

## Fiscal Services Procedures

### **Time & Labor**

All library department supervisors are responsible for monitoring employee time and should be approving payable time on a daily basis. The Fiscal Services Office will work with HR to ensure all FMLA time is correctly recorded. Sr. Fiscal Assistant will monitor pay lists, leave reports and manager exceptions for accuracy of OPS payroll expenses. Department approvers will be contacted as needed for time corrections. All off-cycle check requests (when allowable) will be forwarded to the Fiscal Services Office for processing. Supervisors will fill out document as to reason for request and what steps will be taken to prevent occurrence of same error. Copy of off cycle check request will be sent to Library employee. All distributions will be generated through Library HR office and entered into PeopleSoft by the Fiscal Services Office.

Accountant will produce a biweekly OPS report for state appropriated funds for all Smathers Library departments by Dept ID and Division. All OPS expenses will be reconciled monthly to the departmental ledgers. Access to the summary and detail information for OPS expenses is available on the Fiscal Services web page. All OPS transfer requests will be routed to Accounting Coordinator for processing in PeopleSoft and updated on the biweekly ops report allowing for processing deadlines.

All fringe benefit charges for University, Health Science Center, and Borland Libraries will be reconciled monthly. Health Science Center Library and Borland Library will be responsible for covering fringe benefit charges within their current OPS budgets.

Salary Budget spreadsheet will be maintained by Accountant for all salary Dept IDs. Expenditures will be added biweekly and reconciled monthly against departmental ledgers.

### **Accounts Receivable**

Each Library will be responsible for entering and maintaining their own check log per UF rules and regulations <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.11.5>

Deposits – backup documentation for deposits made to Health Science Center Library or Borland Library accounts will be faxed and/or mailed to the Fiscal Services Office on the same day the information is entered into PeopleSoft. Deposit information will be added to monthly cash report for each appropriate library.

Copy card revenues – The Fiscal Services Office will reconcile monthly copy card revenues and liaison with Gator 1 Office to resolve any discrepancies. Revenue will be transferred monthly to the designated revenue fund. Fiscal Services staff will process a monthly journal to pay sales taxes.

Requests for lost book refunds will be forwarded to Fiscal Services Office using template on web page <http://www.uflib.ufl.edu/bus%2Dserve/>. Fiscal Services Office will verify payment information, add vendor to PeopleSoft if required, and process refund to patron. A UF ID number is required for all students and address cannot be a PO Box number.

Interlibrary Loan-each ILL unit will be responsible for creating their own customer accounts. Health Science Center will establish Loansome Doc User Id's for new patrons. ILL charges will be generated by Health Science Center Library and Borland using the Iliad Billing Manager. Notification will be sent to the Fiscal Services Office that an audit has been completed and all charges have been reviewed for accuracy within five (5) business days after the end of the previous month. Fiscal Services Office will generate invoices for all Interlibrary Loan charges and mail to patrons/customers. All past due notices and aging statements will be mailed to patrons by Fiscal Services Office. Health Science Center will process EFT transactions and forward a copy of the deposit information to the Fiscal Office. All billing inquiries will be handled by Fiscal Services Office and ILL transaction inquiries will be handled by the respective ILL office. Fiscal Services Office will retain all accounts receivable documentation as the official record.

### **Accounts Payable**

Vendor invoices – Sr. Fiscal Assistant will be responsible for posting all incoming vendor invoices to purchase order transaction sheet for reconciliation of payments against PO amount and liaison with vendors to resolve any vendor payment issues. In the event that damaged goods have been received, please notify the Fiscal Services Office for appropriate handling. Sr. Fiscal Assistant and/or Purchasing Agent will initiate any change order requests for approval by Accounting Coordinator as needed. Vendor invoices will be processed in PeopleSoft against appropriate funds and added to accounting database by Sr. Fiscal Assistant.

P Card transactions processed in PeopleSoft will be reconciled by the Fiscal Services Office. All receipts are to be mailed to the Fiscal Services Office within three (3) business days for processing in PeopleSoft. If goods have not been received, please notify Deborah for correct handling.

Recurring charges will be reconciled with departmental ledgers monthly by the Fiscal Services Office Accountant.

Open Encumbrance Summary report will be reconciled monthly by Sr Fiscal Assistant and will contact the appropriate personnel to resolve any outstanding balances. Purchasing Agent will act as liaison with Disbursements to resolve any purchase order corrections as needed.

Equipment maintenance contracts and service invoices will be handled by Purchasing Agent who will act as liaison with library departments when service to equipment is required. Backup documentation for repair service will be faxed to the Fiscal Services Office within five (5) business days after service has been completed.

Grants – Accountant will provide accounting support for PI's and Grants Manager, reconciling transactions with ledgers monthly and providing financial reports.

Travel budget will be provided to Sr. Accountant at beginning of fiscal year. Health Science Center office staff will initiate all travel transactions in PeopleSoft for Health Science Center and Borland library staff which will be approved by Accounting Coordinator per departmental approved travel budget. P-card documentation for prepaid travel expenses will be submitted to Sr. Fiscal Assistant in Fiscal Services Office for processing within three (3) business days and will be approved by Accounting Coordinator. Senior Accountant will provide training to staff on travel rules and assist in resolving any travel related expense issues. She will act as liaison with UF travel to resolve any travel issues for the libraries.

Journal Vouchers –all requests for expenditure transaction corrections will be routed through Sr. Accountant for expense items and Accountant for salary items. Requests can be submitted via email and Health Science Center Library and/or Borland will be notified when correction has been completed.

## **Purchasing**

All Health Science Center Library and Borland Library requisitions will be coded 5517 for budgetary and tracking purposes. Ship to address will be Health Science Center Library or Borland Library; and remit address will be Fiscal Services Office, PO Box 117021

<http://www.uflib.ufl.edu/bus%2Dserve/>

- All P card purchases for office supplies will be processed using the My UF Market system shopping cart and routed to Sonia as requestor. Purchases will be charged to Health Science Center or Borland library Dept ID's per the approved operating budget. Backup documentation will be mailed and/or faxed to the Fiscal Services Office within 3 business days.
- All special order requests for other than office supplies will be requested through the Purchasing Grover module.
- All household move requisitions for new employees will be initiated by the Fiscal Services Office and coordinated by Library HR and Purchasing Agent.
- All requisitions for equipment maintenance contracts for library equipment will be generated by the Fiscal Services Office.

- All bid specs, contracts, and purchasing request documentation will be maintained in the Fiscal Services Office files.
- Electronic purchases will be requested through the Fiscal Services Grover System and forwarded to the IT Department for final approval prior to any purchase.

### **Monthly Reports**

Cash report will be maintained in the Fiscal Services Office for Borland, Health Science Center and University Libraries. They will be reconciled monthly with department ledgers.

Auxiliary Revenue and Expense report will be posted on the Fiscal Services web page monthly after reconciliation with departmental ledgers.

Expenditure by Account Code will be completed monthly for Borland, Health Science Center and University Libraries and will be posted on Fiscal Services Office web page.

Monthly Fund Report will be completed monthly. There will be a separate report for Borland, Health Science Center and the University Libraries as well as a comprehensive Smathers Libraries report which will include all revenue sources and expenses. The completed report will be posted to Fiscal Services Office web page.

### **Budgeting**

Fiscal Services Accounting Coordinator will be responsible for initial release of all Library budgets based on directive from Dean of Libraries. Salary savings will be monitored for use in special projects. All budget transfers requests will be routed to Fiscal Services Accounting Coordinator for processing in PeopleSoft and notification sent when transfer has been completed. The Accounting Coordinator will assist Health Science Center Library and Borland Library Administration with budget projections or special cost analysis as needed and assist in providing accounting data for annual statistics. The Accounting Coordinator will liaison with UF Budget Office to resolve any budgetary issues. The Accounting Coordinator serves as Fund Administrator for Foundation Funds monitoring and approving deposits and expense items.