# Finance Notes & News

## *Deleting PeopleSoft Cache Files*

PeopleSoft users should delete their cache files when the system is changed by PeopleSoft-provided updates or in-house customizations.  An email notification will be sent via the appropriate listserv when users should delete their cache, though it is OK to delete cache at other times as well. The following steps should be taken to delete PeopleSoft cache:

1.  **Log off of PeopleSoft before deleting cache files.**

2.  **Click on My Computer on your desktop.**

3.  **Double click on the C Drive.**
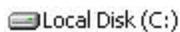
4.  **Double click on the PS folder.**

5.  **Double click on the Cache folder.**

6.  **Click on the Edit menu and choose Select All.**

7.  **Click on the File menu and choose Delete.  You will get a question asking if you want to send files to the Recycle Bin…click yes.**

8.  **Now log into the PeopleSoft database normally.**

**These instructions are located on the Finance website: http://www.uh.edu/finance/Doc_Ref. html**

# Closing the Financial Month

Several people in different departments (Payroll, Budget, Research, Financial Systems) work together to close the accounting month. The closing process starts once all HR (payroll) journals for the month have posted, which depends on the payroll calendar. Once these journals have posted and the calendar month has ended, the monthly closing process can begin.

The monthly closing steps are summarized below for each campus.

| End of Month Processes | UH | CLC | DTN | VIC | SYS |
|---|---|---|---|---|---|
| Unemployment Compensation Insurance (UCI) and Workers Compensation Insurance (WCI) Charges | X | X | X | X | X |
| Payroll Liability Allocation | X | X | X | X | X |
| USAS Payroll Reimbursement Allocation | X | X | X | X | X |
| Administrative Charges | X | X | | | |
| Indirect Cost Encumbrance Release and Expense | X | X | X | | |

Scheduled closing dates for February through May 2003 appear below. Closing dates for subsequent months will be scheduled after the payroll calendars for those months have been published. Monthly closing announcements are sent to the FAST Financial Listserv. The schedule below is also posted on the Finance website: http://www.uh.edu/finance/Cal_Sche.html.

| Accounting Period | Final Date for HR Journals Sent to the General Ledger* | Scheduled Closing Start Date | Scheduled Closing End Date |
|---|---|---|---|
| 6 (February) | 3/3/2003 | 3/5/2003 | 3/11/2003 |
| 7 (March) | 4/1/2003 | 4/2/2003 | 4/9/2003 |
| 8 (April) | 4/29/2003 | 5/1/2003 | 5/9/2003 |
| 9 (May) | 6/2/2003 | 6/3/2003 | 6/10/2003 |

\* Scheduled Closing Start Dates are determined by the final delivery date of HR journals and the subsequent posting of all HR journals for the month.

The payroll calendars for FY03 are found on the Finance website: http://www.uh.edu/finance/Cal_Sche/fy03payroll.htm.

# Prompt Payment and Payment Scheduling FAQs

1.       What determines when a check for an outside company or contractor will be issued?

Payments for outside companies and contractors are scheduled 30 days after the later of the Invoice Receipt Date and Goods Receipt Date that are entered on the voucher, which becomes the Basis Date for payment scheduling.

In the example below, the Goods Receipt Date (02/06/2003) is later than the Invoice Receipt Date (02/04/2003).  Therefore, the check is scheduled 30 days after the Goods Receipt Date.



2.       What determines when a check for a University employee, student, or department will be issued?

Employees, students, and University departments are paid immediately (next check cycle), regardless of the Invoice Receipt Date or Goods Receipt Date on the voucher.

3.       How can I pay an outside vendor earlier or a University student later than the calculated payment date (for future stipend payments)?

Change the Scheduled Due Date on the Schedule Payment-Dept Use panel.  In the example below, the Scheduled Due Date was changed from 03/10/2003 to 02/20/2003.



4.       Should I change the Terms on the Invoice Header Information panel to pay sooner, instead of changing the Scheduled Due Date?

No.  Never change the Terms on the Invoice Header Information panel to pay sooner.  If the Terms are changed from 30 days to 00 days (due immediately), late payment interest will be calculated from the date the voucher was created and you will pay the vendor interest by mistake.  If you need to pay the vendor early, change the Scheduled Due Date on the Schedule Payment-Dept Use panel instead.  (Terms for outside vendors default to 30 days and to 00 days for employees, students, and University departments.)

# Prompt Payment and Payment Scheduling FAQs (cont.)



**5. When can I pay an outside vendor early?**

Outside vendors may be paid before the Net Due Date in the following circumstances:
Vendor discount for paying early
Terms of PO or contract require it
Nature of transaction to pay early (e.g., registration, memb ership, subscription, lease)
Avoid interruption of operations (e.g., utilities)
Does not involve payment for goods or services (e.g. refund)
Avoid vendor hardship or maintain favorable vendor relationship
Agency funds (fund 9) are used
See MAPP 4.01.10 for additional information

**6. Is it necessary to document on the voucher why I am paying a vendor early?**

No. In most cases, the reason for paying early is obvious. However, if asked, the department should be prepared to explain why vouchers were scheduled to pay early.

**7. Who can be paid late payment interest?**

Outside vendors are eligible to receive late payment interest, though employees, students, and University departments are not.

**8. How is late payment interest calculated?**

Interest is automatically calculated by Comptroller's Office for state fund payments and by the University's financial system for local fund payments and added to the vendor's check. Late payment interest is calculated as follows: ((check date - net due date) / 365) x (12%) x ($ late payment) = $ interest due. An interest calculator is located on the Comptroller's web site to help individuals determine/verify the correct amount of interest to pay: http://open.cpa.state.tx.us/servlet/ppicalcu

**9. Is there a dollar threshold for paying interest?**

Not for state funds. If $0.01 in interest is calculated, it will be added to the late payment check. However, for local funds, total interest must exceed $5.00 on a vendor's check before it will be paid. When two or more local vouchers combine to create a single payment, it is possible that individual vouchers may not exceed the $5.00 threshold but a combination of late vouchers may generate more than $5.00 interest and, therefore, cause interest to be paid.

**10. Where is intere st charged?**

Interest is automatically charged to the same cost center(s) used on the voucher with the late payment, account 54705.

# Prompt Payment and Payment Scheduling FAQs (cont.)

11.     Which funds do not permit late payment interest?

Research contracts and grants do not permit late payment interest.  Interest charged to these cost centers must be reallocated to a non-research cost center via a journal entry.

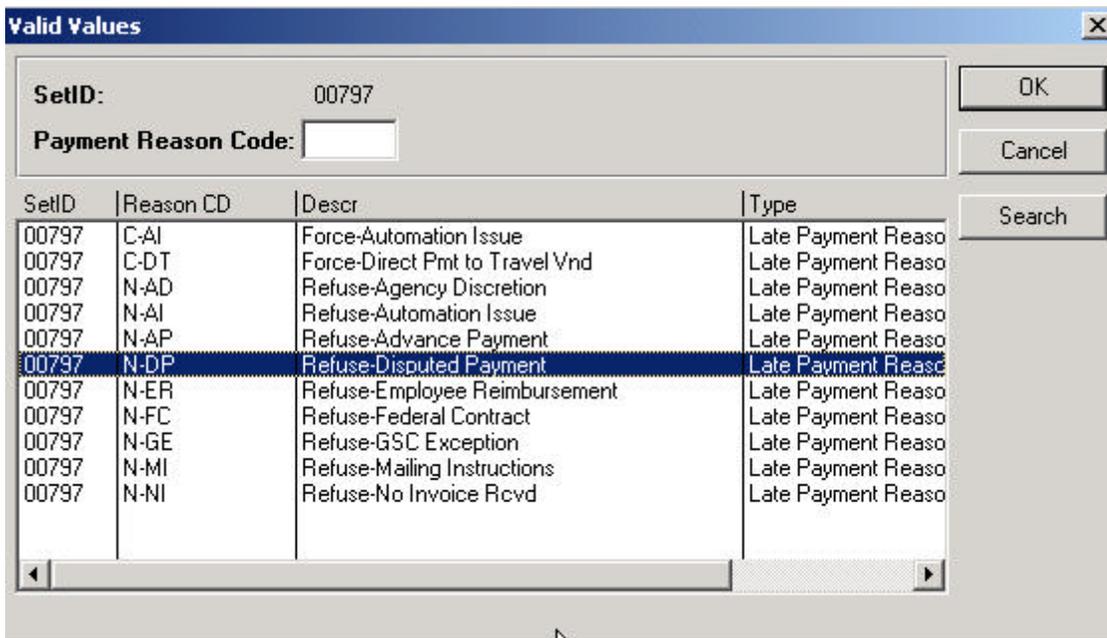12.     When should I refuse to pay interest to a vendor for a late payment?

You may refuse to pay interest on a voucher in the following circumstances:

1) Agency discretion, such as payments with agency funds (fund 9) or payments to students
2) Automation issue, which involve payments for consulting or professional services
3) Advance payments, such as registration fees, memberships, subscriptions, leases
4) Dispute with vendor over goods/services and/or invoice (must notify vendor within 21 days)
5) Employee reimbursement (only need to select if vendor setup does not default to refuse interest)
6) Federal contract terms and conditions do not permit timely payment
7) Exception granted by Texas Building and Procurement Commission (TBPC), formerly the GSC
8) Invoice was mailed to a different address than indicated on PO or contract
9) No invoice was received (basis for payment must be attached to voucher)

See MAPP 4.01.10 for additional information

13.     How do I refuse to pay interest on a voucher?

Step 1.   Click the Payment Message button [icon] on the Schedule Payment-Dept Use panel.



Step 2.   Select the appropriate Payment Reason Code that identifies the reason for refusing interest (N-xx):

Step 3. Select N (Not Applicable) for the Late Payment Charge.



14. What if interest is paid to a vendor by mistake?

Request a refund check from the vendor payable to the University of Houston (or appropriate campus) and deposit the check in the same cost center and account (54705) that was charged for the interest.

15. How can I get a list of interest payments for my department?

The following queries are available in FSRPT (Reporting):

UHS_AP_INTEREST_BY_DEPT_NODE – total interest charged to a department for a specified period of time; if run for a department node (i.e., college/division DeptID), will display interest for each department within the department node

UHS_AP_INTEREST_VOUCHERS – interest voucher payments for a specific department for a specified period of time

Instructions for running these queries are located at: http://www.uh.edu/finance/Doc_Ref.html.

16. Who do I contact for additional information about payment scheduling or prompt payment interest?

Contact your campus Accounts Payable Department.

### PO and Requisition Open Commitment Query

The UHS_PO_REQ_OPEN_COMMITMENTS query in FSRPT provides a list of outstanding requisition and purchase order commitments in the Actuals Ledger. It does not include non-PO commitments, such as payroll, postage, phone, or IDC, which can be viewed on the UGL01050 (Revenue and Expense Summary) report under the appropriate account.

This query offers the following advantages over the UGL01058 (Open Commitment Status) report:

Runs much faster
Provides cumulative PO commitments, regardless of fiscal year
Only displays unliquidated commitments (does not include fully liquidated POs)

Instructions for running the query are located at http://www.uh.edu/finance/Doc_Ref.html under PO and Requisition Open Commitments Query.

# March 2003

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 Online Requisition Entry 2 p.m. UBP 2-224 | 11 HR View 9 a.m. UBP 2-224<br><br>Travel Voucher Audit 1:30 p.m. UBP 2-224 | 12 GL Orientation 9 a.m. UBP 2-224 | 13 Petty Cash 9 a.m. UBP 2-224<br><br>Online Requisition Entry 2 p.m. UBP 2-224 | 14 Credit Card Transactions 1 p.m. UBP 2-224 | 15 |
| 16 | 17 | 18 | 19 Travel Requests and Vouchers 9 a.m. UBP 2-224 | 20 Payables/Advanced Vouchers 9 a.m. UBP 2-224 | 21 | 22 |
| 23 | 24 Online Requisition Entry 2 p.m. UBP 2-224 | 25 Advanced HR Payroll/Reallocation 1 p.m. UBP 2-224 | 26 General Ledger Reporting 9 a.m. UBP 2-224 | 27 PO Vouchers & Encumbrances 9 a.m. UBP 2-224<br><br>Online Requisition Entry 2 p.m. UBP 2-224 | 28 Query/Crystal Basic 9 a.m. UBP 2-224<br><br>Basic Financial Reports 10 a.m. 180 MH | 29 |
| 30 | 31 Basic Financial Query 9 a.m. UBP 2-224<br><br>Online Requisition Entry 2 p.m. UBP 2-224 | | | | | |