



FINANCE NOTES & NEWS

Volume 2, Issue 4 January 2003

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When to Use Interagency Transaction Vouchers

State rules require us to use an interagency transaction voucher (ITV) when all of the following are true:

- Paying with state appropriated Funds
- Paying another State of Texas university or agency
- Invoice contains a six-digit RTI Number
- No enclosure required with payment

Complete the following steps on the UHS Data panel to turn a state voucher into an ITV:

- Change the UHS PCC to 6
- Enter the six-digit RTI number from the invoice in the RTI field

Rather than issuing a state warrant to the other agency, the Comptroller's Office will transfer funds from our account to the other agency's account within the State Treasury. The RTI number helps the other state agency recognize our payment.

Preparing for Fy2004 Budget development

Now is the time to begin preparing for the FY2004 budgeting cycle. Since this is a legislative year, there will be many unknowns concerning state appropriations and salary mandates until a state FY2004-FY2005 biennial budget is adopted in May or later. The University FY2004 operating budget will be presented to the Board of Regents in August. In order to meet the August deadline, the development process must begin before final numbers come from the Legislature.

PCBud will continue to be the primary budgeting tool for FY2004 budget development. Under the current schedule, PCBud will be loaded with HRMS and General Ledger data following the close of March. As in the past, the base budget amounts will be used in the load process. Following the load, there will be a period in April for colleges and divisions to verify the base budgets in PCBud. Requests for any changes to the base must be submitted in writing and will be processed by the Budget Office. The need for base budget cleanup in PCBud can be minimized if the base budgets in the PeopleSoft systems are kept up to date. Now is the time to begin your review process and submit BARs as needed to update base budgets. Here are a few things to remember concerning base budgets:

- Each cost center should accurately reflect its share of the base budget for your college or division
- As a rule, the total base budget for each fund within your college or division will equal the base loaded for that fund at the start of FY2003 plus or minus any base transfers in to or out of your college or division
- For filled, line-item positions, the base budget should equal the annual salary for the individual in the position
- Vacant positions must have a reasonable base budget prorated to the FTE of the position (a minimum reasonable base is usually considered to be the minimum for the pay grade).

Please call or email your contact person in the Budget Office if you have questions in preparing for the FY2004 budget development.

FAQs for postage, Telephone and long Distance Charges

1. Which campuses use the file feed described below to bill departments?

	Postage (52800)	Telephone (52803)	Work Order (52805)	Long Distance (52807)
UH	X	X	X	X
UHCL		X	X	X
UHD		X	X	X
UHS	X	X	X	X
UHV				

2. How does the file feed work?

- a. On the first working day of the month, UH Postal Services and the campus Telecommunications Department send a file to UH Finance containing the previous month's charges.
- b. Depending on the type of funds used (state or local) to pay for the service, a state voucher or journal entry is automatically created as follows:

	State Funds	Local Funds
Document created	State voucher	Journal entry
Document source	AP bus unit is SCxxx (e.g. SC730)	Journal source is SCR
Expenses/Revenues	Dr. Expense for department Voucher payable to service center	Dr. Expense for department Cr. Revenue for service center
Automated process	Edit, Budget Check, and Post	Edit, Budget Check, and Post
UGL01051 description	Mo/Yr from voucher line	Mo/Yr from journal detail line

3. When will expenses and encumbrance releases post to my cost center?

Calendar Month Billed	Accounting Month Posted
September 2002	November 2002
October 2002	December 2002
November 2002	December 2002
December 2002	January 2003
January 2003	February 2003
February 2003	March 2003
March 2003	April 2003
April 2003	May 2003
May 2003	June 2003
June 2003	July 2003
July 2003	August 2003
August 2003	August 2003

FAQs for postage, Telephone and long Distance Charges (cont.)

4. How were FY03 encumbrances for postage, telephone, and long distance calculated?

	Postage (52800)	Telephone (52803)	Work Order (52805)	Long Distance (52807)
UH	FY02 billing	Aug 2002 bill x 12	None	FY02 billing
UHCL	N/A	Aug 2002 bill x 12	None	None
UHD	N/A	Aug 2002 bill x 12	None	None
UHS	FY02 billing	Aug 2002 bill x 12	None	FY02 billing

5. Are encumbrances automatically released?

Yes. If the cost center billed contains an encumbrance on account 52800, 52803, or 52807, a journal is automatically created to release the same amount of encumbrance that was billed, not to exceed the encumbrance balance. A separate encumbrance release journal is created for each cost center (separate from the expense JE). However, if the associated expense does not post in the same month when the billing occurs, due to an error on the cost center, the encumbrance will not release automatically. The department may submit an encumbrance journal entry to General Accounting, if desired, to release the encumbrance.

6. How can I manually increase or decrease the encumbrance for postage, telephone, or long distance?

- a. If creating a Journal Entry Request Form, type “Encumbrance Journal” in the description. If creating the journal entry online, choose “Encumbrance” as the Budget Adjustment Type on the Journal Header panel.
- b. To increase encumbrance:
 - 1) Dr. expense account (52800, 52803, or 52807) and cost center
 - 2) Cr. encumbrance liability account (20999) and cost center
- c. To decrease encumbrance:
 - 1) Dr. encumbrance liability account (20999) and cost center
 - 2) Cr. expense account (52800, 52803, or 52807) and cost center
- d. The Encumbrance Adjustment Form is no longer used to adjust encumbrances for postage or telephone charges.

7. Will encumbrances automatically release with the monthly billing on encumbrances added to account 52800, 52803, or 52807 with a journal entry?

Yes. However, encumbrance releases are not automatic for encumbrances created on other accounts through a journal

8. Will a request to Postal Services or Telecommunications for change in service affect encumbrances?

No. Service requests processed through Postal Services or Telecommunications will not increase or decrease encumbrances. The department can process an encumbrance journal entry, if desired, to increase or decrease encumbrances.

9. Where can I see the encumbrance balance for postage, telephone, or long distance for my cost centers?

The UGL01050 (Revenue and Expense Summary Report) indicates the remaining encumbrance for accounts 52800, 52803, and 52807 in the Commitment column. These encumbrances will not appear on the UGL01058 (Open Commitment Status Report), which only shows commitments associated with purchase orders.

Tips for Running the Open Commitment Status Report

The Open Commitment Status Report (UGL01058 – detail; UGL01058A – summary) provides pre-encumbrance, encumbrance, and expense activity for selected POs for a particular fiscal year. It can be run by cost center, department, project, PO, vendor, or business unit.

Instructions for running the report in FSRPT are located on the UH Finance web site at:

<http://www.uh.edu/finance/Training/FS-training.htm>

Recent improvements:

The report has been modified to run faster.

The vendor name has been added to the summary report (UGL01058A).

Take the following steps to view the status of all POs for your department:

1. Run the summary report (UGL01058A) for your department for fiscal years 2001, 2002, and 2003. See the example below.

Process Journals - Report - Open Commitment Status

File Edit View Go Favorites Use Process Inquire Report Report 2 Help


Open Commitment

Operator ID: GLISSOMT
Run Control ID: Open_Report

Report Request Parameters

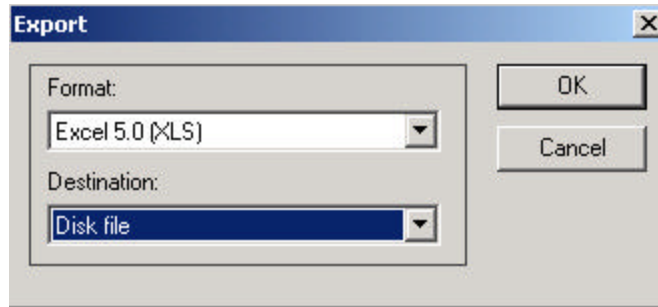
GL Business Unit: 00730 University of Houston
Fund: %
PO Business Unit: % Department: H0154
Purchase Order: % Program: %
Vendor ID: % Project/Grant: %
Fiscal Year: 2001 Period From: 1 Period To: 998

2. When the Crystal Report appears on your computer monitor, save it as a file on your computer as follows:

- a. Click the envelope icon  above the report

Tips for Running an Open Commitment Report (cont.)

- b. Choose the following from the drop-down menu:

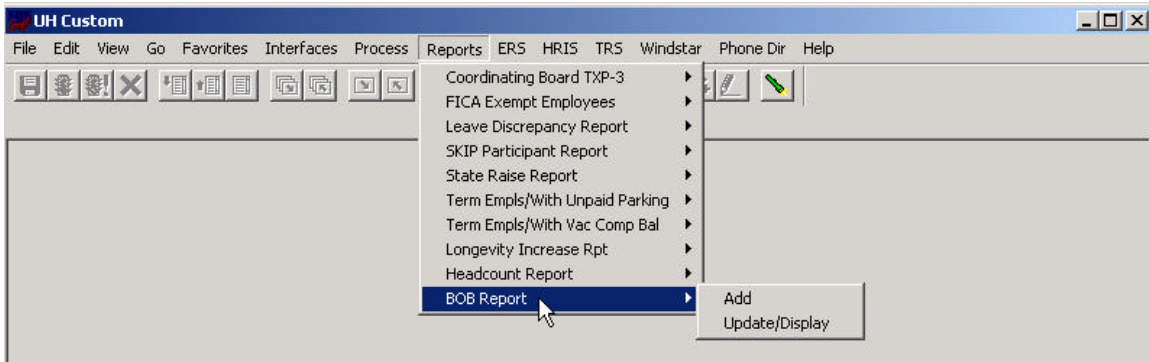


- c. Click OK
- d. Assign a descriptive name (e.g., H0154 FY01) and save to the desired folder on your computer.
3. Copy and paste the output for all three fiscal years into one spreadsheet.
4. Sort the combined spreadsheet by PO number and PO line number as follows:
- Click upper left cell to select entire spreadsheet
 - Choose Sort from the Data menu in Excel
 - Choose My List Has: Header Row
 - Sort by: PO ID
 - Click OK
5. Subtotal encumbrances for the combined spreadsheet by PO number as follows:
- Click upper left cell to select entire spreadsheet
 - Choose Subtotals from the Data menu in Excel
 - Select the following criteria from the drop-down menus:
 - At each change in: PO
 - Use function: Sum
 - Add subtotal to: Encumbrance
 - Click OK
 - Click the 2 in the left-hand column to only view subtotals. Subtotals of zero indicate the encumbrance has been fully liquidated.
6. Run the UGL01058 (detail report) for individual POs that need further investigation by entering the PO number in the Report Request Parameters.

Note: While the Open Commitment Status Report can be used to analyze PO encumbrances as described above, the system-wide Reports Committee is developing a better report to provide cumulative encumbrance information that crosses fiscal years.

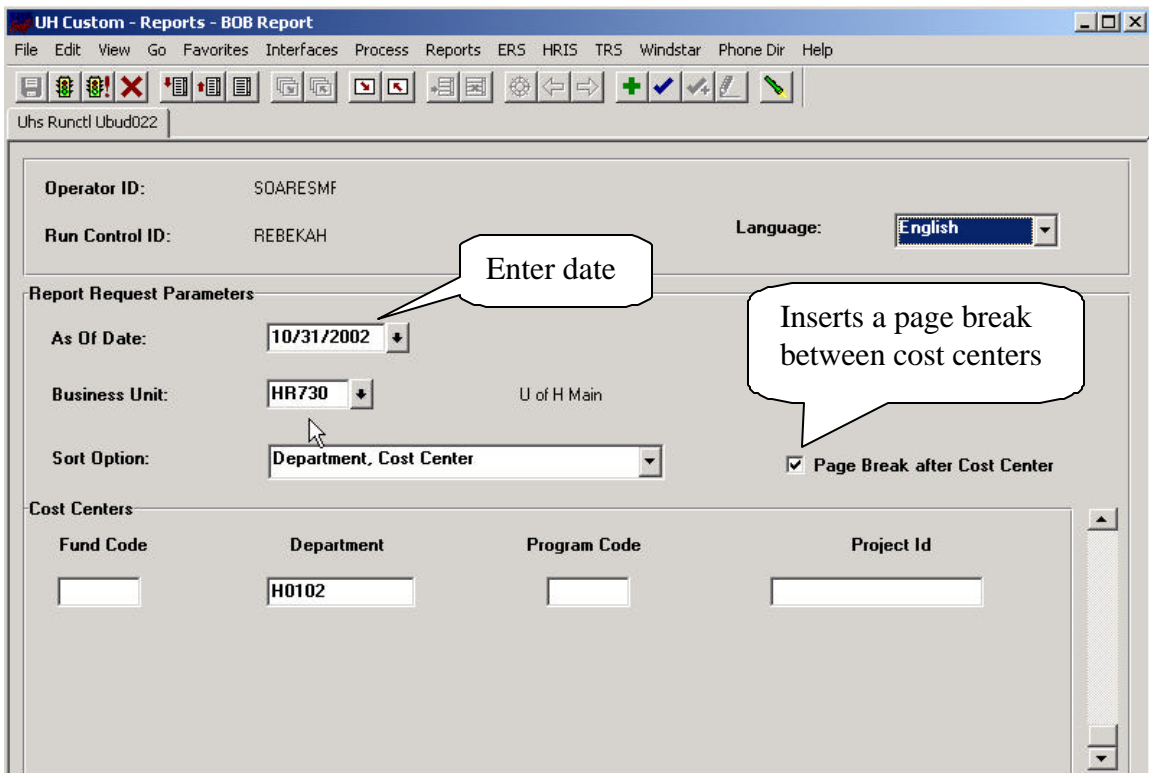
Tips for running the new bob report


Navigation: Go, UH Custom, Reports, BOB Report

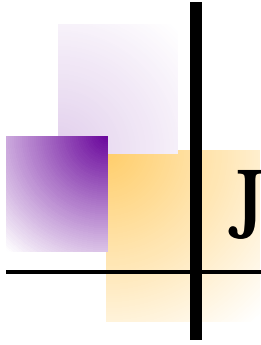


Enter the following:

1. "As of Date"
2. HR Business Unit
3. Choose a sort option (by department or fund code)
4. Enter information regarding cost center (i.e. Fund Code, Department, Program Code, or Project ID).



Click on  and run it to your printer.

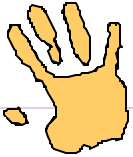


January 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 F1031 Online Requisition Entry 2 p.m. UBP 2-224	7 F1037 A/P FAST Start 9 a.m. UBP 2-224	8 TE1006 Query/Crystal Basic 9 .m. UBP2-224	9 F1031 Online Requisition Entry 2 p.m. UBP 2-224	10 HR1020 HRMS Report Training 10 a.m. 150 MH Journal Entry 1 p.m. UBP 2-224	11
12	13 F1031 Online Requisition Entry 2 p.m. UBP 2-224 Journal Entry 1 p.m. UBP 2-224	14 HR1004 HR View 9 a.m. UBP 2-224 F1035 Travel Voucher Audit 1:30 p.m. UBP 2-224	15 FS1000 FS-GL Orientation 9 a.m. UBP2-224	16 F1031 Online Requisition Entry 2 p.m. UBP 2-224 Cash Handling 9 a.m. UBP 2-224	17 FS1001 FS-Budget-Accounting 9 a.m. UBP 2-224	18
19	20	21 HR1019 Advanced HR Payroll/Reallocation 1 p.m. UBP 2-224	22 F1027 Travel Requests/Vouchers 9 a.m. UBP 2-224 HR1004 HR View 1:30 p.m. UBP 2-224	23 F1031 Online Requisition Entry 2 p.m. UBP 2-224	24 F1025 General Ledger Reporting 9 a.m. UBP 2-224 Credit Card Transactions 1 p.m. UBP 2-224	25
26	27 F1031 Online Requisition Entry 2 p.m. UBP 2-224 Journal Entry 9 a.m. UBP 2-224	28	29 F1028 Basic Financial Query 9 a.m. UBP 2-224	30 F1027 PO Vouchers & Encumbrances 9 a.m. UBP 2-224	31	

Payroll Reminder: Please return all voided checks to the payroll office ASAP!

New Training classes offered this Spring



Cash Handling Workshops Scheduled

The staff in General Accounting will provide workshops on handling cash throughout the fiscal year, rather than at the end of the fiscal year, as has been done in the past. The workshops are scheduled as listed below and are limited to 30 participants each. Please note that the workshop will not be held in July or August. Registration is handled through Human Resources. Check out the web site, www.uh.edu/admin/hr/employ/training.

Another change to this workshop is the format. The first two hours will focus on cash controls, preparing deposits and recording revenue. The last hour will cover petty cash and change funds. Gift transmittals are covered in a separate workshop presented by the staff of University Advancement.

The two-hour class is designed for individuals who accept money as part of their job responsibilities. Attendance at this workshop is required for authorization to accept cash.

Thursday, January 16, from 9 – 11 a.m. (Petty Cash until Noon)

Thursday, February 13, from 9 – 11 a.m. (Petty Cash until Noon)

Thursday, March 13, from 9– 11 a.m. (Petty Cash until Noon)

Thursday, April 10, from 9–11 a.m. (Petty Cash until Noon)

Thursday, May 8, from 9 – 11 a.m. (Petty Cash until Noon)

Thursday, June 12, from 9 – 11 a. m. (Petty Cash until Noon)

Note: No workshops in July or August

Training Available for Credit Card Transactions

The staff in General Accounting has resurrected the training for credit cards. This class is designed to assist those accepting credit cards as payment for goods and services and the subsequent journal entries required to record the revenue.

The class size will be limited to 30 participants to ensure that everyone has an opportunity to have their specific issues addressed.

If you receive payments in the form of credit cards, you shouldn't miss this informative class.

Check out the web site, www.uh.edu/admin/hr/employ/training to register for one of these classes:

Friday, January 24, from 1– 4 p.m.

Friday, February 7, from 1– 4 p.m.

Friday, February 21, from 1– 4 p.m.

Friday, March 14, from 1– 4 p.m.

Friday, April 11, from 9 am.– 12 p.m.

Friday, May 9, from 9 a.m.– 12 p.m.

Friday, June 13, from 9 a.m.– 12 p.m.

Note: No workshops in July or August

Journal Entry Training

General Accounting has started training departmental staff to enter their own Journals straight into PeopleSoft General Ledger (PSGL).

The first wave of training is designed for individuals who have an understanding of PSGL and have been completing and submitting their journals using the excel spreadsheet, PSGL001_JournalEntry.

The first training class was held in December for those areas working closely with General Accounting. Here are the dates reserved for future training sessions.

Friday, January 10, from 1– 4 p.m.

Monday, January 13, from, 9 a.m. – 12 p.m.

Friday, January 17, from 1– 4 p.m.

Monday, January 27, from, 9 a.m. – 12 p.m.

Other classes are being scheduled throughout the year. Contact Kristy Bullick at KLBullic@central.uh.edu to have the staff in your college or division trained.

Eventually, the staff in General Accounting will develop training designed for new employees and new users of PeopleSoft General Ledger.