

# PeopleSoft Notes & News

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## INSIDE THIS ISSUE:

Budget Checking Tips	2
Payroll Information	3
PeopleSoft Budget Guide	3

The Payroll Hotline is now up and running! The phone numbers are 713-743-5937 and 713-743-5978.

Margaret Busch will be fielding calls to the hotline.

## End-of-Year Cleanup

Departments should take the following steps to ensure their cost centers are in good shape by August 31:

1. Run the UHS\_AP\_FY02\_UNPOSTED\_VOUCHERS query in FSRPT. The output will list FY02 vouchers (i.e., vouchers with an Accounting Date between September 1, 2001 and August 31, 2002) that are unposted. Any vouchers on this list that are not delivered to Accounts Payable before the FY02 processing deadline must be deleted.
2. Run the Open Commitment Status Report (UGL01058) to view outstanding PO encumbrances. Any encumbrances that will not be liquidated by a future payment should be liquidated by finalizing an existing PO voucher or adjusting the PO. Requests to reduce a PO encumbrance should be submitted on an Encumbrance Adjustment Form.
3. Run the UGL01063, UGL01064, and/or UGL01065 reports to view the budget balance available for all cost centers in a department. Cost centers with a deficit budget balance should be corrected before August 31 by (a) releasing unneeded encumbrances, (b) transferring expenditures, and/or (c) adjusting the budget.

Instructions for running the above query and reports are located at: <http://www.uh.edu/fast/financial/FS-training.htm> The Encumbrance Adjustment Form and instructions are located at: <http://www.uh.edu/fast/financial/FS-refandforms.htm> If you have questions, call Linda Howard at 713-743-8708 or Gabriel Massey at 713-743-8700.

## End-of-Year Voucher Processing

The table below describes how FY02 and FY03 vouchers will be processed during August and September. The dates in the "Submitted to UH AP" column are specific to UH and UH System. Other campuses may have different deadlines for submitting vouchers. Questions about voucher processing should be directed to Cissy Bean at 713-743-8711.

Voucher Posts to FY	Fund Type	Voucher Created	Accounting Date	Submitted To UH AP	Schedule Due Date
2002	State	August	August	By 8/16/02	August
2002	Local	August	August	By 8/23/02	August or after
2003	State or Local	August	09/01/02	8/15/02 or after	9/03/02 or after
2003	State or Local	September	September	September	September or after

## Common Budget Checking Errors and Solutions

The following matrix lists common errors that occur while processing financial transactions such as purchase requisitions, vouchers and journals. The first two columns display the PeopleSoft code assigned

to the error type and the corresponding description. The code and description are displayed on the panel where budget checking is initiated and reflect the status of the budget checking process. Columns

three and four explain the cause(s) of and the steps necessary to resolve the error. Finally, the Contacts column indicates the appropriate business contact for assistance on the matter.

Budget Checking Line Status	Description	Cause	Resolution	Contact
F	Org Budget Data Not Found	A budget does not exist for the cost center/budget pool combination as required.	Either process a budget journal to establish budget in the cost center/budget pool or change the cost center on the transaction line.	Budget Office Ext. 30650
H	Project/Grant Data Not Found	A budget does not exist for the cost center/budget pool combination as required.	Either process a budget journal to establish budget in the cost center/budget pool or change the cost center on the transaction line.	Research Ext. 39225
K	Insufficient Organization Bud	The remaining spending authority for the organization budget was not sufficient to cover the transaction.	Either process a budget journal to increase spending authority in the cost center/budget pool or change the cost center on the transaction line.	Budget Office Ext. 30650
L	Insufficient Proj/Grant Bud	The remaining spending authority for the organization budget was not sufficient to cover the transaction.	Either process a budget journal to increase spending authority in the cost center/budget pool or change the cost center on the transaction line.	Research Ext. 39225
N	Not Budget Checked	Either the transaction has never been budget checked or is in a group of transactions where one or more other lines failed but this line would have passed budget checking.	If working through a group of transactions, scroll through them to locate the error and correct it before re-budget checking; otherwise initiate budget checking.	Non-Proj/Grant: Budget Office Ext. 30650 Proj/Grant: Research Ext. 39225
Y	Invalid Project/Grant Date	The transaction date (usually the document's accounting date) does not fall within the Project/Grant beginning and end dates.	Either adjust the date on the transaction or the Project/Grant budget dates	Research Ext. 39225

## Why are my distributions going to suspense?

There are several reasons distribution may be going to suspense. This requires some research on your part, but the answers are easy to locate if you know where to look!

1. First look at the Department Budget table in Define budget /Encumbrance. Make sure the set ID says 00797. Enter the position number and click OK. Does a distribution record exist? If not, the paycheck does not know where to go, so yes, the whole thing went to suspense.
2. Check the dates on the blank earnings row for the distribution. Has a new row been entered directing the earnings to suspense? If it has, it is because the account code is no longer valid. Do you need to extend dates on a grant and reactivate? A new earnings distribution row must be entered to redirect these earnings for future pay-rolls.
3. Does the department at the top of the earnings distribution panel match the department of the employee's job record? If not, the department budget record needs to be established by the budget office for that position with the correct department ID.

### Why Am I Receiving Zero Checks for Current and Terminated Employees?

Zero checks are generated for current employees when a check adjustment occurs for an overpayment and the result would produce a negative amount. The payroll office enters the negative amount as an ADJ to bring the check to zero. The negative amount is then moved to arrears to be taken on the next paycheck. You can verify that a check has been adjusted, by looking at the check itself, and finding the ADJ line. The next paycheck will reflect a deduction code of PAYADJ which reflects the arrears taken on that paycheck.

Terminated employees will sometimes receive a zero check due to the fact that we are entering leave taken or leave paid in the 30 days following their termination on a payline. We have to clear their sick and vacation hours from the system and this is always done after the termination.

Do not distribute zero checks to employees. You may put them in their personnel folder as a record that the processing has occurred.

## PeopleSoft Budget Guide

Budget Ledgers Rate	
<u>Ledger</u>	<u>Use</u>
Revenue (REVEST)	Revenue Budget
Organization (ORG)	Expenditure Budget for Non-Project/Grant Cost Centers
Project/Grant	Expenditure Budget for Project/Grant Cost Centers
Budget Scenarios	
<u>PeopleSoft</u>	<u>Use</u>
Original	Load from Budget Development System (PCBUD)
Base	Base (reflects on-going commitments)
Final	Current (reflects current fiscal year only)
Budget Account Types	
B4XXX	Revenue Budget Account Values
B5XXX	Expenditure Budget Account Values

# AUGUST 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 <i>Payroll Reallocation</i> 9 a.m. UBP 2-224 16 seats	13 <i>GL Reporting</i> 1 p.m. UBP 2-224 9 seats	14 <i>Payables Adv. Vouchers</i> 9 a.m. UBP 2-224 19 seats	15	16 <i>Basic Financial Reporting</i> 10 a.m. 150 Melcher 350 seats	17
18	19 <i>Query/Crystal Basic</i> 9 a.m. UBP 3-241 7 seats	20	21	22 <i>GL Orientation</i> 9 a.m. UBP 3-241 25 seats  <i>Adv. HR View</i> 9 a.m. UBP 2-224 15 seats	23	24
25	26	27	28	29	30	31