

Service Center Billing Manual

Department of Chemistry

Revised 05/03/2005, 03/16/06, 10/02/09

Table of Contents

Overview of Billing Process	2
Procedures to Print the Bill from Time Billing.....	3-8
Preparing the Invoice once Shop Bills are received/printed.....	9-11
Clear Lake Payment Procedures	12
PS Account Codes for Recovered Costs.....	13

Service Center Billing

Department of Chemistry

Revised 9/7/04, 9/30/04, 3/1/05, 10/02/09

The Department of Chemistry operates the following Service Centers:

Service Center	Manager	Staff Responsible for Billing	Committee Members
Chemistry Service Facilities			
▪ Electronic Shop	Hans Hofmeister	Erika Markin	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt
▪ Glass Shop	Roger Ramirez	Erika Markin	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt
▪ Machine Shop	Mark Bushman	Erika Markin	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt
▪ NMR Shop	Charles Anderson	Erika Markin	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt
▪ X-Ray Shop	James Korp	Ellen Lee - monthly Erika Markin - quarterly	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt
▪ Surface Analysis	Boris Makarenko	Ellen Lee	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt
Mass Spectrometry	Huanyi Chu	Huanyi Chu	Dr. D. Hoffman, Dr. T. R. Lee, Dr. A. Jacobson, Dr. A. Guloy, Dr. O. Daugulis, Dr. E. Bittner, Dr. M. Pettitt

Overview of Shop Billing Process

Shop Managers finalize their work requests on a monthly basis and submit their monthly billing as follows.

I. Department Billing Staff receives the Shop Bills from the Shop Managers.

All bills are due by the 10th of each month. The Chair and DBA must be informed of all past due billing.

- Xray, Surface Analysis, Mass Spec and NMR shops submit physical pre-printed shop bills to the billing staff.
- Machine, Glass and Electronic Shops bill online in FMP. These bills must be printed from the Time Billing Database in FMP.

II. Department staff **verifies that the rate charged matches the UH approved billing rate. The staff creates invoices.**

III. Invoices are submitted to Professors and non-UH Customers for payment.

- For UH Customers: Invoices are submitted to Chemistry Professors for signature and cost center. Invoices for *non-Chemistry* faculty are sent to the DBA or designated Point of Contact (POC) in the Professor's Department.
- For non-UH customers: Invoices are mailed directly to a designated Point of Contact (POC).
- Copies of all invoices are kept as PDF files in Q:\ChemAdmin\Erika Markin\Shop Billing\Copies of Invoices.
- Invoices not returned within 14 days are handled as follows.
 - Chemistry Professors* – email reminder notice. *Non-Chemistry faculty* - email is sent to the Professor's DBA.
 - Non-UH Customers* – reminder notice is mailed.
- Invoices not returned within 60 days:
 - A duplicate copy stamped "Past Due" will be sent
 - The customer account will be referred to the Chair

IV. Payments (Invoices and Checks) are returned to Department Staff.

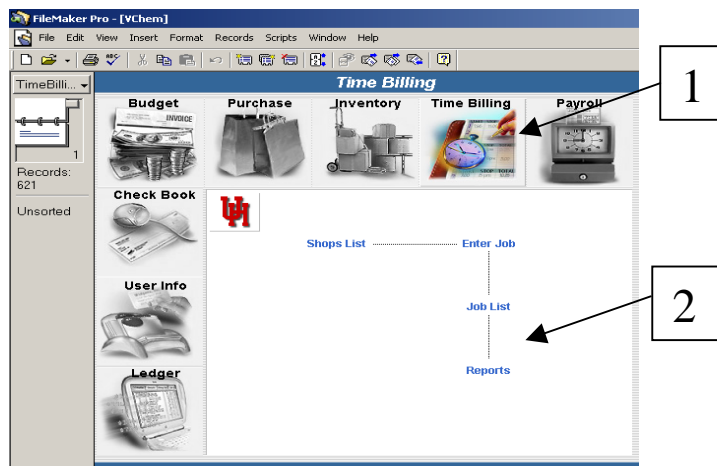
- The Invoice or the check will be matched with the pending copy.
- FMP records will be updated as "Paid."
- For SC Vouchers: The cost center provided by the PI will be verified for sufficient balance and grant end dates (If using a grant, the services provided must within the grant dates).
- For Checks: A PS journal will be created and the journal number will be added to the FMP Debit record.

V. SC Vouchers and Journals will be submitted to DBA for certifying signature.

Procedures to Print a Bill from Time Billing

1. Go to FMP “Time Billing”

2. Select “Job List”



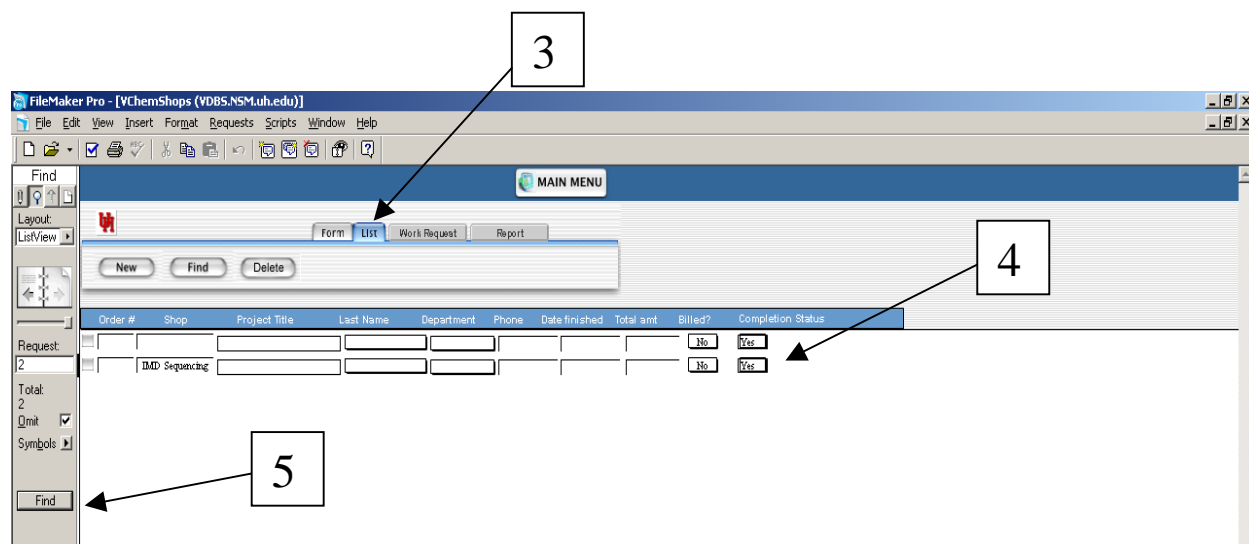
3. Select “List”

4. Select “Find” using the following criteria:

- Billed: NO
- Completion Status: Yes
- Duplicate the record
- Choose IMD Sequencing from the “Shop” field
- Click “Omit” on the left hand side

Billed = a field updated by the Department Staff to indicate that the bill has been printed.

Completion Status = a field updated by the Shop Manager to indicate the job is complete and the bill is ready to be printed.



5. Click on “Find” to populate the jobs on the screen.

6. Click on “Work Request” to show the billing information.

6

FileMaker Pro - [VChemShops (VDBS.NSM.Uh.edu)]

File Edit View Insert Format Records Scripts Window Help

MAIN MENU

Form List Work Request Report

New Find Delete

Order #	Shop	Project Title	Last Name	Department	Phone	Date finished	Total amt	Billed?	Completion Status
8638	Glass Shop	Aug 09 # 327	Baldelli	Chemistry	3-5107	8/4/2009	\$12.50	No	Yes
8639	Glass Shop	aug 09 # 328	Miljanic	Chemistry	3-2718	8/5/2009	\$47.10	No	Yes
8640	Glass Shop	Aug 09 # 329	Lee	Chemistry	3-2724	8/6/2009	\$40.00	No	Yes
8641	Glass Shop	Aug 09 # 330	Harold	Chem	713-298-2397	8/6/2009	\$20.00	No	Yes
8642	Glass Shop	Aug 09 # 331	Bikran	Pharmacological	713-795-8375	8/7/2009	\$109.20	No	Yes
8643	Glass Shop	Aug 09 # 332	Baldelli	Chemistry	3-5107	8/11/2009	\$110.00	No	Yes
8644	Glass Shop	Aug 09 # 333	Cai	Chemistry	3-2710	8/14/2009	\$9.05	No	Yes
8645	Glass Shop	Aug 09 # 334	Moller	Chemistry	713-213-0198	8/14/2009	\$60.00	No	Yes
8646	Glass Shop	Aug 09 # 335	Mey	Chemistry	3-2829	8/18/2009	\$5.45	No	Yes
8647	Glass Shop	Aug 09 # 336	Akshara	Chemistry	3-1171	8/18/2009	\$40.00	No	Yes
8648	Glass Shop	Aug 09 # 337	Lee	Chemistry	3-2724	8/19/2009	\$50.00	No	Yes
8649	Glass Shop	Aug 09 # 338	Clifford	Cee	3-4262	8/20/2009	\$15.00	No	Yes
8650	Glass Shop	Aug 09 # 339	Lee	Chemistry	3-2724	8/26/2009	\$90.22	No	Yes
8651	Glass Shop	Aug 09 # 340	Kadish	Chemistry	3-2740	8/26/2009	\$466.84	No	Yes
8652	Glass Shop	Aug 09 # 341	Shouhan	Chemistry	3-2715	8/28/2009	\$10.00	No	Yes
8653	Glass Shop	Aug 09 # 342	Advincula	Chemistry	31760	8/25/2009	\$500.00	No	Yes
8654	Glass Shop	Aug 09 # 0	Department	Chemistry	3-1927	8/28/2009	\$0.00	No	Yes

7. Select “Print” from the screen.

7

FileMaker Pro - [VChemShops (VDBS.NSM.Uh.edu)]

File Edit View Insert Format Records Scripts Window Help

Print List

CHEMISTRY DEPARTMENT SHOP WORK REQUEST

JobLog Number: 8638

Date Job Finished: 8/4/2009 Project Title: Aug 09 # 327

Contact Name: Chariz Peñalver Shop: GlassShop

PI Name: Steven Baldelli Month: Aug Year: 09

PI Department: Chemistry Job Type: wo Job ID:

Campus Phone: 3-5107

Diagrams/Work Requested:

Aug 09 # 327

Fabricated a flange with a ground joint

Id #	# Of Items	Comments	Cost/unit	Sub Total

Shop Manager: [] [1.25] [10.00]

Total Materials \$12.50

Total Labor \$12.50

Total Charge \$12.50

CHEMISTRY DEPARTMENT SHOP WORK REQUEST

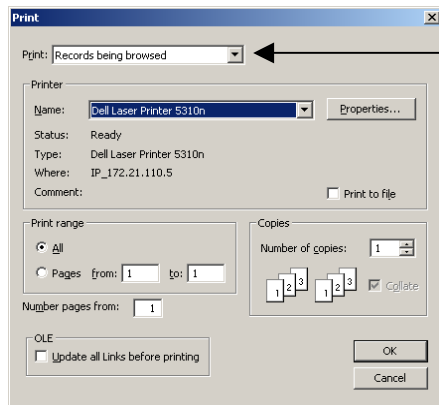
JobLog Number: 8639

Date Job Finished: 8/5/2009 Project Title: aug 09 # 328

Contact Name: Ognjen Miljanic Shop: GlassShop

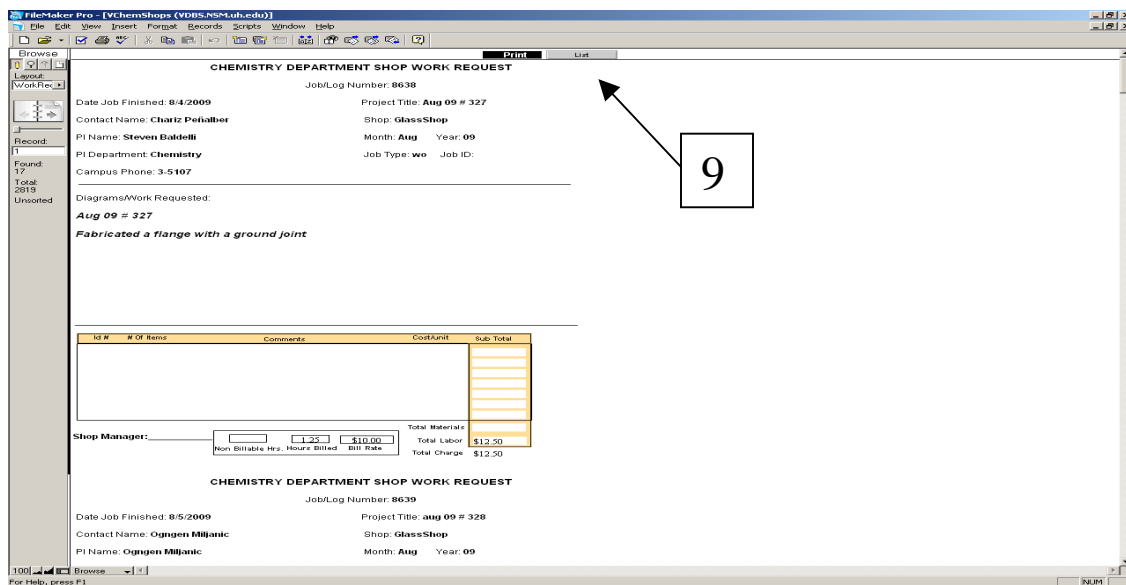
PI Name: Ognjen Miljanic Month: Aug Year: 09

8. From the Printer options box, select “Records being browsed” and Print Range “All”.



8

9. Click on “List” to return to the original view.



9

FileMaker Pro - [VChemShops (VDBS.NSM.uh.edu)]

File Edit View Insert Format Records Scripts Window Help

MAIN MENU

Form List Work Request Report

New Find Delete

Order #	Shop	Project Title	Last Name	Department	Phone	Date finished	Total amt	Billed?	Completion Status
8638	Glass Shop	Aug 09 # 327	Baldelli	Chemistry	3-5107	8/4/2009	\$12.50	No	Yes
8639	Glass Shop	Aug 09 # 328	Miljanic	Chemistry	3-2718	8/5/2009	\$47.10	No	Yes
8640	Glass Shop	Aug 09 # 329	Lee	Chemistry	3-2724	8/6/2009	\$40.00	No	Yes
8641	Glass Shop	Aug 09 # 330	Harold	Chem	713-298-2397	8/6/2009	\$20.00	No	Yes
8642	Glass Shop	Aug 09 # 331	Bibran	Pharmacological	713-795-8375	8/7/2009	\$109.20	No	Yes
8643	Glass Shop	Aug 09 # 332	Baldelli	Chemistry	3-5107	8/11/2009	\$110.00	No	Yes
8644	Glass Shop	Aug 09 # 333	Cai	Chemistry	3-2710	8/14/2009	\$9.05	No	Yes
8645	Glass Shop	Aug 09 # 334	Moller	Chemistry	713-213-0198	8/14/2009	\$60.00	No	Yes
8646	Glass Shop	Aug 09 # 335	May	Chemistry	3-2829	8/18/2009	\$5.45	No	Yes
8647	Glass Shop	Aug 09 # 336	Akshay	Chemistry	3-1171	8/18/2009	\$40.00	No	Yes
8648	Glass Shop	Aug 09 # 337	Lee	Chemistry	3-2724	8/19/2009	\$50.00	No	Yes
8649	Glass Shop	Aug 09 # 338	Clifford	Cee	3-4262	8/20/2009	\$15.00	No	Yes
8650	Glass Shop	Aug 09 # 339	Lee	Chemistry	3-2724	8/26/2009	\$90.22	No	Yes
8651	Glass Shop	Aug 09 # 340	Kadich	Chemistry	3-2740	8/26/2009	\$466.84	No	Yes
8652	Glass Shop	Aug 09 # 341	Shoum	Chemistry	3-2715	8/28/2009	\$10.00	No	Yes
8653	Glass Shop	Aug 09 # 342	Advincula	Chemistry	31760	8/25/2009	\$500.00	No	Yes
8654	Glass Shop	Aug 09 # 0	Department	Chemistry	3-1927	8/28/2009	\$0.00	No	Yes

10

CHEMISTRY DEPARTMENT SHOP WORK REQUEST

Job/Log Number: **8638**

Date Job Finished: 8/4/2009	Project Title: Aug 09 # 327
Contact Name: Chariz Peñalber	Shop: GlassShop
PI Name: Steven Baldelli	Month: Aug Year: 09
PI Department: Chemistry	Job Type: wo Job ID:
Campus Phone: 3-5107	

Diagrams/Work Requested:

Aug 09 # 327

Fabricated a flange with a ground joint

Rate must match the UH approved rate for the shop.

Shop Manager: 1.25 \$10.00

Non Billable Hrs. Hours Billed Bill Rate

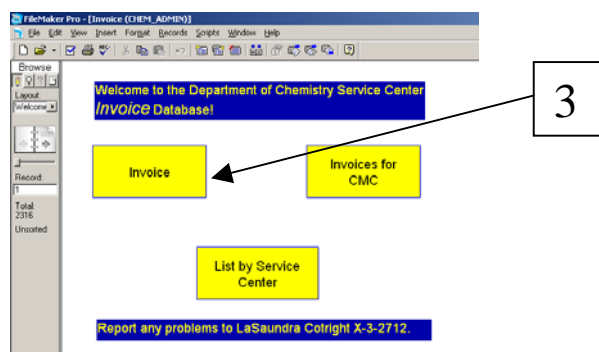
Total Materials \$12.50

Total Labor \$12.50

Total Charge \$12.50

Instructions for Preparing the Invoice once the Shop bills have been received and printed.

- Sort bills by:
 - Shops (i.e. Machine, Glass, Xray, etc).
 - Faculty Name
- Go to the Invoice Database saved in ChemAdmin/FilemakerPro Desktop Use/Invoice. (Access will be provided by LaSaundra Cotright) and click on invoice.



- The invoice screen will populate
 - Scroll until you get to the last record in the database
 - Click on "Create New"

INVOICE
University of Houston, Department of Chemistry, 136 Fleming, Houston, TX 77204-5003 Phone: 713-743-1927

Service center name: **Mass Spectrometry**

Customer:
Joydip Das
Pharmaceutical & Pharmaceutical Sciences
University of Houston
PHARM 5037

Invoice #: CHEM1927
Invoice Date: 09/01/09
Billing Period: 08/01/09 to 08/31/09
Billing Method: Electronic
Amount Due: \$36.00

Bill To (if different from Customer):
Erica Adams, DBA: ewilliams@uh.edu
Copies to: 1) Customer 2) Shaki Commissariat, College Business Administrator - shaki@uh.edu

Professor	Item/Job #	Description	Cost	Total
Anjoy	2	ESI-MS Experiments	36.00	36.00

Balance Due: \$36.00

Per university policy, the university's on-campus indirect cost (IDC rate) is included in the billing rate unless there is an approved waiver. UH Main campus users are exempt from IDC. Some non-UH academic users may be exempt with prior approval.

Certification of Service Center Manager or Representative:
I certify, that based on information and belief formed after reasonable inquiry, the statements and information contained in this invoice are true, accurate and complete.

Payment Is Due Upon Receipt Of Invoice

Non-UH Main Campus Customers:
Make Check Payable to: **University of Houston** and remit with copy of this invoice to: Attention: LaSaundra Cotright, Department of Chemistry, University of Houston, 136 Fleming Building, Houston, TX 77204-5003

UH Main Campus Customers only:
-Prepare an SC Voucher payable to: Mass Spectrometry
-Deposit to cost center: 2060-H0107-F1715-NA-30611
-Upload invoice, and, if provided, work request.
-Create one voucher per invoice.

Billing Note:
Per email from Shaki Commissariat 8/5/09: LaSaundra, it would be a good idea to send the invoices to the DBA, Ms. Erica Adams (email copied), with a copy to the Service Center Manager or Representative.

VERIFY IDC:
Verify whether IDC is in the approved billing rate.
Note: IDC effective 9/1/08 is 43%
IDC effective 9/1/09 is 50%
Verify with DBA each fiscal year for any changes.

Go to Billing

☐ IDC is in the approved billing rate and shown separately on the shop bill, add it as a line item in this section. If not shown separately, just verify that total rate charged includes IDC.

☐ Remember to check IDC rate.
Enter 0 if the user's rate is exempt from IDC.

PRINT

4. The information on the invoice is entered as follows:

FileMaker Pro - [Invoice (CHEM_ADMIN)]

File Edit View Insert Format Records Scripts Window Help

Menu Find Create New

Invoice

University of Houston, Department of Chemistry, 136 Fleming, Houston, TX 77204-5003 Phone: 713-743-1927

Search by Customer Contact: _____

Service center name: _____

Customer: _____ Invoice # CHEM1928

Invoice Date 10/2/2009

Billing Period 10/2/2009

Billing Method 10/2/2009

Amount Due _____

Bill To (if different from Customer): _____

Professor Name/Job # Description Cost Total

Balance Due

Per university policy, the university's on-campus indirect cost (IDC rate) is included in the billing rate unless there is an approved waiver. UH Main campus users are exempt from IDC. Some non-UH academic users may be exempt with prior approval.

Certification of Service Center Manager or Representative: I certify, that based on information and belief formed after reasonable inquiry, the statements and information contained in this invoice are true, accurate and complete.

Service Center Manager or Representative Signature _____

Payment is Due Upon Receipt of Invoice

Non-UH Main Campus Customers: Make Check Payable to: University of Houston, and remit with copy of this invoice to: Attention: LaSaundra Cotright, Department of Chemistry, University of Houston, 136 Fleming Building, Houston, TX 77204-5003

UH Main Campus Customers only: Prepare an SC Voucher payable to: _____

Deposit to cost center: _____

Upload invoice, and, if provided, work request. _____

Create one voucher per invoice.

Purpose/Benefit Statement: _____

Bill to Cost Center: _____

PI or Authorized Signature _____ Date _____

For Billing Questions, Call: 713-743-2730

Printed: 10/2/2009 3:29:17 PM

Print

Step 1: Select the Shop:
Step 2: Enter the Customer ID:
Step 3: Enter Invoice Details
Step 4: Verify Accuracy of all Information
Step 5: Print

VERIFY IDC. Verify whether IDC is in the approved billing rate.
Go to Billing

Note: IDC effective 8/1/06 is 45%
IDC effective 8/1/08 is 50%
Verify with DBA each fiscal year for any changes.

DCIF IDC is in the approved billing rate and shown separately on the shop bill, add it as a line item in this section. If not shown separately, just verify that total rate charged includes IDC.

Remember to check IDC rate. Enter 0 if the user's rate is exempt from IDC.

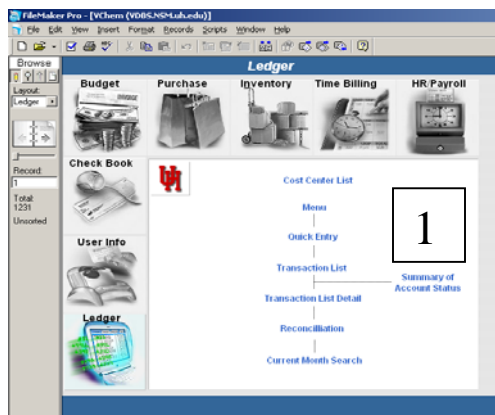
Billing Note

1. Select the shop from drop down box.
2. Enter the Customer ID #, can be searched by clicking here.
3. Invoice # and Invoice date will automatically populate
4. Enter invoice details: Professors last name, job #, description and cost
5. Billing period will be (mm/dd/yy - mm/dd/yy)
6. Current IDC rate will be 0.00 if the customer is from UH, if customer is non-UH, the IDC will automatically be 0.50
7. Verify "Balance Due" matches "Total w/ IDC".
8. Print

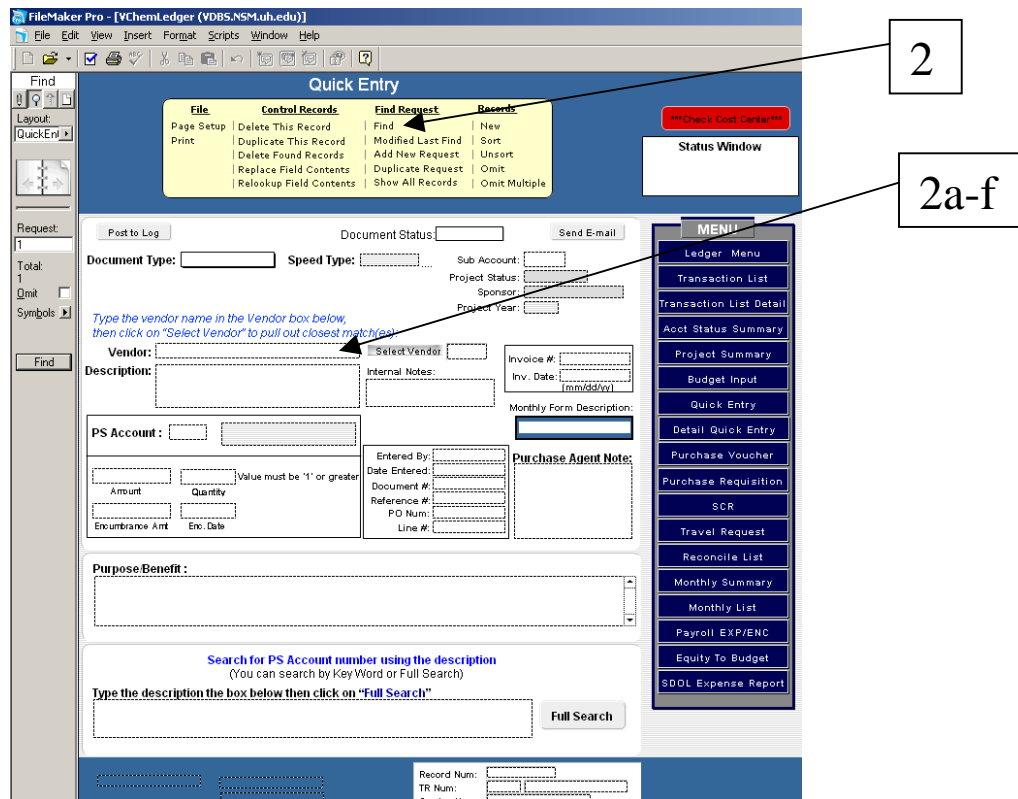
Instructions for Preparing the Invoice once the Shop bills have been received and printed.

Enter all invoices in FMP prior to distributing invoices.

1. Go to FMP. Navigate to: Main Menu, Ledger, Quick Entry.



2. Select FIND and type one of the following in the Vendor Field to obtain a template for the shop you are billing.
 - a. NMR Shop
 - b. Machine Shop
 - c. Glass Shop
 - d. Xray Shop
 - e. Electronic Shop
 - f. Mass Spec Shop



3. Scroll until you find the record for the previous month.

4. Duplicating the record template.
 - a. Duplicate the record template to enter the information for the current month.
 - b. All Shops have a subaccount that needs to be entered in FMP for ST 17835 (except Mass Spectrometry – ST 30611)

Shop Initials for Chem Facilities	
Glass	GS
Machine Shop	MS
Electronic Shop	ES
NMR Facility	NMR
Xray	XRAY
Surface Analysis.....	SURF

5. Duplicating the Credit Record to create the Debit Record.

- a. Enter the Speed Type # the PI provided.
(Since the record is being entered in FMP prior to receiving the speed type # from the PI, enter 12345 as the speed type to be able to create the record. Speed type provided by PI will replace 12345 once received).
- b. Change the PS Account to 53855.
- c. Change the Amount to a positive amount.

The screenshot shows the FileMaker Pro interface for VChemEdger. The 'Quick Entry' form is displayed with the following fields and values:

- Document Type:** SC Voucher
- Speed Type:** 18324
- Sub Account:** LAB
- Project Status:** Active
- Sponsor:** Incidental Fee
- Project Year:**
- Vendor:** NMR Shop (Chem Svc Facilities)
- Select Vendor:** 3748
- Inv. Date:** 09/15/09
- Inv. #:** CHEM1895
- PS Account:** 53855
- Amount:** 25.55
- Quantity:** 1
- Entered By:** emmarkin
- Date Entered:** 9/31/2009
- Document #:** 00127785
- Reference #:** CHEM1895
- PD Num:**
- Line #:**

The 'MENU' on the right includes options like Ledger Menu, Transaction List, Transaction List Detail, Project Summary, Budget Input, Quick Entry, Detail Quick Entry, Purchase Voucher, Purchase Requisition, SCR, Travel Request, Reconcile List, Monthly Summary, Monthly List, Payroll EXP/ENC, Equity To Budget, and SDOL Expense Report.

Callouts 5a, 5b, and 5c point to the 'Status Window' button, the 'PS Account' field, and the 'Amount' field, respectively.

6. Prepare Invoice for Distribution to the PI.

- a. Once the invoice has been entered in FMP, it is now ready to be submitted for payment.
- b. Place the invoice in a folder that should be returned to you. Labeled "Sign and Return to XXXX".

7. Once PI returns the Invoice:

- a. Verify the cost center balance, allowability, and project dates.
- b. Find the Invoice # in FMP. This should bring up both the **debit** and **credit** records.

Clear Lake Payment Procedures

4/27/04, 10/02/09

Below is a summary of how the University of Houston-Clear Lake pays for Chemistry Service Center Invoices:

- Clear Lake Department receives the invoice.
- Clear Lake Department forwards invoice with cost center information to the Clear Lake General Accounting Department requesting payment of the invoice.
- Clear Lake General Accounting prepares an inter-campus journal and includes the following description which will appear in the description field of the 1074 report (Revenue/Expense - 1074.3b).

➤ 50050 UHCL PMT INV# CHEM#### - JRNL #####

Source: Arlene Lockwood, Clear Lake General Accounting Department

Clear Lake Contacts:

Name	Title	Department	Phone		Email
Major Contacts:					
Maria Winters		School of Science & Computer Engineering	281-283-3770	Receives the bills and forwards for payment to Gen Acct.	winters@cl.uh.edu
Arlene Lockwood	Staff Accountant	General Accounting	281-283-2128	Pays the bills for the departments. Prepares the inter-campus journals	lockwood@cl.uh.edu
Kimberly Bujok	Senior Sec.	School of Science & Computer Engineering	281-283-3793		bujok@cl.uh.edu
Sandy Lejeune		Accounts Payable	281-283-2123	Prepares the wire transfers	lejeune@cl.uh.edu
Administrative Contacts					
Lee Folk	Research Admin Acct.		281-283-2138		
Mike MacDonald	Business Coordinator & Assoc. Dean	School of Science & Computer Engineering	281-283-3718		
Harriet Vincent	Director A/P	Accounts Payable	281-283-2127		
John Cordary	Assoc. Vice President for Finance				
Robert Ferebee	Assoc Dean & Director of Admin		281-283-3715		

PS Account Codes for Service Center Recovered Costs

UH Customer Service Center

50050 – RECOVERED COSTS - LOCAL

Use when paying with Local Funds only

PS Description: FOR USE BY LEDGER 1 SERVICE DEPARTMENTS TO RECORD COST REIMBURSEMENT BASED ON COST OF DIRECT MATERIALS, LABOR AND SUPPLIES PLUS REASONABLE OVERHEAD CHARGE WITHOUT ANY MARKUP FOR PROFIT. IT IS USED ONLY WHEN THE RECEIVING DEPARTMENT CHARGES THE COST TO ANY FUND ACCOUNTS OTHER THAN A STATE FUNDED ACCOUNT.

50051 – RECOVERED COSTS - STATE

Use when paying with State Funds only

PS Description: FOR USE BY LEDGER 1 SERVICE DEPARTMENTS TO RECORD COST REIMBURSEMENTS BASED ON COST OF DIRECT MATERIALS, LABOR, & SUPPLIES PLUS REASONABLE OVERHEAD CHARGE WITHOUT ANY MARKUP OR PROFIT. IT IS USED ONLY WHEN THE RECEIVING DEPARTMENT CHARGES THE COST TO A STATE FUNDED ACCOUNT. (LEDGER 1)

50053 – RECOVERED COSTS - CASH SALES

Use for payments by cash/check only

PS Description: FOR SPECIFIC USE BY LEDGER 1 SERVICE DEPARTMENTS TO RECORD CASH COSTS FROM SERVICES TO NON-UNIVERSITY RELATED ACTIVITIES PERFORMED OR FOR GOODS OR SERVICES PROVIDED TO STUDENTS, STAFF AND GENERAL PUBLIC.