



F & A UPDATE

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Message from the Controller

Sponsored Award Compliance

In the coming year a review of procedures for direct charging sponsored awards will be conducted. A review and update of UCF's Disclosure Statement (DS-2) filed with the federal government in December 1998 will also be completed. As research at UCF increases and as the overall environment of sponsored research changes nationwide, awarding agencies are taking a closer look at direct charging practices. Some problem areas might be the direct charging of administrative salaries, office supplies and local telephone service. Charges of this type can be disallowed during an agency audit if there is not sufficient evidence to prove they are appropriate as direct charges. In such cases, a refund will be required by the awarding agency. UCF's DS-2 is available for review on the F&A web page, www.finacctg.ucf.edu in the Contracts & Grants section. Look for updates on the review process in the near future and please feel free to share your comments and concerns. Send comments to Randy Foster at rfoster@mail.ucf.edu.

PEOPLESOFT NEWS

PeopleSoft Student Financials is scheduled to go live the first week in February. We are happy to report that the PeopleSoft implementation is moving along at a steady pace. The SF team has been working diligently on training, documentation, and testing in preparation for the conversion target date.

Testing is progressing in many areas of the Student Financials module. Tuition calculation, course fees, and cashiering are going smoothly, as is the testing process for the funded and non-funded waivers processes. Along with the testing, documentation for Student Financials is underway, and the training manuals for Cashiering have been completed and are being used in training.

Speaking of training, Student Financials personnel completed the Introduction to PeopleSoft course in July 2001. This was conducted for approximately 40 people. Cashier's Office personnel have also completed their module specific training and are honing their skills by processing cashiering transactions every week. Several people in the Student Accounts office have also received module specific training and will soon be involved in the testing process. The Student Financials team plans to travel to the Daytona Beach campus to conduct Introduction to PeopleSoft and Cashier's Office training with the folks there.



The State Comptroller's Office Keep in mind that travelers are required to get the lowest rate available, and that non-refundable tickets usually cost the least. Finance & Accounting requires proof of payment, and a copy of the airline itinerary when you request reimbursement for ticket purchases that you made through the Internet or directly through the airline.

Avis Rent-A-Car reservations can be completed on-line at their web site: <http://www.avis.com/>

The state of Florida has only one contract for rental vehicles and that contract is with AVIS. The current AVIS contract can be viewed on the web site: http://fcn.state.fl.us/st_contracts/518020991/. A state contracted rental car should always be used as first choice. This contract does not prohibit the use of rental vehicles from other agencies that have lower net rates, including primary insurance coverage payment of the collision damage fee, cost of fuel when rented in the state of Florida or when the contract vendor cannot provide vehicles.

World Travel Partners has new numbers:

Corporate Reservations

800-458-6958

or

904-858-0116

or

904-399-2262

Emergency Assistance After-Hours

889-749-7436

or

770-486-2783

Provide VIT Code: 95P

Class C Meals The Legislature discontinued payment for these effective July 1, 2001.

Travel Forms We now have a three page Voucher for Reimbursement of Traveling Expenses, Form 41-901, in both PDF and EXCEL, on the F&A website. Both versions will provide a dollar total for all pages.

FOREIGN TRAVEL

When traveling to a foreign country it is most important that travelers be aware of U.S. Department of State travel warnings (hot spots). We also recommend that travelers know the location of the U.S. Embassy and U.S. Consulate General offices.

Department of State travel information and publications are available on the Internet at: <http://travel.state.gov>. U.S. travelers may hear recorded information by calling the Department of State in Washington, D.C at 202-647-5225 from their touchtone telephone, or receive information by automated telefax by dialing 202-647-3000 from their fax machine.

TRAVEL

Social Security Numbers Don't forget that you will need to provide the social security number of the traveler when depositing money at the university cashier's office for the return of a cash advance or portion thereof.



PURCHASING CARD

If part of your departmental responsibility is:

- a. to order services, supplies, or equipment for your department, and you are still writing limited purchase orders and purchase requisitions, or
- b. to register faculty/staff at conferences or conventions, or
- c. to travel to other locations on departmental business,

you should consider requesting a Purchasing Card from Finance & Accounting.

A State of Florida Purchasing Card can be useful to you in cutting down on paperwork, ordering materials and services faster, and using vendors that you couldn't use before. The Purchasing Card is a genuine Visa card issued by Bank of America to individual persons for use in official business.

Purchasing cards can be set for whatever dollar amount your department needs, and set to be used at whatever types of vendors you need. There is no cost to the department or to the person using the card. For more information, see the F&A website, or e-mail jhorne@mail.ucf.edu.

Purchasing Card Approvals Departmental approvers should be sure to enter the applicable TAR number on the SDN line or the description line when approving travel charges. Also, keep in mind that you should fax a copy of all travel related charge documents and charge documents for commodities exceeding \$1,000 to 2-1073.

DID YOU KNOW?

The process of paying your vendor doesn't end with your submitting an approved invoice to Finance & Accounting. The invoice must be matched with a purchase order or limited purchase order and a receiving report. We must also verify that the approving signature is someone on the authorized signature list and that the vendor's mailing address is the same as shown in the statewide database.

Then the payment is keyed into the computer. The computer will compare the payment to available

funds in the departmental account. If there are not enough funds for the payment, the F&A processor must obtain another account from the department. After the computer verifies that there are sufficient funds in the account, the payment transaction is sent electronically to Tallahassee for preparation of a payment voucher and reservation of funds.



A payment voucher is printed at UCF, and is sent along with the invoice, purchase order and receiving report to the State Comptroller for audit. If the Comptroller approves, a warrant will be printed in Tallahassee and returned to reach UCF two business days later. If the Comptroller disapproves the payment and returns the voucher to UCF, F&A will contact the department for further documentation. Upon receipt of the documentation or other information, the voucher is resubmitted for payment. F&A sends the warrant by US mail the same day to the vendor. If the vendor has signed up with the state for electronic funds transfers, no warrant is printed; instead the funds are transmitted to the vendor's bank.

If F&A contacts departments to request a different account number or for additional payment support, the process is held up. Departments should respond quickly to such requests so that the vendor can be paid as soon as possible.

If the payment should come from UCF funds such as Athletics, Student Government, or Concession accounts, a check is printed at F&A, rather than a

warrant printed in Tallahassee. After the voucher and documents are audited, the check can be mailed the same or the next day.

Payee's name, address and Tax ID

It's very important for departments, vendors and travelers to advise F&A of their correct name, address and tax ID. To process the payment properly, F&A also needs to know if the payee is a commercial vendor, employee, student, or independent contractor. A tax ID may be an individual's SSN or a vendor's federal employer ID. Of course, such information should always be shown correctly on invoices, payment authorizations, purchase orders, reimbursements for other than travel, travel authorizations and travel reimbursements.

Questions & Answer

Question: Is it permissible to initiate a change order for a PO that is certified forward after the end of the fiscal year?

Answer: Change orders may be initiated prior to the end of the fiscal year so that the balance on the PO may be certified forward to the next fiscal year. As soon as F&A records show these PO's as certified forward, no change orders may be done to add or reduce the balances. If the certified forward amount is less than the amount of the invoice to be paid, the balance will be paid from current year budget. This applies to E&G funds only.

Question: How often does an Open Book Record need to be updated?

Answer: An Open Book Record is a statement from organizations for which a membership is to be paid, stating that their records are open for inspection by all State of Florida citizens. According to Florida Statute 119.012, an open book record is good for five years.

TRY DOC VIEW – YOU'LL LIKE IT

Have you ever looked at your CICS Report of Budget Position, or your Departmental Ledger and wondered what was the background of a particular charge to your account? Perhaps you were concerned with an ID transfer, or you weren't sure how much a traveler was paid for official travel. Maybe you made the long trek to F&A, or sent a student to F&A to look at a hard copy of the payment voucher, or perhaps the student looked through difficult-to-read microfiche. Or maybe you have been calling F&A for an explanation, or just wondering what to do.

There is a better way. Finance & Accounting scans all payment vouchers into a system called Doc View. Doc View is provided and maintained by UCF Computer Services so that users can view images of payment vouchers and similar documents. Since the system is web-based, all you need is a computer with Internet access, and the authority to use the system. Computer Services will charge your department for using the service, and they will provide on-line instruction in using it. Next time you are in F&A, ask for a quick demonstration. Or, go to www.csg.ucf.edu/howto.htm to get the details and cost.

QUALITY CONTROL ON SCANNED VOUCHERS

F&A is in the process of conducting a quality check on all documents which are scanned into Doc View. Doc View is an image retrieving system that is available to departments. If you are interested in retrieving images of payment documents and ID transfer to assist you in your budget or other work, contact Computer Services. Currently, we randomly select 10% of vouchers that have been scanned. The following items are being verified on each of the selected vouchers:

1. accuracy and completeness (all documents are scanned as compared to the paper copy)
2. clarity/legibility of back-up documentation
3. single voucher in each file

If you are using Doc View and you find any errors or illegible images, please let us know. It will be greatly appreciated if you send the voucher number and the error you noted by e-mail to Doris H. Santos at santosd@mail.ucf.edu.

PROPERTY

Greetings from Property! We are happy to report that Property Inventory for this fiscal year is at 74% complete! If your department is among the ones that completed your inventory before the end of the year, congratulations! We have begun serving our 5 days notices to individual departments beginning in January. If you haven't gotten yours yet, don't think you have been forgotten. If your inventory is not complete at this time, you will get one. This notice informs the departments of items that the Property Inventory team have not been able to locate and we are depending on your help in locating these items with-in 5 days if at all possible. We can't have everyone waiting until the last minute - what a headache that would be.

Our next training session for CICS On-line Property application is set for March 13th, from 2:30-4:00. There is only room for 12, so sign up soon. If you are unable to go to a training class, give us a call at 823-2457 and we will set up an individual or department training. This is very valuable information for your custodian and approver of your departmental accounts. We are here for you !

NEW EMPLOYEE VOUCHER PROGRAM FALL TERM 2001

The employee voucher program was used for the first time during the fall term. To be eligible to use an employee voucher, students must have been in an established position on the date that fees were due and meet the requirements of the program. Also, students could enroll during regular registration periods allowing them to have a better opportunity to get their desired classes.

Many employees took advantage of the program. Our records indicate that approximately 290 students used vouchers at a cost of about \$185,000.00.

LOANS & COLLECTIONS

Loans & Collections is the focal point for students with questions regarding their Financial Aid disbursements. So far for Fall Semester 2001, approximately 43 million dollars in Financial Aid and 12,000 checks have been processed. Students should contact Loans & Collections to place stop payments on checks never received, and to pick up checks returned for incorrect or insufficient addresses. Their addresses are verified and corrected to make sure the checks are delivered correctly the next time.

PETTY CASH

Does your department have more petty cash funds than needed? Have you not used your petty cash fund in the last year? If the answer to either of these questions is "yes," please reduce or close your petty cash fund by depositing excess amounts in the Cashier's Office using department number 80-01-000 and object cod 899000. In addition, send to F&A form 41-565, "Request for Petty Cash and Change Fund Assignment." This form is available on our web site at www.finacctg.ucf.edu; click on the Auxiliary section and then form 41-565. This can be completed online and printed, then signed and sent to F&A, attn: Glen Carlson, zip +4 0975.



A quarterly reconciliation is required of all Petty Cash custodians. This is required the 15th day of the month following the calendar quarter (January 15th, March 15th, July 15th and October 15th). You can obtain the petty cash reconciliation form on our web site www.finacctg.ucf.edu; click on the Auxiliary section and then form 41-836. Again, this can be completed online and printed. Obtain all appropriate signatures and send to F&A, attn: Glen Carlson zip +4 0975.

NONRESIDENT ALIEN (NRAs) VISITORS

Are you planning to bring an international speaker, researcher, student, etc. to campus? The Immigration and Naturalization Service (INS) and the Internal Revenue Service (IRS) have some very specific rules about direct payments to nonresident aliens (NRAs) or on their behalf to a third party (i.e. travel expenses paid directly to a hotel). Did you know that it is illegal to pay costs of any type for certain visa types? Visit our web site at <http://www.finacctg.ucf.edu/nra/plnra.htm> for rules, checklist and useful links. Prior planning can prevent delays in the payment process. For assistance contact Rochelle Jones in Finance & Accounting at X2-1013

UNRELATED BUSINESS INCOME TAX

Does your department deposit proceeds from revenue generating activities into University (versus Foundation) accounts? Are you thinking of entering into an income producing contract? IRS has defined the University's primary Mission as: "Education, Research and Community service." Activities outside of this definition may be reportable as unrelated business income tax (UBIT) for which F&A must file an annual tax return. However, IRS allows some exemptions from reporting and/or taxation. Something as simple as changing the wording in a contract can make taxable income become nontaxable. For more information or assistance contact Rochelle Jones at X2-1013.

MERCHANT SERVICES

In order to obtain the most favorable rates possible for campus merchants wanting to accept credit cards, the University has contracted for these services. All merchant services must be coordinated through Finance & Accounting to ensure that your department gets credit for collections, and to insure proper linking to our banks accounts. If you would like to be able to accept credit cards in your department, if you need additional equipment, or if you have any questions contact Beverly DeLong at X2-1029.



F&A ZIP PLUS 4 = 0975

A recently conducted survey revealed that some departments do not use a Zip code plus 4 on mail addressed to Finance & Accounting at the Research Pavilion. This could cause mail to be lost. PLEASE USE F&A Zip Plus 4 0975 on all your future mail. Please address your inter campus mail to:

**Finance & Accounting
RP – 0975**

NEW TELEPHONE #'S FOR F&A STAFF IN THE RESEARCH PAVILION

F&A staff located in the Research Pavilion have received new phones and new phone numbers. Please keep the following list for updated numbers.

DEPARTMENTAL LEDGER CONTACTS

<u>Office</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
<u>Budget Office</u>	Karen Gauvin	823-3377	kgauvin@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	882-1025	mandersn@mail.ucf.edu
<u>Interdepartmental Transfers Accountant</u>	Wendy Hugh	882-1060	whugh@mail.ucf.edu
<u>Office Supply Charges</u>	Jan Nettles	823-2780	jnettlles@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	882-1052	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	882-1000	vnorman@mail.ucf.edu
E, P, W	Millie Cunningham & Kelita Smith	882-1034	cunningm@mail.ucf.edu
C,T	Shelia Colaricci & Yolanda Menendez	882-1053	scolaric@mail.ucf.edu
B, N	Jacqueline Christian & Jean Jones	882-1037	christij@mail.ucf.edu
L, S	Linda Baker & Pat Adams	882-1058	bakerl@mail.ucf.edu
D, H, M, R	Carrie McDowell & Jacqueline Frederici	882-1038	cmcdowel@mail.ucf.edu
G, I, J, O, V	Sue Mroz & Rebecca McCutcheon	882-1002	smroz@mail.ucf.edu
A, K, Q	Debra Harris & Jennifer Reese	882-1036	wyattd@mail.ucf.edu
F, U, X, Y, Z, #, FedEx & Airborne	Fran Uddo & Freddie de la Cruz	882-1035	mfuddo@mail.ucf.edu
Warrant/Check Distribution	Jewel Jordan	882-1107	jordanj@mail.ucf.edu
Scanning	Naty Fernandez, Siegi Elam, & Bill Kelly	882-1030	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	882-1039	ocanon@mail.ucf.edu
Supervisor for B, C, D, H, L, M, N, S, T, U	Elsa Dantes	882-1040	edantes@mail.ucf.edu
Reception Fax Machine		882-1102	
Vendors Payable Fax Machine		882-1092	
Check Desk; Auxiliary Fax Machine		882-1067	

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 Gas	Holly Terpos	882-1042	hrapose@mail.ucf.edu
11xx, 3219, Amex	Jack Jageler	882-1027	jjageler@mail.ucf.edu
16xx, 24xx, 35xx, 72xx, 76xx	Carmen Sanchez	882-1081	cisanche@mail.ucf.edu
01xx, 02xx, 03xx, 05xx, 0683, 0689, 0710, 0730, 3202, 3206, 3207, 3210, 3212, 3213, 3216, 3224, 3225, 3231, 3232, 3233, 3234, 3236, 3270, 3290, 48xx, 71xx, 87xx	Maria Barrios	882-1110	mbarrios@mail.ucf.edu
2001, 2002, 2003, 2004, 2005, 2051, 2052, 26xx, 3222, 3244, 37xx, 61xx, 65xx 69xx	Lita Mercado	882-1044	lmercado@mail.ucf.edu
2021, 22xx, 3211, 64xx, 73xx	Laura Crouch	882-1109	lcrouch@mail.ucf.edu
14xx, 2006, 2007, 2010, 2015	Oscar Cariasoo	882-1103	cariasoo@mail.ucf.edu
04xx, 0660, 0750, 10xx, 3203, 3205, 3250, 3251, 55xx	Victoria Burchett	882-1069	vburchett@mail.ucf.edu
TAR Desk	Renee Cisneros	882-1108	rcisneros@mail.ucf.edu
Travel Supervisor	Marvin Ratcliff	882-1082	mratclif@mail.ucf.edu
Travel Fax Machine		882-1073	

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	882-1007	graysonv@mail.ucf.edu
XX-XX-600 to 699	State Dept. of Education	Esther Cordero	882-1008	corderoe@mail.ucf.edu
XX-XX-700 to 799	State C&G	LaVon Jennings	882-1009	jenningsl@mail.ucf.edu
11-XX-8XX 13-XX-8XX 14-XX-8XX 16-XX-8XX 18-XX-8XX	Private C&G	Mike Fioramanti	882-1106	fioraman@mail.ucf.edu
26-XX-8XX 64-XX-8XX 65-XX-8XX 68-XX-8XX	Private C&G Institutes	Esther Cordero	882-1008	cordero@mail.ucf.edu
XX-XX-901 to 913	Overhead	Randy Foster	882-1105	rfoster@mail.ucf.edu
XX-XX-914 to 999	In-house Awards	Jean Creech	882-1046	jcreech@mail.ucf.edu

MISCELLANEOUS

<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
Auxiliary Accounts	Glen Carlson	882-1064	gcarlson@mail.ucf.edu
Agency Accounts	Les Harding	882-1028	lharding@mail.ucf.edu
Nonresident Alien & Taxes	Rochelle Jones	882-1013	rjones@mail.ucf.edu