

University
of Houston
System

PeopleSoft Notes & News

Volume 1, Issue 4

June 2002

INSIDE THIS ISSUE:

Business Unit Cross Reference	2
Budget Check Quick Facts	3

UH Department Year End Processes

June 20, 2002

2:00pm to 4:00pm

Lecture Hall 2, Building D2
Cullen College of Engineering

Register by sending you name,
telephone number, email address,
and class you are registering for to
Hrtraining@uh.edu.

Hints for researching Labor Distribution Report errors

Just printed the Labor Distribution report and an employee is listed but not supposed to be there? A little research can solve the problem quickly. All the information needed is on the report, just follow these simple steps.

First, look at the position

Go, Develop Work Force, Manage Positions, Use, Position Data, Position Location

Enter the position number on the search panel and click OK. Look at the posi-

tion information. Does it have the right department listed?

Next, look at the department budget table

Go, Define Budget/ Encumbrance (US), Setup, Department Budget Table, Dept Budget Earnings.

Enter the position number on the search panel and click OK. Look at HR Dept. ID located at the top of the panel and then look at the Finance Dept. ID located under the account code. Do they match? If

not, that could be the problem. The position was set up with the wrong Finance Dept. ID. Contact HR to find out which department the employee belongs to, which will be on the original PAR. The department will need to reallocate that employees labor and benefits to the correct department.

Questions about this process?

Call Carla Ponzio at 3-4275.

Credit card commission rate update

The commission rate for Discover Card is increasing effective June 1.

Please be sure to use the rates in the table listed here when preparing credit card journals.

Accepting credit cards in the form of payments costs the university money.

The charge is referred to as a commission by the credit card companies.

Commission rates are different for each type of card. These rates are calculated and communicated through General Accounting from the Treasurer's Office.

Credit Card	Rate
VISA and MasterCard	2.35 percent
Discover Card	1.55 percent (through May 31, 2002)
Discover Card	1.67 percent (effective June 1, 2002)
Diners Club/Carte Blanche	3 percent
American Express (departments)	2.6 percent
American Express (Hilton Hotel)	2.75 percent
Check cards/debit cards/ATM	\$.30 per transaction

In addition to recording the revenue and bank entries, these journals should always include a departmental expense line for the credit card commission.

With the exception of American Express, the offsetting entry is the credit card commission bank. (American Express receipts are posted net of commissions.)

Business Unit Cross Reference

Separate business units exist for purchase orders, vouchers, and cost centers. Some POs use the same number for the PO (purchase order), AP (voucher), and GL (cost center) business unit and some do not.

For instance, postage for UH Clear Lake is encumbered in PO business unit SC759 and the voucher is cre-

ated in AP business unit SC759 but the expense posts to the cost center in GL business unit 00759.

Therefore, when viewing a PO it is necessary to use the PO business unit.

When viewing a voucher you use the AP business unit and when viewing the budget or actual trans-

actions for a cost center you use the GL business unit.

See the table below for a list of active PO business units and their corresponding AP and GL business units.

Some vouchers are created manually and some are partially or fully automated (auto process).

PO BU	PO BU Description	AP BU	AP BU Description	GL BU
00730	Regular POs, Research Contracts	00730	Non-PO Vouchers, PO Vouchers for PO BU	00730
00759	Regular POs, Contracts	00759	Non-PO Vouchers, PO Vouchers for PO BU	00759
00765	Regular POs, Contracts	00765	Non-PO Vouchers, PO Vouchers for PO BU	00765
00783	Regular POs, Research Contracts	00783	Non-PO Vouchers, PO Vouchers for PO BU	00783
00784	Regular POs, Travel POs, Contracts	00784	Non-PO Vouchers, PO Vouchers for PO BU	00784
FP730	Construction Contracts	00730	Non-PO Vouchers, PO Vouchers for PO BU	00730
FP783	Construction Contracts	00783	Non-PO Vouchers, PO Vouchers for PO BU	00783
LB759	Library POs	00759	Non-PO Vouchers, PO Vouchers for PO BU	00759
SC730	SCRs, Telephone, Long Dist, Postage	SC730	PO Vouchers for PO BU (auto process)	00730
SC759	SCRs, Telephone, Long Dist, Postage	SC759	PO Vouchers for PO BU (auto process)	00759
SC765	SCRs, Telephone, Long Dist, Postage	SC765	PO Vouchers for PO BU (auto process)	00765
SC783	SCRs, Telephone, Long Dist, Postage	SC783	PO Vouchers for PO BU (auto process)	00783
SC784	SCRs, Telephone, Long Dist, Postage	SC784	PO Vouchers for PO BU (auto process)	00784
TR759	Travel POs	00759	Non-PO Vouchers, PO Vouchers for PO BU	00759
		HR730	State payroll reimbursement (auto process)	00730
		HR759	State payroll reimbursement (auto process)	00759
		HR765	State payroll reimbursement (auto process)	00765
		HR783	State payroll reimbursement (auto process)	00783
		HR784	State payroll reimbursement (auto process)	00784
		SA730	Student refunds (auto process)	00730
		SA759	Student refunds (auto process)	00759
		SA765	Student refunds (auto process)	00765
		SA784	Student refunds (auto process)	00784

PeopleSoft Training Update

Several of the classes and manuals are being redesigned to fit the current needs of the campus users. Currently the HR Query/Crystal Basic class is under review and changes in the format are being developed. The projected start date for the new "Redesigned" classes for Query/Crystal will be during the July classes. Students will be developing

three or four queries that they will build during class and be able to use after the class. The length of the class will be one day instead of the current one and one-half days. If you have previously taken the HR Query/Crystal class, you are welcome to register for the revised class as well. Registration for training is currently available for classes through August.

Please register online for classes to ensure proper tracking of your PeopleSoft training.

If you do not receive a confirmation within two days of submitting your registration please contact Kristie Fregia by phone at 3-1962 or email at kfregia@uh.edu.

Quick facts about budget checking

PeopleSoft accounts replaced the subcodes and account controls used in the legacy system. The five types of PeopleSoft accounts are: (1) asset, (2) liability, (3) fund equity, (4) revenue, and (5) expense. However, only revenue and expense accounts are budget checked, since these are the only accounts with a budget.

Budget checking compares the amount of the revenue or expense transaction with the available budget for that transaction type. For example, when salary and wages are budget checked, the system looks at the available balance in the salary and wages budget for the cost center being charged. It does not consider whether there is an overall positive budget balance for the cost center.

Budget checking looks at the balance available in the appropriate category of revenue or expense, which is determined by the account used in the transaction. All revenue *actual* accounts begin with a four (4XXXX), except for Recovered Cost accounts, which range from 50050 to 50099. All expense *actual* accounts begin with a five (5XXXX).

Actual accounts are used on non-budget transactions, such as vouchers and regular journal entries.

All revenue *budget* accounts begin with B4 (B4XXX) and all expense *budget* accounts begin with B5 (B5XXX).

Budget accounts represent different categories of a revenue or expense budget.

For each budget account, there is a range of actual accounts. When budget checking is performed on an actual account, the system checks the available balance in the corresponding budget account.

All revenue budget accounts are budgeted at the same level, whereas expense budget accounts are budgeted at one of five levels, depending on the type of project/grant used in the cost center. Below is a list of revenue and expense budget accounts and corresponding actual accounts.

Check with your campus grant or budget office if you are not sure at which level expenditures are budgeted for a particular project or grant.

Revenue Budget Account and Actual Accounts		
Budget		Actual Account
Account	Description	From-To
B4001	TUITION	40100-40299
B4002	DESIGNATED TUITION	40300-40499
B4003	STUDENT SERVICE FEES	40500-40699
B4004	OTHER FEES	40700-40999
B4005	REMISSIONS AND EXEMPTIONS	41000-41099
B4006	GENERAL REVENUE APPROPRIATION	41100-41299
B4007	OTHER GENERAL REVENUE	41400-41499
B4008	STAFF BENEFITS	41300-41399
B4009	HIGHER EDUCATION ASSISTANCE	41500-41599
B4010	FEDERAL GRANTS AND CONTRACTS	41600-41799
B4011	INDIRECT COST RECOVERED - FEDERAL	41800-41899
B4012	FED PASS THRU FROM STATE AGENCY	41900-41999
B4013	IDC RECOVERED - FED PASS THRU	42000-42099
B4014	STATE GRANTS AND CONTRACTS	42200-42299
B4015	INDIRECT COST RECOVERED - STATE	42100-42199
B4016	STATE PASS THRU FROM STATE AGENCY	42400-42499
B4017	IDC RECOVERED - STATE PASS THRU	42300-42399
B4018	LOCAL GRANTS AND CONTRACTS	42500-42599
B4019	IDC RECOVERED - LOCAL	42600-42699
B4020	PRIVATE GIFTS	42900-43099
B4021	PRIVATE GRANTS AND CONTRACTS	43100-43199
B4022	IDC RECOVERED - PRIVATE GRANT	42800-42899
B4023	IDC RECOVERED-PRIVATE CONTRACT	42700-42799
B4024	INC/DEC IN FAIR VALUE OF INV	43200-43299
B4025	OTHER INVESTMENT INCOME	43300-43499
B4026	ENDOWMENT INCOME DISTRIBUTION	43500-43599
B4027	SALES AND SERVICES - E&G	43600-43999
B4028	SALES AND SERVICES - AUXILIARY	44000-44399
B4029	OTHER SOURCES	44400-44799
B4030	AMONG FUNDS-MANDATORY	44800-44899
B4031	AMONG FUNDS-NON-MANDATORY	44900-44999
B4032	AMONG COMPONENTS-MANDATORY	45000-45099
B4033	AMONG COMPONENTS-NON-MANDATORY	45100-45199
B4034	ENCUMBRANCES	45200-45299
B4035	FUND BALANCE	45300-45399
B4036	RECOVERED COSTS	50050-50099

Printing HR SQR Reports

Are you tired of HR SQR reports printing multiple pages and you only needed that one page? You can now save more trees, by viewing the reports before it is sent to the printer. By going through this process, you will print only the pages that you need or just make sure that the output will be what you want. This process can be used to print all HR reports such as Labor Distribution and Journal Detail Report.

Once you click on the stoplight, change the output to "File" (%temp%\-ziv) to bring the report to the monitor. When the SQR icon disappears from the bottom of your monitor, the report should be on the screen. Change the print setup to landscape and scale the document down. The scale can be changed by clicking on Properties, Advanced and changing it to 60% (this process will vary according to your printer). Just click on the print icon to send it to the printer. Please be advised that when printing this, you will be asked to confirm that you really want to change the orientation to landscape, just click OK. If you have any questions, please contact Rebekah Soares at x34382.

Expense Budget Accounts and Actual Accounts

Budget Level	Type of Project/Grant	Budget Account	Description	Actual Account	
				From	To
L1	Some Ps and Gs	B5000	All expense accounts	50000	50049
				50100	59999
L2	Some Ps and Gs	B5001	Defined expenses	50000	50049
		B5002	Salary and wages	50100	50999
				51400	51999
		B5003	Fringe benefits	51000	51399
L3	All NAs Some Ps and Gs	B5004	Maintenance & operations	52000	59999
		B5005	Cost of goods sold	50000	50024
		B5006	Salary and wages	50100	50999
				51400	51999
		B5007	Fringe benefits	51000	51399
		B5008	Capital outlay	58000	58999
		B5009	Maintenance & operations	52000	57999
L4	Some Ps and Gs	B5027	Bad debt expense	59000	59999
				50025	50049
		B5011	Salary and wages	50100	50999
				51400	51999
		B5012	Fringe benefits	51000	51399
		B5013	Capital outlay	58000	58999
		B5014	Travel	56000	56499
		B5015	Maintenance & operations	52000	55999
				56500	57999
				59000	59999
B5028	Cost of goods sold	50000	50024		
B5032	Bad debt expense	50025	50049		
L5	Some Ps and Gs	B5017	Salary and wages	50100	50999
				51400	51999
		B5018	Fringe benefits	51000	51399
		B5019	Capital outlay	58000	58999
		B5020	Travel	56000	56499
		B5021	Indirect cost	56503	56520
				56600	56699
		B5022	Tuition and fees grant	56700	57999
		B5023	Contracting of services	53850	53899
		B5024	Pass through	53800	53849
				52000	53799
		B5025	Maintenance & operations	53900	55999
				56500	56502
56521	56599				
59000	59999				
B5029	Cost of goods sold	50000	50024		
B5033	Bad debt expense	50025	50049		

Encumbrance Adjustment Form for UH Campus

An Encumbrance Adjustment Form has been created for the UH campus to use when requesting adjustments to non-payroll open commitments. Adjustments may be requested to pre-encumbrances for requisitions or encumbrances for POs, research contracts, service center requisitions, postage, telephone, or long distance. The form and instructions can be found at the following address: <http://www.uh.edu/fast/financial/FS-refandforms.htm>

Use of the form is covered in greater detail in the PO Voucher and Encumbrances class taught by UH Accounts Payable. You can register for this class at the following address: <http://www.uh.edu/fast/FIN-Training.htm> or download the training handout at: <http://www.uh.edu/fast/financial/FS-training.htm>

Budget Adjustment Request Form Revised

The Budget Adjustment Request (BAR), which is used by UH and UH Victoria to upload budget journals into PeopleSoft, was recently changed. The default on the Allow Overdraft column was changed to "N" so that budget checking errors would be displayed if they exist. If you saved a copy of the BAR to your computer as a template before May 1, 2002, please delete that copy and obtain a new one from the FAST website: <http://www.uh.edu/fast/financial/FS-refandforms.htm>

You can tell that you have the old form if the Allow Overdraft column has "Y" instead of "N."

Open Commitment Overview

Open commitments reserve budget for future expenditures and, therefore, reduce the budget balance available. There are two types of open commitments for non-payroll transactions—pre-encumbrances and encumbrances. A pre-encumbrance occurs when a requisition is budget checked. An encumbrance occurs when a purchase order is budget checked. Budget checking a PO also reduces the pre-encumbrance on the requisition. Budget checking a PO voucher both increases expense and reduces the encumbrance on the PO. The table below illustrates when budget checking increases and decreases pre-encumbrances, encumbrances, and expenses.

Successfully Budget Check	Pre-Encumbrance	Encumbrance	Expense
Requisition	+		
Purchase Order	(-)	+	
PO Voucher		(-)	+

The Open Commitment Status Report can be used to see the status of all non-payroll encumbrances for a cost center, department, program, or project. It can also be used to see the status of a particular PO or of multiple POs for a vendor. Instructions for running this report are at the following web address: <http://www.uh.edu/fast/financial/FS-training.htm>