

University
of Houston
July 2003

Finance Notes & News

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Helpful HR Queries

Several departments have asked for HR queries that could help track payroll transactions. HRMS has made some HR queries that can be accessed in HR Reporting or Production (View, Navigator Display or Go, Peopletools, Query). These queries can be modified in the HR Reporting database by changing a field or criteria (refer to your Query/Crystal Manuals). For example, a query can be modified to pull all the encumbrance for a specific cost center by pulling the Account Code field using the “like” operator. Also, please remember to do a “Save As” when saving a modification.

1. HR_ENC_SEARCH- pulls the encumbrance entries for a specific position number and employee. This will show any current charges (encumbrance or release) on a specific position that may not be reflected .
2. HR_ACCTG_LN_BY_EMPLID_FY- Pulls accounting entries for a specific employee and fiscal year. (NOTE- This query pulls from the same table that is used on the Journal Detail Report so the Journal Line Reference is the check number.)
3. HR_ACCTG_LN_BY_CHK- pulls all accounting transactions for a particular check (earnings, deductions, and taxes). This query can be used to track payroll reallocations (history).

Please contact Rebekah Soares at 3-4382 if you have any questions when using these queries.

Key Dates for UH/UH System Departments FY03/FY04
 Also available at: http://www.uh.edu/finance/Cal_Sche.html

Date	Day	Time	Description	Send To
07/23/03	Wed	8:00 AM	Departments verify FY04 non-payroll budgets loaded correctly.	
07/23/03	Wed	8:00 AM	Departments can begin creating FY04 requisitions. (Acctg Date = 09-01-03)	Purchasing
07/25/03	Fri	5:00 PM	Deadline for submitting FY03 requisitions over \$25K.	Purchasing
08/01/03	Fri	8:00 AM	Departments can begin creating FY04 vouchers. (Acctg Date = 09-01-03)	Accounts Payable
08/06/03	Wed	5:00 PM	Remaining payroll encumbrances released on all cost centers.	
08/06/03	Wed	5:00 PM	Remaining telephone/postage encumbrances released on all cost centers.	
08/07/03	Thu	8:00 AM	Departments verify FY04 payroll budgets loaded correctly.	
08/15/03	Fri	5:00 PM	Deadline for submitting all FY03 requisitions.	Purchasing
08/15/03	Fri	5:00 PM	Deadline for submitting state vouchers/PO receivers for FY03 payment.	Accounts Payable
08/15/03	Fri	5:00 PM	Deadline for submitting state service center requisitions for FY03 payment.	General Accounting
08/22/03	Fri	5:00 PM	Deadline for submitting local vouchers/PO receivers for FY03 payment.	Accounts Payable
08/22/03	Fri	5:00 PM	Deadline for submitting local service center requisitions for FY03 payment.	General Accounting
08/25/03	Mon	8:00 AM	Departments can begin submitting FY04 vouchers.	Accounts Payable
08/25/03	Mon	5:00 PM	Deadline for submitting all FY03 budget adj. requests and position requests.	Budget Office
08/27/03	Wed	8:00 AM	Accounts Payable deletes unposted FY03 vouchers.	
08/29/03	Fri	10:00 AM	Last FY03 local AP checks printed for all campuses.	
08/29/03	Fri	5:00 PM	Deadline for submitting PO receivers for FY03 accrual.	Accounts Payable
08/29/03	Fri	5:00 PM	Deadline for renewing Departmental Cash Funds (MAPP 5.01.01, Add A).	Treasurer's Office
09/02/03	Tue	10:00 AM	First FY04 local AP checks printed for all campuses.	
09/05/03	Fri	5:00 PM	Deadline for Accounts Payable to enter PO accruals in period 998.	
09/05/03	Fri	5:00 PM	Deadline for submitting consumable/resale inventory as of August 31.	General Accounting
09/05/03	Fri	6:00 PM	Target close for August (period 12).	
09/08/03	Mon	8:00 AM	Departments review 998 reports for deficit fund equity balances.	
09/12/03	Fri	5:00 PM	Deadline for submitting accounts receivable reconciliation as of August 31.	General Accounting
09/15/03	Mon	12:00 PM	Deadline for submitting all 998 adjustments.	Payroll, AP, GA
09/22/03	Mon	6:00 PM	Target close for period 998.	
09/25/03	Wed	8:00 AM	Departments verify FY03 end fund equity equals FY04 begin fund equity.	
09/30/03	Tue	5:00 PM	Deadline for FY04 Baseline Standards and Cash Handling Standards.	Finance Bus. Office

Department Reconciliation Report (UGL01074)

Featured Sections: 1 and 2

REPORT SUMMARY

The first two sections of the Department Reconciliation Report, Revenue and Expense Budget Node Summary (Section 1) and Revenue and Expense Budget Node and Account Summary (Section 2) provide budget summary information at the cost center level. Both sections are organized first by budget period, then by revenue and expense with totals for each. Moreover, the key elements listed below are common to both sections. The sections differ in that Section 1 displays activity at the budget node level whereas Section 2 activity is shown at the account level. Key elements include:

Cost Center – Cost center chartfields: fund, department, program & proj/grant.

Base Budgeted Amount – Total base budget for the individual budget account.

Final Budgeted Amount – Total final budget for the individual budget account.

Curr Rev/Exp – Revenue and expense activity against the budget account for the current period.

YTD Rev/Exp – Year to date revenue and expense activity against the budget account for the current fiscal year.

PTD Rev/Exp – Project to date revenue and expense activity against the budget account. If Project = NA, then PTD=YTD.

Open Commitment – POs, requisitions and GL journal encumbrances and pre-encumbrances that are budget checked and posted and remain open (unliquidated) as of the period ending date, regardless of when the transaction originated.

Soft Commitment – Vouchers, requisitions, POs and GL journals that have been budget checked but not posted as of the period ending date, regardless of when the transaction originated.

Budget Available – Remaining revenue goal or spending authority for the individual budget account. Calculated as Budget Available = Final Budgeted Amount- PTD Rev/Exp+ Open Commitments +Soft Commitments.

LOGISTICS

Navigation: Go / Process Financial Information / Process Journals / Report 2 / Dept Reconciliation Rpt (1074).

Problems: If you experience problems generating the report email Barbara Duarte at duarte@uh.edu.



Department Business Manager Monthly Checklist

Please feel free to use the attached monthly checklist in your business operations.

_____ Department Cost Centers have been reconciled.

_____ Formal reconciliations were reviewed and approval by the cost center manager.

_____ Errors/concerns noted in cost center reconciliations have been resolved/correcting entries initiated.

_____ Negative fund balances noted in reconciliation are being addressed.

_____ Leave balances have been reconciled to payroll.

_____ Final payroll was reconciled with the trial payroll.

_____ Checks were distributed to the proper employees. All unclaimed checks were returned to distribution within 10 working days.

_____ All employees were charged to the appropriate cost center.

_____ Fiscal year payroll suspense reports were run and reallocations have been processed.

_____ Leave requests were matched to timesheets.

_____ Signed timesheets were sent to Payroll by the 10th day of the month for all monthly department employees.

_____ All property inventory tags received during the month have been matched to appropriate equipment.

_____ The tagging form, acknowledging that university property has been tagged, was signed and returned to Property Management.

_____ The department has followed up with Property Management for untagged equipment.

_____ Terminating PARs were submitted to Human Resources within five days of termination for employees who terminated during the month.

_____ The Termination Clearance Checklist was completed for all employees who terminated during the month.

_____ All university access keys, codes, and cards are recovered and canceled for employees that terminated this month.

_____ Telephone/long distance reports were reviewed and signed by employees.

_____ Calls were either identified as personal or business-related and employee initiated payment for personal calls within 10 days of review.

_____ University and departmental computer policies and procedures have been communicated to new employees.



HUB Vendor of the Month

Ordering products for your department from HUB vendors can be just as easy as ordering from non-HUB vendors you have used for a long time. In most cases, the service and products are equal and in some cases superior to those offered by bigger vendors. To help departments become familiar with HUB vendors that have a relationship with the university, we'll be providing this monthly column highlighting a HUB vendor. This column will provide quick facts about the company as well as how to place an order for their particular products. As always, for a complete listing of HUB vendors, please contact Dick Nill at 3-5670 or Sandra Webb at 3-5662.

WHO:

- Tejas Office Products, Inc.
- President and CEO: Lupe Fraga
- Independent locally owned company under the same management for 40 years.

WHAT:

- Sells and distributes office supplies primarily to corporate users
- Clients: University of Houston, United Space Alliance, Shell Oil, Methodist Hospital, etc.

HOW:

- Orders can be placed:
- Online www.tejasoffice.com
- By phone; 713-864-6004, or by fax; 713-864-3933
- Contact Sheila Posada at 713-802-4524 for additional information or a catalog

ONE THING about their business that they would like to tell potential UH customers is that "Why we're here 40 years is because we don't try to just sell office supplies. We're here to form relationships where you can trust us."

INTERESTING FACT ABOUT THE COMPANY:

Family owned! Dad is CEO, son Michele is in charge of customer service, daughter Alisa is in charge of administration & human resources. Son Stephen is chief financial officer. Alisa's husband is an account executive.

Sales Tax Reminders

When recording taxable sales, it should always be followed with an entry to the sales tax payable account 20604. The taxable sales will usually be recorded to account 43606. For questions on recording sales tax contact Jarred Aune at x38739 or Monica Scott x39024 in General Accounting.

To record taxable sales or services, record a

- Debit – bank, account 10510 for UH or 10710 for UH System (gross sales)
- Credit – Taxable Sales and Services, account 43606 (net sales)
- Credit – Sales Tax Payable, account 20604 (tax)

July 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 Travel Voucher Audit 1:30 p.m. UBP 2-224	9 GL Orientation 1 p.m. UBP 2-224 HR View 9 a.m. UBP 2-224	10 A/P FAST Start 9 a.m. UBP 2- 224 Online Requisition Entry 2 p.m. UBP 2-224	11	12
13	14	15 Travel Requests and Vouchers 9 a.m. UBP 2-224 Journal Entry 1 p.m. UBP 2-224	16 Query/Crystal Basic 9 a.m. UBP 2-224	17 Online Requisition Entry 2 p.m. UBP 2-224	18	19
20	21	22	23 Advanced HR Pay- roll/Reallocation 1 p.m. UBP 2-224	24 Pay- ables/Advanced Vouchers 9 a.m. UBP 2-224 Online Requisition Entry 2 p.m. UBP 2-224	25	26
27	28	29	30	31 PO Vouchers & Encumbrances 9 a.m. UBP 2-224 Online Requisition Entry 2 p.m. UBP 2-224		

End-of-Year Voucher Processing

1. Submit FY03 vouchers to UH Accounts Payable by the following deadlines:

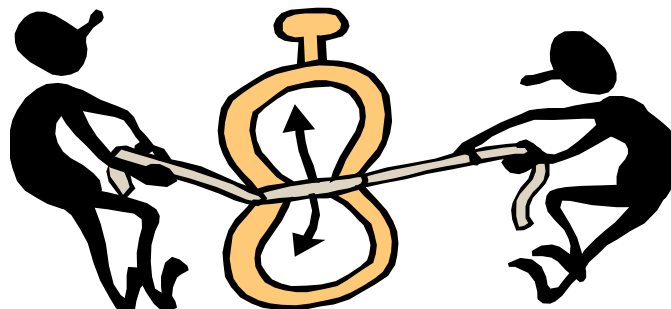
August 15 – State Fund Vouchers
 August 22 – Local Fund Vouchers

- a) All FY03 vouchers (i.e., with an Accounting Date between September 1, 2002 and August 31, 2003) that are not submitted to Accounts Payable by the above deadlines will be deleted by Finance. Run the UHS_AP_UNPOSTED_VOUCHERS query to view unposted vouchers for your department.
 - b) All FY03 state vouchers will issue payments before August 31. Accounts Payable will change the Schedule Due Date on the voucher, if necessary.
 - c) FY03 local vouchers submitted in August may issue payments in August or September, depending on the Schedule Due Date.
 - d) All FY03 vouchers (state and local) must have an Accounting Date between September 1, 2002 and August 31, 2003. The Accounting Date defaults to the date the voucher is created.
2. Submit FY04 vouchers to Accounts Payable beginning August 25. Characteristics of FY04 vouchers:
 - a) The Accounting Date must be September 1, 2003 or after. The voucher will not post until the Accounting Date. For vouchers created before September 1, change the Accounting Date to September 1, 2003 before the voucher is budget checked. Once a voucher is budget checked, the Accounting Date cannot be changed.
 - b) Changing the Accounting Date to September 1, 2003 will automatically change the budget period to BP2004 on regular (non-PO) vouchers. The budget period on PO vouchers is determined by the PO and will not change with the Accounting Date. Therefore, PO vouchers are the only FY04 vouchers that may have a BP2003 budget period.
 - c) The Schedule Due Date must be changed, if necessary, to September 2, 2003 or after. FY04 payments will not be issued until September 2, which is the day after Labor Day.

End-of-year voucher processing is summarized in the following table:

Voucher Posts to FY	Fund Type	Voucher Created	Accounting Date	Submitted To AP	Schedule Due Date
2003	State	08/08/03	08/08/03	By 08/15/03	Before 08/31/03
2003	Local	08/08/03	08/08/03	By 08/22/03	August or September
2004	State or Local	08/19/03	09/01/03	On or after 08/25/03	On or after 09/02/03
2004	State or Local	09/02/03	09/02/03	09/05/03	On or after 09/02/03

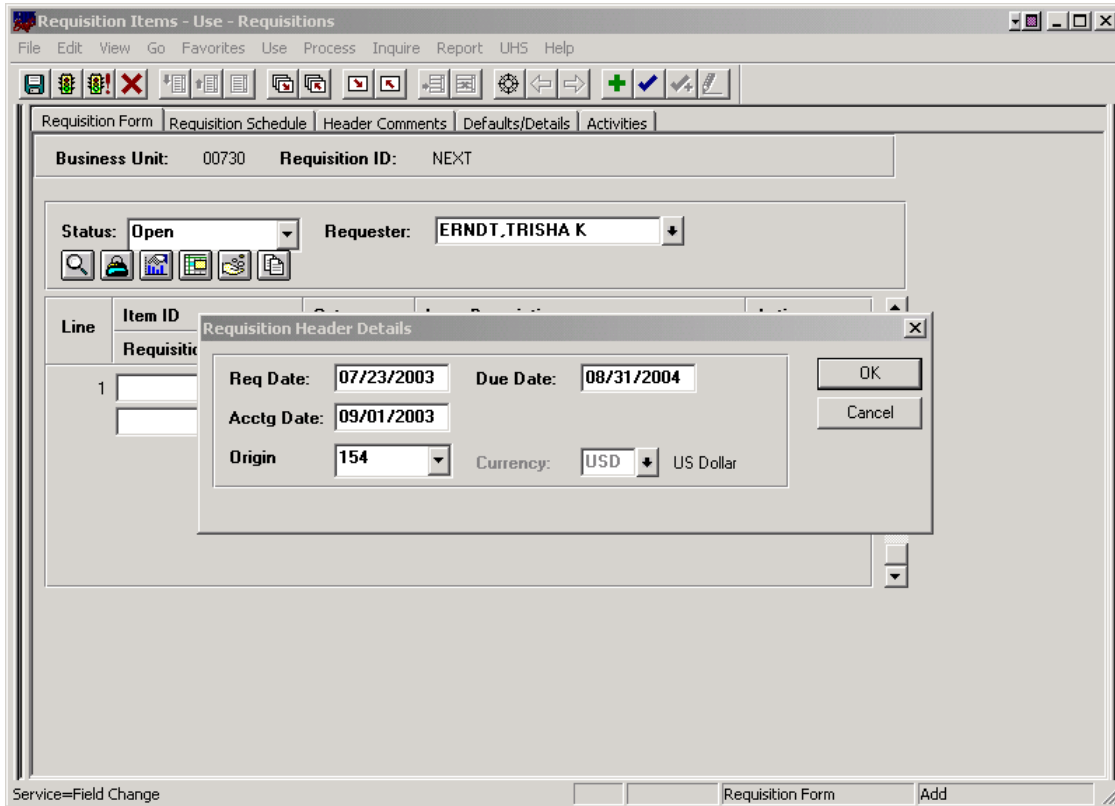
Please contact Samantha Yurus at 3-8721 if you have any questions.



Processing FY04 Requisitions

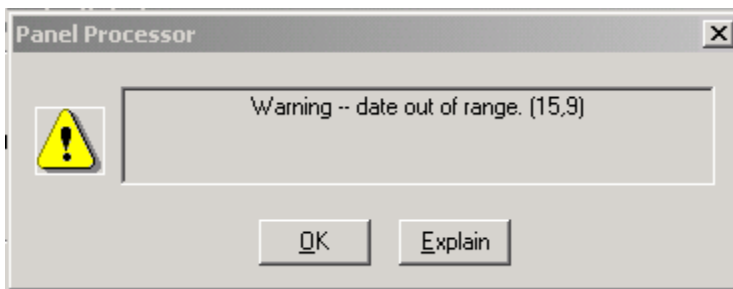
Effective July 23, 2003, you will be able to enter requisitions for FY04 into PeopleSoft.

The only thing that you will need to do differently is to change the accounting date to 9/01/03.



The screenshot shows the 'Requisition Items - Use - Requisitions' window. The main window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, UHS, Help) and a toolbar. The main area displays 'Business Unit: 00730' and 'Requisition ID: NEXT'. Below this, there are fields for 'Status: Open' and 'Requester: ERNDT, TRISHA K'. A 'Requisition Header Details' dialog box is open, showing 'Req Date: 07/23/2003', 'Due Date: 08/31/2004', 'Acctg Date: 09/01/2003', and 'Origin: 154'. The 'Currency' is set to 'USD' (US Dollar). The dialog box has 'OK' and 'Cancel' buttons. The main window also has a status bar at the bottom with 'Service=Field Change' and 'Requisition Form Add'.

You will get the following message:



The screenshot shows a 'Panel Processor' dialog box with a yellow warning icon. The message text reads: 'Warning -- date out of range. (15,9)'. There are 'OK' and 'Explain' buttons at the bottom.

Click OK and continue to enter your requisition as you normally would.