



- Travel Reimbursement and Travel Advance Changes Pg. 4
- HUB Vendor of the Month Pg. 5
- Procurement Card Reminders Pg. 6
- Changing Passwords in the Financial System Pg. 7

# SEPTEMBER 2004

## FINANCE/PAYROLL

### NOTES AND NEWS

#### Prior Year Purchase Order Carryforward and BBA Sweep Process

##### Carryforward Process:

The year-end process that carries forward prior year purchase orders with outstanding encumbrances to the new fiscal year.

##### Target:

Affects active, non-project cost centers only.

##### How it Works:

Creates a budget journal and GL encumbrance journal in FY05 for the amount of the outstanding PO encumbrance. Each budget journal and GL encumbrance journal will start with CFWD.

##### Finding related information on the 1074 Report:

Sections 1 (Budget Node Summary) and 2 (Budget Node & Account Summary) – The Prior Budget References section will display current budget to cover any outstanding encumbrances that were carried forward from a prior year into the current fiscal year. (Section 2 is not shown below).

Cost Center : 2072/H0129/B1169/NA (10692)		UNIVERSITY OF HOUSTON - SYSTEM						Page No. : 1		
Business Unit : 00730 University of Houston		Revenue & Expense - Budget Node Summary						Report ID : UGLS1074.1		
Fund : 2072 DESIG-INDIRECT COST-FED		Period Ended September 30, 2004 (Through Period 1).						Database : FSDEV		
DeptID : H0129 DEAN, SOCIAL WORK								Run Date : 09/13/2004		
Program Code : B1169 IDC DEAN SOCIAL WORK								Run Time : 03:11:31 PM		
Project : NA										
Responsible : COLEY,IRA										
Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail	
<b>Current Budget Reference</b>										
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B4035 FUND BALANCE	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%	
Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%	
B5007 L3 - FRINGE BENEFITS	26,015.00	26,015.00	0.00	0.00	0.00	0.00	0.00	26,015.00	100.0%	
B5009 L3-MAINTENANCE AND OPERATIONS	159,078.00	159,078.00	0.00	0.00	0.00	0.00	0.00	159,078.00	100.0%	
Total Expense	185,093.00	185,093.00	0.00	0.00	0.00	0.00	0.00	185,093.00	100.0%	
<b>Prior Budget References</b>										
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No Revenue Found.										
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	4,814.55	0.00	0.00	0.00	4,814.55	0.00	0.00	0.0%	
Total Expense	0.00	4,814.55	0.00	0.00	0.00	4,814.55	0.00	0.00	0.0%	
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Grand Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%	
Grand Total Expense	185,093.00	189,907.55	0.00	0.00	0.00	4,814.55	0.00	185,093.00	97.5%	



Continued from Page 2

### BBA Sweep Process:

A nightly process that reduces prior-year budget balance available (BBA) to zero.

### How it Works:

The BBA sweep process will run every night and will create budget journals to zero out prior year BBAs in the current fiscal year caused by the under liquidation of a prior-year PO. The sweep budget journals can be identified with the journal id CBBA2005.

### Finding related information on the 1074 Report:

### Sections 1 (Budget Node Summary) and 2 (Budget Node & Account Summary)

UNIVERSITY OF HOUSTON - SYSTEM									
Revenue & Expense - Budget Node Summary									
Period Ended September 30, 2004 (Through Period 1).									
Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	FTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
<b>Current Budget Reference</b>									
B4035 FUND BALANCE	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
B5007 L3 - FRINGE BENEFITS	26,015.00	26,015.00	0.00	0.00	0.00	0.00	0.00	26,015.00	100.0%
B5009 L3-MAINTENANCE AND OPERATIONS	159,078.00	159,078.00	0.00	0.00	0.00	0.00	0.00	159,078.00	100.0%
Total Expense	185,093.00	185,093.00	0.00	0.00	0.00	0.00	0.00	185,093.00	100.0%
<b>Prior Budget References</b>									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.0%
Total Expense	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.0%
Grand Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
Grand Total Expense	185,093.00	185,093.00	1,000.00	1,000.00	1,000.00	0.00	0.00	185,093.00	99.5%

### Section 3c (Detailed Transactions – Budget Journals)

UNIVERSITY OF HOUSTON - SYSTEM													
Detailed Transactions - Budget Jrnls													
September 01, 2004 To September 30, 2004 (Through Period 1).													
Acct	Transaction Description	Jrnl ID	Line	Date	FY	Acct ID	Initial Budget	Original	Adjustment	Closing/Rll Fw	Ref	LGroup	Extra Information
<b>Current Budget Reference</b>													
B4035	B00001	BDX971782	1	09/01/04	2005	1	-140,000.00	-140,000.00			BP2005	REVEST_STD	PC Bud Load
B4035	B00001	BDX971782	1	09/01/04	2005	1					BP2005	REVEST	Original
							Total Revenue Budget	-140,000.00	-140,000.00	0.00	0.00		
B5007	B00001	BEX971579	1	09/01/04	2005	1	26,015.00				BP2005	ORG_STD	PC Bud Load
B5009	B00001	BEX971580	1	09/01/04	2005	1	159,078.00				BP2005	ORG_STD	PC Bud Load
B5007	B00001	BEX971579	1	09/01/04	2005	1		26,015.00			BP2005	ORG	Original
B5009	B00001	BEX971580	1	09/01/04	2005	1		159,078.00			BP2005	ORG	Original
							Total Expense Budget	185,093.00	185,093.00	0.00	0.00		
<b>Prior Budget References</b>													
No Revenue Budgets Found.													
B5009	CPWD Budget Enc	CPWD2005	196	09/01/04	2005	1			4,814.55		BP2004	ORG	Adjustment
B5009	Clear BBA	CBBA2005A	2	09/13/04	2005	1			-3,814.55		BP2004	ORG	Adjustment
							Total Expense Budget	0.00	0.00	1,000.00	0.00		
							Grand Total Rev Budget	-140,000.00	-140,000.00	0.00	0.00		
							Grand Total Exp Budget	185,093.00	185,093.00	1,000.00	0.00		

These examples with additional explanation are available on the References page of the UH Finance web site: <http://www.uh.edu/finance/pages/References.htm>

## UH Travel Reimbursement and Travel Advance Changes

Effective September 1, 2004, the following changes were made to the travel reimbursement process:

- Local fund Travel Expense Reports received in Accounts Payable by 4 PM will be approved the same day, so that a reimbursement check is issued to the traveler on the next AP check run. AP checks for UH cost centers are issued on Monday, Wednesday, and Friday, and UHSA checks are issued on Tuesday and Thursday.
- Accounts Payable will review the Travel Expense Report after the voucher is approved to determine if corrections or additional documentation are needed.
- Accounts Payable will email the certifying signatory who signed the voucher if corrections or documentation are needed. Accounts Payable has posted a “Travel Voucher Checklist” to help departments verify their vouchers are correct before they are sent to AP: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm) There is a separate list for state fund travel, local fund travel, and local fund mileage, parking, and tolls.
- The certifying signatory will ensure that the appropriate corrections are made or documentation is provided to Accounts Payable within 24 hours of receiving the email.

The purpose of these changes is to ensure that travelers are reimbursed as quickly as possible following their return from a trip. State fund Travel Vouchers, which only account for about 1% of total travel expenses, will continue to be reviewed by Accounts Payable prior to approval, since the Comptroller’s rules for state fund travel are more complex than UH rules for local fund travel.

Also effective September 1, 2004, travel advances are handled as follows:

- Travel advances may only be issued to employees traveling to another country (besides Canada and Mexico) and for group travel (domestic or international). Advances will not be issued to individuals traveling within the US, Canada, or Mexico.

Since departments can use a Department Travel Card to direct bill airfare, lodging, and rental car expenses, the traveler has fewer out-of-pocket expenses. Frequent travelers may also apply for a Corporate Travel Card (billed to the employee, who seeks reimbursement) or an Individual Travel Card (billed to the department for the employee’s travel expenses).

- Travel advances are paid and cleared on the department’s local cost center, instead of the Accounts Payable cost center, which will allow departments to more closely monitor outstanding travel advances. Instructions for requesting and clearing travel advances are located at: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm) under “Travel Advances.”

Please contact Priya Chityala in Accounts Payable at 713-743-8707 if you have any questions.

## HUB VENDOR OF THE MONTH

### WHO:

Savoy Trading Co., Inc – is a minority owned business established in 1979. The company was founded and currently operated by Orby Brumfield, a Black American, and Vietnam Veteran.

### WHAT:

Sells and distributes facility maintenance equipment, appliances, and industrial supplies. We also build CMU Block Walls, install lockers & storage racks, stripe streets and parking lots. We installed CMU Blocks at the UH Communication Dept. Fountain Area.

### HOW:

Orders can be placed:

Online email: [savoystc@alltel.net](mailto:savoystc@alltel.net)

By phone; 281 565 8079, or by fax; 281 565 8089

Contact Bob Clapp at 281 565 2893 for additional information or a catalog

We offer “Full Service Sourcing and Expediting” – when you have requirements for difficult to find products, Savoy Trading will go to work for you, at no charge, to offer a solution to your requirements.

### INTERESTING FACT ABOUT THE COMPANY:

Supplied the fabricated steel to build the Toyota Center, we have a valve repair shop to repair your “Boiler and Water Service Valves”. We have a crew of experienced craftsmen to perform small construction projects.

Some our satisfied customers include; Univ. of Texas @ Austin, Texas Dept. of Criminal Justice, TXDOT, and the City of Houston.

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](mailto:danill@central.uh.edu)

Sandra Webb – (713) 743-5662

e-mail: [sgwebb@central.uh.edu](mailto:sgwebb@central.uh.edu)

### Survival Guide Release

During the month of September, the A&F Customer Service Center released the *Business Manager's Survival Guide* to departmental business staff. The guide is the up-to-date information resource for departmental business staff and contains information about basic business practices. Updates will be made continuously to the guide as business practices are updated and sections are added to the guide. Staff will be notified of updates via the MAPP Listserv and an “as of” date will be added to the guide. The link to the guide is <http://www.uh.edu/af/survival>.

If you have any questions, comments, or would like to make a suggestion for inclusion in the guide, please feel free to e-mail Emily Messa at [emessa@uh.edu](mailto:emessa@uh.edu).

### Janie Soria Joins the Customer Service Team

Please join the A&F Customer Service Center in welcoming Janie Soria, our newest Finance Customer Service Representative. Janie has previously been employed in the Contracts Administration Department at the University. She will be contacting the business staff in the colleges and divisions in the coming weeks to introduce herself and provide her contact information. Janie can be reached at 3-3217 and her e-mail is [jbsoria@uh.edu](mailto:jbsoria@uh.edu).

## Procurement Card Reminders

Procurement cards are BankOne MasterCards issued to UH employees who need to make frequent small dollar purchases for the University. P-Cards have the following advantages:

- Ordering is fast and easy, since MasterCards are widely accepted. Orders can be placed by phone, fax, in person, or over the internet (only use secure web sites).
- Reduces the need for out-of-pocket expenditures by employees, since the P-Card is billed directly to the department.
- P-Cards save departments a lot of time and effort, because they can create one journal entry for an entire month's P-Card transactions, rather than a separate voucher for each transaction.

However, P-Cards may only be used for the following types of transactions:

- University-related expenditures. Personal or non-university expenditures are not permitted. P-Card abuse will result in cancellation of the credit card and disciplinary action for the employee, up to and including termination and criminal prosecution.
- Non-travel expenditures. Registration fees are allowed, since they are not considered a travel expense. A separate credit card is available for travel expenditures, if needed.
- Transactions of \$5,000 or less. Expenditures over \$5,000 each must be routed through Purchasing on a purchase requisition.

Notify BankOne and/or Alan Phillips in Purchasing if any of the following occur:

- The P-Card is lost, stolen, or damaged. The cardholder should ask BankOne to cancel the card immediately and issue another one. Notify Alan within 24 hours.
- Unidentified charges appear on the cardholder's account. The cardholder should give Alan a completed Statement of Disputed Item form, which Alan will fax to BankOne.
- The cardholder transfers to another department or terminates from the University. The cardholder must give his/her P-Card to the College/Division Administrator, who immediately notifies BankOne to cancel the card, cuts the card in half, and notifies Alan.

P-Card use should be encouraged for all its benefits and efficiencies. However, we must use it responsibly, review charges carefully, and contact BankOne immediately when a card should be canceled.

If you have any questions about P-Cards, contact Alan Phillips at 713-743-5671 or Sharon Davis at 713-743-5660.

## Changing Passwords in the Financial System

Financial system users will be required to change their password every 90 days to provide increased security. New passwords have the following minimum requirements:

- Must be at least 10 characters in length
- Must contain at least 1 number

Also, passwords are case sensitive, so pay attention to whether the Caps Lock key is on.

If you fail to enter the correct password 5 times in a row, you will be locked out of the system. Call the UH Help Desk at 713-743-1411 to have your password reset and regain access.

Remember the following Do's and Don'ts about passwords:

- Do NOT share your password with anyone else.
- Do NOT log in with your user ID and password and allow others to use the system with your access. They should log in with their own user ID and password.
- Do NOT leave your computer unattended after you have logged in. Sign out if you need to leave your workstation. Users are logged off automatically after 20 minutes of inactivity.
- Do NOT create passwords that might be easily guessed by someone else (e.g., home address, user's name, spouse's name, etc.).
- DO notify UH Financial Systems when an employee terminates from the University or no longer needs access to UHS Finance. Check "Inactivate Existing OperID" on the Financial System Operator ID form and fax to 713-743-8799. The Operator ID form is located on the Forms page of the UH Finance web site: <http://www.uh.edu/finance/pages/forms.htm> under Financial System Access Requests.

## Now You Can Delete Old Financial Reports in Report Manager

Users now have the ability to delete their old financial reports in Report Manager, using the Administration tab. They can click in the box next to the report and then click the Delete button to delete their reports. Otherwise, reports will remain in Report Manager for 30 days.

## New Web Address for Financial System

If you have not heard, the financial system (UHS Finance) has a new web address: <https://my.uh.edu/fs>

Users can access UHS Finance 24/7 from their office or home computer. To gain access from home, connect to UH VPN first. VPN provides greater security for users working off campus and can be downloaded from the Information Technology web site: <http://www.uh.edu/infotech>

Call the UH Help Desk at 713-743-1411 if you have questions about downloading VPN.

# OCTOBER 2004

SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

7

8

9

Cash Handling  
9:00 a.m.

UBP 3-145

Budget Journal  
1:00 p.m.

325 McElhinney

10

11

12

13

14

15

16

Credit Card  
9:00 a.m.

UBP 3-145

PSAM 10:00  
a.m.

325 McElhinney

Travel Forms and  
Rules 9:30 a.m.

UBP 3-145

17

18

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23

Budget Journals

1:00 p.m. 325 McElhin-  
neyAdvanced Journals 9:00  
UBP2-224PSAM 10:00 325  
McElhinney

Vouchers

9:00 a.m.

UBP 2-224

24

25

26

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29

30

PSAM 10:00  
a.m.

325 McElhinney

Advanced  
Vouchers

9:00 a.m.

UBP 2-2234

31