



F & A UPDATE

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Message from the Controller

I was amazed at a recent PeopleSoft implementation meeting to learn that the new PeopleSoft system in total affects over 1,000 staff members directly! Unless you are involved in this process, you cannot imagine the amount of staff time and effort that is required.

Every business process must be defined and either replicated or changed to provide procedures at the current level or at a higher level of service. For Finance & Accounting, this involves cashiering functions, account receivables, issuance of checks, holds, refunding, tuition assessments, setting up the appropriate tables, generation of FLAIR entries, printing invoices, generating reports, ensuring audit trails, and on and on... If this were not enough, there are business processes that PeopleSoft does not provide but which we feel would be beneficial to continue - external programs are required to match or exceed current functionality, interfaces must be written, etc. New staff have been hired to assist in documentation and training, software has been loaded on all machines in Cashier's and Student Accounts, processes are being documented, manuals and instructional materials written, and staff members trained.

As if this were not enough, during this time business must continue using the current systems with no loss of service.

If you think this sounds like a lot of work, you are right! However, I am happy to say that our staff is among the very best and that they continue to work diligently to achieve the established "go live" date only a few months away!

BOTTLED WATER

Purchases of bottled water is not allowed at UCF except in certain circumstances:

1. during water outages, in affected areas only
2. for special medical and research applications
3. for athletic use when high volumes of water are needed to be consumed in short time frames
4. with paid meal plans where bottled water may be a choice that our UCF soft-drink vendors wish to provide as an alternative to the usual sugar and caffeine based drinks.

Finance and Accounting will pay bottled water invoices only when one or more of the conditions above are met and a written approval from the EHS office is provided along with the approved invoice.

A memo of justification from the head of your department, grant PI, or project leader will not be accepted as sufficient documentation for payment.

COFFEE SERVICE, FOOD AND PROMOTIONAL ITEMS

Coffee service, food and promotional items are prohibited expenditures from E&G accounts. In general, this type of expense should be paid from an Agency, Concession or Foundation account. These expenditures may be allowed on some Auxiliary accounts with appropriate justification. Normally, this would be when fees were collected from course participants (i.e. Continuing Education courses, EMBA, et. al.). Coffee service, food and promotional items may also be paid from Contracts

and Grant accounts if stipulated in the grant agreement and budgeted as a specific line item.

FOOD REQUISITIONS

Please allow at least ten business days prior to an event for food requisition paperwork to be processed. "Walk-thru" requests and "priority" handling must be limited to true emergencies. Further, food requisitions must be processed prior to an event, and not after the fact. Good planning and coordination by departmental personnel should limit emergency processing and provide better service for everyone. Your cooperation is appreciated. Thank you!

SOFTWARE LICENSES

The object code to use for the purchase of software licenses is 393000. This represents the purchase of a right to use a software application REGARDLESS of the DOLLAR VALUE and is an expense (not OCO) item.

OPERATING CAPITAL OUTLAY

Effective July 1, 1999, the definition of operating capital outlay (OCO) as provided in Chapter 216, Florida Statutes, was amended. The dollar value of equipment, fixtures, and other tangible personal property of a nonconsumable and nonexpendable nature increased from \$500 to \$1,000. In addition, the value of hardback-covered bound books increased from \$100 to \$250.

PAYMENT AUTHORIZATIONS

Payment Authorizations may be used for the following types of payments:

1. Magazine subscriptions
2. Membership dues
3. Advance registration fees
4. Payments to other governmental agencies (U.S Postmaster, Journal Transfers to other state agencies)
5. Stipends for non UCF students and independent contractors
6. Approved pre-payments.

TIMELY SUBMISSION OF PAYMENT AUTHORIZATIONS

Departments wishing to prepay conference registrations for UCF faculty/staff should ensure the Payment Authorization is submitted through the Purchasing Office to F&A in sufficient time to process the payment in F&A. Departmental personnel should keep in mind that warrants are written in Tallahassee, returned by courier to F&A, and then mailed to the conference sponsor. In general, departmental personnel should submit Payment Authorizations to reach F&A no later than 21 days prior to the conference registration deadline. You may submit Payment Authorizations as early as one month in advance of prepayment deadlines in order to comply with early conference registration dates. Be sure to attach the appropriate registration documents with the Payment Authorization.

If you cannot submit the registration in sufficient time for mailing, you should provide your FedEx account number to F&A. F&A can FedEx the registration payment and other documents to the conference sponsor.

Please do not request F&A to hold the warrant for pick-up. This requires more coordination and paperwork, handling, etc., and further delays the payment reaching the conference sponsor.

PURCHASING CARD

If you spend a lot of time and effort preparing Purchase Requisitions, Limited Purchase Orders, Payment Authorizations, or Reimbursements for Other than Travel, you should strongly consider attending the next Purchasing Card training session. At the training session, you will receive information on the purchasing card and its use, and you will have a chance to ask questions interacting with other faculty and staff members. There are currently 270 Purchasing Cards in use at UCF. In FY 99-00, UCF cardholders purchased more than \$1.2 million worth of goods and services for UCF with their cards, and expenditures in FY 00-01 should exceed \$3.5 million. All 49 State of Florida agencies use Purchasing Cards with more than 14,000 currently in use statewide. The cards can be used to buy most goods or services and can also be used for travel expenses.

INVOICE PROCESSING EXPEDITERS

Please take time to read expediters. Although these are mainly used to request two signatures for approval of payments, they are not limited to this only. Expediters are also used to request the following:

- 1) initiate a PO or LPO
- 2) initiate a change order to correct the price/quantity or service
- 3) send the original invoices
- 4) send supporting documents
- 5) send a justification memo
- 6) follow-up certified forwards
- 7) others

INTERDEPARTMENTAL INVOICES

Interdepartmental Invoices (TR51) are used to transfer costs (expenditures) from one account to another. Whenever possible, it is preferable to have expenditures charged initially to the proper account, especially on sponsored projects. Please review the following information to ensure Interdepartmental Invoices are complete and accurate when received in Finance and Accounting.

When preparing an Interdepartmental Invoice for **non-payroll items**, include in the invoice field the voucher number (from the Department Ledger) or a copy of the document that supports the cost being transferred.

When preparing an Interdepartmental Invoice for **payroll items**, include the individual's name and payroll ending date(s), or attach a copy of the Payroll Register indicating which item(s) is (are) being transferred.

When costs are being moved into a sponsored award (contract or grant), the following two items must be considered:

1. Do the costs fall within the award start and end dates?
2. Are the costs allowed by award guidelines?

Questions about transfers to contract and grant accounts should be directed to the Contracts & Grants accountant in charge of the sponsored award charged on the Interdepartmental Invoice.

DEPARTMENTAL LEDGER DELIVERY

If you have ever wondered who your departmental ledger is being sent to, check the CICS Departmental Account Menu, option B on the

FCCA super-menu. Enter the departmental account in question and look for the person authorized under option "4." If someone else is designated to receive the DL, your dean, director or chair may change the person designated by sending a Departmental Authorization List update form (Form 41-566 or 41-566A) to Mary Andersen, Research Pavilion, suite 300, 0975. If the recipient's name is correct, but the address is incorrect, someone on the DAL may fax a memo to Mary Andersen at 275-4391, advising her of the correct office location. Please keep in mind that project leaders and report recipients are often different people, and perhaps the project leader should or should not be the person to receive the DL.

TRAVEL ADVANCES

Many UCF travelers are unaware of the fact that they may request an advance of funds for anticipated travel expenses. Generally, travel must be at least five days in length in order to qualify for an advance. In accordance with Comptroller rules, travelers may request up to 80% of anticipated expenses. Requests for advance travel expenses must be submitted to reach F&A no later than 21 days in advance of the travel. Individual travelers should request their office manager or departmental secretary prepare the travel advance form. As with many F&A forms, the advance request form may be found on the F&A website www.finacctg.ucf.edu.

NONRESIDENT ALIEN PAYMENTS

INS rules exclude paying travel expenses to or on behalf of nonresident aliens on a B-2 visa. Further, B1 visa holders may receive an honorarium payment only if they are involved in seminar activities of nine or fewer days. Prior to requesting a TAR, or payment of any type you MUST obtain a copy of the individual's visa, passport and I-94 card (if available). These documents should be requested as soon as it is determined that a payment will be required.

Departmental personnel should avoid requesting airline tickets from the UCF travel agents until it is certain that the NRA's travel expenses are not excluded from payment because of their visa type BEFORE making any commitments. Departments should not allow NRAs to purchase their own tickets on the internet prior to approval by F&A. Advance planning can prevent an embarrassing

situation for your department later when travel costs cannot be paid for your NRA traveler.

GAS RECEIPTS

When using a University gas card, it is necessary to send all original gas receipts to Margarita Garay in Travel section, separate from any reimbursement requests. Annually, on July 1st or as soon thereafter as possible, don't forget to get a new gas card and TAR number for the fiscal year.

PROPERTY

The annual inventory process is in full swing. Four months into the fiscal year and we are currently 61.5% completed. In November, we will distribute a list of unscanned items to all departments. Items appearing on this list need to be located and the Property office notified to properly update FLAIR records. Also, be aware of items remaining Off-Campus after June 30 of the prior fiscal year; they must be recertified by the approver for the new fiscal year.

INFORMATION ON NRA TAX TREATIES AND WITHHOLDING

Federal law requires that 14% of student award amounts be withheld and remitted to IRS as tax for nonresident alien (NRA) students when tax treaty exemptions are not applicable. The existence of a tax treaty does not automatically mean that an exemption will be allowed. F&A grants exemptions based on each student's status, the source of the funds, and other factors.

At the beginning of the calendar year NRA students receiving nonqualified awards will be sent IRS form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding. This form outlines the total of awards granted and any amounts withheld. NRA students must file an annual income tax return and should calculate any tax amounts due to IRS or refunds due. In the event a student has overpaid withholding tax, they must apply for a refund from IRS by filing their individual tax return.

For additional information, see IRS Publication 519, U.S. Tax Guide for Aliens.

Students wishing to review the tax treaty for their country may access it by visiting the Finance & Accounting web site at

<http://www.finacctg.ucf.edu/>, then look for the NRA and Taxes section.

Finance and Accounting may not advise or give personal tax information. If you have questions about personal tax issues, contact a professional tax advisor of your choice.

NRA FALL SEMESTER STUDENT AWARDS

Did you know that during fall semester, Finance & Accounting processed over \$200,000 in awards to over ninety NRA students?

REQUIRED TAXPAYER IDENTIFICATION NUMBER

Beginning in the fall semester 2000, the University requires that all students provide a valid taxpayer identification number (social security number or taxpayer identification number). The University must file annual information returns (1098-T or 1042-S) with the Internal Revenue Service (IRS) to report tuition and fee amounts assessed, amounts paid by each student, and awards received. A single copy is sent to the student and an electronic file is submitted to IRS. Section 6109 of the Internal Revenue Code requires that your SSN or ITIN be provided because the SSN/ITIN is used to associate and verify amounts reported to the IRS with corresponding amounts on your individual income tax return. Therefore, the University must provide a correct identification number for students.

REQUIRED TAXPAYER IDENTIFICATION NUMBERS FOR REFUNDS

The University has to report information to IRS on student awards, but we must also report other types of payment information. Therefore, it has become necessary to require that all requests for refunds include the taxpayer identification number (SSN, ITIN, or FEID) of the entity for which the refund is requested. If you do not know this number, you can obtain it by contacting the individual/agency requesting it.

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 Invoices</u>	Jennifer Orr	737-2553	jorr@mail.ucf.edu
<u>Office Supply Charges</u>	Jan Nettles	823-5983	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	jpeters@mail.ucf.edu
<u>Revenue Deposit Information</u>	Jackie Morales	823-2669	jmorales@mail.ucf.edu
<u>Telecommunication Charges</u>	Martha Hamann	823-2944	mhamann@mail.ucf.edu
<u>Automated I/D Charges</u>	Julie Wagner	275-4378	jwagner@mail.ucf.edu

HELPFUL WEB SITES

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

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

<http://www.mapquest.com>

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

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

Finance & Accounting main web page

Click on Purchasing Card for object code listing and P-card information

The currency site

Map mileage web site

Foreign per diem web site

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 & April Hayes	384-2000	vanorman@mail.ucf.edu
E, P, W	Millie Cunningham & Audrey Lane	384-2034	cunningm@mail.ucf.edu
C,T	Shelia Colaricci & Kim Markus	384-2850	scolaric@mail.ucf.edu
B, N	Jacqueline Christian & Jean Jones	384-2037	jchristi@mail.ucf.edu
J, L, S, V	Linda Baker & Pat Adams	275-4370	bakerl@mail.ucf.edu
D, M, R, U	Carrie McDowell & Nikki Barwich-Snead	384-2038	cmcdowel@mail.ucf.edu
G, H, I, O	Susan Mroz & Yolanda Menendez	384-2002	smroz@mail.ucf.edu
A, F, K, Q, X, Y, Z, #s	Debra Harris & Jennifer Reese	384-2036	wyatttd@mail.ucf.edu
FedEx, Airborne	Freddie Dela Cruz	384-2035	fdelacru@mail.ucf.edu
Warrant/Check Distribution	Jewel Jordan & Teresa Young	384-2011	jordanj@mail.ucf.edu
Scanning	Naty Fernandez, Siegi Elam, & Bill Kelly	384-2030	fernann@mail.ucf.edu
Supervisor for B, C, E, J, K, N, P, R, S, T, U, V, Y, Z	Oscar Cannonizado	384-2039	ocanon@mail.ucf.edu
Supervisor for A, D, F, G, H, I, L, M, O, Q, W, X, #'s	Elsa Dantes	384-2040	edantes@mail.ucf.edu
Receptionist's Fax Machine		384-2015	
Vendors Payable Fax Machine		384-2176 or 384-2851	
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	384-2018	mdesuasi@mail.ucf.edu
11xx, 3219, Amex	TBA	384-2027	
16xx, 24xx, 35xx, 72xx, 76xx	Carmen Toledo	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 Cariaso	384-2019	cariasoo@mail.ucf.edu
04xx,0660, 0750, 10xx, 3203, 3205, 3250, 3251, 55xx, GAS	Margarita Garay	384-2043	mgaray@mail.ucf.edu
TAR Desk		384-2020	
Acting 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 C&G	Virginia Grayson	384-2007	graysonv@mail.ucf.edu
XX-XX-600 to 699 26-XX-8XX 64-XX-8XX 65-XX-8XX 68-XX-8XX	State Dept. of Education Private C&G Institutes	Esther Cordero	384-2008	cordero@mail.ucf.edu
XX-XX-700 to 799	State C&G	LaVon Jennings	384-2009	jenningsl@mail.ucf.edu
10-XX-8XX 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
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	TBA	275-4376	
Agency Accounts	Les Harding	384-2028	lharding@mail.ucf.edu
Nonresident Alien & Taxes	Katerina Tsaknaki	384-2013	ktsaknak@mail.ucf.edu