

University
of Houston
September
2003

Finance Notes & News

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Vouchers Created in September

You should not change the Accounting Date on any vouchers created in September. The budget period will default to BP2004 on non-PO vouchers and the appropriate budget period will copy in from the PO on PO vouchers. Therefore, PO vouchers are the only vouchers that should have a budget period of BP2003 or earlier.

All vouchers processed in September and throughout FY04 should have an Accounting Date between September 1, 2003 and August 31, 2004. Since the Accounting Date defaults to the date the voucher is created, there will be no need to change it until we start creating FY05 vouchers in August 2004.

If you have any questions, please call Samantha Yurus at x38721.

Period 998 Journal Entries

All non-payroll adjustments in period 998 must be entered on a journal entry. Follow the steps below for 998 journal entries:

1.a. When creating new journals, change the Journal Date to 08/31/2003 and leave the Journal ID at NEXT.

Add -- Journal Entry

Business Unit: 00730

GL Journal ID: NEXT

Journal Date: 08/31/2003

OK Cancel

1.b. When correcting existing journals, enter the existing JE number and change the Journal Date to 08/31/2003.

Add -- Journal Entry

Business Unit: 00730

GL Journal ID: 0000628290

Journal Date: 08/31/2003

OK Cancel

2. Check Adjusting Entry on the Header panel.

Adjusting Entry:

Fiscal Year: 2003

Period: 998

3. Submit the JE and backup to General Accounting beginning September 2 and no later than noon on September 15.

998 adjustments do **not** include:

- Encumbrance adjustments
- Budget transfers
- Cash deposits

Call Al Rajan at x34415 if there are any questions.

Document Processing in Period 998 FAQs

- Q1: What kinds of entries are normally made in period 998?
- A1: Expenditure reallocations and fund equity transfers needed to correct deficit fund equity balances as required by SAM 03.G.01. Voucher payments cannot be made in period 998.
- Q2: Where can I see the fund equity balances for my department?
- A2: There are several fund equity reports, but one of the most frequently used reports is the UGL01016, Fund Equity by Department Report. Navigation: Go, Process Financial Information, Process Journals, Report, Fund Equity, Fund Equity by Department.
- Q3: How do I know if I have a deficit fund equity balance?
- A3: If the Ending Balance is a positive number, it is a deficit balance. Fund equity balances should be negative or zero.
- Q4: What document/process do I use to make period 998 transfers?
- A4: For payroll transfers, you must submit a payroll reallocation to the Payroll Department. For non-payroll reallocations and transfers, you must submit a journal entry to General Accounting. This would include expenditure reallocations between local and state funds, which are normally prepared on a voucher. During period 998 only, local to state and state to local transfers are processed on a journal entry.
- Q5: How do I make a fund equity transfer?
- A5: Fund equity transfers are normally prepared by the Budget Office to coincide with a Budget Adjustment Request, so individuals in departments may not be familiar with creating these journal entries. A matrix of funds and accounts that may be used in fund equity transfers is on the Finance web site under the headings State Fund Equity Non-Mandatory Transfers and Local Fund Equity Non-Mandatory Transfers: http://www.uh.edu/finance/Doc_Ref.html
- Q6: What distinguishes a period 998 journal entry from other journal entries?
- A6: All period 998 journal entries should have a journal date of 08/31/03 (change the journal date to 08/31/03 when you first add the journal). Also, you must check the Adjusting Entry box on the Journal Header panel (period 998, fiscal year 2003 will appear on the panel). For other (non-998) journal entries, you normally allow the journal date to default to the current date and you do not check the Adjusting Entry box.
- Q7: How can I tell if a printed journal entry is for period 998?
- A7: The Journal Entry Detail Report (Go, Process Financial Information, Process Journals, Report, UHS Journal Detail) displays the fiscal year and period in the upper left hand corner. It also displays the journal date, posted date (date it posted to the general ledger), budget check status, edit status, and other information. The journal entry report that you can print from the Journal Line panel by clicking the printer icon does not provide as much detail.
- Q8: What is the deadline for submitting period 998 reallocations and transfers?
- A8: The UH and UHSA deadline for all period 998 reallocations and transfers (payroll and non-payroll) is noon on Monday, September 15.

Dates on Vouchers and What They Mean

Invoice Header Information Panel

- Invoice Date:** Date printed on the invoice by the vendor. Normally, the date the invoice was created. For payments without an invoice (reimbursements, scholarships, some contracts, etc.), use today's date as the Invoice Date.
- Invoice Receipt Date:** Date the invoice was first received at the University of Houston, even if it was delivered to the wrong address. All invoices should be date stamped when they are first received. If the Invoice Receipt Date is not written on the invoice, enter the Invoice Date instead. For payments without an invoice, use today's date.
- Goods Receipt Date:** Date the goods were received or the services were/will be completed. For reimbursements, enter today's date.
- Acceptance Date:** Same as the Goods Receipt Date.
- Basis Date:** Calculated based on the later of the Invoice Receipt and Goods Receipt Dates. If either of these dates change, the Basis Date will be recalculated.

Schedule Payment-Dept Use Panel

- Net Due Date:** Calculated based on the Payment Terms of the vendor and the Basis Date. Most businesses and contractors have Payment Terms of Net 30, which means payment is due 30 days after the Basis Date. Employees, students, and UH departments have Payment Terms of Due Immediately. The Net Due Date cannot be changed.
- Payments made after the Net Due Date to business and contractors require the University to pay late payment interest, unless there are extenuating circumstances (see MAPP 4.01.10, Prompt Payment). Payments made after the Net Due Date to employees, students, and UH departments do not result in late payment interest.
- Scheduled Due Date:** Calculated the same way as the Net Due Date, unless the Net Due Date has already passed in which case the Scheduled Due Date will be today's date. Determines when the payment will be issued. The Scheduled Due Date can be changed to an earlier date if needed and allowed (see MAPP 4.01.10).

Accounting Information Panel

- Accounting Date:** Defaults to the date the voucher is created. Determines the fiscal year of the voucher. Normally, this date is not changed, except in August when creating a voucher for the next fiscal year. After budget checking, the Accounting Date is grayed out and cannot be changed.

If you have any questions about dates on vouchers, contact Samantha Yurus at x38721.

COMMITMENT REPORT AND QUERY UPDATE

Department Reconciliation Report (UGLS1074)

Several enhancements have been made to the Open Commitments and Soft Commitments sections of the report and are summarized here by section.

Section 4 – Open Commitments

The Percent Open calculation has been changed to include the adjustment amount. It is now calculated as $(\text{open amt} / (\text{original amt} + \text{adjustment amt}))$.

Project General Ledger encumbrances (payroll, postage, telephone, IDC) are now summarized by account, rather than account and budget period, to make this section easier to read. This is possible for projects, since all budget periods roll up to BP0000. However, for non-projects GL encumbrances will continue to be listed by account and budget period, since they relate to a specific budget period. PO encumbrances for projects and non-projects will continue to be listed by budget period also.

Section 5 – Soft Commitments

The “Need Tech Review” messages will no longer display on the report, nor will the associated documents be used in the calculation of “Soft Commitments”. Items needing technical review will be monitored and addressed centrally by Finance operations staff.

Open Commitments Queries

UHS_OPEN_COMMITMENTS_SUMMARY

Project GL encumbrances are now summarized by account, instead of account and budget period, just like the commitments in section 4 of the UGLS1074 report. The UHS_OPEN_COMMITMENTS_DETAIL query, which shows commitments at the PO line and distribution level, will continue to show project GL encumbrances by account and budget period.

Balance Sheet Balances in FY04

Beginning asset, liability, and fund equity balances for FY04 should equal ending balances for FY03. The process that updates beginning FY04 balances will occur at least two times in September:

1. When August (12th month) closes on September 5.
2. When period 998 closes for departmental entries on September 22.

Therefore, when looking at FY04 fund equity or balance sheet reports in September, keep in mind that the beginning FY04 balances will be updated on the above dates. After period 998 closes, there should be no additional changes to asset, liability, or fund equity beginning FY04 balances on department cost centers.

HUB Vendor of the Month

WHO:

Worthington Paper Company

A minority woman-owned and operated company in business since May 1993, offering next day delivery on both paper and office supplies, with no shipping costs on most items.

WHAT:

Sells and distributes copy paper, printing paper, computer forms, office supplies, corrugated boxes and janitorial and sanitary supplies

Clients include University of Houston, University of Texas, Stephen F. Austin and Frito-Lay, etc.



HOW:

Orders may be placed by:

Phone; 972-395-3778

Fax; 972-395-3788

On-Line; worthpaper@aol.com

Contact John Gibson at 972-395-3778, worthpaper@aol.com for additional information.

ONE THING about their business that they would tell UH is that their motto is "Small Company, Huge Capability. Worthington paper offers its customers the attention of a small, service oriented company and the product selection of a huge corporation. Through personal interaction with its customers it has built a reputation for:

1. Dependable service
2. Reliable products
3. Flexible responses
4. Competitive pricing

INTERESTING FACT ABOUT THE COMPANY:

Savings are passed on to the customer through a continuous campaign to reduce and limit overhead costs. Staff includes:

Henrietta Gibson – President

John Gibson – Vice President

Donald Thomas – Marketing & Sales

VISIT THEIR WEB SITE AT WORTHPAPER@AOL.COM

For further information on this or other HUB vendors contact the University HUB Operations Department:

Dick Nill – (713) 743-5670 e-mail: danill@central.uh.edu

Sandra Webb – (713) 743-5662 e-mail: sgwebb@central.uh.edu

September 2003

SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

7

8

9

HR View
1:30 p.m.
UBP 2-224

10

AP FAST
Start 9 a.m.
UBP 2-224

11

12

13

14

15

Query/Crystal
Basic 9 a.m.
UBP 2-224

16

Travel Re-
quests and
Vouchers
9 am. UBP
2-224

17

Payables/Advanced
Vouchers
9 a.m.
UBP 2-224

18

Online Requisition
Entry 2 p.m.
UBP 2-224

19

20

21

22

GL Orienta-
tion
9 a.m.
UBP 2-224

23

HR View
1:30 p.m.
UBP 2-224

24

PO Vouchers
& Encum-
brances
9 a.m.
UBP 2-224

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