

University  
of Houston  
System

# PeopleSoft Notes & News

Volume 1, Issue 4

July 2002

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For up-to-the-minute updates, sign up for the listservs at <http://www.uh.edu/fast/FAST-contact.htm>.

## Reconciling Using the Journal Detail

In the legacy system, the labor distribution was printed by Payroll once a month and distributed to departments. In PeopleSoft, departments have the capability of printing the labor distribution report. Unfortunately, this report will not match your GL report as the report is being generated by the pay period end dates within the timeframe that the user requests. In order to meet current needs we will put together a new report that will assist in reconciling the salary and wages expenditures. Until this re-

port is complete, we suggest the Journal Detail Report be run for the reconciling month in order to compare the salary and wage totals (Debits and Credits) by account to those that appear on the UGL1051.

### Navigation:

Go, Define Budget Encumbrance, UHS Report, Journal Detail Report

Choose the following options:

Select by Journal Date  
Enter the month(s) needed  
Payroll Only  
Account, Journal ID  
Enter your cost center on

the Additional Parameters panel

**Caution:** This report will pull all the journals from 1XXXX, so in order to avoid printing unnecessary pages, run the report to %temp%\-ziv and print only the 5XXXX. This process should pull all the journals that are listed on the UGL1051. Some may be missing depending on their posting date. Journals can be pulled by the same process above except use "Select by Journal ID."

If you have questions, call Rebekah Soares at x34382.

## General Ledger Featured Report: UGL 01065

The Summary Revenue and Expense Budget Report by Cost Center, often referred to by the Report ID UGL01065, provides budget status information including the Budgeted Amount, Total Rev/Exp This Month, Total Rev/Exp to Date, Commitments and Current Balance Available. Key report elements are defined as follows:  
**Cost Center** - Cost center chartfields: fund, department program.

**Program Description** – Program chartfield name  
**Budgeted Amount** – Final scenario Revenue (REVEST) and Expense (ORG) budget for cost center.

**Total Rev/Exp This Month** – Revenue and expense activity for the reporting period.

**Total Rev/Exp to Date** – Revenue and expense activity for the year to date.

**Commitments** – Total pre-encumbrance and encum-

brance activity for the current budget period.

**Current Balance Available** – REV: Difference between budgeted and total revenue to date. EXP: Remaining spending authority for the cost center. Calculated as Budgeted Amount less (Expenditures To Date plus Commitments).

**Department Total** – Total Revenue and Expense for all cost centers.

**Fund Group 1-9** – Total Revenue and Expense for all cost centers by fund group.

**Account Number/Account Descr** – Budget account value and corresponding description.

To generate the report on-demand, log into the FSRPT database and navigate as follows: Go/Process Financial Information/Process Journals/Report2/Summ Budget by CC (1063, 64,65). The report parameters are fiscal year, period, fund(s), department and program(s). Please contact Barbara Duarte at x34397 with any questions.

## End of Year Deadlines for UH Departments

UH departments were presented with end of year deadlines for FY2002 at a meeting on June 20. The complete list of department deadlines is posted on the UH Finance website at the following address under UH Year-End Task List: <http://www.uh.edu/finance/finance2.htm>

Contact the following people for additional information about deadlines:

General Accounting: Beverly Ruffin 713-743-8859 or Jo Allen 713-743-8739  
 Payroll: Marli Bober 713-743-8766

Purchasing: Alan Phillips 713-743-5671  
 Accounts Payable: Mike Glisson 713-743-8706

The table below provides a listing of some of the up-coming year-end deadlines. Please mark your calendars with these important dates!

FY02 Date	Category	Description	Due To
July 16	Purchase Requisitions	Deadline for receipt of FY02 purchase requisitions using all funds for purchase of supplies or equipment costing more than \$25,000 including freight.	Purchasing
August 15	IDTs (SCR)	Deadline for Interdepartmental Transfer Requests to encumber FY02 state funds.	General Accounting
August 16	Purchase Vouchers	Deadline for state purchase vouchers and purchase order receiving reports for FY02.	Accounts Payable
August 16	Purchase Requisitions	Deadline for receipt of purchase requisitions for FY02 using all funds for purchase of equipment or supplies costing \$25,000 or less.	Purchasing
August 21	Timesheets	Deadline for M12 timesheets by noon.	Payroll
August 23	Purchase Vouchers	Deadline for local purchase vouchers and PO receiving reports for FY02.	Accounts Payable
August 23	IDTs (SCR)	Deadline for IDT requests to encumber FY02 against local funds.	General Accounting
August 23	Encumbrances	Deadline for request to release encumbrances for FY02.	Accounts Payable/General Accounting
August 26	PR Reallocations	Deadline for payroll reallocations for FY02.	Payroll

## How to Account for Vendor Credits/Refunds

When you return items to a vendor the vendor should issue a credit or a refund. Depending on the vendor and timing of the return, a credit may be included as a deduction on the original invoice or on a separate credit memo. Credits that are included with other items on an invoice may be netted with like charges. For instance, if an invoice had a \$4,000 charge for four computers and a \$1,000 credit because one of the computers was returned, you could simply enter one voucher line for \$3,000. If more than one account (formerly subcode) is used on a voucher, it is important to apply the credit to the same account as the returned item. Credit memos are normally issued after a vendor has already issued an invoice for items shipped. Credit memos contain a unique number, like an invoice number, and should be recorded on an adjustment, which is very similar to a regular voucher. The only difference between an adjustment and a regular voucher is that for adjust-

ments you must choose a related voucher ID on the Invoice Header Information panel. The related voucher ID is the voucher number



*Call Gabriel Massey at 713-743-8700 if you have questions about vendor credits/refunds.*

used to pay the original invoice. Adjustments are processed in the same way as regular vouchers with an approved Voucher Coversheet submitted to Accounts Payable.

Adjustments for credit memos will automatically combine with voucher payments to the same vendor. For instance, if one department created an adjustment for a \$500 credit memo and another department created a voucher for \$600 invoice to the same vendor, the two would combine for a payment of

\$100. The remittance advice for the payment will contain a separate line for the \$500 credit memo and the \$600 invoice so that the vendor will recognize both. Occasionally, vendors issue a refund check when items are returned that were previously paid. Departments may also want to request a refund when dealing with a vendor whom the University does not do business with frequently. For a vendor to recognize that the University has taken its credit, the credit memo must combine with an invoice of greater amount. If it is unlikely that the University will receive additional invoices from the vendor in the near future, a refund should be requested. Vendors should always be instructed to make refund checks payable to the University of Houston.

Refund checks should be deposited into the same cost center and account charged for the items originally.

## Correcting Posted Transactions

The below table describes the process for correcting a posted transaction. Since the table is specific to the UH campus, procedures may vary at the other campuses. Instructions for completing journal vouchers and vouchers that move expenses between local and state funds are included in the Beyond the Voucher handout, and instructions for completing journal entries are found in the FAST Start for Budget and Accounting handout. Both handouts are located at the following address: <http://www.uh.edu/fast/financial/FS-training.htm>. Reallocation Form Instructions for payroll reallocations are located at the following address: <http://www.uh.edu/hrms/trainingmaterials.htm>.

Contact Linda Howard at 713-743-8708 for questions about vouchers or journal vouchers, Monica Scott at 713-743-9024 for help with journal entries, and Pat Howard at 713-743-8776 for information about payroll reallocations.

Move Expense		Same	Original	Form/Process	Submit
From Fund	To Fund	Bus Unit	Transaction	for Correction	Form To
Local	Local	Yes	Voucher	Journal Voucher	Accounts Payable
State	State	Yes	Voucher	Journal Voucher	Accounts Payable
Local	State	Yes or No	Any	Voucher	Accounts Payable
State	Local	Yes or No	Any	Voucher	Accounts Payable
Local	Local	No	Any	Journal Entry	General Accounting
State	State	No	Any	Journal Entry	General Accounting
Local	Local	Yes	Payroll	Payroll Reallocation	Payroll
State	State	Yes	Payroll	Payroll Reallocation	Payroll
Local	Local	Yes	SCR or Journal	Journal Entry	General Accounting
State	State	Yes	SCR or Journal	Journal Entry	General Accounting

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 HR View 9 a.m. UBP 2 224, 19 seats	9 GL Reporting 9 a.m. UBP 2 224, 13 seats  Payroll Reallocation 1 p.m. UBP 2 224, 17 seats	10 FS Payables/ Purchasing 9 a.m. UBP 2 224, 19 seats	11 Travel Requests/ Vouchers 9 a.m. UBP 2 224, 18 seats  GL Orientation 9 a.m. UBP 3 241, 24 seats  PAR/Employee Data 1 p.m. UBP 2 224, 17 seats	12	13
14	15 Query/Crystal Basic 9 a.m. UBP 2 224, 17 seats (1.5 days class)	16 PO Vouchers/ Encumbrances 9 a.m. UBP 2 224, 17 seats	17	18 FS Budget/ Accounting 9 a.m. UBP 2 224, 15 seats  Payables/Adv . Vouchers 1 p.m. UBP 2 224, 16 seats	19 Basic Financial Re- ports 10 a.m. 150 Melcher, 350 seats	20
21	22	23	24 FS Payables/ Purchasing 9 a.m. UBP 2 224, 16 seats  HR View 1 p.m. UBP 2 224, 19 seats	25 P.O. Vouchers/ Encumbrances 9 a.m. UBP 2 224, 19 seats	26	27
28	29	30 P.O. Vouchers/ Encumbrances 9 a.m. UBP 2 224, 17 seats	31 Payables/Adv. Vouchers 9 a.m. UBP 2 224, 17 seats			

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