

# UCR



## UCRFS Users Group Meeting

Tuesday, September 10, 2019

9:00 a.m. – 10:30 a.m.

Alumni & Visitors Center

**BFS – Business & Financial Services**

*A Division of Business & Administration Services (BAS)*



UNIVERSITY OF CALIFORNIA, RIVERSIDE

# Agenda

- Welcome – Pauline Librenjak
- Campus Business Services Update – Mike Clemons
- Asset Management System/Equipment Inventory Modification Request (EIMR)-Refresher and Update - -Jerry Monahan and Charmane Custodio
- UCPath/UCRFS/SuperDOPE Question and Answer Period – Bobbi McCracken
- Alcohol Purchases and Unrestricted Funds – Pauline Librenjak
- Paymode-X – Pauline Librenjak
- Questions



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# Campus Business Services

Presented by: Mike Clemons, Director

# Campus Business Services

- ScotSupply – Recent enhancements
- Digital Print Services – Relocation and design work
- ScotSurplus – Transfer of inventorial equipment
- Upcoming CBS events!
  - Copier Program Open House – 10/22/19 – 10am to 1pm – Hub 269
  - ScotSupply Clearance Sale – 10/23 & 10/24 – 9am to 3pm – Corp Yard
  - UCR Bookstore Holiday Open House – 11/21/19 – 4pm to 7pm - Bookstore



# ScotSupply

- FAU enhancement
- Subrequestor functionality
- Return process
- Catalog prices and check-out buttons
- Upcoming: Wishlist and user training at ITS

# FAU & Subrequestor

10300100 - CORD SJO 16 GAUGE

10300100 - American Electric

CORD SJO 16 GAUGE ; Recommended Account #: 720190

\* Requested For

ⓘ Emily Gordon ✕ ▼

\* Requested By

ⓘ Emily Gordon ▼

Options

- Are you a Subrequestor?
- Copy this fau to other RITM

Work Order Number (For facilities use only)

Badge Number (For facilities use only)

Accountability Structure

ORG21 ▼

## FAU

Account	Activity	Fund	Function	Cost Center	Project Code	Percentage	Verified
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
						sum: 0	

- Check FAU Executed

# Returns

## Return Item

Return Item

\* Requested For

\* Requested By

\* Requested Item

\* Quantity to be returned

\* Reason for return

\* Specify Location for Pickup

Ordered Date

Request number

Quantity Ordered

Work Order Number (For facilities use only)

Badge Number (For facilities use only)

Estimated Total refund




Required information

Requested Item

Quantity to be returned

Reason for return


Specify Location for Pickup


# Pricing and Check-Out Buttons

Categories	Item	Price
Buyouts <b>1</b>	10300100 - CORD SJO 16 GAUGE 10300100 - American Electric	View Details <b>\$0.58</b>
ABATEMENT <b>4</b>	10300101 - SO CORD, 12 GAUGE 3 STRAND 10300101 - American Electric	View Details <b>\$1.19</b>
AUTOMOTIVE <b>114</b>	10550400 - WIRE #12, BLACK THHN STRANDED WIRE 10550400 - American Electric	View Details <b>\$79.55</b>
BINDER 3" <b>1</b>	10550405 - WIRE #12 WHITE 500FT. SPOOLS 10550405 - American Electric	View Details <b>\$79.55</b>
CARPENTRY <b>3</b>	10550410 - WIRE #12 GREEN 10550410 - American Electric	View Details <b>\$79.41</b>
CAT FOOD <b>1</b>	10550415 - WIRE #12 RED STRANDED, THHN, 10550415 - American Electric	View Details <b>\$79.15</b>
COFFEE <b>2</b>	10550420 - WIRE #12, BLUE 500/ROLL THHN STRANDED 10550420 - American Electric	View Details <b>\$73.43</b>
COLUMETRIC FLASKS <b>1</b>	10550429 - WIRE #12, ORANGE, THHN, STRANDED 10550429 - American Electric	View Details <b>\$79.31</b>
COMPUTER <b>33</b>	10550430 - WIRE #12 GRAY THHN, STRANDED 10550430 - American Electric	View Details <b>\$70.37</b>
CONTAINER <b>3</b>	10550435 - WIRE #12 PINK THHN, STRANDED 10550435 - American Electric	View Details <b>\$79.92</b>
EGRONOMICS <b>1</b>	10550436 - WIRE #12 PURPLE THHN, STRANDED 10550436 - American Electric	View Details <b>\$83.76</b>
ELECTRICAL <b>494</b>	10550452 - WIRE #10 WHITE STRANDED 10550452 - American Electric	View Details <b>\$116.27</b>
EMERGENCY <b>1</b>		
ERGONOMIC <b>80</b>		
FEBREZE <b>1</b>		
FIRST AID <b>22</b>		
FURNITURE <b>17</b>		
GAS WASHER <b>2</b>		

Price: \$0.95

1 ▾

 Add to Cart

 Add to Wish List



# Digital Print Services (DPS)

- Relocated from Atlanta Ave. to Corp Yard in FY 18-19
- Full service print provider – mix of in-house and vendor relationships
- Graphic design service via department recharges now available. \$100 per hour.

# UC Policy on Surplus Property

- BFB-BUS-38: Disposition of Excess Property and Transfer of University-Owned Property  
<https://policy.ucop.edu/doc/3220479/BFB-BUS-38>
- All surplus property must be coordinated through ScotSurplus; please consult policy before taking any action.

# ScotSurplus - Transfers

- Prior to transfer of inventorial equipment:
  - Submit EIMR through AMS, Code 91 (Surplus), Dept. D02054
  - Upon submission of EIMR, contact ScotSurplus:
    - Ryan Charette, [ryan.charette@ucr.edu](mailto:ryan.charette@ucr.edu)
    - Judy Hodge, [judy.hodge@ucr.edu](mailto:judy.hodge@ucr.edu)
- Physical transfer of inventorial equipment:
  - Less than 50lbs. and fewer than 5 items (per week)? ScotSurplus can pick-up from your department.
  - For larger items and/or more than 5 items (per week) – a Facilities work order must be submitted.

# ScotSurplus – Revenue Share

Net Revenue	Revenue Sharing Rate (percentage given to originating department)
\$0 - \$100	0
\$101 - \$1,000	60%
\$1,001 - \$5,000	70%
\$5,001 - \$100,000	80%
\$100,001 and over	90%



# Asset Management System/Equipment Inventory Modification Request (EIMR) - Refresher and Update

Presented by:

Jerry Monahan, General Accounting Supervisor and  
Charmane Custodio, Equipment and Accounting Analyst

# Asset Management System - EIMR Codes Allowed

- Code 22: Lost/Missing Equipment
  - Report to UCRPD dispatch to obtain a Police Incident Number
  - Notify Risk Management and Agencies that funded lost asset
- Code 23: Destroyed/Cannibalized Equipment
  - Can only be used if destroyed due to accidental causes (ex-fire, earthquake, flood) or Cannibalized.
  - Requirements of cannibalized equipment- UCR must hold title, Department Head to inform Equipment Management/Distribution Services, Unused portions must be sent to Distribution Services
- Code 24: Trade-In Equipment
  - Purchase order information associated with the disposition of equipment required



# Asset Management System - EIMR Codes Allowed

- **Code 25: Stolen Equipment**
  - Report to UCRPD dispatch to obtain a Police Report
  - Notify Risk Management and Agencies that funded stolen asset
- **Code 29: Miscellaneous**
  - Must contact Equipment Management to use this code
- **Code 90: Inter-department Transfer**
  - Receiving Department to confirm transfer
  - Approvals are faster when more information is provided
- **Code 91: Transfer to Distribution Services/Surplus**
  - Selling of equipment, Disposal of broken/damaged/obsolete equipment
  - New Department Code must be filled with D02054 (Distribution Services)



# Asset Management System - EIMR Codes Not to Use

- Code 21: Sold
  - Used only by Distribution Services once equipment is sold
- Code 26: Intercampus Transfer
  - To be inputted by Equipment Management once review of title, paperwork and approvals, and coordination has been set with receiving UC campus
- Code 86: Low Value
  - Used only by Equipment Management as instructed by UCOP
- Code 99: Eq. Mgmt Rec Disposal
  - Used only by Equipment Management for special circumstances



# EIMR Update

- Currently 468 pending EIMR requests
- Majority of these EIMRs are Code 91, submitted in FY18
- Distribution Services/Surplus have not been able to approve the EIMRs because they cannot confirm the equipment was delivered to their operation and properly disposed
- We are in the process of obtaining the approvals needed to write off this equipment which will involve:
  - Distribution Services/Surplus reviewing the outstanding EIMRs list again to confirm they have no documentation confirming the equipment was delivered to their operation and properly disposed

# EIMR Update

- Accounting will then prepare a list of outstanding EIMRs by Dept Code/Org
- Controller, Bobbi McCracken, will send these lists to the appropriate ORG CFAO for them to review and approve the write-off
- Accounting will obtain a police report or incident report from UCRPD
- Once all of the approvals are received, the EIMRs will be approved and the value of the equipment written off (recorded as being disposed of in the General Ledger)



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# UCPath/UCRFS/SuperDOPE Question and Answer Period

Presented by:  
Bobbi McCracken  
Associate Vice Chancellor Business and Financial Services  
& Controller

# UCPath GL Update

- Distributed 9/4/19
- Topics
  - UCD Transition to UCPath
  - Vac Leave Assessment Errors
  - SCTs
    - Duplicates, Dropped, Supplemental Interest, Benefit Assessments, High Risk SCTs
  - Grad Student Settlements
  - Complex ServiceLink FAU Change Requests
  - UCRFS/SuperDOPE
  - Workstudy
  - Instant Pay Card
  - Overpayments
  - Missing Data Fields
  - TARS



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# Alcohol Purchases and Unrestricted Funds

# Alcohol Purchase Restrictions

- Alcohol cannot be purchased with State or Federal Funds
- How is the alcohol benefiting the University?
  - Reference Local Policy 700-60 - Alcohol for Events;  
[Link to Local Policy 700-60](#)
- UC Policy BUS-79 - Expenditures for Business Meetings, Entertainment, and Other Occasions;  
[Link to UC Policy BFB-BUS-79](#)

# Alcohol Purchase Restrictions

## BFB BUS-79 Section II:

### Alcoholic Beverages

Alcoholic beverages are beer, wine, or any beverage containing distilled spirits. ***Only a limited number of funding sources permit the purchase of alcoholic beverages (see Section V.B.6).*** Applicable local procedures should be consulted to identify specific campus and location officials authorized to approve reimbursement for alcoholic beverage purchases, and for information about the restrictions on providing alcoholic beverages at an official University entertainment activity or other event.

### Allowability

Allowability is a principle derived from extramural funding agencies, which stipulates whether a charge is permissible based on the purpose for which the award is made; the terms of the budget as approved by the sponsor; any applicable sponsor requirements (such as Office of Management and Budget's 2 CFR Part 200) for federal awards; and University policies and procedures.

# Alcohol Purchase Restrictions

## BFB BUS-79Section V.B.6

### Funding Source Restrictions

#### a. State Funds

Expenses which require additional approval or are an exception to this Bulletin and expenses for alcoholic beverages or tobacco may not be charged to State funds.

#### b. Contract and Grant Funds

Federal or local government contract and grant funds may be used for entertainment expenses only as specifically authorized in the contract or grant budget or by agency policy, and only to the extent and for the purpose so authorized. When there is a conflict between agency and University policy, the more restrictive of the two shall apply. No alcoholic beverage or tobacco product purchases may be charged to federal funds.

#### ***c. Other Funds***

***Various University-controlled fund sources other than those referenced in paragraphs a or b, above, may be used to fund the expenses authorized under this Bulletin, but only if costs conform to the restrictions imposed by the fund source and to the policy set forth in this Bulletin. When there is a conflict between the terms of the fund source and University policy, the more restrictive of the two shall apply.***





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# Paymode-X

Presented by: Pauline Librenjak, Asst. Controller

# Paymode-X

- Paymode-X solution is a settlement network containing more than 360,000 vendors that are set up to receive electronic payments and remittance details
- Paymode-X will help reduce:
  - The cost of (and time associated with) producing and mailing paper checks
  - The risk of fraud associated with paper checks
  - Some Export Control issues; Paymode X verifies excluded party list
- Currently Accounting prints/-mails approximately 38,000 vendor paper checks per year
  - Check payments account for approximately 70% of most organizational fraud
- UCR successfully implemented in May 2019 with small number of vendors; Expansion in progress



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# Questions

Feedback should be sent to [ucrfsfeedback@ucr.edu](mailto:ucrfsfeedback@ucr.edu)



# Thank you for attending today's UCRFS Users Group Meeting

- The next UCRFS Users Group Meeting will be held on Friday, December 6, 2019 at the Alumni Center from 9 – 10:30 a.m.
- We welcome your feedback and recommendations for additional topics that you would find helpful. We would appreciate your taking this short survey by copying and pasting this link in your browser which will remain open through Tuesday, October 1, 2019.
- [UCRFS Survey Link](#)