not, please send Purchasing a requisition for the new fiscal year so that you aren't risking default on your agreement.

If you have any questions, please contact Don Dufresne at 3-5659.



Late Payment Interest Review

The Prompt Payment Law requires state agencies and universities to pay interest to outside vendors when payments are made late. Payments to students, employees, and other state agencies are exempt from this requirement and should not pay interest if late. When payments are made to eligible vendors, interest is automatically calculated and added to the University's check and charged to the same cost center(s) as the late payments under account 54705.

A payment is considered late if paid more than 30 days after the later of the Invoice Received Date and Goods Received (or Service Completed) Date. For example, assume the following:

- Goods Received Date (date goods are received or service completed): September 2, 2003
- Invoice Received Date (date invoice is first received at University): September 5, 2003
- Net Due Date (calculated as 30 days after later of above dates): October 5, 2003
- Payment Date (date check is issued): October 6, 2003

In the above example, the payment is one day late. If this were a state fund payment, the University would pay interest for one day to the vendor, regardless of amount. If this were a local fund payment, the University would only pay interest if the calculated interest amount exceeded \$5.

Tips for Avoiding Late Payment Interest

1. Maintain a file of unpaid vendor invoices in date order. Work the oldest invoices first. For each invoice, verify that goods were received/services completed to the department's satisfaction and that the invoice is correct. If not, notify the vendor immediately of the problem and ask for a resolution (replace broken items, new invoice, etc.). Document your conversation with the vendor. Refuse interest on the voucher by choosing Disputed Payment as the Payment Reason Code and Not Applicable as the Late Payment Charge.
2. For payments where an invoice is not provided, such as some contract payments, refuse interest on the voucher by choosing No Invoice as the Payment Reason Code and Not Applicable for Late Payment Charge.
3. Enter the correct Invoice Received Date and Goods Received Date on the voucher. For maintenance agreements, leases, subscriptions, memberships, always use the end of the term for the Goods Received Date. Though the Net Due Date (determines interest) will be calculated far into the future, you can change the Schedule Due Date to pay sooner.
4. Do not change the Terms  on the voucher. The terms of payment for an outside vendor are 30 days after the later of Invoice Received or Goods Received Date. By changing the Terms to 00 (due immediately), you are saying that the payment is due immediately and interest is calculated from the date the voucher is created, rather than a future due date. If you need to pay sooner, change the Schedule Due Date instead.

Please direct your questions about late payment interest to Samantha Yurus at 3-8721.

FY04 Telephone, Long Distance, and Postage

Encumbrances for FY04 centrally billed telephone, long distance, and postage charges posted in September.

The encumbrance amount was adjusted for project and grant cost centers with ending dates prior to August 31, 2004. For instance, for projects/grants ending November 30, 2003, only 1/4 (3/12 months) of the calculated amount was encumbered.

Charges for September telephone, long distance, and postage will post in October; charges for October will post in November, etc. As expenses post, an equal amount of encumbrance will automatically be released. However, the amount released will not exceed the amount encumbered.

Computer backup charges, which were previously billed under account 52805, are now billed separately under account 52804.

The table below lists the centrally billed services, account charged, and calculation of encumbrance.

Centrally Billed Service	Account	Calculation of FY04 Encumbrance
Postage	52800	FY03 postage charges
Telephone Equipment	52803	August 2003 telephone charge X 12
Computer Backup (TSM)	52804	Not encumbered
CTS Work Order	52805	Not encumbered
Long Distance	52807	FY03 long distance charges

You can manually adjust postage, telephone, or long distance encumbrances up or down, if needed, by submitting a Journal Entry to General Accounting as follows:

1. Select "Encumbrance" as the Budget Adjustment Type on the Journal Header panel.
2. To increase encumbrance, debit the appropriate expense account (52800, 52803, or 52807) and credit account 20999 (Encumbrance Liability).
3. To decrease encumbrance, debit account 20999 and credit the expense account.

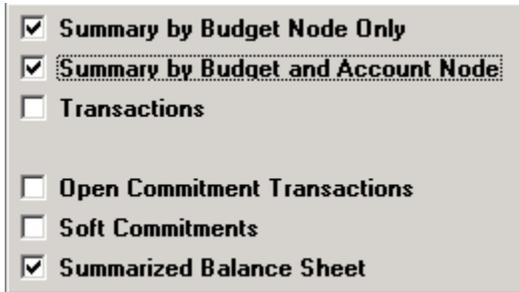
Note: Do not use a Journal Entry to adjust encumbrances for payroll or purchase orders.

If you have questions about encumbrance JEs, call Monica Scott 3-9024 or Al Rajan at 3-4415.

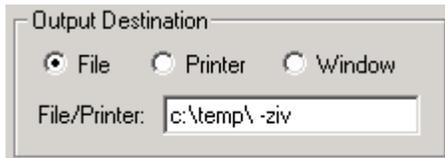
If you need to change the cost center charged for future billing of postage, send an email to Sally Rowland. With the business unit and speedtype of the new cost center. To change a cost center charged for one of the services provided by Computing and Telecommunications Services (CTS), send a Work Order Request to CTS.

How to Run the UGLS1074 Report to the Window

1. Select one or more sections of the UGLS1074 report you wish to view on the computer monitor. You can choose any or all sections.



2. Select File as the Output Destination and enter **c:\temp\ -ziv** in the File/Printer box. Put a space between **c:\temp** and **-ziv**.



3. When the SQR stops running, a report will appear on your computer monitor.
4. Use the icons at the top of the screen to navigate through the report (arrows), search for words or numbers in the report (binoculars), save to a file (folder), etc.



It is not recommended that you print the UGLS1074 report from the window, since the format in the window is not intended for printing. If you need to print a section, you should rerun the report with the necessary section selected and Printer chosen as the Output Destination.

5. Save or close the report before running the UGLS1074 again. Otherwise, you will get an error message.

HUB VENDOR OF THE MONTH

WHO:
CLECO
 Owner: Barbara H. Wilson
 In business since 1989
 Web site: <http://www.cleco.net>



WHAT:
 Sells and distributes Advertising Specialty Products and Promotional, Advertising and Souvenir items ranging in cost from \$.25 to the very impressive. Clients include University of Houston, in particular the College of Optometry and KUHF Radio, UH System Administration, Bowne, RR Donnelley, etc.

HOW:
 Orders may be placed by:
 Phone; 713-641-3528
 Fax; 713-640-9623
 Contact Barbara Wilson at 713-641-3528, for additional information.

ONE THING about their business that they would tell UH is that CLECO builds trusting relationships and considers on time delivery a very high priority.

INTERESTING FACT ABOUT THE COMPANY:
 This is a self-owned proprietorship that is always available to her customers.

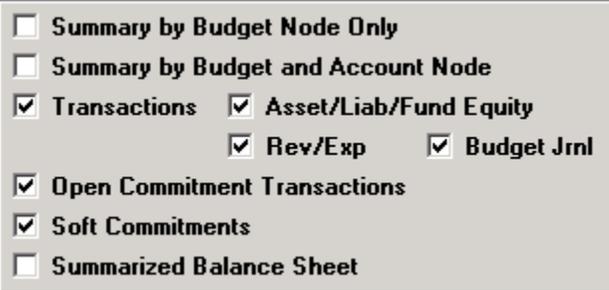
For further information on this or other HUB vendors contact the University HUB Operations Department:

Dick Nill – (713) 743-5670 e-mail: danill@central.uh.edu

Sandra Webb – (713) 743-5662 e-mail:

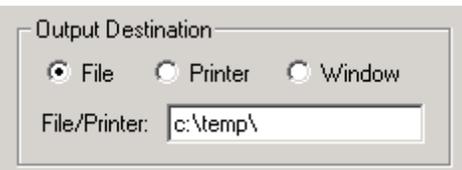
How to Run UGLS1074 Reports to Excel

1. Select those sections you wish to run to Excel. (Currently, only the Transactions section runs to Excel, but by October 13, you can run any or all sections of the report to Excel.)



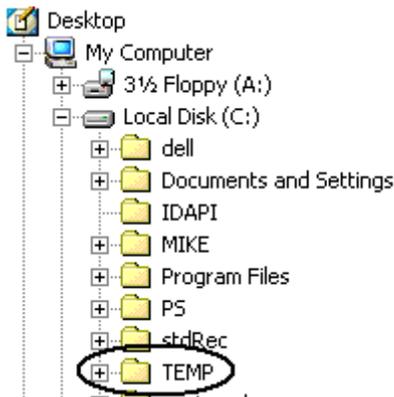
A dialog box with a grey background and a white border. It contains several checkboxes and labels. The first row has an unchecked checkbox for 'Summary by Budget Node Only'. The second row has an unchecked checkbox for 'Summary by Budget and Account Node'. The third row has checked checkboxes for 'Transactions', 'Asset/Liab/Fund Equity', 'Rev/Exp', and 'Budget Jrnl'. The fourth row has a checked checkbox for 'Open Commitment Transactions'. The fifth row has a checked checkbox for 'Soft Commitments'. The sixth row has an unchecked checkbox for 'Summarized Balance Sheet'.

2. Select File as the Output Destination and enter **c:\temp** in the File/Printer box. Of course, you could choose another folder on your computer, if you like.



A dialog box titled 'Output Destination' with a grey background and a white border. It has three radio buttons: 'File' (selected), 'Printer', and 'Window'. Below the radio buttons is a text box labeled 'File/Printer:' containing the text 'c:\temp\'.

3. Right-click on the **Start** button  in the lower left corner and choose **Explore**.
4. Click on the **TEMP** folder under Local Disk (C:).



5. Open the files that begin **UGLS1074** and end in **csv**.
6. Close the UGLS1074 csv file or save as a Microsoft Excel Workbook before you run the report again. Otherwise, you will receive an error message. If you plan to run the report several times, keep the TEMP folder open so you don't have to navigate through the Start button each time to open it.
7. Each time you run the UGLS1074 report, the csv files in the TEMP folder will be replaced with newest report.

Notes from Auxiliary Services

The new Chartwells Catering Guide is here! Auxiliary Services noticed that the campus' needs changed over the last five years and with that idea in mind, Chartwells realized that there was a need for new menus. New menus mean new concepts, and one prime example would be the growing trend to provide gourmet coffee as part of their service. The Food Service Management Team (FSMT), which serves as the advisory committee for food services set as a goal the joint project of bringing the vision of a new guide to UH. Originally a sub-committee was called that consisted of Chartwells representatives, representatives from the University Center and staff from the Auxiliary Services department. The Sub-committee presented the final draft to the FSMT on July 9. Chartwells launched the new guide in time for the new school year on August 25. The new catering guide provides catering procedures for ordering, billing and the different policies that are in place for a catered event, along with new menu items that give people more variety and more options to choose from.

The catering guide made its debut at the Catering Guide Exposition that was held on October 8 in the Houston Room of the UC from 12:00 to 4:30 p.m. Chartwells representatives were on hand to answer any questions we may have, along with providing us samples of their new menu. The new catering guide can be found online at: <http://www.uhdining.com/ChartwellsCatering.ivnu>.

Keep in mind that the "Annual Thanksgiving Feast" a joint venture between Chartwells and the UC will be held on November 20. The Annual Thanksgiving Feast Home on the Range, An Old—fashion Texas Thanksgiving Buffet will be from 11:00 a.m. to 2:00 p.m. in the Houston Room of the UC. Tickets go on sale November 3. Ticket prices are \$14.25 for faculty/staff and \$13.25 for students. Reservations are now being accepted so please call X35280.

October 2003

SUN

MON

TUE

WED

THU

FRI

SAT

1

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11

A/P FAST Start
9 a.m. UBP 2-224

Online Requisition Entry
2 p.m.
UBP 2-224

12

13

14

15

16

17

18

Journal Entry
9 a.m. UBP 2-224

Travel Voucher
Audit 1:30 p.m.
UBP 2-224

Payables/Advanced
Vouchers
9 a.m. UBP 2-224

HR View
1:30 p.m.
UBP 2-224

19

20

21

22

23

24

25

Travel Requests
& Vouchers
1:30 p.m.
UBP 2-224

Advanced HR Payroll/Reallocation
1 p.m.
UBP 2-224

PO Vouchers & Encumbrances
9 a.m. UBP 2-224

GL Orientation
9 a.m. UBP 2-224

26

27

28

29

30

31

Query/Crystal
Basic
9 a.m. UBP 2-224