Finance & Accounting Roundtable

February 23, 2010
Welcome and Introductions

Mike McKee
Assistant Vice President and University Controller
New!
Direct Deposit Enhancements
Direct Deposit for Off-Cycles

• Effective 2/15/10, all “off-cycles with calendars” will produce direct deposits, not checks. These off-cycles follow:
  – REV
  – TAX
  – DOR
  – DSG
  – MIS
Checks will still be produced for the emergency check off-cycle

- This includes the following types of payments:
  - Emergency checks
  - Leave cashouts
  - Special pay plan make whole payments
  - Award payments
  - Contract buyouts
Win – Win

• **Employee**
  – Does not have to make a bank deposit

• **University**
  – Reduces costs of printing and mailing
  – Provides efficiencies in bank reconciliations
  – Decreases number of replacement checks
  – Decreases number of checks escheated to State of Florida
Greg Dubois
Senior Associate Controller
Purchasing and Disbursement Services
and Asset Management
Inventory Deadline
March 31\textsuperscript{st}, 2010
myUFL Financial Systems Upgrade

Spring 2010
Today’s Discussion

• Why upgrade the financial systems?
• What will be included in the upgrade?
• What’s been accomplished so far?
• What can you expect moving forward?
Why Upgrade the Financial Systems?

• Keeping current = Good business
• The upgrade is designed to make sure the myUFL Financial Systems work for you—now and in the future
• Implementation date of March 2011
Why Upgrade the Financial Systems?

• Think of this as an oil change for the myUFL system
  – You can drive a car for a long time without changing the oil, but sooner or later ...
Why Upgrade the Financial Systems?

• Regular upgrades are required to stay current and meet the university’s business demands
  – As is the case with all software
• Upgrade will ensure online business processes remain current/compliant for future financial process and reporting needs
  – Also will help us control costs
What’s Included?

• Accounts Payable
• Accounts Receivable
• Asset Management
• Billing
• Commitment Control
• Contracts
• General Ledger
• Grants Management

• Purchasing
• Project Costing
• Security
• Travel & Expense Reporting
• PeopleSoft Financial Data Warehouse
• Enterprise Reporting
What’s Been Accomplished So Far?
What’s Been Accomplished?

• Launched upgrade in October 2009
• Project management structure designed to integrate campus perspective at all stages of effort
  – Executive Sponsor Group
  – Project Steering Committee
  – Engagement Managers and Work Groups
Project Organizational Structure

Matt Fajack, Vice President and CFO
Chuck Frazier, Interim CIO
Paula Fussell, Vice President for HRS
Win Phillips, Vice President for Research
Ed Poppell, Vice President for Business Affairs
Project Organizational Structure

Kimberly Browne, Budget Coord, College of Liberal Arts & Sciences
Greg Dubois, Senior Associate Controller
Tim Fitzpatrick, Director, Computing & Network Services
Jodi Gentry, Director, Training & Org. Development, HRS
Dave Gruber, Interim Director, UF Bridges (Committee Chair)
Dr. Joe Joyce, Executive Associate Vice President, IFAS
Mike McKee, Assistant Vice President and University Controller
Katherine L. Peck, Assistant Dean, College of Medicine
Brad Staats, Assistant Vice President for Contracts & Grants
Debra Staats, Assistant Dean, Levin College of Law
Jane Thomas, HRMS Lead, UF Bridges
Tom Walsh, Director, Sponsored Research
Fall 2009

- Focus has been on documenting current myUFL processes—financial systems and reporting/Business Intelligence
- Work groups put in place to compare upgraded version of the financials system (9.0/9.1) with current system
  - Do we need existing customizations when we upgrade?
Fall 2009

• Also developed communication and outreach plan, including web site
  – upgrade.my.ufl.edu
  – askgrady@ufl.edu
What Can You Expect?
<table>
<thead>
<tr>
<th><strong>Functional/Technical</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January to April 2010</strong></td>
</tr>
<tr>
<td><strong>System Functionality</strong></td>
</tr>
<tr>
<td>Work groups continue to assess upgraded system functionality</td>
</tr>
<tr>
<td><strong>April to September 2010</strong></td>
</tr>
<tr>
<td><strong>Portal Upgrade</strong></td>
</tr>
<tr>
<td>Campus will experience a minor portal upgrade</td>
</tr>
</tbody>
</table>
## Functional/Technical

<table>
<thead>
<tr>
<th>September 2010 to March 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beta Delivery</strong></td>
</tr>
<tr>
<td>Once testing is completed, Beta environment will be launched</td>
</tr>
<tr>
<td><strong>Security</strong></td>
</tr>
<tr>
<td>Security updates and related infrastructure expected to be at 90 to 100 percent completion</td>
</tr>
<tr>
<td><strong>Prepare for Launch</strong></td>
</tr>
<tr>
<td>Move upgrade from Beta to Production</td>
</tr>
</tbody>
</table>

Deployment March 2011
## Change Management: Communication, Outreach, Training

### January to September 2010—Outreach

<table>
<thead>
<tr>
<th>InfoGator newsletter</th>
<th>myUFL pagelet Devoted to the upgrade</th>
<th>Web casts Distributed to various listservs, posted on web site: upgrade.my.ufl.edu</th>
<th>“On the Road” presentations Available to colleges/org. Also will launch update sessions led by Work Group chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles providing updates each month to all employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e-cards Targeting employees with security roles/designed to provide updates</td>
<td>Reporting survey To identify which reports are used and how</td>
<td>Review sessions Provide interested employees with opportunity to “walk thru” scenarios in updated environment</td>
<td>Upgrade Update Project newsletter distributed to project team and available on upgrade.my.ufl.edu</td>
</tr>
<tr>
<td>Phase 3—To Prepare</td>
<td>Complete instructional design on tested system</td>
<td>Launch formal training plan including overviews/demonstrations, job aids (toolkits, instruction guides, online simulations), online learning, instructor-led training</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Prepare campus to use upgraded system successfully</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Today, We Discussed

• Why we are upgrading the financial systems
• What is included in the upgrade
• What’s been accomplished so far
• What you can expect moving forward

• Any questions?
Lisa Deal
Associate Director
Purchasing Services
• Upgrade – Release date: March 28, 2010
  – Email Notifications

• Training – moving to e-learning
• Inventory of Campus Print-Output Devices

• Identify for Units Opportunities for Financial Savings
Cheryl Bell
Associate Controller
Treasury Management
• Banking contract decision
• Wachovia – Wells Fargo merger
• Merchant Services contract decision
• Process Reminders for Deposits
  – Checks should be made payable to University of Florida, in US dollars, and restrictively endorsed on receipt
  – UCR blue copies, including voids, should be returned with deposits
Effort Reporting – Fall 2009 Term (2098)

• Processing Schedule
  – Wednesday, February 17th, 2010 – Fall 2009 Opened
  – Thursday, February 25th, 2010 – Effort Tracking Training, PRO3 Series
  – Thursday, March 4th, 2010 – Apply Retros (Effort System Temporarily Down)
  – Wednesday, March 24th, 2010 – Input Complete
  – Wednesday, March 31st, 2010 – Authorization Required; Term Closes at 5:00PM
Effort Reporting – Fall 2009 Term (2098)

• Enhancements
  – Requests for Approval of *Proxy Certifiers* will be entered by the Effort Reporter Directly to the “Effort Certifier – Admin” Screen in myUFL.
Effort Reporting – Fall 2009 Term (2098)

- Enhancements
  - Proxy Certifier requests for terminated employees with no active job records will be automatically approved by the system.
Effort Reporting – Fall 2009 Term (2098)

• Enhancements
  – Requests for approval of proxy certifiers for “House Staff” will be automatically approved by the Effort Reporting System.
Effort Reporting – Fall 2009 Term (2098)

- Enhancements
  - Review and Approval (or rejection) of all requests not automatically approved will be done daily by the Effort Core Offices.
Effort Reporting – Fall 2009 Term (2098)

• Enhancements
  – As promised, there is a **new report** in Enterprise Reporting that can be used as a tool by your PI’s to review and/or monitor effort that is reported to their Projects.
    • This report gives your PI’s the ability to review data and control information without forcing them to be assigned as a Proxy for everyone that works solely on their Projects.
Effort Reporting – Fall 2009 Term (2098)

• Enhancements
  – As promised, there is a **new report** in Enterprise Reporting that can be used as a tool by your PI’s to review and/or monitor effort that is reported to their Projects. This reported can be used in two ways:
    • Run it as soon as possible after the Effort term opens (it is available starting the next day) to see everyone that is **Paid From** a Project and their corresponding Effort %.
Effort Reporting – Fall 2009 Term (2098)

• Enhancements
  – As promised, there is a new report in Enterprise Reporting that can be used as a tool by your PI’s to review and/or monitor effort that is reported to their Projects. This reported can be ran in used ways:
    • Run it after updating Effort data (allocating Effort to the Activities and/or Loaning Effort) to see everyone that is Paid From OR Loaned To a Project, their corresponding Effort %, Cost Sharing if applicable, and the Activities to which their effort was reported.
Sheela Moudgil
Associate Controller
General Accounting
General Accounting

• Imaging of GL Journal Supporting Documents

• UF ID Chartfield From HR TO FI

• Change to CASH_BASED KK Ruleset
Imaging of GL Journal Supporting Documents

- Supporting documents for General Ledger journal entries will now be imaged.

- Can be viewed thru a link on the Journal Header page.

- More easily accessible for post audit

- Facilitate appropriate retention
Imaging of GL Journal Supporting Documents

• Send Supporting Documents with the Journal ID and Journal Date included on the email subject line.

• Email: gljournal@admin.ufl.edu

• Fax: 352-846-0166
  (attn: gljournal@admin.ufl.edu)

• Note: Payroll cost correction journals and backup documents should still be sent to DistributionJournals@admin.ufl.edu
Imaging of GL Journal Supporting Documents

• Once supporting document has been received and indexed in the system by General Accounting, the Journal Image button will become available.

• To view images, click on the “Journal Image” button on the Journal Header screen.
Imaging of GL Journal Supporting Documents

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries:

- Unit: UFLOR
- Journal ID: CON0908005
- Date: 08/10/2009
- Long Description: Transfer funds from dept to construction project
- *Ledger Group: ACTUALS
- Ledger:
- *Source: ONL
- Reference Number:
- SJE Type: 
- Journal Class: 
- Transaction Code: CASH
- Fiscal Year: 2010
- Period: 2
- ADB Date: 08/10/2009
- Commitment Control

Options:
- Save
- Return to Search
- Notify
- Refresh

Header, Lines, Totals, Errors, Approval
Imaging of GL Journal Supporting Documents

Open Supporting documents
~ Click the icon on the left.
Imaging of GL Journal Supporting Documents

If no supporting documents are imaged, the page will indicate “No Journal Images.”
Imaging of GL Journal
Supporting Documents

Additional Documentation or Corrections:

• E-mail to gljournal@admin.ufl.edu or

• Fax to 352-846-0166 Attn: gljournal@admin.ufl.edu

• Include Journal ID and Journal date on the email Subject Line.
Imaging of GL Journal Supporting Documents

Security Roles:

- Any one of the following FI roles is needed to view journal backup images:
  - UF_FI_FUNC_USER
  - UF_GL_RESEARCH_REPORTING
  - UF_GL_JOURNAL_AUTHOR
  - UF_GL_JOURNAL_BUDGET
UF ID Chartfield From HR TO FI
UF ID Chartfield From HR TO FI

- UF ID is an optional Chartfield in FI

- It can be used to track payroll and non-payroll costs in GL relating to a faculty member’s budget in GL

- Can be entered on a voucher to track non-payroll costs

- Has to be part of the HRAC to track payroll costs

- UF ID is now transferred from HR to FI when a distribution is made to an HRAC with UF ID
UF ID Chartfield From HR TO FI

Example:

- UF ID 77213070 is a part of HRAC 0051580

- If Department 28090000 has payroll expenses in this HRAC, then...
UFID Chartfield From HR TO FI

UFID will be displayed in FI reports
Example: Transaction Detail Report

- **Change** - Payroll transactions now send UF ID to FI
- **No change** - FI data has carried UF ID Chartfield
Example: Using FIT (Financial Information Tool)

All transactions can be analyzed by UF ID

- In this example, i.e. Dr. Burrow’s account had Temporary faculty expenses as well as Travel expenses

Payroll and UF ID association is new to General Ledger
Change to CASH_BASED KK Ruleset
Change to CASH_BASED KK Rule set

• Some Cash_Based Funds do not currently include Dept ID in rule set
  – Returned Overhead/Residuals (Funds 211, 212)
  – DOCE (Fund 143)
  – Scholarships & Loan (Funds 131, 251, 901, 301, &331)

• Difficult to report ownership of cash balances at Dept ID level without knowing values for Project, DOCE or Scholarship flex codes
Change to CASH_BASED KK Rule set

- Changes effective July 1, 2010
  - New budget definitions will include Dept ID in rule set
  - Delivered MFR’s for these funds under New Department Reports
  - Enterprise Reporting FIT cube will be modified to add folder for all Cash-Based funds and include Project detail for funds 211 & 212
Change to CASH_BASED KK Rule set

Example

- Fund 212
- Project ID 00048085
Change to CASH_BASED KK Rule set

Budget Details Search Screen

Department not used in budget search
**Change to CASH_BASED KK Rule set**

No Dept Value

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Source</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFLOR</td>
<td>CASH_BASED</td>
<td>EXPREV</td>
<td></td>
<td>212</td>
<td></td>
<td></td>
<td>00048085</td>
</tr>
</tbody>
</table>

**Ledger Amounts**

- Budget: 0.00 USD
- Expense: -774.01 USD
- Encumbrance: 506.24 USD
- Pre-Encumbrance: 0.00 USD

**Associate Revenue:** 0.00 USD

**Available Budget**

- Without Tolerance: 774.01 USD, Percent: (0%) 
- With Tolerance: 774.01 USD, Percent: (0%)

**Budget Exceptions**

Exception Errors: 0
Exception Warnings: 0

Budget Exceptions
Change to CASH_BASED KK Rule set

KK Activity Drilldown (current)

Business Unit: FLOR
Ldgr Group (REQ): CASH_BASED
Ledger: %
Budget Account: %
Budget Dept: %
Fund (REQ): 212
Budget SOF: %
Budget Flex Field: %
Budget Program: %
Budget Bud Ref: %
Project: 00048085
KK Source Trans: %
Budget Period: CUM

View Results

Download results in: Excel Spreadsheet, CSV Text File (129 kb)
**KK Activity Drilldown – Current Configuration**

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Year</th>
<th>Perio</th>
<th>Budg</th>
<th>KK Tran Type</th>
<th>Account</th>
<th>KK Def</th>
<th>DeptID</th>
<th>Fun</th>
<th>Project</th>
<th>Sum Amo</th>
<th>Unit</th>
<th>Voucher ID</th>
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</thead>
<tbody>
<tr>
<td>CASH_EXP</td>
<td>2004</td>
<td>12</td>
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<td>EXPREV</td>
<td></td>
<td></td>
<td>212</td>
<td>00048085</td>
<td>-4041.620</td>
<td>UFLOU</td>
<td>01073250</td>
</tr>
<tr>
<td>CASH_EXP</td>
<td>2007</td>
<td>3</td>
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<td>AP_VOUCHER</td>
<td>731100</td>
<td></td>
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<td>212</td>
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<tr>
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<td>CUM</td>
<td>AP_VOUCHER</td>
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<td>CUM</td>
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<td>00048085</td>
<td>44.090</td>
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<td>01073570</td>
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<tr>
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<td>CUM</td>
<td>UF_LOA2</td>
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<td>212</td>
<td>00048085</td>
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<td></td>
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<tr>
<td>CASH_EXP</td>
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<td>212</td>
<td>00048085</td>
<td>-774.010</td>
<td>UFLOU</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- The numbers in red indicate transactions that are highlighted for analysis.
- The totals at the bottom of the table are:
  - For CASH_EXP 2007: 144.430
  - For CASH_EXP 2008: 918.440
  - For CASH_EXP 2009: 918.440
  - For CASH_EXP 2004: 144.430
Change to CASH_BASED KK Rule set

After Change to Rule Set

Department can now be used as filter (Optional)
After Change to CASH_BASED KK Rule set

After Change to Rule Set contd.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Account Department</th>
<th>Source of Funds</th>
<th>CRIF</th>
<th>Fund Code</th>
<th>Program Code</th>
<th>Budget Reference</th>
<th>Affiliate</th>
<th>Fund Affiliate</th>
<th>Dept Flex</th>
<th>EmplID</th>
<th>PC Business Unit</th>
<th>Project ID</th>
<th>Activity Type</th>
<th>Resource Type</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFLOR</td>
<td>CASH_BASED EXPREV (blank)</td>
<td>(blank)</td>
<td>(blank) 212</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
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<td>blank</td>
<td>blank</td>
<td>CUN</td>
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</tr>
<tr>
<td>UFLOR</td>
<td>CASH_BASED EXPREV 32020000 (blank)</td>
<td>(blank)</td>
<td>(blank) 212</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
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<td>CUN</td>
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<tr>
<td>UFLOR</td>
<td>CASH_BASED EXPREV 32030000 (blank)</td>
<td>(blank)</td>
<td>(blank) 212</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
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<td>(blank)</td>
<td>00048085 (blank)</td>
<td>blank</td>
<td>blank</td>
<td>CUN</td>
<td></td>
</tr>
</tbody>
</table>

- Row 1 with Blank Dept ID – (sum of all activity from go-live thru 6/30/2010)
- Row 2 with 32020000 Dept ID
- Row 3 with 32030000 Dept ID
Change to CASH_BASED KK Rule set

After Change to Rule Set contd.

<table>
<thead>
<tr>
<th>Budget Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Ledger Group</td>
</tr>
<tr>
<td>JFLOR</td>
<td>CASH_BASED</td>
</tr>
<tr>
<td>Account</td>
<td>Source</td>
</tr>
<tr>
<td>EXPREV</td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td>Department</td>
</tr>
<tr>
<td>212</td>
<td>32020000</td>
</tr>
<tr>
<td>Program Code</td>
<td>Project</td>
</tr>
<tr>
<td>000480385</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ledger Amounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Expense:</td>
<td>-918.44 USD</td>
</tr>
<tr>
<td>Encumbrance:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Pre-Encumbrance:</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

| Associate Revenue: | 0.00 USD |
| Available Budget |  |
| Without Tolerance: | 918.44 USD |
| With Tolerance: | 918.44 USD |
| Percent: | (0%) |

<table>
<thead>
<tr>
<th>Budget Exceptions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Errors:</td>
<td>0</td>
</tr>
<tr>
<td>Exception Warnings:</td>
<td>1</td>
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</tbody>
</table>
After Change to Rule Set contd.

**Change to CASH_BASED KK Rule set**

Negative balance will need to be corrected by moving the charge or transferring in cash.
Change to CASH_BASED KK Rule set

Proposed Implementation Schedule

• Feb. – Apr.  Develop queries & reports to analyze data, modify reports, FIT cube

• Apr.-May  Core office will work with units to identify the valid Dept ID (if more than one) and move expenditures, or cash to appropriate chartfields.

• June  Core office will prepare entries to clear balances in old rule set.

• July  Core office will open new rule set and post beginning balances with Dept ID.

• Aug  New versions of Delivered MFR’s with Dept ID available
Change to CASH_BASED KK Rule set

- Dept Id will be added to the Report

### Cash Summary
**MISCELLANEOUS DONORS**
As of January 31, 2010

<table>
<thead>
<tr>
<th>Cost Center: 212-00048085 (Fund-Project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL REVENUE: REVENUE Operating</td>
</tr>
<tr>
<td>EXPREV: ALL EXPENSES &amp; REVENUES</td>
</tr>
<tr>
<td><strong>Subtotal REVENUE Operating</strong></td>
</tr>
<tr>
<td>571100: TRANSFERS WITHIN BUSINESS UNIT</td>
</tr>
<tr>
<td><strong>Subtotal REVENUE Non-Operating</strong></td>
</tr>
<tr>
<td><strong>Subtotal ALL REVENUE</strong></td>
</tr>
</tbody>
</table>

| PERSONNEL: OPS                           |
| 851100: TEMPORARY FACULTY - EARNINGS     | 0.00  | 0.00  |
| 851200: TEMP FACULTY BENEFIT & TAXES     | 0.00  | 0.00  |
| 852100: GRADUATE ASSISTANTS EARNINGS     | 0.00  | 0.00  |
| 852200: GRAD ASSTS BENEFITS & TAXES      | 0.00  | 0.00  |
| 859100: OTHER OPS EARNINGS               | 0.00  | 0.00  |
| 859200: OTHER OPS BENEFITS & TAXES       | 0.00  | 0.00  |
| 819000: FICA ALTERNATIVE-TRANSFERS OUT   | 0.00  | 0.00  |
| **Subtotal OPS**                         | $0.00 | $0.00 |
| **Subtotal PERSONNEL**                   | $0.00 | $0.00 |
Change to CASH_BASED KK Rule set

- Funds 211-214 Reports for periods starting July 2010 will be under New Department Reports
Change to CASH_BASED KK Rule set

- Funds 211-214 Reports for periods prior to July 2010 will still be under Residual/Overhead Reports
Change to CASH_BASED KK Rule set

• FIT Cube Modification
Questions?
• Email: gahelp@admin.ufl.edu
Kathleen Tillett
Senior Associate Controller
General Accounting, Tax Services, and Payroll Services
Scorecards
What is a Scorecard?

• A Tool provided to departments to assist in managing their areas.

• Items on the scorecards represent areas where extra work is created in the departments/colleges and the core offices when the proper procedures are not followed or not followed in a timely manner.

• We are providing information that will encourage compliance with the proper business procedures and reduce costs.
Who Receives the Scorecard?

• Scorecards are sent to the respective Dean, Director or Administrative Head for the first two digits of the department id.

• Scorecards will be provided monthly.
February 12, 2010

TO: Deans, Directors, Administrative Heads

FROM: Michael V. McKee
Assistant Vice President & University Controller

SUBJECT: Scorecards

Please find attached your Scorecard.

A scorecard is a tool provided to departments to assist in managing their areas. A few selected items are listed on the scorecard. These items represent areas where extra work is created when the proper procedures are not followed or are not followed in a timely manner. By providing this information we expect to encourage compliance with the proper business procedures and reduce costs.

Scorecards will be provided to the College/Center or Administrative Unit monthly. Department identification numbers are provided for each section or item to aid in distribution.

We have provided more detailed explanations on the Finance and Accounting website for the items on the Scorecard (insert URL). Core office contact information is provided for each section or item. Finance and Accounting is also able to send staff to the departments to assist in their understanding of the business processes and guidelines. Please call or email if you have any questions or if you would like to arrange a visit.

Since this is our first month distributing this information, please share with us any constructive advice or suggestions you have. We want to make this tool as useful as possible.

Thank you for taking the time to review this information and make changes as necessary.
Scorecards

• Areas that are listed on the scorecards
  – Asset Management
    • Lost Property & Equipment (Assets)
    • Late Completion of Annual Asset Inventory
Scorecards

• Areas that are listed on the scorecards
  – General Accounting
    • Budget Exceptions
    • Negative Balances (Distributed separately by General Accounting)
    • Auxiliary Financial Statements
Scorecards

• Areas that are listed on the scorecards
  – Human Resources
    • Late Hires
Areas that are listed on the scorecards

- Purchasing and Disbursement Services
  - Emergency Check – Disbursements
  - Alternate Check Delivery Form
  - Confirming POs
  - Central Approval of PCard Charges
Scorecards

• Areas that are listed on the scorecards
  – Payroll and Tax Services
    • Payroll – Overpayment List
    • Payroll – Collection Letters
    • Payroll – Emergency Checks
Scorecards

• Areas that are listed on the scorecards
  – Treasury Management
    • Deposit Corrections
Questions?

More information can be found at http://fa.ufl.edu/ucoscorecard.asp
Sheri Austin
Director University
Budgets
All Funds Budget Submission
Budget Prep
Upcoming RCM Nuts and Bolts Training
Mike McKee
Assistant Vice President
and University Controller
Audit Update
Operational Audit Findings

• The University needed to develop written guidelines for determining continuing education fees.

• The University needed to enhance its procedures to ensure that payments for consultant’s invoices are made in accordance with contract terms.
Operational Audit Findings

• The University needed to establish procedures for monitoring submission of sabbatical and professional development leave reports.
  – Our review of ten employees, from eight departments, who took such leave during the Fall 2008 term disclosed nine employees who did not submit the required report to their department chair or supervisor.
Operational Audit Findings

• The University needed adequate alternate information technology processing facilities should its primary processing facility become disabled.
An internal audit of the University’s Purchasing Card program by the University’s Audit and Compliance Review disclosed internal control weaknesses that needed improvement. OACR judgmentally selected 20 high-risk transactions from each of 50 cardholders (total of 1,000 transactions for 45 departments) who had high-risk attributes, such as high or unusual volume/dollar transactions, high risk positions, and questionable purchase activity.
Operational Audit Findings

• Of those selected:
  – Supporting documentation for 167 transactions were nor recorded in the University’s voucher imaging system, which serves as the University’s official repository for transactional data support.
  – 389 transactions were not approved within eight days, contrary to the University’s PCard use guidelines.
Operational Audit Findings

• Of those selected:
  – 328 transactions were not documented as to the receipt of goods and services.
  – 94 transactions were not accurately classified to the appropriate account within the University’s accounting system.
  – Approvers for 8 of the 50 cardholders did not review supporting receipts before approving transactions that had no other independent means of verification.
Operational Audit Findings

• The University should enhance procedures for documenting and monitoring alternate work location agreements.
Operational Audit
Findings

http://www.myflorida.com/audgen/pages/subjects/university.htm
• UF’s proposed fringe benefit rates are submitted annually to the federal government for review and approval.
Fringe Benefit Pool

• The proposal includes both historical data and projections of earnings and benefit costs.
  – These data are used to calculate each group’s pooled rate.
Fringe Benefit Pool

• The second annual fringe benefit rate proposal was recently submitted for rates effective fiscal year 2010 – 2011.
  – The proposal is currently under federal review, and a response is anticipated well before July 1st.
## Fringe Benefit Rate Comparison

**FY2010 vs. Proposed FY2011**

<table>
<thead>
<tr>
<th>Group</th>
<th>FY2010</th>
<th>Proposed FY2011</th>
<th>Increase/(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM Clinical Faculty</td>
<td>22.6</td>
<td>24.6</td>
<td>2.0</td>
</tr>
<tr>
<td>Faculty</td>
<td>27.8</td>
<td>28.3</td>
<td>0.5</td>
</tr>
<tr>
<td>Exempt TEAMS/USPS</td>
<td>33.1</td>
<td>34.5</td>
<td>1.4</td>
</tr>
<tr>
<td>Non-Exempt TEAMS/USPS</td>
<td>42.1</td>
<td>44.7</td>
<td>2.6</td>
</tr>
<tr>
<td>Housestaff/PostDoc Assoc</td>
<td>18.3</td>
<td>16.8</td>
<td>(1.5)</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>11.6</td>
<td>8.8</td>
<td>(2.8)</td>
</tr>
<tr>
<td>Other OPS/Temp Faculty/Addit’l Pay</td>
<td>2.1</td>
<td>2.4</td>
<td>0.3</td>
</tr>
<tr>
<td>Student OPS/FWSP</td>
<td>0.5</td>
<td>0.5</td>
<td>- - -</td>
</tr>
</tbody>
</table>
Questions?
Contact
bhh@ufl.edu