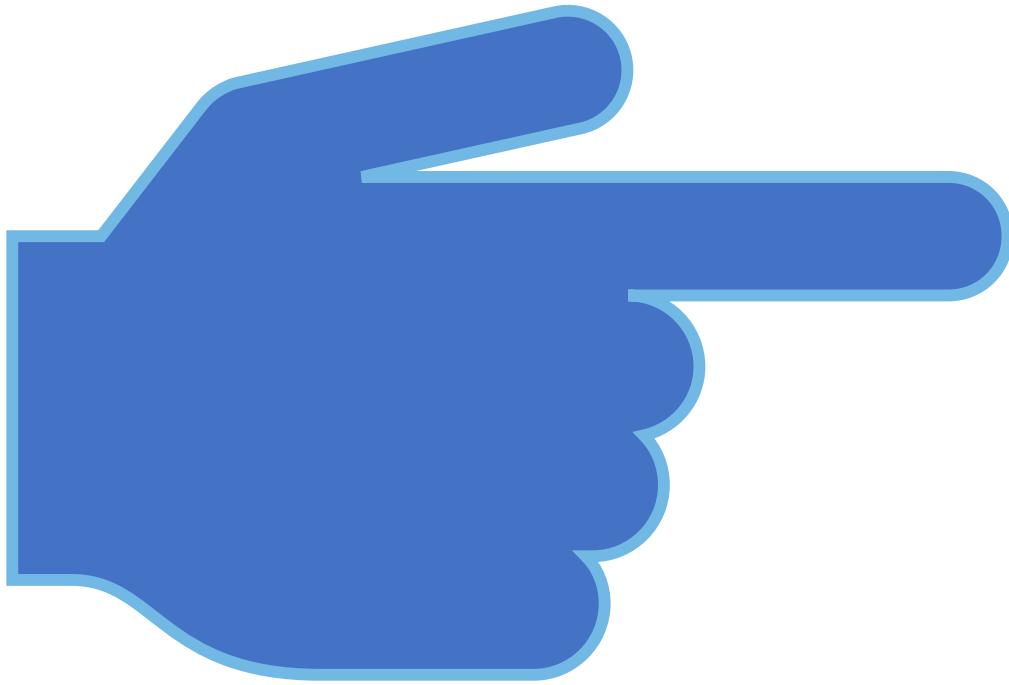




MONTHLY RECONCILIATIONS

PRESENTED BY: CAITLYN LEE
& CARREE MUSGROVE



WHAT ARE WE COVERING?

- How to access monthly reports
- How to pull closed pcard transactions
- How to pull up voucher information
- How to pull up a journal entry

WHAT ARE RECONCILIATIONS AND WHY DO WE NEED THEM?

- Ensures transactions are accurate, allowable, and complete
- Prevents and detects fraud
- Assists in assigning accountability
- Better of track where funds are being spent
- Breaks down available balance by program area/agent



FISCAL RESPONSIBILITIES

- Tiers of Responsibility
 - Tier 1: reconciles and reviews the monthly financial reports
 - Tier 2: conducts a deep sampling and thorough review
 - Tier 3: looks for activity that is unanticipated or unreasonable

ACCESSING DEPARTMENT REPORTS

Sign on to MyUFL → Main Menu → Enterprise Analytics →

Department Reports

Department Reports

1

Select a College



00000000 BOARD OF TRUSTEES

01000000 OFFICE OF PRESIDENT

02000000 OFFICE OF PROVOST

03000000 OFFICE ENROLLMENT MANAGEMENT

04000000 OFFICE OF STUDENT AFFAIRS

60000000 COLLEGE- AGRICUL NAT RES

Select a Department

2

60000000 COLLEGE- AGRICUL NAT RES

60010000 AG-VP-AGRICULTURE NAT RES

60011000 AG-SVP-ADMINISTRATION

60013800 AG-BUDGET FINANCE

60013801 AG-IFAS HUMAN RESOURCES

60013802 AG-EXTERNAL MEDIA RELATIONS

60013803 AG-GOVERNMENTAL RELATIONS

60013804 AG-CONFERENCES INSTITUTES

60013805 AG-IFAS SPECIAL PROJECTS

60013806 AG-FIELD & FORK PROGRAM

THERE IS SO MUCH HERE! ARE THERE REPORTS WE NEED TO FOCUS ON?





Cash Summary
AG-MARION
As of: March 31, 2021

Run Date: 04/07/2021

		Reg Bal	YTD Revenue	YTD Expense	Available Balance	MTD Revenue	MTD Expense	Encumbrances	Avail Bal w/ Encumbrances
Cost Center: 00353042~182 (Department-Fund)									
791200	PROFESSIONAL LICENSES		0.00	0.00		0.00	0.00	0.00	
793100	PRINTING/PHOTOCOPYING		0.00	2,800.00		0.00	0.00	0.00	
793200	OFFSET PRINTING		0.00	1,192.35		0.00	0.00	0.00	
793300	SPECIALTY PRINTING		0.00	0.00		0.00	0.00	0.00	
794000	POSTAGE		0.00	548.04		0.00	0.00	0.00	
794100	FREIGHT		0.00	0.00		0.00	0.00	0.00	
799200	AWARDS & SPONSORSHIPS		0.00	131.00		0.00	0.00	0.00	
799400	FOOD & BEVERAGES HUMAN CONSUMP		0.00	430.45		0.00	19.90	0.00	
799620	EVENT TICKETS		0.00	0.00		0.00	0.00	0.00	
799900	MISC. OPERATING EXPENSE		0.00	0.00		0.00	0.00	0.00	
799950	NET VENDOR DISCOUNTS		0.00	0.00		0.00	0.00	0.00	
813000	ADMINISTRATIVE OVERHEAD		0.00	838.11		0.00	345.31	0.00	
818000	TRANSFERS WITHIN FUND		0.00	12,050.00		0.00	0.00	0.00	
Subtotal OTHER			\$0.00	\$20,090.33		\$0.00	\$427.19	\$0.00	
Subtotal Other Operating Expenses			\$0.00	\$64,944.45		\$0.00	\$21,793.19	\$4,270.48	
Total 00353042~182 (Department-Fund)		\$148,823.37	\$17,514.52	\$64,944.45	\$101,393.44	\$3,744.82	\$21,793.19	\$4,270.48	\$97,122.96



Open Encumbrance Summary AG-COUNTY OPERATIONS

As of: March 31, 2021



Flex	UFID	CRIS	Acctg Date	Encumbrance ID	Encumbrance Description	Encumbered Amount	Open Amount
Cost Center: 60353042~182 (Department~Fund)							
731400 AGRICULTURAL SUPPLIES							
-	63666541	-	02/01/2021	PO#6035-2100859974	VND#0000081021-Engineering Services & Products Co	2,608.13	676.48
Subtotal 731400 AGRICULTURAL SUPPLIES						\$2,608.13	\$676.48
739400 OTHER EQUIPMENT <5000							
-	43910139	-	03/12/2021	PO#6035-2100871170	VND#0000001076-Uline Inc	3,594.00	3,594.00
Subtotal 739400 OTHER EQUIPMENT <5000						\$3,594.00	\$3,594.00
Total 60353042~182 (Department~Fund)						\$6,202.13	\$4,270.48



Acctg Date	Flex Code	UFID	CRIS	Transaction ID	Encumbrance ID	ID	Description Detail	OnBase Doc	Amount
Cost Center: 60353042-182 (Department-Fund)									
ALL REVENUE: Revenue Operating									
440500 SALES & SERVICES - EXTERNAL									
04/02/2021	-	-	-	DEPOSIT# 6035 - 7954	-	-	Sweet Potato slip, Mulch	6035-7954	133.50
04/05/2021	-	-	-	DEPOSIT# 6035 - 7958	-	-	Sweet potato slip, Mulch	6035-7958	58.25
04/07/2021	-	-	-	DEPOSIT# 6035 - 7964	-	-	Sweet Potato Slip Sale	6035-7964	5.00
04/12/2021	-	-	-	DEPOSIT# 6035 - 7978	-	-	Sweet Potato Slip Sale	6035-7978	10.00
04/12/2021	-	-	-	DEPOSIT# 6035 - 7990	-	-	Plant sale	6035-7990	251.91
04/13/2021	-	-	-	DEPOSIT# 6035 - 7996	-	-	Mulch, MG T-Shirt & Plant Sale	6035-7996	41.87
04/14/2021	-	-	-	DEPOSIT# 6035 - 8010	-	-	Mulch	6035-8010	3.25
04/15/2021	-	-	-	DEPOSIT# 6035 - 8012	-	-	Mulch	6035-8012	104.00
04/16/2021	-	-	-	DEPOSIT# 6035 - 8017	-	-	Mulch, Plant Sale	6035-8017	100.00
04/16/2021	-	-	-	DEPOSIT# 6035 - 8019	-	-	Mulch, seeds, educational book	6035-8019	80.23
04/16/2021	-	-	-	DEPOSIT# 6035 - 8020	-	-	Mulch, soil test and plant sal	6035-8020	236.52
04/20/2021	-	-	-	DEPOSIT# 6035 - 8026	-	-	Mulch, Plant Sale	6035-8026	27.30
04/21/2021	-	-	-	DEPOSIT# 6035 - 8030	-	-	Mulch, Sweet Potato Slip Sale	6035-8030	74.50
04/22/2021	-	-	-	DEPOSIT# 6035 - 8038	-	-	Mulch & Plant sale	6035-8038	94.93
04/22/2021	-	-	-	DEPOSIT# 6035 - 8040	-	-	Plant sale, seeds, pH soil	6035-8040	208.42
04/23/2021	-	-	-	DEPOSIT# 6035 - 8034	-	-	Mulch, Sweet Potato Sale	6035-8034	89.00
04/23/2021	-	-	-	DEPOSIT# 6035 - 8039	-	-	Mulch, Sweet potato, Plant	6035-8039	203.00
04/26/2021	-	-	-	DEPOSIT# 6035 - 8047	-	-	Mulch	6035-8047	97.50
04/27/2021	-	-	-	DEPOSIT# 6035 - 8057	-	-	Mulch, sweet Potato	6035-8057	46.00
04/28/2021	-	-	-	DEPOSIT# 6035 - 8060	-	-	Mulch	6035-8060	120.00
04/29/2021	-	-	-	DEPOSIT# 6035 - 8068	-	-	Plant Sale	6035-8068	37.00
04/29/2021	-	-	-	DEPOSIT# 6035 - 8072	-	-	Plant sale, pH soil testing	6035-8072	206.18
04/29/2021	-	-	-	DEPOSIT# 6035 - 8074	-	-	Plant sale	6035-8074	110.00
04/30/2021	-	-	-	DEPOSIT# 6035 - 8077	-	-	Mulch, Plant Sale	6035-8077	66.00
Subtotal 440500 - SALES & SERVICES - EXTERNAL									\$2,404.36
445000 REGISTRATION/CONFERENCE REVENUE									
04/12/2021	-	-	-	DEPOSIT# 6035 - 7978	-	-	GI-BMP Class	6035-7978	20.00
04/20/2021	-	-	-	DEPOSIT# 6035 - 8026	-	-	Registration	6035-8026	20.00
Subtotal 445000 - REGISTRATION/CONFERENCE REVENUE									\$40.00
463000 CREDIT CARD CHARGES - CONTRA									
04/06/2021	-	-	-	JE# UFLOR - UAC2104009	-	-	ELAVON Processing Fee Allocati		(44.00)
04/22/2021	-	-	-	JE# UFLOR - UAC2104049	-	-	BLUEFIN P2PE Authorization and		(13.10)
04/27/2021	-	-	-	JE# UFLOR - UAC2104055	-	-	ELAVON Processing Fee Allocati		(33.34)
Subtotal 463000 - CREDIT CARD CHARGES - CONTRA									(\$90.44)
Subtotal ALL REVENUE									\$2,353.92

3/23/2021

Mail - Hunter, Maxine R F - Outlook

You have received this email from agconferences@okstate.edu in response to your Order

NECV Conference
Registration

Order Receipt

Thank you for shopping at Oklahoma State Marketplace.

NATIONAL EXTENSION CONFERENCE ON VOLUNTEERISM

Your order has been submitted. You will receive a second email to confirm your registration once your card has been charged. If you do not receive a confirmation email within 3-5 days after submitting your registration please contact our office at 405-744-6489.

Order:	649187
Store:	---
Date/Time:	March 23, 2021 10:45:50 AM CDT
Total:	\$50.00

Billed To:
Maxine Hunter
2232 NE Jacksonville Rd
Ocala, FL
34470
United States

Contact Email:
maxine32666@ufl.edu

Payment Information:

Payment Type:	Credit Card
Credit Card Number:	xxxxxxxxxxxx6469
Reference Number:	20210323000048
Card Type:	Visa
*** Card Not Present ***	



Transaction Detail
AG-MARION
For Month Ending: March 31, 2021

Run Date: 04/06/2021

Acctg Date	Flex Code	UFID	CRIS	Transaction ID	Encumbrance ID	ID	Description Detail	Amount
Cost Center: 60353042--182 (Department--Fund)								
ALL REVENUE: Revenue Operating								
440500 SALES & SERVICES - EXTERNAL								
03/01/2021	-	-	-	DEPOSIT# 6035 - 7775	-	-	Mulch Refund	(117.00)
03/01/2021	-	-	-	DEPOSIT# 6035 - 7776	-	-	Mulch	60.00
03/02/2021	-	-	-	DEPOSIT# 6035 - 7792	-	-	Mulch	487.00
03/03/2021	-	-	-	DEPOSIT# 6035 - 7803	-	-	Mulch Sale	48.75
03/04/2021	-	-	-	DEPOSIT# 6035 - 7806	-	-	Mulch Sale	48.00
03/05/2021	-	-	-	DEPOSIT# 6035 - 7810	-	-	Mulch and Passion Fruit Plant	69.00
03/05/2021	-	-	-	DEPOSIT# 6035 - 7812	-	-	Passion fruit, plant sales	138.00
03/05/2021	-	-	-	DEPOSIT# 6035 - 7817	-	-	Plant, Passion Fruit sale	434.91
03/06/2021	-	-	-	DEPOSIT# 6035 - 7823	-	-	Mulch	152.50
03/09/2021	-	-	-	DEPOSIT# 6035 - 7824	-	-	Mulch	12.00
03/10/2021	-	-	-	DEPOSIT# 6035 - 7835	-	-	Plant Sales	106.00
03/11/2021	-	-	-	DEPOSIT# 6035 - 7838	-	-	Mulch and Edible Seed Sale	42.50
03/11/2021	-	-	-	DEPOSIT# 6035 - 7839	-	-	Plants & Mulch sale	180.00
03/11/2021	-	-	-	DEPOSIT# 6035 - 7872	-	-	Plant & seed sales	149.05
03/15/2021	-	-	-	DEPOSIT# 6035 - 7851	-	-	Sweet Potato Slip, Mulch, Seed	181.50
03/16/2021	-	-	-	DEPOSIT# 6035 - 7857	-	-	Sweet Potato Slip Sale	22.50
03/17/2021	-	-	-	DEPOSIT# 6035 - 7859	-	-	Sweet Potato Slip Sale	15.00
03/19/2021	-	-	-	DEPOSIT# 6035 - 7871	-	-	Mulch, Sweet potato, pH Test	65.25
03/19/2021	-	-	-	DEPOSIT# 6035 - 7874	-	-	Plant & seed sales	70.08
03/19/2021	-	-	-	DEPOSIT# 6035 - 7875	-	-	Plant sale	69.00
03/22/2021	-	-	-	DEPOSIT# 6035 - 7879	-	-	Mulch, Sweet Potato Slip Sale	130.50
03/23/2021	-	-	-	DEPOSIT# 6035 - 7886	-	-	Mulch	19.50
03/23/2021	-	-	-	DEPOSIT# 6035 - 7901	-	-	Plant sales	61.00
03/23/2021	-	-	-	DEPOSIT# 6035 - 7902	-	-	Seeds & plant sales	449.87
03/24/2021	-	-	-	DEPOSIT# 6035 - 7892	-	-	Mulch, Sweet Potato Slip	61.20
03/25/2021	-	-	-	DEPOSIT# 6035 - 7900	-	-	Sweet Potato Sale, Mulch	106.50
03/26/2021	-	-	-	DEPOSIT# 6035 - 7908	-	-	Sweet Potato Slip, Plants Seed	105.19
03/29/2021	-	-	-	DEPOSIT# 6035 - 7913	-	-	Plant Sales	166.67
03/29/2021	-	-	-	DEPOSIT# 6035 - 7918	-	-	Plant sale	118.00
03/30/2021	-	-	-	DEPOSIT# 6035 - 7921	-	-	Sweet potato Slip, Mulch	62.50
03/31/2021	-	-	-	DEPOSIT# 6035 - 7935	-	-	Sweet Potato Slips, Mulch	161.00
Subtotal 440500 - SALES & SERVICES - EXTERNAL								\$3,675.97

Other Operating Expenses: Contractual Expenses								
715100 MEETING/TRAINING EXPENSE								
03/10/2021	-	43910139	-	PCard# UFLOR - TXN05019800	VCHR# UFLOR - 06104665	EMP# 43910139 - Cannon,Emma C	EWELL EDUCATIONAL SERVIC - Meat Clinic	20.00
Subtotal 715100 - MEETING/TRAINING EXPENSE								\$20.00
717000 LABORATORY SERVICES								
03/01/2021	-	-	-	JE# UFLOR - 0003600963	-	-	E2R - Inv PDC-Gen0043 - Sample	40.00
Subtotal 717000 - LABORATORY SERVICES								\$40.00
Other Operating Expenses: Utilities & Communications								
722200 CELLULAR PHONES & SERVICE PLAN								
03/15/2021	-	63666541	-	VCHR# UFLOR - V0495534	-	INVOICE# 63666541-FY21-WDA-8	Maxine Hunter - 63666541-FY21-WDA	50.00
Subtotal 722200 - CELLULAR PHONES & SERVICE PLAN								\$50.00
Other Operating Expenses: MATERIAL								
731100 LAB SUPPLIES								
03/22/2021	-	63666541	-	PCard# UFLOR - TXN05022191	VCHR# UFLOR - 06109942	EMP# 63666541 - Hunter,Maxine Ruth Floyd	AMZN Mktp US VP3KW4853 - Measuring cups and spoons set	99.91
03/22/2021	-	63666541	-	PCard# UFLOR - TXN05022473	VCHR# UFLOR - 06109942	EMP# 63666541 - Hunter,Maxine Ruth Floyd	Amazon.com 1J0LN9723 - Apera instruments 1413	14.50
Subtotal 731100 - LAB SUPPLIES								\$114.41
731400 AGRICULTURAL SUPPLIES								
03/01/2021	-	96857225	-	PCard# UFLOR - TXN05017138	VCHR# UFLOR - 06098516	EMP# 96857225 - Lindsay,Debora M	SOUTHEAST SOILS - 20 cubic yards top shelf soil	620.00
03/01/2021	-	63666541	-	VCHR# UFLOR - V0485113	-	INVOICE# 7598709	Engineering Services & Products Co - Miscellaneous Charges: Freight	641.48
03/01/2021	-	63666541	-	VCHR# UFLOR - V0485113	PO# UFLOR - 6035 - 2100859974	INVOICE# 7598709	Engineering Services & Products Co - Master gardener propagation ta	1,931.65
03/04/2021	-	63666541	-	PCard# UFLOR - TXN05018313	VCHR# UFLOR - 06101130	EMP# 63666541 - Hunter,Maxine Ruth Floyd	OCALA RURAL KING - Tarp HD 10x12 Silver/Black	27.85
03/08/2021	-	96857225	-	PCard# UFLOR - TXN05028356	VCHR# UFLOR - 06102748	EMP# 96857225 - Lindsay,Debora M	SITEONE LANDSCAPE SUPPLY, - Sod Staples Square top 8 in 50	35.94
03/10/2021	-	43910139	-	PCard# UFLOR - TXN05026243	VCHR# UFLOR - 06104805	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - squash zuchini grey	25.80
03/22/2021	-	54135979	-	PCard# UFLOR - TXN05023030	VCHR# UFLOR - 06109936	EMP# 54135979 - Marek,Amanda S	PLANT SIGNS - 36 3x6 inch black engraved sig	624.09
03/22/2021	-	43910139	-	PCard# UFLOR - TXN05029087	VCHR# UFLOR - 06109751	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - T-Hi-Yield Tomato & Vegetable	(10.00)
03/22/2021	-	43910139	-	PCard# UFLOR - TXN05029629	VCHR# UFLOR - 06109751	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - T-Hi-Yield All Purpose Fertil	49.90
03/22/2021	-	43910139	-	PCard# UFLOR - TXN05029757	VCHR# UFLOR - 06109751	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - T-Hi-Yield Tomato & Vegetable	57.90
03/22/2021	-	93631328	-	PCard# UFLOR - TXN05029828	VCHR# UFLOR - 06109753	EMP# 93631328 - McElrath,Joyce M	SOUTHERN BLADE & SUPPLY - 1/4 x 1 1/2 PFDT	14.00
03/22/2021	-	93631328	-	PCard# UFLOR - TXN05030981	VCHR# UFLOR - 06109907	EMP# 93631328 - McElrath,Joyce M	LOWES #02753 - 3/8 CAT Rated Sheathing	33.65
03/22/2021	-	93631328	-	PCard# UFLOR - TXN05032025	VCHR# UFLOR - 06110371	EMP# 93631328 - McElrath,Joyce M	SOUTHERN BLADE & SUPPLY - 7/22 Nitro Drill, 14 x 1 1/2 P	27.72
03/22/2021	-	96857225	-	PCard# UFLOR - TXN05034001	VCHR# UFLOR - 06109804	EMP# 96857225 - Lindsay,Debora M	LOWES #00440 - BH 50LB Screw-In Util HG	35.82
03/22/2021	-	96857225	-	PCard# UFLOR - TXN05036493	VCHR# UFLOR - 06110301	EMP# 96857225 - Lindsay,Debora M	BLUE STAR NURSERY - Gavra Siskiyou pink, Salvia Fa	111.00
03/23/2021	-	63666541	-	PCard# UFLOR - TXN05035877	VCHR# UFLOR - 06111013	EMP# 63666541 - Hunter,Maxine Ruth Floyd	AMZN Mktp US M37LR7RG3 - Pk of 20 Jute Plant Grow Mat H	23.99
03/23/2021	-	96857225	-	PCard# UFLOR - TXN05038191	VCHR# UFLOR - 06110814	EMP# 96857225 - Lindsay,Debora M	LOWES #00440 - BH 50-LB Screw-In Util HG	(31.84)
03/25/2021	-	00452410	-	PCard# UFLOR - TXN05034460	VCHR# UFLOR - 06112130	EMP# 00452410 - Benitez,Giovanna M	ULINE SHIP SUPPLIES - 3x5 6Mil reclosable bags	104.09
Subtotal 731400 - AGRICULTURAL SUPPLIES								\$4,323.04
732100 OFFICE SUPPLIES - GENERAL								

HOW TO LOOK UP OLD PCARD CHARGES

Other Operating Expenses: Contractual Expenses								
715100 MEETING/TRAINING EXPENSE								
03/10/2021	-	43910139	-	PCard# UFLOR - TXN05019800	VCHR# UFLOR - 06104665	EMP# 43910139 - Cannon,Emma C	EWELL EDUCATIONAL SERVIC - Meat Clinic	20.00
Subtotal 715100 - MEETING/TRAINING EXPENSE								\$20.00
717000 LABORATORY SERVICES								
03/01/2021	-	-	-	JE# UFLOR - 0003600963	-	-	E2R - Inv PDC-Gen0043 - Sample	40.00
Subtotal 717000 - LABORATORY SERVICES								\$40.00
Other Operating Expenses: Utilities & Communications								
722200 CELLULAR PHONES & SERVICE PLAN								
03/15/2021	-	63666541	-	VCHR# UFLOR - V0495534	-	INVOICE# 63666541-FY21-WDA-8	Maxine Hunter - 63666541-FY21-WDA	50.00
Subtotal 722200 - CELLULAR PHONES & SERVICE PLAN								\$50.00
Other Operating Expenses: MATERIAL								
731100 LAB SUPPLIES								
03/22/2021	-	63666541	-	PCard# UFLOR - TXN05022191	VCHR# UFLOR - 06109942	EMP# 63666541 - Hunter,Maxine Ruth Floyd	AMZN Mktp US VP3KW4853 - Measuring cups and spoons set	99.91
03/22/2021	-	63666541	-	PCard# UFLOR - TXN05022473	VCHR# UFLOR - 06109942	EMP# 63666541 - Hunter,Maxine Ruth Floyd	Amazon.com 1J0LN9723 - Apera instruments 1413	14.50
Subtotal 731100 - LAB SUPPLIES								\$114.41
731400 AGRICULTURAL SUPPLIES								
03/01/2021	-	96857225	-	PCard# UFLOR - TXN05017138	VCHR# UFLOR - 06098516	EMP# 96857225 - Lindsay,Debora M	SOUTHEAST SOILS - 20 cubic yards top shelf soil	620.00
03/01/2021	-	63666541	-	VCHR# UFLOR - V0485113	-	INVOICE# 7598709	Engineering Services & Products Co - Miscellaneous Charges: Freight	641.48
03/01/2021	-	63666541	-	VCHR# UFLOR - V0485113	PO# UFLOR - 6035 - 2100859974	INVOICE# 7598709	Engineering Services & Products Co - Master gardener propagation ta	1,931.65
03/04/2021	-	63666541	-	PCard# UFLOR - TXN05018313	VCHR# UFLOR - 06101130	EMP# 63666541 - Hunter,Maxine Ruth Floyd	OCALA RURAL KING - Tarp HD 10x12 Silver/Black	27.85
03/08/2021	-	96857225	-	PCard# UFLOR - TXN05028356	VCHR# UFLOR - 06102748	EMP# 96857225 - Lindsay,Debora M	SITEONE LANDSCAPE SUPPLY, - Sod Staples Square top 8 in 50	35.94
03/10/2021	-	43910139	-	PCard# UFLOR - TXN05026243	VCHR# UFLOR - 06104805	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - squash zuchini grey	25.80
03/22/2021	-	54135979	-	PCard# UFLOR - TXN05023030	VCHR# UFLOR - 06109936	EMP# 54135979 - Marek,Amanda S	PLANT SIGNS - 36 3x6 inch black engraved sig	624.09
03/22/2021	-	43910139	-	PCard# UFLOR - TXN05029087	VCHR# UFLOR - 06109751	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - T-Hi-Yield Tomato & Vegetable	(10.00)
03/22/2021	-	43910139	-	PCard# UFLOR - TXN05029629	VCHR# UFLOR - 06109751	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - T-Hi-Yield All Purpose Fertilizer	49.90
03/22/2021	-	43910139	-	PCard# UFLOR - TXN05029757	VCHR# UFLOR - 06109751	EMP# 43910139 - Cannon,Emma C	SEMINOLE FEED - T-Hi-Yield Tomato & Vegetable	57.90
03/22/2021	-	93631328	-	PCard# UFLOR - TXN05029828	VCHR# UFLOR - 06109753	EMP# 93631328 - McElrath,Joyce M	SOUTHERN BLADE & SUPPLY - 1/4 x 1 1/2 PFDT	14.00
03/22/2021	-	93631328	-	PCard# UFLOR - TXN05030981	VCHR# UFLOR - 06109907	EMP# 93631328 - McElrath,Joyce M	LOWES #02753 - 3/8 CAT Rated Sheathing	33.65
03/22/2021	-	93631328	-	PCard# UFLOR - TXN05032025	VCHR# UFLOR - 06110371	EMP# 93631328 - McElrath,Joyce M	SOUTHERN BLADE & SUPPLY - 7/22 Nitro Drill, 14 x 1 1/2 P	27.72
03/22/2021	-	96857225	-	PCard# UFLOR - TXN05034001	VCHR# UFLOR - 06109804	EMP# 96857225 - Lindsay,Debora M	LOWES #00440 - BH 50LB Screw-In Util HG	35.82
03/22/2021	-	96857225	-	PCard# UFLOR - TXN05036493	VCHR# UFLOR - 06110301	EMP# 96857225 - Lindsay,Debora M	BLUE STAR NURSERY - Gavra Siskiyou pink, Salvia Fa	111.00
03/23/2021	-	63666541	-	PCard# UFLOR - TXN05035877	VCHR# UFLOR - 06111013	EMP# 63666541 - Hunter,Maxine Ruth Floyd	AMZN Mktp US M37LR7RG3 - Pk of 20 Jute Plant Grow Mat H	23.99
03/23/2021	-	96857225	-	PCard# UFLOR - TXN05038191	VCHR# UFLOR - 06110814	EMP# 96857225 - Lindsay,Debora M	LOWES #00440 - BH 50-LB Screw-In Util HG	(31.84)
03/25/2021	-	00452410	-	PCard# UFLOR - TXN05034460	VCHR# UFLOR - 06112130	EMP# 00452410 - Benitez,Giovanna M	ULINE SHIP SUPPLIES - 3x5 6Mil reclosable bags	104.09
Subtotal 731400 - AGRICULTURAL SUPPLIES								\$4,323.04
732100 OFFICE SUPPLIES - GENERAL								

Main Menu ➡ Financials ➡ Purchasing ➡ Procurement Cards ➡ Reconcile ➡ Reconcile Statement

Reconcile Statement Search

Role Name	<input type="text"/>	▼
Employee ID	<input type="text"/>	
Name	<input type="text"/>	
Card Issuer	<input type="text"/>	▼
Card Number	<input type="text"/>	
Transaction Number	<input type="text" value="TXN05023030"/>	
Merchant	<input type="text"/>	<input checked="" type="checkbox"/> Exact Match
Sequence Number	<input type="text"/>	
Line Number	<input type="text"/>	
Billing Date	<input type="text"/>	
To	<input type="text"/>	
Statement Status	<input type="text" value="Closed"/>	▼
Budget Status	<input type="text"/>	▼
Chartfield Status	<input type="text"/>	▼
Transaction Date	<input type="text"/>	
To	<input type="text"/>	
Charge Type	<input type="text"/>	▼
Posted Date	<input type="text"/>	
To	<input type="text"/>	
Rows Per Page	<input type="text" value="50"/>	
<input type="checkbox"/> Auto Save When Scrolling Through Chunks		

Search

Clear

Reconcile Statement

Procurement Card Transactions

Refresh OnBase Indicators


Bank Statement

Personalize | Find | View All |   First  1 of 1  Last

Transaction

Billing



		Employee Name	Card Issuer	Card Number	Trans Date ▼	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/>	Marek,Amanda S	MBNA	*****5979	02/24/2021	PLANT SIGNS	Closed	624.09	USD	

☒ Select All


☐ Clear All


Search

Purchase Details

Split Line

Distribution Template

 Save

 Notify

 Refresh



4/6/21

INVOICE 10

10100 Northwest 116th Way • Suite 1 • Miami, Florida 33175
Phone (305) 867-4949 • Fax (305) 867-3339
email: sales@label-it.com

SOLD TO: UF IFAS/MARION CTY MASTER GAR
2232 N.E. JACKSONVILLE ROAD
ATTN: PAM SCHMITT
OCALA, FL 34470

SHIP TO: UF IFAS/MARION CTY MA
2232 N.E. JACKSONVILLE
ATTN: PAM SCHMITT
OCALA, FL 34470

P.O. #		SHIP VIA		TERMS		CUSTOMER	
PAM		07		UPS GROUND		CC	
						2413	
						PS#: 2598	
QUANTITY		ITEM NO.		DESCRIPTION		UNIT PRICE	
2 M		SX5157TWH		3/4 X 5 POT TAG - WHITE, 2W/16M		\$30.24	
1 EA		CF		Convenience Fee		\$2.20	

Thank You

Guest Receipt

Party of 2

Table 3

Ticket 12001

Server : Gregory

PATIO

07:55 PM

Date 06/16/11

1	BEER TASTE 10Z	
1	BEER TASTE 10Z	
1	BEER TASTE 10Z	
1	Lion Stout	4.50
1	Fish n Chips	13.00
1	Lion Stout	4.75
1	Lion Stout	2.75
1	BEER TASTE 10Z	
1	Palm Ale	5.25
1	Bar Chips	5.00
1	Fried Pickles	6.00
1	Mushroom Crepes	12.00
1	Palm Ale	3.00

Sub Total : 56.25

Sales Tax : 2.16

Check Total \$ 58.41

Cash 58.41





Change Due : .00

PCARD BEST PRACTICES


- Clear business purpose
- What to do with food purchases
- Supporting documentation






Refresh OnBase Indicators

Bank Statement

Personalize | Find | View All |   First  1 of 1 

Transaction

Billing 

		Trans Date	Merchant	*Status	Transaction Amount	Currency				Category	Chartfield Status
1	<input checked="" type="checkbox"/>	05/10/2021	EB 2021 FLORIDA EXTEN	Verified 	50.00	USD				80141902 	Valid

☒ Select All

☐ Clear All

Stage

Verify

PCARD BEST PRACTICES

- PCard Team is reviewing a lot more transactions
- List of allowable, conditional, and non-allowable purchases available on web
- Charges are to be verified and approved within 15 days (or less)



THE PCARD WIZARD

Happy Retirement to John Edmands!





QUESTIONS SO FAR?



HOW TO VIEW JOURNAL ENTRIES

Run Date: 04/06/2021

Acctg Date	Flex Code	UFID	CRIS	Transaction ID	Encumbrance ID	ID	Description Detail	Amount
Cost Center: 60352018~182 (Department~Fund)								
Other Operating Expenses: OTHER								
818000 TRANSFERS WITHIN FUND								
03/25/2021	-	34809220	-	JE# UFLOR - AGE2103693	-	-	ONL Moving \$610 from 60352018?	610.00
Subtotal 818000 - TRANSFERS WITHIN FUND								\$610.00
Subtotal Other Operating Expenses								\$610.00
60352018~182 (Department~Fund)								(\$610.00)

Main Menu • General Ledger • Journals • Journal Entry • Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ Search Criteria

Business Unit:	= ▼	UFLOR	
Journal ID:	begins with ▼		
Journal Date:	= ▼		
Document Sequence Number:	begins with ▼		
Line Business Unit:	= ▼		
Journal Header Status:	= ▼	No Status - Needs to be Edited	▼
Budget Checking Header Status:	= ▼		▼
Source:	= ▼	ONL	
Entered By:	begins with ▼	84063196	
Attachment Exist:	= ▼		▼
Journal Class:	begins with ▼		

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ Search Criteria

Business Unit:	= ▼	UFLOR	
Journal ID:	begins with ▼	AGE103693	
Journal Date:	= ▼		
Document Sequence Number:	begins with ▼		
Line Business Unit:	= ▼		
Journal Header Status:	= ▼		▼
Budget Checking Header Status:	= ▼		▼
Source:	= ▼		
Entered By:	begins with ▼		
Attachment Exist:	= ▼		▼
Journal Class:	begins with ▼		

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

2

Unit UFLOR

Journal ID AGE2103693

Date 03/25/2021

Long Description ONL Moving \$610 from 60352018-182-3300-CRRNT (Flagler) to 60352054-182-3300-CRRNT (Putnam) UFID 3480-9220

149 characters remaining

*Ledger Group ACTUALS

Adjusting Entry Non-Adjusting Entry

Ledger

Fiscal Year 2021

*Source ONL

Period 9

Reference Number 91472175

ADB Date 03/25/2021

Journal Class

Transaction Code CASH

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (1)

☐ CTA

Reversal: Do Not Generate Reversal

Commitment Control

Old Documents

Entered By 91472175

Smith,Alexander H

Entered On 03/25/2021 2:36:02PM

Last Updated On 03/26/2021 10:30:38AM

Unit UFLOR

Journal ID AGE2103693

Date 03/25/2021

☐ Errors Only

[Template List](#)

Search Criteria



[View Audit Logs](#)

*Process

Process

Line

▼ Lines												Personalize Find <input type="button" value="🔍"/> <input type="button" value="📄"/>
Select	Line	SpeedType		Account	Source	Fund	Dept	Program	Bud Ref	CRIS	PC Bus Unit	Project
<input type="checkbox"/>	2		<input type="button" value="🔍"/>	818000		182	60352018	3300	CRRNT			
<input type="checkbox"/>	4		<input type="button" value="🔍"/>	571800		182	60352054	3300	CRRNT			
<input type="checkbox"/>	5		<input type="button" value="🔍"/>	112000		182	60352018					
<input type="checkbox"/>	6		<input type="button" value="🔍"/>	112000		182	60352054					

▼ Totals				Personalize Find View All  				First ◀ 1 of 1 ▶ Last	
Unit	Total Lines		Total Debits	Total Credits	Journal Status	Budget Status			
UFLOR	4		1,220.00	1,220.00	P	V			



HOW TO LOOK UP VOUCHERS



Transaction Detail
AG-PASCO
For Month Ending: April 30, 2021

Run Date: 05/07/2021

Acctg Date	Flex Code	UFID	CRIS	Transaction ID	Encumbrance ID	ID	Description Detail	OnBase Doc	Amount
Cost Center: 60353051-182 (Department-Fund)									
ALL REVENUE: Revenue Operating									
440500 SALES & SERVICES - EXTERNAL									
04/01/2021	-	14948215	-	DEPOSIT# 6035 - 7974	-	-	Visa, MC & Disc. CC PlantSale	6035-7974	695.96
04/01/2021	-	14948215	-	DEPOSIT# 6035 - 7975	-	-	am ex used for plant sale-PASC	6035-7975	21.91
Subtotal 440500 - SALES & SERVICES - EXTERNAL									\$717.87
Subtotal ALL REVENUE									\$717.87
Other Operating Expenses: Contractual Expenses									
715100 MEETING/TRAINING EXPENSE									
04/07/2021	-	65919500	-	PCard# UFLOR - TXN05046809	VCHR# UFLOR - 06118327	EMP# 65919500 - Moll,James J	AGRICULTURAL CONFERE OSU - registration for James Moll fo	TXN05046809	50.00
Subtotal 715100 - MEETING/TRAINING EXPENSE									\$50.00
Other Operating Expenses: MATERIAL									
731400 AGRICULTURAL SUPPLIES									
04/07/2021	-	49103790	-	PCard# UFLOR - TXN05043570	VCHR# UFLOR - 06118628	EMP# 49103790 - Carreiro,Christopher A	LOWES #01605 - lemon tree, orbit spray nozzle	TXN05043570	119.00
04/07/2021	-	50630040	-	PCard# UFLOR - TXN05046665	VCHR# UFLOR - 06118328	EMP# 14948215 - Reich,Grace	AMZN Mktp US XW0A92PG3 - one set of bee gloves and one	TXN05046665	249.94
04/07/2021	-	50630040	-	PCard# UFLOR - TXN05047604	VCHR# UFLOR - 06118072	EMP# 50630040 - Elmore,Whitney C	LOWES #02238 - 2- dracaena's, 8- dusty miller	TXN05047604	31.24
04/08/2021	-	49103790	-	PCard# UFLOR - TXN05046916	VCHR# UFLOR - 06118995	EMP# 49103790 - Carreiro,Christopher A	LOWES #02238 - plant food for garden	TXN05046916	7.98
04/13/2021	-	14948215	-	PCard# UFLOR - TXN05052614	VCHR# UFLOR - 06120736	EMP# 14948215 - Reich,Grace	AMZN Mktp US 6Z5952QS3 - 12- 6 qt plastic lugs / storag	TXN05052614	49.64
04/14/2021	-	49103790	-	PCard# UFLOR - TXN05049791	VCHR# UFLOR - 06121884	EMP# 49103790 - Carreiro,Christopher A	SPRING HILL RURAL KING S - two bails of hay for mulch	TXN05049791	15.98
04/14/2021	-	49103790	-	PCard# UFLOR - TXN05050003	VCHR# UFLOR - 06121884	EMP# 49103790 - Carreiro,Christopher A	SPRING HILL RURAL KING S - twine, herbs, labels, fertiliz	TXN05050003	127.07
04/14/2021	-	49103790	-	PCard# UFLOR - TXN05050019	VCHR# UFLOR - 06121884	EMP# 49103790 - Carreiro,Christopher A	LOWES #01605 - tomato, peppers and herb plant	TXN05050019	165.34
04/14/2021	-	49103790	-	PCard# UFLOR - TXN05050770	VCHR# UFLOR - 06121713	EMP# 49103790 - Carreiro,Christopher A	THE HOME DEPOT #0281 - one tomato and one cantaloupe	TXN05050770	15.92
04/19/2021	-	14948215	-	PCard# UFLOR - TXN05053990	VCHR# UFLOR - 06123645	EMP# 14948215 - Reich,Grace	AMZN Mktp US PB6VJ38O3 - 144-2 3/8x5/8 tubes, alcohol a	TXN05053990	79.98
04/19/2021	-	14948215	-	PCard# UFLOR - TXN05054045	VCHR# UFLOR - 06123645	EMP# 14948215 - Reich,Grace	AMZN Mktp US SL2VV43N3 - one roll 90x1 grafting tape	TXN05054045	6.67
04/20/2021	-	49103790	-	PCard# UFLOR - TXN05054475	VCHR# UFLOR - 06124320	EMP# 49103790 - Carreiro,Christopher A	LOWES #01605 - 2-4x4x8 lumber, 3- 2x10, 4-6x8	TXN05054475	165.80
04/23/2021	-	14948215	-	PCard# UFLOR - TXN05058115	VCHR# UFLOR - 06126259	EMP# 14948215 - Reich,Grace	AMZN Mktp US CP73G45W3 - 3 dissecting kits	TXN05058115	32.97
04/23/2021	-	49103790	-	PCard# UFLOR - TXN05058466	VCHR# UFLOR - 06126263	EMP# 49103790 - Carreiro,Christopher A	LOWES #01605 - 3- 5/4x6x8 deck lumber boards	TXN05058466	20.94
04/23/2021	-	14948215	-	PCard# UFLOR - TXN05059016	VCHR# UFLOR - 06126259	EMP# 14948215 - Reich,Grace	Amazon.com 913AX4XQ3 - 2 screens 36x84	TXN05059016	33.82
04/27/2021	-	49103790	-	PCard# UFLOR - TXN05061878	VCHR# UFLOR - 06127561	EMP# 49103790 - Carreiro,Christopher A	Southern Landscaping - 1.5 yds potting soil mix	TXN05061878	64.50
Subtotal 731400 - AGRICULTURAL SUPPLIES									\$1,186.79
732100 OFFICE SUPPLIES - GENERAL									
04/07/2021	-	14948215	-	PCard# UFLOR - TXN05044059	VCHR# UFLOR - 06118224	EMP# 14948215 - Reich,Grace	Amazon.com 3K2ZW90D3 - 1- 18x24 frame	TXN05044059	21.98
Subtotal 732100 - OFFICE SUPPLIES - GENERAL									\$21.98
Other Operating Expenses: OTHER									
791000 MEMBERSHIPS & DUES									
04/07/2021	-	30127071	-	PCard# UFLOR - TXN05046225	VCHR# UFLOR - 06118413	EMP# 30127071 - Reighter,Shayla Marie	PAYPAL FLORIDA4HFO - 4h state council dues for conf	TXN05046225	30.00
04/07/2021	-	30127071	-	PCard# UFLOR - TXN05047151	VCHR# UFLOR - 06118330	EMP# 30127071 - Reighter,Shayla Marie	AGRICULTURAL CONFERE OSU - volunteerism conference regist	TXN05047151	50.00
Subtotal 791000 - MEMBERSHIPS & DUES									\$80.00
794000 POSTAGE									
04/05/2021	-	65919500	-	VCHR# UFLOR - V0512257	-	INVOICE# 7-322-65250	FedEx Custom Critical - Shipping- Ext Bus Serv: Jaime	V0512257-UFLOR	13.31
Subtotal 794000 - POSTAGE									\$13.31

Main Menu

Accounts
Payable

Vouchers

Add/Update

Regular
Entry




Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Keyword Search

▼ Search Criteria

Business Unit:	= ▼	UFLOR	
Voucher ID:	begins with ▼	V0512257	
Invoice Number:	begins with ▼		
Invoice Date:	= ▼		
Short Supplier Name:	begins with ▼		
Supplier ID:	begins with ▼		
Supplier Name:	begins with ▼		
Voucher Style:	= ▼		▼
Related Voucher:	begins with ▼		
Entry Status:	= ▼		▼
Voucher Source:	= ▼		▼
Incomplete Voucher:	= ▼		▼

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit UFLOR
Voucher ID V0512257
Voucher Style Regular Voucher
Invoice Date 03/30/2021
Invoice Received

FedEx Custom Critical

Supplier ID 0000133851
ShortName FEDEXCUSTO-001
Location 001
*Address 1

Invoice No 7-322-65250
Accounting Date 04/05/2021
*Pay Terms 30 Net 30
Basis Date Type Inv Date

Invoice Total

Line Total 13.31
*Currency USD
Miscellaneous
Freight
Total 13.31
Difference 0.00

Non Merchandise Summary

Session Defaults
Comments(0)
Attachments(0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Documents (1)

Save

Action

Run

Calculate

Print

Copy From Source Document

PO Unit

PO Number

Copy PO

Copy From None

Go

Invoice Lines

Find | View All | First | 1 of 1 | Last

Line 1 ☐ Copy Down
*Distribute by Amount
Item
Quantity 1.0000
UOM EA
Unit Price 13.31000
Line Amount 13.31

SpeedChart
Ship To R000004029
Description Shipping- Ext Bus Serv: Jaime
Packing Slip

☐ One Asset

Calculate

Distribution Lines

Personalize | Find | View All | First | 1 of 1 | Last

[GL Chart](#) | [Exchange Rate](#) | [Statistics](#) | [Assets](#) | [Print](#)

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Source	Fund	Dept	Program	Bud Ref	CRIS	PC Bus Unit	Project
<input type="checkbox"/>	1	13.31	1.0000	UFLOR	794000		182	60353051	3300	CRRNT			

Save

[Return to Search](#) | [Notify](#) | [Refresh](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit UFLOR

Voucher ID V0512257

Voucher Style Regular Voucher

Total Amount 13.31

Supplier Name FedEx Custom Critical

Invoice No 7-322-65250

Invoice Date 03/30/2021

Action

Run

*Pay Terms 30 Net 30

Schedule Payments

Payment Information

Find | View All First 1 of 1 Last

Payment 1

*Remit to 0000133851

Location 001

*Address 2

Gross Amount 13.31 USD

Discount 0.00 USD

Scheduled Due 04/29/2021

Net Due 04/29/2021

Discount Due

Accounting Date 04/29/2021

Payment Inquiry

Express Payment

Payment Note(0)

Holiday/Currency

FedEx Custom Critical
PO Box 645135
Pittsburgh, PA 15264-5135

Payment Options

*Bank WFB

*Account 0001

*Method CHK Check

Message

Message will appear on remittance advice.

Pay Group

*Handling No Special Handling

Hold Reason

*Netting Not Applicable

L/C ID

Actions

Messages

☐ Hold Payment

☐ Separate Payment

Schedule Payment

*Action Schedule Payment

Pay

Payment Date 04/29/2021

Reference 0001512762

Save

Return to Search Notify Refresh

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary



QUESTIONS?

WHAT TO DO AFTER YOU FINISHED RECONCILING

SAMPLE MONTHLY FINANCIAL RECONCILIATION CERTIFICATION

Department Name: _____ Accounting Period: _____

List all Dept IDs and Fund Codes to certify they have been reconciled. For larger units, you may just include the first 4-digits of the Dept ID (or include the list as a separate attachment). If any departments have not been completed, please list the Dept ID/Fund under the comments section and include a justification. You can provide comments next to a particular Dept ID/Fund or use the additional comment section. Please submit any support documentation.

Dept ID	Fund Code	Comments/Justification

Additional Comments:

By this submittal, I am certifying the following:

- Delivered Monthly Financial Reports, Final Paylists and P-card Aging Reports have been reviewed/verified for accuracy.
- For any errors that have been detected, corrections have been made and/or requested and are pending adjustments.
- Monthly Financial Reports have been reconciled to source documents and the amounts appear to be reasonable and properly recorded.
- I am aware of the requirements to report all suspected fraud to my supervisor, Audit, UF Police Department or the Vice President's Office to ensure it is appropriately addressed.

Reconciled By:

Name

Title

Signature

Date

Certified By:

Name

Title

Signature

Date

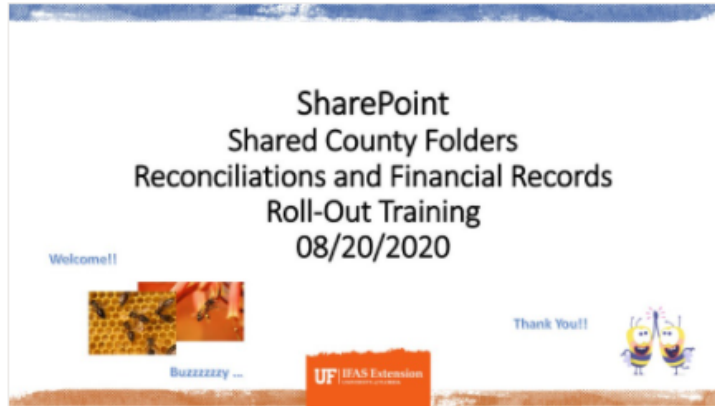
Reviewed By:

Name

Title

News

+ Add ▾



SharePoint Shared County Folders Reconciliations and Financial Records Roll-...

PowerPoint Slides and Detail Chat Q & A



Waters, Janet G August 28, 2020
619 views

Quick links



SharePoint Notifications Uploads Form



SharePoint Training Slides & Chat 08/20/2020



SharePoint Training Recording 08/20/2020



SharePoint Cheat Sheet



SharePoint-Q-A-Recording-03-11-2021



1st Revision Monthly Financial Certification-Fillable Sample



UF|IFAS Extension Administration Business Services



Instruction Guides

MENU

- [Awards and Recognitions](#)
- [Careers](#)
- [Office of Human Resources, Diversity and Inclusion](#)
- [Strategic Initiatives](#)

**For Assistance, Submit
A Ticket Here**

CONTACT US

UF/IFAS Business Services

PO Box 110250

Gainesville, FL 32611-0250

352-392-1788

IFAS-EBS@ifas.ufl.edu

ABOUT BUSINESS SERVICES

Administrative support for UF/IFAS Extension is our mission. To that end, resources you need to navigate key processes for tracking and reporting a variety of business functions applicable to UF/IFAS Extension Administration have been provided in the links below. We hope you find these tools useful.

BUSINESS SERVICES MENU

- [Meet the Team/Contact Us](#)
- [International Activities](#)
- [Fiscal](#)
- [4-H Youth, Families & Communities - Business Services](#)
- [Sponsored Projects/Grants](#)
- [Human Resources](#)
- [Contracts/MOUs/MOAs](#)
- [Travel/Expenses](#)
- [Postage](#)
- [Florida Extension Business Professionals Conference](#)



Extension Administration Memos Archive

TIERS OF FISCAL RESPONSIBILITY

Search Directives and Procedures

SEARCH

The titles of fiscal personnel across campus vary greatly. In order to create a common language and consistent responsibilities, the University Controller's Office has defined tiers of fiscal responsibility.

TIER 1 RESOURCES (2 Articles)

> View all

TIER 2 RESOURCES (3 Articles)

> View all

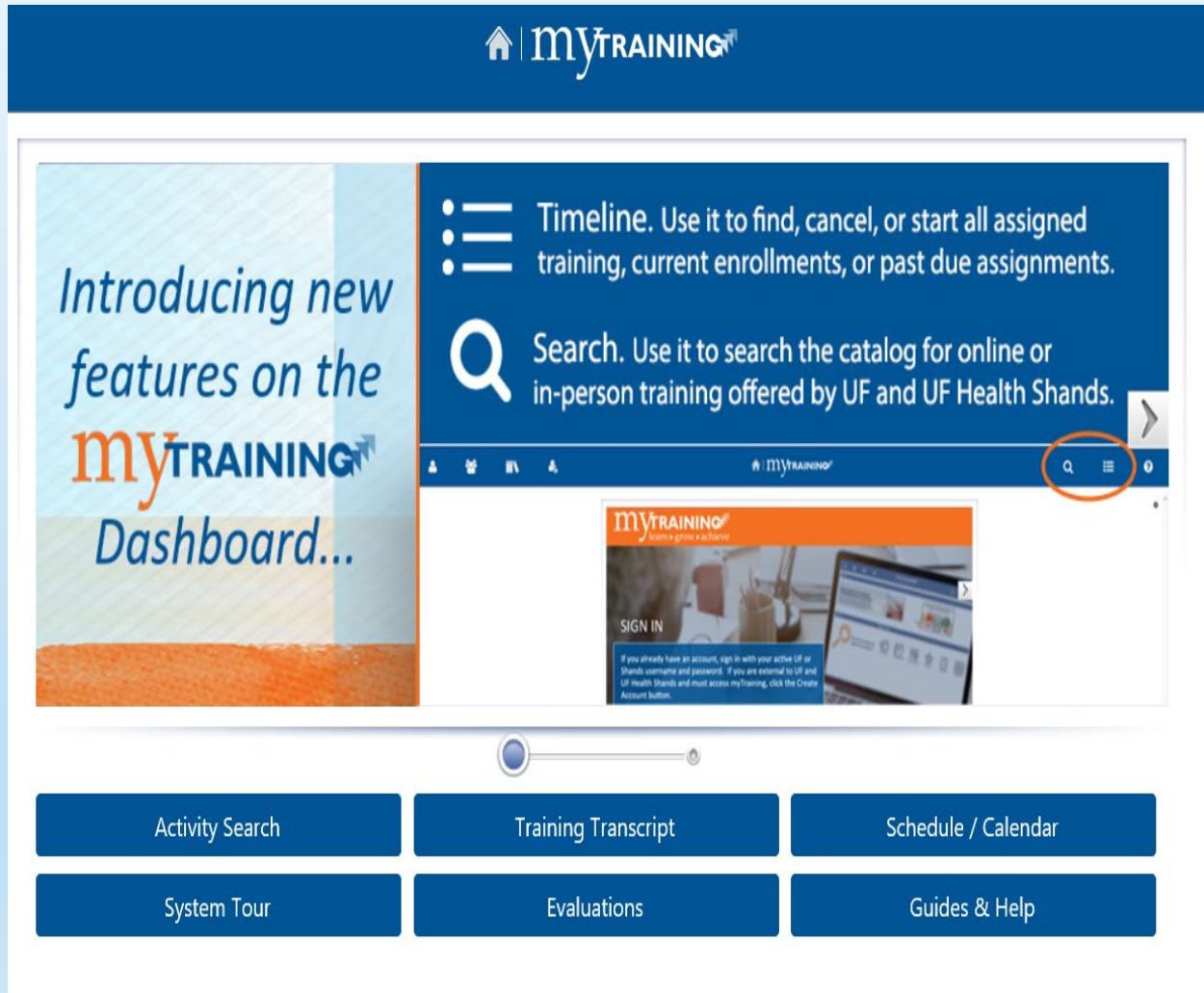
TIER 3 RESOURCES (5 Articles)

> View all

ADDITIONAL DIRECTIVES AND INFORMATION

Tiers of Responsibility

Overview The titles of fiscal personnel across campus vary greatly. In order to create a common language and consistent responsibilities,...



PRO302 The Color of Money

PST130 Reconciliation

PRO303 Internal Controls at UF

PRO304 Basic Accounting Concepts for UF Administrators

PRO950 Budget and Commitment Control

QUESTIONS?

