

## Utility Overview

Utilities have been defined as on-going support services that do not require quotes or bids. Examples include: telephone line rental and tolls, leased lines, cellular phones, pagers, garbage, water, sewer, electricity, and steam heat.

Use Banner form FGAENCB, and journal type UT01 (rule code).

Enter ONE accounting line per encumbrance, unless you want a percentage split on all invoices paid. On the description line, enter the phone number(s), Utility Account Number, or other identifying information that will allow Accounts Payable to match this encumbrance to the bill received from the vendor. Accounts Payable staff can pay multiple phone lines, electric meters, leased lines, etc. on one encumbrance if they are all to the same vendor and all to the same Fund/Org/Account/Program.

The vendorID field **MUST** be keyed. **DO NOT LEAVE VENDORID FIELD BLANK.**

It is intended that the amount encumbered will be sufficient for services *for one fiscal year, July 1 through June 30*. If utility is paid from restricted fund source that ends part way through the fiscal year, create two encumbrances, with the correct funds for each time span. Requests to change accounting or to increase/reduce encumbrance should be sent in writing to UAF Accounts Payable for entry. At the end of the fiscal year, excess encumbrance amounts will be released either by unit sending in final receiving approval with signature authorizing release of a stated amount or by Accounts Payable staff estimating year end needs.

After encumbrance has been established on Banner, complete the Utility Payment Authorization form and fax to Accounts Payable (474-7046). Be sure to fill out the form completely and include the account number, meter number, telephone number or other applicable information. This form authorizes automatic payment of utility bills as they arrive in the Accounts Payable Office. A copy of each bill will be sent to your unit.

All utility vendors must use the UAF Financial Services address for the billing address. Utility bills will be paid as soon as they are received in the mail, with copies sent to the units for review. If a correction to the payment is necessary, contact the Accounts Payable Office to request a credit process.

Use the following account codes for utility encumbrance entry:

3441 - Phone line rental, installation, equipment

3442 - Toll calls on land service voice and fax lines

3443 - Leased lines (usually for computer service)

3446 - Cellular and paging phone service, time, and location charges

3449 - Internet Service (ISP) for Dial-Up Service

3881 - Sewer Utility (only if provided by sole source municipality)

3882 - Electric Utility

3883 - Water Utility (only if provided by sole source municipality)

3884 - Heat Utility (only if provided by sole source municipality)

3886 - Garbage Disposal (only if provided by sole source municipality)