

**Central Business Operations Council (CBOC) Meeting - Recap Notes**  
**Friday, January 19, 2024 at 9:30 am**  
**Bayou Building, Room 2311**

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**Attendees:** Deja Sero, Nicole Lenderman, Robin Shannon, Luisa Gallegos, Rich Stebbins, Rosie Pineda, Melissa A Hernandez, Haley Jenkins, Susan Ryan, Andrea Sears, Debbie Carpenter, Greg Haines, Rhonda Warner, Mark Denney, Juan Olguin, Miriam Rouziek, Faron Samford, and April Felan-Butler.

**Teams:** Darron Johnson, Krista Buckminster, Carmen Canales, DeAngel Bonilla, Lea Black, and Cindy Saltzman.

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**1. Introduction**

- **Welcome, Mr. Doug Wells! AVP of FMC**

Although Doug could not attend this CBOC Meeting, Deja mentioned that we are excited to have him here at UHCL and he is already running around and making things happen in FMC.

**2. Agenda Items:**

**a) Best Practices – Payroll Suspense for Grants** (submitted by Michelina Johnson)

- (1) PBO Reached out to General Accounting, who stated that Michelina’s Payroll Suspense concern was process-related.

Krista has been tracking this issue. She reached out to HR at UH Main for a response; UH HR responded that Account 00759-17136 is active and they will need to investigate further to see if they can determine why the funding for the position is still falling to suspense.

- b) HR’s response:** the nightly maintenance process changed to a suspense account. The department will need to create another ePRF to change the position budget because it has expired.

It is always best to check the end date does not have the passive termination date and get that fixed before reattaching them to the positions do not fall to suspense.

**c) Accounts Payable Communications** (submitted by Robin Shannon)

- (1) Robin submitted a suggestion to streamline the communications process
- Minimizing emails and preventing duplicate messages.
  - Will they follow up daily regarding unpaid invoices?
  - Reducing the number of individuals copied on messages.

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FMC has instructed the suppliers to send invoices to AP; sometimes, they are sent to FMC, so they are getting the emails from AP. Sometimes, these include invoices that have already been paid, meaning that there is no check on the AP side to see if an invoice has already been paid.

Rosie Pineda confirmed that if an invoice is not on a PO, then they will forward it to Facilities for the next steps since AP cannot confirm if it exists or not. AP does not have the time to look up an invoice as they receive an astronomical amount of vendor emails.

As a best practice, when receiving invoices, everyone should look up the invoice number to check if it has been paid or not, and ensure the dollar amount and other details all match.

Robin also mentioned that when sending invoices, AP was also asking FMC to reply to the person in AP who initially sent them the invoice. The volume of the AP inbox is so high that messages can become lost and whoever is monitoring the box has to go back and look for who originally sent the message.

If you know that a service has been done and it's on a PO, send it to AP because it would help save them time from sending emails requesting receivers.

On a side note, Rosie Pineda expressed her concerns with the new ramp that was recently installed at the NOA II building is very slippery, especially when it rains. Everyone suggested putting grips on it so it is not slippery.

AP is asking that if they send you a reminder to pay an invoice, wait for a response within a week, instead of daily notifications.

**d) Updates - Adroit Receivers, Travel Funding, Travel Cards** (submitted by Rosie Pineda)

Rosie mentioned that there are so many **Adroit temps' receivers** to process. Admins should send the receiver to AP and not wait for AP to ask because it delays their process and the invoice right away. When you approve the temps' timesheets, have your admin prepare a receiver, or do it yourself, and send it to AP immediately. Be proactive.

There are still issues with **Travel Funding**. Conference registration is often included in the travel request, but registration is not a travel expense. Because of this, the money does not come out of the travel node and there is not enough in the budget account. Concur is not budgeting appropriately. Rosie advises everyone to budget a little bit more precise and

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remember that registration doesn't come out of the Travel account code at all. Registration fees stay in M&O. (Recent example: Dr. Kelling's travel with several expense lines; budget had to be moved from M&O to Travel. Registration was overlooked, all the money is on travel, and nothing is in it. A budget journal needs to be done to resolve all of this to move everything to it). **Topic for the next meeting: Moving registration out of the travel process since it is not a travel expense, but M&O instead.**

Per the Concur card agreement, the travel expense report MUST be completed within 10 days after you return from your trip. However, charges were not coming through Concur and were manually reconciling. But it has since been fixed, they should come through Concur, and expense reports can be completed and be marked paid by UHCL. If it is a travel card charge, it will default to a revolving or Citibank card. It cannot be changed, this expense must be used. It was not working before but now charges should come out automatically. But charges will need to be reconciled within 10 business days.

Since Deja is going to a conference trip from 1/21-1/23, she volunteered to test it out and see if her Concur travel expenses come out automatically or not. If not, she will reallocate expenses and take screenshots, if necessary. Deja will reconnect with AP/Travel Office to help them figure out a more efficient way for staff to report travel expenses.

When using travel cards, you must have itemized receipts (for Auditing reasons). Avoid going to street vendors that cannot give itemized receipts (this is a possibility for fraud). If they do not, they can give you a business card and a credit card receipt (non-itemized) or a picture of a menu.

20% tipping limit on travel cards. You can tip all you want, but you will only be reimbursed for up to 20% of the tip. Send your receipts to AP as soon as you get your goods or services; regardless of the invoice, this will help speed up the process.

### **3. Conclusion**