



# F & A UPDATE

Volume 5.12

MAY, 2000



## Message from the Controller

Our fiscal year end will be here before you know it - are you 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, you must have encumbrances on file with this office before June 30<sup>th</sup>. Start now by reviewing outstanding POs, LPOs, TARS, etc. Verify all items listed as outstanding: are amounts correct? Do blanket orders need to be decreased/cancelled? Is all payee and coding information correct? Be sure to advise F&A of any required changes in writing by memo or e-mail. Travel related issues should be directed to Mr. Jim Horne (jhorne@mail.ucf.edu). LPOs, Purchase Orders, etc, issues should be directed to either Mr. Oscar Canonizado (ocanon@mail.ucf.edu) or Ms. Elsa Dantes (edantes@mail.ucf.edu).

Year-end is always a hectic time for all of us, don't put this off! The sooner you begin your review, the more accurate your records and the less likely that your department will lose scarce funds.

## REGISTRATION INFORMATION

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

**Fall 2000  
Tuesday, August 22 @ 1:00 p.m.**

Summer A/C/D classes began on May 9; Summer B classes will begin on June 20; and fall classes will begin on August 23.

Fee payment deadline for Summer registration is May 12. Summer B fee payment deadline is June 22. The Summer B deadline applies only to courses for which you registered during the period of June 19-20.

## **IMPORTANT NOTICE GET ALL FUTURE FEE INVOICES FROM THE WEB!**

Fee invoices will no longer be mailed! To view or print a fee invoice, students should sign onto the Polaris system at <http://polaris.ucf.edu> and click on the Fee Invoice button. Tuition and fee amounts for the fall 2000 classes will tentatively be available after July 7, 2000.

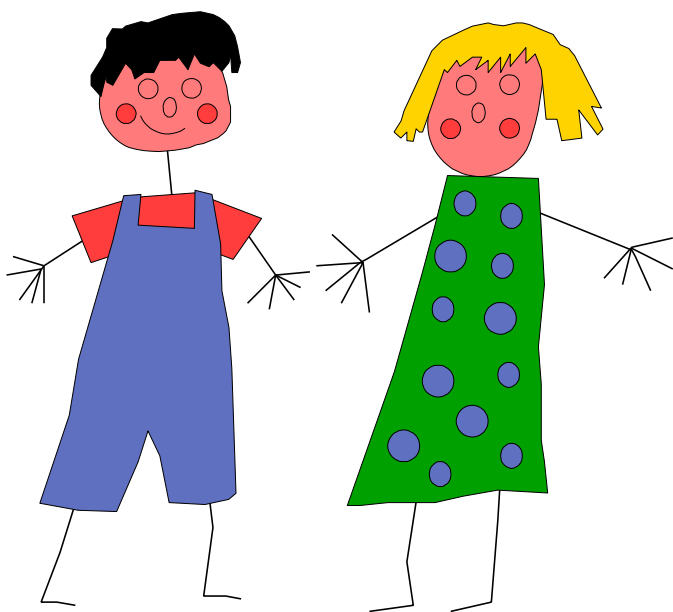
## **ITINERARY/TICKET**

Departmental personnel **must** verify all the critical data (time, date, destination, etc...) on the itinerary/tickets. This should be done as soon as the fax confirmation is received from World Travel Partners and again when the tickets are first received. Errors do occur; don't wait until the traveler is at the airport – verify all information as soon as possible.

## CICS QUESTION & ANSWER

**Question:** What information does CICS provide relative to departmental account numbers?

**Answer:** The CICS Report of Budget Position screens enable you to look at the current budget, encumbrance, expenditure and account balances by category, (i.e. salaries, OPS, expense, etc.) of your departmental account. You may also browse the detail of outstanding encumbrances or current month expenditures. If you find an encumbrance that is no longer applicable, i.e. an LPO that was voided or the invoice had already been paid, send a memo to delete it. Please include the vendor's name, address, FEID number, and the amount due to the vendor, send this information to F&A so the encumbrance and your departmental account may be updated. This is particularly important for all E&G departments at fiscal year end.



### DEPARTMENTAL PAYMENTS TO STUDENT

Finance & Accounting continues to receive requests to make student payments. There are generally two types of payments made to/on behalf of a student; 1) payments for services and 2) payments where no services are performed.

Requests for payments that require services are considered compensation and should be processed through the Human Resources Payroll Section. Exceptions must be approved in advance.

Payment requests for students where no services are required are considered awards for tax purposes and should be disbursed through the Student Financial Aid Office. This includes: scholarships, fellowships, waivers, stipends, etc.

If you have any questions concerning student payments, contact Katerina Tsaknaki (tsaknak@mail.ucf.edu).

### REQUIRED IDENTIFICATION NUMBERS

Internal Revenue Service (IRS) requires that all students who register for credit courses and all nonresident alien (NRA) students to whom or on behalf of whom a payment is made must have a valid Social Security Number or Individual Taxpayer Identification Number (ITIN). This information must be on file with the University Registrar.

All students registering for credit will receive form 1098T at the end of each calendar year as required by IRS. This form summarizes tuition and fees paid and financial aid provided (if any) for the calendar year in order for students to take advantage of the Hope Scholarship and Lifetime Learning credits on their income tax return. Nonresident alien students who receive awards of any type will be provided IRS form 1042S.

### CONTRACTS AND GRANTS NEWS

Facilities and Administrative (Indirect Cost) Rates - UCF's current predetermined F&A rates will expire on June 30, 2000. The current rates will remain in effect as provisional rates until a new rate is negotiated. The current rate agreement can be found on the F&A web page in the Contracts & Grants section.

E&G Match accounts and year-end – The end of fiscal year 1999/2000 is rapidly approaching. Funding in E&G match accounts must be spent or encumbered by 06/30/2000 or it will be lost. Please visit the F&A web page for more information. In the Contracts & Grants section under “Points to Remember when Using Your Grant” there is a note on match accounts. In the Accounts Payable section there is an article discussing Certified Forward and Carry Forward. If you have any questions, contact the C&G accountant handling your award or Randy Foster.



## ORGANIZATION ACCOUNTS

The University has a series of accounts in the Agency Fund, entitled Organization Accounts. These are the accounts in the 76-XX-XXX or 78-XX-XXX account number series. Their purpose is to allow University funded student/staff/faculty organizations an account from which they can pay for required goods and services. We are presently in the process of reviewing these accounts and have sent a questionnaire to all project leaders. Please complete the form and return it to F&A as soon as possible.

An Organization Agreement signed by officers of the organization and the faculty advisor (for student organizations) or department head (for non-student organizations) plus an updated Departmental Authorization List (DAL) must be returned to Finance & Accounting annually. In addition, organizations must maintain a positive cash balance of at least fifty dollars at all times. Organizations who do not meet these requirements will have their account inactivated. If you wish to close an active account, please send a memorandum or e-mail to Margie Santiago (msantiago@mail.ucf.edu) or Les Harding (lharding@mail.ucf.edu) in Finance & Accounting requesting closure. Please include instructions on refunding any cash balance remaining in the account.

## PROPERTY AND INVENTORY CONTROL

The Property & Inventory Control WebSite has been modified to display a list of each department's unscanned items. This is updated twice a week, we hope to be able to update it daily soon. This will enable the user to print accurate unscanned items list(s) to assist in the annual inventory process. Log on to our WebSite at <http://www.finacctg.ucf.edu> and click on the account number. Print the list displayed, locate the items, and call Property at X2457 to scan them. What could be simpler?

Human Resources is taking reservations for the Property Training classes scheduled for this summer. Any Property questions you might have can be answered by calling X2457. If you have unscanned items in your department/account, do your best to locate them. If it is determined that the item is lost or stolen, they should be reported using the Lost/Stolen screens on the CICS on-line Property system.

As of 5/8/2000, there are over 1,000 unscanned items for the university. Don't wait until the last minute; take control now. Just pick up the phone and call Property (X2457). We will be happy to assist you by providing unscanned item reports, scanning the items and helping you access and understand the CICS Property On-Line System (CICS). Do it today!

## 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>	Nahid Shahnam	275-4374	nshahnam@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>	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 and P-card information

The currency site

Map mileage web site

Foreign per diem web site

Banking & Finance travel statutes