FY 1999/2000
Financial Management

Reference Guide
## Financial Affairs

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Associate Vice President's Office

Administration Building, Room 921

Phone 934-5121, Fax 975-6697

Hours of Operation: Monday – Friday 7:30 a.m. – 5:30 p.m.

www.uab.edu/finance

The Associate Vice President reports directly to the Vice president for Financial Affairs and Administration. Reporting directly to the Associate Vice President for Financial Affairs are:

- Assistant VP/Budget/Payroll – responsible for all aspects of administering the UAB's operating budget and payroll
- Assistant VP/Controller - responsible for UAB's financial accounting system, audit coordination, and tax compliance
- Executive Director of Accounting – responsible for coordinating management of Equipment Accounting, General Accounting, Grants & Contracts Accounting, and Student Accounting Services
- Financial Systems Director – provides direction for Financial Affairs regarding new systems development and strategic use of technology
- Investment Manager – responsible for investments and cash management and for endowment accounting
- Procurement Director – responsible for procurement of UAB goods and services and for non-payroll cash disbursements
- University Financial Analyst – responsible for financial analyses for the University
Accounts Payable

Administration Building, Room 660

Phone 934-4146, Fax 975-5546

Hours of Operation: Monday – Friday 7:30 a.m. – 5:30 p.m.

www.uab.edu/accountspayable

The Accounts Payable Department processes all UAB cash disbursements other than those made through the payroll system, and archives the related payment documentation.

Some of the functions performed in Accounts Payable are:

- Processes payments to vendors
- Processes payment of employee travel reimbursements
- Monitors vendor statements and investigates billing or payment errors
- Processes stop payment requests on checks to vendors
- Researches returned checks
- Processes credit invoices
- Maintains permanent records of backup documentation for operating fund payments
- Issues annual IRS 1099 forms
- Processes payment of hospital patient refunds
- Provides Accounts Payable procedures training through Human Resource Management Development and Training Department
- Provides assistance and direction to departments in settling disputes with vendors arising from payment deductions
- Provides follow-up services on outstanding payments and resolves problems which may arise
Budget Administration

Administration Building, Room 930

Phone 934-4118, Fax 975-6697

Hours of Operation: Monday – Friday 7:30 a.m. – 5:30 p.m.

www.uab.edu/budgetadmin

Budget Administration is responsible for all aspects of administering the UAB’s operating budget, including: planning, projecting, developing, analyzing, monitoring, modifying, and training.

Some of the functions performed in Budget Administration are:

- Coordinates the development of UAB’s annual operating budget
- Processes revised budget transactions
- Reconciles UAB’s bank accounts
Controller's Office
Administration Building, Room 921
Phone 934-2021, Fax 975-6697

Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.

www.uab.edu/controller

The UAB Controller's Office serves the UAB community by promoting the timely and accurate processing of financial transactions, by ensuring the conformance of those transactions with external and internal requirements, and by providing meaningful historical financial information.

Some of the functions performed in the Controller's Office are:

- Defines the official account and object code structure of the UAB financial accounting system
- Defines the official attribute structure of the UAB financial accounting system
- Coordinates programming and processing changes to the UAB financial accounting system
- Coordinates the interfaces of the financial subsystems and their subsystems with the UAB financial accounting system and financial departments
- Manages audits by federal, state, and other external auditors
- Reviews requests for new accounts or new use of existing accounts, and defines the appropriate use of those accounts
- Manages the online security system for the UAB financial accounting system
- Processes IRS W-9 requests
- Identifies appropriate policies and procedures for ensuring compliance of financial transactions with a wide variety of external and internal requirements
- Processes American Express card applications and notifies American Express of terminations by computer file transfer
- Reviews requisitions for cash expenditures over $100,000
- Processes and collects on state unclaimed property notices
- Reviews unrestricted funds budget modification requests
- Sets criteria for review of cash expenditure requests
- Serves as official check signer for all UAB checks
- Actively participates in the sound financial management of UAB
- Reviews requests for transfer of equipment to other institutions under the terms of the State Property Law
- Oversees federal and state income tax compliance for UAB
The Equipment Accounting Department maintains the official UAB property records for all capital equipment items.

Some of the functions performed in Equipment Accounting are:

- Records and tags new capital equipment, as it is acquired by purchase, donation, fabrication, or transfer
- Processes equipment transfer information to record current equipment disposition
- Assists departments with data support for equipment inquiries and periodic equipment inventories
- Maintains the UAB Surplus Warehouse and facilitates legal disposal of surplus equipment
- Performs physical inventory of UAB capital equipment on a two-year rotating schedule
- Provides depreciation reports to service centers upon request
Executive Director of Accounting

Administration Building, Room 921

Phone 975-9061, Fax 975-6697

Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.

The Office of the Executive Director of Accounting provides managerial support and supervision for Equipment Accounting, General Accounting, Grants & Contracts Accounting, and Student Accounting departments.

Some of the functions performed by the Executive Director of Accounting are:

- Serves as a liaison between users of the central accounting departments services and those departments to maintain high levels of customer service
- Ensures that appropriate procedures and resources are in place to provide timely and accurate processing of UAB financial transactions
- Ensures that the procedures, processes and services of the accounting departments are appropriately coordinated
- Oversees the review of the applications for independent contractor status
Financial Systems supports and enhances UAB Financial Affairs’ ability to fulfill its objectives through the application of appropriate communication and computer technology. Financial Systems also fosters a technological environment that supports a full range of computing resources. These resources include computing help, imaging, data warehousing and helping members of Financial Affairs effectively use information technology products and services.
General Accounting
Administration Building, Room 525
Phone 934-4151, Fax 975-4936
Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.
www.uab.edu/generalacct

The General Accounting Department manages the accounting for all Financial Accounting System (FAS) accounts not handled by the other three accounting departments, and also manages a variety of accounting and administrative functions on behalf of all four of the accounting departments.

The FAS accounts assigned to General Accounting are: General Operating Funds (SL1, 2, &7); Misc. Unrestricted Funds (SL3); Misc. Restricted Funds (SL4); Plant Funds (SL8); Professional Service Funds (SL3); Debt Retirement Funds; and Agency Funds (SL9).

Some of the functions performed in General Accounting are:
- Manages UAB’s Unapplied Cash accounts
- Reviews all equipment requisitions to determine appropriate capitalization treatment
- Files all UAB sales tax reports
- Monitors service centers
- Serves as depository for cash receipts other than payments on student and hospital patient bills
- Provides Financial Accounting System training through Human Resource Management
- Provides Service Center training through Human Resource Management
- Reviews requisitions for propriety of expenditures for assigned accounts
- Manages compliance with Unclaimed Property Law
- Distributes all Accounts Payable checks
- Coordinates the design and distribution of Financial Affairs official business forms
- Maintains the Electronic Signature Approval System (ESAS)
Grants & Contracts Accounting
Administration Building, Room 990
Phone 934-9330, Fax 975-6460
Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.
www.uab.edu/grantsacct

The Grants & Contracts Accounting Department manages the post-award accounting, compliance, and reporting for UAB’s sponsored grants and contracts.

The Financial Accounting System accounts assigned to Grants & Contracts Accounting are: Federal Grants & Contracts (SL5); Nonfederal Grants & Contracts (SL6); and mandatory Cost Sharing Accounts (SL4).

Some of the functions performed by Grants & Contracts Accounting are:
• Coordinates the billing and financial reporting for grants and contracts
• Manages UAB’s A21 effort reporting process
• Manages federal letter of credit draws
• Provides grant & contract accounting training through Human Resource Management
• Reviews requisitions for propriety of expenditures for assigned accounts
• Serves as liaison for sponsor auditors reviewing specific grants or contracts
• Calculates and assists in the negotiation of indirect cost rates with the Department of Health and Human Services
• Prepares reports of expenditure, invoices, and letter of credit reports for transmittal to sponsors
• Records grant and contract budgets
• Approves requests for rebudget within grant and contract accounts
• Closes out accounts when grants terminate or when projects are complete
• Maintains UAB indirect cost recovery redistribution database for Budget Administration
Investment Management
Administration Building, Room 338
Phone 934-4848, Fax 975-9746

Hours of Operation: Monday – Friday 7:30 a.m. – 5:30 p.m.

www.uab.edu/investmentmgt

Investment Management directly invests UAB funds and reviews the performance of outside investment managers.

Some of the functions performed by Investment Management are:
- Invests funds within guidelines developed by the Board of Trustees of the University of Alabama System
- Processes wire transfers of cash out of UAB bank accounts
- Coordinates the receipt of wire transfers into UAB bank accounts
- Manages the Endowment Funds, Annuity Funds, Life Income Funds, and Investment Pool accounts in the Financial Accounting System
Payroll Services
Administration Building, Room 280
Phone 934-4523, Fax 975-7417

Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.

www.uab.edu/payroll

The Payroll Services Department is responsible for processing and accounting of the UAB payrolls, monthly fellowships, and all nonresident alien withholdings.

Some of the functions performed in Payroll are:

- Schedules all payrolls and associated deadlines
- Processes requisition payments for salaries, wages, and employee fringe benefits
- Reconciles and remits all required payroll taxes and deductions
- Distributes payroll checks and payroll direct deposits
- Provides payroll procedures training through Human Resource Management
- Issues annual IRS W2s and 1042s
- Processes stop payment requests on payroll checks
- Maintains permanent records of payroll data
Procurement Contracts
Administration Building, Room 620
Phone 934-4515, Fax 934-6719 or 975-3225
Hours of Operation: Monday – Friday 7:30 a.m. – 5:30 p.m.
www.uab.edu/purchasing

Procurement Contracts is responsible for establishing and awarding UAB purchase contracts. The staff of buyers, contract managers and contract specialists supports the institution in the procurement of supplies, services and equipment exceeding the requirements set by the State of Alabama Bid Law and UAB policy. The staff assists departments in applying procurement policy and procedures, establishing pricing, negotiating terms and conditions on contracts, agreements, leases, rentals, and issuing purchase orders for high-dollar purchases. Services include:

- Reviews requisitions, specifications, and suggested sources prior to entering into an agreement, purchase contract, or commitment by UAB
- Processes Purchase Orders greater than $7,500
- Receives, analyzes and awards competitive bids or proposals for purchases and/or contracts for labor, services, materials, equipment, and supplies (on any item or group of like items) costing $7,500 or more annually as required by the State of Alabama bid code and/or University policy
- Reviews justification for "sole source" requests
- Represents UAB Hospital with group purchasing organizations
- Serves on UAB Hospital Capital Equipment and Value Analysis Committees
- Serves on Purchasing Task Force for UA System
- Manages the Contract Bid System (CBS)
- Provides analysis and information to the hospital’s Value Analysis Committee
- Disposes of state-owned property when competitive bids are required or when trade-ins are allowed
- Assists departments in setting goals for expenditures to small and disadvantaged businesses in sub-contracting plans required when applying for government contracts or grants. Also, submits quarterly reports in compliance with PL 95-507
- Provides procurement review of contracts routed through the UAB Contract Review process
Purchasing Services
Administration Building, Room 620
Phone 934-4515, Fax 934-6719 or 975-3225
Hours of Operation: Monday – Friday 7:30 a.m. – 5:30 p.m.
www.uab.edu/purchasing

Purchasing Services supports the institution in the acquisition of goods and services for small dollar and contract purchases. The staff of buyers and acquisition specialists assists UAB departments in applying procurement policies and procedures, utilizing the electronic forms system, selecting vendors, expediting purchase orders, processing low-dollar requisitions and Limited Purchase Orders. The staff also assists vendors that are interested in doing business with UAB and guides the procurement effort in the utilization of minority and woman-owned businesses.

Services provided include:
- Procures goods and services for UAB departments
- Processes Purchase Orders less than $7,500
- Provides assistance and direction to departments in settling disputes with vendors arising from purchase transactions
- Provides follow-up services on outstanding orders and resolves problems which may arise
- Refers information about new and improved products to departments using those products
- Approves Limited Purchase Orders (LPOs) to be issued by UAB departments for purchases up to $1,999.99
- Administers UAB’s Minority and Woman-Owned Procurement Participation Program
- Provides tax exemption certificates to vendors
- Completes credit applications when required by vendors
- Assists departments in setting goals for expenditures to small and disadvantaged businesses in sub-contracting plans required when applying for government contracts or grants. Also, submits quarterly reports in compliance with PL 95-507
- Maintains UAB vendor files
- Serves and supports the UAB community in providing quick access to procurement information/personnel through the Customer Service Team
- Supports UAB requisitioning systems
Student Accounting Services

Hill University Center, Room 322

Phone 934-3570 or 1-888-255-8734, Fax 934-9107

Hours of Operation: Monday-Thursday 8:15am-6:00pm & Fridays 8:15am-5:00pm

www.uab.edu/studentacct

Student Accounting Services manages the accounting for student accounts receivable and student financial aid activities, as well as all cashiering activities other than hospital patient billing receipts. Student Accounting includes two work groups dealing with the cashiering, accounting, and collection activities of the department.

University Cashier's Office
- Processes UAB cash receipts and deposits (except for deposits to Hospital patient billing accounts)
- Processes Internal Requisitions for payment of student tuition and fees (excluding those processed through the Financial Aid Office)
- Provides limited check cashing privileges to UAB employees and students
- Provides billing and collection of student tuition, fees, and rents
- Processes third-party vendor billing of student tuition and fees
- Establishes departmental merchant agreements for credit card transactions

Scholarships & Loan Accounting
- Disburses financial aid checks for both loans and scholarships
- Collects student loans for both federal and institutional programs
- Provides accounting and reporting functions for financial aid programs