



*Finance & Accounting  
Quarterly Roundtable*

*June 16, 2009*



# *Welcome & Introductions*

*Mike McKee*

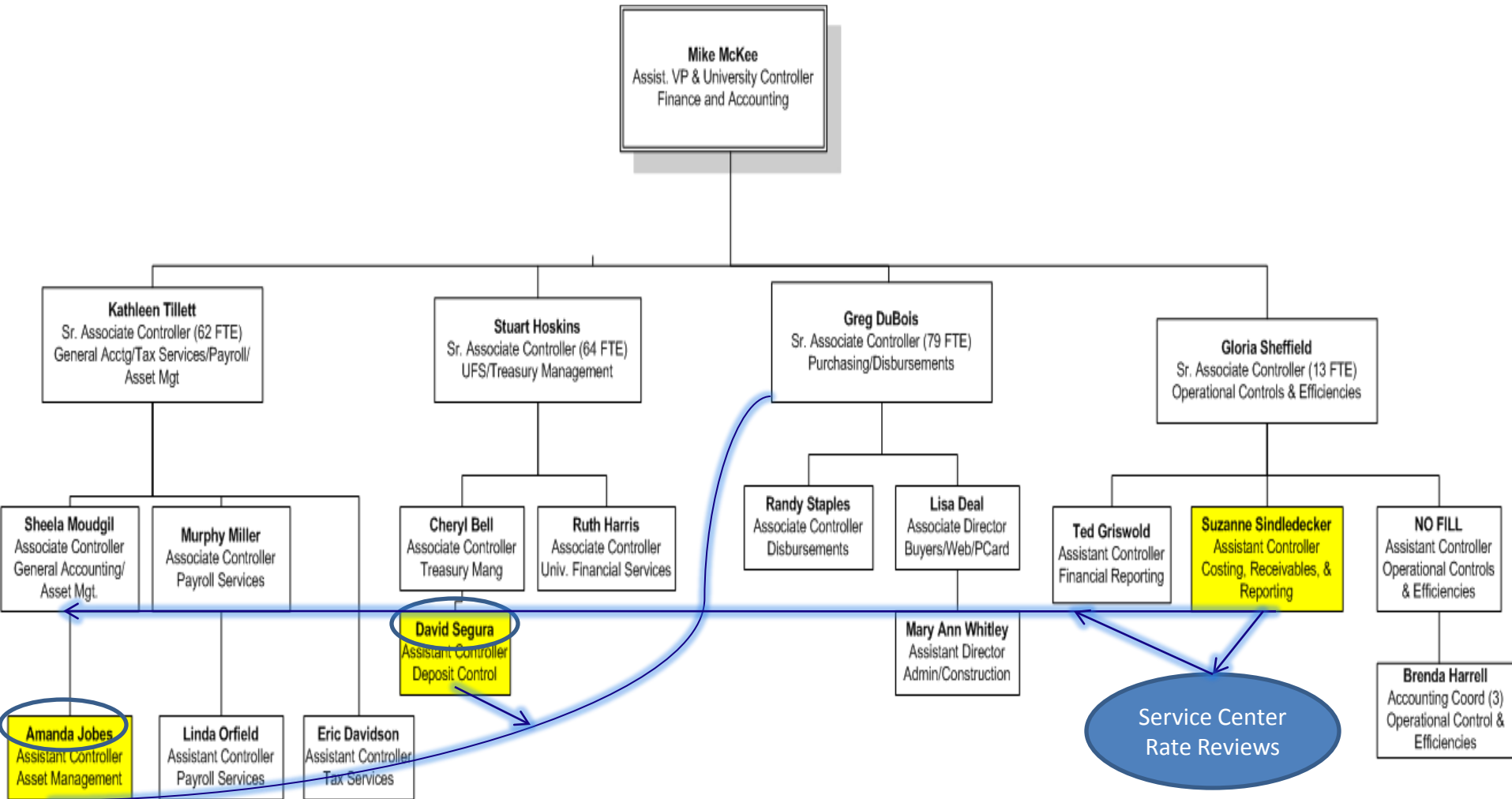
*Assistant Vice President and  
University Controller*

# Organizational Changes

- Asset Management
- Cashiering Services
- Service Center Rate Reviews



# Organizational Changes





***Cheryl Bell,  
Associate Controller  
Treasury Management***

# Cash and Check Deposits

A scenic view of a beach with tall grasses in the foreground, a sandy shore, and a large body of water under a dramatic, cloudy sky. The text "Cash and Check Deposits" is overlaid in the center.

# Banking Contract

A scenic landscape photograph of a beach. In the foreground, tall, thin grasses are blowing in the wind. A sandy beach runs across the middle ground, meeting a large body of water. The sky is filled with heavy, dark clouds, with a patch of blue visible near the top center. The overall mood is dramatic and somewhat somber.



# Year End Closing for Treasury Management

- All *cash and check* deposits (including cash expense refunds) must be received by University Cashiers/Treasury Management (S-113 Criser Hall – Window 9) by:
  - Tues June 30, 8:00 AM, in the drop box
  - Tues June 30, Noon, departmental over-the-counter deposits
- Normal deadline for departmental deposits (10:30 AM) will resume on Wednesday, July 1.



# Year End Closing for Treasury Management

- All *credit card* deposits must be entered in PeopleSoft
  - Thursday, July 2, Noon



# Year End Closing for Treasury Management

- EFT/ACH deposits must be entered in PS
  - By Thurs, July 2, Noon



# Year End Closing for Treasury Management

- Corrections to fiscal year 2008-09 deposits should be requested before noon July 9.
- Use the Deposit Correction form located at <http://fa.ufl.edu/forms/#TM>
- Please send an e-mail to: [depccorrect@admin.ufl.edu](mailto:depccorrect@admin.ufl.edu)



***Linda Orfield,  
Assistant Controller  
Payroll Services***

# Year End Schedule - Distributions

<a href="#">06/08/2009</a>	Department cut-off for updating current FY09 Payroll distribution to be copied for next FY10 rollover. All terminated emps should have Level 2 approved job actions before rollover date to prevent current FY 09 distribution being copied for next FY10.
<a href="#">06/09/2009</a>	Rollover of current FY09 payroll distributions to next FY10 for all employees with active job record and a current FY09 distribution.
<a href="#">06/10/2009</a>	Begin review and posting of FY10 distributions. (Deadline is noon, 7/10/09)
<a href="#">06/25/2009</a>	Last Payroll Retro for current FY09
<a href="#">06/26/2009</a>	Distributions must be entered for PPE 6/25/09 by noon 6/26/09 to avoid no-pay status for emp with missing distribs. Dept lockout of distrib component starts at noon on 6/26/09. No new FY09 distribs may be added after this date by depts
<a href="#">07/02/2009</a>	UNLOCK Payroll Distribution Component, after Bridges closes FY09 for Dist. Depts may create-update FY 10 distribs. Updates to previous distribs will be available for Grant to Grant funds only (funds 171, 173, 179, 201, 209, 211, 212 & 213.
<a href="#">07/02/2009</a>	First Retro for FY10. Current year available for all funds. FY09 available for grant funds only.
<a href="#">07/03/2009</a>	Last day to submit Payroll Correction by Journal Entry (Non-Grant Funds Only)
<a href="#">07/09/2009</a>	Campus noon lockout will occur – Lockout will be removed and distribution system will be available to campus on 7/10/09
<a href="#">07/10/2009</a>	Last day to review and post FY10 payroll distributions for Pay Period Ending 7/9/09.
<a href="#">07/13/2009</a>	During this week, through 7/17/09, UNPOSTED FY10 Distributions will be deleted. Campus will be notified when lock out will occur.

# Fringe Benefit Pool Resources





# Fringe Benefit Pool - Resources

<http://www.hr.ufl.edu/benefits/fringepool/default.asp>



## Fringe Benefits Pool

Effective July 1, 2009, the University of Florida will implement a new process for charging employee fringe benefits costs to departments. While the university currently charges departments the actual cost of employee benefits, the Federal Office of Management and Budget allows universities to use an allocation method that applies fixed rates based on employee groups. This is known as a "pooled fringe rate."

Among other reasons for its introduction, the use of a "fringe benefits pool" is designed to simplify and improve the preparation and administration of budgets, including those associated with the grant proposal budget process.

[DDD Memorandum](#)  
[Overview Presentation \(PDF\)](#)  
[What Changes? What Doesn't?](#)  
[Training](#)  
[FAQs](#)  
[Calculation and Definitions](#)  
[Accounts](#)  
[Contacts](#)



# PST095 Fringe Benefits Pool Training

**Tuesday, June 9**, 9 a.m. to 12 noon, Emerson Hall

*Instructors: Sheri Austin, Mary Alice Albritton, Linda Orfield*

**Tuesday, June 9**, 1:30 to 4:30 p.m., Emerson Hall

*Instructors: Jim Ferrer, Kate Burch, Susan Wilson*

**Wednesday, June 10**, 9 a.m. to 12 noon, Brain Institute

*Instructors: Sheri Austin, Mary Alice Albritton, Susan Wilson, Nelda Loper/Rosemary Asare*

**Wednesday, June 10**, 1:30 to 4:30 p.m., McCarty Hall, Room G001  
(polycom + IFAS on-campus staff)

*Instructors: Jim Ferrer, Janet Malphurs, Murphy Miller, Dottie Haskew*

**Thursday, June 11**, 9 a.m. to 12 noon, Brain Institute

*Instructors: Sheri Austin, Kate Burch, Susan Wilson, Dottie Haskew, Nelda Loper/Kathy Thrasher*

**Thursday, June 11**, 1:30 to 4:30 p.m., Brain Institute

*Instructors: Jim Ferrer, Linda Orfield, Mary Alice Albritton, Dottie Haskew, Nelda Loper*

**Tuesday, June 16**, 9 a.m. to 12 noon, Emerson Hall

*Instructors: Sheri Austin, Melissa Curry, Murphy Miller*

**Tuesday, June 16**, 1:30 to 4:30 p.m., Emerson Hall

*Instructors: Jim Ferrer, Janet Malphurs, Susan Wilson*

**Wednesday, June 17**, 9 a.m. to 12 noon, Brain Institute

*Instructors: Kate Burch, Susan Wilson, TBA*

**Wednesday, June 17**, 1:30 to 4:30 p.m., Emerson Hall

*Instructors: Melissa Curry, Linda Orfield, TBA*

# Definitions and Calculations

	<b>Salary Admin Plan</b>	<b>Regular Earnings</b>	<b>Moving Expense</b>	<b>Additional Pay*</b>	<b>Leave Cashouts</b>	<b>Sick Leave Pool Payments</b>
<b>COM Clinical Faculty</b>	FA9M	22.6%	2.1%	2.1%	0	0
	FACM	22.6%	2.1%	2.1%	0	0

# New GL Accounts

<b>Sal Plan Group</b>	<b>Salary Admin Plan</b>	<b>Description</b>	<b>GL Earnings Account Code</b>	<b>Rate</b>	<b>GL Benefit Account Code</b>
COM Clinical Faculty	FA9M	Regular Earnings	612110	22.6%	612120
COM Clinical Faculty	FACM	Regular Earnings	612110	22.6%	612120
COM Clinical Faculty	FA9M	Moving Expenses	612210	2.1%	612220
COM Clinical Faculty	FACM	Moving Expenses	612210	2.1%	612220
COM Clinical Faculty	FA9M	Additional Pay Earnings	612310	2.1%	612320
COM Clinical Faculty	FACM	Additional Pay Earnings	612310	2.1%	612320

# Other Resources

- Payroll Website – Distributions
  - <http://fa.ufl.edu/payroll/payroll-distribution-faq.asp>
- Training & Organizational Development
  - PST081 Payroll Distributions
  - myUFL Toolkits
    - Web Simulations
    - Instruction Guides
  - Fringe Benefit Pool Overview available online

# Fringe Benefits Pool Contacts

Jim Ferrer	<a href="mailto:jferrer@ufl.edu">jferrer@ufl.edu</a>	(352) 392-2068	Chief Financial Office
Sheela Moudgil	<a href="mailto:moudgils@ufl.edu">moudgils@ufl.edu</a>	(352) 392-1326	Finance and Accounting
Linda Orfield	<a href="mailto:lorfield@ufl.edu">lorfield@ufl.edu</a>	(352) 392-1231	University Payroll Services
Mary Alice Albritton	<a href="mailto:maryal@ufl.edu">maryal@ufl.edu</a>	(352) 392-2477	Human Resource Services



***Greg DuBois,***  
***Senior Associate Controller***  
***Purchasing & Disbursement Services***  
***and***  
***Asset Management***

# Asset Management Year End Information

- Deadline is TODAY for Facilities Planning & Construction, Physical Plant and IFAS Facilities to send invoices to Construction Accounting for processing.



# Asset Management Year End Information

- Confirm assets that will continue to be insured on the Equipment Maintenance Program by Tuesday, June 30.
- Contact:
  - Tami Webb  
ThermoFisher Scientific  
372-3265



# Asset Management Year End Information

- Asset Management will distribute year end auxiliary depreciation reports on Wednesday, July 22.





***Lisa Deal,  
Associate Director  
Purchasing Services***




# myUF Market Update



***Randy Staples,  
Associate Controller  
Disbursement Services***

# Internal Service Providers





# Purchasing and Disbursement Services FY 2009 Year End Update



# Thursday June 25

- Last day to upload vouchers thru the interface process into AP (IDs, Library, etc.)
- All travel advances for FY09 must be settled for Approp Funds

# Friday June 26

- **All** supporting documentation **must** be received in Purchasing and Disbursement Services through **fax imaging** for approval of vouchers.
- Purchasing and Disbursement Services will approve all pending vouchers for year-end processing.

# Friday June 26

- All vouchers input into PeopleSoft must be cleared of all matching exceptions and budget errors.
- Purchasing and Disbursement Services will be working these errors and contacting departments for assistance.

# Friday June 26

- Last day to approve PCard transactions to ensure payment against FY09 funds.

# Saturday June 27

- The PO Rollover process will be initiated by Purchasing and Disbursement Services to roll remaining POs to FY10.

# Monday July 6

- Accounts Payable and Travel modules will be opened for FY10 processing.
- These modules need to be closed until FY10 budgets are established and FY09 POs and TAs are closed.



# Moving Employee Reimbursements to T&E





***Sheri Austin,  
Director, University Budgets  
Office of the Chief Financial Officer***





# Year End Closing for FY 2009

Budgets

# Budget Office

- Each fiscal year-end, the Budget Office has the responsibility of allocating and loading the next year's Current and Carry-forward budget.
- The following is a timeline of the process:

# Budget Transfer Availability

- **Friday June 26**
  - Deadline to process budget transfers for FY 2009 for APPROP and STUGOV ledgers.

# Budget Transfer Availability

- **Monday July 6**

- System will be available for budget transfers for FY 2010 for APPROP (All Funds) and STUGOV Ledgers

# 2010 CRRNT Budget

- **Friday June 26**

- FY 2010 CRRNT budget will be available in:

- APPROP Ledger funds 101-103 and 221, 222
- Concession fund 192
- STUGOV Ledger fund 191

- This is also the last day to process budget transfers for FY 2009 for APPROP and STUGOV ledgers.

Friday July 3  
FY 2010 Carry-Forward Budget

- Budget amounts that are committed (i.e., outstanding purchase orders and travel authorizations), but not expended at June 30 for E&G, IFAS, HSC, and Student Activities budget entities are carried forward and budgeted in FY 2010.

Friday July 3  
FY 2010 Carry-Forward Budget

- These budget amounts are recorded in the Commitment Control Ledger, budget reference CYFWD (Funds 101-113) or CRRNT (Funds 191, 221, 222).
- The budget is recorded in the same Department ID, budgetary account, and program (if applicable) as shown on the commitment.



# Friday July 24

## FY 2010 Carry-Forward Budget

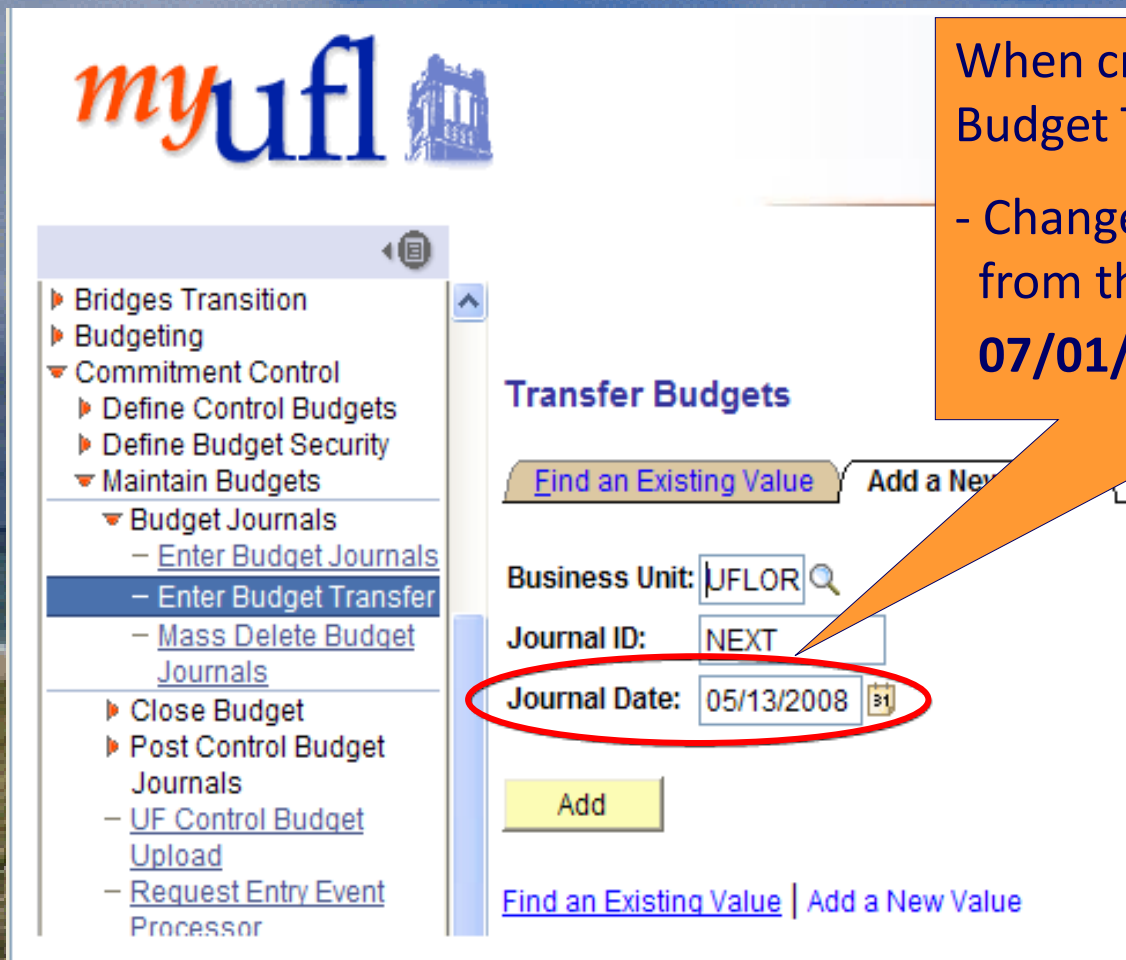
- FY 2009 CRRNT uncommitted and unexpended budget amounts for E&G, IFAS, and HSC budget entities (Funds 101-113 only) are distributed to the appropriate major budgetary unit, e.g., Vice President, College Dean
  - Recorded in the Commitment Control APPROP Ledger
  - Budget Reference of CYFWD, FY 2010

# Friday July 24

## FY 2010 Carry-Forward Budget

- Unexpended FY 2009 balances with a Budget Reference of CYFWD are carried forward and budgeted in FY 2010.
- These balances are recorded in
  - Commitment Control APPROP Ledger
  - Budget Reference CYFWD
  - Same Department ID, budgetary account, and program (if applicable) as in FY 2009

# Budget Transfers For FY 2010 Fund 132



The screenshot shows the 'myufl' web application interface. On the left is a navigation menu with the following items:

- ▶ Bridges Transition
- ▶ Budgeting
- ▼ Commitment Control
  - ▶ Define Control Budgets
  - ▶ Define Budget Security
- ▼ Maintain Budgets
  - ▼ Budget Journals
    - Enter Budget Journals
    - Enter Budget Transfer
    - Mass Delete Budget Journals
  - ▶ Close Budget
  - ▶ Post Control Budget Journals
  - UF Control Budget Upload
  - Request Entry Event Processor


The main content area is titled 'Transfer Budgets' and contains the following form fields:

- Buttons: [Find an Existing Value](#) | [Add a New Value](#)
- Business Unit:
- Journal ID:
- Journal Date:
- Button:
- Footer: [Find an Existing Value](#) | [Add a New Value](#)

The 'Journal Date' field is circled in red, and an orange callout box points to it.

When creating a new Budget Transfer Journal:

- Change the "Journal Date" from the current date to **07/01/2009**



***Suzanne Sindlecker,  
Assistant Controller  
Cost Analysis***

# Electronic Effort Certification

Implementing for Spring 2009 Term



# Electronic Effort Certification

- Changed our process two years ago to require individual certification of effort to comply with Federal regulations
- Currently – Departments must print, distribute, obtain signatures and forward over 27,000 paper Effort Certification forms per term



# Electronic Effort Certification

- Beginning Spring Term 2009, we will use an electronic Effort Certification process
- Each person will certify his/her own effort
- Proxy certifiers will be allowed but managed by central office



# Electronic Effort Certification

- Spring 2009 Effort schedule

7/06 – Open term

7/16 - Apply recent Retros

7/30 - Input complete

8/06 - Authorization complete; Close term

# Electronic Effort Certification

- Once ALL of a person's effort has been submitted
  - An email will be sent that night in batch (after verifying that the effort has NOT been certified) to the individual
  - Includes the navigation to My Self Service and the term that must be certified
  - Email explains how to certify and where to go for further information and/or help

# Electronic Effort Certification

- They will see an electronic form similar to the hard copy one used in previous terms
- If they agree with the report, they simply check the **“Agree”** box at the bottom
- If they do not agree, they are instructed to contact their department administrator

# Electronic Effort Certification

- If the effort has not been certified within 4 calendar days,
  - The individual will receive a follow-up email notice
    - Again sent at night (in batch) after checking to see if the effort has been certified
  - Emails are also sent to the Effort Reporter, Authorizer, and Proxy Certifier (if applicable)
    - Includes a **list** of all individuals that are past the 4 calendar day mark and have not certified effort

# Electronic Effort Certification

- Proxy Certifiers

- Should be used when the person is unable to respond or no longer at UF
- Must request assignment by emailing [Effort@admin.ufl.edu](mailto:Effort@admin.ufl.edu) with the required data
- Template will be on Effort Toolkit site
- Proxy assignment is good for one term only
- Must also request security role; however, approval is automatic

# Electronic Effort Certification

- If we have to close the term before someone certifies electronically, the Effort Reporter will have to
  - print a hard copy of the report
  - obtain the signature
  - forward to Cost Analysis



# Electronic Effort Certification

- We have modified the Master List so that Effort Administrators can easily review who has certified effort for their department(s)
- The Effort Toolkit is being updated with Web Simulations, Instruction Guides, an Excel template to request a Proxy Certifier and an FAQ for Effort Certification



# Electronic Effort Certification

- Retros will cause the record to be unsubmitted and will require re-certification
- Effort Reporters will want to coordinate with departmental staff responsible for Retros **before** completing the Effort allocation

# Electronic Effort Certification

- Communication to affected employees
  - Info Gator, HR Forum, CSI, F&A Roundtable
  - DDD
  - Splash page on MyUFL (blue box at bottom)
  - Newsletters
  - Mass email to all affected employees just before we open the term
  - Email to all Effort Administrators



***Kathleen Tillett,  
Senior Associate Controller  
General Accounting, Tax Services,  
and Payroll Services***

# Year End Closing for FY 2009

- Scheduled Date for Closing the General Ledger

Friday, July 17, 2009



# Year End Information

- Summarized Year End Schedule is located at:  
<http://fa.ufl.apps/ga/yes/default.aspx>
- Lists critical dates, tasks, responsible units and staff

# General Accounting Year End Information

- Deadline to request new HR Account codes for use in FY09 is Wed 6/24/09
- **Note:** last retro for FY09 is Thurs 06/25/09.

# General Accounting Year End Information

- Monday July 6<sup>th</sup>
  - Deadline to submit GL journal entries to [gljournal@admin.ufl.edu](mailto:gljournal@admin.ufl.edu) for June 2009





# General Accounting Year End Information

- Wednesday, July 8<sup>th</sup>
  - Preliminary Year End Financial Reports will be available.
- Wednesday, July 22<sup>nd</sup>
  - Final Year End Financial Reports will be available.

# General Accounting Year End Information

- Auxiliary Financial statements are due to General Accounting by **08/07/09** (only those with revenue in excess of \$1 million annually).
- Other auxiliaries to provide Year End accrual information by 07/31/09.

# Changes for FY10

# Changes for FY10

## Administrative Overhead

			-ALLOCATION-	
	FUND	BASIS	CURRENT	7/1/2009
Auxiliary	141,142,144, 145, 146, 147, 149, 161	Op Exp	3%	8%
	143 (Off-Book)	Op Exp	3%	3%
	143 (Conf & Other)	Op Exp	3%	8%
	151	Flat Rate	\$400,000/yr	\$875,000/yr
	152, 159, 162, 163	Exempt	-	-
MG&G	171	Payroll Exp	3%	3%
	171 (HSC SOF)	Flat Rate	3%	Flat Fee
	179, 279	Payroll Exp	3%	3%
Sponsored Programs	201-214	Op Exp	0.50%	0.50%
Student Government	191	Flat Rate	\$150,000/yr	\$300,000/yr

# Changes for FY10

## Administrative Overhead Increase Impact

- Auxiliaries will no longer be assessed General Liability and Federal Civil Rights premiums
- Auxiliaries will continue to be assessed for Auto Liability Premiums and for Property Insurance.

# Changes for FY10

## FICALT / SPP Effective July 1<sup>st</sup>, 2009

- Funds 141,142,144,145,146,147,149,161 and 191.  
Will be excluded from FICALT and SPP .
- Assessment will be posted before month end closing instead of in following month

# Changes for FY10

## Elimination of AEF Fund 910

- **Departments**

- Close outstanding POs and TAs
- Request HRAC
- Review GL/KK Variances

- **Core Offices**

- Create HRAC and map the distribution
- Fix GL/KK Variances
- Transfer residuals to Fund 171



# Changes for FY10

## Use of GL Journals for Internal Service Providers

- Will override budget for all funds except grant funds 201 and 209

# Changes for FY10

## Implementation of Pooled Fringe Benefits Rates

- Assessed at GL Level account (not person) level
- New accounts added
- Assessment will post one day after earnings
- Will override budget similar to earnings
- Posted in same period as earnings

# Questions?

E-mail [gahelp@admin.ufl.edu](mailto:gahelp@admin.ufl.edu)

Phone 392-1326



***Mike McKee,  
Assistant Vice President and  
University Controller***

# Audit Update



# ARRA Funds



# New DSO







*Thank You!*

*If you have any questions, please  
contact [bbh@ufl.edu](mailto:bbh@ufl.edu)*