Best Practices for Entering Accounting Documents in UC Flex

Office of the Controller
University of Cincinnati
Updated: November 2017
Background

• The purpose of this information is to assist UC FLEX users with properly entering accounting documents in the UC FLEX financial system

• Please keep an open mind that accounting documents may be improved upon by adding details to relevant fields

• Appropriate details in accounting documents ensure accurate and transparent reporting
Objectives

• To facilitate the accuracy of the University’s financial reporting

• To ensure accounting documents provide sufficient detail for review

• To increase efficiency by reducing number of correcting accounting documents
UC FLEX

• This information supplements the UC FLEX training material related to entering, parking and/or posting documents in the financial system

• Document types covered in this presentation
  – BL, JE, SA

• UC FLEX transactions: all transactions for entering documents including FV50, FB50

• Pertains to both central and decentral users
Input Screen

The next slide is a screen shot of the starting point for entering documents.

We will only focus on two sections of the Basic Data Tab:

• Header
• Detail Lines
Input Screen

Basic Data Tab

Header

Detail Lines
Basic Data Tab

Header

The key fields listed below must have accurate and relevant data:

- Document date
- Posting date
- Reference
- Doc. Header Text
- Document Type
Basic Data Tab

Header

• Document date
  – Always use the current date (system default)

• Posting date
  – Any date within an open period can be used (current date is the default and in most cases is most relevant)
  – Caution: Typically, when two months are open at the same time, users must be aware of the posting period as it relates to reporting needs.
Basic Data Tab

Header

• Reference
  – This field can be used to reference other sources of information (16 character limit)
  – If NIU form (A169) has been completed, enter NIU, and then its number
  – One good use of this field is to reference a UC FLEX document number for tracking purposes. For example, if the purpose of the new document is to recode an expense from a previously entered document, the original document number may be entered in this field.
Basic Data Tab

Header

• Doc. Header Text
  – Should contain additional explanation or notes which apply to the document as a whole
  – 25 character limit
• Document Type
  – BL: used by departmental users for internal billing or to transfer expense to another department
  – JE: non-salary, non-grant journal entries parked by decentral users
  – SA: journal entries parked/posted central users
Basic Data Tab

Header

Common Problems

– Doc header text left blank
– Doc header text/Reference not relevant to entry (perhaps copied from previous documents)
Basic Data Tab

Detail Lines

- General Ledger (G/L) account
- D/C (Debit/Credit)
- Amount in Doc Currency
- Fund
- Cost Center
- Functional Area
- Grant

- Order
- WBS Element
- Text
- Business Area
Basic Data Tab
Detail Lines

This presentation will only highlight those detail line fields where general improvements can be made. For other fields not covered, please contact the Controller’s Office at 556-3152.
G/L (General Ledger) account

- Use the appropriate G/L account code to match the type of expense or revenue
  - Example: For delivery expenses, the appropriate account to use is 531002-Delivery & Express Mail
  - DO NOT USE GENERIC ACCOUNTS SUCH AS 530201-OFFICE SUPPLIES UNLESS APPROPRIATE
Basic Data Tab

Detail Lines

G/L (General Ledger) account

- A listing of expense codes can be found in UC FLEX and on the UC Controller’s webpage
  - UCFLEX transaction S_ALR_87012326 - Chart of Accounts or
  - On UC Controller’s webpage: http://www.uc.edu/content/dam/uc/af/controller/docs/GLAcctCodesByNumber.pdf
Common Problems

- Text field (i.e. Left blank, insufficient detail or irrelevant information)
- Improper G/L account used (i.e. using office supplies account for delivery charges)
- Improper fund used (i.e. a restricted fund that doesn’t allow for the expense)
More Common Problems

– Trying to move an expense from the prior fiscal year from one unrestricted fund to another (an A123 is necessary instead)

– If moving an expense, the account string must match the original transaction exactly (fund, cost center, FA, internal order)

– Moving an expense to a fund that does not have money to cover the expense
Basic Data Tab

Detail Lines

Common Problems related to Plant Funds

– Use of cost center with unexpended plant fund line (fund type P1, P2, P3, P4, P5)
– WBS element field left blank
– Missing grant number on P5 fund line (“Not Relevant” is invalid and must be changed)

Please contact Capital Finance at 556-3157 for information regarding plant funds or to find the proper WBS element to use
Examples

Insufficient Detail

<table>
<thead>
<tr>
<th>St</th>
<th>G/L acct</th>
<th>Short Text</th>
<th>D/C</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>533101</td>
<td>Consultant Services</td>
<td>Debit</td>
<td>Job #8300 record services</td>
</tr>
</tbody>
</table>

Better

<table>
<thead>
<tr>
<th>St</th>
<th>G/L acct</th>
<th>Short Text</th>
<th>D/C</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>533101</td>
<td>Consultant Services</td>
<td>Debit</td>
<td>Job #8300 record services for UCFLEX HR project</td>
</tr>
</tbody>
</table>

Inappropriate GL account

<table>
<thead>
<tr>
<th>St</th>
<th>G/L acct</th>
<th>Short Text</th>
<th>D/C</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>530201</td>
<td>Office Supplies</td>
<td>Debit</td>
<td>Reclass travel expense for Prof. Franklin</td>
</tr>
</tbody>
</table>

Better

<table>
<thead>
<tr>
<th>St</th>
<th>G/L acct</th>
<th>Short Text</th>
<th>D/C</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>530503</td>
<td>Emp In-State Travel</td>
<td>Debit</td>
<td>Reclass travel expense for Prof. Franklin</td>
</tr>
</tbody>
</table>
Reversing Documents

• If you want to reverse a document already in UC Flex, email the Controller’s Office the original document number and it can be reversed without additional data entry.

• Then the original document and reversal document will directly reference each other.
Controller’s Office Contact

Office of the Controller
Tel: 556-3152