

Prior Year Purchase Order Carryforward and BBA Sweep Process

Carryforward Process:

The year-end process that carries forward prior year purchase orders with outstanding encumbrances to the new fiscal year.

Target:

Affects active, non-project cost centers only.

How it Works:

If a prior year PO (i.e., PO with an accounting date before Sep 1, 2004 and with a budget reference of BP2004 or earlier) had an outstanding encumbrance for BP2004, the carry forward process created an FY05 GL encumbrance journal with BP2004 for that cost center and account and an offsetting FY05 budget journal with BP2004 for that cost center and budget node. Each budget journal and GL encumbrance journal will start with CFWD as an identifier.

Finding related information on the 1074 Report:

Sections 1 (Budget Node Summary) and 2 (Budget Node & Account Summary) – The Prior Budget References section will display current budget to cover any outstanding encumbrances that were carried forward from a prior year into the current fiscal year at the budget node level. (Section 2 adds detailed account information).

Cost Center : 2072/H0129/B1169/NA (10692)		UNIVERSITY OF HOUSTON - SYSTEM						Page No. : 1	
Business Unit : 00730 University of Houston		Revenue & Expense - Budget Node Summary						Report ID : UGLS1074.1	
Fund : 2072 DESIG-INDIRECT COST-FED		Period Ended September 30, 2004 (Through Period 1).						Database : FSDEV	
DeptID : H0129 DEAN, SOCIAL WORK								Run Date : 09/13/2004	
Program Code : B1169 IDC DEAN SOCIAL WORK								Run Time : 03:11:31 PM	
Project : NA									
Responsible : COLEY, IRA									
Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	FTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference									
B4035 FUND BALANCE	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
B5007 L3 - PRINCE BENEFITS	26,015.00	26,015.00	0.00	0.00	0.00	0.00	0.00	26,015.00	100.0%
B5009 L3-MAINTENANCE AND OPERATIONS	159,078.00	159,078.00	0.00	0.00	0.00	0.00	0.00	159,078.00	100.0%
Total Expense	185,093.00	185,093.00	0.00	0.00	0.00	0.00	0.00	185,093.00	100.0%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	4,814.55	0.00	0.00	0.00	4,814.55	0.00	0.00	0.0%
Total Expense	0.00	4,814.55	0.00	0.00	0.00	4,814.55	0.00	0.00	0.0%
Grand Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
Grand Total Expense	185,093.00	189,907.55	0.00	0.00	0.00	4,814.55	0.00	185,093.00	97.5%

Section 3b (Detailed Transactions – Revenue/Expense) – The GL encumbrance journal(s) associated with the PO(s) that were carried forward will appear in the Prior Budget References section. A journal was posted for each prior year outstanding encumbrance and can be identified as such with the journal id CFWD2005. The entry re-establishes the encumbrance in the outstanding amount for the current fiscal year.

Cost Center : 2072/H0129/B1169/NA (10692)
Business Unit : 00730 University of Houston
Fund : 2072 DESIG-INDIRECT COST-FED
DeptID : H0129 DEAN, SOCIAL WORK
Program Code : B1169 IDC DEAN SOCIAL WORK
Project : NA
Responsible : COLEY, IRA

UNIVERSITY OF HOUSTON - SYSTEM
Detailed Transactions - Revenue/Expense
September 01, 2004 To September 30, 2004 (Through Period 1).

Page No. : 4
Report ID : UGLS1074.3b
Database : FSDEV
Run Date : 09/13/2004
Run Time : 03:11:31 PM

Acct Transaction Description

Current Budget Reference

No Revenue Found.
No Expense Found.
Prior Budget References

No Revenue Found.

54358 CFWD/DELL MARKETING LP

JRNL CFWD2005 09/01/04 196 2005 1 0.00 4,814.55 BP2004 OHL-EN 00730 0000009043
54358 COMPUTER EQUIPMENT - EXPENSED 0.00 4,814.55
Total Expense 0.00 4,814.55
Grand Total Revenue 0.00 0.00
Grand Total Expense 0.00 4,814.55

Section 3c (Detailed Transactions – Budget Journals) – The budget journal(s) associated with the PO(s) that were carried forward will appear in the Prior Budget References section. A journal was posted for each prior year outstanding encumbrance and can be identified as such with the journal id CFWD2005. The entry was made as an adjustment and establishes a current budget amount equal to the outstanding commitment in the current fiscal year.

Cost Center : 2072/H0129/B1169/HA (10692)		UNIVERSITY OF HOUSTON - SYSTEM										Page No. : 5	
Business Unit : 00730 University of Houston		Detailed Transactions - Budget Jnl's										Report ID : UGLS1074.3c	
Fund : 2072 DESIG-INDIRECT COST-FED		September 01, 2004 To September 30, 2004 (Through Period 1).										Database : FSDEV	
DeptID : H0129 DEAN, SOCIAL WORK												Run Date : 09/13/2004	
Program Code : B1169 IDC DEAN SOCIAL WORK												Run Time : 03:11:31 PM	
Project : HA													
Responsible : COLEY, IRA													
		-----Budget Journal-----											
Acct	Transaction Description	Jrnl ID	Line	Date	FY	Acct PD	Initial Budget	Original	Adjustment	Closing/Rll Fw	BRef	LGroup	Extra Information

Current Budget Reference													
No Revenue Budgets Found.													
B4035 B00001		BUX971782	1	09/01/04	2005	1		-140,000.00				BP2005 REVEST	Original
Total Revenue Budget							0.00	-140,000.00	0.00	0.00			
B5007 B00001		BUX971579	1	09/01/04	2005	1		26,015.00				BP2005 ORG	Original
B5009 B00001		BUX971580	1	09/01/04	2005	1		159,078.00				BP2005 ORG	Original
Total Expense Budget							0.00	185,093.00	0.00	0.00			
Prior Budget References													
No Revenue Budgets Found.													
B5009 CFWD Budget Enc		CFWD2005	195	09/01/04	2005	1			4,814.55			BP2004 ORG	Adjustment
Total Expense Budget							0.00	0.00	4,814.55	0.00			

Grand Total Rev Budget							0.00	-140,000.00	0.00	0.00			
Grand Total Exp Budget							0.00	185,093.00	4,814.55	0.00			

Section 4 (Open Commitments) – Prior year outstanding commitments are listed in the Prior Budget References section and include document id, vendor and amounts.

Cost Center : 2072/H0129/B1169/HA (10692)		UNIVERSITY OF HOUSTON - SYSTEM				Page No. : 6				
Business Unit : 00730 University of Houston		Open Commitments				Report ID : UGLS1074.4				
Fund : 2072 DESIG-INDIRECT COST-FED		As of September 30, 2004 (Through Period 1).				Database : FSDEV				
DeptID : H0129 DEAN, SOCIAL WORK						Run Date : 09/13/2004				
Program Code : B1169 IDC DEAN SOCIAL WORK						Run Time : 03:11:31 PM				
Project : HA										
Responsible : COLEY,IRA										
/*****Document*****/		*****Vendor*****								
Acct	Type	BU	Number	ID	Name	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref

Current Budget Period :										
No Open Commitments Found.										
Prior Budget Periods										

54358	DO	00730	0000009043	0000007592	DELL MARKETING LP	4,814.55	0.00	4,814.55	100.0%	BP2004
50103	JRNL	00730				3,049.18	0.00	3,049.18	100.0%	BP2004
50104	JRNL	00730				50,664.00	48,201.02	4,462.98	8.8%	BP2004
Total Open Commitment								12,326.71		
Grand Total Open Commitment								12,326.71		

BBA Sweep Process:

A nightly process that reduces prior-year budget balance available (BBA).

Target:

Affects active, non-project cost centers only.

Prior-year budget balance available in the current fiscal year.

How it Works:

The BBA sweep process will run every night and will create budget journals to zero out prior year BBAs in the current fiscal year. The sweep budget journals can be identified with the journal id CBBA2005. The prior-year BBA could be something other than zero for the following reasons:

- The PO amount is reduced or canceled on the PO. (positive BBA)
- The PO voucher is created for less than the PO amount and then finalized to release the remaining encumbrance on a PO. You can finalize the entire PO or just a PO line on the PO voucher. (positive BBA)

- The PO voucher is created for more than the PO amount and budget checked through budget override . (negative BBA)

In cases where the prior-year BBA is negative, the sweep program will not add budget and the negative BBA will remain on the 1074 report.

Finding related information on the 1074 Report:

Sections 1 (Budget Node Summary) and 2 (Budget Node & Account Summary) – After the sweep process is run, the Prior Budget References section will display a current budget amount equal to the expense amount at the budget node level and the BBA zeroed-out. (Section 2 adds detailed account information).

Cost Center : 2072/H0129/B1169/NA (10692) Business Unit : 00730 University of Houston Fund : 2072 DESIGN-INDIRECT COST-FED DeptID : H0129 DEAN, SOCIAL WORK Program Code : B1169 IDC DEAN SOCIAL WORK Project : NA Responsible : COLBY,IRA									
UNIVERSITY OF HOUSTON - SYSTEM									
Revenue & Expense - Budget Node Summary									
Period Ended September 30, 2004 (Through Period 1).									
Page No. : 1 Report ID : DZLS1074.1 Database : FSDEV Run Date : 09/27/2004 Run Time : 10:15:46 AM									
Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference									
B4035 FUND BALANCE	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
B5007 L3 - FRINGE BENEFITS	26,015.00	26,015.00	0.00	0.00	0.00	0.00	0.00	26,015.00	100.0%
B5009 L3-MAINTENANCE AND OPERATIONS	159,078.00	159,078.00	0.00	0.00	0.00	0.00	0.00	159,078.00	100.0%
Total Expense	185,093.00	185,093.00	0.00	0.00	0.00	0.00	0.00	185,093.00	100.0%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.0%
Total Expense	0.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.0%
Grand Total Revenue	-140,000.00	-140,000.00	0.00	0.00	0.00	0.00	0.00	-140,000.00	100.0%
Grand Total Expense	185,093.00	186,093.00	1,000.00	1,000.00	1,000.00	0.00	0.00	185,093.00	99.5%

Section 3c (Detailed Transactions – Budget Journals) – The budget journal(s) associated with the expensed PO(s) that resulted in positive BBAs will appear in the Prior Budget References section. These journals can be identified as such with the journal id CBBA2005. The entries will be made as adjustments and will reduce the current budget amount to equal the expense amount.

Cost Center : 2072/H0129/B1169/NA (10692)													UNIVERSITY OF HOUSTON - SYSTEM													Page No. : 5			
Business Unit : 00730 University of Houston													Detailed Transactions - Budget Jnl													Report ID : DZLS1074.3c			
Fund : 2072 DESIGN-INDIRECT COST-FED													September 01, 2004 To September 30, 2004 (Through Period 1).													Database : FSDEV			
DeptID : H0129 DEAN, SOCIAL WORK																										Run Date : 09/27/2004			
Program Code : B1169 IDC DEAN SOCIAL WORK																										Run Time : 10:15:46 AM			
Project : NA																													
Responsible : COLBY,IRA																													
/-----Budget Journal-----\																													
Acct	Transaction Description		Jrnl ID	Line	Date	FY	Acct ID	Initial Budget	Original	Adjustment	Closing/RI1 Fw	BRef	L2group	Extra Information															

Current Budget Reference																													
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B4035 B00001	BIX971782		1	09/01/04	2005	1		-140,000.00				BP2005 REVEST STD	PC Bud Load																
B4035 B00001	BIX971782		1	09/01/04	2005	1			-140,000.00			BP2005 REVEST	Original																
Total Revenue Budget								-140,000.00	-140,000.00	0.00	0.00																		
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B5007 B00001	BIX971579		1	09/01/04	2005	1		26,015.00				BP2005 ORG STD	PC Bud Load																
B5009 B00001	BIX971580		1	09/01/04	2005	1		159,078.00				BP2005 ORG STD	PC Bud Load																
B5007 B00001	BIX971579		1	09/01/04	2005	1			26,015.00			BP2005 ORG	Original																
B5009 B00001	BIX971580		1	09/01/04	2005	1			159,078.00			BP2005 ORG	Original																
Total Expense Budget								185,093.00	185,093.00	0.00	0.00																		
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Prior Budget References																													
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No Revenue Budgets Found.																													
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B5009 CPWD Budget Enc	CPWD2005		196	09/01/04	2005	1				4,814.55		BP2004 ORG	Adjustment																
B5009 Clear BBA	CBBA2005A		2	09/13/04	2005	1				-3,814.55		BP2004 ORG	Adjustment																
Total Expense Budget								0.00	0.00	1,000.00	0.00																		
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Grand Total Rev Budget								-140,000.00	-140,000.00	0.00	0.00																		
Grand Total Exp Budget								185,093.00	185,093.00	1,000.00	0.00																		