



ADDY TIPS



Fiscal 2018 New Year Information & Requisitions Tips

- Requisitions for fiscal year 2018 will first be able to be entered into the system at 8:00 a.m. on July 5, 2017.
- Additional information is available for requesters and approvers in the **Tips for 2018** and **Requisition Best Practices** sections below.

What is changing for fiscal year 2018?

Composite Fringe Benefit Rate Changes

Effective August 1st, 2017, the University of Central Florida will be transitioning to a Composite Fringe Benefit Rate (CFBR) system university-wide. Actual payroll fringe benefit costs will no longer be charged to departments and projects for each specific employee. Instead, departments and projects will be charged fringe benefit expenses based on a rate structure grouped by employee type after each pay period. The CFBR is calculated by applying the appropriate employment group rate to the employee's incurred salary charges. This charge will fund a CFBR pool department that will pay the actual benefits. Please consider the impact of this change to any processes, queries, or reports utilizing payroll information. Additional details will be posted on the Finance and Accounting website in July.

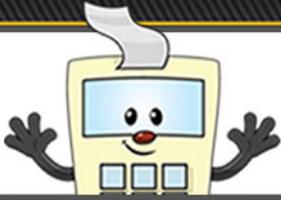
Department/Project and General Ledger Account Code Changes

Effective July 1st, 2017, there are a number of departmental and account code changes:

- All material and supply fees and equipment fee departments will be moving to a new fund code. The existing departmental numbers will remain unchanged.
- Last year a general ledger account number (711198 SALARY REIMB FROM FOUNDATION) was created to record compensation and benefit reimbursements from the UCF Foundation. Please be sure to use this account on any request for compensation and benefit reimbursement from the foundation.

Changes in Payment Approvals

Effective July 1, 2017, Vendors Payable will no longer require an additional payment approval for most invoices received in UCF Financials. With the new process, Vendors Payable will automatically pay an invoice upon receipt when the information in a Purchase Order (PO) matches the invoice from the vendor and the receipt created within UCF Financials. If a purchase requires inspection, vendor payables will ensure inspection is completed prior to payment. For more information, view the [Changes in Payment of Invoices PowerPoint](#), or contact Laura Crouch at laura.crouch@ucf.edu or (407)882-1082.



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Asset Tagging Fee

Effective July 1, 2017, the Property department will begin assessing a fee for assets that are not tagged within 20 days of receipt/build completion. Any departments or projects that do not notify Property within 20 days of receipt or build completion of an asset will be assessed a penalty of \$50 per month.

Viewing Attachments on an Asset

All users with inquiry access to Asset Management are now able to view attachments on an asset. To learn how to view these attachments, please refer to the Addy Note: [Viewing Attachments on an Asset](#).

Purchase Order (PO) Roll Overs

- PCard approvers should not apply a credit to a Purchase Order (PO) that has been rolled over. Instead, the PO should just be referenced in the comment or line description because if the PO is rolled again after a credit, it will roll incorrectly.
- When receiving on an invoice, make sure to receive for single invoices **ONLY**. Do not combine multiple invoices into one receipt. Doing this can cause a PO to not roll over.
- If receiving for a UCF Research Foundation purchase order, the receiver should also be created with the Research Foundation business unit (RFD01) to match the PO. If the PO should roll over, this will prevent it from rolling with the incorrect rolled amount.

Special Personalizations for Requesters

There is an Addy Note available on the F&A website for requesters. The Addy Note explains how to personalize and arrange requisition fields in a more user-friendly order, making the process easier. By following the steps provided, users will be able to put all information relevant to a requisition on one tab, so that it is more organized and easy to find the data. To learn more, please refer to the Addy Note: [Special Personalizations for all Requesters](#).

Journal Upload Template

For users who take advantage of the journal upload template, before uploading any journals in the new fiscal year, you must update the crosswalk lookup in the template. This enables you to get all of the new year ChartField updates, which include, among others, the following being assigned new fund codes:

- Auxiliary equipment fee departments
- Material and supply fee departments



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PO lines that get rolled with these departments on them will be updated with the new ChartFields after the rollover.

Tips for 2018

- **Reminder:** When you receive the last amount on a purchase order (PO line) that has been rolled over into fiscal year 2018 from a prior fiscal year, please make it a practice to notify Vendors Payable at Finance and Accounting (F&A) to close that PO (or PO line) as soon as possible. There are few legitimate business scenarios in which a PO is required to roll more than one fiscal year, and notifying Vendors Payable to close them is a best practice intended to reduce and eventually eliminate that situation.
- **Tip:** When copying a requisition from past fiscal years, the Due Date field will not default to the current date and will be copied to the value the field has on the original/source requisition. Review the Due Date field and update to a current, meaningful value to ensure the copy works properly.

Requisition Best Practices

- For detailed instructions on adding comments and attachments, please refer to the Addy Note: [Adding Comments and Attachments to an ePro Requisition](#). Use the appropriate header comment when creating a requisition for a change order; use Comment ID DEP004 in place of DEP001 in this instance. To ensure the approver can view the attachment, requester must attach the item at the Line Comment level, not the Header Comment level.
- Do not put sensitive data, such as FedEx or other account numbers, into requisition descriptions. Discounts should be applied to requisition line totals, not entered as a separate, negative line amount. Refer to the current [List of Categories for Requisitions and Purchase Orders](#) when deciding how to categorize a purchase.
- Departments often inquire about the status of their freight lines on a Purchase Order for which the merchandise has already been paid. For detailed instructions, see the Addy Tip: [Application of Freight Charges](#).
- Regarding **prepaid assets**, if your asset purchase requires a prepayment (deposit), you should make that deposit amount a separate line on the requisition so that Accounts Payable can pay that line on its own. Requisitions created to purchase assets must be set up as quantity (not amount), to facilitate receiving.