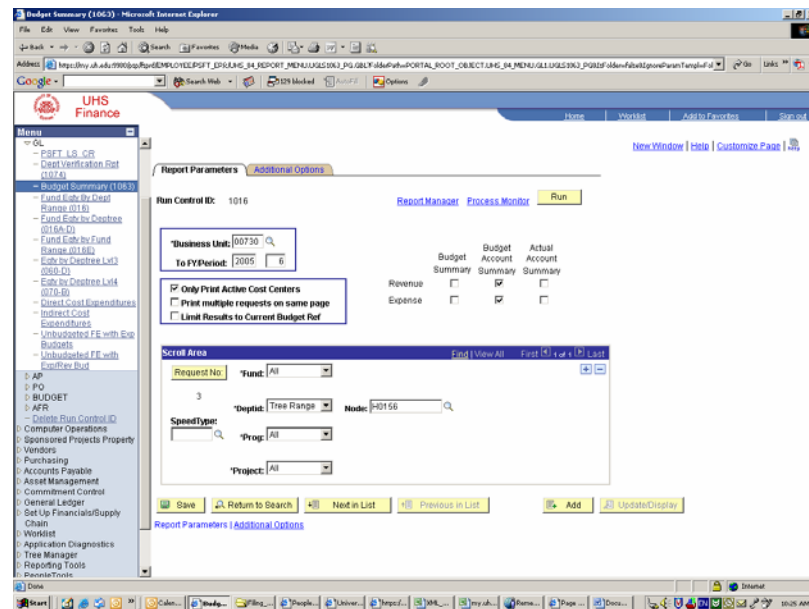# FINANCE/PAYROLL NOTES & NEWS

Creating a Lapse Salary Report Using the 1063

1. Run a 1063 report using the example below as your parameters.

2. Once the report has successfully completed running, click on the section .CSV file.
3. Save as Lapse_Period 6. XLS. Your file extension needs to be Excel. Close the document and open your Excel program.
4. Delete the following columns: Base Budget, Current Revenue/Expense, Open Commitment, Soft Commitment, BBA, Budget Reference, Manager and Project End Date.
5. Data Sort sheet by Acct Description.
6. Delete all rows except for L3 - S&W
7. Insert Column between Current Budget and YTD/PTD Revenue/Expense.
8. In new column, in first data row, type in the following formula – Current Budget/12*Accounting Period. (Example: for period 6, multiply by six.) This amount is what you should have spent through the particular accounting period in salaries, or yoprojected salary budget.
9. Copy this formula down in the columns.
10. Name this column – Projected Salaries.
11. In the blank column, next to YTD/PTD Rev/Exp, type in the following formula: Projected Salaries-YTD/PTD Revenue/Expense. This is your lapse amount.
12. Copy this formula down.
13. Title this Column – Lapse Salary. You can find the positions that contain the lapse in your BOB report so that you can transfer the funding from the position to your M&O budgets.
14. You have successfully completed your lapse report.

<div style="border:1px solid red">

<center>**Recommended Verification Process**</center>

Purpose of Verification: To verify that the transactions posted to your cost centers belong to your department's cost centers.

To identify outstanding transactions that haven't posted to your department's cost centers and follow up on the status of these transactions.

Business Process: At the point of certifying transactions, a review of the transaction is completed to ensure that the cost center and account are correctly being charged.

Verification Process:

A. Run verification report.
B. Scan the transaction listing and pull supporting documentation for any unusual or questionable items.
C. For each transaction work sheet, sort transactions by original operator id.
D. Check verified in the verified column for those transactions that were processed by operators in your department.
E. Sort by blanks in the "Verified" column.
F. Pull documentation for those transactions that are not made by operators in your department.
G. Use Labor Distribution Report to verify payroll expenses.
H. Use the Telecom InfoCall Report to verify telephone, long distance, etc.
I. Use the Postal Chargeback to verify postage expenses.
J. Pull hard copy SCRs to verify SCR transactions.
K. Run four queries to obtain list of pending items:
    1. UHS_AP_UNPOSTED_VOUCHERS – Add Comments field for follow-up information.
    2. UHS_UNAPP_BUD_JRNL_BY_DEPT – Add Comments field for follow-up information
    3. UHS_REQS_NOT_COMPLETED – Add Comments field for follow-up information
    4. UHS_GA_EDIT_BCM_ERROR_JOURNALS – Add Comments field for follow-up information
L. Investigate pending items and complete follow up as necessary (Ex. For a pending voucher, ensuring that it has been received by Accounts Payable).
M. Type in preparer's name and date prepared on the verification worksheet and notify the cost center manager or designee by e-mail that verification is complete.
N. Preparer electronically or in hard copy files the completed document in verification folder with pending item spreadsheets
    (queries).
O. The cost center manager or designee reviews the verifications. Once the review is complete, the cost center manager or designee notifies the preparer that the review is complete. This e-mail can be filed with the verifications, indicating review complete.
P. Records Retention Note: The university's record retention schedule requires that the verification be kept for a minimum of one fiscal year. (Until the same month of the next fiscal year is prepared.)
Q. Process complete.

</div>

PASS online for UH and UHS

The initial planned PASS rollout is complete. All UH and UHSA employees have been given access to PASS. Please encourage the employees in your departments and colleges to log in at their earliest convenience. If employees have trouble logging in, the first point of contact is the customer service desk at extension 3-3988.

What is PASS? People Advantage Self Service is a new, online way to manage your personal information, as needed for payroll, benefits, training and other UH programs.

The user will be empowered to handle transactions online at their convenience in a secure and expeditious manner. For example changes to:
1.   Personal Data – Address, phone numbers, email addresses, add emergency contacts, request name changes and marital status changes (requires social security card and legal documentation provided to HR).

2.   W-4 – withholding allowances will now be available online.

In addition users will be able to view online:

1.   Paycheck Data – View paycheck data for their most current paycheck and all paychecks issued since September 2001.

2.   Compensation History – view changes in their salary for the current year and all compensation history since September 2001.

3.   Benefits Coverage – View their benefit elections and coverages. No changes are allowed here, this is view only.

4.   Last, but not least, users will be able to request re-issue of W-2's online for any previous year of employment.

How does PASS work? Using a web browser, faculty and staff actually log into PeopleSoft, view the information held in the system about them and make changes where applicable. You will need to know your employee ID (commonly referred to as empl ID and available on your pay check stub), your birth date and the last four digits of your social security number. After your initial log in, the system will ask you to change your password. The PASS link is http://my.uh.edu/pass.

My department is interested in receiving a demonstration of PASS. Who can they call?

Please call Sandra Medellin at 3-5753 or 3-3988 to arrange a time for a demonstration.

Survival Guide Facelift

We will be working hard in the coming months to update the on-line *Business Manager's Survival Guide* to ensure that it is a useful tool for university business operations. Each month, we will be announcing the updates via listserv and in *Payroll/Finance Notes & News*. If you would like to propose a change or addition to the guide, please e-you're your suggestions/revisions to Sandra Medellin at sgmedellin@central.uh.edu . We be reviewing proposed changes monthly and will review these suggestions during our month Survival Guide meetings. We hope to make this tool even better to help you!

HUB VENDOR OF THE MONTH

Who
True Technology Solutions
President and CEO: Pat Taylor
Sales/Support Manager: Eric Brown
Independent locally owned company under the same management for 8 years.

Service Offerings
True Technology Solutions technical competencies and services range from network up-grades and maintenance, to full-scale network design, development and implementation. We have the necessary expertise to do everything involved, from running the site wiring, to installing the network electronics, integration of wireless solutions, configuration of the network software and platform migrations as well as audio-visual systems and security systems.

Company locations and facilities
Offices in Irving, Houston, Shreveport - Southwest Region along with the planned opening of the Oklahoma City office which will provide greater opportunities to support our corporate clients and alliance partners and provide additional access to other markets.

Clients
University of North Texas, University of Texas at Arlington, over 30 school districts such as Fort Worth ISD, Tyler ISD Carroll ISD, Eagle Mountain -Saginaw ISD, Coppell ISD etc. SBC, ATC Information Services, Pogue Inc.
Manhattan Construction, Cadence McShane, The Sysix Companies, Charter Builders, Ltd. MKS Consulting and various medical and corporate institutions regionally.

How:
Request for Services can be placed:By phone; 972 432-0100, or by fax; 972 432-0500
Houston Offices: 281 218-0098. Contact Eric Brown at 972 432-0100 for additional information please visit us online at www.ttslc.com

One thing about their business that they would tell the University of Houston is that "Why we're here the last 8 years is because we don't try to just sell a service or project. We're here to form long – term relationships through Quality, Reliability, Integrity, Value, and Service that you can always trust."

Interesting Fact About the Company
True Technology Solutions was recognized as one of the "Top 50 Fastest growing Technology Companies" in the DFW area by The Dallas Business Journal in 2002.

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: **sgwebb@central.uh.edu**

HUB FAIR

ATTENTION FACULTY & STAFF!

COME ONE . . . COME ALL

THE HUB OPERATIONS DEPARTMENT PRESENTS

HISTORICALLY UNDERUTILIZED BUSINESS

VENDOR FAIR

WEDNESDAY, MARCH 16, 2005
    10:00 A.M. – 3:00 P.M.

FARISH HALL: KIVA ROOM (RM. 101)

VENDORS REPRESENTING A WIDE VARIETY OF PRODUCTS AND
    SERVICES WILL BE AVAILABLE TO TALK WITH YOU

REGISTER TO WIN DOOR PRIZES DONATED BY OUR PARTICIPAT-
    ING VENDORS

March 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 9:30 Travel Forms and Rules 1:00 Payroll/ Finance	15 9:00 Journal Entry	16 9:00 HR View 10:00 PSAM 1:30 Advanced HR/Payroll Reallocation	17 9:00 Advanced Vouchers 1:00 Budget Journals	18	19
20	21 1:00 Payroll/ Finance	22 1:30 P-Card	23 10:00 PSAM	24	25	26
27	28 1:00 Payroll/ Finance	29	30 10:00 PSAM	31		

Travel Update - Lower Cost for Parking at Bush Intercontinental Airport

The following information is provided to help UH System travelers save money on parking at Bush IAH Airport. It is available to employees at all UH campuses. There is no obligation to use this service, and this information is not intended to be an endorsement of the company that provides it, Fast Park and Relax. Please forward this information to travelers in your area.

Fast Park and Relax will open a new parking lot at Bush IAH Airport on March 15, 2005.

Fast Park and Relax Offers:

Free parking to all customers March 15 – April 30, 2005.
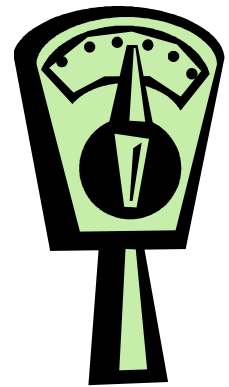
Lowest daily parking rates at Bush IAH:
· $6.00/day for regular customers.
· $4.38/day for customers in the Relax for Rewards Program. See information below.

Open 24 hours a day.

Complimentary luggage assistance.

Courtesy airport shuttle service:
· Pick-up at car door and delivery to airport terminal.
· Circle baggage claim every 2-3 minutes.

Relax for Rewards Program Information:

Offered to individuals in organizations, like the University of Houston, with a high volume of travel.

No membership or annual fee to join.

Sign-up on the web at http://www.uh.edu/finance/pages/AP_Travel.htm. You will be mailed a Relax for Rewards ID card.

An additional month of free parking (May 1-31, 2005) for individuals enrolled in the Relax for Rewards Program.

Lowest cost for daily parking at Bush IAH ($4.38/day pre-tax) beginning June 1, 2005.

Guaranteed parking space.

Accumulate points for free parking every time you park.

On-line access to parking points total, parking history, and redemption history.

If you have any questions, please call Fast Park and Relax at 281-652-6043 or call Priya Chityala in UH Accounts Payable at 713-743-8707.

Accounting Quick Reference Guide

Balance Sheet	Financial Statement reflecting self-balancing classification of each fund group, including assets, liabilities and fund balance. UHS 1074 Balance Sheet (section 6) includes balance for assets (1XXXX Period 0-998), liabilities (2XXXX Period 0-998), and fund equity (3XXXX Period 0-998), and includes a net expense and revenue summary (4XXXX-5XXXX Period 1-998). **Balance sheet formula: Assets = Liabilities + Fund Equity**
Fund Equity	Net worth or value of the excess of assets over liabilities in any UH cost center. Account 3XXXX Period 0-998 + 4XXXX-5XXXX Period 1-998. Listed on all fund equity reports, including 1016 and 1060 series, and on the 1074 Balance Sheet (section 6).
Fund Transfer	Movement of funds from one group to another with no intention of repaying donor fund. Fund transfer transactions are listed on section 3a (Assets, Liabilities, and Fund Equity) of 1074 report and in summary format on the 1016 and 1060 fund equity reports under Fund Adjustments. There are two types of fund transfers - mandatory transfers and nonmandatory transfers.
Mandatory Transfer (MT)	Transfer from UH unrestricted funds to fulfill legal obligation in another fund. Account MT OUT (37200-37399), MT IN (33000-33499 & 32300-32399).
Nonmandatory Transfer (NMT)	Transfer made at governing board's discretion from one fund group to another. Account NMT OUT (37000-37199 & 37400-37499), NMT IN (33500-33999 & 33400-33499).
Encumbrance	Anticipated cost center expenditure evidenced by internal or external financial obligation, such as payroll or purchase orders. This is a commitment for which budget must be kept aside for future expenses. Listed on all cost center detail and summary reports, including 1074, 1016, 1060 and 1063.
Asset	Economic resources devoted to university objectives. Assets represents expected future economic benefits, rights of which have been acquired by the university as a result of some current or past transaction. Accounts representing assets begin with 1 (1XXXX), and are listed on the 1074 report by cost center. Examples of assets include land, buildings, accounts receivable, prepaid expenses, inventories, etc.
Liabilities	Economic obligations, including money received in advance, services/supplies acquired or used but not paid, and other economic obligations that are recognized and measured but not paid. Accounts representing liabilities begin with 2 (2XXXX) and are listed on the 1074 report by cost center. Examples of liabilities include account payable, advance payments, accruals, etc.
Expenditure/Revenues	Resources used or acquired in daily operation within UH guidelines. Accounts representing expenditures and revenues range between 4XXXX and 5XXXX, and are listed in summary and detail on various UH reports. Unlike assets, liabilities, and fund equity, the net expenditure/revenue from period 1-998 for each cost center is closed to account 30100 after period 998 ends. Therefore, account 30100 represents the net of all expenses and revenues for prior years.