Agenda

• Welcome – Pauline Librenjak
• Event/Conference Registration System – Asirra Suguitan
• CashNet eMarkets/Payment Portal – Asirra Suguitan
• PCI Update – Asirra Suguitan
• Banner Dept. Billing/Banner9 Update – Asirra Suguitan
• Tour of Accounting’s Website – Linda Casteel
• General Ledger: UC Path Update – Bobbi McCracken
Event/Conference Registration System

Presented by Asirra Suguitan
Event Management Registration System

Vendor Selected: eTouches/Aventri

- UC approved for payment processing with pre-negotiated rates
- Mobile responsive event templates
- Setup for linking lodging
- Built in customer relations manager (CRM)
- Payment Gateway is PCI compliant
Methods for eCommerce Payment Acceptance

UCR Payment Gateway (CashNet) and Merchant ID (MID)

- $1.95 per Registration + 2.75% of payments; varies by card
- Primarily targeted for higher volume and/or third-party hosted solutions
- Funds settled within 2-3 business days
- Annual PCI DSS Validation Required

eTouches/Aventri Payment Gateway

- $1.95 per Registration + 7% of payments
- Primarily targeted for lower-number of events or one-time use
- Check issued less fees one month after event is closed
- No PCI DSS Validation Required
UC Event Management Registration System

UCR Deployment:

✓ Replacement for UNEX’s WebPay Service

✓ Orgs responsible for:
  • Identifying Individual(s) for Access and Establishing Cash Handling Controls
  • Ownership of MID
  • Currently 4 Orgs currently setup on Aventri/eTouches
    • UNEX
    • CHASS
    • Undergraduate Education
    • CNAS
CashNet eMarkets/Payment Portal

Presented by Asirra Suguitan
Cashnet – Campus Payment Gateway for eCommerce

Allows for departments to accept credit card for Sales and Service activities through a web based self-service portal.

Examples:
- Art Prints
- Plants
- Goods
- Services

Benefits:
- Calculates and Assess sales tax for goods sold automatically
- Quicker Revenue Recognition (Settlement in 2-3 business days)
- Do not have to worry about billing and/or Returned Checks
- Many of the department cash handling procedures/requirements (receipts, cashiering, securing funds, etc.) are transferred to CashNet
BAS
BFS
Cashnet - Campus Payment Gateway for eCommerce

Checkout eMarket
- Gives dept. complete control over the online store experience via a custom-built website
- Primarily targeted for higher volume and/or third-party hosted solutions
- Moderate-to-high technical skills required; likely to require IT involvement.
- BAMS-issued Merchant ID with varying rates, typically less than 2.75%
- Annual PCI DSS Validation Required

Storefront eMarket
- Complete store on a single site, hosted entirely on CASHNet’s servers
- Primarily targeted for rapid deployment and lower-volume sites
- Low technical skills required, with most changes done in a web-based GUI interface
- BAMS-issued Merchant ID with varying rates, typically around 2.75%
- Annual PCI DSS Validation Required
Cashnet - Campus Payment Gateway for eCommerce

Recently deployed Storefronts


- Strategic Executive Administrative Team (SEAT) https://commerce.cashnet.com/cashnetg/selfserve/storehome.aspx

For more information or application to apply see SBS website http://sbs.ucr.edu/merchants/
PCI Update

Presented by Asirra Suguitan
PCI Update

Payment Card Industry Data Security Standards (PCI DSS) is a widely accepted set of policies and procedures intended to optimize the security of credit, debit and cash card transactions and protect cardholders against misuse of their personal information.
UCR is now classified as PCI Level 2 (previously level 4) based on Visa transaction volume (= < 1 million transactions) requiring outside PCI Qualified Security Assessor (QSA), Coalfire, to review and attest to our compliance.

How will this change our annual PCI validation?

- Heightened Validation Review of procedures/processes
- Written Supporting documentation in place for all processes
- Potential Financial Consequences for not meeting requirements/deadlines (Fines/Penalties)
- New review process for all SAQ’s (Credit Card Coordinator, ITS Chief Information Security Officer (CISO), and Chief Information Officer (CIO))
PCI Update

All 2017/18 Self Assessment Questionnaires (SAQ) have been transitioned from Coalfire One platform to Vigitrust (new) as of August 2018.

SBS/Cashiers will establish access for departmental merchant designees.
Banner Departmental Billing/Banner 9 Update

Presented by Asirra Suguitan
Banner 9 and Department Billing

The upgraded internet-native Banner experience will result in an improved user interface and navigation experience.

Processes currently conducted in Banner 8 will be the same in Banner 9, the primary change will be how users navigate the system.

Other highlights include:

• An improved search functionality that allows for searches by page name, process or function, and side navigation folders.

• Color-coded notifications that are more informative and visible.

• Admin Page (Forms) names will not change (ex. SPAIDEN).

• Related pages are easier to find and access.
Banner 9 and Departmental Billing

Tentative Deployment Schedule:

• Core Office Testing – September 2018
• Demos to Departmental Billing Users - October 2018
• Training Document available – October 2018
• Banner 8 (current forms) and Banner 9 forms available to all Banner users – November 2018
• All staff required to use Banner 9 – February 2019
Tour of Accounting’s Website

Presented by Linda Casteel
Tour of Accounting’s Website

Access via R’Space or [http://accounting.ucr.edu](http://accounting.ucr.edu)
General Ledger: UC Path Update

Presented by Bobbi McCracken
UCLA/UCSB Cut Over Impacts on UCR Processes*

Due to the system conversion of UCLA and UCSB, the UCPath System unavailable from:

1) 8/31/2018 (4pm)-9/5/2018
2) 9/13/2018 (4pm)-9/18/2018

• During this time, Shared Service Centers will not be able to transact within the system, and some campus tool functionality will be affected.

• The FAU Change Request Tool will still be accessible, but transactions will be held until the UCPath system is available.

• The SCT Request Tool will still be accessible, but Shared Service Centers will not be able to transact in UCPath during this time. Due to this system downtime, it may take longer for requests to be marked as complete and posted to the ledger.

*See Appendix for additional details.
Reconciliation of UCRFS to SuperDOPE

• Upon deployment, UCPath was not confirming that the summary table (used to generate journals) agreed to the detail tables (used to populate SuperDOPE) by FAU. This resulted in data discrepancies.

• Upon deployment, the UCPath Salary Cost Transfer (i.e. direct retro) process contained programming errors that resulted in certain costs being duplicated or triplicated in both the summary and detail tables.
  • When SCT journal began posting to UCRFS, the error was identified and report and the UCPath direct retro process was corrected in April.
  • As UCPath corrected the erroneous data, table updates were periodically inserted without the benefit of journal corrections or appropriate notification to campus.
  • BFS is finalizing comparison of original to revised data and resolve discrepancies by FAU for FY2018. The goal is to complete SuperDOPE and GL adjustments for the August month end ledgers and make the reconciliation available to departments.
  • Please note the majority of the discrepancies are minor.
GAEL Assessment for Biweekly July

• Incorrect rates assessed for first July biweekly payroll
  • .62 vs .0062
  • .54 vs .0054
• Manual journal entry processed to correct charges in UCRFS
• Due to materiality of error, SuperDOPE adjustment deployed
  • Original Line with incorrect GAEL
  • Reversal of original line with incorrect GAEL
  • Restatement of original line with correct GAEL
Summer Salary CBR Update

• Summer Salary June CBR charges corrected manual journal for the June final ledger.

• The UCPath logic to determine correct CBR rate implemented with July salary charges

• Modifications to SuperDOPE:
  • Display of CBR charges deployed
  • Display of corresponding CBR rate is pending
Application Updates
SuperDOPE Update

• Update on Issues:
  • Saved Queries Feature – enhancements pending
  • Updating Missing Data – approximately 300 rows with name and job data missing (total rows over 900,000) in process of being populated
  • FAU Descriptions- WIP
  • Grad Fees/Benefits on $0 Checks not displaying– WIP
  • UCRP Interest Assessment – WIP
FAU Change Request Tool

• File upload to UCPath now automated (nightly) and variance in process edits resolved
• Retroactive effective dates-beyond current pay period-pending
• Complex FAU changes-pending
PIWRS and PRC Update

• June to July Transition
  • Added Period 998 as a reporting period (i.e. June Final) due to volume of corrections this year
  • Automated carryforward of balances on Department Defined grid
  • July reports to be published to PI today (9/11)
  • August reports planned publish date 9/26

• Salary and Benefit Projections
  • In production for department review for July and August reporting periods, but will not display on reports
  • Demo on functionality at Contract and Grant User’s group meeting to be held on 9/24/18 at 9:00am in the Alumni & Visitor’s Center
  • Goal to include projections on September month end reports

• Payroll Certifications
  • June reports delayed due to missing data elements
  • Manual adjustments required for Incentive Award Offsets or any other manual journals involving salary expense accounts.
# PI Web Reporting System (PIWRS)/Payroll Certification (PRC) Timeline

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Grid Available to PIWRS Coordinators</th>
<th>Final Day to Modify Grid</th>
<th>PIWRS Reports Published &amp; available to PI</th>
<th>PRC available to PIWRS Coordinator</th>
<th>PRC issued to PI</th>
<th>PRC Due Date (21 days after issuance)</th>
<th>Comments</th>
</tr>
</thead>
</table>

*Normal schedule
Salary Cost Transfers (SCT)

• Beginning with July salaries, departments will be responsible for initiating corrections on default funding (fund 69993)

• Complex SCT request enhancements are pending deployment
Other Tools

• General Deductions
  • Available-Pending Announcement
  • Employees (e.g. voluntary deductions such as to the Foundation)
    • Need to add union dues now that they are voluntary
  • Service Providers (e.g. Child Development, Parking for citations, etc.)
Known Issues and Impacts
Other GL Issues

Merits for non-represented staff
- Retroactive payments have been validated, however, the manner the data is presented in SuperDOPE is less than ideal for department ledger reconciliations (i.e. lump sum versus reversal and restatement; biweekly pay periods)
- UCPC is evaluating options to improve transparency

UCRP Supplemental Interest
- Implemented for August, however, new underlying tables to generate journals and populate SuperDOPE require correction
- Delaying the closure of August month end ledgers

Staffing
- Remediation continues

Workstudy
- Retro-active awards issue; manual work around in progress
- CBR charges were reversed; permanent fix in progress

Fringe Costs Are Being Mapped to the Incorrect GL Account (Academic Instead of Staff/Staff Instead of Academic)
- Corrected entries for non-academic units for FY2018
- Developing process for academic units to request
Questions

Feedback should be sent to 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 14, 2018 from 9:00 - 10:30 a.m. at the Alumni Center.

• We welcome your feedback and would appreciate your taking this short survey by clicking on this link which will remain open through Tuesday, October 2, 2018.

• [https://forms.office.com/Pages/ResponsePage.aspx?id=xCpi m6aGnUGbnr-zP0XAVL0TUj1E74xOgntBZOP_5eVUMzJCSjUyOFQxNkJHMk NNk5RR1NWTFczWi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=xCpi m6aGnUGbnr-zP0XAVL0TUj1E74xOgntBZOP_5eVUMzJCSjUyOFQxNkJHMk NNk5RR1NWTFczWi4u)
Appendix: UCLA and UCSB Cutover Supplemental Information
# SEPTEMBER CUTOVER CALENDAR

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Check Date</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>UCPay Path Available to UCP &amp; Pilot Users at 8 AM</td>
<td>Transactions Due @ 3 PM</td>
<td>Critical Post MO Functional Processing</td>
</tr>
<tr>
<td>UCPay Path available to LASB MO transactional users @ 8 AM</td>
<td>Inbound Flies Due @ 5 PM</td>
<td>Pay Confirm AM &amp; GL Post Confirm @ 8 AM</td>
<td>DDODS Initial MO Burst</td>
<td>Pay Statements</td>
<td>BW Conv Prep</td>
<td>BW Conv Tech</td>
</tr>
<tr>
<td></td>
<td></td>
<td>post Conversion Manual Cleanup</td>
<td></td>
<td>UCPay Path Down for BW Conversion @ 5 PM</td>
<td>Pre Conv Tech</td>
<td>BW Pay Compute</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pay Confirm AM &amp; GL Post Confirm @ 8 AM</td>
<td>Inbound Flies Due @ 8 AM</td>
<td>Check Date</td>
</tr>
<tr>
<td>BW Conversion</td>
<td></td>
<td></td>
<td></td>
<td>Transactions Due — Campus &amp; Med Ctr</td>
<td>DDODS BW Burst</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
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<td>29</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pay Confirm AM &amp; GL Post Confirm @ 8 AM</td>
<td>Campus Inbound Files Due @ 3 PM</td>
<td>Med Center Inbound Files Due @ 2 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pay Statements</td>
<td>UCPay Path Down for all LASB users (Self Service)</td>
<td>BW Pay Compute</td>
</tr>
<tr>
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<td>6</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Check Date</td>
<td>Pay Statements</td>
<td>BW Check Date</td>
</tr>
</tbody>
</table>

9/12/2018
IMPACTS

Key Dates/Times UCPath/UCPC Support Services will be Unavailable

• August 31<sup>st</sup> @ 5:00pm - September 5<sup>th</sup> @ 8:00pm
• September 13<sup>th</sup> @ 5:00pm - September 18<sup>th</sup> @ 8:00pm

Portal: The self service portal will be unavailable during the key dates noted above.

• You will not be able to update any personal information or view your Earning Statements (paystubs) or other personal information during these times.

Paychecks: Paychecks will be delivered as scheduled, however Earnings Statements (paystubs) will only be available when the portal is available.

• Monthly Paid Employees: Earnings Statements will be available from August 29<sup>th</sup>-Augst 31<sup>st</sup>, and then from September 6<sup>th</sup>-September 12<sup>th</sup> and then after September 19<sup>th</sup>.
• Bi-weekly Paid Employees: Earnings Statements will be available on August 31<sup>st</sup>, and then from September 6<sup>th</sup>-September 12<sup>th</sup>, and then after September 19<sup>th</sup>.

If you have any questions or concerns regarding your monthly or biweekly paycheck during this transition period please reach out to the following contacts:

• Faculty/Other Academics should contact: UCPathhelp@ucr.edu
• Staff should contact your supervisor, HR business partner or other departmental administrative personnel
# SYSTEM IMPACTS

<table>
<thead>
<tr>
<th>System</th>
<th>August 31 @ 5pm - September 5th</th>
<th>September 6th - September 12th</th>
<th>September 13th @ 5:00pm - September 18th</th>
<th>September 19th onward</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCPath System/Portal</td>
<td>Not available</td>
<td>Fully Available</td>
<td>Not available</td>
<td>Fully Available</td>
</tr>
<tr>
<td>Cognos/PPS Reports</td>
<td>Not available</td>
<td>Fully Available</td>
<td>Not available</td>
<td>Fully Available</td>
</tr>
<tr>
<td>ServiceLink</td>
<td>Fully Available</td>
<td>Fully Available</td>
<td>Fully Available</td>
<td>Fully Available</td>
</tr>
<tr>
<td>HRDW</td>
<td>Available, but data will not be current</td>
<td>Fully Available</td>
<td>Available, but data will not be current</td>
<td>Fully Available</td>
</tr>
<tr>
<td>SuperDope</td>
<td>Available, but data will not be current</td>
<td>Fully Available</td>
<td>Available, but data will not be current</td>
<td>Fully Available</td>
</tr>
<tr>
<td>TARS</td>
<td>Fully Available</td>
<td>Fully Available</td>
<td>Fully Available</td>
<td>Fully Available</td>
</tr>
<tr>
<td>EACS</td>
<td>Fully Available</td>
<td>Fully Available</td>
<td>Fully Available</td>
<td>Fully Available</td>
</tr>
<tr>
<td>FAU Tool</td>
<td>Available but data changes not submitted</td>
<td>Fully Available</td>
<td>Available but data changes not submitted</td>
<td>Fully Available</td>
</tr>
<tr>
<td>SCT Tool</td>
<td>Available but transactions not processed in UCPath by SSCs</td>
<td>Fully Available</td>
<td>Available but transactions not processed in UCPath by SSCs</td>
<td>Fully Available</td>
</tr>
<tr>
<td>General Deduction Tool</td>
<td>Pending Announcement</td>
<td>Fully Available</td>
<td>Pending Announcement</td>
<td>Fully Available</td>
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</table>