



Finance & Accounting Roundtable

September 30, 2009

Photo courtesy of Jane Ellis – Cost Analysis
Taken last Fall at Colclough Pond on Main Street



Welcome and Introductions

Mike McKee

**Assistant Vice President and
University Controller**



Linda Orfield
Assistant Controller
Payroll Services



Payroll

Good News for Distributions!

Grants UF Payroll Distribution Page Update

- In the past, departments frequently encountered “Closed Project” error messages when processing retroactive payroll distributions which included but did not affect distributions to an inactive grant
- In response to requests from the campus community, modifications have been made
- The “Closed Project” error message will only appear when valid

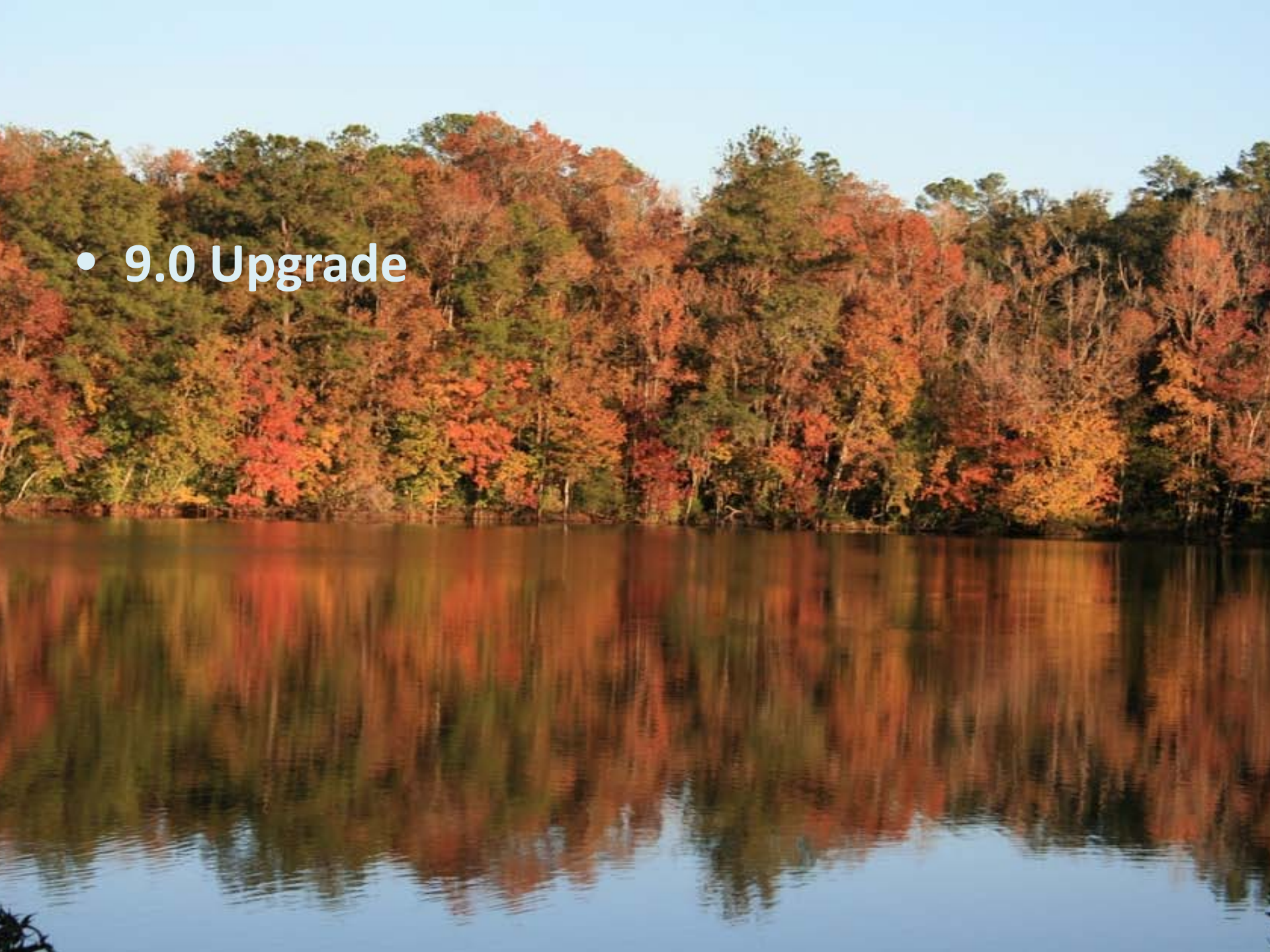
Payroll Correction Entries Less Than \$100

- For PRIOR fiscal years only
- When payroll accounts on grant projects need adjustment for amounts less than \$100, contact the responsible research administrator (RA) in C&G
- The RA will submit the adjustment to Payroll on a journal entry.
- Small balances may remain at closeout as departments adjust the project for over expenditures on salary accounts through the retro process, since percentages for distributions are limited to two (2) decimal places.



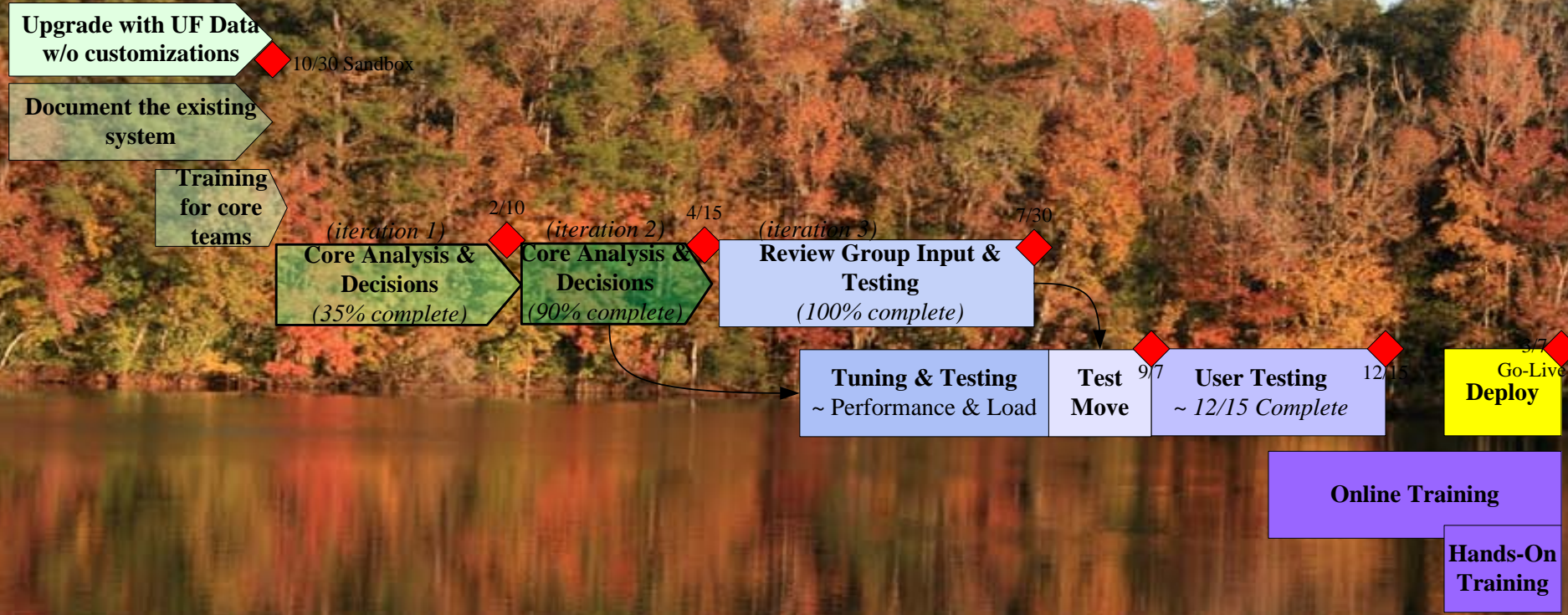
Greg Dubois
Senior Associate Controller
Purchasing and Disbursement Services
and Asset Management

- 9.0 Upgrade



Projected myUFL Financial System 9.0 Timeline

2009					2010										2011	
Aug	Sep	Oct	Nov	Dec-Jan	Feb	Mar	Apr	May	Jne	Jly	Aug	Sep	Oct	Nov Dec	Jan Feb	M



Change Management – Communications, Outreach, Training

Inform Engage Prepare

Governance Structure and Project Management

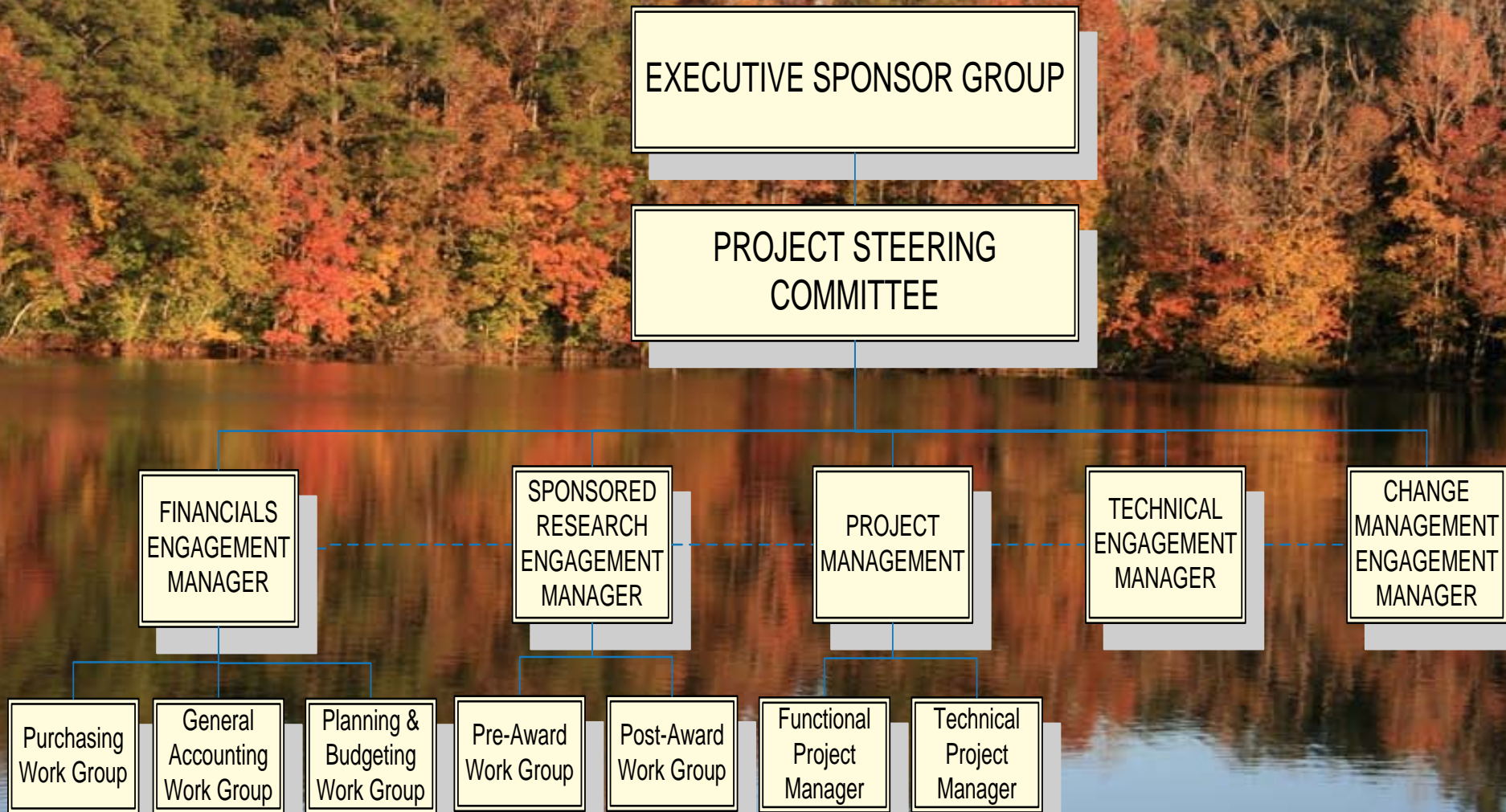
Legend:
 1) Indicates milestone w/ key deliverable



myUFL Financials System Upgrade – Organizational Structure



myUFL Financials System Upgrade – Organizational Structure



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- **Asset Management On-line Class**



Lisa Deal
Associate Director
Purchasing Services

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- **myUF Market Upgrade – November 8, 2009**
 - Default email notification
 - Consistent ‘contains’ vendor search
 - **Payments to Individual for Professional Services**
 - Unencumbered – when total payments under \$5000 for calendar year
 - Examples: honoraria, guest lectures, speeches, presentations, performances, athletic officials, professional consulting services by individuals (not trades)



Eric Davidson
Assistant Controller
Tax Services



University Tax Services

Current Tax Issues

Cell Phones

- Current UF Directives and Procedures
- <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.17.2>
- Existing Tax Law – IRC Section 280F, Cell Phones are “listed property” requiring substantial recordkeeping for business and personal use
- IRS Fringe Benefit Audit Techniques Guide for Executive Compensation includes cell phones and computers as “listed property”

Cell Phones

- Tax courts continue to challenge cell phone deductions for taxpayers
- IRS Proposes Changes – IRS Notice 2009-46
- Three Alternative Methods:
 1. Minimal Personal Use (de minimis use)
 2. Safe Harbor Substantiation Method (75/25)
 3. Statistical Sampling

Cell Phones

- Congress introduces legislation to remove cell phones from “listed property” to modernize the treatment of cell phones
- S. 144 Senator John Kerry (D- Mass) & John Ensign (R-Nev)
- HR 690 House of Representatives Sam Johnson (R – Texas)
- NACUBO – Letter to Congress (80 universities)

Cell Phones

- Challenge for Federal Government
- Cost \$237 million over the 2009-2018 period
- Difficult to pass legislation to decrease revenues given the large federal deficit
- Senator Kerry indicated that Treasury Secretary Timothy Geithner and IRS Commissioner Douglas Shulman favor the legislation

3 Percent Withholding Tax

- Current tax law requires agencies of the federal, state, and local government to withhold 3 percent on certain payments to vendors beginning in January 2012
- Tax Increase and Prevention Reconciliation Act of 2005
- Ensure that government contractors pay income taxes on their earnings

3 Percent Withholding Tax

- House Ways and Means Committee Members Wally Herger (R-Calif.) and Kendrick Meek (D-Fla.) have sponsored legislation (HR 275) to repeal this tax provision
- S 292 by Senator Arlen Specter (D-Pa.)
- NACUBO and ICOFA sent letters to the IRS discussing the concerns of colleges and universities

3 Percent Withholding Tax

- State of Florida, CFO, Alex Sink sends letter to every member of Florida's Congressional Delegation requesting a repeal of the 3 percent withholding tax
- "The requirement of a 3 percent withholding not only places an enormous burden on state and local governments, it is extremely detrimental to the small businesses that are the backbone of Florida's economy."

Electronic W-2 Forms

- Employee 2009 W-2 forms will be available electronically through <http://my.ufl.edu/psp/ps/EMPLOYEE/EMPL/h/?tab=DEFAULT>, My Self Service, W-2/W-2c Consent
- The W-2 forms for the previous 3 years (2008, 2007, and 2006) will also be available electronically
- Employees are required by IRS rules to consent to receiving their IRS Form W-2 electronically

Electronic W-2 Forms

- **Electronic W-2 Forms will be available on or before January 31, 2010**
- **Employees that do not consent to receiving their W-2 form electronically will receive a paper copy mailed to their mailing address listed in PeopleSoft HRMS**
- **This year, University Tax Services will mail the paper copies of W-2 forms for employees that did not consent to receive their W-2 form electronically**

Electronic W-2 Forms

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Address Bar:** `http://my.ufl.edu/psp/ps/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_SS_YE_CONS_USA.GBL?PORTALPARAM_PTCNAV=HC_PY_SS_YE_CONS_USA_GBL&EOPP.SCNode=EMPL&EOF`
- Page Title:** W-2/W-2c Consent
- Navigation:** Home | Worklist | Add to My Links | Suggestions | Alerts | Privacy Policy | Sign out
- Search:** Search myUFL: [input field] GO
- Left Navigation Menu:**
 - My Self Service
 - Benefits
 - Gator Jobs
 - Payroll and Compensation
 - Time Reporting
 - Training and Development
 - myUFMarket
 - Effort Certification
 - UF Veteran Status Survey
 - Other UF Training
 - Providers
 - Travel and Expense
 - E-Learning
 - UFCC Sign On
 - W-2/W-2c Consent**
 - My Campus Finances
 - Calendars
 - Help
 - Local Interest
 - Quick Links
 - Recruiting
 - Search
 - UF Document Imaging
 - Access Request System
 - Accounts Payable
 - Accounts Receivable
 - Asset Management
 - Benefits
 - Billing
 - Bridges Transition
 - Commitment Control
 - Compensation
 - Customers

- Main Content Area:**
- ## W-2/W-2c Consent Form
- Davidson, Eric T
- Online W-2 Consent
- Employee's Consent to Receive IRS Form W-2 Electronically
- Please click on the box and submit button below if you would like to receive your W-2 form electronically. IRS rules require that you provide the University with your consent in order to receive your W-2 in an electronic format. This process DOES NOT need to be repeated every calendar year since this consent is valid for the duration of your employment with the University.
- Your Current Status:** Consent Withdrawn
- Check here to indicate your consent to receive electronic W-2 and W-2c forms.
-
- [Return to My Self Service](#)

Electronic W-2 Forms

- Promoting through list serves, raffles/prizes, newsletters (HR InfoGator, In Balance), and the Employee Benefit Fair



Stuart Hoskins
Senior Associate Controller
Treasury Management and
University Financial Services

- **Cashiering Services/Student Payments**
 - Treasury Management
- **Student Financial System**
 - Happy Birthday! One Year Anniversary :
University Financial Services





Cheryl Bell
Associate Controller
Treasury Management


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- Returned Checks
 - Fax Imaging
 - Uniform Cash Receipts
 - Credit Card Policy Online

- <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.11.12>

- PCI Self Assessment



Ruth Harris
Associate Controller
University Financial Services

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- **1098 Tax Forms – E-Consent Capability**
 - Students can consent to receiving their 1098T (Tuition Statement) electronically instead of paper via snail mail.

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- **Funding Programs for Military Students and Spouses**
 - **Post 911 Bill (Chapter 33)**
 - **Go Army**
 - **Spouses Program**



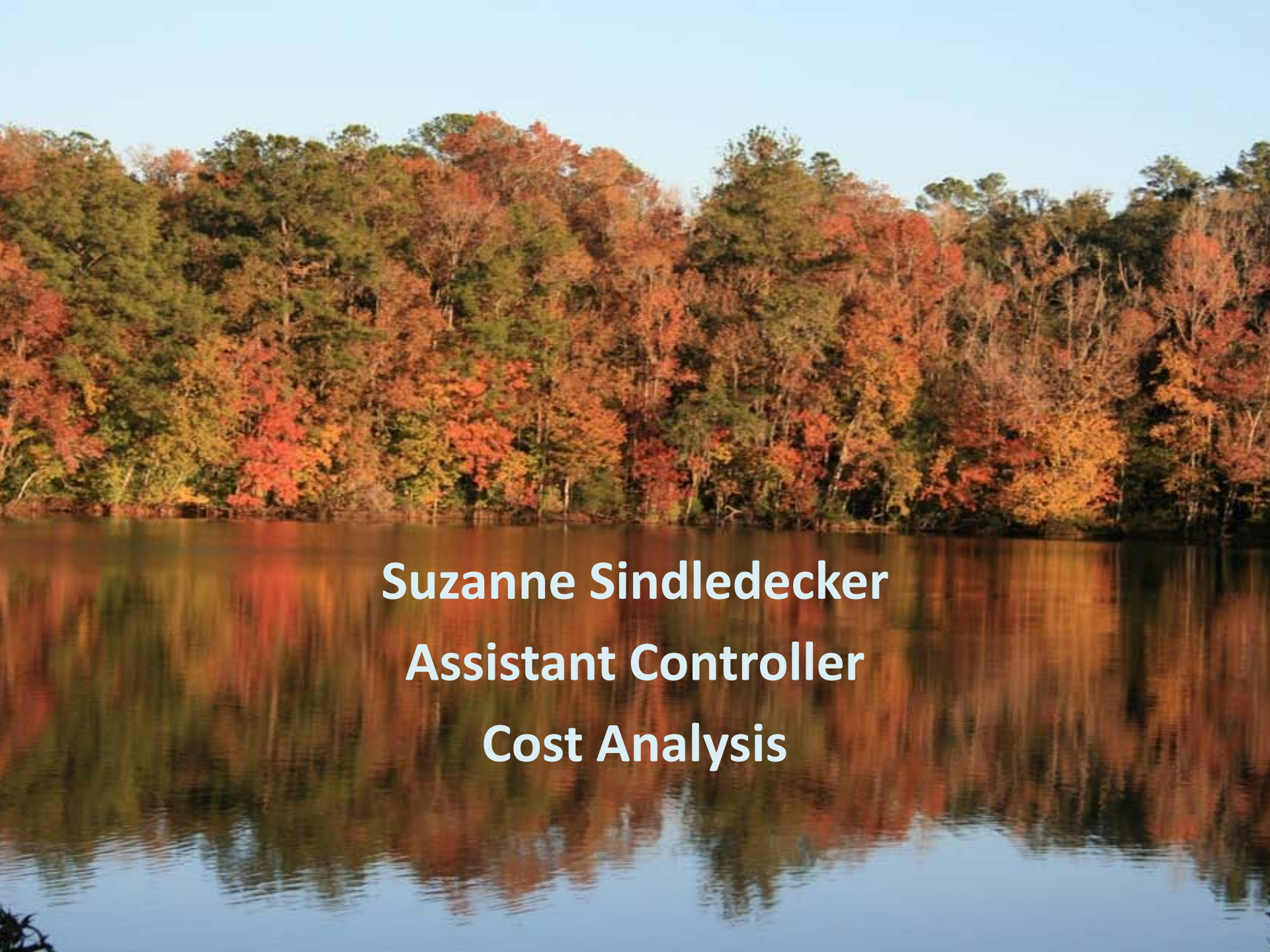
- **Student Financial Aid**

- **Bright Future Changes**

- Florida Bright Future recipients who drop a course after the drop/add period will have to reimburse the Bright Futures Program for dropped course.
- Florida Bright Future recipient awards were reduced this term
 - FL Academic Awards = \$126.00 per credit hour
 - FL Medallion Award = \$95.00 per credit hour

- **Federal Financial Changes**

- Students have to give UF permission to pay their charges that are not tuition and housing.



Suzanne Sindlecker
Assistant Controller
Cost Analysis



- **Space Walk Throughs**

- Department space walk-throughs are nearly completed

- Space Questions to spacealloc@admin.ufl.edu



- **Effort Enhancements**

- Will be made prior to the opening of Summer 2009 term that is scheduled near the end of October
- Summer 2009 term will include fringe information from pre- and post- the fringe benefit pool implementation of July 1, 2009
- Two – Three voluntary training sessions for departments will be provided and will include information about the enhancements



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

Internal Service Providers - ISP

ISP	GL Journal Mask		Invoice Number	Website
Animal Care Services	ACSYMM001	-	Reference Field	my.acs.ufl.edu/
CNS	CNSYMM01	C: Computing Service T: Telecom Service W: Wallplate Service	Reference Field	telenet.cns.ufl.edu/app/web/dept/maindept.login.pshtm
Health Net	HNETYMM01	-	Journal Line Description	healthnet.ufl.edu/billing/Overview
PPD	PPDYMMU01	M: Motor Pool R: Refuse U: Utility W: Work Order	Reference Field	ppd.ufl.edu/PPDITS/Prod/CustInfo/Index

- All Internal Service Provider journals have ISP Source.
- Budget is overridden for all funds except grant funds 201 and 209.
- The Monthly Delivered Reports only display the Journal Header Description.

ISP - Journal Entry - Search

- ▶ My Campus Finances
- ▶ Calendars
- ▶ Gator Tickets
- ▶ Help
- ▶ Local Interest
- ▶ Quick Links
- ▶ Search
- ▶ UF Document Imaging
- ▶ Access Request System
- ▶ Accounts Payable
- ▶ Allocations
- ▶ Asset Management
- ▶ Bridges Transition
- ▶ Commitment Control
- ▶ EProcurement
- ▶ Enterprise Reporting
- ▶ General Ledger
- ▶ Journals
 - ▼ Journal Entry
 - Create Journal Entries

Header											
Line	DeptID	Fund	Program	Account	Source	Bud Ref	Flex	Amount	Budget Date	Reference	Journal Line Description
1	19370100	101	2200	722120		CRRNT			80.00	09/18/2009	83472 AUG-2009 Telecom 10063402-T
2	06010000	179	5100	722120		CRRNT	0601MG801		37.50	09/18/2009	83584 AUG-2009 Telecom 60060006-T
3	60290000	103	2100	722120		CRRNT			294.98	09/18/2009	84045 AUG-2009 Telecom 10010024-T
4	13010100	101	4600	722120		CRRNT	1301OFFICE		62.50	09/18/2009	82823 AUG-2009 Telecom 10026002-T
5	22010000	101	6100	722120		CRRNT			62.50	09/18/2009	82850 AUG-2009 Telecom 10080044-T

Selection Criteria:

GL Journal Line Number:

Business Unit:

Account:

Affiliate:

Fund Affiliate:

Book Code:

Budget Reference:

Dept Flex:

EmpIID:

Department:

Fund Code:

Source of Funds:

CRIS:

Program Code:

Project:

Foreign Currency Code:

OK Cancel

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UFLOR	1,915	818,365.06	818,365.06	P	V

Header	
Unit:	UFLOR
Journal ID:	CNS0909T07
Date:	09/18/2009
Long Description:	August 2009 CNS Telecommunication Service Invoices Non-Grants
*Ledger Group:	ACTUALS
Ledger:	
*Source:	ISP
Reference Number:	50396760
SJE Type:	
Journal Class:	
Transaction Code:	CASH

Now the journal viewer role allows you to:

- See 50 lines
- Scroll down
- Use the Search Criteria

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- **Fringe Benefit Pool Reporting Workshop**
 - Open House / Lab Format
 - Interested?



Mike McKee
Assistant Vice President and
University Controller



- **Audit Update**