



# FINANCE NOTES & NEWS

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## New AP Director Joins University

We are pleased to announce that Samantha Yurus joined the University of Houston Accounts Payable Department on August 26 as its Director. Prior to coming to UH, Samantha worked at Florida State University for three years as an Internal Control Examiner and Coordinator of Accounting. Her responsibilities included evaluating and recommending changes to department procedures to increase efficiency and ensure proper internal controls. Prior to her employment at Florida State, she was a Senior Internal Auditor with the District Court of Maryland for five years. Samantha has a CPA license, a BS in Accounting from the University of Maryland, and a BA in Communications from the West Virginia University. You may call her at 713-743-8721 or send an email to shyurus@central.uh.edu.

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## HRMS Announces New Training Coordinator

HRMS would like to introduce and welcome the new PS Trainer, Tricia M. Spinks. Tricia is coming from UHCL where she was the Assistant Director of the Office of Enrollment Services for the past two years. Tricia started her career with the UH System at UH in the Psychology Department in January of 1993 as the Senior Academic Advisor. Currently she is working on a Master's in Behavior Sciences with a specialization in Industrial/Organization Psychology at UHCL. Tricia is responsible for all training related tasks for both HRMS and Finance. She will also be teaching a few classes, once she gets comfortable with her new responsibilities. Please feel free to contact Tricia regarding any training related issues. She can be reached at 713-743-1962 or tmspinks@central.uh.edu.

## New Report Created to Facilitate Payroll Reallocation Process

A new Crystal report has been created to pull all the expenditures (i.e. earnings, deductions, and taxes) and their PS account codes that a paycheck has been charged against. This tool has been set up to accomplish the following:

1. Verify that all the charges associated with the check has been reallocated
2. Extract the necessary data from the payroll reallocation.

Once you run this report you will have all the necessary information you need to complete the credit portion of the Payroll Reallocation form.

**Instructions for running this report:**

1. Click on the Payroll Reallocation Crystal report.
2. Run the report by clicking on the lightning bolt on top of the crystal report.
3. Enter check number at prompts. You will be asked for the check number 3 times because this report consist of 3 different queries.
4. After the check numbers have been entered, the result will appear. (**Note:** if the employee was exempt from charges (i.e. taxes) the check number will not populate).

Questions? Call Rebekah Soares at 34382.

# Quick fixes to save time, paper

**Problem:** My department has many cost centers and we spend a lot of time and paper printing reports each month for reconciliation, such as the UGL01051 (Revenue and Expense Transactions).

**Solution:** Before reconciling, run the UGL01063 report for non-project cost centers (project = NA) and the UGL01064 report for project cost centers for your department. These reports summarize the expenditure activity on one line per cost center for the period selected. Only print the UGL01051 report for cost centers with activity in the period being reconciled. Keep the UGL01063 and 64 reports as backup to your reconciliation.



Try our time-saving tips and keep the handy report guide for quick and easy reference.

**Problem:** I need to print an entire report, such as the UGL01049 (Balance Sheet Transactions) or UGL01051 (Revenue and Expense Transactions), just to see one transaction.

**Solutions:**

(a) The UGL01048-51 reports are posted to Report.Web each month after the period closes. With proper access, you can view these reports on your computer. Access to Report.Web is obtained by completing the Request for Report.Web Access form at the following site: <http://www.uh.edu/fast/financial/FS-refandforms.htm>

(b) You can view any SQR report, such as UGL01048-51, on your computer by selecting File as the Output Destination in the Process Scheduler and typing “c:\temp\ -ziv” (without quotation marks) in the File/Printer field. Remember to leave a blank space before typing -ziv.

(c) Use the panels or Crystal reports, which run to your monitor, to view information on your computer. Below are examples of information you may need to view in the financial database:

<u>Information Needed</u>	<u>Navigation to Panel/Crystal Report with Information</u>
Budget Information	Go/Process Fin Info/Analyze Controlled Budgets/Inquire/Control Bud
Voucher Accounting Entries	Go/Admin Proc/Enter Vchr/Inquire/Voucher Accounting Entries
Requisition Accounting Entries	Go/Admin Proc/Requisition Items/Inquire/Req Acctg Line Entries
PO Accounting Entries	Go/Admin Proc/Manage POs/Inquire/PO Accounting Entries
PO Vouchers Created for a PO	Go/Admin Proc/Enter Vchr/Inquire/Partial/Final PO Voucher
Payment Information	Go/Admin Proc/Create Payments/Inquire/Payment Information
Vendor Information	Go/Admin Proc/Maintain Vendors/Use/Vendor Info/Identifying Info
Journal Detail (Crystal)	Go/Process Fin Info/Process Jrnls/Report/UHS Journal Detail
Open Commitments (Crystal)	Go/Process Fin Info/Process Jrnls/Report/Open Commit Status

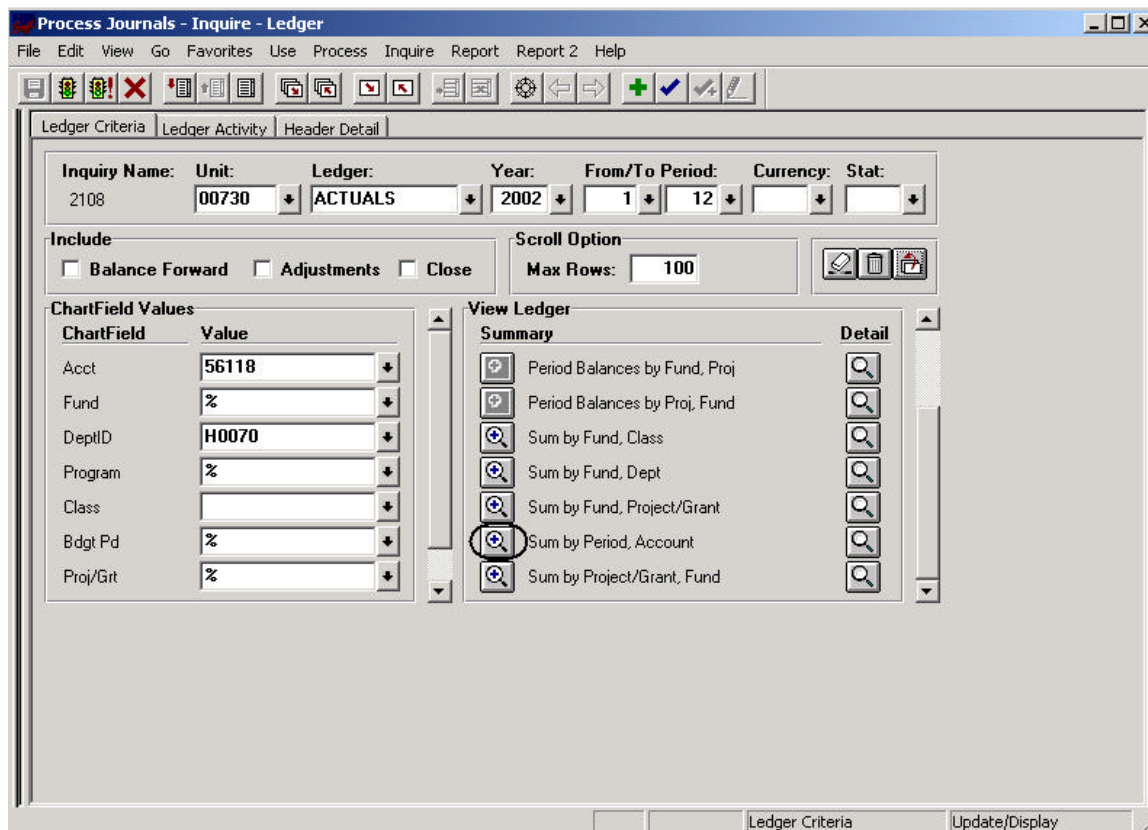
# More time-saving tidbits

Problem: My department chair would like to know how much our department spent on foreign travel in FY02. How can I quickly answer this question, or similar questions, without running several reports?

Solution: Use the Inquire by Ledger panels.

- Navigate as follows: Go/Process Fin Info/Process Jrnls/Inquire/Ledger/Ledger Criteria
- Complete those fields that are necessary for your search and enter wildcards (%) in the other fields.
- Select Balance Forward if you want to include asset, liability, or fund equity balances from previous periods. When inquiring on expenses or revenues for non-project cost centers, you should not select Balance Forward, since you will only see balances from FY2000 forward.
- Select Adjustments if you want to include amounts in the adjusting period (period 998).
- Select Close if you want to include entries from the closing period (period 999), which credits expenses and debits fund equity. Normally, Close should not be selected.
- Click the Summary button to view totals by period or the Detail button to view transactions.

To answer the question above, you would click the Summary button for Sum by Period, Account. See the snapshot below.



# Best Practices for a Good Fiscal Year

UH departments are encouraged to take the following steps in FY03 to ensure a good fiscal year:

1. Subscribe to the FAST Financial and FAST HR-Payroll listservs, which provide important and timely information to users of the financial and human resources systems. For instance, members of the HR-Payroll listserv are notified when to run the Trial Register for a pay cycle. Members of the Financial listserv are notified when an accounting period (month) is closed. Click on the appropriate link and follow the instructions at the following address to subscribe: <http://www.uh.edu/fast/FAST-contact.htm>
2. Verify all positions exist in the department budget table and assignments are correctly setup at the job level at the beginning of the year. If the position does not exist, complete a position request form and submit to the budget office. Ask department staff and faculty to communicate any personnel changes to you as soon as possible, so that budget and assignment changes can be made early for a smooth transition.
3. Run the Trial Register during each pay cycle to verify employees will be paid correctly. If you notify Payroll of a needed correction, run the Trial Register again to verify the correction was made. Run the final payroll register for each pay period.
4. Run the Payroll Suspense Report for your department after each pay cycle to identify payroll charged to suspense. Complete the correct PS cost center and account allocations on the suspense report and return to the payroll office.
5. Run the labor distribution report on a monthly basis. Complete a reallocation form and submit to payroll for correction.
6. Run the Leave accrual report every month and reconcile.
7. Return any voided checks to the payroll office immediately.

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## September 2002 Training Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 <i>HR View</i> 9 a.m. 224 UBP 2	10 <i>Query/Crystal Basic</i> 9 a.m. 224 UBP 2	11	12 <i>FS Budget /Accounting</i> 9 a.m. 224 UBP 2  <i>Adv HR View</i> 1 p.m. 224 UBP 2	13	14
15	16	17 <i>FS-GL Orientation</i> 9 a.m. 241 UBP 3	18	19 <i>HR View</i> 1 p.m. 224 UBP 2	20	21
22	23	24 <i>PO Vouchers &amp; Encumbrances</i> 9 a.m. 224 UBP 2  <i>AP Fast Start</i> 1:30 p.m. 224 UBP 2	25 <i>Travel Requests and Vouchers</i> 9 a.m. 224 UBP 2	26 <i>Basic Financial Query</i> 9 a.m. 224 UBP 2  <i>PO Vouchers &amp; Encumbrances—Practice Class</i> 9 a.m. 241 UBP 3  <i>AP Fast Start—Practice Class</i> 1:30 p.m. 241 UBP 3	27 <i>Travel Requests and Vouchers Practice Class</i> 9 a.m. 224 UBP2	28
29	30					

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