



**This Quarter's
WHO'S ON TOP AWARD
goes to Claudia Arwood
of Materials Science & Engineering**



This quarter we are honored to recognize Claudia Arwood of Materials Science & Engineering. Claudia has mastered the use of 441s to correct negative budget balances, which is especially complex when the balance in indirect cost is negative. She corrects her department's negative balances promptly and efficiently.

Claudia always has a pleasant attitude and displays a willingness to assist in any way that she can. If she doesn't know the answer, she will find someone who does. She gets the requested information to us quickly, helping us to process Materials Science & Engineering's Contract & Grant records in a timely and efficient manner.

PeopleSoft Conversion

On July 1st of this year the University is scheduled to convert from use of FLAIR, the old State of Florida accounting system, to PeopleSoft, a state-of-the-art Enterprise Resource Planning system. The new system will encompass all financial, reporting, personnel and payroll functions, which are currently handled at UF by a number of different legacy systems.

In preparation for the conversion of data from Flair to PeopleSoft, the **Engineering Contracts and Grants Accounting Section needs your help** to ensure that all FLAIR data is correct. The transition will require that financial data that is currently in FLAIR/SAMAS be successfully converted electronically to the new system. In preparation for the conversion, it is necessary to "clean up" the data in the old system. You may have already noticed increased requests from us in regard to clearing of CAS violations, credit balances, open encumbrances on accounts past their end date, etc.

While we are doing everything we can to notify you of items that require your attention, please don't wait for a notice from us before taking action. If you know of problems that need to be resolved or data that need to be corrected, please take steps to clear them up as soon as possible. It is imperative that we all do everything we can to resolve problems and correct inaccurate data before it is converted into PeopleSoft. If there is anything we can do to help, please contact us. We are happy to assist in any way we can.

Final Expenditure Letters

What Are They For? Why Do We Need Them?

You may find yourself wondering why we send out final expenditure letters. What do we use them for?

In the case of cost reimbursable projects, the final expenditure letter is sent to verify final expenditures for the project prior to sending out the final financial reports/invoices. It is important that you verify that all expenditures have been charged to the project before obtaining the PI's signature and returning the letter to our office. By returning the signed letter, you are agreeing with the final direct expenditures. We will generate the final financial reports/invoices based on that figure. If you disagree with the amount shown on the letter, you may strike through it and write in the correct amount. If you are expecting more charges to hit the account and are unsure of the correct amount, please communicate that to us. We will work with you to arrive at the correct total.

Once the final reports/invoice have been sent out we may not be able to revise them in order to collect additional revenue. This is why it is very important that all charges for a project are processed within the time frame allotted by the contract or grant. In cases where this is not possible, it is important that you communicate this to us. In some cases, in order to ensure that we do not lose funding, we are forced to send the final reports/invoice by a certain date regardless of whether we have received the final expenditure letter. We do everything possible to avoid this, but are occasionally forced to because of the terms of the contract .

In the case of fixed fee projects, the final expenditure letter is used to verify final costs to the project and provide for transfer of residual revenue into the Miscellaneous PI account. The letter must be signed and returned before the residual revenue can be moved. The letter may also be used to verify the amount shown on final financial reports in the event that they are required by the contract or grant.

It is very important that you obtain signatures and return these letters promptly. If you are unable to do so please communicate the reasons to us. If these letters are not accurately verified or returned in a timely manner, they can cause serious consequences, including but not limited to loss of revenue. Your department will be expected to cover all unfunded expenditures. Your prompt attention to these letters can not be stressed enough.

WHO'S NEW IN C&G

Alisa Tolbert is our new Grants Specialist. She received her Master of Accounting degree from the University of Florida in 2002. She began her career with the Chemistry Department of the University of Florida while still a student in the Fisher School of Accounting. She joined our office in December 2003, and works with the Civil & Coastal and Industrial & Systems Engineering departments.



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