Finance & Accounting (CFO) Roundtable

March 25\textsuperscript{th}, 2011
Changes Within Finance & Accounting

- Organizational Changes
- Tigert Room 33 Renovations
CUSTOMER SURVEY RESULTS
DISCUSSION PANEL

Stuart Hoskins, Senior Associate Controller
Treasury Management and University Financial Services
Reviewing the Customer Survey

• Finance & Accounting’s Goals
  – Anticipate and meet customer’s needs
  – Be able to communicate effectively with our customers
  – Work to improve our processes

• In February Customer Service Survey Sent Out
  – Sent to 6,935 UF staff members
    • Identified by being on various F&A list serves
  – Received 1,700 responses
    • 24% Response Rate with 5% - 7% considered average
Reviewing the Customer Survey

• Respondents were asked to comment on each area of Finance & Accounting
  – Asset Management
  – Cost Analysis
  – Disbursement Services
  – Financial Reporting
  – General Accounting
  – Payroll and Tax Services
  – Purchasing
  – Treasury Management
  – University Financial Services
Reviewing the Customer Survey

• For each department, respondents were asked to rate and comment on:
  – Customer Service
  – Communication
  – Courteousness
  – Process Efficiency

• Respondents were also given the opportunity to leave contact information if they would like to discuss something specific.
Reviewing the Customer Survey

• The average response rate for F&A departments was:
  – Outstanding or Acceptable: 94%
  – Needs Improvement: 6%

• The Comments have been shared with the areas and they are planning their follow-up actions.
Reviewing the Customer Survey

- Survey Results for Treasury Management & University Financial Services:
  - Stuart Hoskins

- Survey Results for General Accounting, Payroll & Tax Services, Financial Reporting
  - Kathleen Tillett

- Survey Results for Disbursement Services & Asset Management
  - Randy Staples

- Survey Results for Cost Analysis
  - Mike McKee

- Survey Results for Purchasing
  - Lisa Deal
RANDY STAPES, ASSOCIATE CONTROLLER

DISBURSEMENT SERVICES & ASSET MANAGEMENT
• Change in Law Concerning 1099 Reporting

• Potential 3% Withholding Requirements

• Inventory Deadline – March 31, 2011

• New Collectors

• Traveling Outside the US
CHERYL BELL, ASSOCIATE CONTROLLER

TREASURY MANAGEMENT
• New Deposit Guidelines

• Policy on Checks Payable to UF
LINDA ORFIELD, ASSOCIATE CONTROLLER

PAYROLL AND TAX SERVICES
Payroll & Tax Services

W-2 Recap
and
Temporary Relocation of Staff
Continued Success of Online W-2 Initiative

- **2009**
  - 35,142 total,
  - 44% online

- **2010**
  - 35,192 total,
  - 53% online
Renovation of 33 Tigert and Temporary Relocation of Our Staff

How time flies! This photograph shows Jane Thomas and her daughter in the new workstations after 33 Tigert’s last renovation. Her daughter was 21 in February!
Our Temporary Locations

- Criser Hall (Linda Orfield)
  - NRAs
  - Moving Expenses
  - Time & Labor
  - Emergency Checks
  - Leave Cashouts
  - Distributions
  - Garnishments
  - Direct Deposits
  - Wage Refund Calculations

- Human Resource Services (Brian Kuhl)
  - Employment Taxes
  - W-2s

- Email is the best way to communicate with us!
- We regularly check our old phone numbers for messages.
- Our new shared phone numbers have been published on various listservs.
General Accounting Temporary Location

Criser Hall
Phone:  273-0468, 273-0464

Patrice Lecomte
Linda Hendricks
Julie Rhee

Jennifer Lu
Kimberly Cruce
Miryam Braun
Kyle Hoffman
Deborah Johnson
9.1 Upgrade

• MFR’s for April (after Upgrade)
  – Preliminary will be available around May 10th
    • Will not include Payroll Reconciliation Data
  – Final will be available around May 20th
    • Will include Payroll Reconciliation Data

  – Payroll detail can be obtained from HR Cost Distribution Reports
9.1 Upgrade

- Journal Entry Role Changes:

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- Journal Training: PST 956 Online Journal Entry 9.1 (required) and PST 957 Spreadsheet Journal Import 9.1

- Backup can be attached on the journal header page: No need to email backup after upgrade
Year End

- Year End Closing **Friday, July 15**

- Detail schedule will be available on General Accounting website in early May

- Year End Workshops will be held in May
General Accounting Outreach

• If multiple users in a unit/department have questions related to any General Accounting function (example: Journal Entries or HR Account Codes) contact moudgils@ufl.edu for a department visit.
Effort Certification

• Fall 2010 Effort Term Closes **TODAY**

• Reminder – If you have any outstanding certifications please get these to Cost Analysis as soon as possible:
  – This relates to the following prior terms:
    • Fall 2009 – **DUE TODAY**
    • Spring 2010 – **DUE TODAY**
    • Summer 2010
Space Allocation Survey

- Opening by: April 4, 2011
- All Interviews: April 29, 2011
  - Interviews with faculty members and other staff as to the work completed in the space being certified
- Input Completed by Certifier: May 13, 2011

- If you identify significant changes between the authorization/close date and June 30, 2011, please alert Cost Analysis so that these changes can be reflected in the FY2011 survey.
Space Allocation Survey

• If you would like a preview of the changes that are coming in the space system email spacealloc@admin.ufl.edu.
LISA DEAL, DIRECTOR

PURCHASING SERVICES
• Pcards Sent Directly to End Users

• myUF Market Update
  – New Update 3/27/11
    • Webpage for updates: [www.purchasing.ufl.edu](http://www.purchasing.ufl.edu) left hand navigation to myUF Market, top “Updates”
      – Editing profiles from carts
      – Easy to find help text
      – Changing commodity codes on all lines
JODI GENTRY, DIRECTOR

UF TRAINING & ORGANIZATIONAL DEVELOPMENT
Phase 1—Inform: August to December 2009

- Signaled to campus financial upgrade was moving forward, with spring 2011 implementation date
- Prepared needed infrastructure for communication, outreach, and training for the project moving forward
  - Key messages, branding elements (“logo”)
  - Web site (upgrade.my.ufl.edu)
  - Introductory communication (DDD, targeted messages to IT staff, Inside UF, InfoGators)
  - Group presentations to key UF populations
  - Project newsletter
Phase 2—Engage: January to November 2010

- Provided opportunities for campus involvement
  - Campus representation on work groups
  - Communication partners
  - “On-the-road discussions” with various university groups
  - Upgrade web casts (online tutorials) about system features
  - “Preview Session” summarizing all key changes of upgrade
  - askgrady@ufl.edu e-mail for questions/answers
  - Upgrade pagelet to my.ufl.edu
  - Tools upgrade/communication about compatible browsers
  - Simplified security roles for financial system
Phase 3—Prepare: December 2010 to May 2011

- Prepare campus to use the newly upgraded system successfully
- Support early access to myBeta
  - *Roadmap to myBeta* handout
  - Training for Department Security Administrators (DSAs)
  - *What DSAs should KNOW about the myUFL Financials Systems Upgrade*
Phase 3—Prepare: December 2010 to May 2011

- Design and launch training materials
  - “Look and Feel Tutorial” for all users
  - Targeted online training (released on a rolling basis)
    - “Start to finish” as well as “fast track training”
    - DSA training (Getting Ready and ARS)
    - Instructor-led Q/A workshops to supplement online training—pre- and post-“go-live”
  - Upgrade toolkit [www.hr.ufl.edu/training/myUFL/toolkits/upgrade.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/upgrade.asp)
  - “At a Glance” Resource Guide
  - Targeted e-cards
Phase 3—Prepare (December 2010 to May 2011)

- iPod giveaway
- Reporting Update
- NEXT: All-employee *Upgrade Update*
  - Upgrade “goes live” on May 10/system availability during transition
  - “Look and feel” changes affect everyone—watch the tutorial
  - Security must be requested
  - Training will be online, is required, and must be completed by the end of May.
    Register via my.ufl.edu. Search for course numbers PST9
- Student/faculty communication
- Report card in March/April (e.g., 1560 completes/2555 enrolled)
- DDD to remind about deployment window
• Enterprise Systems Organizational Changes
JIM FERRER, ASSISTANT VICE PRESIDENT

OFFICE OF THE CHIEF FINANCIAL OFFICER
Effort Project Update
Project Overview

- Partnered with CedarCrestone to implement the Effort Reporting Toolkit

- Planning began in December

- Focus groups and design sessions

- FAR go-live for Summer Semester to pilot group

- Effort Certification module live for campus end of Summer Semester – Sept.
Project Benefits

• New integrated online FAR and Effort Reporting modules
  – Effort planned on the FAR will now line up side by side for easy reference

• Reconciliation of the FAR with the Instructor Workload File during the semester
  – Will help ensure accuracy of course data presented on the effort report for certification

• Simplified and streamlined presentation of the Effort Report

• Targeted email distributions notifying individuals of specific conditions and/or required action(s)
Project Benefits

- Addition of a Sponsored Research Commitment module to manage commitments of faculty time to research

- A new cost share tracking process to account for institutional funds on sponsored projects
  - Will allow for easier tracking and display of cost sharing requirements
SHERI AUSTIN, ASSISTANT VICE PRESIDENT UNIVERSITY BUDGETS

OFFICE OF THE CHIEF FINANCIAL OFFICER
• RCM Manuals
MIKE MCKEE, ASSISTANT VICE PRESIDENT AND UNIVERSITY CONTROLLER

FINANCE & ACCOUNTING
• 2011 Bonds for Clinical Translational Research Building
  – $30 million financing through the State of Florida
  – For phase II of the new Clinical Translational Research Building for the College of Medicine
  – Phase 1 – Institute of Aging NIH Grant of $14.7 million – 40,000 sq ft
  – Phase 2 – Bond financing: 80,000 sq ft for College of Medicine existing and expanding research
  – 20 year loan, fixed rate
  – Secured by College of Medicine Returned Indirect Costs
  – Closing – late March, early April
• Contracts & Grants Policies and Procedures

• Audit Update
  – Auditor General Audits
  – IRS Audit
  – Purchasing Audit – Confirming Orders

• Scorecard Summary
QUESTIONS?

CONTACT BBH@UFL.EDU