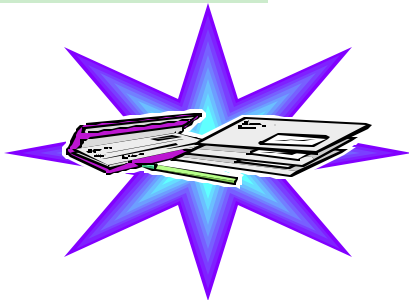


University  
of Houston  
April 2003

# Finance Notes & News

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## Copies of Endorsed (Cancelled) Checks

Bank reconciliation receives electronic copies of cancelled checks from the bank. These endorsed copies help in resolving inquiries from vendors.

Departments requesting copies of these cancelled or endorsed checks should send the following information to Nami Shukla via e-mail to [nshukla@uh.edu](mailto:nshukla@uh.edu):

- Business Unit:
- Vendor Name:
- Payment Reference:
- Payment Reference Date:
- Amount:

If the check has been cashed, an electronic copy of the endorsed check will be sent to the department.

In cases of void checks, please contact Accounts Payable to have a replacement check issued.

## Automated Clearing House (ACH) Payments

The ACH system is the primary Electronic Funds Transfer (EFT) system used by agencies to make payments. In the new electronic world more agencies are opting for the paperless direct bank deposit. It is fast, it is cost-efficient, and it is accurate; no more stamps, envelopes or lost checks in the mail.

But like any new age technology there is a learning curve. In this case, it is identifying where the payment should be applied. With little text space for a description, it is very difficult to determine what type of payment we are receiving for the university.

Therefore, to make the process flow more efficiently, make sure that the bank account and routing numbers are correct when setting-up the documentation to receive ACH payments. In addition, notify the agency to send proper back-up documentation, identifying the contact person's name, cost center, and a brief description of the transactions. These few pieces of information will save a considerable amount of time in researching these payments. It will also ensure that your payments are recorded properly and timely.

Federal Wire Transfers and Check Deposits should include this information as well.

## PCBud Training

PCBud training will be offered Monday, April 7th through Friday, April 11th . To register staff for training, please email your request to Karen James ( KAJames@central.uh.edu ). Karen will respond via email with confirmed registration or a request for another class choice. Please sign up early since the classes late in the week often reach capacity.

All classes will be the same. Attendance is required for first time users of PCBud. For first time users of PCBud, a "Request for PCBud Access" must be completed and submitted to the budget office prior to training. Contact Martha Tamez for the form. PCBud is also available for those who need a "refresher" training of PCBud.

Although not much has changed operationally from last year, there will be some new reports available this year.

The training will be in two locations this year as indicated below:

Morning (9:00 - 11:00) Room 110 A in Social Work

Afternoon (2:00 - 4:00) lab 318 in Farish Hall

## POSITION REQUESTS (PR)

There seems to be some confusion on what date to use as the effective date on funding *changes*. To determine an effective date, you will need the FY2003 "Payroll Pay Day Schedule" and the "current month Payroll Schedule". You can obtain these from the PS Finance website/Calendars and Schedules/Fiscal 2003 Payroll Schedule.

The effective date is based on when the budget office processes the PR. **You cannot backdate any PR, because you would be attempting to alter historical information.**

Monthly - To determine the effective date on a monthly employee, find the date on the current month Payroll Schedule that reads "Run Final Mthly". If a PR is processed before that date, the effective date would be the first day of the current month. If a PR is processed on that date through current month end, the effective date would be the first day of the next month. An example would be if a PR was processed before March 24, the effective date would be March 1st. If processed on March 24th through March 31st, the effective date would be April 1st.

Biweekly - To determine the effective date on a biweekly employee, verify the final run for that pay period. If a PR is processed after the final run, the effective would be the first day of the next pay cycle.

For example, the first biweekly final run for B40 ends 3/11/03 and B41 ends 3/25/03. The effective date of March 12th would be for all PRs processed between March 17th and March 28th.

## Budget New Revenue/Fund Balance

The Budget Office is receiving some BARs for budgeting new revenue/fund balance with incomplete appropriation information. Also the order of the lines is important and should be:

REVEST - Use the budget node for new revenue (B4XXX) or fund balance (B4035).

APPROP - B5000 - fund code (same as ORG line) - H0000 - 00000 - BP200X - NA. To enter the program as all zeros, place a leading apostrophe before the zeros.

ORG - Use budget nodes for level 3 (B5005, B5027, B5006, B5007, B5008, B5009). Remember to include a position number in the reference column when budgeting salaries (B5006).

## Budget check error messages

The Budget Office receives numerous phone calls on budget check error messages. The following are the most common budget check errors and the procedures for correcting them.

Insufficient organization budget - The document being processed is more than the budget available for that budget **node (not the cost center)**.

- 1) check the PS account against the budget balance in the corresponding budget node. Call your budget analyst for a copy of the budget expense tree for PS accounts and corresponding budget nodes.
- 2) Options - Transfer budget from another budget node within that cost center, transfer budget from another valid cost center or change the cost center on your document to another valid cost center.

Insufficient revenue budget - The document being processed exceeds the budgeted revenue for that budget node.

- 1) Contact via email, Margie Hattenbach or Martha Tamez. In most cases, the revenue document will be overridden to allow posting of the revenue.
- 2) Once the revenue has posted to budget this new revenue, the department must prepare a "Request to budget new revenue" to accompany the BAR. College submissions are to sent to Craig Ness. Division submissions are sent to the Budget Office.

Organization budget not found - A budget has not been established for this cost center **budget node**. **This means the budget node is not found, not the cost center.**

- 1) Check the PS account and verify budget in that cost center budget node.
- 2) Options - Establish budget for the cost center budget node by funding from equity (Request to Budget Fund Balance), moving budget from another valid cost center or if the entry attempting to post to this cost center is incorrect then correct the document creating the budget error message. Request to Budget Fund college submissions are to sent to Craig Ness. Division submissions are sent to the Budget Office.

Revenue budget not found - A budget has not been established for this cost center **budget node**. **This means the budget node is not found, not the cost center.**

- 1) Check the PS account and verify budget in that cost center budget node.
- 2) Establish budget for the cost center budget node by funding from equity, moving budget from another valid cost center or if the entry attempting to post to this cost center is incorrect then correct the document creating the budget error message.

Two reports to check your available budget in PS:

- 1) Go/Process financial information/Analyze Controlled Budgets/Report. Choose from organization, revenue or project/grant.
- 2) Go/Process financial information/Inquire/Controlled Budget/Criteria/Update/display. Fill in the chartfield information, click Get available periods, select your budget year, click Get budgets. On the next panel, click the middle magnifying glass and the next panel will display your cost center budget nodes and associated budgets, pre-encumbrances, encumbrances, expended and finally balance.

Special Note - use wild cards except for the program. The budget portion of PS does not edit check for valid chartfield combinations.

### Budget Notes

#### Journals to move equity/cash as related to BARs

Although many of you have attended the on line journal entry class, the budget office will continue to prepare journals to move cash/equity associated with BARs.

#### Notification of cash/equity journals prepared

Effective Friday, February 21- On a weekly basis, administrations will be receiving copies of journals prepared by the budget office from BARs submitted. The associated BARs will accompany the journals. The journals will be continue to be forwarded to general accounting for posting. Questions on the journal should be directed to your assigned budget analyst. On questions relating to the status of the journal posting, please contact General Accounting.

# Budget Transaction Detail Report

Go  
Process Financial Information  
Analyze Controlled Budgets

Report  
Budget Transaction Detail  
Add (first time to create run control) or Update/Display (to select run control)

Description	Name	Process Type Descr
Budget Transaction Detail Rpt	GLS8005	SQR Report

You can select a range of transaction types, budget posting dates, and/or chartfields. The report displays the date, journal ID, reference, and amount of the override. If User Budget Overrides is checked, the operator ID of the person who overrode budget checking will be displayed. If Account Budget Overrides is checked, the override account will be displayed. Run the report to your printer by selecting Printer on the Process Scheduler.

## Storm Cleanup Continuing in Accounting

Numerous months have passed since Tropical Storm Allison recovery began at UH. There are, however, still active issues that we are continuing to address and will for some months to come.

The General Accounting office continues to work with Plant Operations, Accounts Payable and the Federal Emergency Management team on a daily basis. We are providing information to help verify and document the university's expenses and close out projects.

General Accounting may be contacting your department from time to time for help in this process. We always appreciate your speedy response.



## Procedures for Handling Paychecks:

Once a check has been generated the Treasury Office releases the checks to the Division Business Offices. (This individual has to be on the approved Division signature list to sign for checks).

The Division takes the checks and logs them into their file and then notifies the department(s) that they have checks to be picked up. (This individual has to be on the departments approved signature list to sign for checks).

Then, the Department takes the checks and logs them into their file and then distributes them to the employees. If an employee is unavailable to pick up his/her check the department must put these unsigned checks in a locked and secure area. Checks are kept in the department for 10 working days and any check that has not been picked up must be returned to Treasury.

Treasury will hold all returned checks until they become stale dated at which point they send the checks to the Bank Records Department in General Accounting.

If an employee should contact the department regarding a check that has been sent back to Treasury they should call Glinna Hilton @ 3-8737. If the check has become stale dated they will need to contact Payroll and submit in writing a request to have the check(s) reissued.

## IMPORTANT HRMS NOTE:

HR legacy will be shut down on May 1. All information is available in query form. We are holding additional query/crystal classes in May to help users learn to access the data on May 14, 20 and 29. Please sign up for these classes on the HRMS training website.

## Reminders for Reporting Overages and Shortages in Cash Funds

It is the responsibility of the fund custodian to ensure that their petty cash or change fund is balanced daily.

If the cash fund is for reimbursing small purchases, the total receipts plus the cash on hand should equal the authorized amount of the Petty Cash Fund.

If the fund is used for making change during a sales transaction, the total cash, checks and credit card receipts, minus the sales should equal the authorized amount of the Change Fund.

When requesting a reimbursement of a petty cash fund, or making a deposit of sales, any overage or shortage should be charged against the departmental cost center using the cash over/short account, 50015. In no case should the expense (in the case of a petty cash fund) or the revenue (in the case of a change fund) be increased or reduced for this overage or shortage.

If the overage or shortage is less than \$20, no additional documentation (other than the entry on the voucher or journal) is necessary.

Here is an example of a deposit journal with a shortage of \$19:

Line #	Ledger	Unit	SpeedType	Acct	Amount	Journal Line Description
1	ACTUALS	00730	SpeedType	43600	-100.00	Book Sales
2	ACTUALS	00730	SpeedType	50015	19.00	CASH OVER / SHORT
3	ACTUALS	00730	SpeedType	10510	81.00	UH LOCAL DRAWING

If the overage or shortage is \$20 or more, you must complete an Incident Report and fax a copy to Monica Scott in General Accounting (3-5690). You must also attach a copy of this Incident Report to your voucher (in the case of a petty cash reimbursement) or journal entry (in the case of a bank deposit).

***The requirement to attach a copy of the Incident Report to your voucher or journal is new. Adding it to the support will simplify the approval process and provide a more complete audit trail for the entry.***

You can find a copy of the Incident Report on the Finance website or contact Kristy Bullick at 3-8777 for assistance.





## Journal Entry Training Classes

### MasterCard/Visa Commission Rate Change

Effective April 1, 2003, MasterCard and Visa associations are increasing the rates for credit card acceptance to merchants. Due to this increase, effective April 1, 2003, the MasterCard/Visa commission rate will increase from 2.35% to 2.40%. The following table details the current commission rates for all credit card companies currently accepted by the university:

<u>Current Credit Card Commission Rates</u> (Effective April 1, 2003)	
Mastercard/Visa .....	2.40%
Discover .....	1.67%
American Express .....	2.60%
American Express (Hilton Hotel only) .....	2.75%
Diners .....	3.00%
Diners (Hilton Hotel only) .....	2.75%
Debit cards (per transaction) .....	0.30

## Subscribing and Unsubscribing to the Finance Listserv

**Subscribe to the Finance ListServ** to receive e-mail reports and notices concerning the Financial database. Send an e-mail\* to [LISTSERV@LISTSERV.UH.EDU](mailto:LISTSERV@LISTSERV.UH.EDU) with the following command as the body of the message (leave the subject line blank): **sub fast-financial "your name"** (do not include quotes).

**Unsubscribe to the Finance ListServ** Send an e-mail\* to [LISTSERV@LISTSERV.UH.EDU](mailto:LISTSERV@LISTSERV.UH.EDU) with the following command as the body of the message (leave the subject line blank): **SIGNOFF FAST-FINANCIAL**.

\*Note: E-mail cannot contain any pictures or backgrounds. The Listserv will reject these e-mails.

These instructions are posted on the Finance home page: <http://www.uh.edu/finance/>.

[To subscribe/unsubscribe to the HRMS Listserv, please e-mail Marli Bober at MWBober@central.uh.edu.](#)

The time is quickly approaching when we will no longer use the paper journal request forms. Our goal is to have all departments trained and online as quickly as reasonable. If you have not participated in the journal entry (virtual approval) training, please make plans to do so before the end of May.

You may go to the Finance website at [www.uh.edu/finance/Training.html](http://www.uh.edu/finance/Training.html) to register.

### **Class Dates:**

April 15	(Full)
April 29	(Limited)
May 7	9am - Noon
May 27	9am - Noon
June 3	9am - Noon
June 24	9am - Noon

All classes are in UBP 2-224 unless otherwise noted.

As a reminder, you will need to provide your PSGL user ID to enroll in this class. Please do not show up for classes if you have not registered. We hate to have to turn people away.

### Cash Handling Workshops

There are only three opportunities left to participate in our workshops during this fiscal year:

### **Cash Handling**

April 10	9am - Noon
May 8	9am - Noon
June 12	9am - Noon

### **Credit Card Transactions**

April 9	9am - Noon
May 9	9am - Noon
June 13	9am - Noon

If you haven't registered yet, please Email [hrtraining@uh.edu](mailto:hrtraining@uh.edu) to register.

All classes are in UBP 2-224 unless otherwise indicated.

# April 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 FS-GL Orientation 9 a.m. UBP 2-224	3 A/P FAST Start 9 a.m. UBP 2-224	4	5
6	7 Online Requisition Entry 2 p.m. UBP 2-224	8	9 Credit Card Transactions 9 a.m.-12 p.m. UBP 2-224	10 Cash Handling 9 a.m.-12 p.m. UBP 2-224	11 Query/Crystal Basic 9 a.m. UBP 2-224	12
13	14 Online Requisition Entry 2 p.m. UBP 2-224	15 Travel Voucher Audit 1:30 p.m. UBP 2-224	16 Travel Requests and Vouchers 9 a.m. UBP 2-224  HR View 1:30 p.m. UBP 2-224	17 Payables/Adv Vouchers 9 a.m. UBP 2-224  Online Requisition Entry 2 p.m. UBP 2-224	18 General Ledger Reporting 9 a.m. UBP 2-224	19
20	21	22 Query/Crystal Basic 9 a.m. UBP 2-224	23 Online Requisition Entry 9 a.m. UBP 2-224	24 PO Vouchers/ Encumbrances 9 a.m. UBP 2-224  Adv HR Payroll/Reallocation 1 p.m. UBP 2-224	25 Basic Financial Reports 10 a.m. 170 MH	26
27	28 Online Requisition Entry 2 p.m. UBP 2-224	29 Journal Entry Training (see web site for availability) UBP 2-224	30 Query/Crystal Basic 9 a.m. UBP 2-224			



# Paying Participants in Research Studies through UH Accounts Payable

Below are two common methods for paying individuals who participate in University of Houston research studies:

1. Voucher payable to the participant.

Required support: Timesheet or statement signed by participant acknowledging participation in the research study OR a general information letter of agreement between the participant and principal investigator that outlines the research program and identifies any expenses that may be reimbursed or fees to be paid (letter of agreement must be approved by the Office of Contracts and Grants). On the voucher, use PCC 9 (default PCC) and account 54810, Payments to Research Participants.

2. Voucher payable to the principal investigator, who paid the participants with his/her own funds.

Required support: Receipts or log signed by participants acknowledging receipt of funds.

Follow the steps below to complete the voucher.

- a. Complete Invoice Header Information panel as normal (payable to PI).
- b. Complete Voucher Line 1 on the Line Information and Charges panel for the amount paid to the first participant. Use account 54810.
- c. Complete the UHS Data Line panel for the first participant:  
Select PCC 8  
Complete the 3rd Party Vendor Information for the participant (Note: If the participant is not setup in the AP/PO vendor database, send a Vendor Setup Form to UH Vendor ID.)

The screenshot shows a software interface for entering voucher data. It includes the following fields and values:

- 1** **TIN:**
- UHS PCC:** 8 (with a dropdown arrow)
- Description2:** (empty text box)
- RTI:** (empty text box)
- Delivered Date:** (empty date picker)
- 3rd Party Vendor Info** (section header)
- Short Name:** GLISSONMIC-001 (with a dropdown arrow)
- Loc:** V (with a dropdown arrow)
- Vendor ID:** 0000022771 (with a dropdown arrow)
- Addr:** (empty address field with a dropdown arrow)
- 3rd Party TIN:** (empty text box)

- d. Move back to the Line Information and Charges panel and insert another Voucher Line by placing your cursor in the Description field and pressing F7.
- e. Complete Voucher Line 2 for the payment to the second participant.
- f. Select the UHS Data Line panel and complete the 3<sup>rd</sup> Party Vendor Information for the second participant on Line 2. (Each time you insert a Voucher Line on the Line Information and Charges panel, a new line will be inserted on the UHS Data Line panel automatically with the same PCC number as the previous line.)
- g. Repeat steps d through f for each research participant.

For additional information concerning participant payments, consult MAPP 05.02.04 or contact Samantha Yurus, Director of Accounts Payable, at x38721.

## Non-Payroll Expenditure Reallocations: Process Overview University of Houston

### Accounting Events and Forms for Originating Department to Complete

	TO: LOCAL FUND	TO: STATE FUND
FROM: LOCAL FUND	Journal Entry	State Voucher
FROM: STATE FUND	Local Voucher	Journal Entry

### Department Tasks for Non-Payroll Expenditure Reallocations

	Originating Department	General Accounting	Accounts Payable	State Accounting
From Local to (Same or Different) Local Fund	Complete Journal Entry	Approve Journal Entry and Post to PS		
From Local to State Fund	Complete State Voucher		Approve State Voucher	
From State to Local Fund	Complete Local Voucher		Approve Local Voucher	Create Journal Entry in PS and USAS
From State to Different State Fund	Complete Journal Entry	Approve Journal Entry and Post to PS		Create Journal Entry in USAS
From State to Same State Fund	Complete Journal Entry	Approve Journal Entry and Post to PS		

This document is located on the Finance website at [http://www.uh.edu/finance/Doc\\_Ref.html](http://www.uh.edu/finance/Doc_Ref.html). Examples of completed journal entries and vouchers may be viewed by clicking hyperlinks on the web page.