



# F & A UPDATE

Volume 5.12

APRIL, 2001



## Message from the Controller

The year-end is rapidly approaching. Now is a great time to review your records to make sure you are ready!

All current year E&G funds will expire on June 30<sup>th</sup> unless they are encumbered and certified forward. To certify forward funds they must be encumbered at June 30<sup>th</sup>.

Start now by reviewing outstanding POs, LPOs, TARs, etc. Departmental Ledgers (DLs) should be thoroughly reviewed.

- ❖ Is there adequate budget to last through June 30<sup>th</sup>?
- ❖ Verify all items listed as outstanding and check if amounts are correct.
- ❖ Do blanket orders need to be decreased/cancelled?
- ❖ Are the encumbered balances enough to last through June 30<sup>th</sup> or is the balance too high?
- ❖ Are there any outstanding encumbrances that should be liquidated?
- ❖ Are expenditures correct?
- ❖ Limited Purchase Orders (LPOs) are encumbered for \$250 each unless Purchasing is advised otherwise.
- ❖ Are there outstanding LPOs that are not going to be used?

A little extra effort now can save a lot of extra effort later. Year-end is always a hectic time. The sooner you begin your review, the more accurate your records and the less likely that your department will lose scarce funds.

## PeopleSoft Update – Student Financial Team

The PeopleSoft conversion process continues to keep the Student Financials Team very busy. The following information helps to point out many of the benefits that UCF will experience as a result of the conversion to the new system.

### **PeopleSoft Benefits**

The integrated PeopleSoft system will deliver the best quality of customer service for the University of Central Florida by providing the following:

For the User:

- The PeopleSoft implementation process will give UCF the opportunity to review and improve outmoded policies and procedures.
- Cross-functional capability will enhance processing, data entry, navigation (i.e. favorites, checklists).
- Access to historical information, effective dating, and data validation are some of the built-in safeguards designed to help protect the accuracy of data input.
- The integrated nature of this system allows student information to reside within one system. This will eliminate working with numerous databases and outdated programs and basic task (i.e., address changes) will be simplified.
- The system will help to eliminate redundant processing of information.

## **PeopleSoft Benefits – cont.**

- Because PeopleSoft is an intuitive system, there will no longer be a need to memorize codes. This highlights PeopleSoft as a user-friendly system for new employees.

## **UCF Benefits**

- The advanced functional capability of PeopleSoft will help to support UCF's continuing growth.
- Improved data management analysis and reporting capability.
- Efficiency and responsiveness will deliver improved customer service and will help attract and retain the best students, faculty, and staff.

## **Student Benefits**

- Automated basic services
- Summarization of student information within one system
- Historical information will be readily available
- Increased student privacy.

## **Student Accounts**

### **SUMMER 2001 REGISTRATION**

Regular Registration for summer classes is scheduled for May 7-8. If you plan to use an employee waiver for your classes, the dates you may register are listed below.

#### **Registration Time**

##### **Summer A/C/D**

**Monday, May 7 @ 3:30 p.m.**

##### **Summer B**

**Monday, June 18 @ 3:30 p.m.**

Registration is on a "space-available basis." It is the responsibility of the employee to register at the required time. Registering early will invalidate the waiver and cause the employee to be fee liable.

Remember that waivers may not be used for classes that include repeat course fees. In addition, the tuition fee waiver cannot be used for courses which require increased costs, including, but not limited to, courses offered through the Center for Continuing Education, independent study, supervised research, supervised teaching labs, thesis hours, dissertation, internships, co-ops, practicums, or applied individualized instruction in music, art or dance, etc.

If you plan to use an employee waiver during the Fall semester, you may register as follows:

#### **Fall 2001**

**Friday, August 17 @ 3:30 p.m.**

Summer A/C/D classes begin on May 8 and Summer B classes begin on June 19. Fall classes begin August 20.

Fee payment deadline for Summer registration is May 11. Summer B fee payment deadline is June 22. The Summer B deadline applies only to courses registered for during the Summer B registration period of June 18-22.

## **NEW NON-FUNDED WAIVER NOW AVAILABLE TO ADOPTEES**

Students, who were adopted from the Department of Children and Families after December 31, 1997, may receive a tuition waiver for a period of four years from their date of graduation from high school. The student must be enrolled in full-time study, have earned a grade point average of at least 2.0 for previous term and an overall 2.0 average for college work. Before the waiver can be granted the student must have applied for and been denied non-repayable financial aid.

## **THINK AHEAD, GET AHEAD**

Time flies and before you know it, the end of fiscal year is here. Do you want to go through the same nightmare as you had last year or do you want a smooth sailing fiscal year end? Take your pick. If

## **Think Ahead, Get Ahead – Cont.**

you prefer the latter, then it is time to check your budget position. Get on your gear. Retrieve CICS and review your budget. How do your salary, OPS, expense and OCO budget look like?

The deadline for intercategory budget transfer request for E&G fund is February 21, 2001. So... if you are planning to initiate a budget transfer between categories on E&G accounts, you are out of luck. Hence, if you have extra money in Expense and/or OCO at this time, the only way not to lose it is to start preparing requisitions to purchase needed items for your department. Check with Purchasing on requisition deadlines.

Intercategory budget transfer deadline for non E&G funds (i.e. Auxiliary, Agency, Sponsored Research, etc.) will be sometime around the end of May, 2001. Therefore, if you think you will need more budget in Expense than OCO or vice versa, you can still submit a budget transfer request through the Budget Office. Good luck!

## **PURCHASING CARD FACTS**

There are more than 15,000 State of Florida Purchasing Cards (Pcard) in use in the 48 Florida agencies. From July 1, 2000 through mid-March 2001, the cards had been used to buy goods and services for the State in excess of \$154,000,000. UCF faculty and staff currently use more than 350 cards. During the same period, UCF cardholders have bought goods and services worth \$3,000,000. Many federal and other states' agencies have used such cards for a long time.

If you are the departmental person who orders supplies for your department, and you are still using LPO's or PO's, you may be missing out on a tool that can make your job significantly easier. Instead of creating a long paper trail to buy common departmental needs, you could just call your vendor, order your goods, give your Pcard number, and wait for delivery.

If you are currently spending your own cash to buy departmental needs, then waiting to be reimbursed

on a Reimbursement for Expenses Other Than Travel form, you could buy the supplies without ever using your funds.

If you are the one who registers faculty or staff at conferences, you could escape the paper trail, and just call in the registrations, give your Pcard number, and then go on with your other duties.

If you are a departmental traveler, you could save your cash or avoid using your personal credit cards when you go to a conference or seminar.

All this can be yours without touching your personal credit record or your personal funds. If it sounds like a Pcard could be useful to you in your departmental business, you should consider taking part in the program. For further information or to sign up for a Pcard, see [www.finacctg.ucf.edu](http://www.finacctg.ucf.edu). Complete the application, attend a training session, and you are on your way to handling your departmental business more easily than you believed could be true.

## **TRAVEL**

If state aircraft contracted rate is not available, state comptroller's office suggested the website below to get lowest airfare prices:

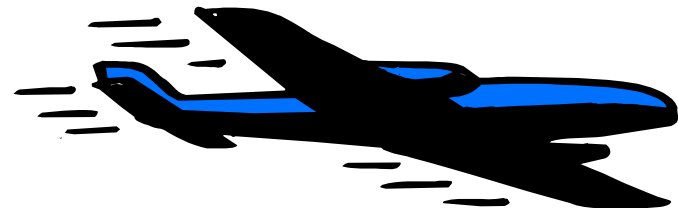
<http://airfaresdirect.state.fl.us>

Avis rental reservation can be done on-line through their web address:

<http://www.avis.com/>

Proof of payment is required if electronic tickets are purchased thru web site or airlines directly.

Contact the travel office for assistance at 407-384-2021.



## ACCOUNTS PAYABLE

### Questions & Answers

1. Question: How do you determine if an invoice meets the State requirements to qualify as a valid invoice?

Answer: The Florida Administrative Code defines an invoice as follows:

- a. "...in case of a vendor or agency furnishing goods or services, a written document delivered to a purchaser showing the character, quantity, price, terms, nature of delivery and other particulars of goods sold or services rendered; and
  - b. "in the case of reimbursements to state officers and employees, a written original reimbursement request."
2. Questions: How do you define "receipt of goods and services"?

Answer: Receipt of goods and services means the goods or services are delivered at the place designated by the agency (UCF department). If the agency fails to designate the place of delivery, the agency is deemed to have received the goods or services when any agency personnel takes physical custody of such goods or services.

### Property

#### **The Clock is ticking...**

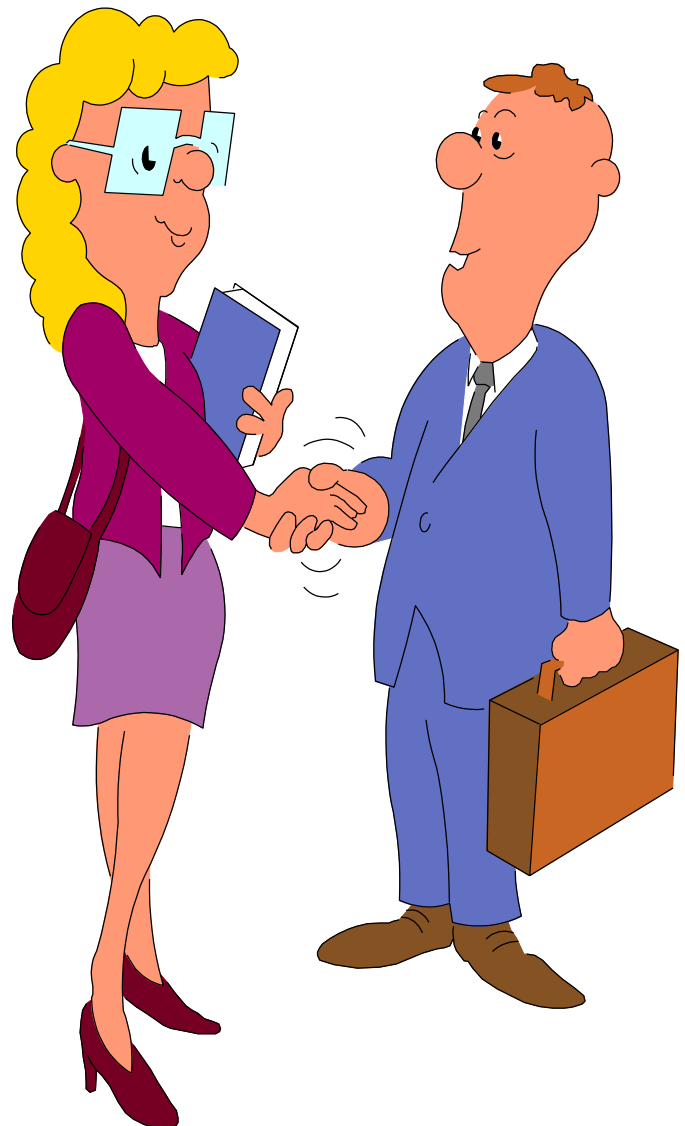
The countdown is on. As of April 1<sup>st</sup>, there are **91** Days left in the 2000-01 Fiscal Year. Have you completed your annual inventory for any and all of your accounts? Don't delay. There will always be something preventing you from completing it. Whether it be the beginning of the semester, the middle or the end. Unfortunately, response from some departments has been slow. Beginning in April, a list containing unscanned items by account names and numbers will be forwarded to Mr. Merck. Assistance from the next level is our only recourse. Take the time to contact the Property and Inventory Control office for assistance (X2457). They can provide you with reports of items not

inventoried this fiscal year in your account(s), set up an appointment to inventory unscanned items, as well as provide guidance accessing the On-Line Property System in CICS.

## PERSONNEL CHANGES

Katerina Tsaknaki has left F&A to work with UCF Foundation. Watch for future information on who will be filling this NRA and Taxes position. Goodbye Katerina.

Glen Carlson came from Student Government to work with F&A's Auxiliary Accounting staff. Welcome Glen.



## DEPARTMENTAL LEDGER CONTACTS

<u>Office</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
<u>Budget Office</u>	Barbara Feasel	823-3377	bfeasel@mail.ucf.edu
<u>Computer Services Charges</u>	Stan Wheeler	823-2122	swheeler@mail.ucf.edu
<u>Computer Store Charges</u>	Janet Waller	823-5063	janet@mail.ucf.edu
<u>Depart Authorization List</u>	Mary Andersen	384-2025	mandersn@mail.ucf.edu
<u>Interdepartmental Transfers Accountant</u>	Jennifer Orr	275-4374	jorr@mail.ucf.edu
<u>Office Supply Charges</u>	Jan Nettles	823-2780	jnettles@mail.ucf.edu
<u>Payroll Charges</u>	Don Lind	823-5886	dlind@mail.ucf.edu
<u>Postal Charges</u>	Jaya Swami	823-5021	jswami@mail.ucf.edu
<u>Print Shop Charges</u>	Jodi Peters	823-2404	jodi@ucf1vm.cc.ucf.edu
<u>Revenue Deposit Information</u>	Jackie Morales	823-2669	jmorales@mail.ucf.edu
<u>Telecommunication Charges</u>	Martha Hamann	823-2101	mhaman@mail.ucf.edu
<u>On-Line ID Charges Information</u>	Ann Boutros	275-4378	aboutros@mail.ucf.edu

## HELPFUL WEB SITES

<http://www.finacctg.ucf.edu>

Finance & Accounting main web page  
Click on Purchasing Card for object code and P-card information

<http://www.oanda.com/>

The currency site

<http://www.mapquest.com>

Map mileage web site

<http://www.state.gov/www/perdiems>

Foreign per diem web site

<http://www.state.fl.us/>

Banking & Finance travel statutes

## VENDORS PAYABLE CONTACTS

<u>Vendor Names Beginning with:</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
F & A Receptionists	Ann Norman & Stacy Mendelson	384-2000	vnorman@mail.ucf.edu
E, P, W	Millie Cunningham & Audrey Lane	384-2034	cunningm@mail.ucf.edu
C,T	Shelia Colaricci & Joyce Neville	384-2850	scolaric@mail.ucf.edu
B, N	Jacqueline Christian & Jean Jones	384-2037	christij@mail.ucf.edu
L, S	Linda Baker & Pat Adams	275-4370	bakerl@mail.ucf.edu
D, H, M, U	Carrie McDowell & Melissa Strawbridge	384-2038	cmcdowel@mail.ucf.edu
G, I, J, O, V	Sue Mroz & Yolanda Menendez	384-2002	smroz@mail.ucf.edu
A, K, Q	Debra Harris & Jennifer Reese	384-2036	wyatttd@mail.ucf.edu
F, R, X, Y, Z, #, FedEx & Airborne	Fran Uddo & Freddie de la Cruz	384-2035	mfuddo@mail.ucf.edu
Warrant/Check Distribution	Jewel Jordan & Tricia Dietrich	384-2011	jordanj@mail.ucf.edu
Scanning	Naty Fernandez, Siegi Elam, & Bill Kelly	384-2030	fernann@mail.ucf.edu
Supervisor for A, E, F, G, I, J, K, O, P, Q, R, V, W, X, Y, #S, Fedex & Airborne	Oscar Cannonizado	384-2039	ocanon@mail.ucf.edu
Supervisor for B, C, D, H, L, M, N, S, T, U	Elsa Dantes	384-2040	edantes@mail.ucf.edu
Reception Fax Machine		384-2015	
Vendors Payable Fax Machine		384-2176	
Check Desk; Auxiliary Fax Machine		275-4391	

## TRAVEL PAYABLE CONTACTS

<u>Departmental Account #s</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
13xx, 18xx, 2060, 3204, 3228, 3252, 36xx, 68xx, 78xx	Melissa Desuasido	384-2043	mdesuasi@mail.ucf.edu
11xx, 3219, Amex	Jack Jageler	384-2027	jjageler@mail.ucf.edu
16xx, 24xx, 35xx, 72xx, 76xx	Carmen Sanchez	275-4317	citoledo@mail.ucf.edu
01xx, 02xx, 03xx, 05xx, 0683, 0689, 0710, 0730, 2002, 3202, 3206, 3207, 3210, 3212, 3213, 3216, 3224, 3225, 3231, 3232, 3233, 3234, 3236, 3270, 3290, 48xx, 71xx	TBA	384-2042	
2001, 2003, 2004, 2005, 2006, 2052, 26xx, 3222, 3244, 37xx, 61xx, 65xx 69xx	Lita Mercado	384-2044	lmercado@mail.ucf.edu
2021, 22xx, 3211, 64xx, 73xx	Laura Crouch	384-2017	lcrouch@mail.ucf.edu
14xx, 2010	Oscar Cariasoo	384-2019	cariasoo@mail.ucf.edu
04xx,0660, 0750, 10xx, 3203, 3205, 3250, 3251, 55xx, GAS	Mila Camet	737-2528	
TAR Desk	Renee Cisneros	384-2020	rcisneros@mail.ucf.edu
Travel Supervisor	Maria Barrios	384-2021	mbarrios@mail.ucf.edu
Travel Fax Machine		384-2177	

## CONTRACTS & GRANT ACCOUNTANTS

<u>Account Code</u>	<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
XX-XX-100 to 599	Federal G&G	Virginia Grayson	384-2007	graysonv@mail.ucf.edu
XX-XX-600 to 699	State Dept. of Education	Esther Cordero	384-2008	corderoe@mail.ucf.edu
XX-XX-700 to 799	State C&G	LaVon Jennings	384-2009	jenningsl@mail.ucf.edu
11-XX-8XX 13-XX-8XX 14-XX-8XX 16-XX-8XX 18-XX-8XX	Private C&G	Mike Fioramanti	384-2014	fioraman@mail.ucf.edu
26-XX-8XX 64-XX-8XX 65-XX-8XX 68-XX-8XX	Private C&G Institutes	Esther Cordero	384-2008	cordero@mail.ucf.edu
XX-XX-901 to 913	Overhead	Randy Foster	384-2012	rfoster@mail.ucf.edu
XX-XX-914 to 999	In-house Awards	Jean Creech	384-2046	jcreech@mail.ucf.edu

## MISCELLANEOUS

<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
Auxiliary Accounts	Glen Carlson	275-4376	gcarlson@mail.ucf.edu
Agency Accounts	Les Harding	384-2028	lharding@mail.ucf.edu
Nonresident Alien & Taxes	TBA	384-2013	