

Finance Fundamentals

January 14, 2022

Finances' Two Cents

Prepaid Expenses Update

USNH minimum \$5000

Pre-paid expenses are those expenses where payment is made before the expense is actually incurred.

- If an order is placed in January, but goods do not arrive at PSU until June, expense is incurred in June, not January. If a vendor begins paving a sidewalk on June 29, but doesn't finish until July 15, expense is incurred in July.
- When entering your requests for goods/services in UShop, be sure to indicate if the goods or services are for the next fiscal year July 1 – June 30, in part or in full.
- The portion of the expense that is paid in the current fiscal year for the following fiscal year good/service will be booked to a prepaid fund (e.g. 6UOPPD). The expense will then be applied to the appropriate fiscal year budget in the future when the good/service is actually received.

USNH minimum amount to expense against prepaid fund PPD is \$5000. If the expense is less than \$5,000 per fiscal year, the full amount is expensed in the current year.

Student Work Study Update

- For part time, temporary, seasonal, student hourly or student work study complete the hiring request form here <https://universitysystemnh.sharepoint.com/sites/PSU-HumanResources/SitePages/Payroll.aspx> to process through approval queues.
- Ensure to list two FOAPAL lines for those hired on work study as **25%** department FOAPAL and **75%** FY22 Federal Work Study Fund 684174 with remaining FOAPAL elements the same as the department.
- **Please note the % split update above.**

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- Student Work Study Update
- New Mileage Rate
- Credit Invoices
- UShop Requesters Update

New Mileage Rate

Effective 1/1/22

The USNH Personal Reimbursement Form has been updated to reflect the 58.5 cent mileage rate effective 1/1/2022. The form can be found at <https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-121-travel-forms>. Reimbursement of mileage prior to this date will be paid at the rate in effect on the date of travel. These rates can be found on the USNH Financial Services Mileage Rates Web Site (<https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-002-website-travel-references>).

If you have any questions, please contact USNH Travel & Expense via email at [USNH Travel & Expense](mailto:USNH_Travel_Expense) or via phone at 603-862-3264.

Credit Invoices

If you receive a credit invoice from a vendor for items returned, hold onto that invoice until you have additional charges with that vendor, which are offset in full by the credit and submit them all at once to the FOC for payment, otherwise the credit may be mistakenly applied to UNH, Keene or Granite if they have outstanding invoices with the same vendor.

If the credit will be outstanding at fiscal year-end, request a refund from the vendor (ensuring they identify PSU as the recipient) and also that when the check is received it is applied to your FOAPAL.

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UShop Requesters Update

Please use one of the following Requesters to assign your UShop carts to:

Requesters	Service Area	Email Address
Brenda Gleich	Academic Affairs	bgleich@plymouth.edu
Kristen Hersom	Academic Affairs	kahersom@plymouth.edu
Matthew Wallace	Admissions (Backup)	mlwallace@plymouth.edu
Jeremy Heidenreich	Admissions (Primary)	jheidenreich@plymouth.edu
Christa Hollingsworth	Advancement/Alumni	chollingsworth@plymouth.edu
Darcy Hoffman	Athletics	dhoffman@plymouth.edu
Aaron Smith	Athletics	aaron.smith@plymouth.edu
Patrick Gullo	Comm.& Mktg (Backup)	peculow@plymouth.edu
Kara Russell	Comm.& Mktg (Primary)	klrussell1@plymouth.edu
Jennifer Dumont	Facilities	jldumont2@plymouth.edu
Linda Corriveau	ResLife/Dining	lmcorriveau1@plymouth.edu
TBD	Silver Center	
Randy Szabadics	Stud. Life (backup)	rszabadics@plymouth.edu
Drew Guay	Stud. Life (primary)	adguay@plymouth.edu
Christine Hoch	Student Fin'l Svcs	ckhoch@plymouth.edu
Tamara Mahoney	Student Fin'l Svcs	tmahoney@plymouth.edu
Nicole Connolly	UPD/EH&S/Events&Conf/President&VPFA Offices	nlconnolly@plymouth.edu
Lynn Cuda Tucker	All office supply orders	lcuda@plymouth.edu

We are all an important piece of the University's financial stewardship!



PSU Finance Website – Resources & Forms <https://campus.plymouth.edu/financial-services/>

PSU Ecommerce submit eStore requests & credit processing related questions to psu-ecommerce@plymouth.edu

PSU Budget submit budget related entries/questions and journal transfers to psu-budget-support@plymouth.edu

PSU Surplus submit surplus request form to psu-surplus@plymouth.edu

PSU Contracts submit contracts for signature and numbering prior to entering in Ushop to psu-contracts@plymouth.edu

UshopNH User Aids <https://wildcatsunh.sharepoint.com/sites/USNHProcurement/SitePages/UShopNH-2020.aspx>

USNH Procurement Team Dynamix submit UShop questions and new vendor requests to

<https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog?CategoryID=83>

USNH Finance Hub – Resources & Forms <https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/>

PCard Applications & Exceptions submit request to banner.pcard@unh.edu

PCard Expenses submit receipts with cover sheet and full FOAPAL to foc.pcard@unsh.edu

Travel Advances submit Travel Advance Form found on the USNH Finance HUB to foc.expense@unsh.edu

Travel & Expense Reimbursements submit with all signatures & full FOAPAL to foc.expense@unsh.edu

Invoices/Direct Payments submit with PO # and Ok to pay to FOC.ap@unsh.edu

Sponsored Program Administration/Grants <https://www.unh.edu/research/research>

Journal Entries submit correction entries with all relevant documentation to FOC.accounting@unsh.edu