

Karin Livingston, Executive Director, Accounting Services

AP Vendors on Hold Process

- Vendors placed on hold by the Comptroller's Office for delinquent debts to a state agency, may not receive payment from any state agency (on local funds or state funds) until the debt is paid.
- When a state fund voucher is processed for a vendor on hold, the Comptroller's Office will take the following action 30 days after the state voucher is processed: (1) the Comptroller will issue payment to the state agency owed the delinquent debt (paying the debt on behalf of the vendor); (2) if the state voucher is greater than the debt, the Comptroller will issue a payment to the vendor for the difference; (3) if the state voucher is less than the debt, the Comptroller will only issue a payment to the state agency for the voucher amount and the vendor will remain on hold for additional amount owed.
- When local fund vouchers are used to pay a vendor that is on hold, departments have two options: (1) ask AP to close the local voucher (which reverses the expense on the local cost center) and create another voucher using a state cost center if the expense is allowed on state funds (rare) or (2) move the AP liability from the department cost center to a local institutional cost center.
- Both transactions require a new voucher and the cancellation of the old voucher so that the AP system can track where the liability is in the event that payment can be made.
- When the AP liability is moved to a local institutional cost center, General Accounting will move the expense from the institutional cost center back to the local departmental cost center that was on the original voucher. This expense will replace the expense from the original cancelled voucher.
- Beginning with FY2017 transactions, Accounting Services will run a query to identify local vouchers on hold quarterly and send the list to the CDA listserv.
- Moving the AP liability to an institutional cost center is not mandatory. Departments should notify General Accounting if they want the AP liability moved.
- Procedures are on the Finance References page under "Transaction Processing" and "Vendors on Hold": <http://www.uh.edu/finance/pages/References.htm>

Construction Funding

- Project Cost Center Guidelines for construction projects are published on the Plant Accounting website: http://www.uh.edu/finance/pages/GA_plant_acct.htm
- Procedures address funding construction projects in plant funds.
- Procedures that are of most interest to departments are:
 - Change in Source of Funds – requests to change the source of funds for construction projects should be submitted by early June to ensure that they can be completed by the end of the fiscal year.
 - Cost Overruns – benefitting department is responsible for cost overruns
 - Gift Funding – deficits from pledged funding (to be received in the future) will be recorded in departmental cost centers rather than in Plant funds.

Wayne Brown, Director, Risk Management
Karin Livingston, Executive Director, Accounting Services

University Vehicle Insurance

- All vehicles owned or leased by UH, including golf carts, must be insured. Risk Management purchases commercial auto insurance for UH vehicles through the State Office of Risk Management at very competitive rates.
- In FY17 and in previous years, Risk Management billed some (but not all) of the departments that own or lease vehicles for their insurance coverage. Beginning in FY18, all departments with university vehicles will be billed for their share of the insurance.
- All golf carts must have liability coverage.
- All street vehicles (not golf carts) 6 years old or more must have liability coverage at a minimum. Departments may choose to pay for comprehensive insurance on street vehicles 6 years old or more but it is not required.
- All street vehicles 0 to 5 years old must have comprehensive insurance coverage.
- In FY17, liability insurance costs \$265 per vehicle and comprehensive coverage costs \$540 per vehicle. Risk Management does not know the rates for FY18 yet, but any increase should be minimal. Wayne will inform the CDAs of the FY18 insurance rates when they are known.
- Departments with university vehicles will be asked to complete a form that indicates the cost center to charge for their share of the insurance premium. Accounting Services will process a journal entry once a year to allocate the insurance expense to the departments.
- When departments purchase or lease a vehicle, they must inform Risk Management so that insurance coverage can be obtained on the vehicle. Departments should include vehicle make, model, year, and type of coverage (liability or comprehensive) in their email to Risk Management.

Mike Glisson, Assistant Vice President for Finance and Controller

Travel Cards

- After reviewing the limitations of Ghost Travel Cards, the CDAs decided not to use them.
- Accounts Payable would like a few departments to start using the Concur Department Travel Card Expense Report before it is rolled out to all of the departments. AP will notify those departments who will participate in the pilot program. This Expense Report will allow Department Travel Card and Multi-User Travel Card custodians to complete one Expense Report per month for all of their Travel Card transactions, instead of a separate Expense Report for each trip.

SharePoint Site for Key Dates Calendar

- As suggested at the May 2017 CDA meeting, a SharePoint folder was created for submitting many year-end documents, as indicated in the Key Dates Calendar.
- CDAs must notify Catherine Chan which individuals in their college/division should have access to save and update files in the Key Dates Calendar SharePoint folder.