



# FINANCE NOTES & NEWS

**Volume 2, Issue 3    November 2002**

*Inside this issue:*

Daily/Monthly Best Practices	2-3
Hints for reconciling Payroll	5
Training Calendar	6

## Recent Changes to the UGL01049 and UGL01051 Reports

1. The accounting period has been added to the UGL01049 (Balance Sheet Transactions) and UGL01051 (Revenue and Expense Transactions) reports, so it is easier to tell which accounting period transactions posted to when running these reports for multiple accounting periods.
2. Budget journals have been added to the UGL01051 report so you can track the processing of Budget Transfer Requests. These journals appear beneath revenue and expense transactions on the report.
3. You can now easily run transactions on the UGL01051 report to Excel, which can help with monthly reconciliation. Follow these steps:

Run the UGL01051 as you normally would.

Select Printer (if you want a printout and a file) or File (if you only want a file) as the Output Destination in the Process Scheduler Request. The following files will be saved to your c:\temp\ directory automatically:

- a. ugl01051\_revexp.csv – revenue and expense transactions
- b. ugl01051\_budget.csv – budget journals

Navigate to open the csv file as follows:

- a. Right-click the Start button and select Explore.
- b. Open the C drive folder and then the TEMP folder.
- c. Double-click the ugl01051\_revexp.csv file or ugl01051\_budget.csv file and it will automatically open in Excel.

Revenue and expense transactions and budget journals will appear with the same column headings as they do on the UGL01051 report. You can save this file with a unique name to your computer (You must close or save any csv file you have opened before running the UGL01051 report again. Otherwise, the UGL01051 will not run successfully.)

The next time you run a UGL01051 report, the new report file will replace the previous file in your temp directory.

# Best Practices for Monthly Processing

Finance offers the following suggestions to UH employees to ensure compliance with university policies and procedures.

1. Reconcile active cost centers for your department. You can run the UGL01064 report for projects/grants and the UGL01065 for non-projects to determine which cost centers are active. A complete reconciliation includes:
  - (a) Verifying transactions posted to the UGL01051 report match source documents (i.e. vouchers, journal entries, SCRs, telephone reports),
  - (b) Identifying, investigating, and correcting posted transactions that are incorrect or unknown,
  - (c) Verifying the validity of unposted transactions that are in process (i.e., budget checked but not posted) and deleting any that will not post,
  - (d) Review and approval of the reconciliation by the responsible person.



It is important that departments complete their monthly verification/reconciliation of cost center balances.

---

2. Review long distance reports to verify all charges are business-related. Each caller should sign and date his/her own report.
3. Run the UHS\_AP\_UNPOSTED\_VOUCHERS query for your department at least once a month. Delete any vouchers that were created by your department that will not be processed. Do not delete vouchers created by Accounts Payable or by an automated process (e.g., state interest, postage, telephone, or SCRs payments). If you believe any of these vouchers should be deleted, notify Accounts Payable.
4. Run the Open Commitment Status Report (UGL01058) each month to verify PO encumbrances are accurate. Use the Encumbrance Adjustment Form to notify the appropriate department a correction is needed.
5. Determine if you received capital or controlled assets more than sixty (60) days ago for which you have not received a property tag. If so, contact Property Management. You could maintain a spreadsheet with the item description, location, and date received for capital and controlled assets. When a property tag is received, you could delete the item from the list (or enter the tag number). See the October Finance Notes & News for a list of capital and controlled assets and the proper accounts to use.
6. See the September Finance Notes & News for best practices related to personnel/payroll processing.

## Best Practices for daily Processing

Finance also recommends the following daily practices to UH employees to improve compliance and efficiency.

1. Sign and mail PO Receivers to Accounts Payable as soon as items are received. Indicate quantity received, date completed/received, and initial the Receiver before sending it to AP. Receivers involving lease and/or maintenance agreements should be forwarded to AP at the beginning of the lease/maintenance period.
2. Before placing an order, verify that the intended vendor is not “on hold “ with the State of Texas due to a delinquent debt. Use the Comptroller’s Taxpayer and Vendor Account Information web page <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html> to determine the vendor’s status. We should not place orders with delinquent vendors because they cannot be paid until the State releases the hold.
3. When placing an order directly with a vendor or planning a trip, create a voucher in the system and budget check it for the amount you expect to spend. When the invoice is received or the traveler has returned, change the amount on the voucher header and voucher line, if necessary, to match the invoice/receipts and re-budget check the voucher. (Enter the actual invoice number and dates, as well.) The cost center budget balance available will be adjusted by the incremental change in amount.

Ex A: You place an order with Boise Cascade for office supplies. Boise quotes a price of \$95.67, so you create and budget check a voucher for that amount when the order is placed. You give Boise your voucher number and they put it on their invoice as a cross-reference.

Their actual invoice is \$88.34 because they mistakenly included sales tax in their quote. You change the amount on the voucher header and line to \$88.34, re-budget check the voucher, and submit the voucher to AP. (If the invoice were greater than the quote, you should inform the vendor of the discrepancy within 21 days of receiving the invoice and ask for a corrected invoice. You should not pay more than the quoted amount without a good reason.)

Ex B: Prof. Jones is taking a trip to Boston and has received approval for \$1,000 in out-of-pocket expenses and \$300 in direct-billed airfare. You create and budget check a voucher for \$1,000 using the out-of-state incidental expense account (56112). It is not necessary to enter all of the possible expense accounts for the trip when the voucher is first created, as long as you enter one that is likely to be used. (If you budget check an account or cost center that is not ultimately used, change the voucher line amount to zero, insert another voucher line with the correct amount, account, and cost center, and re-budget check the voucher.)

When Prof. Jones returns, you find that her actual out-of-pocket expenses were as follows: \$150 for incidentals and \$950 for per diem meals and lodging for a total of \$1,100. If Prof. Jones’ supervisor approves the additional reimbursement, change the invoice header amount to \$1,100, the incidental expense line to \$150, add one more voucher line for per diem meals and lodging (\$950), and re-budget check the voucher. (We did not include the \$300 direct-billed airfare in our original voucher because AP will create a voucher for this amount separately).

Creating and budget checking a voucher when an order is placed or a trip is planned enables you to (a) verify sufficient funds are available and allocated before an expense is incurred, (b) verify you are not billed for more than the quoted amount, (c) and maintain a more accurate budget balance available.

4. Secure and deposit cash receipts within the required time period. Deposits totaling \$100 or more must be deposited within one business day. Deposits less than \$100 must be deposited within five business days.

# Revised position request form process For UH contracts, grants

Project and Grant encumbrances are now processing with every payroll run. To ensure your accounts are properly encumbered, the following must occur:

1. Position Request Form (PR) is sent to Budget with begin (effective date) and end date of the funding, and the appropriate cost center information.
2. Budget enters in the effective date and the requested funding into the Department Budget Table (DBT).
3. Budget also enters a second row with **the first day of the next month following the end date** as the effective date and the Research Suspense Account Code (RSAC). For example, if the funding ends on 3/25, then a 4/1 effective dated row with the RSAC would be entered.
4. A new field, Project Funding End Date is now on the PR. For all P/G funding, this field will be required. If the field is not filled out, the form will be returned to the appropriate department.
5. It is imperative that the department on the position and the department on the DBT match. If they don't match then the account will be sent to Suspense.
6. When the following events occur, the necessary actions are listed below:
  - a. Funding end date changes –
    - i. New PRF noting new funding end date.
    - ii. Budget goes to DBT and changes the ending effective date to the new end date, keeping the RSAC as is.
    - iii. If new end date is the end of the Fiscal Year (FY), then RSAC is deleted.
  - b. New funding –
    - i. New PR noting new account code and new funding begin and end dates.
    - ii. Budget deletes the current RSAC row, inserts a new row with new funding and effective date, and inserts another row for the new funding end date with RSAC (if end date is not the end of the FY).
7. The process listed above will result in the following:
  - a. Encumbrance calculated correctly for P/G account.
  - b. More accurate billing process.
  - c. Easier to identify those accounts for P/G in suspense that need immediate action.

# General Ledger Featured Report: Unbudgeted Fund Equity (UGL01033)

## REPORT SUMMARY

A new report has been added to the General Ledger inventory that provides unbudgeted fund equity information at the cost center level with fund subtotals. Column headings on the report are as follows:

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

Program Description – Program chartfield name.

Fund Equity Less Commitments – Available fund equity adjusted for commitments. (= Fund Equity - Enc. & Pre-enc). A negative value in this column indicates an available fund balance.

Current Budget Period BBA – Available budget balance adjusted for commitments. (= Budgeted Amt – YTD Exp. – YTD Comm.). A positive value indicates an available budget balance for expenditures while a negative value indicates expenses and commitments exceed the expenditure budget.

Unbudgeted Fund Equity – Fund balance available to be budgeted for expenditures. (= Fund Equity Less Commitments + Current Budget Period BBA). A negative value indicates an available fund balance that may be budgeted. A positive value indicates a deficit fund balance that must be corrected assuming all budgeted expenses are incurred.

## LOGISTICS

Navigation: Go / Process Financial Information / Process Journals / Report 2 / Unbudgeted Fund Equity (1033).

Fields: Business Unit; Fiscal Year; Accounting Period & Department. The report will display all of the cost centers that contain the designated department value with the exception of project/grant cost centers. Project/grant cost centers are not displayed because they almost never have unbudgeted fund equity.

Questions: Call Barbara Duarte at ext. 34397.

## Having difficulty reconciling payroll?

A new Labor Distribution report has now been reformatted to help with departmental reconciliation. The navigation and parameters are the same except starting FY03, the user will be able to run the Labor Distribution in the Process Scheduler Request by:

### Labor Distribution (Lbr Hist)-UPAY044 **\*\*NEW\*\***

This report will be processed at month end at the same time that GL is closing to make sure that the S&W charges between both systems match. For example September reports will not be available until the beginning of October. This report will process the labor history for the cost center by Fiscal-year-to-date (FYTD) and Period (same as GL accounting period). Note- This report will not have any FY02 data, only FY03.

### Labor Distribution (Pay Act)- UPAY067 **\*\*OLD\*\***

This report shows the Payroll Actuals for the time requested. Therefore, the salary and wage expenditures will reflect journals that have been processed in the HR side but may not have been posted on the GL side. This report shows the FYTD, Month-to-date, and Current-to-date.

Navigation: Go, Manage Payroll Process, UHS, Labor Distribution Report (EBC\_45)

Click on the stoplight to run the report. Choose the Labor Distribution Report Labor History (UPAY044) or Payroll Actual (UPAY067), then click OK. The SQR icon will appear in the bottom of the computer monitor, when the icon disappears, the report should be in the output destination (printer or screen).

If you have any questions, please call Rebekah at x34382.

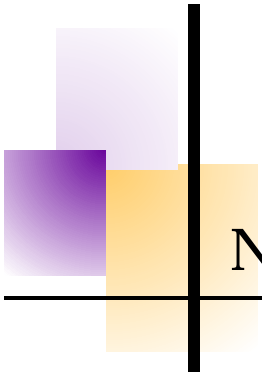
## Looking for Those HR Queries?

The HRMS Public Query Directory is being reformatted to make it easier for you to find existing queries. Queries are being re-named with the following naming convention:

- HR\_Ben\_description - Queries dealing with Benefits
- HR\_Bud\_description - Queries dealing with Funding
- HR\_NRA\_description - Queries dealing with Non-Resident Alien information
- HR\_Pay\_description - Queries dealing with Payroll
- HR\_Per\_description - Queries dealing with Personnel (General HR)
- HR\_Pos\_description - Queries dealing with Positions
- HR\_Tax\_description - Queries dealing with Payroll Taxes

The easiest way to get to the queries that you want to see is to:

- Log into the Reporting Database
- Click on the disk icon or click File, Open
- In the name box type HR\_ and the first letter of the type of query you are looking for (Po for Positions, Pa for Payroll, etc)
- Click on the down arrow
- If you want to see all of the HR queries, just type in HR and the down arrow and they all will appear.



# November 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 <b>9 a.m.</b> F1037 002 A/ P FAST/Start (UBP 2-224)  <b>2 p.m.</b> F1031 0010 Online Requisition Entry (UBP 2-224)	12 <b>9 a.m.</b> HR1004 0249 HR View (UBP 2-224)  <b>1 p.m.</b> HR 1019 003 Adv HR Payroll/ Reallocation (UBP 2-224)	13 <b>9 a.m.</b> F1029 0316 PO Vouchers & Encumbrances Part I (UBP 2-224)  <b>10 a.m.</b> FDT120 0004 GL FAST Start (UHD-TTLC)	14 <b>9 a.m.</b> F1025 0856 General Ledger Reporting (UBP 2-224)  <b>2 p.m.</b> F1031 0011 Online Requisition Entry (UBP 2-224)	15 <b>9 a.m.</b> F1028 0115 Basic Financial Query (UBP 2-224)	16
17	18 <b>9 a.m.</b> F1026 0122 Payables Adv Vouchers (UBP 2-224) <b>10 a.m.</b> FDT112 0756 A/P FAST Start (UHD-TTLC) <b>2 p.m.</b> F1031 0012 Online Requisition Entry (UBP 2-224)	19 <b>9 a.m.</b> F1027 0233 Travel Requests & Vouchers (UBP 2-224) <b>1 p.m.</b> HR 1004 0250 HR View (UBP 2-224)	20	21 <b>9 a.m.</b> TE1006 0104 Query/Crystal Basic (UBP 2-224)	22 <b>9 a.m.</b> F1037 003 A/ P FAST Start (UBP 2-224)	23
24	25	26	27	28	29	30